

# City of Monticello, Iowa

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Posted on December 15, 2022 at 5:00 p.m.

Monticello City Council Meeting December 19, 2022 @ 6:00 p.m.

Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, Monticello, Iowa

<b>Mayor:</b>	Dave Goedken	<b>Staff:</b>	
<b>City Council:</b>		<b>City Administrator:</b>	Russell Farnum
<b>At Large:</b>	Wayne Peach	<b>City Clerk/Treas.:</b>	Sally Hinrichsen
<b>At Large:</b>	Brenda Hanken	<b>Police Chief:</b>	Britt Smith
<b>Ward #1:</b>	Scott Brighton	<b>City Engineer:</b>	Patrick Schwickerath
<b>Ward #2:</b>	Candy Langerman	<b>Public Works Dir.:</b>	Nick Kahler
<b>Ward #3:</b>	Chris Lux	<b>Water/Wastewater Sup.:</b>	Jim Tjaden
<b>Ward #4:</b>	Tom Yeoman	<b>Park &amp; Rec Director:</b>	Jacob Oswald
		<b>Library Director:</b>	Michelle Turnis

- **Call to Order – 6:00 P.M.**
- Pledge of Allegiance
- Roll Call
- Agenda Addition/Agenda Approval

**Open Forum:** If you wish to address the City Council on subjects pertaining to today's meeting agenda please wait until that item on the agenda is reached. If you wish to address the City Council on an item not on the agenda, please approach the lectern and give your name and address for the public record before discussing your item. Individuals are normally limited to speaking for no more than three (3) minutes on a topic and the Open Forum is by rule limited to a total of twenty (20) minutes.

**Consent Agenda** (These are routine items and will be enacted by one motion without separate discussion unless someone requests an item removed to be considered separately.)

**Approval** of Council Mtg. Minutes

December 5, 2022

**Approval** of Payroll

December 15, 2022

**Approval** of Bill List

**Approval** of Treasurer's Report – November 2022

## **Public Hearings:**

1. **Public Hearing** on proposal to enter into a Sewer Revenue Loan Agreement and to borrow money thereunder
2. **Resolution** taking additional action on proposal to enter into a Sewer Revenue Loan Agreement

### **Resolutions:**

3. **Resolution** Approving submission of the Five-Year Airport Capital Improvement Plan
4. **Resolution** Approving Lease Agreement between the City of Monticello and Justin Buck with regard to the “farm” ground at the Monticello Regional Airport
5. **Resolution** Approving Lease Agreement between the City of Monticello and Jeff Nagel with regard to the “farm” ground at the Monticello Regional Airport
6. **Resolution** to authorize submission of Application and related documents in support thereof to the USDA for purposes of seeking grant and/or loan assistance related to the purchase of a Polaris Ranger XP1000, with accessories and to schedule Public Information Meeting related to said Application
7. **Resolution** To Acknowledge the hiring of Monticello Library Director full-time position and setting salary
8. **Resolution** Approving Plat of Survey to Parcel 2022-85
9. **Resolution** Approving Plat of Survey to Parcels 2022-88 and 2022-89
10. **Resolution** Approving Plat of Survey to Parcel 2022-87 for Property at 22102 Highway 151

### **Ordinances:**

11. **Ordinance #757** amending the Monticello Code of Ordinances, by amending provisions pertaining to Chapter 165 “ZONING REGULATIONS”. 2<sup>nd</sup> reading
12. **Ordinance #758** amending the Monticello Code of Ordinances, by amending provisions pertaining to Chapter 50 “NUISANCE ABATEMENT PROCEDURE”. 2<sup>nd</sup> reading

### **Reports / Potential Actions:**

13. City Engineer
14. Mayor
15. City Administrator
16. City Clerk
17. Public Works Director

18. Police Chief
19. Water/Wastewater Superintendent
20. Park and Recreation Director

**Adjournment:** Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

Monticello City Council meetings are recorded, by attending and choosing to participate you give your consent to be recorded. If you prefer not to be recorded, you may submit comments in writing.

## **Meeting Instructions for the Public**

### **Due to the Covid-19 Virus the public will be admitted into this meeting with limited seating.**

**The meeting will continue to be broadcast on Mediacom (Local Access Channel) and will be accessible via Zoom via the following link.**

City of Monticello is inviting you to a scheduled Zoom meeting.

Topic: December 19, 2022 Council Meeting  
Time: Dec 19, 2022 06:00 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/86720084251>

Meeting ID: 867 2008 4251  
One tap mobile  
+16469313860,,86720084251# US  
+13017158592,,86720084251# US (Washington DC)

Dial by your location

- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 669 900 9128 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)

Meeting ID: 867 2008 4251  
Find your local number: <https://us02web.zoom.us/u/kcf98XYrgE>

Regular Council Meeting  
December 5, 2022 – 6:00 P.M.  
Community Media Center

Mayor Dave Goedken called the meeting to order. Council present were: Brenda Hanken, Scott Brighton, Candy Langerman, Chris Lux, Wayne Peach and Tom Yeoman. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Police Chief Britt Smith and Park & Rec Director Jacob Oswald. The public was invited to attend the meeting in person, with limited seating or to participate in the meeting electronically via “Zoom Meetings” and were encouraged to communicate from Zoom Meeting via chat, due to the heightened public health risks of the Coronavirus Pandemic (COVID-19).

Yeoman moved to approve the agenda, Peach seconded, roll call was unanimous.

Lux moved to approve the consent agenda; Hanken seconded, roll call was unanimous.

Mayor Goedken opened the public hearing on the proposed amendments to Chapter 50, Nuisance Abatement Procedure and Chapter 165 of Municipal Code, Zoning Regulations, pertaining to setback requirements on corner lots, adding and amending yard definitions and other amendments. Staff received no oral or written comments. Mayor Goedken closed the hearing on the proposed amendments to Chapter 50, Nuisance Abatement Procedure and Chapter 165 of Municipal Code, Zoning Regulations, pertaining to setback requirements on corner lots, adding and amending yard definitions and other amendments. Yeoman moved Ordinance #757 Amending the Code of Ordinances of the City of Monticello, Iowa, by Amending Provisions Pertaining to Zoning Regulations, first reading in title only. Peach seconded. Roll call was unanimous.

Lux moved Ordinance #758 amending the Code of Ordinances of the City of Monticello, Iowa, by Amending Provisions Pertaining to “Nuisance Abatement Procedure”, first reading in title only. Hanken seconded. Roll call was unanimous.

Langerman moved to approve Resolution #2022-151 Resolution to fix a date for a public hearing on proposal to enter into a Sewer Revenue Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$21,000,000 Yeoman seconded, roll call was unanimous. Hearing is set for December 19, 2022 at 6:00 PM, which will cover the interim financing and the USDA financing for the Wastewater Treatment Plant Project.

Farnum is working with City Engineer Snyder & Associates and their environmental planner to schedule a walk-through of the Sixth Street ditch. After the walk-through, they will have a better feel what plans needed to be updates, timeline and the permit requirements moving forward. Once this information is updated, City will meet with the property owners to go over the plans and timeline.

Farnum reported the Airport Board is working on their 5-year plan for the Airport, as required by the FAA. The Airport Board bid out the farm ground leasing, which came in higher than the current lease amount.

Regular Council Meeting  
December 5, 2022

Farnum is working on preliminary budget with Hinrichsen and will provide a time schedule soon. He is working with the Capital Plans related to the budget.

Farnum reported the water/ wastewater employee started last week and is grasping the job very quickly.

Farnum reported the Library Board completed the Library Director interviews and the candidate has accepted the offer, and she will start January 3, 2023 and will be at the next Council meeting.

Farnum reported that Public Works Director was not able to attend and they are continuing to clean up trees and trimming the trees in the alleys. They worked with Main Street Board to put up Christmas decorations. Lights are installed at the Park and Ride, however waiting for Alliant to connect the electricity.

Hinrichsen reported working on updating SAMS numbers which are required for City to receive federal funding, such as grants. The special election resolution was filed with the Jones County Auditor, who will send a sample ballot once it is prepared for review.

Hinrichsen filed the TIF Certification with the Jones County Auditor's Office and completed the TIF rebate calculations.

Oswald updated the basketball and soccer schedules that are going on now. Oswald reported Holiday on 1<sup>st</sup> is this Saturday from 4 PM to 7 PM, with Santa stopping by from 5 PM to 7 PM.

Yeoman moved to go into closed session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation pursuant to Iowa Code Section 21.5(1)(c), Peach seconded. Roll call unanimous.

Peach moved to return to open session, Yeoman seconded. Roll call unanimous. Yeoman moved to direct City Administrator to proceed as discussed during closed session, Peach seconded. Roll call vote unanimous.

Peach moved to adjourn the meeting at 6:55 P.M.

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David Goedken, Mayor

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Sally Hinrichsen, City Clerk/Treasurer

# PAYROLL - DECEMBER 15, 2022

DEPARTMENT			GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>November 28 - December 11, 2022</b>						
Brian Bronemann	\$	957.23	\$	-	0.00	0.00	\$ 757.78
Jacob Gravel		1,856.45		144.45	0.00	23.50	1,346.01
Ben Hein		343.58			0.00	0.00	292.96
David Husmann		982.10		-	0.00	3.75	841.10
Mary Intlekofer		1,952.00		-	0.00	41.25	1,351.54
Nick Kahler		144.00		-	0.00	0.00	123.92
Lori Lynch		2,903.40		725.00	0.00	0.00	1,928.02
Coletta Matson		1,872.00		-	0.00	0.00	1,397.52
Mandy Norton		559.55		-	0.00	0.00	437.25
Kaleb Payne		690.30		-	0.00	0.00	491.83
Curtis Wyman		1,712.00		-	9.75	23.50	1,166.95
<b>TOTAL AMBULANCE</b>	<b>\$</b>	<b>13,972.61</b>	<b>\$</b>	<b>869.45</b>	<b>9.75</b>	<b>92.00</b>	<b>\$ 10,134.88</b>
<b>CEMETERY</b>	<b>November 28 - December 11, 2022</b>						
Dan McDonald	\$	1,888.58	\$	100.58	0.00	3.38	\$ 1,367.61
<b>TOTAL CEMETERY</b>	<b>\$</b>	<b>1,888.58</b>	<b>\$</b>	<b>100.58</b>	<b>0.00</b>	<b>3.38</b>	<b>\$ 1,367.61</b>
<b>CITY HALL</b>	<b>November 28 - December 11, 2022</b>						
Cheryl Clark	\$	1,816.01	\$	-	0.00	17.25	\$ 1,236.62
Russ Farnum		3,961.54		-	0.00	0.00	2,625.35
Sally Hinrichsen		2,744.73		-	0.00	0.00	1,662.19
Nanci Tuel		1,648.76		30.35	0.00	0.00	1,073.72
<b>TOTAL CITY HALL</b>	<b>\$</b>	<b>10,171.04</b>	<b>\$</b>	<b>30.35</b>	<b>0.00</b>	<b>17.25</b>	<b>\$ 6,597.88</b>
<b>COUNCIL / MAYOR</b>	<b>November 28 - December 11, 2022</b>						
Scott Brighton	\$	300.00	\$	-	0.00	0.00	\$ 276.78
Dave Goedken		500.00		-	0.00	0.00	453.30
Brenda Hanken		300.00		-	0.00	0.00	276.05
Candy Langerman		300.00		-	0.00	0.00	276.05
Chris Lux		300.00		-	0.00	0.00	275.78
Wayne Peach		300.00		-	0.00	0.00	235.05
Tom Yeoman		300.00		-	0.00	0.00	275.05
<b>TOTAL COUNCIL / MAYOR</b>	<b>\$</b>	<b>2,300.00</b>	<b>\$</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,068.06</b>
<b>LIBRARY</b>	<b>November 28 - December 11, 2022</b>						
Molli Hunter	\$	1,228.40	\$	44.40	0.00	0.00	\$ 952.05
Penny Schmit		1,445.13		39.53	0.00	0.00	786.93
Michelle Turnis		709.48		-	0.00	0.00	521.67
<b>TOTAL LIBRARY</b>	<b>\$</b>	<b>3,383.01</b>	<b>\$</b>	<b>83.93</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,260.65</b>
<b>MBC</b>	<b>November 28 - December 11, 2022</b>						
Keegan Arduser	\$	1,384.62	\$	-	0.00	0.00	\$ 1,056.57
Jacob Oswald		2,193.88		-	0.00	0.00	1,647.00
<b>TOTAL MBC</b>	<b>\$</b>	<b>3,578.50</b>	<b>\$</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,703.57</b>
<b>POLICE</b>	<b>November 28 - December 11, 2022</b>						
Zach Buehler	\$	231.39	\$	-	0.00	0.00	\$ 198.31
Peter Fleming		2,449.44		-	0.00	5.25	1,700.19
Dawn Graver		2,628.14		-	0.00	0.00	1,891.47

# PAYROLL - DECEMBER 15, 2022

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Erik Honda	2,614.60	-	0.00	6.75	1,941.60
Blaine Kamp	2,583.84	-	0.00	0.00	1,928.36
Jordan Koos	2,645.36	-	10.50	45.50	1,803.51
Britt Smith	3,461.54	-	0.00	0.00	2,523.83
Madonna Staner	1,623.20	-	0.00	0.00	1,230.20
Brian Tate	2,625.84	-	0.00	17.25	1,859.37
<b>TOTAL POLICE</b>	<b>\$ 20,863.35</b>	<b>\$ -</b>	<b>10.50</b>	<b>74.75</b>	<b>\$ 15,076.84</b>
<b>ROAD USE</b>					
<b>November 28 - December 11, 2022</b>					
Zeb Bowser	\$ 1,788.01	\$ -	0.00	2.25	\$ 1,255.35
Nick Kahler	2,238.39	-	0.00	0.00	1,527.72
TJ Nealson	1,728.00	-	0.00	0.00	1,309.79
Jasper Scott	1,788.00	-	0.00	0.13	1,231.46
<b>TOTAL ROAD USE</b>	<b>\$ 7,542.40</b>	<b>\$ -</b>	<b>0.00</b>	<b>2.38</b>	<b>\$ 5,324.32</b>
<b>SEWER</b>					
<b>November 26 - December 9, 2022</b>					
Tim Schultz	\$ 2,036.00	\$ -	0.00	7.13	\$ 1,417.44
Jim Tjaden	2,576.92	-	0.00	0.00	1,867.32
<b>TOTAL SEWER</b>	<b>\$ 4,612.92</b>	<b>\$ -</b>	<b>0.00</b>	<b>7.13</b>	<b>\$ 3,284.76</b>
<b>WATER</b>					
<b>November 26 - December 9, 2022</b>					
Scott Hagen	\$ 1,478.40	\$ -	0.00	0.00	\$ 1,178.38
<b>TOTAL WATER</b>	<b>\$ 1,478.40</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,178.38</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 69,790.81</b>	<b>\$ 1,084.31</b>	<b>20.25</b>	<b>196.89</b>	<b>\$ 49,996.95</b>

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
AARON'S AUTOMOTIVE LLC	PD VEHICLE OPERATING		315.30		
BLACK HILLS ENERGY	4801 5237 59		251.33		
JACOB HEINSIUS	PD PEST CONTROL		85.00		
IOWA DEPT OF PUBLIC SAFETY	PD IOWA SYSTEM		300.00		
JOHN DEERE FINANCIAL	PD BLDG REPAIR/MAINT		13.96		
MONTECELLO EXPRESS INC	PD SUPPLIES		102.00		
			-----		
	110 POLICE DEPARTMENT TOTAL		1,067.59		
ANIMAL CONTROL					
ANIMAL WELFARE FRIENDS					
	ANIMAL CONTROL		105.00		
			-----		
	190 ANIMAL CONTROL TOTAL		105.00		
AQUATIC CENTER					
BLACK HILLS ENERGY					
	6214 3735 03		36.32		
THREE GENERATIONS LLC	POOL CONCESSIONS		256.00		
			-----		
	440 AQUATIC CENTER TOTAL		292.32		
CEMETERY					
TRI COUNTY PROPANE LLC					
	CEMETERY UTILITIES		310.62		
			-----		
	450 CEMETERY TOTAL		310.62		
ENGINEER					
SNYDER & ASSOCIATES, INC					
	ENGINEERING FEES		3,459.75		
			-----		
	640 ENGINEER TOTAL		3,459.75		
ATTORNEY					
LYNCH DALLAS, P.C.					
	ATTORNEY FEES		1,006.50		
			-----		
	641 ATTORNEY TOTAL		1,006.50		
CITY HALL/GENERAL BLDGS					
BLACK HILLS ENERGY					
	1287 4080 48		556.47		
JACOB HEINSIUS	CH PEST CONTROL		140.00		
LASLEY ELECTRIC LLC	CH BLDG REPAIR/MAINT		16.99		
MONTECELLO EXPRESS INC	CH ADVERTISING		666.43		
PFM FINANCIAL ADVISORS LLC	CH PRO FEES		7,500.00		
SHRED-MASTER	CH MISC CONTRACT WORK		144.18		
			-----		
	650 CITY HALL/GENERAL BLDGS TOTAL		9,024.07		
			-----		
	001 GENERAL TOTAL		15,265.85		
MONTECELLO BERNDEN CENTER					
PARKS					
BAKER PAPER CO INC	MBC BUILDING SUPPLIES		181.38		
BLACK HILLS ENERGY	3293 7656 61		1,571.15		



**CLAIMS REPORT**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
JACOB HEINSIUS	MBC PEST CONTROL	140.00			
CENTRAL IOWA DISTRIBUTING INC	MBC BLDG REPAIR/MAINT	273.00			
GREAT JONES COUNTY FAIR	MBC ADVERTISING	200.00			
LASLEY ELECTRIC LLC	MBC BLDG REPAIR/MAINT	106.24			
	430 PARKS TOTAL		2,471.77		
	005 MONTICELLO BERNDES CENTER TOTAL		2,471.77		
FIRE					
FIRE					
BLACK HILLS ENERGY	7971 7910 14	428.84			
CNH CAPITAL	FIRE EQUIP REPAIR/MAINT	350.74			
JOHN DEERE FINANCIAL	FIRE SUPPLIES	43.89			
MCALDER WATER CONDITIONING INC	FIRE SOFTENER SALT	35.20			
MUNICIPAL EMERGENCY SERVICES	FIRE MINOR EQUIPMENT	1,202.34			
	150 FIRE TOTAL		2,061.01		
	015 FIRE TOTAL		2,061.01		
AMBULANCE					
AMBULANCE					
AARON'S AUTOMOTIVE LLC	AMB VEHICLE OPERATING	188.58			
BLACK HILLS ENERGY	4801 5237 59	251.33			
JACOB HEINSIUS	AMB PEST CONTROL	85.00			
FREESE MOTORS INC	AMB VEHICLE OPERATING	191.53			
IOWA DEPT OF HUMAN SERVICES	AMB REFUND	2,702.37			
MONTICELLO EXPRESS INC	AMB OFFICE SUPPLIES	102.00			
UNITY POINT HEALTH	AMB MEDICAL SUPPLIES	493.90			
	160 AMBULANCE TOTAL		4,014.71		
	016 AMBULANCE TOTAL		4,014.71		
TRUST FUND/STREET BOND					
PUBLIC WORKS					
CITY OF MONTICELLO	STREET BOND REFUND-ARRIG ENT	300.00			
	299 PUBLIC WORKS TOTAL		300.00		
	023 TRUST FUND/STREET BOND TOTAL		300.00		
LIBRARY IMPROVEMENT					
LIBRARY					
BAKER & TAYLOR BOOKS	LIB IMP BOOKS	373.47			
FINDAWAY WORLD LLC	LIB IMP BOOKS	787.40			
MICRO MARKETING LLC	LIB IMP BOOKS	20.99			

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	410 LIBRARY TOTAL		1,181.86		
	030 LIBRARY IMPROVEMENT TOTAL		1,181.86		
LIBRARY					
LIBRARY					
CULLIGAN TOTAL WATER -	LIB BUILDING SUPPLIES		11.65		
JOHN DEERE FINANCIAL	LIB PROGRAMS/PROMOTIONS		8.39		
KOCH BROTHERS, INC.	LIB OFFICE SUPPLIES		143.79		
MONTICELLO EXPRESS INC	LIB OFFICE SUPPLIES		92.00		
	410 LIBRARY TOTAL		255.83		
	041 LIBRARY TOTAL		255.83		
AIRPORT					
AIRPORT					
ALLIANT ENERGY-IES	AIRPORT ELECTRIC		20.82		
IOWA PUBLIC AIRPORTS ASSOC	AIRPORT DUES		175.00		
MCALEER WATER CONDITIONING INC	AIRPORT BUILDING SUPPLIES		35.00		
MONTICELLO AVIATION INC	AIRPORT EQUIP REPAIR/MAINT		232.33		
MONTICELLO EXPRESS INC	AIRPORT ADVERTISING		270.00		
	280 AIRPORT TOTAL		733.15		
	046 AIRPORT TOTAL		733.15		
ROAD USE					
STREETS					
BLACK HILLS ENERGY	5682 1986 07		311.39		
ROBERT P CLAUSSEN	RU EQUIP REPAIR/MAINT		325.00		
BRIAN CROWLEY	RU EQUIP REPAIR/MAINT		542.89		
KIMBALL MIDWEST	RU SUPPLIES		191.42		
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT		619.74		
MONTICELLO EXPRESS INC	RU ADVERTISING-WINTER PARKING		202.50		
THOMPSON TRUCK & TRAILER, INC.	RU EQUIP REPAIR/MAINT		82.10		
WHITE HAWK PLUMBING & HEATING	RU BLDG REPAIR/MAINT		232.36		
	210 STREETS TOTAL		2,507.40		
	110 ROAD USE TOTAL		2,507.40		
DEBT SERVICE					
DEBT SERVICE					
UMB BANK, N.A.	DEBT 2014 GO FEES		430.00		
	710 DEBT SERVICE TOTAL		430.00		

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
WATER UMB BANK, N.A.	2016 WATER GO BOND FEES		42.50		
	810 WATER TOTAL		42.50		
SEWER UMB BANK, N.A.	2016 SEWER GO BOND FEES		10.00		
	815 SEWER TOTAL		10.00		
STORM WATER FUND UMB BANK, N.A.	2016 STORMWATER GO BOND FEES		17.50		
	865 STORM WATER FUND TOTAL		17.50		
	200 DEBT SERVICE TOTAL		500.00		
PARK IMPROVEMENT CAPITAL PROJECTS FAREWAY STORES #840-1 ANDREA RUNDLE JONES COUNTY PORK PRODUCERS MYERS-COX CO.	PARK IMP - HOLIDAY ON 1ST PARK IMP - HOLIDAY ON 1ST PARK IMP - HOLIDAY ON 1ST PARK IMP - HOLIDAY ON 1ST		68.82 710.00 279.55 233.55		
	750 CAPITAL PROJECTS TOTAL		1,291.92		
	313 PARK IMPROVEMENT TOTAL		1,291.92		
WATER WATER BLACK HILLS ENERGY IOWA ONE CALL JLT HOMES LLC MONTICELLO EXPRESS INC MUNICIPAL SUPPLY INC	5682 1986 07 WATER SYSTEM OVERPAYMENT REFUND WATER ADVERTISING WATER SUPPLIES		453.19 25.70 243.75 225.00 2,248.20		
	810 WATER TOTAL		3,195.84		
	600 WATER TOTAL		3,195.84		
SEWER SEWER BLACK HILLS ENERGY FAREWAY STORES #840-1 IOWA ONE CALL MONTICELLO EXPRESS INC MUNICIPAL SUPPLY INC NEXT GENERATION PLBG & HTG LLC TRI COUNTY PROPANE LLC	5682 1986 07 SEWER LAB SUPPLIES SEWER SYSTEM SEWER ADVERTISING SEWER SUPPLIES SEWER EQUIP REPAIR/MAINT SEWER UTILITIES		311.38 11.37 25.70 225.00 94.22 65.00 1,669.81		

# CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	815 SEWER TOTAL		2,402.48		
	610 SEWER TOTAL		2,402.48		
SEWER CAPITAL IMPROVEMENT					
SEWER					
LYNCH DALLAS, P.C.	SEWER FACILITY IMPROVEMENTS		445.50		
	815 SEWER TOTAL		445.50		
	613 SEWER CAPITAL IMPROVEMENT TOTAL		445.50		
SANITATION					
SANITATION					
BLACK HILLS ENERGY	5682 1986 07		311.38		
REPUBLIC SERVICES	DUMPSTER COLLECTIONS		12,465.21		
	840 SANITATION TOTAL		12,776.59		
	670 SANITATION TOTAL		12,776.59		
	Accounts Payable Total		49,403.91		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND NAME	AMOUNT	
001	GENERAL	15,265.85
005	MONTICELLO BERNDEN CENTER	2,471.77
015	FIRE	2,061.01
016	AMBULANCE	4,014.71
023	TRUST FUND/STREET BOND	300.00
030	LIBRARY IMPROVEMENT	1,181.86
041	LIBRARY	255.83
046	AIRPORT	733.15
110	ROAD USE	2,507.40
200	DEBT SERVICE	500.00
313	PARK IMPROVEMENT	1,291.92
600	WATER	3,195.84
610	SEWER	2,402.48
613	SEWER CAPITAL IMPROVEMENT	445.50
670	SANITATION	12,776.59
-----		
TOTAL FUNDS		49,403.91

City of Monticello - Monthly Summary - November 1st thru 30th, 2022

Reviewed by: *[Signature]* Date: 12.12.22

Fund	Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
<b>GENERAL FUNDS:</b>														
	General	1212554.88	128339.98	6336.42		109568.25	217116.75	1020946.28	775.00	438584.07	581187.21			1020946.28
	Soldiers Memorial Board	12423.22	175.00			374.41		12223.81						12223.81
	Monticello Berndes Center	-49786.01	4988.35		126950.00	14536.06		67616.28	100.00	37516.28	30000.00			67616.28
	Dare	8763.29		13.90				6777.19		6777.19				6777.19
	Canine	5624.74		11.56				5636.30		5636.30				5636.30
	Insurance Fund	39592.61	146.05	146.05	10000.00	2238.72		47499.94		6378.75	41121.19			47499.94
	Monticello Trees Forever	29626.54		60.88				29687.42		29687.42				29687.42
	Fire	162860.88	9400.39	395.71	46943.00	7426.81		211993.17		64919.82	147073.35			211993.17
	Ambulance Operating	115955.41	38695.21	271.75	9583.37	37063.81		128441.93		45075.49	83366.44			128441.93
	Hotel/Motel Tax Fund	20471.50		42.06				20513.56		20513.56				20513.56
	Earl F. Lehmann Trust	238.44						238.44			238.44			238.44
	Street Bond	300.00	500.00					800.00		800.00				800.00
	Police Improvement	26.63	14.00					40.63		40.63				40.63
	Library Improvement	39289.51	2514.30	93.28		1329.79		40567.30		8688.53	31878.77			40567.30
	Library	48259.40	300.08	101.99	11140.38	10679.63		49122.32	75.00	33837.57	15209.75			49122.32
	Equipment Set-A-Side	59336.81		132.20				59469.01		1568.64	57910.37			59469.01
	Super Mac	14565.44		29.93	12500.00	1777.50		25317.87		10317.87	15000.00			25317.87
	Airport	132822.89	16872.72	301.69		3693.87	7102.90	138800.53		87946.41	50654.12			138800.53
	Revolving Loan Fund	42927.48		103.83				43031.31		15799.93	27231.38			43031.31
<b>SPECIAL REVENUE FUNDS:</b>														
	Road Use Tax	347935.01	44056.75			59793.68		332198.08		32624.51	299573.57			332198.08
	Road Use Tax Set-Aside	81819.12		212.18				82031.30		10.76	82020.54			82031.30
	Employee Benefits	352598.91	23272.90			38543.69		337328.12		49058.16	288269.96			337328.12
	TIF Tax Collections	54502.77	24936.80	1136.24			14398.50	557176.31		530431.82	26744.49			557176.31
	Slavka Gehret Trust	204225.09		535.14		293.51		204466.72		3176.72	201290.00			204466.72
	Police Forfeiture Acct	4.93						4.93		4.93				4.93
<b>DEBT SERVICE FUNDS:</b>														
	Debt Service	314478.56	17434.17	715.03	1805.00	22916.25		311516.51		91549.95	219972.56			311516.51
	TIF - Debt Payments	0.50			14399.50	14400.00		0.00						0.00
	ARPA Grant	586811.83		1375.19				588187.02		588187.02				588187.02
	Park Improvements	81362.63	2500.00	148.03		30.79		63979.87		25735.35	38244.52			63979.87
	Library Capital Improvements	14149.29		29.07				14178.36		14178.36				14178.36
	Ambulance Improvements	139727.44	3155.50	338.89				143221.83		52993.12	90228.71			143221.83
	TIF Projects	0.00						0.00						0.00
	Cemetery Improvements	18307.97	5.00	513.04				18826.01		13.22	18812.79			18826.01
	Capital Improvements	-5083.66	64561.09	24.36	7102.90			66604.69		57316.80	9287.89			66604.69
	Low Income Housing	15580.00		40.97				15620.97			15620.97			15620.97
	Baty Disc Golf Course	2602.11		5.17		380.00		2227.28		2045.15	182.13			2227.28
	Mary Maxine Redmond Trust	7035.84		18.30				7054.14		340.90	6713.24			7054.14
	Pocket Park	9942.95		23.07				9966.02		4837.58	5128.44			9966.02
<b>PERMANENT FUNDS:</b>														
	Cemetery Perpetual Care	177035.30	5.00					177040.30		4003.00	173037.30			177040.30
	Charles S Bidwell Book Trust	80799.48		212.63		267.14		80744.97		187.56	80557.41			80744.97
	Jonna Mary Baker Trust	37416.39		98.33		106.64		37408.08		422.53	36985.55			37408.08
<b>ENTERPRISE FUNDS:</b>														
	Water Operating	202729.03	35594.86	492.10		15950.62	1047.00	221818.37		65175.65	156642.52			221818.37
	Customer Deposits	106365.16	2000.00			515.00		107850.16		6277.80	101572.56			107850.16
	Water Capital Improvements	83025.31	5050.57	307.24				88383.12		31456.32	56926.80			88383.12
	Sewer Operating	891387.98	93583.06	1983.52		24244.63	283.00	962427.03		447719.63	514707.40			962427.03
	Sewer Sinking	50419.08		103.60				50522.68		50522.68				50522.68
	Sewer Capital Improvements	198000.71	5050.57	544.85		3275.18		200320.95		191043.70	9277.25			200320.95
	Sanitation	142795.68	48601.30	310.98		26168.02		165539.94		84915.91	80624.03			165539.94
	Sanitation Capital Improvements	8676.52		17.83				8694.35		8694.35				8694.35
	Yard Waste	49053.15	3624.16	106.65		17106.69		35677.27		10465.94	25211.33			35677.27
	Storm Water Fund	34973.92	6680.02	71.86		531.55	475.00	40719.25		20719.25	20000.00			40719.25
	Self Funded Insurance	0.00	3050.09			3050.09		0.00						0.00
<b>AGENCY FUNDS</b>														
	Flex Spending	4547.07	1188.50			1403.81		4331.76		4331.76				4331.76
	Enterprise Flex Spending	107.48				107.48		107.48		107.48				107.48
<b>TOTAL OF ALL FUNDS</b>														
		6657807.21	587150.37	17405.52	240424.15	417865.94	240424.15	6844497.16	950.00	2604433.35	4226651.56	12462.25	0.00	6844497.16

City of Monticello  
Cash On Hand By Bank  
For November 30th, 2022



Bank	Amount	Interest rate	Maturity date	Length of investment	Purpose
<b>F &amp; M Bank</b>					
Total by Bank	\$0.00				
<b>Citizens State Bank</b>					
Savings # 6025641	\$238.44	0.150	N/A		Earl F Lehmann Trust Soldier Memorial
Checking #394486	\$12,223.81		N/A		
Total by Bank	\$12,462.25				
<b>Dutrac Credit Union</b>					
Total by Bank	\$0.00				
<b>Fidelity Bank &amp; Trust</b>					
Total by Bank	\$0.00				
<b>Ohnward Bank &amp; Trust</b>					
General Ckg/Sweep #40002008	\$2,627,593.88		N/A		General Checking General Savings
Property Tax & Water #40001992	\$4,226,651.56		N/A		
Total by Bank	\$6,854,245.44				
<b>Total Cash on Hand- All Banks</b>	<b>\$6,866,707.69</b>				
Plus Petty Cash	\$950.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error	\$910.46				
Plus Outstanding Credit Card Pymt	\$24,070.99				
Less Outstanding Checks	\$6,844,497.16				
Treasurer's Balance					

All of the accounts referenced above are "City" accounts, reported under the City Federal I.D. #. This is an all inclusive list of such accounts, including all Clerk's Office and Departmental Checking Accounts, same being subject to review during the annual City audit. In addition to the above accounts, the following component units, while legally separate entities from the City, are considered by the auditor to be "so intertwined with the City" that they are also subject to review during the City audit.

- Riverside Gardeners, Inc
- Monticello Firefighters Organization, Inc
- Monticello Emergency Medical Team
- Friends of the Monticello Public Library
- Monticello Youth Baseball & Softball Assn

City of Monticello  
Bank Reconciliation Report  
For the Month of November 2022

Bank Balance		
General Checking	\$2,627,593.88	
Property Tax & Water	\$4,226,651.56	
Soldiers Memorial Ckg	\$12,223.81	
Earl F Lehmann Trust	\$238.44	
	<hr/>	
Total Bank Balance		\$6,866,707.69
Plus (Minus) Adjustment:		
Bank Charge/Error	\$0.00	
	<hr/>	
Total Adjustment		\$0.00
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	\$910.46	
	<hr/>	
Total Outstanding Credit Card Pymts		\$910.46
Less Outstanding Checks:		
Financial/Payroll	\$24,070.99	
Soldiers Memorial	\$0.00	
	<hr/>	
Total Outstanding Checks		\$24,070.99
Plus Investments:		
Time Certificates	\$0.00	
Petty Cash	\$950.00	
	<hr/>	
Total Investments		\$950.00
Treasurer's Balance		<u>\$6,844,497.16</u>

Prepared By: Sally Hinrichsen 12-9-2022  
Sally Hinrichsen, City Clerk

Reviewed by: Russell Farnum 12-12-22  
Russell Farnum, City Administrator



**City Council Meeting**  
**Prep. Date:** 12/13/2022  
**Preparer:** Russell Farnum



**Agenda Item:** # 1 & 2  
**Agenda Date:** 12/19/2022

*Communication Page*

**Agenda Items Description:** Public Hearing on Wastewater Treatment Facility Financing

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
Resolution

<b><u>Fiscal Impact:</u></b>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** In order to issue the USDA-approved financing for the construction of the Wastewater Treatment Facility, Council needs to hold a hearing on the proposal to enter into the Sewer Revenue Loan Agreement with the USDA.

Following the public hearing, approval of the resolution is recommended.

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS  
TO ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY THEREUNDER IN  
A PRINCIPAL AMOUNT NOT TO EXCEED \$21,000,000

(SEWER REVENUE)

The City Council of the City of Monticello, Iowa, will meet on December 19, 2022, at the Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, in the City, at 6:00 o'clock p.m., for the purpose of instituting proceedings and taking action to enter into a loan agreement (the "Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$21,000,000, for the purpose of paying the cost, to that extent, of planning, designing and constructing improvements and extensions to the Municipal Sanitary Sewer System (the "Utility") of the City.

The Loan Agreement will not constitute a general obligation of the City, nor will it be payable in any manner by taxation but, together with any additional obligations of the City as may be hereafter issued and outstanding from time to time ranking on a parity therewith, will be payable solely and only from the net revenues of the Utility.

At the aforementioned time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of Monticello, Iowa.

Sally Hinrichsen  
City Clerk



MINUTES FOR HEARING AND  
ADDITIONAL ACTION ON PROPOSAL  
TO ENTER INTO A SEWER REVENUE  
LOAN AGREEMENT

435926-33

Monticello, Iowa

December 19, 2022

The City Council of the City of Monticello, Iowa, met on December 19, 2022, at 6:00 p.m., at the Monticello Renaissance Center, in the City.

The meeting was called to order by the Mayor, and the roll was called showing the following members of the Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

This being the time and place specified for holding the public hearing and taking action on the proposal to enter into a Sewer Revenue Loan Agreement in a principal amount not to exceed \$21,000,000, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor closed the public hearing

After due consideration and discussion, Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption, seconded by Council Member \_\_\_\_\_. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted, as follows:

## RESOLUTION NO. \_\_\_\_\_

Resolution taking additional action on proposal to enter into a Sewer Revenue Loan Agreement

WHEREAS, the City of Monticello (the “City”), in Jones County, State of Iowa, did heretofore establish a Municipal Sanitary Sewer System (the “Utility”) in and for the City which has continuously supplied sanitary sewer service in and to the City and its inhabitants since its establishment; and

WHEREAS, the management and control of the Utility are vested in the City Council (the “Council”) and no board of trustees exists for this purpose; and

WHEREAS, the City heretofore proposed to enter into a Sewer Revenue Loan Agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$21,000,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of planning, designing, and constructing improvements and extensions to the Utility, and pursuant to law and a notice duly published, the City Council has held a public hearing on such proposal on December 19, 2022;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Monticello, Iowa, as follows:

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that Sewer Revenue bonds or notes be issued at such time in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

Section 2. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 3. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved December 19, 2022.

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Mayor

Attest:

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City Clerk

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At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

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Mayor

Attest:

---

City Clerk

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
COUNTY OF JONES  
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council of the City relating to the hearing on the City's intention to enter into a Loan Agreement, as referred to herein.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
City Clerk

**City Council Meeting**  
**Prep. Date:** 12/13/2022  
**Preparer:** Russell Farnum



**Agenda Item:** # 3  
**Agenda Date:** 12/19/2022

*Communication Page*

**Agenda Items Description:** Approval of Airport 5-year CIP (Capital Improvement Plan)

<b><u>Type of Action Requested:</u></b> Motion					
<b><u>Attachments &amp; Enclosures:</u></b>  5-year CIP	<b><u>Fiscal Impact:</u></b> Budget Line Item: <table border="1"><tr><td> </td></tr></table> Budget Summary: <table border="1"><tr><td> </td></tr></table> Expenditure: <table border="1"><tr><td> </td></tr></table> Revenue: <table border="1"><tr><td> </td></tr></table>				

**Synopsis:** The Airport is required to develop a 5-year Capital Improvement Plan (CIP) on an annual basis. The CIP outlines the major capital projects planned for the next 5 years.

**Background:** The FAA and Iowa DOT require the Airport and the Sponsor (the City) to prepare a 5-year capital plan (“CIP”) and submit it annually.

The Capital Improvement Plan outlines the Federal and State resources that are planned to be used on major improvements at the Airport over the next 5 years. There is no obligation on the City’s part to pursue these projects, which also involve a local match for funding, but generally the City should try to follow the projects as a guideline, which keeps Airport facilities in top operating order and maximizes the use of Federal and State funds that may be available.

The current project at the Airport is the taxiway/apron extension, which used funding from FY22 and FY23. Also planned for next summer is painting another hangar. Subsequently, the airport plans to rehab the existing runway, which is a major maintenance project needed to keep the runway in a good condition.

The Council is reminded that the Airport generates its own revenue through operations, fuel sales, hangar leases, and leases of the ag land around the airport. Local property taxes do not subsidize any of these projects or operations at the airport.

**Recommendation:** A motion to approve is recommended.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #

Approving submission of the Five-Year Airport  
Capital Improvement Plan

**WHEREAS**, as a condition to receiving State and Federal aid for the Monticello Regional Airport, the following provisions must be met:

- Approved 5-Year Capital Improvement Plan
- Certification that the local match exists if the grant is awarded
- Authorization to submit the proposed projects for State or Federal Grants; and

**WHEREAS**, the Five-Year Capital Improvement Plan has been prepared and reviewed by the Monticello Airport Board and City Council and found to be appropriate and in the best interests of the City of Monticello and the Monticello Regional Airport.

**NOW THEREFORE, BE IT RESOLVED** that the City of Monticello authorizes the submission of the Five-Year Capital Improvement Plan for potential Federal Aviation Administration Grants and certifies that the local match of 10% is available for those projects successfully awarded a grant.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 19<sup>th</sup> day of December, 2022.

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David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk/Treasurer



## FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP)

Attach additional sheets if necessary.

Airport Name, LOCID, City, State: Monticello Regional Airport - MXO - Monticello, Iowa

Prepared by: Russell Farnum

Sponsor's E-mail: rfarnum@ci.monticello.ia.us

Date Prepared: November 15, 2022

Sponsor's Signature: \_\_\_\_\_

Sponsor's Phone: 319-465-3577

Printed Name: Russell Farnum

FY	Detailed Project/Scope Description	Funding Source	Total Estimated Cost
2023	Construct Taxiway (Project completion) (Multi-year funding previously approved) Paint another Hangar (ARPA = \$32,000)	Federal: \$ BIL: \$ State: \$ Local: \$ Total: \$	\$0.00    \$0.00
2024	Pavement Management Report Runway 15/33 Based on 2020 PCI Inspection November 21, 2020 PCI values range from TH01MO - 04 (PCI = 51) to TH01OM - 02 (PCI = 82) Estimated 2020 Cost: \$165,000 x 30% inflation = \$214,500 Fed share @ 90% = 193,050 Anticipated NPE = \$150,000 + 122,000 carry over from FY23 = \$272,000 Anticipated BIL = \$145,000	Federal: \$ BIL: \$ State: \$ Local: \$ Total: \$	\$193,050.00  \$0.00 \$21,450.00 \$214,500.00
2025	Pavement Management Report Runway 15/33 Based on 2020 PCI Inspection November 21, 2020 R15 MO-01 and T01MO-01272 Estimated 2020 cost: \$229,214 x 30% inflation = \$297,978.00 Fed share @ 90% = 268,180 Anticipated NPE = \$150,000 + Carry over from FY24 = 78,950 = \$228,950 Accumulated BIL = \$ 304,000	Federal: \$ BIL: \$ State: \$ Local: \$ Total: \$	\$0.00 \$268,180.00  \$29,798.00 \$297,978.00
2026	Construct Apron, Taxiway, and new Public Box Hangar(s) * (Restricted to aeronautical use) 6,000 (50' deep by 120' wide) sqft Box Hangar @ \$200/sqft = \$1,200,000 Anticipated NPE = \$150,000 + Carry over from FY25 \$228,950 = \$378,950 (LM = 37,895) Anticipated BIL = \$145,000 + Carry over from FY25 \$35,810 = \$180,810 (LM = 18,081) Anticipated IA DOT Vertical Infrastructure Grant @ 30% local match = \$584,327 x 0.7 = \$409,029 (LM = 175,298)	Federal: \$ BIL: \$ State: \$ Local: \$ Total: \$	\$378,950.00 \$180,810.00 \$409,029.00 \$231,211.00 \$1,200,000.00
2027	Parcel acquisition for future 15/33 Runway Extension Purchase Price and local share TBD	Federal: \$ BIL: \$ State: \$ Local: \$ Total: \$	    \$0.00

**City Council Meeting**  
**Prep. Date:** 12/13/2022  
**Preparer:** Russell Farnum



**Agenda Item:** # 4 & 5  
**Agenda Date:** 12/19/2022

*Communication Page*

**Agenda Items Description:** Approval of Leases for Airport agricultural land

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**

**Leases (2) – Buck and Nagel**

**Fiscal Impact:**

Budget Line Item:  
 Budget Summary:  
 Expenditure:  
 Revenue:


**Synopsis:** There are 259 acres of crop land on the Airport property that are regularly leased to farmers by the City. The leases typically have a 3-year term, and the City re-bids the leases at the end of that lease cycle.

**Background:** The Airport Board determined that the City should take bids in writing, then ask the top three bidders to attend the December 6 Airport Board meeting, where the bids were offered in a live auction format. The bid tabulation from those submitting written bids is below:

<b>Airport Agricultural Land Lease Bids</b>			
Bid Tabulation			
12/1/2022			
<b>Name</b>	<b>Per Acre bid</b>	<b>Total bid</b>	<b>Notes</b>
Ray Kurt	201	\$ 52,059	
Riley Bossard		\$ 63,750	Conservation Farming proposal
Mike First		\$ 71,000	Not including 10 acres west of creek
Logan Hanken	\$ 275	\$ 71,225	
Mike Kraus		\$ 71,300	Not including 10 acres west of creek
Tyler McQuillen		\$ 74,000	285.71 per acre
Ethan Zumbach	\$ 300	\$ 77,700	
Buck Family Farms (Mike Buck)		\$ 84,175	325 per acre
Justin Buck		\$ 84,434	326 per acre

The top three bidders are shaded in gray in the table. At the December 6 Airport Board meeting, the auction yielded an improved bid at \$340 per acre by Justin Buck as high bidder. The Airport Board

determined that the 10 acre “Nagel” portion should be offered to Nagels at that price, since it is only accessible through the Nagel property. Buck agreed with that provision, so Buck’s lease will be for 249 acres with a “lump sum” price of \$ 84,660 (\$340 times 249 acres), Nagel’s lease will be a “lump sum” of \$ 3,400 (\$340 per acre times 10 acres).

The Airport Board recommended approval of these two leases.

**Recommendation:** Approval of the two Resolutions related to the Airport Farm leases is recommended.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #

**Approving Lease Agreement between the City of Monticello and Justin Buck  
with regard to the “farm” ground at the Monticello Regional Airport.**

**WHEREAS**, the City of Monticello Airport Board, with the consent and approval of the Monticello City Council, held a live auction at the Regular Airport Board meeting held on December 6, 2022 at which a high bid in the amount of \$ 84,660.00 was received to rent the “farm” ground consistent with the proposed lease agreement, and

**WHEREAS**, The high bidder was Justin Buck, who was present. Buck acknowledged the terms of the lease related to crop productions, and

**WHEREAS**, The Council finds that entry into the lease agreement is appropriate and in the best interests of the City and of the Airport.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the entry into the proposed three (3) year lease agreement between Justin Buck and the City of Monticello at the annual rental rate of \$ 84,660.00 annually, and directs the Mayor to execute the lease on behalf of the City Council and further directs the City Administrator to obtain the signature of Justin Buck, as tenant.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 19<sup>th</sup> day of December, 2022.

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David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk/Treasurer

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #

**Approving Lease Agreement between the City of Monticello  
and Jeff Nagel with regard to the “farm” ground at the Monticello Regional Airport.**

**WHEREAS**, the City of Monticello Airport Board, with the consent and approval of the Monticello City Council, held a live auction at the Regular Airport Board meeting held on December 6, 2022 at which a high bid in the amount of \$ 340.00 per acre to lease the entire “farm” was received, and

**WHEREAS**, The high bidder was Justin Buck, who acknowledged that Nagel could lease the 10 acres that were west of the creek, and accessible only through other Nagel-owned property, subject to the same price and terms of the lease related to crop productions, and

**WHEREAS**, Nagel has agreed to lease that 10-acre parcel at that price, for a net annual lease amount of \$ 3,400.00, and

**WHEREAS**, The Council finds that entry into the lease agreement is appropriate and in the best interests of the City and of the Airport.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the entry into the proposed three (3) year lease agreement between Jeff Nagel and the City of Monticello at the annual rental rate of \$ 3,400.00 annually, and directs the Mayor to execute the lease on behalf of the City Council and further directs the City Administrator to obtain the signature of Jeff Nagel, as tenant.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 19<sup>th</sup> day of December, 2022.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

**City Council Meeting**  
**Prep. Date:** 12/13/2022  
**Preparer:** Sally Hinrichsen



**Agenda Item:** # 6  
**Agenda Date:** 12/19/2022

*Communication Page*

**Agenda Items Description:** to authorize submission of Application and related documents in support thereof to the USDA for purposes of seeking grant and/or loan assistance related to the purchase of a Polaris Ranger XP1000, with accessories and to schedule Public Information Meeting related to said Application

**Type of Action Requested:** Motion

**Attachments & Enclosures:**

<b><u>Fiscal Impact:</u></b>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** The Monticello Fire Chief has prepared an application for a USDA Grant to purchase an ATV for the Department.

**Background:** The Fire Department has been considering the purchase of an ATV for the department to assist in brush and field fires. They have also been called to help with search and rescue operations where it would have been quicker to use an ATV.

A public information meeting, as required by the USDA, will be set for January 16, 2023 at 6:00 PM

**Recommendation:** A motion to approve is recommended.

## The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO,  
IOWA

### RESOLUTION #

**Resolution** to authorize submission of Application and related documents in support thereof to the USDA for purposes of seeking grant and/or loan assistance related to the purchase of a Polaris Ranger XP1000, with accessories and to schedule Public Information Meeting related to said Application

**WHEREAS**, the City of Monticello plans to seek financial assistance from the USDA related to the purchase of a new Polaris Ranger XP1000, with brush unit, 50-gallon stainless steel tank, electric start pump and hose with aluminum skid, and

**WHEREAS**, as part of the USDA application process the City Council must hold a Public Information Meeting on the intent to apply for said grant funds.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve of the submission of Grants and related documents requesting grant and/or loan assistance from the USDA related to the purchase of a new Polaris Ranger XP1000, and does hereby schedule a public meeting on the intent to seek grant funding from the USDA for the 16<sup>th</sup> day of January, 2023, at 6:00 p.m. at the regularly scheduled City Council meeting to be held in the Monticello City Council Chambers.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.  
Done this 19<sup>th</sup> day of December, 2022.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

**City Council Meeting**  
**Prep. Date:** 12/13/2022  
**Preparer:** Russell Farnum



**Agenda Item:** # 7  
**Agenda Date:** 12/19/2022

*Communication Page*

**Agenda Items Description:** Acknowledging the Hire of new Library Director and setting salary

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**

<b><u>Fiscal Impact:</u></b>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** The Library Board accepted applications, interviewed candidates and selected a qualified candidate, Faith Brehm, to be appointed as Library Director. Brehm has accepted the position at a starting salary of \$42,000 per year plus 1 week of vacation granted upon hire.

Brehm has a Master’s Degree in English and experience working with budgets, supervising staff, and dealing with members of the public. While her experience is not directly in Library services, her background relates closely to the position. Further, she is enrolling online in the University of Wisconsin Masters’ Program for a second advanced degree, in Library Science.

Brehm grew up in Monticello and now lives in Dubuque, and is looking forward to moving back to Monticello.

**Recommendation:** A motion to approve is recommended.



# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

## RESOLUTION #

To Acknowledge the hiring of Monticello Library  
Director full-time position and setting wage

**WHEREAS**, the Library Board hire and set the wages for the Library staff, and

**WHEREAS**, full-time Library Director turned in their resignation, the Library Board desires to expedite the hiring of staff to fill the position with a salary of \$42,000 and one (1) week of vacation on hire, and

**WHEREAS**, the Council recognizes that the Library Board is vested with the power to hire and set library staff wages and that the purpose of the Council approval of this Resolution is to acknowledge the hiring of full-time staff and setting the wage; and to give direction to the City Payroll Clerk.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby acknowledge the hiring of Library Director and wages noted herein.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 19<sup>th</sup> day of December, 2022.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

**City Council Meeting**  
**Prep. Date:** 12/13/2022  
**Preparer:** Russell Farnum



**Agenda Item:** # 8  
**Agenda Date:** 12/19/2022

*Communication Page*

**Agenda Items Description:** Approving Plat of Parcel 2022-85 (Welter's Lot 11)

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
**Plat**

**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** This proposed plat will subdivide Lot 11 of Welter's Subdivision, separating off a parcel of 1.83 acres for the expansion of Oak Street Manufacturing. This project was approved last December (2021), and the building is nearly complete. The Welters will be selling the property to Oak Street after this action is approved. The property is shown below:



**Recommendation:** The Planning and Zoning Commission reviewed this plat at their meeting of December 13, and recommended approval by a vote of 5-0. Approval of the Resolution and plat for Parcel 2022-85, is recommended.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #

## **Approving Plat of Survey to Parcel 2022-85**

**WHEREAS**, The Plat of Survey to Parcel 2022-85 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

**WHEREAS**, The Plat of Survey was created to a parcel off property titled in Welter Enterprises and located at 205 Welter Drive same to be sold by the owner to increase the size of 255 Welter Drive lot, and

**WHEREAS**, The City Planning and Zoning Board has reviewed the Plat of Survey and recommends that it be approved, and

**WHEREAS**, The City Council finds that the Plat of Survey to Parcels 2022-19 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2022-85.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.  
Done this 19<sup>th</sup> day of December, 2022.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

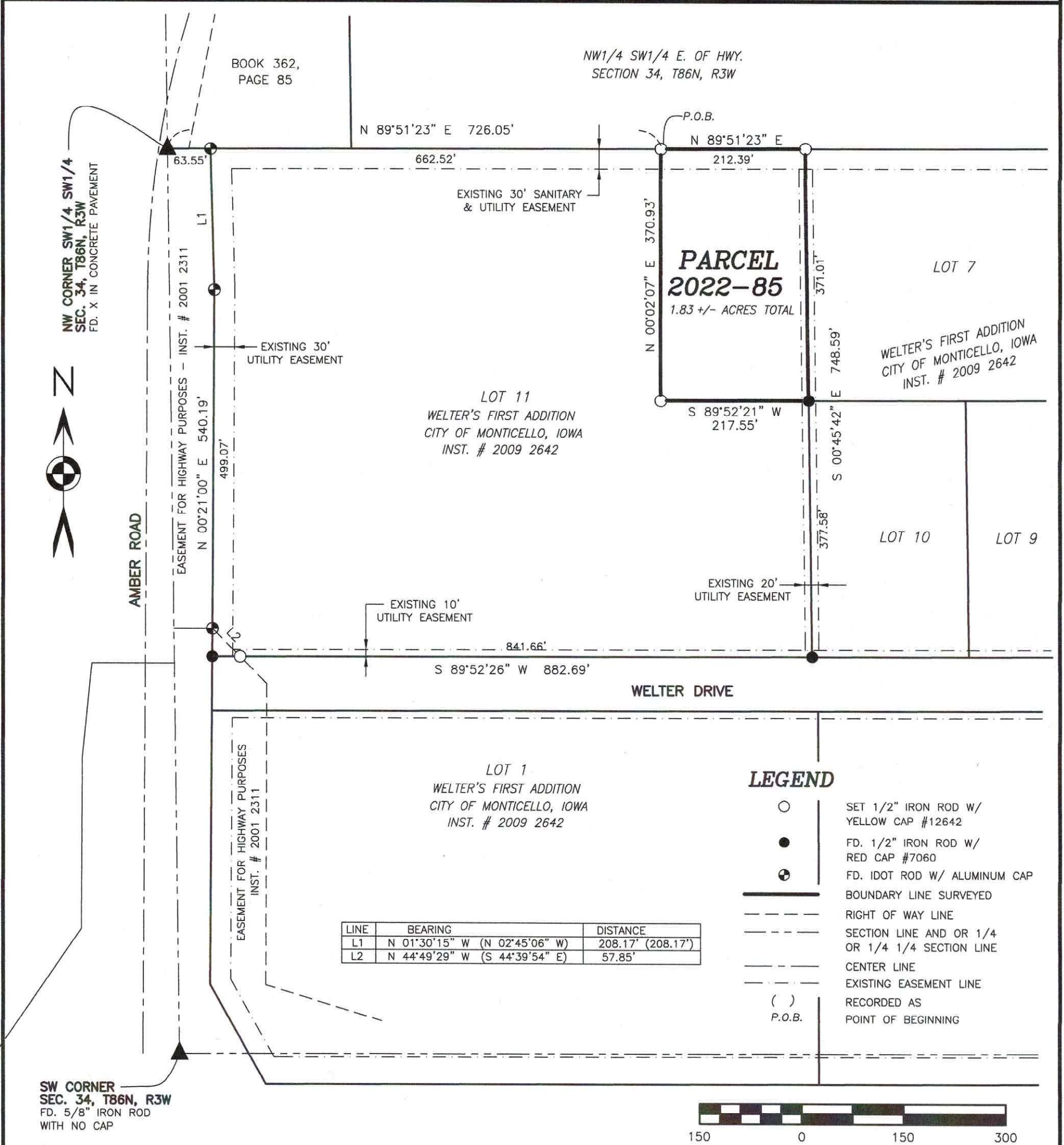
INDEX LEGEND

LOCATION: LOT 11 OF WELTER'S FIRST ADDITION IN THE CITY OF MONTICELLO, JONES COUNTY, IOWA  
 PROPRIETORS: WELTER ENTERPRISES LLC  
 REQUESTOR: RON & DAVE WELTER  
 SURVEYOR: BILL BURGER  
 SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR  
 RETURN TO: BILL BURGER, 510 3RD STREET WEST COURT, WORTHINGTON, IA 52078 | (563) 855-2028

PREPARED BY AND RETURN TO BILL BURGER 510 3RD STREET WEST COURT, WORTHINGTON, IOWA 52078 (563) 855 2028

PLAT OF SURVEY

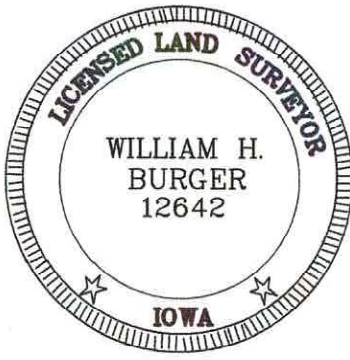
PARCEL 2022-85 PART OF LOT 11 OF WELTER'S FIRST ADDITION TO THE CITY OF MONTICELLO, JONES COUNTY, IOWA



LINE	BEARING	DISTANCE
L1	N 01°30'15" W (N 02°45'06" W)	208.17' (208.17')
L2	N 44°49'29" W (S 44°39'54" E)	57.85'

LEGEND

- SET 1/2" IRON ROD W/ YELLOW CAP #12642
- FD. 1/2" IRON ROD W/ RED CAP #7060
- ⊕ FD. IDOT ROD W/ ALUMINUM CAP
- BOUNDARY LINE SURVEYED
- - - RIGHT OF WAY LINE
- - - SECTION LINE AND OR 1/4 OR 1/4 1/4 SECTION LINE
- - - CENTER LINE
- - - EXISTING EASEMENT LINE
- ( ) RECORDED AS
- P.O.B. POINT OF BEGINNING



DATE OF SURVEY: 11/28/2022 SCALE: 1" = 150' SHEET 1 OF 3

PROPRIETORS: SEE INDEX LEGEND

I HEREBY CERTIFY THAT THIS LANDSURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA. MY LICENSE RENEWAL DATE IS DECEMBER 31, 2022

*William H. Burger* 11/29/22  
 WILLIAM H. BURGER #12642 DATE

**Wm. Burger**  
**LandSurveyor**  
 510 3rd Street West Court  
 Worthington, Iowa 52078

**LEGAL DESCRIPTION**

**PARCEL 2022-85** part of Lot Eleven (11) of Welter's First Addition to the City of Monticello, Jones County, Iowa as recorded in the Office of the Jones County Recorder Fee Book 2009 2642 and Plat Book R, Page 15; Parcel 2022-85 containing a total of 1.83 acres more or less; **subject to easements, reservations, restrictions, and rights of way of record and not of record** and more particularly described by metes and bounds as follows:

**COMMENCING** at the Northwest corner of the Southwest Quarter (SW1/4) of the Southwest Quarter (SW1/4), Section Thirty-Four (34) Township Eighty-six North (T86N), Range Three West (R3W) of the Fifth Principal Meridian, Jones County, Iowa;

**Thence** North 89°-51'-23" East 726.05 feet along the North line of Lot Eleven (11) of said Welter's First Addition to the City of Monticello, Iowa to the **POINT OF BEGINNING**;

**Thence** continuing along the North line of said Lot Eleven (11) North 89°-51'-23" East 212.39 feet to the Northwest corner of Lot Seven (7) of said Welter's First Addition to the City of Monticello, Iowa;

**Thence** South 00°-45'-42" East 371.01 feet along the West line and to the Southwest corner of said Lot Seven (7);

**Thence** South 89°-52'-21" West 217.55 feet;

**Thence** North 00°-02'-07" East 370.93 to the **POINT OF BEGINNING** containing a total of 1.83 acres more or less; **subject to easements, reservations, restrictions, and rights of way of record and not of record**;

**SURVEYORS CERTIFICATE:**

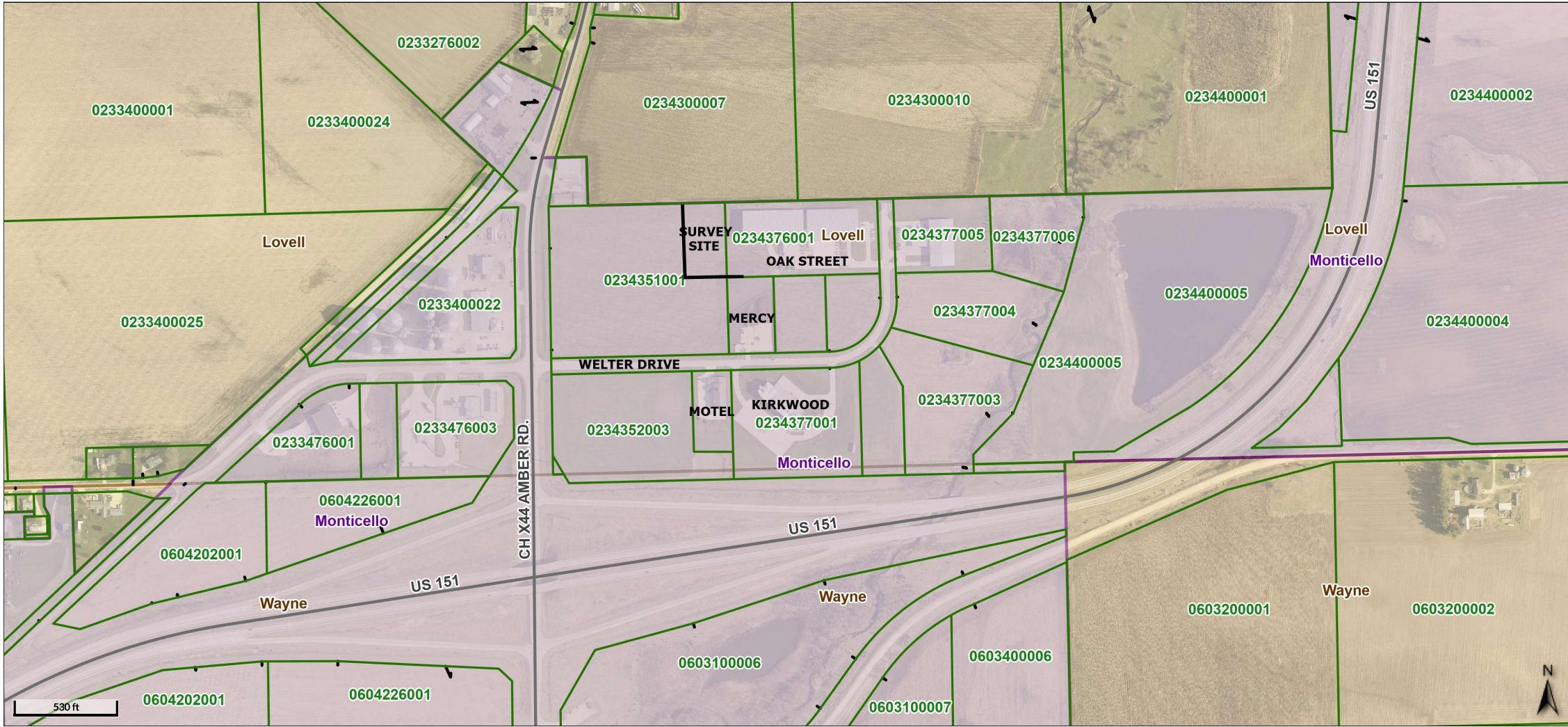
I hereby certify that this land survey document was prepared, and related survey work was performed by me or under my direct personal supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Iowa

My license renewal date is December 31, 2022

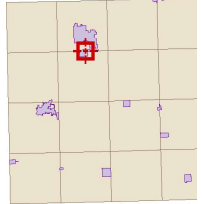
*William H. Burger* 11/29/22  
William H. Burger Date

Reg. No. 12642

No. of sheets covered by this seal 1



**Overview**



**Legend**

-  Corporate Limits
-  Political Township
- Parcels**
-  Structures on Lease Land
-  Parcels
-  Cartography
-  Major Roads

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 11/29/2022  
 Last Data Uploaded: 11/28/2022 5:24:41 PM

Developed by  **Schneider**  
 GEOSPATIAL

**City Council Meeting**  
**Prep. Date:** 12/13/2022  
**Preparer:** Russell Farnum



**Agenda Item:** # 9  
**Agenda Date:** 12/19/2022

*Communication Page*

**Agenda Items Description:** Approving Plat of Parcels 2022-88 and -89 (Four-H Properties)

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**  
  
**Plat**

<b><u>Fiscal Impact:</u></b>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** In October, the City Council approved a petition by Four-H properties to rezone property on Sycamore Street from R-1 to R-2, in order to allow them to build two new attached single-family homes on the property.

Now the foundation has been completed and the surveyor has completed the plat to separate the two units for single-family ownership. The plat would create parcels 2022-88 and 2022-89. The lots are still characteristic of the neighborhood and comply with the zoning and subdivision requirements.

**Recommendation:** The Planning and Zoning Commission reviewed this plat at their meeting of December 13, and recommended approval by a vote of 5-0. Approval of the Resolution is recommended.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #

## **Approving Plat of Survey to Parcels 2022-88 and 2022-89**

**WHEREAS**, The Plat of Survey to Parcels 2022-88 and 2022-89 has been presented to the City Council for approval, same being located within the City Limits of the City of Monticello, and

**WHEREAS**, The Plat of Survey was created to a parcel off property titled in Four-H Properties LLC and located at 201 East Second Street and 203 East Second Street. The duplex built at located at 201 East Second Street and 203 East Second Street is to be sold by the owner as two separate parcels, and

**WHEREAS**, The City Planning and Zoning Board has reviewed the Plat of Survey and recommends that it be approved, and

**WHEREAS**, The City Council finds that the Plat of Survey to Parcels 2022-88 and 2022-89 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcels 2022-88 and 2022-89.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 19<sup>th</sup> day of December, 2022.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

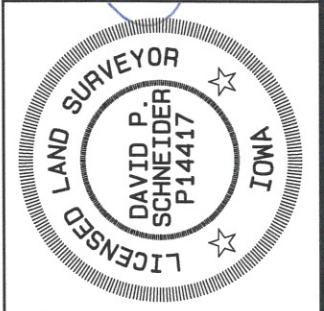
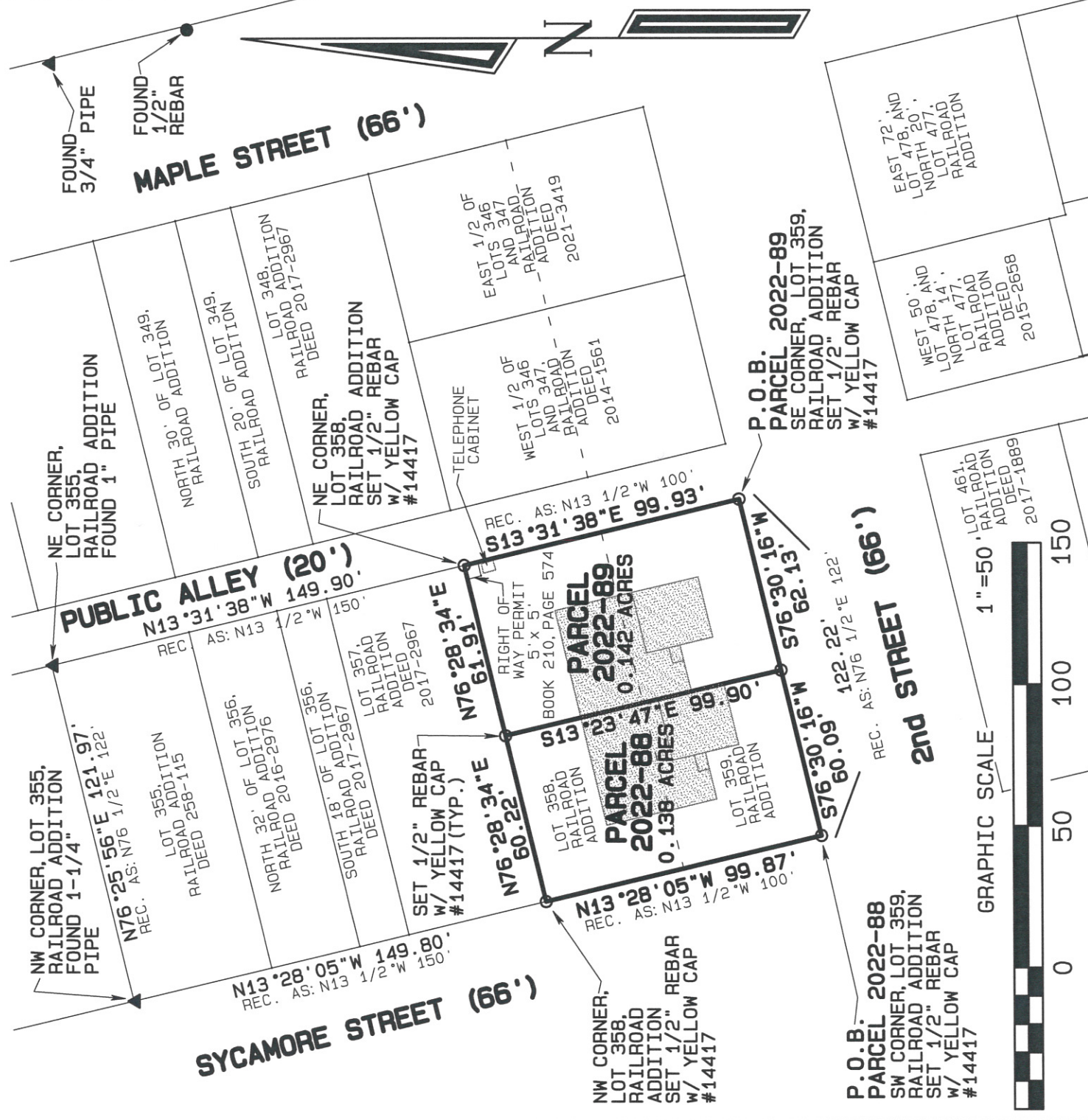


**RECORDER'S INDEX**

**LOCATION:** LOT 358 AND 359 IN RAILROAD ADDITION TO THE CITY OF MONTICELLO, JONES COUNTY, IOWA  
**REQUESTOR:** BRIAN HINRICHS  
**PROPRIETOR:** FOUR-H PROPERTIES LLC  
c/o BRIAN HINRICHS  
**SURVEYOR:** DAVID P. SCHNEIDER  
**SURVEYOR COMPANY:** SCHNEIDER LAND SURVEYING AND PLANNING, INC.  
**RETURN TO:** DAVID P. SCHNEIDER  
P.O. BOX 128 FARLEY, IOWA  
Ph#563-744-3631 daves@youysq.net

**PLAT OF SURVEY**

PARCEL 2022-88 IN PART OF LOT 358 AND PART OF LOT 359 IN RAILROAD ADDITION TO THE CITY OF MONTICELLO, JONES COUNTY, IOWA; AND  
PARCEL 2022-89 IN PART OF LOT 358 AND PART OF LOT 359 IN RAILROAD ADDITION TO THE CITY OF MONTICELLO, JONES COUNTY, IOWA



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

*David P. Schneider*  
Date: 12/7/2022

David P. Schneider P.L.S. P14417  
My license renewal date is December 31, 2023.  
Pages or sheets covered by this seal: THIS SHEET ONLY

**SCHNEIDER**  
Land Surveying & Planning, Inc.  
P.O. Box 128  
Farley, Iowa 52046  
Ph# 563-744-3631  
daves@youysq.net  
Project: 2757  
Survey Date: 12/6/2022  
Sheet: 1 of 2

**SURVEY DESCRIPTION – PARCEL 2022-88:**

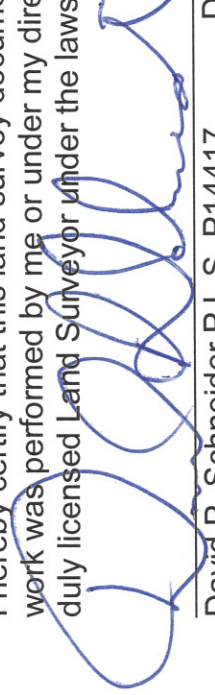
Part of Lot 358 and part of Lot 359 in Railroad Addition to the City of Monticello, Jones County, Iowa, more particularly described as follows: Beginning at the southwest corner of Lot 359 in Railroad Addition to the City of Monticello, Jones County, Iowa; thence N13°28'05"W, 99.87 feet to the northwest corner of Lot 358 in Railroad Addition to the City of Monticello, Jones County, Iowa; thence N76°28'34"E, 60.22 feet along the north line of said Lot 358; thence S13°23'47"E, 99.90 feet to the south line of said Lot 359; thence S76°30'16"W, 60.09 feet along said south line to the point of beginning, containing 0.138 acres.

**SURVEY DESCRIPTION – PARCEL 2022-89:**

Part of Lot 358 and part of Lot 359 in Railroad Addition to the City of Monticello, Jones County, Iowa, more particularly described as follows: Beginning at the southeast corner of Lot 359 in Railroad Addition to the City of Monticello, Jones County, Iowa; thence S76°30'16"W, 62.13 feet along the south line of said Lot 359; thence N13°23'47"W, 99.90 feet to the north line of Lot 358 in Railroad Addition to the City of Monticello, Jones County, Iowa; thence N76°28'34"E, 61.91 feet along said north line to the northeast corner of said Lot 358; thence S13°31'38"E, 99.93 feet to the point of beginning, containing 0.142 acres.

This parcel is subject to easements, reservations, restrictions and rights of way of record and not of record, the plat of which is attached hereto and made a part of this certificate. All monuments were placed or shall be placed within 30 days from the date this plat is recorded.

I hereby certify that this land survey document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

  
David P. Schneider P.L.S. P14417      Date: 12/7/2022



My license renewal date is December 31, 2023.  
Pages or sheets covered by this seal: Surveyor's Certificate Only

**Schneider Land Surveying & Planning, Inc.**  
P.O. Box 128    Farley, Iowa 52046      Job No. 2757  
Phone: 563-744-3631  
Email: daves@yousq.net      Date: 12/6/2022

**City Council Meeting**  
**Prep. Date:** 12/13/2022  
**Preparer:** Russell Farnum



**Agenda Item:** # 10  
**Agenda Date:** 12/19/2022

*Communication Page*

**Agenda Items Description:** Approval of Plat of Parcel 2022-87 (Hagen)

**Type of Action Requested:** Resolution

**Attachments & Enclosures:**

**Plat**

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:

**Synopsis:** Keith Hagen owns the property at 22102 Highway 151, which is outside the City Limits but within the City's 2-mile extraterritorial jurisdiction.

Hagen's property ends at the quarter-section line, but the fence is actually nearly 40 feet north of that line. Hagen is purchasing that 40-foot strip from the neighboring land owner, Telleen. This action has no impact upon the future growth or development of the City, and provides for a rational lot line that follows the existing fence. The property is shown below:



**Recommendation:** The Planning and Zoning Commission reviewed this plat at their meeting of December 13, and recommended approval by a vote of 5-0. Approval of the Resolution is recommended.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #

## **Approving Plat of Survey to Parcel 2022-87 for Property at 22102 Highway 151**

**WHEREAS,** The Plat of Survey to Parcel 2022-87 for property at 22102 Highway 151 has been presented to the City Council for approval, same being located within the two-mile jurisdiction of the City limits of the City of Monticello, and

**WHEREAS,** The Plat was created to add land to the existing lot and moves the lot line north nearly 40 feet north to the fence line, which is being purchased from the neighbor, and

**WHEREAS,** The City Planning and Zoning Board has reviewed the Plat of Survey and recommends that it be approved, and

**WHEREAS,** The City Council finds that the Plat of Survey for property at 22102 Highway 151 should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plat of Survey for property at 22102 Highway 151.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.  
Done this 19<sup>th</sup> day of December, 2022.

---

David Goedken, Mayor

Attest:

---

Sally Hinrichsen, City Clerk/Treasurer

INDEX LEGEND

LOCATION: NE1/4 SE1/4, SECTION 14, T86N, R3W

PROPRIETORS: KLARK A, & BRITTNEY M. TELLEN

REQUESTOR: KEITH HAGEN

SURVEYOR: BILL BURGER

SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR

RETURN TO: BILL BURGER, 510 3RD STREET WEST COURT, WORTHINGTON, IA 52078 (563) 855-2028

PREPARED BY BILL BURGER 510 3RD STREET WEST COURT, WORTHINGTON, IOWA 52078 (563) 855 2028

PLAT OF SURVEY

**PARCEL 2022-87** PART OF NE1/4 OF THE SE1/4 IN SECTION FOURTEEN (14), TOWNSHIP EIGHTY-SIX NORTH (T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN JONES COUNTY, IOWA



**LEGEND**

- SET 1/2" IRON ROD W/ YELLOW CAP #12642
- IDOT
- BOUNDARY LINE SURVEYED
- - - SECTION LINE AND OR 1/4 OR 1/4 1/4 SECTION LINE
- - - CENTERLINE OF ROAD
- x x x EXISTING FENCELINE
- ( ) RECORDED AS P.O.B.

♀ MEDIAN U.S. HIGHWAY 151

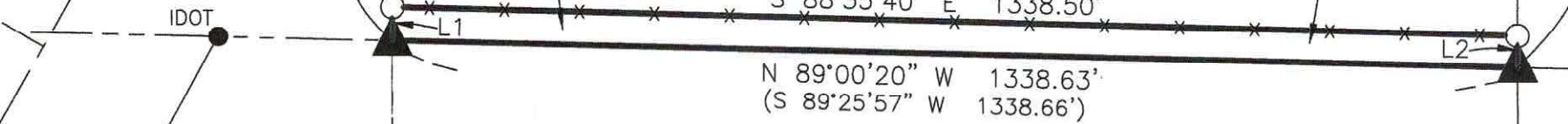
NE1/4 SE1/4  
SEC. 14, T86N, R3W  
RETRACEMENT INST. 2022-2417

**PARCEL 2022-87**

1.19 +/- ACRES TOTAL

SW CORNER NE1/4 SE1/4  
SEC. 14, T86N, R3W  
FD. 1/2" IRON ROD W/  
YELLOW CAP #9647

SE CORNER NE1/4 SE1/4  
SEC. 14, T86N, R3W  
FD. 1/2" IRON ROD W/  
YELLOW CAP #12642  
P.O.B. PARCEL 2022-87



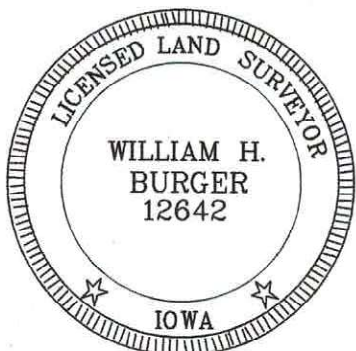
PARCEL 2019-27  
INSTRUMENT NO. 2005 3242

PARCEL 2019-27  
INSTRUMENT NO. 2019 1395



LINE	BEARING	DISTANCE
L1	N 00°03'16" W	39.74'
L2	S 00°18'54" E (S 01°51'57" E)	37.89'

SE CORNER  
SEC. 14, T86N, R3W  
FD. R.O.W. RAIL



DATE OF SURVEY: 11/30/2022

SCALE: 1" = 200'

SHEET 1 OF 3

PROPRIETORS: SEE INDEX LEGEND

I HEREBY CERTIFY THAT THIS LANDSURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA. MY LICENSE RENEWAL DATE IS DECEMBER 31, 2022

**Wm. Burger**  
**LandSurveyor**

510 3rd Street West Court  
Worthington, Iowa 52078

*William H. Burger*  
WILLIAM H. BURGER #12642

*11/30/22*  
DATE

**LEGAL DESCRIPTION**

**PARCEL 2022-87** part of the Northeast Quarter (NE1/4) of the Southeast Quarter (SE1/4), Section Fourteen (14), Township Eighty-six North (T86N), Range Three West (R3W) of the Fifth Principal Meridian, Jones County, Iowa; containing a total of 1.19 acres more or less; **subject to easements, reservations, restrictions, and rights of way of record and not of record** and more particularly described by metes and bounds as follows:

**BEGINNING** at the Southeast corner of the Northeast Quarter (NE1/4) of the Southeast Quarter (SE1/4), Section Fourteen (14), Township Eighty-six North (T86N), Range Three West (R3W) of the Fifth Principal Meridian, Jones County, Iowa;

**Thence** North 89°-00'-20" West 1338.63 feet along the South line and to the Southwest corner of said Northeast Quarter (NE1/4) of the Southeast Quarter (SE1/4);

**Thence** North 00°-03'-16" West 39.74 feet along the West line of said Northeast Quarter (NE1/4) of the Southeast Quarter (SE1/4);

**Thence** South 88°-55'-40" East 1338.50 feet to the East line of said Northeast Quarter (NE1/4) of the Southeast Quarter (SE1/4);

**Thence** South 00°-18'-54" East 37.89 along the East line of said Northeast Quarter (NE1/4) of the Southeast Quarter (SE1/4) to the **POINT OF BEGINNING** containing a total of 1.19 acres more or less; **subject to easements, reservations, restrictions, and rights of way of record and not of record**;

**SURVEYORS CERTIFICATE:**

I hereby certify that this land survey document was prepared, and related survey work was performed by me or under my direct personal supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Iowa

My license renewal date is December 31, 2022

  
William H. Burger      Date 4/30/22      Reg. No. 12642

No. of sheets covered by this seal 1

City Council Meeting  
 Prep. Date: 12/13/2022  
 Preparer: Russell Farnum



Agenda Item: # 11-12  
 Agenda Date: 12/19/2022

*Communication Page*

**Agenda Items Description:** Municipal Code Amendments pertaining to setbacks on corner lots

**Type of Action Requested:** Ordinances (2)

**Attachments & Enclosures:**  
  
**Ordinances (2)**  
**Background**

<b><u>Fiscal Impact:</u></b>	
Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Synopsis:** At the September 19, 2022 Council meeting, Council directed the Planning and Zoning Commission to study and recommend amendments pertaining to building setbacks on corner lots. The P&Z Commission has completed that work and recommended approval of the attached (2) ordinances. The first amends Chapter 50 of the Municipal Code, Nuisances, to provide consistent setback as defined in the Zoning Ordinance. The second ordinance amends Chapter 165 of the Municipal Code, Zoning, to clarify multiple issues related to setbacks on corner lots.

**Background:** The Zoning Ordinance provides a lack of clarity with how setbacks apply for accessory buildings on corner lots. This issue was discussed at length at the September 27 Planning and Zoning Commission. Based upon direction from that discussion, Staff prepared the amendments outlined below, which the Planning and Zoning Commission reviewed at their meeting on November 15.

In general, this clarifies that the setbacks for accessory buildings on corner lot side yards will be the same as those for a principal building. It further corrects the issue of setbacks being measured parallel to the principal building, by instead measuring setbacks to the nearest point of the structure.

**Analysis:** The changes to both Chapter 165, Zoning Ordinance, and Chapter 50, Nuisance Abatement Procedure, are outlined and discussed below (Staff is unclear why setback language is included in the Nuisance Abatement chapter, but this amendment will make the language consistent).

Please note that language proposed to be added is in *italics and underlined*. Language proposed to be deleted is shown in ~~strikethrough~~. Discussion of each change is also provided.

## Chapter 165, Zoning Ordinance:

In “Definitions”, we would add a definition for “Setback”, referring the reader to “Yard”. This will help people find the information they are looking for in regard to building setbacks.

Also in Definitions, we would add a definition for the Corner Lot Side Yard. Additional definitions related to yards would be amended as outlined below:

101. "Yard" means an open space between the closest point of a building and the adjoining lot lines. See Figure 4.

- *This clarifies that setbacks are measured to the closest point, combined with the change to Chapter 50, reinforces that setbacks are not measured parallel to the building, but rather parallel to the lot lines*

102. "Yard, front" means the area extending across the full width of the lot and measured between the front lot line and the building foundation ~~not to include covered steps of wood or concrete~~. See Figure 4.

- *Steps are allowed to project into the setback, this language is irrelevant*

103. "Yard, rear" means the area extending across the rear of a lot and being the required minimum horizontal distance between the rear lot line and rear of the main principal building or any projections thereof ~~other than the projections of uncovered steps, unenclosed balconies, or unenclosed porches~~. See Figure 4.

- *The code should consistently refer to the principal building. This clarifies the language, and also deletes (again) the irrelevant language regarding stairs and porches. The highlighted language regarding “projections” should be deleted, as most are allowed to protrude into the rear yard setback (Chimneys, overhangs, etc..)*

104. "Yard, side" means the area between the building foundation and the side line of the lot, and extending from the required front yard to the required rear yard. A building overhang may not project more than two feet into the side yard. See Figure 4 below.

### **After these Definitions, add:**

“Yard, side, corner lot” means the area between the building foundation and the corner lot side line of the lot, located along the street frontage on a corner lot that does not serve as the front yard. A building overhang may not project more than two feet into the Corner Lot Side Yard. See Figure 4a, below.

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(Also add Figure 4a, diagramming setbacks on a corner lot)

- *This change adds a Corner Lot Side Yard definition. Also, because the existing setback diagram does not include a corner lot, we would add one. A draft one is included in the Ordinance.*



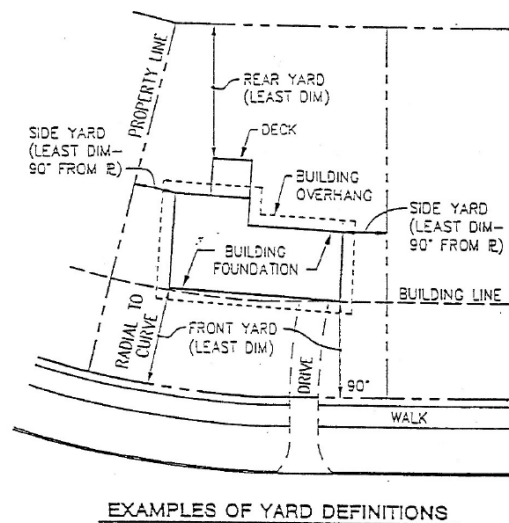


Figure 4 (existing)

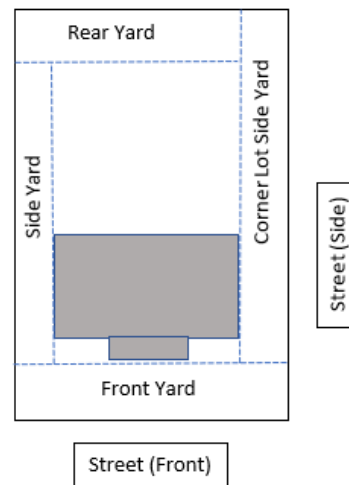


Figure 4a (added)

In Chapter 165.13, pertaining to Accessory Structures, the following two changes are recommended:

3. Restrictions on Front Yard and Corner Lot Side Yard. Accessory structures in the front yard and/or Corner Lot Side Yard are limited to driveways, sidewalks, patios, planting beds/boxes, or similar features not exceeding thirty inches in height, except fences in accordance with 165.23, handrails, or mailboxes installed in accordance with U.S. Postal Service regulations. For those lots/parcels located in subdivisions, additions, or plats approved before June 24, 1996, a covered or uncovered porch or deck may be allowed to exist within the setback area so long as it remains at least 12 feet away from the right-of-way, does not extend into the side yard, and is not wider than the width of the front foundation of the home. If the proposed porch or deck meets those criteria, a permit may be issued for the construction thereof.

- *This addition of Corner Lot Side Yard into this paragraph clarifies that accessory structures like garages would have to follow the same setback as a principal structure on both street sides of the principal structure.*

5. Location on Lot. No accessory building or structure shall be erected in any front or corner lot side yard unless compliant with 3, above. If an accessory building or structure is erected in a side yard, it must be erected in such a fashion that it meets all setbacks as if it were attached to the primary structure.

- *This addition of Corner Lot Side Yard into this paragraph clarifies that accessory structures like garages would have to follow the same setback as a principal structure on both street sides of a corner lot.*

Lastly, in the Bulk Chart, one of the columns has a typo that needs to be fixed as part of this amendment (it says Minimum Side Street Corner Lot, and should say Minimum Side **Yard**, Corner Lot).

## Chapter 50, Nuisance Abatement Procedure

4. "Side yard corner lots" means the yard area adjacent to the street right-of-way on a corner lot extending from the nearest point of the principal building, from the front yard ~~along the side of the structure~~ to the rear property line.

In regard to prior discussion about getting better information on building permit applications, the Staff have amended the permit application form to include language requiring a dimensioned site plan. This is the best approach at this time, as there is not much language in the Zoning Ordinance pertaining to building permits, other than a permit is required. Reworking that section of the Zoning Ordinance would be an extensive project that should be considered at a later date.

**Recommendation:** The Planning and Zoning Commission recommended approval of these language changes by a vote of 4-0. Approval of the second reading of the two Ordinances is recommended.

## ORDINANCE NO. 757

### AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA, BY AMENDING PROVISIONS PERTAINING TO ZONING REGULATIONS

**BE IT ENACTED** by the City Council of the City of Monticello, Iowa:

**SECTION 1. SECTION MODIFIED.** Section 165.062 of the Code of Ordinances of the City of Monticello, Iowa, is repealed and the following adopted in lieu thereof:

**165.06 DEFINITIONS.** The following words, terms, and phrases are hereby defined as follows and shall be interpreted as such throughout these regulations. Terms not herein defined shall have the meaning customarily assigned to them.

1. Definitions beginning with "A."

A. "Accessory building or use" means a building or structure, whether permanent or temporary in nature or construction, or other use that is not the principal building or use on the lot.

B. "Adult day care home" means a group home designed to provide care and supervision to meet the needs of five or more functionally impaired adults for periods of less than 24 consecutive hours but more than two hours per day in a place other than the adult's own home.

C. "Advertising device" includes any outdoor sign, display, device, figure, painting, drawing, message, placard, poster, billboard, or any other device designed, intended, or used to advertise or give information in the nature of advertising, and having the capacity of being visible from the traveled portion of any roadway, street, or highway.

D. "Alley" means a public way, other than a street, 25 feet or less in width affording secondary means of access to abutting property.

E. "Alterations, structural" means any change in the supporting members of a building such as bearing walls, columns, beams, or girders.

F. "Amusement game machine" means a coin-operated machine or device which, whether mechanical, electrical, or electronic, shall be ready for play by the insertion of a coin, token, or other type of fee and may be operated by the public for use as a game, entertainment, or amusement, the object of which is to achieve either a high or low score, which, by comparison to the score of other players whether playing concurrently or not, demonstrates relative skill or competence, or indicates in any other way competitive advantage of one player or team over another, regardless of skill or competence. It shall include devices such as pinball machines or any device which utilizes a video tube or display of any type to reproduce symbolic figures and lines intended to be representative of real games or activities. Any machine of this type shall be considered an accessory use to the commercial establishment in which it is located.

G. "Apartment" means a room or suite of rooms used as the dwelling of a family, including bath and culinary accommodations, located in a building in which there are three or more such rooms or suites.

H. "Assisted living" means provision of housing with services which may include (but are not limited to) health-related care, personal care and assistance with instrumental activities of daily living to six or more tenants in a physical structure which provides a homelike environment. Assisted living also includes encouragement of family involvement, tenant self-direction and tenant participation in decisions that emphasize choice, dignity, privacy, individuality, shared risk and independence.

(1) "Health-related care" means services provided by a registered nurse or a licensed practical nurse, on a part-time or intermittent basis, and services provided by other licensed health care professionals on a part-time or intermittent basis as defined by rule.

(2) "Instrumental activities of daily living" means those activities that reflect the tenant's ability to perform household and other tasks necessary to meet the tenant's need within the community, which may include, but are not limited to, shopping, cooking, housekeeping, chores, and traveling within the community.

(3) "Personal care" means assistance with the essential activities of daily living which may include, but are not limited to, transferring, bathing, personal hygiene, dressing, grooming, housekeeping essential to the health and welfare of the tenant, and supervising of self-administered medications, but does not include the administration of medications.

(4) "Tenant" means an individual who receives assisted living services through a certified or accredited assisted living program.

I. "Automobile service station" means any building, structure or land used for the dispensing, sale, or offering for sale at retail of any vehicular fuels, oils, or accessories and in connection with which is performed general vehicular servicing as distinguished from automotive repairs.

2. Definitions beginning with "B."

A. "Basement" means a story having more than 50 percent of its height below the grade at the front of a structure.

B. "Bed and breakfast establishment" means a residential building containing not more than five guest rooms and which provides sleeping units and meals for transient guests, and which is managed and occupied by the owner of the property.

C. "Billboard" - see "advertising device."

D. "Block" means a parcel of land entirely surrounded by public highways or streets, other than alleys. In plats which are incomplete or disconnected, the Zoning Administrator shall determine the outline of the block.

E. "Board of Adjustment" means the Zoning Board of Adjustment of the City.

F. "Boarding house or lodging house" means a building occupied as a single housekeeping unit, where lodging or meals are provided for five or more persons for compensation, pursuant to previous arrangements, but not for the public or transients.

G. "Building" means any structure designed or built for the support, enclosure, shelter, or protection of persons, animals, chattels, or property of any kind.

H. "Building height" means the vertical distance from the grade at the front of the structure, to the highest point of the coping of a flat roof or to the deck line of a mansard roof, or to the mean height level between eaves and ridge for gable, hip and gambrel roofs.

3. Definitions beginning with "C."

A. "Carport" means a roofed structure providing a space for the parking of motor vehicles and enclosed on not more than three sides. For the purpose of this chapter a carport attached to a principal building shall be considered a part of the principal building and subject to all yard requirements therein.

D. "Car wash" means a building, or portion thereof, containing facilities specifically designed for washing automobiles, whether by operator or by a customer.

C. "Channel" means a natural or artificial watercourse with a definite bed and banks which confine and conduct the normal continuous or intermittent flow of water.

D. "Clinic" means a building used solely as a place for the treatment and diagnosis of out-patients.

E. "Commission" means the Planning and Zoning Commission of the City.

F. "Condominium" means a multiple dwelling as defined herein whereby the title to each dwelling unit is held in separate ownership. The real estate on which the units are located may be held in common ownership solely by the owners of the units with each owner having an undivided interest in the common real estate or may be split between the owners of the Condominium units, with the ownership dividing line traveling directly through the common walls dividing the condominium units or in other similar fashion approved by the City Council after review and recommendation of the Planning and Zoning Commission.

G. "Consignment and auction sales operations" means a business that, on an ongoing basis, stores and sells personal property to the public indoors.

H. "Convenience store" means a business that sells gasoline, miscellaneous items, but does no mechanical or maintenance on-site.

4. Definitions beginning with "D."

A. "Day care center" (family day care homes, pre-school centers, nursery schools, child play centers, child education centers, child experiment stations, or child development institutions) means a place for reception, care, training or instruction of five or more children, not of common parentage, residing therein, regardless of sex, under the age of 18 years, for compensation or otherwise, provided that nothing herein contained shall be construed as applying to the regularly established public or parochial schools, colleges, universities, academies or seminaries, or other schools or institutions organized under and by virtue of the laws of the United States or the State of Iowa, and under the supervision of the duly constituted authorities thereof.

B. "Developmentally disabled" means a disability of a person which has continued or can be expected to continue indefinitely as defined by State and federal laws.

C. "Driveway" means an area established or used for ingress and egress of vehicles from a street or thoroughfare to any point on private property.

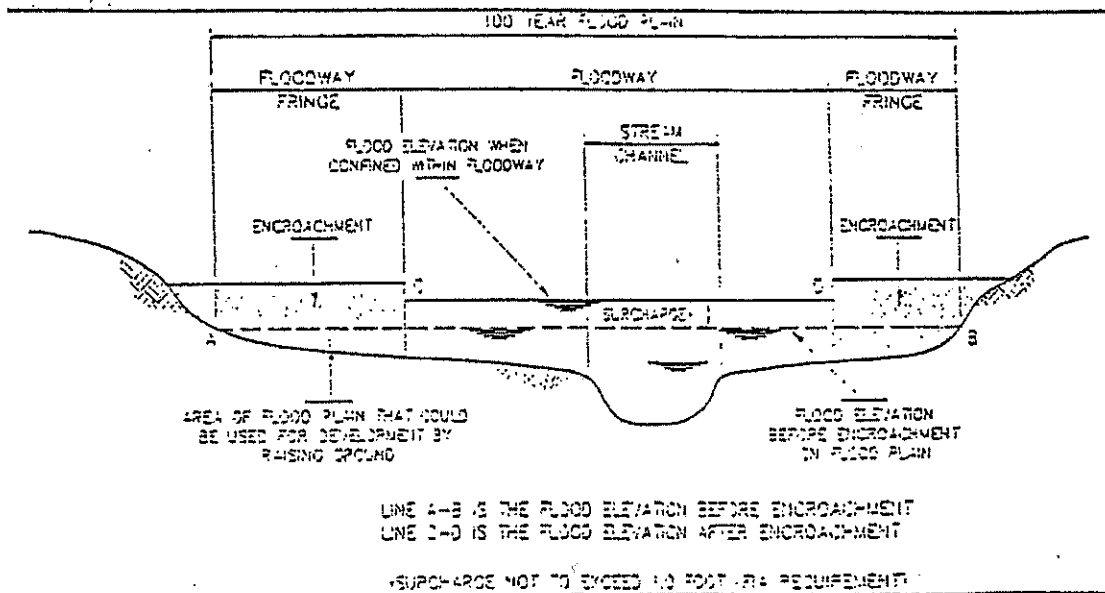
D. "Dwelling, attached" means a dwelling which is joined to another dwelling at one or more sides by a common wall or walls.

E. "Dwelling, detached" means a dwelling which is entirely surrounded by open space on the same lot.

F. "Dwelling, multiple-family" means a building containing three or more dwelling units.

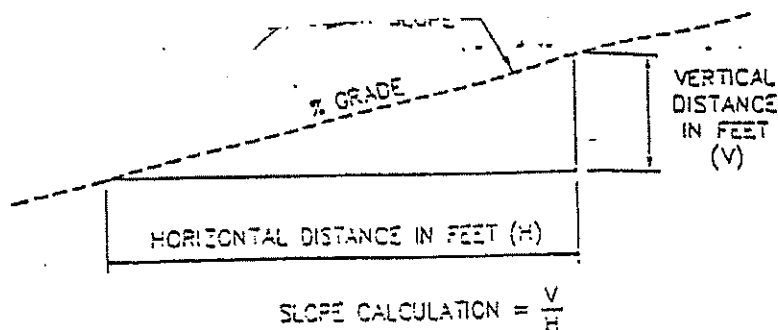
- G. "Dwelling, one-family" means a building containing one dwelling unit.
  - H. "Dwelling, two-family" means a building containing two dwelling units.
  - I. "Dwelling unit" means a building (or portion thereof) designed to house a family.
5. Definitions beginning with "E."
- A. "Easement" means a grant of one or more of the property rights by the property owner to and/or for the use by the public, a corporation, or another person or entity.
  - B. "Essential services" means the erection, alteration, or maintenance of facilities by public utilities, municipal or other governmental agencies, necessary for the furnishing of adequate service by such public utilities or municipal or other governmental agencies for the public health, safety, or general welfare.
6. Definitions beginning with "F."
- A. "Family" means one or more persons occupying a single dwelling unit, related by blood, marriage, domestic partnership, adoption, or other custodial arrangement occupying a single housekeeping unit used on a nonprofit basis.
    - (1) In zoning districts R-1, a group of not more than three persons not related by blood or marriage, living together by joint agreement and occupying a single housekeeping unit on a nonprofit cost sharing basis
    - (2) In all other applicable zoning districts, a group of not more than four persons not related by blood or marriage, living together by joint agreement and occupying a single housekeeping unit on a nonprofit cost-sharing basis.
  - B. "Farm or farmland" means a parcel of land used for agricultural purposes including crops and livestock.
  - C. "Feedlot" means a lot, yard, corral, or other area in which livestock are confined, primarily for the purposes of feeding and growth prior to slaughter. The term does not include areas which are used for the raising of crops or other vegetation and upon which livestock are allowed to graze or feed.
  - D. "Fence" means a barrier or structure intended to provide security, mark a boundary, or as a means of landscaping with the fence, in its' entirety, located inside the designated property line. Fences may not exceed eight feet in height.
    - (1) Residential Districts. Fences shall be constructed of materials commonly used for landscape fencing such as masonry block, lumber, chain link, commonly accepted recycled materials, but shall not include corrugated sheet metal, barbed wire, or salvage material.
    - (2) Nonresidential. Fences may not be constructed of salvaged material or use barbed wire closer than six feet to the ground except a fence used purely for agricultural purposes.
  - E. "Flood" means the temporary overflowing of water onto land which is usually devoid of surface water. See Chapter 160 for additional definitions.
  - F. "100-year floodplain" means the channel and the relatively flat area adjoining the channel of a natural stream or river which has been or may be covered by a base flood having a one percent chance of annual occurrence. See Chapter 160 for additional definitions. See Figure 1 below.

Figure 1



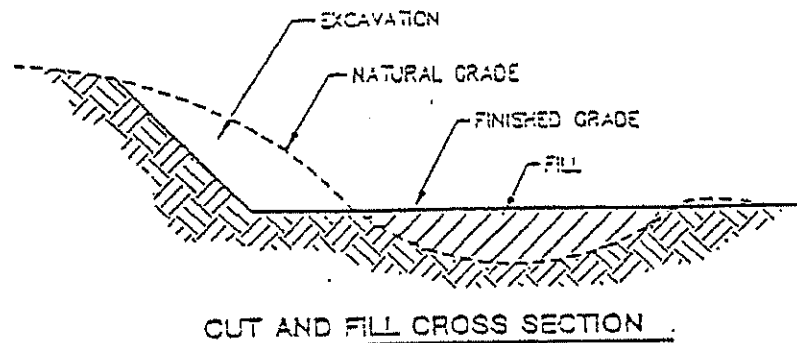
- G. "Frontage" means that side of a lot abutting on public right-of-way; the front lot line.
- 7. Definitions beginning with "G."
  - A. "Garage, private" means a building designed for storage of motor vehicles.
  - B. "Garage sale" means the sale or offering for sale to the general public of over five items of personal property on any portion of a lot in a residential zoning district, whether within or outside any building. Sales of food and beverage items at school athletic events shall not be deemed to constitute garage sales.
  - C. "Grade" means the degree of rise or fall of a surface expressed as a percent in feet (vertical) to feet (horizontal):  $\text{grade (\%)} = \frac{\text{distance (feet vertical)}}{\text{distance (feet horizontal)}}$ . See Figure 2 below.

Figure 2



D. "Grade, finished" means the final elevation of the ground surface after development. See Figure 3 below.

Figure 3



E. "Grade, natural" means the elevation of the ground surface in its original state before excavation or filling. See Figure 3 above.

F. "Group home" means a community-based residential home which is licensed as a residential care facility under Chapter 135C of the *Code of Iowa* or as a child foster care facility under Chapter 237 of the *Code of Iowa* to provide room and board, personal care, habilitation services, and supervision in a family environment exclusively for not more than seven developmentally disabled persons and any necessary support personnel. A group home does not mean an individual foster care family as licensed under Chapter 237 of the *Code of Iowa*.

8. Definitions beginning with "H."

A. "Halfway house" means a residential facility primarily for persons who have been institutionalized for various reasons and released, and required the temporary protection of a group setting to facilitate the transition to society.

B. "Historic preservation" means the protection, rehabilitation, and restoration of districts, sites, buildings, structures, and artifacts significant in American history, architecture, archaeology, or culture.

C. "Hotel" - see "motel."

9. Definitions beginning with "I."

A. "Institution" means a nonprofit or quasi-public use or institution such as a church, library, public or private school, hospital, or municipally owned or operated building, structure or land used for public purposes.

10. Definitions beginning with "J."

A. "Junkyard" means any area where waste, discarded, or salvaged materials are bought, sold, exchanged, stored or abandoned, baled or packed, disassembled, or handled, but not including areas where such uses are conducted entirely within a completely enclosed building.



11. Definitions beginning with "K."

A. "Kennel, dog" means any parcel of land on which three or more dogs six months old or older are kept for the purposes of breeding, grooming, boarding or other activities associated with the care of dogs for commercial purposes.

12. Definitions beginning with "L."

A. "Laundromat" means an establishment providing washing, drying and/or dry cleaning machines for rental use to the general public.

B. "Livestock" means cattle, sheep, swine, poultry and other animals or fowl, which are being produced primarily for use as food or food products for human consumption.

C. "Loading space" means an off-street space or berth used for the loading or unloading of vehicles.

D. "Lot" means a tract or parcel of land which:

(1) Is set forth as a lot on an approved recorded subdivision plat; or

(2) Is zoned A-1, R-1, or R-2 and was described by metes and bounds description on a recorded instrument prior to annexation into the City or prior to enactment of this ordinance; or

(3) Was described by a recorded survey or was platted in a recorded subdivision plat prior to annexation into the City; or

(4) Was platted in a recorded subdivision plat or described by a recorded survey prior to enactment of this zoning ordinance.

E. "Lot, corner" means a lot abutting upon two or more streets at their intersection. A corner lot shall be deemed to front on that street on which it has its least dimension, unless otherwise specified by the Public Works Director.

F. "Lot depth" means the mean horizontal distance between the front and rear lot lines.

G. "Lot, double frontage" means a lot having a frontage on two nonintersecting streets.

H. "Lot frontage" means the length of the front line measured at the street right-of-way line.

I. "Lot, interior" means a lot whose side lines do not abut any streets.

J. "Lot line, front" means the boundary between a lot and the street on which it fronts.

K. "Lot line, rear" means the boundary line which is opposite and most distant from the front property line or that boundary line of an irregularly shaped lot that the Zoning Administrator shall determine to be the rear lot line.

L. "Lot line, side" means any lot boundary line not a front or rear line.

M. "Lot line, side, corner lot" means the lot line along the street on a corner lot which is not the front lot line.

N. "Lot lines" means the lines bounding a lot as defined herein.

O. "Lot width" means the mean horizontal distance between side lines measured at right angles to the depth at the building line.

13. Definitions beginning with "M."

A. "Manufactured home" means a factory-built structure which in the traveling mode is eight body feet or more in width or 40 body feet or more in length, or when erected on-site contains 320 or more square feet, which is equipped with the necessary service connections and made so as to be readily movable as a unit on its own running gear and designed to be used as a single-family dwelling unit with or without a permanent foundation. A manufactured home may only be located within the R-4 Zoning Classification. The phrase "without a permanent foundation" indicates that the support system is constructed with the intent that the manufactured home placed thereon may be moved from time to time at the convenience of the owner. The term "mobile home" shall be included in, and shall be synonymous with, the term "manufactured home."

B. "Manufactured home lot" means a parcel of land for the placement of a single manufactured home and the exclusive use of its occupants.

C. "Manufactured home park" means a parcel of land that has been planned and improved for the placement of manufactured homes for non-transient use.

D. "Manufactured home stand" means improvement on a manufactured home lot constructed for the purpose of providing a structural base for the manufactured home.

E. "Massage establishment" means any place of business wherein massage (as the practice of a profession, scientifically applied to the patient by a massage therapist's hands) is administered or used.

F. "Motel" means one or more buildings containing individual sleeping or living units designed for or used temporarily by automobile tourists or transients, with garage attached or parking space conveniently located to each unit.

14. Definitions beginning with "N."

A. "New construction" means development, construction, or substantial improvement initiated after December 1, 1981, or the effective date of the Flood Insurance Rate Map, whichever is later.

B. "Nonconforming use" means a use or activity which was lawful prior to the adoption, revision, or amendment of a Zoning Ordinance, but which fails, by reason of such adoption, revision, or amendment, to conform to the present requirements of the zoning district.

15. Definitions beginning with "O."

A. "Overhang" means the part of a roof or wall which extends beyond the façade of a lower wall.

B. "Overlay district" means a district which acts in conjunction with the underlying zoning district or districts.

16. Definitions beginning with "P."

A. "Parking space" means a parcel of land or floor space containing a minimum area of nine by 18 feet and designed for accommodating the temporary storage of a motor vehicle.

B. "Place" means an open unoccupied space a minimum of 50 feet in width other than a street or alley permanently established or dedicated as the principal means of access to abutting property.

C. "Private club" means an organized group of people not open to or intended for, or controlled by the public, or for the use of the public.

17. Definitions beginning with "Q."

18. Definitions beginning with "R."

A. "Residential care facility" means a residential institution, whether operated for profit or not, which provides personal care, custody, or treatment for five or more individuals not related to the operator who, for reasons of illness, intellectual disability, advanced age, or physical handicaps, are unable to care for themselves.

19. Definitions beginning with "S."

A. "Satellite dish antenna" means a satellite receiver, a satellite ground dish antenna, or a satellite rooftop antenna which may or may not be able to rotate to enable the dish to aim at different satellites for the purpose of television reception. Satellite dish antenna shall be classified as accessory structure.

B. "Self-service storage facility" means a building, or group of buildings, with controlled access containing separate storage spaces or compartmentalized units of varying sizes, with no unit exceeding 600 square feet, that are rented or leased to tenants, with no tenant leasing more than 2,000 square feet, for the storage of goods.

C. "Setback," see "yard" below.

D. "Sign" - see "advertising device."

E. "Site plan" means a plan (to scale) showing uses and structures proposed for a parcel of land as required by the regulations involved.

F. "Solar energy system" means a complete design or assembly consisting of a solar energy collector, an energy storage facility (where used), and components for the distribution of transformed energy. Solar energy systems shall be classified as accessory structures if not installed or mounted directly to a principal or other accessory structure.

G. "Stormwater management plan" means a detailed design, in conformance with Section 177.02 of this Code of Ordinances, signed and sealed by an engineer licensed to practice in the State of Iowa.

H. "Street" means a dedicated public thoroughfare or place which affords principal means of access to property abutting thereon.

I. "Structure" means anything constructed or erected, which requires location on the ground, or attached to something having a location on the ground, including (but not limited to) advertising signs, billboards and poster panels, but exclusive of customary fences or boundary or retaining walls. (As used for the Floodplain overlay district, a walled and roofed structure including a gas or liquid storage tank, that is principally above the ground).

J. "Structural alteration" means any change in the supporting members of a building, such as bearing walls, columns, beams, or girders.

K. "Substantial improvement" means any repair, reconstruction, or other change of a structure, the cost of which equals or exceeds 50 percent of the assessed value of the structure either:

(1) Before the improvement is started; or

- (2) If the structure has been damaged and was being restored, before the damage occurred.

In the case of a nonconforming structure, restoration of damage is considered a substantial improvement when the cost equals or exceeds 50 percent of the structure's assessed value. For the purposes of this definition, substantial improvement is considered to occur with the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include any alteration to comply with existing State or local health, sanitary, building, or safety codes or regulations.

L. "Swimming pool" means a tank of water either above or below grade level in which the capacity of the vessel exceeds 500 gallons of water. Swimming pools, hot tubs, whirlpool baths and tubs, jacuzzi-type tubs or baths, and ponds shall be considered swimming pools if they are located outdoors.

20. Definitions beginning with "T."

A. "Townhouse" means any one of three or more attached dwellings in a continuous row, each dwelling designed and erected as a unit on a separate lot and separated from one another by an approved wall or walls.

B. "Travel trailer" means:

- (1) A vehicular, portable structure built on a chassis and designed for temporary occupancy for travel, recreational or vacation use; and when factory-equipped for the road, being of any weight, provided its overall length is less than 40 feet or is less than 320 square feet in floor area;

- (2) A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation;

- (3) A portable, temporary dwelling to be used for travel, recreational and vacation purposes, constructed as an integral part of a self-propelling vehicle; or

- (4) A canvas, folding structure, mounted on wheels and designed for travel, recreation, and vacation use.

C. "Travel trailer park" means a parcel of land which has been improved for the placement of travel trailers.

D. "Travel trailer space" means a parcel of land for the placement of a single travel trailer.

21. Definitions beginning with "U."

22. Definitions beginning with "V."

A. "Variance" means a modification or variation of the provisions of this chapter, as applied to a specific piece of property, as distinct from rezoning.

23. Definitions beginning with "W."

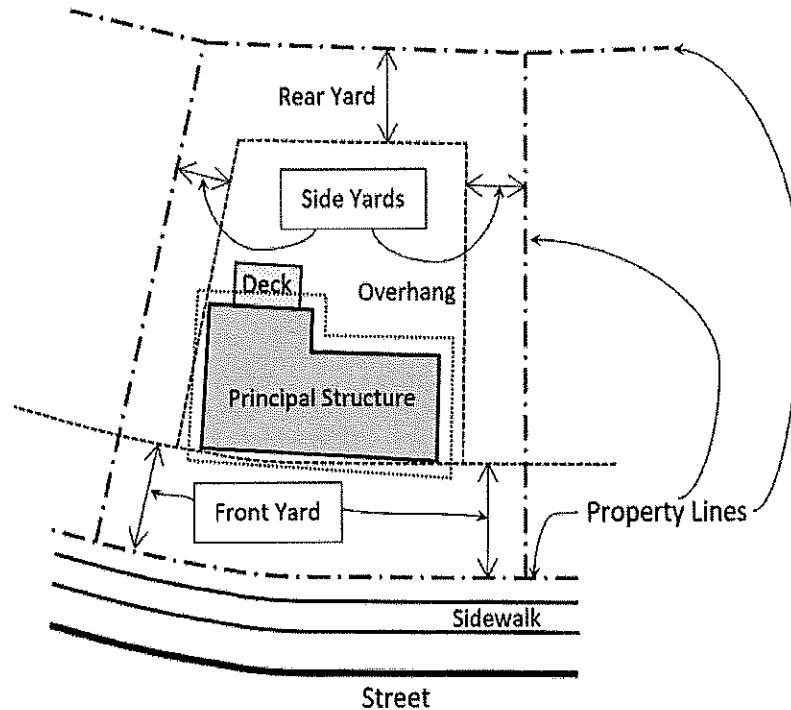
A. "Watercourse" means a natural running stream of water flowing in a particular direction and having a definite channel with a bed or banks. A watercourse may be intermittent, but shall be considered more than mere surface drainage over the entire fall of a tract of land.

24. Definitions beginning with "X."

25. Definitions beginning with "Y."

A. "Yard" means an open space between the closest point of a building and the adjoining lot lines. See Figure 4.

Figure 4



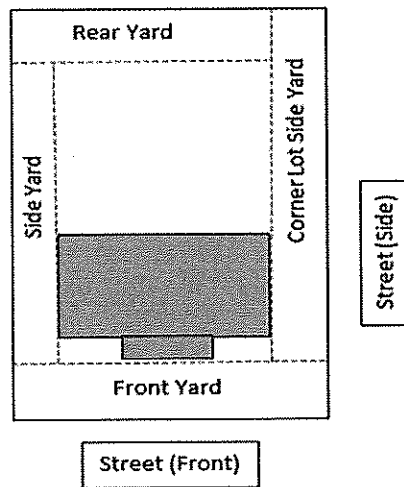
B. "Yard, front" means the area extending across the full width of the lot and measured between the front lot line and the building foundation. See Figure 4.

C. "Yard, rear" means the area extending across the rear of a lot and being the required minimum horizontal distance between the rear lot line and rear of the principal building or any projections thereof. See Figure 4.

D. "Yard, side" means the area between the building foundation and the side line of the lot, and extending from the required front yard to the required rear yard. A building overhang may not project more than two feet into the side yard. See Figure 4.

E. "Yard, side, corner lot" means the area between the closest point of a building and the corner lot side line of the lot, located along the street frontage on a corner lot that does not serve as the front yard. A building overhang may not project more than two feet into the corner lot side yard. See Figure 4A.

Figure 4A



26. Definitions beginning with "Z."

**SECTION 2. SECTION MODIFIED.** Section 165.13 of the Code of Ordinances of the City of Monticello, Iowa, is repealed and the following adopted in lieu thereof:

**165.13 ACCESSORY BUILDINGS, STRUCTURES, AND USES.**

1. Time of Construction. No accessory building or structure shall be constructed on any lot more than one year prior to the time of construction of the principal building to which it is an accessory.
2. Percentage of Yard Occupied. No single or combination of detached accessory buildings, or other accessory structure(s) shall, when combined, occupy more than 30 percent of the area of the respective yard in which they are located.
3. Restrictions on Front Yard and Corner Lot Side Yard. Accessory structures in the front yard and/or corner lot side yard are limited to driveways, sidewalks, patios, planting beds/boxes, or similar features not exceeding 30 inches in height, except fences in accordance with Section 165.23, handrails, or mailboxes installed in accordance with U.S. Postal Service regulations. For those lots/parcels located in subdivisions, additions, or plats approved before June 24, 1996, a covered or uncovered porch or deck may be allowed to exist within the setback area so long as it remains at least 12 feet away from the right-of-way, does not extend into the side yard, and is not wider than the width of the front foundation of the home. If the proposed porch or deck meets those criteria, a permit may be issued for the construction thereof.
4. Height of Accessory Buildings/Structures. Detached accessory buildings and structures shall not exceed, under any circumstance, 25 feet in height. Any accessory building/structure shall meet the following property line setbacks, same being dependent upon the height of said building/structure and whether or not the accessory building/structure is located adjacent to an alley right-of-way.
  - A. Buildings/structures less than 15 feet in height shall be subject to a three-foot side and rear yard setback unless located adjacent to an alleyway right-of-way in which case the setback shall be five feet from the alleyway right-of-way.

B. Buildings/structures between 15 feet and 20 feet in height shall be subject to a five-foot side and rear yard setback.

C. Buildings/structures between 20 feet and 25 feet in height shall be subject to a 10-foot side and rear yard setback.

5. Location on Lot. No accessory building or structure shall be erected in any front yard or corner lot side yard unless compliant with Subsection 3, above. If an accessory building or structure is erected in a side yard, it must be erected in such a fashion that it meets all setbacks as if it were attached to the primary structure.

6. Swimming Pool Fences. No public or private swimming pool shall be erected unless the same be entirely enclosed by buildings, fences, or walls not less than four nor more than eight feet in height and of such construction that a child may not reach the pool from the street or from any adjacent property without opening a door or gate or scaling a wall or fence. Holes or openings in the fence shall be four inches or less in least diameter. Such fences or walls shall be equipped with self-latching gates or doors. All doors from houses and garages to pool area must also be self-closing and self-latching.

**SECTION 3. SECTION MODIFIED.** Table 1 of Section 165.29 of the Code of Ordinances of the City of Monticello, Iowa, is repealed and the following adopted in lieu thereof:

**TABLE 1 – BULK REQUIREMENTS**

District Use	Maximum Height	Minimum Lot Area	Minimum Lot Width	Minimum Front Yard	Minimum Side Yard	Minimum Corner Lot Side Yard	Minimum Rear Yard	Maximum Coverage of Lot	Minimum Floor Area
A-1 Single Family	45 feet or 3 stories	1 acre	150 feet	30 feet	10 feet	30 feet	35 feet	--	1 story, 910 sf 2 story, 1,220 sf 3 story, 1,100 sf
A-1 Other Permitted Uses	--	3 acres	180 feet	50 feet	50 feet	50 feet	50 feet	--	--
R-1 Single Family	45 feet or 3 stories	7,000 sf	70 feet	30 feet	10 feet	30 feet	35 feet	--	1 story, 860 sf 2 story, 1,220 sf 3 story, 1,100 sf -
R-1 Other Uses	--	30,000 sf	160 feet	40 feet	16 feet	40 feet	40 feet	--	--
R-2 Two Family	45 feet or 3 stories	12,000 sf	100 feet	30 feet	10 feet	30 feet	35 feet	--	1 story, 910 sf 2 story, 1,220 sf 3 story, 1,100 sf
R-2 Other Uses	--	20,000 sf	150 feet	30 feet	10 feet	30 feet	35 feet	--	--
R-3 Multi-Family (3-plex or larger)	45 feet or 3 stories	6,000 sf plus 1,500 sf per unit	75 feet	30 feet	10 feet	30 feet	30 feet	--	400 sf per unit
R-3 Other Uses	--	20,000 sf	150 feet	30 feet	12 feet	30 feet	30 feet	--	--
R-4 Mobile Home	--	5 acres	150 feet	30 feet	30 feet	30 feet	30 feet	--	N/A

Parks, Perimeter									
R-4 Per Unit Interior	--	4,000 sf	45 feet	20 feet	10 feet	--	10 feet	--	
C-1	--	8,700 sf	66 feet	30 feet	10 feet	30 feet	40 feet †	--	
C-2 CBD	--	--	--	--	*	--	--	--	
M-1	--	--	120 feet	40 feet	20 feet ***	40 feet	40 feet †	--	
R-1, R-2, R-3 Accessory Buildings	15 feet or 1 story, whichever is lower	--	--	--	**	same as permitted uses	**	30% of rear yard	
2 Family Attached	45 feet or 3 stories	12,000 sf	100 feet	30 feet	0 on common wall side; 10 feet on lot side	30 feet	35 feet	--	1 story, 910 sf 2 story, 1,220 sf 3 story, 1,100 sf

\* None required except adjoining any R District, in which case not less than 10 feet.  
 \*\* Accessory buildings to be placed in the rear yard may reduce minimum rear yard requirements to three feet.  
 \*\*\* M-1 Industrial buildings shall maintain 50-foot side yard when adjoining any Residential District.  
 † Except in cases where said rear yard abuts property that is also zoned M-1, or C-1, in which case the rear yard setback shall be 30 feet.

**SECTION 4. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall 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 5. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, and approved this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
 David Goedken, Mayor

ATTEST:

\_\_\_\_\_  
 Sally Hinrichsen, City Clerk/Treasurer

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
 City Clerk



ORDINANCE NO. 758

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA, BY AMENDING PROVISIONS PERTAINING TO “NUISANCE ABATEMENT PROCEDURE”**

**BE IT ENACTED** by the City Council of the City of Monticello, Iowa:

**SECTION 1. SECTION MODIFIED.** Section 50.01 (4) of the Code of Ordinances of the City of Monticello, Iowa, is repealed and the following adopted in lieu there:

4. "Side yard corner lots" means the yard area adjacent to the street right-of-way on a corner lot extending from the nearest point of the principal building, from the front yard to the rear property line.

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall 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 City Council in session this \_\_\_\_\_ day of December 2022.

\_\_\_\_\_  
David Goedken, Mayor

ATTEST:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk/Treasurer

First Reading: \_\_\_\_\_, 2022

Second Reading: \_\_\_\_\_, 2022

Third Reading: \_\_\_\_\_, 2022

I certify that the foregoing document was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_ of December, 2022.

\_\_\_\_\_  
Sally Hinrichsen, City Clerk/Treasurer

**City Council Meeting**  
**Prep. Date:** 12/13/2022  
**Preparer:** Sally Hinrichsen



**Agenda Item:** # 13-20  
**Agenda Date:** 12/19/2022

*Communication Page*

**Agenda Items Description:** Reports

**Type of Action Requested:** Motion; Resolution; Ordinance; **Reports**; Public Hearing; Closed Session

**Attachments & Enclosures:**


**Fiscal Impact:**

Budget Line Item:	
Budget Summary:	
Expenditure:	
Revenue:	

**Reports / Potential Actions:**

- 13. City Engineer
- 14. Mayor
- 15. City Administrator
- 16. City Clerk
- 17. Public Works Director
- 18. Police Chief
- 19. Water/Wastewater Superintendent
- 20. Park and Recreation Director