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Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa

Staff:

City Administrator:

City Clerk/Treas.:

Police Chief:

Library Director:

Public Works Dir.:

Water/Wastewater Sup.:

Park & Rec Director:

Ambulance Director:

City Engineer:

Patrick Schwickerath

- 1. Resolution** Approving Change Order Request #7 in the increased not to exceed amount of \$30,583.70 as submitted by Bill Bruce Builders related to the Monticello Wastewater Treatment Plant Improvements

2. **Resolution** Approving Pay Request #26 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount Treatment Plant Improvement Project in the amount of \$304,720.40
3. **Resolution** Approving Airport FBO hangar door replacement in the amount of \$12,640.00
4. **Resolution** Approving the purchase of a 2016 John Deere 1575 mower from _ Roeder Implement for \$18,000.00
5. **Resolution** Approving Monticello Fire Department to purchase Fire Personal Protective Equipment (PPE)
6. **Resolution** Approving contract and performance and/or payment bonds for the 6th Street Ditch Restoration Project

Consideration and Possible Motions:

7. **Consideration and Possible Motion** to approve payment to award winners following Art in the Park Event

Reports / Potential Actions:

8. Mayor
9. City Engineer
10. City Administrator
11. Police Chief
12. Water/Wastewater Superintendent
13. Park and Recreation Director
14. Library Director
15. Ambulance Director
16. City Clerk
17. Public Works Director
18. Information sharing by Council Members

Work Sessions:

19. **Work Session** - Driver Policy

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.

Monticello City Council meetings are recorded, by attending and choosing to participate you give your consent to be recorded. If you prefer not to be recorded, you may submit comments in writing.

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: July 20, 2026 Council Meeting

Time: Jul 20, 2026 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88387938276>

Meeting ID: 883 8793 8276

One tap mobile

+13017158592,,88387938276# US (Washington DC)

+13052241968,,88387938276# US

Join by SIP

• 88387938276@zoomcrc.com

Join instructions

https://us02web.zoom.us/meetings/88387938276/invitations?signature=vIa8enSpi-fWl0rW5AaMKw618p6L0Zf5Ub_yS14kyyE

“This employer is an equal opportunity provider & employer”

Regular Council Meeting
July 6, 2026, 6:00 P.M.
Community Media Center

Mayor Jake Ellwood called the meeting to order. Council present were: Candy Langerman, Mary Phelan, Josh Brenneman, Scott Brighton, Dave Goedken and Ben Duehr. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Water /Wastewater Superintendent Jim Tjaden, Library Director Faith Brehm, Public Works Director Nick Kahler, Park & Rec Director Jacob Oswald and City Engineer Colton Ingles. The public was invited to attend the meeting in person, or to participate in the meeting electronically via “Zoom Meetings” or “Facebook” and were encouraged to communicate from the chat or message.

Brighton moved to approve the agenda. Phelan seconded, roll call was unanimous.

Brenneman moved to approve the consent agenda, Langerman seconded. Roll call was unanimous.

Langerman moved to approve Resolution #2026-105 Authorizing the Park and Rec Department to fundraise, plan, and lead the Pickleball Court project, to be constructed on City owned property south the current Pickleball Court in Bud & Georgia Johnson Park. Brenneman seconded. Roll call was unanimous.

Goedken moved to approve Resolution #2026-106 Awarding contract for the 6th Street Ditch Restoration Project. Duehr seconded. Roll call was unanimous.

Farnum and the Department heads gave updates on projects and activities happening in their departments.

Brenneman moved to adjourn at 6:26 P.M.

Jake Ellwood, Mayor

Sally Hinrichsen, City Clerk/Treasurer

PAYROLL - JULY 9, 2026

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	June 20 - July 3, 2026				
Jamie Coleman	\$ 2,438.65	\$ 22.65	0.00	0.00	\$ 1,910.57
Jordan Fullerton	249.15	-	0.00	0.00	210.44
Quinn Hansen	1,884.68	-	0.00	0.00	1,420.44
Mason Hanson	279.21	-	0.00	0.00	200.83
Lori Lynch	3,581.99	-	0.00	0.00	2,390.41
Coletta Matson	2,738.53	276.93	0.00	0.00	1,915.08
Mandy Norton	514.94	-	0.00	0.00	416.35
Hunter Schmidt	362.40	-	0.00	0.00	306.10
Shirlee Scott	2,416.00	-	0.00	0.00	1,791.90
Cora Wheeler	2,177.92	78.72	0.00	0.00	1,625.44
TOTAL AMBULANCE	\$ 16,643.47	\$ 378.30	0.00	0.00	\$ 12,187.56
CEMETERY	June 20 - July 3, 2026				
Griffin Brokaw	\$ 671.00	\$ -	0.00	0.00	\$ 607.99
Chesney Capron	1,006.50	-	0.00	0.00	871.53
Dan McDonald	2,773.40	322.20	0.00	0.00	1,807.06
TOTAL CEMETERY	\$ 4,450.90	\$ 322.20	0.00	0.00	\$ 3,286.58
CITY HALL	June 20 - July 3, 2026				
Cheryl Clark	\$ 2,497.26	\$ 11.65	9.00	9.00	\$ 1,767.75
Russ Farnum	3,757.70	-	0.00	0.00	2,593.32
Sally Hinrichsen	3,447.96	-	0.00	0.00	2,310.88
Nanci Tuel	2,365.60	-	0.00	0.00	1,495.39
TOTAL CITY HALL	\$ 12,068.52	\$ 11.65	9.00	9.00	\$ 8,167.34
FIRE					
Drew Haag	\$ 125.00	\$ -	0.00	0.00	\$ 115.44
Nick Kahler	166.67	-	0.00	0.00	140.78
Billy Norton	208.33	-	0.00	0.00	175.96
Tiler Streets	125.00	-	0.00	0.00	115.44
TOTAL FIRE	\$ 625.00	\$ -	0.00	0.00	\$ 547.62
LIBRARY	June 20 - July 3, 2026				
Faith Brehm	\$ 2,048.41	\$ -	0.00	0.00	\$ 1,562.43
Molli Hunter	1,536.80	-	0.00	0.00	1,236.07
Penny Schmit	1,844.00	-	0.00	0.00	1,292.90
Ben Williams	540.00	-	0.00	0.00	497.17
TOTAL LIBRARY	\$ 5,969.21	\$ -	0.00	0.00	\$ 4,588.57
MBC	June 20 - July 3, 2026				
Blaine Benter	\$ 330.00	\$ -	0.00	0.00	\$ 304.75
Milo Breitbach	1,836.54	-	0.00	0.00	1,411.44
Kara Burrack	1,595.03	-	0.00	0.00	1,372.68
Mason McAtee	397.50	-	0.00	0.00	367.09
Jacob Oswald	2,760.42	-	0.00	0.00	2,033.64
Conley Schauf	480.00	-	0.00	0.00	443.28
Ben Welter	610.00	-	0.00	0.00	563.33
TOTAL MBC	\$ 8,009.49	\$ -	0.00	0.00	\$ 6,496.21

PAYROLL - JULY 9, 2026

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
POLICE	June 20 - July 3, 2026				
Erik Honda	\$ 3,347.01	\$ -	0.00	0.00	\$ 2,454.94
Jordan Koos	3,380.16	-	0.00	0.00	2,333.55
Cole Millard	3,119.76	-	0.00	0.00	2,023.91
Johnny Norwood	2,987.04	-	0.00	0.00	1,748.41
Keanan Shannon	3,410.76	-	0.00	28.25	2,211.43
Britt Smith	3,871.47	-	0.00	0.00	2,874.11
Madonna Staner	2,020.80	-	0.00	0.00	1,510.08
Brian Tate	3,639.72	-	0.00	0.00	2,392.01
TOTAL POLICE	\$ 25,776.72	\$ -	0.00	28.25	\$ 17,548.44
ROAD USE	June 20 - July 3, 2026				
Zeb Bowser	\$ 2,609.99	\$ 358.79	0.00	0.00	\$ 1,885.99
Jacob Gravel	2,525.57	274.37	0.00	0.00	1,895.71
Nick Kahler	2,784.95	-	0.00	0.00	2,040.98
Jasper Scott	2,546.67	295.47	0.00	0.00	1,927.10
TOTAL ROAD USE	\$ 10,467.18	\$ 928.63	0.00	0.00	\$ 7,749.78
SEWER	June 20 - July 3, 2026				
Jim Tjaden	\$ 3,180.41	\$ -	0.00	0.00	\$ 2,203.37
TOTAL SEWER	\$ 3,180.41	\$ -	0.00	0.00	\$ 2,203.37
SWIMMING POOL	June 19 - July 2, 2026				
Laila Atkinson	\$ 499.19	\$ -	0.00	0.00	\$ 461.00
Bailey Brehheman	376.63	-	0.00	0.00	347.82
Emma Bruggemann	120.44	-	0.00	0.00	111.22
Lauren Brunscheen	95.00	-	0.00	0.00	87.73
Macey Burlage	572.75	-	0.00	0.00	528.94
Marlee Chapman	578.63	-	0.00	0.00	534.36
Paxtyn Chapman	137.50	-	0.00	0.00	126.98
Skylar Christensen	175.88	-	0.00	0.00	162.43
Vannessa Clapp	393.00	-	0.00	0.00	362.93
Harper Donovan	307.50	-	0.00	0.00	283.97
Hayden Donovan	105.00	-	0.00	0.00	96.97
Jill Flynn	1,253.11	-	0.00	0.00	1,147.63
Stella Flynn	600.13	-	0.00	0.00	554.22
Izabella Gaul	117.50	-	0.00	0.00	108.51
Jensen Glawatz	275.63	-	0.00	0.00	254.54
Gemma Haas	42.50	-	0.00	0.00	39.24
Lily Hall	46.13	-	0.00	0.00	42.60
Seth Hubbard	212.50	-	0.00	0.00	196.24
Chloe Kienzle	190.00	-	0.00	0.00	175.46
Lacie Koppes	450.00	-	0.00	0.00	415.57
Zoe Lagunes-Reynolds	387.50	-	0.00	0.00	357.85
Kaylee Lawrence	373.63	-	0.00	0.00	345.04
Alexis Lugin	383.51	-	0.00	0.00	354.17
Mary Grace Lyons	61.50	-	0.00	0.00	56.80
Lindsay Ruchti	67.50	-	0.00	0.00	62.33
Samantha Ruchti	458.75	-	0.00	0.00	423.66
Cole Schmid-McCormick	145.00	-	0.00	0.00	133.91

PAYROLL - JULY 9, 2026

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Brynn Schmit	78.75	-	0.00	0.00	72.73
Emma Schwendinger	1,109.44	-	0.00	0.00	952.11
Keanan Sherwood	408.00	-	0.00	0.00	376.78
Bodin Smith	42.50	-	0.00	0.00	39.24
Katherine Stadtmueller	774.51	-	0.00	0.00	699.73
Hannah Wink	85.00	-	0.00	0.00	78.50
Abigail Wright	446.25	-	0.00	0.00	412.11
TOTAL SWIMMING POOL	\$ 11,370.86	\$ -	0.00	0.00	\$ 10,403.32
WATER	June 20 - July 3, 2026				
Scott Hagen	\$ 2,472.80	\$ -	3.00	3.00	\$ 1,847.65
Josh Willms	2,312.80	-	4.50	4.50	1,551.03
TOTAL WATER	\$ 4,785.60	\$ -	7.50	7.50	\$ 3,398.68
TOTAL - ALL DEPTS.	\$ 103,347.36	\$ 1,640.78	16.50	44.75	\$ 76,577.47

7.16.26

Reviewed by: 

Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
General	919424.80	123109.26	5592.51		155445.16	13771.75	878909.66	1050.00	408990.77	468868.89				878909.66
Soldiers Memorial Board	14389.92	2827.30			198.50		17018.72				17018.72			17018.72
Monticello Bernades Center	89681.64	16324.91	241.39		22342.99		83904.95	100.00	79943.77	3861.18				83904.95
Recreation Set-a-Side	21031.46		56.46				21087.92		21087.92					21087.92
Youth/Adult Tournament Ckg	5519.76	15400.00	14.74				20934.50				20934.50			20934.50
Dare	7578.36		20.34				7598.70		7598.70					7598.70
Canine	26005.66	10983.80	71.12		50.00		37010.58		31329.59	5680.99				37010.58
Insurance Fund	78781.92		219.61		294.96		76706.57		18027.77	58678.80				76706.57
Tournament Fund	32809.59		88.09				32897.68		32897.68					32897.68
Special Events	5314.26	500.00	14.26				5828.52		5828.52					5828.52
Monticello Trees Forever	26725.30		71.75				26797.05		26797.05					26797.05
Fire	110896.78		297.83		10607.04		100587.57		100211.60	375.97				100587.57
Ambulance Operating	331447.89	43932.91	850.31		57032.96		319198.15		56075.99	263122.16				319198.15
Hotel/Motel Tax Fund	16279.05	2346.17	43.70				18668.92		18668.92					18668.92
Earl F Lehmann Trust	239.21						239.21				239.21			239.21
Street Bond	750.00						750.00		750.00					750.00
Police Improvement	6222.04	1014.00	12.70				7248.74		7248.74					7248.74
Library Improvement	60736.58	11733.20	171.63		897.55		71743.86		34406.44	37337.42				71743.86
Library	87033.13	344.25	237.22	13771.75	12615.25		88771.10	200.00	70743.01	17828.09				88771.10
Equipment Set-A-Side	134502.94		389.45				134892.39		11455.36	123437.03				134892.39
Super Mac	6146.76		16.09		1925.59		4237.26		4083.71	153.55				4237.26
Airport	134932.86	3657.36	357.78		4513.88		134434.12		113080.04	21354.08				134434.12
Revolving Loan Fund	6145.29	778.28	9.08				6932.65		-24677.39	31610.04				6932.65
Road Use Tax	94596.51	3628.73			33037.64		98379.60		67544.03	30835.57				98379.60
Road Use Set-a-Side	642.40		11.82				654.22		-3413.14	4067.36				654.22
Employee Benefits	542940.71	5639.47			42063.16		506517.02		168247.06	338269.96				506517.02
TIF Tax Collections	590137.96	5355.01	1444.51				596937.48		345503.87	251433.61				596937.48
Slavka Gehret Trust	147463.92		419.13				147883.05		3034.71	144848.34				147883.05
Police Forfeiture Acct	4.95						4.95		4.95					4.95
Debt Service	400775.90	3282.32	1114.88				405173.10		235933.95	169239.15				405173.10
TIF - Debt Payments	-17.92						-17.92		-17.92					-17.92
Park Improvements	242735.21	640.00	584.65				243959.86		100439.23	143520.63				243959.86
Library Capital Improvements	16453.87		44.17				16498.04		16498.04					16498.04
Ambulance Improvements	225551.74	649.24					226200.98		35948.36	190252.62				226200.98
TIF Projects	35120.93						35120.93		35120.93					35120.93
Cemetery Improvements	59531.02	80.00	748.23				60359.25		2835.50	57523.75				60359.25
Capital Improvements	1374636.13	200.00	2539.62		661630.92		715744.83		-242786.02	460390.41				715744.83
Low Income Housing	0.00						0.00		1030.81	9723.04				0.00
Baty Disc Golf Course	10722.84		31.01				10753.85		823.98	7299.49				10753.85
Mary Maxine Redmond Trust	8100.06		23.41				8123.47							8123.47
Pocket Park	12941.71		36.17				12977.88		6759.66	6218.22				12977.88
Cemetery Perpetual Care	197625.30	100.00					197725.30		3331.00	194394.30				197725.30
Charles S Bidwell Book Trust	88884.97		258.78				89143.75		109.80	89033.95				89143.75
Iona Mary Baker Trust	37621.09		108.70		181.43		37548.36		149.66	37398.70				37548.36
Water Operating	230016.47	32011.37	622.77		22076.97		240573.64		217917.58	22656.06				240573.64
Customer Deposits	39075.16	2250.00			1300.00		40025.16		38452.60	1572.56				40025.16
Water Capital Improvements	628700.99	5628.38	1531.24				635860.61		391770.13	221654.77				635860.61
Sewer Operating	2471315.09	9327.71	5344.58		45371.16		2524566.22		448769.81	1469481.36				2524566.22
Sewer Debt Service	101426.41		15.06		87882.64		13558.83		-193698.57	5183.40				13558.83
Sewer Capital Improvements	225900.67	5628.37	699.54				232228.58		56185.11	176043.47				232228.58
Sewer WWTF Facility Improv	0.00	168790.74					168790.74							168790.74
Sewer Debt Service Reserve	0.00						0.00							0.00
Sewer Short-lived Assets	0.00						0.00							0.00
Sanitation	385368.18	58925.25	820.06		60612.85		384500.64		121934.07	262566.57				384500.64
Sanitation Capital Improvements	10042.80		26.96				10069.76		10069.76					10069.76
Yard Waste	44799.02	3887.75	129.66		280.28		48536.15		7580.25	40955.90				48536.15
Storm Water fund	227537.93	7042.08	649.27		440.34		234788.94		67622.11	167166.83				234788.94
Self Funded Insurance	0.00	328.34			328.34		0.00							0.00
Flex Spending	1004.96	1311.56			890.66		1425.86							1425.86
Enterprise Flex Spending	107.48						107.48		107.48					107.48
	10572359.66	864150.52	26629.52	13771.75	1222020.27	13771.75	#####	1350.00	2968782.84	5571788.25	1498198.34	0.00	0.00	10041119.43

City of Monticello - Monthly Summary -March 1st thru 31st, 2026

7.16.26

Reviewed by: *[Signature]*

Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
General	878909.66	143407.96	9200.17	13771.75	91526.16	13771.75	926219.88	1050.00	376179.16	548990.72	16836.03			926219.88
Soldiers Memorial Board	17018.72	415.00			597.69		16836.03							16836.03
Monticello Bernides Center	83904.95	8890.14	285.71		20964.76		72116.04	100.00	68142.49	3873.55				72116.04
Recreation Set-A-Side	21087.92		72.10				21160.02		21160.02					21160.02
Youth/Adult Tournament Ckg	20934.50	3100.00	3442.12				27476.62		27476.62					27476.62
Dare	7598.70		25.98				7624.68		7624.68					7624.68
Canine	37010.58	7500.00	125.32		1223.67		43412.23		37713.04	5695.19				43412.23
Insurance Fund	76706.57		249.73		2409.91		74546.39		15679.50	58866.89				74546.39
Tournament Fund	32897.68		112.48		196.98		32813.18		32813.18					32813.18
Special Events	5828.52	340.00	19.92				6188.44		6188.44					6188.44
Monticello Trees Forever	26797.05		91.62				26888.67		26888.67					26888.67
Fire	100587.57	37055.50	343.84		3120.95		134865.96		134488.79	377.17				134865.96
Ambulance Operating	319198.15	60301.58	1035.07		58755.11		321779.69		321779.69					321779.69
Hotel/Motel Tax Fund	18668.92	2246.46	63.83				20979.21		20979.21					20979.21
Earl F Lehmann Trust	239.21		0.06				239.27		239.27					239.27
Street Bond	750.00	250.00					1000.00		1000.00					1000.00
Police Improvement	7248.74	21.00	25.29				7295.03		7295.03					7295.03
Library Improvement	71743.86	200.00	237.32		178.53		72002.65		34545.55	37457.10				72002.65
Library	88771.10	579.80	299.02		12740.91		90680.76	200.00	72595.53	17885.23				90680.76
Equipment Set-A-Side	134892.39	420.28	434.83		13771.75		135747.50		11914.80	123832.70				135747.50
Super Mac	4237.26		14.45		1990.58		2261.13		2107.09	154.04				2261.13
Airport	134434.12	4960.70	455.09		4154.40		135695.51		114272.98	21422.53				135695.51
Revolving Loan Fund	6932.65	778.28	21.18				7732.11		1100.89	6631.22				7732.11
Road Use Tax	98379.60	38479.16			32596.00		104262.76		73427.19	30835.57				104262.76
Road Use Tax Set-A-Side	684.22		13.03				667.25		86.86	580.39				667.25
Employee Benefits	506517.02	24398.12			41566.32		489348.82		151078.86	338269.96				489348.82
TIF Tax Collections	596937.48	27163.73	1307.37		20000.00		605408.58		353569.01	251839.57				605408.58
Slavka Gehret Trust	147883.05		474.67		80.60		148277.12		2964.48	145312.64				148277.12
Police Forfeiture Acct	4.95						4.95		4.95					4.95
Debt Service	405173.10	14488.55	1023.50		30200.00		390485.15		220829.20	169655.95				390485.15
TIF - Debt Payments	-17.92						-17.92		-17.92					-17.92
Park Improvements	243959.86	1162.00	803.46		2896.00		243029.32		99048.64	143980.68				243029.32
Library Capital Improvements	16498.04		56.40				16554.44		16554.44					16554.44
Ambulance Improvements	226200.98		732.75				226933.73		36071.27	190862.46				226933.73
TIF Projects	35120.93						35120.93		35120.93					35120.93
Cemetery Improvements	60359.25	720.00	828.58		82864.27		61907.83		3576.57	58331.26				61907.83
Capital Improvements	715744.83	100.00	3312.87				636293.43		24449.71	148615.29	463228.43			636293.43
Low Income Housing	0.00						0.00							0.00
Baty Disc Golf Course	10753.85		34.68				10788.53		1034.33	9754.20				10788.53
Mary Maxine Redmond Trust	8123.47		26.20				8149.67		826.79	7322.88				8149.67
Pocket Park	12977.88		43.04				13020.92		6782.77	6238.15				13020.92
Cemetery Perpetual Care	197725.30	900.00					198625.30		31.00	198594.30				198625.30
Charles S Bidwell Book Trust	89143.75		285.39		124.42		89304.72		-14.62	89319.34				89304.72
Iona Mary Baker Trust	37548.36		119.87				37668.23		149.66	37518.57				37668.23
Water Operating	240573.64	33259.75	817.71		20511.49		254139.61		231410.93	22728.68				254139.61
Customer Deposits	40025.16	1650.00			1115.00		40560.16		39897.60	1572.56				40560.16
Water Capital Improvements	635860.61	5212.21	2256.32				643329.14		398387.35	222367.78	2254.01			643329.14
Sewer Operating	2524566.22	92224.95	9588.27		38934.16		2587445.28		502933.02	1474300.45	610211.81			2587445.28
Sewer Debt Service	13558.83		1260.72		88778.65		-73959.10		-282477.22	5198.46	203319.66			-73959.10
Sewer Capital Improvements	232228.58	525212.21	824.39		5369.00		752896.18		576285.90	176610.28				752896.18
Sewer WWT Facility Improv	168790.74	872777.99			1041568.73		0.00							0.00
Sewer Debt Service Reserve	0.00						0.00							0.00
Sewer Short-lived Assets	0.00						0.00							0.00
Sanitation	384500.64	64727.97	958.55		57423.42		392763.74		129655.53	263108.21				392763.74
Sanitation Capital Improvements	10069.76		34.43				10104.19		10104.19					10104.19
Yard Waste	48536.15	3842.90	157.19		274.05		52262.19		11175.01	41087.18				52262.19
Storm Water Fund	234788.94	6736.61	767.05		440.62		241851.98		74149.31	167702.67				241851.98
Self Funded Insurance	0.00	2679.54			2679.54		0.00							0.00
Flex Spending	1425.86	1311.56					2737.42		2737.42					2737.42
Enterprise Flex Spending	107.48						107.48		107.48					107.48
	10041119.43	1987513.95	42281.57	13771.75	1665281.92	13771.75	10405633.03	1350.00	3789533.88	5290863.32	1343885.83	0.00	0.00	10405633.03

City of Monticello
Bank Reconciliation Report
For the Month of March 2026

Bank Balance		
General Checking	\$3,809,416.31	
Property Tax & Water	\$5,290,863.32	
Soldiers Memorial Ckg	\$16,864.03	
Earl F Lehmann Trust	\$239.27	
Youth/Adult Tournament Ckg	\$27,476.62	
Citizen's Savings	\$1,299,333.91	
Wastewater TMT Loan Acct	\$872,777.99	
Total Bank Balance		\$11,316,971.45
Plus (Minus) Adjustment:		
Plus Conversion Error	17.98	
Less Unapplied Accts Receivable	\$1,144.74	
Total Adjustment		-\$1,126.76
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	\$465.49	
Total Outstanding Credit Card Pymts		\$465.49
Less Outstanding Checks:		
Financial/Payroll	\$39,221.16	
Soldiers Memorial	\$28.00	
F&M Interim Loan Ckg	\$872,777.99	
Youth/Adult Tournament Ckg		
Total Outstanding Checks		\$912,027.15
Plus Investments:		
Time Certificates	\$0.00	
Petty Cash	\$1,350.00	
Total Investments		\$1,350.00
Treasurer's Balance		\$10,405,633.03

Prepared By: <u>Sally Hinrichsen</u>	<u>7-15-26</u>
Sally Hinrichsen, City Clerk	Date
Reviewed by: <u>Russell Farnum</u>	<u>7.16.26</u>
Russell Farnum, City Administrator	Date

City of Monticello
Cash On Hand By Bank
For March 31, 2026

MSJ 7.16.26

Bank					
Account type & number	Amount	Interest rate	Maturity date	Length of investment	Purpose
F & M Bank					
Checking #700502479	\$872,777.99		N/A		Interim Loan Acct
Total by Bank	\$872,777.99				
Citizens State Bank					
Savings # 6025641	\$239.27		N/A		Earl F Lehmann Trust
Checking #394486	\$16,864.03		N/A		Soldier Memorial
Savings # 6467260	\$1,299,333.91		N/A		General Savings
Total by Bank	\$1,316,437.21				
Dutrach Credit Union					
Total by Bank	\$0.00				
Fidelity Bank & Trust					
Total by Bank	\$0.00				
Ohnward Bank & Trust					
General Ckg/Sweep #40002008	\$3,809,416.31		N/A		General Checking
Property Tax & Water #40001992	\$5,290,863.32		N/A		General Savings
Youth/Adult Tournamt Ckg #618231	\$27,476.62		N/A		Youth/Adult Tournamt
Total by Bank	\$9,127,756.25				
Total Cash on Hand- All Banks	\$11,316,971.45				
Plus Petty Cash	\$1,350.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Plus Conversion Error	\$17.98				
Plus Outstanding Credit Card Pymt	\$465.49				
Less Unapplied Acct Receivable	\$1,144.74				
Less Outstanding Checks	\$912,027.15				
Treasurer's Balance	\$10,405,633.03				

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

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

City of Monticello - Monthly Summary -April 1st thru 30th, 2026

7.16.26

Reviewed by:

[Signature]

Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
General	926219.88	540322.30	8276.29	800.00	241081.20	272771.77	961765.50	1050.00	407913.13	552802.37	16875.43			961765.50
Soldiers Memorial Board	16836.03	175.00			135.60		16875.43							16875.43
Monticello Bernades Center	72116.04	3193.86	288.66	132500.00	45808.50	5000.00	157270.06	1900.00	151484.10	3885.96				157270.06
Recreation Set-a-Side	21160.02		67.59	5000.00			26227.61		26227.61					26227.61
Youth/Adult Tournament Ckg	27476.62	8850.00	52.58				36179.20				36179.20			36179.20
Dare	7624.68		24.35				7649.03		7649.03					7649.03
Canine	43412.23	502.16	118.68		12000.19	800.00	31232.88		25515.43	5717.45				31232.88
Insurance Fund	74546.39		246.47	10000.00	1027.08		83765.78		24710.20	59055.58				83765.78
Tournament Fund	32813.18		105.45		150.00		32768.63		32768.63					32768.63
Special Events	6188.44	430.00	18.68	10203.56	325.00		16515.68		16515.68					16515.68
Monticello Trees Forever	26888.67		85.89	5000.00			31974.56		31974.56					31974.56
Fire	134865.96	13159.00	322.44		20633.57		127713.83		127713.83	378.39				127713.83
Ambulance Operating	321779.69	54983.41	1025.88	14400.02	74174.17		318014.83		53203.20	264811.63				318014.83
Hotel/Motel Tax Fund	20979.21	2891.83	59.84				23930.88		23930.88					23930.88
Earl F Lehmann Trust	239.27						239.27				239.27			239.27
Street Bond	1000.00						1000.00		1000.00					1000.00
Police Improvement	7295.03	21.00	13.23				7329.26		7329.26					7329.26
Library Improvement	72002.65	773.80	230.34		1321.54		71685.25		34108.09	37577.16				71685.25
Library	90680.76	454.01	164.09	13771.75	28827.47		76243.14	200.00	58100.58	17942.56				76243.14
Equipment Set-A-Side	135747.50		433.10	65000.00		64267.00	136913.60		12683.96	124229.64				136913.60
Super Mac	2261.13		14.46	12500.00	2894.13		11881.46		11726.92	154.54				11881.46
Airport	135695.51	4563.32	431.13		24787.42		115902.54		94411.35	21491.19				115902.54
Revolving Loan Fund	7732.11	378.28	21.26	24000.00			32131.65		25479.17	6652.48				32131.65
Road Use Tax	104262.76	46510.59			46538.05	50000.00	54335.30		23499.73	30835.57				54335.30
Road Use Tax Set-Aside	667.25		1.86	50000.00			50669.11		50086.86	582.25				50669.11
Employee Benefits	489348.82	244457.71			52443.52		681363.01		343093.05	338269.96				681363.01
TIF Tax Collections	605408.58	248638.42	1301.16				855348.16		603101.33	252246.83				855348.16
Slavka Gehret Trust	148277.12		475.51		49.14		148703.49		2925.06	145778.43				148703.49
Police Forfeiture Acct	4.95						4.95		4.95					4.95
Debt Service	390485.15	143849.85	1025.33				535360.33		365265.75	170074.58				535360.33
TIF - Debt Payments	-17.92						-17.92		-17.92					-17.92
Park Improvements	243029.32	1434.00	783.47		32203.56		213043.23		68601.03	144442.20				213043.23
Library Capital Improvement	16554.44		52.40				16606.84		16606.84					16606.84
Ambulance Improvements	228933.73	11302.00	727.03	64267.00	4400.00		298829.76		107355.50	191474.26				298829.76
TIF Projects	35120.93						35120.93		35120.93					35120.93
Cemetery Improvements	61907.83	240.00	832.63				62980.46		3825.65	59154.81				62980.46
Capital Improvements	636293.43	820.05			32871.25		604242.23		-8077.87	149091.67	463228.43			604242.23
Low Income Housing	0.00						0.00							0.00
Baty Disc Golf Course	10788.53		34.56				10823.09		1037.63	9785.46				10823.09
Mary Maxine Redmond Trust	8149.67		26.11				8175.78		829.43	7346.35				8175.78
Pocket Park	13020.92		41.65				13062.57		6804.43	6258.14				13062.57
Cemetery Perpetual Care	198625.30	300.00					198925.30		331.00	198594.30				198925.30
Charles S Bidwell Book Trust	89304.72		286.31		105.00		89486.03		-119.62	89605.65				89486.03
Ioma Mary Baker Trust	37688.23		120.26				37788.49		149.66	37638.83				37788.49
Water Operating	254139.61	34787.06	762.38		46986.54	25000.00	217702.51		194900.98	22801.53				217702.51
Customer Deposits	40560.16	1700.00			350.00		41910.16		40337.60	1572.56				41910.16
Water Capital Improvements	643329.14	5234.92	2032.80	25000.00			669020.86		423363.70	223083.15	22574.01			669020.86
Sewer Operating	2887445.28	95787.17	6164.35	143940.00	96341.24		2736975.56		647737.47	1479026.28	610211.81			2736975.56
Sewer Debt Service	-73959.10		16.66		91613.28		-165555.72		-374090.50	5215.12	203319.66			-165555.72
Sewer Capital Improvements	752896.18	5234.92	810.42		9000.00	143940.00	606001.52		428822.54	177178.98				606001.52
Sewer WWT Facility Improv	0.00	281002.51			281002.51		0.00							0.00
Sewer Debt Service Reserve	0.00						0.00							0.00
Sewer Short-lived Assets	0.00						0.00							0.00
Sanitation	392763.74	69539.04	934.23		63890.11		399346.90		135695.31	263651.59				399346.90
Sanitation Capital Improvements	10104.19		32.27				10136.46		10136.46					10136.46
Yard Waste	52262.19	3853.60	155.99		8366.34		47905.44		6686.56	41218.88				47905.44
Storm Water fund	241851.98	6912.30	754.33		445.18		249073.43		80833.19	168240.24				249073.43
Self Funded Insurance	0.00				1280.31		0.00							0.00
Flex Spending	2737.42	1967.34					4704.76		4704.76					4704.76
Enterprise Flex Spending	10405633.03	1834609.71	30172.17	576382.33	1227627.90	561778.77	11057390.57	3150.00	4393746.19	5307866.57	1352627.81	0.00	0.00	11057390.57

City of Monticello
Bank Reconciliation Report
For the Month of April 2026

Bank Balance		
General Checking	\$4,524,243.14	
Property Tax & Water	\$5,307,866.57	
Soldiers Memorial Ckg	\$16,875.43	
Earl F Lehmann Trust	\$239.27	
Youth/Adult Tournament Ckg	\$36,179.20	
Citizen's Savings	\$1,299,333.91	
Wastewater TMT Loan Acct	\$281,002.51	
Total Bank Balance		<u>\$11,465,740.03</u>
Plus (Minus) Adjustment:		
Plus Conversion Error		
Less Unapplied Accts Receivable	<u>-\$1,019.74</u>	
Total Adjustment		<u>-\$1,019.74</u>
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	<u>\$59.88</u>	
Total Outstanding Credit Card Pymts		<u>\$59.88</u>
Less Outstanding Checks:		
Financial/Payroll	\$129,537.09	
Soldiers Memorial	\$0.00	
F&M Interim Loan Ckg	\$281,002.51	
Youth/Adult Tournament Ckg	<u>\$0.00</u>	
Total Outstanding Checks		<u>\$410,539.60</u>
Plus Investments:		
Time Certificates	\$0.00	
Petty Cash	<u>\$3,150.00</u>	
Total Investments		<u>\$3,150.00</u>
Treasurer's Balance		<u><u>\$11,057,390.57</u></u>

Prepared By: <u>Sally Hinrichsen</u>	<u>7-15-26</u>
Sally Hinrichsen, City Clerk	Date
Reviewed by: <u>Russell Farnum</u>	<u>7-16-26</u>
Russell Farnum, City Administrator	Date

City of Monticello
Cash On Hand By Bank
For April 30, 2026

7.16.26 *Donna M. Turner*

Bank					
Account type & number	Amount	Interest rate	Maturity date	Length of investment	Purpose
F & M Bank					
Checking #700502479	\$281,002.51		N/A		Interim Loan Acct
Total by Bank	<u>\$281,002.51</u>				
Citizens State Bank					
Savings # 6025641	\$239.27	0.100	N/A		Earl F Lehmann Trust
Checking #394486	\$16,875.43		N/A		Soldier Memorial
Savings # 6467260	\$1,299,333.91	2.570	N/A		General Savings
Total by Bank	<u>\$1,316,448.61</u>				
Dutrac Credit Union					
Total by Bank	<u>\$0.00</u>				
Fidelity Bank & Trust					
Total by Bank	<u>\$0.00</u>				
Ohnward Bank & Trust					
General Ckg/Sweep #40002008	\$4,524,243.14	3.99	N/A		General Checking
Property Tax & Water #40001992	\$5,307,866.57	3.99	N/A		General Savings
Youth/Adult Tournamt Ckg #618231	\$36,179.20	2.02	N/A		Youth/Adult Tournamt
Total by Bank	<u>\$9,868,288.91</u>				
Total Cash on Hand- All Banks	<u>\$11,465,740.03</u>				
Plus Petty Cash	\$3,150.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Plus Outstanding Credit Card Pymt	\$59.88				
Less Unapplied Acct Receivable	\$1,019.74				
Less Outstanding Checks	\$410,539.60				
Treasurer's Balance	<u>\$11,057,390.57</u>				

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

Report Criteria:
[Report].Due Date = 07/21/2026

Name	Description	Invoice Amount
AARON'S AUTOMOTIVE LLC	PD VEHICLE OPERATING	1,005.67
AARON'S AUTOMOTIVE LLC	PD VEHICLE OPERATING	85.18
JOHN DEERE FINANCIAL	PD EQUIP REPAIR/MAINT	28.98
ZACHARY D LONG	PD REPLACEMENT CABINET KEYS	20.25
INFRASTRUCTURE TECHNOLOGY	PD COMPUTER SUPPORT FEES	133.01
JONES COUNTY SHERIFFS OFFICE	PD JCERT EXPENSES	2,000.00
IOWA STATE PRISON INDUSTRIES	PD MINOR EQUIPMENT	123.20
ZACHARY D LONG	PD LOCK BOXES	160.00
Total 001-110: Police		3,556.29
ALLIANT ENERGY-IES	416 E 2ND STREETLIGHTS	152.29
ALLIANT ENERGY-IES	STREETLIGHTS	29.75
ALLIANT ENERGY-IES	2203 AMBER RD X44 ELECTRIC	68.40
Total 001-230: Streetlights		250.44
FAREWAY STORES #840-1	POOL BUILDING SUPPLIES	19.94
JILL FLYNN	POOL SWIM TEAM RIBBONS	163.44
JILL FLYNN	POOL SWIM TEAM MEDALS	195.15
FAREWAY STORES #840-1	POOL CONCESSIONS	10.98
FAREWAY STORES #840-1	POOL CONCESSIONS	32.74
MYERS-COX CO.	POOL CONCESSIONS	691.33
INFRASTRUCTURE TECHNOLOGY	POOL OFFICE SUPPLIES	10.48
INFRASTRUCTURE TECHNOLOGY	POOL OFFICE SUPPLIES	130.00
JILL FLYNN	POOL BUILDING SUPPLIES	14.71
STATE HYGIENIC LABORATORY	POOL LAB TESTS	15.50
DAVID B MCNEILL	POOL POSTAGE	24.99
Total 001-440: Pool		1,309.26
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	94.98
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	63.99
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	19.02
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	4.00
HUGHES GARAGE & AUTO SALES LLC	CEMETERY EQUIP REPAIR/MAINT	188.95
KROMMINGA MOTORS INC	CEMETERY EQUIP REPAIR/MAINT	14.92
LAPORTE MOTOR SUPPLY	CEMETERY EQUIP REPAIR/MAINT	36.68
LAPORTE MOTOR SUPPLY	CEMETERY EQUIP REPAIR/MAINT	75.30
LAPORTE MOTOR SUPPLY	CEMETERY EQUIP REPAIR/MAINT	34.99
LAPORTE MOTOR SUPPLY	CEMETERY EQUIP REPAIR/MAINT	9.72
LAPORTE MOTOR SUPPLY	CEMETERY EQUIP REPAIR/MAINT	37.70
IBEN CONSTRUCTION CO INC	CEM GRAVE OPENINGS - APR-JUNE	1,050.00
Total 001-450: Cemetery		1,622.25
LADCO DIVISION OF WALDINGER	SLDR MEM BLDG REPAIR/MAINT	251.94
TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE	49.98
Total 001-498: Soldiers Memorial		301.92
MONTICELLO ROTARY CLUB	CH DUES - FARNUM	160.00
NANCI TUEL	ADMIN TRAVEL	14.50

Name	Description	Invoice Amount
LADCO DIVISION OF WALDINGER	CH BLDG REPAIR/MAINT	1,511.62
TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE	99.97
RUSSELL W FARNUM	CH BUILDING SUPPLIES	181.50
WHITE HAWK PLUMBING & HEATING	CH BUILDING SUPPLIES	910.21
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	248.72
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	195.00
EXPRESS PRINTING & DESIGN LLC	CH OFFICE SUPPLIES	583.00
U.S. POSTAL SERVICE(CMRS-FP)	ADMIN POSTAGE	1,500.00
Total 001-650: Administration		5,404.52
KELLI CERRUTO	MBC ADULT PROGRAMMING	56.00
NATIONAL RECREATION & PARK	MBC NRPA CONFERENCE - OSWALD	795.00
JACOB HEINSIUS	MBC PEST CONTROL	70.00
LAPORTE MOTOR SUPPLY	MBC VEHICLE REPAIR/MAINT	467.49
LAPORTE MOTOR SUPPLY	MBC VEHICLE REPAIR/MAINT	174.71
ALLIANT ENERGY-IES	MBC ELECTRIC	31.30
ALLIANT ENERGY-IES	MBC ELECTRIC	3,004.44
ALLIANT ENERGY-IES	LITTLE LEAGUE	109.79
ALLIANT ENERGY-IES	509 E OAK ST SHELTER	123.25
ALLIANT ENERGY-IES	325 DIAMOND DR ELECTRIC	28.47
ALEXANDER JAMISON	MBC LEAGUE EXPENSE - OFFICIATI	30.00
BEN J. WELTER	MBC LEAGUE EXPENSE - OFFICIATI	30.00
BLAINE DANIEL BENTER	MBC LEAGUE EXPENSE - OFFICIATI	15.00
BODIN F. SMITH	MBC LEAGUE EXPENSE - CONCESSI	60.00
CHLOE MACKAYLA KIENZLE	MBC LEAGUE EXPENSE - OFFICIATI	15.00
CONLEY DEAN SCHAUF	MBC LEAGUE EXPENSE - OFFICIATI	60.00
EMMA R. BRUGGEMANN	MBC LEAGUE EXPENSE - CONCESSI	60.00
GEMMA HAAS	MBC LEAGUE EXPENSE - CONCESSI	130.00
SKYLAR R. CHRISTENSEN	MBC LEAGUE EXPENSE - CONCESSI	63.00
STEVE MONK CONSTRUCTION	MBC MOWING CONTRACT	6,453.33
STEVE MONK CONSTRUCTION	MBC MOWING	188.34
EXPRESS PRINTING & DESIGN LLC	MBC OFFICE SUPPLIES	229.00
EXPRESS PRINTING & DESIGN LLC	MBC OFFICE SUPPLIES	58.00
INFRASTRUCTURE TECHNOLOGY	MBC OFFICE SUPPLIES	79.36
INFRASTRUCTURE TECHNOLOGY	MBC OFFICE SUPPLIES	65.00
Total 005-430: Berndes Center		12,396.48
JOHN DEERE FINANCIAL	PD CANINE SUPPLIES	104.97
Total 009-110: Canine		104.97
HUGHES GARAGE & AUTO SALES LLC	FIRE VEHICLE REPAIR/MAINT	72.23
KARDES INC	FIRE FUEL	15.82
LAPORTE MOTOR SUPPLY	FIRE VEHICLE OPERATING SUPPLIE	37.61
LAPORTE MOTOR SUPPLY	FIRE VEHICLE OPERATING SUPPLIE	46.12
TRUCK CENTER HOLDINGS INC	FIRE VEHICLE REPAIR/MAINT	102.52
TRUCK CENTER HOLDINGS INC	FIRE VEHICLE REPAIR/MAINT	72.30
INFRASTRUCTURE TECHNOLOGY	FIRE COMPUTER SUPPORT FEES	30.44
TRI COUNTY PROPANE LLC	FIRE SUPPLIES	50.50
Total 015-150: Fire		427.54
AARON'S AUTOMOTIVE LLC	AMB VEHICLE REPAIR/MAINT	265.92
INFRASTRUCTURE TECHNOLOGY	AMB DATA PROCESSING	27.96
ZOLL MEDICAL CORPORATION	AMB DATA PROCESSING	1,302.00

Name	Description	Invoice Amount
LIFE-ASSIST INC	AMB MEDICAL SUPPLIES	331.86
LIFE-ASSIST INC	AMB MEDICAL SUPPLIES	21.26
Total 016-160: Ambulance		1,949.00
MARLEE CHAPMAN	LIB IMP SUMMER READING PROGRA	40.00
RIVER SMITH	LIB IMP SUMMER READING PROGRA	40.00
VANNESSA K. CLAPP	LIB IMP SUMMER READING PROGRA	40.00
Total 030-410: Library Improvement		120.00
LADCO DIVISION OF WALDINGER	LIB BLDG REPAIR/MAINT	251.94
TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE	49.98
CULLIGAN TOTAL WATER -	LIB BUILDING SUPPLIES	19.98
WHITE HAWK PLUMBING & HEATING	LIB BUILDING SUPPLIES	102.21
OVERDRIVE	LIB PROCESSING (DATABASES)	1,471.60
MICRO MARKETING LLC	LIB BOOKS	89.40
Total 041-410: Library		1,985.11
ALLIANT ENERGY-IES	20373 HWY 38 AIRPORT	37.07
Total 046-280: Airport		37.07
JOHN DEERE FINANCIAL	RU BLDG REPAIR/MAINT	139.99
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT	89.25
JOHN DEERE FINANCIAL	RU EQUIP REPAIR/MAINT	11.97
JOHN DEERE FINANCIAL	RU EQUIP REPAIR/MAINT	2.99
JOHN DEERE FINANCIAL	RU EQUIP REPAIR/MAINT	8.99
JOHN DEERE FINANCIAL	RU EQUIP REPAIR/MAINT	393.76
JOHN DEERE FINANCIAL	RU EQUIP REPAIR/MAINT	4.99
K&S MACHINING AND METAL	RU EQUIP REPAIR/MAINT	89.54
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	3.14
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	65.67
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	578.43-
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	15.74
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	92.57
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	23.41-
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	25.91
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	6.74
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	6.74
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	65.17
ALLIANT ENERGY-IES	STOP SIGNS - N MAIN ST	53.87
INFRASTRUCTURE TECHNOLOGY	RU UTILITIES	12.98
JONES CO ENGINEER	RU STREET MAINTENANCE CONTRA	4,640.00
JOHN DEERE FINANCIAL	RU SUPPLIES	24.88
JOHN DEERE FINANCIAL	RU SUPPLIES	6.49
JOHN DEERE FINANCIAL	RU SUPPLIES	9.99
JOHN DEERE FINANCIAL	RU SUPPLIES	4.99
JOHN DEERE FINANCIAL	RU SUPPLIES	7.98
KIMBALL MIDWEST	RU SUPPLIES	85.32
LAPORTE MOTOR SUPPLY	RU SUPPLIES	66.99
LAPORTE MOTOR SUPPLY	RU SUPPLIES	44.09
LAPORTE MOTOR SUPPLY	RU SUPPLIES	13.21
LAPORTE MOTOR SUPPLY	RU SUPPLIES	63.96
MARK SCHMITZ	RU SUPPLIES	126.00
BEHREND CRUSHED STONE	RU STREET MAINTENANCE SUPPLIE	97.60

Name	Description	Invoice Amount
AK BROWN ENTERPRISES LLC	RU LIGHT SYSTEMS & STRUCTURE	663.00
Total 110-210: Road Use		6,342.67
BOULDERS INN MONTICELLO LLC	TIF HOTEL/MOTEL TAX GRANT #19-F	17,221.78
Total 125-599: TIF		17,221.78
STEVE MONK CONSTRUCTION	BATY DG MOWING	980.00
Total 338-430: Baty Disc Golf		980.00
IOWA DEPT OF NATURAL RESOURCES	WATER DUES	434.88
UNITY POINT CLINIC -	WATER OSHA - HAGEN	21.00
JOHN DEERE FINANCIAL	WATER VEHICLE OPERATING SUPPL	70.93
LAPORTE MOTOR SUPPLY	WATER VEHICLE OPERATING	36.53
ELECTRIC PUMP INC	WATER EQUIP REPAIR/MAINT	927.00
J&R SUPPLY INC	WATER EQUIP REPAIR/MAINT	380.00
INFRASTRUCTURE TECHNOLOGY	WATER DATA PROCESSING	22.96
JOHN DEERE FINANCIAL	WATER SUPPLIES	27.97
JOHN DEERE FINANCIAL	WATER SUPPLIES	26.96
U.S. POSTAL SERVICE(CMRS-FP)	WATER POSTAGE	1,100.00
STATE HYGIENIC LABORATORY	WATER LAB TESTS	62.00
HAWKINS WATER TREATMENT	WATER SYSTEM	305.16
MIDWEST CONCRETE INC	WATER SYSTEM	8,550.00
STEVE MONK CONSTRUCTION	WATER SYSTEM	113.33
THEODORE KRAUS	WATER SYSTEM	206.03
Total 600-810: Water		12,284.75
UNITY POINT CLINIC -	SEWER OSHA - HAGEN	21.00
LAPORTE MOTOR SUPPLY	SEWER VEHICLE OPERATING	174.71
HAWKEYE STATE SCALE INC.	SEWER EQUIP REPAIR/MAINT	154.00
LAPORTE MOTOR SUPPLY	SEWER EQUIP REPAIR/MAINT	33.94
LAPORTE MOTOR SUPPLY	SEWER EQUIP REPAIR/MAINT	65.83
LAPORTE MOTOR SUPPLY	SEWER EQUIP REPAIR/MAINT	33.94
STATE OF IOWA - DEPT OF	SEWER BOILER INSPECTION	135.00
TRUCK COUNTRY OF IOWA INC.	SEWER EQUIP REPAIR/MAINT	146.07
ALLIANT ENERGY-IES	1105 E 1ST STREET - SEWER	5,835.23
ALLIANT ENERGY-IES	1105 E 1ST STREET - SEWER	308.09
TRI COUNTY PROPANE LLC	SEWER UTILITIES	690.00
INFRASTRUCTURE TECHNOLOGY	SEWER DATA PROCESSING	10.48
JOHN DEERE FINANCIAL	SEWER SUPPLIES	24.97
JOHN DEERE FINANCIAL	SEWER SUPPLIES	14.99
JOHN DEERE FINANCIAL	SEWER SUPPLIES	10.98
JOHN DEERE FINANCIAL	SEWER SUPPLIES	10.99
JOHN DEERE FINANCIAL	SEWER SUPPLIES	21.99
JOHN DEERE FINANCIAL	SEWER SUPPLIES	16.99
U.S. POSTAL SERVICE(CMRS-FP)	SEWER POSTAGE	750.00
FAREWAY STORES #840-1	SEWER LAB SUPPLIES	34.16
STATE HYGIENIC LABORATORY	SEWER LAB TESTS	1,475.50
HAWKINS WATER TREATMENT	SEWER SYSTEM	1,925.00
Total 810-815: Sewer		11,825.98
REPUBLIC SERVICES #897	DUMPSTER COLLECTIONS	20,438.46
JONES COUNTY SOLID WASTE	SANITATION LOAD TICKETS	21.70

Name	Description	Invoice Amount
U.S. POSTAL SERVICE(CMRS-FP)	SANITATION POSTAGE	750.00
Total 670-840: Sanitation		21,210.16
DUBUQUE MULCH CO	YARD WASTE COMPOST	8,000.00
Total 675-840: Yard waste		8,000.00
STEVE MONK CONSTRUCTION	STORMWATER MAINTENANCE	248.33
Total 740-865: Stormwater		248.33
SALLY HINRICHSEN	CH MEDICAL FLEX	405.00
SALLY HINRICHSEN	CH MEDICAL FLEX	24.61
SALLY HINRICHSEN	CH MEDICAL FLEX	14.40
SALLY HINRICHSEN	CH MEDICAL FLEX	1.08
SALLY HINRICHSEN	CH MEDICAL FLEX	5.21
SALLY HINRICHSEN	CH MEDICAL FLEX	22.78
SALLY HINRICHSEN	CH MEDICAL FLEX	6.20
SALLY HINRICHSEN	CH MEDICAL FLEX	7.27
SALLY HINRICHSEN	CH MEDICAL FLEX	14.40
Total 950-899: Flex		500.95
Total :		108,079.47
Grand Totals:		108,079.47

Report Criteria:

[Report].Due Date = 07/21/2026

City Council Meeting
Prep. Date: 07/15/2026
Preparer: Russell Farnum



Agenda Item: # 1
Agenda Date: 07/20/2026

Communication Page

Agenda Items Description: Approving Change Order Request #7 in the increased not to exceed amount of \$ 30,583.70 as submitted by Bill Bruce Builders related to the Monticello Wastewater Treatment Plant Improvements

Type of Action Requested: Resolution

Attachments & Enclosures:

Resolution

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: Approval for Change Order #7 is requested for work at the Waste Water Treatment Plant, in the amount of \$ 30,583.70.

This addresses two changes that are necessary due to the existing positioning of underground pipes differing from what could be inferred by field conditions when the engineering was completed.

First change relocates the manhole outside of the grit building to a location accessible to pick up the actual lines that exit the building on the north side, instead of the west. The manhole must be moved to allow enough space for piping and fitting connections.

The second change is also for some additional piping and fittings. The pipe between the EQ Basin and the Lift Station is too steep for a flow meter to be installed and work properly. This pipe needs be levelled where it runs through the manhole that will contain the flow meter.

A summary of the changes, price breakdowns, and diagrams are attached with the backup information.

Recommendation: Approval is recommended.

City of Monticello, Iowa

RESOLUTION

Approving Change Order Request #7 in the increased not to exceed amount of \$ 30,583.70 as submitted by Bill Bruce Builders related to the Monticello Wastewater Treatment Plant Improvements

WHEREAS, Bill Bruce Builders is contracted with the City to complete the Monticello Wastewater Treatment Plant Improvements, and

WHEREAS, Bill Bruce Builders has submitted Change Order Request #7 tied to relocation of a manhole north of the grit building, and underground piping alterations to allow installation of the flow meter, as noted in CR#29 and CR#35, with a total net change in contract price to increase in the amount of \$ 30,583.70, and

WHEREAS, The City Engineer has reviewed the proposed Change Order #7 and recommends that it be approved by the City Council.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve Change Order #7 submitted by Bill Bruce Builders related to the Monticello Wastewater Treatment Plant Improvements in the not to exceed increase amount of \$30,583.70.

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 20th day of July, 2026.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

CHANGE ORDER NO.: 7

Owner: City of Monticello

Engineer: Snyder & Associates

Contractor: Bill Bruce Builders

Project: Wastewater Treatment Plant
Improvements

Contract Name: Wastewater Treatment
Plant Improvements

Date Issued: 7/9/2026

Owner's Project No.:

Engineer's Project No.:
120.1109

Contractor's Project No.:

Effective Date of Change Order:

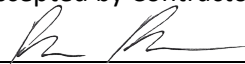
The Contract is modified as follows upon execution of this Change Order:

Description: CR#29: Shift the location of MH-1 approximately 35 ft west to allow for future development of the area between the grit building and the manhole. This change request includes the piping and fittings to get to the new location. Some fittings are needed to reroute the existing piping that was found to exit the grit building on the north side rather than the west side, as originally thought.

CR#35: The existing piping between the flow equalization basin and the influent lift station was found to have a significant slope to it, which will not allow for the proposed flow meter to work properly. This change order is to adjust the piping to ensure the flow meter functions properly. This change order does include an additional \$4,905 in contingency if conditions differ from what was uncovered previously. Use of this contingency will be coordinated between representatives of the City, Snyder and Associates, Inc and the Contractor.

Attachments: **Bill Bruce Builders change requests 29, 35**

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 23,448,000.00		Substantial Completion:	September 26, 2026
		Ready for final payment:	November 25, 2026
Increase from previously approved Change Orders No. 1 to No. 5		Increase from previously approved Change Orders No.1 to No. 6:	
\$ 1,038,963.78		Substantial Completion:	January 17, 2027
		Ready for final payment:	February 12, 2027
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 24,486,963.78		Substantial Completion:	January 17, 2027
		Ready for final payment:	February 12, 2027
Increase due to this Change Order:		Increase this Change Order:	
\$ 30,583.70		Substantial Completion:	January 27, 2027
		Ready for final payment:	February 22, 2027
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 24,517,547.48		Substantial Completion:	January 27, 2027
		Ready for final payment:	February 22, 2027

	Recommended by Engineer	Accepted by Contractor
By:		
Title:	Civil Engineer	President
Date:	7/9/2026	7/9/2026
	Authorized by Owner	Approved by Funding Agency
By:		
Title:		
Date:		



Bill Bruce Builders
900 E Franklin Street
Eldridge, IA 52748

Change Request

Date: 7/9/2026

Project: Monticello Wastewater Treatment Plant Improvements

Change Order #: 29

RFI #

Date Submitted 7/9/2026

Due Date 7/16/2026

This Change Order Increases the amount of days to complete the job by 5 working days.

Description:

Per email request. Moved MH1 approximately 35' west and add additional fittings and pipe to make connection that was not shown in plans. Updated to new elevations and credit for 18" pipe.

Subcontractor Cost:

Central Excavating	\$ 10,158.53
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Total Subcontractor Cost:	\$ 10,158.53
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Subcontractor Mark-up	\$ 507.93
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Suppliers Cost:

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Total Special Consultants/Other Expenses	\$ -
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Contractor Cost:

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Project Manager - 1.0 MH - Time for Coordination	\$ 84.00
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Total Contractor Cost:	\$ 84.00
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Contractor Mark-up	\$ 12.60
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Subtotal Amount	\$ 10,763.06
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P&P Bond	\$ -
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GL Insurance	\$ -
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Builder's Risk Insurance	\$ -
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Grand Total	\$ 10,763.06
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Approved By

Engineer:

Owner:

Name:

Name:

Date:

Date:

Change Order Request

Central Excavating, Inc
1805 State Street, Suite 104
Bettendorf, IA 52722

Central No: 2404
Date: 6/23/2026

To: Bruce Builders

Attention: Bill Bruce
Project Name: Monticello
Project No: 120.1109.08

Remarks or Description of Work:

Priced per email request. Move MH1 approximately 35' west and add additional fittings and pipe to make connection that was not shown in plans. Updated to new elevations and credit for 18" pipe

	Description	Unit Type	Quantity	Unit Price	Extension
	Labor - 18 Manhours	LS	1	\$ 2,073.00	\$ 2,073.00
	Material - See Attached Quote	LS	1	\$ 7,675.00	\$ 7,675.00
	Equipment	LS	1	\$ 1,682.00	\$ 1,682.00
	Deduct 35 LF 18" C900	LS	1	\$ (2,747.50)	\$ (2,747.50)
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

7% Overhead, 10% Markup

Overhead & Profit \$ 1,476.03
TOTAL \$ 10,158.53

Central Excavating, Inc.

By: Jesse Spain

Date: 7/9/2026



WWTP MH 5A and 1

Job Location: MONTICELLO, IOWA

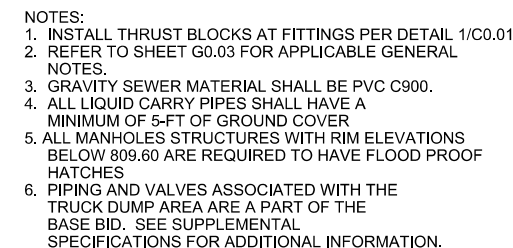
Bid Date: 11/03/2025 05:00 AM

UECO Quote # 30790

BABA COMPLIANT MATERIALS

TERMS AND CONDITIONS

Prices quoted herein are firm for orders placed within 15 days and shipped within 30 days, except as specifically mentioned herein. Pricing is subject to the manufacturer's terms of escalation and stock availability. UECO warranties up to the level of the manufacturer's warranty. Sales tax is not included. All quotes are subject to our acceptance. Our quotations are a service and not a guaranteed bill of material. Quantities, sizes and specifications are not guaranteed and should be carefully checked. Field verify all existing mains prior to ordering tapping sleeves, line stop fittings, and valve insertions. Terms are net 30 days. Any non-stock items could incur possible freight charges. Special order material is non-returnable.

[illegible]

SITE PLAN - SANITARY SEWER [A]

5005 BOWLING STREET S.W.
CEDAR RAPIDS, IA 52404
319-362-9394 | www.snyder-associates.com

SNYDER & ASSOCIATES, INC.



Project No: 1201109

Sheet C1.05



Bill Bruce Builders
900 E Franklin Street
Eldridge, IA 52748

Change Request

Date: 6/10/2026

Project: Monticello Wastewater Treatment Plant Improvements

Change Order #: 35

RFI #

Date Submitted 5/13/2026

Due Date 5/21/2026

This Change Order Increases the amount of days to complete the job by 5 working days.

Description:

Per owner request, BBB and subcontractors propose to provide and install Priced per MH-10 sketch provided by Snyder and Associates. Price below includes materials and labor for 2 EA - 8x6 Reducer, 2 EA - 22.5 Deg. Bends, 2 EA - 45 Deg. Bends, excavation, rock bedding, and backfill with native materials. If additional fittings, excavation, or other unknown is encountered, the contingency \$4,905 will be utilized. The contingency includes labor, equipment and materials to add fittings as necessary to complete the connections to the existing pipe. Central assumed 3 fittings at a cost of \$1635/EA.

Subcontractor Cost:

Central Excavating	\$ 18,487.53
Total Subcontractor Cost:	\$ 18,487.53
Subcontractor Mark-up	\$ 924.38

Special Consultants/Other Expenses

Total Special Consultants/Other Expenses	\$ -

Contractor Cost:

Project Manager - 1.0 MH - Time for Coordination	\$ 84.00
Total Contractor Cost:	\$ 84.00
Contractor Mark-up	\$ 12.60
Subtotal Amount	\$ 19,508.51
P&P Bond	\$ 146.31
GL Insurance	\$ 117.05
Builder's Risk Insurance	\$ 48.77
Grand Total	\$ 19,820.64

Approved By

Engineer:

Owner:

Name:

Name:

Date:

Date:

Change Order Request

Central Excavating, Inc
1805 State Street, Suite 104
Bettendorf, IA 52722

Central No: 2404
Date: 6/9/2026

To:
Bruce Builders

Attention: Bill
Project Name: Monticello
Project No: 120.1109.08

Remarks or Description of Work:

Priced per MH-10 sketch provided by Snyder and Associates. Price below includes materials and labor for 2 EA - 8x6 Reducer, 2 EA - 22.5 Deg. Bends, 2 EA - 45 Deg. Bends, excavation, rock bedding, and backfill with native materials. If additional fittings, excavation, or other unknown is encountered, the contingency \$4,905 will be utilized. The contingency includes labor, equipment and materials to add fittings as necessary to complete the connections to the existing pipe. Central assumed 3 fittings at a cost of \$1635/EA. Contingency breakout is below:

Labor = \$700

Materials = \$500

Equipment = \$435

Total = \$1,635/EA

	Description	Unit Type	Quantity	Unit Price	Extension
	Labor	LS	1	\$ 2,880.00	\$ 2,880.00
	Materials	LS	1	\$ 7,360.00	\$ 7,360.00
	Equipment	LS	1	\$ 1,369.00	\$ 1,369.00
					\$ -
					\$ -
					\$ -
					\$ -
	Contingency = \$4,905.00				\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

7% Overhead, 10% Markup

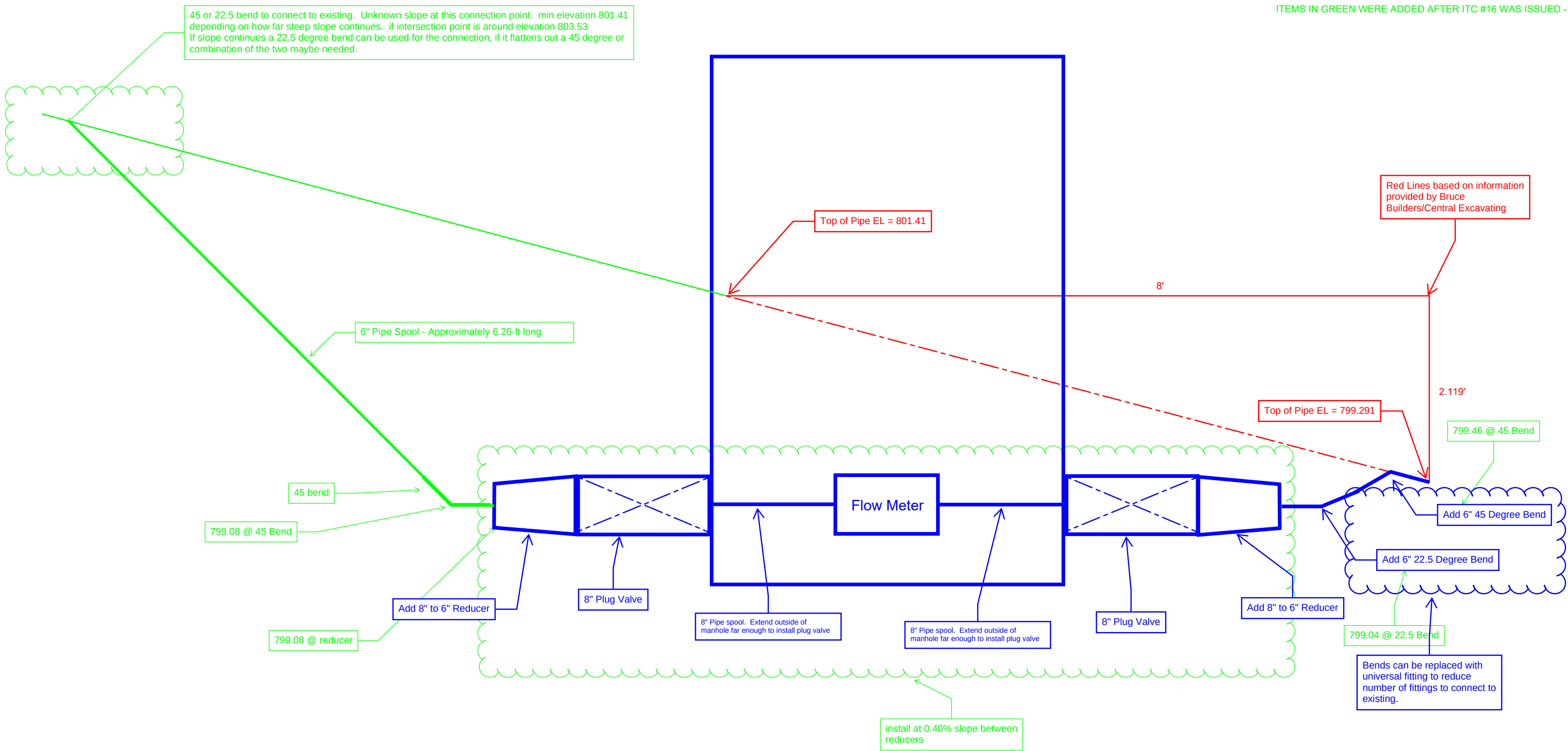
Overhead & Profit \$ 1,973.53

TOTAL \$ 13,582.53

Central Excavating, Inc.

By: Jesse Spain

Date: 6/9/2026



Notes:
- Per shop drawings the flow meter doesn't required a specific distance up/down stream.
- Install plug valves as close to the manhole as possible. Plug valves originally shown on sheet C1.06.

Scale 1"=1'



July 6, 2026

Mayor and City Council
City of Monticello
200 East 1st Street
Monticello, IA 52310

RE: CONTRACTOR'S APPLICATION FOR PAYMENT #26 - WASTEWATER
TREATMENT PLANT IMPROVEMENTS – BILL BRUCE BUILDERS, INC

Dear Mayor and City Council:

Enclosed for your review and approval is the Contractor's Application for Payment #26 for work completed on the Wastewater Treatment Plant Improvement Project.

Application for Payment includes costs associated with the general conditions, cast-in-place concrete for the Aero-Mod Tank, painting inside of the controls building, electrical site work, electrical work inside of the controls building, walkways on top of the Aero-Mod tanks, piping inside of the Aero-Mod tank and site utility piping.

I have reviewed the application for payment and find it in agreement with the work completed to date. I, therefore, recommend approval of the Application for Payment #26 in the amount of **\$304,720.40** to Bill Bruce Builders, Inc.

Respectfully,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Nick Eisenbacher', with a long horizontal flourish extending to the right.

Nick Eisenbacher, P.E.
Project Engineer

Enclosure: Bill Bruce Builders, Inc Contractor's Application for Payment #26

cc: Julie Ford, USDA Rural Development; Russ Farnum and Jim Tjaden City of Monticello

Contractor's Application for Payment

Owner: <u>City of Monticello</u>	Owner's Project No.: <u>120.1109.08</u>
Engineer: <u>Snyder & Associates, Inc.</u>	Engineer's Project No.: <u>120.1109.08</u>
Contractor: <u>Bill Bruce Builders, Inc.</u>	Contractor's Project No.: <u>20231024</u>
Project: <u>Wastewater Treatment Plant (WWTP) Improvements</u>	
Contract: <u>Wastewater Treatment Plant Improvements</u>	
Application No.: <u>26</u> Application Date: <u>7/6/2026</u>	
Application Period: From <u>6/1/2026</u> to <u>6/30/2026</u>	

1. Original Contract Price	\$ 23,448,000.00 -
2. Net change by Change Orders	\$ 1,027,958.83 -
3. Current Contract Price (Line 1 + Line 2)	\$ 24,475,958.83 -
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 19,576,096.65 -
5. Retainage	
a. <u>5%</u> X <u>\$15,903,149.65</u> Work Completed	\$ 795,157.48 -
b. <u>5%</u> X <u>\$3,672,947.00-</u> Stored Materials	\$ 183,647.35 -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 978,804.83 -
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 18,597,291.82 -
7. Less previous payments (Line 6 from prior application)	18,292,571.42
8. Amount due this application	\$ 304,720.40 -
9. Balance to finish, including retainage(Line 3 - Line 6)	\$ 5,878,667.01 -

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: <u>Bill Bruce Builders, Inc.</u>	
Signature: <u></u>	Date: <u>7/6/2026</u>

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Civil Engineer</u>	Title: _____
Date: <u>7/6/2026</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Lump Sum Work
Contractor's Application for Payment

Owner: City of Monticello
Engineer: Snyder & Associates, Inc.
Contractor: Bill Bruce Builders, Inc.
Project: Wastewater Treatment Plant (WWTP) Improvements
Contract: Wastewater Treatment Plant Improvements

Owner's Project No: 120.1109.08
Engineer's Project No: 120.1109.08
Contractor's Project No: 20231024

Application No.: 26 **From** 6/1/2026 **to** 6/30/2026 **Application Date:** 07/06/26

A	B	C	D	E	F	G	H	I
ITEM #	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED & STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
Original Contract								
1	Insurance - Bond	175,724.00	175,724.00			175,724.00	100%	0.00
2	Insurance - Builders Risk	36,000.00	36,000.00			36,000.00	100%	0.00
3	Insurance - General Liability	135,000.00	135,000.00			135,000.00	100%	0.00
4	Preconstruction	12,000.00	12,000.00			12,000.00	100%	0.00
5	General Conditions - 36 Months	2,002,468.00	1,390,602.77	55,624.11		1,446,226.88	72%	556,241.12
6	Submittals	50,000.00	50,000.00			50,000.00	100%	0.00
7	Concrete Reinforcing	1,207,086.00	1,207,086.00			1,207,086.00	100%	0.00
8	Cast-In-Place Concrete	950,000.00	620,905.17	27,617.92		648,523.09	68%	301,476.91
9	Rebar Labor	1,000,000.00	740,000.00			740,000.00	74%	260,000.00
10	Concrete - Aeromod	1,610,500.00	815,250.00	97,550.00		912,800.00	57%	697,700.00
11	Concrete - BioSolids	927,500.00	927,500.00			927,500.00	100%	0.00
12	Concrete - Generator	12,800.00	12,800.00			12,800.00	100%	0.00
13	Concrete - Controls & UV Building	260,000.00	250,000.00			250,000.00	96%	10,000.00
14	Concrete - Truck Dump Oil Sand Interceptor	30,000.00				0.00	0%	30,000.00
15	Concrete Paving	130,000.00				0.00	0%	130,000.00
16	Mobilization	300,000.00	276,000.00			276,000.00	92%	24,000.00
17	Placement on Project	179,200.00	132,000.00	15,000.00		147,000.00	82%	32,200.00
18	Digging for Electrical/Concrete around pipes	100,000.00	90,000.00			90,000.00	90%	10,000.00
19	Sluice Gates/Slides Gates Install	50,000.00				0.00	0%	50,000.00
20	Liquid Process Pipe Install	50,000.00		9,000.00		9,000.00	18%	41,000.00
21	Shaftless Screw Conveyor - Labor	20,000.00	20,000.00			20,000.00	100%	0.00
22	Secondary Containment Scale - Labor	10,000.00				0.00	0%	10,000.00
23	Polymer Blending and Feed Equipment - Labor	10,000.00	10,000.00			10,000.00	100%	0.00
24	Rotary Press System - Labor	20,000.00	20,000.00			20,000.00	100%	0.00
25	Precast Structural Concrete - Engineering	24,000.00	24,000.00			24,000.00	100%	0.00
26	Precast Structural Concrete - Wall Panels	368,127.00	368,127.00			368,127.00	100%	0.00
27	Precast Structural Concrete - 10" Hollow core	96,927.00	96,927.00			96,927.00	100%	0.00
28	Precast Structural Concrete - 8" Hollow core	28,760.00	28,760.00			28,760.00	100%	0.00
29	Precast Structural Concrete - Trucking	16,320.00	16,320.00			16,320.00	100%	0.00
30	Precast Structural Concrete - Wash	14,100.00				0.00	0%	14,100.00
31	Precast Structural Concrete - Caulking & Grouting	45,500.00	40,950.00			40,950.00	90%	4,550.00
32	Precast & Steel Erection	199,400.00	151,240.00			151,240.00	76%	48,160.00
33	Masonry	150,000.00	150,000.00			150,000.00	100%	0.00
34	Structural Steel Fabrication	199,750.00	165,345.00			165,345.00	83%	34,405.00
35	Rough Carpentry - Labor	66,000.00	66,000.00			66,000.00	100%	0.00
36	Demolition of Metal Panels	12,800.00				0.00	0%	12,800.00
37	Metal Panel Install	45,980.00				0.00	0%	45,980.00
38	EPDM Roofing	192,400.00	176,675.00			176,675.00	92%	15,725.00
39	Sectional Doors	76,462.00	25,487.34			25,487.34	33%	50,974.66
40	FRP Aluminum Hybrid Doors	77,155.00			77,155.00	77,155.00	100%	0.00
41	Aluminum Framed Entrances and Storefronts	30,090.00	30,090.00			30,090.00	100%	0.00
42	Painting	124,931.00	97,744.80	27,186.20		124,931.00	100%	0.00
43	Specialties	8,030.00				0.00	0%	8,030.00
44	Lab Equipment - End Loader	179,000.00	179,000.00			179,000.00	100%	0.00
45	Lab Equipment - Hotsy Pressure Washer	7,800.00				0.00	0%	7,800.00
46	Refrigerated Composite Sampler	27,500.00				0.00	0%	27,500.00
47	Plumbing / HVAC	499,980.00	470,204.89	24,100.00		494,304.89	99%	5,675.11
48	Electrical - General Conditions (temp power, submittals & Mob)	144,025.00	144,025.00			144,025.00	100%	0.00
49	Electrical - Service Equipment	675,000.00	675,000.00			675,000.00	100%	0.00
50	Electrical - Site Work	310,613.00	248,490.32	15,530.65		264,020.97	85%	46,592.03
51	Electrical - Building Power and Equipment	310,612.00	294,020.20			294,020.20	95%	16,591.80
52	Lagoon Sludge Removal	93,900.00	93,900.00			93,900.00	100%	0.00
53	SWPPP Installation	43,795.00	4,164.70			4,164.70	10%	39,630.30
54	SWPPP Inspections	14,600.00	11,800.00	350.00		12,150.00	83%	2,450.00
55	Retaining Walls	43,207.00				0.00	0%	43,207.00

56	MOBILIZATION	219,649.00	164,736.91			164,736.91	75%	54,912.09
57	TOPSOIL STRIP SALVAGE SPREAD	58,971.00	29,485.61			29,485.61	50%	29,485.39
58	SITE GRADING	148,842.00	71,349.00			71,349.00	48%	77,493.00
59	ROCK SURFACING AND SUBBASE	62,214.00	6,224.60			6,224.60	10%	55,989.40
60	WATER MAIN AND SERVICES	322,021.00	179,571.98			179,571.98	56%	142,449.02
61	PRV VALVE VAULT	61,312.00	32,562.25			32,562.25	53%	28,749.75
62	4" SANITARY FORCE MAIN	34,589.00	26,294.19			26,294.19	76%	8,294.81
63	8" SANITARY GRAVITY MAIN	72,519.00	46,535.04			46,535.04	64%	25,983.96
64	10" SANITARY FORCE MAIN	19,920.00				0.00	0%	19,920.00
65	16" SANITARY GRAVITY MAIN	21,984.00	16,744.26			16,744.26	76%	5,239.74
66	18" SANITARY GRAVITY MAIN	128,356.00	37,270.00			37,270.00	29%	91,086.00
67	SANITARY MANHOLES	254,293.00	136,163.49			136,163.49	54%	118,129.51
68	MH-11 DIGESTED SLUDGE PS & VV	94,292.00	79,962.09			79,962.09	85%	14,329.91
69	EFFLUENT PS & VV	424,757.00				0.00	0%	424,757.00
70	BYPASS PUMPING	145,830.00				0.00	0%	145,830.00
71	STORM SEWER AND DRAIN TILE	59,390.00				0.00	0%	59,390.00
72	TRUCK DUMP TANK & SANITARY	52,864.00	12,928.37			12,928.37	24%	39,935.63
73	STRUCTURE EXCAVATION	334,347.00	334,347.00			334,347.00	100%	0.00
74	STRUCTURE BACKFILL	283,748.00	198,623.86			198,623.86	70%	85,124.14
75	STRUCTURE SUBBASE	204,903.00	204,903.00			204,903.00	100%	0.00
76	DEMO	304,279.00	121,711.67			121,711.67	40%	182,567.33
77	DEWATERING	164,411.00	164,411.00			164,411.00	100%	0.00
78	Wall Mounted Walkways - Install	34,000.00		12,000.00		12,000.00	35%	22,000.00
79	Stop Logs / Stainless Steel Sluices Gates & Slide Gates	94,800.00	52,960.00			52,960.00	56%	41,840.00
80	Split-Clarator Secondary Clarifier	688,417.00			688,417.00	688,417.00	100%	0.00
81	Wall Mounted Aerators	371,879.00			371,879.00	371,879.00	100%	0.00
82	Sludge Management	10,959.00			10,959.00	10,959.00	100%	0.00
83	Plant Process Controls	123,612.00			123,612.00	123,612.00	100%	0.00
84	Wall mounted Walkways	308,612.00			308,612.00	308,612.00	100%	0.00
85	Actuated Valves	93,971.00			93,971.00	93,971.00	100%	0.00
86	Sluice Gates & Hand Lift Stop Plates	21,206.00			21,206.00	21,206.00	100%	0.00
87	Aeration Blower and Controls	649,681.00	444,681.00		205,000.00	649,681.00	100%	0.00
88	Probe Module & Sensor Probes	19,213.00			19,213.00	19,213.00	100%	0.00
89	Clarifier Algae Control	20,857.00			20,857.00	20,857.00	100%	0.00
90	Bio-P Selector Tank Mixing	65,643.00			65,643.00	65,643.00	100%	0.00
91	Installation Materials and Spare Parts	91,750.00			91,750.00	91,750.00	100%	0.00
92	Manufacturer's Services	14,500.00				0.00	0%	14,500.00
93	Freight	14,400.00	14,400.00			14,400.00	100%	0.00
94	Variable Frequency Motor Controllers / Controls / Submersible Pumps	1,514,000.00	62,749.00		1,432,251.00	1,495,000.00	99%	19,000.00
95	Fabricated Stainless Steel - Labor	100,750.00	27,969.00		12,350.00	40,319.00	40%	60,431.00
96	Fabricated Stainless Steel - Materials	170,000.00	73,206.08		84,175.00	157,381.08	93%	12,618.92
97	Ultraviolet Disinfection Equipment - Placement for Fabrication	45,897.00				0.00	0%	45,897.00
98	Ultraviolet Disinfection Equipment - Submittals	45,897.00	45,897.00			45,897.00	100%	0.00
99	Ultraviolet Disinfection Equipment - Equipment	45,897.00			45,897.00	45,897.00	100%	0.00
100	Ultraviolet Disinfection Equipment - Start-Up	15,299.00				0.00	0%	15,299.00
101	Grit Classifying & Washer	104,099.00	93,689.10			93,689.10	90%	10,409.90
102	Chemical Containments & Scales / Polymer Blending & Feed Equipment Chemical Feed / Shaftless Screw Conveyor	280,527.00	280,527.00			280,527.00	100%	0.00
103	Liquid Process Piping - Man Holes, Valves, and Piping	190,648.00	190,648.00			190,648.00	100%	0.00
104	Fournier - Rotary Press Submittals	75,220.95	75,220.95			75,220.95	100%	0.00
104.1	Fournier - Rotary Press	426,252.05	344,762.69			344,762.69	81%	81,489.36
105	Utility Materials - Piping, valves, vaults	931,480.00	513,755.93	36,461.33		550,217.26	59%	381,262.74
Original Contract Totals		\$ 23,448,000.00	\$ 14,563,429.26	\$ 320,420.21	\$ 3,672,947.00	\$ 18,556,796.47	79%	\$ 4,891,203.53

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Monticello
Engineer:	Snyder & Associates, Inc.
Contractor:	Bill Bruce Builders, Inc.
Project:	Wastewater Treatment Plant (WWTP) Improvements
Contract:	Wastewater Treatment Plant Improvements

Owner's Project No:	120.1109.08
Engineer's Project No:	120.1109.08
Contractor's Project No.	20231024

Application No.: 26 From 6/1/2026 to 6/30/2026 Application Date: 07/06/26

A	B	C	D	E	F	G	H	I
ITEM #	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED & STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
Change Orders								
1	Unsuitable Soils	763,990.30	745,024.10			745,024.10	98%	18,966.20
2	RFI 23	(19,455.71)	(19,455.71)			(19,455.71)	100%	0.00
	RFI 21	6,027.74	6,027.74			6,027.74	100%	0.00
	RFI 25	1,174.68	1,174.68			1,174.68	100%	0.00
	ITC 07 & 08	6,123.97				0.00	0%	6,123.97
3	Controls Integration	169,986.52	169,986.52			169,986.52	100%	0.00
	RFI #35	4,496.10	4,496.10			4,496.10	100%	0.00
	RFI #38	8,242.36	8,242.36			8,242.36	100%	0.00
	ITC 09	14,670.54	14,670.54			14,670.54	100%	0.00
	Relocate VFDs to Screen Building	12,708.75	12,708.75			12,708.75	100%	0.00
4	ITC #13 (CR #18)	9,806.03	9,806.03			9,806.03	100%	0.00
5	Unsuitable Soils - watermain and sewer main around the Site (CR#19)	13,219.79	13,219.79			13,219.79	100%	0.00
	Unsuitable Soils North Side of Control Building	6,916.09	6,916.09			6,916.09	100%	0.00
	Delete Explosion Proof Operators	(19,903.40)				0.00	0%	(19,903.40)
	Unsuitable Soils	40,145.09	40,145.09			40,145.09	100%	0.00
	ITC #12	(2,461.00)				0.00	0%	(2,461.00)
	RFI #69	12,270.98	6,000.00	338.10		6,338.10	52%	5,932.88
Change Order Totals		\$ 1,027,958.83	\$ 1,018,962.08	\$ 338.10	\$ -	\$ 1,019,300.18		\$ 8,658.65
Original Contract and Change Orders								
Project Totals		\$ 24,475,958.83	\$ 15,582,391.34	\$ 320,758.31	\$ 3,672,947.00	\$ 19,576,096.65		\$ 4,899,862.18

Contractor's Application for Payment

Owner's Project No:	120.1109.08
Engineer's Project No:	120.1109.08
Contractor's Project No.	20231024

Application Date: 07/06/26

[illegible]

City of Monticello, Iowa

RESOLUTION

Approving Pay Request #26 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$304,720.40

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

WHEREAS, Bill Bruce Builders, Inc. contracted with the City for the construction of public improvements described in general, as construction of the Wastewater Treatment Facility Improvements Project, and

WHEREAS, Bill Bruce Builders, Inc. has submitted their 26th pay request in the amount of \$304,720.40, which has been reduced by the contractually agreed upon 5% retainer, and

WHEREAS, The Council finds that the pay request is supported by the work completed and that the City Engineer has recommended approval of said pay request.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the 26th pay request from Bill Bruce Builders, Inc., in the amount of \$304,720.40, same reflecting the maintenance of a 5% retainer for work completed and stored materials.

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 20th day of July, 2026.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 07/10/2026
Preparer: Russell Farnum



Agenda Item: # 3
Agenda Date: 07/20/2026

Communication Page

Agenda Items Description: Approving Airport FBO hangar door replacement in the amount of \$12,640 – Airport (Hangar J)

Type of Action Requested: Resolution

Attachments & Enclosures:

Resolution

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Building Rep/Maint

\$15,000

\$12,640

Synopsis: The City-owned Hangar J had an automatic door operator and latching failure due to a broken spring, pulley or cable (actual cause unknown). The original Schweiss operator, which was 15 years old, is no longer manufactured and cannot be repaired.

Hangar J has a two-piece door that folds in half lengthwise (horizontally) as it opens. The auto-latch system is necessary to pull the door tight to the frame and latch it when closed, preventing wind from ripping the door off of the channels. The recommended Schweiss replacement operator is \$7,660 for a strap system, with nearly \$5,000 in labor for installation. This is in addition to the \$300 service call (total \$12,640). The new strap system has no cables or springs, and secures the door from wind without further complications; some information about the new operating system is attached.

There was \$15,000 budgeted in FY26/27 for building repairs. Unfortunately, the invoice from the previously-approved repair to the FBO overhead door came in after July 1, so it was also paid out of the current fiscal year. As a result, the building repair and maintenance line item will be overspent this fiscal year, which may necessitate a budget amendment later this year to apply leftover cash from last fiscal year to balance this year's budget.

Airport Board recommended approval at their regular meeting of July 7.

Recommendation: Approval is recommended.

City of Monticello, Iowa

RESOLUTION

Approving Airport FBO hangar door replacement in the amount of \$12,640

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

WHEREAS, The Airport Manager requested repair of the Schweiss opener for the bifold door on hangar J at the Airport, and

WHEREAS, That type of opener is no longer produced nor serviceable, and

WHEREAS, Dan's Overhead Door, the authorized Schweiss dealer, submitted a quote for \$12,640 for replacement with an updated and much safer strap-style opener, including installation, and

WHEREAS, The Airport Board recommended approval of the quote at their regular meeting of July 7, 2026, and

WHEREAS, The Council finds that the quotation received from Dan's Overhead Door should be accepted.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the quote by Dan's Overhead Door for replacement of the bifold door opener at Hangar J in the amount of \$12,640.

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 20th day of July, 2026.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

Dan's OVERHEAD DOORS & MORE

Kevin Paulson, Sales Representative
1810 Dan's Drive NW - North Liberty, Iowa 52317
Office: (319) 626-3667 Cell: (319) 551-5709
Email: Kevin.Paulson@dansdoors.com

June 29, 2026

Monticello Airport
20373 Hwy 38 S
Monticello, IA 52310
Attn: Teresa
319-465-5488

During the service call last month on the Schweiss hangar door the techs noted the auto latch system was broken. This system is no longer made by Schweiss so it can't be repaired. They do have an option to replace with a strap conversion kit.

MATERIAL, SUM OF: \$7,660.00

LABOR, SUM OF: \$4,680.00

Service call from 5/8/26 - \$300.00

Due to the volatility of government-imposed tariffs and trade regulations affecting goods imported into the United States from Canada, Mexico, China, and other regions, Dan's Overhead Doors & More expressly excludes any and all costs associated with tariffs, duties, import fees, or other government-imposed surcharges from the pricing in this proposal. If any tariffs, duties, or import-related costs are imposed or increased after the date of this proposal, Dan's Overhead Doors & More reserves the right to adjust pricing accordingly to reflect the actual costs incurred. Any such increases will be passed through to the customer at cost, and Dan's Overhead Doors & More shall not be responsible for absorbing any additional tariff-related expenses. By accepting this proposal, the customer acknowledges and agrees that any changes in tariffs or import-related costs are outside the control of Dan's Overhead Doors & More and will be the responsibility of the customer.

All proposals must be signed and dated prior to acceptance.

Please note: New Customer and special-order items require a 50% down payment or an approved credit application.

1

Dedicated . . . Determined . . . Dependable



Emergency Service
1-800-373-3667
www.dansdoors.com



intellico





866-304-1145

CONTACT US

HYDRAULIC DOORS

LET'S TALK DOORS

DESIGNER DOORS PROJECTS

DESIGNER DOORS I

DESIGNER DOORS II

HOME

BIFOLD DOORS

REVIEWS

New TILT-UP DOORS

New STRAP LATCHES

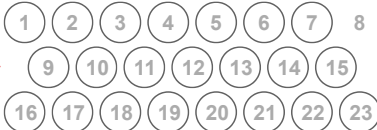
SPECIALTY GLASS DOORS

SECURITY DOORS

COMPETITORS

ABOUT US

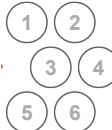
DOOR MYTHS

PHOTO
SLIDERSBifold Doors
Why Lift Straps?New Bifold
All Strap DoorNew Bifold
Strap LatchesHydraulic Doors
Why One-Piece?The Best
Hydraulic Hinges

Hydraulic VS. Bifold

Conversion Kits:
Retrofit to StrapsStrap Conversion
Stories

Stand-Alone Doors

INSTALL
SLIDERS

Must See Photos

Farm Stories &
Photos

Custom Projects

DESIGNER DOORS

BIFOLD
ARCHITECTURAL
DETAILS

PIVOT BIFOLD

BIFOLD PRE-MOUNTED DOOR

CONCRETE FLOOR

HYDRAULIC
ARCHITECTURAL
DETAILS

PIVOT HYDRAULIC

CLADDING

CONTACT US

DOOR INSTALLS

LITERATURE

LOCATIONS

NEWLY DESIGNED, PATENTED STRAP LATCHES

Schweiss proudly introduces our newly designed and patented "Strap Latch", offering simplicity, cleanliness and reliability every time you operate your bifold door.

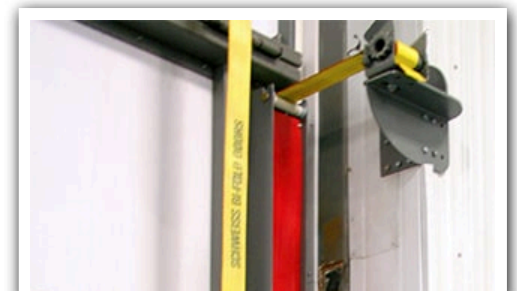
STRAPS DO ALL THE LATCHING...

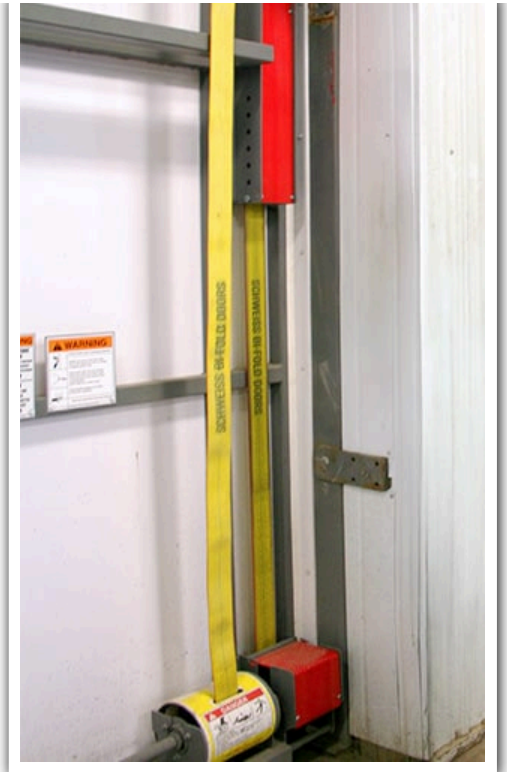
An all strap bifold door with no more need for cables, extra motors or additional parts!



***STRAPS KEEP DOORFRAME CONNECTED
TO BUILDING AT ALL POINTS OF TRAVEL!***

SCHWEISS





STRAP LATCHES

***The latches operate off
the existing driveline!***

***NO EXTRA
MOTORS NEEDED!***

Patent Pending by Schweiss Doors



"I have done a lot of good research on bifold door latching systems and the only product, in my opinion, I can trust is your strap latching system. Less parts, tight seal, neater looking, more reliable!"

- David

STRAPS DO ALL THE LATCHING...

An all strap bifold door with no more need for cables, extra motors or additional parts!



THE SIMPLICITY OF THE NEW LATCH STRAP IS TRULY AMAZING!

Straps do the lifting and now straps do the latching! Schweiss did away with all the cables, chains, sprockets and pulleys; and it now has 90 percent less moving parts. This is a real game changer in the bifold door world! It doesn't get any better than an all-strap door.

ADDED PROTECTION - UNLIKE OTHER BIFOLD DOOR LATCH MECHANISMS

Unlike other bifold door latch mechanisms, the new Schweiss design will firmly hold the door against your building in all positions; securing the door when open/partially open and will firmly lock the door when closed. It offers added protection from wind gusts while the door is in any position during operation. This innovative strap latch pulls your doorframe securely against your building making for a tight seal with each use.

• NO EXTRA MOTOR NEEDED

Utilizing the door's existing drive line, it eliminates the need for an extra motor and additional parts such as additional cables or rod linkage.

- **A BETTER DESIGN**

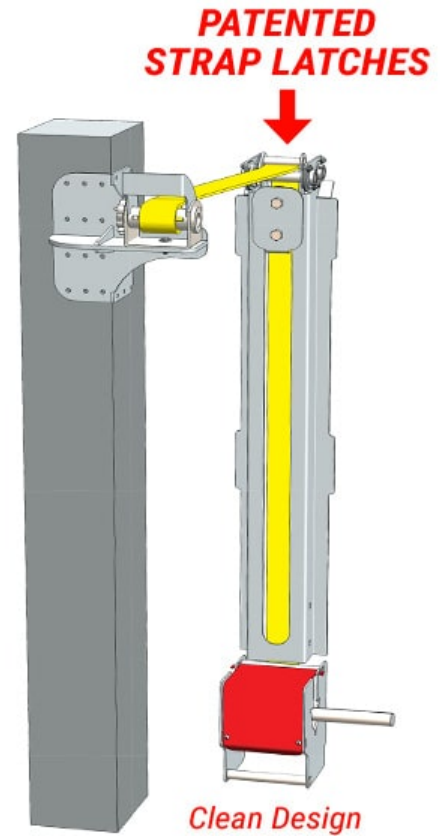
This strap latch innovation simplifies the latching mechanism, reducing potential failure points, maintenance requirements, and operational complexity.

- **SLEEK APPEARANCE**

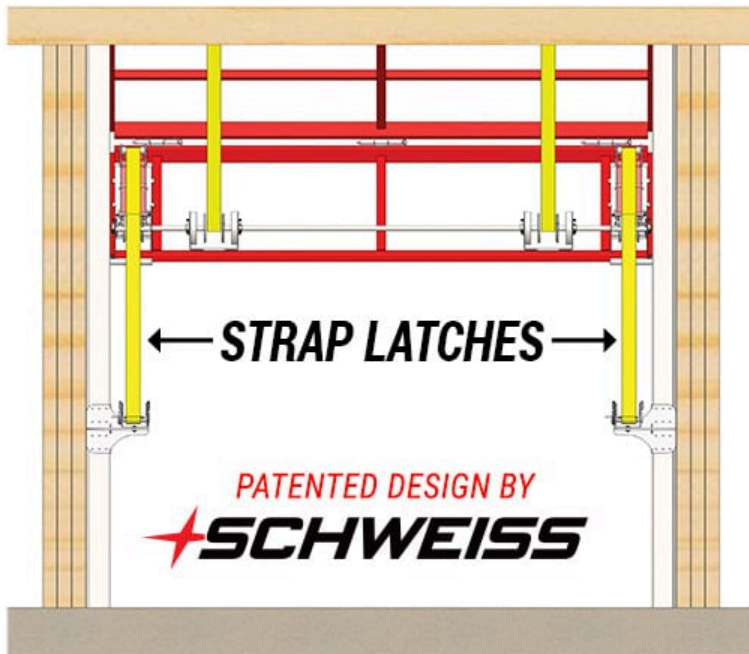
The "Strap Latch" boasts an exceptionally sleek appearance, seamlessly integrating with the same style strap that lifts your door, now doubling as a secure latch.

STRAPS STAY CONNECTED...

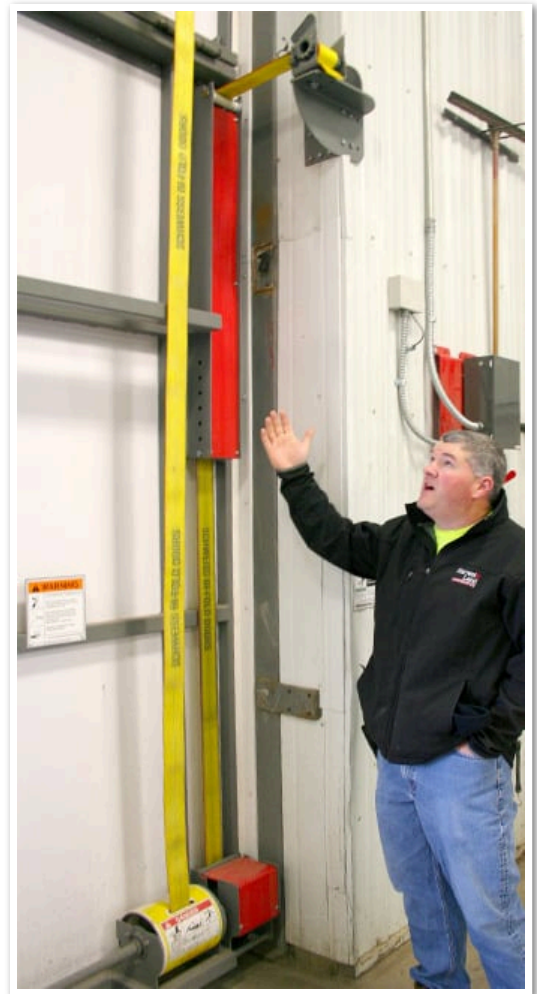
- *Straps secure the door while open!*
- *Straps secure the door while closed!*
- *Straps secure the door while operating!*
- *Straps secure the door from wind gusts!*
- *Straps seal the door better!*



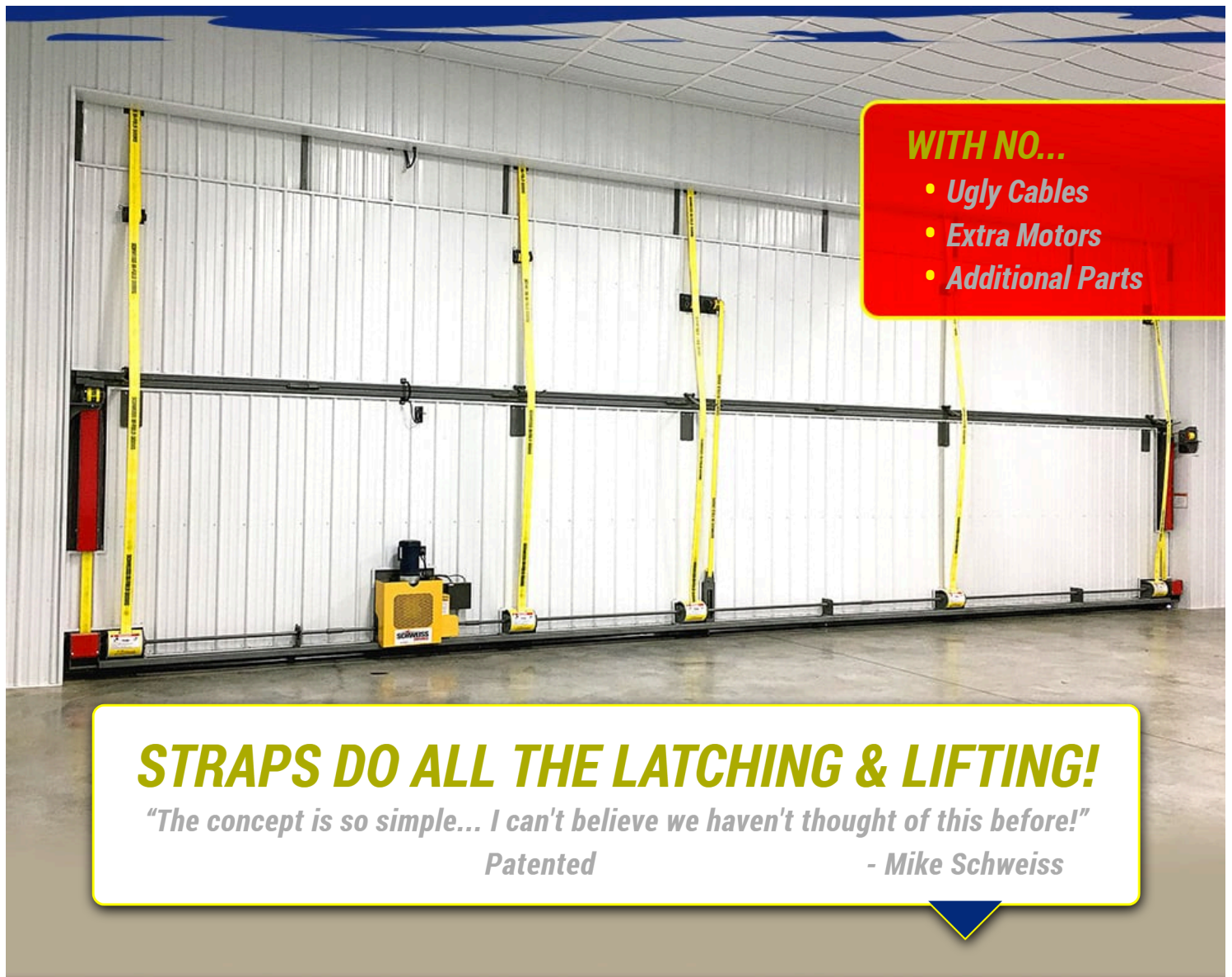
**SECURES DOOR
AGAINST BUILDING**



EVERYBODY WANTS...
STRAP LATCHES AND REMOTE CONTROLS



Straps are a...
CLEANER LOOK... CLEANER DESIGN!



WITH NO...

- Ugly Cables
- Extra Motors
- Additional Parts

STRAPS DO ALL THE LATCHING & LIFTING!

"The concept is so simple... I can't believe we haven't thought of this before!"

Patented

- Mike Schweiss

LIFT STRAPS... "SET IT AND FORGET IT"

These words explain the beauty and safety of the Schweiss Lift Straps when used in raising and lowering a bifold door... Smooth, quiet and trouble free!

Lift Straps are a much safer and smarter way to lift a bifold door. Schweiss Lift straps have proven to be a far superior method of lifting any bifold door. Lift straps wrap on top of themselves by design, eliminating any common cable issues, like overlapping, rubbing and fraying.

LIFT STRAPS ARE TROUBLE FREE

No cable clamps or pulleys to deal with! Straps do not need constant tensioning once installed, unlike cable doors! Lift straps are much quieter than cable doors!

Faster. Safer. Easier. Simpler. - Explains our new Schweiss Lift Straps...

Once you go straps, you'll never purchase another outdated cable lift door!

LIFT STRAPS... "Set it and Forget It"

This explains the beauty and safety of the 29,000 lb. rated Lift Straps when used on raising and lowering a bifold door.

- Exceptionally long lifespan, unlike cable lift doors.
- Straps speed the door up as the straps wrap on top of themselves... (Cables are one constant slow speed.)
- Straps are fully shielded on the driveline of the door, much safer... Unlike cable doors.

CABLES ARE OUTDATED FOR RAISING AND LOWERING A BIFOLD DOOR

Cables need constant tensioning, adjustment and maintenance

A cable is a cable, when cables become slack on the doors driveline - spells trouble! (Bird nest/cables overlapping itself - Now you have a door that's going up lop sided or cables breaking). Cables also stretch over time and need constant tensioning, more maintenance required!

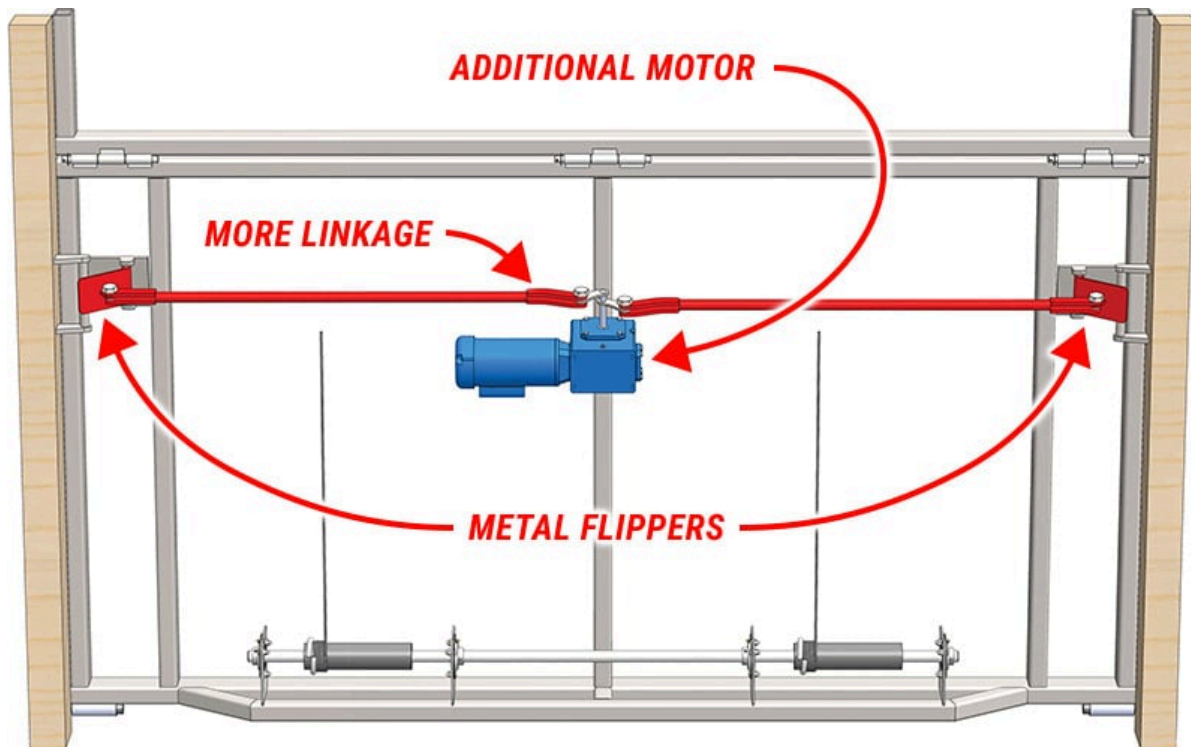
1/4 CABLE RATING

- A cable is a cable, even if its fine weave. Some specialized cables still only have a rating of roughly 8,000 lb. each. That's not much...
- Cables are not even close to the strength of the Schweiss Lift Straps that are rated at 29,000 pounds.
- Cables tracking on the lift drum side-by-side.
- Cables must wrap side-by-side as the door is opening. Once there is slack in the cable, that's when the cables have the potential to get bunched up and cause problems. Unlike straps, which wrap on top of themselves... No chance of straps getting messed up. Strap doors keep working like they are supposed to!
- Cables are made up of fine steel wire strands that are braided together.
- The lift cables wrap around the doors driveline and the cables are constantly bending and flexing as the door opens and closes. Friction between the individual strands of wire causes cables to wear out over time, meaning more maintenance is required.

Note: A cable drum that is too small for the cable diameter will cause premature failure due to the additional bending stresses.

Some manufacturers are selling
OUTDATED MOTORIZED LATCHES
MOTOR LATCH . . . NOT A SURE LATCH!

- CLUTTERS UP THE DOOR
- NOT A SURE LATCH
- TOO MANY PARTS



ADDITIONAL MOTOR REQUIRED

Others offer an additional motor to power the latches that operates mechanical linkage rods connected to metal flippers to secure the door closed. This motor needs to be reliable and durable, as any malfunction can compromise the door's security or functionality.

INVOLVES NUMEROUS PARTS

Motorized latching system involves numerous parts, increasing the potential for future issues.

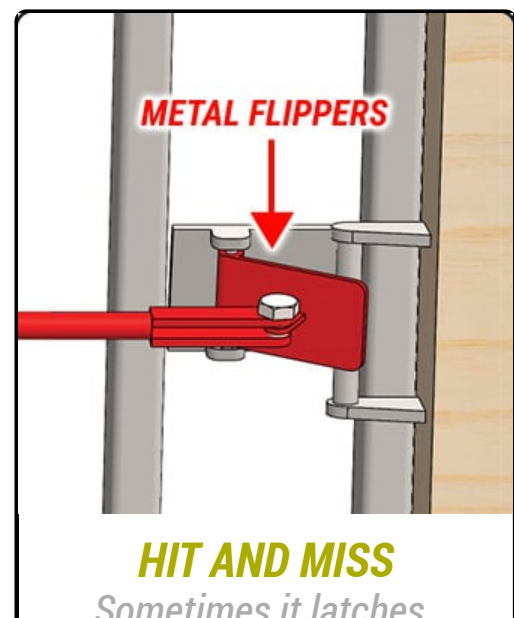
TOO MANY PARTS

Connect the motor to the latches, acting as the physical link that translates the motor's rotational or linear movement into the action needed to secure the door.

METAL FLIPPERS / SIDE CATCHES

These are the components directly involved in engaging or disengaging the latch. They need to align precisely with the counter latch or strike plate to ensure a secure closure.

COMPLEXITY... AND POTENTIAL ISSUES



Other times it misses.

More components inherently mean more potential points of failure. The system could be sensitive to minor misalignments, wear, or external factors like wind or snow, as mentioned.

Debris or obstruction by snow, for example, could prevent the door from latching properly.

CLUTTERS UP THE INTERIOR OF THE BIFOLD FRAME

Motorized latching system and mechanical linkage rods clutter up the interior of the bifold door frame, especially when the customers want windows in the bifold door frame. Also when it comes to line, the inside of the door frame makes it clumsy to sheet around the linkage rod for the latches.

MOTORIZED LATCHES ARE SLOWER

You're dealing with 2 separate motors. To unlatch the door, the latch motor must engage first and go through the unlatching cycle. After the door unlatches, the drive line motor must start up and open the door. All this takes more time. It's a 2 step process that takes time, and time is money.

NOT A SURE LATCH

You're having to rely on its own separate motor and an extra electrical and moving parts of the linkage rods and flipper to secure the door against the building structure. Many things can be out of adjustment and at any time, that causes issues, not allowing your door pull back tight onto the building structure - too many variables!

Try latching the door in windy conditions... HIT AND MISS - Sometimes it latches, other times it misses.

QUESTION...

It raises questions as to why some offer free motorized autolatches? It would make more sense to figure out a way to do away with the extra motor and a less complicated latching system!



Others are selling
CENTER CABLE LATCH DRUMS
CABLE DRUM . . . NOT A GOOD CHOICE!

WHAT OPERATES THIS TYPE OF MECHANICAL LATCHING SYSTEM?

The door's existing drive line, that connects to the center cable drum.

ROTATING CABLE DRUM

A drum that winds and unwinds the latch cable off of the cable drum!

HOW MANY CABLES ARE REQUIRED

One cable that wraps around the Latch Drum. Another extra cable that is routed to each side of the door.

CABLE CLAMPS ARE REQUIRED WHEN RIGGING CABLES

These are the components directly involved in engaging or disengaging the latch. They need to align precisely with the counter latch or strike plate to ensure a secure closure.

CENTER CABLE ASSEMBLY

The drum cable tie's off to the both side latch cables. The drum cable tie's off to the center cable assembly that connects to both side latch cables.

TENSION SPRINGS ARE NEEDED

Springs are typically used to keep tension on the Latch Cables.

SETTING UP THE LATCHING SYSTEM

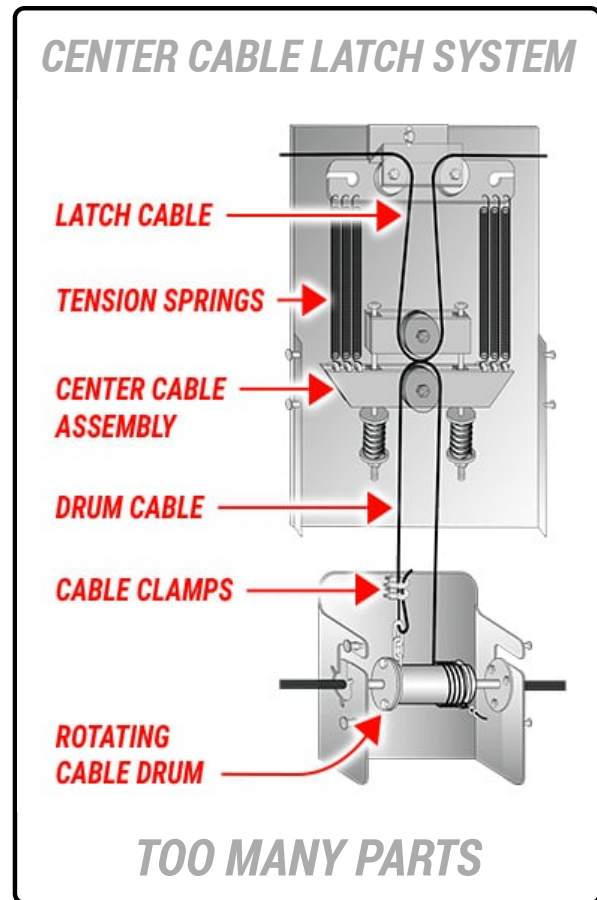
Many moving parts to deal with. Lots of adjustments are needed to get your door latching properly.

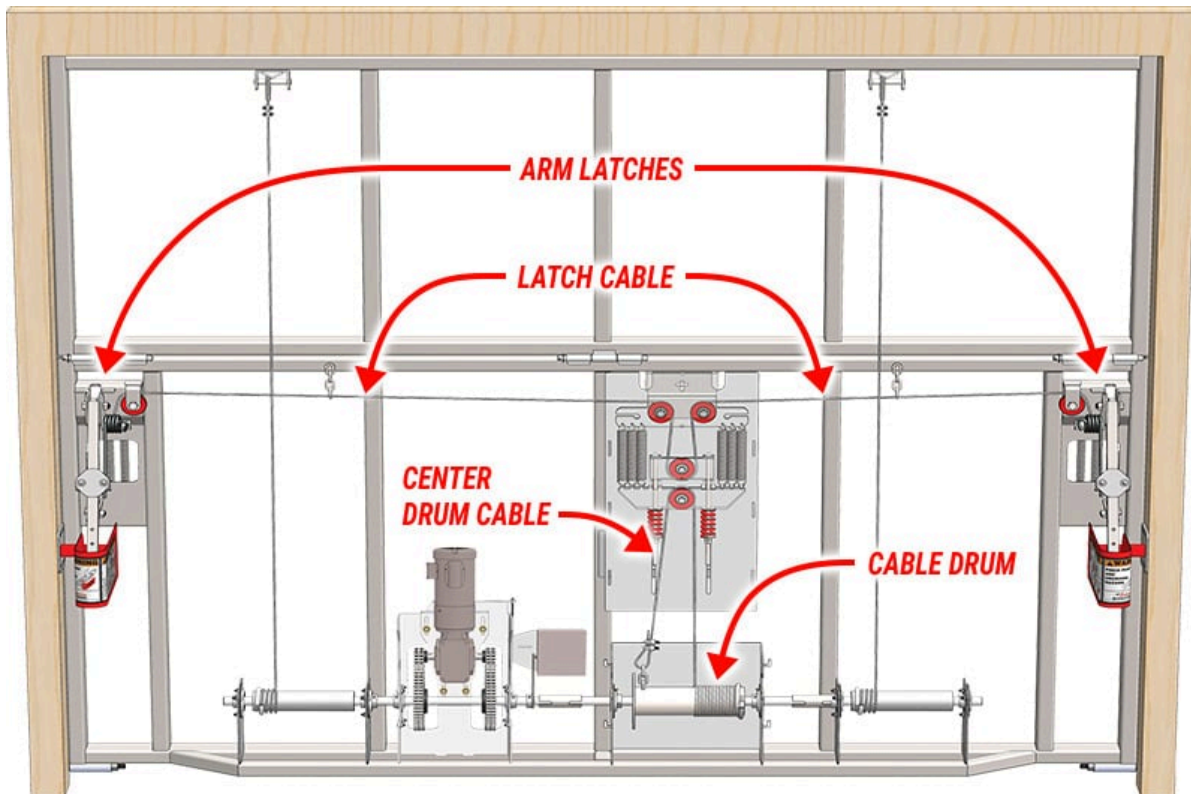
ONGOING ADJUSTMENTS

Ongoing adjustments are needed to keep your door latching properly.

COSTLY TO INSTALL / COSTLY TO MAINTAIN

This type of mechanical latching system is initially more labor intense to install and costly to maintain over the years.





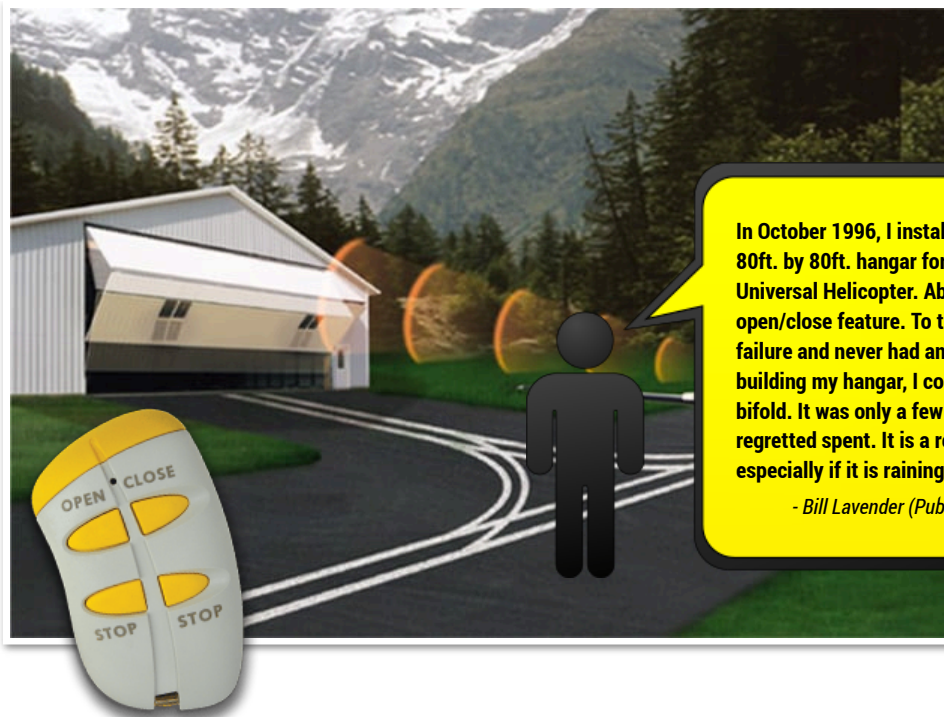
CLUTTERS THE INTERIOR OF THE BIFOLD DOORFRAME

CABLE ISSUES TO DEAL WITH ON THE CABLE LATCHING SYSTEM

- Cable stretch that causes issues
- Doors may not close snug

The best combination for any bifold door...

REMOTE CONTROLS
with STRAP LATCHES

**IMPORTANT NOTE:**

When using radio controls you must have the auto latching system. If not,

In October 1996, I installed a 50ft. Schweiss Bifold Door to my 80ft. by 80ft. hangar for my newspaper offices, AgAir Update and Universal Helicopter. About a year later, I added the remote open/close feature. To this day, I have never had an open/close failure and never had any problem of any kind. When I was building my hangar, I compared the price of sliding doors with the bifold. It was only a few dollars more, of which I have never regretted spent. It is a real luxury to press my remote door especially if it is raining. I can't imagine a better built hangar door.

- Bill Lavender (Publisher of AgAir Update and Universal Helicopter)

THE EASY WAY!

Lets you open/stop/close your bifold door from any vehicle. Automatically unlatches the door so it can be opened or closed with the handheld remote.

Two handheld remote controls and antennas are included with each door.

REMOTE CONTROL SYSTEM CALL OUTS

These let you open/stop/close your Bifold Door from any vehicle. Automatically unlatches the door so it can be opened or closed with the handheld remote. Two handheld remote controls and remote external antennas are included with each door. Automatic controlled doors require special attention to safety. Important Note: When using radio controls you must have auto latching system, if not provide lock safety switch to eliminate possible damage if the door is opened while in the locked position.

Warning System alerts remote operators.

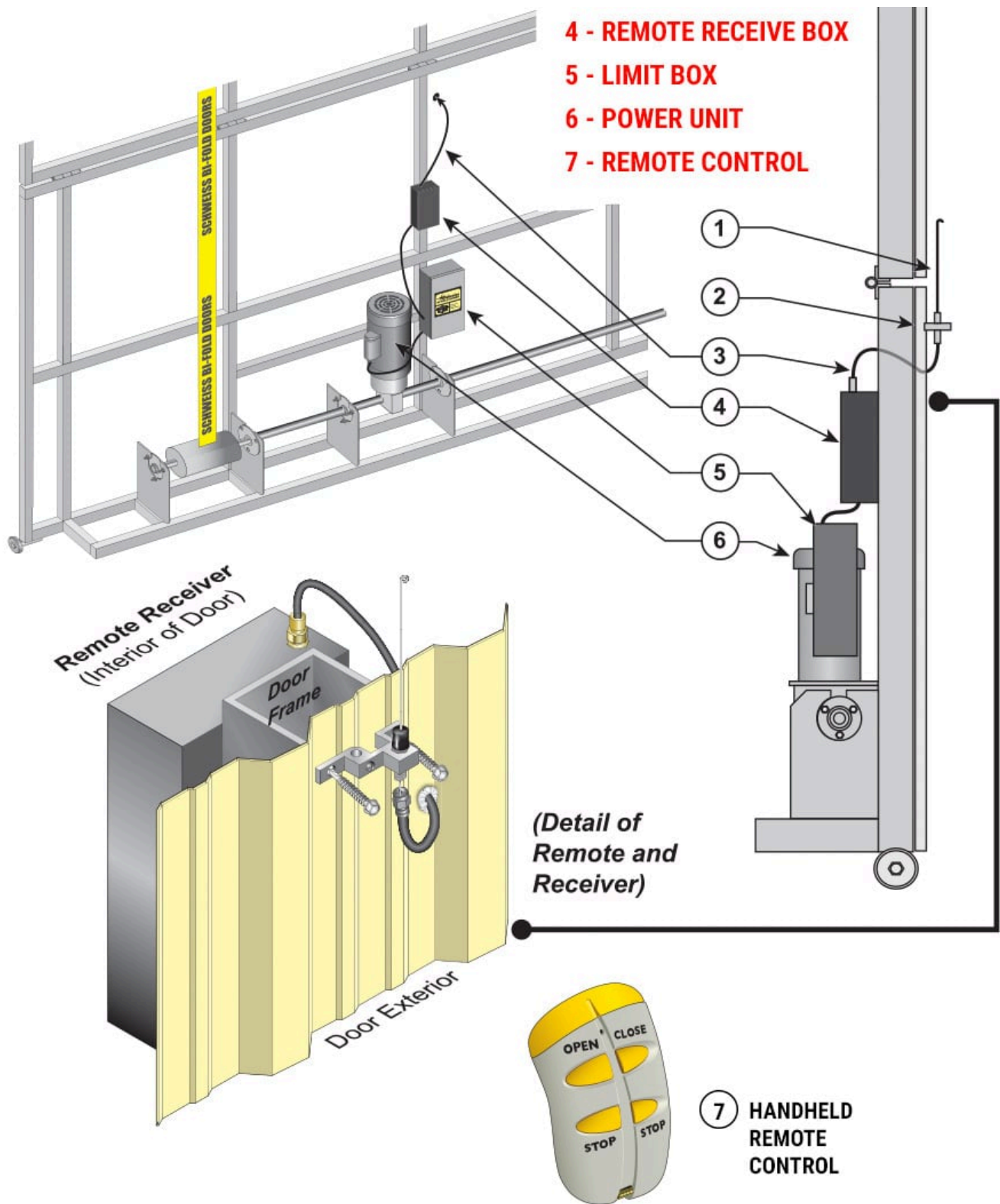
All doors equipped with remote operators should have a warning system to alert persons in the immediate area that the door is about to open or close.

1 - ANTENNA

2 - GROUND BLOCK

3 - COAX CABLE





SCHWEISS BUILDS BETTER DOORS

Hydraulic Doors

Hydraulic Lift Doors
 Hydraulic Door Myths
 Hydraulic Vs. Bifold
 Stand-Alone Doors
 Superstructure Hydraulic
 Tilt-Up Design Comparison
 Hydraulic Door Frame
 Mounting Styles
 Hydraulic Pumps
 Note About Hydraulic
 Greasable Hydra Hinges
 Hydraulic Secrets
 Product Features
 Build Your Own Door
 Hydraulic Parts
 Hydraulic Door Failures

Other

Literature
 FAQs
 Prices
 New Smartphone App
 Misc. Pages

LOCATIONS**Bifold Doors**

Why Bifold
 Straps vs. Cables
 Superstructure Bifold
 Bifold Door Frame
 Greasable Hinges
 Mounting Styles/Wedges
 Bottom Drive
 Top Drive
 Bifold Parts

Auto Latches & Remotes

New Strap Latch & Remotes
 Arm Latches & Remotes

Lift Straps Kits

Strap Conversion Kits
 Strap Conversion Stories

Upgrade Features

Upgrade Equipment
 Top & Bottom Rubber
 Cold Weather Package
 Sheeting / Insulation
 Walk Doors
 Windows

Building Details

Wood Building Details
 Steel Building Details
 Understanding Headroom
 How to Measure your Building
 Forces on Your Building
 Round Roof Building
 Hoop Buildings
 Retrofit Existing Buildings

Steel & Wood Designs

Building Details

Agricultural Buildings

Pole Barn Structure
 Machine Shed Doors
 Storage Building Doors

Free Standing Headers

On Steel Buildings
 On Wood Buildings

Door Installation

Schweiss Certified Installers
 Bifold & Hydraulic Installation Guide

Specialty Doors

Specialty Doors
 Designer Doors I
 Designer Doors II

Container Doors

Container Door Concepts
 Container Doors Stories

Marina Doors

Marina Doors

Design Info

Architects, Specifiers,
 Contractors & Engineers
 Design Criteria - Bifold
 Design Criteria - Hydraulic
 Schweiss Sample Specs

Testimonials

Testimonials
 Customer Reviews

Must See Photos

Must See Photos
 Install Gallery

Farm Stories & Photos

Farm Stories & Photos
 Tons of Photos & Stories

Videos

Slideshow Video
 Designer Doors Hot Video
 Slider Photo's Slider
 Gallery
 Animation Video

About Schweiss

What's in a Brand Name?
 History
 About Us
 Factory Map
 Careers

Aircraft Sizes

Airplane Chart
 Fly-In Communities
 Floatplane Chart
 Hangar Homes and
 Airparks Map

DRONE FACTORY TOURS

TOUR 1



TOUR 2



NEW TOUR 3

**OPPORTUNITY FOR GARAGE DOOR DEALERS!**

DEALER OPPORTUNITIES! Click Here to Learn More...

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BLOG

DIRECT SHIPPING ROUTES

COLORADO HYDRAULIC DOORS

DAKOTA HYDRAULIC DOORS

NEW YORK HYDRAULIC DOORS

MONTANA HYDRAULIC DOORS

MISSOURI HYDRAULIC DOORS

OHIO HYDRAULIC DOORS

UTAH HYDRAULIC DOORS

ARKANSAS HYDRAULIC DOORS

SOUTH CAROLINA HYDRAULIC DOORS

ARIZONA HYDRAULIC DOORS

ALABAMA HYDRAULIC DOORS

GEORGIA HYDRAULIC DOORS

CALIFORNIA HYDRAULIC DOORS

TEXAS HYDRAULIC DOORS

FLORIDA HYDRAULIC DOORS

WASHINGTON HYDRAULIC DOORS

NEBRASKA HYDRAULIC DOORS

CANADA DOOR SALES

SCHWEISS | WORLDWIDE DOOR SALES

72121 470th St, Hector, MN 55342

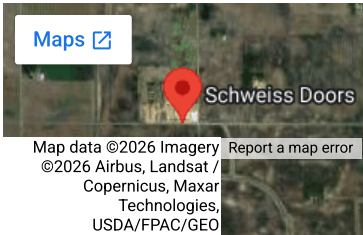
schweiss@schweissdoors.com

507-200-3194 - Phone



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Sign Up!



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City Council Meeting
Prep. Date: 07/10/2026
Preparer: Russell Farnum



Agenda Item: # 4
Agenda Date: 07/20/2026

Communication Page

Agenda Items Description: Approving the purchase of a 2016 John Deere 1575 mower from Roeder Implement for \$18,000.00

Type of Action Requested: Resolution

Attachments & Enclosures:

Resolution

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Ground Op's and Maint

\$6,000

\$18,000 (net)

Synopsis: The Airport has a John Deere front-deck turf mower purchased in 2012 with over 1700 hours. The mower is used to mow alongside the runway and around the runway lights and other markers. The current unit has no cab, and a 72" side discharge mower. With no cab and a side discharge, the operator gets covered in grass clippings.

Roeder Implement recently got a newer 2016 unit in on trade, and offered it to Airport Manager Brian Ostwinkle at a very good price. The newer unit is a 2016 with full cab, A/C and heater, 4-wheel drive, wheel weights, 72" rear discharge mower, and also comes with broom, snow thrower, and new tires and rims. The unit has under 1,000 hours and was previously used at the Dubuque Airport. The only issue is the fiberglass cab roof has a split in it, which Roeder is replacing as part of the deal.

This piece of equipment will be more efficient for the airport to use all year, allowing Monticello Aviation to clear right up close to the hangar doors and brush snow or other debris off of the runways and sidewalks, in addition to the mowing that the tractor is used for now.

Purchase of a new unit was not anticipated in the FY26-27 budget, but the Airport Board thinks this a good opportunity to upgrade the equipment and make operations more efficient for the airport manager. A budget amendment may be necessary later in the year, depending upon the overall expenses in other categories in the Airport budget. The Airport has cash to pay for this unbudgeted expense.

Note: The airport is self-funded through revenues generated by the Airport. This purchase is not property tax funded.

Recommendation: Airport Board recommended approval of the purchase.

City of Monticello, Iowa

RESOLUTION

Approving the purchase of a 2016 John Deere 1575 mower
from Roeder Implement for \$18,000.00

WHEREAS, the Airport Manager requested bids of a new mower for the airport, and

WHEREAS, the Airport Board reviewed the bids and recommended purchasing a mower, and

WHEREAS, the Airport Manager recommends the 2016 John Deere 1575 mower, which is comparable to the mower currently at the airport, with a better warranty and purchase price of \$18,000.00, and

WHEREAS, the Council finds the proposed purchase of a new mower is appropriate and should be approved, and based thereon directs that the Airport Manager move forward with the purchase of the 2016 John Deere 1575 mower, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the purchase of the 2016 John Deere 1575 Mower from Roeder Implement at the price of \$18,000.00, and directs the Airport Manager to move forward with the purchase and directs the City Clerk to issue payment in full to Roeder Implement upon the completion of the purchase transaction.

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 20th
day of July, 2026.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

563-557-1184 / 800-557-1184 / FAX 563-583-1821

Town _____ State _____ County _____

Date 07-07-26

(Sample photos only – not actual vehicle)



City Council Meeting
Prep. Date: 07/10/2026
Preparer: Russell Farnum



Agenda Item: #5
Agenda Date: 07/20/2026

Communication Page

Agenda Items Description: Approving Monticello Fire Department to purchase Fire Personal Protective Equipment (PPE)

Type of Action Requested: Resolution

Attachments & Enclosures:

Resolution

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Fire – Capital Equipment

\$75,000

\$54,440

Synopsis: The Fire Department needs to upgrade its protective equipment for the firefighters, most of which is near the end its 10-year life span.

As Council is aware, this past budget season the Department worked with the County and Townships (and City of Monticello) to levy an additional \$75,000 annually for equipment replacement, the most critical of which is the Fire Safety Gear that the firemen wear.

The Fire Department has an AFG grant submitted that would pay for 25 sets of gear. There are 35 firefighters, so even if the Department receives the AFG grant, an additional ten sets of gear are still necessary.

Each set of gear includes a jacket, trousers, boots, gloves with long gauntlets, and a helmet with a bullard (neck protection). On most helmets, the bullard is a snap-on accessory sold in addition to the helmet.

The Fire Department obtained quotes from two vendors. The Department would like to purchase that 10 sets of gear in the total amount of \$54,440, with jackets and trousers from MEP and boots, gloves, helmets and bullards from Dinges Fire. The suppliers and pricing as shown below:

Item	Number	MES (ea)	Subtotal	Dinges (ea)	Subtotal
Aeroflex Coat	10	\$ 2,508.00	\$ 25,080.00	\$ 2,525.00	\$ 25,250.00
Aeroflex Pant	10	\$ 1,812.00	\$ 18,120.00	\$ 1,650.00	\$ 16,500.00
Helmet	10	\$ 368.00	\$ 3,680.00	\$ 495.00	\$ 4,950.00
Bullard Front attachment	10	\$ 112.00	\$ 1,120.00	\$ 115.00	\$ 1,150.00
Fire boot	10	\$ 484.00	\$ 4,840.00	\$ 365.00	\$ 3,650.00
Gauntlet Glove	10			\$ 149.00	\$ 1,490.00
Total for 10 Fire Personnel	10	\$ 5,444.00	\$ 54,440.00		

Recommendation: Approval is recommended.

City of Monticello, Iowa

RESOLUTION

Approving Monticello Fire Department to
purchase Fire Personal Protective Equipment (PPE)

WHEREAS, the City of Monticello City Council supports upgrades to the Monticello Fire Department Fire Personal Protective Equipment (PPE), also known as bunker gear, as a priority, and

WHEREAS, the Monticello Fire Department and has applied for an Assistance to Firefighter Grant (AFG) from FEMA in the amount of \$115,826.00 to upgrade the some of the department's vital PPE. The Fire Department needs to purchase 10 sets of Personal Protective Equipment (PPE), also known as bunker gear to stay compliant with the NFPA standards, and

WHEREAS, the Council finds that the purchase of the Personal Protective Equipment (PPE), also known as bunker gear, is in the best interests of the City of Monticello and the Monticello Fire Department and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the purchase of 10 sets of Personal Protective Equipment (PPE), also known as bunker gear to stay compliant with the NFPA standards.

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 20th
day of July, 2026.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer



(877) 637-3473

Quote

Quote # QT2083406
Date 06/18/2026
Expires 07/03/2026
Sales Rep Spensley, Mark
PO # Billy Norton
Shipping Method FedEx Ground®
Customer MONTICELLO FIRE DEPARTMENT (IA)
Customer # C63426

Bill To

MONTICELLO FIRE DEPARTMENT
BILLY NORTON
200 EAST FIRST STREET
Monticello IA 52310
United States

Ship To

CITY OF MONTICELLO
BILLY NORTON
200 EAST FIRST STREET
MONTICELLO IA 52310
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
HFRP Helmet			Honeywell Helmet	35	\$368.00	\$12,880.00
BULLARD FRONT	BYB278967, BK60PLWHLBKLS WH		BYB278967, BK60PLWHLBKLSWH Custom Bullard Front-**Please attach your BYB form**	35	\$112.00	\$3,920.00
FDXL200-10-Med			FDXL200 Red Leather Structural Fire Boot	35	\$484.00	\$16,940.00

Subtotal \$33,740.00

Contact: C63426 MONTICELLO FIRE DEPARTMENT (IA) : BILLY NORTON (319)
821-1001

Shipping Cost \$0.00

Tax Total \$0.00

Total \$33,740.00

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT2083406



(877) 637-3473

Quote

Quote # QT2083532
Date 06/18/2026
Expires 07/03/2026
Sales Rep Spensley, Mark
PO # Billy
Shipping Method FedEx Ground
Customer MONTICELLO FIRE DEPARTMENT (IA)
Customer # C63426

Bill To

MONTICELLO FIRE DEPARTMENT
200 EAST FIRST STREET
Monticello IA 52310
United States

Ship To

BILLY NORTON
CITY OF MONTICELLO
200 EAST FIRST STREET
MONTICELLO IA 52310
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
HFRP Tail Coat	IAMONI00035		IAMONI00035 HFRP Tail Coat	35	\$2,134.00	\$74,690.00
HFRP Tail Pant	IAMONI00035		IAMONI00035 HFRP Tail Pant	35	\$1,414.00	\$49,490.00

Subtotal \$124,180.00

Contact: C63426 MONTICELLO FIRE DEPARTMENT (IA) : BILLY NORTON (319)
821-1001

Shipping Cost \$0.00

Tax Total \$0.00

Total \$124,180.00

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT2083532



(877) 637-3473

Quote

Quote # QT2083544
Date 06/18/2026
Expires 07/03/2026
Sales Rep Spensley, Mark
PO # Billy
Shipping Method FedEx Ground®
Customer MONTICELLO FIRE DEPARTMENT (IA)
Customer # C63426

Bill To

MONTICELLO FIRE DEPARTMENT
200 EAST FIRST STREET
Monticello IA 52310
United States

Ship To

CITY OF MONTICELLO
BILLY NORTON
200 EAST FIRST STREET
MONTICELLO IA 52310
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
Aeroflex Coat	QT229599		QT229599 Custom Aeroflex Coat	32	\$2,508.00	\$80,256.00
Aeroflex Pant	QT229599		QT229599 Custom Aeroflex Pant	32	\$1,812.00	\$57,984.00
Aeroflex Coat	QT229599		QT229599 Custom Aeroflex Coat	32	\$2,508.00	\$80,256.00
Aeroflex Pant	QT229599		QT229599 Custom Aeroflex Pant	32	\$1,812.00	\$57,984.00

Subtotal \$149,820.00

Contact: C63426 MONTICELLO FIRE DEPARTMENT (IA) : BILLY NORTON (319)
821-1001

Shipping Cost \$0.00

Tax Total \$0.00

Total \$149,820.00

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT2083544



Dinges Fire Company

243 E Main St.
Amboy, IL 61310
Phone: 815.857.2000
www.DingesFire.com

Bill To:

Monticello Fire Department (Monticello, IA)
C/O: Billy Norton
200 East 1st Street
Monticello, IA 52310

Ship To:

Monticello Fire Department
200 East 1st Street
Monticello, IA 52310

Quantity	Item	Description	Price	Total
1	Lion-DFC-VF-APK4-COAT	[PSGQ31148-B] V-FORCE Bi-Swing Coat - IsoDri, Armor AP-K4 (Glide Ice AraFlo/Stedair 4000) with 9x7x2 hand warmer pockets, Flashlight Strap FLS554 on Right Chest, Radio Pocket RP800 and Mic Tab MT503 on Left Chest Options: - A - Outer Shell: Black Armor AP - B - Trim: [CT134PTY] Ventilated Yellow NFPA - C - Yoke Lettering: [LTSL3YNS] 6+ letters - YELLOW - Arched - E - Name Letter Panel: [LP34 + LPV13 + LPS10 + LTSL3YNS] YELLOW - Hanging - G - Coat Closure: [SF244] 2.5" Storm Flap with Zipper In/Velcro Out - H - Wristlet: [CLW760] 4" Wristlet with Nomex Webbing Thumb Loop - I - American Flag: [EM5] RIGHT SLEEVE - J - DRD Flap Trim: [CTB26PT3Y] Ventilated Yellow - K - D-Ring [FLS595]: COAT - Other	\$2,525.00	\$2,525.00
1	Lion-DFC-VF-APK4-PANT	[PSGQ31148-B] V-FORCE Pant - IsoDri, Armor AP-K4 (Glide Ice AraFlo/Stedair 4000) with Zipper In/Velcro Out Fly, Black PCA Cuff and Knee Reinforcement with Lite-N-Dri Knee Padding Options: - A - Outer Shell: Black Armor AP - B - Trim: [PTC4PT3Y] Ventilated Yellow - C - Waist: [BHS013 + BL007] 2" Kevlar Belt and 3 Belt Loops - D - Suspenders: [PMO210 + SR8**X] Self Material Suspender Tabs and V-Back Suspender	\$1,650.00	\$1,650.00
1	Bullard-UG6WHR350	Fire Helmet, Structural, LowRider UST, Gloss White, Fiberglass, Retractable Faceshield R350, 6" Brass Eagle	\$495.00	\$495.00

1	Bullard-LeatherFront	Bullard Leather Helmet Front Options: - Center Option & BYB: Velcro Sewn Passport Front	\$115.00	\$115.00
1	Vanguard-ULTRA-MK-2-XL	Style: 6877K , Vanguard MK-2 Ultra Kangaroo Skin Gauntlet Style Fire Glove - NFPA1970 - XL	\$149.00	\$149.00
1	Lion-804-6369-12.0W	Men's QR14 Boot - Size 12.0 Wide	\$365.00	\$365.00

* Sales tax will be applied to customers who have not provided a tax exempt certificate.

Sub

\$5,299.00

Total

* Quote Created on 02/06/2026. Pricing valid until 03/07/2026, unless noted otherwise.

Shipping

TBD

* Financing options may be available. Please contact your sales rep for more information and a payment estimate.

Total

\$5,299.00

This is a quotation only. Please do not make payment based off this quotation. An invoice will be sent to you when product is ready for delivery. Contact your local sales represenative with any questions or requests.

Some products may not be able to be cancelled after an order is approved if is a built to spec or custom item. Restocking fees may apply if custom products are cancelled after order and before delivery.

Printed on 06/16/2026 @ 09:37:39

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July 16th, 2026

Mayor and City Council
City of Monticello
200 East 1st Street
Monticello, IA 52310

RE: 6TH STREET DITCH RESTORATION
RECOMMENDATION OF CONTRACT

The contract for the 6th Street Ditch Restoration project was awarded to Ground Line Company at the July 6th, 2026 Monticello City Council Meeting, for their lowest bid amount of **\$770,077.00**. Based on our review, Ground Line Company appears to be a responsive and responsible bidder that is qualified and capable of meeting all requirements set forth in the contract documents. Therefore, we recommend entering into a contract with Ground Line Company in the amount of **\$770,077.00** for the 6th Street Ditch Restoration project.

Feel free to contact me to discuss this further if needed. Thank you.

Respectfully,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Colton Ingels', is written over a light blue horizontal line.

Colton Ingels, P.E.
Project Engineer

Enclosure: 6th Street Ditch Restoration Contract

Cc: Russ Farnum, City of Monticello
Jacob Connolly, Ground Line Company
Patrick Schwickerath, Snyder & Associates

MINUTES OF MEETING TO APPROVE
CONTRACT AND BONDS

Monticello, Iowa

July 20, 2026

The City Council of the City of Monticello, Iowa, met on July 20, 2026 at 6:00 p.m., at the Community Media Center, Monticello, Iowa, pursuant to the rules of the Council.

The meeting was called to order by the Mayor and the roll being called, there were present the following named Council Members:

Present: _____.

Absent: _____.

After due consideration and discussion, Council Member _____ introduced and moved the adoption of the resolution next hereinafter set out, the same being a resolution approving an executed contract and performance and/or payment bonds for the 6th Street Ditch Restoration Project. The motion was seconded by Council Member _____ and passed with record vote as follows:

Ayes: _____

Nays: _____.

Thereupon, the resolution was declared adopted, as follows:

RESOLUTION NO.

**Approving contract and performance and/or payment bonds
for the 6th Street Ditch Restoration Project**

WHEREAS, the City Council of the City of Monticello, Iowa, has heretofore awarded a contract for the 6th Street Ditch Restoration Project and fixed the amount of the performance and/or payment bonds to be furnished by such contractor, and instructed and authorized the Mayor and City Clerk to execute the said contract on behalf of the City, subject to the approval of the Council; and

WHEREAS, the said contract has been duly signed by the contractor and by the Mayor and City Clerk, and upon examination by this Council the same appears to be in proper form; and

WHEREAS, the contractor has filed satisfactory performance and/or payment bonds in the required amount;

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

Section 1. The aforementioned contract and performance and/or payment bonds are hereby approved and declared to be binding upon the parties thereto.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved July 20, 2026.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

• • • •

There being no further business to come before the meeting, it was upon motion adjourned.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

ATTESTATION CERTIFICATE:

STATE OF IOWA
JONES COUNTY
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, hereby certify that the attached is a true, correct and complete copy of the proceedings related to the approval of the executed contract and performance and/or payment bonds for the 6th Street Ditch Restoration Project, including a true, correct and complete copy of the resolution referred to in such minutes.

WITNESS MY HAND this 20th day of July, 2026.

Sally Hinrichsen, City Clerk/Treasurer

CONTRACT

CONTRACT NO. _____
DATE _____

THIS CONTRACT, made and entered into this _____ day of JULY, 2026, by and between the CITY OF MONTICELLO, upon order of its CITY COUNCIL hereinafter called the "Jurisdiction," and GROUND LINE COMPANY, LLC, hereinafter called the "Contractor."

WITNESSETH:

The Contractor hereby agrees to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the Administrative Office of the **City of Monticello, City Hall**. This contract includes all contract documents. The work under this contract shall be constructed in accordance with the SUDAS Standard Specifications, 2026 Edition, and as further modified by the supplemental specifications and special provisions included in said contract documents, and the Contract Attachment - Item 1: General, which is attached hereto. The Contractor further agrees to complete the work in strict accordance with said contract documents, and to guarantee the work as required by law, for the time required in said contract documents, after its acceptance by the Jurisdiction.

This contract is awarded and executed for completion of the work specified in the contract documents for the bid prices shown on the Contract Attachment - Item 2: Bid Items, Quantities, and Prices, which were proposed by the Contractor in its proposal submitted in accordance with the Notice to Bidders and Notice of Public Hearing for the following described improvements:

6th Street Ditch Restoration – This project involves approximately 500 LF of stream restoration and 215 LF retaining wall replacement within the City of Monticello. This includes grading to realign the stream, retaining wall removal, proposed PCC and block retaining walls, flexamat, and installation of erosion control features. The Engineer's Opinion of Probable Construction cost is \$760,000.

The Contractor agrees to perform said work for and in consideration of the Jurisdiction's payment of the bid amount of SEVEN-HUNDRED AND SEVENTY THOUSAND, SEVENTY-SEVEN dollars (\$ 770,077.00) which amount shall constitute the required amount of the performance, maintenance, and payment bond. The Contractor hereby agrees to commence work under this contract on or before a date to be specified in a written notice to proceed by the Jurisdiction and to fully complete the project in accordance with the written Notice to Proceed; and to pay liquidated damages for noncompliance with said completion provisions at the rate of One Thousand dollars (\$1,000) for each calendar day thereafter that the work remains incomplete.

IN WITNESS WHEREOF, the Parties hereto have executed this instrument, in triplicate on the date first shown written.

JURISDICTION

CONTRACTOR

By _____
JAKE ELLWOOD, MAYOR

GROUND LINE COMPANY, LLC
Contractor

(Seal)
ATTEST:

By _____
Signature

SALLY HINRICHSSEN, CITY CLERK

Title

4782 COUNTY RD E17
Street Address

ONSLOW, IOWA 52321
City, State, Zip Code

319-251-0425
Telephone

CONTRACTOR PUBLIC REGISTRATION INFORMATION To Be Provided By:

1. All Contractors: The Contractor shall enter its Public Registration Number C 1 4 8 1 - 3 0 issued by the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code.
2. Out-of-State Contractors:
 - A. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the division of labor services of the department of workforce development. It is the contractor's responsibility to comply with said Section 91C.7 before commencing this work.

- B. Prior to entering into contract, the designated low bidder, if it is a corporation organized under the laws of a state other than Iowa, shall file with the Engineer a certificate from the Secretary of the State of Iowa showing that it has complied with all the provisions of Chapter 490 of the Iowa Code, or as amended, governing foreign corporations.

NOTE: All signatures on this contract must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.

CORPORATE ACKNOWLEDGMENT

State of _____)
 _____) SS
 _____ County)

On this ____ day of _____, 20 ____, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____ and _____, to me known, who, being by me duly sworn, did say that they are the _____, and _____, respectively, of the corporation executing the foregoing instrument; that (no seal has been procured by) (the seal affixed thereto is the seal of) the corporation; that said instrument was signed (and sealed) on behalf of the corporation by authority of this Board of Directors; that _____ and _____ acknowledged the execution of the instrument to be the voluntary act and deed of the corporation, by it and by them voluntarily executed.

 Notary Public in and for the State of _____
 My commission expires _____, 20 ____

PARTNERSHIP ACKNOWLEDGMENT

State of _____)
 _____) SS
 _____ County)

On this ____ day of _____, 20 ____, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____ to me personally known, who being by me duly sworn, did say that the person is one of the partners of _____, a partnership, and that the instrument was signed on behalf of the partnership by authority of the partners and the partner acknowledged the execution of the instrument to be the voluntary act and deed of the partnership by it and by the partner voluntarily executed.

 Notary Public in and for the State of _____
 My commission expires _____, 20 ____

INDIVIDUAL ACKNOWLEDGMENT

State of _____)
) SS
_____ County)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____ and _____, to me known to be the identical person(s) named in and who executed the foregoing instrument, and acknowledged that (he) (she) (they) executed the instrument as (his) (her) (their) voluntary act and deed.

Notary Public in and for the State of _____
My commission expires _____, 20____

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

State of _____)
) SS
_____ County)

On this _____ day of _____, 20____, before me a Notary Public in and for said county, personally appeared _____, to me personally known, who being by me duly sworn did say that person is _____ of said _____, that (the seal affixed to said instrument is the seal of said OR no seal has been procured by the said) _____, and that said instrument was signed and sealed on behalf of the said _____, by authority of its managers and the said _____ acknowledged the execution of said instrument to be the voluntary act and deed of said _____, by it voluntarily executed.

Notary Public in and for the State of _____
My commission expires _____, 20____

CONTRACT ATTACHMENT: ITEM 1 - BID ITEMS AND QUANTITIES

This contract is awarded and executed for completion of the work specified in the contract documents for the bid prices tabulated below as proposed by the Contractor in its proposal submitted in accordance with notice to bidders and notice of public hearing. All quantities are subject to revision by the Jurisdiction. Quantity changes that amount to 20% or less of the amount bid shall not affect the unit bid price, unless otherwise noted in the plans.

PROJECT BID ITEMS & QUANTITIES						
ITEM NO.	ITEM CODE	ITEM	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	2010-C	Clearing and Grubbing	1	LS	\$ 12,400.00	\$ 12,400.00
2	2010-D-1	Topsoil, On-site	466	CY	\$ 12.00	\$ 5,592.00
3	2010-D-3	Topsoil, Off-site	311	CY	\$ 70.00	\$ 21,770.00
4	2010-E	Excavation, Class 13	1407	CY	\$ 27.00	\$ 37,989.00
5	2010-J	Subbase, Special Backfill, 4"	262	SY	\$ 26.00	\$ 6,812.00
6	2010-J	Subbase, Special Backfill, 12"	45	SY	\$ 26.00	\$ 1,170.00
7	2010-K-1	Removal of Structure, Pedestrian Bridge	2	EA	\$ 500.00	\$ 1,000.00
8	2010-999-A	Removals, Retaining Wall	349	LF	\$ 66.00	\$ 23,034.00
9	2010-999-B	Foundation Treatment Material	90	TON	\$ 40.00	\$ 3,616.00
10	2010-999-C	Excavation, Class 20	284	CY	\$ 35.00	\$ 9,936.50
11	3010-B	Rock Excavation	27	CY	\$ 1,000.00	\$ 27,000.00
12	3010-D	Replacement of Unsuitable Backfill Material	56	CY	\$ 120.00	\$ 6,720.00
13	4020-A-1	Storm Sewer, Trenched, RCP, 36"	10	LF	\$ 450.00	\$ 4,500.00
14	4020-D	Removal of Storm Sewer, RCP, 36"	6	LF	\$ 420.00	\$ 2,520.00
15	4050-999-A	Culvert Cleaning	1	LS	\$ 2,500.00	\$ 2,500.00
16	7010-E	Curb and Gutter, 2.5', 7"	91	LF	\$ 65.00	\$ 5,915.00
17	7010-999-A	Structural Concrete (Miscellaneous)	337	CY	\$ 945.00	\$ 318,654.00
18	7010-999 B	Reinforcing Steel	19277	LB	\$ 1.90	\$ 36,626.30
19	7030-A-1	Removal of Sidewalk	9	SY	\$ 52.00	\$ 468.00
20	7030-A-3	Removal of Driveway	224	SY	\$ 25.00	\$ 5,600.00
21	7030-E	Sidewalk, PCC, 4"	9	SY	\$ 250.00	\$ 2,250.00
22	7030-H-1	Driveway, Paved, PCC, 6"	228	SY	\$ 97.00	\$ 22,116.00
23	7030-H-2	Driveway, Granular, 8"	228	SY	\$ 13.50	\$ 3,078.00
24	7040-I	Curb and Gutter Removal	91	LF	\$ 23.00	\$ 2,093.00
25	8030-A	Temporary Traffic Control	1	LS	\$ 7,500.00	\$ 7,500.00
26	9010-B	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 1 & Bonded Fiber Matrix	0	AC	\$ 10,500.00	\$ 3,255.00
27	9010-B	Hydraulic Seeding, Seeding and Fertilizing Type as Specified (No Mulching)	0	AC	\$ 8,500.00	\$ 2,295.00
28	9010-B	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 4	1	AC	\$ 6,500.00	\$ 3,770.00
29	9040-D-1	Filter Sock, 12"	886	LF	\$ 4.00	\$ 3,544.00
30	9040-D-2	Filter Socks, Removal	886	LF	\$ 1.00	\$ 886.00
31	9040-E	Temporary RECP, Type 4	1594	SY	\$ 2.85	\$ 4,542.90
32	9040-J	Rip Rap, Class E	40	TON	\$ 95.00	\$ 3,800.00
33	9040-J	Rip Rap, Soil Choked	72	TON	\$ 165.00	\$ 11,880.00
34	9040-O-1	Stabilized Construction Exit	123	SY	\$ 22.00	\$ 2,706.00
35	9040-X-1	Grid-Tied Concrete Block Mat	141	SY	\$ 182.00	\$ 25,662.00
36	9040-X-2	GTCBM Concrete Anchor Trench	14	LF	\$ 138.00	\$ 1,932.00

CONTRACT ATTACHMENT

Project Name 6th Street Ditch Restoration

PROJECT BID ITEMS & QUANTITIES						
ITEM NO.	ITEM CODE	ITEM	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
37	9040-999-A	Temporary Sediment and Erosion Controls	1	LS	\$ 4,500.00	\$ 4,500.00
38	9060-E	Removal of Fence, Wood	101	LF	\$ 15.00	\$ 1,515.00
39	9060-E	Removal of Fence, Vinyl	73	LF	\$ 15.00	\$ 1,095.00
40	9060-999-A	Wood Fence, 6'	101	LF	\$ 60.00	\$ 6,060.00
41	9060-999-B	Construction Fencing	480	LF	\$ 13.50	\$ 6,480.00
42	9071-A	Segmental Block Retaining Wall	96	SF	\$ 90.00	\$ 8,640.00
43	9080-B	Handrail, Aluminum	318	LF	\$ 127.00	\$ 40,386.00
44	9080-999-A	Removal of Handrail	45	LF	\$ 8.00	\$ 360.00
45	11,020-A	Mobilization	1	LS	\$ 22,000.00	\$ 22,000.00
46	11,030-A	Maintenance of Postal Service	1	LS	\$ 464.30	\$ 464.30
47	11,030-B	Maintenance of Solid Waste	1	LS	\$ 444.00	\$ 444.00
48	11,050-A	Concrete Washout	1	LS	\$ 500.00	\$ 500.00
49	000-999-A	Dewatering	1	LS	\$ 15,000.00	\$ 15,000.00
50	000-999-B	Erosion & Water Discharge Control	1	LS	\$ 2,500.00	\$ 2,500.00
51	000-999-C	Temporary Shoring	1	LS	\$ 25,000.00	\$ 25,000.00
BID TOTAL:					\$	770,077.00

SURETY BOND NO. _____

PERFORMANCE, PAYMENT, AND MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS:

That we, GROUND LINE COMPANY, LLC, as Principal (hereinafter the “Contractor” or “Principal” and _____, as Surety are held and firmly bound unto the City of Monticello City Council, as Obligee (hereinafter referred to as “the Jurisdiction”), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of SEVEN-HUNDRED AND SEVENTY THOUSAND, SEVENTY-SEVEN dollars (\$ 770,077.00), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Jurisdiction, bearing date the _____ day of _____, _____, hereinafter the “Contract”) wherein said Contractor undertakes and agrees to construct the following described improvements:

6th Street Ditch Restoration – This project involves approximately 500 LF of stream restoration and 215 LF retaining wall replacement within the City of Monticello. This includes grading to realign the stream, retaining wall removal, proposed PCC and block retaining walls, flexamat, and installation of erosion control features. The Engineer’s Opinion of Probable Construction cost is \$760,000.

(CON'T – PERFORMANCE, PAYMENT, AND MAINTENANCE BOND)

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. PERFORMANCE: The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Jurisdiction from all outlay and expense incurred by the Jurisdiction by reason of the Contractor's default of failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. PAYMENT: The Contractor and the Surety on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the Jurisdiction is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.
3. MAINTENANCE: The Contractor and the Surety on this Bond hereby agree, at their own expense:
 - A. To remedy any and all defects that may develop in or result from all work to be performed under the Contract within the period of 4 year (s) from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work; and
 - B. To keep all work in continuous good repair; and
 - C. To pay the Jurisdiction's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the Jurisdiction all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

(CON'T – PERFORMANCE, PAYMENT, AND MAINTENANCE BOND)

4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
- B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than 20% of the total contract price, and that this bond shall then be released as to such excess increase; and
- C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.
- D. That no provision of this Bond or of any other contract shall be valid that limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That as used herein, the phrase “all outlay and expense” is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Jurisdiction including interest, benefits, and overhead where applicable. Accordingly, “all outlay and expense” would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorneys fees (including overhead expenses of the Jurisdiction’s staff attorneys), and all costs and expenses of litigation as they are incurred by the Jurisdiction. It is intended the Contractor and Surety will defend and indemnify the Jurisdiction on all claims made against the Jurisdiction on account of Contractor’s failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Jurisdiction will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Jurisdiction incurs any “outlay and expense” in defending itself against any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Jurisdiction whole for all such outlay and expense, provided that the Surety’s obligation under this bond shall not exceed 125% of the penal sum of this bond.

(CON'T – PERFORMANCE, PAYMENT AND MAINTENANCE BOND)

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be Jones County, State of Iowa. If legal action is required by the Jurisdiction to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Contractor and the Surety agree, jointly, and severally, to pay the Jurisdiction all outlay and expense incurred therefor by the Jurisdiction. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a word, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

S&A Project No. 123.0022.08

(CON'T – PERFORMANCE, PAYMENT, AND MAINTENANCE BOND)

PRINCIPAL:

Contractor

By _____
Signature

Title

SURETY:

Surety Company

By _____
Signature Attorney-in-Fact Officer

Printed Name of Attorney-in-Fact Officer

FORM APPROVED BY:

Attorney for Jurisdiction

Company Name

Company Address

City, State, Zip Code

Company Telephone Number

NOTE:

1. All signatures on this performance, payment, and maintenance bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.
2. This bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.

City Council Meeting Prep. Date: 7/15/2026 Preparer: Jacob Oswald		Agenda Item: # 7 Agenda Date: 7/20/2026
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Communication Page

<u>Agenda Items Description:</u> Motion to approve payment to award winners following Art in the Park event
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<u>Type of Action Requested:</u> Motion												
<u>Attachments & Enclosures:</u> <table border="1" style="width: 100%; height: 60px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				<u>Fiscal Impact:</u> <table border="1" style="width: 100%;"> <tr> <td>Budget Line Item:</td> <td> </td> </tr> <tr> <td>Budget Summary:</td> <td> </td> </tr> <tr> <td>Expenditure:</td> <td> </td> </tr> <tr> <td>Revenue:</td> <td> </td> </tr> </table>	Budget Line Item:		Budget Summary:		Expenditure:		Revenue:	
Budget Line Item:												
Budget Summary:												
Expenditure:												
Revenue:												

Synopsis:

The Parks and Recreation Department is requesting approval to issue checks to Art in the Park award winners.

Background Information:

On August 22nd, the Parks and Recreation Department will be hosting, in collaboration with Riverside Gardens, their first Art in the Park event.

The event is bringing local vetted artisans to Monticello to connect and showcase their art work. Each artisan submitted an application fee of \$10, and if selected, paid an additional \$10 for their booth fee. 16 applications were submitted with 12 being selected to share their work. Other activities during the event include, Grout Museum (featuring the science of spin art), Tanager Place (youth expressive art), Dubuque Urban Sketchers, Richard Tapia (author of ‘Art in Small Places’), Live Music (Foley & Farrowe and MHS), Food (Moski’s, Lubben Winery).

As part of the event, a panel of judges will vote on Best of Show and an artisan vote for People’s Choice. Winners in each category will receive a \$50 prize.

Staff Recommendation:

Staff requests City Council's approval to pre-approve the issuance of the \$50 checks for the Best of Show and People’s Choice award winners on Monday, August 24th, 2026 following Art in the Park.

City Council Meeting
Prep. Date: 7/16/2026
Preparer: Sally Hinrichsen



Agenda Item: # 8-18
Agenda Date: 7/20/2026

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:

8. Mayor
9. City Engineer
10. City Administrator
11. Police Chief
12. Water/Wastewater Superintendent
13. Park and Recreation Director
14. Library Director
15. Ambulance Director
16. City Clerk
17. Public Works Director
18. Information sharing by Council Members

City Council Meeting
Prep. Date: 07/16/2026
Preparer: Russell Farnum



Agenda Item: # 19
Agenda Date: 07/20/2026

Communication Page

Agenda Items Description: Work session - Driver Policy

Type of Action Requested: Discussion

Attachments & Enclosures:

Draft Policy

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: The City's insurance provider is requiring that the City adopt a Driver Policy.

I have drafted a policy that is based upon the sample provided by insurance company. The insurance company covers a broad range of employers, including interstate trucking companies and bus fleet operators, so much of their policy does not pertain to the City's operations. Therefore, the proposed draft is much simpler in form than the insurance company sample. However, City staff operates a variety of other motorized equipment on streets and through parks, trails and other public property (side-by-sides, tractors, lawn mowers, field groomers, etc.), so I have taken the opportunity to apply these guidelines to the safe operation of that equipment as well.

The draft is under review by the City Attorney and the insurance company. There are some points that I would like the Council to discuss, for convenience I will number the narrative (below) in the same as in the insurance company review comments (attached):

1. Signing for employee receipt of the policy, no issue.
2. Motor Vehicle Record – checking the MVR regularly is no issue (our provider does that annually now). However, the comments also sound as though the City needs a proscriptive standard for discipline – e.g. the first speeding ticket is a written warning, a second ticket is a suspension, etc. I don't like proscriptive standards as they can become the standard for bad behavior (“*I can get two more tickets before I get in trouble...*”), and do not account for extenuating circumstances or environmental factors. For example, did a driver swerve to avoid debris in the roadway, or because s/he was looking at their phone?
3. Distracted Driving – Comment is that our language on mobile device use could be stronger. Strong prohibitions on cell phone use while operating motor vehicles or equipment (as well as calls while on duty) are already covered in our Employee Handbook, so I do not believe

repetitive language is necessary here, but I have added language that refers to other portions of the Employee Handbook.

4. Personal Vehicle Use – City does not own enough vehicles to prohibit personal vehicle use, and in many cases, employees would prefer to take their own vehicles for out-of-town travel to trainings or seminars, or simply for quick errands, even if work related. Prior written authorization is overly bureaucratic and inefficient. Iowa already requires a driver to have insurance with defined minimum coverage limits in order to operate a motor vehicle. Also included in the insurance comments are prohibitions on personal use of City vehicles and equipment, which is already covered in the Employee Handbook, so I have added cross-references to those requirements.
5. Drug and Alcohol Testing – this is covered in the CDL requirements and elsewhere in the Employee Handbook, a cross-reference has been added.
6. Incident Investigation Procedures – Investigations are what the Police and/or Sheriff's office are trained to do. The Employee Handbook requires that if one of our Police Officers is involved in an accident, the Sheriff's Office is to investigate. Other employees would follow the same process as any other accident in Iowa – call 911, file a report, inform the Department Head. The Employee Handbook has further requirements if additional investigation is warranted.

Council input and discussion on these, or other areas of question or concern, is appreciated.

After adoption, this policy will be included as part of the Employee Handbook.

Note: If any Council members would like a copy of the current Employee Handbook please let me know.

City of Monticello Driver Policy Iowa DOT/CDL Regulated

Scope

The objective of this policy is to strive to reduce or eliminate motor vehicle accidents and associated injuries by following the safe practices established in this policy. This policy is integrated into the City's written policies.

Compliance with this policy is mandatory for all staff and volunteers that may operate City owned vehicles or self-propelled equipment. Violations of this policy may result in disciplinary action up to and including suspension of driving privileges or termination.

Any violations of this policy must be immediately brought to the attention of the employee's supervisor or Department Head. **Violations of this policy are subject to appropriate disciplinary action.**

Note: This policy applies to all staff and/or volunteers who may, in the course of their employment or volunteer status with the City, or related organization, operate a City-owned motor vehicle or other self-propelled equipment (Golf cart, side-by-side, tractor, skid steer, lawn mower, field groomer, "Tool Cat" or other, whether on or off the road), a rented/leased motor vehicle, and/or a personal motor vehicle on City business.

In addition to this policy, individual City Departments may adopt their own more restrictive policies that focus upon unique vehicles, equipment, services and operations of that Department.

This policy is in addition to, not in place of, the policies set forth in the Employee Handbook, and in particular is meant to supplement and coordinate with the following specific sections:

- Telephone Use
- Drug and Alcohol Workplace Policy
- Requirement of Iowa Driver's License/Commercial Driver's License (CDL)
- Specific Requirements for Employees with Commercial Driver's License (CDL)
- Use of City Vehicles/Travel Expenses
- Safety
- Training Programs

In the case of any conflict within, among, or between policies, the more restrictive shall apply.

Definitions

For the purposes of this Policy, the following definitions and abbreviations shall apply:

City Vehicle: Any City-owned motor vehicle or other self-propelled equipment (Golf cart, side-by-side, tractor, skid steer, lawn mower, field groomer, "Tool Cat" or other, whether on or off the road), a rented/leased motor vehicle, and/or a personal motor vehicle used for City business.

Commercial Driver: Any Staff or Volunteer that operates a City Vehicle that falls into the classification of a Commercial Vehicle, which requires a Commercial Driver License (regardless of classification of license or vehicle) under Federal Motor Carrier or DOT requirements.

CDL: Commercial Driver's License

CSA: Federal Motor Carrier Safety Administration's Compliance, Safety and Accountability Program

Department Head: The lead person in charge of a City department.

Driver: Any person who operates a City Vehicle.

Driver's License: A license to operate a motor vehicle on public roadways and highways. A driver's license includes any Iowa DOT-issued license in a variety of categories, depending upon the equipment and motor vehicle intended to be operated.

Driver Trainer: Any person familiar with driving and/or operating a particular City Vehicle, who is directed by the Department Head to train other Staff on the safe operation of that City Vehicle

FMCSA: Federal Motor Carrier Safety Administration

Management: The City Administrator, Mayor and/or City Council of the City of Monticello

MVR: Motor vehicle record, commonly referred to as a driving record

Staff: Any person employed by the City of Monticello, or any person who volunteers in a capacity as a City staff person and/or a staff person of a volunteer or not-for-profit organization that provides support and/or services to the City.

Supervisor: The person in charge of a work crew and/or work area that consists of a subset of a City department.

Policy Responsibilities

Management. City of Monticello is committed to providing the tools and resources necessary to implement this policy and for ensuring that the provisions in this policy are being followed by the Department Head and all employees.

Department Head. The Department Head(s) is (are) responsible for the following:

- Evaluating prospective hires based upon their driving skills and MVR
- Maintaining an accurate qualified drivers list
- Maintaining accurate qualification records
- Maintaining accurate substance abuse testing records (for staff with CDL's)
- Ensuring City vehicles are maintained in safe operating condition
- Selection/procurement of all City vehicles (subject to City budget and other policies)
- Ensuring all staff are trained in the safe operation of City's vehicles
- Monitoring staff to ensure compliance with all elements of this policy

Driver Trainers. Driver Trainers of City of Monticello are responsible for the following:

- Conducting training and driving tests for new employees and existing employees at least annually
- Making recommendations to the Department Head regarding the retention or release of employees based on driving tests

NOTE: In lieu of a Driver Trainer, the Department Head shall be responsible for fulfilling these obligations

CDL Operators. Drivers of City of Monticello vehicles and equipment that are required to possess and maintain a CDL (Commercial Driver License) are responsible for conducting themselves in accordance with this policy. All drivers will:

- Meet all minimum qualification criteria
- Be medically qualified to drive a commercial motor vehicle
- Maintain satisfactory evaluations from the City's Driver Trainer
- Receive negative drug/alcohol tests
- Maintain an acceptable motor vehicle record (MVR)
- Drivers will not operate a commercial motor vehicle if their license is suspended, revoked, or canceled, or if they are disqualified from driving. The driver must immediately notify the Department Head if their license is suspended, revoked or canceled.

Driver Qualification Criteria

Applicants who are required to operate a City Vehicle as part of their job description must possess and maintain a valid driver license appropriate to the type of City Vehicle that will be operated as part of their job.

Applicants who are required to possess and maintain a commercial driver license ("CDL") as part of their job description will not be **considered** for employment unless they possess a CDL of the correct classification and the proper CDL endorsements for the type of City vehicle to be driven. In addition, applicants must meet the criteria outline below:

- Be able to read and speak English sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records
- Be physically and mentally qualified to drive a City vehicle and possess a valid medical certificate as defined in 49 CFR Part 391
- Possess a current and valid commercial driver's license or chauffeur's license and proper endorsements for the type of commercial vehicle to be driven
- Must not be disqualified to drive a commercial motor vehicle under the rules and regulations set forth in 49 CFR Part 391.15
- Meets all of the requirements and be able to perform all of the tasks and essential duties of the job description
- Must be eligible to be underwritten by the City's insurance underwriter for operation of City Vehicles.

Employees are subject to job restrictions, disciplinary action or dismissal, if they no longer, for whatever reason, possess an appropriate license to perform their duties as outlined above, or if they become ineligible to be underwritten by the City's insurance underwriter for operation of City Vehicles.

Driver Training

Driver Training and Orientation Mandatory. No employee or volunteer shall operate a City vehicle prior to being properly oriented and trained on the safe operation of the vehicle. Said training may be provided by:

- Manufacturers' Representative;
- Department Head;
- Driver Trainer(s).

Driver Safety Rules. Drivers are responsible for complying with all City of Monticello rules. Driver safety rules include:

- Do not operate the vehicle unless all occupants are wearing a seat belt
- Do not allow any untrained/unlicensed/unauthorized persons to operate a City motor vehicle
- Do not operate any vehicle while impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury
- Obey the City's Distracted Driving policies, below
- Do not use a radar detector
- Obey the posted maximum and minimum speed limits at all times
- Do not pick up hitchhikers or allow unauthorized passengers inside the motor vehicle
- Do not drive a motor vehicle that is mechanically unsafe to operate
- Do not operate a motor vehicle with unsecured cargo or equipment
- Move to another traffic lane or slow down when approaching an emergency vehicle along the side of the roadway
- Observe all state and local laws while operating the motor vehicle
- Do not accept payment for carrying passengers or materials not authorized by the City
- Do not push or pull another vehicle or tow a trailer without City authorization
- Do not transport flammable liquids and gases without prior authorization. If authorized, only DOT or UL approved containers are to be used, and only in limited quantities when necessary
- Do not use ignition or burning flares. Use only reflective triangles

Disciplinary action up to and including termination may result if drivers fail to comply with the driver safety rules.

Vehicle Observation. Any Management or Department Head may conduct random unannounced vehicle observations of City drivers during their operations.

CSA Program DOES THIS APPLY TO CITY?

The Federal Motor Carrier Safety Administration's Compliance, Safety and Accountability Program (CSA) tracks violations by City of Monticello's DOT number. When a driver receives a citation for a moving violation, hours of service, vehicle maintenance or cargo securement, the law enforcement official will check the CSA database to review the safety record of our City. It is very important that each driver understands how their driving affects not only their safety record, but the City as well.

The Department Head will review the CSA safety report each week, and address areas where safety has diminished across the City. This may result in additional safety training or changes in employment status.

Driver List

City of Monticello maintains a current list of qualified drivers and is required to provide this list to our insurance carrier annually and anytime changes are made to the list. As required by the DOT and our insurance carrier, City of Monticello maintains a qualification file for all drivers. No staff shall operate a City vehicle, or any vehicle operated while on City business, that requires a license to operate, unless that staff person is listed on the City's Qualified Driver List. This includes personal vehicles if used for City business.

Vehicle Inspections

City of Monticello is committed to following a rigid, daily inspection program.

Driver Pre-Trip Inspection. A properly performed and thorough pre-trip inspection will be conducted daily prior to operating the vehicle. The following three steps must be completed for each pre-trip inspection. If anything unsafe is discovered during the pre-trip inspection, it must be fixed immediately.

1. **Vehicle Documentation** – The driver must verify all vehicle registration forms; insurance cards and any other paperwork are in the vehicle.
2. **Vehicle Overview** – A general condition review of the vehicle is required. The driver will
 - Look for damage or unusual wear to the vehicle. Examples include, vehicle leaning to one side, lights broken or inoperative, tire and rim condition, and suspension and brake wear.
 - Look under the vehicle for fresh oil, coolant, grease or fuel leaks.
 - Perform a vehicle assessment to check the following:
 - All Fluid levels
 - Battery charge and connections
 - Belts for tightness, cracks or wear
 - Cracked, worn or frayed electrical wiring insulation
 - Flat tires or low tire pressure, condition of wheels or rims and lug nuts
 - Brakes
 - Lights and reflectors
 - Brake and electrical connections to trailer
 - Trailer coupling devices
 - Cargo securement devices
 - Seat Belts and other safety devices
 - The condition of controls. Look for looseness, sticking, damage or improper settings (steering wheel, clutch, accelerator, brake controls [foot brake, trailer brake, parking brake, retarder controls], transmission controls, axle differential lock, horn[s], windshield wiper/washer, and lights [headlights, dimmer switch, turn signal, four-way flashers, clearance, identification, marker light switches])
 - The condition and operability of mirrors, windshield/windows and windshield wipers, if so equipped
 - Location of emergency equipment (reflector red safety triangles, properly charged and rated fire extinguisher, tire chains, emergency phone number list and accident reporting kit)
 - Any deficiencies shall be either corrected or reported to the Department Head or supervisor. Any safety device deficiency shall be reported to the Department Head or supervisor prior to operation of the vehicle, and the vehicle shall be placed out of service until corrected.
3. **Throughout the day.** Once on duty or on the road, the driver must examine his or her vehicle and cargo:
 - At each change of duty status;
 - After driving/operating for a continuous 3 hours, or after any total of 3 hours of operation in a 24-hour period;
 - After driving/operating for 250 miles.

If a problem is found, the driver must either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel back to the Department. Any problems shall be reported promptly to the Department Head.

Distracted Driving

The City requires a safe and appropriate environment while operating City vehicles. Distracted driving is a serious safety risk, not only to the driver, but also to other occupants in the vehicle, other vehicles on the road and pedestrians.

In order to reduce the risks associated with distracted driving, certain conduct is prohibited while driving a City motor vehicle or while driving a personal vehicle while on City business, including:

- Using cell phones (including hands-free)
- Operating laptops, tablets, portable media devices, and GPS devices
- Reading maps or any type of document, printed or electronic

Drivers must pull over safely to the side of the road or another safe location, and park safely, before checking messages, returning calls, text messaging, emailing, reading maps for directions, or programming/resetting GPS devices.

Any violation of this policy will subject the employee to disciplinary action up to and including termination.

Vehicle Accident Reporting

This vehicle accident reporting and investigating plan prescribes methods and practices for reporting and investigating accidents. Near miss accidents or incidents must be reported as well, i.e., when a driver nearly has a vehicle accident but is able to avoid injury or damage.

Vehicle Accidents. The following steps will be followed in the event of a vehicle accident/incident.

- Stop the vehicle, turn off the engine, and protect the scene by activating the four-way emergency flashers and posting reflective emergency safety triangle (if so equipped) to prevent a secondary accident (one near the scene and one marker 100 feet in each direction from the scene and one marker near curves or hill crests, but no more than 500 feet away)
- Call 911 to summon the Police and/or medical assistance (as necessary) and assist any injured people, but do not move any injured person unless absolutely necessary to prevent further injury
-
- Call the Department Head
- Locate witnesses and get important information from them including names, addresses and phone numbers
- Exchange pertinent information with other drivers
- Take photos of the accident scene and damage
- Make detailed sketches/drawings of the accident scene noting the direction of travel for each vehicle involved

Post-Accident Actions. Drivers involved in an accident are to comply fully with the following:

-

- Be polite and never argue with other drivers or witnesses. Never admit fault or apologize. Apologies can be interpreted as an admission of fault. If confronted, simply state the Police and insurance company will straighten it out.
- Be polite and never argue with the police
- **CDL Drug & Alcohol Test is required if there is any property damage and/or injury/ies**
- Never make a statement to the media. Refer them to the company's media contact
- Never discuss details of the incident with anyone but a City of Monticello representative
- Always report the accident/incident to the Department Head, regardless of severity

Vehicle Accident Involving Employee Injury Reporting. Any vehicle accident involving employee injury reporting procedures include the following:

- Employees injured on the job are to report the injury to the Supervisor or Department Head as soon as possible.
- **CDL Drug & Alcohol Test is required if there is any damage or injury**
- The Department Head is to follow the established employee injury or accident investigation program and is required to fill out and file an Employers First Report of Injury with both the City's insurance underwriter and a copy to the City Administrator.

Never hesitate to dial 911 for an accident or any other emergency

Vehicle Accident Report Retention. Vehicle accident reports and associated information shall be collected by the Department and forwarded to the City Clerk. The documents will be maintained by the City Clerk for three years after the date of the vehicle accident.

The following information will be retained:

- Date of accident
- City and state in which the accident occurred
- Driver name
- Number of injuries (Number of injuries or injured persons? Qualified to determine injuries?)
- Number of fatalities
- Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicles involved in the accident, were released
- Copy of vehicle accident report
- Copies of all accident reports required by state or other governmental entities or insurers

Post-Accident Corrective Action Procedure. The Department Head will evaluate the reports and other information following an accident. The Department Head shall discuss the situation with the City Administrator and recommend any policy changes or other corrective action that may be required.

City of Monticello also reserves the right to impose consequences upon the staff member, which may include discipline or dismissal, based on the circumstances and/or severity of an accident.

Cargo Securement

Cargo securement is extremely important to the safety of the driver, his or her vehicle and other vehicles and persons using the road. Loads should be examined within the first 50 miles of initial transport and again at all following stops. All tie-downs, tarps, doors, hatches, blocks/chocks, straps/chains/binders, tires, placards, lights, etc. are to be verified as secure, meaning they cannot damage the cargo or come loose and fall off the vehicle.

Periodic Program Review

At least annually, the Department Head will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Review of individuals driving compared to the Qualified Drivers List (this is reported annually to the insurance provider)
- Input from the City's insurance underwriters
- Evaluation of training programs
- The need for retraining of management and/or drivers
- Responsiveness in reporting vehicle accidents, damage, or needed maintenance
- Vehicle maintenance, vehicle purchases, and safety equipment contained on the vehicles
- The program's success will be determined and reported to Management using the following criteria:
 - Cost and frequency of vehicle accidents or damage
 - Employee feedback through direct interviews, audits and questionnaires
 - Vehicle accident investigation results

Records Retention

All records not otherwise identified in this program will be retained in accordance with applicable law.

Revision History

07/16/2026 5th Draft

Russ,

Thank you for providing this! I cannot advise specific content for your policy. Your legal counsel should do that. However, I have listed a few notes below.

Regarding the CSA information, I do not think it hurts anything to have it in there.

Please let me know if I can be of any assistance.

Quick Summary:

The policy has a solid foundation covering:

- Driver qualifications
- Vehicle inspections
- Accident reporting
- Cargo securement
- Basic driver safety expectations
- CDL-related qualifications

Comments/Suggestions for consideration by you and your legal counsel. (Another possible scenario is that with all the different city departments, an enterprise policy may not be feasible for some of these categories.)

1. Consider having the policy counter-signed by city employees and a city official for acknowledgement.
2. MVR monitoring and driver eligibility standards, consider adding **frequency**, i.e. pre-employment, annual, semi-annual, etc.—[continuous monitoring is best practice]; **thresholds** for unacceptable driver, **serious violations** standards, license **suspension procedures**).
3. Distracted Driving Policy (consider adding a paragraph which prohibits distracted driving) –
Ex: “***Distracted Driving Prohibited.*** *The safe operation of a vehicle always requires a driver’s full attention. Drivers shall not engage in any activity that distracts them from safely operating a City vehicle or any vehicle being operated on City business. Prohibited activities*”

include, but are not limited to, texting, emailing, dialing or holding a mobile phone, entering data into electronic devices, using tablets or computers, reading documents, programming GPS devices while the vehicle is in motion, eating, grooming, or any other activity that diverts a driver's eyes, hands, or attention from driving. If a driver must make a call, send a message, review directions, or perform another task requiring attention, the vehicle shall first be safely parked in a legal location. The use of handheld mobile devices while operating a vehicle is strictly prohibited, except when necessary to contact emergency services. Violations of this policy may result in disciplinary action, up to and including suspension of driving privileges or termination." **Mobile Device language could be stronger (i.e., handheld use, hands-free use, emergency situations) Ex: Drivers shall not use handheld mobile devices while operating a vehicle. Calls may only be conducted hands-free when conditions permit. Texting, emailing, or manual data entry while driving is prohibited.**

4. Personal vehicle usage – (consider a personal use of city vehicle policy) – Ex: **"Personal Use of City Vehicles Prohibited.** *City vehicles, equipment, fuel, and other transportation resources are provided for the conduct of official City business and shall not be used for personal purposes unless specifically authorized in writing by the City Administrator or Department Head. Drivers shall not use City vehicles for personal errands, commuting, transporting family members or other unauthorized passengers, conducting outside employment, or any activity unrelated to City operations. City vehicles shall be operated only by authorized and qualified individuals approved by the City. Any unauthorized personal use of a City vehicle may result in disciplinary action, up to and including suspension of driving privileges, reimbursement of costs incurred by the City, and termination of employment or volunteer status."* **Suggest if you outline this, address: proof of personal insurance, minimum liability limits.**
5. Drug/alcohol testing requirements – (maybe there is a separate policy somewhere which outlines specific drug and alcohol testing requirements).
6. Incident investigation procedures – What should happen when there is an accident in a city vehicle? (Again, this may be covered elsewhere). (Consider putting accident kits with instructions in all vehicles, if not already in them).

From: Russ Farnum <RFarnum@ci.monticello.ia.us>

Good morning!

I am sending this draft out for review by our Department Heads and I wanted to loop you in. I am hoping to have this on the **July 20 Council agenda** for approval.

Since we don't do interstate trucking or passenger bus services, I simplified things quite a bit, but also expanded to include safe operation of equipment like side-by-sides, riding lawn mowers, etc.

We do have volunteers – including firemen and some EMS personnel, plus Main Street and other groups – that use our equipment. I've drafted it to apply to them as well.

I am not sure if the section on FMCSA (I've highlighted the section) really applies to the City or not?

Let me know if you have any questions or comments. I'd like to have comments by July 13 but you may be hard pressed to get back to me by then – but if you or EMC underwriters have any concerns I'd rather address them before Council approval so we may need a bit of an extension since I promised we'd get these done by the end of July.

Thanks!!!!

Russ

City of Monticello Fleet Safety Program DOT Regulated

Scope

The objective of this program is to strive to reduce or eliminate motor vehicle accidents and associated injuries by following the safe practices established in this program. This program is integrated into our company's written safety and health program and is a collaborative effort that includes all employees.

Compliance with this program is mandatory for all company commercial drivers. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or termination. Any deviations from this program must be immediately brought to the attention of the employee's supervisor or the Program Administrator.

Program Responsibilities

Management. City of Monticello is responsible for providing the tools and resources necessary to implement this program and for ensuring that the provisions in this program are being followed by the Program Administrator and all employees.

Program Administrator. The Program Administrator is responsible for the following:

- Evaluating prospective company drivers
- Maintaining an accurate qualified drivers list
- Maintaining accurate qualification records
- Maintaining accurate substance abuse testing records
- Ensuring company vehicles are maintained mechanically
- Selection/procurement of all company vehicles
- Ensuring all qualified drivers are trained in the safe operation of company's vehicles
- Monitoring drivers to ensure compliance with all elements of this program

Driver Trainers. Driver Trainers of City of Monticello are responsible for the following:

- Conducting on-road driving tests for new employees and existing employees at least annually
- Making recommendations to the Program Administrator regarding the retention or release of employees based on driving tests

Commercial Drivers. Drivers of City of Monticello are responsible for conducting themselves in accordance with this program. All drivers will:

- Meet all minimum qualification criteria
- Be medically qualified to drive a commercial motor vehicle
- Maintain satisfactory evaluations from the company's Driver Trainer
- Receive negative drug/alcohol tests
- Maintain an acceptable motor vehicle record (MVR)

Note: A driver is anyone who may, in the course of their employment operate a company-owned commercial motor vehicle, a rented/leased commercial motor vehicle, and/or a personal commercial motor vehicle on company business.

Commercial Driver Qualification Criteria

Commercial driver applicants will not be considered for employment unless they meet the minimum requirements listed below.

- Be at least 25 years old to operate a commercial motor vehicle intrastate
- Be able to read and speak English sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records
- Be physically and mentally qualified to drive a company vehicle and possess a valid medical certificate as defined in 49 CFR Part 391
- Possess a current and valid commercial driver's license or chauffeur's license and proper endorsements for the type of commercial vehicle to be driven
- Must not be disqualified to drive a commercial motor vehicle under the rules and regulations set forth in 49 CFR Part 391.15
- Meets all of the requirements and be able to perform all of the tasks and essential duties of the job description
- Have at least two years of verifiable driving experience with like type vehicles
- Has not been convicted of any of the following violations within the previous five years:
 - Driving under the influence of alcohol and/or drugs
 - Reckless driving/speed contests
 - Hit and run accidents
 - Vehicular manslaughter/homicide
 - Leaving the scene of an accident
 - Failure to report an accident
 - Improper or erratic lane changing
 - Following too closely
 - Distracted driving (including cell phone use [texting or talking] while driving)
 - Flee/elude police officer
 - Passing a stopped school bus
 - Speeding 15 miles per hour over the posted speed limit
 - Refusal to submit to a alcohol and/or drug test
 - Operating with a suspended or revoked license
- Has not experienced any of the following within the previous three years:
 - Two "at fault" accidents
 - Three moving violations
 - Two moving violations and one "at fault" accident
 - Tested positive to drugs or alcohol

Hiring Process

The City of Monticello employment hiring process is designed to ensure that the safest individuals are hired to operate our motor vehicles. This multi-step process shall be used for all applicants and will be administered uniformly without bias toward race, color, religion, gender, age, national origin, disability, sexual orientation or any other criteria deemed unlawful by state, federal or local law.

Application. All commercial driver applicants must submit a completed, accurate, signed and dated application for employment. The hiring/screening process will not continue until all information on the application has been verified.

Previous Employment. The employment history will be collected and verified for every commercial driver applicant. All commercial driver applicants must provide the following employer information on all driving positions they have held for the previous ten years.

- Names, addresses and phone numbers or other contact information of previous employers
- Names, titles and phone numbers or other contact information of previous supervisors

Motor Vehicle Records. The driving record from the previous five years will be examined for all commercial driver applicants from the appropriate agency of every state in which the applicant held a motor vehicle license or permit. The driver qualification and hiring process will not continue until all driving record information has been verified and no disqualifying items have been found (See qualification requirements above).

Drug and Alcohol History. All applicants will be asked if he or she has tested positive, or refused to test, on any pre-employment drug and alcohol test administered by a previous employer. If the employee admits to any of the above, without documented successful completion of DOT return-to-duty requirements, he or she will not be considered for employment.

All applicants who indicate no drug or alcohol violations must provide written consent (**Appendix E**) for a drug and alcohol history to be obtained for the preceding two years from all DOT-regulated employers. If the applicant fails to provide this consent, he or she will not be considered for employment. Any positive indication of drug or alcohol use at the following levels will immediately disqualify the applicant.

- Alcohol test with a result of 0.04 or higher
- Verified positive drug test
- Verified adulterated or substituted drug test results
- Violations of DOT agency drug and alcohol testing regulations

Individuals who have successfully completed DOT return-to-duty requirements after a drug or alcohol regulation violation will continue through the hiring process.

Pre-Employment Screening Program. All applicants must provide written approval (**Appendix N**) for City of Monticello to request a copy of the applicant's commercial driving record from the FMCSA's Pre-Employment Screening Program. Non-compliance with hours of service, cargo securement, vehicle inspections, etc. will be evaluated in the hiring process. Significant or repeated violations may disqualify the applicant.

Background and Fair Credit Reporting Act Investigations. All applicants must provide written approval for City of Monticello to perform a Criminal Background Check and a Credit Report Check (**Appendix O and Appendix P**). These checks will be made on all commercial driver applicants and other applicants that may be required to operate a motor vehicle while conducting company business.

Proof of Citizenship and Right to Work. All commercial driver applicants shall be required to provide either proof of U.S. citizenship or proof of their legal right to work in the United States.

Personal Interviews. All applicants will be given an in-person interview by the Program Administrator.

Drug/Alcohol Screening. All commercial driver applicants will submit to a drug/alcohol screening after an initial offer of employment is extended. Only the designated City of Monticello drug/alcohol testing facility will be used. Drug/alcohol test results from the commercial driver applicant's previous employer will not be accepted. A negative test result is a condition of employment. No driver applicant will perform any work or activity for City of Monticello until a negative test result has been obtained for the driver applicant. Be advised that marijuana remains a drug listed in Schedule I of the Controlled substances Act. It is unacceptable for any employee subject to drug testing under the DOT's drug testing regulation to use marijuana medicinally or recreationally.

Medical Qualification. All applicants shall be medically examined and certified as physically qualified to operate a commercial motor vehicle by a licensed, DOT-certified medical examiner designated by City of Monticello.

Driving Evaluation. All applicants will be required to submit to a driving test to evaluate their driving proficiency. The driving test will be an on-road driving test with one of City of Monticello's Driver Trainers. The applicant will be evaluated on pre-trip inspections, city and rural driving on two-lane and multiple-lane roads including freeway and interstate, passing, backing, and emergency procedures. This evaluation will be used in the hiring assessment and to develop portions of the company's mandatory driver training program. This driving test will be completed before a new commercial driver is allowed to operate a commercial vehicle for company business. Driving evaluations will be documented on the Driver's Road Test Examination form located in **Appendix J**.

Driver Training

Company Orientation. During orientation, commercial drivers will be introduced to all documents, rules, procedures and policies used by commercial drivers of City of Monticello, many of which are included in this Commercial Fleet Safety Program. During driver orientation, drivers will be introduced to company facilities and will be provided with area access security codes and keys as needed. Drivers will also be introduced to personnel they will be interacting with during the course of their employment with City of Monticello. All drivers will be provided with a list of contacts and telephone numbers.

Employment Documentation. City of Monticello uses a variety of forms and other recordkeeping documents including but not limited to: vehicle inspection reports, manifests and bills of lading, log books, fuel and other vehicle service and maintenance receipts. Drivers will be introduced to these documents by a representative from the Transportation Department. The Human Resources Department will also meet with each driver to complete all employment documentation including: insurance, taxes and withholdings, emergency contact information, work schedule and pay periods, time away from work including PTO, holidays, bereavement, jury duty and military leave, etc.

Driver Safety Rules. Commercial drivers are responsible for complying with all City of Monticello rules. Driver safety rules include:

- Do not operate the vehicle unless all occupants are wearing a seat belt
- Do not drive the vehicle without headlights illuminated
- Do not allow any unlicensed/unauthorized persons to operate a company motor vehicle
- Do not operate any vehicle while impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury
- Do not engage in distracting activities while driving. This includes using a cell phone for talking or texting, eating, using a computer, GPS or MP3 player, applying makeup, reading, looking at maps, or any other activity that takes a person's eyes or attention away from driving. Drinking non-alcoholic beverages is acceptable
- Do not use a radar detector
- Obey the posted maximum and minimum speed limits at all times
- Do not pick up hitchhikers or allow unauthorized passengers inside the motor vehicle
- Do not drive a motor vehicle that is mechanically unsafe to operate
- Do not operate a motor vehicle with unsecured cargo or equipment
- Move to another traffic lane or slow down when approaching an emergency vehicle along the side of the roadway
- Observe all state and local laws while operating the motor vehicle
- Do not accept payment for carrying passengers or materials not authorized by the company
- Do not push or pull another vehicle or tow a trailer without company authorization
- Do not transport flammable liquids and gases without prior authorization. If authorized, only DOT or UL approved containers are to be used, and only in limited quantities when necessary
- Do not use ignition or burning flares. Use only issued reflective triangles

These rules will be reviewed annually and signed by each commercial driver (**Appendix L**). The signed copy will be maintained in the driver's file. Disciplinary action up to and including termination may result if drivers fail to comply with the driver safety rules.

Driver Safety Notices. City of Monticello understands the importance of current information and will use the Bulletin Boards to post safety notices, regulatory changes, procedure changes and any traffic/road condition reports.

Individual Driver Training. City of Monticello has developed and adopted a policy that all commercial drivers complete a mandatory training period before operating company vehicles. Training is conducted for a minimum of four weeks with a company Driver Trainer and includes both classroom and road training. The total length of the training is dependent on each driver completing all course objectives.

During this training period, the driver is considered a probationary employee. Upon the completion of training, the Driver Trainer will make a recommendation to the Program Administrator to either retain the new driver or release him or her. In some cases, a driver undergoing training may not be allowed to complete the training. This usually occurs if, in the opinion of the Driver Trainer, the driver poses a safety liability to City of Monticello.

At least annually, a Driver Trainer will ride with each commercial driver to evaluate his or her operation of a commercial motor vehicle. Results will be documented on the Driver's Road Test Examination form located in **Appendix J**. The results of this evaluation may indicate a need for additional training with a Driver Trainer. Moving violations and/or accidents may also trigger additional training throughout the year.

Group Driver Training. All commercial drivers must attend quarterly and annual training. This training will consist of a review of company procedures, updates on regulatory changes, safety topics such as defensive driving, driver fatigue, discussion of current issues, and a review of all accidents, incidents, and citations. All group training will be documented on the Training Record/Certification Form located in **Appendix B**.

Vehicle Observation. The Program Administrator will conduct random unannounced vehicle observations of company drivers during their operations. Evaluation items can be found in **Appendix K**.

Maintaining Employment

Each authorized driver must comply with the criteria below in order to maintain the status as a qualified commercial driver and be authorized to drive a City of Monticello motor vehicle. Failure to comply with any of the following conditions will automatically disqualify a driver from operating a City of Monticello motor vehicle.

Licenses. All drivers must maintain the proper commercial driver's license (CDL) for their job duties. Drivers will not possess more than one state-issued license.

Traffic Violations. Drivers must notify City of Monticello within 48 hours of conviction of any traffic violations (except parking). Drivers must also notify the motor vehicle licensing agency in the state which issued his or her CDL within 30 days. These requirements apply to any motor vehicle the driver was operating at the time the violation was received regardless of who owns the vehicle.

Drugs/Alcohol. Drivers will not operate a commercial motor vehicle with a blood alcohol concentration of 0.04% or more or while under the influence of legal or illegal drugs that impair the operation of the motor vehicle. The sale, purchase, transfer or possession of any controlled substance (except medically prescribed drugs) is strictly prohibited while using a company vehicle, while on the company premises or while engaged in company business.

Suspensions/Revocations. Drivers will not operate a commercial motor vehicle if their license is suspended, revoked, or canceled, or if they are disqualified from driving. The driver must immediately notify the Program Administrator if their license is suspended, revoked or canceled.

Motor Vehicle Records. City of Monticello will check the motor vehicle records (MVR) of all authorized commercial drivers on an annual basis. All annual reviews will be documented using the form in **Appendix H** and maintained in the driver qualification file. Disciplinary action up to and including termination can result if a motor vehicle record indicates non-compliance with the driver qualification criteria.

CSA Program

The Federal Motor Carrier Safety Administration's Compliance, Safety and Accountability Program (CSA) tracks violations by City of Monticello's DOT number. When a driver receives a citation for a moving violation, hours of service, vehicle maintenance or cargo securement, the law enforcement official will check the CSA database to review the safety record of our company. It is very important that each driver understands how their driving affects not only their safety record, but the company as well.

The Program Administrator will review the CSA safety report each week, and address areas where safety has diminished across the company. This may result in additional safety training or changes in drivers' statuses.

Qualification Files

As required by the DOT, City of Monticello maintains a qualification file for all drivers. No employee shall operate a company vehicle or any vehicle operated while on company business unless they are listed on the company's Qualified Driver List. This includes personal vehicles if used for company business. City of Monticello maintains a current list of qualified drivers and is required to provide this list to our insurance carrier annually and anytime changes are made to the list. The Qualified Driver List form can be found in **Appendix C**. The following information is required for each driver:

- Driver application for employment (**Appendix D**)
- Copy of driver's license
- Hire date
- Inquiry To Previous Employers in the past three years (**Appendix F**)
- Inquiry to State Agencies (**Appendix G**)
- Medical examiner's certificate* (medical waiver, if issued)
- Driver's Road Test Examination results (**Appendix J**)
- Certificate of road test*
- Annual MVR and review of driving record
- Annual driver's certificate of violations (**Appendix H**)
- Annual review of driving record (**Appendix H**)

*Note: Drivers will be issued copies of these certificates. Drivers only need to have a copy of the medical examiner's certificate in their possession while driving.

Qualification records for each commercial driver will be maintained for a minimum of five years after the driver's employment is terminated.

Vehicle Inspections

City of Monticello is committed to following a rigid, daily inspection program.

Driver Pre-Trip Inspection. A properly performed and thorough pre-trip inspection will be conducted by each driver prior to operating the vehicle. The following seven steps must be completed for each pre-trip inspection. All vehicle

inspections will be documented on the driver's vehicle inspection report found in **Appendix I**. If anything unsafe is discovered during the pre-trip inspection, it must be fixed immediately.

1. **Review Last Vehicle Inspection Report** – The driver must review the last driver's vehicle inspection report to verify that any needed repairs were made to the vehicle. If an authorized signature certifies that defects were corrected or that correction was unnecessary, the driver will sign the third signature line of the form. If the defects noted were not acknowledged by an authorized signature, the driver shall not drive the vehicle until the defects are corrected.
2. **Vehicle Documentation** – The driver must verify all shipping papers, vehicle registration, insurance cards and any other paperwork required by the DOT are in his or her possession.
3. **Vehicle Overview** – A general condition review of the vehicle is required. The driver will
 - Look for damage or unusual wear to the vehicle. Examples include, vehicle leaning to one side, lights broken or inoperative, tire and rim condition, and suspension and break wear.
 - Look under the vehicle for fresh oil, coolant, grease or fuel leaks.
 - Perform a walk-around assessment to look for people, other vehicles, objects, low hanging wires or limbs.
4. **Check Engine Compartment** – After verifying the parking brake is set and/or wheels chocked, the driver will raise the hood and inspect the engine compartment. Check the following:
 - Fluid levels
 - Power steering
 - Batteries
 - Automatic transmission
 - Belts for cracks or wear
 - Tightness in alternators, water pumps and air compressor
 - Cracked, worn electrical wiring insulation
5. **Start Engine and Inspect Inside the Cab** – The driver will verify that the parking brake is set, place gearshift in neutral, start engine and listen for unusual noises. Then check the following:
 - Look at gauges (oil, ammeter/voltmeter, coolant temperature, engine oil temperature, warning lights and buzzers)
 - The condition of controls. Look for looseness, sticking, damage or improper setting (steering wheel, clutch, accelerator, brake controls [foot brake, trailer brake, parking brake, retarder controls], transmission controls, inter-axle differential lock, horn[s], windshield wiper/washer, and lights [headlights, dimmer switch, turn signal, four-way flashers, clearance, identification, marker light switches])
 - The condition of mirrors and windshield/windows
 - Location of emergency equipment (three red triangles, properly charged and rated fire extinguisher, tire chains, emergency phone number list and accident reporting kit)
6. **Check Lights** – The driver will make sure parking brake is set, engine is off and ignition key is out of the switch then check the following items:
 - Headlights (low and high beams)
 - Emergency flashers
 - Parking, clearance, side marker and identification lights
 - Turn signals
 - Brake lights (a helper will be required to complete this task)

The driver will clean all lights, reflectors, and glass as needed.

7. **Test Brakes** – For hydraulic brakes, the driver will pump the brake pedal three times, then apply firm pressure to the pedal and hold for five seconds. The pedal should not move. For air brakes, verify the slack adjusters do not move more than one inch.

The driver will check the following additional items:

- Brake drums (or disks), linings, and hoses for cracks or other visible damage, appropriate liner thickness and presence of oil or grease
- Check air hoses for worn areas or the presence of cuts or other damage. Shut off the engine and test low pressure warning signal
- Verify spring brakes activate with low air pressure (usually in a range between 20-40 psi)
- Check the rate of air pressure buildup (typically 85-100 psi within 45 seconds in dual air systems).
- Test air pressure leakage (with a fully charged air system typically 125 psi)
- Verify loss rate does not exceed two psi in one minute for single vehicles and three psi in one minute for combination vehicles.
- Check air compressor governor cut-in and cut-out pressures.
- Test parking brake with transmission in low gear. Test service brake for left or right pulling when service brakes are applied.

During a Trip. Once on the road, the driver must examine his or her vehicle and cargo:

- At each change of duty status
- After driving for 3 hours
- After driving for 250 miles

If a problem is found, the driver must either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility.

During each stop the driver will check the following items:

- Tires, wheels and rims
- Brakes
- Lights and reflectors
- Brake and electrical connections to trailer
- Trailer coupling devices
- Cargo securement devices

Post-Trip Inspection and Report. Each driver is required to complete a written report on each vehicle's condition at the end of the day, or when he or she finishes driving the vehicle for that day. Vehicles include power unit and trailer(s). A copy of the inspection form can be found in **Appendix I**.

The report must be completed in its entirety and the driver must note any defects to following:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers

- Rear vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

The driver must also note any other defects that could affect the safe operation of the vehicle or result in its mechanical breakdown. The report must also indicate if no defects are found. The driver must sign and submit the report to the Program Administrator.

The original copy of the inspection report and certification of repairs will be retained in the vehicle maintenance files. The original copies of inspection reports on which defects were noted and the certification of repairs will be retained for three months.

Vehicle Accident Reporting and Investigation Plan

This vehicle accident reporting and investigating plan prescribes methods and practices for reporting and investigating accidents. Near miss accidents or incidents must be reported as well, i.e., when a driver nearly has a vehicle accident but is able to avoid injury or damage.

Vehicle Accidents. The following steps will be followed in the event of a vehicle accident/incident.

- Stop the vehicle, turn off the engine, and protect the scene by activating the four-way emergency flashers and posting orange emergency triangles to prevent a secondary accident (one near the scene and one marker 100 feet in each direction from the scene and one marker near curves or hill crests, but no more than 500 feet away)
- Call for medical assistance and assist any injured people if necessary but do not move the person unless absolutely necessary to prevent further injury
- Call the police
- Call the company's Program Administrator within 12 hours
- Locate witnesses and get important information from them including names, addresses and phone numbers
- Exchange pertinent information with other drivers
- Take photos of the accident
- Make detailed sketches/drawings of the accident scene noting the direction of travel for each vehicle involved
- Fill out the vehicle accident report form (**Appendix M**)

Note: Every company motor vehicle is required to have a vehicle accident reporting kit in the glove box. This kit should be used by the driver to record accident facts after the accident as soon as feasible.

Post-Accident Actions. Drivers involved in an accident are to comply fully with the following:

- Never admit fault or apologize. Apologies can be interpreted as an admission of fault
- Be polite and never argue with other drivers or witnesses
- Be polite and never argue with the police
- Never make a statement to the media. Refer them to the company's media contact
- Never discuss details of the incident with anyone but a City of Monticello representative
- Always report the accident/incident to the Program Administrator, regardless of severity

Vehicle Accident Involving Employee Injury Reporting. Our vehicle accident involving employee injury reporting procedures include the following:

- Employees injured on the job are to report the injury to the Program Administrator or Safety Director as soon as possible.

- The Program Administrator or Safety Director is to follow the established employee injury or accident investigation program.

The goal of this reporting and investigation process is not to find fault, but to determine the root cause so that corrective actions can be made in order to eliminate future accidents or incidents.

Vehicle Accident Report Retention. Vehicle accident reports and associated information will be maintained by the Program Administrator for three years after the date of the vehicle accident.

The following information will be retained:

- Date of accident
- City and state in which the accident occurred
- Driver name
- Number of injuries
- Number of fatalities
- Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicles involved in the accident, were released
- Copy of vehicle accident report
- Copies of all accident reports required by state or other governmental entities or insurers

Post-Accident Corrective Action Procedure. The Program Administrator will evaluate driver performance after an accident. The corrective actions below will apply if a driver experiences an accident that is judged to be preventable. Accidents will be judged on a case-by-case basis before the corrective action program is initiated.

A driver who is involved in one preventable accident in six months will be placed on probation for 90 days. If the driver successfully completes that period of probation without any further accidents, the driver will be taken off the probation list. However, if the driver is involved in another preventable accident while still on probation, the driver will be terminated.

City of Monticello also reserves the right to impose more stringent consequences based on the circumstances and/or severity of a preventable accident.

Vehicle and Equipment Selection

Vehicle Replacement Schedule –

Expected Lifetime of Unit

Vehicles will be replaced regardless of their age or mileage if safety-based repairs cost more than the value of replacement.

The make and model of power units are dictated by a number of factors including, but not limited to, replacement cost, safety features, service availability, warranty, standard features and operating costs.

Safety Features. All new power units will have the following minimum safety features:

- Disc brakes
- Stability control
- Convex mirrors
- Rear-end avoidance system
- GPS tracking

All single vehicle units will be equipped with rear view cameras.

Cargo Securement

Cargo securement is extremely important to the safety of the driver, his or her vehicle and other vehicles using the road. Loads should be examined within the first 50 miles of initial transport and again at all following stops. All tie-downs, tarps, doors, hatches, blocks/chocks, straps/chains/binders, tires, placards, lights, etc. are to be verified as secure, meaning they cannot damage the cargo or come loose and fall off the vehicle.

Traffic and Road Reports

City of Monticello will work to select the safest delivery routes. The company will use various tools at their disposal to investigate:

- Road conditions
- Heavy traffic
- Road closures
- Dangerous intersections or roads
- Stops near crests of hills, at blind corners or on busy roads
- Tunnels, bridges and overpasses
- Road construction
- Steep grades
- Roads that may have seasonal concerns
- Heavy pedestrian areas

This information will be posted on Bulletin Boards. The company will also make a computer available in Bulletin Boards for drivers to investigate road conditions on the route or near their trip destination. If the road conditions on the driver's route are hazardous, the driver shall not attempt to drive that route.

Law Enforcement Stops/Roadside Inspections/Weigh Stations

City of Monticello expects drivers to behave in a professional and courteous manner when pulled over by law enforcement, going through weigh stations or if asked to participate in a roadside inspection. Directions given by the official should be strictly followed. Failure to comply with the procedures set forth below may result in disciplinary actions up to and including termination.

Roadside Inspection Procedures. When a driver is required to participate in any of the above actions, he or she must pull off the road immediately to an area designated by the officer. If the driver believes that the designated area is unsafe for the driver and/or the officer, the driver will state his or her concerns to the officer in a courteous and professional manner. Once the inspection is underway, the driver shall follow the directions given by the officer and act appropriately.

The results of all stops and inspection must be reported to the company during the driver's next scheduled check-in call. The driver must turn in all inspection reports to City of Monticello upon arrival. If the driver is not scheduled to arrive at a company location within the next 24 hours, the report must be mailed to City of Monticello, Attention: City Administrator at 200 E 1st St Monticello, IA 52310.

If the vehicle or driver is placed out of service, the driver must notify the Program Administrator immediately so City of Monticello can notify the customer of any delays that may result. A vehicle that is placed out of service cannot be operated until all repairs required by the out of service notice have been completed.

Disposition of Report. Upon receiving a roadside inspection report, City of Monticello, will make arrangements to correct any defects still outstanding. Within 15 days of the inspection, City of Monticello will certify that all defects have been corrected by completing the signature of carrier official, title and date signed portions of the Inspection Report Form (**Appendix I**). The form will then be mailed to the issuing agency at the address indicated on the form.

The driver will be notified when defects have been corrected. Roadside inspection reports will be analyzed for ways to reduce the number of violations and lower the out of service rate. A copy of the roadside inspection report will be retained for three years.

Periodic Program Review

At least annually, the Program Administrator will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Review of individuals driving compared to the Qualified Drivers List (**Appendix C**)
- Evaluation of all training programs and records
- The need for retraining of management and/or drivers based on accident investigation results
- Review the drivers that have produced a high number of vehicle accidents
- Responsiveness in reporting vehicle accidents
- Vehicles purchases and safety equipment contained on the vehicles
- The program's success will be determined and reported to senior management using the following criteria:
 - Cost and frequency of vehicle accidents
 - Employee feedback through direct interviews, audits and questionnaires
 - Vehicle accident investigation results

The Annual Review Report Form, found in **Appendix A**, will be used.

Records Retention

All records not otherwise identified in this program will be retained for Lifetime years.

Revision History

01/12/2026

Appendix A – Annual Evaluation Report

Date of Evaluation:	Evaluated by (list all present):
Written Program Reviewed: Yes No	
Do vehicle accident records indicate a need for additional driver training on the Commercial Fleet Safety program? Yes No	
Have any drivers produced a high incidence of vehicle accidents? Yes No If yes, list:	
Is there any record of failure to report vehicle accidents in a timely manner? If yes, what corrective action is needed?	
The following content was added/modified/removed from the written program:	
Comments:	

Appendix B – Training Record/Certification Document

The following individuals received training on the City of Monticello Commercial Fleet Safety - DOT Regulated Program.

Print Name	Sign Name

Print Instructor's Name	
Instructor's Signature	
Instructor's Title	
Date of Training	

Appendix C – Qualified Driver List

[illegible]

Appendix D – Commercial Driver Application

Date: _____

Name (Print) First _____ Middle _____ Last _____

Home Address _____ Home Phone _____

City _____ State _____ Zip _____ Cell Phone _____

Date of Birth _____ Social Security Number _____ - _____ - _____

Please list all addresses from the past three years.

1 Address _____

City _____ State _____ Zip _____

Dates from _____ to _____

2 Address _____

City _____ State _____ Zip _____

Dates from _____ to _____

3 Address _____

City _____ State _____ Zip _____

Dates from _____ to _____

Please provide driver's license information for all licenses held in the past three years.

State _____ Number _____ Expiration Date _____

State _____ Number _____ Expiration Date _____

State _____ Number _____ Expiration Date _____

Experience:

_____	_____ to _____	_____
Type of vehicle driven	Date	Approximate miles driven
_____	_____ to _____	_____
Type of vehicle driven	Date	Approximate miles driven
_____	_____ to _____	_____
Type of vehicle driven	Date	Approximate miles driven

Please list all accidents in the past three years. If none, write NONE.

Date _____	Describe _____	Fatalities ____	Injuries ____
Date _____	Describe _____	Fatalities ____	Injuries ____
Date _____	Describe _____	Fatalities ____	Injuries ____
Date _____	Describe _____	Fatalities ____	Injuries ____

Please list all traffic violation convictions in the past three years. If none, write NONE.

Date _____	Violation _____	State _____	CMV: Yes / No
Date _____	Violation _____	State _____	CMV: Yes / No
Date _____	Violation _____	State _____	CMV: Yes / No
Date _____	Violation _____	State _____	CMV: Yes / No
Date _____	Violation _____	State _____	CMV: Yes / No
Date _____	Violation _____	State _____	CMV: Yes / No
Date _____	Violation _____	State _____	CMV: Yes / No

Have you ever had a driver's license denied, suspended, revoked or canceled by any issuing agency?

_____ Yes _____ No If yes, list state of issuance and explanation: _____

Please list your employment history for last 10 years. Account for gaps in employment.

1. Employer _____ Dates: _____ to _____
Address _____ Supervisor _____
City _____ State _____ Zip _____ Telephone _____

Were you subject to FMCSA Regulations during this period? Yes / No

Were you subject to 49 CFR Part 40 controlled substance/alcohol testing during this period? Yes / No

Reason for leaving: _____

2. Employer _____ Dates: _____ to _____
Address _____ Supervisor _____
City _____ State _____ Zip _____ Telephone _____

Were you subject to FMCSA regulations during this period? Yes / No

Were you subject to 49 CFR Part 40 controlled substance/alcohol testing during this period? Yes / No

Reason for leaving: _____

3. Employer _____ Dates: _____ to _____
Address _____ Supervisor _____
City _____ State _____ Zip _____ Telephone _____

Were you subject to FMCSA regulations during this period? Yes / No

Were you subject to 49 CFR Part 40 controlled substance/alcohol testing during this period? Yes / No

Reason for leaving: _____

USE BACKSIDE OF SHEET FOR ADDITIONAL EMPLOYERS

For driver applicants of commercial motor vehicles that require a Commercial Driver's License (CDL) the applicant must disclose their controlled substance and alcohol status per the requirements of Federal DOT.

As a prospective driver employee, you have the right to review information provided by previous employers. You have the right to have errors in the information corrected by the previous employer(s) and for that previous employer(s) to re-send the information, if the previous employer and the driver cannot agree on the accuracy of the information.

Driver employees who have previous Department of Transportation (DOT) regulated employment history in the preceding three years, and wish to review the information provided by the previous employer(s), must submit a written request to the prospective employer. This may be done at anytime, including when applying for the position, up to thirty days after being employed or when notified of denial of employment.

The prospective employer must provide this information to the applicant within five business days of receiving the written request. If the prospective employer has not yet received the requested information from the previous employer(s), then the five business day deadlines will begin when the prospective employer receives the requested safety performance history information. If the driver has not arranged to pick up or receive the requested records within thirty days of the prospective employer making them available, the prospective motor carrier may consider the driver to have waived their request to review the records.

Certification

I certify that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant's Signature

Date Signed

This section to be completed by the employer.

Application received by:

Application reviewed for completeness by:

Name

Name:

Title

Date

Title

Date

For Office Use

Date of hire

Time & date of pre-employment CST

Time & date of pre-employment CST results received

Date first used in safety sensitive position

Date of termination

Appendix E- Controlled Substance and Alcohol Questionnaire

Date: _____

Name (Print) First _____ Middle _____ Last _____

Home Address _____ Home Phone _____

City _____ State _____ Zip _____ Cell Phone _____

Date of Birth _____ Social Security Number _____ - _____ - _____

Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years?		Yes	No
If Yes -	Have you successfully completed the return-to-duty process?	Yes	No
If Yes -	Documentation MUST BE PROVIDED before any safety-sensitive transportation function is performed.		

Applicant's Signature

Date Signed

To be completed by the employer

Application received by:

Application reviewed for completeness by:

Name

Name

Title

Date

Title

Date

The Federal Motor Carrier Safety Regulations require all previous employers of this applicant to respond to this request for information within 30 days. Failure to comply with this request is in violation, for which you may be prosecuted. Questions concerning the requirements of this regulation should be directed to the IA Division Office of the Federal Motor Carrier Safety Administration during business hours.

Telephone #	Fax #
--	--

I, _____, hereby authorize _____ to release all records of employment, including assessments of my job performance, ability and fitness, including the dates of any and all alcohol or drug tests, with confirmed results, and/or my refusal to submit to any alcohol and drug tests and any rehabilitation completion under direction of a substance abuse professional (SAP) and/or medical review officer (MRO) to each and every company (or their authorized agents) making such request in connection with my application for employment with said company. I, hereby, release the above named company, and its employees, officers, directors and agents from any and all liability of any type as a result of providing the following information to the below mentioned person and/or company.

Witness's Signature _____ Date _____

NAME OF APPLICANT: _____ SSN - -

JOB APPLYING FOR: _____

INQUIRY INTO EMPLOYMENT HISTORY – PAST THREE YEARS

- Did applicant work for you from ____ / ____ / ____ to ____ / ____ / ____ as a _____ YES / NO; If NO, please explain: _____
- If employed as a driver, please choose the position that best describes applicant's employment:
Company Driver ____ Owner/Operator ____ Other ____
Type of truck(s) and/or truck/tractor(s) operated: _____
Commodities transported: _____ Area of operation: _____
- Accidents? YES / NO If YES, please give date(s) and brief description of each accident:

- Why did this employee leave your company? _____

- Would you re-employ this person? YES / NO If NO, please explain: _____

- Additional comments: _____

INQUIRY FOR ALCOHOL/CONTROLLED SUBSTANCES INFORMATION – PRECEDING 3 YEARS

- Alcohol tests with a result of 0.04 or greater? YES / NO If YES, give date(s): _____
- Verified positive controlled substances test results? YES / NO If YES, give date(s): _____
- Refusals to be tested? YES / NO If YES, give date(s): _____
- Was rehabilitation completed as required? YES / NO If YES, give date(s): _____

Person providing the above information:

Name: _____ Title: _____

Company: _____ Date: _____

Appendix G – Inquiry to State Agencies

Driver's Name

Driver's CDL #

Driver's SSN

Dear _____

The above listed individual has applied for employment with us as a commercial motor vehicle driver. The applicant has indicated that the above numbered operator's license or permit has been issued by your state to the applicant and that it is in good standing.

In accordance with Section 391.23(a)(1) and (b) of the Federal Motor Carrier Safety Regulations, we are required to make inquiry into the driving record during the preceding three years of every state in which an applicant has held a motor vehicle operator's license or permit during those three years. Therefore, please provide the individual's driving record for the past three years, or state that no record exists if that be the case.

In the event that this inquiry does not satisfy your requirements for making such a request, please send us the necessary items for us to complete our inquiry into the driving record of this individual.

Respectfully yours,

(Printed) Name of person making inquiry

Title of person making inquiry

Company Name

Street

City

State

Zip

Appendix H – Annual Motor Vehicle Driver’s Certificate of Violations

I _____ certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have been convicted or forfeited bond or collateral during the past 12 months.

Date	Offense	Location (City/State)	Type of Vehicle Operated

If no violations are listed above, I certify that I have not been convicted or forfeited bond or collateral on account of any violation required to be listed during the past 12 months.

Driver Signature

Date

ANNUAL REVIEW OF DRIVING RECORD

I certify that I have carefully reviewed the driving record of _____ to determine whether or not he or she meets the minimum requirements for safe driving specified in this program or is disqualified to drive a City of Monticello commercial motor vehicle.

In reviewing this driver’s record, I certify that I have considered any evidence that the driver has violated any company rules or applicable regulations. I have considered the driver’s accident record and any evidence that the driver has violated laws governing the operations of motor vehicles. I have given great weight to violations that indicate that the driver has exhibited a disregard of the safety of the public and company policies, such as speeding, reckless driving, and operating while under the influence of alcohol or drugs.

A copy of the response from each state agency inquired is attached. This form shall be maintained in the driver’s qualification file.

Reviewer Name

Review Date

Title

Reviewed By Signature

Appendix I – Driver's Vehicle Inspection Report

If an item is defective, check the box and give details in the comments section.

Date: _____ Time: _____ AM / PM

Tractor/Truck ID # _____ Trailer ID # _____ Odometer Reading _____

- | | | |
|---|---|--|
| ☐ Air Compressor | ☐ Horn | <i>Flag Flares</i> |
| ☐ Air Lines | ☐ Mirrors | <i>Fuses</i> |
| ☐ Battery | ☐ Muffler | <i>Spare Bulbs</i> |
| ☐ Body | ☐ Rear End | ☐ Suspension System |
| ☐ Brake Accessories | ☐ Lights | ☐ Steering |
| ☐ Brakes, Parking | <i>Head</i> | ☐ Tires |
| ☐ Brakes, Service | <i>Stop</i> | ☐ Wheels and Rims |
| ☐ Clutch | <i>Tail</i> | ☐ Windows |
| ☐ Coupling Devices | <i>Dash</i> | ☐ Windshield Wipers |
| ☐ Defroster/Heater | <i>Turn Indicators</i> | ☐ Fuel Tanks |
| ☐ Exhaust | ☐ Reflectors | ☐ Other |
| ☐ Fifth Wheel | ☐ Safety Equipment | |
| ☐ Frame and Assembly | <i>Fire Extinguisher</i> | |
| ☐ Front Axle | <i>Reflective Triangles</i> | |

Trailer

- | | |
|--|--|
| ☐ Brakes | ☐ Lights -- All |
| ☐ Coupling Devices | ☐ Suspension System |
| ☐ Coupling (King) Pin | ☐ Tires |
| ☐ Hitch | ☐ Wheels and Rims |
| ☐ Landing Gear | ☐ Other |

Comments

- ☐ The vehicle described above was inspected and passed with no noted deficiencies or defects.

Driver's Signature _____ Date _____

- ☐ The defects checked above have been corrected.
- ☐ The defects checked above are not in need of repair for safe operation of vehicle.

Mechanic's Signature _____ Date _____

Driver's Signature _____ Date _____

Appendix J – Driver's Road Test Examination

Driver's Name: _____

Vehicle Driven: _____

The test shall be given by a person who is competent to evaluate and determine whether the person who takes the test has demonstrated that he or she is capable of operating the vehicle and associated equipment that the City of Monticello intends to assign.

Rating of Performance

_____	Pre-trip inspection
_____	Coupling and uncoupling of combination units (if equipment includes combination units)
_____	Placing the equipment in operation
_____	Use of vehicle's controls and emergency equipment
_____	Operating the vehicle in traffic and while passing other vehicles
_____	Turning the vehicle
_____	Braking and slowing the vehicle by means other than braking
_____	Backing and parking the vehicle
_____	Other, explain: _____

Type of equipment used in giving the test: _____

Examiner's Signature: _____ Date: _____

Remarks:

Note: Immediate results of all road tests will be communicated to the Program Administrator within two hours of completion. All road tests whether passed or not will be documented on this form and forwarded to the Program Administrator within three business days.

Appendix K - Vehicle Observation Form

Completed By: _____

Date: _____ Time: _____ AM / PM

Vehicle Number: _____ Tag Number: _____

Highway or Street: _____

In or Near: _____

Direction of Travel: North _____ South _____ East _____ West _____

Number of Lanes: 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Type Road: 2-Lane _____ Divided _____ Freeway _____ Interstate _____

Road Conditions: Dry _____ Wet _____ Snow _____ Ice _____

Weather Conditions: Clear _____ Cloudy _____ Rain _____ Snow _____

Actual Speed: _____ Posted Speed Limit: _____ Miles Observed: _____

Driving Violation	Yes	No	Comments
Failure to signs			
Excessive speed			
Follows too close			
Blocks traffic			
Pass on hill			
Pass on curve			
Pass intersection			
Improper pass			
Moving with traffic			
Faster than traffic			
Cuts in			
Improper turn			
Disregards signal			
Disregards sign			
Improper parking			
Passenger			
Other (specify)			

Appendix L - Commercial Fleet Safety Program Acknowledgement

I acknowledge that I have received a written copy of the Commercial Fleet Safety Program, that I fully understand the content and terms contained herein. I agree to abide by these terms, and I am willing to accept the consequences up to and including termination for failing to follow this program.

Employee Signature

Date

Employee Name (printed)

Appendix M – Permanent Vehicle Accident Report

Date of Accident: _____

City/Town: _____
(In which or most near where the accident occurred)

State: _____

Driver Name: _____

Number of Injuries: _____

Number of Fatalities: _____

Were hazardous materials released as result of the accident? ☐ YES ☐ NO

If the only release was fuel spilled from the fuel tanks of the vehicle involved in the accident indicate NO.

Include a copy of City of Monticello vehicle accident report

Include copies of all accident reports required by state or other governmental entities or insurers

Appendix N – FMCSA Pre-Employment Screening Authorization

City of Monticello

200 E 1st St

Monticello, IA 52310

In accordance with the Federal Privacy Act, the Fair Credit Reporting Act and other applicable federal laws, you are being informed that a Federal Motor Carrier Safety Administration's Pre-Employment Screening Program (PSP) report will be obtained on you for employment purposes.

I acknowledge the receipt of the above disclosure and authorize the above named company to obtain a (PSP) report on me for employment purposes. The authorization is ongoing in the event such a report is needed in the future.

Drivers Name: _____

Driver's Current License Number: _____

License State: _____ Date of Birth: _____

Applicant's Signature: _____ Date: _____

Appendix O – Fair Credit Reporting Act Disclosure Statement

City of Monticello

200 E 1st St

Monticello, IA 52310

In accordance with the FAIR CREDIT REPORTING ACT, (Public Law 91-508), as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are being informed that a consumer report may be obtained on you for employment purposes.

I acknowledge the receipt of the above disclosure and authorize the above named company to obtain a consumer report on me for employment purposes. The authorization is ongoing in the event such a report is needed in the future.

Drivers Name: _____

Driver's Social Security Number: _____

Applicant's Signature _____ Date: _____

Appendix P – Criminal Background Check Disclosure Statement

In connection with your employment application or your actual employment, City of Monticello may obtain a criminal background report about you for employment purposes. The information contained in such criminal background reports may be used by City of Monticello for employment purposes, such as hiring you. If you are hired by the company, the information in a criminal background report and/or investigative criminal background report may be used for other employment purposes, such as promotion, retention and termination.

A criminal background report may contain the following types of information about you: criminal history including felony filings, misdemeanor filings, and motor vehicle records, general reputation, personal characteristics, or mode of living that is compiled through the use of personal interviews with references, employers, neighbors, friends, associates, etc. You have a right to request disclosure of the nature and scope of the reports.

If City of Monticello obtains a criminal background report about you, and if the company considers any information when making an employment decision that directly and adversely affects you, you will be provided with a copy of the applicable reports before the decision is finalized.

I authorize City of Monticello to obtain criminal background reports and/or investigative criminal background reports for the pre-employment background investigation, and, if I am hired, at any time during my employment. I understand that these reports might include, but are not limited to, a search of my criminal background, reference checks, driving record checks, and verification of my identification and Social Security Number. I agree that this disclosure/authorization, in original or copy form, is valid for all current and future criminal background reports.

I understand that City of Monticello may use such criminal background reports for employment purposes, including, but not limited to, hiring, promotion, retention, and termination.

Driver's Name: _____

Other Names Used (i.e. Maiden, Alias) _____

Social Security Number: _____

Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____