

# City of Monticello, Iowa

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Posted on October 12, 2023 at 10:00 a.m.

Monticello City Council Meeting October 16, 2023 at 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>Library Director:</b>	Faith Brehm
<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>City Engineer:</b>	Patrick Schwickerath

## - 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	October	02, 2023 ,
<b>Approval</b> of Payroll	October	05, 2023
<b>Approval</b> of Bill List		
<b>Approval</b> of Treasurer's Report	August & September	2023
<b>Approval</b> of The Monticello Blind Pig alcohol license renewal		
<b>Approval</b> of The Edge alcohol license application		

## Public Hearings:

1. **Public Hearing** on Proposed Amendment to the Monticello Urban Renewal Area

2. **Resolution** to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Monticello Urban Renewal Area
3. **Public Hearing** on proposed rezoning of property located 201 N. Main Street from R-1 Single Family to R-2 Two Family Residential
4. **Ordinance** amending the Monticello Code of Ordinances, by amending Chapter 165 “ZONING REGULATIONS” of certain property located within the City Limits of the City of Monticello, same being generally described as 201 North Main Street, Monticello, IA 52310, and amending the Official Zoning Map

**Resolutions:**

5. **Resolution** Awarding General Obligation Corporate Purpose Bonds, Series 2023
6. **Resolution** Approving Plat of Survey to Parcel 2023-77
7. **Resolution** Approving Plat of Survey to Parcel 2023-78
8. **Resolution** Approving Plat of Survey to Parcel 2023-79
9. **Resolution** Approving Plat of Survey to Parcel 2023-80
10. **Resolution** Approving Plat of Survey to Parcel 2023-81
11. **Resolution** Approving Pay Request #6 related to the Monticello Airport Taxiway Connector project, to Boomerang in the amount of \$25,566.64
12. **Resolution** adopting Job Description for Ambulance Director
13. **Resolution** to Appoint Lori Lynch as Ambulance Director with salary
14. **Resolution** Authorizing the Mayor to sign Main Street Iowa Program Continuation Agreement with Monticello Main Street and Iowa Economic Development Authority and the City of Monticello and further pledging continued support and participation in the Main Street Program

**Reports / Potential Actions:**

15. City Engineer
16. Mayor
17. City Administrator
18. Library Director
19. City Clerk

20. Public Works Director
21. Police Chief
22. Water/Wastewater Superintendent
23. Park and Recreation Director

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

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

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

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

Topic: October 16, 2023 Council Meeting

Time: Oct 16, 2023 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87067285689>

Meeting ID: 870 6728 5689

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One tap mobile

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Dial by your location

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• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 669 900 9128 US (San Jose)

• +1 689 278 1000 US

• +1 719 359 4580 US

• +1 253 205 0468 US

Meeting ID: 870 6728 5689

Find your local number: <https://us02web.zoom.us/j/87067285689>

Regular Council Meeting  
October 2, 2023 – 6:00 P.M.  
Community Media Center

Council met at the Monticello Regional Airport located at 20373 Hwy 38 South to tour the Monticello Airport Taxiway Connector Project at 5:00 PM. No action was taken on the tour and Council reconvened at the Council Chambers for the meeting

Mayor David Goedken called the meeting to order. Council present were: Candy Langerman, Wayne Peach, Scott Brighton, and Tom Yeoman. Council member Chris Lux joined the meeting electronically. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, and Library Director Faith Brehm. Council member Brenda Hanken was absent. The public was invited to attend the meeting in person, or to participate in the meeting electronically via “Zoom Meetings” or “Facebook” and were encouraged to communicate from the chat or message.

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

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

Mayor opened the public hearing on the proposed plans, specifications, form of contract and estimate of cost for the proposed Wastewater Treatment Facility Improvements Project. Farnum advised the engineers scaled back the project and removed the concrete paving of driveway and the water service installation. Being no comments were received, Mayor closed the public hearing on the proposed plans, specifications, form of contract and estimate of cost for the proposed Wastewater Treatment Facility Improvements Project.

Shannon Poe, 920 West First Street advised ambulance staff and volunteers were present to show support of hiring an ambulance director and were present to support action of the Council, however hope it is soon. Peach advised they appreciate their service to the community. No action was taken.

Farnum reported Alliant and Black Hills called him regarding their markers, which some of them are required by Federal law. He assured them previous discussion was on the new fiber optic line markers and both have offered to assist City in drafting the new Right of Way permit. Goedken understands that dead ends need markers but questioned why they could not be placed next to other boxes in the area. Goedken advised residents on North Sycamore that are being assessed for the new driveway approaches, feel their entire driveway approach should be replaced and not the two-foot square. Brighton moved to allow any existing markers, including Gas and Electric markers, to remain and to not allow any above ground fiber optic location markers to be installed. Langerman seconded, roll call unanimous

Peach moved to approve Resolution #2023-133 setting the date for the sale of General Obligation Corporate Purpose Bonds, Series 2023 and authorizing the use of a preliminary official statement in connection therewith, seconded by Brighton, roll call unanimous.

Regular Council Meeting  
October 2, 2023

Langerman moved to approve Resolution #2023-134 Approving FY 2022-2023 Annual Urban Renewal Report. Yeoman seconded, roll call unanimous.

Yeoman moved to approve Resolution #2023-135 Acknowledging Certificate of substantial completion with regard to the Monticello Airport Taxiway Connector project, Langerman seconded, roll call unanimous.

Brighton moved to approve Resolution #2023-136 To approve the hiring of four Monticello Ambulance On-Call Service Members and setting wage, Langerman seconded, roll call unanimous.

Farnum gave an update on what projects engineers are working on. North Chestnut Street, engineers are planning a January 2024 bid letting. The Sixth Street Ditch project has been submitted to the Corps of Engineers (COE) for approval. They will continue to work with the COE on permitting this project. The East First Street project is sidewalk only which is not funded. The City will need to look at a short-term loan to fund this project, which the engineers are looking to bid in February or March of 2024. Water Tower Painting project budget figures have been a challenge, as most of the contractors are asking for a copy of the latest tank inspection report. Viking Industrial Painting will perform this inspection in early October. The inspection will provide an accurate account of the most economical method for cleaning or sandblasting the tower. If the tower needs to be sandblasted, it will cost about \$100,000 more.

Farnum met with Jennifer Husman from Jones County Safe and Healthy Youth Coalition on vaping regulations, along with Brian Jaeger with Monticello Community Schools, Wayne Peach, Sally Hinrichsen and Britt Smith.

Farnum, along with Hinrichsen and Matt Stoffel with PFM, and felt conference call went well and City would get a good bond rating.

Farnum advised he was asked if the City would allow 50/50 funds to have two ash trees removed from the 6<sup>th</sup> Street ditch. This is not in the section of the ditch project. Council asked for a cost proposal and more details.

Farnum advised he was working with Lead Paramedic, Lori Lynch to update the GEMT agreement. This agreement pays the difference between the City costs and what Medicare pays.

Farnum advised Park & Rec Director Jacob Oswald wanted to invite the Council to attend a strategic planning session for Parks and Rec on October 17, 2023 from 5:30 to 8:30 PM at the Innovation Lab.

Brehm reported on the various activities happening at the Library this month.

Peach moved, Yeoman seconded to go into closed session pursuant to Iowa Code 21.5 (1)(i) to To evaluate the professional competency of an individual whose appointment,

Regular Council Meeting  
October 2, 2023

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. Roll call unanimous.

Brighton moved, Langerman seconded to return to open session. Roll call unanimous. Brighton moved, Langerman seconded directing City Administrator to proceed as discussed and prepare required documents for the next Council meeting. Roll call vote unanimous.

Peach moved to adjourn the meeting at 7:10 P.M.

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David Goedken, Mayor

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Sally Hinrichsen, City Clerk/Treasurer

# PAYROLL - OCTOBER 5, 2023

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>September 18 - October 1, 2023</b>				
Jamie Coleman	\$ 406.40	\$ -	0.00	0.00	\$ 350.07
Conor Fortune	1,152.00	-	0.00	0.00	908.68
Mason Hanson	3,042.60	930.60	0.00	0.00	2,179.23
Ron Herman, Jr.	572.00	-	0.00	0.00	491.79
Sam Hunt	474.00	-	0.00	0.00	407.93
Jayna Koffron	1,892.80	100.80	0.00	0.00	1,427.88
Lori Lynch	4,105.09	1,746.69	0.00	0.00	2,673.03
Coletta Matson	2,112.00	-	10.50	10.50	1,404.61
Chloe Mogensen	607.20	-	0.00	0.00	489.27
Cory Reyner	1,634.00	-	0.00	0.00	1,311.62
Reggie Welter	580.00	-	0.00	0.00	497.59
Curtis Wyman	1,872.00	-	50.25	218.50	1,289.30
<b>TOTAL AMBULANCE</b>	<b>\$ 18,450.09</b>	<b>\$ 2,778.09</b>	<b>60.75</b>	<b>229.00</b>	<b>\$ 13,431.00</b>
<b>CEMETERY</b>	<b>September 18 - October 1, 2023</b>				
Sawyer Brokaw	\$ 150.00	\$ -	0.00	0.00	\$ 138.52
Dan McDonald	1,967.20	-	0.00	0.00	1,444.70
<b>TOTAL CEMETERY</b>	<b>\$ 2,117.20</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,583.22</b>
<b>CITY HALL</b>	<b>September 18 - October 1, 2023</b>				
Cheryl Clark	\$ 2,092.00	\$ -	0.00	15.00	\$ 1,440.32
Russ Farnum	3,861.54	-	0.00	0.00	2,640.29
Sally Hinrichsen	3,044.31	-	0.00	0.00	1,845.79
Nanci Tuel	1,840.80	-	0.00	0.00	1,308.39
<b>TOTAL CITY HALL</b>	<b>\$ 10,838.65</b>	<b>\$ -</b>	<b>0.00</b>	<b>15.00</b>	<b>\$ 7,234.79</b>
<b>FIRE</b>					
Joe Bayne	\$ 208.33	\$ -	0.00	0.00	\$ 192.39
Billy Norton	166.67	-	0.00	0.00	143.57
Johnny Russ	60.00	-	0.00	0.00	55.41
Paul Warner	125.00	-	0.00	0.00	115.44
<b>TOTAL FIRE</b>	<b>\$ 560.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 506.81</b>
<b>LIBRARY</b>	<b>September 18 - October 1, 2023</b>				
Faith Brehm	\$ 1,680.00	\$ -	0.00	0.00	\$ 1,278.80
Molli Hunter	1,243.20	-	0.00	0.00	980.61
Penny Schmit	1,476.00	-	0.00	0.00	894.07
<b>TOTAL LIBRARY</b>	<b>\$ 4,399.20</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 3,153.48</b>
<b>MBC</b>	<b>September 18 - October 1, 2023</b>				
Keegan Arduser	\$ 1,523.08	\$ -	0.00	0.00	\$ 1,169.54
Jacob Oswald	2,413.27	-	0.00	0.00	1,820.93
<b>TOTAL MBC</b>	<b>\$ 3,936.35</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,990.47</b>
<b>POLICE</b>	<b>September 18 - October 1, 2023</b>				
Zach Buehler	\$ 385.32	\$ -	0.00	0.00	\$ 331.91
Peter Fleming	2,814.00	-	0.00	15.00	1,935.96
Dawn Graver	2,783.20	-	0.00	0.00	2,020.07
Erik Honda	2,905.94	-	9.00	24.00	2,165.83

# PAYROLL - OCTOBER 5, 2023

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Jordan Koos	2,927.44	-	0.00	32.25	1,973.48
Cole Millard	1,952.00	-	0.00	0.00	788.95
Britt Smith	3,393.62	-	0.00	0.00	2,503.59
Madonna Staner	1,679.20	-	0.00	0.00	1,291.09
Brian Tate	3,090.36	-	0.00	12.00	2,221.45
<b>TOTAL POLICE</b>	<b>\$ 21,931.08</b>	<b>\$ -</b>	<b>9.00</b>	<b>83.25</b>	<b>\$ 15,232.33</b>
<b>ROAD USE</b>	<b>September 18 - October 1, 2023</b>				
Zeb Bowser	\$ 1,927.20	\$ -	0.00	1.75	\$ 1,462.42
Jacob Gravel	1,927.20	-	0.00	0.00	1,413.38
Nick Kahler	2,457.46	-	0.00	0.00	1,742.10
Jasper Scott	1,927.20	-	0.00	0.00	1,448.04
<b>TOTAL ROAD USE</b>	<b>\$ 8,239.06</b>	<b>\$ -</b>	<b>0.00</b>	<b>1.75</b>	<b>\$ 6,065.94</b>
<b>SEWER</b>	<b>September 16 - 29, 2023</b>				
Jim Tjaden	\$ 2,791.54	\$ -	0.00	0.00	\$ 2,036.17
<b>TOTAL SEWER</b>	<b>\$ 2,791.54</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,036.17</b>
<b>WATER</b>	<b>September 16 - 29, 2023</b>				
Scott Hagen	\$ 1,987.20	\$ -	0.00	6.00	\$ 1,563.63
Josh Willms	1,987.20	-	3.00	12.38	1,465.11
<b>TOTAL WATER</b>	<b>\$ 3,974.40</b>	<b>\$ -</b>	<b>3.00</b>	<b>18.38</b>	<b>\$ 3,028.74</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 77,237.57</b>	<b>\$ 2,778.09</b>	<b>72.75</b>	<b>347.38</b>	<b>\$ 55,262.95</b>



# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
ALL TRAFFIC SOLUTIONS INC	PD EQUIP REPAIR/MAINT		50.00		
DIGITAL ALLY, INC.	PD EQUIP REPAIR/MAINT		304.00		
IOWA STATE PRISON INDUSTRIES	PD MINOR EQUIPMENT		45.99		
JONES REGIONAL MEDICAL CENTER	PD PHYSICAL - MILLARD		70.00		
TCM BANK NA	PD MINOR EQUIPMENT		339.43		
			-----		
	110 POLICE DEPARTMENT TOTAL		809.42		
STREET LIGHTS					
ALLIANT ENERGY-IES	416 E 2ND STREETLIGHTS		214.33		
			-----		
	230 STREET LIGHTS TOTAL		214.33		
AQUATIC CENTER					
TCM BANK NA	POOL POSTAGE		29.20		
			-----		
	440 AQUATIC CENTER TOTAL		29.20		
CEMETERY					
CHEMSEARCH	CEMETERY GROUNDS SUPPLIES		475.40		
IBEN CONSTRUCTION CO INC	CEM GRAVE OPENINGS - JUL-SEPT		900.00		
			-----		
	450 CEMETERY TOTAL		1,375.40		
MAYOR AND CITY COUNCIL					
TCM BANK NA	COUNCIL TRAINING - PEACH		230.00		
			-----		
	610 MAYOR AND CITY COUNCIL TOTAL		230.00		
ENGINEER					
SNYDER & ASSOCIATES, INC	ENGINEERING FEES		4,374.21		
			-----		
	640 ENGINEER TOTAL		4,374.21		
ATTORNEY					
LYNCH DALLAS, P.C.	ATTORNEY FEES		1,600.50		
			-----		
	641 ATTORNEY TOTAL		1,600.50		
CITY HALL/GENERAL BLDGS					
JONES CO SAFE & HEALTHY	CH CONTRIBUTION		3,000.00		
KRISTEN MCEVOY	CH CHICKEN BOND REFUND		100.00		
WYATT KEEHNER	CH WINDOW CLEANING		590.00		
			-----		
	650 CITY HALL/GENERAL BLDGS TOTAL		3,690.00		
			-----		
	001 GENERAL TOTAL		12,323.06		
MONTICELLO BERNDES CENTER					

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
PARKS					
ALLIANT ENERGY-IES	MBC ELECTRIC	1,357.01			
MONTICELLO SPORTS	MBC LEAGUE SUPPLIES	918.00			
TCM BANK NA	MBC TRAVEL	143.27			
		-----			
	430 PARKS TOTAL		2,418.28		
			-----		
	005 MONTICELLO BERNDES CENTER TOTAL		2,418.28		
FIRE					
FIRE					
FIRE SERVICE TRAINING BUREAU	FIRE TRAINING - TAYLOR	50.00			
HUGHES GARAGE & AUTO SALES LLC	FIRE VEHICLE OPERATING	408.29			
JOHN DEERE FINANCIAL	FIRE VEHICLE OPERATING	62.96			
RADIO COMMUNICATIONS CO INC	FIRE RADIO REPAIR	95.00			
		-----			
	150 FIRE TOTAL		616.25		
			-----		
	015 FIRE TOTAL		616.25		
AMBULANCE					
AMBULANCE					
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	38.44			
CR PHARMACY SERVICE INC	AMB MEDICAL SUPPLIES	360.00			
PHYSICIAN'S CLAIM COMPANY	AMB BILLING FEES	8,261.76			
QUADMED INC	AMB MEDICAL SUPPLIES	220.41			
STERICYCLE, INC.	AMB PHARMACEUTICAL DISPOSAL	79.35			
CURT WYMAN	AMB EVOC INSTRUCTOR TRAVEL	146.72			
		-----			
	160 AMBULANCE TOTAL		9,106.68		
			-----		
	016 AMBULANCE TOTAL		9,106.68		
LIBRARY IMPROVEMENT					
LIBRARY					
TCM BANK NA	LIB IMP CAPITAL EQUIPMENT	493.15			
		-----			
	410 LIBRARY TOTAL		493.15		
			-----		
	030 LIBRARY IMPROVEMENT TOTAL		493.15		
LIBRARY					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB BOOKS	235.85			
CULLIGAN TOTAL WATER -	LIB BUILDING SUPPLIES	19.30			
MICRO MARKETING LLC	LIB BOOKS	55.35			
TCM BANK NA	LIB BOOKS	417.31			

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	410 LIBRARY TOTAL		727.81		
	041 LIBRARY TOTAL		727.81		
AIRPORT					
AIRPORT					
LYNCH DALLAS, P.C.	AIRPORT ATTORNEY FEES		478.50		
MONTICELLO AVIATION INC	AIRPORT BUILDING SUPPLIES		100.48		
	280 AIRPORT TOTAL		578.98		
	046 AIRPORT TOTAL		578.98		
ROAD USE					
STREETS					
ALLIANT ENERGY-IES	STOP SIGNS - N MAIN ST		38.58		
RODNEY COOHEY	RU STREET MAINTENANCE SUPPLIES		520.00		
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT		450.00		
W.W. GRAINGER, INC	RU SUPPLIES		301.94		
J&R SUPPLY INC	RU STREET MAINTENANCE SUPPLIES		620.00		
JOHN DEERE FINANCIAL	RU SUPPLIES		190.28		
K&S MACHINING AND METAL	RU EQUIP REPAIR/MAINT		251.05		
KROMMINGA MOTORS INC	RU STREET MAINTENANCE SUPPLIES		83.11		
LAPORTE MOTOR SUPPLY	RU STREET MAINTENANCE SUPPLIES		179.58		
MCALLISTER ELECTRICAL SERVICES	RU LIGHT SYSTEMS & STRUCTURES		5,392.51		
DAVID B MCNEILL	RU EQUIP REPAIR/MAINT		5.89		
MERCY PHYSICIAN ASSOCIATES	RU OSHA - KAHLER		18.00		
MIDWEST WHEEL COMPANIES	RU EQUIP REPAIR/MAINT		154.12		
THEODORE KRAUS	RU LIGHT SYSTEMS & STRUCTURES		107.00		
MATHY CONSTRUCTION	RU STREET MAINTENANCE SUPPLIES		353.06		
SPAHN & ROSE LUMBER CO INC	RU SUPPLIES		79.00		
UNITED RENTALS (NORTH AMERICA)	RU HEAVY EQUIPMENT LEASE		1,745.00		
	210 STREETS TOTAL		10,489.12		
	110 ROAD USE TOTAL		10,489.12		
PARK IMPROVEMENT					
CAPITAL PROJECTS					
TCM BANK NA	PARK IMP DOG WASTE BAGS		308.74		
	750 CAPITAL PROJECTS TOTAL		308.74		
	313 PARK IMPROVEMENT TOTAL		308.74		
TIF PROJECT					
STREETS					
SNYDER & ASSOCIATES, INC	NORTH CHESTNUT STREET PROJECT		5,157.00		

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	210 STREETS TOTAL		5,157.00		
	325 TIF PROJECT TOTAL		5,157.00		
CAPITAL IMPROVEMENT CAPITAL PROJECTS SNYDER & ASSOCIATES, INC	EAST FIRST STREET PROJECT		9,150.00		
	750 CAPITAL PROJECTS TOTAL		9,150.00		
STORM WATER FUND SNYDER & ASSOCIATES, INC	SUXTH STREET DITCH PROJECT		10,764.24		
	865 STORM WATER FUND TOTAL		10,764.24		
	332 CAPITAL IMPROVEMENT TOTAL		19,914.24		
WATER WATER IOWA ONE CALL JOHN DEERE FINANCIAL LAPORTE MOTOR SUPPLY MUNICIPAL SUPPLY INC	WATER SYSTEM WATER SUPPLIES WATER SUPPLIES WATER SUPPLIES		182.90 41.50 3.95 1,767.89		
	810 WATER TOTAL		1,996.24		
	600 WATER TOTAL		1,996.24		
CUSTOMER DEPOSITS WATER CITY OF MONTICELLO	PAULSEN/CHAD		150.00		
	810 WATER TOTAL		150.00		
	602 CUSTOMER DEPOSITS TOTAL		150.00		
WATER CAPITAL IMPROVEMENT WATER SNYDER & ASSOCIATES, INC	WATER TOWER PAINTING		3,369.59		
	810 WATER TOTAL		3,369.59		
	604 WATER CAPITAL IMPROVEMENT TOTAL		3,369.59		
SEWER SEWER ALLIANT ENERGY-IES ELECTRIC PUMP INC	1105 E 1ST ST SEWER EQUIP REPAIR/MAINT		1,839.98 1,404.00		

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		9.24		
IOWA ONE CALL	SEWER SYSTEM		182.90		
JOHN DEERE FINANCIAL	SEWER SUPPLIES		41.50		
MERCY PHYSICIAN ASSOCIATES	SEWER OSHA - KAHLER		6.00		
SPAHN & ROSE LUMBER CO INC	SEWER GROUNDS MAINTENANCE		54.10		
TCM BANK NA	SEWER POSTAGE		64.87		
			-----		
	815 SEWER TOTAL		3,602.59		
			-----		
	610 SEWER TOTAL		3,602.59		
SANITATION					
SANITATION					
JONES COUNTY SOLID WASTE	SANITATION LOAD TICKETS		6.50		
REPUBLIC SERVICES	DUMPSTER COLLECTIONS		13,200.41		
			-----		
	840 SANITATION TOTAL		13,206.91		
			-----		
	670 SANITATION TOTAL		13,206.91		
			=====		
	Accounts Payable Total		84,458.64		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	12,323.06
005 MONTICELLO BERNDEN CENTER	2,418.28
015 FIRE	616.25
016 AMBULANCE	9,106.68
030 LIBRARY IMPROVEMENT	493.15
041 LIBRARY	727.81
046 AIRPORT	578.98
110 ROAD USE	10,489.12
313 PARK IMPROVEMENT	308.74
325 TIF PROJECT	5,157.00
332 CAPITAL IMPROVEMENT	19,914.24
600 WATER	1,996.24
602 CUSTOMER DEPOSITS	150.00
604 WATER CAPITAL IMPROVEMENT	3,369.59
610 SEWER	3,602.59
670 SANITATION	13,206.91
-----	
TOTAL FUNDS	84,458.64

Fund	Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
<b>GENERAL FUNDS:</b>															
	General	982524.96	88146.50	9362.26		150587.16	28750.00	910696.56	1050.00	427263.98	482382.58	13525.34			910696.56
	Soldiers Memorial Board	13910.34	225.00			610.00		13525.34				13525.34			13525.34
	Monticello Berndes Center	45341.52	7989.55	175.95		34476.40		19040.62	100.00	-12100.58	31041.20	8477.42			19040.62
	Officialing	8475.26		2.16				8477.42				8477.42			8477.42
	Dare	6707.06		28.48				6735.54		6735.54					6735.54
	Canine	5610.69		21.06				5631.75		590.25	5041.50				5631.75
	Insurance Fund	48713.06		225.46		379.98		48558.54		5911.42	42647.12				48558.54
	Monticello Trees Forever	32811.60		139.33				32950.93		32950.93					32950.93
	Fire	190533.20		884.50		2316.16		189101.54		16298.34	172803.20				189101.54
	Ambulance Operating	153292.11	30391.52	699.72	15833.33	42900.77		157315.91		45567.59	111748.32				157315.91
	Hotel/Motel Tax Fund	5989.77	11049.36	23.73				16662.86		16662.86					16662.86
	Earl F Lehmann Trust	238.61						238.61			238.61				238.61
	Street Bond	1000.00	250.00			750.00		500.00		500.00					500.00
	Police Improvement	1595.30	14.00	6.77				1616.07		1616.07					1616.07
	Library Improvement	44357.02	150.00	202.78		836.26		43873.54		10810.61	33062.93				43873.54
	Library	31772.55	239.46	140.95	12916.67	12385.85		32683.76	200.00	16709.66	15774.10				32683.76
	Equipment Set-A-Side	78358.08		358.95				78717.03		18657.70	60059.33				78717.03
	Super Mac	23733.84		96.56		1679.20		22151.20		6605.63	15545.57				22151.20
	Alipart	127098.72	6000.91	531.46		3077.97	18730.31	111822.81		59089.92	52732.89				111822.81
	Revolving Loan Fund	44412.67		200.91				44613.58		16371.72	28241.86				44613.58
<b>SPECIAL REVENUE FUNDS:</b>															
	Road Use Tax	456677.50	45034.36			35994.53		465717.35		66143.78	399573.57				465717.35
	Road Use Tax Set-Aside	166080.11		778.07				166858.18			166858.18				166858.18
	Employee Benefits	216567.03	1301.02			40972.44		176895.61		-61374.35	238269.96				176895.61
	TIF Tax Collections	428518.04	1298.05	1259.43				431075.52		201727.19	229348.33				431075.52
	Slavka Gehret Trust	211063.94		987.37				212051.31		3291.66	208759.65				212051.31
	Police Forfeiture Acct	4.95						4.95		4.95					4.95
<b>DEBT SERVICE FUNDS:</b>															
	TIF - Debt Payments	152421.96	891.22	413.22				153726.40		2844.59	150881.81				153726.40
	ARPA Grant	607169.56		2844.54				610014.10			610014.10				610014.10
	Park Improvements	115384.16	940.00	507.26		1645.60		115185.82		75584.93	39600.89				115185.82
	Library Capital Improvements	14629.35		62.12				14691.47		14691.47					14691.47
	Ambulance Improvements	171799.24		792.67				172591.91		27926.92	144664.99				172591.91
	TIF Projects	-10887.00				13179.00		-24066.00		-24066.00					-24066.00
	Cemetery Improvements	36736.33	80.00	588.16				37404.49		12173.13	25231.36				37404.49
	Capital Improvements	103745.16	173082.82	400.55	18730.31	357312.94		-61354.10		-61358.33	44.23				-61354.10
	Low Income Housing	16135.28		75.59				16210.87		6671.83	5234.20				16210.87
	Baty Disc Golf Course	12858.74		55.87		1008.56		11908.03		733.84	6457.66				11908.03
	Mary Maxine Redmond Trust	7158.29		33.21				7191.50							7191.50
	Pocket Park	11266.14		48.63				11314.97		5986.85	5328.12				11314.97
<b>PERMANENT FUNDS:</b>															
	Cemetery Perpetual Care	179501.91	90.00	419.37				180011.28		560.00	179451.28				180011.28
	Charles S Bidwell Book Trust	83026.85		388.56				83415.43		877.96	82537.47				83415.43
	Ioma Mary Baker Trust	37475.17		175.20		105.12		37545.25		701.20	36844.05				37545.25
<b>ENTERPRISE FUNDS:</b>															
	Water Operating	291709.00	46522.59	1329.55		30038.85		306522.29		101407.23	208115.06				309522.29
	Customer Deposits	113470.16	2300.00			555.00		115215.16		13642.60	101572.56				115215.16
	Water Capital Improvements	142938.64	5256.15	886.88		1096.00		147985.67		46275.42	101710.25				147985.67
	Sewer Operating	1464049.92	115600.63	6797.20		27715.79		1568731.96		229383.05	1329348.91				1568731.96
	Sewer Sinking	51729.62		219.67				51949.29		51949.29					51949.29
	Sewer Capital Improvements	87148.64	5286.16	632.89		1976.00		91061.69		28469.64	62592.05				91061.69
	Sanitation	221941.62	53619.19	856.95		49037.38		227380.38		88126.58	139253.80				227380.38
	Sanitation Capital Improvements	8970.90		38.09				9008.99		9008.99					9008.99
	Yard Waste	40814.35	3694.70	189.12		238.01		44460.16		8225.61	36234.55				44460.16
	Storm Water fund	71939.83	6766.71	323.36		5848.52		73181.37		32253.39	40927.98				73181.37
	Self Funded Insurance	0.00	436.78			436.78		0.00							0.00
	Flex Spending	1604.71	1192.32			1000.00		1797.03		1797.03					1797.03
	Enterprise Flex Spending	107.48						107.48		107.48					107.48
<b>TOTAL OF ALL FUNDS</b>															
		7369833.92	607829.02	34204.77	47480.31	818160.29	47480.31	7193707.42	1350.00	1553969.57	5616146.48	22241.37	0.00	0.00	7193707.42

City of Monticello  
Bank Reconciliation Report  
For the Month of August 2023

Bank Balance		
General Checking	\$1,568,221.29	
Property Tax & Water	\$5,616,146.48	
Soldiers Memorial Ckg	\$13,525.34	
Earl F Lehmann Trust	\$238.61	
Officiating Ckg	\$8,477.42	
	<hr/>	
Total Bank Balance		\$7,206,609.14
Plus (Minus) Adjustment:		
Bank Charge/Error	<hr/>	
Total Adjustment		\$0.00
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	\$435.95	
	<hr/>	
Total Outstanding Credit Card Pymts		\$435.95
Less Outstanding Checks:		
Financial/Payroll	\$14,687.67	
Soldiers Memorial		
Officiating	<hr/>	
Total Outstanding Checks		\$14,687.67
Plus Investments:		
Time Certificates	\$0.00	
Petty Cash	\$1,350.00	
	<hr/>	
Total Investments		\$1,350.00
Treasurer's Balance		<u>\$7,193,707.42</u>

Prepared By: Sally Hinrichsen 10-2-2023  
Sally Hinrichsen, City Clerk Date

Reviewed by: Russell Farnum 10.2.2023  
Russell Farnum, City Administrator Date



City of Monticello  
 Cash On Hand By Bank  
 For August 31st, 2023

*Lawrence*  
 10.2.23

Bank	Amount	Interest rate	Maturity date	Length of investment	Purpose
<b>F &amp; M Bank</b>					
Total by Bank	\$0.00				
<b>Citizens State Bank</b>					
Savings # 6025641	\$238.61		N/A		Earl F Lehmann Trust Soldier Memorial
Checking #394486	\$13,525.34		N/A		
Total by Bank	\$13,763.95				
<b>Dutrac Credit Union</b>					
Total by Bank	\$0.00				
<b>Fidelity Bank &amp; Trust</b>					
Total by Bank	\$0.00				
<b>Ohnward Bank &amp; Trust</b>					
General Ckg/Sweep #40002008	\$1,568,221.29		N/A		General Checking General Savings Officiating Checking
Property Tax & Water #40001992	\$5,616,146.48		N/A		
Officiating Ckg #618231	\$8,477.42				
Total by Bank	\$7,192,845.19				
<b>Total Cash on Hand- All Banks</b>	<b>\$7,206,609.14</b>				
Plus Petty Cash	\$1,350.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error	\$0.00				
Plus Outstanding Credit Card Pymt	\$435.95				
Less Outstanding Checks	\$14,687.67				
Treasurer's Balance	\$7,193,707.42				

All of the accounts referenced above are "City" accounts, reported under the City Federal I.D. #. This is an all inclusive list of such accounts, including all Clerk's Office and Departmental Checking Accounts, same being subject to review during the annual City audit. In addition to the above accounts, the following component units, while legally separate entities from the City, are considered by the auditor to be "so intertwined with the City" that they are also subject to review during the City audit.

- Riverside Gardeners, Inc
- Monticello Firefighters Organization, Inc
- Monticello Emergency Medical Team
- Friends of the Monticello Public Library

**TREASURER'S REPORT**  
**CALENDAR 8/2023, FISCAL 2/2024**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	992,524.96	97,508.76	179,337.16	.00	910,696.56
003 SOLDIER MEMORIAL FUND	13,910.34	225.00	610.00	.00	13,525.34
005 MONTICELLO BERNDES CENT	45,341.52	8,175.50	34,476.40	.00	19,040.62
006 RECREATIONAL SET-A-SIDE	.00	.00	.00	.00	.00
007 OFFICIATING FUND	8,475.26	2.16	.00	.00	8,477.42
008 DARE	6,707.06	28.48	.00	.00	6,735.54
009 POLICE CANINE UNIT	5,610.69	21.06	.00	.00	5,631.75
010 INSURANCE	48,713.06	225.46	379.98	.00	48,558.54
014 MONTICELLO TREES FOREVE	32,811.60	139.33	.00	.00	32,950.93
015 FIRE	190,533.20	884.50	2,316.16	.00	189,101.54
016 AMBULANCE	153,292.11	46,924.57	42,900.77	.00	157,315.91
018 HOTEL/MOTEL TAX	5,589.77	11,073.09	.00	.00	16,662.86
022 EARL F LEHMANN TRUST	238.61	.00	.00	.00	238.61
023 TRUST FUND/STREET BOND	1,000.00	250.00	750.00	.00	500.00
026 POLICE IMPROVEMENT	1,595.30	20.77	.00	.00	1,616.07
030 LIBRARY IMPROVEMENT	44,357.02	352.78	836.26	.00	43,873.54
041 LIBRARY	31,772.53	13,297.08	12,385.85	.00	32,683.76
042 SPORTS COMPLEX	.00	.00	.00	.00	.00
044 EQUIPMENT SET-A-SIDE	78,358.08	358.95	.00	.00	78,717.03
045 SUPER MAC FUND	23,733.84	96.56	1,679.20	.00	22,151.20
046 AIRPORT	127,098.72	6,532.37	21,808.28	.00	111,822.81
050 REVOLVING LOAN FUND	44,412.67	200.91	.00	.00	44,613.58
110 ROAD USE	456,677.50	45,034.38	35,994.53	.00	465,717.35
111 ROAD USE SETASIDE	166,080.11	778.07	.00	.00	166,858.18
112 EMPLOYEE BENEFITS	216,567.03	1,301.02	40,972.44	.00	176,895.61
125 TIF -SPECIAL REVENUE	428,518.04	2,557.48	.00	.00	431,075.52
178 TRUST/SLAVKA GEHRET FUN	211,063.94	987.37	.00	.00	212,051.31
180 POLICE FORFEITURE	4.95	.00	.00	.00	4.95
200 DEBT SERVICE	152,421.96	1,304.44	.00	.00	153,726.40
225 TIF - DEBT	.00	.00	.00	.00	.00
300 ARPA CAPITAL FUND	607,169.56	2,844.54	.00	.00	610,014.10
313 PARK IMPROVEMENT	115,384.16	1,447.26	1,645.60	.00	115,185.82
316 LIB CAPITAL IMPROVEMENT	14,629.35	62.12	.00	.00	14,691.47
319 AMBULANCE IMPROVEMENT	171,799.24	792.67	.00	.00	172,591.91
325 TIF PROJECT	10,887.00-	.00	13,179.00	.00	24,066.00-
326 TRUST/CEMETERY IMPROVEM	36,736.33	668.16	.00	.00	37,404.49
328 FAMILY AQUATIC CENTER C	.00	.00	.00	.00	.00
332 CAPITAL IMPROVEMENT	103,745.16	192,213.68	357,312.94	.00	61,354.10-
333 MYSBA CAPITAL FUND	.00	.00	.00	.00	.00
336 LOW INCOME HOUSING FUND	16,135.28	75.59	.00	.00	16,210.87
337 MDC FUNDS	.00	.00	.00	.00	.00
338 BATY DISC GOLF COURSE	12,858.74	55.87	1,008.58	.00	11,906.03
339 MARY MAXINE REDMOND TRU	7,158.29	33.21	.00	.00	7,191.50
375 POCKET PARK	11,266.14	48.83	.00	.00	11,314.97
500 TRUST/CEMETERY PERPETUA	179,501.91	509.37	.00	.00	180,011.28
502 C.C. BIDWELL LIBRARY BO	83,026.85	388.58	.00	.00	83,415.43
503 TRUST/IOMA MARY BAKER	37,475.17	175.20	105.12	.00	37,545.25
600 WATER	291,709.00	47,852.14	30,038.85	.00	309,522.29
601 WATER BOND SINKING	.00	.00	.00	.00	.00
602 CUSTOMER DEPOSITS	113,470.16	2,300.00	555.00	.00	115,215.16
603 WATER IMPROVEMENT	.00	.00	.00	.00	.00
604 WATER CAPITAL IMPROVEME	142,938.64	6,143.03	1,096.00	.00	147,985.67
610 SEWER	1,464,049.92	122,397.83	27,715.79	.00	1,558,731.96

**TREASURER'S REPORT**  
**CALENDAR 8/2023, FISCAL 2/2024**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
611 SEWER RESERVE	.00	.00	.00	.00	.00
612 SEWER SINKING	51,729.62	219.67	.00	.00	51,949.29
613 SEWER CAPITAL IMPROVEME	87,148.64	5,889.05	1,976.00	.00	91,061.69
614 SEWER IMPROVEMENT	.00	.00	.00	.00	.00
670 SANITATION	221,941.62	54,476.14	49,037.38	.00	227,380.38
671 SANITATION CAPITAL IMPR	8,970.90	38.09	.00	.00	9,008.99
675 YARD WASTE SITE	40,814.35	3,883.82	238.01	.00	44,460.16
740 STORM WATER	71,939.83	7,090.06	5,848.52	.00	73,181.37
820 INTERNAL REV SELF FUNDE	.00	436.78	436.78	.00	.00
950 FLEX SPENDING FUND	1,604.71	1,192.32	1,000.00	.00	1,797.03
951 ENTERPRISE FLEX SPENDIN	107.48	.00	.00	.00	107.48
Report Total	7,369,833.92	689,514.10	865,640.60	.00	7,193,707.42

City of Monticello - Monthly Summary - September 1st thru 30th, 2023

Reviewed by:  Date: 10/11/23

Fund	Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
<b>GENERAL FUNDS:</b>														
	General	910696.56	189469.45	7863.38	7663.38	90501.52	28750.00	987777.87	750.00	499171.24	487886.63			987777.87
	Soldiers Memorial Board	13525.34	375.00	110.04	110.04	82.00		13818.34			13818.34			13818.34
	Monticello Bemdes Center	19040.62	4973.39			22662.98		1461.07	100.00	-29790.17	31151.24			1461.07
	Officiating	8477.42		2.02	2.02			8479.44			8479.44			8479.44
	Dare	6736.54		30.61	30.61			6766.15		6766.15				6766.15
	Canine	5631.75		20.63	20.63			5652.38		5652.38				5652.38
	Insurance Fund	48558.54		219.99	219.99	251.01		48527.52		5687.27	42840.25			48527.52
	Monticello Trees Forever	32950.93		149.75	149.75	6152.50		26948.18		26948.18				26948.18
	Fire	189101.54	300.00	859.40	5143.37	5143.37		185117.57		11529.04	173588.53			185117.57
	Ambulance Operating	157315.91	37901.51	713.17	15833.33	37721.00		174042.92		61788.52	112254.40			174042.92
	Hotel/Motel Tax Fund	16662.86		75.72				16738.58		16738.58				16738.58
	Erat F Lehmann Trust	238.61		0.06				238.67			238.67			238.67
	Street Bond	500.00	250.00					750.00		750.00				750.00
	Police Improvement	1616.07	44.00	6.34	6.34			1666.41		1666.41				1666.41
	Library Improvement	43873.54	3169.35	198.85	198.85	1002.72		46239.02		13026.37	33212.65			46239.02
	Library	32683.76	226.55	147.36	12916.67	12812.86		33161.48	200.00	17115.95	15845.53			33161.48
	Equipment Sek-A-Side	78717.03		356.78				79073.81		18742.49	60331.32			79073.81
	Super Mac	22151.20		90.55		1694.19		20547.56		4941.46	15806.10			20547.56
	Airport	111822.81	6235.50	507.35		3019.26		98317.05		45345.35	52971.70			98317.05
	Revolving Loan Fund	44613.58		202.29				44815.87		16446.12	28389.75			44815.87
<b>SPECIAL REVENUE FUNDS:</b>														
	Road Use Tax	465717.35	63875.43			117676.09		411916.69		12343.12	399573.57			411916.69
	Road Use Tax Set-Aside	186858.18		755.66				167613.84		167613.84				167613.84
	Employee Benefits	176895.61	58525.66			40248.98		195172.29		-43097.67	238269.96			195172.29
	TIF Tax Collections	431075.52	84551.80	1048.43				516875.75		286795.77	229879.98			516875.75
	Slavka Gehret Trust	212051.31		963.66				213014.99		3306.61	209708.38			213014.99
	Police Forfeiture Acct	4.95						4.95						4.95
<b>DEBT SERVICE FUNDS:</b>														
	Debt Service	153726.40	42209.58	396.22				196332.20		45067.09	151265.11			196332.20
	TIF - Debt Payments	0.00						0.00						0.00
<b>PERMANENT FUNDS:</b>														
	ARPA Fund	610014.10		2762.61				612776.71			612776.71			612776.71
	Park Improvements	115185.82	4275.75	419.25		149.27		119731.55		79964.91	39766.64			119731.55
	Library Capital Improvements	14691.47		66.76				14758.23		14758.23				14758.23
	Ambulance Improvements	172591.91		794.35				173376.26		28053.83	145322.43			173376.26
	TIF Projects	-24066.00				13179.00		-37245.00		-37245.00				-37245.00
	Cemetery Improvements	37404.49	320.00	588.41				38312.90		12550.99	25761.91			38312.90
	Capital Improvements	-61354.10	158689.12	0.21	17229.35	177415.44		-62850.86		-62895.30	44.44			-62850.86
	Low Income Housing	16210.87		73.41				16284.28		16284.28				16284.28
	Baty Disc Golf Course	11906.03		54.02		988.00		10972.05		5714.15	5257.90			10972.05
	Mary Maxine Redmond Trust	7191.50		32.67				7224.17		737.17	6487.00			7224.17
	Pocket Park	11314.97		50.33		105.48		11259.82		5908.57	5351.25			11259.82
<b>PERMANENT FUNDS:</b>														
	Cemetery Perpetual Care	180011.28	610.00	415.89				181037.17		1170.00	179867.17			181037.17
	Charles S Bidwell Book Trust	83415.43		379.09				83794.52		881.95	82912.57			83794.52
	Iona Mary Baker Trust	37545.25		170.62		135.87		37580.00		568.51	37011.49			37580.00
<b>ENTERPRISE FUNDS:</b>														
	Water Operating	309522.29	35436.29	1406.67		43938.26		302426.99		93366.12	209060.87			302426.99
	Customer Deposits	115215.16	1450.00			1100.00		115565.16		13992.60	101572.56			115565.16
	Water Capital Improvements	147985.67	5238.44	913.61				154137.72		51755.16	102382.56			154137.72
	Sewer Operating	1558731.96	95648.78	7093.89		27902.41		1633562.22		298171.98	1336390.34			1633562.22
	Sewer Sinking	51949.29		236.09				52185.38		52185.38				52185.38
	Sewer Capital Improvements	91061.69	5238.43	654.91				96955.03		33668.45	63086.58			96955.03
	Sanitation	227380.38	52715.85	799.03		45215.03		235680.23		95927.90	139752.33			235680.23
	Sanitation Capital Improvements	9008.99		40.94				9049.93		9049.93				9049.93
	Yard Waste	44480.16	3666.06	202.05		273.56		48054.71		11655.49	36399.22			48054.71
	Storm Water Fund	73181.37	6786.61	332.57		2275.35		78025.20		36911.23	41113.97			78025.20
	Self Funded Insurance	0.00	302.89			302.89		0.00						0.00
<b>AGENCY FUNDS</b>														
	Flex Spending	1797.03	1192.32			696.93		2293.42		2293.42				2293.42
	Enterprise Flex Spending	107.48						107.48		107.48				107.48
<b>TOTAL OF ALL FUNDS</b>														
		7193707.42	862677.76	32185.66	45979.35	652644.97	45979.35	7435925.87	1050.00	1771338.81	5641000.61	0.00	0.00	7435925.87

City of Monticello  
Bank Reconciliation Report  
For the Month of September 2023

Bank Balance	
General Checking	\$1,807,179.52
Property Tax & Water	\$5,641,000.61
Soldiers Memorial Ckg	\$13,818.34
Earl F Lehmann Trust	\$238.67
Officiating Ckg	\$8,479.44
Total Bank Balance	\$7,470,716.58
Plus (Minus) Adjustment:	
Bank Charge/Error	
Total Adjustment	\$0.00
Plus Outstanding Credit Card Pymt:	
Credit Card Payments	\$713.89
Total Outstanding Credit Card Pymts	\$713.89
Less Outstanding Checks:	
Financial/Payroll	\$36,554.60
Soldiers Memorial	\$0.00
Officiating	\$0.00
Total Outstanding Checks	\$36,554.60
Plus Investments:	
Time Certificates	\$0.00
Petty Cash	\$1,050.00
Total Investments	\$1,050.00
Treasurer's Balance	\$7,435,925.87

Prepared By: Sally Hinrichsen 10-10-2023  
 Sally Hinrichsen, City Clerk Date

Reviewed by: Russell Farnum 10-11-2023  
 Russell Farnum, City Administrator Date

City of Monticello  
Cash On Hand By Bank  
For September 30th, 2023

*Page 7 10-11-2023*

Bank					
Account type & number	Amount	Interest rate	Maturity date	Length of investment	Purpose
<b>F &amp; M Bank</b>					
Total by Bank	\$0.00				
<b>Citizens State Bank</b>					
Savings # 6025641	\$238.67	0.150	N/A		Earl F Lehmann Trust Soldier Memorial
Checking #394486	\$13,818.34		N/A		
Total by Bank	\$14,057.01				
<b>Dutrac Credit Union</b>					
Total by Bank	\$0.00				
<b>Fidelity Bank &amp; Trust</b>					
Total by Bank	\$0.00				
<b>Ohnward Bank &amp; Trust</b>					
General Ckg/Sweep #40002008	\$1,807,179.52		N/A		General Checking General Savings Officiating Checking
Property Tax & Water #40001992	\$5,641,000.61		N/A		
Officiating Ckg #618231	\$8,479.44				
Total by Bank	\$7,456,659.57				
Total Cash on Hand- All Banks	\$7,470,716.58				
Plus Petty Cash	\$1,050.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error					
Plus Outstanding Credit Card Pymt	\$713.89				
Less Outstanding Checks	\$36,554.60				
Treasurer's Balance	\$7,435,925.87				

All of the accounts referenced above are "City" accounts, reported under the City Federal I.D. #. This is an all inclusive list of such accounts, including all Clerk's Office and Departmental Checking Accounts, same being subject to review during the annual City audit. In addition to the above accounts, the following component units, while legally separate entities from the City, are considered by the auditor to be "so intertwined with the City" that they are also subject to review during the City audit.

- Riverside Gardeners, Inc
- Monticello Firefighters Organization, Inc
- Monticello Emergency Medical Team
- Friends of the Monticello Public Library
- Monticello Youth Baseball & Softball Assn
- Friends of the Monticello Park & Rec

**TREASURER'S REPORT**  
**CALENDAR 9/2023, FISCAL 3/2024**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	910,696.56	196,332.83	119,251.52	.00	987,777.87
003 SOLDIER MEMORIAL FUND	13,525.34	375.00	82.00	.00	13,818.34
005 MONTICELLO BERNDES CENT	19,040.62	5,083.43	22,662.98	.00	1,461.07
006 RECREATIONAL SET-A-SIDE	.00	.00	.00	.00	.00
007 OFFICIATING FUND	8,477.42	2.02	.00	.00	8,479.44
008 DARE	6,735.54	30.61	.00	.00	6,766.15
009 POLICE CANINE UNIT	5,631.75	20.63	.00	.00	5,652.38
010 INSURANCE	48,558.54	219.99	251.01	.00	48,527.52
014 MONTICELLO TREES FOREVE	32,950.93	149.75	6,152.50	.00	26,948.18
015 FIRE	189,101.54	1,159.40	5,143.37	.00	185,117.57
016 AMBULANCE	157,315.91	54,448.01	37,721.00	.00	174,042.92
018 HOTEL/MOTEL TAX	16,662.86	75.72	.00	.00	16,738.58
022 EARL F LEHMANN TRUST	238.61	.06	.00	.00	238.67
023 TRUST FUND/STREET BOND	500.00	250.00	.00	.00	750.00
026 POLICE IMPROVEMENT	1,616.07	50.34	.00	.00	1,666.41
030 LIBRARY IMPROVEMENT	43,873.54	3,368.20	1,002.72	.00	46,239.02
041 LIBRARY	32,683.76	13,290.58	12,812.86	.00	33,161.48
042 SPORTS COMPLEX	.00	.00	.00	.00	.00
044 EQUIPMENT SET-A-SIDE	78,717.03	356.78	.00	.00	79,073.81
045 SUPER MAC FUND	22,151.20	90.55	1,694.19	.00	20,547.56
046 AIRPORT	111,822.81	6,742.85	20,248.61	.00	98,317.05
050 REVOLVING LOAN FUND	44,613.58	202.29	.00	.00	44,815.87
110 ROAD USE	465,717.35	63,875.43	117,676.09	.00	411,916.69
111 ROAD USE SETASIDE	166,858.18	755.66	.00	.00	167,613.84
112 EMPLOYEE BENEFITS	176,895.61	58,525.66	40,248.98	.00	195,172.29
125 TIF -SPECIAL REVENUE	431,075.52	85,600.23	.00	.00	516,675.75
178 TRUST/SLAVKA GEHRET FUN	212,051.31	963.68	.00	.00	213,014.99
180 POLICE FORFEITURE	4.95	.00	.00	.00	4.95
200 DEBT SERVICE	153,726.40	42,605.80	.00	.00	196,332.20
225 TIF - DEBT	.00	.00	.00	.00	.00
300 ARPA CAPITAL FUND	610,014.10	2,762.61	.00	.00	612,776.71
313 PARK IMPROVEMENT	115,185.82	4,695.00	149.27	.00	119,731.55
316 LIB CAPITAL IMPROVEMENT	14,691.47	66.76	.00	.00	14,758.23
319 AMBULANCE IMPROVEMENT	172,591.91	784.35	.00	.00	173,376.26
325 TIF PROJECT	24,066.00-	.00	13,179.00	.00	37,245.00-
326 TRUST/CEMETERY IMPROVEM	37,404.49	908.41	.00	.00	38,312.90
328 FAMILY AQUATIC CENTER C	.00	.00	.00	.00	.00
332 CAPITAL IMPROVEMENT	61,354.10-	175,918.68	177,415.44	.00	62,850.86-
333 MYSBA CAPITAL FUND	.00	.00	.00	.00	.00
336 LOW INCOME HOUSING FUND	16,210.87	73.41	.00	.00	16,284.28
337 MDC FUNDS	.00	.00	.00	.00	.00
338 BATY DISC GOLF COURSE	11,906.03	54.02	988.00	.00	10,972.05
339 MARY MAXINE REDMOND TRU	7,191.50	32.67	.00	.00	7,224.17
375 POCKET PARK	11,314.97	50.33	105.48	.00	11,259.82
500 TRUST/CEMETERY PERPETUA	180,011.28	1,025.89	.00	.00	181,037.17
502 C.C. BIDWELL LIBRARY BO	83,415.43	379.09	.00	.00	83,794.52
503 TRUST/IOMA MARY BAKER	37,545.25	170.62	135.87	.00	37,580.00
600 WATER	309,522.29	36,842.96	43,938.26	.00	302,426.99
601 WATER BOND SINKING	.00	.00	.00	.00	.00
602 CUSTOMER DEPOSITS	115,215.16	1,450.00	1,100.00	.00	115,565.16
603 WATER IMPROVEMENT	.00	.00	.00	.00	.00
604 WATER CAPITAL IMPROVEME	147,985.67	6,152.05	.00	.00	154,137.72
610 SEWER	1,558,731.96	102,732.67	27,902.41	.00	1,633,562.22

**TREASURER'S REPORT**  
**CALENDAR 9/2023, FISCAL 3/2024**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
611 SEWER RESERVE	.00	.00	.00	.00	.00
612 SEWER SINKING	51,949.29	236.09	.00	.00	52,185.38
613 SEWER CAPITAL IMPROVEME	91,061.69	5,893.34	.00	.00	96,955.03
614 SEWER IMPROVEMENT	.00	.00	.00	.00	.00
670 SANITATION	227,380.38	53,514.88	45,215.03	.00	235,680.23
671 SANITATION CAPITAL IMPR	9,008.99	40.94	.00	.00	9,049.93
675 YARD WASTE SITE	44,460.16	3,868.11	273.56	.00	48,054.71
740 STORM WATER	73,181.37	7,119.18	2,275.35	.00	78,025.20
820 INTERNAL REV SELF FUNDE	.00	302.89	302.89	.00	.00
950 FLEX SPENDING FUND	1,797.03	1,192.32	695.93	.00	2,293.42
951 ENTERPRISE FLEX SPENDIN	107.48	.00	.00	.00	107.48
Report Total	7,193,707.42	940,842.77	698,624.32	.00	7,435,925.87



**City Council Meeting**  
**Prep. Date:** 10/11/2023  
**Preparer:** Russell Farnum



**Agenda Item:** # 1 & 2  
**Agenda Date:** 10/16/2023

*Communication Page*

**Agenda Items Description:** **Public Hearing** on Proposed Amendment to the Monticello Urban Renewal Area and **Resolution** to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Monticello Urban Renewal Area

**Type of Action Requested:** **Public Hearing and Resolution**

**Attachments & Enclosures:**  
  
**Resolution**

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

**Synopsis:** The City is asking to add Chestnut Street to the Urban Renewal Area in order to use Tax Increment funds to help pay the bond for the Chestnut Street improvements and future enhancements to the area.

The Plan Commission reviewed this at their meeting of October 10 and found the request to be in conformity with the City’s comprehensive plan for development. The Commission recommended approval by a vote of 4-0 (Adams absent).

This addition allows the City to capture growth in the Urban Renewal District to help make bond payments on the project, rather than spreading the burden across all taxpayers. One question was presented at the Plan Commission meeting – what is the scale of the difference? If the Chestnut project and the 6<sup>th</sup> Street Ditch are paid entirely from the Debt Service Levy, the anticipated debt levy will go up by about a dollar (estimated).

**Recommendation:** Chestnut Street is an important collector street for this neighborhood, funneling traffic to First Street and Seventh Street. The reconstruction of this block, and the maintenance of the overall street from First to Seventh, is important to this neighborhood. A recommendation to approve the Urban Renewal Plan Amendment is recommended.

PUBLIC HEARING ON OCTOBER, 2023  
ADDITION TO THE MONTICELLO  
URBAN RENEWAL AREA AND URBAN  
RENEWAL PLAN AMENDMENT

435926-27

Monticello, Iowa

October 16, 2023

The City Council of the City of Monticello, Iowa, met on October 16, 2023, at 6:00 p.m., at the Monticello Renaissance Center, in the City for the purpose of conducting a public hearing on the designation of the expanded Monticello Urban Renewal Area and on urban renewal plan amendment. The Mayor presided and the roll being called the following members of the Council were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The City Council investigated and found that notice of the intention of the Council to conduct a public hearing on the designation of an urban renewal area and on a proposed urban renewal plan amendment had been published according to law and as directed by the Council and that this is the time and place at which the Council shall receive oral or written objections from any resident or property owner of the City. All written objections, statements, and evidence heretofore filed were reported to the City Council, and all oral objections, statements, and all other exhibits presented were considered.

The following named persons presented oral objections, statements, or evidence as summarized below; filed written objections or statements, copies of which are attached hereto; or presented other exhibits, copies of which are attached hereto:

**(Here list all persons presenting written or oral statements or evidence and summarize each presentation.)**

There being no further objections, comments, or evidence offered, the Mayor announced the hearing closed.

Council Member \_\_\_\_\_ moved the adoption of a resolution entitled “Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Monticello Urban Renewal Area,” seconded by Council Member \_\_\_\_\_. After due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted and signed approval thereto.

RESOLUTION NO. \_\_\_\_\_

Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Monticello Urban Renewal Area

WHEREAS, as a preliminary step to exercising the authority conferred upon Iowa cities by Chapter 403 of the Code of Iowa (the “Urban Renewal Law”), a municipality must adopt a resolution finding that one or more slums, blighted or economic development areas exist in the municipality and that the development of such area or areas is necessary in the interest of the public health, safety or welfare of the residents of the municipality; and

WHEREAS, the City Council of the City of Monticello, Iowa (the “City”) has previously created the Monticello Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, a proposal has been made which shows the desirability of expanding the Urban Renewal Area to add and include all the property (the “Property”) lying within the description set out in Exhibit A hereto; and

WHEREAS, the proposal demonstrates that sufficient need exists to warrant finding the Property to be an economic development area; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which (1) covers the addition of the Property to the Urban Renewal Area; and (2) authorizes the undertaking of a new urban renewal project in the Urban Renewal Area consisting of using tax increment financing to pay the cost of the construction of street and storm water drainage improvements; and

WHEREAS, notice of a public hearing by the City Council on the question of establishing the Property as an urban renewal area and on the proposed Amendment was heretofore given in strict compliance with the provisions of Chapter 403 of the Code of Iowa, and the Council has conducted said hearing on October 16, 2023; and

WHEREAS, copies of the Amendment, notice of public hearing and notice of a consultation meeting with respect to the Amendment were mailed to Jones County and the Monticello Community School District; the consultation meeting was held on the 2<sup>nd</sup> day of October, 2023; and responses to any comments or recommendations received following the consultation meeting were made as required by law;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Monticello, Iowa, as follows:

Section 1. An economic development area as defined in Chapter 403 of the Code of Iowa is found to exist on the Property.

Section 2. The Property is hereby declared to be an urban renewal area, in conformance with the requirements of Chapter 403 of the Code of Iowa, and is hereby designated the October, 2023 Addition to the Monticello Urban Renewal Area.

Section 3. The development of the Property is necessary in the interest of the public health, safety or welfare of the residents of the City.

Section 4. It is hereby determined by this City Council as follows:

A. The proposed Amendment and the project and initiatives described therein conform to the general plan of the municipality as a whole;

B. The proposed economic development projects described in the Amendment are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

C. It is not intended that families will be displaced as a result of the City's undertaking under the Amendment. Should such issues arise, then the City will ensure that a feasible method exists to carry out any relocations without undue hardship to the displaced and into safe, decent, affordable and sanitary housing.

Section 5. The Amendment attached hereto and made a part hereof, is hereby in all respects approved.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved October 16, 2023.

---

Mayor

Attest:

---

City Clerk

**(Attach copy of the urban renewal plan amendment to this resolution.)**

EXHIBIT A  
Legal Description  
October, 2023 Addition to the Monticello Urban Renewal Area

All of the public right-of-way of N. Chestnut Street situated in the corporate limits of the City of Monticello, Iowa, and the real property situated adjacent to N. Chestnut Street and within 150 feet of the center line thereof.

• • • •

Upon motion and vote, the meeting adjourned.

---

Mayor

Attest:

---

City Clerk

STATE OF IOWA  
JONES COUNTY  
CITY OF MONTICELLO

SS:

I, the undersigned, do hereby certify that I am the duly appointed, qualified and acting City Clerk of the City of Monticello, Iowa and that as such I have in my possession or have access to the complete corporate records of the City and of its officers; and that I have carefully compared the transcript hereto attached with the aforesaid records and that the attached is a true, correct and complete copy of the corporate records relating to the action taken by the City Council preliminary to and in connection with designating an urban renewal area and approving the urban renewal plan amendment for the Monticello Urban Renewal Area in the City.

WITNESS MY HAND this \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
City Clerk

**(Please attach to this certificate a copy of the minutes or a resolution of the Planning and Zoning Commission showing the action taken by that Commission with respect to the urban renewal plan amendment.)**



CITY OF MONTICELLO, IOWA  
URBAN RENEWAL PLAN AMENDMENT  
MONTICELLO URBAN RENEWAL AREA

October, 2023

The Urban Renewal Plan (the “Plan”) for the Monticello Urban Renewal Area (the “Urban Renewal Area”) in the City of Monticello, Iowa (the “City”) is being amended by the City for the purposes of adding property to the Urban Renewal Area and identifying a new urban renewal project to be undertaken in the Urban Renewal Area.

**1) Addition of Property.** The real property (the "Property") legally described on Exhibit A hereto is, by virtue of this Amendment, being added as the October, 2023 Addition to the Urban Renewal Area. With the adoption of this Amendment, the City will designate the Property as an economic development area. The Property will become subject to the provisions of the Plan for the Urban Renewal Area.

**2) Identification of Projects.** By virtue of this amendment, the list of authorized urban renewal projects in the Plan is hereby amended to include the following project description:

**Name of Project:** Street and Storm Water Drainage Improvements Project

**Date of Council Approval of Project:** October 16, 2023

**Description of Project and Project Site:** The Street and Storm Water Drainage Improvements Project will include (i) the construction of street improvements, including street resurfacing, curb and gutter, and sidewalk improvements, on and along Chestnut Street, beginning at its intersection with 2<sup>nd</sup> Street on the southeast and continuing northwest to and including its intersection with 3<sup>rd</sup> Street; (ii) the construction of storm water drainage system improvements on and along First Street; and (iii) the incidental utility, landscaping, site clearance and cleanup work related thereto.

It is expected that the completed Street Improvements Project will cause increased and improved ability of the City to provide adequate transportation infrastructure for the growth and retention of commercial enterprises in the City.

**Description of Properties to be Acquired in Connection with Project:** The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the Street Improvements Project.

**Description of Use of TIF for the Project:** It is anticipated that the City will pay for the Street and Storm Water Drainage Improvements Project with borrowed funds and/or the proceeds of an internal advance of City funds on-hand. In any case, the City’s obligations will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City’s use of incremental property tax revenues for the Street

and Storm Water Drainage Improvements Project will not exceed \$700,000, plus any interest expense incurred by the City on any borrowing undertaken for the funding of the Street and Storm Water Drainage Improvements Project.

**3) Required Financial Information.** The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Constitutional debt limit of the City:	<u>\$14,177,419</u>
Outstanding general obligation debt of the City:	<u>\$</u>
Proposed debt to be incurred in connection with this October, 2023 Amendment*:	<u>\$ 700,000</u>

\*Some or all of the debt to be incurred in connection with this October, 2023 Amendment will be subject to annual appropriation by the City Council.

**EXHIBIT A**  
Legal Description  
Expanded Monticello Urban Renewal Area  
(October, 2023 Addition)

All of the public right-of-way of N. Chestnut Street situated in the corporate limits of the City of Monticello, Iowa, and the real property situated adjacent to N. Chestnut Street and within 150 feet of the center line thereof.

**City Council Meeting**  
**Prep. Date:** 10/11/2023  
**Preparer:** Russell Farnum



**Agenda Item:** # 3 & 4  
**Agenda Date:** 10/16/2023

*Communication Page*

**Agenda Items Description:** Public Hearing and Possible Ordinance Rezoning of 201 N. Main Street from R-1 to R-2

<b><u>Type of Action Requested:</u></b> Ordinance					
<b><u>Attachments &amp; Enclosures:</u></b>  <b>Ordinance</b> <b>Petition</b>	<b><u>Fiscal Impact:</u></b> Budget Line Item: <table border="1" style="width: 100%;"><tr><td> </td></tr></table> Budget Summary: <table border="1" style="width: 100%;"><tr><td> </td></tr></table> Expenditure: <table border="1" style="width: 100%;"><tr><td> </td></tr></table> Revenue: <table border="1" style="width: 100%;"><tr><td> </td></tr></table>				

**Synopsis:** Wes Koob purchased a dilapidated rental home at 201 N. Main St., which is on the northwest corner of 2<sup>nd</sup> and Main Street. He tore down the dilapidated structure, and is proposing to construct a new duplex on the site.

The property is zoned R-1 Single Family Residential, and duplexes are not an allowed use in that zoning district, so the owner has petitioned to change the zoning to R-2 Two Family Residential.

**Analysis:**  
 The subject property is a 9,300 square foot lot at the northwest corner of 2<sup>nd</sup> and Main. The property was improved with a dilapidated rental dwelling. The property is currently zoned R-1 Single Family Residential, as is property to the north and west.

To the north and west lie single family homes and the Reformed Evangelical Church. The lot has frontage on Main Street, is a major street (Business 151) that is lined on the east side with Blue Inn, Whiskey Bar and Grill, Great Pastimes liquor store, Wolken Dental, Dollar Fresh grocery store, and a variety of other retail and service uses.

The property is a block north of First Street, which is generally considered “downtown”. The property is clearly in a transitional area between the heart of the “downtown” on First Street, and the single-family neighborhood to the north and west.

The Planning and Zoning Board reviewed this request at the October 10 meeting. The Board found that:

1. The proposed zoning complies with the Comprehensive Plan;
2. The proposed zoning complies with the purpose and nature of the Zoning Ordinance;

3. The proposed zoning will not negatively impact the property values nor use and enjoyment of the adjacent and/or nearby properties;
4. The property is suitable for the proposed use.

The Planning and Zoning Board voted 4-0 (Adams absent) to recommend the zoning change.

**Recommendation:** Approval is recommended.

9/21/2023

The City of Monticello and Board Members  
200 East 1st Street  
Monticello, IA 52310

RE: Request Rezoning Single Family Residential to R-2 Residential  
Address: 201 N Main St, Monticello, IA

Dear Board Members:

We own the lot at 201 N Main and are requesting to have it rezoned from single family residential to R-2 residential to build a duplex.

We would like to begin construction soon and hope the planning board can consider this request at the earliest possible date.

Thank you for your consideration,

Wesley and Dawn Koob  
13297 212th Ave  
Anamosa, IA 52205  
319-480-1637

33'

160'

60'

53'

Dawn & Wes Kooch  
201 N Main St

Lot 9290 sq ft

171

16

9

29

30

191

46

1006 sq ft

870 sq ft

71

51

20

20

20

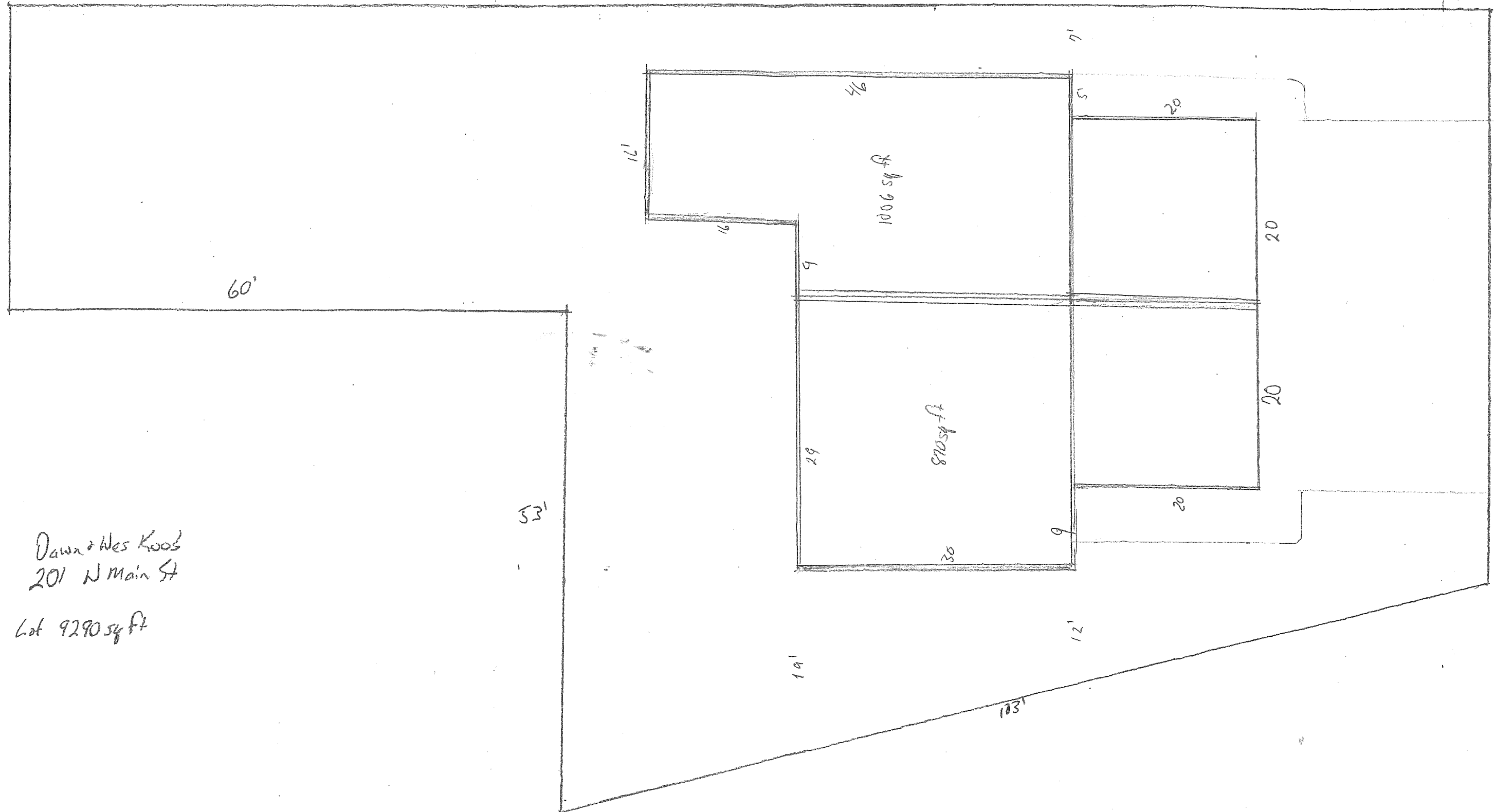
20

9

121

103'

62'



ORDINANCE NO.

An Ordinance amending the Monticello Code of Ordinances, by amending Chapter 165 “ZONING REGULATIONS” of certain property located within the City Limits of the City of Monticello, same being generally described as 201 North Main Street, Monticello, IA 52310, and amending the Official Zoning Map

**BE IT ENACTED** by the City Council of the City of Monticello, Iowa:

A. Zoning Classification:

That the Zoning Classification for the above-described property shall be hereby amended from its’ present designation of R-1 Single Family to R-2 Two Family.

B. Repealer:

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

C. Severability:

If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

D. Effective Date

This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

1<sup>st</sup> reading passed by the Council on this \_\_\_\_ day of \_\_\_\_\_, 2023  
2<sup>nd</sup> reading passed by the Council on this \_\_\_\_ day of \_\_\_\_\_, 2023  
3<sup>rd</sup> reading passed by the Council on this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Dave Goedken, Mayor

Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk/Treasurer

I, Sally Hinrichsen, Monticello City Clerk, do hereby certify that the above and foregoing Ordinance # \_\_\_\_\_ was published in the Monticello Express on the \_\_\_\_ of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Sally Hinrichsen, City Clerk



**City Council Meeting**  
**Prep. Date:** 10/11/2023  
**Preparer:** Russell Farnum



**Agenda Item:** # 5  
**Agenda Date:** 10/16/2023

*Communication Page*

**Agenda Items Description:** Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2023

<b><u>Type of Action Requested:</u></b> Resolution	
<b><u>Attachments &amp; Enclosures:</u></b>  Resolution and Proceedings	<b><u>Fiscal Impact:</u></b>
	Budget Line Item:
	Budget Summary:
	Expenditure:
	Revenue:

**Synopsis:** Attached are the Resolution and proceedings necessary to sell the General Obligation Corporate Purpose Bonds, Series 2023, which are paying for the following projects:

1. Chestnut Street improvements between 2<sup>nd</sup> and 3<sup>rd</sup> Street, including drainage, water main, street and sidewalk construction;
2. Improvements to the 6<sup>th</sup> Street Ditch from Chestnut Street easterly to Cedar and northeast to 7<sup>th</sup> Street;
3. Repainting and maintenance of the South Water Tower.

In total these projects are estimated at about \$1.8 million. The bonds provide cash to perform the improvements and then the City pays it back over a 10-year period.

**Background:** In June, 2021, the City Council had a Capital Projects work session and discussed many of these projects, as well and several others that we have gotten completed (Oak Street water main, 7<sup>th</sup> Street sewer, water, hydrants and valves, Manholes related to Route 38 repaving, etc.). Combined with the repair of the heaving sidewalks on Sycamore Street, a lot has been accomplished since then.

The three projects listed above have been planned for this bond issue and Staff have been working toward getting the bond together for those last 2 years, including Bond Counsel (Dorsey and Whitney), PFM Financial Advisors, the City Engineer, City Clerk, City Administrator, Public Works Director and Water and Sewer Superintendent.

The bonds are offered for sale on the bond marketplace with bids due on October 16. At the meeting on October 16, PFM Financial Advisors LLC will provide the tabulated bid results and a recommendation for Council consideration.

**Recommendation:** PFM Financial Advisors LLC will provide a recommendation based upon the results of the bond sale.

MINUTES TO RECEIVE BIDS AND SELL BONDS

435926-35

Monticello, Iowa

October 16, 2023

The City Council of the City of Monticello, Iowa, met on October 16, 2023, at 6:00 o'clock p.m., at the Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, Monticello, Iowa.

The meeting was called to order by the Mayor, and the roll was called showing the following Council Members present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

This being the time and place fixed by the City Council for the consideration of bids for the purchase of the City's General Obligation Corporate Purpose Bonds, Series 2023, the Mayor announced that bids had been received and canvassed on behalf of the City at the time and place fixed therefor.

The results of the bids were then read and the substance of such bids was noted in the minutes, as follows:

<b>Name and Address of Bidder</b>	<b>Final Bid (interest cost)</b>
-----------------------------------	----------------------------------

**(Attached bid tabulation)**

After due consideration and discussion, Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption, seconded by Council Member \_\_\_\_\_. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

••••

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

\_\_\_\_\_  
David Goedken, Mayor

Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

RESOLUTION NO. \_\_\_\_\_

Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2023

WHEREAS, the City of Monticello (the “City”), in Jones County, State of Iowa, heretofore proposed to enter into a General Obligation Corporate Purpose Loan Agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$2,500,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of (a) constructing street and storm water drainage improvements, including incidental water system, sanitary sewer system and utility relocation improvements; (b) acquiring and installing street lighting and signage improvements; and (c) undertaking water tower painting and maintenance, and pursuant to law and duly published notice of the proposed action has held a hearing thereon on March 6, 2023; and

WHEREAS, a Preliminary Official Statement (the “P.O.S.”) has been prepared to facilitate the sale of General Obligation Corporate Purpose Bonds, Series 2023 (the “Bonds”) to be issued in evidence of the obligation of the City under the Loan Agreement, and the City Council has made provision for the approval of the P.O.S. and has authorized its preparation and use by PFM Financial Advisors LLC, as municipal financial advisor to the City, and has otherwise made provision for the sale of the Bonds; and

WHEREAS, pursuant to advertisement of sale, bids for the purchase of the Bonds to be issued in evidence of the City’s obligation under the Loan Agreement were received and canvassed on behalf of the City and the substance of such bids noted in the minutes; and

WHEREAS, upon final consideration of all bids, the bid of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (the “Purchaser”), is the best, such bid proposing the lowest interest cost to the City for the Bonds;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Monticello, Iowa, as follows:

Section 1. The bid of the Purchaser referred to in the preamble hereof is hereby accepted, and the Bonds are hereby awarded to the Purchaser at the price specified in such bid, together with accrued interest, if any.

Section 2. The form of agreement of sale/official bid form (the “Sale Agreement”) of the Bonds to the Purchaser is hereby approved, and the Mayor and City Clerk are hereby authorized to execute the Sale Agreement for and on behalf of the City.

Section 3. Further action with respect to the approval of the Loan Agreement and the issuance of the Bonds is hereby adjourned to the City Council meeting to be held on November 6, 2023.

Section 4. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its approval and adoption, as provided by law.

Passed and approved October 16, 2023.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk



**City Council Meeting**  
**Prep. Date:** 10/11/2023  
**Preparer:** Russell Farnum



**Agenda Item:** # 6 -10  
**Agenda Date:** 10/16/2023

*Communication Page*

**Agenda Items Description:** Approving Plats of Parcels 2023-77, 2023-78, and 2023-79, 80 and 81

**Type of Action Requested:** Plat Approval

**Attachments & Enclosures:**  
  
**Resolutions (3)**  
**Plats (3)**

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

**Synopsis:** The Rowland Trust has submitted plats for various portions of the Rowland Trust farm, which is being sold to a variety of parties (all of whom own adjacent or nearby land).

The Plat for Parcel 2023-77 is for the portion of land being sold to the School District adjacent to the Middle and High School campus, and north of the creek;

The plat for Parcel 2023-78 is for land south of the creek and west of 151 being sold to Randy Schilt, who owns the former Lambert Farm to the west;

Parcels 2023-79 and 2023-80 are for the City, as we are buying that land for future expansion of the airport, and the plat for Parcel 2023-81 is for land being sold to Franzenburgs, who also own land south of 190<sup>th</sup> Street. These three parcels are on one plat.

In all, these plats combine 15 parcels into 5 parcels. The Planning and Zoning Board reviewed these plats at their meeting of October 10 and recommended approval by a vote of 4-0 (Adams absent).

**Recommendation:** Approval is recommended.



**Index Legend**

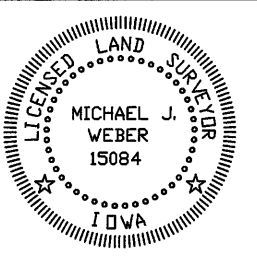
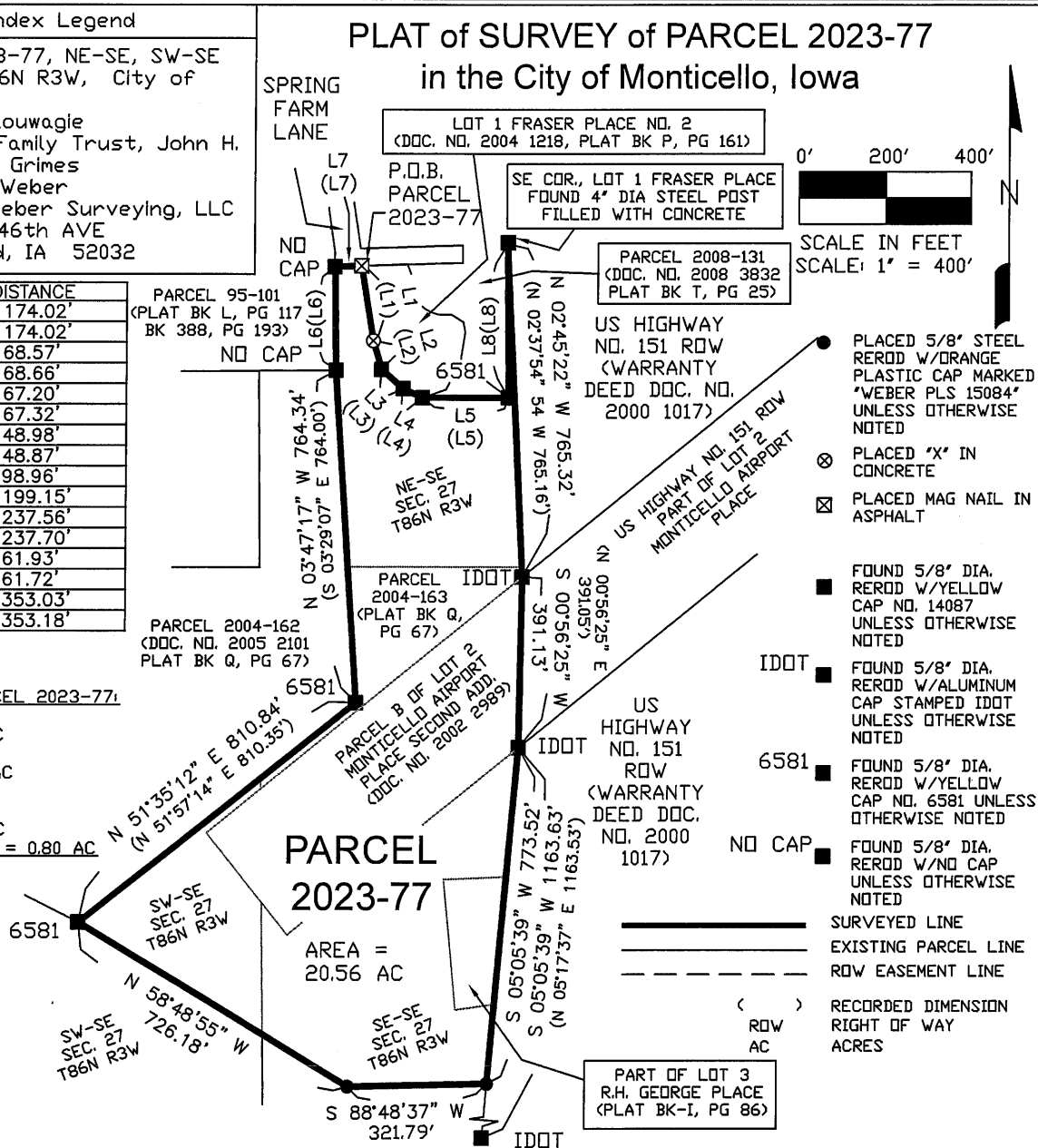
Location: Parcel 2023-77, NE-SE, SW-SE & SE-SE, Sec. 27, T86N R3W, City of Monticello  
 Requestor: Troy R. Louwagie  
 Proprietor: Rowland Family Trust, John H. Frasher & Katherine Grimes  
 Surveyor: Michael J. Weber  
 Surveyor Company: Weber Surveying, LLC & Return To: 26789 46th AVE Bernard, IA 52032

**PLAT of SURVEY of PARCEL 2023-77**  
 in the City of Monticello, Iowa

LINE	BEARING	DISTANCE
L1	S 09°14'21" E	174.02'
(L1)	N 09°08'31" W	174.02'
L2	S 16°32'55" E	68.57'
(L2)	N 16°53'03" W	68.66'
L3	S 48°53'14" E	67.20'
(L3)	N 49°00'38" W	67.32'
L4	S 64°59'42" E	48.98'
(L4)	N 64°48'10" W	48.87'
L5	S 89°59'24" E	198.96'
(L5)	N 90°00'00" E	199.15'
L6	N 00°50'50" W	237.56'
(L6)	S 00°49'39" E	237.70'
L7	N 88°06'01" E	61.93'
(L7)	S 88°11'49" W	61.72'
L8	N 00°33'06" W	353.03'
(L8)	N 00°32'23" W	353.18'

**AREA BREAKDOWN OF PARCEL 2023-77:**  
 NE-SE, SEC. 27 = 4.33 AC  
 SW-SE, SEC. 27 = 2.45 AC  
 SE-SE, SEC. 27 = 5.66 AC  
 PARCEL 2004-163 = 1.75 AC  
 PARCEL B OF LOT 2 OF MONTICELLO AIRPORT PLACE 2ND ADD. = 5.57 AC  
 LOT 3 R.H. GEORGE PLACE = 0.80 AC  
**TOTAL = 20.56 AC**

**NOTES:**  
 1. ALL MEASUREMENTS ARE IN FEET AND DECIMALS THEREOF.  
 2. THIS PLAT IS SUBJECT TO RIGHT OF WAY AND EASEMENTS OF RECORD AND NOT OF RECORD.



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

*Michael J. Weber* October 3, 2023  
 MICHAEL J. WEBER (DATE)  
 LICENSE NUMBER 15084  
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2023  
 SHEETS COVERED BY THIS SEAL: Sheet 1 of 2

WEBER SURVEYING, LLC  
 26789 46TH AVE  
 BERNARD, IA 52032  
 PH: (563) 590-4993  
 mjweber1@bernardtel.com

DRAWN BY: MJW  
 SURVEY DATE: 10/03/23  
 DWG: 23111-PARCEL-2023-77

**SHEET 1 OF 2**

**DESCRIPTION:**

Parcel 2023-77 being part of the NE 1/4 of the SE 1/4, part of the SW 1/4 of the SE 1/4 and part of the SE 1/4 of the SE 1/4, Section 27, T86N R3E of the 5th P.M., being all of Parcel 2004-163 as shown in Plat Book Q Page 67, Document No. 2005 2101 of the Jones County Recorder's Office, all of Parcel B of Lot 2 of Monticello Airport Place Second Addition as shown in Document No. 2002 2989 of the Jones County Recorder's Office and part of Lot 3 of R.H. George Place as shown in Plat Book I, Page 86 of the Jones County Recorder's Office all in the City of Monticello, Iowa more particularly described as follows: Commencing at a subdivision corner being the NW corner of Lot 1 of Fraser Place No. 2 as shown in Plat Book P, Page 161, Document No. 2004 1218 of the Jones County Recorder's Office, being the point of beginning; thence S 09°14'21" E (assumed bearing), 174.02' along the Westerly line of said Lot 1; thence S 16°32'55" E, 68.57' along the Westerly line of said Lot 1; thence S 48°53'14" E, 67.20' along the Southwesterly line of said Lot 1; thence S 64°59'42" E, 48.98' along the Southwesterly line of said Lot 1 to the SW corner of Parcel 2008-131 as shown in Plat Book T, Page 25, Document No. 2008 3832 of the Jones County Recorder's Office; thence S 89°59'24" E, 198.96' along the South line of said Parcel 2008-131 to the SE corner of said Parcel 2008-131; thence N 00°33'06" W, 353.03' along the East line of said Parcel 2008-131 and the East line of Parcel 2008-130 as shown in said Plat Book T, Page 25 to the SE corner of Lot 1 of Fraser Place in Section 27, T86N R3W of the 5th P.M. as shown in Plat Book D, Page 14 of the Jones County Recorder's Office; thence S 02°45'22" E, 765.32' along the West line of Parcel B being the West Right of Way line (ROW) of US Highway No. 151 as shown in Warranty Deed Doc. No. 2000 1017 to the SW corner of said Parcel B; thence S 00°56'25" W, 391.13' along said ROW to the NW corner of Parcel A being the West Right of Way line (ROW) of US Highway No. 151 as shown in Warranty Deed Doc. No. 2000 1017; thence S 05°05'39" W, 773.52' along said Parcel A being the West ROW line of US Highway No. 151; thence S 88°48'37" W, 321.79'; thence N 58°48'55" W, 726.18' to the most South corner of Parcel 2004-162 as shown in Plat Book Q Page 67, Document No. 2005 2101 of the Jones County Recorder's Office; thence N 51°35'12" E, 810.84' along the Southeasterly line of said Parcel 2004-162; thence N 03°47'17" W, 764.34' along the East line of said Parcel 2004-162 to the SE corner of Parcel 95-101 as shown in Plat Book L Page 117, Book 388 Page 193 of the Jones County Recorder's Office; thence N 00°50'50" W, 237.56' along the East line of said Parcel 95-101 to the SW corner of Spring Farm Lane as shown in said Plat Book P Page 161, Document No. 2004 1218; thence N 88°06'01" E, 61.93' along the South line of said Spring Farm Lane to the point of beginning, containing 20.56 acres and subject to easements of record and not of record.

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

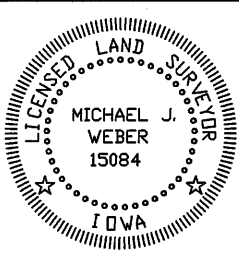
Index Legend
Location: Parcel 2023-77, SW-SE & SE-SE, Sec. 27, T86N R3W & NE-NE, SE-NE & NE-SE, SEC. 34, T86N R3W, City of Monticello Requestor: Troy R. Louwagie Proprietor: Rowland Family Trust, John H. Frasher & Katherine Grimes Surveyor: Michael J. Weber Surveyor Company: Weber Surveying, LLC & Return To: 26789 46th AVE Bernard, IA 52032

# PLAT of SURVEY of PARCEL 2023-78 in the City of Monticello, Iowa

## SEE SHEET NO. 2 FOR PLAT OF PARCEL 2023-78

### DESCRIPTION:

Parcel 2023-78 being part of the SW 1/4 of the SE 1/4 of Section 27, part of the SE 1/4 of the SE 1/4 of Section 27, part of the NE 1/4 of the NE 1/4 Section 34, part of the SE 1/4 of the NE 1/4 of Section 34 and part of the NE 1/4 of the SE 1/4 of Section 34 all of T86N R3E of the 5th P.M., in the City of Monticello, Iowa more particularly described as follows: Commencing at the SE corner of the said SW 1/4 of the SE 1/4 of Section 27 being the point of beginning; thence S 89°56'49" W (assumed bearing), 821.52' along the South line of the said SW 1/4 of the SE 1/4 to the SE corner of Parcel 2013-31 as shown in Plat Book U Page 120, Document No. 2013 1022 of the Jones County Recorder's Office; thence N 00°43'39" W, 733.89' along the East line of said Parcel 2013-31 to the NE corner of said Parcel 2013-31; thence S 63°09'32" E, 452.84' along the Southerly line of Parcel 2004-162 as shown in Plat Book Q Page 67, Document No. 2005 2101 of the Jones County Recorder's Office; thence S 58°48'55" E, 726.18'; thence N 88°48'37" E, 321.79' to the West line of Parcel A being the West Right of Way line (RDW) of US Highway No. 151 as shown in Warranty Deed Doc. No. 2000 1017; thence S 05°05'39" W, 390.11' along said West line; thence S 05°42'43" W, 984.29' along said West line; thence S 04°45'53" W, 656.44' along said West line; thence S 06°34'45" W, 1875.29' along said West line; thence N 83°31'59" W, 75.57' to the West line of the NE 1/4 of the SE 1/4 of said Section 34; thence N 00°36'10" W, 3717.51' along said West line, along the West line of the SE 1/4 of the NE 1/4 of said Section 34 and the West line of the NE 1/4 of the NE 1/4 of said Section 34 to the point of beginning, containing 37.22 acres and subject to easements of record and not of record.



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

*Michael J. Weber* October 3, 2023  
 MICHAEL J. WEBER (DATE)  
 LICENSE NUMBER 15084

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2023

SHEETS COVERED BY THIS SEAL : 1 & 2

WEBER SURVEYING, LLC  
 26789 46TH AVE  
 BERNARD, IA 52032  
 PH: (563) 590-4993  
 mjweber1@bernardtel.com

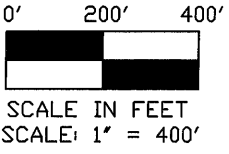
DRAWN BY: MJW
SURVEY DATE: 10/03/23
DWG: 23111-PARCEL-2023-78
SHEET 1 OF 2

**AREA BREAKDOWN OF PARCEL 2023-78:**

SW-SE, SEC. 27 = 9.68 AC  
 SE-SE, SEC. 27 = 2.08 AC  
 NE-NE, SEC. 34 = 13.18 AC  
 SE-NE, SEC. 34 = 8.84 AC  
 NE-SE, SEC. 34 = 3.44 AC  
**TOTAL = 37.22 AC**

PARCEL 2004-162  
 (DOC. NO. 2005 2101  
 PLAT BK Q, PG 67)

PARCEL 2013-31  
 (DOC. NO. 2013 1022  
 PLAT BK U, PG 120)



● PLACED 5/8" STEEL REROD W/ORANGE PLASTIC CAP MARKED "WEBER PLS 15084" UNLESS OTHERWISE NOTED

■ FOUND 5/8" DIA. REROD W/YELLOW CAP NO. 8165 UNLESS OTHERWISE NOTED

IDOT ■ FOUND 5/8" DIA. REROD W/ALUMINUM CAP STAMPED IDOT UNLESS OTHERWISE NOTED

6581 ■ FOUND 5/8" DIA. REROD W/YELLOW CAP NO. 6581 UNLESS OTHERWISE NOTED

———— SURVEYED LINE  
 ———— EXISTING PARCEL LINE  
 - - - - ROW EASEMENT LINE

( ) RECORDED DIMENSION  
 ROW AC RIGHT OF WAY ACRES

LINE	BEARING	DISTANCE
L1	N 83°31'59" W	75.57'
(L1)	S 83°21'44" E	75.57'
L2	S 63°09'32" E	55.18'
(L2)	S 62°29'01" E	55.18'

PARCEL 2013-32  
 (DOC. NO. 2013 1019  
 PLAT BK R, PG 32)

**PARCEL 2023-78**

AREA = 37.22 AC

NE-NE SEC. 34 T86N R3W

US HIGHWAY NO. 151 ROW  
 (WARRANTY DEED DOC. NO. 2000 1017) (N 05°17'37" E 1163.63')

NOTES:  
 1. ALL MEASUREMENTS ARE IN FEET AND DECIMALS THEREOF.  
 2. THIS PLAT IS SUBJECT TO RIGHT OF WAY AND EASEMENTS OF RECORD AND NOT OF RECORD.

NE COR., SW-SE, SEC. 34, T86N R3W FOUND 5/8" DIA. REROD W/ALUMINUM IDOT CAP PER SEC. COR. CERT DOC. NO. 2006 2006

Index Legend

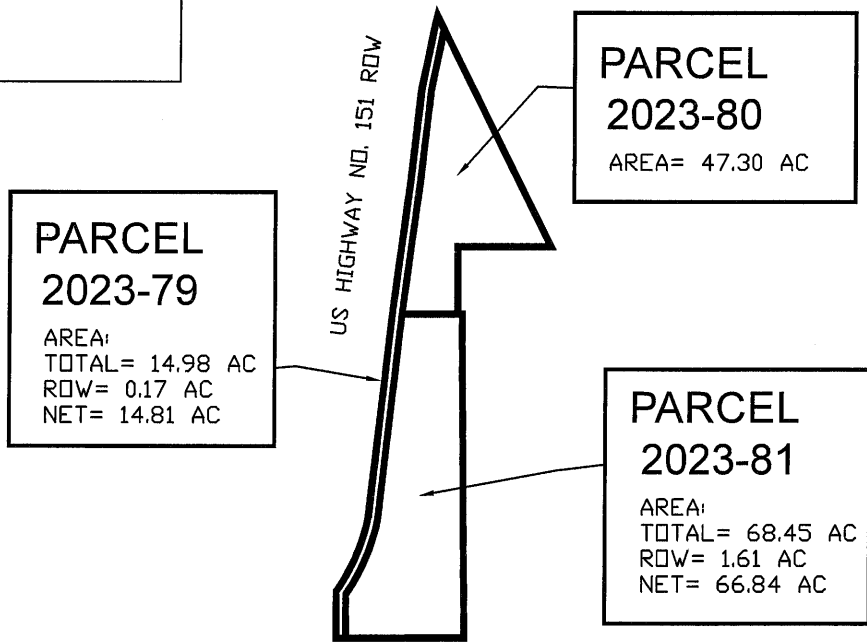
Location: Parcel 2023-79, SE-SE, NE-SE, SE-NE, NE-NE all in Sec. 34 & SE-SE, Sec. 27,

Parcel-80, SE-NE, Sec. 34, NE-NE, Sec. 34 & SE-SE, Sec. 27, SW-SW, Sec. 26 & NW-NW, Sec. 35,

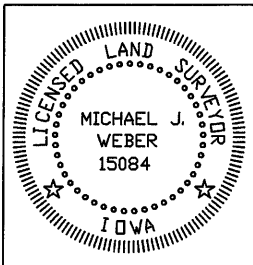
Parcel-81, NE-NE, SE-NE & NE-SE, SEC. 34, all in T86N R3W, City of Monticello

Requestor: Troy R. Louwage  
 Proprietor: Rowland Family Trust, John H. Frasher & Katherine Grimes  
 Surveyor: Michael J. Weber  
 Surveyor Company: Weber Surveying, LLC  
 & Return To: 26789 46th AVE  
 Bernard, IA 52032

PLAT of SURVEY of  
 PARCEL 2023-79,  
 PARCEL-80  
 and PARCEL -81  
 in the City of Monticello, Iowa



SEE SHEET NO. 2 THRU NO. 5  
 FOR PLAT AND DESCRIPTIONS



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

*Michael J. Weber* October 3, 2023  
 MICHAEL J. WEBER (DATE)

LICENSE NUMBER 15084  
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2023

SHEETS COVERED BY THIS SEAL: Sheets 1, 2, 3, 4, 5

WEBER SURVEYING, LLC  
 26789 46TH AVE  
 BERNARD, IA 52032  
 PH: (563) 590-4993  
 mjweber1@bernardtel.com

DRAWN BY: MJW  
 SURVEY DATE: 10/03/23  
 DWG: 23111-PARCEL-2023-79-80-81

SHEET 1 OF 5

# PARCEL 2023-79

AREA:  
TOTAL = 14.98 AC  
ROW = 0.17 AC  
NET = 14.81 AC

AREA BREAKDOWN OF  
PARCEL 2023-80:  
SE-SE, SEC. 27 = 4.20 AC  
LOT 3 R.H. GEORGE PLACE = 1.41 AC  
NE-NE, SEC. 34 = 13.41 AC  
SE-NE, SEC. 34 = 7.80 AC  
NW-NW, SEC. 35 = 18.09 AC  
PARCEL 2001-171 = 1.91 AC  
PARCEL 2001-172 = 0.48 AC  
TOTAL = 47.30 AC

PART OF LOT 3  
R.H. GEORGE PLACE  
(PLAT BK-I, PG 86)

PARCEL 2001-172  
(DOC. NO. 2002 0654,  
PLAT BK-D, PG 157)

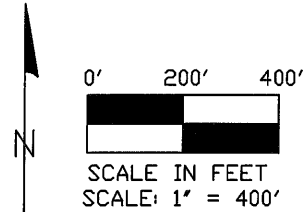
PARCEL 2001-171  
(DOC. NO. 2002 0654,  
PLAT BK-D, PG 157)

PARCEL 2001-149  
(DOC. NO. 2002 0536  
PLAT BK D, PG 153)

# PARCEL 2023-80

AREA = 47.30 AC

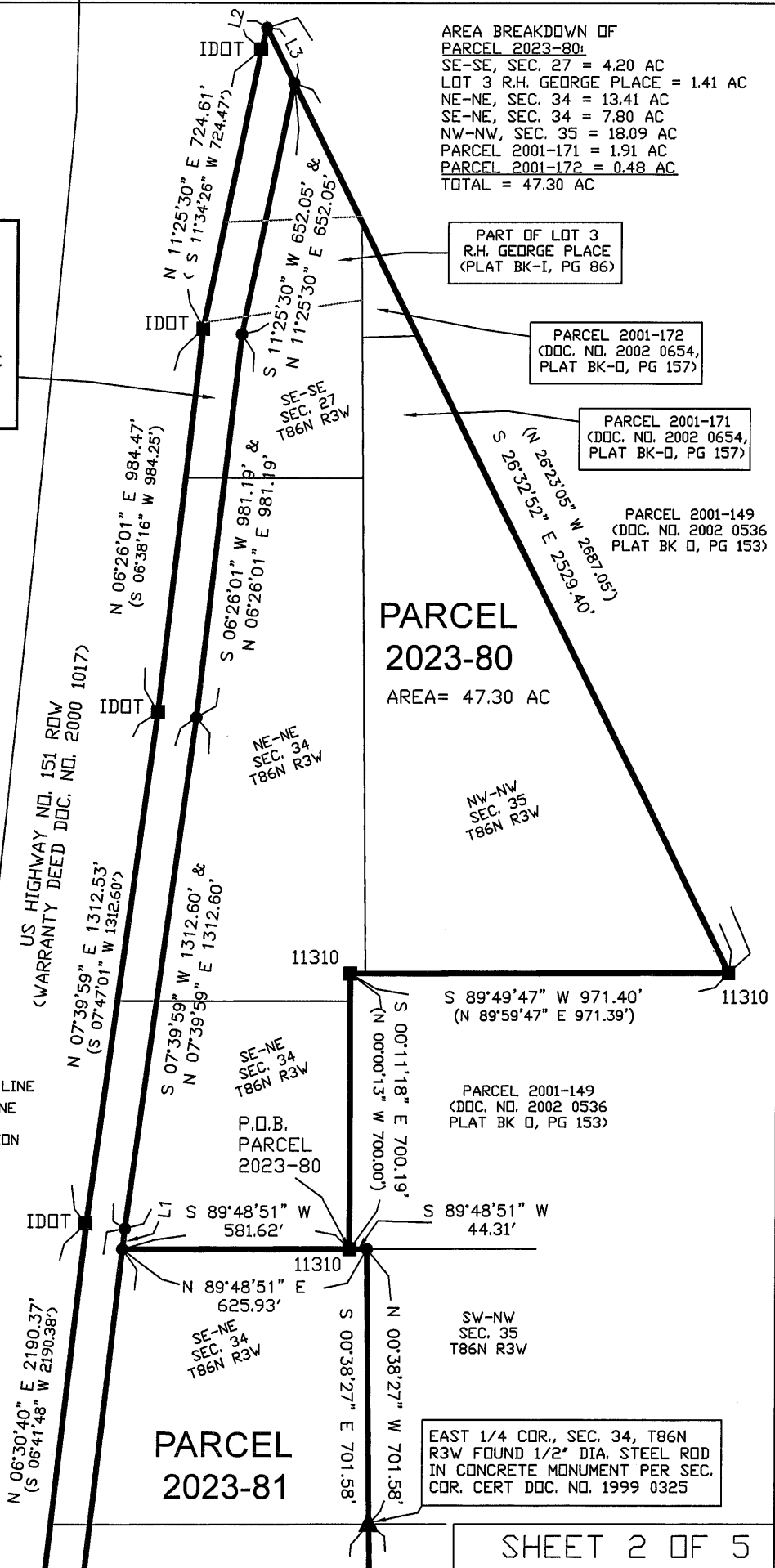
# PARCEL 2023-81



- PLACED 5/8" STEEL REROD W/ORANGE PLASTIC CAP MARKED "WEBER PLS 15084" UNLESS OTHERWISE NOTED
- 11310 ■ FOUND 1/2" DIA. REROD W/YELLOW CAP NO. 11310 UNLESS OTHERWISE NOTED
- IDOT ■ FOUND 5/8" DIA. REROD W/ALUMINUM CAP STAMPED IDOT UNLESS OTHERWISE NOTED
- FOUND 5/8" DIA. REROD W/YELLOW CAP NO. 13802 UNLESS OTHERWISE NOTED

- SURVEYED LINE
- EXISTING PARCEL LINE
- ROW EASEMENT LINE
- ( ) RECORDED DIMENSION
- AC RIGHT OF WAY ACRES

LINE	BEARING	DISTANCE
L1	N 06°30'40" E	53.00'
L2	N 14°36'12" E	56.03'
L3	S 26°32'46" E	157.48'
L4	S 89°43'52" W	100.00'
L5	N 89°35'07" E	100.00'
L6	S 75°58'05" E	115.14'



EAST 1/4 COR., SEC. 34, T86N R3W FOUND 1/2" DIA. STEEL ROD IN CONCRETE MONUMENT PER SEC. COR. CERT DOC. NO. 1999 0325

LINE	BEARING	DISTANCE
L1	N 06°30'40" E	53.00'
L2	N 14°36'12" E	56.03'
L3	S 26°32'46" E	157.48'
L4	S 89°43'52" W	100.00'
L5	N 89°35'07" E	100.00'
L6	S 75°58'05" E	115.14'

**AREA BREAKDOWN OF  
PARCEL 2023-79:**

SE-SE, SEC. 27 = 1.93 AC  
 LOT 3 R.H. GEORGE PLACE = 0.58 AC  
 NE-NE, SEC. 34 = 3.08 AC  
 SE-NE, SEC. 34 = 3.08 AC  
 NE-SE, SEC. 34 = 3.08 AC  
 SE-SE, SEC. 34 NET = 3.06 AC  
 SE-SE, SEC. 34 ROW = 0.17 AC  
 TOTAL = 14.98 AC

**PARCEL  
2023-79**  
 AREA:  
 TOTAL = 14.98 AC  
 ROW = 0.17 AC  
 NET = 14.81 AC

US HIGHWAY NO. 151 ROW  
 (WARRANTY DEED DOC. NO. 2000 1017)

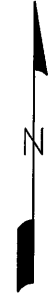
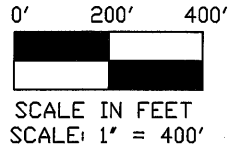
**PARCEL  
2023-81**

**PARCEL  
2023-81**

AREA:  
 TOTAL = 68.45 AC  
 ROW = 1.61 AC  
 NET = 66.84 AC

**AREA BREAKDOWN OF  
PARCEL 2023-81:**

SE-NE, SEC. 34 = 10.79 AC  
 NE-SE, SEC. 34 = 24.37 AC  
 SE-SE, SEC. 34 NET = 31.68 AC  
 SE-NE, SEC. 34 ROW = 1.61 AC  
 TOTAL = 68.45 AC



- PLACED 5/8" STEEL REROD W/ORANGE PLASTIC CAP MARKED "WEBER PLS 15084" UNLESS OTHERWISE NOTED
- FOUND 1/2" DIA. REROD W/YELLOW CAP NO. 11310 UNLESS OTHERWISE NOTED
- FOUND 5/8" DIA. REROD W/ALUMINUM CAP STAMPED IDOT UNLESS OTHERWISE NOTED
- FOUND 5/8" DIA. REROD W/YELLOW CAP NO. 13802 UNLESS OTHERWISE NOTED
- SURVEYED LINE
- EXISTING PARCEL LINE
- - - ROW EASEMENT LINE
- ( ROW ) RECORDED DIMENSION RIGHT OF WAY ACRES

SW COR., SE-SE, SEC. 34, T86N R3W FOUND 5/8" DIA. REROD PER SEC. COR. CERT DOC. NO. 2006 2006

190TH STREET EASEMENT FOR PUBLIC HIGHWAY (WIDTH VARIES)

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	2001.31'	845.83'	839.55'	N 23°17'59" E
(C1)	2001.31'	846.02'	839.74'	S 23°27'16" W
C2	2101.31'	859.38'	853.40'	S 22°47'43" W
C3	2101.31'	859.38'	853.40'	N 22°47'43" E

**DESCRIPTIONS:**

**Parcel 2023-79** being part of Lot 3 of R.H. George Place as shown in Plat Book I, Page 86 of the Jones County Recorder's Office, part of the SE 1/4 of the SE 1/4 of Section 34, part of the NE 1/4 of the SE 1/4 of Section 34, part of the SE 1/4 of the NE 1/4 Section 34, part of the NE 1/4 of the NE 1/4 of Section 34 and part of the SE 1/4 of the SE 1/4 of Section 27 all of T86N R3E of the 5th P.M., in the City of Monticello, Iowa more particularly described as follows: Commencing at the SW corner of the said SE 1/4 of the SE 1/4 of Section 34 being the point of beginning; thence N 00°36'10" W (assumed bearing), 485.45' along the West line of the said SE 1/4 of the SE 1/4 to the South corner of Parcel A being the Easterly Right of Way line (ROW) of US Highway No. 151 as shown in Warranty Deed Doc. No. 2000 1017; thence along said ROW line being a curve turning to the left with an arc length of 845.83', with a radius of 2001.31', with a chord bearing of N 23°17'59" E, with a chord length of 839.55'; thence N 06°30'40" E, 2190.37' thence along said ROW line; thence N 07°39'59" E, 1312.53' thence along said ROW line; thence N 06°26'01" E, 984.47' thence along said ROW line; thence N 11°25'30" E, 724.61' thence along said ROW line; thence N 14°36'12" E, 56.03' thence along said ROW line to the Westerly line of Parcel 2001-149 as shown in Document No. 2002 0536, Plat Book O, Page 153 of the Jones County Recorder's Office; thence S 26°32'46" E, 157.48' along said Westerly line; thence S 11°25'30" W, 652.05'; thence S 06°26'01" W, 981.19'; thence S 07°39'59" W, 1312.60'; thence S 06°30'40" W, 2193.40'; thence along a curve turning to the right with an arc length of 859.38', with a radius of 2101.31', with a chord bearing of S 22°47'43" W, with a chord length of 853.40'; thence S 00°36'10" E, 453.97' to the South line of the said SE 1/4 of the SE 1/4 of Section 27; thence S 89°43'52" W, 100.00' along said South line to the point of beginning, to the point of beginning, containing 14.98 acres and subject to easements of record and not of record.



**Parcel 2023-80** being part of Lot 3 of R.H. George Place as shown in Plat Book I, Page 86 of the Jones County Recorder's Office, all of Parcel 2001-171 and Parcel 2001-172 both shown in Document No. 2002 0654, Plat Book O, Page 157 of the Jones County Recorder's Office, part of the SE 1/4 of the SE 1/4 of Section 27, part of the SE 1/4 of the NE 1/4 Section 34, part of the NE 1/4 of the NE 1/4 of Section 34 and part of the NW 1/4 of the NW 1/4 of Section 35 all of T86N R3E of the 5th P.M., in the City of Monticello, Iowa more particularly described as follows: Commencing at the East 1/4 corner of said Section 34 thence N 00°38'27" W (assumed bearing), 701.58' along the East line of said Section 34 to a Southerly line of Parcel 2001-149 as shown in Document No. 2002 0536, Plat Book O, Page 153 of the Jones County Recorder's; thence S 89°48'517" W, 44.31' along said Southerly line to the point of beginning; thence S 89°48'51" W, 581.62'; thence N 06°30'40" E, 53.00'; thence N 07°39'59" E, 1312.60'; thence N 06°26'01" E, 981.19'; thence N 11°25'30" E, 652.05' to the Westerly line of said Parcel 2001-149; thence S 26°32'52" E, 2529.40' along said Westerly line; thence S 89°49'47" W, 971.40' along said Westerly line; thence S 00°11'18" E, 700.19' along said Westerly line to the point of beginning, containing 47.30 acres and subject to easements of record and not of record.

**Parcel 2023-80** being part of the SE 1/4 of the SE 1/4, part of the NE 1/4 of the SE 1/4 and part of the SE 1/4 of the NE 1/4 all of Section 34, T86N R3E of the 5th P.M., in the City of Monticello, Iowa more particularly described as follows: Commencing at the SE corner of said Section 34 being the point of beginning; thence S 89°43'52" W (assumed bearing), 1232.13' along the South line of said Section 34; thence N 00°36'10" W, 453.97'; thence along a curve turning to the left with an arc length of 859.38', with a radius of 2101.31', with a chord bearing of N 22°47'43" E, with a chord length of 853.40'; thence N 06°30'40" E, 2140.40'; thence N 89°48'51" E, 625.93' to the East line of the said SE 1/4 of the NE 1/4; thence S 00°38'27" E, 701.58' along said East line to the East 1/4 corner of said Section 34; thence S 00°38'27" E, 2662.16' to the point of beginning, containing 68.45 acres and subject to easements of record and not of record.

# The City of Monticello, Iowa

RESOLUTION #

## **Approving Plat of Survey to Parcel 2023-77**

**WHEREAS**, The Plat of Survey to Parcel 2023-77 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

**WHEREAS**, The Plat of Survey was created to sub-divide land for Rowland Family Trust to sell parcel of farm ground, and

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

**WHEREAS**, The City Council finds that the Plat of Survey to Parcels 2023-77 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2023-77.

**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 16<sup>th</sup> day of October, 2023.

---

David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk/Treasurer

# The City of Monticello, Iowa

RESOLUTION #

## **Approving Plat of Survey to Parcel 2023-78**

**WHEREAS**, The Plat of Survey to Parcel 2023-78 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

**WHEREAS**, The Plat of Survey was created to sub-divide land for Rowland Family Trust to sell parcel of farm ground, and

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

**WHEREAS**, The City Council finds that the Plat of Survey to Parcels 2023-78 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2023-78.

**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 16<sup>th</sup> day of October, 2023.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

# The City of Monticello, Iowa

RESOLUTION #

## **Approving Plat of Survey to Parcel 2023-79**

**WHEREAS**, The Plat of Survey to Parcel 2023-79 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

**WHEREAS**, The Plat of Survey was created to sub-divide land for Rowland Family Trust to sell parcel of farm ground, and

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

**WHEREAS**, The City Council finds that the Plat of Survey to Parcels 2023-79 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2023-79.

**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 16<sup>th</sup> day of October, 2023.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

# The City of Monticello, Iowa

RESOLUTION #

## **Approving Plat of Survey to Parcel 2023-80**

**WHEREAS**, The Plat of Survey to Parcel 2023-80 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

**WHEREAS**, The Plat of Survey was created to sub-divide land for Rowland Family Trust to sell parcel of farm ground, and

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

**WHEREAS**, The City Council finds that the Plat of Survey to Parcels 2023-80 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2023-80.

**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 16<sup>th</sup> day of October, 2023.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

# The City of Monticello, Iowa

RESOLUTION #

## **Approving Plat of Survey to Parcel 2023-81**

**WHEREAS**, The Plat of Survey to Parcel 2023-81 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

**WHEREAS**, The Plat of Survey was created to sub-divide land for Rowland Family Trust to sell parcel of farm ground, and

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

**WHEREAS**, The City Council finds that the Plat of Survey to Parcels 2023-81 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2023-81.

**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 16<sup>th</sup> day of October, 2023.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

**City Council Meeting**  
**Prep. Date:** 10/11/2023  
**Preparer:** Russell Farnum



**Agenda Item:** # 11  
**Agenda Date:** 10/16/2023

*Communication Page*

**Agenda Items Description:** **Resolution** Approving Pay Request #6 related to the Monticello Airport Taxiway Connector project, to Boomerang in the amount of \$25,566.64

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
Resolution  
Payout Review and Summary

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

**Synopsis:** Boomerang is requesting nearly the last payout for this project in the amount of \$25,566.64. This has been reviewed by our airport engineer and approved.

The remaining issues will be a final change order and paying out the “retainage” for the project once the punch list items are completed.

**Recommendation:** Approval is recommended.



Agenda Item: # 11  
Agenda Date: 10/16/2023

# Pay Request

Date: Wednesday, October 11, 2023

Project: Construct Connector Taxiway - MXO

To: City Council

From: HDR

Subject: Pay Request # 06

Dear Council,

Enclosed for your review and approval is Pay Request No. 06 for the above referenced project. We have reviewed this pay request and find it to be in agreement with the work completed to date.

We have also reviewed improvements associated with the project referenced above and find the improvements to be acceptable and in general conformance with the contract documents. Acceptance of Pay Request No. 06 is recommended for this project in the amount of \$25,566.64 to Boomerang, Corp.

If you have any questions or comments regarding this project, please feel free to contact me at 402-392-6918.

Sincerely,

HDR

Matthew J Wilke, P.E.

Aviation Engineer

Enclosure: Pay Request No. 6

cc: Keegan Parizek, Boomerang Corp.



# The City of Monticello, Iowa

## RESOLUTION #

Approving Pay Request #6 related to the Monticello Airport Taxiway Connector project, to Boomerang in the amount of \$25,566.64

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

**WHEREAS,** Boomerang was awarded the bid to construct the Taxiway Connector at the Monticello Airport on April 7, 2022, Resolution #2022-56, and

**WHEREAS,** The City Engineer, HDR Engineering has reviewed the fifth pay request from Boomerang related to said project and recommends that it be paid in the amount of \$25,566.64, and

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

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve Pay Request #6 from Boomerang and authorizes payment in the amount of \$25,566.64 and further considers substantially complete.

**IN THE TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 16<sup>th</sup> day of October, 2023.

---

David Goedken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk/Treasurer

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Monticello, Iowa</u>	<b>Owner's Project No.:</b> <u>-</u>
<b>Engineer:</b> <u>HDR</u>	<b>Engineer's Project No.:</b> <u>10332168</u>
<b>Contractor:</b> <u>Boomerang</u>	<b>Contractor's Project No.:</b> <u>-</u>
<b>Project:</b> <u>Construct Taxiway Connector</u>	
<b>Contract:</b> <u>FAA AIP 3-19-0061-012-2022</u>	
<b>Application No.:</b> <u>06</u>	<b>Application Date:</b> <u>10/10/2023</u>
<b>Application Period:</b> <b>From</b> <u>9/1/2023</u> <b>to</b> <u>9/29/2023</u>	

1. Original Contract Price		\$ 933,655.00
2. Net change by Change Orders		\$ 10,967.25
3. Current Contract Price (Line 1 + Line 2)		\$ 944,622.25
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		\$ 944,162.25
5. Retainage		
a. <u>5%</u> X <u>\$ 944,162.25</u> Work Completed =		\$ 47,208.11
b. <u>5%</u> X <u>\$ -</u> Stored Materials =		\$ -
c. Total Retainage (Line 5.a + Line 5.b)		\$ 47,208.11
6. Amount eligible to date (Line 4 - Line 5.c)		\$ 896,954.14
7. Less previous payments (Line 6 from prior application)		\$ 871,387.50
8. Amount due this application		\$ 25,566.64
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)		\$ 47,668.11

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** Boomerang Corporation

**Signature:** *Keegan Parizek* **Date:** 10/11/2023

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u>Matt Wilke</u>	<b>By:</b> _____
<b>Title:</b> <u>Engineer of Record</u>	<b>Title:</b> _____
<b>Date:</b> <u>10/11/2023</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> _____	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

<b>Owner:</b>	City of Monticello, Iowa	<b>Owner's Project No.:</b>	-
<b>Engineer:</b>	HDR	<b>Engineer's Project No.:</b>	10332168
<b>Contractor:</b>	Boomerang	<b>Contractor's Project No.:</b>	-
<b>Project:</b>	Construct Taxiway Connector		
<b>Contract:</b>	FAA AIP		

**Application No.:** 06      **Application Period:** From 09/01/23 to 09/29/23      **Application Date:** 10/10/23

A Bid Item No.	B Description	C Contract Information				G Work Completed		I Materials Currently Stored (not in G) (\$)	J Work Completed and Materials Stored to Date (H + I) (\$)	K % of Value of Item (J / F) (%)	L Balance to Finish (F - J) (\$)
		D Item Quantity	E Units	F Unit Price (\$)	F Value of Bid Item (C X E) (\$)	G Estimated Quantity Incorporated in the Work	H Value of Work Completed to Date (E X G) (\$)				
<b>Original Contract</b>											
40-05	Maintenance of Traffic	1	LS	\$9,000.00	9,000.00	1.00	9,000.00		9,000.00	100%	-
C-100-1	Contractor Quality Control Program (CQCP)	1	LS	\$10,000.00	10,000.00	1.00	10,000.00		10,000.00	100%	-
C-105-1	Mobilization	1	LS	\$175,000.00	175,000.00	1.00	175,000.00		175,000.00	100%	-
C-102-1	Management and Inspection of SWPPP	1	LS	\$4,000.00	4,000.00	1.00	4,000.00		4,000.00	100%	-
C-102-2	Installation, Removal and Replacement of Silt Fence	2,600	LF	\$2.00	5,200.00	2,600.00	5,200.00		5,200.00	100%	-
C-102-3	Stabilized Construction Entrance	230	SY	\$15.00	3,450.00	230.00	3,450.00		3,450.00	100%	-
C-102-4	Temporary Seeding and Mulching	2.5	AC	\$100.00	250.00	-	-		-	0%	250.00
C-102-5	Concrete Washout	1	LS	\$600.00	600.00	1.00	600.00		600.00	100%	-
C-102-6	Inlet Protection Device	3	EA	\$75.00	225.00	1.00	75.00		75.00	33%	150.00
P-101	Removals	1	LS	\$20,000.00	20,000.00	1.00	20,000.00		20,000.00	100%	-
P-151-4.2	Clearing and Grubbing	1	LS	\$1,000.00	1,000.00	1.00	1,000.00		1,000.00	100%	-
P-152-1	Unclassified Excavation	8,400	BCY	\$5.00	42,000.00	8,400.00	42,000.00		42,000.00	100%	-
P-152-2	Embankment In-Place	2,350	BCY	\$2.00	4,700.00	2,350.00	4,700.00		4,700.00	100%	-
P-152-3	Subgrade Preparation	6,090	SY	\$1.50	9,135.00	6,090.00	9,135.00		9,135.00	100%	-
P-154-5.1	Subbase Course	6,090	SY	\$6.00	36,540.00	6,090.00	36,540.00		36,540.00	100%	-
P-501-1	Cement Concrete Pavement - Materials	5,230	SY	\$28.00	146,440.00	5,230.00	146,440.00		146,440.00	100%	-
P-501-2	Cement Concrete Pavement - Labor and Equipment	5,230	SY	\$35.00	183,050.00	5,230.00	183,050.00		183,050.00	100%	-
P-605-1	Joint Sealing Filler for New Concrete Pavement	8,700	LF	\$2.50	21,750.00	8,700.00	21,750.00		21,750.00	100%	-
P-620-5.1a	Surface Preparation	1	LS	\$4,000.00	4,000.00	1.00	4,000.00		4,000.00	100%	-
P-620-5.2b	Marking	1	LS	\$7,000.00	7,000.00	1.00	7,000.00		7,000.00	100%	-
P-620-5.3c	Reflective Media	1	LS	\$750.00	750.00	1.00	750.00	-	750.00	100%	-
D-701-5.1	24-inch, Class III, Reinforced Concrete Pipe, with Flared End	126	LF	\$150.00	18,900.00	126.00	18,900.00	-	18,900.00	100%	-
D-701-5.2	15-inch, Class III, Reinforced Concrete Pipe, with Flared End	148	LF	\$145.00	21,460.00	148.00	21,460.00	-	21,460.00	100%	-
D-701-5.3	30-inch, Class III, Reinforced Concrete Pipe	78	LF	\$250.00	19,500.00	78.00	19,500.00	-	19,500.00	100%	-
D-705-5.4	Pipe Underdrains for Airports	1,150	LF	\$30.00	34,500.00	1,150.00	34,500.00		34,500.00	100%	-
D-751-5.3	Pipe Underdrain Cleanout	9	EA	\$700.00	6,300.00	9.00	6,300.00		6,300.00	100%	-
D-751-5.1	Aircraft Rated Precast Inlet or Manhole with Aircraft Rated Lid	2	EA	\$15,000.00	30,000.00	2.00	30,000.00	-	30,000.00	100%	-
D-751-5.2	SW-512, Area Intake with SW-604 Type 4B Casting	1	EA	\$2,500.00	2,500.00	1.00	2,500.00		2,500.00	100%	-
T-901	Seeding	5	AC	\$1,400.00	7,000.00	5.00	7,000.00		7,000.00	100%	-
T-905-1	Topsoil - Obtained on Site or Removed from Stockpile	670	CY	\$9.00	6,030.00	670.00	6,030.00		6,030.00	100%	-
T-908-1	Mulching	24,200	SY	\$0.30	7,260.00	24,200.00	7,260.00		7,260.00	100%	-
L-108-5.1	No. 8 AWG, 5 kV, I-824, Type C Cable, Installed in Conduit	3,265	LF	\$2.00	6,530.00	3,250.00	6,500.00		6,500.00	100%	30.00
L-108-5.2	No. 4 AWG, Solid, Bare Copper Counterpoise Wire and	3,100	LF	\$3.00	9,300.00	3,100.00	9,300.00		9,300.00	100%	-
L-108-5.3	No. 6 AWG, Insulated, Stranded Equipment Ground, Installed	3,265	LF	\$2.00	6,530.00	3,250.00	6,500.00		6,500.00	100%	30.00
L-110-5.1	Concrete Encased Electrical Duct Bank, 1 Way - 2" Dia.	185	LF	\$43.00	7,955.00	185.00	7,955.00		7,955.00	100%	-
L-110-5.2	Non-Encased Electrical Duct Bank, 1 Way - 2" Dia.	3,100	LF	\$5.00	15,500.00	3,100.00	15,500.00		15,500.00	100%	-
L-115-5.1	Base Can Plaza, 2 L-867D Base Cans with Blanking Covers	2	EA	\$5,000.00	10,000.00	2.00	10,000.00		10,000.00	100%	-
L-125-5.1	L-861T Taxiway Edge Light, 24" Height, with L-867 Base	31	EA	\$1,300.00	40,300.00	31.00	40,300.00		40,300.00	100%	-
<b>Original Contract Totals</b>					<b>\$ 933,655.00</b>		<b>\$ 933,195.00</b>	<b>\$ -</b>	<b>\$ 933,195.00</b>	<b>100%</b>	<b>\$ 460.00</b>

**Progress Estimate - Unit Price Work****Contractor's Application for Payment**

Owner: City of Monticello, Iowa  
 Engineer: HDR  
 Contractor: Boomerang  
 Project: Construct Taxiway Connector  
 Contract: FAA AIP

Owner's Project No.: -  
 Engineer's Project No.: 10332168  
 Contractor's Project No.: -

Application No.: 06      Application Period: From 09/01/23 to 09/29/23      Application Date: 10/10/23

A	B	C	D	E	F	G	H	I	J	K	L					
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)					
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)									
<b>Change Orders</b>																
01 - D-701-5.3	24-inch, Class III, Reinforced Concrete Pipe, with Flared End Sections	(39.00)	LF	250.00	(9,750.00)	(39.00)	(9,750.00)		(9,750.00)	100%	-					
02 - DR-306	Subdrain Outlet DR-306	3.00	EA	845.00	2,535.00	3.00	2,535.00		2,535.00	100%	-					
03-D-701-5.3	Unit Price Adjustment of D-701-5.3 for 24" Arch Pipe	40.00	LF	32.05	1,282.00	40.00	1,282.00		1,282.00	100%	-					
03 - P-152.2	Additional Embankment In Place	295.00	BCY	5.00	1,475.00	295.00	1,475.00		1,475.00	100%	-					
03 - P-154-5.1	Additional Subbase	1,735.00	SY	6.00	10,410.00	1,735.00	10,410.00		10,410.00	100%	-					
03 - P-154 Fabric	Addition of Item for Geotextile to P-154	1,735.00	SY	3.15	5,465.25	1,735.00	5,465.25		5,465.25	100%	-					
04-P-501	Additonal reinforcing rebar	1.00	LS	850.00	850.00	1.00	850.00		850.00	100%	-					
04 - L-125-5.1	Removal of select taxiway Edge Lights	(4.00)	EA	1,300.00	(5,200.00)	(4.00)	(5,200.00)		(5,200.00)	100%	-					
04 L-125.5.1	Edge Light Parts	4.00	EA	975.00	3,900.00	4.00	3,900.00		3,900.00	100%	-					
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<b>Change Order Totals</b>					\$	<b>10,967.25</b>		\$	<b>10,967.25</b>	\$	<b>-</b>	\$	<b>10,967.25</b>	<b>100%</b>	\$	<b>-</b>
<b>Original Contract and Change Orders</b>																
<b>Project Totals</b>					\$	<b>944,622.25</b>		\$	<b>944,162.25</b>	\$	<b>-</b>	\$	<b>944,162.25</b>	<b>100%</b>	\$	<b>460.00</b>

**City Council Meeting**  
**Prep. Date:** 10/11/2023  
**Preparer:** Russell Farnum



**Agenda Item:** # 12  
**Agenda Date:** 10/16/2023

*Communication Page*

**Agenda Items Description:** Approval of Updated Ambulance Director Job Description

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
Resolution  
Job Description

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


**Synopsis:** The Ambulance Director job description is attached, and is a sorely needed update.

There is no record of a job description for this position. I have found job announcements for this position from 2008 and on, describing some of the position functions, and contracts from several employees that held the job, but no formal job description.

**Recommendation:** Approval is recommended.



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

## **JOB DESCRIPTION**

**POSITION:** Ambulance Director  
**DEPARTMENT:** EMS – Ambulance Service  
**REPORTS TO:** City Administrator and Medical Director  
**FLSA STATUS:** Exempt  
**PAY GRADE:** TBD  
**SUPERVISES:** Paramedics, EMT's, Drivers and Volunteers

### **SUMMARY:**

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Under the supervision of the City Administrator and the Medical Director, the Emergency Medical Services Ambulance Director will perform as the primary supervisor with day-to-day management and operational oversight of the ambulance service in accordance with all applicable laws, regulations, and department policies.

### **EQUIPMENT USED:**

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All standard ambulance and emergency response equipment including laryngoscopes, heart monitors, cots, personal safety equipment, breathing apparatus, etc., also technology equipment, GPS, laptops, tablets, cellular phone and similar equipment. Administration of drugs through tablet, vaporizer or syringe is required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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In addition to the duties and responsibilities of an Emergency Medical Services Paramedic, the Lead Paramedic will have the additional responsibilities and duties:

- With assistance from the Medical Director, oversee the Operations Policy and compliance of subordinate staff. Directs and assists in the development and monitoring of department-specific policies and procedures/protocols.
- Provide regular reports to the City Administrator and City Council.
- Maintain effective working relationships with fellow employees, staff, volunteers and other Departments.
- Acts as a clinical resource for staff and volunteers.
- Complete report rectification for all medical reports and complete submission to the necessary agencies/personnel.
- Acts as Director of the Emergency Medical Services, including coordinating all work schedules and employee assignments.
- Keeps Medical Director and City Administrator informed of issues, problems, and needed improvements.

- Provide input into personnel actions related to hiring/firing, discipline and performance.
- Provide regular employee evaluations and feedback.
- Monitors Quality Control and Protocol procedures.
- Oversee evaluation of medical equipment and supplies for pre-hospital care.
- Oversee Training/Education for all staff and volunteers.
- Oversees all pharmacy related requirements for the Iowa Board of Pharmacy
- Obtains all needed items for state inspections.
- Works in close communication with City Administrator on preparing the annual budget, following and implementing capital planning, strategic planning, technology upgrades and maintaining expenditures within budgetary goals.
- Attend City Council, MEMT, Staff and other meetings as necessary.

#### Job Responsibilities Related to Patient Privacy

- The employee is expected to protect the privacy of all patient information in accordance with Monticello Ambulance Service privacy policies, procedures, and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the policies and procedures on patient privacy may result in disciplinary action up to and including termination.
- The employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The employee may only share such information with those who have a need-to-know specific patient information you have in your possession to compete their job responsibilities related to treatment, or other department operations.
- The employee is encouraged and expected to report, without threat of retaliation, any concerns regarding the departments policies and procedures on patient privacy and any observed practices in violation of that policy to the Lead Paramedic.

The employee is expected to actively participate in department privacy training and is required to communicate privacy policy information to subordinate staff and co-workers.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

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- Five (5) years of paramedic experience required; supervisory experience desired;
- Must be certified as a paramedic in Iowa; preference given to ACLS, BLS, and PALS instructor certifications;
- Must be able to function in and understand ICS and NIMS procedures;
- Must possess a valid Driver's license;

- Director will operate in capacity as a paramedic and working supervisor. Budgeting, organizational, employee supervision, conflict management, critical thinking and other management skills a must.
- Candidate must also have a good general understanding of applicable Iowa laws and regulations as well as HIPAA regulations and requirements.

**ENVIRONMENTAL CONDITIONS:**

---

The Ambulance Director position works in all conditions, indoor, outdoor and within moving and stationary vehicles with limited space. The ability to sit, lean, lift, stand and move heavy objects in all weather conditions is required. The incumbent, when responding to emergency situations, may be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals. There is also exposure to body substances that may contain infectious materials that could cause illness or death. There is potential for bodily harm or death from violent patients, bystanders, or other dangers. At all times the incumbent is expected to adhere to all applicable Policies and Procedures concerning safety and the prevention of contamination and infection due to bloodborne pathogens and is responsible that staff adhere to same.

**PHYSICAL REQUIREMENTS:**

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In addition to above, must be able to safely lift, push, pull, and carry a minimum of 170 pounds.

**EQUAL OPPORTUNITY EMPLOYER:**

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The City of Monticello is an Equal Opportunity Employer. In compliance with the Americans with Disability Act, the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

The City of Monticello reserves the right to amend or change this job description at any time.

**EMPLOYEE ACKNOWLEDGEMENT:**

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I acknowledge that I have received a copy of this job description. I understand the requirements, essential functions and duties of this position. I understand that should I have any questions or concerns regarding my position, I should ask my supervisor or the City Administrator.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**City Council Meeting**  
**Prep. Date:** 10/11/2023  
**Preparer:** Russell Farnum



**Agenda Item:** #13  
**Agenda Date:** 10/16/2023

*Communication Page*

**Agenda Items Description:** Appointment of Lori Lynch as Ambulance Director and setting the salary

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

**Synopsis:** Lori Lynch, currently Lead Paramedic, is a great member of our EMS Staff I recommend her appointment as Ambulance Director.

Lori is a very experienced Paramedic and has been a full-time employee with Monticello EMS since 2007, and Lead Paramedic since 2020. In that time, she has seen the good and bad of a variety of Ambulance Directors, as well as helping lead the EMS team through COVID.

Her goal is to create a strong team- and family-oriented environment while maintaining a top-of-the-line full time Paramedic service. I share that goal and I know the Council does as well.

**Recommendation:** Approval of the appointment of Lori Lynch as Ambulance Director is recommended.

# The City of Monticello, Iowa

## RESOLUTION #

To approve hiring Lori Lynch as the Monticello Ambulance Director and setting salary

**WHEREAS**, a Monticello Full-Time Ambulance Director position is open, and

**WHEREAS**, Lori Lynch is the Monticello EMS Lead Paramedic, and has the experience and background to fill the position, and

**WHEREAS**, The City Council and City Administrator agree that Lynch will be a great addition as Ambulance Director, and

**WHEREAS**, The City Council has set forth the annual salary for the position at: the pro-rata equivalent of \$ 82,000 for the remainder of Fiscal Year 23/24; \$ 86,500 for FY 24/25, and \$88,500 for FY 25/26, based upon recognition of Lynch's experience and understanding that the Ambulance Service is a 24-hour 365-day service with the largest staff at the City, and

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

**NOW, THEREFORE**, The Council hereby authorizes the hiring of Lori Lynch as the Monticello Ambulance Director with the salary enumerated above, effective October 16, 2023.

**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 16<sup>th</sup> day of October 2023.

---

David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk/Treasurer

**City Council Meeting**  
**Prep. Date:** 10/11/2023  
**Preparer:** Russell Farnum



**Agenda Item:** # 14  
**Agenda Date:** 10/16/2023

*Communication Page*

**Agenda Items Description:** Approve Main Street Agreement

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
**Resolution Agreement**

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

**Synopsis:** The State of Iowa and Monticello Main Street are asking for City approval of the Main Street agreement. When Monticello was initially approved as a Main Street community, the City entered into a one-year agreement with the Iowa Economic Development Agency “IEDA” with a number of commitments aimed at making sure our locate program was successful.

Monticello Main Street has been very successful, and easily passed the Main Street accreditation review after the first year. This agreement, now, requires the City to continue providing the support, financial assistance, and encouragement necessary to sustain the Main Street program for the next four years.

The City’s obligations include:

1. Continue to provide funding for the Local Main Street Program;
2. Appoint a City official to represent the City on the Local Main Street Program governing board;
3. Commit to follow the Main Street Approach™ as developed by the Main Street America and espoused by the MSI Program.

Monticello Main Street and IEDA have similar obligations, to mutually support the Main Street program and continue in compliance with the Agreement and the principles of the Main Street program.

**Recommendation:** Gaining approval to continue as a Main Street Community through the accreditation process is a huge win for Monticello Main Street and the City. Approval is recommendation.

# The City of Monticello, Iowa

## RESOLUTION #

### **Authorizing the Mayor to sign Main Street Iowa Program Continuation Agreement with Monticello Main Street and Iowa Economic Development Authority and the City of Monticello and further pledging continued support and participation in the Main Street Program**

**WHEREAS**, Main Street Iowa has been created to assist communities to develop a public-private effort to revitalize their historic commercial "Main Street" districts, and

**WHEREAS**, the Iowa Economic Development Authority Monticello to participate in the Main Street Iowa program, and

**WHEREAS**, the Council previously approved the submission of an application to be accepted into the Main Street Program and to financially support the program on June 17, 2019 by Resolution 19-84, and

**WHEREAS**, the Council has previously approved to pledge support to the Local Main Street Program governing board for a period of three years in the amount of \$40,000 cash and \$5,000 In-kind per year, to be paid from the Hotel/Motel Tax fund and/or the General Fund in amounts to be determined at a later date, and

**WHEREAS**, THE Council agrees to invest financially into the operation of the Monticello Main Street Program for the term of this agreement, which is January 1, 2024 to December 31, 2027. All payments made under this agreement shall be subject to annual appropriation by the City Council, and

**WHEREAS**, the Council authorizes the Mayor to execute the Main Street Iowa Program Continuation Agreement, on behalf of the City Council, to demonstrate the City's support of the Monticello Main Street Program and revitalization of the downtown/designated Main Street district as an important element of the City's economic development strategy. Further committing to continuing to follow the Main Street Approach as developed by the Main Street America and espouse by the MSI Program for local Main Street district revitalization efforts.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Monticello does hereby authorize the Mayor to sign the Main Street Iowa Program Continuation Agreement on behalf of the City Council.

**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 16<sup>th</sup> day of October 2023.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

MAIN STREET IOWA PROGRAM CONTINUATION AGREEMENT

THIS MAIN STREET IOWA PROGRAM CONTINUATION AGREEMENT (“Agreement”) is entered into and executed by the Iowa Economic Development Authority (the “IEDA”), the City of Monticello (the “City”), and Monticello Iowa Main Street (the “Local Main Street Program”) (Individually “Party” and Jointly, the “Parties”).

WHEREAS, the IEDA administers the Main Street Iowa Program (the “MSI Program”); and

WHEREAS, the City was selected to participate in the MSI Program in 2022 and entered into a Program Agreement with the IEDA pursuant to which the City and the Local Main Street Program established a partnership with IEDA; and

WHEREAS, the City and the Local Main Street Program desire to continue to participate in the MSI Program; and

WHEREAS, the IEDA desires to continue the relationship which has been established with the City and the Local Main Street Program;

NOW THEREFORE, in consideration of the foregoing and mutual covenants and agreements contained herein, the Parties agree as follows:

**SECTION I. The Local Main Street Program agrees to:**

1. Main Street Revitalization Focus:
  - a. Maintain the Local Main Street Program’s focus on the revitalization of the designated Main Street district utilizing the Main Street Approach™. This focus should be reflected in the program’s annual plan of action, goals and objectives, vision, and mission statement.
  - b. Promote the revitalization of the Main Street district through advocacy of tools and resources that support district investment, for example: development incentives, ordinances and policy that promote the revitalization of the district, design guidelines or standards that promote the protection of the traditional character of the district, district development planning, etc.
  
2. Main Street Paid Executive Director:
  - a. Employ a paid executive director for the Local Main Street Program. The executive director will be responsible for the day-to-day administration of the Local Main Street Program in the City. The Local Main Street Program and the City will work to the best of their ability to provide professional support, competitive compensation, and benefits for the executive director position. The Local Main Street Program will comply with the following hiring expectations based on population and organization structure:
    - i. Communities with a population of over 5,000 and that have an organization solely dedicated to the revitalization efforts of the designated Main Street district are required to employ an executive director full-time (or full-time equivalent), 40 hours per week, that is dedicated to the revitalization efforts of the designated local Main Street District.
    - ii. Communities with a population over 5,000 and that have an organization that is not solely dedicated to the revitalization of the designated Main Street District (e.g. organization combined with a local chamber, tourism, community/county economic development, City, etc.) are required to employ an executive director full-time (or full-time equivalent), 40 hours per week, that is dedicated to the revitalization efforts of the local Main Street District and the organization must have additional staff dedicated to the other focus area(s) outside of the designated Main Street District.
    - iii. Communities with a population under 5,000 and that have an organization solely dedicated to the revitalization efforts of the designated Main Street District are required to employ an executive director that works at least 25 hours per week, that is dedicated to the revitalization efforts of the designated local Main Street district.
    - iv. Communities with a population under 5,000 and that have an organization that is not solely dedicated to the revitalization of the designated Main Street District (e.g. organization combined with a local chamber, tourism, community/county economic development, City, etc.) are required to employ an executive director full-time, 40 hours per week, who dedicates at least 25 hours per

- week to the revitalization efforts of the local Main Street District and 15 hours per week dedicated to the other focus areas outside of the designated local Main Street District.
- b. In the event the executive director position is vacated during the time of this agreement, the Local Main Street Program shall provide a written timeline to fill the position to the IEDA and fill the position within 120 days following the day the position was vacated. Upon hiring, the Local Main Street Program shall inform IEDA of the newly hired executive director's start date and contact information.
  - c. Develop and maintain an accurate position description for the executive director, a copy of which shall be provided to IEDA. The position description must include the rate of compensation and describe the professional activities for which the executive director is responsible.
  - d. Maintain applicable worker's compensation insurance for the executive director and staff.
3. Designated Main Street District: Submit to IEDA a current map of the approved designated Main Street district contemporaneously with execution of this Agreement.
  4. Local Main Street Program Office: Maintain an office within the designated boundaries of the local Main Street district.
  5. Main Street Economic Impact Reporting:
    - a. Submit economic impact reports on or before the due dates established by IEDA documenting the progress of the Local Main Street Program's activities.
    - b. If the Local Main Street Program fails to submit an economic impact report by the established due date, Main Street Iowa services, including but not limited to, design services, business support services, eligibility for grant applications, Main Street Iowa Development Awards nominations, and targeted technical assistance visits may be suspended until the Local Main Street Program has submitted all required reports.
  6. National Main Street Accreditation:
    - a. Maintain National Main Street America Accreditation. This agreement will be terminated pursuant to Article 9 if the Local Main Street Program fails to meet the National Main Street Accreditation standards during two consecutive accreditation rounds.
    - b. Present results of Main Street America Accreditation process to local City partners (council and/or staff) each year following Main Street America announcement of national accreditation recognitions.
    - c. Maintain a "Main Street America Member Community" membership with Main Street America.
    - d. Use the words "Main Street" when referring to and marketing the Local Main Street Program, either as an official part of the organization's name or as a tagline such as "A Main Street Iowa Program". As a designated Main Street Iowa community, the Local Main Street Program shall include the Main Street America and Main Street Iowa logos on all communication materials.
  7. Training Requirements:
    - a. Participate, as required by the IEDA, in training sessions as scheduled throughout the term of this agreement. To remain in compliance and to be eligible for Main Street America National Accreditation, the Local Main Street Program shall be represented at both days, in their entirety, of the three (3) annual training sessions that have been designated as mandatory on the MSI Program calendar. Registration and all related travel expenses for training will be paid by the Local Main Street Program.
    - b. Any newly hired executive director will be required to participate in Main Street orientation as soon after the hire date as feasible. Registration and all related travel expenses for training will be paid by the Local Main Street Program.
  8. Demonstrated Support:
    - a. Obtain from the City's governing body a resolution of support of the Local Main Street Program and submit the approved resolution to IEDA with this agreement. This resolution must demonstrate a commitment to provide city funding to support the ongoing operation of the Local Main Street Program, appoint a City official to represent the City on the Local Main Street Program governing board of directors, and communicate that the City will continue to follow the Main Street Approach™ as developed by Main Street America and espoused by Main Street Iowa for Main Street district revitalization.

- b. Obtain a Resolution of Support from the Local Main Street Program governing board and submit the approved resolution with this agreement. This resolution must demonstrate the local Main Street board of director's commitment to continuing local Main Street district revitalization following the Main Street Approach™ as developed by the Main Street America and espoused by the MSI Program.

9. Compliance:

- a. Not assign this agreement to another organization without obtaining prior written approval of the IEDA.
- b. Remain in compliance with the requirements of the MSI Program as outlined in this agreement and the administrative rules for the MSI Program at 261 Iowa Administrative Code Chapter 39. If the IEDA finds that the Local Main Street Program is not in compliance with the requirements of this program agreement, the following procedures will apply:
  - i. IEDA shall issue an "Initial Warning" describing the Local Main Street Program's failure to comply with this agreement and provide guidance on how to comply. The Local Main Street Program will have 90 days to resolve its non-compliance. During this 90-day period, all Main Street Iowa services, with the exception of targeted technical assistance to help the Local Main Street Program mitigate non-compliant items, will be suspended. At the end of the 90-day period, the IEDA will evaluate whether the Local Main Street Program has resolved its non-compliance.
  - ii. If the Local Main Street Program is not in compliance at the end of the 90-day Initial Warning period, the IEDA may issue a Final Warning notifying the Local Main Street Program that, if the Local Main Street Program is not in compliance within 90 days after issuance of the Final Warning, Main Street Iowa may terminate this Agreement.
  - iii. The IEDA will send Notice of Termination via email to the local Main Street Executive Director, Main Street Board President, and City Mayor. Termination of this Agreement will result in the loss of recognition as a participant in the MSI Program and discontinuation of all Main Street Iowa services provided by IEDA.
  - iv. Within 30 days after issuance of the Notice of Termination, the Local Main Street Program shall cease using the trademarked brand "Main Street" and/or "Main Street Program" in its name or as part of its organization's identity and remove all references to the Main Street program on websites, social media, marketing materials, and remove Main Street Iowa highway sign.
  - v. The City may reapply for Main Street Iowa designation in a future Main Street Iowa application round hosted by the IEDA.

**SECTION II. The CITY agrees to:**

- 1. Main Street Revitalization Support:
  - a. Support and partner with the Local Main Street Program's focus on the revitalization of the designated Main Street district utilizing the Main Street Approach™.
  - b. Support the revitalization of the Main Street district by utilizing tools and resources that support Main Street district investment, for example: development incentives, ordinances and policy that promote the revitalization of the district, design guidelines or standards that promote the protection of the traditional character of the district, district development planning, etc.
- 2. Main Street Financial Support: Invest financially into the operation of the Local Main Street Program.
- 3. National Main Street Accreditation: Support the Local Main Street Program in compliance with this Agreement and with the completion of the annual Main Street America Accreditation.
- 4. Demonstrated Support: Pass a resolution that demonstrates the City's support of the Local Main Street Program and revitalization of the downtown/designated Main Street district as an important element of the City's economic development strategy. In the resolution, the City must commit to provide funding for the Local Main Street Program, appoint a City official to represent the City on the Local Main Street Program governing board, and commit to continuing to follow the Main Street Approach™ as developed by the Main Street America and espoused by the MSI Program .

**SECTION III. The IEDA agrees to:**

1. National Main Street Accreditation: Administer the Main Street America Accreditation process in Iowa on behalf of Main Street America and recognize Local Main Street Programs and Cities who successfully meet the Main Street America Accreditation Standards.
2. Main Street Technical Assistance:
  - a. Maintain a team of downtown revitalization specialists, including a Main Street Iowa State Coordinator, to manage communication between the Local Main Street Program, City, the Main Street Iowa Program, and state government agencies.
  - b. Provide, as requested and as can be scheduled, on-site technical assistance to the Local Main Street Program and City by one or more downtown revitalization specialists. Technical assistance may include design, economic vitality, promotion, organization, committee training, board planning retreat facilitation, and action planning.
  - c. Conduct an on-site partnership visit at least once every two years.
  - d. Provide continuing advice and information to the Local Main Street Program and City.
3. Main Street Training:
  - a. Coordinate at least three statewide training sessions annually for Local Main Street Programs and Cities. The nature of training to be provided at each session shall be based on the combined needs of all Iowa Main Street Communities.
  - b. Conduct at least three MSI Program orientations for all new executive directors and Local Main Street Program board members and volunteers. The orientation will introduce the participants to the MSI Program and to their immediate responsibilities.
  - c. Offer optional regional training sessions.
  - d. Statewide training sessions, orientations, and optional regional training sessions may be virtual, as determined by IEDA.
4. Main Street Network: Support and maintain the network of designated Main Street Iowa communities through communication, regular programming updates, networking opportunities, and peer-to-peer learning.

**SECTION IV. The PARTIES hereto otherwise agree as follows:**

1. The term of this Agreement shall be for a period of forty-eight (48) months beginning January 1, 2024 and ending December 31, 2027.
2. This Agreement may be amended by a written agreement to amend the Agreement signed by all three Parties, provided that the IEDA may unilaterally amend this Agreement to comply with legislative, administrative, and policy changes by the federal or state government.
3. Should any governmental unit enact, promulgate, or adopt laws, regulations, rules, or policies which alter or in any way affect the MSI Program, the City and the Local Main Street Program shall not hold IEDA liable in any manner for the resulting changes.
4. This Agreement shall be binding upon and shall inure to the benefit of the Parties and their successors.
5. No Party shall discriminate against any employee or applicant for employment because of race, color, sex, age, disability, creed, religion, sexual orientation, gender identity, marital status, or national origin.
6. Any Party may terminate this Agreement without cause after 30 days written notice to the other two parties.
7. This Agreement supersedes any previous agreements or negotiations, whether oral or written.
8. Nothing contained in this Agreement shall create any employer-employee relationship between or among any of the Parties.



**IN WITNESS WHEREOF, the parties have executed this agreement.**

BY: \_\_\_\_\_  
Mayor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Printed Name

\_\_\_\_\_  
Monticello, IA  
City

BY: \_\_\_\_\_  
Board President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President Printed Name

\_\_\_\_\_  
Monticello Iowa Main Street  
Local Main Street Program

BY: \_\_\_\_\_  
Deborah V. Durham, Director  
Iowa Economic Development Authority

\_\_\_\_\_  
Date

City Council Meeting  
Prep. Date: 10/12/2023  
Preparer: Sally Hinrichsen



Agenda Item: # 15-23  
Agenda Date: 10/16/2023

*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:**

- 15. City Engineer
- 16. Mayor
- 17. City Administrator
- 18. Library Director
- 19. City Clerk
- 20. Public Works Director
- 21. Police Chief
- 22. Water/Wastewater Superintendent
- 23. Park and Recreation Director