

July 8, 2024

The regular meeting of the Monroe City Council was called to order by Mayor Douglas Duinink on July 8, 2024, at 7:00 p.m. at the Monroe City Hall. Roll call was taken. Council members in attendance were: Andrea Steenhoek, Jennifer St. Peter, Jean Goemaat, and Butch Umble. Absent: Andy Algreen. City employees in attendance were: City Administrator/Clerk Kim Thomas, Deputy Clerk Andrea Lanphier, Public Works Director Marc Van Wyk and Police Chief Nick Chambers. Mayor Duinink announced that the meeting was being recorded.

Visitors at the meeting were: Daryl Phifer, Bryan Vander Meiden, Missy Phifer, Becky Ver Huel, Jordan Kappos 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 June meeting, the Clerk and Treasurer Report for June and Monroe Foods Class B annual permit renewal. Motion carried 4-0.

Public Works Director Van Wyk didn't have much to report other than his department continues to work on the streets and mow due to continued rain. Mayor Duinink thanked Van Wyk and his crew, stating he was proud of how nice the cemetery and parks looked. Council Member Steenhoek asked about the AccuJet truck that was in town the week prior. Van Wyk replied that they continue to come back and pump at no cost to the City. Chief Chambers commented that the GTSB (Governor's Traffic Safety Bureau) wave was last week and that he is still working on getting the background employment check done on the first reserve officer. Library Board Member Becky Ver Huel commented that the summer reading program continues with record turnout for the Color Burst and Blank Park Zoo events. She reminded everyone of upcoming events including Pop-Up Craft, Friends of the Library meeting, Ladies Book Club, and Adult Tea Party. Council Member Umble reported that the fire department is ready for Old Settlers and is working on truck fundraising.

Council Member Steenhoek moved and was seconded by Goemaat to approve RESOLUTION NO. 24-2024. A RESOLUTION SETTING THE SALARIES FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF MONROE, IOWA FOR THE YEAR ENDING JUNE 30, 2025. Upon roll call vote, motion carried 4-0.

The only old business discussed was regarding the Old Settlers Father's Day Breakfast. Steenhoek and St. Peter felt the rain was most likely the reason for the lower than usual attendance.

St. Peter moved and was seconded by Goemaat to approve the rate increase proposal between the City of Monroe and Kal Services Inc. DBA Midwest Sanitation effective July 8, 2024, raising the monthly sanitation charge from \$19.25 to \$20.35. Brian Vander Meiden, a representative for Midwest Sanitation, was in attendance to explain the need to amend the April 2023 agreement. He stated that the Newton Landfill continues to raise their prices and he doesn't foresee that changing in the future. Mayor Duinkink believes that the increase is not out of line when you take into consideration everything Midwest Sanitation does, personally favoring the electronics bin during city-wide cleanup. Vander Meiden joked that Monroe residents do a great job discarding junk and just when he feels they've picked up everything there is, an equal amount of stuff is set out on the next cleanup day. Upon roll call vote, motion carried 4-0.

Steenhoek moved and was seconded by St. Peter to approve the Veenstra & Kimm proposal for professional services for the proposed addition/remodel of the current City Hall building. Said proposal is for basic professional architectural design services to include updating the existing building façade, roof, entry and floor plan usage at a total cost not to exceed the sum of \$8000.00. Jordan Kappos with Veenstra & Kimm was present to address any questions. Because of the uncertainty of the project, he was unable to produce a rendering but did have a copy of the sketch Chief Chambers submitted. Both St. Peter and Steenhoek liked Chambers's sketch because it made sense. Kappos reiterated that the price per square foot for a new build would be \$250.00 and for a remodel it would be \$100.00. The Council's concern is that when remodeling you never know what problems you will encounter thus increasing the cost. Umble would like to have drawings to submit to the public. Steenhoek would like the public to see what the current police department and city hall storage in the basement of the fire department look like. St. Peter agreed that the public needs to see pictures. The Council decided that they would like rough sketches for their meeting in late July so they can have everything ready by September for the November election. Upon roll call vote, motion carried 4-0.

The Council discussed adopting an ordinance pertaining to temporary storage containers but decided that since there were so few there was no need for it at this time.

St. Peter moved and Steenhoek seconded a motion to approve the annual request for adult beverages on the city square for Old Settlers on August 2<sup>nd</sup> & 3<sup>rd</sup>, 2024. Motion carried 4-0.

Steenhoek moved and was seconded by St. Peter to accept the TownCloud proposal for minutes and agenda services with a 15% subscription discount for a 3 year prepaid subscription. Administrator/Clerk Thomas would like to see the City's website updated to a more modern, mobile friendly, ADA compliant and easily accessible website. TownCloud offers modern apps built for local government and could move us in that direction. With this initial subscription, the agenda software will improve transparency by automating and streamlining the creation, publication, and viewing of the agenda, minutes and packets. St. Peter stated she found it to be user friendly and thought it looked more professional. The Council agreed that the website software could be discussed at a later date since Police Chief Chambers doesn't mind continuing to maintain the current website. Upon roll call vote, motion carried 4-0.

Steenhoek moved and was seconded by Goemaat to offer cell phone reimbursement to all full-time employees with department heads receiving \$40.00/month and all other full-time employees receiving \$25.00/month. Approval to the amendment of the City of Monroe's personnel policy manual concerning cell phone reimbursement will be done at the next city council meeting on August 12<sup>th</sup>. Upon roll call vote, motion carried 4-0.

The Council discussed adopting an education reimbursement policy but no decision was made on this item. It was decided that Thomas will look into what other cities offer and they will discuss it at a later date.

Council Member Umble moved and was seconded by Goemaat to approve Marc Van Wyk's vacation payout request for 325 hours at current pay w/no IPERS. Upon roll call, motion carried 4-0.

Open Forum: According to Jordan Kappos, the GIS mapping services project is near complete with all lines being shot and half of the lines inspected. It looks as if the project will be completed for the initial budget. Van Wyk said that the trees located on the south end of Memorial Park at Silent City Cemetery have been aggressively trimmed and some have even been removed. Thomas reminded the Council that the Trees Please Grant will help replace those trees that have been removed. Umble inquired as to whether the police department had any fireworks complaints to which Chief Chambers replied they had and that he had picked up a lot of firework debris off the streets. Mayor Duinink reminded everyone of Thad Nearmyer's fundraising event at the Gathering Place, the Thelma's Chicken fundraiser at the Gathering Place, and Lake Red Rock's Balloon Fest. Thomas stated she would be gone for the next council meeting on August 12th and was happy to report that Monroe received a Jasper County grant and will be honored with an All Star award at the League of Cities Conference in Sioux City September 19<sup>th</sup> and 20<sup>th</sup>. She will be in attendance to accept the award and extended the invitation to anyone on the Council who was interested in attending as well. Duinink plans to attend the next school board meeting and would like to address any issues School Resource Officer Riechmann thinks need addressed. Steenhoek mentioned that this year's Old Settlers celebration will feature The Pork Tornadoes and Damon Dotson, a foam party and lots of good vendors. Chambers has approval from the DOT for the parade route road closure. Missy Phifer inquired as to the status of the Lead Service Line Survey. Van Wyk said they are still collecting data to submit to the DNR.

Steenhoek motioned and Goemaat seconded to adjourn the meeting at 7:57 p.m. Motion carried unanimously. A full copy of minutes may be seen at the Monroe City Hall or [www.MonroelA.com](http://www.MonroelA.com).

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Douglas P. Duinink, Mayor

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Andrea N. Lanphier, Deputy Clerk

**JUNE 2024 BILLS**

SALARIES	NET	41137.98
EFTPS	FEDERAL TAX	13186.84
IA DEPT OF REVENUE	SALES/WITHHOLDING TAX	3916.33
IPERS	POLICE/REGULAR	7960.62
CITY OF MONROE	HEALTH INSURANCE	1989.39
MIDAMERICAN ENERGY	UTILITIES	4682.86
POST OFFICE	MAY MAILING	341.45
UNITED HEALTHCARE	INSURANCE	7824.92
VERIZON	PHONES	488.87
CASEY'S	GAS/OIL	2144.90
SHANNON LARSEN	DEPOSIT REFUND	60.65
SHIRLEY ROSS	DEPOSIT REFUND	30.33
ROBERT RATLIFF	DEPOSIT REFUND	35.69
WINDSTREAM	PHONES	293.56
THE HARTFORD	INSURANCE	111.76
BLANK PARK ZOO	LIBRARY PROGRAM	125.00
TRIONFO	INSURANCE	115.38
GCMOA	LUNCH	10.00
BAKER & TAYLOR	BOOKS/SUPPLIES	610.21
BETTER HOMES & GARDENS	SUBSCRIPTION	16.00
BOOK SYSTEMS INC	SUBSCRIPTION RENEWAL	1163.00
CAPITAL ONE	FLOWERS/LIBRARY SUPPLIES	168.75
CENTER POINT	BOOKS	138.42
DEMCO	BOOKS/SUPPLIES	84.42
GUIDEPOSTS	MAGAZINES	79.96
MIDWEST LIVING	SUBSCRIPTION	25.00
REAL SIMPLE	SUBSCRIPTION	11.00
CARDMEMBER SERVICES	BOOKS/PLAQUE/CONFERENCE	2190.37

AIRGAS	CYLINDER RENT	18.42
ANDREA LANPHIER	MILEAGE	20.10
BITUMINOUS MATERIALS	ROCK	1067.04
CALDWELL & BRIERLY	LEGAL SERVICES	1301.00
IA REGIONAL UTILITIES ASSOC	RURAL WATER	14618.88
ENDUSTR	FILTERS	365.00
GRAFIX SHOPPE	GRAPHICS KIT	450.00
HEWITTS	ZIP TIES/OIL/TIRE REPAIR	312.88
HOT SEWP	SOCIAL MEDIA/VIDEO PRODUCTION	500.00
IOWA ONE CALL	LOCATES	27.00
IA PRISON INDUSTRIES	CEMETERY WEEDEATING	1710.00
ISOLVED	POP CORE SERVICE	425.43
JOHN DEERE FINANCIAL	WEED TRIMMER LINE	35.99
KAL SERVICES	TRASH CONTRACT	15065.00
MICROBAC LABS	TESTING	634.50
LUKES LIMBS	TREE REMOVAL	600.00
MARCO	COPIER CONTRACT	133.60
MARTIN MARIETTA	ROCK	555.76
MERCYONE	SUPPLIES/OMNI SERVICE	1134.38
MONROE FOODS	BLEACH	4.49
POST OFFICE	BOX RENEWAL	120.00
MOWBILITY	BLADES	75.39
NEWTON DAILY NEWS	PUBLISHING	629.42
PELLA TREE SERVICE	MULCH	600.00
MACQUEEN EQUIPMENT	NECKSTRAP ASSY/PAIS	1230.00
SMITH RENTAL	WEED EATER HEAD	29.99
TWO RIVERS COOP	FUEL	1266.48
VAN GORP EDWARDS INS	INSURANCE	82.00
VAN WALL	MOWER BLADES/FILTERS	164.10
VEENSTRA & KIMM	ENGINEERING SERVICES	1228.42
WESTRUM LEAK DETECTION	LEAK SURVEY	1100.00
DELL MARKETING	COMPUTERS	5967.72
GALLS	UNIFORMS	1022.82
MEDIACOM	INTERNET	103.99
WINGER COMPANIES	SERVER REPLACEMENT	2480.00
MEDIACOM	INTERNET	175.94
AFLAC	INSURANCE	66.60
MACQUEEN EQUIPMENT	SCBAs/CLASS DEMO	25254.00
CITY OF PELLA	IACMA LUNCH	13.00
IA RURAL WATER ASSOC	INSURANCE	87.91
IOWA FINANCE AUTHORITY	BOND PRINCIPAL/INTEREST	211640.00
DELTA DENTAL DRAFT	EMPLOYEE PAID INSURANCE	385.90
US CELLULAR	PHONES/TABLETS	366.96
Total June Expenses:		\$ 382,013.77
Total June Revenue:		\$ 145,280.38

TOTAL REVENUE:	
GENERAL	33604.22
ROAD USE	31362.25
SPECIAL REVENUE	20161.75
CAPITAL PROJECT	563.59
ENTERPRISE	58994.16
FIDUCIARY	87.85
DEBT SERVICE	506.56
TOTAL:	\$145,280.38

TOTAL EXPENSE:

<b>GENERAL</b>	<b>88681.48</b>
<b>ROAD USE</b>	<b>14460.56</b>
<b>SPECIAL REVENUE</b>	<b>14004.65</b>
<b>CAPITAL PROJECT</b>	<b>480.00</b>
<b>ENTERPRISE</b>	<b>119118.02</b>
<b>FIDUCIARY</b>	<b>11849.06</b>
<b>DEBT SERVICE</b>	<b>133420.00</b>
<b>TOTAL:</b>	<b>\$382,013.77</b>