

March 10, 2014

The regular meeting of the Monroe City Council was called to order by Mayor Briles at 7:00 P.M. at the Monroe City Hall on March 10, 2014. Roll Call was taken, present – Hansen, Nichelson, Shannon, Wilson, Vriezelaar. Matt Mardesen, City Administrator & Economic Development Director; Kim Thomas, City Clerk; Marc Van Wyk, Public Works; Wes Breckenridge, Interim Police Chief, and Randall Caldwell, City Attorney; were in attendance. The Mayor announced the meeting was being recorded.

Visitors at the meeting were: Deanna Shannon, Kathy Van Veen, Joyce Palm, Don Palm, Twila Vriezelaar, August Park, Whitney Figland, Kaitlyn Brey, Becca Pflosing, Jazmine Chizek, Jean Goematt, Carol Ann Diekema, Larry Diekema, Devin Herndon, Blake McWilliams, Jaelyn Hogue, Jennafer Uitermarkt, Abbi Gilson, Jeff Hegwood, Al & Donita Breckenridge, Derrick Hoodjer, Brandon Charls, Tyler Espenscheid, Carson King, Kathleen Darrach, Karen & Delmar Johnson, Nate Bradbury, Mike Timmins, Robert Schnug, Natalie Pendroy, Lacey Pool, Craig Olson.

Consent Agenda – Council Member Vriezelaar moved and was seconded by Council Member Wilson to approve the consent agenda. Items on the agenda included the clerk and treasurer’s report and bills and minutes from February meeting. Motion carried 5-0. There were no committee or board reports.

February 2014 Bills

Salaries	Net:	21287.52
EFTPS	Federal Tax Payment	7295.78
Iowa Department of Revenue	Withholding/Sales Tax	6608.00
IPERS	Police/Regular	4603.37
AFSCME	Union Dues	68.92
City of Monroe	Reimbursement	419.78
United Healthcare	Health Insurance	2798.21
Altoona Fire Department	Tier	225.00
Kal Services	Sanitation Contract	10036.25
Mid American Energy	Utilities	5315.00
US Cellular	Phone Service	272.17
Monroe Postmaster	Stamps/PD Mailing	118.00
CardMember Services	Repairs/Meals/Gambling License	1490.57
Baker & Taylor	Books	753.35
Caldwell, Brierly, Chapula, Nuzum	Legal Services	1899.33
Capital Fire Equipment	Yearly Fire Ext. Checks	265.50
Casey’s General Store	Gas	1623.00
Central Iowa Rural Water	Usage/Principal/Interest Payment	11763.65
Cooking Light	2 Yr Subscription	30.00
Des Moines Stamp	Stamps	83.75
Digital Ally	Mirror Camera	4325.00
EMP Emergency Medical Products	Ambulance Supplies	976.17
Family Fun	2 Yr Subscription	19.95
FC & A	Book	37.96
Forbes Office Equipment	Index Folders/Liquid Paper/ Folders	13.21
Guideposts	Books	35.48
Hach Company	Buffer Solution	38.40
Hewitt’s Service Center	Brakeline Repair/Fuel Filter/Service	435.28
Ideal Ready Mix	Roadstone/Hauling Charge	975.19
Iowa Codification	Ordinance Updates	345.00
Iowa Department of Public Safety	Terminal Billing Fee	300.00
Iowa History Journal	2 Yr Subscription	35.95
Iowa Law Enforcement Academy	MMPI-2 Testing Fee	40.00
Iowa Outdoors	Subscription Renewal	30.00
Iowa Rural Water Association	Conference Registration	260.00
Jasper County Animal Rescue League	Participation Fee/Service	200.13
Jeremy Behun	Meal Reimbursement	10.79
Keystone Laboratories	Testing	594.00
Kim Thomas	Mileage/Meal Reimbursements	68.14
Law Enforcement Systems	Citation Forms	204.00
Marc Van Wyk	Meal Reimbursements	17.30
Marco Inc.	Copier Contract	130.64
Matthew Mardesen	Mileage/Meal Reimbursements	83.06
Mediacom	Internet Service	54.95
Micromarketing LLC	Audio Books	94.00
Midwest K-9	Boarding Fee	60.00

Monroe Animal Clinic	K-9 Vaccinations	70.32
Monroe Mirror	Publications/Cards/Subscription	238.75
Monroe Postmaster	Yearly Permit Fee	220.00
Monroe Public Library	Petty Cash Expense	82.85
Mother Earth News	Subscription Renewal	14.95
Municipal Supply	Touchpads/Repair Clamps/Valves	410.25
National Geographic Kids	Subscription Renewal	19.95
Office of Auditor of State	Annual Administration Fee	175.00
Pella Medical Clinic	FD Physical	246.00
Philip L. Aschman PhD	MMPi-2 Testing	40.00
Professional Computer Solutions	DVD Drive/Main. Fee/Labor	2775.91
Quill Corporation	Calendars/Floor Mats	74.26
Randy Bellinger	DVD/Batteries Reimbursement	46.48
Secretary of State	Notary Dues	30.00
Service Master	Carpet/Chair Cleaning	485.78
Simmering-Cory Inc	Housing Grant Administration Fee	1600.00
Sports Illustrated for Kids	Subscription Renewal	35.96
Terry Buckingham	Meal/Mileage Reimbursement	97.27
Two Rivers Coop	Diesel	1449.88
Upstart	Posters/Book Bags/Stickers	68.43
Utility Service Co Inc	Tower Maintenance Fee	3411.95
Wal-Mart	Safe/Binder/Paper Towels/Supplies	165.68
Wal-Mart	Bags/Tissue/Cleaning Supplies	33.31
WP Barber Lumber	Battery/Pliers/Tri Flow/Misc.	87.34
Murphy Tractor & Equipment	Backhoe Loader	51722.00
Windstream	Phone Service	584.39
Law Enforcement Seminars	Registration	300.00
True North / Employee Prepaid Life	Jan/June Paid	27.18
Total February Expenses:		\$ 150,855.64
Total February Revenue:		\$ 155,669.79

**Total Revenue**

General Fund	31021.48
Road Use Fund	17373.34
Special Revenue Fund	15971.73
Capital Project Fund	236.83
Enterprise Fund	90916.35
Fiduciary Fund	0.00
Debt Service Fund	150.06
Revenue Total:	\$ 155,669.79

**Total Expense**

General Fund	47570.65
Road Use Fund	25949.25
Special Revenue Fund	5649.39
Capital Project Fund	1600.00
Enterprise Fund	70086.35
Fiduciary Fund	0.00
Debt Service Fund	0.00
Expense Total:	\$ 150,855.64

Monroe Recreation Park – Mardesen reported practices start April 1<sup>st</sup>. Van Ryswyk Plumbing and Heating plan on completing the plumbing for the bathrooms this week. Mardesen spoke on behalf of the MRP board that additional parking would like to be made before the season starts. The plan is to add an area 350 feet long 60 feet wide for additional parking. The cost estimate is \$7764 for rock. The MRP board would like to split the cost between MRP funds and City park funds. Kathy Van Veen questioned if the soccer people were “ok” with taking away ground that perhaps they wanted to use for another soccer field? Mardesen was not aware of any objections to extending the parking. Vriezelaar moved and was seconded by Council Member Shannon to pay half the cost of the rock for additional parking at the MRP. Upon roll call vote, Motion carried 5-0.

Additional Expenses in the SMR Acquisitions Land Sale – City Attorney, Randall Caldwell spoke on the City’s behalf. Mr. Caldwell upon doing title work was notified that an easement passes through the center of the block which Madsen Field is located. Hawkeye Land Company purchased the assets of what used to be Chicago Northwestern Railroad. Hawkeye Land Company originally requested \$25,000 for the easement but in order to close the deal a settlement amount had to be determined favorable by all. SMR Acquisitions negotiated with Hawkeye Land Company and amount of \$17,500 for the easement has been determined. Family Dollar is willing to pay \$10,000 of the \$17,500 to Hawkeye Land Company. Vriezelaar moved and was seconded by Council Member Hansen to pay

\$7,500 of the \$17,500 for title easement to Hawkeye Land Company for the sale of Madsen Field. Family Dollar will pay the remaining balance of \$10,000. Upon roll call vote, ayes - Vriezelaar, Hansen, Nicholson, Shannon, nays - Wilson. Motion carried 4-1.

Opportunity to Purchase Tax Certificates for Property Located at 106 S Monroe - City Attorney Caldwell also reported on the status of 106 S Monroe St. Property clean up at 106 S Monroe must be completed by March 27, 2014. The City has received a 90 day notice and has the option to purchase the property by paying the back taxes in the amount of \$4,614.31. If the City would acquire the building the city could turn around and sell it. The cost to acquire the building would be the taxes, clean up and legal fees. Mayor Briles voiced his concerns and was not in favor of purchasing the property. Since the property used to be a gas station years ago council members Wilson and Shannon would like to have the ground looked at for possible ground contamination. To date the city has been awarded over \$3,000 in municipal infractions fines for 106 S Monroe. This item will be discussed again at the April regular meeting. Matt Mardesen will report on any ground contamination findings at the April meeting.

7:30 P.M. Budget Hearing - Mayor Briles opened the public hearing for the 2014/2015 fiscal budget at 7:30 p.m. Clerk Thomas received no written or oral objections to the budget. Thomas did mention some items that will be purchased after July 1, 2014. The Police, Fire, and Public Works Departments will be getting new vehicles. The hearing was closed at 7:32 P.M. Shannon moved and was seconded by Vriezelaar to approve RESOLUTION NO. 10-2014 A resolution adopting the annual budget for the fiscal year ending June 30, 2015. Motion carried 5-0.

Discussion of former Casey's Building Located at 101 S Monroe - Mardesen announced that Casey's has agreed to donate the old building to the City of Monroe. Mayor Briles and Mardesen both suggested getting estimates on the existing City Hall and the old Casey's building before making a decision on whether the City should accept the donation of the building. Mardesen is going to contact a local architect to see if he may be interested in drawing some plans. Questions as to what the city could do with the building were asked by audience members. However, Mardesen has not received a copy of the contract from Casey's yet and could not answer. Vriezelaar would like to see the council walk through the old Casey's before making a decision as to accept the donation and consider moving City Hall. With limited space at the current City Hall and the possibility of moving toward monthly utility billing more space will be needed. Mardesen also suggested having a work shop to discuss just what the council is looking for in a building. Carol Ann Diekema would like to see the expansion of the existing City Hall. This item will be discussed again at the April 2014 meeting.

Chaz Allen - Economic Development/Keep Iowa Beautiful - Allen gave an update on Jasper County Economic Development. Some updates included the New Care Clinic in Baxter, Colfax reopening their medical clinic, Janco committed to stay in Sully after their fire, Prairie City/JEDCO annexing land by the Casey's in Prairie City, and Family Dollar coming to Monroe. Chaz also mentioned Family Dollar wants to build along I-80. On another note, Allen presented the council with a copy of the Keep Iowa Beautiful contract. Allen is asking the city to become a partner in the program. The agreement is to hire a "community coach" to serve communities in Jasper County and help bring Hometown Pride back to their communities. Provide economic development ideas; develop programs, services and financial opportunities. The cost for the program is \$80,000 annually and each community would contribute to offset the cost along with grants and donations received. Allen stated Monroe would pay \$1,100 the first year of the 5 year agreement to be a member based on a per capita basis.

Administrative Examination - Thomas read through the detailed recommendations for the period of July 1, 2012 to June 30, 2013. Recommendations included: Segregation of Duties, Urban Renewal Annual Report, Investments, and Certified Budget. Thomas asked the audience if there were any questions concerning the examination and there were none. Under the investment recommendation the city has 100 shares of stock and under Iowa Code Chapter 12B.10(5) stock is not considered an allowable investment. Thomas stated this 100 shares of stock was given to the city when Principal Demutualized from a Mutual Co. to a Stock Co. back in 2001 and that the City had never been wrote up on this in the past. Vriezelaar moved and was seconded by Wilson to sell the 100 shares of Principal Stock per the recommendation of the annual examination done by the State of Iowa. Upon roll call vote, motion carried 5-0.

Police Department Policy and Procedure Manual - Wes Breckenridge, Interim Police Chief; is asking for the preliminary approval of the Policy and Procedure Manual. Breckenridge stated that this manual will be updated 3 times and the officers will have to sign off on the manual upon completion. All new hires will be required and will have to sign off on the manual also. Vriezelaar moved and was seconded by Hanson to approve the preliminary Policy and Procedure Manual for the Monroe Police Department. Upon roll call vote, motion carried 5-0.

Monroe Police Department Mission Statement - The Monroe Police Department has put together a mission statement. Mayor Briles read the statement received. Wes Breckenridge is asking the council to adopt the statement. Vriezelaar moved and was seconded by Hansen to approve the Monroe Police Department Mission Statement as presented. Upon roll call vote, motion carried 5-0.

Ordinance for Water Rates - Vriezelaar moved and was seconded by Hansen to approve the 2<sup>nd</sup> reading of AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF MONROE, IOWA, 2013, BY AMENDING PROVISIONS PERTAINING TO WATER RATES RAISE AND SERVICE. This ordinance will increase water rates by 10% effective with the August 1, 2014 billing. Upon roll call vote, motion carried 5-0.

Ordinance for Sewer Rates - Vriezelaar moved and was seconded by Shannon to approve the 2<sup>nd</sup> reading of AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF MONROE, IOWA, 2013, BY AMENDING THE PROVISIONS PERTAINING TO SEWER RENTAL RATES. This ordinance will increase

sewer rates from 85% to 92% based on water consumption effective with the August 1, 2014 billing. Upon roll call vote, motion carried 5-0.

American Legion Beer Garden Request – Mike Timmins and Robert Schnug were in attendance to request council permission to have a beer garden during Old Settlers August 8 & 9<sup>th</sup>. Depending on the parade route will determine the dates and exact street location. Kathy Van Veen would like to see someone setting at the entrance/exit to make sure no one takes beverages outside of the garden. Wes Breckenridge suggested getting together before the event and discussing safety and liability concerns and putting some steps into place. Wilson moved and was seconded by Hansen to grant permission for the Monroe American Legion to have a beverage garden during the 2014 Old Settlers events, pending recommendations from the Monroe Police Department. Upon roll call vote, ayes – Wilson, Hanson, Nicholson, Shannon, nays – Vriezelaar. Motion carried 4-1.

Open Forum – Donita Breckenridge would like to see family stones repaired at the Silent City Cemetery, she mentioned this previously and nothing has been done. Donita Breckenridge is concerned that the stones may have been hit by mowers in years past. Jean Goematt asked how the union contract is coming along. Mayor Briles responded that the contract is still in negotiations but coming along. Natalie Pendroy thanked the maintenance department for repairing a water main break on Taylor Street. Mayor Briles asked if any of the electrical updates had been done on the city square. Hansen and Terry Buckingham will get the electrical updates started when Buckingham returns in April.

Vriezelaar moved and was seconded by Wilson to adjourn at 8:50 P.M. A full copy of minutes may be seen at the Monroe City Hall.

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Brian D. Briles, Mayor

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Kim K. Thomas, City Clerk