

May 12, 2025

A special city council workshop was called to order at 5:32 p.m. by Mayor Douglas Duinink. Roll call was taken. Council members in attendance were: Andrea Steenhoek, Jeff Shannon and Earl Umble. City employees in attendance were: Kim Thomas, Andrea Lanphier, Marc Van Wyk and Nick Chambers. There were no visitors. Council members Andy Algreen and Jennifer St. Peter arrived at 5:33 p.m. Tara Goldsbury and Jordan Kappos with Veenstra & Kimm, Inc. discussed the city hall/police department building project, Westview Street improvements and the GIS mapping project with all present. Council Member Umble moved and Council Member Shannon seconded to conclude the workshop at 6:31 p.m. Motion carried unanimously.

May 12, 2025

The regular meeting of the Monroe City Council was called to order by Mayor Douglas Duinink on May 12, 2025, at 7:00 p.m. at the Monroe City Hall. Roll call was taken. Council members in attendance were: Andrea Steenhoek, Jennifer St. Peter, Jeff Shannon, 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, Police Chief Nick Chambers and Officer Brad Sheeder. Visitors at the meeting were: Rachel Purvis, Shelby Purvis, Delmar Johnson, Dallas Hosey and Jamee Pierson. Mayor Duinink announced that the meeting was being recorded.

Council Member Steenhoek moved and was seconded by Council Member St. Peter to approve the Consent Agenda. Items on the agenda included Bills and Minutes from the April meeting, the Clerk and Treasurer Report for April, Casey's Marketing Company #2836 Class E Alcohol License renewal and Dollar General #18929 Class B Alcohol License renewal. Motion carried 5-0.

Board Reports: Chief Chambers mentioned that another wave of GTSB (Governor's Traffic Safety Bureau) is scheduled for May 19-June 1<sup>st</sup>. He will be on vacation May 16-May 26<sup>th</sup> and Officer Sheeder will be in charge in his absence. Public Works Director Van Wyk stated that he has been working on getting street projects in order and that after July 1<sup>st</sup> he will be hiring someone to take down the two dead trees along HWY 14 in the town square park. Rachel Purvis spoke on behalf of the library, reporting that 849 books circulated, 485 patrons visited, 4 new library cards were issued, 4 programs served 36 people and 93 new books were added. She also noted that the library board is in the process of creating a new employee handbook and would like for it to be a comprehensive guide in conjunction with the City's employee handbook. Council Member Umble reported that the fire department feels that its newer members are in need of more training so more focus will be put on that, alternating monthly between EMS and fire training.

St. Peter moved and was seconded by Steenhoek to open a budget amendment hearing for FY2025 ending June 30, 2025. Motion carried 5-0.

St. Peter moved and was seconded by Umble to approve RESOLUTION NO. 11-2025, amending the fiscal year budget, and close the budget amendment hearing for FY2025 ending June 30, 2025 at 7:07 p.m. Motion carried 5-0.

Steenhoek moved and St. Peter seconded to amend RESOLUTION NO. 9-2025 by replacing it with RESOLUTION NO. 12-2025 to include the wording "for internal transfers within the City of Monroe, Iowa." Upon roll call, motion carried 5-0.

Umble moved and was seconded by Steenhoek to enter into an animal services agreement with the Marion County Humane Society (MCHS). Jasper County has decided to end all animal control services effective June 30, 2025. The City agrees to pay MCHS \$6,072.00 in exchange for accepting all dogs and cats for holding in its shelter for the period of time required by ordinance, allowing for the return of animal to owner upon owner's payment of release costs. The shelter will secure and be responsible for veterinary services for injured or sick animals. Healthy animals not claimed within the quarantine period will be spayed or neutered, vaccinated, and put up for adoption to loving homes. Upon roll call vote, motion carried 5-0.

Steenhoek moved and was seconded by St. Peter to approve RESOLUTION NO. 13-2025. A resolution approving the change of date for the June 2025 regular city council meeting from June 9, 2025 to June 16, 2025 at 7:00 p.m. at Monroe City Hall. Motion carried 5-0.

St. Peter moved and Umble seconded to approve RESOLUTION NO. 14-2025. A resolution for a Notice of Public Hearing on proposed plans, specifications, form of contract, and estimate of cost for the 2025 Westview Street Improvements and the taking of bids therefor. Motion carried 5-0.

Old Business: Steenhoek updated those in attendance on the information discussed earlier in the evening at the special city council workshop held at 5:30 p.m. The discussion was in regards to the plans for the city hall/police station building. Due to feedback from the public, the Council has decided to have Veenstra & Kimm draw up a remodel plan, in addition to the new building plan, to present to the public before it is put to vote on the November 2025 ballot.

Dallas Hosey with Brick Gentry Law introduced himself to the Council and discussed the role his law firm would play as the City's Attorney.

Steenhoek moved and was seconded by Council Member Shannon to approve Officer Sheeder's 6-month probationary period wage increase and to also approve Sheeder's request to split the increase amongst himself and his two other full-time coworkers. Sheeder explained that he feels doing this will help to build moral, help to retain officers and is an example of the selfless service he tries to live his life by. The increase in pay for all three officers-Brad Sheeder, Carter Riechmann and Nick Chambers-will be effective May 12, 2025. Motion carried 5-0.

Steenhoek moved and Umble seconded to designate distribution of Local Option Tax Receipts for the November 2025 ballot with 50% to streets, 25% to property tax relief and 25% to water/sewer improvements. Motion carried 5-0.

The Council agreed to set May 21, 2025 at 5:00 p.m. as the date and time for a special meeting on the County Line Road Street Improvement Project with the Marion County engineer.

St. Peter moved and was seconded by Umble to approve participation in DMACC’s Water in Progress Internship Program. The twelve-week internship is designed to help students interested in the water and wastewater industry gain real world experience while also allowing the sponsoring utility to receive assistance over the summer, in addition to vetting a potential future employee. The City would sponsor a student up to 20 hours per week with reimbursed costs up to \$5000.00. Motion carried 5-0.

Open Forum: Van Wyk informed the Council that Jasper County has plans to work on Rosebud Avenue and was curious as to whether or not the City would be interested in piggy backing on this program. Mayor Duinink thought the City would be interested and told Van Wyk to get more information. Umble wanted to bring three items to the Council’s attention. First, the cement brick columns at Silent City Cemetery are in need of tuck-point repair. Secondly, he inquired into an earlier request he made with regard to additional fencing at Tool’s Point Park to which both Van Wyk and City Administrator/Clerk Thomas responded they were working on it. Lastly, Umble noticed sand bags in the ditch along S. Taylor St. Van Wyk said they were silt socks and that they were dropped off there but would be put in place soon. Council Member Algreen pointed out that he was using AI to record the meeting in the hopes that using this new technology would help Deputy Clerk Lanphier with taking meeting minutes.

St. Peter moved and was seconded by Shannon to enter into closed session under Iowa Code 21.5(i) at 7:43 p.m. Iowa Code 21.5(i) states: To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session. Motion carried 5-0. Steenhoek moved and was seconded by St. Peter to exit closed session at 7:59 p.m. Motion carried 5-0.

St. Peter moved and was seconded by Umble to approve the Severance Agreement and General Release for Police Officer Mason Highland. Upon roll call vote, motion carried 5-0.

Steenhoek moved and was seconded by St. Peter to adjourn the meeting at 8:01 p.m. Motion carried 5-0. A full copy of minutes may be seen at the Monroe City Hall or at [www.MonroeIA.com](http://www.MonroeIA.com).

Douglas P. Duinink, Mayor

Andrea N. Lanphier, Deputy Clerk

April 2025 Bills		
SALARIES	NET	37289.60
EFTPS	FEDERAL TAX	12501.94
IA DEPT OF REVENUE	SALES/WITHHOLDING TAX	3332.78
IPERS	POLICE/REGULAR	8156.31
CITY OF MONROE	HEALTH INSURANCE	1908.81
MIDAMERICAN ENERGY	UTILITIES	4895.40
UNITED HEALTHCARE	INSURANCE	7951.13
MONROE POSTMASTER	MARCH MAILING	324.08
VERIZON	PHONES	398.91
DELTA DENTAL	INSURANCE	262.38
CASEY’S	GAS/OIL	1563.10
THE HARTFORD	INSURANCE	113.05
WINDSTREAM	PHONES	300.54
TRIONFO	INSURANCE	115.38
DEMCO	BOOKS/SUPPLIES	288.50
BAKER & TAYLOR	BOOKS	609.92
CAPITAL ONE	GROCERIES	40.72
CENTER POINT	BOOKS	142.62
GRITTERS ELECTRIC	ELECTRICAL SERVICES	1000.00
NEWTON DAILY NEWS	BUSINESS DIRECTORY	47.00
PENWORTHY	BOOKS	408.62
FIRST NATL BANK OF OMAHA	BOOKS/IMFOA/FBI-LEEDA	2440.03
ACTION ELECTRIC	GENERATOR MAINTENANCE	280.00
AIRGAS	CYCLINDER RENT	39.83
BOUND TREE	SUCTION UNIT	1249.99
BRIAN PFEIFER	CEMETERY MOWING CONTRACT	4250.00
BRICK GENTRY	LEGAL SERVICES	1580.00
HAMM	ROCK	562.36
CAPITAL ONE	STAPLER/INK/MOP	175.71
IA REGIONAL UTILITIES ASSOC	RURAL WATER	17035.87

CERTIFIED LABS	AEROSOLS	412.26
DIRT TRACKERS	LIMESTONE/SKID LOADER/LABOR	6350.00
ELECTRIC PUMP	SERVICE AGREEMENT	1500.00
ELECTRONIC ENGINEERING	PAGERS	2842.80
EMS/MC	AMBULANCE BILLING	352.00
ENDUSTRA	FILTERS	558.00
FORBES	OFFICE SUPPLIES	55.34
GALLS	PANTS	20.07
GPM ENVIRONMENTAL SOLUTIONS	GLS CONTROLLER	2450.00
GRIMES ASPHALT	COLD MIX	802.90
HEWITT'S	TEMP GUN/ANTIFREEZE/PENETRANT	147.46
HILLYARD	TOILET PAPER/PAPER TOWELS	228.31
HOT SEWP	SOCIAL MEDIA/VIDEO PRODUCTION	500.00
IA ASSOC OF MUNICIPAL UTILITIES	SAFETY TRAINING	642.50
JANON DOUGLAS	REMOTE SUPPORT	275.00
JOHN DEERE FINANCIAL	CHAINSAW/BATTERY/SEED	308.44
KAL SERVICES	TRASH CONTRACT	16132.17
MICROBAC LABS	TESTING	514.50
KINION WELDING	CUPPED WASHERS	10.00
MARCO	COPIER CONTRACT	259.04
MEDIACOM	INTERNET	249.99
MENARDS	TOOLS/WELDER/SHOVEL	353.33
MENNINGA	PEST CONTROL/AIR CARE	199.00
MERCYONE	OMNI SERVICES/PHARMACY SUPPLIES	233.77
MIDAMERICAN ENERGY	UTILITIES	10.00
MIKE'S MACHINE REPAIR	SAND DIGGER REPAIR	78.76
MMIT	COPIER CONTRACT	86.04
MONROE FIRE DEPT	AMBULANCE CALLS	12400.00
MONROE FOODS	BATTERIES	17.49
MONROE POSTMASTER	FIRST-CLASS PERMIT	350.00
NEWTON DAILY NEWS	PUBLICATIONS	265.59
PCM EXPLORER	SUBSCRIPTION	52.00
SHIELD TECHNOLOGY	SOFTWARE	7250.00
TIMOTHY MALONE TRUST	DOWNTOWN REVITALIZATION/JASPER CO FAÇADE GRANTS	17500.00
ULINE	TOILET PAPER DISPENSER	109.71
UTILITY EQUIP CO	CURB BOX REPAIR LIDS	57.00
VAN RYSWYK P&H	STOOL/SINK STRAINER	264.28
VEENSTRA & KIMM	ENGINEERING SERVICES	17126.00
AFLAC	INSURANCE	99.90
IA RURAL WATER ASSOC	INSURANCE	87.91
TRANSFERS		542371.25
EMC INSURANCE	INSURANCE	119985.00
AFLAC	MARCH PREPAID INSURANCE	-33.30
TOTAL APRIL EXPENSES:		862739.09
TOTAL APRIL REVENUES:		1176274.98
TOTAL EXPENSES:		
GENERAL	222075.99	
ROAD USE	40155.85	
SPECIAL REVENUE	375981.06	
CAPITAL PROJECT	17500.00	
ENTERPRISE	192430.25	
FIDUCIARY	14595.94	
DEBT SERVICE	0.00	
TOTAL:	862739.09	

TOTAL REVENUES:	
GENERAL	416355.06
ROAD USE	163015.08
SPECIAL REVENUE	166840.04
CAPITAL PROJECT	56766.16
ENTERPRISE	202503.62
FIDUCIARY	4050.41
DEBT SERVICE	166744.61
TOTAL:	1176274.98