

July 10, 2023

A special meeting of the Monroe City Council on July 10, 2023, was called to order by Mayor Douglas Duinink at 5:30 p.m. at the Monroe City Hall. Roll call was taken. Council members in attendance were: Jennifer St. Peter, Andrea Steenhoek, Stacie McCoy, Sean Wilson and Jean Goemaat. The purpose of the special meeting was to do employee reviews. The following employees were in attendance and were given employee reviews: Marc Van Wyk, Jamie Hofer, Andrea Lanphier, Kim Thomas, Nicholas Chambers, Mason Highland and Brandon Blom. Employee reviews for Brenda Tripp-Lanser and JoAnn Hasselman were given by the Monroe Library Board at an earlier date. No city employee requested a closed meeting per Iowa Code 21.5(i).

There were no visitors at the meeting.

Council Member Stacie McCoy moved and was seconded by Council Member Jean Goemaat to approve a 5% salary increase from \$64,898.65 to \$68,143.58 for Public Works Director Marc Van Wyk. Upon roll call vote, motion carried unanimously 5-0.

Council Member Andrea Steenhoek moved and was seconded by McCoy to approve a merit hourly increase for Public Works Employee Jamie Hofer for passing Grade 1 Water Distribution and Grade 1 Waste Water Treatment tests from 23.66 to \$27.50 per hour. Upon roll call vote, motion carried unanimously 5-0.

Council Member Jennifer St. Peter moved and was seconded by McCoy to approve a merit hourly increase for Deputy Clerk Andrea Lanphier for completing the 3-year Iowa Municipal Clerks' Institute through the Iowa State University Extension from \$17.85 to \$20.00 per hour. Upon roll call vote, motion carried unanimously 5-0.

Goemaat moved and was seconded by Steenhoek to approve a 5% salary increase from \$76,793.60 to \$80,633.28 for City Clerk/Administrator Kim Thomas. Upon roll call vote, motion carried unanimously 5-0.

Steenhoek moved and was seconded by St. Peter to approve 2 weeks of additional paid vacation for Police Chief Nicholas Chambers with no pay increase. Upon roll call vote, motion carried unanimously 5-0.

Goemaat moved and was seconded by McCoy to approve a 5% hourly increase from 27.81 to \$29.20 for Police Officer Mason Highland. Upon roll call vote, ayes – Goemaat, McCoy, St. Peter, nays – Wilson and Steenhoek. Motion carried 3-2.

McCoy moved and was seconded by Goemaat to promote Police Officer Brandon Blom to Monroe Police Sergeant with an hourly wage increase from \$27.81 to \$30.20 per hour. Upon roll call vote, motion carried 5-0.

McCoy moved and was seconded by St. Peter to approve a 5% hourly increase for Library Director Brenda Tripp-Lanser from \$17.82 to \$18.71 per hour. Motion carried unanimously 5-0.

St. Peter moved and was seconded by McCoy to approve a 5% hourly increase for Library Assistant JoAnn Hasselman from \$13.50 to \$14.18 per hour. Motion carried unanimously 5-0.

St. Peter moved and was seconded by McCoy to approve a 5% hourly increase for Custodian Lisa Tucker from \$13.45 to \$14.12 per hour. Motion carried unanimously 5-0.

St. Peter moved and was seconded by McCoy to approve a 5% increase in pay for all part-time police officers from \$26.25 to \$27.56 per hour. Motion carried unanimously 5-0.

All employee raises will be backdated to the first pay period in July, 2023.

Goemaat moved and was seconded by Steenhoek to adjourn the special meeting at 6:55 p.m. Motion carried 5-0.

---

Douglas P. Duinink, Mayor

---

Kim K. Thomas, City Clerk/Administrator

July 10, 2023

The regular July 10, 2023, meeting of the Monroe City Council was called to order by Mayor Douglas Duinink 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, Sean Wilson and Jean Goemaat. City employees in attendance were: Public Works Director- Marc Van Wyk, Public Works – Jamie Hofer, Police Chief – Nicholas Chambers, Deputy Clerk - Andrea Lanphier and City Clerk/Administrator-Kim Thomas.

Visitors at the meeting were Jeanette Rankin, Dean Van Ryswyk, Eric Anderson, Scott Van Ryswyk, Natalie Pendroy, Linda Roorda, Missy Phifer, Micheal Conejo, Daryl Phifer and Jamee Pierson.

President of the Monroe Library Board gave an update on Brenda Tripp-Lansers 10-year anniversary party that was held at the Monroe Public Library. The library is also looking for volunteers to help with the Old Settlers Celebration. Interested parties can sign up at the library. There were no other committee or board reports.

Council Member Jean Goemaat moved and was seconded by Council Member Jennifer St. Peter to approve the consent agenda. Items on the agenda included the June clerk and treasurer's reports, bills and minutes from the June meeting and The Fishin' Hole outdoor alcohol permit request. Motion carried unanimously 5-0.

Council Member Andrea Steenhoek moved and was seconded by Goemaat to approve the 2<sup>nd</sup> & 3<sup>rd</sup> reading of AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF MONROE, 2021, BY AMENDING PROVISIONS PERTAINING TO THE SCHEDULE OF FEES FOR COLLECTION AND TRANSPORTATION OF SOLID WASTES. BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE, IOWA: CHAPTER 106, SECTION 106.08, COLLECTION OF FEES: The collection and disposal of solid waste as provided by this chapter are declared to be beneficial to the property served or eligible to be served and there shall be levied and collected fees therefore in accordance with the following: 1. Fee. The fee for solid waste collection and disposal service, used or available, for each residential premise and each commercial, industrial and institutional premises utilizing regular curb side collection is \$19.25 per month. SECTION 2. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional. SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law. PASSED AND APPROVED BY THE COUNCIL this 10<sup>th</sup> day of July, 2023. Upon roll call vote, motion carried unanimously 5-0. ORDINANCE NO. 320. Signed by: Douglas P. Duinink, Mayor and attested by: Kim K. Thomas, City Clerk/Administrator.

Council Member Sean Wilson moved and was seconded by McCoy to approve RESOLUTION NO. 28-2023. A resolution to approve plans, specifications, form of contract and estimate of costs for the 2023/2024 Street Improvements Project. Motion carried unanimously 5-0. Mayor Duinink opened the public hearing at 7:10 p.m. for the on the plans, specifications, form of contract and estimate of costs for the East Lincoln Street Improvement Project and the consideration of bids received thereof for the improvement project. Jordan Kappos from Veenstra and Kimm Engineering mentioned the cost estimate provided and the low bid received were \$50,000 apart. There were no objections received or during the public hearing. Steenhoek moved and was seconded by St. Peter to close the public hearing at 7:13 p.m., motion carried unanimously 5-0. Bids received for the Street Improvement Project for Alternate 1. (with 2023 completion date) were: Grimes Asphalt and Paving Corp. \$486,693.25, Inroads, LLC. \$536,364.00, TK Concrete \$566,680.00, OMG Midwest, Inc. \$616,168.60. Alternate 2 bids (with 2024 completion date) were received from TK Concrete for \$598,853.00 and OMG Midwest for \$660,138.80.

St. Peter moved and was seconded by Steenhoek to approve RESOLUTION NO. 29-2023. A resolution awarding contract for the 2023/2024 Street Improvement Project to Grimes Asphalt with a bid of \$486,693.25. Upon roll call vote, motion carried unanimously 5-0.

Steenhoek moved and was seconded by St. Peter to approve RESOLUTION NO. 30-2023. A resolution calling an election to submit to voters the proposition to authorize the establishment of a capital improvement reserve fund and the levy of a one and one half (1 ½) mil tax each year in the city for six years for the purpose of improvements to the water and sewer systems. Motion carried unanimously 5-0.

Two proposals were received for the commercial property located at 108 W. Sherman Street. Tim Malone submitted a proposal for retail or office space. Adam and Jessica Johnson submitted a proposal for demolition and removal of the existing building and proposed storage units at that location. The council agreed that they would like to see a business and did not feel that storage units at that location would not be the best fit for the commercial lot.

Wilson moved and was seconded by St. Peter to accept the proposal from Tim Malone for office or retail space for the location of 108 W. Sherman Street. Upon roll vote, motion carried unanimously 5-0.

Steenhoek moved and was seconded by Goemaat to approve RESOLUTION NO. 31-2023. A resolution proposing the sale and authorizing a public hearing for sale of property located at 108 W. Sherman Street. The public hearing is set for August 14, 2023, at 7:00 p.m. Motion carried unanimously 5-0.

Natalie Pendroy and Linda Roorda from the Gathering Place were on the agenda to give an update on the Gathering Place. The Mission Statement of the Monroe Senior and Community Center, The Gathering Place, is to provide the community with a safe environment that will encourage community involvement of community life. This non-profit organization depends on the Monroe community and grants to keep it running. The building was purchased through a trust and after remodeling was opened to the public in April 2023. Many donations and fundraising efforts have been welcomed. Activities and programs are available to the public. The public and business organizations have the opportunity to rent the building, local organizations are not charged rent. Questions can be directed to Natalie Pendroy or any other board member. The mayor and council were very pleased with the presentation. The Gathering Place has asked to have a ribbon cutting ceremony on August 4, 2023, at noon.

The Board of Adjustment met at city hall at 5:00 p.m. prior to the special meeting to consider a shed request denied by the City Clerk at 503 S. York Street. Wilson moved and was seconded by St. Peter to approve the Board of Adjustments recommendation for the approval to instruct an attached 10x12 shed to the existing garage located at 503 S. York Street 15 feet from the roadway. Motion carried unanimously 5-0.

Thomas updated the council on having to find another ambulance billing service. Newton Fire Department will no longer be offering the service after August 30, 2023. Thomas is in the process of getting quotes from other ambulance billing services.

The council reviewed the tree planting proposal provided by Michael Street for the Disc Golf Course. The council was fine with the tree proposal provided by Mr. Street. The council agreed no one should be mowing the MRP besides city employees. There continue to be difference of opinions between Mr. Street and Public Works Director Van Wyk. Mr. Street was on the agenda to address his concerns in front of the mayor and council but did not attend the meeting. Mr. Street continues to be reminded that this is a city owned park, owned and operated by the City of Monroe.

Eminent Development has sold the development lots known as Phase 3 along S. Taylor Street to Lane Properties LLC. Scott Van Ryswyk, President of Lane Properties LLC., attended the meeting to introduce himself along with Eric Anderson from AVR Excavating whom will be doing the site work, water and sewer infrastructure

on Phase 3. Earlier in the day Mr. Van Ryswyk had dropped off paperwork to city hall for the mayor and council to review. Van Ryswyk would like to see the city help financially with the infrastructure cost of the project. Snyder and Associates is working on Plat 3. Mr. Van Rywsyk's goal is to have 14 lots available with planned price points in the \$400,000 - \$600,000 range, 1700 square foot dwellings and 90% of work will be done by local contractors who live and work in the PCM School District. More talks will continue with Lane Properties LLC., and the city concerning utility options.

Steenhoek moved and was seconded by Goemaat to adjourn the meeting at 8:00 p.m. Motion carried unanimously 5-0. A full copy of minutes can be seen at [www.MonroeIA.com](http://www.MonroeIA.com) or at the Monroe City Hall.

---

Douglas P. Duinink, Mayor

---

Kim K. Thomas, City Clerk/Administrator

June 2023 Bills	
SALARIES	37724.25
EFTPS	11969.49
IA DEPT OF REVENUE	3350.77
IPERS	6455.38
CITY OF MONROE	1277.91
GIS BENEFITS	104.23
MIDAMERICAN	3635.35
POST OFFICE	332.14
UNITED HEALTHCARE	5502.67
VERIZON	446.70
IA RURAL WATER ASSOC	74.99
IA REGIONAL UTILITIES ASSOC	23057.56
JUAN CARLOS	56.38
KELLY DONAHUE	111.81
JAMIE KIRKENDALL	52.30
WILSON DANCE COMPANY	60.53
WINDSTREAM	288.46
CASEY'S BUSINESS MASTERCARD	2019.91
DELTA DENTAL	283.64
US CELLULAR	364.52
AIRGAS USA LLC	388.38
ANKLE HIGH TREE SERVICE	800.00
CALDWELL,BRIERLY,CHALUPA	1957.50
CAPITAL ONE	102.21
DAVIS EQUIPMENT CORP	45.86
EMP	571.77
FARVER TRUE VALUE	94.50
HEWITT'S SERVICE CENTER	76.88
HILLYARD	100.52
HOT SEWP VIDEO KITCHEN	500.00
IOWA ONE CALL	27.00
JAMIE BANDSTRA	1255.30
JEFF SEALS	4100.00
KAL SERVICES INC	14732.40
MICROBAC LABORATORIES INC	513.00
LEIGHTON STATE BANK	360.00
MARCO INC NW 7128	126.89
MARTIN MARIETTA MATERIALS	450.74
MEDIACOM	249.93
MENNINGA PEST CONTROL	199.00
MERCYONE DES MOINES	91.06

MIKE'S MACHINE REPAIR	SMALL CYL REBUILD	121.73
POST OFFICE	YEARLY BOX RENEWAL	114.00
MOWBILITY SALES AND SERV	STRING TRIMMER/O RING/POWER FLUID	347.90
NEWTON DAILY NEWS	PUBLICATIONS/ADVERTISING	399.02
NEWTON FIRE DEPT	QRTL Y AMBULANCE BILLING	1435.00
PELLA ENGRAVING CO	LASER ENGRAVED PLATES/TYPESETTING	80.00
RANGEMASTERS TRAINING CENTER	TACTICAL PANTS/PERFORMANCE SHIRTS	249.36
SANDRY FIRE SUPPLY LLC	HYDRANT WRENCH,BATTERIES,FACESHIELDS	1908.60
SECRETARY OF STATE	NOTARY DUES	30.00
SHRED IT	SHREDDING SERVICE	184.70
SIMMERING-CORY INC	2023 APRIL SUPPLEMENT	100.00
VAN RYSWYK P&H INC	CAPACITOR/LABOR	182.34
VAN ZANTE HARDWARE	BLOWER MOTOR	165.00
CARD MEMBER SERVICES	SHIPPING FEE/STAMPS/FLOWERS/PUZZLE	921.72
BAKER & TAYLOR	BOOKS/SUPPLIES	362.26
CAPITAL ONE	LIBRARY MISCELLANEOUS	88.66
CENTER POINT LARGE PRINT	6 BOOKS	138.42
DEMCO	LIBRARY INVOICE 31300696	57.47
GUIDEPOSTS	BOOK	58.72
PENWORTHY	BOOKS/SUPPLIES	243.55
THE HARTFORD	INSURANCE	96.16
TRICARE	REFUND	296.92
AFLAC	INSURANCE	66.60
IOWA STATE TREASURER	UNCLAIMED PROPERTY	17.05
TOTAL JUNE EXPENSE:		\$ 131,577.11
TOTAL JUNE REVENUE:		\$ 146,158.40

TOTAL REVENUE:	
GENERAL	38101.54
ROAD USE	30366.33
SPECIAL REVENUE	23750.06
CAPITAL PROJECT	784.98
ENTERPRISE	52904.43
FIDUCIARY	0.00
DEBT SERVICE	251.06
TOTAL:	\$ 146,158.40

TOTAL EXPENSE:	
GENERAL	64691.35
ROAD USE	11636.74
SPECIAL REVENUE	12647.85
CAPITAL PROJECT	0.00
ENTERPRISE	40130.78
FIDUCIARY	2470.39
DEBT SERVICE	0.00
TOTAL:	\$ 131,577.11