

# City of Monticello, Iowa

www.ci.monticello.ia.us

Monticello City Council Meeting September 16, 2024 at 6:00 p.m.  
Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, Monticello, Iowa

<b>Mayor:</b>	Wayne Peach	<b>Staff:</b>	
<b>City Council:</b>		<b>City Administrator:</b>	Russell Farnum
<b>At Large:</b>	Josh Brenneman	<b>City Clerk/Treas.:</b>	Sally Hinrichsen
<b>At Large:</b>	Scott Brighton	<b>Police Chief:</b>	Britt Smith
<b>At Large:</b>	Jake Ellwood	<b>Library Director:</b>	Faith Brehm
<b>At Large:</b>	Dave Goedken	<b>Public Works Dir.:</b>	Nick Kahler
<b>At Large:</b>	Candy Langerman	<b>Water/Wastewater Sup.:</b>	Jim Tjaden
<b>At Large:</b>	Mary Phelan	<b>Park &amp; Rec Director:</b>	Jacob Oswald
		<b>Ambulance Director:</b>	Lori Lynch
		<b>City Engineer:</b>	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.)

<b>Approval</b> of Council Mtg. Minutes	September	3, 2024
<b>Approval</b> of Payroll	September	5, 2024
<b>Approval</b> of Bill List		
<b>Approval</b> of La Hacienda Mexican Restaurant Alcohol license		
<b>Approval</b> of Great Pastimes Alcohol license adding living quarter to license		

## Resolutions:

1. **Resolution** Approving FY 2023-2024 Annual Financial Report
2. **Resolution** Approving Preconstruction Agreement between the IDOT and the City of Monticello in Re: Highway 38 and Shover Drive Paved Fillet Project

3. **Resolution** Approving Change Order #3 and Change Order #4, in the increased amounts of \$150.00 and \$14,411.95, respectively, as were submitted by Eastern Iowa Excavating & Concrete, LLC related to the N. Chestnut Street Reconstruction Project
4. **Resolution** Approving Pay Request #5 and release retainage to Eastern Iowa Excavating & Concrete, LLC, Re: N. Chestnut Street Reconstruction Project in the amount of \$53,473.16
5. **Resolution** Approving Pay Request #5 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$393,830.75
6. **Resolution** Accepting work covering the N Chestnut Street Reconstruction Project

**Motions:**

7. **Consideration and Possible Motion** setting a special meeting for September 30, 2024 to tour the Berndes Center and Aquatic Center
8. **Consideration and Possible Motion** to accept the Library door repair proposal from Basepoint Building Automations

**Reports / Potential Actions:**

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

**Work Sessions:**

19. Work Session – Goals

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

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

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

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

Topic: September 16, 2024 Council Meeting

Time: Sep 12, 2024 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88407713565>

Meeting ID: 884 0771 3565

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One tap mobile

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+16465588656,,88407713565# US (New York)

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Dial by your location

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

Meeting ID: 884 0771 3565

Find your local number: <https://us02web.zoom.us/u/kmI4rgwZZ>

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Regular Council Meeting  
September 3, 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, Mary Phelan, Jake Ellwood and Scott Brighton. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Library Director Faith Brehm, Park & Rec Director Jacob Oswald and City Engineer Colton Ingles. The public was invited to attend the meeting in person, or to participate in the meeting electronically via “Zoom Meetings” or “Facebook” and were encouraged to communicate from the chat or message.

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

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

Great Jones County Fair Manager, Lucas Gobeli gave a presentation on the proposed new ticket office building and main entrance at the Fairgrounds. Gobeli advised they were in the early design stage and will be doing a capital campaign to raise funds to construct the facility, which could take 1 to 2 years. Council felt the parking lot should also be redone at the same time.

Kara Burrack gave a presentation on the proposed Outdoor Adventure Bike Park, which would cater to all ages, from toddlers on run-bikes to seasoned riders. They are currently looking at the property east of Dollar Fresh and north of First Street. This 4.5-acre area would extend from the Willow Trail, featuring a tree canopy, lush greenery and a community orchard. The Friends of the Park would do the fundraising for this project. Consensus of the Council was in favor to continue with the planning and design for the proposed Outdoor Adventure Bike Park.

Brian Wolken, Director of Monticello Main Street reported Tim and Jill Flynn, of Flynn Studios, have purchased the “Duit” building at 119 E. 1<sup>st</sup> Street and are working with Monticello Main Street on applying for a state “Main Street Challenge” grant to help fund their renovation. In order to apply, they need a letter of support from the City. Part of the State funding will include a commitment to the project from the City. Wolken’s recommendation is that the City commit assistance of 10%, up to \$25,000, to the project. Ellwood moved to approve Resolution #2024-127 Approving Submission of Letter of Support and Financial Commitment to the Main Street Iowa Challenge Grant Application, Langerman seconded. Roll call was unanimous.

Brighton moved to approve Resolution #2024-128 Approving Pay Request #4 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$729,897.94, Brenneman seconded. Roll call was unanimous.

Langerman moved to approve Resolution #2024-129 Requesting Abatement of accrued Property Taxes on Property owned by the City of Monticello for public purposes within the city limits of the City of Monticello, Brenneman seconded. Roll call was unanimous.

Regular Council Meeting  
September 3, 2024

Langerman moved to approve Resolution #2024-130 Approving quote for replacement security cameras at Monticello Municipal Airport from Infrastructure Technology Solutions, LLC, Monticello Iowa in the amount of \$8,907.12, Phelan seconded. Roll call was unanimous.

Brenneman moved to approve Resolution #2024-131 Approving Preliminary and Final Plat for Elsie Park Second Addition, all in Jones County, Iowa, Goedken seconded. Roll call was unanimous.

Langerman moved to approve Resolution #2024-132 Approving Pay Request #4 to Eastern Iowa Excavating & Concrete, LLC, Re: N. Chestnut Street Reconstruction Project in the amount of \$60,535.43, Brighton seconded. Roll call was unanimous.

Brenneman moved to approve Resolution #2024-133 Approving the hiring of a Monticello Full-Time Certified Police Officer and setting wage, Goedken seconded. Roll call was unanimous.

Brenneman moved to schedule Trick or Treat Night and hours for Thursday October 31, 2024 from 6:00 to 8:00 P.M. Ellwood seconded, roll call unanimous.

No action was taken on changing date or time of the September 16<sup>th</sup> Council meeting, as Homecoming Parade will be held on Wednesday this year.

Peach was contacted about the aesthetics of the cell towers that were placed on F&M Bank. He was contacted regarding traffic concerns at the intersection of Main Street and Welter Drive and is working on options with Police Chief Britt Smith.

Farnum reported that he was working on various issues including Sixth Street ditch Project and Republic's request to renew contract to garbage services for 5 years.

Farnum stated Water/Wastewater Superintendent advised that the City lead line survey has been submitted to the DNR, as required by the EPA.

Farnum advised Police Chief Britt Smith and Public Work Director have been working on the stop lights at First and Cedar Streets. They replaced the camera and it appears to be working.

Hinrichsen reported receiving a complaint about a political sign on the City right of way. She reminded everyone with the elections coming up, that the political signs are not allowed on the City right of way. They may report signs in violation to the Police Department or City Hall and City staff will remove the signs.

Oswald reported the Friends of the Park grants are now available. These grants will be \$100/kid to participate in Rec activities. Oswald reported receiving funding to purchase seed for the trail near the airport. Oswald reported they had 68 dogs at the 7<sup>th</sup> Annual Pool Pawty on September 2<sup>nd</sup>, and the pool is being drained.

Regular Council Meeting  
September 3, 2024

Brehm reported on activities at Library including Fall Story Time, which will be held on Saturday mornings. Library is doing an intergenerational Storytime at Pennington Square on September 9th.

Ellwood moved to adjourn the meeting at 7:05 P.M.

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Wayne Peach, Mayor

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Sally Hinrichsen, City Clerk/Treasurer

# PAYROLL - SEPTEMBER 5, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>August 19 - September 1, 2024</b>				
Jamie Coleman	\$ 2,217.60	\$ -	2.63	2.63	\$ 1,735.80
Jordan Fullerton	841.68	-	0.00	0.00	714.84
Mason Hanson	374.22	-	0.00	0.00	315.33
Ron Herman, Jr.	320.00	-	0.00	0.00	275.39
Sam Hunt	404.00	-	0.00	0.00	347.68
Jayna Koffron	235.70	-	0.00	0.00	203.03
Lori Lynch	3,173.85	-	0.00	0.00	2,101.46
Coletta Matson	2,217.60	-	0.00	40.50	1,478.03
Mandy Norton	224.00	-	0.00	0.00	192.95
Shannon Poe	123.90	-	0.00	0.00	96.73
Shirlee Scott	2,137.60	-	0.00	0.00	1,603.86
Reginald Welter	1,832.00	-	0.00	0.00	1,390.16
Curtis Wyman	2,721.13	-	0.00	0.00	1,940.48
<b>TOTAL AMBULANCE</b>	<b>\$ 16,823.28</b>	<b>\$ -</b>	<b>2.63</b>	<b>43.13</b>	<b>\$ 12,395.74</b>
<b>CEMETERY</b>	<b>August 19 - September 1, 2024</b>				
Sawyer Brokaw	\$ 1,225.72	\$ 5.72	0.00	0.00	\$ 1,031.50
Dan McDonald	2,224.89	118.49	0.00	0.00	1,633.38
<b>TOTAL CEMETERY</b>	<b>\$ 3,450.61</b>	<b>\$ 124.21</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,664.88</b>
<b>CITY HALL</b>	<b>August 19 - September 1, 2024</b>				
Cheryl Clark	\$ 2,288.00	\$ -	3.00	12.75	\$ 1,574.41
Russ Farnum	3,711.54	-	0.00	0.00	2,462.49
Sally Hinrichsen	3,192.54	-	0.00	0.00	1,944.95
Nanci Tuel	2,176.80	-	0.00	0.00	1,580.77
<b>TOTAL CITY HALL</b>	<b>\$ 11,368.88</b>	<b>\$ -</b>	<b>3.00</b>	<b>12.75</b>	<b>\$ 7,562.62</b>
<b>FIRE</b>					
Joe Bayne	\$ 208.33	\$ -	0.00	0.00	\$ 192.39
Billy Norton	166.67	-	0.00	0.00	143.57
Johnny Russ	125.00	-	0.00	0.00	115.44
<b>TOTAL FIRE</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 451.40</b>
<b>LIBRARY</b>	<b>August 19 - September 1, 2024</b>				
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	1,549.61	-	0.00	0.00	1,090.01
<b>TOTAL LIBRARY</b>	<b>\$ 4,619.21</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 3,465.73</b>
<b>MBC</b>	<b>August 19 - September 1, 2024</b>				
Grace Dupuy	\$ 1,655.77	\$ -	0.00	0.00	\$ 1,267.70
Jacob Oswald	2,533.92	-	0.00	0.00	1,914.42
<b>TOTAL MBC</b>	<b>\$ 4,189.69</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 3,182.12</b>
<b>POLICE</b>	<b>August 19 - September 1, 2024</b>				
Dawn Graver	\$ 3,000.83	\$ -	0.00	0.00	\$ 2,181.40
Erik Honda	3,218.98	-	0.00	6.00	2,393.98
Jordan Koos	3,240.48	-	0.00	25.50	2,180.05
Cole Millard	2,925.60	190.80	0.00	0.00	1,971.31

# PAYROLL - SEPTEMBER 5, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Britt Smith	3,561.31	-	0.00	0.00	2,632.05
Madonna Staner	1,819.20	-	0.00	0.00	1,351.25
Brian Tate	3,396.12	-	0.00	0.00	2,532.95
<b>TOTAL POLICE</b>	<b>\$ 21,162.52</b>	<b>\$ 190.80</b>	<b>0.00</b>	<b>31.50</b>	<b>\$ 15,242.99</b>
<b>POOL</b>	<b>August 16 - 29, 2024</b>				
Lydia Ahlrichs	\$ 551.50	\$ -	0.00	0.00	\$ 474.31
Allisen Capron	117.88	-	0.00	0.00	108.86
Collin Cashner	42.50	-	0.00	0.00	39.24
Marlee Chapman	456.31	-	0.00	0.00	421.40
Skylar Christensen	145.00	-	0.00	0.00	133.91
Macy Dusanek	84.00	-	0.00	0.00	77.57
Jill Flynn	1,265.30	-	0.00	0.00	1,166.86
Stella Flynn	349.13	-	0.00	0.00	322.42
Grant Gassman	76.56	-	0.00	0.00	70.70
Emma Hardersen	42.50	-	0.00	0.00	39.24
Lacie Koppes	39.75	-	0.00	0.00	36.71
Karle Kramer	39.75	-	0.00	0.00	36.71
Carter Kuehler	189.63	-	0.00	0.00	175.12
Carlos Lagunes-Torres	138.38	-	0.00	0.00	127.79
Zoe Lagunes-Torres	291.00	-	0.00	0.00	268.74
Jacob Miller	130.75	-	0.00	0.00	120.74
Adalyn Monk	146.06	-	0.00	0.00	134.88
Addison Norton	42.50	-	0.00	0.00	39.24
Gage Rickels	76.88	-	0.00	0.00	71.00
Samantha Ruchti	260.31	-	0.00	0.00	240.40
Brynn Schmit	150.00	-	0.00	0.00	138.52
Alexis Schneiter	303.00	-	0.00	0.00	279.82
Emma Schwendinger	46.38	-	0.00	0.00	42.83
Kendall Siebels	297.06	-	0.00	0.00	274.33
River Smith	450.19	-	0.00	0.00	415.75
Marissa Speltz	137.50	-	0.00	0.00	126.98
Katherine Stadtmueller	414.00	-	0.00	0.00	382.33
Karley Tobiason	82.50	-	0.00	0.00	76.18
Hayden Tomkins	52.06	-	0.00	0.00	48.08
Brock Westphal	52.06	-	0.00	0.00	48.08
Abigail Wright	82.69	-	0.00	0.00	76.36
Lily Wright	100.00	-	0.00	0.00	92.35
<b>TOTAL POOL</b>	<b>\$ 6,653.13</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 6,107.45</b>
<b>ROAD USE</b>	<b>August 19 - September 1, 2024</b>				
Zeb Bowser	\$ 2,066.41	\$ -	0.00	4.63	\$ 1,568.82
Jacob Gravel	2,066.40	-	0.00	1.88	1,519.76
Nick Kahler	2,578.35	-	0.00	0.00	1,832.70
Jasper Scott	2,066.40	-	0.00	2.63	1,595.92
<b>TOTAL ROAD USE</b>	<b>\$ 8,777.56</b>	<b>\$ -</b>	<b>0.00</b>	<b>9.14</b>	<b>\$ 6,517.20</b>
<b>SEWER</b>	<b>August 17 - 30, 2024</b>				
Jim Tjaden	\$ 3,078.12	\$ -	0.00	0.00	\$ 2,254.61
<b>TOTAL SEWER</b>	<b>\$ 3,078.12</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,254.61</b>



# PAYROLL - SEPTEMBER 5, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>WATER</b>	<b>August 17 - 30, 2024</b>				
Scott Hagen	\$ 2,276.40	\$ -	1.50	15.00	\$ 1,809.04
Josh Willms	2,276.40	-	0.00	12.00	1,555.39
<b>TOTAL WATER</b>	\$ 4,552.80	\$ -	1.50	27.00	\$ 3,364.43
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 85,175.80</b>	<b>\$ 315.01</b>	<b>7.13</b>	<b>123.52</b>	<b>\$ 63,209.17</b>

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
AXON ENTERPRISE INC	PD MINOR EQUIPMENT		960.00		
JOHN DEERE FINANCIAL	PD EQUIP REPAIR/MAINT		11.48		
LYNCH DALLAS, P.C.	PD ATTORNEY FEES		130.00		
NEXT GENERATION PLBG & HTG LLC	PD BLDG REPAIR/MAINT		127.50		
SPAHN & ROSE LUMBER CO INC	PD SUPPLIES		12.05		
STANARD & ASSOCIATES INC	PD SUPPLIES		56.50		
			-----		
	110 POLICE DEPARTMENT TOTAL		1,297.53		
STREET LIGHTS					
ALLIANT ENERGY-IES	416 E 2ND STREETLIGHTS		224.40		
			-----		
	230 STREET LIGHTS TOTAL		224.40		
AQUATIC CENTER					
ROBERT P CLAUSSEN	POOL COATING CAPITAL PROJECT		14,975.00		
STATE HYGIENIC LABORATORY	POOL LAB TEST		14.50		
SYCAMORE MEDIA CORP	POOL ADVERTISING		91.20		
NEXT GENERATION PLBG & HTG LLC	POOL BLDG REPAIR/MAINT		114.98		
JACOB OSWALD	POOL OFFICE SUPPLIES		381.60		
SPAHN & ROSE LUMBER CO INC	POOL BLDG REPAIR/MAINT		90.98		
			-----		
	440 AQUATIC CENTER TOTAL		15,668.26		
CLERK/CITY ADMIN					
MOLLI JENN HUNTER	JANITORIAL SERVICES		227.50		
			-----		
	620 CLERK/CITY ADMIN TOTAL		227.50		
ENGINEER					
SNYDER & ASSOCIATES, INC	ENGINEERING FEES		210.00		
			-----		
	640 ENGINEER TOTAL		210.00		
CITY HALL/GENERAL BLDGS					
FP MAILING SOLUTIONS	CH CONTRACTS		104.85		
IMFOA	CH TRAINING - HINRICHSEN		200.00		
SYCAMORE MEDIA CORP	CH ADVERTISING		445.91		
MONTICELLO IA MAIN STREET	COUNTY CONTRIBUTIONS		25,000.00		
			-----		
	650 CITY HALL/GENERAL BLDGS TOTAL		25,750.76		
			-----		
	001 GENERAL TOTAL		43,378.45		
MONTICELLO BERNDES CENTER					
PARKS					
ALL AMERICAN LAWN & LANDSCAPE	MBC GROUNDS SUPPLIES		524.80		
ALLIANT ENERGY-IES	MBC ELECTRIC		2,094.20		
GRACE K DUPUY	MBC BOOTS		200.00		
FAREWAY STORES #840-1	MBC CONCESSIONS		9.59		
MOLLI JENN HUNTER	JANITORIAL SERVICES		262.50		

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
JOHN DEERE FINANCIAL	MBC GROUNDS SUPPLIES		364.08		
STEVE MONK CONSTRUCTION	MBC MOWING CONTRACT		6,321.90		
MONTICELLO SPORTS	MBC VOLLEYBALL SHIRTS		690.00		
KALLIE MULL	MBC DAMAGE DEPOSIT REFUND		500.00		
SPAHN & ROSE LUMBER CO INC	MBC BLDG REPAIR/MAINT		171.07		
WHITE HAWK PLUMBING & HEATING	MBC GROUNDS SUPPLIES		118.03		
			-----		
	430 PARKS TOTAL		11,256.17		
			-----		
	005 MONTICELLO BERNDES CENTER TOTAL		11,256.17		
FIRE					
FIRE					
ACCENT CONCRETE LLC	FIRE CONCRETE PROJECT		43,096.00		
ALL SEASONS AUTO BODY INC	FIRE VEHICLE REPAIR/MAINT		370.00		
CNH CAPITAL	FIRE VEHICLE REPAIR/MAINT		1,289.51		
BODENSTEINER IMPLEMENT CO	FIRE EQUIP REPAIR/MAINT		18.34		
MUNICIPAL EMERGENCY SERVICES	FIRE MINOR EQUIPMENT		206.89		
			-----		
	150 FIRE TOTAL		44,980.74		
			-----		
	015 FIRE TOTAL		44,980.74		
AMBULANCE					
AMBULANCE					
AARON'S AUTOMOTIVE LLC	AMB VEHICLE REPAIR/MAINT		247.01		
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES		159.89		
JOHN DEERE FINANCIAL	AMB EQUIP REPAIR/MAINT		36.97		
NEXT GENERATION PLBG & HTG LLC	AMB BLDG REPAIR/MAINT		127.50		
			-----		
	160 AMBULANCE TOTAL		571.37		
			-----		
	016 AMBULANCE TOTAL		571.37		
HOTEL/MOTEL TAX					
HOTEL/MOTEL					
MONTICELLO IA MAIN STREET	COUNTY CONTRIBUTIONS		15,000.00		
			-----		
	699 HOTEL/MOTEL TOTAL		15,000.00		
			-----		
	018 HOTEL/MOTEL TAX TOTAL		15,000.00		
LIBRARY					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB BOOKS		96.87		
CULLIGAN TOTAL WATER -	LIB BUILDING SUPPLIES		24.30		
FAREWAY STORES #840-1	LIB PROGRAMS/PROMOTIONS		66.52		
MOLLI JENN HUNTER	JANITORIAL SERVICES		210.00		

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	410 LIBRARY TOTAL		397.69		
	041 LIBRARY TOTAL		397.69		
AIRPORT					
AIRPORT					
HALI-BRITE, INC.	AIRPORT EQUIP REPAIR/MAINT		212.28		
MONTECELLO AVIATION INC	AIRPORT EQUIP REPAIR/MAINT		128.39		
JOHNNY WEBB	AIRPORT HANGER MAINTENANCE		9,800.00		
	280 AIRPORT TOTAL		10,140.67		
	046 AIRPORT TOTAL		10,140.67		
ROAD USE					
STREETS					
ALL AMERICAN LAWN & LANDSCAPE	RU STREET MAINTENANCE SUPPLIES		64.99		
ALLIANT ENERGY-IES	STOP SIGNS - N MAIN ST		44.20		
CONTINENTAL RESEARCH CORP.	RU EQUIP REPAIR/MAINT		519.98		
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT		50.00		
W.W. GRAINGER, INC	RU STREET MAINTENANCE SUPPLIES		308.10		
IOWA STATE PRISON INDUSTRIES	RU STREET MAINTENANCE SUPPLIES		1,252.65		
JOHN DEERE FINANCIAL	RU SUPPLIES		78.53		
K&S MACHINING AND METAL	RU EQUIP REPAIR/MAINT		460.19		
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT		63.24		
MCALLISTER ELECTRICAL SERVICES	RU LIGHT SYSTEMS & STRUCTURES		381.98		
DAVID B MCNEILL	RU STREET MAINTENANCE SUPPLIES		6.85		
L.L. PELLING CO	RU STREET MAINTENANCE SUPPLIES		1,654.80		
SPAHN & ROSE LUMBER CO INC	RU BLDG REPAIR/MAINT		104.94		
UNITY POINT CLINIC -	RU OSHA - KAHLER		52.50		
VERMEER IOWA & N MISSOURI	RU EQUIP REPAIR/MAINT		177.10		
	210 STREETS TOTAL		5,220.05		
	110 ROAD USE TOTAL		5,220.05		
TIF PROJECT					
STREETS					
ALL AMERICAN LAWN & LANDSCAPE	NORTH CHESTNUT STREET PROJECT		7,190.00		
SNYDER & ASSOCIATES, INC	NORTH CHESTNUT STREET PROJECT		21,228.00		
	210 STREETS TOTAL		28,418.00		
	325 TIF PROJECT TOTAL		28,418.00		
CAPITAL IMPROVEMENT					
STORM WATER FUND					
SNYDER & ASSOCIATES, INC	SIXTH STREET DITCH PROJECT		14,521.75		

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	865 STORM WATER FUND TOTAL		14,521.75		
	332 CAPITAL IMPROVEMENT TOTAL		14,521.75		
BATY DISC GOLF COURSE PARKS STEVE MONK CONSTRUCTION	BATY DG MOWING		811.44		
	430 PARKS TOTAL		811.44		
	338 BATY DISC GOLF COURSE TOTAL		811.44		
TRUST/IOMA MARY BAKER LIBRARY CENTER POINT PUBLISHING	LIB BAKER BOOKS		47.94		
	410 LIBRARY TOTAL		47.94		
	503 TRUST/IOMA MARY BAKER TOTAL		47.94		
WATER WATER HAWKINS WATER TREATMENT	WATER SYSTEM		826.96		
STATE HYGIENIC LABORATORY	WATER LAB TESTS		224.50		
IOWA ONE CALL	WATER SYSTEM		45.00		
STEVE MONK CONSTRUCTION	WATER SYSTEM		117.30		
MUNICIPAL SUPPLY INC	WATER SYSTEM		649.00		
UNITY POINT CLINIC -	WATER OSHA - GRAVEL		10.50		
	810 WATER TOTAL		1,873.26		
	600 WATER TOTAL		1,873.26		
WATER CAPITAL IMPROVEMENT WATER SNYDER & ASSOCIATES, INC	WATER TOWER PAINTING		882.03		
	810 WATER TOTAL		882.03		
	604 WATER CAPITAL IMPROVEMENT TOTAL		882.03		
SEWER SEWER ALLIANT ENERGY-IES	1105 E 1ST STREET		3,298.62		
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		34.71		
STATE HYGIENIC LABORATORY	SEWER LAB TESTS		865.50		
IOWA ONE CALL	SEWER SYSTEM		45.00		
JOHN DEERE FINANCIAL	SEWER BOOTS - TJADEN		240.84		

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
TRI COUNTY PROPANE LLC	SEWER UTILITIES		280.28		
UNITY POINT CLINIC -	SEWER OSHA - KAHLER		10.50		
	815 SEWER TOTAL		4,775.45		
	610 SEWER TOTAL		4,775.45		
SANITATION					
SANITATION					
REPUBLIC SERVICES	DUMPSTER COLLECTIONS		13,395.78		
UNITY POINT CLINIC -	SANITATION OSHA - GRAVEL		10.50		
	840 SANITATION TOTAL		13,406.28		
	670 SANITATION TOTAL		13,406.28		
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		
STORM WATER					
STORM WATER FUND					
STEVE MONK CONSTRUCTION	STORMWATER MAINTENANCE		303.60		
	865 STORM WATER FUND TOTAL		303.60		
	740 STORM WATER TOTAL		303.60		
	Accounts Payable Total		203,484.89		

# CLAIMS REPORT CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
001	GENERAL	43,378.45
005	MONTICELLO BERNDES CENTER	11,256.17
015	FIRE	44,980.74
016	AMBULANCE	571.37
018	HOTEL/MOTEL TAX	15,000.00
041	LIBRARY	397.69
046	AIRPORT	10,140.67
110	ROAD USE	5,220.05
325	TIF PROJECT	28,418.00
332	CAPITAL IMPROVEMENT	14,521.75
338	BATY DISC GOLF COURSE	811.44
503	TRUST/IOMA MARY BAKER	47.94
600	WATER	1,873.26
604	WATER CAPITAL IMPROVEMENT	882.03
610	SEWER	4,775.45
670	SANITATION	13,406.28
675	YARD WASTE SITE	7,500.00
740	STORM WATER	303.60
-----		
	TOTAL FUNDS	203,484.89

City Council Meeting  
 Prep. Date 9/11/2024  
 Preparer: Sally Hinrichsen



Agenda Item: # 1  
 Agenda Date: 9/16/2024

*Communication Page*

**Agenda Items Description:** Resolution approving FY 2023-2024 Annual Financial Report

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

**Attachments & Enclosures:**

Proposed Resolution
Annual Financial Report

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** Resolution approves State mandated Annual Financial Report

**Background Information:** The attached report is a summary for FY 2023-2024 fund balances, revenues, expenses, debt and other related financial information. Report was prepared by Sally and can answer any questions you have between now and the meeting or at the meeting.

Here are a couple of notes:

<b>(From Last Year's Report)</b>	<u>July 1, 2022</u>	<u>July 1, 2023</u>
Ending Fund Balance (All funds combined)	\$ 5,369,834	\$ 7,153,278
6/30/2023 General Obligation Debt:	\$ 2,235,000	
6/30/2023 Other Long Term Debt:	\$ 575,581	
6/30/2023 Short Term Debt:	\$ 34,300	
<b>(From This Year's Report)</b>	<u>July 1, 2023</u>	<u>July 1, 2024</u>
Ending Fund Balance (All funds combined)	\$ 7,153,278	\$ 9,000,919
6/30/2024 General Obligation Debt:	\$ 3,885,000	
6/30/2024 Other Long Term Debt:	\$ 2,009,860	
6/30/2024 Short Term Debt:	\$ 20,000	

The balance of the report summarizes revenues and expenditures into categories.

**Staff Recommendation:** It is recommended Council approves the proposed resolution approving the FY 2023-2024 Annual Financial Report



# THE CITY OF MONTICELLO, IOWA

## RESOLUTION #

### Approving FY 2023-2024 Annual Financial Report

**WHEREAS**, The City of Monticello is obligated to prepare and submit a report, annually, setting out the balances, revenues, expenses associated with our receipts and expenses and debt indebtedness and to further provide some detail in regard thereto, and

**WHEREAS**, The City Clerk has prepared the report for FY 2023-2024, and will be publish notice in the Monticello Express, as required. Same having been reviewed by the City Administrator and presented to the City Council for review and approval, and

**WHEREAS**, The Council finds, based upon the information provided by the City Clerk, that the report should be approved for submission to the State.

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 16<sup>th</sup> day of September 2024, does hereby approve the FY 2023-2024 Annual Financial Report and directs the City Clerk to submit same to the State as required by the Code of Iowa.

**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 16<sup>th</sup> day of September, 2024

---

Wayne Peach, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk/Treasurer

<b>STATE OF IOWA</b>  <b>2024</b>  <b>FINANCIAL REPORT</b>  <b>FISCAL YEAR ENDED</b>  <b>JUNE 30, 2024</b>  <b>CITY OF MONTICELLO, IOWA</b>  <b>DUE: December 1, 2024</b>	16205300400000 CITY OF MONTICELLO 200 E 1st St MONTICELLO IA 52310 POPULATION: 4040
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**NOTE** - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

<b>ALL FUNDS</b>				
	<b>Governmental (a)</b>	<b>Proprietary (b)</b>	<b>Total Actual (c)</b>	<b>Budget (d)</b>
<b>Revenues and Other Financing Sources</b>				
Taxes Levied on Property	2,182,380		2,182,380	2,204,493
Less: Uncollected Property Taxes-Levy Year	0		0	0
<b>Net Current Property Taxes</b>	<b>2,182,380</b>		<b>2,182,380</b>	<b>2,204,493</b>
Delinquent Property Taxes	0		0	0
TIF Revenues	637,667		637,667	550,000
Other City Taxes	591,245	0	591,245	639,229
Licenses and Permits	262,766	0	262,766	258,450
Use of Money and Property	552,392	169,277	721,669	614,693
Intergovernmental	1,456,238	0	1,456,238	1,753,231
Charges for Fees and Service	607,173	2,584,652	3,191,825	2,787,121
Special Assessments	15,578	0	15,578	21,470
Miscellaneous	298,028	30,881	328,909	486,372
Other Financing Sources	1,741,622	2,093,357	3,834,979	11,995,700
Transfers In	3,440,992	250,000	3,690,992	3,823,421
<b>Total Revenues and Other Sources</b>	<b>11,786,081</b>	<b>5,128,167</b>	<b>16,914,248</b>	<b>25,134,180</b>
<b>Expenditures and Other Financing Uses</b>				
Public Safety	1,703,317		1,703,317	1,927,964
Public Works	1,227,248		1,227,248	1,413,320
Health and Social Services	0		0	0
Culture and Recreation	917,659		917,659	1,059,105
Community and Economic Development	522,468		522,468	543,363
General Government	652,818		652,818	822,847
Debt Service	821,550		821,550	821,656
Capital Projects	2,319,297		2,319,297	3,161,580
<b>Total Governmental Activities Expenditures</b>	<b>8,164,357</b>	<b>0</b>	<b>8,164,357</b>	<b>9,749,835</b>
BUSINESS TYPE ACTIVITIES		3,211,257	3,211,257	11,665,070
<b>Total All Expenditures</b>	<b>8,164,357</b>	<b>3,211,257</b>	<b>11,375,614</b>	<b>21,414,905</b>
Other Financing Uses	0	0	0	
Transfers Out	2,962,851	728,141	3,690,992	3,823,421
<b>Total All Expenditures/and Other Financing Uses</b>	<b>11,127,208</b>	<b>3,939,398</b>	<b>15,066,606</b>	<b>25,238,326</b>
<b>Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses</b>	<b>658,873</b>	<b>1,188,769</b>	<b>1,847,642</b>	<b>-104,146</b>
Beginning Fund Balance July 1, 2023	4,748,457	2,404,820	7,153,277	6,382,098
Ending Fund Balance June 30, 2024	5,407,330	3,593,589	9,000,919	6,277,952

**NOTE** - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds
	570

<b>Indebtedness at June 30, 2024</b>		<b>Indebtedness at June 30, 2024</b>	
	<b>Amount</b>		<b>Amount</b>
General Obligation Debt	3,885,000	Other Long-Term Debt	0
Revenue Debt	2,009,860	Short-Term Debt	20,000
TIF Revenue Debt	0		
		General Obligation Debt Limit	14,177,419

**CERTIFICATION**

The forgoing report is correct to the best of my knowledge and belief

	<b>Publication</b> 9/18/2024
Signature of Preparer	
Printed name of Preparer Sally Hinrichsen	Phone Number 319-465-3577
	Date Signed
Signature of Mayor or Mayor Pro Tem (Name and Title)	

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CITY OF MONTICELLO  
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2024

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
<b>Section D - Intergovernmental - Continued</b>	41								41
State Shared Revenues	43								43
Road Use Taxes	44	572,073					572,073		572,073
<b>Other state grants and reimbursements</b>	48								48
State grants	49	13,405					17,405		17,405
Iowa Department of Transportation	50	14,949			4,000		14,949		14,949
Iowa Department of Natural Resources	51						0		0
Iowa Economic Development Authority	52						0		0
CEBA grants	53						0		0
C&I Replacement and Tier I Business Tax Replacement	54	92,231	45,437	28,509			166,177		166,177
	55						0		0
	56						0		0
	57						0		0
	58						0		0
	59						0		0
<b>Total State</b>	60	120,585	617,510	28,509	4,000	0	770,604	0	770,604
<b>Local Grants and Reimbursements</b>									
County Contributions	63	258			23,199		23,457		23,457
Library Service	64	22,625					22,625		22,625
Township Contributions	65						0		0
Fire/EMT Service	66	66,933					66,933		66,933
County EMS Trust	67	3,448					3,448		3,448
	68						0		0
	69						0		0
<b>Total Local Grants and Reimbursements</b>	70	93,264	0	0	23,199	0	116,463	0	116,463
<b>Total Intergovernmental (Sum of lines 33, 60, and 70)</b>	71	213,849	617,510	28,509	596,370	0	1,456,238	0	1,456,238
<b>Section E - Charges for Fees and Service</b>	72								
Water	73						0	513,817	513,817
Sewer	74						0	1,310,109	1,310,109
Electric	75						0		0
Gas	76						0		0
Parking	77						0		0
Airport	78						0		0
Landfill/garbage	79						0	679,552	679,552
Hospital	80						0		0

CITY OF  
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
<b>Section E - Charges for Fees and Service - Continued</b>	81								81
Transit	82						0		0 82
Cable TV	83						0		0 83
Internet	84						0		0 84
Telephone	85						0		0 85
Housing Authority	86						0		0 86
Storm Water	87						0	81,174	81,174 87
Other:	88								88
Nursing Home	89						0		0 89
Police Service Fees	90	245					245		245 90
Prisoner Care	91						0		0 91
Fire Service Charges	92						0		0 92
Ambulance Charges	93	390,946					390,946		390,946 93
Sidewalk Street Repair Charges	94						0		0 94
Housing and Urban Renewal Charges	95						0		0 95
River Port and Terminal Fees	96						0		0 96
Public Seales	97						0		0 97
Cemetery Charges	98	21,250					21,250		21,250 98
Library Charges	99	3,356					3,356		3,356 99
Park, Recreation, and Cultural Charges	100	141,199					141,199		141,199 100
Animal Control Charges	101						0		0 101
	102						0		0 102
School Resource Officer	103	50,177					50,177		50,177 103
<b>Total Charges for Service</b>	104	607,173	0	0	0	0	607,173	2,584,652	3,191,825 104
<b>Section F - Special Assessments</b>	106				15,578		15,578		15,578 106
<b>Section G - Miscellaneous</b>	107								107
Contributions	108	15,980			26,709		42,689		42,689 108
Deposits and Sales/Fuel Tax Refunds	109	1,500					1,500	18,150	19,650 109
Sale of Property and Merchandise	110						0		0 110
Fines	111	8,150					8,150		8,150 111
Internal Service Charges	112						0		0 112
	113	22,231					22,231	12,731	34,962 113
State Sales Tax Collections	114	309					309		309 114
Concessions	115	41,296					41,296		41,296 115
Cemetery Lot Sales	116	9,192			2,419	2,979	14,590		14,590 116
Airport Fuel Sales	117	8,673					8,673		8,673 117
Reimbursements	118	30,506	600				158,590		158,590 118
	119						0		0 119
<b>Total Miscellaneous</b>	120	137,837	600	0	156,612	2,979	298,028	30,881	328,909 120

CITY OF  
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
<b>Total All Revenues (Sum of lines 6, 7, 15, 16, 22, 71, 104, 106, and 120)</b>	121 3,397,901	1,230,719	662,384	455,092	842,716	14,655	6,603,467	2,784,810	9,388,277	121
<b>Section H - Other Financing Sources</b>	123									123
Proceeds of capital asset sales	124						0		0	124
Proceeds of long-term debt (Excluding TIF internal borrowing)	125				1,741,622		1,741,622	2,093,357	3,834,979	125
Proceeds of anticipatory warrants or other short-term debt	126						0		0	126
Regular transfers in and interfund loans	127 1,618,972	80,000		109,005	1,336,776		3,144,753	250,000	3,394,753	127
Internal TIF loans and transfers in	128			296,239			296,239		296,239	128
	129						0		0	129
	130						0		0	130
<b>Total Other Financing Sources</b>	131 1,618,972	80,000	0	405,244	3,078,398	0	5,182,614	2,343,357	7,525,971	131
<b>Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)</b>	132 5,016,873	1,310,719	662,384	860,336	3,921,114	14,655	11,786,081	5,128,167	16,914,248	132
<b>Beginning Fund Balance July 1, 2023</b>	134 1,995,023	1,110,686	435,503	150,052	758,619	298,574	4,748,457	2,404,820	7,153,277	134
<b>Total Revenues and Other Financing Sources (Sum of lines 132 and 134)</b>	136 7,011,896	2,421,405	1,097,887	1,010,388	4,679,733	313,229	16,534,538	7,532,987	24,067,525	136

CITY OF MONTICELLO  
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2024

NON-GAAP/CASH BASIS

Line	Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
1	<b>Section A - Public Safety</b>										1
2	Police Department/Crime Prevention	703,919	162,310					866,229		866,229	2
3	Jail							0		0	3
4	Emergency Management							0		0	4
5	Flood control							0		0	5
6	Fire Department	105,806						105,806		105,806	6
7	Ambulance	608,429	122,433					730,862		730,862	7
8	Building Inspections							0		0	8
9	Miscellaneous Protective Services							0		0	9
10	Animal Control	420						420		420	10
11	Other Public Safety							0		0	11
12								0		0	12
13								0		0	13
14	<b>Total Public Safety</b>	1,418,574	284,743		0	0	0	1,703,317		1,703,317	14
15	<b>Section B - Public Works</b>										15
16	Roads, Bridges, Sidewalks	47,653	947,550					995,203		995,203	16
17	Parking Meter and Off-Street							0		0	17
18	Street Lighting	106,150						106,150		106,150	18
19	Traffic Control Safety							0		0	19
20	Snow Removal		29,194					29,194		29,194	20
21	Highway Engineering							0		0	21
22	Street Cleaning							0		0	22
23	Airport (if not an enterprise)	96,701						96,701		96,701	23
24	Garbage (if not an enterprise)							0		0	24
25	Other Public Works							0		0	25
26								0		0	26
27								0		0	27
28	<b>Total Public Works</b>	250,504	976,744		0	0	0	1,227,248		1,227,248	28
29	<b>Section C - Health and Social Services</b>										29
30	Welfare Assistance							0		0	30
31	City Hospital							0		0	31
32	Payments to Private Hospitals							0		0	32
33	Health Regulation and Inspections							0		0	33
34	Water, Air, and Mosquito Control							0		0	34
35	Community Mental Health							0		0	35
36	Other Health and Social Services							0		0	36
37								0		0	37
38								0		0	38
39	<b>Total Health and Social Services</b>	0	0		0	0	0	0		0	39
40	<b>Section D - Culture and Recreation</b>										40
41	Library Services	178,187	49,369				2,704	230,260		230,260	41
42	Museum, Band, Theater							0		0	42
43	Parks	336,868	40,025					376,893		376,893	43
44	Recreation	170,231	8,414					178,645		178,645	44
45	Cemetery	62,061	13,526					75,587		75,587	45
46	Community Center, Zoo, Marina, and Auditorium							0		0	46
47	Other Culture and Recreation	17,420						17,420		17,420	47
48	Super Mac	22,445	8,333					30,778		30,778	48
49	Trees Forever	8,076						8,076		8,076	49
50	<b>Total Culture and Recreation</b>	795,288	119,667		0	0	2,704	917,659		917,659	50

EXPENDITURES P7

CITY OF  
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
<b>Section E - Community and Economic Development</b>	51										51
Community beautification	52							0		0	52
Economic development	53							0		0	53
Housing and urban renewal	54							0		0	54
Planning and zoning	55							0		0	55
Other community and economic development	56							0		0	56
TIF Rebates	57			522,468				522,468		522,468	57
	58							0		0	58
<b>Total Community and Economic Development</b>	59	0	0	522,468	0	0	0	522,468		522,468	59
<b>Section F - General Government</b>	60										60
Mayor, Council and City Manager	61	28,814	2,596					31,410		31,410	61
Clerk, Treasurer, Financial Administration	62	208,201	66,513					274,714		274,714	62
Elections	63							0		0	63
Legal Services and City Attorney	64	39,957						39,957		39,957	64
City Hall and General Buildings	65	276,437						276,437		276,437	65
Tort Liability	66							0		0	66
Other General Government	67							0		0	67
Hotel/Motel Tax	68	30,300						30,300		30,300	68
	69							0		0	69
<b>Total General Government</b>	70	583,709	69,109		0	0	0	652,818		652,818	70
<b>Section G - Debt Service</b>	71				525,311			525,311		525,311	71
TIF share of Debt	72				296,239			296,239		296,239	72
	73							0		0	73
<b>Total Debt Service</b>	74	0	0	0	821,550	0	0	821,550		821,550	74
<b>Section H - Regular Capital Projects - Specify</b>	75										75
Airport Land/House	76					1,134,901		1,134,901		1,134,901	76
All other capital projects	77					1,021,047		1,021,047		1,021,047	77
<b>Subtotal Regular Capital Projects</b>	78	0	0	0	0	2,155,948	0	2,155,948		2,155,948	78
<b>TIF Capital Projects - Specify</b>	79										79
N Chestnut St Project	80					163,349		163,349		163,349	80
	81							0		0	81
<b>Subtotal TIF Capital Projects</b>	82	0	0	0	0	163,349	0	163,349		163,349	82
<b>Total Capital Projects</b>	83	0	0	0	0	2,319,297	0	2,319,297		2,319,297	83
<b>Total Governmental Activities Expenditures (Sum of lines 14, 28, 39, 50, 59, 70, 74, 83)</b>	84	3,048,075	1,450,263	522,468	821,550	2,319,297	2,704	8,164,357		8,164,357	84
	85										85

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"



EXPENDITURES P8

CITY OF  
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
<b>Section I - Business Type Activities</b>	87										87
Water - Current Operation	88								322,463	322,463	88
Capital Outlay	89								319,633	319,633	89
Debt Service	90								0	0	90
Sewer and Sewage Disposal - Current Operation	91								418,236	418,236	91
Capital Outlay	92								1,505,914	1,505,914	92
Debt Service	93								2,605	2,605	93
Electric - Current Operation	94								0	0	94
Capital Outlay	95								0	0	95
Debt Service	96								0	0	96
Gas Utility - Current Operation	97								0	0	97
Capital Outlay	98								0	0	98
Debt Service	99								0	0	99
Parking - Current Operation	100								0	0	100
Capital Outlay	101								0	0	101
Debt Service	102								0	0	102
Airport - Current Operation	103								0	0	103
Capital Outlay	104								0	0	104
Debt Service	105								0	0	105
Landfill/Garbage - Current operation	106								593,529	593,529	106
Capital Outlay	107								0	0	107
Debt Service	108								0	0	108
Hospital - Current Operation	109								0	0	109
Capital Outlay	110								0	0	110
Debt Service	111								0	0	111
Transit - Current Operation	112								0	0	112
Capital Outlay	113								0	0	113
Debt Service	114								0	0	114
Cable TV, Telephone, Internet - Current Operation	115								0	0	115
Capital Outlay	116								0	0	116
Housing Authority - Current Operation	117								0	0	117
Capital Outlay	118								0	0	118
Debt Service	119								0	0	119
Storm Water - Current Operation	120								15,072	15,072	120
Capital Outlay	121								0	0	121
Debt Service	122								0	0	122
Other Business Type - Current Operation	123								33,805	33,805	123
Capital Outlay	124								0	0	124
Debt Service	125								0	0	125
Internal Service Funds - Specify	126								0	0	126
	127								0	0	127
	128								0	0	128
<b>Total Business Type Activities</b>	129								3,211,257	3,211,257	129

CITY OF MONTICELLO  
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2024 -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (i))	Line
<b>Subtotal Expenditures (Sum of lines 84 and 129)</b>	130	3,048,075	1,450,263	522,468	821,550	2,319,297	2,704	8,164,357	3,211,257	11,375,614	130
<b>Section J - Other Financing Uses Including Transfers Out</b>	131										131
Regular transfers out	132	1,798,835	255,000			612,777		2,666,612	728,141	3,394,753	132
Internal TIF loans/repayments and transfers out	133			296,239				296,239		296,239	133
	134							0		0	134
<b>Total Other Financing Uses</b>	135	1,798,835	255,000	296,239	0	612,777	0	2,962,851	728,141	3,690,992	135
<b>Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)</b>	136	4,846,910	1,705,263	818,707	821,550	2,932,074	2,704	11,127,208	3,939,398	15,066,606	136
Ending fund balance June 30, :	137										137
Governmental:	138										138
Nonspendable	139										139
Restricted	140						310,525	310,525		310,525	140
Committed	141	117,814	716,142	279,180	188,838	1,571,204		2,873,178		2,873,178	141
Assigned	142							0		0	142
Unassigned	143	71,867						71,867		71,867	143
	144	1,975,305				176,455		2,151,760		2,151,760	144
<b>Total Governmental</b>	145	2,164,986	716,142	279,180	188,838	1,747,659	310,525	5,407,330		5,407,330	145
Proprietary	146								3,593,589	3,593,589	146
<b>Total Ending Fund Balance June 30,</b>	147	2,164,986	716,142	279,180	188,838	1,747,659	310,525	5,407,330	3,593,589	9,000,919	147
<b>Total Requirements (Sum of lines 136 and 147)</b>	148	7,011,896	2,421,405	1,097,887	1,010,388	4,679,733	313,229	16,534,538	7,532,987	24,067,525	148

**OTHER P10**

Part III Intergovernmental Expenditures Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.

Purpose	Amount paid to other local governments	
	Purpose	Amount paid to State
Correction		
Health	600	
Highways	39,243	38,616
Transit Subsidies		
Libraries	71	
Police protection	22,274	
Sewerage		
Sanitation	20,454	
All other	28,504	

**Part IV**

Wages & Salaries Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE Amount areas FOR SALARIES AND WAGES PAID		Amount
<b>Total Salaries and Wages Paid</b>		2,065,607

**Part V Debt Outstanding, Issued, and Retired**

Transit subsidies

**A. Long-Term Debt**

Debt During the Fiscal Year		Debt Outstanding JUNE 30, 2024							
Purpose	Line	Debt Outstanding JULY 1, 2023	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year
Water Utility	1.								
Sewer Utility	2.	575,581	1,434,279				2,009,860		2,605
Electric Utility	3.								
Gas Utility	4.								
Transit-Bus	5.								
Industrial Revenue	6.								
Mortgage Revenue	7.								
TIF Revenue	8.								
Other Purposes / Miscellaneous	9.								
GO	10.	2,235,000	2,350,000	700,000	3,885,000				119,650
Parking	11.								
Airport	12.								
Stormwater	13.								
Section 108	14.								
<b>Total Long-Term</b>		2,810,581	3,784,279	700,000	3,885,000	0	2,009,860	0	122,255

**B. Short-Term Debt Amount**

Outstanding as of July 1, 2023

Outstanding as of JUNE 30, 2024

Actual valuation -- January 1, 2022

**Part VI DEBT LIMITATION FOR GENERAL OBLIGATIONS**

Amount

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2024

Amount

Type of asset	Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	All other Funds (d)	Total (e)
Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.	188,837	1,899,761		6,912,891	9,001,489

If you budget on a NON-GAAP CASH BASIS, the amount in the Total above SHOULD EQUAL the above summed amounts on the sheet All Funds PI: Ending fund balance, column C PLUS the amounts in the shaded Note area.

**City Council Meeting**  
**Prep. Date:** 09/10/2024  
**Preparer:** Russell Farnum



**Agenda Item:** # 2  
**Agenda Date:** 09/16/2024

*Communication Page*

**Agenda Items Description:** Agreement with Iowa DOT RE: Shover Drive approach paving

<b><u>Type of Action Requested:</u></b> Resolution					
<b><u>Attachments &amp; Enclosures:</u></b>  Resolution	<b><u>Fiscal Impact:</u></b> Budget Line Item: <table border="1"><tr><td> </td></tr></table> Budget Summary: <table border="1"><tr><td> </td></tr></table> Expenditure: <table border="1"><tr><td> </td></tr></table> Revenue: <table border="1"><tr><td> </td></tr></table>				

**Summary:** Next year Iowa DOT is repaving Route 38 from Highway 151 southerly to Highway 64. As part of the project, they will pave the intersection and first 40 feet of Shover Drive, as well as the “fillett” and return radius, but at the expense of the City.

The first 300 or so feet of Shover Drive, at Route 38, is a City right of way due to its location within the City Limits.

The estimated City expense as calculated by DOT is \$5,472. That cost may vary as it will depend upon the bids the DOT receives for the project.

The DOT will provide the City an itemized invoice for payment at the end of the project. Since this is a 2025 construction season project, we can set aside the funding in the FY26 budget. If the project is finished sooner, it can be paid out of this year’s budget from either Road Use or other street maintenance funds.

It is valuable to have the end of this gravel road paved as a safety measure. It visibly defines the intersection and helps keep loose rock off of the paved shoulder and roadway. It minimizes potholes and “washboarding” as vehicles approach the stop sign at the intersection. It is also much easier to keep clear of snow and ice in inclement weather.

The City may opt out of this agreement and the roadway would remain a gravel approach. This section of road does not serve any City residents. This is not recommended as the City requires property owners to have concrete approaches to their driveways, an argument could be made that the City should set the standard on its streets as well.

**Recommendation:** Approval of the agreement is recommended.

# THE CITY OF MONTICELLO, IOWA

## RESOLUTION #

Approving Preconstruction Agreement between the IDOT and the City of Monticello in Re: Highway 38 and Shover Drive Paved Fillet Project

**WHEREAS**, The City of Monticello has worked with the DOT related to their proposed improvements to Iowa 38 within Monticello, and,

**WHEREAS**, The DOT will design, let, and inspect construction of the following described project in accordance with the project plans and DOT standard specifications:

Hot Mix Asphalt (HMA) resurfacing on Iowa 38 in Monticello, from east of U.S. 151 northwesterly to East 9th Street.

**WHEREAS**, The City has requested the reconstruction of pedestrian curb ramps and sidewalks at the intersection of Iowa 38 and 7th Street as part of a separate city administered sewer project within the city. The DOT will reimburse the LPA for its share of the project costs estimated at \$24,797. The actual amount of reimbursement will be based on actual quantities constructed and contract unit prices

**WHEREAS**, As part of the HMA paving project, the LPA also requested milling and HMA resurfacing of parking areas and city streets, PCC patching, and delivery of HMA millings or crushed stone. The LPA will reimburse the DOT for its share of the project costs estimated at \$72,858.77. The actual amount of reimbursement will be based on actual quantities construction and contract unit prices

**WHEREAS**, The City worked with the IDOT to put together an agreement that will result in the work listed above and resurfacing of that portion of Highway 38 between from east of U.S. 151 northwesterly to East 9th Street, with the DOT covering costs associated thereto as outlined in an agreement between the parties, same being identified by the IDOT as STPN-038-3(61)—2J-53, and with the City covering costs associated with the milling and HMA resurfacing of parking areas and city streets, PCC patching, and delivery of HMA millings or crushed stone, and

**WHEREAS**, The City Council finds that the resurfacing and other work to be completed according to the agreement STPN-038-3(61)—2J-53, to be in the best interests of the City, and further finds that the proposed agreement, as recommended for approval by the City Engineer and the City Administrator, is also appropriate.

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 6<sup>th</sup> day of December, 2021, that the proposed Agreement between the IDOT and the City of Monticello, IDOT Agreement # STPN-038-3(61)—2J-53

should be and is hereby approved, with the Mayor being authorized to execute same on behalf of the City Council.

**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 6<sup>th</sup> day of December, 2021.

---

Brian Wolken, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

**IOWA DEPARTMENT OF TRANSPORTATION  
Preconstruction Agreement  
For Primary Road Project**

County	Jones
City	Monticello
Project No.	STP-038-3(065)--2C-53 HMA Resurfacing HSIPX-038-3(066)--3L-53 HMA Paved Shoulder - New
Iowa DOT Agreement No.	2025-6-017
Staff Action No.	N/A

This Agreement, is entered into by and between the Iowa Department of Transportation, hereinafter designated "DOT," and the city of Monticello, Iowa, a Local Public Agency, hereinafter designated "LPA," in accordance with Iowa Code Chapters 28E, 306, 306A and 313.4 as applicable;

The DOT proposes to establish or make improvements to Iowa 38 within Jones County, Iowa; and

The DOT and the LPA are willing to jointly participate in said project, in the manner hereafter provided; and

This Agreement reflects the current concept of this project which is subject to modification by mutual agreement between the LPA and the DOT; and

Therefore, it is agreed as follows:

**1. Project Information**

- a. The DOT shall design, let, and inspect construction of the following described project in accordance with the project plans and DOT Standard Specifications:

Hot mix asphalt (HMA) resurfacing and new HMA paved shoulders along Iowa 38 from its east junction with Iowa 64 to U.S. 151 (see Exhibit A for project location).

- b. As part of the project, the LPA has requested a paved side road fillet within the city of Monticello all which shall be at no cost to the DOT.
- c. Upon completion of construction, the LPA agrees to retain ownership and jurisdiction of the following referenced improvement as identified below. The LPA shall also assume responsibility for all future maintenance operations associated therewith, all at no additional expense or obligation to the DOT:

- i. A paved side road fillet shall be constructed at the following location (see Exhibit A):

(a) Shover Drive (east side of Iowa 38)

- d. Paving of granular road approaches beyond 10 feet from the edge of the primary road pavement shall be 100% LPA cost based on the estimated quantities as shown on Exhibit B.

**2. Project Costs**

- a. The LPA shall reimburse the DOT for its share of the project costs estimated at \$5,472, as shown in Exhibit B. The amount paid by the LPA upon completion of construction and billing by the DOT shall be determined by the actual quantities in place and the accepted bid at the contract letting.

- b. The DOT shall bear all costs except those allocated to the LPA under other terms of this Agreement.

### **3. Traffic Control**

- a. Iowa 38 through-traffic shall be maintained during the construction.
- b. If it becomes necessary to temporarily close LPA side roads during construction, the DOT shall furnish and install the required barricades and signing for the closure at project cost and shall remove same upon completion of the project also at no expense or obligation to the LPA. The DOT shall work in close cooperation with the LPA and the contractor to accommodate emergency services and local access across the project during construction. Any detours which may be necessary for project related LPA road closures shall be the responsibility of the LPA all at no expense or obligation to the DOT.

### **4. Right of Way and Permits**

- a. Subject to the provisions hereof, the LPA, in accordance with 761 Iowa Administrative Code Chapter 150.3(1)c and 150.4(2), shall remove or cause to be removed (within the corporate limits) all encroachments or obstructions in the existing primary highway right of way. The LPA shall also prevent the erection and/or placement of any structure or obstruction on said right of way or any additional right of way which is acquired for this project including but not limited to private signs, buildings, pumps, and parking areas.
- b. The DOT shall be responsible for the coordination of utility facility adjustments for the primary road project.
- c. The LPA agrees to relocate all city-owned utilities necessary for construction which are located within the existing street or alley right of way, subject to the approval of and without expense to the DOT and in accordance with 761 Iowa Administrative Code Chapter 150.4(5) and the DOT Utility Accommodation Policy.
- d. With the exception of service connections, no new or future utility occupancy of project right of way nor any future relocations of or alterations to existing utilities within said right of way shall be permitted or undertaken by the LPA without the prior written approval of the DOT. All work shall be performed in accordance with the Utility Accommodation Policy and other applicable requirements of the DOT.

### **5. Construction & Maintenance**

- a. Upon completion of the project, no changes in the physical features thereof shall be undertaken or permitted without the prior written approval and consent of the DOT.
- b. Future maintenance of the primary highway within the project area shall be carried out in accordance with the terms and conditions contained in 761 Iowa Administrative Code Chapter 150.

### **6. General Provisions**

- a. If the LPA has completed a Flood Insurance Study (FIS) for an area which is affected by the proposed Primary Highway project and the FIS is modified, amended or revised in an area affected by the project after the date of this Agreement, the LPA shall provide notice of the modification, amendment or revision to the DOT within 14 calendar days of the LPA's receipt of a subsequent FIS or modification. If the LPA does not have a detailed Flood Insurance Study (FIS) for an area which is affected by the proposed Primary Highway project and the LPA does adopt an FIS in an area affected by the project after the date of this Agreement, the LPA shall provide notice of the FIS to the DOT within 14 calendar days. The LPA agrees to defend, indemnify and hold the DOT harmless from any and all claims, costs, and damages arising from or related to the LPA's failure to timely provide an



FIS or and FIS modification to the DOT in accordance with this provision.

- b. The LPA shall comply with all provisions of the equal employment opportunity requirements prohibiting discrimination and requiring affirmative action to assure equal employment opportunity as required by Title VI of the Civil Rights Act of 1964 and Iowa Code Chapter 216. No person shall, on the grounds of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which State funds are used.
- c. It is the intent of both (all) parties that no third-party beneficiaries be created by this Agreement.
- d. If any section, provision, or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not found to be invalid or unconstitutional, except to the extent that the original intent of the Agreement cannot be fulfilled.
- e. This Agreement, as well as the unaffected provisions of any previous agreement(s), addendum(s), and/or amendment(s); represents the entire Agreement between the LPA and DOT regarding this project. All previously executed agreements shall remain in effect except as amended herein. Any subsequent change or modification to the terms of this Agreement shall be in the form of a duly executed amendment to this document.

**IN WITNESS WHEREOF**, each of the parties hereto has executed Agreement No. 2025-6-017 as of the date shown opposite its signature below.

**CITY OF MONTICELLO:**

By: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_.

Title: Mayor

I, \_\_\_\_\_, certify that I am the Clerk of the City, and that \_\_\_\_\_, who signed said Agreement for and on behalf of the City was duly authorized to execute the same on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed: \_\_\_\_\_  
City Clerk of Monticello, Iowa

**IOWA DEPARTMENT OF TRANSPORTATION:**

By: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_.

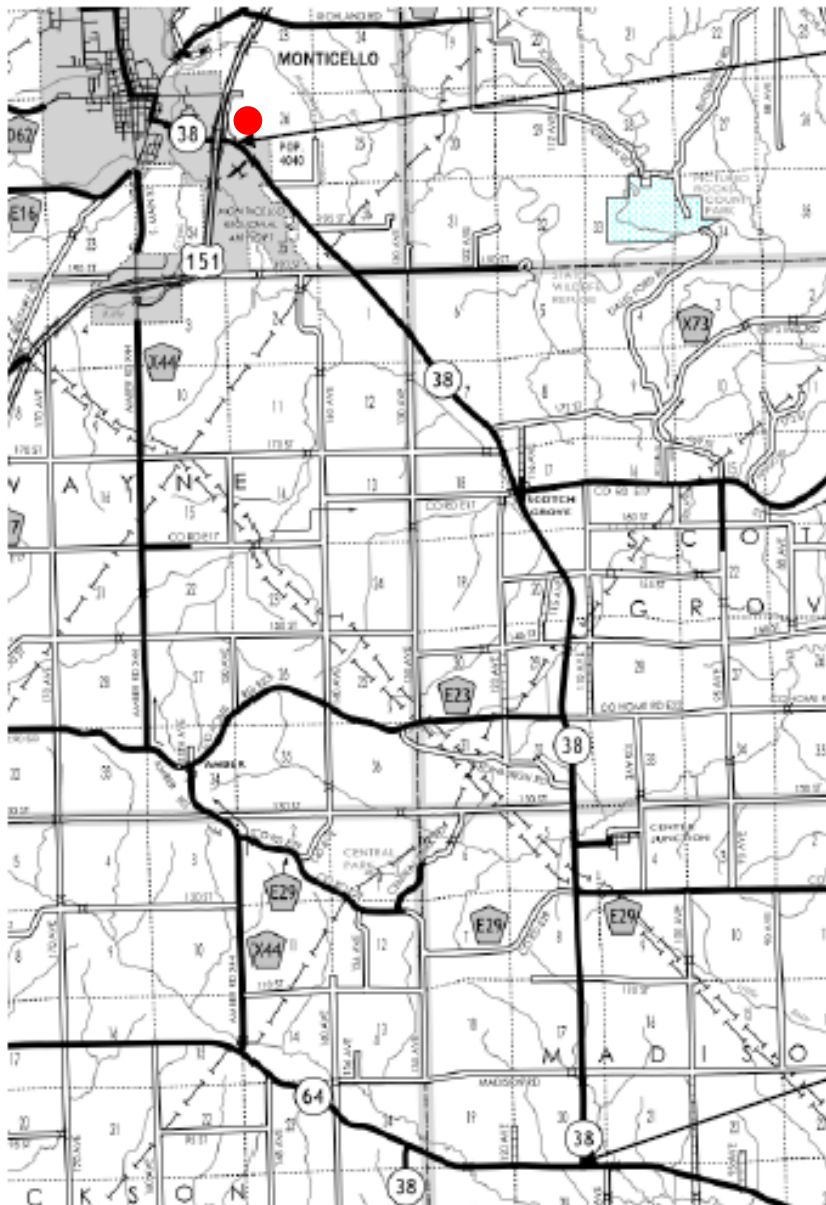
James R. Schnoebelen, P.E.  
District Engineer  
District 6

# Exhibit A

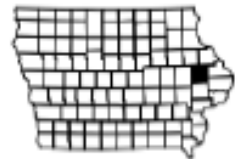
## IA 38 City of Monticello Extended Paved Fillet

### PROJECT LOCATION:

IA 38 from E. Jct. IA 64 to US 151



End Project  
Milepost 62.80



Begin Project  
Milepost 49.92

● Fillet Location

## Exhibit B

<b>Cost Estimate - IA 38, Monticello, Paved Fillet</b>						
Item #	Item Code	Item	Unit	Quantity	Price	Cost
1	2102-2713090	Excavation, Class 13, Waste	CY	28	\$15.00	\$415.28
2	2303-1032500	HMA ST, Intermediate, 1/2 In Mix	TON	37	\$50.00	\$1,866.88
3	2303-1033504	HMA ST, Surface, 1/2 In Mix	TON	19	\$50.00	\$936.24
4	2303-1258283	Asphalt Binder, PG 58-28S, ST	TON	3	\$600.00	\$2,018.25
					Total =	\$5,236.65
					4.5% Inflation =	<b>\$5,472.30</b>



September 11<sup>th</sup>, 2024

Mayor and City Council  
City of Monticello  
200 East 1<sup>st</sup> Street  
Monticello, IA 52310

RE: N. CHESTNUT STREET RECONSTRUCTION  
PAY REQUEST #5, CHANGE ORDERS #3 AND #4

Dear Mayor and City Council,

Enclosed for your review and approval are Pay Request #5, and Change Orders #3 and #4, for work completed and final payment for the N. Chestnut Street Reconstruction project. We have reviewed the final pay estimate and change orders and find them to be in agreement with the work completed to date. Pay Request #5 includes the release of retainage, as well as the addition of Change Orders #3 and #4. Change Order #4 is a reconciliation of final construction quantities.

Further, we have reviewed the final improvements and find the improvements to be acceptable and in general conformance with the contract documents. We, therefore, recommend final acceptance of the project along with approval of Pay Request #5 (release of 5% retainage), Change Orders #3 and #4 in the amount of **\$53,473.16** to Eastern Iowa Excavating & Concrete, LLC. Payment shall be withheld for a minimum of 30 days and after receipt of all lien waivers, in accordance with State law. Please note that upon acceptance of the project, the date of the resolution associated with acceptance will be the start date of the four (4) year guaranteed maintenance period.

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 #5, Change Orders #3 and #4

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

**CHANGE ORDER NO. 3**

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. CO3.1 - Changes include grinding the curb at the 224 N. Chestnut Street driveway opening.

**2. Reason for Change:**

Item No. CO3.1 - Change was incurred due to the property owner requesting to shift the driveway opening to align with their planned driveway.

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

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
CO3.1	CURB GRINDING	1	LS	\$150.00	\$150.00
				<b>TOTAL</b>	<b>\$150.00</b>

**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 \$150.00 divided as follows:**

	<u>Contract Amount</u>	<u>Contract Completion Date</u>
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$515,133.10	August 5, 2024
Change due to this C.O. (+ or -)	\$150.00	0
Totals including this C.O.:	\$515,283.10	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

Matt Menster  
Matt Menster

DATE: 9-11-2024

Snyder & Associates, Inc.

ENGINEER

By

Colton Ingels  
Colton Ingels, P.E.

DATE: 9-10-2024

City of Monticello

OWNER

By

Wayne Peach  
Wayne Peach, Mayor

DATE: \_\_\_\_\_

**CHANGE ORDER NO. 4**

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:**  
Bid Items listed included quantities that vary from the original plan quantity. This change order rectifies the final quantities against the original plan quantities.
2. **Reason for Change:**  
Quantity rectification.

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

Item No.	Item Description	Plan Quantity	Unit	Unit Price	Final Quantity	Quantity Change	Cost
2.	TOPSOIL, OFF-SITE	331	CY	\$38.50	96	-235	-\$9,047.50
5.	GRANULAR STABILIZATION	186	CY	\$38.50	363	177	\$6,814.50
7.	SUBBASE, MODIFIED, 12"	2235	SY	\$11.50	2425	190	\$2,185.00
11.	ROCK EXCAVATION	11	CY	\$85.00	0	-11	-\$935.00
12.	TRENCH FOUNDATION	28	TON	\$30.65	0	-28	-\$858.20
13.	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	444	CY	\$38.50	671	227	\$8,739.50
18.	STORM SEWER SERVICE STUB, PVC, 4"	3	EA	\$350.00	4	1	\$350.00
27.	FITTING, REDUCER	4	EA	\$265.00	3	-1	-\$265.00
28.	WATER SERVICE STUB, TYPE K COPPER, 1", SHORT SIDE (approx. 7ft)	3	EA	\$1,400.00	4	1	\$1,400.00
29.	WATER SERVICE STUB, TYPE K COPPER, 1", LONG SIDE (approx. 44ft)	2	EA	\$2,525.00	3	1	\$2,525.00
32.	VALVE, GATE, 8"	4	EA	\$2,450.00	5	1	\$2,450.00
34.	FLUSHING DEVICE (BLOWOFF), 2"	2	EA	\$1,585.00	3	1	\$1,585.00
37.	PAVEMENT, PCC, 7"	2012	SY	\$57.55	2078	66	\$3,798.30
38.	CURB AND GUTTER, 2.0', 7"	88	LF	\$35.00	174	86	\$3,010.00
39.	CURB AND GUTTER, 3.0', 7"	63	LF	\$44.00	45	-18	-\$792.00
42.	SIDEWALK, PCC, 4"	222	SY	\$48.00	218	-4	-\$192.00
43.	SIDEWALK, PCC, 6"	100	SY	\$67.00	106	6	\$402.00
44.	DETECTABLE WARNING	136	SF	\$42.85	137	1	\$42.85
45.	DRIVEWAY, PAVED, PCC, 6"	79	SY	\$64.75	93	14	\$906.50
46.	FULL DEPTH PATCHES, HMA, 6"	252	SY	\$92.00	284	32	\$2,944.00
47.	SUBBASE OVER-EXCAVATION	78	TON	\$37.00	0	-78	-\$2,886.00
52.	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 4	0.42	AC	\$4,500.00	0	-0.42	-\$1,890.00
54.	FILTER SOCKS, 12"	1,125	LF	\$4.00	0	-1125	-\$4,500.00
55.	FILTER SOCKS, REMOVAL	1,125	LF	\$1.00	0	-1125	-\$1,125.00
62.	MAINTENANCE OF POSTAL SERVICE	1	LS	\$250.00	0	-1	-\$250.00
						<b>TOTAL</b>	<b>\$14,411.95</b>

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 \$14411.95 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.)	\$515,283.10	August 5, 2024
Change due to this C.O. (+ or -)	\$14,411.95	0
Totals including this C.O.:	\$529,695.05	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 Matt Menster  
Matt Menster

DATE: 9-11-2024

Snyder & Associates, Inc.  
ENGINEER

By Colton Ingels  
Colton Ingels, P.E.

DATE: 9-10-2024

City of Monticello  
OWNER

By \_\_\_\_\_  
Wayne Peach, Mayor

DATE: \_\_\_\_\_

# APPLICATION FOR PARTIAL PAYMENT NO. 5

PROJECT: N. CHESTNUT STREET RECONSTRUCTION

S&A PROJECT NO.: 123.0484.08  
EI JOB NO.: 24-1047

OWNER: CITY OF MONTICELLO  
CONTRACTOR: EASTERN IOWA EXCAVATION & CONCRETE, LLC  
ADDRESS: 121 NIXON ST SE  
CASCADE, IA 52033  
DATE: September 10, 2024

PAYMENT PERIOD: August 28, 2024  
to September 6, 2024

## 1. CONTRACT SUMMARY:

Original Contract Amount: \$ 507,984.60  
Net Change by Change Order: \$ 21,710.45  
Contract Amount to Date: \$ 529,695.05

**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: \$ 529,695.05  
Retainage: % \$0.00  
Total Earned Less Retainage: \$ 529,695.05  
Less Previous Applications for Payment: \$ 476,221.89  
AMOUNT DUE THIS APPLICATION: \$ 53,473.16

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 Matt Menster  
Matt Menster

DATE: 9-11-2024

## 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: 9-10-2024

## 5. OWNER'S APPROVAL

City of Monticello

OWNER

By \_\_\_\_\_  
Wayne Peach, Mayor

DATE: \_\_\_\_\_





CHANGE ORDER SUMMARY:											
CO1.1	EXPLORATORY EXCAVATION, WATER SERVICE	1	LS	\$ 6,635.00	\$ 6,635.00			\$ -	1	1	\$ 6,635.00
CO2.1	FITTING, OVERSIZED SLEEVE, 3"	1	EA	\$ 513.50	\$ 513.50			\$ -	1	2	\$ 513.50
CO3.1	CURB GRINDING	1	LS	\$ 150.00	\$ 150.00	1	3	\$ 150.00	1	3	\$ 150.00
CO4.1	FINAL QUANTITY RECTIFICATION	1	LS	\$ 14,411.95	\$ 14,411.95		4	\$ -		4	\$ -
					TOTAL CHANGE ORDERS = \$ 21,710.45				\$ 150.00	\$ 7,298.50	
					TOTAL CONTRACT						
					& CHANGE ORDERS \$529,695.05				\$ 28,408.85	\$ 529,695.05	

# The City of Monticello, Iowa

## RESOLUTION #

**Approving Change Order #3 and Change Order #4, in the increased amounts of \$150.00 and \$14,411.95, respectively, as were 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 #3 which includes additional curb grinding and Change Order #4 which is a reconciliation of final construction quantities, with the increased amount of \$150.00 and \$14,411.95, respectively, and

**WHEREAS**, The City Engineer has reviewed the proposed Change Order #3 and #4 , and further 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 #3 and Change Order #4** submitted by Eastern Iowa Excavating & Concrete, LLC related to the N. Chestnut Street Reconstruction Project in the increased amount of \$150.00 and \$14,411.95, respectively. The total project cost would be increased from \$515,133.10 to \$529,695.05.

**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 16<sup>th</sup> day of Septembert, 2024.

---

Wayne Peach, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk/Treasurer

# The City of Monticello, Iowa

## RESOLUTION #

### **Approving Pay Request #5 and release retainage to Eastern Iowa Excavating & Concrete, LLC, Re: N. Chestnut Street Reconstruction Project in the amount of \$53,473.16**

**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 fifth pay request and the release of the retainage in the total amount of \$53,473.16, 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 fifth pay request from Eastern Iowa Excavating & Concrete, LLC, in the amount of \$53,473.16, same includes the release of the retainage.

**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 16th day of September 2024.

---

Wayne Peach, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk/Treasurer



September 11, 2024

Mayor and City Council  
City of Monticello  
200 East 1<sup>st</sup> Street  
Monticello, IA 52310

RE: CONTRACTOR'S APPLICATION FOR PAYMENT #5 - WASTEWATER  
TREATMENT PLANT IMPROVEMENTS – BILL BRUCE BUILDERS, INC

Dear Mayor and City Council:

Enclosed for your review and approval is the Contractor's Application for Payment #5 for work completed on the Wastewater Treatment Plant Improvement Project.

Application for Payment includes costs associated with general conditions, submittals, SWPPP installation & inspections, continued forming and pouring of footings for the biosolids storage building and excavations needed for the footings of the biosolids storage building.

I have reviewed the application for payment and find it in agreement with the work completed to date. I, therefore, recommend approval of the Application for Payment #5 in the amount of **\$393,830.75** to Bill Bruce Builders, Inc.

Respectfully,

SNYDER & ASSOCIATES, INC.

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

Nick Eisenbacher, P.E.  
Project Engineer

Enclosure: Bill Bruce Builders, Inc Contractor's Application for Payment #5

cc: Karen Howe & David Kull, USDA Rural Development; Russ Farnum and Jim Tjaden City of Monticello

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Monticello</u>	<b>Owner's Project No.:</b> <u>120.1109.08</u>
<b>Engineer:</b> <u>Snyder &amp; Associates, Inc.</u>	<b>Engineer's Project No.:</b> <u>120.1109.08</u>
<b>Contractor:</b> <u>Bill Bruce Builders, Inc.</u>	<b>Contractor's Project No.:</b> <u>20231024</u>
<b>Project:</b> <u>Wastewater Treatment Plant (WWTP) Improvements</u>	
<b>Contract:</b> <u>Wastewater Treatment Plant Improvements</u>	
<b>Application No.:</b> <u>5</u>	<b>Application Date:</b> <u>8/26/2024</u>
<b>Application Period:</b> <b>From</b> <u>8/1/2024</u>	<b>to</b> <u>8/31/2024</u>

1. Original Contract Price	\$ 23,448,000.00 -
2. Net change by Change Orders	\$ 763,990.30 -
3. Current Contract Price (Line 1 + Line 2)	\$ 24,211,990.30 -
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 3,322,865.94 -
5. Retainage	
a. <u>5%</u> X <u>\$ 2,906,095.16-</u> Work Completed	\$ 145,304.76
b. <u>5%</u> X <u>\$ 416,770.78-</u> Stored Materials	\$ 20,838.54
c. Total Retainage (Line 5.a + Line 5.b)	\$ 166,143.30
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 3,156,722.64 -
7. Less previous payments (Line 6 from prior application)	2,762,891.89
8. Amount due this application	\$ 393,830.75 -
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 21,055,267.66 -

**Contractor's Certification**

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

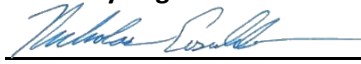
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(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:** Bill Bruce Builders, Inc.

**Signature:**  **Date:** 8/26/2024

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u></u>	<b>By:</b> _____
<b>Title:</b> <u>Project Engineer</u>	<b>Title:</b> _____
<b>Date:</b> <u>9/11/2024</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> _____	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

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

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

Application No.: 5 From 8/1/2024 to 8/31/2024 Application Date: 08/26/24

A ITEM #	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED & STORED TO DATE (D + E + F)	H % (G / C)	I BALANCE TO FINISH (C - G)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
<b>Original Contract</b>								
1	Insurance - Bond	175,724.00	175,724.00			175,724.00	100%	0.00
2	Insurance - Builders Risk	36,000.00	36,000.00			36,000.00	100%	0.00
3	Insurance - General Liability	135,000.00	135,000.00			135,000.00	100%	0.00
4	Preconstruction	12,000.00	12,000.00			12,000.00	100%	0.00
5	General Conditions - 36 Months	2,002,468.00	222,496.44	55,624.11		278,120.55	14%	1,724,347.45
6	Submittals	50,000.00	43,500.00			43,500.00	87%	6,500.00
7	Concrete Reinforcing	1,207,086.00	102,795.85	34,594.31		137,390.16	11%	1,069,695.84
8	Cast-In-Place Concrete	950,000.00	64,922.81	16,257.92		81,180.73	9%	868,819.27
9	Rebar Labor	1,000,000.00	30,000.00	30,000.00		60,000.00	6%	940,000.00
10	Concrete - Aeromod	1,610,500.00				0.00	0%	1,610,500.00
11	Concrete - BioSolids	927,500.00	200,000.00	150,000.00		350,000.00	38%	577,500.00
12	Concrete - Generator	12,800.00				0.00	0%	12,800.00
13	Concrete - Controls & UV Building	260,000.00				0.00	0%	260,000.00
14	Concrete - Truck Dump Oil Sand Interceptor	30,000.00				0.00	0%	30,000.00
15	Concrete Paving	130,000.00				0.00	0%	130,000.00
16	Mobilization	300,000.00	30,000.00			30,000.00	10%	270,000.00
17	Placement on Project	179,200.00				0.00	0%	179,200.00
18	Digging for Electrical/Concrete around pipes	100,000.00				0.00	0%	100,000.00
19	Sluice Gates/Slides Gates Install	50,000.00				0.00	0%	50,000.00
20	Liquid Process Pipe Install	50,000.00				0.00	0%	50,000.00
21	Shaftless Screw Conveyor - Labor	20,000.00				0.00	0%	20,000.00
22	Secondary Containment Scale - Labor	10,000.00				0.00	0%	10,000.00
23	Ploymer Blending and Feed Equipment - Labor	10,000.00				0.00	0%	10,000.00
24	Rotary Press System - Labor	20,000.00				0.00	0%	20,000.00
25	Precast Structural Concrete - Engineering	24,000.00	24,000.00			24,000.00	100%	0.00
26	Precast Structural Concrete - Wall Panels	368,127.00			130,359.00	130,359.00	35%	237,768.00
27	Precast Structural Concrete - 10" Hollowcore	96,927.00				0.00	0%	96,927.00
28	Precast Structural Concrete - 8" Hollowcore	28,760.00			28,760.00	28,760.00	100%	0.00
29	Precast Structural Concrete - Trucking	16,320.00				0.00	0%	16,320.00
30	Precast Structural Concrete - Wash	14,100.00				0.00	0%	14,100.00
31	Precast Struectural Concrete - Caulking & Grouting	45,500.00				0.00	0%	45,500.00
32	Precast & Steel Erection	199,400.00				0.00	0%	199,400.00
33	Masonry	150,000.00				0.00	0%	150,000.00
34	Structural Steel Fabrication	199,750.00	107,000.00			107,000.00	54%	92,750.00
35	Rough Carpentry - Labor	66,000.00				0.00	0%	66,000.00
36	Demolition of Metal Panels	12,800.00				0.00	0%	12,800.00
37	Metal Panel Install	45,980.00				0.00	0%	45,980.00
38	EPDM Roofing	192,400.00				0.00	0%	192,400.00
39	Sectional Doors	76,462.00				0.00	0%	76,462.00
40	FRP Aluminum Hybrid Doors	77,155.00			70,006.22	70,006.22	91%	7,148.78
41	Aluminum Framed Entrances and Storefronts	30,090.00	1,500.00			1,500.00	5%	28,590.00
42	Painting	124,931.00				0.00	0%	124,931.00
43	Specialties	8,030.00				0.00	0%	8,030.00
44	Lab Equipment - End Loader	179,000.00	179,000.00			179,000.00	100%	0.00
45	Lab Equipment - Hotsy Pressure Washer	7,800.00				0.00	0%	7,800.00

46	Refrigerated Composite Sampler	27,500.00				0.00	0%	27,500.00
47	Plumbing / HVAC	499,980.00		92,330.00		92,330.00	18%	407,650.00
48	Electrical - General Conditions (temp pwer, submittals & Mob)	144,025.00	21,603.75			21,603.75	15%	122,421.25
49	Electrical - Service Equipment	675,000.00	13,982.47		66,378.74	80,361.21	12%	594,638.79
50	Electrical - Site Work	310,613.00				0.00	0%	310,613.00
51	Electrical - Building Power and Equipment	310,612.00				0.00	0%	310,612.00
52	Lagoon Sludge Removal	93,900.00				0.00	0%	93,900.00
53	SWPPP Installation	43,795.00	1,608.00			1,608.00	4%	42,187.00
54	SWPPP Inspections	14,600.00	3,400.00			3,400.00	23%	11,200.00
55	Retaining Walls	43,207.00				0.00	0%	43,207.00
56	MOBILIZATION	219,649.00	64,844.78			64,844.78	30%	154,804.22
57	TOPSOIL STRIP SALVAGE SPREAD	58,971.00	5,710.00			5,710.00	10%	53,261.00
58	SITE GRADING	148,842.00	11,349.00			11,349.00	8%	137,493.00
59	ROCK SURFACING AND SUBBASE	62,214.00				0.00	0%	62,214.00
60	WATER MAIN AND SERVICES	322,021.00	129,571.98			129,571.98	40%	192,449.02
61	PRV VALVE VAULT	61,312.00				0.00	0%	61,312.00
62	4" SANITARY FORCE MAIN	34,589.00				0.00	0%	34,589.00
63	8" SANITARY GRAVITY MAIN	72,519.00				0.00	0%	72,519.00
64	10" SANITARY FORCE MAIN	19,920.00				0.00	0%	19,920.00
65	16" SANITARY GRAVITY MAIN	21,984.00				0.00	0%	21,984.00
66	18" SANITARY GRAVITY MAIN	128,356.00				0.00	0%	128,356.00
67	SANITARY MANHOLES	254,293.00				0.00	0%	254,293.00
68	MH-11 DIGESTED SLUDGE PS & VV	94,292.00				0.00	0%	94,292.00
69	EFFLUENT PS & VV	424,757.00				0.00	0%	424,757.00
70	BYPASS PUMPING	145,830.00				0.00	0%	145,830.00
71	STORM SEWER AND DRAIN TILE	59,390.00				0.00	0%	59,390.00
72	TRUCK DUMP TANK & SANITARY	52,864.00				0.00	0%	52,864.00
73	STRUCTURE EXCAVATION	334,347.00	38,535.00			38,535.00	12%	295,812.00
74	STRUCTURE BACKFILL	283,748.00				0.00	0%	283,748.00
75	STRUCTURE SUBBASE	204,903.00	21,929.00			21,929.00	11%	182,974.00
76	DEMO	304,279.00	5,878.57			5,878.57	2%	298,400.43
77	DEWATERING	164,411.00				0.00	0%	164,411.00
78	Wall Mounted Walkways - Install	34,000.00				0.00	0%	34,000.00
79	Stop Logs / Stainless Steel Sluices Gates & Slide Gates	94,800.00				0.00	0%	94,800.00
80	Split-Clarator Secondary Clarifier	688,417.00				0.00	0%	688,417.00
81	Wall Mounted Aerators	371,879.00				0.00	0%	371,879.00
82	Sludge Management	10,959.00				0.00	0%	10,959.00
83	Plant Process Controls	123,612.00				0.00	0%	123,612.00
84	Wall mounted Walkways	308,612.00				0.00	0%	308,612.00
85	Actuagted Valves	93,971.00				0.00	0%	93,971.00
86	Sluice Gates & Hand Lift Stop Plates	21,206.00				0.00	0%	21,206.00
87	Aeration Blower and Controls	649,681.00				0.00	0%	649,681.00
88	Probe Module & Sensor Probes	19,213.00				0.00	0%	19,213.00
89	Clarifier Algae Control	20,857.00				0.00	0%	20,857.00
90	Bio-P Selector Tank Mixing	65,643.00				0.00	0%	65,643.00
91	Installation Materials and Spare Parts	91,750.00				0.00	0%	91,750.00
92	Manufacturer's Services	14,500.00				0.00	0%	14,500.00
93	Freight	14,400.00				0.00	0%	14,400.00
94	Variable Frequency Motor Controllers / Controls / Submersible Pumps	1,514,000.00				0.00	0%	1,514,000.00
95	Fabricated Stainless Steel - Labor	100,750.00	9,125.00			9,125.00	9%	91,625.00
96	Fabricated Stainless Steel - Materials	170,000.00	9,706.08		121,266.82	130,972.90	77%	39,027.10
97	Ultraviolet Disinfection Equipment - Placement for Fabrication	45,897.00				0.00	0%	45,897.00
98	Ultraviolet Disinfection Equipment - Submittals	45,897.00	45,897.00			45,897.00	100%	0.00
99	Ultraviolet Disinfection Equipment - Delivered to Job Site	45,897.00				0.00	0%	45,897.00
100	Ultraviolet Disinfection Equipment - Start-Up	15,299.00				0.00	0%	15,299.00
101	Girt Classifying & Washer	104,099.00				0.00	0%	104,099.00
102	Cheemical Containments & Scales / Polymer Blending & Feed Equipment Cheemical Feed / Shaftless Screw Conveyor	280,527.00				0.00	0%	280,527.00
103	Liquid Process Piping - Man Holes, Valves, and Piping	190,648.00	2,717.64			2,717.64	1%	187,930.36
104	Fournier - Rotary Press Submittals	75,220.95	75,220.95			75,220.95	100%	0.00
104.1	Fournier - Rotary Press	426,252.05				0.00	0%	426,252.05
105	Utility Materials - Piping, valves, vaults	931,480.00	66,930.79	19,637.37		86,568.16	9%	844,911.84
<b>Orginal Contract Totals</b>		<b>\$ 23,448,000.00</b>	<b>\$ 1,891,949.11</b>	<b>\$ 398,443.71</b>	<b>\$ 416,770.78</b>	<b>\$ 2,707,163.60</b>	<b>\$ 0.12</b>	<b>\$ 20,740,836.40</b>

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

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

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

Application No.: 5 From 8/1/2024 to 8/31/2024 Application Date: 08/06/24

A ITEM #	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED & STORED TO DATE (D + E + F)	H % (G / C)	I BALANCE TO FINISH (C - G)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
			<b>Change Orders</b>					
1	Unsuitable Soils	763,990.30	612,937.34	2,765.00		615,702.34	81%	148,287.96
						0.00	#DIV/0!	0.00
						0.00	#DIV/0!	0.00
						0.00	#DIV/0!	0.00
						0.00	#DIV/0!	0.00
						0.00	#DIV/0!	0.00
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						0.00	#DIV/0!	0.00
						0.00	#DIV/0!	0.00
						0.00	#DIV/0!	0.00
						0.00	#DIV/0!	0.00
<b>Change Order Totals</b>		\$ 763,990.30	\$ 612,937.34	\$ 2,765.00	\$ -	\$ 615,702.34		\$ 148,287.96

Original Contract and Change Orders								
<b>Project Totals</b>		\$ 24,211,990.30	\$ 2,504,886.45	\$ 401,208.71	\$ 416,770.78	\$ 3,322,865.94		\$ 20,889,124.36



**Stored Materials Summary**

**Contractor's Application for Payment**

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

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

Application No.: 41 Application Period: From 8/1/2024 to 8/31/2024

Application Date: 08/26/24

A ITEM NO. LUMP SUM TAB	B SUPPLIER INVOICE NO.	C SUBMITTAL NO. (WITH SPECIFICATION SECTION NO)	D DESCRIPTON OF MATERIALS OR EQUIPMENT STORED	E STORAGE LOCATION	F APPLICATION NO NO. WHEN MATERIALS PLACED IN STORAGE	G MATERIALS STORED			H INCORPOARTED IN WORK		L TOTAL AMOUNT INCORPOARTED IN THE WORK (J+K) (S)	M MATERIALS REMAINING IN STORAGE (I-L) (S)
						I PREVIOUS AMOUNT STORED (S)	J AMOUNT STORED THIS PERIOD (S)	K AMOUNT STORED TO DATE (G+H) (S)	L AMOUNT PREVIOUSLY INCORPORATED IN THE WORK (S)	M AMOUNT INCORPORATED IN THE WORK THIS PERIOD (S)		
26	Pay App #1		Wall Panels	Advanced Precast	1	130,359.00		130,359.00			0.00	130,359.00
28	Pay App #2		8" Hollowcore	Advanced Precast	1	28,760.00		28,760.00			0.00	28,760.00
49	Pay App #1		Service Equipment - Electrical Distribution Storage	Westphal & Company	2	40,500.00		40,500.00			0.00	40,500.00
49	Pay App #2		Service Equipment - Electrical Distribution Storage	Westphal & Company	2	25,878.74		25,878.74			0.00	25,878.74
96	Pay App #1		Fabricated Stainless Steel - Materials	Dubuque Plumbing & Heating	3	92,818.94		92,818.94			0.00	92,818.94
40	Pay App #1		FRP Aluminum Hybrid Doors	Opening Specilists, Inc	3	17,226.22		17,226.22			0.00	17,226.22
49	Pay App #2		Fabricated Stainless Steel - Materials	Dubuque Plumbing & Heating	4	15,097.90		15,097.90			0.00	15,097.90
	Pay App #2		FRP Aluminum Hybrid Doors	Opening Specilists, Inc	4	52,780.00		52,780.00			0.00	52,780.00
	Pay App #3		Fabricated Stainless Steel - Materials	Dubuque Plumbing & Heating	5	13,349.98		13,349.98			0.00	13,349.98
								0.00			0.00	0.00
								0.00			0.00	0.00
								0.00			0.00	0.00
								0.00			0.00	0.00
								0.00			0.00	0.00
								0.00			0.00	0.00
								0.00			0.00	0.00
								0.00			0.00	0.00
<b>Totals</b>						\$ 416,770.78	\$ -	\$ 416,770.78	\$ -	\$ -	\$ -	\$ 416,770.78

# The City of Monticello, Iowa

## RESOLUTION #

### Approving Pay Request #5 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$393,830.75

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

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

**WHEREAS**, Bill Bruce Builders, Inc. has submitted their fifth pay request in the amount of \$393,830.75 which has been reduced by the contractually agreed upon 5% retainer, and

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

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the fifth pay request from Bill Bruce Builders, Inc., in the amount of \$393,830.75, same reflecting the maintenance of a 5% retainer in the current amount of \$166,143.30 for work completed and stored materials.

**IN THE TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 16<sup>th</sup> day of September 2024.

---

Wayne Peach, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk/Treasurer

**City Council Meeting**  
**Prep. Date:** 09/10/2024  
**Preparer:** Russell Farnum



**Agenda Item:** # 6  
**Agenda Date:** 09/16/2024

*Communication Page*

**Agenda Items Description:** Accepting Work and Setting Rates for 2024 N. Chestnut Street Reconstruction Special Assessments and Prepare Final Schedule of Assessments

<b><u>Type of Action Requested:</u></b> Resolution					
<b><u>Attachments &amp; Enclosures:</u></b>  Resolution	<b><u>Fiscal Impact:</u></b> Budget Line Item: <table border="1" style="width: 100%;"><tr><td> </td></tr></table> Budget Summary: <table border="1" style="width: 100%;"><tr><td> </td></tr></table> Expenditure: <table border="1" style="width: 100%;"><tr><td> </td></tr></table> Revenue: <table border="1" style="width: 100%;"><tr><td> </td></tr></table>				

**Summary:** Now that the Chestnut Street project is complete, the Council needs to set the pricing and order the final documents in order to levy the special assessments.

The Council has (for decades) had a policy that special assessments are used for sidewalks, curb and gutter (per foot of frontage), and driveway entry (approach) replacements as part of the City’s street reconstruction projects.

**Background:**

The preliminary special assessment amounts were calculated prior to bidding the project, and reviewed by Council on January 16, and a public hearing was held on February 5, 2024. The plats and special assessment estimated amounts were adopted after the hearing by Resolution 2024-21. The final assessments cannot exceed those amounts adopted in February.

The bid prices for curb and gutter (assessed frontage) were lower than estimated, but the driveway and sidewalk bid prices were higher. The 2020 Sycamore Street rates are shown for comparison, plus those rates escalated at 5% annually since 2020. The estimated and bid amounts are as follows:

	Chestnut Street Preliminary Assessment	Chestnut Street Bid Prices	Sycamore Street (2020 Rates)	Sycamore Street (5% Inflation Rate)
Assessed Frontage (AF)	\$ 40.00	\$ 29.08	\$ 13.11	\$ 15.94
Driveway Entrance (DE)	\$ 7.80	\$ 9.22	\$ 4.50	\$ 5.47
Sidewalk (SW)	\$ 6.75	\$ 6.81	\$ 3.00	\$ 3.64
Private Sidewalk (PW)	\$ 6.75	\$ 6.81	\$ 4.28	\$ 5.20

**Recommendation:**

The Council has several options for choosing the final assessment amounts. It is recommended the Council use the actual bid amounts, which can be easily justified and are lower (in total) than the estimated costs.\*

An interest rate of 5% is also recommended as that is the interest the City is paying on the bond.

\*The overall price is lower because the Assessed Frontage (Curb and Gutter) cost was \$10 per foot less than estimated, and it is a much larger proportion of the project than the sidewalk repairs and/or driveway replacements.

MINUTES OF MEETING TO ACCEPT  
WORK

Monticello, Iowa

September 16, 2024

A meeting of the City Council of the City of Monticello, Iowa, was held at 6:00 o'clock p.m., on September 16, 2024, at the Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, in the City. The Mayor presided and the roll was called, showing members present and absent as follows:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_ .

The City Clerk reported that the Project Engineers had filed a certificate in accordance with Section 384.58 of the Code of Iowa showing that they had inspected the completed work and that the same had been performed in compliance with the terms of the contract pertaining to the Cedar Street Improvement Project, as follows:

**(Attach hereto a copy of the Project Engineers' final estimate of cost and certificate of completion.)**

Thereupon, Council Member \_\_\_\_\_ proposed and moved the adoption of the resolution accepting the work for such public improvement project.

The motion was seconded by Council Member \_\_\_\_\_ and after due consideration thereof by the Council, the Mayor put the question upon the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_.

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared said motion duly carried and the resolution adopted, as follows:

RESOLUTION NO.

Accepting work covering the N Chestnut Street Reconstruction Project

WHEREAS, the Project Engineers have duly filed a certificate in accordance with Section 384.58 of the Code of Iowa showing that they have inspected completed work for the N Chestnut Street Reconstruction Project (the "Project") and that the same has been performed in compliance with the terms of the contract and showing the total cost thereof;

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

Section 1. It is hereby found and determined that the work of constructing the Project has been duly and fully completed by the contractor in accordance with the terms of the contract, and the same is hereby accepted and approved.

Section 2. It is hereby found and determined that the total cost of said Project is in the total amount of \$ \_\_\_\_\_, of which the sum of \$ \_\_\_\_\_ shall be assessed against private property within the assessable district.

Section 3. Except for the amount being retained by the City pursuant to Chapter 573 of the Code of Iowa, which shall be paid to the contractor not less than 30 days after the acceptance of the work, the amount due the contractor is hereby ordered paid either through the issuance of an anticipatory warrant or warrants, in accordance with Section 384.57 of the Code of Iowa, or from available funds from which payment for the work may be made.

Section 4. The Project Engineers are hereby instructed to prepare the final schedule of assessments, as provided in Section 384.59 of the Code of Iowa.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved September 16, 2024.

---

Wayne Peach, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

**City Council Meeting**  
**Prep. Date:** 09/10/2024  
**Preparer:** Russell Farnum



**Agenda Item:** # 7  
**Agenda Date:** 09/16/2024

*Communication Page*

**Agenda Items Description:** Special Council Meeting Sept. 30

**Type of Action Requested:** Motion

**Attachments & Enclosures:**

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

During goal setting, Council discussed visiting several City facilities to see what sort of upgrades and maintenance are needed for our facilities. However, it's already starting to get dark by 7:30 and our daylight hours will be quickly dwindling.

There are 5 Mondays in September, the 30<sup>th</sup> being an "extra" Monday. Staff thought it may be a good opportunity to see the Berndes Center and Aquatics Center, during daylight hours, and without needing to rush back for a Council meeting.

This will give the Council an opportunity to see the inside works of the pool, as well as the proposed new Fairgrounds ticket office and restroom building locations too.

**City Council Meeting**  
**Prep. Date:** 9/12/2024  
**Preparer:** Faith Brehm



**Agenda Item:** # 8  
**Agenda Date:** 9/16/2024

*Communication Page*

**Agenda Items Description:** Resolution approving Library door repairs

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
Basepoint Quote

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

**Synopsis:** The automated door from the parking lot into the Library has failed. It will be more cost effective to replace both automated doors now than wait for the second door to need replaced in the future.

**Background:** The automated door from the parking lot into the Library has begun to leak oil. Todd Lamphier from Basepoint Building Automations came on site and recommended complete replacement of both the damaged unit and the unit on the door connecting the lobby into the Library. Given their age, the second unit is just as likely to fail. Replacing both now will save time and costs on the second unit.

New units will match the currently installed hardware.

**Recommendation:** To approve Basepoint Building Automations quote for the repair of both Library doors.





Corporate Office  
6200 Thornton Ave., Suite 190  
Des Moines, IA 50321  
(800) 779-2760

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**Proposal #:** 10111  
**Prepared For:** Faith Brehm  
**Project Name:** Monticello Public Library  
**Location:** 205 E Grand St  
Monticello, IA 52310  
**Email:** fbrehm@monticello.lib.ia.us  
**Phone:** 319.465.3354  
**Proposal Date:** 9/11/2024

Basepoint Building Automations has assessed the requirements of the above referenced project. We are pleased to provide this proposal to perform the scope of work as detailed within this proposal document.

Written \$ Value: Three thousand Three hundred dollars and no cents. \*Sales tax not included.  
Numerical \$ Value: \$3,300.00 \*Sales tax not included.

**SCOPE OF WORK: Main Entrance Door**

Basepoint Building Automations includes the following scope of work under this proposal:  
We propose to furnish and install it with one-year parts and labor warranty.

- With (1) Horton 4100 series single auto operator
- With (-) Clear anodized finish
- With (-) Reusing existing activation
- With (2) Caution decals per operator
- With (1) Off/on/hold open switch per operator

Option 2: If you replaced the auto operator on the interior door at the same time this quote would be \$5,500.00.

By others: Reusing existing power

**TAKE NOTE OF:**

- All work listed above is to be performed during the working hours of 7:00 AM – 3:00 PM, Monday – Friday, excluding holidays. Any work performed or required outside these working hours may result in additional charges.
- Labor rate quotes are valid until May 31,2025.
- Quotation is valid for 45 days from the proposal date.
- Current lead times are 2-20 weeks based on the supply chain. We will provide an estimated time of arrival once material is purchased, if / when the manufacturer provides one.
- When arriving onsite the day we are scheduled to perform our scope of work provided by this quote and the jobsite isn't ready Basepoint will charge between \$500.00 to \$1,000.00 for the lost day of work.

**EXCLUSIONS:**

- Any items not specifically included above
- Any additional items required by the Local Authority Having Jurisdiction to bring the site up to present or future codes
- Sales Tax
- Payment or Performance Bonds

**Payment Terms = 30 Days from invoice date**

Tax Exemption Status: Designated Exempt Entity (DEE)

YES       NO

**Basepoint Building Automations' Terms & Conditions:** (scan QR code or see our website footer: [www.BasepointBA.com](http://www.BasepointBA.com))



I hereby acknowledge I have received and reviewed the contents of this document. I hereby acknowledge I have read and agree to the Basepoint Building Automations Terms & Conditions accessed via the preceding QR code or as found on the Basepoint Building Automations website. By signing this document, I signify my acceptance to the contents of this document and the Terms & Conditions provided.

**Acceptance**

**Company:**

**Basepoint Building Automations**

**Authorized Representative:**

Todd Lamphier

**Title:**

Client Consultant

**Signature:**

Todd Lamphier

**Date:**

September 11, 2024

**Company:**

**Authorized Representative:** (Please print)

**Title:**

**Signature:**

**Date:**

*Thank you for your consideration of our proposal for this project. Please call or email if you have any questions.*

Sincerely,



**Todd Lamphier**  
**Basepoint Building Automations**  
 Client Consultant • Employee Owner

905 Metzger Drive • Hiawatha, IA 52233  
 Cell: (319) 269-8211  
 Email: [tlamphier@basepointba.com](mailto:tlamphier@basepointba.com)  
 24/7 Service: (800) 779-2760

City Council Meeting  
Prep. Date: 9/12/2024  
Preparer: Sally Hinrichsen



Agenda Item: #9-18  
Agenda Date: 9/16/2024

*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:**

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