

City of Monticello, Iowa

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Posted on September 30, 2021 at 1:00 p.m.

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

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

Mayor:	Brian Wolken	Staff:	
City Council:		City Administrator:	Russell Farnum
At Large:	Dave Goedken	City Clerk/Treas.:	Sally Hinrichsen
At Large:	Brenda Hanken	Police Chief:	Britt Smith
Ward #1:	Scott Brighton	City Engineer:	Patrick Schwickerath
Ward #2:	Candy Langerman	Public Works Dir.:	Nick Kahler
Ward #3:	Chris Lux	Water/Wastewater Sup.:	Jim Tjaden
Ward #4:	Tom Yeoman	Park & Rec Director:	Jacob Oswald
		Library Director:	Michelle Turnis

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

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

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

Approval of Council Mtg. Minutes

September 20, 2021

Approval of Payroll

September 23, 2021

Approval of Bill List

Resolutions:

1. **Resolution** to approve bid related to Street Repair Packages
2. **Resolution** to approve Conflict of Interest Policy
3. **Resolution** to approve conducting a survey for Iowa Community Development Block Grant (CDBG)

4. **Resolution** Approving FY 2020-2021 Street Finance Report
5. **Resolution** Compadres developer's agreement with Yeoman

Motions:

6. **Motion** to approve letter to North Sycamore Street Property owners related to the water line issues and extending the warranty
7. **Motion** to approve City Attorney contact policy

Reports / Potential Actions:

8. City Engineer
9. Mayor
10. City Administrator
11. City Clerk
 - a. Clerk Report
12. Public Works Director
13. Police Chief
 - a. Birch Street Sidewalk Update
14. Water/Wastewater Superintendent
 - a. Water/wastewater Report
15. Park and Recreation Director
16. Library Director

Work Sessions:

17. **Work Session** Flood Buy-out of 202 North Main
18. **Work Session** Community Building repairs/ improvements

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

Meeting Instructions for the Public

Due to the Covid-19 Virus the public will be admitted into this meeting. Mask is recommended but not required to attend the meeting and seating is limited

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

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

Topic: October 4, 2021 City Council Meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81423178720>

Meeting ID: 814 2317 8720

One tap mobile

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+13017158592,,81423178720# US (Washington DC)

Dial by your location

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+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 814 2317 8720

Find your local number: <https://us02web.zoom.us/j/81423178720>

Regular Council Meeting
September 20, 2021 – 6:00 P.M.
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present were: Dave Goedken, Brenda Hanken, Candy Langerman, Chris Lux and Scott Brighton. Council member Tom Yeoman joined the meeting electronically with Zoom. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Library Director Michelle Turnis, Water/ Wastewater Superintendent Jim Tjaden and Police Chief Britt Smith. Park & Rec Director Jacob Oswald arrived during meeting. The public was invited to attend the meeting in person, with limited seating or to participate in the meeting electronically via "Zoom Meetings" and were encouraged to communicate from Zoom Meeting via chat, due to the heightened public health risks of the Coronavirus Pandemic (COVID-19). The meeting did have public attendance, both in-person and via Zoom.

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

Dave Schoon, 17151 County Rd D62 questioned what grants were received by the City related to the former Compadres building at 103 West First Street. He stated that the City decided not to sell the Compadres building to the owner of The Glass Tap, but rather to an group, that a Council member is involved in. He also inquired if this group applied for an LLC. Yeoman advised there is no requirement for an LLC in this transaction. Farnum stated grants were used for asbestos removal, and the roof removal and replacement. The City did receive these grant funds. Farnum stated the next step is the Community Catalyst & Remediation Grant Program's Building Improvement Grant, which the City match is \$50,000 and State share is \$100,000. To move forward with this grant, City will need to finalize the development agreement with the Development Partnership. Wolken stated with the Catalyst Grant there are many terms and conditions that need to be met before moving forward with the project and title is transferred.

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

Farnum reviewed the Hazard Mitigation Assistance Grant process including the Notice of Intent, property owner voluntarily signing a buyout agreement, and preparing a proposed budget of cost estimates, which was all submitted. The next step is asking for Council approval to move forward in the grant process and committing to the grant match. Grant deadline has been extended to end of November with another deadline the end of February 2022. Dave Schoon questioned how this benefits the residents of Monticello. Wolken advised is mitigates property in the floodplain, like we did with Oak Street Manufacturing and Julien Printing. Yeoman stated that also included several residences. Hanken questioned if the City has ever displaced residents before in a flood buy-out situation. Hinrichsen stated there was around nine housing properties that were involved in the flood buy-outs along Locust Street and there were three homes in a prior year, which included displacing the tenants. Lux moved to table action on the local match for the Hazard Mitigation Assistance Program related to 2020 North

Main Street, Brighton seconded, roll call unanimous. Langerman moved to place the tabled item to take action regarding the local match for the Hazard Mitigation Assistance Program related to 2020 North Main Street Flood Buy-out on the agenda as a work session on October 4, 2021. Lux seconded. Roll call unanimous.

Lux moved to table resolution designating and authorizing Russell Farnum City Administrator as City Representative to sign all documents related to the Mitigation Project providing funding to assist with the Flood Plain Buyout 202 North Main, Langerman seconded, roll call unanimous.

Farnum reported the Iowa DOT has approved a grant to build an apron and taxiway extension to the south of the current hangars to serve new hangar sites. This project is part of the Capital Improvement Plan for construction in 2022. The cost is estimated to be \$80,000, with State grant for 80%, or \$64,000, and City match of 20%, or \$16,000. Yeoman moved to approve Resolution #2021-106 Authorizing City Administrator to execute Iowa Department of Transportation Agreement for the Fiscal Year 2022 Airport Improvement Program between IDOT and the City of Monticello related to Taxiway and Apron Extension. Lux seconded, roll call unanimous.

Farnum stated Smith has been working with Charlie Becker, 713 North Birch Street, who has proposed an infill sidewalk at his own expense that allows his grandson who lives down the street from him to travel back and forth from their properties in his wheel chair by way of the sidewalk. Becker had communicated his intentions to the adjacent property owners. One property owner refused to allow Becker to install the sidewalk on her property. Smith had concerns regarding City's liability and the installation of sidewalk approaches that direct pedestrians into the street to bypass a property. Smith stated the City has the authority to require the installation of sidewalk. Gary Schwandt, 711 North Birch stated there is a sidewalk across the street at Polo Plastics that goes up the street and ends nowhere. He didn't want to see the same thing with this sidewalk. Smith stated the Sidewalk Committee wants to move forward with getting sidewalks to Northridge housing addition and a private property owner has agreed to pay for the sidewalk at no cost to City or the property owners. Schwandt questioned if the property owners would be expected to clear the sidewalks after the City moves snow from the cul-de-sac. Smith stated the City would need to look into other options to remove the snow, like done with other cul-de-sacs in town. Gary Bohlken, 709 North Birch stated they get a lot of snow up there and questioned how they would remove the snow that early in the morning. Council discussed the width of the sidewalk 4' or 5', location of where the sidewalk would be installed and ADA compliance. Liz Bartels, 707 North Birch stated if they install the sidewalk 4' from the right of way, the City will be plowing snow onto the sidewalks. She questioned why Becker didn't install the sidewalk on his property. Marsha Schwandt stated they just paid for 50% of the cost to install the driveway and now it would be redone again. She felt if they would be exempt from removing the snow, they would be okay with the sidewalks. Bohlken stated he was not opposed to the sidewalk just had concerns on how it would be installed. Wolken directed Smith will contact Becker to get detailed plans for the

proposed sidewalk. Brighton moved to table the approval of a plan for sidewalk infill along North Birch Street, Langerman seconded, roll call unanimous.

Jeff Ketels, Commercial Edge Construction updated Council on the progress of the Dollar Fresh and that they look to open after the first of the year, probably in February 2022. They are having some water and sewer connection issues but are working on them. Farnum stated staff has worked with the City Engineer and Developer on the site plan and it complies with all City requirement except the number of parking spaces proposed is less than the City Code requires. Planning and Zoning Board recommends approval of the site plan for Dollar Fresh. Langerman moved to approve Resolution #2021-107 to approve Dollar Fresh Site Plan, Hanken seconded, roll call unanimous.

Oswald reported looking into replacing the signs at Klienow ball field and City received a grant to install the Library's Storywalk Boards. He is working to rent the post hole digger to do both project at the same time.

Tjaden reported Plumber, Rod Clausser will be tapping the 6 inch water line lived tomorrow for Dollar Fresh.

Turnis reported contractor was working on the Library louvers. She stated Penny Schmidt is attending the Lion's Club and hoping to get funding for the Storywalk.

Hanken reported on some garbage concerns and Republic picking up extra bags without the City's tags.

Farnum stated he sent a letter to Matt Pivit, with Republic, regarding some issues and doesn't believe there has been any issues since the letter was sent.

Farnum updated Council on North Sycamore Street project and continues to work with engineer and contractor. Council discusses extending the warranty of the water lines past the contractor's 5 years warranty, possibly 15 or 20 if there are any issues with their water lines related to the project. Consensus of the Council was to have Farnum prepare a draft letter and bring to the next Council meeting for their review.

Farnum stated the 7th Street plans are near completion and proposed to bid in November.

Farnum reported Oswald worked all day on Sunday at the Monti In Motion car show and raised \$700 for the Austin Strong Inclusive Playground.

Council held a work session to review the issues presented by the Community Building Committee and they toured the Community Auditorium. Consensus of the Council was for Farnum to get some prices for the areas discussed, such as the stage drawer, repair walls

Regular Council Meeting
September 20, 2021

where radiators were removed, stairs and patches by the new doors, blinds, and ceiling. Council will review and then decide on how to proceed.

Brighton moved to adjourn at 7:42 PM.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

PAYROLL - SEPTEMBER 23, 2021

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	September 6 - 19, 2021				
Brian Bronemann	\$ 667.30	\$ -	0.00	0.00	\$ 544.15
Jacob Gravel	1,813.95	62.55	0.00	0.00	1,311.00
Mason Hanson	182.80	-	0.00	0.00	157.47
David Husmann	2,102.20	274.20	0.00	0.00	1,404.57
Mary Intlekofer	178.88	-	0.00	0.00	86.56
Nick Kahler	200.00	-	0.00	0.00	172.28
Lori Lynch	2,593.00	933.48	0.00	0.00	1,837.39
Chloe Mogensen	1,279.60	-	0.00	0.00	933.08
Mandy Norton	342.85	-	0.00	0.00	275.37
Shannon Poe	392.30	-	0.00	0.00	302.33
Shelly Searles	2,259.79	160.99	0.00	0.00	1,520.78
Jeff Silver	190.80	-	0.00	0.00	164.35
Sabrina Strella	224.00	-	0.00	0.00	186.13
Jenna Weih	2,936.23	925.43	0.00	0.00	2,188.26
Curtis Wyman	1,980.63	93.83	7.50	179.63	1,326.52
TOTAL AMBULANCE	\$ 17,344.33	\$ 2,450.48	7.50	179.63	\$ 12,410.24
CEMETERY	September 4 - 17, 2021				
Dan McDonald	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,263.32
TOTAL CEMETERY	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,263.32
CITY HALL	September 5 - 18, 2021				
Cheryl Clark	\$ 1,772.00	\$ -	1.13	12.38	\$ 1,202.60
Russ Farnum	3,903.85	-	0.00	0.00	2,643.54
Sally Hinrichsen	2,614.03	-	0.00	0.00	1,648.61
Nanci Tuel	1,574.40	-	0.00	0.00	1,055.77
TOTAL CITY HALL	\$ 9,864.28	\$ -	1.13	12.38	\$ 6,550.52
COUNCIL / MAYOR					
Scott Brighton	\$ 100.00	\$ -	0.00	0.00	\$ 92.26
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	274.78
Tom Yeoman	100.00	-	0.00	0.00	92.35
TOTAL COUNCIL / MAYOR	\$ 900.00	\$ -	0.00	0.00	\$ 828.61
LIBRARY	September 6 - 19, 2021				
Molli Hunter	\$ 987.20	\$ -	0.00	0.00	\$ 775.00
Penny Schmit	1,188.80	-	0.00	0.00	684.04
Michelle Turnis	1,705.44	-	0.00	0.00	1,084.35
TOTAL LIBRARY	\$ 3,881.44	\$ -	0.00	0.00	\$ 2,543.39
MBC	September 6 - 19, 2021				
Jacob Oswald	\$ 2,089.42	\$ -	0.00	0.00	\$ 1,568.66
Shannon Poe	1,664.84	-	0.00	0.00	1,143.95
TOTAL MBC	\$ 3,754.26	\$ -	0.00	0.00	\$ 2,712.61
POLICE	September 6 - 19, 2021				
Zachary Buehler	\$ 2,291.19	\$ 98.48	0.00	0.00	\$ 1,692.39
Peter Fleming	2,314.20	-	0.00	35.25	1,623.88
Dawn Graver	2,577.65	-	0.00	0.00	1,852.55
Erik Honda	2,509.08	-	0.00	12.75	1,862.40
Jordan Koos	2,538.95	-	0.00	13.50	1,826.89
Britt Smith	3,071.06	-	0.00	0.00	2,249.23

PAYROLL - SEPTEMBER 23, 2021

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
POLICE (cont.)					
Madonna Staner	1,576.00	-	0.00	0.00	1,192.70
Brian Tate	2,545.14	-	0.00	0.00	1,879.91
TOTAL POLICE	<u>\$ 19,423.27</u>	<u>\$ 98.48</u>	<u>0.00</u>	<u>61.50</u>	<u>\$ 14,179.95</u>
ROAD USE	September 4 - 17, 2021				
Zeb Bowser	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,282.77
Jasper Scott	1,684.00	-	0.00	0.00	1,190.71
TOTAL ROAD USE	<u>\$ 3,428.00</u>	<u>\$ -</u>	<u>0.00</u>	<u>0.00</u>	<u>\$ 2,473.48</u>
SANITATION	September 4 - 17, 2021				
Michael Boyson	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,226.86
Nick Kahler	2,131.80	-	0.00	0.00	1,466.35
TOTAL SANITATION	<u>\$ 3,875.80</u>	<u>\$ -</u>	<u>0.00</u>	<u>0.00</u>	<u>\$ 2,693.21</u>
SEWER	September 4 - 17, 2021				
Tim Schultz	\$ 2,020.01	\$ 28.01	0.00	7.50	\$ 1,403.86
Jim Tjaden	2,461.54	-	0.00	0.00	1,781.80
TOTAL SEWER	<u>\$ 4,481.55</u>	<u>\$ 28.01</u>	<u>0.00</u>	<u>7.50</u>	<u>\$ 3,185.66</u>
SWIMMING POOL	September 3 - 16, 2021				
Harrison Ahlrichs	\$ 67.65	\$ -	0.00	0.00	\$ 62.48
Lydia Ahlrichs	37.50	-	0.00	0.00	34.63
Sullivan Flynn	117.50	-	0.00	0.00	108.51
Jacob Miller	67.65	-	0.00	0.00	62.48
Dylan Ponder	88.15	-	0.00	0.00	81.40
Emma Schwendinger	66.00	-	0.00	0.00	60.95
Ian Temple	64.00	-	0.00	0.00	59.10
Hayden Tomkins	66.00	-	0.00	0.00	60.95
Brock Westphal	62.00	-	0.00	0.00	57.26
TOTAL SWIMMING POOL	<u>\$ 636.45</u>	<u>\$ -</u>	<u>0.00</u>	<u>0.00</u>	<u>\$ 587.76</u>
WATER	September 4 - 17, 2021				
Daniel Pike	\$ 1,956.00	\$ -	6.00	35.00	\$ 1,403.03
TOTAL WATER	<u>\$ 1,956.00</u>	<u>\$ -</u>	<u>6.00</u>	<u>35.00</u>	<u>\$ 1,403.03</u>
TOTAL - ALL DEPTS.	\$ 71,289.38	\$ 2,576.97	14.63	296.01	\$ 50,831.78

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
AXON ENTERPRISE INC	PD MINOR EQUIPMENT	960.00			
BLADE PEST CONTROL INC	PD PEST CONTROL	41.00			
ELECTRONIC ENGINEERING CO	PD MINOR EQUIPMENT	1,579.00			
MONTICELLO EXPRESS INC		64.07-			

	110 POLICE DEPARTMENT TOTAL	2,515.93			
AQUATIC CENTER					
JOHN DEERE FINANCIAL	POOL BUILDING SUPPLIES	39.87			
MONTICELLO EXPRESS INC	POOL OFFICE SUPPLIES	15.99			
WELTER STORAGE EQUIP CO., INC.	POOL OFFICE SUPPLIES	255.00			

	440 AQUATIC CENTER TOTAL	310.86			
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY BOOTS - MCDONALD	122.51			

	450 CEMETERY TOTAL	122.51			
CITY HALL/GENERAL BLDGS					
BAKER PAPER CO INC	CH BUILDING SUPPLIES	42.74			
BLADE PEST CONTROL INC	CH PEST CONTROL	68.00			
INFRASTRUCTURE TECHNOLOGY	CH WIFI REPEATER	2,837.50			
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES	23.97			
MONTICELLO EXPRESS INC	CH ADVERTISING	550.69			
GABRIELA RODRIGUEZ	CH AUDIT DEPOSIT REFUND	25.00			

	650 CITY HALL/GENERAL BLDGS TOTAL	3,547.90			

	001 GENERAL TOTAL	6,497.20			
MONTICELLO BERNDEN CENTER					
PARKS					
BLADE PEST CONTROL INC	MBC PEST CONTROL	68.00			
EASTERN IOWA SPORTS FACILITY	SOCCER NETS (8)	1,000.00			
FAREWAY STORES #840-1	MBC CONCESSIONS	43.62			
MONTICELLO EXPRESS INC	MBC DUCK DROP	87.20			
PSK LLC	MBC BUILDING REPAIR/MAINT	232.50			
ULINE	MBC BUILDING REPAIR/MAINT	201.29			
WELLS FARGO VENDOR FINANCIAL	2020 TOOLCAT PAYMENT	1,048.95			

	430 PARKS TOTAL	2,681.56			

	005 MONTICELLO BERNDEN CENTER TOTAL	2,681.56			
FIRE					
FIRE					
INSURANCE ASSOCIATES, INC.	WORKMANS COMP INSURANCE	9,191.30			
JOHN DEERE FINANCIAL	FIRE SUPPLIES	9.48			
LAPORTE MOTOR SUPPLY	FIRE VEHICLE OPERATING	23.84			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MUNICIPAL EMERGENCY SERVICES	FIRE SUPPLIES	174.90			
	150 FIRE TOTAL	9,399.52			
	015 FIRE TOTAL	9,399.52			
AMBULANCE					
AMBULANCE					
BLADE PEST CONTROL INC	AMB PEST CONTROL	41.00			
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	451.00			
INSURANCE ASSOCIATES, INC.		3,180.61-			
ZOLL MEDICAL CORPORATION	AMB MEDICAL SUPPLIES	266.50			
	160 AMBULANCE TOTAL	2,422.11-			
	016 AMBULANCE TOTAL	2,422.11-			
LIBRARY IMPROVEMENT					
LIBRARY					
BARKING DOG INTERPRETIVE	LIB IMP PROGRAMS/PROMOTIONS	6,010.80			
	410 LIBRARY TOTAL	6,010.80			
	030 LIBRARY IMPROVEMENT TOTAL	6,010.80			
LIBRARY					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB BOOKS	117.71			
JOHN DEERE FINANCIAL	LIB BUILDING SUPPLIES	19.97			
LADCO	LIB BUILDING REPAIR/MAINT	309.75			
MICRO MARKETING LLC	LIB AUDIO RECORDINGS	333.03			
	410 LIBRARY TOTAL	780.46			
	041 LIBRARY TOTAL	780.46			
AIRPORT					
AIRPORT					
LASLEY ELECTRIC LLC	AIRPORT BUILDING REPAIR/MAINT	137.64			
MONTECELLO AVIATION INC	AIRPORT MANAGER	2,166.66			
	280 AIRPORT TOTAL	2,304.30			
	046 AIRPORT TOTAL	2,304.30			
ROAD USE					
STREETS					
ROBERT P CLAUSSEN	RU EQUIP REPAIR/MAINT	4,500.00			
BRIAN CROWLEY	RU VEHICLE OPERATING SUPPLIES	906.14			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL TRAFFIC CONTROLS, INC.	RU LIGHT SYSTEMS & STRUCTURES	260.00			
INSURANCE ASSOCIATES, INC.		384.00-			
JOHN DEERE FINANCIAL	RU BOOTS - MCDONALD	74.93			
KIMBALL MIDWEST	RU SUPPLIES	216.40			
KROMMINGA MOTORS INC	RU VEHICLE OPERATING SUPPLIES	13.00			
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	437.35			
STEVE MONK CONSTRUCTION	RU STREET MAINTENANCE CONTRACT	935.48			
THEODORE KRAUS	RU TREE REMOVAL & PLANTING	600.00			
MONTICELLO EXPRESS INC	RU ADVERTISING	87.20			
MONTICELLO MACHINE SHOP INC	RU EQUIP REPAIR/MAINT	6.56			
L.L. PELLING CO	RU STREET MAINTENANCE SUPPLIES	714.84			
MARK SCHMITZ	RU SUPPLIES	100.00			
THOMPSON TRUCK & TRAILER, INC.	RU EQUIP REPAIR/MAINT	46.34			
	210 STREETS TOTAL	8,514.24			
	110 ROAD USE TOTAL	8,514.24			
EMPLOYEE BENEFITS					
POLICE DEPARTMENT					
INSURANCE ASSOCIATES, INC.	WORKMANS COMP INSURANCE	3,387.39			
	110 POLICE DEPARTMENT TOTAL	3,387.39			
STREETS					
INSURANCE ASSOCIATES, INC.		362.20-			
	210 STREETS TOTAL	362.20-			
LIBRARY					
INSURANCE ASSOCIATES, INC.		58.03-			
	410 LIBRARY TOTAL	58.03-			
PARKS					
INSURANCE ASSOCIATES, INC.		454.43-			
	430 PARKS TOTAL	454.43-			
AQUATIC CENTER					
INSURANCE ASSOCIATES, INC.		421.85-			
	440 AQUATIC CENTER TOTAL	421.85-			
CEMETERY					
INSURANCE ASSOCIATES, INC.		6.46-			
	450 CEMETERY TOTAL	6.46-			
SUPER MAC FUND					
INSURANCE ASSOCIATES, INC.		10.32-			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	499 SUPER MAC FUND TOTAL		10.32-		
CLERK/CITY ADMIN INSURANCE ASSOCIATES, INC.			1,222.56-		
620 CLERK/CITY ADMIN TOTAL			1,222.56-		
112 EMPLOYEE BENEFITS TOTAL			851.54		
TRUST/SLAVKA GEHRET FUND LIBRARY					
BAKER & TAYLOR BOOKS	LIB GEHRET BOOKS		93.78		
DARRIN CROW	LIB GEHRET PROGRAMMING		250.00		
MICRO MARKETING LLC	LIB GEHRET BOOKS		141.41		
410 LIBRARY TOTAL			485.19		
178 TRUST/SLAVKA GEHRET FUND TOTAL			485.19		
PARK IMPROVEMENT CAPITAL PROJECTS					
AMANDA BRENNEMAN	DUCK DROP - 2ND PLACE		350.00		
MONTICELLO EXPRESS INC	MONTI IN MOTION CAR SHOW		92.75		
MICHELLE TURNIS	DUCK DROP - 3RD PLACE		125.00		
750 CAPITAL PROJECTS TOTAL			567.75		
313 PARK IMPROVEMENT TOTAL			567.75		
TIF PROJECT STREETS					
ROTO-ROOTER	N SYCAMORE ST RECONSTRUCTION		598.50		
210 STREETS TOTAL			598.50		
325 TIF PROJECT TOTAL			598.50		
CAPITAL IMPROVEMENT STREETS					
ROTO-ROOTER	N SYCAMORE ST RECONSTRUCTION		399.00		
210 STREETS TOTAL			399.00		
332 CAPITAL IMPROVEMENT TOTAL			399.00		
WATER					

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
WATER					
BAKER PAPER CO INC	WATER LAB SUPPLIES	35.30			
CAHOY PUMP SERVICE, INC.	WATER SYSTEM	72,526.00			
CLOUSER PLUMBING TECHNOLOGIES	WATER SYSTEM	2,555.00			
INFRASTRUCTURE TECHNOLOGY	WATER DATA PROCESSING	14.00			
INSURANCE ASSOCIATES, INC.		1,404.69			
IOWA DEPT OF NATURAL RESOURCES	WATER DUES - PERMIT #3987	95.00			
J&R SUPPLY INC	WATER SUPPLIES	143.00			
MULLER RENTALS	OVERPAYMENT REFUND - BOHLKEN	56.59			
WHITE HAWK PLUMBING & HEATING	WATER SYSTEM	297.50			
WILLIAM WARREN, INC.	WATER BOOTS - SCHULTZ	100.00			
	810 WATER TOTAL		74,417.70		
	600 WATER TOTAL		74,417.70		
CUSTOMER DEPOSITS					
WATER					
CHRIS CASTEK	WATER DEPOSIT REFUND	11.36			
CITY OF MONTICELLO	FERRIE/MADELINE & GEARHART/AAR	354.76			
ZACHARY HEBL	WATER DEPOSIT REFUND	8.88			
	810 WATER TOTAL		375.00		
	602 CUSTOMER DEPOSITS TOTAL		375.00		
SEWER					
SEWER					
BAKER PAPER CO INC	SEWER LAB SUPPLIES	35.31			
EASTERN IA EXCAVATING&CONCRETE	SEWER SYSTEM	14,357.33			
INSURANCE ASSOCIATES, INC.		2,422.79			
JOHN DEERE FINANCIAL	SEWER BOOTS - TJADEN	208.93			
PINNACLE PLUMBING HOLDINGS LLC	SEWER EQUIP REPAIR/MAINT	1,471.23			
WILLIAM WARREN, INC.	SEWER BOOTS - SCHULTZ	100.00			
	815 SEWER TOTAL		13,750.01		
	610 SEWER TOTAL		13,750.01		
SEWER CAPITAL IMPROVEMENT					
SEWER					
SNYDER & ASSOCIATES, INC	SEWER FACILITY EVALUATION	28,250.00			
	815 SEWER TOTAL		28,250.00		
	613 SEWER CAPITAL IMPROVEMENT TOTAL		28,250.00		
SANITATION					

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
SANITATION					
INSURANCE ASSOCIATES, INC.		344.75-			
REPUBLIC SERVICES	RESIDENTIAL GARBAGE	23,433.42			
	840 SANITATION TOTAL	23,088.67			
	670 SANITATION TOTAL	23,088.67			
YARD WASTE SITE					
SANITATION					
RANDALL G THUMAN	SANITATION COMPOST	10,500.00			
	840 SANITATION TOTAL	10,500.00			
	675 YARD WASTE SITE TOTAL	10,500.00			
	Accounts Payable Total	187,049.33			

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

	FUND NAME	AMOUNT
001	GENERAL	6,497.20
005	MONTICELLO BERND'S CENTER	2,681.56
015	FIRE	9,399.52
016	AMBULANCE	2,422.11-
030	LIBRARY IMPROVEMENT	6,010.80
041	LIBRARY	780.46
046	AIRPORT	2,304.30
110	ROAD USE	8,514.24
112	EMPLOYEE BENEFITS	851.54
178	TRUST/SLAVKA GEHRET FUND	485.19
313	PARK IMPROVEMENT	567.75
325	TIF PROJECT	598.50
332	CAPITAL IMPROVEMENT	399.00
600	WATER	74,417.70
602	CUSTOMER DEPOSITS	375.00
610	SEWER	13,750.01
613	SEWER CAPITAL IMPROVEMENT	28,250.00
670	SANITATION	23,088.67
675	YARD WASTE SITE	10,500.00

	TOTAL FUNDS	187,049.33

City Council Meeting
Prep. Date: September 29, 2021
Preparer: Nick Kahler



Agenda Item: 1
Agenda Date: October 4, 2021

Communication Page

Agenda Items Description: Approval of Kluesner crack fill bid

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: Crack fill bid for 2021

Background Information: Every year we find the streets that need crack filled. Crack filling the streets keeps the water from going down into the street and freezing causing bigger holes and issues later. The highlighted streets are the ones that I would like to get done this year. If those are the streets that we do this year it adds up to \$35,989.78

Staff Recommendation: I recommend the approval of the Kluesner crack fill bid

The City of Monticello, Iowa

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

RESOLUTION #

Resolution to approve bid related to Street Repair Packages

WHEREAS, the City of Monticello sought a bid from Kluesner Construction, Inc. to perform Crack Sealing and Asphalt Street Repairs, and

WHEREAS, Kluesner, at the direction of the City Public Works Director, identified numerous streets in need of crack sealing, identifying all of same in a proposal at a total cost of \$35,989.78, and

WHEREAS, The Council finds that the City should proceed with the proposed crack sealing.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the proposed crack sealing and asphalt repairs as proposed and bid by Kluesner Construction, as set forth previously herein.

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

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk



PROPOSAL

1007 1st Ave. NW * PO Box 355 * Farley, IA 52046
 (563) 744-3422 Fax (563) 744-3146
 Fed ID # 42-1463491

kluesnerconstruction.com

DATE	ESTIMATE #
9/20/2021	21102

NAME / ADDRESS	CELL NUMBER	FAX NUMBER	PHONE NUMBER
CITY OF MONTICELLO 200 E FIRST STREET MONTICELLO, IA 52310-1501	319-821-0488 NICK	319-465-3527	319-465-3577
	LOCATION		

DESCRIPTION	UNIT	RATE	TOTAL
CRACK AND JOINT SEALING OF STREETS			
• ROUT CRACKS AS NEEDED			
• CLEAN CRACKS AND JOINTS WITH COMPRESSED AIR			
• SEAL CRACKS AND JOINTS WITH D-3405 HOT APPLIED RUBBERIZED SEALANT			
• PREVIOUSLY SEALED CRACKS WILL BE TOUCHED-UP AS NEEDED			
• THE PRICE WILL BE \$0.69 PER LINEAL FOOT			
HARDSCRABBLE ROAD - FROM EAST OF 168TH ST TO WEST 11TH ST CRACKS APPROXIMATELY TRAFFIC CONTROL	6,771	0.69 203.00	4,671.99 203.00
WEST 1ST STREET FROM CONCRETE ROADWAY JUST WEST OF HOUSE #926 TO PARK DRIVE • NO ROUTING THIS AREA CRACKS APPROXIMATELY TRAFFIC CONTROL	9,307	0.69 279.00	6,421.83 279.00
WEST 1ST ST FROM PARK DRIVE TO GILL ST CRACKS APPROXIMATELY TRAFFIC CONTROL	7,990	0.69 239.00	5,513.10 239.00
TOWER VIEW COURT FROM WEST 6TH ST TO CUL-DE-SAC JOINTS APPROXIMATELY RANDOMS APPROXIMATELY	2,558 120	0.69 0.69	1,765.02 82.80
BRUCE ALLEN DRIVE FROM WEST 6TH TO END JOINTS APPROXIMATELY RANDOMS APPROXIMATELY	3,692 315	0.69 0.69	2,547.48 217.35
NORTH MAIN FROM 1ST TO OLDER/NEWER ASPHALT JUST NORTH OF E 3RD ST CRACKS APPROXIMATELY CURB LINE APPROXIMATELY TRAFFIC CONTROL	4,666 2,170	0.69 0.69 206.00	3,219.54 1,497.30 206.00
WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS. SIGN:		TOTAL	

SIGNATURE



PROPOSAL

1007 1st Ave. NW * PO Box 355 * Farley, IA 52046
 (563) 744-3422 Fax (563) 744-3146
 Fed ID # 42-1463491

kluesnerconstruction.com

DATE	ESTIMATE #
9/20/2021	21102

NAME / ADDRESS	CELL NUMBER	FAX NUMBER	PHONE NUMBER
CITY OF MONTICELLO 200 E FIRST STREET MONTICELLO, IA 52310-1501	319-821-0488 NICK	319-465-3527	319-465-3577
	LOCATION		

DESCRIPTION	UNIT	RATE	TOTAL
NORTH MAIN FROM OLDER/NEWER ASPHALT JUST NORTH OF E 3RD ST TO RIVER BRIDGE CRACKS APPROXIMATELY TRAFFIC CONTROL	9,195	0.69 276.00	6,344.55 276.00
SOUTH MAIN STREET FROM HIGHWAY 38 OAK ST TO EAST SOUTH ST CRACKS APPROXIMATELY CURB LINE APPROXIMATELY TRAFFIC CONTROL	2,944 1,760	0.69 0.69 142.00	2,031.36 1,214.40 142.00
SOUTH MAIN ST FROM EAST SOUTH ST TO SOUTH HAVEN DRIVE CRACKS APPROXIMATELY CURB LINE APPROXIMATELY TRAFFIC CONTROL	14,005 3,282	0.69 0.69 518.00	9,663.45 2,264.58 518.00
SOUTH MAIN ST FROM SOUTH HAVEN DRIVE TO BODENSTEINER IMP. DRIVEWAY SOUTH SIDE CRACKS APPROXIMATELY NOTE: DO NOT SEAL ALLIGATORED AREA THE EAST SIDE OF THE ROADWAY TRAFFIC CONTROL	5,555	0.69 167.00	3,832.95 167.00
NOTE: ALL MEASUREMENTS ARE APPROXIMATE. AN ACCURATE MEASUREMENT WILL BE MADE ON COMPLETED WORK FOR FINAL BILLING.			

WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS. SIGN:

TOTAL \$53,317.70

PAYMENT DUE UPON COMPLETION OF THE WORK. PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN ____ DAYS.

SIGNATURE _____

City Council Meeting
Prep. Date: 9/29/2021
Preparer: Sally Hinrichsen



Agenda Item: # 2
Agenda Date: 10/04/2021

Communication Page

Agenda Items Description: Resolution to approve Conflict of Interest Policy related to Federal Funds received by the City.

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: ARPA funding required to have a Conflict of Interest Policy that meets the Federal requirements.

Background Information: In August 2021, City received the first of two ARPA grant funding. Council approved to use these funds for the Wastewater Facility Upgrades and construction.

One requirement of the grant is to have a Conflict of Interest Policy in place meeting Federal requirements

Staff Recommendation:

Staff recommends approval of the Conflict of Interest Policy

The City of Monticello, Iowa

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

RESOLUTION # _____

Conflict of Interest Policy

In addition to State of Iowa, and Local codes, applicable to Conflict of Interest, the following policy, pertaining to Federal Funds shall be applicable.

Per 2 CFR Part 200.112 Conflict of Interest

The Federal awarding agency must establish conflict of interest policies for Federal awards. The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

And per 2 CFR Part 200.318 (c)(1) General Procurement Standards

The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

To the extent permitted by federal, state, or local laws or regulations, violations of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against officers, employees, or agents.

Passed and adopted this 4th day of October 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 9/29/2021
Preparer: Sally Hinrichsen



Agenda Item: # 3
Agenda Date 10/04/2021

Communication Page

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

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

Attachments & Enclosures:

resolution

Sample Survey

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

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

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

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

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

The City of Monticello, Iowa

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

RESOLUTION #

Resolution authorizing a CDBG Income Survey
to be completed for sewer facility project

WHEREAS, the City of Monticello was contacted by the Iowa Department of Natural Resources to prepare plans to upgrade the wastewater treatment plant from a trickling filter system to aerobic digestion system, and

WHEREAS, the City Council has acquired the services of Snyder & Associates engineering services to design the wastewater treatment plant upgrades to come into compliance with the nutrient removal requirements, and

WHEREAS, the estimated cost estimate for the treatment plant upgrades from a trickling filter treatment process to aerobic digestion system is approximately \$12 million dollars, and

WHEREAS, the Council has been made aware of various grants including but not limited to the Community Development Block Grant (CDBG) is available through Iowa Economic Development Authority, and

WHEREAS, East Central Iowa Council of Government (ECICOG) prepared a list of eligible households that the survey was mailed to. City is required to make an additional attempt to collect complete the survey of residents and to seek out volunteers to help complete survey. The Council conducted a survey in June 2021 and collected about 188 responses of 535 surveys mailed out, and,

WHEREAS, City is required to make an additional attempt to collect complete the survey of residents and to seek out volunteers to help complete survey. The Council finds that the CDBG Income Survey to confirm Monticello meets the LMI (low to moderate income) requirement for the CDBG grant should be completed for the funding of the wastewater treatment plant improvements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby authorize the preparation and collection of CDBG Income Survey to confirm Monticello meets the LMI (low to moderate income) requirement for the

Community Development Block Grant (CDBG) for the wastewater treatment plant improvements project for collection on _____

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

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

City Council Meeting
Prep. Date: 9/29/2021
Preparer: Sally Hinrichsen



Agenda Item: # 4
Agenda Date: 10/04/2021

Communication Page

Agenda Items Description: Resolution approving the FY 2020-2021 Street Finance Report

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

Attachments & Enclosures:

Resolution

Street Financial Report

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: Annual Street Finance Report is required to be filed to the Iowa Department of Transportation by December 1 of each year, per Iowa Code section 312.14.

Background Information: City Annual Street Finance Report summarizes the revenues, expenses, debt payments, major equipment/ assets owned, rented and/or purchased, major street project, and finally, ending cash balances in applicable funds tied to “streets” in the community. I prepared the report and upon review and approval by the Council will see to its’ submission in accordance with State Law.

Staff Recommendation:

Staff recommends approval of the FY 2020-2021 Street Finance Report

THE CITY OF MONTICELLO, IOWA

RESOLUTION #

Approving FY 2020-2021 Street Finance Report

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

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

WHEREAS, The City Clerk has prepared the report for FY 2020-2021 Street Finance Report, as required by Code of Iowa section 312.14. Same having been reviewed by the City Administrator and presented to the City Council for review and approval, and

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

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 4th day of October 2021, does hereby approve the FY 2020-2021 Street Finance Report and directs the City Clerk to submit same to the Iowa Department of Transportation as required by Iowa Code section 312.14.

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

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2021

Monticello

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Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets		\$159,719					\$159,719
Benefits - Roads/Streets	\$2,615	\$1,878					\$4,493
Training & Dues		\$1,968					\$1,968
Building & Grounds Maint. & Repair		\$8,742					\$8,742
Vehicle & Office Equip Operation and Repair		\$20,407					\$20,407
Operational Equipment Repair		\$47,768					\$47,768
Other Maintenance and Repair					\$1,480		\$1,480
Engineering		\$5,278					\$5,278
Insurance		\$9,773					\$9,773
Rents & Leases		\$1,613					\$1,613
Street Maintenance Expense	\$8,085	\$199,806					\$207,891
Other Professional Services		\$4,662					\$4,662
Minor Equipment Purchases		\$2,309					\$2,309
Operating Supplies	\$692	\$46,025					\$46,717
Replacement Posts & Signs		\$888					\$888



City Street Finance Report

Fiscal Year 2021

Bureau of Local Systems

Monticello

Ames, IA 50010

9/29/2021 7:05:54 PM

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Furniture & Fixtures		\$3,257					\$3,257
Other Capital Equipment		\$25,500	\$20,000				\$45,500
Buildings		\$3,280					\$3,280
Storm Drainage	\$7,909					\$7,909	\$15,818
Principal Payment				\$329,346			\$329,346
Interest Payment				\$77,315			\$77,315
Bond Registration Fees				\$825			\$825
Transfer Out		\$20,000				\$16,211	\$36,211
Street Lighting	\$66,922						\$66,922
Snow Removal		\$32,858					\$32,858
Depreciation & Building Utilities		\$7,328					\$7,328
Total	\$86,223	\$603,059	\$20,000	\$407,486	\$1,480	\$24,120	\$1,142,368



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2021

Monticello

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Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$72,495		\$0	\$396,275			\$468,770
Interest	\$6,411		\$65			\$93	\$6,569
State Revenues - Road Use Taxes		\$568,118					\$568,118
Charges/fees						\$29,795	\$29,795
Assessments					\$40,619		\$40,619
Contributions		\$88					\$88
Sale of Property & Merchandise	\$2,317	\$10,345					\$12,662
Transfer In	\$5,000		\$20,000	\$11,211			\$36,211
Total	\$86,223	\$578,551	\$20,065	\$407,486	\$40,619	\$29,888	\$1,162,832



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2021

Monticello

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Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
2019 GO Bond - North Sycamore Street	\$2,285,000	\$225,000	\$68,550	\$225,000	\$68,550	\$2,060,000
2016 GO Bond & Refunding	\$930,000	\$150,000	\$14,558	\$52,841	\$5,128	\$780,000
2014 GO Corporate Purpose	\$775,000	\$265,000	\$18,713	\$51,505	\$3,637	\$510,000



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2021

Monticello

9/29/2021 7:05:54 PM

Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
New Holland Backhoe B95C	2015	Purchased	\$85,000	No Change
New Holland L220 Skid Loader	2013	Purchased	\$30,300	No Change
International Dump Truck	2013	Purchased	\$122,495	No Change
GMC Dump Truck	2001	Purchased	\$60,799	No Change
Bomag BMRO-30 Street Roller	1996	Purchased	\$20,000	Sold
International 7300 SFA Dump Truck	2003	Purchased	\$62,870	No Change
Ford Dump Truck	1997	Purchased	\$46,061	Sold
Ford F550 Lift Truck	2002	Purchased	\$40,000	No Change
Tymco Street Sweeper	2006	Purchased	\$123,392	No Change
2011 International Dump Truck	2011	Purchased	\$71,000	No Change
Ford F 350 pickup	2019	Purchased	\$46,992	New
New Holland E27B Mini Hoe	2013	Rental	\$1,613	Renting



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2021

Monticello

9/29/2021 7:05:54 PM

Street Projects

Project Description	Contract Price	Final Price	Contractor Name
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Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2021

Monticello

9/29/2021 7:05:54 PM

Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Begining Balance	\$0	\$587,533	\$0	\$0	\$335,967	(\$1,056)	\$922,444
SubTotal Expenses (-)	\$86,223	\$583,059	\$20,000	\$407,486	\$1,480	\$7,909	\$1,106,157
Transfers Out (-)		\$20,000				\$16,211	\$36,211
Subtotal Revenues (+)	\$81,223	\$578,551	\$65	\$396,275	\$40,619	\$29,888	\$1,126,621
Transfers In (+)	\$5,000		\$20,000	\$11,211			\$36,211
Ending Balance	\$0	\$563,025	\$65	\$0	\$375,106	\$4,712	\$942,908

Resolution Number:

Execution Date:

Signature:

City Council Meeting
Prep. Date: 09/30/21
Preparer: Russell Farnum



Agenda Item: #
Agenda Date: 10/04/2021

Communication Page

Agenda Items Description: Approve Development Agreement on Compadres Building

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

Attachments & Enclosures:

Resolution and Draft Agreement

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: The Compadres Building is getting close to ready for transfer to a private party for completion. Derek Lumsden has secured the Catalyst Grant for this project on behalf of the City, and the City has committed the match. The Developer, Creative Concepts Development (Tom Yeoman) has conceptual agreement with the end-user, Matt Kumley, who are both also contributing at least \$100,000 (each) to this project.

The end result is that Yeoman will build out the shell and Kumley will then buy the building, finish out the interior, and operate a bar/restaurant with an outdoor seating area, as an expansion of the Glass Tap.

This Agreement is necessary to assure all parties provide the necessary funding and performance as required under the terms of the Catalyst Grant and the City's expectations.

Background Information:

Iowa Department of Natural Resources ("IDNR"), a State of Iowa Derelict Building Grant and expended in excess of \$50,000 on roof replacement and asbestos abatement. The City has received, through the Iowa Economic Development Agency (IEDA"), a State of Iowa Community Catalyst Building Remediation Grant to support the improvement of the Compadres Building in the amount of \$100,000, to which the City has committed a matching grant of \$50,000.

In February, the City offered the building for sale and two parties submitted proposals, Kumley and Creative Concepts Development. The Council chose the proposal submitted by Creative Concepts Development. For reference, both proposals are attached.

If this agreement is approved, Yeoman will acquire the Compadres Building from the City for \$1,000, and will undertake the restoration and interior construction of a shell for a restaurant/bar within the Compadres Building, and future residential units on the second story, with an investment on his part of not less than \$100,000.

At that point Kumley will undertake the finishes, fixtures, equipment and furniture, and operation of a restaurant/bar, which along with initial stocking and preparation, with an investment on his part of not less than \$100,000.

The purchase agreement, labelled Exhibit C, is a private agreement between Yeoman and Kumley that will be appended to the agreement once completed. The City is not party to that agreement.

Staff Recommendation: Approval is recommended.

CREATIVE CONCEPTS DEVELOPMENT

Date: 03-11-21

To: Russ Farnum, Derek Lumsden

Re: RFP for Compadres Building - 103 West First Street, Monticello IA 52310

I propose paying the City of Monticello, Iowa \$1000 for the above property contingent on the following conditions by utilizing the Derelict Building Grant of \$50,000 and city match of \$50,000 for a total of \$100,000.

1. All asbestos material removed and disposed of properly.
2. The roof is replaced on the north-south portion of the building.

My plan for the property follows providing the City applies for a \$100,000 Catalyst Grant with matching funds:

1. Rehabilitate the first floor of the north-south portion of the building into a bar/restaurant.
2. Construct upper story housing on the second floor of the north-south portion of the building.
3. Remove the store front on the Cedar Street side and create outdoor seating and entertainment area in the east-west portion of the building.

Thank you for your consideration.

Creative concepts Development

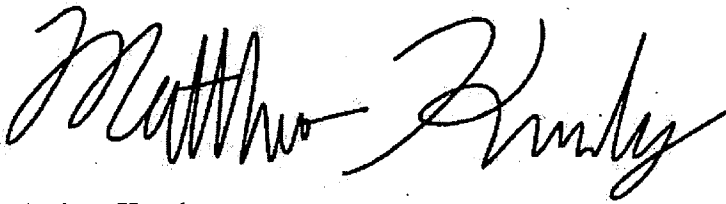
To whom it may concern,

After having this building looked at by multiple companies and individuals, both from in town and out, over the last month, I believe the best way to move forward with this site to demolish what is currently there, attempt to salvage the store fronts themselves to continue with the historic look of the downtown, and rebuild the buildings from there.

I have received one rough estimate that this could cost up to \$1,000,000 to have this done. That would include both levels, of both buildings, with 2 apartments on the main street section. I don't know if that includes any furnishings or appliances for the kitchen being completed. I can envision this being a multiyear project but would like to have most completed by summer 2022 if possible so I am able to get the business up and running.

What I am looking for would be to receive the building for free from the city, with potential tax breaks on property/properties (primarily this one and the Glass Tap) around the city to lessen my overall expenses as this project is being constructed, all of which can be discussed later. Initially I would be hoping to see a 50% - 75% break for 5 years due to the scope of the project.

I will honestly say that at some point, in my humble opinion, this build will reach a point of no return if it has not already. We as a city are probably looking at our last chance to save this building. I cannot envision another use for the space. It would be too small for parking and a pocket park is most likely unneeded as one exists down the street.

A handwritten signature in black ink, appearing to read "Matthew Kumley". The signature is fluid and cursive, with the first name "Matthew" written in a larger, more prominent script than the last name "Kumley".

Matthew Kumley

DEVELOPMENT AGREEMENT

This Agreement is entered into this _____ day of _____, 2021, by and between the City of Monticello, Iowa (the "City"), Tom Yeoman; aka/dba Creative Concepts Development ("Developer"), and Matt Kumley ("Operator"), pertaining to property commonly known as 103 W. First Street, more specifically described on Exhibit "A" attached hereto (the "Property" and/or the "Compadres Building").

WHEREAS, the City has previously received, through the Iowa Department of Natural Resources ("IDNR"), a State of Iowa Derelict Building Grant and expended in excess of \$50,000 on roof replacement and asbestos abatement; and

WHEREAS, the City has received, through the Iowa Economic Development Agency (IEDA), a State of Iowa Community Catalyst Building Remediation Grant to support the improvement of the Compadres Building as anticipated and outlined herein, in the amount of \$100,000, to which the City has committed a matching grant of \$50,000; and

WHEREAS, the Developer intends to acquire the Compadres Building from the City, for the payment of \$1,000 and consideration of the terms and obligations herein, and the Developer will undertake the restoration and interior construction of a restaurant/bar within the Compadres Building, and future residential units on the second story, with an investment on Developer's part of not less than \$100,000; and

WHEREAS, the Operator will undertake the finishes, fixtures, equipment and furniture, and operation of a restaurant/bar, which along with initial stocking and preparation in consideration of the terms and obligations herein, with an investment on Operator's part of not less than \$100,000;

NOW THEREFORE, the parties hereto agree as follows:

A. Essential Terms

1. **PROJECT.** "Project" means the activities and other obligations to be performed or accomplished by the City, the Developer and the Operator as described in this Agreement, in the Scope of Work and Description of Project attached herein as Exhibit "B", and in the application submitted through IowaGrants.gov.
2. **PROJECT COMPLETION PERIOD.** The "Project Completion Period" commences with the Date of Award Letter from IEDA, _____ and ends with the Project Completion Date set out in the grant, _____.
3. **COSTS TO BE REIMBURSED.** The costs to be reimbursed for the Catalyst Grant and City match under this agreement are those costs that are directly related to the Project, as set out in Section 261-45.2 of Iowa Administrative Code. Those costs specifically do not

include expenditures for accounting services, legal services, loan origination and other financing costs, syndication fees and related costs, developer fees, or the costs associated with selling or renting dwelling units whether incurred before or after completion of the Project.

4. **PRIOR EXPENSES.** No expenditures made prior to the Date of Award Letter nor the date of this Agreement may be included as Project Costs.
5. **MAINTENANCE OF INSURANCE.** During the term of this Agreement, the Developer, and subsequently the Operator, shall maintain the project property in good repair and condition, ordinary wear and tear excepted, and shall not suffer or commit waste or damage upon the project property. The Developer and Operator shall pay for and maintain insurance in an amount not less than One Million Dollars in general liability coverage, as well as the cash value of the project property. The Developer and Operator shall name the City and the IEDA as additional insureds, mortgagees, or loss payee(s). The Developer and Operator shall provide the City with a copy of each and every insurance policy in effect, and current copies of any updates thereto.
6. **SCOPE OF WORK.** The Project includes structural repairs, roof repairs, insulation updates, windows and awnings, updated electrical system, interior and exterior paint, bathroom installation, storm water management, sidewalk, plaster repair, fixtures and furnishings as more specifically described in Exhibit "B".
7. **FINANCIAL OBLIGATION.** In addition to the Grant funding the parties agree to, and are hereby obligated to provide, the funding for the completion of the Project as outlined herein. Under no circumstances shall the IEDA nor the City be obligated to pay more than the grant amounts listed herein, and all cost overruns shall be the liability of the Developer and/or the Operator.
8. **TERM.** This agreement shall endure any sale or transfer of the Property until such time as the Developer and Operator have fulfilled the Covenants and terms of this Agreement, and the grant requirements have been fulfilled by the Parties as determined by the City and IEDA.

B. Developer's Covenants

1. **Construction.** Developer agrees to construct the project on the property to the point of final fixtures and finishes, preferably within one year of the date of this Agreement, and in any case, within the Project Completion Period. Developer's construction shall be accomplished in a manner that provides substantial opportunity for the Operator to complete Operator's Covenants in an appropriate timeframe prior to the Project Completion Period.
2. **Payment of Taxes.** Developer agrees to thereafter make timely payment of all property taxes as they come due throughout the term of this Agreement with respect to the Property and to submit proof of payment to the City Clerk if requested.

3. **Transfer of Property.** Developer agrees to transfer ownership of the Property to the Operator, **subject to the Purchase Agreement attached hereto as Exhibit C,** including terms that are mutually agreeable between the Parties, upon completion of the Developer's portion of the Project as outlined in Paragraph 1, above.

C. Operator's Covenants

1. **Completion of Construction and Operation.** Operator agrees to acquire the Property upon completion of Section B, Paragraph 1, above, and build out and operate a bar/restaurant, and allow for live music and a unique outdoor space for customers, which may, but is not required to, include an expansion of the existing neighboring bar owned by the Operator. For purposes of this Agreement, "operate" or "operation" shall mean that the construction is complete, all fixtures have been installed, the Operator has obtained a liquor license for the Property, the facility is stocked with beverages and/or food as appropriate, and regular days and hours of operation are posted, at which time the Property is open to the public for liquor service and dining as anticipated in this Agreement.
2. **Continued Operation.** Operator agrees to continue to, or cause to be continued, operation of the restaurant/bar or successor business at this location during the term of the Agreement.
3. **Payment of Taxes.** Owner agrees to thereafter make timely payment of all property taxes as they come due throughout the term of this Agreement with respect to the Property and to submit proof of payment to the City Clerk if requested.

D. City's Covenants

1. **Grant Match Payments.** In recognition of the Developer's obligations set out above, the City agrees to make payments or reimbursements from the Catalyst Grant in an amount not to exceed \$100,000, with an additional \$50,000 match provided by the City (\$150,000 in total) pursuant to the terms and requirements of the State of Iowa Community Catalyst Building Remediation Grant. Any additional amounts necessary to complete the project shall be the responsibility of the Developer or Operator.
2. **Deed.** The City further agrees to provide a Quit Claim Deed and satisfactory clear title to the Developer as may be mutually agreeable by the Developer and the City.

E. Administrative Provisions

1. This Agreement may not be amended or assigned by any party without the written consent of the other parties.
2. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

3. This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.
4. If at any time, the Developer or Operator fails to fulfill the obligations outlined herein, which remains unfulfilled after adequate notice and opportunity to correct, the ownership of the Property shall automatically revert to the City.

The City, the Developer and the Operator have caused this Agreement to be signed, and the City's seal to be affixed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

City of Monticello, Iowa

By _____
Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

Tom Yeoman

Matt Kumley

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

Certain real property in the City of Monticello, County of Jones, State of Iowa more particularly described as follows:

The west ½ of Lot 511 and the northern 16 feet of Lots 512 and 513, all in the Railroad Addition to the City of Monticello

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

EXHIBIT B

SCOPE OF WORK AND DESCRIPTION OF PROJECT

The Compadres building has gone through some massive changes in the last few years. Abandoned by the previous owner, the City came into possession of a dilapidated building falling in. The City received a Derelict Building Grant to remove asbestos and put a new roof on the main portion of the building.

The City put out an RFP for building proposals and received two. The City is selling the building to a local developer, Tom Yeoman, who is going to work with the other local business owner who submitted a proposal. Together, they are planning to demolish the interior of the building that has rotted and sunk into the first floor.

The plans are to completely fill in the basement with concrete, redo the first floor, and turn it into a restaurant space for seating with a kitchen and an exterior/outdoor space. Additionally, the plans are to completely rebuild the second floor and turn those spaces into future housing. The plan would keep the 1st Street facing exterior, including the brick front and the west rear exterior facing the off-street parking. (Pictures 1 and 3 respectively). Due to the asbestos removal, the east facing portion of Cedar Street will be demolished due to internal collapse and a new wall/gate will be established to help secure the area from anyone being in the outdoor area without owner knowledge.

The final plan would be for Tom Yeoman to sell to the restaurant owner, Matt Kumley. Matt owns the neighboring building to the west and operates a bar. However, the bar is small and does not have the ability to have food. Matt was interested in the Compadres building initially to expand his bar into a bar/restaurant, allow for live music, and create a unique outdoor space for clients. By working with Tom Yeoman and the City, this can happen now. Additionally, Matt is planning to hire 20-25 staffers to help with the restaurant and bar, including wait staff, bar staff, kitchen staff, etc. Not only will this put a needed restaurant space in the downtown, but it will

allow for the workforce to grow locally as well. Finally, the apartments in the upper story will allow for upper story living and help drive more commerce downtown.

The building is currently vacant, but used to be a restaurant. The building to the west is a bar and has been for a number of years. The building is of the same era and similar material construction as its neighboring buildings, so a vast change, such as by demolition, would leave a gaping hole in the block as well as potentially damage the three neighboring buildings that it touches.

The building materials on the exterior will be high quality, especially the brick since it will be retained and repaired. The roof will be insulated, but not foamed, so as to allow water to run more easily off of it and be repaired instead of constantly replaced when there are issues. There will be a new aluminum storefront and upper story windows to match the historic look of the building and keep the integrity of the downtown.

On the east side of the building, there will be a demarcation of the property, either through a doorway that is secure and looks like it fits, through some form of ornate fence/structure that allows the building to be secure from the back, or another approach. The goal of both the developer and the restaurant owner is to make sure the space complements the neighboring buildings, but is also a usable and secure space.

On the interior, high quality materials will be used for the flooring, walls, ceilings, etc. to make sure that the building is sound and sustainable.

The City of Monticello has been looking for partnerships on this project for years. Currently, only the DNR has been a partner with the Derelict Building program to help remove asbestos and stabilize a part of the building in the roof.

When an opportunity for the Catalyst application came up, the City put out the call for proposals. Two were received by local prominent businessmen and one was selected. The great thing about that meeting was that the two businessmen met and decided to work together with the City to get the project done, hopefully with the state Catalyst funding.

The proposed funding would be as follows:

City of Monticello: \$50,000

Catalyst Grant: \$100,000

Tom Yeoman (Developer): \$100,000

Matt Kumley (Restaurant Owner): \$100,000

The local match to the Catalyst Grant money for this project is 2.5 to 1, which marks a great partnership as well as a lot of local investment for this to be a successful project. Additionally, the group has had support from Jones County Economic Development in helping to find contractors (when possible) and to assist in the grant applications for other funding to help complete the project.

**Exhibit “C”
Purchase Agreement**

TBD

City Council Meeting
Prep. Date: 09/29/21
Preparer: Russell Farnum



Agenda Item: # 6
Agenda Date: 10/4/2021

Communication Page

Agenda Items Description: Extension of Water Service Warranty, Sycamore Street

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

Attachments & Enclosures:

Draft Letter

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: The contractor warranty on water services on the Sycamore Street project is expiring soon. Due to a handful of issues with leaks at compression fittings, the residents have asked the City to extend the time that the new services would be covered.

Staff discussed this with Council at the September 20, 2021 meeting, and Council directed Staff to return with a draft letter for review and approval. The draft letter is attached.

Staff Recommendation: Based upon the prior Council direction, approval is recommended.



200 E. First Street
Monticello, IA 52310
(319) 465-3577
Fax (319) 465-3527

October 5, 2021

Dear Sycamore Street homeowner;

The City is aware that there were some issues with the original installation of water services that created leaking services after the Sycamore Street improvements that were installed in 2020.

With that understanding the City is extending the service warranty period from the typical five years, to twenty years. This is by direction of the City Council and approved on October 4, 2021.

From the date of this letter until December 31, 2040, if your water service leaks between the water main and the buffalo box (curb stop), and the leak is caused by defective materials or improper or poor workmanship related to this construction project, the City will cause the problem to be repaired at no cost to you, or any subsequent, property owner.

This does not cover leaks or breakage caused by negligence, accidental or inadvertent actions of a contractor or the property owner, or violations of Iowa One Call rules and regulations.

If you have any questions or need further information, please contact either Jim Tjaden, Water and Sewer Superintendent, or myself.

Sincerely,

Russ Farnum
City Administrator

cc: Water and Sewer Dept.

City Council Meeting
Prep. Date: 09/29/21
Preparer: Russell Farnum



Agenda Item: # 7
Agenda Date: 10/4/2021

Communication Page

Agenda Items Description: Discussion of City Attorney contact policy

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

Attachments & Enclosures:

Draft policy

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: Because the City Attorney is now a 3rd party paid contractor, some reasonable guidelines on who may contact the Attorney, and under what conditions, is necessary to help control expenditures.

Background Information: The previous City Administrator, Doug Herman, was an attorney and worked closely with the Staff and Council on legal issues until he resigned in late 2020, taking a full-time attorney position with a private firm. The City Administrator hired to replace Herman is not an attorney, and the City Council brought on Herman's firm as the City Attorney.

Several Council members have asked for a policy to outline who is allowed to contact the City Attorney. This is necessary to limit unnecessary or repetitive legal expenses.

A draft policy is attached. Council discussion and direction on this draft is requested.

Staff Recommendation: Any additions or changes can be drafted and brought forward for approval at a future meeting. If the Council is comfortable with the current draft, a motion and affirmative vote to approve is all that is necessary.

City Staff/City Council/City Attorney communication policy

DRAFT 9/29/2021

Contact/Communication with City Attorney:

1. All Staff contact for City Attorney shall go through the City Administrator, except:
 - a. If the City Attorney reaches out directly to a Staff member on a matter the City Administrator is aware of;
 - b. If the Police Department needs to contact the City Attorney on a routine enforcement or court case;
 - c. If the City Clerk has questions of a procedural or routine matter;
 - d. If the City Administrator has granted a City Staff person permission to contact the City Attorney on a specific matter;
 - e. If the City Administrator cannot be reached and the City Clerk and/or Mayor has been informed of the situation and authorized the Department Head or other Staff member to contact the City Attorney directly;
 - f. The issue involves a complaint filed in accordance with Complaints, Investigations and Remedying Discrimination, Harassment or Retaliation in the Workplace in the Employee Handbook.

2. All Mayor and City Council contact for the City Attorney should be followed through the City Administrator, except:
 - a. In cases of the hiring, contract, evaluation or discipline of City Administrator, in which case contact shall be through the Mayor; or the City Council as a whole (which may be in Closed Session as applicable);
 - b. In cases where the City Administrator cannot be reached and the Mayor has been informed of the situation, in which case the Mayor shall be the primary contact for the City Attorney, or if the Mayor cannot be contacted, contact shall be through the Mayor Pro Temp.

City Council Meeting
Prep. Date: 9/29/2021
Preparer: Sally Hinrichsen



Agenda Item: # 8-16
Agenda Date: 10/4/2021

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 Actions:

8. City Engineer
9. Mayor
10. City Administrator
11. City Clerk
 - a. Clerk Report
12. Public Works Director
13. Police Chief
 - a. Birch Street Sidewalk Update
14. Water/Wastewater Superintendent
 - a. Water/wastewater Report
15. Park and Recreation Director
16. Library Director

September 2021 – City Clerk's Office Update

- According to Iowa Code 312.14, completed the Street Finance Report and after Council meeting will submit the report to the Iowa Department of Transportation.
- Completed SRF Planning and Design loan reimbursement request #3 in the amount of \$45,200.00 related to the Wastewater Treatment Plant.
- In addition, we to work on daily deposit, entering Park & Recreation Deposits & credit card payments into City accounting system, Utility Billing (payments, disconnect letters, collections, printing bills), Payroll
 - Mailed 126 – 10-day notices
 - Prepared 20 disconnect door hangars
 - Service Disconnection – 0 services were disconnected
- Cemetery lot sales & recording, interment rights documents,
 - Sold 2 interment rights
 - Transferred 0 interment rights
- Continuing work on various grants, projects and fiscal year end reports due to State and County

Water & Wastewater September Report

Water & Wastewater Treatment

All tasks outlined in this section are necessary to the Drinking Water and NPDES (Wastewater) Permits. Many of the tasks help the Water & Wastewater Staff monitor the drinking water and wastewater systems for deficiencies. Through careful monitoring, the Water & Wastewater Staff can identify issues that may have a significant impact on the city's finances, safety, health, and environmental protection.

DAILY WASTEWATER TASKS

- Wastewater Plant Monitoring
 - Daily Flow
 - Raw and Final Sampler Temperatures
 - Propane Usage
 - Digester Temperatures
 - UV Light Monitoring
 - Generator Inspection
 - Grit Building Inspection
 - Weather Reporting
 - DMRs

MONTHLY WATER & WASTEWATER LAB

- Wastewater
 - Sampling for E. Coli (5/month)
- Drinking Water
 - Water bacteria (4/ Month)
- Miscellaneous Water/Wastewater Sampling
 - Nitrates, Sodium, IOC, VOC, Tier II, DMRQA, Toxicity, Sludge Sampling, Permit Renewal Sampling, Disinfectant Byproducts, Radio Nuclides, ETC...
 - Reading Water Meters

DAILY DRINKING WATER TASKS

- Drinking Water Monitoring
 - Daily Flow of Each Well
 - North Well Chlorine Test
 - West Well Chlorine Test
 - South Well Chlorine Test
 - Distribution Chlorine Test
 - Total City Flow
 - MORs

WEEKLY WASTEWATER LAB

- pH (2/Week)
- Temperatures (2/Week)
- Settleable Solids (2/Week)
- Suspended Solids (2/ Week)
- Volatile Solids:Alkalinity (1/Week)
- G+G, BOD, CBOD, (2/Week)
- Sampling for Total Nitrogen, Total Phosphorus, Biz, and Ammonias (1/Week)

Monthly Statistics			
Task	# Completed	Water Usage	Avg Flow
Read Outs	11	Drinking Water Flow	363000
Shut-off Notices	20	Wastewater Flow	324000
High Usage Checks	2	Chlorine Usage	Avg Pounds
Shut-offs (Non-payment)	0	North Well	1.6
Shut-offs (Repairs)	1	West Well	2.6

Dead Meter Repairs	0	South Well	1.2
Locates	62	Total	
Jetter Truck Report			
Date	Jetting/Excavating	Location	
9/13	Maintenance Jetting	Buckeye & Linden (North Flowing Main)	
9/13	Maintenance Jetting	Buckeye & Linden (South Flowing Main)	
9/13	Maintenance Jetting	Linden & Washington to Varvel	
9/20	Excavating	Valve Box Clean Out at Hyvee	
9/23	Maintenance Jetting	Storm Sewer Cleanout on Northridge	

Additional Projects Completed		
Date	Project	Comments
9/2	Plant Cleaning	Power Washing of All Treatment Processes
9/3	Water Service Repair	Assisted Whitehawk in Service Repair N Cedar
9/3	Valve Replacement	Valve Replacement at 9 th St
9/9	Water Tap	Yeomans Condos Water Tap
9/16	Plant Cleaning	Power Washing of All Treatment Processes
9/16	Bushhog Northridge	Mowing of Northridge's Retention Ditch
9/29	Grading & Seeding	Grading & Seeding Around Sewer Plant

Additional Comments

- Soil boring for watermain to new sewer plant was completed during the week of September 6th-10th
- Hyvee Water and Sewer tap was completed during the week of September 20th-24th.
- North Well was put back into service on September 11th.
- A new censor and UV lights were replaced in the UV system in attempt to correct recent high E-coli numbers.
- Brett Meyer of the Iowa DNR completed an inspection of Royal Flush and found them to violate the pretreatment agreement 35 times.
- A watermain was discovered to be exposed in kitty creek earlier in the summer. It was covered in rock to help protect it during the coming winter.
- More repairs to the jetter truck after a coolant leak was found on September 2nd.
 - Roto-rooter was requested to jet the alley intersecting at S Chestnut due to the jetter being out of service.
- Currently there are two leaking services at 312 N Cedar and 760 N Cedar.
 - Repair has been scheduled for 312 N Cedar with Next Generation Plumbing.
 - Working on contacting the owners at 760 N Cedar. Current owner found to be deceased.

City Council Meeting
Prep. Date: 09/28/21
Preparer: Russell Farnum



Agenda Item: # 17
Agenda Date: 10/04/2021

Communication Page

Agenda Items Description: Flood hazard mitigation grant application for 202 N. Main Street

Type of Action Requested: Work Session

Attachments & Enclosures:

Maps and Information

Grant Handbooks

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: The Iowa Department of Homeland Security and Emergency Mitigation has money for infrastructure and acquisition/demolition project under its Hazard Mitigation Grant Program. The program provides FEMA hazard mitigation grants at 75% matched by Iowa grant money at an additional 10%. Consequently, the local (Monticello) funded match is 15%, which can be either cash or in-kind contributions.

The project proposed that is being discussed is the acquisition and demolition of 202 N. Main Street (flood plain property).

In order to proceed with these grant applications, the City Council must commit to the local match, and designate an Authorized Representative to work with the Iowa HSEMD to finalize the applications and execute all of the grant-related documents. The deadline for this application is now in November, so the Council has more time to discuss this proposal.

Background Information:

Due to last summer's derecho, FEMA and HSEMD have funding through the Hazard Mitigation Grant Program for projects that help communities be better prepared for future disastrous events. These include acquisition and demolition of flood-prone properties.

On March 15, 2021, Hanna Henscheid reached out to Doug Herman to see if the City had any interest in this Hazard Mitigation Grant Program. Doug sent Hanna's information to Russ Farnum, the new City Administrator, and suggested that either Bill's Tractor Repair or the Wolken building would be the next probable candidates for a buyout. After reviewing the Kitty Creek flood plain area and discussing a possible buyout with Rich Wolken, who was agreeable, Farnum began building an application for buyout for the garage on the property, which is located in the flood plain.

After review of the record of flood insurance payouts and other event records for this property, the Benefit-Cost Analysis (“BCA”) was preferable if the City bought the entire property. In fact, on July 6, 2021, Henscheid advised Farnum that, in order to buy just the garage, it would have to be surveyed and deeded separately from the main building. Henscheid further advises: “Let’s see if we can make it work with both buildings before going down that route.”

On July 8 Henscheid informed Farnum that the BCA was preferable for the entire property, provided that some portion of the property's post-acquisition use as "Riparian" rather than as lawn-style open space. The difference would be what is planted/allowed to grow on the site after demolition, as green open space typically consists of mowed grass. In contrast, here is some language FEMA has used on what constitutes a riparian area:

“The riparian habitat area encompasses the entire extent of vegetation adapted to wet conditions as well as adjacent upland plant communities that directly influence the stream system.” The term “riparian habitat” is interchangeable with the commonly used terms “riparian area,” “riparian ecosystem,” and “riparian corridor.”

The understanding was that if there is a written commitment from the City that some percentage of the property will be planted with native grasses, trees, or other species meant to improve water retention and slow runoff to Kitty Creek, that should be sufficient for FEMA. Please note this does not mean it has to be a wetlands or pond, and it would not prohibit the City from extending a path or trail through this property in the future.

There’s also been some question on what can be done with the property. Attached hereto are pages 13 – 15 of the Addendum to the Hazard Mitigation Assistance Guide, which outlines what is considered allowable open space use of this property, if acquired by the City through this grant. Please note the allowable uses include bike and walking trails, restroom facilities, open air courts and shelters, and non-paved parking.

If any Council members would like a copy of the 162-page Hazard Mitigation Grant guidelines, or the 93-page addendum, please let Staff know.

The estimated* budget for acquisition, environmental reviews, demolition, and site rehabilitation is below:

Acquisition	\$ 250,000
Environmental Reviews	20,000
Demolition/Site Clearance	50,000
Site and Habitat Restoration	<u>50,000</u>
Total	\$ 370,000
FEMA Funding 75%	\$ 277,500
State Funding 10%	37,000
City Share 15%	\$ 55,500

**** As noted in the original Communication Page and all subsequent Communication Pages, please note this budget is based upon “best***

A summary of some of the pros and cons for this buyout is below. These have been brought up and/or shared by various Council members.

Wolken Flood Buyout	
Pros and Cons	
PROS	CONS
\$350,000 estimated overall value for \$55,000 local share	Elimination of \$3200 annual City property tax
Owner is willing seller	Could buy just the garage at less cost
Proceeds are highly likely to be reinvested in Monticello	No guarantee that the proceeds will be reinvested here
Purchase price based upon an appraisal; the value cannot be artificially inflated	Not much detail about how the trailhead design/layout will work
Eliminate 2 buildings with multiple flood losses will lower flood insurance rates	
Continues City's ongoing commitment to removing structures and obstructions from the Kitty Creek flood plain	
Lot is not large enough for a feasible redevelopment project of the Dollar Fresh scale	
Adjacent to 14 ac. Dollar Fresh park site and pond	
Possible future trailhead, path connection	

Council discussion and direction on how to proceed with this grant application is requested.

Staff recommends the City Council move forward with this grant application.

A.6 Supplemental Guidance

Allowable land uses for properties acquired for open space under all HMA programs for projects within CBRs units are identified in Addendum Part A.6.1.1. FEMA may prohibit additional post-acquisition uses that it determines, in consultation with the U.S. Fish and Wildlife Service, are inconsistent with the purposes of the CBRA.

After settlement, no Federal disaster assistance for any purpose from any Federal source and no flood insurance payments may be made with respect to the property, and no person or entity shall seek such amounts.

The subrecipient must obtain the approval of the Recipient and the FEMA Regional Administrator before conveying ownership (fee title) of the property to another public agency or qualified conservation organization. All development rights in the form of a conservation easement on the property must be conveyed to the conservation organization or retained by the subrecipient or other public entity.

By accepting award funds, the subrecipient accepts responsibility for monitoring and enforcing the deed restriction and/or easement language.

The open space restrictions described above and included in 44 CFR Section 80.19 apply to all FEMA-funded property acquisitions for the purpose of open space, regardless of when the application period opened, when the Presidential major disaster was declared, or when the property was acquired.

For more information on managing open space after a property acquisition and structure demolition or relocation project, see Addendum Part A.5.2. For the FEMA Model Deed Restriction see Addendum Part A.6.4.

A.6.1 Allowable Uses of Open Space

The list below is a guide to open space use that addresses typical situations, but the subrecipient and Recipient should review every situation for adherence to the relevant regulations, open space intent, and floodplain management principles. The local floodplain administrator should review all proposed uses of acquired floodplain land. The Recipient and subrecipient, in coordination with the appropriate FEMA Regional Office, shall determine whether a proposed use is allowable and consistent with the deed restrictions, grant agreement, this guidance, and floodplain management requirements.

The generally allowable land uses of acquired open space are:

- ◆ Vegetative site stabilization, natural dune restoration, agricultural cultivation, and grazing
- ◆ Public picnic shelters, pavilions, and gazebos with associated foundations, provided the structures do not have walls

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- ◆ Public restrooms
 - ◆ Small-scale recreational courts, ball fields, golf courses, and bike and walking paths
 - ◆ Campgrounds if adequate warning will be provided to allow for evacuation
 - ◆ Installation of signs when designed not to trap debris
 - ◆ Unimproved, unpaved parking areas consistent with open space uses
 - ◆ Unpaved access roads, driveways, and camping pads limited to those necessary to serve the acceptable uses on acquired property (existing paved roads can be reused for these purposes)
 - ◆ Small boat ramps, docks, and piers to serve a public recreational use
 - ◆ Drainage facilities intended to service onsite needs
 - ◆ Construction activities, excavation, and other localized flood control structures necessary to create areas for water detention/retention, including wetlands restoration or restoration of natural floodplain floodwater storage functions
 - ◆ Sewer, water, and power to serve the allowable uses and sewer, water, and power line crossings where there is no floodwater obstruction created and there are no other readily available locations for these systems
 - ◆ Simple structures used exclusively for agricultural purposes in connection with the production, harvesting, storage, drying, or raising of certain agricultural commodities, including livestock, such as a pole-frame building (any such structure cannot be constructed so as to make it eligible for NFIP insurance), and steel grain bins and steel-frame corn cribs
 - ◆ Reuse of existing paved surfaces for recreational uses on the acquired property consistent with allowable uses is generally acceptable, but paved surfaces beyond those directly required for such uses should be removed. Communities shall use unpaved surfaces allowing for natural floodplain functions, where feasible, for allowable uses such as trails. Examples of unpaved surfaces are grass, hard-packed earth, and graded gravel.
 - ◆ Communities may creatively salvage pre-existing structures on the acquired property. In some cases the complete demolition of a structure is not necessary and converting a closed-in structure with walls, such as a house, into an open picnic pavilion with a concrete slab floor and posts supporting the roof is possible.

A.6.1.1 Allowable Uses of Open Space in Coastal Barrier Resources System

Allowable land uses for acquired open space in CBRS units are limited to the following:

- ◆ Vegetative site stabilization for the management, protection, and enhancement of fish, wildlife, plants, and their habitats
- ◆ Bike and walking paths that are consistent with the conservation purposes of the acquisition

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- ◆ Installation of signs when designed not to trap debris
 - ◆ Unpaved access roads and driveways limited to those necessary to serve the conservation purposes of the acquisition (existing paved roads can be reused for these purposes); all roads must be on natural grade
 - ◆ Small boat ramps, docks, and piers to serve a use that is related to the study, management, protection, and enhancement of fish, wildlife, plants, and their habitats
 - ◆ Minor construction activities, excavation, and other flood control structures necessary for wetlands restoration or restoration of natural floodplain floodwater storage functions

A.6.2 Non-allowable Land Uses of Open Space

The land uses of acquired open space that are not generally allowed are:

- ◆ Hydraulic fracturing/HDD
- ◆ Construction of flood damage reduction levees, dikes, berms, or floodwalls
- ◆ Walled buildings or manufactured homes, except public restrooms (reuse of pre-existing structures is not allowed unless all walls are removed)
- ◆ Fences and all other obstructions in the floodway; fences outside the floodway must be designed to minimize trapping debris
- ◆ Storage of inventory supporting a commercial operation or governmental facility, including wheeled vehicles or movable equipment
- ◆ Cemeteries, landfills, storage of any hazardous or toxic materials, or other uses that are considered environmentally contaminating, dangerous, or a safety hazard
- ◆ Pumping and switching stations
- ◆ Above- or below-ground storage tanks
- ◆ Paved roads, highways, bridges, and paved parking areas that include asphalt, concrete, oil-treated soil, or other material that inhibits floodplain functions
- ◆ Placement of fill except where necessary to avoid affecting onsite archeological resources
- ◆ Installation of septic systems or reuse of pre-existing septic systems except to service a permissible restroom

A.6.2.1 Non-allowable Uses of Open Space in the Coastal Barrier Resources System

For projects in CBRS units, the following land uses of acquired open space are generally not allowed:

- ◆ Any use FEMA determines is inconsistent with the allowable land uses identified above

Monticello Community Building Improvement Committee
Report to the Monticello City Council
August 2nd, 2021

Introduction

In 2014, the first phase of a major renovation project took place on the first floor of the Monticello Community Building. This renovation included structural improvements, office space improvements and bringing the electrical infrastructure up to code. However, since this time, there has been very little done to renovate the second floor and mezzanine area of the Community Building. With the exception of window replacements, new south entry doors and an improved heating and cooling system, the second floor and mezzanine areas continue to decline in disrepair.

Concerned about this decline of one of Monticello's important historic buildings, a group of individuals began meeting in 2019 to look at what improvements and repairs needed to be done to reverse this decline so this facility might be better utilized by our community. However, with the onset of the Covid-19 pandemic, the work of this committee was put on hold.

In February 2021 our committee began work again, with the help of Zoom. Meeting many times since February, our work continued to focus on identifying improvements and repairs to the second floor and mezzanine areas of the Community Building and to share our findings with the City Council for their determination. Along the way, we shared our meeting notes with the mayor and city administrator to keep them informed of our progress.

Our intent is to raise awareness of the condition of our Community Building and to look for ways to return this structure to the jewel it once was. Our findings are not prioritized, nor a request for all items to be addressed immediately. We certainly understand the budgetary process. However, we do believe it is the responsibility of our city leaders to address this issue and establish a plan for improvement sooner, rather than later. We hope our findings will help with this process.

2019 Committee Members:

Kim Brooks
Jan Cratsenberg
Steve Clemmons
Bob Furino
Dave Goedken
Sally Hinrichsen
Jan Hoag

2021 Committee Members:

Tony Amsler
Jan Cratsenberg
Steve Clemmons
Dave Goedken
Sally Hinrichsen
Debbie Moser

Why Improvements and Repairs?

- a. The Community Building is a historical landmark and an integral part of Monticello's history and must be preserved and maintained for use in our community. Funded by the PWA (Public Works Administration) in 1939, the Community Building has long been the center of our community.
- b. Once improved, this hall can be used to hold special events for the city and represent our community with pride.
- c. Once improved, this hall can be used for performances and the arts, with easy access to downtown. Starlighters production company has pledged the permanent use of donated lighting and sound system for general use.
- d. Once improved, this hall can be used for Continuing Education Programs for the residents of Monticello.
- e. Once improved, this hall will be more attractive to individuals or groups looking to rent this facility.
- f. Once improved, this hall will provide the community with an additional events center on busy days and holidays.
- g. Once improved, this area of the Community Building will be brought up to Code and thus safer for everyone using this facility.
- h. The second floor and mezzanine is part of an unfinished renovation project begun by the City back in 2014. It's time to complete this project.

Findings of Needed Improvement and Repairs

Before we look at specific areas for improvement and repairs, here are a few items we believe need to be addressed that impact multiple areas of the second floor and mezzanine areas. With the exception of the wiring, we obtained estimates from contractors to give the Council an idea of possible costs. All documentation for costing estimates will be provided to the City Council.

1. Purchase window covering for the main hall. With glaring sun from the west window in the afternoon and without shades on the windows, it is impossible to darken the room for presentations and performances. With estimates from both Monticello Interiors and Eastern Iowa Blinds the approximate costs range from \$6,000 for manual blinds, to \$8,000 for motorized blinds.

2. Professionally paint all parts of the second floor and mezzanine areas. Professional painter Lynn Weber estimated this cost to be around \$6,000. Mr. Weber's estimate was also broken down by rooms and areas to be painted.
3. Repair stage storage area. Contractor Tony Kraus roughly estimates this cost to be about \$7,500. Once completed, chairs and tables can be stored there, rather in the Coat Room, freeing this space to be better utilized.
4. Professionally repair all plaster cracks in kitchen, scout storage room, stairways, restrooms, northeast stairway and plaster exposed bricks in the main hall. Contractor Bob Felton estimates this cost to be around \$2,000.
5. Use epoxy floor covering where cement has been painted. Contractor Robert Claussen estimates this project to cost \$15,625. The epoxy selected could closely match or compliment the existing terrazzo flooring.
6. Bring the wiring up to code on the second floor and mezzanine. We do not have an estimate on this project yet. However, we would highly recommend this be a priority before any electrical improvements are made.

Here is a list of recommended improvements/repairs by area:

Main Hall

- A. Plaster exposed bricks & replace missing baseboards where former heat registers were removed.
- B. Refinish existing doors and woodwork where necessary and remove paint splashing from previous paint job.
- C. Replace ceiling fans.
- D. Replace main lighting with "dimmable" lights.
- E. Replace water damaged ceiling tiles. Might consider a completely new ceiling given the various replacements over the years.
- F. Cover or paint the exposed HVAC ductwork on the south wall.

Stage

- A. Removal of old piano.
- B. Replace side & back curtains (black).
- C. Paint stage walls (black).
- D. Fill floor crack with wood filler to prevent tripping and possible injury.
- E. Replace main curtain or remove.
- F. Floor Foot Lights - Clean area and replace incandescent bulbs with LED. Could be a fire hazard if unattended.

- G. Test Rolling Screen on stage to see if it still is functioning and if it has any historical significance.
- H. Rollaway steps (with rail) are needed for access to the stage from the main floor.
- I. Install Stair Climber, or equivalent, in south stairs to stage for ADA compliance.

Kitchen

- A. Replace counter outlets with 30amp outlets, with a separate circuit, to accommodate roasters and appliances used by renters.
- B. Build a storage area for mops, brooms, and cleaning supplies.
- C. Update Counter top.
- D. Repair/replace lower cabinet doors.
- E. Consider an “on demand” hot water heater to meet washing needs.

Restrooms (2nd floor)

- A. Check for ADA Compliance
- B. Possibly convert to Uni-sex - with “occupied” lock
- C. Replace light fixtures

Coat Check Room

- A. Refinish existing doors and woodwork where necessary (and remove paint).
- B. Repair door and frame to main hall. Damage caused by table and chair carts.
- C. Remove radiator no longer used.

Mezzanine Balcony Area

- A. Install sound reducing curtains in front of HVAC systems. Either install directly in front of the HVAC system, or install balcony railing, thus closing off this area during performances and events.
- B. Remove unused electronics in storage room (Tech room)
- C. Remove and store old light fixtures to another location to protect them.
- D. Remove drinking fountain

Restrooms (Mezzanine)

- A. Replace all toilet tissue dispensers in both Mens & Womens restrooms.
- B. Evaluate sinks in both units
- C. In Men’s restroom, window tint or covering is needed.

Scout Storage Room (Mezzanine)

- A. Repair large plaster cracks along the east wall of the room.

Summary

We respectfully submit this report with the hope that the Monticello City Council begins to take steps to improve the condition of the upper floors of our Community Building and complete the renovation project started seven years ago. We fully understand that a project like this will not happen overnight. However, the first step in solving any problem is to identify the problem itself openly and begin taking planned steps to solve the problem. This is what we hope you will do.

Thank you for your consideration.

Members of the Monticello Community Building Committee - 2021

Tony Amsler
Jan Cratsenberg
Steve Clemmons
Dave Goedken
Sally Hinrichsen
Debbie Moser

Monticello Community Building Improvement Committee

Report to the Monticello
City Council
August 2nd, 2021



Committee Members

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Debbie Moser

Our Goal

Concerned about the decline of one of Monticello's important historic buildings, a group of individuals began meeting in 2019 to look at what improvements and repairs needed to be done so this facility might be better utilized by our community.

Our intent is to raise awareness of the condition of our Community Building and to look for ways to return this structure to the jewel it once was. Our findings are not prioritized, nor a request for all items to be addressed immediately. We certainly understand the budgetary process.

Why Improvements & Repairs?

The Community Building is a historical landmark and an integral part of Monticello's history and must be preserved and maintained for use in our community. Funded by the PWA (Public Works Administration) in 1939, the Community Building has long been the center of our community.



Why Improvements & Repairs?

Once improved, this hall can be used to hold special events for the city and represent our community with pride.

Once improved, this hall can be used for performances and the arts, with easy access to downtown. Starlighters production company has pledged the permanent use of donated lighting and sound system for general use.

Once improved, this hall can be used for Continuing Education Programs for the residents of Monticello.

Why Improvements & Repairs?

Once improved, this hall will be more attractive to individuals or groups looking to rent this facility.

Once improved, this hall will provide the community with an additional events center on busy days and holidays.

Once improved, this area of the Community Building will be brought up to Code and thus safer for everyone using this facility.

Why Improvements & Repairs?

Most importantly, the second floor and mezzanine areas of the Monticello Community Building is part of an unfinished renovation project begun by the City back in 2014.

It's time to complete this project.

Findings of Needed Improvements and Repairs

Window Covering

Purchase window covering for the main hall. With glaring sun from the west window in the afternoon and no shades on the windows, it is impossible to darken the room for presentations and performances. With estimates from both Monticello Interiors and Eastern Iowa Blinds the approximate costs range from \$6,000 for manual blinds, to \$8,000 for motorized blinds.



Findings of Needed Improvements and Repairs

Painting

Professionally paint all parts of the second floor and mezzanine areas. Professional painter Lynn Weber estimated this cost to be around \$6,000. Mr. Weber's estimate was also broken down by rooms and areas to be painted.



Findings of Needed Improvements and Repairs

Stage Storage

Repair stage storage area. Contractor Tony Kraus roughly estimates this cost to be about \$7,500. Once completed, chairs and tables can be stored there, rather in the Coat Room, freeing this space to be better utilized.



Findings of Needed Improvements and Repairs

Plaster Repair

Professionally repair all plaster cracks in kitchen, scout storage room, stairways, restrooms, northeast stairway and plaster exposed bricks in the main hall. Contractor Bob Felton estimates this cost to be around \$2,000.



Findings of Needed Improvements and Repairs

Epoxy Floor Covering

Use epoxy floor covering where cement has been painted. Contractor Robert Claussen estimates this project to cost \$15,625. The epoxy selected could closely match or compliment the existing terrazzo flooring.



Findings of Needed Improvements and Repairs

Wiring

Bring the wiring up to code on the second floor and mezzanine as was done on the first floor. We do not have an estimate on this project yet. However, we would highly recommend this be a priority before any electrical improvements are made.



Findings of Needed Improvements and Repairs

Main Hall (Auditorium)



Findings of Needed Improvements and Repairs

Main Hall (Auditorium)

- Plaster exposed bricks & replace missing baseboards where former heat registers were removed.
- Refinish existing doors and woodwork where necessary and remove paint splashing from previous paint job.
- Replace ceiling fans.
- Replace main lighting with “dimmable” lights.
- Replace water damaged ceiling tiles. Might consider a completely new ceiling given the various replacements over the years.
- Cover or paint the exposed HVAC ductwork on the south wall.

Findings of Needed Improvements and Repairs

The Stage Area



Findings of Needed Improvements and Repairs

The Stage Area

- Removal of old piano.
- Replace side & back curtains (black).
- Paint stage walls (black).
- Fill floor crack with wood filler to prevent tripping and possible injury.
- Replace main curtain or remove.
- Floor Foot Lights - Clean area and replace incandescent bulbs with LED.
Could be a fire hazard if unattended.

Findings of Needed Improvements and Repairs

The Stage Area

- Test Rolling Screen on stage to see if it still is functioning and if it has any historical significance.
- Rollaway steps (with rail) are needed for access to the stage from the main floor.
- Install Stair Climber, or equivalent, in south stairs to stage for ADA compliance.

Findings of Needed Improvements and Repairs

The Kitchen Area



Findings of Needed Improvements and Repairs

The Kitchen Area

- Replace counter outlets with 30 amp outlets, with separate circuit, to accommodate roasters and appliances used by renters.
- Build a storage area for mops, brooms, and cleaning supplies.
- Update Counter top.
- Repair/replace lower cabinet doors.
- Consider an “on demand” hot water heater to meet washing needs.

Findings of Needed Improvements and Repairs

The Second Floor Restrooms

- Check for ADA Compliance
- Possibly convert to Uni-sex - with “occupied” lock
- Replace light fixtures



Findings of Needed Improvements and Repairs

The Coat Check Room

- Refinish existing doors and woodwork where necessary (and remove paint).
- Repair door and frame to main hall. Damage caused by table and chair carts.
- Remove radiator no longer used.



Findings of Needed Improvements and Repairs

The Mezzanine Balcony Area



Findings of Needed Improvements and Repairs

The Mezzanine Balcony Area

- Install sound reducing curtains in front of HVAC systems. Either install directly in front of the HVAC system, or install balcony railing, thus closing off this area during performances and events.
- Remove unused electronics in storage room (Tech room)
- Remove and store old light fixtures to another location to protect them.
- Remove drinking fountain.

Findings of Needed Improvements and Repairs

The Mezzanine Restrooms

- Replace all toilet tissue dispensers in both Mens & Womens restrooms.
- Evaluate sinks in both units
- In Men's restroom, window tint or covering is needed.



Findings of Needed Improvements and Repairs

The Mezzanine Scout Storage Room

- Repair large plaster cracks along the east wall of the room.



Summary

We respectfully submit this report with the hope that the Monticello City Council begins to take steps to improve the condition of the upper floors of our Community Building and complete the renovation project started seven years ago.

Questions?

What questions do you have concerning our presentation?

Presenter Contact:

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