

# City of Monticello, Iowa

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Posted on June 16, 2022 at 5:00 p.m.

Amended and Re-posted on June 17, 2022 at 5:00 p.m.

Monticello City Council Meeting June 20, 2022 @ 6:00 p.m.

Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, Monticello, Iowa

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

<b>Approval</b> of Council Mtg. Minutes	June	6, 2022
<b>Approval</b> of Payroll	June	2, 2022
<b>Approval</b> of Payroll	June	16, 2022
<b>Approval</b> of Bill List		
<b>Approval</b> of Fireworks display permits for Great Jones County Fair		
<b>Approval</b> of appointment of Mark Spensley as City Representative and Acknowledging appointment of Quinton Fellingner as County Representative to the Fire Board		
<b>Approval</b> of appointment of Penny Schoon to the Soldiers Memorial Board		

## **Resolutions:**

1. **Resolution** Approving Pay Request #3 from Pirc-Tobin Construction, Inc. related to the 2021 East 7<sup>th</sup> Street Utility Improvements Project in the amount of \$161,922.85

2. **Resolution** to approve the purchase of P-25 Compliant Radios for the Monticello Ambulance Service
3. **Resolution** Approving William Tenley Tax Abatement Application related to Residential Improvements constructed at 505 Locust Court, Monticello, Iowa
4. **Resolution** To approve the wages for Monticello Aquatic Center staff
5. **Resolution** to approve Support of Workforce Housing Application for BR3; on Lot 3 of BR3 Subdivision (east of Dollar Fresh)
6. **Resolution** Approving purchase of additional Fire Department P25 communication suite compliant radios and pagers

**Motions:**

7. **Motion** to approve Four Points RV Resorts of IA, LLC (Jellystone Park Monticello) fireworks display request

**Reports / Potential Actions:**

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

**Work Sessions:**

17. Work Session – **Discussion** and Possible Motion on Amending the Council Rules of Order and Procedure

**Closed Session:**

18. To evaluate the performance of an individual(s) in closed session as requested by that individual pursuant to Iowa Code Section 21.5(1)(i)

**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.

Monticello City Council meetings are recorded, by attending and choosing to participate you give your consent to be recorded. If you prefer not to be recorded, you may submit comments in writing.

## **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: June 20, 2022 City Council Meeting

Time: Jun 20, 2022 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87454427661>

Meeting ID: 874 5442 7661

One tap mobile

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+13126266799,,87454427661# US (Chicago)

Dial by your location

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+1 253 215 8782 US (Tacoma)

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+1 669 900 9128 US (San Jose)

Meeting ID: 874 5442 7661

Find your local number: <https://us02web.zoom.us/j/87454427661>

Regular Council Meeting  
June 6, 2022 – 6:00 P.M.  
Community Media Center

Mayor Dave Goedken called the meeting to order. Council present in person were: Wayne Peach, Candy Langerman, Chris Lux, and Brenda Hanken. Council present via Zoom were Scott Brighton and Tom Yeoman. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Water/Wastewater Superintendent Jim Tjaden, Library Director Michelle Turnis, 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.

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

Open Forum: Bud Coyle, 515 N Sycamore, questioned why City lot on Sycamore has not been mowed. Mayor advised staff mow lot.

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

Farnum reported the next four resolutions are to approve the hiring of Ambulance On-call staff, Ambulance Part-Time Paramedics, Library seasonal staff, Aquatic Center seasonal staff and to fill vacancy of Full-Time Library staff. Lux moved to approve Resolution #2022-74 to approve the hiring of five Monticello Ambulance On-Call Service Members and setting wage, Langerman seconded, roll call unanimous.

Peach moved to approve Resolution #2022-75 to approve the hiring of two Monticello Ambulance Part-Time Paramedics and setting wage, Langerman seconded, roll call unanimous.

Hanken moved to approve Resolution #2022-76 to acknowledge the hiring of Monticello Library seasonal employee and full-time staff positions and setting wage, Lux seconded, roll call unanimous.

Lux moved to approve Resolution #2022-77 to approve the hiring of Monticello Aquatic Center staff, Hanken seconded, roll call unanimous.

Farnum reported the IDOT adjusted the new paving elevations on Hwy 38 repaving project, and some of the older manholes were not constructed to allow for the adjustment in the elevations. Other manholes need structural rehabilitation in order to withstand the manhole adjustment that needs to occur. The City share of lining, rehabbing and adjusting these manholes totals \$ 31,565. IDOT is participating in the project, both financially and logistically, by providing traffic control and by paying for backfill of several unused manholes and valve vaults. IDOT is also paying for the replacement of a cracked cone on a manhole near Pizza Ranch on Oak Street. Langerman moved to

approve Resolution #2022-78 to Approve Extra Work Order Proposal for Route 38/Cedar Street manhole repairs, Peach seconded, roll call unanimous.

Farnum gave an update on the Oak Street overlay project, which was put off until after school was out, and should be starting up again soon.

Farnum stated the Community Building improvements, including the curtains, wall repairs and painting are in progress and have made a large difference, thanks to Tom Norlin and Pam Foley.

Farnum reported someone intentionally ran into a security gate at the airport and then vandalized some of the hangars. A person was apprehended. The airport AWOS system failed. Alliant will run new service to the AWOS System.

Farnum reported City has had multiple issues with Republic and they have failed to provide acceptable service. Clerk's Office has received numerous calls on items, containers and dumpsters not getting picked up. Staff worked with Republic to resolve all the issues and believe it is better now. After Council inquired on what issues were, Farnum stated their truck left one day and missed half of the town. Staff contacted Republic and they advised they would get it all the next day, however they still missed some. Republic has had truck issues, person on vacation and other issues.

Farnum reported the Main Street Committee was invited to give a presentation to the Main Street Board. This is a huge next step.

Peach stated the improvements of the former Compadres building front look great and made a huge difference in the looks.

Kahler stated Brighton had contacted him regarding using fire truck to hose down First Street, which they have not done in last four years. They do clean the streets with street sweeper about two times a month, but have not done it since the construction started. Once construction is completed, they will start sweeping again. Peach left the meeting.

Tjaden reported City received check from Alliant for damages.

Goedken advised he received several compliments on how good the Oakwood Cemetery looked Memorial Day weekend.

Lux requested Council to let her know if they want to ride in the 4<sup>th</sup> of July parade.

Hanken reported receiving complaints on garbage from dumpsters blowing around as they are dumping them. She inquired about someone who has a building permit, but one neighbor refuses to sign it because they don't want to look at a garage. Goedken stated they can request to come before Council to consider the building permit application. She mentioned a bullying issue that was brought to her attention and was told they would need to talk to the police

Regular Council Meeting  
June 6, 2022

Langerman moved to adjourn the meeting at 6:32 pm. They decided with two Council members on zoom and one left, they would place discussion on amending the Council Rules of Order and Procedure on the next agenda.

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Dave Goedken, Mayor

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Sally Hinrichsen, City Clerk/Treasurer

# PAYROLL - JUNE 2, 2022

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>May 16 - 29, 2022</b>				
Jacob Gravel	\$ 1,668.00	\$ -	0.00	0.00	\$ 1,214.89
Ben Hein	604.25	-	0.00	0.00	507.51
Ron Herman Jr.	640.00	-	0.00	0.00	527.61
David Husmann	1,925.89	17.89	0.00	0.00	1,061.99
Mary Intlekofer	2,033.21	125.21	0.00	0.00	1,400.74
Nick Kahler	240.00	-	0.00	0.00	206.54
Lori Lynch	2,113.30	38.90	0.00	0.00	1,447.54
Chloe Mogensen	137.10	-	0.00	0.00	118.10
Sabrina Strella	232.48	-	0.00	0.00	194.19
Ryan Sutcliffe	1,862.28	34.28	0.00	0.00	1,464.16
Curtis Wyman	1,699.28	31.28	0.00	11.88	1,158.43
<b>TOTAL AMBULANCE</b>	<b>\$ 13,155.79</b>	<b>\$ 247.56</b>	<b>0.00</b>	<b>11.88</b>	<b>\$ 9,301.70</b>
<b>CEMETERY</b>	<b>May 14 - 27, 2022</b>				
Dan McDonald	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,267.43
<b>TOTAL CEMETERY</b>	<b>\$ 1,744.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,267.43</b>
<b>CITY HALL</b>	<b>May 15 - 28, 2022</b>				
Cheryl Clark	\$ 1,772.00	\$ -	0.00	33.76	\$ 1,205.70
Russ Farnum	3,653.85	-	0.00	0.00	2,505.34
Sally Hinrichsen	2,614.03	-	0.00	0.00	1,655.03
Nanci Tuel	1,574.40	-	0.00	0.00	1,020.70
<b>TOTAL CITY HALL</b>	<b>\$ 9,614.28</b>	<b>\$ -</b>	<b>0.00</b>	<b>33.76</b>	<b>\$ 6,386.77</b>
<b>FIRE</b>					
Joe Bayne	\$ 208.33	\$ -	0.00	0.00	\$ 191.39
Chris Hinrichs	60.00	-	0.00	0.00	55.41
Billy Norton	166.67	-	0.00	0.00	143.57
Paul Warner	125.00	-	0.00	0.00	115.44
<b>TOTAL FIRE</b>	<b>\$ 560.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 505.81</b>
<b>LIBRARY</b>	<b>May 16 - 29, 2022</b>				
Molli Hunter	\$ 987.20	\$ -	0.00	0.00	\$ 778.08
Penny Schmit	1,188.80	-	0.00	0.00	646.87
Michelle Turnis	1,705.44	-	0.00	0.00	1,043.56
<b>TOTAL LIBRARY</b>	<b>\$ 3,881.44</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,468.51</b>
<b>MBC</b>	<b>May 16 - 29, 2022</b>				
Jacob Oswald	\$ 2,089.42	\$ -	0.00	0.00	\$ 1,573.85
Kegan Arduser	1,384.62	-	0.00	0.00	1,056.57
<b>TOTAL MBC</b>	<b>\$ 3,474.04</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,630.42</b>
<b>POLICE</b>	<b>May 16 - 29, 2022</b>				
Zachary Buehler	\$ 2,258.36	\$ -	0.00	0.00	\$ 1,674.98
Peter Fleming	2,314.20	-	0.00	5.25	1,633.33
Dawn Graver	2,469.60	-	0.00	0.00	1,782.75
Erik Honda	2,538.95	-	0.00	0.25	1,888.96
Jordan Koos	2,568.82	-	0.00	0.25	1,853.89
Britt Smith	3,071.06	-	0.00	0.00	2,255.42

# PAYROLL - JUNE 2, 2022

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Madonna Staner	1,576.00	-	0.00	0.00	1,197.89
Brian Tate	2,530.08	-	0.00	0.00	1,874.73
<b>TOTAL POLICE</b>	<b>\$ 19,327.07</b>	<b>\$ -</b>	<b>0.00</b>	<b>5.75</b>	<b>\$ 14,161.95</b>
<b>ROAD USE</b>	<b>May 14 - 27, 2022</b>				
Zeb Bowser	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,286.84
Nick Kahler	2,131.80	-	0.00	0.00	1,458.28
TJ Nealson	1,644.00	-	0.00	0.00	1,249.38
Jasper Scott	1,744.00	-	0.00	2.38	1,195.59
<b>TOTAL ROAD USE</b>	<b>\$ 7,263.80</b>	<b>\$ -</b>	<b>0.00</b>	<b>2.38</b>	<b>\$ 5,190.09</b>
<b>SEWER</b>	<b>May 14 - 27, 2022</b>				
Tim Schultz	\$ 1,992.00	\$ -	0.00	13.63	\$ 1,387.52
Jim Tjaden	2,461.54	-	0.00	0.00	1,786.99
<b>TOTAL SEWER</b>	<b>\$ 4,453.54</b>	<b>\$ -</b>	<b>0.00</b>	<b>13.63</b>	<b>\$ 3,174.51</b>
<b>WATER</b>	<b>May 14 - 27, 2022</b>				
Daniel Pike	\$ 1,968.00	\$ -	0.00	19.38	\$ 1,419.31
<b>TOTAL WATER</b>	<b>\$ 1,968.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>19.38</b>	<b>\$ 1,419.31</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 65,441.96</b>	<b>\$ 247.56</b>	<b>0.00</b>	<b>86.78</b>	<b>\$ 46,506.50</b>

# PAYROLL - JUNE 16, 2022

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>May 30 - June 12, 2022</b>				
Jacob Gravel	\$ 1,834.80	\$ -	0.00	0.00	\$ 1,330.80
Mason Hanson	798.98	-	0.00	0.00	616.17
David Husmann	2,116.69	17.89	0.00	0.00	1,178.99
Mary Intlekofer	2,197.18	98.38	0.00	0.00	1,500.14
Sonya Johnson	807.58	-	0.00	0.00	649.71
Lori Lynch	2,878.23	77.79	0.00	0.00	2,068.53
Chloe Mogensen	319.90	-	0.00	0.00	268.48
Mandy Norton	428.53	-	0.00	0.00	340.68
Ryan Sutcliffe	2,285.00	822.60	0.00	0.00	1,755.86
Curtis Wyman	2,064.15	437.85	0.00	11.88	1,402.09
<b>TOTAL AMBULANCE</b>	<b>\$ 15,731.04</b>	<b>\$ 1,454.51</b>	<b>0.00</b>	<b>11.88</b>	<b>\$ 11,111.45</b>
<b>CEMETERY</b>	<b>May 28 - June 10, 2022</b>				
Brayden Cleeton	\$ 120.00	\$ -	0.00	0.00	\$ 110.82
Dan McDonald	1,882.98	138.98	0.00	0.00	1,363.42
Ian Taylor	357.50	-	0.00	0.00	326.15
<b>TOTAL CEMETERY</b>	<b>\$ 2,360.48</b>	<b>\$ 138.98</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,800.39</b>
<b>CITY HALL</b>	<b>May 29 - June 11, 2022</b>				
Cheryl Clark	\$ 1,772.00	\$ -	1.88	35.63	\$ 1,205.70
Russ Farnum	3,903.85	-	0.00	0.00	2,654.95
Sally Hinrichsen	2,614.03	-	0.00	0.00	1,655.03
Nanci Tuel	1,889.28	-	0.00	0.00	1,310.49
<b>TOTAL CITY HALL</b>	<b>\$ 10,179.16</b>	<b>\$ -</b>	<b>1.88</b>	<b>35.63</b>	<b>\$ 6,826.17</b>
<b>COUNCIL / MAYOR</b>					
Scott Brighton	\$ 300.00	\$ -	0.00	0.00	\$ 276.78
Dave Goedken	500.00	-	0.00	0.00	453.30
Brenda Hanken	300.00	-	0.00	0.00	276.05
Candy Langerman	300.00	-	0.00	0.00	276.05
Chris Lux	300.00	-	0.00	0.00	275.78
Wayne Peach	300.00	-	0.00	0.00	235.05
Tom Yeoman	300.00	-	0.00	0.00	275.05
<b>TOTAL COUNCIL / MAYOR</b>	<b>\$ 2,300.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,068.06</b>
<b>LIBRARY</b>	<b>May 30 - June 12, 2022</b>				
Molli Hunter	\$ 987.20	\$ -	0.00	0.00	\$ 778.08
Caroline Olson	425.00	-	0.00	0.00	385.49
Penny Schmit	1,188.80	-	0.00	0.00	646.88
Michelle Turnis	1,705.44	-	0.00	0.00	1,043.56
<b>TOTAL LIBRARY</b>	<b>\$ 4,306.44</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,854.01</b>
<b>MBC</b>	<b>May 30 - June 12, 2022</b>				
Keegan Arduser	\$ 1,384.62	\$ -	0.00	0.00	\$ 1,056.57
Zach Deering	632.50	-	0.00	0.00	555.67
Jacob Oswald	2,089.42	-	0.00	0.00	1,573.85
<b>TOTAL MBC</b>	<b>\$ 4,106.54</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 3,186.09</b>
<b>POLICE</b>	<b>May 30 - June 12, 2022</b>				

# PAYROLL - JUNE 16, 2022

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Zachary Buehler	\$ 2,258.36	\$ -	0.00	0.00	\$ 1,674.98
Peter Fleming	2,348.64	-	12.00	17.25	1,653.88
Dawn Graver	2,500.47	-	0.00	0.00	1,803.86
Erik Honda	2,882.46	313.64	0.00	0.25	2,125.19
Jordan Koos	2,927.26	358.44	0.00	0.25	2,069.69
Britt Smith	3,071.06	-	0.00	0.00	2,255.42
Madonna Staner	1,576.00	-	0.00	0.00	1,197.89
Brian Tate	2,891.52	-	0.00	0.00	2,123.40
<b>TOTAL POLICE</b>	<b>\$ 20,455.77</b>	<b>\$ 672.08</b>	<b>12.00</b>	<b>17.75</b>	<b>\$ 14,904.31</b>
<b>ROAD USE</b>	<b>May 28 - June 10, 2022</b>				
Zeb Bowser	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,224.41
Nick Kahler	2,131.80	-	0.00	0.00	1,458.28
TJ Neelson	1,644.00	-	0.00	0.00	1,249.38
Jasper Scott	1,744.00	-	0.00	2.38	1,195.60
<b>TOTAL ROAD USE</b>	<b>\$ 7,263.80</b>	<b>\$ -</b>	<b>0.00</b>	<b>2.38</b>	<b>\$ 5,127.67</b>
<b>SEWER</b>	<b>May 28 - June 10, 2022</b>				
Tim Schultz	\$ 2,029.35	\$ 37.35	0.00	5.63	\$ 1,413.46
Jim Tjaden	2,461.54	-	0.00	0.00	1,786.99
<b>TOTAL SEWER</b>	<b>\$ 4,490.89</b>	<b>\$ 37.35</b>	<b>0.00</b>	<b>5.63</b>	<b>\$ 3,200.45</b>
<b>SWIMMING POOL</b>	<b>May 27 - June 9, 2022</b>				
Lydia Ahlrichs	\$ 218.25	\$ -	0.00	0.00	\$ 180.56
Gabriella Barnhart	9.00	-	0.00	0.00	8.31
Rylan Bertling	114.19	-	0.00	0.00	105.45
Jill Flynn	107.50	-	0.00	0.00	99.27
Sullivan Flynn	183.00	-	0.00	0.00	169.00
Taylor Gassman	224.31	-	0.00	0.00	207.15
Ella Glawatz	209.00	-	0.00	0.00	193.01
Tyler Gray	41.69	-	0.00	0.00	38.51
Keaton Hermsen	171.13	-	0.00	0.00	158.04
Macaya Hollingshead	52.56	-	0.00	0.00	48.54
Karle Kramer	268.56	-	0.00	0.00	248.02
Jacob Miller	365.38	-	0.00	0.00	337.43
Cole Nietert	11.25	-	0.00	0.00	10.39
Dylan Ponder	303.63	-	0.00	0.00	277.40
Ethan Ponder	180.00	-	0.00	0.00	166.23
Lake Schnoor	173.44	-	0.00	0.00	160.18
Emma Schwendinger	342.50	-	0.00	0.00	316.29
River Smith	59.81	-	0.00	0.00	55.23
Jessica Stadtmueller	164.25	-	0.00	0.00	151.69
Madeline Stadtmueller	359.75	-	0.00	0.00	332.23
Hayden Tomkins	127.19	-	0.00	0.00	117.46
<b>TOTAL SWIMMING POOL</b>	<b>\$ 3,686.39</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 3,380.39</b>
<b>WATER</b>	<b>May 28 - June 10, 2022</b>				
Daniel Pike	\$ 1,968.00	\$ -	0.00	17.38	\$ 1,419.31
<b>TOTAL WATER</b>	<b>\$ 1,968.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>17.38</b>	<b>\$ 1,419.31</b>

## PAYROLL - JUNE 16, 2022

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
TOTAL - ALL DEPTS.	\$ 76,848.51	\$ 2,302.92	13.88	90.65	\$ 55,878.30

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
AQUATIC CENTER					
CARRICO AQUATIC RESOURCES INC	POOL EQUIP REPAIR/MAINT	241.95			
DUBUQUE FIRE EQUIPMENT, INC.	POOL OSHA	48.00			
FAREWAY STORES #840-1	POOL CONCESSIONS	114.01			
JESSICA GREVE	POOL PARTY OVERPAYMENT	60.00			
JOHN DEERE FINANCIAL	POOL OFFICE SUPPLIES	10.81			
MONTICELLO COMM SCHOOL DISTRICT	POOL FUEL	65.94			
MONTICELLO EXPRESS INC	POOL ADVERTISING	30.00			
MONTICELLO SPORTS	POOL SUPPLIES	160.00			
MYERS-COX CO.	POOL CONCESSIONS	1,520.30			
SPAHN & ROSE LUMBER CO INC	POOL BLDG REPAIR/MAINT	87.44			
SUPERIOR APPLIANCE, INC.	POOL CONCESSIONS	999.00			
		-----			
440	AQUATIC CENTER TOTAL	3,337.45			
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	11.97			
MONTICELLO COMM SCHOOL DISTRICT	CEMETERY FUEL	1,037.37			
SPAHN & ROSE LUMBER CO INC	CEMETERY GROUNDS SUPPLIES	157.35			
		-----			
450	CEMETERY TOTAL	1,206.69			
SOLDIER'S MEMORIAL BOARD					
IOWA FIRE PROTECTION	ANNUAL SPRINKLER INSPECTION	145.00			
NEXT GENERATION PLBG & HTG LLC	SLDR MEM BLDG REPAIR/MAINT	104.91			
		-----			
498	SOLDIER'S MEMORIAL BOARD TOTAL	249.91			
MAYOR AND CITY COUNCIL					
CHRISTINA LUX	COUNCIL TRAVEL	56.16			
		-----			
610	MAYOR AND CITY COUNCIL TOTAL	56.16			
CITY HALL/GENERAL BLDGS					
ROB SAND AUDITOR OF STATE	CH PRO FEES - AUDIT 2020-2021	18,481.04			
INSURANCE ASSOCIATES, INC.	2021-2022 GEN LIABILITY AUDIT	876.00			
IOWA FIRE PROTECTION	ANNUAL SPRINKLER INSPECTION	290.00			
MONTICELLO EXPRESS INC	CH ADVERTISING	624.68			
NEXT GENERATION PLBG & HTG LLC	CH BLDG REPAIR/MAINT	314.73			
		-----			
650	CITY HALL/GENERAL BLDGS TOTAL	20,586.45			
		-----			
001	GENERAL TOTAL	25,436.66			
SOLDIER MEMORIAL FUND					
SOLDIER'S MEMORIAL BOARD					
KRAUS PLUMBING & HEATING LLC	SLDR MEM BLDG REPAIRS				
		-----			
498	SOLDIER'S MEMORIAL BOARD TOTAL				

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
003 SOLDIER MEMORIAL FUND TOTAL		-----			
MONTICELLO BERNDEN CENTER PARKS					
JOHN DEERE FINANCIAL	MBC GROUNDS SUPPLIES	31.98			
STEVE MONK CONSTRUCTION	MBC MOWING CONTRACT	113.34			
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	312.15			
MONTICELLO EXPRESS INC	MBC ADVERTISING	204.25			
MONTICELLO SPORTS	MBC LEAGUE SUPPLIES	1,768.25			
SPAHN & ROSE LUMBER CO INC	MBC BUILDING SUPPLIES	27.11			
		-----			
430 PARKS TOTAL		2,457.08			
005 MONTICELLO BERNDEN CENTER TOTAL		-----	2,457.08		
POLICE CANINE UNIT POLICE DEPARTMENT					
JOHN DEERE FINANCIAL	PD CANINE SUPPLIES	113.38			
		-----			
110 POLICE DEPARTMENT TOTAL		113.38			
009 POLICE CANINE UNIT TOTAL		-----	113.38		
MONTICELLO TREES FOREVER PUBLIC WORKS					
ALL AMERICAN LAWN & LANDSCAPE	TREES	4,970.00			
		-----			
299 PUBLIC WORKS TOTAL		4,970.00			
014 MONTICELLO TREES FOREVER TOTAL		-----	4,970.00		
FIRE FIRE					
JOHN DEERE FINANCIAL	FIRE SUPPLIES	189.52			
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	862.72			
SPAHN & ROSE LUMBER CO INC	FIRE BLDG REPAIR/MAINT	2,709.09			
		-----			
150 FIRE TOTAL		3,761.33			
015 FIRE TOTAL		-----	3,761.33		
AMBULANCE AMBULANCE					
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	2,587.23			
		-----			
160 AMBULANCE TOTAL		2,587.23			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	016 AMBULANCE TOTAL	2,587.23			
LIBRARY IMPROVEMENT					
LIBRARY					
OVERDRIVE	LIB IMP BOOKS	268.32			
SAVING OUR AVIAN RESOURCES	LIB IMP SUMMER READING	276.10			
410 LIBRARY TOTAL		544.42			
	030 LIBRARY IMPROVEMENT TOTAL	544.42			
LIBRARY					
LIBRARY					
IOWA FIRE PROTECTION	ANNUAL SPRINKLER INSPECTION	145.00			
MONTICELLO EXPRESS INC	LIB ADVERTISING	336.80			
RIVISTAS LLC	LIB MAGAZINES	924.97			
TRANSPARENT LANGUAGE INC	LIB PROCESSING	225.00			
MICHELLE TURNIS	LIB TRAVEL	66.27			
410 LIBRARY TOTAL		1,698.04			
	041 LIBRARY TOTAL	1,698.04			
AIRPORT					
AIRPORT					
MCALER WATER CONDITIONING INC	AIRPORT BUILDING SUPPLIES	52.60			
MONTICELLO AVIATION INC	AIRPORT GROUNDS SUPPLIES	44.00			
MONTICELLO COMM SCHOOL DISTRICT	AIRPORT FUEL	273.26			
280 AIRPORT TOTAL		369.86			
	046 AIRPORT TOTAL	369.86			
ROAD USE					
STREETS					
BAKER PAPER CO INC	RU SUPPLIES	88.13			
CRESCENT ELECTRIC SUPPLY CO.	RU LIGHT SYSTEMS & STRUCTURES	6,575.00			
JOHN DEERE FINANCIAL	RU EQUIP REPAIR/MAINT	7.98			
JONES REGIONAL MEDICAL CENTER	RU OSHA - NEALSON	60.00			
LAPORTE MOTOR SUPPLY	RU SUPPLIES	19.88			
MONTICELLO COMM SCHOOL DISTRICT	RU FUEL	2,300.49			
MONTICELLO MACHINE SHOP INC	RU EQUIP REPAIR/MAINT	19.34			
SPAHN & ROSE LUMBER CO INC	RU EQUIP REPAIR/MAINT	156.74			
THOMPSON TRUCK & TRAILER, INC.	RU EQUIP REPAIR/MAINT	10.00			
210 STREETS TOTAL		9,237.56			
110 ROAD USE TOTAL		9,237.56			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
EMPLOYEE BENEFITS					
POLICE DEPARTMENT					
WELLMARK BLUE CROSS BLUE SHIEL THIRD PARTY EOB CHARGE		75.00			
		-----			
	110 POLICE DEPARTMENT TOTAL		75.00		
AMBULANCE					
WELLMARK BLUE CROSS BLUE SHIEL THIRD PARTY EOB CHARGE		50.00			
		-----			
	160 AMBULANCE TOTAL		50.00		
STREETS					
WELLMARK BLUE CROSS BLUE SHIEL THIRD PARTY EOB CHARGE		31.00			
		-----			
	210 STREETS TOTAL		31.00		
LIBRARY					
WELLMARK BLUE CROSS BLUE SHIEL THIRD PARTY EOB CHARGE		30.00			
		-----			
	410 LIBRARY TOTAL		30.00		
PARKS					
WELLMARK BLUE CROSS BLUE SHIEL THIRD PARTY EOB CHARGE		20.00			
		-----			
	430 PARKS TOTAL		20.00		
CEMETERY					
WELLMARK BLUE CROSS BLUE SHIEL THIRD PARTY EOB CHARGE		6.50			
		-----			
	450 CEMETERY TOTAL		6.50		
SUPER MAC FUND					
WELLMARK BLUE CROSS BLUE SHIEL THIRD PARTY EOB CHARGE		5.00			
		-----			
	499 SUPER MAC FUND TOTAL		5.00		
CLERK/CITY ADMIN					
WELLMARK BLUE CROSS BLUE SHIEL THIRD PARTY EOB CHARGE		29.00			
		-----			
	620 CLERK/CITY ADMIN TOTAL		29.00		
		-----			
	112 EMPLOYEE BENEFITS TOTAL		246.50		
TRUST/SLAVKA GEHRET FUND					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB GEHRET BOOKS	58.12			
JOHN DEERE FINANCIAL	LIB GEHRET SUPPLIES	32.46			
MICRO MARKETING LLC	LIB GEHRET BOOKS	47.15			
MONTICELLO EXPRESS INC	LIB GEHRET SUPPLIES	164.00			
PENNY SCHMIT	LIB GEHRET PROGRAMMING	9.62			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	410 LIBRARY TOTAL	----- 311.35			
	178 TRUST/SLAVKA GEHRET FUND TOTAL	----- 311.35			
DEBT SERVICE DEBT SERVICE UMB BANK, N.A.	DEBT 2014 GO BOND FEES	670.00	-----		
	710 DEBT SERVICE TOTAL	670.00			
WATER UMB BANK, N.A.	DEBT WATER 2016 GO BOND FEES	42.50	-----		
	810 WATER TOTAL	42.50			
SEWER UMB BANK, N.A.	DEBT SEEW 2016 GO BOND FEES	10.00	-----		
	815 SEWER TOTAL	10.00			
STORM WATER FUND UMB BANK, N.A.	DEBT STORM WTR 2016 GO BOND	17.50	-----		
	865 STORM WATER FUND TOTAL	17.50			
	200 DEBT SERVICE TOTAL	740.00	-----		
TIF - DEBT DEBT SERVICE UMB BANK, N.A.	TIF 2019 GO BOND FEES	360.00	-----		
	710 DEBT SERVICE TOTAL	360.00			
	225 TIF - DEBT TOTAL	360.00	-----		
PARK IMPROVEMENT CAPITAL PROJECTS MONTICELLO EXPRESS INC	MONTI IN MOTION CAR SHOW	109.00			
SPAHN & ROSE LUMBER CO INC	PARK IMPROVEMENTS	17.48	-----		
	750 CAPITAL PROJECTS TOTAL	126.48			
	313 PARK IMPROVEMENT TOTAL	126.48	-----		
BATY DISC GOLF COURSE PARKS STEVE MONK CONSTRUCTION	BATY DG MOWING	920.00			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	430 PARKS TOTAL		920.00		
	338 BATY DISC GOLF COURSE TOTAL		920.00		
C.C. BIDWELL LIBRARY BOOK LIBRARY					
KARLENE A KINGERY	LIB BIDWELL BOOKS	29.95			
OVERDRIVE	LIB BIDWELL BOOKS	400.00			
	410 LIBRARY TOTAL		429.95		
	502 C.C. BIDWELL LIBRARY BOOK TOTAL		429.95		
TRUST/IOMA MARY BAKER LIBRARY					
CENTER POINT PUBLISHING	LIB BAKER BOOKS	43.74			
	410 LIBRARY TOTAL		43.74		
	503 TRUST/IOMA MARY BAKER TOTAL		43.74		
WATER					
WATER					
COMELEC SERVICES INC	WATER EQUIP REPAIR/MAINT	105.00			
DON HOLMES	OVERPAYMENT REFUND - SELLNER	115.04			
STATE HYGIENIC LABORATORY	WATER LAB TESTS	54.00			
JOHN DEERE FINANCIAL	WATER SUPPLIES	36.48			
JONES REGIONAL MEDICAL CENTER	WATER OSHA - NEALSON	30.00			
JOUST PROPERTIES LLC	OVERPAYMENT REFUND - CHAPMAN	22.54			
KROMMINGA MOTORS INC	WATER EQUIP REPAIR/MAINT	1,142.52			
STEVE MONK CONSTRUCTION	WATER SYSTEM	113.33			
MONTICELLO COMM SCHOOL DISTRICT	WATER FUEL	498.52			
MONTICELLO EXPRESS INC	WATER SUPPLIES	245.35			
SARA PORTER	OVERPAYMENT REFUND	4.43			
USA BLUE BOOK	WATER SUPPLIES	196.86			
WELLMARK BLUE CROSS BLUE SHIELD	THIRD PARTY EOB CHARGE	13.75			
	810 WATER TOTAL		2,577.82		
	600 WATER TOTAL		2,577.82		
SEWER					
SEWER					
BAKER PAPER CO INC	SEWER LAB SUPPLIES	88.13			
COMELEC SERVICES INC	SEWER EQUIP REPAIR/MAINT	105.00			
FAREWAY STORES #840-1	SEWER LAB SUPPLIES	26.53			
STATE HYGIENIC LABORATORY	SEWER LAB TESTS	1,302.00			
KROMMINGA MOTORS INC	SEWER EQUIP REPAIR/MAINT	1,142.51			
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL	498.52			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MONTICELLO EXPRESS INC	SEWER ADVERTISING	83.77			
TRI COUNTY PROPANE LLC	SEWER UTILITIES	814.00			
USA BLUE BOOK	SEWER SUPPLIES	215.06			
WELLMARK BLUE CROSS BLUE SHIEL	THIRD PARTY EOB CHARGE	26.25			
		-----			
	815 SEWER TOTAL	4,301.77			
		-----			
	610 SEWER TOTAL	4,301.77			
SANITATION					
SANITATION					
JONES REGIONAL MEDICAL CENTER	SANITATION OSHA - NEALSON	30.00			
MONTICELLO COMM SCHOOL DISTRICT	SANITATION FUEL	235.66			
REPUBLIC SERVICES	DUMPSTER COLLECTIONS	12,820.97			
WELLMARK BLUE CROSS BLUE SHIEL	THIRD PARTY EOB CHARGE	3.50			
		-----			
	840 SANITATION TOTAL	13,090.13			
		-----			
	670 SANITATION TOTAL	13,090.13			
STORM WATER					
STORM WATER FUND					
STEVE MONK CONSTRUCTION	STORMWATER MAINTENANCE	293.33			
		-----			
	865 STORM WATER FUND TOTAL	293.33			
		-----			
	740 STORM WATER TOTAL	293.33			
		=====			
	Accounts Payable Total	74,616.63			

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

	FUND NAME	AMOUNT
001	GENERAL	25,436.66
003	SOLDIER MEMORIAL FUND	
005	MONTICELLO BERNDEN CENTER	2,457.08
009	POLICE CANINE UNIT	113.38
014	MONTICELLO TREES FOREVER	4,970.00
015	FIRE	3,761.33
016	AMBULANCE	2,587.23
030	LIBRARY IMPROVEMENT	544.42
041	LIBRARY	1,698.04
046	AIRPORT	369.86
110	ROAD USE	9,237.56
112	EMPLOYEE BENEFITS	246.50
178	TRUST/SLAVKA GEHRET FUND	311.35
200	DEBT SERVICE	740.00
225	TIF - DEBT	360.00
313	PARK IMPROVEMENT	126.48
338	BATY DISC GOLF COURSE	920.00
502	C.C. BIDWELL LIBRARY BOOK	429.95
503	TRUST/IOMA MARY BAKER	43.74
600	WATER	2,577.82
610	SEWER	4,301.77
670	SANITATION	13,090.13
740	STORM WATER	293.33
	-----	
	TOTAL FUNDS	74,616.63

June 20, 2022

Mr. Russ Farnum, City Administrator  
City of Monticello, Iowa  
200 East 1<sup>st</sup> Street  
Monticello, IA 52310

RE: Pay Request #3  
EAST 7<sup>TH</sup> STREET UTILITY IMPROVEMENTS  
S & A Project # - 121.0022.08  
Contractor: Pirc-Tobin Construction, Inc.

Dear Council:

Enclosed for your review and approval is Pay Request #3 from Pirc-Tobin Construction, Inc. for the project referenced above. We have reviewed the pay request and find it in agreement with the work completed to date. There are quantities on specific items that we are working with Pirc-Tobin to rectify due to disagreement on those item quantities; therefore, some items may not reflect the entire quantity of work complete until the quantities have been vetted and rectified. Seeding has not been paid for this pay request due to the lack of vegetative growth. The seeding item will be paid to the contractor when the areas seeded have reached 70% vegetation. We recommend approval of Pay Request #3 for this project in the amount of **\$161,922.85** to Pirc-Tobin Construction, Inc.

Final payments and release of retainage will be made at a future Council meeting. If you have any questions or comments regarding this project, please feel free to contact me at 319-362-9394.

Sincerely,

SNYDER & ASSOCIATES, INC.



A.J. Barry, P.E.  
Civil Engineer

Enclosure: Pay Request #3

cc: Charlie Arnold, Pirc-Tobin Construction, Inc.

# **The City of Monticello, Iowa**

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

## **RESOLUTION #**

Approving Pay Request #3 from Pirc-Tobin Construction, Inc. related to the 2021 East 7<sup>th</sup> Street Utility Improvements Project in the amount of \$161,922.85

**WHEREAS,** The City of Monticello, Iowa is an incorporated city within Jones County, Iowa; and

**WHEREAS,** Pirc-Tobin Construction was hired to complete the 2021 East 7<sup>th</sup> Street Utility Improvements Project, and

**WHEREAS,** The City Engineer has reviewed the 3<sup>rd</sup> pay request from Pirc-Tobin related to said project and recommends that it be paid in the amount of \$161,922.85, same reflecting the maintenance of a 5% retainer in the amount of \$23,660.07, and

**WHEREAS,** The Council finds, based upon the recommendation of the City Engineer, that said pay request should be approved.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve Pay Request #2 from Pirc-Tobin Construction and authorizes payment in the amount of \$161,922.85.

**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 20<sup>th</sup> day of June 2022.

---

David Goedken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk/Treasurer

## APPLICATION FOR PARTIAL PAYMENT NO. 3

PROJECT: East 7th Street Utility Improvements

S&A PROJECT NO.: 121.0022.08

OWNER: City of Monticello  
CONTRACTOR: Pirc-Tobin Construction, Inc.  
ADDRESS: 2660 Old Quaas Rd  
Alburnett, IA 52202  
DATE: 6/15/2022

PAYMENT PERIOD: 4/23/2022  
to 5/31/2022

### 1. CONTRACT SUMMARY:

Original Contract Amount: \$ 302,698.70  
Net Change by Change Order: \$ 168,884.50  
Contract Amount to Date: \$ 471,583.20

#### CONTRACT PERIOD: TOTAL WORKING DAYS

Completion Date: May 31, 2022

Days between Start Date  
and Completion Date: 89

### 2. WORK SUMMARY:

Total Work Performed to Date: \$ 473,201.46  
Retainage: 5% \$23,660.07  
Total Earned Less Retainage: \$449,541.39  
Less Previous Applications for Payment: \$ 287,618.54  
AMOUNT DUE THIS APPLICATION: \$161,922.85

Added by Change Order: 0

Total Time: 89

Time Used to Date: 89

Time Remaining: 0

Percentage of Time Used: 100%

Percentage of Work Performed 100%

### 3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and  
(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Pirc-Tobin Construction, Inc.

CONTRACTOR

By

DATE:

6/15/22

### 4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By

DATE:

06/15/2022

A.J. Barry, P.E.

### 5. OWNER'S APPROVAL

City of Monticello

OWNER

By

Dave Goedken, Mayo

DATE:

## 6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
1.	GRUBBING	27	UNIT	\$ 35.00	\$ 952.00	43.50		\$ 1,522.50
2.	TOPSOIL, ON-SITE	55	CY	\$ 12.50	\$ 687.50	55		\$ 687.50
3.	TOPSOIL, OFF-SITE	55	CY	\$ 32.00	\$ 1,760.00	55		\$ 1,760.00
4.	SUBGRADE PREPARATION	127	SY	\$ 1.00	\$ 127.00	0		\$ -
5.	SUBGRADE TREATMENT, TYPE 4, GEOGRID	127	SY	\$ 11.00	\$ 1,397.00	196.0		\$ 2,156.00
6.	SUBBASE, MODIFIED, 12"	127	SY	\$ 14.50	\$ 1,841.50	140		\$ 2,030.00
7.	REMOVAL OF KNOWN PIPE AND CONDUIT, WATER, 4"	45	LF	\$ 6.90	\$ 310.50	56		\$ 386.40
8.	FILLING AND PLUGGING OF KNOWN PIPE CILVERTS, PIPES, CONDUITS, WATER MAIN, 4"	413	LF	\$ 3.00	\$ 1,239.00	0		\$ -
9.	COMPACTION TESTING	1	LS	\$ 1,330.20	\$ 1,330.20	1		\$ 1,330.20
10.	TRENCH FOUNDATION	30	TON	\$ 40.00	\$ 1,200.00	7.17		\$ 286.80
11.	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	66	CY	\$ 20.00	\$ 1,320.00	55.40		\$ 1,108.00
12.	TRENCH COMPACTION TESTING	1	LS	\$ 1,330.20	\$ 1,330.20	1.00		\$ 1,330.20
13.	LIME BACKFILL	140	CY	\$ 23.00	\$ 3,220.00	218.5		\$ 5,025.50
14.	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC C900, 8"	112	LF	\$ 125.00	\$ 14,000.00	112		\$ 14,000.00
15.	REMOVAL OF SANITARY SEWER, PVC, 8"	64	LF	\$ 6.90	\$ 441.60	114		\$ 786.60
16.	STORM SEWER, TRENCHED, RCP, 12"	65	LF	\$ 78.50	\$ 5,102.50	65		\$ 5,102.50
17.	REMOVAL OF STORM SEWER, VCP, 12"	65	LF	\$ 8.40	\$ 546.00	65		\$ 546.00
18.	PRE-REHABILITATION CLEANING AND INSPECTION, 8"	312	LF	\$ 5.60	\$ 1,747.20	312		\$ 1,747.20
19.	REMOVE PROTRUDING SERVICE CONNECTIONS	6	EA	\$ 168.00	\$ 1,008.00	0		\$ -
20.	CIPP MAIN LINING	312	LF	\$ 57.00	\$ 17,784.00	312		\$ 17,784.00
21.	WATER MAIN, TRENCHED, PVC AWWA C900 (DR-18), 8"	440	LF	\$ 58.00	\$ 25,520.00	440		\$ 25,520.00
22.	WATER MAIN, TRENCHED, DIP, 8" (W/ NITRILE GASKETS)	0	LF	\$ 75.00	\$ -	0		\$ -
23.	FITTING, ALL FITTINGS, WATER MAIN	908	LB	\$ 13.00	\$ 11,804.00	495		\$ 6,435.00
24.	WATER SERVICE PIPE, TYPE K COPPER, 1" (FIELD VERIFY SIZE)	56	LF	\$ 200.00	\$ 11,200.00	56		\$ 11,200.00
25.	WATER SERVICE CORPORATION, 1" (FIELD VERIFY SIZE)	7	EA	\$ 473.00	\$ 3,311.00	7		\$ 3,311.00
26.	WATER SERVICE CURB STOP AND BOX, 6"	4	EA	\$ 551.00	\$ 2,204.00	5		\$ 2,755.00
27.	VALVE, GATE, 8"	3	EA	\$ 1,900.00	\$ 5,700.00	4		\$ 7,600.00
28.	FIRE HYDRANT ASSEMBLY	1	EA	\$ 5,800.00	\$ 5,800.00	1		\$ 5,800.00
29.	FLUSHING DEVICE (BLOWOFF), 2"	2	EA	\$ 2,000.00	\$ 4,000.00	2		\$ 4,000.00
30.	FIRE HYDRANT ASSEMBLY REMOVAL	1	EA	\$ 897.00	\$ 897.00	1		\$ 897.00
31.	MANHOLE, SW-301, 48"	4	EA	\$ 6,850.00	\$ 27,400.00	4		\$ 27,400.00
32.	INTAKE, SW-501	2	EA	\$ 3,500.00	\$ 7,000.00	2		\$ 7,000.00
33.	REMOVE MANHOLE	4	EA	\$ 863.00	\$ 3,452.00	4		\$ 3,452.00
34.	REMOVE INTAKE	2	EA	\$ 666.00	\$ 1,332.00	2		\$ 1,332.00
35.	MANHOLE LINING WITH HAND PLACED CEMENTITIOUS MORTAR LINER, 1/2" THICKNESS	30	VF	\$ 450.00	\$ 13,500.00	0		\$ -
36.	CURB AND GUTTER, MATCH EXISTING WIDTH	244	LF	\$ 28.00	\$ 6,832.00	270		\$ 7,560.00
37.	REMOVAL OF SIDEWALK	104	SY	\$ 15.00	\$ 1,560.00	104		\$ 1,560.00
38.	REMOVAL OF DRIVEWAY	18	SY	\$ 13.00	\$ 234.00	20		\$ 260.00
39.	SIDEWALK, PCC, 4"	58	SY	\$ 99.50	\$ 5,771.00	58.0		\$ 5,771.00
40.	SIDEWALK, PCC, 6"	71	SY	\$ 133.00	\$ 9,443.00	71.0		\$ 9,443.00
41.	DETECTABLE WARNING, CAST IRON	80	SF	\$ 50.50	\$ 4,040.00	80		\$ 4,040.00
42.	DRIVEWAY, PAVED, PCC, 5"	18	SY	\$ 78.00	\$ 1,404.00	20		\$ 1,560.00
43.	DRIVEWAY, GRANULAR	16	SY	\$ 15.50	\$ 248.00	28		\$ 434.00
44.	FULL DEPTH PATCHES	283	SY	\$ 150.00	\$ 42,450.00	344.10		\$ 51,615.00
45.	SUBBASE OVER-EXCAVATION	18	TON	\$ 46.50	\$ 837.00	19.84		\$ 922.56
46.	CURB AND GUTTER REMOVAL	244	LF	\$ 3.00	\$ 732.00	270		\$ 810.00
47.	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	5	STA	\$ 500.00	\$ 2,400.00	5		\$ 2,500.00
48.	PAINTED PAVEMENT MARKINGS, DURABLE	4	STA	\$ 770.00	\$ 2,695.00	4		\$ 3,080.00
49.	PAVEMENT MARKINGS REMOVED	1	STA	\$ 475.00	\$ 617.50	1		\$ 475.00
50.	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 8,750.00	\$ 8,750.00	1.00		\$ 8,750.00
51.	REMOVAL AND SALVAGE OF SIGN	6	EA	\$ 84.00	\$ 504.00	6		\$ 504.00
52.	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING (TYPE 1)	0.20	AC	\$ 8,400.00	\$ 1,680.00	0.00		\$ -
53.	FILTER SOCK, 8"	385	LF	\$ 3.10	\$ 1,193.50	385		\$ 1,193.50
54.	FILTER SOCKS, REMOVAL	385	LF	\$ 0.10	\$ 38.50	385		\$ 38.50
55.	MOBILIZATION	1	LS	\$ 25,000.00	\$ 25,000.00	1.00		\$ 25,000.00
56.	MAINTENANCE OF POSTAL SERVICE	1	LS	\$ 350.00	\$ 350.00	1		\$ 350.00

57.	MAINTENANCE OF SOLID WASTE COLLECTION	1	LS	\$ 200.00	\$ 200.00	1		\$ 200.00
58.	CONCRETE WASHOUT	1	LS	\$ 515.00	\$ 515.00	1		\$ 515.00
59.	WATER MAIN WITH CASING PIPE, TRENCHED, PVC AWWA C900 (DR-18), 8"	20	LF	\$ 237.00	\$ 4,740.00	0		\$ -
		TOTAL ORIGINAL CONTRACT = \$ 302,698.70				\$ 290,872.96		
CHANGE ORDER SUMMARY:								
Change Order No. 1								
8.	FILLING AND PLUGGING OF KNOWN PIPE CILVERTS, PIPES, CONDUITS, WATER MAIN, 4"	-413	LF	\$ 3.00	\$ (1,239.00)	0	1	\$ -
14.	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC C900, 8"	55	LF	\$ 125.00	\$ 6,875.00	20	1	\$ 2,500.00
21.	WATER MAIN, TRENCHED, PVC AWWA C900 (DR-18), 8"	20	LF	\$ 58.00	\$ 1,160.00	20	1	\$ 1,160.00
23.	FITTING, ALL FITTINGS, WATER MAIN	-414	LB	\$ 13.00	\$ (5,382.00)	0	1	\$ -
31.	MANHOLE, SW-301, 48"	4	EA	\$ 6,850.00	\$ 27,400.00	4	1	\$ 27,400.00
33.	REMOVE MANHOLE	4	EA	\$ 863.00	\$ 3,452.00	4	1	\$ 3,452.00
35.	MANHOLE LINING WITH HAND PLACED CEMENTITIOUS MORTAR LINER, 1/2" THICKNESS	-30	VF	\$ 450.00	\$ (13,500.00)	0	1	\$ -
44.	FULL DEPTH PATCHES	17	SY	\$ 150.00	\$ 2,550.00	17	1	\$ 2,550.00
59.	WATER MAIN WITH CASING PIPE, TRENCHED, PVC AWWA C900 (DR-18), 8"	-20	LF	\$ 237.00	\$ (4,740.00)	0	1	\$ -
Change Order No. 2								
3.	TOPSOIL, OFF-SITE	20	CY	\$ 32.00	\$ 640.00	20	2	\$ 640.00
13.	LIME BACKFILL	45	CY	\$ 23.00	\$ 1,035.00	8	2	\$ 184.00
21.	WATER MAIN, TRENCHED, PVC AWWA C900 (DR-18), 8"	189	LF	\$ 117.50	\$ 22,207.50	189	2	\$ 22,207.50
23.	FITTING, ALL FITTINGS, WATER MAIN	198	LB	\$ 18.00	\$ 3,564.00	198	2	\$ 3,564.00
27.	VALVE, GATE, 8"	1	EA	\$ 2,000.00	\$ 2,000.00	0	2	\$ -
29.	FLUSHING DEVICE (BLOWOFF), 2"	1	EA	\$ 2,000.00	\$ 2,000.00	1	2	\$ 2,000.00
37.	REMOVAL OF SIDEWALK	5	SY	\$ 15.00	\$ 75.00	5	2	\$ 75.00
38.	REMOVAL OF DRIVEWAY	15	SY	\$ 13.00	\$ 195.00	15	2	\$ 195.00
44.	FULL DEPTH PATCHES	63	SY	\$ 150.00	\$ 9,450.00	63	2	\$ 9,450.00
52.	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING (TYPE 1)	0.04	AC	\$ 8,400.00	\$ 336.00	0.00	2	\$ -
60.	TEMPORARY TRAFFIC CONTROL - OAK STREET	1	LS	\$ 3,500.00	\$ 3,500.00	1.0	2	\$ 3,500.00
61.	FLAGGERS PER EACH	2	DAY	\$ 540.00	\$ 1,080.00	0.00	2	\$ -
63.	MOBILIZATION - OAK STREET	1	LS	\$ 7,850.00	\$ 7,850.00	1.00	2	\$ 7,850.00
Change Order No. 3								
3.	TOPSOIL, OFF-SITE	42	CY	\$ 32.00	\$ 1,344.00	42.00	3	\$ 1,344.00
21.	WATER MAIN, TRENCHED, PVC AWWA C900 (DR-18), 8"	473	LF	\$ 85.00	\$ 40,205.00	473.00	3	\$ 40,205.00
23.	FITTING, ALL FITTINGS, WATER MAIN	46	LB	\$ 18.00	\$ 828.00	82.00	3	\$ 1,476.00
24.	WATER SERVICE PIPE, TYPE K COPPER, 1" (FIELD VERIFY SIZE)	10	LF	\$ 200.00	\$ 2,000.00	16.00	3	\$ 3,200.00
25.	WATER SERVICE CORPORATION, 1" (FIELD VERIFY SIZE)	2	EA	\$ 473.00	\$ 946.00	2.00	3	\$ 946.00
26.	WATER SERVICE CURB STOP AND BOX, 6"	1	EA	\$ 551.00	\$ 551.00	0.00	3	\$ -
29.	FLUSHING DEVICE (BLOWOFF), 2"	1	EA	\$ 2,000.00	\$ 2,000.00	0.00	3	\$ -
37.	REMOVAL OF SIDEWALK	20	SY	\$ 15.00	\$ 300.00	20.00	3	\$ 300.00
38.	REMOVAL OF DRIVEWAY	56	SY	\$ 13.00	\$ 728.00	0.00	3	\$ -
39.	SIDEWALK, PCC, 4"	20	SY	\$ 100.00	\$ 2,000.00	20.00	3	\$ 2,000.00
42.	DRIVEWAY, PAVED, PCC, 5"	56	SY	\$ 85.00	\$ 4,760.00	0.00	3	\$ -
43.	DRIVEWAY, GRANULAR	60	SY	\$ 15.50	\$ 930.00	60.00	3	\$ 930.00
44.	FULL DEPTH PATCHES	11	SY	\$ 150.00	\$ 1,650.00	0.00	3	\$ -
52.	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING (TYPE 1)	0.08	AC	\$ 8,400.00	\$ 672.00	0.00	3	\$ -
63.	MOBILIZATION - OAK STREET	1	LS	\$ 2,150.00	\$ 2,150.00	1.00	3	\$ 2,150.00
64.	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC C900, 10"	20	LF	\$ 185.00	\$ 3,700.00	20.00	3	\$ 3,700.00
65.	SALVAGE AND REINSTALL EXISTING STORM, 12"	100	LF	\$ 40.00	\$ 4,000.00	24.00	3	\$ 960.00
66.	TAPPING VALVE ASSEMBLY	1	EA	\$ 5,000.00	\$ 5,000.00	1.00	3	\$ 5,000.00
Change Order No. 4								
7.	REMOVAL OF KNOWN PIPE AND CONDUIT, WATER, 4" - 100 W 7TH STREET	30	LF	\$ 50.00	\$ 1,500.00	35.00	4	\$ 1,750.00
13.	LIME BACKFILL - 100 W 7TH STREET	18	CY	\$ 23.00	\$ 414.00	0.00	4	\$ -
21.	WATER MAIN, TRENCHED, PVC AWWA C900 (DR-18), 8" - 100 W 7TH STREET	100	LF	\$ 117.50	\$ 11,750.00	100.00	4	\$ 11,750.00
23.	FITTING, ALL FITTINGS, WATER MAIN - 100 W 7TH STREET	46	LB	\$ 18.00	\$ 828.00	50.00	4	\$ 900.00
24.	WATER SERVICE PIPE, TYPE K COPPER, 1" (FIELD VERIFY SIZE) - 100 W 7TH STREET	75	LF	\$ 200.00	\$ 15,000.00	75.00	4	\$ 15,000.00
38.	REMOVAL OF DRIVEWAY - 100 W 7TH STREET	27	SY	\$ 15.00	\$ 405.00	33.00	4	\$ 495.00
42.	DRIVEWAY, PAVED, PCC, 5" - 100 W 7TH STREET	27	SY	\$ 78.00	\$ 2,106.00	33.00	4	\$ 2,574.00
Change Order No. 5								
38.	REMOVAL OF DRIVEWAY	-44	SY	\$ 13.00	\$ (572.00)	0.00	5	\$ -
42.	DRIVEWAY, PAVED, PCC, 5"	-44	SY	\$ 85.00	\$ (3,740.00)	0.00	5	\$ -
65.	SALVAGE AND REINSTALL EXISTING STORM, 12"	-100	LF	\$ 40.00	\$ (4,000.00)	0.00	5	\$ -
67.	WATER MAIN, TRENCHLESS, PVC AWWA C900 (DR-18), 8"	307	LF	\$ 3.00	\$ 921.00	307.00	5	\$ 921.00

		TOTAL CHANGE ORDERS = \$ 168,884.50				\$ 182,328.50		
		TOTAL CONTRACT						
		& CHANGE ORDERS \$ 471,583.20				\$ 473,201.46		

City Council Meeting  
Prep. Date: 6/15/2022  
Preparer: Britt Smith



Agenda Item: # 2  
Agenda Date: 6/20/2022

### *Communication Page*

**Agenda Items Description:** Resolution to approve the purchase of 10 P-25 Compliant Radios for the Monticello Ambulance Service.

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

**Attachments & Enclosures:**


**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:


**Synopsis:** Approve the purchase of 10 P-25 Compliant Radios for the Monticello Ambulance Service.

**Background Information:** As you are all aware, upcoming changes to our public safety radio systems due to FCC mandates are fast approaching. The scheduled switch over date for all Public Safety entities within Jones County is January 1<sup>st</sup>, 2023. In preparation, all public safety entities have been working on securing funding and purchasing P-25 compliant radios to replace our soon outdated, non-compliant and locally owned radio equipment. Each portable radio has a cost of approximately \$1,256. The Monticello Ambulance Service requires the need for a minimum of 15 portable radios to continue operations. We have 8 service members within the Ambulance Service who also respond with the Fire Department. Those dual role members will be issued 1 radio to use for both Ambulance and Fire operations to reduce the expense of issuing each member a radio from each service as they had done in the past. A portion of the radios are staged at the Ambulance Office for use by our full-time staff and the remaining are issued out to our on-call staff who utilize the radios to respond from home. Over the last year I have secured grant funding and donations to make the purchase of 5 radios which have been received and are operational. 10 additional radios are needed to complete our transition at a total expense of \$12,560.00. Due to the amount, it requires the authorization for purchase in the form of a resolution by City Council. The Ambulance Service currently sits with an equipment set-a-side budget of \$22,450.66 and I am proposing utilizing this funding to pay for the purchase of these 10 radios.

**Staff Recommendation:** I recommend that the Council consider approval of the Resolution to approve the purchase of the 10 portable P-25 compliant radios for the Monticello Ambulance Service.

# The City of Monticello, Iowa

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

## RESOLUTION #

To approve the purchase of P-25 Compliant Radios  
for the Monticello Ambulance Service

**WHEREAS**, the City of Monticello City Council identified upgrades to the Monticello Ambulance Department radios as a priority to become compliant with the State mandate regarding P25 communications suite for radios and equipment, and

**WHEREAS**, the Ambulance Department has performed research on the potential products that would best fit the Department's needs and budget and has recommended the purchase of P25 compliant radios from Radio Communications, in the quoted amount of \$12,560.00, and

**WHEREAS**, the Council finds that, based upon the recommendation of the Ambulance Director, that the purchase of 10 – P25 radios in the amount of \$12,560.00 to be purchased in FY 2023, is in the best interests of the City of Monticello Ambulance Department and should, therefore, be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the purchase of the P25 communications suite compliant radios, as proposed by the Ambulance Director from Radio Communications, as stated above.

**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 20<sup>th</sup> day of June, 2022.

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David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk/Treasurer

RADIO COMMUNICATIONS CO., INC.  
2131 NORTH TOWNE LN N.E.  
CEDAR RAPIDS, IA 52402

I N V O I C E

Phone: 319-393-7150  
Fax: 319-393-9273

Invoice Number: 100793

Invoice Date: 5/24/2022

Page: 1

Sold Monticello Ambulance Service  
To: 201 E South Street  
Monticello IA 52310

Ship Monticello Ambulance Service  
To: 201 E South Street  
Monticello IA 52310  
Attn: Britt Smith

Ship Via ...  
Ship Date ..  
Due Date ...  
Terms..... Net 15

Cust I.D. .... 71371  
P.O. Number... Signed Order  
P.O. Date .... 01/25/22  
Job/Order No... 45419  
Salesperson... Terry L. Harris

Item I.D./Desc	Ordered	Shipped	Unit	Price	Net	TX
NX-5200K2 VHF 6 Watt P25 - Analog, P25 Handheld Radio	10.0	10.0		609.00	6,090.00	
KWD-5100CV License Key for P25 Conventional	10.0	10.0		397.00	3,970.00	
KRA-26M VHF helical antenna 146-162 MHz	10.0	10.0		13.00	130.00	
KNB-L2M Li-ion Battery 2600mAh (Standard)	10.0	10.0		103.00	1,030.00	
KSC-32 Rapid rate single unit charger	10.0	10.0		59.00	590.00	
RCS-A1/L-5001 Activate P25 License Keys & Programming/Staging	10.0	10.0		75.00	750.00	
Options & Accessories - ADD AS REQUIRED						
KNB-L2M 2600 mAh, Li-ion SPARE BATTERY				103.00		
KMC-70M MIL-SPEC, IP54/55/67/68* Speaker Microphone with Active Nois				96.00		
KMC-72W MIL-SPEC, IP54/55/67 Noise-cancelling Speaker Mic WITHOUT				74.00		
KSC-Y32K Optional Rapid rate single unit smart charger*				94.00		

*Equipment set-a-side*  
*Put on July 5th*  
*Bill list*

Subtotal... 12,560.00  
Tax ..... Exempt  
Shipping ...  
Total ..... 12,560.00

City Council Meeting  
Prep. Date: 6/13/2022  
Preparer: Sally Hinrichsen



Agenda Item: # 3  
Agenda Date: 6/20/2022

*Communication Page*

**Agenda Items Description:** Resolution Approving William Tenley Tax Abatement Application related to Residential Improvements constructed at 505 Locust Court, Monticello, Iowa

**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:** Abatement Application filed by William Tenley related to residential improvements constructed at 505 Locust Court, Monticello, Iowa

**Background Information:** This Resolution provides the tax abatement as set out in the Code for residential properties. The new value added by the improvement, up to \$75,000, is exempt from taxation for five years.

**Staff Recommendation:** It is recommended that the Council approve the proposed resolution providing for the Standard Tax Abatement as set out above.

# The City of Monticello, Iowa

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

## RESOLUTION #

Approving William Tenley Tax Abatement Application related to Residential  
Improvements constructed at 505 Locust Court, Monticello, Iowa

**WHEREAS**, Monticello has enacted an Urban Revitalization Tax Abatement program and codified same at Chapter 10 of the Monticello Code of Ordinances, and

**WHEREAS**, William Tenley has completed and filed an Application for Tax Abatement related to residential property located at 505 Locust Court, and

**WHEREAS**, The City Council finds that the information submitted therein is consistent with that required by the Monticello Code of Ordinances, and

**WHEREAS**, The Council further finds that the estimated completion date of the improvements is November 2021, and finds, based thereon, that the Jones County Assessor will need to determine how many years of tax abatement remain on this property, being tied to the date on which the property was deemed to be 100% complete for taxation purposes.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Application for Tax Abatement filed by William Tenley as set forth above, consistent with Chapter 10 of the Monticello Code of Ordinances, said Application bearing the date of May 23, 2022 and being signed by William Tenley and further directs the Monticello City Clerk to file same with the Jones County Assessor as prescribed by law.

**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 20<sup>th</sup>  
day of June, 2022.

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David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting  
Prep. Date: 6/13/2022  
Preparer: Jacob Oswald



Agenda Item: # 4  
Agenda Date: 6/20/2022

*Communication Page*

**Agenda Items Description:** Resolution To approve the wages for Monticello Aquatic Center staff

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

**Attachments & Enclosures:**


**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:


**Synopsis:**

Parks and Recreation Department to set additional wage increase for Aquatic Staff.

**Background Information:**

WSI (Water Safety Instructors) have historically been paid an additional \$1.00/hr on top of their hourly wage. This wage only applies to group swimming lessons. The Aquatic Center also has a staff member that had previously spent 2 years as a manager and is in their 5<sup>th</sup> year on staff. This staff member is a valuable member not only when on deck, but in assisting in the training of staff.

**Staff Recommendation:**

To approve the WSI wage increase of \$1/hr during group swim lessons and a rate of \$10/hr for the staff member discussed above.

# The City of Monticello, Iowa

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

## RESOLUTION #

To approve the wages for Monticello Aquatic Center staff

**WHEREAS,** Monticello Aquatic Center hires seasonal staff to assist in the operation of Aquatic Center covering hours of operation, swim lesson instruction, and other various special events, and

**WHEREAS,** The Park & Recreation Director setup a committee to hire Aquatic Center staff for various positions needed to safely operate the Aquatic Center filling the following positions: manager, assistant managers, lifeguards, WSI (Water Safety Instructors) and pool assistants. Aquatic Center staff may work in more than one position during the summer months, and

**WHEREAS,** The Park & Recreation Director recommends the following wages for the Aquatic Center Staff for the 2022 season, retroactive to the beginning of the season:

2022 Monticello Pool Wages						
	Year 1	Year 2	Year 3	Year 4	Year 5	
Lifeguard	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00	
Pool Assistant	\$7.25	\$7.50	\$7.75	\$8.00		
Assistant Manager	\$10.00	\$10.25	\$10.50			
Manager	\$11.00	\$11.50	\$12.00			

Certified WSI (Water Safety Instructors) will receive \$1.00 per hour, on top of their hourly wages listed above, during group swimming lessons, and,

**WHEREAS,** The City Administrator recommends the wages for the Monticello Aquatic Center staff, as noted above and

**NOW, THEREFORE,** The Council hereby approves the wages for the Monticello Aquatic Center staff, as noted above.

**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 6<sup>th</sup> day of June 2022.

---

David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting  
Prep. Date: 06/14/2022  
Preparer: Russell Farnum



Agenda Item: # 5  
Agenda Date: 06/20/2022

*Communication Page*

**Agenda Items Description:** Resolution in Support of Workforce Housing Application for BR3; on Lot 3 of BR3 Subdivision (east of Dollar Fresh)

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**

Resolution  
Building Elevation

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:


**Synopsis:** BR3 is interested in constructing a 12-unit apartment building on the additional lot they added east of Dollar Fresh. The proposal is to construct “workforce” housing through the Iowa Economic Development Workforce Housing Tax Credit program.

In order to qualify to submit for the program, they need a Resolution of Support from the City, and a commitment to contribute a minimum of \$1,000 per unit (\$12,000 total) to the project.

The developer requires this Resolution of Support to meet the June 30 deadline for application to the Iowa Workforce program. If accepted and funded through the Iowa Workforce program, the BR3 would still negotiate a development agreement with the City pertaining to the details of the project.

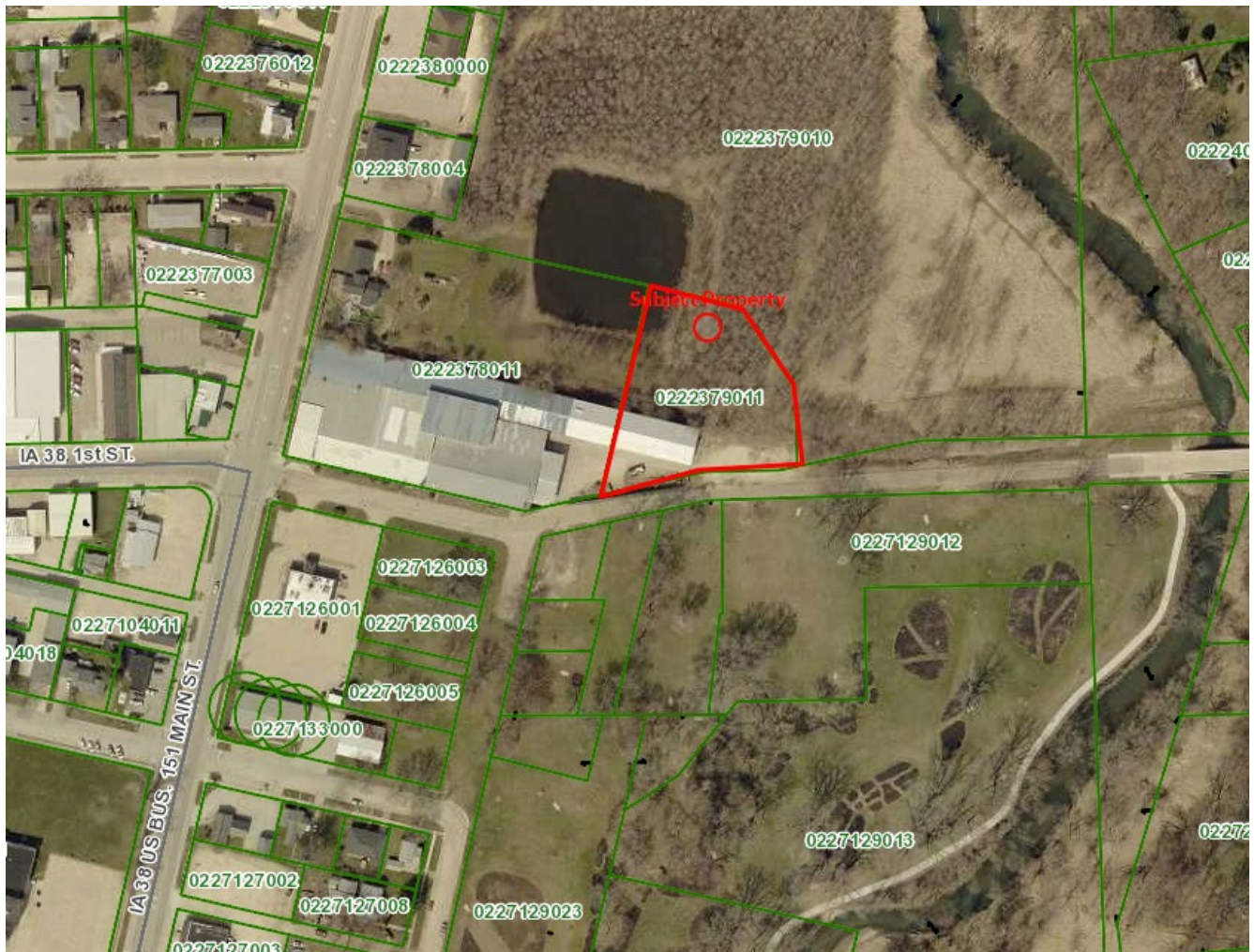
**Background:**

This property is a 1.25 acre lot located on East 1<sup>st</sup> Street, north of Locust. When BR3 submitted the Final Plat of BR3 subdivision for approval by the City, they reserved ownership of this additional lot for future development.

The engineering plans that were approved as part of this subdivision only addressed development of the Dollar Fresh site, which is on Lot 1 of the subdivision. Although some grading work and other improvements were completed on Lot 2, there was neither a site plan nor civil engineering plans submitted for the subject property. Therefore, there is not sufficient information provided to address concerns such as flood plain, service locations, curb cut, building location, parking, or any other details at this time. The developer will have to provide that information prior to development.

The lot is split between C-1 General Commercial, and C-2 Central Commercial zoning. The developer will also have to re-zone to an appropriate Residential district as part of the development approvals for this project.

However, the developer is not asking to construct the building yet. They are asking for the City to support their proposal in an application to the State for workforce housing funding. This is the first step in a multiple-step process. Future steps will include approval of the Development Agreement and submittal of the rezoning request, with appropriate engineering and other plans for the actual construction of the project. If the State funding is approved, these steps would occur over the summer.



**Recommendation:** Supporting this request allows BR3 to submit for financing the project through the Iowa Workforce Housing program, and only commits the City to funding \$12,000 toward the project if the State funding is approved. There is a June 30 deadline to apply for that program, so action would be necessary at this Council meeting.

This Resolution of Support does not obligate the City to ultimately approve the rezoning or other approvals that are necessary down the road.

# **The City of Monticello, Iowa**

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

## **RESOLUTION #**

To approve Support of Workforce Housing Application for BR3; on Lot 3  
of BR3 Subdivision (east of Dollar Fresh)

**WHEREAS**, BR3 Properties (the "Developer") is proposing the construction of a 12-unit apartment building on East First Street near the north end of Locust Street, known as Lot 2 of BR3 Subdivision (the "Project") with an overall investment of over \$2,000,000, and has submitted an application for Workforce Housing Tax Credit (WHTC) funds through the Iowa Economic Development Authority (IEDA), and

**WHEREAS**, the WHTC funds require the City to provide local match funds for the proposed Project at no less than \$1,000 per dwelling unit, and

**WHEREAS**, the City has an affordable housing fund and a property tax abatement through Chapter 10 of the Municipal Code, and the proposed Project qualifies for those programs, and

**WHEREAS**, the Project is located within the City's Urban Revitalization Area which provides a mechanism for the City's local match, and

**WHEREAS**, if the Project is approved for State funding the City will consider entering into a Development Agreement with the Developer pertaining to incentives provided by the City for the Project.

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

1. The City Council hereby expresses its support of the application submitted by BR3 Properties, Inc. for Workforce Housing Tax Credit funds.
2. The local match funds of \$12,000 are hereby approved subject to the Project being awarded Workforce Housing Tax Credit funds, and subject to other terms which will be negotiated as part of the Development Agreement.
3. Upon the award of Workforce Housing Tax Credit Funds, the City Manager, or designee, is authorized to negotiate a Development Agreement with BR3

Properties, Inc. memorializing the commitment of the parties to the proposed Project, including the City participation identified herein.

**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 20<sup>th</sup> day of June 2022.

---

David Goedken, Mayor

*Attest:*

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Sally Hinrichsen, City Clerk/Treasurer

[illegible]

SCALE: 1/4" = 1'-0"

SCALE: 1/4" = 1'-0"

949 SQ. FT. PER UNIT

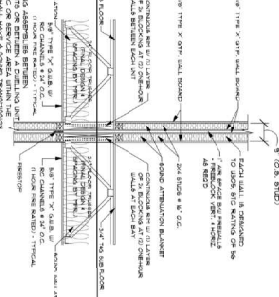
- REMARKS NOTES:**
1. SEE PLAN FOR UNIT LAYOUT.
  2. ROOMS ARE TO BE FINISHED WITH THE FOLLOWING:
  3. ROOMS ARE TO BE FINISHED WITH THE FOLLOWING:
  4. ALL INTERIOR WALLS SHALL BE 5/8" G.C.
  5. ALL INTERIOR FLOORS SHALL BE 1" G.C.
  6. ALL INTERIOR CEILING SHALL BE 5/8" G.C.
  7. ALL INTERIOR DOORS SHALL BE 1 3/4" MIN.
  8. ALL INTERIOR WINDOWS SHALL BE 1 3/4" MIN.
  9. ALL INTERIOR STAIRS SHALL BE 1 3/4" MIN.
  10. ALL INTERIOR STAIRS SHALL BE 1 3/4" MIN.

**NOTE:**  
SEE PLAN FOR UNIT LAYOUT.  
SEE PLAN FOR UNIT LAYOUT.  
SEE PLAN FOR UNIT LAYOUT.

**NOTE:**  
SEE PLAN FOR UNIT LAYOUT.  
SEE PLAN FOR UNIT LAYOUT.  
SEE PLAN FOR UNIT LAYOUT.

**NOTE:**  
SEE PLAN FOR UNIT LAYOUT.  
SEE PLAN FOR UNIT LAYOUT.  
SEE PLAN FOR UNIT LAYOUT.

**PARTY/FIRE WALL DETAIL 'A'**  
SCALE: 1/4" = 1'-0"

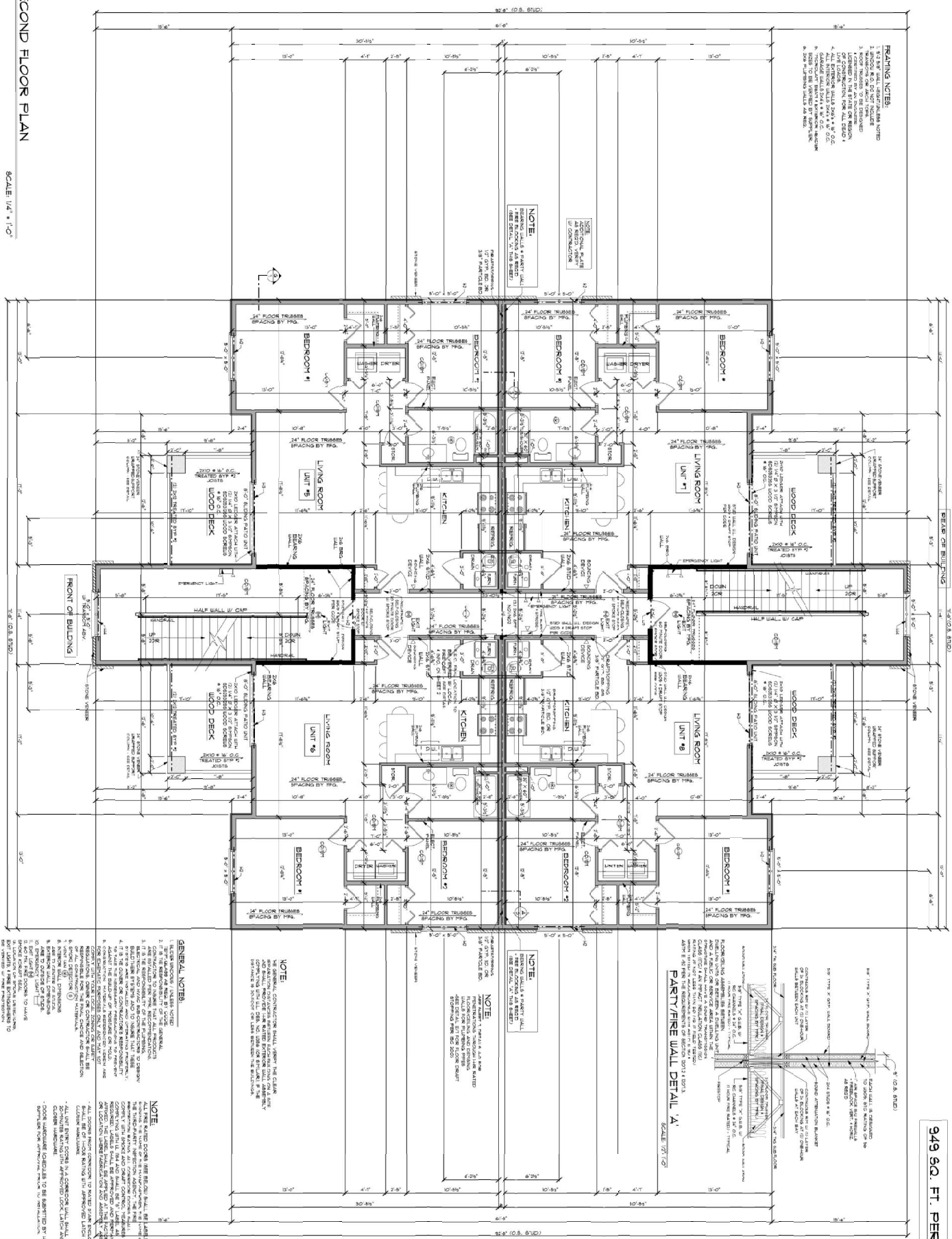


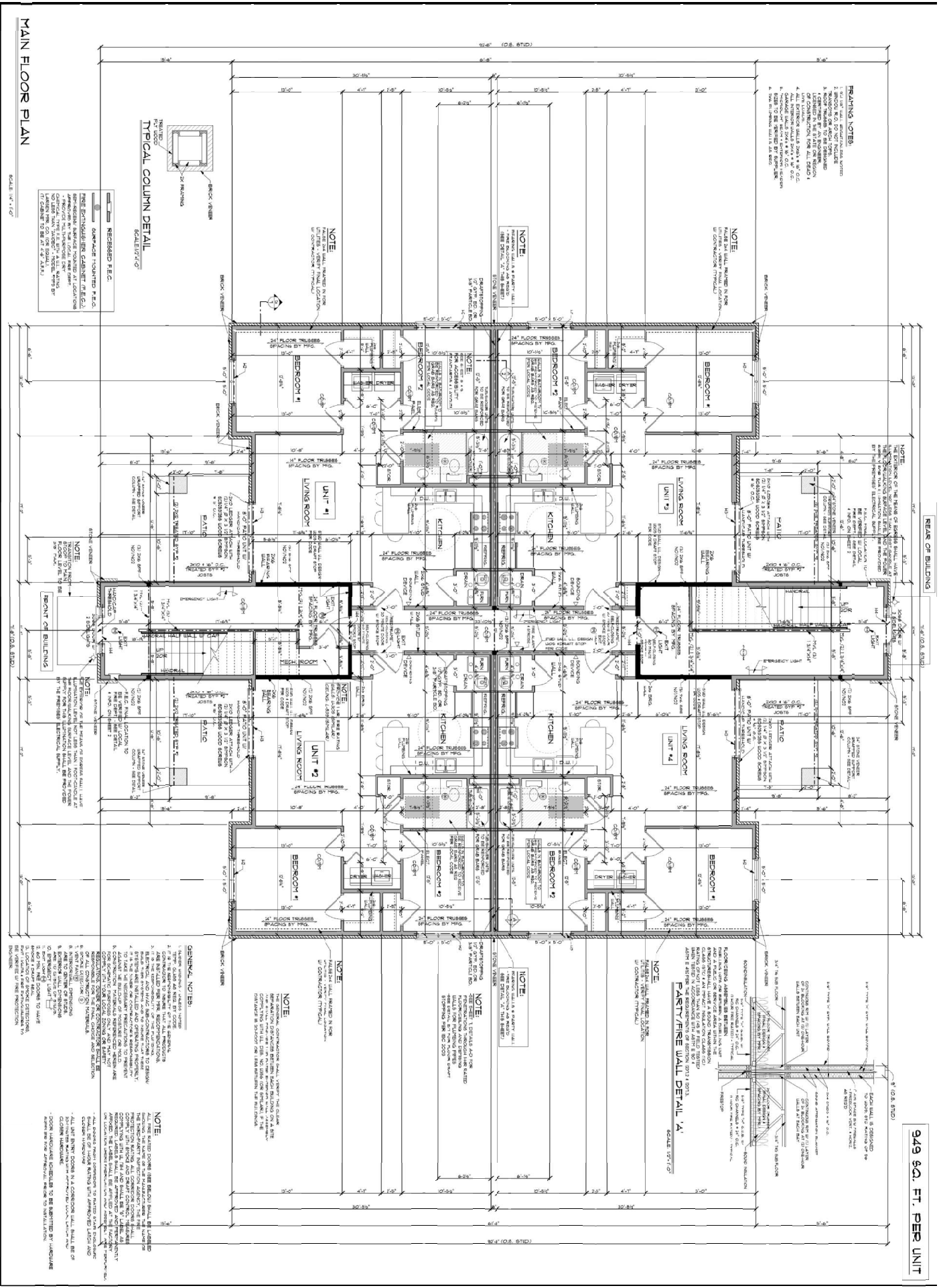
**GENERAL NOTES:**

1. SEE PLAN FOR UNIT LAYOUT.
2. ROOMS ARE TO BE FINISHED WITH THE FOLLOWING:
3. ROOMS ARE TO BE FINISHED WITH THE FOLLOWING:
4. ALL INTERIOR WALLS SHALL BE 5/8" G.C.
5. ALL INTERIOR FLOORS SHALL BE 1" G.C.
6. ALL INTERIOR CEILING SHALL BE 5/8" G.C.
7. ALL INTERIOR DOORS SHALL BE 1 3/4" MIN.
8. ALL INTERIOR WINDOWS SHALL BE 1 3/4" MIN.
9. ALL INTERIOR STAIRS SHALL BE 1 3/4" MIN.
10. ALL INTERIOR STAIRS SHALL BE 1 3/4" MIN.

**SECOND FLOOR PLAN**

SCALE: 1/4" = 1'-0"





MAIN FLOOR PLAN

SCALE 1/8" = 1'-0"

City Council Meeting  
Prep. Date: 6/16/2022  
Preparer: Sally Hinrichsen



Agenda Item: # 6  
Agenda Date: 06/20/2022

### *Communication Page*

**Agenda Items Description:** Resolution Approving purchase of additional Fire Department P25 communication suite compliant radios and pagers

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

**Attachments & Enclosures:**

Resolution

Fire Department Proposal request

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** State mandated each County work be compliant with the P25 communication suite. P25 is a suite of standards for interoperable digital two-way radio system.

**Background Information:** See attached Proposal Request from the Fire Chief Joe Bayne.

On March 21, 2022, Fire Chief Joe Bayne acquired a quote to purchase of P25 compliant radios and pagers from Radio Communications, in the amount of \$43,024.00.

Council approved to purchase pagers in the amount of \$8,028, in FY 2022 and the remainder in FY 2023. The Fire budget in FY 2023 would need to be amended and the amended amount would come from the Fire Truck Set-a-side, which is required to be paid back with the next budget (FY2024), per the 28E Agreement with the township trustees.

The Fire Department will have an estimate amount between \$7,000 to \$10,000 left in their FY 2022 budget on June 30<sup>th</sup>. These funds would typically roll into their Fire Truck Set-a-side fund, which we would borrow to amend the budget. It makes sense to use the funds left in the FY 2022 budget to purchase additional radios and thus reducing the amount needed to amend FY 2023 budget for the additional radio purchases, which would need to be paid back to the Fire Truck Set-a-side in FY 2024. This was discussed at the Fire Board meeting last week and they were in favor of purchasing the radios in FY 2022.

**Staff Recommendation:** It is recommended that the proposed resolution be approved.

# The City of Monticello, Iowa

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

## RESOLUTION #

Approving purchase of additional Fire Department  
P25 communication suite compliant radios and pagers

**WHEREAS**, the City of Monticello City Council identified upgrades to the Monticello Fire Department radios and pagers as a priority to become compliant with the State mandate regarding P25 communications suite for radios and equipment, and

**WHEREAS**, the Fire Chief has performed research on the potential products that would best fit the Department's needs and budget and has recommended the purchase of P25 compliant radios and pagers from Radio Communications, in the quoted amount of \$43,024.00, and

**WHEREAS**, the Council previously approved Resolution#2022-39, dated March 21, 2022 authorizing the purchase of 10 – P25 pagers in the amount of \$8,028.00 in FY 2022, and

**WHEREAS**, the Council finds that, the Fire Department FY 2022 budget has funds available to purchase additional radios and based upon the recommendation of the Fire Chief, that additional P25 pagers /radios, in an amount of \$7,138.00 in FY 2022 and the remainder of the P25 radios and pagers to be purchased in FY 2023, is in the best interests of the City of Monticello Fire Department and should, therefore, be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the purchase of the P25 communications suite compliant radios and pagers, as proposed by the Fire Chief from Radio Communications, as stated above.

**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 20<sup>th</sup> day of June, 2022.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

## Proposal for P25 Compliancy

Monticello Fire Department needs to be compliant with the P25 communication suite.

P25 is a suite of standards for interoperable digital two-way radio system. Current radios we are using are analog UHF.

As of January 2023 according to the Jones County 911 board we will not be compliant. They have pushed the date back a couple of times now, but the bigger problem is we are having communication problems between agencies.

Law enforcement has already made the switch and EMS will probably do so soon now that most departments in the county have already made the purchases.

A little back history, in February 2021 we applied for the AFG grant in the amount of \$49,566. The grant was not awarded to us, we got notified in October 2021 that we didn't make it past the reading stage.

So far we have ordered two of the 2 way radios for command and 10 of the P25 pagers. We decided to go with pagers because we can still use our current two way radios to communicate within our own department on talk to talk. Plus pagers cost about 40% less than the 2-way radios.

Our department currently needs 7 mobile radios (truck), one base unit. For our members we have a need of 13 pagers and 10 handhelds. We will also share an additional 8 2-way radios with EMS since we have members within both departments.

As of December the number was looking around the \$50000. Total mark, but according to the supplier the pricing could go up. I am coming here tonight to ask for up to and not exceed \$50000. to be amended additionally to our 2022/2023 budget. I currently have \$12000 in the budget already and will use that to absorb a price increase.

I need to get the radio equipment ordered as soon as possible in order to have available for the deadline put in place.

RADIO COMMUNICATIONS CO., INC.  
2131 NORTH TOWNE LN N.E.  
CEDAR RAPIDS, IA 52402

gb

I N V O I C E

Phone: 319-393-7150  
Fax: 319-393-9273

Invoice Number: 100899

Invoice Date: 6/16/2022

Page: 1

Sold Monticello Fire Department  
To: 200 East First Street  
Monticello Iowa 52310

Ship Monticello Fire Department  
To: 200 East First Street  
Monticello Iowa 52310  
Attn: Joe Bayne

Ship Via ...  
Ship Date ..  
Due Date ...  
Terms.....: Net 15

Cust I.D. ....: 71374  
P.O. Number...: approved - City Council  
P.O. Date ....: 03/22/22  
Job/Order No..: 45446  
Salesperson...: Terry L. Harris

Item I.D./Desc	Ordered	Shipped Unit	Price	Net	TX
NX-5200K2-P25 PIVHF 6 Watt Handheld Radio, Color* Multi-line Display	4.0		1,287.00	5,148.00	
KNB-L2M 2600 mAh, Li-ion SPARE BATTERY	10.0		103.00	1,030.00	
KMC-70M MIL-SPEC, IP54/55/67/68* Speaker Microphone with Active Nois	10.0		96.00	960.00	

Subtotal....: 7,138.00  
Tax .....: Exempt  
Shipping ...:  
Total .....: 7,138.00

City Council Meeting  
Prep. Date: 6/13/2022  
Preparer: Sally Hinrichsen



Agenda Item: # 7  
Agenda Date: 6/20/2022

*Communication Page*

**Agenda Items Description:** Motion to approve Four Points RV Resorts of IA, LLC (Jellystone Park Monticello) fireworks display request

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

**Attachments & Enclosures:**


**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:


**Synopsis:** Jones County received a application for Fireworks Display permit for Four Points RV Resorts of IA, LLC (Jellystone Park Monticello)

**Background Information:** City approved the annexation of Four Points RV Resorts of IA, LLC (Jellystone Park Monticello) property into the City. The required documentation was sent to the Iowa Secretary of State, Jones County Board of Supervisors and the Iowa DOT pursuant Iowa Code §368.7(2), on May 18, 2022. It can take 1.5 to 2 months for the State to officially approve the annexation and for it to become “officially” annexed.

With the uncertainty of when the annexation will be “officially” approved, and to avoid a special council meeting to approve permit; Council could approve the firework display permit for Jellystone with the restriction that they complete the City’s Fireworks Display permit application and add City as additional insured. The permit would be effective once the annexation is complete at the County level.

Jones County Auditor Whitney Hein is asking the Board of Supervisors approve the permit with it expiring when the annexation of Jellystone into the City of Monticello is complete. Once the annexation is complete at the county level, the City of Monticello will take over the firework permitting process.

I have reached out to Julie at Jellystone to add the City as an additional insured on their liability insurance, as required and to fill out the City’s application.

**Staff Recommendation:** It is recommended that the Council approve the firework display permit for Jellystone with the restriction that they complete the City’s Fireworks Display permit application and add City as additional insured. The permit would be effective once the annexation is complete at the County level.

City Council Meeting  
Prep. Date: 6/15/2022  
Preparer: Sally Hinrichsen



Agenda Item: # 8-16  
Agenda Date: 06/20/2022

*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:**

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

City Council Meeting  
Prep. Date: 05/27/2022  
Preparer: Russell Farnum



Agenda Item: #17  
Agenda Date: 06/20/2022

*Communication Page*

**Agenda Items Description:** Discussion and possible motion to approve amendments to the Rules of Order and Procedure for Conduct of City Business

**Type of Action Requested:** Discussion

**Attachments & Enclosures:**

**Rules of Order and Procedure with recommended changes**

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:


**Synopsis:** Mayor Goedken has asked that this item be placed upon a Council agenda for discussion. From time to time it is important to review and update policies and procedures.

**Background:** The Rules of Order and Procedure for the City Council was initially adopted in December, 2001, and last updated in March, 2020. The following questions and possibly some additional amendments may be worth discussion:

- Whether Work Session or Workshop (pages 4, 6 etc.), the language should be consistent
- Addressing the Council (pages 8 & 9) – Are the rules for Open Forum and public hearings working to the Council’s satisfaction?
- SPECIAL COMMITTEES (pages 10 & 11) – I took the liberty of adding some language for the Department Head Hiring Committee and Salary/Compensation Committee. Additions or suggestions are welcome.
- COUNCIL ACTION (pages 11 & 12) – This is the part Mayor Goedken was concerned about, as it does not reflect how the Council generally holds its proceedings. I took the liberty of drafting an alternative; discussion and suggestions are welcome.
- Disqualifications (page 12) – Some small language changes are recommended
- Motion to Table (page 13) – A motion to table ends all discussion/debate and Council action on an item, and moves the Council on to the next agenda item. This is different from continuing action, or postponing action, on an item.
- Motion to Postpone (page 13) – I’ve drafted some language the Council may wish to consider regarding a Motion to Postpone.

**Recommendation:** Council discussion and direction is requested.

# CITY OF MONTICELLO, IOWA

## RULES OF ORDER & PROCEDURE FOR CONDUCT OF CITY COUNCIL BUSINESS

ADOPTED: DECEMBER 2001

AMENDED: MARCH, 2020

DRAFT AMENDMENT: JUNE, 2022

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**Commented [RF1]:** Note page numbers will be adjusted if necessary after final edits

**RULES OF PROCEDURE FOR  
CONDUCT OF CITY COUNCIL BUSINESS  
MONTICELLO, IOWA**

**RULES OF PROCEDURE**

The Council shall determine the rules of its own proceedings by resolution, and the Clerk shall keep such rules on file for public inspection.

**QUORUM**

Four (4) members of the City Council constitute a quorum to do business, but less than that number may adjourn from time to time. When there is no quorum, the Mayor, Mayor Pro Tem, or any other Councilmember shall adjourn the meeting. If no Councilmember is present, the City Clerk shall adjourn the meeting.

**AGENDA**

All written petitions, communications, and other matters to be submitted to the City Council for inclusion in the agenda packet for consideration at a regular or adjourned regular meeting should be delivered to the City Clerk no later than the time established by current administrative policy. The City Administrator, in consultation with the Mayor, City Council, City Clerk, and department heads will establish the agenda and the order of the agenda. **The Mayor and/or any City Council member shall be entitled to have items placed on the agenda with appropriate notice to the City Administrator in advance of agenda creation and posting.** The City Council shall have the authority to delete items from the agenda and change the order of items on the agenda **at the commencement of all Council meetings.** The City Administrator shall compile the agenda, listing all matters to be considered by the Council according to the order of business, numbering each item consecutively. A copy of the agenda, complete with all accompanying staff reports and other background materials, shall be delivered to each Councilmember, Mayor, the City Attorney, City Administrator, department heads, and the press, so as to be available to the recipient no later than the Friday preceding the Council Meeting. The agenda only, without the supporting material, is available to the public no later than 5:00 PM on the Thursday afternoon preceding the Council Meeting and in the Council Chambers during each meeting. In the case of a Special City Council meeting, the agenda will be available to the public no later than 24 hours prior to the scheduled meeting.

**Commented [RF2]:** Note this bold and underlined language is highlighted in the current version. No new language is proposed here

## ORDER OF BUSINESS

The recommended order of business shall be as follows:

*(Everything underlined without explanation is reflective of a change in the order of agenda items.)*

**Call to Order 6:00 p.m.**  
**Pledge of Allegiance**  
**Roll Call**  
**Agenda Addition / Agenda Approval (modified verbiage)**  
**Open Forum**  
**Consent Agenda**  
**Public Hearings and Resolutions Related Thereto**  
**Motions**  
**Resolutions for Approval**  
**Ordinances for Adoption**  
**Reports**  
**Work ~~Sessions~~ Shop items - when scheduled**  
**Adjournment**

**Commented [RF3]:** Worksession or workshop – need consistent terminology

The City Administrator shall have the authority to vary from this recommended schedule to expedite the conduct of business or accommodate persons having business before the council.

### Special Meetings Procedures

Special Meetings will be set by the Mayor or at the request of four (4) council members. Every notice (agenda) for a special meeting will state the public's right to address the Council on the item(s) appearing on that agenda.

### Closed Session

A closed session may be held only by affirmative vote of either two-thirds (2/3) of the Council or all of the members present at the meeting and in accordance with § 21.5 of the Code of Iowa. A governmental body may hold a closed session only to the extent a closed session is necessary for any of the following reasons:

- a. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for that governmental body's possession or continued receipt of federal funds.
- b. To discuss application for letters patent.
- c. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

- d. To discuss the contents of a licensing examination or whether to initiate licensee disciplinary investigations or proceedings if the governmental body is a licensing or examining board.
- e. To avoid disclosure of specific law enforcement matters, such as allowable tolerances or criteria for the selection, prosecution or settlement of cases, which if disclosed would facilitate disregard of requirements imposed by law.
- f. To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
- g. To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property.
- h. To discuss matters regarding economic development where premature disclosure of the details relating to the project would put the city at a disadvantage with competing communities.

The minutes and the tape recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

#### **Electronic Meetings**

A meeting may be conducted by electronic means only in circumstances where such a meeting in person is impossible or impractical and then only in compliance with the provisions of § 21.8 of the Code of Iowa. The City must comply with the following elements as outlined in the state code.

- a The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.
- b The governmental body complies with § 21.4 of the Code of Iowa. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
- c Minutes are kept of the meeting.

The minutes shall include a statement explaining why a meeting in person was impossible or impractical.

## **Workshop Meetings**

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The Council may conduct workshop meetings or study sessions on matters that are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on an agenda as required by the open meetings statutes.

At workshop meetings the Council will receive information and presentation of issues from the City Administrator and City staff. Council may ask questions and may request that certain information be provided or issues be addressed when items are considered further at another workshop meeting or a regular meeting of Council. Council may direct that matters under consideration be brought forward for formal action at a regular meeting, that further study be conducted if appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.

Final action on items is not taken at workshop or study sessions. No formal vote of the Council in favor or against any agenda item may be taken at a workshop or study session.

**Workshops** are not public hearings. On public hearing items, public testimony will be taken before Council action on the item at a regular meeting. No member of the public or interested party has the right to make a presentation or address the Council on an item under consideration in a workshop or a study session. Questions may be directed by the Council to a member of the public or another interested party or, in appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an agenda item or a particular question related to an agenda item. The Mayor may limit or end the time for such response to questions or presentation.

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## **DECORUM DURING COUNCIL MEETINGS**

### **Requirements**

While the Council is in session, all persons shall preserve order and decorum. Any person that refuses to abide by the rules shall be asked to leave the Council Chambers.

*Every member of the public and every Council member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate.*

- We may disagree, but we will be respectful of one another
- All comments will be directed to the issue at hand
- Personal attacks will not be tolerated

## DUTIES OF PRESIDING OFFICER

The Mayor (or in the Mayor's absence, the Mayor Pro Tem) shall be the presiding officer of the Council. In the absence of the Mayor and the Mayor Pro Tem, the City Clerk shall call the Council Meeting to order, whereupon the members of the Council who are present shall elect a temporary presiding officer. Upon the arrival of the Mayor or the Mayor Pro Tem, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the Council. **The presiding officer shall preserve strict order and decorum at all meetings of the Council**, announce the Council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the Council as a whole shall decide the question by majority vote. The presiding officer's name shall be called last on any question in voting **with the presiding officer having the ability to cast the deciding vote**.

## APPROVAL OF MINUTES

The minutes of the preceding Council Meeting may be approved without reading; provided that the City Administrator has previously furnished each member of the Council with a copy of the minutes and that a majority of the Council has not requested such a reading.

## CORRECTION OF MINUTES

When a Council member wishes to correct the minutes, he/she should contact the City Administrator in advance of the meeting with the correction. The City Administrator will then verify the correction by listening to the tape. Upon verification of an error in the minutes, the City Administrator will provide the corrections to the Council in advance of the meeting. If time constraints prevent this procedure, the Council should continue the approval of the minutes to the next meeting, and direct the City Administrator to verify the error.

## RULES OF DEBATE

### Presiding Officer

The presiding officer may **participate in** debate, but may not make a motion. The presiding officer is subject to the limitations of debate that are imposed on all Council members, and shall not be deprived of any of the rights and privileges of a Council member.

### Council Member

Every Council member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate. A Council member, once recognized, shall not be interrupted except according to rules of parliamentary procedure (e.g. for a point of order, parliamentary inquiry, question of privilege or appeal of presiding officer's procedural ruling).

### **Motion to Reconsider**

A motion to reconsider any action taken by the Council may be made only on the same day that the action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session on the same day. It may be made only by a Council member who had voted in the majority on the item which is the subject of reconsideration. This motion is debatable.

### **Motion to Rescind**

A Council action may not be rescinded on the same day the action was taken, but may be rescinded at any subsequent meeting of the Council. Action taken pursuant to resolution may only be rescinded by resolution. Actions taken by motion may be rescinded by motion. A motion to rescind is debatable.

Generally, a request to rescind a prior action of the Council, not already agendized for that meeting, will not be acted upon at the same meeting at which the request is presented, but will be continued to the next meeting to permit notification of interested persons.

## **ADDRESSING COUNCIL FROM FLOOR**

### **Securing Permission to Speak**

Any persons desiring to address the Council are required to follow the procedures as posted in Council Chambers and shall first secure permission from the presiding officer. Remarks should be directed to the matter being considered.

### **Individuals**

Persons addressing the Council will stand at the lectern, give their full name and address in an audible tone of voice for the record, and sign on the sign-up sheet provided for that purpose. A time limit shall be as stated in the agenda and/or as directed by the presiding officer, unless the presiding officer grants additional time. All remarks shall be addressed to the Council as a whole and not to any individual member. Without the permission of the presiding officer only Council members and the person addressing the Council shall be permitted to enter into any discussion. Individuals addressing the Council shall have only one opportunity to address the Council on any agenda item.

### **Spokesperson for Group Presentations**

Organized groups that wish to make a presentation longer than the time allowed for in the agenda will be required to contact the City Administrator prior to the meeting.

## Open Forum

**OPEN FORUM: A MAXIMUM OF 20 MINUTES WILL BE SET ASIDE FOR MEMBERS OF THE PUBLIC TO ADDRESS COUNCIL ON ANY ITEM NOT ON THE AGENDA.**

- Presentations will be limited to THREE MINUTES.
- Preference will be given to individuals who did not speak at the previous Council meeting's Citizen Forum.
- Individuals may not speak more than once during Open Forum.
- All speakers must address the entire Council and will not be permitted to engage in dialogue.

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**SPEAKERS ARE REQUESTED TO SIGN THE SHEET PLACED NEAR THE SPEAKER'S STAND SO THAT THEIR NAMES MAY BE ACCURATELY RECORDED IN THE MINUTES OF THE MEETING.**

Time limits may be increased at the presiding officer's discretion, subject to the approval of the City Council.

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Generally, matters presented during the Open Forum that require further investigation or information shall be referred to staff, and if Council determines that action is required, the item may be placed on a future agenda.

## Public Hearings

Interested persons or their authorized representatives may address the Council in regard to public hearing matters under consideration.

For land use application public hearings, the applicant presentation shall be limited to 10 minutes, maximum; all other individuals shall be limited to 5 minutes, maximum.

For appeals public hearings, the appellant shall be limited to 10 minutes, maximum; all other individuals shall be limited to 5 minutes, maximum.

## ADDRESSING THE COUNCIL AFTER MOTION MADE

After a motion is made and seconded by a Council member, no person shall address the Council except upon the request of a member of the Council through the presiding officer.

## **PREPARATION OF THE MINUTES**

### **Method of Keeping Minutes**

The minutes of the Council shall be prepared at the direction of the City Administrator and shall be recorded in a book kept for that purpose, with a record of each particular type of business transacted by the Council set off in paragraphs with subheadings. The minutes must contain only a record of such business as was actually passed upon by a vote of the Council and shall not be required to contain a verbatim transcript of the proceedings. A record shall be made of the names of persons addressing the Council, the title of the subject to which their remarks relate and whether they spoke in support of or in opposition to such matter.

### **Remarks of Council members Entered in Minutes**

A Council member may request, through the presiding officer, the privilege of having an abstract of that member's statements on any subject under consideration by the Council entered in the minutes. If the Council consents, such statements shall be entered in the minutes.

### **Delivery of Minutes**

The City Administrator shall cause a copy of the minutes to be forwarded to each Council member, Mayor, and department heads, typically delivered with the agenda packet for the next regular meeting.

## **PROCESSING COUNCIL MAIL**

The Mayor (or designee) is authorized to receive and review all mail generally addressed to the City Council. All correspondence not requiring Council action will be acted upon between Council Meetings and referred to staff if appropriate. Action taken on these communications will later be reported to the City Council.

## **SPECIAL COMMITTEES**

Subject to approval of the Council, the Mayor may appoint special committees of the Council members, private citizens, or both, as deemed desirable and necessary to assist and advise the City Council in its work. These may include, but are not limited to, committees that may only meet once or twice, with a singular purpose such as:

Department Head Hiring Committee

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A committee made up of one relevant Board or Commission member, two Council members, and the City Administrator may meet for the purpose of interviewing candidates for Department Head positions. The committee shall provide input to the City Administrator after the completion of the interviews and consideration of the merit, education, and qualifications of the candidates, with the final selection to be the responsibility of the City Administrator, excluding the City Clerk and Chief of Police, who shall be appointed by the City Council and Mayor, respectively, in accordance with Chapters 15 and 17 of the Municipal Code.

#### **Salary/Compensation Committee**

A committee made up of two Council members and the Mayor, may meet to provide recommendations to the Council as a whole in regard to annual raises, pay scale adjustments, and other compensation issues, prior to the beginning of each fiscal year, or as needed throughout the year.

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#### **PREPARATION AND STAFF APPROVAL OF ORDINANCES, RESOLUTIONS AND CONTRACT DOCUMENTS**

All ordinances shall be prepared or reviewed by the City Attorney. Ordinances shall be prepared for presentation to the City Council only if ordered by a majority vote of the City Council, requested by the City Administrator, or prepared on the City Attorney's own initiative. As time allows, the City Attorney may assist individual Council members in preparation of ordinances for future Council consideration.

The City Attorney or an authorized representative shall first approve all ordinances, resolutions and contract documents to be presented to the Council as to form and legality. When substantive matters of administration are involved, the City Administrator, the head of the affected department, or an authorized representative of the City Administrator shall also examine the ordinance, resolution, or contract for administration.

#### **COUNCIL ACTION**

A roll call vote will be taken of all Council member's votes.

All ordinances, resolutions and other matters or subjects requiring action by the Council must be introduced and sponsored by a member of the Council, by motion duly made and seconded. Debate shall not be permitted on a motion until it is seconded and until the motion has been restated by the presiding officer or the City Clerk. After the vote has been called, there will be no further discussion or debate, except that members of the Council may be

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permitted by the presiding officer to explain their votes. All ordinances and resolutions may be introduced and passed by reading the title only; they shall be read in full only when requested by a majority of the Council.

**Commented [RF4]:** This is not how Council meetings usually proceed...recommend changing to the language below

*(proposed new language)*

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All ordinances, resolutions and other matters or subjects requiring action by the Council shall be announced by title by the presiding officer, following the Order of Business as outlined on the agenda. If desired, the presiding officer may call for a presentation or introduction by City Staff or a member of the public. Thereafter, the presiding officer may ask for Council discussion or debate, and thereafter shall call for a motion on the item.

After motion duly made and seconded, the motion shall be restated by the presiding officer or the City Clerk, at which point the presiding officer shall call for a vote. After the vote has been called, there will be no further discussion or debate, except that members of the Council may be permitted by the presiding officer to explain their votes. All ordinances and resolutions may be introduced and passed by reading the title only; they shall be read in full only when requested by a majority of the Council.

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### **Disqualifications**

All members present at any meeting must vote “Yea” or “Nay” on each motion, unless disqualified, in which case the member shall vote “Abstain” and their disqualification shall be publicly declared and a record thereof made.

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The City Attorney is available to help Council members decide if they should declare a disqualification on any issue. There may be instances where financial conflict of interest is not the issue, and again, the City Attorney will provide guidance in determining whether a Councilmember should disqualify him/herself from acting on the item. In ~~such~~these instances Council members should use the phrase, "....to avoid the appearance of impropriety."

### **Vote Required**

#### **a. Ordinances and Resolutions**

Legislative action shall be taken by the Council only by means of an ordinance or resolution. Except where a greater number of votes are required by statute or Charter, any ordinance or resolution introduced or passed must receive the affirmative votes of the majority members of the Council.

#### **b. Minute Orders**

Administrative matters may be acted upon by minute order. These actions may be taken by motion and, unless subject to Charter, statutory or Constitutional requirements, shall be deemed passed upon receiving a majority vote of all Council members present.

### **Tie Vote**

If a tie vote should occur on an appeal to the Council of an administrative decision, or on any matter before the Council, the tie vote shall be resolved as follows:

**a. Disqualification**

A tie vote resulting from a disqualification of one or more Council members, with no Council members absent and no vacancies on the Council shall constitute a denial of the appeal, or a defeat of the motion.

**b. Absence**

A tie vote during the absence of one or more Council members, or when there is a vacancy on the Council shall cause the item to be automatically continued (typically to the next meeting); except that as to matters on which action must be taken on a date prior to the next meeting, a tie vote shall constitute a denial of the requested action.

### **Successive Tie Votes**

A tie vote at the next meeting on a matter which has been continued as a result of a tie vote constitutes a denial of the appeal or defeat of the motion.

### **Motion to Table**

A motion to table may be made to suspend City Council consideration of an item that appears on a City Council meeting agenda for reasons of urgency or to end an unproductive discussion. A motion to table is not in order when another Council member has the floor. A motion to table requires a second, is not debatable, is not amendable, requires a majority vote for passage, and, if adopted, cannot be reconsidered at the meeting at which it is adopted. Council members will refrain from using a motion to table as a means of capriciously limiting debate among Council members, to suppress a minority of the Council, or to avoid public input on an agenda item under consideration by the Council.

### **Motion to Postpone**

A Motion to Postpone may be made to suspend City Council consideration of an item that appears on a City Council meeting agenda, to allow time for further consideration or to obtain more information on the subject. A Motion to Postpone should include a date certain (e.g. the next Regular Council meeting). A motion to postpone requires a second, requires a majority vote for passage, and, if adopted, cannot be reconsidered at the meeting at which it is adopted.

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## **INTERPRETATION OF THE RULES OF PROCEDURE**

The City Attorney shall be considered the final authority on any questions regarding the application or interpretation of the rules and procedures. In the absence of the City Attorney, the City Administrator shall be considered the final authority on the rules of procedure for the conduct of City Council Business.

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## CHAPTER 15

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### MAYOR

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- 15.01 Term of Office
- 15.02 Powers and Duties
- 15.03 Appointments

- 15.04 Compensation
- 15.05 Voting

#### **15.01 TERM OF OFFICE.**

The Mayor is elected for a term of two years.

*(Code of Iowa, Sec. 376.2)*

#### **15.02 POWERS AND DUTIES.**

The powers and duties of the Mayor are as follows:

1. Chief Executive Officer. Act as the chief executive officer of the City and presiding officer of the Council, supervise all departments of the City, except for supervisory duties delegated to the City Administrator, give direction to department heads concerning the functions of the departments, and have the power to examine all functions of the municipal departments, their records and to call for special reports from department heads at any time.

*(Code of Iowa, Sec. 372.14[1])*

2. Proclamation of Emergency. Have authority to take command of the police and govern the City by proclamation, upon making a determination that a time of emergency or public danger exists. Within the City limits, the Mayor has all the powers conferred upon the Sheriff to suppress disorders.

*(Code of Iowa, Sec. 372.14[2])*

3. Special Meetings. Call special meetings of the Council when the Mayor deems such meetings necessary to the interests of the City.

*(Code of Iowa, Sec. 372.14[1])*

4. Mayor's Veto. Sign, veto, or take no action on an ordinance, amendment, or resolution passed by the Council. The Mayor may veto an ordinance, amendment, or resolution within 14 days after passage. However, the Mayor may not veto an ordinance, amendment, or resolution if the Mayor was entitled to vote on such measure at the time of passage. The Mayor shall explain the reasons for the veto in a written message to the Council at the time of the veto.

*(Code of Iowa, Sec. 380.5 & 380.6[2])*

5. Reports to Council. Make such oral or written reports to the Council as required. These reports shall concern municipal affairs generally, the municipal departments, and recommendations suitable for Council action.

6. Contracts. Whenever authorized by the Council, sign contracts on behalf of the City.

7. Licenses and Permits. Sign all licenses and permits that have been granted by the Council, except those designated by law or ordinance to be issued by another municipal officer.

#### **15.03 APPOINTMENTS.**

The Mayor shall appoint the following officials, subject to the approval of the Council.

*(Code of Iowa, Sec. 372.4)*

- 1. Mayor Pro Tem
- 2. Police Chief
- 3. Cemetery Board of Trustees
- 4. Library Board of Trustees
- 5. Soldiers Memorial Commission
- 6. Airport Board
- 7. City Tree Board

#### **15.04 COMPENSATION.**

The salary of the Mayor is six-thousand dollars (\$6,000.00) per year. Effective January 1, 2022, the salary of the Mayor is six-thousand dollars (\$6,000.00) per year.

*(Ord. 738 – Apr. 21 Supp.)*

*(Code of Iowa, Sec. 372.13[8])*

**15.05 VOTING.**

So long as the City is governed by the Mayor-Council form of government composed of a Mayor and a Council consisting of two Council members elected at large, and one Council member from each of four wards, the Mayor may vote to break a tie vote on motions not involving ordinances, resolutions, or appointments made by the Council alone.

*(Code of Iowa, Sec. 372.4)*

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## CHAPTER 17

### CITY COUNCIL

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17.01 Number and Term of Council  
17.02 Powers and Duties  
17.03 Exercise of Power

17.04 Council Meetings  
17.05 Appointments  
17.06 Compensation

#### **17.01 NUMBER AND TERM OF COUNCIL.**

The Council consists of two Council Members elected at large and one Council Member from each of four wards as established by the Code of Ordinances, elected for overlapping terms of four years.

#### **17.02 POWERS AND DUTIES.**

The powers and duties of the Council include, but are not limited to the following:

1. General. All powers of the City are vested in the Council except as otherwise provided by law or ordinance.

*(Code of Iowa, Sec. 364.2[1])*

2. Wards. By ordinance, the Council may divide the City into wards based upon population, change the boundaries of wards, eliminate wards, or create new wards.

*(Code of Iowa, Sec. 372.13[7])*

3. Fiscal Authority. The Council shall apportion and appropriate all funds, and audit and allow all bills, accounts, payrolls and claims, and order payment thereof. It shall make all assessments for the cost of street improvements, sidewalks, sewers and other work, improvement, or repairs that may be specially assessed.

*(Code of Iowa, Sec. 364.2[1], 384.16 & 384.38[1])*

4. Public Improvements. The Council shall make all orders for the construction of any improvements, bridges, or buildings.

*(Code of Iowa, Sec. 364.2[1])*

5. Contracts. The Council shall make or authorize the making of all contracts. No contract shall bind or be obligatory upon the City unless approved by the Council.

*(Code of Iowa, Sec. 26.10)*

6. Employees. The Council shall authorize, by resolution, the number, duties, term of office and compensation of employees or officers not otherwise provided for by State law or the Code of Ordinances.

*(Code of Iowa, Sec. 372.13[4])*

7. Setting Compensation for Elected Officers. By ordinance, the Council shall prescribe the compensation of the Mayor, Council members, and other elected City officers, but a change in the compensation of the Mayor does not become effective during the term in which the change is adopted, and the Council shall not adopt such an ordinance changing the compensation of any elected officer during the months of November and December in the year of a regular City election. A change in the compensation of Council members becomes effective for all Council members at the beginning of the term of the Council members elected at the election next following the change in compensation.

*(Code of Iowa, Sec. 372.13[8])*

#### **17.03 EXERCISE OF POWER.**

The Council shall exercise a power only by the passage of a motion, a resolution, an amendment, or an ordinance in the following manner:

*(Code of Iowa, Sec. 364.3[1])*

1. Action by Council. Passage of an ordinance, amendment, or resolution requires a majority vote of all of the members of the Council. Passage of a motion requires a majority vote of a quorum of the Council. A resolution must be passed to spend public funds in excess of \$100,000.00 on a public improvement project, or to accept public improvements and facilities upon their completion. Each Council member's vote on a measure must be recorded. A measure that fails to receive sufficient votes for passage shall be considered defeated.

*(Code of Iowa, Sec. 380.4)*

2. Overriding Mayor's Veto. Within 30 days after the Mayor's veto, the Council may pass the measure again by a vote of not less than two-thirds of all of the members of the Council.

*(Code of Iowa, Sec. 380.6[2])*

3. Measures Become Effective. Measures passed by the Council become effective in one of the following ways:

A. An ordinance or amendment signed by the Mayor becomes effective when the ordinance or a summary of the ordinance is published, unless a subsequent effective date is provided within the ordinance or amendment.

*(Code of Iowa, Sec. 380.6[1a])*

B. A resolution signed by the Mayor becomes effective immediately upon signing.

*(Code of Iowa, Sec. 380.6[1b])*

C. A motion becomes effective immediately upon passage of the motion by the Council.

*(Code of Iowa, Sec. 380.6[1c])*

D. If the Mayor vetoes an ordinance, amendment or resolution and the Council repasses the measure after the Mayor's veto, a resolution becomes effective immediately upon repassage, and an ordinance or amendment becomes a law when the ordinance or a summary of the ordinance is published, unless a subsequent effective date is provided within the ordinance or amendment.

*(Code of Iowa, Sec. 380.6[2])*

E. If the Mayor takes no action on an ordinance, amendment or resolution, a resolution becomes effective 14 days after the date of passage, and an ordinance or amendment becomes law when the ordinance or a summary of the ordinance is published, but not sooner than 14 days after the date of passage, unless a subsequent effective date is provided within the ordinance or amendment.

*(Code of Iowa, Sec. 380.6[3])*

"All of the members of the Council" refers to all of the seats of the Council including a vacant seat and a seat where the member is absent, but does not include a seat where the Council member declines to vote by reason of a conflict of interest.

*(Code of Iowa, Sec. 380.1[a])*

#### **17.04 COUNCIL MEETINGS.**

Procedures for giving notice of meetings of the Council and other provisions regarding the conduct of Council meetings are contained in Section 5.06 of this Code of Ordinances. Additional particulars relating to Council meetings are the following:

1. Regular Meetings. The time and place of the regular meetings of the Council shall be fixed by resolution of the Council.

2. Special Meetings. Special meetings shall be held upon call of the Mayor or upon the request of a majority of the members of the Council.

*(Code of Iowa, Sec. 372.13[5])*

3. Quorum. A majority of all Council members is a quorum.

*(Code of Iowa, Sec. 372.13[1])*

4. Rules of Procedure. The Council shall determine its own rules and maintain records of its proceedings.

*(Code of Iowa, Sec. 372.13[5])*

5. Compelling Attendance. Any three members of the Council can compel the attendance of the absent members at any regular, adjourned, or duly called meeting, by serving a written notice upon the absent members to attend at once.

#### **17.05 APPOINTMENTS.**

The Council shall appoint the following officials and prescribe their powers, duties, compensation, and term of office:

1. City Clerk
2. City Attorney
3. City Administrator
4. Planning and Zoning Commission
5. Airport Zoning Board of Adjustment - two members

#### **17.06 COMPENSATION.**

The salary of each Council member is three-thousand, six hundred dollars annually (\$3,600.00), and is to be paid in twelve (12) equal installments. 1

***(Ord. 735 – Apr. 21 Supp.)***

*(Code of Iowa, Sec. 372.13[8])*

**1** **EDITOR'S NOTE:** Ord. No. 735 was adopted on December 21, 2020 and according to the Code of Iowa shall be effective January 1, 2022.

**2** **EDITOR'S NOTE:** Ord. No. 735 was adopted on February 24, 2021 and according to the Code of Iowa shall be effective January 1, 2022.

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## CHAPTER 21

### CITY ADMINISTRATOR

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21.01 Appointment and Term	21.04 Residency Requirement
21.02 Compensation	21.05 Bond
21.03 Duties Generally	

#### **21.01 APPOINTMENT AND TERM.**

There is hereby created the office of City Administrator, who is appointed by a majority vote of the Council at a regular meeting of the Council. The City Administrator shall hold office at the discretion of the Council.

#### **21.02 COMPENSATION.**

The City Administrator shall receive such compensation as shall be determined by resolution of the Council. The Council may enter into an employment contract with the City Administrator for his or her employment, on terms and conditions to be determined by resolution of the Council.

#### **21.03 DUTIES GENERALLY.**

The general duties of the City Administrator shall be to coordinate and supervise the activities, policies and procedures of the City Government. The City Administrator shall be directly responsible to the City Council for the administration of municipal affairs. All department heads report to the City Administrator, including the City Clerk and the Police Chief. All departmental activities requiring the attention of the Council shall be brought before the Council by the Administrator; and all Council involvement in administration initiated by the Council shall be coordinated through the Administrator. Department heads and other City employees may bring issues to the Mayor and Council after prior notification and discussion of said issues with the City Administrator. Without limiting the foregoing, the duties of the City Administrator shall include the following:

1. Supervise laws, ordinances, resolutions, and directives of the Council to ensure that approved operational policies are either appropriately enforced and executed or referred to the proper officials for compliance therewith.
2. Recommend policies, procedures, resolutions and ordinances for City Council consideration.
3. Coordinate with the City Clerk and keep Council informed of financial matters, budget and capital needs and make recommendations regarding financing of all City projects.
4. Serve as the City Planning and Zoning Administrator.
5. Coordinate with City Clerk in the preparation of the annual budget for review by the City Council.
6. Supervise activities of the City Offices.
7. Hire and terminate employees, excluding the City Clerk and Chief of Police, in accordance with policies established by the Council, after consultation with appropriate department heads and City Council; however, in the event of a disagreement between the City Administrator and the applicable department head with regard to the potential termination of an employee, the issue of termination shall be presented to the City Council which must, by resolution, approve of the termination.
8. Attend meetings of various City Committees, Board and Commissions, as needed, but at least quarterly.
9. Make recommendations to the City Council. Advise the Council on programs and policies of other governmental entities.
10. Participate in public relations activities and provide information to the media.
11. Supervise the performance of contracts for work to be done for the City and supervise all City purchases. Must authorize the purchase of inventory, materials, supplies, and repairs when cost exceeds \$2,500.00.
12. Schedule and participate in department head meetings as necessary.
13. Serve as the City liaison with local economic development groups including the Jones County Economic Development Commission.
14. Evaluate, develop and update operating policies and procedures to ensure City affairs are conducted in a modern and efficient manner.
15. Authorize and coordinate appropriate action during emergency situations.
16. Maintain contact with federal, State and County agencies in regard to local relationships between the City, said agencies, and the general public.
17. Participate in the collective bargaining process and administer any resulting collective bargaining agreements.
18. Oversee non-bargaining employee grievance system and appeal process.

19. Perform such other duties as the Mayor and Council may direct.

**21.04 RESIDENCY REQUIREMENT.**

Any residency requirements or restrictions, related to the position of City Administrator, shall be agreed upon by the City Council and the City Administrator and included within the City Administrator's Employment Agreement as may be amended from time to time.

**21.05 BOND.**

The Council may, by resolution, provide for bonding of the City Administrator for performance of the Administrator's duties on behalf of the City, in an amount to be determined by the Council.