

City of Monticello, Iowa

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Monticello City Council Meeting December 16, 2024 at 6:00 p.m.
Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa

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

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

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

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

Approval of Council Mtg. Minutes	November	18, 2024
Approval of Council Mtg. Minutes	December	02, 2024
Approval of Payroll	November	28, 2024
Approval of Payroll	December	12, 2024
Approval of Treasurer's Report	November	2024
Approval of Bill List		
Approval of Casey's Class E Alcohol license		
Approval of Casey's cigarette permit application		
Appointment of Kurt Jansen to the Airport Board to replace Charlie Becker		

Mayor's Report

Presentations:

1. **Presentation** – City award presentation for North Chestnut Street Project – Colton Ingles

Resolutions:

2. **Resolution** Approving the hiring a Monticello Ambulance Full-Time EMT and setting wage
3. **Resolution** Approving the hiring a Monticello Ambulance On-Call EMT and setting wage
4. **Resolution** Accepting bids related to Ambulance and auto cot loading system and to approve purchase of Ambulance and auto cot loading system from Legacy Emergency Vehicles
5. **Resolution** Approving the Creation of a Monticello Park and Recreation Adult Recreation and Events Coordinator Position – tabled from prior meeting
6. **Resolution** approving Fiscal Sponsorship Agreement with Monticello Firefighters Organization for Community Foundation Grant(s) to purchase 2-way Radios
7. **Resolution** Approving Pay Request #7 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$1,732,849.31
8. **Resolution** Approving Pay Request #1 to Highland Corporation, Re: Northridge Estates Fifth Addition Improvement Project in the amount of \$126,469.00
9. **Resolution** Approving Purchase of Trojan U.V. Bulbs for the Wastewater Treatment Facility in the amount of \$14,464
10. **Resolution** Approving quote for purchase and installation of Fire Monitoring Equipment for City Hall and Community Center

Consideration and Possible Motions:

11. **Consideration and Possible Motion** to approve rental rate and Memorandum of Understanding for Tough Entertainment specific to Winter Bounce

Ordinances:

12. **Ordinance** Amending the Code of Ordinances of the City of Monticello, Iowa, by Adding a New Chapter 126 “Consumable Hemp And Marijuana Product Sales” - 3rd & final reading

Reports / Potential Actions:

13. City Engineer
14. City Administrator
15. Public Works Director
16. Police Chief
17. Water/Wastewater Superintendent
18. Park and Recreation Director
19. Library Director
20. Ambulance Director
21. City Clerk
 - a. IDOT crack sealing on IA-38, in Monticello, from US-151 to East 9th Street

Work Sessions:

22. Work Session – Sidewalk Policy
23. Work Session – Budget timelines & Special Meeting

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: December 16, 2024 Council Meeting
Time: Dec 16, 2024 06:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/89593925850>

Meeting ID: 895 9392 5850

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- +1 312 626 6799 US (Chicago)
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- +1 646 931 3860 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US

Meeting ID: 895 9392 5850

Find your local number: <https://us02web.zoom.us/j/89593925850>

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Regular Council Meeting
November 18, 2024, 6:00 P.M.
Community Media Center

Mayor Wayne Peach and Councilmembers Dave Goedken, Candy Langerman, Mary Phelan, and Jake Ellwood met at the Monticello Police Department and EMS Facility located at 201 East South Street to tour prior to the Council meeting. Also present were City Administrator Russell Farnum, Ambulance Director Lori Lynch and Police Chief Britt Smith. No action was taken.

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

Phelan moved to approve the agenda, Brenneman seconded, roll call was unanimous.

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

Brenneman moved to approve Resolution #2024-162 Approving FY 2023-2024 Street Finance Report. Brighton seconded, roll call was unanimous.

Brighton moved to approve Resolution #2024-163 authorizing and approving a Loan Agreement, providing for the placement and issuance of General Obligation Corporate Purpose Notes, Series 2024 and providing for the levy of taxes to pay the same, Langerman seconded. Roll call was unanimous.

Hinrichsen handed out the updated list of TIF Development Agreement amounts, and requested Council approve the amounts on that list when approving the resolutions, as the updated amounts were received this afternoon. Langerman moved to approve Resolution #2024-164 Appropriating funds necessary to meet the City’s Obligation to Kardes Inc. per Development Agreement dated March 17, 2014. Brenneman seconded, roll call was unanimous.

Brenneman moved to approve Resolution #2024-165 Appropriating funds necessary to meet the City’s Obligation to Mike Beck and Ken McDermott, known as Royal Flush Truck Wash, Inc per Development Agreement, dated March 17, 2014, and as amended, dated June 3, 2019. Brighton seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-166 Appropriating funds necessary to meet the City’s Obligation to Cobblestone Inn & Suites (formerly known as Boulders Inn Monticello) under the Development Agreement dated October 5, 2015; as amended November 20, 2017. Brenneman seconded, roll call was unanimous.

Langerman moved to approve Resolution #2024-167 Appropriating funds necessary to meet the City's Obligation to Orbis Manufacturing, a subsidiary of Menasha Corporation per Development Agreement dated April 3, 2017, as amended by Resolution #19-27, dated April 15, 2019. Ellwood seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-168 Appropriating funds necessary to meet the City's Obligation to Lauren Welter, successor owner of 218 West First Street, Suite "A" per Development Agreement dated October 2, 2017. Brighton seconded, roll call was unanimous.

Ellwood moved to approve Resolution #2024-169 Appropriating funds necessary to meet the City's Obligation to Paige Jacobs, LLC, successor owner of 218 West First Street, Suite "B" per Development Agreement dated October 2, 2017. Phelan seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-170 Appropriating funds necessary to meet the City's Obligation to Njs LLC, successor owner of 218 West First Street, Suite "C" per Development Agreement dated October 2, 2017. Langerman seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-171 Appropriating funds necessary to meet the City's Obligation to Mercy Care Management, Inc per Development Agreement, dated July 7, 2019. Brenneman seconded, roll call was unanimous.

Ellwood moved to approve Resolution #2024-172 Appropriating funds necessary to meet the City's Obligation to McMATT Properties per Development Agreement, dated June 21, 2021. Phelan seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-173 Appropriating funds necessary to meet the City's Obligation to BR3 Development LLC per Development Agreement, dated March 1, 2021. Brighton seconded, roll call was unanimous.

Ellwood moved to approve Resolution #2024-174 Appropriating funds necessary to meet the City's Obligation to Frontier Warehousing and Oak Street Commercial Cabinets, Inc dba Oak Street Manufacturing per Development Agreement, dated January 3, 2022, as amended November 7, 2022. Brighton seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-175 Appropriating funds necessary to meet the City's Obligation to Theisen Real Estate LLC per Development Agreement, dated September 15, 2023. Ellwood seconded, roll call was unanimous.

Brighton moved to approve Resolution #2024-176 Appropriating funds necessary to meet the City's Obligation to Manternach Custom Creations per Development Agreement, dated September 6, 2022. Phelan seconded, roll call was unanimous.

Farnum reported the updated amount to be certified to the County to cover the revised amounts for the Development Agreements is \$785,000. Langerman moved to approve

Regular Council Meeting
November 18, 2024

Resolution #2024-177 Approving FY 2026 TIF Certification. Brenneman seconded, roll call was unanimous.

Kahler reviewed his request to replace the Skid Loader and to purchase a Mini Excavator for Public Works. Langerman moved to approve Resolution #2024-178 Approving Purchase of Skid Loader and Mini Excavator from Kromminga Motors. Brenneman seconded, roll call vote was: Ayes: Langerman, Brenneman and Brighton. Nays: Ellwood, Goedken and Phelan. Motion failed.

Kahler advised the Fire truck would be a pumper tanker. Farnum advised if the City purchased the truck with 50% down payment, they would give the City a discount of \$20,934. They are looking at the chassis being a year in production and the fire equipment would be another year or more. Brighton moved to approve Resolution #2024-179 Accepting bids related to Fire Truck purchase and to approve purchase of Fire Truck from Toyne, Inc. Langerman seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-180 Approving the hiring of a Monticello Ambulance Part-Time Paramedic and setting wage. Brenneman seconded, roll call was unanimous.

Farnum advised the City Attorney has reviewed the proposed lease and the Airport Board recommended approval of the proposed lease, for the month-to-month rental of hangar space. Phelan moved to approve Resolution #2024-181 Adopting "Standard" Airport Hangar Month-to-Month Lease for the Monticello Regional Airport (City of Monticello). Langerman seconded, roll call was unanimous.

Oswald reviewed his proposal to create a 32 hour/week position to run the Adult Recreation and Events activities. After much discussion, Brighton moved to table action on the Creation of a Monticello Park and Recreation Adult Recreation and Events Coordinator Position. Ellwood seconded, roll call was unanimous.

Farnum advised funds for the Holiday lights were all fundraised for the purchase of lights. Goedken moved to approve purchase of updated Holiday Lights for community display, Brighton seconded, roll call was unanimous.

Goedken moved to approve closing City Hall the day after Thanksgiving, Ellwood seconded, roll call was unanimous.

Goedken moved Ordinance #776 amending the Code of Ordinances of the City of Monticello, Iowa, by Adding a New Chapter 126 Entitled "CONSUMABLE HEMP AND MARIJUANA PRODUCT SALES", second reading in title only. Brenneman seconded. Roll call unanimous.

Peach asked Council to consider two questions: 1) Why increase the number of homes in Monticello? and 2) Why would someone want to move to Monticello? Peach felt while working on the budget the Council should ask themselves these two questions.

Regular Council Meeting
November 18, 2024

Farnum reported the Community Heart & Soul program held a meeting and did a recap of accomplishments. Most of the tasks, if not all, have been completed. They are looking at doing a Heart & Soul – Part 2 program to look at what accomplishments they would like to work on.

Farnum is working with school on plans for Carpenter and Shannon schools, once the new grade school is completed. Farnum reported Northridge development is moving along.

Tjaden reported that the lead survey was submitted in October 2024. They sent out 440 letters to people who did not answer the survey and 6 letters to the homes with lead lines, as required by the DNR and EPA. These letters are required to be sent yearly until it is confirmed there are no lead lines or the existing lead lines are replaced.

Oswald reported having a large turnout for the bike park area cleanup. He wanted to thank Randy Mueller for donating the use of his chipper, as they were able to get much more cleanup done. Oswald advised they have received a Jones County Foundation Grant for the Bike Park.

Oswald stated he is looking for volunteers to help with the Holiday on 1st event. Oswald stated County Conservation has offered to do the trail seeding, which should be done soon.

Brehm advised that the Library is working with the Heritage Center with the traveling Smithsonian display the Heritage Center currently has.

Lynch reported doing interviews for the Full-time paramedic position and hoping to hire soon.

Hinrichsen reported that Sue Russ has applied for grants for the Fire Department and they were awarded the Theisen and the Community Foundation grants to purchase radios.

Kahler advised they will continue to pick up leaves, weather permitting.

Council held a work session on the budget timeline. No action was taken.

Brighton moved to adjourn the meeting at 7:17 P.M.

Wayne Peach, Mayor

Sally Hinrichsen, City Clerk/Treasurer

Regular Council Meeting
December 2, 2024, 6:00 P.M.
Community Media Center

Mayor Wayne Peach and Councilmembers Candy Langerman, Mary Phelan, and Scott Brighton met at the Monticello Library at 205 East Grand Street to tour prior to the Council meeting. Also present were Library Director Faith Brehm and City Clerk Sally Hinrichsen. No action was taken.

Due to a lack of a quorum, Mayor Wayne Peach announced that no meeting will be held. Council present were: Dave Goedken, Candy Langerman and Mary Phelan. Council absent were: Scott Brighton, Josh Brenneman and Jake Ellwood. Also present were City Clerk Sally Hinrichsen, Library Director Faith Brehm, Water/Wastewater Supt. Jim Tjaden, Park & Rec Director Jacob Oswald, and Ambulance Director Lori Lynch .

Wayne Peach, Mayor

Sally Hinrichsen, City Clerk/Treasurer

PAYROLL - NOVEMBER 28, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	November 11 - 24, 2024				
Christian Bell	\$ 896.00	\$ -	0.00	0.00	\$ 755.90
Brian Bronemann	756.40	-	0.00	0.00	636.80
Jamie Coleman	2,383.92	166.32	0.00	2.63	1,851.46
Jordan Fullerton	1,790.24	80.16	0.00	0.00	1,431.90
Mason Hanson	776.16	-	0.00	0.00	613.61
Ron Herman, Jr.	160.00	-	0.00	0.00	137.70
Sonya Johnson	431.40	-	0.00	0.00	371.60
Austin Koch	374.08	-	0.00	0.00	222.24
Lori Lynch	3,351.54	-	0.00	0.00	2,225.03
Coletta Matson	2,217.60	-	0.00	40.50	1,478.03
Chloe Mogensen	152.46	-	0.00	0.00	51.33
Sky Monty	1,702.52	68.92	0.00	0.00	1,291.30
Mandy Norton	479.40	-	0.00	0.00	391.07
Kyle Pierson	188.56	-	0.00	0.00	162.43
Shannon Poe	92.40	-	0.00	0.00	69.59
Cory Reyner	2,160.00	-	0.00	0.00	1,694.33
Hunter Schmidt	277.20	-	0.00	0.00	238.78
Shirlee Scott	2,137.60	-	0.00	0.00	1,603.86
Reggie Welter	978.00	-	0.00	0.00	789.85
TOTAL AMBULANCE	\$ 21,305.48	\$ 315.40	0.00	43.13	\$ 16,016.81
CEMETERY	November 11 - 24, 2024				
Dan McDonald	\$ 2,106.40	\$ -	0.00	0.00	\$ 1,551.08
TOTAL CEMETERY	\$ 2,106.40	\$ -	0.00	0.00	\$ 1,551.08
CITY HALL	November 11 - 24, 2024				
Cheryl Clark	\$ 2,745.60	\$ -	0.00	13.50	\$ 1,997.00
Russ Farnum	3,961.54	-	0.00	0.00	2,566.06
Sally Hinrichsen	3,192.54	-	0.00	0.00	1,944.95
Nanci Tuel	2,612.16	-	0.00	0.00	2,146.80
TOTAL CITY HALL	\$ 12,511.84	\$ -	0.00	13.50	\$ 8,654.81
COUNCIL / MAYOR	November 11 - 24, 2024				
Josh Brenneman	\$ 300.00	\$ -	0.00	0.00	\$ 276.78
Scott Brighton	300.00	-	0.00	0.00	276.78
Jake Ellwood	300.00	-	0.00	0.00	277.05
Dave Goedken	300.00	-	0.00	0.00	276.78
Candy Langerman	300.00	-	0.00	0.00	277.05
Wayne Peach	500.00	-	0.00	0.00	421.75
Mary Phelan	300.00	-	0.00	0.00	277.05
TOTAL COUNCIL / MAYOR	\$ 2,300.00	\$ -	0.00	0.00	\$ 2,083.24
LIBRARY	November 11 - 24, 2024				
Faith Brehm	\$ 1,764.00	\$ -	0.00	0.00	\$ 1,342.89
Molli Hunter	1,305.60	-	0.00	0.00	1,032.83
Penny Schmit	1,549.61	-	0.00	0.00	1,090.01
TOTAL LIBRARY	\$ 4,619.21	\$ -	0.00	0.00	\$ 3,465.73
MBC	November 11 - 24, 2024				

PAYROLL - NOVEMBER 28, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Grace Dupuy	\$ 1,688.00	\$ -	0.00	0.00	\$ 1,290.09
Jacob Oswald	2,533.92	-	0.00	0.00	1,914.42
TOTAL MBC	\$ 4,221.92	\$ -	0.00	0.00	\$ 3,204.51
POLICE	November 11 - 24, 2024				
Dawn Graver	\$ 2,945.60	\$ -	0.00	0.00	\$ 2,143.00
Erik Honda	3,218.98	-	0.00	6.00	2,393.98
Jordan Koos	3,165.12	-	0.00	13.50	2,134.72
Cole Millard	2,806.35	71.55	0.00	0.00	1,888.40
Keanan Shannon	2,993.76	-	0.00	0.00	2,176.75
Britt Smith	3,561.31	-	0.00	0.00	2,602.65
Madonna Staner	1,819.20	-	0.00	0.25	1,351.25
Brian Tate	3,476.98	-	0.00	0.00	2,589.18
TOTAL POLICE	\$ 23,987.30	\$ 71.55	0.00	19.75	\$ 17,279.93
ROAD USE	November 11 - 24, 2024				
Zeb Bowser	\$ 2,066.40	\$ -	0.00	5.00	\$ 1,568.81
Jacob Gravel	2,066.40	-	0.00	0.88	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
TOTAL ROAD USE	\$ 8,777.55	\$ -	0.00	6.51	\$ 6,517.20
SEWER	November 9 - 22, 2024				
Jim Tjaden	\$ 2,928.12	\$ -	0.00	0.00	\$ 2,116.09
TOTAL SEWER	\$ 2,928.12	\$ -	0.00	0.00	\$ 2,116.09
WATER	November 9 - 22, 2024				
Scott Hagen	\$ 2,126.40	\$ -	3.00	32.25	\$ 1,670.52
Josh Willms	2,126.40	-	7.50	27.00	1,416.87
TOTAL WATER	\$ 4,252.80	\$ -	10.50	59.25	\$ 3,087.39
TOTAL - ALL DEPTS.	\$ 87,010.62	\$ 386.95	10.50	142.14	\$ 63,976.79

PAYROLL - DECEMBER 12, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	November 25 - December 8, 2024				
Christian Bell	\$ 810.90	\$ -	0.00	0.00	\$ 691.24
Jamie Coleman	2,259.18	41.58	0.00	2.63	1,764.71
Jordan Fullerton	1,456.24	-	0.00	0.00	1,192.15
Sonya Johnson	400.80	-	0.00	0.00	345.25
Jayne Koffron	737.10	-	0.00	0.00	616.25
Lori Lynch	3,351.54	-	0.00	0.00	2,225.03
Coletta Matson	2,661.12	665.28	0.00	40.50	1,740.89
Chloe Mogensen	381.15	228.69	0.00	0.00	240.65
Sky Monty	1,960.32	367.56	0.00	0.00	1,470.58
Mandy Norton	438.80	-	0.00	0.00	359.90
Cory Reyner	680.00	-	0.00	0.00	581.88
Shirlee Scott	2,137.60	-	0.00	0.00	1,603.86
Reggie Welter	594.00	-	0.00	0.00	511.20
TOTAL AMBULANCE	\$ 17,868.75	\$ 1,303.11	0.00	43.13	\$ 13,343.59
CEMETERY	November 25 - December 8, 2024				
Dan McDonald	\$ 2,106.40	\$ -	0.00	0.00	\$ 1,551.08
TOTAL CEMETERY	\$ 2,106.40	\$ -	0.00	0.00	\$ 1,551.08
CITY HALL	November 25 - December 8, 2024				
Cheryl Clark	\$ 2,288.00	\$ -	0.00	13.50	\$ 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	2,187.00	10.20	0.00	0.00	1,669.84
TOTAL CITY HALL	\$ 11,379.08	\$ 10.20	0.00	13.50	\$ 7,651.69
FIRE					
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
TOTAL FIRE	\$ 500.00	\$ -	0.00	0.00	\$ 451.40
LIBRARY	November 25 - December 8, 2024				
Faith Brehm	\$ 1,764.00	\$ -	0.00	0.00	\$ 1,342.89
Molli Hunter	1,305.60	-	0.00	0.00	1,032.83
Penny Schmit	1,549.60	-	0.00	0.00	1,090.00
TOTAL LIBRARY	\$ 4,619.20	\$ -	0.00	0.00	\$ 3,465.72
MBC	November 25 - December 8, 2024				
Grace Dupuy	\$ 1,688.00	\$ -	0.00	0.00	\$ 1,290.09
Jacob Oswald	2,533.92	-	0.00	0.00	1,914.42
Gage Rickels	40.00	-	0.00	0.00	36.94
TOTAL MBC	\$ 4,261.92	\$ -	0.00	0.00	\$ 3,241.45
POLICE	November 25 - December 8, 2024				
Zach Buehler	\$ 445.44	\$ -	0.00	0.00	\$ 383.70
Dawn Graver	2,945.61	-	0.00	0.00	2,143.00
Erik Honda	3,144.12	-	12.00	18.00	2,341.94
Jordan Koos	3,165.12	-	12.00	12.00	2,134.72

PAYROLL - DECEMBER 12, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Cole Millard	2,671.20	-	0.00	0.00	1,794.41
Keanan Shannon	2,993.76	-	12.00	12.00	2,176.74
Britt Smith	3,561.31	-	0.00	0.00	2,632.05
Madonna Staner	1,819.21	-	0.00	0.00	1,351.25
Brian Tate	3,476.98	-	0.00	0.00	2,589.18
TOTAL POLICE	\$ 24,222.75	\$ -	36.00	42.00	\$ 17,546.99
ROAD USE	November 25 - December 8, 2024				
Zeb Bowser	\$ 2,066.40	\$ -	1.50	6.50	\$ 1,568.81
Jacob Gravel	2,066.40	-	0.00	0.88	1,519.77
Nick Kahler	2,578.35	-	0.00	0.00	1,832.70
Jasper Scott	2,066.41	-	0.00	0.63	1,595.92
TOTAL ROAD USE	\$ 8,777.56	\$ -	1.50	8.01	\$ 6,517.20
SEWER	November 23 - December 6, 2024				
Jim Tjaden	\$ 2,928.12	\$ -	0.00	0.00	\$ 2,116.09
TOTAL SEWER	\$ 2,928.12	\$ -	0.00	0.00	\$ 2,116.09
WATER	November 23 - December 6, 2024				
Scott Hagen	\$ 2,126.40	\$ -	10.50	42.75	\$ 1,670.52
Josh Willms	2,126.40	-	16.50	43.50	1,416.87
TOTAL WATER	\$ 4,252.80	\$ -	27.00	86.25	\$ 3,087.39
TOTAL - ALL DEPTS.	\$ 80,916.58	\$ 1,313.31	64.50	192.89	\$ 58,972.60

City of Monticello - Monthly Summary - November 1st thru 30th, 2024

Reviewed by:  Date: 12.12.24

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	98602.10	218071.66	8040.80	8040.80	100256.77	37116.67	1075341.12	750.00	550844.06	523647.06	15319.18			1075341.12
Soldiers Memorial Board	14999.18	550.00			230.00		15319.18							15319.18
Monticello Berdes Center	130236.22	3026.80	544.58		14032.86		119774.74	100.00	117373.93	2300.81				119774.74
Recreation Set-A-Side	10177.82		42.62				10220.44		10220.44					10220.44
Youth/Adult Tournament Ckg	0.00						0.00							0.00
Dare	7515.41		11.47				7526.88		7526.88					7526.88
Canine	5984.34		24.32				6008.66		627.04	5381.62				6008.66
Insurance Fund	72206.13		296.19		368.01		72134.31		26473.68	45660.63				72134.31
Tournament Fund	25794.11		108.00				25902.11		25902.11					25902.11
Monticello Trees Forever	14487.86	12345.00	60.66				26893.51		26893.51					26893.51
Fire	255593.28	2337.00	1043.94		3978.31		254995.91		59850.01	195145.90				254995.91
Ambulance Operating	299402.45	39530.80	1226.52	24166.67	53600.55		310725.89		109191.43	201534.46				310725.89
Hotel/Motel Tax Fund	21689.39	3609.69	90.82				25389.90		25389.90					25389.90
Earl F Lehmann Trust	238.91						238.91			238.91				238.91
Street Bond	500.00						500.00		500.00					500.00
Police Improvement	5084.65	419.00	11.29				5514.94		5514.94					5514.94
Library Improvement	53088.87	95.75	217.52		257.43		53144.71		17756.34	35388.37				53144.71
Library	72247.78	192.26	299.40	12950.00	11198.20		74491.24	200.00	57391.93	16899.31				74491.24
Equipment Set-A-Side	88103.75		390.39				88494.14		25264.29	63229.85				88494.14
Super Mac	17410.22		72.16		1894.20		15888.18		10146.14	5442.04				15888.18
Airport	36068.58	54824.29	148.29		3889.09		87172.07		66910.91	20281.16				87172.07
Revolving Loan Fund	47379.95		165.31				47545.26		17344.52	30200.74				47545.26
Road Use Tax	211224.13	48287.47			32685.14	80000.00	148846.46		31510.89	115335.57				148846.46
Road Use Tax Set-Aside	22262.58		90.20	80000.00			102352.78		80000.00	22352.78				102352.78
Employee Benefits	479148.62	65488.02			41257.78		503378.86		285108.90	238289.96				503378.86
TIF Tax Collections	570468.75	46803.85	1790.27			24000.00	594862.87		352939.54	241923.33				594862.87
Slavka Gehret Trust	43729.12		177.37				43906.49		1383.92	42522.57				43906.49
Police Forfeiture Acct	4.95						4.95		4.95					4.95
Debt Service	381839.06	38331.36	1477.31	15930.00	51590.00		365987.73		225179.89	160807.84				365987.73
TIF - Debt Payments	0.00			24000.00	24000.00		0.00							0.00
Park Improvements	119974.66	11860.00	492.56		1178.02		131149.20		58432.38	72716.82				131149.20
Library Capital Improvements	15560.94		65.16				15626.10							15626.10
Ambulance Improvements	209421.31		852.63				210273.94		30058.95	180214.99				210273.94
TIF Projects	44170.39	375000.00			2611.00		416559.39		416559.39					416559.39
Cemetery Improvements	49083.98		585.32				49669.30		1118.61	48550.69				49669.30
Capital Improvements	608265.77	6788.48			6953.25		608101.00		-29513.40		637614.40			608101.00
Low Income Housing	0.00						0.00							0.00
Baly Disc Golf Course	11851.23		49.17		1650.00		10250.40		-1934.77	12185.17				10250.40
Mary Maxine Redmond Trust	7663.27		31.15				7694.42		780.51	6913.91				7694.42
Pocket Park	12055.69		49.25				12104.94		6404.23	5700.71				12104.94
Cemetery Perpetual Care	189433.48		381.44				189814.92		1161.00	188653.92				189814.92
Charles S Bidwell Book Trust	85756.41		348.37		309.55		85795.23		-527.92	86323.15				85795.23
Iona Mary Baker Trust	37580.37		152.46				37732.83		1347.19	36385.64				37732.83
Water Operating	197652.73	36518.26	816.93		30970.64	15172.00	188845.28		109608.58	79236.72				188845.28
Customer Deposits	26380.16	1650.00			550.00		27480.16		25907.60	1572.56				27480.16
Water Capital Improvements	609787.43	5072.67	2503.53				617363.63		485031.29	110864.80	21467.54			617363.63
Sewer Operating	2285560.22	90182.21	9358.01		28124.35	283.00	2356693.09		781438.69	1575254.40				2356693.09
Sewer Sinking	211691.46		872.79		19235.93		193328.32		92408.65	100919.67				193328.32
Sewer Capital Improvements	131681.19	5072.67	1005.80				137759.66		68368.42	69391.24				137759.66
Sewer WWT Facility Improv	0.00						0.00							0.00
Sanitation	315415.18	51257.43	1287.08		50474.44		317485.25		67770.34	249714.91				317485.25
Sanitation Capital Improvements	9510.52		39.82				9550.34			9550.34				9550.34
Yard Waste	56463.57	3645.93	231.20		288.14		60071.56		21276.37	38795.19				60071.56
Storm Water fund	143073.79	6737.86	582.94		434.45	475.00	149485.14		29666.84	119818.30				149485.14
Self Funded Insurance	0.00	612.66			612.66		0.00							0.00
Flex Spending	2944.65	957.70			70.02		3832.33		3832.33					3832.33
Enterprise Flex Spending	107.48						107.48		107.48					107.48
	9254574.08	1129068.82	36035.04	157046.67	482641.79	157046.67	9937036.15	1050.00	4311829.33	4949516.79	674640.03	0.00	0.00	9937036.15

City of Monticello
 Cash On Hand By Bank
 For November 30th, 2024

[Signature] 12.12.24

Bank	Amount	Interest rate	Maturity date	Length of investment	Purpose
F & M Bank					
Checking #700502479			N/A		Interim Loan Acct
Total by Bank	\$0.00				
Citizens State Bank					
Savings # 6025641	\$238.91	0.150	N/A		Earl F Lehmann Trust
Checking #394486	\$15,319.18		N/A		Soldier Memorial
Savings # 6467260	\$659,081.94		N/A		General Savings
Total by Bank	\$674,640.03				
Dutrac Credit Union					
Total by Bank	\$0.00				
Fidelity Bank & Trust					
Total by Bank	\$0.00				
Ohnward Bank & Trust					
General Ckg/Sweep #40002008	\$4,389,278.99		N/A		General Checking
Property Tax & Water #40001992	\$4,949,516.79		N/A		General Savings
Youth/Adult Tournamt Ckg #618231			N/A		Youth/Adult Tournamt
Total by Bank	\$9,338,795.78				
Total Cash on Hand- All Banks	\$10,013,435.81				
Plus Petty Cash	\$1,050.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error					
Plus Outstanding Credit Card Pymt	\$454.48				
Less Outstanding Checks	\$77,904.14				
Treasurer's Balance	\$9,937,036.15				

All of the accounts referenced above are "City" accounts, reported under the City Federal I.D. #. This is an all inclusive list of such accounts, including all Clerk's Office and Departmental Checking Accounts, same being subject to review during the annual City audit. In addition to the above accounts, the following component units, while legally separate entities from the City, are considered by the auditor to be "so intertwined with the City" that they are also subject to review during the City audit.

- Riverside Gardeners, Inc
- Monticello Firefighters Organization, Inc
- Monticello Emergency Medical Team
- Friends of the Monticello Public Library
- Monticello Youth Baseball & Softball Assn

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

Bank Balance		
General Checking	\$4,389,278.99	
Property Tax & Water	\$4,949,516.79	
Soldiers Memorial Ckg	\$15,319.18	
Earl F Lehmann Trust	\$238.91	
Youth/Adult Tournament Ckg		
Citizen's Savings	\$659,081.94	
Wastewater TMT Loan Acct		
<hr/>		
Total Bank Balance		\$10,013,435.81
Plus (Minus) Adjustment:		
Bank Charge/Error		
<hr/>		
Total Adjustment		\$0.00
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	\$454.48	
<hr/>		
Total Outstanding Credit Card Pymts		\$454.48
Less Outstanding Checks:		
Financial/Payroll	\$77,904.14	
Soldiers Memorial		
Officiating		
<hr/>		
Total Outstanding Checks		\$77,904.14
Plus Investments:		
Time Certificates	\$0.00	
Petty Cash	\$1,050.00	
<hr/>		
Total Investments		\$1,050.00
<hr/>		
Treasurer's Balance		\$9,937,036.15

Prepared By: Sally Hinrichsen 12-11-2024
 Sally Hinrichsen, City Clerk Date

Reviewed by: Russell Farnum 12.12.24
 Russell Farnum, City Administrator Date

TREASURER'S REPORT
CALENDAR 11/2024, FISCAL 5/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	986,602.10	226,112.46	137,373.44	.00	1,075,341.12
003 SOLDIER MEMORIAL FUND	14,999.18	550.00	230.00	.00	15,319.18
005 MONTICELLO BERNDES CENT	130,236.22	3,571.38	14,032.86	.00	119,774.74
006 RECREATIONAL SET-A-SIDE	10,177.82	42.62	.00	.00	10,220.44
007 YOUTH/ADULT TOURNAMENTS	.00	.00	.00	.00	.00
008 DARE	7,515.41	11.47	.00	.00	7,526.88
009 POLICE CANINE UNIT	5,984.34	24.32	.00	.00	6,008.66
010 INSURANCE	72,206.13	296.19	368.01	.00	72,134.31
012 TOURNAMENT FUND-GEN CKG	25,794.11	108.00	.00	.00	25,902.11
014 MONTICELLO TREES FOREVE	14,487.85	12,405.66	.00	.00	26,893.51
015 FIRE	255,593.28	3,380.94	3,978.31	.00	254,995.91
016 AMBULANCE	299,402.45	64,923.99	53,600.55	.00	310,725.89
018 HOTEL/MOTEL TAX	21,689.39	3,700.51	.00	.00	25,389.90
022 EARL F LEHMANN TRUST	238.91	.00	.00	.00	238.91
023 TRUST FUND/STREET BOND	500.00	.00	.00	.00	500.00
026 POLICE IMPROVEMENT	5,084.65	430.29	.00	.00	5,514.94
030 LIBRARY IMPROVEMENT	53,088.87	313.27	257.43	.00	53,144.71
041 LIBRARY	72,247.78	13,441.66	11,198.20	.00	74,491.24
042 SPORTS COMPLEX	.00	.00	.00	.00	.00
044 EQUIPMENT SET-A-SIDE	88,103.75	390.39	.00	.00	88,494.14
045 SUPER MAC FUND	17,410.22	72.16	1,894.20	.00	15,588.18
046 AIRPORT	36,068.58	54,972.58	3,869.09	.00	87,172.07
050 REVOLVING LOAN FUND	47,379.95	165.31	.00	.00	47,545.26
110 ROAD USE	211,224.13	48,287.47	112,665.14	.00	146,846.46
111 ROAD USE SETASIDE	22,262.58	80,090.20	.00	.00	102,352.78
112 EMPLOYEE BENEFITS	479,148.62	65,488.02	41,257.78	.00	503,378.86
125 TIF -SPECIAL REVENUE	570,468.75	48,394.12	24,000.00	.00	594,862.87
178 TRUST/SLAVKA GEHRET FUN	43,729.12	177.37	.00	.00	43,906.49
180 POLICE FORFEITURE	4.95	.00	.00	.00	4.95
200 DEBT SERVICE	381,839.06	55,738.67	51,590.00	.00	385,987.73
225 TIF - DEBT	.00	24,000.00	24,000.00	.00	.00
300 ARPA CAPITAL FUND	.00	.00	.00	.00	.00
313 PARK IMPROVEMENT	119,974.66	12,352.56	1,178.02	.00	131,149.20
316 LIB CAPITAL IMPROVEMENT	15,560.94	65.16	.00	.00	15,626.10
319 AMBULANCE IMPROVEMENT	209,421.31	852.63	.00	.00	210,273.94
325 TIF PROJECT	44,170.39	375,000.00	2,611.00	.00	416,559.39
326 TRUST/CEMETERY IMPROVEM	49,083.98	585.32	.00	.00	49,669.30
328 FAMILY AQUATIC CENTER C	.00	.00	.00	.00	.00
332 CAPITAL IMPROVEMENT	608,265.77	6,788.48	6,953.25	.00	608,101.00
333 MYSBA CAPITAL FUND	.00	.00	.00	.00	.00
336 LOW INCOME HOUSING FUND	.00	.00	.00	.00	.00
337 MDC FUNDS	.00	.00	.00	.00	.00
338 BATY DISC GOLF COURSE	11,851.23	49.17	1,650.00	.00	10,250.40
339 MARY MAXINE REDMOND TRU	7,663.27	31.15	.00	.00	7,694.42
375 POCKET PARK	12,055.69	49.25	.00	.00	12,104.94
500 TRUST/CEMETERY PERPETUA	189,433.48	381.44	.00	.00	189,814.92
502 C.C. BIDWELL LIBRARY BO	85,756.41	348.37	309.55	.00	85,795.23
503 TRUST/IOMA MARY BAKER	37,580.37	152.46	.00	.00	37,732.83
600 WATER	197,652.73	37,335.19	46,142.64	.00	188,845.28
601 WATER BOND SINKING	.00	.00	.00	.00	.00
602 CUSTOMER DEPOSITS	26,380.16	1,650.00	550.00	.00	27,480.16
603 WATER IMPROVEMENT	.00	.00	.00	.00	.00
604 WATER CAPITAL IMPROVEME	609,787.43	7,576.20	.00	.00	617,363.63

TREASURER'S REPORT
CALENDAR 11/2024, FISCAL 5/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
610 SEWER	2,285,560.22	99,540.22	28,407.35	.00	2,356,693.09
611 SEWER RESERVE	.00	.00	.00	.00	.00
612 SEWER SINKING	211,691.46	872.79	19,235.93	.00	193,328.32
613 SEWER CAPITAL IMPROVEME	131,681.19	6,078.47	.00	.00	137,759.66
614 SEWER IMPROVEMENT	.00	.00	.00	.00	.00
616 SEWER WWT FACILITY IMPR	.00	.00	.00	.00	.00
670 SANITATION	315,415.18	52,544.51	50,474.44	.00	317,485.25
671 SANITATION CAPITAL IMPR	9,510.52	39.82	.00	.00	9,550.34
675 YARD WASTE SITE	56,463.57	3,877.13	269.14	.00	60,071.56
740 STORM WATER	143,073.79	7,320.80	909.45	.00	149,485.14
820 INTERNAL REV SELF FUNDE	.00	612.66	612.66	.00	.00
950 FLEX SPENDING FUND	2,944.65	957.70	70.02	.00	3,832.33
951 ENTERPRISE FLEX SPENDIN	107.48	.00	.00	.00	107.48
Report Total	9,254,574.08	1,322,150.53	639,688.46	.00	9,937,036.15

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
ARMAGEDDON GEAR	PD WEAPONS & AMMUNITION		134.24		
AT&T MOBILITY	PD CELL PHONES		173.81		
BAKER PAPER CO INC	PD BUILDING SUPPLIES		44.71		
JACOB HEINSIUS	PD PEST CONTROL		42.50		
ELECTRONIC ENGINEERING CO	PD EQUIP REPAIR/MAINT		28.00		
REEVE GRAVER	PD TOBACCO COMPLIANCE CHECKS		50.00		
INFRASTRUCTURE TECHNOLOGY	PD COMPUTER SUPPORT FEES		250.82		
IOWA LAW ENFORCEMENT ACADEMY	PD CHIEF TRAINING		350.00		
IOWA POLICE CHIEFS ASSOC	PD DUES - SMITH		125.00		
IOWA STATE PRISON INDUSTRIES	PD MINOR EQUIPMENT		47.99		
KIECK'S CAREER APPAREL	PD MINOR EQUIPMENT		1,501.00		
LYNCH DALLAS, P.C.	PD ATTORNEY FEES		200.00		
MCALEER WATER CONDITIONING INC	PD SOFTENER SALT		17.60		
MEDIACOM	PD TELEPHONE		45.85		
MICHAEL'S CLOTHING	PD EQUIP REPAIR/MAINT		10.50		
MONTECELLO COMM SCHOOL DISTRICT	PD FUEL		2,061.16		
SECRETARY OF STATE OF IOWA	PD NOTARY FEE - STANER		30.00		
BRITT SMITH	PD BLDG REPAIR/MAINT		134.04		
TAC 10, INC.	PD TAC10 MAINTENANCE		1,250.00		
TCM BANK NA	PD MINOR EQUIPMENT		1,806.09		
EMBLEMS INC	PD MINOR EQUIPMENT		288.50		
SHELTERED WINGS INC	PD WEAPONS & AMMUNITION		120.00		

	110 POLICE DEPARTMENT TOTAL		8,711.81		
STREET LIGHTS					
ALLIANT ENERGY-IES	335 N SYCAMORE STREETLIGHTS		94.93		

	230 STREET LIGHTS TOTAL		94.93		
AQUATIC CENTER					
INFRASTRUCTURE TECHNOLOGY	POOL 3CX ANNUAL LICENSE		78.48		

	440 AQUATIC CENTER TOTAL		78.48		
CEMETERY					
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES		228.38		
MONTECELLO COMM SCHOOL DISTRICT	CEMETERY FUEL		305.13		
SYCAMORE MEDIA CORP	CEMETERY ADVERTISING		91.20		
TCM BANK NA	CEMETERY OSHA		1.02		

	450 CEMETERY TOTAL		625.73		
SOLDIER'S MEMORIAL BOARD					
LADCO	SLDR MEM BLDG REPAIR/MAINT		480.08		

	498 SOLDIER'S MEMORIAL BOARD TOTAL		480.08		
CLERK/CITY ADMIN					
MOLLI JENN HUNTER	JANITORIAL SERVICES		297.50		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	620 CLERK/CITY ADMIN TOTAL		297.50		
ATTORNEY LYNCH DALLAS, P.C.	ATTORNEY FEES		630.00		
	641 ATTORNEY TOTAL		630.00		
CITY HALL/GENERAL BLDGS					
FP MAILING SOLUTIONS	CH OFFICE SUPPLIES		407.85		
GIS WORKSHOP LLC	CH COMPUTER SUPPORT FEES		18,000.00		
INFRASTRUCTURE TECHNOLOGY	CH 3CX ANNUAL LICENSE		503.74		
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES		73.84		
JONES CO SAFE & HEALTHY	CH CONTRIBUTION		3,000.00		
SYCAMORE MEDIA CORP	CH ADVERTISING		1,358.40		
LASER TECH USA, INC. DBA	CH OFFICE SUPPLIES		107.17		
	650 CITY HALL/GENERAL BLDGS TOTAL		23,451.00		
	001 GENERAL TOTAL		34,369.53		
MONTICELLO BERNDES CENTER PARKS					
FAREWAY STORES #840-1	MBC CONCESSIONS		78.23		
MOLLI JENN HUNTER	JANITORIAL SERVICES		280.00		
INFRASTRUCTURE TECHNOLOGY	MBC 3CX ANNUAL LICENSE		116.94		
JOHN DEERE FINANCIAL	MBC GROUNDS SUPPLIES		70.45		
LAPORTE MOTOR SUPPLY	MBC EQUIP REPAIR/MAINT		51.38		
THEODORE KRAUS	MBC GROUNDS SUPPLIES		80.00		
MONTICELLO COMM SCHOOL DISTRCT	MBC FUEL		175.51		
NEXT GENERATION PLBG & HTG LLC	MBC BLDG REPAIR/MAINT		280.00		
	430 PARKS TOTAL		1,132.51		
	005 MONTICELLO BERNDES CENTER TOTAL		1,132.51		
MONTICELLO TREES FOREVER PUBLIC WORKS					
ALL AMERICAN LAWN & LANDSCAPE	TREES		868.00		
	299 PUBLIC WORKS TOTAL		868.00		
	014 MONTICELLO TREES FOREVER TOTAL		868.00		
FIRE FIRE					
AT&T MOBILITY	FIRE TABLET		41.27		
FIRE SERVICE TRAINING BUREAU	FIRE TRAINING - REYNER		50.00		
INFRASTRUCTURE TECHNOLOGY	FIRE COMPUTER SUPPORT FEES		17.98		
M TOWN TIRE & AUTO	FIRE VEHICLE REPAIR/MAINT		46.91		
MONTICELLO COMM SCHOOL DISTRCT	FIRE FUEL		495.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MONTICELLO FIRE ASSOCIATION	FIRE SERVICES	9,585.00			
MUNICIPAL EMERGENCY SERVICES	FIRE MINOR EQUIPMENT	1,045.47			
RADIO COMMUNICATIONS CO INC	FIRE RADIOS (5)	9,036.00			
TOYNE, INC.	FIRE VEHICLE REPAIR/MAINT	375.96			

	150 FIRE TOTAL		20,693.59		

	015 FIRE TOTAL		20,693.59		
AMBULANCE					
AMBULANCE					
AARON'S AUTOMOTIVE LLC	AMB VEHICLE REPAIR/MAINT	422.44			
AT&T MOBILITY	AMB CELL PHONES	100.00			
BAKER PAPER CO INC	AMB BUILDING SUPPLIES	44.71			
JACOB HEINSIUS	AMB PEST CONTROL	42.50			
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	387.85			
INFRASTRUCTURE TECHNOLOGY	AMB 3CX ANNUAL LICENSE	92.48			
IOWA DEPT OF HUMAN SERVICES	AMB REFUND	1,224.61			
KARDES INC	AMB FUEL	178.02			
LYNCH DALLAS, P.C.	AMB ATTORNEY FEES	3,055.61			
MCALEER WATER CONDITIONING INC	AMB SOFTENER SALT	17.60			
MEDIACOM	AMB TELEPHONE	45.85			
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	1,710.45			
BRITT SMITH	AMB BLDG REPAIR/MAINT	124.04			
TCM BANK NA	AMB OFFICE SUPPLIES	35.42			
UNITY POINT HEALTH	AMB PHARMACY SUPPLIES	930.51			
ZOLL MEDICAL CORPORATION	AMB MEDICAL SUPPLIES	129.00			

	160 AMBULANCE TOTAL		8,541.09		

	016 AMBULANCE TOTAL		8,541.09		
LIBRARY IMPROVEMENT					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB IMP BOOKS	15.96			
FAREWAY STORES #840-1	LIB IMP PROGRAMS/PROMOTIONS	157.34			
MICRO MARKETING LLC	LIB IMP BOOKS	51.99			

	410 LIBRARY TOTAL		225.29		

	030 LIBRARY IMPROVEMENT TOTAL		225.29		
LIBRARY					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB BOOKS	199.27			
CONTROL INSTALLATIONS OF IOWA	LIB BLDG REPAIR/MAINT	5,500.00			
CULLIGAN TOTAL WATER -	LIB BUILDING SUPPLIES	17.15			
E.O. JOHNSON CO INC	LIB OFFICE SUPPLIES	77.74			
MOLLI JENN HUNTER	JANITORIAL SERVICES	262.50			
INFRASTRUCTURE TECHNOLOGY	LIB 3CX ANNUAL LICENSE	139.00			
JOHN DEERE FINANCIAL	LIB BUILDING SUPPLIES	14.27			

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MID AMERICA BOOKS	LIB BOOKS		38.45		
RIVISTAS LLC	LIB MAGAZINES		35.10		
	410 LIBRARY TOTAL		6,283.48		
	041 LIBRARY TOTAL		6,283.48		
AIRPORT					
AIRPORT					
ALLIANT ENERGY-IES	20373 HWY 38 AIRPORT ELECTRIC		43.75		
BAKER PAPER CO INC	AIRPORT BUILDING SUPPLIES		146.04		
IOWA PUBLIC AIRPORTS ASSOC	AIRPORT DUES		200.00		
JOHN DEERE FINANCIAL	AIRPORT EQUIP REPAIR/MAINT		113.38		
LAPORTE MOTOR SUPPLY	AIRPORT EQUIP REPAIR/MAINT		238.50		
MCALIEER WATER CONDITIONING INC	AIRPORT BUILDING SUPPLIES		70.20		
MONTECELLO AVIATION INC	AIRPORT MANAGER		2,741.54		
	280 AIRPORT TOTAL		3,553.41		
	046 AIRPORT TOTAL		3,553.41		
ROAD USE					
STREETS					
AT&T MOBILITY	RU INTERNET FOR TRAFFIC LIGHTS		129.81		
ZACHARY ADAM BOWSER	RU TREE & STUMP REMOVAL		3,170.00		
CNH CAPITAL	RU EQUIP REPAIR/MAINT		62.75		
RODNEY COOHEY	RU STREET MAINTENANCE SUPPLIES		1,809.00		
HENNICK TREE SERVICE LLC	RU TREE & STUMP REMOVAL		16,800.00		
INFRASTRUCTURE TECHNOLOGY	RU UTILITIES		11.48		
JOHN DEERE FINANCIAL	RU STREET MAINTENANCE SUPPLIES		422.09		
KIMBALL MIDWEST	RU SUPPLIES		137.19		
KROMMINGA MOTORS INC	RU MINI HOE RENTAL		1,213.56		
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT		201.87		
MIDWEST WHEEL COMPANIES	RU EQUIP REPAIR/MAINT		385.26		
STEVE MONK CONSTRUCTION	RU STREET MAINTENANCE CONTRACT		883.82		
THEODORE KRAUS	RU LIGHT SYSTEMS & STRUCTURES		259.91		
MONTECELLO COMM SCHOOL DISTRICT	RU FUEL		1,906.69		
SYCAMORE MEDIA CORP	RU ADVERTISING-WINTER PARKING		202.05		
LASER TECH USA, INC. DBA	RU SUPPLIES		79.05		
L.L. PELLING CO	RU STREET MAINTENANCE SUPPLIES		1,520.50		
MATHY CONSTRUCTION	RU STREET MAINTENANCE SUPPLIES		134.32		
SPAHN & ROSE LUMBER CO INC	RU SUPPLIES		4.99		
SUNBELT RENTALS INC	RU STREET MAINTENANCE SUPPLIES		668.95		
TCM BANK NA	RU OSHA		5.62		
THOMPSON TRUCK & TRAILER, INC.	RU EQUIP REPAIR/MAINT		324.28		
WHITE HAWK PLUMBING & HEATING	RU SUPPLIES		109.40		
	210 STREETS TOTAL		30,442.59		
	110 ROAD USE TOTAL		30,442.59		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
DEBT SERVICE DEBT SERVICE UMB BANK, N.A.	2023 GO DEBT BOND FEES		432.00		
	710 DEBT SERVICE TOTAL		432.00		
WATER UMB BANK, N.A.	2023 GO WATER BOND FEES		210.50		
	810 WATER TOTAL		210.50		
SEWER UMB BANK, N.A.	2016 GO SEWER BOND FEES		10.00		
	815 SEWER TOTAL		10.00		
STORM WATER FUND UMB BANK, N.A.	2016 GO STORMWATER BOND FEES		17.50		
	865 STORM WATER FUND TOTAL		17.50		
	200 DEBT SERVICE TOTAL		670.00		
TIF - DEBT DEBT SERVICE UMB BANK, N.A.	2023 GO TIF BOND FEES		180.00		
	710 DEBT SERVICE TOTAL		180.00		
	225 TIF - DEBT TOTAL		180.00		
PARK IMPROVEMENT CAPITAL PROJECTS ANDREA RUNDLE JP PARTY RENTALS LLC MOSCA DESIGN INC NAYLOR SEED COMPANY JACOB OSWALD	PARK IMP - HOLIDAY ON 1ST PARK IMP - HOLIDAY ON 1ST PARK IMP - HOLIDAY LIGHTS PARK IMP TRAIL IMPROVEMENTS PARK IMP - HOLIDAY ON 1ST		900.00 925.00 13,360.72 192.50 427.96		
	750 CAPITAL PROJECTS TOTAL		15,806.18		
	313 PARK IMPROVEMENT TOTAL		15,806.18		
TIF PROJECT STREETS PFM FINANCIAL ADVISORS LLC SNYDER & ASSOCIATES, INC	TIF PRO FEES - NORTHRIDGE TIF PRO FEES - NORTHRIDGE		5,009.38 5,182.00		
	210 STREETS TOTAL		10,191.38		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	325 TIF PROJECT TOTAL		10,191.38		
BATY DISC GOLF COURSE PARKS					
EXPRESS SIGN & LOGO LLC	BATY DG GROUNDS SUPPLIES		576.00		
	430 PARKS TOTAL		576.00		
	338 BATY DISC GOLF COURSE TOTAL		576.00		
C.C. BIDWELL LIBRARY BOOK LIBRARY					
BAKER & TAYLOR BOOKS	LIB BIDWELL BOOKS		180.76		
MICRO MARKETING LLC	LIB BIDWELL BOOKS		88.00		
	410 LIBRARY TOTAL		268.76		
	502 C.C. BIDWELL LIBRARY BOOK TOTAL		268.76		
TRUST/IOMA MARY BAKER LIBRARY					
CENTER POINT PUBLISHING	LIB BAKER BOOKS		50.34		
	410 LIBRARY TOTAL		50.34		
	503 TRUST/IOMA MARY BAKER TOTAL		50.34		
WATER					
WATER					
AT&T MOBILITY	WATER CELL PHONE & TABLET		41.27		
HAWKINS WATER TREATMENT	WATER SYSTEM		696.35		
INFRASTRUCTURE TECHNOLOGY	WATER DATA PROCESSING		20.48		
IOWA ONE CALL	WATER SYSTEM		31.50		
JOHN DEERE FINANCIAL	WATER SUPPLIES		73.60		
LAPORTE MOTOR SUPPLY	WATER VEHICLE OPERATING		5.94		
THEODORE KRAUS	WATER SYSTEM		2,795.26		
MONTICELLO COMM SCHOOL DISTRCT	WATER FUEL		379.05		
MUNICIPAL SUPPLY INC	WATER SYSTEM		2,226.40		
TCM BANK NA	WATER POSTAGE		140.40		
	810 WATER TOTAL		6,410.25		
	600 WATER TOTAL		6,410.25		
CUSTOMER DEPOSITS					
WATER					
KILEY BOHLKEN	WATER DEPOSIT REFUND		50.00		
CITY OF MONTICELLO	SELLNER/NICOLE & FONNER/ROBERT		821.54		
DU TRAC COMMUNITY CREDIT UNION	WATER DEPOSIT REFUND		81.09		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GARETT & JENNY HANKEN	WATER DEPOSIT REFUND	71.75			
MATNIC LLC	WATER DEPOSIT REFUND	150.00			
NICOLE SELLNER & ROBERT FONNER	WATER DEPOSIT REFUND	75.62			
	810 WATER TOTAL		1,250.00		
	602 CUSTOMER DEPOSITS TOTAL		1,250.00		
SEWER					
SEWER					
FAREWAY STORES #840-1	SEWER LAB SUPPLIES	15.16			
INFRASTRUCTURE TECHNOLOGY	SEWER DATA PROCESSING	8.98			
IOWA ONE CALL	SEWER SYSTEM	31.50			
JOHN DEERE FINANCIAL	SEWER VEHICLE OPERATING	124.88			
LAPORTE MOTOR SUPPLY	SEWER SUPPLIES	27.25			
MONTICELLO COMM SCHOOL DISTRCT	SEWER FUEL	379.11			
LASER TECH USA, INC. DBA	SEWER LAB SUPPLIES	5.99			
TCM BANK NA	SEWER POSTAGE	33.30			
TRI COUNTY PROPANE LLC	SEWER UTILITIES	945.70			
	815 SEWER TOTAL		1,571.87		
	610 SEWER TOTAL		1,571.87		
SEWER CAPITAL IMPROVEMENT					
SEWER					
INSURANCE ASSOCIATES, INC.	SEWER FACILITY IMPROVEMENTS	4,046.00			
	815 SEWER TOTAL		4,046.00		
	613 SEWER CAPITAL IMPROVEMENT TOTAL		4,046.00		
SANITATION					
SANITATION					
MONTICELLO COMM SCHOOL DISTRCT	SANITATION FUEL	92.11			
REPUBLIC SERVICES	RESIDENTIAL GARBAGE	39,179.21			
TCM BANK NA	SANITATION OSHA	.39			
	840 SANITATION TOTAL		39,271.71		
	670 SANITATION TOTAL		39,271.71		
	Accounts Payable Total		186,401.98		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	34,369.53
005 MONTICELLO BERNDES CENTER	1,132.51
014 MONTICELLO TREES FOREVER	868.00
015 FIRE	20,693.59
016 AMBULANCE	8,541.09
030 LIBRARY IMPROVEMENT	225.29
041 LIBRARY	6,283.48
046 AIRPORT	3,553.41
110 ROAD USE	30,442.59
200 DEBT SERVICE	670.00
225 TIF - DEBT	180.00
313 PARK IMPROVEMENT	15,806.18
325 TIF PROJECT	10,191.38
338 BATY DISC GOLF COURSE	576.00
502 C.C. BIDWELL LIBRARY BOOK	268.76
503 TRUST/IOMA MARY BAKER	50.34
600 WATER	6,410.25
602 CUSTOMER DEPOSITS	1,250.00
610 SEWER	1,571.87
613 SEWER CAPITAL IMPROVEMENT	4,046.00
670 SANITATION	39,271.71

TOTAL FUNDS	186,401.98

City Council Meeting
Prep. Date: 12/10/2024
Preparer: Lori Lynch



Agenda Item: # 2
Agenda Date: 12/16/2024

Communication Page

Agenda Items Description: Hiring Full time EMT

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: Director Lynch would like to hire Brett Herman

Background Information: Director Lynch would like to hire Brett Herman for full time EMT. Our last applicant did not work out. Mr. Herman would fill our current vacant spot. Mr. Herman is in the Army Reserves, works with the Simulation Lab at Kirkwood doing medical simulations for new medical students. He also is on Hiawatha Fire Dept running fire and medical calls.

Staff Recommendation: Director Lynch recommends hiring Brett Herman.

The City of Monticello, Iowa

RESOLUTION

Approving the hiring a Monticello Ambulance Full-Time EMT and setting wage

WHEREAS, a Monticello Full-Time Ambulance EMT position has been available with the resignation of an EMT, and

WHEREAS, The Ambulance Director interviewed candidates for the Full-time position, and

WHEREAS, The Ambulance Director felt Brett Herman would be a great addition to the Full-Time EMT roster and wishes to offer the position to him, and

WHEREAS, The City Council has set forth starting wages for EMTs at \$20.42 per hour, and

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

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

NOW, THEREFORE, The Council hereby authorizes the hiring a Monticello Ambulance Full-Time EMT with a starting wage of \$20.42.

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 16th day of December 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 12/10/2024
Preparer: Lori Lynch



Agenda Item: # 3
Agenda Date: 12/16/2024

Communication Page

Agenda Items Description: Hiring On call member

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: Director Lynch would like to hire Megan Beaman as an On call EMT

Background Information: Director Lynch would like to hire Megan Beaman as a On call EMT. Ms Beaman is the chamber director for the Monticello Area Chamber of Commerce. She has the possibility for day time availability, which is something we are currently lacking. Ms. Beaman volunteered for Hopkinton Ambulance Service in the past and will make a great addition to our staff.

Staff Recommendation: Director Lynch recommends hiring Megan Beaman.

The City of Monticello, Iowa

RESOLUTION

Approving the hiring a Monticello Ambulance
On-Call EMT and setting wage

WHEREAS, Monticello Ambulance hires On-Call Service Members to assist in the covering of open shifts and are an integral part of keeping the ambulance service operational and allow ambulance to maintain 24/7 service to the community, and

WHEREAS, The Ambulance Director interviewed candidate for the position, and

WHEREAS, The Ambulance Director felt Megan Beaman would be a great addition to the On-Call EMT roster and wish to offer her the position, and

WHEREAS, All members will receive an on-call pay rate of \$8.00 per hour when filling a shift as established by council resolution. For those members who possess a certification of EMT, they will receive an additional \$14.40 per hour when responding to a call for service, while on-call. They will receive \$22.40 per hour when on backup call for service, and

WHEREAS, The City Administrator recommends hiring the Monticello Ambulance On-Call EMT and

WHEREAS, The Council finds it appropriate to follow the recommendation of the Ambulance Ambulance Director and the City Administrator, and further finds that the wages set by previous resolution are fair and reasonable and should, therefore, be approved.

NOW, THEREFORE, The Council hereby authorizes the hiring a Monticello Ambulance On-Call Service Member with on-call pay rate of \$8.00 per hour when filling a shift as established by council resolution. For those members who possess a certification of EMT, they will receive an additional \$14.40 per hour when responding to a call for service, while on-call. They will receive \$22.40 per hour when on backup call for service.

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 16th day of January 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 11/25/2024
Preparer: Lori Lynch



Agenda Item: # 4
Agenda Date: 12/16/2024

Communication Page

Agenda Items Description: Ordering new ambulance and purchasing Auto cot loading system.

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: Director Lynch would like to order new ambulance and purchase new auto cot loading system

Background Information: Director Lynch would like purchase a new ambulance with a new auto cot loading system. The ambulance will replace our oldest ambulance that was built in 2013. It currently has 158,000 miles on it. This ambulance will have the same layout as the newer 2021 ambulance. EMS has used Lifeline ambulances for several other ambulances. We need to get this order placed since there is such a long lead time. The ambulance can be ordered with a \$130,000 deposit, which will provide a discount of \$5000.

The ambulance purchase price is \$ 295,170, less the discount, is net **\$ 290,170**. Delivery is estimated in 2027.

Purchasing the new auto loading cot system before January 1 will save an expected 2025 price increase of about \$6000. Ordering the auto-cot with the ambulance will allow delivery direct to Lifeline for installation. The auto-cot purchase is **\$58,206**.

The Ambulance has the money for the cot and the down payment for the ambulance in equipment and ambulance set-aside funds. Both of these items are also reimbursable through the County EMS fund, which will then be deposited back into the set-aside funds. The remaining funds due will be in the set-aside by the time the City takes delivery of the unit in 2027.

The City will need to make a budget amendment in the future, to make these expenditures and re-plenish the set-asides from the County EMS fund.

Staff Recommendation: Director Lynch recommends placing order and paying deposit as noted above.

The City of Monticello, Iowa

RESOLUTION

Accepting bids related to Ambulance and auto cot loading system and to approve purchase of Ambulance and auto cot loading system from Legacy Emergency Vehicles

WHEREAS, the City of Monticello Ambulance Department has been budgeting set-aside for and otherwise planning for the purchase of a new ambulance unit, and

WHEREAS, the Council finds that the funds have been set-a-side to provide for the purchase of this Ambulance unit and auto cot loading system. Council finds that purchasing the Ambulance unit and auto cot loading system is in the best interest of the City and the Ambulance Department; and should be approved, and

WHEREAS, that Legacy Emergency Vehicles has offered a discount if partial payment is paid at the time the contract is signed and the Council finds that the prepayment amount, thus reducing the purchase price by \$5,000 for the ambulance unit and purchasing the new auto loading cot system now will save about \$6,000, if purchased prior to the new year, was in the best interest of the City and will pay balance on delivery to the City, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby authorize the City of Monticello Ambulance Director, Lori Lynch, to execute the Purchase Agreement between the City of Monticello / Monticello Ambulance Department and Legacy Emergency Vehicles, whereby the City of Monticello agrees to buy said new Ambulance unit at a cost of not to exceed \$295,170.00 and the new auto loading cot system \$58,206.00.

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 16th day of December, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 11/25/24
Preparer: Jacob Oswald



Agenda Item: # 5
Agenda Date: 12/16/2024

Communication Page

Agenda Items Description: Consideration/Hiring of Permanent Part-Time Adult and Events Coordinator.

Type of Action Requested: Resolution

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis:

The Parks and Recreation Department seeks to create a new permanent part-time position. The Department of Labor classifies, a "permanent employee" is someone who has ongoing employment with no set end date, while a "seasonal employee" is hired for a specific period of time each year, usually during a peak business season, and their employment automatically ends when that season is over; meaning they are not guaranteed work year-round like a permanent employee.

Background Information:

The Parks and Recreation Department is proposing a permanent part-time position for an Adult Recreation and Events Coordinator to better meet the recreational, social, and wellness needs of the community. This role will focus on developing adult programs and family events, while laying the groundwork for therapeutic activities. To ensure the position's viability and effectiveness, it will initially be offered on a 20-hour-per-week basis with a six-month trial period and potential for increased hours based on performance and demand.

With an anticipated start date of January 2025, the proposed position, at a base rate of \$20 per hour, would cost approximately \$12,200 over the course of the six-month trial period (including benefits such as IPERS, Social Security, Medicare, and Unemployment). Funding for this position will be based on revenue and supplemented with a budget amendment if necessary. Line items that would be provide potential supplement include, but not limited to, League Expense, Concessions, Recreation Contract Services. This position, if shown to be successful, will be incorporated into future budgets, based on revenue, to maintain financial continuity without increasing budget requests.

If approved, this role would add 1,040 hours of expanded capacity to the department annually, significantly easing the burden on the current two-person staff, who collectively log roughly 800 hours of overtime each year. Recreation coordinators are particularly susceptible to burnout due to the heavy

workloads, inconsistent schedules, and the constant need for creativity and adaptability. By redistributing responsibilities, this position would reduce strain on existing staff, improve operational efficiency, and support a healthier work-life balance, ensuring staff remain effective and valued in their roles.

In addition to addressing community demand for adult-focused programs, the Adult Recreation and Events Coordinator will plan and execute social clubs (i.e. hiking, biking, cards), small- and large-scale community events. The position would also involve extensive collaboration with local partners to ensure high-quality, accessible offerings and hands-on management of event logistics and facilities. The Parks and Recreation Department strongly prefers to retain the existing part-time Parks Maintenance role, which has utilized 10 of the previously approved 100 hours, as it provides valuable ongoing support for department operations, especially during peak times (i.e. evenings, weekends, holidays). Together, with the new Adult Recreation and Events Coordinator, these roles will enhance the department's ability to expand programming and strengthen community engagement.

Figure below, per council request, illustrates the cost recovery of our two existing adult programs, showcasing the financial efficiency and sustainability of the department's existing offerings.

Current Adult Programming	Revenue	Expense	Net
Co Ed Volleyball	\$ 2,000.00	\$ (200.00)	\$ 1,800.00
Co Ed Slow Pitch	\$ 1,200.00	\$ (350.00)	\$ 850.00
Total	\$ 3,200.00	\$ (550.00)	\$ 2,650.00

Staff Recommendation:

To approve the creation of a permanent part-time position within the Parks and Recreation Department.

The City of Monticello, Iowa

RESOLUTION

Approving the Creation of a Monticello Park and Recreation Adult Recreation and Events Coordinator Position

WHEREAS, The Park and Recreation Department is proposing the creation of a permanent part-time position for an Adult Recreation and Events Coordinator to enhance the department's ability to meet the recreational, social, and wellness needs of the adult community. This role aims to develop inclusive programs and, in the long term, to introduce therapeutic activities that support individuals facing physical, mental, or emotional challenges, and

WHEREAS, The City Council finds that by establishing this position, the Parks and Recreation Department will strengthen community engagement and connection among residents, promoting physical health and social interaction. The new role will expand capacity for adult recreational programming and event planning to meet growing community needs, and

WHEREAS, The City Administrator and Parks and Recreation Director has also shared with the Council the proposed wage and benefits for this position, as follows: will not exceed 20 hours per week, at a base rate of \$20 per hour. With eligible benefits included (IPERS, Social Security, Medicare, and Unemployment), the effective hourly rate is \$23.44 and the Council finds the proposed wages and benefits to be appropriate, and

WHEREAS, Council has determined that this position shall be granted on a trial basis from January 1, 2025 until July 1, 2025, with the opportunity to increase hours based upon performance and demand, but never to exceed 32 hours per week, and this position shall be subject to Council review and approval for extending the position beyond July 1, 2025, and

NOW, THEREFORE, The Council hereby authorizes the creation of a permanent part-time position for an Adult Recreation and Events Coordinator with pay and benefits as proposed by the City Administrator and Park and Recreation Director, as set forth subsequently 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 16th day of December, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 11/26/2024
Preparer: Russell Farnum



Agenda Item: # 6
Agenda Date: 12/02/2024

Communication Page

Agenda Items Description: Fiscal Sponsorship Agreement

Type of Action Requested: Resolution

Attachments & Enclosures:

Resolution
Fiscal Sponsorship Agreement

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

Summary: The Monticello Firefighters Organization sought, and received, grants from Theisen’s (\$1,000) and the Jones County Community Foundation (\$5,647.50) for the purchase of a total of six new 2-way handheld radios that work with the new County system.

The attached Agreement makes the City the sponsoring agency for the Organization and allows us to process the money through the City to get these purchases made.

The Resolution approves the Agreement and allows purchase of the six radios without further Council action.

Recommendation: Approval is recommended.

The City of Monticello, Iowa

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

RESOLUTION #2024-___

Approving Fiscal Sponsorship Agreement with Monticello
Firefighters Organization to process Grants for the purchase of
Handheld 2-way Radios

WHEREAS, the City of Monticello City Council supports upgrades to the Monticello Fire Department radios as a priority, and

WHEREAS, the Monticello Firefighters Organization supports the Monticello Fire Department and has received a grant from the Jones County Community Foundation in the amount of \$5,647.50 for the purchase of five new hand-held 2-way radios, and a second grant from Theisen's in the amount of \$1,000 for the purchase of an additional hand-held 2-way radio, and

WHEREAS, the Council is cooperative with the Monticello Firefighters Organization and is desirous of using this grant to further fulfill the needs of the Monticello Fire Department, and

WHEREAS, the Council finds that the attached Fiscal Sponsorship Agreement is in the best interests of the City of Monticello and the Monticello Fire Department and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Fiscal Sponsorship Agreement and authorizes the City Clerk/Treasurer or City Administrator to fulfill the obligations thereunder, including authorization of purchase of six 2-way radios, as anticipated by the grants, without further review or approval by the City Council.

IN TESTIMONY WHEREOF, I have hereunto
subscribed my name and caused the Great Seal of the City
of Monticello, Iowa to be affixed hereto. Done this 16th
day of December, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer



Community Foundation of Greater Dubuque

Non-501(c)(3) Fiscal Sponsorship Agreement

The Fiscal Sponsor's IRS 501(c)3 Tax Exempt Determination Letter or the comparable proof of charitable exception (i.e. a determination document from a City, County or School, confirming their status as a government entity) must be attached to this agreement.

Purpose of Grant: Purchase of Handheld 2-way Radios

Applicant: Monticello Firefighters Organization
Name of the Sponsored Organization Applying for Grant

Sponsor: City of Monticello, an Iowa Municipality
501 (c) 3 or Legal Applicant/Fiscal Sponsor

Sponsor EIN: **42-6004981** Sponsor Mailing Address: **200 E 1st St, Monticello IA 52310**

City of Monticello (Legal Applicant/Fiscal Sponsor, hereafter referred to as The Sponsor) has agreed to serve as a fiscal program/project sponsor for the **Monticello Firefighters Organization** (Organization conducting the program/project, hereafter referred to as the Applicant) as outlined in the attached application and supporting materials. The City Council of The Sponsor has passed a resolution adopting the Applicant as a program or project consistent with its purpose and mission. The Applicant's financial activities will be accounted for as a program of The Sponsor for IRS auditing and financial reporting purposes.

Since the Applicant is not a recognized 501(c) 3 tax-exempt entity, The Sponsor must exercise full control over the Applicant's financial administration, management and disbursement of funds. The Sponsor has delegated (name of person/s) **Sally Hinrichsen, City Clerk/Treasurer or Russell Farnum, City Administrator**, phone number **319-465-3577** as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the City Council of The Sponsor.

The Sponsor is responsible for ensuring completion of timely reports and submission of necessary financials statements to the Community Foundation of Greater Dubuque, 700 Locust St, Ste 195, Dubuque, IA 52001. Failure to insure timely reporting on behalf of the Applicant will also result in a loss of good standing.

This agreement will be in effect from the date of a grant award to support the above-named project until the grant funds are expended and the final report has been submitted and accepted.

We agree to the terms stated above in this agreement:

 Joe C. Boyre President
Applicant Board Chair/Executive Director-Signature

Sponsor - Signature



November 25, 2024

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

RE: CONTRACTOR'S APPLICATION FOR PAYMENT #7 - WASTEWATER
TREATMENT PLANT IMPROVEMENTS – BILL BRUCE BUILDERS, INC

Dear Mayor and City Council:

Enclosed for your review and approval is the Contractor's Application for Payment #7 for work completed on the Wastewater Treatment Plant Improvement Project.

Application for Payment includes costs associated with general conditions, continued work on installing rebar, pouring a wall section of the biosolids storage area, storing of equipment for the Aero-mod system, storing of doors and continued electrical work.

I have reviewed the application for payment and find it in agreement with the work completed to date. I, therefore, recommend approval of the Application for Payment #7 in the amount of **\$1,732,849.31** to Bill Bruce Builders, Inc.

Respectfully,

SNYDER & ASSOCIATES, INC.

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

Nick Eisenbacher, P.E.
Project Engineer

Enclosure: Bill Bruce Builders, Inc Contractor's Application for Payment #7

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

Contractor's Application for Payment

Owner: <u>City of Monticello</u>	Owner's Project No.: <u>120.1109.08</u>
Engineer: <u>Snyder & Associates, Inc.</u>	Engineer's Project No.: <u>120.1109.08</u>
Contractor: <u>Bill Bruce Builders, Inc.</u>	Contractor's Project No.: <u>20231024</u>
Project: <u>Wastewater Treatment Plant (WWTP) Improvements</u>	
Contract: <u>Wastewater Treatment Plant Improvements</u>	
Application No.: <u>7</u>	Application Date: <u>11/12/2024</u>
Application Period: From <u>10/1/2024</u>	to <u>10/31/2024</u>

1. Original Contract Price	\$ 23,448,000.00 -
2. Net change by Change Orders	\$ 763,990.30 -
3. Current Contract Price (Line 1 + Line 2)	\$ 24,211,990.30 -
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 5,667,341.83 -
5. Retainage	
a. <u>5%</u> X <u>\$4,425,994.01-</u> Work Completed	\$ 221,299.70
b. <u>5%</u> X <u>\$1,241,347.82-</u> Stored Materials	\$ 62,067.39
c. Total Retainage (Line 5.a + Line 5.b)	\$ 283,367.09 -
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 5,383,974.74 -
7. Less previous payments (Line 6 from prior application)	3,651,125.43
8. Amount due this application	\$ 1,732,849.31 -
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 18,828,015.56 -

Contractor's Certification

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

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

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

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

Contractor: Bill Bruce Builders, Inc.

Signature:  **Date:** 11/15/2024

Recommended by Engineer	Approved by Owner
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

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

Application No.: 7 From 10/1/2024 to 10/31/2024 Application Date: 11/12/24

A ITEM #	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED & STORED TO DATE (D + E + F)	H % (G / C)	I BALANCE TO FINISH (C - G)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
			Original Contract					
1	Insurance - Bond	175,724.00	175,724.00			175,724.00	100%	0.00
2	Insurance - Builders Risk	36,000.00	36,000.00			36,000.00	100%	0.00
3	Insurance - General Liability	135,000.00	135,000.00			135,000.00	100%	0.00
4	Preconstruction	12,000.00	12,000.00			12,000.00	100%	0.00
5	General Conditions - 36 Months	2,002,468.00	333,744.66	55,624.11		389,368.77	19%	1,613,099.23
6	Submittals	50,000.00	45,500.00			45,500.00	91%	4,500.00
7	Concrete Reinforcing	1,207,086.00	238,335.13			238,335.13	20%	968,750.87
8	Cast-In-Place Concrete	950,000.00	121,736.48	20,000.00		141,736.48	15%	808,263.52
9	Rebar Labor	1,000,000.00	140,000.00	10,000.00		150,000.00	15%	850,000.00
10	Concrete - Aeromod	1,610,500.00				0.00	0%	1,610,500.00
11	Concrete - BioSolids	927,500.00	400,000.00	50,000.00		450,000.00	49%	477,500.00
12	Concrete - Generator	12,800.00				0.00	0%	12,800.00
13	Concrete - Controls & UV Building	260,000.00				0.00	0%	260,000.00
14	Concrete - Truck Dump Oil Sand Interceptor	30,000.00				0.00	0%	30,000.00
15	Concrete Paving	130,000.00				0.00	0%	130,000.00
16	Mobilization	300,000.00	30,000.00	15,000.00		45,000.00	15%	255,000.00
17	Placement on Project	179,200.00	25,000.00	12,500.00		37,500.00	21%	141,700.00
18	Digging for Electrical/Concrete around pipes	100,000.00				0.00	0%	100,000.00
19	Sluice Gates/Slides Gates Install	50,000.00				0.00	0%	50,000.00
20	Liquid Process Pipe Install	50,000.00				0.00	0%	50,000.00
21	Shaftless Screw Conveyor - Labor	20,000.00				0.00	0%	20,000.00
22	Secondary Containment Scale - Labor	10,000.00				0.00	0%	10,000.00
23	Ploymer Blending and Feed Equipment - Labor	10,000.00				0.00	0%	10,000.00
24	Rotary Press System - Labor	20,000.00				0.00	0%	20,000.00
25	Precast Structural Concrete - Engineering	24,000.00	24,000.00			24,000.00	100%	0.00
26	Precast Structural Concrete - Wall Panels	368,127.00	148,765.35			148,765.35	40%	219,361.65
27	Precast Structural Concrete - 10" Hollowcore	96,927.00				0.00	0%	96,927.00
28	Precast Structural Concrete - 8" Hollowcore	28,760.00	28,760.00			28,760.00	100%	0.00
29	Precast Structural Concrete - Trucking	16,320.00	5,712.00			5,712.00	35%	10,608.00
30	Precast Structural Concrete - Wash	14,100.00				0.00	0%	14,100.00
31	Precast Structural Concrete - Caulking & Grouting	45,500.00				0.00	0%	45,500.00
32	Precast & Steel Erection	199,400.00	35,340.00			35,340.00	18%	164,060.00
33	Masonry	150,000.00	15,000.00			15,000.00	10%	135,000.00
34	Structural Steel Fabrication	199,750.00	107,000.00			107,000.00	54%	92,750.00
35	Rough Carpentry - Labor	66,000.00				0.00	0%	66,000.00
36	Demolition of Metal Panels	12,800.00				0.00	0%	12,800.00
37	Metal Panel Install	45,980.00				0.00	0%	45,980.00
38	EPDM Roofing	192,400.00				0.00	0%	192,400.00
39	Sectional Doors	76,462.00				0.00	0%	76,462.00
40	FRP Aluminum Hybrid Doors	77,155.00			77,155.00	77,155.00	100%	0.00
41	Aluminum Framed Entrances and Storefronts	30,090.00	1,500.00			1,500.00	5%	28,590.00
42	Painting	124,931.00				0.00	0%	124,931.00
43	Specialties	8,030.00				0.00	0%	8,030.00
44	Lab Equipment - End Loader	179,000.00	179,000.00			179,000.00	100%	0.00
45	Lab Equipment - Hotsy Pressure Washer	7,800.00				0.00	0%	7,800.00

46	Refrigerated Composite Sampler	27,500.00				0.00	0%	27,500.00
47	Plumbing / HVAC	499,980.00	92,330.00			92,330.00	18%	407,650.00
48	Electrical - General Conditions (temp pwer, submittals & Mob)	144,025.00	36,006.25	50,408.75		86,415.00	60%	57,610.00
49	Electrical - Service Equipment	675,000.00	80,361.21	7,388.79		87,750.00	13%	587,250.00
50	Electrical - Site Work	310,613.00	21,742.90	9,318.39		31,061.29	10%	279,551.71
51	Electrical - Building Power and Equipment	310,612.00		15,530.60		15,530.60	5%	295,081.40
52	Lagoon Sludge Removal	93,900.00				0.00	0%	93,900.00
53	SWPPP Installation	43,795.00	1,608.00	700.00		2,308.00	5%	41,487.00
54	SWPPP Inspections	14,600.00	3,750.00			3,750.00	26%	10,850.00
55	Retaining Walls	43,207.00				0.00	0%	43,207.00
56	MOBILIZATION	219,649.00	64,844.78			64,844.78	30%	154,804.22
57	TOPSOIL STRIP SALVAGE SPREAD	58,971.00	5,710.00			5,710.00	10%	53,261.00
58	SITE GRADING	148,842.00	11,349.00			11,349.00	8%	137,493.00
59	ROCK SURFACING AND SUBBASE	62,214.00				0.00	0%	62,214.00
60	WATER MAIN AND SERVICES	322,021.00	129,571.98			129,571.98	40%	192,449.02
61	PRV VALVE VAULT	61,312.00				0.00	0%	61,312.00
62	4" SANITARY FORCE MAIN	34,589.00				0.00	0%	34,589.00
63	8" SANITARY GRAVITY MAIN	72,519.00				0.00	0%	72,519.00
64	10" SANITARY FORCE MAIN	19,920.00				0.00	0%	19,920.00
65	16" SANITARY GRAVITY MAIN	21,984.00				0.00	0%	21,984.00
66	18" SANITARY GRAVITY MAIN	128,356.00				0.00	0%	128,356.00
67	SANITARY MANHOLES	254,293.00				0.00	0%	254,293.00
68	MH-11 DIGESTED SLUDGE PS & VV	94,292.00				0.00	0%	94,292.00
69	EFFLUENT PS & VV	424,757.00				0.00	0%	424,757.00
70	BYPASS PUMPING	145,830.00				0.00	0%	145,830.00
71	STORM SEWER AND DRAIN TILE	59,390.00				0.00	0%	59,390.00
72	TRUCK DUMP TANK & SANITARY	52,864.00				0.00	0%	52,864.00
73	STRUCTURE EXCAVATION	334,347.00	38,535.00			38,535.00	12%	295,812.00
74	STRUCTURE BACKFILL	283,748.00				0.00	0%	283,748.00
75	STRUCTURE SUBBASE	204,903.00	21,929.00			21,929.00	11%	182,974.00
76	DEMO	304,279.00	5,878.57			5,878.57	2%	298,400.43
77	DEWATERING	164,411.00				0.00	0%	164,411.00
78	Wall Mounted Walkways - Install	34,000.00				0.00	0%	34,000.00
79	Stop Logs / Stainless Steel Sluices Gates & Slide Gates	94,800.00				0.00	0%	94,800.00
80	Split-Clarator Secondary Clarifier	688,417.00			688,417.00	688,417.00	100%	0.00
81	Wall Mounted Aerators	371,879.00				0.00	0%	371,879.00
82	Sludge Management	10,959.00				0.00	0%	10,959.00
83	Plant Process Controls	123,612.00				0.00	0%	123,612.00
84	Wall mounted Walkways	308,612.00			308,612.00	308,612.00	100%	0.00
85	Actuagted Valves	93,971.00				0.00	0%	93,971.00
86	Sluice Gates & Hand Lift Stop Plates	21,206.00				0.00	0%	21,206.00
87	Aeration Blower and Controls	649,681.00				0.00	0%	649,681.00
88	Probe Module & Sensor Probes	19,213.00				0.00	0%	19,213.00
89	Clarifier Algae Control	20,857.00				0.00	0%	20,857.00
90	Bio-P Selector Tank Mixing	65,643.00				0.00	0%	65,643.00
91	Installation Materials and Spare Parts	91,750.00				0.00	0%	91,750.00
92	Manufacturer's Services	14,500.00				0.00	0%	14,500.00
93	Freight	14,400.00				0.00	0%	14,400.00
94	Variable Frequency Motor Controllers / Controls / Submersible Pumps	1,514,000.00				0.00	0%	1,514,000.00
95	Fabricated Stainless Steel - Labor	100,750.00	9,125.00			9,125.00	9%	91,625.00
96	Fabricated Stainless Steel - Materials	170,000.00	9,706.08		121,266.82	130,972.90	77%	39,027.10
97	Ultraviolet Disinfection Equipment - Placement for Fabrication	45,897.00				0.00	0%	45,897.00
98	Ultraviolet Disinfection Equipment - Submittals	45,897.00	45,897.00			45,897.00	100%	0.00
99	Ultraviolet Disinfection Equipment - Equipment	45,897.00			45,897.00	45,897.00	100%	0.00
100	Ultraviolet Disinfection Equipment - Start-Up	15,299.00				0.00	0%	15,299.00
101	Girt Classifying & Washer	104,099.00				0.00	0%	104,099.00
102	Chechemical Containments & Scales / Polymer Blending & Feed Equipment Chemical Feed / Shaftless Screw Conveyor	280,527.00		135,627.00		135,627.00	48%	144,900.00
103	Liquid Process Piping - Man Holes, Valves, and Piping	190,648.00	3,931.70	9,004.48		12,936.18	7%	177,711.82
104	Fournier - Rotary Press Submittals	75,220.95	75,220.95			75,220.95	100%	0.00
104.1	Fournier - Rotary Press	426,252.05		319,689.04		319,689.04	75%	106,563.01
105	Utility Materials - Piping, valves, vaults	931,480.00	91,302.51	8,295.00		99,597.51	11%	831,882.49
Orginal Contract Totals		\$ 23,448,000.00	\$ 2,986,917.55	\$ 719,086.16	\$ 1,241,347.82	\$ 4,947,351.53	\$ 0.21	\$ 18,500,648.47

Stored Materials Summary

Contractor's Application for Payment

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

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

Application No.: 41 Application Period: From 10/1/2024 to 10/31/2024

Application Date: 11/12/24

A ITEM NO. LUMP SUM TAB	B SUPPLIER INVOICE NO.	C SUBMITTAL NO. (WITH SPECIFICATION SECTION NO)	D DESCRIPTON OF MATERIALS OR EQUIPMENT STORED	E STORAGE LOCATION	F APPLICATION NO NO. WHEN MATERIALS PLACED IN STORAGE	G MATERIALS STORED			H INCORPORATED IN WORK		L TOTAL AMOUNT INCORPORATED IN THE WORK (J+K) (S)	M MATERIALS REMAINING IN STORAGE (I-L) (S)	
						PREVIOUS AMOUNT STORED (S)	AMOUNT STORED THIS PERIOD (S)	AMOUNT STORED TO DATE (G+H) (S)	AMOUNT PREVIOUSLY INCORPORATED IN THE WORK (S)	AMOUNT INCORPORATED IN THE WORK THIS PERIOD (S)			
26	Pay App #1		Wall Panels	Advanced Precast	1	130,359.00		130,359.00	\$	130,359.00		130,359.00	0.00
28	Pay App #2		8" Hollowcore	Advanced Precast	1	28,760.00		28,760.00	\$	28,760.00		28,760.00	0.00
49	Pay App #1		Service Equipment - Electrical Distribution Storage	Westphal & Company	2	40,500.00		40,500.00			\$	40,500.00	0.00
49	Pay App #2		Service Equipment - Electrical Distribution Storage	Westphal & Company	2	25,878.74		25,878.74			\$	25,878.74	0.00
96	Pay App #1		Fabricated Stainless Steel - Materials	Dubuque Plumbing & Heating	3	92,818.94		92,818.94				0.00	92,818.94
40	Pay App #1		FRP Aluminum Hybrid Doors	Opening Specilists, Inc	3	17,226.22		17,226.22				0.00	17,226.22
49	Pay App #2		Fabricated Stainless Steel - Materials	Dubuque Plumbing & Heating	4	15,097.90		15,097.90				0.00	15,097.90
	Pay App #2		FRP Aluminum Hybrid Doors	Opening Specilists, Inc	4	52,780.00		52,780.00				0.00	52,780.00
	Pay App #3		Fabricated Stainless Steel - Materials	Dubuque Plumbing & Heating	5	13,349.98		13,349.98				0.00	13,349.98
	Pay App #6		Ultraviolet Disinfection Equipment	Enaqua	6	45,897.00		45,897.00				0.00	45,897.00
	Pay App #1		Split-Clarator Secondary Clarifier	Aero-Mod	7		688,417.00	688,417.00				0.00	688,417.00
	Pay App #1		Wall mounted Walkways	Aero-Mod	7		308,612.00	308,612.00				0.00	308,612.00
	Pay App #3		FRP Aluminum Hybrid Doors	Opening Specilists, Inc	7		7,148.78	7,148.78				0.00	7,148.78
								0.00				0.00	
								0.00				0.00	
Totals						\$ 462,667.78	\$ 1,004,177.78	\$ 1,466,845.56	\$ 159,119.00	\$ 66,378.74	\$ 225,497.74	\$ 1,241,347.82	

The City of Monticello, Iowa

RESOLUTION

Approving Pay Request #7 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$1,732,849.31

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

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

WHEREAS, Bill Bruce Builders, Inc. has submitted their seventh pay request in the amount of \$1,732,849.31 which has been reduced by the contractually agreed upon 5% retainer, and

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

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the seventh pay request from Bill Bruce Builders, Inc., in the amount of \$1,732,849.31, same reflecting the maintenance of a 5% retainer in the current amount of \$283,367.09 for work completed and stored materials.

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

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer



December 11th, 2024

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

RE: NORTHRIDGE ESTATES FIFTH ADDITION
PAY REQUEST #1

Dear Mayor and City Council,

Enclosed for your review and approval is Pay Request #1 for work completed on the Northridge Estates Fifth Addition development.

Payment for public improvements during this period includes costs associated with sanitary sewer installation, water main installation, and storm sewer installation.

We have reviewed the pay estimate and find it in agreement with the work completed to date. We, therefore, recommend approval of Pay Request #1 in the amount of **\$126,469.00** to Highland Corporation.

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

Respectfully,

SNYDER & ASSOCIATES, INC.

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

Colton Ingels, P.E.
Project Engineer

Enclosure: Pay Request #1

Cc: Jeff Hinrichs, Highland Corporation
Russ Farnum, City of Monticello

The City of Monticello, Iowa

RESOLUTION

Approving Pay Request #1 to Highland Corporation, Re: Northridge Estates Fifth Addition Improvement Project in the amount of \$126,469.00

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

WHEREAS, the Council entered into an agreement (the “Development Agreement”) with Highland Corporation (the “Developer”) with respect to the construction of a 12-lot single family home subdivision on Lot 2 of Northridge Estates 3rd Addition, a portion of the tract of land having PIN 0216300045 to the City of Monticello, County of Jones, State of Iowa, with Resolution #2024-155 dated October 21, 2024 and

WHEREAS, the Development Agreement would provide financial incentives to the Developer in the form of payments for a portion of the public infrastructure necessary to construct the subdivision, and

WHEREAS, Highland Corporation has submitted their first pay request in the gross amount of \$180,670.00 which, after reducing same by the contractually agreed upon 30% retainer, reduces the current amount due to \$126,469.00, and

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

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the first pay request from Highland Corporation in the amount of \$126,469.00, same reflecting the maintenance of a 30% retainer in the current amount of \$54,201.00.

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

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

APPLICATION FOR PARTIAL PAYMENT NO. 1

PROJECT: NORTHRIDGE ESTATES FIFTH ADDITION

S&A PROJECT NO.: 124.0022.08A

OWNER: CITY OF MONTICELLO
DEVELOPER: HIGHLAND CORPORATION
ADDRESS: PO BOX 160
2650 OLD QUASS RD
ALBURNETT, IA 52202
DATE: December 10, 2024

PAYMENT PERIOD: October 23, 2024 to November 27, 2024

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 309,000.00
Net Change by Change Order: \$ -
Contract Amount to Date: \$ 309,000.00

CONTRACT PERIOD: TOTAL CALENDAR DAYS
Original Contract Date:
Original Contract Completion Date:
Late Start Date:

2. WORK SUMMARY:

Total Work Performed to Date: \$ 180,670.00
Retainage: 30% \$54,201.00
Total Earned Less Retainage: \$126,469.00
Less Previous Applications for Payment: \$ -
AMOUNT DUE THIS APPLICATION: \$126,469.00

Added by Change Order:
Current Contract Completion Date

3. DEVELOPER'S CERTIFICATION:

The undersigned DEVELOPER certifies that:

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

Highland Corporation
DEVELOPER
By Jeff Hinrichs DATE: 12-11-2024

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER
By Colton Ingels, P.E. DATE: 12-11-2024

5. OWNER'S APPROVAL

City of Monticello
OWNER
By Wayne Peach, Mayor DATE:

City Council Meeting
Prep. Date 11-25-2024
Preparer: Jim Tjaden



Agenda Item: # 9
Agenda Date: 12-16-2024

Communication Page

Agenda Items Description: Resolution to approve purchase of Trojan U.V. Bulbs for the Wastewater Treatment Facility in the amount of \$14,464

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: Replacing Trojan U.V. Bulbs

Background Information:

The Trojan U.V. bulbs for disinfection have a 15000 hour warranty with the intensity going down from there. Our bulbs currently have 17000 hours with realistically needing this system for 2 more years. Upon ordering to delivery will take 3 months. the cost will be \$452.00 per bulb for a total of \$14,464.00. There is currently enough money in the capital equipment account to cover the cost We have to have the system running by March 15th so I recommend we order them now

Staff Recommendation:

The City of Monticello, Iowa

RESOLUTION #

Approving Purchase of Trojan U.V. Bulbs for the Wastewater Treatment Facility in the amount of \$14,464.00

WHEREAS, the City Council was informed that the U.V. Bulbs have that the Wastewater Treatment Plant currently have currently have 17000 hours and have a warranty of 15000 hours. The U.V. Bulbs will be needed for 2 more years and is recommended that the City look into replacing the U.V. Bulbs, and

WHEREAS, the Council finds the proposed equipment and pricing to be appropriate and, therefore, finds that the equipment as indicated and as recommended by the Water/Wastewater Superintendent should be ordered.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the purchase of the Trojan U.V. Bulbs for the Wastewater Treatment Plant.

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 16th day of December 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 12/4/2024
Preparer: Britt Smith



Agenda Item: # 10
Agenda Date: 12/16/2024

Communication Page

Agenda Items Description: Resolution to accept the bid for purchase and installation of Fire Monitoring Equipment at City Hall

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

Attachments & Enclosures:

MidWest Fire Equipment /McCallister Electric
Equipment/Installation
Elite Fire Equipment and Installation
Hawkeye Communication Equipment/ Installation

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: Resolution to accept a bid for the purchase and installation of Fire Monitoring Equipment for the City Hall/Community Building

Background Information: The City of Monticello utilizes Insurance Associates, Inc. of the Midwest with coverage from EMC Insurance to provide for liability and loss coverage to the City. Every few years, EMC conducts an audit of our City facilities to establish liability concerns. For a couple years now, a concern brought by EMC has been the lack of a Fire Alarm notification system for City Hall/Community Building. During our most recent audit, EMC has made the requirement that a system be installed to continue to provide insurance coverage to this facility. The mandate only requires the installation of Detectors, Visual and Audible Notifications, and Pull Stations, it does NOT require us to add a sprinkler system.

Consultation was made with the EMC Loss Control Manager, Neil Wysocki, who provided the following guidance:

- Smoke and heat detection throughout the entire building, specifically in the community building.
- The smoke and heat detection needs to be hardwired to a central alarm.
- The alarm needs to be monitored 24/7 so the fire department can be notified and respond.

Currently the Renaissance Center/Library is equipped with a fire alarm and sprinkler system sold and serviced by MidWest Alarm Services. MidWest Alarm, through Per Mar Security, provides the 24/7 monitoring through a current annual contract of \$587.28/yr. This system does not extend into the City Hall/Community Building area.

Staff sought information and bids from three separate vendors;
MidWest Alarm Services, \$30,431.74 (NOT TO EXCEED)

Elite Fire Sprinkler Systems, \$25,400
Hawkeye Communication \$58,505.55

During our facility survey, it has been determined that the most effective and efficient system should be tied into the existing Renaissance Center system. This will allow us to utilize the existing panel which has sufficient terminal space for the additional detectors and will allow us to continue with a single monitoring contract. The proposed systems will add either smoke or thermal detectors (based upon the environment) within a suitable coverage area to the building and will add the required visual and audible notifications within the bathrooms on all three levels, along with several pull station locations. The City Hall/Community Building is not an ideal facility for running the wiring with the plaster walls and ceilings which is causing the installation costs to be higher than most facilities. While we intend to minimize external wiring and surface mount equipment, there will be places that conduit and wire loom will be necessary. During discussions with each vendor our intent is to make the first floor (City Hall) portion as aesthetically appealing as possible by minimizing or eliminating exposed conduit or wire loom without substantially increasing costs. However, on the 2nd and 3rd levels, due to the layout and open space, conduit may be more common.

While each of the vendors have a slightly different proposal from an equipment type and location standpoint, due to their preferences and experiences, the majority of the cost for each vendor is tied to installation. Roughly \$4-8 thousand is the actual equipment with the remainder being allotted for installation.

The first quote in the packet is from MidWest Alarm Services and includes a separate installation quote from McCallister Electric. MidWest does not do the physical installation but contracts this portion out. It was their recommendation to utilize McCallister. McCallister is knowledgeable on the City Hall building as they were the contractor that did the electrical renovations several years ago. In speaking with Pete McCallister, he indicated that he bid the project high due to some unknowns, but did say that he didn't foresee it taking as long as he quoted. His quote is a Not to Exceed amount, but believed he could possibly be in around \$20,000 instead of the \$25,000 quoted. McCallister's quote also includes two electrical updates/improvements that I observed during our walk throughs. One being the elimination of an extension cord for decorative lighting in the Community Building, and the second being the elimination of an extension cord within the clocktower portion that services a heat lamp, both of which were unnecessary hazards. MidWest's quote offers the least amount of equipment in the form of detectors in comparison to the other two. While MidWest believes this is adequate coverage to our facility, it in comparison would be a more delayed notification due to the spread of the detectors.

The second quote in the packet is from Elite Fire and Sprinkler Systems. Elite offers complete turn key service from equipment to installation. Elite proposes more equipment to provide the level of coverage they would recommend. Elite is able to take over monitoring for the entire system, but would increase our annual monitoring costs from \$587 to \$660. Elite's quote came in slightly lower than that of MidWest and does appear to offer more bang for the buck. In addition, since there is more equipment offered, we could request that it be scaled back which would potentially offer more savings. I did prefer coordinating with Elite as their sales rep appeared a bit more thorough and offered a more complete diagram for the equipment placement. I have attached the diagrams to show where the equipment would be located.

The third quote in the packet is from Hawkeye Communication. Hawkeye also offers turn key service from equipment to installation. Their equipment and installation costs were significantly higher than MidWest and Elite; however, they offered the most equipment in the form of detectors and notification

devices. This is potentially another quote to scale back on. There was nothing notable about their proposal.

Currently the Community Center line item has available capital in the amount of \$42,329.12 that had been earmarked for facility improvements. This money would be available to cover the complete costs of the purchase and installation of two of the three quotes.

Should you choose, the desired vendor/contractor could be requested to come and present to the council and address any concerns you may have prior to executing an agreement.

Staff Recommendation: I recommend that the Council consider the attached bids from each of the three vendors, select a vendor, and authorize staff to enter into a purchase and installation agreement.

THE CITY OF MONTICELLO, IOWA

RESOLUTION

Approving quote for purchase and installation of Fire Monitoring Equipment for Monticello City Hall and Community Building

WHEREAS, the City utilizes Insurance Associates, Inc. of the Midwest with coverage from EMC Insurance to provide for liability and loss coverage, and

WHEREAS, Every few years, EMC conducts an audit of our City facilities to establish liability concerns. For a couple years now, a concern brought by EMC has been the lack of a Fire Alarm notification system for City Hall/Community Building. During our most recent audit, EMC has made the requirement that a system be installed to continue to provide insurance coverage to this facility. The mandate only requires the installation of Detectors, Visual and Audible Notifications, and Pull Stations, it does NOT require us to add a sprinkler system, and

WHEREAS, City Staff sought information and bids from three separate vendors, and

WHEREAS, the City Council has reviewed the three quotes finds it appropriate and in the best interests of the City to move forward with the quote from _____ - in the amount of \$ _____, for the Monticello City Hall and Community Building Fire Monitoring Equipment, and

NOW, THEREFORE, be it Resolved by the City Council of the City of Monticello, Iowa, that the quote received associated with the Monticello City Hall and Community Building Fire Monitoring Equipment is hereby acknowledged and is hereby awarded to _____ in the amount of \$ _____.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto this 16th day of December, 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer



Midwest Alarm Services
 225 5th Ave SW
 Cedar Rapids IA 52404
 Phone: (319) 450-1977
 Rep: Jeff Hayward
 Email: Jeff.Hayward@mw-as.com

Quote

Quote# Q106428
Date 10/25/24

Quote For:

City of Moticello W/O Panel

Midwest Alarm Services is pleased to provide a quotation for this project as indicated in following list of equipment and services:

Qty	Part Number	Description
4	NOT-BG12LX	ADDRESSABLE PULL STATION
7	NP-200T	Intelligent Addressable Photo/Thermal Detector w/B
1	NH-200	Intelligent Addressable Thermal Detector W/Base
1	NMM-100	Addressable Monitor Module
1	OSI-R-SS	OSID Beam Detector w/Reflector
1	OSP002	Laser Alignment Tool
1	RTS151KEY	Remote Test Station, With Switch, Key Reset
1	6500-MMK	Heavy duty multi-mount kit, 6500-SMK
5	P2WLED	Horn Strobe 2W White Wall 4x4
7	SWLED	Strobe LED White Wall 4x4
2	FAS1075	12V7AH SLA .187 FASTON
1		Midwest Alarms Technical Labor

- This price is guaranteed for 30 days.
- Project quotation does include applicable Use Tax
- Midwest Alarm Services cannot be held liable for manufacturing delays for equipment provided as part of this quote.
- Midwest Alarm Services reserves the right to substitute alternative equipment as needed to attempt to meet project and customer deadlines.
- Any additional cost associated with substituting alternative equipment or manufacturer price increases after the date of order will be negotiated with the customer.
- This quote includes pre-installation support to the installer to assist with proper terminations and the start up of the equipment. Midwest Alarm Services will provide system configuration, programming and checkout and provide necessary documentation and code compliant certification. Operating instructions will also be provided to the owner. This quotation does not include system cable, conduit, device backboxes, or the installation of equipment. Shipping costs are included.
- This quotation is based upon plans and specifications available on the day and at the time of the bid. Any changes, advertised or not, after the bid date and time are not included in this quotation. Upon request, a quotation will be provided for the additional work for approval.
- Warranty is not in effect until the system is paid for. Warranty is performed only on Monday through Friday from 8 AM to 5 PM. Warranty begins on the day of the first beneficial use of the equipment.
- Payment terms are: Net 30 days. Credit hold is applied at 60 days. Mechanics Liens on project are filed before 90 days.
- Any shortages of equipment shipped directly to the purchaser must be reported within two weeks of delivery. Midwest Alarm Services will not be responsible for shortages of product if not reported within two weeks of receipt.
- This Midwest Alarm Services quote/agreement is not with the building owner in most cases, and as such, this quote is not an "if paid or when paid" agreement with a contractor.
- For any additions to an existing system, unless clearly specified differently, it is assumed that the existing system is fully operational and working normally. Any troubleshooting or repairs to the existing system, unless specified in the bidding documents, is not included in this quotation.
- Troubleshooting wiring errors is not included in this quote.
- The equipment provided by Midwest Alarm Services shall not be used to power equipment furnished by others unless engineered as such by Midwest Alarm Services.
- Midwest Alarm Services has the right to stop performing services and to withhold further delivery of materials until the customer's credit account is current.
- Any reference to alarm monitoring in this agreement is for pricing purposes only. Alarm monitoring services are performed pursuant only to the terms and conditions of the Company's standard alarm monitoring agreement.
- Unless in a separate line item quoted above this quotation does not include monitoring the system. Midwest Alarm Services is not responsible for the programming and testing of the central station monitoring if a vendor other than Midwest Alarm Services is chosen.
- All work performed under this agreement will be performed only during the Company's business hours of Monday through Friday from 8 AM to 5 PM unless specifically quoted as after hours work.

Thank you for your consideration

Accepted Pending Submittal Approval: _____

Date: _____

Print Name _____

Signature: _____

Hold for Release _____ Release Immediately _____

Total:	<u>\$ 5,431.74</u>
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PROPOSAL

Date:10/29/2024

Project: City of Monticello

Install new fire alarm devices at city hall.

- 1) Pull new wire from existing fire alarm panel to feed new equipment in city hall, 1st, 2nd and 3rd floor.
- 2) Install (4) new pull station, surface mount if needed.
- 3) Install (9) Addressable photo/thermal detectors.
- 4) Install (1) Addressable thermal detector
- 5) Install (1) Addressable Monitor Module
- 6) Install (1) OSID Beam detector w/reflector
- 7) Install (1) Remote test station
- 8) Install (5) Horn strobe 2W White wall
- 9) Install (7) Strobe lights white wall
- 10) Pull all wire to new equipment and make all connections, test out and certify with Midwest Alarm services.
- 11) All wiring will be in wall unless impossible to get to and then we need to surface mount wire mold to get to equipment.

Base Bid: \$25,000.00 not to exceed

With payments: In full once complete

ACCEPTANCE OF PROPOSAL: The prices, specifications, terms, and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

It is understood and agreed that this work is not provided for in any other agreement and no other contractual rights arise until the proposal is accepted in writing.

Date..... Signature.....

E-mail: mcallisterelect@netins.net
Office : 563-852-7484



1525 Ketelsen Dr
Hiawatha, IA 52233
(319) 551-5489

Date: 11/15/2024

Proposal By: Rob Fassler

ATTN: Britt Smith

PROJECT NAME: Monticello City Hall Fire Alarm

CUSTOMER: City of Monticello

SCOPE OF WORK: Retrofit existing building with addressable fire alarm system. Where necessary, Elite will install surface mount conduit/wiremold to detection and notification devices. Most surface mount areas are outside of public view on the main floor. There will be areas on the 2nd floor and 3rd floor that require surface pathway (stair landings and rooms). The ballroom ceiling will be accessed via the attic. Elite will install monitor modules in the new fire alarm panel to send signals to the existing fire alarm in the community center for monitoring purposes.

Fire Alarm System:

- 1-FACP
- 4-Pull Stations
- 34-Smoke Detectors
- 5-Heat Detectors
- 17-Notification Devices
- 2-Monitor Modules

All fire alarm equipment
All installation material and labor
Design
Acceptance testing and training

FIRM QUOTATION: \$25,400.00

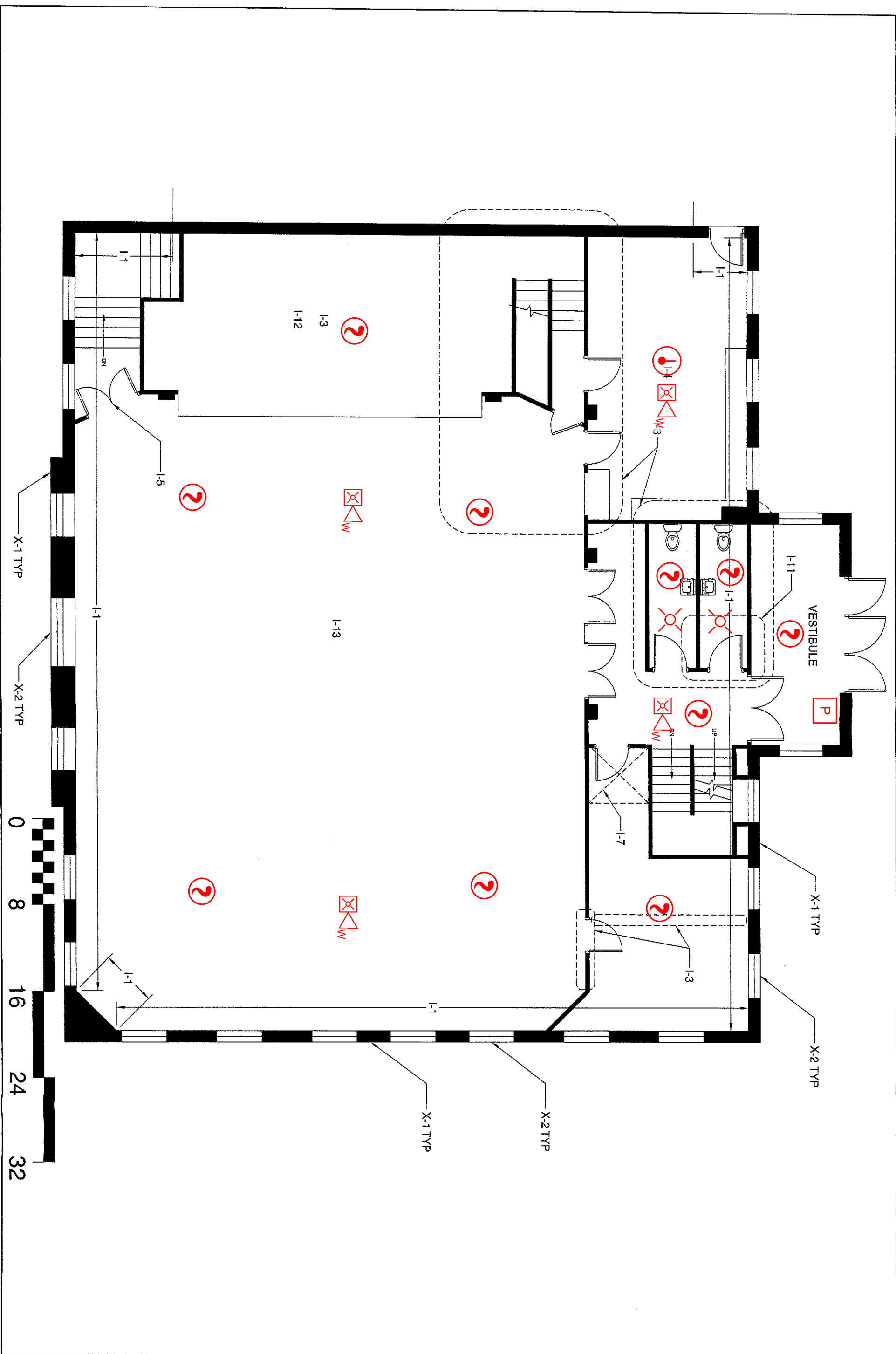
NOTE: The above work will be completed during normal business hours. All work on the facility will be done in compliance with NFPA and local code requirements. Our price for this work is in dollars to be paid in monthly installments for labor performed and material delivered the preceding month with the balance upon completion.

Due to the current tariff related volatility & unpredictability of the steel market/microchip shortage our price is subject to change to cover potential material increases.

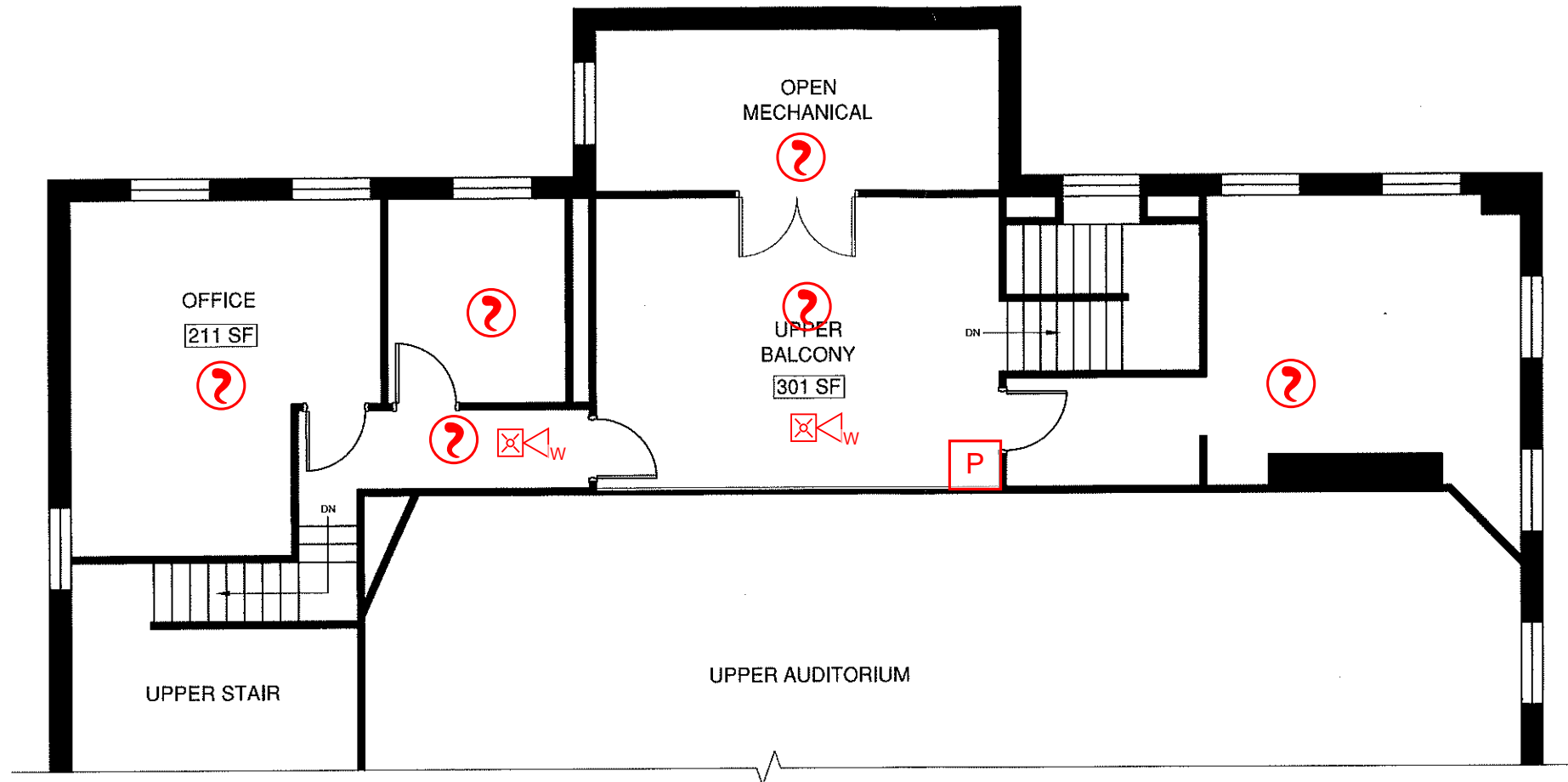
This proposal is good for thirty (30) days from the above proposal date. Please sign and send back to Rob Fassler at: rfassler@elitefireautomation.com

ACCEPTED BY: _____

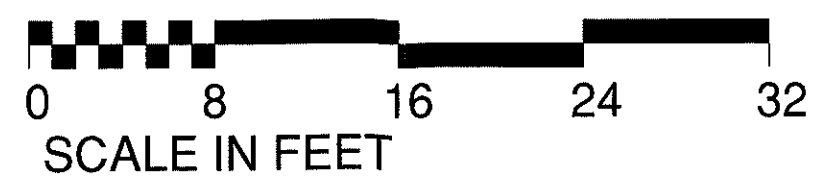
DATE: _____









SHEET 2 OF 3 REVISED	EXISTING SECOND FLOOR MONTICELLO CITY HALL MONTICELLO IA		DRAWN BY: IPCH	NO.	REVISION	DATE
			APPROVED BY: AMV3			
			ISSUE DATE: 10/25/13			

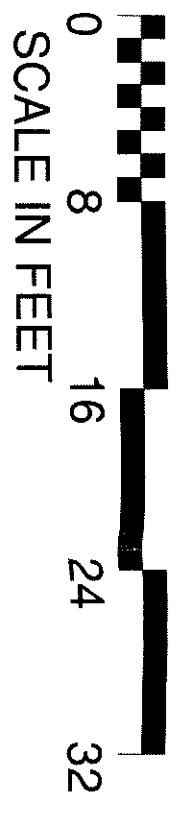
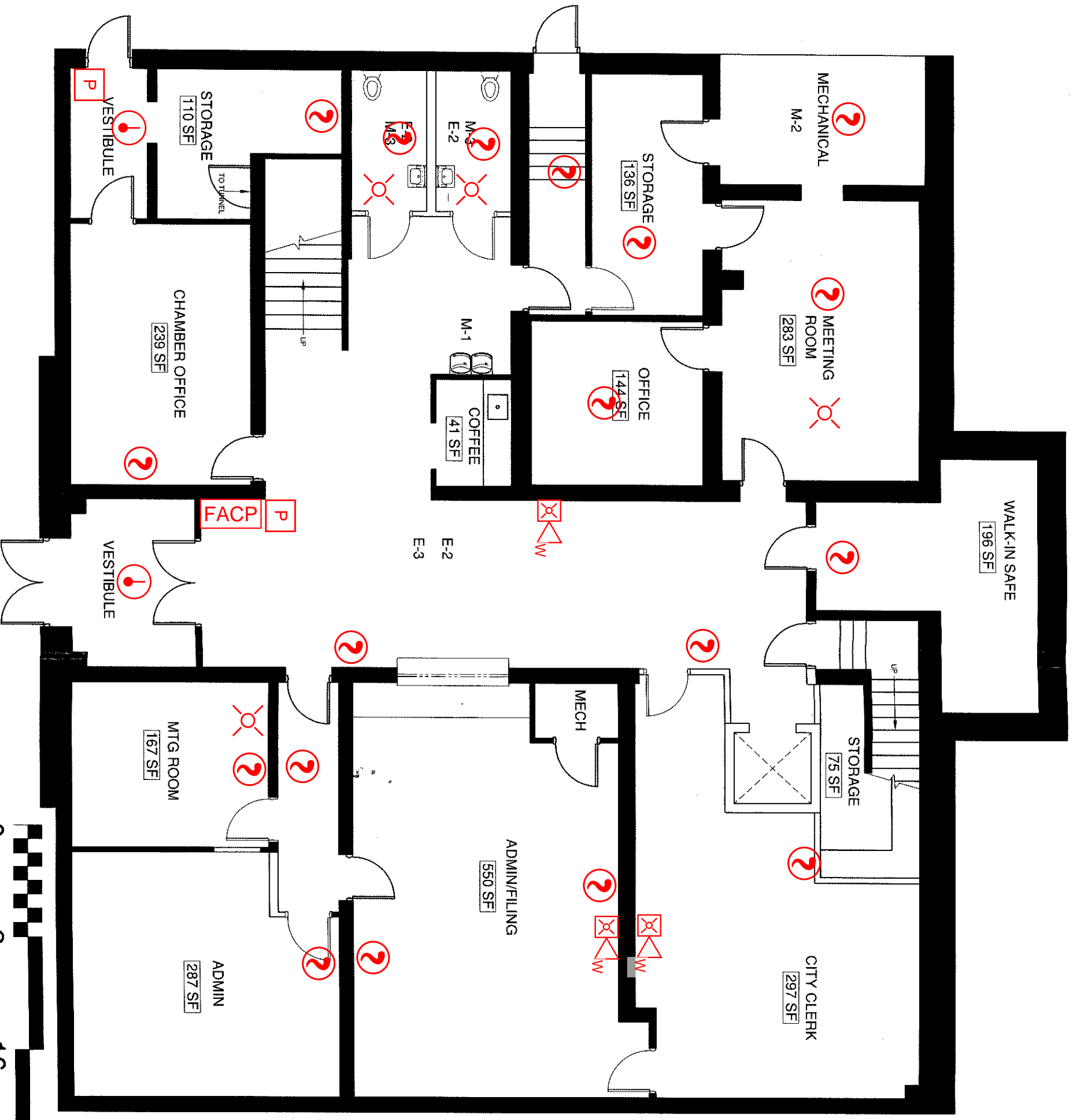


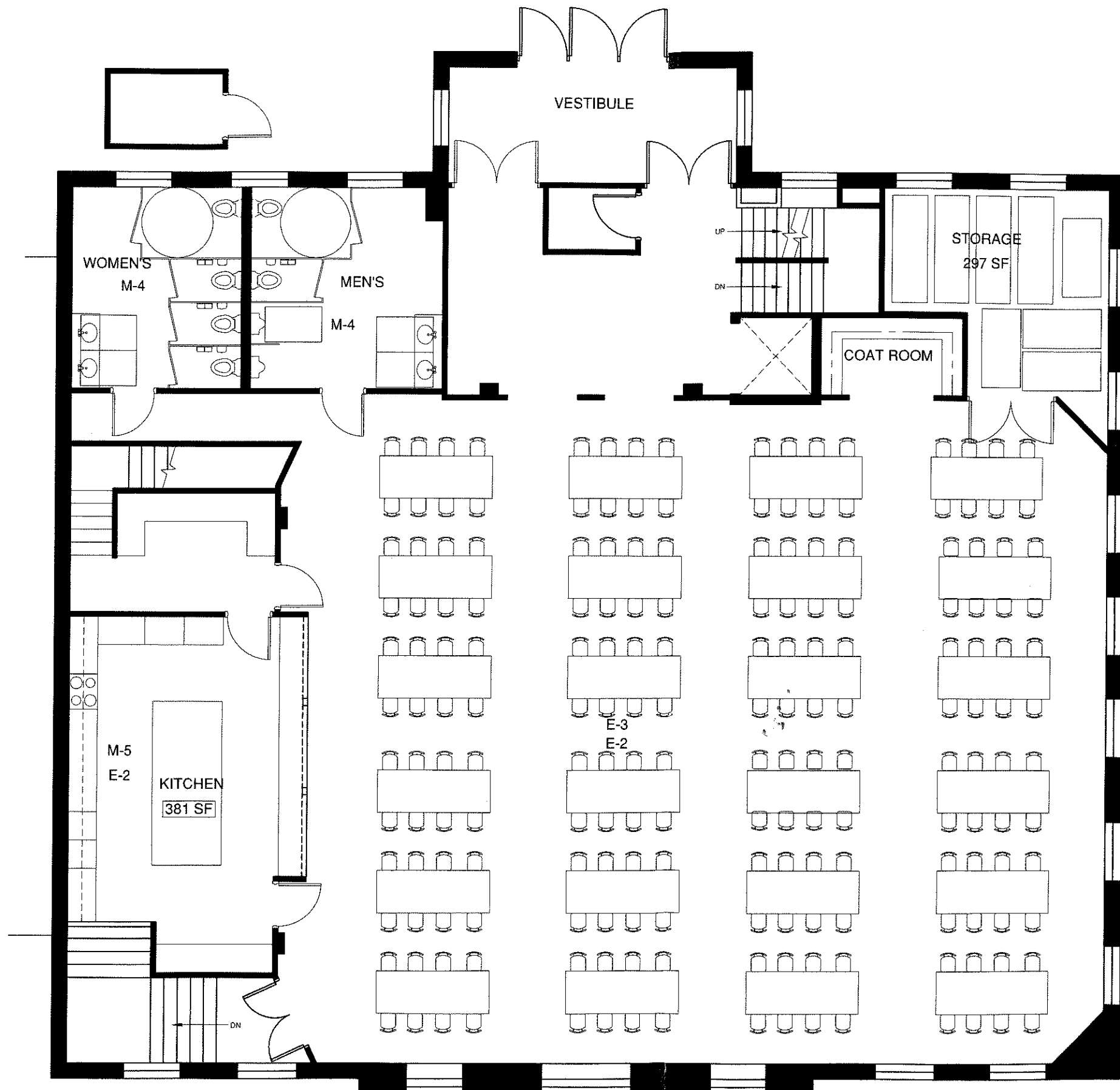
Heats in the Clocktower and Clock Mechine room



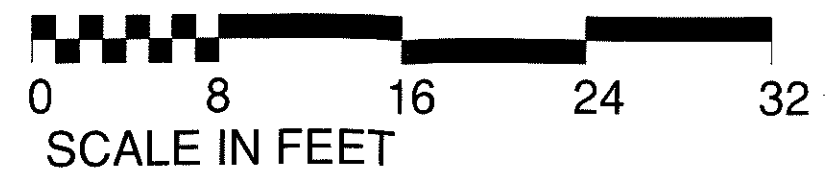
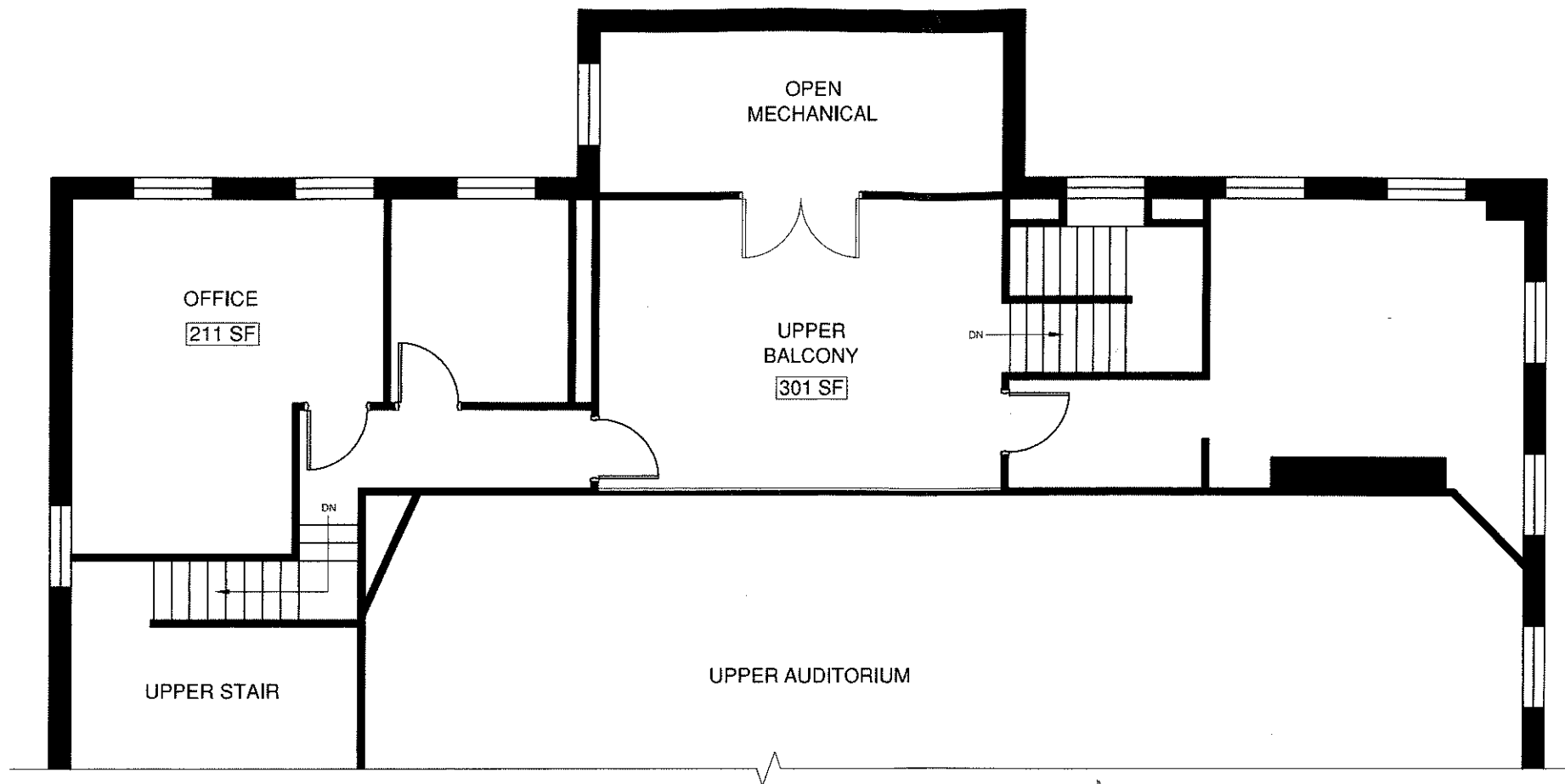
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MEZZANINE REMODEL MONTICELLO CITY HALL MONTICELLO, VA				
SHEET NO. 3				
OF 3				
DATE				

-  Smoke Detector
-  Heat Detector
-  Pull Station
-  Horn/Strobe
-  Strobe
-  Fire Alarm Panel





SECOND FLOOR REMODEL MONTICELLO CITY HALL MONTICELLO, IA	Ament DESIGN	DRAWN BY: APPROVED BY: ISSUE DATE:	I P C H A M V 3 1 0 / 2 5 / 1 3	NO.	REVISION	DATE
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MEZZANINE REMODEL MONTICELLO CITY HALL MONTICELLO, VA		IPCH AMV3 10/25/13		NO.		REVISION		DATE	
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Ament DESIGN									
SHEET NO.		3		OF		3		FEE NAME	



Providing Peace of Mind with Unique Technology Solutions

Monticello City Hall Fire Alarm System

Quote #KPC003602 v1

Prepared For:

City of Monticello

200 E 1st St
Monticello, IA 52310

P: (319) 465-8027

E: britt@ci.monticello.ia.us

Prepared by:

Hawkeye Communication

Kevin Callanan
97 N Center Point Rd
Hiawatha, IA 52233

P: (319) 362-4300

M: 319-721-3703

E: kevinc@hawkeye-communication.com

Date Issued:

12.03.2024

Expires:

01.02.2025

Fire

Product Description	Quantity
Notifier Intelligent Addressable Photo Smoke Detector	45
Notifier Addressable Pull Station	4
Notifier Annunciator	1
Horn Strobe White, Ceiling Mount	16
Strobe White, Ceiling Mount, "Fire"	4
10A Conventional Power Supply with 6 Outputs, Black Enclosure	1
14-02 UNS SOL FPLP Red Jkt	4
18-02 UNS SOL FPLP Red Jkt	2
Installation Materials	1
System Design	1
Fire Alarm Permit	1
Installation Labor	1
<p>SCOPE:</p> <ul style="list-style-type: none"> - FIRE ALARM SYSTEM IN ACCORDANCE WITH NFPA 72 - SMOKE DETECTORS THROUGHOUT ENTIRE CITY HALL BUILDING - HORNS AND STROBES AS REQUIRED PER IFC <p>NOTE:</p> <ul style="list-style-type: none"> - THIS ESTIMATE ASSUMES THAT THE MAIN FIRE ALARM CONTROL PANEL IN THE LIBRARY WILL BE USED AS THE PANEL FOR THE CITY HALL BUILDING - THIS ESTIMATE ASSUMES THAT DRILLING INTO THE SAFE CAN BE DONE WITH STANDARD DRILL BITS. IF A SPECIALIZED CONTRACTOR IS REQUIRED TO DRILL INTO THE SAFE IT WILL NOT BE COVERED UNDER THIS ESTIMATE. 	
Subtotal:	\$58,505.55

Quote Summary	Recurring	One-Time
Fire	\$0.00	\$58,505.55



Providing Peace of Mind with Unique Technology Solutions

Subtotal:	\$0.00	\$58,505.55
Total:	\$0.00	\$58,505.55

Shipping & handling fees are subject to change.

Acceptance		
Hawkeye Communication	City of Monticello	
Kevin Callanan _____ Signature / Name 12/03/2024 _____ Date	Britt Smith _____ Signature / Name <div style="text-align: right; margin-right: 20px;">Initials</div> _____ Date	

City Council Meeting
Prep. Date: 11/26/2024
Preparer: Russell Farnum



Agenda Item: #11
Agenda Date: 12/16/2024

Communication Page

Agenda Items Description: Proposed rental rate for Tough Entertainment specific to Winter Bounce

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

Synopsis:

The attached Memorandum of Understanding is in reference to proposed rental rates for Tough Entertainment and their Winter Bounce series in partnership with Monticello Parks and Recreation

Background Information:

Monticello Parks and Recreation has established a new rental rate for event use as part of its Memorandum of Understanding (MOU) with Tough Entertainment. The rate for facility rentals will be set at **\$100 per day**, which will be collected by the City to support operational costs associated with hosting events.

Additionally, as part of the partnership, Tough Entertainment has agreed to contribute **\$2 per attendee** from their events as a donation to the **Monticello Friends of Parks and Recreation**. This generous arrangement not only provides financial support for the City's facilities but also directly benefits community initiatives, including youth scholarships, park enhancements, and recreational programming.

Staff Recommendation:

To approve the rental rates for Tough Entertainment on dates outlined in the MOU attached.

MEMORANDUM OF UNDERSTANDING

November 21, 2024



Between

Tough Entertainment

And

Monticello Parks and Recreation

This Memorandum of Understanding (MOU) is entered into by and between Tough Entertainment, hereinafter referred to as "Tough Entertainment," and Monticello Parks and Recreation, hereinafter referred to as "Parks and Recreation," for the purpose of establishing the terms for the use of the Berndes Center located in Monticello, Iowa.

1. Purpose

This MOU outlines the agreement between Tough Entertainment and Monticello Parks and Recreation for the rental of the Berndes Center for the following dates:

- December 20th and 21st, 2024
- January 18th, 19th, and 20th, 2025
- February 7th and 8th, 2025
- March 28th and 29th, 2025

2. Facility Rental Terms

Tough Entertainment agrees to pay a facility rental fee of \$100 per day of use for the dates specified above.

3. Additional Fees

In addition to the rental fee, Tough Entertainment will donate \$2 per entry collected for the events to Monticello Friends of Parks and Recreation. The total number of entries will be reported by Tough Entertainment to Parks and Recreation within 10 days following the conclusion of each event.

4. Payment Schedule

Tough Entertainment will remit the rental fee of \$100 per day and the entry fee donation within 30 days following each event date. Payment will be made via check or another mutually agreed method.

5. Responsibilities of Tough Entertainment

Tough Entertainment agrees to:

- Provide proof of insurance.
- Ensure the Berndes Center is used in a manner that is consistent with the policies and procedures of Monticello Parks and Recreation.
- Leave the facility in a clean and undamaged condition after each event.
- Obtain any necessary permits, licenses, or insurance required for events held at the Berndes Center.

6. Responsibilities of Monticello Parks and Recreation

Monticello Parks and Recreation agrees to:

- Provide access to the Berndes Center on the dates specified, including evening prior for set-up.
- Maintain the Berndes Center in good condition and ensure it is ready for use on the event dates.
- Coordinate with Tough Entertainment for any facility-specific requirements or support needs.

7. Termination

Either party may terminate this MOU with 30 days written notice.

8. Indemnification

Tough Entertainment agrees to indemnify and hold harmless the City of Monticello and Monticello Parks and Recreation, its employees, and agents from any and all claims, damages, or liabilities arising from the use of the Berndes Center.

9. Amendments

Any amendments or modifications to this MOU must be made in writing and signed by both parties.

10. Contact Information

For Tough Entertainment:

Tyler Johnson

[Redacted]

[Redacted]

For Monticello Parks and Recreation:

Jacob Oswald

766 N. Maple St.

319-465-6640

joswald@ci.monticello.ia.us

This MOU is effective upon the signature of both parties and will remain in effect for the dates specified above.

Signed:

Tyler Johnson, Tough Entertainment

Date: _____

Jacob Oswald, Parks and Recreation Director

Date: _____

City Council Meeting
Prep. Date: 12/9/2024
Preparer: Russell Farnum



Agenda Item: # 12
Agenda Date: 12/16/2024

Communication Page

Agenda Items Description: Marijuana-related business regulations (REVISED)

Type of Action Requested: Ordinance – 3rd Reading

Attachments & Enclosures:

Ordinance (revised)

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

Summary: This ordinance relates to operational requirements for the manufacture or sale of products containing THC. The intent of the ordinance is to outline reasonable regulations on spacing (from places youth congregate and from store-to-store), hours of operation, and other factors, to limit the availability of these products to youth.

This ordinance, however, was not intended to regulate “CBD” and other products that are not intended for “getting high”. The original language inadvertently did include those products in wide-sweeping definitions.

This proposed final edit version narrows the definitions by removing references to Cannabidiol, Cannabinoid, Hemp, and Consumable hemp products containing less than 0.3% THC. Chapter 126.08 specifically exempts those products from the regulations.

These final revisions are reviewed and approved by the City Attorney and Police Chief. The City Attorney has noted that the revisions are not substantive enough to require a new ordinance, these final edits can be approved with 3rd Reading.

Recommendation: Approval of this amended Ordinance, on 3rd Reading, is recommended.

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA, BY ADDING A NEW CHAPTER 126 ENTITLED “CONSUMABLE HEMP AND MARIJUANA PRODUCT SALES”

BE IT ENACTED by the City Council of the City of Monticello, Iowa:

SECTION 1. NEW CHAPTER. The Code of Ordinances of the City of Monticello, Iowa, is amended by adding a new Chapter 126, entitled **CONSUMABLE HEMP AND MARIJUANA PRODUCT SALES**, which is hereby adopted to read as follows:

CHAPTER 126

CONSUMABLE HEMP AND MARIJUANA PRODUCT SALES

126.01 Purpose

126.02 Definitions

126.03 Certain Activities and Sales Prohibited.

126.04 Location Restrictions

126.05 Responsibilities of Owner/Operator

126.06 Hours of Operation

126.07 Enforcement

126.08 Exemption

126.01 PURPOSE. The purpose of this ordinance is to set forth where consumable hemp, marijuana, marijuana-derived and/or medical cannabis products (as defined below, and/or in the Iowa Code) may be grown, produced, sold or distributed in the City of Monticello, including: products in Iowa’s registered consumable hemp program; products in Iowa’s Medical Cannabidiol (CBD or aka Cannabis) program; and other marijuana or hemp-derived commercialized products whether intended for consumption or not, if their sale is legal under state or federal law.

126.02 DEFINITIONS.

Cannabidiol (“CBD”): A crystalline compound and one of two main cannabinoids found in the cannabis plant; in its pure form, it has no known psychoactive effect. (The other main cannabinoid being tetrahydrocannabinol “THC”, which does have a psychoactive effect.) Pure CBD is devoid of psychoactive activity, with analgesic and anti-inflammatory activities.

Cannabinoid: any of a group of closely related compounds which include cannabidiol (“CBD”), and the active constituents of cannabis. The cannabis plant contains more than 100 compounds (or cannabinoids).

Cannabis: A tall plant with a stiff upright stem, divided serrated leaves, and glandular hairs. It is used to produce hemp fiber and as a drug. It is a dried preparation of the flowering tops or other parts of the cannabis plant, or a resinous extract (cannabis resin), smoked or consumed, generally illegally, as a psychoactive drug. It is also called Marijuana.

Consumable Hemp Product: A liquid or solid manufactured or derived from Hemp, that can be introduced into the human body by ingestion, inhalation, or topical application, including but not limited to: food, chew or snuff, oils and lotions, and hemp processed or otherwise manufactured, marketed, sold, or distributed as food (e.g., "gummies"), drink, a food additive, a dietary supplement, or a drug.

Consumable Hemp Vaping Product: A liquid or solid manufactured or derived from Hemp, that can be introduced into the human body by any method of inhalation.

Hemp: The plant *Cannabis sativa* L. and any part of that plant, including the seeds and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol (THC) concentration of not more than 0.3% on a dry weight basis.

Hemp-derived Psychoactive Product: Any product that is made from, derived from, distilled from, or contains hemp or hemp extracts that can be used for human consumption or application, that contains THC that exceeds federal limits of 0.3% THC by weight including, but not limited to cannabis flower, edible products, tinctures, vapes, powder, wax, pills, and lotions, that affect mental processes (e.g., perception, consciousness, cognition or mood and emotions) when ingested, injected, inhaled, applied, taken into or administered into one’s system.

Marijuana: All parts of the plant *Cannabis*, its roots, stalks, leaves, flowers, and seeds, whether growing or not, and any resin, compound, cake, manufacture, salt, derivative, mixture or preparation of the plant.

Marijuana-derived Product: Any product that is made from, derived from, distilled from, or contains marijuana or marijuana extracts that can be used for human consumption or application, including, but not limited to cannabis flower, edible products, tinctures, vapes, powder, wax, pills, and/or lotions.

Marijuana-derived Psychoactive Product: Any product that is made from, derived from, distilled from, or contains marijuana or marijuana extracts that can be used for human consumption or application, that contains THC, including, but not limited to cannabis flower, edible products, tinctures, vapes, powder, wax, pills, and lotions, that affect mental processes (e.g., perception, consciousness, cognition or mood and emotions) when ingested, taken into or administered into one’s system.

Medical Cannabis product: Any product that has been approved either legislatively in Iowa or by the Medical Cannabis Board for medical use.

Tetrahydrocannabinol (“THC”): A crystalline compound and one of two main cannabinoids found in the cannabis plant; in its pure form, and is known for its psychoactive effect. (The other main cannabinoid being “CBD”, which does not have a psychoactive effect). “THC” may also be known by its isomer/analog/derivative, such as HHC, Delta-6, 8, 9, 10 or otherwise, or any combination thereof, which for purposes of this Ordinance shall be considered THC, even if derived from Hemp or CBD.

126.03 Certain Activities and Sales Prohibited.

A. Growth, manufacture, sale or distribution of any Hemp-derived psychoactive product, Marijuana, Marijuana-derived product, Marijuana-derived psychoactive product, and/or Medical Cannabis product is prohibited in any establishment selling alcoholic beverages for consumption on the premises.

B. Manufacture, sale or distribution of any Consumable Hemp Vaping Products is prohibited anywhere in the City of Monticello, regardless of the amount of THC isomers/analog/derivatives in the product.

C. Consumption of any Hemp-derived psychoactive product, Marijuana, Marijuana-derived product, Marijuana-derived psychoactive product, and/or Medical Cannabis product is prohibited on the premises of any property that is legally permitted to grow, manufacture, sell or distribute any Cannabinoid, Hemp-derived psychoactive product, Marijuana, Marijuana-derived product, Marijuana-derived psychoactive product, and/or Medical Cannabis product.

126.04 Location Restrictions.

A. Any person or business growing, manufacturing, selling, or distributing any Cannabinoid, Hemp-derived psychoactive product, Marijuana, Marijuana-derived product, Marijuana-derived psychoactive product, and/or Medical Cannabis product in the City of Monticello shall only do so from a permanent structure, taxed by Jones County as real property, and located in a C-1, C-3 or M-1 zoning district, that also meets all of the location requirements

set forth below.

B. No business engaging in the growth, manufacture, sale or distribution of any Hemp-derived psychoactive product, Marijuana, Marijuana-derived product, Marijuana-derived psychoactive product, and/or Medical Cannabis product shall be allowed:

1. Within one thousand (1,000) feet of any church, synagogue, mosque, temple, or other place of religious worship.
2. Within one thousand (1,000) feet of any public or private school offering general education for students between the years of Preschool and Twelfth grade, public library or museum.
3. Within one thousand (1,000) feet of any public park or playground. For purposes of this section, bike paths, trails, waterways, and boat launches shall not be deemed a public park.
4. Within one thousand (1,000) feet of any other business engaging in the growth, manufacture, sale or distribution of any Hemp-derived psychoactive product, Marijuana, Marijuana-derived product, Marijuana-derived psychoactive product, and/or Medical Cannabis product.

Distances provided above shall be measured by following a straight line, without regard to intervening buildings, from the nearest point of the property parcel upon which the proposed business is to be located, to the nearest point of the parcel of property or zoning district boundary line from which the business of growth, manufacture, sale or distribution of any Hemp-derived psychoactive product, Marijuana, Marijuana-derived product, Marijuana-derived psychoactive product, and/or Medical Cannabis product is to be separated.

126.05 Responsibilities of Owner/Operator. Every act or omission by an employee constituting a violation of the provisions of this ordinance shall be deemed the act or omission of the owner/operator if such act or omission occurs either with the authorization, knowledge, or approval of the owner/operator, or as a result of the owner/operator's negligent failure to train any employee or supervise the employee's conduct, and the owner/operator shall be subject to punishment for such act or omission in the same manner as if the owner/operator committed the act or caused the omission.

126.06 Hours of Operation. A business engaging in the growth, manufacture, sale or distribution of any Hemp-derived psychoactive product, Marijuana, Marijuana-derived product, Marijuana-derived psychoactive product, and/or Medical Cannabis product may remain open for business no longer than the hours from between 10:00 a.m. to midnight, seven days a week.

126.07 Enforcement. Any violation of this ordinance by the owner or operator shall be subject to penalties in accordance with Chapter 4 of the municipal code.

126.08 Exemption. Any Consumable Hemp products containing non-psychoactive Cannabidiol (“CBD”) or similar cannabinoids and that contain less than 0.3% THC are exempt from the location and other restrictions on production and sale.

SECTION 2. Repeal. Any ordinance, provision or part thereof, which differs or is inconsistent with this ordinance is hereby repealed, to the extent of said difference or inconsistency.

SECTION 3. Severability. If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional by a court of competent jurisdiction, 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. Effective Date. This ordinance shall be in effect from and after final passage, approval, and posting and publication of this ordinance as required by law.

PASSED and APPROVED this ____ day of _____ 2024.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

First Reading: 11/4/2024

Second Reading: 11/18/2024

Third Reading: _____

I certify that the foregoing was published as Ordinance No. ____ on the ____ day of _____, 2024.

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 11/26/2024
Preparer: Sally Hinrichsen



Agenda Item: # 13-21
Agenda Date: 12/16/2024

Communication Page

Agenda Items Description: Reports

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Reports / Potential Actions:

- 13. City Engineer
- 14. City Administrator
- 15. Public Works Director
- 16. Police Chief
- 17. Water/Wastewater Superintendent
- 18. Park and Recreation Director
- 19. Library Director
- 20. Ambulance Director
- 21. City Clerk
 - a. IDOT crack sealing on IA-38, in Monticello, from US-151 to East 9th Street



KIM REYNOLDS, GOVERNOR
ADAM GREGG, LT. GOVERNOR

SCOTT MARLER, IOWA DOT DIRECTOR
TROY JERMAN, IOWA DOT COO

IOWA DEPARTMENT OF TRANSPORTATION
DIVISION/BUREAU
5455 Kirkwood Blvd. SW
Cedar Rapids, IA 52404
319-364-0235
www.iowadot.gov

December 6, 2024

Ref: MP-038-6(724)63--76-53

Dear City Council:

This is official notification to your City Council that the Iowa Department of Transportation (DOT) proposes to let a project as referenced above. This project, or a portion thereof, lies within your city. The project is proposed for construction during 2025 and will consist of HMA crack sealing on IA-38, in Monticello, from US-151 to East 9th St.

The work will be done in accord with the current Form 810034 "Agreement for Primary Road Extension Maintenance and Operation". Project costs will be paid from the Primary Road Fund and no charges will be made against the city.

The contract will be administered by the Manchester Resident Construction Engineer's Office. If the City would like to be notified of the preconstruction meeting schedule, contractor's proposed work schedule, or has any other questions and/or concerns, please contact Hugh Holak, P.E., Resident Construction Engineer of the Manchester RCE Office by calling 563-927-2397, or by email at hugh.holak@iowadot.us

We would appreciate this project notification being included on your next City Council meeting agenda as a matter of information for the Council members. If you have any questions concerning the work involved, please contact this office as soon as possible to expedite any possible changes.

Sincerely yours,

A handwritten signature in blue ink that reads "Jesse Tibodeau". The signature is written in a cursive, flowing style.

Jesse Tibodeau, P.E.
Assistant District Engineer

JLT:JWP

cc: Jim Schnoebelen, P.E., Iowa DOT District Engineer, District 6
Jesse Tibodeau, P.E., Iowa DOT Assistant District Engineer, District 6
Danielle Alvarez, P.E., Iowa DOT District Construction Engineer, District 6
Hugh Holak P.E., Resident Construction Engineer, Manchester RCE Office
Brian Stelken, Iowa DOT Engineering Tech Senior, Manchester RCE Office
Diane Recker, Iowa DOT Engineering Office Assistant, Manchester RCE Office
Anthony Bardgett, Iowa DOT Area Engineer, District 6 Office
Sally Hinrichsen, City Clerk, City of Monticello

Dear Mayor and Council;

As identified within the 2024/2025 City of Monticello City Council Priority Goals, the Council wished to update our sidewalk program considering the recent caselaw of *Splittgerber v. Bankers Trust Company* (2024). While our current sidewalk program is better than most communities, the following is a summary of the current sidewalk enforcement program and how this current practice falls within the rulings of the *Splittgerber* case. This summary also poses some questions for the Council that will provide guidance and direction for the program in the years ahead.



200 E. First Street
Monticello, IA 52310
(319) 465-3577
Fax (319) 465-3527

**CITY OF MONTICELLO
CITY COUNCIL**

2024/2025 Priority Goals

8 Update sidewalk program considering recent case law

As mentioned, a ruling by the Iowa Supreme Court has had an impact on the importance in how cities handle sidewalk deficiencies to minimize our liability. Here is a brief summary from Attorney Doug Herman on how this interpretation is impacting liability.

“The new Supreme Court decision in *Splittgerber* overturned a prior case, the *Madden* case, which interpreted the same State statute in a different manner. Under *Madden* a municipality could pass an ordinance making private property owners liable for damages caused by a defective sidewalk, whether they had been ordered to repair the sidewalk by the municipality or not. The *Splittgerber* Court disagreed with *Madden*, finding that the Iowa Statute under consideration did not allow a City to transfer liability for a defective sidewalk to a private property owner by Statute as such a statute would conflict with the State statute and therefore be pre-empted by the State statute. Under home rule authority a City can pass any law or do anything not forbidden or prohibited by State statute, in this situation the two Courts, *Madden* and *Splittgerber*, read the law differently. The *Splittgerber* case finding that the language of the

State Statute allowed the City to pass on maintenance obligations to a private property owner but did not allow a City to pass liability to the private property owner. That said, the Splittgerber case is specifically tied to the Statute and the interpretation of what it allows or doesn't allow. It is possible, if the City has ordered repairs/maintenance and the owner fails to repair/maintain as ordered, that the City would have an argument that the private property owner must indemnify the City for any damages incurred or liability imposed on the City as a result of an injury caused to someone by a defective sidewalk. (While not covered by this case, it would be unlikely that a City could successfully claim indemnification if the order from the City to the property owner to repair their sidewalk was not relatively recent/current".

In short, this ruling highlights the importance for the City to conduct inspections and notify property owners of deficiencies to limit, but never fully absolve us from liability. While our current program has been viewed as better than most communities, there is still some room for improvement and some guidance from the Council is necessary to determine what those areas of importance will be.

Program Summary:

Since 2019, when the Police Department was assigned to oversee sidewalk enforcement and infill, I generated a policy and practice for sidewalk inspections and infill considerations. While City wide sidewalk inspections had proven to be very daunting and have been the reason past enforcement follow through always failed, a procedure was generated to ensure that the program could be adequately managed on an annual basis. We currently follow a ward style inspection area as identified by the previous ward style voting map, and conduct an inspection on a new ward annually. After four years, the entire town has been inspected. This ward-by-ward inspection process makes it easier to take bites out of the City, but does pose some concern as we consider the most recent rulings.

Here is how the program works, each spring, once school has released for the year, our School Resource Officer is assigned to conduct an inspection of the sidewalks within the identified ward. We utilize the guidelines within Chapter 136.02 of the Monticello City Code of Ordinances to identify compliance issues, which follow ADA guidelines very closely. An inspection report form is completed for each property that is identified as "out of compliance". The panels are marked with orange paint in a manner identified within the inspection report for the identified deficiency. That report, along with a sidewalk construction permit and a copy of the code requirements are sent to the property owner of the identified property. The first notice, typically around mid-June, provides for 90 days to complete the identified repairs. While we provide them with a letter that clearly states the requirement of obtaining a FREE building permit for the repair/construction of a sidewalk, there are very few property owners that return the sidewalk construction permit. Of the ones that do complete the sidewalk construction permit, there is generally only one that will notify the City to have the forms inspected prior to pouring. The forms are "inspected" by a member of public works, or myself to check for any issues. Unfortunately, I've taken the stance that if the repairs get made, I don't go out and contact them for the permit. This may be an area for future improvement and it may be necessary from an accountability and liability standpoint that we receive and conduct these inspections.

After the completion of the 90 days, a follow up inspection is completed on all of the out of compliance properties. For the properties that have made the repairs, we ensure that they fall within the

requirements and sign off on the completion of the repairs. For any properties that have failed to make the identified repairs, a second notice is sent by certified mail that reiterates the identified repairs and provides for an additional 30 days to make the repairs. Additionally, it includes language that failure to make the repairs will result in the City coordinating the completion of the repairs and assessing the cost to the property owner. The assessment of costs is covered under Chapter 136.04 and 136.05 of the City of Monticello Code of Ordinances.

At the completion of the 30 days, if the repairs are not made, I coordinate with a local contractor to make the repairs. This is generally for 1-3 properties per year that we coordinate the work for. For the last 2 years, I have not sought bids but had contacted Monk Construction to make the repairs. They have generally been the cheapest and are willing to work around the challenges of replacing 1 panel here and there as many contractors don't prefer to do this type of work.

Once I receive the invoice from the contractor, an invoice generated for each property and is sent to the owner requesting payment for the repairs. If no payment is received, I provide Sally with all the documentation which includes; Inspection Report, Notification letters, Certified Mailing receipt, and invoice. Sally then proceeds with filing the assessment.

I have included our current Policy and Procedure for the Sidewalk Program. This currently is not an official Policy and Procedure for the City, so it should be reviewed by the Council, recommendations made and approved for use.

City of Monticello Sidewalk Policy

Safe, pedestrian-friendly neighborhoods and access to critical infrastructure by way of foot, bike or by other non-motorized means for residents of all ages are a priority for the City of Monticello. An important component in ensuring this is the City's sidewalk inspection, repair, and infill program, which is developed to provide for guidance on the maintenance, installation and infill sidewalks within the City of Monticello.

The purpose of this document is to establish policy and guidelines for the routine inspection, inspection criteria, repair and replacement procedures, installation requirements, and prioritization of infill for connectivity of sidewalks within the City of Monticello.

Iowa Code 364.12(d) and City Code Chapter 136 provides the City of Monticello legal guidance and authority for the maintenance and repair of public sidewalks. These code sections within this policy are referenced for their guidance in addressing issues within the community. The Americans with Disabilities Act (ADA) and the Iowa Statewide Urban Design and Specifications (SUDAS) provide for specifications for the installation of sidewalks standards.

MAINTENANCE

136.07 PROPERTY OWNER'S RESPONSIBILITY FOR MAINTENANCE. The abutting property owner shall repair, replace, or reconstruct, or cause to be repaired, replaced, or reconstructed, all broken or defective sidewalks and maintain in a safe and hazard-free condition any sidewalk outside the lot and property lines and inside the curb lines or, in the absence of a curb, any sidewalk between the property line and that portion of the public street used or improved for vehicular purposes. The abutting property owner may be liable for damages caused by failure to maintain the sidewalk. (Code of Iowa, Sec. 364.12[2c])

136.03 REMOVAL OF SNOW, ICE, AND ACCUMULATIONS. The abutting property owner shall remove snow, ice, and accumulations promptly from sidewalks. If a property owner does not remove snow, ice, or accumulations within 24 hours, the officer authorized by the Council may remove or cause to be removed all snow, ice or accumulations such as mud, sand or other debris from abutting property, from all sidewalks, without notice to the property owner, when knowledge of such condition comes to said officer's attention. Said officer shall return to the Council an itemized and verified statement of expenditures of labor and materials used in making such removal and the description of the lot or parcel of ground abutting on the sidewalk from which said snow, ice or other accumulation has been removed, and the cost thereof shall be assessed to the property fronting thereon. The abutting property owner may be liable for damages caused by failure to remove snow, ice, and accumulations promptly from the sidewalk. (Code of Iowa, Sec. 364.12[2b & e])

Inspection

For the purposes of the inspection program, Monticello is divided into four (4) geographical areas consistent with the Four (4) Ward Zones. Each year, the sidewalks in one of the four (4) areas will be inspected in accordance with the criteria established by the City Code of Ordinances to determine if sidewalk repairs are necessary. Only sidewalks are inspected. The parkway, driveway approaches, water stop boxes located outside of the sidewalk, etc. are not inspected as part of the program.

In addition, sidewalks are inspected outside of the geographical area if a complaint is received on the condition of a sidewalk.

Inspection criteria

The City of Monticello recognizes current ADA requirements for sidewalk installation or repair. These installation recommendations can be viewed at <https://intrans.iastate.edu/app/uploads/sites/15/2018/12/12A-2.pdf>

Property owners are encouraged to maintain sidewalks within the current ADA requirements. The City of Monticello has adopted criteria for replacement to maintain safe and passable sidewalks, which can be viewed within the City of Monticello Code of Ordinances, Chapter 136.



The inspector marks an orange [X] or [X] < X] for a continuous string of defective sidewalk squares which meet one or more of the following criteria:

- A. Vertical separations equal to three-fourths ($\frac{3}{4}$) inch or more.
- B. Horizontal separations equal to three-fourths ($\frac{3}{4}$) inch or more.
- C. Holes or depressions equal to three-fourths ($\frac{3}{4}$) inch or more and at least four (4) inches in diameter.
- D. Spalling over fifty percent (50%) of a single square of the sidewalk with one or more depressions equal to one-half ($\frac{1}{2}$) inch or more.
- E. Spalling over less than fifty percent (50%) of a single square of the sidewalk with one or more depressions equal to three-fourths ($\frac{3}{4}$) inch or more.
- F. A single square of sidewalk cracked in such a manner that no part thereof has a piece greater than one square foot.
- G. A sidewalk with any part thereof missing to the full depth.
- H. A change in the grade equal or greater than three-fourths ($\frac{3}{4}$) inch.

The inspector reports deficiencies to the property owner on the Sidewalk Inspection Report which is mailed to the property owner's address. The attached sidewalk

inspection form will be utilized to document the process. Property owners adjacent to sidewalks that are marked for repair are notified of their responsibility to repair the sidewalk through a notification letter as identified above that is sent to the owner of record as listed at the Jones County Assessor's Office.

Property owners notified of defective panels will be mailed through regular mail the following documents; Sidewalk inspection report, Letter indicating inspection standards with repair time frames, and blank sidewalk construction permit.

In the event a property owner has questions or concerns regarding the identification or notification of a panel (s) that are out of compliance, the property owner must notify City Hall and request a follow-up visit with City Staff.

REPAIR BEST PRACTICES

Sidewalks panels that are identified as defective are typically best suited for complete replacement. On occasion, deficiencies may be resolved by making repairs in lieu of the replacement of the panels. Additional options for repairs are permissible and the options available are dependent on the contractor that is selected by the property owner.

Crack Filling: Crack filling is done primarily to seal concrete cracks to prevent moisture from penetrating the base, causing additional crack widening and uneven settlement. Crack filling is appropriate when horizontal separations are at or less than $\frac{3}{4}$ "

Mud Jacking: Mud Jacking is used to correct differential settlement between concrete panels. It is appropriate where individual panels are in relatively good condition by have horizontal separations.

Concrete Planing: Concrete planing is another method of addressing horizontal separations. Raised edges may be ground down the width of panel to remove the "trip hazard".

Repair Process

After the inspection occurs, property owners will be given 90 days from the date of mailing to complete the required repairs. Extensions are permitted providing a request for an extension from the property owner with a reasonable explanation

authorized by City Staff. Property owners will select a contractor of their choosing to make the necessary repairs.

A follow up inspection will occur for all identified panels after 90 days. Property Owners who have not made the required repairs will receive a second follow up notification by Certified Mail. Property Owners will be given an additional 30 days to make the repairs.

A follow up inspection will occur for all identified panels that were not completed within the second notification after 30 days. All repairs not completed will be organized for a designated contractor to complete.

**An earlier deadline may be given dependent upon the severity of the condition of the sidewalk.

After completion, the City Clerk will follow the assessment procedures as identified. Payment plans may be requested, but subject to City Council Approval based upon financial need.

136.08 CITY MAY ORDER REPAIRS. If the abutting property owner does not maintain sidewalks as required, the Council may serve notice on such owner, by certified mail, requiring the owner to repair, replace or reconstruct sidewalks within a reasonable time and if such action is not completed within the time stated in the notice, the Council may require the work to be done and assess the costs against the abutting property for collection in the same manner as a property tax.

136.09 SIDEWALK CONSTRUCTION ORDERED. The Council may order the construction of permanent sidewalks upon any street or court in the City and may specially assess the cost of such improvement to abutting property owners in accordance with the provisions of Chapter 384 of the Code of Iowa. (Code of Iowa, Sec. 384.38)

136.04 NOTICE OF ASSESSMENT OF REPAIR OR CLEANING COST. Upon the filing of the verified statement, the Clerk shall cause a notice of such facts to be given to the owner of the abutting property either by personal service or by mailing a notice to the last known address of the owner. The notice shall contain a statement of the character of the work performed, a description of the property affected, the amount returned against such lot or parcel of ground, and a statement that the person may pay the amount assessed by a certain date without interest or penalty. The notice shall also indicate that the person may object to such assessment

and the notice shall state the place and time at which the Council will hear such objections. The time set for hearing shall be not less than 10 days after the service or mailing of said notice.

136.05 HEARING AND ASSESSMENT. At the time and place designated in such notice, the Council shall meet, hear and consider all objections to the whole or any part of such assessment, and shall correct all errors or omissions therein, and after such considerations, the Council shall adopt the corrected list as the amounts to be assessed against the property therein described.

136.06 BILLING AND CERTIFYING TO COUNTY. If, after the adoption by the Council of the final assessment against each lot, part of lot or parcel of land, any assessment or any part thereof remains unpaid for over 30 days after the Council determination of correct charges, the Clerk shall certify to the County Auditor as a special tax against the lot, part of lot or parcel of ground all unpaid amounts, which shall constitute a lien and be collected by the County Treasurer in the same manner as all other taxes. Any assessment which exceeds \$100.00 may be paid in installments as set by Council, not to exceed 10, in the same manner and at the same interest rates as for special assessments under Chapter 384 of the Code of Iowa. No Commented [AF165]: MC plus former 50.02(7) Commented [AF166]: MC – blended with former 136.12 Commented [AF167]: Moved from 136.13 Commented [AF168]: Moved from 136.14 CHAPTER 136 SIDEWALK REGULATIONS CODE OF ORDINANCES, MONTICELLO, IOWA - 685 - interest shall be charged for assessments or part thereof, paid within 30 days of the time that the Council determined the final amounts.

SPECIFICATIONS

136.10 STANDARD SIDEWALK SPECIFICATIONS. The City Engineer shall prepare full and complete plans and specifications for the construction of sidewalks and driving crossings in the same which, upon approval by the Council, shall be on file in the office of the Clerk. All sidewalk improvements in public property, whether performed by the owner of the abutting property or by the City, shall be performed under the supervision and inspection of the City Engineer, and in accordance with the plans and specifications prepared by the City Engineer's office and approved by the Council.

136.11 SIDEWALK GRADES. All sidewalk grades shall be the grade of the top of the surface of the walk at the edge of the walk nearest to the property line. All sidewalks and terraces between the sidewalks and curbs shall have a uniform grade of two and one-half percent or three-tenths of an inch to the foot from the inside of the walk sloping to the outside of the curb unless otherwise ordered by resolution of the Council. The construction of permanent sidewalks shall

not be made until the bed of the same has been graded so that, when completed, such sidewalk will be at the established grade by the engineer. 136.12 PERMIT REQUIRED. No person shall remove, reconstruct, or install a sidewalk unless such person has obtained a permit from the City and has agreed in writing that said removal, reconstruction, or installation will comply with all ordinances and requirements of the City for such work. A written application for such permit shall be filed with the City. 136.13 INSPECTION OF PRIVATE WORK; REMEDIES. All sidewalk improvements shall be done under the direction and supervision of the City Engineer and subject to the inspection and approval of the engineer. Whenever any sidewalk improvements are made which do not conform to the provisions of this chapter and with the specifications herein referred to,

City responsibilities

City causes: If the damage to the sidewalk is caused by a City owned item, i.e. a water main valve (not a service valve), a sewer manhole located within the sidewalk, the City will take responsibility for the repair of the sidewalk directly as long as the damage is directly attributable to the item. Just because a City-owned item is present does not automatically mean that the item is the cause of the damage. Each situation will be evaluated individually by City staff.

Resident is not responsible for sections connecting the sidewalk to the street

Sidewalks Crossing City Alley's will be the responsibility of the City to replace.

Sidewalk Approaches that are currently not ADA compliant will be made ADA compliant and will be the responsibility of the City if there is currently and adjacent sidewalk that continues. If no adjacent sidewalk exists, and there is no ramp access, it will be the responsibility of the property owner.

INFILL

In addition to repair and maintenance, the City will also work to identify, evaluate, prioritize, and make recommendations for the infill of missing sections of sidewalk throughout the community. Making key connections of sidewalks to increase the walkability or accessibility of the community is a priority.

The City of Monticello has directed the coordination of a sidewalk committee to establish criteria for the prioritization of sidewalk construction projects. The committee will provide for recommendations to the City Council that will prioritize sidewalk infill improvements in a manner that provides the greatest short- and medium-term benefits. These improvements will be prioritized by their ability to allow all children to walk to school safely. Additionally, access to critical infrastructure such as parks, government buildings, and shopping necessities will factor into the prioritization. Further criteria will be used in establishing priority projects, such as;

- Existing level of non-motorized traffic
 - Continuity with existing sidewalks
- Presence or Absence of viable alternative routes for non-motorized traffic
 - Ancillary costs associated with the proposed infill

PROCEDURE

The sidewalk committee, using the above listed factors, will identify, evaluate, and prepare a recommendation to be presented to the City Council. Since infill projects will be at the direction of the City Council to improve overall quality of life for the residents, the following financial considerations will be established as part of this sidewalk policy;

All infill will be recommended as a 50/50 cost share between property owner and City. The cost share will apply strictly to the material and labor costs of the sidewalk adjacent to the property owner's property. The cost will be established through the receipt of bids or quotations from authorized contractors. Additional costs, such as additional grading, tree removal, retaining walls, culverts, etc., will be at the full expense to the City.

In the event the property owner wishes to complete the installation themselves or through a privately arranged contractor, the City will authorize the infill to be completed. The property owner may submit and invoice and the City will reimburse 50% of the costs, not to exceed 50% of the cost of the original project cost unless authorized prior to completion.

In recognizing that trees are vital for improving quality of life, if a tree is required to be removed from a property, the tree board will work with the property owner to replace trees at the City's expense.

The City will allow property owners to participate in a payment plan as authorized by the City Council.

If the recommendation of the infill of sidewalk is approved by the City Council, yet the property owner declines to participate in the voluntary infill program, the City maintains the authority under Chapter 136.09 to order sidewalks be installed at the expense of the property owner while following the designated assessment procedures.

There are some considerations for improvements to our current program and additional ways to minimize City liability.

1. The City should consider formally approving the sidewalk policy program after identifying any areas of concern.
2. Determine if more "follow up" is needed during the permitting process including an inspection of forms prior to pouring any concrete.
3. Consider whether City wants to get a "fresh start" with sidewalks, and instead of asking residents to pay, do a complete inspection of all four wards, update/repair of walks at City expense, with notice to property owners of anticipated/planned projects moving forward.

This option would be difficult seeing that we have spent the last 5 years getting residents accustomed to this new program, and forced several residents and businesses to make repairs and not provided any financial assistance. For the City to make all necessary repairs would not only be a huge financial undertaking, but also may result in some unhappy people who were forced to make repairs in the last 5 years.

4. Consider receiving an estimate from a contractor in advance to provide the work at a set rate per sidewalk panel and offer to arrange for the completion of the repairs once the initial notices are sent out.

I think the benefit here just leaves a homeowner with less decisions to make on their own which can cause them to fail to take any action. The more steps we take care of in the process may result in quicker compliance and a more unified repair. This consideration does involve us taking more action and more coordination from a staff standpoint that is already difficult given the secondary nature of sidewalk enforcement.

5. If residents allowed to do own work, be sure to have forms inspected in advance of pouring concrete for compliance by someone that would know what they are looking for (ECIA maybe, City PW maybe, City Engineer, etc.)

We are currently only inspecting the sidewalk forms where the City is contacted in advance. We are not keeping track of the repair process unless we are specifically notified by a property owner by way of a construction permit. This is another area that we could do a better job staying involved throughout the entire process, but does require more staff time.

6. Consider checking with City Engineer regarding design standards that may require what is called a “passing zone” under the ADA for wheelchairs when a 4’ sidewalk goes for a certain length. (Sidewalks should be at least 5 ft wide to accommodate two people walking side by side and to allow for encroachment from snow, grass, and shrubs. If sidewalks are less than 60 in wide, passing areas must be built every 200 ft. According to the Access Board, ADA sidewalk passing spaces must be at least 60 in by 60 in, or they can be T-shaped with each stem at)

If we were to force the installation of passing zones, we may want to consider this being at the City’s expense.

7. Consider whether the City would benefit from 5’ sidewalks in certain high traffic areas, and in those cases whether City would pay for the extra 1’ in width.
8. Consider whether there are any stretches of “sidewalks to nowhere”, where instead of repairing/replacing it makes more sense to remove.
- 7 Consider a City ‘loan’ program, where City pays for sidewalk repairs and owner agrees to reimburse the City over time (\$50-\$100 per month at __%, etc.)

Sincerely,

Britt