



CITY OF MONROE
206 W SHERMAN
MONROE, IOWA 50170
641-259-2319

FEBRUARY 12, 2024

7:00 P.M.

MONROE CITY COUNCIL AGENDA

206 W. SHERMAN ST.

MONROE, IA 50170

1. CALL TO ORDER:
2. ROLL CALL:
3. CONSENT AGENDA:
 - A. BILLS AND MINUTES FROM THE JANUARY 2024 MEETING.
 - B. CLERK AND TREASURER REPORT FOR JANUARY 2024.
 - C. ANNUAL LIQUOR LICENSE FOR GATEWAY RECREATION WITH SUNDAY SALES AND OUTDOOR SERVICE.
4. COMMITTEE AND BOARD REPORTS FOR POLICE, FIRE, PUBLIC WORKS AND LIBRARY.
5. ORDINANCES, RESOLUTIONS, AND PUBLIC HEARINGS:
 - A. RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE CITY OF MONROE.
 - B. RESOLUTION AUTHORIZING AN INCREASE IN AMBULANCE BILLING RATES FOR CHARGES ASSOCIATED WITH THE MONROE FIRE AND RESCUE DEPARTMENT.
 - C. RESOLUTION AUTHORIZING THE CHANGE OF DATE FOR THE MARCH 2024 REGULAR CITY COUNCIL MEETING.
 - D. RESOLUTION AUTHORIZING THE INCREASE IN HOURLY PAY FOR PUBLIC WORKS EMPLOYEE JAKE NOLIN.
6. OLD BUSINESS:
7. NEW BUSINESS:
 - A. MONROE COMMUNITY GARDEN DISCUSSION.
 - B. APPROVAL OF 28E AGREEMENT BETWEEN THE MONROE SENIOR COMMUNITY CENTER (THE GATHERING PLACE) AND THE CITY OF MONROE.
 - C. CONSIDER REIMBURSEMENT TO MONROE AMERICAN LEGION AS PART OF THE DOWNTOWN FAÇADE GRANT PROGRAM.
 - D. CONSIDERATION PROPOSAL FOR THE CITY OF MONROE TO VACATE AND SELL REAL PROPERTY KNOWN AS PART OF E. GRANT STREET.
 - E. CONSIDER EMS FILING CLERK APPLICANTS.
 - F. SET BUDGET WORK SESSIONS.
 - G. SET PUBLIC HEARING DATE AND TIME FOR PROPERTY TAX LEVY.
 - H. DISCUSSION ON INCREASE OF PARKING TICKET FINES.
 - I. DISCUSSION ON WATER DISCONNECT FEE AND ADDING A 24-HOUR PERIOD BEFORE RE-CONNECTION MAY OCCUR.
8. OPEN FORUM:
9. ADJOURN.

ADA – IF THERE IS ANYONE WISHING TO ATTEND THIS MEETING THAT MAY REQUIRE SPECIAL ASSISTANCE IN BEING ABLE TO PARTICIPATE IN THIS MEETING, PLEASE ADVISE CITY HALL WITHIN 48 HOURS OF THE MEETING.

January 29, 2024

A council budget workshop was held on January 29, 2024, at 5:00 p.m. at the Monroe City Hall. Mayor Douglas Duinink and Council Members Andy Algreen, Earl Umble, Andrea Steenhoek, Jennifer St. Peter and Jean Goemaat were in attendance. There were no visitors at the meeting. Administrator Kim Thomas went over budget figures for FY2025 and a list of priorities with the Mayor and Council. The budget workshop ended at 6:30 p.m.

February 12, 2024

The regular meeting of the Monroe City Council was called to order by Mayor Doug Duinink on February 12, 2024, at 7:00 p.m. at the Monroe City Hall. Roll call was taken. Council members in attendance were: Jennifer St. Peter, Andrea Steenhoek, Jean Goemaat, Andy Algreen and Butch Umble. City employees in attendance were: City Administrator/Clerk Kim Thomas, Deputy Clerk Andrea Lanphier, Public Works Director Marc Van Wyk, and Sergeant Brandon Blom.

Visitors at the meeting were: Suzanne Johnson, Bob Johnson, Joey Nichols, Jason Birkenholtz, Cary Diekema, Nicole Tapps, Karen Bollhoefer, Delmar Johnson, Daryl Phifer, Missy Phifer and Jamee Pierson.

Council Member Goemaat moved and was seconded by Council Member St. Peter to approve the consent agenda. Items on the agenda included bills and minutes from the January meeting, Gateway Recreation Annual Class C Liquor Permit with Sunday Sales and Outdoor Service Pending Dramshop Review and the clerk and treasurer's report. Motion carried 5-0.

During the committee and board reports, Sergeant Blom stated that Chief Chambers has been working on parking fines, Public Works Director Van Wyk stated that his department is working on the disc golf shelter at the rec park and Nicole Tapps reported that the library has completed their compliance test and 5-year plan through the State of Iowa. She mentioned that a new mission statement was adopted. That statement is as follows: Monroe Public Library advances literacy, guides learning, inspires curiosity and connects community.

Council Member Steenhoek moved and was seconded by Council Member St. Peter to approve RESOLUTION NO. 7-2024. A resolution approving the transfer of funds within the City of Monroe. Motion carried 5-0.

Council Member Steenhoek moved and was seconded by Council Member St. Peter to approve RESOLUTION NO. 8-2024. A resolution setting fees to be charged by the City of Monroe Fire and Rescue for vehicle fires and rescues involving emergency response and hazard control. Motion carried 5-0.

Council Member St. Peter moved and was seconded by Council Member Goemaat to approve RESOLUTION NO. 9-2024. A resolution approving the change of date for the March 2024 regular city council meeting from the second Monday of March to the first Monday of the month. Motion carried 5-0.

Council Member St. Peter moved and was seconded by Council Member Steenhoek to approve RESOLUTION 10-2024. A resolution approving an increase in pay for Jacob Nolin from \$29.50/hr to \$30.00/hr. Motion carried 5-0.

Suzanne Johnson and Karen Bollhoefer were in attendance representing the community garden. The City allowed the volunteers to enlarge the garden last fall. In preparation for this upcoming season, they requested that the City install a faucet near the new portion which would make it easier to water the garden versus dragging a hose or bucket across the property and back to water in times of heat/drought. Last year they used rain barrels to collect the water for the garden. Since the Council is in the middle of preparing the annual budget for the next fiscal year, City Administrator Thomas stated that the future plan is to remodel City Hall. She doesn't see it as a possibility for this summer but thought she could add it to the engineering plans for the remodel. She did mention, however, that an option for this year would be to install a yard meter onto a hose attached to the building's outdoor spigot and then bill them for any water they used. Both parties agreed upon this as a solution for the interim. Johnson and Bollhoefer went on to discuss how beneficial the garden has been to the community and how they are looking forward to working with the library in conjunction with their reading program this summer.

Council Member Steenhoek moved and Council Member St. Peter seconded to approve the 28E agreement between the City of Monroe and the Monroe Senior Community Center (DBA: The Gathering Place). The City will be giving \$1250.00 for senior meal assistance coupled with a grant from JEDCO equaling \$5000 total to be used for programming activities, staffing needs, and/or any program or service made available to the entire Monroe community. Motion carried 5-0.

Council Member Steenhoek motioned and Council Member Umble seconded to approve the grant application from the Monroe American Legion for the Downtown Façade Grant Program in the amount of \$727.36. The original request included reimbursement for a metal roof. After some discussion, it was determined that the grant program is for storefronts and cement work/sidewalks so the Council decided to deny that portion of the request. Motion carried 5-0.

Council Member Umble moved and was seconded by Council Member Goemaat to vacate and sell real property known as part of E. Grant St. to Cary Diekema. Both parties considered it a "win/win" as the City wouldn't have the expense of fixing the retaining wall and Cary would have full access to his buildings. Motion carried 5-0.

Council Member Steenhoek moved and Council Member St. Peter seconded the hiring of Karsin Jenkins for the EMS Filing Clerk position. The rate of pay for this part-time position was set at \$20/hour with no benefits. Motion carried 5-0.

Council Member St. Peter moved and Council Member Goemaat seconded to set the dates for upcoming budget work sessions. The sessions will be on February 20, 2024 from 5-6:30 p.m. and March 4, 2024 at 5:30 p.m., prior to the regular council meeting which was previously moved for publication purposes. Motion carried 5-0.

Council Member Steenhoek moved and Council Member Goemaat seconded a motion to set a public hearing for the property tax levy. That meeting will be held at 5:00 p.m. on March 25, 2024. Motion carried 5-0.

The public works department would like the Council to consider raising utility disconnect fees. Public Works Director Van Wyk stated that each month they have the same list of people on the shut-off list. Depending on their work load and the weather, residents may receive a hang tag or be shut off at the curb. Unfortunately, some properties need their curb valve fixed so turning them off is not an option. Those who are shut off at the curb receive a \$25 reconnect fee. Those who receive a hang-tag do not. Regardless, both situations require they take time away from other projects. To encourage prompt bill pay, Van Wyk suggested changing the ordinance one of three ways: 1.) That anyone who receives a card would also receive a \$25 fee 2.) That anyone whose water was turned off would receive a \$25 disconnect fee and a \$25 reconnect fee and 3.) That anyone whose water was shut off would be required to wait a mandatory 24 hours before having it turned back on. Since the City does not shut off water on Fridays, no one would be off over the weekend due to the mandatory 24 hour rule. The council liked all three options and will vote on the revised ordinance at next month's regular meeting.

Open Forum: Joey Nichols was in attendance to inquire as to the plan for repairing Westview St. The street has continued to deteriorate over the winter and is in disparate need of new curb and gutter. City Administrator/Clerk Thomas mentioned that the plan for the next budget year was to partner with Marion County to fix County Line Rd. The Council decided they would discuss it at their next budget workshop on February 20th to see if there is another street project they could do in conjunction with Westview St. Joey also inquired as to whether or not it would be a possibility for the Uri Sellers Golf Tournament to once again end the evening with fireworks. The City has granted permission in the past since the fireworks are after the allowable dates in the ordinance. Council Member Steenhoek mentioned that Old Settlers is having a spaghetti supper on March 2nd to raise money for this year's celebration.

Goemaat moved and was seconded by St. Peter to adjourn at 7:57 p.m. Motion carried 5-0. A full copy of minutes can be seen at www.MonroeLA.com or at the Monroe City Hall.

Douglas P. Duinink, Mayor

Andrea Lanphier, Deputy Clerk

SALARIES	NET	37723.08
EFTPS	FEDERAL TAX	14196.09
IA DEPT OF REVENUE	SALES/WITHHOLDING TAX	3926.99
IPERS	POLICE/REGULAR	8539.67
CITY OF MONROE	HEALTH INSURANCE	1878.33
MIDAMERICAN ENERGY	UTILITIES	4819.07
POST OFFICE	DECEMBER MAILING	343.40
UNITED HEALTHCARE	INSURANCE	7260.08
VERIZON	PHONES	410.98
CASEY'S MASTERCARD	GAS/OIL	1802.07
US CELLULAR	PHONES/TABLETS	348.35
DELTA DENTAL	INSURANCE	378.24
WINDSTREAM	PHONES	294.58
ANDREA STEENHOEK	WATER DEPOSIT REFUND	94.25
TRIONFO	INSURANCE	115.38
AIRGAS	CYLINDER LEASE RENEWAL/RENTAL	136.55
ANDREA LANPHIER	REIMBURSE/MILEAGE	43.96
CALDWELL BRIERLY CHALUPA	LEGAL SERVICES	54.00
IOWA REGIONAL UTILITIES ASSOC	RURAL WATER	12319.96
EMP	MEDICAL PRODUCTS	350.68
FORBES	NAME PLATES	46.00
HEWITTS	TOW SERVICES/TIRE CHANGE/OIL	1374.29
HOT SEWP VIDEO KITCHEN	MEDIA/VIDEO PRODUCTION	500.00
JASPER COUNTY SPEED SHOP	OIL/FILTERS/LUBE	165.78
JASPER COUNTY TREASURER	ELECTION FEE	998.20
KAL SERVICES	SANITATION	15015.00
MICROBAC LABS	TESTING	486.50
MARCO	COPIER CONTRACT	137.00
MERCYONE	OMNI SERVICE	50.00

MONROE FIRE DEPT	FIRE CALLS	1800.00
MONROE OLD SETTLERS	KOOZIES	50.00
NEWTON CLINIC	WORKERS COMP CLAIMS	370.00
NEWTON DAILY NEWS	PUBLICATIONS	200.37
POWER PLAN	BACKHOE REPAIR	5780.92
RACOM	EQUIPMENT INSTALLS	513.00
SIOUX CITY FOUNDRY CO	PLOW BLADES	1380.82
TOWNCRIER	ENVELOPES	101.00
VAN RYSWYK P&H	PRESSURE SWITCH/LABOR	109.05
VEENSTRA & KIMM	ENGINEERING SERVICES	6601.72
BAKER & TAYLOR	BOOKS	332.21
CAPITAL ONE	BOOKS/PUZZLES/XMAS DÉCOR	185.20
GUIDEPOSTS	BOOKS	45.68
CARDMEMBER SERVICES	BOOKS/ICE MAKER/BOLO TRAINING	1808.93
CAPITAL ONE	PAPER TOWELS/TOILET PAPER/GARBAGE BAGS	125.50
MEDIACOM	INTERNET	98.99
THE FISHIN HOLE	DOWNTOWN REHAB GRANT	6763.50
MEDIACOM	INTERNET	155.94
TK CONCRETE	MONROE REC PARK TRAIL	14076.29
THE HARTFORD	INSURANCE	111.76
MENARDS	GLOVES/BACKET/NUTS	119.86
IA RURAL WATER	VISION INS	87.91
AFLAC	INSURANCE	66.60
PELLA ENGRAVING	ARTWORK/ELECTRONIC FILE	300.00
LEIGHTON STATE BANK	SAFE DEPOSIT BOX RENT	25.00
TOTAL EXPENSES		\$ 155,018.73

TOTAL REVENUE:	
GENERAL	39323.51
ROAD USE	23026.88
SPECIAL REVENUE	25568.98
CAPITAL PROJECT	307.46
ENTERPRISE	56570.25
FIDUCIARY	5179.20
DEBT SERVICE	364.01
TOTAL:	\$ 150,340.29

TOTAL EXPENSE:	
GENERAL	56424.74
ROAD USE	17644.06
SPECIAL REVENUE	19807.43
CAPITAL PROJECT	17504.51
ENTERPRISE	42261.12
FIDUCIARY	1376.87
DEBT SERVICE	0
TOTAL:	\$ 155,018.73