

January 24, 2022

A budget workshop was held prior to the council meeting. Kim Thomas called the workshop to order at 5:00 p.m. at City Hall. Council Members present at the workshop were: Andrea Steenhoek, Jen St. Peter, Jean Goemaat, and Stacie McCoy. Sean Wilson and Mayor Duinink were absent from the workshop. Marc Van Wyk and Kim Thomas, both city employees, were at the meeting. The purpose of the meeting was to go over goals and budget expenses for FY 2022/2023.

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Kim Thomas, City Clerk/Administrator

February 14, 2022

The regular meeting of the Monroe City Council was called to order by Mayor Doug Duinink on February 14, 2022, at 7:00 p.m. at the Monroe City Hall. Roll call was taken. Council members in attendance were: Jennifer St. Peter, Andrea Steenhoek, Stacie McCoy and Jean Goemaat. Absent was Council Member Wilson. City employees in attendance were: Andrea Lanphier, Marc Van Wyk, Jamie Hofer, Joshua Baker, Nicholas Chambers and Kim Thomas.

Visitors at the meeting were: Greg Duinink, Mary Sellers, Daryl Phifer, Linda Phifer, Keith Roorda, and Jamee Pierson.

Council Member Steenhoek moved and was seconded by Council Member McCoy to approve the consent agenda. Items on the agenda included bills and minutes from the January regular meeting, clerk and treasurer report. Motion carried 4-0. There were no committee and board reports.

Jeremy Enano, Engineer from Veenstra and Kimm, Inc., was in attendance to discuss the timeline for the York Street Watermain Project. The notice to bidders will go out on February 23<sup>rd</sup> and bid opening has been set for March 21<sup>st</sup>. The project deadline date is July 29<sup>th</sup>, with an alternative deadline date of September 30<sup>th</sup>, 2022. Council Member St. Peter moved and was seconded by Steenhoek to set the public hearing and award of contract date for the York Street Watermain Project for March 24, 2022, at 7:15 p.m. at city hall. Motion carried 4-0.

Chief Chambers has received no SRO certified applicants for the School Resource Officer position. Chief Chambers continues to handle calls at the PCM Schools and is in contact with Dr. Havenstrite while the position is vacant. Advertising for the SRO position will continue.

Mayor Duinink opened the public hearing for the Maximum Property Tax Dollars at 7:10 p.m. Council Member St. Peter moved and was seconded by Council Member Goemaat to close the hearing and approve RESOLUTION NO. 9-2022. A resolution approving the FY2023 Maximum Property Tax Dollars on certain levies. Motion carried 4-0.

Mary Sellers, Library Board President, was in attendance to recommend that Brenda Lanser and Christopher Ver Heul both receive mid-year hourly raises. Brenda Lanser makes \$16.97 hourly and would like for her to receive a \$.85 (5%) raise to \$17.82 per hour. Both employees do have fantastic job, however; the council raised concerns about doing a raise for them and not everyone mid-year. Director Van Wyk mentioned that his employees do an excellent job and would like to give them a mid-year increase, if the raise for Brenda and Chris are approved. Thomas spoke up and said that the previous pay increases for the library had been done in July like all other employees. Thomas also explained how the budget and benefit levies worked. Thomas continued to ask if the Library Board was wishing for Brenda to receive another raise in July. Sellers responded yes that she wishes for Brenda to receive an additional amount in July with all other city employees. Christopher Ver Heul was recently hired as a library assistant at \$9.00 per hour and would like to see him make \$10.00 hourly. All council members agreed that Brenda and the library staff do great things for the community. McCoy moved to approve a pay increase for Brenda Lanser from \$16.97 to \$18.82 hourly and for Christopher Ver Heul from \$9.00 per hour to \$10.00 effective February 1, 2022. Mayor Duinink asked for a second to the motion three times but received no response. Motion died. St. Peter moved and was seconded by Goemaat to table the decision until a full council is present for further discussion. Motion carried 4-0.

Steenhoek moved and was seconded by Goemaat to accept the resignation of Lisa Van Gorp as Library Assistant. Motion carried 4-0.

Steenhoek moved and was seconded by McCoy to set the budget hearing for FY2023 for March 24, 2022, at 7:10 p.m., at city hall. Motion carried 4-0.

Greg Duinink, owner of 601 W. Marion, recently discussed tree concerns on his property damaged over the summer. Mr. Duinink could ask for financial assistance from the city to help with the cost of removing three trees in the city right of way. Duinink has contacted the District Office and a licensed arborist is willing to come and take a look at the trees and give an option on whether he feels the trees are dead and/or diseased which would require the city to take them down. Thomas stated she would be willing to call and make the appointment for 601 W. Marion to determine if the city would be financially responsible for the tree removal. There was no motion on this item.

Scott Steenhoek and Tom Schendel, both residents of Prairie City and members of the Prairie City Park Board Commission, were in attendance to discuss what the Prairie City Park Board does and what is currently working for them. Members of their board are appointed by the mayor. "It's a 5 person board consisting of four residents and one council person. We have trouble finding volunteers and runs pretty thin," stated Schendel. Steenhoek and Schendel both donate their time at the park to make sure the fields are

playable. Prairie City does not charge the PCM Little League for the use of the fields. Central Iowa Sports has in the past brought teams to practice/play in Prairie City and they hire/pay their own staff during their play time. Steenhoek stated that in the future it would be nice if Monroe and Prairie City could coordinate their scheduling of both parks. Last year concessions were provided by a food truck because of the lack of volunteers willing to commit to running the concession which is a continuing problem. The mayor and council thanked both for coming to the meeting.

Goemaat moved and was seconded by McCoy to promote Andrea Lanphier from Utility Billing Clerk to Deputy City Clerk with a pay raise from \$15.76 to \$17.00 per hour effective immediately. Motion carried 4-0.

Open Forum: Mayor Duinink mentioned that Dave Van Veen would like some new flags for the cemetery. Keith Roorda asked the mayor and councils thoughts on moving grades around at the PCM Schools and how the changes could affect the community. The mayor and council agreed that at this time there are still many questions that need answered before an informed decision call be made on how the changes could ultimately affect the Monroe community. Mayor Duinink encouraged the council and audience to get out and vote Tuesday. Steenhoek reminded everyone of the Old Settlers Spaghetti Fundraiser on March 5<sup>th</sup> here at city hall. Thomas mentioned the estimates received from Veenstra and Kimm Engineering on the construction of the MRP walking trail. This item will be added to the March or April agenda.

Steenhoek moved and was seconded by McCoy to adjourn at 8:50 p.m. Motion carried 4-0. A full copy of minutes can be seen at [www.MonroelA.com](http://www.MonroelA.com) or at the Monroe City Hall.

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Douglas P. Duinink, Mayor

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Kim Thomas, City Clerk/Administrator

#### January 2022 Bills

SALARIES	NET	28665.74
EFTPS	FEDERAL TAX	9825.16
IOWA DEPT OF REVENUE	SALES/WITHOLDING TAX	3230.00
IPERS	POLICE/REGULAR	6034.74
CITY OF MONROE	HEALTH INSURANCE	1034.50
GIS BENEFITS	LIFE INS	83.03
WINDSTREAM	PHONE	81.63
MIDAMERICAN	UTILITIES	4697.49
MONROE POSTMASTER	JANUARY MAILING	279.73
UNITED HEALTHCARE	HEALTH INSURANCE	4320.22
IA RURAL WATER	VISION INSURANCE	74.99
DELTA DENTAL	DENTAL INSURANCE	227.26
US CELLULAR	PHONES	232.40
JONI ULREY	DEPOSIT REFUND	11.94
CORY SALTER	DEPOSIT REFUND	2.18
JOHN SCHOSSOW	DEPOSIT REFUND	62.93
KYRIE UNTENER	DEPOSIT REFUND	62.93
AIRGAS USA LLC	OXYGEN	8.40
ANDREA STEENHOEK	REIMBURSEMENT CLEANING SUPPLIES	29.21
BRUENING ROCK	ROCK	316.14
CALDWELL BRIERLY CHALUPA	LEGAL SERVICES	605.60
CAPITAL ONE	CITY SUPPLIES	29.53
CASEY'S BUSINESS MASTERCARD	GAS/OIL	1461.39
IA REGIONAL UTILITIES ASSOC	RURAL WATER	12233.10
CLIA LABORATORY PROGRAM	CLIA USER FEE	180.00
FARVER TRUE VALUE	SPRAY ENAMEL,PRIMER,PLUG	51.21
HEWITTS SERVICE CENTER	OIL,NEW STARTER,FUEL PUMP,RELAY,BATTERIES	1349.54
IA DEPT OF PUBLIC SAFETY	MONTHLY TERMINAL BILLING	300.00
IOWA ONE CALL	LOCATES	26.10
IOWA STATE UNIVERSITY	WINTER '22 CLASS REGISTRATION-ANDREA LANPHIER	144.00
WINDSTREAM	PHONE	63.90

JASPER COUNTY SPEED SHOP	OIL FILTER,OIL,FRONT ROTOR,FRONT PADS	570.15
KAL SERVICES INC	DECEMBER TRASH CONTRACT	13604.05
KINNAMON SERVICES	LABOR,MATERIAL,PARTS FOR LIGHTS @ CITY HALL	2678.86
MARCO INC	COPIER CONTRACT	63.39
MCCALL MONUMENTS	MEMORIAL REPAIR	50.00
MENARDS	CAR CREEPER	98.99
MERCYONE DES MOINES	NOVEMBER 2021 SUPPLIES	262.80
MONROE FIRE DEPT	FIRE & EMS CALLS	5000.00
MONROE FOODS	PAPER TOWELS & BATTERIES	23.90
NEWTON DAILY NEWS	PUBLICATIONS	352.47
NORMAN ROZENDAAL TILING INC	TRASH BASKET	26.25
SIGN PRO	ATV DECALS	45.00
SMITH QUALITY RENTAL	RENTAL-PLATFORM/BASKET/TELEHANDLER	465.45
STOREY KENWORTHY	LASER CHECKS	264.00
TWO RIVERS COOP	LP GAS/DIESEL	828.50
VEENSTRA & KIMM, INC	ENGINEERING SERVICES	772.00
ANNIE'S	BOOK	20.99
BAKER & TAYLOR	BOOKS/SUPPLIES	473.86
CAPITAL ONE	LIBRARY BILL/MISC SUPPLIES	91.39
CENTER POINT LARGE PRINT	BOOKS	134.82
MIKE LANSER	EQUIPMENT REIMBURSEMENT	154.00
PENWORTHY	BOOKS	669.17
CARDMEMBER SERVICES	COVID TESTS,POPCORN MACHINE,NOTE PADS	1866.09
MEDIACOM	INTERNET	215.43
IA DEPT OF NATURAL RESOURCES	EXAM FEE-MARC VAN WYK	30.00
WINDSTREAM	PHONE	111.31
VERIZON	PHONES	427.16
LEIGHTON STATE BANK	NSF FEE(S)	15.00
AFLAC	INSURANCE	95.16
LEIGHTON STATE BANK	BOX FEE	25.00
LEIGHTON STATE BANK	NSF TAX	0.35
TOTAL JANUARY EXPENSE:		\$ 105,160.53
TOTAL JANUARY REVENUE:		\$ 121,183.48

TOTAL REVENUE:	
GENERAL	26866.71
ROAD USE	22295.02
SPECIAL REVENUE	19293.73
CAPITAL PROJECT	140.66
ENTERPRISE	52373.28
FIDUCIARY	187.48
DEBT SERVICE	26.60
TOTAL:	\$ 121,183.48

TOTAL EXPENSE:	
GENERAL	55111.14
ROAD USE	6861.67
SPECIAL REVENUE	9291.80
CAPITAL PROJECT	0.00
ENTERPRISE	30498.85
FIDUCIARY	3308.90
DEBT SERVICE	0.00
COVID	88.17
TOTAL:	\$ 105,160.53