

Resolutions:

2. **Resolution** Designating the Monticello Express as the Official Publication Newspaper for City of Monticello
3. **Resolution** Approving the update of the Two Pole Signs and other signs on the Casey's site located at 2100 S. Main Street
4. **Resolution** Approving Plat of Survey to Parcel 2025-01
5. **Resolution** Approving Plat of Survey to Parcel 2025-02
6. **Resolution** Approving Agreement for Engineering Services Between HDR Engineering, Inc. and the City of Monticello for services and expenses related to the Apron/Taxiway Improvement project

Discussion and Possible Motion

7. **Discussion and Possible Motion** on budget work session schedule

Reports / Potential Actions:

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

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: January 6, 2025 Council Meeting
Time: Jan 6, 2025 06:00 PM Central Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/81029245838>

Meeting ID: 810 2924 5838

One tap mobile
+16465588656,,81029245838# US (New York)
+16469313860,,81029245838# US

Dial by your location

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

Meeting ID: 810 2924 5838

Find your local number: <https://us02web.zoom.us/j/81029245838>

“This employer is an equal opportunity provider & employer”

Regular Council Meeting
December 16, 2024, 6:00 P.M.
Community Media Center

Mayor Pro Tem Scott Brighton called the meeting to order. Council present were: Josh Brenneman, Dave Goedken, Candy Langerman, Mary Phelan and Jake Ellwood. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Library Director Faith Brehm, 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.

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

Langerman moved to approve the consent agenda; Brenneman seconded. Ellwood questioned the Mosca Design Inc. invoice amount. Oswald stated they received a Give to Grow Grant for \$10,000, Monticello Main Street donated \$7,500 and the remaining portion will be paid with donations given to the City. Oswald advised additional invoices would be paid in the next batch of bills. Goedken would like the bill list to indicate what the rental is for, when equipment is leased. Roll call was unanimous.

Ingels reported Iowa Concrete Paving Association presented to the City of Monticello the “2024 Excellence in Concrete Awards” for outstanding streets and intersections on the North Chestnut Street Reconstruction.

Goedken moved to approve Resolution #2024-182 Approving the hiring of a Monticello Ambulance Full-Time EMT and setting wage. Brenneman seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-183 Approving the hiring of a Monticello Ambulance On-Call EMT and setting wage. Ellwood seconded, roll call was unanimous.

Goedken moved to approve Resolution #2024-184 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. Ellwood seconded, roll call was unanimous.

Ellwood moved to approve Resolution #2024-185 Approving the Creation of a Monticello Park and Recreation Adult Recreation and Events Coordinator Position, with the stipulation that the 100-hour seasonal help position be eliminated. Goedken seconded. Roll call unanimous.

Goedken moved to approve Resolution #2024-186 Approving Fiscal Sponsorship Agreement with Monticello Firefighters Organization for Community Foundation Grant(s) to purchase 2-way Radios. Phelan seconded. Roll call was unanimous.

Ellwood moved to approve Resolution #2024-187 Approving Pay Request #7 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$1,732,849.31, Phelan seconded. Roll call was unanimous.

Regular Council Meeting
December 16, 2024

Goedken moved to approve Resolution #2024-188 Approving Pay Request #1 to Highland Corporation, Re: Northridge Estates Fifth Addition Improvement Project in the amount of \$126,469.00. Brenneman seconded, roll call was unanimous.

Langerman moved to approve Resolution #2024-189 Approving purchase of Trojan U.V. Bulbs for the Wastewater Treatment Facility in the amount of \$14,464.00. Goedken seconded, roll call was unanimous.

Farnum reported the City insurance carrier EMC Insurance has mandated that a Fire Alarm notification system be installed to continue coverage to the City Hall/Community Center Facility. Smith sought bids from three vendors and reviewed the bids with the Council. After the bids were reviewed, Brenneman moved to approve Resolution #2024-190 Approving quote for purchase and installation of Fire Monitoring Equipment for City Hall and Community Center, from Midwest Alarm Services in the not to exceed amount of \$30,431.74. Langerman seconded, roll call was unanimous.

Langerman moved to approve rental rate and Memorandum of Understanding for Tough Entertainment specific to Winter Bounce. Phelan seconded, roll call was unanimous.

Langerman 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", third and final reading in title only. Goedken seconded. Roll call unanimous.

Farnum advised the Cemetery Board is looking for two board members and the Library is looking for one board member, that lives in Jones County but outside the City limits.

Farnum reported the Fire Department has ordered the fire truck chassis from Toyne, as the other bid came in \$100,000 higher.

Farnum is working on two developments that will be going to Planning & Zoning and then to the Council.

Farnum reported that Public Works had two trucks out on Saturday during the ice storm, due to staff vacations. He stated they did the best that could be done, as it was freezing as quick as they plowed.

Tjaden reported that there was a water leak, just before Thanksgiving, on North Cedar Street. The property owner asked who was responsible for the repairs and who the City typically hired to do this type of work. Tjaden advised that Mitch with Pirc-Tobin was in town working on another project and talked to him. Mitch agreed to do the work and after the work was completed, he never charged the property owner for the work and told him to have a good holiday.

Tjaden reported that Scott Hagen has completed his Grade 1 Certifications in water and sewer. Hagen is working on his Grade 2 certifications now.

Regular Council Meeting
December 16, 2024

Oswald thanked everyone who helped with and attended the Holiday on 1st event Saturday. He also thanked the businesses who were open during the event.

Brehm advised they had 398 come through the door on Saturday for the Holiday on 1st event.

Brehm advised a lady in Arizona donated a picture done by the 1st Art teacher at the Monticello Community School.

Hinrichsen reported the IDOT is proposing HMA Crack sealing on IA-38 from Hwy 151 to East 9th Street during the 2025 construction period. Goedken felt the parking areas, should be looked at and sealed if needed.

Hinrichsen has the utility billing accounts entered into the Setoff Program with the State and is now working to get the Ambulance and Police accounts approved, so they can be entered.

Hinrichsen reported the current software carrier has increased the annual fee by over \$10,000 and is requiring everything be moved to the cloud by the end of 2025. Staff is looking into options, as their cloud services has a lot of issues, according to other cities who have already moved to the cloud system.

Council held a work session on the Sidewalk Policy. No action was taken.

Council held a work session on the budget timeline, and it was decided to wait until January to do budget. No action was taken.

Brenneman moved to adjourn the meeting at 7:21 P.M.

Scott Brighton, Mayor Pro Tem

Sally Hinrichsen, City Clerk/Treasurer

PAYROLL - DECEMBER 26, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	December 9 - 22, 2024				
Jamie Coleman	\$ 2,342.34	\$ 124.74	0.00	2.63	\$ 1,822.54
Jordan Fullerton	1,088.84	-	0.00	0.00	916.55
Mason Hanson	443.52	-	0.00	0.00	368.53
Austin Koch	320.64	-	0.00	0.00	176.20
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	221.76	-	0.00	0.00	111.02
Sky Monty	1,633.60	-	0.00	0.00	1,243.38
Shirlee Scott	2,297.92	160.32	0.00	0.00	1,715.35
Reggie Welter	652.00	-	0.00	0.00	553.99
TOTAL AMBULANCE	\$ 14,569.76	\$ 285.06	0.00	43.13	\$ 10,610.62
CEMETERY	December 9 - 22, 2024				
Dan McDonald	\$ 2,106.41	\$ -	0.00	0.00	\$ 1,551.09
TOTAL CEMETERY	\$ 2,106.41	\$ -	0.00	0.00	\$ 1,551.09
CITY HALL	December 9 - 22, 2024				
Cheryl Clark	\$ 2,298.73	\$ 10.73	1.50	15.00	\$ 1,581.87
Russ Farnum	3,961.54	-	0.00	0.00	2,566.06
Sally Hinrichsen	3,192.54	-	0.00	0.00	1,944.95
Nanci Tuel	2,176.80	-	0.00	0.00	1,498.78
TOTAL CITY HALL	\$ 11,629.61	\$ 10.73	1.50	15.00	\$ 7,591.66
COUNCIL / MAYOR					
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	December 9 - 22, 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	2,101.60	-	0.00	0.00	1,562.27
TOTAL LIBRARY	\$ 5,171.20	\$ -	0.00	0.00	\$ 3,937.99
MBC	December 9 - 22, 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	20.00	-	0.00	0.00	18.47
TOTAL MBC	\$ 4,241.92	\$ -	0.00	0.00	\$ 3,222.98
POLICE	December 9 - 22, 2024				
Dawn Graver	\$ 2,945.60	\$ -	0.00	0.00	\$ 2,143.00
Erik Honda	3,348.23	-	0.00	18.00	2,501.77
Jordan Koos	3,466.56	226.08	0.00	12.00	2,316.06

PAYROLL - DECEMBER 26, 2024

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Cole Millard	3,044.85	310.05	0.00	0.00	2,054.23
Keanan Shannon	2,993.76	-	0.00	12.00	2,176.75
Britt Smith	3,735.31	-	0.00	0.00	2,749.21
Madonna Staner	1,829.20	-	0.00	0.00	1,358.20
Brian Tate	3,436.55	-	0.00	0.00	2,561.07
TOTAL POLICE	\$ 24,800.06	\$ 536.13	0.00	42.00	\$ 17,860.29
ROAD USE	December 9 - 22, 2024				
Zeb Bowser	\$ 2,453.85	\$ 387.45	12.75	19.25	\$ 1,902.25
Jacob Gravel	2,066.41	-	15.00	15.88	1,519.77
Nick Kahler	2,578.35	-	0.00	0.00	1,832.70
Jasper Scott	2,163.26	96.86	0.00	0.63	1,598.81
TOTAL ROAD USE	\$ 9,261.87	\$ 484.31	27.75	35.76	\$ 6,853.53
SEWER	December 7 - 20, 2024				
Jim Tjaden	\$ 3,078.12	\$ -	0.00	0.00	\$ 2,254.61
TOTAL SEWER	\$ 3,078.12	\$ -	0.00	0.00	\$ 2,254.61
WATER	December 7 - 20, 2024				
Scott Hagen	\$ 2,276.40	\$ -	4.50	47.25	\$ 1,809.04
Josh Willms	2,276.40	-	6.00	49.50	1,555.39
TOTAL WATER	\$ 4,552.80	\$ -	10.50	96.75	\$ 3,364.43
TOTAL - ALL DEPTS.	\$ 81,711.75	\$ 1,316.23	39.75	232.64	\$ 59,330.44

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
KOOB AUTOMOTIVE & TOWING INC	PD OPERATING		303.50		
LYNCH DALLAS, P.C.	PD ATTORNEY FEES		220.00		
MICHAEL'S CLOTHING	PD EQUIP REPAIR/MAINT		28.50		
LASER TECH USA, INC. DBA	PD SUPPLIES		12.72		

110	POLICE DEPARTMENT TOTAL		564.72		
AQUATIC CENTER					
NEXT GENERATION PLBG & HTG LLC POOL BLDG REPAIR/MAINT					
			700.00		

440	AQUATIC CENTER TOTAL		700.00		
CEMETERY					
JOHN DEERE FINANCIAL CEMETERY EQUIP REPAIR/MAINT					
			63.99		

450	CEMETERY TOTAL		63.99		
SOLDIER'S MEMORIAL BOARD					
TK ELEVATOR CORPORATION ELEVATOR MAINTENANCE					
			45.57		

498	SOLDIER'S MEMORIAL BOARD TOTAL		45.57		
ATTORNEY					
LYNCH DALLAS, P.C. ATTORNEY FEES					
			160.00		

641	ATTORNEY TOTAL		160.00		
CITY HALL/GENERAL BLDGS					
DANNETTE ARDUSER CH AUDIT DEPOSIT REFUND					
			1,000.00		
TK ELEVATOR CORPORATION ELEVATOR MAINTENANCE					
			91.14		

650	CITY HALL/GENERAL BLDGS TOTAL		1,091.14		

001	GENERAL TOTAL		2,625.42		
MONTICELLO BERNDES CENTER					
PARKS					
HOLLY BRIGHT MBC DAMAGE DEPOSIT REFUND					
			500.00		
BRIAN CROWLEY MBC EQUIP REPAIR/MAINT					
			40.00		
PEPSI COLA BOTTLING CO MBC CONCESSIONS					
			306.36		
VISUAL COMMUNICATION SERVICES MBC GROUNDS SUPPLIES					
			329.50		
SPAHN & ROSE LUMBER CO INC MBC BLDG REPAIR/MAINT					
			688.56		
ZACHARY D LONG MBC BLDG REPAIR/MAINT					
			60.00		

430	PARKS TOTAL		1,924.42		

005	MONTICELLO BERNDES CENTER TOTAL		1,924.42		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
FIRE					
FIRE					
FIRE SERVICE TRAINING BUREAU	FIRE TRAINING - HUSMANN		200.00		
	150 FIRE TOTAL		200.00		
	015 FIRE TOTAL		200.00		
AMBULANCE					
AMBULANCE					
AARON'S AUTOMOTIVE LLC	AMB VEHICLE REPAIR/MAINT		224.31		
AMERIGROUP IOWA INC	AMB OVERPAYMENT REFUND		339.89		
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES		212.58		
CR PHARMACY SERVICE INC	AMB MEDICAL SUPPLIES		592.40		
	160 AMBULANCE TOTAL		1,369.18		
	016 AMBULANCE TOTAL		1,369.18		
HOTEL/MOTEL TAX					
HOTEL/MOTEL					
MONTICELLO CHAMBER OF COMMERCE	CHAMBER DUES		300.00		
	699 HOTEL/MOTEL TOTAL		300.00		
	018 HOTEL/MOTEL TAX TOTAL		300.00		
POLICE IMPROVEMENT					
POLICE DEPARTMENT					
ZACHARY D LONG	POLICE IMP LOCK BOX		75.00		
	110 POLICE DEPARTMENT TOTAL		75.00		
	026 POLICE IMPROVEMENT TOTAL		75.00		
LIBRARY					
LIBRARY					
TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE		45.57		
	410 LIBRARY TOTAL		45.57		
	041 LIBRARY TOTAL		45.57		
AIRPORT					
AIRPORT					
BRIAN CROWLEY	AIRPORT EQUIP REPAIR/MAINT		621.00		
MONTICELLO AVIATION INC	AIRPORT MANAGER		2,500.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	280 AIRPORT TOTAL		3,121.00		
	046 AIRPORT TOTAL		3,121.00		
ROAD USE					
STREETS					
ALTEC INDUSTRIES INC	RU EQUIP REPAIR/MAINT		791.91		
ROBERT P CLAUSSEN	RU EQUIP REPAIR/MAINT		135.00		
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT		155.00		
DAKOTA SUPPLY GROUP INC	RU EQUIP REPAIR/MAINT		3,935.00		
JOHN DEERE FINANCIAL	RU STREET MAINTENANCE SUPPLIES		227.58		
K&S MACHINING AND METAL	RU EQUIP REPAIR/MAINT		144.26		
KROMMINGA MOTORS INC	RU EQUIP REPAIR/MAINT		431.47		
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT		298.22		
MID-AMERICAN RESEARCH CHEMICAL	RU STREET MAINTENANCE SUPPLIES		4,017.23		
SPAHN & ROSE LUMBER CO INC	RU SUPPLIES		219.97		
THOMPSON TRUCK & TRAILER, INC.	RU EQUIP REPAIR/MAINT		770.47		
UNITY POINT CLINIC -	RU OSHA - GRAVEL		21.00		
	210 STREETS TOTAL		11,147.11		
SNOW REMOVAL					
ALL SEASON'S TRUCKING INC	RU SNOW REMOVAL		5,889.36		
BEHREND'S CRUSHED STONE	RU SNOW REMOVAL		1,284.60		
	250 SNOW REMOVAL TOTAL		7,173.96		
	110 ROAD USE TOTAL		18,321.07		
PARK IMPROVEMENT					
CAPITAL PROJECTS					
SCOTT BOYLE	PARK IMP - HOLIDAY ON 1ST		250.00		
GRACE K DUPUY	PARK IMP - HOLIDAY ON 1ST		43.19		
FAREWAY STORES #840-1	PARK IMP - HOLIDAY ON 1ST		19.90		
JOHN DEERE FINANCIAL	PARK IMP - HOLIDAY ON 1ST		144.84		
MOSCA DESIGN INC	PARK IMP - HOLIDAY LIGHTS		6,079.20		
JACOB OSWALD	PARK IMP - HOLIDAY ON 1ST		121.98		
SPAHN & ROSE LUMBER CO INC	PARK IMP - HOLIDAY ON 1ST		20.52		
ALI LLC	PARK IMP - HOLIDAY ON 1ST		400.00		
	750 CAPITAL PROJECTS TOTAL		7,079.63		
	313 PARK IMPROVEMENT TOTAL		7,079.63		
WATER					
WATER					
STATE HYGIENIC LABORATORY	WATER LAB TESTS		58.00		
IOWA ONE CALL	WATER SYSTEM		22.20		
UNITY POINT CLINIC -	WATER OSHA - HAGEN		31.50		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	810 WATER TOTAL		111.70		
	600 WATER TOTAL		111.70		
CUSTOMER DEPOSITS					
WATER					
BOBBI & JEREMIAH BURK	WATER DEPOSIT REFUND		30.83		
CITY OF MONTICELLO	SAVAGE/LORRAINE		1,339.38		
LORRAINE SAVAGE	WATER DEPOSIT REFUND		18.08		
ZIMMERMAN BUILDINGS INC	WATER DEPOSIT REFUND		86.71		
	810 WATER TOTAL		1,475.00		
	602 CUSTOMER DEPOSITS TOTAL		1,475.00		
SEWER					
SEWER					
TRACY L CHAPPELL	SEWER EQUIP REPAIR/MAINT		719.69		
FAREWAY STORES #840-1	SEWER LAB SUPPLIES		22.74		
STATE HYGIENIC LABORATORY	SEWER LAB TESTS		835.50		
IOWA ONE CALL	SEWER SYSTEM		22.20		
JOHN DEERE FINANCIAL	SEWER SUPPLIES		328.94		
MUNICIPAL SUPPLY INC	SEWER SUPPLIES		797.31		
TROJAN TECHNOLOGIES GROUP ULC	SEWER UV LIGHTS		15,149.60		
UNITY POINT CLINIC -	SEWER OSHA - TJADEN		63.00		
HD SUPPLY, INC	SEWER LAB SUPPLIES		381.76		
	815 SEWER TOTAL		18,320.74		
	610 SEWER TOTAL		18,320.74		
SANITATION					
SANITATION					
REPUBLIC SERVICES	RESIDENTIAL GARBAGE		25,829.82		
UNITY POINT CLINIC -	SANITATION OSHA - GRAVEL		10.50		
	840 SANITATION TOTAL		25,840.32		
	670 SANITATION TOTAL		25,840.32		
YARD WASTE SITE					
SANITATION					
RANDALL G THUMAN	YARD WASTE COMPOST		7,500.00		
	840 SANITATION TOTAL		7,500.00		
	675 YARD WASTE SITE TOTAL		7,500.00		

CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
STORM WATER STORM WATER FUND STEVE MONK CONSTRUCTION	STORMWATER MAINTENANCE		45.00		
	865 STORM WATER FUND TOTAL		45.00		
	740 STORM WATER TOTAL		45.00		
	Accounts Payable Total		88,354.05		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT
001 GENERAL	2,625.42
005 MONTICELLO BERNDES CENTER	1,924.42
015 FIRE	200.00
016 AMBULANCE	1,369.18
018 HOTEL/MOTEL TAX	300.00
026 POLICE IMPROVEMENT	75.00
041 LIBRARY	45.57
046 AIRPORT	3,121.00
110 ROAD USE	18,321.07
313 PARK IMPROVEMENT	7,079.63
600 WATER	111.70
602 CUSTOMER DEPOSITS	1,475.00
610 SEWER	18,320.74
670 SANITATION	25,840.32
675 YARD WASTE SITE	7,500.00
740 STORM WATER	45.00

TOTAL FUNDS	88,354.05

THE CITY OF MONTICELLO, IOWA
Proclamation #2025-01

Proclamation declaring the month of January as Human Trafficking Prevention and Awareness month in Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE MAYOR OF THE CITY OF MONTICELLO, IOWA, I DO HEREBY PROCLAIM AS FOLLOWS:

WHEREAS, Human Trafficking is the use of force, fraud or coercion to compel a person into commercial sex acts or labor services against their will. Exploitation of a minor for commercial sex is human trafficking, regardless of whether any form of force, fraud, or coercion was used; there is no such thing as “child prostitution.”, and

WHEREAS, Iowa has seen a concerning rise in labor trafficking cases, particularly among immigrant children from Central America who are often coerced into exploitative agricultural and factory work under the pretense of opportunity, a trend mirrored in other rural communities across the nation; sadly, sexual exploitation often goes hand in hand with labor trafficking, which can also involve illegal arms and drug trafficking in Iowa, and

WHEREAS, despite increased advocacy and resources, there remains a stark gap between the number of survivors receiving assistance and the successful prosecution of perpetrators, with fewer than 5% of reported trafficking cases in the Midwest resulting in criminal convictions in 2023; and

WHEREAS, despite increased awareness and efforts, human trafficking continues to be underreported and often goes undetected, with the true extent likely underestimated due to its clandestine nature, the ability to hide it in rural areas, and the reluctance of victims to come forward. Studies suggest that only about 1% of trafficking victims are identified; and

WHEREAS, every business, community organization, faith community, family and individual can make a difference by working to protect the vulnerable within their sphere of influence; by addressing the problem of internet sex trafficking and exploitation, especially that targeting Iowa’s children. Nationwide, we have moved away from a play-based to a

screen-based childhood. 1 in 5 youth aged 10-17 report being approached by an online predator. Note that these are only the numbers reported. In 2023 social media platforms like Tik Tok, Facebook, and YouTube flagged millions of pieces of child sexual abuse material which were referred to the National Center for Missing and Exploited Children for further investigation. U.S. teens report spending an average of 9 hours a day online, excluding homework time; and

WHEREAS, the City of Monticello, joins Chains Interrupted in their dedication to providing community outreach and education, legislative advocacy, training, promotion of services to survivors of human trafficking, and collaboration with law enforcement; and

NOW, THEREFORE, I, Wayne Peach, Mayor of Monticello, Iowa do hereby proclaim the month of January as Human Trafficking Prevention and Awareness month and encourage all our citizens to become more informed on this growing problem, to be vigilant and report suspicious activity, and to work towards solutions to end trafficking in all its forms in our community. For assistance with this, reach out to Chains Interrupted at (319) 364-0222. If you see something that doesn't look right, reach out to the National Human Trafficking Hotline at 888-373-7888.

Wayne Peach, Mayor

City Council Meeting
Prep. Date: 12/30/2024
Preparer: Sally Hinrichsen



Agenda Item: # 2
Agenda Date: 01/06/2025

Communication Page

Agenda Items Description: **Resolution** Designating the Monticello Express as the official publication newspaper for the City of Monticello.

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

Attachments & Enclosures:

Proposed Resolution

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Synopsis: The City is required, by Code, to designate publication in which official notices /publications will be printed.

Background Information: Monticello has historically designated the Express as the official newspaper for City publications.

Staff Recommendation: Approval of resolution is recommended.

The City of Monticello, Iowa

RESOLUTION #

Designating the Monticello Express as the Official Publication Newspaper for City of Monticello

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

WHEREAS, the City of Monticello shall annually designate an official newspaper for Publication purposes.

NOW THEREFORE, BE IT RESOLVED that the City of Monticello, Iowa does hereby designate the Monticello Express as the official publication newspaper of the City of Monticello for the 2025 calendar year.

IN TESTIMONY HEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed, this 6th day of January, 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 12/30/2024
Preparer: Russell Farnum



Agenda Item: # 3
Agenda Date: 01/06/2025

Communication Page

Agenda Items Description: Updated Casey's Sign Plan (formerly Kardes 151) 2100 S. Main St.

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

Summary: The BP truck stop at 2100 S. Main, commonly known as “Kardes 151”, is transitioning to Casey’s in mid-January. Casey’s has applied for approval of a revised sign plan (attached). The original sign plan for Kardes 151 was approved with the site plan when the truck stop was constructed. The approval of the pole sign near the on ramp occurred later. Both existing signs are shown (on pp. 5 and 6) of the proposed Casey’s sign packet, in order to compare the height and area of the existing signs to the proposed new signs.

There are really three aspects to this approval, the pylon sign near the on ramp, the ground sign at S. Main and Welter Drive, and the canopy/wall signs.

According to Chapter 180.06 Pole Signs are subject to review and approval by the P&Z Board and the City Council. The code outlines the following criteria:

180.06 POLE SIGNAGE.

Pole signage may be permitted in the C-1 and C-3 Zoning Districts after a review of a signage proposal or plan submitted by the property or business owner to the Planning and Zoning Commission for consideration and recommendation to the City Council. Thereafter, the City Council shall consider the request in light of the Planning and Zoning Commission recommendation. Factors to be considered by the Commission and the City Council shall include but not be limited to the following:

1. Requested signage height, and appropriateness or necessity of said signage height considering the location and type of business.
2. Other options that would meet the needs of the business.
3. Whether some type of sheathing or covering of the pole can be accomplished to soften or improve the look of what would otherwise be a bare pole.

4. Impact proposed signage may have on adjacent or nearby businesses or homes.
5. General appropriateness of signage to area proposed to be erected.

The canopy signs are also subject to review by Chapter 180.07, although no criteria are outlined in that section of the code.

The pylon sign near the on ramp is currently 132 square feet, and Casey's is proposing to increase the size to 157 square feet, with the addition on a "DEF" sign. Casey's standard corporate signs don't fit into the existing scale of the signs that exist today, and due to the shape, they need additional area. Plus, the signs proposed are smaller than they would prefer to build along a 4-lane highway (there are other nearby examples included as a reference). The "main" sign at Main and Welter Drive is proposed to be slightly smaller in area than the BP sign that's there today.

The Planning and Zoning Board reviewed the sign plan on December 17, and recommended approval by a vote of 4-0 (Osborn absent).

Recommendation: Approval is recommended.

The City of Monticello, Iowa

RESOLUTION

Approving the update of the Two Pole Signs and other signs on the Casey's site located at 2100 S. Main Street

WHEREAS, Casey's has purchased the Kardes' 151 Truck Stop site near the south end of Monticello, adjacent to Highway 151, and

WHEREAS, the Planning and Zoning Board and the City Council have both considered the request submitted by Casey's for permission to update the signs on their property, advertising their business, including the two existing pole signs, and

WHEREAS, the Planning and Zoning Board and the City Council have both considered the request in light of the required considerations set out in the Monticello Code of Ordinances, to wit:

- A. Requested signage height, and appropriateness or necessity of said signage height considering the location and type of business.
- B. Other options that would meet the needs of the business.
- C. Whether some type of sheathing or covering of the pole can be accomplished to soften or improve the look of what would otherwise be a bare pole(s).
- D. Impact proposed signage may have on adjacent or nearby businesses or homes.
- E. General appropriateness of signage to area proposed to be erected.

And

WHEREAS, The Council finds that the sign plan is appropriate for said business at said location, that the proposal is reasonable to provide good highway visibility for the business, and the signs will be located in a very commercial area along the highway and will not have negative impacts on neighboring homes or businesses, and that the sign as proposed is very appropriate for the area and the business.

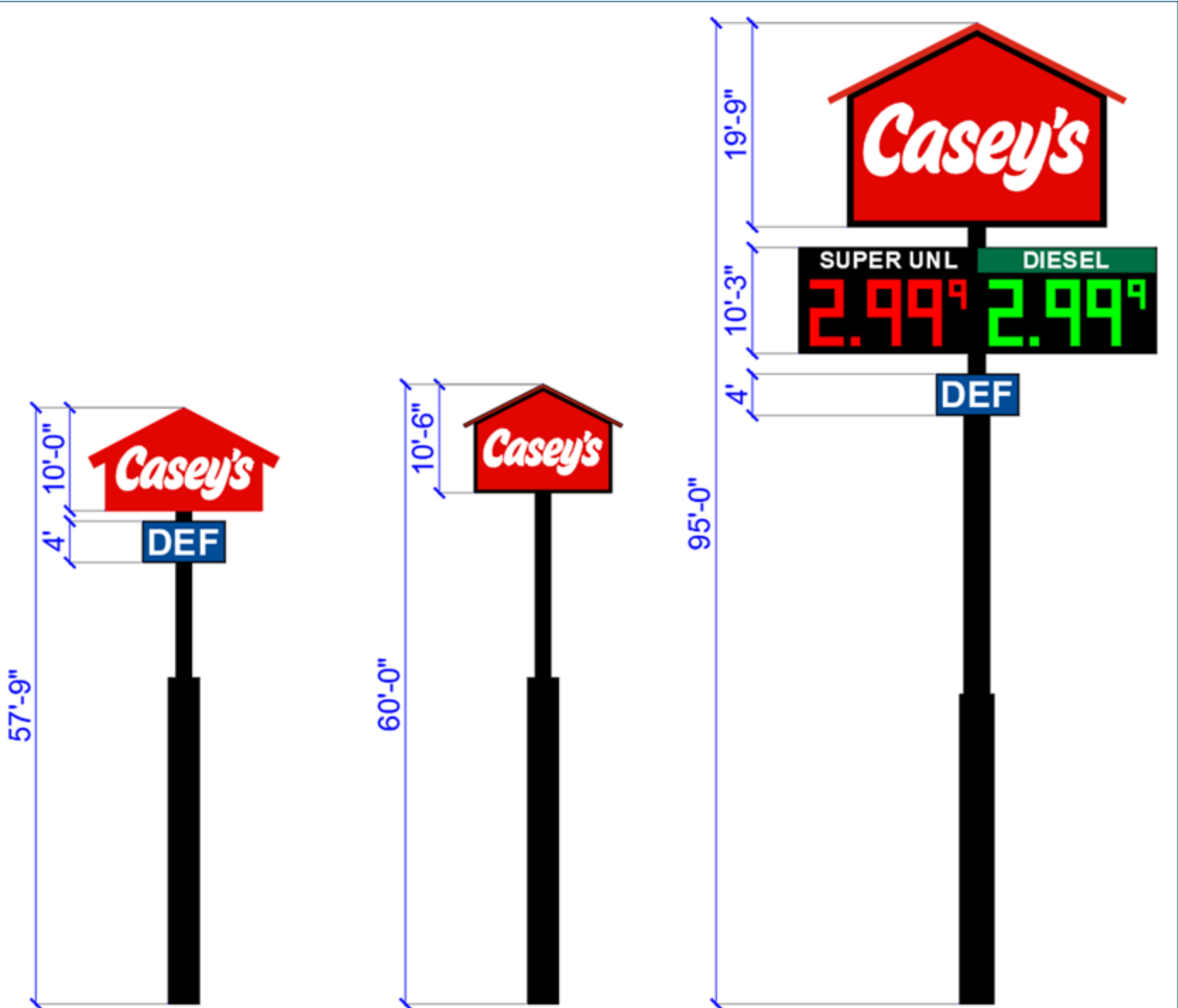
NOW, THEREFORE, BE IT RESOLVED by the City Council of Monticello, Iowa, that the request submitted by Casey's to update the sign plan on the site of their business is, for the reasons stated above, hereby approved.

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 6th day of January, 2025.

Attest:

Wayne Peach, Mayor

Sally Hinrichsen, City Clerk/Treasurer





Casey's

SIGN PACKET

JACOB CLARK

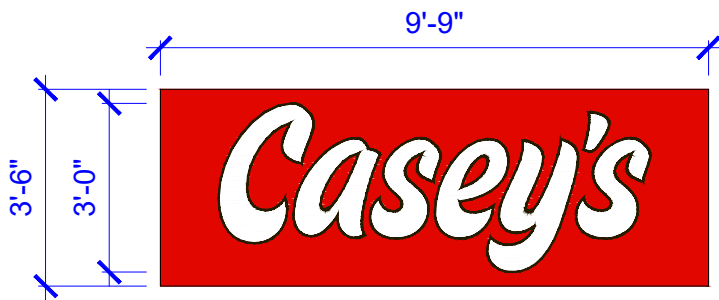
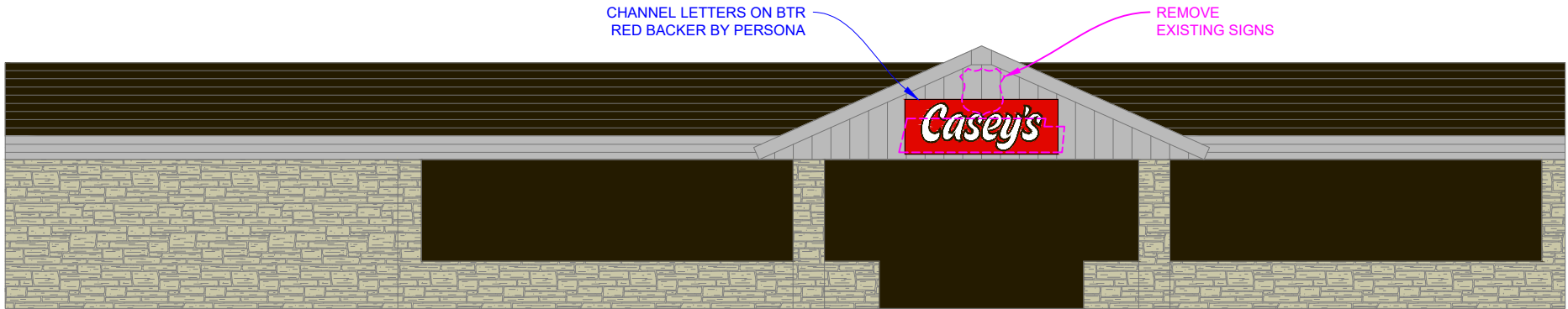
jacob.clark@caseys.com

Monticello, IA

2100 S Main St

Acquisition

12-03-24

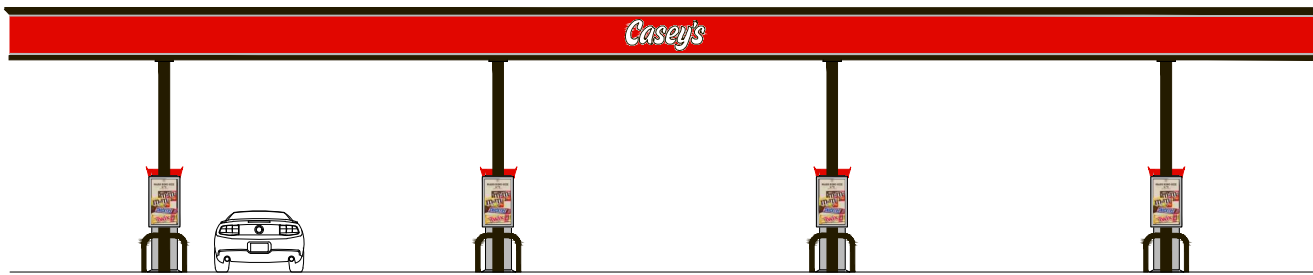


MONTICELLO, IA

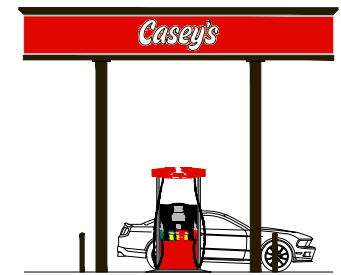
2100 S MAIN ST

DRAWN BY:
J. CLARK

DATE:
09-20-24



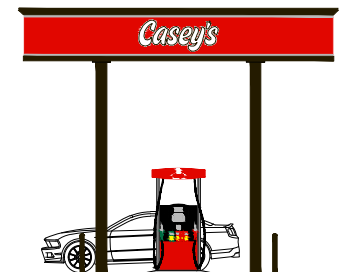
EAST



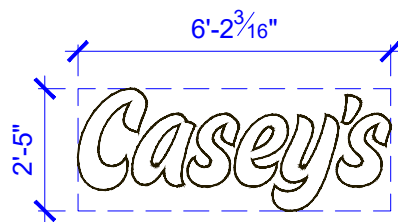
NORTH



WEST



SOUTH

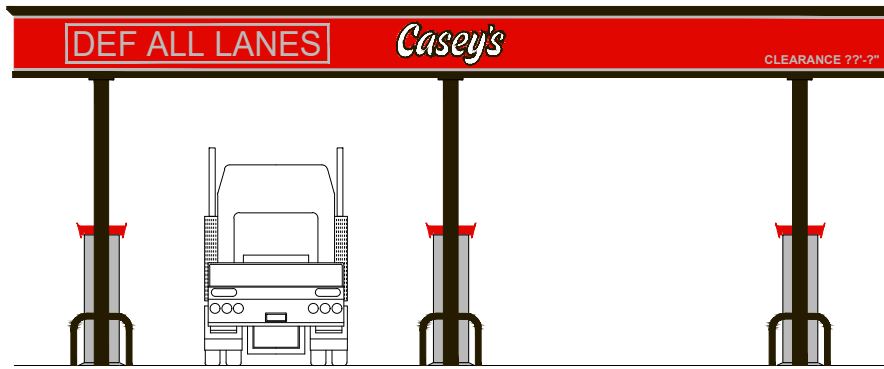


MONTICELLO, IA

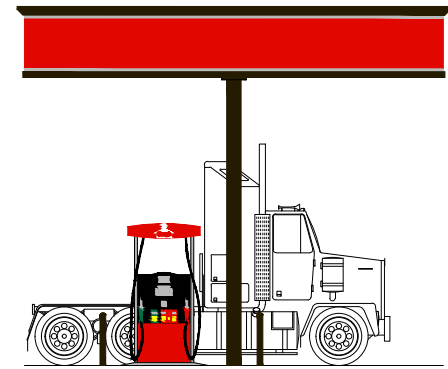
2100 S MAIN ST

DRAWN BY:
J. CLARK

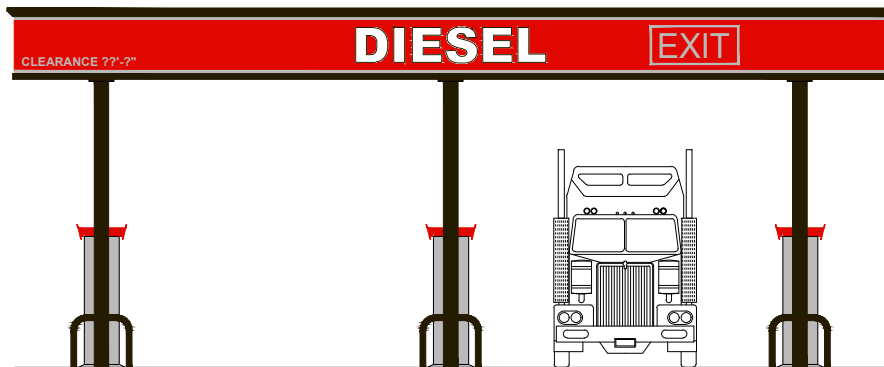
DATE:
09-20-24



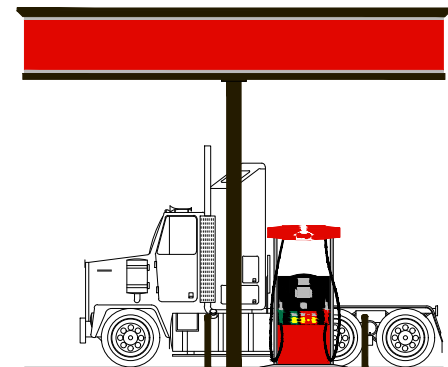
NORTH



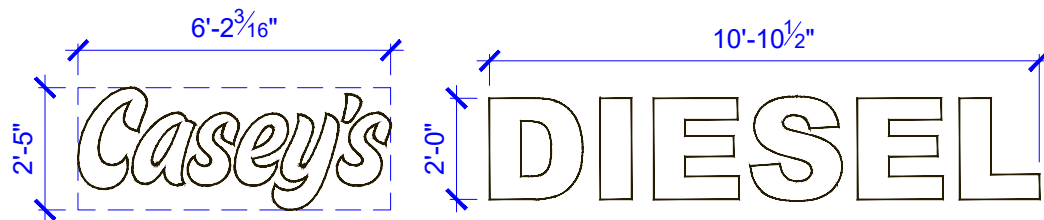
WEST



SOUTH



EAST

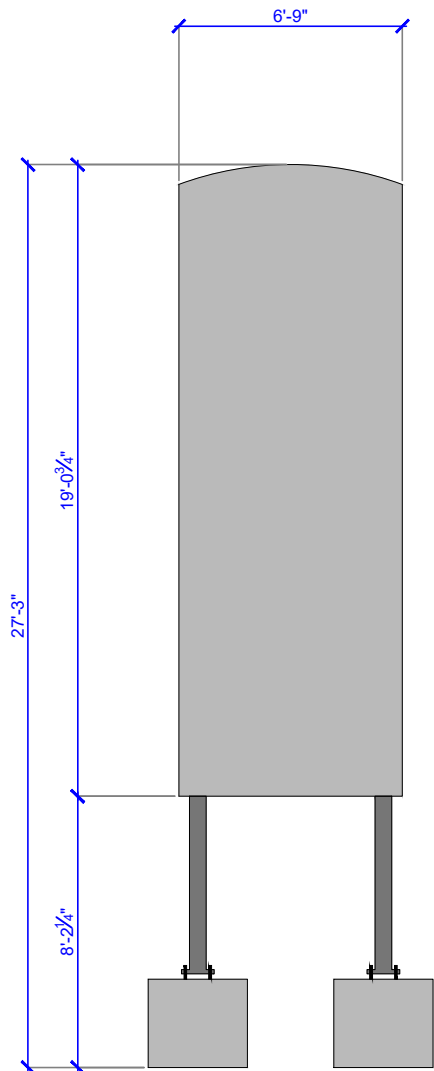


MONTICELLO, IA

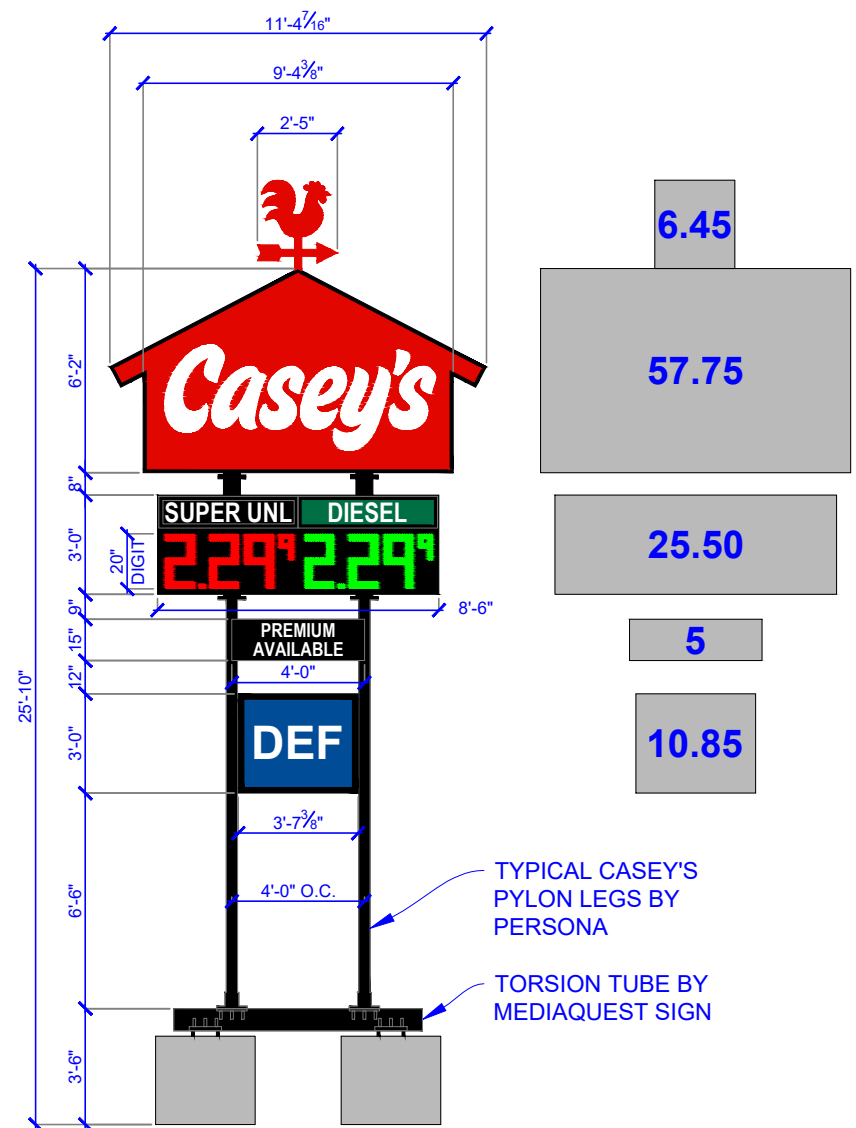
2100 S MAIN ST

DRAWN BY:
J. CLARK

DATE:
09-20-24



EXISTING
BOXED AREA = 128.7 FT²



PROPOSED
BOXED AREA = 105.55 FT²

TYPICAL CASEY'S
 PYLON LEGS BY
 PERSONA

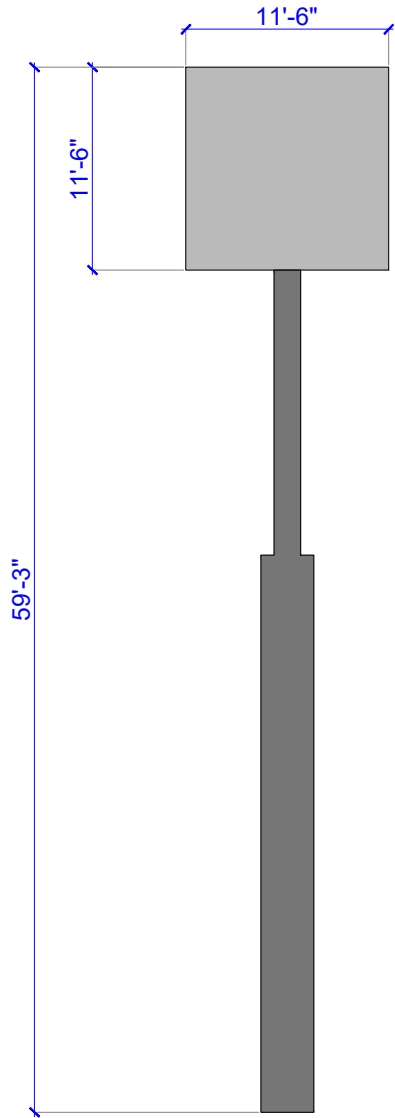
 TORSION TUBE BY
 MEDIAQUEST SIGN



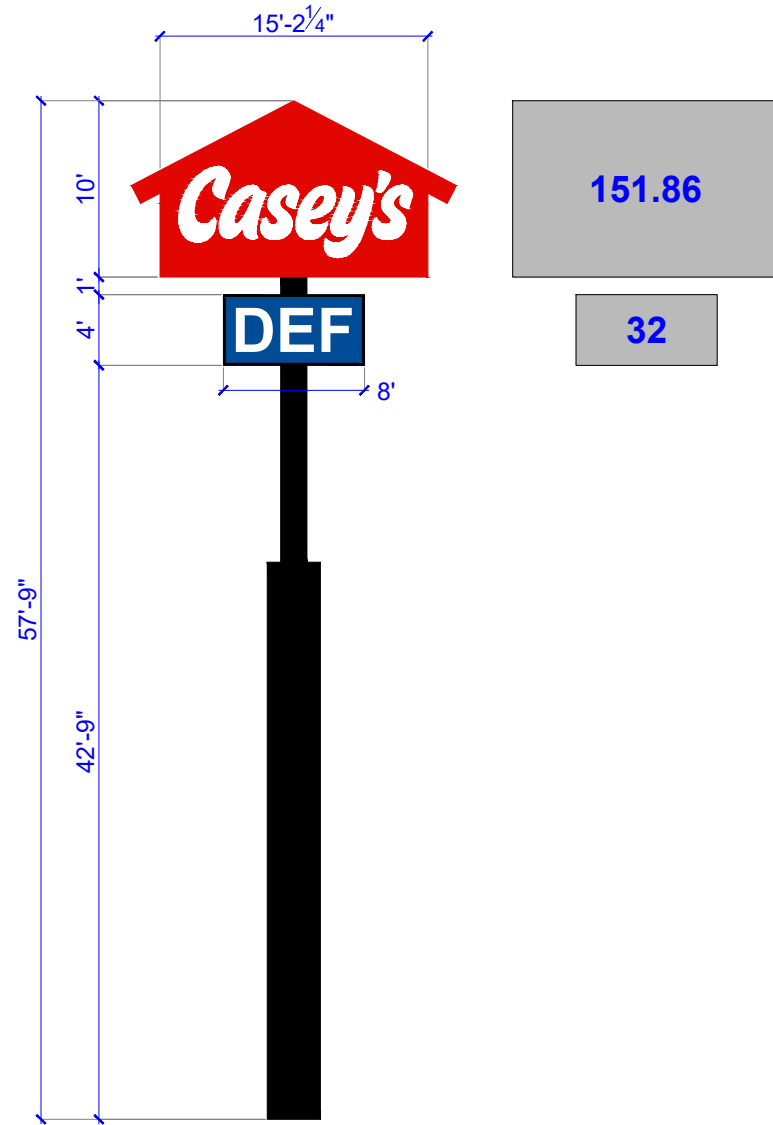
MONTICELLO, IA
 2100 S MAIN ST

DRAWN BY:
 J. CLARK

DATE:
 12-03-24



EXISTING
 BOXED AREA = 132 FT²



PROPOSED
 BOXED AREA = 183.86 FT²



MONTICELLO, IA

2100 S MAIN ST

DRAWN BY:
 J. CLARK

DATE:
 12-03-24

City Council Meeting
Prep. Date: 12/30/2024
Preparer: Russell Farnum



Agenda Item: # 4 & 5
Agenda Date: 01/06/2025

Communication Page

Agenda Items Description: Approving Plat(s) of Parcels 2025-01 and 2025-02

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

Summary: The owner of Monticello Motel also owns the small home to the north, and is buying a small part of land from DuTrac Credit Union to make the lot larger.

Parcel 2025-01 subdivides off the DuTrac lot to sell, then 2025-02 combines that lot in with the property that house is on.

The Planning and Zoning Board reviewed these plats at the meeting on December 17, 2024, and recommended approval by a vote of 4-0 (Osborn absent).

Recommendation: Approval is recommended.

The City of Monticello, Iowa

RESOLUTION #

Approving Plat of Survey to Parcel 2025-01

WHEREAS, The Plat of Survey to Parcel 2025-01 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

WHEREAS, The Plat of Survey was created to subdivide off a small part of land from DuTrac Credit Union to the west of the lot on which Monticello Motel owns a small home, which is located directly behind and North of the Monticello Motel. DuTrac Credit Union to sell this parcel to increase the size of the property, which house is located on, and

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

WHEREAS, The City Council finds that the Plat of Survey to Parcels 2025-01 should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2025-01.

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 6th day of January, 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

The City of Monticello, Iowa

RESOLUTION #

Approving Plat of Survey to Parcel 2025-02

WHEREAS, The Plat of Survey to Parcel 2025-02 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

WHEREAS, The Plat of Survey was created to combine the lot West of the home north of DuTrac Credit Union to create a larger lot on which home north DuTrac Credit Union is located, combining the two into one parcel of 0.20 acres +/-, and

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

WHEREAS, The City Council finds that the Plat of Survey to Parcels 2025-01 should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2025-01.

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 6th day of January, 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

INDEX LEGEND

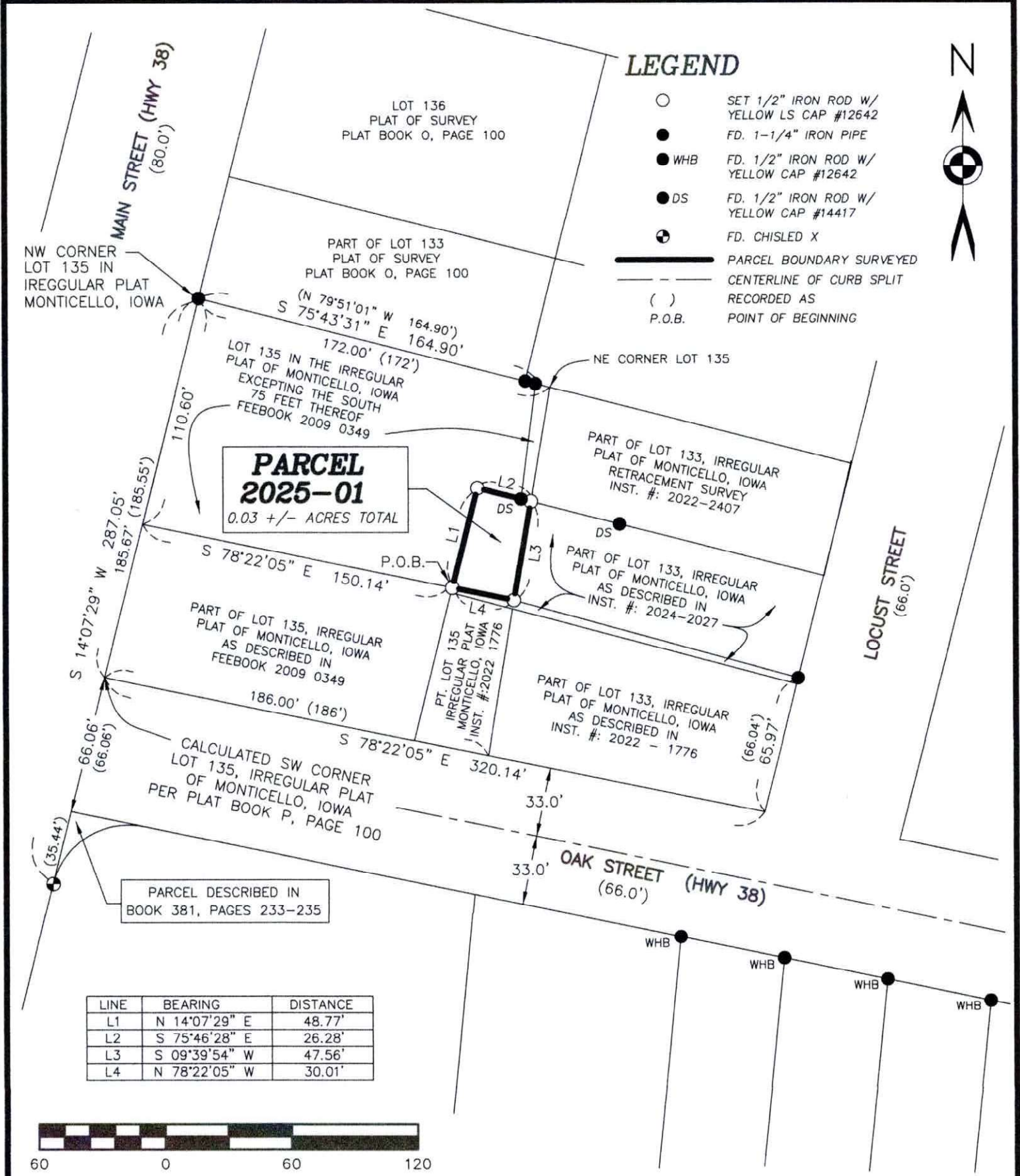
LOCATION: PART OF LOT 135 IN IRREGULAR PLAT OF MONTICELLO, JONES COUNTY, IOWA
 PROPRIETORS: DUTRAC COMMUNITY CREDIT UNION
 REQUESTOR: MIKE MCDONOUGH
 SURVEYOR: BILL BURGER
 SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR
 RETURN TO: BILL BURGER, 510 3RD STREET WEST COURT, WORTHINGTON, IA 52078 | (563) 855-2028

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

PLAT OF SURVEY

PARCEL 2025-01

PART OF LOT 135 IN IRREGULAR PLAT OF MONTICELLO, JONES COUNTY, IOWA



LEGEND

- SET 1/2" IRON ROD W/ YELLOW LS CAP #12642
- FD. 1-1/4" IRON PIPE
- WHB FD. 1/2" IRON ROD W/ YELLOW CAP #12642
- DS FD. 1/2" IRON ROD W/ YELLOW CAP #14417
- ⊕ FD. CHISLED X
- PARCEL BOUNDARY SURVEYED
- - - CENTERLINE OF CURB SPLIT
- () RECORDED AS P.O.B.
- POINT OF BEGINNING



PARCEL 2025-01
0.03 +/- ACRES TOTAL

PARCEL DESCRIBED IN BOOK 381, PAGES 233-235

LINE	BEARING	DISTANCE
L1	N 14°07'29" E	48.77'
L2	S 75°46'28" E	26.28'
L3	S 09°39'54" W	47.56'
L4	N 78°22'05" W	30.01'

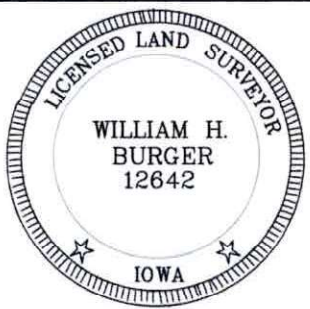


DATE OF SURVEY: 11/27/2024
 PROPRIETORS: SEE INDEX LEGEND
 SHEET 1 OF 3
 SCALE: 1" = 60'

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

William H. Burger 12/13/24
 WILLIAM H. BURGER #12642 DATE

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



LOCATION: PART OF LOTS 135 AND 133 IN IRREGULAR PLAT OF MONTICELLO, JONES COUNTY, IOWA AND COMPRISED OF PARCEL 2025-01 IN THE CITY OF MONTICELLO, IOWA

PROPRIETORS: ANDREW VAN BOENING

REQUESTOR: MIKE MCDONOUGH

SURVEYOR: BILL BURGER

SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR

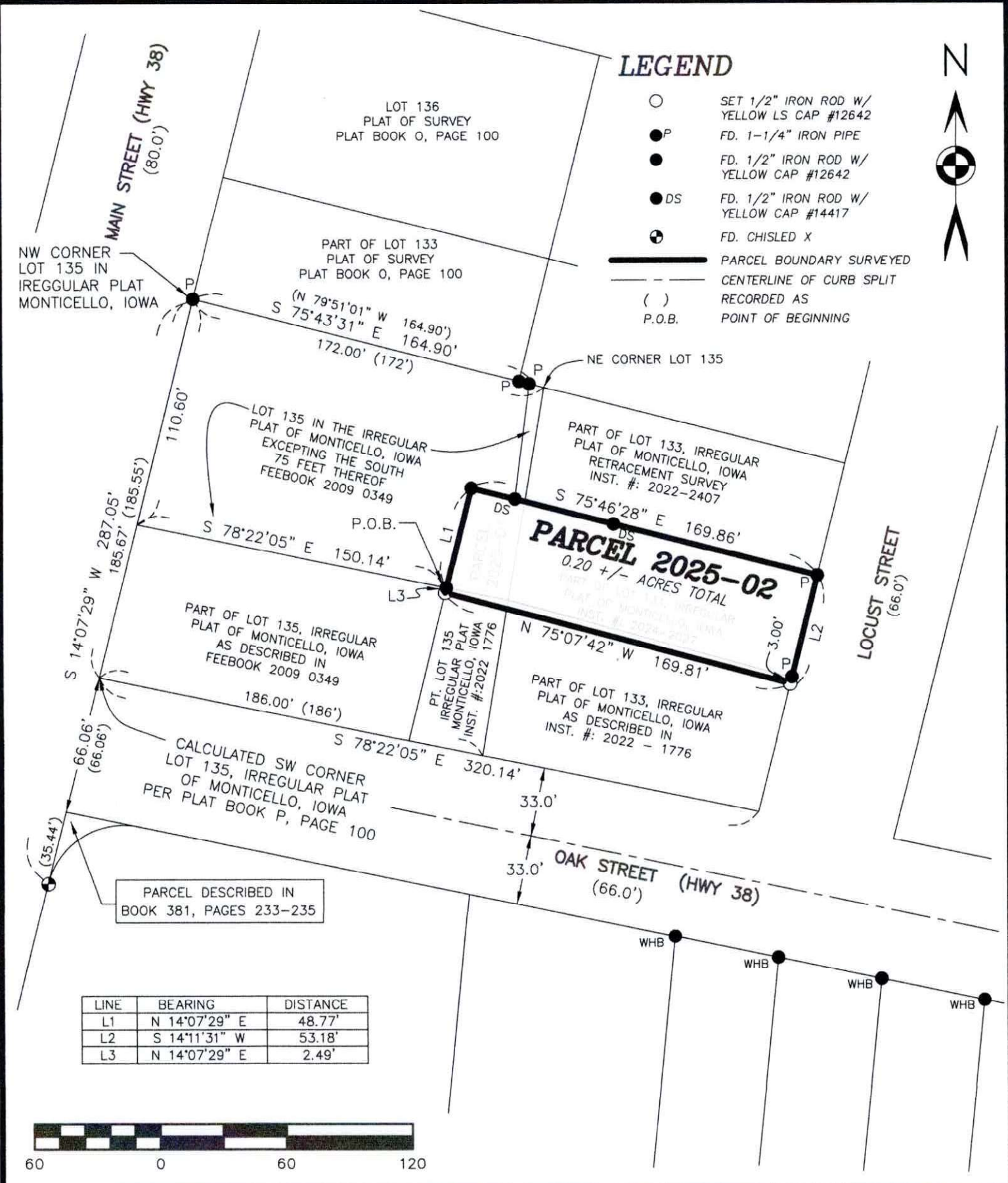
RETURN TO: BILL BURGER, 510 3RD STREET WEST COURT, WORTHINGTON, IA 52078 | (563) 855-2028

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

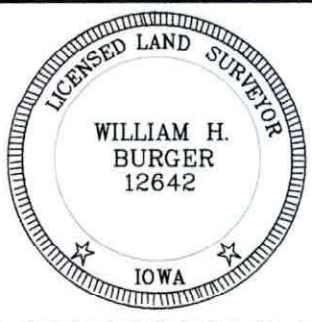
PLAT OF SURVEY

PARCEL 2025-02

PART OF LOTS 135 AND 133 IN IRREGULAR PLAT OF MONTICELLO, AND COMPRISED OF PARCEL 2025-01 ALL IN THE CITY OF MONTICELLO, JONES COUNTY, IOWA



LINE	BEARING	DISTANCE
L1	N 14°07'29" E	48.77'
L2	S 14°11'31" W	53.18'
L3	N 14°07'29" E	2.49'



DATE OF SURVEY: 11/27/2024

PROPRIETORS: SEE INDEX LEGEND

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

William H. Burger 12/13/24

WILLIAM H. BURGER #12642 DATE

SHEET 1 OF 3

SCALE: 1" = 60'

Wm. Burger
LandSurveyor

510 3rd Street West Court
Worthington, Iowa 52078

City Council Meeting
Prep. Date: 12/30/2024
Preparer: Russell Farnum



Agenda Item: # 6
Agenda Date: 01/06/2025

Communication Page

Agenda Items Description: Engineering Agreement for MXO Runway and Taxiway Repairs

Type of Action Requested: Resolution

Attachments & Enclosures:

Proposal

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

Summary: The next airside improvement at the Airport is crack sealing, with select replacement and repair of pavement and patching on the runway, aprons and taxiways. The overall pavement condition at the Airport is very good, and this maintenance will help it last.

The attached Task Order and Scope of Services provides the preparation of plans, bidding and construction supervision work by the City’s airport engineering firm, HDR. The cost for these services is \$70,000, which will be paid from Airport funds budgeted for this purpose.

The plans will not take long to prepare and will be ready for late winter bidding, with spring construction. Weather pending, the project may be able to be complete prior to the crop spraying season.

Recommendation: Approval is recommended.

THE CITY OF MONTICELLO, IOWA

RESOLUTION

Approving Agreement for Engineering Services between HDR Engineering, Inc. and the City of Monticello for services and expenses related to the Apron/Taxiway Improvement Project

WHEREAS, The Monticello Airport Board previously presented and the City Council previously approved the Airport Five Year Capital Improvement Plan (CIP), said plan including the Apron/Taxiway Improvement Project, and

WHEREAS, The Airport Board previously undertook a request for proposals process to identify both an Engineering Firm and an Airport Planner with whom to move forward with on FAA eligible projects, with HDR Engineering as Monticello Airport Engineer, for Airfield Development Projects and Airport Planning and Environmental Services, and

WHEREAS, the approval of this agreement is one of the required steps to move forward with a request for FAA funding, which is anticipated at 90% of the project costs, said project being contingent upon the future approval by the FAA of this project, and

WHEREAS, the City Administrator reports that he has been in regular contact with the FAA and working with them to ensure the submittal of all appropriate and required documents.

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 6th day of January 2025, that the Contract for Engineering Services between the City of Monticello and HDR Engineering is hereby approved and the City Administrator is hereby directed to execute same on behalf of the Monticello City Council.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 6th day of January 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer



FY25 Pavement Repairs
 Monticello Municipal Airport (MXO)
 City of Monticello, Iowa



Tasks	Hours	Fee
TASK 1 - PROJECT ADMINISTRATION		
1.1 Project Management, Grant Admin and QC Reviews	44	\$8,619
Subtotals	44	\$8,619
TASK 2 - DELIVERABLES (30,90 & FINAL)		
2.1 Site Investigation	64	\$9,548
2.2 Engineer's Design Report	42	\$6,257
2.1 Construction Safety and Phasing Plan	20	\$2,932
2.4 Drawings	122	\$16,217
2.5 Project Manual	80	\$11,459
2.6 Meetings	12	\$2,517
Subtotals	340	\$48,930
TASK 3 - BIDDING PHASE		
3.1 Bidding Documents	12	\$2,360
3.2 Pre-Bid Conference	8	\$1,573
3.3 Interpretations, Clarifications and Addenda	6	\$1,178
3.4 Bid Openings and Evaluaition	12	\$2,517
3.5 Contract Award	12	\$2,517
Subtotals	20	\$10,145
Total Direct Labor + Overhead + Profit		
	404	\$67,694
Task 4: Expenses		\$2,306
Total Fee		\$70,000

TASK ORDER 03

PROJECT NAME: FY25 MXO Pavement Repairs

This Task Order pertains to an Agreement by and between the City of Monticello, Iowa (the “OWNER”), and HDR Engineering, Inc. (the “ENGINEER”), dated _____ (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

PART 1.0 PROJECT DESCRIPTION:

The City of Monticello, Iowa (OWNER) desires to retain HDR Engineering, Inc. (ENGINEER) to provide design and bidding phase services for Apron/Taxiway Improvement at the Monticello Regional Airport (Project). The Project will be funded in part by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and, therefore, will be completed in accordance with FAA Order 5100.38D *Airport Improvement Program Handbook* and the FAA Central Region *AIP Sponsor Guide*.

The Project includes design of pavement repairs to the aprons, taxiways and runway at the Monticello Municipal Airport (MXO).

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

The Work Breakdown Structure (WBS) for this project contains six tasks listed below and described in subsequent sections of this Scope of Services.

Summary of Tasks:

1. Project Administration
 - 1.1. Project Management
 - 1.2. Grant Administration Support
 - 1.3. Quality Control Review of Project Deliverables
2. Design Phase
 - 2.1. Site Investigations
 - 2.2. Engineer’s Design Report
 - 2.3. Construction Safety & Phasing Plan (CSPP)
 - 2.4. Drawings
 - 2.5. Project Manual
 - 2.6. Project Kickoff and Review Meetings
3. Bidding Phase
 - 3.1. Bidding Documents
 - 3.2. Pre-Bid Conference
 - 3.3. Interpretations, Clarifications, and Addenda
 - 3.4. Bid Opening and Evaluation
 - 3.5. Contract Award
4. Reimbursable Expenses

TASK 1 – PROJECT ADMINISTRATION

ENGINEER will provide project management and cost/schedule controls for the Project. Also included are administrative activities such as grant administration and quality control reviews.

SUBTASKS:

- 1.1. Project Management: Includes activities for ENGINEER to monitor project schedules, manpower assignments, and internal cost controls throughout the Project. Also included are efforts to prepare and process invoices and monthly progress reports and to maintain project correspondence.
- 1.2. Grant Administration: ENGINEER will assist the OWNER in completing the required documentation for the Project's FAA AIP grant application per the FAA Central Region *AIP Sponsor Guide* and Iowa DOT AIP program guidance.
- 1.3. Quality Control Review of Project Deliverables

TASK 2 – DESIGN PHASE

ENGINEER will prepare a set of Bidding Documents that complies with federal, state, and local regulations based on current FAA standards defined in FAA Advisory Circulars (AC) as well as sound engineering principals and best practices. The Project Manual (except for Procurement and Contracting Requirements) and Drawings will be signed and sealed by a licensed Professional Engineer in the State of Iowa.

Following receipt of comments on the deliverables identified in this section from the FAA and/or the OWNER, the ENGINEER will provide a written response to each comment within seven calendar days and hold a teleconference with FAA and/or the OWNER if needed to resolve open comments. Revisions to the deliverable(s) resulting from the comment resolutions will be incorporated into the next design submission or a revised deliverable will be provided within 14 calendar days if there are no further submissions planned.

SUBTASKS:

- 2.1. Site Investigation: ENGINEER will perform visual inspection survey of the project site to be used in the determination of project repairs. The survey will be conducted with the assistance of electronic GPS devices and photography and coordinated with GIS data for incorporation into the project design. ENGINEER will review the site survey to verify that topographic, pavement, and utilities information within the project site have been properly identified.
- 2.2. Engineer's Design Report: ENGINEER will prepare an Engineer's Design Report that documents the design considerations, engineering analysis and design selections that occur early in the project design phase.

The general outline of the Engineer's Design Report, subject to minor modifications, will be as shown below:

- General Scope of the Project
- Photographs
- Listing of Applicable AIP Standards

- Considerations for Airport Operational Safety
- Pavement Marking
- Environmental Considerations
- Utility Lines in Work Area
- Miscellaneous Work Items
- DBE Participation
- Project Schedule
- Engineer's Estimate of Probable Cost
- Preliminary Project Budget
- Pre-Design Meeting Minutes

ENGINEER will submit the Engineer's Design Report to FAA and the OWNER for review and comment at the 30% design stage.

- 2.3. Construction Safety & Phasing Plan (CSPP): ENGINEER will prepare a Construction Safety & Phasing Plan (CSPP) per the requirements described in FAA AC 150/5370-2G *Operational Safety on Airports During Construction* and submit the CSPP to FAA via the Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) portal. The goal of the CSPP is to identify aspects of the construction project that pose a potential safety hazard to airport operations and outline respective mitigation procedures for each hazard.

The general outline of the CSPP, subject to minor modifications, will be as shown below:

- Coordination
- Phasing
- Areas and Operations Affected by the Construction Activity
- Protection of Navigational Aids (NAVAIDs)
- Contractor Access
- Wildlife Management
- Foreign Object Debris (FOD) Management
- Hazardous Materials (HAZMAT) Management
- Notification of Construction Activities
- Inspection Requirements
- Underground Utilities
- Penalties
- Special Conditions
- Runway and Taxiway Visual Aids
- Marking and Signs for Access Routes
- Hazard Marking and Lighting
- Work Zone Lighting for Night Construction
- Protection of Runway and Taxiway Safety Areas, Object Free Areas, Obstacle Free Zones, and Approach/Departure Surfaces

- Other Limitations on Construction

ENGINEER will submit a CSPP to FAA and the OWNER at the 30% and 90% design stages for review and comment.

- 2.4. Drawings: ENGINEER will develop project drawings to graphically illustrate the physical location and dimensions of project elements in an accurate and concise manner.

The anticipated set of drawings includes the following sheets:

- Cover Sheet
- Construction Safety & Phasing Plan
- Stormwater Pollution Prevention Plan
- Site Demolition Plan
- Pavement Repair Plan
- Pavement Details

ENGINEER will submit 30% drawings to the OWNER and FAA for review and comment.

ENGINEER will submit 90% drawings to FAA and the OWNER for review and comment and will submit the final bidding documents to FAA and the OWNER following comment resolution from the 90% design submittal.

- 2.5. Project Manual: ENGINEER will prepare a project manual consisting of the following components:

- Procurement and Contracting Requirements
 - Advertisement for Bids
 - Instructions to Bidders
 - Proposal Forms
 - General Conditions
 - Supplementary Conditions
 - Contract Agreement Form
 - Federal Contract Provisions
- General Provisions
- Technical Specifications

As a condition of receiving an AIP grant, the project manual will conform to AIP procurement provisions and the standards and guidelines established within applicable Advisory Circulars (AC 150/5370-10H: *Standard Specifications for Construction of Airports*) or accepted industry standards if FAA standards do not exist.

ENGINEER will submit an outline of the project manual to the OWNER and FAA at the 30% design stage for review and comment.

ENGINEER will submit a pre-final project manual to FAA and the OWNER at the 90% design stage for review and comment and will submit the final bidding documents to FAA and the OWNER following comment resolution from the 90% design submittal.

The ENGINEER will seek and obtain an “Authorization to Bid” from FAA Central Region prior to advertising the project for bidding.

- 2.6. Project Kickoff: ENGINEER will organize and lead a project kickoff meeting at the airport with the OWNER within one-week following Notice-to-Proceed. The purpose of the meeting will be the review the project scope and schedule, address OWNER concerns, visit the project site, and collect data to facilitate the development of the project deliverables.

TASK 2 DELIVERABLES:

1. 30% Design Submittal
 - Engineer’s Design Report – to OWNER and FAA
 - Resolve comments and re-submit to FAA for final concurrence
 - Construction Safety & Phasing Plan (CSPP) – to OWNER and FAA
 - Resolve comments and incorporate edits into 90% CSPP
2. 90% Design Submittal
 - Construction Safety & Phasing Plan (CSPP) – to OWNER and FAA
 - Resolve comments and re-submit to FAA for final concurrence
 - Drawings – to OWNER and FAA
 - Resolve comments and incorporate edits into bidding documents
 - Project Manual – to OWNER and FAA
 - Resolve comments and incorporate edits into bidding documents
3. Bidding Documents
 - Drawings – to OWNER and FAA
 - print and ship to OWNER six hard copies, full size (22” x 34”)
 - Project Manual – to OWNER and FAA
 - print and ship to OWNER six hard copies (8.5” x 11”)

TASK 3 – BIDDING PHASE

ENGINEER will assist the OWNER with procuring a construction contractor to perform the work defined in the bidding documents.

SUBTASKS:

- 3.1. Bidding Documents: ENGINEER will print and ship up to three hard copies of the Issued for Bidding project manual and half-size (11” x 17”) drawings to be made available to prospective bidders. ENGINEER will open and manage a project on the QuestCDN (or similar online bidding platform) plan room site on behalf of the City of

Monticello, act as the soliciting agent, and post the bidding documents at the direction of the OWNER.

- 3.2. Pre-Bid Conference: ENGINEER will organize and lead a pre-bid conference to clarify and explain construction methods, procedures, and safety measures required by the contract. The pre-bid conference may include a site visit for prospective bidders coordinated with airfield management.
- 3.3. Interpretations, Clarifications, and Addenda: ENGINEER will respond to prospective bidder's questions during solicitation and issue addenda as needed.
- 3.4. Bid Opening and Evaluation: ENGINEER will attend the bid opening with the OWNER at the Monticello City Hall, evaluate bids, develop a bid tabulation for the project, and provide a recommendation to the City on the award to the lowest responsive and responsible bidder. ENGINEER will evaluate bids for responsiveness looking for issues such as bid errors, proper extension of all unit prices, bid irregularities, unbalanced bids, bidder responsiveness, bid guarantee, qualified bids, DBE utilization, and Buy America Certifications.
- 3.5. Contract Award: ENGINEER will prepare a Request for Concurrence with Award of Contract and submit to FAA and assist the OWNER with executing the construction contract with the successful bidder per FAA requirements. ENGINEER will issue a Notice-to-Proceed to the contractor on behalf of the OWNER.

TASK 3 DELIVERABLES:

1. Interpretations, Clarifications, and Addenda during solicitation
2. Bid Tabulation
3. Recommendation for Award
4. Request for Concurrence with Award of Contract
5. Notice-to-Proceed to Contractor

TASK 4 – REIMBURSABLE EXPENSES

Reimbursable expenses will be charged to Task 4. Expense types may include:

- Car Rental
- Hotel and Lodging
- Express Mail/Postage/Freight
- Fuel – Car Rental
- Meals
- Office / Field Supplies
- Reproduction

TENTATIVE PROJECT SCHEDULE (SUBJECT TO CHANGE)

January 7, 2025: Assumed Notice-to-Proceed

January 13, 2025 – 30% Design Submittal

January 24, 2025 - FAA Comment on Engineer's Design Report and CSPP Received
February 7, 2025 – 90% Design Submittal
February 2, 2025 – FAA Comment on 90% Drawings and Project Manual Received
February 28th, 2025 – Project Posted for Bidding
March 17th, 2025 – Bid Opening
April 1st, 2025 – FAA Deadline to Submit FY2025 Grant Applications Based on Bids
April 4th, 2025 – Award of Construction Contract
April 29th, 2025 - Anticipated End of Task Order

ASSUMPTIONS

- Construction phase services are not included as part of this task order. These services may be provided as part of a supplemental task order.
- The ENGINEER assumes Monticello Regional Airport staff will coordinate Lease Hold tenants.

PART 3.0 OWNER'S RESPONSIBILITIES:

The OWNER shall provide the information set forth in paragraph 6 of the attached "HDR Engineering, Inc. Terms and Conditions for Professional Services."

PART 4.0 PERIODS OF SERVICE:

Upon receipt of written authorization to proceed, ENGINEER shall perform the services described in Part 2.0 by April 30th, 2025, or at such other time as may be mutually agreed between the parties.

Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER'S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If any specified dates for the completion of ENGINEER'S services are exceeded through no fault of the ENGINEER, the time for performance of those services shall be automatically extended for a period which may be reasonably required for their completion and all rates, measures and amounts of ENGINEER'S compensation shall be equitably adjusted.

PART 5.0 ENGINEER'S FEE:

Compensation for ENGINEER'S services under this Agreement shall be on the basis of lump sum. The amount of the lump sum is Seventy-thousand dollars (\$70,000).

Compensation terms are defined as follows:

Lump Sum shall mean a fixed amount which shall be the total compensation agreed upon in advance for Scope of Services.

PART 6.0 OTHER:

Additional federal contract provisions required for projects funded by the Airport Improvement Program, which are attached to this task order, are incorporated into this Agreement by this reference as if fully set forth herein.

This Task Order is executed this __ day of _____, 2025.

CITY OF MONTICELLO, IOWA
"OWNER"

HDR ENGINEERING, INC.
"ENGINEER"

BY: _____

BY: _____

NAME: Russ Farnum

NAME: Matthew B. Tondl

TITLE: City Administrator

TITLE: Senior Vice President

ADDRESS: 200 East First Street
Monticello, Iowa 52310

ADDRESS: 1917 South 67th Street
Omaha, NE 68106

City Council Meeting
Prep. Date: 12/30/2024
Preparer: Sally Hinrichsen



Agenda Item: #8-16
Agenda Date: 1/6/2025

Communication Page

Agenda Items Description: Reports

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

Reports / Potential Actions:

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