

City of Monticello, Iowa

www.ci.monticello.ia.us

Posted on August 31, 2023 at 5:00 p.m.

Monticello City Council Meeting September 5, 2023 at 6:00 p.m.
Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa

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

- **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	August 21, 2023
Approval of Payroll	August 24, 2023
Approval of Bill List	
Approval of Twin Rivers Pheasant Forever #46 alcohol license	
Approval of Monticello Chamber of Commerce outdoor alcohol license	

Resolutions:

1. **Resolution** Approving and Levying an Assessment for 402 South Linden Street for Sidewalk Repairs
2. **Resolution** Approving Plat of Survey to Parcel 2023-20 for Property at 21993 Business Highway 151

3. **Resolution** To approve the hiring a Monticello Ambulance Full-Time Paramedic and a Monticello Ambulance Part-Time Paramedic and setting wage
4. **Resolution** On the Job Training/Seasonal PT employee Public Works/Parks and Rec
5. **Resolution** Approving Theisens Site Plan

Motions:

6. **Motion** to schedule Trick or Treat Night and hours for Tuesday October 31, 2023 from 6:00 to 8:00 P.M.
7. **Discussion and possible motion** on concrete repair policy for work done in the right-of-way
8. **Discussion and possible motion** on changing date or time of the September 18th Council meeting, as Homecoming Parade is downtown and all the other festivities that follow at the football field.

Reports / Potential Actions:

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

Executive Session (Closed):

18. To discuss a real estate transaction pursuant to Iowa Code Section 21.5(1)(j)

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: September 5, 2023 Council Meeting

Time: Sep 5, 2023 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84806098379>

Meeting ID: 848 0609 8379

One tap mobile

+13052241968,,84806098379# US

+13092053325,,84806098379# US

Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)

Meeting ID: 848 0609 8379

Find your local number: <https://us02web.zoom.us/u/kdXjSFcLAP>

Regular Council Meeting
August 21, 2023 – 6:00 P.M.
Community Media Center

Mayor David Goedken called the meeting to order. Council present were: Candy Langerman, Wayne Peach, Scott Brighton, Tom Yeoman and Brenda Hanken. Council member Chris Lux joined meeting electronically. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Water /Wastewater Superintendent Jim Tjaden, Library Director Faith Brehm, Park and Rec Director Jacob Oswald, Police Chief Britt Smith, Public Works Director Nick Kahler and City Engineer Patrick Schwickerath. 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.

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

Bud Coyle, 515 N. Sycamore St, inquired why his City share of tax bill increased \$244 and where that was being spent. Goedken stated property valuation increases and tax rates would affect the taxes. Brighton stated the tax rates are comparable to communities in the area. Coyle suggested looking for a cheaper way to water the flowers and trees.

Hanken questioned a few vendor payments, and staff explained the purchases. Langerman moved to approve the consent agenda, Hanken seconded, roll call was unanimous.

Mayor Goedken opened the public hearing on the proposed Plan for the 2023 Monticello Multiresidential Urban Revitalization Area. Staff received no written comments. Hanken questioned the ten-year payback schedule. Farnum reported State laws limits what TIF can be used for on a residential project and the declining residential property valuations were considered when setting the payback schedule. Peach questioned if they would be able to get insurance on the building, as they are in the flood plain. Farnum stated City is ensuring that they are following the flood plain regulations. Farnum ask City Engineer Schwickerath to confirm the top level is where it should be, along with their engineer. Mayor closed the public hearing on the proposed Plan for the 2023 Monticello Multiresidential Urban Revitalization Area

Langerman moved to approve Resolution #2023-114 Adopting the Proposed Plan for the 2023 Monticello Multiresidential Urban Revitalization Area, Peach seconded. Roll call was unanimous.

Langerman introduced and moved Ordinance #769 Designating an Area of Monticello, Iowa, as the 2023 Monticello Multiresidential Urban Revitalization Area, first reading in title only. Yeoman seconded, roll call unanimous. Langerman moved that the statutory rule requiring said ordinance to be considered and voted on for passage at two City Council meetings prior to the meeting at which it is to be finally passed be suspended and that said ordinance be regarded as having been considered and voted on for passage at two prior Council meetings. Brighton seconded, roll call unanimous. Yeoman moved Ordinance #769 Designating an Area of Monticello, Iowa, as the 2023 Monticello

Regular Council Meeting
August 21, 2023

Multiresidential Urban Revitalization Area, third and final reading in title only. Peach seconded, roll call unanimous.

Langerman moved to approve Resolution #2023-115 Approving FY 2022-2023 Annual Financial Report. Brighton seconded, roll call unanimous.

Yeoman moved to approve Resolution #2023-116 Approving Pay Request #4 related to the Monticello Airport Taxiway Connector project, to Boomerang in the amount of \$171,586.15, Peach seconded, roll call unanimous.

Kahler advised they worked with Hennick in the past and they did good work. Hennick Tree Service would like to do the removal in the late Fall and all the brush would be hauled off to his own personal site, not going to the City yard waste site, for a bid of \$33,000.00. Hanken moved to approve Resolution #2023-117 Accepting bid for Ash Tree Removal and awarding bid, Langerman seconded, roll call unanimous.

Hanken moved to approve Resolution #2023-118 To approve the hiring of a Monticello Full-Time Non-Certified Police Officer and setting wage, Langerman seconded, roll call unanimous.

Hanken moved to approve Resolution #2023-119 Approving the purchase of Traffic Control devices and equipment from General Traffic Controls, Inc, seconded by Brighton, roll call unanimous. This will repair the traffic signal at intersection of Oak and Main streets.

Brighton moved to approve Resolution #2023-120 Approving and Levying an Assessment for 656 North Cedar Street for Service Line Repairs, at the interest rate of 4%, seconded by Langerman, roll call unanimous.

Farnum advised he has been working with the broker for Fraser Trust Farm to purchase property for future airport expansion. City will purchase 36 acres and 100' corridor for trial expansion for \$11,76.35 per acre. City will receive 90% federal reimbursement for the 36 acres and applied for a REAP grant for \$80,000 for the trial portion. The 36 acres will be purchased with airport funds and no taxpayer dollars will be used. Langerman moved to approve Resolution #2023-121 Approving purchase of land near the Airport and authorizing City Administrator to Close Real Estate Transaction, seconded by Peach, roll call unanimous.

Oswald reported there was \$8,000 budgeted for lights for the Pickleball Court. He is still getting quotes and the project will not exceed \$12,000, including Alliant and installation. Lights will be placed on the West side facing East. Hanken moved to authorize the installation of lights at the Pickleball Court, with a not to exceed amount of \$12,000, seconded by Brighton, roll call unanimous.

Langerman introduced and moved Ordinance #770 amending provisions pertaining to Chapter 106 "Collection of Solid Waste", Section 106.08 Collection Fees, first reading in title only. Hanken seconded, roll call unanimous. Langerman moved that the statutory

rule requiring said ordinance to be considered and voted on for passage at two City Council meetings prior to the meeting at which it is to be finally passed be suspended and that said ordinance be regarded as having been considered and voted on for passage at two prior Council meetings. Peach seconded, roll call unanimous. Langerman moved Ordinance #770 amending provisions pertaining to Chapter 106 "Collection of Solid Waste", Section 106.08 Collection Fees, third and final reading in title only. Peach seconded, roll call unanimous.

Goedken advised the cable installation is frustrating a lot of people. Peach questioned if they were bonded. Farnum stated the City does not require them to be bonded, however Cascade Communications or Comelec, depending who they are working for, probably do. Farnum encouraged residents to reach out to Cascade Communications or Comelec directly, if they have any issues. Goedken also reported issues with people building on the utility easements. Kahler advised they are drilling a lot of holes in the streets and he is looking for a policy on how they are to repair the streets.

Hanken stated she heard the street sweeper was broke down. Kahler advised it was not broken down and staff has been busy taking down trees and painting streets, among other things and don't have staff to run it. Kahler stated in spring it gets used more than in the summer.

Hanken stated she received a call about manholes that needed to be filled in. They were told they would be fixed some time ago and aren't yet. Tjaden stated Pirc Tobin is coming to town on Friday and start Monday working the following projects: Cherry Street sewer main, manhole by 6th Street and Pine Street, and 7th Street and Chestnut Street valve that is leaking. Hanken asked them to look at the manholes on Brook and Pine also.

Farnum reported meeting with City Engineer Nick Eisenbacher, along with Tjaden and the other water/sewer staff. They are planning to bid the project this Fall.

Farnum stated the AWOS for the airport is ordered with installation to begin around Thanksgiving, after FAA approves.

Farnum stated with Labor Day being on September 4th the Council meeting will be moved to Tuesday September 5th. September and October both have 5 Mondays, if Council wants a work session.

Peach advised people are questioning why City raised water and sewer rates and believe City has a grant to pay for the sewer project. City received a USDA loan for \$16 million. Farnum advised these funds are being set aside to pay down the loan or additional costs for the sewer plant project.

Oswald advised the Aquatic Center is on their weekend only schedule and will be open through Labor Day.

Regular Council Meeting
August 21, 2023

Oswald stated he ordered 30 more trees for Fall planting in the ROW or open spaces within the City.

Oswald reported that Intern Graham Schneider set up the Friends of the Park Foundation.

Brehm updated Council on upcoming activities including a Daddy-Daughter hair day this Saturday, HACAP Mobile Food Pantry at Berndes Center and Fall story time starting in September.

Kahler advised he is working with LL Pelling on sealcoating and getting a quote for crack sealing from Kluesner Construction. They continue to take down Ash trees, as time allows.

When asked about Jacobs Park roadway, Kahler advised it is not on the list and that it would need to be completely reconstructed.

Smith stated there was an issue with the audio driver and he is currently using the backup audio driver, which has a lower audio quality. Smith stated he emailed Council his July police report.

Smith advised he would be conducting another Traffic Safety Checkpoint Project to meet the GTSB and STEP multi-jurisdictional traffic enforcement project. This year's project is scheduled for the week of August 28th, 2023.

Peach moved to adjourn the meeting at 7:00 P.M. followed by a work session on upcoming Capital Projects, including the Sixth Street Ditch, South Water Tower, Chestnut Street and East First Street projects and a work session on snow removal options.

No action was taken on the work sessions and they ended at 8:33 P.M.

David Goedken, Mayor

Sally Hinrichsen, City Clerk/Treasurer

PAYROLL - AUGUST 24, 2023

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	August 7 - 20, 2023				
Mason Hanson	\$ 1,293.60	\$ -	0.00	0.00	\$ 965.74
Jayna Koffron	851.20	-	0.00	0.00	694.64
Lori Lynch	2,734.27	375.87	0.00	0.00	1,852.20
Coletta Matson	3,102.00	990.00	0.00	0.00	1,984.59
Chloe Mogensen	264.00	-	0.00	0.00	227.41
Kaleb Payne	2,698.75	666.75	0.00	0.00	2,021.14
Curtis Wyman	1,872.00	-	23.25	142.00	1,289.30
TOTAL AMBULANCE	\$ 12,815.82	\$ 2,032.62	23.25	142.00	\$ 9,035.02
CEMETERY	August 7 - 20, 2023				
Sawyer Brokaw	\$ 480.00	\$ -	0.00	0.00	\$ 443.28
Dan McDonald	1,967.20	-	0.00	0.00	1,444.70
Anthony Williams	690.00	-	0.00	0.00	616.10
TOTAL CEMETERY	\$ 3,137.20	\$ -	0.00	0.00	\$ 2,504.08
CITY HALL	August 7 - 20, 2023				
Cheryl Clark	\$ 2,101.81	\$ 9.81	0.00	12.00	\$ 1,446.82
Russ Farnum	3,961.54	-	0.00	0.00	2,607.33
Sally Hinrichsen	3,044.31	-	0.00	0.00	1,845.79
Nanci Tuel	1,840.80	-	0.00	0.00	1,308.39
TOTAL CITY HALL	\$ 10,948.46	\$ 9.81	0.00	12.00	\$ 7,208.33
COUNCIL / MAYOR					
Scott Brighton	\$ 300.00	\$ -	0.00	0.00	\$ 276.78
Dave Goedken	500.00	-	0.00	0.00	461.30
Brenda Hanken	300.00	-	0.00	0.00	277.05
Candy Langerman	300.00	-	0.00	0.00	277.05
Chris Lux	300.00	-	0.00	0.00	276.78
Wayne Peach	300.00	-	0.00	0.00	237.05
Tom Yeoman	300.00	-	0.00	0.00	277.05
TOTAL COUNCIL / MAYOR	\$ 2,300.00	\$ -	0.00	0.00	\$ 2,083.06
LIBRARY	August 7 - 20, 2023				
Faith Brehm	\$ 1,680.00	\$ -	0.00	0.00	\$ 1,278.80
Sydney Freeze	200.00	-	0.00	0.00	184.70
Molli Hunter	1,243.20	-	0.00	0.00	980.61
Penny Schmit	1,476.00	-	0.00	0.00	894.07
TOTAL LIBRARY	\$ 4,599.20	\$ -	0.00	0.00	\$ 3,338.18
MBC	August 7 - 20, 2023				
Keegan Arduser	\$ 1,523.08	\$ -	0.00	0.00	\$ 1,169.54
Riley Manternach	600.00	-	0.00	0.00	544.41
Jacob Oswald	2,413.27	-	0.00	0.00	1,820.93
Peyton Schilling	941.25	-	0.00	0.00	869.24
Grahm Schneider	500.00	-	0.00	0.00	461.75
TOTAL MBC	\$ 5,977.60	\$ -	0.00	0.00	\$ 4,865.87
POLICE	August 7 - 20, 2023				
Peter Fleming	\$ 2,814.00	\$ -	0.00	27.00	\$ 1,935.96

PAYROLL - AUGUST 24, 2023

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Dawn Graver	2,783.20	-	0.00	0.00	2,020.07
Erik Honda	2,838.36	-	0.00	6.00	2,119.02
Jordan Koos	2,859.36	-	0.00	23.25	1,932.71
Britt Smith	3,393.62	-	0.00	0.00	2,474.19
Madonna Staner	1,679.20	-	0.00	0.00	1,291.09
Brian Tate	3,090.36	-	0.00	0.00	2,221.45
TOTAL POLICE	\$ 19,458.10	\$ -	0.00	56.25	\$ 13,994.49
ROAD USE	August 7 - 20, 2023				
Zeb Bowser	\$ 1,927.21	\$ -	0.00	1.75	\$ 1,462.43
Jacob Gravel	1,945.27	18.07	0.00	0.00	1,425.93
Nick Kahler	2,457.46	-	0.00	0.00	1,742.10
Jasper Scott	1,999.47	72.27	0.00	0.00	1,506.37
TOTAL ROAD USE	\$ 8,329.41	\$ 90.34	0.00	1.75	\$ 6,136.83
SEWER	August 5 - 18, 2023				
Jim Tjaden	\$ 2,791.54	\$ -	0.00	0.00	\$ 2,036.17
TOTAL SEWER	\$ 2,791.54	\$ -	0.00	0.00	\$ 2,036.17
SWIMMING POOL	August 4 - 17, 2023				
Harrison Ahlrichs	\$ 54.00	\$ -	0.00	0.00	\$ 49.87
Lydia Ahlrichs	666.00	-	0.00	0.00	597.39
Kyle Arduser	125.00	-	0.00	0.00	115.44
Rylan Bertling	117.50	-	0.00	0.00	108.51
Allisen Capron	62.50	-	0.00	0.00	57.71
Marlee Chapman	195.00	-	0.00	0.00	180.08
Malcolm Clark	35.00	-	0.00	0.00	32.32
Gabriella Donovan	227.50	-	0.00	# 0.00	210.09
Jill Flynn	1,356.00	-	0.00	0.00	1,245.19
Stella Flynn	306.00	-	0.00	0.00	282.59
Grant Gassman	261.00	-	0.00	0.00	241.04
Taylor Gassman	189.00	-	0.00	0.00	174.54
Ella Glawatz	612.00	-	0.00	0.00	557.26
Anicka Kahler	77.50	-	0.00	0.00	71.57
Lacie Koppes	171.00	-	0.00	0.00	157.92
Karle Kramer	686.25	-	0.00	0.00	618.39
Carter Kuehler	47.50	-	0.00	0.00	43.86
Carlos Lagunes-Torres	102.50	-	0.00	0.00	94.65
Megan Mahoney	21.00	-	0.00	0.00	19.40
Jacob Miller	557.25	-	0.00	0.00	512.16
Adalyn Monk	422.50	-	0.00	0.00	390.17
Cole Nietert	246.00	-	0.00	0.00	227.18
Dylan Ponder	186.00	-	0.00	0.00	171.77
Ethan Ponder	114.00	-	0.00	0.00	105.28
Gage Rickels	150.00	-	0.00	0.00	138.52
Samantha Ruchti	99.00	-	0.00	0.00	91.42
Lake Schnoor	205.00	-	0.00	0.00	189.32
Mace Schnoor	285.00	-	0.00	0.00	263.20
Emma Schwendinger	863.75	-	0.00	0.00	764.57
Kayla Shady	60.00	-	0.00	0.00	55.41

PAYROLL - AUGUST 24, 2023

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Kendall Siebels	675.00	-	0.00	0.00	609.13
River Smith	144.00	-	0.00	0.00	132.98
Jessica Stadtmueller	315.00	-	0.00	0.00	290.90
Hayden Tomkins	138.00	-	0.00	0.00	127.44
Brock Westphal	348.00	-	0.00	0.00	321.37
Carter Willms	77.50	-	0.00	0.00	71.57
Abigail Wright	384.00	-	0.00	0.00	354.62
TOTAL SWIMMING POOL	\$ 10,582.25	\$ -	0.00	0.00	\$ 9,674.83
WATER	August 5 - 18, 2023				
Scott Hagen	\$ 1,987.20	\$ -	3.00	3.00	\$ 1,563.63
Josh Willms	1,987.20	-	3.00	3.00	1,465.12
TOTAL WATER	\$ 3,974.40	\$ -	6.00	6.00	\$ 3,028.75
TOTAL - ALL DEPTS.	\$ 84,913.98	\$ 2,132.77	29.25	218.00	\$ 63,905.61

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
ALL TRAFFIC SOLUTIONS INC	PD EQUIP REPAIR/MAINT		30.00		
ANTHONY TATMAN	PD MMPI-2 EVALUATION		120.00		
MONTICELLO COMM SCHOOL DISTRCT	PD FUEL		1,227.20		

	110 POLICE DEPARTMENT TOTAL		1,377.20		
AQUATIC CENTER					
CARRICO AQUATIC RESOURCES INC	POOL CHEMICALS		1,038.00		
FAREWAY STORES #840-1	POOL CONCESSIONS		62.74		
JILL FLYNN	POOL PRIVATE LESSONS		412.50		
SULLIVAN FLYNN	POOL PRIVATE LESSONS		281.25		
TAYLOR E GASSMAN	POOL LIFEGUARD RECERTIFICATION		100.00		
ELLA J GLAWATZ	POOL PRIVATE LESSONS		281.25		
LACIE R KOPPES	POOL LIFEGUARD CERTIFICATION		615.60		
KARLE J KRAMER	POOL PRIVATE LESSONS		768.75		
LAKE M SCHNOOR	POOL PRIVATE LESSONS		731.25		
MACE SCHNOOR	POOL LIFEGUARD CERTIFICATION		239.95		
EMMA J SCHWENDINGER	POOL PRIVATE LESSONS		825.00		

	440 AQUATIC CENTER TOTAL		5,356.29		
CEMETERY					
MONTICELLO COMM SCHOOL DISTRCT	CEMETERY FUEL		371.02		

	450 CEMETERY TOTAL		371.02		
CLERK/CITY ADMIN					
MOLLI JENN HUNTER	JANITORIAL SERVICES		332.50		

	620 CLERK/CITY ADMIN TOTAL		332.50		
ATTORNEY					
LYNCH DALLAS, P.C.	ATTORNEY FEES		1,452.00		

	641 ATTORNEY TOTAL		1,452.00		
CITY HALL/GENERAL BLDGS					
FP MAILING SOLUTIONS	CH CONTRACTS		98.85		
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES		10.98		

	650 CITY HALL/GENERAL BLDGS TOTAL		109.83		

	001 GENERAL TOTAL		8,998.84		
MONTICELLO BERNDES CENTER					
PARKS					
KATHERINE ALLISON	MBC DAMAGE DEPOSIT REFUND		200.00		
JESSIE AVALOS	MBC DAMAGE DEPOSIT REFUND		200.00		
MOLLI JENN HUNTER	JANITORIAL SERVICES		472.50		
KROMMINGA MOTORS INC	MBC EQUIP REPAIR/MAINT		12.32		
LAPORTE MOTOR SUPPLY	MBC VEHICLE REPAIR/MAINT		447.81		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MONTICELLO COMM SCHOOL DISTRCT	MBC FUEL		268.26		
WELLS FARGO VENDOR FINANCIAL	2020 TOOLCAT PAYMENT		1,048.95		
	430 PARKS TOTAL		2,649.84		
	005 MONTICELLO BERNDES CENTER TOTAL		2,649.84		
MONTICELLO TREES FOREVER					
PUBLIC WORKS					
ALL AMERICAN LAWN & LANDSCAPE	TREES		5,950.00		
	299 PUBLIC WORKS TOTAL		5,950.00		
	014 MONTICELLO TREES FOREVER TOTAL		5,950.00		
FIRE					
FIRE					
FIRE SERVICE TRAINING BUREAU	FIRE TRAINING - RUSS		50.00		
MONTICELLO COMM SCHOOL DISTRCT	FIRE FUEL		405.97		
MUNICIPAL EMERGENCY SERVICES	FIRE SUPPLIES		1,048.21		
	150 FIRE TOTAL		1,504.18		
	015 FIRE TOTAL		1,504.18		
AMBULANCE					
AMBULANCE					
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES		148.40		
MONTICELLO COMM SCHOOL DISTRCT	AMB FUEL		1,559.89		
	160 AMBULANCE TOTAL		1,708.29		
	016 AMBULANCE TOTAL		1,708.29		
LIBRARY					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB BOOKS		95.19		
BIBLIONIX	LIB DATA PROCESSING		2,310.00		
MOLLI JENN HUNTER	JANITORIAL SERVICES		280.00		
JOHN DEERE FINANCIAL	LIB OFFICE SUPPLIES		16.98		
KOCH BROTHERS, INC.	LIB OFFICE SUPPLIES		168.98		
MICRO MARKETING LLC	LIB AUDIO RECORDINGS		89.59		
OHNWARD BANK & TRUST	LIB PETTY CASH - POSTAGE		79.94		
	410 LIBRARY TOTAL		3,040.68		
	041 LIBRARY TOTAL		3,040.68		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AIRPORT					
AIRPORT					
MONTICELLO AVIATION INC	AIRPORT MANAGER		2,333.33		
MONTICELLO COMM SCHOOL DISTRICT	AIRPORT FUEL		307.33		

	280 AIRPORT TOTAL		2,640.66		

	046 AIRPORT TOTAL		2,640.66		
ROAD USE					
STREETS					
ZEBULYN BOWSER	RU BOOTS		179.00		
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT		887.20		
DAKOTA SUPPLY GROUP INC	RU EQUIP REPAIR/MAINT		3,644.00		
W.W. GRAINGER, INC	RU STREET MAINTENANCE SUPPLIES		171.39		
JOHN DEERE FINANCIAL	RU BLDG REPAIR/MAINT		69.89		
LINDA KAHLER	RU CLOTHING - GRAVEL		74.93		
KIMBALL MIDWEST	RU SUPPLIES		185.10		
KROMMINGA MOTORS INC	RU EXCAVATOR RENTAL		324.61		
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT		51.38		
MONTICELLO COMM SCHOOL DISTRICT	RU FUEL		1,375.90		
MONTICELLO FIRE DEPT	RU TRUCK RADIOS		300.00		
L.L. PELLING CO	RU STREET MAINTENANCE SUPPLIES		2,295.00		
RADIO COMMUNICATIONS CO INC	RU RADIO SUPPLIES		155.50		
TRUCK COUNTRY OF IOWA, INC.	RU EQUIP REPAIR/MAINT		250.03		

	210 STREETS TOTAL		9,963.93		

	110 ROAD USE TOTAL		9,963.93		
TIF PROJECT					
STREETS					
SNYDER & ASSOCIATES, INC	NORTH CHESTNUT STREET PROJECT		13,179.00		

	210 STREETS TOTAL		13,179.00		

	325 TIF PROJECT TOTAL		13,179.00		
CAPITAL IMPROVEMENT					
CAPITAL PROJECTS					
HDR ENGINEERING INC	CAP IMP 2021 TAXIWAY/APRON		526.41		

	750 CAPITAL PROJECTS TOTAL		526.41		

	332 CAPITAL IMPROVEMENT TOTAL		526.41		
TRUST/IOMA MARY BAKER					
LIBRARY					
CENTER POINT PUBLISHING	LIB BAKER BOOKS		135.87		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	410 LIBRARY TOTAL		135.87		
	503 TRUST/IOMA MARY BAKER TOTAL		135.87		
WATER					
WATER					
BEHREND'S CRUSHED STONE	WATER SYSTEM		799.74		
J&R SUPPLY INC	WATER SYSTEM		7,713.00		
JOHN DEERE FINANCIAL	WATER SUPPLIES		213.17		
LINDA KAHLER	WATER CLOTHING - GRAVEL		37.46		
MONTICELLO COMM SCHOOL DISTRICT	WATER FUEL		301.36		
MONTICELLO POST OFFICE	FIRST CLASS PRESORT FEE		103.33		
	810 WATER TOTAL		9,168.06		
	600 WATER TOTAL		9,168.06		
CUSTOMER DEPOSITS					
WATER					
CB HOMES LLC	WATER DEPOSIT REFUND		20.53		
CITY OF MONTICELLO	WILLMS/JARED & BOBBY		952.42		
JAMES LEOPOLD	WATER DEPOSIT REFUND		35.12		
CARL VASEY	WATER DEPOSIT REFUND		41.93		
	810 WATER TOTAL		1,050.00		
	602 CUSTOMER DEPOSITS TOTAL		1,050.00		
SEWER					
SEWER					
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		19.44		
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL		301.39		
MONTICELLO POST OFFICE	FIRST CLASS PRESORT FEE		103.33		
	815 SEWER TOTAL		424.16		
	610 SEWER TOTAL		424.16		
SANITATION					
SANITATION					
LINDA KAHLER	SANITATION CLOTHING - GRAVEL		37.46		
MONTICELLO COMM SCHOOL DISTRICT	SANITATION FUEL		86.39		
MONTICELLO POST OFFICE	FIRST CLASS PRESORT FEE		103.34		
REPUBLIC SERVICES	RESIDENTIAL GARBAGE		24,868.78		
	840 SANITATION TOTAL		25,095.97		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	670 SANITATION TOTAL		25,095.97		
YARD WASTE SITE SANITATION ALLIANT ENERGY-IES	22411 BUSINESS HWY 151		35.79		
	840 SANITATION TOTAL		35.79		
	675 YARD WASTE SITE TOTAL		35.79		
STORM WATER STORM WATER FUND ALL AMERICAN LAWN & LANDSCAPE	STORMWATER MAINTENANCE		1,660.00		
	865 STORM WATER FUND TOTAL		1,660.00		
	740 STORM WATER TOTAL		1,660.00		
	Accounts Payable Total		87,731.68		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	8,998.84
005	MONTICELLO BERND'S CENTER	2,649.84
014	MONTICELLO TREES FOREVER	5,950.00
015	FIRE	1,504.18
016	AMBULANCE	1,708.29
041	LIBRARY	3,040.68
046	AIRPORT	2,640.66
110	ROAD USE	9,963.93
325	TIF PROJECT	13,179.00
332	CAPITAL IMPROVEMENT	526.41
503	TRUST/IOMA MARY BAKER	135.87
600	WATER	9,168.06
602	CUSTOMER DEPOSITS	1,050.00
610	SEWER	424.16
670	SANITATION	25,095.97
675	YARD WASTE SITE	35.79
740	STORM WATER	1,660.00

	TOTAL FUNDS	87,731.68

City Council Meeting
Prep. Date 8/21/2023
Preparer: Sally Hinrichsen



Agenda Item: # 1
Agenda Date: 10/05/2023

Communication Page

Agenda Items Description: Resolution approving and Levying an Assessment for 402 South Linden Street for Sidewalk Repairs

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

Attachments & Enclosures:
Proposed Resolution

Fiscal Impact:	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: Resolution will approve placing an assessment on 402 South Linden Street for sidewalk repairs made by Steve Monk Construction that was hired by the city.

Background Information:

On August 10, 2022, City of Monticello sent letter to owner of 402 South Linden Street advising them that their sidewalk was inspected and was in need of repairs. Sidewalk was checked on October 11, 2022 and May 18, 2023 and not repairs were made. A second notice was sent to the property owner on May 18, 2023.

City staff hired a contractor to repair the sidewalk at 402 South Linden Street, which was completed on July 11, 2023 in the amount of \$1,645.60.

Iowa Code allows if any amount to be assessed (lien) against a property exceeds \$500.00, a city may permit the assessment to be paid in up to ten (10) annual installments, in the same manner and with the same interest rates provided for assessments against benefitted property in Iowa Code 384.

I talked with Jones County Treasurer, Amy Picray regarding this and the resolution required. Council will need to determine the interest rate to be set for this assessment. The interest rate could be zero up to 9%, which is the maximum amount allowed under Iowa Code 74A.4.

Council approved an interest rate of 2.5% for the Special Assessments on North Sycamore Street Project. On August 21, 2023, Council approved an interest rate of 4% for the Special Assessments Water Shut off repair.

Staff Recommendation: It is recommended Council approves the proposed resolution levying the assessment and determine the rate for interest

The City of Monticello, Iowa

RESOLUTION

Approving and Levying an Assessment for 402 South Linden Street for Sidewalk Repairs

WHEREAS, the City, in compliance with Chapter 364 of the Code of Iowa, hired Steve Monk Construction LTD to remove and replace concrete sidewalk for the property located at 402 South Linden Street after due, sufficient and legal notice, and has incurred expense associated therewith that has not, after demand, been satisfied by property owners, and

WHEREAS, the repair costs are reasonable and proper, and same reimburse the City for actual expenditures of the City associated with the Sidewalk repairs, and

WHEREAS, notice of the City's intent to impose a lien on the account holder's property, was mailed to the Owners as identified below more than thirty days ago, and said account remains past due and unsatisfied.

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

Section 1. The assessment upon 402 South Linden Street in the following amounts are hereby confirmed and levied:

Name & Address of	Notice mailed to	Amount Due
Delinquent Bill:	Property Owner:	
Dustin Nadeau	Dustin Nadeau	\$1,196.68
402 S Linden Street	430 Zang Street, Apt 207	<u>10.00</u> (Filing Fee)
Monticello, IA 52310	Lakewood, CO 80228	\$1,206.68
TOTAL DUE		<u>\$1,206.68</u>

Section 2. The assessment, which exceeds Five Hundred Dollars (\$500.00), is hereby to be divided into 10 equal installments, as near as may be.

Section 3. All unpaid installments shall bear interest at the rate of _____% per annum, within 30 days after the filing Assessment with the County Treasurer,

Section 4. The first installment of the unpaid assessments shall be due and payable at the office of the County Treasurer of Jones County on the first day of July 2024, and shall become delinquent from October 1, 2024, and then bear the same interest with the same penalties as ordinary taxes.

Section 5. Succeeding installments shall become due and payable in like manner on the first day of July in each of the years 2025 to 2033, inclusive.

Section 6. All unpaid installments of any assessment may be paid in full on any date, in which case interest shall be computed on the outstanding balance to the first day of December following the date of such payment; and additional annual installments may be paid after the current installment has been paid before December 1 without interest.

The property owner may elect to pay one half or all of the next annual installment of principal and interest of the special assessment prior to the delinquency date of the installment.

Section 7. The City Clerk is hereby authorized and directed to certify and file the assessment, herein referred to, with the County Treasurer of Jones County.

Section 8. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved this 5th day of September, 2023.

David Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 08/30/2023
Preparer: Russell Farnum



Agenda Item: # 2
Agenda Date: 09/05/2023

Communication Page

Agenda Items Description: Bader Plat combining parcels (2023-20)

Type of Action Requested: Resolution

Attachments & Enclosures:

Resolution and Plat

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: At the January 24, 2023 meeting the P&Z approved a subdivision plat of Parcel 2023-08, allowing Bader to buy some additional land from the neighboring property owner, Burlage. This was subsequently approved by Council. The sale has been completed, and Bader was required to combine his 2 properties into a single parcel. This plat accomplishes that requirement.

The Planning and Zoning Board reviewed this plat at their regular meeting of August 22, and recommended approval.

Recommendation: A motion to approve the Resolution is recommended.

The City of Monticello, Iowa

RESOLUTION

Approving Plat of Survey to Parcel 2023-20 for Property at 21993 Business Highway 151

WHEREAS, The Plat of Survey to Parcel 2023-20 has been presented to the City Council for approval, same being located within the two-mile jurisdiction of the City limits of the City of Monticello, and

WHEREAS, The Plat of Survey to Parcel 2023-20 was created to combine Tim Bader's two parcels located at 21993 Business Highway 151 and a parcel off property recently parceled to Tim Bader (Parcel 2023-08) from Martin & Stacey Burlage into one single parcel, and

WHEREAS, The City Planning and Zoning Board has reviewed the Plat of Survey to Parcel 2023-20 and recommends that it be approved, and

WHEREAS, The City Council finds that the Plat of Survey to Parcel 2023-20 should be approved, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2023-20.

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 5th day of September, 2023.

David Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

LOCATION: COMPRISED OF PARCELS 2008-58 AND 2023-08 IN THE EAST HALF (E1/2) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION FOURTEEN (14), AND PART OF THE NORTHEAST QUARTER (NE1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION TWENTY-THREE (23), ALL IN TOWNSHIP EIGHTY-SIX NORTH (T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN, JONES COUNTY, IOWA

REQUESTOR: TIM G. BADER

PROPRIETOR: TIM G. BADER

SURVEYOR: BILL BURGER

SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR

BILL BURGER, 510 3RD STREET WEST COURT, WORTHINGTON, IA 52078 | (563) 855-2028

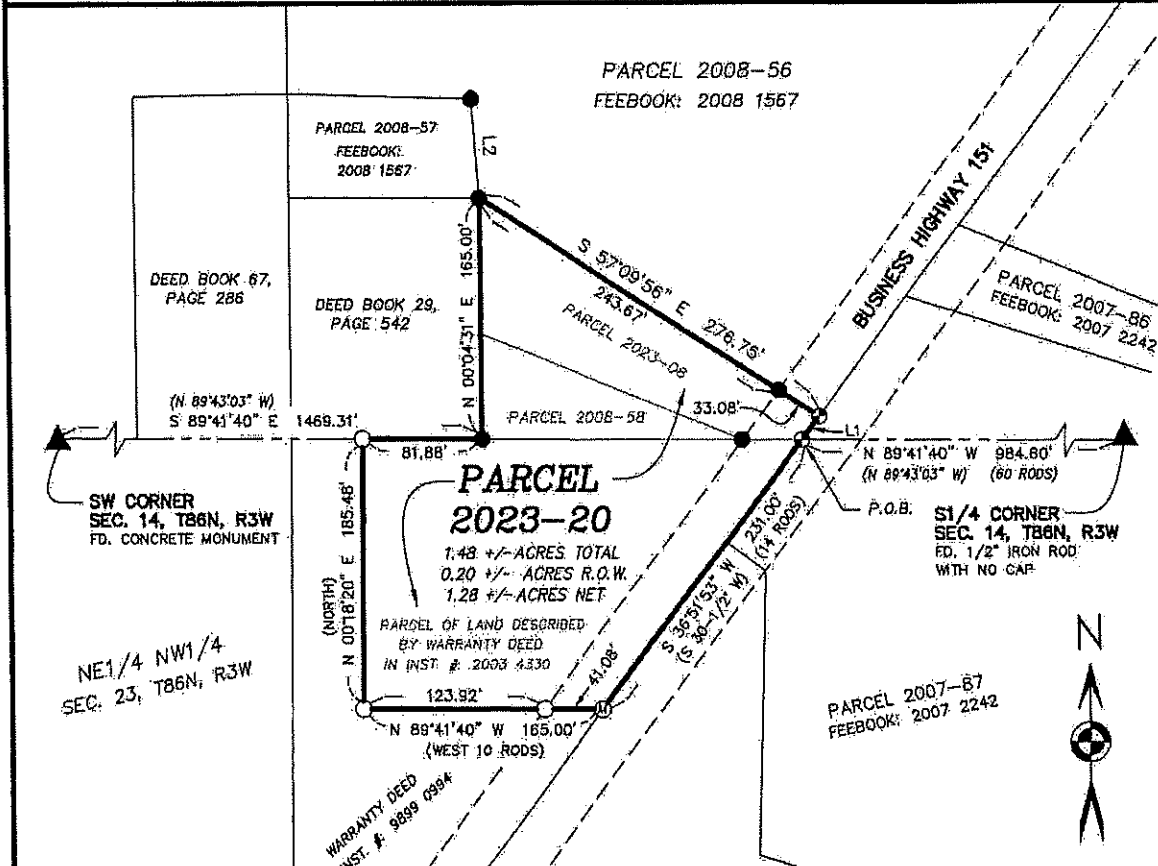
PREPARED BY BILL BURGER

510 3RD STREET WEST COURT, WORTHINGTON, IOWA 52078

(563) 855 2028

PLAT OF SURVEY

PARCEL 2023-20 COMPRISED OF PARCELS 2008-58 AND 2023-08 IN THE EAST HALF (E1/2) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION FOURTEEN (14), AND PART OF THE NORTHEAST QUARTER (NE1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION TWENTY-THREE (23), ALL IN TOWNSHIP EIGHTY-SIX NORTH (T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN, JONES COUNTY, IOWA



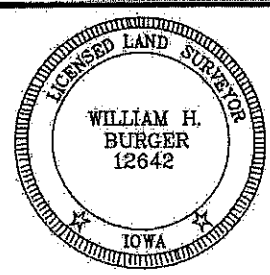
LEGEND

- SET 1/2" IRON ROD W/ YELLOW CAP #12642
- FD. 1/2" IRON ROD W/ YELLOW CAP #12642
- ⊙ SET MAG NAIL W/ WASHER
- ⊕ FD. MAG NAIL W/ WASHER
- BOUNDARY LINE SURVEYED
- - - RIGHT OF WAY LINE
- - - SECTION LINE AND OR 1/4 OR 1/4 1/4 SECTION LINE
- () RECORDED AS
- P.O.B. POINT OF BEGINNING

LINE	BEARING	DISTANCE
L1	S 36°51'53" W	20.05'
L2	N 04°26'29" W	67.96'

ACREAGE SUMMARY TABLE

PARCEL	NE1/4 NW1/4 SEC. 23, T86N, R3W		SE1/4 SW1/4 SEC. 14, T86N, R3W	
	TOTAL ACRES	R.O.W. ACRES	TOTAL ACRES	R.O.W. ACRES
2023-20	1.00 +/-	0.18 +/-	0.48 +/-	0.02 +/-



DATE OF SURVEY: 1/17/2023 SCALE: 1" = 100' SHEET 1 OF 3
 PROPRIETORS: SEE INDEX LEGEND

I HEREBY CERTIFY THAT THIS LANDSURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA. MY LICENSE RENEWAL DATE IS DECEMBER 31, 2024.

William H. Burger 8/1/23
 WILLIAM H. BURGER #12642 DATE

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

LEGAL DESCRIPTION

PARCEL 2023-20 Comprised of Parcels 2008-58 and 2023-08 in the East Half (E1/2) of the Southwest Quarter (SW1/4) of Section Fourteen (14), and part of the Northeast Quarter (NE1/4) of the Northwest Quarter (NW1/4) of Section Twenty-three (23), all in Township Eighty-six North (T86N), Range Three West (R3W), of the Fifth Principal Meridian, Jones County, Iowa; containing a total of 1.48 acres more or less, including 0.20 acres more or less of public road right of way, **subject to easements of record** and more particularly described by metes and bounds as follows;

COMMENCING at the South Quarter corner (S1/4) of Section Fourteen (14), Township Eighty-six North (T86N), Range Three West (R3W) of the Fifth Principal Meridian, Jones County, Iowa;

Thence North 89°-41'-40" West 984.60 feet along South line of the Southwest Quarter (SW1/4) of said Section Fourteen (14) to the **POINT OF BEGINNING**;

Thence South 36°-51'-53" West 231.00 feet along the centerline of Business Highway 151 to the Southeasterly corner of a parcel of land described by warranty deed recorded in Instrument Number: 2003 4330 in the Office of the Jones County Recorder;

Thence North 89°-41'-40" West 165.00 feet along the South line and to the Southwesterly corner of said parcel of land described by warranty deed recorded in Instrument Number 2003 4330;

Thence North 00°-18'-20" East 185.48 feet along the West line and to the Northwesterly corner of said parcel of land described by warranty deed recorded in Instrument Number 2003 4330;

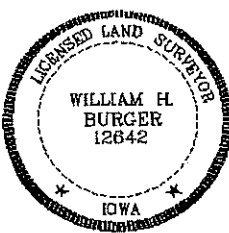
Thence South 89°-41'-40" East 81.88 feet along the North line of said parcel of land described by warranty deed recorded in Instrument Number 2003 4330 to the Southwest corner of Parcel 2008-58 as recorded in Plat Book S, Page 211 in the Office of the Jones County Recorder;

Thence North 00°-04'-31" East 165.00 feet along the West line of said Parcel 2008-58 and along the West line and to the Northwesterly corner of Parcel 2023-08;

Thence South 57°-08'-59" East 276.78 feet along the North line and to the Northeasterly corner of Parcel 2023-08;

Thence South 36°-51'-53" West 20.05 feet along the Easterly line of said Parcel 2023-08 to the **POINT OF BEGINNING** containing a total of 1.48 acres more or less including 0.20 acres more or less of public road right of way, **subject to easements of record**;

The South line of the Southwest Quarter (SW1/4), Section Fourteen (14), Township Eighty-six North (T86N), Range Three West (R3W) of the Fifth Principal Meridian of Jones County, Iowa is assumed to bear North 89°-41'-40" West.

	<u>SURVEYORS CERTIFICATE</u>
	<p>I hereby certify that this land survey document was prepared and related survey work was performed by me or under my direct personal supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Iowa;</p> <p>My license renewal date is December 31, 2024</p> <p>William H. Burger _____ Date Reg. No. 12642 Sheet No. _____ covered by this seal</p>

City Council Meeting
Prep. Date: 08/30/2023
Preparer: Russell Farnum



Agenda Item: # 3
Agenda Date: 09/05/2023

Communication Page

Agenda Items Description: Hiring a Full Time Paramedic and a Part Time Paramedic and setting wage(s)

Type of Action Requested: Resolution

Attachments & Enclosures:

Resolution

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: An existing part time paramedic is interested in upgrading to a full-time position. In addition, Lori Lynch and Russ Farnum interviewed another part time paramedic candidate on August 22. The candidate is well qualified and willing to accept the position.

Background: Jamie Coleman was hired as a part time paramedic at the May 15 Council meeting. He is currently employed full time in Anamosa, but would prefer full time employment in Monticello. Coleman has an excellent background and has proven himself as a capable medic. Coleman will be filling the position of Kaleb Payne, who is resigning as a full-time medic as of September 6. Pending Council approval, Coleman will be able to start full-time on October 1.

Hunter Schmidt has a background in fire science and has been an EMT since 2020. He recently became a paramedic in 2022, and is currently a Firefighter/Paramedic in Cedar Rapids. Schmidt just got married last weekend, so is currently on his honeymoon, and we have not confirmed a start date.

These are both great additions to the City's paramedic staff.

Recommendation: A motion to approve is recommended.

The City of Monticello, Iowa

RESOLUTION

To approve the hiring a Monticello Ambulance Full-Time Paramedic and a Monticello Ambulance Part-Time Paramedic and setting wage

WHEREAS, a Monticello Full-Time Ambulance Paramedic position will be open effective September 7th with the resignation of Kaleb Payne, and

WHEREAS, Monticello Ambulance hires Part-Time Paramedics to assist in the covering of open shifts vacated by our Full-Time staff due to time-off requests, sick time usage, and other various special events., and

WHEREAS, The City Administrator and the Lead Paramedic, interviewed candidates for the both positions, and

WHEREAS, The interview committee felt Jamie Coleman would be a great addition to the Full-Time Paramedic roster and Hunter Schmidt would be a great addition to the Part-Time Paramedic roster and wish to offer them those positions, respectively, and

WHEREAS, The City Council has set forth starting wages for Paramedics at \$25.40 per hour, and

WHEREAS, The City Administrator recommends hiring the Monticello Ambulance Full-Time and Part-Time Paramedics and

WHEREAS, The Council finds it appropriate to follow the recommendation of the interview panel and the City Administrator, and further finds that the wages set are fair and reasonable and should, therefore, be approved.

NOW, THEREFORE, The Council hereby authorizes the hiring a Monticello Ambulance Full-Time and Part-Time Paramedics with a starting wage of \$25.40.

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 5th day of September 2023.

David Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 8/29/2023
Preparer: Jacob Oswald



Agenda Item: # 4
Agenda Date: 09/05/2023

Communication Page

Agenda Items Description: Fall/Winter Seasonal Staff - Parks and Recreation/Public Works

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis:

Both Parks and Recreation and Public Works utilized seasonal help this past summer, and with the additional workload are looking to partner with the Monticello Community School and their On-the-Job Training (OJT) program during the fall/winter months.

Background Information:

The Parks and Recreation and Public Works Departments are requesting the hiring of one seasonal employee for the fall/winter season.

Tasks would include but are not limited to general park maintenance/upkeep, watering of plants/trees, pulling weeds, trimming at parks/cemetery, tree planting/maintenance, street patching, yard waste, leaf clean-up.

The seasonal employee would log roughly 15 hours per week, for a maximum of 180 hours between the two departments at a rate of \$15.00 per hour. At this duration and rate of pay, the two departments would split the \$2,700 expense 50/50.

Staff Recommendation:

To approve the hiring of seasonal employee for fall/winter.

The City of Monticello, Iowa

RESOLUTION

To Approve the hiring of a seasonal employee for Public Works Department and/or Parks and Recreation Department and setting wage

WHEREAS, In 2022, the Public Works Department hired two full-time seasonal employees and the Parks and Recreation Department hired one full-time seasonal employee, and

WHEREAS, Staff is looking to partner with the Monticello Community School and their On-the-Job Training (OJT) program during the fall/winter months and hire one seasonal employee, and

WHEREAS, The proposed wage will be at a rate of \$_____ /hour, which will be split between the Parks and Recreation and Public Works Departments. Tasks would include but not limited to Parks and Recreation and Public Works Departments, and

WHEREAS, The City Administrator recommends hiring of one seasonal employee, and

WHEREAS, The Council finds it appropriate to follow the recommendation of the City Administrator, Director of Public Works, and Park and Recreation Director and further finds that the wages set in therein is fair and reasonable and should, therefore, be approved.

NOW, THEREFORE, The Council hereby authorizes the hiring of Public Works Department and Park and Recreation Department seasonal employee with a starting wage of \$_____.

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 5th day of September 2023.

David Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting Prep. Date: 08/31/2023 Preparer: Russell Farnum		Agenda Item: # Agenda Date: 09/05/2023
---	---	---

Communication Page

Agenda Items Description: Approve Site Plan for new Theisen’s Home Farm Auto store

<u>Type of Action Requested:</u> Resolution							
<u>Attachments & Enclosures:</u> Site Plan Building Elevations	<table border="1"> <tr> <td data-bbox="760 709 1068 928"> <u>Fiscal Impact:</u> Budget Line Item: Budget Summary: Expenditure: Revenue: </td> <td data-bbox="1068 709 1448 928"> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table> </td> </tr> </table>	<u>Fiscal Impact:</u> Budget Line Item: Budget Summary: Expenditure: Revenue:	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				
<u>Fiscal Impact:</u> Budget Line Item: Budget Summary: Expenditure: Revenue:	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						

Synopsis: Theisen’s has provided the site plan and building elevations necessary for approval by the Planning and Zoning Board and the City Council.

The Site Plan is for the redevelopment of the “old middle school” site. Details are discussed below.

Background: Chapter 177.03 of the Municipal Code requires review and approval of a site plan and architectural requirements for the new commercial developments.

Overview and Building: The plan features a new, single story 35,604 square foot retail building with a main front of limestone-colored split-face block and Theisen’s blue upper façade, divided by a red canopy. The other three sides of the building will be gray steel. These are the “Theisen’s” colors and are characteristic of the Theisen’s Home Farm Auto brand.

The Code defers to having as a primary element of the building exterior: fascia glass, brick, concrete panels, textured concrete block, architectural steel, or stone panels with all sides of any building built consistent in design and use of materials. However, the City Council, after receiving a recommendation from the Planning and Zoning Board, shall determine said material when used as a primary element, does not distract from the physical appearance of the building.

In this instance, the primary material on the front of the building is masonry, with steel on the façade above the canopy and the other three sides of the building. Because the front steel reflects Theisen’s branding, and the remaining three sides are screened or otherwise minimized from public view (this is further discussed below), P&Z may recommend the that these building materials do not detract from the physical appearance of the building.

The building faces Main Street and the parking is along Main Street with entrances on Washington and Grand. The truck access is at the rear of the building, also with accesses on Washington and Grand to minimize truck maneuvering on site. The dock is enclosed and therefore sufficiently screened from the neighbors.

The building will be located at roughly the same elevation as the current “new gym” and parking lot at the school. The west side of the site will remain a large grass area sloping down 9 or so feet to the rear semi loading area. The existing large trees along Maple Street are proposed to be preserved, as is one large existing tree along Main Street, located at the northeast corner of the site.

Two outdoor storage and display areas are proposed, one on the north side of the building and an area between the parking and retention pond at the northeast corner of the site.

Parking: The parking provided on-site is 94 stalls, in compliance with the development agreement and the zoning ordinance. The parking is laid out in diagonal parking stalls with one-way aisles. Access is from Grand and Washington Streets, avoiding any potential back-up onto Main Street. The parking lot has perimeter curb as required by Chapter 177.03. On-site parking is supplemented by plenty of on-street parking available on three sides of the property.

There are no parking lot lights or other exterior lights shown on the site plan. It is recommended that any light fixtures in the parking lot or loading area feature zero-cut-off lenses so that nearby residential properties are not impacted by excess glare or light, including any wall-packs that may be mounted on the building.

There will be 4 new drive aprons that cross the existing sidewalks around this block. These accesses will need to be constructed in compliance with ADA requirements, which may necessitate some additional public sidewalk removal and replacement in these areas. Any sidewalks damaged during construction will need to be repaired.

Setbacks, Landscaping, Screening and Buffering: The building meets the setback requirements of the underlying zoning, 30 feet along the four front corner lot yards. Parking and other uses on the lot do not need to meet those setbacks, although they have to comply with the buffer requirements of Chapter 177.03. Buffering can be a yard area or wall, and the intent of the requirements is to assure the less desirable working areas of a site are screened or otherwise made less visible.

In this case, the storage, docks and other areas to the west of the building will be screened by the change in grade, landscaping, a large yard area, and the existing mature trees. To the north and south, the loading docks will be screened by the building wall, the yard (to the north) and the fencing around the storage area. Chapter 177.03 allows the City to waive the strict buffering requirements as long as the waiver does not permit the exposure of undesirable characteristics of the land use. In this case, I think the efforts taken into planning the site have successfully addressed the goal of the buffering requirements.

Overall, the pavement, loading areas and building provide about 70% site coverage with 30% as “green space”. As far as landscaping, the code would require 11 shrubs and 31 new trees. But the code also says “Existing trees and shrubs to be retained on site may be counted toward fulfillment of the landscaping requirements.”

In the attached letter from Chris Theisen, the developer argues that preserving the 5 existing trees that total 160” diameter is far more significant than planting 31 new 2” trees. In return for counting the 5

significant trees as sufficient for their tree requirement, Theisen is proposing to double the shrubs to 22, and donate to the City any of the existing trees that we may be able to spade out and relocate elsewhere (there are 4, 4" trees and 3 6-8" trees that the City may be able to move).

I am sure Council and the neighbors would prefer to save the existing trees, rather than see the site clear-cut and "re-forested" with small saplings. The 5 trees that will be saved will not be impacted by nearby grading or significant root disruption, so saving the trees should be a successful endeavor.

Recommendation: The Planning and Zoning Board is scheduled to review this item at a special P&Z meeting at 5:00 pm. It is recommended that they approve the site plan with the following conditions:

1. That the blue steel siding, when used as a primary element, is a characteristic Theisen's Home Farm Auto store does not distract from the physical appearance of the building;
2. That any light fixtures in the parking lot or loading area feature zero-cut-off lenses so that no nearby residential properties are impacted by excess glare or light, including any wall-packs that may be mounted on the building.
3. That the overall layout provides adequate buffering and screening and the specific provisions of the buffering requirements are waived in lieu of those shown on the proposed site plan; and
4. The preservation of the five existing trees totaling 160 inches diameter is sufficient credit for the trees that would otherwise be required for the site, with the additional shrubs approved as outlined in the letter from Chris Theisen dated August 30, 2023.

These conditions are included in the attached Resolution. Any other changes to the P&Z recommendation will be reported at the Council meeting. A motion to adopt the Resolution approving the site plan for Theisen's, is recommended.

The City of Monticello, Iowa

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

RESOLUTION # 2023-___

Resolution to approve Theisen's Home Farm Auto Site Plan

WHEREAS, Theisen Real Estate has presented the Theisen's Home Farm Auto retail store Site Plan for review and consideration, and

WHEREAS, The proposed Site Plan has been reviewed by the City staff and the Planning and Zoning Board, and

WHEREAS, The Planning & Zoning Board recommended the approval of the site plan with the following considerations:

1. That the blue steel siding, when used as a primary element, is a characteristic Theisen's Home Farm Auto store does not distract from the physical appearance of the building;
2. That any light fixtures in the parking lot or loading area feature zero-cut-off lenses so that no nearby residential properties are impacted by excess glare or light, including any wall-packs that may be mounted on the building.
3. That the overall layout provides adequate buffering and screening and the specific provisions of the buffering requirements are waived in lieu of those shown on the proposed site plan; and
4. The preservation of the five existing trees totaling 160 inches diameter is sufficient credit for the trees that would otherwise be required for the site, with the additional shrubs approved as outlined in the letter from Chris Theisen dated August 30, 2023.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Theisen's Home Farm Auto Site Plan subject to the recommendations noted above.

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 5th day of September, 2023.

Dave Goedken, Mayor

Attest:

Sally Hinrichsen, City Clerk

City of Monticello P&Z Landscaping Consideration
Theisen's Site Plan
8.30.23

The landscaping requirements have been calculated for the Theisen's site and our engineer came up with the following:

LANDSCAPING REQUIREMENTS:
1 TREE PER 1,500 sf OPEN SPACE
53,500 sf OPEN SPACE: 36 TREES
EXISTING TREES TO REMAIN: 5
TOTAL NEW TREES: 31 TREES
40% OF THE TREES MUST BE 12 INCH + 2 INCH CALIPER DIAMETER
REMAINING: 1 INCH - 1 1/2 INCH CALIPER DIAMETER.
EVERGREENS - MINIMUM 6 FEET IN HEIGHT.
1 SHRUB PER 5,000 sf OPEN SPACE
53,500 sf OPEN SPACE: 11 SHRUBS

The current requirements say it would take 36 new or existing trees of 2" or smaller caliper and 11 shrubs for the site. The key here is size of the existing trees on the site aren't being taken into consideration if we keep them. To clear out all trees and put in 36 smaller trees and 11 shrubs makes no sense to us. 36 trees would look like a nursery and block a lot of the view to the building plus be a nuisance to maintain around.

Our site plan shows we are planning to save 5 trees (3-36" trees, 1-48", 1-4"= 160" circumference) with huge canopies. They are of a much larger size that is required of 1.5 & 2" trees per zoning. See attached in green

4" diameter – 1 tree NW corner of Grand
36" diameter – 3 trees West along S. Maple
48" diameter – 1 tree NE Corner of S. Main & Grand
Total = 5 Trees = 160" circumference

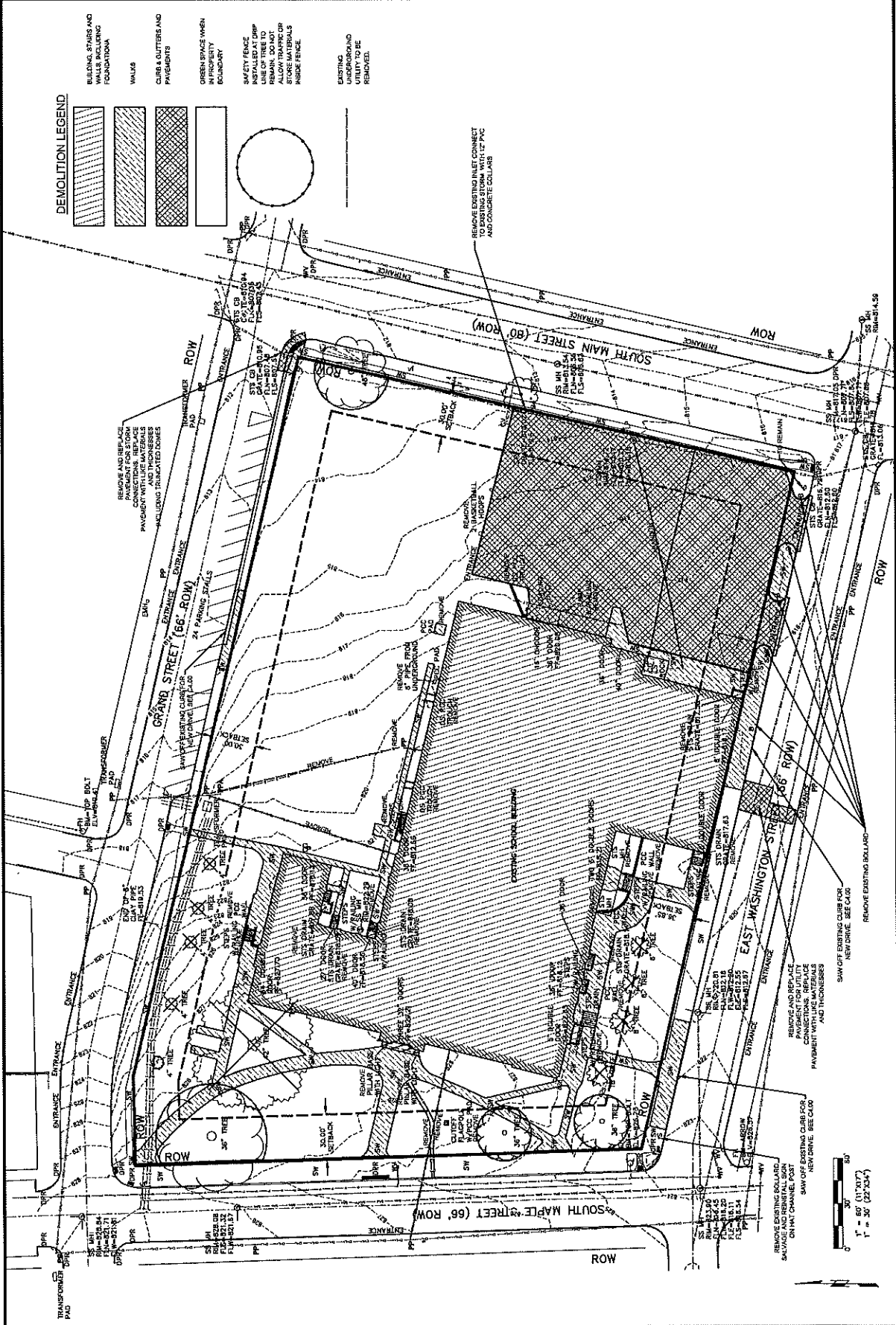
I contend that the 5 trees we are saving with a total circumference of 160" is equivalent to 80- 2" trees. If we do nothing more than save the 5 trees, it should be more than adequate for the site. If we take the 160" circumference and consider 4" replacement trees it is equivalent to 40 trees 2" or less. Still more than the 36 required trees. I also propose that we double the quantity of shrubs required on the site from 11 to 22 and call it good it with 5 large trees and 22 shrubs.

In addition, we would like to donate to the city any trees that are scheduled for removal to be relocated on city property at the cities expense. This fall might be the best time to get this done before demolition starts. See attached in red.

Thank you for your consideration.

Chris Theisen
Theisen's H-F-A

DRAWN BY: J.E. & J.H. CHECKED BY: P.J.N.	REVISIONS	DATE	8/31/2023	SCALE: SEE BAR SCALE	SEE BAR SCALE
	BUESING ASSOCIATES INC. ENGINEERS AND SURVEYORS 1212 LOCUST STREET, DUBUQUE, IA 52002 (563) 556-4389				
PROJECT NO. 23211		PREPARED FOR:	THISEN SUPPLY 60 CHRIS THISEN 6201 CHAUVENET ROAD DUBUQUE, IA 52002		
SHEET TITLE		SITE DEMOLITION PLAN THISEN'S SUPPLY MONTICELLO, IOWA LOTS 21-26 & VACATED CEDAR ST. IN THE CITY OF MONTICELLO			



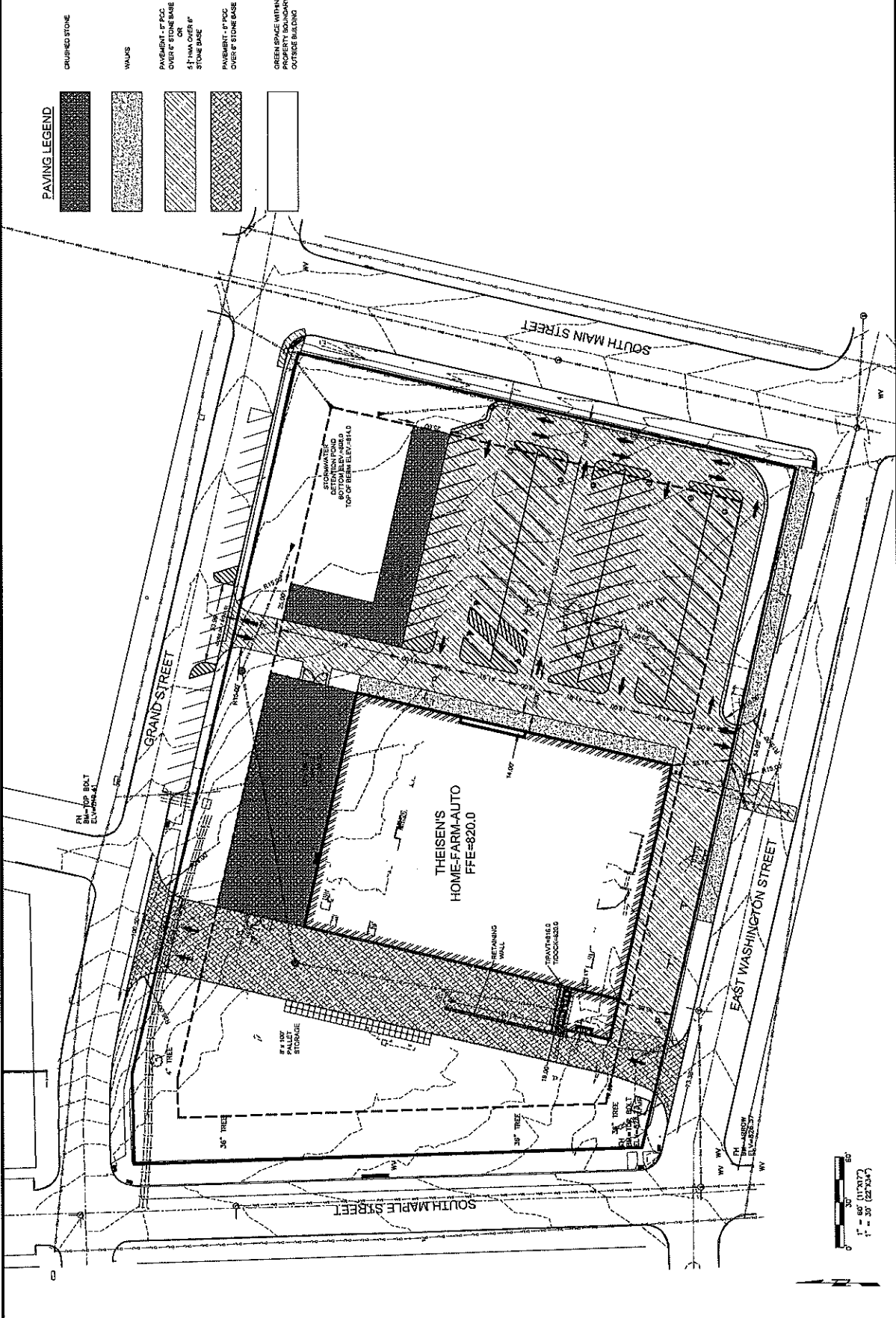
050

SITE LAYOUT PLAN
 THEISEN'S SUPPLY MONTICELLO, IOWA
 LOTS 66-69 OF VARNER'S ADDITION, O.T. LOTS
 21-29 & VACATED CEDAR ST. IN THE CITY OF
 MONTICELLO

PREPARED FOR:
 THEISEN SUPPLY
 c/o CHRIS THEISEN
 6201 CHAMPELLE ROAD
 DUBUQUE, IA 52002

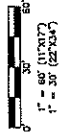
PROJECT NO. 23211

DATE: B/31/2023
 SCALE:
 SEE BAR SCALE
 REVISIONS:
 DRAWN BY:
 CHECKED BY:
 PUN

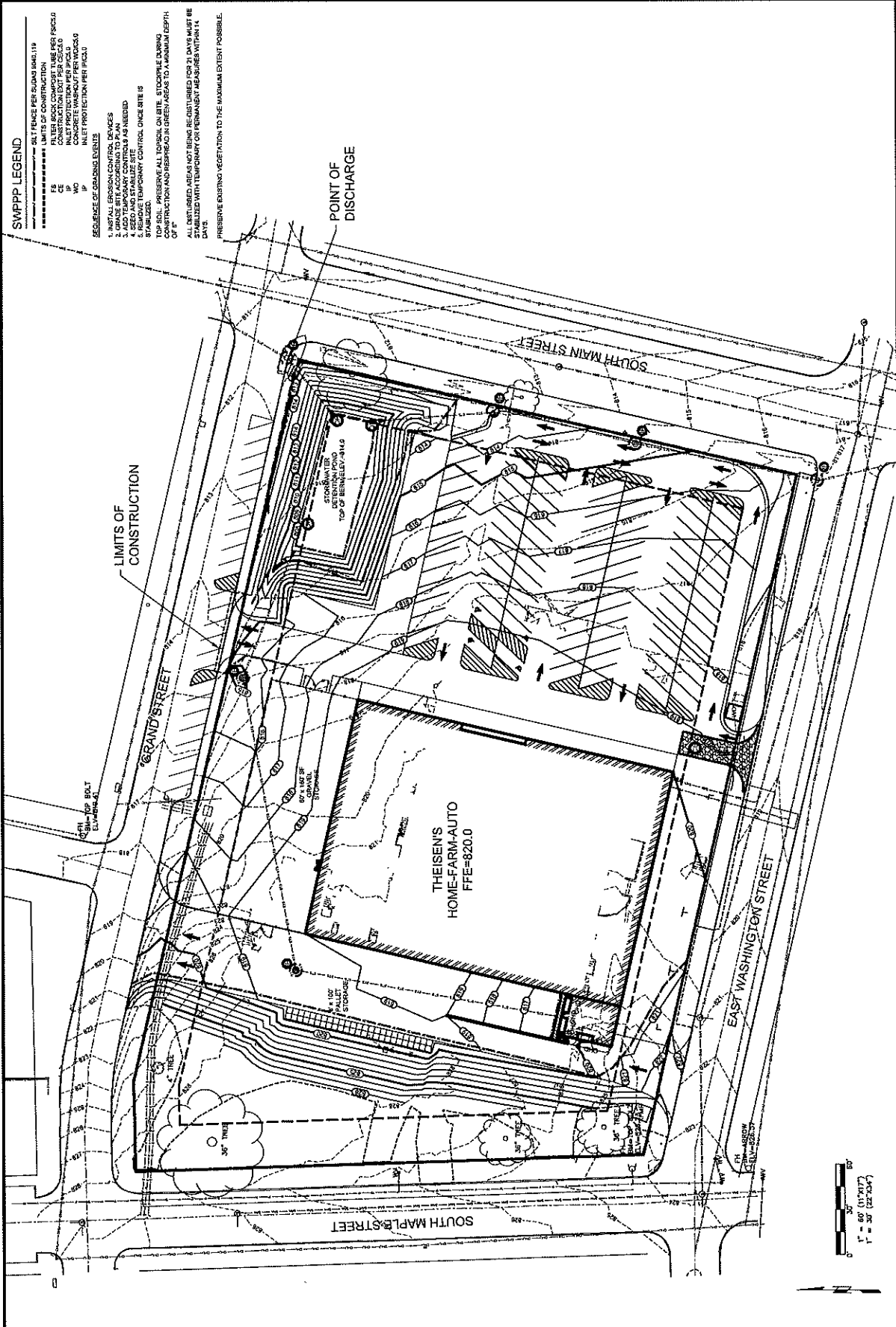


PAVING LEGEND

	CRUSHED STONE
	WALRUS
	PAVEMENT OF PCC OVER 6\"/>
	PAVEMENT OF PCC OVER 6\"/>
	PAVEMENT OF PCC OVER 6\"/>
	GREEN SPACE WITHIN OR OUTSIDE BUILDING

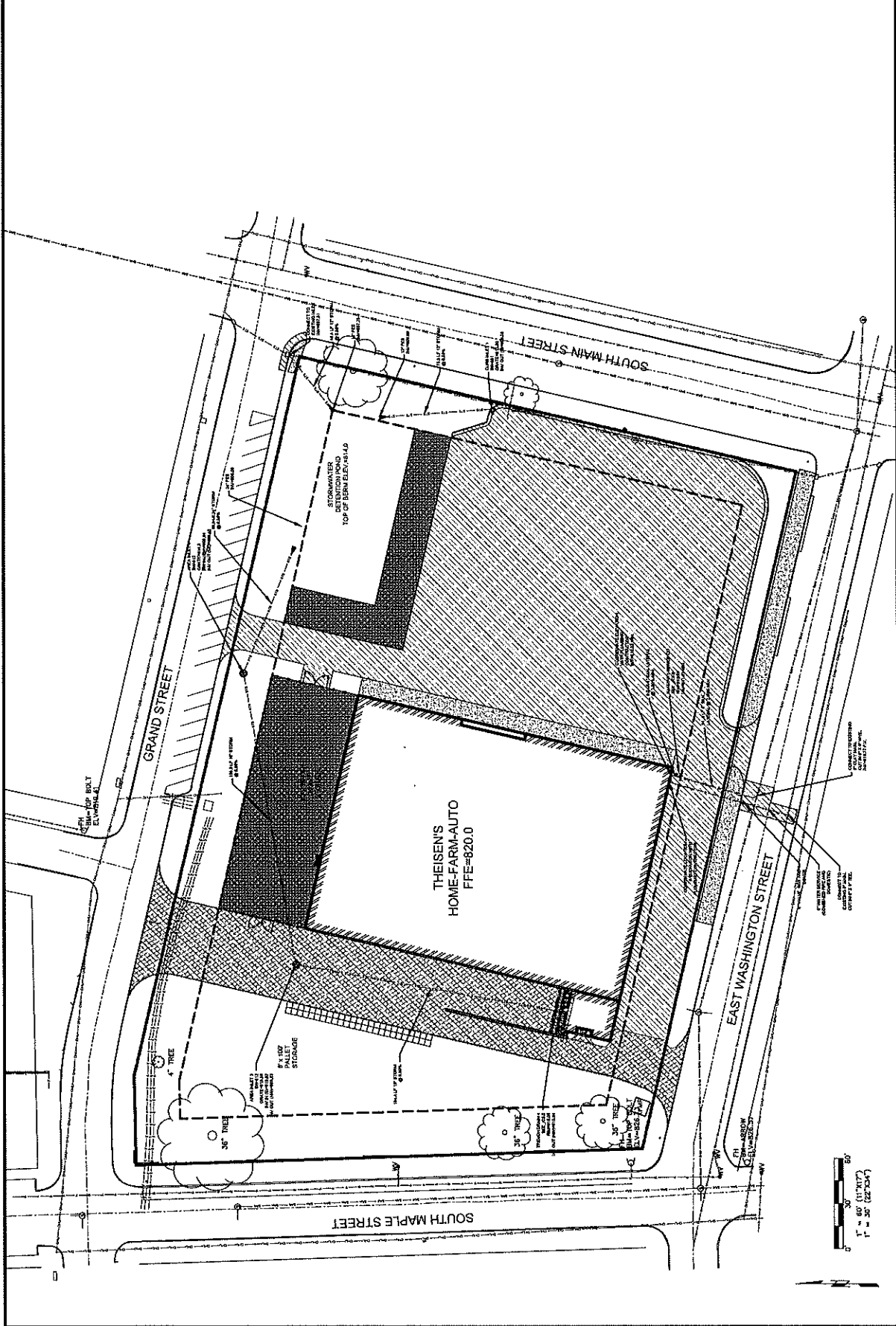


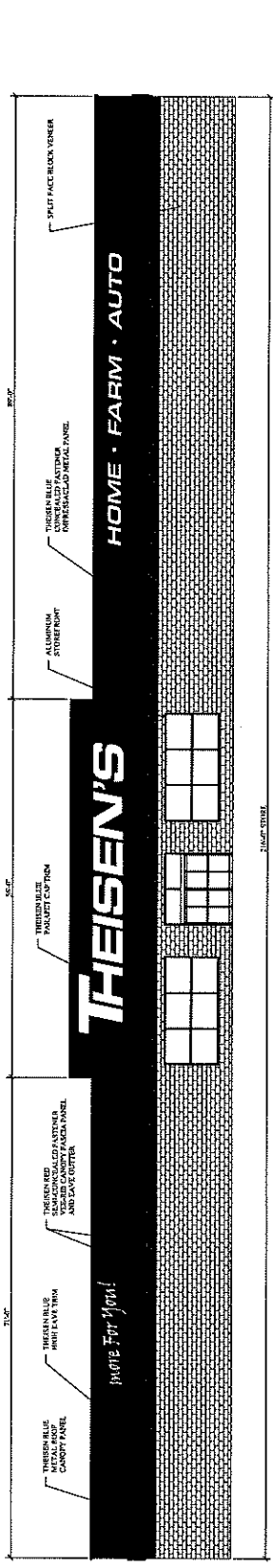
DRAWN BY: PJM	REVISIONS	DATE	8/31/2023	SCALE:	SEE BAR SCALE	PUN
		CHECKED BY:				
PROJECT		NO. 23211	BUESING ASSOCIATES INC. ENGINEERS AND SURVEYORS 1212 LOCUST STREET, DUBUQUE, IA 52001 (563) 596-4369			
SHEET TITLE		PREPARED FOR:	THEISEN SUPPLY c/o CHRIS THEISEN 6201 CHAVENELLE ROAD DUBUQUE, IA 52002			
C2.00		GRADING AND SWPPP THEISEN'S SUPPLY MONTICELLO, IOWA LOTS 66-68 OF WARE'S ADDITION, O.T. LOTS 21-20 & VACATED CEDAR ST. IN THE CITY OF MONTICELLO				



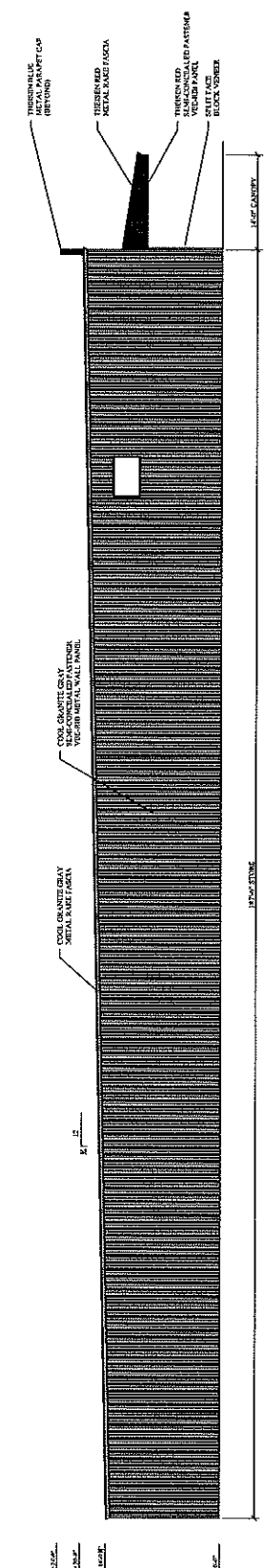
PREPARED BY: BUESING & ASSOCIATES ADDRESS: 1212 LOCUST STREET, DUBUQUE, IOWA 52001 PHONE: (563) 596-4369

SHEET TITLE SITE DUTY PLAN		PROJECT PREPARED FOR: THEISEN SUPPLY c/o CHRIS THEISEN 6201 CHAMPELLE ROAD DUBUQUE, IA 52002	KNOWLES & ASSOCIATES ENGINEERS AND SURVEYORS 1818 LOCUST ST., DUBUQUE, IA (563) 556-4399	DATE 8/31/2023	SCALE: SEE BAR SCALE	PUN
C3.00		NO. 23211		REVISIONS	CHECKED BY: PUN	

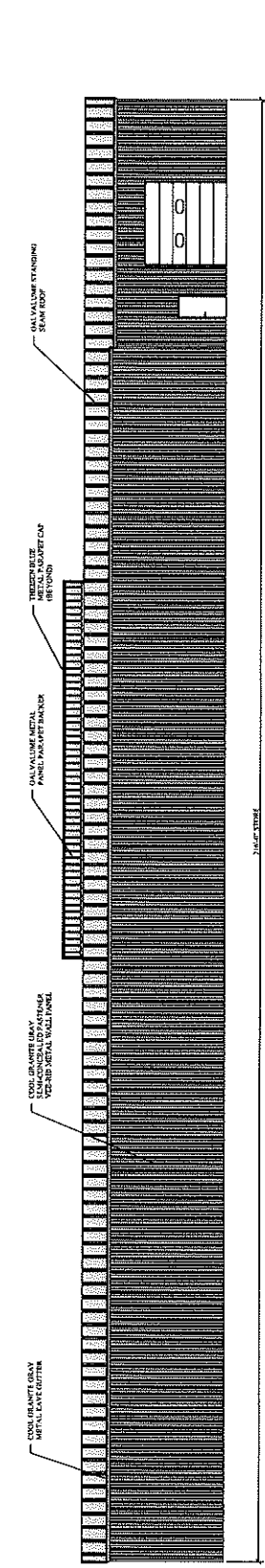




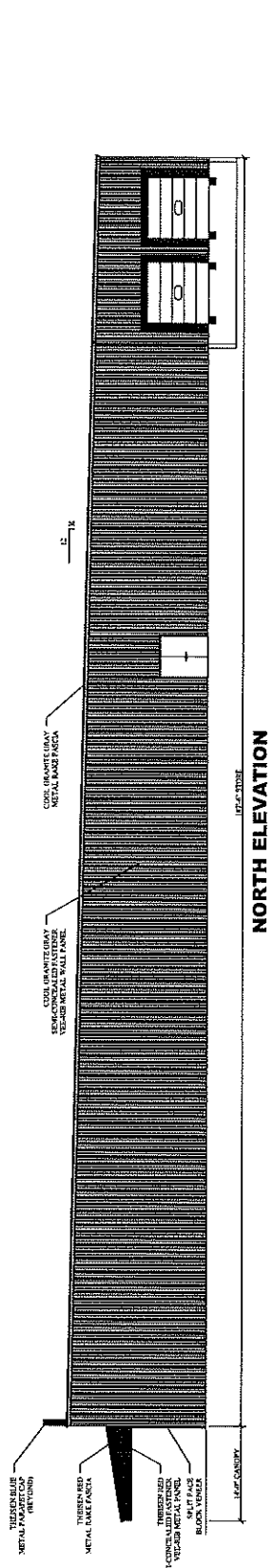
EAST ELEVATION



SOUTH ELEVATION



WEST ELEVATION



NORTH ELEVATION

- ↑ THEISEN'S BLUE METAL PARAFET CUP (BEYOND)
- ↑ THEISEN'S BLUE METAL PARAFET CUP
- ↑ THEISEN'S BLUE METAL PARAFET CUP WITH FACE BLOCK VENER
- ↑ THEISEN'S BLUE METAL PARAFET CUP
- ↑ THEISEN'S BLUE METAL PARAFET CUP

- ↑ THEISEN'S BLUE METAL PARAFET CUP (BEYOND)
- ↑ THEISEN'S BLUE METAL PARAFET CUP
- ↑ THEISEN'S BLUE METAL PARAFET CUP WITH FACE BLOCK VENER
- ↑ THEISEN'S BLUE METAL PARAFET CUP
- ↑ THEISEN'S BLUE METAL PARAFET CUP

- ↑ THEISEN'S BLUE METAL PARAFET CUP (BEYOND)
- ↑ THEISEN'S BLUE METAL PARAFET CUP
- ↑ THEISEN'S BLUE METAL PARAFET CUP WITH FACE BLOCK VENER
- ↑ THEISEN'S BLUE METAL PARAFET CUP
- ↑ THEISEN'S BLUE METAL PARAFET CUP

- ↑ THEISEN'S BLUE METAL PARAFET CUP (BEYOND)
- ↑ THEISEN'S BLUE METAL PARAFET CUP
- ↑ THEISEN'S BLUE METAL PARAFET CUP WITH FACE BLOCK VENER
- ↑ THEISEN'S BLUE METAL PARAFET CUP
- ↑ THEISEN'S BLUE METAL PARAFET CUP

City Council Meeting
Prep. Date: 8/31/2023
Preparer: Sally Hinrichsen



Agenda Item: # 8-16
Agenda Date: 9/5/2023

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