

City of Monticello, Iowa

www.ci.monticello.ia.us

Posted on February 8, 2024 at 5:00 p.m.

City Council Special Meeting/Work Session, February 12, 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.

Resolutions:

1. **Resolution** to approve of purchase of used Polaris Ranger 1000
2. **Resolution** to approve of purchase a Filter Media Replacement for the Aquatic Center
3. **Resolution** to approve of purchase a Pulsar Feed System for the Aquatic Center

Work Session:

4. **Work Session** – FY 2024-2025 budget
 - a. Library, Parks and Rec, Berndes Center, Aquatic Center

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: February 12, 2024 Council Meeting

Time: Feb 12, 2024 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81992916830>

Meeting ID: 819 9291 6830

One tap mobile

+16465588656,,81992916830# US (New York)

+16469313860,,81992916830# US

Dial by your location

- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 253 205 0468 US
- +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

Meeting ID: 819 9291 6830

Find your local number: <https://us02web.zoom.us/u/kb618E2yd2>

City Council Meeting
Prep. Date: 2/8/2024
Preparer: Jacob Oswald



Agenda Item: # 1-3
Agenda Date: 2/12/2024

Communication Page

Agenda Items Description: Resolutions to approve purchase of equipment for Park & Rec and Aquatic Center.

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

Synopsis:

The Parks and Recreation Department is seeking the purchase of a used UTV, to purchase a new Pulsar Precision Feed System, as well as Filter Media Replacement at the Aquatic Center

Background Information:

The Parks and Recreation Department is seeking approval to purchase a used Polaris Ranger 1000 SOHC ESP in the amount of \$13,000.

The department budgeted \$40,000 for capital equipment, \$18,000 of which was ear-marked for a UTV.

The increase in park maintenance (i.e. field prep) has resulted in a need for additional equipment in an effort to be more efficient in our day to day operations.

The Parks and Recreation Department is also seeking approval for Filter Media Replacement and a new Pulsar Feed System.

The filter system at the aquatic center needs replacement. The cylinders that filter the water have lost nearly half of their capacity of media, which has severally hindered its ability to operate efficiently. While the media is out, the replacement of the laterals is also recommended. Cost estimate for Filter Media and laterals is \$14,759.

The purchase of a 2nd Pulsar Feed System is also being requested. The aquatic center currently operates on two chlorine feeders, one of which is a Pulsar Feed System. The ‘other’ feeder is roughly 10 years old and has caused several issues the last few years, primarily clogging up and not feeding the pool chlorine. The new feeder has a cost estimate of \$6,995.

The capital equipment line within the Aquatic Center has \$22,000 to cover the cost of these two requests.

Staff Recommendation:

A motion to approve is item is recommended.

The City of Monticello, Iowa

RESOLUTION #

To approve of purchase of used Polaris Ranger 1000

WHEREAS, the Park & Rec Department budgeted \$18,000.00 to purchase of an UTV, and

WHEREAS, the Park & Rec Director has located a used Polaris Ranger 1000 SOHC ESP for \$13,000.00 from Kromminga Motors, Inc., and

WHEREAS, the Park & Rec Department has taken over the baseball/softball program from the MYBSA, which has increased the park maintenance (i.e. field prep), and has resulted in a need for additional equipment in an effort to be more efficient in our day-to-day operations, and

WHEREAS, the Park & Rec Director recommends that the City proceed with the purchase of the Polaris Ranger 1000 SOHC ESP, and

WHEREAS, the council finds the proposed equipment and pricing to be appropriate and, therefore, finds that the equipment as indicated and as recommended by the Park & Rec Director should be purchased.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the purchase of the Polaris Ranger 1000 SOHC ESP from Kromminga Motors Inc.

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 12th day of February, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

The City of Monticello, Iowa

RESOLUTION #

To approve of purchase a Filter Media Replacement for the Aquatic Center

WHEREAS, the filter system at the aquatic center needs replacement. The cylinders that filter the water have lost nearly half of their capacity of media, which has severally hindered its ability to operate efficiently. While the media is out, the replacement of the laterals is also recommended, and

WHEREAS, the Park & Rec Director has received a cost estimate of \$14,759.00 for the Filter Media and laterals from Carrico Aquatic Resources Inc., and

WHEREAS, the Park & Rec Director recommends that the City proceed with the purchase of the Filter Media and laterals, and

WHEREAS, the council finds the proposed equipment and pricing to be appropriate and, therefore, finds that the equipment as indicated and as recommended by the Park & Rec Director should be purchased.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the purchase of the Filter Media and laterals for the Aquatic Center from Carrico Aquatic Resources Inc.

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 12th day of February, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

The City of Monticello, Iowa

RESOLUTION #

To approve of purchase a Pulsar Feed System for the Aquatic Center

WHEREAS, the aquatic center currently operates on two chlorine feeders, one of which is a Pulsar Feed System. The 'other' feeder is roughly 10 years old and has caused several issues the last few years, primarily clogging up and not feeding the pool chlorine, and

WHEREAS, the Park & Rec Director has received a cost estimate of \$6,995.00 for the Pulsar Feed System from Carrico Aquatic Resources Inc., and

WHEREAS, the Park & Rec Director recommends that the City proceed with the purchase of the Pulsar Feed System, and

WHEREAS, the council finds the proposed equipment and pricing to be appropriate and, therefore, finds that the equipment as indicated and as recommended by the Park & Rec Director should be purchased.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the purchase of the Pulsar Feed System for the Aquatic Center from Carrico Aquatic Resources Inc..

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 12th day of February, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer



We don't build pools,

We make built pools operate as designed.

420 Rock Island Road • Oelwein, IA 50662

Office: 800.832.7147
www.carricoaquatics.com

October 31, 2023

Mr. Jacob Oswald
City of Monticello
766 North Maple Street
Monticello, Iowa 52310

RE: Pulsar Precision Feed System

Dear Jacob,

Thank you for allowing Carrico Aquatic Resources, Inc. the opportunity to work with the City of Monticello and provide you with a proposal for a Pulsar Precision Feed System.

Pulsar Precision Feed System:

- (1) Pulsar Precision Calcium Hypochlorite Feed System with booster pump
- Installation, start-up, and operator training
- Shipping

Your total investment for the above listed is six thousand nine hundred ninety-five and no/100 dollars (\$6,995.00).

Please note that the City is responsible for providing all required electrical connections.

Terms for this sale are:

- Prices are firm for 30 days from date of this proposal.
- Terms of payment requested is 30 days from the date of our invoice.
- Past due accounts will be charged a late fee of 1.5% per month.
- This price does not include taxes or any permits, if applicable.

If you have any questions, please feel free to contact our office toll free at 800-832-7147. If you find this proposal acceptable, please indicate below and email a signed copy to david@carricoaquatics.com.

Thank you,

Dave Peters
Account Manager
Carrico Aquatic Resources, Inc.

ACCEPTANCE OF PROPOSAL

Accepted by: _____ Date: _____ P.O.# _____



We don't build pools,

We make built pools operate as designed.

420 Rock Island Road • Oelwein, IA 50662

Office: 800.832.7147
www.carricoaquatics.com

October 30, 2023

Mr. Jacob Oswald
City of Monticello
766 North Maple Street
Monticello, Iowa 52310

RE: Filter Media Replacement

Dear Jacob,

Thank you for allowing Carrico Aquatic Resources, Inc. the opportunity to work with the City of Monticello and provide you with a proposal for replacing your filter media.

Filter Media Replacement:

- (170) Bags of AFM Filter Media
- (2) Manway Gaskets
- (84) Laterals
- Installation

Your total investment for the above listed is fourteen thousand seven hundred fifty-nine and no/100 dollars (\$14,759.00) plus shipping which is estimated at nine hundred fifty and no/100 dollars (\$950.00).

Please note that the City has agreed to provide a forklift to unload the AFM. The removal and disposal of the existing filter media is the responsibility of the City.

Terms for this sale are:

- Prices are firm for 30 days from date of this proposal.
- Terms of payment requested is 30 days from the date of our invoice.
- Past due accounts will be charged a late fee of 1.5% per month.
- This price does not include taxes, shipping, or any permits, if applicable.

If you have any questions, please feel free to contact our office toll free at 800-832-7147. If you find this proposal acceptable, please indicate below and email a signed copy to david@carricoaquatics.com.

Thank you,

Dave Peters
Account Manager
Carrico Aquatic Resources, Inc.

ACCEPTANCE OF PROPOSAL

Accepted by: _____ Date: _____ P.O.# _____

Retail Purchase Order

Date _____

KROMMINGA MOTORS, INC.
1810 S Main St Monticello, Iowa 52310

Phone 319-465-5443

Fax 319-465-4688

CITY OF MONTICELLO

Customer's Name _____ Phone No. _____

Street Address _____ Town _____ County _____ State _____ Zip _____

Year	Make	Description	VIN/Serial No.	Cash Price
USED	POLARIS	RANGER 1000 SOHC EPS	4XATAE99XN8006428	\$ 13,000.00
2022		RED		

SAFETY FRAME (ROPS) RECOMMENDED ON TRACTORS. PURCHASER MUST CHECK BOX IF ROPS REJECTED.
 This item(s) described on this invoice are being purchased by the undersigned Iowa resident who is doing business as a Farmer Wholesaler Retailer (Permit # _____) as a tax exempt purchase for the following reason: Resale Qualifying Farm Machinery Qualifying replacement parts. Under penalty of perjury I swear that the information on this invoice is true and correct.

Signature _____ Date _____

BILL OF SALE FOR PROPERTY TAKEN IN TRADE

For value received I/we hereby bargain and sell, grant and deliver to Dealer named above.

Qty.	Description and Serial No.	Amount	Cash Price	\$	13,000.00
			Trade In	\$	-
			Balance	\$	13,000.00
			Sales Tax	\$	-
			Total	\$	13,000.00
			Down Payment	\$	-
			BALANCE DUE	\$	13,000.00

I/we hereby certify that there is no lien, claim, debt mortgage, or encumbrance of any kind, nature or description against the property listed above now existing, of record or otherwise, and that same is free and clear and is my/our sole and absolute property.

PURCHASER'S REQUEST TO PROVIDE FINANCING

(To be completed only if financing provided by Kromminga Motors, Inc.)

The purchaser understands that the above Retail Purchase Order is on a cash price basis. The dealer will, however attempt to provide financing for such purchase if purchaser so requests, pursuant to a separate finance contract on mutually acceptable terms, subject to normal credit qualifications. **THE PURCHASER'S SIGNATURE AT THE BOTTOM OF THIS PARAGRAPH ACKNOWLEDGES THAT THE PURCHASER HAS REQUESTED THE DEALER TO PROVIDE SUCH FINANCING.**

Signature of Purchaser _____

Purchaser has read all of the provisions of this Retail Purchase Order, including the reference to warranty, as printed on forms 220191 for Tractors and Equipment and 220084 for Consumer Products. Purchaser agrees that all such provisions are part of this Order and that this order supersedes any prior agreement and is the complete and exclusive agreement on the subject matters covered by this Order. Purchaser's signature hereto acknowledges that he/she has received and read a copy of the applicable warranty. **THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER'S AUTHORIZED REPRESENTATIVE, IN THE CASE OF A TIME SALE, THE DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL A FINANCE SOURCE AGREES TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PURCHASER AND THE DEALER BASED ON THIS ORDER.** Purchaser certifies he/she is of majority age and has received a true copy of this Order.

Purchaser's Signature / Date _____ Authorized Dealer Representative / Date _____

City Council Meeting
Prep. Date: 02/07/2024
Preparer: Russell Farnum



Agenda Item: # 4
Agenda Date: 02/12/2024

Communication Page

Agenda Items Description: Summary of MYBSA and Aquatic Center operations costs

Type of Action Requested: Discussion and Direction

Attachments & Enclosures:

None

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

At the January 29 budget work session I promised to provide the results of the MYBSA and Aquatic Center “snapshot” for the Council at the Parks and Rec budget work session.

MYBSA

For the MYBSA tournaments, the following revenues and expenses were logged:

Revenues

Registrations	\$ 32,925.00
Concession Sales	\$ 16,962.70
MYBSA Donations	\$ 898.98*
Total Revenues	\$ 50,786.68

Expenses

Awards/Medals	\$ 1,263.20
Umpire Fees	\$ 10,590.00
Field Prep & Eqp't	\$ 9,500.00 **
Refunds	\$ 4,150.00 ***
Concession supplies	\$ 10,597.38
Total Expenses	\$ 36,100.58

* MYBSA/Monticello Foundation reimbursed costs of Blackstone grill (\$398.98) and a pallet of line chalk (which is a 2-3 year supply) at \$500
 ** Paid \$4,000 for the purchase of the field groomer and trailer (one payment of three); \$4,000 to Mike Schemmel to clean, level, strip and prep all of the fields at the beginning of the season, \$1,000 rental on the School District fields for the year per the agreement, and \$500 for the line chalk
 *** Refunds were only issued for cancellations, May 14 tournament was cancelled due to weather and June 11, 11u group tournament was cancelled due to lack of participants

Overall, this shows net proceeds of just over \$14,000, not including parks and rec staff time (which was not logged separately). Staff time is hard to attribute because the field mowing, grooming, and other work is also benefitting our local little/baseball/softball leagues that play on the fields as well.

Hourly, the combined wage rate of Jacob, Kegan and 2 part time summer helpers is right about \$80. If staff time were logged at this rate, it would require 175 hours *each* of staff time to negate those proceeds. Even then, we would still have prepared an event that served 3,240 participants and brought hundreds more people into town over the span of 4 weekends.

Aquatic Center

The aquatic center operations run primarily April through September, so it is difficult to attribute the full costs and revenues in the budget document, which runs July 1 through June 30. To make that easier, I ran several reports for calendar year 2023, so Council could review one full summer.

In the summer of 2023, the Aquatic Center had the following expenses (numbers rounded):

Employee Wages	\$ 74,297 (includes training/cert/expenses)
Repair & Maint	\$ 21,604 (includes supplies and chemicals)
Utilities	\$ 20,456 (power and gas)
Insurance	\$ 10,842
Candy Shack	\$ 8,353
Professional Fees	\$ 5,712
Taxes, ads, postage	\$ 5,020
Swim Team	\$ 1,629
Refunds	<u>\$ 600</u>
Total	\$148,513

In the same period the Aquatic Center had the following revenues:

Pool Lessons	\$ 19,590
Pool Passes	\$ 22,689
Daily/Parties	\$ 32,003
Candy Shack	\$ 19,317*
Swim Team	<u>\$ 2,110</u>
Total	\$ 95,709

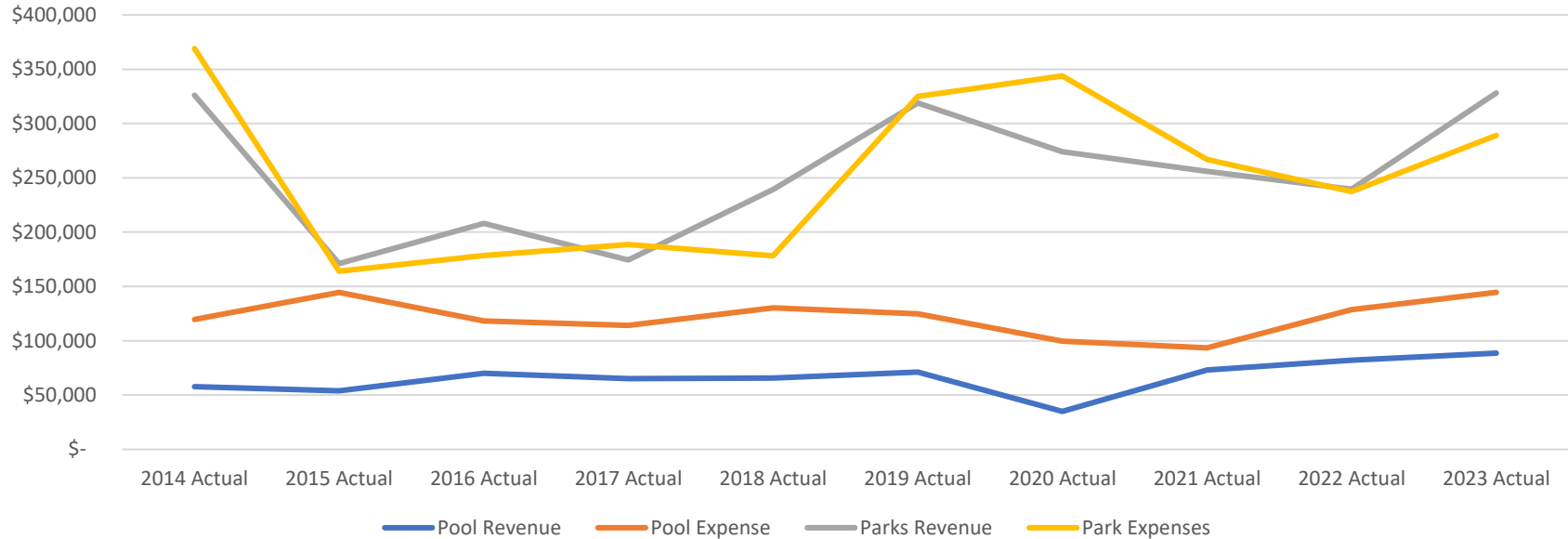
*Revenues were down due to lack of availability of the two most popular snacks: Bosco (bread) sticks and Laffy Taffy

The net cost to operate the pool was \$52,804, or about 440 dollars per day.

The addition of a pool manager this past season was a big improvement. With baseball, softball and many other summer activities, the Parks Director and Recreation Coordinator are well-occupied away from the pool. It is VERY helpful to have an adult “on duty” at the pool, to do the scheduling and make sure our young staff stays on-task. It also helps immensely to reduce client complaints and minimize disruptions that could take lifeguard attention away from their duties. Lastly, it helps with assuring good sanitation and providing better accounting and inventory control in the candy shack.

Council questions or comments are welcome.

Park and Aquatic Center Revenue and Expenses 10-year history



	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual
Pool Revenue	\$ 57,782	\$ 53,931	\$ 69,975	\$ 65,208	\$ 65,733	\$ 71,145	\$ 34,917	\$ 73,144	\$ 82,125	\$ 88,588
Pool Expense	\$ 119,557	\$ 144,432	\$ 118,237	\$ 114,170	\$ 130,390	\$ 124,844	\$ 99,735	\$ 93,444	\$ 128,593	\$ 144,556
Parks Revenue	\$ 326,018	\$ 171,033	\$ 208,169	\$ 174,233	\$ 239,270	\$ 318,989	\$ 274,161	\$ 256,078	\$ 239,634	\$ 328,134
Park Expenses	\$ 369,018	\$ 164,023	\$ 178,502	\$ 188,503	\$ 178,062	\$ 324,881	\$ 343,940	\$ 267,017	\$ 237,296	\$ 289,215

Parks and Pool Expenses Actual v Budgeted

