

City of Monticello, Iowa

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Posted on December 27, 2023 at 5:00 p.m.

Monticello City Council Meeting January 3, 2024 at 6:00 p.m.

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

| | | | |
|----------------------|-----------------|---------------------------------|----------------------|
| Mayor: | Wayne Peach | Staff: | |
| City Council: | | City Administrator: | Russell Farnum |
| At Large: | Josh Brenneman | City Clerk/Treas.: | Sally Hinrichsen |
| At Large: | Scott Brighton | Police Chief: | Britt Smith |
| At Large: | Jake Ellwood | Library Director: | Faith Brehm |
| At Large: | Dave Goedken | Public Works Dir.: | Nick Kahler |
| At Large: | Candy Langerman | Water/Wastewater Sup.: | Jim Tjaden |
| At Large: | Mary Phelan | Park & Rec Director: | Jacob Oswald |
| | | Ambulance Director: | Lori Lynch |
| | | City Engineer: | Patrick Schwickerath |

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

Mayor Report

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

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

| | | | |
|---|----------|----------|---|
| Approval of Council Mtg. Minutes | December | 18, 2023 | , |
| Approval of Payroll | December | 28, 2023 | |
| Approval of Bill List | | | |
| Approval of Treasurer's Report | November | 2023 | |
| Approval of re-appointment of Britt Smith as Police Chief and Sally Hinrichsen as City Clerk and Treasurer | | | |

Public Hearings:

1. **Public Hearing** on proposal to enter into a Sewer Revenue Loan Agreement

2. **Resolution** taking additional action on proposal to enter into a Sewer Revenue Loan Agreement and combining certain Loan Agreements

Information Meeting:

3. **Information Meeting** on City of Monticello intent to file a grant application with the USDA Rural Development for financial assistance to purchase a new ambulance
4. **Resolution** Approving of the Preparation and Submission of Grant Application with USDA to assist in the purchase of and equipping a new ambulance

Tabled Items:

5. **Further consideration** of bids for the Wastewater Treatment Facility Improvements Project
- OR**
6. **Resolution** awarding contract for the Wastewater Treatment Facility Improvements Project
 7. **Resolution** setting public hearing for Feb 5, 2024 on an easement behind 230 South Cedar Street (Danelle & Juneau Johnson)

Resolutions:

8. **Resolution** Approving the City of Monticello Sewer Credit Policy in regard to granting credits to sewage usage fees
9. **Resolution** Approving a Credit against Glenda Hall's utility billing for the property located at 833 North Sycamore Street
10. **Resolution** Designating the Monticello Express as the Official Publication Newspaper for City of Monticello
11. **Resolution** Requesting Abatement of accrued Property Taxes on property owned by the City of Monticello for public purposes within the city limits of the City of Monticello
12. **Resolution** Requesting Abatement of accrued Property Taxes on property owned by the City of Monticello for public purposes within the city limits of the City of Monticello

13. **Resolution** Requesting Abatement of accrued Property Taxes on property owned by the City of Monticello for public purposes within the city limits of the City of Monticello
14. **Resolution** Requesting Abatement of accrued Property Taxes on property owned by the City of Monticello for public purposes within the city limits of the City of Monticello
15. **Resolution** setting rental rate for Community Center for Jones County migrant inclusion project use, \$50.00 /day, 1 day /month – (Mary Melchert)

Motions:

16. **Discussion and possible motion** on changing date or time of the January 15th Council meeting, as Caucus is that evening

Discussion:

17. **Discussion** on appointing a compensation committee
18. **Discussion** on “Open Gym” at Berndes Center

Ordinances:

19. **Ordinance** Amending the Code of Ordinances of the City of Monticello, Iowa, by Adding a New Section Authorizing Use of the State Income Setoff Program

Reports / Potential Actions:

20. City Engineer
21. Mayor
22. City Administrator
23. City Clerk
24. Public Works Director
25. Police Chief
26. Water/Wastewater Superintendent
27. Park and Recreation Director
28. Library Director
29. Ambulance Director

Work Sessions:

30. Work Session – Budget Overview & Timeline

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: January 3, 2024 Council Meeting

Time: Jan 3, 2024 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88468128515>

Meeting ID: 884 6812 8515

One tap mobile

+13052241968,,88468128515# US

+13092053325,,88468128515# US

Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

Meeting ID: 884 6812 8515

Find your local number: <https://us02web.zoom.us/j/88468128515>

Regular Council Meeting
December 18, 2023 – 6:00 P.M.
Community Media Center

Mayor David Goedken called the meeting to order. Council present were: Candy Langerman, Wayne Peach, Scott Brighton, Chris Lux, Tom Yeoman and Brenda Hanken. Also present were City Administrator Russell Farnum, Deputy City Clerk Cheryl Clark, Public Works Director Nick Kahler, Library Director Faith Brehm, Ambulance Director Lori Lynch, Water/Wastewater Superintendent Jim Tjaden, Police Chief Britt Smith and City Engineer Patrick Schwickerath. 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, Hanken seconded, roll call was unanimous.

Josh Brenneman, 958 Valley Drive, stated that everyone involved with Holiday on 1st did an amazing job.

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

Mayor opened the public hearing on the City of Monticello 2023/2024 Fiscal Year budget amendment #1. He stated that the amendment is needed to move forward with a property purchase and Farnum stated it’s also to account for the buyout of the Road Use tractor and balance accounts. He indicated that it is hard to foresee when planning for the budget. Goedken questioned the street lights budget doubling and Kahler stated that the expenses have gone up, due to people hitting the poles, but revenue will also increase when those funds are received from insurance companies. Mary Phelan, 1040 Riverview Court, citizen and future council member, urged the existing council to not approve the amendment. She stated that only three of the current members will suffer the consequences and felt that they should wait until at least six months into the year so they have actual numbers to review. She also stated that according to the MLA, three or more amendments per year raise a red flag and this is the second amendment already. Goedken stated revenues are short, because expenses were added and questioned if the \$70,000 for the tractor we purchased is in the budget or if it will be in the next fiscal year budget. Farnum stated it would be in the next budget and the loader will be paid from the yard waste fund. Farnum stated that he’s trying to close the airport land purchase by the end of the year and doesn’t feel pushed, the notices have been printed. Phelan stated that she couldn’t figure out all the budget amendments with the newspaper publication. Mayor closed the public hearing on the City of Monticello 2023/2024 Fiscal Year budget amendment #1.

Yeoman motioned to approve Resolution #2023-183 Approving the City’s Proposed Amendment #1 to the Fiscal Year 2023-2024 Budget, Langerman seconded, roll call was unanimous, except for Hanken who voted nay as she didn’t feel there was adequate information to proceed.

Farnum reported that the USDA state review committee approved underwriting of additional financing and the contractor extended their bid by 30 days. At this time, the project has been submitted to USDA for federal review. Langerman moved to table this

agenda item to January 3, 2024, at 6:00 o'clock p.m., at the Community Media Center, Monticello, Iowa, at which time and place the City Council will meet to further consider such proposals. Hanken seconded, roll call unanimous.

Farnum reported that he reached out to Alliant regarding their recent rate increase proposal and he has not heard back. He stated that individuals can go online to sign the Iowa Utilities Board petition to register their opinion. Hanken questioned how to proceed if the council wants to stand together. Farnum stated a resolution could be adopted opposing the proposed increase and sent to them. Peach and Hanken both felt that the City should proceed with the resolution. Yeoman stated that Decorah is trying to start their own public utility and Alliant is requesting approximately a 12% increase over the next two years. He stated that historically, the Iowa Utilities Board hasn't approved the entire increase that is proposed. Motioned by Peach, seconded by Hanken to adopt Resolution #2023-184 Opposing Alliant Energy's Electric Rate Increase but not join the Clean Energy Districts of Iowa (CEDI) and provide no financial support, roll call was unanimous.

Farnum reported that Kahler located the storm sewer at 230 South Cedar Street, the Danelle and Juneau Johnson residence. The center of the storm pipe is about 13' from the south corner of the garage. Farnum stated that Johnsons would like to purchase enough of the City property so their garage is conforming, with the City keeping an easement for the storm sewer or, as Goedken suggested, giving Johnsons an easement for the garage, with some provisions. Langerman felt the item should be tabled so the Johnsons can think about their options. Danelle Johnson was present and stated that she would like to discuss the options with her husband. Farnum questioned how the council would like to proceed and Yeoman felt that the City granting an easement would be the easiest option. Brighton also felt that it would be quickest. Peach stated that he thought abandoned railroads had to go to the adjacent property owners and Farnum stated the City has the west half, likely because of the alleyway, while the east half did go to the adjoining property owners. Langerman motioned to table sale of property behind 230 South Cedar Street (Danelle & Juneau Johnson), seconded by Brighton, roll call unanimous.

Jacki Luckstead and Amanda Groleau were present on behalf of Jones County Extension. Luckstead stated that they are requesting a \$500.00 donation for Discovery Camp, an amount that hasn't increased in 18 years. The theme this year is Growing the Garden and they will also have some robotics. Brighton moved to approve Resolution #2023-185 Approving Jones County Extension Programming investment and agreement for FY '25 in the amount of \$500.00, Hanken seconded, roll call was unanimous.

Farnum reported that he would like to add Ambulance Director Lori Lynch to the credit card resolution. Goedken questioned if everyone that can have a City credit card has one and Farnum stated he was approved, but he doesn't have one nor does he want one. Yeoman questioned the oversight process of the cards. Farnum stated each credit card holder has to turn in initialed and coded receipts for every purchase they make. He reviews those, as well as the credit card statements, prior to being given to Clark for

payment. Brighton moved to approve Resolution #2023-186 to approve the acquisition of Credit Cards for various departments, Langerman seconded, roll call unanimous.

Goedken questioned if the job description used for the Recreation Director is the same that has been used previously and if the new hire will have to be a Certified Pool Operator (CPO). Farnum stated he felt the job description was the same and Goedken questioned if two full-time people are needed. He also questioned if she would have to assist with yard waste collection and Farnum wasn't sure. Goedken felt that the Park and Recreation staff should prioritize the recreation side, not maintenance. Brighton moved to approve Resolution #2023-187 Approving the hiring of Grace Dupuy as Monticello Park and Recreation Superintendent of Parks and Facilities, Langerman seconded, roll call was unanimous.

Goedken reported that someone is needed to monitor open gym at the Berndes Center, because there are issues with behavior. He stated that there has been no luck with obtaining volunteers and questioned if a camera system was in place. Brighton stated there are cameras, but they are not good quality. Yeoman questioned what time of day supervision is needed and Goedken stated during open gym, which is 4:00 pm – 7:00 pm on Tuesday and Thursday. Brighton suggested collecting a fee from the participants and Yeoman questioned what they do during open gym. Brighton stated mainly shooting baskets, but sometimes they play soccer. Goedken felt that better cameras should be installed and those that cause issues could be banned. Yeoman questioned why they don't pay a fee now, as tennis and pickle ball players have to pay \$2.00 per hour. Brighton stated that there is a pickle ball punch card, but wasn't sure how it worked if they were there late or on weekends. Hanken questioned how old the kids are that attend open gym and Josh Brenneman felt they are middle school aged, normally no parents are present to supervise. Goedken felt they should be charged \$2.00 and Yeoman agreed, stating they shouldn't be treated differently than others that utilize the gym. Peach questioned how to fund the position(s) and Brighton stated that if no one shows up, the person could go home. Goedken felt that more of a plan was needed prior to hiring and questioned the maintaining cleanliness portion of the position, if that would be taking away from the current janitor. Brighton stated they would just be making sure the facility was picked up after open gym, not cleaning the restrooms and performing other janitorial duties. Goedken stated they should close for a few weeks and then maybe someone would volunteer. Farnum stated that they could let the issue die or approve. Peach motioned to table Resolution Approving the hiring of Park and Recreation facility supervisor staff and setting wage to the next meeting, motion died due to lack of a second. Goedken felt that a better plan needs to be submitted.

Yeoman moved, Brighton seconded to approve Resolution #2023-188 Approving Mowing Contract with Stephen and Lisa Monk, roll call unanimous.

Brighton moved to approve Resolution #2023-189 to fix a date for a public hearing for January 3, 2024 on proposal to enter into a Sewer Revenue Loan Agreement and to borrow money thereunder. Hanken seconded, roll call was unanimous.

Glenda Hall, 833 North Sycamore Street, was present to address a broken pipe under her home, that led to a utility billing in the amount of \$5,770.35. She stated that she had a broken pipe and wasn't aware until Water Department personnel took a photo of the pipe to show her. The water was shut off on a Monday and that Thursday, a plumber came to repair the broken pipe, which did not enter the City sewer system. Goedken questioned why there is a \$1,500 minimum, feeling she shouldn't have to pay any of the sewer cost. Farnum stated that the \$1,500 cap was approved earlier this year by Resolution #2023-22 and since it was by resolution, it could be changed at the next meeting. Yeoman questioned if Hall noticed any water pressure changes and she stated she did not. He also questioned the foundation and Hall stated it is concrete and the leak didn't even come out of the louvers. She stated the access point is a piece of plywood and she still has insulation that needs to be replaced, as the water pulled it all down. Tjaden stated it was a copper pipe that broke and agreed that none of it entered the sewer system. Peach felt the resolution could be wrote as an "emergency situation". Hanken moved to table until the next meeting to have the resolution drafted without the cap. Langerman seconded, roll call was unanimous.

Peach stated that he would like to get the ball rolling for budget and part of that is forming a compensation committee for the salaried staff. He stated he will have a work session after the first council meeting of the year and would like a few people start salaried staff review, deciding if there should be a flat percentage fee or if each employee should be reviewed. Yeoman stated that the committee could not be more than three council members and the mayor; Peach disagreed saying it couldn't be more than two council members and the mayor, because the mayor can vote to break a tie. Goedken suggested not forming a committee until after the next meeting and Peach stated that the committee just does the legwork, the council makes the final decision. Hanken felt that some of the incoming council members should be included, because it's not fair to them to not take their opinion into consideration. Peach stated he could appoint whomever he wants, but he would wait until the next meeting. Hanken left the meeting.

Schwickerath gave a progress report on the North Chestnut Street Reconstruction, 6th Street Ditch, East 1st Street and the South Water Tower Repainting, stating it will be bid with a single "M" and bid alternate for the second "M".

Farnum thanked the outgoing council members for their service and welcomed the new members. He reported that City offices will be closed on December 25, 26, January 1 and 2 for the Christmas and New Years holidays. The next meeting will be on January 3, 2024 and the meeting after that should be on January 15th, but that is also caucus night, so he wondered if it should be re-scheduled. Yeoman questioned which space is used for caucus night and stated the last time, the council room was used. Goedken felt the second meeting should be rescheduled and stated that previously, budget work sessions were held on Saturday mornings. Langerman stated not since she has been on the council and Lux stated that previous mayors did. Farnum reported that Holiday on 1st was a big success and stated the committee did a great job. Goedken stated that Main Street also helped out with it.

Regular Council Meeting
December 18, 2023

Langerman questioned if the ash trees are all down and Kahler stated they are done for this year. He stated that the stumps will be discussed during budget and that there are 96 trees left that need to come down. Yeoman stated there are two homes out in his neighborhood that have leaves at the curb and Kahler stated the residents could take them to the Yard Waste Site. There are some they're going to remove as they're close to the storm sewer and they want to get them picked up before they freeze.

Brehm reported that they kept a count of people that came through their doors for Holiday on 1st and they had 600 people, as opposed to 450 last year. They started a winter reading challenge and have 79 people signed up so far, the yarnning group meets tomorrow and holiday trivia is Wednesday this week. Though City offices are closed on December 26th, the Mobile Food Pantry will be in town.

Lynch reported that they had 53 total calls in November. They participated in Holiday on 1st "touch a truck" and Kirkwood Demo Day.

Peach moved to adjourn the meeting at 7:34 P.M.

David Goedken, Mayor

Cheryl Clark, Deputy City Clerk

PAYROLL - DECEMBER 28, 2023

| DEPARTMENT | GROSS PAY | OT PAY | COMP HRS. ACCRUED | COMP TOTAL | NET PAY |
|------------------------------|-------------------------------|--------------------|----------------------|---------------|---------------------|
| AMBULANCE | December 11 - 24, 2023 | | | | |
| Brian Bronemann | \$ 690.10 | \$ - | 0.00 | 0.00 | \$ 581.60 |
| Shelley Bronemann | 64.00 | - | 0.00 | 0.00 | 55.07 |
| Jamie Coleman | 2,736.85 | 704.85 | 0.00 | 30.38 | 2,086.89 |
| Jordan Fullerton | 184.15 | - | 0.00 | 0.00 | 158.62 |
| Mason Hanson | 1,663.20 | 198.00 | 0.00 | 0.00 | 1,190.22 |
| Jayna Koffron | 1,747.20 | - | 21.00 | 21.00 | 1,326.64 |
| Lori Lynch | 3,173.85 | - | 0.00 | 0.00 | 2,115.41 |
| Coletta Matson | 3,273.60 | 1,584.00 | 0.00 | 36.00 | 2,084.12 |
| Chloe Mogensen | 356.40 | - | 0.00 | 0.00 | 300.21 |
| Daniel Poirier | 152.40 | - | 0.00 | 0.00 | 131.28 |
| Hunter Schmidt | 457.20 | - | 0.00 | 0.00 | 393.83 |
| Reginald Welter | 864.00 | - | 0.00 | 0.00 | 703.28 |
| Curtis Wyman | 1,907.10 | 35.10 | 0.00 | 178.50 | 1,313.72 |
| TOTAL AMBULANCE | \$ 17,270.05 | \$ 2,521.95 | 21.00 | 265.88 | \$ 12,440.89 |
| CEMETERY | December 11 - 24, 2023 | | | | |
| Sawyer Brokaw | \$ 180.00 | \$ - | 0.00 | 0.00 | \$ 166.23 |
| Dan McDonald | 1,967.20 | - | 0.00 | 0.00 | 1,444.70 |
| TOTAL CEMETERY | \$ 2,147.20 | \$ - | 0.00 | 0.00 | \$ 1,610.93 |
| CITY HALL | December 11 - 24, 2023 | | | | |
| Cheryl Clark | \$ 2,101.81 | \$ 9.81 | 3.75 | 21.75 | \$ 1,446.82 |
| Russ Farnum | 3,961.54 | - | 0.00 | 0.00 | 2,607.33 |
| Sally Hinrichsen | 3,044.31 | - | 0.00 | 0.00 | 1,845.79 |
| Nanci Tuel | 1,849.43 | 8.63 | 0.00 | 0.00 | 1,314.57 |
| TOTAL CITY HALL | \$ 10,957.09 | \$ 18.44 | 3.75 | 21.75 | \$ 7,214.51 |
| COUNCIL / MAYOR | | | | | |
| Scott Brighton | \$ 300.00 | \$ - | 0.00 | 0.00 | \$ 276.78 |
| Dave Goedken | 500.00 | - | 0.00 | 0.00 | 461.30 |
| Brenda Hanken | 300.00 | - | 0.00 | 0.00 | 277.05 |
| Candy Langerman | 300.00 | - | 0.00 | 0.00 | 277.05 |
| Chris Lux | 300.00 | - | 0.00 | 0.00 | 276.78 |
| Wayne Peach | 300.00 | - | 0.00 | 0.00 | 237.05 |
| Tom Yeoman | 300.00 | - | 0.00 | 0.00 | 277.05 |
| TOTAL COUNCIL / MAYOR | \$ 2,300.00 | \$ - | 0.00 | 0.00 | \$ 2,083.06 |
| LIBRARY | December 11 - 24, 2023 | | | | |
| 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 | 1,476.01 | - | 0.00 | 0.00 | 894.08 |
| TOTAL LIBRARY | \$ 4,399.21 | \$ - | 0.00 | 0.00 | \$ 3,153.49 |
| MBC | December 11 - 24, 2023 | | | | |
| Gabriella Donovan | \$ 42.00 | \$ - | 0.00 | 0.00 | \$ 38.79 |
| Taylor Gassman | 207.00 | - | 0.00 | 0.00 | 191.17 |
| Jacob Oswald | 2,413.27 | - | 0.00 | 0.00 | 1,820.93 |
| TOTAL MBC | \$ 2,662.27 | \$ - | 0.00 | 0.00 | \$ 2,050.89 |

PAYROLL - DECEMBER 28, 2023

| DEPARTMENT | GROSS PAY | OT PAY | COMP HRS. ACCRUED | COMP TOTAL | NET PAY |
|---------------------------|-------------------------------|--------------------|----------------------|---------------|---------------------|
| POLICE | December 11 - 24, 2023 | | | | |
| Dawn Graver | \$ 2,783.21 | \$ - | 0.00 | 0.00 | \$ 2,020.08 |
| Erik Honda | 3,210.05 | 304.11 | 1.50 | 25.50 | 2,376.45 |
| Jordan Koos | 2,927.44 | - | 12.00 | 12.00 | 1,973.48 |
| Cole Millard | 2,244.80 | 146.40 | 0.00 | 0.00 | 1,410.29 |
| Britt Smith | 3,393.62 | - | 0.00 | 0.00 | 2,474.19 |
| Madonna Staner | 1,679.21 | - | 0.00 | 0.00 | 1,291.10 |
| Brian Tate | 3,605.42 | - | 0.00 | 12.00 | 2,578.93 |
| TOTAL POLICE | \$ 19,843.75 | \$ 450.51 | 13.50 | 49.50 | \$ 14,124.52 |
| ROAD USE | December 11 - 24, 2023 | | | | |
| Zeb Bowser | \$ 1,927.20 | \$ - | 0.00 | 3.25 | \$ 1,462.42 |
| Jacob Gravel | 1,927.20 | - | 0.00 | 10.50 | 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 |
| TOTAL ROAD USE | \$ 8,239.06 | \$ - | 0.00 | 13.75 | \$ 6,065.94 |
| SEWER | December 9 - 22, 2023 | | | | |
| Jim Tjaden | \$ 2,791.54 | \$ - | 0.00 | 0.00 | \$ 2,036.17 |
| TOTAL SEWER | \$ 2,791.54 | \$ - | 0.00 | 0.00 | \$ 2,036.17 |
| WATER | December 9 - 22, 2023 | | | | |
| Scott Hagen | \$ 1,987.20 | \$ - | 6.00 | 16.00 | \$ 1,563.63 |
| Josh Willms | 1,987.20 | - | 9.00 | 27.38 | 1,267.33 |
| TOTAL WATER | \$ 3,974.40 | \$ - | 15.00 | 43.38 | \$ 2,830.96 |
| TOTAL - ALL DEPTS. | \$ 74,584.57 | \$ 2,990.90 | 53.25 | 394.26 | \$ 53,611.36 |

CLAIMS REPORT

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|---------------------------------|-------------------------------------|--------|--------------|--------|------------|
| GENERAL | | | | | |
| POLICE DEPARTMENT | | | | | |
| JOHN DEERE FINANCIAL | PD VEHICLE OPERATING | | 35.26 | | |
| MONTECELLO COMM SCHOOL DISTRICT | PD FUEL | | 1,021.35 | | |
| | | | ----- | | |
| | 110 POLICE DEPARTMENT TOTAL | | 1,056.61 | | |
| STREET LIGHTS | | | | | |
| ALLIANT ENERGY-IES | WELTER DRIVE STREETLIGHTS | | 182.27 | | |
| | | | ----- | | |
| | 230 STREET LIGHTS TOTAL | | 182.27 | | |
| CEMETERY | | | | | |
| MONTECELLO COMM SCHOOL DISTRICT | CEMETERY FUEL | | 70.00 | | |
| | | | ----- | | |
| | 450 CEMETERY TOTAL | | 70.00 | | |
| SOLDIER'S MEMORIAL BOARD | | | | | |
| TK ELEVATOR CORPORATION | ELEVATOR MAINTENANCE | | 45.57 | | |
| | | | ----- | | |
| | 498 SOLDIER'S MEMORIAL BOARD TOTAL | | 45.57 | | |
| ATTORNEY | | | | | |
| DORSEY & WHITNEY LLP | ATTORNEY FEES | | 3,000.00 | | |
| | | | ----- | | |
| | 641 ATTORNEY TOTAL | | 3,000.00 | | |
| CITY HALL/GENERAL BLDGS | | | | | |
| BAKER PAPER CO INC | CH BUILDING SUPPLIES | | 74.61 | | |
| JOHN DEERE FINANCIAL | CH BUILDING SUPPLIES | | 57.95 | | |
| JONES COUNTY AUDITOR | CH PRO FEES - NOV. ELECTION | | 1,636.12 | | |
| DAVID B MCNEILL | CH BUILDING SUPPLIES | | 16.58 | | |
| TK ELEVATOR CORPORATION | ELEVATOR MAINTENANCE | | 91.14 | | |
| | | | ----- | | |
| | 650 CITY HALL/GENERAL BLDGS TOTAL | | 1,876.40 | | |
| | | | ----- | | |
| | 001 GENERAL TOTAL | | 6,230.85 | | |
| MONTECELLO BERNDES CENTER | | | | | |
| PARKS | | | | | |
| BAKER PAPER CO INC | MBC BUILDING SUPPLIES | | 229.08 | | |
| JOHN DEERE FINANCIAL | MBC CONCESSIONS | | 59.95 | | |
| CONNOR LAMBERT | MBC REFEREE FEES | | 60.00 | | |
| RILEY MANTERNACH | MBC REFEREE FEES | | 40.00 | | |
| MONTECELLO COMM SCHOOL DISTRICT | MBC FUEL | | 69.52 | | |
| DARREN READE | MBC REFEREE FEES | | 60.00 | | |
| WELLS FARGO VENDOR FINANCIAL | 2020 TOOLCAT PAYMENT | | 1,048.95 | | |
| | | | ----- | | |
| | 430 PARKS TOTAL | | 1,567.50 | | |
| | | | ----- | | |
| | 005 MONTECELLO BERNDES CENTER TOTAL | | 1,567.50 | | |

CLAIMS REPORT

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|---|------------------------------------|--------|--------------|--------|------------|
| MONTICELLO TREES FOREVER PUBLIC WORKS ZYNNOVATION LLC | TREES FOREVER | | 528.83 | | |
| | 299 PUBLIC WORKS TOTAL | | 528.83 | | |
| | 014 MONTICELLO TREES FOREVER TOTAL | | 528.83 | | |
| FIRE FIRE CNH CAPITAL | | | 7.12- | | |
| MONTICELLO COMM SCHOOL DISTRICT | FIRE FUEL | | 54.24 | | |
| RADIO COMMUNICATIONS CO INC | FIRE RADIO SUPPLIES | | 157.01 | | |
| | 150 FIRE TOTAL | | 204.13 | | |
| | 015 FIRE TOTAL | | 204.13 | | |
| AMBULANCE AMBULANCE BOUND TREE MEDICAL, LLC | AMB MEDICAL SUPPLIES | | 195.75 | | |
| IOWA DEPT OF HUMAN SERVICES | AMB REFUND | | 1,590.10 | | |
| MONTICELLO COMM SCHOOL DISTRICT | AMB FUEL | | 839.63 | | |
| UNITY POINT HEALTH | AMB MEDICAL SUPPLIES | | 101.24 | | |
| | 160 AMBULANCE TOTAL | | 2,726.72 | | |
| | 016 AMBULANCE TOTAL | | 2,726.72 | | |
| LIBRARY LIBRARY TK ELEVATOR CORPORATION | ELEVATOR MAINTENANCE | | 45.57 | | |
| | 410 LIBRARY TOTAL | | 45.57 | | |
| | 041 LIBRARY TOTAL | | 45.57 | | |
| AIRPORT AIRPORT ALLIANT ENERGY-IES | 20373 HWY 38 AIRPORT | | 715.69 | | |
| MONTICELLO AVIATION INC | AIRPORT MANAGER | | 2,333.33 | | |
| SPAHN & ROSE LUMBER CO INC | AIRPORT BLDG REPAIR/MAINT | | 65.92 | | |
| | 280 AIRPORT TOTAL | | 3,114.94 | | |
| | 046 AIRPORT TOTAL | | 3,114.94 | | |

CLAIMS REPORT

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|---------------------------------|------------------------------|--------|--------------|--------|------------|
| ROAD USE | | | | | |
| STREETS | | | | | |
| CNH CAPITAL | RU EQUIP REPAIR/MAINT | | 36.00 | | |
| JOHN DEERE FINANCIAL | RU BLDG REPAIR/MAINT | | 70.58 | | |
| K&S MACHINING AND METAL | RU EQUIP REPAIR/MAINT | | 513.00 | | |
| LAPORTE MOTOR SUPPLY | RU EQUIP REPAIR/MAINT | | 16.21 | | |
| MIDWEST WHEEL COMPANIES | RU EQUIP REPAIR/MAINT | | 129.98 | | |
| MONTECELLO COMM SCHOOL DISTRICT | RU FUEL | | 1,123.28 | | |
| SPAHN & ROSE LUMBER CO INC | RU BLDG REPAIR/MAINT | | 1,516.89 | | |
| THOMPSON TRUCK & TRAILER, INC. | RU EQUIP REPAIR/MAINT | | 162.35 | | |
| | 210 STREETS TOTAL | | 3,568.29 | | |
| | 110 ROAD USE TOTAL | | 3,568.29 | | |
| DEBT SERVICE | | | | | |
| DEBT SERVICE | | | | | |
| UMB BANK, N.A. | 2014 GO DEBT FEES | | 430.00 | | |
| | 710 DEBT SERVICE TOTAL | | 430.00 | | |
| WATER | | | | | |
| UMB BANK, N.A. | 2016 WATER GO BOND FEES | | 42.50 | | |
| | 810 WATER TOTAL | | 42.50 | | |
| SEWER | | | | | |
| UMB BANK, N.A. | 2016 SEWER GO BOND FEES | | 10.00 | | |
| | 815 SEWER TOTAL | | 10.00 | | |
| STORM WATER FUND | | | | | |
| UMB BANK, N.A. | 2016 STORMWATER GO BOND FEES | | 17.50 | | |
| | 865 STORM WATER FUND TOTAL | | 17.50 | | |
| | 200 DEBT SERVICE TOTAL | | 500.00 | | |
| TIF PROJECT | | | | | |
| STREETS | | | | | |
| DORSEY & WHITNEY LLP | TIF PRO FEES | | 3,985.50 | | |
| | 210 STREETS TOTAL | | 3,985.50 | | |
| | 325 TIF PROJECT TOTAL | | 3,985.50 | | |
| WATER | | | | | |
| WATER | | | | | |
| HAWKINS WATER TREATMENT | WATER SYSTEM | | 576.50 | | |
| JOHN DEERE FINANCIAL | WATER SUPPLIES | | 14.99 | | |
| MONTECELLO COMM SCHOOL DISTRICT | WATER FUEL | | 169.88 | | |

CLAIMS REPORT

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|---------------------------------|------------------------|-----------|--------------|--------|------------|
| MUNICIPAL SUPPLY INC | WATER SYSTEM | 4,138.15 | | | |
| | 810 WATER TOTAL | 4,899.52 | | | |
| | 600 WATER TOTAL | 4,899.52 | | | |
| SEWER | | | | | |
| SEWER | | | | | |
| MONTICELLO COMM SCHOOL DISTRICT | SEWER FUEL | 169.90 | | | |
| TRI COUNTY PROPANE LLC | SEWER UTILITIES | 1,925.14 | | | |
| | 815 SEWER TOTAL | 2,095.04 | | | |
| | 610 SEWER TOTAL | 2,095.04 | | | |
| SANITATION | | | | | |
| SANITATION | | | | | |
| MONTICELLO COMM SCHOOL DISTRICT | SANITATION FUEL | 73.06 | | | |
| REPUBLIC SERVICES | RESIDENTIAL GARBAGE | 24,868.78 | | | |
| | 840 SANITATION TOTAL | 24,941.84 | | | |
| | 670 SANITATION TOTAL | 24,941.84 | | | |
| | Accounts Payable Total | 54,408.73 | | | |

CLAIMS REPORT CLAIMS FUND SUMMARY

| FUND | NAME | AMOUNT |
|-------------|---------------------------|-----------|
| 001 | GENERAL | 6,230.85 |
| 005 | MONTICELLO BERNDES CENTER | 1,567.50 |
| 014 | MONTICELLO TREES FOREVER | 528.83 |
| 015 | FIRE | 204.13 |
| 016 | AMBULANCE | 2,726.72 |
| 041 | LIBRARY | 45.57 |
| 046 | AIRPORT | 3,114.94 |
| 110 | ROAD USE | 3,568.29 |
| 200 | DEBT SERVICE | 500.00 |
| 325 | TIF PROJECT | 3,985.50 |
| 600 | WATER | 4,899.52 |
| 610 | SEWER | 2,095.04 |
| 670 | SANITATION | 24,941.84 |
| TOTAL FUNDS | | 54,408.73 |

Reviewed by: *[Signature]* Date: 12.21.23

| 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 | Clerk's Cash In Bank | Savings | Investments | Ending Fund Balance |
|-------------------------------|---------------------------------|------------------------|------------|-----------------|--------------|-----------|---------------|---------------------|--------------|----------------------|----------------------|----------------------|------------|-------------|---------------------|
| GENERAL FUNDS: | | | | | | | | | | | | | | | |
| | General | 1486212.07 | 170024.44 | 26267.61 | 50000.00 | 162226.78 | 293311.50 | 1248965.84 | 750.00 | 741813.21 | 506402.63 | 13848.45 | | | 1248965.84 |
| | Soldiers Memorial Board | 13999.44 | 375.00 | | | 525.99 | | 13848.45 | | | | | | | 13848.45 |
| | Monticello Berndes Center | -14262.93 | 4437.15 | 141.33 | 131500.00 | 17042.72 | | 104772.83 | 100.00 | 73265.14 | 31407.69 | | | | 104772.83 |
| | Officiating | 8481.67 | | 2.09 | | | | 8483.76 | | | | | | | 8483.76 |
| | Dare | 6804.70 | | 27.96 | | | | 6832.66 | | | | | | | 6832.66 |
| | Canine | 5680.45 | | 25.43 | | | | 5705.88 | | | | | | | 5705.88 |
| | Insurance Fund | 48117.53 | | 215.42 | 10000.00 | 398.99 | | 57933.96 | | | | | | | 57933.96 |
| | Monticello Trees Forever | 27101.74 | | 111.37 | | | | 27213.11 | | | | | | | 27213.11 |
| | Fire | 198711.15 | 8840.50 | 880.08 | 45551.50 | 9311.50 | | 242681.73 | | | | | | | 242681.73 |
| | Ambulance Operating | 180879.98 | 36224.76 | 789.69 | 15833.33 | 60215.71 | | 163512.05 | | | | | | | 163512.05 |
| | Hotel/Motel Tax Fund | 16833.96 | 16182.88 | 69.18 | | | | 33086.02 | | | | | | | 33086.02 |
| | Earl F Lehmann Trust | 238.67 | | | | | | 238.67 | | | | | | | 238.67 |
| | Street Bond | 1250.00 | 250.00 | | | | | 1500.00 | | | | | | | 1500.00 |
| | Police Improvement | 1703.90 | 28.00 | | | | | 1731.90 | | | | | | | 1731.90 |
| | Library Improvement | 45982.29 | 1176.58 | 202.67 | | 130.43 | | 47231.11 | | | | | | | 47231.11 |
| | Library | 57456.92 | 125.77 | 241.84 | 12916.67 | 15550.60 | | 55190.60 | 200.00 | 38997.00 | 15993.60 | | | | 55190.60 |
| | Equipment Set-A-Side | 79475.23 | | 351.51 | 30000.00 | | | 59826.74 | | | | | | | 59826.74 |
| | Super Mac | 18965.36 | | 84.38 | 7500.00 | 2518.80 | | 24030.94 | | | | | | | 24030.94 |
| | Airport | 97214.62 | 44403.04 | 417.00 | | 11245.66 | | 130789.00 | | | | | | | 130789.00 |
| | Revolving Loan Fund | 45048.13 | | 189.81 | | | | 45237.94 | | | | | | | 45237.94 |
| SPECIAL REVENUE FUNDS: | | | | | | | | | | | | | | | |
| | Road Use Tax | 408373.14 | 44829.85 | | 80000.00 | 94482.29 | | 278720.70 | | | | | | | 278720.70 |
| | Road Use Tax Set-Aside | 168432.38 | | 761.40 | 80000.00 | 120762.00 | | 128431.78 | | | | | | | 128431.78 |
| | Employee Benefits | 381125.10 | 49074.43 | | | 49403.99 | | 380785.54 | | | | | | | 380785.54 |
| | TIF Tax Collections | 735740.89 | 44970.67 | 2818.29 | | | 11475.00 | 771854.85 | | | | | | | 771854.85 |
| | Slavka Gehret Trust | 214057.95 | | 966.28 | | | | 215024.23 | | | | | | | 215024.23 |
| | Police Forfeiture Acct | 4.95 | | | | | | 4.95 | | | | | | | 4.95 |
| DEBT SERVICE FUNDS: | | | | | | | | | | | | | | | |
| | Debt Service | 354894.23 | 33293.81 | 1521.33 | 1714.00 | 18992.50 | | 372530.87 | | | | | | | 372530.87 |
| | TIF - Debt Payments | 0.00 | | | 11475.00 | 11475.00 | | 0.00 | | | | | | | 0.00 |
| PERMANENT FUNDS: | | | | | | | | | | | | | | | |
| | ARPA Grant | 612776.71 | 9585.00 | 497.68 | | 10220.65 | | 612776.71 | | | | | | | 612776.71 |
| | Park Improvements | 122466.78 | | 60.99 | | | | 122328.81 | | | | | | | 122328.81 |
| | Library Capital Improvements | 14842.33 | | 776.08 | | | | 14903.32 | | | | | | | 14903.32 |
| | Ambulance Improvements | 174245.80 | | | | | | 175021.88 | | | | | | | 175021.88 |
| | TIF Projects | -36747.00 | 700500.05 | 585.33 | | | | 663753.05 | | | | | 450000.00 | | 663753.05 |
| | Cemetary Improvements | 39196.08 | 720.00 | 0.20 | 50000.00 | 43797.11 | | 40501.41 | | | | | | | 40501.41 |
| | Capital Improvements | -92065.29 | 1028477.07 | | | | | 942614.87 | | | | | | | 942614.87 |
| | Low Income Housing | 16363.80 | | 73.90 | | | | 16437.70 | | | | | | | 16437.70 |
| | Baty Disc Golf Course | 11028.28 | | 47.48 | | 1114.25 | | 9961.51 | | | | | | | 9961.51 |
| | Mary Maxine Redmond Trust | 7260.04 | | 32.50 | | | | 7292.54 | | | | | | | 7292.54 |
| | Pocket Park | 11469.62 | | 49.33 | | | | 11518.95 | | | | | | | 11518.95 |
| PERMANENT FUNDS: | | | | | | | | | | | | | | | |
| | Cemetary Perpetual Care | 181746.36 | 810.00 | 407.54 | | | | 182963.90 | | | | | | | 182963.90 |
| | Charles S Bidwell Book Trust | 84204.44 | | 380.27 | | | | 84584.71 | | | | | | | 84584.71 |
| | Ioma Mary Baker Trust | 37685.62 | | 170.14 | | 98.28 | | 37757.48 | | | | | | | 37757.48 |
| ENTERPRISE FUNDS: | | | | | | | | | | | | | | | |
| | Water Operating | 325551.61 | 40693.28 | 1424.21 | | 30277.66 | | 286386.44 | | | | | | | 286386.44 |
| | Customer Deposits | 116845.16 | 1425.00 | | | 575.00 | | 117695.16 | | | | | | | 117695.16 |
| | Water Capital Improvements | 162397.83 | 658860.46 | 970.72 | 50000.00 | 4387.21 | | 867841.80 | | | | | 250000.00 | | 867841.80 |
| | Sewer Operating | 1718306.53 | 103668.46 | 7612.99 | | 38712.27 | | 1790624.71 | | | | | | | 1790624.71 |
| | Sewer Sinking | 52482.76 | | 215.68 | | | | 52698.44 | | | | | | | 52698.44 |
| | Sewer Capital Improvements | 103012.91 | 5060.41 | 710.44 | | 17324.93 | | 91458.83 | | | | | | | 91458.83 |
| | Sanitation | 247264.06 | 50346.67 | 1028.59 | | 51086.78 | | 247552.54 | | | | | | | 247552.54 |
| | Sanitation Capital Improvements | 9101.50 | | 37.40 | | | | 9138.90 | | | | | | | 9138.90 |
| | Yard Waste | 44229.25 | 3618.58 | 196.78 | | 771.09 | | 47273.52 | | | | | | | 47273.52 |
| | Storm Water fund | 84739.59 | 6691.21 | 365.21 | | 739.42 | | 90598.59 | | | | | | | 90598.59 |
| | Self Funded Insurance | 0.00 | 425.51 | | | 425.51 | | 0.00 | | | | | | | 0.00 |
| AGENCY FUNDS | | | | | | | | | | | | | | | |
| | Flex Spending | 2421.76 | 1788.48 | | | | | 4210.24 | | | | | | | 4210.24 |
| | Enterprise Flex Spending | 107.48 | | | | | | 107.48 | | | | | | | 107.48 |
| TOTAL OF ALL FUNDS | | 8609557.53 | 3066907.06 | 51528.13 | 496500.50 | 773813.12 | 496500.50 | 10954179.60 | 1050.00 | 3735547.96 | 5695010.76 | 22570.88 | 1500000.00 | 0.00 | 10854179.60 |

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

Handwritten signature 12/21/23

| Bank | Amount | Interest rate | Maturity date | Length of investment | Purpose |
|-----------------------------------|-----------------|---------------|---------------|----------------------|--|
| Account type & number | | | | | |
| F & M Bank | | | | | |
| Total by Bank | \$0.00 | | | | |
| Citizens State Bank | | | | | |
| Savings # 6025641 | \$238.67 | 0.150 | N/A | | Earl F Lehmann Trust Soldier Memorial Savings |
| Checking #394486 | \$13,848.45 | | N/A | | |
| Savings #6467260 | \$1,500,000.00 | 5.050 | N/A | | |
| Total by Bank | \$1,514,087.12 | | | | |
| Dutrac Credit Union | | | | | |
| Total by Bank | \$0.00 | | | | |
| Fidelity Bank & Trust | | | | | |
| Total by Bank | \$0.00 | | | | |
| Ohnward Bank & Trust | | | | | |
| General Ckg/Sweep #40002008 | \$3,796,519.63 | | N/A | | General Checking General Savings Officiating Checking |
| Property Tax & Water #40001992 | \$5,695,010.76 | | N/A | | |
| Officiating Ckg #618231 | \$8,483.76 | | | | |
| Total by Bank | \$9,500,014.15 | | | | |
| Total Cash on Hand- All Banks | \$11,014,101.27 | | | | |
| Plus Petty Cash | \$1,050.00 | | | | Clerk's Office, Library, Aquatic Center and Berndes Center |
| Adjust Bank Error | | | | | |
| Plus Outstanding Credit Card Pymt | \$475.24 | | | | |
| Less Outstanding Checks | \$51,446.91 | | | | |
| Treasurer's Balance | \$10,964,179.60 | | | | |
| | | | | | |
| | | | | | |

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

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

| | |
|-------------------------------------|-------------------------------|
| Bank Balance | |
| General Checking | \$3,796,519.63 |
| Property Tax & Water | \$5,695,010.76 |
| Soldiers Memorial Ckg | \$13,848.45 |
| Earl F Lehmann Trust | \$238.67 |
| Officiating Ckg | \$8,483.76 |
| Savings | \$1,500,000.00 |
| <hr/> | |
| Total Bank Balance | <u>\$11,014,101.27</u> |
| Plus (Minus) Adjustment: | |
| Bank Charge/Error | |
| <hr/> | |
| Total Adjustment | \$0.00 |
| Plus Outstanding Credit Card Pymt: | |
| Credit Card Payments | <u>\$475.24</u> |
| <hr/> | |
| Total Outstanding Credit Card Pymts | \$475.24 |
| Less Outstanding Checks: | |
| Financial/Payroll | \$61,446.91 |
| Soldiers Memorial | |
| Officiating | |
| <hr/> | |
| Total Outstanding Checks | \$61,446.91 |
| Plus Investments: | |
| Time Certificates | \$0.00 |
| Petty Cash | <u>\$1,050.00</u> |
| <hr/> | |
| Total Investments | \$1,050.00 |
| <hr/> | |
| Treasurer's Balance | <u><u>\$10,954,179.60</u></u> |

Prepared By: Sally Hinrichsen 12-21-2023
 Sally Hinrichsen, City Clerk Date

Reviewed by: Russell Farnum 12.21.23
 Russell Farnum, City Administrator Date

TREASURER'S REPORT
CALENDAR 11/2023, FISCAL 5/2024

| ACCOUNT TITLE | LAST MONTH END BALANCE | RECEIVED | DISBURSED | CHANGE IN LIABILITY | ENDING BALANCE |
|-----------------------------|---------------------------|--------------|------------|------------------------|-------------------|
| 001 GENERAL | 1,458,212.07 | 246,292.05 | 455,538.28 | .00 | 1,248,965.84 |
| 003 SOLDIER MEMORIAL FUND | 13,999.44 | 375.00 | 525.99 | .00 | 13,848.45 |
| 005 MONTICELLO BERNDES CENT | 14,262.93- | 136,078.48 | 17,042.72 | .00 | 104,772.83 |
| 006 RECREATIONAL SET-A-SIDE | .00 | .00 | .00 | .00 | .00 |
| 007 OFFICIATING FUND | 8,481.67 | 2.09 | .00 | .00 | 8,483.76 |
| 008 DARE | 6,804.70 | 27.96 | .00 | .00 | 6,832.66 |
| 009 POLICE CANINE UNIT | 5,680.45 | 25.43 | .00 | .00 | 5,705.88 |
| 010 INSURANCE | 48,117.53 | 10,215.42 | 398.99 | .00 | 57,933.96 |
| 014 MONTICELLO TREES FOREVE | 27,101.74 | 111.37 | .00 | .00 | 27,213.11 |
| 015 FIRE | 196,711.15 | 55,282.08 | 9,311.50 | .00 | 242,681.73 |
| 016 AMBULANCE | 180,879.98 | 52,847.78 | 70,215.71 | .00 | 163,512.05 |
| 018 HOTEL/MOTEL TAX | 16,833.96 | 16,252.06 | .00 | .00 | 33,086.02 |
| 022 EARL F LEHMANN TRUST | 238.67 | .00 | .00 | .00 | 238.67 |
| 023 TRUST FUND/STREET BOND | 1,250.00 | 250.00 | .00 | .00 | 1,500.00 |
| 026 POLICE IMPROVEMENT | 1,703.90 | 28.00 | .00 | .00 | 1,731.90 |
| 030 LIBRARY IMPROVEMENT | 45,982.29 | 1,379.25 | 130.43 | .00 | 47,231.11 |
| 041 LIBRARY | 57,456.92 | 13,284.28 | 15,550.60 | .00 | 55,190.60 |
| 042 SPORTS COMPLEX | .00 | .00 | .00 | .00 | .00 |
| 044 EQUIPMENT SET-A-SIDE | 79,475.23 | 30,351.51 | 50,000.00 | .00 | 59,826.74 |
| 045 SUPER MAC FUND | 18,965.36 | 7,584.38 | 2,518.80 | .00 | 24,030.94 |
| 046 AIRPORT | 97,214.62 | 44,820.04 | 11,245.66 | .00 | 130,789.00 |
| 050 REVOLVING LOAN FUND | 45,048.13 | 189.81 | .00 | .00 | 45,237.94 |
| 110 ROAD USE | 408,373.14 | 44,829.85 | 174,482.29 | .00 | 278,720.70 |
| 111 ROAD USE SETASIDE | 168,432.38 | 80,761.40 | 120,762.00 | .00 | 128,431.78 |
| 112 EMPLOYEE BENEFITS | 381,125.10 | 49,074.43 | 49,403.99 | .00 | 380,795.54 |
| 125 TIF -SPECIAL REVENUE | 735,740.89 | 47,588.96 | 11,475.00 | .00 | 771,854.85 |
| 178 TRUST/SLAVKA GEHRET FUN | 214,057.95 | 966.28 | .00 | .00 | 215,024.23 |
| 180 POLICE FORFEITURE | 4.95 | .00 | .00 | .00 | 4.95 |
| 200 DEBT SERVICE | 354,994.23 | 36,529.14 | 18,992.50 | .00 | 372,530.87 |
| 225 TIF - DEBT | .00 | 11,475.00 | 11,475.00 | .00 | .00 |
| 300 ARPA CAPITAL FUND | 612,776.71 | .00 | .00 | .00 | 612,776.71 |
| 313 PARK IMPROVEMENT | 122,466.78 | 10,082.68 | 10,220.65 | .00 | 122,328.81 |
| 316 LIB CAPITAL IMPROVEMENT | 14,842.33 | 60.99 | .00 | .00 | 14,903.32 |
| 319 AMBULANCE IMPROVEMENT | 174,245.80 | 776.08 | .00 | .00 | 175,021.88 |
| 325 TIF PROJECT | 36,747.00- | 700,500.05 | .00 | .00 | 663,753.05 |
| 326 TRUST/CEMETERY IMPROVEM | 39,196.08 | 1,305.33 | .00 | .00 | 40,501.41 |
| 328 FAMILY AQUATIC CENTER C | .00 | .00 | .00 | .00 | .00 |
| 332 CAPITAL IMPROVEMENT | 92,065.29- | 1,078,477.27 | 43,797.11 | .00 | 942,614.87 |
| 333 MYSBA CAPITAL FUND | .00 | .00 | .00 | .00 | .00 |
| 336 LOW INCOME HOUSING FUND | 16,363.80 | 73.90 | .00 | .00 | 16,437.70 |
| 337 MDC FUNDS | .00 | .00 | .00 | .00 | .00 |
| 338 BATY DISC GOLF COURSE | 11,028.28 | 47.48 | 1,114.25 | .00 | 9,961.51 |
| 339 MARY MAXINE REDMOND TRU | 7,260.04 | 32.50 | .00 | .00 | 7,292.54 |
| 375 POCKET PARK | 11,469.62 | 49.33 | .00 | .00 | 11,518.95 |
| 500 TRUST/CEMETERY PERPETUA | 181,746.36 | 1,217.54 | .00 | .00 | 182,963.90 |
| 502 C.C. BIDWELL LIBRARY BO | 84,204.44 | 380.27 | .00 | .00 | 84,584.71 |
| 503 TRUST/IOMA MARY BAKER | 37,685.62 | 170.14 | 98.28 | .00 | 37,757.48 |
| 600 WATER | 325,551.61 | 42,117.49 | 81,282.66 | .00 | 286,386.44 |
| 601 WATER BOND SINKING | .00 | .00 | .00 | .00 | .00 |
| 602 CUSTOMER DEPOSITS | 116,845.16 | 1,425.00 | 575.00 | .00 | 117,695.16 |
| 603 WATER IMPROVEMENT | .00 | .00 | .00 | .00 | .00 |
| 604 WATER CAPITAL IMPROVEME | 162,397.83 | 709,831.18 | 4,387.21 | .00 | 867,841.80 |
| 610 SEWER | 1,718,306.53 | 111,281.45 | 38,963.27 | .00 | 1,790,624.71 |

TREASURER'S REPORT
CALENDAR 11/2023, FISCAL 5/2024

| ACCOUNT TITLE | LAST MONTH END BALANCE | RECEIVED | DISBURSED | CHANGE IN LIABILITY | ENDING BALANCE |
|-----------------------------|---------------------------|--------------|--------------|------------------------|-------------------|
| 611 SEWER RESERVE | .00 | .00 | .00 | .00 | .00 |
| 612 SEWER SINKING | 52,482.76 | 215.68 | .00 | .00 | 52,698.44 |
| 613 SEWER CAPITAL IMPROVEME | 103,012.91 | 5,770.85 | 17,324.93 | .00 | 91,458.83 |
| 614 SEWER IMPROVEMENT | .00 | .00 | .00 | .00 | .00 |
| 670 SANITATION | 247,264.06 | 51,375.26 | 51,086.78 | .00 | 247,552.54 |
| 671 SANITATION CAPITAL IMPR | 9,101.50 | 37.40 | .00 | .00 | 9,138.90 |
| 675 YARD WASTE SITE | 44,229.25 | 3,815.36 | 771.09 | .00 | 47,273.52 |
| 740 STORM WATER | 84,739.59 | 7,056.42 | 1,197.42 | .00 | 90,598.59 |
| 820 INTERNAL REV SELF FUNDE | .00 | 425.51 | 425.51 | .00 | .00 |
| 950 FLEX SPENDING FUND | 2,421.76 | 1,788.48 | .00 | .00 | 4,210.24 |
| 951 ENTERPRISE FLEX SPENDIN | 107.48 | .00 | .00 | .00 | 107.48 |
| Report Total | 8,609,557.53 | 3,614,935.69 | 1,270,313.62 | .00 | 10,954,179.60 |

MINUTES FOR HEARING AND
ADDITIONAL ACTION ON ENTERING
INTO LOAN AGREEMENT AND
COMBINING LOAN AGREEMENTS

435926-33

Monticello, Iowa

January 3, 2024

The City Council of the City of Monticello, Iowa met on January 3, 2024, at 6:00 p.m. at the 220 E. 1st Street, Monticello, Iowa. The Mayor presided and the roll being called, the following named Council Members were present and absent:

Present: _____

Absent: _____.

* *Other Business* *

This being the time and place specified for taking action on the proposal to enter into the Additional Loan Agreement, as defined in the attached resolution, and to borrow money thereunder in a principal amount not to exceed \$2,500,000, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor declared the public hearing closed.

After due consideration and discussion, Council Member _____ introduced and moved that the resolution be adopted, 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 motion carried and the resolution duly adopted in substantially the form hereinafter set out.

RESOLUTION NO. _____

Resolution taking additional action on proposal to enter into a Sewer Revenue Loan Agreement and combining certain Loan Agreements

WHEREAS, the City of Monticello (the “City”), in Jones County, State of Iowa, did heretofore establish a Municipal Sanitary Sewer System (the “Utility”) in and for the City which has continuously supplied sanitary sewer service in and to the City and its inhabitants since its establishment; and

WHEREAS, the management and control of the Utility are vested in the City Council (the “Council”) and no board of trustees exists for this purpose; and

WHEREAS, the City heretofore proposed to enter into a Sewer Revenue Loan Agreement (the “Original Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$21,000,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of planning, designing, and constructing improvements and extensions to the Utility (the “Project”), and pursuant to law and a notice duly published, the City Council has held a public hearing on such proposal on December 19, 2022; and

WHEREAS, to pay additional costs of the Project, the City also heretofore proposed to enter an additional Sewer Revenue Loan Agreement (the “Additional Loan Agreement”) in a principal amount not to exceed \$2,500,000, and pursuant to law and a notice duly published, the City Council has held a public hearing on such proposal on January 3, 2024; and

WHEREAS, pursuant to the provisions of Section 384.28 of the Code of Iowa, the City intends to combine its authority under the Original Loan Agreement and the Additional Loan Agreement and to enter into a single loan agreement (the “Loan Agreement”);

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

Section 1. The Original Loan Agreement and the Additional Loan Agreement are hereby combined into the Loan Agreement. The City Council hereby determines to enter into the Loan Agreement in the future and orders that Sewer Revenue bonds or notes be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

Section 2. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 3. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved this January 3, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

• • • •

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

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
COUNTY OF JONES
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to the public hearing and additional action on the City Council's proposal to enter into a certain Loan Agreement and combining Loan Agreements, and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this _____ day of _____, 2024.

City Clerk

ORGANIZATION AND ESTABLISHMENT CERTIFICATE:

STATE OF IOWA
COUNTY OF JONES
CITY OF MONTICELLO

SS:

I, the undersigned City Clerk, do hereby certify that the aforementioned City is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that such City is operating under the Mayor-Council form of government and that there is not pending or threatened any question or litigation whatsoever touching the incorporation of the City, the inclusion of any territory within its limits or the incumbency in office of any of the officials hereinafter named.

And I do further certify that the following named parties are officials of the City as indicated:

- _____, Mayor
- _____, City Administrator
- _____, City Clerk
- _____, City Treasurer
- _____, Council Member/Mayor Pro Tem
- _____, Council Member
- _____, Council Member
- _____, Council Member
- _____, Council Member
- _____, Council Member

I further certify that the City established the Municipal Sanitary Sewer System (the "Utility") and that the Utility has been in continuous operation by the City since its establishment as aforesaid in supplying sanitary sewer service to the City and its inhabitants.

I further certify that the management and control of the Utility are vested in the City Council of the City, and that no board of trustees exists which has any part of the control and management of such Utility.

WITNESS MY HAND this _____ day of _____, 2024.

City Clerk

City Council Meeting
Prep. Date: 12/12/2023
Preparer: Russell Farnum



Agenda Item: # 3 & 4
Agenda Date: 01/03/2024

Communication Page

Agenda Items Description: Authorize Application for Funding New Ambulance through USDA

| | |
|---|--|
| <u>Type of Action Requested:</u> Resolution | |
| <u>Attachments & Enclosures:</u> Resolution | <u>Fiscal Impact:</u> Budget Line Item: Budget Summary: Expenditure: Revenue: |

Synopsis: The USDA-RD has funding through grants or financing available to purchase a replacement ambulance. Lori Lynch and Russ Farnum recently discussed with the USDA representatives, who encouraged the City to apply.

The USDA funding could provide a grant of up to \$27,000 to help defray the cost of the new ambulance and/or equipment such as the power lift cot. That may also be offered as low interest financing, but that may not be in the City’s best interest.

A pre-requisite to application is holding a public information session on the proposed “project”, which would be to purchase a new ambulance. The Council also needs to authorize the application and designate a person authorized to sign the paperwork. The attached Resolution designates the Mayor and/or City Clerk.

There is no cost to apply and see what is offered the City.

The City currently has \$49,082 in Equipment Setaside and \$175,032 in the Improvement Fund that were targeted toward purchase of, and equipping, an ambulance to replace the 2013 Ford E-450 Lifeline ambulance, which is nearing the end of its 15-year functional lifespan. The replacement ambulance will take about 2-1/2 years for delivery after ordering.

Recommendation: Approval is recommended.

Meeting Notice

The City of Monticello intends to file a grant application with the USDA Rural Development for financial assistance to purchase a new ambulance. A public meeting for comments will be held at 6:00 pm on Wednesday, January 3, 2024, in the City Council Chambers, 200 E. 1st Street, to discuss the proposed project and to provide the opportunity for public comment.

The City of Monticello, Iowa

RESOLUTION # _____

Approving of the Preparation and Submission of Grant Application
with USDA to assist in the purchase of and equipping a new ambulance

WHEREAS, the City of Monticello plans to seek financial assistance from the USDA related to the new ambulance, and

WHEREAS, the City Council held a public meeting for comments and authorized the submission of the Grant Application for this purpose and wished to formalize that authorization by way of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the preparation and submission of a Grant Application with all supporting documents to the USDA, seeking financial assistance from the USDA by way of a grant, to help cover a portion of the costs associated with the purchase and equipping of a new ambulance, and be it further resolved that the City Council of the City of Monticello, Iowa, authorizes the Mayor and/or City Clerk to sign all documents relating to the USDA Rural Development loan and/or grant..

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.
Done this 3rd day of January 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

MINUTES OF MEETING TO CONSIDER
BIDS AND ADJOURN ACTION

435926-33 (L)

Monticello, Iowa

January 3, 2024

The City Council of the City of Monticello, Iowa, met at 6:00 p.m., on December 4, 2023, at the Community Media Center, Monticello, Iowa, pursuant to adjournment and the rules of this Council. The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: _____

Absent: _____.

The Council further considered proposals received on October 24, 2023 for the proposed Wastewater Treatment Facility Improvements Project.

It was moved by Council Member _____ and seconded by Council Member _____ that this meeting be adjourned to _____, 202__, at _____ o'clock ____m., at the _____, Monticello, Iowa, at which time and place the City Council will meet to further consider such proposals.

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 said motion duly carried and the meeting was adjourned to the said time and place.

Mayor

Attest:

City Clerk

••••

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE:

STATE OF IOWA
COUNTY OF JONES
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, hereby certify that the attached is a true, correct and complete transcript of the proceedings had and action taken by the City Council up to the present time in connection with the Wastewater Treatment Facility Improvements Project.

WITNESS MY HAND this _____ day of _____, 2023.

City Clerk

MINUTES OF MEETING TO AWARD
CONTRACT

435926-33

Monticello, Iowa

_____, 2024

The City Council of the City of Monticello, Iowa, met on _____, 2024,
at _____ o'clock __.m., at the _____, in the City, pursuant to
adjournment and the rules of this Council.

The Mayor presided and the roll was called showing the following members of the Council
present and absent:

Present: _____

Absent: _____.

The City Council further considered proposals received for the proposed Wastewater
Treatment Facility Improvements Project and embodied its findings in the resolution next
hereinafter referred to.

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

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the said motion duly carried and the said resolution duly
adopted.

RESOLUTION NO. _____

Resolution awarding contract for the Wastewater Treatment Facility Improvements Project

WHEREAS, pursuant to notice duly posted in the manner and form prescribed by resolution of the City Council of the City of Monticello, Iowa, and as required by law, bids and proposals were received by this Council for the Wastewater Treatment Facility Improvements Project (the "Project"); and

WHEREAS, all of the said bids and proposals have been carefully considered, and it is necessary and advisable that provision be made for the award of the contract for the Project;

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

Section 1. The bid for the Project submitted by the following contractor is fully responsive to the plans and specifications for the Project, is heretofore approved by the City Council, and is the lowest responsible bid received, such bid being as follows:

| <u>Name and Address of Contractor</u> | <u>Amount of Bid</u> |
|---------------------------------------|----------------------|
| _____ | \$ _____ |
| _____ | |
| _____ | |
| _____ | |

Section 2. The contract for the Project is hereby awarded to such contractor at the total estimated cost set out above, the final settlement to be made on the basis of the unit prices therein set out and the actual final quantities of each class of materials furnished, the said contract to be subject to the terms of the aforementioned resolution, the notice of hearing and letting, the plans and specifications and the terms of the bidder's written proposal.

Section 3. The Mayor and City Clerk are hereby authorized and ordered to enter into a written contract with said contractor for the Project, said contract not to be binding until approved by resolution of this City Council.

Section 4. The amount of the contractor's performance and/or payment bonds is hereby fixed and determined to be 100% of the amount of the contract.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved _____, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

••••

On motion and vote, the meeting adjourned.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

ATTESTATION CERTIFICATE:

STATE OF IOWA
COUNTY OF JONES
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, hereby certify that the attached is a true, correct and complete transcript of the proceedings had and action taken by the City Council up to the present time in connection with the Wastewater Treatment Facility Improvements Project, including a true, correct and complete copy of the resolution referred to in such minutes.

WITNESS MY HAND this _____ day of _____, 2023.

City Clerk

City Council Meeting
Prep. Date: 12/22/2023
Preparer: Russell Farnum



Agenda Item: #7
Agenda Date: 01/03/2024

Communication Page

Agenda Items Description: Set Public Hearing on Easement on City Owned Property behind 230 S. Cedar St.

Type of Action Requested: Resolution setting Public Hearing

Attachments & Enclosures:

Resolution
Draft Agreement

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

Synopsis: Danelle and Juneau Johnson had inquired about possibly buying some City property behind their home, in order to add onto their garage. This area is part of the old railroad right of way and is currently used as an alley, but has a large yard area behind their garage. Their garage projects about 7 feet onto City property, creating a nonconformity that does not allow the garage to be expanded.

After two council discussions, it was agreed an easement for the existing building would be supported by Council. In order to grant a permanent easement for that structure, a public hearing is required.

Background: Danelle and Juneau Johnson own the home at 230 S. Cedar Street. The property is improved with a large detached garage in the back yard, which extends about 7 feet onto City-owned land behind their property.

The Johnson's would like to add onto the garage to add more storage space. They can add onto the south end of the garage, on their own land, if the nonconforming portion of the existing garage is granted rights to be on the City land through an easement, eliminating the nonconformity.

The easement will also grant rights of access for maintenance, painting and other necessary work. The City Attorney and I am working on a draft easement with Johnson's at this time.

Recommendation: The Johnson's are asking for consideration so they know how to plan for their project. After two Council discussions, and settling on an easement solution, scheduling a necessary public hearing is the logical step.

The hearing would be held on February 5. After the hearing the Council may decide to grant the easement, modify the easement, or decline the approval of the easement.

THE CITY OF MONTICELLO, IOWA

RESOLUTION # ___ - ___

Scheduling a Public Hearing on proposed Easement between the City of Monticello and Juneau Johnson, and their successors, on City of Monticello property, west of Cedar Street between Washington and Grand Streets

WHEREAS, The City owns the property which is abandoned Railroad Right of way, on which an alley is located, and

WHEREAS, that garage of a private property owner located adjacent to the alley is located on City property, and the owner has requested an easement from the City that would allow them to maintain that portion of their garage on the City property, and

WHEREAS, The City Council must hold a public hearing before granting an easement that may last for more than three (3) years, and

WHEREAS, The City Administrator will continue to work with the Johnsons to prepare a proposed easement for Council consideration during the Public Hearing scheduled by this Resolution.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this ___th day of January, 2024, does hereby schedule a Public Hearing on the proposed easement on City owned property for the 5th day of February, 2024 at 6:00 p.m. at the regularly scheduled City Council Meeting that will be held in the Community Media Center, a/k/a Council Chambers, at the Monticello Renaissance Center.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this ___th day of January, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 12/22/2023
Preparer: Russell Farnum



Agenda Item: # 8
Agenda Date: 01/03/2024

Communication Page

Agenda Items Description: Update Sewer Credit Policy for situations of high water use due to breakage or malfunction

| | |
|---|--|
| <u>Type of Action Requested:</u> Resolution | |
| <u>Attachments & Enclosures:</u> Draft Resolution | <u>Fiscal Impact:</u> Budget Line Item: Budget Summary: Expenditure: Revenue: |

Synopsis: At the December 18 City Council meeting, Council had a request from Glenda Hall for a credit to the sewer bill from a tragic water leak in the crawlspace of her home at 833 N. Sycamore. Council wanted to reconsider the policy due to the \$1500 cap on the credit.

Background: In 2013 the City Council adopted Resolution 13-07, allowing for up to a \$500 credit to the sewer bill in instances where a water line break or malfunction had resulted in large water use, but where the large volume of water did not go down the sanitary sewer and therefore, was not processed by the sewage treatment facility. In February of 2023, Council updated that amount to \$1500.

The main concern is that the loss amount is capped at \$1500, regardless of the amount of water consumed. Water and sewer rates have changed since that policy was adopted, and the capped amount is likely too low to offset catastrophic losses. The policy has a number of requirements that are still valid, and should be kept.

Glenda Hall had a water line break in the crawlspace of her home at 833 N. Sycamore. The sewer portion of her bill is typically under \$45. The total water bill for the short period the line was broken is over \$5,000, with the sewer portion being **\$4260.01**, substantially more than the \$1500 limit.

It is understandable that is a significant amount of money, and well over the \$1500 cap in the policy. In past considerations, though, the Council felt that there should be some responsibility on the owners' part for the failure, and there should be some payment for regular use of the water that likely did go "down the drain".

Recommendation: Council direction on the wording of Paragraph "d" in the attached resolution is requested. Options include increasing the amount, eliminating the cap altogether, or leaving the \$1500 cap in place.

RESOLUTION NO.

**Approving the City of Monticello Sewer Credit Policy
in regard to granting credits to sewage usage fees**

WHEREAS, the City of Monticello provides water and sewer services to the citizens of Monticello, same representing one of the primary functions of the City, and

WHEREAS, the Council, by approval of Ordinance #747, dated August 2, 2021, approved that sewer fees are calculated based on water consumed and increased the sewage rate, and

WHEREAS, the Council had previously approved a Policy to grant credits to sewer usage fees, with Resolution #13-07, dated January 7, 2013, based on the former rates.

WHEREAS, the Council has been presented with a number of requests for a credit against the sewer portion of resident's utility billings based upon the argument/position that not all of the water entered the sewer system and was not, therefore, treated at the Monticello Treatment Facility, and

WHEREAS, the Council finds it to be necessary and appropriate to update the policy to which the Council and the Citizens may look to when considering a credit request.

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

The following conditions shall be met and / or considered by the citizen when requesting a sewer usage fee credit and City Staff and the City Council when considering a submitted sewer usage fee credit request:

- a. A determination must be made by City staff that the water usage on which the sewer fees were based, and for which a credit is requested, did not enter the sanitary sewer system. If it cannot be determined with a relative degree of certainty by staff, then a credit will not be considered.
- b. The sewer usage credit can only be considered in the event of a break or a malfunction and staff shall make a determination, to a relative degree of certainty, that a break or malfunction caused the water usage for which the credit is being requested.
- c. If a credit is deemed appropriate, it shall only be granted if the credit, as calculated by City Staff, exceeds \$100.00.
- d. In no event shall any credit exceed \$1,500.00, regardless of calculations.

- e. No person shall be granted a credit against their sewer bill more than once.
- f. No household, while under the ownership of the same person or persons shall be granted a credit more than once.
- g. A married couple shall be entitled to one credit.
- h. If a person, previously married, had been granted a credit or the persons spouse had been granted a credit while they were married, they shall only be eligible for another credit if the credit is generated at a property that was not in the ownership or possession of the person during the marriage.
- i. The City Council shall have ultimate authority to grant or deny a credit request and to interpret this policy. The Council may, in their sole discretion, grant or deny a credit even if the circumstances suggest that a credit should or should not be granted, and the decision of the Council is final and not subject to challenge.

PASSED AND APPROVED this ____th day of _____, 202__.

Wayne Peach, Mayor

ATTEST:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 12/13/2023
Preparer: Russell Farnum



Agenda Item: # 9
Agenda Date: 01/03/2024

Communication Page

Agenda Items Description: Requested Sewer Credit - Glenda Hall

Type of Action Requested: Resolution

Attachments & Enclosures:

Resolution

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

Synopsis: Glenda Hall had a tragic water leak in the crawlspace of her home at 833 N. Sycamore.

Background: Glenda Hall had a water line break in the crawlspace of her home at 833 N. Sycamore. The sewer portion of her bill is typically under \$45. The total water bill for the short period the line was broken is over \$5,000, with the sewer portion being \$4260.01.

Per Resolution 2023-22, the owner can seek a waiver of that sewer bill up to \$1500, if the water did not go down the drain. In this case, it all went into the crawl space and was pumped out over land.

The water was shut off and leak has been (quickly) repaired. Water service has been restored to the property.

Recommendation: Approval of the waiver for \$1500 sewer charges is recommended. If the Council takes action to increase the credit, it is recommended that not more than \$4215 be credited to Mrs. Hall, as her typical use is in the \$45 range ($\$4260 - \$45 = \4215).

The City of Monticello, Iowa

RESOLUTION #___

**Approving \$_____ Credit against Glenda (Harlan) Hall's
Utility billing for the property located at 833 N Sycamore Street**

WHEREAS, The City of Monticello has received a request for a credit against the utility account of Glenda (Harlan) Hall, and

WHEREAS, The Council finds that the water usage at the Hall home exceed normal usage during the month of November, 2023, and

WHEREAS, The Council finds that the City has been informed that the high usage was tied to a broken water pipe in the crawl space, which has been repaired, and none of the water went into the sanitary sewer system, and

WHEREAS, The monthly sewer bill on this account would be approximately \$4,260.01, justifying a credit in the total amount of _____.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve a \$_____ credit against Glenda (Harlan) Hall's utility account at 833 N Sycamore Street.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 3rd day of December, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

CUSTOMER REQUEST
SEWER BILL CREDIT
CITY OF MONTICELLO
200 EAST FIRST STREET
MONTICELLO, IOWA 52310
(319)465-3577

Name: Glenda Hall
Address: 833 North Sycamore St.
Account No. 608750001
Contact Person: Me Phone No. 608-333-2029

Description of Leak: Plastic waterline broke under north home in crawl
space causing water to run underneath

Repairs Made: Repaired waterline with couplings & pipe
Date: Nov 17, 2023

Plumber: Monti Pkg Htg & Electric

CUSTOMER REQUEST

I hereby request an adjustment to my sewer bill due to a leak in my plumbing system. I verify that I have not received any previous adjustments to my sewer bill. I acknowledge that I will not qualify for any future adjustments to my sewer bill due to leaks in my plumbing system.

Customer Signature: Glenda Hall Date: Dec 2023

Customer Signature: _____ Date: _____

CITY AUTHORIZATION

Reviewed and Accepted – Credit Authorization for \$ _____

- Attachments: 1. Copy of Plumber's Bill _____
2. Calculation of Credit _____
3. Print out of adjustment page _____

Mayor Date

City Administrator Date

Plumber's Verification
To
City of Monticello, Iowa

Plumber: Mark P. H. H. & Elec

Address: 22387 150th Ave Monticello Ia 52310

Phone: 319-465-4669

Customer Name: Heidi Hall


Customer Address: 833 North Sycamore Street

The following repairs have been made to the above address to repair a leak in the plumbing system:

Repair broken water-line under home in crawl space

I verify that these leaks were not caused by the owner's negligence, in my opinion.

A copy of my invoice is attached.

Plumber's Signature: 

Print Name: Ted Kraw

Date: 12-5-23

Monti Plumbing Heating & Electric
 22387 150th Avenue
 Monticello, Iowa 52310
 (319) 465-4669 or (319) 480-3999

Invoice

| | |
|------------|-----------|
| Date | Invoice # |
| 11/17/2023 | 16883 |

| |
|---|
| Bill To |
| Glenda Hall 833 N. Sycamore St. Monticello, Iowa 52310 |

We now accept VISA,
 Mastercard and Discover

| | | |
|----------|----------------|---------|
| P.O. No. | Terms | Project |
| | Due on receipt | |

| Quantity | Description | Rate | Amount |
|----------|------------------------|-------|--------|
| | Service Call | 80.00 | 80.00T |
| 1 | 1/2" Pex Pipe | 0.77 | 0.77T |
| 2 | 1/2 Sharkbite Coupling | 12.71 | 25.42T |
| | Jones County Sales Tax | 0.07 | 7.43 |

Thank you for your business! We now accept VISA, Mastercard and Discover. Any credit card payment of \$500.00 or more add 3%
 1.5% Finance Charge Assessed > 30 days

Total

\$113.62

UTILITY BILLING BALANCE INQUIRY

Account No 606750001 Serv All Opt S
 Due Date 12/20/2023

HARLAN HALL
 833 N SYCAMORE ST

| | Period 1 | Period 2 | Period 3 | Period 4 | Budget Due | Total |
|-------|----------|----------|----------|----------|------------|---------|
| | 5770.35 | .00 | .00 | .00 | .00 | 5770.35 |
| ER | 8.52 | .00 | .00 | .00 | .00 | 8.52 |
| GA | 28.80 | .00 | .00 | .00 | .00 | 28.80 |
| ST | 4.26 | .00 | .00 | .00 | .00 | 4.26 |
| SW | 4260.01 | .00 | .00 | .00 | .00 | 4260.01 |
| WA | 1382.47 | .00 | .00 | .00 | .00 | 1382.47 |
| YW | 2.84 | .00 | .00 | .00 | .00 | 2.84 |
| MC | .00 | .00 | .00 | .00 | .00 | .00 |
| TX | 83.45 | .00 | .00 | .00 | .00 | 83.45 |
| PN | .00 | .00 | .00 | .00 | .00 | .00 |
| TOTAL | 5770.35 | .00 | .00 | .00 | .00 | 5770.35 |

Glenda (Harlan) Hall typically has a minimum to 3,000 gallons monthly bill, which includes sewer charges in the range of \$19.75 - \$45.35. Usage for the time frame of October 2 - November 13, 2023 was 322,000 gallons of water, none of which went to the City sewer as the leak was under her home in a crawl space. She is requesting a sewer credit from the City. Per Resolution #2023-22, the maximum allowable, one-time credit is \$1,500.00.

City Council Meeting
Prep. Date: 12/20/2023
Preparer: Sally Hinrichsen



Agenda Item: # 10
Agenda Date: 01/03/2024

Communication Page

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

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

Attachments & Enclosures:

| |
|---------------------|
| Proposed Resolution |
| |
| |

Fiscal Impact:

| | |
|-------------------|--|
| Budget Line Item: | |
| Budget Summary: | |
| Expenditure: | |
| Revenue: | |

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

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

Staff Recommendation: Approval of resolution is recommended.

The City of Monticello, Iowa

RESOLUTION #

Designating the Monticello Express as the Official Publication Newspaper for City of Monticello

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

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

NOW THEREFORE, BE IT RESOLVED that the City of Monticello, Iowa does hereby designate the Monticello Express as the official publication newspaper of the City of Monticello for the 2024 calendar year.

IN TESTIMONY HEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed, this 3rd day of January, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 12/22/2023
Preparer: Russell Farnum



Agenda Item: # 11 - 14
Agenda Date: 01/03/2024

Communication Page

Agenda Items Description: Requesting Abatement of accrued Property Taxes on properties

Type of Action Requested: Resolution (4)

Attachments & Enclosures:

Resolution (4)

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

Synopsis: The City of Monticello recently closed on acquisition of four (4) properties that will be held for public purposes. Three are for the long-term expansion of the airport (one also partially for trail purposes) and the fourth being a storage building for Parks and Recreation.

All four parcels had pro-rated taxes from the prior owner, which are reflected in the resolutions.

After closing, the City needs to take formal action, asking that property taxes be abated on these parcels, due to the public purpose. These resolutions accomplish that.

Recommendation: Approval is recommended.

The City of Monticello, Iowa

RESOLUTION

Requesting Abatement of accrued Property Taxes on property owned by the City of Monticello for public purposes outside the city limits of the City of Monticello.

WHEREAS, The City of Monticello recently purchased the property located at 14432 190th Street, same being described by the following Tax Parcel ID: 0235451009, and

WHEREAS, The Purchase Agreement with the property owner prorated the Real Estate Taxes to December 20, 2023, which the Seller paid the September 2023 and March 2024 tax installments prior to closing; and relieved them of responsibility for all other accrued taxes. The City did, collect \$2,219.14 from the property owner to pay property tax installments due September 2024, and

WHEREAS, The Council finds it appropriate, under the circumstances, to request the abatement of all accrued and accruing taxes related to said parcel, whether past due or accrued and not yet due, except for the \$2,219.14 that was collected from Seller; and to so inform the County Treasurer so that the County Board of Supervisors can take action to formally abate said taxes as required by §445.63 of the Iowa Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby direct the City Clerk to inform the County Treasurer of the decision of the City Council to request the abatement of the taxes accrued and accruing, except for the \$2,219.14 that was collected from Seller, on the above-described tax parcel consistent with §445.63 of the Iowa Code.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 3rd day of January 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

The City of Monticello, Iowa

RESOLUTION

Requesting Abatement of accrued Property Taxes on property owned by the City of Monticello for public purposes within the city limits of the City of Monticello.

WHEREAS, The City of Monticello recently purchased the property located at PARCEL 2023-80, being a part of Lot 3 of R.H. George Place, all of Parcels 2001-171 and 2001-172 in the SW1/4 SW1/4 of SECTION 26, part of the SE1/4 SE1/4 of SECTION 27, part of the E1/2 NE1/4 of SECTION 34, and part of the NW1/4 NW1/4 of SECTION 35; all in TOWNSHIP 86, NORTH, RANGE 3, West of the 5th P.M., in the City of Monticello, Iowa, as shown in the PLAT OF SURVEY recorded in DOCUMENT NO. 2023-2590 of the Jones County, Iowa records, containing 47.30 acres. SUBJECT TO the rights of the public in all highways and to all easements of record, same being described by the following Tax Parcel ID: 0234200013, and

WHEREAS, The Purchase Agreement with the property owner prorated the Real Estate Taxes to December 20, 2023, which the Seller paid the September 2023 and a portion of the March 2024 tax installments prior to closing; and will pay the remaining March 2024 tax installments at closing and relieved them of responsibility for all other accrued taxes. The City did, collect \$762.62 from the property owner to pay property tax installments due September 2024, and

WHEREAS, The Council finds it appropriate, under the circumstances, to request the abatement of all accrued and accruing taxes related to said parcel, whether past due or accrued and not yet due, except for the \$762.62 that was collected from Seller and to so inform the County Treasurer so that the County Board of Supervisors can take action to formally abate said taxes as required by §445.63 of the Iowa Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby direct the City Clerk to inform the County Treasurer of the decision of the City Council to request the abatement of the taxes accrued and accruing, except for the \$762.62 that was collected from Seller, on the above-described tax parcel consistent with §445.63 of the Iowa Code.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 3rd day of January 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

The City of Monticello, Iowa

RESOLUTION

Requesting Abatement of accrued Property Taxes on property owned by the City of Monticello for public purposes within the city limits of the City of Monticello.

WHEREAS, The City of Monticello recently purchased the property located at PARCEL 2023-79, being a part of Lot 3 of R.H. George Place, part of the SE $\frac{1}{4}$ SE $\frac{1}{4}$ of SECTION 27, part of the E $\frac{1}{2}$ NE $\frac{1}{4}$ and E $\frac{1}{2}$ SE $\frac{1}{4}$ of SECTION 34; all in TOWNSHIP 86, NORTH, RANGE 3, West of the 5th P.M., in the City of Monticello, Iowa, as shown in the PLAT OF SURVEY recorded in DOCUMENT NO. 2023-2590 of the Jones County, Iowa records, containing 14.98 acres, inclusive of 0.17 acre of right of way. SUBJECT TO the rights of the public in all highways and to all easements of record, same being described by the following Tax Parcel ID: 0234400007, and

WHEREAS, The Purchase Agreement with the property owner prorated the Real Estate Taxes to December 20, 2023, which the Seller paid the September 2023 and March 2024 tax installments prior to closing; and relieved them of responsibility for all other accrued taxes. The City did, collect \$204.28 from the property owner to pay property tax installments due September 2024 and thereafter, and

WHEREAS, The Council finds it appropriate, under the circumstances, to request the abatement of all accrued and accruing taxes related to said parcel, whether past due or accrued and not yet due, except for the \$204.28 that was collected from Seller and to so inform the County Treasurer so that the County Board of Supervisors can take action to formally abate said taxes as required by §445.63 of the Iowa Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby direct the City Clerk to inform the County Treasurer of the decision of the City Council to request the abatement of the taxes accrued and accruing, except for the \$204.28 that was collected from Seller, on the above-described tax parcel consistent with §445.63 of the Iowa Code.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 3rd day of January 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

The City of Monticello, Iowa

RESOLUTION

Requesting Abatement of accrued Property Taxes on property owned by the City of Monticello for public purposes within the city limits of the City of Monticello.

WHEREAS, The City of Monticello recently purchased the property located at 515 East Grand Street, same being described by the following Tax Parcel ID: 0227133000, and

WHEREAS, The Purchase Agreement with the property owner prorated the Real Estate Taxes to December 20, 2023, which the Seller paid the September 2023 and March 2024 tax installments prior to closing; and relieved them of responsibility for all other accrued taxes. The City did, collect \$179.19 from the property owner to pay property tax installments due September 2024, and

WHEREAS, The Council finds it appropriate, under the circumstances, to request the abatement of all accrued and accruing taxes related to said parcel, whether past due or accrued and not yet due, except for the \$179.19 that was collected from Seller; and to so inform the County Treasurer so that the County Board of Supervisors can take action to formally abate said taxes as required by §445.63 of the Iowa Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby direct the City Clerk to inform the County Treasurer of the decision of the City Council to request the abatement of the taxes accrued and accruing, except for the \$179.19 that was collected from Seller, on the above-described tax parcel consistent with §445.63 of the Iowa Code.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 3rd day of January 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 12/22/2023
Preparer: Russell Farnum



Agenda Item: # 15
Agenda Date: 01/03/2024

Communication Page

Agenda Items Description: Request by Mary Melchert for Community Center Rental and Rate

Type of Action Requested: Resolution

Attachments & Enclosures:

Letter
Resolution

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

Synopsis: Mary Melchert and a number of other local people are working with the Hispanic community on the Jones County Migrant Inclusion Project.

On behalf of Proteus, a health care provider, they would like to use the Community Center one afternoon/evening per month at a rate of \$50. They would provide all of their own equipment, set up and tear down. The purpose is to provide monthly health care clinics.

Background: Melchert outlines their organization and goals in the accompanying letter. The Council has a “standard” rate of \$100 for rental of the Community Center for a full day (24 hours). The clinics would only need the facility for a few hours, one day a month.

Council determines the rates. This is a Council decision. Melchert will be present at the meeting to discuss their organization and how this outreach benefits the community.

Recommendation: Council direction is requested.

The City of Monticello, Iowa

RESOLUTION

Approving Community Center Rental Rates

WHEREAS, The Council approved Community Center rental rates, with Resolution #16-97, as follows:

| | Resident | Non-Resident |
|------------|----------|--------------|
| Daily Rent | \$100 | \$250 |
| Deposit | \$500 | \$1,000 |

WHEREAS, The City of Monticello, Iowa currently rents the upstairs of the Community Building to residents at the rate of \$100.00 per day with a deposit of \$500.00 and non-residents at the rate of \$250.00 per day with a deposit of \$1,00.00 and requires the completion of a rental application, and

WHEREAS, The City of Monticello has received a request to use the Community Center one afternoon/evening per month at a rate of \$50 for the Jones County Migrant Inclusion Project, who is working with the Hispanic community. They would provide all of their own equipment, set up and tear down. The purpose is to provide monthly health care clinics, and

WHEREAS, The Council finds it appropriate to set the rental rate at \$50 for the Jones County Migrant Inclusion Project, and to waive the deposit amount, and

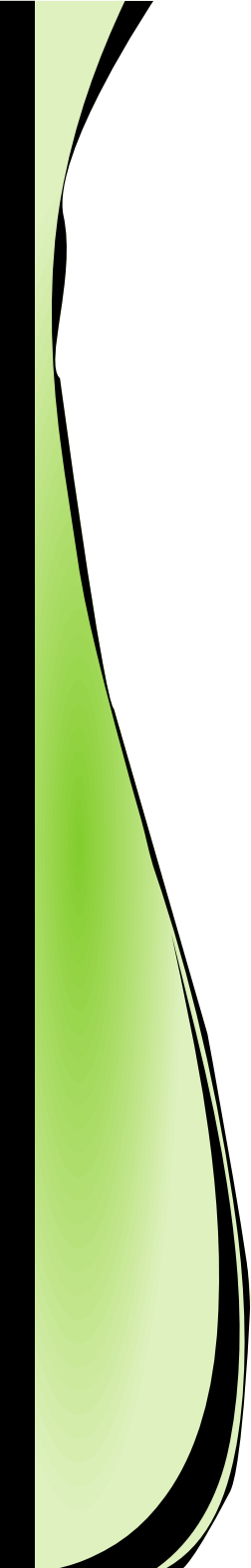
NOW THEREFORE, BE IT RESOLVED that this City Council of Monticello, Iowa does hereby approve of the rental rate at \$50 for the Jones County Migrant Inclusion Project, and to waive the deposit amount, as set forth in the body of this Resolution.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 3rd day of January 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk



December 18, 2023

Dear Monticello City Council Members:

Happy New Year and congratulations on your new placement or continued placement on the Monticello City Council. I appreciate your dedication to our small town and all its responsibilities.

My name is Mary Melchert, and I am the co-founder of a newly formed group entitled the Jones Co Migrant Inclusion Project. The other co-founder, Dr. Keith Stamp, has been my partner in exploring the options of helping our Hispanic population in Jones Co to experience more inclusion in our community. These people work in factories, they work on our farms, they go to our churches, they shop in our stores.... they are our neighbors. The ultimate question Dr. Stamp and I wanted to answer was the following, *“Are we doing enough to welcome these people to our small community?”*

We were successful with interviewing Arnulfo (Arnie) and Karen Arriaga, owners and operators of La Hacienda Restaurant in Monticello, Ia., as to our inquiries. They were able to quickly tell us of four target areas of support needed by the Hispanic population. They included healthcare, ESL language skills, financial literacy, and help with naturalization to our country.

Dr. Stamp and I began the journey of funding for these areas of need. The Jones Co Community Foundation was recently able to award us some “start-up money” to begin ESL classes in the new year. We were also able to partner with Mercy ONE from Dyersville, IA. to begin vaccination clinics. We hosted their healthcare team and traveling RV to administer flu shots on November 10th. The parking lot of La Hacienda was an excellent location to support this activity. It’s clear we need to investigate more ongoing healthcare.

I have become familiar with a federally funded healthcare program that fits our needs. Proteus, Inc. has been in existence for 40 years. It provides agricultural workers and their families with affordable health care, educational assistance, and job training. They are present in the states of Nebraska and Indiana as well. In talking to a representative from the Coralville office, they also travel with an RV to rural areas of Iowa. They bring all the supplies, health professionals, and medical technology needed to run a preventative medical clinic. We simply must provide them a safe place to set up once a month (weekday) for 3-4 hours towards the end of the working day.

In talking to Monticello City Administrator Russ Farnum, he asked that I visit with you at the January 3rd city council meeting to make my request to use the Monticello Community Building for this monthly clinic location. It is a quiet workplace that ensures privacy, good parking, handicapped accessible doorways/ bathrooms, and it’s close to the public libraries for families to use during the waiting time. I am happy to answer your questions at your first meeting of the new year. I thank you for your time and consideration.

Sincerely,
Mary Melchert
Co-Founder: Jones Co Migrant Inclusion Project

City Council Meeting
Prep. Date: 12/22/2023
Preparer: Sally Hinrichsen



Agenda Item: # 19
Agenda Date: 01/03/2024

Communication Page

Agenda Items Description: Ordinance Amending the Code of Ordinances of the City of Monticello, Iowa, by Adding a New Section Authorizing Use of the State Income Setoff Program

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

Attachments & Enclosures:

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|-----------|
| Ordinance |
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| |

Fiscal Impact:

| | |
|-------------------|--|
| Budget Line Item: | |
| Budget Summary: | |
| Expenditure: | |
| Revenue: | |

Synopsis: Council approved the Memorandum of Understanding between The Iowa Department of Revenue and City of Monticello Regarding State Setoff Program on July 17, 2023. Staff has been working to get an acceptable Setoff Enrollment Application and submit all the required paperwork to the Department of Revenue.

Background Information:
The State of Iowa Department of Administrative Services , State Accounting Enterprise ran the Income Offset Program and allowed cities to participate in the Income Offset Program to collect outstanding debts. The City began collecting funds through this program in 2010. Since that time, we have collected \$108,225.24 through the Offset Program and an additional \$11,981.11 that paid City directly to get their refunds released.

As a current participant in the State Offset Program administered by the Department of Administrative Services, City is invited to continue participation in the State Setoff Program administered by the Iowa Department of Revenue (IDR), effective November 13, 2023.

Participation in this program is voluntary, and requires a signed Memorandum of Understanding (MOU), along with a completed Setoff Participant Enrollment Application Form

The application has been submitted a few times and rejected. Justin Yarosevich, with Iowa Communication worked with the Department of Revenue to prepare an ordinance that was acceptable to them for many Cities and provided a copy to their clients.

Many Cities are struggling to get the acceptable documents to Iowa Department of Revenue. Some Cities had Council approve the ordinance in an attempt to get approved, along with several other documents, which I am still working on to complete.

Staff Recommendation:

Approval of the attached Ordinance is recommended.

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA, BY ADDING A NEW SECTION AUTHORIZING USE OF THE STATE INCOME SETOFF PROGRAM

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

SECTION 1. NEW SECTION. The Code of Ordinances of the City of Monticello, Iowa, is amended by adding a new Section 7.09, entitled SETOFF PROGRAM PROVISIONS, which is hereby adopted to read as follows:

7.09 SETOFF PROGRAM PROVISIONS. This section shall establish policies and procedures for the City pursuant to Section 421.65 of the *Code of Iowa*, to allow the City to utilize and invoke the setoff program provisions of the State for collection of debts owed to the City and for which the City has provided the obligor with an opportunity to contest.

1. Definitions. The following terms are defined for use in this section:
 - A. “Department” means the Iowa Department of Revenue.
 - B. “Obligor” means a person, not including a public agency, who has been determined to owe a qualifying debt.
 - C. “Public agency” means a board, commission, department, including the Department of Revenue, or other administrative office or unit of the State or any other State entity reported in the Iowa Annual Comprehensive Financial Report, or a political subdivision of the State, or an office or unit of a political subdivision. Public agency does include the Clerk of the District Court as it relates to the collection of a qualifying debt. Public agency does not include the general assembly or Office of the Governor.
 - D. “Public payment” means any claim a public agency owes to an obligor.
 - E. “Qualifying debt” means any of the following:
 - (1) Any debt, which is assigned to the Department of Health and Human Services, or which is owed to the Department of Health and Human Services for unpaid premiums under Section 249A.3(2)(a)(1) of the *Code of Iowa*, or which child support services is otherwise attempting to collect, or which foster care services of the Department of Health and Human Services is attempting to collect on behalf of a child receiving foster care provided by the Department of Health and Human Services.
 - (2) Any debt which is in the form of a liquidated sum due, owing, and payable to the Clerk of the District Court.
 - (3) Any liquidated sum certain, owing and payable to a public agency, with respect to which the public agency has provided the obligor an opportunity to protest or challenge the sum in a manner in compliance with applicable law and due process, and which has been determined as owing through the challenge or protest, or for which the time period provided by the public agency to challenge, or protest has expired.

2. Memorandum of Understanding. The City shall enter into a memorandum of understanding with the Department which shall outline the program guidelines for use of the State Setoff Program.

3. Qualifying Debt. The Clerk shall only certify to the Department qualifying debt as approved by the Department through the completion of a qualifying debt questionnaire and for which the City has provided appropriate documentation showing the City's legal authority for charging, implementing a fine or fee for violation of, or imposing costs related to the abatement of certain conditions when appropriate legal authority exists to the City. The qualifying debt questionnaire may be updated from time to time as required by the City to add or remove qualifying debt or as needed by the Department.

4. Due Process. Prior to submission of a debt to the Department the City shall provide the obligor due process as outlined in this section prior to the submission of a debt:

A. With respect to the qualifying debt, the City shall provide the obligor with 15 days' advance written notice to the obligor's last-known address. Such notice shall provide the obligor with a minimum period of 15 days in which they may file an appeal in writing to the Clerk.

B. Upon receipt of a written request for an appeal on a debt to be submitted to the Setoff Program the Clerk shall schedule a hearing with the Council for the next regularly scheduled meeting and notify the obligor of the hearing date and time at least five days in advance of the hearing.

C. At the time and date of the hearing, the Council shall hear any evidence brought forth by the obligor and shall examine the City's file regarding the matter. The Council shall make a ruling upon a majority vote of the members in attendance.

D. If the qualifying debt is upheld by the Council and the debt has not yet been paid by the obligor, the Clerk may certify the delinquency to the Department pursuant to the Section 421.65 of the *Code of Iowa* and the memorandum of understanding between the City and the Department.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. 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.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the ___ day of _____, 20___, and approved this ___ day of _____, 20___.

Wayne Peach, Mayor

ATTEST:

Sally Hinrichsen, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the ____ day of _____,
20____.

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 12/27/2023
Preparer: Sally Hinrichsen



Agenda Item: # 20-29
Agenda Date: 1/3/2024

Communication Page

Agenda Items Description: Reports

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

Attachments & Enclosures:

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Fiscal Impact:

| | |
|-------------------|--|
| Budget Line Item: | |
| Budget Summary: | |
| Expenditure: | |
| Revenue: | |

Reports / Potential Actions:

- 20. City Engineer
- 21. Mayor
- 22. City Administrator
- 23. City Clerk
- 24. Public Works Director
- 25. Police Chief
- 26. Water/Wastewater Superintendent
- 27. Park and Recreation Director
- 28. Library Director
- 29. Ambulance Director