

# City of Monticello, Iowa

[www.ci.monticello.ia.us](http://www.ci.monticello.ia.us)

Monticello City Council will meet at the Public Work Facility located at 22059 Hwy 38 N on October 7, 2024 at 5:00 p.m. to tour the facility. Following the tour, Council will reconvene at the address below for the regular Council meeting.

**AND**

**Monticello City Council Meeting October 7, 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	16, 2024
<b>Approval</b> of Payroll	September	19, 2024
<b>Approval</b> of Payroll	October	3, 2024
<b>Approval</b> of Treasurer's Report	August	2024
<b>Approval</b> of Bill List		
<b>Approval</b> of Hy-Vee Dollar Fresh alcohol license		

## **Resolutions:**

1. **Resolution** Adopting Final Assessment Schedule for the N Chestnut Street Reconstruction Project and Amending, Confirming and Levying the Assessments
2. **Resolution** Approving FY 2023-2024 Annual Urban Renewal Report
3. **Resolution** Approving the use of Tax Increment Financing receipts to cover a portion of the professional fees invoiced by Dorsey & Whitney LLP, the City's bond counsel, in relation to the N. Chestnut Street Reconstruction Bond Issue
4. **Resolution** Approving an agreement for the leasing, assignment, or sale of existing dark fiber located in the City of Monticello right of way by Interstate Power and Light Company
5. **Resolution** Approving revised quote for replacement security cameras at Monticello Municipal Airport from Infrastructure Technology Solutions, LLC, Monticello Iowa in the amount of \$11,633.95
6. **Resolution** Adopting Salary for the Ambulance Director
7. **Resolution** Approving Extension For Contract For Solid Waste Commercial Dumpster Unit Collection & Disposal Services
8. **Resolution** Approving Extension for Solid Waste Collection and Disposal and Recycling Collection Services
9. **Resolution** Adopting the City of Monticello Employee Handbook

## **Reports / Potential Actions:**

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

**Work Sessions:**

- 20. Work Session – Goals and Implementation Plan
  - a. Volunteers

- 21. Work Session - Urban Revitalization area

**Executive Session:**

- 22. Executive Session - To discuss strategy with counsel in matters involving litigation pursuant to Iowa Code Section 21.5(1)(c)

**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: October 7, 2024 Council Meeting  
Time: Oct 7, 2024 06:00 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/83857870938>

Meeting ID: 838 5787 0938

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One tap mobile  
+13017158592,,83857870938# US (Washington DC)  
+13052241968,,83857870938# US

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Dial by your location

- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US

Meeting ID: 838 5787 0938

Find your local number: <https://us02web.zoom.us/j/83857870938>

“This employer is an equal opportunity provider & employer”

Regular Council Meeting  
September 16, 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, Public Works Director Nick Kahler, Ambulance Director Lori Lynch, Water/ Wastewater Supt. Jim Tjaden and Police Chief Britt Smith. City Engineer Colton Ingles arrived shortly after meeting started. 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.

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

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

Phelan moved to approve Resolution #2024-134 Approving FY 2023-2024 Annual Financial Report, Ellwood seconded. Roll call was unanimous.

Goedken moved to approve Resolution #2024-135 Approving Preconstruction Agreement between the IDOT and the City of Monticello in Re: Highway 38 and Shover Drive Paved Fillet Project, Ellwood seconded. Roll call was unanimous.

Langerman moved to approve Resolution #2024-136 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, Brighton seconded. Roll call was unanimous.

Brighton moved to approve Resolution #2024-137 Approving Pay Request #5 and release of retainage to Eastern Iowa Excavating & Concrete, LLC, Re: N. Chestnut Street Reconstruction Project in the amount of \$53,473.16, Ellwood seconded. Roll call was unanimous.

Brighton moved to approve Resolution #2024-138 Approving Pay Request #5 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$393,830.75, Langerman seconded. Roll call was unanimous.

Brenneman moved to approve setting the assessment rates to match the actual bid amounts and setting the interest rate for assessments at 5%; and further approving Resolution #2024-139 Accepting work covering the N. Chestnut Street Reconstruction Project and Ordering the Preparation of the Final Plat and Schedule of Assessments, Goedken seconded. Roll call was unanimous.

Due to numerous conflicts, no action was taken to schedule a special meeting for September 30, 2024 at 6:00 P.M., to tour some city facilities.

Brehm reported the seals on the handicapped mechanism for the outer doors at the Library are broken and need to be replaced. If she replaces the handicapped mechanism

Regular Council Meeting  
September 16, 2024

on the inner Library door at the same time, there would be a savings of \$1,500. Langerman moved to accept the Library door repair proposal from Basepoint Building Automations. Phelan seconded, roll call unanimous.

Farnum reported staff has been busy with the Auditors here last week and will be back again this week. He has also spent a lot of time on an HR issue.

Farnum reported that he and the Airport FBO will be meeting with FAA tomorrow during the pavement inspection.

Farnum reported that Park & Rec Director Jacob Oswald advised that the contractor plans to replace the flooring at the Austin Smith Playground this week and it will remain closed until next weekend. Everyone is asked to stay off the playground to allow the flooring to adhere.

Hinrichsen advised she has been busy with the auditors and has nearly completed the Annual Urban Renewal Report, which will be on the next Council meeting.

Kahler reported they are getting the tree stumps removed at the Cemetery, so the new trees that will arrive in the next couple of weeks can be planted. Kahler also reported that leaf pickup will begin on October 7th and run thru November 21st weather permitting. Leaves are to be raked to the curb and not into the City streets.

Smith stated he sent an email related to a recent incident, with an investigation summary and asked Council to contact him if they had any questions.

Tjaden advised Eastern Iowa will be in town to work on water valves on 5<sup>th</sup> Street and the intersection of N. Chestnut and 6<sup>th</sup> Street.

Tjaden also reported that two wells are down so they can replace the chlorinator pumps.

Brehm gave an update on activities happening with the Library in the next two weeks.

Lynch reported the full-time EMT started and is doing well. Also the truck committee met and will have a report at the next meeting.

At the Work Session, Farnum distributed a Priority Goal Setting and Implementation Work Plan. No action was taken.

Phelan moved to adjourn the meeting at 6:44 P.M.

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Wayne Peach, Mayor

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Sally Hinrichsen, City Clerk/Treasurer

# PAYROLL - SEPTEMBER 19, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>September 2 - 15, 2024</b>				
Christian Bell	\$ 474.40	\$ -	0.00	0.00	\$ 408.65
Brian Bronemann	749.60	-	0.00	0.00	631.86
Jamie Coleman	3,118.50	1,122.66	0.00	2.63	2,362.27
Jordan Fullerton	320.64	-	0.00	0.00	276.20
Mason Hanson	221.76	-	0.00	0.00	191.02
Ron Herman, Jr.	232.00	-	0.00	0.00	199.67
Lori Lynch	3,173.85	-	0.00	0.00	2,101.46
Coletta Matson	3,776.85	1,559.25	0.00	40.50	2,613.71
Chloe Mogensen	1,018.71	332.64	0.00	0.00	702.82
Sky Monty	1,967.98	497.74	0.00	0.00	1,475.92
Daniel Poirier	207.90	-	0.00	0.00	179.09
Hunter Schmidt	213.76	-	0.00	0.00	184.14
Shirlee Scott	2,137.60	-	0.00	0.00	1,603.86
Reginald Welter	552.00	-	0.00	0.00	475.06
<b>TOTAL AMBULANCE</b>	<b>\$ 18,165.55</b>	<b>\$ 3,512.29</b>	<b>0.00</b>	<b>43.13</b>	<b>\$ 13,405.73</b>
<b>CEMETERY</b>	<b>September 2 - 15, 2024</b>				
Dan McDonald	\$ 2,106.40	\$ -	0.00	0.00	\$ 1,551.08
<b>TOTAL CEMETERY</b>	<b>\$ 2,106.40</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,551.08</b>
<b>CITY HALL</b>	<b>September 2 - 15, 2024</b>				
Cheryl Clark	\$ 2,288.00	\$ -	0.00	12.75	\$ 1,574.41
Russ Farnum	4,161.54	-	0.00	0.00	2,690.76
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>\$ 11,818.88</b>	<b>\$ -</b>	<b>0.00</b>	<b>12.75</b>	<b>\$ 7,790.89</b>
<b>COUNCIL / MAYOR</b>					
Josh Brenneman	\$ 300.00	\$ -	0.00	0.00	\$ 276.78
Scott Brighton	300.00	-	0.00	0.00	276.78
Jake Ellwood	300.00	-	0.00	0.00	277.05
Dave Goedken	300.00	-	0.00	0.00	276.78
Candy Langerman	300.00	-	0.00	0.00	277.05
Wayne Peach	500.00	-	0.00	0.00	421.75
Mary Phelan	300.00	-	0.00	0.00	277.05
<b>TOTAL COUNCIL / MAYOR</b>	<b>\$ 2,300.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,083.24</b>
<b>LIBRARY</b>	<b>September 2 - 15, 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	1,549.60	-	0.00	0.00	1,090.00
<b>TOTAL LIBRARY</b>	<b>\$ 4,619.20</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 3,465.72</b>
<b>MBC</b>	<b>September 2 - 15, 2024</b>				
Grace Dupuy	\$ 1,735.77	\$ -	0.00	0.00	\$ 1,341.58
Jacob Oswald	2,733.92	-	0.00	0.00	2,099.12
<b>TOTAL MBC</b>	<b>\$ 4,469.69</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 3,440.70</b>
<b>POLICE</b>	<b>September 2 - 15, 2024</b>				

# PAYROLL - SEPTEMBER 19, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Dawn Graver	\$ 2,982.42	\$ -	0.00	0.00	\$ 2,168.58
Erik Honda	3,317.23	98.25	0.00	6.00	2,462.32
Jordan Koos	3,165.12	-	0.00	13.50	2,134.72
Cole Millard	2,734.80	-	0.00	0.00	1,838.64
Britt Smith	3,561.31	-	0.00	0.00	2,602.65
Madonna Staner	1,819.20	-	0.00	0.00	1,351.25
Brian Tate	3,921.71	-	0.00	0.00	2,898.46
<b>TOTAL POLICE</b>	<b>\$ 21,501.79</b>	<b>\$ 98.25</b>	<b>0.00</b>	<b>19.50</b>	<b>\$ 15,456.62</b>
<b>POOL</b>	<b>August 30 - September 12, 2024</b>				
Lydia Ahlrichs	\$ 75.00	\$ -	0.00	0.00	\$ 34.26
Allisen Capron	84.56	-	0.00	0.00	78.09
Collin Cashner	40.00	-	0.00	0.00	36.94
Jill Flynn	49.00	-	0.00	0.00	45.25
Stella Flynn	162.31	-	0.00	0.00	149.90
Emma Hardersen	42.50	-	0.00	0.00	39.24
Zoe Lagunes-Torres	162.00	-	0.00	0.00	149.61
Addison Norton	42.50	-	0.00	0.00	39.24
Samantha Ruchti	162.31	-	0.00	0.00	149.90
Brynn Schmit	153.00	-	0.00	0.00	141.29
Alexis Schneiter	207.00	-	0.00	0.00	191.17
River Smith	143.94	-	0.00	0.00	132.93
Marissa Speltz	42.50	-	0.00	0.00	39.24
Katherine Stadtmueller	150.00	-	0.00	0.00	138.52
Lily Wright	82.50	-	0.00	0.00	76.18
<b>TOTAL POOL</b>	<b>\$ 1,599.12</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,441.76</b>
<b>ROAD USE</b>	<b>September 2 - 15, 2024</b>				
Zeb Bowser	\$ 2,066.40	\$ -	0.00	1.63	\$ 1,568.81
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	0.63	1,595.93
<b>TOTAL ROAD USE</b>	<b>\$ 8,777.55</b>	<b>\$ -</b>	<b>0.00</b>	<b>4.14</b>	<b>\$ 6,517.20</b>
<b>SEWER</b>	<b>August 31 - September 13, 2024</b>				
Jim Tjaden	\$ 2,928.12	\$ -	0.00	0.00	\$ 2,116.09
<b>TOTAL SEWER</b>	<b>\$ 2,928.12</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,116.09</b>
<b>WATER</b>	<b>August 31 - September 13, 2024</b>				
Scott Hagen	\$ 2,126.40	\$ -	4.50	19.50	\$ 1,670.52
Josh Willms	2,126.40	-	3.00	15.00	1,416.87
<b>TOTAL WATER</b>	<b>\$ 4,252.80</b>	<b>\$ -</b>	<b>7.50</b>	<b>34.50</b>	<b>\$ 3,087.39</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 82,539.10</b>	<b>\$ 3,610.54</b>	<b>7.50</b>	<b>114.02</b>	<b>\$ 60,356.42</b>

# PAYROLL - OCTOBER 3, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>September 16 - 29, 2024</b>				
Jamie Coleman	\$ 2,331.95	\$ 114.35	0.00	2.63	\$ 1,815.33
Jordan Fullerton	1,436.20	-	0.00	0.00	1,177.69
Mason Hanson	900.90	-	0.00	0.00	701.46
Ron Herman, Jr.	440.00	-	0.00	0.00	378.66
Lori Lynch	3,173.85	-	0.00	0.00	2,101.46
Coletta Matson	2,217.60	-	0.00	40.50	1,478.03
Kody Miles	380.00	-	0.00	0.00	327.03
Chloe Mogensen	665.28	-	0.00	0.00	453.60
Sky Monty	1,664.23	30.63	0.00	0.00	1,264.68
Mandy Norton	256.00	-	0.00	0.00	219.59
Shannon Poe	362.50	-	0.00	0.00	291.33
Hunter Schmidt	320.64	-	0.00	0.00	276.20
Shirlee Scott	2,137.60	-	0.00	0.00	1,603.86
<b>TOTAL AMBULANCE</b>	<b>\$ 16,286.75</b>	<b>\$ 144.98</b>	<b>0.00</b>	<b>43.13</b>	<b>\$ 12,088.92</b>
<b>CEMETERY</b>	<b>September 16 - 29, 2024</b>				
Dan McDonald	\$ 2,106.40	\$ -	0.00	0.00	\$ 1,551.08
<b>TOTAL CEMETERY</b>	<b>\$ 2,106.40</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,551.08</b>
<b>CITY HALL</b>	<b>September 16 - 29, 2024</b>				
Cheryl Clark	\$ 2,288.00	\$ -	0.00	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>0.00</b>	<b>12.75</b>	<b>\$ 7,562.62</b>
<b>FIRE</b>	<b>September 16 - 29, 2024</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>September 16 - 29, 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	1,549.60	-	0.00	0.00	1,090.00
<b>TOTAL LIBRARY</b>	<b>\$ 4,619.20</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 3,465.72</b>
<b>MBC</b>	<b>September 16 - 29, 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>September 16 - 29, 2024</b>				
Dawn Graver	\$ 3,102.09	\$ -	0.00	0.00	\$ 2,251.81
Erik Honda	3,218.98	-	0.00	6.00	2,393.98
Jordan Koos	3,240.48	-	0.00	13.50	2,180.05
Cole Millard	3,052.80	-	0.00	0.00	2,059.76
Keanan Shannon	1,425.60	-	0.00	0.00	959.76



# PAYROLL - OCTOBER 3, 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	1,819.21	-	0.75	0.25	1,351.25
Brian Tate	3,436.55	-	0.00	0.00	2,561.07
<b>TOTAL POLICE</b>	<b>\$ 22,857.02</b>	<b>\$ -</b>	<b>0.75</b>	<b>19.75</b>	<b>\$ 16,389.73</b>
<b>ROAD USE</b>					
<b>September 16 - 29, 2024</b>					
Zeb Bowser	\$ 2,066.40	\$ -	0.00	1.63	\$ 1,568.81
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	0.63	1,595.92
<b>TOTAL ROAD USE</b>	<b>\$ 8,777.55</b>	<b>\$ -</b>	<b>0.00</b>	<b>4.14</b>	<b>\$ 6,517.19</b>
<b>SEWER</b>					
<b>August 31 - September 13, 2024</b>					
Jim Tjaden	\$ 2,928.12	\$ -	0.00	0.00	\$ 2,116.09
<b>TOTAL SEWER</b>	<b>\$ 2,928.12</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,116.09</b>
<b>WATER</b>					
<b>August 31 - September 13, 2024</b>					
Scott Hagen	\$ 2,126.40	\$ -	6.00	25.50	\$ 1,670.52
Josh Willms	2,126.40	-	3.00	18.00	1,416.87
<b>TOTAL WATER</b>	<b>\$ 4,252.80</b>	<b>\$ -</b>	<b>9.00</b>	<b>43.50</b>	<b>\$ 3,087.39</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 77,886.41</b>	<b>\$ 144.98</b>	<b>9.75</b>	<b>123.27</b>	<b>\$ 56,412.26</b>

City of Monticello - Monthly Summary - August 1st thru 31st, 2024

Reviewed by: *[Signature]* Date: *9-26-24*

Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
General	932715.75	115938.48	7243.60	37116.67	143503.39	37116.67	875277.77	1050.00	362865.82	511341.95	15065.18			875277.77
Soldiers Memorial Board	14840.18	225.00					15065.18							15065.18
Monticello Bemdes Center	59119.03	7935.64	234.60		30874.27		36415.00	100.00	34043.66	2271.34				36415.00
Recreation Set-A-Side	10045.68		39.63				10085.31		10085.31					10085.31
Youth/Adult Tournament Fund	24982.41		40.95				25023.36			25023.36				25023.36
Dare	7429.89		27.12				7457.01		7457.01					7457.01
Canine	5903.62		27.41		949.41		5931.03		618.76	5312.27				5931.03
Insurance Fund	64004.24		287.52		18.68		63342.35		18270.30	45072.05				63342.35
Tournament Fund	702.88		2.77				686.97		686.97					686.97
Monticello Trees Forever	27422.13		108.18				27530.31		27530.31					27530.31
Fire	248359.08		1121.75		2727.02		246753.81		54123.46	192630.35				246753.81
Ambulance Operating	272238.50	47302.86	1213.08	24186.67	52314.24		292606.87		93670.32	198936.55				292606.87
Hotel/Motel Tax Fund	23435.89	4523.86	92.45				28052.20		28052.20					28052.20
Earl F Lehmann Trust	238.85						238.85			238.85				238.85
Street Bond	250.00	250.00					500.00		500.00					500.00
Police Improvement	7347.96	103.00	10.00		75.00		7385.96		7385.96					7385.96
Library Improvement	64380.99	1025.77	281.12		15178.87		50509.01		15576.80	34932.21				50509.01
Library	53414.50	135.17	222.89	12950.00	13208.06		53514.50	200.00	36633.02	16681.48				53514.50
Equipment Set-A-Side	62170.55		312.56				62483.11		66.32	62414.79				62483.11
Super Mac	16111.40		74.72		1844.78		14341.34		8969.43	5371.91				14341.34
Airport	47949.14	9589.40	189.16		10473.27		47254.43		47254.43	20000.00				47254.43
Revolving Loan Fund	46747.68		207.60				46955.28		17115.20	29840.08				46955.28
Road Use Tax	196229.62	42533.78			47230.10		191533.30		76197.73	115335.57				191533.30
Road Use Tax Set-Aside	21960.88		103.78				22064.66		22064.66					22064.66
Employee Benefits	315107.25		1859.88		41025.87		274081.38		35811.42	238269.96				274081.38
TIF Tax Collections	275708.70		202.79		15520.00		262048.58		22871.01	239377.57				262048.58
Slavka Gehret Trust	43137.28						43340.07		1365.63	41974.44				43340.07
Police Forfeiture Acct	4.95						4.95		4.95					4.95
Debt Service	196354.40		820.07				196354.47		37520.98	158833.49				196354.47
TIF - Debt Payments	0.00						0.00							0.00
Park Improvements	116411.77	680.00	488.31				117580.08		45800.62	71779.46				117580.08
Library Capital Improvements	13358.91		60.59				13419.50		15419.50					15419.50
Ambulance Improvements	206619.47		933.96				207553.43		29661.52	177891.91				207553.43
TIF Projects	404869.00				214814.57		190054.43		-15591.20	205645.63				190054.43
Cemetery Improvements	46700.62	90.00	656.95		149668.49		47447.57		733.36	46714.21				47447.57
Capital Improvements	745421.25		476.03		16975.52		596228.79		-28531.61	624760.40				596228.79
Low Income Housing	16975.52						0.00							0.00
Baty Disc Golf Course	13833.75		62.62		16975.52		13896.37		2311.94	11584.43				13896.37
Mary Maxine Redmond Trust	7559.90		35.12				7595.02		770.20	6824.82				7595.02
Pocket Park	11905.87		51.34				11957.21		6329.52	5627.69				11957.21
Cemetery Perpetual Care	187648.54	100.00	434.19				188182.73		750.00	187432.73				188182.73
Charles S Bickwell Book Trust	85848.41		404.89		761.31		85491.99		281.60	85210.39				85491.99
Lorna Mary Baker Trust	37314.78		178.35		79.40		37413.73		1497.11	35916.62				37413.73
Water Operating	162213.11	36417.71	681.31		35716.46		163595.67		85980.35	78215.32				163595.67
Customer Deposits	23980.16	1950.00			1190.00		24740.16		23167.60	1572.56				24740.16
Water Capital Improvements	607744.33	5149.92	1679.51		18194.74		596379.02		271219.80	109425.55				596379.02
Sewer Operating	2083522.70	96619.20	9311.76		57779.24		2131674.42		576726.19	1554948.23				2131674.42
Sewer Sinking	246992.38		974.43		9648.30		238318.51		138318.51	100000.00				238318.51
Sewer Capital Improvements	95263.67	5149.92	476.65		15.60		100874.64		32791.37	68063.27				100874.64
Sewer WWWT Facility Improv	0.00				8.56		-8.56							-8.56
Sanitation	294180.43	53603.65	1274.47		51152.51		297906.04		51311.01	246595.03				297906.04
Sanitation Capital Improvements	9396.96		37.07				9434.03		9434.03					9434.03
Yard Waste	61008.37	3679.37	270.43		7768.52		57189.77		18694.66	38295.11				57189.77
Storm Water fund	123312.61	6814.04	520.10		437.55		130209.20		11953.76	118255.44				130209.20
Self Funded Insurance	0.00	1074.07			1074.07		0.00							0.00
Flex Spending	1294.40	957.70			878.65		1373.45		1373.45					1373.45
Enterprise Flex Spending	107.48						107.48		107.48					107.48
	8642977.94	441848.64	33731.71	37116.67	941106.45	37116.67	8177451.74	1350.00	2204608.77	4885033.44	1086458.53	0.00	0.00	8177451.74

City of Monticello  
Bank Reconciliation Report  
For the Month of August 2024

Bank Balance	
General Checking	\$2,248,064.54
Property Tax & Water	\$4,885,033.44
Soldiers Memorial Ckg	\$15,065.18
Earl F Lehmann Trust	\$238.85
Youth/Adult Tournament Ckg	\$25,023.36
Citizen's Savings	\$1,046,139.70
Wastewater TMT Loan Acct	<u>-\$8.56</u>
Total Bank Balance	<u>\$8,219,556.51</u>
Plus (Minus) Adjustment:	
Bank Charge/Error	<u>                    </u>
Total Adjustment	<u>\$0.00</u>
Plus Outstanding Credit Card Pymt:	
Credit Card Payments	<u>\$1,556.01</u>
Total Outstanding Credit Card Pymts	<u>\$1,556.01</u>
Less Outstanding Checks:	
Financial/Payroll	\$45,010.78
Soldiers Memorial	
Officiating	<u>                    </u>
Total Outstanding Checks	<u>\$45,010.78</u>
Plus Investments:	
Time Certificates	\$0.00
Petty Cash	<u>\$1,350.00</u>
Total Investments	<u>\$1,350.00</u>
Treasurer's Balance	<u><u>\$8,177,451.74</u></u>

Prepared By: Sally Hinrichsen 9-26-2024  
Sally Hinrichsen, City Clerk Date

Reviewed by: Russell Farnum 9-26-2024  
Russell Farnum, City Administrator Date

City of Monticello  
 Cash On Hand By Bank  
 For August 31st, 2024

*[Signature]* 9/26/24

Bank	Amount	Interest rate	Maturity date	Length of investment	Purpose
<b>F &amp; M Bank</b>					
Checking #700502479	- \$8.56		N/A		Interim Loan Acct
Total by Bank	- \$8.56				
<b>Citizens State Bank</b>					
Savings # 6025641	\$238.85		N/A		Earl F Lehmann Trust Soldier Memorial General Savings
Checking #394486	\$15,065.18		N/A		
Savings # 6467260	\$1,046,139.70		N/A		
Total by Bank	\$1,061,443.73				
<b>Dutrac Credit Union</b>					
Total by Bank	\$0.00				
<b>Fidelity Bank &amp; Trust</b>					
Total by Bank	\$0.00				
<b>Ohnward Bank &amp; Trust</b>					
General Ckg/Sweep #40002008	\$2,248,064.54		N/A		General Checking General Savings Youth/Adult Tournamt
Property Tax & Water #40001992	\$4,885,033.44		N/A		
Youth/Adult Tournamt Ckg #618231	\$25,023.36		N/A		
Total by Bank	\$7,158,121.34				
<b>Total Cash on Hand- All Banks</b>	<b>\$8,219,556.51</b>				
Plus Petty Cash	\$1,350.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error	\$0.00				
Plus Outstanding Credit Card Pymt	\$1,556.01				
Less Outstanding Checks	\$45,010.78				
Treasurer's Balance	\$8,177,451.74				

All of the accounts referenced above are "City" accounts, reported under the City Federal I.D. #. This is an all inclusive  
 Riverside Gardeners, Inc  
 Monticello Firefighters Organization, Inc  
 Monticello Emergency Medical Team  
 Friends of the Monticello Public Library

**TREASURER'S REPORT**  
**CALENDAR 8/2024, FISCAL 2/2025**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	932,715.75	123,182.08	180,620.06	.00	875,277.77
003 SOLDIER MEMORIAL FUND	14,840.18	225.00	.00	.00	15,065.18
005 MONTICELLO BERNDES CENT	59,119.03	8,170.24	30,874.27	.00	36,415.00
006 RECREATIONAL SET-A-SIDE	10,045.68	39.63	.00	.00	10,085.31
007 YOUTH/ADULT TOURNAMENTS	24,982.41	40.95	.00	.00	25,023.36
008 DARE	7,429.89	27.12	.00	.00	7,457.01
009 POLICE CANINE UNIT	5,903.62	27.41	.00	.00	5,931.03
010 INSURANCE	64,004.24	287.52	949.41	.00	63,342.35
012 TOURNAMENT FUND-GEN CKG	702.88	2.77	18.68	.00	686.97
014 MONTICELLO TREES FOREVE	27,422.13	108.18	.00	.00	27,530.31
015 FIRE	248,359.08	1,121.75	2,727.02	.00	246,753.81
016 AMBULANCE	272,238.50	72,682.61	52,314.24	.00	292,606.87
018 HOTEL/MOTEL TAX	23,435.89	4,616.31	.00	.00	28,052.20
022 EARL F LEHMANN TRUST	238.85	.00	.00	.00	238.85
023 TRUST FUND/STREET BOND	250.00	250.00	.00	.00	500.00
026 POLICE IMPROVEMENT	7,347.96	113.00	75.00	.00	7,385.96
030 LIBRARY IMPROVEMENT	64,380.99	1,306.89	15,178.87	.00	50,509.01
041 LIBRARY	53,414.50	13,308.06	13,208.06	.00	53,514.50
042 SPORTS COMPLEX	.00	.00	.00	.00	.00
044 EQUIPMENT SET-A-SIDE	62,170.55	312.56	.00	.00	62,483.11
045 SUPER MAC FUND	16,111.40	74.72	1,844.78	.00	14,341.34
046 AIRPORT	47,949.14	9,778.56	10,473.27	.00	47,254.43
050 REVOLVING LOAN FUND	46,747.68	207.60	.00	.00	46,955.28
110 ROAD USE	196,229.62	42,533.78	47,230.10	.00	191,533.30
111 ROAD USE SETASIDE	21,960.88	103.78	.00	.00	22,064.66
112 EMPLOYEE BENEFITS	315,107.25	.00	41,025.87	.00	274,081.38
125 TIF -SPECIAL REVENUE	275,708.70	1,859.88	15,520.00	.00	262,048.58
178 TRUST/SLAVKA GEHRET FUN	43,137.28	202.79	.00	.00	43,340.07
180 POLICE FORFEITURE	4.95	.00	.00	.00	4.95
200 DEBT SERVICE	195,534.40	820.07	.00	.00	196,354.47
225 TIF - DEBT	.00	.00	.00	.00	.00
300 ARPA CAPITAL FUND	.00	.00	.00	.00	.00
313 PARK IMPROVEMENT	116,411.77	1,168.31	.00	.00	117,580.08
316 LIB CAPITAL IMPROVEMENT	15,358.91	60.59	.00	.00	15,419.50
319 AMBULANCE IMPROVEMENT	206,619.47	933.96	.00	.00	207,553.43
325 TIF PROJECT	404,869.00	.00	214,814.57	.00	190,054.43
326 TRUST/CEMETERY IMPROVEM	46,700.62	746.95	.00	.00	47,447.57
328 FAMILY AQUATIC CENTER C	.00	.00	.00	.00	.00
332 CAPITAL IMPROVEMENT	745,421.25	476.03	149,668.49	.00	596,228.79
333 MYSBA CAPITAL FUND	.00	.00	.00	.00	.00
336 LOW INCOME HOUSING FUND	16,975.52	.00	16,975.52	.00	.00
337 MDC FUNDS	.00	.00	.00	.00	.00
338 BATY DISC GOLF COURSE	13,833.75	62.62	.00	.00	13,896.37
339 MARY MAXINE REDMOND TRU	7,559.90	35.12	.00	.00	7,595.02
375 POCKET PARK	11,905.87	51.34	.00	.00	11,957.21
500 TRUST/CEMETERY PERPETUA	187,648.54	534.19	.00	.00	188,182.73
502 C.C. BIDWELL LIBRARY BO	85,848.41	404.89	761.31	.00	85,491.99
503 TRUST/IOMA MARY BAKER	37,314.78	178.35	79.40	.00	37,413.73
600 WATER	162,213.11	37,099.02	35,716.46	.00	163,595.67
601 WATER BOND SINKING	.00	.00	.00	.00	.00
602 CUSTOMER DEPOSITS	23,980.16	1,950.00	1,190.00	.00	24,740.16
603 WATER IMPROVEMENT	.00	.00	.00	.00	.00
604 WATER CAPITAL IMPROVEME	607,744.33	6,829.43	18,194.74	.00	596,379.02

**TREASURER'S REPORT**  
**CALENDAR 8/2024, FISCAL 2/2025**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
610 SEWER	2,083,522.70	105,930.96	57,779.24	.00	2,131,674.42
611 SEWER RESERVE	.00	.00	.00	.00	.00
612 SEWER SINKING	246,992.38	974.43	9,648.30	.00	238,318.51
613 SEWER CAPITAL IMPROVEME	95,263.67	5,626.57	15.60	.00	100,874.64
614 SEWER IMPROVEMENT	.00	.00	.00	.00	.00
616 SEWER WWT FACILITY IMPR	.00	.00	8.56	.00	8.56-
670 SANITATION	294,180.43	54,878.12	51,152.51	.00	297,906.04
671 SANITATION CAPITAL IMPR	9,396.96	37.07	.00	.00	9,434.03
675 YARD WASTE SITE	61,008.49	3,949.80	7,768.52	.00	57,189.77
740 STORM WATER	123,312.61	7,334.14	437.55	.00	130,209.20
820 INTERNAL REV SELF FUNDE	.00	1,074.07	1,074.07	.00	.00
950 FLEX SPENDING FUND	1,294.40	957.70	878.65	.00	1,373.45
951 ENTERPRISE FLEX SPENDIN	107.48	.00	.00	.00	107.48
Report Total	8,642,977.94	512,696.92	978,223.12	.00	8,177,451.74

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
INFRASTRUCTURE TECHNOLOGY	PD COMPUTER SUPPORT FEES		423.34		
IOWA LAW ENFORCEMENT ACADEMY	PD MMPI-2 EVALUATION		150.00		
JOHN DEERE FINANCIAL	PD EQUIP REPAIR/MAINT		9.59		
JORDAN KOOS	PD FUEL		15.00		
LYNCH DALLAS, P.C.	PD ATTORNEY FEES		310.00		
MONTICELLO COMM SCHOOL DISTRICT	PD FUEL		1,003.09		
			-----		
	110 POLICE DEPARTMENT TOTAL		1,911.02		
STREET LIGHTS					
ALLIANT ENERGY-IES	E 1ST STREETLIGHTS		4,981.37		
			-----		
	230 STREET LIGHTS TOTAL		4,981.37		
AQUATIC CENTER					
ROBERT P CLAUSSEN	POOL COATING CAPITAL PROJECT		14,975.00		
INFRASTRUCTURE TECHNOLOGY	POOL OFFICE SUPPLIES		8.98		
NEXT GENERATION PLBG & HTG LLC	POOL BLDG REPAIR/MAINT		79.43		
			-----		
	440 AQUATIC CENTER TOTAL		15,063.41		
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY BOOTS - MCDONALD		116.96		
MONTICELLO COMM SCHOOL DISTRICT	CEMETERY FUEL		213.06		
			-----		
	450 CEMETERY TOTAL		330.02		
SOLDIER'S MEMORIAL BOARD					
TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE		45.57		
			-----		
	498 SOLDIER'S MEMORIAL BOARD TOTAL		45.57		
ATTORNEY					
LYNCH DALLAS, P.C.	ATTORNEY FEES		2,710.00		
			-----		
	641 ATTORNEY TOTAL		2,710.00		
CITY HALL/GENERAL BLDGS					
INFRASTRUCTURE TECHNOLOGY	CH MERAKI LICENSE & SUPPORT		1,445.74		
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES		9.98		
LASER TECH USA, INC. DBA	CH OFFICE SUPPLIES		51.39		
TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE		91.14		
ARACELI TORRES	CH AUDIT DEPOSIT REFUND		500.00		
NANCI TUEL	CH TRAVEL		13.40		
			-----		
	650 CITY HALL/GENERAL BLDGS TOTAL		2,111.65		
			-----		
	001 GENERAL TOTAL		27,153.04		

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MONTICELLO BERNDES CENTER					
PARKS					
INFRASTRUCTURE TECHNOLOGY	MBC OFFICE SUPPLIES		112.44		
JOHN DEERE FINANCIAL	MBC EQUIP REPAIR/MAINT		184.52		
KARDES INC	MBC FUEL		16.03		
KROMMINGA MOTORS INC	MBC POST HOLE AUGER RENTAL		125.00		
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL		195.98		
MYERS-COX CO.	MBC BUILDING SUPPLIES		26.66		
NEXT GENERATION PLBG & HTG LLC	MBC BUILDING SUPPLIES		741.48		
ZYNNOVATION LLC	MBC GROUNDS SUPPLIES		1,451.56		
			-----		
	430 PARKS TOTAL		2,853.67		
			-----		
	005 MONTICELLO BERNDES CENTER TOTAL		2,853.67		
MONTICELLO TREES FOREVER					
PUBLIC WORKS					
ALL AMERICAN LAWN & LANDSCAPE	TREES		12,345.00		
ZYNNOVATION LLC	TREE SUPPLIES		1,000.00		
			-----		
	299 PUBLIC WORKS TOTAL		13,345.00		
			-----		
	014 MONTICELLO TREES FOREVER TOTAL		13,345.00		
FIRE					
FIRE					
DAKOTA SUPPLY GROUP INC	FIRE MINOR EQUIPMENT		570.00		
INFRASTRUCTURE TECHNOLOGY	FIRE COMPUTER SUPPORT FEES		17.98		
JOHN DEERE FINANCIAL	FIRE BUILDING SUPPLIES		27.64		
KARDES INC	FIRE FUEL		6.55		
KARDES INC	FIRE FUEL		85.87		
MACQUEEN EQUIPMENT LLC	FIRE SCBA TESTING		2,274.24		
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL		80.37		
MUNICIPAL EMERGENCY SERVICES	FIRE MINOR EQUIPMENT		2,315.45		
LASER TECH USA, INC. DBA	FIRE SUPPLIES		11.92		
RADIO COMMUNICATIONS CO INC	FIRE RADIO SUPPLIES		759.37		
			-----		
	150 FIRE TOTAL		6,149.39		
			-----		
	015 FIRE TOTAL		6,149.39		
AMBULANCE					
AMBULANCE					
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES		630.53		
CR PHARMACY SERVICE INC	AMB MEDICAL SUPPLIES		404.08		
INFRASTRUCTURE TECHNOLOGY	AMB DATA PROCESSING		22.98		
IOWA DEPT OF HUMAN SERVICES	AMB REFUND		1,181.22		
KARDES INC	AMB FUEL		65.30		
LIFEMED SAFETY INC	AMB EQUIP REPAIR/MAINT		3,178.00		
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL		1,081.70		
PUBLIC CONSULTING GROUP LLC	AMB BILLING FEES		3,934.50		



# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
3B MEDICAL INC	AMB EQUIP REPAIR/MAINT	730.06			
UNITY POINT HEALTH	AMB PHARMACY SUPPLIES	499.93			
ZOLL MEDICAL CORPORATION	AMB MEDICAL SUPPLIES	1,076.00			
	160 AMBULANCE TOTAL		12,804.30		
	016 AMBULANCE TOTAL		12,804.30		
LIBRARY IMPROVEMENT					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB IMP BOOKS	231.24			
CENTER POINT PUBLISHING	LIB IMP BOOKS	29.96			
FAREWAY STORES #840-1	LIB IMP SUMMER READING PROGRAM	138.32			
OVERDRIVE	LIB IMP BOOKS	129.98			
	410 LIBRARY TOTAL		529.50		
	030 LIBRARY IMPROVEMENT TOTAL		529.50		
LIBRARY					
LIBRARY					
FAREWAY STORES #840-1	LIB PROGRAMS/PROMOTIONS	47.57			
JOHN DEERE FINANCIAL	LIB OFFICE SUPPLIES	23.47			
MICRO MARKETING LLC	LIB BOOKS	227.68			
TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE	45.57			
	410 LIBRARY TOTAL		344.29		
	041 LIBRARY TOTAL		344.29		
AIRPORT					
AIRPORT					
COOK APPRAISAL	FRASER/ROWLAND PROPERTY	6,000.00			
MCALLISTER ELECTRICAL SERVICES	AIRPORT EQUIP REPAIR/MAINT	280.00			
MONTECELLO AVIATION INC	AIRPORT MANAGER	2,500.00			
MONTECELLO COMM SCHOOL DISTRCT	AIRPORT FUEL	467.86			
	280 AIRPORT TOTAL		9,247.86		
	046 AIRPORT TOTAL		9,247.86		
ROAD USE					
STREETS					
ALLIANT ENERGY-IES	22059 HYY 38	182.17			
BEHREND'S CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES	364.13			
ROBERT P CLAUSSEN	RU EQUIP REPAIR/MAINT	850.00			
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT	81.90			
DUBUQUE HARDWOODS INC	RU TREE & STUMP REMOVAL	8,400.00			
INFRASTRUCTURE TECHNOLOGY	RU UTILITIES	11.48			
IOWA STATE PRISON INDUSTRIES	RU STREET MAINTENANCE SUPPLIES	893.80			

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
JOHN DEERE FINANCIAL	RU BLDG REPAIR/MAINT	403.15			
KIMBALL MIDWEST	RU SUPPLIES	124.20			
KROMMINGA MOTORS INC	RU MINI HOE RENTAL	395.00			
MERCY PHYSICIAN ASSOCIATES	RU OSHA - GRAVEL	12.50			
MONTICELLO COMM SCHOOL DISTRICT	RU FUEL	1,102.20			
WHITE HAWK PLUMBING & HEATING	RU BLDG REPAIR/MAINT	150.00			
	210 STREETS TOTAL		12,970.53		
	110 ROAD USE TOTAL		12,970.53		
PARK IMPROVEMENT CAPITAL PROJECTS					
COOK APPRAISAL	PARK IMP TRAIL IMPROVEMENTS	1,500.00			
NAYLOR SEED COMPANY	PARK IMP TRAIL IMPROVEMENTS	1,580.00			
	750 CAPITAL PROJECTS TOTAL		3,080.00		
	313 PARK IMPROVEMENT TOTAL		3,080.00		
C.C. BIDWELL LIBRARY BOOK LIBRARY					
BAKER & TAYLOR BOOKS	LIB BIDWELL BOOKS	502.54			
	410 LIBRARY TOTAL		502.54		
	502 C.C. BIDWELL LIBRARY BOOK TOTAL		502.54		
TRUST/IOMA MARY BAKER LIBRARY					
CENTER POINT PUBLISHING	LIB BAKER BOOKS	25.17			
	410 LIBRARY TOTAL		25.17		
	503 TRUST/IOMA MARY BAKER TOTAL		25.17		
WATER					
ALLIANT ENERGY-IES	16540 190TH ST WATER TOWER	143.78			
HAWKINS WATER TREATMENT	WATER MINOR EQUIPMENT	1,928.77			
INFRASTRUCTURE TECHNOLOGY	WATER DATA PROCESSING	20.48			
IOWA DEPT OF NATURAL RESOURCES	WATER DUES - PERMIT #3987	115.00			
IOWA ONE CALL	WATER SYSTEM	55.40			
M TOWN TIRE & AUTO	WATER VEHICLE OPERATING	940.00			
MERCY PHYSICIAN ASSOCIATES	WATER OSHA - GRAVEL	6.25			
MONTICELLO COMM SCHOOL DISTRICT	WATER FUEL	279.88			
LASER TECH USA, INC. DBA	WATER SUPPLIES	35.67			

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	810 WATER TOTAL		3,525.23		
	600 WATER TOTAL		3,525.23		
CUSTOMER DEPOSITS					
WATER					
CITY OF MONTICELLO	MARTINSEN/STACEY		834.40		
ASHLEY DIXON	WATER DEPOSIT REFUND		47.58		
TRINITY ETZEL	WATER DEPOSIT REFUND		54.22		
HUNTER LIETZ	WATER DEPOSIT REFUND		75.03		
JAMES SHEEHAN	WATER DEPOSIT REFUND		57.06		
NORMAN THOMPSON	WATER DEPOSIT REFUND		141.71		
	810 WATER TOTAL		1,210.00		
	602 CUSTOMER DEPOSITS TOTAL		1,210.00		
SEWER					
SEWER					
BRIAN CROWLEY	SEWER EQUIP REPAIR/MAINT		505.00		
HACH COMPANY	SEWER CAPITAL EQUIPMENT		1,166.10		
INFRASTRUCTURE TECHNOLOGY	SEWER DATA PROCESSING		8.98		
IOWA ONE CALL	SEWER SYSTEM		55.40		
JOHN DEERE FINANCIAL	SEWER SUPPLIES		81.91		
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL		279.88		
LASER TECH USA, INC. DBA	SEWER LAB SUPPLIES		79.05		
ROTO-ROOTER	SEWER SYSTEM		1,147.50		
	815 SEWER TOTAL		3,323.82		
	610 SEWER TOTAL		3,323.82		
SEWER SINKING					
SEWER					
FARMERS & MERCHANTS	2024 SEWER INTERIM LOAN INT		17,043.78		
	815 SEWER TOTAL		17,043.78		
	612 SEWER SINKING TOTAL		17,043.78		
SANITATION					
SANITATION					
MERCY PHYSICIAN ASSOCIATES	SANITATION OSHA - GRAVEL		6.25		
MONTICELLO COMM SCHOOL DISTRICT	SANITATION FUEL		44.37		
REPUBLIC SERVICES	RESIDENTIAL GARBAGE		25,829.82		
	840 SANITATION TOTAL		25,880.44		

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	670 SANITATION TOTAL		25,880.44		
YARD WASTE SITE SANITATION ALLIANT ENERGY-IES	22411 BUSINESS HWY 151		29.30		
	840 SANITATION TOTAL		29.30		
	675 YARD WASTE SITE TOTAL		29.30		
	Accounts Payable Total		140,017.86		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	27,153.04
005 MONTICELLO BERNDES CENTER	2,853.67
014 MONTICELLO TREES FOREVER	13,345.00
015 FIRE	6,149.39
016 AMBULANCE	12,804.30
030 LIBRARY IMPROVEMENT	529.50
041 LIBRARY	344.29
046 AIRPORT	9,247.86
110 ROAD USE	12,970.53
313 PARK IMPROVEMENT	3,080.00
502 C.C. BIDWELL LIBRARY BOOK	502.54
503 TRUST/IOMA MARY BAKER	25.17
600 WATER	3,525.23
602 CUSTOMER DEPOSITS	1,210.00
610 SEWER	3,323.82
612 SEWER SINKING	17,043.78
670 SANITATION	25,880.44
675 YARD WASTE SITE	29.30
-----	
TOTAL FUNDS	140,017.86

**City Council Meeting**  
**Prep. Date:** 10/03/2024  
**Preparer:** Sally Hinrichsen



**Agenda Item:** # 1  
**Agenda Date:** 10/07/2024

*Communication Page*

**Agenda Items Description:** **Resolution** Adopting Final Assessment Schedule for the N Chestnut Street Reconstruction Project and Amending, Confirming and Levying the Assessments

<b><u>Type of Action Requested:</u></b> Resolution					
<b><u>Attachments &amp; Enclosures:</u></b>  Resolution Final Plat and Schedule	<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:** The proposed Resolution “finalizes” the assessments for the North Chestnut Street Project.

**Background Information:** The N. Chestnut Street project was approved as a special assessment project by the Council. At tonight’s meeting the Council will approve the final assessment schedule which sets forth the per property assessment and include the approval of notices to be published and mailed to the impacted properties.

The Final Assessment Schedule includes “voluntary” work requested by some property owners and also included credits against the proposed assessment if sidewalk/approaches were installed new within the last 10 years, the credit being reduced by 10% for each year of sidewalk age, if you will.

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

MINUTES OF MEETING TO ACCEPT  
FINAL ASSESSMENT SCHEDULE

Monticello, Iowa

October 7, 2024

A meeting of the City Council of the City of Monticello, Iowa, was held at 6:00 o'clock p.m., on October 7, 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 the final schedule of assessments covering the N. Chestnut Street Reconstruction Project, as directed by resolution of the City Council previously adopted.

Thereupon, Council Member \_\_\_\_\_ proposed and moved the adoption of the resolution confirming and levying the special assessments, directing that the same be certified to the County Treasurer and directing publication and mailing of the notice, all as required by Section 384.60 of the Code of Iowa.

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 said resolution adopted, as follows:

RESOLUTION NO.

Adopting Final Assessment Schedule for the N Chestnut Street Reconstruction Project and Amending, Confirming and Levying the Assessments

WHEREAS, heretofore and in strict compliance with Chapter 384 of the Code of Iowa, this Council did, pursuant to a Resolution of Necessity duly adopted, order the construction of the N Chestnut Street Reconstruction Project, such improvement having been duly completed, the work accepted and the Project Engineers having filed the final assessment schedule, which has been fully considered by this Council;

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

Section 1. The final assessment schedule filed by the Project Engineers covering the N Chestnut Street Reconstruction Project is hereby amended as follows: \_\_\_\_\_

(Insert the word “none” or list amendments to plat and schedule of assessments).

Section 2. The aforementioned final assessment schedule, as amended, is hereby approved and adopted.

Section 3. Each and all of the assessments upon the benefited property in the amounts and upon the various lots and tracts described in such final assessment schedule are hereby confirmed and levied.

Section 4. Each of such assessments in the amount of Five Hundred Dollars (\$500.00) or more is hereby divided into 10 equal installments, as near as may be.

Section 5. All unpaid installments shall bear interest at the rate of 5 % per annum from September 16, 2024 (that being the date of acceptance of the work); provided, however, that any such assessments may be paid in full or in part without interest within 30 days after the date of the first publication of the Notice of Filing of the Final Assessment Schedule with the County Treasurer, such payments to be made at the office of the City Clerk.

Section 6. The first installment of the unpaid assessments shall be due and payable at the office of the County Treasurer of Jones County on the first day of July 2025, and shall become delinquent from October 1, 2025, and then bear the same interest with the same penalties as ordinary taxes.

Section 7. Succeeding installments shall become due and payable in like manner on the first day of July in each of the years 2026 to 2034, inclusive.

Section 8. All assessments in the amount of less than Five Hundred Dollars (\$500.00) shall become due and payable in full on the first day of July, 2025.

Section 9. All unpaid installments of any assessment may be paid in full on any date, in which case interest shall be computed on the outstanding balance to the first day of December



following the date of such payment; and additional annual installments may be paid after the current installment has been paid before December 1 without interest.

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

Section 10. The City Clerk is hereby authorized and directed to certify and file the final assessment schedule, herein referred to, with the County Treasurer of Jones County.

The City Clerk shall thereupon give notice of such certification and filing by publication once each week for two successive weeks in a legal newspaper printed wholly in the English language, published at least once weekly and of general circulation in Monticello, Iowa, the first publication to be not more than 15 days after the date of filing of the said schedule with said County Treasurer.

The City Clerk shall also mail said notice, by ordinary mail, to each property owner whose property is subject to assessment for said improvement, such notice to be mailed on or before the second publication of the notice.

Section 11. Such notice shall be in form substantially as follows:

NOTICE OF FILING OF FINAL ASSESSMENT SCHEDULE FOR THE  
2024 N. CHESTNUT STREET RECONSTRUCTION PROJECT MONTICELLO, IOWA

TO WHOM IT MAY CONCERN: Take notice that the City Council of the City of Monticello, Iowa, has adopted the final assessment schedule covering the N. Chestnut Street Reconstruction Project, which was duly certified to the County Treasurer of Jones County, Iowa, on the 10<sup>th</sup> day of October, 2024, all in accordance with Section 384.60 of the Code of Iowa.

All of the following described property shall be assessed by reason of such improvement project:

N. Chestnut Street, from and including the intersection with 2<sup>nd</sup> Street, through the intersection with 3<sup>rd</sup> Street, including portions of 2<sup>nd</sup> and 3<sup>rd</sup> Streets to provide transitions to existing infrastructure.

It is considered that all properties abutting the above described segments of streets to be improved will be specially benefited from this improvement and should be specially assessed.

Any assessment may be paid in full or in part without interest within 30 days after the date of the first publication of this notice, such payments to be made at the office of the City Clerk. Assessments in the amount of Five Hundred Dollars (\$500.00) or more which are not paid in full within the aforementioned time period will be divided into 10 equal annual installments due on the first day of July, commencing July 1, 2025. All unpaid special assessments will draw annual interest at 5 % computed initially from the date of acceptance of the project as being complete which occurred on September 16, 2024, and thereafter computed from the December 1 immediately preceding the due dates of the respective installments to the December next following the due dates of the respective installments. Each installment will be delinquent from the October 1 following its due date and will draw additionally the same delinquent interest and the same penalties as ordinary taxes.

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

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

Reference is hereby made to said final assessment schedule for a description of the particular lots or tracts and the amounts of the final assessments thereon, as determined and fixed by the Council.

By order of the City Council of the City of Monticello, Iowa.

Sally Hinrichsen  
City Clerk

(The mailed copies of the notice may have added thereto the following:

According to the records of the County Auditor, you are the owner of:

---

---

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(Insert Property Description)

and the final assessment against the same is \$ \_\_\_\_\_).

Section 12. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved this 7th day of October, 2024.

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

Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk/Treasurer

••••

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

---

Wayne Peach, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

STATE OF IOWA  
COUNTY OF JONES           SS:  
CITY OF MONTICELLO

I, the undersigned, City Clerk of the aforementioned City, do hereby certify that the above and foregoing is a true, correct and complete copy of the minutes of a meeting of the Council of such City, held as therein shown, insofar as such minutes pertain to the N Chestnut Street Reconstruction Project, including a true, correct and complete copy of the resolution adopting final assessment schedule and confirming and levying the assessments.

WITNESS MY HAND and the seal of the City hereto affixed this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Sally Hinrichsen, City Clerk/Treasurer

(Seal)

STATE OF IOWA

SS:

COUNTY OF JONES

I, the undersigned County Treasurer of Jones County, Iowa, do hereby certify that the City Clerk of the City of Monticello, Iowa, did file in my office on the \_\_\_ day of \_\_\_\_\_, 2024, a final schedule of assessments on the City's N Chestnut Street Reconstruction Project, pursuant to the provisions of Section 384.60, Subsection 5, of the Code of Iowa, and that pursuant to said section of said Code, in due time, manner and season I will place on the tax list the amount to be assessed against each lot within the assessment district as certified by said City Clerk.

WITNESS MY HAND and the seal of said County hereto affixed this \_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
County Treasurer

(Seal)

**(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavit and have verified that the notice was published on the dates indicated in the affidavit but please return all other completed pages to us as soon as they are available.)**

STATE OF IOWA  
COUNTY OF JONES           SS:  
CITY OF MONTICELLO

I, the undersigned, City Clerk of the aforementioned City, do hereby certify that the printed notice attached to the publisher's original affidavit hereto attached, relating to the filing of the final assessment schedule covering a public improvement generally described as the N Chestnut Street Reconstruction Project, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

I do further certify that on the \_\_\_ day of \_\_\_\_\_, 200\_\_, I deposited and mailed in the United States mail, by ordinary mail a copy of the Notice of Filing of Final Assessment Schedule, properly stamped and addressed, to each property owner whose property is subject to assessment for said improvement, as shown by the records in the office of the County Auditor, said date of mailing being on or before the date of the second publication of said notice.

I do further certify that no property subject to assessment in such improvement project is owned by the State of Iowa or under the control of the State Transportation Commission of the Iowa Department of Transportation.

WITNESS MY HAND and the seal of the aforementioned City hereto affixed this \_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Sally Hinrichsen, City Clerk/Treasurer

(Seal)

**(Attach hereto publisher's original affidavit of publication of Notice of Filing of Final Assessment Schedule, together with a copy of the notice as published and as mailed.)**

SPECIAL ASSESSMENT STATEMENT  
MONTICELLO, IOWA  
N CHESTNUT STREET RECONSTRUCTION PROJECT

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that the status of the assessments levied on the 7th day of October, 2024, for the N Chestnut Street Reconstruction Project, more fully described in the resolution making said levy, adopted by the Council on said date, is as follows:

- |    |  |              |
|----|--|--------------|
| 1. | Total amount of assessments confirmed by Council (do not include deficiencies)                                   | \$ 40,838.30 |
| 2. | Total amount of assessments paid in cash (including assessments of less than \$100.00)                           | \$ _____     |
| 3. | Total amount of unpaid assessments of less than \$100.00   | \$ _____     |
| 4. | Total amount of unpaid assessments on agricultural property for which deferments have been requested             | \$ 00.00     |
| 5. | Sum of items 2 through 4   | \$ _____     |
| 6. | Total amount of unpaid assessments to be paid in future installments and not included above (item 1 less item 5) | \$ _____     |

WITNESS MY HAND and the seal of said City hereto affixed, this \_\_\_\_ day of November, 2024.

\_\_\_\_\_  
Sally Hinrichsen, City Clerk/Treasurer

(Seal)



**(NOT TO BE EXECUTED UNTIL 30 DAYS AFTER THE DATE OF THE FIRST PUBLICATION OF THE NOTICE OF FILING OF FINAL ASSESSMENT SCHEDULE.**



**FINAL ASSESSMENT PLAT AND SCHEDULE**

**N. CHESTNUT STREET RECONSTRUCTION  
CITY OF MONTICELLO, IOWA**

October 7, 2024

	<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.</p>
	<p> <u>10/2/2024</u> Date Colton J. Ingels, P.E. License Number P27862 My License Renewal Date is December 31, 2024 Pages or sheets covered by this seal: <u>All Sheets</u> _____ _____ _____</p>

Prepared by:  
SNYDER & ASSOCIATES, INC.  
900 Bell Drive SW  
Cedar Rapids, Iowa 52404  
(319) 362-9394

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**Final Assessment Plat and Schedule  
N. CHESTNUT STREET RECONSTRUCTION  
MONTICELLO, IOWA**

**INSTRUCTIONS FOR USING SCHEDULE**

To find the final assessment against any given property, first, locate the property on the plat that is bound in this booklet and note the assessment number for that property. Then locate the assessment number that is listed in numerical order on the final assessment schedule.

**PROJECT DESCRIPTION**

This project consists of; 25-foot wide and 7-inch thick PCC pavement with curb and gutter along North Chestnut Street from West 2<sup>nd</sup> Street to West 3<sup>rd</sup> Street, driveway replacement, and sidewalk installation and/or replacement along North Chestnut Street, West 2<sup>nd</sup> Street, and West 3<sup>rd</sup> Street. New subdrain installation along North Chestnut Street from 1<sup>st</sup> Street to 3<sup>rd</sup> Street. Existing sidewalks and driveways removal and/or replacement as necessary to match new finished grade elevations. New water main and fire hydrant installation along North Chestnut Street. Water service installation to the right-of-way line or the curb stop location. New ADA-compliant sidewalk ramp installation within the project limits. Intersections with cross streets will be reconstructed as necessary to conform to the proposed alignment and grade of North Chestnut Street.

In addition to items included in the final assessment for each property, one owner participated in additional publicly funded private improvements within the assessment boundary. The private improvement assessments include private sidewalk replacement.

*Pavement with PCC curb and gutter*

<b>STREET</b>	<b>FROM</b>	<b>TO</b>
North Chestnut Street	2 <sup>nd</sup> Street	3 <sup>rd</sup> Street

**BENEFITED PROPERTY**

A portion of the cost of construction for the street improvements will be assessed against private property within the assessment district in accordance with the special benefits conferred on the property. The assessment district is made up of lots or portions of lots that are within the boundaries established by the Monticello City Council and is generally described as:

All properties adjacent to the proposed curb for the project are considered benefited properties.

A general description of the private property that will be assessed for the street improvements is as follows:

Please refer to the Assessment Schedule for detail on the private property parcel information.

**ASSESSMENT AMOUNT**

The assessment amount will be 100% of the cost of the curb and gutter, 100% of the cost of the driveway entrances, and 100% of the cost of a standard 4-foot wide sidewalk, not the 5-foot wide sidewalk installed on this project.

**ASSESSMENT METHODOLOGY**

- Curb and gutter assessments being made on all abutting properties to North Chestnut Street, West 2<sup>nd</sup> Street, and/or West 3<sup>rd</sup> Street within the assessment boundaries will be based on a frontage foot method or the affected frontage that is abutting this Project.
- Driveway assessments being made on all improved driveways abutting properties to North Chestnut Street within the assessment boundaries will be based on the area needed to tie in the proposed driveway to the existing driveway within City design standards.
- Sidewalk and private sidewalk assessments being made on all abutting properties to North Chestnut Street, West 2<sup>nd</sup> Street, and/or West 3<sup>rd</sup> Street within the assessment boundaries will be based on 4-foot of the width of new sidewalk to be installed adjacent to the properties within the project limits.
- The owners of the following property have provided sufficient evidence of sidewalk and driveway replacement during the ten (10) years prior to commencement of the project and shall be given the following credit against their sidewalk assessment based on age (of sidewalk).
- The assessment for parcel #3 shall be credited 20% of 30.4 square feet of the sidewalk assessment (30.4 square feet of existing sidewalk had been replaced within eight years of project commencement).
- The cost for curb and gutter to be assessed will be \$29.08 per foot of affected frontage to the new curb and gutter.
- The cost for driveway entrances to be assessed will be \$9.22 per square foot of 6” PCC that is abutting North Chestnut Street.
- The cost for the sidewalk and private sidewalk to be assessed will be \$6.81 per square foot of 4” PCC that is abutting North Chestnut Street.
- This methodology is an attempt to assign an assessed cost that is equal to each benefited property.
- The estimated individual and total amount to be assessed is determined by the following procedure:

$$\text{Amount to be assessed} = (\text{AF} \times \$29.08) + (\text{DE} \times \$9.22) + (\text{SW} \times \$6.81) + (\text{PW} \times \$6.81)$$

Where,            AF = Assessed Frontage of benefited property  
                      DE = Driveway Entrance area in square feet  
                      SW = Sidewalk area in square feet  
                      PW = Private Sidewalk in square feet

Total lineal footage for curb and gutter being assessed = 867.8 LF

Total square footage for driveway entrances being assessed = 797.2 SF

Total square footage for sidewalk being assessed = 1,192.1 SF

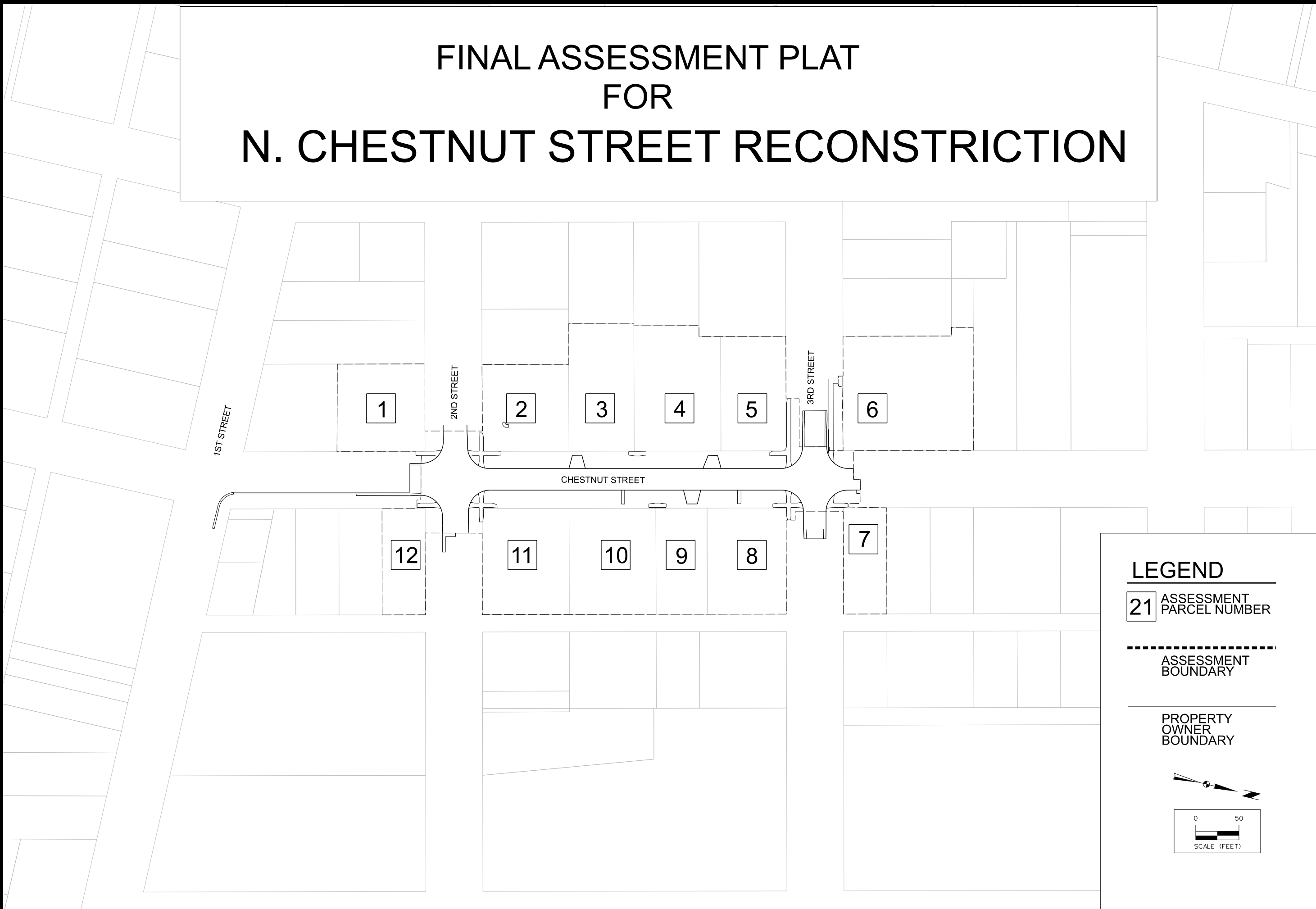
Total square footage for private sidewalk being assessed = 25.8 SF

Total assessment cost = \$40,838.30

**Final Assessment Schedule  
N. Chestnut St. Reconstruction  
Prepared By: Snyder and Associates, Inc. (Proj. # - 123.0484.08)  
City of Monticello, Iowa  
10/7/2024**

PARCEL ASSESS. NUMBER	PARCEL ID	OWNER/DEED HOLDER	PARCEL DESCRIPTION	ASSESSED VALUE	VALUE FIXED BY COUNCIL	FRONTAGE L.F.	AFFECTED FRONTAGE L.F.	DRIVEWAY ENTRANCE S.F.	SIDEWALK S.F.	PRIVATE SIDEWALK S.F.	FINAL ASSESSMENT AMOUNTS				
											PRIVATE IMPROVEMENT ASSESSMENT SUBTOTAL (PIAS)	TOTAL COST (INCLUDES PIAS)	ASSESSMENT	DEFICIENCY	% OF EPC
1	0221483005	Church, First Congregational 123 N Chestnut St Monticello IA 52310	R.R. ADD E 100' LOTS 425 & 426	\$ 865,300	\$ 865,300	29.7	29.7	0.0	50.8	0.0	\$ -	\$ 1,209.62	\$ 1,209.62	\$0.00	0.228%
2	0221480012	Jacobs Family Trust 205 N Chestnut St Monticello IA 52310	R.R. ADD LOTS 400 & 401; E 22' LOTS 402 & 403; & ALL ADJ VAC ALLEY	\$ 447,470	\$ 447,470	122.8	122.8	0.0	161.2	25.8	\$ 175.70	\$ 4,844.49	\$ 4,844.49	\$0.00	0.915%
3	0221480008	Eggers, Erich J & Lisamarie 215 N Chestnut St Monticello IA 52310	R.R. ADD LOT 399; S 1/2 LOT 398; E 15' LOT 404; E 15' S 1/2 LOT 405; & ALL ADJ VAC ALLEY	\$ 254,240	\$ 254,240	75.0	75.0	231.9	30.4	0.0	\$ -	\$ 4,484.74	\$ 4,484.74	\$0.00	0.847%
4	0221480007	Tuetken, Joseph R 221 N Chestnut St Monticello IA 52310	R. R. ADD LOT 397 & N 1/2 LOT 398; S 1/2 LOT 396; & E 1/2 ADJ VAC ALLEY	\$ 202,360	\$ 202,360	100.0	100.0	280.2	50.0	0.0	\$ -	\$ 5,831.94	\$ 5,831.94	\$0.00	1.101%
5	0221480006	Martin, Michael D & Susan M 316 W Grand St Monticello IA 52310	R.R. ADD LOT 395; N 1/2 LOT 396; & E 1/2 ADJ VAC ALLEY	\$ 151,070	\$ 151,070	79.5	79.5	0.0	316.8	0.0	\$ -	\$ 4,469.27	\$ 4,469.27	\$0.00	0.844%
6	0221476025	Batman, Michael B & Wigington, Lisa A 125 N Main St Monticello IA 52310	R.R. ADD LOTS 279-281 & E 9.5' LOTS 268-270	\$ 208,020	\$ 208,020	16.5	16.5	0.0	48.0	0.0	\$ -	\$ 806.70	\$ 806.70	\$0.00	0.152%
7	0221477005	Mcquillen, Elizabeth A & Logan 302 N Chestnut St Monticello IA 52310	R.R. ADD LOT 282	\$ 198,810	\$ 198,810	24.2	24.2	0.0	38.1	0.0	\$ -	\$ 963.20	\$ 963.20	\$0.00	0.182%
8	0221481001	Zimmerman Buildings Inc 19243 Stone Bridge Rd Monticello IA 52310	R.R. ADD LOT 394 & N 41' LOT 393	\$ 184,620	\$ 184,620	95.7	95.7	0.0	180.6	0.0	\$ -	\$ 4,012.84	\$ 4,012.84	\$0.00	0.758%
9	0221481002	Zimmerman Buildings Inc 19243 Stone Bridge Rd Monticello IA 52310	R.R. ADD LOT 392 & S 9' LOT 393 & LOT 383	\$ 29,050	\$ 29,050	59.0	59.0	285.1	44.0	0.0	\$ -	\$ 4,643.98	\$ 4,643.98	\$0.00	0.877%
10	0221481003	Bartz, Robert A III & Graziano, Angel 216 Chestnut St. Monticello IA 52310	R.R. ADD LOTS 384, 385, 390 & 391	\$ 194,690	\$ 194,690	100.0	100.0	0.0	100.6	0.0	\$ -	\$ 3,593.09	\$ 3,593.09	\$0.00	0.678%
11	0221481004	Adams, Michael L & Lisa A 218 W 2nd St Monticello IA 52310	R.R. ADD LOTS 388 & 389	\$ 243,690	\$ 243,690	129.2	129.2	0.0	125.2	0.0	\$ -	\$ 4,609.75	\$ 4,609.75	\$0.00	0.870%
12	0221484001	Erickson, Dalton R & Lambert, Lauren A 120 N Chestnut St Monticello IA 52310	R.R. ADD LOT 433	\$ 158,770	\$ 158,770	36.2	36.2	0.0	46.4	0.0	\$ -	\$ 1,368.68	\$ 1,368.68	\$0.00	0.258%
<b>TOTALS</b>						<b>867.8</b>	<b>867.8</b>	<b>797.2</b>	<b>1,192.1</b>	<b>25.8</b>	<b>\$ 175.70</b>	<b>\$ 40,838.30</b>	<b>\$ 40,838.30</b>	<b>\$0.00</b>	<b>7.710%</b>

# FINAL ASSESSMENT PLAT FOR N. CHESTNUT STREET RECONSTRUCTION



## LEGEND

**21** ASSESSMENT  
PARCEL NUMBER

-----  
ASSESSMENT  
BOUNDARY

-----  
PROPERTY  
OWNER  
BOUNDARY



MARK	FINAL ASSESSMENT	10/07/24	C/J
Engineer:	C/J	Checked By:	PDS
Technician:	C/J	Date:	10/07/24
Scale:	1"=50'	Field Bk:	
Project No:	123.0484.08	Sheet	4

**N. CHESTNUT STREET RECONSTRUCTION**  
**FINAL ASSESSMENT PLAT**  
**MONTICELLO, IOWA**  
**SNYDER & ASSOCIATES, INC.**  
900 BELL DRIVE S.W.  
CEDAR RAPIDS, IA 52404  
319-362-9394 | www.snyder-associates.com



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**City Council Meeting**  
**Prep. Date:** 9/16/2024  
**Preparer:** Sally Hinrichsen



**Agenda Item:** #2  
**Agenda Date:** 10/07/2024

*Communication Page*

**Agenda Items Description:** Resolution Approving FY 2023 - 2024 Annual Urban Renewal Report

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

**Attachments & Enclosures:**

Proposed Resolution
Annual Urban Renewal Report

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** Resolution approves State mandated TIF report.

**Background Information:** The Annual Urban Renewal Report is basically a summary of the City’s TIF finances and obligations. City Clerk prepared the report and can answer any questions you have between now and the meeting or at the meeting.

Here are a couple of notes:

	<u>Unrestricted</u>	<u>Restricted LMI</u>
07/01/2023 TIF Balance:	\$ 435,503	\$ 16,062
FY '24 TIF Revenues	\$ 637,667	
FY '24 Interest	\$ 24,717	\$ 914
FY '24 TIF Rebate Expenses	\$ 522,468	
FY '24 TIF Non-Rebate Expenses	\$ 296,239	
6/30/2024 TIF Balance	\$ 279,180	\$ 16,976 <sup>1</sup>

<sup>1</sup> The sum of \$16,976 is set aside pursuant to the State Code for Low to Moderate Housing projects as part of the Breckenridge TIF. A set aside is required when TIF is used for Residential purposes.

**Staff Recommendation:** Staff recommends Council approves the proposed resolution approving the Annual Urban Renewal Report for FY 2024

# The City of Monticello, Iowa

## RESOLUTION #

### Approving FY 2023-2024 Annual Urban Renewal Report

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

**WHEREAS**, The City Clerk has prepared the report for FY 2023-2024, 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 and the City Administrator 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 7th day of October 2024, does hereby approve the FY 2023-2024 Annual Urban Renewal 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 7<sup>th</sup> day of October, 2024.

---

Wayne Peach, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk/Treasurer



## Annual Urban Renewal Report, Fiscal Year 2023 - 2024

### Levy Authority Summary

Local Government Name: MONTICELLO  
 Local Government Number: 53G495

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
MONTICELLO ORIGINAL URBAN RENEWAL	53006	14
MONTICELLO BRECKENRIDGE URBAN RENEWAL	53009	0

**TIF Debt Outstanding:** **5,693,842**

---

<b>TIF Sp. Rev. Fund Cash Balance as of 07-01-2023:</b>	<b>451,565</b>	<b>16,062</b>	<b>Amount of 07-01-2023 Cash Balance Restricted for LMI</b>
---	----------------	---------------	---

TIF Revenue:	637,667		
TIF Sp. Revenue Fund Interest:	25,631		
Property Tax Replacement Claims	0		
Asset Sales & Loan Repayments:	0		
<b>Total Revenue:</b>	<b>663,298</b>		

Rebate Expenditures:	522,468		
Non-Rebate Expenditures:	296,239		
Returned to County Treasurer:	0		
<b>Total Expenditures:</b>	<b>818,707</b>		

<b>TIF Sp. Rev. Fund Cash Balance as of 06-30-2024:</b>	<b>296,156</b>	<b>16,976</b>	<b>Amount of 06-30-2024 Cash Balance Restricted for LMI</b>
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**Year-End Outstanding TIF  
 Obligations, Net of TIF Special  
 Revenue Fund Balance:** **4,578,979**

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**Urban Renewal Area Data Collection**

Local Government Name: MONTICELLO (53G495)  
 Urban Renewal Area: MONTICELLO ORIGINAL URBAN RENEWAL  
 UR Area Number: 53006  
 UR Area Creation Date: 10/1992  
 UR Area Purpose: SEE ATTACHED PLAN

Tax Districts within this Urban Renewal Area	Base No.	Increment No.	Increment Value Used
MONTICELLO CITY AG/MONTICELLO SCH/ORIGINAL URBAN RENEWAL INCREM	530210	530211	0
MONTICELLO CITY/MONTICELLO SCH/ORIGINAL URBAN RENEWAL INCREM	530212	530213	19,699,162
MONTICELLO CITY AG/MONTICELLO SCH/96 ADDITION URBAN RENEWAL INCREMENT	530214	530215	0
MONTICELLO CITY AG/MONTICELLO SCH/01 ADDITION URBAN RENEWAL INCREMENT	530220	530221	0
MONTICELLO CITY/MONTICELLO SCH/01 ADDITION URBAN RENEWAL INCREMENT	530222	530223	0
LOVELL TWP/MONTICELLO SCH/01 ADDITION URBAN RENEWAL INCREMENT	530226	530227	0
MONTICELLO CITY/MONTICELLO SCH/07 ADDITION URBAN RENEWAL INCREMENT	530228	530229	0
MONTICELLO CITY/MONTICELLO SCH/10 ADDITION URBAN RENEWAL INCREMENT	530230	530231	0
MONTICELLO CITY/MONTICELLO SCH/96 ADDITION URBAN RENEWAL INCREM	530232	530233	0
MONTICELLO CITY/MONTICELLO SCH/11 ADDITION URBAN RENEWAL INCREMENT	530234	530235	0
MONTICELLO CITY/MONTICELLO SCH/17A ADDITION URBAN RENEWAL INCREMENT	530240	530241	0
MONTICELLO CITY/MONTICELLO SCH/17B ADDITION URBAN RENEWAL INCREMENT	530242	530243	0
MONTICELLO CITY/MONTICELLO SCH/MONTICELLO UR 2021 ADDITION TIF INCREMENT	530414	530415	0
MONTICELLO CITY AG/MONTICELLO SCH/MONTICELLO UR 2021 ADDITION TIF INCREMENT	530416	530417	0

**Urban Renewal Area Value by Class - 1/1/2022 for FY 2024**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	44,362,562	11,014,167	1,362,090	0	-70,376	56,668,443	0	56,668,443
Taxable	0	24,244,179	7,164,684	1,040,678	0	-70,376	32,379,165	0	32,379,165
Homestead Credits									217

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2023:** **435,503** **0** **Amount of 07-01-2023 Cash Balance Restricted for LMI**

TIF Revenue:	637,667
TIF Sp. Revenue Fund Interest:	24,717
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
<b>Total Revenue:</b>	<b>662,384</b>

Rebate Expenditures:	522,468
Non-Rebate Expenditures:	296,239
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>818,707</b>

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2024:** **279,180** **0** **Amount of 06-30-2024 Cash Balance Restricted for LMI**

## Projects For MONTICELLO ORIGINAL URBAN RENEWAL

### Kardes Development Agreement

Description:	Payments for gas station/convenience store development
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

### Mike Beck Development Agreement

Description:	Payments to Mike Beck for Royal Flush truck wash development
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

### Cobblestone Inn , formerly Boulders Inn& Suites

Description:	Payments to Boulders for construction of hotel
Classification:	Commercial - hotels and conference centers
Physically Complete:	Yes
Payments Complete:	No

### Orbis Manufacturing, subsidiary of Menasha Corp

Description:	Payments to Orbis for warehouse construction
Classification:	Commercial - warehouses and distribution facilities
Physically Complete:	Yes
Payments Complete:	No

### B&J Hauling & Excavating Development Agreement

Description:	Payments to B&J Hauling & Excavating or successor for construction of Commercial office suites
Classification:	Commercial - office properties
Physically Complete:	Yes
Payments Complete:	No

### N Sycamore reconstruction 1st to 7th Street

Description:	Total reconstruction of street, storm sewer, lights, sidewalks, water & sewer
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

### B&J Hauling & Excavating Development Agreement

Description:	218 W 1st Street, Suite A, Lauren Welter
Classification:	Commercial - office properties
Physically Complete:	Yes
Payments Complete:	No

### **B&J Hauling & Excavating Development Agreement**

Description:	218 W 1st St, Suite B, B&J Hauling & Excavating
Classification:	Commercial - office properties
Physically Complete:	Yes
Payments Complete:	No

### **B&J Hauling & Excavating Development Agreement**

Description:	218 W 1st St, Suite C, Njs LLC
Classification:	Commercial - office properties
Physically Complete:	Yes
Payments Complete:	No

### **Mercy Care development agreement**

Description:	Payments to Mercy Care for new facility
Classification:	Commercial-Medical
Physically Complete:	Yes
Payments Complete:	No

### **McMATT Properties Development Agreement**

Description:	Payments to McMATT for storage facility
Classification:	Commercial - warehouses and distribution facilities
Physically Complete:	Yes
Payments Complete:	No

### **BR3 Development LLC Development Agreement**

Description:	Payments for new grocery store
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

### **2022 Oak Street Manufacturing**

Description:	Payments to FrontierWarehousing for business expansion
Classification:	Commercial - warehouses and distribution facilities
Physically Complete:	Yes
Payments Complete:	No

### **2022 Manternach Custom Creations**

Description:	Payment to Manternach Custom Creations for business expansion
Classification:	Commercial - warehouses and distribution facilities

Physically Complete: Yes  
Payments Complete: No

**2023 Theisens Development Agreement**

Description: Payments to Theisen for new facility  
Classification: Commercial - retail  
Physically Complete: No  
Payments Complete: No

**2023 N Chestnut Reconstruction**

Description: Total reconstruction of street, storm sewer, water & sewer  
Classification: Roads, Bridges & Utilities  
Physically Complete: No  
Payments Complete: No

## Debts/Obligations For MONTICELLO ORIGINAL URBAN RENEWAL

### 2014 Kardes 151 rebate & grants

Debt/Obligation Type:	Rebates
Principal:	141,954
Interest:	0
Total:	141,954
Annual Appropriation?:	Yes
Date Incurred:	03/17/2014
FY of Last Payment:	2026

### 2015 Cobblestone Inn formerly Boulders Inn rebate & grant

Debt/Obligation Type:	Rebates
Principal:	305,125
Interest:	0
Total:	305,125
Annual Appropriation?:	Yes
Date Incurred:	10/05/2015
FY of Last Payment:	2028

### 2017 Orbis Mfg rebate-building

Debt/Obligation Type:	Rebates
Principal:	1,010,666
Interest:	0
Total:	1,010,666
Annual Appropriation?:	Yes
Date Incurred:	04/03/2017
FY of Last Payment:	2029

### 2017 B&J Hauling & Excavating rebates & grants

Debt/Obligation Type:	Rebates
Principal:	26,578
Interest:	0
Total:	26,578
Annual Appropriation?:	Yes
Date Incurred:	10/02/2017
FY of Last Payment:	2030

### 2019 GO Corp Purpose Bond

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	767,160
Interest:	66,450
Total:	833,610
Annual Appropriation?:	No
Date Incurred:	05/15/2019

FY of Last Payment: 2029

### **2019 Royal Flush Truck Wash Inc**

Debt/Obligation Type: Rebates  
Principal: 284,919  
Interest: 0  
Total: 284,919  
Annual Appropriation?: Yes  
Date Incurred: 06/03/2019  
FY of Last Payment: 2031

### **2019 Mercy Care**

Debt/Obligation Type: Rebates  
Principal: 188,716  
Interest: 0  
Total: 188,716  
Annual Appropriation?: Yes  
Date Incurred: 07/15/2019  
FY of Last Payment: 2031

### **2021 McMATT storage facility**

Debt/Obligation Type: Rebates  
Principal: 70,775  
Interest: 0  
Total: 70,775  
Annual Appropriation?: Yes  
Date Incurred: 06/21/2021  
FY of Last Payment: 2033

### **2021 BR3 Development grocery facility**

Debt/Obligation Type: Rebates  
Principal: 795,050  
Interest: 0  
Total: 795,050  
Annual Appropriation?: Yes  
Date Incurred: 03/01/2021  
FY of Last Payment: 2038

### **2022 Oak Street Manufacturing**

Debt/Obligation Type: Rebates  
Principal: 325,000  
Interest: 0  
Total: 325,000  
Annual Appropriation?: Yes  
Date Incurred: 01/03/2022  
FY of Last Payment: 2034

### **2022 Manternach Custom Creations**

Debt/Obligation Type:	Rebates
Principal:	55,000
Interest:	0
Total:	55,000
Annual Appropriation?:	Yes
Date Incurred:	09/06/2022
FY of Last Payment:	2035

### **2023 Theisen-building**

Debt/Obligation Type:	Rebates
Principal:	750,000
Interest:	0
Total:	750,000
Annual Appropriation?:	Yes
Date Incurred:	08/07/2023
FY of Last Payment:	2037

### **2023 GO Corp Purpose Bond**

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	716,710
Interest:	189,739
Total:	906,449
Annual Appropriation?:	No
Date Incurred:	11/21/2023
FY of Last Payment:	2033



## Non-Rebates For MONTICELLO ORIGINAL URBAN RENEWAL

TIF Expenditure Amount:	223,310
Tied To Debt:	2019 GO Corp Purpose Bond
Tied To Project:	N Sycamore reconstruction 1st to 7th Street

TIF Expenditure Amount:	72,929
Tied To Debt:	2023 GO Corp Purpose Bond
Tied To Project:	2023 N Chestnut Reconstruction

## Rebates For MONTICELLO ORIGINAL URBAN RENEWAL

### 2100 South Main Street

TIF Expenditure Amount:	25,132
Rebate Paid To:	Kardes 151
Tied To Debt:	2014 Kardes 151 rebate & grants
Tied To Project:	Kardes Development Agreement
Projected Final FY of Rebate:	2026

### 218 Welter Drive

TIF Expenditure Amount:	45,548
Rebate Paid To:	Cobblestone Inn & Suites
Tied To Debt:	2015 Cobblestone Inn formerly Boulders Inn rebate & grant
Tied To Project:	Cobblestone Inn , formerly Boulders Inn& Suites
Projected Final FY of Rebate:	2028

### 206 Plastic Lane

TIF Expenditure Amount:	58,324
Rebate Paid To:	Orbis Manufacturing, a subsidiary of Menasha Corp
Tied To Debt:	2017 Orbis Mfg rebate-building
Tied To Project:	Orbis Manufacturing, subsidiary of Menasha Corp
Projected Final FY of Rebate:	2029

### 218 West First Street

TIF Expenditure Amount:	0
Rebate Paid To:	B&J Hauling & excavating
Tied To Debt:	2017 B&J Hauling & Excavating rebates & grants
Tied To Project:	B&J Hauling & Excavating Development Agreement
Projected Final FY of Rebate:	2030

### 16406 190th Street

TIF Expenditure Amount:	109,185
Rebate Paid To:	Royal Flush
Tied To Debt:	2019 Royal Flush Truck Wash Inc
Tied To Project:	Mike Beck Development Agreement
Projected Final FY of Rebate:	2031

## 225 Welter Drive

TIF Expenditure Amount:	12,002
Rebate Paid To:	Mercycare Monticello
Tied To Debt:	2019 Mercy Care
Tied To Project:	Mercy Care development agreement
Projected Final FY of Rebate:	2031

## 218 West First Street, Suite A

TIF Expenditure Amount:	922
Rebate Paid To:	Lauren Welter
Tied To Debt:	2017 B&J Hauling & Excavating rebates & grants
Tied To Project:	B&J Hauling & Excavating Development Agreement
Projected Final FY of Rebate:	2030

## 218 West First Street, Suite B

TIF Expenditure Amount:	994
Rebate Paid To:	Paige Jacobs
Tied To Debt:	2017 B&J Hauling & Excavating rebates & grants
Tied To Project:	B&J Hauling & Excavating Development Agreement
Projected Final FY of Rebate:	2030

## 218 West First Street, Suite C

TIF Expenditure Amount:	922
Rebate Paid To:	NJS LLC
Tied To Debt:	2017 B&J Hauling & Excavating rebates & grants
Tied To Project:	B&J Hauling & Excavating Development Agreement
Projected Final FY of Rebate:	2030

## 122 North Main Street

TIF Expenditure Amount:	60,144
Rebate Paid To:	BR3 Development LLC
Tied To Debt:	2021 BR3 Development grocery facility
Tied To Project:	BR3 Development LLC Development Agreement
Projected Final FY of Rebate:	2038

## 255 Welter Drive

TIF Expenditure Amount:	40,000
Rebate Paid To:	Frontier Warehousing

Tied To Debt: 2022 Oak Street Manufacturing  
Tied To Project: 2022 Oak Street Manufacturing  
Projected Final FY of Rebate: 2034

**725 John Drive**

TIF Expenditure Amount: 7,420  
Rebate Paid To: McMATT Properties  
Tied To Debt: 2021 McMATT storage facility  
Tied To Project: McMATT Properties Development Agreement  
Projected Final FY of Rebate: 2033

**220 South Main Street**

TIF Expenditure Amount: 161,875  
Rebate Paid To: Theisen Inc  
Tied To Debt: 2023 Theisen-building  
Tied To Project: 2023 Theisens Development Agreement  
Projected Final FY of Rebate: 2037

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name: MONTICELLO (53G495)  
 Urban Renewal Area: MONTICELLO ORIGINAL URBAN RENEWAL (53006)  
 TIF Taxing District Name: MONTICELLO CITY AG/MONTICELLO SCH/ORIGINAL URBAN RENEWAL INCREM  
 TIF Taxing District Inc. Number: 530211

	UR Designation
TIF Taxing District Base Year: 1991	Slum No
FY TIF Revenue First Received: 1995	Blighted No
Subject to a Statutory end date? No	Economic Development 10/1992

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	88,514	0	0	0	0

FY 2024 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: MONTICELLO (53G495)  
 Urban Renewal Area: MONTICELLO ORIGINAL URBAN RENEWAL (53006)  
 TIF Taxing District Name: MONTICELLO CITY/MONTICELLO SCH/ORIGINAL URBAN RENEWAL INCREM  
 TIF Taxing District Inc. Number: 530213

	UR Designation
TIF Taxing District Base Year: 1991	Slum No
FY TIF Revenue First Received: 1994	Blighted No
Subject to a Statutory end date? No	Economic Development 10/1992

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	44,362,562	11,014,167	1,362,090	0	-70,376	56,668,443	0	56,668,443
Taxable	0	24,244,179	7,164,684	1,040,678	0	-70,376	32,379,165	0	32,379,165
Homestead Credits									217

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	13,269,178	32,379,165	19,699,162	12,680,003	411,705

FY 2024 TIF Revenue Received: 637,667

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name:	MONTICELLO (53G495)									
Urban Renewal Area:	MONTICELLO ORIGINAL URBAN RENEWAL (53006)									
TIF Taxing District Name:	MONTICELLO CITY AG/MONTICELLO SCH/96 ADDITION URBAN RENEWAL INCREMENT									
TIF Taxing District Inc. Number:	530215									
TIF Taxing District Base Year:	1996	<table border="1"> <thead> <tr> <th colspan="2">UR Designation</th> </tr> </thead> <tbody> <tr> <td>Slum</td> <td>No</td> </tr> <tr> <td>Blighted</td> <td>No</td> </tr> <tr> <td>Economic Development</td> <td>10/1996</td> </tr> </tbody> </table>	UR Designation		Slum	No	Blighted	No	Economic Development	10/1996
UR Designation										
Slum	No									
Blighted	No									
Economic Development	10/1996									
FY TIF Revenue First Received:	1999									
Subject to a Statutory end date?	No									

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	5,104	0	0	0	0

FY 2024 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name:	MONTICELLO (53G495)									
Urban Renewal Area:	MONTICELLO ORIGINAL URBAN RENEWAL (53006)									
TIF Taxing District Name:	MONTICELLO CITY AG/MONTICELLO SCH/01 ADDITION URBAN RENEWAL INCREMENT									
TIF Taxing District Inc. Number:	530221									
TIF Taxing District Base Year:	2000	<table border="1"> <thead> <tr> <th colspan="2">UR Designation</th> </tr> </thead> <tbody> <tr> <td>Slum</td> <td>No</td> </tr> <tr> <td>Blighted</td> <td>12/1999</td> </tr> <tr> <td>Economic Development</td> <td>12/1999</td> </tr> </tbody> </table>	UR Designation		Slum	No	Blighted	12/1999	Economic Development	12/1999
UR Designation										
Slum	No									
Blighted	12/1999									
Economic Development	12/1999									
FY TIF Revenue First Received:	2003									
Subject to a Statutory end date?	No									

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	559,907	0	0	0	0

FY 2024 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name: MONTICELLO (53G495)  
 Urban Renewal Area: MONTICELLO ORIGINAL URBAN RENEWAL (53006)  
 TIF Taxing District Name: MONTICELLO CITY/MONTICELLO SCH/01 ADDITION URBAN RENEWAL INCREMENT  
 TIF Taxing District Inc. Number: 530223  
 TIF Taxing District Base Year: 2000  
 FY TIF Revenue First Received: 2003  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	12/1999
Economic Development	12/1999

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	4,116,737	0	0	0	0

FY 2024 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: MONTICELLO (53G495)  
 Urban Renewal Area: MONTICELLO ORIGINAL URBAN RENEWAL (53006)  
 TIF Taxing District Name: LOVELL TWP/MONTICELLO SCH/01 ADDITION URBAN RENEWAL INCREMENT  
 TIF Taxing District Inc. Number: 530227  
 TIF Taxing District Base Year: 2000  
 FY TIF Revenue First Received:  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	236,857	0	0	0	0

FY 2024 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name: MONTICELLO (53G495)  
 Urban Renewal Area: MONTICELLO ORIGINAL URBAN RENEWAL (53006)  
 TIF Taxing District Name: MONTICELLO CITY/MONTICELLO SCH/07 ADDITION URBAN RENEWAL INCREMENT  
 TIF Taxing District Inc. Number: 530229  
 TIF Taxing District Base Year: 2006  
 FY TIF Revenue First Received: 2009  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	12/1999
Economic Development	12/1999

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	1,388,850	0	0	0	0

FY 2024 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: MONTICELLO (53G495)  
 Urban Renewal Area: MONTICELLO ORIGINAL URBAN RENEWAL (53006)  
 TIF Taxing District Name: MONTICELLO CITY/MONTICELLO SCH/10 ADDITION URBAN RENEWAL INCREMENT  
 TIF Taxing District Inc. Number: 530231  
 TIF Taxing District Base Year: 2009  
 FY TIF Revenue First Received: 2014  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	12/1999
Economic Development	12/1999

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	562,375	0	0	0	0

FY 2024 TIF Revenue Received: 0



♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name:	MONTICELLO (53G495)
Urban Renewal Area:	MONTICELLO ORIGINAL URBAN RENEWAL (53006)
TIF Taxing District Name:	MONTICELLO CITY/MONTICELLO SCH/96 ADDITION URBAN RENEWAL INCREM
TIF Taxing District Inc. Number:	530233
TIF Taxing District Base Year:	1996
FY TIF Revenue First Received:	1997
Subject to a Statutory end date?	No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	3,006	0	0	0	0

FY 2024 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name:	MONTICELLO (53G495)
Urban Renewal Area:	MONTICELLO ORIGINAL URBAN RENEWAL (53006)
TIF Taxing District Name:	MONTICELLO CITY/MONTICELLO SCH/11 ADDITION URBAN RENEWAL INCREMENT
TIF Taxing District Inc. Number:	530235
TIF Taxing District Base Year:	2010
FY TIF Revenue First Received:	2014
Subject to a Statutory end date?	No

UR Designation	
Slum	No
Blighted	No
Economic Development	10/2011

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	1,608,860	0	0	0	0

FY 2024 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name: MONTICELLO (53G495)  
 Urban Renewal Area: MONTICELLO ORIGINAL URBAN RENEWAL (53006)  
 TIF Taxing District Name: MONTICELLO CITY/MONTICELLO SCH/17A ADDITION URBAN RENEWAL INCREMENT  
 TIF Taxing District Inc. Number: 530241  
 TIF Taxing District Base Year: 2016  
 FY TIF Revenue First Received:  
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	1,003,250	0	0	0	0

FY 2024 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: MONTICELLO (53G495)  
 Urban Renewal Area: MONTICELLO ORIGINAL URBAN RENEWAL (53006)  
 TIF Taxing District Name: MONTICELLO CITY/MONTICELLO SCH/17B ADDITION URBAN RENEWAL INCREMENT  
 TIF Taxing District Inc. Number: 530243  
 TIF Taxing District Base Year: 2016  
 FY TIF Revenue First Received:  
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	99,810	0	0	0	0

FY 2024 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name:	MONTICELLO (53G495)
Urban Renewal Area:	MONTICELLO ORIGINAL URBAN RENEWAL (53006)
TIF Taxing District Name:	MONTICELLO CITY/MONTICELLO SCH/MONTICELLO UR 2021 ADDITION TIF INCREMENT
TIF Taxing District Inc. Number:	530415
TIF Taxing District Base Year:	2020
FY TIF Revenue First Received:	
Subject to a Statutory end date?	No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	608,960	0	0	0	0

FY 2024 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name:	MONTICELLO (53G495)
Urban Renewal Area:	MONTICELLO ORIGINAL URBAN RENEWAL (53006)
TIF Taxing District Name:	MONTICELLO CITY AG/MONTICELLO SCH/MONTICELLO UR 2021 ADDITION TIF INCREMENT
TIF Taxing District Inc. Number:	530417
TIF Taxing District Base Year:	2020
FY TIF Revenue First Received:	
Subject to a Statutory end date?	No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	10,660	0	0	0	0

FY 2024 TIF Revenue Received: 0

◆ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**Urban Renewal Area Data Collection**

Local Government Name: MONTICELLO (53G495)  
 Urban Renewal Area: MONTICELLO BRECKENRIDGE URBAN RENEWAL  
 UR Area Number: 53009

UR Area Creation Date: 02/2000

UR Area Purpose: To provide opportunities,  
 incentives sites for new residential  
 development within the district and  
 to provide housing assistance to  
 LMI families

**Tax Districts within this Urban Renewal Area**

**Base** **Increment** **Increment**  
**No.** **No.** **Value**  
**Used**

**Urban Renewal Area Value by Class - 1/1/2022 for FY 2024**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

<b>TIF Sp. Rev. Fund Cash Balance as of 07-01-2023:</b>	<b>16,062</b>	<b>16,062</b>	<b>Amount of 07-01-2023 Cash Balance Restricted for LMI</b>
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TIF Revenue:	0	
TIF Sp. Revenue Fund Interest:	914	
Property Tax Replacement Claims	0	
Asset Sales & Loan Repayments:	0	
<b>Total Revenue:</b>	<b>914</b>	

Rebate Expenditures:	0	
Non-Rebate Expenditures:	0	
Returned to County Treasurer:	0	
<b>Total Expenditures:</b>	<b>0</b>	

<b>TIF Sp. Rev. Fund Cash Balance as of 06-30-2024:</b>	<b>16,976</b>	<b>16,976</b>	<b>Amount of 06-30-2024 Cash Balance Restricted for LMI</b>
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## Income Housing For MONTICELLO BRECKENRIDGE URBAN RENEWAL

Amount of FY 2024 expenditures that provide or aid in the provision of public improvements related to housing and residential development:	0
<hr/>	
Lots for low and moderate income housing:	0
Construction of low and moderate income housing:	0
Grants, credits or other direct assistance to low and moderate income families:	0
Payments to a low and moderate income housing fund established by the municipality, including matching funds for any state or federal moneys used for such purposes:	0
Other low and moderate income housing assistance:	0

**City Council Meeting**  
**Prep. Date:** 10/03/2024  
**Preparer:** Sally Hinrichsen



**Agenda Item:** # 3  
**Agenda Date:** 10/07/2024

*Communication Page*

**Agenda Items Description:** **Resolution** Approving the use of Tax Increment Financing receipts to cover a portion of the professional fees invoiced by Dorsey & Whitney LLP, the City’s bond counsel, in relation to the N. Chestnut Street Reconstruction Bond Issue

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

**Summary:** The proposed Resolution approves using TIF funding to pay the TIF share of the 2023 bond issue, related to the N Chestnut Street Project.

**Background Information:** The N. Chestnut Street project was approved bond issue to cover costs of the project. The attorney portion of the cost of bonding reimbursed using TIF funding.

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

# The City of Monticello, Iowa

## RESOLUTION #

Approving the use of Tax Increment Financing receipts to cover a portion of the professional fees invoiced by Dorsey & Whitney LLP, the City's bond counsel, in relation to the N. Chestnut Street Reconstruction Bond Issue

**WHEREAS,** The City of Monticello previously established the Original Urban Renewal Area and Urban Renewal Plan for the City which has been amended from time to time, and

**WHEREAS,** The Monticello City Council chose to proceed with the reconstruction of North Chestnut Street and determined that borrowing funds for that purpose would be necessary and in the best interest of the City, and

**WHEREAS,** The costs and expenses of the N. Chestnut Street reconstruction project were approved to be paid with Tax Increment Financing, and

**WHEREAS,** The General Obligation Corporate Purpose Bonds, Series 2023 was to cover expenses of the N. Chestnut Street with 30% to be repaid with Tax Increment Financing; the Sixth Street Ditch with 42% to be repaid via the Debt Service Levy; and Water Tower Painting with 28% to be repaid with water revenues, and

**WHEREAS,** The professional fees invoiced by Dorsey & Whitney LLP in relation to the General Obligation Corporate Purpose Bonds, Series 2023 financing totaled \$16,294.44, therefore, 30% or \$3,985.50 is payable from TIF.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of Monticello, Iowa does hereby approve of the use of Tax Increment Financing collections to pay 30% of the total fees invoiced by Dorsey & Whitney LLP related to N. Chestnut Street Reconstruction financing in the amount of \$ 3,985.50

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 7<sup>th</sup> day of October, 2024.

---

Wayne Peach, Mayor

Attest:

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Sally Hinrichsen, City Clerk/Treasurer

**City Council Meeting**  
**Prep. Date:** 10/03/2024  
**Preparer:** Russell Farnum



**Agenda Item:** # 4  
**Agenda Date:** 10/07/2024

*Communication Page*

**Agenda Items Description:** Alliant Energy Use of Dark Fiber

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
Resolution

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

**Summary:** In 2021, Alliant Energy (Interstate Power Company) installed a fiber optic network to provide secure communications between their equipment, offices and other facilities. Based upon what Alliant actually needs, they have extra conduit space and excess fiber capacity that they would like to lease to internet providers and other users, which can help offset customer energy costs.

The City’s franchise agreement with Alliant requires a separate agreement to allow them to offer their surplus capacity to other users. In addition, if another user needed to build additional fiber, that user would be required to obtain a construction permit.

**Background:** Alliant would like approval of the Council approval of the proposed agreement. The resolution and agreement will allow the use of the existing Alliant fiber facilities to do things like help an Internet Service Provider (ISP) close the digital divide or create economic development opportunities for a data-driven company. Alliant worked in collaboration with the Iowa League of Cities to prepare this agreement and resolution, and they have a letter of support from the League.

This resolution preserves the City’s ability to control the right-of-way should someone want to lease and expand the Alliant fiber network. This is advantageous for Monticello on two levels: 1) the network is already built, so additional users would not have to construct new facilities, and 2) if the network needed to be expanded, it would still have to be reviewed and approved by the City.

**Recommendation:** Approval is recommended.



# The City of Monticello, Iowa

RESOLUTION NO: \_\_\_\_\_

APPROVING AN AGREEMENT FOR THE LEASING, ASSIGNMENT,  
OR SALE OF EXISTING DARK FIBER LOCATED IN THE CITY OF MONTICELLO  
RIGHT OF WAY BY INTERSTATE POWER AND LIGHT COMPANY

Be it Resolved by the City Council of the City of Monticello, Iowa that:

The City Council approves the Agreement with Interstate Power and Light Company, a subsidiary of Alliant Energy Corporation.

The Mayor is authorized to sign the agreement on behalf of the City of Monticello.

Passed and approved this 7<sup>th</sup> day of October, 2024.

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

Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk/Treasurer

**Agreement for the Leasing, Assignment, or Sale of Existing Dark Fiber  
Facilities Located in the City of Monticello Right-of-Way by Interstate Power  
and Light Company**

THIS AGREEMENT (THE "Agreement"), is entered into by the City of Monticello ("City" } whose address for the purpose of this Agreement is 200 E 1st St, Monticello IA 52310, and Interstate Power and Light Company ("IPL"), a subsidiary of Alliant Energy Corporation, whose address for the purpose of this Agreement is 200 First Street SE, Cedar Rapids, IA 52401. This Agreement will be deemed to be effective (the "Effective Date") on the later of the date that this Agreement is signed by the City or IPL.

WHEREAS Authority was granted to IPL to construct, operate, and maintain certain facilities for the transmission and/or distribution of electricity by way of a franchise agreement ("Franchise Agreement") as further described in said Franchise Agreement.

WHEREAS As permitted by the Franchise Agreement, IPL constructed certain communication facilities, including but not limited to fiber optic cables and conduit as part of its facilities, all of same constructed and currently existing in the City right of way as part and parcel of IPL's electric distribution system.

WHEREAS fiber optic cables are sold in increments of strand counts (12, 24, 36, etc.). Strands that are unused are described as "dark fiber." IPL has such dark fiber.

WHEREAS IPL may have unused conduit, or space within certain conduits which would allow for the installation of additional fiber within that same conduit.

WHEREAS, IPL has requested permission from the City to lease, sell, or otherwise assign, in whole or in part, dark fiber, conduit, or other related facilities (collectively the "Dark Fiber Facilities") located within the City right of way.

NOW THEREFORE, in consideration and in furtherance of the above and foregoing, the Parties agree as follows:

Sale/Lease/Assignment of Dark Fiber Facilities. IPL may enter into agreements to lease, sell, or otherwise assign, in whole or in part, those Dark Fiber Facilities to third-parties, consistent with the following terms:

- a. If said third party(ies) utilizes said Dark Fiber Facilities in such a manner that will not disturb the right of way nor result in the installation or construction of any additional infrastructure within the City right of way, using the Dark Fiber Facilities in the City of Monticello merely as a pass through, said third-party would have no obligation or requirement to work with and/or to receive any authorization or permits from the City of Monticello.
- b. The agreement between IPL and the third-party shall not grant, or portray to grant, to the third-party: 1) the right to disturb the right of way, or 2) authority to provide services to residents of the City without having to secure any permits, authorizations, certifications, franchises, or franchise agreements required by the City.

No agreement between IPL and any third party will bind the City to any specific terms and/or requirements with regard to the use of City right of way by said third party.

At no time shall the leasing/sale/assignment of Dark Fiber Facilities in any way impact services provided to the City of Monticello under the franchise granted to IPL by the City of Monticello.

Notice. Upon notice, the City may request the identity and contact information of any third party with whom IPL has engaged in a transfer and IPL will provide the requested Information to the City within thirty (30) days.

Indemnity. IPL, its successors and assigns shall indemnify, and hold the City free and harmless from all damages to the extent arising from the negligent acts or omissions of IPL in the erection or maintenance of its systems. NOTWITHSTANDING THE FOREGOING, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR SPECIAL, INDIRECT, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES IN CONTRACT, TORT, WARRANTY, STRICT LIABILITY, OR OTHERWISE.

Rights Cumulative. The various rights, powers, options, elections and remedies of either party, provided herein shall be construed as cumulative and no one of them as exclusive of the others, or exclusive of any rights, remedies or priorities allowed by either party by law, and shall in no way affect or impair the right of either party to pursue any other equitable or legal remedy to which either party may be entitled.

Notices and Demands. Notices as provided for herein shall be given to the respective parties hereto at the respective addresses designated on page one hereof unless either party notifies the other, in writing, of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such message shall be considered given under the terms hereof when sent, addressed as above designated, postage prepaid, by certified mail deposited in a United States mailbox.

Provisions to Bind and Benefit Successors and Assigns. Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successors and assigns of the parties.

Construction. Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender according to the context.

Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa (without giving effect to the laws of such state in relation to choice of laws) with venue in the Iowa District Court in and for Linn County Iowa, unless otherwise agreed to by the parties.

Electronic Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Facsimile copies, electronic scans and photocopies of the parties' signatures to this Agreement shall be valid and enforceable to the same extent as original signatures, and the parties hereby waive any requirement that the original signatures be produced as a condition of proving the validity of, or otherwise enforcing, this Agreement.

Entire Agreement; Modifications; Severability; Interpretation. The Recitals set forth at the beginning of this Agreement are hereby incorporated by reference and made a part hereof. This Agreement represents the entire agreement between the parties as to the subject matter hereof and may not be orally amended, modified, superseded or canceled, It being specifically understood that any of the terms, covenants, representations, and conditions hereof may only be amended by written instrument executed by the parties.

This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties or the predecessors in interest with respect to all or any part of the subject matter hereof. The provisions hereof are severable, and if any one or more provisions may be determined to be unenforceable in whole or in part by a court of competent jurisdiction, the remaining provisions shall nevertheless be binding and enforceable if and to the extent that the economic and legal substance of the transactions contemplated is not materially adversely affected in any matter as to any party and shall be construed and enforced so as to effectuate the intent of this Agreement, including the wholly or partially unenforceable provision, to the maximum extent legally permitted.

The parties acknowledge that they are entering into this Agreement voluntarily, with a full understanding of its terms, and having had the opportunity to consult with legal counsel.

IN WITNESS WHEREOF, City and IPL have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

City of Monticello

Interstate Power and Light

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

By:

By:

Title:

Title:

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Dear Mayor and Council members,

Alliant Energy has been an active partner with the Iowa League of Cities for several years. The values and goals of both organizations collectively align in many areas, including a steadfast focus on economic development across the state.

Recently, Alliant Energy installed underground fiber to connect its energy assets across portions of the state. The good news – and the reason we’re reaching out today – is that there are some excess fiber strands and conduit available. This presents an opportunity as these extra fiber strands and conduit are available for lease and could help attract new economic development opportunities as well as support local growth plans. They could also be used to potentially partner with area internet service providers (ISPs) for enhanced local broadband.

The “pass-through” resolution Alliant Energy is submitting for council approval was developed in partnership with the Iowa League of Cities. Due to the intricacies of the company’s franchise agreement for energy delivery, Alliant Energy seeks a simple, separate agreement that allows extra fiber strands and conduit to be leased. The resolution allows for entities to use the lines to simply “pass-through” town as part of their network. Should an entity (like an ISP) want to use those strands or conduit to serve or improve service to your town, they would still need to get the required approvals from the council. Lease payments would offset Alliant Energy’s cost to build the network and lead to savings for Alliant Energy’s customers.

Alliant Energy and the Iowa League of Cities believe this “pass-through” resolution is a clear, concise and fair approach to attracting economic development and elevating broadband speeds across Iowa. We appreciate your consideration and welcome the opportunity to share more details about the resolution and answer any of your questions.

Sincerely,

A handwritten signature in blue ink that reads "Mike Wagner".

Mike Wagner  
Community Development Manager  
Alliant Energy  
mikewagner@alliantenergy.com  
(319) 430-4140

A handwritten signature in blue ink that reads "Alan W. Kemp".

Alan Kemp  
Executive Director  
Iowa League of Cities  
alankemp@iowaleague.org  
(515) 974-5315

**City Council Meeting**  
**Prep. Date:** 10/03/2024  
**Preparer:** Russell Farnum



**Agenda Item:** #5  
**Agenda Date:** 10/07/2024

*Communication Page*

**Agenda Items Description:** Approval of Updated Verkada Airport Security Camera Quote

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
Resolution

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

**Summary:** On September 3, Council approved a quote by ITS in the amount of \$8,907, for security camera updates at the Airport.

That quote included only one license, and one is needed per camera. This is raising the overall cost nearly \$3,000, to a revised amount of \$11,633. Council should also note the original quote included sales tax, which has been deleted.

**Recommendation:** Approval of the revised quote is recommended.

**THE CITY OF MONTICELLO, IOWA**

**RESOLUTION #**

**Approving revised quote for replacement security cameras at Monticello Municipal Airport from Infrastructure Technology Solutions, LLC, Monticello Iowa in the amount of \$11,633.95**

**WHEREAS**, the City Council approved the purchase of security cameras at Monticello Municipal Airport from Infrastructure Technology Solutions, LLC, Monticello Iowa in the amount of \$8,907.12, with Resolution 2024-130 on September 3, 2024. The system would replace the 11-year-old security camera system, which failed, and

**WHEREAS**, the quote from Infrastructure Technology Solutions, LLC in the amount of \$8,907.12 for a new Verkada system, included only one license, however license is required for each of the cameras. Installation includes all new wiring and peripherals (mounts, etc.) to assure that there are no problems with the new system from existing wiring faults or other issues, and

**WHEREAS**, The City Council finds it appropriate and in the best interests of the City to move forward with the revised quote for the new Verkada system, for the Monticello Municipal Airport security camera system, and

**NOW, THEREFORE**, be it Resolved by the City Council of the City of Monticello, Iowa, that the revised quote received associated with the Monticello Municipal Airport security camera system is hereby acknowledged and is hereby awarded to Infrastructure Technology Solutions, LLC in the amount of \$11,633.95.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto this 7<sup>th</sup> day of October, 2024.

---

Wayne Peach, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer



**Infrastructure Technology  
Solutions, LLC**

22068 Business Hwy 151  
Monticello, IA 52310

**Quote**

No.: **19632**  
Date: **8/22/2024**

Prepared for:  
Teresa Bader (319) 465-5488  
Monticello Aviation  
20373 Hwy 38 South  
Po Box 168  
Monticello, IA 52310 United States of America

Prepared by: Drew Hackney  
Account No.: 145

Quantity	Item ID	Description	UOM	Sell	Total
<b>Replacement Cameras</b>					
3	CM42-256-HW	CM42 Indoor Mini Dome Camera, 256GB, 30 Days Max	EA	\$503.28	\$1,509.84
3	CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	EA	\$1,223.28	\$3,669.84
3	ACC-MNT-3	Verkada Camera Wall Mounted L-Shaped Bracket	EA	\$92.88	\$278.64
6	LIC-CAM-5Y	Verkada 5 Year Camera License	EA	\$647.28	\$3,883.68
<b>Switch</b>					
1	02QQ34	24P GE POE+ SMART SWITCH	EA	\$564.55	\$564.55
1	NPR-3YR	Netgear Insight Pro License - 3 Year	EA	\$59.40	\$59.40
<b>PC to allow camera footage to be up on monitor at all times</b>					
1	8NF018	Intel NUC 11 Pro NUC11TNHi5 Barebone System	EA	\$550.00	\$550.00
<b>Installation of new cameras as well as clean up of existing cables in office.</b>					
<b>ITS will Invoice for additional cables should they be necessary.</b>					
1.00	INSTALLESTIMATE	Installation ESTIMATE -	HR	\$1,000.00	\$1,000.00

<b>Your Price:</b>	<b>\$11,515.95</b>
Freight:	\$118.00
<b>SubTotal:</b>	<b>\$11,633.95</b>
<b>Total:</b>	<b>\$11,633.95</b>

Prices are firm until 9/5/2024

Terms: Net 15

**Prepared by:** Drew Hackney, drew.hackney@infrastructuretech.net

**Date:** 8/22/2024

Unless quoted here, shipping/handling and installation may be an additional charge.

All sales are subject to the terms of the ITS Master Service Agreement. By signing below, you are agreeing to these terms.

The document is located at <https://www.iowadatecenters.com/ITSMasterServiceAgreement.pdf>

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Disclaimer**

Please fax signed quote to 319-465-4659 or email to sales@infrastructuretech.net so that your order can be placed. Thank you for your business.



**City Council Meeting**  
**Prep. Date:** 10/03/2024  
**Preparer:** Russell Farnum



**Agenda Item:** # 6  
**Agenda Date:** 10/07/2024

*Communication Page*

**Agenda Items Description:** Ambulance Director Salary - Raise

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
Resolution

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

**Summary:** on June 17, Council approved a 5% raise for Department Heads, except for the Ambulance Director, who had not yet completed a year of service. That raise was postponed until October.

The evaluation of the Director has been completed. Lori Lynch has completed a year of service and is performing well through many challenges, while making notable progress toward achieving many goals.

**Recommendation:** A raise of 5% is recommended.

# The City of Monticello, Iowa

## RESOLUTION #

### Adopting Salary for the Ambulance Director

**WHEREAS**, The City Council has historically approved wage or salary increases for Department Heads and several other employees or positions are not covered by multiple-year pay Resolutions and do not have negotiated employment agreements annually. On June 17, 2023, Council approved a 5% raise for Department Heads, except for the Ambulance Director, who had not yet completed a year of service.

**WHEREAS**, the Council finds that the Ambulance Director should receive a salary as stated below to take effect second payroll check to be issued during the month of October, 2024:

Lori Lynch (Ambulance Director)	\$86,100.00
---------------------------------	-------------

**WHEREAS**, in Resolution 2023-68, the Council granted revisions to the Longevity Pay, which shall apply to all permanent, full-time staff as follows:

#### **Longevity Pay:**

- A. Longevity Pay, as outlined in the Employee Handbook, shall herein be modified and apply for all full-time employees, for continuous service to the City, as follows:
  - i. At the beginning of the 10th year of employment, employee will receive an additional \$ 0.25 per hour wage increase, in addition to any steps or other adjustments in effect at the time.
  - ii. At the beginning of the 15th year of employment, employee will receive an additional \$ 0.50 per hour wage increase, in addition to any steps or other adjustments in effect at the time.
  - iii. At the beginning of the 20th year of employment, employee will receive an additional \$ 0.75 per hour wage increase, in addition to any steps or other adjustments in effect at the time.
  - iv. At the beginning of the 25<sup>th</sup> year of employment, employee will receive an additional \$1.00 per hour wage increase, in addition to any steps or other adjustments in effect at the time.
- B. Longevity Pay shall be subject to the same payroll deductions that are applied to regular wages.
- C. Longevity Pay shall not be retroactive. It shall be effective as of the date of this Resolution, moving forward, and

**WHEREAS**, in Resolution 2023-68, the Council granted revisions to the City contribution toward health insurance, which shall apply to all permanent, full-time staff as follows:

**City Contributions toward Health Insurance:**

- A. Beginning July 1, 2023, the City shall provide the following contribution toward employee health insurance coverage:
  - i. For Single coverage, the City shall pay the full premium;
  - ii. For Single + Spouse, or Single + Dependent coverage, the City shall pay the equivalent of:
    - a) the Single premium, plus
    - b) \$70.00, plus
    - c) \$250.00.
  - iii. For Family coverage, the City shall pay the equivalent of:
    - a) the Single premium, plus
    - b) \$70.00, plus
    - c) \$500.00.
- B. The difference between the City contribution and the cost of the selected health insurance coverage shall be the responsibility of the Employee.
- C. The City has the right to change insurance plans to provide coverage and deductibles similar to, but not necessarily identical to, the coverage outlined in the Employee Handbook, and

**WHEREAS**, the above wage increase has been accounted for within the proposed FY '25 Budget,

**NOW THEREFORE BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the wages and salary increase as set out above, the said salary shall be applicable to the second payroll check to be issued during the month of October, 2024.

**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 7<sup>th</sup> day of October, 2024.

---

Wayne Peach, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk/Treasurer

**City Council Meeting**  
**Prep. Date:** 10/03/2024  
**Preparer:** Russell Farnum



**Agenda Item:** # 7 & 8  
**Agenda Date:** 10/07/2024

*Communication Page*

**Agenda Items Description:** Renewing and Extending Trash and Recycling Contracts with Republic

<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: Budget Summary: Expenditure: Revenue:

**Summary:** Republic has proposed extending their contract with a 4-year Residential extension and a 5-year Commercial extension.

Republic’s proposal was discussed at the August 19 City Council worksession. The Council wanted to see rates from other communities (below).

Republic	17.32 Proposed Rate for Monticello
Bellevue	27.00
Dubuque	22.00
Cascade	18.25
Mt Vernon	19.05
Marion	26.00

**Background:**

Bellevue is similar in size to Monticello and has a relatively new truck. They charge their dumpsters a base rate of \$60, and an additional per yard rate of about \$8.10. The residential rates are \$27 per month.

Marion recently updated their rates, their current residential rate is \$26 per home.

The City of Dubuque is about \$22 per month for a 65 Gallon Cart. They also charge \$13 per item for oversized items.

The City of Cascade is charging their residents \$18.25 per month, and Mount Vernon is currently at \$19.05 for 65 gallon carts.

In addition, I “pencilled out” what it would cost for the city to resume garbage and recycling service. If properly capitalized (i.e. NOT subsidized by other funding like property taxes) the City would have to charge \$55-60 per home. There are many reasons for this, the primary being the City is paying for a truck that would sit unused the equivalent of 2-1/2 days per week.

Transitioning from Staff-operated garbage collection to that of Republic was bumpy, as was going to single-operator (versus “open choice”) commercial service. However, all of the complaints with Republic were quickly resolved and, short of one or two commercial issues and a sporadic missed residential pickup (usually with a substitute driver), Republic generates almost no complaints, and their drivers have been very responsive to our citizens.

**Recommendation:** Approval of the Republic contract extensions is recommended.

# The City of Monticello, Iowa

## RESOLUTION #

### **Approving Extension For Contract For Solid Waste Commercial Dumpster Unit Collection & Disposal Services**

**WHEREAS,** The City Council previously directed the City Administrator to investigate the negatives, positives, and costs associated with contracting or “privatizing” some portion of the sanitation collection process, and

**WHEREAS,** The Council previously by Resolution 15-88, dated October 5, 2015 and Resolution 17-162, dated December 18, 2017, approved a contract between the City of Monticello and BFI Waste Services, LLC, d/b/a Republic Services of Dubuque, and

**WHEREAS,** Republic desires to extend the terms of the original contract with modifications in the terms and rates as follows:

1. Term. The term shall extend for an additional 5 years. Effective January 1, 2025 through December 31, 2029. The remaining terms in the original contract shall remain in full force and effect.
2. Rates. The City’s per unit monthly costs shall be:

#### **Commercial Trash Rates**

**Price per yard calculated as follows**

**(Container size) x (Days per week) x 4.33**

<b>January 1, 2025- December 31st 2025 .....</b>	<b>\$8.15 per yard</b>
<b>January 1, 2026- December 31st 2026 .....</b>	<b>\$8.56 per yard</b>
<b>January 1, 2027- December 31st 2027 .....</b>	<b>\$8.99 per yard</b>
<b>January 1, 2028- December 31st 2028 .....</b>	<b>\$9.43 per yard</b>
<b>January 1, 2029- December 31st 2029 .....</b>	<b>\$9.90 per yard</b>

#### **Dumpster delivery/removal/exchange fees \$75**

The remaining provisions in the original contract, as previously amended shall remain in full force and effect.

**WHEREAS,** The Council has considered the proposal and finds that the modifications listed above, justifies the requested five (5) year extension.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Contract for Solid Waste Commercial Dumpster Unit Collection

Services between the City of Monticello and Allied Waste Management Services of Dubuque, d/b/a Republic Services of Dubuque, and authorizes the Mayor to execute the same on behalf of the City of Monticello.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 7<sup>th</sup> day of October, 2024.

---

Wayne Peach, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

**EXTENSION FOR CONTRACT FOR SOLID WASTE COMMERCIAL DUMPSTER  
UNIT COLLECTION & DISPOSAL SERVICES**

This extension shall take effect on January 1, 2025 by and between Monticello IA and Republic Services of Dubuque.

The City and the Contractor desire to extend the terms of the original contract with modification. Therefore, the city and contractor agree to extend the contract with the modifications set forth below.

1. Term. The term shall extend for an additional 5 years. Effective January 1, 2025 through December 31, 2029. The remaining terms in the original contract shall remain in full force and effect.
2. Payments. The City's per unit monthly costs shall be;

**Commercial Trash Rates**  
**Price per yard calculated as follows**  
**(Container size) x (Days per week) x 4.33**

<b>January 1, 2025- December 31st 2025</b> .....	<b>\$8.15 per yard</b>
<b>January 1, 2026- December 31st 2026</b> .....	<b>\$8.56 per yard</b>
<b>January 1, 2027- December 31st 2027</b> .....	<b>\$8.99 per yard</b>
<b>January 1, 2028- December 31st 2028</b> .....	<b>\$9.43 per yard</b>
<b>January 1, 2029- December 31st 2029</b> .....	<b>\$9.90 per yard</b>

**Dumpster delivery/removal/exchange fees \$75**

The remaining provisions shall remain in full force and effect.

This agreement shall be deemed part of the original contract agreement. Any reference to the original agreement shall include this Contact Extension.

This agreement was made and entered into the \_\_\_\_\_ Day of \_\_\_\_\_ 2024.

Monticello, IA

Republic Services of Dubuque

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_



# The City of Monticello, Iowa

## RESOLUTION #

### **Approving Extension for Solid Waste Collection and Disposal and Recycling Collection Services**

**WHEREAS,** The City Council previously directed the City Administrator to investigate the negatives, positives, and costs associated with contracting or “privatizing” some portion of the sanitation collection process, and

**WHEREAS,** The Council previously by Resolution 18-67, dated June 4, 2018 approved of a contract between the City of Monticello and BFI Waste Services, LLC, d/b/a Republic Services of Dubuque, and

**WHEREAS,** Republic desires to extend the terms of the original contract with modifications in the terms and rates as follows:

1. Term. The term shall extend for an additional 4 years. Effective January 1, 2026 through December 31, 2029. The remaining terms in the original contract shall remain in full force and effect.
2. Payments. The City’s per unit monthly costs shall be;

#### **Trash**

<b>January 1, 2025- December 31st 2025</b> .....	<b>\$12.54 per home</b>
<b>January 1, 2026- December 31st 2026</b> .....	<b>\$15.67 per home</b>
<b>January 1, 2027- December 31st 2027</b> .....	<b>\$16.46 per home</b>
<b>January 1, 2028- December 31st 2028</b> .....	<b>\$17.28 per home</b>
<b>January 1, 2029- December 31st 2029</b> .....	<b>\$18.15 per home</b>

#### **Recycling**

<b>January 1, 2025- December 31st 2025</b> .....	<b>\$4.78 per home</b>
<b>January 1, 2026- December 31st 2026</b> .....	<b>\$5.98 per home</b>
<b>January 1, 2027- December 31st 2027</b> .....	<b>\$6.27 per home</b>
<b>January 1, 2028- December 31st 2028</b> .....	<b>\$6.59 per home</b>
<b>January 1, 2029- December 31st 2029</b> .....	<b>\$6.92 per home</b>

**Cart Delivery/Removal/Exchange fee \$20**

The remaining provisions in the original contract shall remain in full force and effect.

**WHEREAS,** The Council has considered the proposal and finds that the provisions listed above, justifies the requested four (4) year extension.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Contract for Solid Waste Commercial Dumpster Unit Collection Services between the City of Monticello and Allied Waste Management Services of Dubuque, d/b/a Republic Services of Dubuque, and authorizes the Mayor to execute the same on behalf of the City of Monticello.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.  
Done this 7<sup>th</sup> day of October, 2024.

---

Wayne Peach, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

**EXTENSION FOR SOLID WASTE COLLECTION  
AND DISPOSAL AND RECYCLING COLLECTION SERVICES**

This extension shall take effect on January 1, 2025 by and between Monticello IA and Republic Services of Dubuque.

The City and the Contractor desire to extend the terms of the original contract with modification. Therefore, the city and contractor agree to extend the contract with the modifications set forth below.

1. Term. The term shall extend for an additional 4 years. Effective January 1, 2026 through December 31, 2029. The remaining terms in the original contract shall remain in full force and effect.
2. Payments. The City's per unit monthly costs shall be;

**Trash**

January 1, 2025- December 31st 2025 .....	\$12.54 per home
January 1, 2026- December 31st 2026 .....	\$15.67 per home
January 1, 2027- December 31st 2027 .....	\$16.46 per home
January 1, 2028- December 31st 2028 .....	\$17.28 per home
January 1, 2029- December 31st 2029 .....	\$18.15 per home

**Recycling**

January 1, 2025- December 31st 2025 .....	\$4.78 per home
January 1, 2026- December 31st 2026 .....	\$5.98 per home
January 1, 2027- December 31st 2027 .....	\$6.27 per home
January 1, 2028- December 31st 2028 .....	\$6.59 per home
January 1, 2029- December 31st 2029 .....	\$6.92 per home

**Cart Delivery/Removal/Exchange fee \$20**

The remaining provisions shall remain in full force and effect.

This agreement shall be deemed part of the original contract agreement. Any reference to the original agreement shall include this Contact Extension.

This agreement was made and entered into the \_\_\_\_\_ Day of \_\_\_\_\_ 2024.

MONTICELLO, IA

Republic Services of Dubuque

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

City Council Meeting  
Prep. Date: 10/03/2024  
Preparer: Russell Farnum



Agenda Item: # 9  
Agenda Date: 10/07/2024

*Communication Page*

**Agenda Items Description:** Updates to Employee Handbook

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
Resolution

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

**Summary:** From time to time it is necessary to update the Employee Handbook to reflect changes in policies or procedures.

**Background:** In August, 2022 the most recent version of the Employee Handbook was adopted. This was a major overhaul and one of the most comprehensive updates of this document in decades.

Since then, the City has changed a few policies, which are reflected in the changes outlined on pp. 50 to 54. These include changes to longevity pay and City share of insurance benefits that were approved in 2023. Also included are recently updated residency requirements, which were expanded to help with Police Department recruitment (page 38).

Also needed are updates to the amount reimbursed for travel and training expenses, especially meal reimbursements. Current amounts have not changed since 1997 and provide just a \$25 daily limit, with only \$15 for travel days. The City is changing to reimbursing the actual amount of the meal (receipts will be required), with a limit of \$10 for breakfast, \$15 for lunch, and \$25 for dinner (page 56). This would apply to travel time as well as the stay for the training. Lunches or meals provided at the training are not eligible for reimbursement.

**Recommendation:** Approval is recommended.

# The City of Monticello, Iowa

RESOLUTION #

## **Adopting the City of Monticello Employee Handbook**

**WHEREAS,** The Council has previously adopted the City of Monticello Employee Handbook with Resolution 2022-96, dated August 1, 2022, and

**WHEREAS,** The City Administrator and staff have reviewed and re-drafted the terms and provisions of the Employee Handbook, working closely with the City, and

**WHEREAS,** The Council has previously changed a few policies, including changes to longevity pay and City share of insurance benefits that were approved in 2023, and recently updated residency requirements, which were expanded to help with Police Department recruitment, and

**WHEREAS,** Update to the reimbursements for travel and training expenses, last changed in 1997, would read: The City is changing to reimbursing the actual amount of the meal (receipts will be required), with a limit of \$10 for breakfast, \$15 for lunch, and \$25 for dinner, and

**WHEREAS,** It is imperative to have an Employee Handbook in place to direct the appropriate action by city staff in the performance of their duties as employees of the City of Monticello.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of Monticello, Iowa does hereby approve the Employee Handbook as presented, a complete copy of same to be appended to this Resolution, by this reference being incorporated, verbatim, as if fully set forth herein.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.  
Done this 7<sup>th</sup> day of October, 2024.

---

Wayne Peach, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer



## **EMPLOYEE HANDBOOK**

**Adopted August 1, 2022  
Draft Update October 1, 2024**

**CITY OF MONTICELLO  
EMPLOYEE HANDBOOK**

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Welcome to Monticello!

Dear Employee:

We welcome you as an employee of the City of Monticello. There are many things about city government and your job that are new to you and may be unclear until you become settled in your new surroundings. We understand this and will work with you to help you resolve the questions or problems you have as you learn your job and the way the City operates.

To help us to do that, please be familiar with this handbook that has been developed for use by employees. We hope you will find it a useful guide, a ready reference, and a source of information to help you learn about the City and benefits of working here. Of course, no handbook can contain everything you need to know about your job and how the City operates. This handbook explains some of the rules, regulations, and policies of the City, but it is not your only source of information. With the help of your supervisor, you need to familiarize yourself with all policies and practices of the City.

Again, welcome to the City of Monticello. We hope that your experience here will be challenging, enjoyable, and rewarding.

Sincerely,  
Russ Farnum  
City Administrator  
City of Monticello

## Introduction and At-Will Disclaimer

This is your Employee Handbook. It provides you with a brief summary of the personnel policies of the City.

### **DISCLAIMER**

**You are an “at-will” employee. You may resign your employment at any time and for any reason, and the City reserves the same right to discontinue your employment at any time and for any lawful reason or for no reason at all. Nothing in this Handbook changes the at-will nature of your employment with the City. This Employee Handbook is not intended to create any contractual rights in favor of you or the City. This Handbook is not to be construed as an employment contract or as a promise that you will be employed for any specified period of time.**

**At-will employees are not subject to the just cause standard for discharge. Further, the terms of this Handbook do not supersede the terms of any collective bargaining agreement negotiated with the City’s unions. When in conflict, the terms of the collective bargaining agreements will control, except to the extent this manual is determined to reflect the requirements of federal or state law which supersede the collective bargaining agreements.**

**This Handbook is provided for informational purposes only. The policies, procedures, benefits and plans described in the Handbook may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate or modify any of the policies in the Handbook at any time at its discretion, with or without notice.**

**Any promises, representations or actions by a City official or employee which are contrary to this Handbook are not the official policy of the City and are of no force or effect. This Handbook supersedes and cancels the effect of any previous versions of this Employee Handbook.**

You are responsible for reading this Handbook and any documents referred to herein. Further, you are responsible for reading your email and other internal postings which you may receive from time to time concerning City policy, or changes in City policy. Each City department has been provided a copy of these policies and, in addition, may also have departmental policies. **These policies are generally applicable to all employees, but please check with your supervisor or Department Head to obtain policies specific to your department. Certain departmental procedures may take precedence over the general procedures in this Handbook.**

This document will regularly be modified and updated as laws and policies change to reflect evolving circumstances. Every attempt will be made to provide timely updates to this document. If you have any questions or need clarification on any policy, please contact your supervisor.

## Communications Policy

### **Open Communications**

Communication is critical in all work environments. The employees' immediate supervisor is the primary point of contact for all employees and employees shall communicate questions, concerns, and all other matters, unless an exception is set out elsewhere in this handbook, directly to and with their immediate supervisor, who shall be responsible for taking said communications up the chain of command as deemed appropriate by said supervisor.

### **Open Door Policy**

For people to work together effectively there must be a friendly, congenial atmosphere based on mutual trust and respect. Yet, in all human relationships, there are bound to be occasional misunderstandings and disagreements. It is important that these be resolved without delay.

In most cases, this is a simple matter, handled easily by your immediate supervisor. However, he/she cannot always be expected to provide answers satisfactory to all concerned. The City of Monticello's policy provides recourse to higher authority where that becomes necessary.

In general terms, the policy is simply an attitude of consideration for each individual's viewpoint. More specifically, it invites you to express yourself freely to your immediate supervisor with regard to your job, interpersonal relationship issues with co-workers and/or the interpretation or application of City's policies. If after speaking with your immediate supervisor you are not satisfied with the answer or response you received you may then take your issue or request to your Department Head.

If an employee continues to remain dissatisfied with the answer or response, the employee may then request a meeting with their Department Head and the City Administrator. The City Administrator may choose to meet with the employee outside the presence of their Department Head if, in the sole discretion of the City Administrator, same would be appropriate. If the employee remains dissatisfied with the answer or response after the prior step, the employee may then present the question or issue to the City Council, while in session, and the Council will respond, give direction, or take action deemed appropriate. Their position and/or decision will be final. It is possible that the question or issue may be related to the performance of the employee, or another, and in that event, it is possible that the discussion with the City Council may be held in closed session. Any decision related to holding a closed session shall be reviewed with the City Attorney in advance of scheduling the closed session.

If your question or issue is related to the party to whom you are required by this Handbook to first take your request or issue, you may bypass that person and take your issue/request to the next person of authority as noted above without fear of reprisal.

## Equal Opportunity Policy

The City depends on the talents of all its employees. The City's future depends on how we recognize, value and appreciate our differences. Because we appreciate the value of our differences, we dedicate ourselves to achieving a work environment that encourages and values the contributions of every employee. It shall be the policy of the City to act affirmatively and without discrimination with regard to the terms, conditions and privileges of employment in accordance with all applicable laws. Decisions regarding all employment terms, conditions and privileges, including, but not limited to, recruitment, hiring, placement, training, promotion and layoffs, shall be made without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, genetic information, national origin, age, disability, military or veteran status (except as set forth below), or any other characteristic protected by applicable federal, state or local law. Personnel procedures shall also be administered without regard to an individual's race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, genetic information, national origin, age, disability, military or veteran status, or any other characteristic protected by applicable federal, state or local law.

Employment decisions are based on merit and business needs, not based on status as a protected class. The City complies with laws regarding reasonable accommodations for disabled employees. The City will not discriminate against qualified employees or job applicants because of physical or mental disabilities as set forth in the Americans with Disabilities Act (ADA). Equal Employment Opportunity notices are posted. These notices summarize the rights of employees and provide the names and addresses of government organizations that may be contacted in the event a person believes he/she has been discriminated against or that the City is acting in violation of any applicable law or regulation.

Any honorably discharged veteran, as defined in the Iowa Code, shall be entitled to preference in appointment, employment and promotion over other applicants of no greater qualifications, consistent with the required definition in the Iowa Code.

Our City is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, we require all newly hired or rehired employees to complete the US Department of Homeland Security Employment Eligibility Verification Form I-9. Additionally, the City complies with federal immigration laws and cooperates with enforcement of the same, pursuant to Iowa Chapter 825, passed April 10, 2018.

## Harassment and Retaliation

Illegal harassment is defined as offensive verbal or physical conduct based on a person's race, creed, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, pregnancy, genetic information or any other characteristic protected by local, state or federal law which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. It can also include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of a variety of behaviors, including, but not limited to, the following examples:

1. Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions or threats;
2. Non-verbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings or gestures;
3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault;
4. Threats or demands to submit to sexual requests in order to keep an employee's job or receive any job-related benefit.

The City will not tolerate harassment. Harassment is prohibited under local, state and federal employment laws and is also considered misconduct subject to disciplinary action, up to and including termination. Immediate action will be taken to resolve all complaints related to discrimination and harassment. See Complaints, Investigations and Remedying Discrimination, Harassment or Retaliation in the Workplace section below for the complaint procedure.

## Anti-Retaliation

Employees who report or file good faith claims of harassment or discrimination with the City or any local, state or federal agency, or employees who in good faith file workers' compensation claims, request Family Medical Leave Act "(FMLA)" leave or military leave, report occupational safety violations or wage violations shall not be subjected to retaliation. Witnesses, who in good faith, report misconduct or participate in any investigation, shall not be subjected to retaliation. Retaliation includes penalizing an employee by demotion, termination or by changing the employee's work conditions in a material manner as a result of the employee making a complaint in good faith or for the employee's participation in an investigation conducted by the City.

The City will not tolerate retaliation. Immediate action will be taken to resolve all retaliation complaints.

## Complaints, Investigations and Remedying Discrimination, Harassment or Retaliation in the Workplace

A continuous two-way flow of information between supervisors and employees is essential to the achievement of organizational goals. Whenever possible, issues should be resolved through an informal communication process between employee and supervisor. When a problem arises, it should be communicated and addressed immediately in an open, calm and honest manner.

If an issue cannot be resolved through communication, employees covered by a bargaining unit agreement may utilize a formal grievance process, to the extent a formal process exists in any agreement between the City and the Union, and non-union employees may appeal a disciplinary action to the City Administrator.

In the case of sexual or other harassment, illegal discrimination, or similar concerns, the following steps should be followed by employees:

1. If comfortable doing so, employees are encouraged to express their objection to behaviors that could constitute discrimination, harassment or retaliation to the person engaged in the behavior.
2. Any employee who has a complaint of or observes conduct or overhears language that constitutes discrimination, harassment or retaliation at work, by anyone (including managers or immediate supervisors, Department Heads, co-workers, clients, customers, contractors, members of the general public or visitors to the workplace), should immediately communicate the complaint and/or their observation to the attention of the employee's Department Head, the City Administrator or the City Attorney.

- a. The party who received the complaint shall immediately notify the City Attorney or the City Administrator, who may, as the situation requires, name an impartial investigator. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent possible, but in no event shall the report be released to third parties outside of the City, unless ordered by an Arbitrator or Judge with competent jurisdiction over the matter.
3. Investigation of a complaint will normally involve communications between all of those named or involved in the subject behavior and any named or other apparent witnesses. Employees are required to fully cooperate with any member of management or the City Attorney during any work-related investigation. Retaliation against parties or witnesses shall not be tolerated.
4. Any employee determined, after investigation, to have discriminated against, harassed or retaliated against another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. The City will take prompt action it deems appropriate to remedy the situation and to prevent further discrimination, harassment or retaliation.
5. In the event a non-employee subjects an employee to discrimination, harassment or retaliation in the workplace, the employee's manager or immediate supervisor, the City Administrator, or the City Attorney will inform the non-employee and (if appropriate) his/her employer of the City's policy against discrimination, harassment and retaliation. The City will require the person (or, if appropriate, his/her employer) to take prompt action the City deems appropriate to remedy the situation and to prevent further discrimination, harassment or retaliation.

#### Job Description

The City has prepared job descriptions which list the essential functions and other responsibilities of each City position, and each employee is required to review and sign his/her job description. If an employee has not reviewed and signed his/her job description, the employee should contact his/her supervisor immediately. A job description is not intended to be an exhaustive list of all duties which could possibly be assigned to a position, nor does it limit the authority of the City to request an employee perform different or additional functions. As a provider of public services, the City requires employees to be flexible enough to fill in where necessary to ensure City services are provided at the level Monticello residents have come to expect.

While the City strives to ensure that City job descriptions are regularly reviewed and revised as necessary, if an employee believes that his/her job description does not accurately or completely describe his/her job duties or expectations, the employee should advise his/her supervisor so that revisions may be considered.



## Appointments and Work Schedules

Many of the services delivered to the citizens of Monticello require around the clock attention and for that reason employee schedules will vary. Further, there are three classifications of employment including full-time, part-time and temporary. The employment classifications will determine the benefit levels provided or applicable to each employee. (Please see sections on employee benefits set forth subsequently herein.)

Full-time employees generally work at least 40 hours per week, whereas part-time employees work 32 hours or less per week. Temporary employees may work any number of hours, but the position will terminate on a date certain, which is communicated upon hire. Seasonal employees will generally work over a specific season or seasons, most generally summer and fall but in some cases over the winter months. The end date of seasonal employment will generally be tied to a change in the weather or the seasons and will not be determined with certainty on the date of hire. An employee's supervisor will explain the work schedule required for the employee's position.

A full-time exempt employee is a salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation in the form of time off (compensatory time) or cash. A full-time non-exempt employee is one who is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation.

### **Work Week**

All full-time work weeks shall be at least forty (40) hours in length, except for the police department which may be scheduled on an eighty-four (84) hour two-week schedule.

Lunch schedules shall be staggered by all departments that are open to the public to keep offices open during the entire workday. Lunch schedules to be set by the Department Head.

The City of Monticello shall not be open on Saturday, Sunday or city recognized holidays, except for the Ambulance and Police Department which shall be open 365 days per year, and except for the water/wastewater Department, which must have staffing for specific purposes on all days. (One water/wastewater employee is required to work four hours each Saturday and Sunday. When a worker is scheduled to work said Saturday/Sunday schedule they are not scheduled to work the following Friday of the same pay period.) The Monticello Public Library and Parks and Recreation Department will also have salaried exempt staff and hourly non-exempt staff scheduled to work on Saturday and Sunday as appropriate for their operations and programming. Library and Park and Recreation Department Heads shall work to schedule Saturday and Sunday hours in a manner that does not result in overtime.

The work week for all employees will begin on Monday and end on Sunday with hours calculated accordingly, with the exception of the Water/Wastewater Department, whose

work week shall begin on Saturday and end on Friday; and pool staff whose work week begins on Friday and ends on Thursday. The work schedule for each work week shall be set by the Department Head and City Administrator. If the Department Head and City Administrator do not agree on the appropriate work schedule a committee including the City Administrator, Department Head, the Mayor and three City Council members shall be convened after which a majority vote of the committee shall determine the schedule moving forward.

Employees working eight (8) hour shifts shall **not** take scheduled breaks but for a one-hour lunch to be taken between the hours of 11:00 a.m. and 1:00 p.m. Any breaks determined to be necessary and appropriate, outside of the one-hour lunch, shall be taken at the job site and shall not take place at a common location with other departmental employees. (Examples of "Necessary and Appropriate" breaks include restroom needs, working in extreme heat and needing fluids or shade.) Employees are expected to plan accordingly based upon weather forecasts and to have adequate water or snacks with them at work sites to avoid travel to and from the work site to a convenience store or City building. Department Heads are tasked with monitoring employee break practices and shall ensure compliance herewith. Employees found to be violating the provisions hereof shall be subject to discipline.

Employees working a 12-hour schedule will not have a scheduled lunch hour. Each Employee shall be entitled to a maximum of sixty (60) minutes of break time during one twelve (12) hour shift that may be exercised in any combination of 15 or 30-minute increments.

The Police Department work week/pay period may be based on a schedule comprised of twelve (12) hour shifts. Generally, the schedule shall be based upon a three-day work week (36 hours) followed by a four-day work week (48 hours), comprising a pay period of two weeks totaling 84 hours, exclusive of any overtime, holiday pay, etc. However, at the sole discretion of the Chief, Officers may be required to work up to 86 hours per pay period, on any schedule determined necessary and appropriate, without the award of overtime pursuant to Section 7(k) of the Fair Labor Standards Act.

Police Department administrative staff work week will be comprised of five (5), eight (8) hour work shifts, with a one-hour lunch, unless another schedule is authorized in advance by the Chief of Police.

### Physical Examinations

All new employees are given a conditional offer of employment before they are appointed to full-time positions. A conditional offer of employment may, depending upon the essential functions of the job, and especially the safety sensitive aspects of the job, be subject to passing a physical examination. Further, all offers are contingent upon a background investigation. Part-time, temporary and seasonal employees may or may not be subject to a physical examination, the decision being tied to several factors, including, but not limited to, the level of physical activity required, the responsibilities required, and whether they may be considered for transfer into a full-time position. Please see the City's Safety Policy, Addendum A. (See also the provisions set forth subsequently herein related to CDL drug testing and eligibility.)

### Employee Orientation

The City recognizes the importance of developing successful working relationships from the first day of employment. As such, the City has designed an orientation program for new employees during which the employee will:

- be provided a copy of this Employee Handbook;
- be provided a copy of the applicable job description;
- attend a meeting with the Deputy City Clerk to explain various employment forms, policies and applicable benefits;
- attend initial safety training; and
- receive orientation instructions relative to the department in which the employee has been assigned.

### Probation/Seniority

All new full-time and part-time employees are subject to a probation period. Full-time employees shall acquire regular status and seniority after the completion of a ninety (90) calendar day probationary period except for Ambulance and Police Department employees who shall not obtain regular status until the completion of a one-year (1 year) period to commence on their date of hire. Part-time Employees, not including Ambulance Department employees, shall not acquire regular status until after the passage of one one-hundred-eighty (180) days. Part time Ambulance Department Employees shall not obtain regular status until the passage of a one-year (1 year) period to commence on their date of hire. Temporary and seasonal employees are not generally subject to probationary periods. The probationary period is designed to allow the City an opportunity to evaluate the employee's job performance and for both parties to evaluate the fitness of the employee for the job. The City, in its sole discretion, may extend the probationary period if deemed appropriate based upon the employee's job performance during the original probationary period. During the probationary period, either the City or the employee may terminate the employment relationship with or without cause. Except as pre-approved at the time of hire, probationary employees may accumulate, but are not eligible to use, vacation, personal, or casual leave during the probationary period, and

except for Police and Ambulance employees, who shall be permitted to schedule and use vacation, personal and casual leave during the probationary period due to the fact that the probationary period for said employees is one-year (1 year) as opposed to ninety days (90 days).

Once the probationary period has passed, an employee's seniority will be calculated retroactive to the date of hire. If two or more employees are employed on the same date, seniority shall be determined by alphabetical order, A to Z, commencing with the last name first and then the first name.

An employee shall lose seniority rights upon the occurrence of any of the following: 1) termination; 2) lay-off for a period longer than eighteen (18) months; 3) failure to work within fourteen (14) days after written notice to return is mailed by United States certified mail to the employee's last known address; or 4) absence from work for two (2) consecutive scheduled workdays, whether said two (2) days immediately follow one another, without approval by the Employer, which may be required to be in writing.

### Promotions

The City of Monticello considers internal candidates along with external candidates for open positions.

Promotions are based on job performance, management evaluation of ability to accept more responsibility and the availability of promotional openings. As each new position becomes available, the appropriate supervisor will consider those individuals within the City who may have interest in the position and who are otherwise prepared and have the appropriate education and/or background to fulfill the essential functions and responsibilities of the position. To this end, each employee is responsible for keeping the City Administrator or his/her immediate supervisor informed of his/her career interests and the steps they have taken such as continuing education, to be prepared to fulfill the essential functions and responsibilities of the position.

Compensation provided to any promoted employee shall be negotiated by the employee with the City Administrator and approved by the City Council unless compensation for said promoted position is covered by a Collective Bargaining Agreement or other City Council approved agreement related to terms of employment in which event the compensation shall be as set forth therein.

### Transfers

Employees that transfer to another position shall be compensated as provided by any applicable Collective Bargaining Agreement or if none, as negotiated with the City Administrator and approved by the City Council.

## Rehire

Employees who leave the City in good standing may be considered for any position for which they meet minimum qualifications.

## Use of Medications

Certain medications may have an adverse effect on an employee's ability to safely operate vehicles and other machinery and equipment. If an employee is taking a medication, either over the counter or prescription, that may impair the employee's safety or the safety of his/her co-workers or the general public, the employee is required to notify his/her supervisor immediately. The employee's supervisor will require the employee to provide the City's FMLA/HIPAA designated official, the Deputy City Clerk, with documentation of the side effects of the employee's medication to allow the extent and effect of any impairment the medication may cause to be determined. In the event it is determined that impairments are possible, an effort will be made to assign appropriate and safe work. Whether or not this is possible will be determined by the City Administrator after consulting with the employee, the City's FMLA/HIPAA designated official, and the employee's Department Head.

## On-the-Job Injury or Illness

Work absences caused by on-the-job injuries and illnesses, including medical expenses caused by the same, are compensated as provided by Iowa law. If an employee becomes injured or has an accident while performing his/her job, the employee must notify his/her supervisor immediately and complete all required forms with the employee's supervisor within 24 hours. However, if an employee is involved in an accident with a company vehicle, or private vehicle that is operating on company business, which involves private property, whether there is damage or not, the Sheriff's Department should be called immediately. **(See also: "Injury and Incident Reporting and Investigation" and "Commercial Driver's License (CDL) & Driving as an Essential Function of Position" provisions set forth on p.64)**

**An employee's failure to promptly report a job-related injury or illness may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize the employee's right to benefits in connection with the injury or illness.**

Upon notification by an employee, the employee's supervisor will promptly notify the Jones Regional Medical Center Work Well Clinic and the City Clerk's Office to arrange authorized treatment.

Employees injured on the job are not permitted to seek immediate treatment on their own (i.e., without contacting their supervisor), unless the injury/illness appears to be life-threatening or is clearly very serious in nature and there is no time or opportunity to contact the supervisor in advance of seeking care or treatment.

Following a work-related injury, employees may be required to return to work within the restrictions set out by the authorized medical provider. If appropriate, light duty work may be assigned. An employee's failure to report for reasonably suited light duty work offered by the City is grounds for termination of employment and may result in denial of workers' compensation benefits. For details, please see Temporary Alternate Duty (TAD) Program, set forth in the City's Safety Manual, Addendum A.

Employees must follow the authorized medical provider's orders both at work and away from work. Employee's recovery and treatment will be monitored by the City until the Employee is returned to full duty.

Generally, an employee who is eligible for workers' compensation may use sick leave for scheduled workdays lost during the first three days following the injury or illness. If the employee continues to be eligible for workers' compensation, the employee will be paid at the State of Iowa workers' compensation rate of pay starting on the fourth day of the disability. If the employee is off work for more than fourteen (14) calendar days, the insurance carrier will then pay for the first three (3) days following the illness or injury and the City will recover any overpayment of benefits as an offset against future pay owed, if any. An employee may supplement workers' compensation benefits with accumulated sick leave, vacation or compensatory time upon request, up to an amount that would meet, but not exceed, the employee's regular take home pay, not including potential overtime pay. The City will then compensate the employee for the difference between his/her workers' compensation payment with the available sick leave, vacation or compensatory time payment. The employee's accumulated sick leave, vacation or compensatory time will be reduced accordingly.

A workers' compensation absence may constitute a leave covered by the Family and Medical Leave Act (FMLA). Workers' compensation leaves will run concurrently with applicable Family and Medical Leave Act leaves in cases where a temporary light duty assignment is not available, where (due to restrictions issued by a healthcare provider) a temporary light duty assignment is not appropriate, or where the employee has refused a temporary light duty assignment.

For details on the City's Return to Work Program, please see the Safety Policy, Addendum A to this Handbook.

### Telephone Use

This policy is intended to establish guidelines related to the use of City Phones and Cell Phones by City Employees during regular business hours and the amount of City reimbursement, if any, to those employees identified as having a "city" based need to carry or to have available a Cell Phone at all times.

## General Provisions:

(a) Carrying a Cell Phone during Regular Business Hours: In general, if it can be shown that an employee's duties require frequent mobility, a need to remain readily accessible due to the specific nature of their duties, a lack of other means to contact said employee by those that have a "work" related need to contact that employee, an employee may be permitted to carry a cell phone during regular business hours. Department Heads shall identify those employees within their department that are deemed to have a "need", as explained above, to carry a cell phone during working hours. The Department Head shall submit a written memorandum to the City Administrator both identifying the employee and explaining the need for the employee to carry said phone during working hours. The City Administrator has the discretion to either approve or deny the request of the Department Head.

(b) The City will not issue or provide Cell Phones at City expense to employees unless pre-approved by the City Council.

(c) Employees that are authorized to carry a cell phone under this policy will carry a personally owned phone. Said employee(s) will be eligible for consideration of a City stipend, as further explained below, for the employee's personal use of their personally owned cell phone for business purposes.

(d) City Stipend:

1. A stipend shall only be provided if it is determined that a substantial "need" exists for said employee to have a cell phone with them both during and after the workday. The Decision on whether or not a stipend shall be paid will be made by the City Administrator after consultation with the Department Head.
2. For those employees determined to be eligible for a stipend, not including Police Department staff, the Stipend shall be \$20.00 per month for those employees carrying a "standard" phone, said amount deemed to be representative of the portion of the cost of said cell phone service, care and maintenance, to be tied to the employee's business use of said phone. Police Department staff who are deemed to be eligible for a stipend by the Chief of Police shall receive a stipend of \$12.00 per month due to the fact that Police Department staff also has a Department issued cell phone for use while on duty. If it is determined that an employee has a need to carry a phone with data / e-mail services, the City shall pay a stipend to those employees in the amount of \$50.00 per month. Stipends shall be payable from the 1<sup>st</sup> day of the first month following the beginning of an employee's use of their personal cell phone for work purposes hereunder. City stipends shall not be pro-rated and will be payable to eligible employees consistent herewith upon submission of a signed Cell Phone Stipend Reimbursement request form to their Department Head

who shall review, sign if deemed appropriate, and then deliver to City Hall for final review, consideration, and payment. The stipend amount, as set out herein, shall be subject to amendment by the City Council as deemed appropriate from time to time.

(e) Procedures for Usage of Cell Phones during working hours:

1. For those employees who have been authorized to carry a cell phone during regular business hours, whether subsidized or not, the use of same, except while on break or in situations of emergency, shall be for work related purposes only.
2. The following uses of any cell phone during hours for which the employee is being paid by the City, are prohibited:
  - a) Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs;
  - b) Use for commercial purposes or for personal profit;
  - c) Anything that violates accepted ethical principles or any other use in conflict with the City's Personnel Policies and Guidelines.
3. All employees shall refrain from use of a cell phone as much as possible while operating a city owned vehicle or other piece of City owned motorized equipment. If it is not possible, the employee shall use hands free technologies, and whenever operating any motor vehicle or other motorized equipment, the use of the phone shall only be for work related purposes. Employees found to have violated this policy will be subject to discipline.

(f) Equipment:

1. Employees shall be responsible for the purchase, maintenance, repair, replacement, and ownership of their phone and related equipment/accessories.
2. Each Department Head shall evaluate the needs and requests of those personnel who will be utilizing a phone during working hours to determine whether their position and duties justify the need for a hands-free device. If the Department Head deems it necessary, said device may be provided at City expense and said device shall remain the property of the City at all times.



(g) Penalties/Restrictions:

1. The City is not responsible for replacing cell phones damaged by employee carelessness. In the event any cell phone or related equipment is damaged in the course of City business the item(s) shall be brought to the attention of the employee's supervisor for direction in regard to the repair and/or replacement of the item(s). A Department Head may replace, with City funds, cell phone equipment damaged during the course of employment so long as said damage was not caused by the negligence or recklessness of the employee. The replacement equipment shall be of a like kind and as similar to that being replaced as is possible. In this event, the replaced cell phone will remain the property of the employee.

The use of City telephones and personal cell phones to receive or make personal calls is discouraged, and employees will limit the duration of necessary calls so as not to interfere with work responsibilities. Use of City telephones for personal long-distance calls is prohibited.

Internet / Computer Use

1. The City owns and maintains several computer networks, internet and electronic mail systems, hereafter referred to as "system." This system is provided to the employees for the purpose of conducting City business.
2. The system hardware and software are owned by the City and as such are City property. Additionally, all documents and messages composed, sent, received or stored on the system are and remain the property of the City. They are not the private property of any employee, and employees should not consider any communication via the system confidential, personal and/or private.
3. The use of the system is for the conduct of City business. Personal business or other non-job-related activities should be minimized. Supervisors may further limit or restrict personal use.
4. The system shall not be used for commercial ventures, religious or political causes, outside organizations or other non-job-related activities.
5. The system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without specific prior authorization.
6. The system shall not be used to create or retrieve any offensive or disruptive messages or files. Among those which are considered offensive are any messages or files that contain any comment that offensively addresses someone's sex, sexual orientation, race, color, religion, national origin, age, disability, gender identity or marital status. Downloading of pornography or similar materials is strictly prohibited.

7. The confidentiality of any activity or message should not be assumed or expected. Deleting a message may not fully eliminate the message from the system. Further, the use of passwords for security does not guarantee confidentiality. The system automatically records information such as origin, destination, content and time spent online. The City Administrator or designee may monitor sites accessed. The City Administrator or designee also reserves the right to access, review and audit all messages and files created, received, stored on or sent over the system for any purpose, even after said message or file is deleted. The contents of any electronic mail or file may be disclosed without the permission or prior notification of the employee who sent or received the message or created the file. The City is not responsible if “hackers” retrieve, and make public, employee system activity. Thus, privileged or confidential material shall not be communicated via the system due to potential monitoring by the public, or “hackers”.
8. Employees shall not use a code, access another employee’s messages or files, or retrieve or modify any stored information, unless authorized to do so by a supervisor. All computer pass codes must be provided to supervisors upon request.
9. Computers shall not be loaded with any programs or files that have not been purchased for that specific computer by the City. No files shall be downloaded from the Internet, or any files accepted from an E-mail message. The exception to this would be files downloaded from other City computers or files from business associates of the City.
10. In order to resolve problems and to reduce conflicts with hardware and software on PCs, all software and hardware needs to be approved prior to the purchase and installation of the product. Software and hardware that is not approved and/or not used to conduct business for the City will be removed. This includes backdrops, screen savers, and unapproved personal software.
11. If a computer is not operating properly, contact the City Administrator or designee. That office will check the computer to see if it is a software or hardware problem. If the computer needs service, that office will then coordinate the units repair and return of the computer.
12. Use of the system is a privilege, not a right, and any violation of this policy or use of the system for improper purposes could subject the employee to discipline, up to and including discharge.

## Social Media Policy

### **Purpose**

This policy sets forth guidelines for the establishment and use by the City of Monticello of social media sites as a means of conveying City of Monticello information to the public. The intended purpose behind the use of City of Monticello social media sites is to disseminate information from the City, about the City, to the public in a civil and unbiased manner.

The City of Monticello has an overriding interest and expectation in deciding what is “spoken” on behalf of the City on all social media sites under the control of or in the name of the City or City Department. For the purposes of this policy, social media means any facility for online publication and commentary, including but not limited to city’s website, blogs, wikis, content hosting sites such as Flickr and YouTube, and social networking sites such as Facebook, LinkedIn, Instagram and Twitter. This policy is in addition to and complements any existing or future City of Monticello policies regarding the use of technology, computers, smart phones, e-mail and the internet.

### **General Policy**

1. The establishment and use by any City Department of City social media platforms are subject to approval by the City Administrator who may seek Council approval in his/her discretion. All City of Monticello social media platforms shall be administered by the City Administrator, Department Head, or his/her designees, but shall in all cases be subject to the oversight of the applicable Department Head.
2. City social media sites shall make clear that they are maintained by the City of Monticello. The City logo or branding shall be used on all social media accounts to confirm authenticity of the site. City social media accounts will only join a group or become a fan of a page or share posts if same are related to official City business, services, and events.
3. Wherever possible, City social media sites should link back to the official City of Monticello website for forms, documents, online services and other information necessary to conduct business with the City of Monticello.
4. The City Administrator, Department Supervisor, or his/her designees will monitor content on City social media sites to ensure adherence to both the social media policy and the interest and goals of the City of Monticello.
5. Users of all City social media shall adhere to applicable federal, state and local laws, regulations and policies.

6. The City reserves the right to restrict or remove any content that is deemed to be violative of the City of Monticello social media policy or any applicable law. Any content removed based on these guidelines must be retained by the Department Supervisor or his/her designees for a reasonable period, including the time, date and identity of the poster, when available.
7. The City of Monticello's website is and shall remain the City's predominate online presence.
8. Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore, content must be managed, stored and retrieved in compliance with these laws.
9. City of Monticello social media sites are subject to State of Iowa Public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format pursuant to City policy and practice so that it can be produced in response to a request. Whenever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
10. Employees representing the City of Monticello via social media accounts must always conduct themselves as a representative of the City of Monticello. Employees that fail to conduct themselves in an appropriate and professional manner shall be subject to discipline

### **Comment Policy**

1. A comment posted by a member of the public on any City of Monticello social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Monticello, nor do such comments necessarily reflect the opinions or policies of the City of Monticello.
2. Comments containing any of the following inappropriate forms of content shall not be permitted on City of Monticello social media sites and are subject to removal and/or restriction by the Department Supervisor or his/her designees.
  - a. Comments do not relate to the original topic;
  - b. Profane, obscene, violent, or pornographic content and/or language;

- c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability, or any other protected classification;
  - d. Personal attacks, including but not necessarily limited to defamatory comments;
  - e. Threats, express or implied, against any person or organization;
  - f. Comments in support of, or in opposition to, any political campaigns or ballot measures;
  - g. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
  - h. Conduct in violation of any federal, state or local law;
  - i. Encouragement of illegal activity;
  - j. Information that may tend to compromise the safety or security of the public or public systems; or
  - k. Content that violates a legal ownership interest, such as a copyright, of any party.
3. The City of Monticello reserves the right to deny access to City of Monticello social media sites to any individual who violates the City of Monticello Social Media Policy, at any time without prior notice. The City reserves the right to restrict or remove any content that is deemed in violation of the social media policy or applicable law.
  4. The following verbiage can be used to warn individuals about their content: "Your recent post is in violation of the City of Monticello Social Media Policy. Please refrain from posting inappropriate content in the future. If you do not refrain from posting such content, you will be blocked from all City of Monticello Social Media Platforms. Your understanding is appreciated."
  5. When possible, City of Monticello social media platforms will not allow comments to appear on the platform prior to being reviewed and accepted for posting by the designated administrator of said platform.
  6. Departments shall monitor their social media sites for comments requesting responses from the City and for usage in violation of this policy.

7. Any City Employee commenting on a City Social Media Platform shall identify themselves by name and note their employment with the City within said post.

These guidelines must be displayed to users or made available by hyperlink.

### Ethics

Employees are subject to state laws which forbid governmental employees from accepting anything from an individual or organization doing business with the City or wishing to do business with the City with a value over \$2.99. Simply stated: Employees are prohibited from accepting any favor or gift of value from any person(s) or company doing business with the City. If an employee is uncertain about a potential conflict of interest, the employee should notify his/her supervisor for a formal interpretation and decision.

If the City of Monticello is a member of the ICMA, the Elected Officials (mayor and council members) consistent with the requirements placed on City Employees as set forth herein, shall observe the current tenets of the ICMA Code of Ethics, which can be found at [www.icma.org/icma-code-ethics](http://www.icma.org/icma-code-ethics). Elected officials are encouraged to carefully review the full version with guidelines found on the website. As of this writing, the Tenets are:

#### **Tenet 1**

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

#### **Tenet 2**

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

#### **Tenet 3**

Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.

#### **Tenet 4**

Serve the best interests of the people.

#### **Tenet 5**

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

**Tenet 6**

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

**Tenet 7**

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

**Tenet 8**

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

**Tenet 9**

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

**Tenet 10**

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

**Tenet 11**

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

**Tenet 12**

Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

This section will be automatically updated as the Tenets are updated by ICMA.

### Weapons Policy

The City of Monticello does not tolerate violence in any form or the threat or perception of violence by or against any employee while performing his/her official duties, or due to the employee's official duties, wherever those duties are performed. Therefore, no City of Monticello employee is permitted to possess or carry firearms or other lethal weapons in City buildings, at City work sites or in City vehicles. Firearms and weapons are defined in 702.7 Code of Iowa and 724.1 Code of Iowa and include, but are not limited to, guns of any description, long knives, Tasers, etc. This policy excludes firearms and weapons carried by law enforcement employees as required by their employment as well as weapons carried by employees who possess a valid concealed carry permit and/or

otherwise possess or carry firearms in full compliance with the Iowa Code, so long as any weapons so carried or possessed are allowed by said permit and/or applicable Iowa Code provisions.

An employee found to be in violation of this policy will be subject to discipline, up to and including discharge.

### Drug and Alcohol Workplace Policy

The City of Monticello is committed to ensuring its employees work in a safe, drug-free environment. Individuals under the influence of illicit drug or alcohol are more likely to have workplace accidents and perform their work in an inefficient and substandard manner.

To effectuate this commitment, the City has determined it must try to ensure City employees are free from the influence of drugs and/or alcohol while performing their duties. The City has developed the following Drug and Alcohol Testing Policy which, where applicable, augments existing state or federal drug testing laws which already apply to some City employees. This policy applies to all applicants for City positions and all City employees at any time they are performing, preparing to perform, or immediately available to perform any paid function as designated by the City.

All employees in positions requiring Commercial Drivers Licenses are subject to the federal and state laws requiring drug and alcohol testing, and those laws supersede this policy. The Federal Transit Administration has adopted drug and alcohol testing procedures covering safety-sensitive employees engaged in mass transit and those laws also supersede this policy.

#### **Definitions:**

*Safety Sensitive Employee:* A safety sensitive employee is an employee working in a position where an accident or an error could cause the loss of human life, serious bodily injury, or significant property or environmental damage, including a position with duties that include immediate supervision of a person in a job that meets the requirements of this paragraph.

*Reasonable Suspicion Drug and Alcohol Test:* The City may require a drug and alcohol test of an employee if there is evidence that an employee is using or has used alcohol or other drugs in violation of this written policy, said evidence to be based upon specific, objective and articulable facts and the reasonable inferences drawn from those facts in light of training and experience. For purposes of this paragraph, facts and inferences may be based upon, but not limited to the following:

- a. Observations while at work such as direct observation of alcohol or drug use or abuse, or of physical symptoms or manifestations of being impaired due to alcohol or other drug use as described in the educational materials provided to employees.



- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- c. A credible source's report of alcohol use or the use of other drugs. The City Administrator or designee shall determine who is or is not a credible source.
- d. Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
- e. Evidence that an employee has caused an accident while at work which resulted in an injury to any person or resulted in damage to property or equipment.
- f. Evidence that an employee has manufactured, sold, distributed/solicited, possessed, used or transferred drugs while on the employer's premises, or while operating the employer's vehicle, machinery or equipment.
- g. The employee's statement or admissions of drug use while he/she is a City employee.

**Positive Test:** An employee tests positive for drugs if any trace of an illegal substance is detected following a drug test. An employee tests positive for alcohol if he/she has a blood alcohol concentration equal to 0.040 or greater.

**Illegal Drugs/Substances:** Any illegal substance which has not been legally obtained or which cannot be legally obtained. This includes prescription medication for which the employee does not have a prescription and/or is not taking according to the prescription, or has not disclosed the prescription to the City Administrator as required previously herein.

**This policy prohibits the following behaviors:**

It is the City's policy that an employee's use, sale, transfer, purchase or possession of drugs, alcohol, a controlled substance or drug paraphernalia, or any combination thereof, by an employee while in a City facility, vehicle, vessel or aircraft, or while performing City business, including official business conducted while in one's home, is prohibited. The responsible social use of alcohol at appropriate social events that may be attended from time-to-time by a City Employee in their capacity as a City employee is permitted.

City employees are prohibited from consuming alcohol on the job or reporting for work under the influence of alcohol, drug or medication. No employee shall operate any City vehicle or equipment while under the influence of drugs, alcohol, or medication. Volunteer Fire Department volunteers shall not participate in Fire Department calls if under the influence of drugs, alcohol or medication. Fire Department policies shall define "under the influence", shall prescribe duties, responsibilities, and procedures by which a volunteer is to report the use of alcohol, drugs, or medication when reporting to the Fire Station to

respond to a call, and the steps to be taken to determine if said volunteer's reported use has met the definition of "under the influence" before said volunteer responds to any call. If it is not possible to determine whether a responding volunteer is under the influence prior to participating in a call the responding volunteer shall be obligated to determine whether they are under the influence as defined by department policy and shall, in no event, operate any Department owned Motor Vehicle if they have consumed any amount of alcohol in the two (2) hours immediately preceding the call and/or have taken drugs or medication in a timeframe prior to the call that may affect their ability to safely operate said vehicle/equipment.

This policy prohibits employees from using prescription drugs unless both of the following conditions are met:

- (1) a doctor has prescribed the medication to the employee; AND
- (2) the doctor has advised the employee that the drug will not adversely affect the employee's ability to perform essential job functions without endangering the employee's safety, the safety of co-workers, or the safety of the general public. Employees using personal prescription drugs must carry the medication in the original container and the container must be labeled with the date, name of the employee, doctor and the quantity, dosage, and directions for use of the drug prescribed.

#### **Substance Abuse Education:**

The City will notify applicants of this drug and alcohol testing policy at the time of their first interview. The City will provide FTA and CDL required employees with drug and alcohol education, including the effects of drugs and alcohol, signs and symptoms of drug and alcohol use, assistance available for those abusing drugs and alcohol, and drug and alcohol testing requirements. Each employee and applicant will sign a form acknowledging receipt of these materials.

#### **Prospective Employee Testing:**

All prospective, safety-sensitive employees who have been extended a conditional offer of employment with the City shall be informed that a condition of employment includes passing a drug test as part of the pre-employment process. If a prospective, safety-sensitive employee, refuses to take a pre-employment drug test when scheduled or tests positive for a substance, that employee is ineligible for City employment for one (1) calendar year from the drug test.

If an employee is transferred to a safety-sensitive position, drug and alcohol testing under this policy is a condition of the transfer.

## **Random Testing:**

The City may, without individualized suspicion, conduct random drug and alcohol testing on safety-sensitive employees who are covered by state or federal law, and where said random testing is required by the Iowa or Federal Department of Transportation, Federal Transportation Administration or other agencies as a condition of licensing. The selection of such employees to be tested shall be done based on a computerized, randomly generated selection process in which each member of the employee pool has an equal chance of selection.

### **Commercial Driver's License (CDL) & Driving as an Essential Function of Position**

An employee required to possess a Commercial Driver's License for his/her position shall be subject to pre-employment drug and alcohol testing as well as random drug and alcohol testing in addition to all applicable State and/or Federal rules and regulations.

### **Requirement of Iowa Driver's License/Commercial Driver's License (CDL)**

Employees who are required to drive to perform the essential functions of their position must possess and maintain a valid Iowa Driver's License or Commercial Driver's License, depending upon the position. The City's insurance carrier requires an annual review of these employees' IDOT driving record.

An employee found to have an expired (beyond the 60-day grace period) Iowa Driver's License, or Commercial Driver's License (CDL) if required for the employee's position, or who has lost his/her license for any reason, may be removed from work assignments requiring a Driver's License/CDL, and may be subject to discipline. Said employee must obtain a valid Driver's License or CDL if required within seven (7) days of the date notice of said deficiency was given to the employee by the City. If an employee fails to obtain a valid Driver's License/CDL within this seven (7) day period the employee may be suspended indefinitely, with or without pay, until the deficiency is resolved, or may be terminated in the sole discretion of the City.

An employee who commits an offense and who knows, or has reason to know, that the offense may result in a driver's license suspension/revocation shall notify the employee's Department Head within twenty-four (24) hours of said offense unless incapacitated or otherwise legitimately prevented from doing so, in which case the notice shall be given as soon as is practicable. An employee who violates this notice provision may be immediately discharged. Further, employees charged with any offense which may lead to a driver's license suspension/revocation shall keep the City apprised as to the status of the charge during the pendency of the case and the eventual outcome. (Plea Agreement, Conviction, Acquittal, or other determination.) An employee's failure to follow the procedures set forth herein may result in disciplinary action, up to and including discharge.

An employee who is required to possess a valid Driver's License or CDL, as the case may be, to perform the essential functions of his/her position and who is found to be driving for the City, or for personal reasons, during a period of suspension or revocation will be immediately discharged.

#### Specific Requirements for Employees with Commercial Driver's License (CDL)

City employees who drive commercial motor vehicles and are required to have commercial drivers' licenses to perform the essential functions of their position must comply with the City's Substance Abuse Prevention Program as required by Federal Department of Transportation Federal Highway Administration and Federal Transit Administration regulations.

Employees subject to this program shall complete pre-employment alcohol and drug testing and shall also be subject to random drug and alcohol testing. Employees will receive appropriate training upon their appointment to any City position requiring the employee to possess a valid Commercial Driver's License. In addition to the requirements set forth previously herein requiring employee notice to the City of potential suspension/revocation of their driving privileges, employees shall also comply with all federal and state regulations that require the reporting of accidents to the Iowa Department of Transportation, regardless of the jurisdiction of the offense, and regardless of whether or not the employee is driving a commercial vehicle at the time of the offense.

If employees have questions regarding this program, they should contact their Department Head or the City Administrator.

#### **Post-Accident:**

Testing shall be conducted after any accident involving a City employee whose performance could have contributed to the accident if (1) it is required by state or federal law; or (2) when reasonable suspicion exists. Any accident involving a City vehicle, or private vehicle if being driven for City purposes, which results in property damage or personal injury, or results in the issuance of a citation, may be considered a basis for reasonable suspicion.

#### **Reasonable Suspicion Testing:**

When any supervisor, Department Head, or City official has reasonable suspicion that a City employee is under the influence of drugs or alcohol while on duty, or is otherwise violating the terms of this policy, that supervisor, Department Head, or City official, shall require reasonable suspicion testing.

If reasonable suspicion testing is required the employee may not drive to or from the testing or for other City related purposes until the test results have been returned to the City and thereafter only if the test results were negative. The City will provide

transportation to/from the testing at the City's expense. A test refusal shall be treated as a positive test result.

**Testing Procedures:**

- a. Drug and alcohol testing shall require a presentation of a reliable form of photo identification from the person being tested to the person collecting the sample.
- b. The City will designate the type of testing to be performed on the sample collected.
- c. Drug and alcohol testing shall normally occur during or immediately before or after working hours. The time required for such testing shall be considered work time for the purpose of compensation and benefits.
- d. All City ordered pre-employment, unannounced, reasonable suspicion, regularly scheduled, or follow-up drug or alcohol test costs shall be paid by the City.
- e. All confirmatory drug testing shall be conducted at a laboratory certified by the United States Department of Health and Human Services' Substance Abuse and Mental Health Services Administration consistent with rules adopted by the Iowa Department of Public Health.
- f. The City and laboratory/assigned medical personnel shall ensure, to the extent reasonably feasible, that drug and alcohol testing will only measure the use of alcohol or drugs, and that the records concerning the testing show only the use of alcohol or drugs. In any event, the City shall only utilize the information associated with the presence or lack thereof, of alcohol or drugs in the body
- g. The City will provide any disclosures required by law.

**Post-Positive Test:**

An employee who has a positive drug or alcohol test, either from random testing or reasonable suspicion testing, shall be subject to disciplinary action, up to and including immediate termination.

If the employee is permitted to return to work, the employee may be required to submit to evaluation by a Substance Abuse Professional and undergo treatment recommended by the Substance Abuse Professional. If the employee successfully completes all recommended treatment no further disciplinary action will be taken against the employee. If the employee refuses to submit to the evaluation, or fails to successfully complete all recommended treatment, the employee will be subject to further discipline, up to and including immediate termination.

If the Substance Abuse Professional determines that the employee has a drug or alcohol related problem the employee will be required to submit to follow-up testing. All follow-

up testing will be unannounced and without prior notice to the employee and will be at the employee's expense.

### **Retention of Records:**

The City shall maintain all drug and alcohol testing records in a secure location with controlled access. Secure computerized recordkeeping is permitted under this policy.

### **Workplace Privacy**

Employees are hereby advised that their workplace, regardless of its' location, whether a City building, City vehicle, or other location where said employees are congregating or working, are deemed public in nature and, therefore, they should have no expectation of privacy in said locations. Any items/materials located within an employee's workplace will not be kept private and will be subject to disclosure. From time to time, supervisors, co-workers and other authorized persons have a legitimate need to enter an employee's worksite and or work/area, including, but not limited to, offices, City vehicles, computers, cabinets and desks to search for documents, files and other work-related items. In addition, in cases of suspected employee misconduct or criminal activity, the City may search the workplace, including personal property brought to the workplace which is related to the day-to-day operations of the City, for evidence of such misconduct and will cooperate with law enforcement officers in any criminal investigation. In addition to potential investigatory activities, the City reserves the right to monitor all computer use, email, internet access, telephone use or other activities of employees.

### **Workplace Violence**

The City is committed to providing a workplace free from acts or threats of violence and to effectively respond if such acts or threats occur. Therefore, the City has a zero-tolerance policy when it comes to violent acts or threats directed by a City employee towards any other person, whether it be another City employee, a resident or non-resident, while on City property. Acts of violence, including threatening behavior, against others will lead to disciplinary action, up to and including termination. In addition, the City will cooperate with law enforcement, as appropriate, in any investigation of said actions, including but not limited to participation in a criminal investigation and prosecution. Employees who become aware of workplace violence, or any threat of violence, whether by an employee or non-employee, shall immediately report such knowledge to their Department Head, City Administrator, and/or Chief of Police and shall immediately complete a workplace violence incident report.

### **Secondary Employment**

Employees of the City may engage in secondary employment (i.e., other jobs in addition to their full or part-time employment with the City) under the following conditions, with paragraphs 1-5 applying to all employees covered by this Handbook but for Police Department Employees who shall be governed by paragraphs 6 & 7 of this section:

1. Employee shall provide a written request to their Department Head of their desire to take on secondary part-time employment, to be defined as any other employment that may exceed 6 hours or more to be worked per week. The request shall include the following information:
  - a. The anticipated work schedule and number of hours per week to be worked;
  - b. The location(s) of the work;
  - c. A general description of the work to be performed;
  - d. Whether they would be permitted to leave said secondary employment on short notice if recalled by the City for mandatory overtime or in times of emergency.
2. The Department Head, in consultation with the City Administrator, shall review said requests and shall consider the following in determining whether or not to approve the request:
  - a. Does the secondary employment have the potential of interfering with the employee's responsibilities to the City, including their availability for mandatory overtime work or emergency call back;
  - b. Does the position create a conflict of interest, or the appearance of a conflict, with their City employment;
  - c. Does the proposed position carry with it the risk of bringing discredit, ridicule, or embarrassment upon the City?
3. The decision whether or not to grant permission for secondary employment rests solely with the City Administrator after consultation with the Department Head and the employee making the request as appropriate. The decision of the City Administrator will be in writing and will either approve, deny, or approve with conditions.
4. Prior to beginning work the Employee shall be required to execute a release with the second employer to the City of Monticello, authorizing the secondary employer to release payroll records and records associated with workplace accidents or injuries involving the employee to the City of Monticello.
5. The approval of Secondary Employment, with or without conditions, may be withdrawn by the City Administrator at any time if it is determined that the Secondary Employment falls outside of the description provided by the Employee in any way and/or if the Employee's performance is deemed to be negatively impacted by the secondary employment.

6. Police Department Employees shall not become employed by any other entity without first obtaining the written approval of such employment by the Chief of Police. The Chief of Police has broad discretion in choosing whether or not to grant a request for outside/other employment, and may consider the following, in addition to other reasonable factors not specifically enumerated herein, to wit: conflicts of interest, conflicts with scheduling, public perception, risk of injury/illness from such other occupation, number of hours proposed to be worked as such other employment, distance from Monticello of such other employment. Employees shall not be permitted under any set of circumstances to wear a Monticello Police Department Uniform, use Monticello Police Department issued equipment, or otherwise hold themselves out as a Monticello Police Officer while serving in any other employment or contract employment scenario, without prior approval of the Monticello Chief of Police.
7. In times of emergency, all covered employees are subject to the immediate call/recall to duty. Any exceptions granted due to hardships in observance to the above policy shall rest solely in the discretion of the Chief.

#### Solicitations

Employees are prohibited from conducting private business solicitations or collections on City property. Employees may solicit for fundraisers on behalf of community not-for-profit organizations away from normal work areas (i.e., in approved lounge or break room areas) and on the employee's own time. Employees may post fundraising solicitation notices in approved lounge or break room areas. Employees are prohibited from fundraising solicitation outside of approved break times, and any aggressive verbal solicitation will be terminated immediately by management and said employee will be subject to disciplinary action. The prohibitions set forth herein shall not apply to solicitations directly tied to City or Department specific fundraisers, where the funds raised are being used for a City purpose or project. Department Heads may, in their sole discretion, remove any and all notices construed to have the potential for adversely affecting employee productivity.

#### Political Activities Policy

##### **Hiring and Retention**

City employees shall not be appointed or retained on the basis of their political disposition or activity. No employee shall be deprived of employment solely because that person is a member or an officer of a political party, committee or organization.

##### **City Elections**

City employees shall not be coerced to take part in political campaigns, to solicit votes for any candidate, any tax levy or any other ballot proposition, or to contribute or solicit funds



for or against or to otherwise support or oppose any candidate for appointed or elected City office.

### **General Activities**

No employee during regular assigned working hours, or at any other time while wearing City branded shirts, coats, uniforms, or similar clothing, may engage in any political activity. At no time shall City equipment/vehicles, City logo(s) or insignia, or City equipment be used for any political purpose.

Any employee may endorse or support political activity when off-duty provided that they take all necessary steps to ensure that their endorsement is personal in nature, or on behalf of an organization in which they participate and are authorized to communicate said endorsements, and not at all in their capacity as a City employee or made on behalf of the City. City employees are prohibited from appearing in political advertisements, publicity, or other promotional materials with City equipment or while wearing or having otherwise displayed any clothing or “gear” which communicates the fact that said person is an employee of the City of Monticello.

No City equipment, personnel, or facilities, not normally accessible to the public, may be used or allowed to be used for political activities.

The use of the following in political advertisements/publicity/other promotional materials or broadcasts is strictly prohibited and City employees shall not facilitate or accommodate such use and shall do their best to prevent such use if and when possible:

1. City property not normally accessible to the public;
2. Employees in uniforms or other clothing that communicates in some fashion their employment with the City of Monticello. (Examples include Police or Ambulance Uniforms, City Public works shirts, sweatshirts and/or jackets; and
3. City equipment.

### **Leave of Absence**

An employee may be granted a thirty (30) day leave of absence without pay and without accrual of benefits if that employee wishes to participate more fully in a political campaign or be a candidate for any office.

### **Work Rules and Discipline Policy**

The City, when determined appropriate, uses a progressive process to correct poor job performance or misconduct. Poor job performance or misconduct will be noted by the Department Head who will communicate the poor performance or misconduct to the employee who will be given an opportunity to take corrective measures and will receive

direction from the department as appropriate. In many cases deficiencies will be communicated orally, however, department heads shall document all verbal communications, said documentation to include a record of all verbal counseling and direction provided by the Department Head, with said documentation to be placed in the employee personnel file. Repetitive performance and/or misconduct will result in further discipline, including written reprimands, suspensions with or without pay, and termination. While the process may be a step-by-step corrective process, every situation is different and, depending upon severity and other factors to be taken into account by the department head in consultation with the City Administrator, steps may be omitted when deemed appropriate by management. The City reserves the right to eliminate any or all of the preliminary steps when the job performance is deemed to be intentionally poor in quality, the misconduct is severe, and/or the conduct of the employee is deemed to have a serious impact on co-workers, morale, or the efficient conduct of the City.

**Employees shall not engage in any of the following:**

1. Unprofessional conduct including but not limited to gossip, criticism, creating false rumors directed at coworkers or management, or other attempts to undermine morale.
2. Sleeping during working hours or giving the impression of sleeping.
3. Dishonesty of any kind concerning any work-related matter. From time-to-time, the employer may conduct workplace investigations of an employee's conduct. A finding of dishonesty, whether by words or conduct, is deemed to be a very serious issue.
4. Failure to competently and timely perform duties as outlined in the employee's job description or to carry out reasonable assignments or instructions.
5. Failure to heed corrective instructions when work or conduct is not meeting expected standards.
6. Willful failure to follow any of the procedures or policies of the City, including but not limited to those in this Handbook.
7. Reckless horseplay or other conduct which threatens the safety of others or the worksite in general.
8. Disorderly, subversive, insubordinate, immoral, or indecent conduct.
9. Physical assault of fellow employees or citizens.
10. Excessive absenteeism or tardiness.
11. Threatening, intimidating, and/or discriminatory behavior whether directed towards City employees or others.

12. Use of obscene or vulgar language directed against City employees, in the presence of the public, or in such a manner as to create a likelihood that others may be offended.
13. Reporting to work under the influence of alcohol, illegal drugs, or medications without a current prescription, or using any of the above during working hours. (See also Drug and Alcohol Workplace Policy set forth in more detail previously herein.)
14. Operating or caring for any equipment or vehicles in a negligent or reckless manner.
15. Theft (including unauthorized "borrowing"), loss, willful destruction and/or unauthorized use or alteration of property or equipment belonging to the City or any employee.
16. Disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervisor.
17. Deliberately falsifying, altering, or supplying false information on City records, including but not limited to payroll records and timecards.
18. Falsifying sick leave claims.
19. Unauthorized copying or disclosure of confidential City records or information.
20. Failure to report an accident or serious incident to the appropriate supervisor.
21. Work on personal tasks or jobs or carrying on secondary employment while on City time.
22. Pleading guilty, whether convicted or not, of a felony offense. (Deferred judgment requires guilty plea.)
23. Pleading guilty to or being convicted of, or being granted a deferred judgment of a misdemeanor offense which involves theft, fraud, dishonesty or moral turpitude involving a minor, such that continued employment would call into public question the fitness of the employee to hold a position with a public employer.
24. Pleading guilty, whether convicted or not, of any offense that results in the suspension or revocation of a license necessary to carry out essential job functions.
25. Failure to keep licenses and/or certifications necessary to perform essential job functions valid and current.
26. Failure to maintain insurability if required as a condition of employment.

27. Violation of the City's Safety Policy. Please see Addendum A.

28. Violation of the City's Drug and Alcohol Workplace Policy set forth in detail previously herein.

This is not an exhaustive list of prohibited misconduct. Employees must be aware of all rules and requirements applicable to their specific department and all standards applicable to the individual position they hold. The City further reserves the right to discipline employees for behavior which conflicts with the reasonable expectations of the employer whether specifically set forth herein or not.

Generally, the City follows a progressive discipline policy roughly as follows:

1. Verbal warning, which is documented in writing;
2. Written reprimand referencing the prior verbal warning;
3. Suspension;
4. Termination.

However, any or all of these progressive steps may be skipped in appropriate circumstances. Severe offenses will likely result in suspension or termination without any warning or reprimand. When employees are disciplined, management will typically cite the entire basis for the discipline, including a listing of all rules/policies/regulations that were determined to have been violated with written documentation of said discipline created and placed in the employee's personnel file. It is the policy of the City that all disciplinary documentation that has been placed in a personnel file is permanent.

Law enforcement officers shall be disciplined for misconduct consistent with Iowa Code 80F, the Peace Officers Bill of Rights. Procedures for that discipline will be as outlined in accordance with any applicable collective bargaining agreement provisions and with Iowa Code 80F.

### Performance Evaluations

The development of the employee and the organization is best achieved through annual performance evaluations between the immediate supervisor and employee. Reviews of job performance occur near the end of full-time and part-time employees' probationary periods and at least once annually thereafter. Temporary employees are normally evaluated at the end of the season or period of temporary employment and a satisfactory evaluation is required for future employment with the City. Evaluations are designed to identify and communicate to the employee his/her strengths and weaknesses and serve as a forum for discussing other employment-related issues.

## Uniforms

Uniforms or other City branded clothing, boots, and outerwear will be paid for and issued by the City as deemed appropriate and necessary by the Department Heads. The employee's Department Head will explain the procedure used in the employee's department.

## Dress Code

In the event a City Department provides uniforms, or other City branded clothing, for its employees, said uniforms/branded clothing must be laundered regularly and worn appropriately. Damaged, heavily stained or torn/unserviceable uniforms should be promptly repaired or brought to the attention of the Department Head. Employees who are not required to wear uniforms or branded clothing must dress neatly and appropriately so as to properly represent their position and authority within the City organization.

As representatives of the City who serve many types of citizens, it is important to dress in a reserved manner which projects a professional appearance. All employees shall wear clothing that covers their torso from the top of the employee's shoulders to the waist, and from the waist to the top of their knees. Open-toed shoes are only allowed if working in an office setting or at the pool, and then subject to the specific restrictions of that workplace. In addition, employees are required to have good personal hygiene.

Employees will not wear shirts, buttons, hats or other clothing, or display tattoos on their person, that contain or include obscene or offensive words, terms, logos, pictures, cartoons, curses, racial slurs or similar slogans or representations. Whether or not an employee's clothing or tattoos is violative of this provision will be determined by the employee's Department Head. Any employee who disputes the position taken by the Department Head may appeal the decision of the Department Head to the City Administrator. The City Administrator shall issue a written determination which may be appealed to the City Council if said appeal is submitted in writing to the City Administrator within seven (7) days of the City Administrator's written decision. The above provisions do not prohibit a determination by the City Administrator and/or the City Council that an employee is violating this policy. If the determination is made by the City Administrator the employee may appeal to the Council, if the decision is made by the Council there is no further appeal; the employee will be given an opportunity, however, to be heard in front of the City Council.

At the discretion of Department Heads, denim jeans/pants and shorts are acceptable attire, provided they are clean and not torn or frayed.

### Iowa Smoke Free Air Act Policy/Use of Tobacco

The Iowa Smoke Free Air Act greatly restricts smoking in the State of Iowa. Consistent with the Act, City policy prohibits smoking within the confines of any public buildings owned, leased or operated by or under the control of the City, the grounds of any public buildings owned, operated, leased or controlled by the City, all city-provided vehicles and roads-related equipment. Employees violating this policy will be subject to disciplinary action up to and including termination. If an employee sees someone violating this law or is told that someone is violating this law, the employee must investigate and inform the person of the law. If a smoker fails to comply with the law after being so informed, employees shall immediately contact the police department.

Employees who use tobacco pose a serious health risk to themselves, and their secondhand smoke poses a serious health risk to others. City employees who smoke or use smokeless tobacco on their own time are strongly encouraged to quit by enrolling in smoking cessation classes or taking over the counter or prescribed smoking cessation medication or both.

### Nepotism Policy

The City of Monticello is committed to a work environment that is free of the appearance of favoritism based on familial relationships. Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family shall not be hired if employment would:

- Create a direct supervisor/subordinate relationship with a family member; or
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring or promoting an employee. A relative shall include spouse, child, grandchild, grandparent, brother, sister, uncle, aunt, nephew and niece, as well as the spouses of such relatives and half and step relationships of these levels and their spouses. Notwithstanding the foregoing, the strictures of this provision may be modified or waived by the City Administrator under circumstances where the anticipated potential problems are minimal and where reasonable precautions are in place to avoid direct supervisory, spending or payroll conflicts. The provisions of this section shall not apply to seasonal parks or aquatic center staff or volunteers with the Monticello Fire Department or Monticello Ambulance Service.

## Residency Requirement Policy

City of Monticello Police Officers and Public Works Department employees must live within a thirty-five (35) mile radius of the Monticello City limits. All other employees may live within any reasonable driving distance of City Hall, such that they may perform their daily duties efficiently. The City Administrator may grant temporary exceptions to this policy for new or seasonal employees.

## Separations from Employment

When an employee wishes to separate from City employment, a minimum of two (2) weeks' notice is required, however, in unusual or extenuating circumstances, a shorter notice period may be accepted. The City reserves the right to make an employee resignation effective immediately upon the receipt of Employee's written notice of resignation, compensating the employee for the two (2) weeks' notice period and all applicable benefits that would be paid or provided during said two (2) week period. Separating full-time and part-time employees shall receive compensation for accrued vacation and casual days, if any. Other benefits such as sick days, personal days and any other leaves are NOT paid out upon separation. Seasonal and temporary employees will receive a paycheck for pay through their last day of work.

## Maintenance of Personnel Records

Employees will promptly notify the City Clerk's Office, using city provided change of name or address form, of any changes in name, address, telephone or familial/marital status so that appropriate changes may be made to applicable City records.

Personnel files are maintained by the City. Personnel files include original employment data such as the job application, compensation, performance evaluations, discipline and commendations. Additions to these files may be made by City management as appropriate. General access to employee files is limited to the City Administrator, elected officials under certain limited circumstances, and the City's HIPPA-certified employee or other employees with authorized access.

Employees may review their personnel files upon request. Employees may request a copy of their complete personnel file while employed with the City. There may be a nominal charge to cover the cost of duplicating the file. Personnel files must be viewed in the presence of a City official and may never be removed from City Hall.

All information placed in employee's personnel files is subject to public records laws and requests, under Chapter 22 of the Iowa Code. This includes all information placed in an employee's personnel file regarding the conduct/reasons which led to termination, resignation in lieu of termination, or demotion may be considered a public record. This information includes the fact that the resignation was in lieu of termination, that the employee was discharged or demoted as the result of disciplinary action in addition to the

documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion. This information may become a public record pursuant to Iowa Code Sections 22.15 and 22.7.

### Timesheets/Timecards

All non-exempt employees are required to properly complete, sign and submit timesheets/timecards in a timely manner and otherwise in accordance with departmental policy. Any deliberate falsification of timesheets will result in immediate termination.

### Pay Day / Payroll

Paydays will be bi-weekly. Timecards must be turned in prior to 10:00 a.m. on the due date as determined by the City. Paychecks will be issued by Thursday of pay week. The Employee shall be responsible to ensure that their timecards are completed in a correct and accurate fashion prior to submission to their immediate supervisor. In the event that an employee timecard fails to include an accurate representation of all hours for which the employee is entitled to compensation, the employee shall be paid the omitted hours, at the rate of pay appropriate for the pay period during which the hours actually accrued, during the pay period immediately following the discovery that they were omitted from a prior pay period.

When a pay day falls on a holiday, employees shall be paid on the last working day preceding the holiday.

All employees will be paid for all hours worked. No work shall be performed without being recorded on timecards contemporaneously with the performance of said work; any such claimed work shall not be paid. It is not expected nor is it required that any employee perform any donated work time without compensation.

The City grants raises to take effect July 1, which is the first day of the fiscal year. The clerk is authorized to apply the raise in wages to hours worked in June during the bi-weekly pay period that preceded the first payroll check issued in July.

Pay rates shall be as approved by the Resolution of the Council and as shown within the Collective Bargaining Group for covered employees

### Payroll Deductions

Certain payroll deductions are mandated by law. Iowa law requires most full-time, part-time and some temporary employees to participate in the Iowa Public Employees Retirement System (IPERS), which requires that employees and the City contribute a set percentage of gross pay. The increases/decreases to the contribution percentages are set annually and changes occur effective July 1. More information is currently available at: [www.ipers.org](http://www.ipers.org).



When an IPERS employee leaves employment prior to being eligible for retirement, the employee has the option of receiving a full refund of the employee's contribution plus interest and, if vested, a portion of the City's contribution, or the employee may leave contributions in the IPERS fund and receive guaranteed retirement benefits.

Other mandated deductions include tax withholdings, Social Security and Medicare deductions, and wage garnishments when authorized by a court of law.

Part-time employees may purchase health insurance at City cost after their probationary period is successfully completed if eligible under the City's, then current Health Insurance plan. Employees should contact the City Administrator with any questions.

#### Payroll Direct Deposit/Distribution of Paychecks

Employees are required to use direct deposit to electronically transfer their paycheck to the bank or credit union of the employee's choice. To arrange for payroll direct deposit, complete the form provided in the new employee packet. Pay stubs are distributed to employees by the Department Head or his/her designee each payday.

#### Sick Leave

Full-time employees accumulate eight hours per month of sick leave until 720 hours accrues, at which point no additional sick leave will accrue unless and until said full-time employee's accrued sick leave drops below 720 hours. Regular Part-time employees accumulate three (3) hours per month of sick leave until 360 hours has been accrued at which point no additional sick leave will accrue unless and until said part-time employee's accrued sick leave drops below 360 hours. Part time employees only accrue sick leave during pay periods in which they have worked. No employee shall be entitled to receive a payout of unused accumulated/accrued sick leave upon the termination of their employment with the employer, whether voluntary or involuntary.

Sick leave will be granted to regular full-time and regular part-time employees unable to render service because of sickness or disability. Sick leave shall be granted for personal illness or physical incapacity resulting from causes beyond the control of the employee. A doctor's slip or other conclusive proof of the necessity for absence, verifying the sickness or disability of the employee or family member, may be called for at any time by the Supervisor or the City Administrator. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination

A full-time employee may use up to forty (40) hours of accumulated sick leave, per fiscal year, during a serious family illness or doctor's appointment of a parent, spouse, child, or stepchild of the employee. Hospitalization is considered a serious family illness. Any other serious illness must be supported by a doctor's slip indicating that the person suffering from the illness requires full-time care or observation.

In the event an employee must use sick leave, that employee must call his/her supervisor prior to the start of his/her scheduled shift and explain the reason for the absence. If the supervisor cannot be reached, the employee must contact the City Clerk's Office or leave a message on the City Clerk's voicemail with the date and time of the phone call. The employee must keep his/her supervisor informed of his/her condition and when he/she expects to return to work. Any illness or injury that is anticipated to create an absence that will extend beyond accumulated sick leave should be brought to the attention of the employee's supervisor.

**Maternity/Paternity.** Employees may use banked sick leave for pre-natal visits, time during labor/delivery and up to forty (40) hours after delivery. After this forty (40) hour grace period, the employee may use up to twelve (12) weeks of unpaid maternity/paternity leave. During these twelve (12) weeks of maternity leave, sick leave may be used if the employee has enough banked sick leave. An employee who is legally married to the person giving birth may receive up to forty (40) hours of sick leave during the seven (7) days immediately following the birth of their child after one continuous year of employment as a permanent full-time employee. After this forty (40) hour grace period, the employee may use up to twelve (12) weeks of unpaid leave. Sick leave may NOT be used during these twelve (12) weeks of leave.

Employees shall make every effort to schedule routine medical/dental appointments after hours, on non-workdays or at the beginning or end of the workday whenever possible to avoid disruption of work.

A doctor's release form shall be required prior to return to duty if the employee was or currently is under a doctor's care; or restrictions were placed upon an employee by a doctor which would affect that employee's ability to carry out his/her job-related duties and responsibilities. All employees returning to duty after taking leave for an injury, whether related to the job or not, must provide a doctor's release.

No exception to the above policy will be made without prior approval of the City Administrator.

The U.S. Department of Health & Human Services (HIPAA) Privacy rule does not prevent your supervisor, City Administrator or others from asking you for a doctor's note or other information about your health if your employer needs the information to administer sick leave, workers' compensation, wellness programs or health insurance.

#### Paid Vacations

Vacations with pay are granted to regular full-time and regular part-time employees for the purpose of freeing them from their regular duties to spend personal time or for recreation. Regular part-time employees shall be those that work an average of at least 24 hours per week, calculated over a calendar year and are not hired as temporary or seasonal employees.

Vacation shall be based upon the number of hours an employee would normally work during a normal work period. Records on vacation earned and taken will be maintained in the City Clerk's Office. Each full-time, eight-hour (8-hour) shift employee, shall receive vacation from their date of employment as follows:

After 1 year – 5 working days

After 2 years - 10 working days

After 10 years – 15 working days

After 15 years – 20 working days

Each full-time, twelve-hour (12-hour) shift employee, shall receive vacation from their date of employment as follows:

After 1 year – 42 hours

After 2 years – 84 hours

After 10 years – 126 hours

After 15 years – 168 hours

Vacation must be taken within a period of one (1) year following the year in which the vacation time is earned. However, a maximum of five (5) days may be rolled into or carried over to the next year if the cumulative total held does not exceed more than five (5) days allowed in any given year. Vacation that is carried over as allowed herein must be used within sixty (60) days of the employee's anniversary date or it will be lost.

When a paid holiday as identified herein occurs during a vacation it will not be considered a day of vacation and will be compensated as a paid holiday.

Employees who voluntarily terminate service with the City, after at least twelve (12) months of continuous employment, will be paid out for accrued and unused vacation.

When an employee reaches their anniversary date of employment, the employee will be deemed to have accrued all vacation privileges to which they are entitled, based upon their years of employment, as previously set forth herein.

Regular part-time employees who work an average of twenty-four (24) hours or more per week shall be entitled to vacation that is pro-rated to reflect the ratio of their hours worked to a full-time position.

Vacation pay will never include pay for overtime whether the employee regularly works overtime or not.

Vacation time will be granted only at the convenience of the department. Vacations are to be arranged and approved by the employee's supervisor with consideration given to

staffing levels and workload, however consideration will be given to the employee's preference whenever possible. If more than one employee in a department requests the same vacation time off and the Department Head determines that departmental needs will not allow more than one employee to take time off, consideration will be given to granting vacation privileges to the employee with seniority, however, the department head may take other factors into consideration. Ultimately the decision lies solely with the Department Head. Vacation shall be scheduled as far in advance as is possible. All vacation for Department Heads must be reviewed and approved by the City Administrator at least one week prior to commencement.

#### Cancellation of Vacation and Other Leaves

Vacation and other applicable leaves may not be cancelled due to illness or the death of a related family member unless the employee requests cancellation prior to the start of the vacation period. Cancellation of vacation and other leaves are also subject to supervisor approval. For purposes of this section, the vacation period commences on the day and time the employee, but for the vacation, would have reported to work. For example, if an employee has a vacation scheduled Monday through Friday and the employee normally reports to work at 8 a.m., the employee is required to cancel his/her vacation prior to 8:00 a.m. on Monday. If the employee becomes sick after 8:00 a.m. on Monday, the employee will be charged vacation leave until the employee's scheduled return on the following Monday. Continuous days off constitute one leave period.

#### Transfer of Accrued Time Off Due to Catastrophic Events

Upon approval of the City Administrator, an employee with accrued time off may voluntarily grant or transfer a specified amount of accrued time to another employee who has experienced a catastrophic event. (For example: the destruction of a home or a long-term serious illness.)

Prior to the approval of a grant or transfer of accrued time the following conditions must be confirmed:

1. A catastrophic event has occurred;
2. The event has caused the affected employee to exhaust all accrued leave available to said employee.
3. The employee, proposing to grant or transfer accrued time off has accrued time available to be transferred.

Transfers are strictly voluntary and will be submitted on a leave request form marked "Other" with number of hours to transfer and the recipient's name in the "Description." The recipient will complete a Leave Request form in the standard manner. Transfers will be kept confidential. Transferred hours must be used by the benefitted employee, cannot be transferred or granted back to the granting employee, and may not be paid out under any circumstances. Eligibility will be determined on a case-by-case basis and no case will set precedent.

### Casual Days

Full-time employees are entitled to two (2) casual days per fiscal year, to be taken at the employee's discretion. The fiscal year begins July 1 of each year. An employee who resigns in good standing during the course of a fiscal year shall be entitled to use or be paid out the prorated portion of said time off. If a resigning employee has taken more casual time off than has accrued, the final check to said employee shall be adjusted to account for that overage. An employee who is terminated, or chooses to resign in lieu of termination, shall not be reimbursed for unused casual days. If a terminated employee, or an employee who resigns in lieu of termination, has taken more casual time off than has accrued, the final check to said employee shall be adjusted to account for that overage.

Casual time will be paid out if unused.

### Holidays

The following legal holidays shall be observed by full-time staff as follows:

1. New Year's Eve Day
2. New Year's Day
3. Christmas Eve Day
4. Christmas Day
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Four personal holidays per year, accruing on July 1<sup>st</sup>, shall be scheduled at least one month before use and are not subject to accumulation or reimbursement upon separation from City service.

If a holiday enumerated in this section falls on a Saturday, the preceding Friday will be granted and if it falls on a Sunday, the following Monday will be granted. This provision does not apply to ambulance staff.

Full-Time staff will be paid eight (8) hours of straight pay for each holiday. Said eight (8) hours of pay will be part of the regular forty (40) hour work week for all staff with the exception of the ambulance and police department staff who shall only receive holiday pay if they work on the holiday consistent with the Ambulance Employee Holiday Pay and Police Employee Holiday provisions set forth below. Any full-time employee, not including ambulance staff, who is required to work on a designated holiday will be paid time and one-half for the hours worked plus straight pay for each hour worked on the holiday.

1. **Ambulance Employee Holiday Pay:** Ambulance Department Employees shall be eligible for time and one-half hourly pay when the commencement of a work shift begins on or after 6:00 a.m. on a designated holiday. Ambulance Employees whose shift carries over from a non-designated holiday to a holiday, even if their

shift goes long, ending after 6:00 a.m. shall not receive time and one-half hourly holiday pay for any of the hours worked during that shift. Ambulance Employees eligible for time and one-half pay as set forth above, shall also receive straight pay for each hour worked on the designated holiday, not to exceed eight (8) hours of straight pay. If an employee's shift begins on a designated holiday and carries over into the next day, and the shift totaled 8 hours, the employee shall receive eight (8) hours of straight pay, assuming said employee worked the entire shift.

2. **Police Employee Holiday Pay:** Police Officers who work on a designated holiday shall be paid double-time for all hours worked on said holiday.

Any full-time employee working on a holiday may take compensation time in lieu of pay.

Part-time employees who work an average of twenty-four (24) hours or more per week shall receive pro-rata pay for holidays.

#### Subpoenaed Employees/Jury Duty

Employees compelled during working hours to appear before a court or other public body or who are required to perform jury duty shall be paid their regular wages for each day of court or jury duty. In favor of maintaining their City wages for such time, employees shall forfeit their daily Juror's stipend to the City. Employees appearing on matters in which they are personally involved (i.e., plaintiff or defendant) must take an appropriate paid leave or take unpaid leave for the period away from work due to their court appearance.

#### Military Leave

Per Iowa Code Section 29A.28, the City of Monticello grants a leave of absence to employees for state or federal military service without loss of pay for thirty (30) days of leave each calendar year. No unused portion of the thirty (30) allowable days may be carried over to the next calendar year. However, the allowable leave of absence shall be available beginning with the first day of the year. When a military member is called to active duty, the "first thirty days of leave" is paid during the first thirty-three (33) consecutive calendar days of active duty as if the military member was working.

Military-related service leave includes, but is not limited to:

- a) active duty;
- b) active duty for training;
- c) inactive duty training (such as drills);
- d) initial active-duty training;
- e) funeral honors duty performed by National Guard and reserve members;

- f) an examination to determine fitness to perform any such duty;
- g) the time period for which the military member is absent from City employment for the purpose of receiving treatment for a military-related injury, or
- h) the time period during which the military member is absent from City employment and receiving military compensation, including NCAP pay.

After the thirty (30) days of paid military leave are exhausted within a calendar year, the military member may request paid vacation leave, applicable personal leave or paid compensatory time. Military-related illnesses or injuries, which require medical treatment after a military member is released from active duty and result in leave, are considered military-related service leave and upon the exhaustion of an employee's thirty (30) paid military leave days in a calendar year, the employee may be eligible for sick leave.

The military member is required to provide written verification authorizing all military-related leave. In the event written verification is not immediately available, the City allows the military member up to thirty (30) calendar days to present said documentation. An extension may be granted for good cause. However, if the military member does not provide acceptable verification within a reasonable time period, the leave may be considered unexcused, at the sole discretion of the City, and the military member may be subject to discipline, up to and including discharge.

Military members are required to report back to work as follows:

- a) Military service of 1 to 30 days: At the beginning of the next regularly scheduled workday that falls at least eight hours after the military member returns home.
- b) Military service of 31 to 180 days: Application for reemployment must be submitted to the employee's supervisor no later than 14 days after completion date of the military member's service.
- c) Military service of 181 or more days: Application for reemployment must be submitted to the employee's supervisor no later than 90 days after completion of the military member's service.

### Bereavement Leave

Full-time City employees may receive up to five (5) days of paid bereavement leave in the event of a death in their immediate family. Immediate family is defined as the following: child, spouse, or parent and persons bearing the above relationship to the employee's spouse. The employee must be married to the parent of the stepchild or claiming marriage by common law, not merely living together.

Full-time City employees are entitled to three (3) days of paid bereavement leave in the event of a death of a brother or sister; "steps" included.

Full-time City employees are entitled to two (2) days of paid bereavement leave in the event of a death of a maternal or paternal grandparent, aunt, uncle, grandchildren and/or step-grandchildren, brother-in-law, sister-in-law, son-in-law, and/or daughter-in-law.

When calculating bereavement leave consistent herewith for ambulance and police department employees, said employees will only receive compensation for bereavement leave if said leave falls on what would otherwise be a regularly scheduled day of work for said employee. The employee's Department Head shall be responsible for determining the number of paid days the employee is entitled after reviewing the departmental work schedule.

The employee must advise his/her supervisor in advance of his/her bereavement leave when possible. City employees may use personal, casual or vacation time to attend funerals for persons not specifically listed above.

Employees may split up the use of bereavement leave with the permission of their Department Head.

#### Personal Leave Without Pay

Unpaid leaves of absence may be granted in certain circumstances. If you have exhausted all applicable sick leave, vacation, compensatory time, and other leave, including temporary disability when applicable, you may request an unpaid leave of absence. Applications for unpaid leave must be made in writing and shall state the reasons for the leave and proposed period of leave. Approval of unpaid leave is at the discretion of the City Administrator and subject to review by the City Council.

Employees who are not eligible for leave under the City's sick leave policies may apply for an unpaid leave under this section for purposes of pregnancy or a related condition as provided in Iowa Code section 216.6(2)(e). Medical certification stating that the employee is not able to perform the duties of employment may be required by the City.

During an unpaid leave granted under this section, employees will not receive compensation, will not accrue length of service or sick leave and are not eligible for paid holidays. The City does not make contributions to retirement programs during the duration of the leave. Employees may continue in the group health program during unpaid leave under this section by paying the full cost of the premium by the 1<sup>st</sup> of the month for the current month's coverage. Failure to pay the premium on time will result in termination of coverage.

Return to work plans following an unpaid leave taken under this section shall be arranged with the Department Head prior to the end of the unpaid leave. The City will attempt to restore the employee to the position held at the start of the leave, or in a comparable position, if possible. If no such position is available, the employment will be terminated.



When an employee has been on unpaid leave for thirty (30) calendar days, the City Administrator shall review the circumstances and either extend the unpaid leave or terminate the employee.

#### Unauthorized Absence

An employee shall not be compensated, allowed to use compensation time, vacation time, casual or personal days in the event of an unauthorized absence. Such employee shall be considered absent without pay and shall be disciplined as deemed appropriate by their immediate supervisor or City Administrator. Such an employee shall, at a minimum, be given a written reprimand.

#### Accommodating an Employee's Mental Health or Physical Disability

Any qualified employee with a physical or mental impairment (including an employee who has suffered a work-related injury) which substantially limits one or more major life activities or who has a record of a substantially limiting physical or mental impairment and who cannot perform an essential job function, is entitled to a reasonable accommodation. A reasonable accommodation is an adjustment or modification provided by the City to enable an employee to continue to perform his/her essential job functions. What constitutes a reasonable accommodation varies depending upon the needs of the employee and the essential job function at issue.

Any employee who believes he/she requires a reasonable accommodation should make his/her request to his/her Department Head or the City Administrator. Any manager, immediate supervisor or Department Head who believes he/she has an employee who requires a reasonable accommodation or who has an employee make a request for an accommodation should contact the City Administrator.

Employees who believe they require a reasonable accommodation need not use the words "ADA" or "reasonable accommodation" and said accommodation requests may be made verbally.

#### Family and Medical Leave Act

The City is covered by the federal Family and Medical Leave Act ("FMLA"). However, the City's employees are not covered under the FMLA due to the fact the City has insufficient employees at its various work sites.

### Severe Weather and Other Emergencies

Most City employees provide vital services during severe weather and other emergencies and are required to work during these conditions.

When severe weather or other emergencies prevent employees from performing their usual duties, employees will be assigned other work either in their normally assigned departments or in other departments where help is needed. If it is determined no work is available for employees during severe weather or any other emergency, supervisors may, upon the City Administrator's approval, direct employees to not report to work. When full-time or part-time employees have already reported to work, employees may be sent home. Under such circumstances, employees will be paid their regular rate of pay for the number of hours previously scheduled. Temporary employees will be paid only for hours actually worked.

In the event an employee cannot report to work due to inclement weather conditions the employee will be required to utilize vacation, casual, or personal time off for that portion of the workday not worked.

### Overtime Pay

Overtime shall be paid at the rate of time and one-half for all work hours in excess of 40 hours in a work week for non-exempt employees covered by this agreement working eight (8) hour work shifts. With regard to law enforcement personnel, as defined by the FLSA, overtime compensation shall be payable on a "work period" basis. A "work period" may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 171 as the number of days in the work period bears to 28. For example, law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

The "Work Week" shall include actual hours worked and hours paid/used for holiday (including personal holidays), casual, vacation, sick, and funeral leave but shall not include any other paid time off.

In no event shall an employee be paid additional hours beyond the normal work week or granted compensatory time without prior approval from their immediate Supervisor and/or City Administrator.

The Employer is authorized to change work schedules as deemed appropriate to avoid the payment of overtime wages.

### Compensatory Time Accrual

Compensatory time for non-exempt employees may be accrued in lieu of overtime wages, subject to department head approval. Department heads may limit the maximum amount of Compensation Time that may be accrued. Compensation time may be taken instead

of overtime, if permitted by the FLSA. An employee shall be allowed to utilize compensation time if staffing levels allow for adequate shift coverage, said determination to be made by the applicable Department Head or their designee in advance of the use of Compensation Time. In no event shall compensation time be used by an employee if it brings about or necessitates the accrual of overtime by another employee. Department Heads reserve the right to schedule and require the use of accrued compensation time at their sole discretion. Full-time covered Police Department employees will be allowed to accrue a maximum of 42 hours of Compensation Time. Unused compensatory time shall be paid out on the last payroll of the fiscal year.

#### Supplemental Pay

**Call Back Pay:** Any employee, not including police officers, who are called back to work after the completion of a normal work shift shall be paid for the time worked to the nearest half hour. Any call back pay shall be a minimum of two (2) hours, but the employee shall be required to work those two (2) hours. If an employee is called back to work and said call back is cancelled before the employee actually reports to work the employee shall not be paid. Police Officers who are called back to work within 6 hours after completing their normal work shift shall be paid a minimum of two (2) hours for up to two (2) hours worked, if they actually report to work, and are not called off before so returning.

Longevity Pay shall apply for all full-time employees, for continuous service to the City, as follows:

- a. At the beginning of the 10th year of employment, employee will receive an additional \$ 0.25 per hour wage increase (\$520 for salaried personnel), in addition to any steps or other adjustments in effect at the time.
- b. At the beginning of the 15th year of employment, employee will receive an additional \$ 0.50 per hour wage increase (\$1,040 for salaried personnel), in addition to any steps or other adjustments in effect at the time.
- c. At the beginning of the 20th year of employment, employee will receive an additional \$ 0.75 per hour wage increase (\$1,560 for salaried personnel), in addition to any steps or other adjustments in effect at the time.
- d. At the beginning of the 25<sup>th</sup> year of employment, employee will receive an additional \$1.00 per hour wage increase (\$2,080 for salaried personnel), in addition to any steps or other adjustments in effect at the time.

Longevity Pay shall be subject to the same payroll deductions that are applied to regular wages or salaries. Longevity Pay shall not be retroactive, it shall be effective as of the date of approval of this revision to the Employee Handbook.

#### Benefits for Full Time Employees

The City provides all full-time employees Insurance coverage for Hospitalization, Medical, Dental, Vision, Short Term Disability and Life Insurance. The City pays 100% of the

premium cost for said full time employees. The City will contribute the equivalent of the single premium, plus \$330.00 per month towards a full-time employee's purchase of single + dependent or single+spouse, or the equivalent of the single premium, plus \$570 toward family Health Insurance through the City of Monticello, with the balance of the cost of said policy being the responsibility of the employee. The City does not contribute towards dependent, spousal, or family dental, life\*, vision or other insurance policies, however, all full-time employees are eligible to purchase said coverage through the City carriers with the cost thereof being borne 100% by the employees.

\* It is possible that the Life Insurance policy purchased by the City for FT employees may include some life insurance coverage for spouses and/or children. While this may occur from time to time the City is not obligated to provide that coverage.

### Health Insurance

The City participates in a health insurance plan for all full-time employees.

All new full-time employees must attend an insurance orientation and enrollment meeting at the time of hire, which is arranged by the City Administrator.

**In addition, full-time employees enrolled in the City's health insurance plan are specifically required to report life status changes (for example, birth or adoption of a child or marriage) within thirty (30) days of the event, to the City's insurance administrator/agent. If the notification of the change is not made within this timeframe, no changes of benefits or allocation will be permitted until the next open enrollment period. Questions may be directed to the Deputy City Clerk.**

Upon separation from employment, health care benefits continue through the last day of the month of the employee's date of separation. Employees may be permitted to continue their participation in the plan at their own cost through COBRA continuation coverage and should contact the City Clerk's Office for more information on this option.

All full-time employees shall be eligible to enroll in group medical and hospital, dental, and vision coverage on the first day of the month immediately following the employee's start date. If employment begins on the first day of the month, insurance shall be effective immediately.

### **Insurance Benefit Package:**

#### Medical Insurance

- a. There will be no Major Medical lifetime limit.
- b. \$500/\$1000 deductible. The Employer will have the discretion to provide either a Gold or Platinum rated ACA plan, and will in either case maintain the current deductible structure either by purchasing such a plan or self-funding to that "deductible" level.

- c. Office visit (x-rays and lab). PPO office visits shall be \$20.00, non-PPO office visits shall be \$40.00.
- d. Emergency room co-pay shall be \$250.00 unless the insurance benefit purchased by the City provides for a lesser co-pay.
- e. Preventative care (physical). There shall be no co-pay in PPO Doctor's Office or PPO hospital. The co-pay shall be 80/20 in non – PPO Doctor's Office or hospital.
- f. Prescription drug benefit: At a minimum the City will provide for a \$5 co-pay for Tier I (generic), \$35 co-pay for Tier II, and \$70.00 co-pay for Tier III with no deductible. Non-participating pharmacy subject to deductible and 80/20 coinsurance.
- g. In the event the Employer chooses to purchase an ACA compliant plan, the costs related to Office Visits, Emergency Room Visits, and Rx co-pays will count towards the insured's deductible.

The City maintains the sole discretion to change this plan and the applicable benefits at any time.

#### Dental Insurance

The City provides dental coverage to all full-time employees. The plan provides for a deductible of \$25/\$75, but for diagnostic and preventative care which will be 100% covered. Routine and Restorative dental care will be covered 80/20, Major Care covered 50/50 with an annual maximum benefit per person of \$2,000. The City maintains the sole discretion to change this plan and the applicable benefits at any time.

#### Vision Insurance

The City provides vision coverage for full-time employees. The City currently provides what is called the Select Network Vision Plan. The coverage requires a \$10.00 exam co-pay if using a participating provider and provides \$150 per year towards materials. The City maintains the sole discretion to change this plan and the applicable benefits at any time.

#### Short Term Disability

The City provides short term disability coverage for full-time employees. Employees determined to be eligible for coverage will receive disability payments equal to 66-2/3 of wages for 26 weeks, eligibility commencing on the 1<sup>st</sup> day in the event of an accident or the 8<sup>th</sup> day in the event of a sickness. Employees shall be permitted to utilize banked sick leave to make up the difference in their regular pay, not including speculative

overtime, provided said employee has sick leave accrued and available for such use. The City maintains the sole discretion to change this plan and the applicable benefits at any time.

### Life Insurance

The City provides Life Insurance to all full-time employees in the amount of \$20,000 until said employee reaches the age of 65 years after which the death benefit will be reduced by 35% per year until the employee reaches the age of 70 at which time the death benefit will be reduced by an additional 33% per year. In addition, employees who participate in IPERS may be eligible for death benefits and should visit [www.ipers.org](http://www.ipers.org) for more information. The City maintains the sole discretion to change this plan and the applicable benefits at any time.

### Employee Assistance Program

The City has an Employee Assistance Program (EAP). It is offered to all full-time and part-time employees and their immediate families, in order to help them cope with personal problems which may interfere with work performance. This voluntary program operates under confidential self-referral as well as supervisor referral. Professional counselors help employees find ways to deal with problems related to physical, mental and/or emotional illness or stress. This help includes concerns related to chemical dependency, marital, personal, financial and/or family situations and also provides limited legal assistance. Employees in need of these services are strongly encouraged to seek help through this program. EAP counselors provide short-term counseling and referral services without charge. Expenses beyond those covered by the EAP program incurred by the employee or the employee's immediate family member for recommended extended diagnosis or treatment may be eligible for some reimbursement in accordance with the City's health care plan.

Whenever an employee voluntarily uses the EAP program, employee concerns are kept in the strictest confidence by EAP counselors. This confidentiality means no City official, or employee will be informed that the employee has used this program. The only exception to this confidentiality requirement is when an employee is required to seek counseling by the City and accordingly signs a release. In such cases, the employee's supervisor and the City Administrator must be kept apprised of employee's compliance with the counselor's recommended treatment plan.

Employees' immediate family members are also eligible to seek help from this program and may do so without the knowledge of the employee, or the employer. An office site outside the community is available for confidential meetings.

The City maintains the sole discretion to change this plan and the applicable benefits at any time.

### I.R.S. Section 125 – Flexible Benefit Plan

The City offers a Flexible Benefit Plan (125 Plan) that is available to all full-time and part-time employees; participation is voluntary. More information is available at the City Clerk's office.

### Pension

All employees, unless excepted from doing so by the Iowa Code, are required to participate in the Iowa Public Employees Retirement System (IPERS). For more information, see Payroll Deductions in this Handbook or go to [www.ipers.org](http://www.ipers.org).

### Damage to Personal Property

In the event of damage to personal property while on duty, employees must submit to their supervisor by the end of the workday, or as soon as practicable thereafter, a written statement describing the circumstances surrounding the damage of the item(s). If it is determined the item(s) were reasonable for the employee to have at the work site (e.g., eyeglasses, modestly priced wristwatch, etc.) and the damage was the direct result of a work assignment during which the employee exercised reasonable care, the Department Head may authorize payment for repair or replacement of the item(s).

### Recovery of Lost Property

City employees who find lost property must immediately present it to their supervisor. The City will then take steps pursuant to Sections 556F.3 and 556F.4, Code of Iowa to seek out the rightful owner. If no person claims the lost property, the property will be returned to the City employee if valued under \$20.00. If the property is valued over \$20.00, the property will be delivered to the Sheriff's office, sold at public auction to the highest bidder, and proceeds will be paid to the City.

### Use of City Vehicles/Travel Expenses

**On Duty** - All vehicles, equipment and facilities (City Property) shall be utilized safely and in a manner that will not damage any item. Any reckless or willful negligence resulting in damage to City property may be cause for corrective action. Vehicles, equipment and facilities shall only be used for City business and activities, not for personal errands, personal work activities or other purposes. Only City employees or others authorized by the appropriate Department Head shall ride as passengers in City vehicles or use City equipment or facilities as may be necessary in the carrying out of City business. The City Administrator may overrule a Department Head decision to this end. No City vehicle shall be driven by any employee or other person after the consumption of any alcoholic beverage. Seat belts, where provided, are to be used at all times.

**Off Duty** - There shall be no use of City vehicles, equipment or facilities during off duty hours. When a vehicle is in the possession of an employee during off duty hours, it shall only be used for City business when the need arises. It shall not be used for personal errands or other activities, except for personal errands on the way to and back from work. As approved by the City Administrator, certain employees may be authorized to drive City vehicles to their homes. Use of City vehicles for commuting shall be considered taxable compensation to the employee.

**Accidents** - Any accident, whether or not damage results to City vehicles, equipment and/or facilities, shall be reported immediately to the Police Department and to the appropriate supervisor, who shall submit a written report to the City Administrator. When deemed appropriate by the City Administrator, the accident will be investigated, and subsequent action taken. However, if an employee is involved in an accident with a company vehicle, or private vehicle that is operating on company business, which



involves private property, whether there is damage or not, the Sheriff's Department should be called immediately. **(See also the "Injury and Incident Reporting and Investigation" provisions set forth on p. 64)**

#### Meetings, Seminars, Work Related Travel & Travel Expenses

An employee shall be compensated at their regular rate of pay to attend meetings, seminars and conventions of professional and technical organizations when such attendance is approved by their immediate supervisor or City Administrator. An employee who is attending a meeting, seminar or convention as noted in this section shall be eligible for the reimbursement of legitimate business expenses related thereto, including the following:

A. Mileage shall be paid at the Internal Revenue Service rate as amended from time to time, providing the individual drives his/her own vehicle. The Employer may require the employee to use a City owned vehicle at the sole discretion of the City.

B. Meals and lodging shall be reimbursed as follows;

- 1) Employees shall be reimbursed the actual expense of meals while traveling to, from, or attending meetings, seminars or work related travel, subject to a maximum of Fifty dollars (\$50) per day, as follows: not more than \$10 for breakfast, \$15 for lunch, \$25 for supper/dinner.
- 2) If any meal is provided as part of the training/meeting/seminar, that meal shall not be reimbursable.
- 3) In no event shall more than three (3) meals be reimbursable in any one day. Reimbursable meals include breakfast/lunch/supper-dinner. Snacks and/or other incidentals are not reimbursable.
- 4) All bills/receipts must be turned in to the immediate supervisor for initial approval prior to submission to the City Clerk for payment.
- 5) No bill/receipt that includes alcoholic beverages shall be eligible for reimbursement whether or not there are reimbursable expenses on the bill. The employee bears the burden of providing receipts with detail that shows the items purchased with said detail not including any alcoholic beverages.
- 6) All reimbursement requests shall be made by using the "Reimbursement Request Form" that is available at the City Clerk's Office.

C. The City will pay for or reimburse employees for the cost of Continuing

Education required to maintain those certifications required of their position with the City of Monticello. Employees shall take advantage of free CEU's offered by or through their employer whenever possible. City Administrator review and approval of the proposed CEU's and cost associated therewith is required. The City Administrator may take unusual requests to the City Council for review and consideration.

- D. In order to minimize the expense to the City when two employees are attending a training seminar or a conference at the same location and on the same dates, employees should use reasonable best efforts to coordinate transportation and lodging.
- E. Government discounts and conference discounts should be utilized whenever possible. Hotel/Motel room reservations may be direct billed to the City or charged on a City credit card. If an employee pays for a room with their personal credit card, they may request reimbursement upon presentation of proper proof with the City Reimbursement Request Form upon completion of travel. In all cases, the employee must submit a hotel/motel bill upon completion of travel.
- F. Expenses for entertainment, alcohol, or for lodging or other expenses of non-City employees, including spouses, and for any expense deemed wasteful or extravagant, will not be reimbursed.

Variations in the above policy may be considered by the City Administrator and must be approved in advance of any such expenditures. Consideration may be given for certain destinations where travel expenses are expected to be higher.

Employees are expected to be reasonable with their spending. The City Administrator will review itemized receipts for excessive spending, and employees will not be reimbursed for expenses deemed to be unreasonable or in excess of the above guidelines.

Abuse of this policy and/or the submission of inaccurate or fraudulent reimbursement requests will result in disciplinary action up to and including termination.

### Safety

The City is committed to providing and maintaining a safe and healthy work environment. Each employee is responsible for knowing and complying with all safety policies, regulations and rules which apply to his/her job. All employees are required to take appropriate safety precautions, including wearing and using safety equipment. Employees will be subject to discipline, up to and including discharge, for violating safety rules.

All new employees will receive initial safety training.

### Training Programs

The City may require or permit employees to attend training programs (which have immediate job-related benefits) on the job or at various public or private facilities. Attendance is subject to the requirements of employees' positions, needs of the department, budgetary constraints and Department Head approval.

### Departmental Bulletin Boards and E-mail Monitoring by Employees

All City employees are responsible for reviewing information posted on bulletin boards in their work areas each workday, and for reviewing their email messages each workday. The City periodically posts information of interest to City employees, including safety-related and other critical information, on departmental bulletin boards and in email. Failure to monitor these notices may lead to disciplinary action, up to and including termination.

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**CITY OF MONTICELLO**  
**ACKNOWLEDGMENT**

I, \_\_\_\_\_, an employee of the City of Monticello, hereby certify that I received the City of Monticello Employee Handbook, as revised and adopted on August 1, 2022, and completed reading said Handbook on the date following my signature below.

I understand that all employees of the City are subject to, and shall comply with, all rules, policies and procedures contained in the Employee Handbook.

Lack of knowledge of the rules, policies and procedures will not be considered an excuse for non-compliance, and it is with this understanding that I read all of the contents of this Employee Handbook and will read newsletters, payroll inserts and departmental bulletin board postings to stay current with policies and other notices to employees. I understand failure to comply with any of the work rules, policies or procedures may result in discipline, up to and including discharge.

If a particular City rule, policy or procedure conflicts with the collective bargaining agreement, the collective bargaining unit agreement will prevail.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Addendum A to Personnel Manual – Safety Policy

**City of Monticello Management Statement of Safety Policy**

The success of City of Monticello depends upon our efficient use of resources to produce a high-quality product for Monticello citizens. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of the City of Monticello is organized to give each job site responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

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***(Date)***

## **Safety Responsibilities**

### **Supervisors Safety Responsibilities**

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for management to personally observe all employee activities, management must rely on and assure that all employees are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance for the company.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate and support all accident investigation activities.
8. Review accident reports and recommend corrective actions.
9. Management will report to the City Administrator.

### **Continued Responsibilities**

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of every supervisor are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on City of Monticello worksites and facilities.
2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.

4. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure tools, equipment and machinery being used in the workplace are in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
6. Ensure that proper personal protective equipment is available and used by employees, when necessary, required, or otherwise appropriate.
7. Always set a good "safety" example, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
8. Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
9. Ensure that all employees have access to a copy of the City of Monticello safety program.
10. Encourage safety suggestions from employees under your supervision.
11. Obtain prompt first aid for injured employees.
12. Participate in accident or incident investigations involving your employees.
13. Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

### **Employee Safety Responsibilities**

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect your safety and the safety of your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.

5. Use all safety devices provided for your protection.
6. Report any unsafe situation, act or equipment to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with City of Monticello's Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Do not use equipment that is defective or in need of repair and immediately report the poor condition to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may result in disciplinary action.

### **Safety Committee**

A safety committee may be established by the City, and if so, should be composed of employees representing the City. The committee should be chosen from those employees who are recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment. Employees from various work areas should be represented. A consultant may be responsible for scheduling meetings, notifying committee members, and following up on items discussed. In order to stay on top of things, the committee is encouraged to meet monthly. The committee will have the following responsibilities:

1. Review accident/injury investigation reports from all departments to see if corrective measures need to be implemented.
2. Ensure that annual inspections are conducted in each department's work areas, and of their tools and equipment to identify safety hazards and recommend ways to correct hazards.
3. Coordinate the development of safety rules and safe work methods.
4. Coordinate safety training between departments when possible. This may include films, speakers and exhibits.
5. Report the activities of the committee by sending a copy of their meeting minutes to all departments for posting in a location where all department employees have an opportunity to review them.



### Safety Committee Departments:

Police Department  
Ambulance Department  
Park and Recreation  
City Hall Staff  
Streets Department  
Water/Wastewater Department  
Library

### **Training and Orientation**

The Supervisors, and safety consultant if utilized, will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased accidents.
- Newly identified areas of exposure.
- Annual refresher training required for each program.

### **Documentation of Safety Training**

Documentation from any training courses attended by employees or supervisors will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept at the City Clerk's Office. Employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

### **New Employee Safety Orientation**

The appropriate Department Head or supervisor will provide an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's job description and duties. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. Documentation of the safety orientation training for each new employee will be maintained at the City Clerk's Office.

### **Hiring Practices**

Safety starts with the proper hiring practices to ensure that the person being hired for a position is physically and technically capable of safely performing the task(s).

Depending upon the physical requirements of the job, the City of Monticello may require new permanent employees and temporary employees to undergo a pre-employment physical. This is given *after the offer*, but before the first day of work, and offers are

contingent on passing the physical. The physician performing the physical shall present an opinion as to the employee's ability to perform the essential functions of the position as set out in the most recent approved job description. (See Attachment 2). The costs of the physical shall be paid by the City of Monticello.

### **Medical Emergency Procedures**

The following actions should be taken in the event of a medical emergency:

1. Call 911.
2. Make sure site is safe before providing assistance. Do not attempt rescue alone!
3. Provide assistance to the injured person.
4. Notify Supervisor/foreman, Department Head and City Hall.
5. Each building will have emergency contacts and telephone numbers posted in a conspicuous location.

### **Injury and Incident Reporting and Investigation**

Many incidents and injuries occurring in the workplace that involve equipment and property are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent recurrence. An Accident/Injury Investigation Form has been developed to facilitate the investigation (see Attachment 1). Note: This *Investigation Form* does not replace the *First Report of Injury Form*, which still must be completed for an employee who incurs a work-related injury. The Department Head shall complete this form and a copy will be forwarded to the City Clerk. The City Clerk will prepare and forward to the safety committee (if such exists) as in the following circumstances:

1. Any work-related accident resulting in an employee needing medical attention.
2. Any work-related accident resulting in damage to property or equipment.
3. Any accident involving a member of the public whether it results in personal injury or property damage or both.

If an employee is involved in an accident with a company vehicle, or private vehicle that is operating on company business, which involves private property, whether there is damage or not, the Sheriff's Department should be called immediately.

Post-Accident Drug and alcohol testing will be required as stated in the Drug and Alcohol testing policy that can be found herein.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey traffic laws or department or safety rules and regulations, disciplinary action will result, with a written reprimand being the minimum disciplinary action allowed.

The Department Head shall provide a written response to any recommendations by the safety director or the investigator that outlines corrective actions taken by the company.

Copies of all incident reports and corrective actions shall be kept on file with a copy of the OSHA 300 log for the year during which the incident occurred.

## **Medical Services**

### **Designated Physician Policy**

Effective upon the approval of this Employee Handbook, the following policy will be in effect regarding workers' compensation illnesses or injuries.

The City of Monticello, has designated the Jones Regional Hospital Work Well Clinic, located at 1795 Highway 64 East, Anamosa, Iowa 52205 as its workers' compensation authorized treating physician/clinic as provided by law under Chapter 85.39 of the *Code of Iowa*. Employees with a work-related illness or injury will be required to have their initial evaluation with this physician/clinic. (**Note:** *If the accident is an emergency the injury will be treated at the nearest medical clinic.*) If appropriate, and with prior approval from the City Clerk or Administrator, the physician/clinic may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless referred by the authorized treating physician/clinic.

### **FIRST AID**

Any injury shall be treated by the Department Head or other available personnel in accordance with their individual abilities and the severity of the injury. Each Department Head or department designee will receive Adult CPR and first aid training.

Medical treatment is mandatory for any of the following:

- Severe chest pains
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness

At least one first aid kit shall be maintained in each occupied building and vehicle. It is recommended that kits be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the first aid kits. Oral medications such as aspirin, antacids, or salt tablets are not to be provided in these kits.

An eye wash station suitable for quick drenching or flushing of the eyes shall be provided within the work area for immediate use if employees are exposed to harmful materials. The eyewash station will be located in the main shop.

### **Return to Work Program**

It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to his/her regular job classification upon returning to work.

#### A. Objectives:

1. To return employees who were injured on the job back to work as soon as possible if there is not significant risk of substantial harm to themselves and others.
2. To minimize financial hardship and emotional stress on the employee who has sustained a work-related injury.
3. To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
4. To retain qualified and experienced employees.
5. To reduce the cost of disability benefit programs.

B. The City of Monticello may provide modified or alternate work for employees injured on the job, who are unable to return to his/her regular job classifications temporarily or permanently. Regular modified and alternate work may be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.

C. The City of Monticello will make reasonable accommodations for a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.

D. The feasibility of reasonable accommodations shall be determined on a case-by-case basis, taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability to provide accommodations.

#### E. Temporary Alternate Duty (TAD):

1. The purpose of TAD is to provide temporary work, within medical restrictions, for employees injured on the job. It is defined as modified duties or hours assigned to a worker. TAD is assigned when the physician

indicates the employee can return to work but is not yet physically capable of handling the entire job duties normally assigned, and the work-related injury has not reached maximum medical improvement.

2. TAD may be available with medical prognosis indicating that the employee is expected to return to full duty following a course of medical treatments. If an alternate duty position is available an injured employee must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee's physical/mental abilities.
3. Employees in TAD capacity will continue to receive the salary and benefits of his/her job classification prior to injury or TAD job classification. They will be proportionately adjusted in the case of part-time work. The status of the TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD does not normally exceed three months.
4. TAD Procedures:

**The Department Head or Deputy City Clerk:**

- 1) Informs designated physician about the TAD program and provides a copy of the injured employee's job description (Regular Job Description or TAD job) to physician.
- 2) Informs the injured employee about the TAD program.
- 3) Informs workers' compensation adjuster of the employee's availability to the TAD program.
- 4) Obtains information regarding medical condition of the employee from the physician(s).

**Employee's supervisor, along with workers' compensation designee:**

- 1) Develops work assignments on a case-by-case basis, if available, adjusting to medical restrictions.
- 2) Develops appropriate TAD assignments and monitors on-going medical and work adjustments.
- 3) May meet with the injured employee to review TAD status.

**Employee:**

- 1) Reviews and signs *Appendix A* of the Return-to-Work Program Statement of Acknowledgment (see P.70).
- 2) When the physician has determined that maximum medical improvement has been reached and the employee is able to perform the essential functions (replaced duties) of his/her job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.
- 3) When the physician has determined that maximum medical improvement has been reached and the employee is unable to perform the essential functions (replaced duties) of his/her job with or without reasonable accommodations, the employee may be assigned to a Ninety (90) Day Modified Duty Assignment.
  - a. An employee assigned to a Modified Duty Assignment will report to his/her regular department. The employee shall be assigned to complete assignments that he/she is capable of performing consistent with physician dictated restrictions.
  - b. Employees placed on Ninety (90) Day Modified Duty Assignments shall continue to receive the salary and benefits of his/her regular job classifications.
  - c. In all such cases where an employee cannot fulfill the duties of the job with or without reasonable accommodations, the Benefits Coordinator will provide notices of any currently available jobs which may be suited to the employee's restrictions and for which the employee may be qualified and eligible pursuant to the terms of any relevant personnel policies and any applicable collective bargaining agreements.
  - d. If the employee cannot perform the essential functions of the employee's regular job with or without reasonable accommodations, and no alternative job within the employee's restrictions is available (or becoming available in the near future) for which the employee is qualified and eligible, then the employee's employment status shall be determined in accordance with applicable law, any relevant personnel policies and any applicable collective bargaining agreements.

F. Permanent restriction resulting from personal injury/illness:

1. Employees who are off work due to personal injuries/illnesses may be required to complete functional capacity examinations before they can return to their former jobs. The cost of such examination will be paid for by the employer.

G. Responsibilities of the employee:

1. Determine appropriateness of a job assignment. An employee who is unable to return to work without restriction is responsible for keeping his Department Head (or the Department Head designee) informed of the status of the employee's medical condition.
2. If the employee rejects any assignment which is compatible with medical restrictions, the employee shall not be compensated by the City of Monticello or the City of Monticello's workers' compensation carrier, with temporary, partial, temporary total or healing period benefits during the period of refusal (*Code of Iowa*, Section 85.53).

**Appendix A – To be Used with TAD Program**

To:  
From: City of Monticello  
Date:  
Re: Offer of Temporary Alternate Duty (Light Duty)

This serves as an offer of Temporary Alternate Duty (TAD) pursuant to Iowa Code Section 85.33(3)(b) from your employer. Specifically, the City is offering you work as [title of job], which will require that you perform the following [brief description of work and include written job description if available]. [If this job requires lodging, meals or transportation, please insert that information to communicate to the employee here.] This work required of you in this temporary position is within your stated work restrictions, as determined by your treating physician, Dr. \_\_\_\_\_ and is therefore deemed suitable under Iowa law.

If you refuse this offer of transitional work, you must communicate your refusal and the reason for your refusal to your employer in writing, including whether your refusal is based on your assertion that the work is or is not suitable. During any period of refusal, you will not be compensated with temporary total, temporary partial, or healing period benefits, unless the work refused is not suitable.

If you have any questions regarding this offer of work, please contact [employer representative offering work] at [contact information].

If you accept this offer of work, please sign the acceptance below. If you refuse this offer of work, please sign the refusal on the attached page. Please respond to this offer of work within seven (7) days of the date of this offer.

I, \_\_\_\_\_, accept my employer’s offer of work as described in the offer above. I understand I must follow my restrictions as stated by my doctor during my period of TAD and that failure to do so may lead to disciplinary action up to and including termination.

\_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Date





City Council Meeting  
Prep. Date: 10/3/2024  
Preparer: Sally Hinrichsen



Agenda Item: #10-19  
Agenda Date: 10/7/2024

*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:**

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

# City of Monticello, Iowa

## Priority Goal Setting and Implementation

### Work Plan 2024-2025



City Council Worksession Draft

9/16/2024

**Housing Development  
Projects**

**Identify corridors of growth for future housing development in the City, providing for a variety of housing options and opportunities.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
<i>1. Review Land Use Plan and Zoning Map</i>	City Administrator	JCED, Main Street, Chamber, Property Owners			
<i>2. Identify Corridors and Sites</i>	CA	Council			
<i>3. Work with Landowners on utilities and infrastructure</i>	CA	Council			
<i>4. Market the Sites</i>	CA	JCED, Main Street, Chamber, Property Owners			

**Talk to Realtors and Developers about Monticello and opportunities here.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Develop an overall plan for housing incentives that can be tweaked per development.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Authorize a housing assessment survey through an entity like ECICOG to determine future need and population projections.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Survey local housing to find lots/units that would be suitable for City redevelopment, similar to the 541 N. Chestnut St. lot.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Implement a minimum maintenance code, rental inspections, and a vacant property register to help address housing deficiencies and degradation.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**City Facilities  
Projects**

**Do a street inspection survey to see what roads are the highest traffic and in the worst shape.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1. Task 1					
2. Task 2					
3. Task 3					
4. Task 4					

**Formulate a five-year capital improvement plan with input from the City departments and the City Council. Start with site visits to all City facilities/buildings.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Contract for a comprehensive plan through an entity like ECICOG to look at the long- term needs and wants of the community at large.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Review and update procedures and software on the website. Investigate new upgrades to technology to allow for more automation of City forms, payments, etc. across the City departments.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Review other local planning efforts, such as the Parks and Recreation Master Plan and the Monticello Main Street Strategic Plan to find quality partnerships and potential access to other resources.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Trail Development  
Projects**

**Expand the Willow Creek Trail to downtown Monticello and to Riverside Gardens.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1					
2					
3					
4					

**Develop a trail from the Monticello High School to the Kirkwood Regional Center.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Connect all of the local trails to each other, including the REAP grant trail.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Form a local Trail Committee made up of a variety of interested parties (not primarily City-driven) that can run point on the development of a trail**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Partner with regional organizations and amenities to develop a larger Jones County trail system. (There is more money for larger, more regional trail**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1. Provide regional Trail Events					
2. Mapping/Wayfinding					
3					
4					

**Budgeting  
Projects**

**Recommend training to staff on how to plan and develop departmental budgets, especially in relation to outcomes and plans such as a Capital Improvement Plan.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1					
2					
3					
4					

**Requiring training for the City Council prior to the budget to understand state laws and obligations regarding the budgeting process.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Develop an overall plan for housing incentives that can be tweaked per development.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Offer Tax Increment Financing workshops so everyone can understand how it works, what's required, etc.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Work with resource partners like the Iowa League of Cities to offer trainings as well as best practices/good rules of thumb for budgeting processes.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Communication**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1. Better feedback loop through early process					
2. Rollups and impact on tax rate sooner					
3. Better understanding of revenues					

**Tourism**

**Projects**

**Work with Jones County Tourism, Main Street Monticello and the Monticello Chamber to develop an interim and a long-term wayfinding signage plan for the community.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1					
2					
3					
4					

**Recruit businesses for the corner of Main and Oak Streets and/or by Cobblestone.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Develop business and tourism amenities along the Maquoketa River.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Construct public restrooms for the community in multiple high-traffic areas.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1. Austin Smith Playground? How do we decide this?					
1. Tourism Information					
1. Tourism Information					
1. Tourism Information					

**Wayfinding - provide interim signs if permanent solutions lag**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1. Tourism Information					



**City Services**

**Projects**

**Research options for sanitation collection, including whether or not the City should take that service back on and whether or not the City should go back out to bid for sanitation services.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1					
2					
3					
4					

**Determine a long-term plan for the yard waste program, including whether or not it should continue and if there should be a cost for it?**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1. Review Yard Waste Collection					
2. Review composting and final material distribution					
3. Work with Landowners on utilities and infrastructure					
4. Market the Sites					

**Establish a plan in relation to replacing all of the ash trees that had to be removed by the City, including what type of trees should be used, funding for them, location, etc.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Update sidewalk program considering recent case law**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Training**

**Projects**

**Require operators of City vehicles to go through training to stay certified (if necessary) and up-to-date.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1					
2					
3					
4					

**Research and develop a method to identify and apply for potential funding sources for various programs/projects in the City to partner with public**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Undertake training and attend workshops that focus on team management and collaboration techniques.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Partake in teamwork activities as an entire group, both staff and elected officials.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**City Equipment  
Projects**

**Conduct a maintenance review of all City equipment, determining last service dates, warranties, etc.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1					
2					
3					
4					

**Outline a chart of expected maintenance work, vehicle replacements, and program for new equipment to replace old/outdated in conjunction with the Capital Improvement Plan process.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Research funding opportunities, rebates, trade-ins, sales, etc. for ways to accelerate new/replacement equipment needs in addition to annual budget requests.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1					
2					
3	Owner	Team	Timeframe	Cost/Budget	Resources
4					

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Recognition of Accomplishments**

**Projects**

Issue press releases to local media outlets when the City has accomplished a major project/program off this list to recognize the work completed successfully. (Should be done within a month of the accomplishment so it's still fresh in everyone's minds).

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1					
2					
3					
4					

**Prepare Facebook Live events or videos walking the community through projects as they are happening, posting to both social media channels and**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Host public meetings at least twice a year (not in conjunction with a Council meeting or work session) so residents can get up-to-date information and**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Focus on the large scale projects that are going to "move the needle" regarding community pride and impact. Always praise small projects, but differentiate between small projects and large-impact projects. (This is true both through the outreach to the community as well as by the City Council).**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Create "Guest Columnist" article in the Express**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**"What do we want the public to know" series**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Miscellaneous**

**Projects**

**Draft and deliver a community newsletter to include accomplishments as well as upcoming projects and notices as well as seek community input. Publish at least twice a year on the website, social media, etc.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources
1					
2					
3					
4					

**Continue to partner with more local agencies, such as Rotary, Lions, Chamber, Main Street, and others. This will help create fewer silos if everyone is on the same page and allow access to a community volunteers list to help move projects across the finish line.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Maintain support for the Give to Grow Program and learn how the City can partner with that organization to fund community projects/programs in the future.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

**Organize a Council work group to communicate with community members to develop a private fundraising consortium for City projects.**

Task List	Owner	Team	Timeframe	Cost/Budget	Resources

outcome, quality, efficiency, output, and input.  
Indicators, Measures, Milestones

# City of Monticello, Iowa

## Priority Goal Setting 2024

### Final Report

Prepared by: Derek Lumsden, Jones County Economic Development Executive Director

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**Mayor:**

Wayne Peach

**City Council:**

Josh Brenneman

Scott Brighton

Jake Ellwood

Dave Goedken

Candy Langerman

Mary Phelan

**City Administrator:**

Russ Farnum

**Department Heads:**

Sally Hinrichsen, City Clerk

Nick Kahler, Public Works

Jacob Oswald, Parks & Recreation

Britt Smith, Police Chief

Jim Tjaden, Water/Wastewater\*

Lori Lynch, Ambulance

Faith Brehm, Library

Joe Bayne, Fire\*

\*Signifies Department Head not in attendance

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# Introduction

In the summer of 2020, the Monticello City Council gathered input from staff and elected officials to outline some ideas for a strategy and goal setting session. The document produced from that work session has helped identify outcomes that were at the forefront of the City over the last several years. However, most of the work from that 2020 plan is either currently in the works or already completed.

City Administrator Russ Farnum reached out to Jones County Economic Development Director Derek Lumsden in the spring of 2024 to discuss facilitation of another round of goal setting for the departments and Council. Upon agreement of the timeline and approach to be taken during the discussions, Farnum developed a survey similar to ones used in past years to get ideas on where the department heads and elected officials saw Monticello moving toward in the future.

The surveys included the following categories for review: Major Accomplishments; Issues or Concerns; Significant Initiatives or Programs; Capital Projects; Teamwork; Development/Growth; and Supplemental Questions. These categories had everyone reflect on areas of improvement and direction for the City in the next five years (the exception being Major Accomplishments which focused on the previous five years) and had them identify concepts that could be readily accomplished by the City within the next five year timeframe and were not already in process. This survey was sent out in mid-June and was due back to either Farnum or Lumsden by Monday, July 1, 2024.

Once collected, Lumsden collated the data and outlined the basics of the goal setting work session with Farnum. Instead of giving everyone a collated list of every possible answer, the decision was made to do some 30,000 foot view conversations followed by two in-depth conversations on topics that were addressed most frequently. Then, once the work session was complete, a final report would be issued that outlined the discussion the night of the work session as well as the results from the surveys. A section would also include recommendations and next steps for the Council to discuss.

The work session was conducted on Monday, July 15, 2024 in the Monticello City Council Chambers. Lumsden laid out some ground rules to follow including listening actively and engaging productively; having realistic ideas and focusing on those ideas, not on the people proposing them or where they might end up for completion; and recognizing that results will take time and the success of the ideas is the responsibility of everyone. The final draft report was due to the City Council and department heads no later than August 5, 2024 with adoption by resolution of a final plan by the August 19<sup>th</sup>, 2024 Council meeting.

# Top Ten Overall Ideas From The Surveys

Lumsden started the conversation by pointing out to the group that most of the surveys were relatively in alignment. While people might have put them in different categories, overall the needs were very similar across the surveys. He noted that he would include a section in the report outlining these areas and giving some recommendations for the group to consider and discuss at a later point. The top ten overall ideas/themes are outlined below:

- **Housing Development** (Discussed separately)

- **City Facilities** (Discussed separately)

- **Trail Development**

While this was mentioned under the City Facilities section, there were a lot of comments about finishing trails that had already been started; connecting trails to each other in the community; and getting more trails developed both in the City and throughout the region. As this went beyond mere maintenance, it was deserving of its own category.

- **City Services**

Some of these could easily be slid under the City facilities section, but there were a lot of comments about the need for new services/projects that would not necessarily fit the idea of continued maintenance. As will be seen, while these have the City Facilities flavor, they also do not quite fit in the mentality of that category, so it was listed separately.

- **Tourism**

One of the strengths mentioned in the work session as well as in the surveys was the City's work around local amenities. Events such as the ones being done by the Monticello Chamber and Monticello Main Street bring local and regional people to the community while larger events such as the Great Jones County Fair bring a nationwide audience to town. There were a lot of comments making sure that the City is finding ways to accommodate tourists without isolating residents. Additionally, how can the City work to make sure that the local amenities are up to par? (Some of this would fit under City Facilities, but other aspects would be an additional program or idea).

- **Equipment**

Another one that could be discussed under City Facilities, but was mentioned enough times (and usually very specifically) that it deserves its own category.

- **Budgeting**

This was an interesting one that came from both staff and the elected officials.

Oftentimes the way a City has to facilitate and adopt their budget is both confusing and hard to translate to the current day. The budget for the following year gets started in the late fall/early winter of one calendar year and finished in the first few months of another calendar year. However, the City has a fiscal year running from July 1 to June

30<sup>th</sup> so there are a lot of factors that play into budgets, including how to prognosticate what will be used and then multiple budget amendments throughout the year to help show what is actually being spent and where. Across the board, there was a desire for more training and transparency on the budget.

- **Training**

One area that was touched on frequently was the need for training, for both the elected officials and the department heads. Staff had more emphasis on training for different machines, funding sources, and state/federal requirements related to their day-to-day operations. The elected officials had more emphasis on team management and collaboration techniques. Many surveys mentioned training/activities regarding teamwork as a whole.

- **Recognition of Accomplishments**

There was some frustration that the City had been accomplishing a great number of things, but that it seemed to be forgotten or unknown by the public at large. Was it due to a lack of press and praise on things accomplished? Is it because it didn't move the needle in terms of community pride and engagement? Is there something missing between finishing projects and the recognition? What can be done to fix this?

- **Miscellaneous**

These are ideas that could be considered across multiple areas above, but were broad enough to need its own topic area. One of the main concepts mentioned regarded the Volunteer Ethic of the community. A second concept mentioned was the development of a private fundraising venture.

The Housing Development and the City Facilities categories were broken out more broadly for discussion, but all of the above concepts and overarching ideas were incorporated into the Action Plan later in this document.

# Leadership Exercise

Lumsden began the work session by talking about the importance of leadership throughout the City. So often the work of teams is not qualified this way because a checklist of goals is merely divided up and spread out among the different staff members and some of the overall decisions outside the initial scope are made by the Council. There is a vacuum of sorts when it comes to working together as a team and exhibiting leadership qualities across the board. Therefore, instead of just drafting a list of projects and programs to debate, the decision was made to take a 30,000 foot view and begin with an exercise at the level of leadership for the City, both at the staff and Council levels.

To begin the exercise, Lumsden had everyone think of a mentor in their life, either currently or in the past. The best example of a leader that they had ever seen or worked with in any capacity. After everyone thought for a minute, Lumsden had them start calling out the best character traits of these leaders and came up with the following list:

KNOWLEDGEABLE	ORGANIZED	<u>PROACTIVE</u>	ACCOUNTABLE
INVOLVEMENT	<u>LISTENER</u>	COURAGE	HONESTY
<u>PATIENCE</u>	HUMILITY	TEAM PLAYER	<u>TRUSTING</u>
VISION	FAIR		

Lumsden followed this exercise up by adding in other elements that make a great leader as pulled from keywords in the surveys everyone had filled out. In addition to the ones above, the following traits made the list as well:

<b><u>RESPECT</u></b>	<u>AUTONOMY</u>	COMMUNICATION	EMPOWERING
<u>FEEDBACK</u>	DEFINED ROLES		

Once this was complete, Lumsden underlined the words that came up most frequently in the surveys from both staff and elected officials. (They are underlined above too). Lumsden pointed out that “Respect” was the word most often associated with leadership and teamwork throughout the surveys. (It’s bolded above).

The next part of the exercise was an inner reflection on leadership and not shared with the rest of the group. Lumsden had the group determining which of the above leadership traits they exemplified best. What was the one leadership trait that they were the best at? Consequently, Lumsden also had the group determine which of the leadership traits they were the worst at performing. Lumsden told them to keep those traits in mind as the rest of the night went on because leaders need to know where their strengths lie and where they might need assistance in the future, especially working with a diverse team to accomplish mutual goals.

Upon completion of that internal leadership evaluation, Lumsden read a definition of leadership to the group:

*The ability of an individual or group of people to influence and guide a team.*

Lumsden turned to a frank discussion of how the individual members of the team viewed the City as an overall whole in leadership. How does the City (meaning both department heads and elected staff) do in providing leadership to the rest of the staff and community? How would you rate the City in providing this leadership on a scale from 1-10 as meeting the above definition?

Unsurprisingly, the results were mixed and more middle of the road. The numbers ranged from 4 on the low end to 7 on the high end. There were some concerns that the City has some larger leadership hills to climb, especially as newer people (both to the staff and Council side) were still getting acclimated to their roles. Conversely, there were other areas where the team thought the City had excelled, especially when it has come to accomplishments over the last few years and how things have continued to progress. Everyone also largely agreed that the team was heading in the right direction and that in a few more years that number would be much higher across the board from everyone as the City continued to experience greater success.

Building off that conversation, Lumsden next had the group discuss the question: “What does success look like?” He noted that “success” is one of those words that can mean a variety of things to a group and that leadership is needed to help crystallize the direction and outcomes for the organization. But what does it mean? What does “success” mean regarding this particular plan? Is it something as simple as a checklist? If the City crosses things off the list, is that a success? Or is there something more to the success of the City? Lumsden commented that this had come up a lot in the surveys as well that no one seemed to know what success meant for the community or the staff or the Council.

Primarily, this conversation ended up hovering around the idea of building a complete community. But this had a number of pathways and decisions on how to get there. The group discussed everything from developing pride in the community to attracting new people to move to the community to talking about greater involvement by community members to help reach goals that everyone wanted to see. The ideal vision was one where Monticello could provide what everyone needed and wanted without having to leave the community. It would incorporate ways to bring in tourism and recruit new residents without changing the feel or identity of the community as well. But how do you define success when every resident or visitor is likely to want or need different things in any given moment? How does a City address and adapt constantly in order to be successful? Is it the City’s job to address what makes the community as a whole successful? Or do they partner with the residents, businesses, organizations, etc. to achieve goals and let success be determined by others?

Ultimately, the group decided that there is more to success than just a checklist of goals accomplished, but that those goals in written form can help drive more focus and more energy. That's why the group mentioned that goal setting meetings like these provide value, because it helps identify areas where work is needed and everyone can assist the other because they can see what is being worked on and provide assistance, etc. The completion of fulfilling those goals can lead to a building of a community along the lines of pride, involvement, volunteerism, etc. and can spur greater conversations around what it means to be a success.

Lumsden recalled that these exercises, both thinking in terms of how to lead and how to define success, would be drilled down to a more local level of thinking now. At this point, two of the most commonly addressed areas in the survey were going to be addressed individually. The group was going to address the possibilities of the topics, the shortcomings of what might be possible, and determine a potential path forward. Using the leadership and success exercises as templates, how does the City move forward with these objectives as outlined by the City themselves?

# Housing Development

Lumsden mentioned to the group that the most consistent answer across the board for what the City needed to focus on in the next five years was developing housing. There were a number of different ways that people highlighted that answer, but the overarching goal was that the City should be a major player in developing housing. Reminding the group to keep the previous exercises in mind, Lumsden asked the group what they thought the City should do in order to fulfill this tenet from the surveys.

The conversation started with a conversation about what works well as a spot for people to live in Monticello. While some of the group had lived in Monticello most of their lives, others were recent transplants to the area and a few did not live in town. One of the main areas of agreement was that the City of Monticello had a number of great services and infrastructure to offer, making it easy to connect to the grid and to build housing. Factor in the ability of the City to partner on streets, public safety, quality of life amenities, and more, it made Monticello a desirable place to live. Another value that makes Monticello a quality place to live is the stability of the community. There are a lot of stable businesses, including in the industrial sector, quality school district, adding more amenities, and a sense of completeness that the group felt did not always extend to other communities. Finally, it was mentioned that the City Council has taken a look at trying to find ways to financially incentivize the development of homes through Tax Increment Financing (TIF) and other venues to help make the return on investment for developers more enticing.

Conversely, Lumsden asked what made it a challenge for housing development in Monticello. What is keeping developers away? What is keeping housing from developing when there are so many options? Lumsden shared that the surveys mentioned ideas from new developments to upper story housing in the downtown to putting housing on vacant lots and more. If housing is such a need as seen by the City and the community, why isn't more going up? What is keeping it from being implemented already? Does the City already have enough housing?

One challenge was location. While the City had some narrow avenues of expansion, it was somewhat land-locked to growth. The Maquoketa River cuts off expansion to the north, the airport and Highway 151 can hinder development to the east, Highway 151 can increase the cost of developing south of the community, and throughout the cardinal directions agricultural land makes it difficult to expand. Iowa is a very agriculturally-based state, so farm land can be purchased and sold at premiums and it is definitely discouraged from being developed into anything else.

A second challenge was that the community lacked that one big developer. Larger areas tend to have one developer (sometimes more) that is willing to buy land and build houses, sometimes multiple developments within a year. They can afford to carry the risk that smaller, local developers cannot do. Due to their size, they can also be offered more attractive lending

rates and attract greater investment. That has meant that housing has been developed, but it tends to be in smaller quantities, rarely filling a development. Monticello has had some luck with in-fill duplexes and the like, but the large scale developer has eluded the community. In the same vein as this, it was mentioned that developers don't see the same return on their investment. Costs have gone up, but the ability of someone to buy a more expensive house has decreased. There is also the inability of developers to build starter homes or what would be classified as "affordable housing/missing middle housing" so it tends to not happen without substantive reimbursement or outside investment, both public and private. Without the ability to offset some of their expenses, any developer would find it hard to compete and create housing, which was one of the reasons the City is considering TIF to incentivize housing.

The last question stirred some debate around the need for more housing and was more truly necessary. It was noted that housing in the community has ticked up over the last couple of decades (although at a rate of only a few per year) even though population did not follow. The population has continued to fluctuate within a few hundred people of its average over the last one hundred years. In that time, yes the City limits and the number of houses have grown, but not necessarily the number of people in the community.

A few people also asked the question: Do we want Monticello to grow? A few of the newer transplants to the community said they chose Monticello because of its smaller town feel and that it wasn't large. If that changed and some large developments went in and the town grew, how would that change the feel? Would the success of adding more housing ultimately make the community feel less welcoming, less cordial to everyone? Should the status quo be the direction taken when it comes to housing?

Lumsden took this opportunity to ask another question: **Should** the City be involved in housing development? It was noted by the group that a number of cities do get involved in some fashion and that it can lead to growth, both in people and in the tax base, which allows for services and infrastructure to continue to be upgraded. Lumsden asked if instead of just funding housing development, should the City be involved in real estate development directly? The group talked about how there had been some success in that area, especially when the City is getting vacant/condemned housing and tearing it down. This allows for prime lots to be redeveloped into housing. One group member even mentioned that the lot at the corner of Chestnut and 6<sup>th</sup> Streets was going to have a home on it by the end of the year and how that would not have happened if the City had not taken the lead.

Lumsden ended the conversation by noting that there were some good ideas and more food for thought for the team. He mentioned that more would be spelled out in the final report, but wanted to move on to the next category so there was plenty of time for discussion there as well.



# CITY FACILITIES

Having concluded the housing development discussion, Lumsden noted that the second highest area of convergence among survey answers was in city facilities. This category was large, but included everything from parks to buildings owned by the City to streets, gutters, sidewalks, etc. Similar to the previous process, Lumsden had the group start by listing out the strengths of the City facilities currently.

The first strength was the variety of amenities. It was noted that the community had a lot of great options for people, especially in recreation. There were parks, Frisbee golf, the Austin Strong playground, the swimming pool, pickleball courts, and much more. The group agreed that the City continues to focus and develop quality of life amenities that make the community more cohesive. Simultaneously with this, the group agreed that the aesthetics of the community were top-notch. The community was clean, in good repair overall, and had some great exhibits of nature, such as at Riverside Gardens.

The second strength was the services and utilities of the community. While often going unnoticed, the City continually strives to maintain and improve upon those elements so residents don't have to think about them. If you go most of your life without a water or sewer issue, don't have to worry or think about public safety, and can enjoy the local amenities without having to worry about availability of them, then it's been a success on the part of the City to make it one less worry for residents. It was definitely a matter of pride among the City departments represented that the City worked hard to keep these services and utilities active and in good repair for the residents.

The final strength noted was in the maintenance of the buildings. While a lot of money could not be allocated every year necessarily, the City has found ways to do smaller street projects over the years, do small upgrades to the Community Center above City Hall, add some extra maintenance to the Berndes Center, and do larger scale projects like the current wastewater treatment project. The City realizes that the community needs the City to set the example of following through and taking care of its property if it expects the same from the businesses and residents.

On the flip side, Lumsden had them list off the areas where the City could improve regarding community facilities. Unsurprisingly, one of the strengths of the City was also listed as an area of improvement: Services/Utilities. While the City has worked hard to maintain and improve services, there was agreement that the process is not as direct or as easy as the community at large would prefer. When there are issues with streets, the parks, etc., it is easy to demand immediate action, but much harder to take it. Cities are bound by many different restraints, including the bidding process, public hearings, budgetary considerations, the cost of doing the work continuing to rise, and more. So while the City works hard to maintain what they have, it

can be hard to improve or grow what is existing until it becomes an emergency because of these factors, especially financially.

Factored in with this was the idea that some elements of the City services should be easier to access. The website was highlighted as a main area that does not only seem to lack in ease of use, but there is very little that can be done online. As the world has become more technology-based, so too should the City be looking at ways to allow more things to be done online, especially paying bills, filling out and paying for permits, etc. There was a belief that the City should not only do more to allow for these types of services, but should also be better about promoting and updating the public on what the City does provide. Lumsden also asked if access should be considered in the physical sense. Can anyone use the Berdnes Center at 2am for example? What about the third-shift workers on their day off? How can they partake in the amenities during times when they might normally work?

A second area of improvement was specifically regarding the maintenance of streets. It was one of the most common complaints that both City staff and elected officials received. In the past, the City used to have a series of three to four small street projects and put them all out for bid as one larger project to make it easier to bond rather than one small project. Recently, the City has been doing larger scale street projects, such as Sycamore Street and Chestnut Street, but that has meant other projects being shelved for the time being. There was agreement that if the streets are poor that people are driving on, then it was hard to boast about all of the great amenities and aesthetics because people would be focused on the rough condition of the roads, both residents and visitors alike.

The problem became finding the best way to approach projects. The conversation focused around planning. There was general consensus that the City should revive a practice from several years ago and start formulating a five-year capital improvement plan. This would not only give the City multiple projects to have on their agenda, but also help remind everyone that funding for those projects would need to be designated in the respective years. Additionally, the City should be focused on a comprehensive planning process. One-off goal strategy sessions and a five year capital improvement plan can work, but an overall union of the myriad projects, programs, etc. would be best. Plus, comprehensive plans seek to project out about twenty years and can have more wide ranging ideas. Finally, the comprehensive plan takes time to develop, offers ideas on projects and resources, and most importantly gets input from the community on what they want to see as well. While the goal setting and the capital improvement plans can do that, they generally do not do so.

The conversation concluded with the planning ideas discussed above. Lumsden reiterated that he would list out some ideas and recommendations in the final report. These recommendations would come from the surveys, the discussion, and other sources to help guide the team moving forward on a final plan of action to ratify at the Council level in the near future.

# Plan of Action

Between the surveys, the work session, and other resources, the objective was to provide an outline of goals for the Council. (Those items listed in italics are facilitator recommendations). Using the Top 10 Ideas from earlier, the following plan of action was formulated:

## 1. **Housing Development**

- A. Identify corridors of growth for future housing development in the City.
- B. Develop an overall plan for housing incentives that can be tweaked per development.
- C. *Authorize a housing assessment survey through an entity like ECICOG to determine future need and population projections.*
- D. Survey the local housing to find lots/units that would be suitable for City development, similar to the 541 N. Chestnut St. lot.
- E. Implement a minimum maintenance code, rental inspections, and a vacant property register to help address housing deficiencies and degradation.

## 2. **City Facilities**

- A. *Do a street inspection survey to see what roads are the highest traffic and in the worst shape.*
- B. Formulate a five-year capital improvement plan with input from the City departments and the City Council.
- C. Contract for a comprehensive plan through an entity like ECICOG to look at the long-term needs and wants of the community at large.
- D. Review and update procedures and software on the website. Investigate new upgrades to technology to allow for more automation of City forms, payments, etc. across the City departments.
- E. Review other local planning efforts, such as the Parks and Recreation Master Plan and the Monticello Main Street Strategic Plan to find quality partnerships and potential access to other resources.

## 3. **Trail Development**

- A. Expand the Willow Creek Trail to downtown Monticello and to Riverside Gardens.
- B. Develop a trail from the Monticello High School to the Kirkwood Regional Center.
- C. Connect all of the local trails to each other, including the REAP grant trail.
- D. Form a local Trail Committee made up of a variety of interested parties (not primarily City-driven) that can run point on the development of a trail plan for the community.
- E. *Partner with regional organizations and amenities to develop a larger Jones County trail system. (There is more money for larger, more regional trail projects, so this should be in consideration to connect Monticello to other amenities and venues).*

#### 4. **Budgeting**

- A. Recommend training to staff on how to plan and develop departmental budgets, especially in relation to outcomes and plans such as a Capital Improvement Plan.
- B. Requiring training for the City Council prior to the budget to understand state laws and obligations regarding the budgeting process.
- C. Offer Tax Increment Financing workshops so everyone can understand how it works, what's required, etc.
- D. *Work with resource partners like the Iowa League of Cities to offer trainings as well as best practices/good rules of thumb for budgeting processes.*

#### 5. **Tourism**

- A. Work with Main Street Monticello and the Monticello Chamber to develop a wayfinding signage plan for the community.
- B. Recruit businesses for the corner of Main and Oak Streets and/or by Cobblestone.
- C. Develop business and tourism amenities along the Maquoketa River.
- D. Construct public restrooms for the community in multiple high-traffic areas.

#### 6. **City Services**

- A. Research options for sanitation collection, including whether or not the City should take that service back on and whether or not the City should go back out to bid for sanitation services.
- B. Determine a long-term plan for the yard waste program, including whether or not it should continue and if there should be a cost for it?
- C. Establish a plan in relation to replacing all of the ash trees that had to be removed by the City, including what type of trees should be used, funding for them, location, etc.

#### 7. **Training**

- A. Require operators of City vehicles to go through training to stay certified (if necessary) and up-to-date.
- B. Research and develop a method to identify and apply for potential funding sources for various programs/projects in the City to partner with public funding.
- C. Undertake training and attend workshops that focus on team management and collaboration techniques.
- D. Partake in teamwork activities as an entire group, both staff and elected officials.

## 8. City Equipment

- A. Conduct a maintenance review of all City equipment, determining last service dates, warranties, etc.
- B. Outline a chart of expected maintenance work, vehicle replacements, and program for new equipment to replace old/outdated in conjunction with the Capital Improvement Plan process.
- C. Research funding opportunities, rebates, trade-ins, sales, etc. for ways to accelerate new/replacement equipment needs in addition to annual budget requests.

## 9. Recognition of Accomplishments

- A. Issue press releases to local media outlets when the City has accomplished a major project/program off this list to recognize the work completed successfully. *(Should be done within a month of the accomplishment so it's still fresh in everyone's minds).*
- B. *Prepare Facebook Live events or videos walking the community through projects as they are happening, posting to both social media channels and the City website.*
- C. Host public meetings at least twice a year (not in conjunction with a Council meeting or work session) so residents can get up-to-date information and a chance to comment on what's working/not working to help the City be more successful and the residents aware.
- D. Focus on the large scale projects that are going to "move the needle" regarding community pride and impact. Always praise small projects, but differentiate between small projects and large-impact projects. (This is true both through the outreach to the community as well as by the City Council).

## 10. Miscellaneous

- A. Draft and deliver a community newsletter to include accomplishments as well as upcoming projects and notices as well as seek community input. Publish at least twice a year on the website, social media, etc.
- B. Continue to partner with more local agencies, such as Rotary, Lions, Chamber, Main Street, and others. This will help create fewer silos if everyone is on the same page and allow access to a community volunteers list to help move projects across the finish line.
- C. Maintain support for the Give to Grow Program and learn how the City can partner with that organization to fund community projects/programs in the future.
- D. Organize a Council work group to communicate with community members to develop a private fundraising consortium for City projects. \*

\*Council specific suggestion

# Conclusion

*“Pearls don’t lie on the seashore. If you want one, you must dive for it.” -Chinese Proverb*

Lumsden brought the meeting back around to the idea of leadership and the type of a community that the individuals in the room wanted to see. Is the City ready to dive for the pearls that they want in the community? He brought back some of the earlier questions that the Council had considered such as “What does success look like?” The above report outlined a list of priorities, both narrow and broad in scope for the Council to work to achieve in the next five years, including the two areas the group delved into more. But what else does the City need to keep in mind?

From the surveys and some of the content of the conversation, one key area that was mentioned at times: Why is the City so resistant to change? Why is the City always looking for “good enough” in its programs or projects? While there was some pushback on those comments in the work session, surveys from both elected officials and staff noted that this was a concern in how the City conducts business.

It was noted during the work session that the City needed to be efficient and spend its resources in a way that resonated with the taxpaying citizens of the community. Even though taxpayers say they want new projects and programs, they are always looking for the City to fund it without raising the taxes on its residents. This makes it hard for the City to be more aggressive in some of its endeavors without supplemental funding or lowering costs elsewhere.

Lumsden asked the question to the group: What would it take for the City to accomplish the goals laid out in the report? Some, such as investing in a comprehensive plan are relatively easy and are considered low-hanging fruit. But what about others such as connecting the trails in Monticello and building more that are more involved? This would be considered a higher-level goal as it would take more time and resources on the part of the City. Does the City see themselves as Risk Takers or Risk Adverse?

Lumsden mentioned that this idea of the amount of risk the City is willing to take would be the defining characteristic of any plan or decision made by the City going forward. As leaders in the community, both staff and the elected officials would need to decide their comfort level in actually pursuing these priorities. What if a certain project is pursued, but required a greater outlay of funding? Would the Council be willing to raise the budget to make it happen? Would the impacted department be willing to find cuts in their department budget to make it happen so the City would not have to raise taxes? Would there be a need for more employees, even short-term, to realize these goals and priorities? Would there be a need for a reduction in headcount to make some of these goals a reality? Were the leaders in the City, both department heads and the elected officials, ready to make these kinds of decisions?

Lumsden reminded them that the easy part of this process had just happened. Talking about goals and priorities and setting a five-year deadline to accomplish them is easy, but that implementation is much harder. Additionally, there will be projects or programs or situations that arise where this document will need to be nimble and will change the trajectory of some of the goals and priorities in this document.

Implementation is going to be harder and that once the City had come to a determination of what level of risk they are willing to take, that would drive the success of this plan and all of the projects listed. Yes, sometimes you swing for the fences and fall short, but if you stand there and strike out without swinging, what did you really accomplish? Which one is more of a success? And should the City really fear failure if they are moving ahead with what the community wants and needs? Is the City willing to make the venture into areas that are difficult to achieve what they want?

*"It's not because things are difficult that we dare not venture. It's because we dare not venture that they are difficult." -Seneca*

# Appendix B: Major Accomplishments

As part of the survey process, the group had to outline what they felt were the major accomplishments of the City over the last five years. The results could be large projects to something small like a newly written City policy. The Major Accomplishments are listed below:

- Austin Smith Inclusive Playground and Pickleball Courts
- Traffic Light Renovation
- Old Energy Building Demolition/Dollar Fresh Project & Apartments
- Blind Pig/Market at the Tap Projects
- Raising Employee Wages to Retain Staff & Hiring of New City Administrator
- Sycamore and Chestnut Street Projects and 6<sup>th</sup> Street Ditch Design\*
- Theisen's New Store\*
- Council Chamber Safety Upgrades
- Ambulance Service Restructure
- New Sewer Plant Project\*
- Painted South Water Tower
- Scada Systems for Wells & Towers\*
- New Middle School
- Lower Tax Rate
- Monticello Main Street
- REAP Grant Trail & Airport Land Purchase and Trail Expansion Behind Dollar Fresh
- Employee Handbook Completed
- Lead Line Survey and Report Completed
- Airport Taxiway Expansion\*
- Dollar Tree, Manternach Construction, & Oak Street Expansions
- County Passage of EMS Tax
- Manholes Repaired/Replaced
- Second Story Housing in Downtown
- Storyboard Along Willow Trail and Benches Added
- Painted Trash Can Initiative
- Radio Upgrades to P-25 to be Consistent With the County
- Removing Ash Trees
- Library Programming & Grants and Holiday on 1<sup>st</sup> Event
- Yearly Library Programs and Attendance Consistent and Above State Average
- Enforcing Sidewalk Inspections
- City Council Attending Department Open Houses
- Bradley Properties

\*Denotes project/program that is currently underway



# Focusing on the big picture

You hear people say all the time that we need to focus on the big picture. This could be at work, with our volunteer activities, and sometimes even in our households. There is this concept that there is always some larger focus, some higher ideal, where we need to be putting our time and attention in order to be successful. We all seem to understand and accept this concept when it comes to our personal and/or work lives. But why do we seem to fail to understand the ideal as a community?

As community members, so often we engage in the nitty gritty details of what's happening. We see a street that we drive commonly with a pothole and that's an issue. We see that our water/sewer/garbage rates have increased (as most things have) and that becomes a talking point. We feel that there are not enough activities to keep us, our families, and our guests entertained and we need to see the community making more of an effort. While all of these are definitely concerns depending on your circumstance, they are not taking a step back and looking at the big picture of how to succeed as a community.

What does success even look like for a community? What is your long-term vision for the community? Do you know? Have you been involved with formulating what success or visioning looks like? Everyone has different ideas of what a successful community looks like, but so often, they keep it to themselves. They don't get involved with public meetings or organizations that are looking for community input and action. Imagine what could be done if you were on the front side of defining success for a community. You could be involved with filling in the big picture because your ideas were shared when

## Guest Column



**By Derek Lumsden**  
Jones Co. Economic  
Development Director

work was being done to make that next big step!

Have you volunteered to take part in those activities or actions that might allow for some of that big picture success to happen? Aside from sharing your ideas, have you made it known that you are willing to help implement those ideas? Maybe it's planting trees to give more shade to community areas. Maybe it's helping volunteer at those activities you wanted for your family and friends. Maybe it's helping to raise funds to get more amenities in the community. Whatever your big picture ideas are, are you ready to help make them a reality through working to implement them?

The nice thing about communities is that the big picture is always evolving and always out of reach. There is never a final task or activity to make our communities perfect. New people, new needs, and new ideas are always circulating and getting more people to think about the community and what success looks like. But you have to remember that being involved is more than just having ideas and hoping people see it your way. It's important for everyone to roll their sleeves up and get their hands dirty as well.

Always remember that JCED is here as a resource to your business and that we always try to help our businesses and communities grow and prosper. Anytime you have questions, please don't hesitate to reach out by contacting me at [director@jonescountydevelopment.com](mailto:director@jonescountydevelopment.com).

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**City Council Meeting**  
**Prep. Date:** 10/03/2024  
**Preparer:** Russell Farnum



**Agenda Item: #**  
**Agenda Date:** 10/07/2024

*Communication Page*

**Agenda Items Description:** Worksession on Urban Revitalization Areas

**Type of Action Requested:** Discussion and Direction

**Attachments & Enclosures:**  
Chapter 10

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

**Summary:** Chapter 10 of the Municipal Code outlines the City’s regulations for the Urban Revitalization Areas (URA’s), including the process to declare a URA. The current Urban Revitalization Area and policies need to be reviewed, but before doing so, Staff will need direction and input from the Council on how to proceed.

**Background:** The City’s Urban Revitalization Area, adopted by Chapter 10, allows for standard tax abatements for residential, commercial and industrial investments in accordance with Iowa Code. The Council is most familiar with these when doing the tax abatement resolutions for new housing construction or major home improvement projects that have been approved all over town.

As may be obvious from the name, Urban Revitalization Area abatements are to be within a specific adopted geographic area. In reviewing the history of Chapter 10, it appears that the City only ever has adopted two Urban Revitalization Areas (URA’s)– the Monticello Development Corporation Industrial Park area, and the Multiresidential URA adopted for the BR5 apartments. Staff was recently advised by our bond counsel that the City should temporarily hold any applications for tax abatements for this reason.

Let me be clear: the City is allowed and entitled to have Urban Revitalization Areas, and we can continue to give tax abatements for major new construction and rehab projects. The appropriate URA’s just need to be adopted properly. After that, the City can again accept tax abatement requests, although they would have to be within the URA’s.

Please Note- Urban Revitalization Areas are different from Urban Renewal, which is “TIF”. However, they both apply to a defined geographic area. But the Urban Renewal area and the Urban Revitalization Area do not have to be same areas.

**Recommendation:** Council input and direction is requested. Particular areas that would benefit from targeted incentives toward reinvestment are particularly welcome.

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## CHAPTER 10

### URBAN REVITALIZATION

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10.01 Purpose	10.08 Other Provisions
10.02 Intent	10.09 Time Frame
10.03 Eligibility of Areas for Revitalization	10.10 Exemptions
10.04 Criteria for Designation of Urban Revitalization Areas	10.11 Other Sources of Revitalization Funds
10.05 Conditions and Procedures	10.12 Eligible Improvements
10.06 Designation of Revitalization Areas	10.13 Urban Revitalization Areas Designated
10.07 Basis of Tax Exemption	

#### **10.01 PURPOSE.**

This chapter establishes procedures to be followed in the designation of revitalization areas in accord with Chapter 404 of the Code of Iowa, including the incorporation by reference of all previous revitalization areas established within the corporate limits of the City.

#### **10.02 INTENT.**

It is the intent of this chapter, through the establishment of revitalization areas, to provide financial incentives where there is a demonstrated need and resulting community benefits for the redevelopment of property by providing tax exemptions for all qualified improvements in areas meeting the requirements of this chapter.

#### **10.03 ELIGIBILITY OF AREAS FOR REVITALIZATION.**

The City Council may designate revitalization areas within the City only if those areas comply with the provisions of Chapter 404.1 of the Code of Iowa or successor provisions as follows:

1. An area in which there is a predominance of buildings or improvements, whether residential or nonresidential, which by reason of dilapidation, deterioration, obsolescence, inadequate provision for ventilation, light, air, sanitation or open spaces, high density of population and overcrowding, the existing of conditions which endanger life or property by fire and other causes or a combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime, and which is detrimental to the public health, safety or welfare.
2. An area which by reason of the presence of a substantial number of deteriorated or deteriorating structures, predominance of defective or inadequate street layout, incompatible land use relationships, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the actual value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or a combination of such factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety or welfare in its present condition and use.
3. An area in which there is a predominance of buildings or improvements which by reason of age, history, architecture or significance should be preserved or restored to productive use.
4. An area which is appropriate as an economic development area as defined in Chapter 403.17 of the Code of Iowa.

#### **10.04 CRITERIA FOR DESIGNATION OF URBAN REVITALIZATION AREAS.**

1. In addition to meeting the eligibility requirements as outlined under Section 10.03 of this chapter, owners of property requesting establishment of a revitalization area must provide the following information and demonstrate:

- A. The economic and/or other community benefits resulting from the proposed improvements.
- B. Community need for the proposed improvements.
- C. The developers need for financial assistance provided through tax abatement.
- D. Estimated value of the proposed improvement.

Such information shall be supplied in writing at the time a request to establish a revitalization area is made. Following submission of this information, the Council shall hold a public hearing on any such proposal to consider the above noted information and receive citizen input. If the Council finds that the proposal meets the criteria as herein outlined and otherwise determines that the project is in the best interests of the community, authorization to proceed with preparation of the revitalization documents as provided for under Section 10.05 may be granted by resolution.

2. The Council may on their own motion authorize establishment of area-wide revitalization projects providing said area meets the eligibility requirements outlined in Section 10.03.

#### **10.05 CONDITIONS AND PROCEDURES.**

All conditions and procedures outlined in Chapter 404.2 1 through 6 of the Code of Iowa will be followed in the

establishment of revitalization areas.

#### **10.06 DESIGNATION OF REVITALIZATION AREAS.**

Following completion of all requirements outlined in Chapter 404 of the Code of Iowa and all requirements of this chapter, the Council may enact an ordinance approving the revitalization area and establishing the effective date of the area through an amendment of this section of this chapter by adding divisions to the following listing of revitalization areas.

#### **10.07 BASIS OF TAX EXEMPTION.**

All qualified real estate shall be eligible to receive an exemption from taxation as provided for in Section 404.3 of the Code of Iowa and as stipulated in the urban revitalization area plan in effect for each project.

#### **10.08 OTHER PROVISIONS.**

This chapter incorporates all other provisions of the Code of Iowa as provided for in Chapters 404.5, 404.6, and 404.7.

#### **10.09 TIME FRAME.**

The area shall be eligible for tax abatement under the revitalization plan for the next four years starting from the date of the adoption of the ordinance. If in the opinion of the Council, the desired level of revitalization has been attained or economic conditions are such that the continuation of the exemption granted would cease to be of benefit to the City, the Council may repeal the ordinance establishing the revitalization area, pursuant to Section 404.7 of the Code of Iowa. In the event the ordinance is repealed, all existing exemptions shall continue until their expiration.

#### **10.10 EXEMPTIONS.**

1. All commercial and industrial real estate is eligible to receive a partial exemption from taxation on the assessed value added by the improvements. The exemption is for a period of five years. The amount of the partial exemption is equal to a percent of the assessed value added by the improvements, determined as follows:

- A. For the first year, 75 percent.
- B. For the second year, 65 percent.
- C. For the third year, 55 percent.
- D. For the fourth year, 45 percent.
- E. For the fifth year, 35 percent.

2. All qualified real estate assessed as residential property is eligible to receive a 100 percent exemption for taxation on the first \$75,000.00 of assessed value added by the improvements. The exemption is for a period of five years.

3. To be considered eligible for the full period of exemption from taxation set forth within Subsections 1 and 2 above an Application for Exemption from taxation must be received by the City within one year following the date on which the property is considered 100% complete and taxed as being 100% complete by the Jones County Assessor. Applications filed more than one year after said determination and taxation remain eligible for the remaining exemption period. (For example, an Application for Exemption filed 18 months after the Assessor's determination would be eligible for four years of abatement. In the case of commercial or industrial property the exemption would be for years two through five, the first year of eligible abatement dropping off.)

*(Subsection 3 - Ord. 749 - Sep. 21 Supp.)*

#### **10.11 OTHER SOURCES OF REVITALIZATION FUNDS.**

At this time, there are no federal grants or loans for improvements in the area other than those of conventional lending institutions at normal market rates. However, it is not the intention of the City to prohibit the use of other appropriate federal or State revitalization or incentive programs within the area. The City may, in the future, apply for assistance through the Community Development Block Grant Program.

#### **10.12 ELIGIBLE IMPROVEMENTS.**

1. Eligible property improvements, as used in this plan, include rehabilitation and additions to any existing residential, commercial and industrial structures located within the area. In addition, new construction on vacant land or on land with existing structures is also eligible for tax abatement.

2. Assessed value added by improvements, as used in this plan, means the assessed value added as of the first year for which the exemption was received. In order to be eligible for tax abatement, the increase in assessed value of the property must be at least 10 percent.

3. An applicant whose project is receiving either direct or indirect benefits, which are financed through a City sponsored tax increment financing program, shall not be eligible for tax abatement under the revitalization program unless otherwise determined by the Council.

4. All improvements, in order to be considered eligible, must be completed in conformance with all applicable regulations of the City and must be completed during the time the area is designated as a revitalization district.

#### **10.13 URBAN REVITALIZATION AREAS DESIGNATED.**

In accordance with Chapter 404 of the *Code of Iowa*, the City has designated the following Urban Revitalization Areas.

*(Section 10.13 – Ord. 769 – Oct. 23 Supp.)*

**EDITOR'S NOTE**

The following ordinances not codified herein, and specifically saved from repeal, have been adopted designating Urban Revitalization Areas in the City and remain in full force and effect.

<b>ORDINANCE NO.</b>	<b>ADOPTED</b>	<b>NAME OF AREA</b>
769	August 21, 2023	2023 Monticello Multiresidential Urban Revitalization Area

ORDINANCE NO. 769

An Ordinance Designating an Area of Monticello, Iowa, as the 2023 Monticello  
Multiresidential Urban Revitalization Area

WHEREAS, pursuant to the provisions of Chapter 404, Code of Iowa (the “Act”), the governing body of a city may, by ordinance, designate an area of the city as a revitalization area upon the completion of procedures specified in the Act; and

WHEREAS, pursuant to the provisions of the Act, the City Council of the City of Monticello, Iowa, has by resolution determined, with respect to an area within the City, hereinafter described in Section 1 and known as the 2023 Monticello Multiresidential Urban Revitalization Area that:

(a) The 2023 Monticello Multiresidential Urban Revitalization Area is an area which is appropriate as an economic development area as defined in Section 403.17 of the Code of Iowa.

(b) The 2023 Monticello Multiresidential Urban Revitalization Area is an area which is appropriate for public improvements related to housing and residential development, or construction of housing and residential development.

(c) The economic development and promotion of housing and residential development in the 2023 Monticello Multiresidential Urban Revitalization Area is necessary in the interest of the public welfare of the residents of the City and the 2023 Monticello Multiresidential Urban Revitalization Area substantially meets the criteria set forth in Section 404.1 of the Act.

WHEREAS, pursuant to the provisions of the Act, the City prepared a proposed urban revitalization plan (the “Plan”) for the 2023 Monticello Multiresidential Urban Revitalization Area and held a public hearing on the Plan for the 2023 Monticello Multiresidential Urban Revitalization Area; and

WHEREAS, pursuant to the provisions of the Act, the City has adopted the Plan for the 2023 Monticello Multiresidential Urban Revitalization Area;

NOW, THEREFORE, Be It Ordained by the City Council of the City of Monticello, in Jones County, Iowa, as follows:

Section 1. In accordance with the Act and in consideration of the recitations set out in the preamble hereof, the area being described as follows:

*Lot 2 of BR3 Subdivision, a subdivision consisting of Lots 41, 43, 45, 47, 48, 49, 50, 51, Part of Vacated Second Street, Part of Vacated Locust Street, Vacated Alley between Lots 43 & 45 in the Original Town of Monticello, Lot 150 and part of Lot 149 of Irregular Plat of Monticello, Lot 1 of Energy Company Place, and Part of First Street in Sections 22 & 27, T86N, R3W of the Fifth P.M., in the City of Monticello, County of Jones, State of Iowa.*

*Having Parcel Index Number 0223379011.*

is hereby designated as the 2023 Monticello Multiresidential Urban Revitalization Area.

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

Section 3. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. This ordinance shall be in effect after its final passage, approval and publication, as provided by law.

Passed and approved on August 21, 2023.

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David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk