

City of Monticello, Iowa

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Posted on December 28, 2021 at 3:00 p.m.

Monticello City Council Meeting January 3, 2022 @ 6:00 p.m.

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

Mayor:	Dave Goedken	Staff:	
City Council:		City Administrator:	Russell Farnum
At Large:	Wayne Peach	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	December 20, 2021
Approval of Payroll	December 30, 2021,
Approval of Bill List	
Approval of Kardes 151 liquor license	

Public Hearings:

1. **Public Hearing** on proposed Frontier Warehousing (the “Developer”) and Oak Street Commercial Cabinets Inc. dba Oak Street Manufacturing Development Agreement
2. **Resolution** To Approve Development Agreement between City of Monticello and Frontier Warehousing (the “Developer”) and Oak Street Commercial Cabinets Inc. dba Oak Street Manufacturing

3. **Public Hearing** on designation of Amended Monticello Urban Renewal Plan to include Frontier Warehousing (the “Developer”) and Oak Street Commercial Cabinets Inc. dba Oak Street Manufacturing Project
4. **Resolution** To Approve Amendment to Urban Renewal to include Development Agreement and Economic Incentives to Frontier Warehousing (the “Developer”) and Oak Street Commercial Cabinets Inc. dba Oak Street Manufacturing

Resolutions:

5. **Resolution** Designating the Monticello Express as the Official Publication Newspaper for City of Monticello
6. **Resolution** Scheduling a public hearing for January 17, 2022 at 6:00 PM to receive input and to preliminarily accept proposal for the purchase of 449 North Sycamore Street
7. **Resolution** Approving Agreement for Communication Services Between Jones County, Jones County Sheriff, and City of Monticello
8. **Resolution** approving of sidewalk replacement and cost sharing with Great Jones County Fair

Reports / Potential Actions:

9. Mayor
 - a. Council appointments
 - b. Scheduling budget review meetings
 - c. Council training
 - d. Council goal setting
10. City Engineer
11. City Administrator
12. City Clerk
13. Public Works Director
14. Police Chief
15. Water/Wastewater Superintendent
16. Park and Recreation Director
17. Library Director

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 with limited seating.

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: January 3, 2022

Time: Jan 3, 2022 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84994929997>

Meeting ID: 849 9492 9997

One tap mobile

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+13017158592,,84994929997# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

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+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 849 9492 9997

Find your local number: <https://us02web.zoom.us/u/kbTps5ungK>

Regular Council Meeting
December 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, Scott Brighton and Tom Yeoman. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Library Director Michelle Turnis, Police Chief Britt Smith, Park & Rec Director Jacob Oswald and Public Works Director Nick Kahler. 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, Brighton seconded, roll call unanimous.

Lux moved the consent agenda, Hanken seconded, roll call unanimous.

Yeoman moved to approve Resolution #2021-156 Approving Mary Heeren Tax Abatement Application related to Residential Improvements constructed at 500 Locust Court, Monticello, Iowa. Lux seconded; roll call unanimous.

Farnum reported Senior Housing has offered to donate the parcel of land by Kleinow Field, where the improvements were unintentionally encroached upon their property, to remove potential liability. Langerman moved to approve Resolution #2021-157 Approving and directing City Administrator to accept ownership of Parcel 2021-73, by the acceptance of a Quit Claim Deed from Senior Housing, Inc and further approving Plat of Survey for Parcels 2021-72 and 2021-73, and directing the City Clerk to see to the recordation of said Deed with the Jones County Recorder. Brighton seconded; roll call unanimous.

Langerman moved to approve Resolution #2021-158 Scheduling Public Hearing on design and environmental information related to the proposed improvements to the City’s wastewater treatment system/water supply system. Lux seconded; roll call unanimous. Public Hearing was set for February 7, 2022 at 6 P.M.

Yeoman moved to approve Ordinance #752 amending the Code of Ordinances of the City of Monticello, Iowa, by amending Chapter 90, Section 07 pertaining to Deposit, third and final reading in title only. Hanken seconded. Roll call unanimous.

Langerman moved to approve Ordinance #753 amending the Code of Ordinances of the City of Monticello, Iowa, by amending provisions pertaining to House Movers, third and final reading in title only. Brighton seconded. Roll call unanimous.

Turnis reported a new storywalk book will be put out this week.

Turnis and Oswald reported there was a great turnout for the Holiday on 1st event and thanked everyone for helping and supporting the event.

Regular Council Meeting
December 20, 2021

Kahler reported on recent work completed and the recent storm damage and cleanup.

Smith reported working with IDOT on crosswalk by High School and markings. Smith met with Ben Capron regarding sidewalk and drainage issues at the fairgrounds. Fair Board agreed to bid and make repairs, with City paying for the sidewalk near the entrance only. This will be placed on the next agenda.

Farnum reported the City Offices will be closed this week and next week on Thursday and Friday due to the holidays. There will be no change in the garbage or recycling schedules either week.

Hinrichsen reported receiving the computers that were offered by the State Buy-It program at no cost to the City.

Wolken thanked the Council and City staff for the last six years and stated it was an honor to serve the City. Several also thanked Wolken for his service to the City.

Brighton moved to adjourn the meeting at 6:27 pm. Council held a Work Session until 7:22 pm, to review the City Employee Handbook with no formal action taken.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

PAYROLL - DECEMBER 30, 2021

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	December 13 - 26, 2021				
Jacob Gravel	\$ 2,257.01	\$ 672.41	0.00	0.00	\$ 1,619.78
Mason Hanson	667.80	-	0.00	0.00	520.88
David Husmann	1,908.00	-	0.00	0.00	1,342.44
Mary Intlekofer	178.88	-	0.00	0.00	107.51
Lori Lynch	2,722.65	233.37	0.00	0.00	1,810.17
Coletta Matson	365.60	-	0.00	0.00	310.93
Chloe Mogensen	548.40	-	0.00	0.00	433.46
Shelly Searles	3,550.67	1,833.47	0.00	3.75	2,332.57
Jenna Weih	3,230.42	1,585.22	0.00	0.00	2,209.45
Curtis Wyman	2,439.45	437.85	0.00	3.63	1,651.93
TOTAL AMBULANCE	\$ 17,868.88	\$ 4,762.32	0.00	7.38	\$ 12,339.12
CEMETERY	December 11 - 24, 2021				
Dan McDonald	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,301.67
TOTAL CEMETERY	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,301.67
CITY HALL	December 12 - 25, 2021				
Cheryl Clark	\$ 1,772.00	\$ -	0.00	20.63	\$ 1,218.77
Russ Farnum	3,653.85	-	0.00	0.00	2,495.93
Sally Hinrichsen	2,614.03	-	0.00	0.00	1,648.61
Nanci Tuel	1,574.40	-	0.00	0.00	1,211.35
TOTAL CITY HALL	\$ 9,614.28	\$ -	0.00	20.63	\$ 6,574.66
LIBRARY	December 13 - 26, 2021				
Molli Hunter	\$ 987.20	\$ -	0.00	0.00	\$ 775.00
Penny Schmit	1,188.81	-	0.00	0.00	876.01
Michelle Turnis	1,705.44	-	0.00	0.00	1,279.53
TOTAL LIBRARY	\$ 3,881.45	\$ -	0.00	0.00	\$ 2,930.54
MBC	December 13 - 26, 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	December 13 - 26, 2021				
Zachary Buehler	\$ 2,258.36	\$ -	0.00	0.00	\$ 1,669.79
Peter Fleming	2,644.80	-	0.00	29.25	1,824.45
Dawn Graver	2,469.60	-	0.00	0.00	1,815.98
Erik Honda	2,568.82	-	0.00	0.75	1,904.13
Jordan Koos	2,568.82	-	24.75	28.25	1,844.45
Britt Smith	3,071.06	-	0.00	0.00	2,249.23
Madonna Staner	1,576.01	-	0.00	0.00	1,192.71
Brian Tate	2,530.08	-	0.00	0.00	1,905.96
TOTAL POLICE	\$ 19,687.55	\$ -	24.75	58.25	\$ 14,406.70
ROAD USE	December 11 - 24, 2021				
Zeb Bowser	\$ 1,891.15	\$ 147.15	0.00	0.00	\$ 1,389.49
Jasper Scott	1,747.15	63.15	0.00	0.00	1,430.60
TOTAL ROAD USE	\$ 3,638.30	\$ 210.30	0.00	0.00	\$ 2,820.09

PAYROLL - DECEMBER 30, 2021

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
SANITATION	December 11 - 24, 2021				
Michael Boyson	\$ 1,825.75	\$ 81.75	0.00	0.00	\$ 1,284.02
Nick Kahler	2,131.80	-	0.00	0.00	1,466.35
TOTAL SANITATION	<u>\$ 3,957.55</u>	<u>\$ 81.75</u>	<u>0.00</u>	<u>0.00</u>	<u>\$ 2,750.37</u>
SEWER	December 11 - 24, 2021				
Tim Schultz	\$ 1,992.00	\$ -	0.00	3.50	\$ 1,399.40
Jim Tjaden	2,461.54	-	0.00	0.00	1,781.80
TOTAL SEWER	<u>\$ 4,453.54</u>	<u>\$ -</u>	<u>0.00</u>	<u>3.50</u>	<u>\$ 3,181.20</u>
WATER	December 11 - 24, 2021				
Daniel Pike	\$ 1,956.00	\$ -	12.00	28.00	\$ 1,403.03
TOTAL WATER	<u>\$ 1,956.00</u>	<u>\$ -</u>	<u>12.00</u>	<u>28.00</u>	<u>\$ 1,403.03</u>
TOTAL - ALL DEPTS.	\$ 70,555.81	\$ 5,054.37	36.75	117.76	\$ 50,419.99

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
AT&T MOBILITY	PD CELL PHONES	173.68			
BLADE PEST CONTROL INC	PD BLDG REPAIR/MAINT	41.00			
ECHOVISION, INC.	PD MINOR EQUIPMENT	499.59			
INFRASTRUCTURE TECHNOLOGY	PD TECH SUPPORT FEES	57.50			
LAPORTE MOTOR SUPPLY	PD VEHICLE OPERATING	19.49			
MONTICELLO EXPRESS INC	PD OFFICE SUPPLIES	88.00			

110	POLICE DEPARTMENT TOTAL		879.26		
CITY HALL/GENERAL BLDGS					
BLADE PEST CONTROL INC	CH PEST CONTROL	68.00			
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	297.00			

650	CITY HALL/GENERAL BLDGS TOTAL		365.00		

001	GENERAL TOTAL		1,244.26		
MONTICELLO BERNDES CENTER					
PARKS					
BLADE PEST CONTROL INC	MBC PEST CONTROL	68.00			
FAREWAY STORES #840-1	MBC LEAGUE SUPPLIES	20.62			
INFRASTRUCTURE TECHNOLOGY	MBC OFFICE SUPPLIES	9.00			
JOHN DEERE FINANCIAL	MBC SPECIAL EVENTS	44.96			
WELLS FARGO VENDOR FINANCIAL	2020 TOOLCAT PAYMENT	1,048.95			

430	PARKS TOTAL		1,191.53		

005	MONTICELLO BERNDES CENTER TOTAL		1,191.53		
FIRE					
FIRE					
MUNICIPAL EMERGENCY SERVICES	FIRE MINOR EQUIPMENT	439.17			

150	FIRE TOTAL		439.17		

015	FIRE TOTAL		439.17		
AMBULANCE					
AMBULANCE					
AT&T MOBILITY	AMB CELL PHONES	76.36			
BLADE PEST CONTROL INC	AMB BLDG REPAIR/MAINT	41.00			
FRESE MOTORS INC	AMB VEHICLE OPERATING	239.67			
MONTICELLO EXPRESS INC	AMB OFFICE SUPPLIES	87.99			
STERICYCLE, INC.	AMB PHARMACEUTICAL DISPOSAL	79.35			
UNITY POINT HEALTH	AMB MEDICAL SUPPLIES	177.88			

160	AMBULANCE TOTAL		702.25		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	016 AMBULANCE TOTAL		702.25		
LIBRARY IMPROVEMENT LIBRARY					
MICRO MARKETING LLC	LIB IMP BOOKS		66.75		
	410 LIBRARY TOTAL		66.75		
	030 LIBRARY IMPROVEMENT TOTAL		66.75		
LIBRARY LIBRARY					
BAKER & TAYLOR BOOKS	LIB BOOKS		36.94		
MICRO MARKETING LLC	LIB AUDIO RECORDINGS		331.44		
	410 LIBRARY TOTAL		368.38		
	041 LIBRARY TOTAL		368.38		
AIRPORT AIRPORT					
MONTECELLO AVIATION INC	AIRPORT MANAGER		2,166.66		
	280 AIRPORT TOTAL		2,166.66		
	046 AIRPORT TOTAL		2,166.66		
ROAD USE STREETS					
AT&T MOBILITY	RU TABLET		41.27		
TRACY L CHAPPELL	RU EQUIP REPAIR/MAINT		280.41		
CNH CAPITAL	RU EQUIP REPAIR/MAINT		72.09		
INFRASTRUCTURE TECHNOLOGY	RU OFFICE SUPPLIES		2.50		
JOHN DEERE FINANCIAL	RU BOOTS - BOWSER		196.96		
LAPORTE MOTOR SUPPLY	RU SUPPLIES		97.66		
DAVID B MCNEILL	RU SUPPLIES		32.03		
	210 STREETS TOTAL		722.92		
	110 ROAD USE TOTAL		722.92		
CAPITAL IMPROVEMENT CAPITAL PROJECTS					
GARDEN & ASSOCIATES LTD	CAP IMP- AIRPORT TAXIWAY/APRON		608.00		
	750 CAPITAL PROJECTS TOTAL		608.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	332 CAPITAL IMPROVEMENT TOTAL		608.00		
C.C. BIDWELL LIBRARY BOOK LIBRARY					
FINDAWAY WORLD LLC	LIB BIDWELL BOOKS		733.25		
	410 LIBRARY TOTAL		733.25		
	502 C.C. BIDWELL LIBRARY BOOK TOTAL		733.25		
TRUST/IOMA MARY BAKER LIBRARY					
INFRASTRUCTURE TECHNOLOGY	LIB BAKER TECH SUPPORT FEES		115.00		
	410 LIBRARY TOTAL		115.00		
	503 TRUST/IOMA MARY BAKER TOTAL		115.00		
WATER					
WATER					
AT&T MOBILITY	WATER CELL PHONE & TABLET		71.17		
INFRASTRUCTURE TECHNOLOGY	WATER DATA PROCESSING		11.50		
IOWA ONE CALL	WATER SYSTEM		20.35		
JOHN DEERE FINANCIAL	WATER SUPPLIES		59.73		
MUNICIPAL SUPPLY INC	WATER SUPPLIES		757.25		
	810 WATER TOTAL		920.00		
	600 WATER TOTAL		920.00		
CUSTOMER DEPOSITS					
WATER					
CITY OF MONTICELLO	BOWSER/DALLAS		291.31		
TERRY COVINGTON	WATER DEPOSIT REFUND-808 W 1ST		8.69		
	810 WATER TOTAL		300.00		
	602 CUSTOMER DEPOSITS TOTAL		300.00		
SEWER					
SEWER					
BAKER PAPER CO INC	SEWER LAB SUPPLIES		75.07		
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		11.88		
IOWA ONE CALL	SEWER SYSTEM		20.35		
TRANS-IOWA EQUIPMENT, INC.	SEWER JET POLES		554.69		
DAVID B MCNEILL	SEWER POSTAGE		2.00		
MUNICIPAL SUPPLY INC	SEWER SUPPLIES		245.00		
PINNACLE PLUMBING HOLDINGS LLC	SEWER EQUIP REPAIR/MAINT		1,399.52		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	815 SEWER TOTAL		2,308.51		
	610 SEWER TOTAL		2,308.51		
SANITATION SANITATION REPUBLIC SERVICES	RESIDENTIAL GARBAGE		23,433.42		
	840 SANITATION TOTAL		23,433.42		
	670 SANITATION TOTAL		23,433.42		
	Accounts Payable Total		35,320.10		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	1,244.26
005 MONTICELLO BERNDES CENTER	1,191.53
015 FIRE	439.17
016 AMBULANCE	702.25
030 LIBRARY IMPROVEMENT	66.75
041 LIBRARY	368.38
046 AIRPORT	2,166.66
110 ROAD USE	722.92
332 CAPITAL IMPROVEMENT	608.00
502 C.C. BIDWELL LIBRARY BOOK	733.25
503 TRUST/IOMA MARY BAKER	115.00
600 WATER	920.00
602 CUSTOMER DEPOSITS	300.00
610 SEWER	2,308.51
670 SANITATION	23,433.42

TOTAL FUNDS	35,320.10

City Council Meeting
Prep. Date: 12/28/2021
Preparer: Russell Farnum



Agenda Item: # 1-4
Agenda Date: 01/03/2022

Communication Page

Agenda Items Description: Public Hearing(s) and Resolution(s) to approve a proposed Urban Renewal Plan Amendment and subsequent Development Agreement with Oak Street Manufacturing

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

Attachments & Enclosures:

Resolutions (2)
Development Agreement

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: Tom Bagge, on behalf of Oak Street Manufacturing, has requested a tax rebate incentive for improvements to land on Welter Drive. This would be an expansion on additional land to the west of the Oak Street Manufacturing facility.

Based upon discussions with Oak Street Manufacturing on a proposed expansion of their facilities, Staff have prepared a draft Development Agreement for the expansion. At the regular meeting of November 15, Council approved a Resolution tentatively approving the terms of the draft agreement, and scheduling a public hearing on the Agreement and the proposed Amendment. The public hearing must be held prior to approval of the amendment to the City’s Urban Renewal Plan, and approval of the Development Agreement.

Background Information: This project is a third expansion to the Oak Street Manufacturing complex on Welter Drive. Bagge would purchase about 2 acres of additional land, and add a 40,000 square foot building that would include steel laser cutting, steel press folding, a paint line, a dynamic balancing machine, and expand another laminate line. This \$1.5 million expansion will add ten to twenty jobs with starting pay between \$18 and \$24 dollars per hour plus benefits (\$36-48,000 per year).

The accompanying development agreement provides financial support of the project through a TIF property tax rebate, for 10 years, with the rebates being 100% the first year, stepping down in 5% increments in subsequent years over the 10-year term. It also includes a land purchase subsidy of \$20,000 per acre, or \$40,000 in total. This follows many of the past agreements the City has approved for similar projects.

Projections indicate this would provide an incentive totaling just under \$320,000 for the project over ten years (the agreement is written with a “not to exceed” amount of \$325,000), while generating

nearly \$300,000 in new property tax revenue for the City and other taxing districts (OTD) during that same timeframe. Please see the projections, below:

Tax Year	Rebate (%)	Total Tax (Increment)	Amt Rebated	Running Total of Rebate	Non-TIF to City/OTD
2023	100	\$ 36,105	\$ 36,105	\$ 36,105	\$ 21,046
2024	95	\$ 36,105	\$ 34,300	\$ 70,405	\$ 22,851
2025	90	\$ 36,105	\$ 32,494	\$ 102,899	\$ 24,656
2026	85	\$ 36,105	\$ 30,689	\$ 133,588	\$ 26,462
2027	80	\$ 36,105	\$ 28,884	\$ 162,472	\$ 28,267
2028	75	\$ 36,105	\$ 27,079	\$ 189,551	\$ 30,072
2029	70	\$ 36,105	\$ 25,273	\$ 214,824	\$ 31,877
2030	65	\$ 36,105	\$ 23,468	\$ 238,292	\$ 33,683
2031	60	\$ 36,105	\$ 21,663	\$ 259,955	\$ 35,488
2032	55	\$ 36,105	\$ 19,858	\$ 279,813	\$ 37,293
Land Grant		\$ 40,000	\$ 319,813	Total Incentive	\$ 291,696

At the regular meeting of November 23, the Planning and Zoning Commission reviewed the proposal to amend the Urban Renewal Plan to include this project, and recommended approval by a vote of 5-0.

Staff Recommendation: The anticipated \$1.5 million investment with the creation of ten to twenty good-paying jobs is a huge benefit to the City.

Approval of the attached resolution(s) is recommended.

DATE FOR HEARING ON
DEVELOPMENT AGREEMENT AND
TAX INCREMENT PAYMENTS

(Oak Street Manufacturing)

Monticello, Iowa

January 3, 2022

A meeting of the City Council of the City of Monticello, Iowa, was held at the Monticello Renaissance Center, Community Media Room, Monticello, Iowa, 6:00 o'clock p.m., on January 3, 2022 pursuant to the rules of the Council.

The Mayor _____ presided and the roll was called, showing members present and absent as follows:

Present: _____

Absent: _____

Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the Council, the Mayor put the question upon the adoption of said resolution, and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____

Abstained: _____

Whereupon, the Mayor declared said resolution duly adopted, as follows:

RESOLUTION NO.

To Approve Development Agreement between City of Monticello and Frontier Warehousing (the “Developer”) and Oak Street Commercial Cabinets Inc. dba Oak Street Manufacturing

WHEREAS, the City of Monticello, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Monticello Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this City Council has adopted an ordinance providing for the division of taxes levied on taxable property in various Urban Renewal Areas pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City proposes to enter into an agreement (the “Development Agreement”) with Frontier Warehousing (the “Developer”) and Oak Street Commercial Cabinets Inc. dba Oak Street Manufacturing (the “Tenant”) with respect to the construction of a new 40,000 square foot manufacturing facility in the City of Monticello, County of Jones, State of Iowa, and

WHEREAS, the Development Agreement would provide financial incentives to the Developer and/or Tenant, that include tax rebates and a 2-payment grant payable over a period of years in an amount that will not exceed \$325,000, under the authority of Section 403.9(1) of the Code of Iowa, and

WHEREAS, the City Council scheduled a public hearing on the proposed Development Agreement for tonight’s meeting, January 3, 2022 at 6:00 p.m., and

WHEREAS, The City Council has held the public hearing as scheduled.

NOW THEREFORE, IT IS RESOLVED by the City Council of the City of Monticello, Iowa, on this 3rd day of January, 2022, by the approval of this Resolution, does hereby approve the proposed Development Agreement and incentives offered therein.

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 3rd day of January, 2022.

Dave Goedken, Mayor

Attest: _____
Sally Hinrichsen, City Clerk

DEVELOPMENT AGREEMENT

This Agreement is entered into between the City of Monticello, Iowa (the “City”), Frontier Warehousing (the “Developer”) and Oak Street Commercial Cabinets Inc. dba Oak Street Manufacturing (the “Tenant”) as of the _____ day of _____, 2022.

WHEREAS, the City has previously established the Monticello Urban Renewal Area (the “Urban Renewal Area”), and has adopted a tax increment ordinance for the Urban Renewal Area; and

WHEREAS, the Developer intends to acquire certain real property which is situated within the Urban Renewal Area and more specifically described on Exhibit A hereto (the “Property”), and the Developer will undertake the construction of a 40,000 square foot manufacturing facility (the “Project”) on the Property; and

WHEREAS, the Tenant is responsible for the payment of the property taxes and has requested tax increment financing assistance with respect to the Project for Economic Development in a Commercial or Industrial Area; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons, and the City Council specifically finds as follows:

1. That a public purpose will reasonably be accomplished by the provision of tax incentives, grants, and other financial assistance to the Tenant, including the provision of ten to twenty new jobs with livable wages, and an expansion of the tax base of the community.
2. That the construction of a new 40,000 square foot manufacturing facility will provide new tax base to the community, even if a portion of those taxes are rebated for a period of time.
3. That the proposed manufacturing use will create jobs, provide local option sales tax proceeds, where customers and employees stop to make purchases before and after their work shifts.
4. The Council has considered the overall impact the proposed development will have on the community, weighing the overall benefits of the business, and finds that the benefits to the Citizens, Local Businesses, and tax base of the City warrants and justifies the incentives and easily outweighs the amount of funds dispensed by way of and consistent with the terms of this Development Agreement.

NOW THEREFORE, the parties hereto agree as follows:

A. Developer and Tenant Covenants

1. The Developer agrees to acquire the Property and agrees to construct (or cause to be constructed) and maintain the Project on the Property, and to use the completed facilities as part of its business operations throughout the term of this Agreement.

2. The Tenant agrees to 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 a receipt or cancelled check in evidence of each such payment.

3. The Developer agrees to the following: (a) Begin construction said facility within one (1) year of this Agreement and diligently prosecute the same to completion; (b) Provide on-site storm water control as required by City Ordinances.

4. The Tenant agrees to certify to the City by no later than October 15th of each year during the Term, as hereinafter defined, commencing October 15, 2021¹, an amount (The “Tenant’s Estimate”) equal to the estimated Incremental Property Tax Revenues anticipated to be paid in the fiscal year immediately following such certification with respect to the taxable valuation of the Property. For purposes of this Agreement, Incremental Property Tax Revenues are calculated by:

- (1) Determining the consolidated property tax levy (City, County, School, Etc.) then in effect with respect to taxation of the Property;
- (2) Reducing the Consolidated Tax Rate by the following to create an “Adjusted Levy Rate”:
 - (a) the debt service levies of all taxing jurisdictions, and
 - (b) the school district instructional support and physical equipment plant levies, and
 - (c) any other levies which may be exempted from such calculation by action of the Iowa General Assembly.
- (3) Multiplying the resulting Adjusted Levy Rate by any incremental growth in the taxable valuation of the Property, as shown on the property tax rolls of Jones County, above and beyond the “Base Valuation” which is agreed to total \$100,000, resulting in the “Estimated Incremental Property Tax Revenues”, and then
- (4) Deducting property tax credits, if any, applicable to the Property from the “Estimated Incremental Property Tax Revenues”, to create the “Actual Incremental Property Tax Revenues”.

The calculations resulting in the Tenant’s Estimate will be set forth on the worksheet attached hereto, marked Exhibit B, and submitted to the City for review. The City reserves the right to review and request revisions to the Tenant’s Estimate to ensure the accuracy of the

¹ The Developer’s Certification by October 15, 2021 will allow the City Clerk to include the amount estimated to be due for FY ‘23 in the TIF Certification due by 12/1/2021. The Certification will allow the City to receive necessary increment for payments to the developer in FY ‘23.

figures submitted. Any disagreement with regard to the calculations used to arrive at the Tenant's Estimate, and/or the final estimate itself, that cannot be resolved by the Parties, shall be decided by and in the sole discretion of the City. The City will provide reasonable assistance to the Developer in the completion of this worksheet upon request.

5. Minimum Assessment Agreement. The Developer and Tenant agree to enter into an "Assessment Agreement" in substantially the form attached hereto, marked Exhibit C, pursuant to §403.6 of the Iowa Code fixing the minimum assessed valuation of the Property, in contemplation of the value to be added by the proposed project, at not less than one-million two-hundred fifty thousand dollars (\$1,250,000), hereafter referenced as the "Minimum Assessed Valuation" as of January 1, 2023, the first valuation date. It is the stated intention of the Developer that the Minimum Assessed Valuation shall be established on the Jones County property tax rolls as of the First Valuation Date regardless of the then-current degree of completion or incompleteness of the Project. The Assessment Agreement shall remain in effect throughout the Term of this Agreement, as hereinafter defined.

6. Default Provisions. The following shall be "Events of Default" under this Agreement, and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless otherwise provided), any one or more of the following events:

(1) Failure by the Developer to own and maintain the Project pursuant to the terms and conditions of this Agreement.

(2) Failure by the Tenant to fully and timely remit payment of property taxes when due and owing.

(3) Failure by the Developer to maintain a tenant in the property, using the property for "manufacturing" or similar purpose.

(4) Failure of the Developer and/or Tenant to comply with Sections A(1) through A(6) of this Agreement.

In the event of a default the City shall provide written notice to the Developer and the Tenant, describing the default and the steps necessary to remedy or cure the Default. The Developer and Tenant shall be given thirty (30) days from the date of mailing or personal service, including the date of mailing or personal service as the case may be, to remedy or cure the default or to provide adequate assurances to the City that the Default will be cured on a schedule that is agreeable to the City. If the Developer and/or Tenant fails to cure the default or provide assurances, the City shall then be authorized to:

(1) Pursue any action available to it, at law or in equity, in order to enforce the terms of this agreement.

(2) Withhold the Payments provided for under Section B, below.

B. City's Covenants

1. Property Tax Rebate Payments. In recognition of the obligations set out above, the City agrees to make 20 semi-annual economic development tax increment payments (the “Rebate Payments”) to the Tenant, pursuant to Chapters 15A and 403 of the Code of Iowa and as described below, provided, however, that the aggregate total amount of the Payments, including the land grant amount, shall not exceed \$325,000 (The “Maximum Payment Total”), and all payments under this Agreement shall be subject to annual appropriation by the City Council, as further described herein.

This Agreement is based upon the agreed upon minimum assessment of \$1.25 million dollars going on the tax rolls as of January 1, 2023. Based thereon, the first tax payment based upon the agreed upon Minimum Assessment valuation would be made in September, 2023. Accordingly, the Rebate Payments will be made on or about the 1st of December and the 1st of June each fiscal year, beginning on December 1, 2023 and continuing thereafter until all 20 semi-annual payments have been made or until such earlier time as the aggregate amount of Total Payments (as hereinafter defined) made under this Agreement equals \$325,000. All payments made under this Agreement shall be subject to annual appropriation by the City Council as provided hereunder.

No payment shall exceed an amount which represents the Incremental Property Tax Revenues available to the City with respect to the Property during the six (6) months immediately preceding each Payment date.

Each Rebate Payment shall be in an amount which represents a percentage (the “Annual Percentage”) of the Incremental Property Tax Revenues available to the City with respect to the Property during the 6 months immediately preceding each Payment date reduced by the Repayment Deduction (as hereinafter set forth). Incremental Property Tax Revenues are produced by multiplying the consolidated property tax levy (city, county, school, etc.) times the incremental valuation of the Property, then subtracting debt service levies of all taxing jurisdictions, subtracting the school district physical plant and equipment levy and subtracting any other levies which may be exempted from such calculation by action of the Iowa General Assembly. The Annual Percentages shall be as follows:

- FY 2023-2024: 100%
- FY 2024-2025: 95%
- FY 2025-2026: 90%
- FY 2026-2027: 85%
- FY 2027-2028: 80%
- FY 2028-2029: 75%
- FY 2029-2030: 70%
- FY 2030-2031: 65%
- FY 2031-2032: 60%
- FY 2032-2033: 55%

2. Security and Debt Certification. The Total Payments shall not constitute general obligations of the City, but shall be made solely and only from incremental property taxes

received by the City from the Jones County Treasurer which are attributable to the Property, in the case of the Rebate Payments.

Each Payment shall be subject to annual appropriation by the City Council. Prior to December 1 of each year during the term of this Agreement, the City Council shall consider the question of obligating for appropriation to the funding of the Payments due in the following fiscal year, an amount of tax increment revenues to be collected in the following fiscal year equal to or less than the most recent Tenant's Estimate factored by the Annual Percentage to be in effect in the next succeeding fiscal year (the "Appropriated Amount").

If in any given fiscal year the City Council determines to not obligate the then-considered Appropriated Amount, the City will be under no obligation to fund the Payments scheduled to become due in the following fiscal year, and the Developer and/or Tenant will have no rights whatsoever to compel the City to make such Payments or to seek damages relative thereto. A determination by the City Council to not obligate funds for any particular fiscal year's Payments shall not render this Agreement null and void and the Developer and/or Tenant may make future requests for appropriation.

In any given fiscal year, if the City Council determines to obligate the then-considered Appropriated Amount, then the City Clerk will certify by December 1 of each such year to the Jones County Auditor an amount equal to the most recently obligated Appropriated Amount.

It is the intention and desire of the City Council, at the passage of this Development Agreement, that funds will be annually appropriated as contemplated herein absent a finding by the City Council of severe hardship to the City.

3. Grant Payments. The City further agrees to make a series of economic development grants. (The "Grant Payments") The Grant Payments and the Rebate Payments are collectively referred to as the Total Payments. The Grant Payments shall be made to the Developer as follows:

- a. **Grant Payments related to Land Purchase:** The City will provide a grant, payable in two equal installments, equal to \$20,000 per acre of property generally used for purposes of the project. The "Land Purchase" grant will total \$40,000, and will be paid as follows:
 - 1). Upon completion of construction and the issuance of an occupancy permit from the City with respect to the completed Project a Grant Payment in the amount of \$20,000.
 - 2). At the first year anniversary of the issuance of the occupancy permit, so long as the Developer is not in default on any term of this agreement, The Developer will receive a second Grant Payment in the amount of \$20,000.
- b. **Assignment:** The Developer may assign payment of this grant to the Tenant.

C. Administrative Provisions

1. Amendment and Assignment: This Agreement may not be amended, assigned, assumed, sold or otherwise transferred without the prior written consent of the other party, except between Tenant and Developer. However, the City hereby gives its permission that the Developer's and/or Tenant's rights to receive the Payments hereunder may be assigned by the Developer and/or Tenant to a private lender, as security on a credit facility taken with respect to the Project, without further action on the part of the City.
2. Successors: This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.
3. Term: The term of this agreement shall commence on the Commencement Date and end after payment of the anticipated 20 semi-annual payments or on such earlier date upon which the aggregate sum of Payments made to the Company equals the Maximum Payment Total.
4. Choice of Law: 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.
5. Force Majeure: Neither Party is responsible for any failure to perform its obligations of satisfy a condition under this agreement upon the occurrence of a Force Majeure Event. When the nonperforming party is able to resume performance or satisfy the conditions, it will promptly give the other party written notice to that effect and shall resume performance under this agreement. For the purposes of this agreement, a "Force Majeure Event" is an act or event that (i) prevents the nonperforming party from performing its obligations under this agreement or satisfying any conditions to the performing party under this agreement; (ii) is beyond the reasonable control of and not the fault of the nonperforming party; and (iii) is beyond the nonperforming party's ability to avoid or overcome by the exercise of commercially reasonable due diligence. A Force Majeure Event includes the following, without limitation: an act of war (whether declared or not), hostilities, invasion, act of foreign enemies, terrorism, or civil disorder; extraordinary shortages in labor or materials; a strike or strikes or other industrial action or blockade or embargo or any other form of civil disturbance (whether lawful or not); exceptional weather conditions; and discontinuation of electricity supply or other necessary utilities to the Property.

The City and the Developer 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

Thomas A Bagge, for Oak Street
Commercial Cabinets Inc. dba Oak Street
Manufacturing

Its: Chief Executive Officer

Thomas A Bagge, for Frontier Warehousing

Its: President

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:

(TBD) The northernmost 371 feet of the easternmost 250...ish feet of Lot 11 of Welters First Addition, a portion of the tract of land having PIN 0234351001 to the City of Monticello, County of Jones, State of Iowa.

The City of Monticello, Iowa

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

To Approve Amendment to Urban Renewal Plan to include Development Agreement and Economic Incentives to Frontier Warehousing (the "Developer") and Oak Street Commercial Cabinets Inc. dba Oak Street Manufacturing (the "Tenant")

WHEREAS, The City of Monticello has previously created the Monticello Urban Renewal Area, as subsequently amended, hereinafter referenced as the "Urban Renewal Area", and

WHEREAS, The Council, being duly advised, has determined it appropriate and desirable to amend the Urban Renewal Plan to include the provision of incentives to be paid to Frontier Warehousing (the "Developer") and Oak Street Commercial Cabinets Inc. dba Oak Street Manufacturing (the "Tenant") consistent with a previously approved Development Agreement in return for the construction of a new 40,000 square foot manufacturing facility in the City of Monticello, County of Jones, State of Iowa, and

WHEREAS, The Council desires to consider all input before making a final decision on the proposed amendment to the Urban Renewal Plan, and

WHEREAS, A Public Hearing must be scheduled to allow for public input on the proposed amendments, and the public hearing was previously scheduled with appropriate notice published in the Monticello Express for tonight, and

WHEREAS, The City of Monticello Planning & Zoning Board previously reviewed the proposed amendment and voiced no objections, and

WHEREAS, The City Administrator invited the School Superintendent and the County Auditor to a meeting to discuss the proposed amendment as required by the Code, and

WHEREAS, No objections have been received from the County, the School, or anyone else to the proposed amendment.

NOW, THEREFORE, BE IT RESOLVED by the City Council in session this 3rd day of January, 2022, that the proposed amendment to the Monticello Urban Renewal Plan, 2022 Plan Amendment #1, approving an amendment to the plan to provide incentives to the Developer in return for the construction of a new 40,000 square foot manufacturing facility, as set out fully in a Development Agreement between Frontier Warehousing (the "Developer") and Oak Street Commercial Cabinets Inc. dba Oak Street Manufacturing (the "Tenant") and the City approved by Resolution No. 2022-_____ on January 3, 2022.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 3rd day of January, 2022.

Dave Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 12/27/2021
Preparer: Sally Hinrichsen



Agenda Item: # 5
Agenda Date: 01/03/2022

Communication Page

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

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

Attachments & Enclosures:
Proposed Resolution

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

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

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

Staff Recommendation: I recommend that Monticello Express be designated as the official newspaper for City of Monticello publications for calendar year 2022.

The City of Monticello, Iowa

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

RESOLUTION #

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

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

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

NOW THEREFORE, BE IT RESOLVED that the City of Monticello, Iowa does hereby designate the Monticello Express as the official publication newspaper of the City of Monticello for the 2022 calendar year.

IN TESTIMONY HEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed, this 3rd day of January, 2022.

Dave Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 12/28/2021
Preparer: Russell Farnum



Agenda Item: # 6
Agenda Date: 01/03/2022

Communication Page

Agenda Items Description: Setting January 17 as Public Hearing on Proposals for 449 N. Sycamore Street

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: Due to interest from multiple parties, Council has directed Staff to collect proposals from parties interested in purchasing the City-owned lot at 449 N. Sycamore. An RFP was prepared (copy attached). The RFP was advertised twice in the Monticello Express, and proposals are due on January 12. The Proposals will be included with the packets and considered at the January 17 City Council meeting.

It is recommended that the public hearing be set for January 17, in order to allow the public input upon the proposals, and would allow Council action at the same meeting, following the hearing (if warranted).

Staff Recommendation: Approval of January 17 as the public hearing date is recommended.

THE CITY OF MONTICELLO, IOWA

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

RESOLUTION

Scheduling a public hearing for January 17, 2022 at 6:00 PM to receive input and to preliminarily accept a proposal for the purchase of 449 North Sycamore Street

WHEREAS, The City Council previously agreed to accept bids/proposals on City owned property located 449 North Sycamore Street, and

WHEREAS, The City has received bids/proposals related to the property and based thereon finds that a Public Hearing should be scheduled on the proposed sale of the property, and

WHEREAS, At the Public Hearing, the Council will receive and consider public input related to the potential sale of said property, and the Council will decide whether or not to sell the property, to sell a portion of the property, or to not sell the property at all and the conditions, if any, tied to the Council decision.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 3rd day of January, 2022 that a Public Hearing on the proposed sale of City owned property located 449 North Sycamore Street should be scheduled for the 17th day of January, 2022 at 6:00 p.m., with notice to be published in the Monticello Express as required by the Iowa Code.

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 3rd day of January, 2022.

Dave Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk

Notice Request for Proposals

The City of Monticello is accepting proposals for the sale of the City-owned lot at 449 N. Sycamore Street (Parcel ID 02-21-436-018). The lot is 75 feet wide and 122 feet deep (more or less) and is zoned R-1 Single Family Residential. The lot was previously occupied by a single-family home, which has been demolished. The property has new water service, sanitary sewer service, and sidewalk, which were installed with the Sycamore Street improvements.

Proposals should include the purchase price, proposed plan for development (site plans, building elevations, etc.), construction timeframe, and other terms or special requests of the City. Proposals should be in keeping with the single-family zoning of this neighborhood.

All proposals are due at City Hall by 5 pm on Wednesday, January 12, 2022. The City Council will hold a hearing to consider the positive impacts to the community of proposals received, at the regular meeting of January 17. Criteria used to weigh the proposals includes, but not limited to, the following considerations:

1. Highest and Best Use of the lot.
2. Sale price of the lot.
3. Taxable basis of the lot.
4. Fit with the neighborhood.
5. Timing of improvements.

The City Council will then decide which proposal will bring the greatest benefit to the City. The City Council may or may not take action on the 17th, and may or may not ask for any proposal to be modified to meet terms agreeable to the City.

Please direct questions to Russ Farnum, City Administrator, at 319-465-3577 or by e-mail at rfarnum@ci.monticello.ia.us.

City Council Meeting
Prep. Date: 12/20/2021
Preparer: Britt Smith



Agenda Item: # 7
Agenda Date: 1/3/2022

Communication Page

Agenda Items Description: Resolution to approve the Agreement for Communication Services with the Jones County Sheriff's Office

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

Attachments & Enclosures:

Proposed Resolution

Proposed Agreement

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: Approval of the Agreement for Communication Services Between the Jones County Sheriff and the City of Monticello

Background Information: The Jones County Sheriff's Department has handled dispatching services, which includes Police, Fire and EMS communications for the City of Monticello since the mid 1990's when the Monticello run dispatch center was discontinued. Since that point, we have been contracting with the Jones County Sheriff's Office for this service. The contract fee established by the Sheriff has always been very ambiguous with little explanation for the establishment of the rate. Annual increases have been between 3% to 10% with no explanation as to the increase. For several years now, I have been working with the Sheriff and the Auditor in attempting to establish a fair formula to justify the contract rate, which impacts more than just Monticello, but also all the other communities in Jones County. It had been proposed by the former Jones County Auditor, Janine Sulzner, that the appropriate fee for Monticello communications contract should be approximately \$80,000 and a recommendation proposing a significant increase in our communication contract fee to get to the \$80,000 had been made to the Board of Supervisors.

Since that proposal, I had worked with the previous County Auditor and Sheriff and proposed a new formula that takes into consideration the taxes already allocated through the County budget to the Sheriff's dispatch center. The Auditor had indicated that approximately \$54,000 of the County Tax revenues from the City of Monticello were allocated to the Dispatch Center. Taking into consideration the county population numbers, and the total Dispatch Center Operating budget, the City of Monticello accounts for approximately \$80,000 of that operating budget. Using this new proposed formula, the contract rate should be approximately \$26,000, which is consistent with what the current contract rate is. Since my proposal, discussions have ceased and there has been no more push by the Auditor, Sheriff, or Board of Supervisors to increase the fee to the proposed \$80,000. The current rate in the proposed agreement is an 8.1% increase from the previous year, but is still a fair rate for how we would propose a calculation to establish the contract rate. With the previous auditor retiring and the

incoming auditor having a significant learning curve I have not pushed discussions with them and do not plan to unless the previous proposal of a significant rate increase is brought up again. As long as the rate remains consistent with what we have been seeing, I recommend the continued approval of the Communications Services Agreement.

Staff Recommendation: I recommend that the Council approve the Agreement for Communication Services Between the Jones County Sheriff and the City of Monticello.



Jones County Sheriff's Office
500 West Main Street
PO Box 167
Anamosa, Iowa 52205

Sheriff Greg A. Graver
Phone 319-462-4371
Civil 319-462-5305
Fax 319-462-4766
Jail 319-462-2720

AGREEMENT FOR COMMUNICATION SERVICES BETWEEN THE JONES COUNTY SHERIFF AND THE CITY OF MONTICELLO, IOWA

2022-2023

Prepared by Sheriff Greg A Graver
500 West Main Street
Po Box 167
Anamosa, Iowa 52205
319-462-4371

This agreement is entered into this ___ day of ___, 2022, by and between Jones County, hereinafter referred to as the County: The County Sheriff, hereinafter referred to as the Sheriff: and the City of Monticello hereinafter referred to as the City.

I

STATEMENT OF AGREEMENT. The County and its Sheriff agree to provide communication services and TAC 10 Data Management to the City and the City agrees to engage the County, through its Sheriff, to provide such services in accordance with and subject to the terms of this agreement.

II

LEGAL BASIS. This agreement is authorized by the provisions of Chapter 28E of the Code of Iowa.

III

COMMUNICATION SERVICES DEFINED. General Communication Services consist of 24-hour communication (365 days per year) for all E911 and dispatch calls and technical service to be provided for the City, City Police, Fire and Ambulance Departments and the City Residents.

TAC 10 DATA MANAGEMENT DEFINED. TAC 10 Data management consists of the custody, control and maintenance of a TAC 10 database for the collection, security and retrieval of TAC 10 captured data accumulated through local law enforcement who are parties to this agreement.

IV

DELIVERY OF SERVICES. Delivery of services shall be provided as follows:

1. **SERVICE AREA:** The Sheriff shall provide general communication services within the corporate limits of the City.
2. **ENFORCEMENT RESPONSIBILITIES:** The Sheriff shall provide communication services for the City. The Sheriff shall not be required to assume any other communication services or function not consistent with those customarily performed by the Sheriff and under the Charter of the County and Statues of the State.
3. **DELIVERY OF SERVICE:** The Sheriff shall deliver 24-hour service of communication services. This agreement shall commence July 1, 2022 and shall terminate on June 30, 2023.
4. **SERVICE MANAGEMENT:** The planning, organization, scheduling, directions and supervision of the Sheriff's personnel and all other matters incident to the delivery of general communication services to the City shall be determined by the Sheriff. The Sheriff shall retain exclusive authority over the activities of the personnel working in the Dispatch Center.
5. **RESPONSIVENESS:** The Sheriff shall give prompt consideration to all requests of the City regarding the delivery of general communication services. The Sheriff shall make every effort to comply with these requests if they are consistent with good communication service practices.
6. The City shall fully assist in the migration and merger of all TAC 10 related data onto a County owned and controlled database.
7. The City shall fully assist the County, at the County's request, in the ongoing management of said software and data to ensure database and software compatibility.
8. The City shall be responsible for the purchase of any and all hardware and software required for TAC 10 data collection.
9. The County shall be responsible for the purchase of any and all hardware and software required for TAC 10 data storage.
10. The County shall host all the City's TAC 10 related software and data and agrees, to the best of its ability, to secure and manage said data on behalf of the City.

11. The County agrees to seek the counsel of the City regarding the management of said software and data; however, the County shall have ultimate authority and decision making power over the County database, software, data, and all policies related.

V

RESOURCES. Resources shall be provided as follows:

1. **COUNTY RESPONSIBILITY:** Unless specifically agreed to in another part of this agreement, the County shall furnish all labor, equipment, facilities and supplies required to provide communication and TAC 10 Data Management services to the City.

2. **INDIVIDUAL OWNERSHIP OF PROPERTY:** The County and City shall retain title to the property each may require to fulfill its obligation under this agreement and, upon termination of this agreement, each party may dispose of its property as it sees fit. All data that is integrated, merged or collected pursuant to this agreement shall remain the sole property of Jones County and shall not be disintegrated from County owned and controlled database.

3. In the event there are additional costs associated with the City's request to separate from the County controlled TAC 10 Data Management, the City shall be responsible for all costs, with no expense to the County.

VI

LIABILITY. Liability shall be assumed as follows:

1. **COUNTY:** The County shall assume liability for, defend against, indemnify and hold harmless the City from all costs or damages for injury to persons or property caused by the County in providing or failing to provide general communication services to the City, including attorney fees for defense against such claims.
2. **CITY:** The City shall assume liability for, defend against, indemnify and hold harmless the County from all costs and damages for injury to persons or property caused by the City, including attorney fees for defense against such claims.

VII

PERSONNEL.

1. **EMPLOYEE STATUS:** All persons employed by the Sheriff and providing general communication and TAC 10 Data Management services to the City shall be County Employees and shall not have any benefit, status or right of City employment.

2. PAYMENT: The City shall not be liable for direct payments of salaries, wages or other compensation to County Employees providing general communication and TAC 10 Data Management services to the City.

3. INDEMNITY: The City shall not be liable for, or indemnity to any County Employee for injury or sickness arising out of his/her employment providing general communication and TAC 10 Data Management services to the City.

VIII

FEES. Fees and payments shall be as follows:

1. The total sum the City shall pay the County is **\$25,975** for the period of July 1, 2022 through June 30, 2023 for general communication and TAC 10 Data Management services delivered during the term of this agreement.
2. BILLING: The County shall receive from the City **\$25,975** per year for Dispatch services. This payment shall be made by check payable to the Jones County Sheriff, and be delivered to the Sheriff's Office in Anamosa, Iowa 52205. Payments may be made during the term of this agreement as long as the entire balance is paid by May 15, 2023.
3. DELINQUENCY: In the event the County does not receive the entire balance due by May 15, 2023, a 5% penalty based on the delinquent amount will be added to the unpaid balance amount owed. If the City does not make full payment of the amount owed within 60 days of the expiration of this contract, the County will terminate this agreement and any current agreement until the balance due is paid in full. The City shall be liable for general communication and TAC 10 Data Management services rendered to the time of termination.

IX

TERM. This agreement shall take effect on July 1, 2022 and shall continue through June 30, 2023. This agreement shall automatically renew on an annual basis unless either the Sheriff, the County or the City provide written notice of termination to all other parties at least sixty days prior to termination of this agreement. This agreement can also be terminated at any time by mutual consent of all parties.

Dated this _____ day of _____, 2021/2022

By: _____, Chairperson, Board of Supervisors, Jones County

Dated this _____ day of _____, 2021/2022

By: _____, Mayor, City of Monticello

Dated this _____ day of _____, 2021/2022

By: _____, Sheriff, Jones County

The City of Monticello, Iowa

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

RESOLUTION

Approving Agreement for Communication Services Between Jones County, Jones County Sheriff, and City of Monticello

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

WHEREAS, the Monticello City Council has previously entered into agreements with Jones County and the Jones County Sheriff Department to provide communication services to the City, and

WHEREAS, the Agreement with the above entities is subject to renewal annually, with the agreement for FY '23 being presented for approval at the rate of \$25,975, an increase from the FY '22 rate of \$25,218, and

WHEREAS, the City Council finds that said agreement should be approved.

NOW THEREFORE, BE IT RESOLVED that this City Council of Monticello, Iowa does hereby approve the agreement for Communication Services previously mentioned herein, and does hereby authorize the Mayor to execute the same on behalf of the City Council.

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 3rd day of January, 2022.

Dave Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 12/27/2021
Preparer: Britt Smith



Agenda Item: # 8
Agenda Date: 1/3/2022

Communication Page

Agenda Items Description: Resolution for the approval of sidewalk replacement and cost sharing with the Great Jones County Fair.

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: To approve the replacement and cost sharing for sidewalk repairs at the Monticello City Park (Fairgrounds).

Background Information: As proposed at the December 20th, 2021 Council Meeting, there is significant damage to the main sidewalk path beginning near the 7th Street Fairgrounds entrance that is non-compliant with our sidewalk standards and needing addressed. Additionally, there are drainage issues as well as trip hazards associated with water gutters and drains that need removed or replaced. After meeting with Jones County Fair Board Member, Ben Capron, and General Manager Lucas Gobeli it is proposed the following repairs and improvements are made with the following cost share options:

#1 Main Entrance: Replace cracked sections and remove the vertical separations,



This removal and replacement are proposed as a city expense as it is part of the existing sidewalk system within the City Park. It is proposed to be reinstalled at 6" thickness with rebar in lieu of the traditional 4" thick panels that are subject to damage from heavy vehicle traffic during the Fair. This expense of tear out and replacement was proposed to be at the City's expense. It is fair to also suggest that the increased thickness is a necessity for the Fair and less beneficial for the City, and the extra thickness could be considered for a cost share with the Jones County Fair OR the City could assume responsibility for all costs for the repairs as the Fair is addressing some additional drainage issues at their expense.

#2 Main Entrance Drainage:



An additional drain is being proposed to be added to the area near the broken panels and will be connected to an existing drain that directs the water over the far hillside. This project is being proposed as a Jones County Fair expense.

#3 French Drain project:



In addition to the drain, there is an existing swale that was designed to channel water away from the area and direct it over the far hillside. It is being proposed that the channel be excavated, with perforated tile installed and packed with washed rock and recontoured to more satisfactorily drain water from the area. This project is being proposed as a Jones County Fair expense.

#4 Panel Replacement on Sidewalk path to Grandstands:



On the sidewalk section leading down to the Grandstands, there are two panels that are non-compliant with our sidewalk standards. Given the destination of the sidewalk it is being proposed that this be a Jones County Fair Expense.

#5 Gutter/Drain removal:



In addition to being a trip hazard, the drain has also been capped after a new wall section was poured several years ago around the racetrack. It is being proposed to remove gutter section and fill back with dirt for an even transition. This is being proposed as a Jones County Fair expense.

With the significant expense the Jones County Fair is proposing for their portion of the project, they will be obtaining bids. Since the drainage improvements must be completed prior to the sidewalk repairs, I recommend that the City allow the Jones County Fair to oversee all portions of the project, and that the City reimburse the Jones County Fair for our proposed portion upon the completion and inspection of the project.

Staff Recommendation: I recommend that the Council consider approval of the resolution with the suggested cost share options.

The City of Monticello, Iowa

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

RESOLUTION

Approving of Sidewalk Replacement and Cost
Sharing with Great Jones County Fair

WHEREAS, The Jones County Fair Board, through the Jones County Fair Board Member, Ben Capron, and General Manager Lucas Gobeli,, has approached the City and requested permission to make improvements to sidewalks and drainage issues, and

WHEREAS, The general proposal is to make the following improvements:

1. Main Entrance: Replace cracked sections and remove the vertical separations. This removal and replacement would be a city expense, as it is part of the existing sidewalk system within the City Park. It will be reinstalled at 6” thickness with rebar in lieu of the traditional 4” thick panels that are subject to damage from heavy vehicle traffic during the Fair.
2. Main Entrance Drainage: An additional drain will be added to the area near the broken panels and will be connected to an existing drain that directs the water over the far hillside. This part of the project would be a Jones County Fair Board expense.
3. French Drain project: In addition to the drain, as stated above, there is an existing swale that was designed to channel water away from the area and direct it over the far hillside. The channel would be excavated, with perforated tile installed and packed with washed rock and recontoured to more satisfactorily drain water from the area. This part of the project would be a Jones County Fair Board expense.
4. Panel Replacement on Sidewalk path to Grandstands: On the sidewalk section leading down to the Grandstands, there are two panels that are non-compliant with our sidewalk standards. Given the destination of the sidewalk, This part of the project would be a Jones County Fair Board expense.
5. Gutter/Drain removal: Along the sidewalk, from the Main Entrance to the Grandstands, the gutter and drain would be removed. In addition to being a trip hazard, the drain has also been capped after a new wall section was poured several years ago around the racetrack. The gutter would be removed and back filled with dirt for an even transition. This part of the project would be a Jones County Fair Board expense.

WHEREAS, The Fair Board will obtain bids for improvements above and oversee all portions of the Project.

WHEREAS, The City will reimburse the Jones County Fair Board for our proposed portion upon completion and inspection of the project

WHEREAS, The Fair Board desires to move as quickly as possible on this project to ensure completion for as much of the summer season as is possible and in advance of the Fair, and

WHEREAS, The Council finds that the proposed improvements are in the best interest of the City and the Fair Board and will add value to the Park grounds.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the proposed improvements to the Park's sidewalks and drainage as proposed by the Jones County Fair Board.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 3rd day of January, 2022.

Dave Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 12/28/21
Preparer: Russell Farnum



Agenda Item: # 9
Agenda Date: 01/03/2022

Communication Page

Agenda Items Description: Mayor Reports - Discussion of Council Appointments, Scheduling Budget review meetings and Council Training

<u>Type of Action Requested:</u> Council Discussion								
<u>Attachments & Enclosures:</u> <table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				<u>Fiscal Impact:</u> Budget Line Item: <table border="1"><tr><td> </td></tr></table> Budget Summary: <table border="1"><tr><td> </td></tr></table> Expenditure: <table border="1"><tr><td> </td></tr></table> Revenue: <table border="1"><tr><td> </td></tr></table>				

Synopsis: Mayor Dave Goedken asked that these items be placed under Mayor’s Reports for Council discussion:

1. Council Appointments: All Council members serve as liaison to one or more City Committees, Commissions, or Boards, as well as several County and Regional positions. With one new Council member coming on board, there are options to move appointments around, if the Council members so wish. Please indicate if you would like to stay with your current appointments, or change one or more appointments.

2. Budget Review Meetings: City Council generally reviews the budget by Department, with the Department Head present to discuss their budget requests for the coming year. Those meetings need to be scheduled soon, and there are several options to choose:

- a) A series of short evening meetings from say 5:30 to 7:30;
- b) A series of workshops following the next several Council meetings;
- c) A Saturday meeting beginning at in the morning and running until done;
- d) Other options?

3. Council Goal Setting and Training: Mayor Goedken will be sharing some of his thoughts on running Council meetings and some training materials that may be insightful to other Council members. There also a question if the Council wishes to update their goals and/or Strategic Plan (copy attached). Council discussion is invited.

City of Monticello, Iowa
Strategic Planning and Goal Setting 2020
Final Report

July 20, 2020

Prepared by: Monticello City Admin. Doug Herman dherman@ci.monticello.ia.us

Mayor:

Brian Wolken, Mayor

City Council:

Dave Goedken, Mayor Pro Tem

Tom Yeoman

Chris Lux

Gary Feldmann

Candy Langerman

Brenda Hanken

City Administrator:

Doug Herman

Department Heads:

City Clerk: Sally Hinrichsen

Police Chief: Britt Smith

P.W. Director: Nick Kahler

Library Dir.: Michelle Turnis

Park & Rec. Dir.: Jacob Oswald

Water/Wastewater: Jim Tjaden

**City of Monticello, Iowa
Strategic Planning and Goal Setting Session
2020**

TABLE OF CONTENTS

Introduction.....	Page	3-4
Goal Setting Work Session Summary.....	Page	4
Issues / Concerns	Page	4
Significant Initiatives and Programs	Page	4
Capital Projects/Needs	Page	5
Major Accomplishments (Identified by Survey)	Page	6
Council Needs (Identified by Survey).....	Page	6
Teamwork (Identified by Survey).....	Page	6
Development / Growth (Identified by Survey)	Page	7
Supplemental Questions/Comments. (Identified by Survey).....	Page	7
Next Steps.....	Page	8

City of Monticello, Iowa

Strategic Planning and Goal Setting Session

Introduction: The Mayor and City Council followed the following process during the July 20, 2020 Goal Setting:

1. Prior to the Goal Setting Session, the Mayor and Council were asked to consider a number of categories/topics to be discussed at the Goal Setting Session. Those topics included: Major Accomplishments¹, Issues or Concerns², Significant Initiatives or Programs³, Capital Projects/Needs⁴, Council Needs, and Teamwork.
 - a. Prior to the meeting the Mayor/Council were given the results of a survey completed by Dpt. Heads on the same categories/topics noted above.
 - b. The Mayor/Council were then asked to complete a survey in advance of the meetings on those topics, using the Dpt. Head responses as deemed appropriate.
 - c. The City Administrator compiled all Mayor/Council responses into one document in advance of the meeting and provided it to the Council with the 7/20/2020 Council packet.
2. During the session, the Mayor and Council, and to a lesser extent City Staff, spent time reviewing the Major Accomplishments, Issues or Concerns, Significant Initiatives or Programs, Capital Projects/Needs, Council Needs, and Teamwork identified by the Mayor/Council surveys, the results of the survey having been written out on "poster-board" and hung on the Council Chambers wall for easy review during the session.
3. The Council reviewed all of the lists, clarifying any topics that required clarification, and removing duplicate responses and/or having a project/issue only appear in one of the categories. (For example, in some cases one elected official identified a topic as a "capital project" (Sewer Plant Upgrade) while another identified the same topic (Sewer Plant Upgrade) as a "significant issue or concern". The Council agreed to leave it on the Capital Project list and remove it from the Significant Issue or Concern list.) The Mayor/Council were also given the opportunity to supplement any list with thoughts/ideas that were spurred during the review process.

¹ Over the last five years, however, most of those identified were much closer to the present.

² Issues or concerns regarding future city services, policies, or operations. *You should list items that can be feasibly addressed at the City-level rather than items that are outside of the City ability to change.*

³ Initiatives, programs, or policies that you think that the City should consider in the next one or two years. *Again, you should list items that can be feasibly addressed at the City-level rather than items that are outside of the City ability to change*

⁴ Capital projects or equipment purchases that you think the City should consider over the next five years that are not presently underway.

4. Once the lists were fully reviewed the Mayor and each Council member were allowed to vote for five "Issues/Concerns", five "Significant Initiatives or Programs", and five "Capital Projects / Needs" . At the conclusion of the voting process, which was completed by placing colored dots that included the elected officials initials next to the topic/project/issue they wanted to prioritize, the votes were totaled up and reviewed with the goal of identifying 4-6 clear "top" priorities in each category. Due to the clarity provided by the first round of voting the decision was made to not proceed with a second round of voting.
5. The goal setting results are being compiled in this Report by the City Administrator and forwarded to the Mayor and City Council for review.
6. The Council will be presented with a Resolution to acknowledge their concurrence with the content of this final report.

Goal Setting Work Session Summary: Mayor Wolken and Council Members Yeoman, Lux, Goedken, Feldmann, Hanken, and Langerman were present. The following staff members were present: City Administrator Doug Herman, Police Chief / Ambulance Administrator Britt Smith, City Clerk Sally Hinrichsen, P.W. Director Nick Kahler, and Park and Recreation Director Jacob Oswald. Those present held an informal non-binding work session, compiled lists of priorities, "voted" on said lists, and then reviewed the lists so compiled. Those lists, priorities if you will, are set out below.

I. Issues or Concerns. ("Vote" totals noted. If no "votes" noted, then no votes were received.)

- | | |
|---|-----------|
| 1. TIF Funding to assist with Residential Development | (6 votes) |
| 2. Brick Street / Infrastructure Repair | (6 votes) |
| 3. Water / Sewer Rate Increases | (5 votes) |
| 4. Cemetery Maintenance Plan – Quality of Mowing | (4 votes) |
| 5. Yard Waste (Continued Collection) | (3 votes) |
| 6. Trees (Planting/Removal/Trimming) | (2 votes) |
| 7. Sidewalks (Missing Connections) | (2 votes) |
| 8. Concrete Street Repairs | (2 votes) |
| 9. Low Public Confidence in City Govt./Form of Govt. | (2 votes) |
| 10. "Old" Middle School building planning | (1 vote) |
| 11. Trail expansion | (1 vote) |
| 12. Hire Bldg. Maint. Position (Take pressure off of PW) | (1 vote) |
| 13. Additional airport hangar construction and runway expansion | |
| 14. Succession Planning for City Admin./Clerk/Etc. | |
| 15. Breed Specific Ban (If breed specific bans are eliminated by State of Iowa what are our options?) | |
| 16. Revenue Loss due to Covid-19? | |
| 17. Not enough Street Projects | |

II. Significant Initiatives or Programs. (Number of votes received are noted. If no votes indicated then no votes were given that topic.)

1. Continue Economic Development efforts (7 Votes)
2. Adopt Building Code (6 Votes)
3. Community Tree Initiative (6 Votes)
4. Downtown Storefront Guidelines (5 Votes)

5. Main Street Program, continue pursuit of designation (4 Votes)
6. Prepare detailed/complete schedule for Annual Sealcoating (4 Votes)

7. Eliminate Breaks at PW Building. (1 Vote)
8. Internship Offerings City Admin., Police Admin, PW, Park and Rec., Clerk) (1 Vote)
9. Promote positive relationship between 1st Responders and community (1 Vote)

10. Revise or replace run down industrial properties

III. Capital Projects / Needs. (Number of votes received are noted. If no votes indicated then no votes were given that topic.)

1. Reconstruct 6th Street Waterway (6 Votes)
2. Sewage Treatment Plant Upgrade (4 Votes)
3. Security Cameras at "key" City locations (4 Votes)
4. Trails (3 Votes)
5. "Compadres" Building Upgrades (3 Votes)
6. Reconstruct Two Blocks of N. Chestnut Street (3 Votes)

7. Street Repairs (Intersections, curb and gutter) (2 Votes)
8. Repair/Replacement of Brick Manholes/Water Valves, and Storm Sewer Intakes in poor condition (2 Votes)
9. Free Wi-Fi Public Parks/Spaces (2 Votes)
10. Varvel/Linden Reconstruction (2 Votes)

11. Period Lighting (More at Berndes Center / Park) (1 Vote)
12. Energy Building buyout / demolition (1 Vote)
13. New Council I-Pads (1 Vote)
14. Re-lighting of Clock Tower (1 Vote)
15. Airport apron, taxiway, and runway extension
16. Small end loader for public works
17. Mini hoe for public works
18. Technology Update in Council Chambers (Misc., Projector)

IV. Major Accomplishments. (Identified by Survey)

1. N. Sycamore Street
2. Updated City Code of Ordinances / on-line
3. E. 1st Street Bridge
4. Berndes Center Floor and HVAC
5. Pickleball Courts
6. Willow Park Trail
7. Ten-T Hangar Construction and Hangars purchased from Monticello Aviation
8. Compost Site
9. Acquisition and planning for old Compadres and Dollar General Building
10. Fountain Park Restoration and Planning
11. New Ambulance / USDA Grant
12. Ambulance Restructuring
13. Downtown Brick (removing colored strip)
14. Park and Rec. Expansion (Staff, Equipment, Facilities)
15. Finding tenant for old Dime Store

V. Council Needs (Identified by Survey)

1. New I-Pads
2. ComElec provided free to Mayor and Council homes as part of lease agreement with ComElec
3. Meeting room microphone upgrades (again)
4. Three-minute speaking timer (Open Forum/Others)
5. Wall clock that keeps time

VI. Teamwork. (Identified by Survey)

1. Stay on the issue at hand, don't allow it to get personal. (1)
2. Show respect for other elected officials even if they disagree with you/vote different than you. (1)
3. Honor Board decisions unless completely necessary to go a different direction. (1)
4. Having Council Packet or Agenda Packet sooner to provide time for studying or investigations into matters if need be. (1) (Note: During the Goal Setting Session the City Administrator asked the Mayor/Council if they wanted to receive the packet on a different date, explaining that the current rules of procedure provide that a draft agenda is to be posted on Thursday with the packet going out on Friday for a meeting to be held on the following Monday. No one expressed a desire for a different schedule. The Administrator also reminded the Mayor/Council that agenda items could always be tabled if they wanted more information.)
5. Councilpersons need to understand what they are voting on and read the packet BEFORE the meeting. (1)

VII. Development / Growth. (Identified by Survey) In the upcoming 12 months, what are one or two topics about which you'd like to learn more?

- A. Diversity in the Community / Inclusion
- B. Helping Local Businesses "Main Street" recover from the Covid-19 disruption
 - a. City Help? Tax Breaks? Grants? Etc.
- C. Code Book

Supplemental Questions/Comments (Identified by Survey)

The following space is provided for you to pose questions, concerns, or to offer other thoughts, of any kind, related to the operation of the city of Monticello.

- 1.) I'd like to see PW Director attend conferences / continuing education to bring new ideas to the community
- 2.) A team building exercise for the Council at the Innovation Lab annually with Dpt. Heads included.
- 3.) Review Form of Government. Weak mayor form of government existed prior to the hiring of a City Administrator years ago, should the City consider few council members (5) and pay them more? It would be better to have a smaller group that was 100% invested.
- 4.) Identify leadership qualities in employees within departments and work/train those employees to be prepared to take over if and/or when the current department heads retire or move on. "Next man in."
- 5.) Work with Jones Regional or local clinic to bring down cost of annual fire department physicals.
 - a. Also review the screenings being performed to ensure their necessity as opposed to having them performed "because they always have been".
6. Identify abandoned and dilapidated homes and pursue abatement.
7. Work with a local developer to get a new subdivision moving within the City limits. Consider changes to current TIF policies and incentives to assist developers with the cost of infrastructure installation.
8. Items on Agenda...more time to review.
9. Promote interest to be on the City Council.

NEXT STEPS

After a review of this Report which is intended to accurately summarize the Goal Setting Session, the Council will be asked to consider a Resolution approving and acknowledging that this report does in fact accurately set forth the results of the Goal Setting Session.

Once approved City Staff will prepare an "Action Plan" to work towards the satisfaction of the priorities identified by the Mayor and Council. The action plan will identify a list of the steps needed to accomplish or satisfy the priority accompanied by a list of any possible pitfalls or issues that may be encountered. The pitfalls/issues should then be further analyzed, with a sub-list of steps being identified, if you will, to overcome the identified pitfall/issue. City Staff will regularly report progress on the Action Plan to the Mayor and Council moving forward.

It is important to note that the priorities identified during the planning session are not "cast in stone." "Goals" and "Plans" provide direction, however, there will always be the unexpected events that may put a prior "Goal" or "Plan" on the back burner and move something, potentially unidentified at this point, to the forefront. It is entirely appropriate to modify the goals and plans in the event of changed circumstances. In that event it is important for staff and Mayor/Council to recognize that previously approved goals/plans have been modified and that those modifications may impact progress on one or more of the goals/plans identified herein.

City Council Meeting
Prep. Date: 1/28/2021
Preparer: Sally Hinrichsen



Agenda Item: # 10 - 17
Agenda Date: 1/03/2022

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:

- 10. City Engineer
- 11. City Administrator
- 12. City Clerk
- 13. Public Works Director
- 14. Police Chief
- 15. Water/Wastewater Superintendent
- 16. Park and Recreation Director
- 17. Library Director