

City of Monticello, Iowa

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Final Agenda Posted on February 28, 2020 at 3:00 p.m.

Monticello City Council Regular Meeting March 02, 2020 @ 6:00 p.m.

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

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

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

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

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

Approval of Council Mtg. Minutes	February	17, 2020
Approval of Payroll	February	27, 2020
Approval of Bill List		

Public Hearing and Resolutions Related Thereto: None

Motions: None

Resolutions:

1. **Resolution** approving William and Joyce Bohlken Tax Abatement Application related to residential improvements constructed at 855 S. Main Street.
2. **Resolution** approving Darrell and Lori Reyner Tax Abatement Application related to residential improvements constructed at 16688 Co. Rd. E-16.
3. **Resolution** approving investment in the Independence Day Fireworks festivities to be held on July 4, 2020 in the amount of \$2,600.
4. **Resolution** approving First Amendment to Water Tower and Ground Space lease between the City of Monticello and USCOC of Greater Iowa (US Cellular).
5. **Resolution** authorizing the Mayor or City Administrator to sign all documents related to the USDA Rural Development Grant providing funding to assist with the purchase costs of a new ambulance.

6. **Resolution** to approve Purchase of Bobcat 5600 by way of a lease agreement between the City of Monticello and Bobcat of Cedar Rapids.
7. **Resolution** approving amended City of Monticello Rules of Order & Procedure for Conduct of City Council Business.

Ordinances: None

Reports / Potential Action

- **City Engineer Report/Update**
- **PW Director Report/Update**
- **City Administrator Report**

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.

Regular Council Meeting
February 17, 2020 – 6:00 P.M.
Community Media Center

Mayor Brian Wolken called the meeting to order. Council present: Dave Goedken, Brenda Hanken, Gary Feldmann, Candy Langerman, Chris Lux and Tom Yeoman. Also present were City Administrator Doug Herman, City Clerk Sally Hinrichsen, Public Works Director Nick Kahler, Park & Rec Director Jacob Oswald, Police Chief Britt Smith and City Engineer A. J. Barry.

Yeoman moved to approve the agenda, adding appointment of Wayne Peach to the P & Z to consent agenda, Langerman seconded, roll call unanimous.

Langerman moved to approve the consent agenda as amended, Feldmann seconded, roll call unanimous.

Mayor Wolken opened the public hearing on the proposed Resolution of Necessity related to the 2020 E 7th Street Reconstruction. Staff received no written comments. Herman reported Mark Stoneking inquired about widening the street and Hinrichsen reported John Monk questioned what he was being assessed for and why. Dave Schoon, 17151 Co Rd D62, inquired what work was being done on the 2020 E 7th Street Reconstruction. Kevin Kurth, 204 E 7th Street, inquired about location of property pins in sidewalk, lighting changes and correcting the drainage issues. John Monk, property owner of 101 W 7th Street questioned what he was being assessed for and if issues with water and sewer would be corrected. Staff addressed these issues with them. Mayor Wolken closed the hearing on the Resolution of Necessity related to the 2020 E 7th Street Reconstruction. Yeoman moved to approve Resolution #2020-22 Approving Resolution of Necessity Re: 2020 E 7th Street Reconstruction Project, Lux seconded, roll call unanimous.

Herman received a request from Jones County Safe and Healthy Youth Coalition for \$3,000.00, the same as last year. Coalition Coordinator Jennifer Husmann reviewed some of their activities and accomplishments over the last year. Husmann reported that vaping and suicide attempts have increased in Jones County in the last year. Husmann reported that they have been accepted to a pilot program called Lemonade for Life. Lux moved to approve Resolution #2020-23 Approving investment in Jones County Safe & Healthy Youth Coalition in the amount of \$3,000.00, Goedken seconded, roll call unanimous.

Yeoman moved to approve Resolution #2020-24 scheduling Public Hearing on proposed Plans, Specifications, form of contract and estimate of costs for the 2020 E. 7th Street Reconstruction Project, approving the Form of Notice, and taking of bids thereof, Lux seconded, roll call unanimous. Public hearing was set for March 16th at 6:00 PM.

Herman reported that the Airport Board and Wanda Elmegreen negotiated the purchase of two hangars owned by Monticello Aviation. The Airport Board recommended that the City purchase the two hangars for \$75,000.00. The hangars are currently full and rent would be paid to the City effective March 1st. Herman reported that the rent proceeds will largely cover the purchase costs in approximately five years. Goedken moved to approve Resolution #2020-25 to approve of the proposed Bill of Sale and Security Agreement between the City of Monticello and Monticello Aviation, Inc., Langerman seconded, roll call unanimous.

Regular Council Meeting
February 17, 2020

Herman reported that the City previously hired Engineer Dieter Muhlack to draw up plans and specs for the Berndes Center HVAC system upgrades. Muhlack reviewed several issues, including noncompliance with various codes, with the current HVAC system at the Berndes Center. Muhlack reviewed two possible options to reduce the project costs, recommending against one of them. The deduct related to the recommended project modification was \$2,700.00. Austin Cahill, with the low bidder, Crawford Company, explained that he intended to work around events at the Berndes Center, and would be taking down one system at a time connecting the new system. Cahill stated the work is to be finished by May 31st. Goedken moved to approve Resolution 2020-26 to approve contract between the City of Monticello and Crawford Company Re: Berndes Center HVAC project, including Option 2 for a deduction of \$2,700.00, Yeoman seconded, Roll call unanimous. Crawford contract including the Option 2 deduction will total \$158,384.00.

Mayor Wolken and Smith left to attend a township meeting and Mayor Pro Tem Goedken presided over the remainder of the meeting.

Herman reported emailing detailed budget worksheets and handing out budget summaries to the Council. Herman stated it would be the 7th year in a row that the tax rate is proposed to remain at \$13.87. Goedken moved to approve Resolution 2020-27 Scheduling Public Hearing on the City of Monticello 2020/2021 Fiscal Year budget for March 16, 2020 at 6:00 p.m., Feldmann seconded, roll call unanimous.

Oswald explained the Department's desire to proceed with planning and fundraising for an Inclusive Playground located near the pavilion outside the aquatic center which is supported by the Park Board. They would like to apply for grants and fundraise for this project and request that the Council approve of the proposed site and authorize them to proceed with grants and fundraising. Yeoman moved to approve Resolution #2020-28 to approve location of proposed "Inclusive Playground" and authorization to pursue grants and fundraising for said purpose, Lux seconded, roll call unanimous.

Herman reported that the USDA grant he filed requesting \$100,000.00 towards the cost of a new ambulance was approved in the reduced amount of \$73,000.00, with requirement City investment is \$112,000.00 and with the MEMT investing \$25,000.00. Langerman moved to approve Resolution #2020-29 Acknowledging and approving Letter of Conditions and authorizing Mayor to execute Request for Obligation of Funds and Letter of Intent to Meet Conditions related to the USDA Grant, in an amount not to exceed \$73,000 to assist with the cost of purchasing a new ambulance, Lux seconded, roll call unanimous.

Herman reviewed the two bids received for a Bobcat Toolcat, with the low bidder being Bobcat of Cedar Rapids at \$55,900.00. If the purchase was approved the City could purchase outright or lease the equipment for five years, purchasing it at the conclusion of the lease for one dollar. This topic will be on the next agenda for potential action.

Herman reported that Royal Flush would like to lease lot space to a company to display and sell new trailers between Royal Flush and Kardes 151. Consensus of the Council was that the trailers could be displayed on gravel and that signage should be located on the trailers.

Herman reported that the City received an invitation to submit a full Catalyst Grant for \$100,000.00. Herman is working with Jones County Economic Development Executive Director,

Regular Council Meeting
February 17, 2020

Derek Lumsden on the State of Iowa Catalyst Grant and the DNR Derelict Grant related to the proposed renovation of the City owned building located at 103 West First Street.

Herman reported he sent the Code Book updates to Alice at Iowa Codification who is working on the Code update.

Yeoman advised that the Mayor asked him to share that the City of Monticello received the Monticello Area Chamber of Commerce Community Pride Award for Construction Projects & Community Revitalization, in appreciation of outstanding contributions to the Monticello Community related to the Willow Park Trail, Fountain Park Project and North Sycamore Street Rehabilitation and Reconstruction.

Feldmann moved to adjourn at 7:47 P.M.

Brian Wolken, Mayor

Sally Hinrichsen, City Clerk

PAYROLL - FEBRUARY 27, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	February 10 - 23, 2020				
Carter Bronemann	\$ 30.50	\$ -	0.00	0.00	\$ 6.15
Jake Gravel	355.50	-	0.00	0.00	251.81
Mary Intlekofer	1,911.00	-	0.00	0.00	1,306.15
Dean Jensen	783.00	-	0.00	0.00	621.99
Brandon Kent	1,911.00	-	0.00	0.00	1,248.59
Jim Luensman	455.00	-	0.00	0.00	355.23
Lori Lynch	1,995.00	-	0.00	0.00	1,352.09
Shelly Searles	1,911.00	-	0.00	84.38	1,330.66
Brenda Surom	273.00	-	0.00	0.00	212.02
Chris Szymanowski	1,911.00	-	0.00	0.00	1,246.52
Jenna Weih	1,546.88	-	0.00	0.00	1,141.92
TOTAL AMBULANCE	\$ 13,082.88	\$ -	0.00	84.38	\$ 9,073.13
CEMETERY	February 8 - 21, 2020				
Dan McDonald	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,198.04
TOTAL CEMETERY	\$ 1,656.00	\$ -	0.00	0.00	\$ 1,198.04
CITY HALL	February 9 - 22, 2020				
Cheryl Clark	\$ 1,684.00	\$ -	0.00	45.00	\$ 1,137.02
Doug Herman	4,201.46	-	0.00	0.00	2,947.24
Sally Hinrichsen	2,488.06	-	0.00	0.00	1,567.70
Nanci Tuel	1,486.40	-	0.00	0.00	980.12
TOTAL CITY HALL	\$ 9,859.92	\$ -	0.00	45.00	\$ 6,632.08
COUNCIL / MAYOR					
Gary Feldmann	\$ 100.00	\$ -	0.00	0.00	\$ 92.35
Dave Goedken	100.00	-	0.00	0.00	92.26
Brenda Hanken	100.00	-	0.00	0.00	92.26
Candy Langerman	100.00	-	0.00	0.00	92.35
Chris Lux	100.00	-	0.00	0.00	92.26
Brian Wolken	300.00	-	0.00	0.00	273.78
Tom Yeoman	100.00	-	0.00	0.00	92.35
TOTAL COUNCIL / MAYOR	\$ 900.00	\$ -	0.00	0.00	\$ 827.61
LIBRARY	February 10 - 23, 2020				
Molli Hunter	\$ 378.02	\$ -	0.00	0.00	\$ 320.32
Penny Schmit	1,074.40	-	0.00	0.00	589.24
Madonna Thoma-Kremer	642.72	-	0.00	0.00	478.86
Michelle Turnis	1,615.38	-	0.00	0.00	1,007.48
TOTAL LIBRARY	\$ 3,710.52	\$ -	0.00	0.00	\$ 2,395.90
MBC	February 10 - 23, 2020				
Jacob Oswald	\$ 1,892.31	\$ -	0.00	0.00	\$ 1,426.69
Shannon Poe	1,576.92	-	0.00	0.00	1,078.42
TOTAL MBC	\$ 3,469.23	\$ -	0.00	0.00	\$ 2,505.11
POLICE	February 10 - 23, 2020				
Zachary Buehler	\$ 1,926.32	\$ -	0.00	0.00	\$ 1,426.87
Peter Fleming	1,866.86	-	0.00	20.00	1,340.16

PAYROLL - FEBRUARY 27, 2020

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
POLICE (cont.)					
Dawn Graver	2,066.86	-	0.00	0.00	1,487.31
Erik Honda	2,288.55	213.21	0.00	8.00	1,696.70
Jordan Kcos	2,263.01	19.25	9.00	35.00	1,645.20
Travis McNally	251.92	-	0.00	0.00	206.00
Britt Smith	2,735.42	-	0.00	0.00	2,001.76
Madonna Staner	1,486.40	-	0.00	0.00	1,126.17
Brian Tate	2,428.08	221.32	0.00	0.00	1,784.24
TOTAL POLICE	\$ 17,313.42	\$ 453.78	9.00	63.00	\$ 12,714.41
ROAD USE					
February 8 - 21, 2020					
Zeb Bowser	\$ 1,842.30	\$ 186.30	0.00	0.00	\$ 1,346.81
Eric Jungling	1,775.55	179.55	3.00	3.00	1,253.96
TOTAL ROAD USE	\$ 3,617.85	\$ 365.85	0.00	3.00	\$ 2,600.77
SANITATION					
February 8 - 21, 2020					
Michael Boyson	\$ 1,859.78	\$ 215.78	0.00	0.00	\$ 1,301.12
Nick Kahler	2,019.23	-	0.00	0.00	1,386.87
TOTAL SANITATION	\$ 3,879.01	\$ 215.78	0.00	0.00	\$ 2,687.99
SEWER					
February 8 - 21, 2020					
Tim Schultz	\$ 1,876.88	\$ 160.88	0.00	28.00	\$ 1,314.52
Jim Tjaden	2,230.77	-	0.00	0.00	1,615.64
TOTAL SEWER	\$ 4,107.65	\$ 160.88	0.00	28.00	\$ 2,930.16
WATER					
February 8 - 21, 2020					
Daniel Pike	\$ 1,918.20	\$ -	0.00	0.00	\$ 1,415.53
TOTAL WATER	\$ 1,918.20	\$ -	0.00	0.00	\$ 1,415.53
TOTAL - ALL DEPTS.	\$ 63,514.68	\$ 1,196.29	9.00	223.38	\$ 44,980.73

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
JOHN DEERE FINANCIAL	PD SUPPLIES		11.97		
FROHWEIN OFFICE SUPPLY INC	PD OFFICE SUPPLIES		23.01		
	110 POLICE DEPARTMENT TOTAL		34.98		
STREET LIGHTS					
ALLIANT ENERGY-IES	WELTER DRIVE STREETLIGHTS		188.69		
	230 STREET LIGHTS TOTAL		188.69		
AQUATIC CENTER					
JONES CO ENVIRONMENTAL SERVICE	POOL FOOD SERVICE LICENSE		150.00		
	440 AQUATIC CENTER TOTAL		150.00		
CEMETERY					
BRIAN CROWLEY	CEMETERY EQUIP REPAIR/MAINT		352.00		
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES		3.49		
	450 CEMETERY TOTAL		355.49		
SOLDIER'S MEMORIAL BOARD					
BRIAN KRAMER	SNOW REMOVAL - JANUARY		300.00		
	498 SOLDIER'S MEMORIAL BOARD TOTAL		300.00		
ENGINEER					
SNYDER & ASSOCIATES, INC	ENGINEERING FEES		7,320.25		
	640 ENGINEER TOTAL		7,320.25		
CITY HALL/GENERAL BLDGS					
FP MAILING SOLUTIONS	CH CONTRACTS		81.00		
IOWA STATE PRISON INDUSTRIES	CH BUILDING SUPPLIES		180.12		
JONES COUNTY AUDITOR	CH PRO FEES - NOV. ELECTION		1,973.71		
BRIAN KRAMER	SNOW REMOVAL - JANUARY		600.00		
SNYDER & ASSOCIATES, INC	CH NUJISANCES - 103 W 1ST ST		978.00		
	650 CITY HALL/GENERAL BLDGS TOTAL		3,812.83		
	001 GENERAL TOTAL		12,162.24		
MONTICELLO BERNDES CENTER					
PARKS					
CENTRAL IOWA DISTRIBUTING INC	MBC EQUIP REPAIR/MAINT		482.35		
JONES CO ENVIRONMENTAL SERVICE	MBC FOOD SERVICE LICENSE		150.00		
JESSI MANERNACH	SOFTBALL OVERPAYMENT REFUND		30.00		
JOHNA PHILLIPSON	SOFTBALL OVERPAYMENT REFUND		30.00		
SPAHN & ROSE LUMBER CO INC	MBC EQUIP REPAIR/MAINT		37.31		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	430 PARKS TOTAL		729.66		
	005 MONTICELLO BERNDES CENTER TOTAL		729.66		
FIRE					
FIRE					
FIRE SERVICE TRAINING BUREAU	FIRE TRAINING - RUSS		125.00		
FIRE-DEX GW LLC	FIRE GEAR CLEANING		950.09		
JOHN DEERE FINANCIAL	FIRE SUPPLIES		24.91		
SANDRY FIRE SUPPLY	FIRE SUPPLIES		71.64		
	150 FIRE TOTAL		1,171.64		
	015 FIRE TOTAL		1,171.64		
AMBULANCE					
AMBULANCE					
CLIA LABORATORY PROGRAM	AMB LAB CERTIFICATION		180.00		
LAPORTE MOTOR SUPPLY	AMB VEHICLE OPERATING		118.93		
PHYSICIAN'S CLAIM COMPANY	AMB BILLING FEES		1,658.86		
STERICYCLE, INC.	AMB PHARMACEUTICAL DISPOSAL		79.35		
	160 AMBULANCE TOTAL		2,037.14		
	016 AMBULANCE TOTAL		2,037.14		
LIBRARY					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB AUDIO RECORDINGS		41.24		
FAREWAY STORES #840-1	LIB PROGRAMS/PROMOTIONS		32.92		
BRIAN KRAMER	SNOW REMOVAL - JANUARY		300.00		
MICHELLE TURNIS	LIB VIDEO/DVD RECORDINGS		40.13		
	410 LIBRARY TOTAL		414.29		
	041 LIBRARY TOTAL		414.29		
AIRPORT					
AIRPORT					
ALLIANT ENERGY-IES	20373 HWY 38 AIRPORT		785.26		
	280 AIRPORT TOTAL		785.26		
	046 AIRPORT TOTAL		785.26		
ROAD USE					

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
STREETS					
BOUND TREE MEDICAL, LLC	RU OSHA SUPPLIES	251.56			
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT	2,729.09			
FREESE MOTORS INC	RU VEHICLE OPERATING	27.36			
HENDERSON PRODUCTS INC.	RU VEHICLE OPERATING	478.00			
JOHN DEERE FINANCIAL	RU SUPPLIES	135.43			
KROMMINGA MOTORS INC	RU VEHICLE OPERATING	52.00			
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	168.51			
MONTICELLO MACHINE SHOP INC	RU EQUIP REPAIR/MAINT	114.26			
N & N TRAILER SALES	RU SUPPLIES	24.08			
SPAHN & ROSE LUMBER CO INC	RU SUPPLIES	33.67			
WELTER STORAGE EQUIP CO., INC.	RU EQUIP REPAIR/MAINT	60.00			
	210 STREETS TOTAL		4,073.96		
	110 ROAD USE TOTAL		4,073.96		
TRUST/SLAVKA GEHRET FUND LIBRARY					
CHAD LEWIS	LIB GEHRET PROGRAMMING	350.00			
	410 LIBRARY TOTAL		350.00		
	178 TRUST/SLAVKA GEHRET FUND TOTAL		350.00		
TIF PROJECT					
STREETS					
SNYDER & ASSOCIATES, INC	N SYCAMORE ST RECONSTRUCTION	7,614.45			
	210 STREETS TOTAL		7,614.45		
	325 TIF PROJECT TOTAL		7,614.45		
CAPITAL IMPROVEMENT					
STREETS					
SNYDER & ASSOCIATES, INC	N SYCAMORE ST RECONSTRUCTION	5,076.30			
	210 STREETS TOTAL		5,076.30		
AIRPORT					
HDR ENGINEERING INC	AIRPORT MASTER PLAN	3,313.00			
	280 AIRPORT TOTAL		3,313.00		
	332 CAPITAL IMPROVEMENT TOTAL		8,389.30		
C.C. BIDWELL LIBRARY BOOK LIBRARY					
BAKER & TAYLOR BOOKS	LIB BIDWELL BOOKS	10.19			
CENTER POINT PUBLISHING	LIB BIDWELL BOOKS	46.74			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MICRO MARKETING LLC	LIB BIDWELL BOOKS		12.32		
	410 LIBRARY TOTAL		69.25		
	502 C.C. BIDWELL LIBRARY BOOK TOTAL		69.25		
WATER					
WATER					
AMERICAN WATER WORKS ASSOCIATI	WATER DUES		382.00		
JOHN DEERE FINANCIAL	WATER SUPPLIES		7.48		
USA BLUE BOOK	WATER SUPPLIES		135.89		
	810 WATER TOTAL		525.37		
	600 WATER TOTAL		525.37		
CUSTOMER DEPOSITS					
WATER					
SUSAN BENISCHEK	WATER DEPOSIT REFUND		2.32		
CITY OF MONTICELLO	ARDUSER/DEVIN		448.67		
KAYLA GRONWOLD	WATER DEPOSIT REFUND		14.29		
LEXI LEVY	WATER DEPOSIT REFUND		4.99		
AUSTIN SPARKS	WATER DEPOSIT REFUND		4.73		
	810 WATER TOTAL		475.00		
	602 CUSTOMER DEPOSITS TOTAL		475.00		
SEWER					
SEWER					
JOHN DEERE FINANCIAL	SEWER LAB SUPPLIES		7.96		
TRANS-IOWA EQUIPMENT, INC.	SEWER EQUIP REPAIR/MAINT		43.58		
SPAHN & ROSE LUMBER CO INC	SEWER SUPPLIES		30.99		
	815 SEWER TOTAL		82.53		
	610 SEWER TOTAL		82.53		
SANITATION					
SANITATION					
AL OBERBROECKLING	OVERPAYMENT REFUND		19.85		
	840 SANITATION TOTAL		19.85		
	670 SANITATION TOTAL		19.85		
Accounts Payable Total			38,899.94		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	12,162.24
005 MONTICELLO BERNDES CENTER	729.66
015 FIRE	1,171.64
016 AMBULANCE	2,037.14
041 LIBRARY	414.29
046 AIRPORT	785.26
110 ROAD USE	4,073.96
178 TRUST/SLAVKA GEHRET FUND	350.00
325 TIF PROJECT	7,614.45
332 CAPITAL IMPROVEMENT	8,389.30
502 C.C. BIDWELL LIBRARY BOOK	69.25
600 WATER	525.37
602 CUSTOMER DEPOSITS	475.00
610 SEWER	82.53
670 SANITATION	19.85
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TOTAL FUNDS	38,899.94

City Council Meeting
Prep. Date: 02/27/20
Preparer: Doug Herman



Agenda Item: 1
Agenda Date: 03/02/2020

Communication Page

Agenda Items Description: Resolution to approve standard Residential Tax Abatement related to property located at 855 South Main Street.

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

Attachments & Enclosures:

Proposed Resolution

Fiscal Impact:

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

Synopsis: Abatement Application filed by William and Joyce Bohlken, owner of Condo unit located at 855 S. Main Street, Monticello, Iowa.

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

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

The City of Monticello, Iowa

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

RESOLUTION

Approving William & Joyce Bohlken Tax Abatement Application related to Residential Improvements constructed at 855 South Main St., Monticello, Iowa.

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

WHEREAS, William & Joyce Bohlken has completed and filed an Application for Tax Abatement related to residential property located at 855 South Main St., and

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

WHEREAS, The Council further finds that the estimated completion date of the improvements was December, 2019 which makes it eligible for the full five years of partial tax abatement as contemplated and provided within the City Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Application for Tax Abatement filed by William & Joyce Bohlken as set forth above, consistent with Chapter 10 of the Monticello Code of Ordinances, said Application bearing the date of February 14, 2020 and being signed William & Joyce Bohlken and further directs the Monticello City Clerk to file same with the Jones County Assessor as prescribed by law.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 2nd day of March, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

APPLICATION FOR TAX ABATEMENT UNDER THE
URBAN REVITALIZATION PLAN FOR

MONTICELLO, IOWA

Date 2-14-2020

Prior Approval for
Intended Improvements _____

Approval of Improvements
Completed _____

Address of Property: 855 S. main St. monticello

Legal Description: _____

Title Holder or Contract Buyer William + Joyce Bohlen

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): 319-481-0332

Existing Property Use: Residential Commercial Industrial Vacant

Proposed Property Use: Residential Commercial Industrial

Nature of Improvements: New Construction Addition General Improvements

Specify _____

Estimated or Actual Date of Completion: Feb 1, 2020

Estimated or Actual Cost of Improvements: 200,000-

Tax Exemption Schedule is attached.

Signed: _____

William T. Bohlen
Joyce A. Bohlen

City Council Meeting
Prep. Date: 02/27/20
Preparer: Doug Herman



Agenda Item: **Z**
Agenda Date: 03/02/2020

Communication Page

Agenda Items Description: Resolution to approve standard Residential Tax Abatement related to property located at 16688 Co. Rd. E-16.

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

Attachments & Enclosures:

Proposed Resolution

Fiscal Impact:

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

Synopsis: Abatement Application filed by Darrell and Lori Reyner, owner of home located at 16688 Co. Rd. E-16, Monticello, Iowa.

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

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

The City of Monticello, Iowa

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

RESOLUTION

Approving Darrell & Lori Reyner Tax Abatement Application related to Residential Improvements constructed at 16688 County Road E-16, Monticello, Iowa.

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

WHEREAS, Darrell & Lori Reyner have completed and filed an Application for Tax Abatement related to residential property located at 16688 County Road E-16, and

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

WHEREAS, The Council further finds that the estimated completion date of the improvements was December, 2019 which makes it eligible for the full five years of partial tax abatement as contemplated and provided within the City Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Application for Tax Abatement filed by Darrell & Lori Reyner as set forth above, consistent with Chapter 10 of the Monticello Code of Ordinances, said Application bearing the date of February 27, 2020 and being signed Darrell Reyner and further directs the Monticello City Clerk to file same with the Jones County Assessor as prescribed by law.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 2nd day of March, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

APPLICATION FOR TAX ABATEMENT UNDER THE
URBAN REVITALIZATION PLAN FOR

MONTICELLO, IOWA

Date 2-27-20

Prior Approval for
Intended Improvements

Approval of Improvements
Completed

Address of Property: 10688 Co Rd E-16

Legal Description: _____

Title Holder or Contract Buyer DARRELL REYNER

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): (319) 480-0650

Existing Property Use: Residential Commercial Industrial Vacant

Proposed Property Use: Residential Commercial Industrial

Nature of Improvements: New Construction Addition General Improvements

Specify DSW HOME

HOUSE BURNED DOWN 11-24-18

REPLACED COMPLETE HOME 12-1-19

Estimated or Actual Date of Completion: 12-1-19

Estimated or Actual Cost of Improvements: \$ 330,000.00

Tax Exemption Schedule is attached.

Signed: Darrell Reyner

City Council Meeting
Prep. Date: 02/28/20
Preparer: Doug Herman



Agenda Item: 3
Agenda Date: 03/02/20

Communication Page

Agenda Item Description: Resolution approving investment in the Independence Day Fireworks festivities to be held on July 4, 2020 in the amount of \$ 2,600

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

Attachments & Enclosures:

Proposed Resolution

Fiscal Impact:

Budget Line Item:	N/A
Budget Summary:	Admin. – Contributions
Expenditure:	\$2,600
Revenue:	N/A

Synopsis: Monticello Firefighters plan to sponsor the 4th of July festivities, on Thursday the 4th of July, and seek City investment.

Background Information: Firefighter's Association will be planning and managing the 4th of July fireworks event.

The City has invested \$2,600 towards the fireworks the last number of years and the Firefighters request the same commitment for 2019 and 2020.

Staff Recommendation: City Administrator recommends consideration of request and action deemed appropriate by Council.

THE CITY OF MONTICELLO, IOWA

RESOLUTION

Approving investment in the Independence Day Fireworks festivities to be held on July 4, 2020, in the amount of \$2,600.00

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

WHEREAS, The Council has been advised that the City of Monticello Firefighter's Organization will be heading up this year's Independence Day fireworks festivities,-and

WHEREAS, the Council finds it appropriate and proper to invest in this event by providing \$2,600.00 towards the project costs, and

WHEREAS, the Council understands that the fireworks will commence at dusk, the general public will be allowed to enter at no cost.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 2nd day of March 2020, that the City Council does hereby approve of an investment in the amount of \$2,600.00 payable to the Monticello Firefighter's Organization based upon the above and foregoing findings.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 2nd day of March 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk



Monticello Fire Department

200 East First Street • P.O. Box 68 • Monticello, IA 52310
Ph. 319-465-3577 • Fax 319-465-3527

To: City Council;
City of Monticello Iowa

The Monticello Firefighters Organization is requesting funds for the 4th of July celebration that will be held on July 4, 2020. With your funding assistance we can continue to provide fireworks for the entertainment to our community. The amount of \$2600.00 is our request that is payable to the Monticello Firefighters Organization.

Your donation is much appreciated!

Thank you,

Joe Bayne
Monticello Fire Chief
President: Monticello Firefighters Organization.

Date: February 28, 2020

City Council Meeting
Prep. Date: 02/27/20
Preparer: Doug Herman



Agenda Item: # 4
Agenda Date: 03/02/20

Communication Page

Agenda Item Description: Resolution to approve First Amendment to Water Tower and Ground Space lease between the City of Monticello and USCOC of Greater Iowa (US Cellular).

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

Attachments & Enclosures:

Resolution

Lease Agreement Amendment

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: City leases space on water towers to one provider of internet services at the present. US Cellular submitted a request to update equipment. Based upon request I have negotiated an amendment to the lease.

Background Information: The City has had a lease with US Cellular since approximately 2002. The lease commenced with one five-year term and has four five-year renewals subject to renewal terms. We are currently in the 3rd renewal window with one renewal window remaining.

US Cellular reached out to us a few months ago requesting permission to update equipment on the tower, replacing some items, modifying some items, etc. I asked and received a plan set and spent time reviewing the plans and asking questions about the proposed changes. One, I wanted to ensure that their work on our newly painted tower would not adversely impact the tower and second I wanted to determine exactly what they were removing, adding, modifying, etc., to determine whether or not they should merely be permitted to proceed or if we had grounds to request additional rent.

After much review and back and forth with US Cellular they have agreed to a written amendment to our lease agreement and increased rent of \$300 per month through the end of this renewal term which will increase to a \$344 increase per month during the fourth renewal term. (Current rent will increase from \$2,050 to \$2,350 per month, increasing to \$2,694 per month with the final renewal in 2023.) (Lease commencement date 7/1/2002, First Renewal period 8/1/2007 – 7/31/12, Second Renewal period 8/1/2013 – 7/31/2018, Third Renewal 8/1/2018 – 7/31/2023, Fourth Renewal 8/1/2024 – 7/31/2029. During the remaining months of the Third renewal (39 months assuming new rent starts in May) and the 60-month period of the fourth renewal, the City will generate additional rent in the amount of \$32,340.

I want to point out that this amendment and increased rent to be paid to the City fall into a category of things, issues, problems, etc., that cross my desk on a daily basis. My time and attention to this request will create over \$30,000 in future rents to the City. Many of the things that I deal with that either save money or create revenue don't always come to your attention and I am not good at pointing all of those things out as there is so much to do that I move on to the next issue as opposed to spending time to dwell on the daily successes. With that said, I think it is important to recognize that without me, or someone else in my seat paying attention, that there are many things that would be missed and/or would not be happening to the detriment of the City. In this case US Cellular merely submitted their plans to "let us know they would be on site performing maintenance". They were not planning to create an amendment to the lease agreement or to the additional payment of rent. Being on top of this and other things like this is my job but I can tell you that there are many across the State doing my job that would not have pursued this amendment at all, merely giving US Cellular the go ahead. I don't say this to brag, but I do want you to know that I am looking out for the City and doing my best to earn my keep.

Staff Recommendation: I recommend that the Council approve the First Amendment to Water Tower and Ground Space lease between the City of Monticello and USCOC of Greater Iowa (US Cellular).

THE CITY OF MONTICELLO, IOWA

RESOLUTION #20-___

Resolution approving First Amendment to Water Tower and Ground Space lease between the City of Monticello and USCOC of Greater Iowa. (US Cellular)

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

WHEREAS, USCOC of Greater Iowa (US Cellular) requested permission to modify and add to their installations on the Monticello water tower, and

WHEREAS, The City Administrator has worked with US Cellular on the drafting of a proposed amendment to the existing lease agreement to accommodate the requested modifications to current installations and has negotiated an increased rental rate of \$300 per month through the balance of the current lease term with an increase of \$344 through the next and last scheduled term that will commence on or about August, 2024, and

WHEREAS, The Council finds that the proposed amendment and increase in rent is appropriate and in the best interests of the City and should, therefore, be approved.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 2nd day of March, 2020 does hereby authorize the Mayor to execute the First Amendment to Water Tower and Ground Space Lease Agreement between USCOC of Greater Iowa and the City of Monticello.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 3rd day of March, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, City Clerk

FIRST AMENDMENT TO WATER TOWER AND GROUND SPACE LEASE

This First Amendment to Water Tower and Ground Space Lease ("First Amendment"), made this _____ day of _____, 2020, modifies that certain Water Tower and Ground Lease dated the 1st day of July, 2002, by between City of Monticello, 200 E. First Street, Monticello, Iowa 52310 ("Landlord") and USCOC of Greater Iowa, LLC, a Delaware limited liability company, as successor in interest to Ohio State Cellular Phone Company, Attention: Real Estate Lease Administration, 8410 West Bryn Mawr Avenue, Chicago, Illinois 60631, ("Tenant").

WHEREAS, Landlord is the owner of a water tower, generally located North of West 1st Street, Monticello, Iowa; and,

WHEREAS, Tenant utilized the Premises for the operation of a mobile telecommunications base station; and,

WHEREAS, the Parties wish to document Tenant's intended changes to equipment as said Site.

NOW THEREFORE, in consideration of the terms of the Lease and this First Amendment and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Landlord and Tenant agree as follows:

- I. Paragraph 1, Option to Lease. (a) of the Lease is hereby deleted in its entirety and replaced with the following:
 1. Option to Lease: (a) Landlord hereby grants to Tenant an option ("the Option") to lease from Landlord the following described Leasehold Parcel: Attachment locations on the water tower railing for up to nine (9) antennas, twelve (12) remote radio units, three (3) junction boxes, six (6) lines of coax and three (3) hybrid cables, and sufficient ground space for a twelve foot (12') by twenty foot (20') equipment building, (Collectively the "Leasehold Parcel") together with access for Tenant's uses from the nearest public right-of-way along the Landlord's property. The antennas and any equipment on the water tower will match the color of the tower. No welding may be performed on the water tower tank.
- II. Starting the first full month after Tenant commences work on the equipment changes, the Rent the Tenant pays to the Landlord will increase by Three Hundred Dollars (\$300.00) per month.
- III. Lease Section 5, Renewal, is hereby modified only to the extent as follows:
 - iv. Fourth Renewal. \$2,694.00 per month

IV. In all other respects the Water Tower and Ground Space Lease is hereby ratified and affirmed without change.

IN WITNESS WHEREOF, Landlord and Tenant have executed this First Amendment as of the last signature below.

LANDLORD:
City of Monticello

TENANT:
USCOC of Greater Iowa, LLC

By: _____

By: _____

Printed: _____

Printed: _____

Title: _____

Title: Vice President

Date: _____

Date: _____

[NOTARY PAGE TO FOLLOW]

STATE OF IOWA)
)
COUNTY OF JONES)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____, known to me to be the same person whose name is subscribed to the foregoing First Amendment to Water Tower and Ground Space Lease, appeared before me this day in person and acknowledged that he signed the said Amendment as his free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 20__.

Notary Public

My commission expires _____

STATE OF ILLINOIS)
)
COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____, Vice President, known to me to be the same person whose name is subscribed to the foregoing First Amendment to Water Tower and Ground Space Lease, appeared before me this day in person and acknowledged that, pursuant to his authority, he signed the said Amendment as his free and voluntary act on behalf of the named Tenant limited liability company, for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 20__.

Notary Public

My commission expires _____

City Council Meeting
Prep. Date: 02/28/20
Preparer: Doug Herman



Agenda Item: # 5
Agenda Date: 03/02/20

Communication Page

Agenda Items Description: Resolution authorizing the Mayor or City Administrator to sign all documents related to the USDA Rural Development Grant providing funding to assist with the purchase costs of a new ambulance.

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

Attachments & Enclosures:

Resolution

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: As part of the USDA Grant process the City is required to execute and/or approve certain USDA forms.

Background Information: The attached Resolution was recommended by the USDA so that any all forms that require signatures to move the Ambulance Grant along may be signed on a timely basis without having to wait for independent Council approval of each and every form. From prior experience, there are a lot of forms that will need signatures moving forward, all being tied to the \$73,000 grant from the USDA towards the purchase of the proposed new ambulance.

The Resolution authorizes either the Mayor or City Administrator to execute those forms without separate / future consideration of the City Council. If ever there is a form that appears to need Council consideration it will be brought to you, however, it is my belief that all forms will be procedural in nature, not substantive, and will not therefore need your attention.

Recommendation: I recommend that the Council approve the proposed Resolution authorizing the Mayor or City Administrator to sign all documents related to the USDA Rural Development Grant providing funding to assist with the purchase costs of a new ambulance.

The City of Monticello, Iowa

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

RESOLUTION #20-___

Resolution authorizing the Mayor or City Administrator to sign all documents related to the USDA Rural Development Grant providing funding to assist with the purchase costs of a new ambulance.

WHEREAS, the City of Monticello has been awarded a USDA Rural Development Grant to assist with the expenses of purchasing a new ambulance, and

WHEREAS, the City Council finds recognizes that there will be many documents that will need to be signed on behalf in relation to the USDA Grant and finds that the Mayor or City Administrator should be given authorization to sign and/or execute said documents moving forward so as to not cause unnecessary delays in the process and acknowledging that the forms are all tied to the previously approved Grant Application and intended purchase of a new ambulance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby authorize the Mayor or City Administrator to sign and/or execute all documents associated with the USDA Rural Development Grant that has been awarded to assist with the purchase expense of a new ambulance for the City of Monticello without further action of the City Council.

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 2nd day of March, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

City Council Meeting
Prep. Date: 02/28/20
Preparer: Doug Herman



Agenda Item: **6**
Agenda Date: 03/02/2020

Agenda Items Description: Resolution to approve Purchase/Lease of Bobcat 5600 from Bobcat of Cedar Rapids.

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

Attachments & Enclosures:

Proposed Resolution

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Park and Recreation

\$56,446(plus interest)

Synopsis: The proposal is to purchase the equipment to be utilized by Park and Rec. and PW to a lesser extent, with \$10,000 down and the balance over four years under a lease agreement with a \$1.00 buyout at the end of the lease.

Background Information: Jacob and Nick have explained the need/desire and benefits of the proposed piece of equipment for maintenance of City Parks, clearing of City Walks, Trails, and assistance with tree trimming, clearing, and removal. Due to purchase price (\$55,000+) the proposal being made is to purchase the unit under a lease/purchase agreement that will allow the City Parks Budget to budget for the purchase over the coming years.

The lease provides for a \$10,000 down payment and I propose we agree to the 48-month lease as opposed to the 60-month lease option, with the interest rate of 4.59% and monthly payments of \$1,061.01. The total cost of the Bobcat, at the end of the lease term, will total \$60,928.48. Total interest expense will be \$4,482.48. (About \$94.00 per month over 48 months.)

I know you were all given an opportunity to look at the equipment and to hear from Jacob, Shannon, and/or Nick with regard to its intended uses. Jacob will be at the council meeting to cover this request and to answer any additional questions.

Staff Recommendation: I recommend that the Council consider the proposed purchase and if approved that the purchase be made as proposed herein, with \$10,000 down, and the balance paid over the course of a 48 month lease/purchase agreement.

The City of Monticello, Iowa

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

RESOLUTION #20-__

Approving Purchase / Lease of "Bobcat 5600" from Bobcat of Cedar Rapids

WHEREAS, The City of Monticello Park and Recreation Dpt. has proposed the purchase of a new Bobcat 5600 and has previously presented the Council with information about the proposed purchase and has brought a used model to Monticello for the Council to see and inspect, and

WHEREAS, The Bobcat demonstrator was used by the Parks and Public Works Dpt. while it was in town on a number of tasks and they found it to perform very well, and

WHEREAS, The proposed Bobcat 5600 can be purchased over time with a Purchase/Lease Agreement that will allow the cost of the equipment to be spread over four years with a down payment of \$10,000 and monthly payments that will total \$12,732.12 per year, and

WHEREAS, the Parks Dpt. estimates the life of the Bobcat to be approximately fifteen (15) years, and

WHEREAS, at the end of the lease term the Bobcat will be purchased by the City for \$1.00.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the purchase of a new Bobcat 5600 as proposed with a down payment of \$10,000 and monthly payments over 48 months at \$1,061.01 per month, after which the City will purchase the Bobcat for \$1.00

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 2nd day of March, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk



Product Quotation

Quotation Number: 32832D032835

Date: 2020-02-20 16:21:40

Ship to	Bobcat Dealer	Bill To
City of Monticello Attn: Jacob Oswald Monticello, IA Phone: (319) 465-6640	Bobcat of Cedar Rapids, Cedar Rapids, IA 1925 BLAIRS FERRY ROAD NE CEDAR RAPIDS IA 52402-5811 Phone: (319) 393-2820 Fax: (319) 393-3517	City of Monticello Attn: Jacob Oswald Monticello, IA Phone: (319) 465-6640

Description	Part No	Qty	Price Ea.	Total
Bobcat 5600	M1221	1	\$54,267.00	\$54,267.00
Adjustable Vinyl Seats	Hydraulic Dump Box			
All-Wheel Steer	Instrumentation:			
Automatically Activated Glow Plugs	Hour meter, Job Hours, Speedometer,			
Auxiliary Hydraulics	Tachometer, Fuel Gauge, Engine			
Variable Flow with dual direction detent	Temperature Gauge, and Warning Lights			
Beverage Holders	Joystick, Manually Controlled with Lift Arm Float			
Bob-Tach	Lift Arm Support			
Boom Float	Parking Brake, automatic			
Cargo Box Support	Power Steering with Tilt Steering Wheel			
Cruise Control	Radiator Screen			
Deluxe Operator Canopy includes:	Rear Receiver Hitch			
Front Window, Rear Window ,	Seat Belts, Shoulder Harness			
Front Wipers, and Electrical Power Port	Spark Arrestor Muffler			
Lower Engine Guard	Suspension, 4-wheel independent			
Limited Slip Transaxle	Tires: 27 x 10.5-15 (8 ply), Lug Tread			
Engine and Hydraulic Monitor with Shutdown	Toolcat Interlock Control System (TICS)			
Front Work Lights	Two-Speed Transmission			
Full-time Four-Wheel Drive	Machine Warranty: 12 Months, unlimited hours			
Horsepower Management	Bobcat Engine Warranty: Additional 12 Months or total			
Roll Over Protective Structure (ROPS) . Meets Requirements	of 2000 hours after initial 12 month warranty			
of SAE-J1040 & ISO 3471				
Falling Object Protective Structure (FOPS) . Meets				
Requirements of SAE-J1043 & ISO3449, Level I				
Dome Light				
Deluxe Road Package	M1221-P01-C01	1	\$2,322.00	\$2,322.00
Backup Alarm	Side Mirrors			
Turn Signals	Horn			
Flashers	Lower Engine Guard			
Tail Lights	Rear Work Lights			
Brake Lights	Headlights			
Rear View Mirror				
Cab Enclosure with Heater & Air Conditioning	M1221-R02-C03	1	\$4,864.00	\$4,864.00
High Flow Package	M1221-R03-C02	1	\$1,736.00	\$1,736.00
29 X 10.5 Trac Tire	M1221-R05-C04	1	\$546.00	\$546.00
Keyless Ignition	M1221-R06-C02	1	\$336.00	\$336.00
Heavy Duty Battery	M1221-R07-C02	1	\$97.00	\$97.00
Attachment Control	M1221-R08-C02	1	\$236.00	\$236.00
Power Bob-Tach	M1221-R12-C02	1	\$1,099.00	\$1,099.00
Radio Option	M1221-R15-C02	1	\$533.00	\$533.00
Traction Control	M1221-R16-C02	1	\$545.00	\$545.00
Interior Trim	M1221-A01-C05	1	\$205.00	\$205.00
62" Standard Duty Bucket	7272769	1	\$785.00	\$785.00

Total of Items Quoted
 Discount City of Monticello
 Quote Total - US dollars

\$67,571.00
(\$11,125.00)
\$56,446.00

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance: Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____ Date: _____

Finance Worksheet Municipal Dollar Buyout Lease

Lease A.P.R	Term in Months	Payment Period	Down Payment	Finance Amount	Lease Payment
4.74%	60	Monthly	\$10,000.00	\$46,446.00	\$870.97
4.59%	48	Monthly	\$10,000.00	\$46,446.00	\$1,061.01

City Council Meeting
Prep. Date: 02/28/20
Preparer: Doug Herman



Agenda Item: 7
Agenda Date: 03/02/2020

Agenda Items Description: Resolution approving amended City of Monticello Rules of Order and Procedure for Conduct of City Council Business.

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

Attachments & Enclosures:

Proposed Resolution
Amended Rules of Order

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: The Rules, which have been in place since 2001 were a recent topic of discussion and a few proposed amendments were prepared, reviewed, and are believed ready for consideration and approval.

Background Information: The propose amendments and rules in general are not required by law but are wise to have in place to guide Council conduct and business.

The amendments are all in bold print for your review.

Staff Recommendation: I recommend that the Council consider the approval of the Amended City of Monticello Rules of Order and Procedure for Conduct of City Council Business.

The City of Monticello, Iowa

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

RESOLUTION #20-___

**Approving amended City of Monticello Rules of Order and Procedure for Conduct of
City Council Business**

WHEREAS, The City of Monticello City Council approved Rules of Order and Procedure for the Conduct of City Council Business in December, 2001, and

WHEREAS, The City Council has largely worked well under said rules since that time, recently reviewing the Rules and requesting slight modifications or amendments to the 2001 language, and

WHEREAS, The Council has been given an opportunity over the last month to review proposed amendments to the Rules and has again reviewed them prior to and in anticipation of tonight's meeting, finding the amended rules to adequately address those areas desired to be amended and finding that the Rules as amended should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the Rules of Order and Procedure for Conduct of City Council Business as amended on this date, March 2, 2020, a copy of same to be attached hereto and incorporated if set forth fully verbatim herein.

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 3rd day of March, 2020.

Brian Wolken, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

CITY OF MONTICELLO, IOWA

RULES OF ORDER & PROCEDURE FOR CONDUCT OF CITY COUNCIL BUSINESS

ADOPTED: DECEMBER 2001

AMENDED: MARCH, 2020

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**RULES OF PROCEDURE FOR
CONDUCT OF CITY COUNCIL BUSINESS
MONTICELLO, IOWA**

RULES OF PROCEDURE

The Council shall determine the rules of its own proceedings by resolution, and the Clerk shall keep such rules on file for public inspection.

QUORUM

Four (4) members of the City Council constitute a quorum to do business, but less than that number may adjourn from time to time. When there is no quorum, the Mayor, Mayor Pro Tem, or any other Councilmember shall adjourn the meeting. If no Councilmember is present, the City Clerk shall adjourn the meeting.

AGENDA

All written petitions, communications, and other matters to be submitted to the City Council for inclusion in the agenda packet for consideration at a regular or adjourned regular meeting should be delivered to the City Clerk no later than the time established by current administrative policy. The City Administrator, in consultation with the Mayor, City Council, City Clerk, and department heads will establish the agenda and the order of the agenda. *The Mayor and/or any City Council member shall be entitled to have items placed on the agenda with appropriate notice to the City Administrator in advance of agenda creation and posting.* The City Council shall have the authority to delete items from the agenda and change the order of items on the agenda *at the commencement of all Council meetings.* The City Administrator shall compile the agenda, listing all matters to be considered by the Council according to the order of business, numbering each item consecutively. A copy of the agenda, complete with all accompanying staff reports and other background materials, shall be delivered to each Councilmember, Mayor, the City Attorney, City Administrator, department heads, and the press, so as to be available to the recipient no later than the Friday preceding the Council Meeting. The agenda only, without the supporting material, is available to the public no later than 5:00 PM on the Thursday afternoon preceding the Council Meeting and in the Council Chambers during each meeting. In the case of a Special City Council meeting, the agenda will be available to the public no later than 24 hours prior to the scheduled meeting.

ORDER OF BUSINESS

The recommended order of business shall be as follows:

(Everything underlined without explanation is reflective of a change in the order of agenda items.)

Call to Order 6:00 p.m.

Pledge of Allegiance

Roll Call

Agenda Addition / Agenda Approval *(modified verbiage)*

Open Forum

Consent Agenda

Public Hearings and Resolutions Related Thereto

Motions

Resolutions for Approval

Ordinances for Adoption

Reports

Work Sessions when scheduled

Adjournment

The City Administrator shall have the authority to vary from this recommended schedule to expedite the conduct of business or accommodate persons having business before the council.

Special Meetings Procedures

Special Meetings will be set by the Mayor or at the request of four (4) council members. Every notice (agenda) for a special meeting will state the public's right to address the Council on the item(s) appearing on that agenda.

Closed Session

A closed session may be held only by affirmative vote of either two-thirds (2/3) of the Council or all of the members present at the meeting and in accordance with § 21.5 of the Code of Iowa. A governmental body may hold a closed session only to the extent a closed session is necessary for any of the following reasons:

- a. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for that governmental body's possession or continued receipt of federal funds.
- b. To discuss application for letters patent.
- c. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

- d. To discuss the contents of a licensing examination or whether to initiate licensee disciplinary investigations or proceedings if the governmental body is a licensing or examining board.
- e. To avoid disclosure of specific law enforcement matters, such as allowable tolerances or criteria for the selection, prosecution or settlement of cases, which if disclosed would facilitate disregard of requirements imposed by law.
- f. To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
- g. To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property.
- h. To discuss matters regarding economic development where premature disclosure of the details relating to the project would put the city at a disadvantage with competing communities.

The minutes and the tape recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

Electronic Meetings

A meeting may be conducted by electronic means only in circumstances where such a meeting in person is impossible or impractical and then only in compliance with the provisions of § 21.8 of the Code of Iowa. The City must comply with the following elements as outlined in the state code.

- a The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.
- b The governmental body complies with § 21.4 of the Code of Iowa. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
- c Minutes are kept of the meeting.

The minutes shall include a statement explaining why a meeting in person was impossible or impractical.

Workshop Meetings

The Council may conduct workshop meetings or study sessions on matters that are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on an agenda as required by the open meetings statutes.

At workshop meetings the Council will receive information and presentation of issues from the City Administrator and City staff. Council may ask questions and may request that certain information be provided or issues be addressed when items are considered further at another workshop meeting or a regular meeting of Council. Council may direct that matters under consideration be brought forward for formal action at a regular meeting, that further study be conducted if appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.

Final action on items is not taken at workshop or study sessions. No formal vote of the Council in favor or against any agenda item may be taken at a workshop or study session.

Workshops are not public hearings. On public hearing items, public testimony will be taken before Council action on the item at a regular meeting. No member of the public or interested party has the right to make a presentation or address the Council on an item under consideration in a workshop or a study session. Questions may be directed by the Council to a member of the public or another interested party or, in appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an agenda item or a particular question related to an agenda item. The Mayor may limit or end the time for such response to questions or presentation.

DECORUM DURING COUNCIL MEETINGS

Requirements

While the Council is in session, all persons shall preserve order and decorum. Any person that refuses to abide by the rules shall be asked to leave the Council Chambers.

Every member of the public and every Council member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate.

- We may disagree, but we will be respectful of one another
- All comments will be directed to the issue at hand
- Personal attacks will not be tolerated

DUTIES OF PRESIDING OFFICER

The Mayor (or in the Mayor's absence, the Mayor Pro Tem) shall be the presiding officer of the Council. In the absence of the Mayor and the Mayor Pro Tem, the City Clerk shall call the Council Meeting to order, whereupon the members of the Council who are present shall elect a temporary presiding officer. Upon the arrival of the Mayor or the Mayor Pro Tem, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the Council. **The presiding officer shall preserve strict order and decorum at all meetings of the Council**, announce the Council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the Council as a whole shall decide the question by majority vote. The presiding officer's name shall be called last on any question in voting **with the presiding officer having the ability to cast the deciding vote.**

APPROVAL OF MINUTES

The minutes of the preceding Council Meeting may be approved without reading; provided that the City Administrator has previously furnished each member of the Council with a copy of the minutes and that a majority of the Council has not requested such a reading.

CORRECTION OF MINUTES

When a Council member wishes to correct the minutes, he/she should contact the City Administrator in advance of the meeting with the correction. The City Administrator will then verify the correction by listening to the tape. Upon verification of an error in the minutes, the City Administrator will provide the corrections to the Council in advance of the meeting. If time constraints prevent this procedure, the Council should continue the approval of the minutes to the next meeting, and direct the City Administrator to verify the error.

RULES OF DEBATE

Presiding Officer

The presiding officer may debate, but may not make a motion. The presiding officer is subject to the limitations of debate that are imposed on all Council members, and shall not be deprived of any of the rights and privileges of a Council member.

Council Member

Every Council member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate. A Council member, once recognized, shall not be interrupted except according to rules of parliamentary procedure (e.g. for a point of order, parliamentary inquiry, question of privilege or appeal of presiding officer's procedural ruling).

Motion to Reconsider

A motion to reconsider any action taken by the Council may be made only on the same day that the action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session on the same day. It may be made only by a Council member who had voted in the majority on the item which is the subject of reconsideration. This motion is debatable.

Motion to Rescind

A Council action may not be rescinded on the same day the action was taken, but may be rescinded at any subsequent meeting of the Council. Action taken pursuant to resolution may only be rescinded by resolution. Actions taken by motion may be rescinded by motion. A motion to rescind is debatable.

Generally, a request to rescind a prior action of the Council, not already agendized for that meeting, will not be acted upon at the same meeting at which the request is presented, but will be continued to the next meeting to permit notification of interested persons.

ADDRESSING COUNCIL FROM FLOOR

Securing Permission to Speak

Any persons desiring to address the Council are required to follow the procedures as posted in Council Chambers and shall first secure permission from the presiding officer. Remarks should be directed to the matter being considered.

Individuals

Persons addressing the Council will stand at the lectern, give their full name and address in an audible tone of voice for the record, and sign on the sign-up sheet provided for that purpose. A time limit shall be as stated in the agenda and/or as directed by the presiding officer, unless the presiding officer grants additional time. All remarks shall be addressed to the Council as a whole and not to any individual member. Without the permission of the presiding officer only Council members and the person addressing the Council shall be permitted to enter into any discussion. Individuals addressing the Council shall have only one opportunity to address the Council on any agenda item.

Spokesperson for Group Presentations

Organized groups that wish to make a presentation longer than the time allowed for in the agenda will be required to contact the City Administrator prior to the meeting.

Open Forum

OPEN FORUM: A MAXIMUM OF 20 MINUTES WILL BE SET ASIDE FOR MEMBERS OF THE PUBLIC TO ADDRESS COUNCIL ON ANY ITEM NOT ON THE AGENDA.

- Presentations will be limited to THREE MINUTES.
- Preference will be given to individuals who did not speak at the previous Council meeting's Citizen Forum.
- Individuals may not speak more than once during Open Forum.
- All speakers must address the entire Council and will not be permitted to engage in dialogue.

SPEAKERS ARE REQUESTED TO SIGN THE SHEET PLACED NEAR THE SPEAKER'S STAND SO THAT THEIR NAMES MAY BE ACCURATELY RECORDED IN THE MINUTES OF THE MEETING.

Time limits may be increased at the presiding officer's discretion, subject to the approval of the City Council.

Generally, matters presented during the Open Forum that require further investigation or information shall be referred to staff, and if Council determines that action is required, the item may be placed on a future agenda.

Public Hearings

Interested persons or their authorized representatives may address the Council in regard to public hearing matters under consideration.

For land use application public hearings, the applicant presentation shall be limited to 10 minutes, maximum; all other individuals shall be limited to 5 minutes, maximum.

For appeals public hearings, the appellant shall be limited to 10 minutes, maximum; all other individuals shall be limited to 5 minutes, maximum.

ADDRESSING THE COUNCIL AFTER MOTION MADE

After a motion is made and seconded by a Council member, no person shall address the Council except upon the request of a member of the Council through the presiding officer.

PREPARATION OF THE MINUTES

Method of Keeping Minutes

The minutes of the Council shall be prepared at the direction of the City Administrator and shall be recorded in a book kept for that purpose, with a record of each particular type of business transacted by the Council set off in paragraphs with subheadings. The minutes must contain only a record of such business as was actually passed upon by a vote of the Council and shall not be required to contain a verbatim transcript of the proceedings. A record shall be made of the names of persons addressing the Council, the title of the subject to which their remarks relate and whether they spoke in support of or in opposition to such matter.

Remarks of Council members Entered in Minutes

A Council member may request, through the presiding officer, the privilege of having an abstract of that member's statements on any subject under consideration by the Council entered in the minutes. If the Council consents, such statements shall be entered in the minutes.

Delivery of Minutes

The City Administrator shall cause a copy of the minutes to be forwarded to each Council member, Mayor, and department heads, typically delivered with the agenda packet for the next regular meeting.

PROCESSING COUNCIL MAIL

The Mayor (or designee) is authorized to receive and review all mail generally addressed to the City Council. All correspondence not requiring Council action will be acted upon between Council Meetings and referred to staff if appropriate. Action taken on these communications will later be reported to the City Council.

SPECIAL COMMITTEES

Subject to approval of the Council, the Mayor may appoint special committees of the Council members, private citizens, or both, as deemed desirable and necessary to assist and advise the City Council in its work.

PREPARATION AND STAFF APPROVAL OF ORDINANCES, RESOLUTIONS AND CONTRACT DOCUMENTS

All ordinances shall be prepared or reviewed by the City Attorney. Ordinances shall be prepared for presentation to the City Council only if ordered by a majority vote of the City Council, requested by the City Administrator, or prepared on the City Attorney's own initiative. As time allows, the City Attorney may assist individual Council members in preparation of ordinances for future Council consideration.

The City Attorney or an authorized representative shall first approve all ordinances, resolutions and contract documents to be presented to the Council as to form and legality. When substantive matters of administration are involved, the City Administrator, the head of the affected department, or an authorized representative of the City Administrator shall also examine the ordinance, resolution, or contract for administration.

COUNCIL ACTION

A roll call vote will be taken of all Council member's votes.

All ordinances, resolutions and other matters or subjects requiring action by the Council must be introduced and sponsored by a member of the Council, by motion duly made and seconded. Debate shall not be permitted on a motion until it is seconded and until the motion has been restated by the presiding officer or the City Clerk. After the vote has been called, there will be no further discussion or debate, except that members of the Council may be permitted by the presiding officer to explain their votes. All ordinances and resolutions may be introduced and passed by reading the title only; they shall be read in full only when requested by a majority of the Council.

Disqualifications

All members present at any meeting must vote unless disqualified, in which case the disqualification shall be publicly declared and a record thereof made.

The City Attorney is available to help Council members decide if they should declare a disqualification on any issue. There may be instances where financial conflict of interest is not the issue, and again, the City Attorney will provide guidance in determining whether a Councilmember should disqualify him/herself from acting on the item. In these instances Council members should use the phrase, "....to avoid the appearance of impropriety."

Vote Required

a. Ordinances and Resolutions

Legislative action shall be taken by the Council only by means of an ordinance or resolution. Except where a greater number of votes are required by statute or Charter, any ordinance or resolution introduced or passed must receive the affirmative votes of the majority members of the Council.

b. Minute Orders

Administrative matters may be acted upon by minute order. These actions may be taken by motion and, unless subject to Charter, statutory or Constitutional requirements, shall be deemed passed upon receiving a majority vote of all Council members present.

Tie Vote

If a tie vote should occur on an appeal to the Council of an administrative decision, or on any matter before the Council, the tie vote shall be resolved as follows:

a. Disqualification

A tie vote resulting from a disqualification of one or more Council members, with no Council members absent and no vacancies on the Council shall constitute a denial of the appeal, or a defeat of the motion.

b. Absence

A tie vote during the absence of one or more Council members, or when there is a vacancy on the Council shall cause the item to be automatically continued (typically to the next meeting); except that as to matters on which action must be taken on a date prior to the next meeting, a tie vote shall constitute a denial of the requested action.

Successive Tie Votes

A tie vote at the next meeting on a matter which has been continued as a result of a tie vote constitutes a denial of the appeal or defeat of the motion.

Motion to Table

A motion to table may be made to suspend City Council consideration of an item that appears on a City Council meeting agenda for reasons of urgency or to end an unproductive discussion. A motion to table is not in order when another Council member has the floor. A motion to table requires a second, is not debatable, is not amendable, requires a majority vote for passage, and, if adopted, cannot be reconsidered at the meeting at which it is adopted. Council members will refrain from using a motion to table as a means of capriciously limiting debate among Council members, to suppress a minority of the Council, or to avoid public input on an agenda item under consideration by the Council.

INTERPRETATION OF THE RULES OF PROCEDURE

The City Attorney shall be considered the final authority on any questions regarding the application or interpretation of the rules and procedures. In the absence of the City Attorney, the City Administrator shall be considered the final authority on the rules of procedure for the conduct of City Council Business.