

Note: date change of meeting

City of Monticello, Iowa

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Posted on January 11, 2024 at 5:00 p.m.

Monticello City Council Meeting Tuesday, January 16, 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

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	January	03, 2024	,
Approval of Payroll	January	11, 2024	
Approval of Treasurer's Report	December	2023	
Approval of Bill List			

Approval of following Appointments/Re-appointments: Dave Goedken to the Landfill Commission; Katie Farrowe to the Park & Rec Board, Tom Yeoman to the Park & Rec Board to fill Josh Brenneman's term, Angie McDonough and Charlie Becker to the Airport Board, Tom Osborne to Board of adjustments and Planning & Zoning Commission, Gary "Butch" Pratt to Cemetery Board, Joey Ellison to Library Board, Marv Kelchen to Tree Board

Proclamations:

1. **Proclamation** for Human Trafficking Prevention and Awareness Month

Discussion and Resolutions:

2. **Resolution** Approving Kevin and Alison Bergman Tax Abatement Application related to Residential Improvements constructed at 1000 Northridge Drive, Monticello, Iowa
3. **Resolution** Approving Purchase of a Water Treatment Plant Control Upgrade from Electric Pump from Des Moines, Iowa
4. **Resolution** awarding contract for the Wastewater Treatment Facility Improvements Project
5. **Resolution** to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the Monticello South Water Tower Repainting Maintenance Project, and the taking of bids therefor
6. **Resolution** Preliminary resolution pursuant to Section 384.42 of the Iowa Code covering the 2024 N. Chestnut Street Reconstruction Project
7. **Resolution** to Adopt the Preliminary Assessment Plat and Schedule and Estimate of Project Costs and Scheduling a Public Hearing on the Proposed Resolution of Necessity

Ordinances:

8. **Ordinance** #772 Amending the Code of Ordinances of the City of Monticello, Iowa, by Adding a New Section Authorizing Use of the State Income Setoff Program” (2nd reading)

Reports / Potential Actions:

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

Work Sessions:

- 19. Work Session** Discussion on Budget Amendments
- 20. Work Session** Discussion on Cash Policy
- 21. Work Session** Discussion on Grants Policy
- 22. Work Session** Discussion on use of ARPA money
- 23. Work Session** Discussion of Budget Work sessions and Budget Approval Schedule

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 16, 2024 Council Meeting
Time: Jan 16, 2024 06:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/84443712781>

Meeting ID: 844 4371 2781

One tap mobile
+16469313860,,84443712781# US
+13017158592,,84443712781# US (Washington DC)

Dial by your location
• +1 646 931 3860 US
• +1 301 715 8592 US (Washington DC)

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- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +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

Meeting ID: 844 4371 2781

Find your local number: <https://us02web.zoom.us/j/84443712781>

Regular Council Meeting
January 3, 2024, 6:00 P.M.
Community Media Center

Mayor Wayne Peach called the meeting to order. Council present were: Josh Brenneman, Scott Brighton, Jake Ellwood, Dave Goedken, Candy Langerman and Mary Phelan. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Public Works Director Nick Kahler, Library Director Faith Brehm, Ambulance Director Lori Lynch, Water/Wastewater Superintendent Jim Tjaden, Police Chief Britt Smith and Park & Rec Director Jacob Oswald. 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.

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

Mayor Peach explained that due to his hearing disability, he moved to where he could see and hear the Council. He did an exercise with Council and staff related to Interpersonal Conflict Resolution. He hopes the Council works together, considers everyone’s opinion and can come together as a group.

Brian Wolken, with Monticello Main Street invited Council to attend a meeting in Des Moines on February 1st, where they will meet with the State Main Street people that they work with.

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

Mayor opened the public hearing on proposal to enter into a Sewer Revenue Loan Agreement. No public comments were received. City did loan agreement for \$21M, but bids came in higher and will need \$2.5M more to cover project costs. City is required to get interim financing and is working with the local banks; however, once project is completed USDA will reimburse City for the interim financing. Farnum contacted the local banks and they are on board with the interim financing amount and City is waiting to hear from the USDA on the additional funding. Langerman moved to close the public hearing on proposal to enter into a Sewer Revenue Loan Agreement, Brighton seconded, roll call was unanimous. Brighton moved to approve Resolution 2024-01 taking additional action on proposal to enter into a Sewer Revenue Loan Agreement and combining certain Loan Agreements, Phelan seconded, roll call was unanimous.

Farnum began the public information meeting on proposed project to purchase a new ambulance with a USDA grant to fund a portion of the ambulance purchase. No public comments were received. Farnum reported the estimated cost of a new ambulance is around \$230,000, with the proposed loan/grant paying \$27,000; with City paying the balance. Ellwood stated he felt all grants needed to come to Council prior to submission and felt the Mayor and/or City Clerk should only sign grant documents after Council review and approval. Langerman stated City can reject the grant, if Council doesn’t want it. Phelan stated when filling out a grant application, they should know the stipulations. Peach felt the Council shouldn’t micro-manage staff and this is not obligating the City to accept the grant. Brighton felt it was okay to apply for the grant, if the grant is awarded then come back to the Council prior to accepting the grant. Brenda Hanken, 291 North

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Pine questioned with the REAP grant, if the City was ready to spend the funds required for the trail? Langerman moved to approve Resolution 2024-02 Approving of the Preparation and Submission of Grant Application with USDA to assist in the purchase of and equipping a new ambulance, Brighton seconded. Roll call was unanimous except Goedken who voted nay.

Farnum reported staff has not heard back from the USDA regarding their approval for the additional financing for the Wastewater Treatment Facility Project. Farnum stated the contractor granted an additional 30-day extension for City to accept their bid. Langerman moved to table this agenda item to January 16, 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. Brenneman seconded, roll call was unanimous.

Ellwood tabled action on the awarding contract for the Wastewater Treatment Facility Improvement Project , Phelan seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-03 setting public hearing for Feb 5, 2024 on an easement behind 230 South Cedar Street, Langerman seconded, roll call was unanimous. Farnum stated they are requesting an easement to make the garage setback conforming with City Code and they plan to build on the other side.

Council reviewed the City of Monticello Sewer Credit Policy in regard to granting credits to sewage usage fees. Hinrichsen stated in February 2023, someone came in with a large utility bill, after they had a break and none of the water went into the sewer. At that time, Council raised the credit amount from \$500 to \$1,500, leaving them a balance of over \$500 for sewer portion of bill. After a lengthy discussion on the amount and stipulations for breaks, Brighton moved to approve Resolution #2024-04 Approving the City of Monticello Sewer Credit Policy in regard to granting credits to sewage usage fees, striking "d. In no event shall any credit exceed \$1,500.00, regardless of calculations" from the current policy. Brenneman seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-05 Approving \$4,215.00 Credit against Glenda Hall's utility billing for the property located at 833 North Sycamore Street, Phelan seconded, roll call was unanimous.

Brighton moved to approve Resolution #2024-06 Designating the Monticello Express as the Official Publication Newspaper for City of Monticello, Ellwood seconded, roll call was unanimous.

Farnum advised the next four resolution are to request Jones County to abate accrued taxes on recently purchased properties. Langerman moved to approve Resolution #2024-07 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, Brighton seconded, roll call was unanimous. This was for 14432 190th Street.

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Goedken moved to approve Resolution #2024-08 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, Brighton seconded, roll call was unanimous. This was for tax parcel 0234200013

Goedken moved to approve Resolution #2024-09 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, Ellwood seconded, roll call was unanimous. This was for tax parcel 0234400007.

Langerman moved to approve Resolution #2024-10 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, Ellwood seconded, roll call was unanimous. This was for 515 East Grand Street.

Mary Melchert, 1 Spring Farm Lane was present as Co-Founder, of the Jones Co Migrant Inclusion Project. Dr. Keith Stamp is the other Co-Founder. They explored options of helping our Hispanic population in Jones County to experience more inclusion in our Community. They interviewed Arnulfo (Arnie) and Karen Arriaga, owners and operators of La Hacienda Restaurant in Monticello. They came up with four target areas of support needed by the Hispanic population, which included healthcare, English as Second Language (ESL) language skills, financial literacy and help with naturalization to our country. They are looking to partner with Proteus to provide routine medical services for Hispanics in Monticello. This is a federally funded healthcare program. They would like to rent the Community Building for 3 to 4 hours, one day a month for \$50.00/per rental. Langerman moved to approve Resolution #2024-11 setting rental rate for Community Center for Jones County Migrant Inclusion Project use, \$50.00 /per rental, Brighton seconded, roll call was unanimous.

Staff advised Council approved the proposed budget amendments on December 18th. Mayor Goedken had veto-ed the budget amendment resolution on December 28th and that was why it was back on this agenda for Council to reconsider. Hinrichsen advised the City is to amend the budget prior to the program expenditures exceeding the budgeted amount, and that was the reason for doing the amendment at this time. With the purchase of the Rowland properties and building on Grand Street the Capital Improvement Program would go over the budgeted amount and we had to close on the property by the end of December. If the Council failed to over-ride the Mayor's veto, they would be in violation of the State regulation on amending the budget, which will be noted in the fiscal year 2024 audit. After a lengthy discussion on the proposed budget amendments, Langerman moved to approve veto-ed Resolution #2023-183 Approving the City's Proposed Amendment #1 to the Fiscal Year 2023-2024 Budget, Brighton seconded, roll call was: Ayes: Langerman, Brighton and Brenneman and Nays: Goedken, Phelan and Ellwood. Motion failed.

Council discussed the rescheduling of the proposed budget amendments. Hinrichsen advised she has not started balancing the December books, however would have it completed by the next meeting for Council to work on the proposed budget amendments,

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adding other items that were approved since the publication of the prior notice. Brighton moved to approve Resolution #2024-12 Scheduling Public Hearing on City of Monticello 2023/2024 Fiscal Year budget amendments for February 19, 2024 at 6:00 p.m., Langerman seconded. Roll call was unanimous.

Goedken moved and Ellwood seconded to move the January 15th Council meeting to January 16th, so everyone could attend the Caucus. Roll call was unanimous.

Mayor Peach announced that he had appointed Candy Langerman, Scott Brighton and Mary Phelan to serve on the compensation committee.

Goedken introduced and moved Ordinance #772 Amending the Code of Ordinances of the City of Monticello, Iowa, by Adding a New Section Authorizing Use of the State Income Setoff Program”, first reading in title only. Brighton seconded. Roll call was unanimous.

Smith reported the DOT speed feedback signs from the DOT Grant will begin to be installed this week. They are not cameras and will not send tickets. They are visual only and no data will be generated.

Oswald advised that Grace Dupuy started today.

Brehm reviewed that activities that were going on at the library.

Lynch advised end of 2023 and they had 797 calls, with 592 transports. Jones County EMS Assn is reimbursing City for Curt’s EVOC classes. She also applied first round of Trust Fund reimbursement in the amount of \$3,447.55 from Jones County

Langerman moved, Phelan seconded to go into closed session pursuant to Iowa Code 21.5 (1)(g) to avoid disclosure of specific law enforcement matters, such as current or proposed investigations or inspection or auditing techniques or schedules, which if disclosed would enable law violators to avoid detection. Roll call was unanimous.

Brighton moved, Langerman seconded to return to open session. Roll call was unanimous. Brighton moved, Langerman seconded directing Police Chief to proceed as directed in closed session. Roll call was unanimous.

Ellwood moved to adjourn the meeting at 8:52 P.M.

Wayne Peach, Mayor

Sally Hinrichsen, City Clerk/Treasurer

PAYROLL - JANUARY 11, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	December 25, 2023 - January 7, 2024				
Chris Bell	\$ 121.60	\$ -	0.00	0.00	\$ 104.75
Jamie Coleman	3,143.25	1,314.45	0.00	30.38	2,379.49
Jordan Fullerton	609.60	304.80	0.00	0.00	524.65
Mason Hanson	1,135.20	-	0.00	0.00	866.33
Jayna Koffron	2,060.80	336.00	24.00	45.00	1,550.45
Lori Lynch	3,173.85	-	0.00	0.00	2,134.76
Coletta Matson	3,590.40	1,267.20	0.00	36.00	2,500.85
Kody Miles	102.00	-	0.00	0.00	87.78
Chloe Mogensen	217.80	217.80	0.00	0.00	187.61
Mandy Norton	394.90	-	0.00	0.00	326.21
Curtis Wyman	2,211.30	386.10	0.00	178.50	1,530.99
TOTAL AMBULANCE	\$ 16,760.70	\$ 3,826.35	24.00	289.88	\$ 12,193.87
CEMETERY	December 25, 2023 - January 7, 2024				
Sawyer Brokaw	\$ 150.00	\$ -	0.00	0.00	\$ 138.52
Dan McDonald	1,967.20	-	0.00	0.00	1,454.36
TOTAL CEMETERY	\$ 2,117.20	\$ -	0.00	0.00	\$ 1,592.88
CITY HALL	December 25, 2023 - January 7, 2024				
Cheryl Clark	\$ 2,101.81	\$ 9.81	9.00	30.75	\$ 1,452.87
Russ Farnum	3,711.54	-	0.00	0.00	2,522.49
Sally Hinrichsen	3,044.31	-	0.00	0.00	1,858.63
Nanci Tuel	1,840.80	-	0.00	0.00	1,315.98
TOTAL CITY HALL	\$ 10,698.46	\$ 9.81	9.00	30.75	\$ 7,149.97
FIRE					
Joe Bayne	\$ 208.33	\$ -	0.00	0.00	\$ 192.39
Billy Norton	166.67	-	0.00	0.00	143.57
Johnny Russ	125.00	-	0.00	0.00	115.44
TOTAL FIRE	\$ 500.00	\$ -	0.00	0.00	\$ 451.40
LIBRARY	December 25, 2023 - January 7, 2024				
Faith Brehm	\$ 1,680.00	\$ -	0.00	0.00	\$ 1,284.55
Molli Hunter	1,243.20	-	0.00	0.00	987.78
Penny Schmit	1,476.00	-	0.00	0.00	901.25
TOTAL LIBRARY	\$ 4,399.20	\$ -	0.00	0.00	\$ 3,173.58
MBC	December 25, 2023 - January 7, 2024				
Grace Dupuy	\$ 563.19	\$ -	0.00	0.00	\$ 484.68
Jacob Oswald	2,413.27	-	0.00	0.00	1,830.60
TOTAL MBC	\$ 2,976.46	\$ -	0.00	0.00	\$ 2,315.28
POLICE	December 25, 2023 - January 7, 2024				
Dawn Graver	\$ 2,783.21	\$ -	0.00	0.00	\$ 2,030.06
Erik Honda	2,838.36	-	0.00	25.50	2,129.31
Jordan Koos	2,859.36	-	36.00	48.00	1,950.76
Cole Millard	1,952.00	-	0.00	0.00	1,207.34
Britt Smith	3,393.62	-	0.00	0.00	2,515.45
Madonna Staner	1,679.20	-	0.00	0.00	1,300.76

PAYROLL - JANUARY 11, 2024

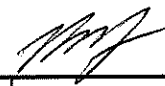
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DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Brian Tate	3,384.68	-	28.00	40.00	2,437.42
TOTAL POLICE	\$ 18,890.43	\$ -	64.00	113.50	\$ 13,571.10
ROAD USE	December 25, 2023 - January 7, 2024				
Zeb Bowser	\$ 1,927.20	\$ -	5.25	8.50	\$ 1,472.09
Jacob Gravel	1,927.20	-	5.25	15.75	1,423.05
Nick Kahler	2,457.46	-	0.00	0.00	1,760.05
Jasper Scott	1,927.20	-	0.00	0.00	1,449.86
TOTAL ROAD USE	\$ 8,239.06	\$ -	10.50	24.25	\$ 6,105.05
SEWER	December 23, 2023 - January 5, 2024				
Jim Tjaden	\$ 2,791.54	\$ -	0.00	0.00	\$ 2,046.20
TOTAL SEWER	\$ 2,791.54	\$ -	0.00	0.00	\$ 2,046.20
WATER	December 23, 2023 - January 5, 2024				
Scott Hagen	\$ 1,987.20	\$ -	0.00	16.00	\$ 1,571.22
Josh Willms	1,987.20	-	12.00	39.38	1,268.74
TOTAL WATER	\$ 3,974.40	\$ -	12.00	55.38	\$ 2,839.96
TOTAL - ALL DEPTS.	\$ 71,347.45	\$ 3,836.16	119.50	513.76	\$ 51,439.29

Reviewed by: *[Signature]*

Fund	Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
GENERAL FUNDS:	General	1248965.84	88599.88	11765.37		170319.26	28750.00	1150281.63	750.00	634984.97	514546.66	13762.20			1150281.63
	Soldiers Memorial Board	13848.45	175.00			281.25		13762.20							13762.20
	Monticello Bernades Center	104772.83	2101.15	424.96		50383.98		56914.96	100.00	25267.54	31547.42	8485.78			56914.96
	Officialing	8463.76		2.02				8485.78							8485.78
	Dare	6832.66		26.60				6859.26							6859.26
	Canine	5705.88		25.05				5730.93							5730.93
	Insurance Fund	57933.96		249.58			898.40	57285.14							57285.14
	Monticello Trees Forever	27213.11		105.94				27319.05							27319.05
	Fire	242681.73	7329.81	1042.24		15603.28		235450.50			176004.41				235450.50
	Ambulance Operating	163512.05	22563.74	36311.51		36311.51		166297.20			113816.67				166297.20
	Hotel/Motel Tax Fund	33086.02		128.80		15000.00		18214.82							18214.82
	Earl F Lehmann Trust	238.67		0.06				238.73			238.73				238.73
	Street Bond	1500.00						1500.00			1500.00				1500.00
	Police Improvement	1731.90	557.00	6.73		75.00		2220.63			2220.63				2220.63
	Library Improvement	47231.11	935.00	202.51		1038.49		47330.13			33674.86				47330.13
	Library	55190.60	248.99	222.97		11662.63		56916.60	200.00		16064.75				56916.60
	Equipment Set-A-Side	59826.74		270.95				60097.69			61170.94				60097.69
	Super Mac	24030.94		102.31		1747.45		22385.80			15823.29				22385.80
	Airport	130789.00	3014.55	538.90		3826.92		130515.53			53704.51				130515.53
	Revolving Loan Fund	45237.94		192.03				45429.97			16672.46				45429.97
SPECIAL REVENUE FUNDS:	Road Use Tax	278720.70	48779.54			53280.87		274219.37		-125354.20	399573.57				274219.37
	Road Use Tax Set-A-Side	128431.78		752.79				129184.57		-40762.00	169946.57				129184.57
	Employee Benefits	380795.54	15081.99			39109.99		356767.54		118497.58	238269.96				356767.54
	TIF Tax Collections	171854.85	17614.98	3365.58		191972.13		600863.28		368828.80	232034.48				600863.28
	Slavka Geinret Trust	215024.23		954.84				215979.07		3352.10	212626.97				215979.07
	Police Forfeiture Acct	4.95						4.95		4.95					4.95
	Debt Service	372530.87	10539.37	1435.22	84.00	210.00		384379.46		231009.15	153370.31				384379.46
	TIF - Debt Payments	0.00			90.00	90.00		0.00			0.00				0.00
	ARP Capital Fund	612776.71						612776.71			612776.71				612776.71
	Park Improvements	122328.81	642.28	498.54		176312.28		-52842.65		-93125.82	40283.17				-52842.65
Library Capital Improvements	14903.32		58.02				14961.34		14961.34					14961.34	
Ambulance Improvements	175021.88	600.00	762.96				176384.84		29039.92	147344.92				176384.84	
TIF Projects	663753.05		2490.40		6303.00		659940.45		207450.05	452490.40				659940.45	
Cemetery Improvements	40501.41		583.37				41084.78		13709.85	27374.93				41084.78	
Capital Improvements	942614.87	1720.62	4982.69		1067360.18		-118042.00		-922514.50	45.04				-118042.00	
Low Income Housing	16437.70		73.13				16510.83		16510.83					16510.83	
Baty Disc Golf Course	9961.51		41.72		202.86		9800.37		4471.33	5329.04				9800.37	
Mary Maxine Redmond Trust	7292.54		32.02				7324.56		747.30	6577.26				7324.56	
Pocket Park	11518.95		47.84				11566.79		6141.08	5425.71				11566.79	
PERMANENT FUNDS:	Cemetery Perpetual Care	182963.90		402.02				183365.92		2250.00	181115.92				183365.92
	Charles S Bidwell Book Trust	84584.71		375.84				84960.55		894.07	84066.48				84960.55
	Mary Baker Trust	37757.48		167.76				37925.24		398.67	37526.57				37925.24
	Water Operating	286386.44	36727.54	1232.30		23446.37		300899.91		88929.47	211970.44				300899.91
	Customer Deposits	117695.16	1100.00			850.00		117945.16		16372.60	101572.56				117945.16
ENTERPRISE FUNDS:	Water Capital Improvements	867841.80	5180.12	4103.94		2309.25		874816.61		518918.87	104514.23				874816.61
	Sewer Operating	1790624.71	148145.24	7720.86		25548.90		1920941.91		566966.38	1353975.53				1920941.91
	Sewer Sinking	52698.44		205.16				52903.60		52903.60					52903.60
	Sewer Capital Improvements	91458.83	5180.11	649.07		3344.44		93943.57		29272.22	64671.35				93943.57
	Sanitation	247552.54	54955.46	942.10		44112.92		259337.18		117933.10	141404.08				259337.18
	Sanitation Capital Improvements	9138.90		35.57				9174.47		9174.47					9174.47
	Yard Waste Site	47273.52	3708.40	204.46		7770.99		43415.39		6509.61	36905.78				43415.39
	Storm Waterfund	90598.59	6866.75	375.79		478.90		97362.23		55676.08	41686.15				97362.23
	Self Funded Insurance	0.00	1592.80			1592.80		0.00		0.00					0.00
	AGENCY FUNDS	Flex Spending	4210.24	1192.32			3457.97		1944.59		1944.59				
Enterprise Flex Spending		107.48				107.48		0.00		107.48					0.00
TOTAL OF ALL FUNDS		10954179.60	485152.44	48520.60	28924.00	1954882.02	28750.00	9533144.62	1050.00	2280730.65	5720575.89	1530788.08	0.00	0.00	9533144.62

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



Bank		Interest rate	Maturity date	Length of investment	Purpose
Account type & number	Amount				
F & M Bank					
Total by Bank	\$0.00				
Citizens State Bank					
Savings # 6025641	\$238.73	0.150	N/A		Earl F Lehmann Trust Soldier Memorial
Checking #394486	\$13,762.20		N/A		
Savings #6467260	\$1,508,301.37				
Total by Bank	\$1,522,302.30				
Dutrac Credit Union					
Total by Bank	\$0.00				
Fidelity Bank & Trust					
Total by Bank	\$0.00				
Ohnward Bank & Trust					
General Ckg/Sweep #40002008	\$2,375,917.13		N/A		General Checking General Savings Officiating Checking
Property Tax & Water #40001992	\$5,720,575.89		N/A		
Officiating Ckg #618231	\$8,485.78				
Total by Bank	\$8,104,978.80				
Total Cash on Hand- All Banks	\$9,627,281.10				
Plus Petty Cash	\$1,050.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error					
Plus Outstanding Credit Card Pymt	\$1,126.48				
Less Outstanding Checks	\$96,312.96				
Treasurer's Balance	\$9,533,144.62				

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 December 2023

Bank Balance		
General Checking	\$2,375,917.13	
Property Tax & Water	\$5,720,575.89	
Soldiers Memorial Ckg	\$13,762.20	
Earl F Lehmann Trust	\$238.73	
Officiating Ckg	\$8,485.78	
Citizen's Savings	\$1,508,301.37	
	<hr/>	
Total Bank Balance		\$9,627,281.10
Plus (Minus) Adjustment:		
Bank Charge/Error		
	<hr/>	
Total Adjustment		\$0.00
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	\$1,126.48	
	<hr/>	
Total Outstanding Credit Card Pymts		\$1,126.48
Less Outstanding Checks:		
Financial/Payroll	\$96,312.96	
Soldiers Memorial		
Officiating		
	<hr/>	
Total Outstanding Checks		\$96,312.96
Plus Investments:		
Time Certificates	\$0.00	
Petty Cash	\$1,050.00	
	<hr/>	
Total Investments		\$1,050.00
Treasurer's Balance		<u>\$9,533,144.62</u>

Prepared By: Sally Hinrichsen 1-8-2024
Sally Hinrichsen, City Clerk Date

Reviewed by: Russell Farnum 1-11-2024
Russell Farnum, City Administrator Date

TREASURER'S REPORT
CALENDAR 12/2023, FISCAL 6/2024

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	1,248,965.84	100,385.05	199,069.26	.00	1,150,281.63
003 SOLDIER MEMORIAL FUND	13,848.45	175.00	261.25	.00	13,762.20
005 MONTICELLO BERNDES CENT	104,772.83	2,526.11	50,383.98	.00	56,914.96
006 RECREATIONAL SET-A-SIDE	.00	.00	.00	.00	.00
007 OFFICIATING FUND	8,483.76	2.02	.00	.00	8,485.78
008 DARE	6,832.66	26.60	.00	.00	6,859.26
009 POLICE CANINE UNIT	5,705.88	25.05	.00	.00	5,730.93
010 INSURANCE	57,933.96	249.58	898.40	.00	57,285.14
014 MONTICELLO TREES FOREVE	27,213.11	105.94	.00	.00	27,319.05
015 FIRE	242,681.73	8,372.05	15,603.28	.00	235,450.50
016 AMBULANCE	163,512.05	39,096.66	36,311.51	.00	166,297.20
018 HOTEL/MOTEL TAX	33,086.02	128.80	15,000.00	.00	18,214.82
022 EARL F LEHMANN TRUST	238.67	.06	.00	.00	238.73
023 TRUST FUND/STREET BOND	1,500.00	.00	.00	.00	1,500.00
026 POLICE IMPROVEMENT	1,731.90	563.73	75.00	.00	2,220.63
030 LIBRARY IMPROVEMENT	47,231.11	1,137.51	1,038.49	.00	47,330.13
041 LIBRARY	55,190.60	13,388.63	11,662.63	.00	56,916.60
042 SPORTS COMPLEX	.00	.00	.00	.00	.00
044 EQUIPMENT SET-A-SIDE	59,826.74	270.95	.00	.00	60,097.69
045 SUPER MAC FUND	24,030.94	102.31	1,747.45	.00	22,385.80
046 AIRPORT	130,789.00	3,553.45	3,826.92	.00	130,515.53
050 REVOLVING LOAN FUND	45,237.94	192.03	.00	.00	45,429.97
110 ROAD USE	278,720.70	48,779.54	53,280.87	.00	274,219.37
111 ROAD USE SETASIDE	128,431.78	752.79	.00	.00	129,184.57
112 EMPLOYEE BENEFITS	380,795.54	15,081.99	39,109.99	.00	356,767.54
125 TIF -SPECIAL REVENUE	771,854.85	20,980.56	191,972.13	.00	600,863.28
178 TRUST/SLAVKA GEHRET FUN	215,024.23	954.84	.00	.00	215,979.07
180 POLICE FORFEITURE	4.95	.00	.00	.00	4.95
200 DEBT SERVICE	372,530.87	12,058.59	210.00	.00	384,379.46
225 TIF - DEBT	.00	90.00	90.00	.00	.00
300 ARPA CAPITAL FUND	612,776.71	.00	.00	.00	612,776.71
313 PARK IMPROVEMENT	122,328.81	1,140.82	176,312.28	.00	52,842.65-
316 LIB CAPITAL IMPROVEMENT	14,903.32	58.02	.00	.00	14,961.34
319 AMBULANCE IMPROVEMENT	175,021.88	1,362.96	.00	.00	176,384.84
325 TIF PROJECT	663,753.05	2,490.40	6,303.00	.00	659,940.45
326 TRUST/CEMETERY IMPROVEM	40,501.41	583.37	.00	.00	41,084.78
328 FAMILY AQUATIC CENTER C	.00	.00	.00	.00	.00
332 CAPITAL IMPROVEMENT	942,614.87	6,703.31	1,067,360.18	.00	118,042.00-
333 MYSBA CAPITAL FUND	.00	.00	.00	.00	.00
336 LOW INCOME HOUSING FUND	16,437.70	73.13	.00	.00	16,510.83
337 MDC FUNDS	.00	.00	.00	.00	.00
338 BATY DISC GOLF COURSE	9,961.51	41.72	202.86	.00	9,800.37
339 MARY MAXINE REDMOND TRU	7,292.54	32.02	.00	.00	7,324.56
375 POCKET PARK	11,518.95	47.84	.00	.00	11,566.79
500 TRUST/CEMETERY PERPETUA	182,963.90	402.02	.00	.00	183,365.92
502 C.C. BIDWELL LIBRARY BO	84,584.71	375.84	.00	.00	84,960.55
503 TRUST/IOMA MARY BAKER	37,757.48	167.76	.00	.00	37,925.24
600 WATER	286,386.44	37,959.84	23,446.37	.00	300,899.91
601 WATER BOND SINKING	.00	.00	.00	.00	.00
602 CUSTOMER DEPOSITS	117,695.16	1,100.00	850.00	.00	117,945.16
603 WATER IMPROVEMENT	.00	.00	.00	.00	.00
604 WATER CAPITAL IMPROVEME	867,841.80	9,284.06	2,309.25	.00	874,816.61
610 SEWER	1,790,624.71	155,866.10	25,548.90	.00	1,920,941.91

TREASURER'S REPORT
CALENDAR 12/2023, FISCAL 6/2024

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
611 SEWER RESERVE	.00	.00	.00	.00	.00
612 SEWER SINKING	52,698.44	205.16	.00	.00	52,903.60
613 SEWER CAPITAL IMPROVEME	91,458.83	5,829.18	3,344.44	.00	93,943.57
614 SEWER IMPROVEMENT	.00	.00	.00	.00	.00
670 SANITATION	247,552.54	55,897.56	44,112.92	.00	259,337.18
671 SANITATION CAPITAL IMPR	9,138.90	35.57	.00	.00	9,174.47
675 YARD WASTE SITE	47,273.52	3,912.86	7,770.99	.00	43,415.39
740 STORM WATER	90,598.59	7,242.54	478.90	.00	97,362.23
820 INTERNAL REV SELF FUNDE	.00	1,592.80	1,592.80	.00	.00
950 FLEX SPENDING FUND	4,210.24	1,192.32	3,457.97	.00	1,944.59
951 ENTERPRISE FLEX SPENDIN	107.48	.00	.00	.00	107.48
Report Total	10,954,179.60	562,597.04	1,983,632.02	.00	9,533,144.62

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
BAKER PAPER CO INC	PD BUILDING SUPPLIES		44.71		
CUSTOM CAGE	PD MINOR EQUIPMENT		150.00		
INFRASTRUCTURE TECHNOLOGY	PD COMPUTER SUPPORT FEES		84.10		
INSURANCE ASSOCIATES, INC.	PD PROPERTY INSURANCE		762.00		
KARL CHEVROLET INC	PD 2023 CHEVROLET TAHOE		2,206.30		
LYNCH DALLAS, P.C.	PD ATTORNEY FEES		16.50		
MONTICELLO COMM SCHOOL DISTRICT	PD FUEL		972.94		
MONTICELLO EXPRESS INC	PD SUPPLIES		290.68		
TCM BANK NA	PD MINOR EQUIPMENT		218.43		

	110 POLICE DEPARTMENT TOTAL		4,745.66		
STREET LIGHTS					
ALLIANT ENERGY-IES	335 N SYCAMORE STREETLIGHTS		54.94		
MCALLISTER ELECTRICAL SERVICES	RU STREETLIGHT REPAIRS		9,437.48		

	230 STREET LIGHTS TOTAL		9,492.42		
AQUATIC CENTER					
INFRASTRUCTURE TECHNOLOGY	POOL OFFICE SUPPLIES		7.40		

	440 AQUATIC CENTER TOTAL		7.40		
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY OSHA SUPPLIES		9.99		
MONTICELLO COMM SCHOOL DISTRICT	CEMETERY FUEL		179.13		

	450 CEMETERY TOTAL		189.12		
SOLDIER'S MEMORIAL BOARD					
MEDIACOM	SLDR MEM TELEPHONE		19.94		
NEXT GENERATION PLBG & HTG LLC	SLDR MEM BLDG REPAIR/MAINT		41.88		

	498 SOLDIER'S MEMORIAL BOARD TOTAL		61.82		
CLERK/CITY ADMIN					
MOLLI JENN HUNTER	JANITORIAL SERVICES		402.50		

	620 CLERK/CITY ADMIN TOTAL		402.50		
ENGINEER					
SNYDER & ASSOCIATES, INC	ENGINEERING FEES		1,083.00		

	640 ENGINEER TOTAL		1,083.00		
ATTORNEY					
LYNCH DALLAS, P.C.	ATTORNEY FEES		82.00		

	641 ATTORNEY TOTAL		82.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
CITY HALL/GENERAL BLDGS					
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	405.00			
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES	3.49			
MEDIACOM	CH TELEPHONE	19.94			
NEXT GENERATION PLBG & HTG LLC	CH BLDG REPAIR/MAINT	83.75			
SHRED-MASTER	CH MISC CONTRACT WORK	165.80			
SIMMERING-CORY IA CODIFICATION	CH PRO FEES	1,619.00			
TCM BANK NA	COUNCIL IPAD & ACCESSORIES	568.01			

	650 CITY HALL/GENERAL BLDGS TOTAL		2,864.99		

	001 GENERAL TOTAL		18,928.91		
MONTICELLO BERNDES CENTER					
PARKS					
CENTRAL IOWA DISTRIBUTING INC	MBC BUILDING SUPPLIES	234.00			
MOLLI JENN HUNTER	JANITORIAL SERVICES	332.50			
INFRASTRUCTURE TECHNOLOGY	MBC OFFICE SUPPLIES	107.70			
JOHN DEERE FINANCIAL	MBC OSHA SUPPLIES	14.99			
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	146.47			
TCM BANK NA	MBC OFFICE SUPPLIES	244.43			

	430 PARKS TOTAL		1,080.09		

	005 MONTICELLO BERNDES CENTER TOTAL		1,080.09		
FIRE					
FIRE					
INFRASTRUCTURE TECHNOLOGY	FIRE COMPUTER SUPPORT FEES	9.00			
JOHN DEERE FINANCIAL	FIRE SUPPLIES	1.99			
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	122.27			
MUNICIPAL EMERGENCY SERVICES	FIRE MINOR EQUIPMENT	976.34			
RADIO COMMUNICATIONS CO INC	FIRE RADIO - MF#9 PICKUP	2,995.00			

	150 FIRE TOTAL		4,104.60		

	015 FIRE TOTAL		4,104.60		
AMBULANCE					
AMBULANCE					
BAKER PAPER CO INC	AMB BUILDING SUPPLIES	44.71			
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	779.54			
INFRASTRUCTURE TECHNOLOGY	AMB DATA PROCESSING	23.90			
KARDES INC	AMB FUEL	79.43			
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	893.27			
TCM BANK NA	AMB MEDICAL SUPPLIES	21.33			

	160 AMBULANCE TOTAL		1,842.18		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	016 AMBULANCE TOTAL		1,842.18		
LIBRARY IMPROVEMENT LIBRARY					
LAURA CASTELLINE	LIB IMP SUMMER READING PROGRAM		250.00		
TCM BANK NA	LIB IMP PROGRAMS/PROMOTIONS		148.83		
	410 LIBRARY TOTAL		398.83		
	030 LIBRARY IMPROVEMENT TOTAL		398.83		
LIBRARY LIBRARY					
BAKER & TAYLOR BOOKS	LIB BOOKS		134.87		
MOLLI JENN HUNTER	JANITORIAL SERVICES		280.00		
INFRASTRUCTURE TECHNOLOGY	LIB SONIC WALL		880.00		
MCALUER WATER CONDITIONING INC	LIB BUILDING SUPPLIES		13.65		
MEDIACOM	LIB TELEPHONE		39.88		
MICRO MARKETING LLC	LIB BOOKS		66.26		
NEXT GENERATION PLBG & HTG LLC	LIB BLDG REPAIR/MAINT		41.87		
TCM BANK NA	LIB VIDEO/DVD RECORDINGS		85.54		
	410 LIBRARY TOTAL		1,542.07		
	041 LIBRARY TOTAL		1,542.07		
AIRPORT AIRPORT					
MCALUER WATER CONDITIONING INC	AIRPORT BUILDING SUPPLIES		26.40		
MONTICELLO COMM SCHOOL DISTRCT	AIRPORT FUEL		101.31		
THREE RIVERS FARM SERVICE CO	AIRPORT-ROWLAND/KRAUS PROPERTY		496.92		
	280 AIRPORT TOTAL		624.63		
	046 AIRPORT TOTAL		624.63		
ROAD USE STREETS					
W.W. GRAINGER, INC	RU TREE & STUMP REMOVAL		260.48		
INFRASTRUCTURE TECHNOLOGY	RU UTILITIES		9.90		
JOHN DEERE FINANCIAL	RU SUPPLIES		111.16		
K&S MACHINING AND METAL	RU EQUIP REPAIR/MAINT		676.78		
KROMMINGA MOTORS INC	RU LOADER		50,400.00		
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT		102.13		
MONTICELLO CARPET & INTERIORS	RU BLDG REPAIR/MAINT		782.67		
MONTICELLO COMM SCHOOL DISTRCT	RU FUEL		736.64		
TCM BANK NA	RU BLDG REPAIR/MAINT		300.47		
WELTER STORAGE EQUIP CO., INC.	RU SUPPLIES		55.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	210 STREETS TOTAL		53,435.23		
SNOW REMOVAL					
ALL SEASON'S TRUCKING INC	RU SNOW REMOVAL		3,100.50		
BEHREND'S CRUSHED STONE	RU SNOW REMOVAL		969.60		
R & B SNOW REMOVAL	RU SNOW REMOVAL		500.00		
	250 SNOW REMOVAL TOTAL		4,570.10		
	110 ROAD USE TOTAL		58,005.33		
PARK IMPROVEMENT					
CAPITAL PROJECTS					
D&S PORTABLES, INC.	PARK IMP - HOLIDAY ON 1ST		250.00		
FAREWAY STORES #840-1	PARK IMP - HOLIDAY ON 1ST		34.86		
MOSCA DESIGN INC	PARK IMP - HOLIDAY LIGHTS		4,815.80		
TCM BANK NA	PARK IMP - HOLIDAY ON 1ST		513.05		
	750 CAPITAL PROJECTS TOTAL		5,613.71		
	313 PARK IMPROVEMENT TOTAL		5,613.71		
TIF PROJECT					
STREETS					
SNYDER & ASSOCIATES, INC	NORTH CHESTNUT STREET PROJECT		5,730.00		
	210 STREETS TOTAL		5,730.00		
	325 TIF PROJECT TOTAL		5,730.00		
CAPITAL IMPROVEMENT					
CAPITAL PROJECTS					
LYNCH DALLAS, P.C.	AIRPORT LAND/HOUSE		2,161.50		
SNYDER & ASSOCIATES, INC	EAST FIRST STREET PROJECT		13,725.00		
	750 CAPITAL PROJECTS TOTAL		15,886.50		
STORM WATER FUND					
SNYDER & ASSOCIATES, INC	SIXTH STREET DITCH PROJECT		2,164.00		
	865 STORM WATER FUND TOTAL		2,164.00		
	332 CAPITAL IMPROVEMENT TOTAL		18,050.50		
BATY DISC GOLF COURSE					
PARKS					
D&S PORTABLES, INC.	BATY DG PORT-A-POT RENTAL		60.00		

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	430 PARKS TOTAL		60.00		
	338 BATY DISC GOLF COURSE TOTAL		60.00		
C.C. BIDWELL LIBRARY BOOK LIBRARY					
TCM BANK NA	LIB BIDWELL BOOKS		30.07		
	410 LIBRARY TOTAL		30.07		
	502 C.C. BIDWELL LIBRARY BOOK TOTAL		30.07		
WATER					
WATER					
HAWKINS WATER TREATMENT	WATER SYSTEM		387.70		
STATE HYGIENIC LABORATORY	WATER LAB TESTS		58.00		
INFRASTRUCTURE TECHNOLOGY	WATER DATA PROCESSING		18.90		
IOWA ONE CALL	WATER SYSTEM		104.90		
JOHN DEERE FINANCIAL	WATER SUPPLIES		9.09		
MONTICELLO COMM SCHOOL DISTRCT	WATER FUEL		140.75		
TCM BANK NA	WATER SUPPLIES		47.34		
	810 WATER TOTAL		766.68		
	600 WATER TOTAL		766.68		
CUSTOMER DEPOSITS					
WATER					
CITY OF MONTICELLO	SCHUETY/DILLON & ALYSSA		485.23		
ERIC GREEN	WATER DEPOSIT REFUND		64.77		
	810 WATER TOTAL		550.00		
	602 CUSTOMER DEPOSITS TOTAL		550.00		
WATER CAPITAL IMPROVEMENT					
WATER					
SNYDER & ASSOCIATES, INC	WATER TOWER PAINTING		1,199.25		
	810 WATER TOTAL		1,199.25		
	604 WATER CAPITAL IMPROVEMENT TOTAL		1,199.25		
SEWER					
SEWER					
BAKER PAPER CO INC	SEWER LAB SUPPLIES		211.28		
ELECTRIC PUMP INC	SEWER EQUIP REPAIR/MAINT		10,641.00		
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		8.64		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
STATE HYGIENIC LABORATORY	SEWER LAB TESTS	823.50			
INFRASTRUCTURE TECHNOLOGY	SEWER DATA PROCESSING	7.40			
IOWA ONE CALL	SEWER SYSTEM	104.90			
JOHN DEERE FINANCIAL	SEWER BLDG REPAIR/MAINT	57.24			
LAPORTE MOTOR SUPPLY	SEWER SUPPLIES	8.73			
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL	140.75			
TCM BANK NA	SEWER POSTAGE	84.93			
UNITY POINT CLINIC -	SEWER OSHA - TJADEN	42.00			
	815 SEWER TOTAL		12,130.37		
	610 SEWER TOTAL		12,130.37		
SANITATION					
SANITATION					
KROMMINGA MOTORS INC	SANITATION LOADER	20,055.00			
REPUBLIC SERVICES	DUMPSTER COLLECTIONS	14,795.04			
	840 SANITATION TOTAL		34,850.04		
	670 SANITATION TOTAL		34,850.04		
	Accounts Payable Total		165,507.26		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	18,928.91
005 MONTICELLO BERNDEN CENTER	1,080.09
015 FIRE	4,104.60
016 AMBULANCE	1,842.18
030 LIBRARY IMPROVEMENT	398.83
041 LIBRARY	1,542.07
046 AIRPORT	624.63
110 ROAD USE	58,005.33
313 PARK IMPROVEMENT	5,613.71
325 TIF PROJECT	5,730.00
332 CAPITAL IMPROVEMENT	18,050.50
338 BATY DISC GOLF COURSE	60.00
502 C.C. BIDWELL LIBRARY BOOK	30.07
600 WATER	766.68
602 CUSTOMER DEPOSITS	550.00
604 WATER CAPITAL IMPROVEMENT	1,199.25
610 SEWER	12,130.37
670 SANITATION	34,850.04

TOTAL FUNDS	165,507.26

Proclamation for Human Trafficking Prevention and Awareness Month

WHEREAS, Human Trafficking is the use of force, fraud or coercion to compel a person into commercial sex acts or labor services against their will. Exploitation of a minor for commercial sex is human trafficking, regardless of whether any form of force, fraud, or coercion was used; and

WHEREAS, One of the world's fastest growing crimes is the buying and selling of people, whose growth has been accelerated in recent years due to an increase in other social injustices such as abuse, domestic violence, racism, stigmatism, and more . Communities in rural Iowa are seeing a significant increase in the number of children victimized by labor trafficking, especially children coming to the United States from Central America: and

WHEREAS, There is a large disparity between the number of persons victimized by this horrific crime and the number of persons prosecuted as offenders, with more than 661 victims receiving services in Iowa's direct service programs in 2022, and only three individuals being convicted in Iowa's federal courts for human trafficking, and four in Iowa's state appellate courts; and

WHEREAS, Even though awareness of this crime is growing, human trafficking continues to be missed and go vastly unreported; and

WHEREAS, every business, community organization, faith community, family and individual can make a difference by working to protect the vulnerable within their sphere of influence; by addressing the problem of internet sex trafficking; choosing products that are not made by forced labor; and by becoming more aware of the problem and possible solutions; and

WHEREAS, the City of Monticello, joins Chains Interrupted in their dedication to providing community outreach and education, legislative advocacy, training, promotion of services to survivors of human trafficking, and collaboration with law enforcement; and

NOW, THEREFORE, I Wayne Peach, Mayor of Monticello, Iowa do hereby proclaim the month of January as Human Trafficking Prevention and Awareness month and encourage all our citizens to become more informed on this growing problem, to be vigilant and report suspicious activity, and to work towards solutions to end trafficking in all its forms in our community. For assistance with this, reach out to Chains Interrupted at (319) 364-0222. If you see something that doesn't look right, reach out to the National Human Trafficking Hotline at 888-373-7888.

Wayne Peach, Mayor

City Council Meeting
Prep. Date: 1/9/2024
Preparer: Sally Hinrichsen



Agenda Item: # 2
Agenda Date: 1/16/2024

Communication Page

Agenda Items Description: **Resolution** to approve standard Residential Tax Abatement related to property located at 1000 Northridge Drive, 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: Abatement Application filed by Kevin Bergman related to residential improvements constructed at 1000 Northridge Drive, Monticello, Iowa

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

Staff Recommendation: Staff recommend that the Council approve the proposed resolution providing for the Standard Tax Abatement as set out above.

The City of Monticello, Iowa

RESOLUTION

Approving Kevin and Alison Bergman Tax Abatement
Application related to Residential Improvements
constructed at 1000 Northridge Drive, Monticello, Iowa

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

WHEREAS, Kevin Bergman has completed and filed an Application for Tax Abatement related to residential property located at 1000 Northridge Drive, and

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

WHEREAS, The Council further finds that the estimated completion date of the improvements is December 15, 2023, and finds, based thereon, that the Jones County Assessor will need to determine how many years of tax abatement remain on this property, being tied to the date on which the property was deemed to be 100% complete for taxation purposes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Application for Tax Abatement filed by Kevin Bergman as set forth above, consistent with Chapter 10 of the Monticello Code of Ordinances, said Application bearing the date of December 28, 2023 and being signed by Kevin Bergman and further directs the Monticello City Clerk to file same with the Jones County Assessor as prescribed by law.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 16th day of January, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

APPLICATION FOR TAX ABATEMENT UNDER THE
URBAN REVITALIZATION PLAN FOR

MONTICELLO, IOWA

Date 12/28/23

Prior Approval for
Intended Improvements

Approval of Improvements
Completed

Address of Property: 1000 Northridge Drive, Monticello, IA 52310

Legal Description: Northridge Estates 4th ADD LOT 1

Title Holder or Contract Buyer Kevin & Alison Bergman

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): 319-480-1015

Existing Property Use: Residential Commercial Industrial Vacant

Proposed Property Use: Residential Commercial Industrial

Nature of Improvements: New Construction Addition General Improvements

Specify New House

Estimated or Actual Date of Completion: 12/15/23

Estimated or Actual Cost of Improvements: \$450,000

Tax Exemption Schedule is attached.

Signed: Kevin J. Bergman

EXEMPTIONS

Exemption – Commercial and Industrial

All commercial and industrial real estate is eligible to receive a partial exemption from taxation on the assessed value added by the improvements. The exemption is for a period of five (5) years. The amount of the partial exemption is equal to a percent of the assessed value added by the improvements, determined as follows:

- A. For the first year, seventy-five (75) percent.
- B. For the second year, sixty-five (65) percent.
- C. For the third year, fifty-five (55) percent.
- D. For the fourth year, forty-five (45) percent.
- E. For the fifth year, thirty-five (35) percent.

Exemption – Residential

All qualified real estate assessed as residential property is eligible to receive a 100% exemption from taxation on the first seventy-five thousand dollars of assessed value added by the improvements. The exemption is for a period of five years.

City Council Meeting
Prep. Date: 01/10/2024
Preparer: Jim Tjaden



Agenda Item: # 3
Agenda Date: 01/16/2024

Communication Page

Agenda Items Description: Resolution

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: Awarding bid to EP for new communication system for wells and west tower site

Background Information:

Early spring our Scada system quit working, forcing us to run the wells by hand. U.S. Filter was the company that put the system in no longer was in business. Reached out to Automatic Systems who put in a temporary system in to buy us time. Received bids from both Automatic Systems and E.P. with E.P having the more favorable bid

Staff Recommendation: Awarding bid to Electric Pump

Mr. Jim Tjaden
City of Monticello, Iowa
200 East 1st Street
Monticello, IA 52310

November 30, 2023

SUBJECT: Monticello, IA Water Treatment Plant Upgrades

Mr. Tjaden,

The following proposal is for the upgrade of your Water Treatment Plant including South Well 1, West Well 2/Central Panel, North Well 3, and South Tower Control Panels. The existing control panels are obsolete and need to be replaced. The existing level/pressure transmitters at the South Tower and West Well 2/Central Panel need to be replaced. The existing radios are obsolete and need to be upgraded to an ethernet radio. The new control system will allow you to read tank levels on an operator interface and provide the latest in communication protocol, including Hardware and Software. Our proposal includes equipment and services as detailed below.

Control Panels

A One (1) **South Well 1**, 120 Vac, UL-508A labeled, NEMA 12 painted steel enclosure in accordance with existing wiring diagram, and as detailed below.

Proposed panel shall be complete with control power circuit breaker, surge protection, heater with thermostat, duplex receptacle, LED light with door switch, UPS, 24 Vdc power supply, Allen-Bradley Compact Logix PLC with ethernet communications and compact flash memory module, Allen-Bradley PanelView Plus 7 Performance 7" Touchscreen, I/O cards, ethernet switch, interface relays, fuses, terminals, Ethernet Radio, connector cables and wireway.

B One (1) **West Well 2/Central Panel**, 120 Vac, UL-508A labeled, NEMA 12 painted steel enclosure in accordance with wiring diagram and as detailed below.

Proposed panel shall be complete with control power circuit breaker, surge protection, heater with thermostat, duplex receptacle, LED light with door switch, UPS, 24 Vdc power supply, Allen-Bradley Compact Logix PLC with ethernet communications and compact flash memory module, Allen-Bradley PanelView Plus 7 Performance 10" Touchscreen, I/O cards, ethernet switch, interface relays, fuses, terminals, Ethernet Radio, connector cables and wireway.

C One (1) **North Well 3**, 120 Vac, UL-508A labeled, NEMA 12 painted steel enclosure in accordance with wiring diagram and as detailed below.



Branch Office
515.232.4770
2740 Ford St.
Ames, IA 50010



Corporate Office
651.631.9005
2400 W County Rd. D
St. Paul, MN 55112



Branch Office
308.940.0649
Grand Island, NE

Proposed panel shall be complete with control power circuit breaker, surge protection, duplex receptacle, LED light with door switch, UPS, 24 Vdc power supply, Allen-Bradley Compact Logix PLC with ethernet communications and compact flash memory module, Allen-Bradley PanelView Plus 7 Performance 7" Touchscreen, I/O cards, ethernet switch, interface relays, fuses, terminals, Ethernet Radio, connector cables and wireway.

- D One (1) **South Tower**, 120 Vac, UL-508A labeled, NEMA 12 painted steel enclosure in accordance with wiring diagram and as detailed below.

Proposed panel shall be complete with control power circuit breaker, surge protection, heater with thermostat, duplex receptacle, LED light with door switch, UPS, 24 Vdc power supply, Allen-Bradley Compact Logix PLC with ethernet communications and compact flash memory module, I/O cards, ethernet switch, interface relays, fuses, terminals, Ethernet Radio, connector cables and wireway.

Instrumentation

- E Two (2) **Pressure/Level Transmitter**, 4-20mA Loop powered and as detailed below.
1. LT-1, South Tower.
 2. LT-2 West Well 2, Central Panel.

General Conditions and Services

- F One (1) **Onsite Field Services** to include removal of existing equipment as detailed above. Installation of new equipment as detailed above, integrating all instrumentation and Control Panels including PLC/HMI and Software Programming, start-up, testing and training.
- G Three (3) **Sets of Approval Drawings/Data** fully coordinated with primary elements, motor control equipment, mechanical equipment and auto sensory equipment, includes composite drawings of all power and control wiring for all systems and equipment provided above.
- H Three (3) **Sets of Complete Installation, Operation and Maintenance Manuals.**

Your net price for Items A through H, FOB factory with **freight allowed** to jobsite including one (1) year warranty from date of startup (not to exceed 18 months from date of shipment)..... **\$ 161,644.00 PLUS TAX.**



Branch Office
515.232.4770
2740 Ford St.
Ames, IA 50010



Corporate Office
651.631.9005
2400 W County Rd. D
St. Paul, MN 55112



Branch Office
308.940.0649
Grand Island, NE

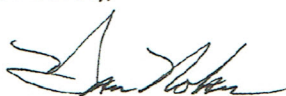
The above price for Items A through H **does not** include any:

1. Sales or use taxes.
2. Bond costs.
3. License fees or permits of any kind.
4. Antenna's, your existing FCC license should allow to use the existing antenna's.

Thank you very much for the opportunity of providing you with the above proposal, should you wish to proceed with an order please sign below and return a copy to this office.

We look forward to hearing from you, should you have any questions please give me a call.

Sincerely,



Dan Nolan
Automatic Systems Company

Accepted by: _____ Date: _____

Items Accepted: _____ Purchase Order No: _____

Purchase Order Amount: _____



Branch Office
515.232.4770
2740 Ford St.
Ames, IA 50010



Corporate Office
651.631.9005
2400 W County Rd. D
St. Paul, MN 55112



Branch Office
308.940.0649
Grand Island, NE



4280 E. 14th St.
Des Moines, IA 50313
Office: 515-265-2222
Toll Free: 800-383-7867
Fax: 515-265-8079

201 4th Ave SW
New Prague, MN 56071
Office: 952-758-6600
Toll Free: 800-536-5394
Fax: 952-758-7778

TO: Snyder & Associates – Monticello, IA – Water Treatment Plant Controls Upgrade
REF: Nick Eisenbacher
DATE: September 1, 2023

WTP Controls Upgrade

Electric Pump to furnish & supply supervisory controls and instruments for a complete operational Water Control System as described below:

West Well (Central) 120VAC Control Panel Complete with the following:

- NEMA 12 Painted Steel Wall Mounted Enclosure with 3 Pt. Pad-Lockable Handle.
- Main Circuit Breaker.
- Power Distribution Blocks or Lugs (as required).
- Neutral and Ground Lugs (as required).
- Condensation Heater, Thermostat Controlled.
- 120V TVSS
- Control Circuit Breakers.
- Duplex Receptacle for UPS
- UPS, Battery backup
- 24V Power Supply.
- Allen Bradley 10" PanelView, Inner Door Mounted
- Allen Bradley Pump Controller (CompactLogix PLC) Programmed.
- Allen Bradley I/O Modules, 1769-XXX (as required).
- 8 Port Unmanaged Ethernet Switch.
- 120V Relays (as required).
- Ethernet Radio.
- Dry Contacts (as required).
- UL508 Listed.

Scope of Work:

1. Remove all existing radio equipment and controls.
2. Install new Radio equipment and Allen Bradley CompactLogix PLC
3. Establish Communication between sites
4. Wire, Program, and Test functionality.

South Well 120VAC Control Panel Complete with the following:

- NEMA 12 Painted Steel Wall Mounted Enclosure with 3 Pt. Pad-Lockable Handle.
- Main Circuit Breaker.
- Power Distribution Blocks or Lugs (as required).
- Neutral and Ground Lugs (as required).
- Condensation Heater, Thermostat Controlled.
- 120V TVSS
- Control Circuit Breaker.
- Duplex Receptacle for UPS
- LED Service Light with Door Activated Switch.
- UPS, Battery backup
- 24V Power Supply.
- Allen Bradley 7" PanelView.
- Allen Bradley Pump Controller (CompactLogix PLC) Programmed.
- Allen Bradley I/O Modules, 1769-XXX (as required).
- 8 Port Unmanaged Ethernet Switch.
- 120V Relays (as required).
- Ethernet Radio.
- Dry Contacts (as required).
- UL508 Listed.

Scope of Work:

1. Remove all existing radio equipment and control panel.
2. Install new Radio equipment and Allen Bradley CompactLogix PLC
3. Establish Communication between sites
4. Wire, Program, and Test functionality.

North Well 120VAC Control Panel Complete with the following:

- NEMA 12 Painted Steel Wall Mounted Enclosure with 3 Pt. Pad-Lockable Handle.
- Main Circuit Breaker.
- Power Distribution Blocks or Lugs (as required).
- Neutral and Ground Lugs (as required).
- Condensation Heater, Thermostat Controlled.
- 120V TVSS
- Control Circuit Breakers.
- Duplex Receptacle for UPS.
- LED Service Light with Door Activated Switch.
- UPS, Battery backup.
- 24V Power Supply.
- Allen Bradley 7" PanelView, Inner Door Mounted
- Allen Bradley Pump Controller (CompactLogix PLC) Programmed.
- Allen Bradley I/O Modules, 1769-XXX (as required).
- 8 Port Unmanaged Ethernet Switch.
- 120V Relays (as required).
- Ethernet Radio.
- Dry Contacts (as required).
- UL508 Listed.

Scope of Work:

1. Remove all existing radio equipment and control panel.
2. Install new Radio equipment and Allen Bradley CompactLogix PLC
3. Establish Communication between sites
4. Wire, Program, and Test functionality.

South Tower 120VAC Control Panel Complete with the following:

- NEMA 12 Painted Steel Wall Mounted Enclosure with 3 Pt. Pad-Lockable Handle.
- Main Circuit Breaker.
- Power Distribution Blocks or Lugs (as required).
- Neutral and Ground Lugs (as required).
- Condensation Heater, Thermostat Controlled.
- 120V TVSS
- Control Circuit Breakers.
- Duplex Receptacle for UPS.
- LED Service Light with Door Activated Switch.
- UPS, Rack Mounted.
- 24V Power Supply.
- Allen Bradley Pump Controller (CompactLogix PLC) Programmed.
- Allen Bradley I/O Modules, 1769-XXX (as required).
- 8 Port Unmanaged Ethernet Switch.
- 120V Relays (as required).
- Ethernet Radio.
- Dry Contacts (as required).
- UL508 Listed.

Scope of Work:

1. Remove all existing radio equipment and control panel.
2. Install new Radio equipment and Allen Bradley CompactLogix PLC
3. Establish Communication between sites
4. Wire, Program, and Test functionality.

Pressure / Level Transmitter:

- (1) West Well (Central)
- (1) South Tower

Lot Freight / Installation / Startup / Training Services

Total Selling Price: \$142,010.00 plus tax

Note the following:

- Current Estimated Lead Times:
 - Submittals: 8 – 10 weeks ARO
 - Equipment: 12 – 34 weeks after approved submittals
- Pumps, Anchor bolts, Junction Box, Conduit, Installation of equipment and anything that's not specifically mentioned in this proposal is the responsibility of others

Thank you for your consideration,

Brian Frost (515) 710-9140
cc: Jake Gray (515) 265-2222

Purchase Agreement:

**Ship to Address:

ATTN: _____

Tagging Instructions: _____

Note the following:

- Return this purchase agreement to Jake Gray at jdgray@electricpump.com or via fax (515) 265-8079

Payment: Net 30 Days – Retainage upon completion

We are pleased to make the following offer to sell the listed Merchandise which if firm for (30) thirty days from the above date, and is automatically withdrawn thereafter without any further notice.

1. Signing and returning this document to Electric Pump's office in Des Moines, IA may accept this offer.
2. This offer and acceptance constitutes the entire Agreement between the parties and may be modified only by a writing signed by both parties.
3. The prices quoted for equipment are valid for (30) thirty days. If the quote includes start up services and it is scheduled by the request of the buyer for a time other than Monday through Friday 8:00 to 5:00 additional charges will be due.
4. Payment terms are NET 30 (thirty days) after the mailing of seller's invoice.
5. Delivery terms are F.O.B. Place of Shipment. Seller agrees to put the merchandise in the possession of the carrier, to make a reasonable contract of carriage for their transportation, to obtain and deliver or tender such documents as may be necessary to enable Buyer to obtain possession, and to promptly notify the Buyer of shipment. After seller has delivered the merchandise to the carrier, the risk of loss of the merchandise will be borne by the Buyer. The prices quoted herein include transportation charges based on existing truckload rates, any change in delivery rates existing at the time of delivery will be billed to your account. Dates of delivery are determined from the date of Seller's acceptance of any order or orders by Buyer and are estimates of approximate dates of delivery, not a guaranty of a particular day of delivery.
6. Sales and use tax are not included.
7. Buyer shall notify seller in writing at Seller's place of business as shown on the reverse side of this page, within twenty (20) days of receipt of merchandise, or any complaint whatsoever buyer may have concerning such merchandise. Failure to give such notice shall constitute a waiver by Buyer of all claims in respect to such goods.
8. If notice of complaints is provided within twenty (20) days of Buyer's receipt of the merchandise, Seller agrees to inspect the merchandise at Seller's place of business during Seller's normal business hours and days. Upon inspection, if the merchandise is determined to be defective in material or workmanship, Seller, at Seller's option, shall repair or replace said merchandise at no cost to Buyer, or Seller may refund the purchase price. If the examined merchandise is found not to be defective or is not for some other reason within the warranty coverage, Seller's service time expended on and off-location will be charged to Buyer.
9. Seller will have no further warranty obligation under this Agreement if the Equipment is subjected to abuse, misuse, negligence or accident or if buyer fails to perform any of its duties set forth in Paragraphs 8 and 9.

10. THE WARRANTY PRINTED ABOVE IS THE ONLY WARRANTY MADE BY THE SELLER REGARDING THIS PURCHASE. SELLER DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NOTHING HEREIN CONTAINED SHALL LIMIT BUYER'S RIGHTS AGAINST THE MANUFACTURER, WITH RESPECT TO MANUFACTURER'S WARRANTIES, IF ANY.
11. WARRANTY REPAIRS (which fall under the manufacturer's warranty, if any) ARE F.O.B. ELECTRIC PUMP, INC. SERVICE LOCATION. ELECTRIC PUMP, INC. WILL NOT ASSUME ANY EXTENDED WARRANTIES UNLESS APPROVED BY PRIOR WRITTEN CONSENT. THIS INCLUDES SERVICE CALLS TO JOB SITES ON PRODUCT COVERED DURING THE WARRANTY PERIOD. PLEASE REFER TO THE ATTACHED PRODUCT WARRANTY STATEMENT FOR CLARIFICATION.
12. IT IS UNDERSTOOD AND AGREED THAT SELLER'S LIABILITY WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY, IN NEGLIGENCE OR OTHERWISE SHALL NOT EXCEED THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY BUYER AND UNDER NO CIRCUMSTANCES SHALL SELLER BE LIABLE FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES. THE PRICE STATED FOR THE MERCHANDISE IS A CONSIDERATION IN LIMITING SELLER'S LIABILITY. NO ACTION, REGARDLESS OF FORM, ARISING OUT OF THE TRANSACTION UNDER THIS AGREEMENT MAY BE BROUGHT BY BUYER MORE THAN ONE-YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.
13. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Iowa. Any dispute or disputes arising between the parties hereunder, insofar as the same cannot be settled by friendly agreement, shall be litigated only in The Iowa District Court for Polk County, in Des Moines, Iowa. Seller also has the right to commence an action against the Buyer in the County of the Buyer's principal place of business.

We need a hard copy of this agreement and/or a Purchase Order to start the submittal process.**

Business Name _____

Street Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Purchase Order Number _____

Purchase Order Amount _____

SIGNATURE _____

DATE _____

**A signed copy of this must be returned with your P.O.

Is Project Taxable? Y or N, if No a tax exempt form must be supplied for our records

The City of Monticello, Iowa

RESOLUTION

Approving Purchase of a Water Treatment Plant Control Upgrade from Electric Pump from Des Moines, Iowa

WHEREAS, The City of Monticello Water Department requested quotes for a SCADA system, as previously discussed with City Council, and

WHEREAS, The Water Department staff proposed to purchase a communication system for wells and west tower site, and

WHEREAS, The proposed communication system will cost \$142,010.00, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the purchase of the communication system upgrade for the wells and west water tower site in the amount of \$142,010.00.

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 16th day of January, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 01/11/2024
Preparer: Russell Farnum



Agenda Item: # 4
Agenda Date: 01/16/2024

Communication Page

Agenda Items Description: Approval of Bid in the amount of \$23,448,000 - Bill Bruce Builders - for Waste Water Treatment Facility

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

Synopsis: The USDA has approved the increased funding for the Waste Water Treatment Facility project and has authorized the City to accept the bid of \$23,448,000 from Bill Bruce Builders for the project and issue the contract.

Background:

The City cannot award the bid prior to USDA concurrence. The USDA has updated the underwriting for the whole project for the increased costs, and has authorized the City to proceed with approval of the bid from Bill Bruce Builders in the amount of \$23,448,000.

The letter of approval is attached. Staff has also been working with our consortium of local banks to increase the interim finance amount. This looks very positive as well, and there is likely to be formal follow-up action on that part of the project financing at subsequent Council meeting(s).

On June 19, 2023, the City Council rejected the initial bids on this project, which were \$5-7 million above the anticipated project cost. At the meeting of October 2, 2023, Council approved the revised plans and authorized re-bidding the project. New bids were received and opened on October 24, 2023, still came in over budget and above authorized amounts for financing. Since that time the City has worked closely with USDA and the lenders providing the interim financing to provide additional lending to cover the costs of the project.

At the December 18, 2023 City Council meeting, the Council set a public hearing on borrowing the additional funding necessary to approve the bids. The public hearing was held, and the additional borrowing was approved, at the January 4, 2024 Council meeting. The USDA has approved the additional funding and authorized the City to enter into the contract with the low bidder, Bill Bruce Builders.

The bid tab is also included with the packet materials for reference. There will still need to be subsequent actions with the local lending consortium to approve the extended amount for the interim financing, the City continues to finalize those details.

It should be noted that all bid amendments, change orders, and potential cost overruns are also reviewed by the USDA. There have been questions in that regard, and there is a contingency of over \$1.6M built in to the USDA funding agreement with the City to cover such issues if they occur.

Recommendation: Council approval is recommended.

MINUTES OF MEETING TO AWARD
CONTRACT

435926-33

Monticello, Iowa

January 16, 2024

The City Council of the City of Monticello, Iowa, met on January 16, 2024, at _____ p.m., at the Community Media Center, 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 January 15, 2024.

Mayor

Attest:

City Clerk

••••

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE:

STATE OF IOWA
JONES COUNTY
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 _____, 2024.

City Clerk

BID TABULATION
WWTP Improvements Project (#8733937)
Monticello
Snyder & Associates Project Number: 120.1109.08
10/24/2023
10:00 AM CDT

ITEM NO.	DESCRIPTION	Contractor		Bill Bruce Builders, Inc	WRH, Inc	Tricon General Contractors	Portzen Construction, Inc
		EST. QTY.	UNIT				
Base Bid Total	Wastewater Treatment Plant Improvements	1	LS	\$23,448,000	\$24,490,000	\$25,200,000	\$25,449,000
TOTAL (Lump Sum)				\$23,448,000	\$24,490,000	\$25,200,000	\$25,449,000



Rural Development

January 9, 2024

Tipton, Iowa Office

City of Monticello

127 W South Street

200 E 1st Street

Tipton, IA

Monticello, IA 52310

52772

563-886-6006 Ext. 4

Subject: Amendment to Letter of Conditions

Fax 866-255-6573

Wastewater Treatment Plant Improvement Project

Dear Mayor & City Council:

This letter will supplement and amend certain conditions contained in our letter to you dated June 30, 2022. The amended conditions are listed below and correspond to the item number in the above letter. All other conditions in that letter remain unchanged.

The funding will be administered on behalf of the Rural Utilities Service (RUS) programs by the State and Area Staff of USDA Rural Development. Any changes in project cost, source of funds, scope of services or any other significant changes in the project or applicant, must be reported to and approved by Rural Development, by written amendment to this letter. If significant changes are made without obtaining such approval, Rural Development may discontinue processing the application.

This letter does not constitute funding approval, nor does it ensure that funds are or will be available for the project.

The interest rate will be the lower of the rate in effect at the time of loan approval or the time of loan closing. If you do not want the interest rate changed to the rate at loan closing, you should submit a written request to USDA Rural Development staff at least 30 calendar days before loan closing. The loan will be considered approved on the date a signed copy of Form RD 1940-1, "Request for Obligation of Funds," is mailed to you.

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," and Form RD 1940-1, "Request for Obligation of Funds," within the next thirty (30) days if you desire that further consideration be given your application.

The amended conditions which must be met are as follows:

2. Project Funds. Project funding is planned from the following sources:

<u>Project Funding Source</u>	<u>Funding Amount:</u>
Original Agency Loan:	\$15,933,000
Original Agency Grant:	\$4,848,000
Subsequent Agency Loan:	\$7,293,000
TOTAL	\$28,074,000

3. Project Budget – Funding from all sources has been budgeted for the estimated expenditures as follows:

<u>Project Costs:</u>	<u>Total Budgeted:</u>
Construction	\$23,448,000
Legal/Administrative	\$ 48,000
Engineering Services	\$ 1,939,125
Interest	\$1,000,000
Contingencies	\$1,638,875
TOTAL	\$28,074,000

4. Term of Loan – The original loan is scheduled for repayment over a period of 40 years. Payments will be equal amortized monthly installments. For planning purposes, use a 1.5% interest rate and an amortization factor of 2.78 which provides for a monthly payment of \$44,294.

The subsequent loan is scheduled for repayment over a period of 40 years. Payments will be equal amortized monthly installments. For planning purposes, use a 2.25% interest rate and an amortization factor of 3.17 which provides for a monthly payment of \$23,119.

6. Reserves –

- a. **Debt Service Reserve** – As a part of this Agency loan proposal, you must establish a debt service reserve fund equal to at least one annual loan installment that accumulates at the rate of 10% of one annual payment per year for ten years or until the balance is equal to one annual loan payment. Ten percent of the proposed loan installment would equal \$6,742 per month; this amount should be deposited monthly until a total of \$808,956 has accumulated. Prior written concurrence from Rural Development must be obtained before funds may be withdrawn from this account during the life of the loan.
- b. **Short-Lived Asset Reserve** – In addition to the debt service reserve fund, you must establish a short-lived asset reserve fund. Based on the preliminary engineering report and guidance from the project engineer, you must deposit at least \$123,865 into the short-lived asset reserve fund annually for the life of the loan to pay for repairs and/or replacement of major system assets. It is your responsibility to assess your facility's short-lived asset needs on a regular basis and adjust the amount deposited to meet those needs.

Sincerely,

Karen A. Howe

Karen A. Howe
Area Specialist

cc: Iowa State Office of Rural Development
Attorney
Engineer
Bond Counsel

LETTER OF INTENT TO MEET CONDITIONS

Date 01-09-2024

TO: United States Department of Agriculture

Rural Development

(Name of USDA Agency)

127 W South Street
Tipton, IA 52772

(USDA Agency Office Address)

We have reviewed and understand the conditions set forth in your letter dated 01-09-2024 . It is our intent to meet all of them not later than 01-09-2025 .

Monticello, City of

(Name of Association)

BY Russell Farnum

Russell Farnum,

(Title)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a persons is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0570-0062. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data. needed, and completing and reviewing the collection of information.

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED () Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.			
1. CASE NUMBER ST CO BORROWER ID 16-053-*****4981		LOAN NUMBER	FISCAL YEAR 2024
2. BORROWER NAME Monticello, City of		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 2)	
		4. STATE NAME Iowa	
		5. COUNTY NAME Jones	
GENERAL BORROWER/LOAN INFORMATION			
6. RACE/ETHNIC CLASSIFICATION 1 - WHITE 2 - BLACK 3 - AI/AN 4 - HISPANIC 5 - A/PI	7. TYPE OF APPLICANT 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION 4 - PUBLIC BODY 5 - ASSOC. OF FARMERS 6 - ORG. OF FARMERS 7 - NONPROFIT-SECULAR 8 - NONPROFIT-FAITH BASED 9 - INDIAN TRIBE 10-PUBLIC COLLEGE/UNIVERSITY 11-OTHER	8. COLLATERAL CODE 1-REAL ESTATE SECURED 2-REAL ESTATE AND CHATTEL 3 - NOTE ONLY OR CHATTEL ONLY 4 - MACHINERY ONLY 5 - LIVESTOCK ONLY 6 - CROPS ONLY 7 - SECURED BY BONDS 8 - RLF ACCT	9. EMPLOYEE RELATIONSHIP CODE 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASSOC.
10. SEX CODE 1 - MALE 2 - FEMALE 3 - FAMILY UNIT 4 - ORGAN. MALE OWNED 5 - ORGAN FEMALE OWNED 6 - PUBLIC BODY	11. MARITAL STATUS 1 - MARRIED 2 - SEPARATED 3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED)	12. VETERAN CODE 1 - YES 2 - NO	13. CREDIT REPORT 1 - YES 2 - NO
14. DIRECT PAYMENT 2 (See FMI)	15. TYPE OF PAYMENT 1 - MONTHLY 2 - ANNUALLY 3 - SEMI-ANNUALLY 4 - QUARTERLY	16. FEE INSPECTION 2 - NO	
17. COMMUNITY SIZE 1 - 10,000 OR LESS (FOR SFH AND HPG ONLY) 2 - OVER 10,000	18. USE OF FUNDS CODE (See FMI)		
COMPLETE FOR OBLIGATION OF FUNDS			
19. TYPE OF ASSISTANCE 062 (See FMI)	20. PURPOSE CODE	21. SOURCE OF FUNDS	22. TYPE OF ACTION 1 - OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST 3 - CORRECTION OF OBLIGATION
23. TYPE OF SUBMISSION 2 - SUBSEQUENT	24. AMOUNT OF LOAN \$7,293,000.00	25. AMOUNT OF GRANT	
26. AMOUNT OF IMMEDIATE ADVANCE	27. DATE OF APPROVAL MO DAY YR	28. INTEREST RATE 2.2500 %	29. REPAYMENT TERMS 40
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS			
30. PROFIT TYPE 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT			
COMPLETE FOR EM LOANS ONLY		COMPLETE FOR CREDIT SALE-ASSUMPTION	
31. DISASTER DESIGNATION NUMBER (See FMI)	32. TYPE OF SALE 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUBSEQUENT LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN		
FINANCE OFFICE USE ONLY		COMPLETE FOR FP LOANS ONLY	
33. OBLIGATION DATE MO DA YR	34. BEGINNING FARMER/RANCHER (See FMI)		

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder

COPY 1 - Finance Office

COPY 2 - Applicant/Lender

COPY 3 - State Office

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL
Subject to Letter of Conditions and Grant Agreement.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. X YES NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date January 10, 20 24 Russell Farnum
Russell Farnum,
(Signature of Applicant)

Date _____, 20 _____
(Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

Typed or Printed Name: Karen A. Howe

Date Approved: _____ Title: Area Specialist

38. TO THE APPLICANT: As of this date _____, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

City Council Meeting
Prep. Date: 01/11/2024
Preparer: Russell Farnum



Agenda Item: # 5
Agenda Date: 01/16/2024

Communication Page

Agenda Items Description: 2024 South Water Tower Repainting Project

Type of Action Requested: Resolution (2)

Attachments & Enclosures:

Resolutions
Engineer Estimate of Probable Costs
Plan and Specifications

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

Synopsis: The 2024 South Water Tower repainting project is ready to go to bid. In order to bid the project, the Council must hold a public hearing on the proposed plans prior to authorizing the bidding process.

This Resolution would set the public hearing for February 5, with action following the public hearing authorizing taking bids on the project.

The proposed plans and specifications are included with the packet materials. Due to the proximity of the airport, the striped bulb must be maintained. Council opted for the logo to be a single “M”. One logo is proposed facing southwest, which will be clearly visible for northbound traffic on Highway 151 for as far west as “Savour the Barn”. A second logo, on the east side of the tower, is a bid alternate, which would be visible for southbound Highway 151 traffic near Welter’s pond and prior to the interchange with South Main Street.

Recommendation: Approval is recommended.



January 10, 2023

City of Monticello
Mayor and City Council
200 East 1st St
Monticello, IA 52310

RE: SOUTH WATER TOWER REPAINTING AND MAINTENANCE PROJECT FILING
OF SPECIFICATIONS

Dear Mayor and City Council:

Enclosed for filing is one set of project documents for the South Water Tower Repainting and Maintenance Project. The project documents contain the contract documents, specifications, and opinion of probable cost.

The opinion of probable construction cost is \$360,000 for the total project base bid and \$365,000 for total project base bid plus bid alternate A. Bid alternate A includes painting a second logo on the tower.

We are recommending setting the time and date for receipt of bids for 1:30 PM on Wednesday, February 14th, 2024; and setting the date and time for the public hearing for Monday, February 5th, 2024 and award of contract for Monday, February 19th, 2024.

Please feel free to contact me with any questions or comments.

Respectfully,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'Patrick Williams'.

Patrick Williams
Project Engineer

PROCEEDINGS TO SET DATE FOR
HEARING AND LETTING

January 16, 2024

The City Council of the City of Monticello, Iowa, met at the Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa, on January 16, 2024, at 6:00 o'clock p.m.

The Mayor presided and the roll being called, the following named Council Members were present and absent:

Present: _____.

Absent: _____.

The City Council took up and considered the proposed Monticello South Water Tower Repainting Maintenance Project. Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____. After due consideration thereof by the Council, the Mayor put the question upon the adoption of the said resolution 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 adopted, as follows:

RESOLUTION NO.

Resolution to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the Monticello South Water Tower Repainting Maintenance Project, and the taking of bids therefor

WHEREAS, it has been proposed that the City Council of the City of Monticello, Iowa (the "City"), undertake the authorization of a public improvement to be constructed as described in the proposed plans and specifications and form of contract prepared by Snyder & Associates, Inc. (the "Project Engineers"), which may be hereafter referred to as the "Monticello South Water Tower Repainting Maintenance Project " (and is sometimes hereinafter referred to as the "Project"), which proposed plans, specifications, notice of hearing and letting, and form of contract and estimate of cost (the "Contract Documents") are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of a public hearing on the Contract Documents and to advertise for sealed bids for the Project;

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

Section 1. The Contract Documents referred to in the preamble hereof are hereby approved in their preliminary form.

Section 2. The Project is hereby determined to be necessary and desirable for the City, and, furthermore, it is hereby found to be in the best interests of the City to proceed toward the construction of the Project.

Section 3. February 5, 2024, at 6:00 p.m., at the Community Media Center, Monticello, Iowa, is hereby fixed as the time and place of hearing on the Contract Documents.

Section 4. The City Clerk is hereby authorized and directed to publish notice (the "Notice of Hearing") of the hearing on the Contract Documents for the Project in a newspaper of general circulation in the City, which publication shall be made at least once, not less than four (4) and not more than twenty (20) days prior to the date of the said hearing. The Notice of Hearing shall be in substantially the following form:

(Form of Notice of Hearing)

NOTICE OF HEARING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE **MONTICELLO SOUTH WATER TOWER REPAINTING MAINTENANCE PROJECT** FOR THE **CITY OF MONTICELLO, IOWA**.

Public Notice is hereby given that at **6:00 P.M.** on the **5th** day of **February, 2024**, the **City Council of the City of Monticello** will, in the **Monticello City Hall, 200 East First Street, Monticello, Iowa**, hold a hearing whereat said **City Council** will resolve to adopt plans, specifications, form of contract and estimate of cost for the construction of the **Monticello South Water Tower Repainting Maintenance Project** and, at the time, date and place specified above, or at such time, date and place as then may be fixed, to act upon proposals and enter into contract for the construction of said improvements.

General Nature of the Public Improvement

The Monticello South Water Tower Repainting Maintenance Project includes, removal of existing interior and exterior coatings, repainting the interior and exterior of the 500,000 gallon, elevated water tower, adding a new mesh screen to the overflow outlet, and replacing the tower logo. Tank repairs may be added to the project as determined to be necessary by the City of Monticello and their Engineer.

At said hearing, the **City Council** will consider the proposed plans, specifications, form of contract and estimate of cost for said project, the same now being on file in the **office of the City Clerk, Monticello City Hall**, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Council will also receive and consider any comments/objections to said plans, specifications and form of contract or to the estimated cost of said improvements made by any interested party.

This Notice is given by authority of the **City of Monticello, Iowa**.

Sally Hinrichsen, City Clerk

Published in the **Monticello Express**

Section 5. The City Council hereby delegates to the City Clerk the duty of receiving sealed bids for the construction of the Project before 1:30 p.m., on February 14, 2024, in the office of the Monticello City Clerk, Monticello City Hall, 200 East First Street, Monticello, Iowa. Bids received after the deadline for submission of bids as stated herein shall not be considered and shall be returned to the late bidder unopened. At such time, the City Council hereby delegates to the City Clerk and/or the Project Engineers the duty of opening and announcing the results of the bids received. Monday, February 19, 2024, at 6:00 p.m. at the Community Media Center, in the City, is hereby fixed as the time and place that the Council will consider the bids received in connection therewith.

Section 6. The amount of the bid security to accompany each bid is hereby fixed at five (5) % of the total amount of the bid.

Section 7. The City Clerk and/or the Project Engineers are hereby directed to give notice of the bid letting for the Project by posting notice (the "Notice to Bidders") at least once, not less than thirteen (13) and not more than forty-five (45) days prior to the date set for receipt of bids, in each of the following three places: (i) in a relevant contractor plan room service with statewide circulation; (ii) in a relevant construction lead generating service with statewide circulation; and (iii) on an internet site sponsored by either the City or a statewide association that represents the City. The Notice to Bidders shall be in substantially the following form:

(Form of Notice to Bidders)

ADVERTISEMENT FOR BIDS

NOTICE TO BIDDERS

JURISDICTION OF CITY OF MONTICELLO, IOWA PUBLIC IMPROVEMENT PROJECT

Notice is hereby given that a public hearing will be held by the City of Monticello, Iowa on the proposed contract documents (plans, specifications, and form of contract) and estimated cost for the improvement at its meeting at 6:00 P.M. on 5th day of February, 2024, in said Monticello City Hall for the Monticello South Water Tower Repainting Maintenance Project.

Sealed bids for the work comprising each improvement as stated below must be filed before 1:30 P.M. according to the clock the office of Monticello City Clerk on Wednesday, February 14th, 2024, in the office of the Monticello City Clerk, Monticello City Hall, 200 East First Street, Monticello, Iowa. Bids received after the deadline for submission of bids as stated herein shall not be considered and shall be returned to the late bidder unopened.

Sealed proposals will be opened and bids tabulated at 1:30 P.M. on Wednesday, February 14th, 2024, in the Monticello City Hall for consideration by the Monticello City Council at its meeting on Monday, February 19th, 2024.

Work on the improvement shall be commenced immediately upon approval of the contract by the Council, and be completed as stated below.

The contract documents may be examined at the office of the City Clerk, Monticello City Hall. Hard copies of the project documents may be obtained from Snyder & Associates, Inc. 900 Bell Dr SW, Cedar Rapids, IA 52404 upon receipt of a \$50.00 deposit. Electronic contract documents are available at no cost by clicking on the "Bids" link at www.snyder-associates.com and choosing the Monticello South Water Tower Repainting Maintenance Project on the left. Project information, engineer's cost opinion, and planholder information is also available at no cost at this website. Downloads require the user to register for a free membership at QuestCDN.com.

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

General Nature of the Public Improvement

The Monticello South Water Tower Repainting Maintenance Project includes, removal of existing interior and exterior coatings, repainting the interior and exterior of the 500,000 gallon, elevated water tower, adding a new mesh screen to the overflow outlet, and replacing the tower logo. Tank repairs may be added to the project as determined to be necessary by the City of Monticello and their Engineer.

Each bidder shall accompany its bid with bid security as defined in Iowa Code Section 26.8, as security that the successful bidder will enter into a contract for the work bid upon and will furnish after the award of contract a corporate surety bond, in a form acceptable to the Jurisdiction, for the faithful performance of the contract, in an amount equal to 100% of the amount of the contract. The bidder's security shall be in the amount fixed in the Instruction to Bidders and shall be in the form of a cashier's check or a certified check drawn on an FDIC insured bank in Iowa or on an FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a bid bond on the form provided in the contract documents with corporate surety satisfactory to the Jurisdiction. The bid shall contain no condition except as provided in the specifications.

The **City Council, City of Monticello, Iowa** reserves the right to defer acceptance of any bid for a period of sixty (60) calendar days after receipt of bids and no bid may be withdrawn during this period.

Each successful bidder will be required to furnish a corporate surety bond in an amount equal to 100% of its contract price. Said bond shall be issued by a responsible surety approved by the **City Council, City of Monticello, Iowa** and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless **City of Monticello, Iowa** from claims and damages of any kind caused by the operations of the contract and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of two years from and after acceptance of the contract. The guaranteed maintenance period for new paving shall be four years.

The **City Council, City of Monticello, Iowa**, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Contractor shall fully complete the project in (no later than) **October 11, 2024**. Should the contractor fail to complete the work in this timeframe, liquidated damages of **\$500** per calendar day will be assessed for work not completed within the designated contract term.

The **City Council, City of Monticello, Iowa** does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the jurisdiction.

This Notice is given by authority of the **City of Monticello, Iowa**

City of Monticello, Iowa

Section 8. All provisions set out in the attached forms of notice are hereby recognized and prescribed by the City Council and all resolutions or orders or parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

Passed and approved January 16, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

••••

On motion and vote, the meeting adjourned.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

ATTESTATION CERTIFICATE:

STATE OF IOWA
COUNTY OF JONES
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that the transcript hereto attached is a true, correct and complete copy of all the records of the City relating to fixing a time and place of hearing on the proposed plans, specifications and form of contract, and estimated cost for the construction of the Monticello South Water Tower Repainting Maintenance Project and directing publication of a Notice of Hearing announcing the time and place fixed therefor; and fixing a time and place for the taking of bids for the construction of the Project and directing posting of a Notice to Bidders announcing the time and place fixed therefor.

WITNESS MY HAND this ____ day of _____, 2024.

Sally Hinrichsen, City Clerk/Treasurer

NOTICE OF HEARING PUBLICATION
CERTIFICATE:

STATE OF IOWA
COUNTY OF JONES
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that pursuant to the resolution of its City Council fixing a date of hearing on the proposed plans and specifications, form of contract and estimated cost for the Monticello South Water Tower Repainting Maintenance Project , the Notice of Hearing, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this ____ day of _____, 2024.

Sally Hinrichsen, City Clerk/Treasurer

(Attach here publisher's affidavit of publication of the Notice of Hearing.)

(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavit and have verified that the Notice of Hearing was published on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)

NOTICE TO BIDDERS POSTING CERTIFICATE – CONTRACTOR PLAN ROOM/LEAD GENERATING SERVICE:

STATE OF IOWA
COUNTY OF JONES
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that pursuant to the resolution of its City Council setting the date of the bid letting for the Monticello South Water Tower Repainting Maintenance Project , the Notice to Bidders, of which the printed slip attached to the affidavit hereto attached is a true and complete copy, was posted on the date and in the relevant contractor plan room service/construction lead generating service specified in such affidavit, which contractor plan room service/construction lead generating service has a statewide circulation.

WITNESS MY HAND this ____ day of _____, 2024.

Sally Hinrichsen, City Clerk/Treasurer

(Attach here the affidavit of posting of the Notice to Bidders from the contractor plan room service/construction lead generating service.)

(PLEASE NOTE: Do not date and return this certificate until you have received the affidavit of posting from the contractor plan room service/construction lead generating service and have verified that the Notice to Bidders was posted on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)

NOTICE TO BIDDERS POSTING CERTIFICATE – SPONSORED INTERNET SITE:

STATE OF IOWA
COUNTY OF JONES
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that pursuant to the resolution of its City Council setting the date of the bid letting for the Monticello South Water Tower Repainting Maintenance Project , the Notice to Bidders provided for therein was posted on the website of the Iowa League of Cities and/or on the City’s website on September 20, 2023.

WITNESS MY HAND this ____ day of _____, 2024.

Sally Hinrichsen, City Clerk/Treasurer

(Attach here the affidavit of posting of the Notice to Bidders from the Iowa League of Cities and/or a screenshot of the Notice to Bidders as posted on the City’s website, showing the date of posting)

City Council Meeting
Prep. Date: 01/11/2024
Preparer: Russell Farnum



Agenda Item: # 6-7
Agenda Date: 01/16/2024

Communication Page

Agenda Items Description: 2024 N. Chestnut Street Reconstruction Project Preliminary Resolution of Need and Adopt Preliminary Special Assessment Plat and Schedule, and Schedule Public Hearing for February 5

Type of Action Requested: Resolution (2)	
Attachments & Enclosures: Resolutions (2) Estimates of Special Assessments Project Updated Opinion of Probable Costs	Fiscal Impact: Budget Line Item: Budget Summary: Expenditure: Revenue:

Synopsis: The 2024 N. Chestnut Street Reconstruction Project includes several improvements for which the city has traditionally levied Special Assessments on the adjacent property owners.

These improvements include replacement of curb and gutter, replacement of sidewalks, and the replacement of driveways.

The 2024 N. Chestnut Street Reconstruction Project impacts 12 properties that would be subject to special assessments. The impacted owners and estimated amounts are shown in the attached Preliminary Assessment Draft.

In order to provide for this special assessment, the Council must take several actions. First is adopting a Preliminary Resolution of Necessity, the second is adopting a Resolution that schedules a public hearing on the proposed special assessments.

Background:

Over the past decades, the City has done a major street reconstruction project every 2-3 years, the most recent being North Sycamore Street. The current project is a single block of Chestnut Street between 2nd and 3rd streets. In order to levy special assessments, the Council must follow the procedures outlined below:

Special Assessments

- Council adopts a preliminary resolution (01/16/24) which should include the following:
 - Description of project
 - Location of the project

- Order the engineer to prepare plans and specs.
- General description of the property to be benefited (e.g. designate the lots that should be benefited by the project).
- Council adopts the Preliminary Assessment Plat and Schedule and estimate of project cost (01/16/24).
- Council to review a potential Resolution of Necessity (see attached example) and schedule a Public Hearing (proposed for February 5) for review of it with the potential approval of the resolution to follow (01/16/24).
- Notice of Public Hearing
 - Published on the same day of the week for two consecutive weeks. The first publication should be not less than 10 nor more than 20 days prior to the hearing (01/17/24 & 01/24/24)
 - Mailed notification to all property owners not less than 15 days prior to the Public Hearing (on or before 01/21/24)
- Public Hearing on the Resolution of Necessity and Order Detailed Plans & Specifications (02/05/24)
 - Open the Hearing
 - Close the Hearing
 - Council then can proceed to vote on the Resolution of Necessity (passage requires $\frac{3}{4}$ of Council Members, i.e. 5 for Monticello, IA)
- The Resolution and the Preliminary Plat and Schedule must be certified to the County Treasurer (02/12/24)
- Final plans and specs are prepared after the Resolution of Necessity
 - File final project documents with the City Clerk (02/19/24)
- Contractor bid prep time begins
 - Letting (i.e. open bids) – 03/27/24

Award Contract - 04/01/24)

The amount levied for the special assessments cannot exceed the amounts in the attached resolutions. Depending upon how the bids turn out, and the final work completed, those amounts may drop, but they will not increase. For this reason, some private improvements have been included in the proposed special assessments, in particular private courtesy walks and sidewalk connections. Some owners have the option of “opting out” of those improvements, which would lower their respective assessment.

The City Administrator and City Engineer are reaching out to the twelve impacted owners to meet with them to review the special assessments and talk through how the project plans and other details prior to the public hearing.

After the public hearing and finalization of the Special Assessments, the bid plan set will be prepared and the project will be bid in March. This will require further Council resolutions approving the plans and authorizing bidding on the project. Once bids are received, the Council will have final approval of the bid and authorize awarding the contract for the project. Those key dates are also outlined above.

Recommendation: Approval of the two proposed Resolutions is recommended.

RESOLUTION NO. #

Preliminary resolution pursuant to Section 384.42 of the Iowa Code covering the 2024 N. Chestnut Street Reconstruction Project

WHEREAS, it is deemed advisable by the City Council of the City of Monticello, Iowa (the “City”) that certain public improvements be constructed in the City in accordance with the provisions of Chapter 384 of the Code of Iowa, and a portion of the cost be assessed to the property benefitted thereby; and

WHEREAS, the City has arranged for engineering services with Snyder & Associates, Inc., in connection with the said improvement;

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

Section 1. The 2024 N. Chestnut Street Reconstruction Project shall consist of the reconstruction and surfacing of streets, including the construction of curb and gutter improvements, storm sewer and drainage improvements, water system extensions, improvements and connections, sanitary sewer system extensions, improvements and connections, sidewalk and driveway approach reconstructions, construction of new sidewalks and pedestrian ramps, and other work incidental thereto on and along certain streets in the City of Monticello, Iowa, as follows:

N. Chestnut Street, from and including the intersection with 2nd Street, through the intersection with 3rd Street, including portions of 2nd and 3rd Streets to provide transitions to existing infrastructure.

Section 2. The assessable portion of the 2024 N. Chestnut Street Reconstruction Project shall consist of 100% of the cost of curb and gutter improvements, 100% of the cost of reconstruction of driveway approaches and 100% of the cost of the construction and reconstruction of sidewalks. It is considered that all properties abutting the above described segments of streets to be improved will be specially benefited from this improvement and should be specially assessed. The City Council will consider the granting of a partial credit against proposed assessments if the property owner to be assessed provides evidence found sufficient by the Council that sidewalks or driveway approaches have been replaced within the past ten (10) years and remain in good condition.

Section 3. The Project Engineers, Snyder & Associates, are hereby ordered to prepare preliminary plans and specifications, an estimated total cost of the work and a plat and schedule and to file the same with the City Clerk.

Section 4. The improvement shall be known as the “2024 N. Chestnut Street Reconstruction Project,” and shall be so referred to in all subsequent proceedings.

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

Passed and approved January 16, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

RESOLUTION NO.

**Resolution to Adopt the Preliminary Assessment Plat and
Schedule and Estimate of Project Costs and Scheduling a Public
Hearing on the Proposed Resolution of Necessity**

WHEREAS, the City Council of the City of Monticello, Iowa, has adopted a preliminary resolution in accordance with Section 384.42 of the Code of Iowa, related to the 2024 N. Chestnut Street Reconstruction Project (the “Project”); and

WHEREAS, pursuant thereto, the Project Engineers have prepared preliminary plans and specifications, an estimated total cost of the work, and a Preliminary Assessment Plat and Schedule, including the valuation of each lot as determined to be appropriate by the Council, and the Council finds that same should be adopted and approved and placed on file with the City Clerk.

NOW, THEREFORE, The Monticello City Council, in session this 16th day of January, 2024, does hereby adopt the Preliminary Assessment Plat and Schedule and estimate of project cost that has been prepared by the Project Engineer, Snyder & Associates, and hereby schedules a Public Hearing on a proposed Resolution of Necessity, same being appended hereto, pertaining to the 2024 N. Chestnut Street Reconstruction project, for the 5th day of February, 2024 at 6:00 p.m. on said date at the Monticello Renaissance Center, Community Media Center a/k/a City Council Chambers, 220 E. 1st Street, Monticello, IA 52310.

Passed and approved January 16, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

**Proposed
Resolution of Necessity**

WHEREAS, the City Council of the City of Monticello, Iowa, has adopted a preliminary resolution in accordance with Section 384.42 of the Code of Iowa, pertaining to the 2024 N. Chestnut Street Reconstruction Project (the “Project”); and

WHEREAS, pursuant thereto, the Project Engineers have prepared preliminary plans and specifications, an estimated total cost of the work and a plat and schedule, including the valuation of each lot as determined to be appropriate by the City Council, and the same have been duly adopted and are now on file with the City Clerk;

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

Section 1. It is hereby found and determined to be necessary and in the best interest of the City and its inhabitants to proceed with the Project, and to assess a portion of the cost to the property benefitted thereby.

Section 2. The Project shall consist of the reconstruction and surfacing of streets, including the construction of curb and gutter improvements, storm sewer and drainage improvements, water system extensions, improvements and connections, sanitary sewer system extensions, improvements and connections, sidewalk and driveway approach reconstructions, pedestrian ramps, lighting, and other work incidental thereto on and along certain streets in the City of Monticello, Iowa, as follows:

N. Chestnut Street, from and including the intersection with 2nd Street, through the intersection with 3rd Street, including portions of 2nd and 3rd Streets to provide transitions to existing infrastructure.

Section 3. The assessable portion of the 2024 N. Chestnut Street Reconstruction Project shall consist of 100% of the cost of curb and gutter improvements, 100% of the cost of reconstruction of driveway approaches, and driveways where appropriate, and 50% of the cost of the construction and reconstruction of sidewalks. It is considered that all properties abutting the above described segments of streets to be improved will be specially benefitted from this improvement and should be specially assessed.

The City Council will consider the granting of a credit against proposed assessments if the property owner to be assessed provides evidence found sufficient by the Council that sidewalks or driveway approaches have been replaced within the past ten (10) years and remain in good condition.

Section 4. Unless a property owner filed objections with the City Clerk at the time of the hearing on this resolution of necessity, the property owner shall be deemed to have waived all objections pertaining to the regularity of the proceedings and the legality of using the special assessment procedure.

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

Passed and approved the 16th day of January, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

NOTICE TO PROPERTY OWNERS

Notice is given that there is now on file for public inspection in the office of the clerk of Monticello, Iowa, a proposed resolution of necessity, an estimate of cost, and a plat and schedule showing the amounts proposed to be assessed against each lot and the valuation of each lot within a district approved by the council of Monticello, Iowa, for the 2024 N. Chestnut Street Reconstruction Project, the type(s) and in the location(s) as follows:

The 2024 N. Chestnut Street Reconstruction Project will consist of reconstruction of N. Chestnut Street, from and including the intersection with 2nd Street, through the intersection with 3rd Street, including portions of 2nd and 3rd Streets to provide transitions to existing infrastructure, said project including but not limited to the following:

- Replacement of Pavement;
- Replacement of Curb and Gutter;
- Replacement of Sidewalk, Crosswalks and Accessibility Improvements;
- Replacement of Courtesy Walks;
- Replacement of Driveway Entrances;
- New water main and fire hydrant installation;
- New water service and curb stop installation;
- Installation of subdrain along N. Chestnut from 1st Street to 3rd Street;
- Addition of decorative street lighting.

The assessable portion of the 2024 N. Chestnut Street Reconstruction Project shall consist of 100% of the curb and gutter improvements, 100% of the cost of reconstruction driveway approaches and driveways where applicable, and 100% of the cost of 4 foot wide sidewalk replacement (although 5' wide sidewalk will be constructed), and 100% of the cost of replacement courtesy walks between the sidewalk and curb. It is considered that all properties abutting the above described segments of streets to be improved will be specially benefited from this improvement and should be specially assessed, all as shown on the preliminary assessment plat and schedule now on file for inspection at the at the office of the City Clerk.

The City Council will meet at six o'clock p.m. (6:00 pm), on February 5, 2024, at the Community Media Center located in the Mary Lovell LeVan Renaissance Center located at 220 E. 1st Street, Monticello Iowa, at which time the owners of property subject to assessment for the proposed improvement or any other person having an interest in the matter may appear and be heard for or against the making of the improvement, the boundaries of the district, the cost, the assessment against any lot, or the final adoption of a resolution of necessity. A property owner will be deemed to have waived all objections unless at the time of hearing the property owner has filed objections with the clerk.

(The mailed copies of such notice to property owners may have added thereto the following:

According to the records of the County Auditor, you are the owner of:

(Insert Property Description)

and the proposed assessment against the same is \$_____.)

• • • • •

There being no further business to come before the meeting, it was upon motion adjourned.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

STATE OF IOWA)
COUNTY OF JONES)§
CITY OF MONTICELLO)

I, the undersigned, City Clerk of the City of Monticello, Iowa, do certify that the above and foregoing is a true, correct and complete copy of the minutes of a meeting of the Council, held as therein shown, insofar as such minutes pertain to the proposed 2024 N. Chestnut Street Reconstruction Project, including a true, correct and complete copy of each of the resolutions referred to in said minutes.

WITNESS MY HAND this __ day of _____, 2024.

Sally Hinrichsen, City Clerk/Treasurer

STATE OF IOWA)
COUNTY OF JONES)§
CITY OF MONTICELLO)

I, the undersigned, City Clerk of the City of Monticello, Iowa, certify that in such capacity I have control and access to the corporate records of such City, and from examination of such records and based upon advice received from the Project Engineers and Attorney for the City, I hereby certify that title to the land upon which the 2024 N. Chestnut Street Reconstruction Project is to be constructed is vested in the City, and that all such improvements and the streets upon which they are to be constructed are wholly within the corporate limits of the City.

WITNESS MY HAND this ___ day of _____, 2024.

Sally Hinrichsen, City Clerk/Treasurer

(Please note that if all of the necessary easements and rights-of-way have not yet been obtained, you should not execute and return this certificate. However, title should be obtained, and this certificate completed and returned to us, prior to the commencement of construction.)

STATE OF IOWA)
COUNTY OF JONES)§
CITY OF MONTICELLO)

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that a grade ordinance has been duly adopted for all of the streets to be improved under the 2024 N. Chestnut Street Reconstruction Project.

WITNESS MY HAND this ____ day of _____, 2024.

Sally Hinrichsen, City Clerk/Treasurer

STATE OF IOWA)
COUNTY OF JONES)§
CITY OF MONTICELLO)

I, the undersigned, City Clerk of the City of Monticello, Iowa, do certify that on the _____ day of January, 2024, I mailed to each owner of property proposed to be assessed for the 2024 N. Chestnut Street Reconstruction Project, a copy of the notice to property owners in the form attached to this certificate, as set out in the resolution of necessity, covering such improvement project, insofar as the said owners could be determined from the records of the County Auditor's office.

I further certify that there is no property owned by the State of Iowa or under the control of the Highway Division of the Iowa Department of Transportation being assessed for such improvement project.

WITNESS MY HAND this ___ day of _____, 2024.

Sally Hinrichsen, City Clerk/Treasurer

(Attach a copy of the notice to property owners as mailed.)

(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavit, but please return all other completed pages to us as soon as they are available.)

STATE OF IOWA)
COUNTY OF JONES)§
CITY OF MONTICELLO)

I, the undersigned, City Clerk of the City of Monticello, Iowa, do certify that the notice to property owners, of which the printed slip attached to the publisher's original affidavit hereto attached is a true and complete copy, was published on the dates and in the newspaper specified in such affidavit, and that such newspaper has a general circulation in the City.

WITNESS MY HAND this ___ day of _____, 2024.


Sally Hinrichsen, City Clerk/Treasurer

(Attach hereto publisher's original affidavit of publication of notice to property owners with a clipping of the notice as published attached.)

PRELIMINARY ASSESSMENT PLAT AND SCHEDULE

**N. CHESTNUT STREET RECONSTRUCTION
CITY OF MONTICELLO, IOWA**

January 16, 2024

	<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.</p> <p><u>Colton J. Ingels</u> 1/11/24 Colton J. Ingels, P.E. Date</p> <p>License Number P27862 My License Renewal Date is December 31, 2024</p> <p>Pages or sheets covered by this seal: ALL</p> <p>_____ _____ _____</p>
---	---

Prepared by:
SNYDER & ASSOCIATES, INC.
900 Bell Drive SW
Cedar Rapids, Iowa 52404
(319) 362-9394

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Preliminary Assessment Plat and Schedule
N. CHESTNUT STREET RECONSTRUCTION
MONTICELLO, IOWA

INSTRUCTIONS FOR USING SCHEDULE

To find the preliminary assessment against any given property, first, locate the property on the plat that is bound in this booklet and note the assessment number for that property. Then locate the assessment number that is listed in numerical order on the preliminary assessment schedule.

PROJECT DESCRIPTION

This project consists of; 25-foot wide and 7-inch thick PCC pavement with curb and gutter along North Chestnut Street from West 2nd Street to West 3rd Street and driveway replacement and sidewalk installation and/or replacement along North Chestnut Street, West 2nd Street, and West 3rd Street. New subdrain installation along North Chestnut Street from 1st Street to 3rd Street. Existing sidewalks and driveways removal and/or replacement as necessary to match new finished grade elevations. New water main and fire hydrant installation along North Chestnut Street. Water service installation to the right-of-way line or the curb stop location. New ADA-compliant sidewalk ramp installation within the project limits. Intersections with cross streets will be reconstructed as necessary to conform to the proposed alignment and grade of North Chestnut Street.

In addition to items included in the preliminary assessment for each property, specific owners participated in additional publicly funded private improvements within the assessment boundary. The private improvement assessments include private sidewalk replacement and private stair installation.

Pavement with PCC curb and gutter

STREET	FROM	TO
North Chestnut Street	2 nd Street	3 rd Street

BENEFITED PROPERTY

A portion of the cost of construction for the street improvements will be assessed against private property within the assessment district in accordance with the special benefits conferred on the property. The assessment district is made up of lots or portions of lots that are within the boundaries established by the Monticello City Council and is generally described as:

All properties adjacent to the proposed curb for the project are considered benefited properties.

A general description of the private property that will be assessed for the street improvements is as follows:

Please refer to the Assessment Schedule for detail on the private property parcel information.

ASSESSMENT AMOUNT

The assessment amount will be 100% of the cost of the curb and gutter, 100% of the cost of the driveway entrances, 100% of the cost of a standard 4-foot wide sidewalk, not the 5-foot wide sidewalk to be installed on this project, 100% of the cost of the stairs, and 100% of the cost of the private stairs.

ASSESSMENT METHODOLOGY

- Curb and gutter assessments being made on all abutting properties to North Chestnut Street, West 2nd Street, and/or West 3rd Street within the assessment boundaries will be based on a frontage foot method or the affected frontage that is abutting this Project.
- Driveway assessments being made on all improved driveways abutting properties to North Chestnut Street within the assessment boundaries will be based on the area needed to tie in the proposed driveway to the existing driveway within City design standards.
- Sidewalk and private sidewalk assessments being made on all abutting properties to North Chestnut Street, West 2nd Street, and/or West 3rd Street within the assessment boundaries will be based on 4-foot of the width of new sidewalk to be installed adjacent to the properties within the project limits.
- Stairs and private stairs assessments being made on all abutting properties to North Chestnut Street within the assessment boundaries will be based on the total cost to construct the steps.
- The cost for curb and gutter to be assessed will be \$40.00 per foot of affected frontage to the new curb and gutter.
- The cost for driveway entrances to be assessed will be \$7.80 per square foot of 6” PCC that is abutting North Chestnut Street.
- The cost for the sidewalk and private sidewalk to be assessed will be \$6.75 per square foot of 4” PCC that is abutting North Chestnut Street.
- The cost for stairs to be assessed will be a \$15,000.00 lump sum for stairs within the project ROW area.
- The cost for private stairs to be assessed will be a \$3,000.00 lump sum for stairs outside of the project ROW area within the assessment boundaries.
- This methodology is an attempt to assign an assessed cost that is equal to each benefited property.
- The estimated individual and total amount to be assessed is determined by the following procedure:

$$\text{Amount to be assessed} = (\text{AF} \times \$40.00) + (\text{DE} \times \$7.80) + (\text{SW} \times \$6.75) + (\text{PW} \times \$6.75) + (\text{ST} \times \$15,000.00) + (\text{PS} \times \$3,000.00)$$

Where, AF = Assessed Frontage of benefited property
 DE = Driveway Entrance area in square feet
 SW = Sidewalk area in square feet
 PW = Private Sidewalk in square feet
 ST = Stairs as a lump sum
 PS = Private Stairs as a lump sum

Total lineal footage for curb and gutter being assessed = 867.8 LF

Total square footage for driveway entrances being assessed = 709 SF

Total square footage for sidewalk being assessed = 1,192.1 SF

Total square footage for private sidewalk being assessed = 118.8 SF

Total for stairs being assessed = 1 LS

Total for private stairs being assessed = 1 LS

Total assessment cost = \$ 67,090.99

Preliminary Assessment Schedule
N. Chestnut St. Reconstruction
Prepared By: Snyder and Associates, Inc. (Proj. # - 123.0484.08)
City of Monticello, Iowa
1/16/2024

PARCEL ASSESS. NUMBER	PARCEL ID	OWNER/DEED HOLDER	PARCEL DESCRIPTION	ASSESSED VALUE	VALUE FIXED BY COUNCIL	FRONTAGE L.F.	AFFECTED FRONTAGE L.F.	DRIVEWAY ENTRANCE S.F.	SIDEWALK S.F.	PRIVATE SIDEWALK S.F.	STAIRS L.S.	PRIVATE STAIRS L.S.	PRELIMINARY ASSESSMENT AMOUNTS				
													PRIVATE IMPROVEMENT ASSESSMENT SUBTOTAL (PIAS)	TOTAL COST (INCLUDES PIAS)	ASSESSMENT	DEFICIENCY	% OF EPC
1	0221483005	Church, First Congregational 123 N Chestnut St Monticello IA 52310	R.R. ADD E 100' LOTS 425 & 426	\$ 865,300	\$ 865,300	29.7	29.7	0.0	50.8	0.0	0	0	\$ -	\$ 1,530.90	\$ 1,530.90	\$0.00	0.267%
2	0221480012	Jacobs Family Trust 205 N Chestnut St Monticello IA 52310	R.R. ADD LOTS 400 & 401; E 22' LOTS 402 & 403; & ALL ADJ VAC ALLEY	\$ 447,470	\$ 447,470	122.8	122.8	0.0	161.2	118.8	0	1	\$ 3,801.90	\$ 9,802.00	\$ 9,802.00	\$0.00	1.706%
3	0221480008	Eggers, Erich J & Lisamarie 215 N Chestnut St Monticello IA 52310	R.R. ADD LOT 399; S 1/2 LOT 398; E 15' LOT 404; E 15' S 1/2 LOT 405; & ALL ADJ VAC ALLEY	\$ 254,240	\$ 254,240	75.0	75.0	228.2	30.4	0.0	0	0	\$ -	\$ 4,985.16	\$ 4,985.16	\$0.00	0.868%
4	0221480007	Tuetken, Joseph R 221 N Chestnut St Monticello IA 52310	R. R. ADD LOT 397 & N 1/2 LOT 398; S 1/2 LOT 396; & E 1/2 ADJ VAC ALLEY	\$ 202,360	\$ 202,360	100.0	100.0	226.0	50.0	0.0	1	0	\$ -	\$ 21,100.51	\$ 21,100.51	\$0.00	3.674%
5	0221480006	Martin, Michael D & Susan M 316 W Grand St Monticello IA 52310	R.R. ADD LOT 395; N 1/2 LOT 396; & E 1/2 ADJ VAC ALLEY	\$ 151,070	\$ 151,070	79.5	79.5	0.0	316.8	0.0	0	0	\$ -	\$ 5,318.40	\$ 5,318.40	\$0.00	0.926%
6	0221476025	Batman, Michael B & Wigington, Lisa A 125 N Main St Monticello IA 52310	R.R. ADD LOTS 279-281 & E 9.5' LOTS 268-270	\$ 208,020	\$ 208,020	16.5	16.5	0.0	48.0	0.0	0	0	\$ -	\$ 984.00	\$ 984.00	\$0.00	0.171%
7	0221477005	Mcquillen, Elizabeth A & Logan 302 N Chestnut St Monticello IA 52310	R.R. ADD LOT 282	\$ 198,810	\$ 198,810	24.2	24.2	0.0	38.1	0.0	0	0	\$ -	\$ 1,225.18	\$ 1,225.18	\$0.00	0.213%
8	0221481001	Zimmerman Buildings Inc 19243 Stone Bridge Rd Monticello IA 52310	R.R. ADD LOT 394 & N 41' LOT 393	\$ 184,620	\$ 184,620	95.7	95.7	0.0	180.6	0.0	0	0	\$ -	\$ 5,047.05	\$ 5,047.05	\$0.00	0.879%
9	0221481002	Zimmerman Buildings Inc 19243 Stone Bridge Rd Monticello IA 52310	R.R. ADD LOT 392 & S 9' LOT 393 & LOT 383	\$ 29,050	\$ 29,050	59.0	59.0	254.8	44.0	0.0	0	0	\$ -	\$ 4,644.45	\$ 4,644.45	\$0.00	0.809%
10	0221481003	Bartz, Robert A III & Graziano, Angel 216 Chestnut St. Monticello IA 52310	R.R. ADD LOTS 384, 385, 390 & 391	\$ 194,690	\$ 194,690	100.0	100.0	0.0	100.6	0.0	0	0	\$ -	\$ 4,679.05	\$ 4,679.05	\$0.00	0.815%
11	0221481004	Adams, Michael L & Lisa A 218 W 2nd St Monticello IA 52310	R.R. ADD LOTS 388 & 389	\$ 243,690	\$ 243,690	129.2	129.2	0.0	125.2	0.0	0	0	\$ -	\$ 6,013.10	\$ 6,013.10	\$0.00	1.047%
12	0221484001	Erickson, Dalton R & Lambert, Lauren A 120 N Chestnut St Monticello IA 52310	R.R. ADD LOT 433	\$ 158,770	\$ 158,770	36.2	36.2	0.0	46.4	0.0	0	0	\$ -	\$ 1,761.20	\$ 1,761.20	\$0.00	0.307%
TOTALS						867.8	867.8	709.0	1,192.1	118.8	1	1	\$ 3,801.90	\$ 67,090.99	\$ 67,090.99	\$0.00	11.680%

PRELIMINARY ASSESSMENT PLAT FOR N. CHESTNUT STREET RECONSTRUCTION

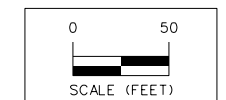


LEGEND

21 ASSESSMENT
PARCEL NUMBER

ASSESSMENT
BOUNDARY

PROPERTY
OWNER
BOUNDARY



N. CHESTNUT STREET RECONSTRUCTION

PRELIMINARY ASSESSMENT PLAT

MONTICELLO, IOWA

SNYDER & ASSOCIATES, INC.

900 BELL DRIVE S.W.
CEDAR RAPIDS, IA 52404
319-362-9394 | www.snyder-associates.com

Project No: 123.0484.08

Sheet 5

MARK	PRELIMINARY ASSESSMENT	1/16/24	C/J	DATE	BY
Engineer: C/J	Checked By: PDS	Scale: 1"=50'	Field Bk:	Pg:	
Technician: C/J	Date: 1/16/24				
Project No: 123.0484.08					Sheet 5

OPINION OF PROBABLE PROJECT COSTS



N. CHESTNUT STREET RECONSTRUCTION
 FROM W. 2ND STREET TO W. 3RD STREET
 MONTICELLO, IOWA
 123.0484.08

ITEM #	ITEM CODE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	2010-A	CLEARING AND GRUBBING	29.0	UNIT	\$ 70.00	\$ 2,030.00
2	2010-D-3	TOPSOIL, OFF-SITE	421	CY	\$ 40.00	\$ 16,830.24
3	2010-E	EXCAVATION, CLASS 10	1963	CY	\$ 13.00	\$ 25,519.00
4	2010-G	SUBGRADE PREPARATION	2235	SY	\$ 1.75	\$ 3,911.98
5	2010-H	GRANULAR STABILIZATION	186	CY	\$ 45.00	\$ 8,382.81
6	2010-I	SUBGRADE TREATMENT, GEOGRID	2235	SY	\$ 6.30	\$ 14,083.13
7	2010-J	SUBBASE, MODIFIED, 12"	2235	SY	\$ 13.00	\$ 29,060.42
8	2010-J	SUBBASE, SPECIAL BACKFILL, 4"	407	SY	\$ 6.50	\$ 2,646.30
9	2010-K-1	REMOVAL OF STRUCTURE, RETAINING WALL	2	EA	\$ 5,000.00	\$ 10,000.00
10	2010-M	COMPACTION TESTING	1	LS	\$ 2,000.00	\$ 2,000.00
11	3010-B	ROCK EXCAVATION	11	CY	\$ 80.00	\$ 880.00
12	3010-C	TRENCH FOUNDATION	28.0	TON	\$ 50.00	\$ 1,400.00
13	3010-D	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	443	CY	\$ 15.00	\$ 6,645.00
14	3010-F	TRENCH COMPACTION TESTING	1	LS	\$ 2,600.00	\$ 2,600.00
15	4040-A	SUBDRAIN, TYPE 1, SMOOTH INTERIOR, 6"	1450	LF	\$ 12.50	\$ 18,125.00
16	4040-C-1	SUBDRAIN CLEANOUT, TYPE A-2, 6"	16	EA	\$ 600.00	\$ 9,600.00
17	4040-D-1	SUBDRAIN OUTLETS AND CONNECTIONS, CONNECT TO EXISTING INTAKE, 6"	1	EA	\$ 300.00	\$ 300.00
18	4040-E	STORM SEWER SERVICE STUB, PVC, 4"	3	EA	\$ 400.00	\$ 1,200.00
19	5010-A-1	WATER MAIN, TRENCHED, PVC AWWA C900, 8"	598	LF	\$ 80.00	\$ 47,840.00
20	5010-A-2	WATER MAIN, TRENCHLESS, PVC AWWA C900, 8"	60	LF	\$ 220.00	\$ 13,200.00
21	5010-C	FITTING, 11.25 DEGREE BEND, 8"	2	EA	\$ 700.00	\$ 1,400.00
22	5010-C	FITTING, 45 DEGREE BEND, 8"	6	EA	\$ 750.00	\$ 4,500.00
23	5010-C	FITTING, 90 DEGREE BEND, 8"	1	EA	\$ 800.00	\$ 800.00
24	5010-C	FITTING, TEE, 8"X8"	1	EA	\$ 1,000.00	\$ 1,000.00
25	5010-C	FITTING, CROSS, 8"X8"	1	EA	\$ 1,000.00	\$ 1,000.00
26	5010-C	FITTING, CAP, 8"	1	EA	\$ 500.00	\$ 500.00
27	5010-C	FITTING, REDUCER	4	EA	\$ 650.00	\$ 2,600.00
28	5010-E-1	WATER SERVICE STUB, TYPE K COPPER, 1", SHORT SIDE (approx. 7ft)	3	EA	\$ 1,300.00	\$ 3,900.00
29	5010-E-2	WATER SERVICE STUB, TYPE K COPPER, 1", LONG SIDE (approx. 44ft)	2	EA	\$ 2,000.00	\$ 4,000.00
30	5010-G	WATER MAIN ABANDONMENT, FILL AND PLUG, 6"	549	LF	\$ 6.00	\$ 3,295.36
31	5010-H	WATER MAIN REMOVAL, 6"	80	LF	\$ 25.00	\$ 2,000.00
32	5020-A	VALVE, GATE, 8"	4	EA	\$ 2,500.00	\$ 10,000.00
33	5020-C	FIRE HYDRANT ASSEMBLY	2	EA	\$ 5,000.00	\$ 10,000.00
34	5020-E	FLUSHING DEVICE (BLOWOFF), 2"	2	EA	\$ 1,600.00	\$ 3,200.00
35	5020-J	FIRE HYDRANT ASSEMBLY REMOVAL	1	EA	\$ 750.00	\$ 750.00
36	5020-K	VALVE REMOVAL	1	EA	\$ 600.00	\$ 600.00
37	7010-A	PAVEMENT, PCC, 7"	2008	SY	\$ 50.00	\$ 100,391.70
38	7010-E	CURB AND GUTTER, 2.0', 7"	87	LF	\$ 30.00	\$ 2,610.00
39	7010-E	CURB AND GUTTER, 3.0', 7"	63	LF	\$ 40.00	\$ 2,520.00
40	7030-A-1	REMOVAL OF SIDEWALK	253	SY	\$ 10.00	\$ 2,527.71
41	7030-A-3	REMOVAL OF DRIVEWAY	50	SY	\$ 15.00	\$ 757.34
42	7030-E	SIDEWALK, PCC, 4"	232	SY	\$ 50.00	\$ 11,578.78
43	7030-E	SIDEWALK, PCC, 6"	97	SY	\$ 60.00	\$ 5,806.14
44	7030-G	DETECTABLE WARNING	125	SF	\$ 50.00	\$ 6,250.00
45	7030-H-1	DRIVEWAY, PAVED, PCC, 6"	79	SY	\$ 70.00	\$ 5,514.49
46	7040-A	FULL DEPTH PATCHES, HMA, 6"	235	SY	\$ 200.00	\$ 47,000.00
47	7040-H	PAVEMENT REMOVAL	610	SY	\$ 10.00	\$ 6,104.68
48	7040-999-A	REMOVAL AND SALVAGING BRICK PAVERS	14302	SF	\$ 1.10	\$ 15,732.20
49	8030-A	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
50	9010-B	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1	0.40	AC	\$ 7,500.00	\$ 3,009.22
51	9040-A-2	SWPPP MANAGEMENT	1	LS	\$ 3,000.00	\$ 3,000.00
52	9040-D-1	FILTER SOCK, 12"	1117	LF	\$ 4.00	\$ 4,468.00
53	9040-D-2	FILTER SOCKS, REMOVAL	1117	LF	\$ 1.00	\$ 1,117.00
54	9040-T-1	INLET PROTECTION DEVICE, SURFACE-APPLIED	1	EA	\$ 100.00	\$ 100.00
55	9040-T-2	INLET PROTECTION DEVICE, MAINTENANCE	1	EA	\$ 30.00	\$ 30.00
56	9070-A	MODULAR BLOCK RETAINING WALL	178	SF	\$ 35.00	\$ 6,237.81
57	9071-A	SEGMENTAL BLOCK RETAINING WALL	382	SF	\$ 45.00	\$ 17,190.00
58	9080-A	CONCRETE STEPS, TYPE A	1	LS	\$ 3,000.00	\$ 3,000.00
59	9080-999-A	CONCRETE STEPS, PER PLAN	1	LS	\$ 15,000.00	\$ 15,000.00
60	9080-B	HANDRAIL, ALUMINUM	34	LF	\$ 200.00	\$ 6,800.00
61	11020-A	MOBILIZATION	1	LS	\$ 35,000.00	\$ 35,000.00

OPINION OF PROBABLE PROJECT COSTS



N. CHESTNUT STREET RECONSTRUCTION
 FROM W. 2ND STREET TO W. 3RD STREET
 MONTICELLO, IOWA
 123.0484.08

ITEM #	ITEM CODE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
62	11030-A	MAINTENANCE OF POSTAL SERVICE	1	LS	\$ 600.00	\$ 600.00
63	11030-B	MAINTENANCE OF SOLID WASTE COLLECTION	1	LS	\$ 750.00	\$ 750.00
64	11050-A	CONCRETE WASHOUT	1	LS	\$ 500.00	\$ 500.00
BID ALTERNATE 1						
65A	2010-J	SUBBASE, MODIFIED, 12" - BID ALTERNATE 1	-689	SY	\$ 13.00	\$ (8,957.00)
66A	2010-J	SUBBASE, MODIFIED, 15" - BID ALTERNATE 1	689	SY	\$ 16.00	\$ 11,024.00
67A	7010-A	PAVEMENT, PCC, 7" - BID ALTERNATE 1	-906	SY	\$ 50.00	\$ (45,300.00)
68A	7010-E	CURB AND GUTTER, 3.0', 7" - BID ALTERNATE 1	652	LF	\$ 40.00	\$ 26,080.00
69A	7010-999-A	INSTALLATION OF SALVAGED BRICK PAVERS - BID ALTERNATE 1	6201	SF	\$ 14.60	\$ 90,534.60
BID ALTERNATE 2						
70A	0000-999-A	STREET LIGHTING - BID ALTERNATE 2	1	LS	\$ 135,000.00	\$ 135,000.00
BASE BID TOTAL:						\$ 574,394.31
BID ALTERNATE 1 TOTAL:						\$ 73,381.60
BASE BID PLUS BID ALTERNATE 1:						\$ 647,775.91
BID ALTERNATE 2 TOTAL:						\$ 135,000.00
BASE BID PLUS BID ALTERNATES 1 & 2:						\$ 782,775.91

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



Agenda Item: # 8
 Agenda Date: 01/16/2024

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:

Ordinance

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. 772

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: 1/3/2024

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. 772 on the ____ day of _____, 2024.

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 1/10/2024
Preparer: Sally Hinrichsen



Agenda Item: # 9 - 18
Agenda Date: 1/16/2024

Communication Page

Agenda Items Description: Reports

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Reports / Potential Actions:

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

City Council Meeting
Prep. Date: 01/10/2024
Preparer: Russell Farnum



Agenda Item: # 19
Agenda Date: 01/16/2024

Communication Page

Agenda Items Description: Worksession/Discussion on Budget Amendments

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

Synopsis: At the December 18 City Council meeting, the City Council passed Resolution 23-183, Approving the City’s Proposed Amendment #1 to the Fiscal Year 2023-2024 Budget, by a 5-1 vote. On December 28, Mayor Dave Goedken vetoed the Resolution.

At the January 3 City Council meeting, the resolution to overturn the Mayor’s veto did not pass by the required 2/3 majority. Instead, at least the Council did vote to schedule a new public hearing on February 19.

During Council discussion, several misstatements and comments were made that need to be clarified. Many Council members and citizens didn’t understand what the specifics of a budget amendment entail.

This memo is intended to help explain what is required for budget amendments, and answer some questions about the budget process and approval of the amendment.

Background:

Budget Amendments in General:

Cities in Iowa have to prepare their budgets generally in February/March of any given year, and the budget is effective starting July 1 of that fiscal year, and last through June 30 of the following year. In preparing the budget, Cities are using a crystal ball to project needed expenses up to 17 or 18 months in advance. Obviously, priorities can change, opportunities can arise, and issues can come up that were not anticipated when the budget was prepared.

The State, therefore, designates a process by which a budget can be amended. Chapter 24.9, paragraph 2, of the Iowa Code handles this. Specifically, it states the following (I've underlined the important parts):

2. Budget estimates adopted and certified in accordance with this chapter may be amended and increased as the need arises to permit appropriation and expenditure during the fiscal year covered by the budget of unexpended cash balances on hand at the close of the preceding fiscal year and which cash balances had not been estimated and appropriated for expenditure during the fiscal year of the budget sought to be amended, and also to permit appropriation and expenditure during the fiscal year covered by the budget of amounts of cash anticipated to be available during the year from sources other than taxation and which had not been estimated and appropriated for expenditure during the fiscal year of the budget sought to be amended. Such amendments to budget estimates may be considered and adopted at any time during the fiscal year covered by the budget sought to be amended, by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in this section.

The Iowa League of Municipalities explains this a bit better:

Due to unforeseen circumstances, cities often find that they will be spending more than originally certified or within different priority areas or programs in their budget. The budget amendment is a process the city is required to follow to obtain the authority to expend funds not previously anticipated under the original budget or subsequent amendments. Budget amendments are expenditure driven; cities are not required to file an amendment if they receive additional revenues.

City budgets may be amended for any of the following purposes:

- To permit the appropriation and expenditure of unexpended, unencumbered cash balances on hand at the end of the preceding fiscal year which had not been anticipated in the budget.*
- To permit the appropriation and expenditure of amounts anticipated to be available from sources other than property taxation, and which had not been anticipated.*
- To permit transfers from the debt service fund, the capital improvements reserve fund, the emergency fund, or other funds established by state law, to any other city fund, unless specifically prohibited by state law.*
- To permit transfers between programs within the general fund.*

Cities are only required to amend if they anticipate spending more than was budgeted in a given program.

This can be confusing on many levels. On the revenue side, the City only has to do amendments when moving money into a different program area. The City **has** to do amendments to increase expenditures in program areas that will exceed the budgeted amount, but since the revenue side may not have to be updated, they often do not “balance”, because the budget amendment only shows the expenditure side. In general, budget amendments only “balance” when moving money from one program area to another. For example, this year the City has experienced numerous accidents involving street lights – for which the City files claims against the drivers’ insurance. When paid, the City does not need to show an amendment for the revenue (the insurance money collected). But, because it is anticipated to exceed the amount that was budgeted for replacing the lights, the City needs to increase that budget

item. This makes it look like the City is spending more than it's taking in, but that is not necessarily true.

To further confuse things, the State Code mandates that the City shall use templates proscribed by the Department of Management ("DOM"). Since the DOM provides the form used, it is difficult to determine the changes in Monticello's budget, because the program areas ("Funds") aren't very clear, and the DOM doesn't use Monticello's different budget designations (e.g. "Berndes Center" in Monticello falls under the category of "Parks and Rec", which in the State DOM program areas is considered "Culture and Recreation", which also includes funding for the Library, arts, and any other cultural activity.)

Recommendation: For these reasons, the necessary budget amendments are not always readily transparent. Council input on how to show the budget updates and make these items more transparent is requested.

City Council Meeting
Prep. Date: 01/11/2024
Preparer: Russell Farnum



Agenda Item: # 20
Agenda Date: 01/16/2024

Communication Page

Agenda Items Description: Worksession on Cash Policy

Type of Action Requested: Discussion/Direction

Attachments & Enclosures:

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

Synopsis: Council asked for a worksession on a cash handling policy. The City Clerk/Treasurer and City Administrator are working a draft policy that incorporates sound business practices and the cash handling requirements that the State Auditors prefer.

Based upon Council discussion and direction the policy will be drafted and placed on a future Council agenda for adoption.

Recommendation: Council ideas, concerns, discussion and direction is recommended.

City Council Meeting
Prep. Date: 01/11/2024
Preparer: Russell Farnum



Agenda Item: # 21
Agenda Date: 01/16/2024

Communication Page

Agenda Items Description: Worksession on Grants Policy

Type of Action Requested: Discussion and Direction

Attachments & Enclosures:

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

Synopsis: Council asked for a worksession on a grant policy. The City Clerk and City Administrator have drafted a policy on grant approvals by the City Council.

Typically grants require some sort of Council resolution or approval prior to application. Council's concern is that the final grant may include obligations on the City's part that were not anticipated at the time the City applied for the grant.

The draft policy would require Council approval of the acceptance of the grant in instances that the grant would create long term obligations on the City.

Council needs to remember every grant has its own procedures, obligations and requirements. Recent grants besides the REAP grant are the Homeland Security grant for installation of a backup generator at the West Well; the USDA grant/loan for the WWTF, and the IDOT grant for speed reminder signs at the city limits.

Also, no Council members have mentioned donations or gifts, which is something the Council may also wish to address. For example, there have been many park improvements granted the City as gifts over the years. These have all created maintenance obligations on the City's part. It is something the Council may wish to also consider during this discussion.

Recommendation: Discussion and Direction is requested.

City Council Meeting
Prep. Date: 01/11/2024
Preparer: Russell Farnum



Agenda Item: # 22
Agenda Date: 01/16/2024

Communication Page

Agenda Items Description: Worksession on Use of ARPA Money

Type of Action Requested: Discussion and Direction

Attachments & Enclosures:

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

Synopsis: This Council worksession was requested by Council Member Goedken.

Recommendation: Council discussion and direction is requested.

City Council Meeting
Prep. Date: 01/11/2024
Preparer: Russell Farnum



Agenda Item: # 23
Agenda Date: 01/16/2024

Communication Page

Agenda Items Description: Worksession on Budget Schedule and possible special meetings

Type of Action Requested: Discussion and Direction

Attachments & Enclosures:

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

Synopsis: This Council worksession was on the prior agenda but skipped due to the length of the meeting. Council should discuss how to approach the budget review process and what is required or expected from Staff through that process.

I recommend the Council schedule specific Departments for each worksession, in that fashion Staff can be best prepared for the presentation of their budget on a specific date. For example:

- January 22 – Budget Overview, Revenues, Urban Renewal/TIF, Admin
- January 29 – Fire, Ambulance, Police
- February 5 – Library, Parks and Rec, Berndes Center, Aquatic Center,
- February 12 - Water, Sewer, Public Works, Road Use, Sanitation
- February 19 – remaining items/other issues/wrap up

The budget process has a bit more time this year due to the updated codes. The portion of the budget that is funded by property taxes needs to be complete by the first week in March for submission to the County for the levy notices. A public hearing on the budget is in early April, and final adoption prior to the end of April.

Recommendation: Council discussion and direction is requested.

City of Monticello Budget timeline FY 25

- Rollback released by Dept. of Revenue November 1, 2023
- Budget forms released by Dept. of Management 1st week of December 2023
- Taxable Valuations entered into DOM valuation and budget system by County Auditors January 1, 2024
- Gather budget requests from Department Heads By November 15, 2023
- Put together preliminary budget draft January 3, 2024
- Hold Budget Workshop Jan 22¹, Jan 29¹, Feb 5, Feb 12¹ & Feb 19¹
- *Additional Dates as Needed ¹Optional Special Meetings
- Set April 1, 2024 hearing date for Property Tax Levy Hearing February 5 or February 19 (Berfore March 5th)
- Create a proposed tax rate levy and set public hearing date for the proposed property tax levy; enter these items into DOM software so they can be transferred to County Auditor's Office for required mailing Not later than March 5, 2024 (Statutorily required by March 15, 2024)
- Mailing of truth-in-taxation statements is completed **by the County Auditor** March 20, 2024
- Publish/post notice of public hearing not less than 10, not more than 20 days prior to the date of the proposed levy rate public hearing March 13, 2024 or March 20, 2024 in Express (Must be published between March 12, 2024 - March 22, 2024)
- Hold Property Tax Levy Hearing - only item on agenda for this meeting April 1, 2024 @ 5:30 PM
- Set special meeting for April 22, 2024 public hearing date for the full budget adoption hearing at a second/regular meeting on April 1, 2024 **(must be separate meeting from the Property Tax Levy Hearing)** April 1, 2024 @ 6:00 PM
- Publish notice of public hearing for the full budget adoption April 3, 2024 or April 10, 2024 in Express **(Must be published between April 2, 2024 -April 12, 2024)**
- Hold special neeting or move April 15 meeting to April 22, 2024 for public hearing on budget adoption and adopt the budget April 22, 2024 (April 29, 2024 Backup, extra Monday)
- Submit budget in online system to County Auditor Not later than close of business on April 30, 2024