

City of Monticello, Iowa

www.ci.monticello.ia.us

Monticello City Council Meeting September 2, 2025 at 6:00 p.m.
Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa

Mayor:	Wayne Peach	Staff:	
City Council:		City Administrator:	Russell Farnum
At Large:	Josh Brenneman	City Clerk/Treas.:	Sally Hinrichsen
At Large:	Scott Brighton	Police Chief:	Britt Smith
At Large:	Jake Ellwood	Library Director:	Faith Brehm
At Large:	Dave Goedken	Public Works Dir.:	Nick Kahler
At Large:	Candy Langerman	Water/Wastewater Sup.:	Jim Tjaden
At Large:	Mary Phelan	Park & Rec Director:	Jacob Oswald
		Ambulance Director:	Lori Lynch
		City Engineer:	Patrick Schwickerath

- 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	August 18, 2025
Approval of Payroll	August 21, 2025
Approval of Bill List	
Approval of Northside Bar alcohol license	
Approval of La Hacienda Mexican Restaurant alcohol license	
Approval of Chamber of Commerce alcohol license transfer for November 1st	

Resolutions:

1. **Resolution** Approving the hiring of a Monticello Ambulance On-Call EMT and setting wage
2. **Resolution** approving Plat of Survey to Parcel 2025-47 located behind 716 - 720 North Birch Street Property

3. **Resolution** approving Plat of Survey to Parcel 2025-48 located behind 848 Breckenridge Drive
4. **Resolution** Approving \$104.48 Credit against Fred Schuster's Utility billing for the property located at 640 Hillcrest Drive
5. **Resolution** Scheduling a public hearing for September 15, 2025 at 6:00 PM to receive input on proposal for changes the Fence regulations in the City Code
6. **Resolution** Scheduling a public hearing for September 15, 2025 at 6:00 PM to receive input on proposal permitting Accessory Dwelling Units in the R-1 zoning district in the City Code
7. **Resolution** Approving Revolving Loan Agreement between City of Monticello and Tom and Teri Keleher for Facade Improvements to property located at 109 E. First Street
8. **Resolution** Approving Revolving Loan Agreement between City of Monticello and Ikon Properties for Facade and Roof Improvements to property located at 112 W. First Street

Reports / Potential Actions:

9. Mayor
10. City Engineer
11. City Administrator
12. Park and Recreation Director
13. Library Director
14. Ambulance Director
15. City Clerk
16. Public Works Director
17. Police Chief
18. Water/Wastewater Superintendent

Work Sessions:

19. **Work Session** on proposed Responsible Beverage Server Training/ Alcohol Compliance Training Ordinance

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.

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: September 2, 2025 Council Meeting

Time: Sep 2, 2025 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87512438307>

Meeting ID: 875 1243 8307

One tap mobile

+13126266799,,87512438307# US (Chicago)

+16465588656,,87512438307# US (New York)

Join instructions

https://us02web.zoom.us/join/87512438307?signature=JxOAoiVBLzTpclg1AUVKSZ_WckYFBhck3HYGcLVycbE

“This employer is an equal opportunity provider & employer”

Regular Council Meeting
August 18, 2025, 6:00 P.M.
Community Media Center

Mayor Wayne Peach called the meeting to order. Council present were: Scott Brighton, Josh Brenneman, Jake Ellwood, Dave Goedken, Candy Langerman and Mary Phelan. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Police Chief Britt Smith, Library Director Faith Brehm, Public Works Director Nick Kahler, Water/Wastewater Supt. Jim Tjaden, Park & Rec Director Jacob Oswald and Ambulance Director Lori Lynch. The public was invited to attend the meeting in person, or to participate in the meeting electronically via “Zoom Meetings” or “Facebook” and were encouraged to communicate from the chat or message.

Brighton moved to approve the agenda, Langerman seconded, roll call was unanimous.

Brenda Hanken, 291 North Pine, inquired about the apartments located behind Dollar Fresh, as she thought they were to be low-income housing and rent is \$1,200/month. She advised there is no affordable housing in Monticello and people are moving to Anamosa. Note these apartments are market housing, not low-income housing.

Ellwood moved to approve the consent agenda, Phelan seconded. Roll call was unanimous.

Mayor opened the public hearing on proposed General Fund Equipment Financing Agreement. No written comments were received by the staff. With no oral comments, Mayor closed the public hearing on proposed General Fund Equipment Financing Agreement. Brenneman moved to approve Resolution #2025-111 approving and authorizing a General Fund Equipment Financing Agreement with payments thereunder in a principal amount not to exceed \$75,000. Brighton seconded. Roll call was unanimous.

Langerman moved to approve Resolution #2025-112 Approving Pay Request #15 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$822,767.25. Brighton seconded. Roll call was unanimous.

Brenneman moved to approve Resolution #2025-113 Approving the hiring of Milo Breitbach as Monticello Park and Recreation Superintendent of Parks and Facilities, Brighton seconded. Brenda Hanken, 291 North Pine, questioned where the funds were coming from to pay for this position. Brenneman stated he is hired to fill the position that is vacant from a staff member who resigned. Roll call was unanimous.

Phelan moved to approve Resolution #2025-114 authorizing and approving a certain Loan Agreement, providing for the issuance of \$1,965,000 General Obligation Sewer Improvement Bonds, Series 2025, and providing for the levy of taxes to pay the same. Brighton seconded. Roll call was unanimous.

Stacy Manternach, 211 North Maple Street, inquired how closing the alley by Sacred Heart would affect snow removal and garbage pickup. She would like to see the alley only closed when school is in session from 7:30 to 5:30, as it is now. She stated three neighbors were not approached about the alley and they are not in favor of the alley

closure. Farnum advised the alley was placed on the agenda at the direction of the Council, so they could discuss it. Smith stated he had a discussion with Sacred Heart on possible changes to school drop off. Goedken stated the alley is working fine now, so leave it as is. Smith showed a proposed drawing for the school drop-off, which is basically the same as Carpenter and Shannon schools, with the removal of several parking spaces. Farnum stated if Council is interested in blocking off the alley and allowing Sacred Heart School to use it exclusively for their pedestrian use, loading and unloading, and play area, the City has 3 choices: 1. Just allow it without formal documentation, which creates problems with liability, equity from other potential users (including neighboring properties) and potential adverse possession claims; 2. Vacate the alley, which creates long-term issues if the school's use of the property goes away, or if the City ever needed it for utility connections or other improvements; or 3. Grant a License Agreement to Sacred Heart, allowing it to use the alley under certain conditions and restrictions. Farnum recommended a License Agreement with Sacred Heart. Joe Fagerlind, 224 North Sycamore stated people turn into the alley to turn around. Kim Fagerlind, 224 North Sycamore had concerns on emergency vehicles if one end of the alley is closed. They did agree the school drop off zone was a good idea. Smith stated Sacred Heart wants the alley closed and several area residents do not. Council needs to decide where their best interest lies and both sides should be present. Brighton moved to table further discussion on the alley to the September 15th Council agenda, Ellwood seconded. Roll call was unanimous.

Farnum stated adjoining property owners sign a building permit to acknowledge where the property lines are located. If the building permit meets the City's guideline, City is obligated to issue the permit. Brighton would like the cul-de-sac or turn around on Faust Circle and Grandview Ave to be large enough for trucks to turn around. Ashley Faust, 129 Grand Street ensured the turn-arounds would be large enough for trucks to turn around. Keith Wendt, 316 Faust Circle stated gravel is carried onto the street now with the turn around being gravel and would like it to be hard surfaced. Peach stated the City Code requires a dust free surface. Faust stated plans are to install a culvert to enter and exit their property on Grandview and they would install a cul-de-sac on Faust Circle. Kahler questioned if the Council wanted asphalt, concrete or sealcoat for the cul-de-sac, which does not affect the building permit and just wanted to know what they expected Faust to do. Marilyn Hanna, 530 Park Drive stated they were told there would be another exit from the development, as there is a lot of traffic. In 2014, there was a gas leak and everyone had to exit the neighborhood past the gas leak. Hanna also questioned where Faust would store all their equipment. Faust advised they would be selling most of their equipment keeping the skid steer to move snow, but it would be stored inside. Kahler will get prices for asphalt and concrete. Langerman moved to approve Brandon and Ashley Faust building permit on lot between Grandview and Faust Circle, Goedken seconded. Roll call unanimous.

Farnum reported that pilot James Rohlf involved in the fatal plane crash just outside of Monticello, served on the Monticello Airport Board and was an accomplished pilot.

Farnum reported there are various areas of water damage around City Hall. Farnum is working on generator grant paperwork for the Fire Department. Farnum advised the school district is looking at options for traffic control on East Oak Street, with the IDOT.

Regular Council Meeting
August 18, 2025

Farnum stated ITC Midwest will begin work on wiring upgrades from the 11th Street substation to Sand Springs

Brehm reported there were 426 participants in the Summer Reading Program. This Saturday, they are having a training session on mushrooms at Central Park. Friday is the teen escape room event.

Lynch reported they held training with SIM Iowa's mobile training unit, which provides hands-on training with mannequins to rural fire departments and EMTs that they might not otherwise receive.

Lynch attended a billing conference last week. Lynch is also working with several local churches to get AEDs.

Hinrichsen stated she has been busy with bonding paperwork and reports for the auditors.

Kahler reported storm clean-up is almost done. Summer help is done for the season, so Public Works staff will be helping at the cemetery.

Kahler reported Dubuque Hardwoods came to the tree dump and ground up the trees from the recent tree storm and hauled it away, all with their own equipment. Dubuque Hardwoods will take any additional trees that City would have in the future.

Smith stated they are still taking applications to fill the Dawn Graver's position after she retires. Smith stated they are taking donations for Bozi's training.

Oswald reported weather played a part in the Monti Days event. Kara Burrack will be holding an information meeting on the California Trip. Next week will be the last full week for the Aquatic Center, once school begins, they will update the hours. September 1st after the pool closes for the season, we will hold the annual Puppy Paw-ty from 5:30-6:30 for small dogs and 6:30 to 7:30 for all dogs. "Movie Night in the Park" community event will be on August 22nd at 8 PM at Shannon ball diamond.

Langerman moved to close the open 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). Phelan seconded. Roll call unanimous.

Brighton moved to close the closed session and to return to open session, Goedken seconded. Roll call unanimous. No action was taken.

Ellwood moved to adjourn the meeting at 7:29 P.M.

Wayne Peach, Mayor

Sally Hinrichsen, City Clerk/Treasurer

PAYROLL - AUGUST 21, 2025

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	August 4 - 17, 2025				
Jamie Coleman	\$ 2,328.80	\$ -	0.00	24.00	\$ 1,850.43
Jordan Fullerton	3,529.59	1,200.79	0.00	0.00	2,705.59
Quinn Hansen	2,023.92	-	0.00	0.00	1,537.29
Lori Lynch	3,457.51	-	0.00	0.00	2,336.16
Coletta Matson	3,922.57	1,593.77	0.00	0.00	2,694.77
Chloe Mogensen	538.54	-	0.00	0.00	359.99
Sky Monty	2,122.14	402.94	0.00	0.00	1,560.13
Hunter Schmidt	349.32	-	0.00	0.00	300.46
Shirlee Scott	3,114.77	785.97	0.00	0.00	2,266.55
Cora Wheeler	558.74	-	0.00	0.00	478.25
TOTAL AMBULANCE	\$ 21,945.90	\$ 3,983.47	0.00	24.00	\$ 16,089.62
CEMETERY	August 4 - 17, 2025				
Griffin Brokaw	\$ 240.00	\$ -	0.00	0.00	\$ 221.64
Chesney Capron	600.00	-	0.00	0.00	546.53
Dan McDonald	2,209.60	-	0.00	# 0.00	1,654.19
TOTAL CEMETERY	\$ 3,049.60	\$ -	0.00	0.00	\$ 2,422.36
CITY HALL	August 4 - 17, 2025				
Cheryl Clark	\$ 2,398.40	\$ -	2.25	12.75	\$ 1,689.03
Russ Farnum	3,961.54	-	0.00	0.00	2,637.49
Sally Hinrichsen	3,326.38	-	0.00	0.00	2,060.93
Nanci Tuel	2,282.40	-	0.00	0.00	1,516.17
TOTAL CITY HALL	\$ 11,968.72	\$ -	2.25	12.75	\$ 7,903.62
COUNCIL / MAYOR					
Josh Brenneman	\$ 300.00	\$ -	0.00	0.00	\$ 276.78
Scott Brighton	300.00	-	0.00	0.00	276.78
Jake Ellwood	300.00	-	0.00	0.00	277.05
Dave Goedken	300.00	-	0.00	0.00	276.78
Candy Langerman	300.00	-	0.00	0.00	277.05
Wayne Peach	500.00	-	0.00	0.00	421.75
Mary Phelan	300.00	-	0.00	0.00	277.05
TOTAL COUNCIL / MAYOR	\$ 2,300.00	\$ -	0.00	0.00	\$ 2,083.24
LIBRARY	August 4 - 17, 2025				
Faith Brehm	\$ 1,914.40	\$ -	0.00	0.00	\$ 1,460.03
Molli Hunter	1,436.01	-	0.00	0.00	1,151.04
Penny Schmit	1,724.80	-	0.00	0.00	1,156.32
Jacqueline Stadtmueller	210.00	-	0.00	0.00	193.93
TOTAL LIBRARY	\$ 5,285.21	\$ -	0.00	0.00	\$ 3,961.32
MBC	August 4 - 17, 2025				
Kara Burrack	\$ 1,344.00	\$ -	0.00	0.00	\$ 1,156.64
Jacob Oswald	2,642.88	-	0.00	0.00	1,990.31
Bryce Vaske	480.00	-	0.00	0.00	442.58
Ben Welter	405.00	-	0.00	0.00	374.02
TOTAL MBC	\$ 4,871.88	\$ -	0.00	0.00	\$ 3,963.55

PAYROLL - AUGUST 21, 2025

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
POLICE	August 4 - 17, 2025				
Dawn Graver	\$ 2,992.80	\$ -	0.00	0.00	\$ 2,218.67
Erik Honda	3,258.36	-	0.00	0.00	2,421.76
Jordan Koos	3,335.94	-	0.00	21.00	2,275.36
Cole Millard	2,896.66	-	0.00	0.00	1,929.89
Keanan Shannon	3,120.35	-	0.00	0.00	2,357.00
Britt Smith	3,732.72	-	0.00	0.00	2,782.70
Madonna Staner	1,925.60	-	0.00	0.00	1,435.34
Brian Tate	3,489.36	-	0.00	0.00	2,517.89
TOTAL POLICE	\$ 24,751.79	\$ -	0.00	21.00	\$ 17,938.61
ROAD USE	August 4 - 17, 2025				
Zeb Bowser	\$ 2,210.28	\$ 40.68	0.00	24.00	\$ 1,501.34
Jacob Gravel	2,169.60	-	0.00	15.00	1,628.33
Nick Kahler	2,687.50	-	0.00	0.00	1,960.74
Jasper Scott	2,169.60	-	0.00	0.00	1,632.07
TOTAL ROAD USE	\$ 9,236.98	\$ 40.68	0.00	39.00	\$ 6,722.48
SEWER	August 2 - 15, 2025				
Jim Tjaden	\$ 3,071.44	\$ -	0.00	0.00	\$ 2,265.25
TOTAL SEWER	\$ 3,071.44	\$ -	0.00	0.00	\$ 2,265.25
SWIMMING POOL	August 1 - 14, 2025				
Laila Atkinson	\$ 378.00	\$ -	0.00	0.00	\$ 349.08
Megan Besler	246.00	-	0.00	0.00	227.18
Bailey Brenneman	253.00	-	0.00	0.00	233.64
Emma Bruggemann	42.50	-	0.00	0.00	39.24
Macey Burlage	198.00	-	0.00	0.00	182.85
Allisen Capron	47.25	-	0.00	0.00	43.63
Collin Cashner	181.94	-	0.00	0.00	168.02
Marlee Chapman	1,017.88	-	0.00	0.00	895.91
Skylar Christensen	246.00	-	0.00	0.00	227.18
Addylin Donovan	60.00	-	0.00	0.00	55.41
Reece Drew	376.69	-	0.00	0.00	347.88
Macy Dusanek	238.88	-	0.00	0.00	220.61
Jill Flynn	1,198.38	-	0.00	0.00	1,100.93
Stella Flynn	749.26	-	0.00	0.00	691.95
Jensen Glawatz	579.50	-	0.00	0.00	530.43
Lily Hall	100.00	-	0.00	0.00	92.35
Karle Kramer	153.13	-	0.00	0.00	141.42
Zoe Lagunes-Reynolds	523.69	-	0.00	0.00	483.63
Kaylee Lawrence	465.00	-	0.00	0.00	429.43
Mary Grace Lyons	380.00	-	0.00	0.00	350.93
Adalyn Monk	312.50	-	0.00	0.00	288.59
Tyler Morgan	40.00	-	0.00	0.00	36.94
Samantha Ruchti	916.01	-	0.00	0.00	845.94
Eli Santa	315.00	-	0.00	0.00	290.90
Brynn Schmit	150.06	-	0.00	0.00	138.58
Alexis Schneiter	526.19	-	0.00	0.00	485.94
Emma Schwendinger	412.13	-	0.00	0.00	380.60

PAYROLL - AUGUST 21, 2025

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Ryker Scott	207.50	-	0.00	0.00	191.62
Kendall Siebels	164.76	-	0.00	0.00	152.15
River Smith	771.88	-	0.00	0.00	681.54
Jessica Stadtmueller	409.38	-	0.00	0.00	378.06
Katherine Stadtmueller	630.56	-	0.00	0.00	582.33
Alayna Tallman	42.50	-	0.00	0.00	39.24
Karley Tobiason	107.63	-	0.00	0.00	99.40
Brayden Wahl	12.50	-	0.00	0.00	11.54
Henry Wolken	75.00	-	0.00	0.00	69.26
Abigail Wright	531.25	-	0.00	0.00	490.61
Lily Wright	228.06	-	0.00	0.00	210.61
TOTAL SWIMMING POOL	\$ 13,288.01	\$ -	0.00	0.00	\$ 12,185.55
WATER	August 2 - 15, 2025				
Scott Hagen	\$ 2,389.60	\$ -	1.50	5.25	\$ 1,894.63
Josh Willms	2,229.60	-	2.25	20.25	1,523.36
TOTAL WATER	\$ 4,619.20	\$ -	3.75	25.50	\$ 3,417.99
TOTAL - ALL DEPTS.	\$ 104,388.73	\$ 4,024.15	6.00	122.25	\$ 78,953.59

CLAIMS REPORT

Check Range: 9/03/2025- 9/03/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK# DATE
GENERAL				
POLICE DEPARTMENT				
INFRASTRUCTURE TECHNOLOGY	PD COMPUTER SUPPORT FEES	125.59		
INSURANCE ASSOCIATES, INC.	PD LIABILITY INSURANCE	572.00		
IOWA STATE PRISON INDUSTRIES	PD MINOR EQUIPMENT	130.32		
MONTICELLO COMM SCHOOL DISTRICT	PD FUEL	1,127.60		
LASER TECH USA, INC. DBA	PD BUILDING SUPPLIES	81.67		
STRYKER SALES LLC	PD EQUIP REPAIR/MAINT	207.00		
ZACHARY D LONG	PD BLDG REPAIR/MAINT	190.00		

	110 POLICE DEPARTMENT TOTAL	2,434.18		
STREET LIGHTS				
ALLIANT ENERGY-IES	WELTER DR STREETLIGHTS	100.78		

	230 STREET LIGHTS TOTAL	100.78		
AQUATIC CENTER				
MACEY BURLAGE	POOL WSI CERTIFICATION	190.00		
MARLEE CHAPMAN	POOL WSI CERTIFICATION	190.00		
FAREWAY STORES #840-1	POOL CONCESSIONS	19.92		
STELLA FLYNN	POOL WSI CERTIFICATION	190.00		
HEIAR BROTHERS FENCING, INC.	POOL GROUNDS SUPPLIES	200.00		
INFRASTRUCTURE TECHNOLOGY	POOL EQUIP REPAIR/MAINT	259.83		
DAVID B MCNEILL	POOL POSTAGE	21.61		
SAMANTHA RUCHTI	POOL WSI CERTIFICATION	190.00		
BRYNN SCHMIT	POOL WSI CERTIFICATION	190.00		
ALEXIS SCHNEITER	POOL WSI CERTIFICATION	190.00		
KATHERINE STADTMUELLER	POOL WSI CERTIFICATION	190.00		

	440 AQUATIC CENTER TOTAL	1,831.36		
CEMETERY				
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	63.99		
MONTICELLO COMM SCHOOL DISTRICT	CEMETERY FUEL	599.79		
MORRIS FUNERAL HOME INC	CREMATION WALL PLAQUE - KUHN	650.00		

	450 CEMETERY TOTAL	1,313.78		
ATTORNEY				
LYNCH DALLAS, P.C.	ATTORNEY FEES	1,025.00		

	641 ATTORNEY TOTAL	1,025.00		
CITY HALL/GENERAL BLDGS				
ARNULFO ARRIAGA	CH AUDIT DEPOSIT REFUND	300.00		
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	432.24		
IOWA LEAGUE OF CITIES	CH DUES	2,785.00		
MONTICELLO IA MAIN STREET	COUNTY CONTRIBUTIONS	10,000.00		
LASER TECH USA, INC. DBA	CH BUILDING SUPPLIES	127.36		
U.S. POSTAL SERVICE(CMRS-FP)	CH POSTAGE	1,500.00		

CLAIMS REPORT

Check Range: 9/03/2025- 9/03/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	650 CITY HALL/GENERAL BLDGS TOTAL	15,144.60			
	001 GENERAL TOTAL	21,849.70			
MONTICELLO BERNDEN CENTER					
PARKS					
ACCESS TECHNOLOGIES INC	MBC OFFICE SUPPLIES	120.00			
FAREWAY STORES #840-1	MBC SPECIAL EVENTS	31.57			
INFRASTRUCTURE TECHNOLOGY	MBC OFFICE SUPPLIES	270.17			
JOHN DEERE FINANCIAL	MBC LEAGUE SUPPLIES	48.50			
KROMMINGA MOTORS INC	MBC VEHICLE REPAIR/MAINT	437.63			
LAPORTE MOTOR SUPPLY	MBC VEHICLE REPAIR/MAINT	34.09			
MINN TEX CITRUS	MBC GROUNDS OPERATING SUPPLIES	165.00			
MONTICELLO CHAMBER OF COMMERCE	MBC LEAGUE SUPPLIES	120.00			
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	296.48			
BRENDA MORILLO	MBC DAMAGE DEPOSIT REFUND	100.00			
RCX SPORTS LLC	MBC LEAGUE SUPPLIES	2,280.00			
	430 PARKS TOTAL	3,903.44			
	005 MONTICELLO BERNDEN CENTER TOTAL	3,903.44			
POLICE CANINE UNIT					
POLICE DEPARTMENT					
JOHN DEERE FINANCIAL	PD CANINE SUPPLIES	43.99			
	110 POLICE DEPARTMENT TOTAL	43.99			
	009 POLICE CANINE UNIT TOTAL	43.99			
FIRE					
FIRE					
INFRASTRUCTURE TECHNOLOGY	FIRE COMPUTER SUPPORT FEES	28.73			
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	379.67			
MES SERVICE COMPANY LLC	FIRE MINOR EQUIPMENT	1,095.43			
	150 FIRE TOTAL	1,503.83			
	015 FIRE TOTAL	1,503.83			
AMBULANCE					
AMBULANCE					
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES	72.28			
INFRASTRUCTURE TECHNOLOGY	AMB DATA PROCESSING	29.28			
KARDES INC	AMB FUEL	87.13			
LORI LYNCH	AMB IEMSA BILLING CONFERENCE	235.51			
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	989.87			
LASER TECH USA, INC. DBA	AMB BUILDING SUPPLIES	43.68			
JOSHUA PRUITT	AMB MEDICAL DIRECTOR	1,000.00			

CLAIMS REPORT

Check Range: 9/03/2025- 9/03/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	160 AMBULANCE TOTAL	2,457.75			
	016 AMBULANCE TOTAL	2,457.75			
HOTEL/MOTEL TAX HOTEL/MOTEL MONTICELLO IA MAIN STREET	COUNTY CONTRIBUTIONS	30,000.00			
699 HOTEL/MOTEL TOTAL		30,000.00			
018 HOTEL/MOTEL TAX TOTAL		30,000.00			
LIBRARY LIBRARY BAKER & TAYLOR BOOKS	LIB BOOKS	155.72			
BIBLIONIX	LIB DATA PROCESSING	2,310.00			
MICRO MARKETING LLC	LIB AUDIO RECORDINGS	190.16			
NEXT GENERATION PLBG & HTG LLC	LIB BLDG REPAIR/MAINT	350.00			
410 LIBRARY TOTAL		3,005.88			
041 LIBRARY TOTAL		3,005.88			
AIRPORT AIRPORT ALLIANT ENERGY-IES	20373 HWY 38 TERMINAL BLDG	1,037.04			
BAKER PAPER CO INC	AIRPORT BUILDING SUPPLIES	69.33			
JONES CO TREASURER	AIRPORT PROPERTY TAXES	7,860.00			
MCALDER WATER CONDITIONING INC	AIRPORT BUILDING SUPPLIES	35.00			
MONTICELLO AVIATION INC	AIRPORT MANAGER	2,750.00			
MONTICELLO COMM SCHOOL DISTRICT	AIRPORT FUEL	193.50			
280 AIRPORT TOTAL		11,944.87			
046 AIRPORT TOTAL		11,944.87			
ROAD USE STREETS A.W. ENTERPRISES INC	RU SUPPLIES	249.64			
CERTIFIED LABORATORIES	RU SUPPLIES	189.95			
ROBERT P CLAUSSEN	RU EQUIP REPAIR/MAINT	1,875.00			
INFRASTRUCTURE TECHNOLOGY	RU UTILITIES	12.33			
IOWA STATE PRISON INDUSTRIES	RU STREET MAINTENANCE SUPPLIES	2,413.90			
JOHN DEERE FINANCIAL	RU STREET MAINTENANCE SUPPLIES	52.66			
JONES CO ENGINEER	RU STREET MAINTENANCE CONTRACT	3,856.71			
JONES CO SECONDARY ROAD DEPT	RU STREET MAINTENANCE CONTRACT	26,910.67			
KROMMINGA MOTORS INC	RU CONCRETE BREAKER RENTAL	469.84			
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	288.98			
DAVID B MCNEILL	RU STREET MAINTENANCE SUPPLIES	30.37			

CLAIMS REPORT

Check Range: 9/03/2025- 9/03/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MONTICELLO COMM SCHOOL DISTRICT	RU FUEL	1,475.01			
LASER TECH USA, INC. DBA	RU SUPPLIES	54.95			
MATHY CONSTRUCTION	RU STREET MAINTENANCE SUPPLIES	314.66			
SUNBELT RENTALS INC	RU CONCRETE PLANER RENTAL	300.56			
	210 STREETS TOTAL	38,495.23			
	110 ROAD USE TOTAL	38,495.23			
PARK IMPROVEMENT CAPITAL PROJECTS					
DIAMOND PI COMPANY	PARK IMP VOLUNTEERS	95.94			
ADOLPH KIEFER & ASSOCIATES LLC	PARK IMP STARTING BLOCKS	21,171.00			
	750 CAPITAL PROJECTS TOTAL	21,266.94			
	313 PARK IMPROVEMENT TOTAL	21,266.94			
CAPITAL IMPROVEMENT CAPITAL PROJECTS					
MOODY'S INVESTORS SERVICE INC.	CAP IMP BOND PRO FEES	10,000.00			
	750 CAPITAL PROJECTS TOTAL	10,000.00			
	332 CAPITAL IMPROVEMENT TOTAL	10,000.00			
TRUST/IOMA MARY BAKER LIBRARY					
CENTER POINT PUBLISHING	LIB BAKER BOOKS	116.15			
	410 LIBRARY TOTAL	116.15			
	503 TRUST/IOMA MARY BAKER TOTAL	116.15			
WATER WATER					
SCOTT HAGEN	WATER BOOTS	100.00			
HAWKINS WATER TREATMENT	WATER SYSTEM	423.74			
INFRASTRUCTURE TECHNOLOGY	WATER DATA PROCESSING	21.78			
MONTICELLO COMM SCHOOL DISTRICT	WATER FUEL	296.49			
MUNICIPAL SUPPLY INC	WATER SUPPLIES	1,550.88			
U.S. POSTAL SERVICE(CMRS-FP)	WATER POSTAGE	1,100.00			
HD SUPPLY, INC	WATER LAB SUPPLIES	203.07			
WATER ENVIRONMENT FEDERATION	WATER DUES - TJADEN	51.00			
	810 WATER TOTAL	3,746.96			
	600 WATER TOTAL	3,746.96			

CLAIMS REPORT

Check Range: 9/03/2025- 9/03/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
CUSTOMER DEPOSITS					
WATER					
CITY OF MONTICELLO	WATER DEPOSIT REFUNDS	482.62			
SEAN JANSSEN	WATER DEPOSIT REFUND	88.74			
ANISA KROUSE	WATER DEPOSIT REFUND	93.64			

810	WATER TOTAL	665.00			

602	CUSTOMER DEPOSITS TOTAL	665.00			
SEWER					
SEWER					
JIM BENTER PETROLEUM INC	SEWER GROUNDS MAINTENANCE	386.00			
CASCADE COMMUNICATIONS CO	SEWER UTILITIES	104.00			
ELECTRIC PUMP INC	SEWER EQUIP REPAIR/MAINT	12,409.72			
FAREWAY STORES #840-1	SEWER LAB SUPPLIES	17.94			
SCOTT HAGEN	SEWER BOOTS	100.00			
HAWKINS WATER TREATMENT	SEWER SYSTEM	1,937.50			
INFRASTRUCTURE TECHNOLOGY	SEWER DATA PROCESSING	9.83			
JOHN DEERE FINANCIAL	SEWER SUPPLIES	55.33			
KARDES INC	SEWER FUEL	69.40			
KROMMINGA MOTORS INC	SEWER EQUIP REPAIR/MAINT	552.62			
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL	296.49			
LASER TECH USA, INC. DBA	SEWER LAB SUPPLIES	79.05			
U.S. POSTAL SERVICE(CMRS-FP)	SEWER POSTAGE	750.00			
HD SUPPLY, INC	SEWER LAB SUPPLIES	202.68			
WATER ENVIRONMENT FEDERATION	SEWER DUES - TJADEN	51.00			

815	SEWER TOTAL	17,021.56			

610	SEWER TOTAL	17,021.56			
SANITATION					
SANITATION					
MONTICELLO COMM SCHOOL DISTRICT	SANITATION FUEL	130.41			
REPUBLIC SERVICES	RESIDENTIAL GARBAGE	25,829.82			
U.S. POSTAL SERVICE(CMRS-FP)	SANITATION POSTAGE	750.00			

840	SANITATION TOTAL	26,710.23			

670	SANITATION TOTAL	26,710.23			
YARD WASTE SITE					
SANITATION					

CLAIMS REPORT
Check Range: 9/03/2025- 9/03/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
DUBUQUE MULCH CO	YARD WASTE COMPOST	33,300.00			
	840 SANITATION TOTAL	33,300.00			
	675 YARD WASTE SITE TOTAL	33,300.00			
	Accounts Payable Total	226,031.53			

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

	FUND NAME	AMOUNT
001	GENERAL	21,849.70
005	MONTICELLO BERND'S CENTER	3,903.44
009	POLICE CANINE UNIT	43.99
015	FIRE	1,503.83
016	AMBULANCE	2,457.75
018	HOTEL/MOTEL TAX	30,000.00
041	LIBRARY	3,005.88
046	AIRPORT	11,944.87
110	ROAD USE	38,495.23
313	PARK IMPROVEMENT	21,266.94
332	CAPITAL IMPROVEMENT	10,000.00
503	TRUST/IOMA MARY BAKER	116.15
600	WATER	3,746.96
602	CUSTOMER DEPOSITS	665.00
610	SEWER	17,021.56
670	SANITATION	26,710.23
675	YARD WASTE SITE	33,300.00

	TOTAL FUNDS	226,031.53

City Council Meeting
Prep. Date: 08/24/2025
Preparer: Lori Lynch



Agenda Item: # 1
Agenda Date: 09/02/2025

Communication Page

Agenda Items Description: Hiring an On-call EMT

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: Hiring an On-call EMT

Background Information:

Jake Coons applied and interviewed for an On-call position. He works in town during the day. He has family in town. He has the possibility to attend calls during the day, which is a current need of the service. He is a new EMT, receiving his certification this spring.

Staff Recommendation: Director Lynch recommends hiring Jake Coons.

City of Monticello, Iowa

RESOLUTION

Approving the hiring of a Monticello Ambulance On-Call EMT and setting wage

WHEREAS, Monticello Ambulance hires On-Call Service Members to assist in the covering of open shifts and are an integral part of keeping the ambulance service operational and allow ambulance to maintain 24/7 service to the community, and

WHEREAS, The Ambulance Director interviewed candidate for the position, and

WHEREAS, The Ambulance Director felt Jake Coons would be a great addition to the On-Call EMT roster and wish to offer him the position, and

WHEREAS, All members will receive an on-call pay rate of \$8.00 per hour when filling a shift as established by council resolution. For those members who possess a certification of EMT, they will receive an additional \$13.49 per hour when responding to a call for service, while on-call. They will receive \$21.49 per hour when on backup call for service, and

WHEREAS, The City Administrator recommends hiring the Monticello Ambulance On-Call EMT and

WHEREAS, The Council finds it appropriate to follow the recommendation of the Ambulance Ambulance Director and the City Administrator, and further finds that the wages set by previous resolution are fair and reasonable and should, therefore, be approved.

NOW, THEREFORE, The Council hereby authorizes the hiring a Monticello Ambulance On-Call Service Member with on-call pay rate of \$8.00 per hour when filling a shift as established by council resolution. For those members who possess a certification of EMT, they will receive an additional \$13.49 per hour when responding to a call for service, while on-call. They will receive \$21.49 per hour when on backup call for service.

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 2nd day of September 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 08/20/2025
Preparer: Russell Farnum



Agenda Item: # 2 & 3
Agenda Date: 09/02/2025

<p><u>Agenda Items Description:</u> Resolution(s) Approving Final Plat of Parcels 2025-47 and 2025-48</p>
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Type of Action Requested: Resolutions (2)

Attachments & Enclosures:

Resolutions (2)
Plat(s) – 2025-47 and 2025-48

Attachments & Enclosures:

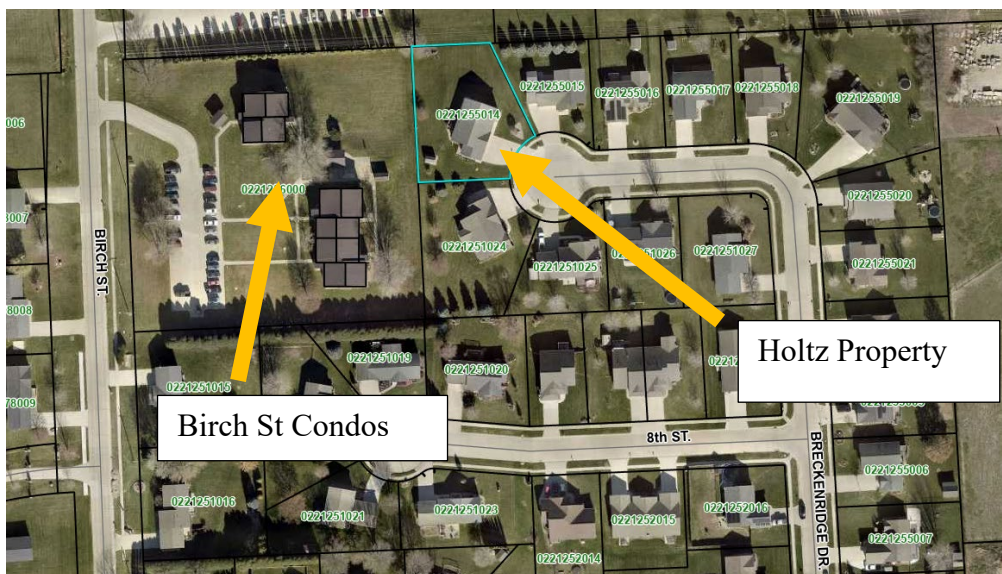
Resolutions (2)
Plat(s) – 2025-47 and 2025-48

<u>Fiscal Impact:</u> Budget Line Item: Budget Summary: Expenditure: Revenue:
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<u>Fiscal Impact:</u> Budget Line Item: Budget Summary: Expenditure: Revenue:
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Approval of two plats is requested by Kevin Holtz, homeowner at 848 Breckenridge Drive, for Parcel 2025-47 and -48.

Holtz's lot is at the northwest end of the cul-de-sac on Breckenridge, and backs up to Birch Street condos. Holtz would like to purchase 15 feet from the Birch Street condos to add onto his property, so he can build a detached accessory structure and meet all of the setbacks. The plat for Parcel 2025-47 subdivides that 15-foot strip from the condos, and the plat for Parcel 2025-48 combines that strip with Holtz's primary parcel.



These plats together do not create a new lot, and this will have no impact on the future growth or development of the City. Planning and Zoning reviewed the plats at their regular meeting of August 26, and unanimously recommended approval.

City of Monticello, Iowa

RESOLUTION

Approving Plat of Survey to Parcel 2025-47 located behind 716 - 720 North Birch Street Property

WHEREAS, The Plat of Survey to Parcel 2025-47 for property located behind 716 - 720 North Birch Street 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 was created to subdivide a 15-foot strip from the existing lot and to sold to the property owner adjacent to this 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 for Parcel 2025-47, for property located behind 716 - 720 North Birch Street should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Plat of Survey for Parcel 2025-47.

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 2nd day of September, 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City of Monticello, Iowa

RESOLUTION

Approving Plat of Survey to Parcel 2025-48 located behind 848 Breckenridge Drive

WHEREAS, The Plat of Survey to Parcel 2025-48 for property located behind 848 Breckenridge Drive 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 was created to increase the size of the existing lot located at 848 Breckenridge Drive by 15 feet from the Birch Street condos, so they can build a detached accessory structure and meet all of the setbacks. The plat for Parcel 2025-48 combines that strip with 848 Breckenridge Drive primary parcel.

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 Parcel 2025-48, for property at 848 Breckenridge Drive should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Plat of Survey for Parcel 2025-48.

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 2nd day of September, 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

INDEX LEGEND
LOCATION: PART OF LOT 3 OF THE SW1/4 NE1/4 OF SEC. 21,
T86N, R3W OF THE FIFTH P.M. IN THE CITY OF MONTICELLO,
JONES COUNTY, IOWA. (BEING CONDOMINIUM UNITS 1-
THROUGH 24, INCLUSIVE, OF HORIZONTAL PROPERTY REGIME
FOR RASO2005, AS SHOWN IN DOCUMENT NOS. 2005 4098
AND 2006 0978 OF THE JONES COUNTY, IOWA RECORDS)
PROPRIETORS: GRI MONTICELLO APARTMENTS, LLC
REQUESTOR: KEVIN HOLTZ
SURVEYOR: BILL BURGER
SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR
BILL BURGER, 510 3RD STREET WEST COURT,
RETURN TO: WORTHINGTON, IA 52078 I (563) 590-1964

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

PLAT OF
SURVEY

PARCEL 2025-47 PART OF LOT 3 OF THE SOUTHWEST QUARTER (SW1/4) OF
THE NORTHEAST QUARTER (NE1/4) OF SECTION TWENTY-ONE (21), TOWNSHIP EIGHTY-SIX NORTH
(T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN, IN THE CITY OF MONTICELLO,
JONES COUNTY, IOWA (BEING CONDOMINIUM UNITS 1 THROUGH 24, INCLUSIVE, OF HORIZONTAL
PROPERTY REGIME FOR RASO2005, AS SHOWN IN DOCUMENT NOS. 2005 4098 AND 2006 0978 OF
THE JONES COUNTY, IOWA RECORDS.

LEGEND

- SET 1/2" IRON ROD W/ YELLOW CAP #12642
- FD. 1/2" IRON ROD W/ NO CAP
- M FD. 1/2" IRON ROD W/ MARRED CAP
- ⊕ FD. 1-1/2" IRON PIPE
- BOUNDARY LINE SURVEYED
- () RECORDED AS

M-C INDUSTRIES
DEED BK. 358, P. 66

(N 88°55'48" E)
N 88°37'50" E 331.78'

**PARCEL
2025-47**
0.06 +/- ACRES TOTAL

INDUSTRIAL PARK ADD.
LOT 11

NW CORNER
LOT 8 OF FAUST
FIEST ADDITION
POINT OF BEGINNING

LOT 8
FAUST FIRST ADDITION
CITY OF MONTICELLO,
JONES COUNTY, IOWA

SW CORNER
LOT 8 OF FAUST
FIEST ADDITION

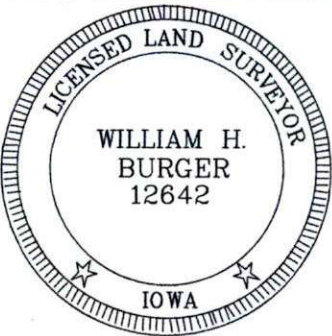
LOT 9
FAUST FIRST ADDITION
CITY OF MONTICELLO,
JONES COUNTY, IOWA

PART OF LOT 3 OF THE SW1/4 NE1/4 OF
SEC. 21, T86N, R3W OF THE FIFTH P.M. IN THE
CITY OF MONTICELLO, JONES COUNTY, IOWA
AS DESCRIBED IN INST. #: 2019-2501
(BEING CONDOMINIUM UNITS 1 THROUGH 24, INCLUSIVE,
OF HORIZONTAL PROPERTY REGIME FOR RASO2005, AS
SHOWN IN DOCUMENT NOS. 2005 4098 AND 2006 0978)

LINE	BEARING	DISTANCE
L1	S 88°36'50" W	15.00'
L2	N 88°37'50" E (N 88°55'48" E)	15.00'



LOT 1 LOT 5 LOT 6 LOT 7
HIGHLAND TERRACE



DATE OF SURVEY: 8/7/2025 SCALE: 1" = 60' SHEET 1 OF 2
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, 2026

William H. Burger 8/4/25
WILLIAM H. BURGER #12642 DATE

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

LEGAL DESCRIPTION

PARCEL 2025-47 – part of Lot 3 of the Southwest Quarter (SW1/4) of the Northeast Quarter (NE1/4) of Section Twenty-one (21), Township Eighty-six North (T86N), Range Three West (R3W) of the Fifth Principal Meridian, in the City of Monticello, Jones County, Iowa, (being condominium units 1 through 24, inclusive, of Horizontal Property Regime for RASO2005, as shown in Document Nos. 2005-4098 and 2006 0978 of the Jones County, Iowa records), containing a total of 0.06 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 Northwest corner of Lot 8 of Faust First Addition in the City of Monticello, Jones County, Iowa as recorded in Plat Book Q, Page 53 in the Office of the Jones County Recorder;

Thence South 01°-50'-07" East 164.73 feet along the West line and to the Southwest corner of said Lot 8;

Thence South 88°-36'-50" West 15.00 feet;

Thence North 01°-50'-07" West 164.74 feet to the North line of Lot 3 of the Southwest Quarter (SW1/4) of the Northeast Quarter (NE1/4) of Section Twenty-one (21), Township Eighty-six North (T86N), Range Three West (R3W) of the Fifth Principal Meridian, in the City of Monticello, Jones County, Iowa;

Thence North 88°-37'-50" East 15.00 feet along the North line of said Lot 3 to the **POINT OF BEGINNING**, containing a total of 0.06 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record**.

The West line of Lot 8 of Faust First Addition in the City of Monticello, Jones County, Iowa is assumed to bear South 01°-50'-07" East.

	<p><u>SURVEYORS CERTIFICATE</u></p> <p>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;</p> <p>My license renewal date is December 31, 2026</p> <p><i>William H. Burger</i> 8/4/25 _____ William H. Burger Date Reg. No. 12642</p> <p>Sheet No. <u>2</u> covered by this seal</p>
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INDEX LEGEND
LOCATION: PARCEL 2025-47 AND LOT 8 OF FAUST FIRST ADDITION
ALL IN THE CITY OF MONTICELLO, JONES COUNTY, IOWA
PROPRIETORS: KEVIN HOLTZ
REQUESTOR: KEVIN HOLTZ
SURVEYOR: BILL BURGER
SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR
BILL BURGER, 510 3RD STREET WEST COURT,
RETURN TO: WORTHINGTON, IA 52078 | (563) 590-1964

PREPARED BY BILL BURGER

510 3RD STREET WEST COURT, WORTHINGTON, IOWA 52078

(563) 855 2028

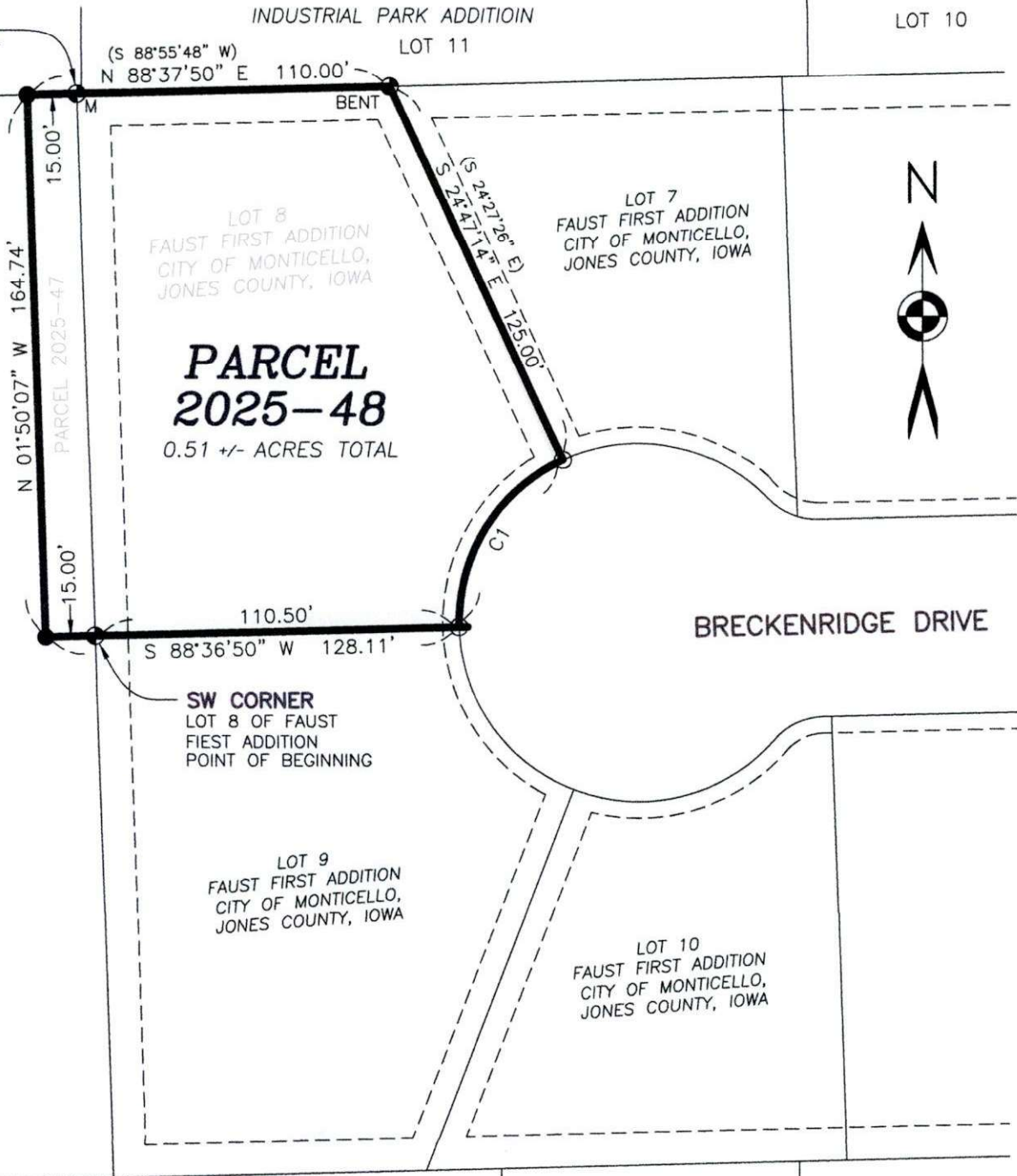
PLAT OF
SURVEY

PARCEL 2025-48 COMPRISED OF PARCEL 2025-47 AND COMPRISED OF LOT 8
FAUST FIRST ADDITION, ALL IN THE CITY OF MONTICELLO, JONES COUNTY, IOWA

CURVE	ARC	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C1	63.35' (63.36')	54.50'	66°36'29"	S 31°54'23" W (S 32°14'11" W)	59.85'

INDUSTRIAL PARK
ADDITION
LOT 10

PART OF LOT 3 OF THE SW1/4 NE1/4 OF
SEC. 21, T86N, R3W OF THE FIFTH P.M. IN THE
CITY OF MONTICELLO, JONES COUNTY, IOWA
AS DESCRIBED IN INST. #: 2019-2501



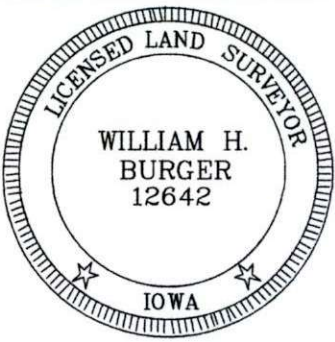
LEGEND

- SET 1/2" IRON ROD W/ YELLOW CAP #12642
- FD. 1/2" IRON ROD W/ YELLOW CAP #12642
- ⊙ FD. 1/2" IRON ROD W/ NO CAP
- ⊙^M FD. 1/2" IRON ROD W/ MARRED CAP
- BOUNDARY LINE SURVEYED
- - - EXISTING UTILITY EASEMENT LINE
- () RECORDED AS

BRECKENRIDGE ESTATES

LOT 14

LOT 15



DATE OF SURVEY: 8/7/2025

SCALE: 1" = 60'

SHEET 1 OF 2

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, 2026

Wm. Burger
LandSurveyor

510 3rd Street West Court
Worthington, Iowa 52078

William H. Burger 8/11/25
WILLIAM H. BURGER #12642 DATE

LEGAL DESCRIPTION

PARCEL 2025-48 – comprised of Parcel 2025-?? And comprised of Lot 8 of Faust First Addition, all in the City of Monticello, Jones County, Iowa, containing a total of 0.51 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 Southwest corner of Lot 8 of Faust First Addition in the City of Monticello, Jones County, Iowa as recorded in Plat Book Q, Page 53 in the Office of the Jones County Recorder;

Thence South 88°-36'-50" West 15.00 feet along the South line and to the Southwest corner of Parcel 2025-??;

Thence North 01°-50'-07" West 164.74 feet along the West line and to the Northwest corner of said Parcel 2025-??;

Thence North 88°-37'-50" East 110.00 feet along the North line of said Parcel 2025-?? and along the North line and to the Northeast corner of said Lot 8;

Thence South 24°-47'-14" East 125.00 feet along an Easterly line and to an Easterly corner of said Lot 8;

Thence along an Easterly line of said Lot 8 and along a circular curve concave Southeasterly for an arc length of 63.35 feet, said circular curve having a central angle of 66°-36'-29", a radius of 54.50 feet, a chord bearing of South 31°-54'-23" West and a chord length of 59.85 feet to the Southeasterly corner of said Lot 8;

Thence South 88°-36'-50" West 110.50 feet along the South line of said Lot 8 to the **POINT OF BEGINNING**, containing a total of 0.51 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record**.

The South line of Lot 8 of Faust First Addition in the City of Monticello, Jones County, Iowa is assumed to bear South 88°-36'-50" West.

	<p><u>SURVEYORS CERTIFICATE</u></p> <p>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;</p> <p>My license renewal date is December 31, 2026</p> <p><i>William H. Burger</i> 8/11/25 William H. Burger Date Reg. No. 12642</p> <p>Sheet No. 2 covered by this seal</p>
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City Council Meeting
Prep. Date: 08/28/2025
Preparer: Russell Farnum



Agenda Item: # 4
Agenda Date: 09/02/2025

Communication Page

Agenda Items Description: Fred Schuster Sanitary Sewer Credit

Type of Action Requested: Resolution

Attachments & Enclosures:

Application for Sewer Credit

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: Fred Schuster suffered a hose break in July, which caused a 9000 gallon water and sewer bill. The resulting charges were over \$100 for the sewer portion of the bill.

Background: The City Council recently adopted Resolution 23-22, allowing for up to a \$1,500 credit to the sewer bill in instances where a water line break or malfunction had resulted in large water use, but where the large volume of water did not go down the sanitary sewer and therefore, was not processed by the sewage treatment facility.

Schuster's meter shows 9000 gallons used in July, after a hose that was left turned on (presumably with a nozzle that was shut off) broke. The water was used, so it is recommended that the City still charge for that, but the water ran out over the ground. When the situation was discovered by the owner, the hose was shut off and repaired. The credit requested for the sewer portion of the bill is \$104.48.

This request meets the criteria for a sanitary credit, including the following:

- a. The water usage on which the sewer fees were based, and for which a credit is requested, did not enter the sanitary sewer system.
- b. A break or malfunction caused the water usage for which the credit is being requested.
- c. The credit requested exceeds \$100.00.
- d. The credit will not exceed \$1,500.00.
- e. This is the only credit ever granted to this owner, household, or property.

Recommendation: A motion to approve is recommended.

City of Monticello, Iowa

RESOLUTION #____

Approving \$104.48 Credit against Fred Schuster's Utility billing for the property located at 640 Hillcrest Drive

WHEREAS, The City of Monticello has received a request for a credit against the utility account of Fred Schuster, and

WHEREAS, The Council finds that the water usage at the Schuster home exceed normal usage during the month of July, 2025, and

WHEREAS, The Council finds that the City has been informed that the high usage was tied to a broken hose, which has been repaired, and none of the water went into the sanitary sewer system, and

WHEREAS, The monthly sewer bill on this account would be approximately \$20.15, justifying a credit in the total amount of \$104.48.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve a \$104.48 credit against Fred Schuster's utility account at 640 Hillcrest Drive

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 2nd day of September, 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

UTILITY BILLING BILLING REGISTER

SERVICE: CYCLE:

ACCOUNT NO/CUSTOMER NAME				NON-UPDATE		CONSUMPT E	CURRENT	TAX	ARREARS	DUE
FROM	TO	SV MET	DEMAND	MULTI	PREVIOUS					
1519360001*FRED SCHUSTER				640 HILLCREST DR						
6/30/25	7/31/25	ER			0	0	6.00			6.00
6/30/25	7/31/25	GA			0	0	20.90			20.90
6/30/25	7/31/25	ST			0	0	3.00	.21		3.21
7/01/25	8/01/25	SW		1032	1041	9000	124.63			124.63
7/01/25	8/01/25	WA		1032	1041	9000	40.47	2.43		42.90
6/30/25	7/31/25	YW			0	0	2.00	.14		2.14
							197.00	2.78		199.78

Fred's usual monthly billing is the minimum amount of \$59.34, of which \$20.15 is sewer. Based upon past usage and the fact that this water did not enter the sanitary sewer system, I feel a one-time credit in the amount of \$104.48 should be granted.

Cheryl Clark
Deputy City Clerk

CUSTOMER REQUEST
SEWER BILL CREDIT
CITY OF MONTICELLO
200 EAST FIRST STREET
MONTICELLO, IOWA 52310
(319)465-3577

Name: FRED Schuster

Address: 640 Hillcrest Dr

Account No. 1519360081

Contact Person: FRED Schuster Phone No. 319-465-3577

Description of Leak: 2 garden hose hook together +
and came out of 1 end where it hook together

Repairs Made: Put a new end on the one hose

Date: 7-28-2025

Plumber: Fred Schuster - did it my self

CUSTOMER REQUEST

I hereby request an adjustment to my sewer bill due to a leak in my garden hose plumbing system. I verify that I have not received any previous adjustments to my sewer bill. I acknowledge that I will not qualify for any future adjustments to my sewer bill due to leaks in my plumbing system.

Customer Signature: Fred Schuster Date: 8-11-2025

Customer Signature: _____ Date: _____

CITY AUTHORIZATION

Reviewed and Accepted – Credit Authorization for \$ _____

- Attachments: 1. Copy of Plumber's Bill _____
2. Calculation of Credit _____
3. Print out of adjustment page _____

Mayor

Date

City Administrator

Date

City Council Meeting Prep. Date: 8/27/2025 Preparer: Russell Farnum		Agenda Item: #5 & 6 Agenda Date: 9/02/2025
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Communication Page

Agenda Items Description: Set Public Hearings - Amend Chapter 165.23 Fences, and Chapter 165.31, R-1 Residential zoning district

Type of Action Requested: Motion; **Resolution (2);** Ordinance; Report; Public Hearing; Closed

Attachments & Enclosures:

Resolution (2)

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: At the August 26 meeting, Planning and Zoning made recommendations on two amendments to the Zoning Ordinance, one proposing changes the Fence regulations, and one permitting Accessory Dwelling Units in the R-1 zoning district in accordance with new Iowa codes.

Council is required to hold a public hearing on each proposed Ordinance amendment. The attached Resolutions would set those hearing for the September 15 Council meeting, after which Council could consider and possibly take action on said amendments.

The Resolutions only set the public hearing dates, and no further action is requested or expected at this time. Further outlines of the proposed changes will be presented for Council discussion at the September 15 meeting.

Approval is recommended.

CITY OF MONTICELLO, IOWA

RESOLUTION #

Scheduling a public hearing for September 15, 2025 at 6:00 PM to receive input on proposal for changes the Fence regulations in the City Code

WHEREAS, It has been recommended that the Fence regulations be reviewed and changes made, and

WHEREAS, The City staff has recommended a Public Hearing be set for September 15, 2025 to review the proposed changes to the Fence regulations, and

WHEREAS, At the Public Hearing, the Council will receive and consider public input related to the proposed changes regarding Fence regulations in the City Code, and the Council will decide whether or not to proceed with the proposed changes to the Fence regulations, and

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 2nd day of September, 2025 that a Public Hearing on the proposal for changes to the Fence regulations in the City Code should be scheduled for the 15th day of September 2025 at 6:00 p.m., with notice to be published in the Monticello Express as required by the Iowa Code.

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 2nd day of September 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

CITY OF MONTICELLO, IOWA

RESOLUTION #

Scheduling a public hearing for September 15, 2025 at 6:00 PM to
receive input on proposal permitting Accessory Dwelling Units
in the R-1 zoning district in the City Code

WHEREAS, Iowa Legislators changed the Iowa Code related to permitting Accessory Dwelling Units in the R-1 zoning district, and

WHEREAS, The City staff has recommended a Public Hearing be set for September 15, 2025 to review the proposed changes to permit Accessory Dwelling Units in the R-1 zoning district in Monticello, and

WHEREAS, At the Public Hearing, the Council will receive and consider public input related to the proposed changes regarding permitting Accessory Dwelling Units in the R-1 zoning district in the City Code, and the Council will decide whether or not to proceed with the proposed changes related to Accessory Dwelling Units regulations, and

NOW THEREFORE BE IT RESOLVED by the City of Monticello, through its' City Council, in session this 2nd day of September, 2025 that a Public Hearing on the proposed changes to permit Accessory Dwelling Units in the R-1 zoning district in Monticello in the City Code should be scheduled for the 15th day of September 2025 at 6:00 p.m., with notice to be published in the Monticello Express as required by the Iowa Code.

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 2nd day of
September 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting Prep. Date: 8/28/2025 Preparer: Russell Farnum		Agenda Item: #7 Agenda Date: 9/02/2025
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Communication Page

<u>Agenda Items Description:</u> Revolving Loan request for 109 E First Street (Keleher)

<u>Type of Action Requested:</u> Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session												
<u>Attachments & Enclosures:</u> <table border="1" style="width: 100%;"> <tr><td>Resolution</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	Resolution			<u>Fiscal Impact:</u> <table border="1" style="width: 100%;"> <tr> <td>Budget Line Item:</td> <td> </td> </tr> <tr> <td>Budget Summary:</td> <td> </td> </tr> <tr> <td>Expenditure:</td> <td> </td> </tr> <tr> <td>Revenue:</td> <td> </td> </tr> </table>	Budget Line Item:		Budget Summary:		Expenditure:		Revenue:	
Resolution												
Budget Line Item:												
Budget Summary:												
Expenditure:												
Revenue:												

Synopsis: Tom and Teri Keleher own the building at 109 and 111 E. 1st Street, which houses the Gingham Dog and F&M Bank.

They have applied for Revolving Loan funding to perform tuckpointing on the building (south and east walls) and to remodel the Gingham Dog storefront. They just had some tuckpointing done on the front of the building and are asking to include that with their loan as well. They have applied but are waiting on updated estimates for the storefront remodeling, which they desire to be similar to Muddy Boots and/or LaBelle Salon.

Background Information:

The City has had a revolving loan program for the downtown for around 20 years. The current balance in the Revolving Loan fund is \$48,000 and there are no outstanding loans. Ironically, two applications were received within a week; this one from Keleher's and the second from Ikon Properties.

The program offers 0% financing on projects that improve the downtown. The guidelines are included with the packet.

For the Keleher property, proper maintenance of this valuable architectural structure is important, especially with the soft sandstone from which the main level of the building was constructed. There are currently water damaged areas along the alley near the cornice, and some other deterioration that needs maintenance to preserve the structure.

Recommendation:

Council could postpone action until the updated estimates are received, or they could approve the loan with a not-to-exceed amount of \$25,000. Approval with the not-to-exceed amount is recommended.

City of Monticello, Iowa

RESOLUTION #2025-

Approving Revolving Loan Agreement between City of Monticello and Tom and Teri Keleher for Facade Improvements to property located at 109 E. First Street

WHEREAS, The City of Monticello has maintained a revolving loan fund for purposes of assisting downtown property owners with various property improvements as set out and approved by Resolution 04-160, the “Downtown Rehabilitation Loan Program”, and

WHEREAS, Tom and Teri Keleher own property located at 109 E. First Street and have and will incur expenses related to tuckpointing and improving one of the storefronts on the building, and

WHEREAS, The expenditures related to the improvements to said building qualify for the City’s Revolving Loan program and will be of benefit to the downtown, and

WHEREAS, The City has the necessary funds in the Downtown Rehabilitation Fund to award a loan to the Applicant in the not to exceed amount of \$25,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby endorse and approve of the entry into a Revolving Loan Agreement between the City of Monticello and Tom and Teri Keleher in the amount not to exceed \$25,000 at 0% interest over five (5) years, same being wholly consistent with the past practices of the City, same to be memorialized within a promissory note, mortgage, and individual guaranty of the owners, and authorizes the City Administrator to act as Loan Administrator and authorizes the City Administrator to execute the Promissory Note and Mortgage and other related documents on behalf of the City of Monticello.

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 2nd day of September, 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

CITY OF MONTICELLO, IOWA

DOWNTOWN REHABILITATION LOAN PROGRAM

PROGRAM

I. Purpose. The City of Monticello, to promote multiple use of its present building stock, is making funds available to encourage building owners located within Monticello's Central Downtown Business District (the "District") to make better use of their undeveloped upper stories. Accordingly, the City of Monticello, Iowa Rehabilitation Loan Program (the "Loan Program") is being established to provide a financial incentive in the form of a low interest loan to facilitate rehabilitation of a building's first, second, third or fourth floor story for commercial, investment, retail, residential or rental use. For purposes of this Loan Program, the District is defined as the commercial/retail buildings located along First Street from Main to Chestnut Streets with a 2 block radius in Monticello, Iowa.

The Loan Program is of a continuing nature, but may be terminated at any time upon funds no longer being available or upon the City Council's.

II. Eligibility. Loans are available for building owners who own buildings with two or more stories located within the District as defined above. There must already be a first floor establishment doing business on the premises but the upper story(s) have not been developed at the time of applying for the Loan Program. The Loan Program is for rehabilitation purposes of present building stock of the first, second, third or fourth floor stories of District buildings for future commercial, investment, retail or rental use only. Only one application per building per year. Priority will be given to building owners who have not received prior funding from the Loan Program in prior years.

III. Eligible Activities.

- Rehabilitation or preservation of first, second, third, or fourth floor stories of District buildings, including weatherization, painting, accessibility improvements, walls, doors, flooring, windows, framing, plumbing, and electrical labor and materials.
- Roof replacement, gutters and downspouts.
- Exterior tuck pointing or painting, if done in conjunction with the upper story rehabilitation or preservation.
- Lighting fixtures.

IV. Ineligible Activities.

- Acquiring real property, demolishing structures and clearing property.
- New business start-up capital and operating expenses.
- Buildings for general conduct of government and expenses required to conduct the regular responsibilities of local government (i.e., street maintenance, public buildings for government, etc.)
- Purchase of construction equipment, office equipment, fixtures, motor vehicles, furnishings or other personal property not an integral structural fixture such as computers, typewriters and other office equipment.
- Building permits, architectural rendering, appraisals, legal fees, zoning application fees, professional fees, advertising and bidding costs, engineering, surveys, and other technical assistance.
- Exterior landscaping, painting , awnings and signage.

V. Loan Application Process, Terms and Conditions. Loans will be given to qualifying applicants of no less than \$5,000.00 and no more than \$35,000.00. Loans will repaid within (5) years from loan funding. The loan will be a lien on the property until paid and Applicant will be billed for the City for actual Mortgage Recording fees incurred . Loan repayment options are as follows: 0% interest amortized over five (5) years or .5% interest amortized over seven (7) years.

At the time of submitting the Application, Applicant shall furnish to the City of Monticello copies of estimates, renderings, and other paperwork that may be necessary to ascertain the scope of the rehabilitation to be conducted.

APPLICATION

Name of Owners(s): Tom & Teri Keleher Phone 319- [REDACTED]

Mailing Address: [REDACTED]

City Monticello

E-mail [REDACTED]

Address of Property:
109-111 East 1st Monticello

Name of Business(es) located within building: Gingham Dog
F&M Bank

Total Number of Dwelling Units including Upper Stories:

X

No. of dwelling units to receive rehabilitation:

X

Proposed Rehabilitation on which floor: _____

Proposed use of unit benefitted by rehabilitation and number of benefitted units:

_____	Residential rental
<u>X</u>	Commercial/office space rental
<u>X</u>	Retail rental
_____	Other

Property Indebtedness

Do you have other financing that is secured by this property: _____ Yes X No

This loan will result in the execution of a Mortgage and Promissory Note and will be a lien on your property. Please acknowledge your understanding of this condition by initialing below

TK JK
Initials

Insurance

Do you have property insurance coverage for this property? X Yes _____ No

If yes, who is the insurance agent? Rick Meyer

What is the name of the company? State Farm

Policy Number? [REDACTED]

Please attach a copy of your most recent insurance declaration page or binder.

Occupancy

Is/Are the unit(s) to be rehabilitated currently occupied? X Yes _____ No

If yes, what types of occupation (i.e, business, residential rental)?

Retail, Banking

If presently a residential rental unit, does any tenant currently receive any form of rental housing assistance? _____ Yes X No

Rehabilitation Work

Describe the rehabilitation work for which you are requesting a Rehabilitation Loan from the City.

Tuckpointing, new windows, fascia trim
painting

Has any of this rehabilitation work commenced? X Yes _____ No _____

If yes, what portion has been commenced? Pluck pointing

Please attach copies of estimates for labor, material and architectural renderings, if available.


Community Benefits

Please describe, in summary form, what economic development goal would be accomplished with this rehabilitation work. An example would be: If residential rental unit completed, the property would be of greater property value, projected income from rehab work, etc. If commercial property, possibly a façade improvement, weatherization, etc. Please describe how the Improvement / Rehabilitation will impact the present "look" of the building. Please consider ways to complete the improvement / rehabilitation project that will maintain the architectural appearance of the building and explain how said appearance will be modified or impacted.

This rehabilitation project will enhance the structural integrity and appearance of the building, preserving its historic character while improving safety and longevity. The improvements will help maintain the architectural charm of the property contributing to the overall appeal of the downtown, it will continue to attract tenants and visitors to Monticello.


Certification

I/We certify that all the information in this application and in support of this application is provided for the purposes of obtaining financial assistance under the City of Monticello Rehabilitation Loan Program. It is true and complete to the best of my/our knowledge and belief.



Owner Signature

Date 8/12/25



Second Owner Signature

8/12/25

Loan amount \$25,000

Schilling masonry

21068 STONE BRIDGE RD
MONTICELLO, IA 52310 USA
(319) 361-4396
schillingmasonry@hotmail.com

INVOICE

BILL TO
Tom Keleher

INVOICE 1242
DATE 08/14/2025
TERMS Due on receipt
DUE DATE 08/14/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Tuckpoint and repair brick at 111 E 1st Monticello	Labor, spec mix, coloring, saw blades, and lift rental	1	8,700.00	8,700.00

Thank you for your business.

BALANCE DUE

\$8,700.00

*paid
8/14/25*

City of Monticello Downtown Rehabilitation Loan Agreement

The City of Monticello, hereinafter referenced as the “City”, by and through the Monticello City Council has previously agreed to the award of a Downtown Rehabilitation Loan to Tom and Teri Keleher, hereinafter referenced as “Owner”.

In furtherance of the loan awarded Owner, the City and Owner do hereby agree to the following terms and conditions in regard to same:

1). **Loan Administrator:** The Monticello City Administrator shall act as Loan Administrator for the City and shall personally, or through his/her designee, approve of all disbursements made hereunder.

2). **Award Amount / Purpose:** Owner has been awarded a Downtown Rehabilitation loan in the amount of not to exceed \$ 25,000. The Loan award was based upon the Application filed by Owner with the City, same setting forth the intended improvements to the property of concern. The Owner agrees that all renovations/repairs/improvements for which reimbursement is sought under the Loan shall have been identified as proposed renovations/repairs/improvements within their loan application. Said loan application is by this reference incorporated as if same had been set forth fully verbatim herein.

3). **Interest Rate:** Interest shall accrue on the unpaid principal balance at the rate of 0% per annum. The Owner shall execute a promissory note to the City consistent herewith.

4). **Term:** The term of this agreement shall be for a period of five (5) years, or sixty (60) months.

5). **Disbursement:** The City will make disbursements to Owner, or Owner’s contractor, upon the submission to the City of a statement for services from the Contractor or Owner. A Lien Waiver shall be signed by the Contractor prior to or at the time of payment, whether payment is made directly to the Contractor or the Owner, if desired by the City. In the event of direct reimbursement to the Owner, the Owner shall provide proof of payment of the proffered invoice.

6). **Repayment:** Owner shall make payments to the Monticello City Clerk’s office at 200 E. 1st St., Monticello by regular mail or by delivery to City Hall during regular business hours. The Owner shall be required to make monthly payments in the minimum amount of \$416.67 per month, with the first payment being due on December 1, 2025 and subsequent payments being due on or before the 1st day of each month thereafter, all being consistent with the promissory note entered into by the Parties. The City, at its’ expense, will prepare and file a Release of the Mortgage identified subsequently herein upon full payment of the loan.

- 7). **Pre-Payment:** Owner may prepay in any amount, at any time, without penalty.
- 8). **Collections / Default:** In the event of Default, the City may utilize any and all remedies or actions at law or in equity available to them and shall be entitled to obtain judgment for costs and attorney fees as permitted by law.
- 9). **Insurance:** Owner agrees to identify the City as a loss payee on the insurance policy associated with property for which the Loan is being made, and shall provide the City with evidence of Insurance and the designation of the City as a loss payee within thirty (30) days of the initial loan disbursement.
- 10). **Promissory Note / Mortgage:** The Owner agrees to execute a promissory note and Mortgage in favor of the City on standard Iowa Bar Association forms to be prepared by the City and provided to the Owner. **The Mortgage shall be recorded with the Jones County Recorder. The Owner will reimburse the City for any and all amounts expended to record the documents related hereto.**
- 11). **Construction:** Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

Subscribed and sworn to this ____ day of _____, 2025.

Thomas L. Keleher

Teri L. Keleher

City of Monticello

By:

Wayne Peach, Mayor

Russell Farnum
City Administrator
Rehab. Loan Administrator

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 08/28/2025
Preparer: Russell Farnum



Agenda Item: # 8
Agenda Date: 09/02/2025

Communication Page

Agenda Items Description: Revolving Loan request for 112 W First Street (Ikon Properties Inc.)

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

Attachments & Enclosures:

Resolution

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: Ikon Investments Inc. (Joel Robinson) owns the building at 109 W. 1st Street, which houses Salon LaKy on the main floor and 3 apartments.

Ikon has applied for Revolving Loan funding to perform tuckpointing on the west wall of the building and for a roof replacement. Estimates are included with the application; the total work is anticipated to be around \$4,000 for tuckpointing and \$20,000 (or more) for the roof replacement, depending upon which style of roof is chosen.

Background Information:

The City has had a revolving loan program for the downtown for around 20 years. The current balance in the Revolving Loan fund is \$48,000 and there are no outstanding loans. Ironically, two applications were received within a week; this one from Ikon and the second from Kelehers.

The program offers 0% financing on projects that improve the downtown. The guidelines are included with the packet.

For the Ikon property, tuckpointing and roof replacement are critical to preserving the housing and retail space that are in this building. Please note the application includes 3 different roof bids, one for complete membrane replacement (Barnhart's 20,773 bid), one for strip repairs at the edges and overcoating (Great Lakes, \$17,714 bid) and one for spray foam with an acrylic coating (Great Lakes \$20,127 bid).

Recommendation:

Approval with the not-to-exceed amount of \$25,000 is recommended.

City of Monticello, Iowa

RESOLUTION #2025-

Approving Revolving Loan Agreement between City of Monticello and Ikon Properties for Facade and Roof Improvements to property located at 112 W. First Street

WHEREAS, The City of Monticello has maintained a revolving loan fund for purposes of assisting downtown property owners with various property improvements as set out and approved by Resolution 04-160, the “Downtown Rehabilitation Loan Program”, and

WHEREAS, Ikon Properties owns property located at 112 W. First Street and have and will incur expenses related to tuckpointing and replacing the roof on the building, and

WHEREAS, The expenditures related to the improvements to said building qualify for the City’s Revolving Loan program and will be of benefit to the downtown, and

WHEREAS, The City has the necessary funds in the Downtown Rehabilitation Fund to award a loan to the Applicant in the not to exceed amount of \$25,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby endorse and approve of the entry into a Revolving Loan Agreement between the City of Monticello and Ikon Properties in the amount not to exceed \$25,000 at 0% interest over five (5) years, same being wholly consistent with the past practices of the City, same to be memorialized within a promissory note, mortgage, and individual guaranty of the owners, and authorizes the City Administrator to act as Loan Administrator and authorizes the City Administrator to execute the Promissory Note and Mortgage and other related documents on behalf of the City of Monticello.

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 2nd day of September, 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, Monticello City Clerk

CITY OF MONTICELLO, IOWA

DOWNTOWN REHABILITATION LOAN PROGRAM

PROGRAM

I. Purpose. The City of Monticello, to promote multiple use of its present building stock, is making funds available to encourage building owners located within Monticello's Central Downtown Business District (the "District") to make better use of their undeveloped upper stories. Accordingly, the City of Monticello, Iowa Rehabilitation Loan Program (the "Loan Program") is being established to provide a financial incentive in the form of a low interest loan to facilitate rehabilitation of a building's first, second, third or fourth floor story for commercial, investment, retail, residential or rental use. For purposes of this Loan Program, the District is defined as the commercial/retail buildings located along First Street from Main to Chestnut Streets with a 2 block radius in Monticello, Iowa.

The Loan Program is of a continuing nature, but may be terminated at any time upon funds no longer being available or upon the City Council's.

II. Eligibility. Loans are available for building owners who own buildings with two or more stories located within the District as defined above. There must already be a first floor establishment doing business on the premises but the upper story(s) have not been developed at the time of applying for the Loan Program. The Loan Program is for rehabilitation purposes of present building stock of the first, second, third or fourth floor stories of District buildings for future commercial, investment, retail or rental use only. Only one application per building per year. Priority will be given to building owners who have not received prior funding from the Loan Program in prior years.

III. Eligible Activities.

- Rehabilitation or preservation of first, second, third, or fourth floor stories of District buildings, including weatherization, painting, accessibility improvements, walls, doors, flooring, windows, framing, plumbing, and electrical labor and materials.
- Roof replacement, gutters and downspouts.
- Exterior tuck pointing or painting, if done in conjunction with the upper story rehabilitation or preservation.
- Lighting fixtures.

IV. Ineligible Activities.

- Acquiring real property, demolishing structures and clearing property.
- New business start-up capital and operating expenses.
- Buildings for general conduct of government and expenses required to conduct the regular responsibilities of local government (i.e., street maintenance, public buildings for government, etc.)
- Purchase of construction equipment, office equipment, fixtures, motor vehicles, furnishings or other personal property not an integral structural fixture such as computers, typewriters and other office equipment.
- Building permits, architectural rendering, appraisals, legal fees, zoning application fees, professional fees, advertising and bidding costs, engineering, surveys, and other technical assistance.
- Exterior landscaping, painting , awnings and signage.

V. Loan Application Process, Terms and Conditions. Loans will be given to qualifying applicants of no less than \$5,000.00 and no more than \$35,000.00. Loans will repaid within (5) years from loan funding. The loan will be a lien on the property until paid and Applicant will be billed for the City for actual Mortgage Recording fees incurred . Loan repayment options are as follows: 0% interest amortized over five (5) years or .5% interest amortized over seven (7) years.

At the time of submitting the Application, Applicant shall furnish to the City of Monticello copies of estimates, renderings, and other paperwork that may be necessary to ascertain the scope of the rehabilitation to be conducted.

APPLICATION

Name of Owners(s): IKON INVESTMENTS, INC. Phone 319-775-0245

Mailing Address: PO Box 232

City SPRINGVILLE

E-mail [REDACTED]

Address of Property:
112 W. 1ST STREET.

Name of Business(es) located within building: SALON LA'KY

Total Number of Dwelling Units including Upper Stories:
2ND FLOOR - 2; MAIN FLOOR - 1 IN REAR

No. of dwelling units to receive rehabilitation:
ALL (EXTERIOR IMPROVEMENTS)

Proposed Rehabilitation on which floor: ROOF AND WEST WALL

Proposed use of unit benefitted by rehabilitation and number of benefitted units:

- ☒ Residential rental
☐ Commercial/office space rental
☒ Retail rental
☐ Other

Property Indebtedness

Do you have other financing that is secured by this property: ☒ Yes ☐ No

This loan will result in the execution of a Mortgage and Promissory Note and will be a lien on your property. Please acknowledge your understanding of this condition by initialing below


Initials

Insurance

Do you have property insurance coverage for this property? X Yes _____ No

If yes, who is the insurance agent? RICK MEYER

What is the name of the company? STATE FARM

Policy Number? [REDACTED]

Please attach a copy of your most recent insurance declaration page or binder.

Occupancy

Is/Are the unit(s) to be rehabilitated currently occupied? X Yes _____ No

If yes, what types of occupation (i.e, business, residential rental)?

3 RESIDENTIAL UNITS, 1 COMMERCIAL UNIT

If presently a residential rental unit, does any tenant currently receive any form of rental housing assistance? _____ Yes X No

Rehabilitation Work

Describe the rehabilitation work for which you are requesting a Rehabilitation Loan from the City.

ROOF REPLACEMENT AND MASONRY REPAIR OF
WEST WALL (# SPALLED BRICK REPAIR, CRACKED SILL
REPAIR, TUCK POINTING, AND EXPANSION JOINT SEALING).
CURRENT ROOF HAS REACHED END OF ITS LIFE AND
WAS PATCHED IN SEVERAL AREAS LAST YEAR.

Has any of this rehabilitation work commenced? _____ Yes X No

If yes, what portion has been commenced? _____

Please attach copies of estimates for labor, material and architectural renderings, if available.

Community Benefits


Please describe, in summary form, what economic development goal would be accomplished with this rehabilitation work. An example would be: If residential rental unit completed, the property would be of greater property value, projected income from rehab work, etc. If commercial property, possibly a façade improvement, weatherization, etc. Please describe how the Improvement / Rehabilitation will impact the present "look" of the building. Please consider ways to complete the improvement / rehabilitation project that will maintain the architectural appearance of the building and explain how said appearance will be modified or impacted.

RESTORATION OF THE WEST WALL FACING FARLEY ST.
WHERE MONTE DAYS WAS HELD LAST YEAR AND MUCH OF
THE TRAFFIC FROM PARKWAY AND THE POST OFFICE TRAVEL.

REPAIRMENT OF THE ROOF IS VITAL TO MAINTAINING A WEATHER-TIGHT
BUILDING SUITABLE FOR HOUSING AND OCCUPANTS TO LIVE NEAR
DOWNTOWN MONTICELLO.

Certification

I/We certify that all the information in this application and in support of this application is provided for the purposes of obtaining financial assistance under the City of Monticello Rehabilitation Loan Program. It is true and complete to the best of my/our knowledge and belief.


Owner Signature

Second Owner Signature

Date 8/1/2005

Barnhart Construction Co.
P.O. Box 634
Monticello, IA 52310
(319) 465-3941
barnhartconstruction@hotmail.com

Thanks
For Your
Business

Quality Workmanship
Dependable Service
Since 1969
Fully Insured

Ikon Investments
PO Box 232
Springville, IA 52336

March 11, 2025
[REDACTED]
[REDACTED]

**The following is a bid to install 60 mil fully adhered EPDM rubber on roof at
112 W 1st St, Monticello- 10 Year Life Expectancy.**

Remove existing EPDM and recovery board. Tar roof will remain. Install ½" high density board. High density board will be fastened through tar roof, into sheathing with screws and plates. Install 60 mil fully adhered EPDM rubber. EPDM rubber will extend up and over the East, West and South parapet walls. Install new roof edge. Clean up and haul away all debris and leave in a clean and workmanship manner. ****Please note: If brick chimney is no longer in use, it should be removed.**

Total Cost Labor and Materials: \$20,773.00

***Please Note: Price is based on today's market prices. Actual contract price will be finalized upon receipt of down payment. Signed contract and 50% down payment required before material is ordered.**

If CDX on parapet walls needs to be replaced, add \$2,444.00 for labor and materials.

**Option 1: Upgrade to 20 year life expectancy roof:
Add to the above for labor and materials: \$3,084.00**

Our bids are designed to eliminate cost overrun so there will be no additional charges for what has been proposed. If additional woodworking, materials, etc. are found to be needed it will be brought to the attention of the owner, and will be time and materials agreeable to both parties. **Signed Contract and 50% down payment required before work is started and materials ordered. Balance due upon completion. We are fully insured to protect the customer from any liability lawsuits arising from injuries, etc..**

Brock Barnhart
Barnhart Construction Co.

Customers Signature



Proposal For Joel Robinson

Presented by:

Brian Miller

Great Lakes Commercial Roofing, LLC

(563) 663-0269

brian@greatroofing.net

<http://www.greatlakescommercialroofingllc.com>

Presented to:

Contact Name

Joel Robinson

112 W 1st St

Monticello, IA 52310

Joel Robinson
112 W 1st St
Monticello, IA 52310



Why Great Lakes Commercial Roofing, LLC?

Thank you for the opportunity to quote this project! After careful inspection by our estimator, we feel this is the best route you can go for your roof. We have provided you with a couple options to choose from, and outlined the project within this estimate. We look forward to the chance to serve you, and know that if we are chosen for this project, we will exceed each and every expectation you have. The following estimate is for all the sections as indicated in the roof map in the enclosed report.

Scope of work includes the following:

All work as broken down and detailed in the Quote Details page, as well as:

- Clean up of entire work area
- Your own dedicated Project manager
- Employees are certified installers of the products we use
- We are Licensed to work in your geographical region
- 2 year Labor Warranty on complete projects (Full roof replacement or restoration)
- 10-30 Year Registered Manufacturer's Warranty on materials

A few reasons to choose **Great Lakes Commercial Roofing, LLC:**

We are OSHA Safety Certified and maintain current WCB for all employees and crews. We also have a comprehensive safety plan to ensure the safest practices, ALWAYS.

We take keeping the job clean, very seriously! The job site is cleaned daily to ensure as clean of a work-place as possible.

We never tear off anything that we can't cover back up! Ensuring you a watertight job-site at all times! Communication is key! We make sure to constantly keep you in the loop with progress reports and updates. If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Our Mission

Great Lakes Commercial Roofing, LLC is a team of hard working, well paid and engaged people. As we are protecting small, medium and large businesses from the outside elements, we will do so with integrity and honesty. We will keep people safe and dry while protecting their equipment and assets, thus improving their production and reducing downtime.

As leaders in the community, safety on our projects is a top priority. Our goal is to arrive home safely every day so we can continue to influence our families in a positive way.

Our clients will be like minded people who are a pleasure to work with, join us in our community efforts, understand the work we do and have a desire to make a difference.

Joel Robinson
112 W 1st St
Monticello, IA 52310



5/16/25 112 W 1st St Monticello, IA 52310



Overall Square Footage: 1,514

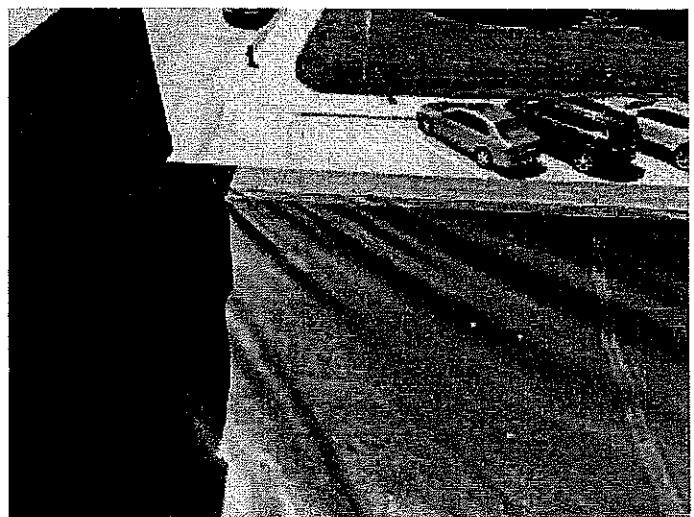
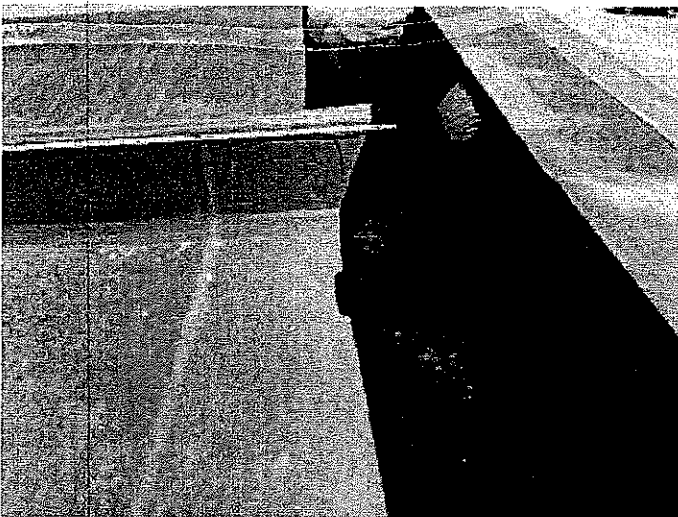
Property Grade: D

Section Condition: The existing roof is leaking because of aged membrane. A full replacement is recommended.

Joel Robinson
112 W 1st St
Monticello, IA 52310



Photos



Joel Robinson
112 W 1st St
Monticello, IA 52310



Project Solutions

Prep

Apply Cleaning Concentrate to clean the surface of the roof.

Wash entire roof with a 4000 PSI pressure washer.

Strip in 70' of new EPDM along west wall

Strip in 70' of new EPDM along East Wall

EPDM Restoration System

Seams

Apply American Weatherstar brush grade urethane over all seams, curbs, and penetrations on roof.

Top Coat

Apply AWS acrylic at 1.5 gallons per square, in two passes totaling 3.0 gallons per square in total Coatings to be applied with a 4000 PSI airless sprayer.

Coatings are environmentally friendly and will not emit any toxic odors.

Top coat is white and will reflect up to 85% of the sun's rays.

AWS Warranty

10 Year Non Pro-Rated Material Warranty

2 Year Non Pro-Rated Labor Warranty

Joel Robinson
112 W 1st St
Monticello, IA 52310



Down Payment Due upon signing contract	40%	\$7,085.86
Second Payment Due after materials are on site and project starts	40%	\$7,085.86
Third Payment Due upon completion of project	30%	\$3,542.93

****Please be advised of our new late payment policy. Any invoice not paid within 30 days will result in a 10% finance charge. Any invoice not paid within 60 days will result in a 15% finance charge. Any invoice 90+ days will result in a 20% finance charge.****

Joel Robinson agrees to hire Great Lakes Commercial Roofing, LLC to provide all materials and labor to complete the above project. The total cost is **\$17,714.65**

Signature: _____

Date: _____

Joel Robinson/Authorized Representative
Printed Name: _____

PO#: _____

Great Lakes Commercial Roofing, LLC agrees to furnish the above items and conditions herein contained. All agreements contingent upon strikes, Acts of God, or other causes beyond our control.

Great Lakes Commercial Roofing, LLC/Authorized Representative

Date: _____



Proposal For Joel Robinson

Presented by:

Great Lakes Commercial Roofing, LLC
Brian Miller
Iowa Office
1101 Industrial Court SE
Cascade, IA 52033
(563) 852-7884

Presented to:

Joel Robinson
112 W 1st St
Monticello, IA 52310
[REDACTED]

Joel Robinson
112 W 1st St
Monticello, IA 52310



Why Great Lakes Commercial Roofing?

Thank you for the opportunity to quote this project! After careful inspection by our estimator, we feel this is the best route you can go for your roof. We have provided you with a couple options to choose from, and outlined the project within this estimate. We look forward to the chance to serve you, and know that if we are chosen for this project, we will exceed each and every expectation you have.

The following estimate is for all the sections as indicated in the roof map in the enclosed report.

Scope of work includes the following:

All work as broken down and detailed in the Quote Details page, as well as:

- Clean up of entire work area
- Your own dedicated Project manager
- Employees are certified installers of the products we use
- We are Licensed to work in your geographical region
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- 10-30 Year Registered Manufacturer's Warranty on materials

A few reasons to choose **Great Lakes Commercial Roofing**:

>We are OSHA Safety Certified and maintain current WCB for all employees and crews. We also have a comprehensive safety plan to ensure the safest practices, ALWAYS.

>We take keeping the job clean, very seriously! The job site is cleaned daily to ensure as clean of a workplace as possible.

>We never tear off anything that we can't cover back up! Ensuring you a watertight job-site at all times!

>Communication is key! We make sure to constantly keep you in the loop with progress reports and updates. If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

112 W 1st St
Monticello, IA 52310
(641) 521-9861

Brian Miller, Salesperson
brian@greatroofing.net

Our Mission

Great Lakes is a team of hard working, well paid and engaged people. As we are protecting small, medium and large businesses from the outside elements, we will do so with integrity and honesty. We will keep people safe and dry while protecting their equipment and assets, thus improving their production and reducing downtime.

As leaders in the community, safety on our projects is a top priority. Our goal is to arrive home safely every day so we can continue to influence our families in a positive way.

Our clients will be like minded people who are a pleasure to work with, join us in our community efforts, understand the work we do and have a desire to make a difference.

They will choose us for our experience, our safety and most of all, our desire to better their lives and businesses.

Joel Robinson
112 W 1st St
Monticello, IA 52310



Joel Robinson 112 W 1st St Monticello, IA 52310

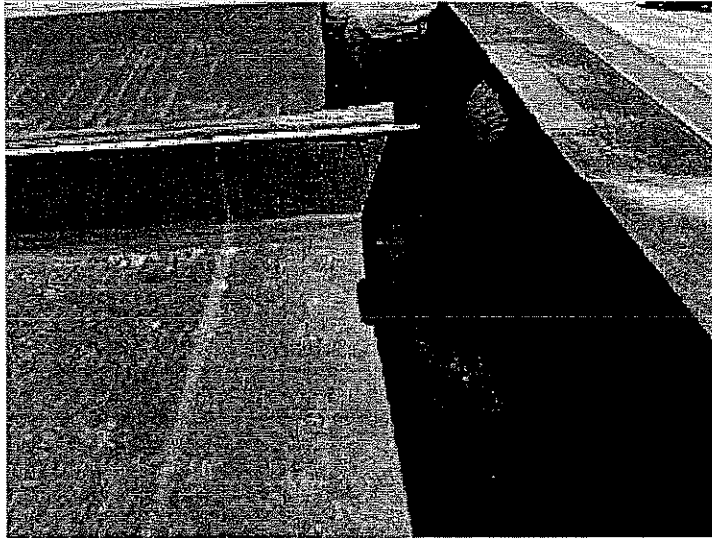
Project Layout



Overall SF	Inspection Date	Condition
1350	09/19/2023	D-

Project Summary

The following images show the existing condition of the roof



Joel Robinson
112 W 1st St
Monticello, IA 52310



Project Solution

Spray Foam Coating System

Prep

Cut and relax existing EPDM roof system
Secure any loose membrane to wall
Install 1.5" AC3 ISO Board over entire field

Spray Foam

Install closed cell spray foam at a rate of 1.5" in thickness

Field Coating

Install 2 coats of American Weatherstar Acrylic coating, at 1.5 gal per square each pass
Apply flashing grade coating over any penetrations
Coatings to be applied with a 4000 PSI airless sprayer
Coatings are environmentally friendly and will not emit any toxic odors
Top coat is white and will reflect up to 85% of the sun's rays

Joel Robinson agrees to hire Great Lakes Commercial Roofing, LLC to provide all materials and labor to complete the above project. The total cost is \$20,127.00

Signature: _____

Date: _____

Printed Name: _____

PO#: _____

Joel Robinson
112 W 1st St
Monticello, IA 52310



Terms and Conditions

Payment Schedule

Down Payment Due upon signing contract	40%	\$8,050.80
Second Payment Due after materials are on site and project starts	40%	\$8,050.80
Third Payment Due upon completion of project	20%	\$4,035.40

Total \$20,127.00

Signature: _____

Date: _____

Printed Name: _____

PO#: _____

Schilling masonry

21068 STONE BRIDGE RD
MONTICELLO, IA 52310 USA
(319) 361-4396
schillingmasonry@hotmail.com

Estimate

ADDRESS
Joel Robinson

ESTIMATE 1098
DATE 08/04/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
112 w 1st st Monticello	Tuckpoint and replace brick on side of building. Will give attention to the areas the need attention.	1	4,000.00	4,000.00
TOTAL				\$4,000.00

Accepted By

Accepted Date

 Ringer



Jake

me know if you're not interested?

Text Message • RCS
Tuesday 5:58 PM

Those look good I think. Have to
buy a strap of them \$500



870-874 MATT

Type

Face

Color

Buff

Sorry I thought that sent awhile
ago.

Probably looking around \$3500-
\$4000 to tuck that side of building
in spots that needs it the most



Text Message • RCS



City of Monticello Downtown Rehabilitation Loan Agreement

The City of Monticello, hereinafter referenced as the “City”, by and through the Monticello City Council has previously agreed to the award of a Downtown Rehabilitation Loan to Ikon Properties Inc., hereinafter referenced as “Owner”.

In furtherance of the loan awarded Owner, the City and Owner do hereby agree to the following terms and conditions in regard to same:

- 1). **Loan Administrator:** The Monticello City Administrator shall act as Loan Administrator for the City and shall personally, or through his/her designee, approve of all disbursements made hereunder.
- 2). **Award Amount / Purpose:** Owner has been awarded a Downtown Rehabilitation loan in the amount of not to exceed \$ 25,000. The Loan award was based upon the Application filed by Owner with the City, same setting forth the intended improvements to the property of concern. The Owner agrees that all renovations/repairs/improvements for which reimbursement is sought under the Loan shall have been identified as proposed renovations/repairs/improvements within their loan application. Said loan application is by this reference incorporated as if same had been set forth fully verbatim herein.
- 3). **Interest Rate:** Interest shall accrue on the unpaid principal balance at the rate of 0% per annum. The Owner shall execute a promissory note to the City consistent herewith.
- 4). **Term:** The term of this agreement shall be for a period of five (5) years, or sixty (60) months.
- 5). **Disbursement:** The City will make disbursements to Owner, or Owner’s contractor, upon the submission to the City of a statement for services from the Contractor or Owner. A Lien Waiver shall be signed by the Contractor prior to or at the time of payment, whether payment is made directly to the Contractor or the Owner, if desired by the City. In the event of direct reimbursement to the Owner, the Owner shall provide proof of payment of the proffered invoice.
- 6). **Repayment:** Owner shall make payments to the Monticello City Clerk’s office at 200 E. 1st St., Monticello by regular mail or by delivery to City Hall during regular business hours. The Owner shall be required to make monthly payments in the minimum amount of \$416.67 per month, with the first payment being due on December 1, 2025 and subsequent payments being due on or before the 1st day of each month thereafter, all being consistent with the promissory note entered into by the Parties. The City, at its’ expense, will prepare and file a Release of the Mortgage identified subsequently herein upon full payment of the loan.

- 7). **Pre-Payment:** Owner may prepay in any amount, at any time, without penalty.
- 8). **Collections / Default:** In the event of Default, the City may utilize any and all remedies or actions at law or in equity available to them and shall be entitled to obtain judgment for costs and attorney fees as permitted by law.
- 9). **Insurance:** Owner agrees to identify the City as a loss payee on the insurance policy associated with property for which the Loan is being made, and shall provide the City with evidence of Insurance and the designation of the City as a loss payee within thirty (30) days of the initial loan disbursement.
- 10). **Promissory Note / Mortgage:** The Owner agrees to execute a promissory note and Mortgage in favor of the City on standard Iowa Bar Association forms to be prepared by the City and provided to the Owner. **The Mortgage shall be recorded with the Jones County Recorder. The Owner will reimburse the City for any and all amounts expended to record the documents related hereto.**
- 11). **Construction:** Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

Subscribed and sworn to this ____ day of _____, 2025.

Joel Robinson, for Ikon Properties Inc.

City of Monticello

By:

Wayne Peach, Mayor

**Russell Farnum
City Administrator
Rehab. Loan Administrator**

Attest:

Sally Hinrichsen, City Clerk

City Council Meeting
Prep. Date: 8/29/2025
Preparer: Sally Hinrichsen



Agenda Item: # 9-18
Agenda Date: 9/2/2025

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:

- 9. Mayor
- 10. City Engineer
- 11. City Administrator
- 12. Park and Recreation Director
- 13. Library Director
- 14. Ambulance Director
- 15. City Clerk
- 16. Public Works Director
- 17. Police Chief
- 18. Water/Wastewater Superintendent

City Council Meeting
Prep. Date: 8/22/2025
Preparer: Britt Smith



Agenda Item: # 19
Agenda Date: 9/2/2025

Communication Page

Agenda Items Description: Work Session on Ordinance adopting the requirement of responsible beverage server training for alcohol retail establishments.

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

Attachments & Enclosures:

Ordinance

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: Adoption of ordinance requiring the completion of responsible beverage server training for alcohol retail establishments.

Background Information: In late 2014 and in early 2015, the Jones County Safe and Healthy Youth Coalition proposed to the Jones County Board of Supervisors, the Anamosa City Council and the Monticello City Council, the addition of a local ordinance which required all retail establishments within the applicable jurisdiction to obtain training and subsequent certification on Responsible Beverage Server Training for alcohol servers within bars and restaurants.

The purpose of such ordinance was to address the concerns and issues that alcohol sales to individuals who are or about to become intoxicated pose a significant risk of serious injury or death to the motoring public and financial liability to the business serving the alcohol. Alcohol servers who receive alcohol compliance training should be less likely to sell alcohol to persons underage or who have consumed too much alcohol by virtue of their training in state and federal liquor laws.

The Monticello City Council declined to enact such ordinance, however the Jones County Board of Supervisors and the City of Anamosa both approved the ordinance. At the time, the accessibility of the Responsible Beverage Server Training was not as readily available as it is today and the Council did not wish to place such a burden on owners and servers to seek out such training.

However, in the last 10 years, the accessibility of this training has been increased through online means and in-person trainings that this is far less of a burden that it was once seen as. The Iowa Alcoholic Beverages Division offers Alcohol Compliance Training online through the I-PACT training program. This program is easily accessible for owners and servers and should be an added requirement for them to ensure the risk and liability for them is minimized.

The Jones County Safe and Healthy Youth Coalition has again requested that the City of Monticello consider adding this to our ordinances. We would work to notify and offer options for our local retailers to obtain this training over the identified time period.

Staff Recommendation: I recommend that the Council consider adopting the Responsible Beverage Server Training Ordinance

WHEREAS, alcohol sales to individuals who are or about to become intoxicated, pose a significant risk of serious injury or death to the motoring public and financial liability to the business serving the alcohol. Alcohol servers and sellers who receive alcohol compliance training should be less likely to sell alcohol to persons underage or who have consumed too much alcohol by virtue of their training in state and Federal liquor laws and regulations and recognition of characteristics of intoxication; and

WHEREAS, alcohol compliance training would inform alcohol servers and sellers of the consequences of the illegal sale of alcohol to persons under age or who have consumed too much alcohol. This training would be more effective through the participation of owners or managers of businesses selling alcohol in courses on the development of effective policies, which reduce youth access to alcohol and support employees in refusing the sale or service of alcohol to persons under age or who have had too much alcohol; and

WHEREAS, to ensure that all sales of alcoholic beverages within the City of Monticello are made in a responsible and educated manner, the City now desires that the alcohol compliance training program approved resolution of the City Council be required and all persons selling, serving or dispensing alcohol be certified in this program offered by the Iowa Alcoholic Beverage Division's approved training, the Monticello Police Department or its designee.

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

CHAPTER 45.05

Responsible Beverage Server Training

SECTION 1. TITLE

This ordinance shall be known and may be cited and referred to as the Alcohol Compliance Training Ordinance.

SECTION 2. ALCOHOL COMPLIANCE TRAINING

All persons who sell, serve or dispense alcoholic beverages that are employed by an entity applying for a liquor license through the City of Monticello, shall complete an alcohol training program offered by the Iowa Alcoholic Beverage Division's approved training within 90 days of the date of hire or the enactment of this ordinance. All persons completing the training required

by this section shall maintain active certification. Approval of liquor license applications is contingent on all servers/sellers completing the required training within the 90-day timeframe mentioned above. If a business fails a compliance check all servers/sellers who do not hold the certification must complete the training within 90-days of the violation. If such training as is required in this section is not offered within ninety days, the person subject to the requirements of this ordinance shall notify the Monticello Police Department of that fact and the date upon which the employee can complete the required training.

SECTION 3. SPECIAL EVENTS

This ordinance does not apply to persons that sell, serve or dispense alcoholic beverages at festivals, carnivals, fundraisers, and other temporary events.

SECTION 4. CERTIFICATE OF COMPLETION

All persons completing the training shall receive a certificate of completion, which shall be kept on file at the location where the person sells, serves, or dispenses alcoholic beverages, and maintained by that person's employer. The certificate shall remain on file as long as the person is employed at that location, and shall be returned to the employee when his or her employment ends. These certificates shall be available for inspection during business hours to law enforcement personnel authorized to enforce Federal, State, and local liquor laws and regulations.

SECTION 5. PENALTIES

Consistent with the provisions of the City of Monticello Code of Ordinances, the Monticello Police Department is charged with primary responsibility for enforcement of this ordinance. Penalties for violation of this ordinance shall be assessed against the person or entity holding a license for the sale of alcoholic beverages under the State of Iowa. The penalties assessed against the licensee for violations of this ordinance are as follows:

- A. For the first violation, a fine of one hundred dollars (\$100).
- B. For subsequent violations within a two-year period, a fine of two hundred dollars (\$200) and a written report sent to the Iowa Alcoholic Beverages Division for possible suspension of the liquor license.

SECTION 6. REPEALER

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 7. 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 either the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 8. EFFECTIVE DATE

This ordinance shall be in full force and in effect from and after its passage, adoption, and publication as required by law.