

# City of Monticello, Iowa

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Posted on February 15, 2019 at 12:00 p.m.

Monticello City Council Regular Meeting February 18, 2019 @ 6:00 p.m.

Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, Monticello, Iowa

<b>Mayor:</b>	Brian Wolken	<b>City Administrator:</b>	Doug Herman
<b>City Council:</b>		<b>Staff:</b>	
<b>At Large:</b>	Dave Goedken	<b>City Clerk/Treas.:</b>	Sally Hinrichsen
<b>At Large:</b>	Brenda Hanken	<b>Public Works Dir.:</b>	Brant LaGrange
<b>Ward #1:</b>	Rob Paulson	<b>City Engineer:</b>	Patrick Schwickerath
<b>Ward #2:</b>	Johnny Russ, Mayor Pro Tem	<b>Police Chief:</b>	Britt Smith
<b>Ward #3:</b>	Chris Lux	<b>Ambulance Dir.:</b>	Dawn Brus
<b>Ward #4:</b>	Tom Yeoman		

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

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

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

<b>Approval</b> of Council Mtg. Minutes	February	04, 2019
<b>Approval</b> of Payroll	February	07, 2019
<b>Approval</b> of Bill List		
<b>Approval</b> of Treasurer's Report for January, 2019		
<b>Approving</b> appointment of Butch Pratt to Planning & Zoning / Board of Adjustment and accepting the resignation of Bud Johnson.		
<b>Approving</b> 2019 Fire Department Roster		
<b>Approving</b> appointment of Sally Hinrichsen City Clerk/Treasurer for FY '20		
<b>Approving</b> appointment of Police Chief Britt Smith for FY '20		

## Public Hearings:

1. **Public Hearing** on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,700,000

**Motions:** None

## Resolutions:

2. **Resolution** taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and providing for the levy of taxes to pay the same.

3. **Resolution** approving investment in Maquoketa River Watershed Management Authority in the amount of \$3,796
4. **Resolution** to approve standard Tax Abatement on Commercial Real Estate located at 901 N. Cedar Street, Monticello, Iowa.
5. **Resolution** to approve payment of 3<sup>rd</sup> Year Local Match to Keep Iowa Beautiful/Hometown Pride Meeting.
6. **Resolution** to approve Plat of Survey to Auditor's Parcel 2019-09 and 2019-10. (Two-Mile Jurisdiction)
7. **Resolution** to acknowledge Library Wage Increases for FY '20.
8. **Resolution** to approve Pole Sign request of Monticello Family Dentistry

**Ordinances:** None

**Reports / Potential Action:**

- 2020 Census Report/Update (Sally Hinrichsen)
- Engineer Report
- Administrator Report

**Closed Session:**

- **Closed Session** to discuss strategy with counsel in matters where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

**Break**

**Goal Setting:**

City Council Goal Setting Work Session

**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.

Regular Council Meeting – Official  
February 4, 2019 – 6:00 P.M.  
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Brenda Hanken, Rob Paulson, Chris Lux and Tom Yeoman. Also present were City Administrator Doug Herman, City Clerk Sally Hinrichsen, Police Chief Britt Smith and City Engineers Patrick Schwickerath & AJ Barry. Council member Johnny Russ was absent.

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

During Open Forum, Brenda Hanken questioned when City Code Book would be available on City Web Page. Herman stated he is working on review, but Code is very thick and wants to get through it all as part of the update before Iowa Codification completes the project.

Lux moved to approve the consent agenda, Goedken seconded, roll call unanimous.

Herman reviewed the proposed bonding for the N. Sycamore Street Reconstruction Project that has a projected cost of approximately \$2.5 million. Herman explained that period lighting costs would be paid for out of the Road Use budget if the Council chose to go that route. Goedken moved to approve Resolution #19-13 setting the date for public hearing on proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,700,000, Lux seconded, roll call unanimous. Hearing will be held on February 18, 2019 at 6:00 PM.

Herman reported that Orbis acquired land between their facility and 11<sup>th</sup> Street and installed a water through the parcel to 11<sup>th</sup> Street that ties into Plastic Lane. Orbis has requested grant payments from the City to cover the costs of the water main installation but not land acquisition or project design. In return Orbis will dedicate the main to the City and will grant easements to the City to access, maintain, repair and replace both the new water main and an existing sewer main. Orbis will also grant drainage way easements over their property related to storm water flow from Plastic Lane to 11<sup>th</sup> Street. Goedken moved to approve Resolution #19-14 preliminarily approving a Development Agreement, as amended, between the City of Monticello and the Menasha Corporation, a/k/a/ Orbis, and scheduling a Public Hearing on the proposed agreement, Yeoman seconded, roll call unanimous. Hearing will be held on March 4, 2019 at 6:00 PM.

Herman proposed to amend the Urban Renewal Plan adding the N. Sycamore Street Reconstruction Project as an eligible project for the use of incremental property taxes or TIF. The project debt has been setup with 60% of total payments to be covered with TIF proceeds and 40% covered by Debt Service. Goedken moved to approve Resolution #19-15 Scheduling Public Hearing on proposed Amendments to the Monticello Urban Renewal Plan, Lux seconded, roll call unanimous. Hearing will be held on March 4, 2019 at 6:00 PM.

Goedken moved to approve Resolution #19-16 Scheduling Public Hearing on proposed plans, specifications, form of contract and estimate of cost for the 2019 N. Sycamore Street Reconstruction Project, and the taking of bids thereof, Yeoman seconded, roll call unanimous. Bids will be accepted on or before March 12, 2019 at 11:00 AM and the Hearing will be held on

March 18, 2019 at 6:00 PM. Schwickerath reported they would advertise or post the project on the contractor's plan room website and statewide services site. City Clerk's Office will post on the City website.

Herman reviewed the three bids received for the N. Sycamore Street tree removal project, with low bidder being Randy Muller Tree Service in the amount of \$36,250. Herman stated Muller was notified not to proceed until after notified by City Staff and the bid is awards to contractor for the street reconstruction project. Goedken moved to approve Resolution #19-17 Accepting bids for Tree Removal within the N. Sycamore Street Reconstruction Project Scope and awarding bid to Randy Muller Tree Service, Lux seconded, roll call unanimous.

Mayor Wolken suggested waiving the third reading of the proposed ordinance authorizing Golf Cart /UTV operation within City Limits that was drafted after the County passed an ATV / UTV Ordinance in an effort to create some consistency between the Ordinances. There have been no objections to the Ordinance and its' passage would address many questions people are posing and would put people on notice that they no longer need to register their UTV's with the Monticello Police Dpt. as has been the past practice. Goedken moved to suspend the rule requiring three separate readings of an ordinance and that Ordinance #724 amending Chapter 81 "Golf Carts and UTV's" by deleting the current Chapter in its' entirety and replacing it with the following provisions, said Chapter 81 as amended providing provisions related to the legal operation of "Golf Carts" and "Off-Highway Vehicles" within City Limits, be considered placed upon its final passage and adopted, Lux seconded, roll call unanimous.

Herman reported on the City Park Water Fountain located at the City Park. Fair Officials have suggested that the fountain is no longer used or working and should be removed. They have offered to remove it and to perform additional improvements at their cost. Herman will contact Fair Officials to get their proposal in writing. The Council seemed amenable to this request and the item will be on the next agenda for consideration.

Herman reported that he published notices of the suit against Al Hughes. Hughes has now offered to sign the Deed, that he has refused to sign for over a year, with the condition that the lawsuit the City filed to force him to sign it be dismissed. Herman estimated that the City has incurred \$500 in expenses plus his time to file the lawsuit. After discussion, consensus of Council was to wait until next meeting to determine the appropriate next steps.

Herman updated the Council on Dave Lumpa's suit against the City, explaining that the Court dismiss Lumpa's actions as he failed to state a claim for which relief could be granted. Lumpa was ordered to pay court costs. The City will have expense associated with Attorney's Fees as part of the City's insurance policy deductible.

Herman reported that Brant LaGrange has resigned effective March 1<sup>st</sup> and that the City will be seeking applications to fill his position.

Mayor Wolken reported that Johnny Russ has been placed on the Fireman's roster and will be attending Firefighter's training in February and March and will not, therefore, be able to attend the Council meetings. Russ has expressed his intent to resign his Council seat for Ward 2, but

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will remain on at this time while the Council looks for a replacement. Council asked residents from Ward 2 to contact Clerk's Office if interested in serving.

Herman reviewed the proposed budget highlights. Herman will meet with any Council Members on Saturday February 9<sup>th</sup> from 8:00 AM to Noon if they want to review the budget in more detail. Hanken stated that she felt Chief Smith deserved a raise. Goedken moved to approve Resolution #19-18 Scheduling Public Hearing on the City of Monticello 2019/2020 Fiscal Year budget for March 4, 2019 at 6:00 p.m., Lux seconded, roll call unanimous.

Paulson moved to adjourn at 7:33 P.M.

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Brian Wolken, Mayor

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Sally Hinrichsen, City Clerk

# PAYROLL - FEBRUARY 14, 2019

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>Jan. 28 - Feb. 10, 2019</b>				
Evan Barry	\$ 191.50	\$ -	0.00	0.00	\$ 162.81
Jeremy Bell	459.60	-	0.00	0.00	356.93
Brian Brcnemann	114.24	-	0.00	0.00	97.72
Carter Bronemann	1,480.50	-	0.00	0.00	1,050.86
Dawn Brus	990.00	-	0.00	0.00	730.13
Drew Haag	283.68	-	0.00	0.00	239.66
Jessica Heasty	21.12	-	0.00	0.00	18.06
Ben Hein	72.00	-	0.00	0.00	61.60
Mary Intlekofer	1,860.60	-	0.00	25.13	1,252.50
Brandon Kent	1,943.66	83.06	0.00	0.00	1,272.14
Jim Luensman	675.58	-	0.00	0.00	511.33
Lori Lynch	1,860.60	-	0.00	0.00	1,236.80
Dave McNeill	146.40	-	0.00	0.00	125.23
Mandy Norton	136.00	-	0.00	0.00	116.34
Shelly Searles	1,927.05	66.45	0.00	0.00	1,332.50
Sabrina Strella	24.00	-	0.00	0.00	20.53
Brenda Surom	609.13	-	0.00	0.00	456.00
Chris Szymanowski	1,522.80	-	0.00	0.00	1,160.09
<b>TOTAL AMBULANCE</b>	<b>\$ 14,318.46</b>	<b>\$ 149.51</b>	<b>0.00</b>	<b>25.13</b>	<b>\$ 10,201.23</b>
<b>CEMETERY</b>	<b>Jan. 26 - Feb. 8, 2019</b>				
Dan McDonald	\$ 1,608.00	\$ -	0.00	0.00	\$ 1,145.69
<b>TOTAL CEMETERY</b>	<b>\$ 1,608.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,145.69</b>
<b>CITY HALL</b>	<b>Jan. 27 - Feb. 9, 2019</b>				
Cheryl Clark	\$ 1,643.67	\$ 7.67	0.00	17.38	\$ 1,091.46
Doug Herman	3,720.71	-	0.00	0.00	2,685.82
Sally Hinrichsen	2,427.38	-	0.00	0.00	1,624.60
Nanci Tuel	1,396.00	-	0.00	0.00	921.32
<b>TOTAL CITY HALL</b>	<b>\$ 9,187.76</b>	<b>\$ 7.67</b>	<b>0.00</b>	<b>17.38</b>	<b>\$ 6,323.20</b>
<b>FIRE</b>					
Drew Haag	\$ 100.00	\$ -	0.00	0.00	\$ 85.54
Nick Kahler	60.00	-	0.00	0.00	51.32
Don McCarthy	125.00	-	0.00	0.00	106.93
Billy Norton	100.00	-	0.00	0.00	85.54
<b>TOTAL FIRE</b>	<b>\$ 385.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 329.33</b>
<b>LIBRARY</b>	<b>Jan. 28 - Feb. 10, 2019</b>				
Molli Hunter	\$ 243.38	\$ -	0.00	0.00	\$ 207.45
Penny Schmit	1,000.00	-	0.00	0.00	734.68
Madonna Thoma-Kremer	920.01	-	0.00	0.00	569.61
Michelle Turnis	1,538.46	-	0.00	0.00	977.46
<b>TOTAL LIBRARY</b>	<b>\$ 3,701.85</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,489.20</b>
<b>MBC</b>	<b>Jan. 28 - Feb. 10, 2019</b>				
Jacob Oswald	\$ 1,846.15	\$ -	0.00	0.00	\$ 1,390.97
Shannon Poe	1,538.46	-	0.00	0.00	1,100.90
<b>TOTAL MBC</b>	<b>\$ 3,384.61</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,491.87</b>

# PAYROLL - FEBRUARY 14, 2019

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>POLICE</b>	<b>Jan. 28 - Feb. 10, 2019</b>				
Peter Fleming	\$ 1,923.17	\$ 72.53	0.00	0.00	\$ 1,366.23
Dawn Graver	2,014.80	-	0.00	0.00	1,443.22
Erik Honda	1,914.36	-	0.00	10.00	1,431.23
Jordan Koos	2,201.46	-	0.00	24.00	1,597.31
Britt Smith	2,504.65	-	0.00	0.00	1,834.15
Madonna Staner	1,450.41	-	0.00	0.00	1,097.50
Brian Tate	2,109.24	-	0.00	0.00	1,446.24
Robert Urbain	1,509.60	-	0.00	0.00	1,110.88
<b>TOTAL POLICE</b>	<b>\$ 15,627.69</b>	<b>\$ 72.53</b>	<b>0.00</b>	<b>34.00</b>	<b>\$ 11,326.76</b>
<b>ROAD USE</b>	<b>Jan. 26 - Feb. 8, 2019</b>				
Billy Norton	\$ 552.75	\$ -	0.00	0.00	\$ 463.70
Wayne Yousse	1,608.00	-	36.37	103.50	1,097.94
<b>TOTAL ROAD USE</b>	<b>\$ 2,160.75</b>	<b>\$ -</b>	<b>36.37</b>	<b>103.50</b>	<b>\$ 1,561.64</b>
<b>SANITATION</b>	<b>Jan. 26 - Feb. 8, 2019</b>				
Michael Boyson	\$ 2,178.00	\$ 594.00	0.00	0.00	\$ 1,531.79
Nick Kahler	2,211.00	603.00	0.00	0.00	1,597.33
<b>TOTAL SANITATION</b>	<b>\$ 4,389.00</b>	<b>\$ 1,197.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 3,129.12</b>
<b>SEWER</b>	<b>Jan. 26 - Feb. 8, 2019</b>				
Tim Schultz	\$ 1,808.74	\$ 140.74	0.00	19.50	\$ 1,248.70
Jim Tjaden	1,936.00	-	0.00	0.00	1,393.15
<b>TOTAL SEWER</b>	<b>\$ 3,744.74</b>	<b>\$ 140.74</b>	<b>0.00</b>	<b>19.50</b>	<b>\$ 2,641.85</b>
<b>WATER</b>	<b>Jan. 26 - Feb. 8, 2019</b>				
Brant LaGrange	\$ 2,070.89	\$ -	0.00	0.00	\$ 1,331.07
Daniel Pike	784.00	-	0.00	0.00	589.55
<b>TOTAL WATER</b>	<b>\$ 2,854.89</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,920.62</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 61,362.75</b>	<b>\$ 1,567.45</b>	<b>36.37</b>	<b>199.51</b>	<b>\$ 43,560.51</b>

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
<b>ACCOUNTS PAYABLE CLAIMS</b>				
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	GENERAL			
	POLICE DEPARTMENT			
KONICA MINOLTA BUSINESS	PD OFFICE SUPPLIES	86.71		
MCALEER WATER CONDITIONING INC	PD SOFTENER SALT	13.70		
MONTICELLO COMM SCHOOL DISTRCT	PD FUEL	543.73		
TCM BANK NA	PD AVAST RENEWAL	380.87		
TRI COUNTY PROPANE LLC	PD FUEL	44.88		
U.S. CELLULAR	PD CELL PHONES	165.37		
		=====		
	POLICE DEPARTMENT	1,235.26		
	STREET LIGHTS			
ALLIANT ENERGY-IES	416 E SECOND STREETLIGHTS	159.43		
CRESCENT ELECTRIC SUPPLY CO.	STREET LIGHT FIXTURES	13,340.00		
		=====		
	STREET LIGHTS	13,499.43		
	CEMETERY			
BOSS OFFICE SUPPLIES & SYS INC	CEMETERY SUPPLIES	2.79		
CINTAS CORPORATION	OSHA SUPPLIES	6.15		
HUGHES GARAGE & AUTO SALES LLC	CEMETERY VEHICLE REPAIR/MAINT	535.00		
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	42.93		
MONTICELLO COMM SCHOOL DISTRCT	CEMETERY FUEL	249.63		
TRI COUNTY PROPANE LLC	CEMETERY UTILITIES	300.72		
		=====		
	CEMETERY	1,137.22		
	SOLDIER'S MEMORIAL BOARD			
MEDIACOM	SLDR MEM TELEPHONE	25.51		
NEXT GENERATION PLBG & HTG LLC	SLDR MEM BLDG REPAIR/MAINT	129.28		
		=====		
	SOLDIER'S MEMORIAL BOARD	154.79		
	ATTORNEY			
LEXISNEXIS	ATTORNEY RESEARCH	76.32		
		=====		
	ATTORNEY	76.32		
	CITY HALL/GENERAL BLDGS			
AMSTERDAM PRINTING AND LITHO	CH OFFICE SUPPLIES	238.51		
BAILING OUT BENJI	OPEN RECORDS REFUND	190.37		
CRESCENT ELECTRIC SUPPLY CO.	CH BOLLARDS	4,920.00		
IMFOA	CH DUES - HINRICHSEN	100.00		



**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
INFRASTRUCTURE TECHNOLOGY	CH OPEN RECORDS REQUEST	850.80		
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES	68.42		
KONICA MINOLTA BUSINESS	COPIER MAINTENANCE	330.77		
LASLEY ELECTRIC LLC	CH BUILDING REPAIR/MAINT	194.29		
MEDIACOM	CH TELEPHONE	161.53		
MONTICELLO EXPRESS INC	CH ADVERTISING	418.35		
MONTICELLO FIRE ASSOCIATION	FIREWORKS DONATION	2,600.00		
NEXT GENERATION PLBG & HTG LLC	CH BLDG REPAIR/MAINT	387.84		
		=====		
	CITY HALL/GENERAL BLDGS	10,460.88		
		=====		
	GENERAL	26,563.90		
		=====		
	MONTICELLO BERNDES CENTER			
	PARKS			
ALLIANT ENERGY-IES	MBC ELECTRIC	893.40		
BOSS OFFICE SUPPLIES & SYS INC	MBC OFFICE SUPPLIES	28.54		
JONES COUNTY DAIRY BOARD	MBC DAMAGE DEPOSIT REFUND	200.00		
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	45.18		
MONTICELLO EXPRESS INC	MBC ADVERTISING	642.00		
NEXT GENERATION PLBG & HTG LLC	MBC BLDG REPAIR/MAINT	495.00		
NELS PETERSEN	MBC DAMAGE DEPOSIT REFUND	200.00		
TCM BANK NA	MBC OFFICE SUPPLIES	252.71		
RYAN TOENJES	MBC CONCESSIONS	200.00		
		=====		
	PARKS	2,956.83		
		=====		
	MONTICELLO BERNDES CENTER	2,956.83		
	FIRE			
	FIRE			
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	114.89		
MUNICIPAL SUPPLY INC	FIRE BOOTS	199.95		
		=====		
	FIRE	314.84		
		=====		
	FIRE	314.84		
		=====		
	AMBULANCE			
	AMBULANCE			
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	180.45		
DAWN BRUS	AMB EQUIP REPAIR/MAINT	16.03		
MCALEER WATER CONDITIONING INC	AMB SOFTENER SALT	13.70		
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	316.75		
TCM BANK NA	AMB EQUIP REPAIR/MAINT	31.27		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
U.S. CELLULAR	AMB CELL PHONES	68.12		
	AMBULANCE	626.32		
	AMBULANCE	626.32		
	HOTEL/MOTEL TAX			
	HOTEL/MOTEL			
MONTICELLO CHAMBER OF COMMERCE	CHAMBER DUES	550.00		
	HOTEL/MOTEL	550.00		
	HOTEL/MOTEL TAX	550.00		
	LIBRARY IMPROVEMENT			
	LIBRARY			
SITLER'S SUPPLIES INC	LIB IMP CAPITAL EQUIPMENT	974.17		
TCM BANK NA	LIB IMP BOOKS	251.91		
	LIBRARY	1,226.08		
	LIBRARY IMPROVEMENT	1,226.08		
	LIBRARY			
	LIBRARY			
BAKER & TAYLOR BOOKS	LIB BOOKS	110.75		
CULLIGAN TOTAL WATER	LIB BUILDING SUPPLIES	12.41		
IOWA LIBRARY ASSOCIATION	LIB MEMBERSHIP RENEWAL	80.00		
KONICA MINOLTA BUSINESS	COPIER MAINTENANCE	191.11		
MEDIACOM	LIB TELEPHONE	119.02		
MICRO MARKETING LLC	LIB BOOKS	386.88		
OVERDRIVE	LIB BOOKS	2.69		
SITLER'S SUPPLIES INC	LIB MAJOR BLDG REPAIRS	3,500.00		
TCM BANK NA	LIB BOOKS	222.58		
	LIBRARY	4,625.44		
	LIBRARY	4,625.44		
	AIRPORT			
	AIRPORT			
MONTICELLO COMM SCHOOL DISTRCT	AIRPORT FUEL	293.56		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	AIRPORT	293.56		
	AIRPORT	293.56		
	ROAD USE			
	STREETS			
ALLIANT ENERGY-IES	STOP SIGNS - N MAIN ST	133.73		
BOSS OFFICE SUPPLIES & SYS INC	RU SUPPLIES	2.80		
CINTAS CORPORATION	OSHA SUPPLIES	6.16		
GREGORY DIRKS	RU EQUIP REPAIR/MAINT	26.99		
HUGHES GARAGE & AUTO SALES LLC	RU EQUIP REPAIR/MAINT	3,205.67		
JOHN DEERE FINANCIAL	RU SUPPLIES	124.92		
KIMBALL MIDWEST	RU EQUIP REPAIR/MAINT	199.23		
KROMMINGA MOTORS INC	RU EQUIP REPAIR/MAINT	126.00		
LAPORTE MOTOR SUPPLY	PD SUPPLIES	50.45		
LASLEY ELECTRIC LLC	RU BLDG REPAIR/MAINT	49.99		
MONTICELLO COMM SCHOOL DISTRICT	RU FUEL	2,191.67		
MONTICELLO MACHINE SHOP INC	RU EQUIP REPAIR/MAINT	236.99		
	STREETS	6,354.60		
	SNOW REMOVAL			
ACCENT CONSTRUCTION	RU SNOW REMOVAL	1,050.00		
ALL SEASON'S TRUCKING INC	RU SNOW REMOVAL	2,387.30		
BEHREND'S CRUSHED STONE	RU SNOW REMOVAL	1,281.02		
	SNOW REMOVAL	4,718.32		
	ROAD USE	11,072.92		
	TRUST/IOMA MARY BAKER			
	LIBRARY			
INFRASTRUCTURE TECHNOLOGY	LIB BAKER TECH SUPPORT FEES	150.00		
	LIBRARY	150.00		
	TRUST/IOMA MARY BAKER	150.00		
	WATER			
	WATER			
BOSS OFFICE SUPPLIES & SYS INC	WATER SUPPLIES	2.80		
BROWN SUPPLY CO INC	WATER SYSTEM	260.00		
CINTAS CORPORATION	OSHA SUPPLIES	6.16		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
HYGIENIC LABORATORY	WATER LAB TESTS	52.00		
JOHN DEERE FINANCIAL	WATER BOOTS - PIKE	81.74		
MIDLAND GIS SOLUTIONS	WATER GIS SYSTEM	125.00		
MONTICELLO COMM SCHOOL DISTRICT	WATER FUEL	105.76		
MUNICIPAL SUPPLY INC	WATER SYSTEM	146.35		
REGION I AWWA	WATER EDUCATION - SCHULTZ/PIKE	50.00		
TCM BANK NA	WATER POSTAGE	10.24		
U.S. CELLULAR	WATER CELL PHONE	42.47		
WHITE HAWK PLUMBING & HEATING	WATER SYSTEM	276.25		
		=====		
	WATER	1,158.77		
		=====		
	WATER	1,158.77		
		=====		
	SEWER			
		=====		
	SEWER			
		=====		
ALLIANT ENERGY-IES	1105 E FIRST ST	4,227.49		
BOSS OFFICE SUPPLIES & SYS INC	SEWER SUPPLIES	2.80		
CINTAS CORPORATION	OSHA SUPPLIES	6.16		
HUGHES GARAGE & AUTO SALES LLC	SEWER BLDG REPAIR/MAINT	57.00		
HYGIENIC LABORATORY	SEWER LAB TESTS	1,068.00		
JOHN DEERE FINANCIAL	SEWER SUPPLIES	182.58		
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL	105.76		
TCM BANK NA	SEWER POSTAGE	76.70		
TRI COUNTY PROPANE LLC	SEWER UTILITIES	2,635.68		
		=====		
	SEWER	8,362.17		
		=====		
	SEWER	8,362.17		
		=====		
	SANITATION			
		=====		
	SANITATION			
		=====		
BOSS OFFICE SUPPLIES & SYS INC	SANITATION SUPPLIES	2.80		
CINTAS CORPORATION	OSHA SUPPLIES	6.16		
REPUBLIC SERVICES	DUMPSTER COLLECTIONS	8,749.57		
		=====		
	SANITATION	8,758.53		
		=====		
	SANITATION	8,758.53		
		=====		
**** SCHED TOTAL ****		66,659.36		
		=====		
***** REPORT TOTAL *****		66,659.36		

**ACCOUNTS PAYABLE ACTIVITY**  
**CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
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**ACCOUNTS PAYABLE ACTIVITY**  
**CLAIMS FUND SUMMARY**

FUND FUND NAME		TOTAL	CHECK#	DATE
001	GENERAL	26,563.90		
005	MONTICELLO BERNDES CENTER	2,956.83		
015	FIRE	314.84		
016	AMBULANCE	626.32		
018	HOTEL/MOTEL TAX	550.00		
030	LIBRARY IMPROVEMENT	1,226.08		
041	LIBRARY	4,625.44		
046	AIRPORT	293.56		
110	ROAD USE	11,072.92		
503	TRUST/IOMA MARY BAKER	150.00		
600	WATER	1,158.77		
610	SEWER	8,362.17		
670	SANITATION	8,758.53		

City of Monticello  
Bank Reconciliation Report  
For the Month of January 2019

<b>Bank Balance</b>		
General Checking	\$1,139,757.60	
Property Tax & Water	\$2,516,092.25	
Soldiers Memorial Ckg	\$5,818.38	
Earl F Lehmann Trust	\$237.71	
DuTrac Savings	\$5.00	
	<hr/>	
<b>Total Bank Balance</b>		<b>\$3,661,910.94</b>
<b>Plus (Minus) Adjustment:</b>		
Bank Charge/Error	\$0.00	
	<hr/>	
<b>Total Adjustment</b>		<b>\$0.00</b>
<b>Plus Outstanding Credit Card Pymt:</b>		
Credit Card Payments	\$0.00	
	<hr/>	
<b>Total Outstanding Credit Card Pymts</b>		<b>\$0.00</b>
<b>Less Outstanding Checks:</b>		
Financial/Payroll	\$60,441.54	
Soldiers Memorial	\$0.00	
	<hr/>	
<b>Total Outstanding Checks</b>		<b>\$60,441.54</b>
<b>Plus Investments:</b>		
Time Certificates	\$456,454.05	
Petty Cash	\$785.00	
	<hr/>	
<b>Total Investments</b>		<b>\$457,239.05</b>
<b>Treasurer's Balance</b>		<b>\$4,058,708.45</b>

Prepared By: Sally Hinrichsen  
Sally Hinrichsen, City Clerk

Reviewed by: Doug Herman 2/13/2019  
Doug Herman, City Administrator

City of Monticello  
Cash On Hand By Bank  
For January 31st, 2019

*[Signature]* 2/13/2019

Bank	Amount	Interest rate	Maturity date	Length of investment	Purpose
<b>F &amp; M Bank</b>					
Total by Bank	\$0.00				
<b>Citizens State Bank</b>					
Savings # 6025641	\$237.71	0.150	N/A		Earl F Lehmann Trust
Total by Bank	\$237.71				
<b>Dutrac Credit Union</b>					
Savings #227064-2	\$5.00		N/A		General Fund
CD #227064-2	\$150,000.00	3.100	4/15/2020		Slavka Gehret/Bidwell
Total by Bank	\$150,005.00				
<b>Regions Banks</b>					
Checking # 0002959379	\$5,818.38		N/A		Soldiers Memorial
CD #89100344	\$6,454.05	0.05	8/18/2019	212 days	Soldiers Memorial
Total by Bank	\$12,272.43				
<b>Fidelity Bank &amp; Trust</b>					
CD #129109	\$300,000.00	2.652	6/22/2019	12 months	Fire/Cem Perp Care
	\$300,000.00				
<b>Ohnward Bank &amp; Trust</b>					
General Ckg/Sweep #40002008	\$1,139,757.60	2.44	N/A		General Checking
Property Tax & Water #40001992	\$2,516,092.25	2.44	N/A		General Savings
Total by Bank	\$3,655,849.85				
<b>Total Cash on Hand- All Banks</b>	<b>\$4,118,364.99</b>				
Plus Petty Cash	\$785.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error	\$0.00				
Plus Outstanding Credit Card Pymt	\$0.00				
Less Outstanding Checks	\$60,441.54				
Treasurer's Balance	\$4,058,708.45				

All of the accounts referenced above are "City" accounts, reported under the City Federal I.D. #. This is an all  
Riverside Gardeners, Inc  
Monticello Firefighters Organization, Inc  
Monticello Emergency Medical Team  
Friends of the Monticello Public Library  
Monticello Youth Baseball & Softball Assn



City of Monticello - Monthly Summary - January 1st thru 31st, 2019

2/13/2019

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	Reviewed by:
<b>GENERAL FUNDS:</b>																
	General	628023.40	93142.96	2751.40		186356.68	28750.00	508809.07	610.00	217722.86	290471.21	5.00			508809.07	
	Soldiers Memorial Board	11560.56	800.00	1.87		90.00		12272.43				5818.38	6454.05		12272.43	
	Monticello Bernades Center	48757.01	4268.75	16.36		14889.30		38152.81	100.00	30629.42	7423.39				38152.81	
	Dare	6416.02		9.22		100.00		6325.24		6325.24					6325.24	
	Insurance Fund	24063.72		44.16		1022.78		23085.10		12997.05	10088.05				23085.10	
	Monticello Trees Forever	34729.56		49.95				34779.51		34779.51					34779.51	
	Fire	306872.96		305.55		2794.14		304384.37		61692.86	92691.51		150000.00		304384.37	
	Ambulance Operating	52343.45		101.91		52962.49		40704.28		9844.85	30859.43				40704.28	
	Hotel/Motel Tax Fund	12633.57		18.17		119.58		12532.16		12532.16					12532.16	
	Earl F Lehmann Trust	237.71						237.71				237.71			237.71	
	Street Bond	6000.00				5000.00		1000.00		1000.00					1000.00	
	Police Improvement	-406.46	21.00					-385.46		-385.46					-385.46	
	Library Improvement	48173.40	130.00	93.65		194.82		48202.23		20004.28	28197.95				48202.23	
	Library	18452.60	1290.55	28.69		13800.18		15971.66	75.00	15896.66					15971.66	
	Equipment Set-A-Side	97951.25						98228.98		2890.86	95338.12				98228.98	
	Super Mac	7156.72		11.17		2325.60		4842.29		4842.29					4842.29	
	Airport	70106.43	2596.99	100.83		2816.80		6824.91		6824.91					6824.91	
	Revolving Loan Fund	27494.17	75.00	46.65				27615.82		11915.58	15700.24				27615.82	
<b>SPECIAL REVENUE FUNDS:</b>																
	Road Use Tax	625034.38	41417.02			42775.14		623676.26		122501.66	501174.60				623676.26	
	Employee Benefits	403237.69	3994.12	842.93		38095.18		370039.56		43804.41	326235.15				370039.56	
	TIF Tax Collections	561872.54	16094.14	1095.53		7967.06		571095.15		196711.43	374383.72				571095.15	
	Slavka Gehret Trust	205003.39		228.09		452.46		204779.02		1903.01	102876.01		100000.00		204779.02	
	Police Forfeiture Acct	893.54		0.83				894.37		834.37					834.37	
<b>DEBT SERVICE FUNDS:</b>																
	TIF - Debt Payments	25199.10	4273.00	371.31				256635.41		63450.40	193185.01				256635.41	
	Park Improvements	-42356.80	1475.00	6.32				-40881.80		-40881.80					-40881.80	
	Library Capital Improvements	4051.19		171.51				4057.51		4057.51					4057.51	
	Ambulance Improvements	64515.80						64687.31		64687.31					64687.31	
	TIF Projects	5213.18		132.07				5213.18		5213.18					5213.18	
	Cemetery Improvements	43180.48	80.00					43392.55		3708.07	39684.48				43392.55	
	Cap Imp - FACC	12374.70						12374.70		12374.70					12374.70	
	Capital Improvements	-178188.13	129283.44	15.17		-46453.66		60711.51		60711.51					60711.51	
	Youth Baseball & Softball	0.00						0.00							0.00	
	Low Income Housing	14636.69		32.44				14669.13		14669.13					14669.13	
	MDC Funds	-4003.68		21.72		58.84		-4003.68		-4003.68					-4003.68	
	Baty Disc Golf Course	15015.11		17.47		151.17		14977.99		14806.16	171.83				14977.99	
	Mary Maxine Redmond Trust	8466.71		15.17				8333.01		430.85	7902.16				8333.01	
	Pocket Park	10552.60						10567.77		10567.77					10567.77	
<b>PERMANENT FUNDS:</b>																
	Cemetery Perpetual Care	163194.80	120.00					163314.80		828.00	12486.80		150000.00		163314.80	
	Charles S Bidwell Book Trust	84726.05		75.09		555.83		84245.31		876.75	33368.56		50000.00		84245.31	
	Idona Mary Baker Trust	40892.08		89.27		250.00		40731.35		429.16	40302.19				40731.35	
<b>ENTERPRISE FUNDS:</b>																
	Water Operating	-20512.99	38534.66	17.58		23324.24		-5284.99		-13234.34	7949.35				-5284.99	
	Customer Deposits	89795.70	660.00			475.00		89980.70		8408.14	81572.56				89980.70	
	Water Capital Improvements	-1910.82	418.10	99.11				-2516.88		-2516.88	1123.27				-1393.61	
	Sewer Operating	82026.89	50543.98	238.92		28365.44		104444.35		54333.52	50110.83				104444.35	
	Sewer Capital Improvements	113773.88	418.11	275.50		3639.00		110828.49		59191.77	51636.72				110828.49	
	Sanitation	54037.93	42602.73	84.38		58684.87		38040.17		38040.17					38040.17	
	Sanitation Capital Improvements	62872.31		125.18		1005.61		62797.49		20994.82	41802.67				62797.49	
	Storm Water Fund	-35747.26	2442.10					-34310.77		-34310.77					-34310.77	
<b>AGENCY FUNDS</b>																
	Self Funded Insurance	0.00	1324.79			1324.79		0.00							0.00	
	Flex Spending	215.89	38.46					254.35		254.35					254.35	
	Enterprise Flex Spending	203.37	115.38					318.75		318.75					318.75	
<b>TOTAL OF ALL FUNDS</b>																
		4035364.39	458631.68	7797.72	91912.54	443085.34	91912.54	4058708.45	785.00	1079316.06	2516092.25	6061.09	456454.05	0.00	4058708.45	

## MONTICELLO FIRE DEPT.

### ROSTER 2019

Marv Kelchen	1985 ** Haz Ops DO INSI OFFI	
Ron Kelchen	1987 ** Haz Ops DO INSI CAPTAIN/SAFETY OFFICER	
Kelly Green	1989 ** Haz Ops	
Don McCarthy	1989 ** Haz Ops DO INSI CHIEF	
Joe Bayne	1993 ** Haz Ops DO CAPTIAN	
Mark Spensley	1994 ** Haz Ops	
Joe Goetz	1996 ** Haz Ops	
Mike Bader	1997 ** Haz Ops	
Billy Norton	2003 ** Haz Ops DO Assistant Chief	
Drew Mescher	2005 ** Haz Ops	
Josh Kray	2005 ** Haz Ops	
Nick Kahler	2007 ** Haz Ops LIEUTENANT	
Nathan Spahr	2008 ** Haz Ops	
T J Neelson	2008 ** Haz Ops INSI	
Dave Husmann	2009 ** Haz Ops INSI	
Zach Long	2012 * Haz Ops	
John Snyder	2012 #	
Brian Hinrichs	2012 * Haz Ops	
Drew Haag	2012 ** Haz Ops DO INSI	
Tommy Norton	2013 * Haz Ops	
Travis McNally	2014 * Haz Ops	
Chris Hinrichs	2014 ** Haz Ops DO	
Paul Warner	2014 ** Haz Ops INSI	
Josh Kelchen	2015 * Haz Ops Secretary/Treasurer	
Alex Green	2016	
Kody Miles	2016	
Jackson Snyder	2016 ** Haz Ops	
Brian Wolken	2017	
Devin Arduser	2018 * Haz Ops	
Johnny Russ	2019	locker # 11
Reece Norton	2019	locker # 33
Shannon Poe	2019 ** Haz Ops	locker # 15
Michael Boysen	2019	locker # 19
Matt Johnson	2019	locker # 6
Ron Herman	2019	locker # 17

### JUNIOR FIREFIGHTERS

Kacie Bayne  
Lauren Bader  
Rylee Bauer

\* - indicates FFI certified

\*\* - indicates FFII certified

# - trained to level of firefighter I

Haz Ops – indicates Haz Mat Operations certified

DO – indicates driver operator certified

OFFI – indicates Officer I certified

INSI – indicates Instructor I certified

City Council Meeting  
Prep. Date: 2/13/19  
Preparer: Doug Herman



Agenda Item: 1+2  
Agenda Date: 02/18/2019

**Agenda Items Description:** Public Hearing on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,700,000. & Resolution taking additional action to enter into a General Obligation Corporate Purpose Loan Agreement and providing for the levy of taxes to pay the same.

**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:** Prior to borrowing money the City Council must schedule and hold a public hearing; The Council previously scheduled a Public Hearing for tonight. After the P.H. the Council may take action to authorize a loan agreement.

**Background Information:** The reason for the loan agreement is the N. Sycamore Street Reconstruction project to be substantially if not wholly completed during the 2019 construction season. (A small portion of the project may be carried to the spring/summer of 2020)

**Project**

**Cost Estimate**

1. N. Sycamore Street Reconstruction \$2,400,000 to \$2,600,000

The proposed Resolution authorizes the Council to enter into the Loan Agreement in the future and orders that the Bonds be issued at such time, in evidence thereof. Even though bids have not yet been taken and the exact amount of the debt has not been determined, this Resolution is necessary, at this time, for us to include the collection of taxes in the FY '20 budget, to pay the projected debt service portion of this debt in FY '20 in the amount of \$293,432.

**Staff Recommendation:** I recommend that the Mayor open the Public Hearing, accept any and all comment and then close the public hearing. Thereafter, a motion and second to approve the proposed resolution would be appropriate and necessary to move forward with the debt and proposed project scheduled to commence this spring. (2019)

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

Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and providing for the levy of taxes to pay the same

WHEREAS, the City of Monticello (the “City”), in Jones County, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, heretofore proposed to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$2,700,000 for the purpose of paying the costs, to that extent, of constructing street, water system, sanitary sewer system, sidewalk and storm water drainage improvements and installing street lighting, signage and signalization, and pursuant to law and duly published notice of the proposed action has held a hearing thereon on February 18, 2019; and

WHEREAS, the City intends to enter into the Loan Agreement in the future and to issue General Obligation Corporate Purpose Bonds or Notes (the “Bonds”) in evidence of its obligations thereunder and anticipates that principal and interest will come due on the Bonds before July 1, 2020; and

WHEREAS, it is now necessary to make provision for the levy of a debt service property tax in the 2019-2020 fiscal year for the payment of such anticipated principal and interest;

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

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

Section 2. For the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the principal of and interest on the Bonds as the same become due, there is hereby ordered levied on all the taxable property in the City the following direct annual tax:

For collection in the fiscal year beginning July 1, 2019,  
sufficient to produce the net annual sum of \$293,432.

provided, however, that at the time the Bonds are issued, the actual tax levy amounts required to pay the principal of and interest on the Bonds in each year shall be determined based upon the interest rate or rates at which the Bonds are issued, and this resolution shall be supplemented by a resolution of the City Council to provide for such actual and necessary tax levy amounts.

Section 3. A certified copy of this resolution shall be filed with the Jones County Auditor and said Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the City and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the City and set aside

**ATTESTATION CERTIFICATE**

STATE OF IOWA  
COUNTY OF JONES           SS:  
CITY OF MONTICELLO.

I, the undersigned, City Clerk of the City of Monticello, do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its City Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records relating to a public hearing and additional action on the proposal to enter into a Loan Agreement and to issue General Obligation Corporate Purpose Bonds in evidence of the City's obligation under the Loan Agreement and the authorization of a debt service property tax levy for the payment of principal and interest thereunder and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

City Council Meeting  
Prep. Date: 02/16/18  
Preparer: Doug Herman



Agenda Item: 3  
Agenda Date: 02/19/2018

*Communication Page*

**Agenda Items Description:** Resolution to approve Submission of Letter of Support and Financial Commitment to the Maquoketa River Watershed Management Authority 2018 Water Quality Management Grant Application.

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

**Attachments & Enclosures:**

Proposed Resolution
Letter from WMA

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	GF "Contributions
Expenditure:	\$3,796
Revenue:	

**Synopsis:** The City is a member of the Maquoketa River Watershed Management Authority, approving membership by way of a 28E Agreement is November, 2016. Fees to support administration of WMA have been requested.

**Background Information:** The Maquoketa River WMA legally exists having been created by 28E Agreement filed with the Secretary of State in early 2017, the Authority does not have any money or a direct revenue stream. The 28E Agreement provided that contributions to the Watershed would be voluntary in nature and requested as deemed necessary and appropriate.

The WMA has been working on the creation of the Watershed Management Plan. The Plan takes expert input and a relatively significant amount of time to create but is extremely important. None of the members, or the Watershed Authority as a group, would be well situated to seek grant assistance or to even have a good idea what to do in the watershed, without first having a plan. The WMA unsuccessfully applied for a grant to provide professional assistance with the plan. Based thereon the plan is being put together by a team of volunteers in fields related to watersheds and the environment. (DNR, Dpt. of Ag., Soil & Water Cons. Districts) Limestone Bluffs RC & D has provided over \$23,000 in support services since the early phases of the WMA per their numbers and last August requested that they begin to see reimbursement for the efforts of their employee, Laurie Scovell who has acted as the administrator of the WMA. To help fund this administration a request has been made for a \$1.00 per capita assessment per year, or \$3,796 for the coming year.

**Staff Recommendation:** I recommend that the Council approve the proposed Resolution authorizing payment to the WMA the sum of \$3,796 to cover costs of administration/management.



## **Maquoketa River Watershed Management Authority**

Limestone Bluffs Resource Conservation & Development, Inc.

PO Box 421 • Mechanicsville, IA 52306 • 563-221-1930

Lori Scovel, Watershed Coordinator • [lscovel@limestonebluffsrcd.org](mailto:lscovel@limestonebluffsrcd.org) • 563.221.1930

Larry McDevitt, MR WMA Chair • [lmdevitt@outlook.com](mailto:lmdevitt@outlook.com) • 319.541.6357

December 14, 2018

Thank you for being a member of the Maquoketa River Watershed Management Authority.

This past year our organization has been busy creating our watershed management plan (WMP) through the work of many members, partners and volunteers. Early in 2019 we will be ready to enter the second phase of our WMP's creation process which includes community and public input. This is crucial as the WMA prioritizes needs and identifies projects within the watershed. The watershed plan is a requirement for our group to obtain individual project funding going forward.

We have accomplished quite a bit in our first year of existence without the benefit of any grant awards or funding. Since efforts to organize the MR WMA began in 2015, Limestone Bluffs RC&D has provided over \$23,000 in support services. This past August, the RC&D requested reimbursement for services going forward. Understanding the MR WMA would need to put onto place a self-funding mechanism, payment for services rendered will not be billed by the RC&D to the group until July 2019.

Members of the MR WMA Executive Committee met several times this past fall to explore and discuss possible funding options with the goal of having the watershed's activities be sustainable into the future.

At the MR WMA's November 2018 meeting, members present suggested a \$1 per capita membership fee per member (county and community) to fiscally support the group's efforts. Since SWCDs are not able to pay for membership, it was suggested they consider funding water monitoring efforts in their respective counties as a contribution to the WMA.

The proposed \$1 per capita fee (based on the 2010 census) will appear on the January 29, 2019 Quarterly Business Meeting Agenda for consideration of adoption by voting members. Payments of this annual membership fee would start in July 2019. We want to let your organization know about this proposed fee NOW while you are planning next year's fiscal budgets.

Please make sure you have representation at MR WMA meetings. Our wish is for you to participate so that we can all work together for an improved watershed. Meeting our quorum to conduct business on a regular basis is vital and we need your help. Our next quarterly meeting will be the **MR WMA ANNUAL MEETING on Tuesday, January 29, 2019, 6:30pm, Monticello City Council Chambers in Monticello, Iowa.**

We will have several important items on the agenda at this meeting so please plan now to attend. More information will be shared next month about funding and other needs prior to the January meeting. Until then, we wish you all a happy holiday season!

Thank you,

Larry McDevitt, MR WMA Chairman

City Council Meeting  
Prep. Date: 02/12/2019  
Preparer: Doug Herman



Agenda Item: # 4  
Agenda Date: 02/18/19

**Communication Page**

**Agenda Items Description:** Resolution to approve standard Tax Abatement on Commercial Real Estate.

**Attachments & Enclosures:**

Application
Resolution

**Fiscal Impact:**

Budget Line Item:	n/a
Budget Summary:	n/a
Expenditure:	n/a
Revenue:	n/a

**Synopsis:** Application for tax abatement received by Kevin Holtz and Joe Goetz related to improvements made to the Monticello Auto Center property.

**Background Information:** This Resolution provides the tax abatement as set out in the Code for Commercial properties, on new value added by the improvement, as follows:

Year 1:	75%
Year 2:	65%
Year 3:	55%
Year 4:	45%
Year 5:	35%

The application indicates that the project was complete in January, 2019. The first year of the abatement will likely be applied to the January 1, 2020 valuation, but that decision will ultimately be up to the Assessor.

**Staff Recommendation:** I recommend that the Council approve the Standard Tax Abatement as set out above, with the Assessor determining final eligibility.



# The City of Monticello, Iowa

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

RESOLUTION #19-\_\_

**To approve standard Tax Abatement on Commercial Real Estate located at  
901 N. Cedar Street, 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,** The owners of the property located at 901 N. Cedar Street have completed an addition to the building, same housing Monticello Auto Center, and have requested the standard commercial tax abatement on said improvements, and

**WHEREAS,** The City Council has reviewed said Application, and finds that the information submitted therein is consistent with that required by the Monticello Code of Ordinances.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Application for Tax Abatement filed by Kevin Holtz and Joe Goetz, owners of property located at 901 N. Cedar Street, Monticello, Iowa, consistent with Chapter 10 of the Monticello Code of Ordinances, and further directs the Monticello City Clerk to file the Application and this Resolution 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 18<sup>th</sup> day of February, 2019.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk

APPLICATION FOR TAX ABATEMENT UNDER THE  
URBAN REVITALIZATION PLAN FOR

MONTICELLO, IOWA

Date 2/12/2019

Prior Approval for  
Intended Improvements

Approval of Improvements  
Completed

Address of Property: 901 North Cedar ST Monticello IA 52310

Legal Description: 60X120 metal Building

original building ~~40x80~~ 40x80.

Title Holder or Contract Buyer Kevin Holtz Joseph Boetz

Address of Owner (if different than above): Kevin - 848 Breckenridge Dr. Monticello IA 52310  
Joe 1517 N. Maple St. Monticello IA 52310

Phone Number (to be reached during the day): 319-465-3151

Existing Property Use:  Residential  Commercial  Industrial  Vacant

Proposed Property Use:  Residential  Commercial  Industrial

Nature of Improvements:  New Construction  Addition  General Improvements

Specify

Estimated or Actual Date of Completion: Finished 1/13/19

Estimated or Actual Cost of Improvements: 170,000.

Tax Exemption Schedule is attached.

Signed: Kevin Holtz Joseph Boetz

City Council Meeting  
Prep. Date: 02/13/19  
Preparer: Doug Herman



Agenda Item: 5  
Agenda Date: 02/18/2019

**Communication Page**

**Agenda Items Description:** Resolution to approve payment of 3<sup>rd</sup> year local match to Keep Iowa Beautiful / Hometown Pride program.

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

**Attachments & Enclosures:**

Proposed Resolution  
Request Letter and Prior Agreement

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:

**Synopsis:** Generally speaking, the “Grant Wood Loop” is the product of the Parks to People Pilot initiative that included Jones, Jackson, and Dubuque County.

**Background Information:** The Grant Wood Loop proposal involves a five year commitment at the rate of \$1,500 per year. The City Council agreed to participate in the program last year. (See agreement attached hereto) Jacob Oswald, and me to a lesser extent, are involved in the committee and actively seeking to promote Monticello area activities and projects. A meeting scheduled for today was cancelled due to weather to be rescheduled in the coming weeks.

The Council may withdraw from the agreement if the City does not see continuing benefit. The Keep Iowa Beautiful / Home Town Pride program will fund \$75,000 per year towards the Grant Wood Loop program with Counties and Cities in the region being asked to put up the additional \$25,000.

Some of the benefits to Monticello / Jones County that came out or and/or are coming out of the Parks to People Program and the continuation of the Grant Wood Loop include:

1. Money for Pocket Park: \$47,000 +/-
2. MonMaq Dam Project / Maquoketa River Water Trail
3. Other Jones County Projects: Wapsipinicon Park Trail project, Central Park Lake restoration project, and Land acquisition near the Maquoketa and Wapsi rivers

A Grant Wood Loop web site to promote the community, region, etc. and all the positive outdoor opportunities will be finalized.

**Staff Recommendation:** I recommend that the council support the program. I believe there is much to be gained by collaborating with nearby communities and the financial commitment is small compared to the grant funded portion of the program.

# The City of Monticello, Iowa

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

RESOLUTION #

## **Resolution to approve payment of 3<sup>rd</sup> Year Local match to Keep Iowa Beautiful / Hometown Pride program**

**WHEREAS,** The City of Monticello has been a part of and recipient of funding from the Parks to People initiative, receiving approximately \$47,000 to defray Pocket Park construction expenses, and

**WHEREAS,** The City Council approved, by Resolution #17-52, participation in the Grant Wood Loop program, also known as the Keep Iowa Beautiful / Hometown Pride Program, same having been created as an offshoot and/or as a means of continuing forward with the progress and coordination that has been created through the Parks to People initiative, and

**WHEREAS,** The Agreement approved by Resolution #17-52 included a five year commitment at the rate of \$1,500 per year, and

**WHEREAS,** The Council finds that the continued commitment of the City of Monticello is in the best interests of the Community and is otherwise appropriate, putting the community in a better position to pursue various grants that acknowledge the positive features of communities that choose to work with others in their region in a collaborative manner.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the payment of the 3<sup>rd</sup> Year investment of \$1,500 in the Grant Wood Loop program, also known as the Keep Iowa Beautiful / Hometown Pride program.

**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 18<sup>th</sup> day of February, 2019.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

## Sally Hinrichsen

---

**From:** Lisa Weinhold <LWeinhold@ecia.org>  
**Sent:** Friday, February 08, 2019 12:13 PM  
**To:** heiar@thejcea.org; hockenberry@thejcea.org; sagers@thejcea.org; dave.baker@dubuquecounty.us; ann.mcdonough@dubuquecounty.us; jay.wickham@dubuquecounty.us; Dawn.Sherman@dubuquecounty.us; Mary.habel@dubuquecounty.us; jcbos@co.jackson.ia.us; auditor@co.jones.ia.us; tcoons@mchsi.com; sburke@cityofasbury.com; dhummel@cityofasbury.com; abbey.skrivereth@bellevueia.gov; cascadeclerk@netins.net; kfirmsta@cityofdubuque.org; tmaiers@cityofdyersville.com; cityclerk@farleyiowa.com; jcarr@maquoketaia.com; Sally Hinrichsen; ksnyder@cityofpeosta.org; preston2@mchsi.com; sabulaclerk@iowatelecom.net  
**Subject:** Keep Iowa Beautiful Hometown Pride  
**Attachments:** KIB Final Signed Copy.pdf

Good afternoon KIB Partners.

There have been a few questions recently on the KIB partnership agreement and the invoicing of the partnership match commitment. I have attached a copy of the signed partnership agreement for your reference. The agreement began on July 1, 2017 and is in effect for five years. Invoices are mailed out to the partners in early July of each year. To date, invoices have been sent out in July, 2017 and July, 2018. Detail on the commitment by City/County can be found on page 6 of the attached agreement.

Please let me know if you have additional questions.

Thank you.

*Lisa*

Lisa Weinhold  
Director of Finance and Human Resources  
East Central Intergovernmental Association  
7600 Commerce Park  
Dubuque, IA 52002  
563-690-5701 (direct line)  
563-556-0348 (fax)  
563-213-0902 (cellular)  
[lweinhold@ecia.org](mailto:lweinhold@ecia.org)

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6/19/17

## Hometown Pride Partnership Agreement

Date:

**Partners:** Keep Iowa Beautiful- Hometown Pride,  
East Central Intergovernmental Association (ECIA), Grant Wood Mississippi  
River Region, Jackson, Jones, and Dubuque Counties, and the  
communities of:

Anamosa  
Asbury  
Bellevue  
Cascade  
Dubuque  
Dyersville  
Farley  
Maquoketa  
Monticello  
Peosta  
Preston  
Sabula

**Terms of the Agreement:** This agreement shall be in effect for a period of five years with optional renewal on an annual basis and dependence on funding for the program. An annual evaluation / performance review will be conducted by Keep Iowa Beautiful with the partners one month prior to the end of each year of the agreement. Two-month notice will be provided on potential termination of the agreement.

**Objectives of the Agreement:** To further the economic and cultural vitality of the region, counties and the communities by supporting, facilitating and furthering the implementation of area, county and community plans in a coordinated and partnership strategy.

**Service to be provided by Keep Iowa Beautiful and Community Coaches:**

### **Service to be provided by Keep Iowa Beautiful and Community Coaches:**

- Aid in the recruitment of a “coach/coaching staff” to serve the partners defined above. Selection of the Community Coach will be by the Grant Wood Mississippi River Region Board of Directors. KIB will provide the job specifications with input from the GWMRR Board and the Steering Committee will coordinate recruitment, selection for interview and final selection if needed. Due to the scale of this project the HP Coach may need to live in the area. When the selection is made, KIB will manage the HP Head Coach.
- Due to the scale and size of this region – it is important to keep the Head coach and the Assistant Coaches focused on project implementation for the area, counties and communities. The duties in this agreement may need to be adjusted periodically to maximize the effectiveness of the coaching team.
- Assessment of community, county and regional plans along with an assessment of “tools” that will help to support implementation of those plans.
- Develop and maintain relationships with local, state and regional economic development and technical support partners.
- Assist in guiding the establishment and maintenance of comprehensive data files and information.
- Maintain a working knowledge of programs and statistical data to support community, county and regional plans.
- Maintain knowledge of and offer guidance on various funding programs and grants.
- Development, maintenance and provision of a “tool box” of programs, services, fundraising and financial opportunities.
- Aid in implementing those tools for each partner.
- Assist in community audit evaluations where needed.
- Guide annual reporting and program evaluation.
- KIB commits to the financial support of \$75,000 per year (based on at least \$25,000 of support committed by local entities).

### **Service to be provided by Jackson County Economic Alliance (JCEA):**

- Serve as the KIB HP Head Coach.
- Maintain and manage an electronic newsletter containing project progress and news along with similar case studies / research of value to the project.
- Develop, maintain and manage the contact data base system.
- Media / Marketing plan development / management.
- Develop and maintain a media contact list for the three counties and communities and the region beyond those three counties.
- Control and coordinate media releases and marketing efforts.

- Provide the coordination with other economic development organizations, government agencies, community foundations, conservation groups, tourism groups, utilities and other partners to support a team approach to developing and implementing community, county and regional plans.
- Communicate regularly with the GWMRR Board and community working committees and schedule meetings as needed to discuss and advance their plans.
- Work with other economic development, tourism, convention and visitors bureaus are coordinated in marketing and maintenance of printed, online and social media presence.
- Provide data to aid in the evaluation process.
- Regularly attend community planning committee meetings.
- Assist to empower local citizens to become engaged in community projects.
- Involve youth through service learning.
- Increase effectiveness of local tool and programs.
- Furnish a toolkit of resources for communities.
- Aid in communications to regional residents.
- Serve as a program speaker at community and civic club meetings.
- Facilitate meetings and events as may be mutually agreed.
- Develop and maintain the files and records for the KIB/GWL project.
- Web page oversight, coordination, and management.

**Service to be provided by ECIA:**

- Serve as the contracting entity with KIB.
- Coordinate and collect KIB match payments for the counties, communities, and other entities to ensure payments are made to KIB and make payment to KIB from Grant Wood Mississippi River Region.
- Facilitate communications with the partners and attend Grant Wood Mississippi Region Board meetings and serve on committees as needed.
- Assist communities without a plan in finding a consultant and developing a short-term plan or work with ECIA staff to develop the short-term plan on a negotiated fee basis.
- Establish training / education sessions for community leaders / city council members / County supervisors and Grant Wood Mississippi River Region Board members, as needed.
- Research and identify grants, resources, and fundraising opportunities that will help to implement community plans.
- Work with community members to apply for grants, seek matching funds, and successfully complete grant applications on negotiated fee basis per grant.



- Facilitate development of a fundraising plan as requested by members on a negotiated fee basis. Scope of services are designed based on each project.
- Provide bookkeeping and financial management support to the Grant Woods Mississippi River Region.
- Regularly attend community planning committee meetings

**Service to be provided by Assistant Community Coaches – ECIA and Jones County Economic Development**

- Communicate regularly with KIB HP Coach and community working committees and schedule meetings as needed to discuss and advance their plans.
- Provide the coordination with other economic development organizations, government agencies, community foundations, conservation groups, tourism groups, utilities and other partners to support a team approach to developing and implementing community, county and regional plans.
- Provide data to aid in the evaluation process.
- Regularly attend community planning committee meetings.
- Empower local citizens to become engaged in community projects.
- Involve youth through service learning.
- Increase effectiveness of local tools and programs.
- Furnish a toolkit of resources for communities.
- Aid in communications to residents.
- Serve as a program speaker at community and civic club meetings.
- Facilitate meetings and events as needed.

**Service to be provided by Grant Wood Mississippi River Region**

- Serve as the steering committee for the Hometown Pride program and contractual organization.
- Help to establish and guide priorities for implementation efforts of the Hometown Pride Coaches.
- Provide provision of temporary work space for the community coach to utilize when in the area.
- Provide provision of space for periodic meetings.
- Implementation of a planning process for incorporating the provisions of 350.12 (County Conservation Board Beautification Program including input from the County Engineer and potential youth and / or youth group involvement efforts)

**Service to be provided by each partner community/county:**

- Have an approved community plan or commitment to establish such a plan that has been or will be endorsed by the current city council and in the case of the county, a county wide plan conforming to Iowa Code 350.12 as previously outlined.
- In the first year, each community and the county will appoint a working committee (in a timely manner) with a city council member or city staff member to serve on that Committee and be a liaison between the Working Committee and the City Council. An existing committee can be utilized if it has the representation desired. This member working committee will be expected to provide quarterly updates to the Mayor, City Council or county supervisors and the general public.
- The working committee appointed in year one will continue for the future. In those future years, the working committee will have the authority to take actions on behalf of the city / county, based on a city council or county supervisors approving the plan of action provided by that committee.
- Provision of temporary work space for the community coach when working in the community.
- Provide meeting space that may be required.
- Payment to the program for their KIB match as follows:
  - \$1,500/year for communities in population of 5,000 or less
  - \$2,500/year for communities in population of more than 5,000
  - \$5,000/year for counties
- Assist in meeting / event sessions as may be needed.
- Communication with the community / county residents.

#### Financing and terms of the Program:

- Agreement to take effect on July 1, 2017.
- Keep Iowa Beautiful will provide \$75,000 per year.
- County / Communities or other sources will provide at least \$25,000 per year.
- This will provide for a full-time equivalency Hometown Pride Coach(s).
- Payment to KIB will be made prior to the end of July after receipt of community payments.
- The initial contract period shall be from month, day & year to month, day & year.

- Revenue Sources:

	AMOUNT
Keep Iowa Beautiful	\$75,000.00
Dubuque County	\$5,000.00
Jackson County	\$5,000.00
Jones County	\$5,000.00
Anamosa	\$2,500.00
Asbury	\$2,500.00
Dubuque	\$2,500.00
Maquoketa	\$2,500.00
Bellevue	\$1,500.00
Cascade	\$1,500.00
Dyersville	\$1,500.00
Farley	\$1,500.00
Monticello	\$1,500.00
Peosta	\$1,500.00
Preston	\$1,500.00
Sabula	\$1,500.00
<b>TOTAL REVENUE</b>	<b>\$112,000.00</b>

- Expenses:

EXPENSES	AMOUNT
JCEA Head Coach Management	\$67,500.00
ECIA Assistant Coaching/Support Svs	\$33,500.00
Insurance	\$1,000.00
KIB Fee	\$10,000.00
<b>TOTAL EXPENSES</b>	<b>\$112,000.00</b>

Agreed To: July 1, 2017

By: Kelley H. Oubry for ECIA  
By: [Signature] for JCEA

By: [Signature] for Grant Wood Mississippi River Region

By: Mayor of each community:

- Anamosa [Signature]
- Asbury [Signature]
- Bellevue Christopher J. Paly
- Cascade [Signature]
- Dubuque [Signature]
- Dyersville [Signature]
- Farley [Signature]
- Maquoketa [Signature]
- Monticello [Signature]
- Peosta [Signature]
- Preston [Signature]
- Sabula [Signature]

By: [Signature] for Jackson County

By: [Signature] for Jones County

By: [Signature] for Dubuque County

By: [Signature] for IIB

City Council Meeting  
Prep. Date: 02/15/19  
Preparer: Doug Herman



Agenda Item: 6  
Agenda Date: 02/18/2019

*Communication Page*

**Agenda Items Description:** Resolution to approve Plat of Survey to Parcel 2019-09 and 2019-10.

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

**Attachments & Enclosures:**

Proposed Resolution
Plat of Survey
Aerial

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** The Proposed Plat of Survey has created two parcels, both being located within the two mile jurisdiction of Monticello.

**Background Information:** These parcels are located on 190<sup>th</sup> Street / Camp Courageous Road and are located between the road and the Kevin Prull family home. The purpose of the surveys is to transfer the parcels to Kevin Prull which will result in an increase in the size of his property from approximately 4 acres to 18 acres.

The P & Z has reviewed the Plat of Survey and recommends its approval

**Staff Recommendation:** I recommend that the Council approve the proposed Plat of Survey to Parcels 2019-09 and 2019-10.

# The City of Monticello, Iowa

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

RESOLUTION #19-\_\_\_

## **Resolution Approving Plat of Survey to Parcels 2019-09 and 2019-10**

**WHEREAS,** A Plat of Survey creating Parcels 2019-09 and 2019-10 has been presented to the City Council for approval, same being located within the two-mile jurisdiction of the City limits of the City of Monticello, and

**WHEREAS,** The City Planning and Zoning Board has reviewed the Plat of Survey and recommends its approval, and

**WHEREAS,** The City Council finds that the Plat of Survey should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcels 2019-09 and 2019-10.

**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 2<sup>nd</sup> day of February, 2019.

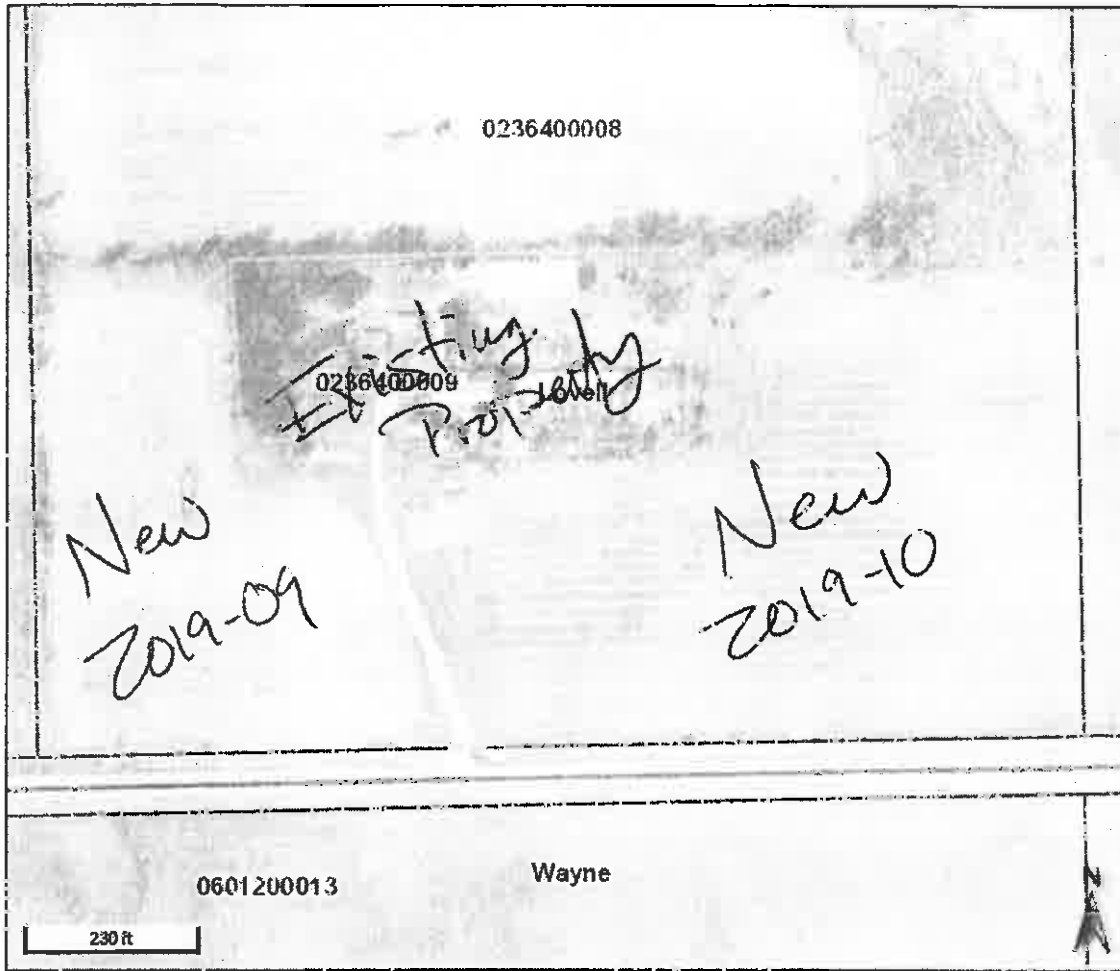
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Brian Wolken, Mayor

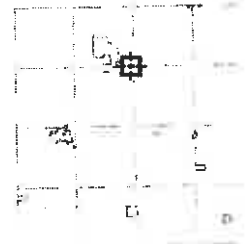
Attest:

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Sally Hinrichsen, Monticello City Clerk



**Overview**



**Legend**

-  Parcels
-  Cartography
-  Major Roads

<b>Parcel ID</b>	0236400009	<b>Alternate ID</b>	060900	<b>Owner Address</b>	PRULL, BETTY J
<b>Sec/Twp/Rng</b>	36-86-03	<b>Class</b>	AD		906 RIDGEVIEW RD
<b>Property Address</b>	13376 190TH ST MONTICELLO	<b>Acreage</b>	3.93		MONTICELLO IA 52310
<b>District</b>	LOVMO				
<b>Brief Tax Description</b>	36-86-03 PARCEL 2005-186 IN SW SE (Note: Not to be used on legal documents)				

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 2/13/2019  
Last Data Uploaded: 2/12/2019 6:02:18 PM

Developed by  **Schneider**  
GEOSPATIAL

# NOVICK LAND SURVEYING LLC

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*PO BOX 365 SPRINGVILLE, IOWA 52336 319-330-8197*

City of Monticello  
200 East First Street  
Monticello, Iowa 52310

Dear City Council/Staff,

Per Iowa Code 354.9 I would like to submit this Plat of Survey Auditors Parcels 2019-09 & 2019-10 for your review. This Plat of Survey is allowing the property owner to enlarge his existing farmstead. The proposed parcels are approximately 0.5 miles southeast of the Monticello Airport and city limits off 190<sup>th</sup> Street. This has been submitted to the Jones County for review. Please review and comment with any question or concerns. If approved please send approval letter to above listed address. Thank you for your time and consideration.

Sincerely,

Tom Novick PLS



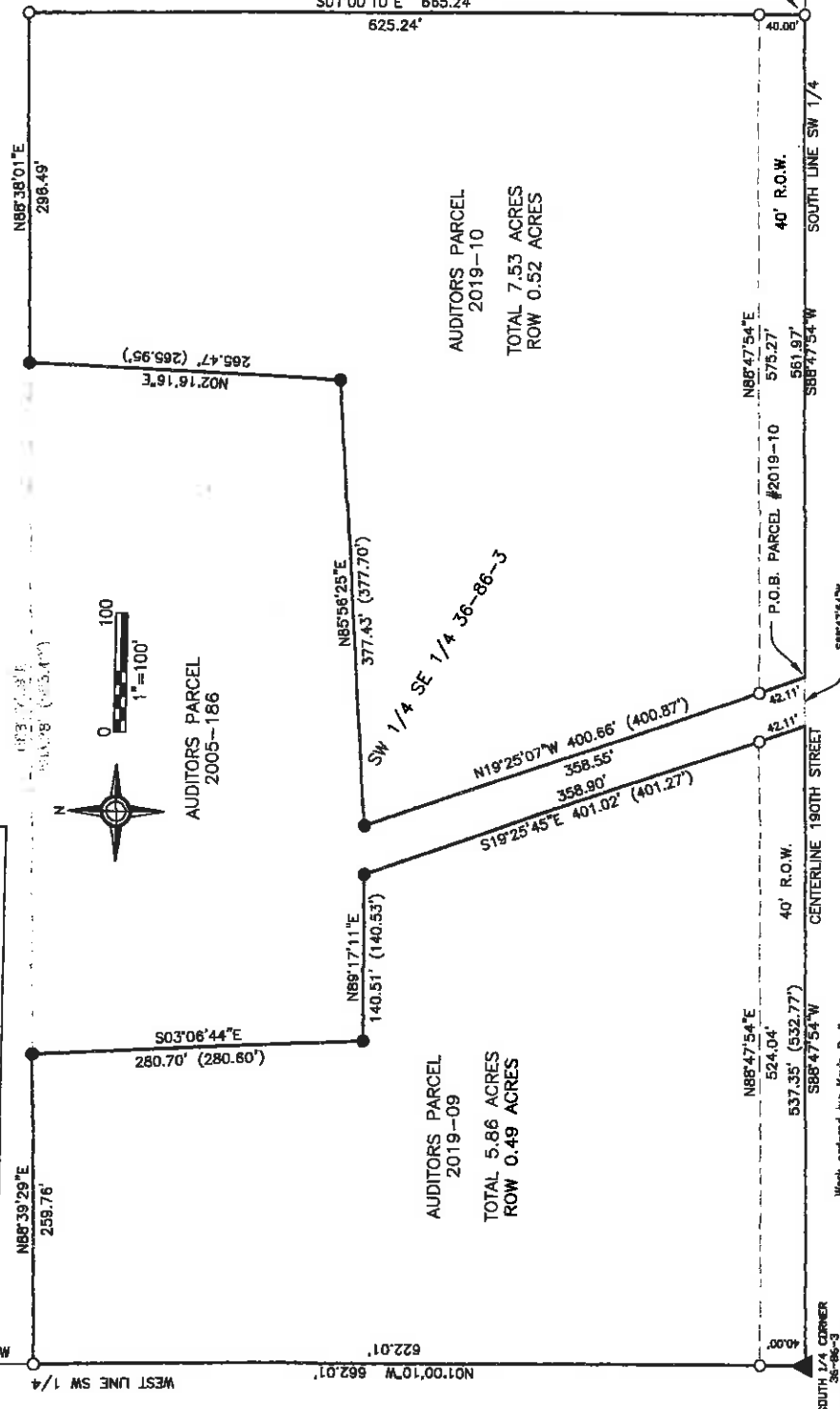
# PLAT OF SURVEY AUDITORS PARCEL 2019-09 & 2019-10

Measurements are in decimal feet.

NO. OF ACRES	DATE	OWNER
0.49	2019-09	KEITH PRULL
0.52	2019-10	KEITH PRULL

**Legend**

- Boundary Line
- Right of Way
- Section Line
- Found Monument
- 5/8" x 1/2" Iron Pipe
- W/Cap #17774
- Star Section/Quarter Corner
- Found Section/Quarter Corner
- Point of Beginning
- P.O.B.
- P.O.C.



## Parcel Description

**Auditors Parcel 2019-09** A part of the SW 1/4 SE 1/4 Section 36, Township 86 North, Range 3 West of the 5th P.M. Jones County, Iowa further described as follows:  
Beginning at the South 1/4 Corner of Section 36;

Thence N 01°00'10" W 662.01 feet along the West line of the SW 1/4 said Section 36;  
Thence N 88°39'29" E 259.76 feet to the Northwest corner of Auditors Parcel 2005-186;  
Thence S 03°06'44" E 280.70 feet along the west line of said Auditors Parcel 2005-186;  
Thence N 88°17'11" E 140.51 feet along the south line of Auditors Parcel 2005-186;  
Thence S 19°25'45" E 401.02 feet along the west line of Auditors Parcel 2005-186 to the south line of SE 1/4 of said Section 36;  
Thence S 88°47'54" W 537.35 feet along the south line of the SE 1/4 of said Section 36 to the point of beginning.  
Containing 5.86 acres. Subject to easements and restrictions of record. For the purpose of this description the South line of the SE 1/4 of said Section 36 is assumed to bear S 88°47'54" W.

**Auditors Parcel 2019-10** A part of the SW 1/4 SE 1/4 Section 36, Township 86 North, Range 3 West of the 5th P.M. Jones County, Iowa further described as follows:  
Commencing at the South 1/4 Corner of Section 36;  
Thence N 88°47'54" E 577.54 feet along the south line of the SE 1/4 said Section 36;  
Thence N 19°25'07" W 400.66 feet along the East line of Auditors Parcel 2005-186;  
Thence N 85°56'25" E 377.43 feet along the south line of said Auditors Parcel 2005-186;  
Thence N 02°16'16" E 265.47 feet along the east line of said Auditors Parcel 2005-186 to the Northeast corner of said Auditors Parcel;  
Thence S 01°00'10" E 296.49 feet;  
Thence S 01°00'10" E 665.24 feet to the south line of the SE 1/4 of said Section 36;  
Thence S 88°47'54" W 561.97 feet along the south line of the SE 1/4 of said Section 36 to the point of beginning.  
Containing 7.53 acres. Subject to easements and restrictions of record. For the purpose of this description the South line of the SE 1/4 of said Section 36 is assumed to bear S 88°47'54" W.

**AUDITORS PARCEL  
2019-10  
TOTAL 7.53 ACRES  
ROW 0.52 ACRES**

**AUDITORS PARCEL  
2005-186**

**AUDITORS PARCEL  
2019-09  
TOTAL 5.86 ACRES  
ROW 0.49 ACRES**

SOUTH 1/4 CORNER  
36-86-3  
JONES COUNTY  
P.O.B. AP. 2019-09  
P.O.C. AP. 2019-10

Work ordered by: Keith Prull  
Owner: Betty J. Prull

Prepared by: Tom Novick  
Novick Land Survey, LLC  
PO Box 363 Springfield, Iowa 52338

Reference Documents  
Auditors Parcel 2005-186 Book G Page 141.  
Auditors Parcel 2001-67 Book G Page 52.

NOVICK LAND SURVEYING

13376 190th Street  
Monticello, Iowa 52310

DATE: 1/1/18  
SCALE: 1"=100'

JONES COUNTY, IOWA

PLAT OF SURVEY  
Auditors Parcel 2019-09 & 2019-10

City Council Meeting  
Prep. Date: 02/13/19  
Preparer: Doug Herman



Agenda Item: # 7  
Agenda Date: 02/18/19

**Communication Page**

**Agenda Items Description:** Resolution to acknowledge Monticello Public Library Director and Staff Wage Increases for FY '20.

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

**Attachments & Enclosures:**

Proposed Resolution

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** The Library Board sets wages and the Council formally acknowledges them so that a "record" exists for Deputy City Clerk to use when calculating payroll.

**Background Information:** The Library Director has advised City Staff of payroll increases for library staff as approved by the Library Board.

The increases are as follows:

Michelle Turnis	\$40,000 to \$42,000 (Annual)
Madonna Thoma-Kremer:	\$11.50 to \$12.36
Penny Schmit	\$12.50 to \$13.43
Molli Hunter	\$ 8.85 to \$ 9.51

As we have discussed, the Board has power to set wages and to spend money. Therefore, the Council is not approving the proposed wage increases, just acknowledging them.

**Staff Recommendation:** I recommend that the Council approve the proposed Resolution acknowledging the above wage increases.

# The City of Monticello, Iowa

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

## RESOLUTION #

To Acknowledge Monticello Library Director and Staff wages for FY '20

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

**WHEREAS**, the Library Director and Library staff are not covered by the CBA and their wages are set by the Library Board, and

**WHEREAS**, The Library Board has approved staff wage increases for FY '20 as follows:

Michelle Turnis	\$40,000 to \$42,000 (Annual)
Madonna Thoma-Kremer:	\$11.50 to \$12.36
Penny Schmit	\$12.50 to \$13.43
Molli Hunter	\$ 8.85 to \$ 9.51

and

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

**NOW THEREFORE BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby acknowledge the wage increases noted herein.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 18<sup>th</sup> day of February, 2019.

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Brian Wolken, Mayor

Attest:

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Sally Hinrichsen, City Clerk

## Staff Wages

Staff Member	Hours per week	Current Wage Hourly ----- Annual	5% (hourly)	5% (annual)	7.5% (hourly)	7.5% (annual)
Penny Schmit	40	\$12.50 \$26,000	\$13.13	\$27,310.40	\$13.43	\$27,934.40
MaDonna Kremer	40	\$11.50 \$23,920	\$12.08	\$25,126.40	\$12.36	\$25,708.80
<b>Full-time increase</b>	<b>80</b>	<b>\$24.00 \$49,920</b>	<b>\$25.21</b>	<b>\$52,436.8</b>	<b>\$25.80</b>	<b>\$53,643.20</b>
Molli Hunter	15 (avg)	\$8.85 \$6,903	\$9.30	\$7,254.00	\$9.51	\$7,417.80
<b>Part-time Increase</b>	<b>15 (avg)</b>	<b>\$8.85 \$6,903</b>	<b>\$9.30</b>	<b>\$7,254.00</b>	<b>\$9.51</b>	<b>\$7,417.80</b>
<b>TOTAL Increase</b>	<b>95</b>	<b>\$32.85 \$56,823</b>	<b>\$34.51</b>	<b>\$59,690.80</b>	<b>\$35.30</b>	<b>\$61,061.00</b>
				+ \$2,867.80		+ \$4,238.00

**7.5% hourly employee wage increase approved by board 12/11/2018**

**New Business**

Director Michelle presented the FY2020 Budget for review and discussion. It was moved by Elizabeth, seconded by Joey, and unanimously approved. The budget includes \$122,500. from the City General Fund and a total Library Budget of \$153,465. The Board approved the following staff wages based on a 7.5% increase:

Penny Schmit	(40 hours)	Hourly \$13.43	Annual \$27,934.40
MaDonna Kremer	(40 hours)	Hourly \$12.36	Annual \$25,708.80
Molli Hunter	(15 hours)	Hourly \$ 9.51	Annual \$ 7,417.80

The Board approved a 5% increase for Director Michelle: \$42,000.

**Upcoming Agenda:**

Lighting

Policies

**Adjournment:** moved by Joey, seconded by Don; unanimously approved  
Submitted by Ellen Strittmatter, Secretary

City Council Meeting  
Prep. Date: 07/13/18  
Preparer: Doug Herman



Agenda Item: # 8  
Agenda Date: 07/16/18

**Communication Page**

**Agenda Items Description:** Resolution to consider Pole Sign Request of Monticello Family Dentistry.

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

**Attachments & Enclosures:**

Resolution
Aerial of proposed sign location

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** Monticello Family Dentistry is being sold which triggers any required updates in signage to meet the Code requirements.

**Background Information:** The existing sign is a pole sign with what I will refer to as some covering or sheathing on the pole. The sign appears to be located wholly within the ROW of S. Main Street which is 72' +/- wide, wider than the standard 60' wide street ROW for a commercial collector street such as this. (S. Cedar is a 60' wide ROW)

- a. According to the City Code all commercial signage is to be designed as a "Monument Sign" (see Section 170.05) *(The sign installed is not a monument sign)*
- b. Sign bases are to be constructed as noted at 170.05 (Set-back for monument signs is to be 5' unless a lesser setback is approved in advance by the Council. *(This sign is in the ROW)*)
- c. Monument signage is not supposed to exceed 15'. I suspect this pole sign exceeds 15' while the overall sf probably meets Code requirements.
- d. The vertical distance between the sign face and the base shall not be greater than 36".
- e. 170.05 (7) also speaks to the covering of Monument Sign bases. *As the sign we are discussing is not a monument sign it does not meet these provisions.*

If a sign is considered a pole sign it must be separately considered and approved. The consideration of such proposal is supposed to happen in advance of the construction of the sign.

170.06 (1) through (5) sets out pole signage considerations:

1. Requested Signage Height, and appropriateness of necessity of said signage height considering the location and type of business. (Does a Dental Office at this location justify a pole sign of the height/etc. of this sign?)
2. Other options that would meet the needs of the business. (Would a monument sign consistent with Code requirements meet the needs of the business.)
3. Whether some type of sheathing or covering of the pole can be accomplished to soften or improve the look of what would otherwise be a bare pole(s). (This sign does not have a bare pole and is "sheathed".
4. Impact proposed signage may have on adjacent or nearby businesses or homes. There are other pole signs in this area at this time, some that have been allowed (Diamond Pie and K Power Fuels (with conditions)) and others that are within the five year window including Caseys and Car Wash.)
5. General appropriateness of signage to area proposed to be erected. (Area generally commercial in nature, however, goal of Council was to eliminate pole signs that were not deemed "necessary" for proposed use.

The Board found that the sign met a number of the above standards and that its' location in the ROW should be permitted.

**Recommendation:** I recommend that the Council consider the recommendation of the P & Z and determine whether or not the pole sign should be allowed, whether it should be allowed to remain in the ROW, and what conditions if any should be imposed.

# The City of Monticello, Iowa

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

RESOLUTION #19-\_\_

**Resolution** to approve Pole Sign Request of Monticello Family Dentistry

**WHEREAS,** Monticello Family Dentistry is going to be under new ownership which will trigger the requirements of the Signage Code that all signs on the property come into compliance with the City Code, and as the sign on this property is a "pole sign" under the Code and commercial properties are supposed to utilize Monument Style signage absent special permission for a pole sign, a request has been brought forward to allow the pole sign to remain in place, and

**WHEREAS,** The Planning & Zoning Board has considered the request and has recommended that the pole sign be permitted to remain at its' current location so long as the owners of the property apply for and obtain a Right-of-Way Permit from the City that allows the sign to remain and sets forth the requirements and obligations placed on the owner to move the sign, whether temporarily or permanently, upon the request of the City if and when the City should need to utilize the ROW for City infrastructure or other permissible purposes, and

**WHEREAS,** The City Council finds that the recommendation of the Planning and Zoning Board should be followed and that the pole sign is appropriate for this business at this location after a consideration of the facts and circumstances associated therewith, and should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the Pole Sign request at the Monticello Family Dentistry location, allowing the pole sign to remain moving forward as being consistent with the Code of Ordinances as currently written, with the understanding that the owners will be required to apply for and receive a right-of-way permit, the language of which will allow the City to force the removal, temporary or permanent, of the sign should that become necessary as set forth within the body of this Resolution and further detailed in the ROW Permit.

**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 18<sup>th</sup> day of February, 2019.

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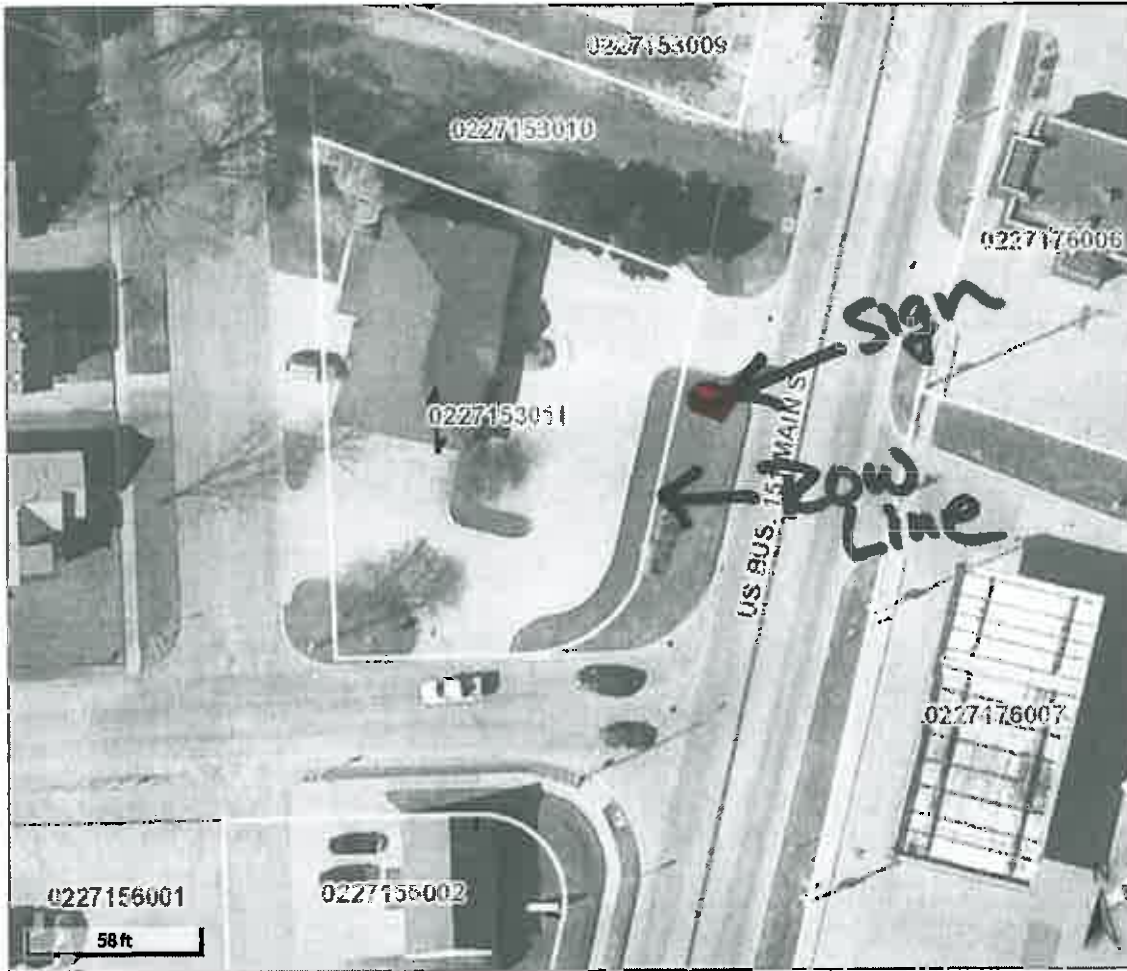
Brian Wolken, Mayor

Attest:

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Sally Hinrichsen, Monticello City Clerk








**Overview**



**Legend**

-  Parcels
-  Cartography
-  Major Roads

<b>Parcel ID</b>	0227110024	<b>Alternate ID</b>	145000	<b>Owner Address</b>	TOENJES, DOUGLAS D & JANIS R
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	R		340 S MAIN ST
<b>Property Address</b>	340 S MAIN ST	<b>Acreage</b>	n/a		MONTICELLO IA 52310
	MONTICELLO				
<b>District</b>	MONCO				
<b>Brief Tax Description</b>	VARVELS O.L. #1 130 KLINE S.D. S 55' OF N 200.5'				
	(Note: Not to be used on legal documents)				

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