

City of Monticello, Iowa

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Final Agenda Posted on April 03, 2020 at 4:45 p.m.
Monticello City Council Meeting April 06, 2020 @ 6:00 p.m.
Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa

Mayor:	Brian Wolken	City Administrator:	Doug Herman
City Council:		Staff:	
At Large:	Dave Goedken	City Clerk/Treas.:	Sally Hinrichsen
At Large:	Brenda Hanken	Police Chief:	Britt Smith
Ward #1:	Gary Feldmann	City Engineer:	Patrick Schwickerath
Ward #2:	Candy Langerman	Public Works Dir.:	Nick Kahler
Ward #3:	Chris Lux	Water/Wastewater Sup.:	Jim Tjaden
Ward #4:	Tom Yeoman	Amb. Dpt. Lead Par.:	Lori Lynch

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

Mayoral Proclamation(s):

Proclamation declaring April, 2020 to be Sexual Assault Awareness month in Monticello, Iowa

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	March	16, 2020
Approval of Council Mtg. Minutes	March	23, 2020
Approval of Payroll	March	26, 2020
Approval of Bill List		
Approval of Casey's Liquor License Renewal		

Public Hearing and Resolutions Related Thereto: None

Motions:

1. **Motion** to Rescind prior action of City Council on March 23rd, rejecting all bids and requesting new bids, eliminating option 3 from consideration, on the 2020 E. 7th Street Reconstruction Project.

Resolutions:

2. **Resolution** accepting bids and awarding contract related to the 2020 E. 7th Street Reconstruction Project.
3. **Resolution** to approve Agreement for Collection Services between the City of Monticello and Credit Bureau Services of Iowa.

4. **Resolution** to approve Pay Request #1 from Crawford Company related to Berndes Center HVAC project.
5. **Resolution** to approve Maple Street sidewalk repair/replacement.
6. **Resolution** to approve purchase of Wing Mower/Brushhog Mower for Water/Sewer and Public Works Department.
7. **Resolution** preliminarily approving the Trail Project Plans and Specs, 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 of the trail project for May 4, 2020 at 6:00 p.m.
8. **Resolution** scheduling Public Hearing on FY '20 Budget Amendments for May 4, 2020 at 6:00 p.m.
9. **Resolution** to approve Plat of Survey to Parcel 2020-41 and 2020-42, located within the two-mile jurisdiction of the City of Monticello.
10. **Resolution** modifying previously issued Covid-19 City Office Closures Resolution and other Covid-19 responses.

Ordinances: None

Reports / Potential Action:

1. Public Works
2. Police Department
3. Parks Dpt.
 - a. Activities
 - b. Playgrounds / Aquatic Center
4. City Administrator
 - a. Departmental Reporting
 - b. Trees in Northridge Drainageway between Birch and N.Ridge retention center
 - c. Community Garbage Collection
 - d. Airport DOT grant application (4/20/2020 Meeting)

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 watch the Council Meeting on the Local Access Channel if you have access to **Mediacom. (Channel 118.3)** If you have questions during the meeting you may e-mail them to dherman@ci.monticello.ia.us Your questions will be read aloud and answered to the best of our ability.

You may also participate in the meeting on “Zoom Meetings”, see details below:

Doug Herman is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/904591171?pwd=ZHQ0a21jODNjSUtyMittNzFHNIhCQT09>

Meeting ID: 904 591 171

Password: 006837

Dial by your location: +1 301 715 8592 US

To participate via Zoom you will need a device (cell phone, computer, iPad, etc.) and internet connectivity. You join the meeting by clicking on the link set forth above. (If you are reading a hard copy of the agenda you can find a clickable link on the City WebSite or City Facebook Page.

Zoom allows for oral communication and/or chatting. The easiest way for you to communicate during the meeting will be via chat. Your feed will be muted at our end and only unmuted to hear comments if and when determined appropriate. Please call City Hall on Monday with any questions.

Regular Council Meeting
March 16, 2020 – 6:00 P.M.
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Brenda 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, Park & Rec Director Jacob Oswald and Police Chief Britt Smith.

Yeoman moved to approve the agenda, adding discussion on Monti Days Event. Langerman seconded, roll call unanimous.

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

Kaitlyn Hunt reported the WIN group has scheduled the 2nd Annual Monti Days Event for August 29, 2020 and requests permission to block off First Street from Cedar to Maple and to use the Pocket Park from 12:00 pm to 12:00 am. Goedken moved to authorize the WIN Group to block off First Street from Cedar to Maple and to use the Pocket Park from 12:00 pm to 12:00 am for the 2nd Annual Monti Days Event on August 29, 2020, Yeoman seconded, roll call unanimous.

Mayor Wolken opened the public hearing on the proposed Fiscal Year 2020/2021 City of Monticello Budget. Staff received no written comments and there were no oral comments. Mayor Wolken closed the hearing on the Fiscal Year 2020/2021 budget. Yeoman moved to approve Resolution #2020-37 Adoption of Budget and Certification of City Taxes for Fiscal Year July 1, 2020 through June 30, 2021, Langerman seconded, roll call unanimous.

Mayor Wolken opened the public hearing on the proposed Plans, Specifications, Form of Contract and Estimate of cost for the 2020 E. 7th Street Reconstruction Project. Staff received no written comments and there were no oral comments. Mayor Wolken closed the hearing on the proposed Plans, Specifications, Form of Contract and Estimate of cost for the 2020 E. 7th Street Reconstruction Project. Yeoman moved to approve Resolution #2020-38 Finally approving the Plans and Specifications, proposed Form of Contract and Cost Estimate for the 2020 E. 7th Street Reconstruction Project, and scheduling a Special City Council meeting for March 23, 2020 at 6:00 pm to consider the bids to be received on March 18th and to award a contract, Lux seconded, roll call unanimous.

Goedken moved to approve Resolution #2020-39 Approving Karla E. Smith Tax Abatement Application related to Residential Improvements constructed at 853 South Main St, Monticello, Iowa, Langerman seconded, roll call unanimous.

Goedken moved to approve Resolution #2020-40 Adopting Final Assessment Schedule for the 2019 N. Sycamore Street Reconstruction Project and Amending, Confirming and Levying the Assessments. Langerman seconded, roll call unanimous.

Herman reported several Cities were closing Libraries, Recreation Centers and City Halls due to the Coronavirus Pandemic. The State government has also ordered schools to close. These measures have been taken to delay the number of people getting sick with the coronavirus and to avoid the actions now being taken in Italy and Spain where each is shutting down large

Regular Council Meeting
March 16, 2020

portions of their Country. Herman is looking into options to close Council Meetings to the public with Council and public able to join electronically. The City is actively following the Coronavirus Pandemic and recommendations of the Iowa Department of Public Health and the Center for Disease Control. Things are rapidly changing, staff will continue to stay on top of the changes and recommendations. Herman recommended that City Hall close to public, with staff still working, that Park and Recreation close to the public with all activities and rentals canceled, and that the Library close to the public. Public Works will be encouraged not to gather for breaks and lunches. City will also be closing all public restrooms. Library Director Michelle and some Board Members were present. Turnis reported that their hours may change and that staff would be used as needed and may take some online educational courses they had not previously had time to take. Goedken moved to approve Resolution #2020-41 Announcing Temporary Electronic Public Meetings and Closure of City Facilities and Offices, Lux seconded, roll call unanimous.

Oswald reported soccer has been cancelled and they will be refunding the \$25.00 fee. HVAC is almost finished on the west side of the Berndes Center. The diving board platforms were removed and are being repaired.

Herman reported the March 23rd Special Council meeting agenda would include consideration of the approval of the E. 7th Street bids and the trail extension plans and specs.

Kahler reported that T & W Grinding had ground everything at the Yard Waste site and will windrow in the Spring.

Kahler, Council and Herman discussed yard waste collection practices this spring. Herman suggested possibly doing the entire town bi-weekly, resulting in everyone continuing to have two collections per month. After a few months, staff would have a better idea how much yard waste was being put out versus being taken directly to the yard waste site. Consensus of the Council was to continue bi-weekly pickup for now.

Goedken received a letter from a resident with a pool that received a large water bill and wanted a separate meter to fill the pool. Herman advised the City Code only allows a separate meter for yard watering and Council would need to change the City Code. City would need a way to verify that the water was not drained to the City Sewer.

Smith reported the police agreement expires next year and would like to form a salary committee to discuss wages. Yeoman, Langerman, Lux and Wolken agreed to serve on the committee.

Herman reported he was working with Kirkwood students on design for Fountain Park Phase II, but not sure where it currently stands, with schools closings. He is working on the fundraising and grants.

Herman stated the Compadres' grants are pending and he is following up with FEMA on the Energy Building buyout.

Herman reported Joe Ertl purchased the former MedPlast building and will be using it for warehousing. Ertl is also looking into options to offer small businesses a startup location.

Regular Council Meeting
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Herman advised the Hometown Pride is working on the banners and fundraising.

Herman stated May 15th is set for Community Pride Cleanup Day and hoping to get students involved.

Herman stated two private parties would each like to build a 100X100' hangar at the Airport. City would need to extend the apron to accommodate the hangars and look at another taxiway connection. The City would seek DOT and Federal Grants for these purposes.

Herman informed the Council that fencing constructed poorly by American Fence Co. at the Pocket Park has not been replaced as agreed to by American Fence and that he has given them at least two years to get it done. He plans to file a small claim action.

Herman stated he is looking into using a collection agency to attempt to collect unpaid ambulance accounts. Collection Agency would maintain a percentage of all fees collected depending upon the age of the account.

Wolken extended sympathy to the Don McCarthy family on behalf of the City. Don served on the Fire Department for several years and was Fire Chief.

Feldmann moved to adjourn at 6:48 P.M.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

Special Council Meeting
March 23, 2020 – 6:00 P.M.
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Candy Langerman, Chris Lux and Tom Yeoman. Councilmember Gary Feldmann joined the meeting electronically. Also present were City Administrator Doug Herman, City Clerk Sally Hinrichsen, Public Works Director Nick Kahler and Police Chief Britt Smith. City Engineer A.J. Barry joined meeting electronically. Councilmember Brenda Hanken was absent. The meeting was broadcast live on the Monticello Local Access Channel through Mediacom, was posted via Facebook Live on the City of Monticello Facebook Page, and the public was invited to participate in the meeting via Conference Call or by e-mailing questions to the City Administrator during the meeting in lieu of the public being allowed in the meeting room due to Covid-19 related concerns. No one from the public participated in the conference call and no e-mails were submitted during the meeting.

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

Herman explained that five bids were received for the 2020 E. 7th Street Reconstruction Project. Herman detailed issues with the intersection of N. Cedar Street and 7th Street, reporting as follows: sidewalk ramps are not up to ADA standards, a water valve does not work, the sewer manhole is brick and likely allows inflow and infiltration, the water and sewer mains are old, the water main being an undersized 4" main and the 8" sanitary sewer main being clay tile. Barry contacted the IDOT and they agreed to contribute towards this project as it would save expenses otherwise to be incurred by the IDOT in 2021 when they plan to grind and overlay Highway 38 through town. Barry explained that increasing the water main to 8" would improve looping of the water mains around town which would increase water volume and pressure in the north part of town. Barry did not feel these bids were affected by the Coronavirus and were good bids. Barry stated that the intersection of Cedar and 7th is low and for that reason has drainage issues that can only be remedied by removing and replacing pavement on N. Cedar Street / Highway 38 in a northerly and southerly direction from the intersection. Goedken stated that 7th Street was not identified within the Comprehensive Plan. Yeoman expressed his opinion that the project should be completed with the IDOT agreeing to pay \$18,000 if we do it now. There were three bid options, Option 1 was for 7th Street to the "east" of the N. Sycamore Street Project to the point at which it meets N. Maple Street improvements. Option 2 included Option 1 work as well as 7th Street to the "west" on the North Sycamore Project to and including the intersection of 7th Street and N. Cedar Street. Option 3 includes everything in Option 2 as well as the intersection of 6th Street and N. Gill Street. For Bid Option 1, the low bid was submitted by Eastern Iowa Excavating, with a total bid of \$111,934.60. For Bid Option 2, the low bid was submitted by Tschiggfrie Excavating in the amount of \$442,719.55. For Bid Option 3, the low bid was submitted by Pirc Tobin Construction in the amount of \$766,893.05. Yeoman moved to approve Resolution #2020-42 to award the 2020 E. 7th Street Reconstruction Project to Tschiggfrie Excavating in the amount of \$442,719.55. Motion died due to a lack of a second. Langerman moved to reject all bids and seek new bids for the project, eliminating Option 3 from consideration. The Council also wanted a bid on just the western portion of 7th Street including the N. Cedar Street intersection, Lux seconded, roll call unanimous. Council directed Herman to work with City Engineer on a schedule moving forward and allowing for an extended construction period in the contract documents.

Regular Council Meeting

March 23, 2020

Langerman moved to adjourn at 6:44 P.M.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

PAYROLL - MARCH 26, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	March 9 - 22, 2020				
Mary Intlekofer	\$ 1,911.01	\$ -	0.00	0.00	\$ 1,306.16
Dean Jensen	273.00	-	0.00	0.00	232.06
Brandon Kent	2,013.38	102.38	0.00	0.00	1,318.89
Jim Luensman	659.75	-	0.00	0.00	502.87
Lori Lynch	2,084.06	89.06	0.00	0.00	1,410.49
Shelly Searles	2,821.00	-	0.00	44.38	2,008.04
Chris Szymanowski	1,911.00	-	0.00	0.00	1,246.52
Jenna Weih	1,575.00	-	0.00	0.00	1,160.87
Curtis Wyman	450.00	-	0.00	0.00	303.41
TOTAL AMBULANCE	\$ 13,698.20	\$ 191.44	0.00	44.38	\$ 9,489.31
CEMETERY	March 7 - 20, 2020				
Dan McDonald	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,198.04
TOTAL CEMETERY	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,198.04
CITY HALL	March 8 - 21, 2020				
Cheryl Clark	\$ 1,684.01	\$ -	0.00	45.00	\$ 1,137.03
Doug Herman	4,201.46	-	0.00	0.00	2,947.24
Sally Hinrichsen	2,488.06	-	0.00	0.00	1,567.70
Nanci Tuel	1,486.40	-	0.00	0.13	980.12
TOTAL CITY HALL	\$ 9,859.93	\$ -	0.00	45.13	\$ 6,632.09
COUNCIL / MAYOR					
Gary Feldmann	\$ 100.00	\$ -	0.00	0.00	\$ 92.35
Dave Goedken	100.00	-	0.00	0.00	92.26
Brenda Hanken	100.00	-	0.00	0.00	92.26
Candy Langerman	100.00	-	0.00	0.00	92.35
Chris Lux	100.00	-	0.00	0.00	92.26
Brian Wolken	300.00	-	0.00	0.00	273.78
Tom Yeoman	100.00	-	0.00	0.00	92.35
TOTAL COUNCIL / MAYOR	\$ 900.00	\$ -	0.00	0.00	\$ 827.61
LIBRARY	March 9 - 22, 2020				
Molli Hunter	\$ 373.27	\$ -	0.00	0.00	\$ 316.24
Penny Schmit	1,084.48	10.07	0.00	0.00	596.96
Madonna Thoma-Kremer	664.35	-	0.00	0.00	496.48
Michelle Turnis	1,615.38	-	0.00	0.00	1,007.48
TOTAL LIBRARY	\$ 3,737.48	\$ 10.07	0.00	0.00	\$ 2,417.16
MBC	March 9 - 22, 2020				
Jacob Oswald	\$ 2,081.54	\$ -	0.00	0.00	\$ 1,600.45
Shannon Poe	630.77	-	0.00	0.00	414.30
TOTAL MBC	\$ 2,712.31	\$ -	0.00	0.00	\$ 2,014.75
POLICE	March 9 - 22, 2020				
Zachary Buehler	\$ 1,838.76	\$ -	0.00	0.00	\$ 1,366.61
Peter Fleming	1,932.44	-	0.00	20.00	1,379.92
Dawn Graver	2,056.80	-	0.00	0.00	1,479.82
Erik Honda	2,075.34	-	0.00	8.00	1,550.78

PAYROLL - MARCH 26, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
POLICE (cont.)					
Jordan Koos	2,243.76	-	0.00	35.00	1,633.66
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	1,597.05
TOTAL POLICE	\$ 16,524.36	\$ -	0.00	63.00	\$ 12,135.77
ROAD USE					
	March 7 - 20, 2020				
Zeb Bowser	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,214.14
Eric Jungling	1,596.00	-	0.00	3.00	1,128.62
TOTAL ROAD USE	\$ 3,252.00	\$ -	0.00	3.00	\$ 2,342.76
SANITATION					
	March 7 - 20, 2020				
Michael Boyson	\$ 1,644.00	\$ -	0.00	0.00	\$ 1,153.30
Nick Kahler	2,019.23	-	0.00	0.00	1,386.87
TOTAL SANITATION	\$ 3,663.23	\$ -	0.00	0.00	\$ 2,540.17
SEWER					
	March 7 - 20, 2020				
Tim Schultz	\$ 1,716.00	\$ -	0.00	28.00	\$ 1,203.17
Jim Tjaden	2,230.77	-	0.00	0.00	1,615.64
TOTAL SEWER	\$ 3,946.77	\$ -	0.00	28.00	\$ 2,818.81
WATER					
	March 7 - 20, 2020				
Daniel Pike	\$ 1,668.00	\$ -	0.00	0.00	\$ 1,210.04
TOTAL WATER	\$ 1,668.00	\$ -	0.00	0.00	\$ 1,210.04
TOTAL - ALL DEPTS.	\$ 61,618.28	\$ 201.51	0.00	183.51	\$ 43,626.51

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
ALTORFER INC.	PD EQUIP REPAIR/MAINT	496.50			
AT&T MOBILITY	PD CELL PHONES	214.79			
BAKER PAPER CO INC	PD BUILDING SUPPLIES	46.50			
IOWA LAW ENFORCEMENT ACADEMY	PD TRAINING - HONDA	50.00			
JOHN DEERE FINANCIAL	PD SUPPLIES	139.04			
MEDIACOM	PD TELEPHONE	71.30			
RETRAC INC	PD SUPPLIES	18.00			
	110 POLICE DEPARTMENT TOTAL		1,036.13		
STREET LIGHTS					
ALLIANT ENERGY-IES	E FIRST STREETLIGHTS	5,029.13			
	230 STREET LIGHTS TOTAL		5,029.13		
AQUATIC CENTER					
MEDIACOM	POOL TELEPHONE	43.65			
	440 AQUATIC CENTER TOTAL		43.65		
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY BLDG REPAIR/MAINT	15.98			
KRAMER FUNERAL HOME	JAMIESON	1,406.70			
MONTICELLO EXPRESS INC	CEMETERY ADVERTISING	174.40			
UNITY POINT CLINIC	CEM OSHA - MCDONALD	27.30			
	450 CEMETERY TOTAL		1,624.38		
SOLDIER'S MEMORIAL BOARD					
NEXT GENERATION PLBG & HTG LLC	SLDR MEM BLDG REPAIR/MAINT	17.12			
	498 SOLDIER'S MEMORIAL BOARD TOTAL		17.12		
CLERK/CITY ADMIN					
MOLLI JENN HUNTER	JANITORIAL SERVICES	325.00			
	620 CLERK/CITY ADMIN TOTAL		325.00		
ENGINEER					
SNYDER & ASSOCIATES, INC	ENGINEERING FEES-HWY 38 TRAIL	3,715.70			
	640 ENGINEER TOTAL		3,715.70		
ATTORNEY					
LYNCH DALLAS, P.C.	ATTORNEY FEES	313.50			
	641 ATTORNEY TOTAL		313.50		
CITY HALL/GENERAL BLDGS					
FP MAILING SOLUTIONS	CH OFFICE SUPPLIES	136.50			
HARTIG DRUG COMPANY CORP	CH BUILDING SUPPLIES	27.83			
SALLY HINRICHSEN	CH BUILDING SUPPLIES	14.98			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
DAVID B MCNEILL	CH BUILDING SUPPLIES		3.50		
MONTICELLO EXPRESS INC	CH ADVERTISING		405.85		
NEXT GENERATION PLBG & HTG LLC	CH BLDG REPAIR/MAINT		51.38		
	650 CITY HALL/GENERAL BLDGS TOTAL		640.04		
	001 GENERAL TOTAL		12,744.65		
MONTICELLO BERNDES CENTER					
PARKS					
ERIN ADAMS	MBC LEAGUE REFUNDS		25.00		
LESLIE ALTHOFF	MBC LEAGUE REFUNDS		50.00		
JASON & KELLIE ARDUSER	MBC LEAGUE REFUNDS		50.00		
DESIREE BACON	MBC LEAGUE REFUNDS		50.00		
ANGIE BEITZ	MBC LEAGUE REFUNDS		25.00		
KATI BESLER	MBC LEAGUE REFUNDS		25.00		
BETH BILLMEYER	MBC LEAGUE REFUNDS		75.00		
KERI BOFFELI	MBC LEAGUE REFUNDS		25.00		
ASHLEY BOWSER	MBC LEAGUE REFUNDS		25.00		
JOSH BRENNEMANN	MBC LEAGUE REFUNDS		25.00		
CENTRAL IOWA DISTRIBUTING INC	MBC BUILDING SUPPLIES		153.00		
ANDREA CHAPMAN	MBC LEAGUE REFUNDS		50.00		
DEAN COX JR	MBC LEAGUE REFUNDS		25.00		
TERRA DENEMARK	MBC LEAGUE REFUNDS		75.00		
ERIN DIETZ	MBC LEAGUE REFUNDS		25.00		
KERRI DUSANEK	MBC LEAGUE REFUNDS		50.00		
KIM EITEL	MBC LEAGUE REFUNDS		25.00		
CATELYN FELDMANN	MBC LEAGUE REFUNDS		25.00		
BRUCE & TERRY FEULING	MBC LEAGUE REFUNDS		25.00		
JILL FLYNN	MBC LEAGUE REFUNDS		50.00		
KALLI FRIMML	MBC LEAGUE REFUNDS		25.00		
JOSH & MEAGAN FULLER	MBC LEAGUE REFUNDS		50.00		
CHANDA GASSMAN	MBC LEAGUE REFUNDS		25.00		
JENNIFER & JOHN GEYER	MBC LEAGUE REFUNDS		25.00		
NEIL GRANT	MBC DAMAGE DEPOSIT REFUND		200.00		
KIM GREGORICH	MBC LEAGUE REFUNDS		50.00		
KATIE GREIF	MBC LEAGUE REFUNDS		25.00		
COURTNEY HINRICHS	MBC LEAGUE REFUNDS		25.00		
MICHELLE & BRIAN HINRIGHS	MBC LEAGUE REFUNDS		25.00		
BRIDGET HOLLADAY	MBC LEAGUE REFUNDS		50.00		
TAYLOR HOLT	MBC LEAGUE REFUNDS		25.00		
LARISSA HOLUB	MBC LEAGUE REFUNDS		25.00		
MOLLI JENN HUNTER	JANITORIAL SERVICES		225.00		
CHRISTINA HYNICK	MBC LEAGUE REFUNDS		25.00		
JESSIE INTLEKOFER	MBC LEAGUE REFUNDS		50.00		
PAIGE JACOBS	MBC LEAGUE REFUNDS		50.00		
MACKENZIE KAHLER	MBC LEAGUE REFUNDS		50.00		
MELISSA KAUDER	MBC LEAGUE REFUNDS		25.00		
MELISSA KIBURZ	MBC LEAGUE REFUNDS		25.00		
ALECIA KRAUSE	MBC LEAGUE REFUNDS		25.00		
KIMBERLY KREMER	MBC LEAGUE REFUNDS		25.00		
LEAH KREMER	MBC LEAGUE REFUNDS		25.00		
THEO & JACLYN KROUSE	MBC LEAGUE REFUNDS		25.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
KYLE KUEHLER	MBC LEAGUE REFUNDS	25.00			
ASHLEY KULA	MBC LEAGUE REFUNDS	25.00			
AMY KURTH	MBC LEAGUE REFUNDS	25.00			
SABRINA LABARGE	MBC LEAGUE REFUNDS	25.00			
ROBIN LAFAVE	MBC LEAGUE REFUNDS	25.00			
KRISTINA LAGUNES	MBC LEAGUE REFUNDS	50.00			
BETH & ROBERT LANGE	MBC LEAGUE REFUNDS	25.00			
TAMMY LAWRENCE	MBC LEAGUE REFUNDS	75.00			
DAVID LEE	MBC LEAGUE REFUNDS	25.00			
BRENDA LEONARD	MBC BLDG RENTAL REFUND	135.00			
LIGHTNER MEGHAN	MBC LEAGUE REFUNDS	25.00			
HOLLY & JAMES LILLY	MBC LEAGUE REFUNDS	25.00			
EMILY LUDOVISSY	MBC LEAGUE REFUNDS	50.00			
SARA LUMSDEN	MBC LEAGUE REFUNDS	50.00			
MONICA LYONS	MBC LEAGUE REFUNDS	50.00			
GARY & TORI MANTERNACH	MBC LEAGUE REFUNDS	25.00			
BREANNA MATHIS	MBC LEAGUE REFUNDS	50.00			
KELLY MCATEE	MBC LEAGUE REFUNDS	25.00			
ADAM MCCUSKER	MBC LEAGUE REFUNDS	25.00			
KELLIE MCDERMOTT	MBC LEAGUE REFUNDS	25.00			
ALYSSA MCNALLY	MBC LEAGUE REFUNDS	25.00			
MEDIACOM	MBC TELEPHONE	43.65			
MEP ENGINEERS LLC	MBC CAPITAL PROJECTS - HVAC	720.00			
NICOLE MOESTCHEN	MBC LEAGUE REFUNDS	75.00			
JUSTIN MONK	MBC LEAGUE REFUNDS	25.00			
MONTICELLO EXPRESS INC	MBC ADVERTISING	102.08			
ELIZABETH MORGAN	MBC LEAGUE REFUNDS	25.00			
KARISSA MUELLER	MBC LEAGUE REFUNDS	25.00			
ANDY NAAB	MBC LEAGUE REFUNDS	25.00			
DAVID & KELLIE NAYLOR	MBC LEAGUE REFUNDS	50.00			
AYLA NIETO	MBC LEAGUE REFUNDS	25.00			
JOEL NULL	MBC LEAGUE REFUNDS	25.00			
TIFFANY OLSON-MILES	MBC LEAGUE REFUNDS	25.00			
AARON ORCUTT	MBC LEAGUE REFUNDS	25.00			
DEAN & LISA OSWALD	MBC LEAGUE REFUNDS	25.00			
JACOB OSWALD	MBC DRIP TORCH	171.10			
SHAWNEE OSWALD	MBC LEAGUE REFUNDS	25.00			
MELODY PASKER	MBC LEAGUE REFUNDS	50.00			
JESSICA PATNODE	MBC LEAGUE REFUNDS	75.00			
JESSI PATTERSON	MBC LEAGUE REFUNDS	25.00			
PEPSI COLA BOTTLING CO	MBC CONCESSIONS	402.05			
JAMIE PETERSEN	MBC LEAGUE REFUNDS	50.00			
BRENDA & JAMIE PHELPS	MBC LEAGUE REFUNDS	25.00			
TRAVIS & ROBYN PONDER	MBC LEAGUE REFUNDS	25.00			
ASHLEY PRULL	MBC LEAGUE REFUNDS	25.00			
MARCIA & MATT RAHE	MBC LEAGUE REFUNDS	25.00			
LATHA REILING	MBC RENTAL REFUND	100.00			
MEGAN REUTER	MBC LEAGUE REFUNDS	50.00			
TERESA REYNER	MBC LEAGUE REFUNDS	50.00			
JOLEE RICKELS	MBC LEAGUE REFUNDS	50.00			
CODY & MELISSA ROLLER	MBC LEAGUE REFUNDS	25.00			
JENNIFER RUDOLF	MBC LEAGUE REFUNDS	25.00			
JOHNNY RUSS	MBC LEAGUE REFUNDS	25.00			
SARAH RUSSELL	MBC LEAGUE REFUNDS	25.00			

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
KIMBERLY SAMS	MBC LEAGUE REFUNDS	25.00			
TONY & JACKIE SCHMIT	MBC LEAGUE REFUNDS	50.00			
JACKIE & RON SCHNEITER	MBC LEAGUE REFUNDS	25.00			
REBEKAH SCHNOOR	MBC LEAGUE REFUNDS	100.00			
ARIEL SCHRADER	MBC LEAGUE REFUNDS	50.00			
JENNIFER SELLNER	MBC LEAGUE REFUNDS	25.00			
LINDSAY & JUSTIN SHOVER	MBC LEAGUE REFUNDS	25.00			
NICK & SHANNON SIMONSON	MBC LEAGUE REFUNDS	50.00			
CALLIE SMITH	MBC LEAGUE REFUNDS	50.00			
DEZERAЕ SMITH	MBC LEAGUE REFUNDS	25.00			
ERIK SMITH	MBC LEAGUE REFUNDS	75.00			
NICKY SPAHR	MBC LEAGUE REFUNDS	25.00			
MARK SPELTZ	MBC LEAGUE REFUNDS	50.00			
STACY SPENCE	MBC LEAGUE REFUNDS	25.00			
LISA STADTMUELLER	MBC LEAGUE REFUNDS	25.00			
RACHEL STEGER	MBC LEAGUE REFUNDS	25.00			
MORGAN STOGDILL	MBC LEAGUE REFUNDS	25.00			
TERRI TALLMAN	MBC LEAGUE REFUNDS	25.00			
ANNA TAYLOR	MBC LEAGUE REFUNDS	25.00			
KAREN VERHAGEN	MBC LEAGUE REFUNDS	50.00			
JILL WEBER	MBC LEAGUE REFUNDS	25.00			
HEATHER WEGNER	MBC LEAGUE REFUNDS	50.00			
BREANNA WELTER	MBC LEAGUE REFUNDS	50.00			
TINA WILKERSON	MBC LEAGUE REFUNDS	25.00			
NATALEE WILSON	MBC LEAGUE REFUNDS	25.00			
TERESA & MICHAEL WOLKEN	MBC LEAGUE REFUNDS	25.00			
SHANNON ZIMMERMAN	MBC LEAGUE REFUNDS	50.00			
MARIE ZIRKELBACH	MBC LEAGUE REFUNDS	25.00			
	430 PARKS TOTAL		6,301.88		
	005 MONTICELLO BERNDES CENTER TOTAL		6,301.88		
FIRE					
FIRE					
JOHN DEERE FINANCIAL	FIRE SUPPLIES	15.47			
	150 FIRE TOTAL		15.47		
	015 FIRE TOTAL		15.47		
AMBULANCE					
AMBULANCE					
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES	365.93			
ALTORFER INC.	AMB EQUIP REPAIR/MAINT	496.50			
AT&T MOBILITY	AMB CELL PHONES	58.61			
BAKER PAPER CO INC	AMB BUILDING SUPPLIES	46.49			
JOHN DEERE FINANCIAL	AMB SUPPLIES	69.65			
DAVID B MCNEILL	AMB OFFICE SUPPLIES	13.19			
MEDIACOM	AMB TELEPHONE	71.30			
STERICYCLE, INC.	AMB PHARMACEUTICAL DISPOSAL	79.35			
UNITY POINT HEALTH	AMB MEDICAL SUPPLIES	72.11			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	160 AMBULANCE TOTAL		1,273.13		
	016 AMBULANCE TOTAL		1,273.13		
LIBRARY IMPROVEMENT LIBRARY JOHN DEERE FINANCIAL	LIB IMP PROGRAMS/PROMOTIONS		17.96		
	410 LIBRARY TOTAL		17.96		
	030 LIBRARY IMPROVEMENT TOTAL		17.96		
LIBRARY LIBRARY MOLLI JENN HUNTER JOHN DEERE FINANCIAL BRIAN KRAMER OVERDRIVE	JANITORIAL SERVICES LIB BUILDING SUPPLIES LIB SNOW REMOVAL LIB AUDIO RECORDINGS		193.75 18.98 80.00 327.24		
	410 LIBRARY TOTAL		619.97		
	041 LIBRARY TOTAL		619.97		
AIRPORT AIRPORT JOHN DEERE FINANCIAL MONTI HOME IMPROVEMENTS, INC. MONTICELLO AVIATION INC	AIRPORT EQUIP REPAIR/MAINT AIRPORT GROUNDS REPAIR/MAINT AIRPORT MANAGER		1,213.38 186.25 2,083.33		
	280 AIRPORT TOTAL		3,482.96		
	046 AIRPORT TOTAL		3,482.96		
ROAD USE STREETS ALLIANT ENERGY-IES HUGHES GARAGE & AUTO SALES LLC JOHN DEERE FINANCIAL JONES CO SECONDARY ROAD DEPT KIMBALL MIDWEST KROMMINGA MOTORS INC MONTICELLO EXPRESS INC NAYLOR SEED COMPANY L.L. PELLING CO UNITY POINT CLINIC - VERMEER SALES & SERVICE M.I. WHITE HAWK PLUMBING & HEATING	22059 HWY 38 RU VEHICLE OPERATING RU SUPPLIES RU STREET MAINTENANCE CONTRACT RU EQUIP REPAIR/MAINT RU EQUIP REPAIR/MAINT RU CITY SHOP SIGN RU TREE REMOVAL & PLANTING RU STREET MAINTENANCE SUPPLIES RU OSHA - MCDONALD RU VEHICLE OPERATING RU BLDG REPAIR/MAINT		438.78 486.85 237.15 120.00 250.56 64.99 472.00 260.00 207.00 14.70 281.00 287.76		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	210 STREETS TOTAL		3,120.79		
	110 ROAD USE TOTAL		3,120.79		
TRUST/SLAVKA GEHRET FUND LIBRARY					
BAKER & TAYLOR BOOKS	LIB GEHRET BOOKS		36.48		
FRIENDS OF THE GRIMES OVERDRIVE	LIB GEHRET PROGRAMMING LIB GEHRET BOOKS		225.00 371.79		
	410 LIBRARY TOTAL		633.27		
	178 TRUST/SLAVKA GEHRET FUND TOTAL		633.27		
TIF PROJECT STREETS					
MONTICELLO EXPRESS INC	N SYCAMORE ST RECONSTRUCTION		49.64		
SNYDER & ASSOCIATES, INC	N SYCAMORE ST RECONSTRUCTION		20,421.44		
	210 STREETS TOTAL		20,471.08		
	325 TIF PROJECT TOTAL		20,471.08		
CAPITAL IMPROVEMENT STREETS					
MONTICELLO EXPRESS INC	N SYCAMORE ST RECONSTRUCTION		33.09		
SNYDER & ASSOCIATES, INC	N SYCAMORE ST RECONSTRUCTION		13,614.29		
	210 STREETS TOTAL		13,647.38		
AIRPORT HDR ENGINEERING INC	CAP IMP - AIRPORT MASTER PLAN		1,657.00		
	280 AIRPORT TOTAL		1,657.00		
	332 CAPITAL IMPROVEMENT TOTAL		15,304.38		
C.C. BIDWELL LIBRARY BOOK LIBRARY					
CENTER POINT PUBLISHING	LIB BIDWELL BOOKS		44.34		
MICRO MARKETING LLC	LIB BIDWELL BOOKS		360.13		
WEST BEND PUBLIC LIBRARY	LIB BIDWELL BOOKS		15.00		
	410 LIBRARY TOTAL		419.47		
	502 C.C. BIDWELL LIBRARY BOOK TOTAL		419.47		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
TRUST/IOMA MARY BAKER LIBRARY OVERDRIVE	LIB BAKER BOOKS		150.00		
	410 LIBRARY TOTAL		150.00		
	503 TRUST/IOMA MARY BAKER TOTAL		150.00		
WATER					
ALLIANT ENERGY-IES	16540 190TH ST WATER TOWER		241.48		
AT&T MOBILITY	WATER CELL PHONES		70.48		
IOWA ONE CALL	WATER SYSTEM		10.35		
KIRKWOOD COMMUNITY COLLEGE	WATER CONFERENCE - SCHULTZ		270.00		
MUNICIPAL SUPPLY INC	WATER SYSTEM (METERS)		1,040.00		
UNITY POINT CLINIC - USA BLUE BOOK	WATER OSHA - PIKE		21.00		
	WATER SUPPLIES		80.59		
	810 WATER TOTAL		1,733.90		
	600 WATER TOTAL		1,733.90		
CUSTOMER DEPOSITS					
WATER					
ZACH BUSENBARK	WATER DEPOSIT REFUND		15.90		
CITY OF MONTICELLO	LINNE/MICHELLE		422.92		
ALECIA KLEIN	WATER DEPOSIT REFUND		119.02		
ALBERT & BETTY ZUMBACH ESTATE	WATER DEPOSIT REFUND		12.16		
	810 WATER TOTAL		570.00		
	602 CUSTOMER DEPOSITS TOTAL		570.00		
SEWER					
ALTORFER INC.	SEWER EQUIP REPAIR/MAINT		1,381.00		
BEHREND'S CRUSHED STONE	SEWER GROUNDS SUPPLIES		240.16		
ENVIRONMENTAL RESOURCE ASSOC.	SEWER LAB SUPPLIES		290.52		
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		11.88		
IOWA ONE CALL	SEWER SYSTEM		10.35		
JOHN DEERE FINANCIAL	SEWER SUPPLIES		42.99		
KIRKWOOD COMMUNITY COLLEGE	SEWER CONFERENCE - SCHULTZ		270.00		
MONTICELLO EXPRESS INC	SEWER ADVERTISING		130.80		
TRI COUNTY PROPANE LLC	SEWER UTILITIES		1,430.33		
UNITY POINT CLINIC -	SEWER OSHA - PIKE		21.00		
	815 SEWER TOTAL		3,829.03		
	610 SEWER TOTAL		3,829.03		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
SANITATION SANITATION REPUBLIC SERVICES	RESIDENTIAL GARBAGE	21,683.40			
	840 SANITATION TOTAL	21,683.40			
	670 SANITATION TOTAL	21,683.40			
	Accounts Payable Total	92,371.34			

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	12,744.65
005	MONTICELLO BERNDES CENTER	6,301.88
015	FIRE	15.47
016	AMBULANCE	1,273.13
030	LIBRARY IMPROVEMENT	17.96
041	LIBRARY	619.97
046	AIRPORT	3,482.96
110	ROAD USE	3,120.79
178	TRUST/SLAVKA GEHRET FUND	633.27
325	TIF PROJECT	20,471.08
332	CAPITAL IMPROVEMENT	15,304.38
502	C.C. BIDWELL LIBRARY BOOK	419.47
503	TRUST/IOMA MARY BAKER	150.00
600	WATER	1,733.90
602	CUSTOMER DEPOSITS	570.00
610	SEWER	3,829.03
670	SANITATION	21,683.40

	TOTAL FUNDS	92,371.34

City Council Meeting
Prep. Date: 04/02/20
Preparer: Doug Herman



Agenda Item: 1 + 2
Agenda Date: 04/06/2020

Communication Page

Agenda Items Description: Motion to Rescind prior action of City Council on March 23rd, rejecting all bids and requesting new bids, eliminating option 3 from consideration, on the 2020 E. 7th Street Reconstruction Project. **Resolution** accepting bids and awarding contract related to the 2020 E. 7th Street Reconstruction Project.

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

Attachments & Enclosures:

Proposed Resolution
Bid Tab / Snyder & Associates Letter
Funding Resources Form (Capital Funds)
E-mail content sent to Council since 3/23

Fiscal Impact:

Budget Line Item:	
Budget Summary:	E 7 th Street Project
Expenditure:	\$442,538.85
Revenue:	

Synopsis: Based upon communications with Mayor and a number of Councilpersons since the last meeting this agenda item has been added. It is not clear where a majority of the Council stands, however, as allowed by our Rules of Procedure, this agenda item has been added.

The following information was all set out in the prior packet:

Background Information: The City received five (5) bids on the proposed project referred to as the 2020 E. 7th Street Reconstruction Project which is basically an extension of the N. Sycamore Street project. The bids were received on three options:

Option 1: 7th Street to the “East” of the N. Sycamore Street Project to the point at which it meets N. Maple Street improvements.

Option 2: Includes Option 1 work as well as 7th Street to the “West” of the N. Sycamore Street Project to and including the intersection of 7th Street and N. Cedar Street. (The intersection work would include Storm Sewer Work, Sanitary Sewer Work, and Water Main Work in addition to the pavement replacement.)

Option 3: Includes Option 1 and 2 as well as the intersection of 6th Street and N. Gill Street. (This intersection is clearly a number of blocks away and unrelated to N. Sycamore Street that was added to this project as a Bid Alternate due to work done in that intersection associated with water main breaks.)

The plan has been to treat the 7th Street project the same as the N. Sycamore Street project as 60% TIF and 40% Capital Improvement (Non-TIF). With that in mind, Sally has put together the attachment at my request showing the funds available for this project. You will see that we have right at \$405,100 available through our Capital Improvements funds and could supplement that with Sewer Capital Improvement, Sewer Operating, Water Capital Improvement, and Road Use. (Note: We need to cover costs of seeding along N. Sycamore Street and tree planting. The tree planting would not come from the Capital Improvement Funds and we could find money elsewhere to cover the seeding as well.)

Snyder & Associates has at my request reached out to the IDOT to see what they would contribute to this project as we will be resurfacing their Highway through the intersection. Generally speaking, they agreed to cover the costs that they would incur if they were left to resurface the street which is planned for FY '21. They asked Snyder to calculate the costs that the IDOT would likely incur to grind and overlay that portion of Highway 38 that the plans call to be reconstructed with the E. 7th Street Project. AJ estimates that the IDOT would invest approximately \$18,000 towards this project if the City reconstructs the intersection as part of this project. (If the City does not reconstruct the intersection and the IDOT resurfaces in 2021, the City would not be successful in getting IDOT funds thereafter if the intersection were torn up and reconstructed, at least until the IDOT is ready to grind and overlay again at some point down the road.)

If you haven't looked closely at the Street and intersection, I would ask you to take time to drive or walk the street before the meeting. It is in rough shape. The infrastructure under the street is old as well and the work done on N. Sycamore Street anticipated connecting all of 7th Street to the new/updated infrastructure systems. The sewer manhole in the intersection of N. Cedar is brick, the storm sewer and catch basins is in bad shape and in need of work as well. It is not likely that the City would spend money wisely to try and replace water/sanitary/storm infrastructure within the intersection while not resurfacing it. Doing it all at once makes sense, particularly if we are going to receive and \$18,000 +/- investment from the IDOT. Also, Snyder was compensated approximately \$2,500 to \$5,000 as noted in AJ's letter to permit the intersection work. While not terribly significant, this work and expense will be lost if the intersection is not redone and would be incurred again in the future if the Council decided down the road to perform work in the intersection.

See attached bid tab for the full bid information. The low bidder, if we proceed with Option 2, is Tschiggfire Excavating at \$442,719.55.

The body of e-mails I have sent to the City Council since the last meeting are also attached hereto.

Staff Recommendation: If the Council wishes to give new consideration to the approval of the low bidder on 7th Street, Option 2, the Council would need to take the following steps:

1. Motion to rescind prior action of City Council on March 23rd, rejecting all bids and requesting new bids, eliminating option 3 from consideration, on the 2020 E. 7th Street Reconstruction Project. (The action taken by the Council on March 23rd was a Motion to rescind and to request new bids with a modified project option., therefore, to rescind the motion a "motion" to rescind is appropriate.) (Mayor may vote to break a tie motion.)
2. If the Motion to Rescind is approved the Council can then consider a Resolution to accept the bids and award a contract related to the 2020 E. 7th Street Reconstruction Project. (Mayor may not vote to break a tie motion.)
 - a. It is possible to rescind the motion and to not approve a proposed resolution, however, in that circumstance, I would then ask the Council to again take action to reject all bids so as to not leave contractors hanging.

The City of Monticello, Iowa

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

RESOLUTION #20-___

To award the 2020 E. 7th Street Reconstruction
Project to _____ in the amount of \$ _____

WHEREAS, the Council previously adopted a final Resolution of Necessity in connection with the 2020 E. 7th Street Reconstruction Project (the "Project"); and

WHEREAS, the Council previously scheduled, published notice, and held a hearing on the final plans and specifications, proposed form of contract, and cost estimate for the 2020 E. 7th Street Reconstruction Project, and

WHEREAS, the Council previously approved the final plans and specifications, form of contract, and cost estimate, and

WHEREAS, the Council finds that bids on this project were sought and that five bids were received, with the lowest responsive, responsible bidder, for Option ___, being _____ with a bid in the amount of \$ _____, and

WHEREAS, the Council finds that the low bid of _____ should be accepted and a contract entered into between the City and _____ to complete the work set out in said bid, consistent with the bid and contract documents, the award of a contract consistent herewith being recommended by the City Engineer.

NOW, THEREFORE, It Is Resolved by the City Council of the City of Monticello, Iowa, on this 6th day of April, 2020, that the 2020 E. 7th Street Reconstruction Project shall be awarded to _____ in the amount of \$ _____, the bid being received as Bid Option # ___, with the Mayor being authorized to execute contract documents on behalf of the City Council after the review and approval of said documents by the City Engineer.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk



March 20, 2020

Mr. Doug Herman, City Administrator
City of Monticello
200 East First Street
Monticello, IA 52310

**RE: 2020 East 7th Street Reconstruction
Recommendation for Award**

Mr. Herman and City Council:

On Wednesday, March 18th, 2020 the City received five bids for the **2020 East 7th Street Reconstruction** project, which were opened and read aloud publicly (via teleconference). We reviewed the unit price extensions on all bids and found two minor mathematical errors as noted in the enclosed bid tabulation. The engineer's opinion of probable cost for Bid Option 1 was \$129,000, Bid Option 2 was \$480,000, and Bid Option 3 was \$728,000. The five bids received ranged from \$111,934.60 to \$138,197.85 for Bid Option 1, \$442,719.55 to \$504,961.28 for Bid Option 2, and \$766,893.05 to \$824,826.08 for Bid Option 3. There are three separate low bidders for the project, depending on the Bid Option selected by the City. For Bid Option 1 the low bid was submitted by **Eastern Iowa Excavating, LLC** of Cascade, with a total bid of **\$111,934.60**. For Bid Option 2 the low bid was submitted by **Tschiggfrie Excavating, Co.** of Dubuque, with a total bid of **\$442,719.55**. For Bid Option 3 the low bid was submitted by **Pirc Tobin Construction, Inc.** of Alburnett, with a total bid of **\$766,893.05**.

We, recommend that the City award the **2020 East 7th Street Reconstruction** project to the contractor with the respective low bid listed above for the Bid Option selected by the City, for an amount also listed above for each respective Bid Option.

Additionally, it is worth noting that depending on the City's selection of desired Bid Option, there could be rework associated with permitting, should the City decide to perform some of the work at a later date. Coordination between Snyder & Associates and the Iowa Department of Transportation and Iowa Department of Natural Resources occurred for the Water Construction, Sanitary Construction, Work in Right-of-Way, and NPDES (GP #2) Permitting. The Engineering related to the permitting ranged from approximately \$2,500 to \$5,000.

I will be available via telephone for the Special Council meeting on March 23th to answer any question you may have with regard to this project.



Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'A.J. Barry'.

A.J. Barry, P.E.
Civil Engineer

Enclosure: Bid Tabulation

cc: Sally Hinrichsen, City Clerk/Treasurer

#1

TABULATION OF BIDS
100 East 10th Street, P.O. Box 101
BID OPTION 1
City of Houston
114 M.V.S.
10/10/2007, March 16, 2011 at 2:10 PM

Table with columns: ENGINEER'S ESTIMATE, EASTERN/FORM BROTHERS INC., YACHNOFFRE EXCAVATING CO., BOWBRANE, CORP., MIDWEST CONCRETE, INC., PROCTON CONSTRUCTION, INC., BID AVERAGE. Rows include items like 101.0000 10' DIA. PIPE, 102.0000 12' DIA. PIPE, etc.

#111,934.60

TIF - Sycamore St Project

Feb Balance	242453.52
Payment as of March 19th	-97434.08
Balance as of March 19th	<u>145019.44</u>

Capital Improvement - N Sycamore St

Feb Balance	167110.95
Payment as of March 19th	-64956.06
Balance as of March 19th	<u>102154.89</u>

Other funds available:

Streetscape Sidewalk	1105.29
East First Street bridge	37919.07
Cedar Street Assessments	18902.32
Park Drive Assessments	662.00
South Street Assessments	4022.00
E 2nd Street Assessments	15872.00
Reserve Acct	79432.30

Total Other funds 157914.98

Total Available for 7th St Project 405089.31

This is as of March 19th. I am not sure if there are any outstanding bills for North Sycamore Street

Doug Herman

From: Doug Herman
Sent: Monday, March 30, 2020 5:00 PM
To: Brian Wolken; brianRwolken@gmail.com; tyeoman@yo-ho.com; dgoedken; clux; Candy Langerman; Brenda Hanken; Gary Feldmann
Cc: Patrick Schwickerath (pschwickerath@snyder-associates.com); 'Andrew J. Barry'
Subject: FW: E 7th Street Project

Mayor and Council:

Since our last meeting I have spoken with or received e-mails from many of you in relation to the 7th Street bids and the decision to reject them. I have also spoken to Mike with Tschiggfrie, the low bidder on bid option #2. Based upon those communications I wanted to reach out to all of you with the following information.

1. Engineer's Project Cost Estimates were as follows
 - a. Option 1: \$129,000
 - b. Option 2: \$480,000
 - c. Option 3: \$728,000
2. The low bids on each of the options were as follows:
 - a. Option 1: \$111,935 (\$17,065 under estimate)
 - b. Option 2: \$442,720 (\$37,280 under estimate)
 - c. Option 3: \$766,893 (\$38,893 over estimate)
3. There was little to no negative feedback with regard to this project from property owners that would be impacted, in fact many agreed to a voluntary assessment last year when the City requested that agreement. (I am sure no one likes to be assessed, but my point is that there was not an outcry against the project.)
4. As noted at the last Council meeting, there are significant issues with the infrastructure under/adjacent to 7th and Cedar:
 - a. Two failing storm sewer catch basins
 - b. Undersized clay tile storm sewer
 - c. Failed water main shut off valve
 - d. Brick Sanitary Sewer Manhole (Not terrible shape, but brick and certainly leaking to some extent.)
 - e. Undersized water main, 4" instead of 8".
 - f. Clay Tile Sanitary Sewer as opposed to PVC.
5. City spent approximately \$25,000 on engineering and permits to get project to bid.
 - a. At least some of these costs would be lost even if project was completed at some point down the road.
6. DOT plans a grind and overlay during the 2021 Construction Season. They have communicated to Snyder that they would invest \$18,000 +/- towards this project due to cost savings they would realize by not having to grind and overlay the intersection area that is part of this project.
7. Conversation with Tschiggfrie went as follows: (Paraphrasing) "Very disappointed that the City would reject bids when the bids came in under engineer's estimate. (Why would the City proceed to get bids if they thought the Engineer's estimate was too high.) Complicated bid package due to the various options, spent nearly entire week working on bid as he is sure the other contractors did as well. There is a lot going on in that project and felt that their bid was a very good bid. Lengthening timeframe to complete project would not change their bid.

Doug Herman

From: Doug Herman
Sent: Wednesday, April 1, 2020 10:50 AM
To: Brian Wolken; brianRwolken@gmail.com; tyeoman@yo-ho.com; dgoedken; Brenda Hanken; clux; Candy Langerman; Gary Feldmann
Subject: FW: 2020 E. 7th Street - Cedar St/7th St Intersection
Attachments: Ponding.pdf

Mayor and Council:

This e-mail from AJ Barry, City Engineer, sets out Snyder's reasoning for designing the intersection of Cedar and 7th as they did. I know the amount of pavement removal and replacement in this intersection was a concern Dave expressed, and based thereon I asked AJ for more information to explain/support the design they put in place. The attachment shows where the Survey Elevation data shows ponding and forms part of the basis for their design.

Doug

From: Andrew J. Barry <ajbarry@snyder-associates.com>
Sent: Wednesday, April 1, 2020 10:27 AM
To: Doug Herman <dherman@ci.monticello.ia.us>
Cc: Patrick Schwickerath <pschwickerath@snyder-associates.com>; Tim Wallace <twallace@snyder-associates.com>
Subject: 2020 E. 7th Street - Cedar St/7th St Intersection

Doug,

Per your message regarding the reasoning behind the amount of pavement proposed for replacement at the intersection of Cedar Street and 7th Street; below are a few key elements behind the selected reconstruction limits:

Main item driving pavement replacement limits:

- To limit the pavement replacements, a 105 ft minimum vertical curve length was used in the design of this intersection (SUDAS Design Standards, Section 5C-1). The total length along Cedar Street for replacement is equal to 140 ft. This leaves about 1 panel on both sides.

In addition to the item above:

- Southern limit includes one panel south of the water main bends.
- Northern limit includes elimination of existing ponding on the NE side of the intersection (images attached), and to maintain a minimum slope toward 7th Street intakes.
- On the north and south limits, pavement is being replaced approximately one panel (about 15 ft) past End of Radius (EOR) at the NW and SE corners.

Let me know if the information above is adequate in answering your question. I can provide further information if necessary. Thanks!

A.J.

Andrew J. Barry, P.E.
Civil Engineer

Rejecting bids in this fashion will hurt the City in the future with contractors being leery to submit bids. Willing to proceed if awarded contract, however, will not re-bid if the Council asks for new bids."

In the event that anyone wishes to revisit the decision to reject the bids it could be done as follows:

1. At the April 6th meeting a ~~Resolution~~ ^{Motion} could be considered and approved to Rescind the ~~Resolution~~ ^{Motion} rejecting bids. The ~~Resolution~~ ^{Motion} to Rescind can be made by anyone on the Council. If the Council wished to consider a Resolution to Rescind, but wanted to delay consideration, you could agree to put in on the April 20th agenda, however, I doubt that the Contractors would agree to hold their prices and schedule. The ~~Resolution~~ ^{Motion} to Rescind is debatable and requires four (4) votes to pass.
2. If approved, a Resolution to award a contract to the low bidder of Option 1 or 2 could then be considered and either approved or voted down, taking four (4) votes to pass.

As noted above, I have heard from four of you about the project, in one manner or another, and based upon those conversations wanted to be sure we were all on the same page and that you had full and complete information to consider. Please advise me and/or the Mayor if any of you wish to have this project back on the agenda on April 6th.

Thanks

Douglas D. Herman

City of Monticello
City Administrator, Atty.
200 E. 1st Street
Monticello, IA 52310
Phone: 319.465.3577
Fax: 319.465.3527

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City Council Meeting
Prep. Date: 03/13/20
Preparer: Doug Herman



Agenda Item: 3
Agenda Date: 03/16/2020

Communication Page

Agenda Items Description: Resolution to approve agreement for Collection Services between the City of Monticello and Credit Bureau Services of Iowa.

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

Attachments & Enclosures:

Proposed Resolution

Proposed Agreement

Fiscal Impact:

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

Synopsis: Collection Service would be utilized to collect delinquent Ambulance Accounts.

Background Information: The City of Monticello has never utilized a collection agency to collect delinquent City Ambulance Accounts. In an effort to collect more of the revenues invoiced I am proposing that we take this step. The way it currently works is that invoices are billed by PCC (Ambulance Billing Company used by Monticello Ambulance) and if not collected after sixty (60) days are then turned over to the City. A letter is sent by the City, signed by me, proposing a payment plan. This works to some extent but not great. We also post all delinquent/collection accounts to the Iowa Offset program and collect between \$5,000 and \$8,000 or so per year. (Any money owed to the delinquent account holder by the State, like an income tax refund, is reduced by the amount owed the City).

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, at the following rates:

1. 28% on claims under 90 days old when placed with them
2. 35% on claims over 90 days old when placed with them
3. 50% on claims collected after litigation
4. 15% on claims the City collects through Iowa Offset. (This fee recognizes CBS of Iowa collection efforts on these accounts while the account was pending with Iowa Offset.)

It is difficult to estimate what we may receive; however, any amount will be in excess of what we are receiving now. Every year will be different; however, it appears that \$15,000 per year of due and unpaid accounts would be a fair estimate. (We will lose 15% on Iowa Offset accounts.)

Staff Recommendation: I recommend that the Council approve the proposed agreement.

The City of Monticello, Iowa

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

RESOLUTION #19-119

Resolution to approve Agreement for Collection Services between the City of Monticello and Credit Bureau Services of Iowa.

WHEREAS, the City of Monticello Ambulance Department regularly has accounts that go unpaid after invoicing, and

WHEREAS, the Ambulance Department is a taxpayer subsidized department of the City and the more invoices that go unpaid the more subsidy is required from the City taxpayers, and

WHEREAS, the City has reviewed a proposed agreement between the City and Credit Bureau Services of Iowa (CBS of Iowa) that provides for the collection of delinquent Monticello Ambulance Service accounts by CBS of Iowa in return for a percentage fee of all accounts collected, and

WHEREAS, the Council finds that CBS of Iowa is an Iowa company, has been in business for 60 years, and has a good reputation, and

WHEREAS, The Council further finds that it is in the best interests of the City to make every effort to collect the sums due the Ambulance Service and that entering an agreement with CBS of Iowa is in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby authorize the City Administrator to execute the "Agreement for Collection Services" between the City of Monticello and Credit Bureau Services of Iowa.

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 6th day of September, 2019.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

AGREEMENT FOR COLLECTION SERVICES

AGREEMENT, made this ____ day of _____, 2020 between City of Monticello Ambulance Service Inc., whose principal place of business is located at 200 East First St., Monticello, IA 52310, and Credit Bureau Services of Iowa, Inc. (hereinafter referred to as "Collector"), whose principal place of business is 1306 South 7th Street, Oskaloosa, Iowa 52577.

WHEREAS, Creditor desires, from time to time during the term of this Agreement, to submit to Collector for collection delinquent accounts, unsatisfied judgments, and/or dishonored checks hereinafter called Claims).

WHEREAS, Collector desires to provide Creditor with collection services with respect to said Claims,

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter set forth, it is mutually agreed by and between the parties hereto as follows:

1. Collector agrees that all activities of Collector shall be carried out in compliance with all applicable federal, state and local laws.
2. Creditor hereby warrants that all Claims forwarded to Collector will be valid and legally enforceable debts and that Creditor will both before and after forwarding said Claims, comply with all applicable federal, state and local laws with respect thereto. Further, Creditor agrees to provide, whenever requested to do so by Collector: a written verification of a Claim; a copy of the judgment, if any on which a Claim is based; the name and address of the person or entity to whom the debt was originally owed, if different from Creditor.
3. If any court of competent jurisdiction shall rule that any provision of this Agreement is invalid or unenforceable, the remaining provisions shall remain in force and effect and shall not be affected by said ruling.
4. This Agreement shall be binding on the heirs, legal representatives, successors and assigns of the parties hereto.
5. Creditor and Collector agree that all actions taken by Creditor and Collector pursuant to this Agreement shall be in accordance with the TERMS AND CONDITIONS, if any, **set forth on the reverse side hereof or attached hereto**. Said TERMS AND CONDITIONS have been signed by both parties and are hereby made a part of this Agreement fully and effectually as if they were set forth herein. Thus, whenever the term "Agreement" is used herein, it shall be construed to include said TERMS AND CONDITIONS. This Agreement, including the TERMS AND CONDITIONS, contains the entire agreement between the parties hereto and cannot be amended or modified in any respect except by an amendment in writing signed by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

TERMS AND CONDITIONS

The parties agree as follows:

CLAIMS WILL BE WORKED ON THE FOLLOWING CONTINGENCY BASIS:

FOR CLAIMS UNDER 90 DAYS OLD WHEN PLACED 28%
FOR CLAIMS OVER 90 DAYS OLD WHEN PLACED 35%

PROVIDED, HOWEVER, THAT IF A CLAIM IS REFERRED FOR LEGAL ACTION, HAS PREVIOUSLY BEEN WORKED BY ANOTHER AGENCY, OR IS FORWARDED TO AN OUT-OF-STATE AGENCY, THE RATE CHANGES TO 50%. LEGAL ACTION WILL BE TAKEN ONLY AFTER COLLECTOR RECEIVES WRITTEN PERMISSION AND ASSIGNMENT OF THE ACCOUNT FROM CREDITOR

CLAIMS PAID BY INCOME OFFSET PROGRAM WILL BE CHARGED 15% CONTINGENCY. IF HOWEVER, ACCOUNT IS IN LEGAL STATUS AND/OR PAID DIRECTY TO CLIENT THE CONTINGENCY STAYS AT THE RATES ABOVE. CLIENT WILL NEED TO REPORT INCOME OFFSET PAYMENTS SEPERATELY SO CBSI CAN POST APPROPRIATELY.

Creditor: City of Monticello Ambulance Service

Collector: Credit Bureau Services of Iowa, Inc.

By: _____

By: _____ (Misty Little)

Title: _____

Title: Sales and Marketing Director

City Council Meeting
Prep. Date: 04/02/20
Preparer: Doug Herman



Agenda Item: 4
Agenda Date: 04/06/2020

Communication Page

Agenda Items Description: Resolution to approve Pay Request #1 from Crawford Company related to Berndes Center HVAC project.

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

Attachments & Enclosures:

Proposed Resolution
Payment App. and Certificate for Payment

Fiscal Impact:

Budget Line Item:	n/a
Budget Summary:	n/a
Expenditure:	\$47,129.50
Revenue:	n/a

Synopsis: Pay Request #1 from Crawford Company related to Berndes Center HVAC project.

Background Information: This is the first pay request from Crawford and it has been reviewed and approved for payment by the Cities' Engineer on this project. A 5% retainer is being held in the amount of \$2,480.50. After this payment there will be a remaining balance, including retainage, in the total amount of \$111,254.50

Jacob reports that the project is proceeding smoothly, probably smoother than it would have if the facility had been open to the public.

Staff Recommendation: I recommend that the Council approve Pay Request #1.

The City of Monticello, Iowa

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

RESOLUTION #20-____

Approving Pay Request #1 from Crawford Company related to Berndes Center HVAC Project.

WHEREAS, Crawford Company was hired to install a new and updated HVAC system at the Berndes Center as designed and overseen by Dieter Muhlack, P.E., MEP Engineers, and

WHEREAS, MEP has reviewed and has recommended the approval of the 1st pay request submitted by Crawford Company, and

WHEREAS, The total work completed to date totals \$49,610, and after withholding the contractually agreed upon retainer of 5% the pay request totals \$47,129.50, and

WHEREAS, The City Council finds, on the advice and recommendation of the MEP Engineers that the 1st pay request in the amount of \$47,129.50 should be, and is hereby approved.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve Pay Request #1 submitted by Crawford Company in the amount of \$47,129.50.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 6th day of April, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: CITY OF MONTICELLO
200 E. 1ST STREET
Monticello, IA 52310

PROJECT: MONTICELLO BERNDES CENTER
@ 766 NORTH MAPLE ST
MONTICELLO, IA 52310

APPLICATION NO.: 1
PERIOD TO: 3/27/2020
PROJECT NOS.: CONTRACT
DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: Crawford Company
1306 Mill Street
Rock Island, IL 61201
3097884573

VIA ARCHITECT:

CONTRACT DATE: 2/20/2020
INVOICE NO.: 0110278-IN

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet is attached.

- 1. ORIGINAL CONTRACT SUM 158,384.00
- 2. Net change by Change Orders 0.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) 158,384.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) 49,610.00

5. RETAINAGE:

- a. 5.00 % of Completed Work (Columns D + E on G703) 2,480.50
- b. 0.00 % of Stored Material (Column F on G703) 0.00

Total Retainage (Line 5a + 5b or Total in Column I of G703)

- 6. TOTAL EARNED LESS RETAINAGE 2,480.50
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 47,129.50

8. CURRENT PAYMENT DUE

111,254.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DELETIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order		0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: *[Signature]*

State of Illinois

County of: Rock Island

Date: 3/27/20

Subscribed and sworn to before me this 27 day of March 2020

Notary Public:

My Commission expires: 5/10/21



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____

Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT
 containing Contractor's signed Certification, is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO.: I
 APPLICATION DATE: 3/27/2020
 PERIOD TO: 3/27/2020
 ARCHITECT'S PROJECT NO.:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS STORED PRESENTLY (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE IF VARIABLE RATE
			FROM PREVIOUS APPLICATION (D-E)	THIS PERIOD					
000001	PLUMB SUPPLY - EQUIPMENT	22,433.00	0.00	20,424.00	0.00	0.00	20,424.00	2,009.00	1,021.20
000002	HART-HAMMER - EQUIPMENT	46,165.00	0.00	0.00	0.00	0.00	0.00	46,165.00	0.00
000003	HVAC LABOR	30,756.00	0.00	20,000.00	0.00	0.00	20,000.00	10,756.00	1,000.00
000004	HVAC MATERIALS	12,000.00	0.00	5,000.00	0.00	0.00	5,000.00	7,000.00	250.00
000005	SUB - SALOW INSULATION	18,760.00	0.00	0.00	0.00	0.00	0.00	18,760.00	0.00
000006	SUB - J HOLST CONSTRUCTION	4,180.00	0.00	0.00	0.00	0.00	0.00	4,180.00	0.00
000007	SUB - MONTE PHE	13,804.00	0.00	0.00	0.00	0.00	0.00	13,804.00	0.00
000008	SUB - INTEGRATED ENVIRONMENT'S TEST & BOND	2,800.00	0.00	1,400.00	0.00	0.00	1,400.00	1,400.00	70.00
000009	DELIVERIES	700.00	0.00	2,286.00	0.00	0.00	2,286.00	0.00	114.30
000010	MOLBILIZATION	4,500.00	0.00	500.00	0.00	0.00	500.00	200.00	25.00
000011			0.00	0.00	0.00	0.00	0.00	4,500.00	0.00
	Original Contract Total:	158,384.00	0.00	49,610.00	0.00	0.00	49,610.00	108,774.00	2,480.50
	INVOICE TOTALS	158,384.00	0.00	49,610.00	0.00	0.00	49,610.00	108,774.00	2,480.50

City Council Meeting
Prep. Date: 04/02/20
Preparer: Doug Herman



Agenda Item: 5
Agenda Date: 04/06/2020

Communication Page

Agenda Items Description: Resolution to approve Maple Street sidewalk repair/replacement.

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

Attachments & Enclosures:

Proposed Resolution
Aerial

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.

Background Information: I have received the following estimates related to the potential project:

1. Fence Removal/Replacement
2. Sidewalk patching: 308 sf (Tear out and replace, 4" thick with rebar) \$ 1,700 +/-
3. Sidewalk replacement
 - a. 4' x 470' (1,880 sf) Replace only with 2 runs ½" rebar \$ 7,700 +/-
 - i. \$4.10 per sf
 - b. 6' x 470' (2,820 sf) Replace only with 3 runs ½" rebar \$10,100 +/-
 - i. \$3.58 per sf
4. Fence replacement (450' x 6' tall) \$ 7,820 +/-

We are of the opinion that a 5' sidewalk, while not quoted, could be installed without removing the fence but that a 6' sidewalk would definitely require fence removal and replacement. The fence is not in terrible shape, not new, but not terrible. There would be some additional cost to modify a current water valve so as to allow the removal of a manhole. If the Council proceeds with a project that leaves the fence in place, I would propose that Heiar Fending be hired to perform some repairs/maintenance on the existing fence including the removal of the old backstop that is no longer utilized. I would also note that a 5' sidewalk in that area of town would be a great improvement over a 4' sidewalk. (It will also be easier for City equipment to keep clean in the winter without tearing up adjacent grass or running into the fence.)

Staff Recommendation: I recommend that the Council consider the options and proceed accordingly.

The City of Monticello, Iowa

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

RESOLUTION #20-___

Approving Maple Street sidewalk repair / replacement project.

- WHEREAS,** The sidewalk located adjacent to the City Park on Maple Street between the Golf Course entry and the old fair office, approximately, is in poor condition, and
- WHEREAS,** The City Administrator has provided cost estimates to repair panels of said sidewalk and/or to replace it in its' entirety, leaving the fence in place or removing the fence with a new fence being installed after the installation of a new walk, with the additional consideration of sidewalk width, whether leaving it at 4' or expanding it to 5' or 6', and
- WHEREAS,** The Council finds that the project should proceed as follows:
-
- and
- WHEREAS,** The City Administrator is directed to advertise for bids locally and to thereafter proceed with the lowest responsive, responsible bidder.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby authorize the City Administrator to proceed as noted herein.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 6th day of April, 2020.

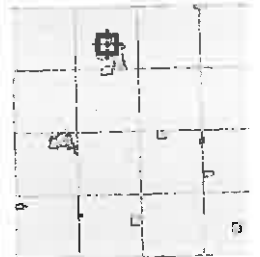
Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk



Overview



Legend

Parcels

<all other values>

- Parcels
- Structures on Lease
- Land
- Cartography
- Major Roads

Parcel ID	0228205022	Alternate ID	n/a	Owner Address	FWLER, JEFFREY L
Sec/Twp/Rng	28-86-03	Class	R		307 GRANDVIEW AVE
Property Address	307 GRANDVIEW AVE	Acreege	n/a		MONTICELLO IA 52310
	MONTICELLO				
District	MONCO				
Brief Tax Description	28 86 03 WILLOW RIDGE 4TH ADD LOT 7				
	(Note: Not to be used on legal documents)				

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

Date created: 1/17/2020
 Last Data Uploaced: 1/16/2020 5:35:42 PM

Developed by Schneider GEOSPATIAL

Side walk + Fence

Approx 450' - 6" Chainlink

City Council Meeting
Prep. Date: 04/02/20
Preparer: Doug Herman



Agenda Item: 6
Agenda Date: 04/06/2020

Communication Page

Agenda Items Description: Resolution to approve purchase of Wing Mower / Brushhog Mower for Water/Sewer Department and Public Works Department.

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

Attachments & Enclosures:

Proposed Resolution
Bids
Proposed City Usage Doc. (Jim Tjaden)

Fiscal Impact:

Budget Line Item:	Various
Budget Summary:	n/a
Expenditure:	\$11,975
Revenue:	n/a

Synopsis: Water/Wastewater Super. Jim Tjaden requests consideration of request to purchase wing mower / brushhog for City use.

Background Information: Jim Tjaden approached me with a request to purchase a wing mower / brush hog for use by his department and PW in general and Parks to a lesser extent. At my request Jim has outlined the areas where the mower could be used. (See attached) I would add that the mower could be used to mow/maintain certain areas within the Yard Waste / Compost site.

The bids range from \$11,975 to \$13,000. Jim reports that he prefers the John Deere, which is the low bid, as it reportedly has the best cutting capacity at 2" diameter. The mower would be paid for out of Sewer, primarily, with some contribution from Streets and potentially Water.

Staff Recommendation: I recommend that the Council consider the proposal and proceed accordingly.

The City of Monticello, Iowa

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

RESOLUTION #20-___

Approving purchase of Wing Mower / Brush Hog for Water/Sewer Department and Public Works Department.

WHEREAS, The Water/Sewer Dpt. has requested permission to purchase a wing mower / brush hog for their use and the use of PW Dpt. generally, and

WHEREAS, Bids have been received from local vendors with the low bid being received from John Deere in the amount of \$11,975, and

WHEREAS, Water / Wastewater Superintendent Jim Tjaden, with input from PW Director Nick Kahler has put together a list of areas in the community that the equipment could be used and would otherwise be beneficial, and

WHEREAS, The Council finds that the "mower" would be a useful and beneficial piece of equipment to own and that the purchase of same as bid by Bodensteiner Implement should be approved.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the purchase of the John Deere E12 Flex Wing Rotary Cutter for the price of \$11,975 as quoted by Bodensteiner Implement.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 6th day of April, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

Water Dept. Mower Usage

- Equalization basin at wastewater plant
- Field south of EQ Basin
- Dike
- Sludge lagoon
- Highway 151 rest stop
- Cedar St. city lot
- Fire hydrants by IAS
- Ditch along E. 1st St.
- Wastewater easement to plant
- Wastewater easement to outfall
- Gravel road to new water tower

Other Dept. Mower Usage

- Riverside gardens
- Ditch across from cemetery
- Airport?
- Disc golf course "hazards"



Quote Summary

Prepared For:

City Of Monticello, Iowa
200 E 1st St
Monticello, IA 52310

Prepared By:

Clinton Gray
Monticello Equipment Company
1047 South Main Street
Monticello, IA 52310
Phone: 319-465-3515
grayc@bodimp.com

Quote Id: 21477620
Created On: 26 March 2020
Last Modified On: 26 March 2020
Expiration Date: 30 April 2020

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE E12 Flex Wing Rotary Cutter	\$ 15,353.00	\$ 11,975.00 X	1 =	\$ 11,975.00
Equipment Total				\$ 11,975.00

Quote Summary

Equipment Total	\$ 11,975.00
Document Fees	\$ 0.00
Registration Fees DNR	\$ 0.00
SubTotal	\$ 11,975.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 11,975.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 11,975.00

Salesperson : X _____

Accepted By : X _____

E12**Key Specs**

Cutting width	3.7 m 12 ft
Cutting capacity (diameter)	50.8 mm 2 in.
Tractor PTO HP range	30 kW 40 hp
Transport width	7.5 ft (2.3 m) at wing wheels
Deck thickness	11 gauge - 3 mm 0.12 in.
Shirt thickness	3 gauge - 6 mm 0.24 in.
Approx. weight	1623 kg 3580 lb
Drivelines - Size - Main	CV ASAE Category 4, splined telescoping profiles
Blade tip speed - 540 rpm - 1000 rpm	540 rpm: 86.6 m/s 284.1 fps
Gearboxes	Five year warranty
Capacity	
Cutting width	3.7 m 12 ft
Cutting height	25.4-406.4 mm 1-16 in.
Cutting capacity (diameter)	50.8 mm 2 in.

Capacity

Cutting chamber depth
254 mm
10 in.

Tractor compatibility

Tractor PTO HP range
30 kW
40 hp

Tractor PTO
540 rpm

Hitch

Type
Standard self-level hitch clevis with 57.2-cm (22.5-in.) narrow-profile width

Jackstand
Mechanical jackstand in base for all machines. Hydraulically operated height, stays vertical while raising/lowering.

Dimensions

Transport width
7.5 ft (2.3 m) at wing wheels

Overall width
3.8 m
12.4 ft

Overall length
4.8 m
15.7 ft

Deck shape
Easy-clean dome-shaped top deck

Deck type
Single dome deck

Deck thickness
11 gauge - 3 mm
0.12 in.

Shirt thickness
3 gauge - 6 mm
0.24 in.

Blades

Thickness	13 mm 0.5 in.
Width	102 mm 4 in.
Type	Suction
Overlap	152 mm 6 in.
Blade tip speed	
540 RPM	86.6 m/s 284.1 fps
Blade holder	
Type	Round stump jumper for maximum protection for blade carrier against obstruction damage

Hydraulics

Wing lift	Simultaneous
Wing flex	For transport: upward 90 degree (angle) Working angles: upward 45 degree (angle) downward 22 degree (angle)

Wheels

Type	
Option 1	4-bolt, laminated: 21x5.25x9
Option 2	4-bolt, 16PR severe-duty ag: 21x7x12
Suspension	No suspension - rigid back axle

Wheels

Row width adjustment	No
Wing-leveling adjustment	Easy adjust turnbuckle with bearing

Shielding

Front	Single-row chain guard
Rear	Single-row chain guard

Warranty

Gearboxes	Five years
-----------	------------

QUOTATION

CASE III

SCHERRMAN'S
DYERSVILLE & MONTICELLO

Name of Customer Monticello, City of
 Address 200 E. 1st St Phone 319-465-3577
 Town Monticello 52210 State IA County Jones

Date 3-28-20 Sales Ticket No. _____

Qty.	Kind	Code	Machines and Attachments (Serial Numbers)		
1			Bushhog 1813 Flexwing Rotary Cutter Oval Blade Holder 540 PTO		
			Dual Axle Arms on Center		
			Single Axle Arms on Wings		
			21" laminated tires - 6		
			Double Row chains Front & Rear		
			Freight		16620 ⁰⁰
			Assembly & Handling		800 ⁰⁰
			hydraulic Cylinder Spacers		50 ⁰⁰
			Hydraulic Multiplier valve 2 circuit not installed		468.28
			Total list Price		18738.28
			Sale Price Cash		\$12259.38
			<i>Would need to be ordered</i>		

Trade Description	Trade No.	Trade Allowance	"As Is" Appraisal or Book Value	Over-allowance	Sub-Total	Freight	Handling	Spec. A. & H.	Excise Tax	Other Tax	Fin. Charges	Total Retail Price	Less Trade Allowance	Total Cash and / or Note

Firm Name _____
 Salesman _____

RETURN TO INDEX



1812 SERIES FLEX-WING ROTARY CUTTER

MODEL	1812	MODEL	1812
Transport Height*	5' 8"	Blade Holder	Oval
Transport Width**	6' 8"	Blades	1/2" x 3" Parallel Uplift
Overall Width	12' 8"	Blade Overlap	6"
Cutting Width	12'	Blade Tip Speed	14,464 fpm Center (540 rpm), 13,930 fpm Wings (540 rpm)
Length***	13' 3"	Wing Flex	87° Up to 22° Down
Axle Suspension	Cushioned Rubber Bumper on Each Center Axle Arm	Center Hydraulic Lift	Standard
Cutting Height	2" to 14"	Wing Hydraulic Lift	Standard
Cutting Capacity	1-1/2" Diameter	Axle Tube Pivots	Greaseable Bushings
Hitch Type	Cast Swivel Clevis	Wing Adjustment	Greaseable Turnbuckles
Approx. Tongue Weight	1,100 lb.	Wheels	See Wheel Selection
Deck Thickness	10 Gauge	Minimum Tractor HP	50 (PTO)
Side Bands	1/4" x 10"	Jack Stand	Standard
Gearbox	160 hp† Splitter Gearbox, 65 hp† Cutting Gearboxes	Safety Tow Chain	Standard
Driveshaft	ASAE Category 4 (540 PTO)	Safety Deflectors	See Enclosure Selection
Driveline Protection	(3) Multi-Plate Slip Clutch		

Six-Year Limited Gearbox Warranty.

NOT FOR COMMERCIAL APPLICATION

- *Measured at maximum transport height.
- **Measured at outside of wing skirts, folded.
- ***Measured from hitch pin to axle spindle at transport height.
- †Gearbox rating based on field performance.

WARNING: A deflector kit or chain shielding must be used for all non-agricultural purposes or in areas where thrown objects could be hazardous to people, animals, or property.

HOW TO ORDER: To receive a complete cutter, you must order a basic unit and then select one item from each of Groups 2 - 5 in the ordering section. Additional equipment may be added to your order by making your selection from the options list.

Freight NOT included in list price



Cejn "WEO" Hydraulic Adapters

Cejn "WEO" Hydraulic Adapters are used on CNH, McCormick etc. equipment

EDP#	Item Code	Description	List
1799-00200	CEJN 14-727-0407	DN06 X 7/16"-20 UNF MALE JIC 37°	\$23.98
1799-00300	CEJN 14-727-0609	DN10 X 9/16"-18 UNF MALE JIC 37°	\$23.33
1799-00100	CEJN 14-727-0812	DN 12 X 3/4"-16 UNF MALE JIC 37°	\$29.54
--	CEJN 14-727-1217	DN20 X 1-1/16"-12 UNF MALE JIC 37°	\$40.07

PLEASE CALL US FOR MORE DETAILS



C/IH #LDR9031472 Loader Hose

This allows you to replace this hose with your hose and couplings. You will need the following couplings:

- 6M3K-MTF 3/8" 3000 psi hose
- + 6G-6FBSPORX90 Hose Coupling

+ 6G-8FJX (hose coupling) and
CEJN 14-727-0812 WEO ADAPTER
(shown below)

This will allow you to make your own hose and purchase only the CEJN adapter.



Hydraulic Multiplier Valves - Add-On

The **Add-On Hydraulic Multiplier Valve** is available in either 2 or 3 circuits with circuit one – normally open, circuit two is activated only when the control button is depressed. When the button is released, power automatically returns to circuit one. Add-On Valves are available with either a Switch Box control (allows float) or Command Control (push on, release off). Multiplier valves include ISO Couplings and eccentric adapters for tips.

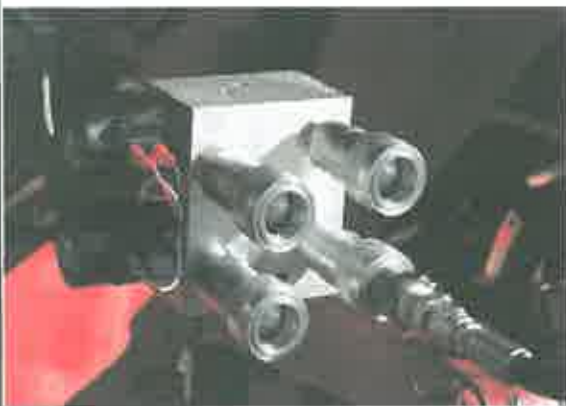
Specifications:

- Operating Pressure: 3000 psi
- Hydraulic Systems: Open and Closed
- Flow: 0 to 15 gpm
- Installation: Unrestricted
- Voltage: 12v DC positive or negative ground
- Fluids: Mineral based and synthetic
- Filtration: 10 microns recommend
- Controls: **Command Control** – hands on convenience, mounts on control lever.
Switch Box – Switch between circuits or float

Call your JDC location for additional information on the Add-On Valve.

EDP#	Item Code	Description	Wt.	Price
1074-70974	ADDON 14789	2 CIRCUIT W/COM CONTROL	11.50	\$459.08
1074-70974	ADDON 14790	2 CIRCUIT W/SWITCHBOX	11.50	\$468.28
1074-70374	ADDON 12369	3 CIRCUIT W/COM CONTROL	16.50	\$643.08
1074-70074	ADDON 12370	3 CIRCUIT W/SWITCHBOX	16.50	\$652.28

Hydraulic Components



Retail Purchase Order

3/24/2020

Date

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

Phone 319-465-5443

Fax 319-465-4688

Monticello Water Dept. tmschultz@live.com

Customer's Name

Phone No.

Street Address Town County State Zip

Qty	Model	Description	Serial No.	Cash Price
		LandPride RC2512 Rotary cutter		\$ 12,500.00
		540 PTO, front and rear chain guards		
		4 laminated tail wheels,		
		2 folding wings		
		clevis hitch		
		cutting capacity is 1 1/2" diameter		
		height adjust spacers included		
		Fosse valve to add additional outlet		\$ 525.00
		install valve 1 hour labor		\$ 85.00
		5 year warranty on gearboxes		
		Discount		\$ (110.00)

SAFETY FRAME (ROPS) RECOMMENDED ON TRACTORS. PURCHASER MUST CHECK BOX IF ROPS REJECTED.

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

Signature

Date

BILL OF SALE FOR PROPERTY TAKEN IN TRADE

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

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

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

PURCHASER'S REQUEST TO PROVIDE FINANCING

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

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

Signature of Purchaser

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

Purchaser's Signature / Date

Authorized Dealer Representative / Date

City Council Meeting
Prep. Date: 04/02/20
Preparer: Doug Herman



Agenda Item: 7
Agenda Date: 04/06/2020

Communication Page

Agenda Items Description: Resolution preliminarily approving the Trail Project Plans and Specs, 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 of the trail project for May 4, 2020 at 6:00 p.m.

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

Attachments & Enclosures:

Proposed Resolution

Plans / Specs – Cost Estimate *(Sent via email)*

Fiscal Impact:

Budget Line Item:

Park Improvement

Budget Summary:

n/a

Expenditure:

\$

Revenue:

n/a

Synopsis: Plans and Specs for Trail Extension to Middle School Crossing going to bid, setting Public Hearing for May 4, 2020 at 6:00 p.m.

Background Information: The Trail Project falls into the category of a “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.

In my opinion, based upon feedback from a local contractor, the total cost will exceed the competitive quotation threshold, however, may not exceed the Competitive Bid threshold. However, as the cost may exceed the Competitive Bid threshold it is wise/necessary to treat the project as a Bid project.

Therefore, the City must advertise for sealed bids for the proposed public improvement by posting a notice to bidders not less than thirteen and not more than forty-five days before the date for filing bids in a relevant contractor plan room service with statewide circulation, in a relevant construction lead generating service with statewide circulation, and on an internet site sponsored by either a governmental entity or a statewide association that represents the governmental entity.

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. Finally, the

City shall also ensure that a sufficient number of paper copies and, if available, electronic and digital copies of the project's contract documents, including all drawings, plans, specifications, and estimated total costs of the proposed public improvement are made available for distribution at no charge to prospective bidders, subcontractor bidders, suppliers, and plan room services.

The Council must also schedule and hold a public hearing after which the City would approve the proposed plans, specifications, form of contract, and estimated total cost of the public project prior to entering into a contract for the public improvement.

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

1. City preliminarily approves the Plans and Spec at tonight's Council meeting and authorizes the publication of same for bids.
2. Plans and Specs. and request for bids would be published as required on Tuesday.
3. Bids would be due on April 29th.
4. Council would consider the award of the project at Council Meeting scheduled for May 4th.

Staff Recommendation: I recommend that the Council approve the proposed Resolution preliminarily approving the Trail Project Plans and Specs and authorize publication of same, seeking bids therefor and scheduling a Public Hearing on the Plans and Specs., form of Contract, and Estimated total cost of the trail project for May 4, 2020 at 6:00 p.m.

The City of Monticello, Iowa

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

RESOLUTION NO. 2020-38

Preliminarily approving the Trail Project 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 p.m.

WHEREAS, the Council previously directed the City Engineer to prepare Plans and Specifications for a trail extension from the Highway 38 / Oak Street Bridge to the far entrance to Oakwood Cemetery, and

WHEREAS, the trail will provide a crossing to the new Monticello Middle School which is slated to open in the fall of 2020, and

WHEREAS, to stay on schedule with this project the project needs to get out to bidders at this time, with bids to be received by April 29, 2020 to be considered for approval by the City Council after a Public Hearing on the Plans and Specifications, Form of Contract, and estimated total cost to be held on May 4, 2020 at 6:00 p.m., and

WHEREAS, the Council finds that the extension of the trail as proposed will be beneficial to community recreation as a whole and also provide a safe access to and from the Middle School, and that the plans should, therefore, be approved and bids sought.

NOW, THEREFORE, It Is Resolved by the City Council of the City of Monticello, Iowa, that the final plans and specifications, form of contract, and cost estimate as prepared and presented by the City Engineer should be and are hereby preliminarily approved subject to final review after a Public Hearing which is hereby set for May 4, 2020 at 6:00 p.m.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 7th day of October, 2019.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 04/03/20
Preparer: Doug Herman



Agenda Item: # 8
Agenda Date: 04/06/20

Communication Page

Agenda Item Description: Resolution scheduling Public Hearing on City of Monticello FY '20 Budget Amendments for May 4, 2020 at 6:00 p.m.

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

Attachments & Enclosures:

Resolution / Notice

Fiscal Impact:

Budget Line Item:

Various

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

Synopsis: Proposed amendment to FY '20 budget.

Background Information: Every year, generally once or twice, we amend the budget to conform to actual revenues and expenses. Expenses are more important than revenues from an amendment process, however, we attempt to recognize new/unanticipated revenues as well as expenditures not planned or anticipated at budget creation.

All we are doing tonight is scheduling the public hearing to consider the proposed budget amendments. I will provide a more detailed analysis of the proposed amendments between now and the next meeting.

Staff Recommendation: I recommend that the Council approve the proposed resolution scheduling a public hearing on the proposed budget amendments for May 4, 2020 at 6:00 p.m.

The City of Monticello, Iowa

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

RESOLUTION #

Scheduling Public Hearing on City of Monticello 2019/2020 Fiscal Year budget amendments for May 4, 2020 at 6:00 p.m.

WHEREAS, The Iowa Code requires that prior to a budget Program will exceed the amount originally budgeted for that Program that the City of Monticello hold a Public Hearing on all proposed budget amendments for the 2019/2020 fiscal year, prior to the final approval of same, and

WHEREAS, The budget amendment must be submitted to the County Auditor by no later than May 15, 2020, and

WHEREAS, Notice of the Public Hearing must be published at least ten but no more than twenty days prior to the Public Hearing, and

WHEREAS, Notice shall be published in the Monticello Express, scheduling Public Hearing for the 4th day of May, 2020 at 6:00 P.M. at the Community Media Center, City Council Chambers, Monticello, Iowa, and

WHEREAS, The City Clerk is instructed to see to the publication of the appropriate Notice in the Monticello Express, consistent with the above dictates, so that the Public Hearing may be held as scheduled herein.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby schedule Public Hearing on the proposed 2019/2020 budget amendment for the 4th day of May, 2020 at 6:00 p.m. to be held in the City Council Chambers at the Mary Lovell LeVan Renaissance Center in Monticello, Iowa.

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 6th day of April, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

City Council Meeting
Prep. Date: 04/03/20
Preparer: Doug Herman



Agenda Item: 9
Agenda Date: 04/06/2020

Communication Page

Agenda Items Description: Resolution to approve Plat of Survey to Parcel 2020-41 and 2020-42.

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

Attachments & Enclosures:

Proposed Resolution
Plat of Survey

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: The Proposed Plat of Survey creates two parcels near the intersection of Richland Road and Hwy. 151. Parcel 2020-42 is being sold with 2020-41 representing the remainder of the property owned by the Like family.

Background Information: The plat of survey was created to allow for the sale of property lying across the highway from the home and buildings. I have sent this information to P & Z members and there were no objections to the presentation of the Plat of Survey without their formal review. (In my 14 years with the City I don't recall the P & Z or the Council denying the approval of a Plat of Survey within the two-mile jurisdiction.)

Staff Recommendation: I recommend that the Council approve the Plat of Survey to Parcel 2020-41 and 2020-42.

The City of Monticello, Iowa

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

RESOLUTION #20-_____

Resolution Approving Plat of Survey to Parcel 2020-41 and 2020-42

WHEREAS, The Plat of Survey to Parcel 2020-41 and 2020-42 has been presented to the City Council for approval, same being located within the two-mile jurisdiction of the City limits of the City of Monticello, and

WHEREAS, The purpose of the Plat of Survey is to create two parcels from one as one parcel is slated to be sold, and

WHEREAS, Members of the City Planning and Zoning Board have agreed to forego a formal review of the Plat of Survey, and

WHEREAS, The City Administrator recommends that the City Council approve of same, and

WHEREAS, the Council finds that the Plat of Survey to Parcel 2020-41 and 2020-42 should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2020-41 and 2020-42.

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 6th day of April, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

INDEX LEGEND

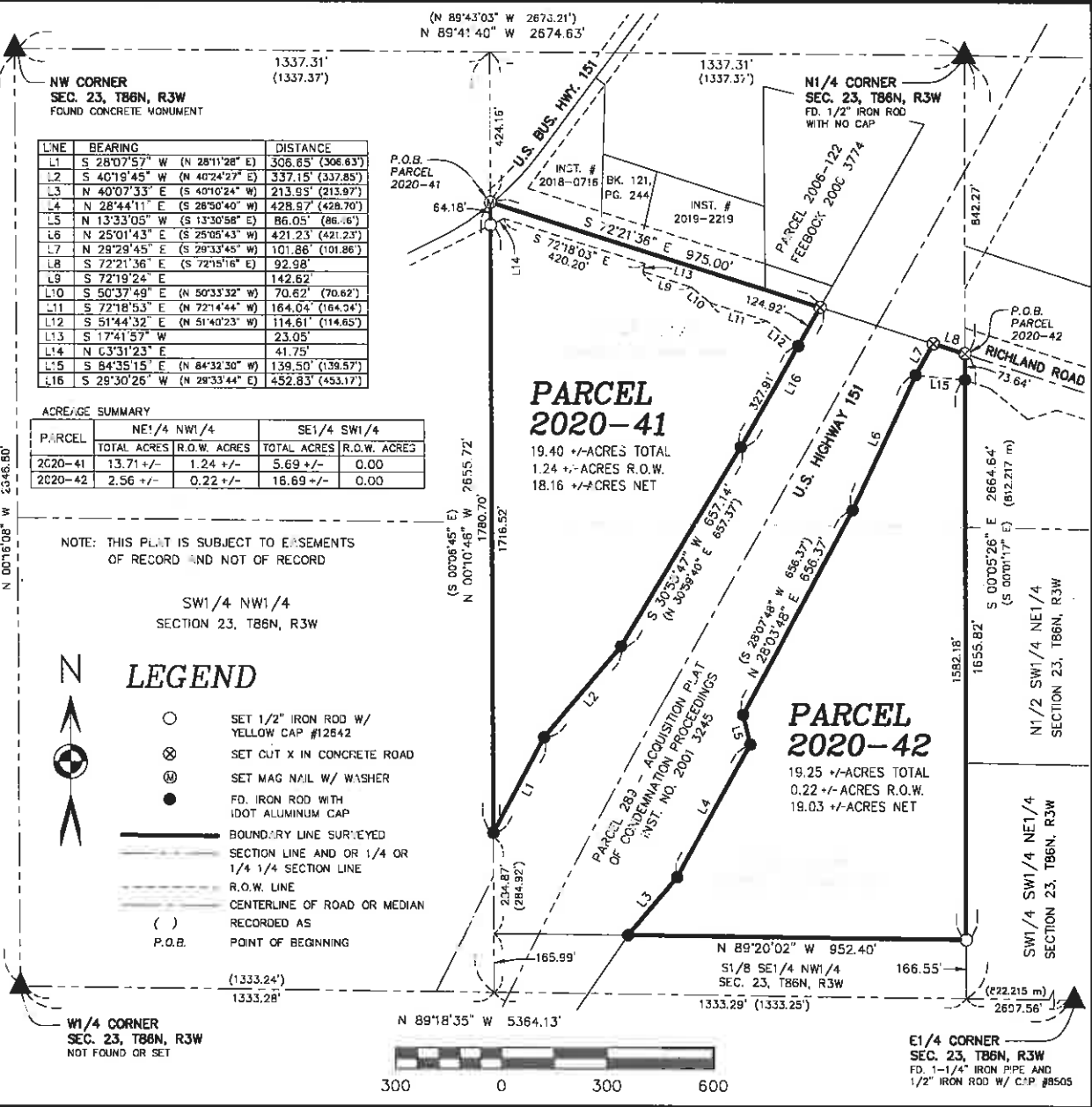
LOCATION: NE1/4 NW1/4 & SE1/4 NW1/4 - SECTION 23, T86N, R3W
 PROPRIETORS: BERNICE L. LUKE
 REQUESTOR: MIKE WOODMOUGH
 SURVEYOR: BILL BURGER
 SURVEYOR COMPANY: WM BURGER LANDSURVEYOR
 BILL BURGER, 510 3RD STREET WEST COURT,
 WORTHINGTON, IA 52078 (563) 855-2028

PREPARED BY BILL BURGER 510 3RD STREET WEST COURT, WORTHINGTON, IOWA 52078 (563) 855 2028

PLAT OF SURVEY

PARCEL 2020-41 PART OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4) AND PART OF THE NORTHEAST QUARTER (NE1/4) OF THE NORTHWEST QUARTER (NW1/4), ALL IN SECTION TWENTY-THREE (23), TOWNSHIP EIGHTY-SIX NORTH (T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN, JONES COUNTY, IOWA.

PARCEL 2020-42 PART OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4) AND PART OF THE NORTHEAST QUARTER (NE1/4) OF THE NORTHWEST QUARTER (NW1/4), ALL IN SECTION TWENTY-THREE (23), TOWNSHIP EIGHTY-SIX NORTH (T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN, JONES COUNTY, IOWA



NOTE: THIS PLAT IS SUBJECT TO EASEMENTS OF RECORD AND NOT OF RECORD

SW1/4 NW1/4 SECTION 23, T86N, R3W

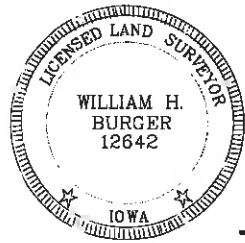


LEGEND

- SET 1/2" IRON ROD W/ YELLOW CAP #12642
- ⊗ SET CUT X IN CONCRETE ROAD
- ⊙ SET MAG NAIL W/ WASHER
- FD. IRON ROD WITH DOT ALUMINUM CAP
- BOUNDARY LINE SURVEYED
- - - SECTION LINE AND OR 1/4 OR 1/4 1/4 SECTION LINE
- - - R.O.W. LINE
- - - CENTERLINE OF ROAD OR MEDIAN
- () RECORDED AS
- P.O.B. POINT OF BEGINNING

W1/4 CORNER SEC. 23, T86N, R3W NOT FOUND OR SET

E1/4 CORNER SEC. 23, T86N, R3W FD. 1-1/4" IRON PIPE AND 1/2" IRON ROD W/ CAP #8505



DATE OF SURVEY: 2/26/2020 SCALE: 1" = 300' SHEET 1 OF 4

PROPRIETORS: SEE INDEX LEGEND

I HEREBY CERTIFY THAT THIS LANDSURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

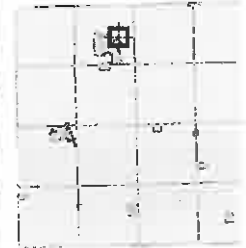
Wm. Burger
 LandSurveyor
 510 3rd Street West Court
 Worthington, Iowa 52078

PRELIMINARY





WILLIAM H. BURGER #12642 DATE



Overview



Legend

- Parcels**
-  Parcels
-  Structures on Lease Land
-  Cartography
-  Major Roads

Parcel ID	0223128001	Alternate ID	048200	Owner Address	LIKE, BERNIECE L & JAMES R LIKE ET AL
Sec/Twp/Rng	23-86-3	Class	AD		21757 BUSINESS HWY 151
Property Address	14693 RICHLAND RD	Acreage	14.65		MONTICELLO IA 52310
	MONTICELLO				
District	LOVMO				
Brief Tax Description	23-86-3 NE NW S OF HWY.				
	(Note: Not to be used on legal documents)				

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

Date created: 3/30/2020
 Last Data Uploaded: 3/27/2020 5:45:26 PM

Developed by  **Schneider**
 GEOSPATIAL

City Council Meeting
Prep. Date: 04/03/20
Preparer: Doug Herman



Agenda Item: 10
Agenda Date: 04/06/2020

Communication Page

Agenda Items Description: Resolution modifying previously issued Covid-19 City Office Closures Resolution and other Covid-19 responses.

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

Attachments & Enclosures:

Proposed Resolution

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: The Proposed Resolution extends the closure of City facilities and extends closures to “park facilities and playground equipment located within the City and open to the Public”.

Background Information: Due to the fact that the State of Iowa is really just getting into the Covid-19 Virus impacts the proposed Resolution will extend closures of City Facilities through Friday May 1st and adds the closure of park equipment, playgrounds, and facilities located within the City limits including, therefore, school parks. See National Parks and Recreation recommendation below:

National Parks and Recreation Recommendation

“The National Recreation and Park Association (NRPA) understands the important value playgrounds and play structures provide to communities across the country, especially for children. But, given the current situation and the guidance from public health officials on physical distancing, limiting in-person social interactions, avoiding spaces where people congregate in close quarters, and the concerns around transmission of the virus being spread through surfaces, we believe that playgrounds and play structures should *temporarily* close in an effort to reduce community spread.”

<https://www.nrpa.org/about-national-recreation-and-park-association/press-room/nrpa-statement-on-playgrounds-and-play-structures-during-covid-19-pandemic/>

Staff 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 #2020-__

Resolution Modifying previously issued Covid-19 City Office Closures Resolution and other Covid-19 responses.

WHEREAS, as a result of the Covid-19 Virus and CDC and State recommendations related thereto, including social distancing, the Council by Resolution 2020-41 on March 16th took action to proceed with electronic meetings and to close public buildings through April 13th, and

WHEREAS, With regard to the closing of public buildings and facilities, Resolution 2020-41 indicated as follows:

1. That City Hall will be staffed but closed to the public from March 16th through April 12th, with further extensions possible.
2. That the Park and Recreation Dpt. will cancel all activities and rentals, reimbursing all those that have paid fees for either activities or rentals in full from March 16th through April 12th.
3. That the Library will be closed, but for on line and/or other services approved by the Library Board from March 16th through April 12th.
4. That the Public Works Departments shall avoid group gatherings amongst themselves and to that end there shall be no morning or afternoon break gatherings or common lunches from March 16th through April 12th.
5. That all staff shall follow strict personal hygiene recommendations and shall avoid contact with the public.
6. That staff shall report as scheduled to all departments during these timeframes and continue to perform their jobs.
7. With regard to the Renaissance Center and Berndes Center, the doors to the facilities will be locked, there shall be no public access or use during the timeframes noted above.

-and-

WHEREAS, due to the continuing evolution of the Pandemic, and updated Federal and State recommendations, the Council extends the above closures/cancellations through Friday May 1st at this time, and

WHEREAS, The Council finds that additional provisions need to be added to the above list to promote public safety and the "flattening of the curve" promoted at the Federal and State level:

1. All playground equipment located within the City limits and accessible to the general public shall be closed effective at 12:00 p.m. on April 7th. That playground equipment, shelters, and other gathering spaces be marked with signage noting that it is closed to the public and that where practical it be taped/ marked off with yellow caution tape or similar tape until further order of the City unless the owner of said equipment is prepared to take steps to regularly sanitize the playground equipment, in which event, a sanitizing plan should be presented to the City for approval. (This closure shall not be applied to open green spaces where users of the parks or other green spaces can exercise social distancing and can avoid contact with potentially contaminated surfaces.)

2. All residents and inhabitants of Monticello are urged to avoid unnecessary contact with others, unnecessary visits to any open stores or locations, and to continue to exercise good sanitation practices including frequent hand washing and the avoidance of contact between one's hands and face, eyes, mouth, nose, etc.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council in session the 6th day of April does hereby reconfirm the restrictions and guidelines set out within Resolution 2020-41 as amended and supplemented herein.

Brian Wolken, Mayor

ATTEST:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 04/03/2020
Preparer: Doug Herman



Agenda Item: *Reports*
Agenda Date: 04/06/2020

Communication Page

Agenda Items Description: Reports

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

Attachments & Enclosures:

Covid-19 Employee Rights notice
JoCo Env. Services letter to N. Zimmerman

Fiscal Impact:

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

Reports / Potential Action:

1. Public Works
2. Police Department
3. Parks Dpt.
 - a. Activities
 - b. Playgrounds / Aquatic Center
4. City Administrator
 - a. Departmental Reporting
 - b. Trees in Northridge Drainageway between Birch and N.Ridge retention center
 - c. Community Garbage Collection
 - d. Airport DOT grant application (4/20/2020 Meeting)
 - e. Covid-19 Employee Rights
 - f. Letter to Norm Zimmerman from JoCo Environ. Services

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



Jones County Environmental Services

105 Broadway Place, Suite 11
Anamosa, Iowa 52205
(319) 462-4715
FAX (319) 462-5302
environmental@co.jones.ia.us



CERTIFIED MAIL

March 24, 2020

Norm Zimmerman
19243 Stone Bridge Rd.
Monticello IA 52310

Re: Septic at 920 N Cedar St, Monticello

Dear Mr. Zimmerman:

The Jones County Board of Health met on March 12, 2020 and discussed your property at 920 N Cedar Street Monticello. Specifically, the discussion focused on the proximity of your property to city sewer.

Doug Herman with the City of Monticello submitted documentation noting the proximity to city sewer is greater than 200 feet. Per Jones County Ordinance Title V Chapter 5 adopted from Iowa Administrative Code Chapter 69 connection is required if a building is within 200 feet of city sewer. The code states the following: *69.1(3)a.(2): When a Publicly Owned Treatment Works (POTW) becomes available within 200 feet, any building then served by a private sewage disposal system shall be connected to said POTW within a time frame or under conditions set by the administrative authority.*

Since city sewer is greater than 200 feet, a private sewage disposal system may be permitted if all separation distances listed in the code can be met. Please contact a Certified Installer of Onsite Wastewater Treatment Systems (CIOWTS) septic contractor to meet this department at your property to discuss options.

You are allowed 30 days to have the septic contractor submit a septic application for permit and 90 days to have the system installed. If this is not completed in that given time, the property must be vacated with water service disconnected to verify no occupancy.

Please contact this department at 319.350.7276 if you have questions. Please have the septic contractor contact this department to meet at your property.

Sincerely,

A handwritten signature in black ink that reads "Sue Ellen Hosch".

Sue Ellen Hosch
Senior Environmental Health Specialist

Cc: Jones County Attorney, Kristofer Lyons
✓ City of Monticello, Doug Herman, City Administrator