

# City of Monticello, Iowa

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Final Agenda Posted on June 11, 2020 at 5:00 p.m.

Monticello City Council Meeting June 15, 2020 @ 6:00 p.m.

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

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

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

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

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

Approval of Council Mtg. Minutes	June	01, 2020
Approval of Payroll	June	04, 2020
Approval of Bill List		
Approval of Treasurer's Report for May, 2020		
Approval of Liquor Licenses: Monticello Golf Club and Kardes 38		
Approval of Cigarette Permits: Casey's; Dollar General; Fareway; Great Pastimes; Karde's 151; Karde's Convenience Store a/k/a Kardes 38		

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

**Motions:** None

**Resolutions:**

1. **Resolution** directing the Clerk to Publish Notice of a Public Hearing on the adoption of the proposed "Code of Ordinances of the City of Monticello".
2. **Resolution** to approve tax abatement 511 Locust Court, Monticello, Iowa.
3. **Resolution** authorizing the City Clerk to make the appropriate transfers of sums for the City of Monticello and to record same in the appropriate manner for FY 2020.

4. **Resolution** to request abatement of accrued and future taxes on City owned Property. (Airport Hangars purchased from Monticello Aviation)
5. **Resolution** to approve addition of Northside basement to licensed premises of bar.
6. **Resolution** to correct typographical error in Royal Flush Development Agreement.
7. **Resolution** to authorize sale/transfer of two Police Department Vehicles to two other City Departments and to purchase one replacement vehicle.
8. **Resolution** to approve FY '21 Wages for non-bargaining staff.
9. **Resolution** to approve Employment Agreement with Monticello Police Dpt. Officers and Staff.

**Ordinances:** None

**Reports / Potential Action:**

1. City Administrator
  - a. Goal Setting
  - b. Sidewalk Committee
  - c. Fencing HVAC Berndes Center
  - d. Wellmark Grant (Fountain)
  - e. Police/Airport/Park and Rec. Vehicle Discussion
  - f. N. Sycamore Street Painting
  - g. Sycamore Street / 1<sup>st</sup> Street Intersection
2. Police Chief
3. Public Works Director
  - a. Sealcoating Discussion
4. Park and Recreation
  - a. Governor's Current Allowances and Requirements

**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 into the Council Chambers. However, the Council will be meeting in the Chambers.**

The City Administrator will be on the Zoom Meeting app and you may participate by joining the meeting via zoom, the information being set forth below.

Topic: City Council Meeting June 15<sup>th</sup> at 6:00 p.m. (Log in between 5:45 and 6:00)

Join Zoom Meeting

<https://us02web.zoom.us/j/87471325938?pwd=eVZJZm0vdmozUnFRY2VoeHISYUtOQT09>

Meeting ID: 874 7132 5938

Password: 456460

Dial by your location

+1 312 626 6799 US

The meeting will also be broadcast on Mediacom

Regular Council Meeting  
June 1, 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, Police Chief Britt Smith, Director of Park & Recreation Jacob Oswald and Park & Facilities Superintendent Shannon Poe. Library Director Michelle Turnis joined electronically. The public was invited to participate in the meeting, which was held electronically due to the heightened public health risks of the Coronavirus Pandemic (COVID-19), via "Zoom Meetings" and were encouraged to communicate during the meeting via chat. The meeting did have public attendance and some active participation.

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

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

Herman reported Emerald Green Lawncare submitted an invoice for the seeding on North Sycamore Street for \$6,450.00. A review of original bid disclosed a mathematical error on their part, total of various line items matched final invoice. Herman informed the owner of the grass growth deficiencies in four areas and inquired on their plans to repair the railing and steps located at 219 North Sycamore Street that was damaged when they backed into it. Lux stated they agreed to make repairs over two weeks ago. Wolken advised that the homeowners will need to water the new seeding and to spray the weeds with a specialized spray for new seeding, if they want. It is recommended to let the grass grow at least 8 to 10 inches before mowing and to cut it with a longer length, to help support the root system. Feldmann stated the taller they let the grass grow the deeper the roots will grow. Feldmann moved to approve Resolution #2020-67 To Approve payment in the amount of \$5,000.00 to Emerald Green Lawncare related to North Sycamore Street Seeding project, and retaining the remainder of the \$6,450.00 until the seeding issues and railing and steps at 219 North Sycamore Street are addressed. Langerman seconded, roll call unanimous.

Herman updated Council on the known history of the sidewalk located between Mark Ketelsen and Kris Lyons' properties that is on an easement from Walnut Street to Gill Street. Council approved installation of sidewalk on an "easement" between Walnut Street and Gill Street by Resolution #19-142 dated October 7, 2019. Ketelsen previously advised Herman that he would tear out, fill-in and seed if the City decides to do away with the sidewalk. City would need to hold a public hearing if they decide to abandon the easement. If City decides to keep sidewalk public, recommends doing a written easement. Nick and Anne Strittmatter addressed the Council regarding their desire to keep the sidewalk and it was their understanding the Cy Locher agreed to putting in the sidewalk in lieu for the extension of Third Street, so he could build his home, which is currently owned by Ketelsen. Nick Strittmatter stated this sidewalk is a unique feature that has been there for over 100 years, in the older section of town and feels it is used by many people. Anne Strittmatter voiced her concerns of safety issues if the sidewalk is removed. Lyons felt if the sidewalk was removed it would increase his home's valuation but knows it is used by many kids in the neighborhood. He stated families that are attracted to the historic neighborhood, want the sidewalk. He asked Council to not rescind the vote and to replace the sidewalk. Ellen Strittmatter stated people who want to get from Gill Street to Walnut

Street would have a long walk if the sidewalk was removed and felt the sidewalk should remain. Wolken stated the quote received in October 2019 was for \$3,789.00 to replace the sidewalk. Goedken stated if they decided to keep the sidewalk, then the City should maintain it. It was suggested not all of the sidewalk needed to be replaced and Herman and Kahler will look into that. Goedken felt if the City was going to replace sidewalk, they should do the entire section. Goedken moved to approve Resolution #2020-68 to Rescind Resolution #19-142 that approved replacement of Sidewalk between Gill Street and Walnut Street, Langerman seconded. Roll call vote being: Ayes: Goedken and Langerman. Nays: Feldmann, Lux and Yeoman. Abstain: Hanken. Motion failed.

Herman advised the engineer on the Berndes Center HVAC project reviewed and approved Crawford Company Pay Request #3 in the amount of \$58,965.55. Yeoman moved to approve Resolution #2020-69 Approving pay Request #3 from Crawford Company related to Berndes Center HVAC Project, Langerman seconded, roll call unanimous.

Herman advised the Code Book is near completion and will set public hearing to begin the approval process at the next meeting.

Herman updated Council on Norm Zimmerman's sewer project and that Zimmerman wants the sewer line to be a City main. Herman directed Zimmerman to put his proposal and costs together and Herman would present it to the Council.

Herman asked to put together a committee to discuss salary and compensation of City Staff, as the Police agreement is up for renewal. Committee of Langerman, Lux, Yeoman and Herman will meet on Thursday, June 4<sup>th</sup> at 3:30 PM.

Herman advised the contractor would be coming soon to work with the yard waste and composting materials at the yard waste site. Council stated residents need to be sure the loads are secured, so the load is not lost along the way to the yard waste site. Kahler stated it has been taking them all day on Thursday and a couple of hours on Friday to finish the yard waste pickup.

Kahler stated the North Sycamore Street painting specification call for 9-foot angle parking stalls. Several Council members suggested doing 10-foot stalls. Goedken moved to make the angle parking along McNeill's Hardware 10-foot stalls and to let Sacred Heart Church decide if they would like 9-foot or 10-foot angle parking stalls, Yeoman seconded. Roll call vote: Ayes: Goedken, Yeoman, Feldmann, Langerman and Hanken. Nays: Lux. Carried.

Kahler reviewed the proposed plan to building a new storage building and sand shed at the Public Works building. The sand shed roof is leaking and the new trucks are too tall to dump inside the shed. Council directed Kahler to put together some options and costs for their review.

Kahler stated he had some older equipment which is no longer being used that he would like to take bids on to dispose of the equipment. Kahler was directed to seek bids and bring to Council for approval.

Oswald stated the Park Board has agreed to do clinic based programs instead for games this summer. Oswald inquired what rules the Travel Baseball teams would need to follow when they use the City ball diamonds. Goedken questioned why City would allow the travel teams to use

the fields but not the town teams. Oswald stated the travel teams bring their own equipment. Oswald and Poe were directed to draft up the restrictions for the ball fields. Park staff will not be opening the concession stand for them to use. Oswald stated the playgrounds and shelters are now open to use.

Poe reported staff is working to get the pool ready to open and hoping to fill this week. Pools are allowed to be opened for lap swimming and lessons, with social distancing restriction until June 17<sup>th</sup>. Poe felt you could not safely do swimming lessons, with social distancing except the two higher levels. They may not open the concession stand this year, if they open the pool. They need to find hand sanitizer and wipes to clean areas used, prior to opening.

Herman stated plans are to open City Hall, as soon as the safety issues are in place, such as plexiglass and hand sanitizing stations.

Berndes Center is open to use, but they need to furnish their own equipment. They need to find hand sanitizer and wipes to clean areas used.

Turnis stated the Library Board will be discussing the phased opening of Library at their meeting this week. They are looking at doing curbside pickup and limiting the number of patrons in the library to look for books. The games and puzzles will not be checked out at this time. Library computers use will not be allowed, until they are able to get wipes to clean them after each use.

Feldmann moved to adjourn at 8:29 P.M.

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Brian Wolken, Mayor

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Sally Hinrichsen, City Clerk

# PAYROLL - JUNE 4, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>May 18 - 31, 2020</b>				
Devin Arduser	\$ 30.64	\$ -	0.00	0.00	\$ 26.27
Brian Bronemann	522.24	-	0.00	0.00	433.77
Drew Haag	393.60	-	0.00	0.00	331.47
Ben Hein	218.40	-	0.00	0.00	186.25
Mary Intlekofer	1,933.75	-	0.00	0.00	1,319.61
Brandon Kent	2,093.00	-	0.00	0.00	1,370.33
Lori Lynch	2,327.50	427.50	0.00	0.00	1,557.20
Dave McNeill	532.80	-	0.00	0.00	441.83
Mandy Norton	385.76	-	0.00	0.00	304.34
Shelly Searles	2,229.50	409.50	0.00	8.38	1,490.12
Sabrina Strella	314.40	-	0.00	0.00	251.82
Chris Szymanowski	3,708.25	409.50	0.00	0.00	2,674.11
Jenna Weih	1,761.00	-	0.00	0.00	1,290.52
Curtis Wyman	703.13	-	0.00	0.00	485.20
<b>TOTAL AMBULANCE</b>	<b>\$ 17,153.97</b>	<b>\$ 1,246.50</b>	<b>0.00</b>	<b>8.38</b>	<b>\$ 12,162.84</b>
<b>CEMETERY</b>	<b>May 16 - 29, 2020</b>				
Ed Goldsmith	\$ 352.50	\$ -	0.00	0.00	\$ 320.53
Ty Kehoe	330.00	-	0.00	0.00	304.75
Connor Lambert	330.00	-	0.00	0.00	293.60
Luke Lambert	330.00	-	0.00	0.00	291.60
Dan McDonald	1,656.00	-	0.00	0.00	1,196.99
<b>TOTAL CEMETERY</b>	<b>\$ 2,998.50</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,407.47</b>
<b>CITY HALL</b>	<b>May 17 - 30, 2020</b>				
Cheryl Clark	\$ 2,315.51	\$ -	0.00	15.00	\$ 1,621.62
Doug Herman	3,951.46	-	0.00	0.00	2,779.10
Sally Hinrichsen	2,488.06	-	0.00	0.00	1,567.70
Nanci Tuel	1,486.41	-	0.00	0.13	975.53
<b>TOTAL CITY HALL</b>	<b>\$ 10,241.44</b>	<b>\$ -</b>	<b>0.00</b>	<b>15.13</b>	<b>\$ 6,943.95</b>
<b>FIRE</b>					
Joe Bayne	\$ 125.00	\$ -	0.00	0.00	\$ 115.44
David Husmann	60.00	-	0.00	0.00	55.41
Billy Norton	100.00	-	0.00	0.00	85.74
Paul Warner	100.00	-	0.00	0.00	92.35
<b>TOTAL FIRE</b>	<b>\$ 385.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 348.94</b>
<b>LIBRARY</b>	<b>May 18 - 31, 2020</b>				
Molli Hunter	\$ 593.82	\$ -	0.00	0.00	\$ 488.16
Penny Schmit	1,074.40	-	0.00	0.00	584.57
Michelle Turnis	1,615.38	-	0.00	0.00	1,001.75
<b>TOTAL LIBRARY</b>	<b>\$ 3,283.60</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,074.48</b>
<b>MBG</b>	<b>May 18 - 31, 2020</b>				
Jacob Oswald	\$ 1,892.31	\$ -	0.00	0.00	\$ 1,426.69
Shannon Poe	1,576.92	-	0.00	0.00	1,078.42
<b>TOTAL MBG</b>	<b>\$ 3,469.23</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,505.11</b>

# PAYROLL - JUNE 4, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>POLICE</b>	<b>May 18 - 31, 2020</b>				
Zachary Buehler	\$ 1,838.76	\$ -	0.00	0.00	\$ 1,366.61
Peter Fleming	1,888.36	-	0.00	0.00	1,353.18
Dawn Graver	2,056.80	-	0.00	0.00	1,478.77
Erik Honda	2,013.97	-	0.00	0.00	1,508.04
Jordan Koos	2,197.44	-	0.00	23.00	1,606.45
Britt Smith	2,735.42	-	0.00	0.00	2,001.76
Madonna Staner	1,486.41	-	0.00	0.00	1,126.17
Brian Tate	2,155.44	-	0.00	0.00	1,596.00
<b>TOTAL POLICE</b>	<b>\$ 16,372.60</b>	<b>\$ -</b>	<b>0.00</b>	<b>23.00</b>	<b>\$ 12,036.98</b>
<b>ROAD USE</b>	<b>May 16 - 29, 2020</b>				
Zeb Bowser	\$ 1,702.58	\$ 46.58	0.00	0.00	\$ 1,247.85
Eric Jungling	1,653.23	45.23	0.00	0.50	1,168.44
<b>TOTAL ROAD USE</b>	<b>\$ 3,355.81</b>	<b>\$ 91.81</b>	<b>0.00</b>	<b>0.50</b>	<b>\$ 2,416.29</b>
<b>SANITATION</b>	<b>May 16 - 29, 2020</b>				
Michael Boyson	\$ 1,690.24	\$ 46.24	0.00	0.00	\$ 1,184.89
Nick Kahler	2,019.23	-	0.00	0.00	1,386.87
<b>TOTAL SANITATION</b>	<b>\$ 3,709.47</b>	<b>\$ 46.24</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,571.76</b>
<b>SEWER</b>	<b>May 16 - 29, 2020</b>				
Tim Schultz	\$ 1,748.18	\$ 32.18	0.00	28.00	\$ 1,210.73
Jim Tjaden	2,230.77	-	0.00	0.00	1,615.64
<b>TOTAL SEWER</b>	<b>\$ 3,978.95</b>	<b>\$ 32.18</b>	<b>0.00</b>	<b>28.00</b>	<b>\$ 2,826.37</b>
<b>SWIMMING POOL</b>	<b>May 15 - 28, 2020</b>				
Mya Boffeli	\$ 62.00	\$ -	0.00	0.00	\$ 57.26
<b>TOTAL SWIMMING POOL</b>	<b>\$ 62.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 57.26</b>
<b>WATER</b>	<b>May 16 - 29, 2020</b>				
Daniel Pike	\$ 1,824.38	\$ 156.38	0.00	0.00	\$ 1,317.03
<b>TOTAL WATER</b>	<b>\$ 1,824.38</b>	<b>\$ 156.38</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,317.03</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 66,834.95</b>	<b>\$ 1,573.11</b>	<b>0.00</b>	<b>75.01</b>	<b>\$ 47,668.48</b>

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
AARON'S AUTOMOTIVE LLC	PD VEHICLE OPERATING	927.34			
MEDIACOM	PD TELEPHONE	48.96			
MONTICELLO COMM SCHOOL DISTRICT	PD FUEL	629.42			
MONTICELLO EXPRESS INC	PD OFFICE SUPPLIES	69.96			
NEXT GENERATION PLBG & HTG LLC	PD BLDG REPAIR/MAINT	47.95			
TCM BANK NA	PD VERTEX SPEAKERS	226.17			
WELAND CLINICAL LAB P.C.	PD LAB	334.00			
	110 POLICE DEPARTMENT TOTAL	2,283.80			
STREET LIGHTS					
ALLIANT ENERGY-IES	416 E SECOND STREETLIGHTS	213.26			
	230 STREET LIGHTS TOTAL	213.26			
AQUATIC CENTER					
CARRICO AQUATIC RESOURCES INC	POOL EQUIP REPAIR/MAINT	1,450.29			
DUBUQUE FIRE EQUIPMENT, INC.	POOL OSHA	54.55			
W.W. GRAINGER, INC	POOL OFFICE SUPPLIES	329.00			
JOHN DEERE FINANCIAL	POOL BUILDING SUPPLIES	3.79			
DAVID B MCNEILL	POOL EQUIP REPAIR/MAINT	3.30			
MEDIACOM	POOL TELEPHONE	43.48			
DARREN READE	POOL EQUIP REPAIR/MAINT	480.00			
TCM BANK NA	POOL RESCUE TUBES	307.25			
	440 AQUATIC CENTER TOTAL	2,671.66			
CEMETERY					
DUBUQUE FIRE EQUIPMENT, INC.	CEMETERY OSHA	21.50			
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	26.87			
KROMMINGA MOTORS INC	CEMETERY EQUIP REPAIR/MAINT	162.33			
MONTICELLO COMM SCHOOL DISTRICT	CEMETERY FUEL	164.15			
MONTICELLO EXPRESS INC	CEMETERY ADVERTISING	65.40			
	450 CEMETERY TOTAL	440.25			
SOLDIER'S MEMORIAL BOARD					
MEDIACOM	SLDR MEM TELEPHONE	25.53			
	498 SOLDIER'S MEMORIAL BOARD TOTAL	25.53			
CITY HALL/GENERAL BLDGS					
INFRASTRUCTURE TECHNOLOGY	CH APC UPS 1500 TOWER BATTERY	1,459.20			
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES	125.93			
MEDIACOM	CH TELEPHONE	161.67			
MONTICELLO EXPRESS INC	CH ADVERTISING	400.00			
SIMMERING-CORY/IA CODIFICATION	CH PRO FEES	1,700.00			
TCM BANK NA	ZOOM VIDEO COMMUNICATIONS	32.08			
VFW FLAG STORE	CH GROUNDS SUPPLIES	150.00			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	650 CITY HALL/GENERAL BLDGS TOTAL		4,028.88		
	001 GENERAL TOTAL		9,663.38		
MONTICELLO BERNDEN CENTER PARKS					
ALLIANT ENERGY-IES	MBC ELECTRIC	791.33			
DUBUQUE FIRE EQUIPMENT, INC.	MBC OSHA	294.80			
INSURANCE ASSOCIATES, INC.	MBC BOBCAT INSURANCE	76.00			
JOHN DEERE FINANCIAL	MBC LEAGUE SUPPLIES	145.04			
M TOWN TIRE & AUTO	MBC EQUIP REPAIR/MAINT	18.00			
JOE MCDONELL	MBC BLDG REPAIR/MAINT	70.00			
MEDIACOM	MBC TELEPHONE	43.48			
MEP ENGINEERS LLC	MBC CAPITAL PROJECTS - HVAC	240.00			
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	35.42			
MONTICELLO EXPRESS INC	MBC ADVERTISING	140.00			
CAROL RIDENOUR	MBC SHELTER REFUND	20.00			
TCM BANK NA	MBC DOGIPOT BAGS	236.83			
WELTER STORAGE EQUIP CO., INC.	MBC BUILDING SUPPLIES	632.50			
	430 PARKS TOTAL		2,743.40		
	005 MONTICELLO BERNDEN CENTER TOTAL		2,743.40		
FIRE FIRE					
DUBUQUE FIRE EQUIPMENT, INC.	FIRE OSHA	155.90			
HOLMES TRANSMISSION & REPAIR	FIRE EQUIP REPAIR/MAINT	52.23			
KRAUS PLUMBING & HEATING INC	FIRE BLDG REPAIR/MAINT	21.85			
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	176.97			
MONTICELLO FIRE ASSOCIATION	FIRE SERVICES	4,608.00			
MUNICIPAL EMERGENCY SERVICES	FIRE BOOTS (16)	5,728.75			
RADIOLOGY CONSULTANTS OF IOWA	FIRE PHYSICAL - HEIN	34.00			
SPAHN & ROSE LUMBER CO INC	FIRE SUPPLIES	26.99			
	150 FIRE TOTAL		10,804.69		
	015 FIRE TOTAL		10,804.69		
AMBULANCE AMBULANCE					
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES	32.43			
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	409.54			
FRESE MOTORS INC	AMB VEHICLE REPAIR/MAINT	822.21			
MEDIACOM	AMB TELEPHONE	48.95			
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	492.40			
RADIO COMMUNICATIONS CO INC	AMB RADIO MAINTENANCE	752.50			
TCM BANK NA	AMB PHONE MOUNTS	234.69			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	160 AMBULANCE TOTAL		2,792.72		
	016 AMBULANCE TOTAL		2,792.72		
LIBRARY IMPROVEMENT LIBRARY					
THE CENTURY HOUSE	LIB IMP SUMMER READING	25.00			
THE CONE SHOPPE	LIB IMP SUMMER READING	15.00			
DARRELL'S FAMILY TRADITION	LIB IMP SUMMER READING	15.00			
FAREWAY STORES #840-1	LIB IMP PROGRAMS/PROMOTIONS	2.99			
GRAND CHINA	LIB IMP SUMMER READING	15.00			
KELEHER'S JEWELRY INC	LIB IMP SUMMER READING	20.00			
LA BELLE BOUTIQUE &	LIB IMP SUMMER READING	10.00			
NATIONAL BUSINESS FURNITURE	LIB IMP CAPITAL EQUIPMENT	1,943.10			
TCM BANK NA	LIB IMP SUMMER READING	141.74			
	410 LIBRARY TOTAL		2,187.83		
	030 LIBRARY IMPROVEMENT TOTAL		2,187.83		
LIBRARY LIBRARY					
BAKER & TAYLOR BOOKS	LIB BOOKS	196.88			
CULLIGAN TOTAL WATER	LIB BUILDING SUPPLIES	5.50			
DUBUQUE FIRE EQUIPMENT, INC.	LIB OSHA	21.50			
INFRASTRUCTURE TECHNOLOGY	LIB DATA PROCESSING	230.00			
JOHN DEERE FINANCIAL	LIB BUILDING SUPPLIES	17.98			
LADCO	LIB BLDG REPAIR/MAINT	1,391.00			
MEDIACOM	LIB TELEPHONE	119.12			
MONTICELLO EXPRESS INC	LIB ADVERTISING	179.85			
NATIONAL BUSINESS FURNITURE	LIB CAPITAL EQUIPMENT	449.10			
OVERDRIVE	LIB BOOKS	74.48			
POPULAR SUBSCRIPTION SERVICE	LIB MAGAZINES	452.95			
TCM BANK NA	LIB MAGAZINES	24.51			
THE DES MOINES REGISTER	LIB SUBSCRIPTIONS	406.08			
	410 LIBRARY TOTAL		3,568.95		
	041 LIBRARY TOTAL		3,568.95		
AIRPORT AIRPORT					
TRACY L CHAPPELL	AIRPORT BLDG REPAIR/MAINT	1,093.10			
JOHN DEERE FINANCIAL	AIRPORT EQUIP REPAIR/MAINT	151.90			
MCALDER WATER CONDITIONING INC	AIRPORT BUILDING SUPPLIES	35.00			
MONTICELLO COMM SCHOOL DISTRICT	AIRPORT FUEL	175.80			
GARY NAGEL	AIRPORT SNOW REMOVAL	745.00			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	280 AIRPORT TOTAL	2,200.80			
	046 AIRPORT TOTAL	2,200.80			
ROAD USE					
STREETS					
ALLIANT ENERGY-IES	STOP SIGNS - N MAIN ST	136.10			
CRESCENT ELECTRIC SUPPLY CO.	RU LIGHT SYSTEMS & STRUCTURES	774.00			
DUBUQUE FIRE EQUIPMENT, INC.	RU OSHA	272.60			
IOWA STATE PRISON INDUSTRIES	RU STREET MAINTENANCE SUPPLIES	2,670.20			
JOHN DEERE FINANCIAL	RU TREE REMOVAL & PLANTING	1,045.71			
KIMBALL MIDWEST	RU SUPPLIES	331.19			
KLUESNER CONSTRUCTION, INC.	RU STREET MAINTENANCE CONTRACT	19,653.27			
KROMMINGA MOTORS INC	RU EQUIP REPAIR/MAINT	134.96			
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	149.70			
MONTICELLO COMM SCHOOL DISTRICT	RU FUEL	443.07			
TCM BANK NA	RU TREE REMOVAL & PLANTING	96.27			
VERMEER SALES & SERVICE M.I.	RU EQUIP REPAIR/MAINT	112.00			
	210 STREETS TOTAL	25,819.07			
	110 ROAD USE TOTAL	25,819.07			
PARK IMPROVEMENT					
CAPITAL PROJECTS					
TENNIS SERVICES OF IOWA LLC	PICKLEBALL COURTS	5,125.00			
	750 CAPITAL PROJECTS TOTAL	5,125.00			
	313 PARK IMPROVEMENT TOTAL	5,125.00			
BATY DISC GOLF COURSE					
PARKS					
D&S PORTABLES, INC.	BATY DG PORT-A-POT RENTAL	280.00			
STEVE MONK CONSTRUCTION, LTD.	BATY DG MOWING	704.00			
	430 PARKS TOTAL	984.00			
	338 BATY DISC GOLF COURSE TOTAL	984.00			
MARY MAXINE REDMOND TRUST					
LIBRARY					
TCM BANK NA	LIB REDMOND PROGRAMMING	49.04			
	410 LIBRARY TOTAL	49.04			
	339 MARY MAXINE REDMOND TRUST TOTAL	49.04			

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
WATER					
WATER					
DUBUQUE FIRE EQUIPMENT, INC.	WATER OSHA	21.50			
STATE HYGIENIC LABORATORY	WATER LAB TESTS	52.00			
INFRASTRUCTURE TECHNOLOGY	WATER DATA PROCESSING	57.50			
J&R SUPPLY INC	WATER SYSTEM	391.00			
JOHN DEERE FINANCIAL	WATER SUPPLIES	12.99			
KROMMINGA MOTORS INC	WATER SYSTEM	125.00			
JOE MCDONELL	WATER BLDG REPAIR/MAINT	80.00			
MONTICELLO COMM SCHOOL DISTRICT	WATER FUEL	147.13			
TCM BANK NA	WATER POSTAGE	10.76			
	810 WATER TOTAL		897.88		
	600 WATER TOTAL		897.88		
SEWER					
SEWER					
ALLIANT ENERGY-IES	1105 E FIRST ST	3,405.82			
BEHREND'S CRUSHED STONE	SEWER GROUNDS SUPPLIES	294.59			
B.G. BRECKE INC	SEWER EQUIP REPAIR/MAINT	1,130.27			
DUBUQUE FIRE EQUIPMENT, INC.	SEWER OSHA	39.50			
ELECTRIC PUMP INC	SEWER SYSTEM	873.20			
FAREWAY STORES #840-1	SEWER LAB SUPPLIES	8.91			
HACH COMPANY	SEWER LAB SUPPLIES	166.29			
STATE HYGIENIC LABORATORY	SEWER LAB TESTS	951.00			
JOHN DEERE FINANCIAL	SEWER SUPPLIES	39.59			
LASLEY ELECTRIC LLC	SEWER EQUIP REPAIR/MAINT	374.95			
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL	147.14			
MONTICELLO EXPRESS INC	SEWER SUPPLIES	55.98			
N & N TRAILER SALES	SEWER EQUIP REPAIR/MAINT	232.04			
TCM BANK NA	SEWER POSTAGE	94.65			
TRI COUNTY PROPANE LLC	SEWER UTILITIES	325.00			
WINDSTREAM IOWA-COMM. INC.	SEWER TELEPHONE	65.75			
	815 SEWER TOTAL		8,204.68		
	610 SEWER TOTAL		8,204.68		
SEWER CAPITAL IMPROVEMENT					
SEWER					
SNYDER & ASSOCIATES, INC	SEWER FACILITY EVALUATION	4,598.25			
	815 SEWER TOTAL		4,598.25		
	613 SEWER CAPITAL IMPROVEMENT TOTAL		4,598.25		
SANITATION					
SANITATION					
JONES COUNTY SOLID WASTE	SANITATION LOAD TICKETS	136.20			
REPUBLIC SERVICES	RESIDENTIAL GARBAGE	32,455.86			

## CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	840 SANITATION TOTAL	32,592.06			
	670 SANITATION TOTAL	32,592.06			
STORM WATER STORM WATER FUND STEVE MONK CONSTRUCTION, LTD.	STORMWATER MAINTENANCE	180.00			
	865 STORM WATER FUND TOTAL	180.00			
	740 STORM WATER TOTAL	180.00			
	Accounts Payable Total	112,411.75			

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	9,663.38
005	MONTICELLO BERNDES CENTER	2,743.40
015	FIRE	10,804.69
016	AMBULANCE	2,792.72
030	LIBRARY IMPROVEMENT	2,187.83
041	LIBRARY	3,568.95
046	AIRPORT	2,200.80
110	ROAD USE	25,819.07
313	PARK IMPROVEMENT	5,125.00
338	BATY DISC GOLF COURSE	984.00
339	MARY MAXINE REDMOND TRUST	49.04
600	WATER	897.88
610	SEWER	8,204.68
613	SEWER CAPITAL IMPROVEMENT	4,598.25
670	SANITATION	32,592.06
740	STORM WATER	180.00
-----		
	TOTAL FUNDS	112,411.75

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


Fund	Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
GENERAL FUNDS:														
	General	867286.57	134312.81	1891.90		87001.83	169640.33	746849.12	775.00	469705.03	276389.09		6151.41	746849.12
	Soldiers Memorial Board	12568.73	150.00	25.31	85000.00	49881.01		12607.73						12607.73
	Monticello Bernades Center	27596.65		6.33				62740.95	100.00	62640.95				62740.95
	Dare	6878.43		22.34	10000.00	271.43		6884.76		23282.22	10376.41			6884.76
	Insurance Fund	23907.72		31.85				33658.63		34632.39				33658.63
	Monticello Trees Forever	34600.54		316.91	33182.00	5907.96		392939.40		104656.50	288282.90			392939.40
	Fire	335385.82	29962.83	31.02	18750.00	32959.43		52237.77		42768.02	9469.75			52237.77
	Ambulance Operating	33716.67	32699.51	26.18		19.07		28455.87		28455.87				28455.87
	Hotel/Motel Tax Fund	28448.76						238.14					238.14	238.14
	Earl F Lehmann Trust	238.14						1200.00		1200.00				1200.00
	Street Bond	1200.00						1257.76		1257.76				1257.76
	Police Improvement	1256.61		1.15				43209.76		4194.38	39015.38			43209.76
	Library Improvement	42911.37	500.00	39.49		241.10		16520.11	75.00	11413.58	5031.53			16520.11
	Library	15614.54	151.70	14.29	10208.33	9468.75		83071.71		2441.17	80630.54			83071.71
	Equipment Set-A-Side	82995.32		76.39				13763.89		13763.89				13763.89
	Super Mac	2910.25		2.67	12500.00	1649.03		14739.67		14739.67				14739.67
	Airport	115.37	21391.80	0.11		6767.61		40546.76		14247.58	26299.18			40546.76
	Revolving Loan Fund	40434.55	75.00	37.21				605463.91		104289.31	501174.60			605463.91
SPECIAL REVENUE FUNDS:														
	Road Use Tax	598186.57	35832.43			28555.09		437949.20		102810.68	336138.52			437949.20
	Employee Benefits	438847.72	31712.47	403.97		33014.96		47276.25		-106208.26	153484.51			47276.25
	TIF Tax Collections	306909.50	4033.32	295.93			263962.50	205594.76		106038.31	99556.45			205594.76
	Slavka Gehret Trust	205640.89		191.58		237.71		853.95		853.95				853.95
	Police Forfeiture Acct	853.34		0.61				94642.71		-95336.09	189978.80			94642.71
DEBT SERVICE FUNDS:														
	Debt Service	420531.70	26442.41	364.35	206101.75	558797.50		0.00						0.00
	TIF - Debt Payments	0.00			263962.50	263962.50		43242.71		43242.71				43242.71
PERMANENT FUNDS:														
	Park Improvements	37003.65	6210.00	29.06		1790.93		6778.69		6778.69				6778.69
	Library Capital Improvement	8561.74		7.88				91054.10		14464.42	76589.68			91054.10
	Ambulance Improvements	88900.78	2071.50	81.82				117249.95		-10750.05	128000.00			117249.95
	TIF Projects	129761.54				12511.59		53792.64		11555.63	42237.01			53792.64
	Cemetery Improvements	53588.21	1.80	202.63				308743.72		28674.76	280068.96			308743.72
	Capital Improvements	311819.15	5025.41	240.22		8341.06		15085.32		15085.32				15085.32
	Youth Baseball & Softball	0.00						0.00		0.00				0.00
	Low Income Housing	15071.45		13.87				10723.66		10547.24	176.42			10723.66
	MDC Funds	0.00						8225.24		98.61	8126.63			8225.24
	Baty Disc Golf Course	11743.08		10.80		1030.22		6564.79		6564.79				6564.79
	Mary Maxine Redmond Trust	8217.68		7.56				166549.30		84062.50	82486.80			166549.30
	Pocket Park	6793.54		6.25		235.00		83631.15		54373.04	29258.11			83631.15
PERMANENT FUNDS:														
	Cemetery Perpetual Care	166547.50	1.80	76.95		48.08		39084.76		869.73	38415.03			39084.76
	Charles S Bidwell Book Trust	83602.28		35.93				41854.45		13586.19	28288.26			41854.45
	Ioma Mary Baker Trust	39048.83		118.02		19786.52	101304.25	91620.70		10048.14	81572.56			91620.70
ENTERPRISE FUNDS:														
	Water Operating	128215.85	34611.35	48.45		265.00		7690.51		2361.81	5328.70			7690.51
	Customer Deposits	91074.08	811.62					133248.12		36149.85	97098.27			133248.12
	Water Capital Improvements	7121.15	520.91	195.42		33479.27	94095.25	88301.35		-8374.46	96675.81			88301.35
	Sewer Operating	212294.96	48332.26	130.88		9014.00		86852.05		86852.05				86852.05
	Sewer Capital Improvements	96663.56	520.91	60.77		38020.75		8405.47		8405.47				8405.47
	Sanitation	80665.15	44146.88	6.32				-3219.34		-3219.34				-3219.34
	Sanitation Capital Improvements	8399.15		4.81		248.62	10702.25	0.00						0.00
	Storm Water fund	5234.57	2492.15			279.07		459.19		459.19				459.19
	Self Funded Insurance	0.00	279.07					554.81		554.81				554.81
AGENCY FUNDS														
	Flex Spending	387.65	61.54					3024195.22		1345837.45	3024195.22		6151.41	3024195.22
	Enterprise Flex Spending	462.51	92.30					4383828.54	950.00	1345837.45	3024195.22		6151.41	4383828.54
TOTAL OF ALL FUNDS														
		5120223.82	462443.58	5057.23	639704.58	1203896.09	639704.58	4383828.54	950.00	1345837.45	3024195.22	0.00	6151.41	4383828.54

6/10/2020

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

Bank Balance		
General Checking	\$1,373,473.97	
Property Tax & Water	\$3,024,195.22	
Soldiers Memorial Ckg	\$6,151.41	
Earl F Lehmann Trust	\$238.14	
DuTrac Savings	\$0.00	
Soldier Memorial Money Market	<u>\$6,456.32</u>	
Total Bank Balance		<u>\$4,410,515.06</u>
Plus (Minus) Adjustment:		
Bank Charge/Error	<u>\$0.00</u>	
Total Adjustment		<u>\$0.00</u>
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	<u>\$0.00</u>	
Total Outstanding Credit Card Pymts		<u>\$0.00</u>
Less Outstanding Checks:		
Financial/Payroll	\$27,636.52	
Soldiers Memorial	<u>                    </u>	
Total Outstanding Checks		<u>\$27,636.52</u>
Plus Investments:		
Time Certificates	\$0.00	
Petty Cash	<u>\$950.00</u>	
Total Investments		<u>\$950.00</u>
Treasurer's Balance		<u><u>\$4,383,828.54</u></u>

Prepared By: Sally Hinrichsen 6-10-2020  
Sally Hinrichsen, City Clerk

Reviewed by:  6-10-2020  
Doug Herman, City Administrator

City of Monticello  
Cash On Hand By Bank  
For May 31, 2020

*[Signature]* 6/10/2020

Bank					
Account type & number	Amount	Interest rate	Maturity date	Length of investment	Purpose
<b>F &amp; M Bank</b>					
Total by Bank	\$0.00				
<b>Citizens State Bank</b>					
Savings # 6025641	\$238.14	0.150	N/A		Earl F Lehmann Trust
Total by Bank	\$238.14				
<b>Dutrac Credit Union</b>					
Savings #227064-2	\$0.00		N/A		
CD #227064-2	\$0.00				
Total by Bank	\$0.00				
<b>Regions Banks</b>					
Checking # 0002959379	\$6,151.41		N/A		Soldiers Memorial
Money Market #87688689	\$6,456.32	0.05	8/18/2019	212 days	Soldiers Memorial
Total by Bank	\$12,607.73				
<b>Fidelity Bank &amp; Trust</b>					
	\$0.00				
<b>Ohnward Bank &amp; Trust</b>					
General Ckg/Sweep #40002008	\$1,373,473.97	2.44	N/A		General Checking
Property Tax & Water #40001992	\$3,024,195.22	2.44	N/A		General Savings
Total by Bank	\$4,397,669.19				
Total Cash on Hand- All Banks	\$4,410,515.06				
Plus Petty Cash	\$950.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error	\$0.00				
Plus Outstanding Credit Card Pymt	\$0.00				
Less Outstanding Checks	\$27,636.52				
Treasurer's Balance	\$4,383,828.54				

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

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

City Council Meeting  
Prep. Date: 06/10/20  
Preparer: Doug Herman



Agenda Item: 1  
Agenda Date: 06/15/2020

**Agenda Items Description** Resolution directing the City Clerk to Publish Notice of a Public Hearing on the adoption of the proposed City of Monticello Code of Ordinances.

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

**Attachments & Enclosures:**

Proposed Resolution  
Public Hearing Notice

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:

**Synopsis:** Public Hearing is the 1<sup>st</sup> step in Ordinance Approval process. This Resolution schedules the PH for July 6, 2020.

**Background Information:** The Public can comment at the public hearing on the content of the proposed Ordinance update. After the Public Hearing the Council will consider the first reading of an Ordinance to approve the updated Code. The process will require a total of three readings, with the 2<sup>nd</sup> reading to be held on July 20<sup>th</sup> and the third reading on August 3<sup>rd</sup>.

**Staff Recommendation:** I recommend that the Council approve the proposed resolution scheduling the Public Hearing for July 6, 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 #2020-**

### **Directing the City Clerk to Publish Notice of a Public Hearing on the adoption of the proposed City of Monticello Code of Ordinances**

**WHEREAS**, the City Council has caused to be prepared and filed with the City Clerk copies of the proposed “CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA” after spending a number of months reviewing the current Code and amending and updating the Code as was deemed appropriate and necessary, and

**WHEREAS**, an official copy of the proposed “CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA,” is now on file for public inspection in the office of the City Clerk of Monticello, Iowa.

**NOW THEREFORE, BE IT RESOLVED** that a public hearing on the adoption of the proposed City of Monticello Code of Ordinances is hereby set for the 6<sup>th</sup> day of July, 2020, at 6:00 o'clock p.m., in the Monticello City Council Chambers, located within the Mary Lovell LeVan Monticello Renaissance Center, at which time and place the Council will consider arguments for or against the adoption of the proposed “City of Monticello, Iowa Code of Ordinances,” or amendments thereto.

**BE IT FURTHER RESOLVED** that the City Clerk be directed to cause a Notice of such Public Hearing to be published not less than seven (7) nor more than twenty (20) days prior to the date herein established for said hearing as provided by law.

**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 15<sup>th</sup> day of June, 2020.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

## **PUBLIC HEARING NOTICE**

Notice is hereby given that there is now on file for public inspection in the office of the City Clerk of Monticello, Iowa, the proposed "CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA."

The City Council will meet at 6:00 o'clock p.m. on the 6<sup>th</sup> day of July, 2020, in the City Council chambers, located in the Mary Lovell LeVan Renaissance Center, at which time any citizen of Monticello, Iowa, or any other person having an interest in the proposed "CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA," may appear and be heard for or against the adoption of the proposed Code of Ordinances or any part thereof.

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CITY CLERK  
CITY OF MONTICELLO, IOWA

City Council Meeting  
Prep. Date: 06/09/20  
Preparer: Doug Herman



Agenda Item: 2  
Agenda Date: 06/15/2020

*Communication Page*

**Agenda Items Description:** Resolution to approve standard Residential Tax Abatement related to property located at 511 Locust Court.

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

**Attachments & Enclosures:**

Proposed Resolution

**Fiscal Impact:**

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

**Synopsis:** Abatement Application filed by Pam McCarthy, owner of home located at 511 Locust Court, Monticello, Iowa.

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

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

# The City of Monticello, Iowa

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

## RESOLUTION #

### **Approving Pam McCarthy Tax Abatement Application related to Residential Improvements constructed at 511 Locust Ct., Monticello, Iowa.**

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

**WHEREAS,** Pam McCarthy has completed and filed an Application for Tax Abatement related to residential property located at 511 Locust Ct., and

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

**WHEREAS,** The Council further finds that the estimated completion date of the improvements was November 2018, and finds, based thereon, that the Jones County Assessor will need to determine how many years of tax abatement remain on this property, being tied to the date on which the property was deemed to be 100% complete for taxation purposes.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Application for Tax Abatement filed by Pam McCarthy as set forth above, consistent with Chapter 10 of the Monticello Code of Ordinances, said Application bearing the date of May 22, 2020 and being signed Pam McCarthy and further directs the Monticello City Clerk to file same with the Jones County Assessor as prescribed by law.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 15<sup>th</sup> day of June, 2020.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

City Council Meeting  
Prep. Date: 06/10/20  
Preparer: Doug Herman



Agenda Item: 3  
Agenda Date: 06/15/2020

**Agenda Items Description Resolution** authorizing the City Clerk to transfer funds budgeted to be transferred by FY '20 budget amendments and to appropriately record same.

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

**Attachments & Enclosures:**

Proposed Resolution

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** Sally indicates that this Resolution has been recommended by the State Auditor's Office and may become mandated by future legislation.

**Background Information:** Proposed Resolution is a formal approval of all transfers from one fund to another in the City Budget that were, in this case, necessitated by Budget Amendments. The transfers all appear in the budget or amended budget, as the case may be, and this Resolution is basically a second approval of the fund transfers. In my opinion, it seems to be an unnecessary step, but if it is recommended it may be easier to do it than buck the system.

Three Transfers noted in the Resolution:

1. Increased transfer from GF to Berndes Center to cover costs of HVAC project.
2. Increased transfer from Gen. Equip. Set Aside to Ambulance Improvement to cover City investment in new ambulance.
3. Increased transfer from Airport Fund to Capital Projects Airport Funds to cover Airport Grant Match related to Master Plan update

**Staff Recommendation:** I recommend that the Council approve the proposed resolution.

# **THE CITY OF MONTICELLO, IOWA**

## **RESOLUTION #**

Authorizing the City Clerk to make the Appropriate  
Transfers of Sums and Record the Same in the Appropriate  
Manner for FY 2020 for the City of Monticello

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

**WHEREAS**, The Council previously approved by Resolution 19-39, dated March 18, 2019 that the City Clerk be and is hereby authorized by the City Council to make the appropriate transfer of sums as set in FY 2020 budget and record the same in the appropriate manner.

**WHEREAS**, Council amended the FY 2020 budget and adjusted the transfer of funds.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Monticello, Iowa as follows:

**SECTION 1: Authorize the City Clerk to Transfer Funds.** That the City Clerk be and is hereby authorized by the City Council to make the appropriate transfer of sums as approved in the FY 2020 budget amendment and record the same in the appropriate manner.

**SECTION 2: Transfer of Funds.** The City Clerk will transfer the following sums and to record the same in the appropriate manner:

1. Increase the transfer from the General Fund to the Monticello Berndes Center - from \$170,000.00 to \$220,000.00 to support operation and the HVAC installation of the Berndes Center.
2. Increase the transfer from General Equipment Set-Aside to Ambulance Improvement - from \$0.00 to \$75,000.00
3. Increase transfer Airport Fund to C.P. - Airport Funds - from \$3,000.00 to \$34,953.00 for Airport AIP Grant match for Master Plan

- And -

-

4. Decrease Transfer from the General Fund to Baty Disc Golf - from \$10,000.00 to \$0.00

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 15<sup>th</sup> day of June 2020, that the City Council does

hereby approve to make the appropriate transfer of sums listed above for FY 2020.

**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 15<sup>th</sup> day of March 2020.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

City Council Meeting  
Prep. Date: 06/10/20  
Preparer: Doug Herman



Agenda Item: 4  
Agenda Date: 06/15/2020

### *Communication Page*

**Agenda Items Description:** Resolution to request abatement of accrued and future taxes on City owned Property. (Airport Hangars purchased from Monticello Aviation)

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

**Attachments & Enclosures:**

Proposed Resolution
Iowa Code Section (below)

**Fiscal Impact:**

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

**Synopsis:** City owned property is not subject to tax. City may pay taxes accrued prior to taking ownership or request that County abate as they are required to do by Iowa Code 445.63.

**Background Information:** Pursuant to Iowa Code this is a request of the County to abate all taxes, accrued and accruing, on the City owned Hangars purchased from Monticello Aviation at the Monticello Airport. The Council has two options:

1. Inform the County that the City owns the buildings and land as of 2/29/20 and request the abatement of all accrued and accruing taxes.
2. Inform the County that the City owns the buildings and land as of 2/29/20 and offer to voluntarily pay the taxes accrued through the date of closing and request the abatement of all taxes accruing thereafter. (The City collected accrued taxes from Monticello Aviation in the amount of \$1,746 that covered taxes due by Monticello Aviation through 2/29/20) With that said, my reading of the Code does not require that the City pay those taxes, but the City can choose to do so.

**Staff Recommendation:** I recommend that the City request that the County officially abate any and all taxed past due and/or accrued on the above-referenced property as provided by the Iowa Code. (Option 1 or Option 2)

#### **445.63 Abatement of taxes.**

When taxes are owing against a parcel owned or claimed by the state or a political subdivision of this state and the taxes were owing before the parcel was acquired by the state or a political subdivision of this state, the county treasurer shall give notice to the appropriate governing body which shall pay the amount of the taxes due. **If the governing body fails to immediately pay the taxes due, the board of supervisors shall abate all of the taxes.**

# **The City of Monticello, Iowa**

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

## **RESOLUTION #20-**

**Resolution** to request Abatement of accrued Property Taxes on property owned by the City of Monticello for public purposes within the City limits of the City of Monticello.

**WHEREAS,** The City of Monticello purchased two Airplane Hangars previously owned by Monticello Aviation, located on Lots IX and X and Lot XI and the East one-half of Lot XII, respectively, and

**WHEREAS,** The City has owned the Hangars since closing on the purchase held on 3/1/2020, and

**WHEREAS,** The two hangars are identified by the following Tax Parcel Numbers: 0226300904 and 0226300906 City took ownership of the property on or about 8/25/2014, and

**WHEREAS,** The Council finds it appropriate, under the circumstances, to request the abatement of the accrued taxes, whether past due or accrued and not yet due, and to so inform the County Treasurer so that the County Board of Supervisors can take action to formally abate said taxes as required by §445.63 of the Iowa Code.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby direct the City Clerk to inform the County Treasurer of the decision of the City Council to request the abatement of the taxes accrued and accruing on the above described tax parcels consistent with §445.63 of the Iowa Code.

**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 15<sup>th</sup> day of June, 2020.

---

Brian Wolken, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

# **Closing Statement**

## **Monticello Aviation sale to City of Monticello**

Hangars located at Monticello Regional Airport  
Hangars identified by Tax Parcel Numbers: 0226300904 & 00226300906

**Purchase Price as reflected by Bill of Sale: \$75,000**

**Down Payment required at closing** **\$15,000**

**Less:**

Tax Proration: Hangar 0226300904

2018 Taxes \$806.00 per year. (9/19 paid; 3/20 due in amount of \$403.00)

Proration:

1/1/2019 through 6/30/2019    Due 3/2020    \$403.00

7/1/2019 through 12/31/2019    Due 9/2020    \$403.00

1/1/2020 through 2/29/2020    Due 3/2021    \$132.00  
(60 days at \$2.20)

**Total Tax Proration** **\$938.00**

Tax Proration: Hangar 00226300906

2018 Taxes \$694.00 per year. (9/19 paid; 3/20 due in amount of \$347.00)

Proration:

1/1/2019 through 6/30/2019    Due 3/2020    \$347.00

7/1/2019 through 12/31/2019    Due 9/2020    \$347.00

1/1/2020 through 2/29/2020    Due 3/2021    \$114.00  
(60 days at \$1.90)

**Total Tax Proration** **\$808.00**

**Total Due at Closing from City of Monticello to Monticello Aviation** **\$13,254.00**

City Council Meeting  
Prep. Date: 06/10/20  
Preparer: Doug Herman



Agenda Item: 5  
Agenda Date: 06/15/2020

**Agenda Items Description** Resolution to approve addition of Northside basement to Licensed premises.

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

**Attachments & Enclosures:**

Proposed Resolution
Proposed Diagram / Layout of Basement
Aerial of old DG property

**Fiscal Impact:**

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

**Synopsis:** Proposed increase in Northside licensed premises by owner Debbie Wells.

**Background Information:** The Northside is looking to expand their licensed premises into the basement of their facility. The Council must consider and approve of the expansion. I have had a series of e-mails with the State ABD and it seems that the only consideration, at least the only one they have shared with me, is whether or not the applicant owns or has a right to expand into this area. As Debbie Wells owns the building and operates the bar it appears she has the right to expand into the basement. She will have to cross other hurdles with the health department and ABD, however, from a City standpoint it appears that you have a very limited role.

Debbie's layout shows an egress to the rear of the bar and I have pointed out to the ABD that Debbie does not own any property behind the bar, all property behind the bar is currently owned by the City as a pass through to the Creative Adventure Lab. It is unclear yet how the rear lot will be used by the Creative Ad. Lab, however, it has been discussed that having an outdoor area may be of use to the facility. The ABD did not share concerns with me over the rear entrance, suggesting that if the rear entrance went away that they would not care.

**Staff Recommendation:** I recommend that you approve the proposed layout based upon the above information.

# **The City of Monticello, Iowa**

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

## **RESOLUTION #2020-**

### **Approving addition of Northside basement to licensed premises of bar.**

**WHEREAS**, Debbie Wells, owner of the Northside Bar has submitted a request to expand the licensed premises of the Northside Bar by adding the basement of the building to the license, and

**WHEREAS**, Debbie Wells owns the building that the Northside is located in and owns the business and, therefore, meets the minimum requirements to expand the bar into a greater portion of the building, and

**WHEREAS**, Debbie Wells will need to meet additional requirements of the State of Iowa ABD and health inspector before being granted permission to open the basement area as part of the licensed premises, the Council's consideration and approval of the request being the first step in the process.

**NOW THEREFORE, BE IT RESOLVED** that the Council has reviewed the request of Debbie Wells, owner of the Northside Bar, to expand the licensed premises to include the basement of the building and does hereby approve of the use of the basement as part of the licensed premises based upon the fact that she owns the building and the bar and is therefore legally entitled, per the IABD, to use the space for the expansion of her bar if she meets other requirements of the IABD and health inspectors, as applicable.

**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 15<sup>th</sup> day of June, 2020.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

Door outside

9 steps

Can go out  
but not in  
Locks.

V-Chairs  
X-bar stools

V-doors

step

step

table

20-

table

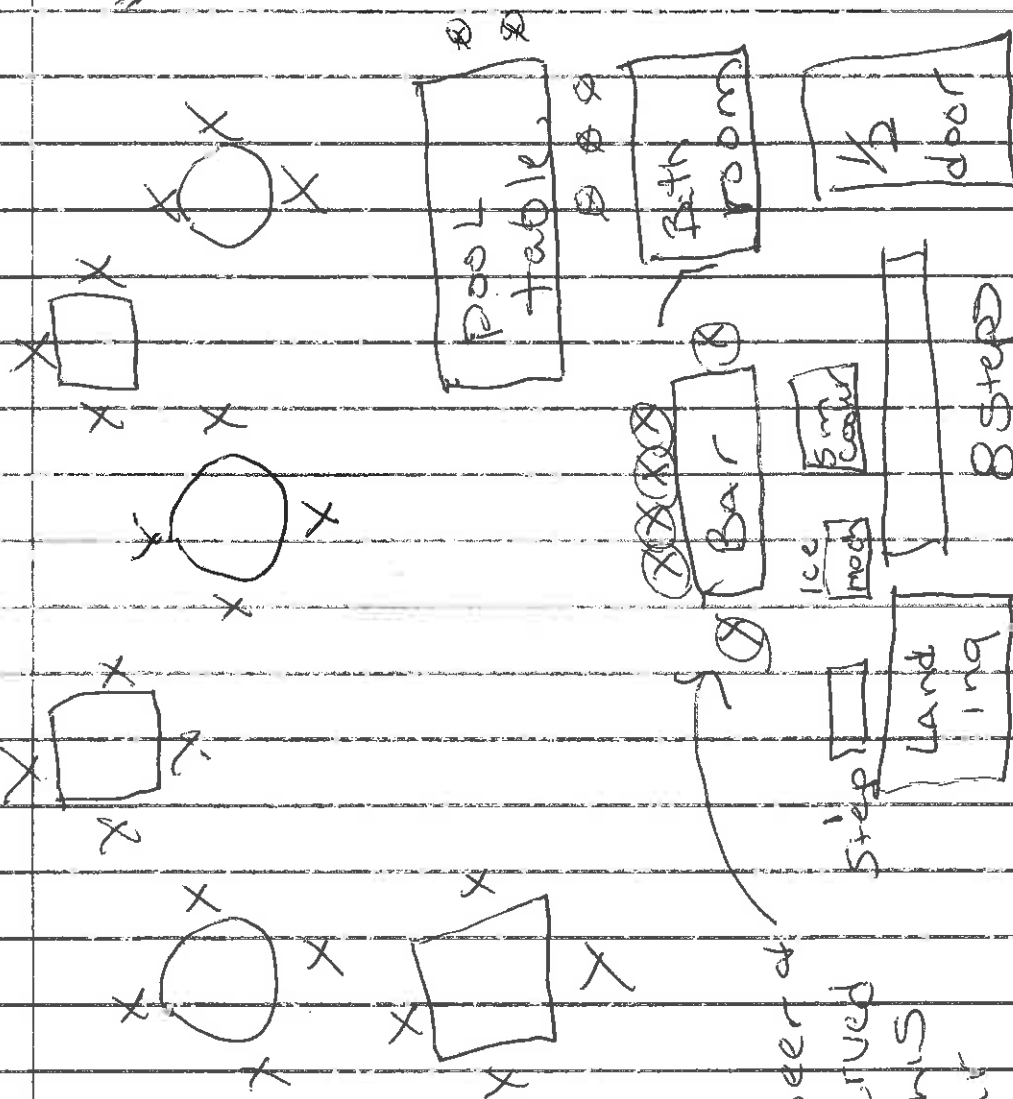
Can beer &  
pop served  
at this  
bar

N SIDE

Base men  
removed

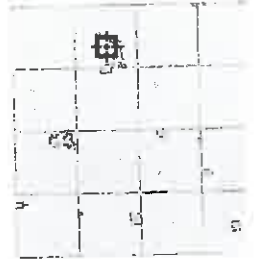
MAY 8, 20

S + 0 - 5 5 - 2





**Overview**



**Legend**

**Parcels**

□ Parcels

○ Structures on Lease Land

— Cartography

--- Major Roads

Parcel ID	[REDACTED]	Owner Address	[REDACTED]
Sec/Twp/Rng	[REDACTED]		[REDACTED]
Property Address	[REDACTED]		[REDACTED]
District	MONCO		
Brief Tax Description	[REDACTED]		

(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.

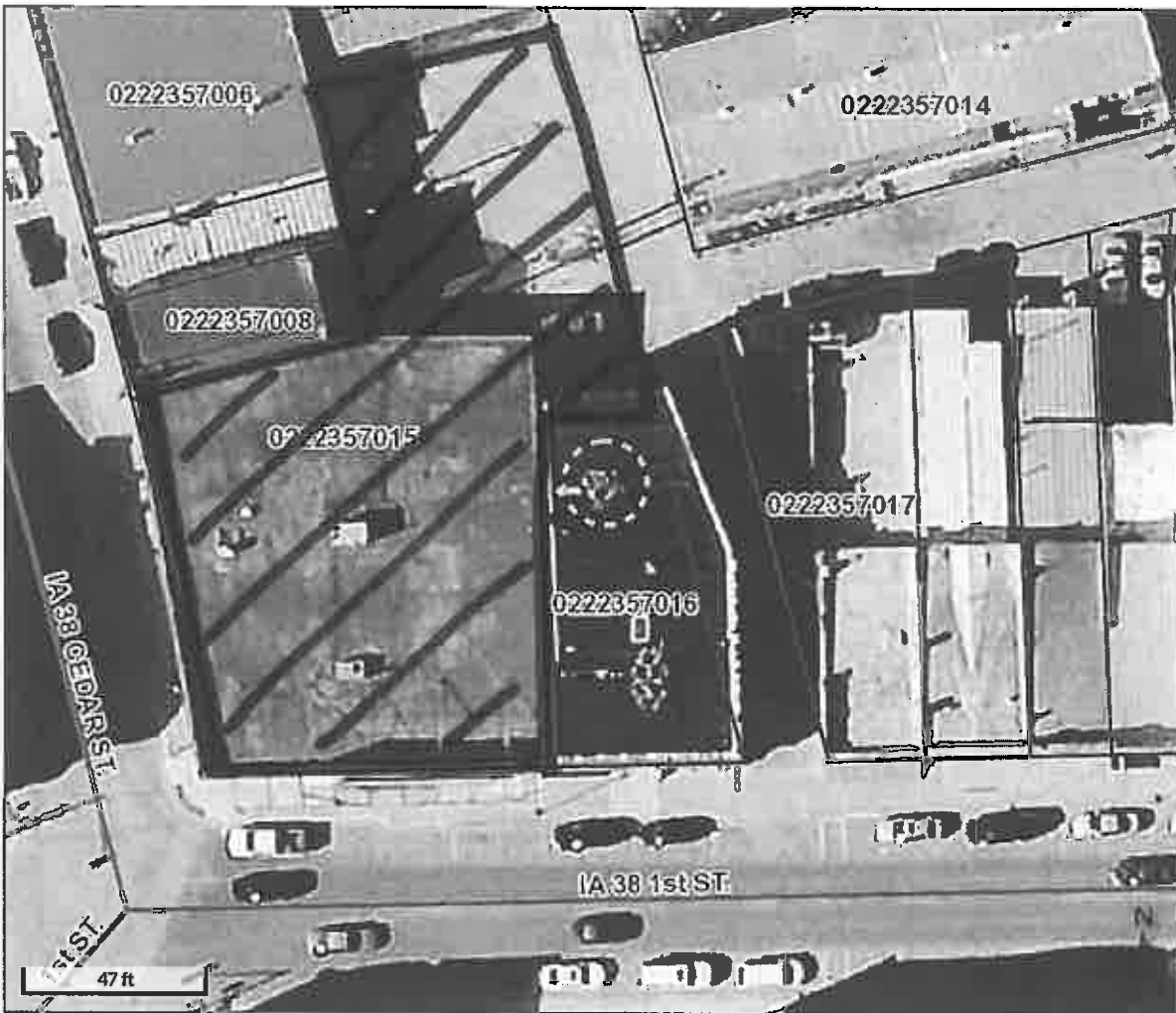
Date created: 6/10/2020

Last Data Uploaded: 6/10/2020 8:21:15 AM

Developed by Schneider  
GEOSPATIAL

- Northside

- Old D.G Property  
(City/Creative Arts)








**Overview**



**Legend**

**Parcels**

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

Parcel ID [REDACTED]  
Sec/Twp/Rng [REDACTED]  
Property Address [REDACTED]  
District [REDACTED]  
Brief Tax Description [REDACTED]


Owner Address [REDACTED]

(Note: Not to be used on legal documents)

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Date created: 6/10/2020  
Last Data Uploaded: 6/10/2020 8:21:15 AM

Developed by  **Schneider**  
GEOSPATIAL

 = City/Creative  
Ad Labs  
(Old D.G.)

City Council Meeting  
Prep. Date: 06/10/20  
Preparer: Doug Herman



Agenda Item: # 6  
Agenda Date: 06/15/20

### *Communication Page*

**Agenda Items Description:** Resolution to approve correction of typographical error in Royal Flush Development Agreement.

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

**Attachments & Enclosures:**

Resolution

Relevant Page from Dev. Agreement

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** The Development Agreement with Royal Flush has a schedule of rebates, there was an error in the listing of dates and this Resolution acknowledges that error and allows it to be corrected.

**Background Information:** The Rebate Payments set out on page 2 of the agreement starts with FY 2020-2021 and then jumps to FY 2022-2023, inadvertently skipping FY 2021-2022. The proposed Resolution approves the correction of the rebate payment schedule to include FY 2021-2022.

**Original schedule set out below:**

FY 2020-2021: 100%	(Taxes Paid on or about 9/21 and 3/22)
FY 2022-2023: 90%	(Taxes Paid on or about 9/22 and 3/23)
FY 2023-2024: 85%	(Taxes Paid on or about 9/23 and 3/24)
FY 2024-2025: 80%	(Taxes Paid on or about 9/24 and 3/25)
FY 2025-2026: 75%	(Taxes Paid on or about 9/25 and 3/26)
FY 2026-2027: 70%	(Taxes Paid on or about 9/26 and 3/27)
FY 2027-2028: 65%	(Taxes Paid on or about 9/27 and 3/28)
FY 2028-2029: 60%	(Taxes Paid on or about 9/28 and 3/29)
FY 2029-2030: 60%	(Taxes Paid on or about 9/29 and 3/30)
FY 2030-2031: 60%	(Taxes Paid on or about 9/30 and 3/31)

**Corrected schedule set out below:**

FY 2020-2021: 100%	(Taxes Paid on or about 9/21 and 3/22)
FY 2021-2022: 90%	(Taxes Paid on or about 9/22 and 3/23)
FY 2022-2023: 85%	(Taxes Paid on or about 9/23 and 3/24)
FY 2023-2024: 80%	(Taxes Paid on or about 9/24 and 3/25)
FY 2024-2025: 75%	(Taxes Paid on or about 9/25 and 3/26)
FY 2025-2026: 70%	(Taxes Paid on or about 9/26 and 3/27)
FY 2026-2027: 65%	(Taxes Paid on or about 9/27 and 3/28)
FY 2027-2028: 60%	(Taxes Paid on or about 9/28 and 3/29)
FY 2028-2029: 60%	(Taxes Paid on or about 9/29 and 3/30)
FY 2029-2030: 60%	(Taxes Paid on or about 9/30 and 3/31)

**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-**

### **Approving correction of typographical error in Royal Flush Development Agreement.**

**WHEREAS**, The City of Monticello entered into a Development Agreement with Royal Flush, same having been approved on the 3<sup>rd</sup> day of June, 2019 by Resolution #19-77, and

**WHEREAS**, It has since been determined that there is an error in the Tax Rebate Schedule as set out in the agreement, the error falling into the general category of being “typographical” in nature, and

**WHEREAS**, The Council finds that the rebate schedule inadvertently left out the time frame of 2021-2022, same being year two of the ten-year rebate schedule, and that the agreement should be corrected by adding that timeframe into the schedule and removing the year 2030-2031 as that would be an 11<sup>th</sup> year, one more year than agreed to by the parties.

**NOW THEREFORE, BE IT RESOLVED** that the Council does hereby approve of the amendment to the Development Agreement between the City of Monticello and Royal Flush Truck Wash, Inc. as set forth herein, adding the FY 2021-2022 to the Rebate schedule and removing the FY 2030-2031 from the Rebate schedule.

**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 15<sup>th</sup> day of June, 2020.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

**B. City's Covenants**

1. **Rebate Payments.** In recognition of the Developers obligations set out above, the City agrees to make 20 semi-annual economic development tax increment payments (the "Rebate Payments") to the Developer, pursuant to Chapters 15A and 403 of the Code of Iowa and as described below.

With regard to the project this Agreement assumes that the project will be considered at or near 100% complete for tax purposes on January 1, 2020, with the first tax payment, reflecting said taxation, to be made on or about September, 2021. The semi-annual Rebate Payments set out above will be made on December 1 and June 1 of each fiscal year, beginning on December 1, 2021 and continuing thereafter consistent with the schedule set out below. In the event that the project is not considered at or near 100% complete as of January 1, 2020 the schedule of the incentives set forth herein may be delayed if agreed to in writing by both the City and the Developer.

Each Rebate Payment shall be in an amount which represents a percentage (the "Annual Percentage") of the Incremental Property Tax Revenues available to the City with respect to the Property during the 6 months immediately preceding each Payment date reduced by the Repayment Deduction (as hereinafter set forth). Incremental Property Tax Revenues are produced by multiplying the consolidated property tax levy (city, county, school, etc.) times the incremental valuation of the Property, then subtracting debt service levies of all taxing jurisdictions, subtracting the school district physical plant and equipment levy and subtracting any other levies which may be exempted from such calculation by action of the Iowa General Assembly. The Annual Percentages shall be as follows:

FY 2020-2021: 100% (Taxes Paid on or about 9/21 and 3/22)

FY 2022-2023: 90% (Taxes Paid on or about 9/22 and 3/23)

FY 2023-2024: 85% (Taxes Paid on or about 9/23 and 3/24)

FY 2024-2025: 80% (Taxes Paid on or about 9/24 and 3/25)

FY 2025-2026: 75% (Taxes Paid on or about 9/25 and 3/26)

FY 2026-2027: 70% (Taxes Paid on or about 9/26 and 3/27)

FY 2027-2028: 65% (Taxes Paid on or about 9/27 and 3/28)

FY 2028-2029: 60% (Taxes Paid on or about 9/28 and 3/29)

FY 2029-2030: 60% (Taxes Paid on or about 9/29 and 3/30)

~~FY 2030-2031: 60% (Taxes Paid on or about 9/30 and 3/31)~~

Delete

City Council Meeting  
Prep. Date: 06/10/20  
Preparer: Doug Herman



Agenda Item: 7  
Agenda Date: 06/15/2020

**Agenda Items Description Resolution** to authorize sale/transfer of two Police Department Vehicles to two other City Departments and to purchase one replacement vehicle.

**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:** Both the Airport and Park and Recreation have expressed a need for a new vehicle. PD is willing to sell/transfer two vehicles and buy one replacement vehicle as noted below.

**Background Information:** The Airport has been using an old PD Explorer for a number of years. It has been having more and more issues, mechanically and from a body condition standpoint. The Board has discussed acquiring a replacement vehicle. The PD could sell a 2015 Interceptor for \$5,000 to the Airport. The Park and Rec. Dept. has two old pickups, one having originated with the PD through a forfeiture (2000 Ford Ranger) and the other being passed on to them from the PW Dpt. (2006 GMC Canyon) Both are in rough shape and one should never be driven on a highway. The Parks Dpt. has a Ranger and the new Toolcat in addition to those two vehicles. The Ranger sees a large portion of its' use by the PW Dpt. and Water Dpt., however, is available to the Parks Dpt. as well. The PD would sell/transfer the 2011 Silverado to the Parks Dpt. for \$10,000. If the truck is transferred to the Parks Dpt. it would continue to be made available to the PD for placement of barriers and use for traffic control needs. We may also investigate the eventual purchase of a flat been with stakes to make the truck more flexible. (The box is beginning to rust out.)

With the two transfers totaling \$15,000, and the current PD set aside, the PD would purchase a new interceptor. They would move forward with 3 Interceptors as opposed to 3 Interceptors and the Silverado. Britt is of the opinion that this should work for them with the understanding that they would use the Silverado as necessary. The reduction of one vehicle will save vehicle repair and maintenance over the course of time and the transfer of the vehicles to the other departments will fill their needs.

**Staff Recommendation:** I recommend that you approve the proposed plan to transfer the proposed vehicles to the Airport and the Parks Dpt. as noted and explained above.

# The City of Monticello, Iowa

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

## RESOLUTION #2020-

### **Authorizing the sale/transfer of two Police Department vehicles to two other City Departments and to purchase one replacement vehicle.**

**WHEREAS**, The Monticello Regional Airport and the Monticello Park and Recreation Department are both in need of a replacement vehicle, and

**WHEREAS**, The Monticello Police Department is in a position to transfer a 2015 Ford Interceptor to the Airport in return for a financial transfer from the Airport budget to the Police Dpt. Equipment set aside in the amount of \$5,000 and to transfer a 2011 Silverado pickup to the Park and Recreation Dpt. in return for a transfer from the Park and Rec. Dpt. to the Police Dpt. Equipment set aside in the amount of \$10,000, and

**WHEREAS**, If these transfers were to occur, the PD would replace the two vehicles transferred with one new Interceptor, reducing their fleet by one vehicle, reserving the right to utilize the 2011 Silverado as needed on occasion to move barriers around and for traffic control purposes.

**NOW THEREFORE, BE IT RESOLVED** that the Council has reviewed the proposed transfers and does hereby approve of the transfers as proposed as well as the purchase of one new replacement vehicle for the Police Department, the transactions, and transfers, to take place after July 1, 2020.

**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 15<sup>th</sup> day of June, 2020.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

City Council Meeting  
Prep. Date: 06/10/20  
Preparer: Doug Herman



Agenda Item: 8  
Agenda Date: 06/15/2020

**Agenda Items Description** Resolution to approve FY '21 Wages for Non-Bargaining Staff.

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

**Attachments & Enclosures:**

Resolution

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:


**Synopsis:** Proposed increases for employees not covered by the Collective Bargaining Agreement.

**Background Information:** I sent all of you an e-mail earlier this week that included proposed wage increases that have been recommended for approval by the Compensation Committee (Tom, Candy, Chris)

The information herein will be largely a recitation of that e-mail.

The Wage / Salary committee met last week and makes the following recommendations related to non-bargaining (Not covered by the Collective Bargaining Agreement) staff:

	FY 21	FY 20	FY 19	FY 18	FY 17
Britt	\$77,900	\$71,121	\$65,120	\$63,533	\$61,682
Lori	\$25.30	\$23.75 (22.75)	\$22.15	\$21.70	\$21.25
Sally	\$66,307	\$64,690	\$63,112	\$61,573	\$60,365
Nick	\$54,075	\$52,500	\$20.10	\$19.65	\$19.20
Jim	\$61,000	\$58,000	\$24.20	\$23.75	\$23.30
Jacob	\$53,000	\$49,200	\$48,000	\$48,000	
Shannon	\$42,230	\$41,000	\$40,000		

**Notes:**

**Chief Smith:** Last year Chief Smith's Salary was approved to increase on 7/1/2020 by 2.5%. That increase preceded his new role as Ambulance Administrator. The committee was of the opinion that the new role was working well and should be continued; the Chief agreed. The committee agreed that an overall increase for the Administrative duties and responsibilities at the Ambulance Dpt. in the amount of \$5,000 was fair and reasonable. The 2.5% increase takes Britt's salary to \$72,900 and the \$5,000 increase tied to ambulance duties takes his salary to \$77,900. (This salary remains less than the

Jones Co. Sheriff who is slated to make \$92,700 as of July 1<sup>st</sup>. The Anamosa Police Chief anticipates a salary of \$76,384 on 7/1/2020) (Britt's Date of Hire: 5/14/2005)

**Lori Lynch**, Lead Paramedic: Lori received a \$1.00 increase when she became the lead paramedic. Chief Smith reports that she is doing a great job. Lori was slated to get an increase of .55 under the current CBA. In addition to that increase it is the opinion of the committee that Lori should receive an increase of one more dollar to account for the increased responsibilities she has as Lead Paramedic. The \$2.00 rate, over that of the more senior paramedics, recognizes her management/supervisory responsibilities. (Lori's Date of Hire: 10/31/2007)

**Sally Hinrichsen** (City Clerk/Treasurer) is proposed to receive an increase of 2.5% Most of the wage earners under the CBA are receiving an increase of 3% +, and Sally's increase at 2.5% is not reflective of dissatisfaction with work performance, merely recognizing that she has a higher salary and a 2.5% raise, therefore, has a greater impact. (Sally's Date of Hire: 3/21/1983)

**Nick Kahler** (PW Director) Nick received a raise in September of 19 from \$47,500 to \$52,500. The Committee felt that a 3% increase at this time was merited, increasing his salary from \$52,500 to \$54,075. (Nick's Date of Hire 01/02/2008)

**Jim Tjaden**: Jim was an hourly employee in FY '19 earning \$24.20/hour which calculates out to \$50,336. He was promoted to Water/Wastewater Superintendent in FY '20 and was granted a salary of \$58,000 with an agreement to provide further increases of \$2,000 on July 1, 2020 and July 1, 2021. Jim has requested a five (5) year agreement at this time with July 1, 2020 and 2021 raises being increased from \$2,000 to \$5,000 and July 1, 2022, 2023, and 2024 being locked in at \$2,000. (Jim's Date of Hire 06/04/2001)

1. The committee agreed to recommend that the next two raises come in at \$3,000 with the following three at \$2,000. Jim has requested the reconsideration of that recommendation and proposes that he receive three years of raises at \$3,000 with the last two at \$2,000.
2. As a Grade III water / wastewater Superintendent Jim is paid less than most even with the proposed increase.

**Jacob Oswald**: Jacob provided comparable data as well. When Jacob started on 2/28/2017 his salary was \$48,000. He did not receive a raise until 7/1/2019 when his salary was increased by 2.5%. The committee concluded that Jacob's salary should be increased to \$53,000 based upon their perception of performance, comparable data, and cost of living. (Jacob's Date of Hire 2/28/2017)

City	Director Wage – Current	Proposed Increase
Center Point	\$20.97/hour (\$43,600/yr)	3.5-4%
New Hampton	\$59,160	2.5%
Osage	\$56,854	2.0%
Dyersville	\$43,000	2%
Manchester	\$58,300	2%-3% is typical
Vinton	\$68,000	3% (Free housing and utilities)
Winterset	\$65,000-\$80,000	(Prior Director \$65k New Dir. \$80k)
DeWitt	\$73,100	\$75,200 proposed new salary
Maquoketa	\$55,000 - \$70,000	
Grinnell	\$71,000-\$92,800	3%

**Shannon Poe:** Shannon started at \$40,000 on 7/9/2018 and received a 2.5% increase on 7/1/2019 taking her to \$41,000. The committee recommended an increase of 3% for Shannon taking her salary to \$42,230. (Shannon's Date of Hire 07/09/2018)

City	Asst. Director Wage – Current	Proposed Increase
New Hampton	\$18.66/hr (\$38,813)	2.5% (\$39,783)
Osage	\$19.83/hr (\$41,246)	2.0% (\$42,071)
Manchester	\$19.83/hr (\$41,246)	2%-3% is typical (\$42,277)
Vinton	\$38,000	3% (Two more FT Positions totaling \$66K)
Winterset	\$20.39/hr (\$42,411)	Hire Pool Mgr. Separately
Maquoketa	\$32,000 - \$45,000	
Grinnell	\$41,000 - \$54,300	3%

My contract provides for a 2% increase on July 1, 2020 absent a decision by the Council to provide for a greater or lesser increase. (My date of Hire is 05/11/2006 (PT) and 06/05/2006 (FT))

**Staff Recommendation:** I recommend that you approve the recommended pay increases for non-bargaining staff as noted above.

# The City of Monticello, Iowa

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

## RESOLUTION #2020-

### Approving FY '21 Wages for Non-Bargaining Staff

**WHEREAS,** The City Council reviewed the Wage / Salary history of the above-referenced employees, comparable wage data provided by the City Administrator, and in some cases comparable wage data provided by the affected employee, and the specific wage requests of the affected employees, and

**WHEREAS,** The City Council Wage/Salary Committee comprised of Tom Yeoman, Candy Langerman, and Chris Lux met with the City Administrator and Police Chief/ Ambulance Administrator Britt Smith to discuss the current wages and/or salary of non-bargaining employees, and based upon a review of comparable wage data in many cases and general discussion, makes the following recommendations:

Employee	Proposed FY '21 Wage / Salary
Britt Smith (Police Chief)	\$77,900 (2.5% + \$5,000)
Lori Lynch (Lead Paramedic)	\$25.30/hr. (\$1.55/hr. increase)
Sally Hinrichsen (City Clerk / Treasurer)	\$66,307 (2.5%)
Nick Kahler (PW Director)	\$54,075 (3%)
Jim Tjaden (Water / Wastewater Superintendent)	\$61,000 (5.2%)
Jacob Oswald (Park and Rec. Director)	\$53,000 (7.7%)
Shannon Poe (Asst. Park and Rec. Director)	\$42,230 (3%)

and

**WHEREAS,** The Council finds that the above recommended salaries for FY '21 are appropriate and will in many cases increase the pay of the employees to an amount that is more consistent with employees in similar positions in other communities and that future raises will be more in line with a regular cost of living increase.

**NOW, THEREFORE, BE IT RESOLVED** that the 2020/2021 fiscal year base salaries for the following employees is hereby set as previously shown in the body of this resolution.

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 15<sup>th</sup> day of June, 2020.

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

Attest:

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

City Council Meeting  
Prep. Date: 06/10/20  
Preparer: Doug Herman



Agenda Item: 9  
Agenda Date: 06/15/2020

**Agenda Items Description** Resolution to approve Employment Agreement with Monticello Police Dpt., Officers, and Staff.

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

**Attachments & Enclosures:**

Proposed Employment Agreement  
Resolution

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:

**Synopsis:** Proposed increases for Officers and Secretary.

**Background Information:** I sent all of you an e-mail earlier this week that included proposed wage increases that have been recommended for approval by the Compensation Committee (Tom, Candy, Chris)

The information herein will be largely a recitation of that e-mail.

The Wage / Salary committee met last week and makes the following recommendations related to the Police Dpt. Officers:

Our Police Officers, when compared to nearby departments are underpaid. Over the years most of our officer loss has been to nearby Sheriff's Departments. It is getting harder and harder to find qualified officers to serve our community. Our Officers, with 5 or more years of experience, are earning \$25.56 per hour. Similarly situated officers earn the following in their communities:

**Delaware County Sheriff's Dpt. Effective July 1<sup>st</sup>, 2020 1 Year Agreement**

Step 1	\$30.45
Step 2	\$32.12
Step 3	\$32.96
Step 4	\$33.16
Step 5	\$33.58
Step 6	\$33.97

Office Manager	\$25.84
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**Dyersville Police Dpt. Effective July 1<sup>st</sup> 2020 1 Year Agreement**

Starting (Uncertified)	\$22.00
Starting (Certified)	\$24.00
1 Year	\$24.50
2 Years	\$25.00
3 Years	\$27.00
4 Years	\$28.00
5 Years	\$30.00
7 Years	\$31.50
12 Years	\$32.00

**Jones County Sheriff's Dpt. Effective July 1<sup>st</sup> 2020 3 Year Agreement**

	2020	2021	2022
Start	\$25.35	\$26.05	\$26.76
6 Months	\$26.08	\$26.80	\$27.53
1 Year	\$26.84	\$27.58	\$28.34
2 Years	\$27.54	\$28.30	\$29.08
3 Years	\$28.27	\$29.05	\$29.85
4 Years	\$29.02	\$29.81	\$30.63
5 Years	\$29.89	\$30.70	\$31.55

**Anamosa Police Dpt Effective July 1<sup>st</sup>, 2020 3 Year Agreement**

	2020	2021	2022
Start (Uncertified)	\$21.50	\$21.75	\$22.00
Start (Certified)	\$22.50	\$22.75	\$23.00
2 Years	\$23.50	\$23.75	\$24.00
3 Years	\$24.50	\$25.00	\$25.50
4 Years	\$25.50	\$26.60	\$27.00
5 Years	\$27.25	\$28.25	\$29.25

**Longevity**

.25/hr. After Year 5    .50/hr. After Year 10    .75/hr. After Year 15    1.00/hr After Year 20

.25/hr. Resident of Anamosa

**Manchester Police Dpt. Effective July 1<sup>st</sup>, 2020 1 Year Agreement**

Starting	\$23.44
6 Months	\$23.84
1 Year	\$24.26
2 Years	\$24.65
3 Years	\$25.05
4 Years	\$25.52
5 Years	\$26.25

A big difference between our community and the other agencies compared to is the contribution of the other communities to health insurance. In Monticello our contribution is very much on the low end. The benefits of dependent or family coverage in the comparable communities may be as much as \$7,000 - \$10,000 per year.

Officers are proposed to have their base pay increased as of July 1<sup>st</sup> with 3% increases to take effect on July 1, 2021 and July 1, 2022.

PD / Local Access/Social Media Director Madonna Staner is proposed to see 3% raises during the term of the employment agreement.

The proposed agreement is attached and you can see the pay scales set out therein. The balance of the agreement is largely consistent with the current employment agreement, with the following comments/exceptions:

1. Education Incentive which provided more pay per hour based upon the education level of the employee has been **eliminated**.
2. Shift Differential which provided a pay bump for those working third shift hours has been **eliminated**.
3. Longevity pay, adding to the hourly compensation depending upon the employees' years of service has been **added**. (.25 for 10+ years of service, .50 for 15+, .75 for 20+, and \$1.00 for 25+)
4. Provisions related to benefits that will now all be set out in the Employee Handbook that will be presented for review and approval in the next few weeks have been removed from the agreement. (This is consistent with what happened with the Collective Bargaining Agreement.)

**Staff Recommendation:** I recommend that you approve the proposed three-year employment agreement.

# The City of Monticello, Iowa

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

## RESOLUTION #2020-

### **Approving Employment Agreement with Monticello Police Dpt. Officers and Staff**

**WHEREAS,** The City Council reviewed the wage history of the current Monticello Police Department and compared their wages to those of nearby departments, and

**WHEREAS,** The City Council Wage/Salary Committee comprised of Tom Yeoman, Candy Langerman, and Chris Lux met with the City Administrator and Police Chief/ Ambulance Administrator Britt Smith to discuss the current wages and benefits of the Monticello Police Department and determined it appropriate to increase the base pay of the officers to a number that was more consistent with other similarly situated departments, specifically finding that the wage for an officer with five (5) years' experience should be \$29.00 per hour, that being the rate set out within the proposed employment agreement, with a 3% annual increase in FY '22 and FY '23 proposed as well, the increase in FY '21 reflecting more than a cost of living raise that is intended to bring the pay of our department more in line with other departments and to hopefully avoid the loss of staff to better paying departments/communities, and

**WHEREAS,** The Council finds that the above recommended salaries for FY '21 and the balance of the proposed Employment Agreement are appropriate and should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the Employment Agreement between the City of Monticello and the Monticello Police Dpt., Officers and Staff, is hereby approved.

**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 15<sup>th</sup> day of June, 2020.

---

Brian Wolken, Mayor

Attest:

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Sally Hinrichsen, Monticello City Clerk

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**CITY OF MONTICELLO**

**AND**

**MONTICELLO POLICE DEPARTMENT OFFICERS  
Agreement Re: Wage Chart**

**July 1, 2020 through June 30, 2023**

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## AGREEMENT

The purpose of this document is to set out the agreed wage schedule by and between the City of Monticello and all Full-time and Part Time Monticello Police Department Officers and the Department's Administrative Assistant where applicable. Nothing herein shall, however, create a right to employment and all employees who are covered by the terms of this documents are now and shall remain employees at will.

## PREAMBLE

This Agreement is executed by the City of Monticello, hereinafter referred to as "employer", and employees of the Monticello Police Department, not including the Chief of Police, hereinafter referred to as "employees".

## ARTICLE 1

### Safety

**Section 1: Reasonable Provisions.** The employer shall make all reasonable provisions for the safety of its employees.

**Section 2: Protective Equipment.** Authorized protective equipment and other devices necessary to properly protect employees from injury and sickness shall be designated and provided by the Employer, and the use of such equipment and devices shall be mandatory. An employee's failure to use designated protective equipment shall be grounds for disciplinary action.

**Section 3: Employee Conduct.** The employees shall recognize their responsibility to conduct themselves in a manner that promotes safety, employee cooperation, good morale, and good public image.

**Section 4: Care of Equipment:** It is recognized that employees are expected to exercise reasonable judgment in the care and use of all equipment including, but not limited to, safety equipment and vehicles used by City employees in the performance of their jobs.

**Section 5: Safety Violations.** Any violation by employees of City Policies intended to implement Federal OSHA, State, or City Safety rules and regulations shall be subject to disciplinary action under this Collective Bargaining Agreement. However, any knowing or intentional serious violations (as classified by Federal or State Regulations) committed by an employee may result in their immediate termination.

## **ARTICLE 2**

### **Procedure for Staff Reduction**

**Section 1:** The decision to implement reductions in non-civil service staff or work hours belongs solely and exclusively to the Employer. If it becomes necessary to shorten hours or reduce the staff of any department, the Employer agrees that the quality of job performance, length of service and general value to the City will weigh heavily in the decision to retain or release individual personnel. The Employer shall also consider qualifications, ability to perform, and physical fitness, and if these criteria are equal between or among affected employees, seniority shall govern.

**Section 2:** Those Employees to be laid off will be notified thereof in writing at least fourteen (14) calendar days prior to the effective date of the layoff.

**Section 3.** An Employee who is laid off shall keep the Employer advised of the Employee's current mailing address during layoff. If the Employer desires to recall Employees, such Employees shall be recalled in the inverse order of layoff.

**Section 4:** An Employee shall report to work within fourteen (14) calendar days after notice of recall is mailed, unless the notice of recall provides for a later specified date of recall, in which case the Employee shall report on said later effective date.

## **ARTICLE 3**

### **Payroll**

**Section 1.** Paydays will be bi-weekly. Time cards must be turned in to the payroll clerk by Monday of pay week at 10:00 a.m. Paychecks will be handed out or mailed on Thursday of pay week. The Employee shall be responsible to ensure that their time cards are completed in a correct and accurate fashion prior to submission to their immediate supervisor. In the event that an employee time card fails to include an accurate representation of the total hours for which the employee is entitled to compensation, the employee shall be paid the omitted hours, at the rate of pay appropriate for the pay period during which the hours actually accrued, during the pay period immediately following the discovery thereof they were omitted from a prior pay period. In the event of a change in the City Policy Re: "Time Cards", the new policy shall override the provisions of Article 4, Section 1, herein.

**Section 2.** When a pay day falls on a holiday, employees shall be paid on the last working day preceding the holiday.

**Section 3.** All employees will be paid for all hours worked. No work shall be performed without being recorded on time cards. It is not expected nor is it required that any employee perform any donated work time without compensation.

**Section 4.** The City shall pay wages as shown on Exhibit A attached hereto and made a part of this contract by this reference

**Section 5.** Wage increases as noted within Exhibit A hereto shall take effect with the payroll period that includes July 1<sup>st</sup>.

**Section 6.** The Employer shall have the right to hire new employees at a starting wage equal to 100% of the highest wage paid to an employee in the pay class of the newly hired employee, taking account the new employee's years of law enforcement service. In the event the Chief of Police desires to hire an employee at a wage allowed under this section, the Chief must make such a recommendation to the City Council for the City Council to consider, and to thereafter approve or deny.

#### **ARTICLE 4** **Resignation**

**Section 1.** Employees shall provide two (2) weeks written notice of resignation to their immediate supervisor. To be considered to have terminated in good standing, an employee must provide a written notice of resignation to their immediate supervisor at least two weeks prior to the last proposed date of employment.

**Section 2.** In the event of unusual or extenuating circumstances, the supervisor may accept a shorter period of notice.

**Section 3.** The Employer may choose, at Employer's sole discretion, to make an employee's resignation effective immediately upon receipt of Employee's written notice of resignation. In this event, the employee shall be compensated for said two weeks, said compensation to include all benefits that would have accrued during said two-week period.

#### **ARTICLE 5** **Outside Employment**

**Section 1.** Employees covered by this agreement shall not become employed by any other entity without first obtaining the written approval of such employment by the Chief of Police. The Chief of Police has broad discretion in choosing whether or not to grant a request for outside/other employment, and may consider the following, in addition to other reasonable factors not specifically enumerated herein, to wit: conflicts of interest, conflicts with scheduling, public perception, risk of injury/illness from such other occupation, number of hours proposed to be worked as such other employment, distance

from Monticello of such other employment. Employees shall not be permitted under any set of circumstances to wear a Monticello Police Dpt. Uniform, use Monticello Police Department issued equipment, or otherwise hold themselves out as a Monticello Police Officer while serving in any other employment or contract employment scenario, without prior approval of the Monticello Chief of Police.

Section 2. In times of emergency, all covered employees are subject to the immediate call/recall to duty. Any exceptions granted due to hardships in observance to the above policy shall rest solely in the discretion of the Chief.

## **ARTICLE 6**

### **Physical**

Employer may require an employee under this Agreement to submit to a medical examination. In that event, the examination will be performed by a physician of the employer's choice at Employer's cost.

## **ARTICLE 7**

### **Overtime Pay/Compensatory Time**

Section 1. All work hours paid over 86 hours in a pay period, are overtime hours to be paid at time and one-half. Compensation time may be accrued instead of overtime, if permitted by the FLSA and approved by the Chief of Police. Management reserves the right to schedule and require the use of accrued compensation time at the sole discretion of the Chief. A full-time covered employee will be allowed to accrue a maximum of 42 hours of Compensation Time. An employee shall be allowed to utilize compensation time if staffing levels allow for adequate shift coverage, said determination to be made by the Chief of Police or the Sergeant in charge of scheduling, in advance of the use of Compensation Time. In no event shall compensation time be used by an employee if it brings about or necessitates the accrual of overtime by another employee. Any unused, accrued, compensation time will be paid out at the end of the fiscal year.

Section 2. Overtime shall be paid to anyone working over 86 hours in any pay period. "Pay Period" is defined as the two-week period during which an employee accrues hours to be paid at the end of said two-week period. Said "hours" shall include hours worked and hours paid/used for holiday, casual, vacation and funeral leave, but shall not include any other paid time off, including but not limited to Sick Leave.

Section 3. Covered Employees who are required to work on a City designated Holiday will be paid at double-time for all hours worked on said holiday.

Section 4. In no event shall an employee be paid additional hours beyond the normal work week or granted compensatory time without prior approval from their immediate Supervisor and City Administrator.

## **ARTICLE 8**

### **Supplemental Pay**

Section 1. Call Back. Any employee who is called back to their employment within 6 hours after completing their normal work shift shall be paid a minimum of two (2) hours for up to two (2) hours worked, if they actually report to work, and are not called off before so returning.

## **ARTICLE 9**

### **Employment Status**

Section 1. Following initial employment, each full-time employee shall complete a probationary period of three-hundred, sixty-five (365) calendar days. During the probationary period, performance is subject to close observation and review as to fitness and ability to carry out the responsibilities of the position by the immediate supervisor. An Employee may be terminated with or without just cause at any time during the probationary period.

## **ARTICLE 10**

### **Hours of Employment**

Section 1. Work Week/Pay Period: The work week/pay period may be based on a schedule comprised of twelve (12) hour shifts. Generally, the schedule shall be based upon a three-day work week (36 hours) followed by a four-day work week (48 hours), comprising a pay period of two weeks totaling 84 hours, exclusive of any overtime, holiday pay, etc. However, at the sole discretion of the Chief, Officers may be required to work up to 86 hours per pay period, on any schedule determined necessary and appropriate, without the award of overtime pursuant to Section 7(k) of the Fair Labor Standards Act.

Administrative staff work week will be comprised of five (5) eight (8) hour work days unless another schedule is authorized in advance by the Chief of Police.

## **ARTICLE 11**

### **Leave**

All leave with and without compensation, including vacation durations, casual days durations, court appearance, funeral leave, workers compensation leave, military leave, sick leave, jury duty, unauthorized absences, and designated holidays, will be universal in their application and covered within the City of Monticello Employee handbook.

## **ARTICLE 12**

### **Insurance**

All insurance plans identifying specific benefit package information for medical, hospital, dental, life, cancer and disability plans, will be addressed within the City of Monticello Employee handbook.

## **ARTICLE 13**

### **Effective Period**

Section 1. This agreement shall be effective July 1, 2020 and shall continue through June 30, 2023.

Section 2. During the effective period of this agreement no amendments shall be made to this agreement without the written agreement of the Employer and at least 2/3rds of the full-time employees. This agreement shall be effective as to every subsequently hired employee during the term hereof.

**Exhibit A**  
**Wage Scale Officers**

	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Non-Certified</b>	\$23.00	\$23.69	\$24.40
<b>Certified/Part-Time</b>	\$24.25	\$24.97	\$25.71
<b>1+ Years of Service</b>	\$25.50	\$26.26	\$27.04
<b>2+ Years of Service</b>	\$26.75	\$27.55	\$28.37
<b>3+ Years of Service</b>	\$27.50	\$28.32	\$29.16
<b>4+ Years of Service</b>	\$28.75	\$29.61	\$30.49
<b>5+ Years of Service</b>	\$29.00	\$29.87	\$30.76
<b>Sergeant</b>	\$30.25	\$31.15	\$32.08
<b>Administrative Assistant</b>	\$19.13	\$19.70	\$20.29

**Longevity**

**10+ Years of Service .25/hr.**

**15+ Years of Service .50/hr.**

**20+ Years of Service .75/hr.**

**25+ Years of Service 1.00/hr.**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representative this \_\_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF MONTICELLO, IOWA**

**CITY OF MONTICELLO, IOWA  
POLICE EMPLOYEES**

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

\_\_\_\_\_  
Chief, Britt Smith

Attest:

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

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**City Council Meeting**  
**Prep. Date:** 06/10/2020  
**Preparer:** Doug Herman



**Agenda Item:**  
**Agenda Date:** 06/15/2020

*Communication Page*

**Agenda Items Description:** Reports

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

**Attachments & Enclosures:**

Police Dpt. Report  
Ambulance Report  
Kahler e-mail reference street repairs and sealcoat quotes

**Fiscal Impact:**

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

**Reports / Potential Action:**

**Reports / Potential Action:**

1. City Administrator
  - a. Goal Setting: let's pick a date to have Council / Staff Goal Setting. (July 6, or July 20<sup>th</sup> meetings?)
  - b. Sidewalk Committee: I have had two residents offer to be on a sidewalk review committee. Their desire is to look at Monticello as a whole and make recommendations to the Council with regard to sidewalks in the community. (Needed, not needed, potential extensions, who pays, etc.)
  - c. Fencing HVAC Berndes Center: We will be getting a bid from Heiar Fencing to fence in air exchanger (behind Berndes' Center) and compressors (near parking lot). Will keep you posted.
  - d. Wellmark Grant (Fountain) I have applied for a \$25,000 Wellmark Grant to cover costs of access improvements around the City Fountain. I will be filing for other smaller grants in the coming weeks as well.
  - e. N. Sycamore Street Painting: I received two bids, one from LL Pelling around \$1,500 and one from Midwest Sign around \$6,000. Pelling will be here in the near future. Angled stalls on Sycamore near McNeil and Theisens Garden Center will be 10' wide as will spots on street near Sacred Heart. Side street stalls on 3<sup>rd</sup> Street will likely remain 9' due to existence of a number of painted 9' stalls in that area that were not disturbed by the project.
  - f. Sycamore Street / 1<sup>st</sup> Street Intersection: We have plan sheets to move forward with the upgrading of the crossings to ADA compliant walks. Shall I proceed to get bids?
2. Police Chief / Ambulance Administrator
  - a. See Reports Attached
3. Public Works Director
  - a. Sealcoating Discussion
  - b. Potential Street Repairs (See Attached)
4. Park and Recreation
  - a. Governor's Current Allowances and Requirements



201 E. South Street  
Monticello, IA 52310  
(319) 465-3526  
Fax (319) 465-4681

*From the Office of:*

*Chief of Police*

*Britt D. Smith*

## POLICE DEPARTMENT ACTIVITY

For the month of:

**MAY 2020**

**Total Calls for Service:** 196 (952 for 2020)

**Traffic Stops:** 23

**Citations:** 10

**Parking Citations:** 1

**Arrests:** 8;

- 3-Domestic Assault,
- 1-Possession Firearm as Felon
- 2-OWI's
- 1-Warrant,
- 1-Possession Control Substance
- 1-No Contact Order Violation

**Accidents Investigated:** 3

**EMS Assists:** 25

**Nuisance Warnings:** 16

**Use of Force:** 0

**Public Complaints:** 0

**Information:**

As always, if you have any questions feel free to contact me.

Britt



201 East South Street  
Monticello, IA 52310  
319-465-3526

*From the Office of:*

*Chief of Police*

*Britt D. Smith*

## Ambulance Service Activity

For the month of:

May, 2020

Total EMS Calls for Service: 48

Adam 27 (Primary Unit) 48

25-City of Monticello Addresses  
4-Monticello Nursing/Rehab  
9-County Addresses within our Service Area  
9-Jones Regional Medical Center Transfers  
1-Anamosa City Addresses (Anamosa Unavailable)

Adam 28 (Secondary Unit) 0

After receiving authorization from USDA, I requested bids from 3 different ambulance vendors. We received 4 quotes in return from 4 different manufacturers. I have reviewed the bid specifications and made the selection from Klocke's Emergency Vehicles for a Life Line Brand Ambulance. The following was the quotes from the vendors:

Medix Ambulance proposed price: \$199,710 (missing desired items and capabilities)

**Life Line Ambulance proposed price: \$211,563**

Osage Ambulance proposed price: \$212,395

Horton Ambulance proposed price: \$240,442

The vehicle is currently on order and we are expected to take delivery in 150 days, or November 1<sup>st</sup>.

As always, if you have any questions please let me know.

Britt

## Doug Herman

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**From:** Nick Kahler  
**Sent:** Wednesday, April 29, 2020 2:34 PM  
**To:** Doug Herman  
**Subject:** Street work  
**Attachments:** 2020 Seal coat bid.pdf; 2020 Seal coat bid2.pdf

Attached is the bid I have from LL Pelling for sealcoat. We have 38 sealcoat streets in town. They recommend that you re-seal them every 5 years or so. To get on that schedule we would need to do 7-8 streets a year. Last year we spent right around \$21,000 but only did 4 streets and the water tower road. The second bid for seal coat is for Diamond Dr.. We had that ground, re-shaped, and sealed last year. Over the winter at the corner by Riverside the road developed some holes from the amount of water that sheds across right there. We patched it but I feel it would be best that we get another layer of seal coat on the road so we don't start losing what we just had fixed.

There is a few streets that are seal coat but do not have any utilities in them that could be done with a more permanent surface. Most of the curb and gutter on those streets are in good shape so we would just have to replace small spots of curb/gutter and the street itself.

- 3<sup>rd</sup> St. from N. Cedar to N. Maple
- 3<sup>rd</sup> St. from N Cedar to Farley. Has a 6" water main under the gutter. Curb and gutter is all brand new 2 years ago
- 4<sup>th</sup> St. from n. Sycamore to N. Maple
- 6<sup>th</sup> St. from N. Cedar to N. Sycamore
- 8<sup>th</sup> St. from N. Sycamore to N. Maple
- W. 4<sup>th</sup> St. from N. Chestnut to alley behind Fareway

We have a couple alleys that I would like to get ground and taken back to gravel. They had been seal coated many years ago and are now crumbling. I think the focus should be on the streets first so if we grind them I can maintain them as a rock alley.

- The alley between S. Maple and S. Main
- Alley that starts on W. Washington and ends at Buckeye

6<sup>th</sup> and Gill Intersection patches, sidewalk, and some curb and gutter

Curb and gutter on Celgo that has sunk down about 1 ½" – 2".

Street near 134 Monterey Trail is broken up

Alley exit next to 200 S. Walnut

There are 2 concrete storm water catch basins that the tops need repaired. One at Jerry Krougars on the corner of Park Blvd. and Jayne Dr.. The other is at the bottom of Riverview Ct.

10<sup>th</sup> St. has a 30' section of street that has dropped about 1 ½"

We have multiple alleys that do not have a concrete approach

*Nick Kahler*

Director of Public Works

City of Monticello

319.465.3577

[nkahler@ci.monticello.ia.us](mailto:nkahler@ci.monticello.ia.us)

# PROPOSAL

City of Monticello  
Attn. Nick  
200 E. 1st. St.  
Monticello, Iowa 52310



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

Page 1

## RE: 2020 Sealcoat Work

### Description of Work:

#### Type A Work

- A. Base repair and single seal coat consisting of:
  - Scarify and pulverize existing street surface
  - Furnish water as required for compaction, reshape and recompact.
  - Furnish and apply single seal coat of MC-3000 asphalt
  - Furnish, spread and roll pea gravel.

#### Type B Work

- B. Single seal coat consisting of:
  - Power broom streets
  - Furnish and apply single seal coat of MC-3000 asphalt
  - Furnish, spread and roll pea gravel.

### NOTES:

1. Billing on final units completed.
2. Cold Mix Patching amount is an *estimated* quantity. Invoice will be on actual tons placed.

\*Is this project tax exempt? Yes \_\_\_ No \_\_\_. If you checked yes, please send the Iowa Construction Sales Tax Form with your signed proposal.

Authorized  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn if not accepted within 60 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**"Committed to Excellence since 1948"**

# PROPOSAL

City of Monticello  
Attn: Nick  
200 E. 1st. St.  
Monticello, Iowa 52310

City Hall 319-465-3577  
Nick 319-821-0488  
Email: nkahler@ci.monticello.ia.us



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 290 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW.

Page 2

Street	From	To	L (ft)	W (ft)	TYPE OF WORK (SY)		Total
					Type A	Type B	
9th	Hwy 38	Maple	A 653	25	-	-	\$ -
					-	1,814	\$ 4,535.00
8th	Hwy 38	Maple	A 657	29	-	-	\$ -
					-	2,117	\$ 5,292.50
6th	Hwy 38	Sycamore	A 266	27	-	-	\$ -
					-	798	\$ 1,995.00
6th	Sycamore	Maple	A 244	25	-	-	\$ -
					-	678	\$ 1,695.00
4th	Hwy 38	Sycamore	A 249	29	-	-	\$ -
					-	802	\$ 2,005.00
4th	Sycamore	Maple	A 206	29	-	-	\$ -
					-	664	\$ 1,660.00
3rd	Hwy 38	Farley	A 154	31	-	-	\$ -
					-	530	\$ 1,325.00
3rd	Hwy 38	Sycamore	A 244	31	840	-	\$ 3,024.00
					-	840	\$ 2,100.00
3rd	Sycamore	Maple	A 230	31	-	-	\$ -
					-	792	\$ 1,980.00

Date: 2/5/2020

Authorized  
Signature \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**"Committed to Excellence since 1948"**

# PROPOSAL

City of Monticello  
Attn. Nick  
200 E. 1st. St.  
Monticello, Iowa 52310



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

Page 3

Street	From	To	L (ft)	W (ft)	TYPE OF WORK (SY)		Total
					Type A	Type B	
Grand	Main	Locust	A	330	29	-	\$ -
						1,063	\$ 2,657.50
Locust	Grand	Hwy 38	A	1078	29	-	\$ -
						3,474	\$ 8,685.00
Washington	Locust	Hwy 38	A	337	29	-	\$ -
						1,086	\$ 2,715.00
Washington	Locust	Dead End	A	201	29	-	\$ -
						648	\$ 1,620.00
Alley Between	Buckeye Chestnut	Varvel Linden	A	408	13	589	\$ 2,120.40
						589	\$ 1,472.50
			A			-	\$ -
						-	\$ -
			A			-	\$ -
						-	\$ -
			A			-	\$ -
						-	\$ -
			A			-	\$ -
						-	\$ -

Summary of Work	Unit of Measure	Quantity	Unit Cost	Total
Type A Work	Square Yd	1,429	\$ 3.60	\$ 5,144.40
Type B Work	Square Yd	15,895	\$ 2.50	\$ 39,737.50
Cold Mix Patching	per ton	45.00	\$ 225.00	\$ 10,125.00
3/4" Road Stone Base Material	per ton	150.00	\$ 25.00	\$ 3,750.00

NOTES: Billing on final units completed.

\$ 58,756.90

Date: 2/5/2020

Authorized  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn if not accepted within 60 days.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**"Committed to Excellence since 1948"**

# PROPOSAL

City Of Monticello  
Attn: Nick  
200 E. 1st St.  
Monticello, Iowa 52310

Nick 319-821-2488  
Email: [nkahler@ci.monticello.ia.us](mailto:nkahler@ci.monticello.ia.us)



WWW.LLPELLING.COM

1426 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

Page 2

Street	From	To	L (ft)	W (ft)	TYPE OF WORK (SY)		Total
					Type A	Type B	
Diamond Dr.	5th	3rd	1207	22	-	-	\$ -
					-	2,950	\$ 7,375.00
					-	-	\$ -
					-	-	\$ -
					-	-	\$ -
					-	-	\$ -
					-	-	\$ -
					-	-	\$ -
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					-	-	\$ -
					-	-	\$ -
					-	-	\$ -
					-	-	\$ -

Summary of Work	Unit of Measure	Quantity	Unit Cost	Total
Type B Work	Square Yd	2,950	\$ 2.50	\$ 7,375.00
NOTES: Billing on final units completed.				\$ 7,375.00

Date: 3/19/2020

Authorized  
Signature

Greg Egankhouse

Note: This proposal may be withdrawn if not accepted within 30 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

"Committed to Excellence since 1948"