

City of Monticello, Iowa

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Posted on October 28, 2021 at 1:00 p.m.

Monticello City Council Meeting November 1, 2021 @ 6:00 p.m.
Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa

Mayor:	Brian Wolken	Staff:	
City Council:		City Administrator:	Russell Farnum
At Large:	Dave Goedken	City Clerk/Treas.:	Sally Hinrichsen
At Large:	Brenda Hanken	Police Chief:	Britt Smith
Ward #1:	Scott Brighton	City Engineer:	Patrick Schwickerath
Ward #2:	Candy Langerman	Public Works Dir.:	Nick Kahler
Ward #3:	Chris Lux	Water/Wastewater Sup.:	Jim Tjaden
Ward #4:	Tom Yeoman	Park & Rec Director:	Jacob Oswald
		Library Director:	Michelle Turnis

- **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	October 18, 2021
Approval of Payroll	October 21, 2021
Approval of Bill List	
Approval of Monticello Eagles Club 5-day liquor license	
Approval of Hy-Vee Dollar Fresh liquor license	
Approval of HyVee Dollar Fresh cigarette permit	

Public Hearings:

1. **Public Hearing** regarding the Sale of Real located at 103 West First Street
2. **Resolution** to approve sale of City Owned Property located at 103 West First Street
3. **Public Hearing** on proposed plans, specifications, form of contract and estimate of cost for the East 7th Street Utility Improvements, approving the Form of Notice, and the taking of bids therefor

4. **Resolution** to approve the proposed plans, specifications, form of contract and estimate of cost for the East 7th Street Utility Improvements Project

Resolutions:

5. **Resolution** approving Master Equity Lease Agreement with Enterprise Fleet Management
6. **Resolution** Abating and Waiving Assessments Assessed Against 449 North Sycamore Street, now owned by the City of Monticello

Motions:

7. **Motion** purchase of replacement UV bulbs for the Wastewater Treatment Facility

Ordinances:

8. **Ordinance** Adding New Subsections to Chapter 69, Parking Regulations, Section 08, No Parking Zones; on portions of South Gill Street, North Maple Street, East South Street and South Elm Street

Reports / Potential Actions:

9. City Engineer
10. Mayor
11. City Administrator
12. City Clerk
13. Public Works Director
14. Police Chief
15. Water/Wastewater Superintendent
 - a. Update report
16. Park and Recreation Director
17. Library Director

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 public will be admitted into this meeting with limited seating.

The meeting will continue to be broadcast on Mediacom (Local Access Channel) and will be accessible via Zoom via the following link.

City of Monticello is inviting you to a scheduled Zoom meeting.

Topic: November 1, 2021 Council Meeting

Time: Nov 1, 2021 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85427347512>

Meeting ID: 854 2734 7512

One tap mobile

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Dial by your location

+1 301 715 8592 US (Washington DC)

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+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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Meeting ID: 854 2734 7512

Find your local number: <https://us02web.zoom.us/j/85427347512>

Regular Council Meeting
October 18 2021 – 6:00 P.M.
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present were: Dave Goedken, Brenda Hanken, Candy Langerman, Chris Lux, Scott Brighton and Tom Yeoman. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Library Director Michelle Turnis, Water/ Wastewater Superintendent Jim Tjaden, Public Works Director Nick Kahler, Police Chief Britt Smith, Park & Rec Director Jacob Oswald and City Engineer AJ Barry. The public was invited to attend the meeting in person, with limited seating or to participate in the meeting electronically via "Zoom Meetings" and were encouraged to communicate from Zoom Meeting via chat, due to the heightened public health risks of the Coronavirus Pandemic (COVID-19). The meeting did have public attendance, both in-person and via Zoom.

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

Hanken moved to remove the minutes from the consent agenda and vote on separately, Brighton seconded, roll call unanimous.

Hanken questioned if items from prior agendas could be summarized and updated for Council. Langerman moved to approve minutes, Brighton seconded, roll call unanimous.

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

Farnum reported City, with Council direction, recently purchased the house located at 449 North Sycamore Street. By State Code City can request that the County abate taxes owing on the property. Langerman moved to approve Resolution #2021-112 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. Brighton seconded, roll call unanimous.

Farnum stated the Cemetery Board recommends increasing the filing fee to \$10.00 to match the increase set by the State legislators. Lux moved to approve Resolution #2021-113 To Approve Cemetery fees effective January 1, 2022, Goedken seconded, roll call unanimous.

Lux moved to approve Resolution #2021-114 Designating City Depositories, Langerman seconded, roll call unanimous.

Farnum reported Airport Board sent the Request for Qualifications to four firms and advertised in the Monticello Express and only one responded. HDR has done an excellent job for many years and the Airport Board recommended the selection of HDR. Yeoman moved to approve Resolution #2021-115 to approve appointment of the HDR/Snyder & Associates/Braun Intertec team as Monticello Airport Engineer, for Airfield Development Projects and Airport Planning and Environmental Services. Hanken seconded, roll call unanimous.

Hinrichsen reported Jones County Public Health Coordinator Jess Wiedenhoff gave a presentation on the vision and mission of Jones County Health and has formed a Health

Group to work towards their goals as part of the Community Health Needs Assessment and Health Improvement Plan. Oswald desires to join the work group for the city. Lux moved to approve Resolution #2021-116 to approve the Memorandum of Understanding between Jones County Public Health & Stakeholder members of the "Jones County Public Health Work Group" and City of Monticello for Participation in the Jones County Public Health Work Group. Brighton seconded, roll call unanimous.

Farnum stated being one party backed out of the Sale of Real Estate located at 103 West First Street at the last meeting, staff needs direction on how Council wants to proceed. Staff recommends option 1 as Matt Kumley has agreed to accept the same terms of the Creative Concepts proposal. If Council accepts Kumley's proposal to accept the terms of Creative Concepts proposal, hearing would be held on November 1st Council meeting. Hanken moved to approve Resolution #2021-117 Scheduling a public hearing for November 1, 2021 at 6:00 PM to receive input on proposal for 103 West First Street related to restoring /making improvements. Goedken seconded, roll call unanimous.

Farnum and Barry reviewed the East 7th Street project with an estimated cost of \$260,000, which includes IDOT reimbursable expenses. City needs to let bids now so work can be completed prior to the IDOT overlay and sidewalk project, scheduled for early 2022. Tjaden stated this project will include replacing or lining 7 manholes. Langerman moved to approve Resolution #2021-118 Scheduling Public Hearing on proposed plans, specifications, form of contract and estimate of cost for the East 7th Street Utility Improvements, approving the Form of Notice, and the taking of bids therefor. Hanken seconded, roll call unanimous.

Farnum reviewed the proposed vehicle leasing program and pricing for F150 and F250 trucks. The F250 has a lower up-front cost and a potentially higher resale at the end of the term. Wayne Peach, 108 Monk Court suggested do some comparison shopping, and check references. Dave Schoon, 17151 County Road D62 questioned if someone leases vehicles closer to Monticello. Farnum stated Waterloo uses this for their squad cars and Mason City is happy with the program for their vehicles. After a lengthy discussion, Hanken moved to table action on vehicle leasing, Langerman seconded, roll call unanimous.

Discussion was held on the potential flood hazard mitigation grant application for 202 North Main. Goedken stated City should consider flood protection for the building by building a berm. The property owner needs to contact City that they desire to apply for the flood buy-out program. FEMA recommended doing the flood buy-out for both the garages and building, and they look at repetitive flood losses to make their decision. Hanken voiced concerns of two functioning businesses and rental families to have to move. Yeoman stated while working on the CDBG survey last week, he found apartments that were vacant. Tara Mescher, business owner located at 202 North Main, Suite A questioned the true value of the property and was advised that FEMA requires an appraisal to be completed by a certified appraiser. The amounts listed on the grant are only estimated figures. Mescher stated the down slope behind the building could protect the building. Laura Westemeyer, 4696 Oak Crest Hill Road, Iowa City, stated she drives to Monticello for Mescher's care and likes small town businesses. Mescher asked the Council to put it in writing that they would cover all moving expenses and see to relocation of the same size. It was noted that FEMA provides funding for relocating

expenses. Bud Coyle, 515 North Sycamore, questioned where the funds for the buy-out were coming from? If Council approved to move forward with the grant and get the appraisal for the building, City could decide not to proceed, if higher than the estimate. Wolken stated the new owner of the old hospital is looking to make rental spaces available. Marcey Muller, businessowner located at 202 North Main, stated her space is a perfect fit, with off street parking for clients. She has rented this space for 35 years and questioned why the building would be torn down, noting the property and sales taxes that would be lost. After much discussion, Langerman moved to approve Resolution #2021-119 Hazard Mitigation Assistance Program, seconded by Goedken. Roll call vote: Ayes: Langerman and Yeoman. Nays: Goedken, Hanken, Brighton and Lux. Motion failed.

Yeoman moved Resolution 2021-120 authorizing Russell Farnum City Administrator to sign all documents related to the Mitigation Project providing funding to assist with the Flood Plain Buyout 202 N Main. Goedken seconded. Roll call was all nays, and motion failed.

Farnum prepared a summary of the Building Committee's report on the Community Center and improvements necessary and re-arranged into the Council's priority after the last meeting. He also reported that staff removed piano and radiator already. Goedken moved to authorize City Administrator to work on getting quotes for the various items and to continue to move forward, Brighton seconded. Roll call unanimous.

Kahler received a report that the guardrail on the South Main bridge was damaged. It appears someone hit the railing and busted off several posts. He got a quote for Lovewell Fencing, Inc, from Davenport in the amount of \$6,527.50 to repair the guardrail. Yeoman moved to accept the quote form Lovewell Fencing, Inc, from Davenport in the amount of \$6,527.50 to repair the guardrail, Langerman seconded. Roll call unanimous.

Barry received the IDOT project plans for the roadway project and sidewalk project thru town today. He has not had time to review them yet and he gave Kahler a set of set of the plans to review.

Barry reported working on plans to correct the drainage issues, where it was setup for a roadway and will now be a private drive, as property was purchased. Kahler talked to the new owner about narrowing down the driveway entrance, putting in driveway and curb & gutter.

Wolken thanked Council members for taking the time this past weekend to collect surveys for the CDBG Grant for the Wastewater Treatment Plant.

Wolken reported he was contacted by a developer who is interested in the lot near the football field for a multi-family residence. Hinrichsen will look into grant requirements for that lot.

Farnum reported the City purchased the dilapidated house at 449 North Sycamore Street. Staff received a quote to demolish the house from McElmeel Construction for \$6,960.00 and will sell the lot once demolition is completed. Yeoman moved to accept

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the quote from McElmeel Construction for \$6,960.00 to demolish the house at 449 North Sycamore Street. Hanken seconded, roll call unanimous.

Farnum stated the City USDA Loan for the Sixth Street ditch was approved in the amount of \$749,000.

Hanken inquired on several issues that were brought to the Council and would like updates on a more regular basis, for example the Sixth Street ditch and Royal Flush issues.

Oswald reported that Pat Callahan with Callahan Enterprises, LLC is interested in hosting a flea market, like they have successfully held in Maquoketa for several years. They would like to have exclusive rights to conduct a "flea market, antique & collectibles" show at the Jones County Fairgrounds, provided that they continue to reserve and pay for this privilege in advance. Oswald stated the Park Board and himself had no issues with this. They are looking to host 1 to 4 events each year. Callahan stated they did a survey of their vendors and many were interested in coming to Monticello. Goedken moved to give Callahan Enterprises, LLC the exclusive rights to the term "Flea Market" at the Jones County Fairground, as long as they have an event is booked in advance. Lux seconded, roll call unanimous.

Hinrichsen reviewed the redistricting process for the City once the State approved their redistricting map. She prepared a proposed map of the new district for the council to consider. No action can be taken until the State approves their maps, then City has 60 days to complete the process.

Tjaden reported the air makeup unit still has not been delivered. They hired McDermott Custom Pumping to land apply their sludge from the Treatment Plant.

Smith stated he emailed the Council the August and September updates and also a report on the ambulance overtime.

Turnis reported the library, in partnership with ITS and Culligan Total Water will be doing the Monster Mile starting at 4:30 PM on Thursday October 21st, just before the downtown business starts the Treat on the Streets.

Turnis reported IowaWorks is coming back in person to the library starting the first Thursday in November.

Turnis reported the proposed change of Library Board makeup will be on the November 2nd ballot, asking public to approve allowing two board members to be from outside Monticello.

Brighton adjourned the meeting at 8:39 pm.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

PAYROLL - OCTOBER 21, 2021

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	October 4 - 17, 2021				
Jacob Gravel	\$ 1,730.55	\$ 62.55	0.00	0.00	\$ 1,253.55
David Husmann	2,120.34	125.21	0.00	0.00	1,311.81
Mary Intlekofer	178.88	-	0.00	0.00	86.56
Lori Lynch	3,222.71	194.48	0.00	0.00	2,318.10
Chloe Mogensen	365.60	-	0.00	0.00	301.77
Shelly Searles	1,908.00	-	3.75	3.75	1,304.78
Jenna Weih	1,913.69	85.69	0.00	0.00	1,406.80
Curtis Wyman	1,949.48	281.48	0.00	179.63	1,324.47 *
TOTAL AMBULANCE	\$ 13,389.25	\$ 749.41	3.75	183.38	\$ 9,307.84
CEMETERY	October 2 - 15, 2021				
Dan McDonald	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,263.32
TOTAL CEMETERY	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,263.32
CITY HALL	October 3 - 16, 2021				
Cheryl Clark	\$ 1,772.01	\$ -	0.00	12.38	\$ 1,202.61
Russ Farnum	3,903.85	-	0.00	0.00	2,643.54
Sally Hinrichsen	2,614.03	-	0.00	0.00	1,648.61
Nanci Tuel	1,574.40	-	0.00	0.00	1,055.77
TOTAL CITY HALL	\$ 9,864.29	\$ -	0.00	12.38	\$ 6,550.53
COUNCIL / MAYOR					
Scott Brighton	\$ 100.00	\$ -	0.00	0.00	\$ 92.26
Dave Goedken	100.00	-	0.00	0.00	92.26
Brenda Hanken	100.00	-	0.00	0.00	92.35
Candy Langerman	100.00	-	0.00	0.00	92.35
Chris Lux	100.00	-	0.00	0.00	92.26
Brian Wolken	300.00	-	0.00	0.00	274.78
Tom Yeoman	100.00	-	0.00	0.00	92.35
TOTAL COUNCIL / MAYOR	\$ 900.00	\$ -	0.00	0.00	\$ 828.61
LIBRARY	October 4 - 17, 2021				
Molli Hunter	\$ 987.20	\$ -	0.00	0.00	\$ 775.00
Penny Schmit	1,188.80	-	0.00	0.00	684.04
Michelle Turnis	1,705.44	-	0.00	0.00	1,084.35
TOTAL LIBRARY	\$ 3,881.44	\$ -	0.00	0.00	\$ 2,543.39
MBC	October 4 - 17, 2021				
Jacob Oswald	\$ 2,089.42	\$ -	0.00	0.00	\$ 1,568.66
Shannon Poe	1,664.84	-	0.00	0.00	1,143.95
TOTAL MBC	\$ 3,754.26	\$ -	0.00	0.00	\$ 2,712.61
POLICE	October 4 - 17, 2021				
Zachary Buehler	\$ 2,258.36	\$ -	0.00	0.00	\$ 1,669.79
Peter Fleming	2,410.63	41.33	0.00	29.25	1,683.06
Dawn Graver	2,469.61	-	0.00	0.00	1,777.64
Erik Honda	2,509.08	-	0.00	0.75	1,862.40
John Klein	149.82	-	0.00	0.00	129.06
Jordan Koos	2,509.08	-	0.00	13.50	1,808.32
Britt Smith	3,071.06	-	0.00	0.00	2,249.23

PAYROLL - OCTOBER 21, 2021

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
POLICE (cont.)					
Madonna Staner	1,576.00	-	0.00	0.00	1,192.70
Brian Tate	2,590.32	-	0.00	0.00	1,911.74
TOTAL POLICE	<u>\$ 19,543.96</u>	<u>\$ 41.33</u>	<u>0.00</u>	<u>43.50</u>	<u>\$ 14,283.94</u>
ROAD USE	October 2 - 15, 2021				
Zeb Bowser	\$ 1,744.00	\$ -	0.00	0.00	\$ 1,282.77
Jasper Scott	1,684.00	-	0.00	0.00	1,190.71
TOTAL ROAD USE	<u>\$ 3,428.00</u>	<u>\$ -</u>	<u>0.00</u>	<u>0.00</u>	<u>\$ 2,473.48</u>
SANITATION	October 2 - 15, 2021				
Michael Boyson	\$ 1,809.40	\$ 65.40	0.00	0.00	\$ 1,271.80
Nick Kahler	2,131.80	-	0.00	0.00	1,466.35
TOTAL SANITATION	<u>\$ 3,941.20</u>	<u>\$ 65.40</u>	<u>0.00</u>	<u>0.00</u>	<u>\$ 2,738.15</u>
SEWER	October 2 - 15, 2021				
Tim Schultz	\$ 2,066.70	\$ 74.70	0.00	4.50	\$ 1,436.78
Jim Tjaden	1,530.77	-	0.00	0.00	1,133.44
TOTAL SEWER	<u>\$ 3,597.47</u>	<u>\$ 74.70</u>	<u>0.00</u>	<u>4.50</u>	<u>\$ 2,570.22</u>
WATER	October 2 - 15, 2021				
Daniel Pike	\$ 1,956.00	\$ -	3.00	41.00	\$ 1,403.03
TOTAL WATER	<u>\$ 1,956.00</u>	<u>\$ -</u>	<u>3.00</u>	<u>41.00</u>	<u>\$ 1,403.03</u>
TOTAL - ALL DEPTS.	\$ 65,999.87	\$ 930.84	6.75	284.76	\$ 46,675.12

* There was a correction made to Curt's timecard after payroll was processed. He should have only had \$31.28 in overtime, which will be adjusted on the next payroll.

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
MONTICELLO COMM SCHOOL DISTRCT	PD OFFICE SUPPLIES	26.26			
UNIFORM DEN INC	PD UNIFORM	106.86			
	110 POLICE DEPARTMENT TOTAL		133.12		
AQUATIC CENTER					
CARRICO AQUATIC RESOURCES INC	POOL EQUIP REPAIR/MAINT	264.56			
ELIZABETH PETERSEN	POOL PRIVATE LESSONS	600.00			
SHANNON POE	POOL LGI COURSE	100.00			
	440 AQUATIC CENTER TOTAL		964.56		
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY BUILDING SUPPLIES	4.99			
	450 CEMETERY TOTAL		4.99		
SOLDIER'S MEMORIAL BOARD					
DIVISION OF LABOR - ELEVATOR	ELEVATOR PERMIT/INSPECTION	43.75			
LADCO	SLDR MEM BLDG REPAIR/MAINT	81.81			
	498 SOLDIER'S MEMORIAL BOARD TOTAL		125.56		
ATTORNEY					
LYNCH DALLAS, P.C.	ATTORNEY FEES	1,171.50			
	641 ATTORNEY TOTAL		1,171.50		
CITY HALL/GENERAL BLDGS					
DIVISION OF LABOR - ELEVATOR	ELEVATOR PERMIT/INSPECTION	87.50			
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES	11.99			
LADCO	CH BLDG REPAIR/MAINT	163.63			
LASLEY ELECTRIC LLC	CH BUILDING SUPPLIES	197.82			
MONTICELLO COMM SCHOOL DISTRCT	CH OFFICE SUPPLIES	173.32			
	650 CITY HALL/GENERAL BLDGS TOTAL		634.26		
	001 GENERAL TOTAL		3,033.99		
MONTICELLO BERNDES CENTER					
PARKS					
FAREWAY STORES #840-1	MBC CONCESSIONS	10.47			
W.W. GRAINGER, INC	MBC BUILDING SUPPLIES	168.00			
JOHN DEERE FINANCIAL	MBC BUILDING SUPPLIES	12.98			
MACKENZIE MAIN	MBC DAMAGE DEPOSIT REFUND	200.00			
MATT MCQUILLEN	MBC DAMAGE DEPOSIT REFUND	200.00			
MONTICELLO COMM SCHOOL DISTRCT	MBC OFFICE SUPPLIES	10.50			
AYLA NIETO	MBC LEAGUE REFUNDS	25.00			
SHANNON POE	MBC FUEL	65.48			
ULINE	MBC BUILDING SUPPLIES	45.77			
WELLS FARGO VENDOR FINANCIAL	2020 TOOLCAT PAYMENT	1,048.95			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
NEXT GENERATION PLBG & HTG LLC	AIRPORT BLDG REPAIR/MAINT	1,031.55			
	280 AIRPORT TOTAL	3,548.71			
	046 AIRPORT TOTAL	3,548.71			
ROAD USE					
STREETS					
BAKER PAPER CO INC	RU SUPPLIES	70.61			
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT	272.25			
JOHN DEERE FINANCIAL	RU VEHICLE OPERATING SUPPLIES	379.75			
KROMMINGA MOTORS INC	RU EQUIP REPAIR/MAINT	178.80			
LAPORTE MOTOR SUPPLY	RU VEHICLE OPERATING SUPPLIES	238.10			
LASLEY ELECTRIC LLC	RU SUPPLIES	6.99			
TRANS-IOWA EQUIPMENT, INC.	RU EQUIP REPAIR/MAINT	422.85			
DAVID B MCNEILL	RU EQUIP REPAIR/MAINT	5.00			
STEVE MONK CONSTRUCTION	RU STREET MAINTENANCE CONTRACT	5,940.28			
MONTICELLO MACHINE SHOP INC	RU EQUIP REPAIR/MAINT	13.75			
MATHY CONSTRUCTION	RU STREET MAINTENANCE SUPPLIES	280.23			
	210 STREETS TOTAL	7,808.61			
	110 ROAD USE TOTAL	7,808.61			
TRUST/SLAVKA GEHRET FUND					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB GEHRET BOOKS	39.30			
MICRO MARKETING LLC	LIB GEHRET BOOKS	75.21			
STUART PUBLIC LIBRARY	LIB GEHRET BOOKS	10.00			
	410 LIBRARY TOTAL	124.51			
	178 TRUST/SLAVKA GEHRET FUND TOTAL	124.51			
PARK IMPROVEMENT					
CAPITAL PROJECTS					
JUSTIN BADER	DUCK DROP - 1ST PLACE	665.00			
TREASURER STATE OF IOWA	STATE TAX - DUCK DROP	35.00			
	750 CAPITAL PROJECTS TOTAL	700.00			
	313 PARK IMPROVEMENT TOTAL	700.00			
MARY MAXINE REDMOND TRUST					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB REDMOND PROGRAMMING	17.08			
	410 LIBRARY TOTAL	17.08			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	339 MARY MAXINE REDMOND TRUST TOTAL		17.08		
TRUST/IOMA MARY BAKER LIBRARY					
CENTER POINT PUBLISHING	LIB BAKER BOOKS		47.94		
	410 LIBRARY TOTAL		47.94		
	503 TRUST/IOMA MARY BAKER TOTAL		47.94		
WATER					
WATER					
BLAKE DILTS	WATER OVERPAYMENT REFUND		50.00		
FEDERSPIEL PROPERTIES LLC	OVERPAYMENT REFUND - WILLIAMS		154.87		
JOHN DEERE FINANCIAL	WATER BOOTS - BOYSEN		37.49		
JAROD MCELMEEL	WATER GROUNDS MAINTENANCE		1,132.50		
MONTICELLO COMM SCHOOL DISTRCT	WATER LAB SUPPLIES		13.13		
	810 WATER TOTAL		1,387.99		
	600 WATER TOTAL		1,387.99		
CUSTOMER DEPOSITS					
WATER					
CITY OF MONTICELLO	AHLRICHS/JACOB		450.00		
ANGIE LONEY	WATER DEPOSIT REFUND		50.00		
DONNA VAN ZILE	WATER DEPOSIT REFUND		1.09		
	810 WATER TOTAL		501.09		
	602 CUSTOMER DEPOSITS TOTAL		501.09		
SEWER					
SEWER					
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		8.91		
MONTICELLO COMM SCHOOL DISTRCT	SEWER LAB SUPPLIES		13.13		
	815 SEWER TOTAL		22.04		
	610 SEWER TOTAL		22.04		
SANITATION					
SANITATION					
JOHN DEERE FINANCIAL	SANITATION BOOTS - BOYSEN		37.50		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
REPUBLIC SERVICES	RESIDENTIAL GARBAGE	23,433.42			
	840 SANITATION TOTAL	23,470.92			
	670 SANITATION TOTAL	23,470.92			
	Accounts Payable Total	43,214.25			

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	3,033.99
005 MONTICELLO BERND'S CENTER	1,787.15
015 FIRE	170.09
016 AMBULANCE	196.52
018 HOTEL/MOTEL TAX	132.00
041 LIBRARY	265.61
046 AIRPORT	3,548.71
110 ROAD USE	7,808.61
178 TRUST/SLAVKA GEHRET FUND	124.51
313 PARK IMPROVEMENT	700.00
339 MARY MAXINE REDMOND TRUST	17.08
503 TRUST/IOMA MARY BAKER	47.94
600 WATER	1,387.99
602 CUSTOMER DEPOSITS	501.09
610 SEWER	22.04
670 SANITATION	23,470.92
<hr/>	
TOTAL FUNDS	43,214.25

City Council Meeting
Prep. Date: 10/25/21
Preparer: Russell Farnum



Agenda Item: #1 & 2
Agenda Date: 11/01/2021

Communication Page

Agenda Items Description: **Public Hearing** regarding the Sale of Real Estate at 103 W. 1st Street & **Resolution** to approve sale of City Owned Property located at 103 West First Street

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: The City offered the property at 103 W. First Street for sale through a Request for Proposal process in late 2020. The initial offering had no respondents by the due date, so the Council took subsequent action to extend the due date to allow for responses. Ultimately two responses were received, one from Creative Development Concepts (Tom Yeoman) and one from Matt Kumley. A public hearing was held on the responses at the Council meeting of April 5, 2021.

After the hearing, the Council passed a resolution to sell the property to Creative Development Concepts (Tom Yeoman). Yeoman has since withdrawn, so the sale cannot be consummated.

The other respondent, Matt Kumley, is willing to accept the terms of the proposal from Creative Development Concepts, and step in to do the project. The Council selected this approach at the October 18, 2021 meeting. In order to proceed, a public hearing was scheduled for the November 1 Council meeting.

After the Public Hearing, if Council chooses to grant approval of the sale to Kumley, Council will need to pass the subsequent Resolution (Item #2 on the agenda). After approval of the Resolution, Staff will negotiate a Development Agreement with Kumley which will be subject to approval by the Council in the near future.

THE CITY OF MONTICELLO, IOWA

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

RESOLUTION

Resolution to approve sale of City Owned Property located at 103 West First Street

WHEREAS, The City Council previously agreed to accept bids on City owned property near located 103 West First Street and thereafter received two bids/proposals related to the property and based thereon scheduled a Public Hearing on the proposed sale of the property for tonight's meeting, and

WHEREAS, The Mayor opened the Public Hearing, accepted Public Comment, and closed the Public Hearing before Council consideration of this Resolution, and

WHEREAS, The Council finds that the property is located along First Street and has not been used for several years prior to the City purchasing the property, and

WHEREAS, The Council further finds that the funds generated from the sale of the lot could be used to further projects that would be of benefit to the residents of the community, and

WHEREAS, The City accepted the initial offer for 103 West First Street parcel, from Creative Concepts Development, who subsequent withdrew from the proposed agreement, so the sale cannot be consummated, agreed to pay City of Monticello, Iowa \$1000 for the property located at 103 West First Street contingent on the following conditions by utilizing the Derelict Building Grant of \$50,000 and city match for a total of \$100,000:

1. All asbestos material removed and disposed of properly.
2. The roof is replaced on the north-south portion of the building.

With the plan for the property as follows providing the City applies for a \$100,000 Catalyst Grant with matching funds:

1. Rehabilitate the first floor of the north-south portion of the building into a bar/restaurant.
2. Construct upper story housing on the second floor of the north-south portion of the building.
3. Remove the store front on the Cedar Street side and create outdoor seating and entertainment area in the east-west portion of the building.

WHEREAS, Matt Kumley proposed to accept the terms and conditions of as stated above related to the property and proposed sale of the Property, and

WHEREAS, The Council finds that the City Administrator should have a purchase agreement prepared between the City and _____, setting out the above terms, with the costs of survey and closing costs to be split between the City and the _____ on a _____ basis, prior to transfer and closing on the property.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 1st day of November, 2021 that the sale of the City property considered during tonight's Public Hearing is hereby approved and the City Administrator is directed to proceed with the preparation of a purchase agreement after which he is to order a survey of the property consistent with this resolution prior to transfer and closing.

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 1st day of November, 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 10/25/21
Preparer: Russell Farnum



Agenda Item: # 3 & 4
Agenda Date: 11/01/2021

Communication Page

1. Agenda Items Description: Public Hearing on proposed plans, specifications, form of contract and estimate of cost for the East 7th Street Utility Improvements, approving the Form of Notice, and the taking of bids therefor & **Resolution** to approve the proposed plans, specifications, form of contract and estimate of cost for the East 7th Street Utility Improvements Project

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: Snyder and Associates engineer AJ Barry has completed revised engineering plans for the improvements to East 7th Street, and examined the brick manholes that had been discussed for reconstruction/rehabilitation. The bid plans reflect the recommendations of the Engineer for improvements.

The anticipated timeline is to have Council review and file with the City clerk the bid plan set on October 18, set the public hearing for November 1, have a bid letting date of November 18, and award the contract on December 6. This timeframe allows all work to be completed prior to the Cedar Street (Route 38) repaving project, which begins in June, 2022.

This is the Public Hearing for this project. After the hearing, if Council decides to proceed with the project, it is recommended that the subsequent Resolution be approved.

Please note that there was no specific Council direction to make any of this work subject to a special assessment. Staff have proceeded under the assumption that this reduced scope of work does not have an associated special assessment to the adjoining property owners. If Council would like to consider that, additional direction is needed to proceed with special assessments.

Background Information: Engineering plans for a major reconstruction project on 7th Street were designed in 2019. For a number of reasons Council rejected the bids in March, 2020. Based upon input from a work session in June 2021, City Engineer Snyder and Associates developed a revised and scaled back plan set.

This work includes replacement of a manhole, new water main installation, and replacement of storm sewer inlet structures at the intersection of Cedar Street. Because of a forthcoming State repaving project on Highway 38, the City's share of the underground infrastructure work needs to be completed

before June, 2022. In order to accomplish that goal, the project needs to be bid soon so work can proceed this winter and/or early spring, as weather allows.

Also included is an engineering review of a number of brick manholes that need rehabilitation or replacement. Three manholes, in the opinion of the City Engineer, should be replaced and the remainder rehabilitated. In the City Engineer's opinion, the cost of rehabilitation and lining would not grant a very long extension on the life of the manhole, so for the money replacement is a better solution for three of the manholes.

The sidewalk improvements at the intersection of Cedar and 7th Street would normally be part of the IA DOT rehab project. The DOT will reimburse the City for these improvements. Because this is a fairly busy pedestrian crossing location, and our work will be underway before school is out for the summer and ahead of the DOT project, the City will need to construct the sidewalks as part of our project and be reimbursed by the DOT. The DOT is putting together a reimbursement agreement that should be available to the City by the end of October 2021.

Staff Recommendation: Agenda Item #3 is the required Public Hearing for this project. After the hearing, if Council decides to proceed with the project, it is recommended that the subsequent Resolution (Agenda Item #4) be approved.

The City of Monticello, Iowa

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

RESOLUTION

Resolution to approve the proposed plans, specifications, form of contract and estimate of cost for the East 7th Street Utility Improvements Project

WHEREAS, the City Council (the “Council”) of the City of Monticello, Iowa (the “City”), has determined that it is necessary and desirable that a public improvement be constructed as described in the proposed plans and specifications and form of contract prepared by Snyder & Associates, Inc., the Project Engineers for such public improvement, which may be hereafter referred to as the East 7th Street Utility Improvements Project, which proposed plans, specifications and form of contract and estimate of cost were previously placed on file with the City Clerk; and

WHEREAS, public hearing on the proposed plans, specifications and form of contract and estimate of cost for the Project was scheduled for tonight, and

WHEREAS, the Mayor opened the Public Hearing and after the receipt of public comment, if any, closed the Public Hearing, and

WHEREAS, at the close of the Public Hearing the Council considered the plans and specifications, form of contract and cost estimate previously prepared by the City Engineer and placed on file with the City Clerk and finds by the passage of this Resolution that same should be approved.

NOW, THEREFORE, Be It Resolved by the City Council of the City of Monticello, Iowa that the detailed plans and specifications, form of contract and estimate of cost referred to in the preamble hereof are hereby approved and notes that electronic bids must be filed before November 18th, 2021 at 11:00 A.M. local time. Bids shall be submitted electronically via the QuestCDN VirtuBid system. No alternate electronic bid submittals or paper bids will be accepted.

PASSED AND APPROVED this 1st day of November, 2021.

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 -1st day of November, 2021.

Attest:

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 10/14/21
Preparer: Russell Farnum



Agenda Item: # 5
Agenda Date: 10/18/2021

Communication Page

Agenda Items Description: Discussion and Possible Action on Vehicle Leasing

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: At the October 18 meeting, Council further discussed an option for leasing City vehicles.

Ultimately action was tabled, to be brought back at this meeting.

Speaking with the Enterprise representative, Enterprise services over 3800 municipal clients with this leasing program. Locally, Mason City and Waterloo are currently leasing vehicles. He is also working with Bettendorf, Burlington, Davenport, Fort Dodge and Ames on packaging orders that are due November 7.

Based on a general reluctance of the Council to proceed with the program prior to seeing how it works in other communities, I recommend voting down this resolution. If Council desires, we can reconsider this possibility next fiscal year. That will allow time to review the results from other communities and further evaluate the benefits to Monticello.

The City of Monticello, Iowa

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

RESOLUTION

Approving Master Equity Lease Agreement with Enterprise Fleet Management

WHEREAS, The City Administrator has proposed the lease of four new Ford pickups and has previously presented the Council with information about the proposed lease, and

WHEREAS, Enterprise is offering government agencies an equity lease arrangement for short term leasing of new fleet vehicles, and

WHEREAS, This is a hybrid between a typical lease and a purchase/finance arrangement, with the City retaining possession of the equity in the resale value of the vehicle.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the Master Equity Lease Agreement with Enterprise Fleet Management.

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 1st day of November, 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

City Council Meeting
Prep. Date: 10/26/2021
Preparer: Sally Hinrichsen



Agenda Item: # 6
Agenda Date: 11/1/2021

Communication Page

Agenda Items Description: Resolution Abating and Waiving Assessments Assessed Against 449 North Sycamore Street, now owned by the City of Monticello

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: To abate North Sycamore Street Special Assessments for 449 North Sycamore Street

Background Information: City recently purchased the house located at 449 North Sycamore Street from Marc Bradley and by agreement was not paid accrued taxes. By State Code the City can request that the County abate the taxes and the County really has no choice but to do so. However, Special Assessments are not treated as property taxes and required to be abated

The proposed resolution will result in the abatement of nine (9) outstanding Special Assessment installments on this property.

Iowa Code 384.73 Void tax or assessment.

When a special tax or assessment, upon property not exempt, is adjudged void for any jurisdictional defect, or other reason, the council may as to such property, by resolution, cause to be prepared a schedule and proposed reassessment in proportion to and not in excess of benefits, cause notice to be given, hear objections, and make necessary corrections, and may reassess and relevy the tax or special assessment as corrected with the same force and effect as if jurisdiction had been acquired in the first instance and all subsequent proceedings had been regularly and legally had.

Staff Recommendation: Staff recommends that the City request that the County officially abate the nine (9) outstanding Special Assessment installments on this property as provided by the Iowa Code.

The City of Monticello, Iowa

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

RESOLUTION #

Abating and Waiving Assessments Assessed Against 449 North Sycamore Street, now owned by the City of Monticello

WHEREAS, the City of Monticello, Iowa is an incorporated City within Jones County, Iowa; and

WHEREAS, the City of Monticello undertook an assessment program for the North Sycamore Street Improvement Project and the costs of the project were assessed to the adjoining property owners to be collected as a property tax; and

WHEREAS, the City of Monticello recently purchased Parcel ID #0221436018, also known as 449 North Sycamore Street, located in Monticello, Iowa, and within the assessment area. This parcel has nine (9) assessment installments that are unpaid; and

WHEREAS, the City of Monticello does not pay property taxes and will pay its share of the South Cedar Street Improvement Project through use of funds dedicated for the project.

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

1. That the assessment against the Parcel ID #0221436018, also known as 449 North Sycamore Street, located in Monticello, Iowa, currently owned by the City of Monticello and is part of the North Sycamore Street Improvement Project is hereby waived and abated.
2. That the City Clerk is directed to notify the County Treasurer of the abatement of the assessment and directed to have the assessment removed from the County Treasurer records.

PASSED AND APPROVED this 1st day of November, 2021.

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 -1st day of November, 2021.

Attest:

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 10/25/2021
Preparer: Jim Tjaden



Agenda Item: # 7
Agenda Date: 11/01/2021

Communication Page

Agenda Items Description: Motion to Purchasing Trojan U.V replacement Bulbs

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

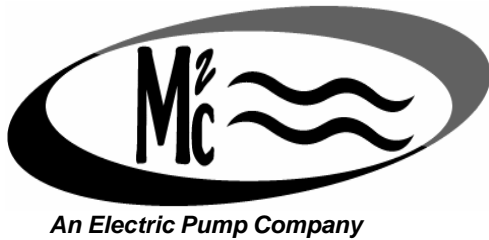
Synopsis:

Background Information:

.This is the quote from E.P. for the replacement bulbs for the Trojan U.V. system. The life of the bulbs are 3 years and these bulbs are past that. Since the plant will not be built and operational for two to four years we will need to purchase these bulbs. This quote is for 32 bulbs

Staff Recommendation:

Recommends approval of purchase of U.V. bulbs



QUOTATION

4280 E 14th Street
Des Moines, IA 50313 USA

Telephone: (800) 383-7867 / FAX (515) 265-8079

www.mc2h2o.com

QUOTE NUMBER: 0007455
QUOTE DATE: 10/18/2021
EXPIRE DATE: 11/18/2021

SALESPERSON: MARCI WHITAKER
CUSTOMER NO: 4653731
QUOTED BY: JRF
JOYCE

QUOTED TO:
CITY OF MONTICELLO
200 EAST FIRST STREET
MONTICELLO, IA 52310

JOB LOCATION:
CITY OF MONTICELLO
200 EAST FIRST STREET
MONTICELLO, IA 52310

CONFIRM TO:
JIM

***** QUOTE ORDER - DO NOT PAY*****

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS
JIM	BESTWAY	ORIGIN	Net 30 Days

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
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WE ARE PLEASED TO OFFER THE FOLLOWING QUOTATION
FOR REPLACEMENT TROJAN UV LAMPS:

794447-ORD	EACH	32.00	0.00	0.00	382.00	12,224.00
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TROJAN LAMP, GA64T6HE ANGLE BASE (RED CERAMIC END)

ESTIMATED LEAD TIME IS 3 TO 4 WEEKS ARO SUBJECT TO
FACTORY CHANGE
THE PRICING ON THIS QUOTE DOES NOT INCLUDE FREIGHT.
joycef@electricpump.com

THANK YOU, JOYCE FROHWEIN

**All return goods must have written approval from MC2, Inc.
before returning. Credit will not be issued without written approval and
if applicable there will be a Restock Fee.**

Net Order:	12,224.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	12,224.00

ABOVE PRICING EFFECTIVE FOR 30 DAYS

City Council Meeting
Prep. Date: 10/21/2021
Preparer: Britt Smith



Agenda Item: # 8
Agenda Date: 11/1/2021

Communication Page

Agenda Items Description: Ordinance for the addition of a no parking zones.

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: To amend Chapter 69.08 No Parking Zones:

- add South Gill Street on the East Side from First Street to Bradview Court.
- add North Maple Street on the West Side from 3rd Street 100 feet South.
- add East South Street on the South Side from Cedar Street to Main Street.
- add South Elm Street on the East Side from First Street to Grand Street.

Background Information:

The South Gill Street No Parking Zone request comes from a resident of Park Drive. South Gill Street serves as one of the only two exits of the Faust's Willow Ridge Addition. With parking permitted on both sides of the street it makes only one lane passable for ingress and egress to the addition. In previous years, none of the residents along this section of roadway ever used the street parking. As new residents have moved in, parking became utilized on both sides of the street. I had personally spoken to the resident on the East side and requested they only park on the West side of the street. The resident agreed and complied which resolved the issue without formal changes within the code. A new resident has moved in and has again started using the East side for parking. In addition to this, cars routinely park on South Gill during Funerals and Visitations at Goettsch's. Making this a posted No Parking Zone will eliminate this issue.

The North Maple Street No Parking Zone for Sacred Heart School bus drop off has already been approved by the Council and signs have been placed, we had planned to add it to the Code of Ordinances the next time we made a revision.

The East South Street No Parking Zone is currently a signed no parking zone along the North side of the street. This was signed as no parking when the South Street reconstruction project was done a few

years ago, but never added into the code. Adding it now would just match our code with current practice.

The South Elm Street No Parking Zone request comes from a business owner along this section of street. Permitting parking in this area was of more significant importance when the school was in use, but now just causes congestion for two-way traffic with a narrow street.

Staff Recommendation: I recommend that the Council consider approval of the Ordinances to Chapter 69 of the City of Monticello Code of Ordinances.

ORDINANCE NO.

An Ordinance Amending the Code of Ordinances of the City of Monticello, Iowa, by Adding New Subsections to Chapter 69, Parking Regulations, Section 08 No Parking Zones on portions of South Gill Street, North Maple Street, East South Street and South Elm Street.

BE IT ENACTED by the City Council of the City of Monticello, Iowa:

Section 1: NEW SUBSECTION. The Code of Ordinances of the City of Monticello, Iowa, is amended by adding the new Subsections 29, 30, 31 and 32, which are hereby adopted to read as follows:

29. South Gill Street on the East Side from First Street to Bradview Court.
30. North Maple Street on the West Side from 3rd Street 100 feet South.
31. East South Street on the South Side from Cedar Street to Main Street.
32. South Elm Street on the East Side from First Street to Grand Street.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the ____ day of _____, 2021, and approved this ____ day of _____, 2021.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance # _____ on the _____ day of _____, 2021.

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 10/25/2021
Preparer: Sally Hinrichsen



Agenda Item: # 9-17
Agenda Date: 11/01/2021

Communication Page

Agenda Items Description: Reports

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Reports / Potential Actions:

- 9. City Engineer
- 10. Mayor
- 11. City Administrator
- 12. City Clerk
- 13. Public Works Director
- 14. Police Chief
- 15. Water/Wastewater Superintendent
 - a. Update report
- 16. Park and Recreation Director
- 17. Library Director

Water & Wastewater October Report

Water & Wastewater Treatment

All tasks highlighted in this section are necessary to the Drinking Water and NPDES (Wastewater) Permits. Many of the tasks help the Water & Wastewater Staff monitor the drinking water and wastewater systems for deficiencies. Through careful monitoring, the Water & Wastewater Staff can identify issues that may have a significant impact on the city's finances, safety, health, and environmental protection.

DAILY WASTEWATER TASKS

- Wastewater Plant Monitoring
 - Daily Flow
 - Raw and Final Sampler Temperatures
 - Propane Usage
 - Digester Temperatures
 - UV Light Monitoring
 - Generator Inspection
 - Grit Building Inspection
 - Weather Reporting
 - DMR (Discharge Monitoring Report)

MONTHLY WATER & WASTEWATER LAB

- Wastewater
 - Sampling for E. Coli (5/month)
- Drinking Water
 - Water bacteria (4/ Month)
 - Well Depths
 - Natural Fluoride
 - Reading Water Meters
- Miscellaneous Water/Wastewater Sampling
 - Nitrates, Sodium, IOC, VOC, Tier II, DMRQA, Toxicity, Sludge Sampling, Permit Renewal Sampling, Disinfectant Byproducts, Radio Nuclides, ETC...

DAILY DRINKING WATER TASKS

- Drinking Water Monitoring
 - Daily Flow of Each Well
 - North Well Chlorine Test
 - West Well Chlorine Test
 - South Well Chlorine Test
 - Distribution Chlorine Test
 - Total City Flow
 - MOR (Monthly Operational Report)

WEEKLY WASTEWATER LAB

- pH (2/Week)
- Temperatures (2/Week)
- Settleable Solids (2/Week)
- Suspended Solids (2/ Week)
- Volatile Solids:Alkalinity (1/Week)
- G+G, BOD, CBOD, (2/Week)
- Sampling for Total Nitrogen, Total Phosphorus, Biz, and Ammonias (1/Week)

Monthly Statistics			
Task	# Completed	Water Usage	Total Flow
Read Outs		Drinking Water Flow	9,693,000
Shut-off Notices	34	Wastewater Flow	9,504,000
High Usage Checks	3	Water Usage	Daily AVG
Shut-offs (Non-payment)	2	Drinking Water flow	359,000
Shut-offs (Repairs)	2	Wastewater flow	352,000
Dead Meter Repairs	3		
911 Locates	55		
Jetter Truck Report			
Date	Jetting/Excavating	Location	
10-1-21	Jetting	400 block of S Maple St.	
10-28-21	Maintenance Jetting	Nursing home to Highway 38 Bridge	
Additional Projects Completed			
Date	Project	Comments	
10-6-21	Water Service Repair	Copper section replaced at 670 N Cedar St	
10-7-21	Water Service Repair	Lead line replaced at 312 N Cedar St	
10-12-21	Water Main Repair	Repaired at N Chestnut & 7 th St	
10-12-21	DMRQA 41	Lab testing certification. Finished with check-list	
10-27-21	Storm Sewer Cleaning	Northridge Storm Sewer Cleaning	
10-27-21	Winterizing	Winterizing of City and school Properties	

Additional Comments

- Royal Flush compliance meeting with Russ Farnum, Doug Herman, Jim Tjaden, and Royal Flush staff.
- Extra E-coli testing at Sewer Plant and Royal Flush.
- Clock Tower light repair.