

# City of Monticello, Iowa

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Final Agenda Posted on April 17, 2020 at 4:30 p.m.

Monticello City Council Meeting April 20, 2020 @ 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>Police Chief:</b>	Britt Smith
<b>Ward #1:</b>	Gary Feldmann	<b>City Engineer:</b>	Patrick Schwickerath
<b>Ward #2:</b>	Candy Langerman	<b>Public Works Dir.:</b>	Nick Kahler
<b>Ward #3:</b>	Chris Lux	<b>Water/Wastewater Sup.:</b>	Jim Tjaden
<b>Ward #4:</b>	Tom Yeoman	<b>Amb. Dpt. Lead Par.:</b>	Lori Lynch

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

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

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

Approval of Council Mtg. Minutes	April	06, 2020
Approval of Payroll	April	09, 2020
Approval of Bill List		
Approval of Treasurer's Report, March, 2020		
Approval of Chamber of Commerce Liquor License		

**Public Hearing and Resolutions Related Thereto:** None

**Motions:** None

**Resolutions:**

1. **Resolution** to approve Plat of Survey to Parcel 2020-28 and 2020-29, both located along Spring Farm Lane. (Mitch and Kendi Monk property)
2. **Resolution** to approve Site Plan for Chestnut Street Condominiums. (Yeoman & Company)
3. **Resolution** to approve Monticello Regional Airport, Iowa DOT Airport State Funding Application.
4. **Resolution** approving trail from Highway 38 Bridge to the current high school crossing and providing direction to staff with regard to trail design.

5. **Resolutions** related to Maple Street sidewalk.
  - a. **Resolution** to rescind direction to repair
  - b. **Resolution** to direct removal and replacement.
6. **Resolution** directing the City Administrator to continue planning for Sewer Plant upgrades consistent with process required to retain eligibility for State of Iowa Revolving Loan Funds.

**Ordinances:** None

**Reports / Potential Action:**

1. Cobblestone Development Agreement Discussion
2. Hwy 38 Sewer Extension (Through Madalyn Court)
3. Public Works
4. Police Department
  - a. 3<sup>rd</sup> Street Parking
5. Parks Dpt.
  - a. Activities
  - b. Playgrounds / Aquatic Center
6. City Administrator
  - a. Departmental Reporting
  - b. MercyCare Project
  - c. Compadres Building (Derelict Building Grant and Rural Innovation Grant)

**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.

## **Meeting Instructions for the Public**

**Due to the Covid-19 Virus the City Council will not be allowing the Public access to the Council meeting.** You may participate in the meeting via the Zoom meeting app. All you need to do is click on the link below or call in on the number shown below. If you are entering the meeting via the link and want to participate with video and audio be sure your computer/smart phone microphone and camera are both on and operational.

Time: Apr 20, 2020 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97966258117>

Meeting ID: 979 6625 8117

One tap mobile

Dial by your location: 1-253-215-8782

Regular Council Meeting  
April 6, 2020 – 6:00 P.M.  
Community Media Center

Mayor Brian Wolken called the meeting to order, which was held electronically due to the heightened public health risks of the Coronavirus Pandemic (COVID-19). Council present: Dave Goedken, Benda Hanken, Gary Feldmann, Candy Langerman, Chris Lux and Tom Yeoman. Also present were City Administrator Doug Herman, City Clerk Sally Hinrichsen, Public Works Director Nick Kahler, Police Chief Britt Smith, City Engineers Patrick Schwickerath and A.J. Barry, Library Director Michelle Turnis and Park & Rec Director Jacob Oswald, all attendees joined meeting electronically. The meeting was broadcast live on the Monticello Local Access Channel through Mediacom and the public was invited to participate in the meeting via "Zoom Meetings" and were encouraged to communicate during the meeting via chat, in lieu of the public being allowed in the meeting room due to Covid-19 related concerns.

Langerman moved to approve the agenda, moving item #7 related to the trail plans to follow items related to 2020 E. 7th Street. Lux seconded, roll call unanimous.

Mayor Wolken read proclamation declaring April 2020 to be Sexual Assault Awareness month in Monticello, Iowa.

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

Council discussed the possibility to rescind prior action of City Council on March 23<sup>rd</sup>, rejecting all bids and requesting new bids, eliminating option 3 from consideration, on the 2020 E. 7<sup>th</sup> Street Reconstruction Project. After a lengthy discussion, Yeoman made a motion to rescind prior action of City Council on March 23<sup>rd</sup>, rejecting all bids and requesting new bids, eliminating option 3 from consideration, on the 2020 E. 7<sup>th</sup> Street Reconstruction Project. Motion failed due to a lack of a second. No action was taken to accept bids and awarding contract on the 2020 E. 7<sup>th</sup> Street Reconstruction Project being prior motion failed.

Council reviewed the proposed 2020 Highway 38 Trail plans with the estimated cost of \$143,000. Barry stated the beacon crossing lights are not included in the plans at this time. Smith reported that the IDOT will not do a traffic study until after the project is completed. Herman advised the sidewalk would extend to the entrance driveway of the Cemetery. Goedken questioned if there were any grants available for this project. Herman reported staff could look into grants for the project but trail would not be competitive for a trails grant and the project would have to wait until next year to be completed. Herman felt the school was expecting the sidewalk/ trail to be completed prior to school starting in the fall. Schwickerath stated although the IDOT is not requiring beacons, at this time, the beacons would improve the safety issues. Smith stated after the IDOT traffic study was completed they may require beacon lights to be installed. Barry reported the plans call for the speed to be reduced to 35 MPH 300' prior to the 1<sup>st</sup> crosswalk. Schwickerath stated the beacon lights could be added as an addendum and estimated the cost to be around \$10,000 to \$15,000 range. Langerman suggested tabling until the cost estimates for the beacon lights were received. Wolken stated the engineers would need to change the plans. Schwickerath advised City needed to proceed if they wanted to complete project prior to school starting in fall. Goedken suggest to push back the project to get the information on beacons and to hold off on the project. Langerman stated either way, they will need to do the sidewalk. Lux stated if we don't do anything, then there is no safety for the kids.

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Schwickerath will look into funding opportunities. Smith stated the school could use crossing guards or school resource officer to direct traffic but also felt the beacons are needed. If IDOT does traffic study and does not lower the speed limit to school zone, they would need both the speed beacons and the crosswalk beacons. Hanken moved to table approving 2020 Highway 38 Trail plans and specs and letting bids. Goedken seconded. Roll call: Ayes: Hanken, Goedken and Feldmann. Nays: Langerman, Lux and Yeoman. Mayor declined to break the tie, so motion failed due to a lack of a second. Langerman moved to approve Resolution #2020-43 Preliminarily approving the 2020 Highway 38 Trail Plans and Specifications, authorization of publication of same seeking bids therefor and scheduling a Public Hearing on the Plans and Specs., Form of Contract and estimated total cost for the trail project for May 4, 2020 at 6:00 pm. Lux seconded. Roll call: Ayes: Langerman, Lux and Yeoman. Nays: Hanken, Goedken and Feldmann. Motion failed.

Schwickerath reported there were 10 locations along North Sycamore Street Project with a ¼ inch separation and one location with a ½ inch separation. He suggested the wet weather may have played a factor in the separations. He felt the ¼ inch separation could be ground or leveled out, but the ½ inch would need to be leveled or replaced. Council discussed waiting for the ground to dry out before grinding. Lux reported her sidewalk was cracked. Schwickerath stated if damaged during the winter from something hitting it, then it would not be the contractor's fault.

Herman advised the City has never used a collection agency to collect delinquent City Ambulance accounts and recommended to take this step in an effort to collect more revenue. The Collection Agency has been around for 60 years, is an Iowa company and has other ambulance service clients. They are only paid if they collect and the rate of 28% on claims under 90 days when placed with them, 35% on claims over 90 days when placed with them, 50% on claims collected after litigation and 15% on claims the City collects through the Iowa Offset. Goedken moved to approve Resolution #2020-44 to approve Agreement for Collection Services between the City of Monticello and Credit Bureau Services of Iowa, Feldmann seconded, roll call unanimous.

Herman reported engineer on the Berndes Center HVAC project reviewed and recommended payment to Crawford Company in the amount of \$47,129.50. Langerman moved to approve Resolution #2020-45 Approving Pay Request #1 from Crawford Company related to Berndes Center HVAC Project, Goedken seconded, roll call unanimous.

Herman reviewed options for the sidewalk along North Maple Street between the Golf Club entrance and fair gate entrance, including fence repair/removal, patching sidewalk (308 sf), Sidewalk replacement (1,880 sf) with either 4' or 6' wide sidewalk and fence replacement. Herman and Oswald felt a 5' sidewalk could be installed without removing the fence. Herman advised with a 5' sidewalk, they could leave fence and keep the trees, but would have to do something with the manhole. Wolken stated he talked with Fair Manager John Harms who advised they are looking at redoing the fair entrance in their long range plans. Herman advised this sidewalk would stop short of that area. Goedken questioned if the repairs covers the areas he discussed with Herman. Herman advised that the repairs did cover those areas. Goedken stated there are sidewalks on both sides of the street, and wondered if the wider sidewalk was needed. Kahler stated Public Works could remove sidewalk. Goedken moved to approve Resolution #2020-46 approving Maple Street sidewalk repair /replacement project, Langerman

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seconded, roll call unanimous. This approved the repair of the 4' sidewalk and repairs to the fence.

Herman reported Water/Wastewater Superintendent Jim Tjaden requested to purchase a wing/mower /brushhog. Kahler reported the one they have now is only 7' and is in bad shape. The new one would be 12' and would still work with the tractor. It would be mainly used by the Water/Wastewater department however Public Works and Parks departments would also use it. Goedken moved to approve Resolution #2020-47 Approving purchase of Wing Mower /Brush Hog for Water /Sewer Department and Public Works Department, Feldmann seconded, roll call unanimous.

Goedken moved to approve Resolution #2020-48 Scheduling Public Hearing on City of Monticello 2019-2020 Fiscal Year budget amendments for May 4, 2020 at 6:00 p.m., seconded by Langerman, roll call unanimous.

Herman sent out the information of the Plats to the members of the P & Z Board and they had no objection to present plats to Council for review without their formal review. The plats are located within the two mile jurisdiction. Goedken moved to approve Resolution #2020-49 Approving Plat of Survey to Parcels 2020-41 and 2020-42, Langerman seconded, roll call unanimous.

Herman reviewed the proposed resolution to extend the closure of City facilities and extend closures to Park equipment through Friday May 1<sup>st</sup>. Wolken stated equipment is closed however the greenspaces are open. Oswald stated his understanding was if you are not sharing the piece of equipment it was ok to be open, so he planned to leave the Disc Golf baskets open. Langerman moved to approve Resolution #2020-50 Modifying previously issued Covid-19 City Office Closures Resolution and other Covid-19 responses, Goedken seconded, roll call unanimous.

Smith sent the Mayor his summary for East 3<sup>rd</sup> Street parking concerns. Council asked for summary to be sent to them and placed on next agenda.

Kahler stated they are working on projects to stay apart due to the Covid-19.

Oswald reported they moved the aquatic center registrations to May due to the Covid-19.

Herman reported the Northridge Retainage is overgrown and has trees growing in it. He reached out to adjacent property owners to get an easement, with one opposing. Goedken stated City needs to get easements, as the trees are cottonwoods and they will get huge.

Oswald was contacted to cancel a wedding in June and inquired if he should give a full refund or withhold deposit. Consensus of Council was to give a full refund.

Herman planned to set out gloves donated by Theisens and City garbage bags and put an ad in this week's Express for Community Garbage Collection.

Herman reported the Airport Board received a request from two private individuals who want to build a hangar. They will need to extend the taxiway to the hangar. Airport Board is applying for a State DOT grant which would fund 80% for the approach / taxiway.

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Herman reviewed the COVID-19 poster from the US Department of Labor and letter to Norm Zimmerman related to the sewer disposal system for his property located at 920 N. Cedar Street from Jones County Environmental Services.

Mayor Wolken adjourn at 8:05 P.M.

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Brian Wolken, Mayor

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Sally Hinrichsen, City Clerk

# PAYROLL - APRIL 9, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>March 23 - April 5, 2020</b>				
Devin Arduser	\$ 30.64	\$ -	0.00	0.00	\$ 26.27
Brian Bronemann	138.96	-	0.00	0.00	119.14
Drew Haag	321.40	-	0.00	0.00	272.57
Ben Hein	69.12	-	0.00	0.00	59.26
Mary Intlekofer	1,911.00	-	0.00	0.00	1,306.15
Brandon Kent	1,962.19	51.19	0.00	0.00	1,283.73
Jim Luensman	455.00	-	0.00	0.00	355.23
Lori Lynch	1,995.00	-	0.00	0.00	1,352.09
Dave McNeill	279.04	-	0.00	0.00	237.25
Mandy Norton	110.24	-	0.00	0.00	94.52
Shelly Searles	1,911.00	-	0.00	44.38	1,330.66
Sabrina Strella	48.00	-	0.00	0.00	41.15
Brenda Surom	273.00	-	0.00	0.00	212.02
Chris Szymanowski	1,911.00	-	0.00	0.00	1,246.52
Jenna Weih	1,631.25	56.25	0.00	0.00	1,199.80
Curtis Wyman	675.00	-	0.00	0.00	465.23
<b>TOTAL AMBULANCE</b>	<b>\$ 13,721.84</b>	<b>\$ 107.44</b>	<b>0.00</b>	<b>44.38</b>	<b>\$ 9,601.59</b>
<b>CEMETERY</b>	<b>March 21 - April 3, 2020</b>				
Dan McDonald	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,198.03
<b>TOTAL CEMETERY</b>	<b>\$ 1,656.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,198.03</b>
<b>CITY HALL</b>	<b>March 22 - April 4, 2020</b>				
Cheryl Clark	\$ 1,684.00	\$ -	0.00	45.00	\$ 1,137.02
Doug Herman	3,951.46	-	0.00	0.00	2,779.10
Sally Hinrichsen	2,488.06	-	0.00	0.00	1,567.70
Nanci Tuel	1,486.40	-	0.00	0.13	980.11
<b>TOTAL CITY HALL</b>	<b>\$ 9,609.92</b>	<b>\$ -</b>	<b>0.00</b>	<b>45.13</b>	<b>\$ 6,463.93</b>
<b>FIRE</b>					
Joe Bayne	\$ 125.00	\$ -	0.00	0.00	\$ 115.44
David Husmann	60.00	-	0.00	0.00	55.41
Billy Norton	100.00	-	0.00	0.00	85.74
Paul Warner	100.00	-	0.00	0.00	92.35
<b>TOTAL FIRE</b>	<b>\$ 385.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 348.94</b>
<b>LIBRARY</b>	<b>March 23 - April 5, 2020</b>				
Molli Hunter	\$ 475.50	\$ -	0.00	0.00	\$ 400.22
Penny Schmit	1,074.40	-	0.00	0.00	589.22
Michelle Turnis	1,615.38	-	0.00	0.00	1,007.47
<b>TOTAL LIBRARY</b>	<b>\$ 3,165.28</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,996.91</b>
<b>MBC</b>	<b>March 23 - April 5, 2020</b>				
Jacob Oswald	\$ 1,892.31	\$ -	0.00	0.00	\$ 1,426.69
Shannon Poe	1,576.92	-	0.00	0.00	1,078.42
<b>TOTAL MBC</b>	<b>\$ 3,469.23</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,505.11</b>
<b>POLICE</b>	<b>March 23 - April 5, 2020</b>				
Zachary Buehler	\$ 1,849.71	\$ -	0.00	0.00	\$ 1,373.76

# PAYROLL - APRIL 9, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>POLICE (cont.)</b>					
Peter Fleming	1,885.36	-	0.00	20.00	1,351.22
Dawn Graver	2,056.80	-	0.00	0.00	1,479.81
Erik Honda	1,984.58	-	0.00	8.00	1,488.13
Jordan Koos	2,197.44	-	0.00	35.00	1,606.45
Britt Smith	2,735.42	-	0.00	0.00	2,001.76
Madonna Staner	1,486.40	-	0.00	0.00	1,126.17
Brian Tate	2,155.44	-	0.00	0.00	1,597.04
<b>TOTAL POLICE</b>	<b>\$ 16,351.15</b>	<b>\$ -</b>	<b>0.00</b>	<b>63.00</b>	<b>\$ 12,024.34</b>
<b>ROAD USE</b>					
<b>March 21 - April 3, 2020</b>					
Zeb Bowser	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,214.14
Eric Jungling	1,596.00	-	0.00	3.00	1,128.62
<b>TOTAL ROAD USE</b>	<b>\$ 3,252.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>3.00</b>	<b>\$ 2,342.76</b>
<b>SANITATION</b>					
<b>March 21 - April 3, 2020</b>					
Michael Boyson	\$ 1,644.00	\$ -	0.00	0.00	\$ 1,153.30
Nick Kahler	2,019.23	-	0.00	0.00	1,386.87
<b>TOTAL SANITATION</b>	<b>\$ 3,663.23</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,540.17</b>
<b>SEWER</b>					
<b>March 21 - April 3, 2020</b>					
Tim Schultz	\$ 1,716.00	\$ -	0.00	28.00	\$ 1,203.17
Jim Tjaden	2,230.77	-	0.00	0.00	1,615.64
<b>TOTAL SEWER</b>	<b>\$ 3,946.77</b>	<b>\$ -</b>	<b>0.00</b>	<b>28.00</b>	<b>\$ 2,818.81</b>
<b>WATER</b>					
<b>March 21 - April 3, 2020</b>					
Daniel Pike	\$ 1,668.00	\$ -	0.00	0.00	\$ 1,210.04
<b>TOTAL WATER</b>	<b>\$ 1,668.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,210.04</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 60,888.42</b>	<b>\$ 107.44</b>	<b>0.00</b>	<b>183.51</b>	<b>\$ 43,050.63</b>



**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
AARON'S AUTOMOTIVE LLC	PD VEHICLE OPERATING	55.02			
ALLIANT ENERGY-IES	201 E SOUTH ST PD	258.36			
BAKER PAPER CO INC	PD BUILDING SUPPLIES	25.22			
INFRASTRUCTURE TECHNOLOGY	PD COMPUTER SUPPORT FEES	150.00			
IOWA DEPT OF PUBLIC SAFETY	PD IOWA SYSTEM	300.00			
JOHN DEERE FINANCIAL	PD SUPPLIES	35.94			
MCALFEER WATER CONDITIONING INC	PD SOFTENER SALT	13.70			
MONTICELLO EXPRESS INC	PD ATV DECALS	100.00			
WELTER STORAGE EQUIP CO., INC.	PD STORAGE CABINET	65.00			
	110 POLICE DEPARTMENT TOTAL		1,003.24		
STREETS					
ROBERT P CLAUSSEN	RU EQUIP REPAIR/MAINT	600.00			
	210 STREETS TOTAL		600.00		
STREET LIGHTS					
ALLIANT ENERGY-IES	S CEDAR STREETLIGHTS	654.70			
	230 STREET LIGHTS TOTAL		654.70		
AQUATIC CENTER					
ALLIANT ENERGY-IES	811 S CEDAR ST POOL	248.62			
TRACY L CHAPPELL	POOL EQUIP REPAIR/MAINT	3,872.58			
CHEMSEARCH	POOL EQUIP REPAIR/MAINT	60.50			
ROBERT P CLAUSSEN	POOL EQUIP REPAIR/MAINT	1,120.00			
TCM BANK NA	POOL SWIM TEAM	590.87			
	440 AQUATIC CENTER TOTAL		5,892.57		
CEMETERY					
ALLIANT ENERGY-IES	CEMETERY ELECTRIC	42.35			
GERALD L DELARM	CEMETERY REFUND - H466 SP 1-4	1,440.00			
IBEN CONSTRUCTION CO INC	CEM GRAVE OPENINGS - JAN-MAR	450.00			
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	15.78			
KROMMINGA MOTORS INC	CEMETERY EQUIP REPAIR/MAINT	77.81			
SPRAY-LAND USA	CEMETERY EQUIP REPAIR/MAINT	121.15			
	450 CEMETERY TOTAL		2,147.09		
SOLDIER'S MEMORIAL BOARD					
ALLIANT ENERGY-IES	200 S CEDAR ST	553.19			
MEDIACOM	SLDR MEM TELEPHONE	25.53			
	498 SOLDIER'S MEMORIAL BOARD TOTAL		578.72		
ATTORNEY					
TCM BANK NA	ATTORNEY RESEARCH				

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	641 ATTORNEY TOTAL				
CITY HALL/GENERAL BLDGS					
ALLIANT ENERGY-IES	200 S CEDAR ST	1,106.38			
BAKER PAPER CO INC	CH BUILDING SUPPLIES	132.36			
DOUG HERMAN	CH CELL PHONE STIPEND	350.00			
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	467.70			
IOWA INTERACTIVE LLC	CREDIT CARD PROCESSING FEES	128.76			
MEDIACOM	CH TELEPHONE	161.67			
MONTICELLO EXPRESS INC	CH OFFICE SUPPLIES	24.95			
TCM BANK NA	CH IOWA RURAL DEV SUMMIT	278.72			
	650 CITY HALL/GENERAL BLDGS TOTAL		2,650.54		
	001 GENERAL TOTAL		13,526.86		
MONTICELLO BERNDES CENTER PARKS					
ALLIANT ENERGY-IES	MBC ELECTRIC	879.10			
BAKER PAPER CO INC	MBC BUILDING SUPPLIES	127.38			
ROBERT P CLAUSSEN	MBC BLDG REPAIR/MAINT	234.85			
SUE FRANCKSEN	MBC RENTAL REFUND	125.00			
JOHN DEERE FINANCIAL	MBC GROUNDS SUPPLIES	157.11			
MONTICELLO SPORTS	MBC LEAGUE BALL CART	215.00			
YESSICA RODRIGUEZ	MBC ROOM RENTAL REFUND	100.00			
KIMBERLY SAMS	MBC LEAGUE REFUNDS	5.00			
SPAHN & ROSE LUMBER CO INC	MBC GROUNDS SUPPLIES	9.99			
TCM BANK NA	MBC OFFICE SUPPLIES	9.99			
TREASURER STATE OF IOWA	SALES TAX - MARCH	140.43			
	430 PARKS TOTAL		2,003.85		
	005 MONTICELLO BERNDES CENTER TOTAL		2,003.85		
FIRE FIRE					
ALLIANT ENERGY-IES	E SOUTH ST FIRE STATION	285.71			
JOHN DEERE FINANCIAL	FIRE SUPPLIES	22.31			
MUNICIPAL EMERGENCY SERVICES	FIRE MINOR EQUIPMENT	280.00			
RADIOLOGY CONSULTANTS OF IOWA	FIRE PHYSICAL - REYNER	68.00			
SANDRY FIRE SUPPLY	FIRE MINOR EQUIPMENT	355.25			
TCM BANK NA	FIRE POSTAGE	143.86			
UNITY POINT CLINIC	FIRE PHYSICAL - HUNT	820.16			
UNITY POINT HEALTH HOSPITALS	FIRE PHYSICAL - REYNER	1,032.27			
	150 FIRE TOTAL		3,007.56		
	015 FIRE TOTAL		3,007.56		

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AMBULANCE					
AMBULANCE					
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES	111.17			
ALLIANT ENERGY-IES	201 E SOUTH ST AMB	258.35			
BAKER PAPER CO INC	AMB BUILDING SUPPLIES	25.22			
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	176.27			
ESO SOLUTIONS, INC.	AMB SOFTWARE SUPPORT	1,703.00			
IOWA INTERACTIVE LLC	CREDIT CARD PROCESSING FEES	29.72			
MCALEER WATER CONDITIONING INC	AMB SOFTENER SALT	13.70			
STERICYCLE, INC.	AMB PHARMACEUTICAL DISPOSAL	79.35			
TCM BANK NA	AMB IEMSA CONFERENCE - LYNCH	303.77			
UNITY POINT HEALTH	AMB MEDICAL SUPPLIES	261.17			
	160 AMBULANCE TOTAL		2,961.72		
	016 AMBULANCE TOTAL		2,961.72		
HOTEL/MOTEL TAX					
HOTEL/MOTEL					
ALLIANT ENERGY-IES	HWY 151 SIGN	21.70			
	699 HOTEL/MOTEL TOTAL		21.70		
	018 HOTEL/MOTEL TAX TOTAL		21.70		
LIBRARY IMPROVEMENT					
LIBRARY					
TCM BANK NA	LIB IMP SUMMER READING PROGRAM	298.21			
	410 LIBRARY TOTAL		298.21		
	030 LIBRARY IMPROVEMENT TOTAL		298.21		
LIBRARY					
LIBRARY					
ALLIANT ENERGY-IES	200 S CEDAR ST	553.19			
CULLIGAN TOTAL WATER	LIB BUILDING SUPPLIES	12.41			
MOLLI HUNTER	LIB DATA	11.21			
INFRASTRUCTURE TECHNOLOGY	LIB PROCESSING	150.00			
MEDIACOM	LIB TELEPHONE	119.12			
NEXT GENERATION PLBG & HTG LLC	LIB BLDG REPAIR/MAINT	375.26			
OVERDRIVE	LIB AUDIO RECORDINGS	242.82			
FROHWEIN OFFICE SUPPLY INC	LIB PROGRAMS/PROMOTIONS	5.98			
TCM BANK NA	LIB OFFICE SUPPLIES	24.99			
	410 LIBRARY TOTAL		1,494.98		
	041 LIBRARY TOTAL		1,494.98		

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
SUPER MAC FUND SUPER MAC FUND FROHWEIN OFFICE SUPPLY INC	SUPER MAC OFFICE SUPPLIES		128.00		
	499 SUPER MAC FUND TOTAL		----- 128.00		
	045 SUPER MAC FUND TOTAL		----- 128.00		
AIRPORT AIRPORT MCALLEER WATER CONDITIONING INC	AIRPORT BUILDING SUPPLIES		55.55		
	280 AIRPORT TOTAL		----- 55.55		
	046 AIRPORT TOTAL		----- 55.55		
ROAD USE STREETS ALLIANT ENERGY-IES	STOP SIGNS - N MAIN ST		273.02		
BROWN SUPPLY CO INC	RU VEHICLE OPERATING		1,165.00		
HUGHES GARAGE & AUTO SALES LLC	RU EQUIP REPAIR/MAINT		330.79		
JOHN DEERE FINANCIAL	TREE REMOVAL & PLANTING		328.10		
L.L. PELLING CO	RU STREET MAINTENANCE SUPPLIES		2,145.00		
SPAHN & ROSE LUMBER CO INC	RU SUPPLIES		20.73		
	210 STREETS TOTAL		----- 4,262.64		
SNOW REMOVAL KROMMINGA MOTORS INC	RU SNOW REMOVAL		4,518.50		
	250 SNOW REMOVAL TOTAL		----- 4,518.50		
	110 ROAD USE TOTAL		----- 8,781.14		
TRUST/SLAVKA GEHRET FUND LIBRARY BAKER & TAYLOR BOOKS	LIB GEHRET BOOKS		47.03		
	410 LIBRARY TOTAL		----- 47.03		
	178 TRUST/SLAVKA GEHRET FUND TOTAL		----- 47.03		
PARK IMPROVEMENT CAPITAL PROJECTS HEJAR BROTHERS FENCING, INC.	PICKLEBALL COURT		8,869.65		
	750 CAPITAL PROJECTS TOTAL		----- 8,869.65		

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	313 PARK IMPROVEMENT TOTAL		8,869.65		
MARY MAXINE REDMOND TRUST LIBRARY					
PUTNAM MUSEUM & SCIENCE CENTER LIB	REDMOND PROGRAMMING		174.00		
	410 LIBRARY TOTAL		174.00		
	339 MARY MAXINE REDMOND TRUST TOTAL		174.00		
C.C. BIDWELL LIBRARY BOOK LIBRARY					
OVERDRIVE	LIB BIDWELL BOOKS		599.64		
TCM BANK NA	LIB BAKER BOOKS		353.38		
	410 LIBRARY TOTAL		953.02		
	502 C.C. BIDWELL LIBRARY BOOK TOTAL		953.02		
WATER					
WATER					
ALLIANT ENERGY-IES	WATER PUMP #4		2,419.84		
BEHREND'S CRUSHED STONE	WATER SYSTEM		382.90		
HAWKINS WATER TREATMENT	WATER SYSTEM		15.00		
STATE HYGIENIC LABORATORY	WATER LAB TESTS		52.00		
JOHN DEERE FINANCIAL	WATER OSHA SUPPLIES		11.99		
MUNICIPAL SUPPLY INC	WATER SYSTEM		437.80		
TCM BANK NA	WATER POSTAGE		10.73		
TREASURER STATE OF IOWA	WATER EXCISE TAX - MARCH		1,853.86		
WHITE HAWK PLUMBING & HEATING	WATER SYSTEM		212.50		
	810 WATER TOTAL		5,396.62		
	600 WATER TOTAL		5,396.62		
SEWER					
SEWER					
ALLIANT ENERGY-IES	1105 E FIRST ST		4,195.79		
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		1.98		
STATE HYGIENIC LABORATORY	SEWER LAB TESTS		985.00		
IA DIV OF LABOR SERVICES	SEWER EQUIP REPAIR/MAINT		135.00		
IOWA STATE PRISON INDUSTRIES	SEWER SUPPLIES		20.85		
JOHN DEERE FINANCIAL	SEWER SUPPLIES		256.42		
KROMMINGA MOTORS INC	SEWER EQUIP REPAIR/MAINT		98.95		
MONTICELLO SPORTS	SEWER POSTAGE		5.00		
MSA SAFETY SALES LLC	SEWER SYSTEM		390.00		
SPAHN & ROSE LUMBER CO INC	SEWER GROUNDS SUPPLIES		109.54		
TCM BANK NA	SEWER EDUCATION - SCHULTZ		404.70		
TREASURER STATE OF IOWA	SALES TAX - MARCH		861.18		

**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	815 SEWER TOTAL		7,465.41		
	610 SEWER TOTAL		7,465.41		
SANITATION					
SANITATION					
INFRASTRUCTURE TECHNOLOGY	YARD WASTE CAMERA REP/MAINT	50.00			
JONES COUNTY SOLID WASTE	4TH QTR '20 ASSESSMENT	4,795.05			
REPUBLIC SERVICES	DUMPSTER COLLECTIONS	10,522.56			
TREASURER STATE OF IOWA	SALES TAX - MARCH	883.22			
	840 SANITATION TOTAL		16,250.83		
	670 SANITATION TOTAL		16,250.83		
SANITATION CAPITAL IMPROV					
SANITATION					
BEHREND'S CRUSHED STONE	YARD WASTE SITE	2,179.40			
	840 SANITATION TOTAL		2,179.40		
	671 SANITATION CAPITAL IMPROV TOTAL		2,179.40		
STORM WATER					
STORM WATER FUND					
TREASURER STATE OF IOWA	SALES TAX - MARCH	159.31			
	865 STORM WATER FUND TOTAL		159.31		
	740 STORM WATER TOTAL		159.31		
	Accounts Payable Total		73,774.84		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	13,526.86
005 MONTICELLO BERNDES CENTER	2,003.85
015 FIRE	3,007.56
016 AMBULANCE	2,961.72
018 HOTEL/MOTEL TAX	21.70
030 LIBRARY IMPROVEMENT	298.21
041 LIBRARY	1,494.98
045 SUPER MAC FUND	128.00
046 AIRPORT	55.55
110 ROAD USE	8,781.14
178 TRUST/SLAVKA GEHRET FUND	47.03
313 PARK IMPROVEMENT	8,869.65
339 MARY MAXINE REDMOND TRUST	174.00
502 C.C. BIDWELL LIBRARY BOOK	953.02
600 WATER	5,396.62
610 SEWER	7,465.41
670 SANITATION	16,250.83
671 SANITATION CAPITAL IMPROV	2,179.40
740 STORM WATER	159.31
<hr style="border-top: 1px dashed black;"/>	
TOTAL FUNDS	73,774.84

City of Monticello - Monthly Summary - March 1st thru 31st, 2020

4/14/2020

Fund	Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash in Bank		Investments	Investments	Ending Fund Balance
										Clerk's Cash in Bank	Clerk's Cash in Bank			
<b>GENERAL FUNDS:</b>														
	General	570667.70	97638.58	2056.88		120515.57	28958.33	520889.26	775.00	245634.06	274475.20	5.00		520889.26
	Soldiers Memorial Board	12845.57	250.00	0.16		250.00		12845.73	100.00	81561.85	7613.18	6389.41	6456.32	12845.73
	Monticello Berdes Center	97865.46	9996.00	127.69		18514.12		89275.03		6871.38				89275.03
	Dare	6861.51		9.87				6871.38		17042.58	10355.90			6871.38
	Insurance Fund	27979.10		41.51		622.13		27398.48		34569.14				27398.48
	Monticello Trees Forever	34525.26		43.88				34569.14		30949.10	287715.56			34569.14
	Fire	333805.74	81.00	494.16		15716.24		318664.66		7818.31	9451.34			318664.66
	Ambulance Operating	13836.25	25827.93	20.49		41165.02		17268.65		28441.24				17268.65
	Hotel/Motel Tax Fund	28732.61		42.70		334.07		28441.24		1200.00				28441.24
	Earl F Lehmann Trust	238.07		0.07				238.14		1255.33				238.14
	Street Bond	1200.00						1200.00		4243.69	38939.50			1200.00
	Police Improvement	1176.64	77.00	1.69		129.97		1255.33		9222.46	5021.76			1255.33
	Library Improvement	42885.66	564.33	63.17		16648.90		43183.19	75.00	2371.50	80473.72			43183.19
	Library	20350.46	378.99	30.34	10208.33			14319.22		4550.80				14319.22
	Equipment Set-A-Side	82718.88		126.34				82845.22		972.15				82845.22
	Super Mac	6028.25		8.95		1486.40		4550.80		14070.10	26248.04			4550.80
	Airport	8831.62	3421.21	13.12		11293.80		972.15		106867.53	189609.28			972.15
	Revolving Loan Fund	40182.31	75.00	60.83				40318.14		77663.44	501174.60			40318.14
<b>SPECIAL REVENUE FUNDS:</b>														
	Road Use Tax	591506.97	19241.98			31910.91		578838.04		-6566.39	334486.65			578838.04
	Employee Benefits	342867.00	17164.29	523.78		32634.81		327920.76		9033.66	236439.17			327920.76
	TIF Tax Collections	249433.50	15286.27	753.06		20000.00		245472.83		-1785.51	103360.53		100000.00	245472.83
	Slavka Gehret Trust	201678.84		157.77		261.59		201575.02		852.47				201575.02
	Police Forfeiture, Acct	851.36		1.11				852.47						852.47
<b>DEBT SERVICE FUNDS:</b>														
	Debt Service	280520.92	15530.92	424.97				296476.81		42580.07				296476.81
	TIF - Debt Payments	0.00				5.60		0.00		8552.96				0.00
	Park Improvements	38751.99	3780.10	53.58				42580.07		2788.67	76440.72			42580.07
	Library Capital Improvements	8540.27		12.69				8552.96		-67767.38	218000.00			8552.96
	Ambulance Improvements	79108.58		120.81		97434.08		79229.39		11347.71	41994.43			79229.39
	TIF Projects	247666.70						150232.62		-1568.65	279570.94			150232.62
	Cemetery Improvements	5284.12	170.00	331.02		68626.06		53342.14		15055.99				53342.14
	Capital Improvements	301196.59	44974.25	459.51				279002.29		11554.95	176.25			279002.29
	Youth Baseball & Softball	0.00						0.00		272.25	8110.83			0.00
	Low Income Housing	15033.01		22.98				15055.99		6786.57				15055.99
	MDC Funds	0.00						0.00						0.00
	Baty Disc Golf Course	11715.52		15.68		85.94		11731.20		84040.50	82486.80			11731.20
	Mary Maxine Redmond Trust	8456.12		12.90				8383.08		33201.21				8383.08
	Pocket Park	6777.11		9.46				6786.57		-180.88	39340.32		50000.00	6786.57
<b>PERMANENT FUNDS:</b>														
	Cemetery Perpetual Care	166337.30	190.00					166527.30		84241.14	28213.29			166527.30
	Charles S Bidwell Book Trust	82947.48		49.05		376.30		82620.23		9543.14	81572.56			82620.23
	Ioma Mary Baker Trust	39554.32		58.50		453.38		39159.44		1299.56	5239.02			39159.44
	Water Operating	94147.48	44568.64	139.72		26401.41		112454.43		96909.11	96909.41			112454.43
	Customer Deposits	90500.70	1090.00			475.00		91115.70		95609.11	96909.41			91115.70
	Water Capital Improvements	6036.32	424.10	78.16		46560.17		6536.58		96850.39	9975.06			6536.58
	Sewer Operating	185091.18	53708.31	279.20				192518.52		76850.39				192518.52
	Sewer Capital Improvements	95348.53	424.09	216.04		43921.93		95988.66		602.88				95988.66
	Sanitation	74065.21	46603.71	103.40				76850.39		2883.89				76850.39
	Sanitation Capital Improvements	10561.86		16.08		159.65		10577.94						10577.94
	Storm Water fund	544.65	2498.09	0.80				2883.89						2883.89
	Self Funded Insurance	0.00	677.38			677.38		0.00						0.00
	Flex Spending	674.57	61.54			400.00		336.11						336.11
	Enterprise Flex Spending	277.91	92.90					370.21						370.21
<b>TOTAL OF ALL FUNDS</b>														
		4613364.20	404796.01	6982.12	28958.33	597062.43	28958.33	4428079.90	950.00	1046219.45	3218059.72	6394.41	156456.32	4428079.90
													0.00	

Reviewed by:



City of Monticello  
Cash On Hand By Bank  
For March 29, 2020

*Verma* 4/14/2020

Bank	Amount	Interest rate	Maturity date	Length of investment	Purpose
<b>F &amp; M Bank</b>					
Total by Bank	\$0.00				
<b>Citizens State Bank</b>					
Savings # 6025641	\$238.14	0.150	N/A		Earl F Lehmann Trust
Total by Bank	\$238.14				
<b>Dutrac Credit Union</b>					
Savings #227064-2 CD #227064-2	\$5.00 \$150,000.00	3.100	N/A 4/15/2020		General Fund Slavka Gehret/Bidwell
Total by Bank	\$150,005.00				
<b>Regions Banks</b>					
Checking # 0002959379 CD #89100344	\$6,389.41 \$6,456.32	0.05	N/A 8/18/2019	212 days	Soldiers Memorial Soldiers Memorial
Total by Bank	\$12,845.73				
<b>Fidelity Bank &amp; Trust</b>					
	\$0.00				
<b>Ohnward Bank &amp; Trust</b>					
General Ckg/Sweep #40002008 Property Tax & Water #40001992	\$1,063,917.90 \$3,218,059.72	1.84 1.84	N/A N/A		General Checking General Savings
Total by Bank	\$4,281,977.62				
<b>Total Cash on Hand- All Banks</b>	<b>\$4,445,066.49</b>				
Plus Petty Cash	\$950.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error	\$0.00				
Plus Outstanding Credit Card Pymt	\$326.60				
Less Outstanding Checks	\$18,263.19				
Treasurer's Balance	\$4,428,079.90				

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

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

City of Monticello  
Bank Reconciliation Report  
For the Month of March 2020

Bank Balance		
General Checking	\$1,063,917.90	
Property Tax & Water	\$3,218,059.72	
Soldiers Memorial Ckg	\$6,389.41	
Earl F Lehmann Trust	\$238.14	
DuTrac Savings	\$5.00	
Soldier Memorial Money Market	\$6,456.32	
		<hr/>
Total Bank Balance		\$4,295,066.49
Plus (Minus) Adjustment:		
Bank Charge/Error	\$0.00	
		<hr/>
Total Adjustment		\$0.00
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	\$326.60	
		<hr/>
Total Outstanding Credit Card Pymts		\$326.60
Less Outstanding Checks:		
Financial/Payroll	\$18,263.19	
Soldiers Memorial	\$0.00	
		<hr/>
Total Outstanding Checks		\$18,263.19
Plus Investments:		
Time Certificates	\$150,000.00	
Petty Cash	\$950.00	
		<hr/>
Total Investments		\$150,950.00
Treasurer's Balance		<hr/> <hr/>
		\$4,428,079.90

Prepared By: Sally Hinrichsen 4/14/2020  
Sally Hinrichsen, City Clerk

Reviewed by: Doug Herman 4/14/2020  
Doug Herman, City Administrator

City Council Meeting  
Prep. Date: 04/17/2020  
Preparer: Doug Herman



Agenda Item: 1  
Agenda Date: 04/20/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve Plat of Survey to Parcels 2020-28 and 2020-29. (Mitch and Kendi Monk)

**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 creates two parcels, one for each of the two condo units.

**Background Information:** This Resolution approves the Plat of Survey to Parcel 2020-28 and 2020-29. (Mitch and Kendi Monk.) The two-unit Condo was previously approved. The Plat of Survey is identical to the manner in which the Dean Stevens two – unit condo was split on S. Main Street with the lot being split down the center on the shared common wall. I recommend that the Board recommend approval to the City Council.

The Planning & Zoning Board recommends that the Plat of Survey be approved.

**Staff Recommendation:** I recommend that the Council approve the proposed Plat of Survey to Parcels 2020-28 and 2020-29.

# The City of Monticello, Iowa

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

RESOLUTION #2020-

## Resolution Approving Plat of Survey to Parcels 2020-28 and 2020-29

**WHEREAS,** The Plat of Survey to Parcels 2020-28 and 2020-29 has been presented to the City Council for approval, same being located within the Monticello City Limits, and

**WHEREAS,** The purpose of the Plat of Survey is to create two parcels from one, with the parcels being separated down the center shared wall of the two-unit condo constructed on the property, and

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

**WHEREAS,** The City Council finds that the Plat of Survey to Parcels 2020-28 and 2020-29 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcels 2020-28 and 2020-29.

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 20<sup>th</sup> day of April, 2020.

---

Brian Wolken, Mayor

Attest:

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Sally Hinrichsen, Monticello City Clerk

City Council Meeting  
Prep. Date: 04/17/2020  
Preparer: Doug Herman



Agenda Item: 2  
Agenda Date: 04/20/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve Site Plan for Chestnut Street Condominiums.  
(Yeoman)

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

**Attachments & Enclosures:**

Proposed Resolution

Proposed Site Plan

Aerial

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** The Proposed Site Plan shows two buildings, one two-unit Condo and one three-unit Condo.

**Background Information:** This Resolution approves the Site Plan for the Chestnut Street Condominiums. Tom plans to build the two-unit condo first to be followed by the three-unit condo. Setbacks are all met and green space / trees will be addressed upon construction completion.

Asbestos removal and demolition are underway. Construction will commence soon thereafter.

The Planning & Zoning Board recommends that the Site Plan be approved.

**Staff Recommendation:** I recommend that the Council approve the proposed Site Plan for the Chestnut Street Condominiums.

# The City of Monticello, Iowa

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

RESOLUTION #2020-

## Resolution Approving Site Plan for Chestnut Street Condominiums

**WHEREAS,** The Site Plan for the Chestnut Street Condominiums has been presented for review and approval, and

**WHEREAS,** The Planning and Zoning Board has reviewed the proposed Site Plan, same setting out two separate structures, one housing two condominium units and the other housing three condominium units, and

**WHEREAS,** The City Council finds that the proposed Site Plan should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Site Plan for the Chestnut Street Condominiums.

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 20<sup>th</sup> day of April, 2020.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

City Council Meeting  
Prep. Date: 04/17/20  
Preparer: Doug Herman



Agenda Item: #  
Agenda Date: 04/20/20

**Agenda Item Description:** Resolution Approving submission of Monticello Regional Airport, Iowa DOT Airport State Funding Application.

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

**Attachments & Enclosures:**

Proposed Resolution
Grant Application

**Fiscal Impact:**

Budget Line Item:	Apron Extension
Budget Summary:	Capital Project
Expenditure:	\$345,400 (\$51,810 City)
Revenue:	

**Synopsis:** Resolution approves submission of Grant Application to extend Taxiway/Apron in front of two proposed, to be constructed, privately built hangars.

**Background Information:** The Airport has been approached by two individuals who each want to construct a 100 x 100 hangar on the airport grounds. The two hangars would be located to the south of the new Ten-T hangar and additional grading and concrete will be required for the project.

The estimated project cost totals \$345,400, including a 20% contingency. The State Grant requires a 15% local cost share which would be met with Airport revenues. Additionally, it appears that the Airport will be eligible for a \$30,000 Federal CARES Grant and it is my hope/understanding that we could use the \$30,000 anticipated CARES Grant towards our 15% cost share. The two new hangars will pay land rent and property taxes when constructed and will bring more aircraft to the airport to be maintained, to buy fuel, and to use the airport, all being important elements to the future success of the airport. The Airport Board is supportive of this project.

**Recommendation:** I recommend that the Council approve the Resolution consenting to the submission of the proposed Iowa DOT Grant Application

# The City of Monticello, Iowa

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

RESOLUTION #20-\_\_

## **Resolution Approving Submission of Monticello Regional Airport, Iowa DOT Airport State Funding Application**

**WHEREAS**, the City Council has been presented with an application for IDOT Airport Grant funding to extend the taxiway/apron to provide access to two new hangars proposed to be constructed at the Monticello Regional Airport, and

**WHEREAS**, the Council has been informed that the Monticello Airport Board supports the submission of this grant application as well as the proposed construction of two new privately paid for and owned hangars at the Airport, and

**WHEREAS**, the Council finds that the proposed project cost in the amount of \$345,000, would be covered 85% by the proposed grant and 15% by the Airport, with the Airport cost share to be \$51,810 if the project costs, including 20% contingency, come in as estimated, and

**WHEREAS**, The Council finds that additional hangars and activity at the airport are beneficial for the Airport and the community and, therefore, finds that the grant as proposed should be approved for submission.

**NOW, THEREFORE, BE IT RESOLVED**, by the City of Monticello Council meeting in regular session this 20<sup>th</sup> day of April, 2020 does hereby authorize the submission of the proposed Iowa DOT Airport State Funding Application

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 20<sup>th</sup> day of April, 2020.

---

Dena Himes, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk



## AIRPORT STATE FUNDING APPLICATION CHECKLIST

Please attach the following documents with your application.

- Airport State Funding Application Checklist
- Project data sheet, including a detailed cost breakdown. Use one for each project.
- City/Sponsor resolution that endorses the project and certifies availability of matching funds.
- Five-Year Capital Improvement Program (CIP)
- Verification that project is identified in a current airport layout plan (ALP) on file with the Iowa Department of Transportation's Aviation Bureau (when applying for new construction of buildings or airfield expansion).
- Pavement maintenance program (verify the use of the pavement maintenance program provided by the Iowa DOT or similar program when applying for pavement preservation or reconstruction).
- Verification that you have an airport security plan on file with the Iowa DOT's Aviation Bureau (when applying for airport security projects).
- Protective land use zoning and/or planning (please answer the following).
  - Height zoning  Yes Date adopted \_\_\_\_\_  No  Pending
  - Land use planning/zoning  Yes Date adopted \_\_\_\_\_  No  Pending
  - Comprehensive plan adopted with airport land use included  Yes  No  Pending
  - Other (please explain) \_\_\_\_\_
- Provide verification that you have either updated the [www.basedaircraft.com](http://www.basedaircraft.com) website or submitted based aircraft N - numbers to the Iowa DOT's Aviation Bureau.
- Minority Impact Statement (Iowa DOT Form 1051010).

Send **one signed** copy of the application materials to the address listed below.

Please mail, fax, or email the signed application to:

Attn.: Program Manager  
Aviation Bureau  
Iowa Department of Transportation  
800 Lincoln Way  
Ames, IA 50010

E-mail: [Shane.Vogel@iowadot.us](mailto:Shane.Vogel@iowadot.us)  
Phone: 515-239-1048  
FAX: 515-233-7983



## AIRPORT STATE FUNDING APPLICATION

Airport Name: Monticello Regional Airport

Airport Sponsor Name: City of Monticello

Contact Person: Doug Herman Title: City Administrator

Address: 200 E First Street

City: Monticello State: ia. ZIP Code: 52310

Daytime Phone: 319-465-3577 E-mail: dherman@ci.monticello.ia.us

FAX: 319 465-3527

Project Description: If applying for more than one project, list in order of priority. A separate project application data sheet is needed for each project.	Project Type	Total Project Amount	State Amount Requested	Percent State Share
taxiway/Apron Grading & Paving	Airport Development	\$345,400.00	\$293,590.00	85
				NaN
				NaN
				NaN
				NaN

<b>Windsocks:</b> Orders may be placed using this form or by calling 515-239-1468.	Indicate quantity needed. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>_____ 18" x 96"</span> <span>_____ 36" x 144"</span> </div>
--	--

The sponsor certifies that the information contained in this application is accurate and complete to the best of his/her knowledge.

Signature of Authorized Sponsor's Representative	City Administrtor Title
Doug herman Typed Name	Date: <u>April 22, 2020</u>

Please mail, FAX, or e-mail the signed application to:

Attn.: Program Manager  
 Aviation Bureau  
 Iowa Department of Transportation  
 800 Lincoln Way  
 Ames, IA 50010

E-mail: [Shane.Wright@iowadot.us](mailto:Shane.Wright@iowadot.us)  
 Phone: 515-239-1048  
 FAX: 515-233-7983



## AIRPORT STATE FUNDING APPLICATION PROJECT DATA SHEET

Fiscal Year: 2021

Submit a separate data sheet for each project.

<b>Airport:</b>	Monticello Regional Airport	<b>Date:</b>	April 22, 2020
<b>Project Type (Check one only):</b>	<input checked="" type="checkbox"/> Airport Improvement Program (AIP) <input type="checkbox"/> Commercial Service Vertical Infrastructure (CSV) <input type="checkbox"/> General Aviation Vertical Infrastructure (GAVI)		
<b>Project Description:</b>	Design and Construct Taxiway/Apron Improvement		
<b>Engineering Firm (if unknown, write unknown):</b>	HDR		
<b>Shown on current Airport Layout Plan (ALP)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Current ALP Date:</b> April 22, 2020
<b>Sketch:</b>	Attach separate sketch from ALP if applicable.		
<b>Project Justification (Include detailed information and data to support need):</b>	<p>The proposed improvement is shown on the ALP currently being updated and review by FAA. The improvement will provide access to an area within the terminal area where additional aircraft storage is shown. The private sector has committed to constructing two (2) 10,000 square foot hangars provided the city extends access. Construction of 20,000 square foot of aircraft storage by the private sector represents a significant investment in the airport. The units will accommodate based aircraft as well as allow interim storage of itinerant aircraft.</p>		
<b>Detailed Cost Estimate (Attach separate sheet if necessary):</b>	Please see attached cost opinion		
	<b>Amount</b>	<b>Percentage</b>	
<b>Total Project Cost:</b>	\$345,400.00	85%	
<b>Local Share:</b>	\$51,400.00	15%	
<b>Requested State Share:</b>	\$293,590.00	100%	

\_\_\_\_\_  
Signature  
City Administrator  
\_\_\_\_\_  
Sponsor's Title

Please mail, FAX, or e-mail the signed application to:

Attn.: Program Manager  
Aviation Bureau  
Iowa Department of Transportation  
800 Lincoln Way  
Ames, IA 50010

E-mail: [Shane.Wright@iowadot.us](mailto:Shane.Wright@iowadot.us)  
Phone: 515-239-1048  
FAX: 515-233-7983



**FIVE-YEAR AIRPORT  
CAPITAL IMPROVEMENT PROGRAM (CIP)**  
Attach additional sheets if necessary.

Airport Name, LOCID, City, State: Monticello Regional Airport, MXD, Monticello, Iowa

Prepared by: Airport Board/HDR

Sponsor's E-mail: dherman@ci.monticello.ia.us

Date Prepared: April 22, 2020

Sponsor's Signature:

Sponsor's Phone: 319-465-3577

Printed Name: Doug Herman

FY	Detailed project/scope description	Funding source	Total estimated cost
2021	Taxiway/Apron: Access to two (2) 10,000 square foot hangars to be constructed by the private sector.	Federal: \$0.00 State: \$293,590.00 Local: \$51,810.00 Total: \$345,400.00	\$0.00
2022	Connecting Taxiway between South Terminal Apron and Taxiway A. (See ALP Terminal Area Exhibit)	Federal: \$427,410 State: \$0.00 Local: \$47,490.00 Total: \$474,900.00	\$427,410
2023	Environmental Assessment: RW 33 Approach Protection-Land Acquisition	Federal: \$130,500.00 State: \$0.00 Local: \$14,500.00 Total: \$145,000.00	\$130,500.00
2024	Land Acquisition: Parcel 0235451010, Relocation Assistance-SF Dwelling	Federal: \$225,000.00 State: \$0.00 Local: \$25,000.00 Total: \$250,000.00	\$225,000.00
2025	Land Acquisition: Parcel 023545009, Relocation Assistance- SF Dwelling	Federal: \$405,000.00 State: \$0.00 Local: \$45,000.00 Total: \$450,000.00	\$405,000.00

## Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code 8.11, all grant applications submitted to the State of Iowa that are due beginning Jan. 1, 2009, shall include a Minority Impact Statement. This is the state's mechanism for requiring grant applications to consider the potential impact of the grant project's proposed programs or policies on minority groups.

**Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s). Submit additional pages as necessary.**

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project:

Indicate which groups are impacted:

- Women     Persons with a Disability     Blacks     Latinos     Asians  
 Pacific Islanders     American Indians     Alaskan Native Americans     Other \_\_\_\_\_

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project:

Present the rationale for the existence of the proposed program or policy:

Provide evidence of consultation with representatives of the minority groups impacted:

Indicate which groups are impacted:

- Women     Persons with a Disability     Blacks     Latinos     Asians  
 Pacific Islanders     American Indians     Alaskan Native Americans     Other \_\_\_\_\_

- The proposed grant project programs or policies are **not expected to have a disproportionate or unique impact on minority persons.**

Present the rationale for determining no impact:

The proposed project is located on land acquired by the City for an aeronautical purpose and is shown on the ALP and FAA Exhibit A property map. Potential construction impacts will not extend off the airport. The design and construction will consider local, state and federal regulatory requirements as may be applicable.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge.

Name: Doug Herman

Title: City Administrator

#### Definitions

"Minority Persons," as defined in Iowa Code 8.11, means individuals who are women, persons with a Disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability," as defined in Iowa Code 15.102, subsection 12, paragraph "b," subparagraph (1):

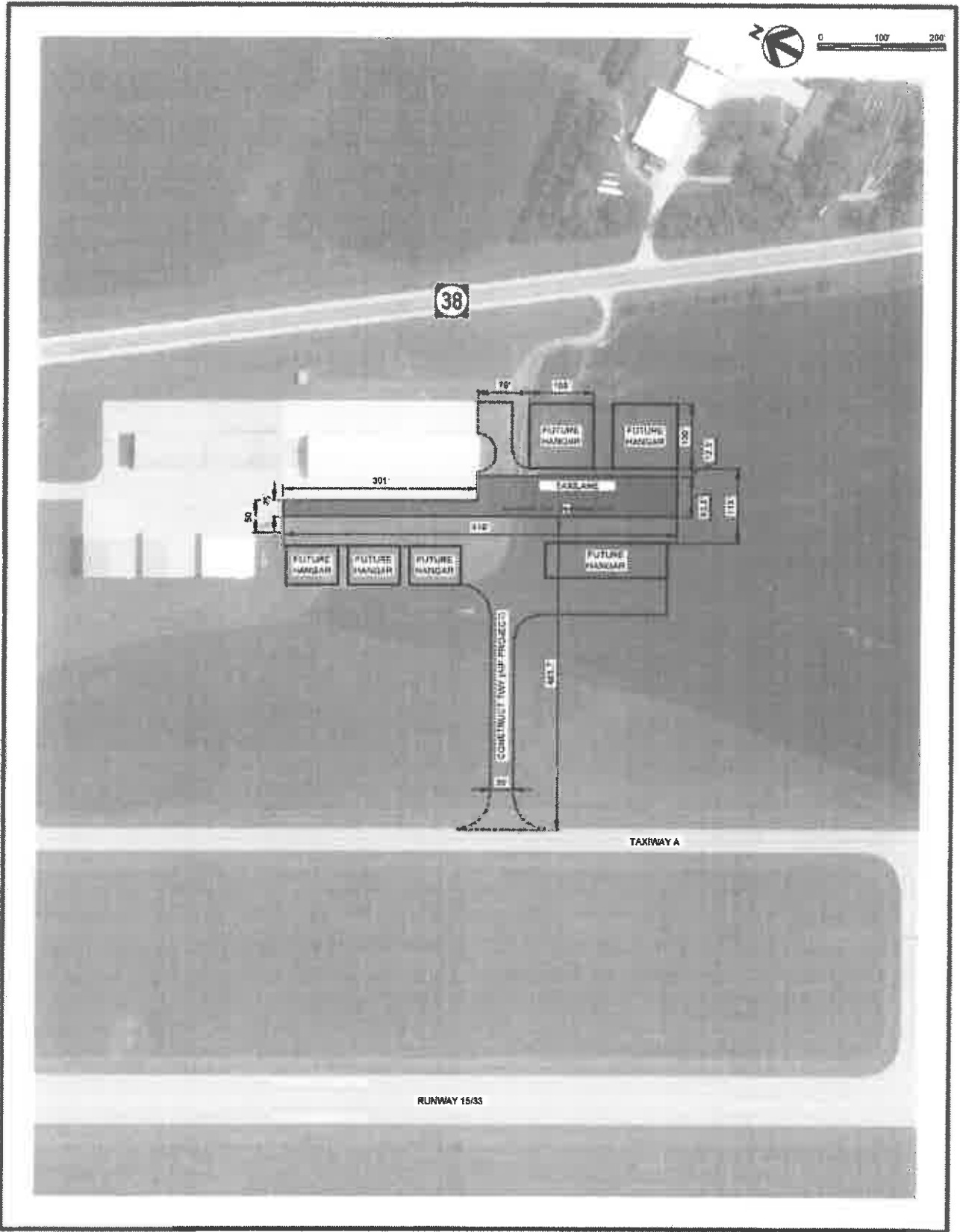
b. As used in this subsection:

(1) "*Disability*" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"*Disability*" does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency," as defined in Iowa Code 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.



## CONSTRUCT TAXILANE

MONTICELLO REGIONAL AIRPORT  
MONTICELLO, IOWA

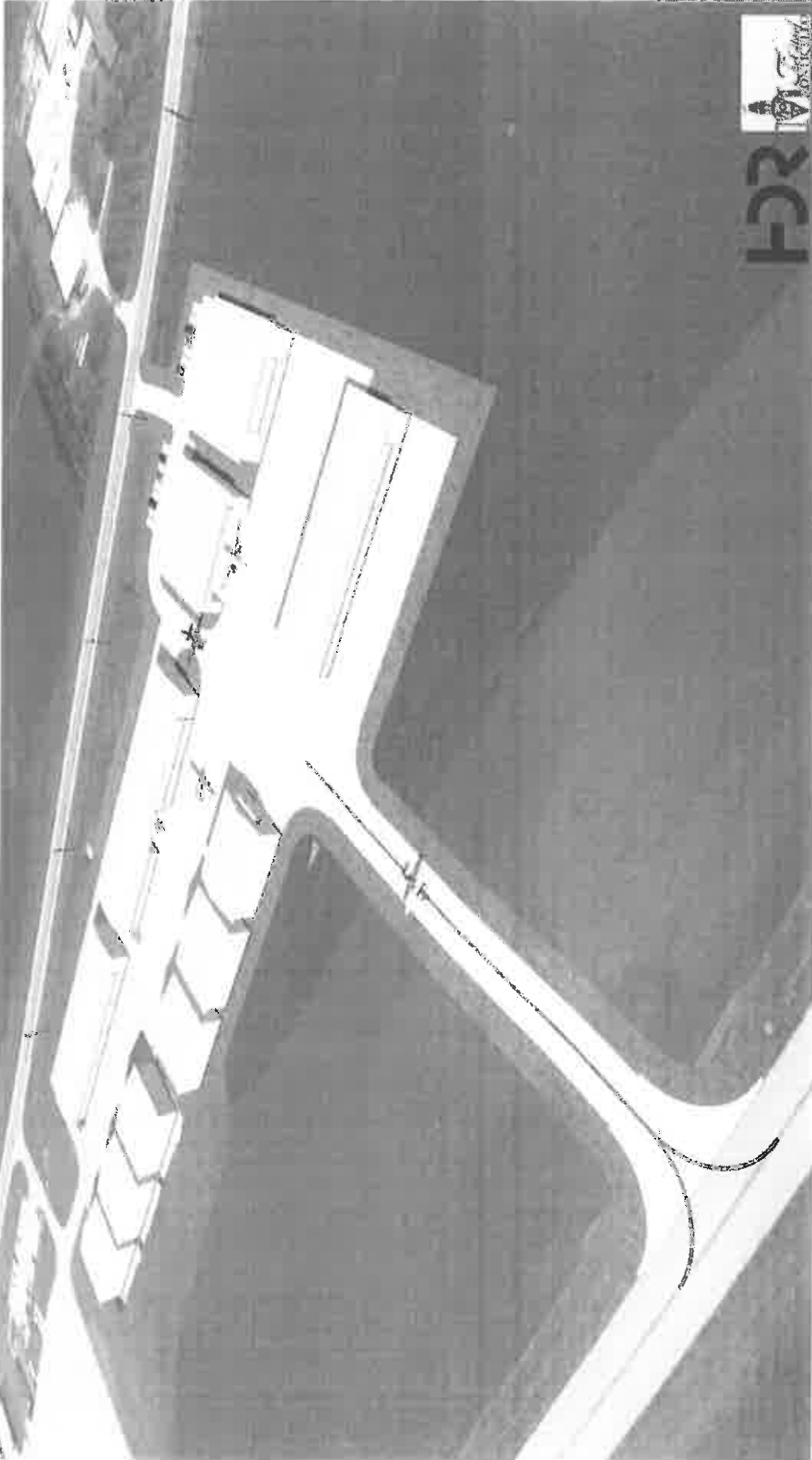
DATE  
30 MAR 2020  
EXHIBIT NO.  
EXHIBIT 1



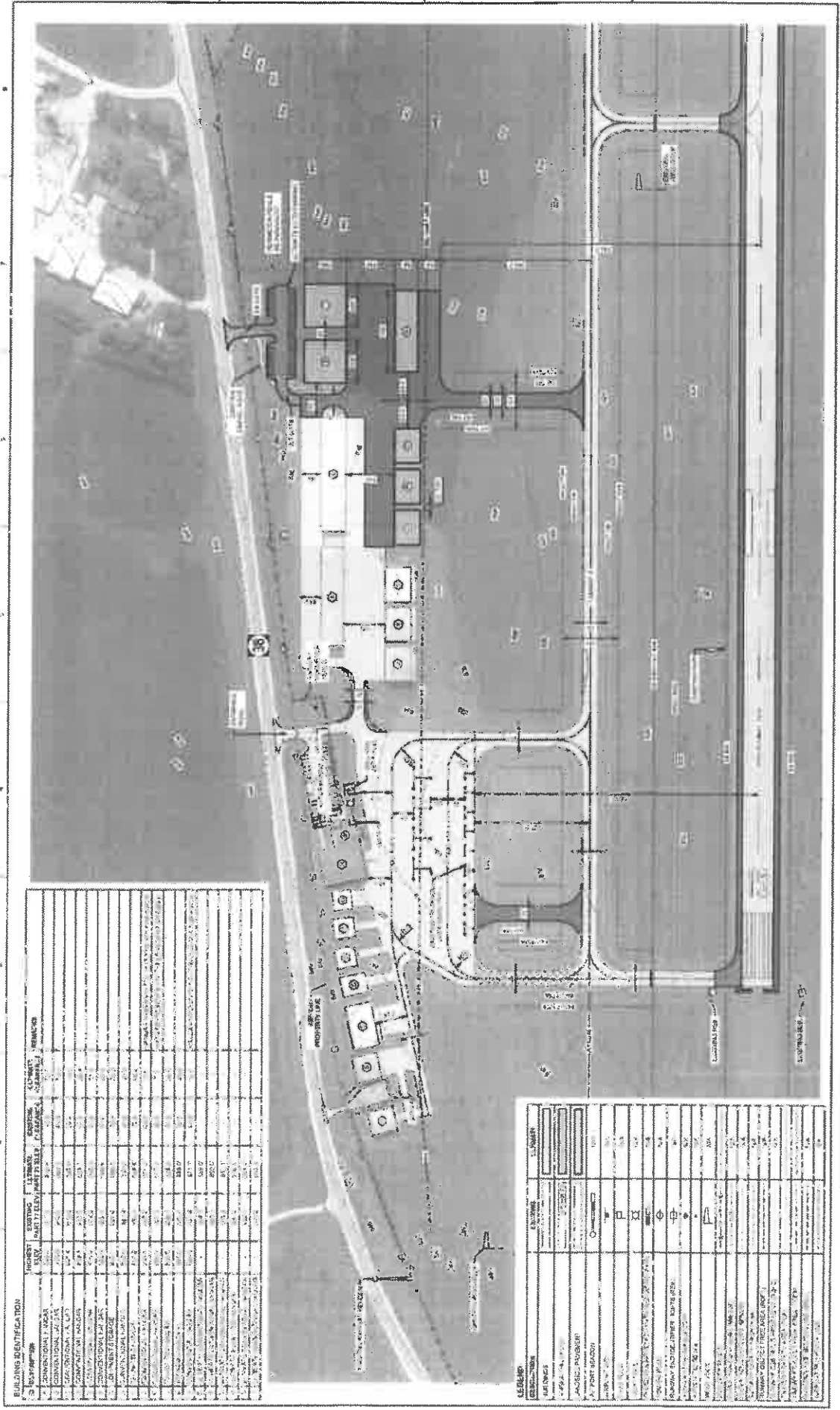
**Taxilane**  
**Opinion of Probable Cost**  
 Monticello Regional Airport, Iowa

No.	Spec	Description	Unit	Quantity	Unit Cost	Total Cost
1	40-05	Maintenance of Traffic (5%)	LS	1	\$11,700.00	\$11,700
2	C-100	Contractor Quality Control Program (CQCP) (5%)	LS	1	\$11,700.00	\$11,700
3	C-102	Temp Air and Water Pollution, Soil Erosion, and Siltation Control (3%)	LS	1	\$7,000.00	\$7,000
4	C-105	Mobilization (10%)	LS	1	\$23,400.00	\$23,400
5	P-152	Excavation, Subgrade, and Embankment	BCY	3,128	\$16.00	\$50,000
6	P-154	8-Inch Subbase Course	CY	711	\$28.00	\$19,900
7	P-501	6-Inch Cement Concrete Pavement	SY	2,982	\$42.00	\$125,200
8	P-705-1	Pipe Underdrains for Airports	LF	970	\$15.00	\$14,600
9	P-705-2	Pipe Underdrain Cleanout	EA	4	\$600.00	\$2,400
10	P-751	Aircraft-Rated Manholes and Inlets	EA	1	\$15,000.00	\$15,000
11	T-901	Seeding	AC	0.68	\$8,000.00	\$5,400
12	T-905	Topsoil	CY	364	\$4.00	\$1,500
<b>Subtotal</b>						<b>\$287,800</b>
<b>Engineering Design and Construction Administration (20%)</b>						<b>\$57,600</b>
<b>Total</b>						<b>\$345,400</b>





2024  
RCH

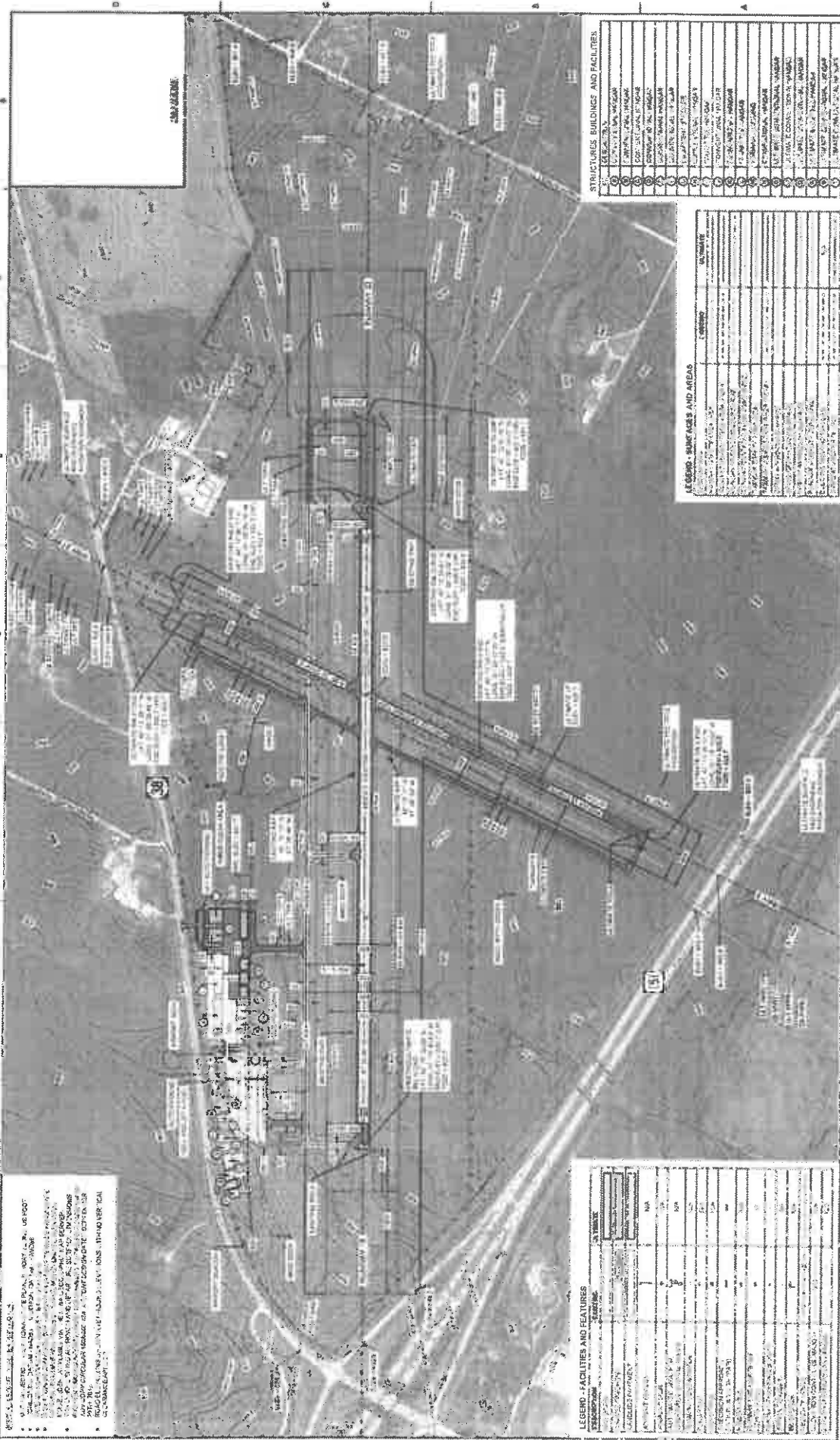


**BUILDING IDENTIFICATION**

NO.	DESCRIPTION	AREA (SQ. FT.)	DATE	STATUS	REMARKS
1	TERMINAL	100,000	1985	EXISTING	
2	CONVENTIONAL GATE	10,000	1985	EXISTING	
3	CONVENTIONAL GATE	10,000	1985	EXISTING	
4	CONVENTIONAL GATE	10,000	1985	EXISTING	
5	CONVENTIONAL GATE	10,000	1985	EXISTING	
6	CONVENTIONAL GATE	10,000	1985	EXISTING	
7	CONVENTIONAL GATE	10,000	1985	EXISTING	
8	CONVENTIONAL GATE	10,000	1985	EXISTING	
9	CONVENTIONAL GATE	10,000	1985	EXISTING	
10	CONVENTIONAL GATE	10,000	1985	EXISTING	
11	CONVENTIONAL GATE	10,000	1985	EXISTING	
12	CONVENTIONAL GATE	10,000	1985	EXISTING	
13	CONVENTIONAL GATE	10,000	1985	EXISTING	
14	CONVENTIONAL GATE	10,000	1985	EXISTING	
15	CONVENTIONAL GATE	10,000	1985	EXISTING	

**LEGEND**

SYMBOL	DESCRIPTION
(Symbol)	EXISTING BUILDING
(Symbol)	PROPOSED BUILDING
(Symbol)	EXISTING PAVEMENT
(Symbol)	PROPOSED PAVEMENT
(Symbol)	EXISTING ASPHALT
(Symbol)	PROPOSED ASPHALT
(Symbol)	EXISTING CONCRETE
(Symbol)	PROPOSED CONCRETE
(Symbol)	EXISTING GRAVEL
(Symbol)	PROPOSED GRAVEL
(Symbol)	EXISTING SOIL
(Symbol)	PROPOSED SOIL
(Symbol)	EXISTING VEGETATION
(Symbol)	PROPOSED VEGETATION
(Symbol)	EXISTING WATER
(Symbol)	PROPOSED WATER
(Symbol)	EXISTING UTILITIES
(Symbol)	PROPOSED UTILITIES
(Symbol)	EXISTING FENCES
(Symbol)	PROPOSED FENCES
(Symbol)	EXISTING LIGHTS
(Symbol)	PROPOSED LIGHTS
(Symbol)	EXISTING SIGNAGE
(Symbol)	PROPOSED SIGNAGE
(Symbol)	EXISTING TREES
(Symbol)	PROPOSED TREES
(Symbol)	EXISTING ROADS
(Symbol)	PROPOSED ROADS
(Symbol)	EXISTING AIRWAYS
(Symbol)	PROPOSED AIRWAYS
(Symbol)	EXISTING TAXIWAYS
(Symbol)	PROPOSED TAXIWAYS
(Symbol)	EXISTING RUNWAYS
(Symbol)	PROPOSED RUNWAYS



1. ALL DISTANCES ARE IN FEET UNLESS OTHERWISE NOTED.  
 2. ALL DIMENSIONS ARE TO THE CENTERLINE UNLESS OTHERWISE NOTED.  
 3. ALL DIMENSIONS ARE TO THE EXTERIOR UNLESS OTHERWISE NOTED.  
 4. ALL DIMENSIONS ARE TO THE INTERIOR UNLESS OTHERWISE NOTED.  
 5. ALL DIMENSIONS ARE TO THE CENTERLINE UNLESS OTHERWISE NOTED.  
 6. ALL DIMENSIONS ARE TO THE EXTERIOR UNLESS OTHERWISE NOTED.  
 7. ALL DIMENSIONS ARE TO THE INTERIOR UNLESS OTHERWISE NOTED.  
 8. ALL DIMENSIONS ARE TO THE CENTERLINE UNLESS OTHERWISE NOTED.  
 9. ALL DIMENSIONS ARE TO THE EXTERIOR UNLESS OTHERWISE NOTED.  
 10. ALL DIMENSIONS ARE TO THE INTERIOR UNLESS OTHERWISE NOTED.

**LEGEND - FACILITIES AND FEATURES**

Symbol	Description
(Symbol)	Runway
(Symbol)	Taxiway
(Symbol)	Grass Area
(Symbol)	Water
(Symbol)	Other

**LEGEND - RUNWAYS AND AREAS**

Runway/Area	Length (ft)	Width (ft)	Surface
Runway 11-29	3,000	60	Asphalt
Runway 14-32	2,000	60	Asphalt
Taxiway A	1,000	60	Asphalt
Taxiway B	1,000	60	Asphalt
Taxiway C	1,000	60	Asphalt
Taxiway D	1,000	60	Asphalt
Taxiway E	1,000	60	Asphalt
Taxiway F	1,000	60	Asphalt
Taxiway G	1,000	60	Asphalt
Taxiway H	1,000	60	Asphalt
Taxiway I	1,000	60	Asphalt
Taxiway J	1,000	60	Asphalt
Taxiway K	1,000	60	Asphalt
Taxiway L	1,000	60	Asphalt
Taxiway M	1,000	60	Asphalt
Taxiway N	1,000	60	Asphalt
Taxiway O	1,000	60	Asphalt
Taxiway P	1,000	60	Asphalt
Taxiway Q	1,000	60	Asphalt
Taxiway R	1,000	60	Asphalt
Taxiway S	1,000	60	Asphalt
Taxiway T	1,000	60	Asphalt
Taxiway U	1,000	60	Asphalt
Taxiway V	1,000	60	Asphalt
Taxiway W	1,000	60	Asphalt
Taxiway X	1,000	60	Asphalt
Taxiway Y	1,000	60	Asphalt
Taxiway Z	1,000	60	Asphalt

**STRUCTURES, BUILDINGS AND FACILITIES**

Structure/Building/Facility	Area (sq ft)	Volume (cu ft)
Terminal Building	10,000	100,000
Control Tower	5,000	50,000
Hangar 1	20,000	200,000
Hangar 2	15,000	150,000
Hangar 3	10,000	100,000
Hangar 4	8,000	80,000
Hangar 5	6,000	60,000
Hangar 6	4,000	40,000
Hangar 7	3,000	30,000
Hangar 8	2,000	20,000
Hangar 9	1,500	15,000
Hangar 10	1,000	10,000
Hangar 11	800	8,000
Hangar 12	600	6,000
Hangar 13	400	4,000
Hangar 14	300	3,000
Hangar 15	200	2,000
Hangar 16	150	1,500
Hangar 17	100	1,000
Hangar 18	80	800
Hangar 19	60	600
Hangar 20	40	400
Hangar 21	30	300
Hangar 22	20	200
Hangar 23	15	150
Hangar 24	10	100
Hangar 25	8	80
Hangar 26	6	60
Hangar 27	4	40
Hangar 28	3	30
Hangar 29	2	20
Hangar 30	1	10



PROJECT NO. 15-001  
 SHEET NO. 3 OF 17  
 DATE 10/15/15  
 SCALE 1" = 100'



**AIRPORT LAYOUT PLAN  
MONTICELLO REGIONAL AIRPORT  
MONTICELLO, IOWA**

**AIRPORT LAYOUT  
PLAN DRAWING**

City Council Meeting  
Prep. Date: 04/17/20  
Preparer: Doug Herman



Agenda Item: 4  
Agenda Date: 04/20/2020

*Communication Page*

**Agenda Items Description:** Resolution approving trail from Highway 38 Bridge to the current high school crossing and providing direction to staff with regard to trail design and authorizing pursuit of competitive quotations.

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

**Attachments & Enclosures:**

Proposed Resolution
Portion of original trail plans
Beacon Quote and information

**Fiscal Impact:**

Budget Line Item:	Park Improvement
Budget Summary:	n/a
Expenditure:	\$88,000 +/-
Revenue:	n/a

**Synopsis:** Plans and Specs for Trail Extension to current High School crossing to be competitively quoted.

**Background Information:** Based upon input from Councilmembers since the last meeting it seems that a middle ground on the trail project would be to install a trail from the Highway 38 Bridge to the current High School Crossing and to install appropriate warning beacons as discussed. The City Engineer has provided me with a recommendation to not have two crossings as originally discussed by the City and designed by Snyder. The section of trail designed by Snyder between the Hwy. 38 bridge and the H.S. Crossing will not change with the reduced project scope, however, so the plan set that you have in your possession with regard to that stretch of trail will remain largely the same, that is unless the Council chooses to reduce the trail width from 10' to 8' which has been discussed.

The updated estimate for a 10' trail from the Hwy. 38 Bridge to the High School, not including crossing beacons which will be purchased and installed separately, is \$88,000. I previously received an estimate locally to extend 10' trail from the Hwy. 38 bridge to the **Middle School Crossing**, not including signage or crossing improvements or traffic control in the approximate amount of \$83,652. (That cost estimate would suggest that we should see a bid of less than \$88,000 as there is significantly less concrete to be installed, earth work, etc., if we stop at the High School Crossing.) As noted in the prior packet, the trail project fell into the category of "Vertical Infrastructure" buildings and all appurtenant structures, utilities, incidental street improvements, sidewalks(trails), site development, recreational trails, and parking facilities. Does not include work constructed in conjunction with highway, street, bridge or culvert projects. (IAC 761-180.3). (Horizontal Infrastructure – road, bridge, culvert, and utility work not meeting the definition of vertical infrastructure) Vertical Infrastructure projects with an estimated cost that exceeds \$139,000 must be competitively bid. (Horizontal Infrastructure projects with an estimated cost that exceeds \$50,000 must be competitively bid.) If the estimated cost of a Vertical Infrastructure project exceeds \$57,000 but is less than \$139,000, the

project must be competitively quoted. Therefore, based upon the updated cost estimates we can competitively quote this project which I would do by reaching out to local contractors and others that we have regularly done business with. We are also required to have an engineer licensed under chapter 542B, a landscape architect licensed under chapter 544B, or an architect licensed under chapter 544A prepare plans and specifications, and calculate the estimated total cost of a proposed public improvement which we have done but will need to modify slightly, removing the overall length of the trail headed to the Cemetery entrance. (IF Federal or State trail money becomes available as a result of the Covid-19 virus the Council may consider moving forward with the trail to the cemetery entrance as we will have a shovel ready project, just something to keep in mind

Therefore, the intended schedule, to get the trail in prior to school starting in August is as follows:

1. City approves plan tonight?
  - a. To the high school crossing
  - b. 8' or 10'
  - c. Beacons to be installed separately, but installed as part of this project.
2. Council would approve contractor at 2<sup>nd</sup> meeting in May.
3. Work to be completed by August 20<sup>th</sup>.

A quote and supporting information on the rapid flashing beacons is enclosed herein. "Tapco" the company that provided the quote is a company the DOT approves of. Total cost, not including installation, totals \$8,827.37

**E-mail from Patrick:**

We have completed additional review of the Highway 38 Trail Extension. The current design and plan documents that were included with the April 6<sup>th</sup> Council Packet should meet current design standards and be approved by the Iowa DOT following their review. The design does rely on the sidewalk south of the proposed crosswalk for the Middle School to be installed per current design standards as part of the School project. We have not received comments from the DOT.

Following safety related discussions for the proposed crosswalks included with the current trail design we have further reviewed some of the Highway 38 crossing options discussed at the April 6<sup>th</sup> Council Meeting. Based on this review, we recommend upgrading the existing crosswalk adjacent to the High School to include rectangular rapid flash beacons (RRFBs) and not installing a second crosswalk further to the east adjacent to the Middle School being constructed. This recommendation also includes the school not installing sidewalk ramp up to Highway 38 where the second crosswalk would have been as part of the Middle School construction. Reducing the number of locations where drivers should expect pedestrian crossings and installation of the RRFBs should increase safety for the Highway crossing. This recommendation assumes that additional options for pedestrian traffic south of the Highway would be addressed outside of this project.

Our cost opinion for installing the new 10-foot wide trail from the Kitty Creek bridge on Highway 38 east to the existing crosswalk and upgrading the crosswalk is \$88,000. This does not include the cost of the RRFBs. [Note, this cost estimate includes \$2,000 to relocate current flashing "school zone" beacon to east of Middle School driveway which would have to happen whether a trail is extended or not.]

I have copied a bit of information below, much more on the internet, related to trail design, and width specifically. These, and other articles or design recommendations may help guide you on your decision on appropriate width.



**rails·to·trails**  
conservancy

# Designing for User Type

**With good trail design, your rail-trail can accommodate multiple user types.**

Rail-trails attract a diverse set of users (pedestrians, cyclists, equestrians, etc.) and often seek to accommodate them all. Typically, permitted trail uses are determined in the rail-trail planning phase, and good trail design balances the needs of the users with the unique characteristics and goals of the project.

## Width

Trail designers often look to the American Association of State Highway and Transportation Officials' (AASHTO) design guidelines as the standard for multi-use trail widths. AASHTO recommends a minimum of 10 feet for multi-use trails; however, where heavy use is anticipated, a 12 to 14-foot width is recommended.

Occasionally, providing separate, parallel paths (or treads) for different users may be desirable. For example, a primary, hard-surfaced path can be provided exclusively for bicyclists, with softer shoulders set aside for pedestrians and equestrians. Single shoulders should be at least 5 feet wide, while dual shoulders (one on each side) should be between 2 and 2.5 feet wide.

## Types of Trail Users

In addition to trail width, accommodating the many users of a multi-use trail requires planning for surface type, vertical clearance and trail amenities. Some uses may seem incompatible with the desired

design and feel of the trail; however, when properly planned, trails can effectively accommodate a variety of users.

### Pedestrians

Pedestrians include walkers, hikers, joggers, runners, bird watchers and dog walkers. These users tend to have fewer design requirements than other users. Most prefer softer surfaces (such as rubber, mulch or crushed stone) to lessen impact on their knees, though some users, such as power walkers and those pushing strollers, may prefer more compact surfaces. The minimum recommended vertical clearance for pedestrians is 8 feet.

Benches, drinking fountains, shaded rest areas and restrooms are valuable amenities to pedestrians. Where dogs are permitted, consider providing dog-friendly drinking fountains, bag dispensers and trash bins to encourage people to pick up after their dogs.

### Bicyclists

Bicyclists fall into a number of subcategories, including recreational, commuting and touring. The AASHTO's Guide for the Development of Bicycle Facilities is viewed as the national standard for bikeway design, and you will most likely have to adhere to its guidelines if your trail project receives federal or state transportation. Consult your local department of transportation before beginning design. Bicyclists generally prefer hard surfaces and require a vertical clearance of at least 8 feet, with 10 feet needed for overpasses and tunnels.

Adequate sight distances for cyclists are critical for user safety; AASHTO recommends that multi-use trails provide a minimum sight distance of 150 feet. Ideal grades over long distances for bicyclists are less than 3 percent (typical for former railroad corridors), although up to 5 percent is acceptable. In addition to the amenities suggested for pedestrians, bicycle racks and bicycle lockers located at transit nodes or places of employment are recommended.

### Mountain Bikers

Mountain bikers are considered a separate user group, as they tend to seek out more challenging trails with steeper grades and uneven surfaces. With mountain bikers making up a large segment of the bicycling population, it is wise to accommodate this group with mountain bike parks along the rail-trail. The trail can be used to access these parks, which feature rugged terrain and challenging obstacles. Contact your local mountain biking organization or the [International Mountain Bicycling Association](#) for more information on constructing mountain bike parks.

### Inline Skaters

Paved multi-use trails that accommodate pedestrians and bicyclists are likely to attract inline skaters as well. Inline skaters require the same trail width (minimum of 10 feet) and hard surfaces as bicyclists

and the same vertical clearance as pedestrians (8 feet). Consider locating benches at trailheads to facilitate changing in and out of skates.

**From the Federal Highway Association:**

**[afety.fhwa.dot.gov/saferjourney1/Library/countermeasures/08.htm](http://afety.fhwa.dot.gov/saferjourney1/Library/countermeasures/08.htm)**

## **The Walking Environment**

### **8. Shared Use Paths**

Shared use paths are facilities on exclusive right-of-way and with minimal cross flow by motor vehicles. Shared use paths are sometimes referred to as trails; however, in many states the term trail means an un-improved recreational facility. Care should be taken in using these terms interchangeably. Where shared use paths are called trails, they should meet all design criteria for shared use paths to be designated as bicycle facilities. Users are non-motorized and may include but are not limited to: bicyclists, in-line skaters, roller skaters, wheelchair users (both non-motorized and motorized) and pedestrians, including walkers, runners, people with baby strollers, people walking dogs, etc. These facilities are most commonly designed for two-way travel, and the guidance herein assumes a two-way facility is planned unless otherwise stated.

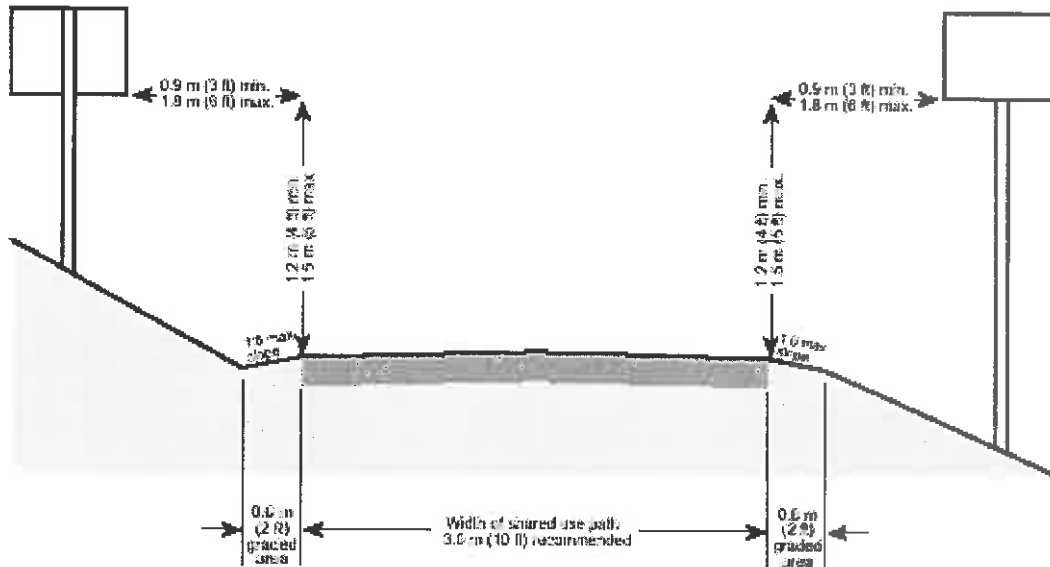
Shared use paths can serve a variety of purposes. They can provide users with a shortcut through a residential neighborhood (e.g., a connection between two cul-de-sac streets). Located in a park, they can provide an enjoyable recreational opportunity. Shared use paths can be located along rivers, ocean fronts, canals, abandoned or active railroad and utility rights-of-way, limited access freeways, within college campuses or within and between parks. Shared use paths can also provide bicycle access to areas that are otherwise served only by limited access highways closed to bicycles. Appropriate locations can be identified during the planning process. Examples of shared use paths are shown in Figures 15 and 16.

Shared use paths should be thought of as a complementary system of off-road transportation routes for bicyclists and others that serves as a necessary extension to the roadway network. Shared use paths should not be used to preclude on-road bicycle facilities, but rather to supplement a system of on-road bike lanes, wide outside lanes, paved shoulders and bike routes. There are some similarities between the design criteria for shared use paths and highways (e.g., horizontal alignment, sight distance requirements, signing and markings). On the other hand, some criteria (e.g., horizontal and vertical clearance requirements, grades and pavement structure) are dictated by operating characteristics of bicycles that are substantially different from those of motor vehicles. The designer should always be aware of the similarities and differences between bicycles and motor vehicles and of how these similarities and differences influence the design of shared use paths. The remainder of this section provides guidance on each of the factors that should be considered in designing safe and functional shared use paths.

#### **Width and Clearance**

The paved width and the operating width required for a shared use path are primary design considerations. Figure 17 depicts a shared use path on a separated right of way. Under most conditions, a recommended paved width for a two-directional shared use path is 3.0 m (10 feet). In rare instances, a reduced width of 2.4 m (8 feet) can be adequate. This reduced width should be used only where the following conditions prevail:





**Figure 17. Cross Section of Two-Way Shared Use Path on Separated Right-of-Way**

1. bicycle traffic is expected to be low, even on peak days or during peak hours,
2. pedestrian use of the facility is not expected to be more than occasional,
3. there will be good horizontal and vertical alignment providing safe and frequent passing opportunities
4. during normal maintenance activities the path will not be subjected to maintenance vehicle loading conditions that would cause pavement edge damage. Under certain conditions it may be necessary or desirable to increase the width of a shared use path to 3.6 m (12 feet), or even 4.2 m (14 feet), due to substantial use by bicycles, joggers, skaters and pedestrians, use by large maintenance vehicles, and/or steep grades.

**Staff Recommendation:** I recommend that the Council approve the proposed Resolution, directing staff to obtain competitive quotes to be considered for approval on May 18<sup>th</sup>.

# The City of Monticello, Iowa

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

## RESOLUTION #20-

**Resolution** approving trail from Highway 38 Bridge to the current High School crossing and providing direction to staff with regard to trail design and authorizing pursuit of competitive quotations.

**WHEREAS,** The City Council has considered various trail extension options on the north side of Hwy. 38 / Oak Street to improve pedestrian travel to and from the High School and now Middle School campus, and

**WHEREAS,** The Council finds it appropriate to seek competitive quotations to extend the trail from the Highway 38 bridge on the East to the current high school crossing at El Camino Real, and

**WHEREAS,** The Council finds that City staff is capable of installing crossing beacon systems at the High School crossing and that staff shall take steps to ensure that said work is completed before the completion of the trail project, that the cost related to said work being undertaken by the City if added to the cost of the trail project would not require that competitive bids be obtained for the project, and that the separation of the flashing beacon purchase and installation is not being done to avoid the competitive bidding process, and

**WHEREAS,** The Council finds that competitive quotes should be requested for an \_\_\_' trail or for both an \_\_\_' and \_\_\_' trail, with quotes to be delivered to the City by no later than May 13, 2020 at 2:00 p.m. for consideration by the City Council at the Regular Council meeting set for May 18, 2020 at 6:00 p.m.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby direct the City Administrator to work with the City Engineer to remove from the existing plans all improvements originally proposed east of the crossing to the High School for use in obtaining competitive quotations.

**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 20<sup>th</sup> Day of April, 2020.

Attest:

\_\_\_\_\_  
Brian Wolken, Mayor

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

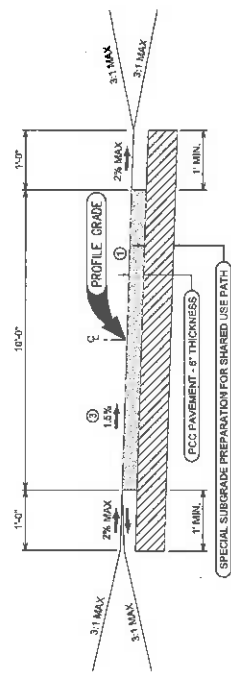


Project No:	1190022
Project Name:	2020 HIGHWAY 38 TRAIL
Revision:	
Drawn By:	
Checked By:	
Date:	

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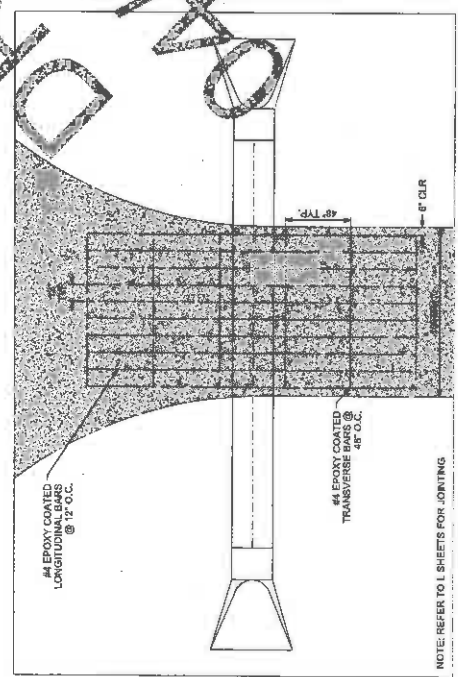
**SNYDER & ASSOCIATES**  
 Project No: 1190022  
 Sheet: B.1

**TYPICAL SECTION & DETAILS**  
**2020 HIGHWAY 38 TRAIL**  
**MONTICELLO, IOWA**

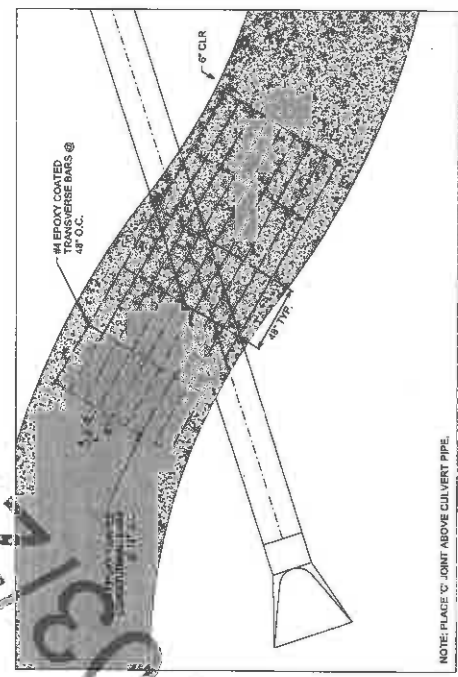


1. PROVIDE A SMOOTH ALIGNMENT, AND A SMOOTH PROFILE WITH NO SUDDEN GRADE BREAKS.
2. A 'C' CONTRACTION JOINT SHALL BE PLACED EVERY 10 FT. MINIMUM. REFER TO PV-101.
3. CROSS-SLOPE SHALL NOT DEVIATE BY MORE THAN 0.4% FROM THE 2% SPECIFIED AND SHALL BE MAINTAINED THROUGHOUT THE LIFE OF THE PAVEMENT. EXCESSIVE SLOPES EXCEEDING 0.4% SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE CITY.
4. AN 'E' JOINT SHALL BE USED WHERE THE PROPOSED PAVEMENT MEETS THE EXISTING PAVEMENT.

1. TYPICAL CROSS SECTION - HIGHWAY 38 TRAIL  
 B.1 N.T.S



2. REINFORCEMENT DETAIL  
 B.1 N.T.S



NOTE: PLACE 'C' JOINT ABOVE CULVERT PIPE

**POLLUTION PREVENTION NOTES**

1. CONSTRUCTION OF THE CONSTRUCTION IS REQUIRED TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME. DELAYS IN COMPLETION MAY RESULT IN THE CONTRACTOR BEING SUBJECT TO PENALTIES AS SET FORTH IN THE CONTRACT.
2. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND SERVICES AT ALL TIMES. ANY DISRUPTIONS TO UTILITIES OR SERVICES SHALL BE REPORTED TO THE CITY IMMEDIATELY AND CORRECTED AS SOON AS POSSIBLE.
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**GENERAL NOTES**

1. Construction observation and testing will be provided by the Monticello City Engineer. Provide a minimum of 72 hours notice prior to starting and 48 hours notice prior to ending requests.
2. Disrupt, street location, utility and grading are based on available information at the time of design. Disrupt may be necessary in the field. Any such changes or conflicts between the plan and field conditions are to be noted and reported to the City engineer.
3. Confirm construction activity to within the construction limits as shown on these drawings otherwise authorized by the City.
4. Do not store equipment and/or materials on streets and/or other public areas.
5. If the contractor obtains assessments for storage of equipment and materials, copies of agreements with the property owners shall be provided to the City.
6. Where the contractor's equipment is operated on any portion of the pavement or structures used by traffic on or adjacent to the street under construction, the contractor shall clean the pavement of all dirt and debris at the end of each day's operation, and at other times as directed by the Engineer.
7. The contractor shall be responsible for all site safety including fencing and signage on site and shall comply with all state, local and federal regulations.
8. The contractor shall comply with all state and local regulations regarding air, water and noise pollution. Accumulated, loose materials, materials, trimmings, light-colored, or non-pipe materials are prohibited from being placed on the pavement. All materials shall be removed from the site by the contractor. The contractor shall be responsible for the removal of all materials from the site.
9. The contractor shall be responsible for the removal of all materials from the site.
10. The contractor shall be responsible for the removal of all materials from the site.
11. Coordinate the construction to minimize disruptions to the adjacent properties. Repair and restore any areas disturbed by construction outside of the construction limits at the contractor's expense. During construction, use all means necessary to control dust spreading from work and staging areas. Dust control measures shall be in accordance with applicable specifications, or approved by the City. Dust control measures are considered incidental.
12. The contractor shall assist the City's observation staff with daily record keeping including as-built records, and all necessary field books and measurements. The contractor shall be responsible to obtain and maintain all necessary permits for the project.
13. The contractor shall coordinate the construction schedule with City staff to avoid conflicts with City events including, but not necessarily limited to, the Great Jones Car Fair. No additional compensation will be made for coordinating schedules around such events.
14. The contractor will be responsible for constructing and maintaining appropriate construction traffic and access routes to maintain positive site and project appearance. Construction traffic shall be reduced with another lane.
15. The contractor shall be responsible for maintaining all existing utilities. Stop immediately if the City staff finds any physical damage to any utility. Stop immediately if the City staff finds any physical damage to any utility.
16. The contractor shall be responsible for maintaining all existing utilities. Stop immediately if the City staff finds any physical damage to any utility. Stop immediately if the City staff finds any physical damage to any utility.
17. Installation and maintenance of construction traffic control shall be the responsibility of the contractor. Street maintenance during construction, including immediate sweeping of dirt and debris, shall be the responsibility of the contractor.
18. Street maintenance during construction, including immediate sweeping of dirt and debris, shall be the responsibility of the contractor.
19. Coordination with utility companies for the relocation of utilities shall be the responsibility of the contractor. Utility contracts are listed on the site plan.
20. Sidewalk, driveway, pavement, and other work shall be completed by the contractor outside of this project.
21. Contractor to ensure positive drainage (no ponding) in any areas that are indicated on the plan elevation.
22. Install all proposed utilities in a manner that does not create a hazard to existing or proposed utilities.
23. There may be abandoned utilities within the construction limits shown on these plans. The contractor shall confirm status of all utilities. The contractor is responsible for removing these utilities.
24. Contractor shall be responsible for maintaining all existing utilities. Stop immediately if the City staff finds any physical damage to any utility. Stop immediately if the City staff finds any physical damage to any utility.
25. Repair all sidewalk damage caused by construction. The contractor shall be responsible for restoring the sidewalk to its original condition. Provide data to the City for incorporation into record drawings.
26. The Contractor shall obtain approval from the Engineer for any variance from the approved plan.

Element	Criteria Section	Criteria	Exception	Location
ADA Requirements	12A.1	ADA Cross Slope = 2%	2.1% - 2.5% Existing	Centerline Driveway

Item #	Item Code	Description	Unit	Estimated Quantity
1	2010-10B-A-1	CONCRETE	CU	100
2	2010-10B-A-2	TOP SOIL, OR SITE	CU	180
3	2010-10B-A-3	CONCRETE CLASS 10	CU	124
4	2010-10B-A-4	CONCRETE CLASS 10	CU	124
5	2010-10B-A-5	CONCRETE CLASS 10	CU	124
6	2010-10B-A-6	CONCRETE CLASS 10	CU	124
7	2010-10B-A-7	CONCRETE CLASS 10	CU	124
8	2010-10B-A-8	CONCRETE CLASS 10	CU	124
9	2010-10B-A-9	CONCRETE CLASS 10	CU	124
10	2010-10B-A-10	CONCRETE CLASS 10	CU	124

**2020 HIGHWAY 38 TRAIL**  
**GENERAL NOTES, QUANTITIES, & ESTIMATE REFERENCE**  
**MONTICELLO, IOWA**

**SNYDER & ASSOCIATES, INC.**  
 5005 BOWLING STREET S.W.  
 CEDAR RAPIDS, IA 52404  
 319-382-9394 | www.snyderassociates.com

Project No: 1190022 Sheet C.1

**ESTIMATE REFERENCE INFORMATION (CONTINUED)**

ITEM NO.	ITEM CODE	ITEM DESCRIPTION	UNIT	ESTIMATE REFERENCE INFORMATION
11	8940-108-C-0	PAINTED PAVEMENT MARKINGS, VISIBLE TO TRAFFIC	SQ. YD.	Refer to Standard Specifications. Refer to N Sheets for locations.
12	8940-108-C-0	PAINTED SYMBOLS AND LETTERS, VISIBLE TO TRAFFIC	SQ. YD.	Refer to Standard Specifications. Refer to N Sheets for locations.
13	8940-108-C-0	PAVEMENT MARKINGS REMOVAL	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
14	8940-108-C-0	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
15	8940-108-C-0	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
16	8940-108-A-0	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
17	8940-108-B-0	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
18	8940-108-D-0	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
19	8940-108-F-0	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
20	8940-108-B-0	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
21	8940-108-A-0	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
22	8940-108-D-0	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
23	8940-108-E-0	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.
24	11001-108-A-1	PAVEMENT MARKINGS REMOVAL, VISIBLE TO TRAFFIC	SQ. YD.	Remove existing pavement markings. Refer to N Sheets for locations.

**PIPE CULVERT, TRENCHED (4030-108-A-1)**

LINE NUMBER	FROM	TO	PIPE MATERIAL	SIZE OF PIPE	LENGTH OF PIPE	SHEET NUMBER
PIP-1	ST-1	ST-2	RCP	36"	24'	M-1
PIP-2	EXISTING	ST-3	RCP	36"	34'	M-1
					<b>Total</b>	<b>58</b>

**PIPE APRON, RCP (4030-108-B-0)**

APRON NUMBER	PIPE MATERIAL	SIZE OF APRON	NOTES	SHEET NUMBER
ST-1	RCP	36"	Include Apron Guard	M-1
ST-2	RCP	36"		M-1
ST-3	RCP	36"		M-1
			<b>Total</b>	<b>3</b>

**SHARED USE PATH, PCC (7030-108-C-0)**

STATION (BEGIN)	STATION (END)	PAVEMENT THICKNESS	AREA (SQ YD)	SHEET NUMBER
107+30	107+38	6"	787	D-1/D-2
107+41	111+23	6"	382	D-2/D-3
111+57	113+78	6"	287	D-3
113+96	119+70	6"	684	D-3/D-4
200+50	200+50	6"	82	D-3/E-1
			<b>Total</b>	<b>2172</b>

**PAINTED PAVEMENT MARKINGS, PCC (8020-108-G-0)**

STATION	LENGTH (LN)	SYMBOL	TYPE	NOTES	SHEET NUMBER
107+47	15	SLWZ	PAVEMENT MARKING		M-1
108+18	15	SLWZ	PAVEMENT MARKING		M-1
109+43	15	SLWZ	PAVEMENT MARKING		M-1
110+43	15	SLWZ	PAVEMENT MARKING		M-1
111+47	15	SLWZ	PAVEMENT MARKING		M-1
112+47	15	SLWZ	PAVEMENT MARKING		M-1
113+47	15	SLWZ	PAVEMENT MARKING		M-1
114+47	15	SLWZ	PAVEMENT MARKING		M-1
115+47	15	SLWZ	PAVEMENT MARKING		M-1
116+47	15	SLWZ	PAVEMENT MARKING		M-1
117+47	15	SLWZ	PAVEMENT MARKING		M-1
118+47	15	SLWZ	PAVEMENT MARKING		M-1
119+47	15	SLWZ	PAVEMENT MARKING		M-1
120+47	15	SLWZ	PAVEMENT MARKING		M-1
121+47	15	SLWZ	PAVEMENT MARKING		M-1
122+47	15	SLWZ	PAVEMENT MARKING		M-1
123+47	15	SLWZ	PAVEMENT MARKING		M-1
124+47	15	SLWZ	PAVEMENT MARKING		M-1
125+47	15	SLWZ	PAVEMENT MARKING		M-1
126+47	15	SLWZ	PAVEMENT MARKING		M-1
127+47	15	SLWZ	PAVEMENT MARKING		M-1
128+47	15	SLWZ	PAVEMENT MARKING		M-1
129+47	15	SLWZ	PAVEMENT MARKING		M-1
130+47	15	SLWZ	PAVEMENT MARKING		M-1

**SIGN PANELS, SIGN POSTS REMOVAL AND REINSTALLATION OF SIGN (8940-108-A-0, 8940-108-B-0, 8940-108-C-0, 8940-108-D-0, 8940-108-E-0, 8940-108-F-0)**

STATION	SIDE	TYPE	AUTOC DESIGNATION	DIMENSIONS (IN X IN)	SIGN POSTS, SIGN PANELS, SIGN POSTS, SIGN PANELS, SIGN POSTS, SIGN PANELS	NOTES	SHEET NUMBER	REINSTALLATION OF SIGN, EA (8940-108-D-0)	REMOVAL AND REINSTALLATION OF SIGN WITH BEACON, LS (8940-108-F-0)
107+27	RT	STREET	W13	30 X 30	11		N-1	1	
107+26	RT	STREET	W13	48 X 48	14		N-1/N-2	1	
108+3	RT	STREET	W13	30 X 30	11		N-2	1	
111+89	RT	STREET SIGN	W13	30 X 30	11		N-2	1	
112+71	RT	DIAGONAL SIGN	W13	42 X 18	14		N-2	1	
114+64	RT	DIAGONAL SIGN	W13	36 X 26	14		N-2	1	
200+43	RT	STOP	W13	24 X 12	11		N-2	1	
114+48	RT	SCHOOL CROSSING	W13	36 X 30	14		N-2	1	
115+81	RT	NO PARKING	W13	24 X 12	11		N-2	1	
116+0	RT	SPEED LIMIT WITH BEACON	W13	18 X 18	14		N-2	1	
					<b>Total</b>			<b>7</b>	

**RIP RAP, CLASS E (9040-108-J-0)**

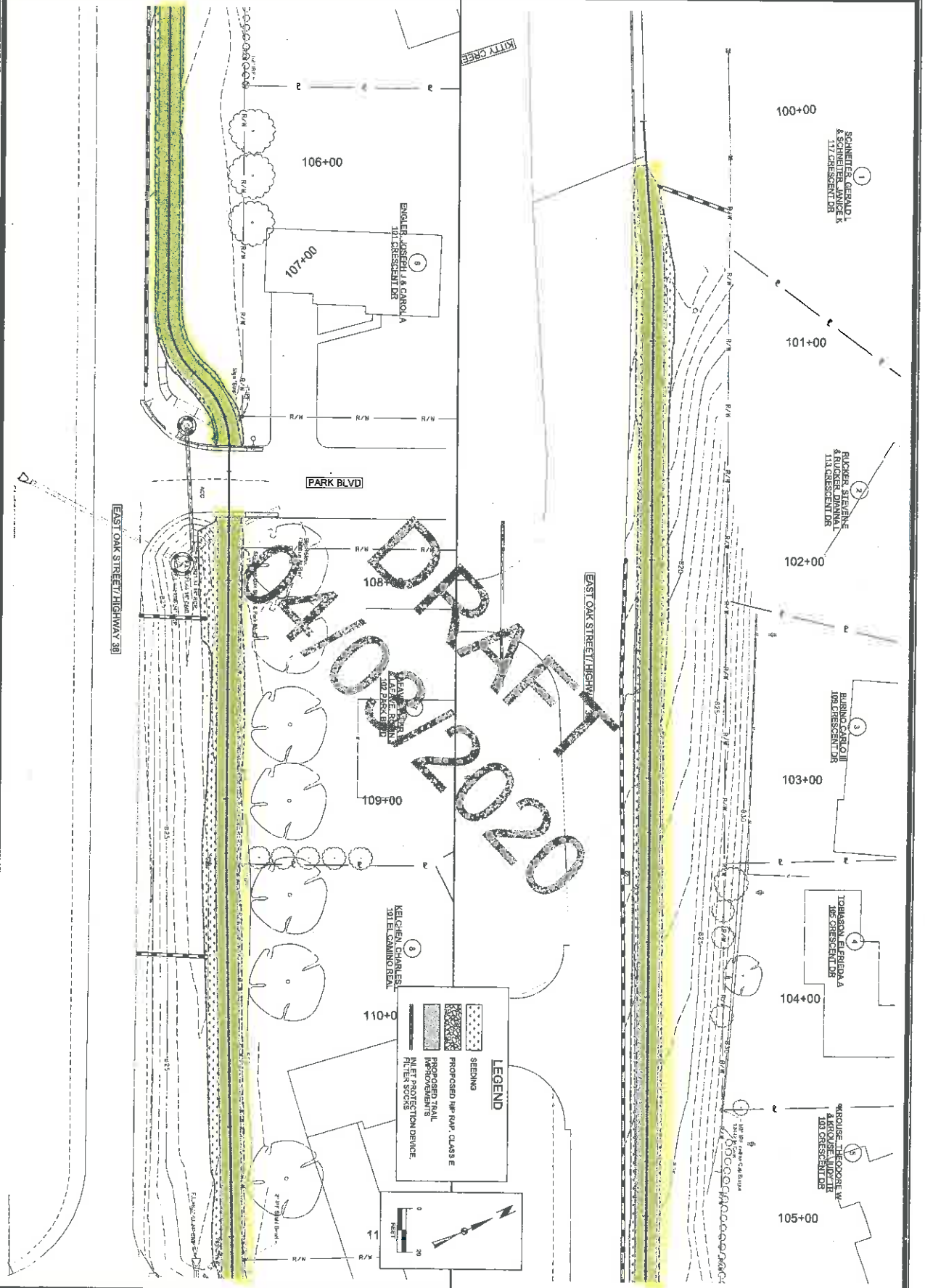
STATION (OUTLET) SIDE (LEFT)	DESCRIPTION	SHEET NUMBER	TONS
200+20	Outlet Protection, Slopes Standard Detail (9040-108-J-0)	D-4/K-1	15
119+46	Outlet Protection, Slopes Standard Detail (9040-108-J-0)	D-4/K-1	15
		<b>Total</b>	<b>30</b>



**2020 HIGHWAY 38 TRAIL**  
**GENERAL NOTES, QUANTITIES, & ESTIMATE REFERENCE**  
**SNYDER & ASSOCIATES, INC.**

MONTICELLO, IOWA  
 5005 BOWLING STREET S.W.  
 CEDAR RAPIDS, IA 52604  
 319-392-0394 | www.snyder-associates.com

Project No: 1190022  
 Sheet: C.2

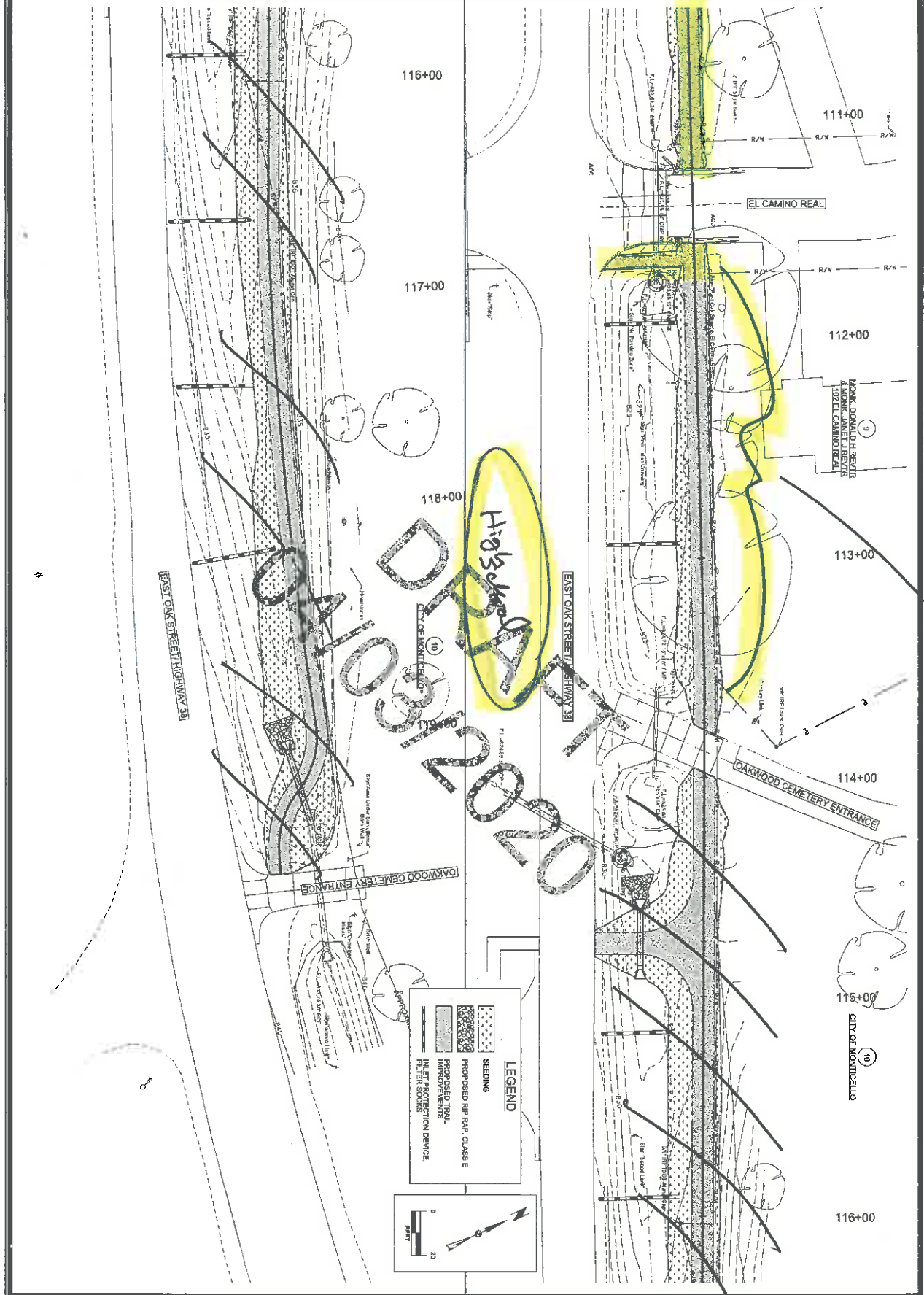


**Snyder & Associates**  
 Project No: 1190022  
 Sheet: C20

**2020 HIGHWAY 38 TRAIL**  
**POLLUTION PREVENTION PLAN**  
 MONTICELLO, IOWA  
**Snyder & Associates, Inc.**  
 5005 BOWLING STREET S.W.  
 CEDAR RAPIDS, IA 52404  
 319-362-9394 | www.snyder-associates.com

DATE	BY	REVISION
04/08/2020	...	...

Project No: 1190022      Sheet: C20



Potential repairs to existing SWP

Project No: 1190022  
 Sheet: C.21  
**S**  
**SNYDER**  
 ASSOCIATES

**2020 HIGHWAY 38 TRAIL**  
**POLLUTION PREVENTION PLAN**  
 MONTICELLO, IOWA  
**SNYDER & ASSOCIATES, INC.**  
 5005 BOWLING STREET S.W.  
 CEDAR RAPIDS, IA 52404  
 319-362-9394 | www.snyder-associates.com

DATE	REVISION	DATE	BY
04/08/2020	PDS	11/20	AJB

Project No: 1190022      Sheet: C.21





Safe travels:

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Road
Brown Deer, Wisconsin 53223
Phone (800) 236-0112 • TAPCO.net.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy

Table with 2 columns: Field (Number, Date, Page) and Value (Q20006196, 4/9/2020, 1)

Summary table with columns: Sell To Cust, Ship To Cust, Customer PO #, Expires, Slsp, Terms, Freight, Ship Via

Main item list table with columns: Item, Description, Quantity, UM, Price, Extension

Shipment within
Acceptance By
Date
By

Summary table with columns: Merchandise, Freight, Tax, Total

For terms and conditions, please visit: http://www.tapconet.com/terms-and-conditions



Safe travels:

Traffic and Parking Control Co., Inc.  
5100 West Brown Deer Road  
Brown Deer, Wisconsin 53223  
Phone (800) 236-0112 • TAPConet.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy	
Number	Q20006196
Date	4/9/2020
Page	2

Sell To Cust C60574	City of Monticello Britt Smith 200 East First Street MONTICELLO, IA 52310 USA			Ship To Cust	City of Monticello 200 East First Street MONTICELLO, IA 52310 USA	
	Customer PO #	Expires	Slsp		Terms	Freight
	PED CROSSING	5/9/2020	Deidre Jones	Net 30 DAYS	PREPAID	BEST RATE

Item	Description	Quantity	UM	Price	Extension
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\*\*Free Shipping\*\*  
Current Lead Time: 5-6 Weeks

Furnish only quote. Installation is not included.  
Solar powered equipment requires no shading  
or obstructions

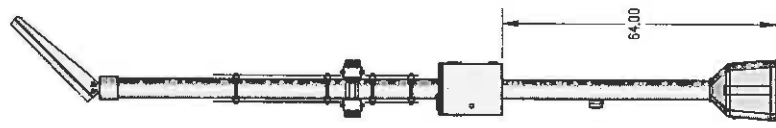
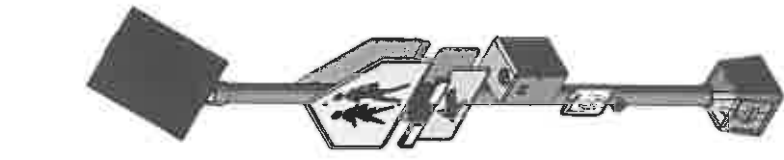
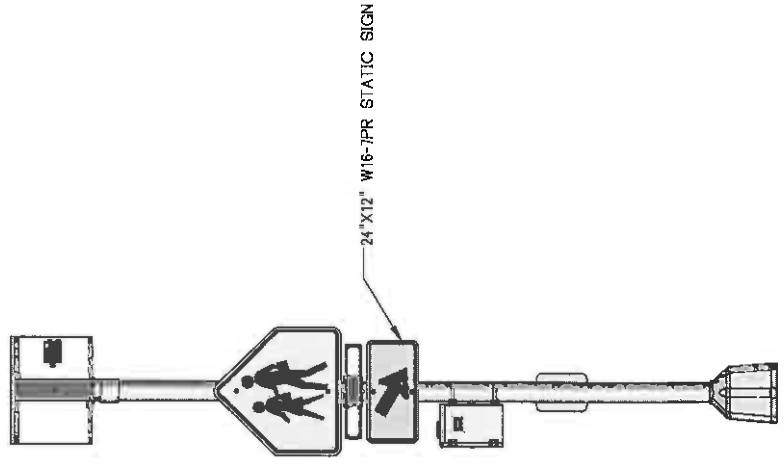
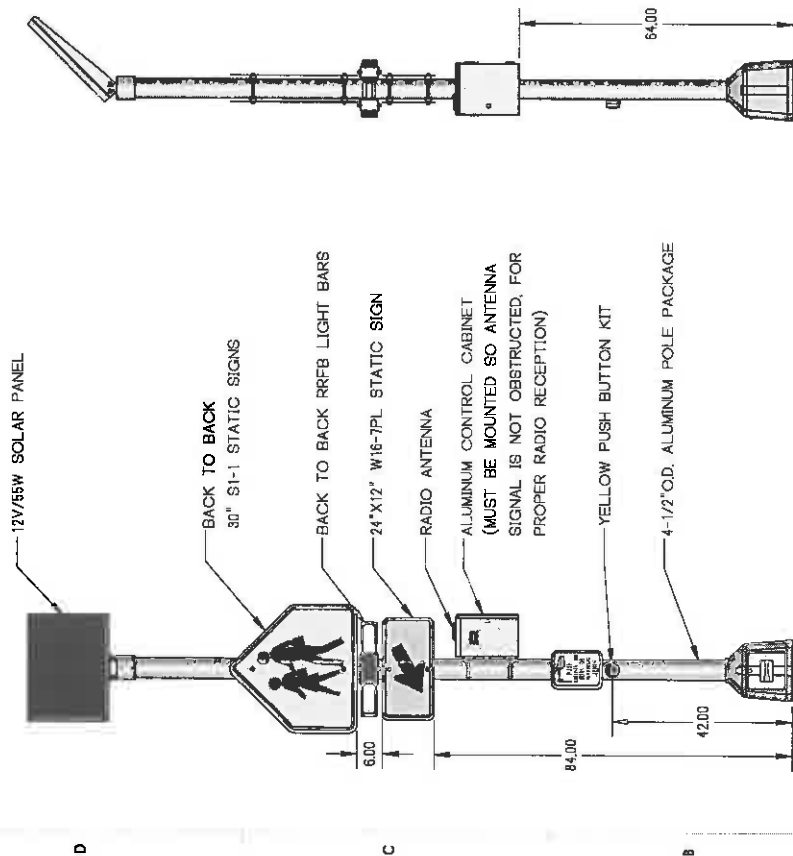
Thank you! Deidre Jones  
Email: Deidre.jones@tapconet.com  
Phone: 262-649-5227

TAPCO OMNIA Partners Contract # 2020-200

Shipment within \_\_\_\_\_  
Acceptance By \_\_\_\_\_  
Date \_\_\_\_\_  
By \_\_\_\_\_

Merchandise	Freight	Tax	Total
\$8,827.37	\$0.00	\$0.00	\$8,827.37

For terms and conditions, please visit: <http://www.tapconet.com/terms-and-conditions>



- NOTES:**
1. ORIENT SOLAR PANEL TOWARDS SOUTHERN SKY FOR MAXIMUM SOLAR EXPOSURE
  2. CONTROL CABINET HEIGHT MAY VARY.
  3. SNAP LOCKS ARE PROVIDED, STANDARD 3/4" 8/8 BANDING IS RECOMMENDED
  4. J-BOLTS NOT SHOWN
  5. ALL DIMENSIONS ARE FOR REFERENCE ONLY
  6. STATIC SIGNS NOT INCLUDED IN SYSTEM

# TAPCO

TRAFFIC & PARKING CONTROL CO., INC.

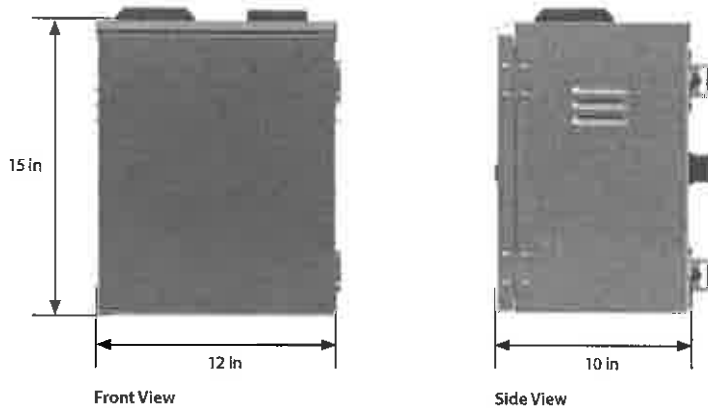
TOLERANCE UNLESS OTHERWISE SPECIFIED		TITLE		MATERIAL		FINISH		INTERPRET GEOMETRIC TOLERANCING PER ASME Y14.5-2009 REFERENCE	
DEC.	X	XX	XXX	INCH	±.000	±.015	±.005	±.08"	
DESIGNED BY: TAPCO		DRAWN BY: C. GRAVES		SIZE: B		DWG. NO.: 600147		REV: B	
CHECKED BY:		5/7/2018		RRFB, SOLAR 65/48, RADIO, SOP, DS, AMBER, PH, H		POLE X2 (30" S1-1 ARRANGEMENT)		SCALE: 1/8"	
PROPRIETARY AND CONFIDENTIAL. THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF TAPCO. ANY REPRODUCTION IN PART OR AS A WHOLE, WITHOUT THE WRITTEN PERMISSION OF TAPCO IS PROHIBITED.		SHEET 2 OF 6		WEIGHT:					

# SOLAR-POWERED RECTANGULAR RAPID FLASHING BEACON

Side-of-pole control cabinet

## SIDE-OF-POLE CONTROL CABINET

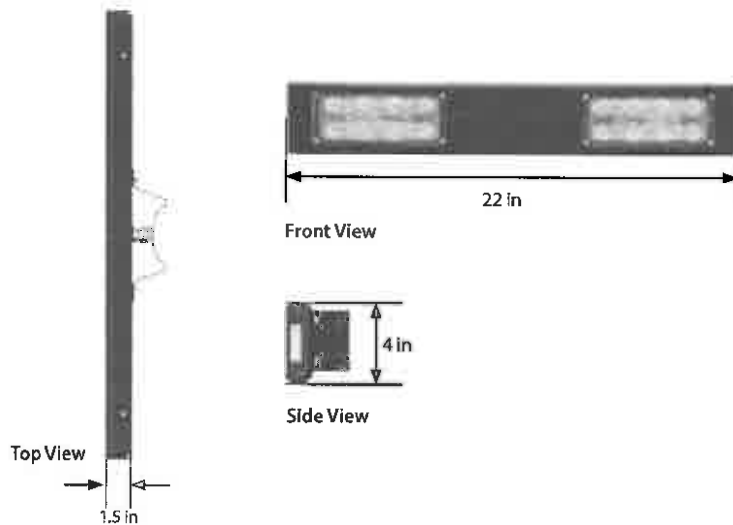
<b>HOUSING</b>	NEMA 3R type aluminum
<b>SOLAR PANEL</b>	55 watt
<b>BATTERY</b>	12v, up to 48Ah
<b>BATTERY LIFESPAN</b>	3 to 5 years, field replaceable
<b>MOUNTING OPTIONS</b>	Various sizes of round, square and wood posts
<b>MOUNTING HARDWARE</b>	Stainless steel hardware
<b>WARRANTY</b>	3-year limited battery warranty 5-year limited system warranty 10-year limited solar panel warranty



## RECTANGULAR RAPID FLASHING BEACON: RRFB-XL2™

<b>LIGHT BAR HOUSING</b>	Black powder coated aluminum
<b>VEHICLE LED MODULES</b>	7" x 3", 2 arrays of 8 amber LEDs spaced 7" apart, SAE J595 class 1 certified
<b>PEDESTRIAN LED MODULES</b>	1 3/4" x 1/2", side-viewable, flash simultaneously with vehicle LED (optional, one or both sides)
<b>FLASH PATTERN</b>	WW + S (combination wig-wag and simultaneous flash)
<b>DIMMABLE</b>	Automatically controlled via included photocell sensor
<b>MOUNTING HARDWARE</b>	Various options available
<b>WIND LOAD RATING</b>	Up to 120mph*
<b>OPERATING TEMPERATURE RANGE</b>	-40°F to 122°F

\*Dependent upon pole size and system arrangement



RRFB-XL2™



BLINKERBEAM® WIRELESS RADIO



XAV2-LED PUSH BUTTON



BULLDOG PUSH BUTTON

## BLINKERBEAM® WIRELESS COMMUNICATION

<b>FREQUENCY</b>	900 MHz FHSS (Frequency Hopping Spread Spectrum)
<b>RANGE</b>	900 feet (radio site survey recommended)
<b>CONNECTIVITY</b>	Crosswalk and optional advanced warning LEDs activate concurrently

## ACTIVATIONS

<b>PUSH BUTTON ACTIVATION</b>	ADA push button, typical (<120 millisecond)
<b>USER-ACTUATED PUSH BUTTON</b>	XAV2-LED or Bulldog
<b>PASSIVE DETECTION</b>	Wireless bollards

## OPTIONAL PROGRAMMING

<b>BlinkLink®</b>	Optional cloud software with cellular modem**
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\*\* Dependent upon system configuration



(800) 236-0112

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City Council Meeting  
Prep. Date: 04/17/20  
Preparer: Doug Herman



Agenda Item: 5  
Agenda Date: 04/20/2020

*Communication Page*

**Agenda Items Description:** Resolutions related to Maple Street Sidewalk repairs / replacement.

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

**Attachments & Enclosures:**

(Resolution to be drafted at Council direction)

**Fiscal Impact:**

Budget Line Item: n/a

Budget Summary: n/a

Expenditure: n/a

Revenue: n/a

**Synopsis:** Council previously asked staff to look at repairs or replacement of sidewalk on N. Maple Street between Golf Course Gate and, generally, old Fair Office. At last meeting directed repairs, however, new information suggests that repairs exceed repairs originally anticipated.

**Background Information:** After the last Council meeting Dawn Graver, who has been on sidewalk marking duty, inspected and marked the City sidewalk the Council discussed at our last meeting. An estimate I received for repairs assumed that repairs would not exceed 308 sf. After Dawn Graver inspected the sidewalk for code compliance it appears that there will be approximately 608 sf to be replaced. (Up from estimated 308 sf at \$1,700) I didn't want to bother the contractor for a new estimate at this time and for that reason have extrapolated the cost of the increased repairs by using the original estimate. Based thereon, the likely costs are as follows:

1. Sidewalk patching: 608 sf (Tear out and replace, 4" thick with rebar) \$ 3,356 +/-
2. Sidewalk replacement
  - a. 4' x 470' (1,880 sf) Replace only with 2 runs ½" rebar \$ 7,700 +/-
    - i. \$4.10 per sf
  - b. 5' x 470' (2,350 sf) \$ 9,000 +/-
  - c. 6' x 470' (2,820 sf) Replace only with 3 runs ½" rebar \$10,100 +/-
    - i. \$3.58 per sf

As noted, a 5' sidewalk could be installed without removing the fence. I reached out to John Harms and he expressed support for a 5' sidewalk and the continued use of a fence along the walk due to the heavy fair traffic. (4<sup>th</sup> of July parade also utilizes that area)

**Staff Recommendation:** I recommend that the Council give consideration to the new information and take appropriate action.

City Council Meeting  
Prep. Date: 04/17/20  
Preparer: Doug Herman



Agenda Item: # 6  
Agenda Date: 04/20/20

**Agenda Item Description:** Resolution directing the City Administrator to continue planning for Sewer Plant upgrades consistent with process required to retain eligibility for State of Iowa Revolving Loan Funds.

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

**Attachments & Enclosures:**

Proposed Resolution

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** The proposed resolution would direct the City Administrator to continue to take steps in planning the Sewage Treatment Plant Upgrade Project that are consistent with the steps provided or required by the State of Iowa Revolving Loan Fund.

**Background Information:** The City has hired Snyder & Associates to plan for a major sewage treatment plant upgrade, not only to better treat the waste that is flowing through the plant but to increase capacity for a growing community. The steps taken so far have been taken with the State Revolving Loan Fund in mind to ensure eligibility for funding through said program should the City choose to go that route as the project advances. Those steps are as follows:

- The DNR project manager will schedule a project initiation meeting with all the parties involved in the project, including the applicant/owner, consulting engineer, DNR field office staff, grant administrator, and others.
- Working with the DNR project manager, the applicant/owner and consulting engineer prepare a facility plan. A complete and approvable facility plan must be submitted before an SRF Intended Use Plan application will be considered.

We are well into the facility plan phase and are working to wrap that up sometime in the next year. It is anticipated that plans will flow back and forth between the engineer and the DNR multiple times as the plans near finalization.)

The proposed Resolution merely clarifies that the Council wishes that the Administrator, with the Engineer, continue to follow the steps necessary to be in a position to take advantage of the SRF funding if and when the Council decides to do so.

**Recommendation:** I recommend that the Council approve the proposed Resolution.

# The City of Monticello, Iowa

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

RESOLUTION #20-\_\_

**Resolution** directing the City Administrator to continue planning for Sewer Plant upgrades consistent with process required to retain eligibility for State of Iowa Revolving Loan Funds.

**WHEREAS**, the City Council previously hired the City Engineer, Snyder & Associates to work with the City and the IDNR on a Sewer Plant upgrade project, giving consideration to treatment methods, capacity, community growth, demand, and need, as well as and all other relevant factors, and

**WHEREAS**, the Council has to this point informally directed the City Administrator to move forward with planning consistent with steps required by the State of Iowa Revolving Loan Fund, and

**WHEREAS**, the Council, by this Resolution, wishes to formalize its' prior direction to the City Administrator, and to that end does hereby find that the City Administrator in concert with the City Engineer, shall continue to take steps moving forward that ensure eligibility for the State of Iowa Revolving Loan Fund should the Council choose to take advantage of the SRF when the time comes to move forward with the project.

**NOW, THEREFORE, BE IT RESOLVED**, by the City of Monticello Council meeting in regular session this 20<sup>th</sup> day of April, 2020 does hereby direct the City Administrator and City Engineer to continue to plan the Sewer Plant Upgrade project in a manner that will ensure eligibility for State of Iowa Revolving Loan Funds when the time comes to make application for same.

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 20<sup>th</sup> day of April, 2020.

---

Brian Wolken, Mayor

Attest:

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Sally Hinrichsen, Monticello City Clerk



City Council Meeting  
Prep. Date: 04/17/2020  
Preparer: Doug Herman



Agenda Item:  
Agenda Date: 04/20/2020

*Communication Page*

**Agenda Items Description: Reports**

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

**Attachments & Enclosures:**

**Fiscal Impact:**

Budget Line Item: n/a

Budget Summary: n/a

Expenditure: n/a

Revenue: n/a

**Reports / Potential Action:**

1. **Cobblestone Development Agreement Discussion:** John Harms, and potentially others, will be involved in the meeting to discuss financial issues at Cobblestone and the need for them to take many steps to improve their finances to keep the doors open. As many of you may recall the hotel is owned by shareholders, local people for the most part that invested \$25,000 per share in the hotel. Most if not all did not intend to get wealthy off of this investment but to bring a necessary asset to the community. We are a few years into a development agreement with Cobblestone and they would like to request that the Council consider amending the Dev. Agreement to basically start over and potentially increase the rebate for a period of years. That step, with other steps through their lender, the SBA, and potentially the severing of ties with their franchise, may allow them to stay afloat. If things don't work out the doors may be closed, the loan foreclosed, the local shareholders out, and a new, likely non-local owner in. In the even the doors are closed the development agreement will end, so from that standpoint there is no risk to the City to amend or extend the agreement. It can be done in a way that only works to support the local shareholders.
2. **Hwy. 38 Sewer Extension:** This project would benefit three homes on N. Cedar that currently have septic tanks. A plan was put in place to extend City Sewer from Madalyn Court to the rear yards of these homes. The estimated cost given me by Snyder and Associates was \$70,000. Norm will be in the meeting and may wish to discuss options.
3. **Public Works**
4. **Police Department**
  - a. 3<sup>rd</sup> Street Parking: Britt will discuss a request and consideration related to no parking on 3<sup>rd</sup> Street between Main and Maple.
5. **Parks Dpt.**
  - a. Activities: Cancelled.
  - b. Playgrounds / Aquatic Center: Closed, with planning underway with regard to eventual opening.
6. **City Administrator**
  - a. Departmental Reporting
  - b. MercyCare Project
  - c. Compadres Building (Derelict Building Grant and Rural Innovation Grant)