

# City of Monticello, Iowa

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Posted on May 31, 2022 at 5:00 p.m.

**Amended Agenda posted on June 2, 2022 at 10:00 a.m.**

**Monticello City Council Meeting June 6, 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	May	16, 2022
<b>Approval</b> of Payroll	May	19, 2022
<b>Approval</b> of Bill List		
<b>Approval</b> of Great Pasttimes liquor license		
<b>Approval</b> of Great Jones County Fair beer license		
<b>Approval</b> of Monticello Golf Course Liquor license		
<b>Approval</b> of Kardes Convenience Store liquor license		
<b>Approval</b> of cigarette permits for the following: Kardes 151, Kardes Convenience Store, Great Pasttimes, Fareway Stores Inc #840, Caseys General Store, Dollar General, and Monticello Dollar Fresh		

## **Resolutions:**

1. **Resolution** to approve the hiring of five Monticello Ambulance On-Call Service Members and setting wage
2. **Resolution** to approve the hiring of two Monticello Ambulance Part-Time Paramedics and setting wage
3. **Resolution** to acknowledge the hiring of Monticello Library seasonal employee and full-time staff positions and setting wage
4. **Resolution** to approve the hiring of Monticello Aquatic Center staff
5. **Resolution** to Approve Extra Work Order Proposal for Route 38/Cedar Street manhole repairs

**Reports / Potential Actions:**

6. City Engineer
7. Mayor
8. City Administrator 3.
9. City Clerk
10. Public Works Director
11. Police Chief
12. Water/Wastewater Superintendent
13. Park and Recreation Director
14. Library Director

**Work Sessions:**

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

**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 6, 2022 City Council Meeting

Time: Jun 6, 2022 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83790511618>

Meeting ID: 837 9051 1618

One tap mobile

+16465588656,,83790511618# US (New York)

+13017158592,,83790511618# US (Washington DC)

Dial by your location

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+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 837 9051 1618

Find your local number: <https://us02web.zoom.us/u/kdu4bzFNw9>

Regular Council Meeting  
May 16, 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, Library Director Michelle Turnis, Park & Rec Director Jacob Oswald and Police Chief Britt Smith. Council member Scott Brighton and Public Works Director Nick Kahler arrived during meeting. The public was invited to attend the meeting in person, with limited seating or to participate in the meeting electronically via “Zoom Meetings” and were encouraged to communicate from Zoom Meeting via chat, due to the heightened public health risks of the Coronavirus Pandemic (COVID-19). The meeting did have public attendance, both in-person and via Zoom.

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

Lux moved to approve the consent agenda, Langerman seconded, roll call unanimous. Council member Brighton arrived.

Mayor Goedken moved to open the Public Hearing on Amendment of the Budget for Fiscal Year July 1, 2021 to June 30, 2022. There were non written or oral comments. Mayor Goedken closed the Public Hearing on Amendment of the Budget for Fiscal Year July 1, 2021 to June 30, 2022. Goedken asked for a few clarifications on the proposed amendments. Langerman moved approve Resolution #2022-68 amending the current budget for fiscal year ending June 30, 2022, Peach seconded, roll call unanimous.

University of Iowa students Chuck Smith, Lara Gavin and Grant Hemphill gave a presentation on wetland restoration and trail design, which funded through the Maquoketa River Watershed Management Agency. Their plan included Riverside Gardens and the open space donated to the City behind Dollar Fresh. They pointed out some concerns with the storm water outlets near Riverside Gardens and Kitty Creek. They recommended removing most of the concrete swale along Business Hwy 151 and replace it with a CRP mix of native plantings or butterfly garden plantings to help control the water flow. The pond near Dollar Fresh has no drainage, so water gets stale and will be prone for algae growth and mosquitos. Their design included 10-foot-wide trail, as Iowa DOT 12B-1 recommends. They put together a wetland’s maintenance guide for future wetland maintenance. The estimated cost for the Riverside was \$185,000 and the 12-acre site by Dollar Fresh was \$260,000. The design was prepared, so the work could be done in phases. No action was taken.

Yeoman moved to approve Resolution #2022-69 Authorizing the City Clerk to make the Appropriate Transfers of Sums and Record the Same in the Appropriate Manner for FY 2022 for the City of Monticello, Peach seconded, roll call unanimous.



Lux moved to approve Resolution #2022-70 Approving Tammy Sutterman Tax Abatement Application related to Residential Improvements constructed at 510 North Sycamore Street, Monticello, Iowa, Brighton seconded, roll call unanimous.

Yeoman moved to approve Resolution #2022-71 to affirm Council approval of the Preparation and Submission of Grant and/or loan Application with USDA to assist in the construction of the wastewater treatment facility, Langerman seconded, roll call unanimous.

Smith reported the Iowa Office of Drug Control Policy was awarded a three year, 1.7-million-dollar Federal Comprehensive Opioid Abuse Program (COAP) grant for innovative substance use disorder treatment from the U.S. Department of Justice. In November of 2020, Jones County was fortunate to be awarded as one of the three counties in Iowa to implement the COAP Diversion Program as a way to improve the ability to address the needs of people with substance abuse disorders who are involved in, or at risk of involvement in the criminal justice system. The program allows Law Enforcement officers within Jones County to offer individuals who are involved in synthetic drug use during the commission of a crime the opportunity to participate in substance abuse treatment program in lieu of incarceration. Since the implementation of the program, it has been identified that the position of a Law Enforcement Liaison is needed to facilitate the functions of the COAP grant and will perform a variety of functions. The position is a part-time/temporary position, which will last for the remaining duration of the grant period until September 30, 2023. The position will be approximately 8-10 hours per week with a maximum amount of 40 hours per month. The pay rate of the position was established at \$25.00. The position must be added to one of the 3 law enforcement entities within Jones County. Officer Nicole Minnihan of the Anamosa Police Department was selected for this position. With Jones County being the grant administrator, the County Auditor has requested that this position not be added as an employee of Jones County due to the conflict of being the financial authority for disbursement of funds. The identified employee for the Liaison position is a current police officer with the City of Anamosa and any additional hours accrued by the employee must be paid at the officer's overtime rate with the City of Anamosa. Therefore, Monticello was asked if this position could be added to the City of Monticello as it presents the least amount of conflict. All expenses associated with the addition of this position will be reimbursed by Jones County to the City of Monticello, which includes the \$25.00 base rate, as well as the additional expenses such as IPERS, Social Security, Medicare, and unemployment for a total expense of \$29.27 per hour. Langerman moved to approve Resolution #2022-72 To approve the hiring of a Law Enforcement Liaison for the Jones County COAP Project, Hanken seconded, roll call unanimous.

Langerman moved to approve Resolution #2022-73 To Approve the hiring of two Public Works Department seasonal employees and one Parks and Recreation Department seasonal employee and setting wage, Lux seconded, roll call unanimous.

Tjaden reported the IDOT contractor had issues with some manholes along the project. Contractor is looking at cost to line and/ or replace them.

Regular Council Meeting  
May 16, 2022

Oswald thanked all the volunteers, including the school staff and students that helped with the Pickup Iowa Day today. He reported the E-Sports tournament went very well. Staff will begin to fill the swimming pool this week. They will be at full staff and the hours open will be Monday thru Friday from 1 PM to 7 PM and weekends from 1 PM to 5 PM, weather permitting. Oswald stated the Park Board is working on the Master Plan in house and are in the process of doing a survey now and encouraged everyone to fill one out.

Peach moved to adjourn at 7:12 PM and take a short recess before beginning the work session to review the job descriptions.

Council held the work session to review the job descriptions until 8:06 PM.

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Dave Goedken, Mayor

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Sally Hinrichsen, City Clerk/Treasurer

# PAYROLL - MAY 19, 2022

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>May 2 - 15, 2022</b>				
Jacob Gravel	\$ 1,668.00	\$ -	0.00	0.00	\$ 1,214.89
Mason Hanson	381.60	-	0.00	0.00	315.84
David Husmann	1,916.94	8.94	0.00	0.00	1,057.14
Mary Intlekofer	1,979.55	71.55	0.00	0.00	1,367.58
Lori Lynch	2,074.40	-	0.00	0.00	1,420.42
Chloe Mogensen	228.50	-	0.00	0.00	195.83
Ryan Sutcliffe	1,896.55	68.55	0.00	0.00	1,488.81
Curtis Wyman	1,871.29	203.29	0.00	11.88	1,278.25
<b>TOTAL AMBULANCE</b>	<b>\$ 12,016.83</b>	<b>\$ 352.33</b>	<b>0.00</b>	<b>11.88</b>	<b>\$ 8,338.76</b>
<b>CEMETERY</b>	<b>April 30 - May 13, 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 1 - 14, 2022</b>				
Cheryl Clark	\$ 1,772.00	\$ -	0.00	33.76	\$ 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	1,574.40	-	0.00	0.00	1,020.70
<b>TOTAL CITY HALL</b>	<b>\$ 9,864.28</b>	<b>\$ -</b>	<b>0.00</b>	<b>33.76</b>	<b>\$ 6,536.38</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 2 - 15, 2022</b>				
Molli Hunter	\$ 987.20	\$ -	0.00	0.00	\$ 778.08
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>\$ 3,881.44</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,468.52</b>
<b>MBC</b>	<b>May 2 - 15, 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 2 - 15, 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	2,568.82	-	0.00	0.25	1,910.32
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 - MAY 19, 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	2,748.45	158.13	0.00	0.00	2,025.26
<b>TOTAL POLICE</b>	<b>\$ 19,575.31</b>	<b>\$ 158.13</b>	<b>0.00</b>	<b>5.75</b>	<b>\$ 14,333.84</b>
<b>ROAD USE</b>	<b>April 30 - May 13, 2022</b>				
Zeb Bowser	\$ 1,776.70	\$ 32.70	0.00	0.00	\$ 1,309.94
Nick Kahler	2,131.80	-	0.00	0.00	1,458.28
Jasper Scott	1,776.70	32.70	0.00	2.38	1,221.75
<b>TOTAL ROAD USE</b>	<b>\$ 5,685.20</b>	<b>\$ 65.40</b>	<b>0.00</b>	<b>2.38</b>	<b>\$ 3,989.97</b>
<b>SEWER</b>	<b>April 30 - May 13, 2022</b>				
Tim Schultz	\$ 2,085.38	\$ 93.38	0.00	13.63	\$ 1,452.39
Jim Tjaden	2,461.54	-	0.00	0.00	1,786.99
<b>TOTAL SEWER</b>	<b>\$ 4,546.92</b>	<b>\$ 93.38</b>	<b>0.00</b>	<b>13.63</b>	<b>\$ 3,239.38</b>
<b>WATER</b>	<b>April 30 - May 13, 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>\$ 65,056.02</b>	<b>\$ 669.24</b>	<b>0.00</b>	<b>86.78</b>	<b>\$ 46,292.07</b>

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
AARON'S AUTOMOTIVE LLC	PD VEHICLE OPERATING	136.58			
INFRASTRUCTURE TECHNOLOGY	PD COMPUTER SUPPORT FEES	26.50			
PLUNKETTS PEST CONTROL LLC	PD BLDG REPAIR/MAINT	98.00			
ZACHARY D LONG	PD BLDG REPAIR/MAINT	250.00			
		-----			
	110 POLICE DEPARTMENT TOTAL		511.08		
STREETS					
JOHN DEERE FINANCIAL	RU TREES & TREE PLANTING	102.98			
		-----			
	210 STREETS TOTAL		102.98		
STREET LIGHTS					
ALLIANT ENERGY-IES	E FIRST STREETLIGHTS	5,369.84			
		-----			
	230 STREET LIGHTS TOTAL		5,369.84		
AQUATIC CENTER					
BAKER PAPER CO INC	POOL BUILDING SUPPLIES	94.54			
ROBERT P CLAUSSEN	POOL GROUNDS SUPPLIES	119.76			
DUBUQUE FIRE EQUIPMENT, INC.	POOL OSHA	26.00			
JOHN DEERE FINANCIAL	POOL GROUNDS SUPPLIES	147.60			
DAVID B MCNEILL	POOL GROUNDS SUPPLIES	3.30			
WELTER STORAGE EQUIP CO., INC.	POOL SUPPLIES	270.00			
		-----			
	440 AQUATIC CENTER TOTAL		661.20		
CEMETERY					
DUBUQUE FIRE EQUIPMENT, INC.	CEMETERY OSHA	31.50			
JOHN DEERE FINANCIAL	CEMETERY TRIMMER	493.99			
		-----			
	450 CEMETERY TOTAL		525.49		
MAYOR AND CITY COUNCIL					
IOWA LEAGUE OF CITIES	MAYOR DUES	30.00			
		-----			
	610 MAYOR AND CITY COUNCIL TOTAL		30.00		
CLERK/CITY ADMIN					
MOLLI JENN HUNTER	JANITORIAL SERVICES	250.00			
		-----			
	620 CLERK/CITY ADMIN TOTAL		250.00		
ATTORNEY					
LYNCH DALLAS, P.C.	ATTORNEY FEES	330.00			
		-----			
	641 ATTORNEY TOTAL		330.00		
CITY HALL/GENERAL BLDGS					
BAKER PAPER CO INC	CH BUILDING SUPPLIES	111.82			
DUBUQUE FIRE EQUIPMENT, INC.	CH OSHA	57.53			
FP MAILING SOLUTIONS	CH CONTRACTS	98.85			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	443.40			
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES	2.49			
JONES COUNTY RECORDER	CH RECORDING FEES	32.00			
		-----			
650	CITY HALL/GENERAL BLDGS TOTAL	746.09			
		-----			
001	GENERAL TOTAL	8,526.68			
MONTICELLO BERNDEN CENTER					
PARKS					
BAKER PAPER CO INC	MBC BUILDING SUPPLIES	127.38			
CENTRAL IOWA DISTRIBUTING INC	MBC BUILDING SUPPLIES	172.00			
BRUCE A DUIT	MBC GROUNDS SUPPLIES	110.00			
FAREWAY STORES #840-1	MBC SPECIAL EVENTS	34.33			
MOLLI JENN HUNTER	JANITORIAL SERVICES	337.50			
INFRASTRUCTURE TECHNOLOGY	MBC OFFICE SUPPLIES	9.00			
COURTNEY INGLES	MBC DAMAGE DEPOSIT REFUND	200.00			
JOHN DEERE FINANCIAL	MBC EQUIP REPAIR/MAINT	5.78			
AMBER KOCH	MBC DAMAGE DEPOSIT REFUND	200.00			
WELLS FARGO VENDOR FINANCIAL	2020 TOOLCAT PAYMENT	1,048.95			
		-----			
430	PARKS TOTAL	2,244.94			
		-----			
005	MONTICELLO BERNDEN CENTER TOTAL	2,244.94			
FIRE					
FIRE					
DUBUQUE FIRE EQUIPMENT, INC.	FIRE OSHA	174.25			
ASHLEY GOTT	POOL FILL REFUND	108.70			
HOLMES TRANSMISSION & REPAIR	FIRE EQUIP REPAIR/MAINT	59.16			
JOHN DEERE FINANCIAL	FIRE SUPPLIES	60.76			
LAPORTE MOTOR SUPPLY	FIRE EQUIP REPAIR/MAINT	9.45			
SITLER'S SUPPLIES INC	FIRE LIGHT FIXTURES	2,100.00			
		-----			
150	FIRE TOTAL	2,512.32			
		-----			
015	FIRE TOTAL	2,512.32			
AMBULANCE					
AMBULANCE					
DUBUQUE FIRE EQUIPMENT, INC.	AMB OSHA	164.00			
FRESE MOTORS INC	AMB VEHICLE OPERATING	54.87			
INFRASTRUCTURE TECHNOLOGY	AMB DATA PROCESSING	26.50			
IOWA DEPT OF HUMAN SERVICES	AMB REFUND	150.51			
PHYSICIAN'S CLAIM COMPANY	AMB BILLING FEES	2,527.65			
STERICYCLE, INC.	AMB PHARMACEUTICAL DISPOSAL	79.35			
UNITY POINT HEALTH	AMB MEDICAL SUPPLIES	1,243.20			
		-----			
160	AMBULANCE TOTAL	4,246.08			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	016 AMBULANCE TOTAL		4,246.08		
LIBRARY IMPROVEMENT LIBRARY					
BAKER & TAYLOR BOOKS	LIB IMP VIDEO/DVD RECORDINGS	18.84			
MARTIKA DANIELS	LIB IMP SUMMER READING	225.00			
JOHN DEERE FINANCIAL	LIB IMP PROGRAMS/PROMOTIONS	224.98			
KOCH BROTHERS, INC.	LIB IMP SUMMER READING	39.99			
SCHOOL SPECIALITY, LLC	LIB IMP SUMMER READING PROGRAM	19.10			
TRI-STATE NATURAL FOOD	LIB IMP SUMMER READING	325.00			
	410 LIBRARY TOTAL		852.91		
	030 LIBRARY IMPROVEMENT TOTAL		852.91		
LIBRARY LIBRARY					
BAKER & TAYLOR BOOKS	LIB BOOKS	594.66			
DUBUQUE FIRE EQUIPMENT, INC.	LIB OSHA	59.00			
FAREWAY STORES #840-1	LIB PROGRAMS/PROMOTIONS	27.38			
MOLLI JENN HUNTER	JANITORIAL SERVICES	225.00			
KOCH BROTHERS, INC.	LIB OFFICE SUPPLIES	81.62			
MICRO MARKETING LLC	LIB BOOKS	25.59			
SCHOOL SPECIALITY, LLC	LIB PROGRAMS/PROMOTIONS	24.83			
USA TODAY INC	LIB MAGAZINES	338.82			
	410 LIBRARY TOTAL		1,376.90		
	041 LIBRARY TOTAL		1,376.90		
AIRPORT AIRPORT					
MONTICELLO AVIATION INC	AIRPORT MANAGER	2,166.74			
	280 AIRPORT TOTAL		2,166.74		
	046 AIRPORT TOTAL		2,166.74		
ROAD USE STREETS					
AERO RENTAL INC	RU HEAVY EQUIPMENT LEASE	1,370.00			
ALLIANT ENERGY-IES	22059 HWY 38	233.87			
BEHREND'S CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES	108.47			
CENTRAL IOWA DISTRIBUTING INC	RU SUPPLIES	242.00			
DUBUQUE FIRE EQUIPMENT, INC.	RU OSHA	125.00			
HOTSY CLEANING SYSTEMS	RU EQUIP REPAIR/MAINT	142.50			
INFRASTRUCTURE TECHNOLOGY	RU AVAST CLOUD CARE	2.50			
JOHN DEERE FINANCIAL	RU TREE & STUMP REMOVAL	212.72			
LAPORTE MOTOR SUPPLY	RU SUPPLIES	64.88			
MID-AMERICAN RESEARCH CHEMICAL	RU EQUIP REPAIR/MAINT	225.00			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
L.L. PELLING CO	RU STREET MAINTENANCE SUPPLIES	937.02			
RADIO COMMUNICATIONS CO INC	RU RADIOS (2)	741.00			
SPAHN & ROSE LUMBER CO INC	RU STREET MAINTENANCE SUPPLIES	39.98			
ST. LUKE'S METHODIST HOSPITAL	RU OSHA - NEALSON	17.50			
SUPERIOR WELDING SUPPLY CO	RU SUPPLIES	45.00			
		-----			
	210 STREETS TOTAL	4,507.44			
		-----			
	110 ROAD USE TOTAL	4,507.44			
		-----			
CAPITAL IMPROVEMENT STREETS					
PIRC-TOBIN CONSTRUCTION INC	E 7TH STREET RECONSTRUCTION	3,200.93			
SNYDER & ASSOCIATES, INC	E 7TH STREET RECONSTRUCTION	17,789.05			
		-----			
	210 STREETS TOTAL	20,989.98			
		-----			
	332 CAPITAL IMPROVEMENT TOTAL	20,989.98			
		-----			
BATY DISC GOLF COURSE PARKS					
D&S PORTABLES, INC.	BATY DG PORT-A-POT RENTAL	380.00			
		-----			
	430 PARKS TOTAL	380.00			
		-----			
	338 BATY DISC GOLF COURSE TOTAL	380.00			
		-----			
C.C. BIDWELL LIBRARY BOOK LIBRARY					
BAKER & TAYLOR BOOKS	LIB BIDWELL BOOKS	108.35			
		-----			
	410 LIBRARY TOTAL	108.35			
		-----			
	502 C.C. BIDWELL LIBRARY BOOK TOTAL	108.35			
		-----			
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					
ALLIANT ENERGY-IES	16540 190TH ST WATER TOWER	190.32			
DUBUQUE FIRE EQUIPMENT, INC.	WATER OSHA	31.50			
ASHLEY GOTT	POOL FILL REFUND	36.22			
HAWKINS WATER TREATMENT	WATER SYSTEM	40.00			



## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
INFRASTRUCTURE TECHNOLOGY	WATER DATA PROCESSING	11.50			
IOWA ONE CALL	WATER SYSTEM	30.15			
LAPORTE MOTOR SUPPLY	WATER VEHICLE OPERATING	329.68			
SPAHN & ROSE LUMBER CO INC	WATER BLDG REPAIR/MAINT	446.85			
ST. LUKE'S METHODIST HOSPITAL	WATER OSHA - NEALSON	8.75			
		-----			
	810 WATER TOTAL	1,124.97			
		-----			
	600 WATER TOTAL	1,124.97			
CUSTOMER DEPOSITS					
WATER					
CITY OF MONTICELLO	BCBD COMMERCIAL LLC	525.00			
		-----			
	810 WATER TOTAL	525.00			
		-----			
	602 CUSTOMER DEPOSITS TOTAL	525.00			
SEWER					
SEWER					
DUBUQUE FIRE EQUIPMENT, INC.	SEWER OSHA	115.50			
ASHLEY GOTT	POOL FILL REFUND	105.08			
INNOVATIVE AG SERVICES CO	SEWER SUPPLIES	395.60			
IOWA ONE CALL	SEWER SYSTEM	30.15			
JOHN DEERE FINANCIAL	SEWER SUPPLIES	65.46			
LAPORTE MOTOR SUPPLY	SEWER VEHICLE OPERATING	190.06			
M TOWN TIRE & AUTO	SEWER EQUIP REPAIR/MAINT	25.00			
USA BLUE BOOK	SEWER LAB SUPPLIES	273.67			
		-----			
	815 SEWER TOTAL	1,200.52			
		-----			
	610 SEWER TOTAL	1,200.52			
SANITATION					
SANITATION					
REPUBLIC SERVICES	RESIDENTIAL GARRBAGE	23,433.42			
ST. LUKE'S METHODIST HOSPITAL	SANITATION OSHA - NEALSON	8.75			
		-----			
	840 SANITATION TOTAL	23,442.17			
		-----			
	670 SANITATION TOTAL	23,442.17			
YARD WASTE SITE					
SANITATION					

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ALLIANT ENERGY-IES	22411 BUSINESS HWY 151		30.48		
	840 SANITATION TOTAL		30.48		
	675 YARD WASTE SITE TOTAL		30.48		
	Accounts Payable Total		74,279.22		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

	FUND NAME	AMOUNT
001	GENERAL	8,526.68
005	MONTICELLO BERNDEN CENTER	2,244.94
015	FIRE	2,512.32
016	AMBULANCE	4,246.08
030	LIBRARY IMPROVEMENT	852.91
041	LIBRARY	1,376.90
046	AIRPORT	2,166.74
110	ROAD USE	4,507.44
332	CAPITAL IMPROVEMENT	20,989.98
338	BATY DISC GOLF COURSE	380.00
502	C.C. BIDWELL LIBRARY BOOK	108.35
503	TRUST/IOMA MARY BAKER	43.74
600	WATER	1,124.97
602	CUSTOMER DEPOSITS	525.00
610	SEWER	1,200.52
670	SANITATION	23,442.17
675	YARD WASTE SITE	30.48
	-----	
	TOTAL FUNDS	74,279.22

City Council Meeting  
Prep. Date: 5/24/2022  
Preparer: Britt Smith



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

*Communication Page*

**Agenda Items Description:** Resolution to approve the hiring of 5 On-Call Service Members

**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:** Approval of the Hiring of 5 On-Call Service Members for the Monticello Ambulance Service.

**Background Information:** The On-Call Service Members of the Monticello Ambulance Service are an integral part of keeping our service operational. While we employ full-time staff within the Paramedic and daytime EMT positions, the On-Call Service Members serve as the second crew member during the hours of 6pm to 6am 7 days per week. These members allow us to maintain 24/7 service to the community while reducing costs associated with having more full-time staff to provide that coverage. One of the main challenges I faced in 2020 when I assumed operational control, was reducing our dependency on full-time and part-time staff to fill many of the shifts that were originally meant to be volunteer members from within the community. 3 years ago, we established an on-call wage when committing to fill a shift to generate a commitment to our local service members. This has helped improve our recruitment of these positions. Prior to this, recruitment of these on-call members had been difficult and more and more shifts were covered with full-time or high paid staff members. With the help of staff, I created a new member training program that covers the fundamentals of operating with the service. In 2020 I recruited 5 new service members who have joined our team. And recently, over the last 6 months I have been activity recruiting a new group of on-call members who began our new member orientation classes. These classes will prepare them and provide them a foundation of knowledge for them to safely and effectively operate with our service. Once completed they will perform some additional ride along time with a responding crew for their hands on experience portion. After a month or so, depending on their availability, they will be released to begin signing up for available shifts and receive their compensation. This latest group consists of the following members:

Tobias Luetkemeier (Driver)  
Sam Hunt (Driver)  
Lexi Etringer (AEMT)

Amanda Husmann (AEMT)  
Trevor King (Driver)

All members will receive an on-call pay rate of \$8.00 per hour when filling a shift as established by council resolution. For those members who possess a certification of AEMT, they will receive a pay rate of \$19.30 when responding to a call for service as established by council resolution.

**Staff Recommendation:** I recommend that the Council approve the hiring of these 5 individuals as on-call service members with 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 hiring of five Monticello  
Ambulance On-Call Service Members and setting wage

**WHEREAS**, Monticello Ambulance hires On-Call Service Members to assist in the covering of open shifts and are an integral part of keeping the ambulance service operational and allow ambulance to maintain 24/7 service to the community, and

**WHEREAS**, The Administrative Director has created a new member training program that covers the fundamentals of operating with the service. There are five new service member that are taking the new member orientation classes. Three members would be drivers and the other two possess a certification of AEMT, and

**WHEREAS**, All members will receive an on-call pay rate of \$8.00 per hour when filling a shift as established by council resolution. For those members who possess a certification of AEMT, they will receive a pay rate of \$19.30 when responding to a call for service as established by council resolution, and

**WHEREAS**, The City Administrator recommends hiring the five Monticello Ambulance On-Call Service Members, and

**WHEREAS**, The Council finds it appropriate to follow the recommendation of the Ambulance Administrative Director and the City Administrator, and further finds that the wages set by previous resolution are fair and reasonable and should, therefore, be approved.

**NOW, THEREFORE**, The Council hereby authorizes the hiring five Monticello Ambulance On-Call Service Members with on-call pay rate of \$8.00 per hour and pay rate of \$19.30 when responding to a call for service.

**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: 5/26/2022  
Preparer: Britt Smith



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

*Communication Page*

**Agenda Items Description:** Resolution to approve the hiring of two Part-Time Paramedics

**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:** Approval of the Hiring of two Part-Time Paramedics for the Monticello Ambulance Service.

**Background Information:** The Ambulance Service is always in need of Part-Time Paramedics to assist in the covering of open shifts vacated by our Full-Time staff due to time-off requests, sick time usage, and other various special events. Part-Time availability has increasingly been more difficult to find due to a national shortage of Paramedics and fewer taking/needng part-time jobs.

Last May I was contacted by Abigale Frisch who was nearing completion of the Paramedic Program and currently working as a nurse's aid with the Monticello Community School District. Frisch was seeking either part-time or full-time employment upon her graduation at the end of July and was looking to join our service. Unfortunately for us, Frisch was quickly hired by Paramount Ambulance Service in Dubuque and her she became unavailable to us. Frisch recently reached back out and was once again seeking part-time employment. I, along with Lead Paramedic Lori Lynch, interviewed Frisch and believe she would be a great addition to our current part-time roster.

In addition to Frisch, I received an application from Kaleb Payne, who is a certified paramedic and currently working weekend package at Anamosa Ambulance Service. Payne owns and operates his own construction business and has availability between jobs to fill open vacancies for our service. Payne has 4 years as a paramedic and was a prior combat medic in the US Army and brings us a great skill set.

Adding additional part-time employees to our roster **does not** incur additional expenses, it simply makes the use of overtime decrease as we have more opportunity to fill vacancies with our part-time roster. Currently we have 5 part-time paramedics on our roster, all with differing availability. It has been a struggle to recruit new members for these positions so I am extremely happy to finally be able to bring these two on the service.

The pay rate is established through the collective bargaining agreement for July 1<sup>st</sup> 2021 through June 30<sup>th</sup>, 2022 at \$22.85 for a starting paramedic within their first year of employment.

**Staff Recommendation:** I recommend that the Council approve the hiring of Frisch and Payne as a part-time paramedic with 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 hiring of two Monticello  
Ambulance Part-Time Paramedics and setting wage

**WHEREAS**, Monticello Ambulance hires Part-Time Paramedics to assist in the covering of open shifts vacated by our Full-Time staff due to time-off requests, sick time usage, and other various special events., and

**WHEREAS**, The Administrative Director was contacted by two paramedics inquiring for a position on the Monticello Ambulance Service. A committee made up of the Administrative Director, and Lead Paramedic, interviewed candidates for the positions, and

**WHEREAS**, The interview committee, felt both candidates were a great additions to the Part-Time Paramedic roster and wish to offer both of them a Part-Time Paramedic position, and

**WHEREAS**, Adding additional part-time employees to the Ambulance roster does not incur additional expenses, it simply makes the use of overtime decrease as we have more opportunity to fill vacancies with our part-time roster.

**WHEREAS**, The City Council has negotiated the wages in the collective bargaining agreement, and

**WHEREAS**, The City Administrator recommends hiring the two Monticello Ambulance Part-Time Paramedics and

**WHEREAS**, The Council finds it appropriate to follow the recommendation of the interview panel and the City Administrator, and further finds that the wages set in collective bargaining agreement is fair and reasonable and should, therefore, be approved.

**NOW, THEREFORE**, The Council hereby authorizes the hiring two Monticello Ambulance Part-Time Paramedics with a starting wage of \$22.85.

**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:

---

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting  
Prep. Date: 5/31/2022  
Preparer: Michelle Turnis



Agenda Item: # 3  
Agenda Date: 06/06/2022

## *Communication Page*

**Agenda Items Description:** Hiring of library 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:** The library is hiring 1 part-time staff member for the summer, 15-20 hours/week and filling a full-time position due to staff resignation

**Background Information:**

See attached

**Staff Recommendation:**

# The City of Monticello, Iowa

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

## RESOLUTION #

To Acknowledge the hiring of Monticello Library  
seasonal employee and full-time staff positions and setting wage

**WHEREAS**, most City employees' wages are covered by a collective bargaining agreement where wages are pre-determined, and some are covered by employment agreements where wages and planned increases were bargained for and previously determined, and

**WHEREAS**, the Library seasonal staff are not covered by the Collective Bargaining Agreement and their wages are set by the Library Board, and

**WHEREAS**, the Library Board has approved hiring Library seasonal staff for 15 to 20 hours /week for the summer and with wage being \$10.00 per hour, and

**WHEREAS**, a full-time Library staff turned in their resignation, the Library Board desires to expedite the hiring of staff to fill the position with a wage of \$\_\_\_\_\_, and

**WHEREAS**, the Council recognizes that the Library Board is vested with the power to hire and set library staff wages and that the purpose of the Council approval of this Resolution is to acknowledge the hiring of seasonal staff and setting the wage; and to give direction to the City Payroll Clerk.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby acknowledge the hiring of seasonal and full-time staff and wages noted herein.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 6<sup>th</sup> day of June, 2022.

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David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk

City Council Meeting  
Prep. Date: 6/1/2022  
Preparer: Sally Hinrichsen



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

*Communication Page*

**Agenda Items Description:** Resolution to approve the hiring of Monticello Aquatic Center staff

**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:** Approval of the Hiring of Monticello Aquatic Center staff.

**Background Information:** The Aquatic Center has opened on May 30<sup>th</sup> and Council need to approve the hiring.

Park Director Jacob Oawald will have more details on the staff hired at the Council meeting.

**Staff Recommendation:** It is recommended that the Council approve the hiring of the Monticello Aquatic Center staff.

# The City of Monticello, Iowa

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

## RESOLUTION #

To approve the hiring of 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. The committee made up of the Park and Recreation Director, and Asst. Park and Recreation Director interviewed candidates for the positions, and

**WHEREAS,** The interview committee recommends hiring staff needed to safely operate the Aquatic Center filling the following positions: manager, assistant managers, lifeguards, and pool assistants. Aquatic Center staff may work in more than one position during the summer months, and

**WHEREAS,** The City approved the wages for the Aquatic Center Staff on April 4, 2022, with Resolution #2022-45 as follows:

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

and,

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

**NOW, THEREFORE,** The Council hereby authorizes the hiring Monticello Aquatic Center staff with the wages 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:

---

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting  
Prep. Date: 05/31/2022  
Preparer: Russell Farnum



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

*Communication Page*

**Agenda Items Description:** Resolution to Approve Extra Work Order Proposal for Route 38/Cedar Street manhole repairs

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**

Resolution  
Work Order Proposal

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:

Sewer Repairs

\$31,565

**Synopsis:**

The City has some older manholes that were not constructed to allow for sufficient adjustment for the new paving elevations that are part of the IDOT Route 38 repaving project. In addition, other manholes are needing structural rehabilitation in order to withstand the manhole adjustment that needs to occur. The attached contract allows that work to be completed as part of the IDOT Route 38 repaving project.

**Background:**

The City approved a construction agreement with IDOT for the Route 38 repaving on December 6, 2021. The agreement calls for the City to pay for some desired additional work that is more efficient to have done at the same time. For example, several intersections including grinding and repaving 20 to 50 feet down the side streets also.

At that time, all of the City manholes were in proper condition for the project, or the City had immediate plans for repair. This is why completion of the 7<sup>th</sup> Street project was prioritized, as well as the other repairs that have been recently completed.

However, IDOT has changed the crown of the roadway and the cross slope in several areas. As a result, several manholes need substantial rehabilitation in order to adjust the manhole covers to match the final grade of the roadway. Staff explored replacing these manholes with new structures, but the delivery time at this point is too late to meet the timeframes of the project.

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 the

backfill of several unused manholes and valve vaults. IDOT is also paying for the replacement of the cracked cone on a manhole near Pizza Ranch on Oak Street.

There are substantial efficiencies and cost savings to the City by proceeding in this manner. The contractor has a 50-year warranty on his liner and workmanship, and is widely regarded as one of the best in the business.

The scope of work and proposal is attached. Those items outlined in red are costs that IDOT has agreed to pay, and the City would be responsible for the remaining items, at a cost of \$31,565. If approved, the City will not have to pay its share until after the project is complete, and after IDOT closes out its file and pays out the contractors. At that point, IDOT will invoice the City for its share, \$48,061 for the initial contract, and an addition \$31,565 for this work. This bill will not be received until after the new Fiscal Year.

**Recommendation:**

It is recommended that the Council approve this Resolution so the work can proceed without delay.

# **THE CITY OF MONTICELLO, IOWA**

## **RESOLUTION #**

**Resolution** to approve agreement between the IDOT and the City of Monticello in Re: Highway 38 Overlay Project

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

**WHEREAS**, The City of Monticello participated in a DOT funded TEAP study that looked at the current lane design, among other things, on Business 151 between Oak Street and 1<sup>st</sup> Street, and between 1<sup>st</sup> Street and 3<sup>rd</sup> Street, some of that area doubling as State Highway 38, and

**WHEREAS**, The City worked with the IDOT to put together an agreement, that will result in the grinding and resurfacing of that portion of Highway 38 between Oak Street and 1<sup>st</sup> Street, with the DOT covering costs associated thereto as outlined in an agreement between the parties, same being identified by the IDOT as STPN-038-3(55) – 2J-53, and with the City covering costs associated with the grinding and resurfacing of that portion of S. Main between Oak and E. South and that portion of N. Main between 1<sup>st</sup> and 3<sup>rd</sup> Streets. This agreement was approved with Resolution 16-47, dated April 18, 2016 and

**WHEREAS**, After further investigation of cost for manhole replacement on Cedar Street. It was determined the manholes would not be delivered in a timely manner. Staff looked into lining the manholes. The lining process has a 50-year lifespan, and the company doing it for IDOT has a reputation of being one of the best in the business, with the cost being \$\_\_\_\_\_, and

**WHEREAS**, The City Council finds that the lining of the manholes on Cedar Street to be in the best interests of the City, and further finds that the proposed agreement, as recommended for approval by the City Engineer and the City Administrator, is also appropriate.

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 6<sup>th</sup> day of June, 2022 that the proposed Agreement



between the IDOT and the City of Monticello, should be and is hereby approved, with the Mayor being authorized to execute same on behalf of the City Council.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 6<sup>th</sup> day of June, 2022.

---

David Goedken, Mayor

*Attest:*

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Sally Hinrichsen, City Clerk/Treasurer



Certified AGRI vendors

## Save Our Sewers, Inc.

250 50th Ave S.W.

Cedar Rapids, Iowa 52404

319-665-6403 (FAX)

### QUOTATION

Project: **Extra Work Order Proposal**

Location: **Monticell, Iowa**

Bid Date: **5.16.22 DOT**

Owner / Engineer:

Quotation By:

Quote #:

Subject to Attached Terms & Conditions

Iowa DOT Manchester Office

Bradley Steenhoek

**SOS-2022 5.16.22 Iowa DOT**

Terms: Please review "Terms and Conditions" attached, please contact Save Our Sewers, Inc. with any questions or concerns.

Quantity	Size	Description	Price	Unit	Extended Price
Jones Co STPN-038-3-(61)--2J-53 Monticello HWY 38					
1		2533-4980005 Mobilization for Rehab Scope Cast in Place Trailer and Debris Removal	\$ 4,150.00	LS	\$ 4,150.00
1	Brick MH	51+20.40 Sheet D.4 94" of Brick Cast In Place PCC Wall Liner and New PCC Invert	\$ 4,500.00	EA	\$ 4,500.00
1	Brick MH	54+20.40 Sheet D.5 115" of Brick Cast In Place PCC Wall Liner and New PCC Invert Internal Bypass Plug - A lot of Sewer Flow 4 Ways	\$ 8,395.00	EA	\$ 8,395.00
1	Brick MH	58+19.17 D.6 Invert Correction for Inlet Blockage to NE	\$ 2,000.00	EA	\$ 2,000.00
1	Brick MH	62+34.25 D.7	No Extra Scope		
1	Brick MH	66+57.64 D.8 94" of Brick Cast In Place PCC Wall Liner and New PCC Invert 4 Way Way Inver Needed	\$ 6,920.00	EA	\$ 6,920.00
1	Brick MH	66+58.51 Sheet D.8 Water Valve MH 94" Tall SOS to remove Level HMA and Fill With IA DOT Flowable Fill Midwest to PCC Patch Prior to LL Pelling Surface HMA	\$ 1,800.00	EA	\$ 1,800.00
1	Brick MH	607/611 House NOT ON D Sheets 72+23.60 83" of Brick Cast In Place PCC Wall Liner and New PCC Invert Water Service = Lead Abandon Water Service?	\$ 5,600.00	EA	\$ 5,600.00
1	Brick MH	645 House Not on D Sheets	No Extra Scope		
1	Precast	CL San MH 7th St LL Pelling to Frame Extension SW-601 A	Pirc Tobin New No Extra SOS Scope		
1	Precast	NW Raduis Storm MH SOS Inc Install New PCC Storm Flowline LL Pelling to Frame Extension SW-601 A	\$ 1,900.00	EA	\$ 1,900.00
1	Brick MH	83.96.65 Dead End Manhole No on D Sheets SOS to remove Level HMA and Fill With IA DOT Flowable Fill Midwest to PCC Patch Prior to LL Pelling Surface HMA	\$ 1,300.00	EA	\$ 1,300.00
1	Precast 60"	718+91.80 Pizza ranch 60" Dia Precast Precast Cone and Base Issue with H2S and Broken 5' Dia Cone Internal Bypass Plug - A lot of Sewer Flow 3 Ways	\$ 5,950.00	EA	\$ 5,950.00
Total Additional Project Cost					\$ 42,515.00

NOTE: Fixture Adjustment to paid at Item #0440 2435-0600010 Minor Adjustment on Locations where PV-201 is installed post HMA Surface by LL Pelling Co



Certified AGRI welders

## Save Our Sewers, Inc.

250 50th Ave S.W.

Cedar Rapids, Iowa 52404

319-665-6403 (FAX)

### QUOTATION

Project: **Extra Work Order Proposal**

Location: **Monticell, Iowa**

Bid Date: **5.16.22 DOT**

Owner / Engineer:

Quotation By:

Quote #:

**Subject to Attached Terms & Conditions**

**Iowa DOT Manchester Office**

**Bradley Steenhoek**

**SOS-2022 5.16.22 Iowa DOT**

SOS Inc unit prices reflect added scope between level HMA Scope and Surface Scope of HMA  
Extra Working Days 10  
Need Flaggers Item 0490 and Traffic Control per Pay Contract pay items

Confined Space Entry Equipment - Supplied by Save Our Sewers, Inc.  
Please review attached Insurance Coverage by SOS

Access Equipment and Ladders to get in and out of Manholes Supplied By SOS INC

**TERMS: NET 10 from Date of Invoice / Maint. Bond not Included in Pricing / No Association Dues**

**Sub Contractor: Save Our Sewers, Inc.**

**Brad Steenhoek - President**

Print Name & Title: Authorized Rep. For Save Our Sewers, Inc.

5.16.2022

Signature

Date

**Customer: LL Pelling Co**

**Joel Gryp - General Manager**

Print Name & Title: Authorized Rep. For Buyer

X

5.16.2022

Signature

**Payment Terms:** Net 10 Days For balances over 30 days, a 1 1/2 percent monthly (18% Annual Percentage Rate) finance charge will be applied.

### Subject to Attached Terms & Conditions

Signature by Buyer acknowledges acceptance of the terms and conditions attached.

104-10  
08-01-08

# ADJUSTMENT OF FIXTURES

No.	Location Station	Type of Fixture	Adjustment
718+91.80, RT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	26' ID = 000 mm ID PIZZA ANCH
722+90.69, RT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
725+94.54, RT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
13+97.94, RT	WATER VALVE BOX	ADJUST TO ADJACENT FINISHED SURFACE	
14+11.22, LT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
14+59.01, RT	WATER VALVE BOX	ADJUST TO ADJACENT FINISHED SURFACE	
17+08.83, RT	WATER VALVE BOX	ADJUST TO ADJACENT FINISHED SURFACE	
17+22.63, LT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
17+43.75, RT	WATER VALVE BOX	ADJUST TO ADJACENT FINISHED SURFACE	
14+46.92, RT	WATER VALVE BOX	ADJUST TO ADJACENT FINISHED SURFACE-VALVE IS IN GUTTER LINE	
18+55.28, RT	WATER VALVE BOX	ADJUST TO ADJACENT FINISHED SURFACE	
18+63.46, LT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
19+92.12, LT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
21+07.91, LT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
21+51.39, RT	WATER VALVE BOX	ADJUST TO ADJACENT FINISHED SURFACE	
51+20.40, RT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
54+00.42, C	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	C.I.P. WALL
58+19.17, C	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
62+34.25, RT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	10 MH'S
66+57.64, C	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
66+58.51, LT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	FILL DOT NORTH CEDAR ST FLAMMABLE
72+23.60, C	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
74+83.59, LT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	
76+90.82, LT	WATER VALVE BOX	ADJUST TO ADJACENT FINISHED SURFACE	
77+30.11, C	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	(HARDER @ 1ST ST)
83+95.88, RT	WATER VALVE BOX	ADJUST TO ADJACENT FINISHED SURFACE	
83+96.65, LT	MANHOLE	ADJUST TO ADJACENT FINISHED SURFACE	FILL W/ 1A DOT FLAMMABLE

ISLAND  
2ND ST  
3RD ST  
4TH ST  
5TH ST  
H2O ST  
607/611  
645  
TM PRL  
8TH ST





PIZZA RANCH  
718+91-80

LEVEL 1 (RIM  
INSPECTION)

WRc

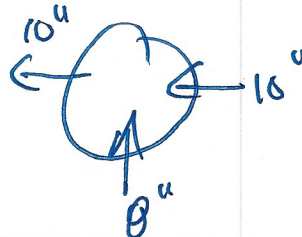
## MANHOLE INSPECTION HEADER FORM LEVEL 1 & LEVEL 2 INSPECTIONS

Surveyed By (1) 1,2 <b>BRAD SPENGLER</b>	Certificate Number (2) 1,2 <b>U-314-06020599</b>	Owner (3) <b>IOWA DOT / MONTICELLO</b>	Customer (4) <b>N.A.</b>
Drainage Area (5) <b>NA</b>	Sheet Number (6) 1,2 <b>No D. SURF 718.91-80</b>	P/O. Number (7) <b>NA - LL PELLING</b>	Date (YYYY/MM/DD) (8) 1,2 <b>5/5/2022</b>
Time (9) <b>NA</b>	Street (No. & Name) (10) 1, 2 <b>HWY 38</b>	City (11) 1, 2 <b>MONTICELLO, IA</b>	Location Details (12) <b>NA</b>
Manhole Number (13) 1,2 <b>UNK - NOT ON PLANS</b>	Rim to Invert (14) 2 <b>PRECAST 10" DIA.</b>	Grade to Invert (15) 2 <b>NA</b>	Rim to Grade (16) 2 <b>NA</b>
MH Use (17) 1,2 <b>SANITARY</b>	Year Built (18) <b>UNKNOWN</b>	Year Renewed (19) <b>NA. NO REHAB.</b>	Media Label (20) <b>NA</b>
Purpose (21) 1,2 <b>MAINTENANCE</b>	Category (22) <b>NA</b>	Pre-Cleaning (23) 2 <b>NONE</b>	Date Cleaned (YYYY/MM/DD) (24) <b>UNKNOWN</b>
Weather (25) <b>RAIN / OVERCAST</b>	Location Code (26) 1, 2 <b>STREET</b>	Additional Info (27) <b>NA</b>	Surface Type (28) 1,2 <b>HMA / PCC BOXJNT</b>
Potential for Runoff (29) <b>YES</b>	Access Type (30) 1,2 <b>MANHOLE</b>	Northing (31) <b></b>	Easting (32) <b></b>
Elevation (33) <b>UNKNOWN NOT ON PLANS</b>	Coordinate System (34) 1,2 * <b>NA</b>	GPS Accuracy (35) <b>NA</b>	Inspection Status (36) 1,2 <b>SURFACE INSPECTION</b>
Evidence of Surcharge (37) <b>N.A. SSO DATA W/ DMR?</b>	Inspection Level (38) 1, 2 <b>LEVEL 1</b>		

SKETCH

BAD MH  
PRECAST CORE ISSUE  
100% NEEDS C.I.P. LINER

NEEDS INVERT



5' DIA  
PRECAST

3 way INVERT  
NEEDED

\*Information required if Northing, Easting & Elevation data is recorded





607/611  
HOUSE ADDRESS'S

LEVEL 1 (RIM  
INSPECTION)

WRc

## MANHOLE INSPECTION HEADER FORM LEVEL 1 & LEVEL 2 INSPECTIONS

Surveyed By (1) 1,2 <b>BRAD SPENDRICK</b>	Certificate Number (2) 1,2 <b>11-314-06020599</b>	Owner (3) <b>IOWA DOT / MONTICELLO</b>	Customer (4) <b>N.A.</b>
Drainage Area (5) <b>NA</b>	Sheet Number (6) 1,2 <b>HOUSE 607/611 NO 72+23.60 ? 0 Sheets</b>	P/O. Number (7) <b>NA - LL PELLING</b>	Date (YYYY/MM/DD) (8) 1,2 <b>5/5/2022</b>
Time (9) <b>NA</b>	Street (No. & Name) (10) 1, 2 <b>HWY 38</b>	City (11) 1, 2 <b>MONTICELLO, IA</b>	Location Details (12) <b>NA</b>
Manhole Number (13) 1,2 <b>UNK - NOT ON PLANS</b>	Rim to Invert (14) 2 <b>83" 6' 11"</b>	Grade to Invert (15) 2 <b>NA</b>	Rim to Grade (16) 2 <b>NA</b>
MH Use (17) 1,2 <b>SANITARY</b>	Year Built (18) <b>UNKNOWN</b>	Year Renewed (19) <b>NA. NO REHAB.</b>	Media Label (20) <b>NA</b>
Purpose (21) 1,2 <b>MAINTENANCE</b>	Category (22) <b>NA</b>	Pre-Cleaning (23) 2 <b>NONE</b>	Date Cleaned (YYYY/MM/DD) (24) <b>UNKNOWN</b>
Weather (25) <b>RAIN / OVERCAST</b>	Location Code (26) 1, 2 <b>STREET</b>	Additional Info (27) <b>NA</b>	Surface Type (28) 1,2 <b>HMA / PCC BOXJANT</b>
Potential for Runoff (29) <b>YES</b>	Access Type (30) 1,2 <b>MANHOLE</b>	Northing (31) <b>NA</b>	Easting (32) <b>NA</b>
Elevation (33) <b>UNKNOWN NOT ON PLANS</b>	Coordinate System (34) 1,2 * <b>NA</b>	GPS Accuracy (35) <b>NA</b>	Inspection Status (36) 1,2 <b>SURFACE INSPECTION</b>
Evidence of Surcharge (37) <b>N.A. SSD DATA W/ DRR?</b>	Inspection Level (38) 1, 2 <b>LEVEL 1</b>		

SKETCH

**BAD!**  
**NEEDS C.I.P.**  
**LINER**

**source Needs Pcc Invert**  
**LEAD WATER SERVICE = REMOVE**  
**CUT @ 60" PU-201**

**LARGE PLATE ON MH.**  
**BAD CORE TOP!**

\*Information required if Northing, Easting & Elevation data is recorded





5TH ST  
H<sub>2</sub>O VALVE

LEVEL 1 (RIM  
INSPECTION)

# MANHOLE INSPECTION HEADER FORM LEVEL 1 & LEVEL 2 INSPECTIONS

Surveyed By (1) 1,2 <b>BRAD STEENHOEK</b>	Certificate Number (2) 1,2 <b>U-314-06020599</b>	Owner (3) <b>IOWA DOT / MONTICELLO</b>	Customer (4) <b>N.A.</b>
Drainage Area (5) <b>NA</b>	Sheet Number (6) 1,2 <b>DB 66+58.51</b>	P/O. Number (7) <b>NA - LL PELLING</b>	Date (YYYY/MM/DD) (8) 1,2 <b>5/5/2022</b>
Time (9) <b>NA</b>	Street (No. & Name) (10) 1, 2 <b>HWY 38</b>	City (11) 1, 2 <b>MONTICELLO, IA</b>	Location Details (12) <b>NA</b>
Manhole Number (13) 1,2 <b>UNK - NOT ON PLANS</b>	Rim to Invert (14) 2 <b>APPROX 7'</b>	Grade to Invert (15) 2 <b>NA</b>	Rim to Grade (16) 2 <b>NA</b>
MH Use (17) 1,2 <b>WATER VALVE</b>	Year Built (18) <b>UNKNOWN</b>	Year Renewed (19) <b>NA. NO REHAB.</b>	Media Label (20) <b>NA</b>
Purpose (21) 1,2 <b>MAINTENANCE</b>	Category (22) <b>NA</b>	Pre-Cleaning (23) 2 <b>NONE</b>	Date Cleaned (YYYY/MM/DD) (24) <b>UNKNOWN</b>
Weather (25) <b>RAIN / OVERCAST</b>	Location Code (26) 1, 2 <b>STREET (ADJACENT 5TH)</b>	Additional Info (27) <b>NA</b>	Surface Type (28) 1,2 <b>HMA / PCC BOX JNT</b>
Potential for Runoff (29) <b>YES</b>	Access Type (30) 1,2 <b>MANHOLE</b>	Northing (31) <b>NA</b>	Easting (32) <b>NA</b>
Elevation (33) <b>UNKNOWN NOT ON PLANS</b>	Coordinate System (34) 1,2 * <b>NA</b>	GPS Accuracy (35) <b>NA</b>	Inspection Status (36) 1,2 <b>SURFACE INSPECTION</b>
Evidence of Surchage (37) <b>N.A. SSO DATA W/ DRAIN?</b>	Inspection Level (38) 1, 2 <b>LEVEL 1</b>		

Fill w/ IOWA DOT FLOWABLE FILL  
REMOVE LEVEL COARSE HMA

No fixture Adjustments = LOWEST TO PCC PATCH PRIOR TO  
SURFACE LAYER HMA = LL PATCH CO.

\*Information required if Northing, Easting & Elevation data is recorded



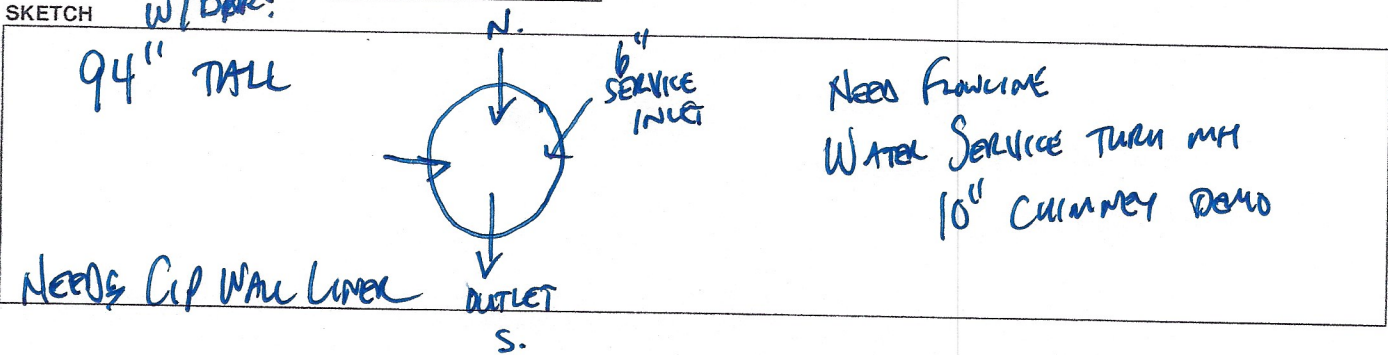


5<sup>TH</sup> ST

LEVEL 1 (RIM INSPECTION)

# MANHOLE INSPECTION HEADER FORM LEVEL 1 & LEVEL 2 INSPECTIONS

Surveyed By (1) 1,2 <b>BRAD SPENDRICK</b>	Certificate Number (2) 1,2 <b>U-314-06020599</b>	Owner (3) <b>IOWA DOT / MONTICELLO</b>	Customer (4) <b>N.A.</b>
Drainage Area (5) <b>NA</b>	Sheet Number (6) 1,2 <b>D.8 66+57.64</b>	P/O. Number (7) <b>NA - LL PELLING</b>	Date (YYYY/MM/DD) (8) 1,2 <b>5/5/2022</b>
Time (9) <b>NA</b>	Street (No. & Name) (10) 1, 2 <b>HWY 38</b>	City (11) 1, 2 <b>MONTICELLO, IA</b>	Location Details (12) <b>NA</b>
Manhole Number (13) 1,2 <b>UNK - NOT ON PLANS</b>	Rim to Invert (14) 2 <b>94" 7' 10"</b>	Grade to Invert (15) 2 <b>NA</b>	Rim to Grade (16) 2 <b>NA</b>
MH Use (17) 1,2 <b>SANITARY</b>	Year Built (18) <b>UNKNOWN</b>	Year Renewed (19) <b>NA. NO REHAB.</b>	Media Label (20) <b>NA</b>
Purpose (21) 1,2 <b>MAINTENANCE</b>	Category (22) <b>NA</b>	Pre-Cleaning (23) 2 <b>NONE</b>	Date Cleaned (YYYY/MM/DD) (24) <b>UNKNOWN</b>
Weather (25) <b>RAIN / OVERCAST</b>	Location Code (26) 1, 2 <b>STREET</b>	Additional Info (27) <b>NA</b>	Surface Type (28) 1,2 <b>HMA / PCC BOX JUNT</b>
Potential for Runoff (29) <b>YES</b>	Access Type (30) 1,2 <b>MANHOLE</b>	Northing (31) <b>NA</b>	Easting (32) <b>NA</b>
Elevation (33) <b>UNKNOWN NOT ON PLANS</b>	Coordinate System (34) 1,2 * <b>NA</b>	GPS Accuracy (35) <b>NA</b>	Inspection Status (36) 1,2 <b>SURFACE INSPECTION</b>
Evidence of Surchage (37) <b>N.A. SSD DATA W/ DRIP?</b>	Inspection Level (38) 1, 2 <b>LEVEL 1</b>		



\*Information required if Northing, Easting & Elevation data is recorded





NO EXTRA SCOPE

WRc

4TH ST


LEVEL 1 (RIM INSPECTION)

# MANHOLE INSPECTION HEADER FORM LEVEL 1 & LEVEL 2 INSPECTIONS

Surveyed By (1) 1,2 <b>BRAD SPENDRICK</b>	Certificate Number (2) 1,2 <b>U-314-06020599</b>	Owner (3) <b>IOWA DOT / MONTICELLO</b>	Customer (4) <b>N.A.</b>
Drainage Area (5) <b>NA</b>	Sheet Number (6) 1,2 <b>0.7 62+34.25</b>	P/O. Number (7) <b>NA - LL PELLING</b>	Date (YYYY/MM/DD) (8) 1,2 <b>5/5/2022</b>
Time (9) <b>NA</b>	Street (No. & Name) (10) 1, 2 <b>HWY 38</b>	City (11) 1, 2 <b>MONTICELLO, IA</b>	Location Details (12) <b>NA</b>
Manhole Number (13) 1,2 <b>UNK - NOT ON PLANS</b>	Rim to Invert (14) 2 <b>109" 9'1"</b>	Grade to Invert (15) 2 <b>NA</b>	Rim to Grade (16) 2 <b>NA</b>
MH Use (17) 1,2 <b>SANITARY</b>	Year Built (18) <b>UNKNOWN</b>	Year Renewed (19) <b>NA. NO REHAB.</b>	Media Label (20) <b>NA</b>
Purpose (21) 1,2 <b>MAINTENANCE</b>	Category (22) <b>NA</b>	Pre-Cleaning (23) 2 <b>NONE</b>	Date Cleaned (YYYY/MM/DD) (24) <b>UNKNOWN</b>
Weather (25) <b>RAIN / OVERCAST</b>	Location Code (26) 1, 2 <b>STREET</b>	Additional Info (27) <b>NA</b>	Surface Type (28) 1,2 <b>HMA / PCC BOX JNT</b>
Potential for Runoff (29) <b>YES</b>	Access Type (30) 1,2 <b>MANHOLE</b>	Northing (31) <b>NA</b>	Easting (32) <b>NA</b>
Elevation (33) <b>UNKNOWN NOT ON PLANS</b>	Coordinate System (34) 1,2 * <b>NA</b>	GPS Accuracy (35) <b>NA</b>	Inspection Status (36) 1,2 <b>SURFACE INSPECTION</b>
Evidence of Surchage (37) <b>N.A. SSD DATA W/ DRR?</b>	Inspection Level (38) 1, 2 <b>LEVEL 1</b>		

SKETCH

GREAT SHAPE  
B+ GRADE



109" TRC  
53" PCC ROUNDS OUT  
26" COVER  
16" CHIMNEY

CUT @ 60" DIA PV-201

\*Information required if Northing, Easting & Elevation data is recorded





3RD ST

LEVEL 1 (RIM INSPECTION)

# MANHOLE INSPECTION HEADER FORM LEVEL 1 & LEVEL 2 INSPECTIONS

Surveyed By (1) 1,2 BRAD SPENDRICK	Certificate Number (2) 1,2 U-314-06020599	Owner (3) IOWA DOT / MONTICELLO	Customer (4) N.A.
Drainage Area (5) NA	Sheet Number (6) 1,2 D-6 SB+19.17	P/O. Number (7) NA - LL PELLING	Date (YYYY/MM/DD) (8) 1,2 5/5/2022
Time (9) NA	Street (No. & Name) (10) 1, 2 HWY 38	City (11) 1, 2 MONTICELLO, IA	Location Details (12) NA
Manhole Number (13) 1,2 UNK - NOT ON PLANS	Rim to Invert (14) 2 106" @ 10"	Grade to Invert (15) 2 NA	Rim to Grade (16) 2 NA
MH Use (17) 1,2 SANITARY	Year Built (18) UNKNOWN	Year Renewed (19) NA. NO REHAB.	Media Label (20) NA
Purpose (21) 1,2 MAINTENANCE	Category (22) NA	Pre-Cleaning (23) 2 NONE	Date Cleaned (YYYY/MM/DD) (24) UNKNOWN
Weather (25) RAIN / OVERCAST	Location Code (26) 1, 2 STREET	Additional Info (27) NA	Surface Type (28) 1,2 HMA / PCC BOX JUNT
Potential for Runoff (29) YES	Access Type (30) 1,2 MANHOLE	Northing (31) NA	Easting (32) NA
Elevation (33) UNKNOWN NOT ON PLANS	Coordinate System (34) 1,2 * NA	GPS Accuracy (35) NA	Inspection Status (36) 1,2 SURFACE INSPECTION
Evidence of Surchage (37) N.A. SSD DATA W/ DRP?	Inspection Level (38) 1, 2 LEVEL 1		

MANHOLE GRADE B  
\* NOT TOO BAD OF SHAPE

\* NEEDS INVERT  
INLET TO NE IS BLOCKED BY PCC

CUT @ 60" ROUNDS / PLATES

14" BAD BRICK CHIMNEY  
30" DOWNS IF MONOFORM

\* Information required if Northing, Easting & Elevation data is recorded





WRc

E 2ND / W 2ND  
BP FUEL / FORD DANGERLEVEL 1 (RIM  
INSPECTION)MANHOLE INSPECTION HEADER FORM  
LEVEL 1 & LEVEL 2 INSPECTIONS

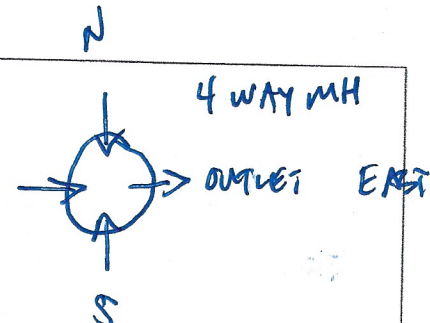
Surveyed By (1) 1,2 BRAD SPRENGER	Certificate Number (2) 1,2 11-314-06020599	Owner (3) IOWA DOT / MONTICELLO	Customer (4) N.A.
Drainage Area (5) NA	Sheet Number (6) 1,2 D.5 54+20.40	P/O. Number (7) NA - LL PELLING	Date (YYYY/MM/DD) (8) 1,2 5/5/2022
Time (9) NA	Street (No. & Name) (10) 1, 2 HWY 38	City (11) 1, 2 MONTICELLO, IA	Location Details (12) NA
Manhole Number (13) 1,2 UNK - NOT ON PLANS	Rim to Invert (14) 2 115" 9'7"	Grade to Invert (15) 2 NA	Rim to Grade (16) 2 NA
MH Use (17) 1,2 SANITARY	Year Built (18) UNKNOWN	Year Renewed (19) NA. NO REHAB.	Media Label (20) NA
Purpose (21) 1,2 MAINTENANCE	Category (22) NA	Pre-Cleaning (23) 2 NONE	Date Cleaned (YYYY/MM/DD) (24) UNKNOWN
Weather (25) RAIN / OVERCAST	Location Code (26) 1, 2 STREET	Additional Info (27) NA	Surface Type (28) 1,2 HMA / PCC BOX JNT
Potential for Runoff (29) YES	Access Type (30) 1,2 MANHOLE	Northing (31) NA	Easting (32) NA
Elevation (33) UNKNOWN NOT ON PLANS	Coordinate System (34) 1,2 * NA	GPS Accuracy (35) NA	Inspection Status (36) 1,2 SURFACE INSPECTION
Evidence of Surcharge (37) N.A. SSO DATA W/ DMR?	Inspection Level (38) 1, 2 LEVEL 1		

SKETCH

4" HMA  
ON  
8" PCC  
ROADWAY4 WAY INVERT NEEDED  
A LOT OF FLOW  
BAD INTERSECTION

CUT 60" DIA

HIGH FLOW!



\*Information required if Northing, Easting &amp; Elevation data is recorded





WRc CUT

LEVEL 1 (RIM INSPECTION)

HOME AGAIN  
MONTICELLO SPORTSMANHOLE INSPECTION HEADER FORM  
LEVEL 1 & LEVEL 2 INSPECTIONS

Surveyed By (1) 1,2 BRAD SPENDRICK	Certificate Number (2) 1,2 U-314-06020599	Owner (3) IOWA DOT / MONTICELLO	Customer (4) N.A.
Drainage Area (5) NA	Sheet Number (6) 1,2 D.4 51+20.40	P/O. Number (7) NA - LL PELLING	Date (YYYY/MM/DD) (8) 1,2 5/5/2022
Time (9) NA	Street (No. & Name) (10) 1, 2 HWY 38	City (11) 1, 2 MONTICELLO, IA	Location Details (12) NA
Manhole Number (13) 1,2 UNK - NOT ON PLANS	Rim to Invert (14) 2 94" TOTAL 7'10"	Grade to Invert (15) 2 NA	Rim to Grade (16) 2 NA
MH Use (17) 1,2 SANITARY	Year Built (18) UNKNOWN	Year Renewed (19) NA. NO REHAB.	Media Label (20) NA
Purpose (21) 1,2 MAINTENANCE	Category (22) NA	Pre-Cleaning (23) 2 NONE	Date Cleaned (YYYY/MM/DD) (24) UNKNOWN
Weather (25) RAIN / OVERCAST	Location Code (26) 1, 2 STREET	Additional Info (27) NA	Surface Type (28) 1,2 HMA / PCC BOXOUT
Potential for Runoff (29) YES	Access Type (30) 1,2 MANHOLE	Northing (31) NA	Easting (32) NA
Elevation (33) UNKNOWN NOT ON PLANS	Coordinate System (34) 1,2 * NA	GPS Accuracy (35) NA	Inspection Status (36) 1,2 SURFACE INSPECTION
Evidence of Surcharge (37) N.A. SSO DATA W/ DATA?	Inspection Level (38) 1, 2 LEVEL 1		

SKETCH

4" HMA ON 8" PCC

3 WAY INVERT NEEDED  
CUT VCP 2 WAY 90°  
+ 1 SERVICE PIPE  
CUT @ 60" DIA

23" LIA  
52" PCC ROUNDS OUT  
74" TALL  
24" DEMO CHIMNEY  
25" ID BRICK CHIMNEY

\*Information required if Northing, Easting &amp; Elevation data is recorded

City Council Meeting  
Prep. Date: 5/31/2022  
Preparer: Sally Hinrichsen



Agenda Item: # 6-14  
Agenda Date: 06/06/2022

*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:**

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

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



Agenda Item: # 15  
Agenda Date: 06/06/2022

*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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## TABLE OF CONTENTS

<b>RULES OF PROCEDURE .....</b>	<b>3</b>
<b>QUORUM.....</b>	<b>3</b>
<b>AGENDA .....</b>	<b>3</b>
<b>ORDER OF BUSINESS .....</b>	<b>4-6</b>
<b>DECORUM DURING COUNCIL MEETINGS.....</b>	<b>6</b>
<b>DUTIES OF PRESIDING OFFICER.....</b>	<b>7</b>
<b>APPROVAL OF MINUTES .....</b>	<b>7</b>
<b>CORRECTION OF MINUTES.....</b>	<b>7</b>
<b>RULES OF DEBATE .....</b>	<b>7</b>
Presiding Officer.....	7
Council member.....	7
Motion to Reconsider.....	8
Motion to Rescind.....	8
<b>ADDRESSING COUNCIL FROM FLOOR.....</b>	<b>8</b>
Securing Permission to Speak.....	8
Individuals.....	8
Spokesperson for Group Presentations .....	8
Oral Forum.....	9
Public Hearings.....	9
<b>ADDRESSING THE COUNCIL AFTER MOTION MADE .....</b>	<b>9</b>
<b>PREPARATION OF THE MINUTES.....</b>	<b>10</b>
Method of Keeping Minutes .....	10
Remarks of Council members Entered in Minutes .....	10
Delivery of Minutes .....	10
<b>PROCESSING COUNCIL MAIL.....</b>	<b>10</b>
<b>SPECIAL COMMITTEES .....</b>	<b>10</b>
<b>PREPARATION AND STAFF APPROVAL OF ORDINANCES, RESOLUTIONS AND CONTRACT DOCUMENTS .....</b>	<b>11</b>
<b>COUNCIL ACTION.....</b>	<b>11</b>
Disqualifications .....	11
Vote Required .....	12
Ordinances and Resolutions.....	12
Minute Orders .....	12
Tie Vote .....	12
Disqualification.....	12
Absence.....	12
Successive Tie Votes .....	12
Motion to Table.....	12
<b>INTERPRETATION OF THE RULES OF PROCEDURE.....</b>	<b>13</b>

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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.

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## 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

### 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. <sup>1</sup>

***(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.