

City of Monticello, Iowa

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Posted on June 30, 2022 at 5:00 p.m.

Monticello City Council Meeting July 5, 2022 @ 6:00 p.m.

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

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

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

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

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

Approval of Council Mtg. Minutes	June	20, 2022
Approval of Payroll	June	30, 2022
Approval of Bill List		
Approval of Diamond PI Company liquor license		

Resolutions:

1. **Resolution** To approve naming of section of roadway from South Cedar Street running east and west just behind the visitor's bleachers at the Monticello High School Football Field /Track as "Panther Valley"
2. **Resolution** Approving Final Plat of Lot 1 of McEmeel Acres Second Addition

3. **Resolution** Approving Final Plat of Lot 1 of McEmeel Acres Third Addition
4. **Resolution** Approving Change Order #6 in the increase amount of \$10,600.00, submitted by Pirc-Tobin Construction, Inc. related to the 2021 East 7th Street Utility Improvements Project
5. **Resolution** Approving Pay Request #4 from Pirc-Tobin Construction, Inc related to the 2021 East 7th Street Utility Improvements Project in the amount \$19,076.27

Motions:

6. **Motion** to approve Four Points RV Resorts of IA, LLC (Jellystone Park Monticello) fireworks display request
7. **Motion** to approve the City of Monticello “Rules of Order & Procedure for Conduct of City Council Business”

Reports / Potential Actions:

8. City Engineer
9. Mayor
10. City Administrator
11. City Clerk
12. Public Works Director
13. Police Chief
 - a. New ATV/UTV law changes that went into effect July 1st- HF 2130
14. Water/Wastewater Superintendent
15. Park and Recreation Director
16. Library Director

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

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: July 5, 2022 City Council Meeting

Time: Jul 5, 2022 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81670589740>

Meeting ID: 816 7058 9740

One tap mobile

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+1 346 248 7799 US (Houston)

Meeting ID: 816 7058 9740

Find your local number: <https://us02web.zoom.us/j/81670589740>

Regular Council Meeting
June 20, 2022 – 6:00 P.M.
Community Media Center

Mayor Dave Goedken called the meeting to order. Council present were: Wayne Peach, Candy Langerman, Chris Lux, Brenda Hanken, and Tom Yeoman. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Water/Wastewater Superintendent Jim Tjaden, Park & Rec Director Jacob Oswald, Public Works Director Nick Kahler, Police Chief Britt Smith and City Engineer A.J. Barry. The public was invited to attend the meeting in person, with limited seating or to participate in the meeting electronically via “Zoom Meetings” and were encouraged to communicate from Zoom Meeting via chat, due to the heightened public health risks of the Coronavirus Pandemic (COVID-19). The meeting did have public attendance, both in-person and via Zoom.

Yeoman moved to approve agenda, Peach seconded, roll call unanimous.

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

Barry reviewed Pirc-Tobin’s pay request #3 and recommended its approval. He is working with Pirc-Tobin on a few quantities issues and seeding has not reached 70% germination. They are looking to re-seed. When asked, Barry stated the filter socks are to remain until the seeding reaches 70% germination. Barry reported several lead service lines were found and replaced, along with other additional work items that were completed, so there will be one additional pay request. Once the final documentation, lien waivers, televising and seeding reaches 70% germination, the retainage can be released and project accepted. Yeoman moved to approve Resolution #2022-79 Approving Pay Request #3 from Pirc-Tobin Construction, Inc. related to the 2021 East 7th Street Utility Improvements Project in the amount of \$161,922.85, Hanken seconded, roll call unanimous.

Hanken moved to approve Resolution #2022-80 to approve the purchase of P-25 Compliant Radios for the Monticello Ambulance Service, Langerman seconded, roll call unanimous.

Langerman moved to approve Resolution #2022-81 Approving William Tenley Tax Abatement Application related to Residential Improvements constructed at 505 Locust Court, Monticello, Iowa, Lux seconded, roll call unanimous.

Hanken questioned what the wage increases total cost would be for the Monticello Aquatic Center staff. Oswald stated the schedule is not completed for the year and it would depend on the number of hours worked. Langerman moved to approve Resolution #2022-82 to approve the wages for Monticello Aquatic Center staff, Hanken seconded, roll call unanimous.

Farnum reported BR3 is interested in constructing a 12-unit apartment building on the lot east of Dollar Fresh. They are proposing to construct “workforce” housing through the Iowa Economic Development Workforce Housing Tax Credit program. In order to qualify for the program, they need a resolution of support from the city and a city

Regular Council Meeting
June 20, 2022

commitment to contribute a minimum of \$1,000 per unit or \$12,000 total to the project. Their deadline to apply for the funding is June 30th. Some Councilmembers voiced concerns on supporting building in an area that City was looking to purchase due to flooding issues. Other councilmembers stated they would need to build to meet the floodplain regulations. If funded through the Iowa Workforce program, BR3 would need to negotiate a development agreement with the City. They would also need to re-zone the property, get site plan and elevation approved. City would only be giving them support to build on that site. This would be affordable housing for median wage families. Langerman moved to approve Resolution #2022-83 to approve Support of Workforce Housing Application for BR3; on Lot 3 of BR3 Subdivision (east of Dollar Fresh), Peach seconded, roll call unanimous.

Hanken moved to approve Resolution #2022-84 Approving purchase of additional Fire Department P-25 communication suite compliant radios and pagers, Langerman seconded, roll call unanimous.

Hinrichsen reported Jellystone Campground sent their Fireworks Permit request to Jones County Auditor, who contacted her, as this property is in the middle of the annexation process and are waiting for State's approval notice. Once in the City limits, Jones County would have no jurisdiction to approve their permit. The City only has jurisdiction when the annexation is approved by the State. They are looking at July 3, 16, August 6, September 24 and October 1 and 8 to host fireworks displays. Council questioned how this compared to shows hosted in prior years. Staff will look into that for the next meeting. Hanken moved to approve Four Points RV Resorts of IA, LLC (Jellystone Park Monticello) fireworks display request for July 3rd only, Yeoman seconded, roll call unanimous.

Barry will be meeting with Pirc-Tobin on Thursday this week and questioned, if re-seeding needs to happen, would the City be willing to water ground a few times a week to help keep it moist. Farnum stated he was not in favor of requiring City staff to be committed to do the watering. Barry stated he withheld the seeding funds until they can see that the seeding takes.

Farnum received a letter from the 5th grade students and several staff members at Sacred Heart School requesting the road behind the visitor's bleacher at the Monticello High School Football Field be named "Panther Valley". Smith stated new staff sometimes have a hard time finding this street. This will be placed on the next agenda.

Farnum stated the next Council meeting will be on Tuesday July 5th due to the holiday.

Farnum stated the State contractor Midwest Concrete has been great to work with. It was missed to have the tubes for the flags replaced and they have been replacing the tubes as they go. When questioned, Farnum stated the State will not replace the colored concrete or the bricks.

Farnum reported the staff did a great job and lowered the Work Comp rate, which is a savings of \$35,000 for next year.

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Kahler reported the State was advised that the Council wanted to keep the crosswalk between Grand China and Cherry Bomb Tattoo, however they decided to remove it, as it doesn't meet the mid-block crosswalk requirements.

Smith reported he was a presenter at the Governor's Traffic Safety Bureau meeting related to the City's use of portable traffic signs.

Smith advised the County EMS Advisory Council recommended a property tax levy of 35 cents per \$1000 valuation, to help fund the ambulance services in Jones County and requested this be placed on the November ballot.

When questioned, Smith reported that there was an increase in criminal and burglary activity in town. Some cases have been solved and they continue to work on the others.

Oswald thanked Cindy Bagge for plantings in Pocket Park and the flower pots along Sycamore Street behind the Community Building; Bob First and Harlan Johnson for planting the Fair flower pots; Eric Schmidt for planting & setting out the flower pots in downtown area and Marilyn Schneiderman who helped dig up some of the late George and Marla Walter's flowers and planting them around the fountain park area.

Tjaden reported Midwest Concrete replaced a fire hydrant by Freese Motors.

Hanken moved to take a short recess at 6:50 p.m. before the work session on amending the Council's Rules of Order and Procedure, Peach seconded, roll call unanimous. Mayor reconvened the meeting at 7:07 p.m.

During the Council Rules of Order and Procedure work session, Council reviewed the proposed revisions; and recommended several changes to the Council's Rules of Order and Procedure. Farnum will make the changes and bring back to the Council for review and approval at a future meeting.

Council did not go into the closed session to evaluate the performance of an individual(s) and took no action.

Peach moved to adjourn the meeting 7:57 p.m.

Dave Goedken, Mayor

Sally Hinrichsen, City Clerk/Treasurer

PAYROLL - JUNE 30, 2022

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	June 13 - 26, 2022				
Brian Bronemann	\$ 1,107.35	\$ -	0.00	0.00	\$ 866.00
Abigale Frisch	582.68	-	0.00	0.00	486.08
Jacob Gravel	1,730.55	62.55	0.00	0.00	1,257.74
Mason Hanson	482.96	-	0.00	0.00	390.53
David Husmann	2,068.99	-	0.00	0.00	1,377.62
Mary Intlekofer	1,908.00	-	0.00	0.00	1,340.23
Lori Lynch	2,489.28	-	0.00	0.00	1,779.34
Chloe Mogensen	137.10	-	0.00	0.00	118.10
Ryan Sutcliffe	2,205.03	308.48	0.00	0.00	1,718.80
Curtis Wyman	1,915.70	-	0.00	0.00	1,327.93
TOTAL AMBULANCE	\$ 14,627.64	\$ 371.03	0.00	0.00	\$ 10,662.37
CEMETERY	June 11 - 24, 2022				
Brayden Cleeton	\$ 60.00	\$ -	0.00	0.00	\$ 55.41
Dan McDonald	1,744.00	-	0.00	0.00	1,306.86
Ian Taylor	302.50	-	0.00	0.00	276.35
TOTAL CEMETERY	\$ 2,106.50	\$ -	0.00	0.00	\$ 1,638.62
CITY HALL	June 12 - 25, 2022				
Cheryl Clark	\$ 2,619.34	\$ 58.14	0.00	0.00	\$ 1,864.78
Russ Farnum	3,653.85	-	0.00	0.00	2,505.34
Sally Hinrichsen	3,136.83	-	0.00	0.00	2,050.96
Nanci Tuel	1,581.78	7.38	0.00	0.00	1,222.06
TOTAL CITY HALL	\$ 10,991.80	\$ 65.52	0.00	0.00	\$ 7,643.14
LIBRARY	June 13 - 26, 2022				
Molli Hunter	\$ 394.89	\$ -	0.00	0.00	\$ 335.84
Caroline Olson	422.50	-	0.00	0.00	383.17
Penny Schmit	1,307.68	-	0.00	0.00	989.87
Michelle Turnis	1,705.44	-	0.00	0.00	1,284.73
TOTAL LIBRARY	\$ 3,830.51	\$ -	0.00	0.00	\$ 2,993.61
MBC	June 13 - 26, 2022				
Keegan Arduser	\$ 1,479.81	\$ -	0.00	0.00	\$ 1,144.48
Zach Deering	545.00	-	0.00	0.00	487.62
Jacob Oswald	2,193.89	-	0.00	0.00	1,670.33
TOTAL MBC	\$ 4,218.70	\$ -	0.00	0.00	\$ 3,302.43
POLICE	June 13 - 26, 2022				
Zachary Buehler	\$ 2,258.36	\$ -	0.00	0.00	\$ 1,674.98
Peter Fleming	2,651.69	-	0.00	0.00	1,908.13
Dawn Graver	2,469.61	-	0.00	0.00	1,822.18
Erik Honda	2,516.55	-	0.00	0.00	1,874.17
Jordan Koos	2,516.55	-	0.00	0.00	1,822.64
Nicole Minnihan	375.00	-	0.00	0.00	279.72
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	4,096.32	-	0.00	0.00	3,231.02
TOTAL POLICE	\$ 21,531.14	\$ -	0.00	0.00	\$ 16,066.15

PAYROLL - JUNE 30, 2022

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
ROAD USE	June 11 - 24, 2022				
Zeb Bowser	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,227.04
Nick Kahler	2,138.46	-	0.00	0.00	1,478.09
TJ Neelson	1,644.00	-	0.00	0.00	1,249.38
Jasper Scott	1,746.83	-	0.00	0.00	1,431.32
TOTAL ROAD USE	\$ 7,273.29	\$ -	0.00	0.00	\$ 5,385.83
SEWER	June 11 - 24, 2022				
Tim Schultz	\$ 2,101.07	\$ 93.38	0.00	5.00	\$ 1,478.09
Jim Tjaden	2,461.54	-	0.00	0.00	1,786.99
TOTAL SEWER	\$ 4,562.61	\$ 93.38	0.00	5.00	\$ 3,265.08
SWIMMING POOL	June 10 - 23, 2022				
Lydia Ahlrichs	\$ 180.00	\$ -	0.00	0.00	\$ 146.23
Rylan Bertling	266.44	-	0.00	0.00	244.06
Gabriella Donovan	163.13	-	0.00	0.00	150.65
Jill Flynn	294.63	-	0.00	0.00	272.09
Sullivan Flynn	801.00	-	0.00	0.00	687.44
Taylor Gassman	284.44	-	0.00	0.00	262.68
Ella Glawatz	591.38	-	0.00	0.00	536.80
Reeve Graver	272.25	-	0.00	0.00	251.42
Tyler Gray	23.56	-	0.00	0.00	21.76
Keaton Hermesen	141.06	-	0.00	0.00	130.26
Macaya Hollingshead	65.25	-	0.00	0.00	60.25
Karle Kramer	455.94	-	0.00	0.00	421.06
Jacob Miller	559.63	-	0.00	0.00	510.66
Cole Nietert	373.50	-	0.00	0.00	344.92
Cord Nietert	319.50	-	0.00	0.00	295.06
Alexis Orth	87.01	-	0.00	0.00	80.36
Dylan Ponder	501.63	-	0.00	0.00	452.90
Ethan Ponder	389.25	-	0.00	0.00	354.48
Lake Schnoor	182.69	-	0.00	0.00	168.71
Emma Schwendinger	754.62	-	0.00	0.00	671.24
River Smith	105.13	-	0.00	0.00	97.09
Madeline Stadtmueller	692.00	-	0.00	0.00	619.68
Hayden Tomkins	127.19	-	0.00	0.00	117.46
Brock Westphal	298.32	-	0.00	0.00	273.49
TOTAL SWIMMING POOL	\$ 7,929.55	\$ -	0.00	0.00	\$ 7,170.75
WATER	June 11 - 24, 2022				
Daniel Pike	\$ 1,971.20	\$ -	0.00	0.00	\$ 1,421.42
TOTAL WATER	\$ 1,971.20	\$ -	0.00	0.00	\$ 1,421.42
TOTAL - ALL DEPTS.	\$ 79,042.94	\$ 529.93	0.00	5.00	\$ 59,549.40

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
KIESLER'S POLICE SUPPLY, INC.	PD MINOR EQUIPMENT		106.96		

	110 POLICE DEPARTMENT TOTAL		106.96		
STREET LIGHTS					
ALLIANT ENERGY-IES	WELTER DR STREETLIGHTS		174.55		

	230 STREET LIGHTS TOTAL		174.55		
AQUATIC CENTER					
CARRICO AQUATIC RESOURCES INC	POOL CHEMICALS		6,128.34		
FAREWAY STORES #840-1	POOL CONCESSIONS		153.91		
JOHN DEERE FINANCIAL	POOL EQUIP REPAIR/MAINT		1.43		
MYERS-COX CO.	POOL CONCESSIONS		1,678.62		
NEXT GENERATION PLBG & HTG LLC	POOL EQUIP REPAIR/MAINT		3,556.71		

	440 AQUATIC CENTER TOTAL		11,519.01		
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY EQUIP REPAIR/MAINT		32.55		
KROMMINGA MOTORS INC	2020 TAYLOR WAY ROTARY TILLER		1,000.00		
LAPORTE MOTOR SUPPLY	CEMETERY EQUIP REPAIR/MAINT		12.10		

	450 CEMETERY TOTAL		1,044.65		
SOLDIER'S MEMORIAL BOARD					
MONTICELLO MEMORIAL BOARD	SLDR MEM OPERATING FEE		500.00		
LADCO	SLDR MEM BLDG REPAIR/MAINT		237.50		
TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE		2.99		

	498 SOLDIER'S MEMORIAL BOARD TOTAL		740.49		
CITY HALL/GENERAL BLDGS					
IOWA LEAGUE OF CITIES	CH DUES		2,495.00		
IOWA STATE UNIVERSITY	CH CONFERENCE - CLARK		195.00		
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES		31.98		
JONES CO SAFE & HEALTHY	CH CONTRIBUTION		3,000.00		
JONES CO EXTENSION & OUTREACH	DISCOVERY CAMP DONATION		500.00		
JONES COUNTY JETS	CH CONTRIBUTION		1,500.00		
JONES COUNTY TOURISM ASSOC	CH CONTRIBUTION		1,212.00		
LIMESTONE BLUFFS R C & D	MAQUOKETA RIVER WATERSHED		6,060.00		
SIMMERING-CORY IA CODIFICATION	CH PRO FEES		475.00		
LADCO	CH BLDG REPAIR/MAINT		1,425.00		
TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE		5.98		

	650 CITY HALL/GENERAL BLDGS TOTAL		16,899.96		

	001 GENERAL TOTAL		30,485.62		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
SOLDIER MEMORIAL FUND SOLDIER'S MEMORIAL BOARD KRAUS PLUMBING & HEATING LLC	SLDR MEM BLDG REPAIRS				
	498 SOLDIER'S MEMORIAL BOARD TOTAL		-----		
	003 SOLDIER MEMORIAL FUND TOTAL		-----		
MONTICELLO BERNDES CENTER PARKS BAKER PAPER CO INC D&S PORTABLES, INC. MYERS-COX CO. PEPSI COLA BOTTLING CO CECELIA TRENKAMP	MBC BUILDING SUPPLIES MBC PORT-A-POT RENTAL MBC BUILDING SUPPLIES MBC CONCESSIONS MBC DAMAGE DEPOSIT REFUND		147.26 311.25 110.01 209.58 200.00		
	430 PARKS TOTAL		----- 978.10		
	005 MONTICELLO BERNDES CENTER TOTAL		----- 978.10		
FIRE FIRE HOLMES TRANSMISSION & REPAIR INSURANCE ASSOCIATES, INC. IOWA STATE PRISON INDUSTRIES DAVID B MCNEILL RADIO COMMUNICATIONS CO INC TOYNE, INC.	FIRE EQUIP REPAIR/MAINT FIRE WORKMANS COMP INSURANCE FIRE SUPPLIES FIRE SUPPLIES FIRE P-25 RADIOS FIRE EQUIP REPAIR/MAINT		194.95 10,476.30 369.60 8.59 234.23 145.22		
	150 FIRE TOTAL		----- 11,428.89		
	015 FIRE TOTAL		----- 11,428.89		
AMBULANCE AMBULANCE INSURANCE ASSOCIATES, INC. RADIO COMMUNICATIONS CO INC	AMB WORKMANS COMP INSURANCE AMB P-25 RADIOS (10)		22,499.55 12,560.00		
	160 AMBULANCE TOTAL		----- 35,059.55		
	016 AMBULANCE TOTAL		----- 35,059.55		
HOTEL/MOTEL TAX HOTEL/MOTEL JONES CO ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT FEE		15,000.00		
	699 HOTEL/MOTEL TOTAL		----- 15,000.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	018 HOTEL/MOTEL TAX TOTAL		15,000.00		
POLICE IMPROVEMENT POLICE DEPARTMENT KIESLER'S POLICE SUPPLY, INC.	PD MINOR EQUIPMENT		1,071.58		
	110 POLICE DEPARTMENT TOTAL		1,071.58		
	026 POLICE IMPROVEMENT TOTAL		1,071.58		
LIBRARY IMPROVEMENT LIBRARY RICK EUGENE BRAMMER	LIB IMP SUMMER READING PROGRAM		350.00		
	410 LIBRARY TOTAL		350.00		
	030 LIBRARY IMPROVEMENT TOTAL		350.00		
LIBRARY LIBRARY ALL AMERICAN LAWN & LANDSCAPE BAKER & TAYLOR BOOKS LADCO TK ELEVATOR CORPORATION	LIB WEED CONTROL & HYDRANGEA LIB BOOKS LIB BLDG REPAIR/MAINT ELEVATOR MAINTENANCE		300.00 354.99 237.50 2.99		
	410 LIBRARY TOTAL		895.48		
	041 LIBRARY TOTAL		895.48		
AIRPORT AIRPORT ALLIANT ENERGY-IES D & N FENCE CO. INC MONTICELLO AVIATION INC	20373 HWY 38 AIRPORT AIRPORT GATE AIRPORT MANAGER		696.63 2,960.00 2,166.66		
	280 AIRPORT TOTAL		5,823.29		
	046 AIRPORT TOTAL		5,823.29		
ROAD USE STREETS BEHREND'S CRUSHED STONE BRIAN CROWLEY IOWA STATE PRISON INDUSTRIES JOHN DEERE FINANCIAL KIMBALL MIDWEST KROMMINGA MOTORS INC LAPORTE MOTOR SUPPLY MONTICELLO MACHINE SHOP INC	RU STREET MAINTENANCE SUPPLIES RU EQUIP REPAIR/MAINT RU STREET MAINTENANCE SUPPLIES RU BOOTS - NEALSON RU EQUIP REPAIR/MAINT 2020 TAYLOR WAY ROTARY TILLER RU EQUIP REPAIR/MAINT RU EQUIP REPAIR/MAINT		418.61 145.02 10.00 152.16 525.10 2,406.35 320.90 19.34		

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MATHY CONSTRUCTION	RU STREET MAINTENANCE SUPPLIES		83.51		
THOMPSON TRUCK & TRAILER, INC.	RU EQUIP REPAIR/MAINT		563.65		
	210 STREETS TOTAL		4,644.64		
	110 ROAD USE TOTAL		4,644.64		
EMPLOYEE BENEFITS POLICE DEPARTMENT INSURANCE ASSOCIATES, INC.	PD WORKMANS COMP INSURANCE		17,990.25		
	110 POLICE DEPARTMENT TOTAL		17,990.25		
STREETS INSURANCE ASSOCIATES, INC.	RU WORKMANS COMP INSURANCE		9,183.71		
	210 STREETS TOTAL		9,183.71		
LIBRARY INSURANCE ASSOCIATES, INC.	LIB WORKMANS COMP INSURANCE		245.77		
	410 LIBRARY TOTAL		245.77		
PARKS INSURANCE ASSOCIATES, INC.	MBC WORKMANS COMP INSURANCE		3,262.84		
	430 PARKS TOTAL		3,262.84		
AQUATIC CENTER INSURANCE ASSOCIATES, INC.	POOL WORKMANS COMP INSURANCE		1,317.50		
	440 AQUATIC CENTER TOTAL		1,317.50		
CEMETERY INSURANCE ASSOCIATES, INC.	CEM WORKMANS COMP INSURANCE		1,797.80		
	450 CEMETERY TOTAL		1,797.80		
SUPER MAC FUND INSURANCE ASSOCIATES, INC.	SUPER MAC WORKMANS COMP INSURA		57.86		
	499 SUPER MAC FUND TOTAL		57.86		
MAYOR AND CITY COUNCIL INSURANCE ASSOCIATES, INC.	MAYOR/COUNCIL WORKMANS COMP IN		74.53		
	610 MAYOR AND CITY COUNCIL TOTAL		74.53		
CLERK/CITY ADMIN INSURANCE ASSOCIATES, INC.	CH WORKMANS COMP INSURANCE		1,412.85		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	620 CLERK/CITY ADMIN TOTAL		1,412.85		
	112 EMPLOYEE BENEFITS TOTAL		35,343.11		
POLICE FORFEITURE POLICE DEPARTMENT KIESLER'S POLICE SUPPLY, INC.	PD MINOR EQUIPMENT		1,178.30		
	110 POLICE DEPARTMENT TOTAL		1,178.30		
	180 POLICE FORFEITURE TOTAL		1,178.30		
CAPITAL IMPROVEMENT STREETS SNYDER & ASSOCIATES, INC	E 7TH STREET RECONSTRUCTION		6,274.72		
	210 STREETS TOTAL		6,274.72		
	332 CAPITAL IMPROVEMENT TOTAL		6,274.72		
WATER WATER BROWN SUPPLY CO INC HAWKINS WATER TREATMENT INSURANCE ASSOCIATES, INC. IOWA ONE CALL JOHN DEERE FINANCIAL	WATER SYSTEM WATER SYSTEM WATER WORKMANS COMP INSURANCE WATER SYSTEM WATER BOOTS - NEALSON		3,512.00 40.00 4,425.25 41.40 42.50		
	810 WATER TOTAL		8,061.15		
	600 WATER TOTAL		8,061.15		
CUSTOMER DEPOSITS WATER CITY OF MONTICELLO	KEIL/JOHN		565.00		
	810 WATER TOTAL		565.00		
	602 CUSTOMER DEPOSITS TOTAL		565.00		
SEWER SEWER INSURANCE ASSOCIATES, INC. IOWA ONE CALL JOHN DEERE FINANCIAL KRAUS KUSTOM BUILDERS STEGER CONST INC	SEWER WORKMANS COMP INSURANCE SEWER SYSTEM SEWER SUPPLIES SEWER BLDG REPAIR/MAINT SEWER SYSTEM		3,912.54 41.40 28.96 1,742.00 1,632.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	815 SEWER TOTAL		7,356.90		
	610 SEWER TOTAL		7,356.90		
SANITATION					
SANITATION					
INSURANCE ASSOCIATES, INC.	SAN WORKMANS COMP INSURANCE	3,067.25			
JOHN DEERE FINANCIAL	SANITATION BOOTS - NEALSON	42.49			
JONES COUNTY SOLID WASTE	SANITATION LOAD TICKETS	106.95			
REPUBLIC SERVICES	RESIDENTIAL GARBAGE	23,433.42			
	840 SANITATION TOTAL		26,650.11		
	670 SANITATION TOTAL		26,650.11		
	Accounts Payable Total		191,166.44		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	30,485.62
003 SOLDIER MEMORIAL FUND	
005 MONTICELLO BERNDES CENTER	978.10
015 FIRE	11,428.89
016 AMBULANCE	35,059.55
018 HOTEL/MOTEL TAX	15,000.00
026 POLICE IMPROVEMENT	1,071.58
030 LIBRARY IMPROVEMENT	350.00
041 LIBRARY	895.48
046 AIRPORT	5,823.29
110 ROAD USE	4,644.64
112 EMPLOYEE BENEFITS	35,343.11
180 POLICE FORFEITURE	1,178.30
332 CAPITAL IMPROVEMENT	6,274.72
600 WATER	8,061.15
602 CUSTOMER DEPOSITS	565.00
610 SEWER	7,356.90
670 SANITATION	26,650.11

TOTAL FUNDS	191,166.44

City Council Meeting
Prep. Date: 6/29/2022
Preparer: Russell Farnum



Agenda Item: # 1
Agenda Date: 07/05/2022

Communication Page

Agenda Items Description: Naming "Panther Valley"

Type of Action Requested: Resolution

Attachments & Enclosures:

Resolution
Letter from Students

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

Synopsis: The City received a request from students at Sacred Heart School to rename the street north of Panther Stadium to "Panther Valley". A copy of the request is attached.

When presented at the June 25 Council meeting, the Council was agreeable to this change.

Recommendation: Approval is recommended.

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

RESOLUTION

To approve naming of section of roadway between the south end of Maple Street to South Cedar Street running east and west just behind the visitor's bleachers at the Monticello High School Football Field /Track as "Panther Valley"

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

WHEREAS, Sacred Heart 5th Grade and staff members have requested that the Council consider "Panther Valley" as a potential name for the roadway, and

WHEREAS, The City Council has considered a number of options, both past and present, and has determined that the roadway from the south end of Maple Street to South Cedar Street running east and west just behind the visitor's bleachers at the Monticello High School Football Field /Track should be named Panther Valley.

NOW, THEREFORE, BE IT RESOLVED that the City of Monticello does hereby approve of Panther Valley as the name for the roadway from the south end of Maple Street to South Cedar Street running east and west just behind the visitor's bleachers at the Monticello High School Football Field /Track and directs that said name appear on related documents.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed this 5th day of July, 2022.

David Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

June 8, 2022

Monticello City Council & City Administrator
Monticello Superintendent, Principal & Athletic Director

We would like to do a project for the city of Monticello & the school district, this is to name the road just behind the visitor's bleachers at the Monticello High School Football Field **PANTHER VALLEY**. The Sacred Heart 5th grade students voted on a selection of names and this "title" came up with the most votes.

This road is not named but it does have a stop sign at the intersection with South Cedar Street. This would be a "SAFETY" addition to the city of Monticello by allowing the police / EMTs and school personnel to find the exact location in case of an emergency down by the football field.

We would like for the city and school district to discuss this project and for both of them to support this project and get back to us at their convenience.

Rick Westoff and Leo Leibold are also on board with this project; these two men as you know are "pillars" in the Monticello community and are part of our Sacred Heart staff. Our students could attend this unveiling of this street sign at a home varsity football game this coming fall ("2022").

I (Tim Hollett) spearheaded a similar honor for Matt Tobin who attended St. Paul's Catholic Elementary School in Worthington years ago. Matt played football for: Beckman High School, University of IOWA and four NFL teams. We put the street sign **MATT TOBIN LANE** up in the back of the school. It was a proud day for: Matt, the students, school and the community of Worthington!

Sincerely,

Tim Hollett - Sacred Heart Physical Education Teacher

5th Grade "2021 - 2022" - Sacred Heart Students

Rick Westoff - Sacred Heart Staff

Leo Leibold - Sacred Heart Staff

Susan Hucker - Sacred Heart Principal

City Council Meeting
Prep. Date: 06/29/22
Preparer: Russell Farnum



Agenda Item: # 2 & 3
Agenda Date: 07/05/22

Communication Page

Agenda Items Description: Approval of Final Plats for Lot 1 of McElmeel Acres Second Addition, and Lot 1 of McElmeel Acres Third Addition, for property on the east side of 150th Ave, in the City’s extraterritorial jurisdiction (Hughes/McElmeel)

<u>Type of Action Requested:</u> Resolutions					
<u>Attachments & Enclosures:</u> (2) Resolutions (2) Plats	<u>Fiscal Impact:</u> Budget Line Item: <table border="1"><tr><td> </td></tr></table> Budget Summary: <table border="1"><tr><td> </td></tr></table> Expenditure: <table border="1"><tr><td> </td></tr></table> Revenue: <table border="1"><tr><td> </td></tr></table>				

Synopsis:

Surveyor Mike Weber has provided two plats for City review, so that Gerald “Jerry” McElmeel and Donald “Red” Hughes can exchange 1.57 acres of land between each other.

Both of these proposed lots are outside the City limits in Jones County on 150th Avenue. A map of the proposed lots on an aerial photo of the land is below.

Background:

Because the subject property is within 2 miles of the corporate limits of Monticello, the City must also approve the proposed plats. For reasons not provided, neighboring property owners Jerry McElmeel and Red Hughes wish to trade two parcels.

The proposed plat of Lot 1 of McElmeel Acres Second Addition is an L-shaped strip of land, owned by Jerry McElmeel, that wraps around Red Hughes’s home, located on Parcel 2001-164.

The proposed plat of Lot 1 of McElmeel Acres Third Addition is an L-shaped strip of land, owned jointly by McElmeel and Hughes, that wraps around Jarod McElmeel’s home.

Both parcels are 1.57 acres.

It is unknown if the purpose of this trade is to make Red Hughes’ lot bigger, or to make Jarod McElmeel’s lot bigger, or just to trade land and create some new lots.

Normally, a recommendation would be made to make sure these lots were combined with adjacent property, so as to avoid creating any new remnant lots. This is a concern with these plats, particularly due to the narrower and odd-shaped features of the lots. However, without knowing the full nature of the relationships of the parties and what is hoping to be accomplished, it is difficult to add that requirement.

Neither plat has any impact upon the long term growth or development of the City. Therefore, I think it is best to defer to the County on any lot combination requirement, if it deems necessary for compliance with County platting or zoning requirements.



Recommendation:

The Planning and Zoning Commission reviewed these plats at their regular meeting of June 28, 2022, and recommended approval by a 3-0 vote (Sauser and Adams absent). Approval is recommended.

The City of Monticello, Iowa

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

RESOLUTION #

Approving Final Plat of Lot 1 of McElmeel Acres Second Addition

WHEREAS, The Final Plat of Lot 1 of McElmeel Acres Second Addition has been presented to the City Council for approval, same being located within the two-mile jurisdiction of the City limits of the City of Monticello, and

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

WHEREAS, The City Council has reviewed the Final Plat and finds that it should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Final Plat of Lot 1 of McElmeel Acres Second Addition.

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 5th day of July, 2022.

David Goedken, Mayor

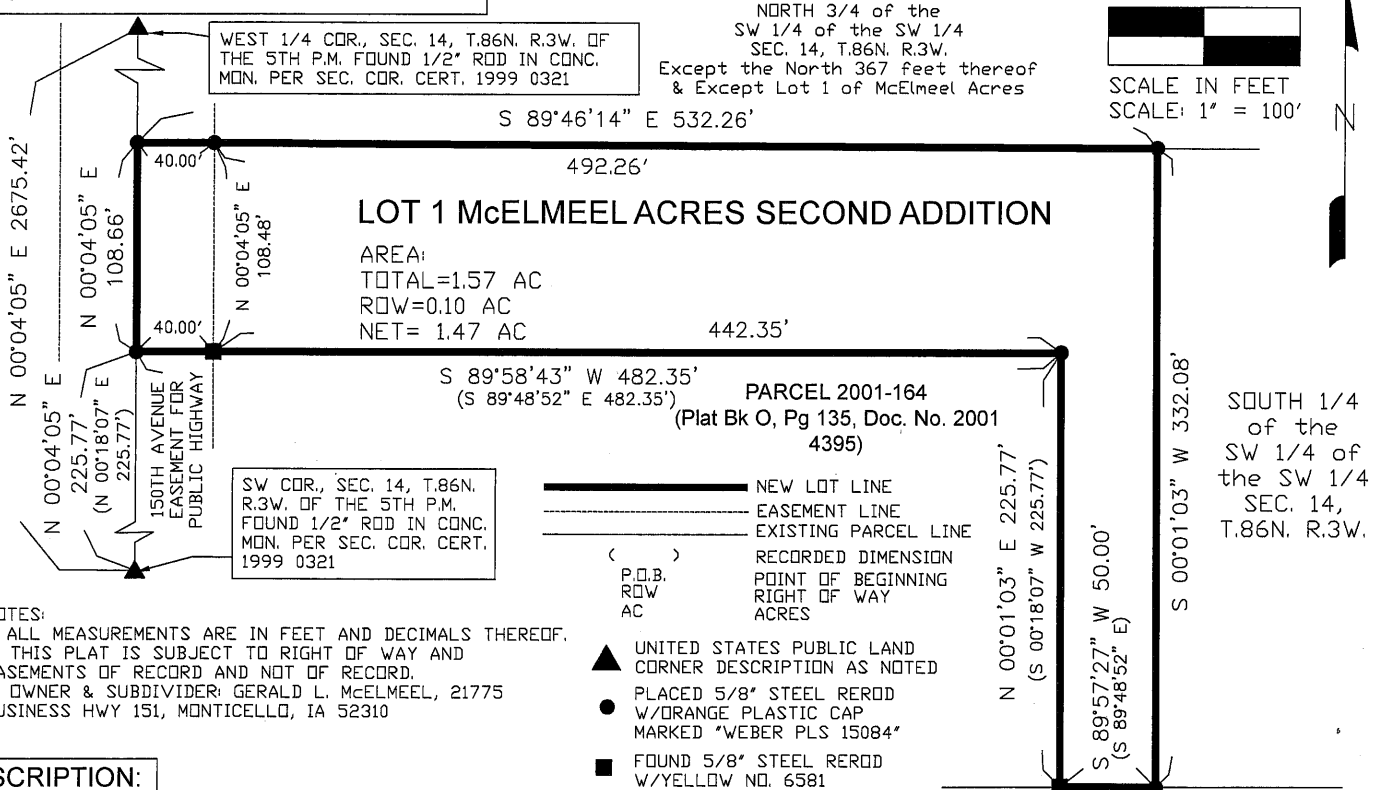
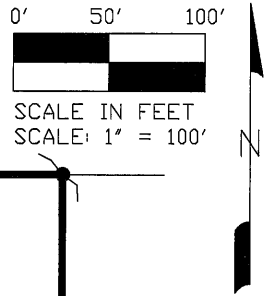
Attest:

Sally Hinrichsen, City Clerk/Treasurer

PREPARED BY: MICHAEL J. WEBER, WEBER SURVEYING, LLC, 26789 46TH AVE, BERNARD, IA 52032 (563) 879-4173

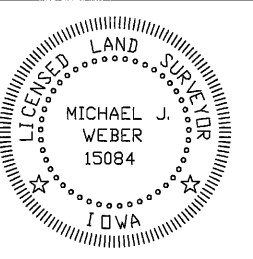
Index Legend
 Location: Lot 1, McElmeel Acres Second Addition,
 SW-SW, Sec. 14, T.86N. R.3W.
 Requestor: Donald M. Hughes
 Proprietor: Gerald L. McElmeel
 Surveyor: Michael J. Weber
 Surveyor Company: Weber Surveying, LLC
 & Return To: 26789 46th AVE, Bernard, IA 52032
 mjweber1@bernardtel.com 563-590-4993

FINAL PLAT of
LOT 1 of McELMEEL ACRES SECOND ADDITION
 in Section 14, T.86N. R.3W. of the 5th P.M. in
 Jones County, Iowa



DESCRIPTION:

LOT 1 of McELMEEL ACRES SECOND ADDITION, being part of the South 1/4 of the SW 1/4 of the SW 1/4, Section 14, T.86N. R.3W. of the 5th P.M., Jones County, Iowa, more particularly described as follows: Commencing at the SW corner of said Section 14, thence N 00°04'05" E, (assumed bearing), 225.77' along the West line of said Section 14 to the NW corner of Parcel 2001-164 as shown in Plat Book O Page 135, Document No. 2001 4395 of the Jones County Recorder's Office; thence N 00°04'05" E, 108.66' along the West line of said Section 14 to the NW corner of the South 1/4 of the SW 1/4 of the SW 1/4 of said Section 14; thence S 89°46'14" E, 532.26' along the North line of the South 1/4 of the SW 1/4 of the SW 1/4 of said Section 14; thence S 00°01'03" W, 332.08' to the South line of the South 1/4 of the SW 1/4 of the SW 1/4 of said Section 14; thence S 89°57'27" W, 50.00' along said South line to the SE corner of said Parcel 2001-164; thence N 00°01'03" E, 225.77' along the East line of said Parcel 2001-164 to the NE corner of said Parcel 2001-164; thence S 89°58'43" W, 482.35' along the North line of said Parcel 2001-164 to the point of beginning, containing 1.57 acres and subject to easements of record and not of record.



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

Michael J. Weber June 20, 2022
 MICHAEL J. WEBER (DATE)
 LICENSE NUMBER 15084
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2023
 SHEETS COVERED BY THIS SEAL : SHEET NO. 1

WEBER SURVEYING, LLC
 26789 46TH AVE
 BERNARD, IA 52032
 PH: (563) 879-4173
 FAX: (563) 879-4199

DRAWN BY: MJW
 SURVEY DATE: 6/02/22
 DWG: 20152-McELMEEL

SHEET 1 OF 1

The City of Monticello, Iowa

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

RESOLUTION #

Approving Final Plat of Lot 1 of McElmeel Acres Third Addition

WHEREAS, The Final Plat of Lot 1 of McElmeel Acres Third Addition has been presented to the City Council for approval, same being located within the two-mile jurisdiction of the City limits of the City of Monticello, and

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

WHEREAS, The City Council has reviewed the Final Plat and finds that it should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Final Plat of Lot 1 of McElmeel Acres Third Addition.

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 5th day of July, 2022.

David Goedken, Mayor

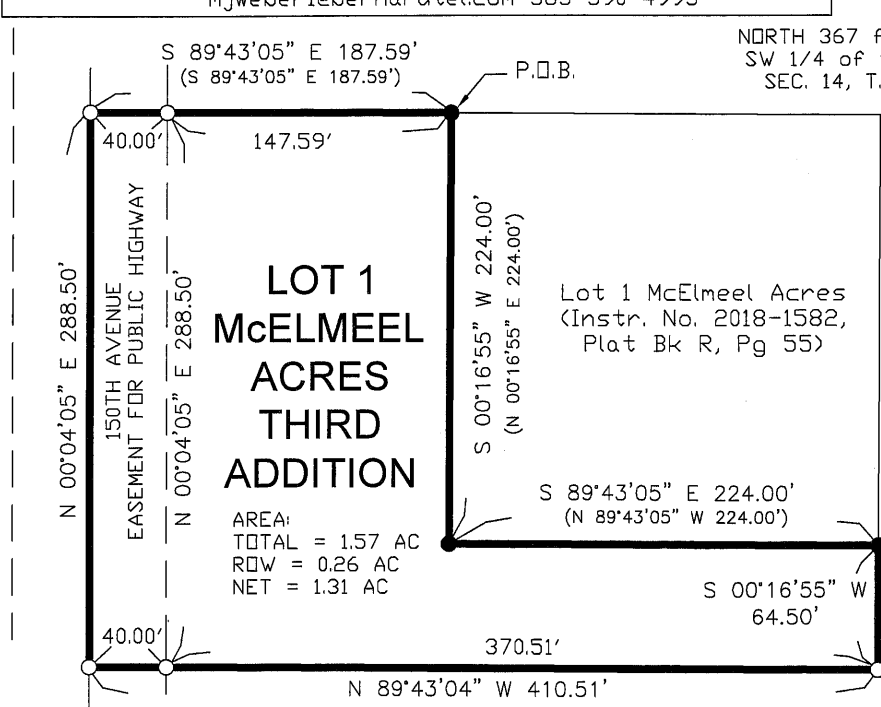
Attest:

Sally Hinrichsen, City Clerk/Treasurer

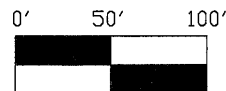
Index Legend

Location: Lot 1, McElmeel Acres Third Addition, SW-SW,
 Sec. 14, T.86N. R.3W.
 Requestor: Gerald McElmeel
 Proprietor: Donald Hughes & Gerald McElmeel
 Surveyor: Michael J. Weber
 Surveyor Company: Weber Surveying, LLC
 & Return To: 26789 46th AVE, Bernard, IA 52032
 mjweber1@bernardtel.com 563-590-4993

**FINAL PLAT of
 LOT 1 of McELMEEL ACRES
 THIRD ADDITION
 in Section 14, T.86N. R.3W. of the
 5th P.M. in Jones County, Iowa**



NORTH 367 feet of the
 SW 1/4 of the SW 1/4
 SEC. 14, T.86N. R.3W.



SCALE IN FEET
 SCALE: 1" = 100'

NORTH 3/4 of the
 SW 1/4 of the SW 1/4
 SEC. 14, T.86N. R.3W.
 Except the North 367 feet thereof

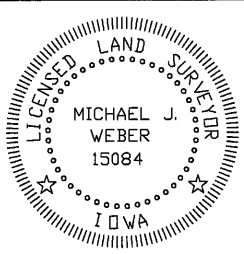
- PLACED 5/8" DIA. STEEL REROD W/ORANGE PLASTIC CAP MARKED "WEBER PLS 15084"
- SUBDIVISION CORNER FOUND 5/8" DIA. STEEL REROD W/ORANGE PLASTIC CAP MARKED "WEBER PLS 15084"

- NEW LOT LINE
- - - EASEMENT LINE
- EXISTING PARCEL LINE
- () RECORDED DIMENSION
- P.O.B. POINT OF BEGINNING
- RDW RIGHT OF WAY
- AC ACRES

NOTES:
 1. ALL MEASUREMENTS ARE IN FEET AND DECIMALS THEREOF.
 2. THIS PLAT IS SUBJECT TO RIGHT OF WAY AND EASEMENTS OF RECORD AND NOT OF RECORD.
 3. OWNER & SUBDIVIDER: GERALD L. McELMEEL, 21775 BUSINESS HWY 151, MONTICELLO, IA 52310

DESCRIPTION:

LOT 1 of McELMEEL ACRES THIRD ADDITION, being part of the North 3/4 of the SW 1/4 of the SW 1/4, Section 14, T.86N. R.3W. of the 5th P.M. Excepting the North 367 feet thereof in Jones County, Iowa, more particularly described as follows: Commencing at the NW corner of Lot 1 of McElmeel Acres as shown in Instrument No. 2018-1582, Plat Book R, Page 55 of the Jones County Recorder's Office being the point of beginning; thence S 00°16'55" W (assumed bearing), 224.00' along the West line of said Lot 1 of McElmeel Acres to the SW corner of said Lot 1 of McElmeel Acres; thence S 89°43'05" E, 224.00' along the South line of said Lot 1 of McElmeel Acres to the SE corner of said Lot 1 of McElmeel Acres; thence S 00°16'55" W, 64.50'; thence N 89°43'04" W, 410.51' to the West line of said Section 14; thence N 00°04'05" E, 288.50' along said West line to the NW corner of the North 3/4 of the SW 1/4 of the SW 1/4, Section 14, T.86N. R.3W. of the 5th P.M. Excepting the North 367 feet thereof; thence S 89°43'05" E, 187.59' along the North line of the North 3/4 of the SW 1/4 of the SW 1/4, Section 14, T.86N. R.3W. of the 5th P.M. Excepting the North 367 feet thereof to the point of beginning, containing 1.57 acres and subject to easements of record and not of record.



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

Michael J. Weber June 20, 2022
 MICHAEL J. WEBER (DATE)
 LICENSE NUMBER 15084
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2023
 SHEETS COVERED BY THIS SEAL: SHEET NO. 1

WEBER SURVEYING, LLC
 26789 46TH AVE
 BERNARD, IA 52032
 PH: (563) 879-4173
 FAX: (563) 879-4199

DRAWN BY: MJW
 SURVEY DATE: 6/20/22
 DWG: 20152-FP-3rd-ADD
SHEET 1 OF 1



July 5, 2022

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

RE: Pay Request #4 and Change Order #6
EAST 7TH 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 #4 and Change Order #6 from Pirc-Tobin Construction, Inc. for the project referenced above. We have reviewed the pay request and the change order and find them in agreement with the work completed to date. This pay request and change order is reflective of completed work and vetted quantities that were previously in question. The seeding payment is still being withheld due to lack of vegetative growth. The seeding items will be paid to the contractor when the areas seeded have reached 70% vegetation. We recommend approval of Pay Request #4 in the amount of **\$19,076.27** and Change Order #6 in the amount of **\$10,600.00** for this project 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 handwritten signature in blue ink, appearing to read 'A.J. Barry'.

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

Enclosure: Pay Request #4, Change Order #6

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 Change Order #6 in the increase amount of \$10,600.00, submitted by Pirc-Tobin Construction, Inc. related to the 2021 East 7th Street Utility Improvements Project

WHEREAS, Pirc-Tobin Construction, Inc. is contracted with the City to complete the 2021 East 7th Street Utility Improvements Project, and

WHEREAS, Pirc-Tobin Construction, Inc. has submitted Change Order #6 tied to the installation of water service pipe placements on 7th Street in the increase amount of \$10,600.00, and

WHEREAS, The City Engineer has reviewed the proposed Change Order #6 and recommends that it be approved by the City Council.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve Change Order #6 submitted by Pirc-Tobin Construction, Inc. related to the 2021 East 7th Street Utility Improvements Project in the increase amount of \$10,600.00.

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 5th day of July, 2022.

David Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

CHANGE ORDER NO. 6

OWNER: City of Monticello

PROJECT: East 7th Street Utility Improvements
S&A PROJECT #: 121.0022.08

To: Pirc-Tobin Construction, Inc.
Contractor
2660 Old Quass Rd
Address
Alburnett, IA 52202
City, State, Zip

You are directed to make the following changes in this contract:

1. **Description of change to be made:**
Modify unit price for water service pipe placements to 102 W 7th Street.

2. **Reason for Change:**
The unit price was negotiated with the contractor for service placement to 102 W 7th Street to be \$100/LF less than the original bid price.

3. **Settlement for the cost of making the change shall be as follows:**

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
24.	WATER SERVICE PIPE, TYPE K COPPER, 1" (FIELD VERIFY SIZE)	106	LF	\$100.00	\$10,600.00
TOTAL					\$10,600.00


4. This change order will result in a net change in the contract completion time of 0 days and a net change in the cost of the project of \$10600.00 divided as follows:

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$471,583.20	May 31, 2022
Change due to this C.O. (+ or -)	\$10,600.00	0
Totals including this C.O.:	\$482,183.20	May 31, 2022

The change described herein is understood, and the terms of settlement are hereby agreed to:

Pirc-Tobin Construction, Inc.
CONTRACTOR
By 

DATE: 6-30-22

Snyder & Associates, Inc.
ENGINEER
By 
A.J. Barry, P.E.

DATE: 06/30/2022

City of Monticello
OWNER
By _____
Dave Goedken, Mayor

DATE: _____

The City of Monticello, Iowa

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

RESOLUTION

Approving Pay Request #4 from Pirc-Tobin Construction, Inc. related to the 2021 East 7th Street Utility Improvements Project in the amount of \$19,076.27

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 7th Street Utility Improvements Project, and

WHEREAS, The City Engineer has reviewed the 4th pay request from Pirc-Tobin related to said project and recommends that it be paid in the amount of \$19,076.27, same reflecting the maintenance of a 5% retainer in the amount of 24,664.09, 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 #4 from Pirc-Tobin Construction and authorizes payment in the amount of \$19,076.27.

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 5th day of July 2022.

David Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

APPLICATION FOR PARTIAL PAYMENT NO. 4

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: 6/30/2022

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: \$ 493,281.75
Retainage: 5% \$24,664.09
Total Earned Less Retainage: \$468,617.66
Less Previous Applications for Payment: \$ 449,541.39
AMOUNT DUE THIS APPLICATION: \$19,076.27

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 [Signature]

DATE: 6/30/22

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER
By [Signature]
A.J. Barry, P.E.

DATE: 06/30/2022

5. OWNER'S APPROVAL

City of Monticello
OWNER
By
Dave Goedken, Mayc

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	190.2		\$ 2,092.20
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	127		\$ 25,400.00
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	67.82		\$ 6,748.09
40.	SIDEWALK, PCC, 6"	71	SY	\$ 133.00	\$ 9,443.00	73.0		\$ 9,709.00
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	375.44		\$ 56,316.00
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	\$ 310,953.25	
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		\$ 493,281.75

City Council Meeting
 Prep. Date: 6/22/2022
 Preparer: Sally Hinrichsen



Agenda Item: # 6
 Agenda Date: 7/5/2022

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.

Council approved their Fireworks display for July 3, 2022. I contacted Julie and she intends to be present at the meeting to answer any questions.

They would like fireworks permit for the following days: July 16, August 6, September 24, and October 1, 8, 2022.

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: 06/29/2022
Preparer: Russell Farnum



Agenda Item: # 7
Agenda Date: 07/05/2022

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: A work session was held by the Council on June 22 to discuss the Rules. 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. After the work session on June 22, I amended the draft Rules of Order to include the following:

- Whether Work Session or Workshop (pages 4, 6 etc.), the language is now consistent as work shop
- Addressing the Council (pages 8 & 9) – The rules for Open Forum and public hearings were revised as previously discussed; allowing some discussion between Council and public
- SPECIAL COMMITTEES (pages 10 & 11) – The Department Head Hiring Committee and Salary/Compensation Committee language was added.
- COUNCIL ACTION (pages 11 & 12) – This was amended to better reflect how the Council generally holds its proceedings. The addition of language allowing further discussion to perfect the motion was included.
- Disqualifications (page 12) – Some small language changes were included.
- 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.
- Motion to Postpone (page 13) – This revised language the Council was included.

To clarify reading this updated draft, the changes that the Council had no issue with have been included in normal text. The only changes now shown are those that were discussed at the workshop.

Recommendation: Council discussion and adoption and/or further direction is requested.

CITY OF MONTICELLO, IOWA

RULES OF ORDER & PROCEDURE FOR CONDUCT OF CITY COUNCIL BUSINESS

ADOPTED: DECEMBER 2001

AMENDED: MARCH, 2020

2ND DRAFT AMENDMENT: JULY, 2022

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**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.

ORDER OF BUSINESS

The recommended order of business shall be as follows:

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

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

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.

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. The presiding officer may allow orderly, open discussion among Council members and/or between Council members and persons addressing the Council, provided same are 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 on any question of order, 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. The presiding officer may allow orderly, open discussion among Council members. 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 Open 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, although the presiding officer may allow members of the Council to ask questions of, or address, any speaker.

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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.

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

A committee made up of one relevant Board or Commission member, the Mayor, 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.

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.~~

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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 may allow discussion to perfect the motion; and thereafter 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 members 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.

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

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.

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 instances Council members should use the phrase, "...to avoid the appearance of impropriety."

Vote Required

a. Ordinances and Resolutions

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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

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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.

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.

City Council Meeting
Prep. Date: 6/29/2022
Preparer: Sally Hinrichsen



Agenda Item: # 8-16
Agenda Date: 7/05/2022

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
 - a. New ATV/UTV law changes that went into effect
July 1st- HF 2130
- 14. Water/Wastewater Superintendent
- 15. Park and Recreation Director
- 16. Library Director

Summary of HF 2130 put together by Sioux County
Sheriff Captain Jamie Van Voorst, from KHAK.com
website

2022 STATE OF IOWA ATV/UTV BILL HF2130

The (ATV/UTV) bill was proposed to the State Government in response to a 2020 survey asking avid ATV and UTV riders what they would like to see changed in Iowa law to support their sport better. Over 4600 people responded with the following key items: (1) Be able to ride on more County and State roadways. (2) Be able to ride in all 99 counties with a State wide uniform law.

Below is the easy to understand version of new HF2130 ATV/UTV bill

By the new State Law any registered (ATV/UTV) vehicle may be operated in all 99 counties of Iowa as long as you **OBEY** the following laws:

Maximum Speed will be 35 MPH

You must be at least 18 years old (No one below 18) and have a **VALID** driver's license and carry **VALID** proof of insurance.

You must have an **OPERATIONAL** Headlight at all times, Tail and Brake light, Horn and Rear View Mirror. You will be allowed to ride Day or Night

A registered (ATV/UTV) vehicle may only be operated on a State (primary) highway that is **NOT** a divided highway (4 lane) or Interstate road system.

You can **ONLY** drive on State two lane highways over the most direct and accessible route to and from an all-terrain vehicle park or trail, to the nearest County (secondary) road, or a authorized city street or your residence.

You can (cross) a State divided highway (4 lane) at an intersection from an authorized road as long as it is **NOT** an Interstate Highway.

A registered (ATV/UTV) vehicle may be operated on any County (secondary) unpaved (gravel) road.

You can only drive on County (secondary) paved (highways) providing that you take the most direct and accessible route to and from an all-terrain vehicle park or trail, to the nearest County (secondary) gravel road, an authorized city street or your residence.

A registered (ATV/UTV) **CAN NOT** drive on any County (secondary) gravel or paved roadway that is marked (under construction) (closed) or a (detour) for normal vehicle traffic

A (ATV/UTV) can be restricted from a County (secondary) roadway during special events, Example RAGBRAI for not more than seven consecutive days or a max of 30 days per year.

All Iowa Cities may regulate the operation of (ATV/UTV) traffic within their city limits this includes (primary) and (secondary) road extensions.