

City of Monticello, Iowa

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Monticello City Council Meeting August 5, 2024 at 6:00 p.m.
Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa

Mayor:	Wayne Peach	Staff:	
City Council:		City Administrator:	Russell Farnum
At Large:	Josh Brenneman	City Clerk/Treas.:	Sally Hinrichsen
At Large:	Scott Brighton	Police Chief:	Britt Smith
At Large:	Jake Ellwood	Library Director:	Faith Brehm
At Large:	Dave Goedken	Public Works Dir.:	Nick Kahler
At Large:	Candy Langerman	Water/Wastewater Sup.:	Jim Tjaden
At Large:	Mary Phelan	Park & Rec Director:	Jacob Oswald
		Ambulance Director:	Lori Lynch
		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	July	15, 2024
Approval of Payroll	July	25, 2024
Approval of Bill List		
Approval of Puff N Stuff cigarette/tobacco permit		
Approval of Pheasant's Forever alcohol license		

Public Hearings:

1. **Public Hearing** on proposed Development Agreement with Highland Corp
2. **Public Hearing** on designation of Amended Monticello Urban Renewal Plan, to include Highland Corp Project
3. **Resolution** To Approve Amendment to Urban Renewal Plan to include Development Agreement and Economic Incentives to Highland Corp

Resolutions:

4. **Resolution** Approving Kristofer & Monica Lyons Tax Abatement Application related to Residential Improvements constructed at 308 North Gill Street, Monticello, Iowa
5. **Resolution** Approving Dennis & Kay Fear Tax Abatement Application related to Residential Improvements constructed at 676 North Chestnut Street, Monticello, Iowa
6. **Resolution** Approving Plat of Survey to Parcel 2024-39 and Parcel 2024-40
7. **Resolution** Approving the Preliminary and Final Plat of Brad Stephen's Fourth Addition, Jones County, Iowa, a subdivision of Lot 1 of Fourth Addition, all in Jones County, Iowa
8. **Resolution** Approving Robert F. and Jan M. Hinz Voluntary Pre-Annexation Agreement
9. **Resolution** Approving Change Order #5 in the increased amount of \$1,008.00, submitted by Boomerang related to the Monticello Airport Taxiway Connector Project
10. **Resolution** Approving Pay Request #7 related to the Monticello Airport Taxiway Connector project, to Boomerang, which includes the retainage, in the amount of \$48,676.11
11. **Resolution** Acknowledging the completion and Acceptance of Monticello Airport Apron/taxiway Improvements project
12. **Resolution** Approving Change Order #2, in the increased amount of \$513.50 submitted by Eastern Iowa Excavating & Concrete, LLC related to the N. Chestnut Street Reconstruction Project
13. **Resolution** Approving Pay Request #3 to Eastern Iowa Excavating & Concrete, LLC, Re: N. Chestnut Street Reconstruction Project in the amount of \$196,690.66

Reports / Potential Actions:

14. City Engineer
15. Mayor
16. City Administrator
17. Water/Wastewater Superintendent
18. Park and Recreation Director
19. Library Director

20. Ambulance Director
21. City Clerk
22. Public Works Director
23. Police Chief

Work Sessions:

24. **Work session** - 6th Street Ditch presentation from Snyder & Associates
25. **Work Session** - Goal Setting and Follow Up Report
26. **Work Session** – City of Monticello Cash Management and Internal Control policy

Adjournment: Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

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

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

City of Monticello is inviting you to a scheduled Zoom meeting.
Topic: August 5, 2024 Council Meeting
Time: Aug 5, 2024 06:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/86891982549>

Meeting ID: 868 9198 2549

One tap mobile
+13126266799,,86891982549# US (Chicago)
+16465588656,,86891982549# US (New York)

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US

Meeting ID: 868 9198 2549

Find your local number: <https://us02web.zoom.us/j/86891982549>

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Regular Council Meeting
July 15, 2024, 6:00 P.M.
Community Media Center

Mayor Wayne Peach called the meeting to order. Council present were: Josh Brenneman, Dave Goedken, Candy Langerman, Scott Brighton, Mary Phelan and Jake Ellwood. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Library Director Faith Brehm, Park & Rec Director Jacob Oswald, Public Works Director Nick Kahler, Police Chief Britt Smith and Ambulance Director Lori Lynch. 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.

Ellwood moved to approve the agenda as amended, moving the Cash Management Policy to a work session, Goedken seconded, roll call was unanimous.

Ellwood moved to approve the consent agenda; Phelan seconded. Roll call was unanimous.

Langerman moved to approve Resolution #2024-109 Approving Pay Request #3 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$706,470.97. Brighton seconded. Roll call was unanimous.

Farnum reported he applied for a natural gas generator grant. However, it was decided that a diesel generator is a better option, because in a major storm or disaster, they could shut off the gas. Brighton moved to approve Resolution #2024-110 Authorizing the Purchase of a generator for the West Well from Altorfer Equipment in the amount of \$45,980.00, Ellwood seconded, roll call unanimous.

Goedken moved to authorize the Library to purchase a Charlie Cart, Brenneman seconded, roll call unanimous.

Goedken moved to accept the Airport Hangar Painting Proposal from Webb Painting, Brenneman seconded, roll call unanimous.

Farnum updated Council on the work being done at the Wastewater Treatment Facility and N. Chestnut Street Project.

Farnum reported he will be touring two downtown buildings, with the Main Street Director Brian Wolken and an architect with Main Street. He attended an HR meeting where they discussed cost saving measures related to health insurance. Farnum reported the airport taxiway project is completed and will be on the next agenda.

Peach advised he heard a lot of good feedback on the 4th of July parade.

Smitt advised they are geared up to the fair.

Oswald stated flag football sign up will be starting. He also stated that pool painting bids were let and will be on the August 19th meeting.

Regular Council Meeting
July 15, 2024

Brehm reported the Library will have reduced hours this week due to the fair and gave an update on the summer reading events coming up.

Lynch stated they purchased radios with the help of the EMTs and Fire Department.

Kahler advised they have been working on trees and street repairs. They are planning to clean a section of Kitty Creek ditch along the disc golf course.

Goedken moved to table the discussion on the Cash Management Policy until the August 5th Council meeting. Ellwood seconded, roll call unanimous.

Council held a Goal Setting session with Derek Lumsden facilitating.

Brenneman moved to adjourn the meeting at 8:21P.M.

Wayne Peach, Mayor

Sally Hinrichsen, City Clerk/Treasurer

PAYROLL - JULY 25, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	July 8 - 21, 2024				
Chris Bell	\$ 447.20	\$ -	0.00	0.00	\$ 385.22
Jamie Coleman	2,508.66	291.06	0.00	0.00	1,938.19
Jordan Fullerton	2,150.96	440.88	0.00	0.00	1,689.46
Mason Hanson	1,081.08	-	0.00	0.00	828.23
Brandon Kent	706.86	-	0.00	0.00	598.74
Jayna Koffron	872.09	-	0.00	0.00	714.00
Lori Lynch	3,173.85	-	0.00	0.00	2,101.46
Coletta Matson	2,550.24	332.64	0.00	0.00	1,676.25
Chloe Mogensen	443.52	-	0.00	0.00	288.53
Kyle Pierson	801.38	-	0.00	0.00	662.92
Daniel Poirier	1,898.82	124.74	0.00	0.00	1,510.97
Shannon Poe	351.90	-	0.00	0.00	283.20
Shirlee Scott	2,137.60	-	0.00	0.00	1,603.86
Reggie Welter	1,492.00	-	0.00	0.00	1,153.02
Curtis Wyman	1,965.60	-	25.50	60.75	1,360.13
TOTAL AMBULANCE	\$ 22,581.76	\$ 1,189.32	25.50	60.75	\$ 16,794.18
CEMETERY	July 8 - 21, 2024				
Sawyer Brokaw	\$ 1,084.66	\$ 5.72	0.00	0.00	\$ 924.94
Dan McDonald	2,106.40	-	0.00	0.00	1,551.08
Anthony Williams	1,206.66	5.72	0.00	0.00	1,015.56
TOTAL CEMETERY	\$ 4,397.72	\$ 11.44	0.00	0.00	\$ 3,491.58
CITY HALL	July 8 - 21, 2024				
Cheryl Clark	\$ 2,288.00	\$ -	0.00	5.25	\$ 1,574.41
Russ Farnum	3,961.54	-	0.00	0.00	2,566.06
Sally Hinrichsen	3,192.54	-	0.00	0.00	1,944.95
Nanci Tuel	2,176.80	-	0.00	0.00	1,580.77
TOTAL CITY HALL	\$ 11,618.88	\$ -	0.00	5.25	\$ 7,666.19
COUNCIL / MAYOR	July 8 - 21, 2024				
Josh Brenneman	\$ 300.00	\$ -	0.00	0.00	\$ 276.78
Scott Brighton	300.00	-	0.00	0.00	276.78
Jake Ellwood	300.00	-	0.00	0.00	277.05
Dave Goedken	300.00	-	0.00	0.00	276.78
Candy Langerman	300.00	-	0.00	0.00	277.05
Wayne Peach	500.00	-	0.00	0.00	421.75
Mary Phelan	300.00	-	0.00	0.00	277.05
TOTAL COUNCIL / MAYOR	\$ 2,300.00	\$ -	0.00	0.00	\$ 2,083.24
LIBRARY	July 8 - 21, 2024				
Faith Brehm	\$ 1,764.00	\$ -	0.00	0.00	\$ 1,342.89
Molli Hunter	1,305.60	-	0.00	0.00	1,032.83
Penny Schmit	1,549.60	-	0.00	0.00	1,090.00
Jacqueline Stadtmueller	480.00	-	0.00	0.00	443.28
TOTAL LIBRARY	\$ 5,099.20	\$ -	0.00	0.00	\$ 3,909.00
MBC	July 8 - 21, 2024				
Grace Dupuy	\$ 1,655.77	\$ -	0.00	0.00	\$ 1,267.70

PAYROLL - JULY 25, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Keziah McQuillen	315.00	-	0.00	0.00	290.90
Jacob Oswald	2,533.92	-	0.00	0.00	1,914.42
Ambrose Williams	840.00	-	0.00	0.00	735.26
TOTAL MBC	\$ 5,344.69	\$ -	0.00	0.00	\$ 4,208.28
POLICE					
July 8 - 21, 2024					
Zach Buehler	\$ 380.48	\$ -	0.00	0.00	\$ 327.74
Dawn Graver	2,964.01	-	0.00	0.00	2,155.79
Erik Honda	3,612.00	393.02	0.00	6.00	2,667.30
Jordan Koos	2,637.60	(565.20)	15.00	15.00	1,808.01
Cole Millard	3,068.70	333.90	0.00	0.00	2,070.82
Britt Smith	3,561.31	-	0.00	0.00	2,602.65
Madonna Staner	1,819.20	-	0.00	0.00	1,351.25
Brian Tate	3,396.12	-	0.00	0.00	2,532.95
TOTAL POLICE	\$ 21,439.42	\$ 161.72	15.00	21.00	\$ 15,516.51
POOL					
July 5 - 18, 2024					
Lydia Ahrlichs	\$ 1,067.38	\$ -	0.00	0.00	\$ 875.35
Allisen Capron	194.75	-	0.00	0.00	179.86
Collin Cashner	210.00	-	0.00	0.00	193.93
Marlee Chapman	882.00	-	0.00	0.00	767.82
Skylar Christensen	192.50	-	0.00	0.00	177.77
Gabriella Donovan	105.06	-	0.00	0.00	97.03
Macy Dusanek	249.00	-	0.00	0.00	229.95
Jill Flynn	1,278.53	-	0.00	0.00	1,178.50
Stella Flynn	272.56	-	0.00	0.00	251.71
Sullivan Flynn	303.19	-	0.00	0.00	279.99
Grant Gassman	52.06	-	0.00	0.00	48.08
Taylor Gassman	254.19	-	0.00	0.00	234.74
Ella Glawatz	1,049.87	-	0.00	0.00	919.88
Emma Hardersen	107.50	-	0.00	0.00	99.27
Lacie Koppes	679.44	-	0.00	0.00	615.67
Karle Kramer	594.13	-	0.00	0.00	548.68
Carter Kuehler	128.13	-	0.00	0.00	118.33
Carlos Lagunes-Torres	161.44	-	0.00	0.00	149.09
Zoe Lagunes-Torres	102.00	-	0.00	0.00	94.20
Lanie Luensman	799.12	-	0.00	0.00	714.22
Jacob Miller	785.94	-	0.00	0.00	703.37
Adalyn Monk	325.44	-	0.00	0.00	300.54
Addison Norton	135.00	-	0.00	0.00	124.67
Gage Rickels	192.19	-	0.00	0.00	177.48
Samantha Ruchti	162.31	-	0.00	0.00	149.90
Brynn Schmit	198.00	-	0.00	0.00	182.85
Alexis Schneiter	321.00	-	0.00	0.00	296.45
Emma Schwendinger	984.13	-	0.00	0.00	908.84
Kendall Siebels	76.56	-	0.00	0.00	70.70
River Smith	490.00	-	0.00	0.00	452.51
Marissa Speltz	202.50	-	0.00	0.00	187.00
Katherine Stadtmueller	291.00	-	0.00	0.00	268.74
Karley Tobiason	190.00	-	0.00	0.00	175.46

PAYROLL - JULY 25, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Hayden Tomkins	67.38	-	0.00	0.00	62.22
Brock Westphal	401.19	-	0.00	0.00	370.50
Abigail Wright	76.56	-	0.00	0.00	70.70
Lily Wright	217.50	-	0.00	0.00	200.86
TOTAL POOL	\$ 13,799.55	\$ -	0.00	0.00	\$ 12,476.86
ROAD USE					
July 8 - 21, 2024					
Zeb Bowser	\$ 2,066.40	\$ -	5.25	7.75	\$ 1,568.81
Jacob Gravel	2,085.77	19.37	0.00	0.00	1,533.22
Nick Kahler	2,578.35	-	0.00	0.00	1,832.70
Jasper Scott	2,066.41	-	0.00	0.00	1,595.94
TOTAL ROAD USE	\$ 8,796.93	\$ 19.37	5.25	7.75	\$ 6,530.67
SEWER					
July 6 - 19, 2024					
Jim Tjaden	\$ 2,928.12	\$ -	0.00	0.00	\$ 2,116.09
TOTAL SEWER	\$ 2,928.12	\$ -	0.00	0.00	\$ 2,116.09
WATER					
July 6 - 19, 2024					
Scott Hagen	\$ 2,126.40	\$ -	2.00	10.50	\$ 1,670.52
Josh Willms	2,126.40	-	6.00	10.50	1,416.87
TOTAL WATER	\$ 4,252.80	\$ -	8.00	21.00	\$ 3,087.39
TOTAL - ALL DEPTS.	\$ 102,559.07	\$ 1,381.85	53.75	115.75	\$ 77,879.99

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
BAKER PAPER CO INC	PD BUILDING SUPPLIES		63.68		
INFRASTRUCTURE TECHNOLOGY	PD COMPUTER SUPPORT FEES		98.34		
JONES COUNTY SHERIFFS OFFICE	PD SUPPLIES		82.95		
LYNCH DALLAS, P.C.	PD ATTORNEY FEES		192.00		
MCALEER WATER CONDITIONING INC	PD SOFTENER SALT		22.00		
MICHAEL'S CLOTHING	PD SUPPLIES		35.00		
MONTICELLO COMM SCHOOL DISTRCT	PD FUEL		925.20		
TRACY YOUSSE	PD CAR LETTERING		415.00		

	110 POLICE DEPARTMENT TOTAL		1,834.17		
AQUATIC CENTER					
CARRICO AQUATIC RESOURCES INC	POOL CHEMICALS		3,792.85		
FAREWAY STORES #840-1	POOL CONCESSIONS		239.41		
SULLIVAN FLYNN	POOL PRIVATE LESSONS		375.00		
STATE HYGIENIC LABORATORY	POOL LAB TEST		14.50		
INFRASTRUCTURE TECHNOLOGY	POOL OFFICE SUPPLIES		8.98		
LACIE R KOPPES	POOL PRIVATE LESSONS		201.39		
LANIE M LUENSMAN	POOL PRIVATE LESSONS		187.50		
MYERS-COX CO.	POOL CONCESSIONS		1,089.93		
EMMA J SCHWENDINGER	POOL PRIVATE LESSONS		375.00		

	440 AQUATIC CENTER TOTAL		6,284.56		
CEMETERY					
IBEN CONSTRUCTION CO INC	CEM GRAVE OPENINGS - APR-JUNE		675.00		
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES		155.48		
MONTICELLO COMM SCHOOL DISTRCT	CEMETERY FUEL		390.67		
SYCAMORE MEDIA CORP	CEMETERY ADVERTISING		88.40		

	450 CEMETERY TOTAL		1,309.55		
SOLDIER'S MEMORIAL BOARD					
D.I.A.L. /ELEVATOR SAFETY	ELEVATOR PERMIT/INSPECTION		43.75		

	498 SOLDIER'S MEMORIAL BOARD TOTAL		43.75		
ATTORNEY					
LYNCH DALLAS, P.C.	ATTORNEY FEES		82.50		

	641 ATTORNEY TOTAL		82.50		
CITY HALL/GENERAL BLDGS					
AMSTERDAM PRINTING AND LITHO	CH OFFICE SUPPLIES		631.80		
D.I.A.L. /ELEVATOR SAFETY	ELEVATOR PERMIT/INSPECTION		87.50		
E.O. JOHNSON CO INC	CH COPIER MAINTENANCE		217.61		
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK		225.74		
SYCAMORE MEDIA CORP	CH ADVERTISING		345.40		
ORBIS MENASHA CORP	CH FRANCHISE FEE REFUND		7,956.27		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	650 CITY HALL/GENERAL BLDGS TOTAL		9,464.32		
	001 GENERAL TOTAL		19,018.85		
MONTICELLO BERNDES CENTER					
PARKS					
JACOB HEINSIUS	MBC PEST CONTROL		70.00		
D&S PORTABLES, INC.	MBC PORT-A-POT RENTAL		231.25		
INFRASTRUCTURE TECHNOLOGY	MBC OFFICE SUPPLIES		47.44		
JOHN DEERE FINANCIAL	MBC GROUNDS SUPPLIES		134.99		
MINN TEX CITRUS	SOFTBALL/BASEBALL FIELD PREP		4,000.00		
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL		149.48		
NATIONAL RECREATION & PARK	MBC NRPA CONFERENCE - OSWALD		695.00		
NEXT GENERATION PLBG & HTG LLC	MBC GROUNDS SUPPLIES		108.30		
KATHERINE S PARROTT	MBC GROWING UP WILD PROGRAM		338.18		
	430 PARKS TOTAL		5,774.64		
	005 MONTICELLO BERNDES CENTER TOTAL		5,774.64		
FIRE					
FIRE					
BUSINESS RADIO SALES & SERVICE	FIRE RADIO SUPPLIES		106.80		
INFRASTRUCTURE TECHNOLOGY	FIRE COMPUTER SUPPORT FEES		82.98		
JOHN DEERE FINANCIAL	FIRE SUPPLIES		36.82		
LAPORTE MOTOR SUPPLY	FIRE VEHICLE REPAIR/MAINT		9.94		
THEODORE KRAUS	FIRE EQUIP REPAIR/MAINT		283.56		
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL		368.30		
	150 FIRE TOTAL		888.40		
	015 FIRE TOTAL		888.40		
AMBULANCE					
AMBULANCE					
BAKER PAPER CO INC	AMB BUILDING SUPPLIES		63.68		
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES		603.95		
CR PHARMACY SERVICE INC	AMB MEDICAL SUPPLIES		175.00		
INFRASTRUCTURE TECHNOLOGY	AMB DATA PROCESSING		22.98		
JOHN DEERE FINANCIAL	AMB VEHICLE REPAIR/MAINT		103.56		
KROMMINGA MOTORS INC	AMB VEHICLE OPERATING		95.40		
MCALEER WATER CONDITIONING INC	AMB SOFTENER SALT		22.00		
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL		999.96		
MONTICELLO EMER MEDICAL TEAM	AMB RADIOS		3,500.00		
RADIO COMMUNICATIONS CO INC	AMB RADIO MAINTENANCE		332.50		
UNITY POINT HEALTH	AMB PHARMACY SUPPLIES		644.49		
ZOLL MEDICAL CORPORATION	AMB MEDICAL SUPPLIES		290.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	160 AMBULANCE TOTAL		6,853.52		
	016 AMBULANCE TOTAL		6,853.52		
LIBRARY IMPROVEMENT LIBRARY FAREWAY STORES #840-1	LIB IMP SUMMER READING PROGRAM		27.61		
	410 LIBRARY TOTAL		27.61		
	030 LIBRARY IMPROVEMENT TOTAL		27.61		
LIBRARY LIBRARY D.I.A.L. /ELEVATOR SAFETY	ELEVATOR PERMIT/INSPECTION		43.75		
JOHN DEERE FINANCIAL	LIB BUILDING SUPPLIES		16.56		
MICRO MARKETING LLC	LIB AUDIO RECORDINGS		70.79		
OVERDRIVE	LIB PROCESSING		1,269.60		
	410 LIBRARY TOTAL		1,400.70		
	041 LIBRARY TOTAL		1,400.70		
AIRPORT AIRPORT MONTICELLO AVIATION INC	AIRPORT MANAGER		2,500.00		
MONTICELLO COMM SCHOOL DISTRCT	AIRPORT FUEL		192.77		
	280 AIRPORT TOTAL		2,692.77		
	046 AIRPORT TOTAL		2,692.77		
ROAD USE STREETS BEHREND'S CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES		1,064.48		
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT		157.10		
HENNICK TREE SERVICE LLC	RU TREE REMOVAL		8,500.00		
INFRASTRUCTURE TECHNOLOGY	RU UTILITIES		11.48		
IOWA STATE PRISON INDUSTRIES	RU STREET MAINTENANCE SUPPLIES		519.40		
JOHN DEERE FINANCIAL	RU STIHL HEDGETRIMMERS		469.41		
K&S MACHINING AND METAL	RU EQUIP REPAIR/MAINT		115.04		
KIMBALL MIDWEST	RU EQUIP REPAIR/MAINT		402.41		
KROMMINGA MOTORS INC	RU LOADER RENTAL		1,072.86		
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT		392.41		
MCALLISTER ELECTRICAL SERVICES	RU LIGHT SYSTEMS & STRUCTURES		115.19		
THEODORE KRAUS	RU TREE & STUMP REMOVAL		250.00		
MONTICELLO COMM SCHOOL DISTRCT	RU FUEL		1,013.56		
L.L. PELLING CO	RU STREET MAINTENANCE SUPPLIES		1,873.53		
WHITE HAWK PLUMBING & HEATING	RU BLDG REPAIR/MAINT		6,416.80		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	210 STREETS TOTAL		22,373.67		
	110 ROAD USE TOTAL		22,373.67		
LOW INCOME HOUSING FUND					
CAPITAL PROJECTS					
JONES CO ECONOMIC DEVELOPMENT	LMI HOUSING SET ASIDE		16,975.52		
	750 CAPITAL PROJECTS TOTAL		16,975.52		
	336 LOW INCOME HOUSING FUND TOTAL		16,975.52		
C.C. BIDWELL LIBRARY BOOK					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB BIDWELL BOOKS		761.31		
	410 LIBRARY TOTAL		761.31		
	502 C.C. BIDWELL LIBRARY BOOK TOTAL		761.31		
TRUST/IOMA MARY BAKER					
LIBRARY					
CENTER POINT PUBLISHING	LIB BAKER BOOKS		79.40		
	410 LIBRARY TOTAL		79.40		
	503 TRUST/IOMA MARY BAKER TOTAL		79.40		
WATER					
WATER					
HAWKINS WATER TREATMENT	WATER SYSTEM		990.97		
STATE HYGIENIC LABORATORY	WATER LAB TESTS		58.00		
INFRASTRUCTURE TECHNOLOGY	WATER DATA PROCESSING		20.48		
IOWA ONE CALL	WATER SYSTEM		30.30		
MERCY PHYSICIAN ASSOCIATES	WATER OSHA - WILLMS		22.00		
MONTICELLO COMM SCHOOL DISTRCT	WATER FUEL		156.83		
MUNICIPAL SUPPLY INC	WATER SYSTEM		2,450.00		
VIKING INDUSTRIAL PAINTING LLC	WATER SYSTEM		6,000.00		
	810 WATER TOTAL		9,728.58		
	600 WATER TOTAL		9,728.58		
CUSTOMER DEPOSITS					
WATER					
JAMIE APPLEBY	WATER DEPOSIT REFUND		50.00		
CITY OF MONTICELLO	TISH/LOGAN		883.11		
AMANDA GROLEAU	WATER DEPOSIT REFUND		256.89		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	810 WATER TOTAL		1,190.00		
	602 CUSTOMER DEPOSITS TOTAL		1,190.00		
SEWER					
SEWER					
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		34.11		
STATE HYGIENIC LABORATORY	SEWER LAB TESTS		801.50		
INFRASTRUCTURE TECHNOLOGY	SEWER DATA PROCESSING		8.98		
IOWA ONE CALL	SEWER SYSTEM		30.30		
MERCY PHYSICIAN ASSOCIATES	SEWER OSHA - WILLMS		22.00		
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL		156.80		
PIRC-TOBIN CONSTRUCTION INC	SEWER SYSTEM		27,501.17		
	815 SEWER TOTAL		28,554.86		
	610 SEWER TOTAL		28,554.86		
SANITATION					
SANITATION					
JONES COUNTY SOLID WASTE	1ST QTR '25 ASSESSMENT		5,050.00		
MONTICELLO COMM SCHOOL DISTRICT	SANITATION FUEL		81.93		
	840 SANITATION TOTAL		5,131.93		
	670 SANITATION TOTAL		5,131.93		
YARD WASTE SITE					
SANITATION					
RANDALL G THUMAN	YARD WASTE COMPOST		7,500.00		
	840 SANITATION TOTAL		7,500.00		
	675 YARD WASTE SITE TOTAL		7,500.00		
	Accounts Payable Total		128,951.76		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	19,018.85
005 MONTICELLO BERNDEN CENTER	5,774.64
015 FIRE	888.40
016 AMBULANCE	6,853.52
030 LIBRARY IMPROVEMENT	27.61
041 LIBRARY	1,400.70
046 AIRPORT	2,692.77
110 ROAD USE	22,373.67
336 LOW INCOME HOUSING FUND	16,975.52
502 C.C. BIDWELL LIBRARY BOOK	761.31
503 TRUST/IOMA MARY BAKER	79.40
600 WATER	9,728.58
602 CUSTOMER DEPOSITS	1,190.00
610 SEWER	28,554.86
670 SANITATION	5,131.93
675 YARD WASTE SITE	7,500.00

TOTAL FUNDS	128,951.76

City Council Meeting
Prep. Date: 07/31/2024
Preparer: Russell Farnum



Agenda Item: # 1
Agenda Date: 08/05/2024

Communication Page

Agenda Items Description: Public Hearing Draft Development Agreement with Highland Corp. for Northridge Estates 5th Addition

Type of Action Requested: Public Hearing

Attachments & Enclosures:
Draft Agreement

<u>Fiscal Impact:</u>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: In order to provide financing for the development of the infrastructure at Northridge, the City will enter into a development agreement with Highland Corp. The Council must hold a public hearing as a prerequisite to the approval of such an agreement.

The draft agreement is attached. The agreement is being reviewed, but has not yet been fully vetted by the City Attorney, Bond Counsel, or the developer. For that reason, the only action recommended at this time is to hold the required public hearing. No further action is requested, the final agreement will be brought back to Council for approval at a later date.

Recommendation: It is recommended that Council hold the public hearing.

Preparer Info: Doug Herman, Monticello City Attorney, 200 E. 1st St., Monticello, IA 52310 Ph: 319.465.6435

Development Agreement

City of Monticello, Iowa and Highland Corp.

Northridge Estates Fifth Addition – City of Monticello

TIF Grant

Approved by City Council

August ____, 2024

DEVELOPMENT AGREEMENT

This Development Agreement (the “Agreement”) by and between the City of Monticello, Iowa, hereinafter referred to as the “City” and Highland Corp., hereinafter referred to as “Developer” is hereby made and entered this ___th day of August, 2024.

WHEREAS, the City and Developer have determined it appropriate for them to partner in regard to the costs associated with the installation of infrastructure, including but not limited to streets, sanitary and storm sewer, lighting, utility extensions, and other common infrastructure elements, related to the development of property owned by Developer and set out in a Final Plat identified and known as “Northridge Estates Fifth Addition – City of Monticello”, and

WHEREAS, the City’s desire and agreement to partner with Developer is tied to City’s desire to see more opportunities for new housing development which is necessary and desirable to provide a variety of housing, eliminate current housing shortages, and support economic development and the growth of the City’s tax base, and

WHEREAS, the final plat has been reviewed by the City Planning and Zoning Board and subsequently approved by the Monticello City Council, and

WHEREAS, Chapters 15A, 384 and 403 of the Iowa Code authorize cities to provide infrastructure improvements for economic development and offer grants, loans or other financial incentives in furtherance of the objectives of urban renewal and economic development and to appropriate such funds and make such expenditures as may be necessary to realize those purposes, and to levy taxes and assessments for those purposes; and

WHEREAS, the Monticello City Council has approved and adopted an urban renewal plan for the area within which lies the Northridge Estates Fifth Addition, and provided by ordinance for the division of property taxes in same as a TIF District; and

WHEREAS, the City Council has determined that this Agreement is in the best interests of the City and its residents and that the performance by the City of its obligations hereunder is a worthy public undertaking in furtherance of the City’s urban renewal plan; and,

WHEREAS, the City Council has determined that using TIF District funding in accordance with this Agreement is in the best interests of the City and its residents as the low- and moderate-income housing set-aside provides additional incentives for more housing development that serves a variety of citizens, being therefore a worthy public undertaking in furtherance of the City’s urban renewal plan; and,

WHEREAS, this Agreement and the City’s performance hereunder is in furtherance of appropriate economic development activities of the City within the meaning of Chapters 15A and 403 of the Iowa Code; and,

WHEREAS, the City and Developer agree that certain improvements (collectively the “Improvements”), are needed to facilitate development of Northridge Estates Fifth Addition.

NOW THEREFORE, the City and Developer in consideration of the terms, covenants, and conditions herein set forth, enter into the following Agreement for the development of the Addition:

1. OBLIGATIONS OF DEVELOPER Developer shall perform the following activities in conjunction with development.

(A) Platting Process Developer will obtain approval from the City for its final plat for the Northridge Estates Fifth Addition and for all plans and specifications for all infrastructure improvements within the development to be dedicated to the City and shall unconditionally give, grant, convey and dedicate those improvements, including streets and street lights, to the City free and clear of all liens and encumbrances. Acceptance of development improvements shall be determined solely by the City Council. The Council may require changes in the plans and specifications for the improvements as a condition to its acceptance of the improvements.

The final plat for the Addition shall comply with all Jones County, City of Monticello, State and Federal laws and regulations, including, but not limited to, subdivision ordinances, zoning ordinances and environmental regulations.

(B) Street Extension Developer agrees that the street as shown by the previously approved Final Plat of Northridge Estates Fifth Addition shall be constructed as one project and/or one phase, so that all proposed lots, currently numbered 1 through 12 will each be served by appropriate utilities and street frontage.

Developer and its successors agree that the proposed Detention Area adjacent to Lot 8 and Lot 9 shall not be dedicated to the City but shall be owned by an association of Lots within the development or by the owners of lots adjacent to Lot 8 and 9. The City shall have no maintenance responsibilities with regard to that detention area, nor any other detention area within Northridge Estates Fifth Addition.

Developer shall be responsible for the arrangement and contracting associated with all engineering costs and expenses related to the preparation of plans and specifications and bid related documents including documents associated with the awarding the contract, but not including construction supervision and/or management on the project. These costs will all be considered as part of the “Infrastructure Improvement Costs” as defined subsequently herein.

(E) Indemnification Developer and its successors and assigns agree to indemnify and hold the City safe and harmless from all liability, loss or expense, including reasonable attorney fees that the City may be exposed to as a result of the claims, demands, costs, or judgments arising in connection with the activities contemplated under this Agreement. Developer also agrees to indemnify City for any reasonable attorney fees or expenses incurred in connection with defending itself from any such claim, or in enforcing the terms and conditions of this Agreement.

(F) Proof of Financing Developer, by their execution of this Developer's Agreement, certifies that it has the financing needed to pay for Developer's share of the improvements to be developed in Northridge Estates Fifth Addition.

(G) Tax-Exempt Entities Developer agrees that at no time during the lifetime of any City debt or City obligation of financial assistance to Developer for the Development shall Developer sell or turn over control of any property within the Development to a tax-exempt entity, without the written consent of the City.

(H) Legal Fees Developer and City each agree to pay their own legal fees in connection with the negotiation, drafting and authorization of this Agreement.

2. OBLIGATIONS OF CITY

(A) Grant to Developer. The City agrees to pay the Developer, as an economic development grant, a sum equal to _____% of the infrastructure improvement costs in an amount not to exceed \$309,000, said "Infrastructure Improvement Costs" to include and be specifically limited to:

Costs associated with construction of the City-related infrastructure necessary for the development of Northridge Estates Fifth Addition, said costs to all be included within the bid specifications and the contract documents signed by the developer and the successful contractor. Generally speaking, same to include sanitary and storm sewer improvement installation, and/or water mains and appurtenances. Construction costs do not include the costs associated with sidewalk installation at any point within the development, landscaping or green space improvements within the development, or costs associated with the specific development or re-development of any "lot" within the development. Also excluded will be any costs associated with electric, gas, cable, phone, or other non-City utility improvements.

City to pay developer the aforementioned grant as follows:

- 1). **Payment 1:** _____% of the City's share of the project, or \$_____,000, whichever is less^[RFI], two weeks after commencement of construction.

Payment 2: _____% of the City's share of the project to be paid upon presentation of invoices/evidence confirming that, with said payment, 80% or more of the projected project costs will be satisfied.

Payment 3: _____% of the City's share of the project to be paid upon confirmation by the City Engineer that the project has reached the point of "substantial completion", and the infrastructure improvements have been dedicated to the public use and accepted by the City.

- 2). The remaining balance owed on the grant, reduced by City Engineering Expenses associated with project supervision, inspection and approvals, and any other project related expenses incurred by the City and agreed to by the Developer as being appropriate project related expenses.

(C) It is anticipated that the City will issue bonds or notes (the “Bonds”) to pay a share of the costs of the grant to the Developer. The City is responsible to pay the City’s costs to secure the bonds or notes. The parties hereby acknowledge that the City intends to use future incremental property tax revenues, as provided for in Section 403.19 of the Code of Iowa, to be derived from the Development to pay principal of and interest on the bonds or notes, and the parties hereby collectively agree to use their best efforts to maximize the amount of such incremental property tax revenues as may from time to time become available with respect to the Development.

3. ADDITIONAL PROVISIONS

(A) Third Parties and Developer’s successors shall have no recourse against the City under this Agreement.

(B) Any additional financial assistance provided by the City to Developer, other than provided in this Agreement, shall require additional action of the City Council and shall require the City and Developer to enter into a negotiated agreement wholly separate from this Agreement. There is no guarantee or assurance of additional City financial assistance.

(C) Breach of the terms of this Agreement by Developer shall be grounds for termination of this Agreement, denial of building permits, occupancy permits or other permits, or any other legal or equitable remedies available to the City. Notwithstanding any other language to the contrary, in the event of breach of this Agreement by Developer, City shall give notice of such breach to Developer. Developer shall have 60 days from receipt of such notice to cure the breach before the City may terminate this Agreement.

(D) If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held invalid, then that shall not affect the validity of the remaining portions of this Agreement.

(E) The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers must be in writing, signed by both parties and approved by resolution of the City Council. The City’s failure to promptly take legal action to enforce this Agreement shall not operate as a waiver or a release.

(F) Developer’s obligations under this Agreement shall continue in full force and effect unless Developer is released in writing by the City even if Developer sells a portion or all of the Development. All subsequent purchasers of property within the Development shall be bound by the terms of this Agreement.

(G) No member of the City Council or other official of the City shall participate in any decision relating to the Agreement which affects his or her personal interests or the interests of Developer or the interests of any entity in which he or she is directly or indirectly interested. No member, official or employee of the City shall be personally liable to the City in the event of any default or breach by Developer or its successors of any obligations under the terms of this Agreement.

(H) Except as otherwise expressly provided for in this Agreement, notices, demands or other communications under this Agreement by any party to any other shall be sufficiently given or

delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, to:

In the case of Developer, to:

Highland Corp.
Jeff Hinrichs

with a copy to:

Highland Corp.
Attn: Joe Oswald

In the case of the City, to:

City Administrator
City of Monticello
200 E. 1st Street
Monticello, IA 52310

with a copy to:

City Clerk
City of Monticello
200 E. 1st Street
Monticello, IA 52310

(I) This Agreement will be governed and construed in accordance with the laws of the State of Iowa.

(J) This Agreement shall govern the dealings between the City and the Developer with respect to the Development.

(K) This Agreement and all promises and covenants herein expressed shall be deemed a covenant running with the land and shall be binding on Developer and its successors and assigns in interest.

(L) Notwithstanding any language above to the contrary, the prevailing party in any litigation arising out of or related to this Agreement shall be entitled to reimbursement for its reasonable attorney fees and court costs.

4. MINIMUM ASSESSMENT AGREEMENT

(TBD)

5. EXPIRATION/TERMINATION

When does the agreement end?

IN WITNESS WHEREOF, The City has caused this Agreement to be duly executed in its name and on its behalf and its seal to be hereto duly affixed, and Developer has caused this Agreement to be duly executed in its name and on its behalf, on the date first above written.

For the CITY OF MONTICELLO, IOWA

By _____
Wayne Peach, Mayor

ATTEST:

By: _____
Sally Hinrichsen, City Clerk

For HIGHLAND CORP.

By: _____

By: _____

STATE OF IOWA)
) §
COUNTY OF JONES)

On this ___ day of _____, 2024, before me a Notary Public in and for said County, personally appeared to me personally known, who being duly sworn, did say that they are the respectively, , created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it voluntarily executed.

Notary Public in and for Jones County, Iowa

STATE OF IOWA)
) §
COUNTY OF JONES)

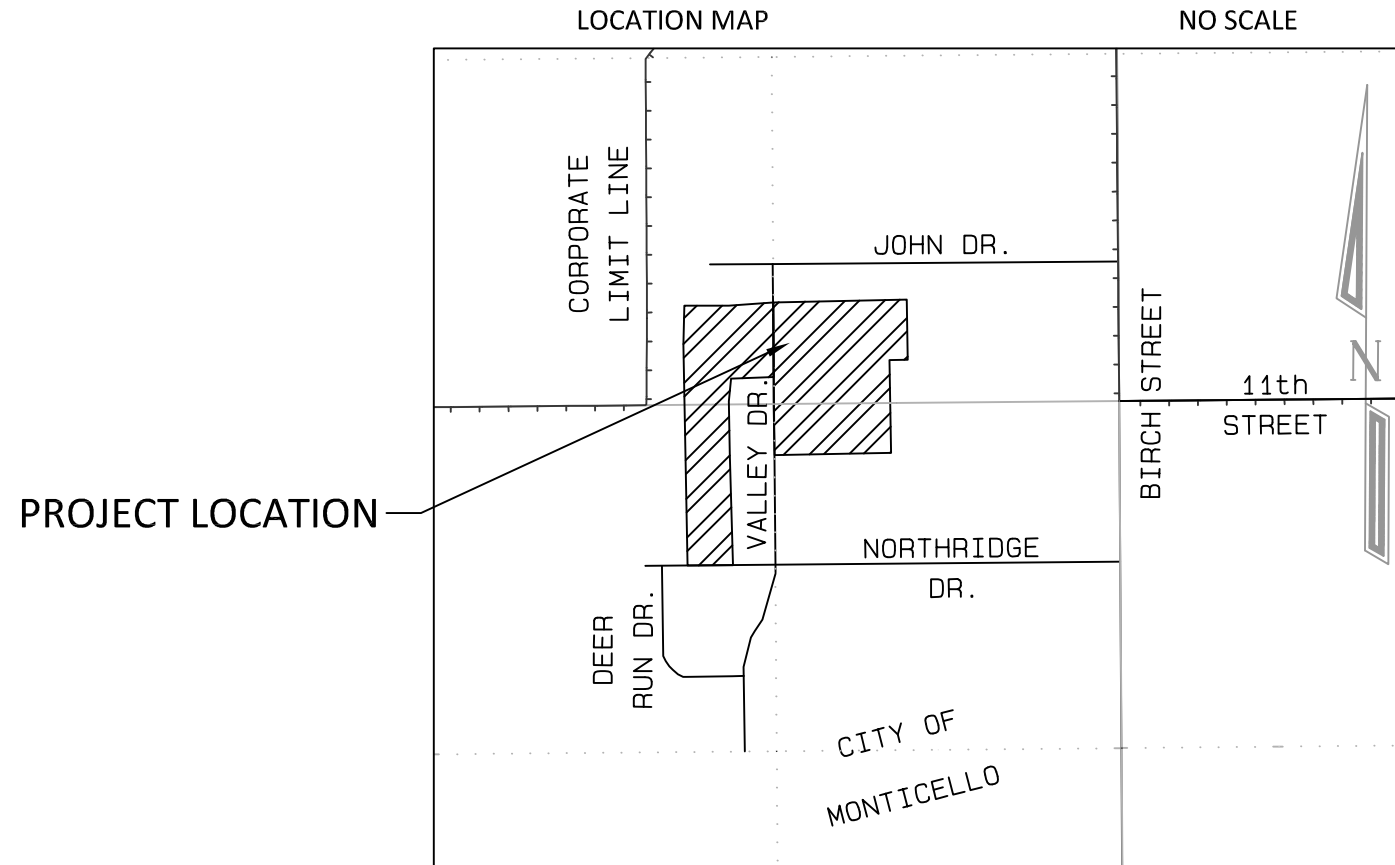
This instrument was acknowledged before me on the ___ day of _____, 2024, by , Members, of Highland Corp..

Notary Public in and for Jones County, Iowa

DRAWINGS OF PROPOSED IMPROVEMENTS

NORTHRIDGE ESTATES FIFTH ADDITION

IN THE CITY OF MONTICELLO, JONES COUNTY, IOWA



SHEET INDEX	
<u>NO.</u>	<u>DESCRIPTION</u>
A.01	Title Sheet
A.02	Details and General Notes
A.03	Graphical Sheet Index With Overall Utility Plan
C.01-.02	Tabulations
C.03-.04	Grading and Erosion Control Plan
C.05-.06	Lot Corner Elevations
E.01-03	Paving and Storm Sewer Plan & Profile
L.01-02	Intersection Details
M.01-.03	Cross Road Storm Sewer Plan & Profile
MSWM.01-06	Sanitary Sewer and Watermain Plan & Profile

DEVELOPER:

HIGHLAND CORPORATION
 C/O JOSEPH OSWALD
 935 DEER RUN DRIVE
 MONTICELLO, IOWA OR
 JEFF HINRICHS
 Ph# 319-480-5744

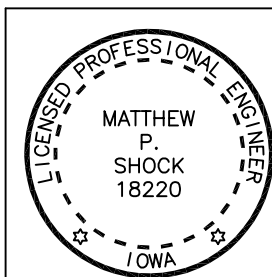
NOTE:

THE PROPOSED IMPROVEMENTS INCLUDED IN THESE DRAWINGS HAVE BEEN DESIGNED IN ACCORDANCE WITH THE CURRENT VERSION OF SUDAS DESIGN STANDARDS, SPECIFICATIONS AND DETAILS.

CONTACT:

MATT SHOCK
 STS CIVIL
 mshock@stscivil.com
 319-350-8120

SCHNEIDER
 Land Surveying
 &
 Planning, Inc.
 P.O. Box 128
 Farley, Iowa 52046
 Ph# 563-744-3631
 daves@yousq.net



I hereby certify that this Engineering document was prepared by me or under my direct personal supervision and that I am a duly Licensed Engineer under the laws of the State of Iowa.

Matthew P. Shock 07/19/2023

Matthew P. Shock Iowa Reg No. 18220

My License renewal date is December 31, 2024

Pages covered by this seal: A.01-.03, C.01-.06, E.01-.03, L.01, M.01-.03, MSWM.01-.06

EROSION CONTROL NOTES

GENERAL NOTES

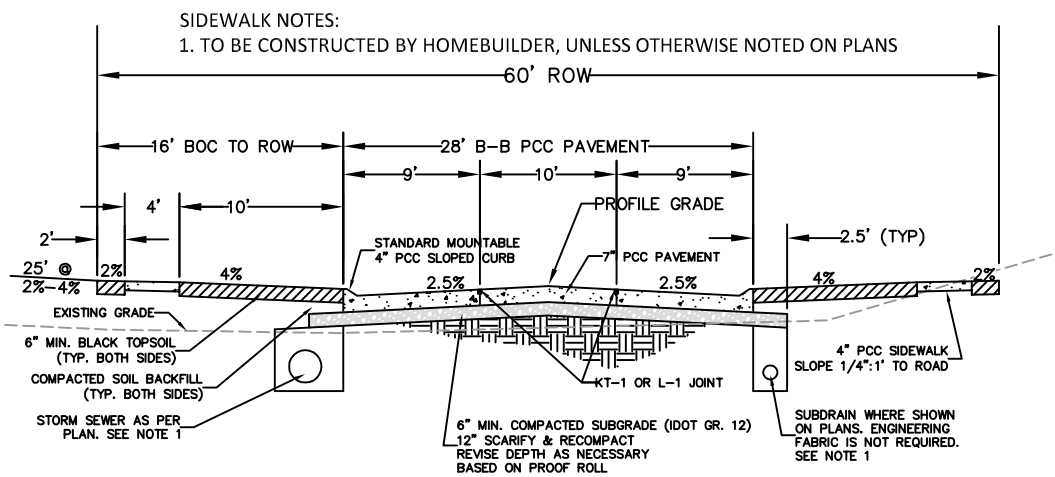
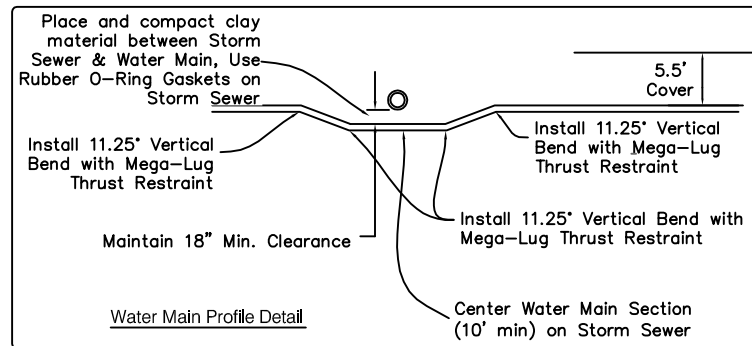
STANDARD DETAILS

1. CONTRACTOR SHALL FURNISH AND MAINTAIN EROSION CONTROL AND WATER QUALITY SYSTEMS PER THE PLAN SWPPP. TO SATISFY THE REQUIREMENTS OF THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT, THE CONTRACTOR SHALL FURNISH, INSTALL AND MAINTAIN THE TEMPORARY EROSION AND SEDIMENT CONTROL SYSTEMS. CONTRACTOR SHALL MAINTAIN A STORMWATER POLLUTION PREVENTION PLAN PER SUDAS 9040.
2. CONTRACTOR AND ALL SUBCONTRACTORS WORKING ON THE SITE SHALL SIGN THE NPDES PERMIT AS CO-PERMITTEES PRIOR TO CONDUCTING ANY LAND DISTURBING ACTIVITIES ON THE SITE.
3. CONTRACTOR IS RESPONSIBLE TO PROTECT AND MAINTAIN ALL EXISTING AND CONSTRUCTED DRAINAGE CHANNELS AND DRAINAGE STRUCTURES. CONTRACTOR IS LIABLE FOR ALL DAMAGE TO PUBLIC OR PRIVATE PROPERTY CAUSED BY THEIR ACTION OR INACTION IN THE HANDLING OF STORM WATER FLOWS DURING CONSTRUCTION. EXTRA GRADING WORK NECESSARY TO MAINTAIN POSITIVE DRAINAGE WITHIN THE CONSTRUCTION LIMITS IS CONSIDERED INCIDENTAL TO CONSTRUCTION OR RELATED BID ITEMS.
4. REFER TO SHEET C.03-.04 FOR ADDITIONAL INFORMATION.

1. WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATION MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION SHALL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK. CONTRACTOR SHALL CALL IOWA ONE CALL FOR UTILITY LOCATES.
2. ALL CONSTRUCTION SHALL BE ACCORDING TO CURRENT SUDAS SPECIFICATIONS AND DETAILS AND THE CITY OF MONTICELLO CONSTRUCTION AND MATERIAL REQUIREMENTS WHERE APPLICABLE.
3. CONTRACTOR SHALL EXTEND SERVICES TO THE 10' UTILITY EASEMENT LINE, PLUG END AND MARK WITH TIMBER 4X4.
4. SUBGRADE SHALL MEET SUDAS SPECIFICATIONS, INCLUDING PROOFROLLING.
5. ALL WASTE AND DEBRIS SHALL BE CLEANED UP AND REMOVED BY THE CONTRACTOR.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR SITE SAFETY INCLUDING ANY NECESSARY FENCING AND SIGNING OF THE SITE.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TESTING NECESSARY AND AS-BUILTS REQUIRED BY CITY FOR FINAL ACCEPTANCE.
8. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY TRAFFIC CONTROL AS A RESULT OF PROJECT IMPROVEMENTS.
9. ALL PERMITS SHALL BE SECURED AND FEES SHALL BE PAID PRIOR TO START OF CONSTRUCTION.
10. CONTRACTOR SHALL CONTACT CITY OF MONTICELLO FOR COORDINATION AND ADDITIONAL REQUIREMENTS FOR WORK WITHIN ROW AND CITY INFRASTRUCTURE.

THE ENTIRE SUDAS STANDARD DETAILS SHALL BE CONSIDERED APPLICABLE TO CONSTRUCTION WORK ON THIS PROJECT. THE FOLLOWING LIST OF DETAILS ANTICIPATED FOR THIS PROJECT IS PROVIDED FOR THE CONTRACTOR'S INFORMATION.

- (SW-101) Trench Bedding and Backfill Zones
- (SW-102) Rigid Gravity Pipe Trench Bedding
- (SW-103) Flexible Gravity Pipe Trench Bedding
- (SW-201) Sanitary Sewer Service Stub
- (SW-211) Pipe Connections for Storm Sewer
- 4030.221 RCP Apron Section Footing
- 4030.222 Circular Concrete Aprons
- 4040.231 Subdrains
- 4040.232 Subdrain Cleanouts
- 4040.233 Subdrain Outlets
- (WM-101) Thrust Blocks
- (WM-102) Tracer System
- 5010.901 Minimum Clearance Between Water Service and Structure
- (WM-201) Fire Hydrant Assembly
- (SW-301) Circular Sanitary Sewer Manhole
- (SW-303) Sanitary Sewer Over Existing Sewer
- (SW-509) Double Open-throat Curb Intake, Small Box
- 7010.101 Joints
- 7010.102 PCC Curb Details
- 7010.103 Manhole Boxouts in PCC Pavement
- 7010.904 Typical Jointing Layout
- 9040.102 Filter Berm and Filter Sock
- 9040.110/1 Rip Rap Apron for Pipe Outlet into Flat Ground/Channel
- 9040.119 Silt Fence
- 9040.120 Stabilized Construction Entrance



TYPICAL ROADWAY CROSS SECTION
NO SCALE

- NOTES:
1. REFER TO PLANS FOR LOCATION OF SUBDRAINS AND/OR STORM SEWER LINES. WHERE PLANS SHOW THESE LINES UNDER PAVEMENT LONGITUDINALLY, SUBGRADE SHALL BE SHAPED TO DRAIN TO TRENCHES FOR THESE LINES. THIS WORK IS ALSO REQUIRED FOR LINES UNDER INTERSECTION RETURNS. DEPTH OF SUBBASE SHALL BE INCREASED AS REQUIRED FOR THIS WORK.
 2. SUBBASE SHALL BE EXTENDED OVER STORM SEWER AND/OR SUBDRAIN TRENCHES WHERE REQUIRED TO MAINTAIN PROPER SUBBASE DRAINAGE. SUBBASE SHALL BE EXTENDED TO CENTERLINE OF STORM SEWER TRENCH AND COMPLETELY OVER SUBDRAIN TRENCH.

GRADING NOTES

1. MAINTAIN POSITIVE DRAINAGE ON THE SITE THROUGHOUT THE PROJECT.
2. PROVIDE WASTE AREAS OR DISPOSAL SITES FOR EXCESS MATERIAL THAT IS NOT DESIRABLE/ APPROVED TO BE PLACED ON-SITE.
3. APPLY NECESSARY MOISTURE TO THE CONSTRUCTION AREA TO PREVENT THE SPREAD OF DUST.
4. PROOFROLL ALL FILL AREAS TO IDENTIFY SOFT OR DISTURBED AREAS IN THE SUBGRADE WITH MINIMUM 25 TON GROSS VEHICLE WEIGHT. REMOVE AND RECOMPACT AREAS OF SUBGRADE WHICH ARE SOFT OR UNSTABLE TO MEET SPECIFIED LIMITS FOR DENSITY AND MOISTURE CONTENT.
5. COMPACT ALL AREAS UNDER BUILDINGS AND PAVEMENT TO 98% OF THE MAXIMUM STANDARD PROCTOR DRY DENSITY, 90% IN LAWN AREAS. SUBGRADE SHALL MEET SPECIFICATIONS, INCLUDING PROOFROLLING.

No.	DATE	REVISION	BY

PREPARED FOR:
HIGHLAND CORPORATION
Tel: 319-480-5744

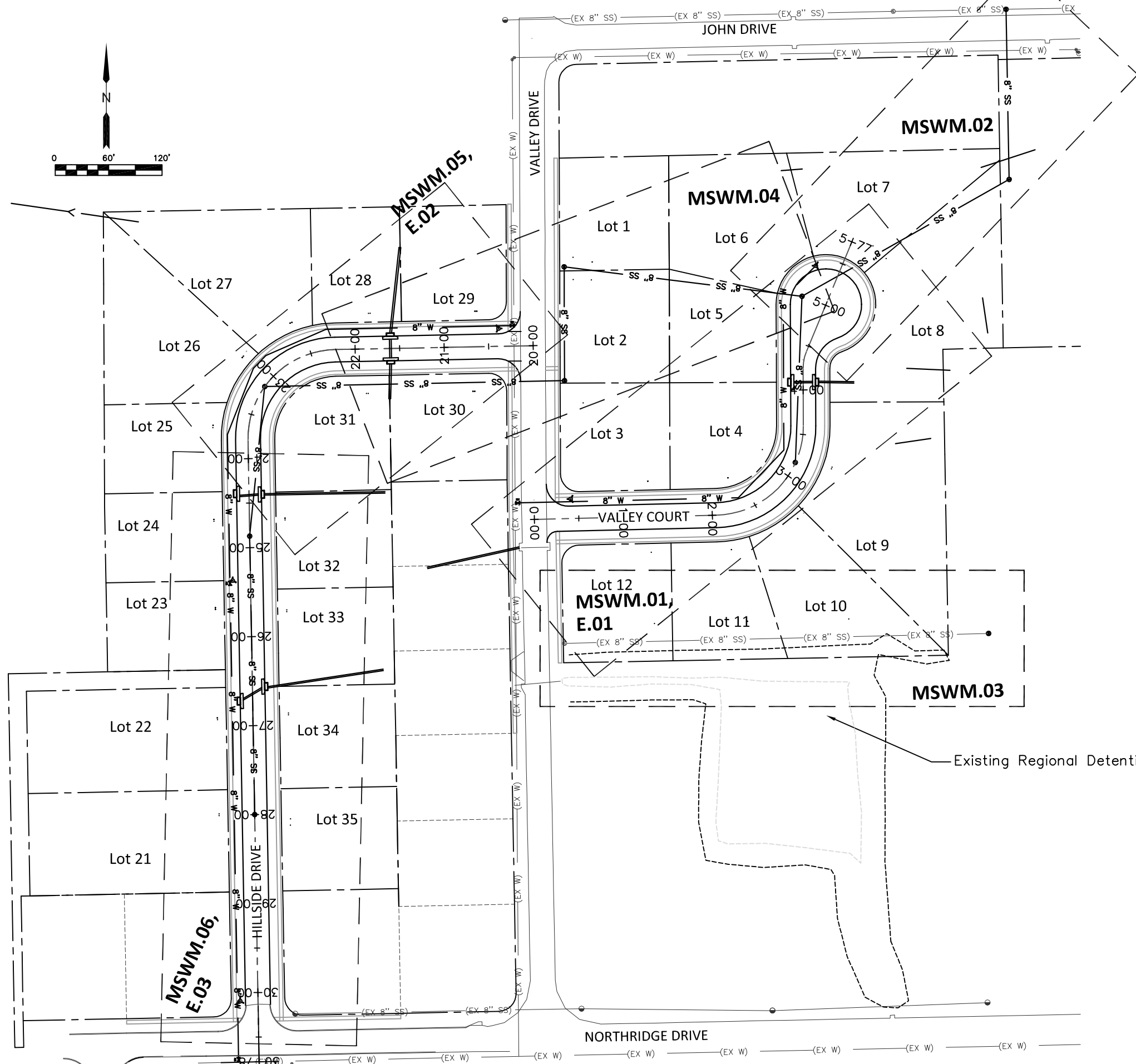
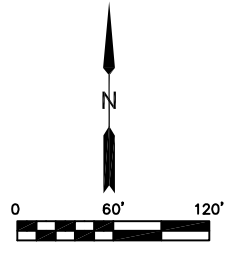
PREPARED BY:
STS CIVIL
mshock@stscivil.com
Tel: 319-350-8120



NORTHRIDGE ESTATES FIFTH ADDITION

DETAILS AND
GENERAL NOTES

Date	7/19/2023	Sheet No.	A.02
Project	06-2023-03	OF	A.03



IT IS CONTRACTOR'S RESPONSIBILITY TO REFER TO SUDAS AND CITY OF MONTICELLO REQUIREMENTS FOR ORDERING AND INSTALLING CORRECT UTILITY MATERIAL AND FIXTURES.

No.	DATE	REVISION

BY: **HIGHLAND CORPORATION**
 PREPARED FOR: **HIGHLAND CORPORATION**
 Tel: 319-480-5744

BY: **STS CIVIL**
 PREPARED BY: **STS CIVIL**
 mshock@stscivil.com
 Tel: 319-350-8120



NORTHRIDGE ESTATES FIFTH ADDITION

GRAPHICAL SHEET INDEX WITH
 OVERALL UTILITY PLAN-

Date: 7/19/2023
 Project: 06-2023-03
 Sheet No. A.03
 OF 03
 A.03

SANITARY SEWER MANHOLES

NO.	STREET	LOCATION	DIA.	RIM	NORTHING	EASTING	INVERT IN	INVERT OUT	NOTES
SMH-1	San 2	4+58.3 0.0'	48"	829.00	348153601.16	5320625661.48	SS-1 822.10		SW-303
SMH-2	San 2	2+67.1 0.0'	48"	831.57	348153409.99	5320625664.90	SS-2 823.10	SS-1 822.90	
SMH-3	Valley Court	4+99.1 -28.3'L	48"	836.30	348153278.70	5320625432.26	SS-3 824.40 SS-4 824.40	SS-2 824.20	
SMH-4	Valley Court	3+17.2 -0.3'L	48"	836.45	348153091.97	5320625424.71		SS-3 825.30	
SMH-5	San 4	2+69.3 0.0'	48"	839.56	348153311.74	5320625165.00	SS-5 826.10	SS-4 826.00	
SMH-6	San 4	3+97.1 0.0'	48"	839.18	348153183.90	5320625165.41	SS-21 827.90	SS-5 827.80	
SMH-21	Hillside	23+15.1 0.0'	48"	842.17	348153177.26	5320624828.66	SS-22 831.40	SS-21 831.30	
SMH-22	Hillside	24+87.1 0.0'	48"	844.19	348153009.20	5320624811.77	SS-23 832.20	SS-22 832.10	
SMH-23	Hillside	28+00.0 0.0'	48"	863.14	348152696.36	5320624817.37		SS-23 851.80	
SMH-X1	San X1	0+00.0 0.0'	48"	830.71	348153598.84	5320625534.71		SS-X1 822.93	
SMH-X2	San X1	4+33.9 0.0'	48"	825.55	348153606.78	5320625968.57	SS-X1 819.43		
SMH-X3	San X3	0+00.0 0.0'	48"	840.10	348152888.70	5320625165.52		SS-X2 830.66	
SMH-X4	San X3	4+76.5 0.0'	48"	838.05	348152899.88	5320625641.86	SS-X2 826.11		

WATER SERVICES

LOT NO	STATION	OFFSET	STREET	EST LENGTH
1	2+61	12' R	San 4	directional drill 67'
2	2+84	10' L	San 4	directional drill 67'
3	1+28	40' L	Valley Court	21'
4	2+28	40' L	Valley Court	23'
5	4+27	40' L	Valley Court	32'
6	4+98	66' L	Valley Court	45'
7	5+57	34' L	Valley Court	38'
8	5+40	54' R	Valley Court	82'
9	3+24	40' R	Valley Court	67'
10	2+76	40' R	Valley Court	65'
11	2+16	40' R	Valley Court	58'
12	1+30	40' R	Valley Court	59'
21	28+00	40' R	Hillside	17'
22	26+93	40' R	Hillside	17'
23	25+69	40' R	Hillside	17'
24	24+68	40' R	Hillside	17'
25	23+69	40' R	Hillside	18'
26	23+05	40' R	Hillside	18'
27	22+57	40' R	Hillside	22'
28	21+84	40' R	Hillside	17'
29	20+65	40' R	Hillside	17'
30	20+69	50' L	Hillside	73'
31	21+88	50' L	Hillside	73'
32	24+70	40' L	Hillside	63'
33	25+73	40' L	Hillside	63'
34	26+89	40' L	Hillside	63'
35	28+13	40' L	Hillside	63'

SANITARY SEWER SERVICES

LOT NO	STATION	OFFSET	STREET	EST LENGTH	DIST. TO DOWNSTREAM MH
(1)	2+39	9' R	San 4	10'	
(2)	2+37	11' L	San 4	10'	
(3)	3+97	33' L	San 4	40'	
(4)	3+14	40' L	Valley Court	40'	
(5)	0+52	20' L	San 4	20'	
(6)	0+53	15' R	San 4	15'	
(7)	0+97	10' L	San 2	10'	
(8)	1+03	9' R	San 2	10'	
(9)	3+26	40' R	Valley Court	42'	
(10)	3+20	20' L	San X3	20'	
(11)	2+06	20' L	San X3	20'	
(12)	1+01	20' L	San X3	20'	
(21)	27+98	40' R	Hillside	41'	
(22)	26+91	40' R	Hillside	40'	
(23)	25+67	40' R	Hillside	40'	
(24)	24+70	40' R	Hillside	42'	
(25)	23+67	40' R	Hillside	54'	
(26)	23+07	40' R	Hillside	47'	
(27)	22+59	40' R	Hillside	71'	
(28)	21+82	40' R	Hillside	80'	
(29)	20+63	40' R	Hillside	80'	
(30)	20+67	50' L	Hillside	10'	
(31)	21+86	50' L	Hillside	10'	
(32)	24+68	40' L	Hillside	38'	
(33)	25+71	40' L	Hillside	40'	
(34)	26+87	40' L	Hillside	40'	
(35)	28+05	40' L	Hillside	42'	

SANITARY SEWER

NOTE: Flowline elevations supercede the calculated slope summarized in plans

NO.	SIZE	LENGTH	SLOPE	MANHOLE (1)	FLOWLINE (1)	FLOWLINE (2)	MANHOLE (2)	NOTES
SS-1	8	188'	0.42%	SMH-1	822.10	822.90	SMH-2	directional drill
SS-2	8	264'	0.41%	SMH-2	823.10	824.20	SMH-3	
SS-3	8	183'	0.48%	SMH-3	824.40	825.30	SMH-4	
SS-4	8	266'	0.59%	SMH-3	824.40	826.00	SMH-5	
SS-5	8	124'	1.33%	SMH-5	826.10	827.80	SMH-6	
SS-21	8	333'	1.01%	SMH-6	827.90	831.30	SMH-21	
SS-22	8	165'	0.41%	SMH-21	831.40	832.10	SMH-22	
SS-23	8	309'	6.30%	SMH-22	832.20	851.80	SMH-23	
SS-X1	8	430'	0.81%	SMH-X1	822.93	819.43	SMH-X2	
SS-X2	8	473'	0.96%	SMH-X3	830.66	826.11	SMH-X4	

SERVICES NOTES:

- 1) L/R BASED ON CENTERLINE STATIONING
- 2) ALL SERVICE TRENCHES SHALL BE BACKFILLED AND COMPACTED IN LIFTS
- 3) SERVICES SHALL BE INSTALLED THROUGH THE 10' UTILITY EASEMENT TO THE UTILITY EASEMENT LINE
- 4) IT IS CONTRACTOR'S RESPONSIBILITY TO REFER TO SUDAS SPECS FOR ORDERING AND INSTALLING CORRECT UTILITY MATERIAL AND FIXTURES.

NOTE: LOT NUMBERING WITHIN THESE CONSTRUCTION DOCUMENTS TO ASSIST FOR REFERENCE ONLY DURING CONSTRUCTION AND MAY VARY FROM FINAL PLAT

NOTE: The FES length is included in pipe length summarized above

No.	DATE	REVISION	BY	PREPARED FOR: HIGHLAND CORPORATION Tel: 319-480-5744	PREPARED BY: STS CIVIL mshock@stscivil.com Tel: 319-350-8120		NORTHRIDGE ESTATES FIFTH ADDITION	TABULATIONS	Date 7/19/2023	Sheet No. C.01
									Project 06-2023-03	OF C.06

STORM SEWER

NOTE: Flowline elevations supercede the calculated slope summarized in plans

NO.	SIZE	LENGTH	SLOPE	END(1)	FLOWLINE (1)	FLOWLINE (2)	END(2)	NOTES
P-1	15"	41'	-2.00%	1	831.30	830.50	15" FES	Dual Wall HDPE
P-2	15"	29'	-3.57%	1	831.50	832.50	2	
P-3E	6"	49'	-0.82%	EAST BASIN 6" FES	828.00	827.60	6" FES	Dual Wall HDPE
P-4E	8"	40'	-1.50%	EAST BASIN 8" FES	829.00	828.40	8" FES	Dual Wall HDPE
P-5NE	8"	40'	-2.59%	NE BASIN 8" FES	829.50	828.47	8" FES	Dual Wall HDPE
P-6NE	8"	64'	-2.35%	NE BASIN 8" FES	830.50	829.00	8" FES	Dual Wall HDPE
P-7NW	12"	24'	-0.64%	12" FES	831.40	831.25	12" FES	Dual Wall HDPE
P-20	18"	43'	-0.71%	21	837.00	837.30	18" FES	Dual Wall HDPE
P-21	18"	28'	-0.71%	22	836.70	836.90	21	
P-22	18"	101'	-0.70%	18" FES	835.90	836.60	22	Dual Wall HDPE
P-23	15"	29'	-2.14%	23	840.10	839.50	24	
P-24	15"	139'	-0.58%	24	839.30	838.50	15" FES	Dual Wall HDPE
P-25	15"	33'	-3.11%	26	848.00	849.00	25	
P-26	15"	132'	-5.02%	26	847.90	841.30	15" FES	Dual Wall HDPE
P-27	15"	106'	-0.85%	15" FES	837.20	836.30	EX INTAKE	Dual Wall HDPE core into intake
P-28NW	8"	145'	-3.46%	8" FES	832.00	827.00	8" FES	Dual Wall HDPE

NOTE: The FES length is included in pipe length summarized above

STORM SEWER STRUCTURES

NO.	STREET	LOCATION	TYPE	ELEV	NORTHING	EASTING	INVERT IN	INVERT OUT	NOTES
1	Valley Court	4+09 14.0'R	SW-509	836.02	8153182.31	20625447.51	P-2 831.50	P-1 831.30	
2	Valley Court	4+09 14.0'L	SW-509	836.02	8153182.19	20625419.51		P-2 832.50	
21	Hillside	21+60 14.0'L	SW-509	840.68	8153206.05	20624970.22	P-20 837.00	P-21 836.90	
22	Hillside	21+60 14.0'R	SW-509	840.68	8153234.05	20624969.66	P-21 836.70	P-22 836.60	
23	Hillside	24+39 14.0'R	SW-509	843.66	8153056.87	20624796.92		P-23 840.10	
24	Hillside	24+40 14.0'L	SW-509	843.68	8153056.12	20624824.93	P-23 839.50	P-24 839.30	
25	Hillside	26+72 14.0'R	SW-509	852.99	8152823.91	20624801.09		P-25 849.00	
26	Hillside	26+56 14.0'L	SW-509	851.83	8152840.21	20624828.78	P-25 848.00	P-26 847.90	

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NORTHRIDGE ESTATES FIFTH ADDITION

TABULATIONS

Date	7/19/2023	Sheet No.	C.02
Project	06-2023-03	OF	C.06

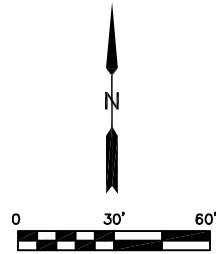
NOTE: THE PROPOSED CONTOURS AND EARTHWORK QUANTITIES REFLECT **ROADWAY SUBGRADE SURFACE WITHIN THE ROW** AND FINISHED SURFACE BEYOND THE ROW

GRADING QUANTITIES- EAST OF VALLEY DR (VALLEY COURT)

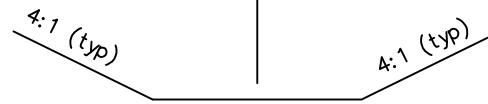
(FOR REFERENCE ONLY- FULL MASS GRADING CONCEPT AS SHOWN ON THIS SHEET)

ADJUSTED- Existing vs top ROW subgrade
- pipe spoils not included

CUT = 8,120 CY
FILL = 7,035 CY
FILL+30%= 9,145 CY



Internal Swales Centered on Property Line



Varies
TYPICAL SWALE CROSS SECTION
NO SCALE

PLACE SILT FENCE INTERNALLY AS NEEDED TO HELP MINIMIZE EROSION

Maintain positive drainage off constructed surfaces

EROSION CONTROL NOTES:

- 1) PROVIDE STABILIZED CONSTRUCTION ENTRANCES FROM VALLEY DRIVE PER SUDAS 940.120. CONTRACTOR RESPONSIBLE FOR CLEANING ANY OFFSITE TRACKING.
- 2) SILT FENCE (OR EQUIVALENT) WILL BE PLACED ALONG THE PERIMETER OF THE PROJECT AT LOCATIONS IN WHICH RUNOFF CAN MOVE OFFSITE BY THE CONTRACTOR PRIOR TO BEGINNING GRADING.
- 3) PLACE CLASS D RIP RAP AT STORM SEWER FES OUTLETS AS CALLED FOR IN PLANS. REFER TO SUDAS 940.111 AND M.01-M.03 FOR MORE INFORMATION.
- 4) REFER TO PROJECT SWPPP FOR COMPLETE DETAILS AND REQUIREMENTS ON MAINTENANCE, PLACEMENT, STABILIZATION SEEDING, AND RECORD KEEPING IN ORDER TO KEEP IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE SWPPP DEVELOPED UNDER THE NPDES PERMIT.

FILTER SOCK INSTALLATION REQUIREMENTS

- COMPOSED OF COMPOST AND WOOD MULCH, ALTERNATIVES MUST BE FIRST APPROVED BY CITY
- FOR PERIMETER CONTROL USE 12-18" FILTER SOCK, STAKE EVERY 3-4 FEET
- NEEDS TO BE MAINTAINED WHEN SEDIMENT LEVEL REACHES HALF THE CAPACITY OF THE FILTER SOCK

CONCRETE WASHOUT FACILITY

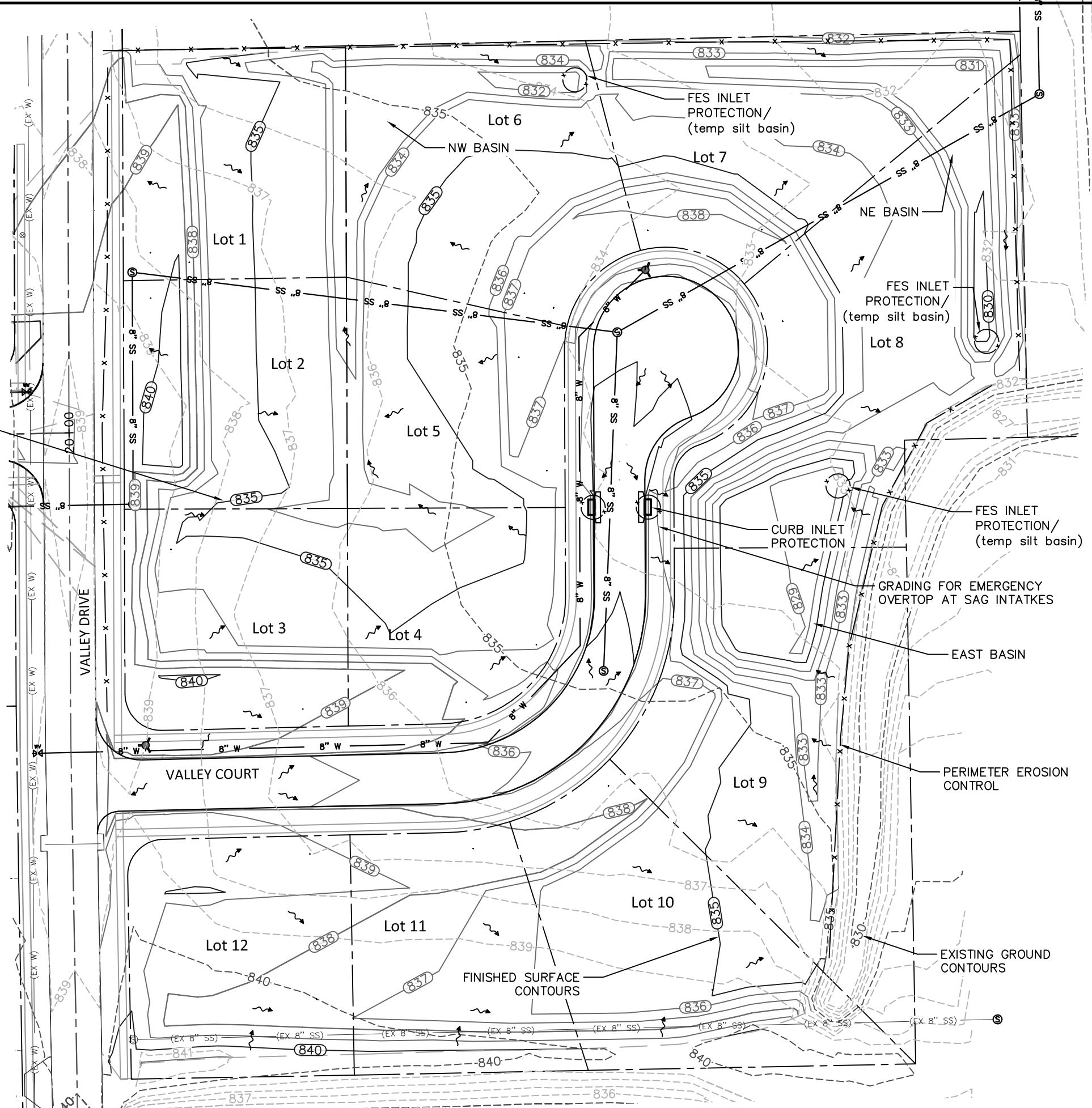
- MUST BE WITHIN THE LOTS PERIMETER CONTROLS, ON LEVEL GROUND, DRIVER ACCESSIBLE, AND IDENTIFICATION SIGN
- CAN BE CONSTRUCTED OF 12-18" FILTER SOCK WITH 3MM PLASTIC UNDERLAYMENT
- CONCRETE BAG MUST BE STAKED AND TIED UP
- ALL DEVICES SHALL BE MAINTAINED/REPLACED ONCE THEY ARE 3/4 FULL

PORT-A-JOHNS

- CONSTRUCT OR PLACE ON AN EXISTING LEVEL AREA WITHIN THE PERIMETER CONTROLS
- USE 1.5' STAKES (MINIMUM) TO SECURE INTO PLACE
- DO NOT LOCATE ON OR ABOVE STORM SEWER INLETS

TOPSOIL STOCKPILES

- NEED TO BE POSITIONED AWAY FROM ANY ROADS, DITCHES, STORM SEWER INLETS
- IF STOCKPILES WILL BE INACTIVE FOR 14 DAYS THEN TEMPORARY SEEDING PRACTICES NEED TO BE IMPLEMENTED
- SEDIMENT CONTROLS MAY NEED TO BE INSTALLED AROUND THE STOCKPILE'S PERIMETER DEPENDING ON THE LOCATION
- TOPSOIL TO BE RESPREAD UPON FINAL GRADING AND REMAIN ONSITE



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NORTHRIDGE ESTATES FIFTH ADDITION

GRADING AND E/C PLAN- E

Date	7/19/2023	Sheet No.	C.03
Project	06-2023-03	OF	C.06

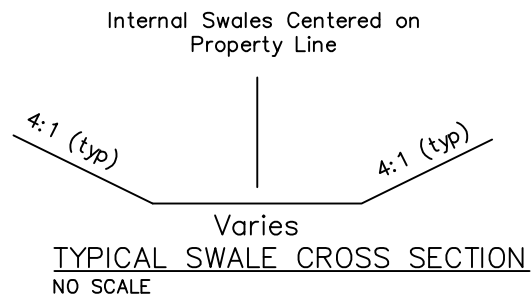
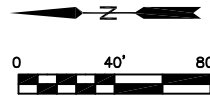
NOTE: THE PROPOSED CONTOURS AND EARTHWORK QUANTITIES REFLECT **ROADWAY SUBGRADE SURFACE WITHIN THE ROW** AND FINISHED SURFACE BEYOND THE ROW

GRADING QUANTITIES- WEST OF VALLEY DR (HILLSIDE DR)

(FOR REFERENCE ONLY- FULL MASS GRADING CONCEPT AS SHOWN ON THIS SHEET)

ADJUSTED- Existing vs top ROW subgrade
- pipe spoils not included

CUT = 12,020 CY
FILL = 8,910 CY
FILL+30%= 11,580 CY



EROSION CONTROL NOTES:

- 1) PROVIDE STABILIZED CONSTRUCTION ENTRANCES FROM VALLEY DRIVE PER SUDAS 940.120. CONTRACTOR RESPONSIBLE FOR CLEANING ANY OFFSITE TRACKING.
- 2) SILT FENCE (OR EQUIVALENT) WILL BE PLACED ALONG THE PERIMETER OF THE PROJECT AT LOCATIONS IN WHICH RUNOFF CAN MOVE OFFSITE BY THE CONTRACTOR PRIOR TO BEGINNING GRADING.
- 3) PLACE CLASS D RIP RAP AT STORM SEWER FES OUTLETS AS CALLED FOR IN PLANS. REFER TO SUDAS 940.111 AND M.01-M.03 FOR MORE INFORMATION.
- 4) REFER TO PROJECT SWPPP FOR COMPLETE DETAILS AND REQUIREMENTS ON MAINTENANCE, PLACEMENT, STABILIZATION SEEDING, AND RECORD KEEPING IN ORDER TO KEEP IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE SWPPP DEVELOPED UNDER THE NPDES PERMIT.

FILTER SOCK INSTALLATION REQUIREMENTS

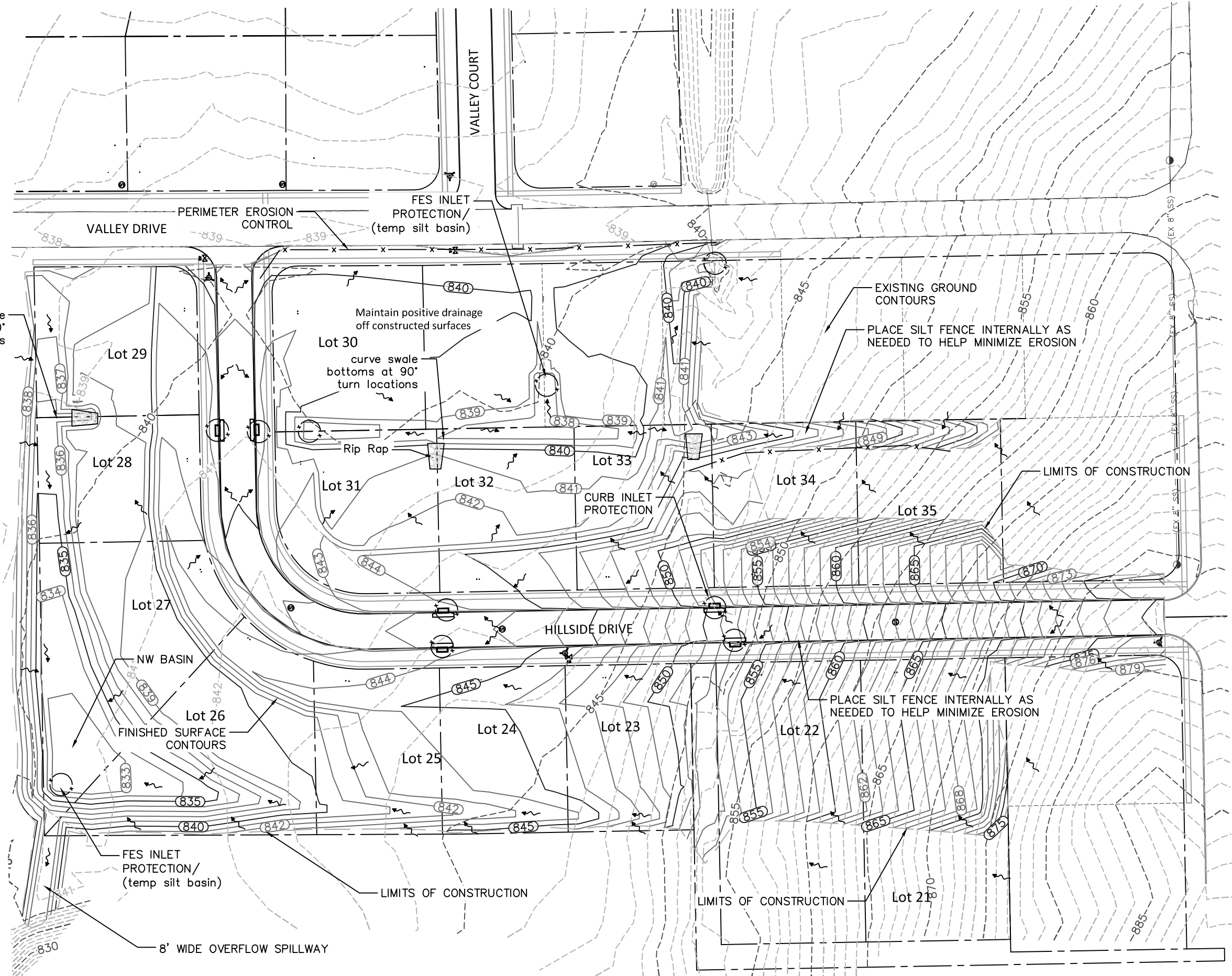
- COMPOSED OF COMPOST AND WOOD MULCH, ALTERNATIVES MUST BE FIRST APPROVED BY CITY
- FOR PERIMETER CONTROL USE 12-18" FILTER SOCK, STAKE EVERY 3-4 FEET
- NEEDS TO BE MAINTAINED WHEN SEDIMENT LEVEL REACHES HALF THE CAPACITY OF THE FILTER SOCK

CONCRETE WASHOUT FACILITY

- MUST BE WITHIN THE LOTS PERIMETER CONTROLS, ON LEVEL GROUND, DRIVER ACCESSIBLE, AND IDENTIFICATION SIGN
- CAN BE CONSTRUCTED OF 12-18" FILTER SOCK WITH 3MM PLASTIC UNDERLAYMENT
- CONCRETE BAG MUST BE STAKED AND TIED UP
- ALL DEVICES SHALL BE MAINTAINED/REPLACED ONCE THEY ARE 3/4 FULL

TOPSOIL STOCKPILES

- CONSTRUCT OR PLACE ON AN EXISTING LEVEL AREA WITHIN THE PERIMETER CONTROLS
- USE 1.5' STAKES (MINIMUM) TO SECURE INTO PLACE
- DO NOT LOCATE ON OR ABOVE STORM SEWER INLETS
- NEED TO BE POSITIONED AWAY FROM ANY ROADS, DITCHES, STORM SEWER INLETS
- IF STOCKPILES WILL BE INACTIVE FOR 14 DAYS THEN TEMPORARY SEEDING PRACTICES NEED TO BE IMPLEMENTED
- SEDIMENT CONTROLS MAY NEED TO BE INSTALLED AROUND THE STOCKPILE'S PERIMETER DEPENDING ON THE LOCATION
- TOPSOIL TO BE RESPREAD UPON FINAL GRADING AND REMAIN ONSITE



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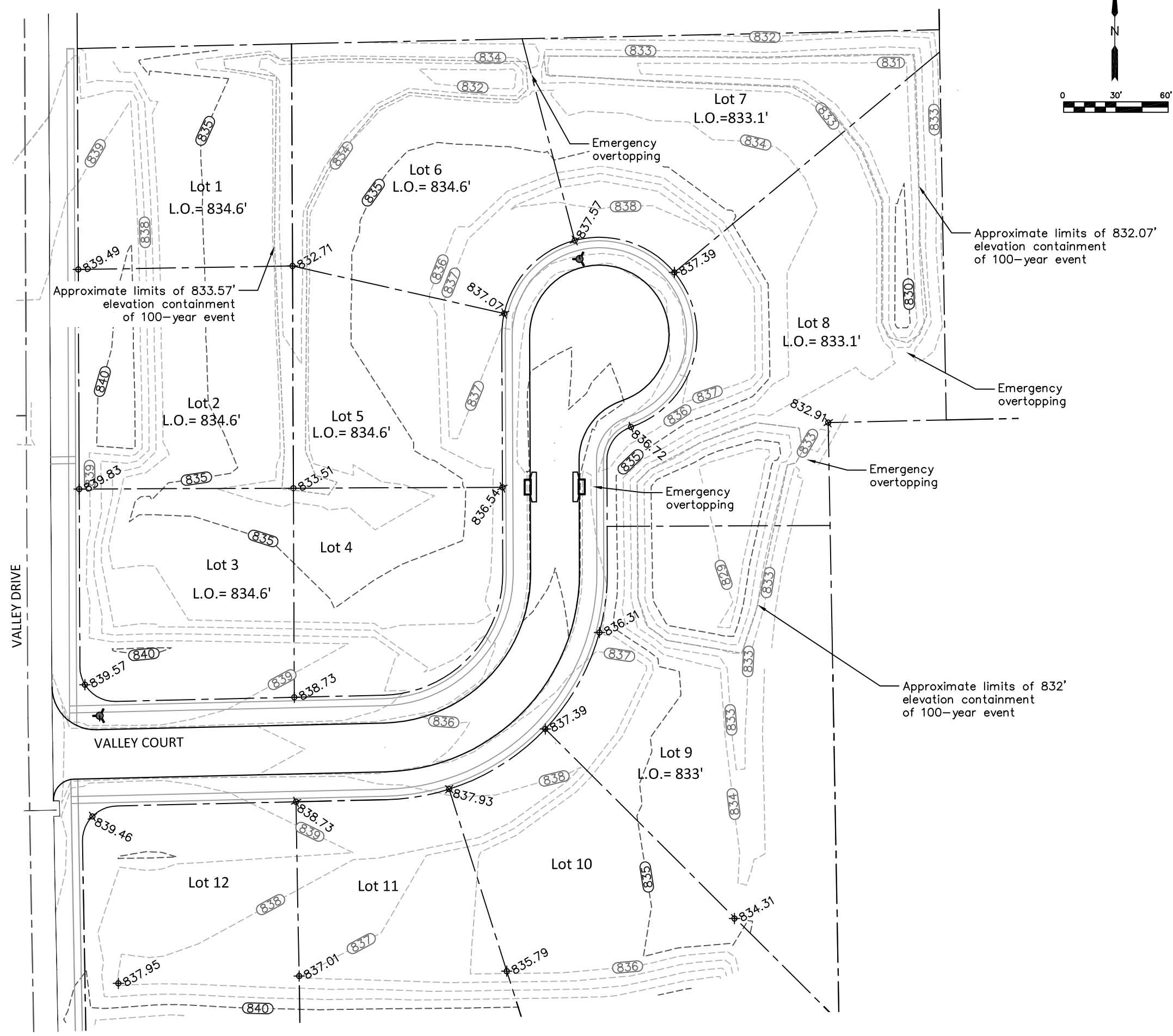
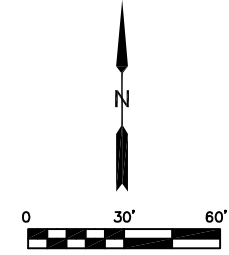
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NORTH RIDGE ESTATES FIFTH ADDITION

GRADING AND E/C PLAN- W

Date	7/19/2023	Sheet No.	C.04
Project	06-2023-03	OF	C.06

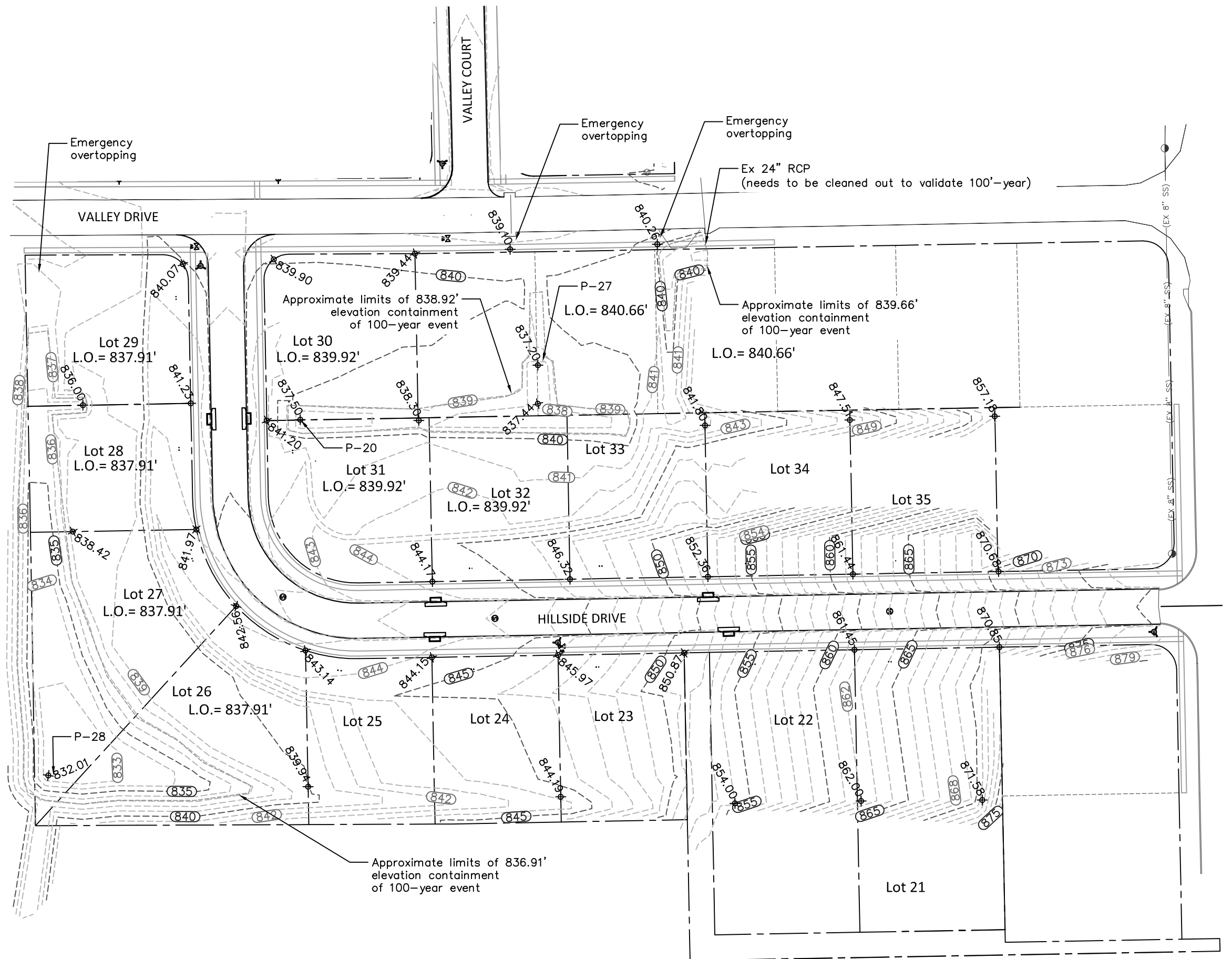
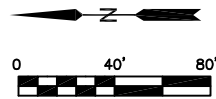


L.O.= MINIMUM LOW OPENING ELEVATION
 NOTE: These minimum low opening elevations were based on judgement of a 100-year rainfall event scenario applied to the subdivision's designed drainage pattern and drainageway capacities. Home builder's judgment is still required on the appropriate placement, elevation, and lot shaping for final low opening protection/risk on all lots. As the subdivision conditions are modified during the home construction stage, these evolving factors need to also be taken into account when determining low opening elevation and level of risk protection.

NOTE: DRAINAGE EASEMENT AREAS MUST REMAIN OPEN AND FREE FROM OBSTRUCTIONS

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				HIGHLAND CORPORATION	STS CIVIL	7/19/2023	C.05
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					Tel: 319-350-8120	06-2023-03	C.06

NORTHRIDGE ESTATES FIFTH ADDITION LOT CORNER ELEVATIONS- E



L.O.= MINIMUM LOW OPENING ELEVATION

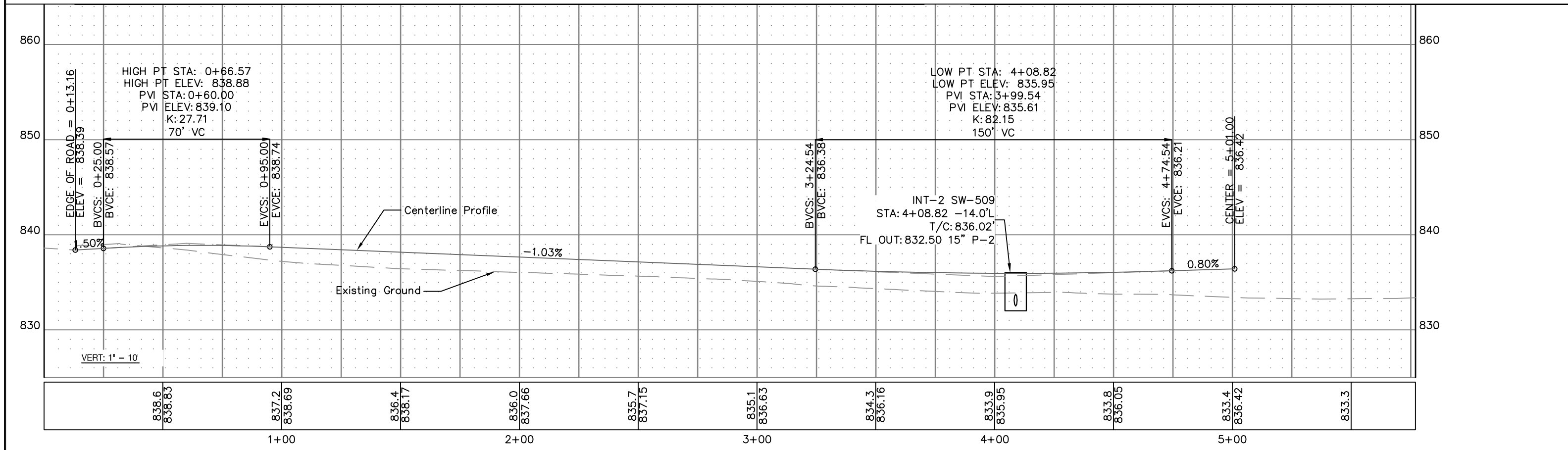
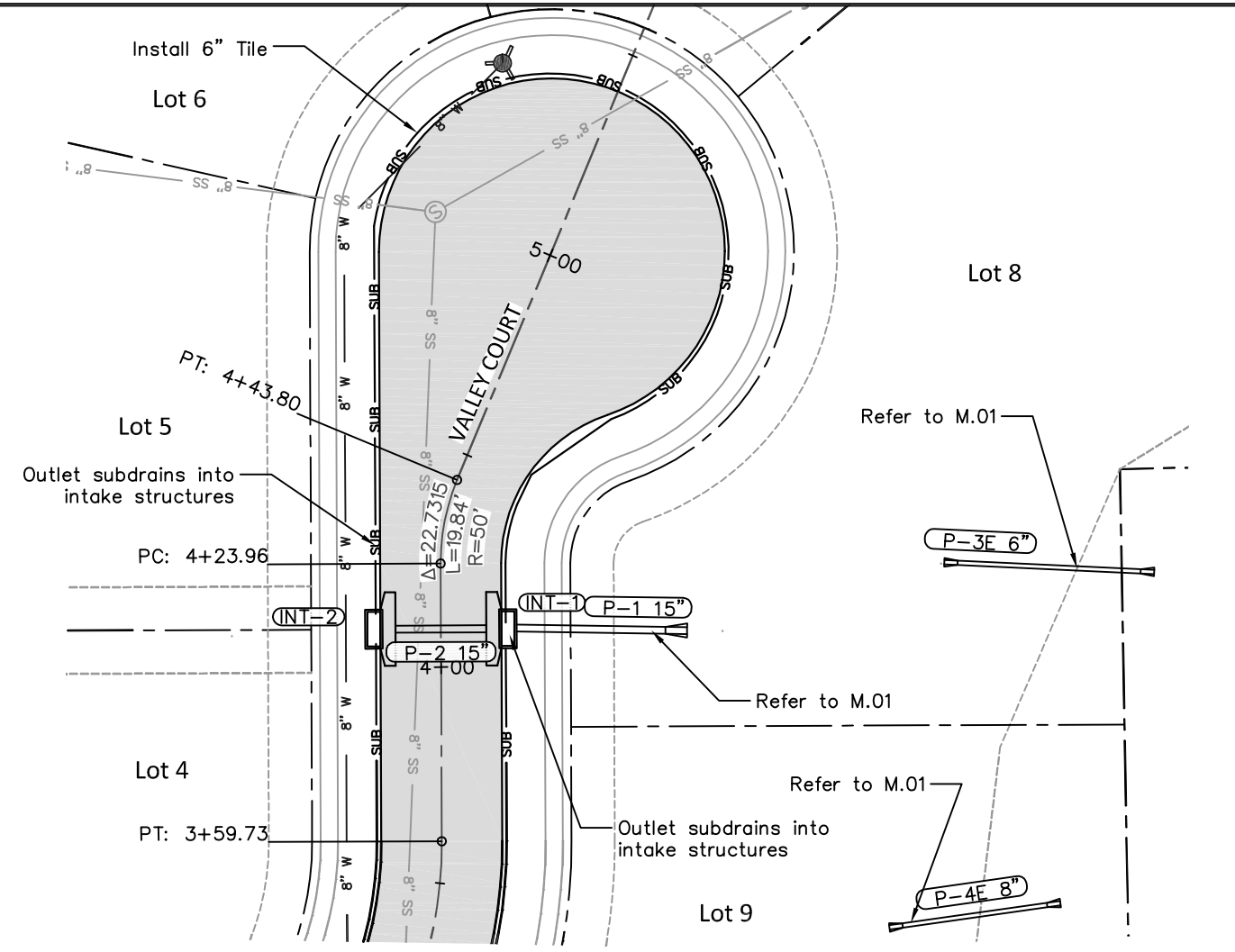
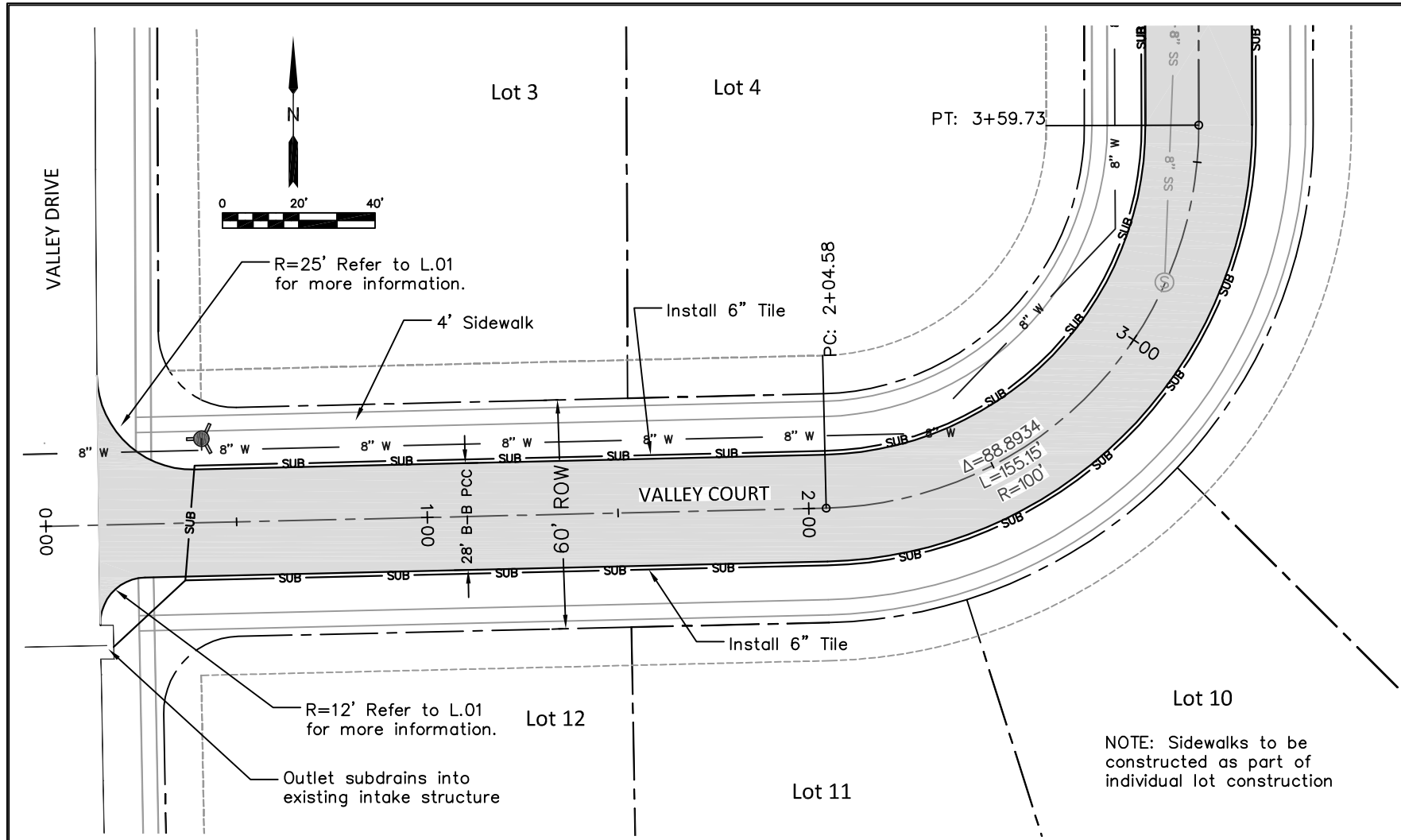
NOTE: These minimum low opening elevations were based on judgement of a 100-year rainfall event scenario applied to the subdivision's designed drainage pattern and drainageway capacities. Home builder's judgment is still required on the appropriate placement, elevation, and lot shaping for final low opening protection/risk on all lots. As the subdivision conditions are modified during the home construction stage, these evolving factors need to also be taken into account when determining low opening elevation and level of risk protection.

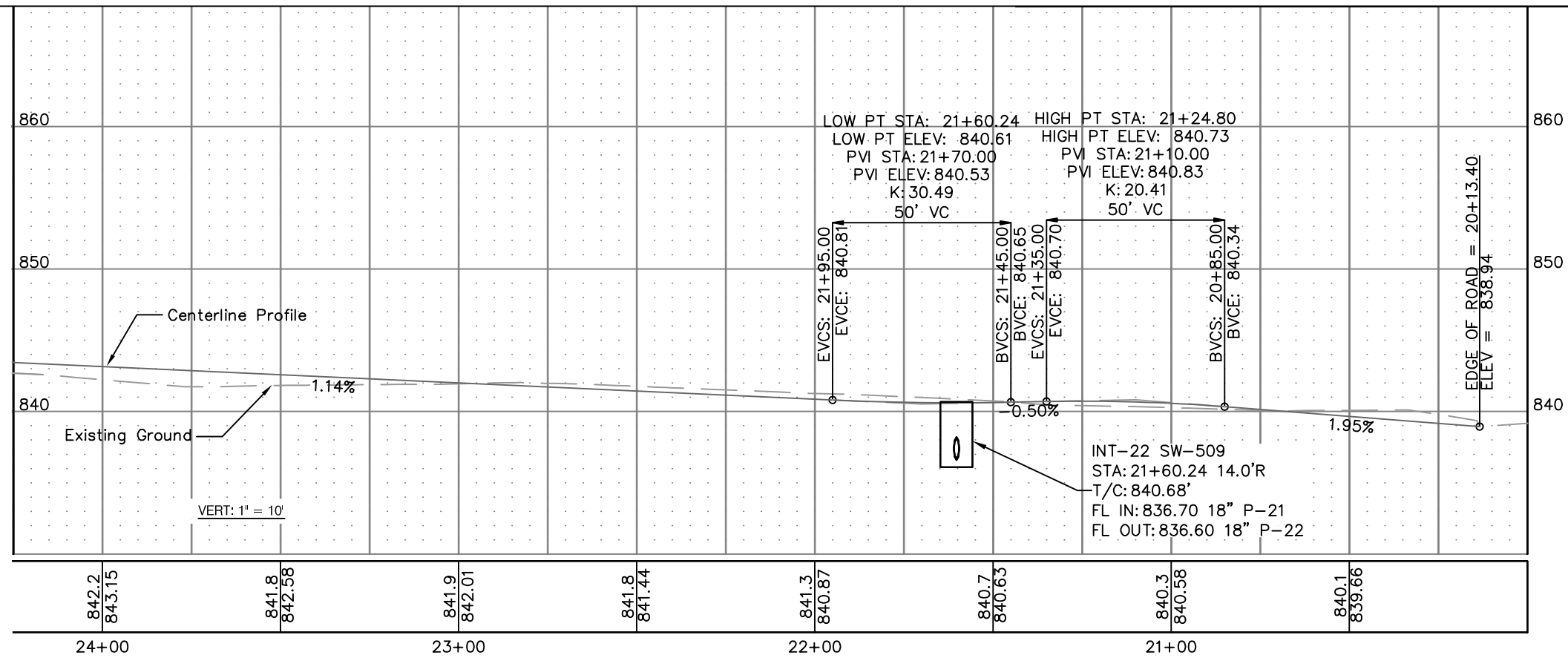
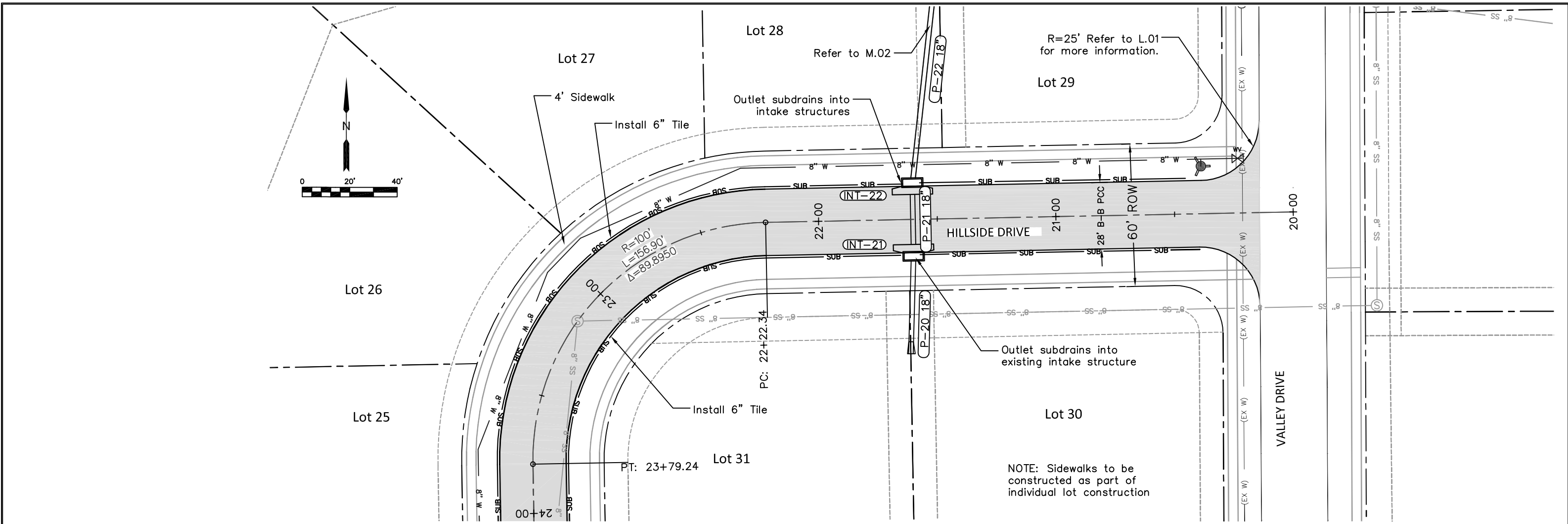
NOTE: DRAINAGE EASEMENT AREAS MUST REMAIN OPEN AND FREE FROM OBSTRUCTIONS

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				HIGHLAND CORPORATION	STS CIVIL	7/19/2023	C.06
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					Tel: 319-350-8120	06-2023-03	C.06

NORTHRIDGE ESTATES FIFTH ADDITION

LOT CORNER ELEVATIONS- W





No.	DATE	REVISION	BY

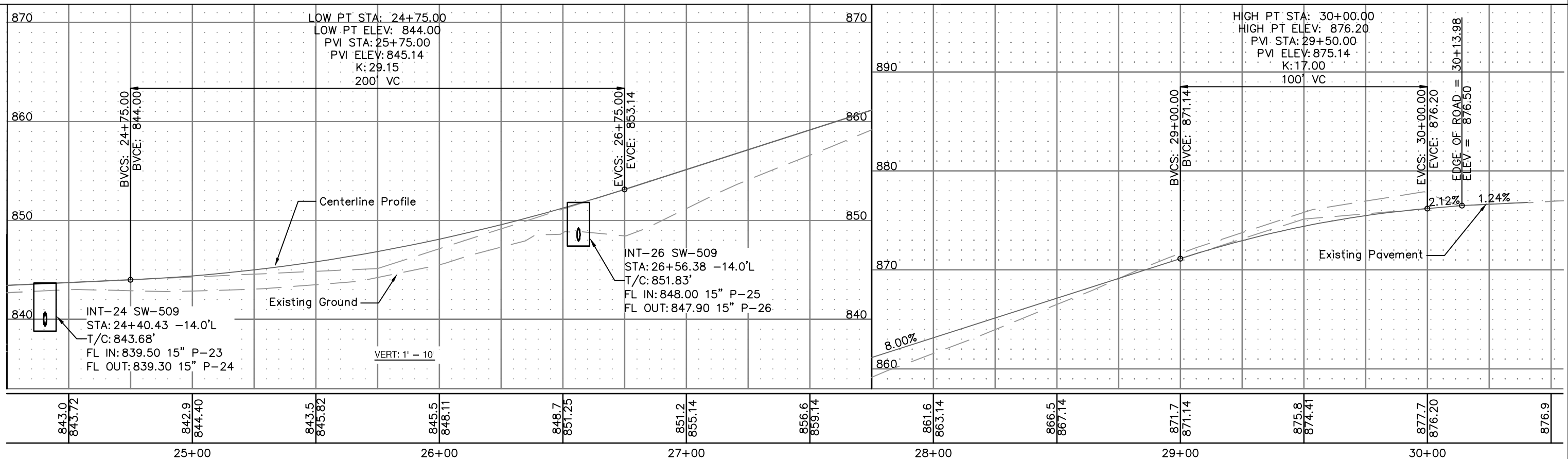
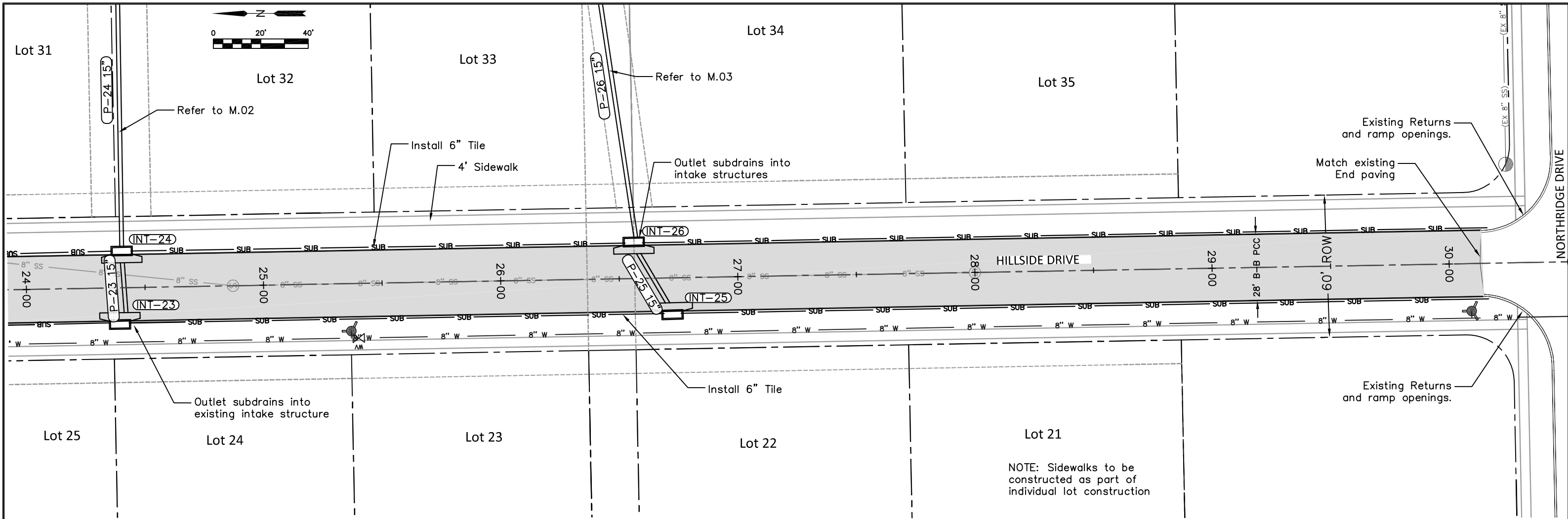
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NORTHRIDGE ESTATES FIFTH ADDITION

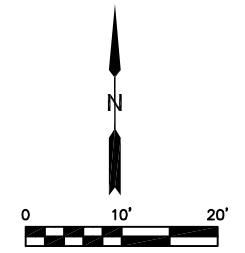
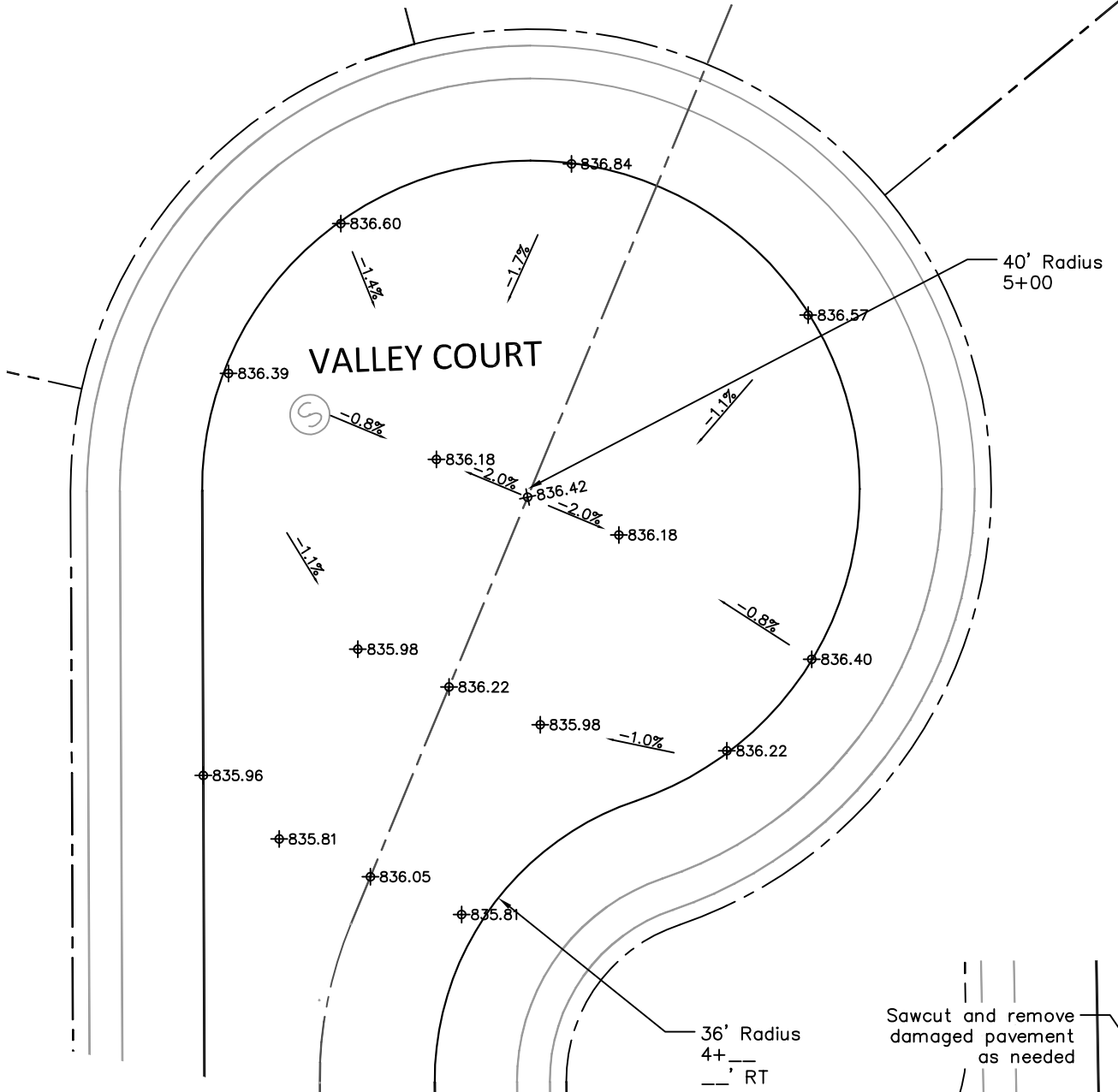
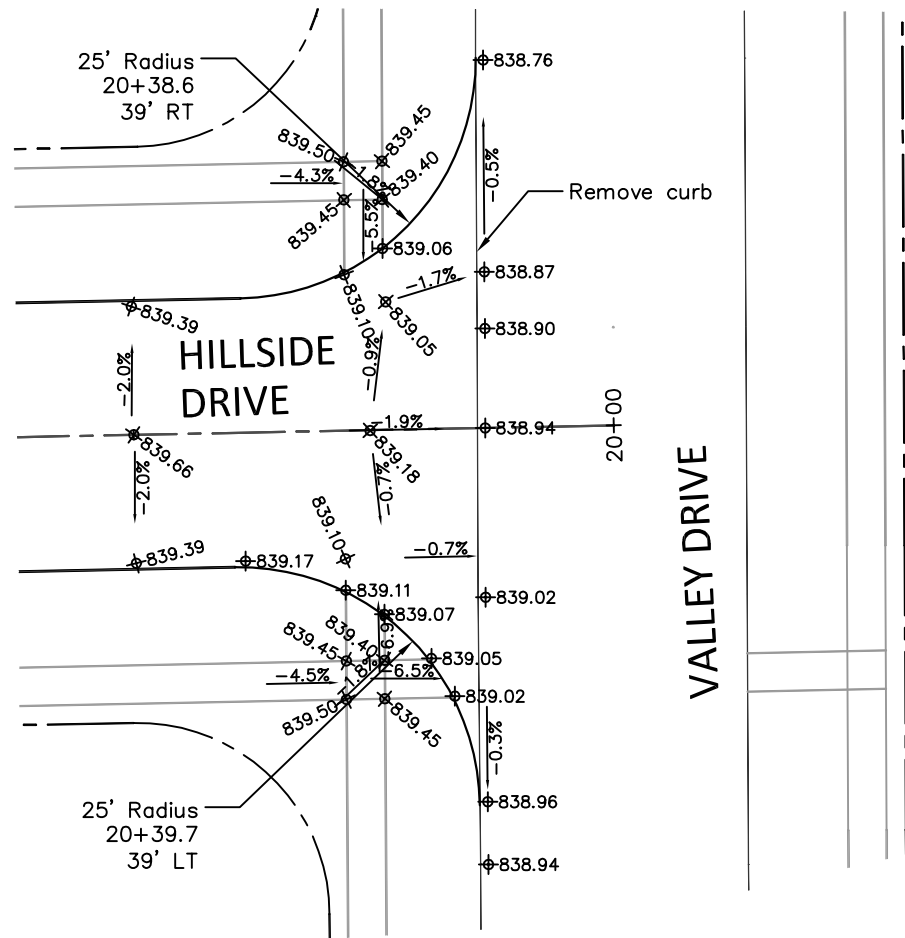
PAVING AND STORM
 SEWER PLAN AND PROFILE



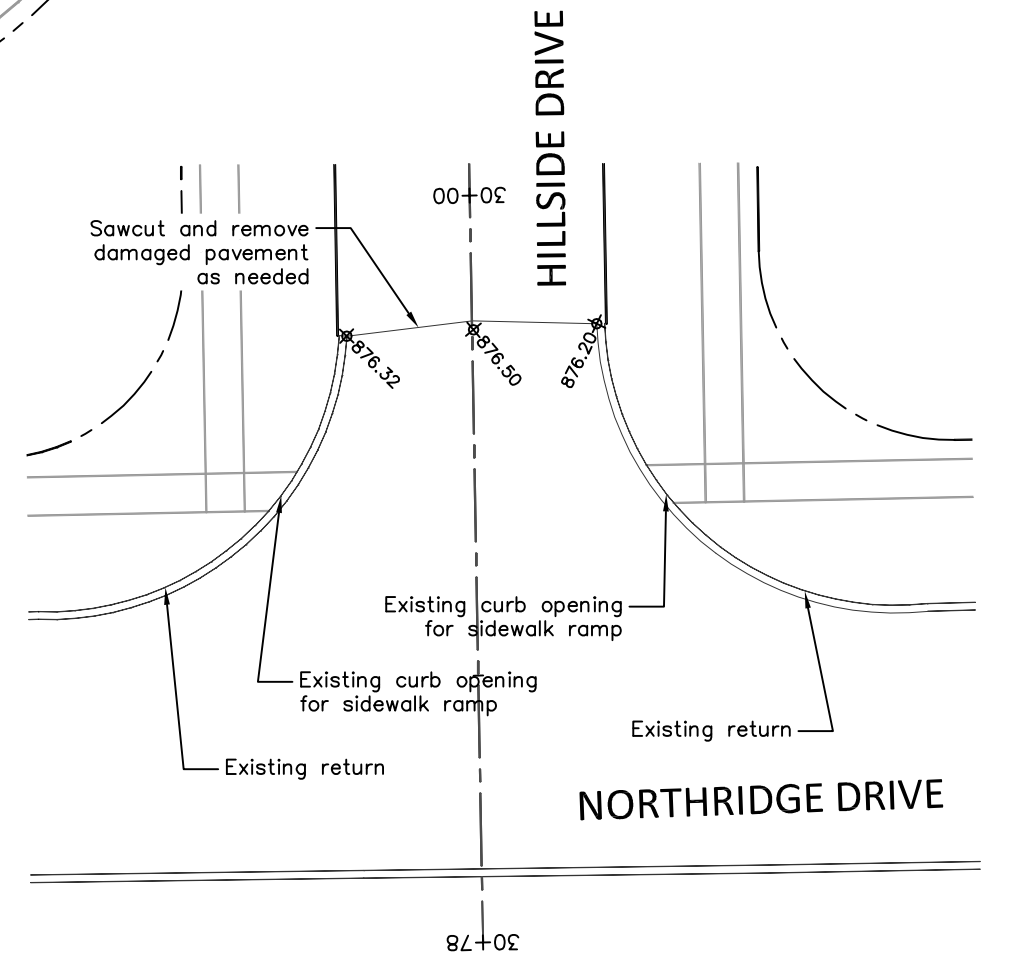
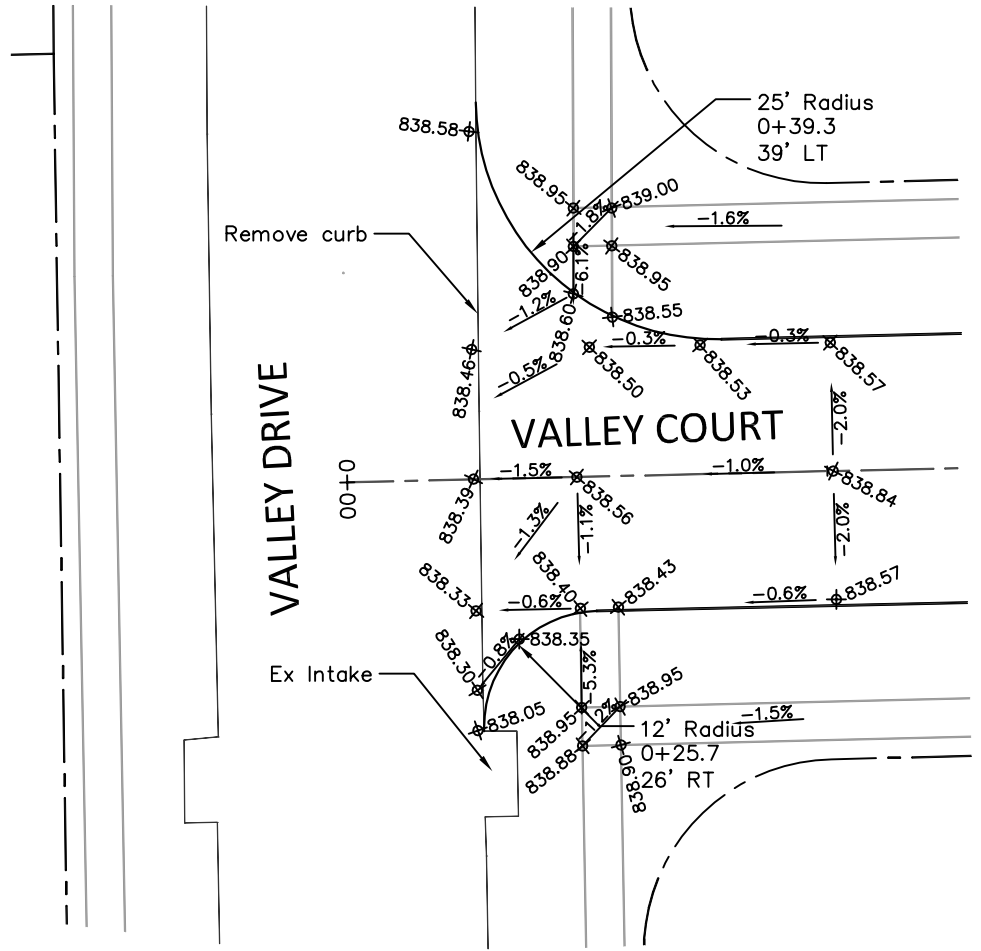
No.	DATE	REVISION	BY	PREPARED FOR:	PREPARED BY:	DATE	SHEET No.
				HIGHLAND CORPORATION	STS CIVIL	7/19/2023	E.03
				Tel: 319-480-5744	mshock@stscivil.com	Project	OF
					Tel: 319-350-8120	06-2023-03	E.03

NORTHRIDGE ESTATES FIFTH ADDITION

PAVING AND STORM
SEWER PLAN AND PROFILE



NOTE: ELEVATIONS ARE TOP OF SLAB
 Sidewalk elevations are for approx. reference information only (constructed by others, per city and ADA requirements)
 Sidewalks to be constructed as part of individual lot construction



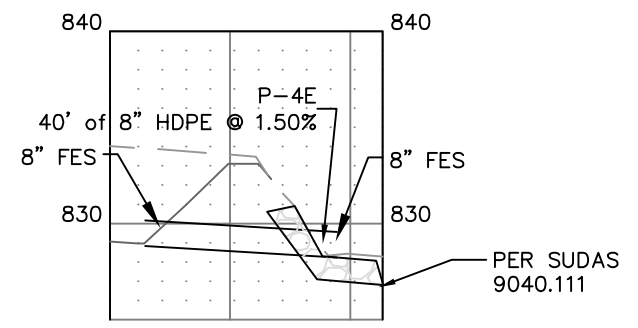
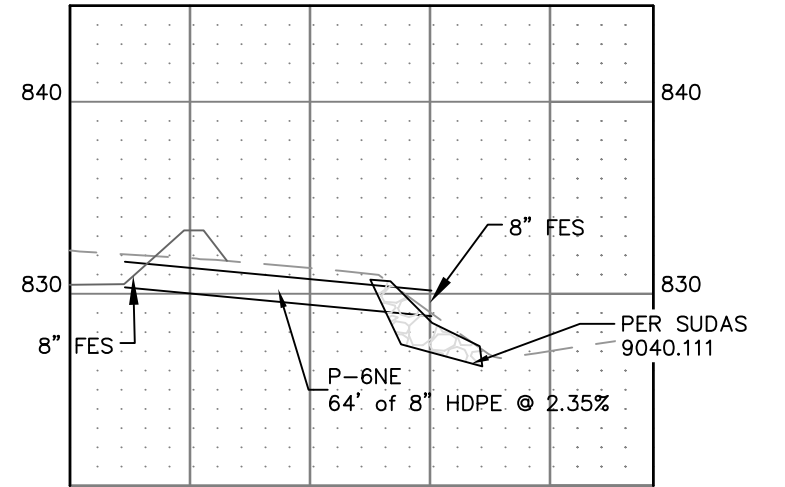
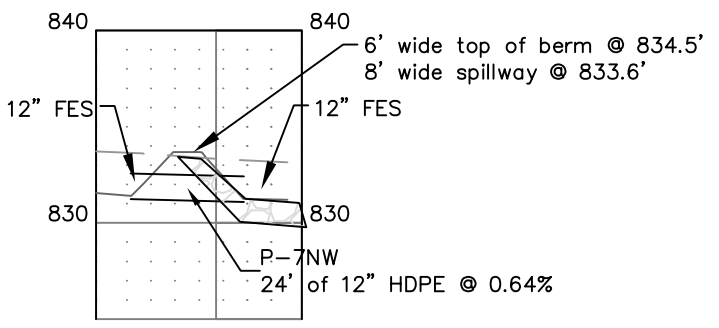
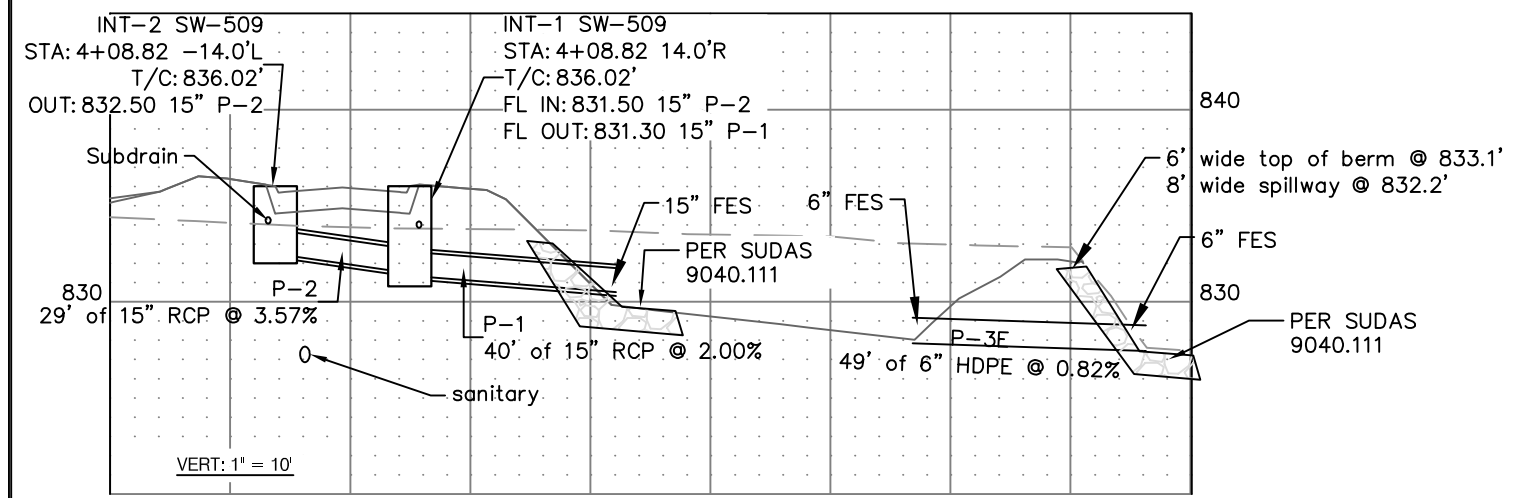
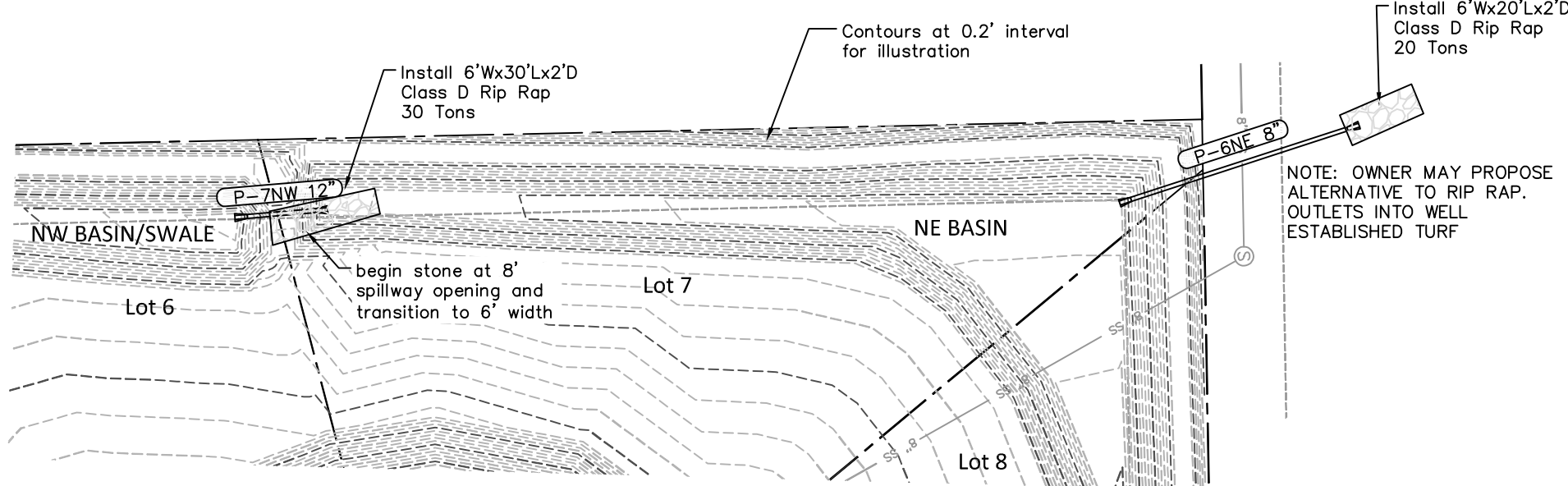
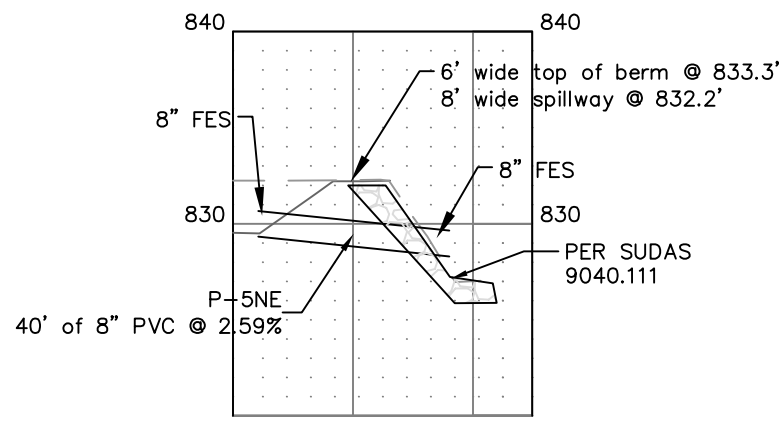
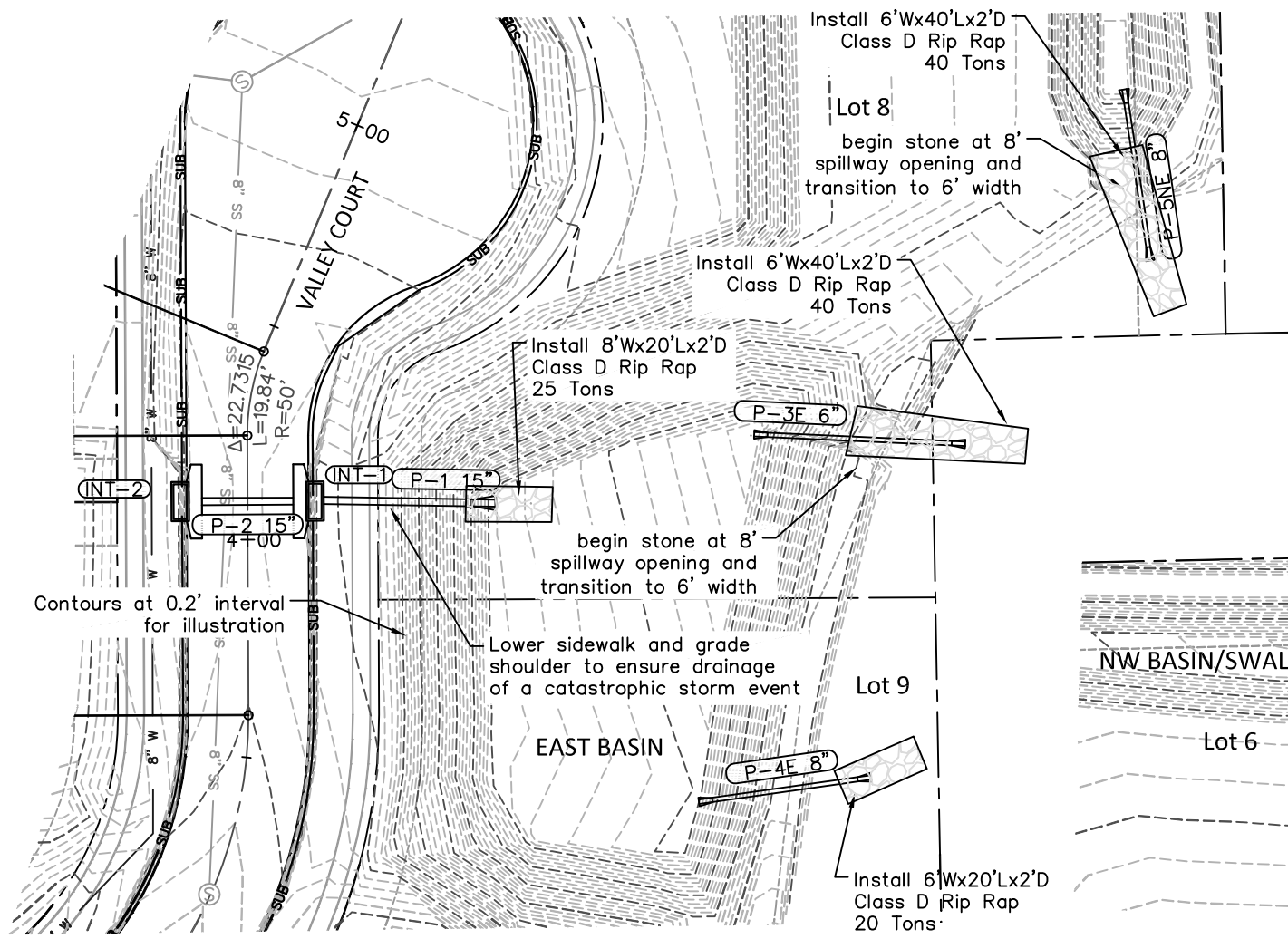
No.	DATE	REVISION	BY	PREPARED FOR:
				HIGHLAND CORPORATION Tel: 319-480-5744

PREPARED BY: **STS CIVIL**
 mshock@stscivil.com
 Tel: 319-350-8120



NORTHRIDGE ESTATES FIFTH ADDITION

INTERSECTION DETAILS



No.	DATE	REVISION	BY

PREPARED FOR:
HIGHLAND CORPORATION
 Tel: 319-480-5744

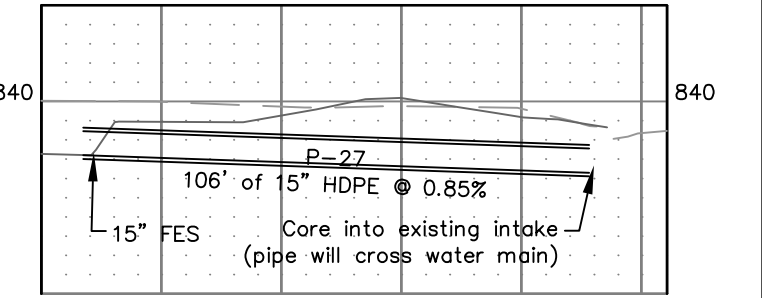
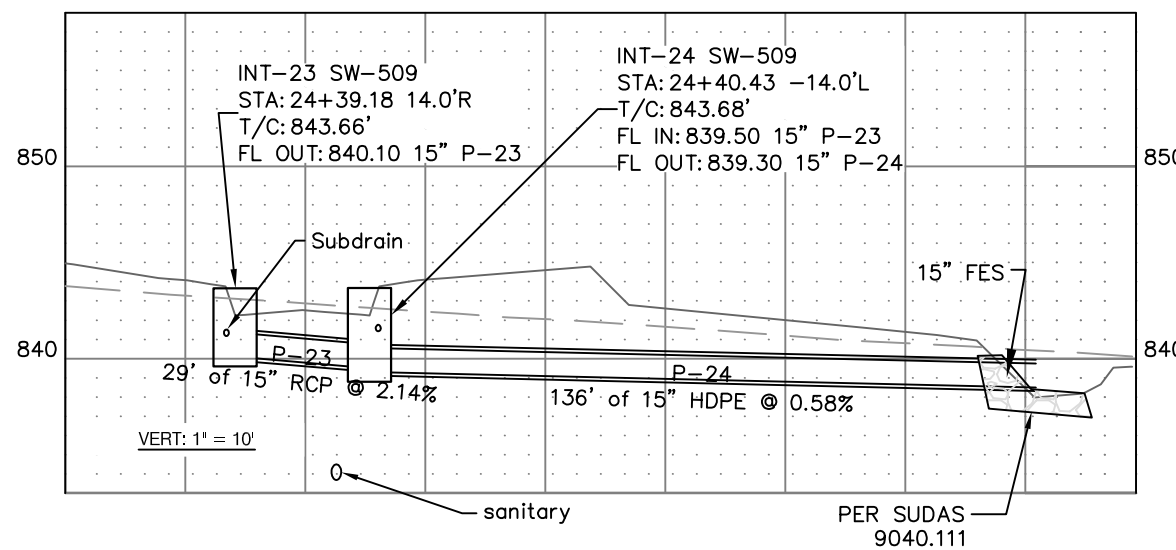
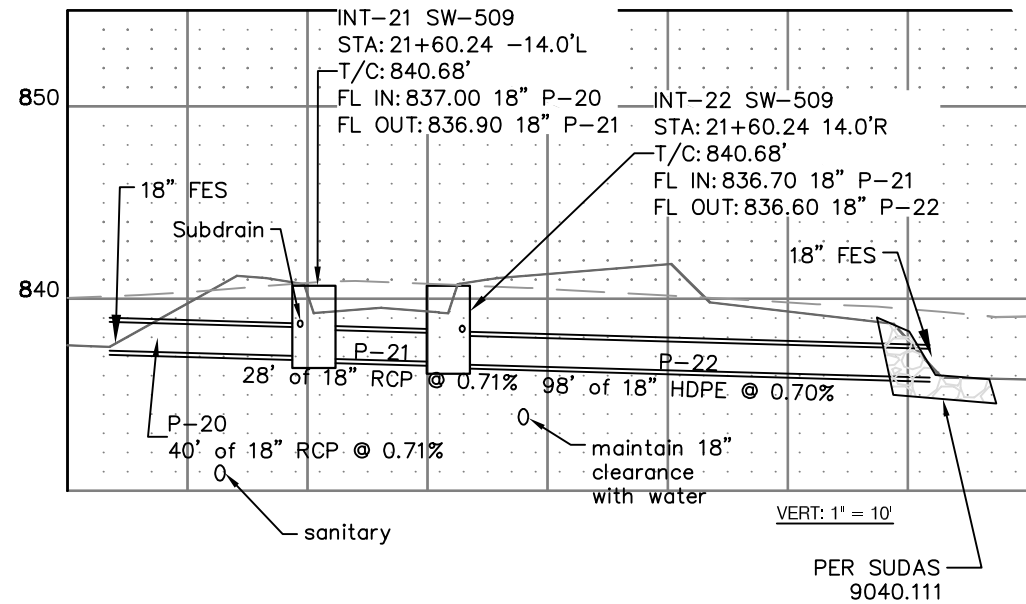
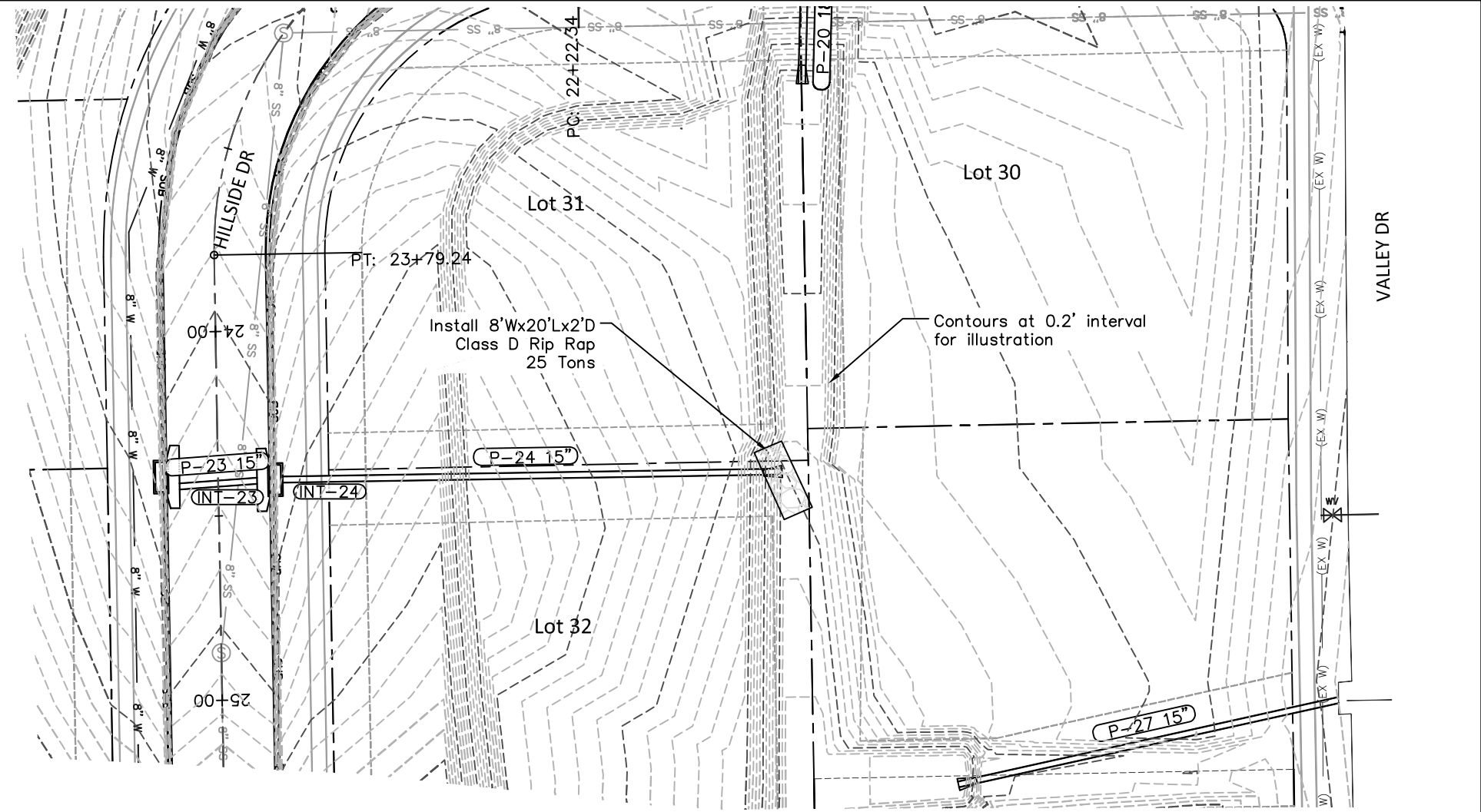
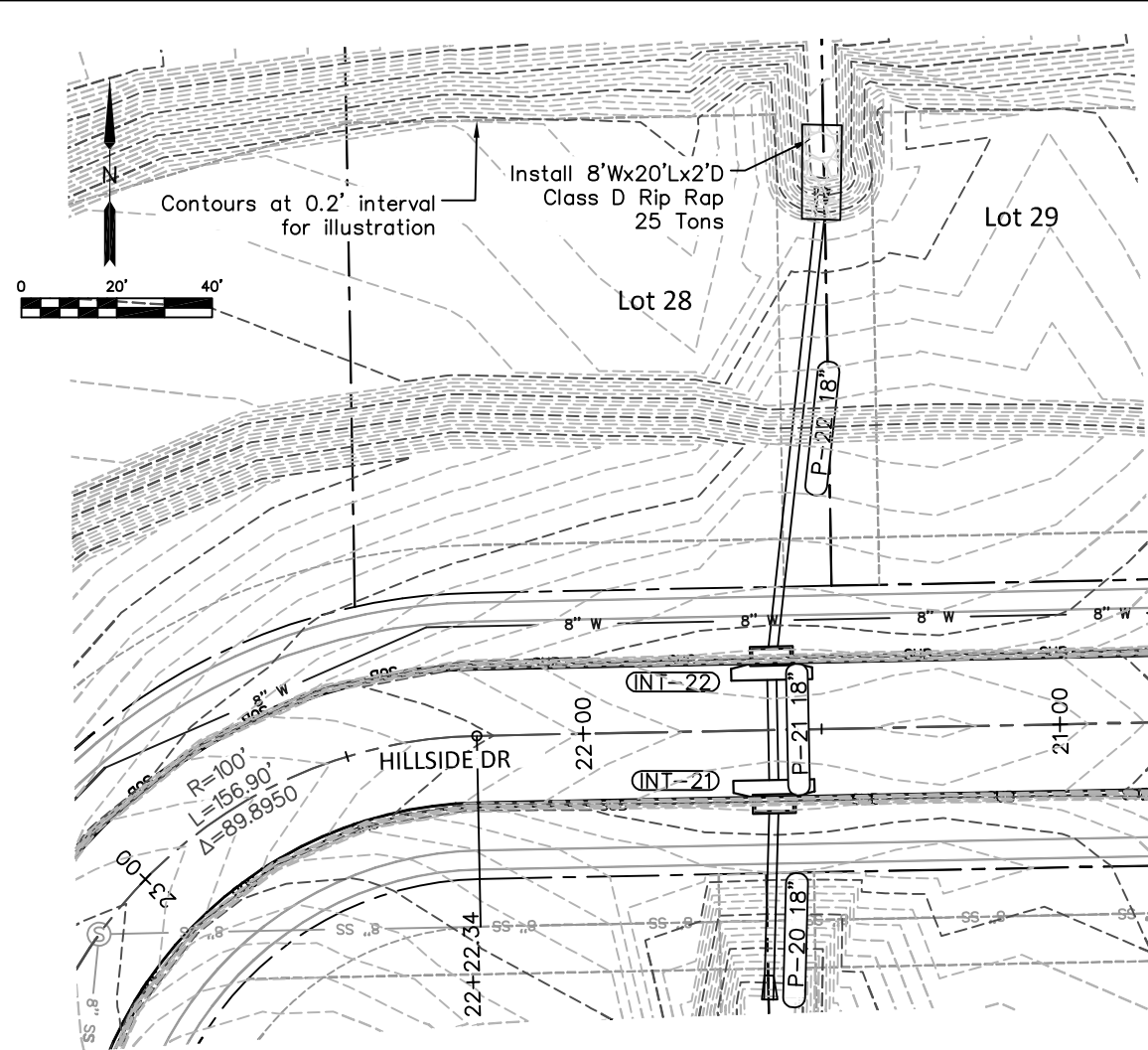
PREPARED BY:
STS CIVIL
 mshock@stscivil.com
 Tel: 319-350-8120



NORTHRIDGE ESTATES FIFTH ADDITION

CROSS ROAD STORM
 SEWER PLAN AND PROFILE

Date: 7/19/2023
 Project: 06-2023-03
 Sheet No. M.01
 OF M.03



No.	DATE	REVISION	BY

PREPARED FOR:
HIGHLAND CORPORATION
 Tel: 319-480-5744

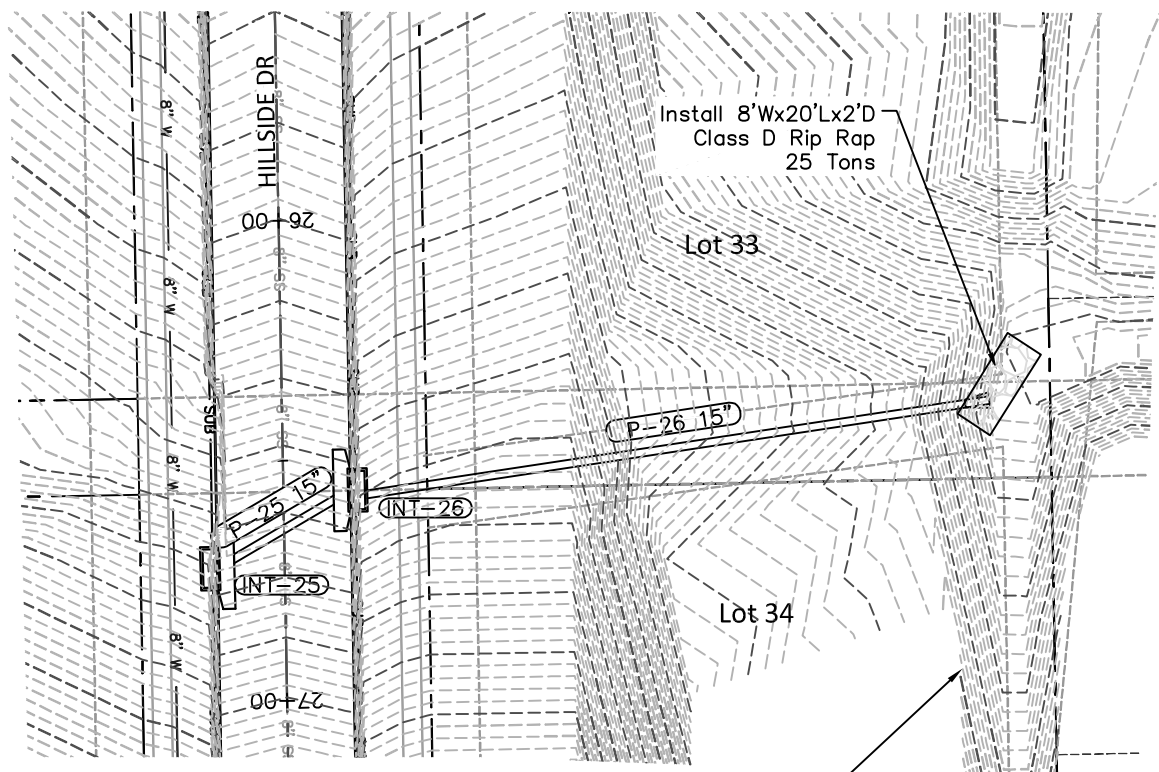
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STS CIVIL
 mshock@stscivil.com
 Tel: 319-350-8120



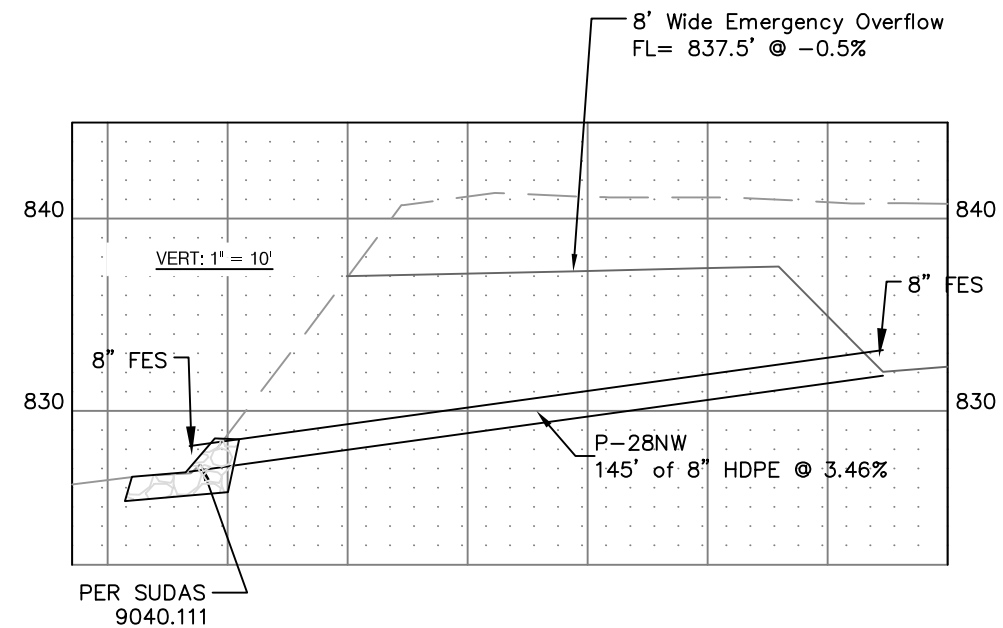
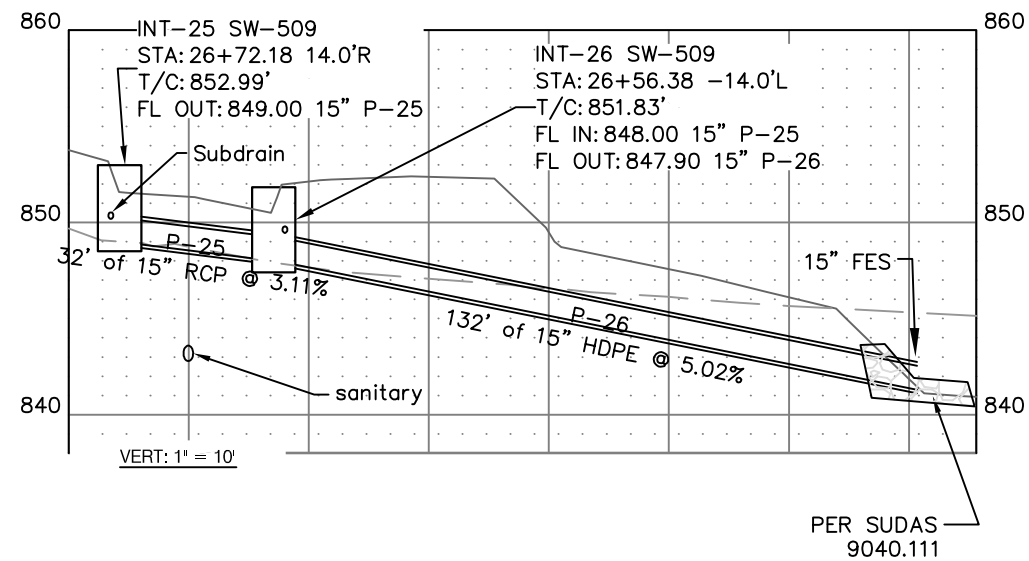
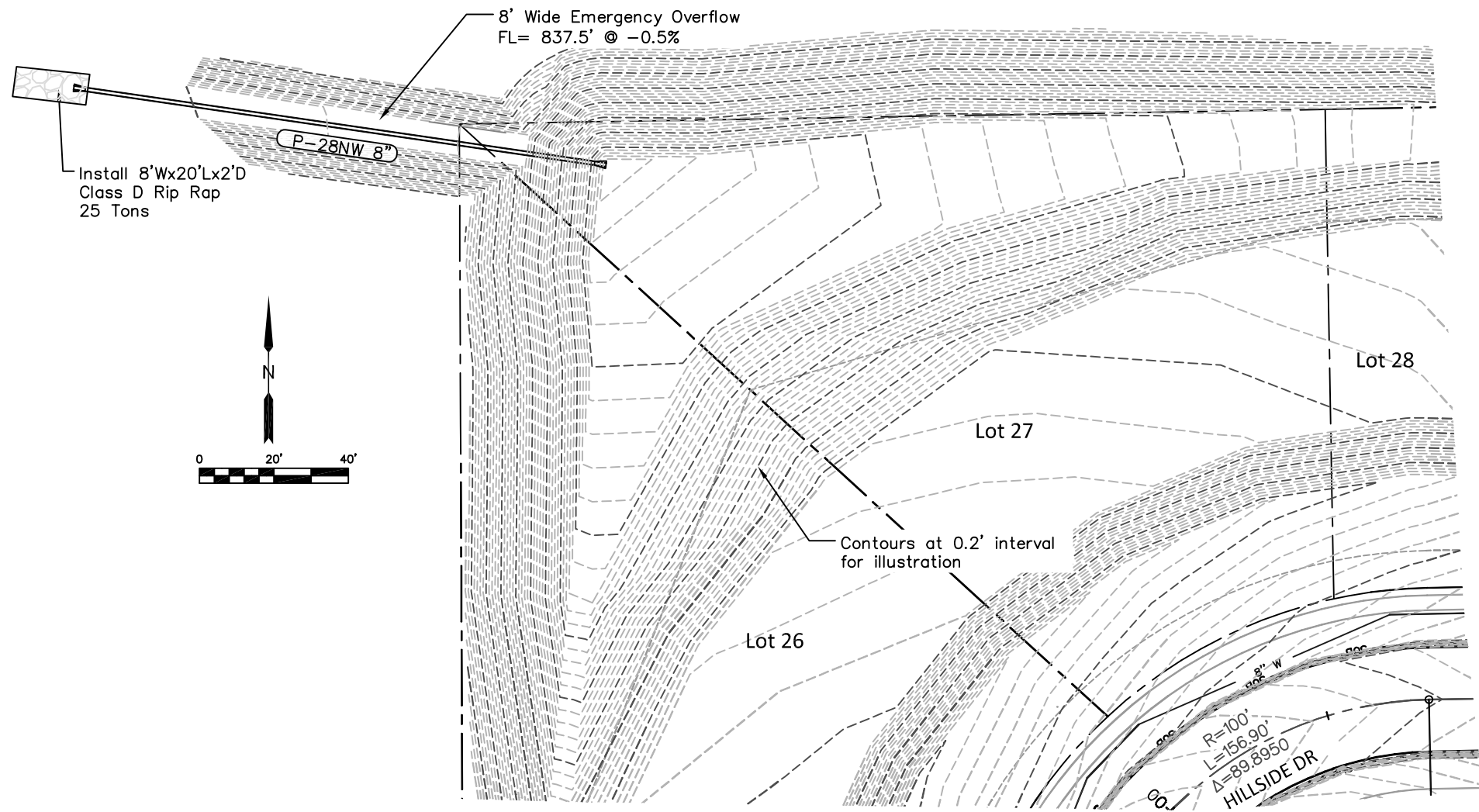
NORTHRIDGE ESTATES FIFTH ADDITION

CROSS ROAD STORM
 SEWER PLAN AND PROFILE

Date: 7/19/2023
 Project: 06-2023-03
 Sheet No. M.02 OF M.03



Contours at 0.2' interval for illustration



No.	DATE	REVISION	BY

PREPARED FOR:
HIGHLAND CORPORATION
 Tel: 319-480-5744

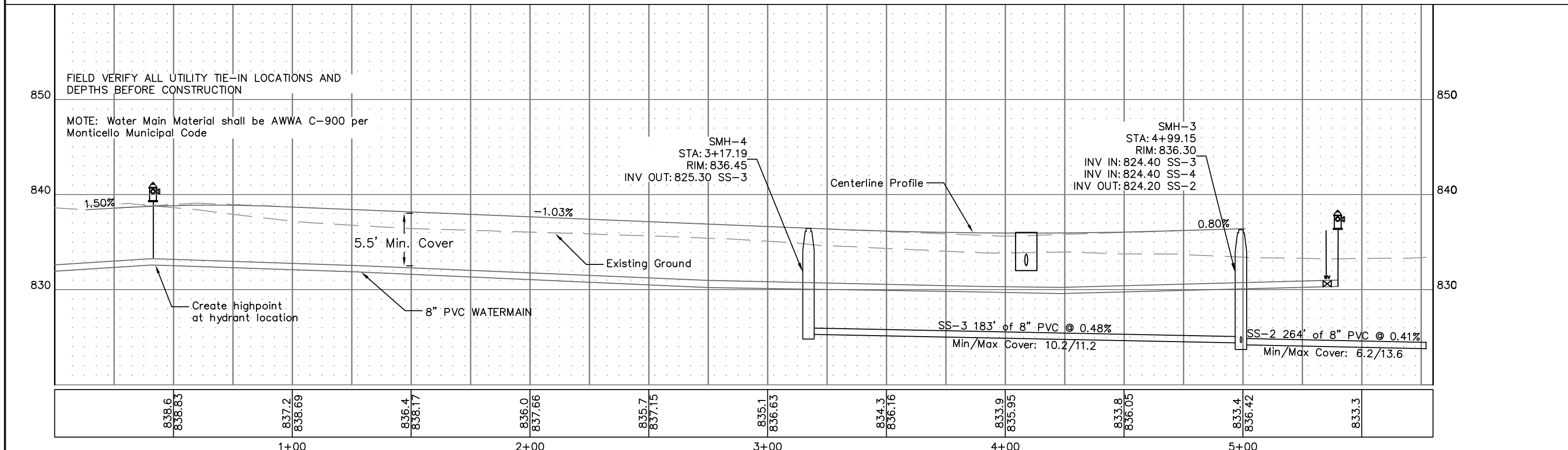
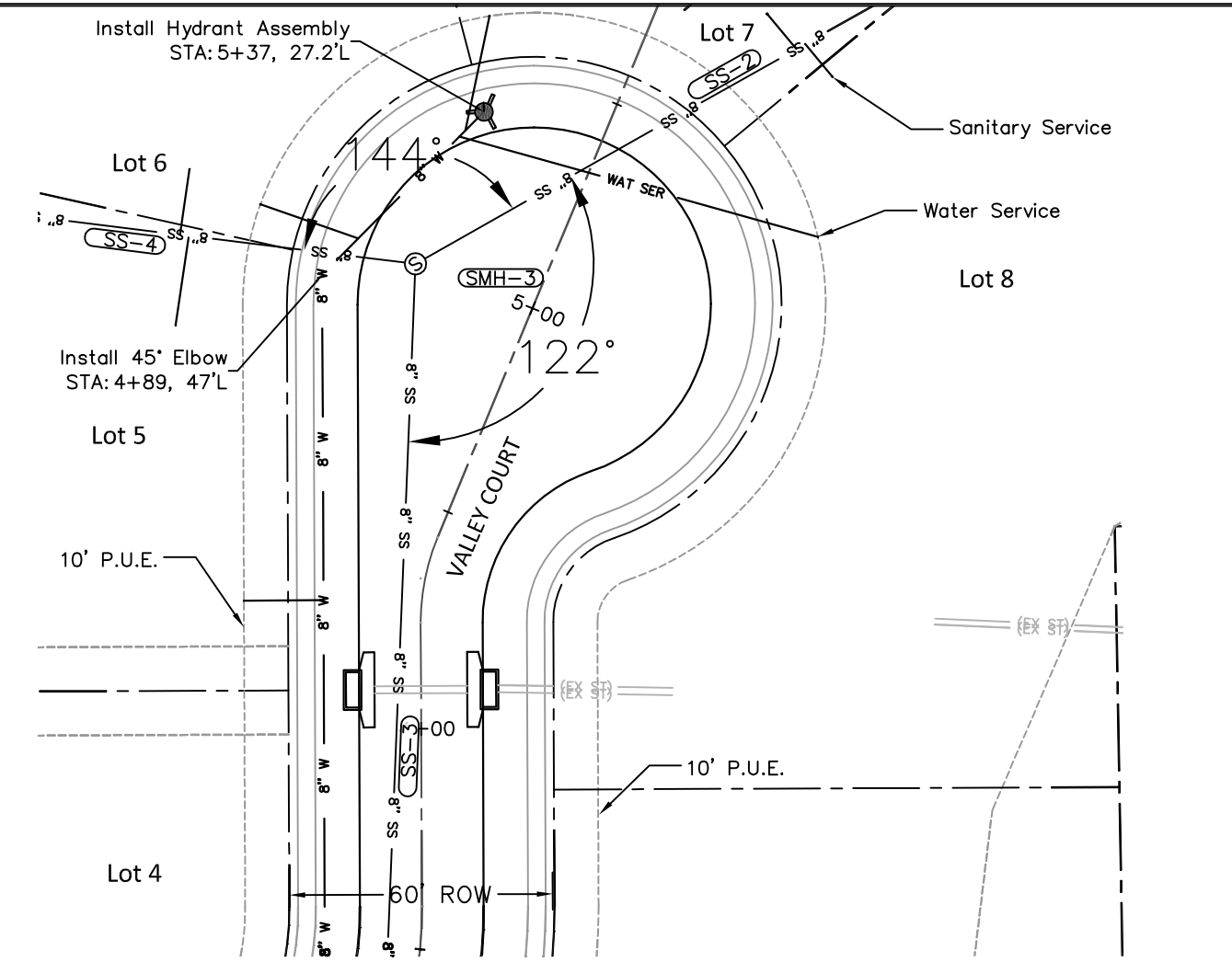
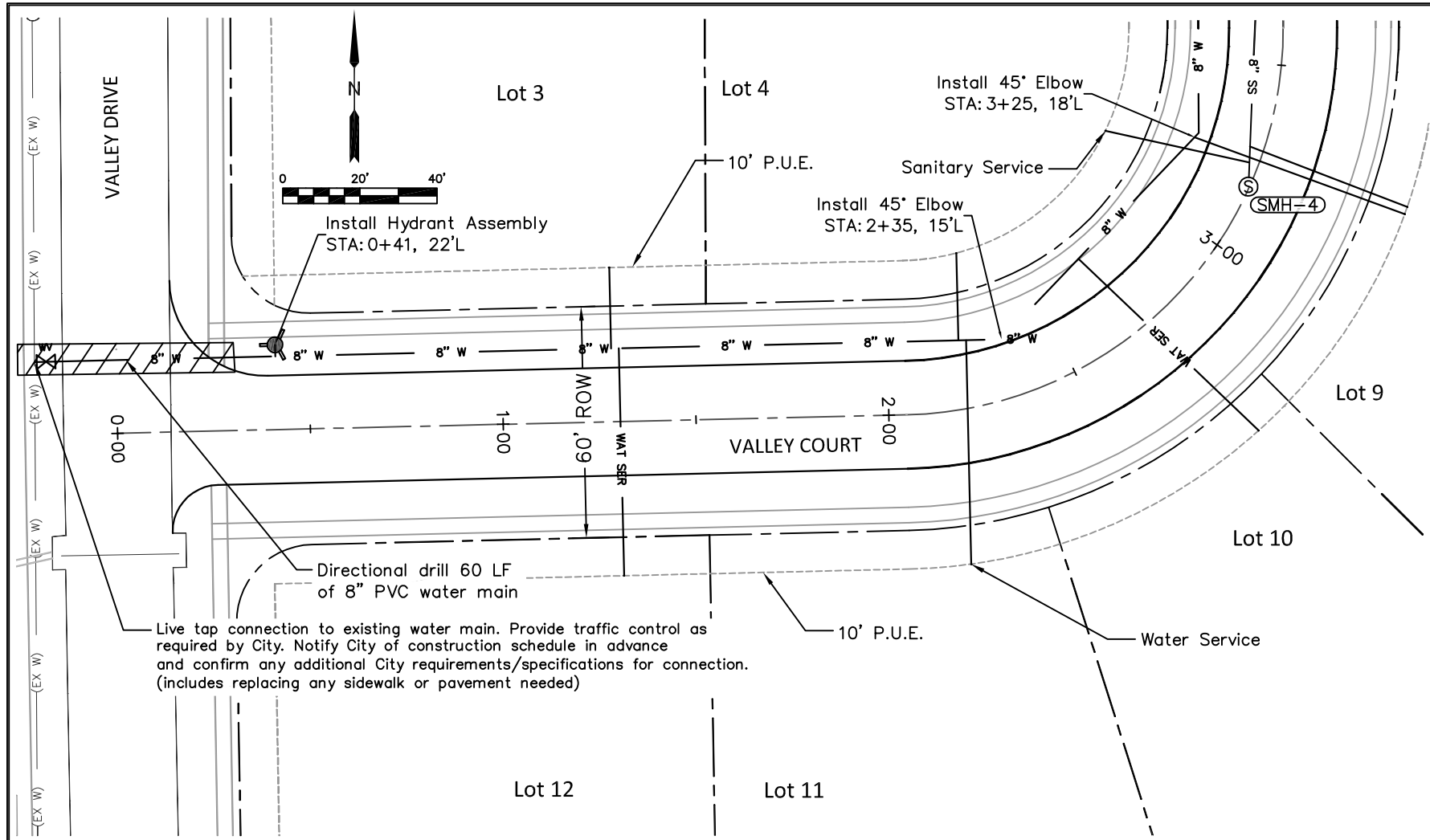
PREPARED BY:
STS CIVIL
 mshock@stscivil.com
 Tel: 319-350-8120



NORTHRIDGE ESTATES FIFTH ADDITION

CROSS ROAD STORM
 SEWER PLAN AND PROFILE

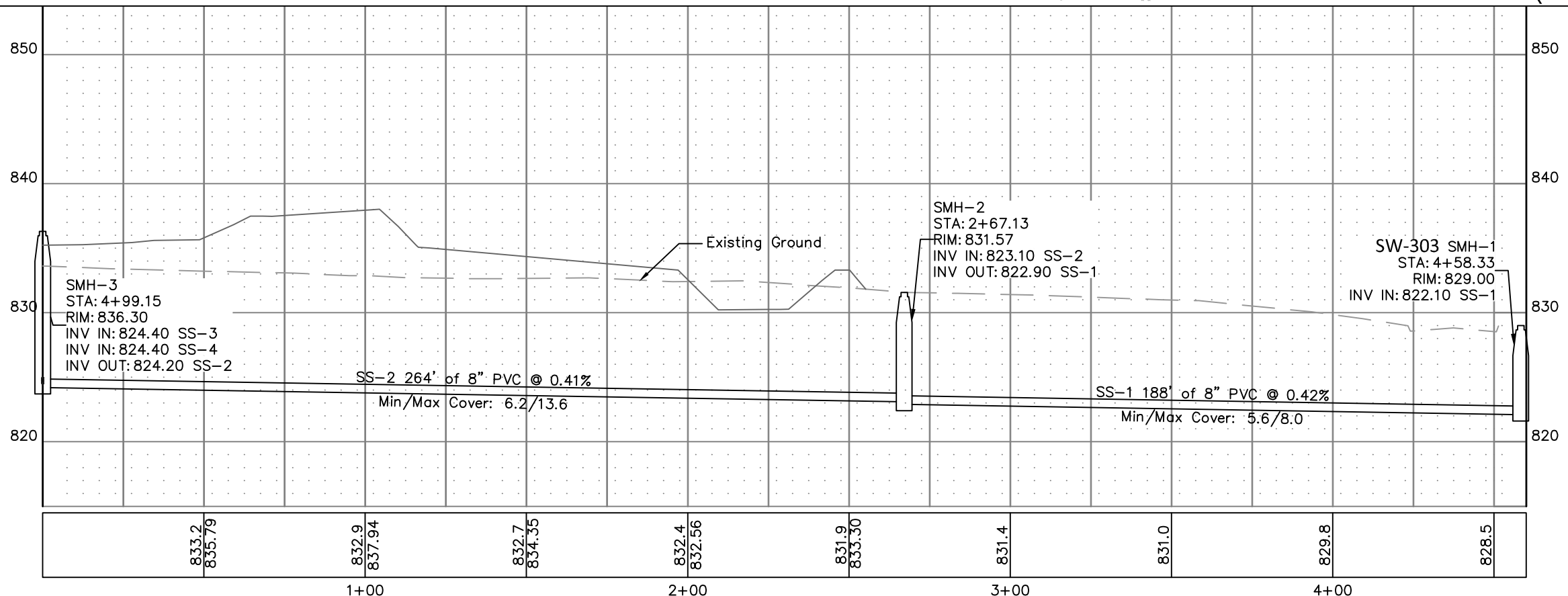
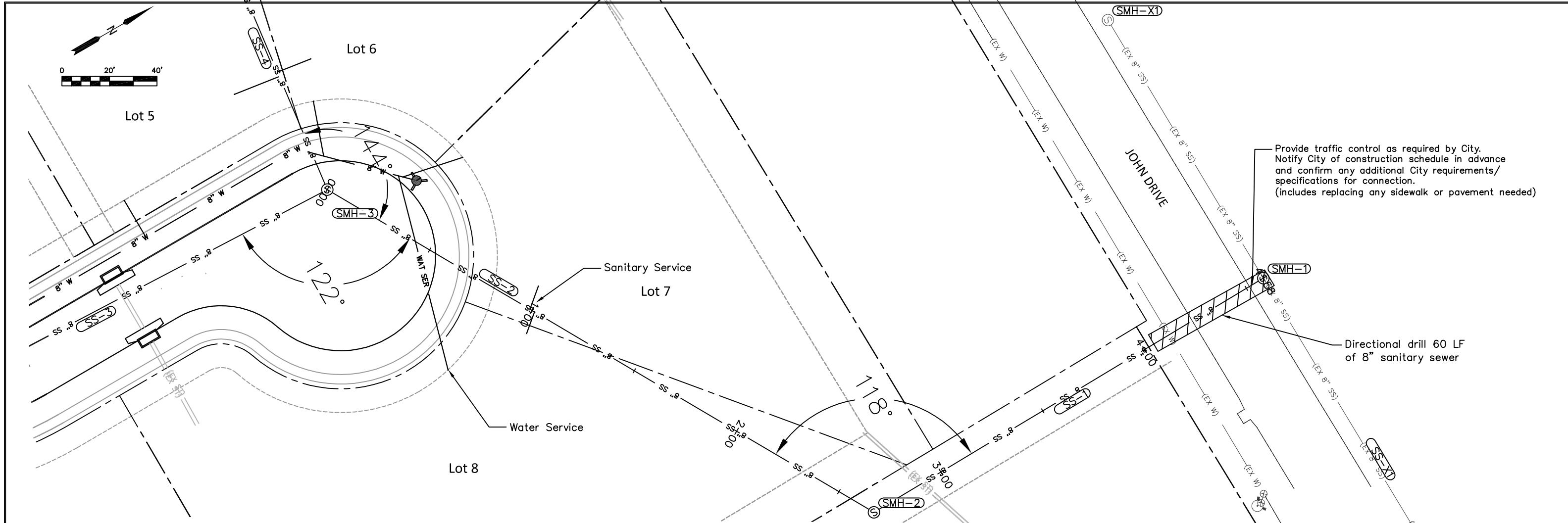
Date	7/19/2023	Sheet No.	M.03
Project	06-2023-03	OF	M.03



No.	DATE	REVISION	BY	PREPARED FOR:	PREPARED BY:	Date	Sheet No.
				HIGHLAND CORPORATION Tel: 319-480-5744	STS CIVIL mshock@stscivil.com Tel: 319-350-8120	7/19/2023	MSWM.01
						Project	OF
						06-2023-03	MSWM.06

NORTHRIDGE ESTATES FIFTH ADDITION

SANITARY AND WATERMAIN PLAN AND PROFILE



No.	DATE	REVISION	BY

PREPARED FOR:
HIGHLAND CORPORATION
Tel: 319-480-5744

PREPARED BY:
STS CIVIL
mshock@stscivil.com
Tel: 319-350-8120

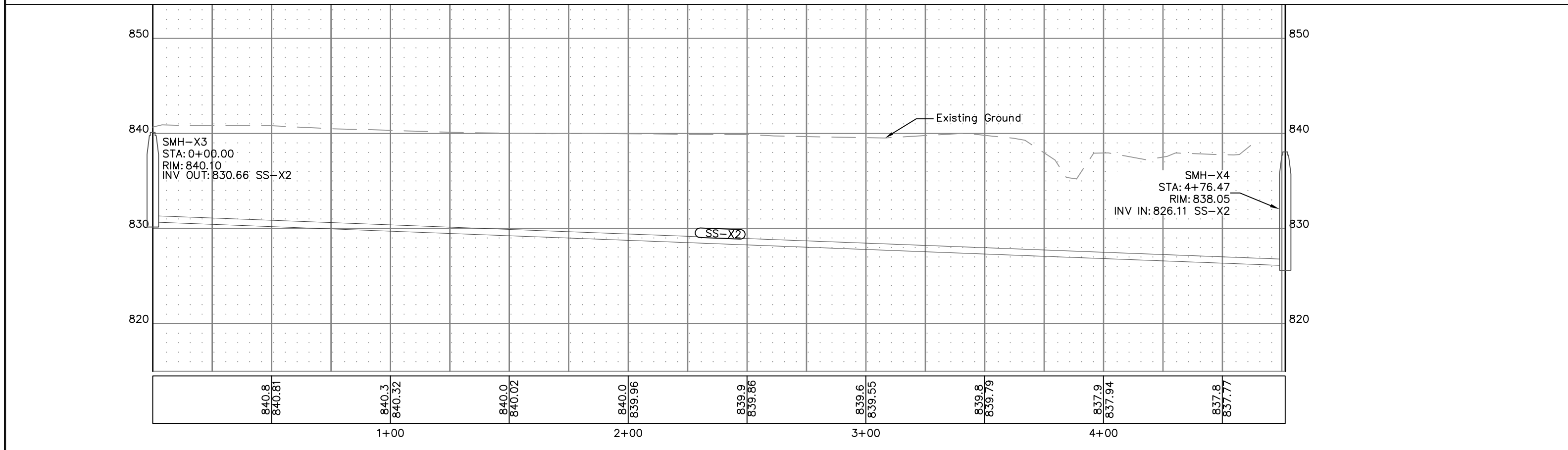
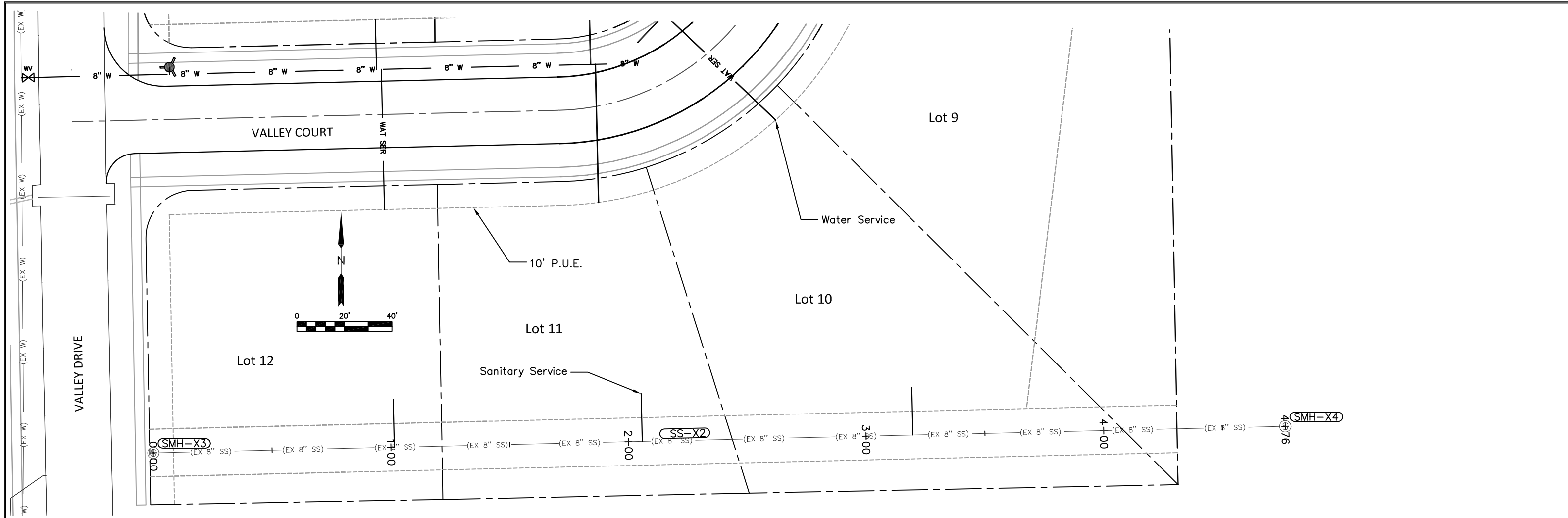


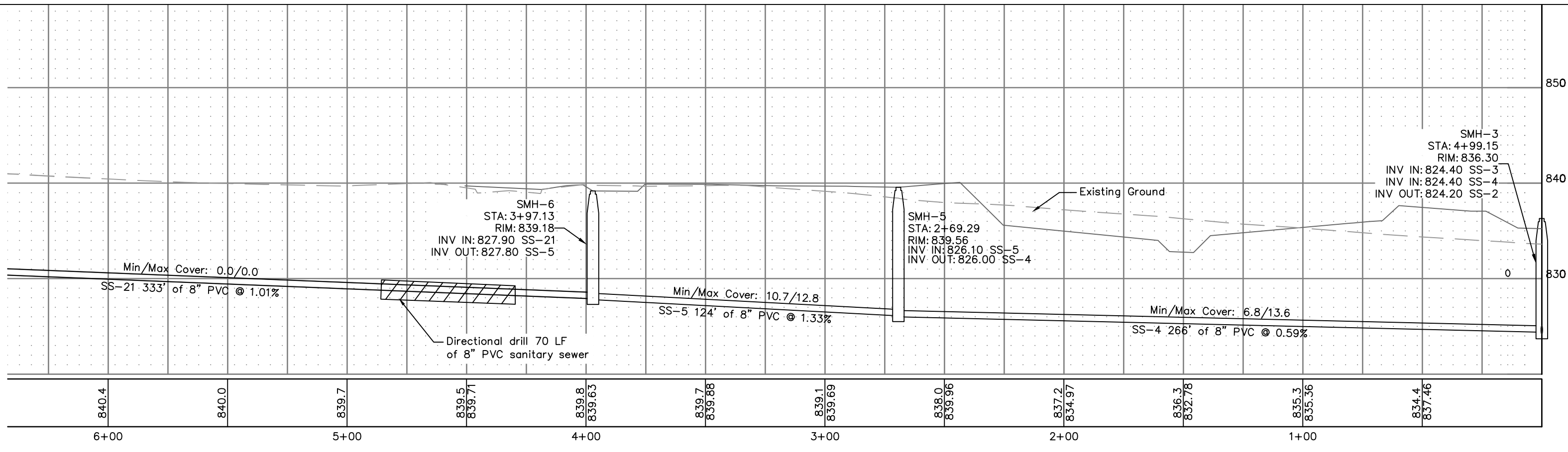
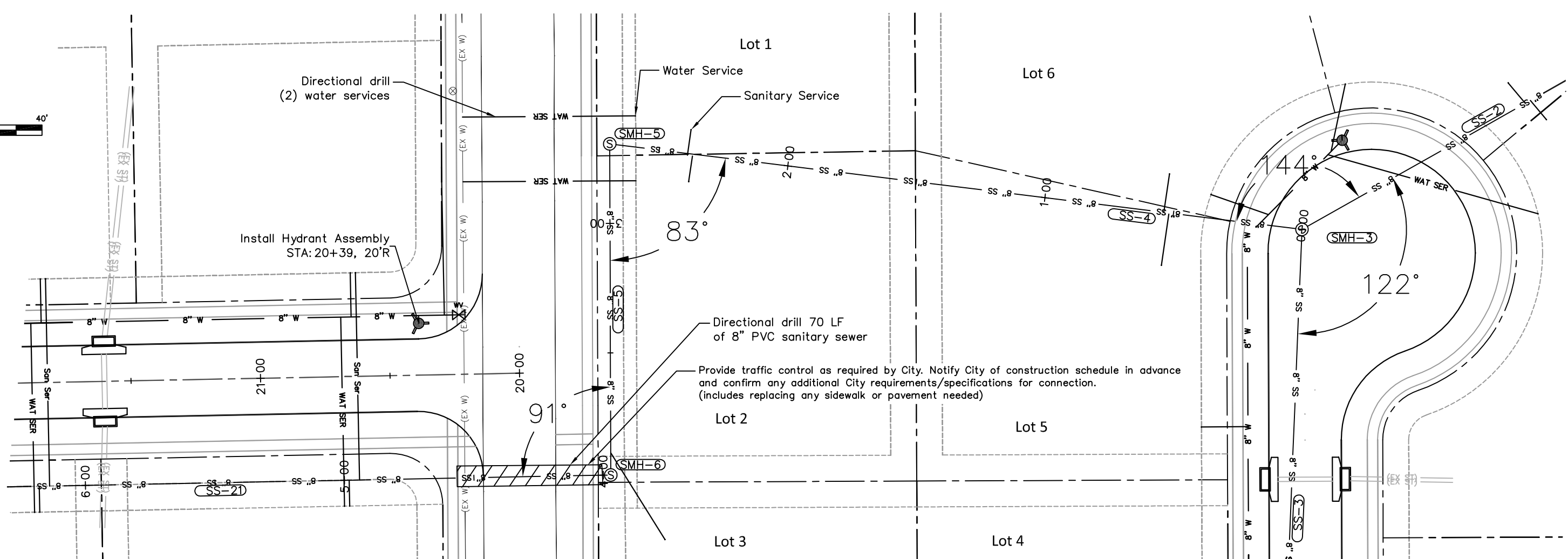
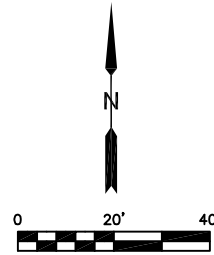
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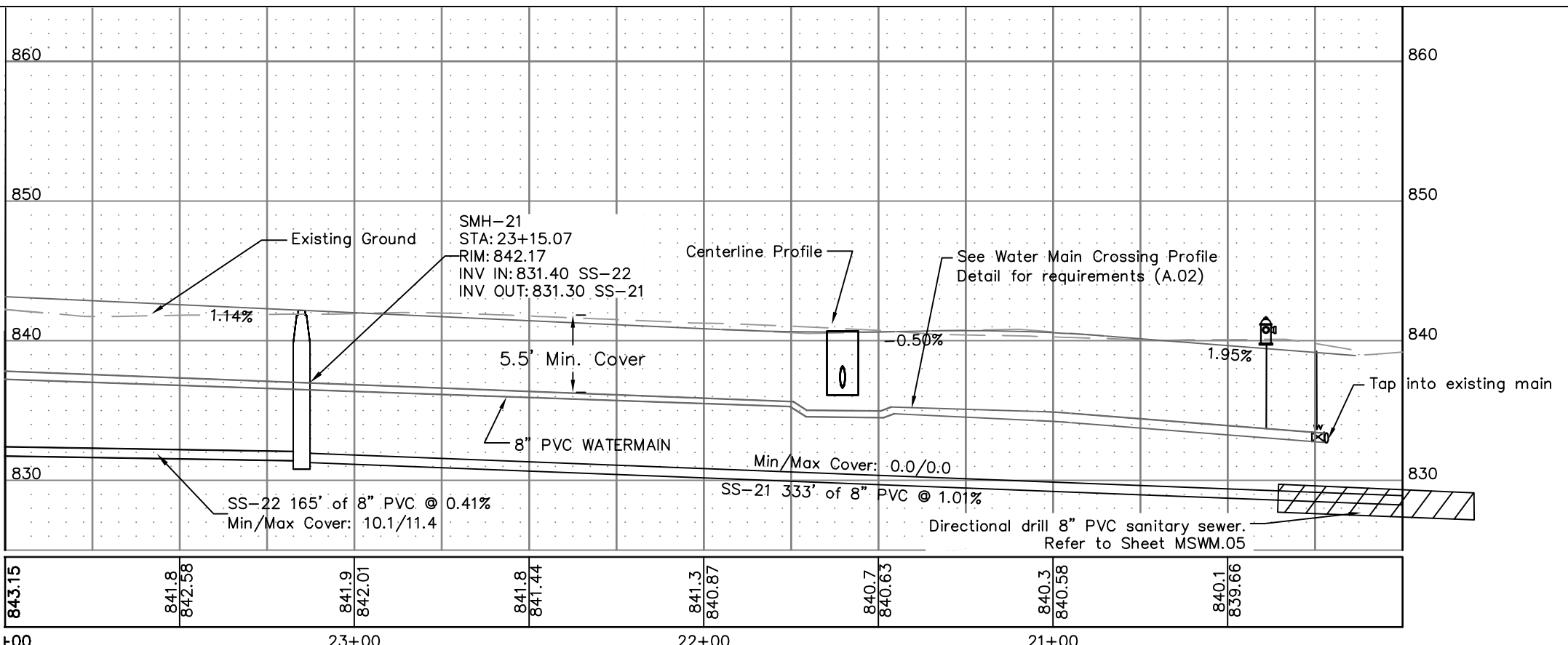
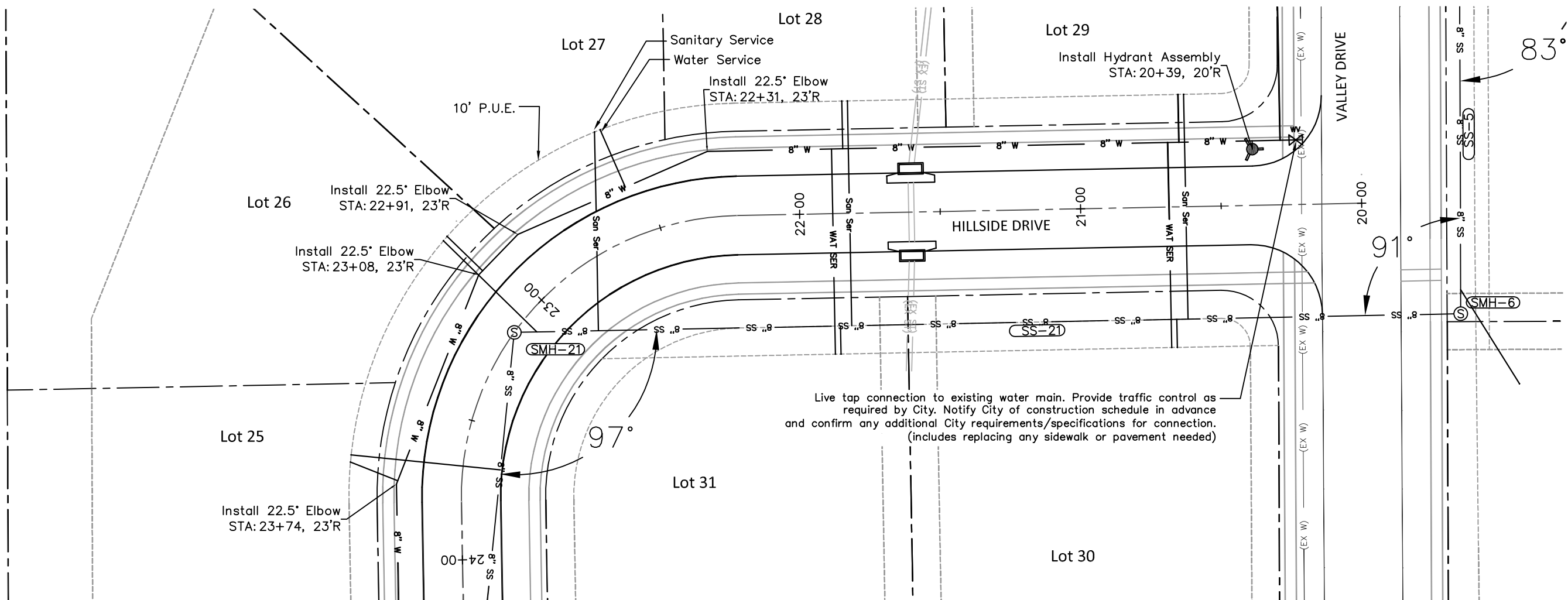
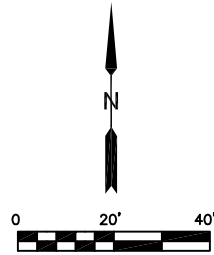
SANITARY AND
WATERMAIN PLAN AND PROFILE

Date
7/19/2023
Project
06-2023-03

Sheet No.
MSWM.02
OF
MSWM.06







No.	DATE	REVISION	BY	PREPARED FOR:

PREPARED FOR:
HIGHLAND CORPORATION
 Tel: 319-480-5744

PREPARED BY:
STS CIVIL
 mshock@stscivil.com
 Tel: 319-350-8120

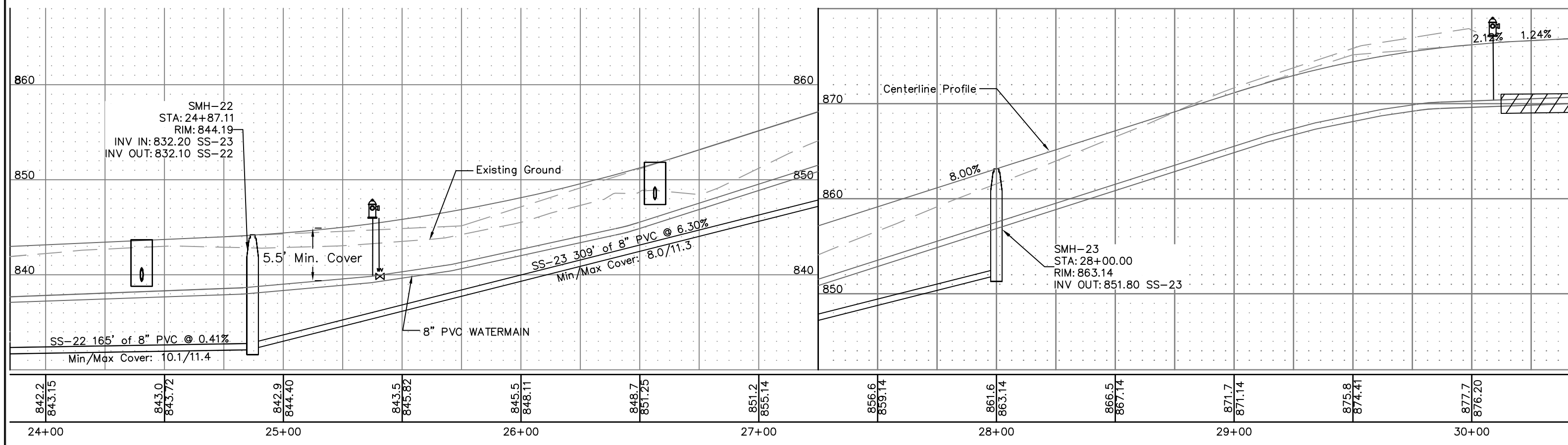
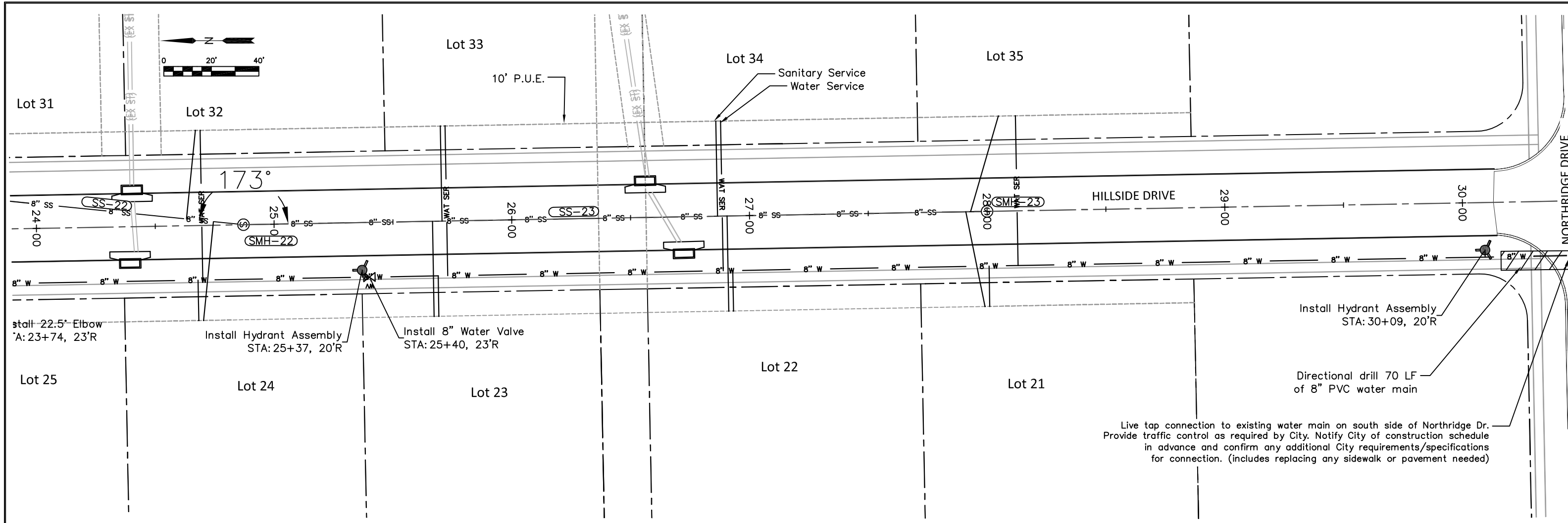


NORTHRIDGE ESTATES FIFTH ADDITION

SANITARY AND WATERMAIN PLAN AND PROFILE

Date: 7/19/2023
 Project: 06-2023-03

Sheet No. MSWM.05
 OF MSWM.06



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City Council Meeting
Prep. Date: 07/31/2024
Preparer: Russell Farnum



Agenda Item: # 2 & 3
Agenda Date: 08/05/2024

Communication Page

Agenda Items Description: Public Hearing and Resolution Adding Northridge Estates 5th Addition as a project in the Urban Revitalization Plan (Highland Corp)

Type of Action Requested: Resolution	
Attachments & Enclosures: Resolution	Fiscal Impact: Budget Line Item: Budget Summary: Expenditure: Revenue:

Synopsis: Highland Corp. has asked the City to provide financial assistance to construct some of the infrastructure in Northridge Estates 5th Addition. Infrastructure costs have escalated dramatically while lot sales prices have remained low, resulting in Highland questioning if they want to proceed with developing the property. With some assistance, they can cover enough risk to be confident in moving forward with the development.

In order to provide such assistance, the City needs to add the proposed development as a project in the Urban Renewal Plan.

Background: This project is the development of 12 new lots for single family homes, on approximately 6 acres of land. The lots would be located around a cul-de-sac proposed as “Valley Court”. The final plats of both the 5th and 6th additions were reviewed by the P&Z on July 11, 2023, and subsequently approved by the Council.

The first four phases in Northridge developed over the past 20 years. The property is located in an area designated for “Low Density Urban Residential” and “Medium Density Residential” on the City’s comprehensive plan. The subdivision was planned entirely for single family detached homes, in a typical suburban layout.

After obtaining bids on the development of the infrastructure, Highland Corp inquired about City participation in the project.

By adding the project into the TIF, the City can participate using TIF funding. The City will be paid back in the taxes generated by the property (although this will be in the form of City debt issued to assist in the development up-front). This is projected to be about four years just from the anticipated increased value for the 12 improved lots.

The Planning and Zoning Board reviewed this proposal at their meeting of July 23, and unanimously recommended approval.

Recommendation: Approval of the resolution, adding Northridge Estates 5th Addition as a project in the Urban Revitalization Plan, is recommended.

The City of Monticello, Iowa

RESOLUTION

To Approve Amendment to Urban Renewal Plan to include Development Agreement and Economic Incentives to Highland Corp

WHEREAS, The City of Monticello has previously created the Monticello Urban Renewal Area, as subsequently amended, hereinafter referenced as the “Urban Renewal Area”, and

WHEREAS, The Council, being duly advised, has determined it appropriate and desirable to amend the Urban Renewal Plan to include the provision of incentives to be paid to Highland Corp consistent with a previously approved Development Agreement in return for the construction of twelve new single family home lots to the City of Monticello, County of Jones, State of Iowa, along Valley Drive in Northridge Estates subdivision, known as the Northridge Estates 5th Addition, and

WHEREAS, The Council desires to consider all input before making a final decision on the proposed amendment to the Urban Renewal Plan, and

WHEREAS, A Public Hearing must be scheduled to allow for public input on the proposed amendments, and the public hearing was previously scheduled with appropriate notice published in the Monticello Express for tonight, and

WHEREAS, The City of Monticello Planning & Zoning Board previously reviewed the proposed amendment and voiced no objections, and

WHEREAS, The City Administrator invited the School Superintendent and the County Auditor to a meeting to discuss the proposed amendment as required by the Code, and

WHEREAS, No objections have been received from the County, the School, or anyone else to the proposed amendment.

NOW, THEREFORE, BE IT RESOLVED by the City Council in session this 5th day of August, 2024, that the proposed amendment to the Monticello Urban Renewal Plan, 2024 Plan Amendment #1, approving an amendment to the plan to provide incentives to the Developer in return for the construction of twelve new single family home lots to the City of Monticello, County of Jones, State of Iowa, along Valley Drive in Northridge Estates subdivision, known as the Northridge Estates 5th Addition, as set out fully in a Development Agreement between the Developer and the City approved by Resolution No. 2024-____ on August 5, 2024.

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 August, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 7/23/2024
Preparer: Sally Hinrichsen



Agenda Item: # 4
Agenda Date: 8/5/2024

Communication Page

Agenda Items Description: Resolution to approve standard Residential Tax Abatement related to property located at 308 North Gill Street, Monticello

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: Abatement Application filed by Kristofer Lyons related to residential improvements constructed at 308 North Gill 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: Staff recommend that the Council approve the proposed resolution providing for the Standard Tax Abatement as set out above.

The City of Monticello, Iowa

RESOLUTION

Approving Kristofer & Monica Lyons Tax Abatement
Application related to Residential Improvements
constructed at 308 North Gill Street, 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, Kristofer Lyons has completed and filed an Application for Tax Abatement related to residential property located at 308 North Gill Street, 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 is March 1, 2024, and finds, based thereon, that the Jones County Assessor will need to determine how many years of tax abatement remain on this property, being tied to the date on which the property was deemed to be 100% complete for taxation purposes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Application for Tax Abatement filed by Kristofer Lyons as set forth above, consistent with Chapter 10 of the Monticello Code of Ordinances, said Application bearing the date of March 4, 2024 and being signed by Kristofer Lyons 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 5th day of August, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 7/23/2024
Preparer: Sally Hinrichsen



Agenda Item: # 5
Agenda Date: 8/5/2024

Communication Page

Agenda Items Description: Resolution to approve standard Residential Tax Abatement related to property located at 676 North Chestnut Street, Monticello

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: Abatement Application filed by Dennis & Kay Fear related to residential improvements constructed at 676 North Chestnut 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: Staff recommend that the Council approve the proposed resolution providing for the Standard Tax Abatement as set out above.

The City of Monticello, Iowa

RESOLUTION

Approving Dennis & Kay Fear Tax Abatement
Application related to Residential Improvements
constructed at 676 North Chestnut Street, 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, Dennis & Kay Fear has completed and filed an Application for Tax Abatement related to residential property located at 676 North Chestnut Street, 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 is July 18, 2023 and finds, based thereon, that the Jones County Assessor will need to determine how many years of tax abatement remain on this property, being tied to the date on which the property was deemed to be 100% complete for taxation purposes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Application for Tax Abatement filed by Dennis & Kay Fear as set forth above, consistent with Chapter 10 of the Monticello Code of Ordinances, said Application bearing the date of March 15, 2024 and being signed by Dennis & Kay Fear 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 5th day of August, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 07/31/2024
Preparer: Russell Farnum



Agenda Item: # 6
Agenda Date: 08/05/2024

Communication Page

Agenda Items Description: Approve Plat Parcels 2024--39 and 2024-40, for Sacred Heart Church

<u>Type of Action Requested:</u> Resolution	
<u>Attachments & Enclosures:</u> Resolution	<u>Fiscal Impact:</u>
	Budget Line Item:
	Budget Summary:
	Expenditure:
Revenue:	

Synopsis: Sacred Heart Church owns the duplex at 302/304 N. Maple Street, and would like to sell the two units separately, necessitating a subdivision plat.

Background: This property was rezoned from R-1 to R-2 in 2012 and a 2-unit was constructed by Brian Monk, who intended to sell the two units separately as single family attached units. The property was purchased by Sacred Heart Parish in 2013, and was instead used as a duplex.

Now the church would like to sell at least one of the units off separately. The lot meets the 12,000 square feet minimum lot size for the R-2 District, and the setbacks are compliant. Chapter 165.32 of the Zoning Ordinance (R-2 District), Paragraph 2, Permitted Uses, allows this under the following conditions:

- (1) Building permit application includes a certificate signed by a licensed surveyor verifying lot line (the plat now does this).
- (2) Signed certificate from a licensed engineer or architect that the firewall meets or exceeds construction standards as set by the State of Iowa fire codes.

Unfortunately, the plans and records from when the building was constructed no longer exist. The accompanying Plat verifies the lot line. However, the applicant still needs to provide the engineer/architect certificate, and have hired an architect and expect to be able to provide the verification prior to the Council meeting on August 5.

The Planning and Zoning Board reviewed this proposal at their meeting of July 23, and unanimously recommended approval, subject to the signed certificate.

Recommendation: Pending submittal of the architect verification, approval of the resolution is recommended.

The City of Monticello, Iowa

RESOLUTION

Approving Plat of Survey to Parcel 2024-39 and Parcel 2024-40

WHEREAS, The Plat of Survey to Parcel 2024-39 and Parcel 2024-40 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

WHEREAS, The Plat of Survey creates two units separately as single family attached units, and

WHEREAS, The City Planning and Zoning Board has reviewed the Plat of Survey and recommends that it be approved, with the following condition:

1. They provide a signed certificate from a licensed engineer or architect that the firewall meets or exceeds construction standards as set by the State of Iowa fire codes.

and,

WHEREAS, The City Council finds that the Plat of Survey to Parcels 2024-39 and Parcel 2024-40 should be approved, with the condition listed above.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approves the Plat of Survey to Parcel 2024-39 and Parcel 2024-40, with the condition listed 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 August, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

INDEX LEGEND

LOCATION: PART OF LOT 6 OF THE SUBDIVISION OF THE NE PART OF THE W1/2 SW1/4 OF SEC. 22, T86N, R3W

REQUESTOR: SACRED HEART CHURCH

PROPRIETOR: SACRED HEART CHURCH

SURVEYOR: BILL BURGER

SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR

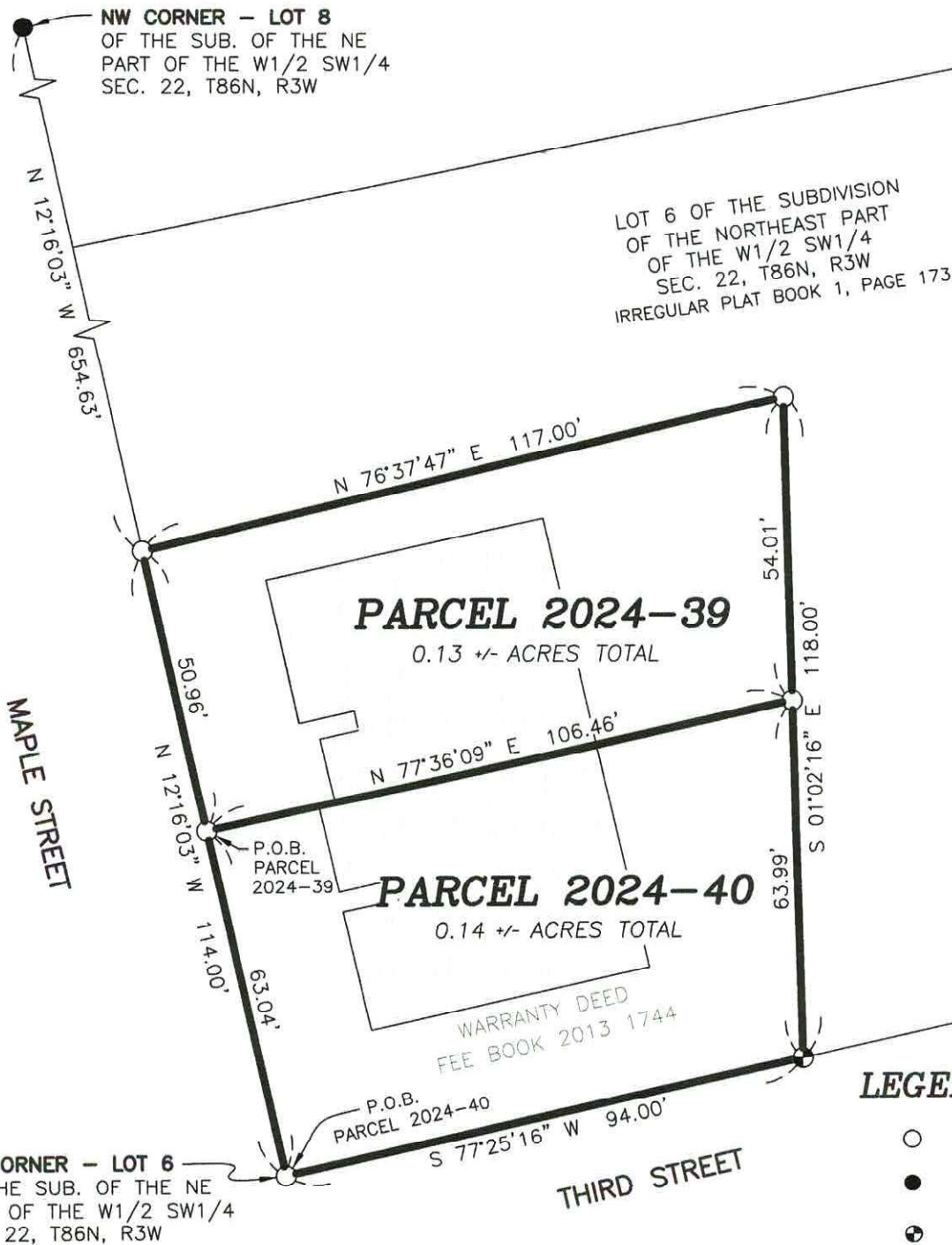
RETURN TO: BILL BURGER, 510 3RD STREET WEST COURT, WORTHINGTON, IA 52078 | (563) 855-2028

PREPARED BY BILL BURGER 510 3RD STREET WEST COURT, WORTHINGTON, IOWA 52078 (563) 855 2028

PLAT OF SURVEY

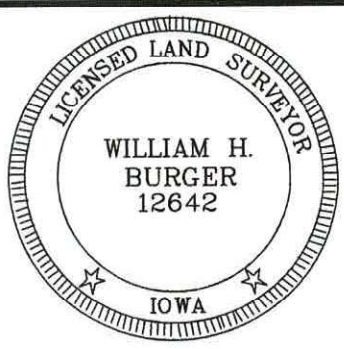
PARCEL 2024-39 PART OF LOT 6 OF THE SUBDIVISION OF THE NORTHEAST PART OF THE WEST HALF (W1/2) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION TWENTY-TWO (22), TOWNSHIP EIGHTY-SIX NORTH (T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN, IN THE TOWN OF MONTICELLO, JONES COUNTY, IOWA

PARCEL 2024-40 PART OF LOT 6 OF THE SUBDIVISION OF THE NORTHEAST PART OF THE WEST HALF (W1/2) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION TWENTY-TWO (22), TOWNSHIP EIGHTY-SIX NORTH (T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN, IN THE TOWN OF MONTICELLO, JONES COUNTY, IOWA



LEGEND

- SET 1/2" IRON ROD W/ YELLOW CAP #12642
- FD. 1/2" IRON ROD W/ YELLOW CAP #12642
- ⊕ FD. 1" IRON PIPE
- BOUNDARY LINE SURVEYED
- () RECORDED AS
- P.O.B. POINT OF BEGINNING



DATE OF SURVEY: 6/21/2024 SCALE: 1" = 30' SHEET 1 OF 4

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 7/8/24
 WILLIAM H. BURGER #12642 DATE

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

LEGAL DESCRIPTION

PARCEL 2024-39 – Part of Lot 6 of the Subdivision of the Northeast part of the West Half (W1/2) of the Southwest Quarter (SW1/4) of Section Twenty-two (22), Township eighty-six north (T86N), Range Three West (R3W) of the Fifth Principal Meridian, in the Town of Monticello, Jones County, Iowa; containing a total of 0.13 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record** and more particularly described by metes and bounds as follows:

COMMENCING at the Southwest corner of Lot 6 of the Subdivision of the Northeast part of the West Half (W1/2) of the Southwest Quarter (SW1/4) of Section Twenty-two (22), Township eighty-six north (T86N), Range Three West (R3W) of the Fifth Principal Meridian, in the Town of Monticello, Jones County, Iowa as recorded in Irregular Plat Book 1, Page 173 in the Office of the Jones County Recorder;

Thence North 12°-16'-03" West 63.04 feet along the Westerly line of said Lot 6, also being the East line of Maple Street to the **POINT OF BEGINNING**;

Thence continuing along said Westerly line North 12°-16'-03" West 50.96 feet to the Northwesternly corner of that part of said Lot 6 as described by Warranty Deed recorded in Fee Book 2013 1744 in the Office of the Jones County Recorder;

Thence North 76°-37'-47" East 117.00 feet along the Northerly line and to the Northeasterly corner of said part of Lot 6 described by Warranty Deed recorded in Fee Book 2013 1744;

Thence South 01°-02'-16" East 54.01 feet along the Easterly line of said part of Lot 6 described by Warranty Deed recorded in Fee Book 2013 1744;

Thence South 77°-36'-09" West 106.46 feet to the **POINT OF BEGINNING**, containing a total of 0.13 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record.**

The Westerly line of Lot 6 of the Subdivision of the Northeast part of the West Half (W1/2) of the Southwest Quarter (SW1/4) of Section Twenty-two (22), Township eighty-six north (T86N), Range Three West (R3W) of the Fifth Principal Meridian, in the Town of Monticello, Jones County, Iowa is assumed to bear North 12°-16'-03" West.

	<p><u>SURVEYORS CERTIFICATE</u></p> <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><i>William H. Burger</i> 7/8/24 Date Reg. No. 12642</p> <p>William H. Burger Sheet No. <u>2</u> covered by this seal</p>
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LEGAL DESCRIPTION

PARCEL 2024-40 – Part of Lot 6 of the Subdivision of the Northeast part of the West Half (W1/2) of the Southwest Quarter (SW1/4) of Section Twenty-two (22), Township eighty-six north (T86N), Range Three West (R3W) of the Fifth Principal Meridian, in the Town of Monticello, Jones County, Iowa; containing a total of 0.14 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record** and more particularly described by metes and bounds as follows:

BEGINNING at the Southwest corner of Lot 6 of the Subdivision of the Northeast part of the West Half (W1/2) of the Southwest Quarter (SW1/4) of Section Twenty-two (22), Township eighty-six north (T86N), Range Three West (R3W) of the Fifth Principal Meridian, in the Town of Monticello, Jones County, Iowa as recorded in Irregular Plat Book 1, Page 173 in the Office of the Jones County Recorder;

Thence North 12°-16'-03" West 63.04 feet along the Westerly line of said Lot 6, also being the East line of Maple Street;

Thence North 77°-36'-09" East 106.46 feet to the Easterly line of that part of said Lot 6 as described by Warranty Deed recorded in Fee Book 2013 1744 in the Office of the Jones County Recorder;

Thence South 01°-02'-16" East 63.99 feet along said Easterly line of that part of Lot 6 described by Warranty Deed recorded in Fee Book 2013 1744 to the North line of Third Street;

Thence South 77°-25'-16" West 94.00 feet along the North line of Third Street to the **POINT OF BEGINNING**, containing a total of 0.14 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record.**

The Westerly line of Lot 6 of the Subdivision of the Northeast part of the West Half (W1/2) of the Southwest Quarter (SW1/4) of Section Twenty-two (22), Township eighty-six north (T86N), Range Three West (R3W) of the Fifth Principal Meridian, in the Town of Monticello, Jones County, Iowa is assumed to bear North 12°-16'-03" West.

	<p><u>SURVEYORS CERTIFICATE</u></p> <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><i>William H. Burger</i> 7/8/24 William H. Burger Date Reg. No. 12642 Sheet No. 3 covered by this seal</p>
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City Council Meeting
Prep. Date: 07/31/2024
Preparer: Russell Farnum



Agenda Item: # 7 & 8
Agenda Date: 08/05/2024

Communication Page

Agenda Items Description: Resolution Approving Preliminary and Final Plat Brad Stephen's Fourth Addition (Stephen/Hinz) and Resolution Approving Pre-annexation agreement with Robert and Jan Hinz

Type of Action Requested: Resolutions (2)	
Attachments & Enclosures: Resolutions (2)	Fiscal Impact:
	Budget Line Item:
	Budget Summary:
	Expenditure:
	Revenue:

Synopsis: Roger Stephen has applied to subdivide another lot along South Main Street/Business 151, at the far south end of his property. The proposed parcel is 2.63 acres with frontage on South Main Street.

The property is under contract to be purchased by Bob Hinz, for use by Tri County Propane, which is currently located on the other side of the road. Their goal is to build a new 30x50 foot office building and eventually a 60x80 foot shelter for their trucks. The bulk LP storage would remain on the west side of Main Street. Hinz's goal is to connect the new buildings to water and sewer as part of their construction project.



Location map of the subject property

The property is currently unincorporated and within the City's 2-mile extraterritorial jurisdiction, so the City has the opportunity to review and comment on the proposed subdivision.

Background: Recently Stephen created a new parcel to sell to Freyes for their veterinarian clinic (Brad Stephen's 3rd Addition), which spurred a need and request to extend City sewer to this area (water is available on the west side of Main Street). The recommendation was to let the project move forward while the City is working to bring sewer to this area. The sewer would be capable of serving a large portion of the surrounding geographic area, including both the future development of the Stephen property, and many of the existing businesses in the area.

As part of that action and direction from Council, the City staff has been working on a pre-annexation agreement with Stephen that would guide future development of his land. Since the proposed parcel is another lot that will need to be serviced in the future, it is important to outline terms and conditions upon which this parcel would be annexed and serviced. While the actual annexation need not occur prior to development of the property, the pre-annexation agreement should be signed by the buyers to make sure that there are no misunderstandings in the future.

A pre-annexation agreement was provided to Robert and Jan Hinz, which they signed. The pre-annexation agreement is also on this agenda for City Council approval following approval of the plat.

The subdivision plat is complete and correct. The proposed County zoning is C-2, which is otherwise compatible with the City's comprehensive plan for this area. If the property can be annexed in the future, the subdivision of this additional lot will have minimal impact upon the future growth and development of the City.

The Planning and Zoning Board reviewed this proposal at their meeting of July 23, and unanimously recommended approval.

Recommendation: Approval of the resolutions, one approving the Plat and a second approving the pre-annexation agreement, is recommended.

The City of Monticello, Iowa

RESOLUTION NO.

Approving the Preliminary and Final Plat of Brad Stephen's Fourth Addition, Jones County, Iowa, a subdivision of Lot 1 of Fourth Addition, all in Jones County, Iowa

WHEREAS, There has been filed with the City Clerk a Preliminary and Final Plat of Brad Stephen's Fourth Addition, Jones County, Iowa, a subdivision of Lot 1 of Fourth Addition, all in Jones County, Iowa

WHEREAS, The City Planning and Zoning Board has reviewed the Preliminary and Final Plat and recommends that it be approved, and

WHEREAS, Said final plat has been examined by the City Council and they find that the same conforms to the statutes and ordinances relating thereto; and

WHEREAS, The City Council concurs that the final plat of Brad Stephen's Fourth Addition, Jones County, Iowa, a subdivision of Lot 1 of Fourth Addition, all in Jones County, Iowa, should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Final Plat of Brad Stephen's Fourth Addition, Jones County, Iowa, a subdivision of Lot 1 of Fourth Addition, all in Jones County, Iowa.

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 August, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

LOCATION: A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 86 NORTH, RANGE 3 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, JONES COUNTY IOWA	SUBDIVIDER: ROGER W STEPHEN, 1011 S MAIN ST MONTICELLO, IOWA 52310
LAND SURVEYOR: RICHARD R. NOWOTNY P.L.S MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282	PROPRIETOR OR OWNER: ROGER W STEPHEN, 1011 S MAIN ST MONTICELLO, IOWA 52310
DATE OF SURVEY: 06-11-2023	

FOR COUNTY RECORDER'S USE

FINAL PLAT

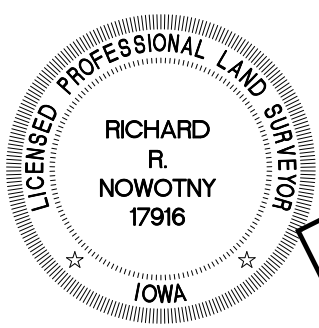
BRAD STEPHEN'S FOURTH ADDITION

(SHEET 1 OF 2)
JONES COUNTY, IOWA

NOTE:
ALL BEARINGS ARE BASED ON IOWA STATE PLANE COORDINATES (NORTH ZONE), LIBRARY CALIBRATION USING THE IOWA REAL TIME NETWORK (RTN), THE DISTANCES SHOWN ON THE PLAT ARE GROUND DISTANCES AND NOT GRID DISTANCES.

DESCRIPTION - BRAD STEPHEN'S FOURTH ADDITION

Commencing at the West Quarter Corner of Section 34, Township 86 North, Range 3 West, of the Fifth Principal Meridian, Jones County, Iowa; Thence N00°03'12"W, along the West Line of the Northwest Quarter of said Section 34, a distance of 389.45 feet; Thence S89°27'49"E, 426.95 feet, to a Point on the Easterly Right-of-Way Line of South Main Street (US Business 151), and the POINT OF BEGINNING; Thence N02°51'45"W, along said Easterly Right-of-Way Line, 263.00 feet; Thence S89°27'49"E, 436.46 feet; Thence S02°48'09"E, 262.98 feet; Thence N89°27'49"W, 436.18 feet, to the POINT OF BEGINNING. Said Brad Stephen's Fourth Addition contains 2.63 Acres, and is subject to easements and restrictions of record.

 <p>SEAL</p>	<p>I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.</p> <p>_____ 20____</p> <p>RICHARD R. NOWOTNY P.L.S. Iowa Lic. No. 17916 My license renewal date is December 31, 20 ____.</p> <p>Pages or sheets covered by this seal: _____ _____ _____</p>
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PLAT APPROVED BY:	
JONES COUNTY BOARD OF SUPERVISORS:	
CHAIRPERSON	DATE

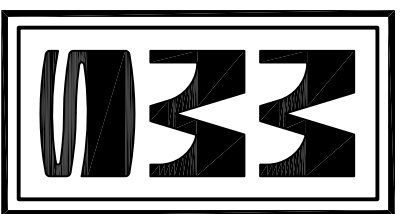
Signed before me this _____ day of _____, 20____.
_____ Notary Public, in and for the State of Iowa.

JONES COUNTY
IOWA
MMS CONSULTANTS, INC.
Date: **06-12-2024**
Designed by: **RRN** Field Book No: **1328, 1390**
Drawn by: **RLW** Scale: **1" = 100'**
Checked by: **RRN** Sheet No: **1**
Project No: **IC 7502-004** of: **2**

FINAL PLAT
BRAD STEPHEN'S
FOURTH ADDITION

Date	Revision

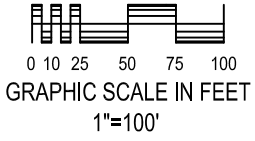
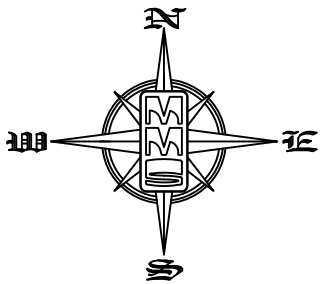
CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS
1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net



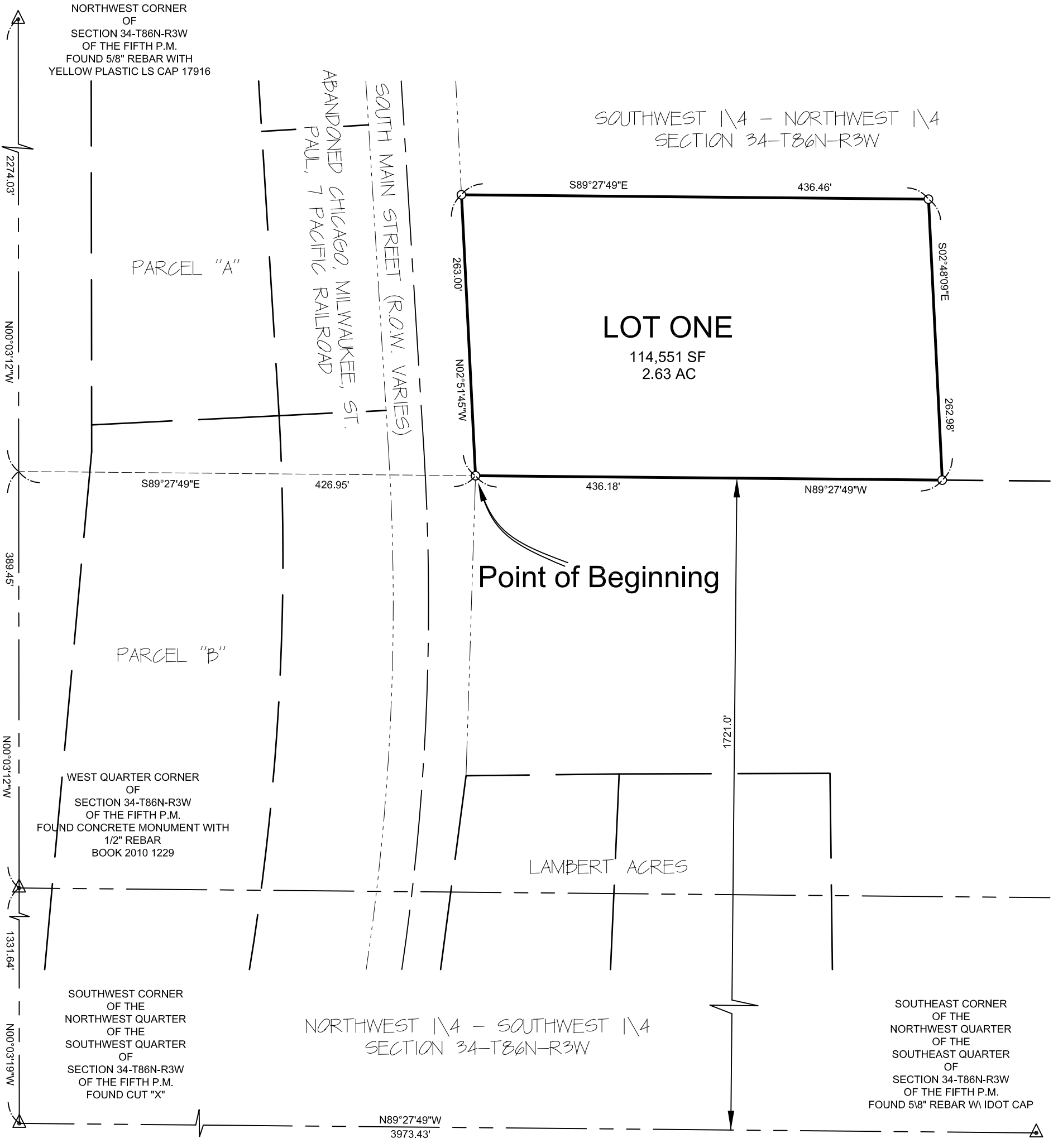
FINAL PLAT

BRAD STEPHEN'S FOURTH ADDITION

(SHEET 2 OF 2)
JONES COUNTY, IOWA

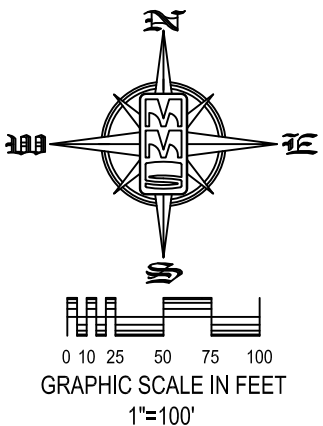


LEGEND AND NOTES	
<ul style="list-style-type: none"> - CONGRESSIONAL CORNER, FOUND - CONGRESSIONAL CORNER, REESTABLISHED - CONGRESSIONAL CORNER, RECORDED LOCATION - PROPERTY CORNER(S), FOUND (as noted) - PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS") - CUT "X" - RECORDED DIMENSIONS - MEASURED DIMENSIONS 	<ul style="list-style-type: none"> - PROPERTY &/or BOUNDARY LINES - CONGRESSIONAL SECTION LINES - RIGHT-OF-WAY LINES - CENTER LINES - LOT LINES, INTERNAL - LOT LINES, PLATTED OR BY DEED - EASEMENT LINES, WIDTH & PURPOSE NOTED - EXISTING EASEMENT LINES, PURPOSE NOTED <p style="text-align: center; font-size: small;">UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS</p>



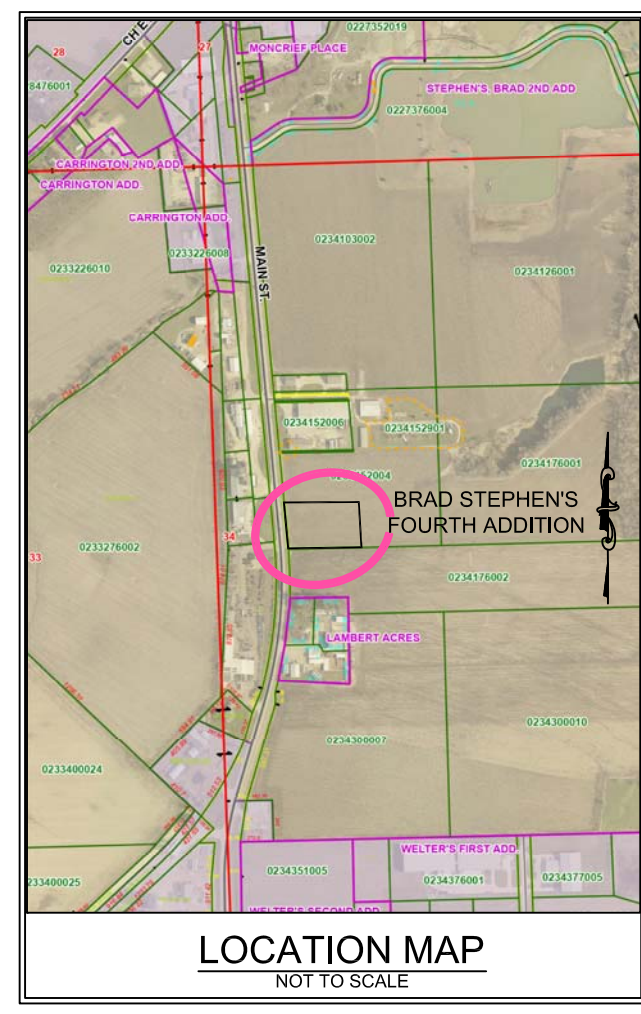
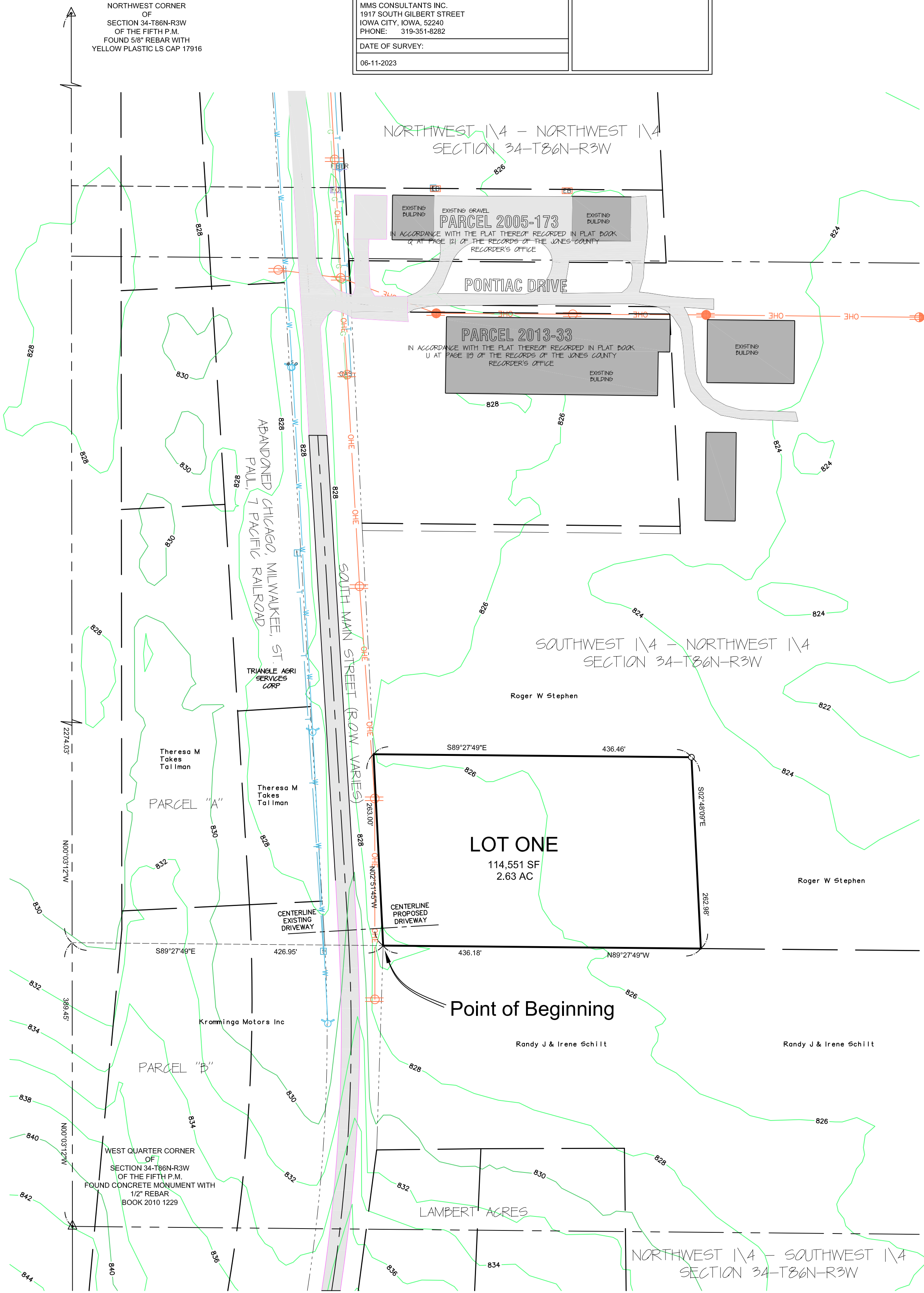
<p>JONES COUNTY IOWA</p>	<p>MMS CONSULTANTS, INC.</p>	<p>BRAD STEPHEN'S FOURTH ADDITION</p>	<p>FINAL PLAT</p>	<p>Date: _____ Revision: _____</p>	<p>1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319) 351-8282 www.mmsconsultants.net</p>	<p>CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS ENVIRONMENTAL SPECIALISTS</p>	
<p>Date: 06-12-2024</p>	<p>Designed by: RRN Field Book No: 1328, 1390</p>	<p>Drawn by: RLW Scale: 1" = 100'</p>	<p>Checked by: RRN Sheet No: 2</p>	<p>Project No: 7502-004 of: 2</p>			

PRELIMINARY PLAT BRAD STEPHEN'S FOURTH ADDITION JONES COUNTY, IOWA



LOCATION: A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 86 NORTH, RANGE 3 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, JONES COUNTY IOWA	SUBDIVIDER: ROGER W STEPHEN, 1011 S MAIN ST MONTICELLO, IOWA 52310
LAND SURVEYOR: RICHARD R. NOWOTNY P.L.S MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282	PROPRIETOR OR OWNER: ROGER W STEPHEN, 1011 S MAIN ST MONTICELLO, IOWA 52310
DATE OF SURVEY: 06-11-2023	

DEVELOPMENT CHARACTERISTICS
PROPOSED ZONING AND USE
CURRENT ZONING = A (AGRICULTURAL) PROPOSED ZONING C2 (HIGHWAY COMMERCIAL)
PRINCIPAL STRUCTURE
WIDTH = 150 FRONT YARD SETBACK = 30' REAR YARD SETBACK = 50' SIDE YARD SETBACK = 50'
WATER SYSTEM
CONNECT TO CITY WATER SYSTEM
SANITARY SEWER
PRIVATE ONSITE SEPTIC SYSTEM
PUBLIC IMPROVEMENTS
THERE ARE NO PUBLIC IMPROVEMENTS OR DISTURBED AREAS FOR THIS SUBDIVISION.



LEGEND AND NOTES	
●	PROPERTY CORNER(S), FOUND (Type as noted on Drawing)
○	PROPERTY CORNERS SET (5/8" Iron Pin w/ LS Cap)
—	PROPERTY &/or BOUNDARY LINES
- - -	CONGRESSIONAL SECTION LINES
- - - - -	RIGHT-OF-WAY LINES
—	CENTER LINES
—	LOT LINES, INTERNAL
- - -	LOT LINES, PLATTED OR BY DEED
- - - - -	EASEMENT LINES, WIDTH & PURPOSE NOTED
(R)	RECORDED DIMENSIONS
(M)	MEASURED DIMENSIONS
—	UTILITY POLE
—	UTILITY POLE W/ LIGHT
—	FIRE HYDRANT, EXISTING
—	SANITARY SEWER LINE W/ MANHOLE
—	STORM SEWER LINE W/ MANHOLE
—	WATER SHUT OFF VALVE
—	EXISTING SIGN
—	BENCHMARK LOCATION
—	EXISTING TELEPHONE CAN
—	SANITARY SEWER CLEANOUT
—	EXISTING CHAIN LINK FENCE
—	WATER LINES
—	ELECTRICAL LINES
—	TELEPHONE LINES
—	GAS LINES
—	OVERHEAD
—	UNDERGROUND
—	EXISTING TREE
—	EXISTING PINE TREE
UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS ERROR OF CLOSURE IS LESS THAN 1 FOOT IN 20,000 FEET CONTOUR INTERVAL = 2 FOOT	

DESCRIPTION - BRAD STEPHEN'S FOURTH ADDITION

Commencing at the West Quarter Corner of Section 34, Township 86 North, Range 3 West, of the Fifth Principal Meridian, Jones County, Iowa; Thence N00°03'12"W, along the West Line of the Northwest Quarter of said Section 34, a distance of 389.45 feet; Thence S89°27'49"E, 426.95 feet, to a Point on the Easterly Right-of-Way Line of South Main Street (US Business 151), and the POINT OF BEGINNING; Thence N02°51'45"W, along said Easterly Right-of-Way Line, 263.00 feet; Thence S89°27'49"E, 436.46 feet; Thence S02°48'09"E, 262.98 feet; Thence N89°27'49"W, 436.18 feet, to the POINT OF BEGINNING. Said Brad Stephen's Fourth Addition contains 2.63 Acres, and is subject to easements and restrictions of record.

PLAT APPROVED BY:	
JONES COUNTY BOARD OF SUPERVISORS:	
CHAIRPERSON	DATE

MMS CONSULTANTS, INC.
IOWA

DESIGNED BY: RS
DRAWN BY: RLW
CHECKED BY: RRN

DATE: 06-13-2024
FIELD BOOK NO: 1328, 1390
SCALE: 1"=100'

PROJECT NO: 7502-004
SHEET NO: 1

PRELIMINARY PLAT

BRAD STEPHEN'S FOURTH ADDITION

JONES COUNTY IOWA

LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS

Date	Revision

Proposed Commercial Lots

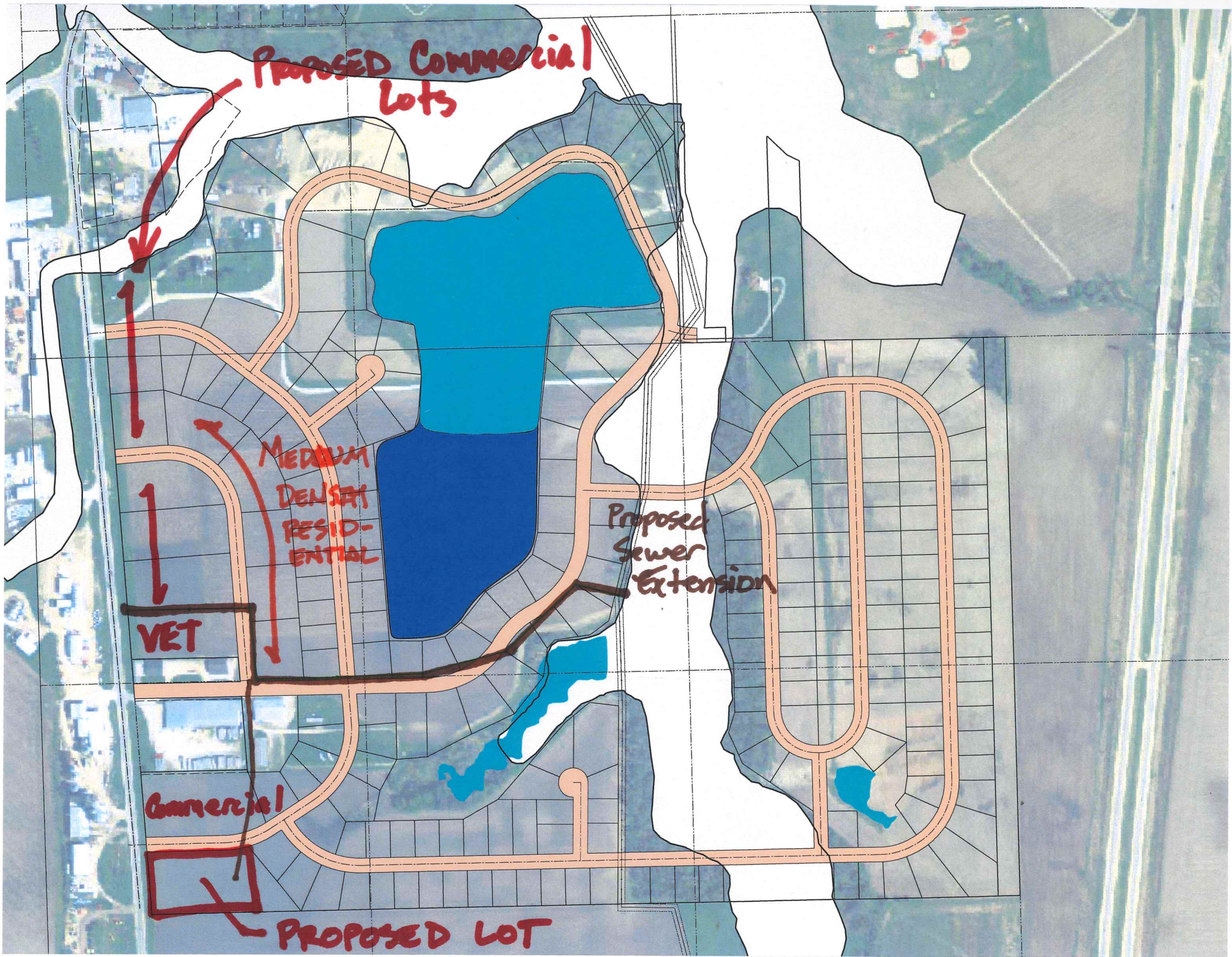
MEDIUM DENSITY RESIDENTIAL

Proposed Sewer Extension

VET

Commercial

PROPOSED LOT



THE CITY OF MONTICELLO, IOWA

RESOLUTION

Approving Robert F. and Jan M. Hinz Voluntary
Pre-Annexation Agreement

WHEREAS, The City Administrator was contacted by the owners of the Tri County Propane associated with the annexation of their property, and

WHEREAS, Those discussions have led to the completion of an Annexation Agreement wherein terms and provisions related to the proposed annexation are set out, and

WHEREAS, The Voluntary pre-annexation agreement is the first step in the annexation process, and the Council's agreement to the terms and conditions of the pre-annexation agreement is a condition precedent to moving forward with the formal annexation process as set out in the Iowa Code, and

WHEREAS, the Council finds the terms and provisions of the voluntary pre-annexation agreement to be fair and reasonable and that the approval of same is in the best interests of the City.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 5th day of August, 2024, that the voluntary pre-annexation agreement between Robert F. and Jan M. Hinz (Tri County Propane) and the City of Monticello is hereby approved, the Mayor is directed to execute same on behalf of the City Council, and the City Administrator is directed to move forward with the Annexation process.

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 5th day of August, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

Prepared By: Douglas D. Herman, 200 East First Street, Monticello, Iowa 52310 (319) 465-6435

PREANNEXATION AGREEMENT

This Preannexation Agreement is entered into by and between the City of Monticello, a municipal corporation (hereinafter referred to as "City") and Robert F. and Jamie M. Hinz (hereinafter collectively referred to as "Owner").

WITNESSETH:

WHEREAS, Owner is contract purchaser of property legally described as set out on Exhibit "A", attached hereto, hereinafter referred to as "Subject Property", with an anticipated closing on purchase of the Subject Property prior to October, 2024; and

WHEREAS, Owner is planning to construct a new office building and truck storage facility on the Subject Property in early 2025; and

WHEREAS, The City is working with the Owner to bring sanitary sewer service to the Subject Property with the expectation that the Subject Property will be annexed when the sanitary service becomes available; and

WHEREAS, The Subject Property is presently located entirely within Jones County, Iowa, and outside the corporate limits of any other city; and

WHEREAS, Subject Property is not presently contiguous with the corporate boundaries of the City of Monticello, but will be in the future, and

WHEREAS, Owner and City have agreed to the Annexation of the Subject Property to the City of Monticello.

NOW, THEREFORE, in furtherance of the above desires and objectives, the parties agree as follows:

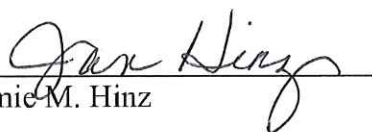
- (1) That the owner will by virtue of entry into this Preannexation agreement voluntarily consent to the annexation of Subject Property; and
- (2) The Subject Property will, upon annexation, be zoned "M-1" Industrial, or such other zoning as may be reasonable and agreeable between the City and the Owner from time to time, in order to allow the desired use(s) of the subject property, pursuant to the Code of Ordinances, City of Monticello; and
- (3) The Owner will connect the anticipated new office building to both City water and sewer when such services become available; and
- (4) The Owner agrees that it cannot, subsequent to the entry herein, withdraw the consent set out herein to the voluntary annexation of the Subject Property, and
- (5) The City agrees that it will not annex the Subject Property prior to the sewer service being available to the Subject Property.

WHEREAS, Based upon the agreements set forth herein, the owner will, simultaneous with the entry into this agreement, execute an Application for Voluntary Annexation of the Subject Property subject to the conditions set forth in this Pre-annexation Agreement. The failure of either party hereto to comply with the terms or conditions set forth herein are enforceable by any appropriate legal means. All provisions set forth above shall survive the annexation of Subject Property and shall be binding on the parties thereafter as applicable.

This Agreement shall be binding on and shall inure to the benefit of all successors, assigns and grantees of the City and Owner(s).

"OWNER"

By: 
Robert F. Hinz

By: 
Jamie M. Hinz



Memo

Date: Wednesday, July 03, 2024

Project: Construct Taxiway Connector

To: Anthony Pollard, PE – FAA Central Region

From: City of Monticello (Sponsor)

Subject: FAA Review – Change Order No. 5

Dear Mr. Pollard,

The City of Monticello, Iowa (Sponsor) seeks to obtain FAA concurrence on Change Order No. 05 for the Construct Connector Taxiway project at the Monticello Regional Airport (MXO), AIP Grant No. 3-19-0061-012-2022. The Sponsor intends to prepare and submit a Grant Amendment request reflecting this proposed Change Order within this project's closeout documents.

The items included in this change order are minor corrections associated with as-built corrections and quantity adjustments in preparation for the final pay application.

Please find attached the following supporting documents:

- Change Order No. 05 document identifying the scope and the estimated \$1,008 Change to the Contract Price;
- Sponsor Estimate, completed by our consultant;
- Justification Statement

No differences were observed between the Sponsor Estimate and the Contractor's Change Proposal as the items are all included in the contract, the Sponsor has not identified a need to negotiate the proposed Change in Contract Price. The Sponsor intends to proceed with the \$1,008 Change Order.

Thank you for your time considering this request in advance.

Sincerely

Russ Farnum
Monticello City Administrator

CHANGE ORDER NO.: 05

Owner:	City of Monticello, Iowa	Owner's Project No.:	-
Engineer:	HDR	Engineer's Project No.:	10332195
Contractor:	Boomerang Corp	Contractor's Project No.:	-
Project:	Construct Connector Taxiway		
Contract Name:	Construct Connector Taxiway		
Date Issued:	18 July 2024	Effective Date of Change Order:	18 July 2024

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

Description:

00 52 13 – Agreement:

- Article 5 – Contract Price, Paragraph 5.01 B: Unit Price Work table;
- Revise quantity for item C-102-2, Installation, Removal and Replacement of Silt Fence to add 159 linear feet for a revised project total of 2,759 linear feet; Revise quantity of L-108-5.2 No. 4 AWG, Solid, Bare Copper Counterpoise Wire and Grounding Rods to add 90 linear feet for a revised 3,190 linear feet; Revise quantity for L-110-5.1 Concrete Encased Electrical Duct Bank, 1 Way - 2" Dia. to add 10 linear feet for a revised project total of 195 linear feet; Revise quantity for item L-110-5.2 Non-Encased Electrical Duct Bank, 1 Way - 2" Dia. to add 90 linear feet for a revised project total of 3,190 linear feet; Revise quantity for item C-102-4 Temporary Seeding and Mulching to reduce the quantity by 2.5 acres for a revised project total of 0 acres; Revise quantity for item C-102-6 Inlet Protection Device to reduce the quantity by 2 each for a revised project total of 1 each; Revise quantity for item L-105-5.1 No. 8 AWG, 5 kV, I-824, Type C Cable, Installed in Conduit to reduce the quantity by 15 linear feet for a project total of 3,250 linear feet; Revise quantity for item L-108-5.1 to reduce the quantity by 15 linear feet for a project total of 3,250 linear feet.; Revise Total of all Extended Prices for Unit Price Work from \$944,622.25 to \$945,630.25.
- Article 5 – Contract Price, Paragraph 5.01 C: Replace paragraph C with the following: “Total of Lump Sum Amount and Unit Price Work (subject to final Unit Price adjustment) \$945,630.25

Attachments:

- **Change Proposal**
- **Sponsor Estimate**
- **Justification Statement**

Change in Contract Price	Change in Contract Times 0 Days
Original Contract Price: \$ <u>933,655.00</u>	Original Contract Times: Substantial Completion: <u>150 Calendar Days</u> Ready for final payment: <u>180 Calendar Days</u>
Contract Price prior to this Change Order: \$ <u>944,622.25</u>	Contract Times prior to this Change Order: Substantial Completion: <u>160 Calendar Days</u> Ready for final payment: <u>190 Calendar Days</u>
Increase this Change Order: \$ <u>1,008</u>	Increase this Change Order: Substantial Completion: <u>0 Calendar Days</u> Ready for final payment: <u>0 Calendar Days</u>
Contract Price incorporating this Change Order: \$ <u>945,630.25</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>160 Calendar Days</u> Ready for final payment: <u>190 Calendar Days</u>

Recommended by Engineer (if required)	Accepted by Contractor
By: <u> Matt Wilke </u>	_____
Title: <u> Engineer of Rectord </u>	_____
Date: <u> 7/18/2024 </u>	_____
<u> Authorized by Owner </u>	<u> Approved by Funding Agency (if applicable) </u>
By: _____	_____
Title: _____	_____
Date: _____	_____

CHANGE PROPOSAL

Owner: City of Monticello, Iowa
 Project Name: Construct Connector Taxiway
 Change Proposal No.: 05 Date: 3 July 2024
 Subject: Change Proposal for Final Pay Application

The following changes to the Contract are proposed:

SCOPE OF PROPOSED CHANGE TO CONTRACT: *(Attach supporting documentation as necessary)*

Revise quantity for item C-102-2, Installation, Removal and Replacement of Silt Fence to add 159 linear feet for a revised project total of 2,759 linear feet; Revise quantity of L-108-5.2 No. 4 AWG, Solid, Bare Copper Counterpoise Wire and Grounding Rods to add 90 linear feet for a revised 3,190 linear feet; Revise quantity for L-110-5.1 Concrete Encased Electrical Duct Bank, 1 Way - 2" Dia. to add 10 linear feet for a revised project total of 195 linear feet; Revise quantity for item L-110-5.2 Non-Encased Electrical Duct Bank, 1 Way - 2" Dia. to add 90 linear feet for a revised project total of 3,190 linear feet; Revise quantity for item C-102-4 Temporary Seeding and Mulching to reduce the quantity by 2.5 acres for a revised project total of 0 acres; Revise quantity for item C-102-6 Inlet Protection Device to reduce the quantity by 2 each for a revised project total of 1 each; Revise quantity for item L-105-5.1 No. 8 AWG, 5 kV, I-824, Type C Cable, Installed in Conduit to reduce the quantity by 15 linear feet for a project total of 3,250 linear feet; Revise quantity for item L-108-5.1 to reduce the quantity by 15 linear feet for a project total of 3,250 linear feet.

JUSTIFICATION:

Changes are made to account for minor field revisions and quantity accuracies for zeroing out the final pay application.

PROPOSED CHANGES IN CONTRACT PRICE AND CONTRACT TIMES:

We propose that the Contract Price and Contract Times be changes as follows:

For Contract Price, attach detailed cost breakdowns for Contractor and Subcontractors, Supplier quotations, and other information required

Description		Contract Times (days)	
		Substantial	Final
1. Silt Fence	\$318	0	0
2. No. 4 AWG Solid	\$270	0	0
3. Conc. Duct Bank	\$430	0	0
4. Non-Encased Duct Bank	\$450	0	0
5. Temp Seeding	(\$250)	0	0
6. Inlet Protection Device	(\$150)	0	0
7. No. 8 AWG	(\$30)	0	0
8. No. 6 AWG	(\$30)	0	0
Total This Change Proposal	\$1,008	0	0

Contractor represents that supporting data attached to this Change Proposal are accurate and complete. The requested time or price adjustment indicated in this Change Proposal is the entire adjustment to which the Contractor believes it is entitled as a result of the proposed change(s) indicated herein.

Change Proposal by: _____, Boomerang Corp. (Contractor)

Signature of Proposer: _____

Documentation of Cost Analysis

Pursuant to Federal Regulation 49 CFR Part 18.36(f), the Sponsor has performed a Cost Analysis comparing the Sponsor Estimate to the Change Proposal received by the Contractor (Boomerang Corp.) The percent difference between the Sponsor Estimate and the Change Proposal is less than 10%. Consequently, the Sponsor did not identify a need to negotiate the proposed Change in Contract Price further and intends to proceed with the Change Order with the Contractor.

Item	Sponsor Estimate	Change Proposal	% Difference
C-102-2	\$318	\$318	0
L-108-5.2	\$270	\$270	0
L-110 5.1	\$430	\$430	0
L-110 5.2	\$450	\$450	0
C-102-4	(\$250)	(\$250)	0
C-102-6	(\$150)	(\$150)	0
L 108-5.1	(\$30)	(\$30)	0
L 108-5.3	(\$30)	(\$30)	0

The City of Monticello, Iowa

RESOLUTION

Approving Change Order #5 in the increased amount of \$1,008.00, submitted by Boomerang related to the Monticello Airport Taxiway Connector Project

WHEREAS, Boomerang is contracted with the City to complete the Monticello Airport Taxiway Connector Project, AIP Project 3-19-0061-12-2022 and

WHEREAS, Boomerang has submitted Change Order #5 are minor corrections associated with as-built corrections and quantity adjustments in preparation for the final pay application, in the increased amount of \$1,008.00, and

WHEREAS, The City Engineer has reviewed the proposed Change Order #5, and recommends that they be approved by the City Council.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve Change Order #5 submitted by Boomerang related to the Monticello Airport Taxiway Connector Project in the increased amount of \$1,008.00.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 5th day of August, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer



Pay Request

Date: Thursday, July 18, 2024

Project: Construct Connector Taxiway - MXO

To: City Council

From: HDR

Subject: Pay Request # 07

Dear Council,

Enclosed for your review and approval is Pay Request No. 07 for the above referenced project. We have reviewed this pay request and find it to be in agreement with the work completed to date.

We have also reviewed improvements associated with the project referenced above and find the improvements to be acceptable and in general conformance with the contract documents. Acceptance of Pay Request No. 07 is recommended for this project in the amount of \$48,676.11 to Boomerang, Corp.

If you have any questions or comments regarding this project, please feel free to contact me at 402-392-6918.

Sincerely,

HDR

Matthew J Wilke, P.E.

Aviation Engineer

Enclosure: Pay Request No. 7

cc: Keegan Parizek, Boomerang Corp.

The City of Monticello, Iowa

RESOLUTION

Approving Pay Request #7 related to the Monticello Airport Taxiway Connector project, to Boomerang, which includes the retainage, in the amount of \$48,676.11

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

WHEREAS, Boomerang was awarded the bid to construct the Taxiway Connector at the Monticello Airport on April 7, 2022, Resolution #2022-56, and

WHEREAS, The City Engineer, HDR Engineering has reviewed the sixth pay request from Boomerang related to said project and recommends that it be paid in the amount of \$48,676.11, which includes the retainage, and

WHEREAS, The City Engineer, HDR Engineering recommends the project be considered substantially complete, and

WHEREAS, The Council finds, based upon the recommendation of the City Engineer, that said pay request should be approved.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve Pay Request #6 from Boomerang and authorizes payment in the amount of \$48,676.11 and further considers substantially complete.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 5th day of August, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

Contractor's Application for Payment

Owner: <u>City of Monticello, Iowa</u>	Owner's Project No.: <u>-</u>
Engineer: <u>HDR</u>	Engineer's Project No.: <u>10332168</u>
Contractor: <u>Boomerang</u>	Contractor's Project No.: <u>-</u>
Project: <u>Construct Taxiway Connector</u>	
Contract: <u>FAA AIP 3-19-0061-012-2022</u>	
Application No.: <u>07</u>	Application Date: <u>6/24/2024</u>
Application Period: From <u>9/30/2023</u>	to <u>6/24/2024</u>

1. Original Contract Price	\$	933,655.00
2. Net change by Change Orders	\$	11,975.25
3. Current Contract Price (Line 1 + Line 2)	\$	945,630.25
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	945,630.25
5. Retainage		
a. <u>0%</u> X <u>\$ 945,630.25</u> Work Completed =	\$	-
b. <u>5%</u> X <u>\$ -</u> Stored Materials =	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	945,630.25
7. Less previous payments (Line 6 from prior application)	\$	896,954.14
8. Amount due this application	\$	48,676.11
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$	-

Contractor's Certification

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

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

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

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

Contractor: Boomerang Corporation

Signature: *Keegan Parizek* **Date:** 07/17/2024

Recommended by Engineer	Approved by Owner
By: <u>Matt Wilke</u>	By: _____
Title: <u>Engineer of Record</u>	Title: _____
Date: <u>7/18/2024</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Monticello, Iowa	Owner's Project No.:	-
Engineer:	HDR	Engineer's Project No.:	10332168
Contractor:	Boomerang	Contractor's Project No.:	-
Project:	Construct Taxiway Connector		
Contract:	FAA AIP		

Application No.: 07 **Application Period:** From 09/30/23 to 06/24/24 **Application Date:** 06/24/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
40-05	Maintenance of Traffic	1	LS	\$9,000.00	9,000.00	1.00	9,000.00		9,000.00	100%	-
C-100-1	Contractor Quality Control Program (CQCP)	1	LS	\$10,000.00	10,000.00	1.00	10,000.00		10,000.00	100%	-
C-105-1	Mobilization	1	LS	\$175,000.00	175,000.00	1.00	175,000.00		175,000.00	100%	-
C-102-1	Management and Inspection of SWPPP	1	LS	\$4,000.00	4,000.00	1.00	4,000.00		4,000.00	100%	-
C-102-2	Installation, Removal and Replacement of Silt Fence	2,600	LF	\$2.00	5,200.00	2,600.00	5,200.00		5,200.00	100%	-
C-102-3	Stabilized Construction Entrance	230	SY	\$15.00	3,450.00	230.00	3,450.00		3,450.00	100%	-
C-102-4	Temporary Seeding and Mulching	2.5	AC	\$100.00	250.00	2.50	250.00		250.00	100%	-
C-102-5	Concrete Washout	1	LS	\$600.00	600.00	1.00	600.00		600.00	100%	-
C-102-6	Inlet Protection Device	3	EA	\$75.00	225.00	3.00	225.00		225.00	100%	-
P-101	Removals	1	LS	\$20,000.00	20,000.00	1.00	20,000.00		20,000.00	100%	-
P-151-4.2	Clearing and Grubbing	1	LS	\$1,000.00	1,000.00	1.00	1,000.00		1,000.00	100%	-
P-152-1	Unclassified Excavation	8,400	BCY	\$5.00	42,000.00	8,400.00	42,000.00		42,000.00	100%	-
P-152-2	Embankment In-Place	2,350	BCY	\$2.00	4,700.00	2,350.00	4,700.00		4,700.00	100%	-
P-152-3	Subgrade Preparation	6,090	SY	\$1.50	9,135.00	6,090.00	9,135.00		9,135.00	100%	-
P-154-5.1	Subbase Course	6,090	SY	\$6.00	36,540.00	6,090.00	36,540.00		36,540.00	100%	-
P-501-1	Cement Concrete Pavement - Materials	5,230	SY	\$28.00	146,440.00	5,230.00	146,440.00		146,440.00	100%	-
P-501-2	Cement Concrete Pavement - Labor and Equipment	5,230	SY	\$35.00	183,050.00	5,230.00	183,050.00		183,050.00	100%	-
P-605-1	Joint Sealing Filler for New Concrete Pavement	8,700	LF	\$2.50	21,750.00	8,700.00	21,750.00		21,750.00	100%	-
P-620-5.1a	Surface Preparation	1	LS	\$4,000.00	4,000.00	1.00	4,000.00		4,000.00	100%	-
P-620-5.2b	Marking	1	LS	\$7,000.00	7,000.00	1.00	7,000.00		7,000.00	100%	-
P-620-5.3c	Reflective Media	1	LS	\$750.00	750.00	1.00	750.00	-	750.00	100%	-
D-701-5.1	24-inch, Class III, Reinforced Concrete Pipe, with Flared End	126	LF	\$150.00	18,900.00	126.00	18,900.00	-	18,900.00	100%	-
D-701-5.2	15-inch, Class III, Reinforced Concrete Pipe, with Flared End	148	LF	\$145.00	21,460.00	148.00	21,460.00	-	21,460.00	100%	-
D-701-5.3	30-inch, Class III, Reinforced Concrete Pipe	78	LF	\$250.00	19,500.00	78.00	19,500.00	-	19,500.00	100%	-
D-705-5.4	Pipe Underdrains for Airports	1,150	LF	\$30.00	34,500.00	1,150.00	34,500.00		34,500.00	100%	-
D-751-5.3	Pipe Underdrain Cleanout	9	EA	\$700.00	6,300.00	9.00	6,300.00		6,300.00	100%	-
D-751-5.1	Aircraft Rated Precast Inlet or Manhole with Aircraft Rated Lid	2	EA	\$15,000.00	30,000.00	2.00	30,000.00	-	30,000.00	100%	-
D-751-5.2	SW-512, Area Intake with SW-604 Type 4B Casting	1	EA	\$2,500.00	2,500.00	1.00	2,500.00		2,500.00	100%	-
T-901	Seeding	5	AC	\$1,400.00	7,000.00	5.00	7,000.00		7,000.00	100%	-
T-905-1	Topsoil - Obtained on Site or Removed from Stockpile	670	CY	\$9.00	6,030.00	670.00	6,030.00		6,030.00	100%	-
T-908-1	Mulching	24,200	SY	\$0.30	7,260.00	24,200.00	7,260.00		7,260.00	100%	-
L-108-5.1	No. 8 AWG, 5 kV, I-824, Type C Cable, Installed in Conduit	3,265	LF	\$2.00	6,530.00	3,265.00	6,530.00		6,530.00	100%	-
L-108-5.2	No. 4 AWG, Solid, Bare Copper Counterpoise Wire and	3,100	LF	\$3.00	9,300.00	3,100.00	9,300.00		9,300.00	100%	-
L-108-5.3	No. 6 AWG, Insulated, Stranded Equipment Ground, Installed	3,265	LF	\$2.00	6,530.00	3,265.00	6,530.00		6,530.00	100%	-
L-110-5.1	Concrete Encased Electrical Duct Bank, 1 Way - 2" Dia.	185	LF	\$43.00	7,955.00	185.00	7,955.00		7,955.00	100%	-
L-110-5.2	Non-Encased Electrical Duct Bank, 1 Way - 2" Dia.	3,100	LF	\$5.00	15,500.00	3,100.00	15,500.00		15,500.00	100%	-
L-115-5.1	Base Can Plaza, 2 L-867D Base Cans with Blanking Covers	2	EA	\$5,000.00	10,000.00	2.00	10,000.00		10,000.00	100%	-
L-125-5.1	L-861T Taxiway Edge Light, 24" Height, with L-867 Base	31	EA	\$1,300.00	40,300.00	31.00	40,300.00		40,300.00	100%	-
Original Contract Totals					\$ 933,655.00		\$ 933,655.00	\$ -	\$ 933,655.00	100%	\$ -

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Monticello, Iowa	Owner's Project No.:	-
Engineer:	HDR	Engineer's Project No.:	10332168
Contractor:	Boomerang	Contractor's Project No.:	-
Project:	Construct Taxiway Connector		
Contract:	FAA AIP		

Application No.: 07 **Application Period:** From 09/30/23 to 06/24/24 **Application Date:** 06/24/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Change Orders											
01 - D-701-5.3	24-inch, Class III, Reinforced Concrete Pipe, with Flared End Sections	(39.00)	LF	250.00	(9,750.00)	(39.00)	(9,750.00)		(9,750.00)	100%	-
02 - DR-306	Subdrain Outlet DR-306	3.00	EA	845.00	2,535.00	3.00	2,535.00		2,535.00	100%	-
03-D-701-5.3	Unit Price Adjustment of D-701-5.3 for 24" Arch Pipe	40.00	LF	32.05	1,282.00	40.00	1,282.00		1,282.00	100%	-
03 - P-152.2	Additional Embankment In Place	295.00	BCY	5.00	1,475.00	295.00	1,475.00		1,475.00	100%	-
03 - P-154-5.1	Additional Subbase	1,735.00	SY	6.00	10,410.00	1,735.00	10,410.00		10,410.00	100%	-
03 - P-154 Fabric	Addition of Item for Geotextile to P-154	1,735.00	SY	3.15	5,465.25	1,735.00	5,465.25		5,465.25	100%	-
04-P-501	Additonal reinforcing rebar	1.00	LS	850.00	850.00	1.00	850.00		850.00	100%	-
04 - L-125-5.1	Removal of select taxiway Edge Lights	(4.00)	EA	1,300.00	(5,200.00)	(4.00)	(5,200.00)		(5,200.00)	100%	-
04 L-125.5.1	Edge Light Parts	4.00	EA	975.00	3,900.00	4.00	3,900.00		3,900.00	100%	-
05 -C-102-2	Installation, Removal and Replacement of Silt Fence	159.00	LF	2.00	318.00	159.00	318.00		318.00	100%	-
05 L-108-5.2	No. 4 AWG, Solid, Bare Copper Counterpoise Wire and Grounding Rods	90.00	LF	3.00	270.00	90.00	270.00		270.00	100%	-
05 L-110 5.1	Concrete Encased Electrical Duct Bank, 1 Way - 2" Dia.	10.00	LF	43.00	430.00	10.00	430.00		430.00	100%	-
05 L-110 5.2	Non-Encased Electrical Duct Bank, 1 Way - 2" Dia.	90.00	LF	5.00	450.00	90.00	450.00		450.00	100%	-
05 C-102-4	Temporary Seeding and Mulching	(2.50)	AC	100.00	(250.00)	(2.50)	(250.00)		(250.00)	100%	-
05 C-102-6	Inlet Protection Device	(2.00)	EA	75.00	(150.00)	(2.00)	(150.00)		(150.00)	100%	-
05 L 108-5.1	No. 8 AWG, 5 KV, I-824, Type C Cable, Installed in Conduit	(15.00)	LF	2.00	(30.00)	(15.00)	(30.00)		(30.00)	100%	-
05 L 108-5.3	No. 6 AWG, Insulated, Stranded Equipment Ground, Installed in Conduit	(15.00)	LF	2.00	(30.00)	(15.00)	(30.00)		(30.00)	100%	-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
Change Order Totals					\$ 11,975.25		\$ 11,975.25	\$ -	\$ 11,975.25	100%	\$ -
Original Contract and Change Orders											
Project Totals					\$ 945,630.25		\$ 945,630.25	\$ -	\$ 945,630.25	100%	\$ -

City Council Meeting
Prep. Date: 07/31/2024
Preparer: Russell Farnum



Agenda Item: # 11
Agenda Date: 08/05/2024

Communication Page

Agenda Items Description: Acknowledging the completion and Acceptance of Monticello Airport Apron/taxiway Improvements project

Type of Action Requested: Resolution

Attachments & Enclosures:
Resolution

<u>Fiscal Impact:</u>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: The Apron and Taxiway Expansion project at the Airport is complete, and all punch list items have been corrected.

With the last change order to balance out the project and last pay request, the City can also accept the improvements and close out the project.

Recommendation: Approval of the Resolution is recommended.

The City of Monticello, Iowa

RESOLUTION #

Acknowledging the completion and Acceptance of Monticello Airport Apron/taxiway Improvements project

WHEREAS, The City of Monticello and Boomerang previously entered into a contract related to the construction of the Monticello Regional Airport Taxiway Connector project, and

WHEREAS, the Council has been informed that final items on the punch list were recently addressed to the satisfaction of the City Airport Engineer, and he has, in the preparation of final paperwork related to a pay request submittal by the City to the FAA, requested that the Council formally accept the improvements and acknowledge their completion, and

WHEREAS, the Council finds that the Airport Taxiway Connector has been completed according to the plans and specifications, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby acknowledge the completion of the Monticello Airport Apron/taxiway Improvements.

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 August, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

**STATEMENT OF COMPLETION AND FINAL ACCEPTANCE OF WORK
AIRPORT PROJECTS**

Contract Number: 3381 Project Number: 9I220MXO100

Airport Name: Monticello Regional Airport

Airport Sponsor: City of Monticello, Iowa

Type of Project: Airport Improvement Project
(Vertical Infrastructure or Airport Improvement Project)

Description of Project:
Taxiway and Apron Extension
Extend existing apron/taxilane and taxiway from south terminal area to parallel taxiway "A".

This project has been completed in substantial compliance with the project plans, specifications, project agreement, and laws of the State of Iowa and ordinances of the city or county where the work was performed. Final acceptance of the project is recommended.

Signature: *Mark W. Allen*
(Project Engineer/Manager)

Date: 7/16/2024

This project is accepted on behalf of the city/aviation authority/airport commission. By signing below, the sponsor representative verifies that the project was completed in substantial compliance with the terms and conditions of the agreement with the Iowa Department of Transportation, and that the project was completed following all applicable laws of the State of Iowa.

Name: _____

Title: _____

Signature: _____ Date: _____
(Sponsor Representative)

Signature: _____ Date: _____
(Aviation Bureau Program Manager)

Return form to:

Attn.: Program Manager
Aviation Bureau
Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

E-mail: shane.wright@iowadot.us
FAX: 515-233-7983
Phone: 515-239-1048



July 29th, 2024

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

RE: N. CHESTNUT STREET RECONSTRUCTION
PAY REQUEST #3 AND CHANGE ORDER #2

Dear Mayor and City Council,

Enclosed for your review and approval are Pay Request #3 and Change Order #2 for work completed on the N. Chestnut Street Reconstruction project.

Payment for this period includes costs associated with earthwork, subbase placement, retaining walls, subdrain installation, and paving.

Change Order #2 includes an oversized sleeve that was needed to connect to the existing water at the north connection point along N Chestnut Street.

We have reviewed the pay estimates and find it in agreement with the work completed to date. We, therefore, recommend approval of Pay Request #3 in the amount of **\$196,690.66** to Eastern Iowa Excavating & Concrete, LLC. Additionally, we recommend approval of Change Order #2 with a **\$513.50** increase to the overall project cost. The total project cost would be increased from \$514,619.60 to \$515,133.10.

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

Respectfully,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'Colton Ingels'.

Colton Ingels, P.E.
Project Engineer

Enclosure: Pay Request #3, Change Order #2

Cc: Matt Menster, Eastern Iowa Excavating & Concrete, LLC; Russ Farnum, City of
Monticello

APPLICATION FOR PARTIAL PAYMENT NO. 3

PROJECT: N. CHESTNUT STREET RECONSTRUCTION

S&A PROJECT NO.:
EI JOB NO.:

123.0484.08
24-1047

OWNER: CITY OF MONTICELLO
CONTRACTOR: EASTERN IOWA EXCAVATION & CONCRETE, LLC
ADDRESS: 121 NIXON ST SE
CASCADE, IA 52033
DATE: July 29, 2024

PAYMENT PERIOD: June 22, 2024
to July 25, 2024

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 507,984.60
Net Change by Change Order: \$ 6,635.00
Contract Amount to Date: \$ 514,619.60

CONTRACT PERIOD: TOTAL CALENDAR DAYS

Original Contract Date: April 1, 2024
Original Contract Completion Date: August 5, 2024
Late Start Date: May 13, 2024

2. WORK SUMMARY:

Total Work Performed to Date: \$ 437,564.70
Retainage: 5% \$21,878.24
Total Earned Less Retainage: \$ 415,686.46
Less Previous Applications for Payment: \$ 218,995.80
AMOUNT DUE THIS APPLICATION: \$ 196,690.66

Added by Change Order:

Current Contract Completion Date August 5, 2024

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Eastern Iowa Excavating & Concrete, LLC
CONTRACTOR

By Chad Demmer

DATE: 7-29-2024

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By Colton Ingels
Colton Ingels, P.E.

DATE: 7-29-2024

5. OWNER'S APPROVAL

City of Monticello
OWNER

By Wayne Peach
Wayne Peach, Mayor

DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK THIS PERIOD			COMPLETED WORK TO DATE		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
1.	CLEARING AND GRUBBING	109.0	UNIT	\$ 35.50	\$ 3,869.50			\$ -	109		\$ 3,869.50
2.	TOPSOIL, OFF-SITE	331	CY	\$ 38.50	\$ 12,743.50			\$ -			\$ -
3.	EXCAVATION, CLASS 10	1633	CY	\$ 12.85	\$ 20,984.05	133		\$ 1,709.05	1633		\$ 20,984.05
4.	SUBGRADE PREPARATION	2235	SY	\$ 1.00	\$ 2,235.00	285		\$ 285.00	2235		\$ 2,235.00
5.	GRANULAR STABILIZATION	186	CY	\$ 38.50	\$ 7,161.00	199		\$ 7,661.50	363		\$ 13,975.50
6.	SUBGRADE TREATMENT, GEOGRID	2235	SY	\$ 6.70	\$ 14,974.50	285		\$ 1,909.50	2235		\$ 14,974.50
7.	SUBBASE, MODIFIED, 12"	2235	SY	\$ 11.50	\$ 25,702.50	285		\$ 3,277.50	2235		\$ 25,702.50
8.	SUBBASE, SPECIAL BACKFILL, 4"	401	EA	\$ 6.00	\$ 2,406.00	401		\$ 2,406.00	401		\$ 2,406.00
9.	REMOVAL OF STRUCTURE, RETAINING WALL	2	EA	\$ 2,050.00	\$ 4,100.00			\$ -	2		\$ 4,100.00
10.	COMPACTION TESTING	1	LS	\$ 2,500.00	\$ 2,500.00	0.5		\$ 1,250.00	1		\$ 2,500.00
11.	ROCK EXCAVATION	11	CY	\$ 85.00	\$ 935.00			\$ -			\$ -
12.	TRENCH FOUNDATION	28	TON	\$ 30.65	\$ 858.20			\$ -			\$ -
13.	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	444	CY	\$ 38.50	\$ 17,094.00	227		\$ 8,739.50	671		\$ 25,833.50
14.	TRENCH COMPACTION TESTING	1	LS	\$ 2,500.00	\$ 2,500.00			\$ -	1		\$ 2,500.00
15.	SUBDRAIN, TYPE 1, SMOOTH INTERIOR, 6"	1358	LF	\$ 12.50	\$ 16,975.00	1278		\$ 15,975.00	1358		\$ 16,975.00
16.	SUBDRAIN CLEANOUT, TYPE A-2, 6"	19	EA	\$ 400.00	\$ 7,600.00	11		\$ 4,400.00	19		\$ 7,600.00
17.	SUBDRAIN OUTLETS AND CONNECTIONS, CONNECT TO EXISTING INTAKE, 6"	1	EA	\$ 475.00	\$ 475.00	1		\$ 475.00	1		\$ 475.00
18.	STORM SEWER SERVICE STUB, PVC, 4"	3	EA	\$ 350.00	\$ 1,050.00	1		\$ 350.00	4		\$ 1,400.00
19.	WATER MAIN, TRENCHED, PVC AWWA C900, 8"	600	LF	\$ 56.00	\$ 33,600.00			\$ -	600		\$ 33,600.00
20.	WATER MAIN, TRENCHLESS, PVC AWWA C900 CERTA-LOK, 8"	60	EA	\$ 148.00	\$ 8,880.00			\$ -	60		\$ 8,880.00
21.	FITTING, 11.25 DEGREE BEND 8"	2	EA	\$ 345.00	\$ 690.00			\$ -	2		\$ 690.00
22.	FITTING, 45 DEGREE BEND 8"	6	EA	\$ 365.00	\$ 2,190.00			\$ -	6		\$ 2,190.00
23.	FITTING, 90 DEGREE BEND 8"	1	EA	\$ 380.00	\$ 380.00			\$ -	1		\$ 380.00
24.	FITTING, TEE, 8"X8"	1	EA	\$ 570.00	\$ 570.00			\$ -	1		\$ 570.00
25.	FITTING, CROSS, 8"X8"	1	EA	\$ 895.00	\$ 895.00			\$ -	1		\$ 895.00
26.	FITTING, CAP, 8"	1	EA	\$ 215.00	\$ 215.00			\$ -	1		\$ 215.00
27.	FITTING, REDUCER	4	EA	\$ 265.00	\$ 1,060.00			\$ -	3		\$ 795.00
28.	WATER SERVICE STUB, TYPE K COPPER, 1", SHORT SIDE (approx. 7ft)	3	EA	\$ 1,400.00	\$ 4,200.00			\$ -	4		\$ 5,600.00
29.	WATER SERVICE STUB, TYPE K COPPER, 1", LONG SIDE (approx. 44ft)	2	EA	\$ 2,525.00	\$ 5,050.00			\$ -	3		\$ 7,575.00
30.	WATER MAIN ABANDONMENT, FILL AND PLUG, 6"	549	LF	\$ 9.00	\$ 4,941.00	549		\$ 4,941.00	549		\$ 4,941.00
31.	WATER MAIN REMOVAL, 6"	80	LF	\$ 17.25	\$ 1,380.00			\$ -	80		\$ 1,380.00
32.	VALVE, GATE, 8"	4	EA	\$ 2,450.00	\$ 9,800.00			\$ -	5		\$ 12,250.00
33.	FIRE HYDRANT ASSEMBLY	2	EA	\$ 7,950.00	\$ 15,900.00			\$ -	2		\$ 15,900.00
34.	FLUSHING DEVICE (BLOWOFF), 2"	2	EA	\$ 1,585.00	\$ 3,170.00			\$ -	3		\$ 4,755.00
35.	FIRE HYDRANT ASSEMBLY REMOVAL	1	EA	\$ 425.00	\$ 425.00			\$ -	1		\$ 425.00
36.	VALVE REMOVAL	1	EA	\$ 425.00	\$ 425.00			\$ -	1		\$ 425.00
37.	PAVEMENT, PCC, 7"	2012	SY	\$ 57.55	\$ 115,790.60	2000		\$ 115,100.00	2000		\$ 115,100.00
38.	CURB AND GUTTER, 2.0', 7"	88	LF	\$ 35.00	\$ 3,080.00			\$ -			\$ -
39.	CURB AND GUTTER, 3.0', 7"	63	LF	\$ 44.00	\$ 2,772.00			\$ -			\$ -
40.	REMOVAL OF SIDEWALK	244	SY	\$ 13.25	\$ 3,233.00	44		\$ 583.00	244		\$ 3,233.00
41.	REMOVAL OF DRIVEWAY	50	SY	\$ 18.25	\$ 912.50			\$ -	50		\$ 912.50
42.	SIDEWALK, PCC, 4"	222	SY	\$ 48.00	\$ 10,656.00			\$ -			\$ -
43.	SIDEWALK, PCC, 6"	100	SY	\$ 67.00	\$ 6,700.00			\$ -			\$ -
44.	DETECTABLE WARNING	136	SF	\$ 42.85	\$ 5,827.60			\$ -			\$ -
45.	DRIVEWAY, PAVED, PCC, 6"	79	SY	\$ 64.75	\$ 5,115.25	75		\$ 4,856.25	75		\$ 4,856.25
46.	FULL DEPTH PATCHES, HMA, 6"	252	SY	\$ 92.00	\$ 23,184.00			\$ -			\$ -
47.	SUBBASE OVER-EXCAVATION	78	TON	\$ 37.00	\$ 2,886.00			\$ -			\$ -
48.	PAVEMENT REMOVAL	610	SY	\$ 10.50	\$ 6,405.00			\$ -	610		\$ 6,405.00
49.	REMOVAL AND SALVAGING BRICK PAVERS	14302	SF	\$ 0.95	\$ 13,586.90			\$ -	14302		\$ 13,586.90
50.	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 5,800.00	\$ 5,800.00	0.05		\$ 290.00	0.8		\$ 4,640.00
51.	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1	0.42	AC	\$ 7,500.00	\$ 3,150.00			\$ -			\$ -
52.	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 2	0.42	AC	\$ 4,500.00	\$ 1,890.00			\$ -			\$ -
53.	SWPPP MANAGEMENT	1	LS	\$ 850.00	\$ 850.00			\$ -			\$ -
54.	FILTER SOCKS, 12"	1125	LF	\$ 4.00	\$ 4,500.00			\$ -			\$ -
55.	FILTER SOCKS, REMOVAL	1125	LF	\$ 1.00	\$ 1,125.00			\$ -			\$ -
56.	INLET PROTECTION DEVICE, DROP-IN	1	EA	\$ 120.00	\$ 120.00			\$ -			\$ -
57.	INLET PROTECTION DEVICE, MAINTENANCE	1	EA	\$ 50.00	\$ 50.00			\$ -			\$ -
58.	SEGMENTAL BLOCK RETAINING WALL 1	168	SF	\$ 47.00	\$ 7,896.00	168		\$ 7,896.00	168		\$ 7,896.00
59.	SEGMENTAL BLOCK RETAINING WALL 2	343	SF	\$ 48.50	\$ 16,635.50	343		\$ 16,635.50	343		\$ 16,635.50
60.	HANDRAIL, ALUMINUM	65	LF	\$ 220.00	\$ 14,300.00			\$ -			\$ -
61.	MOBILIZATION	1	LS	\$ 12,000.00	\$ 12,000.00	0.05		\$ 600.00	0.8		\$ 9,600.00
62.	MAINTENANCE OF POSTAL SERVICE	1	LS	\$ 250.00	\$ 250.00			\$ -			\$ -
63.	MAINTENANCE OF SOLID WASTE COLLECTION	1	LS	\$ 485.00	\$ 485.00	0.8		\$ 388.00	0.8		\$ 388.00
64.	CONCRETE WASHOUT	1	LS	\$ 850.00	\$ 850.00	0.8		\$ 680.00	0.8		\$ 680.00
TOTAL ORIGINAL CONTRACT =					\$ 507,984.60	TOTAL		\$ 200,407.80	TOTAL		\$ 430,929.70

CHANGE ORDER SUMMARY:											
CO1.1	EXPLORATORY EXCAVATION, WATER SERVICE	1	LS	\$ 6,635.00	\$ 6,635.00	1	1.1	6,635.00	1	1.1	6,635.00
				TOTAL CHANGE ORDERS = \$ 6,635.00				\$ 6,635.00		\$ 6,635.00	
				TOTAL CONTRACT							
				& CHANGE ORDERS \$514,619.60				\$ 207,042.80		\$ 437,564.70	

CHANGE ORDER NO. 2

OWNER: City of Monticello

PROJECT: N. Chestnut Street Reconstruction
S&A PROJECT #: 123.0484.08

To: Eastern Iowa Excavating & Concrete, LLC
121 Nixon St. SE
Address
Cascade, IA 52033
City, State, Zip

You are directed to make the following changes in this contract:

1. **Description of change to be made:**
Item No. CO2.1 - Changes include material to connect to the existing water main at the northern project limits.

2. **Reason for Change:**
Item No. CO2.1 - Change was incurred due to the discovery of irregularly sized water main at the connection point. An oversized sleeve was required to connected the proposed water main to the existing water main at the northern leg of the N Chestnut Street and W 3rd Street intersection.

3. **Settlement for the cost of making the change shall be as follows:**

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
CO2.1	FITTING, OVERSIZED SLEEVE, 3"	1	EA	\$513.50	\$513.50
				TOTAL	\$513.50

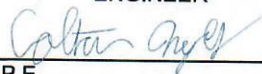
4. **This change order will result in a net change in the contract completion time of 0 days and a net change in the cost of the project of \$513.50 divided as follows:**

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$514,619.60	August 5, 2024
Change due to this C.O. (+ or -)	\$513.50	0
Totals including this C.O.:	\$515,133.10	August 5, 2024

The change described herein is understood, and the terms of settlement are hereby agreed to:

Eastern Iowa Excavating & Concrete, LLC
CONTRACTOR
By 
Chad Demmer

DATE: 7-29-2024

Snyder & Associates, Inc.
ENGINEER
By 
Colton Ingels, P.E.

DATE: 7-29-2024

City of Monticello
OWNER
By _____
Wayne Peach, Mayor

DATE: _____

The City of Monticello, Iowa

RESOLUTION

Approving Change Order #2, in the increased amount of \$513.50 submitted by Eastern Iowa Excavating & Concrete, LLC related to the N. Chestnut Street Reconstruction Project

WHEREAS, Eastern Iowa Excavating & Concrete, LLC is contracted with the City to complete the N. Chestnut Street Reconstruction Project, and

WHEREAS, Eastern Iowa Excavating & Concrete, LLC has submitted Change Order #2 includes an oversized sleeve that was needed to connect to the existing water at the north connection point along N Chestnut Street, with the increased amount of \$513.50, and

WHEREAS, The City Engineer has reviewed the proposed Change Order #2, and further recommends that it be approved by the City Council.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve Change Order #2 submitted by Eastern Iowa Excavating & Concrete, LLC related to the N. Chestnut Street Reconstruction Project in the increased amount of \$513.50. The total project cost would be increased from \$514,619.60 to \$515,133.10.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 5th day of August, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

The City of Monticello, Iowa

RESOLUTION

**Approving Pay Request #3 to Eastern Iowa Excavating & Concrete, LLC,
Re: N. Chestnut Street Reconstruction Project in the amount of \$196,690.66**

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

WHEREAS, Eastern Iowa Excavating & Concrete, LLC contracted with the City to reconstruct North Chestnut Street, and

WHEREAS, Eastern Iowa Excavating & Concrete, LLC has submitted their third pay request in the amount of \$196,690.66 same reflecting the maintenance of a 5% retainer in the current amount of \$21,878.24, and

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

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the third pay request from Eastern Iowa Excavating & Concrete, LLC, in the amount of \$196,690.66, same reflecting the maintenance of a 5% retainer in the current amount of \$21,878.24.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 5th day of August 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 7/31/2024
Preparer: Sally Hinrichsen



Agenda Item: # 14-23
Agenda Date: 8/05/2024

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:

- 14. City Engineer
- 15. Mayor
- 16. City Administrator
- 17. Water/Wastewater Superintendent
- 18. Park and Recreation Director
- 19. Library Director
- 20. Ambulance Director
- 21. City Clerk
- 22. Public Works Director
- 23. Police Chief

City Council Meeting
Prep. Date: 07/31/2024
Preparer: Russell Farnum



Agenda Item: # 24
Agenda Date: 08/05/2024

Communication Page

Agenda Items Description: Work session on 6th Street Ditch

Type of Action Requested: Work session

Attachments & Enclosures:
None

<u>Fiscal Impact:</u>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: City Engineer Patrick Schwickerath will be at the Council meeting to share and discuss the latest plans for the 6th Street Ditch improvements, along with implementation, timing, and what is needed from the neighboring property owners.

I have attached the Communication Page from the November, 2022, work session on this same project. Staff and the City Engineer have been proceeding based upon that direction from Council, which was nearly 2 years ago. This includes:

- City project: this is a City-led project, as the property owners are not going to do this in a coordinated fashion “on their own”;
- Bond funded: we did the bond last September; the cash is in hand;
- No special assessment from the adjoining property owners;
- Easements will specifically spell out long term maintenance requirements, and the construction will make that maintenance feasible (i.e. property owners mow and remove saplings before they become trees, etc.)
- Easements will be granted by the owners at no cost, in exchange for the City doing this project.

As we are beginning discussions with the property owners on the easements, we wanted to make sure Council was still good proceeding in this direction.

Recommendation: Council direction and input is requested.

City Council Meeting
Prep. Date: 11/17/2022
Preparer: Russell Farnum



Agenda Item: #
Agenda Date: 11/21/2022

Communication Page

Agenda Items Description: Continued work session, 6th Street Ditch

Type of Action Requested: Discussion and Direction

Attachments & Enclosures:

None

<u>Fiscal Impact:</u>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Background: The City Administrator, City Attorney, and City Engineer have reviewed the previous discussion on the approach for the 6th Street Ditch improvements from the October 24 Council work session.

The following information is provided for continued discussion and direction by the Council:

City Project: While the adjacent property owners do have a benefit from having the ditch on their property, there is also a liability of having to maintain it. In addition, the ditch drains a much larger watershed area than just a few blocks of these impacted homeowners. Therefore, the City should play the lead agency in rehabbing this ditch, due to the Corps of Engineers permitting requirements and the overall vision of the project becoming an improvement to the area, rather than a series of piecemeal improvements.

Funding: While the City has a USDA funding package approved for this project, it is not the best solution. Council direction on funding through a GO Bond planned for FY 23/24 is recommended.

Scope of the Project: The 2017 Ditch Rehab Plans (engineering) focused on the section of the ditch between Chestnut Street, and extending east across Cedar Street then north to 6th Street. Council action to limit the project to this geographic area, at this time, is recommended. It is recognized that the section of ditch west of this area, to Jacobs Park, also will need rehab in the near future.

Cost Estimates: In reviewing with the City Engineer, the cost estimate for the *construction portion* of the ditch rehab project is still in the \$700,000 range. This does not include updated engineering, construction inspections, permitting, or Corps of Engineers impact payments. The updated engineering will depend on what site conditions have changed, potential permitting changes with new regulations and what services are needed for easements. The additions to update the permitting and Corps of

Engineers review could add over \$150,000 to the construction price - but are unknown until design and permitting are completed.

Special Assessment: Council had asked for a review of the “scale” of what a special assessment would be for this project. Since the small portion of structural work benefits single property owners, and most of the project is grading and re-seeding, it is difficult to attribute a special assessment without spending a lot of time on individual properties. However, using the Sycamore Street improvement percentages as a guide, approximately 10% of the overall costs were assessed to the homeowners.

For the 6th Street Ditch project, the project length is 870 lineal feet, with two banks (one bank on each side of the ditch) totaling 1740 lineal feet of bank. Ten percent of \$700,000 is \$70,000, divided by 1740 feet, is \$40.23 per lineal foot of bank, per side. If someone owns only one side of the ditch, that owner would be assessed at 40.23 per lineal foot along the ditch length along the property. If someone owns both sides of the ditch, they would pay \$80.46 per foot, as they are benefitting from the improvements to both sides of the ditch. For comparison the average Sycamore Street assessment was \$36 per foot (for one side of the street), or about \$970 per property.

That is a very rough calculation to establish the scope, but Council should recognize that the easements have value as well (discussed further below). Special assessments have always been the hold up on getting this project completed, which only increases the cost of implementation over time. This is because, unlike a street project where the City already owns the street, the City has no rights to enter or maintain the 6th Street Ditch (in turn, the City has no obligation to maintain it, either).

Easements: The City Attorney has clarified that the City can condemn easements if required. However, that adds a lot of time and expense to the project. If voluntary easements can be acquired, it is preferable. Further, the easements could include language that would require the owners to do day-to-day maintenance (such as mowing, weed and tree removal, maintaining the grade, etc.) and have the City do the major rehab work (rip-rap or armoring repair/replacement, wall or structural maintenance, etc.). In addition, the easement language could give the City rights to enter and perform the day-to-day maintenance if the property owner failed to do so. All of these provisions are a substantial improvement over the rights and authority the City and the property owners have today.

Recommendation: Council discussion and further direction is requested.

City Council Meeting
Prep. Date: 07/31/2024
Preparer: Russell Farnum



Agenda Item: #25
Agenda Date: 08/05/2024

Communication Page

Agenda Items Description: Work session on Goal Setting and Follow Up Report

Type of Action Requested: Work session

Attachments & Enclosures:
Preliminary Report (Under Separate Cover)

<u>Fiscal Impact:</u>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: At the July 15 Council meeting, Derek Lumsden led a work session and discussion on goal setting for the next few years.

The preliminary report has been drafted and will be distributed under separate cover later this week.

Derek will be at the work session on August 5 to go through the report with Staff and Council, and present the findings and conclusions.

Depending upon Council input at the August 5 meeting, the final report may be adopted at the August 19 meeting.

Recommendation: Council discussion, direction and input is requested.

City Council Meeting
Prep. Date: 07/31/2024
Preparer: Russell Farnum



Agenda Item: # 26
Agenda Date: 08/05/2024

Communication Page

Agenda Items Description: Work session on Proposed Cash Management and Internal Control Policy

Type of Action Requested: Work session

Attachments & Enclosures:
Draft Policy

<u>Fiscal Impact:</u>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: The State Auditors and Council have asked for a written policy on cash management and internal controls on financial transactions. This policy outlines separation of responsibilities and duties to provide accountancy checks and balances for the City’s transactions.

A draft was provided for discussion and possible approval at the July 15 Council meeting but Council asked that this be placed as a work session item prior to action.

Background: The State has routinely brought up cash management and transaction controls as an issue in our annual audit. This is frustrating, as an operation with minimal staff, there are only so many ways to check and double-check the City’s transactions.

Further, there were never any instances of mistakes or any instance of non-compliance. In fact, the Auditor notes:

“The results of our tests disclosed no instances of non-compliance or other matters which are required to be reported under Government Auditing Standards.”

However, having some guidelines and policies to minimize the potential for fraud, theft, or similar larceny is desirable. It is also necessary so that everyone on staff understands their roles and responsibilities, and can be held accountable for their actions.

The main provisions include:

- How transactions are handled as well as the payments received;
- How transactions and receipts are balanced and reconciled;
- How each department that logs transactions handles the currency and bank deposits;

- How often deposits must be made and reported to the Clerk;
- Other provisions for other transactions (credit charges, petty cash, payroll, collections and write-offs).

Sally and I agree that this policy suits the City's needs and will help address the Auditors' comments. I'm sure Council will note the City will probably never be able to hire sufficient staff to provide full compliance with the Auditors' requests, but this will cover the essential concerns.

Staff has received concerns and questions from two Council members. These include the following:

- 1) What was the source or sources for compiling this policy (i.e. what was it modeled after)?

Sally got several model documents from her cohort Clerks in other communities, and Jacob had gotten a model document at a seminar at the University of Iowa. I reached out and got several from the City Manager's group.

- 2) Under Objectives, page 2, item 2 – it's Generally Accepted Accounting Principles, not Principals

This has been corrected.

- 3) Page 3, item 1 – Payments received in person: where exactly will this be applicable? Baseball tournaments, league sign-ups, the pool, library photocopies, etc.? How will everyone be issued a receipt? This may not be feasible for every type of purchase (like a candy bar) – so what is constituting a "payment"? Does it apply to cash and checks both? Is there a minimum amount this needs to reach to be issued a receipt?

This is applicable anywhere payments are received in person (as opposed to made online). The payments need to be documented either by entering into a digital system ("cash register") or issuing a receipt of some sort (the Auditor stated that all receipts should have pre-printed consecutive numbers). Yes, it applies to cash and checks, and there is not a minimum amount for transactions. Yes, it's theoretically burdensome but not so much with a touchpad cash register or digital device. We use cash register system at the pool and are considering getting iPads or some system for baseball tournaments and similar events.

- 4) Page 3, items 5 & 6 – When would the city clerk make an exception for approval – what are some scenarios when this does not need to be followed (cashing checks and refunds and expenditures)? Does this need to be more specific (otherwise it could apply anywhere and is arbitrary)?

It would be rare, and most likely would only occur on a bank holiday when City Hall is open but banks are closed and someone is in a pinch, or in a case where someone has paid twice and the check has already cleared. Sally will explain more at the meeting.

- 5) Page 3, item 7 – Does this cash reconciliation process apply to all points of sale of the day for anyone who receives cash that day?

Yes.

6) Page 4, items 2 & 3 – who will be enforcing the practice of a weekly deposit for all groups who receive cash or checks? Is there a targeted day of the week for this to happen? How will you know that all funds received are being deposited within one week?

The City Clerk/Treasurer will be enforcing the practice. If there is a question about performance, the Clerk will report it to the City Administrator for action. There is no targeted day of the week for deposits. Random or surprise checks or audits could be done if there is a concern.

7) Pages 5-6, all organizations – how long does each department have to complete a reconciliation in the event of discrepancies? What if the amount is still off, what is the process?

Since the deposits have to be done weekly at a minimum, the reconciliation would need to be done and corrected within that week as well. If the amount is still off, it needs to be explained and justified to the City Clerk/Treasurer.

8) Page 7, petty cash – why would the petty cash amount be \$1,800 for youth and adult tournaments? Petty cash is commonly defined as a small amount of money kept on hand for making small payments for office supplies, postage, snacks, gifts, or making customer change. Further down in this same paragraph it is stated as “incidental small expenditures, not to exceed \$15.” Why would this be so excessive as an on-hand amount? Is the amount necessary to have on-hand before a tournament starts, to make change? If so, how many cash boxes or registers does this cover, and will the excess funds be deposited at the end of the day, or wait until Monday when banks reopen, assuming the tournament is on a weekend? Will the excess be removed immediately to a locked box?

This amount has already been determined and set by Ordinance after Council discussion. Tournaments usually run on weekends when there are no (or very limited) bank hours for making change or getting more cash. This covers Johnson, Shannon and High School complexes, 9 ball fields, three concession stands, and yes, the cash must be removed and stored in a locked facility, inside a locked box, out of public view, overnight, in compliance with the other sections of the policy.

9) Under payments received section #1 - Are we giving receipts to everyone at the pool, tournaments, etc.? That seems like a lot of extra time that isn't always available at these locations. I know we talked about this and you mentioned we can make these places an exemption, I do not agree with making these an exemption as these are the areas that bring in the most cash for the city. Wouldn't we be better off getting a register at each location that can keep the running total of cash that is brought in and going out.

The auditor wants a way to track (control) every transaction at every location. Whether logging it in to a cash register, digital transaction, or writing a pre-printed progressively numbered receipt, every transaction should be tracked. Yes, it's theoretically burdensome but not so much with a touchpad cash register or digital device. The City uses computer-based “cash registers” at City Hall, pool, Berndes Center, and the Library. Long term we'd like to get something for baseball tournaments and similar rec events, whether iPads or a cash register, we may want to go cashless at some locations, as well.

10) Under preparation of deposits #2 you are saying we need to have deposits done a min of a week. However, in the first paragraph under deposits and receipts it states 3 days. I feel we need to be constant through out what the expectation is.

City Hall is a minimum of 3 days due to the volume of transactions (and accounting for 2 days on weekends). Otherwise City Hall banking is typically done daily. Library, Berndes Center, Pool and PD don't need to be that often, as they have nowhere near the volume of transactions, or dollars, that City Hall experiences.

11) What are the repercussions if this cash policy is not followed, there needs to be a section stating exactly what happens for first offense, and subsequent offenses thereafter, in my opinion. If we have this policy, we need everyone to understand procedures as well as the consequences if the procedures are not followed. If that is in the policy then there is no gray areas when issues arise.

Discipline is clearly spelled out in the Employee Handbook, there is no need to repeat it in this policy. If any Council member needs a copy of the Employee Handbook please let me know.