

City of Monticello, Iowa

www.ci.monticello.ia.us

**Monticello City Council Meeting September 15, 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	September 2, 2025
Approval of Payroll	September 4, 2025
Approval of Bill List	
Approval of Appointment of Chris Kurt to Airport Board	

Public Hearings:

1. **Public Hearing** on amendment to fence regulations
2. **Ordinance** amending Fence Regulations
3. **Public Hearing** on amendment allowing Accessory Dwelling Units
4. **Ordinance** amending zoning for Accessory Dwelling Units

Resolutions:

5. **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- tabled from the September 2nd meeting
6. **Resolution** Approving Pay Request #16 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$803,115.29
7. **Resolution** Approving agreement related to City Compost/Landscape Waste site maintenance contract
8. **Resolution** Approving Change Order #1 to Roger Stephen, Re: Stephen Addition Trunk Sewer Project in the decreased amount of \$56,126.56
9. **Resolution** Approving Pay Request #1 to Roger Stephen, Re: Stephen Addition Trunk Sewer Project in the amount of \$315,593.21

Consideration and Possible Motions:

10. **Consideration and Possible Motion** on alley by Sacred Heart- tabled from August 18th meeting
11. **Discussion and Possible Motion** on School District adding Discus Rings to T-Ball Field on Panther Valley Drive
12. **Discussion and Possible Motion** on setting “Trick or Treat” day and time

Ordinances:

13. **Ordinance** Amending the Code of Ordinances of the City of Monticello, Iowa, by Adding a New Section Requiring Responsible Beverage Server Training

Reports / Potential Actions:

14. Mayor
15. City Engineer
16. City Administrator
17. Water/Wastewater Superintendent
18. Park and Recreation Director
19. Library Director
20. Ambulance Director

21. City Clerk
22. Public Works Director
23. Police Chief

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 15, 2025 Council Meeting

Time: Sep 15, 2025 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85114755458>

Meeting ID: 851 1475 5458

One tap mobile

+16465588656,,85114755458# US (New York)

+16469313860,,85114755458# US

Join instructions

https://us02web.zoom.us/join/85114755458/invitations?signature=NG5fH7Ip0D3SwU2T5kdpZfV_4-1V0Oc01VmySDKxr8

“This employer is an equal opportunity provider & employer”

Regular Council Meeting
September 2, 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, Public Works Director Nick Kahler, Water/Wastewater Supt. Jim Tjaden and Park & Rec Director Jacob Oswald. 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.

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

Brighton moved to approve the consent agenda, Goedken seconded. Roll call was unanimous.

Goedken moved to approve Resolution #2025-115 Approving the hiring of a Monticello Ambulance On-Call EMT and setting wage. Brighton seconded. Roll call was unanimous.

Brighton moved to approve Resolution #2025-116 Approving Plat of Survey to Parcel 2025-47 located behind 716 - 720 North Birch Street Property, Goedken seconded. Roll call was unanimous.

Ellwood moved to approve Resolution #2025-117 Approving Plat of Survey to Parcel 2025-48 located behind 848 Breckenridge Drive, Langerman seconded. Roll call was unanimous.

Goedken moved to approve Resolution #2025-118 Approving \$104.48 Credit against Fred Schuster’s Utility billing for the property located at 640 Hillcrest Drive. Brighton seconded. Roll call was unanimous.

Brenneman moved to approve Resolution #2025-119 Scheduling a public hearing for September 15, 2025 at 6:00 PM to receive input on proposal for changes to the fence regulations in the City Code. Goedken seconded. Roll call was unanimous.

Brighton moved to approve Resolution #2025-120 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. Phelan seconded. Roll call was unanimous.

Farnum reported Tom Keleher applied for Revolving Loan for façade and roof improvements to property located at 109 East First Street, along with tuckpointing and upgrades to the store front. Phelan moved to table action on Approving Revolving Loan Agreement between City of Monticello and Tom and Teri Keleher for Facade Improvements to property located at 109 E. First Street to the next Council meeting so Keleher can provide prices and drawing of proposed improvements. Brighton seconded. Roll call was unanimous.

Farnum reported Joel Robinson applied for Revolving Loan for façade and roof improvements to property located at 112 West First Street, for tuckpointing and roof replacement. Goedken stated these were TIF funds, so this project would be eligible. Hinrichsen advised the Revolving Loan funds were not TIF funds and are part of the General Fund. Farnum advised these funds are given out as a loan and are paid back to the City to loan out again. Joel Robinson, Ikon Properties, discussed his proposed plans for improvements to 112 West First Street. Robinson advised he had a meeting today with Iowa Economic Development and Jones County Economic Development related to his building located at 123 East First Street for possible funding options. Brighton moved to approve Resolution #2025-121 Approving Revolving Loan Agreement between City of Monticello and Ikon Properties for Facade and Roof Improvements to property located at 112 W. First Street, with a not to exceed amount of \$24,000. Phelan seconded. Roll call was unanimous.

Peach stated people are commenting on all the activities happening in Monticello for the community.

Farnum advised FEMA has approved the relocation of the West Well generator. Farnum and Oswald met with the O'Reily car show coordinators and reached an agreement for use of the Berndes Center.

Farnum met with Jim Thompson, with Iowa Economic Development, Jones County Economic Development Director Derek Lumsden, Brian Wolken, Joel Robinson and others, related to Robinson's building located at 123 East First Street and possible funding opportunities.

Farnum reported the 1999 generator at the wastewater facility is being replaced with the new upgrades. City is listing the generator on Big Iron to sell, as the hours on it is low, however too large for City use.

Oswald reported about 150 people attended movie night. The Friends of the Park are looking into purchasing the big screen, for future movie nights. Flag football will be starting. There were 85 dogs for the pool paw-ty.

Hinrichsen reported the Public Works staff removed the sidewalk next to City Hall and there was a huge void under it. Kahler advised the drain spout through the sidewalk was cracked and leaking into the ground instead of the street. He contacted Concrete Poly Fix to look to see if they could fill the voids under the remaining sidewalk, or if it will need to be removed. Kahler also reported tuckpointing needs to be done on the Community Building. Kahler reached out to Barnhart Construction to look at the roof of the Community Building, The library has a leak, and the Community Building has a leak by the vent pipe. Also, the clock faces need to be repaired as the water is pouring in and leaking into the Community Room. The clock faces have lead sealing and that is where it is leaking. With the heavy rains, water is also leaking into the Council Chambers through the fire escape door, so they are looking into that drainage pipe also.

Kahler presented cul-de-sac prices for Faust Addition. Council questioned the amount Brandon Faust was paying towards the cul-de-sacs.

Regular Council Meeting
September 2, 2025

Council held a work session on proposed Responsible Beverage Server Training/ Alcohol Compliance Training Ordinance. Consensus of the City Council was to have the ordinance on the next agenda.

Brighton moved to adjourn the meeting at 7:19 P.M.

Wayne Peach, Mayor

Sally Hinrichsen, City Clerk/Treasurer

PAYROLL - SEPTEMBER 4, 2025

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	August 18 - 31, 2025				
Jamie Coleman	\$ 2,459.80	\$ 131.00	0.00	24.00	\$ 1,943.72
Jordan Fullerton	1,535.55	-	0.00	0.00	1,272.86
Quinn Hansen	702.75	84.33	0.00	0.00	588.87
Jayna Koffron	168.66	-	0.00	0.00	145.07
Lori Lynch	3,457.51	-	0.00	0.00	2,336.16
Coletta Matson	2,328.80	-	0.00	0.00	1,530.22
Chloe Mogensen	291.10	-	0.00	0.00	170.39
Sky Monty	1,751.44	32.24	0.00	0.00	1,296.14
Mandy Norton	579.45	-	0.00	0.00	465.66
Shirlee Scott	2,339.72	10.92	0.00	0.00	1,762.19
Reggie Welter	1,636.23	-	0.00	0.00	1,261.19
Cora Wheeler	752.15	-	0.00	0.00	624.97
TOTAL AMBULANCE	\$ 18,003.16	\$ 258.49	0.00	24.00	\$ 13,397.44
CEMETERY	August 18 - 31, 2025				
Dan McDonald	\$ 2,209.60	\$ -	0.00	0.00	\$ 1,654.19
TOTAL CEMETERY	\$ 2,209.60	\$ -	0.00	0.00	\$ 1,654.19
CITY HALL	August 18 - 31, 2025				
Cheryl Clark	\$ 2,398.41	\$ -	1.50	14.25	\$ 1,689.04
Russ Farnum	3,711.54	-	0.00	0.00	2,529.47
Sally Hinrichsen	3,326.38	-	0.00	0.00	2,060.93
Nanci Tuel	2,293.10	10.70	0.00	0.00	1,523.79
TOTAL CITY HALL	\$ 11,729.43	\$ 10.70	1.50	14.25	\$ 7,803.23
FIRE					
Joe Bayne	\$ 208.33	\$ -	0.00	0.00	\$ 192.39
Billy Norton	166.67	-	0.00	0.00	143.36
Johnny Russ	125.00	-	0.00	0.00	115.44
Tiler Streets	125.00	-	0.00	0.00	115.44
TOTAL FIRE	\$ 625.00	\$ -	0.00	0.00	\$ 566.63
LIBRARY	August 18 - 31, 2025				
Faith Brehm	\$ 1,914.40	\$ -	0.00	0.00	\$ 1,460.03
Molli Hunter	1,436.00	-	0.00	0.00	1,151.04
Penny Schmit	1,724.80	-	0.00	0.00	1,156.32
Jacqueline Stadtmueller	300.00	-	0.00	0.00	277.05
TOTAL LIBRARY	\$ 5,375.20	\$ -	0.00	0.00	\$ 4,044.44
MBC	August 18 - 31, 2025				
Milo Breitbach	\$ 875.00	\$ -	0.00	0.00	\$ 715.10
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	555.00	-	0.00	0.00	508.99
TOTAL MBC	\$ 5,416.88	\$ -	0.00	0.00	\$ 4,371.04
POLICE	August 18 - 31, 2025				
Dawn Graver	\$ 3,030.21	\$ -	0.00	0.00	\$ 2,245.31
Erik Honda	3,130.11	-	0.00	0.00	2,330.43

PAYROLL - SEPTEMBER 4, 2025

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Jordan Koos	3,830.51	494.57	0.00	21.00	2,581.26
Cole Millard	3,230.89	282.81	0.00	0.00	2,167.91
Keanan Shannon	3,083.64	-	0.00	0.00	2,330.85
Britt Smith	3,732.72	-	0.00	0.00	2,812.10
Madonna Staner	1,925.60	-	0.00	0.00	1,435.34
Brian Tate	3,790.53	218.09	0.00	0.00	2,475.93
TOTAL POLICE	\$ 25,754.21	\$ 995.47	0.00	21.00	\$ 18,379.13
ROAD USE	August 18 - 31, 2025				
Zeb Bowser	\$ 2,169.60	\$ -	0.00	16.00	\$ 1,569.33
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	\$ 9,196.30	\$ -	0.00	31.00	\$ 6,790.47
SEWER	August 16 - 29, 2025				
Jim Tjaden	\$ 3,221.44	\$ -	0.00	0.00	\$ 2,469.66
TOTAL SEWER	\$ 3,221.44	\$ -	0.00	0.00	\$ 2,469.66
SWIMMING POOL	August 15 - 28, 2025				
Laila Atkinson	\$ 261.00	\$ -	0.00	0.00	\$ 241.04
Megan Besler	54.00	-	0.00	0.00	49.87
Emma Bruggemann	25.00	-	0.00	0.00	23.09
Macey Burlage	171.00	-	0.00	0.00	157.92
Collin Cashner	64.06	-	0.00	0.00	59.16
Marlee Chapman	498.50	-	0.00	0.00	460.36
Addylin Donovan	47.50	-	0.00	0.00	43.86
Reece Drew	355.25	-	0.00	0.00	328.07
Macy Dusanek	275.63	-	0.00	0.00	254.54
Jill Flynn	1,114.00	-	0.00	0.00	1,026.21
Stella Flynn	470.63	-	0.00	0.00	434.63
Jensen Glawatz	408.00	-	0.00	0.00	376.78
Lily Hall	57.50	-	0.00	0.00	53.10
Zoe Lagunes-Reynolds	346.06	-	0.00	0.00	319.58
Aubrey Lasack	42.50	-	0.00	0.00	39.24
Kaylee Lawrence	282.00	-	0.00	0.00	260.43
Mary Grace Lyons	65.00	-	0.00	0.00	60.03
Adalyn Monk	200.00	-	0.00	0.00	184.70
Tyler Morgan	85.00	-	0.00	0.00	78.50
Samantha Ruchti	262.38	-	0.00	0.00	242.31
Eli Santa	80.00	-	0.00	0.00	73.88
Brynn Schmit	177.63	-	0.00	0.00	164.04
Alexis Schneiter	354.44	-	0.00	0.00	327.32
Ryker Scott	292.50	-	0.00	0.00	270.12
River Smith	465.63	-	0.00	0.00	429.85
Jessica Stadtmueller	68.75	-	0.00	0.00	63.49
Katherine Stadtmueller	374.32	-	0.00	0.00	345.68
Alayna Tallman	115.00	-	0.00	0.00	106.20
Karley Tobiason	102.50	-	0.00	0.00	94.65
Henry Wolken	142.50	-	0.00	0.00	131.59

PAYROLL - SEPTEMBER 4, 2025

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Abigail Wright	378.13	-	0.00	0.00	349.21
Lily Wright	89.69	-	0.00	0.00	82.83
TOTAL SWIMMING POOL	\$ 7,726.10	\$ -	0.00	0.00	\$ 7,132.28
WATER	August 16 - 29, 2025				
Scott Hagen	\$ 2,539.60	\$ -	3.00	8.25	\$ 2,033.15
Josh Willms	2,379.60	-	0.00	# 20.25	1,661.88
TOTAL WATER	\$ 4,919.20	\$ -	3.00	28.50	\$ 3,695.03
TOTAL - ALL DEPTS.	\$ 94,176.52	\$ 1,264.66	4.50	118.75	\$ 70,303.54

CLAIMS REPORT

Check Range: 9/16/2025- 9/16/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
POLICE DEPARTMENT					
AARON'S AUTOMOTIVE LLC	PD VEHICLE OPERATING	993.29			
AXON ENTERPRISE INC	PD VEHICLE (3)/BODY (5) CAMERA	37,000.00			
JOHN DEERE FINANCIAL	PD SUPPLIES	47.95			

	110 POLICE DEPARTMENT TOTAL	38,041.24			
STREET LIGHTS					
ALLIANT ENERGY-IES	335 N SYCAMORE STREETLIGHTS	55.36			
CRESCENT ELECTRIC SUPPLY CO.	RU LIGHT STRUCTURES	12,035.00			

	230 STREET LIGHTS TOTAL	12,090.36			
AQUATIC CENTER					
BAILEY BRENNEMAN	POOL PRIVATE LESSONS	37.50			
MACEY BURLAGE	POOL SWIMSUITS	93.14			
CASCADE SWIM TEAM	SWIM TEAM MEDALS	53.65			
MARLEE CHAPMAN	POOL LIFEGUARD CERTIFICATION	150.00			
FAREWAY STORES #840-1	POOL CONCESSIONS	46.93			
JILL FLYNN	POOL PRIVATE LESSONS	337.50			
STELLA FLYNN	POOL PRIVATE LESSONS	93.75			
JONES CO ENVIRONMENTAL SERVICE	POOL ANNUAL INSPECTION	481.50			
LAPORTE MOTOR SUPPLY	POOL EQUIP REPAIR/MAINT	20.16			
SYCAMORE MEDIA CORP	POOL ADVERTISING	91.20			
SAMANTHA RUCHTI	POOL PRIVATE LESSONS	281.25			
ALEXIS SCHNEITER	POOL PRIVATE LESSONS	281.25			
EMMA J SCHWENDINGER	POOL PRIVATE LESSONS	562.50			

	440 AQUATIC CENTER TOTAL	2,530.33			
CEMETERY					
BENJAMIN P CAPRON	CEMETERY STONE RESTORATION	700.00			
JOHN DEERE FINANCIAL	CEMETERY GROUNDS SUPPLIES	17.76			
TRI COUNTY PROPANE LLC	CEMETERY UTILITIES	372.60			

	450 CEMETERY TOTAL	1,090.36			
CLERK/CITY ADMIN					
MOLLI JENN HUNTER	JANITORIAL SERVICES	280.00			

	620 CLERK/CITY ADMIN TOTAL	280.00			
ATTORNEY					
SMITH MILLS LAW PC	ATTORNEY FEES	4,031.10			

	641 ATTORNEY TOTAL	4,031.10			
CITY HALL/GENERAL BLDGS					
CONCRETE POLYFIX INC	CH BLDG REPAIR/MAINT	4,479.00			
FP MAILING SOLUTIONS	CH CONTRACTS	104.85			
SYCAMORE MEDIA CORP	CH ADVERTISING	525.90			
LASER TECH USA, INC. DBA	CH BUILDING SUPPLIES	44.34			
SUNBELT RENTALS INC	CH DEHUMIDIFIER RENTAL	871.87			

CLAIMS REPORT

Check Range: 9/16/2025- 9/16/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	650 CITY HALL/GENERAL BLDGS TOTAL	6,025.96			
	001 GENERAL TOTAL	64,089.35			
MONTICELLO BERNDEN CENTER PARKS					
D&S PORTABLES, INC.	MBC PORT-A-POT RENTAL	175.00			
FRESE MOTORS INC	MBC VEHICLE REPAIR/MAINT	59.88			
MOLLI JENN HUNTER	JANITORIAL SERVICES	315.00			
STEVE MONK CONSTRUCTION	MBC MOWING CONTRACT	6,469.33			
LASER TECH USA, INC. DBA	MBC GROUNDS SUPPLIES	191.96			
	430 PARKS TOTAL	7,211.17			
	005 MONTICELLO BERNDEN CENTER TOTAL	7,211.17			
FIRE					
FIRE					
JOHN DEERE FINANCIAL	FIRE BLDG REPAIR/MAINT	6.99			
KARDES INC	FIRE FUEL	7.15			
MCALDER WATER CONDITIONING INC	FIRE SOFTENER SALT	35.20			
	150 FIRE TOTAL	49.34			
	015 FIRE TOTAL	49.34			
AMBULANCE					
AMBULANCE					
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES	242.73			
BOUND TREE MEDICAL, LLC	AMB MEDICAL SUPPLIES	743.37			
CAROLYN CREPPS	AMB OVERPAYMENT REFUND	290.00			
JOHN DEERE FINANCIAL	AMB BUILDING SUPPLIES	51.97			
KARDES INC	AMB FUEL	24.64			
LIFEMED SAFETY INC	AMB MEDICAL SUPPLIES	500.00			
PHYSICIAN'S CLAIM COMPANY	AMB BILLING FEES	9,041.78			
UNITY POINT HEALTH	AMB PHARMACY SUPPLIES	373.51			
RALPH WEBER JR.	AMB OVERPAYMENT REFUND	109.97			
	160 AMBULANCE TOTAL	11,377.97			
	016 AMBULANCE TOTAL	11,377.97			
LIBRARY IMPROVEMENT					
LIBRARY					
FAREWAY STORES #840-1	LIB IMP PROGRAMS/PROMOTIONS	57.12			
INFRASTRUCTURE TECHNOLOGY	LIB IMP COMPUTER HARDWARE	1,355.00			

CLAIMS REPORT

Check Range: 9/16/2025- 9/16/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	410 LIBRARY TOTAL	1,412.12			
	030 LIBRARY IMPROVEMENT TOTAL	1,412.12			
LIBRARY					
LIBRARY					
CULLIGAN TOTAL WATER -	LIB BUILDING SUPPLIES	29.78			
E.O. JOHNSON CO INC	LIB OFFICE SUPPLIES	211.83			
EXPRESS PRINTING & DESIGN LLC	LIB OFFICE SUPPLIES	45.00			
FAREWAY STORES #840-1	LIB PROGRAMS/PROMOTIONS	12.98			
MOLLI JENN HUNTER	JANITORIAL SERVICES	262.50			
JOHN DEERE FINANCIAL	LIB OFFICE SUPPLIES	10.98			
	410 LIBRARY TOTAL	573.07			
	041 LIBRARY TOTAL	573.07			
AIRPORT					
AIRPORT					
BIECHLER ELECTRIC, INC.	AIRPORT EQUIP REPAIR/MAINT	4,397.41			
LAPORTE MOTOR SUPPLY	AIRPORT EQUIP REPAIR/MAINT	77.99			
MCALEER WATER CONDITIONING INC	AIRPORT BUILDING SUPPLIES	17.60			
TRI COUNTY PROPANE LLC	AIRPORT UTILITIES	414.00			
	280 AIRPORT TOTAL	4,907.00			
	046 AIRPORT TOTAL	4,907.00			
ROAD USE					
STREETS					
W.W. GRAINGER, INC	RU EQUIP REPAIR/MAINT	399.03			
JOHN DEERE FINANCIAL	RU SUPPLIES	99.14			
JONES CO SECONDARY ROAD DEPT	RU STREET MAINTENANCE SUPPLIES	448.50			
KARDES INC	RU FUEL	45.44			
KIMBALL MIDWEST	RU EQUIP REPAIR/MAINT	588.08			
KROMMINGA MOTORS INC	RU CONCRETE BREAKER RENTAL	250.00			
LAPORTE MOTOR SUPPLY	RU EQUIP REPAIR/MAINT	57.68			
L.L. PELLING CO	RU STREET MAINTENANCE CONTRACT	96,844.00			
MATTHEW DIRKS	RU EQUIP REPAIR/MAINT	106.12			
	210 STREETS TOTAL	98,837.99			
	110 ROAD USE TOTAL	98,837.99			
DEBT SERVICE					
DEBT SERVICE					
UMB BANK, N.A.	2025 GO BOND- STEPHENS PROJECT	300.00			

CLAIMS REPORT

Check Range: 9/16/2025- 9/16/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	710 DEBT SERVICE TOTAL	300.00			
	200 DEBT SERVICE TOTAL	300.00			
CAPITAL IMPROVEMENT CAPITAL PROJECTS SNYDER & ASSOCIATES, INC	STEPHENS SEWER EXTENSION	2,610.00			
	750 CAPITAL PROJECTS TOTAL	2,610.00			
STORM WATER FUND SNYDER & ASSOCIATES, INC	SIXTH STREET DITCH PROJECT	3,433.75			
	865 STORM WATER FUND TOTAL	3,433.75			
	332 CAPITAL IMPROVEMENT TOTAL	6,043.75			
BATY DISC GOLF COURSE PARKS STEVE MONK CONSTRUCTION	BATY DG MOWING	784.00			
	430 PARKS TOTAL	784.00			
	338 BATY DISC GOLF COURSE TOTAL	784.00			
TRUST/IOMA MARY BAKER LIBRARY INFRASTRUCTURE TECHNOLOGY	LIB BAKER TECH SUPPORT FEES	1,130.00			
	410 LIBRARY TOTAL	1,130.00			
	503 TRUST/IOMA MARY BAKER TOTAL	1,130.00			
WATER WATER BRIAN CROWLEY	WATER EQUIP REPAIR/MAINT	52.17			
HAWKINS WATER TREATMENT	WATER SYSTEM	407.12			
STATE HYGIENIC LABORATORY		118.00			
IOWA ONE CALL	WATER SYSTEM	19.40			
STEVE MONK CONSTRUCTION	WATER SYSTEM	113.34			
MUNICIPAL SUPPLY INC	WATER SYSTEM	2,614.00			
	810 WATER TOTAL	3,088.03			
	600 WATER TOTAL	3,088.03			

CLAIMS REPORT

Check Range: 9/16/2025- 9/16/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
CUSTOMER DEPOSITS					
WATER					
PAMELA JOHNSON	WATER DEPOSIT REFUND	150.00			

	810 WATER TOTAL	150.00			

	602 CUSTOMER DEPOSITS TOTAL	150.00			
SEWER					
SEWER					
TRACY L CHAPPELL	SEWER EQUIP REPAIR/MAINT	1,469.33			
FAREWAY STORES #840-1	SEWER LAB SUPPLIES	25.92			
STATE HYGIENIC LABORATORY	SEWER LAB TESTS	698.00			
IOWA ONE CALL	SEWER SYSTEM	19.40			
JOHN DEERE FINANCIAL	SEWER BOOTS - TJADEN	204.99			
MUNICIPAL SUPPLY INC	SEWER SYSTEM	228.76			
TRI COUNTY PROPANE LLC	SEWER UTILITIES	1,278.21			

	815 SEWER TOTAL	3,924.61			

	610 SEWER TOTAL	3,924.61			
SANITATION					
SANITATION					
REPUBLIC SERVICES	DUMPSTER COLLECTIONS	17,789.69			

	840 SANITATION TOTAL	17,789.69			

	670 SANITATION TOTAL	17,789.69			
STORM WATER					
STORM WATER FUND					
STEVE MONK CONSTRUCTION	STORMWATER MAINTENANCE	293.33			

	865 STORM WATER FUND TOTAL	293.33			

	740 STORM WATER TOTAL	293.33			
		=====			
	Accounts Payable Total	221,961.42			

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

	FUND NAME	AMOUNT
001	GENERAL	64,089.35
005	MONTICELLO BERNDEN CENTER	7,211.17
015	FIRE	49.34
016	AMBULANCE	11,377.97
030	LIBRARY IMPROVEMENT	1,412.12
041	LIBRARY	573.07
046	AIRPORT	4,907.00
110	ROAD USE	98,837.99
200	DEBT SERVICE	300.00
332	CAPITAL IMPROVEMENT	6,043.75
338	BATY DISC GOLF COURSE	784.00
503	TRUST/IOMA MARY BAKER	1,130.00
600	WATER	3,088.03
602	CUSTOMER DEPOSITS	150.00
610	SEWER	3,924.61
670	SANITATION	17,789.69
740	STORM WATER	293.33

	TOTAL FUNDS	221,961.42

City Council Meeting
Prep. Date: 09/10/2025
Preparer: Russell Farnum



Agenda Item: # 1 & 2
Agenda Date: 09/15/2025

Communication Page

Agenda Items Description: Fence Amendment

Type of Action Requested: Public Hearing and Ordinance – 1st Reading

Attachments & Enclosures:

Ordinance

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: The City's fence regulations allow a fence to be constructed right up to the property line.

A recent case had an applicant wishing to build a fence but the neighbor objected, because the neighbor's narrow driveway was located right up to the lot line. The neighbor argued that the applicant's fence would have prevented the neighbor from being able to open the car door on the passenger side.

Council members have asked to consider requiring a fence setback in instances where the neighbor already has an improvement that extends to the lot line.

Background Information:

This discussion was referred to P&Z for consideration and discussion, which was held at the May meeting with a few additional comments made in July. Based upon the direction received, I drafted a few options that follow the comments from P&Z members and direction from Council.

From May 25 discussion: Adams feels it should be 2' from the property line and Goedken suggested building a fence that makes the driveway usable. Kray suggested not allowing fences on shared or side-by-side driveways and stated he has no issue with it being right on the property line, due to maintenance. Adams suggested adding that fences have to be approved by administrative authority and Osborne agreed that fences should not be allowed on a shared drive. Adams stated that in a recent case, a fence would make the neighboring property driveway useless.

From July 2 discussion: Pratt stated we should prohibit fences on shared driveways. Kray mentioned he did not think fences should extend in front of the house. Tuetken mentioned he was concerned about taking away property rights and Pratt agreed.

The current Fence regulations are outlined below (Municipal Code Chapter 165.23):

165.23 FENCES.

1. Fences. Fences or landscape features such as sculpture or walls may be erected or constructed within the property with no portion of the fence or landscape feature extending onto the adjacent property or right-of-way; provided no such fence in any front or side yard having street frontage exceeds four feet in height and eight feet in height in the case of side and rear yards not having street frontage.

2. If a lot has rear yard street frontage a fence may be erected or constructed within the property with no portion of fence extending onto adjacent property or right-of-way, provided no such fence exceeds four feet in height, subject to the following exception.

A. The following properties, 503, 505, and 507 S. Chestnut St., all being homes with double street frontage, the rear yards of said homes abutting Linden Street, a street that is not heavily travelled, may elect to erect a fence of up to six feet in height if the fence is set back off the right-of-way by at least five feet.

3. Fences or landscape features such as sculpture or walls that abut or have alley right-of-way frontage must be set back five feet from the adjacent right-of-way and cannot exceed eight feet in height.

4. Fences or other similar structures must be installed with the posts and rough, unfinished, or side otherwise generally considered to be the backside facing the interior of the installers' property.

The options provided to the Board are outlined below:

- A. No Fences or other similar structures shall be constructed within or upon a shared driveway or access lane in a manner that would divide the driveway or access lane. Nothing herein shall be deemed to prohibit a fence from either side of the shared drive.
- B. No fence shall be constructed within 2 feet of the edge of a driveway on an abutting lot that is less than six inches from the property line.
- C. Any fence constructed within 2 feet of the edge of a driveway on an abutting lot that is less than six inches from the property line shall not exceed three feet (36") in height.

Planning and Zoning also was provided the option of recommending no change.

Members agreed on Option A, but striking the language "or other similar structures" and "or access lane". The motion passed 3-1 with Gaylen Kray opposed as he thought the amendment was not necessary.

Staff Recommendation:

Approval of the Ordinance as recommended by Planning and Zoning.

Ordinance #

An Ordinance Amending the Code of Ordinances of the City of Monticello,
Iowa, by amending Provisions Pertaining to Chapter 165 “Zoning Regulations”,
Section 23, Fences

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

SECTION 1. SECTION MODIFIED. Section 165.23 of the Code of Ordinances of the City of Monticello, Iowa, is repealed and the following adopted in lieu thereof:

165.23 FENCES.

1. Fences. Fences or landscape features such as sculpture or walls may be erected or constructed within the property with no portion of the fence or landscape feature extending onto the adjacent property or right-of-way; provided no such fence in any front or side yard having street frontage exceeds four feet in height and eight feet in height in the case of side and rear yards not having street frontage.

2. If a lot has rear yard street frontage a fence may be erected or constructed within the property with no portion of fence extending onto adjacent property or right-of-way, provided no such fence exceeds four feet in height, subject to the following exception.

A. The following properties, 503, 505, and 507 S. Chestnut St., all being homes with double street frontage, the rear yards of said homes abutting Linden Street, a street that is not heavily travelled, may elect to erect a fence of up to six feet in height if the fence is set back off the right-of-way by at least five feet.

3. Fences or landscape features such as sculpture or walls that abut or have alley right-of-way frontage must be set back five feet from the adjacent right-of-way and cannot exceed eight feet in height.

4. Fences or other similar structures must be installed with the posts and rough, unfinished, or side otherwise generally considered to be the backside facing the interior of the installers' property.

5. No Fences shall be constructed within or upon a shared driveway in a manner that would divide the driveway. Nothing herein shall be deemed to prohibit a fence from either side of the shared drive.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the ____ day of _____, 2025 and approved this ____ day of _____, 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

I, Sally Hinrichsen, Monticello City Clerk, do hereby certify that the above and foregoing Ordinance # _____ was published in the Monticello Express on the _____ day of _____, 2025.

Sally Hinrichsen, City Clerk

City Council Meeting Prep. Date: 09/10/2025 Preparer: Russell Farnum		Agenda Item: # 3 & 4 Agenda Date: 09/15/2025
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Communication Page

<u>Agenda Items Description:</u> Amend R-1 Residential Zoning to allow for one Accessory Dwelling Unit

<u>Type of Action Requested:</u> Public Hearing and Ordinance 1 st Reading								
<u>Attachments & Enclosures:</u> <table border="1"> <tr><td>Governor's Letter and State Amendment</td></tr> <tr><td>Draft Zoning Ordinance Amendment</td></tr> <tr><td> </td></tr> </table>	Governor's Letter and State Amendment	Draft Zoning Ordinance Amendment		<u>Fiscal Impact:</u> <table border="1"> <tr><td>Budget Line Item:</td></tr> <tr><td>Budget Summary:</td></tr> <tr><td>Expenditure:</td></tr> <tr><td>Revenue:</td></tr> </table>	Budget Line Item:	Budget Summary:	Expenditure:	Revenue:
Governor's Letter and State Amendment								
Draft Zoning Ordinance Amendment								
Budget Line Item:								
Budget Summary:								
Expenditure:								
Revenue:								

Synopsis: In the last legislative session, the State mandated that counties and municipalities must allow for one accessory dwelling unit, even in single family zoning districts. These are sometimes called “granny flats” (or folks of a certain age may remember “Fonzie” living above the Cunningham’s garage).

By this new State Code, an accessory dwelling unit can be no more than 1000 square feet in area, and can either be within the principal structure, or in a detached structure. There are several other requirements and restrictions in the new statute.

There is not much the City can do with this mandate, as the State requirements are quite precise. The City can choose not to amend the zoning ordinance, but would still have to allow an accessory unit if someone wanted to build or add one to their property. This can be frustrating since neighbors or members of the public may not see it as an allowed use in our local code, and wonder “how it got approved”.

The preferred option is for the City to amend its code to provide for the accessory dwelling unit, so at least the public can see the use outlined regulations in the code. The Planning and Zoning Board reviewed these options at their August 26 meeting. They recommended adopting the attached language, which includes the extensive state code language, which would be duplicated in our local code. Planning and Zoning recommendation was approved unanimously.

Note: Only the R-1 district needs to be amended, as the R-2 and subsequent districts already allow “All permitted uses in District R-1”.

Staff Recommendation: Approval of the attached Ordinance is recommended.

Ordinance #

An Ordinance Amending the Code of Ordinances of the City of Monticello, Iowa, by amending Provisions Pertaining to Chapter 165 “Zoning Regulations”, Section 31, DISTRICT R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT, Paragraph 2 Permitted Uses, to add Accessory Dwelling Units as an allowed use in accordance with Iowa Code

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

SECTION 1. SECTION MODIFIED. Section 165.31 DISTRICT R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT, Paragraph 2 Permitted Uses, of the Code of Ordinances of the City of Monticello, Iowa, is repealed and the following adopted in lieu thereof:

2. Permitted Uses. In District R-1, no building or land shall be used and no building shall be hereafter erected, constructed, reconstructed, or altered, except for one or more of the following uses:

A. Agriculture, nurseries, and truck gardens, each of which shall be limited to the propagation and cultivation of plants, provided no retail or wholesale business shall be conducted upon the premises, and no obnoxious fertilizer is stored upon the premises, and no obnoxious soil or fertilizer renovation is conducted thereon.

B. Churches and synagogues.

C. One Single Family Residence; along with no more than one (1) accessory dwelling unit in accordance with the following requirements:

- 1) No accessory dwelling unit shall exceed 1,000 square feet in area or fifty percent of the size of the single-family residence, whichever is larger;
- 2) An accessory dwelling unit shall comply with all applicable building, setback, height and area regulations for the structure within which it is contained;
- 3) The accessory dwelling unit shall not be required to have separate utility lines between the accessory dwelling unit and public utility service connections, unless full utility access that includes a separate metering system for billing purposes cannot be provided to the accessory dwelling unit, then the City may require new or separate utility lines;
- 4) If a manufactured home as defined in Iowa Code section 435.1, subsection 3, or a mobile home as defined in Iowa Code section 435.1, subsection 5, is used as an accessory dwelling unit, the manufactured home or mobile home shall be converted to real property by being placed on a permanent foundation and assessed for real estate taxes pursuant to Iowa Code section 435.26.

D. Any manufactured or modular homes that are placed in a residential zoning district will be required to be installed to the same standards of a site-built home, including, but not limited

to, a permanent foundation system, set-back, and minimum square footage which would apply to a site-built, single-family dwelling on the same lot, and shall require that the home is assessed and taxed as a site-built dwelling. Any home, site-built or other, will be required to have a minimum width of 20 feet.

E. Family day care homes, day care centers, pre-school centers, nursery schools, child play care centers, child education centers, child experiment stations, or child development institutions, under the following regulations:

- (1) No more than six children not related to the operator shall be kept.
- (2) Such uses shall be permitted only if the rear yard in which the home would operate meets the minimum requirements of this section and is enclosed with a suitable fence.
- (3) Such uses are located in the dwelling used by the operator as his or her private residence.
- (4) No assistant other than a member of the family household is employed.
- (5) No advertising or identification sign shall be placed on the premises.
- (6) All City health and fire regulations are met.

F. Golf courses and golf clubhouses appurtenant thereto (except miniature golf courses, driving ranges, and other activities operated as a business).

G. Group homes for foster care.

H. Group homes for mentally or physically handicapped, under the following restrictions:

- (1) Any such group home shall not be located within a 1,000 foot radius of another such group home in any specific single-family dwelling neighborhood. An affidavit signed by the owner/operator certifying that the home will be in compliance of this regulation will be filed with the building permit.
- (2) The exterior appearance of the home and property shall be in reasonable conformance with the general neighborhood standards.

I. Home occupations which are compatible with the residential character of the neighborhood will be permitted, however, in order to promote peace, quiet, and freedom from excessive noise, excessive traffic, nuisance, fire hazard, and other possible effects of commercial uses being conducted in residential areas, all home occupations must meet the following restrictions:

- (1) A home occupation shall be incidental to the use of a dwelling unit for residential uses. No person shall be directly involved with or work in the home occupation unless the dwelling unit is that person's primary residence. If the home occupation employs persons to work at other locations, the dwelling unit shall not be used as an assembly point for any employees who may work at sites outside the dwelling. No more than one person who does not make the primary residence their home may work at the In-home occupation location.

(2) No alteration of the residential appearance of the premises shall be made, including the creation of a separate entrance to the dwelling or utilization of an existing entrance exclusively for the business.

(3) No more than 20 percent of the total floor area of the primary structure, including the floor area of any attached, or authorized detached garage, shall be devoted to the use.

(4) The use shall be conducted entirely within the principal structure, including any attached garage or authorized detached garage, and no stock in trade shall be displayed or visible outside, or stored outside the structure, nor shall any raw materials, tools, appliances, or waste products be stored outside of the structure. Home Occupations may not be conducted in or otherwise utilize a detached garage or accessory structure unless the detached garage is the only garage for the primary residence. The purpose of this restriction is to avoid and/or prevent the construction or use of a detached accessory building for purposes of a business operation.

(5) In the event a home occupation utilizes any portion of a garage, the use of said garage shall not result in vehicles not being able to be stored inside said garage by 6:00 p.m. on each and every day. A garage commonly defined as a single stall garage shall be able to hold one car, a garage commonly defined as a two car garage shall be able to hold two cars, etc. The determination as to whether an attached garage is a single, two car, or greater, garage shall be made at the sole discretion of the City Council.

(6) Signs may be used for identification or advertisement of the home occupation, but such signs must be located within four feet of the front surface of the primary structure, measured from the front of the structure to the furthest edge of said sign, may not be larger than four square feet, each side, and may not be illuminated.

(7) The sale of stocks of merchandise, supplies, or products may not be conducted on the premises except for the sale of such items that were previously ordered by telephone or at a sales party or if the sale of said items is ancillary to the primary service offered by the home occupation. The direct sales of products off display shelves or racks is not allowed, but a person may pick up an order placed earlier as described above or buy a product related to the service they have received.

(8) The use shall not generate traffic in volumes greater than would normally be expected in a residential neighborhood. For purposes of this section, the normal volume of traffic generated by a single-family dwelling shall be defined as 12 vehicle trips to and/or from the dwelling unit per 24-hour period. The use shall not use commercial or business vehicles to deliver finished products from the dwelling unit. All parking necessarily generated by the use shall be off the street.

(9) The use shall not produce noise, obnoxious odors, vibrations, glare, fumes, or electrical interference detectable to normal sensory perception outside the structure.

(10) No toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials may be used or stored on the site.

(11) All persons desiring to have a home occupation must first submit an application, on a form provided by the City, to the City Clerk's Office detailing how the dwelling will be used or altered to accommodate the home occupation with an application fee of \$25.00. A copy of the in-

home occupation's Iowa sales tax permit shall be attached to the application unless the in-home occupation is exempt from collecting sales tax under the laws and regulations of the State of Iowa in which event the applicant shall provide evidence of the exemption. Applications and fees, if applicable, shall be submitted and a permit granted prior to the commencement of the in-home occupation. The City will issue or deny an application within two weeks of the receipt of the application. Permits shall be renewed every two years. A fee in the amount of \$10.00 will be assessed with every renewal application. The City shall be permitted access to any in-home occupation upon reasonable request to inspect the premises for compliance with this and any other applicable City ordinance. Denial of a request for access shall be grounds for the suspension or revocation of an in-home occupation permit. If an in-home occupation is found to be in violation of these rules it may be immediately ordered to cease operations, any signage immediately ordered to be taken down, and civil penalties pursued in the discretion of the City. The City Council may modify the application and/or renewal fee by resolution.

(12) The production/construction of handmade craft items at a residential property shall not require the receipt of an in-home occupation permit under this chapter, unless the property owner wishes to utilize a yard sign to notify the public of the availability of said craft items for sale, which would be subject to Subparagraph (6) of these provisions, or if the activity creates a notable increase in traffic to the property, which shall in no case exceed the traffic permitted by Subparagraph (8) hereof. Whether or not a permit is deemed to be necessary, the display of craft items on a residential property shall be limited to no more than three items at any one given time which must be displayed within five feet of the home's foundation.

(13) Businesses operated wholly within a residence, and accessory building where permitted, that do not display a sign, on the home or in the yard of the property, that in any way advertises the existence of the business to the public, and where there is little to no traffic to the property that is directly associated with the business, are exempt from the application and permitting process set out herein. Those exempt businesses shall, however, be subject to and required to follow all other terms of this chapter.

(14) The City Administrator shall have the authority to determine whether or not a property owner shall be required to hold a permit and/or is otherwise in compliance with the terms of this chapter. An aggrieved property owner may request a review of the Administrator's decision with the City Council.

Any home occupation which does not comply with the above restrictions shall be brought into compliance within 30 days of the notice of the deficiency. It is unlawful to fail to comply with the above restrictions after notice.

J. Public police and fire stations.

K. Public administrative buildings.

L. Public libraries.

M. Public museums.

N. Public parks and playgrounds, including public recreation or service buildings within such parks.

O. Public schools, elementary and secondary, private schools with curriculum equivalent to that of a public elementary or high school, and institutions of higher learning including gymnasiums, stadiums, and dormitories if located on the campus. Before any building or structure shall be hereafter constructed on a campus of an institution of higher learning, a development plan of the campus shall be submitted to the Commission, and after a public hearing, such Commission shall report its recommendations to the Council. If the Council shall approve the development plan by ordinance, such plan shall be filed with the permanent records of the City. The development plan shall show existing and future building, parking areas, streets and drives, athletic facilities, and other features which may affect surrounding property or the public interest. The Zoning Administrator shall determine, or cause to be determined, that any building or structure hereafter constructed substantially conforms to the approved development plan prior to the issuance of a building permit. If at any time a major deviation from the approved development plan is proposed, said plan shall be amended and submitted to the Commission and the Council for approval in the same manner as the original plan.

P. Publicly owned and operated community buildings.

Q. Bed and breakfast establishment, subject to the following additional criteria:

- (1) Not more than five guest rooms shall be allowed.
- (2) There shall be no individual room cooking facilities used for the bed and breakfast stay.
- (3) The establishment shall be owner-occupied and managed.
- (4) The establishment shall comply with all applicable adopted City fire and building codes.
- (5) Only one wall-mounted sign, not exceeding eight square feet in size, shall be allowed.
- (6) Meals may be served only to residents and overnight guests.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the ____ day of _____, 2025 and approved this ____ day of _____, 2025.

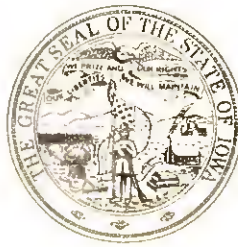
Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk

I, Sally Hinrichsen, Monticello City Clerk, do hereby certify that the above and foregoing Ordinance # _____ was published in the Monticello Express on the _____ day of _____, 2025.

Sally Hinrichsen, City Clerk



STATE OF IOWA
KIM REYNOLDS
GOVERNOR

May 1, 2025

The Honorable Paul Pate
Secretary of State of Iowa
State Capitol
Des Moines, Iowa 50319

Dear Mr. Secretary,

I hereby transmit:

Senate File 592, an Act relating to county and city regulation of accessory dwelling units.

The above Senate File is hereby approved on this date.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Reynolds", written over a circular embossed seal.

Kim Reynolds
Governor of Iowa

cc: Secretary of the Senate
Clerk of the House



Senate File 592

AN ACT

RELATING TO COUNTY AND CITY REGULATION OF ACCESSORY DWELLING
UNITS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. Section 331.301, Code 2025, is amended by adding the following new subsection:

NEW SUBSECTION. 27. *a.* A county shall allow a minimum of one accessory dwelling unit on the same lot as a single family residence in accordance with the following conditions:

- (1) An accessory dwelling unit shall comply with all applicable building regulations as defined in chapter 103A.
- (2) An accessory dwelling unit shall not exceed one thousand square feet or fifty percent of the size of the single family residence, whichever is larger.
- (3) An accessory dwelling unit shall be prohibited or limited only to the extent that a state historic building code restriction, as adopted by a county in accordance with section 103A.43, subsection 3, a deed restriction, or a rule of a common interest community, as defined in section 499C.1, limits or prohibits the construction or use of an accessory dwelling unit. The imposition of an ordinance, motion, resolution, or amendment regulating accessory dwelling units that is more restrictive when applied to a common interest community than when applied to a single family residence is prohibited.
- (4) If a manufactured home as defined in section 435.1, subsection 3, or a mobile home as defined in section 435.1,

subsection 5, is used as an accessory dwelling unit, the manufactured home or mobile home shall be converted to real property by being placed on a permanent foundation and assessed for real estate taxes pursuant to section 435.26.

b. Except as otherwise provided in paragraph "a" or by state law, a county shall not impose any of the following limitations or restrictions:

(1) Requirements related to the placement or appearance of an accessory dwelling unit that are more restrictive than those imposed on a single family residence including but not limited to the following: maximum building heights; minimum setback requirements; minimum lot sizes; minimum building frontages; maximum lot coverages; density requirements; and aesthetic or architectural standards or requirements. Additionally, a county shall not require an accessory dwelling unit to match the exterior design, roof pitch, or finishing materials of the single family residence.

(2) Regulations on the use of an accessory dwelling unit as a rental property that are more restrictive than those provided for in subsection 18 of this section and chapter 562A.

(3) A requirement that the lot containing a single family residence and an accessory dwelling unit have additional parking beyond that required for a single family residence or payment of a fee in lieu of providing additional parking.

(4) Restrictions on the occupancy of either the single family residence or the accessory dwelling unit by any of the following manners: requiring the property owner to be a resident; requiring a familial, marital, or employment relationship to exist between the occupants of the single family residence and the occupants of the accessory dwelling unit; or restricting the occupancy of an accessory dwelling unit based on income or age.

(5) The requirement of new or separate utility lines between the accessory dwelling unit and public utility service connections. However, if full utility access that includes a separate metering system for billing purposes cannot be provided to the accessory dwelling unit, then the county can require new or separate utility lines.

(6) Imposition of a different county impact fee structure or

development standard for an accessory dwelling unit than those used for the single family residence on the same lot.

(7) The requirement of improvements or repairs to public streets or sidewalks beyond those imposed on the single family residence on the same lot.

c. A county shall approve an accessory dwelling unit permit application that meets the requirements set forth in paragraph "a" and by state law without discretionary review or hearing and consistent with the time frame assigned to the approval of a single family residence. An accessory dwelling unit permit application shall not have a review timeline or schedule in excess of a county's normal review schedule for a single family residence. If the county denies an accessory dwelling unit permit, the reason for denial shall be provided in writing to the applicant and include any remedy necessary to secure approval.

d. A county ordinance, motion, resolution, or amendment regulating accessory dwelling units in a manner that conflicts with this subsection is void. Nothing in this subsection prohibits a county from adopting an ordinance, motion, resolution, or amendment that is more permissive than the requirements provided in this subsection.

e. For the purposes of this subsection:

(1) "*Accessory dwelling unit*" means an additional residential dwelling unit located on the same lot as a single family residence that is either attached to or detached from the single family residence.

(2) "*Detached*" includes being part of any accessory structure such as a detached garage.

(3) "*Dwelling unit*" means the same as defined in section 562A.6, subsection 3.

(4) "*Single family residence*" means the same as defined in section 562A.6, subsection 15, except to the extent that a single family residence may share utility lines with the accessory dwelling unit if full utility access that includes a separate metering system for billing purposes can be provided to the accessory dwelling unit.

Sec. 2. Section 364.3, Code 2025, is amended by adding the following new subsection:

NEW SUBSECTION. 20. *a.* A city shall allow a minimum of one accessory dwelling unit on the same lot as a single family residence in accordance with the following conditions:

(1) An accessory dwelling unit shall comply with all applicable building regulations as defined in chapter 103A.

(2) An accessory dwelling unit shall not exceed one thousand square feet or fifty percent of the size of the single family residence, whichever is larger.

(3) An accessory dwelling unit shall be prohibited or limited only to the extent that a state historic building code restriction, as adopted by a city in accordance with section 103A.43, subsection 3, a deed restriction, or a rule of a common interest community, as defined in section 499C.1, limits or prohibits the construction or use of an accessory dwelling unit. The imposition of an ordinance, motion, resolution, or amendment regulating accessory dwelling units that is more restrictive when applied to a common interest community than when applied to a single family residence is prohibited.

(4) If a manufactured home as defined in section 435.1, subsection 3, or a mobile home as defined in section 435.1, subsection 5, is used as an accessory dwelling unit, the manufactured home or mobile home shall be converted to real property by being placed on a permanent foundation and assessed for real estate taxes pursuant to section 435.26.

b. Except as otherwise provided in paragraph "a" or by state law, a city shall not impose any of the following limitations or restrictions:

(1) Requirements related to the placement or appearance of an accessory dwelling unit that are more restrictive than those imposed on a single family residence including but not limited to the following: maximum building heights; minimum setback requirements; minimum lot sizes; minimum building frontages; maximum lot coverages; density requirements; and aesthetic or architectural standards or requirements. Additionally, a city shall not require an accessory dwelling unit to match the exterior design, roof pitch, or finishing materials of the single family residence.

(2) Regulations on the use of an accessory dwelling unit as a rental property that are more restrictive than those provided

for in subsections 9 and 16 of this section, section 414.1, subsection 1, paragraph "e", and chapter 562A.

(3) A requirement that the lot containing a single family residence and an accessory dwelling unit have additional parking beyond that required for a single-family residence or payment of a fee in lieu of providing additional parking.

(4) Restrictions on the occupancy of either the single family residence or the accessory dwelling unit by any of the following manners: requiring the property owner to be a resident; requiring a familial, marital, or employment relationship to exist between the occupants of the single family residence and the occupants of the accessory dwelling unit; or restricting the occupancy of an accessory dwelling unit based on income or age.

(5) A requirement of new or separate utility lines between the accessory dwelling unit and public utility service connections. However, if full utility access that includes a separate metering system for billing purposes cannot be provided to the accessory dwelling unit, then the city can require new or separate utility lines.

(6) Imposition of a different city impact fee structure or development standard for an accessory dwelling unit than those used for the single family residence on the same lot.

(7) The requirement of improvements or repairs to public streets or sidewalks beyond those imposed on the single family residence on the same lot.

c. A city shall approve an accessory dwelling unit permit application that meets the requirements set forth in paragraph "a" and by state law without discretionary review or hearing and consistent with the time frame assigned to the approval of a single family residence. An accessory dwelling unit permit application shall not have a review timeline or schedule in excess of a city's normal review schedule for a single family residence. If the city denies an accessory dwelling unit permit, the reason for denial shall be provided in writing to the applicant and include any remedy necessary to secure approval.

d. A city ordinance, motion, resolution, or amendment regulating accessory dwelling units in a manner that conflicts

with this subsection is void. Nothing in this subsection prohibits a city from adopting an ordinance, motion, resolution, or amendment that is more permissive than the requirements provided in this subsection.

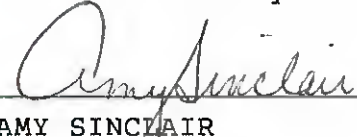
e. For the purposes of this subsection:


(1) "*Accessory dwelling unit*" means an additional residential dwelling unit located on the same lot as a single family residence that is either attached to or detached from the single family residence.

(2) "*Detached*" includes being part of an accessory structure such as a detached garage.


(3) "*Dwelling unit*" means the same as defined in section 562A.6, subsection 3.

(4) "*Single family residence*" means the same as defined in section 562A.6, subsection 15, except to the extent that a single family residence may share utility lines with the accessory dwelling unit if full utility access that includes a separate metering system for billing purposes can be provided to the accessory dwelling unit.

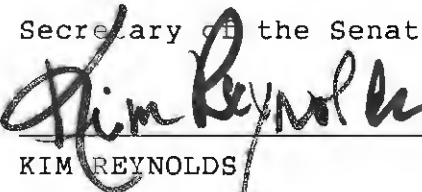

AMY SINCLAIR
President of the Senate


PAT GRASSLEY
Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 592, Ninety-first General Assembly.


W. CHARLES SMITHSON
Secretary of the Senate

Approved , 2025


KIM REYNOLDS
Governor

Implications for Zoning

- This bill significantly limits city authority over Accessory Dwelling Units (ADU's) by mandating allowance of at least one ADU on lots with a single-family residence; preempting restrictive local regulations, including zoning, design standards, and occupancy rules; streamlining permitting; and nullifying any existing City Ordinance that conflicts with this Bill.
- City planning staff may need to adopt or update their ADU language in their City Ordinance and adopt or update ADU application materials. Also, consider revising all residential zoning districts' bulk regulations (i.e., minimum lot area to accommodate potential increased density).
- Cities might see and increase in interest and applications for ADU's.

Can Regulate:

- Enforce State Building Codes (Chapter 103A).
- Apply State Historic Building Code restrictions.
- Acknowledge private deed restrictions and common interest community rules.
- Require separate utility lines only if separate metering cannot be provided.
- Deny permits only if the application violates applicable state law or conditions in the bill – must provide written reason and remedy.
- Adopt more permissive local regulations than the bill requires.

Cannot Regulate:

- Prohibit ADU's (unless limited by State Historic Code, deed restriction, or HOA/common interest community rule).
- Impose more restrictive standards on ADU's than on single-family homes.
- Restrict rental use beyond state landlord-tenant law.
- Require extra parking or parking fees beyond what's required for the primary residence.
- Mandate owner occupancy of the primary or accessory dwelling.
- Require familial/marital/employment relationship between occupants.
- Impose age- or income-based occupancy restrictions.
- Require separate utility lines if separate metering cannot be achieved.
- Charge higher impact fees or stricter development standards for ADU's.
- Require additional street or sidewalk improvements beyond what's imposed for a single-family residence.
- Cities must approve qualifying ADU applications with no public hearing or discretionary review.

City Council Meeting
Prep. Date: 9/11/2025
Preparer: Russell Farnum



Agenda Item: # 5
Agenda Date: 9/15/2025

Communication Page

Agenda Items Description: Keleher Revolving Loan Application

Type of Action Requested: Motion

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: At the September 2 Council meeting, there was discussion on this item which was tabled to this meeting.

After the meeting I left Tom a voice mail explaining the Council's request for more information and have not yet received the requested information.

Recommend the Council postpone action on this item until the applicant responds with the requested information.



September 10, 2025

Mayor and City Council
City of Monticello
200 East 1st Street
Monticello, IA 52310

RE: CONTRACTOR'S APPLICATION FOR PAYMENT #16 - WASTEWATER
TREATMENT PLANT IMPROVEMENTS – BILL BRUCE BUILDERS, INC

Dear Mayor and City Council:

Enclosed for your review and approval is the Contractor's Application for Payment #16 for work completed on the Wastewater Treatment Plant Improvement Project.

Application for Payment includes costs associated with general conditions, mobilization, concrete reinforcement, cast-in-place concrete and rebar for the Aero-Mod tank, electrical work, underground piping, and controls work.

I have reviewed the application for payment and find it in agreement with the work completed to date. I, therefore, recommend approval of the Application for Payment #16 in the amount of **\$803,115.29** to Bill Bruce Builders, Inc.

Respectfully,

SNYDER & ASSOCIATES, INC.

Nick Eisenbacher, P.E.
Project Engineer

Enclosure: Bill Bruce Builders, Inc Contractor's Application for Payment #16

cc: Julie Ford, USDA Rural Development; Russ Farnum and Jim Tjaden City of Monticello

Contractor's Application for Payment

Owner: <u>City of Monticello</u>	Owner's Project No.: <u>120.1109.08</u>
Engineer: <u>Snyder & Associates, Inc.</u>	Engineer's Project No.: <u>120.1109.08</u>
Contractor: <u>Bill Bruce Builders, Inc.</u>	Contractor's Project No.: <u>20231024</u>
Project: <u>Wastewater Treatment Plant (WWTP) Improvements</u>	
Contract: <u>Wastewater Treatment Plant Improvements</u>	
Application No.: <u>16</u> Application Date: <u>9/2/2025</u>	
Application Period: From <u>8/1/2025</u> to <u>8/31/2025</u>	

1. Original Contract Price	\$ 23,448,000.00 -
2. Net change by Change Orders	\$ 990,991.07 -
3. Current Contract Price (Line 1 + Line 2)	\$ 24,438,991.07 -
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 14,063,805.11 -
5. Retainage	
a. <u>5%</u> X <u>\$ 10,926,577.29</u> Work Completed	\$ 546,328.86 -
b. <u>5%</u> X <u>\$ 3,137,227.82-</u> Stored Materials	\$ 156,861.39 -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 703,190.26 -
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 13,360,614.85 -
7. Less previous payments (Line 6 from prior application)	12,557,499.56
8. Amount due this application	\$ 803,115.29 -
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 11,078,376.22 -


Contractor's Certification

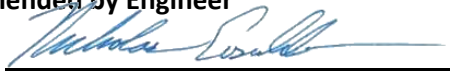
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: <u>Bill Bruce Builders, Inc.</u>	
Signature: <u></u>	Date: <u>9/2/2025</u>

Recommended by Engineer By: <u></u> Title: <u>Project Engineer</u> Date: <u>9/10/2025</u>	Approved by Owner By: _____ Title: _____ Date: _____
Approved by Funding Agency By: _____ Title: _____ Date: _____	

Progress Estimate - Lump Sum Work
Contractor's Application for Payment

Owner: City of Monticello
Engineer: Snyder & Associates, Inc.
Contractor: Bill Bruce Builders, Inc.
Project: Wastewater Treatment Plant (WWTP) Improvements
Contract: Wastewater Treatment Plant Improvements

Owner's Project No: 120.1109.08
Engineer's Project No: 120.1109.08
Contractor's Project No: 20231024

Application No.: 16		From	8/1/2025	to	8/31/2025	Application Date: 08/27/25		
A	B	C	D	E	F	G	H	I
ITEM #	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED & STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
Original Contract								
1	Insurance - Bond	175,724.00	175,724.00			175,724.00	100%	0.00
2	Insurance - Builders Risk	36,000.00	36,000.00			36,000.00	100%	0.00
3	Insurance - General Liability	135,000.00	135,000.00			135,000.00	100%	0.00
4	Preconstruction	12,000.00	12,000.00			12,000.00	100%	0.00
5	General Conditions - 36 Months	2,002,468.00	834,361.65	55,624.11		889,985.76	44%	1,112,482.24
6	Submittals	50,000.00	50,000.00			50,000.00	100%	0.00
7	Concrete Reinforcing	1,207,086.00	694,139.09	109,368.80		803,507.89	67%	403,578.11
8	Cast-In-Place Concrete	950,000.00	312,703.63			312,703.63	33%	637,296.37
9	Rebar Labor	1,000,000.00	325,000.00	195,000.00		520,000.00	52%	480,000.00
10	Concrete - Aeromod	1,610,500.00		326,000.00		326,000.00	20%	1,284,500.00
11	Concrete - BioSolids	927,500.00	877,500.00			877,500.00	95%	50,000.00
12	Concrete - Generator	12,800.00	12,800.00			12,800.00	100%	0.00
13	Concrete - Controls & UV Building	260,000.00				0.00	0%	260,000.00
14	Concrete - Truck Dump Oil Sand Interceptor	30,000.00				0.00	0%	30,000.00
15	Concrete Paving	130,000.00				0.00	0%	130,000.00
16	Mobilization	300,000.00	190,000.00			190,000.00	63%	110,000.00
17	Placement on Project	179,200.00	78,000.00			78,000.00	44%	101,200.00
18	Digging for Electrical/Concrete around pipes	100,000.00	90,000.00			90,000.00	90%	10,000.00
19	Sluice Gates/Slides Gates Install	50,000.00				0.00	0%	50,000.00
20	Liquid Process Pipe Install	50,000.00				0.00	0%	50,000.00
21	Shaftless Screw Conveyor - Labor	20,000.00	20,000.00			20,000.00	100%	0.00
22	Secondary Containment Scale - Labor	10,000.00				0.00	0%	10,000.00
23	Polymer Blending and Feed Equipment - Labor	10,000.00	10,000.00			10,000.00	100%	0.00
24	Rotary Press System - Labor	20,000.00	20,000.00			20,000.00	100%	0.00
25	Precast Structural Concrete - Engineering	24,000.00	24,000.00			24,000.00	100%	0.00
26	Precast Structural Concrete - Wall Panels	368,127.00	368,127.00			368,127.00	100%	0.00
27	Precast Structural Concrete - 10" Hollow core	96,927.00	96,927.00			96,927.00	100%	0.00
28	Precast Structural Concrete - 8" Hollow core	28,760.00	28,760.00			28,760.00	100%	0.00
29	Precast Structural Concrete - Trucking	16,320.00	5,712.00			5,712.00	35%	10,608.00
30	Precast Structural Concrete - Wash	14,100.00				0.00	0%	14,100.00
31	Precast Structural Concrete - Caulking & Grouting	45,500.00	15,925.00			15,925.00	35%	29,575.00
32	Precast & Steel Erection	199,400.00	55,980.00			55,980.00	28%	143,420.00
33	Masonry	150,000.00	15,000.00			15,000.00	10%	135,000.00
34	Structural Steel Fabrication	199,750.00	107,000.00			107,000.00	54%	92,750.00
35	Rough Carpentry - Labor	66,000.00				0.00	0%	66,000.00
36	Demolition of Metal Panels	12,800.00				0.00	0%	12,800.00
37	Metal Panel Install	45,980.00				0.00	0%	45,980.00
38	EPDM Roofing	192,400.00	176,675.00			176,675.00	92%	15,725.00
39	Sectional Doors	76,462.00	25,487.34			25,487.34	33%	50,974.66
40	FRP Aluminum Hybrid Doors	77,155.00			77,155.00	77,155.00	100%	0.00
41	Aluminum Framed Entrances and Storefronts	30,090.00	4,264.50	21,714.95		25,979.45	86%	4,110.55
42	Painting	124,931.00	49,000.00			49,000.00	39%	75,931.00
43	Specialties	8,030.00				0.00	0%	8,030.00
44	Lab Equipment - End Loader	179,000.00	179,000.00			179,000.00	100%	0.00
45	Lab Equipment - Hotsy Pressure Washer	7,800.00				0.00	0%	7,800.00
46	Refrigerated Composite Sampler	27,500.00				0.00	0%	27,500.00
47	Plumbing / HVAC	499,980.00	309,747.00			309,747.00	62%	190,233.00
48	Electrical - General Conditions (temp power, submittals & Mob)	144,025.00	144,025.00			144,025.00	100%	0.00
49	Electrical - Service Equipment	675,000.00	573,750.00	20,250.00		594,000.00	88%	81,000.00
50	Electrical - Site Work	310,613.00	139,775.81	31,061.29		170,837.10	55%	139,775.90
51	Electrical - Building Power and Equipment	310,612.00	148,032.56	37,273.44		185,306.00	60%	125,306.00
52	Lagoon Sludge Removal	93,900.00	93,900.00			93,900.00	100%	0.00
53	SWPPP Installation	43,795.00	2,758.00	706.70		3,464.70	8%	40,330.30
54	SWPPP Inspections	14,600.00	6,550.00	350.00		6,900.00	47%	7,700.00
55	Retaining Walls	43,207.00				0.00	0%	43,207.00

56	MOBILIZATION	219,649.00	142,771.91			142,771.91	65%	76,877.09
57	TOPSOIL STRIP SALVAGE SPREAD	58,971.00	29,485.61			29,485.61	50%	29,485.39
58	SITE GRADING	148,842.00	71,349.00			71,349.00	48%	77,493.00
59	ROCK SURFACING AND SUBBASE	62,214.00				0.00	0%	62,214.00
60	WATER MAIN AND SERVICES	322,021.00	179,571.98			179,571.98	56%	142,449.02
61	PRV VALVE VAULT	61,312.00	32,562.25			32,562.25	53%	28,749.75
62	4" SANITARY FORCE MAIN	34,589.00	26,294.19			26,294.19	76%	8,294.81
63	8" SANITARY GRAVITY MAIN	72,519.00	46,535.04			46,535.04	64%	25,983.96
64	10" SANITARY FORCE MAIN	19,920.00				0.00	0%	19,920.00
65	16" SANITARY GRAVITY MAIN	21,984.00				0.00	0%	21,984.00
66	18" SANITARY GRAVITY MAIN	128,356.00	37,270.00			37,270.00	29%	91,086.00
67	SANITARY MANHOLES	254,293.00	90,775.00			90,775.00	36%	163,518.00
68	MH-11 DIGESTED SLUDGE PS & VV	94,292.00	79,962.09			79,962.09	85%	14,329.91
69	EFFLUENT PS & VV	424,757.00				0.00	0%	424,757.00
70	BYPASS PUMPING	145,830.00				0.00	0%	145,830.00
71	STORM SEWER AND DRAIN TILE	59,390.00				0.00	0%	59,390.00
72	TRUCK DUMP TANK & SANITARY	52,864.00	12,928.37			12,928.37	24%	39,935.63
73	STRUCTURE EXCAVATION	334,347.00	250,760.12			250,760.12	75%	83,586.88
74	STRUCTURE BACKFILL	283,748.00	99,311.36			99,311.36	35%	184,436.64
75	STRUCTURE SUBBASE	204,903.00	163,922.36			163,922.36	80%	40,980.64
76	DEMO	304,279.00	5,878.57			5,878.57	2%	298,400.43
77	DEWATERING	164,411.00	164,411.00			164,411.00	100%	0.00
78	Wall Mounted Walkways - Install	34,000.00				0.00	0%	34,000.00
79	Stop Logs / Stainless Steel Sluices Gates & Slide Gates	94,800.00	52,960.00			52,960.00	56%	41,840.00
80	Split-Clarator Secondary Clarifier	688,417.00		688,417.00		688,417.00	100%	0.00
81	Wall Mounted Aerators	371,879.00		371,879.00		371,879.00	100%	0.00
82	Sludge Management	10,959.00				0.00	0%	10,959.00
83	Plant Process Controls	123,612.00				0.00	0%	123,612.00
84	Wall mounted Walkways	308,612.00		308,612.00		308,612.00	100%	0.00
85	Actuagted Valves	93,971.00				0.00	0%	93,971.00
86	Sluice Gates & Hand Lift Stop Plates	21,206.00				0.00	0%	21,206.00
87	Aeration Blower and Controls	649,681.00				0.00	0%	649,681.00
88	Probe Module & Sensor Probes	19,213.00				0.00	0%	19,213.00
89	Clarifier Algae Control	20,857.00				0.00	0%	20,857.00
90	Bio-P Selector Tank Mixing	65,643.00				0.00	0%	65,643.00
91	Installation Materials and Spare Parts	91,750.00		91,750.00		91,750.00	100%	0.00
92	Manufacturer's Services	14,500.00				0.00	0%	14,500.00
93	Freight	14,400.00				0.00	0%	14,400.00
94	Variable Frequency Motor Controllers / Controls / Submersible Pumps	1,514,000.00	62,749.00	1,432,251.00		1,495,000.00	99%	19,000.00
95	Fabricated Stainless Steel - Labor	100,750.00	25,469.00			25,469.00	25%	75,281.00
96	Fabricated Stainless Steel - Materials	170,000.00	9,706.08	121,266.82		130,972.90	77%	39,027.10
97	Ultraviolet Disinfection Equipment - Placement for Fabrication	45,897.00				0.00	0%	45,897.00
98	Ultraviolet Disinfection Equipment - Submittals	45,897.00	45,897.00			45,897.00	100%	0.00
99	Ultraviolet Disinfection Equipment - Equipment	45,897.00		45,897.00		45,897.00	100%	0.00
100	Ultraviolet Disinfection Equipment - Start-Up	15,299.00				0.00	0%	15,299.00
101	Girt Classifying & Washer	104,099.00	93,689.10			93,689.10	90%	10,409.90
102	Chemical Containments & Scales / Polymer Blending & Feed Equipment Chemical Feed / Shaftless Screw Conveyor	280,527.00	280,527.00			280,527.00	100%	0.00
103	Liquid Process Piping - Man Holes, Valves, and Piping	190,648.00	108,955.63	43,561.75		152,517.38	80%	38,130.62
104	Fournier - Rotary Press Submittals	75,220.95	75,220.95			75,220.95	100%	0.00
104.1	Fournier - Rotary Press	426,252.05	344,762.69			344,762.69	81%	81,489.36
105	Utility Materials - Piping, valves, vaults	931,480.00	261,692.59			261,692.59	28%	669,787.41
Original Contract Totals		\$ 23,448,000.00	\$ 9,239,042.47	\$ 840,911.04	\$ 3,137,227.82	\$ 13,217,181.33	56%	\$ 10,230,818.67

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Monticello
Engineer:	Snyder & Associates, Inc.
Contractor:	Bill Bruce Builders, Inc.
Project:	Wastewater Treatment Plant (WWTP) Improvements
Contract:	Wastewater Treatment Plant Improvements

Owner's Project No:	120.1109.08
Engineer's Project No:	120.1109.08
Contractor's Project No.	20231024

Application No.: 16 From 8/1/2025 to 8/31/2025 Application Date: 08/27/25

A	B	C	D	E	F	G	H	I
ITEM #	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED & STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
Change Orders								
1	Unsuitable Soils	763,990.30	745,024.10			745,024.10	98%	18,966.20
2	RFI 23	(19,455.71)				0.00	0%	(19,455.71)
	RFI 21	6,027.74	6,027.74			6,027.74	100%	0.00
	RFI 25	1,174.68	1,174.68			1,174.68	100%	0.00
	ITC 07 & 08	6,123.97				0.00	0%	6,123.97
3	Controls Integration	169,986.52	40,000.00	4,473.48		44,473.48	26%	125,513.04
	RFI #35	4,496.10	4,496.10			4,496.10	100%	0.00
	RFI #38	8,242.36	8,242.36			8,242.36	100%	0.00
	ITC 09	14,670.54	14,670.54			14,670.54	100%	0.00
	Relocate VFDs to Screen Building	12,708.75	12,708.75			12,708.75	100%	0.00
4	ITC #13 (CR #18)	9,806.03	9,806.03			9,806.03	100%	0.00
	Unsuitable Soils - watermain and sewer main around the Site (CR#19)	13,219.79				0.00	0%	13,219.79
Change Order Totals		\$ 990,991.07	\$ 842,150.30	\$ 4,473.48	\$ -	\$ 846,623.78		\$ 144,367.29

Original Contract and Change Orders									
Project Totals		\$ 24,438,991.07	\$ 10,081,192.77	\$ 845,384.52	\$ 3,137,227.82	\$ 14,063,805.11			\$ 10,375,185.96

Stored Materials Summary

Contractor's Application for Payment

Owner:	City of Monticello
Engineer:	Snyder & Associates, Inc.
Contractor:	Bill Bruce Builders, Inc.
Project:	Wastewater Treatment Plant (WWTP) Improvements
Contract:	Wastewater Treatment Plant Improvements

Owner's Project No:	120.1109.08
Engineer's Project No:	120.1109.08
Contractor's Project No.	20231024

Application No.: 11 Application Period: From 8/1/2025 to 8/31/2025 Application Date: 08/27/25

A	B	C	D	E	F	G	H	I	J	K	L	M
ITEM NO. LUMP SUM TAB	SUPPLIER INVOICE NO.	SUBMITTAL NO. (WITH SPECIFICATION SECTION NO)	DESCRIPTON OF MATERIALS OR EQUIPMENT STORED	STORAGE LOCATION	APPLICATION NO NO. WHEN MATERIALS PLACED IN STORAGE	MATERIALS STORED			INCORPOATED IN WORK			
						PREVIOUS AMOUNT STORED (\$)	AMOUNT STORED THIS PERIOD (\$)	AMOUNT STORED TO DATE (G+H) (\$)	AMOUNT PREVIOUSLY INCORPORATED IN THE WORK (\$)	AMOUNT INCORPORATED IN THE WORK THIS PERIOD (\$)	TOTAL AMOUNT INCORPOATED IN THE WORK (J+K) (\$)	MATERIALS REMAINING IN STORAGE (L-L) (\$)
26	Pay App #1		Wall Panels	Advanced Precast	1	130,359.00		130,359.00	\$ 130,359.00		130,359.00	0.00
28	Pay App #2		8" Hollowcore	Advanced Precast	1	28,760.00		28,760.00	\$ 28,760.00		28,760.00	0.00
49	Pay App #1		Service Equipment - Electrical Distribution Storage	Westphal & Company	2	40,500.00		40,500.00	\$ 40,500.00		40,500.00	0.00
49	Pay App #2		Service Equipment - Electrical Distribution Storage	Westphal & Company	2	25,878.74		25,878.74	\$ 25,878.74		25,878.74	0.00
96	Pay App #1		Fabricated Stainless Steel - Materials	Dubuque Plumbing & Heating	3	92,818.94		92,818.94			0.00	92,818.94
40	Pay App #1		FRP Aluminum Hybrid Doors	Opening Specilists, Inc	3	17,226.22		17,226.22			0.00	17,226.22
49	Pay App #2		Fabricated Stainless Steel - Materials	Dubuque Plumbing & Heating	4	15,097.90		15,097.90			0.00	15,097.90
40	Pay App #2		FRP Aluminum Hybrid Doors	Opening Specilists, Inc	4	52,780.00		52,780.00			0.00	52,780.00
49	Pay App #3		Fabricated Stainless Steel - Materials	Dubuque Plumbing & Heating	5	13,349.98		13,349.98			0.00	13,349.98
99	Pay App #6		Ultraviolet Disinfection Equipment	Enaqua	6	45,897.00		45,897.00			0.00	45,897.00
80	Pay App #1		Split-Clarator Secondary Clarifier	Aero-Mod	7	688,417.00		688,417.00			0.00	688,417.00
84	Pay App #1		Wall mounted Walkways	Aero-Mod	7	308,612.00		308,612.00			0.00	308,612.00
40	Pay App #3		FRP Aluminum Hybrid Doors	Opening Specilists, Inc	7	7,148.78		7,148.78			0.00	7,148.78
81	Pay App #2		Wall Mounted Aerators	Aero-Mod	8	371,879.00		371,879.00			0.00	371,879.00
91	Pay App #2		Installation Materials and Spare Parts	Aero-Mod	8	91,750.00		91,750.00			0.00	91,750.00
94	28374		Variable Frequency Motor Controllers / Controls / Sub	Electric Pump	8	926,601.00		926,601.00			0.00	926,601.00
94	30385		Variable Frequency Motor Controllers / Controls / Sub	Electric Pump	11	505,650.00		505,650.00			0.00	505,650.00
								0.00			0.00	0.00
								0.00			0.00	0.00
Totals						\$ 3,362,725.56	\$ -	\$ 3,362,725.56	\$ 225,497.74	\$ -	\$ 225,497.74	\$ 3,137,227.82

City of Monticello, Iowa

RESOLUTION

Approving Pay Request #16 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$803,115.29

WHEREAS, The City of Monticello, Iowa is an incorporated city within Jones County, Iowa; and

WHEREAS, Bill Bruce Builders, Inc. contracted with the City for the construction of public improvements described in general, as construction of the Wastewater Treatment Facility Improvements Project, and

WHEREAS, Bill Bruce Builders, Inc. has submitted their sixteenth pay request in the amount of \$803,115.29, which has been reduced by the contractually agreed upon 5% retainer, and

WHEREAS, The Council finds that the pay request is supported by the work completed and that the City Engineer has recommended approval of said pay request.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the sixteenth pay request from Bill Bruce Builders, Inc., in the amount of \$803,115.29, same reflecting the maintenance of a 5% retainer in the cumulative total amount of \$703.190.26 for work completed and stored materials.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 15th day of September 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: September 11, 2025
Preparer: Nick Kahler



Agenda Item: #7
Agenda Date: September 15, 2025

Communication Page

Agenda Items Description: Yard waste grinding

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: Awarding the grinding contract for the yard waste site

Background Information: T&W Grinding has taken care of the yard waste site since we have opened it up and they have done a very good job. They come and grind, put the grindings in a pile up top and let it sit till its ready for screening. Usually once a year they would screen the grindings and we would then have a compost pile and a large chip pile. We have some trouble getting rid of the chips but it has gotten better. T&W Grinding will take care of our site for \$30,000.00 a year and grind logs at our request for \$650.00 an hour.

Dubuque Hardwoods would like to bid on the grinding this time around. We had them grind logs for us last year to open some space and most recently they came and ground the yard waste pile and logs after the wind storm. You will notice that the site is not packed full of grindings and chips right now because Dubuque Hardwoods took everything they ground. They will leave us whatever we want but what we do not want they will haul away which makes it nice that we do not have to sit on a big pile of chips for a long time. Dubuque Hardwoods will take care of our site for \$32,000.00 a year and will grind logs at our request for \$600.00 an hour.

We currently have a stockpile of compost and plenty more to be screened out yet. We also still have wood chips from the last time the pile was screened sitting up top at the yard waste site and will have another big pile after screening.

Staff Recommendation: We recommend going with Dubuque Hardwoods

Dubuque Hardwoods

TO: MONTICELLO PUBLIC WORKS

10492 Rt 52 S.
Dubuque, IA 52003
dbqmulchtom@gmail.com

Objective:		DATE:5/20/25
Project Name: Monticello Compost Yard		Project Location: Monticello
Proposal Submitted to: Nick Kahler	Company Address: City of Monticello 200 E. 1 st Monticello, IA	
Company Name: Dubuque Mulch Company		
Email: NKahler@ci.monticello.ia.us	Phone: 319-465-3577	
Bid Date: 4/23/25	Fax:	

Proposal:

Description	Quantity	Price
-Grind all material -Screen Compost as needed -Remove all excess Material (Processed by Dubuque Much)		\$32000.00
Quarterly Payment		\$8000.00
24-month Contract		
-Oversized Grinding (done upon customer request)		\$600/hr
-Grinding, splitting and removal of product is included in this grinding rate.		

Payments to be made as follows: NET 30 days
Quote Valid for 30 days

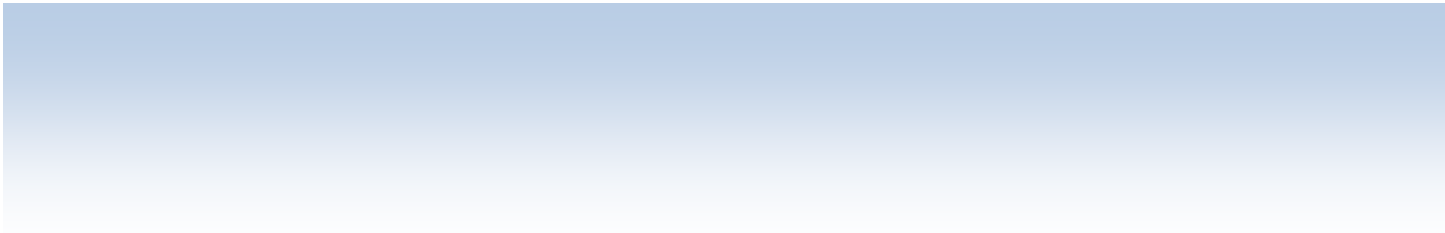
Proposal Prepared By: _____

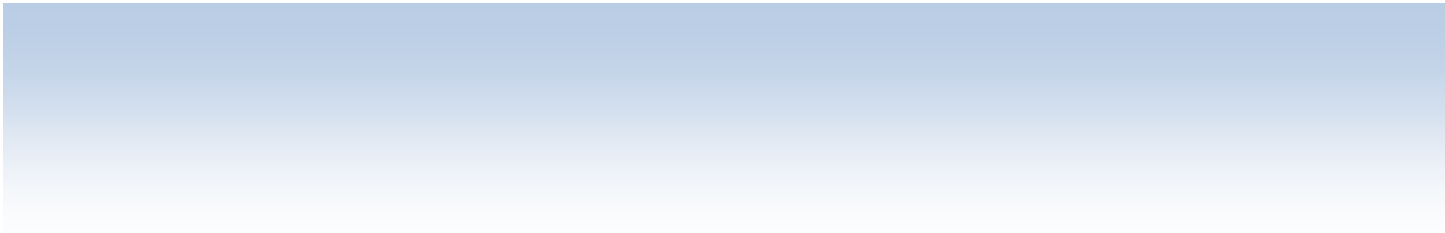
Customer Signature: _____

Specifications and conditions are satisfactory and are hereby accepted. Work is authorized as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Thank you for your Business!





AGREEMENT

AGREEMENT made this 1 day of July 2025 by and between City of Monticello, Iowa, A Municipal Corporation (City) and T & W Grinding and Compost Services, LLC. And Iowa Liability Company (T & W).

RECITALS

- A. City maintains a compost site for use for city residents.
- B. City desires to contract with T&W to provide grinding and compost services

IN CONSIDERATION OF THE MUTUAL COVENANTS AND BENEFITS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. *Term*, This Agreement shall become effective 1 July and shall remain in force for an initial term of (1) year. The Agreement shall continue from year to year, unless terminated by either party at the end of the initial term or any subsequent contract year by giving the other party ninety (90) days written notice to that effect.
2. *City Obligations, City shall:*
 - a. Push all material deposited by residents into a pile at the dump site.
 - b. Dispose of any non compostables.
 - c. Provide a source for water.
 - d. Dispose of any screened material. If screened material is sold, City shall be responsible for all testing costs.
 - e. In the event of a storm, materials shall be piled separately or marked. T&W and City shall determine a proper course of action at that time.
3. *T&W Obligations, T&W Shall:*
 - a. Grind all material - as required

b. Screen the finished compost. Once per year or as material is ready.

4. *Indemnification,*

In the performance of this Agreement, T&W is an independent contractor, the city being interested only in the result obtained, and the manner and means of conducting such work will be under the sole control of T&W. However, all work performed under this Agreement shall be done in accordance with the provisions of this Agreement and shall be subject to the continued right of inspection by City's representatives. T&W will be entirely and solely responsible for all acts and the act of contractor's agents, employees, and subcontractors, while engaged in the performance of work contracted for in this Agreement. Contractor, and its successors or assigns, agree to indemnify and hold harmless city against all claims, demands, suits, or judgements asserted, made or recovered by any and all persons on account of acts or omissions of T&W, its agents employees, or sub-contractors, during the performance of the work contracted for in this Agreement. Similarly, T&W agrees to indemnify City for loss or damage to any of City's property or equipment used or obtained in connection with the work to be performed under this Agreement.

5. *Insurance.*

a. T&W shall carry or require that there be carried worker's compensation insurance for all its employees and those of its sub-contractors engaged tin work at the site 'in accordance with Iowa law.

b. T&W shall carry or require that there be carried public liability insurance with minimums of one million dollars for each individual accident and two million dollars for each occurrence of accidental injury to protect T&W or its sub contractors against claims for injury to or death of any person or persons due to accidents that may occur or result from operations under this Agreement .

c. City of Monticello _____ will be added to this policy.

6. *Rates and Charges*

a. City shall pay the sum of \$ 30,000 to T&W , payable in quarterly installments of \$ 7,500 commencing 1 July 2025 and continuing quarterly until paid in full

b. Storm grinding shall be billed at the rate of \$650.00 per hour per event.

However,
composting and screening will be at no additional charge.

c. Catastrophic storm damage requiring FEMA assistance well be charged at FEMA rates. e.Large stumps and logs Are ground at the rate of \$650.00 per hour due t to the extra handling requirments.

f. Tree removal ; This contract is for residents and general yard waste on a normal year. Tree removal materials will be charged for processing.

7. *Materials from other communities*

This Agreement is for composting services for residents of the city of Monticello_ Iowa only. Material from other communities will incur an additional charge.

8. *Modification of Agreement.*

Any modification of this Agreement of additional obligation assumed b either party in connection with this Agreement shall be binding only if reduced to writing and signed by an authorized representative of each party.

9. *Notices.*

Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth on this Agreement. Notices to T&W shall be sent to T&W Grinding, po box 254 Delhi Iowa 52223. Notices to the city shall be sent to City of _Monticello_attn; City Manager.

10. *Compliance with ordinances and regulations.*

T&W activities under this Agreement shall be in complete accord with all ordinances and regulations of city now in effect or later adopted.

written. City of _____, Iowa,

By-----

T&W Grinding and Compost Services, l.l.c.

By -----

Name Philip Thuman
Title Owner



September 11th, 2025

Mayor and City Council
City of Monticello
200 East 1st Street
Monticello, IA 52310

RE: STEPHEN SEWER
CHANGE ORDER #1 AND PAY REQUEST #1

Dear Mayor and City Council,

Enclosed for your review and approval are Change Order #1 and Pay Request #1 for work completed on the Stephen Sewer project.

Change Order #1 includes unit price and plan quantity adjustments due to design revisions.

Payment for improvements during this period includes costs associated with earthwork, dewatering, sanitary sewer installation, and stored materials.

We recommend approval of Change Order #1 with a **\$56,126.56** decrease to the overall project cost. The total project cost would be decreased from \$1,316,569.50 to \$1,260,442.94. Additionally, we have reviewed the pay estimate and find it in agreement with the work completed to date. We, therefore, recommend approval of Pay Request #1 in the amount of **\$315,593.21** to Roger Stephen.

Feel free to contact me to discuss this further if needed. Thank you.

Respectfully,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Colton Ingels', is written over a light blue horizontal line.

Colton Ingels, P.E.
Project Engineer

Enclosure: Change Order #1, Pay Request #1

Cc: Russ Farnum, City of Monticello
Roger Stephen

City of Monticello, Iowa

RESOLUTION #

Approving Change Order #1 to Roger Stephen, Re: Stephen Addition Trunk Sewer Project in the amount of decrease amount of \$56,126.56

WHEREAS, the City of Monticello, Iowa is an incorporated city within Jones County, Iowa; and

WHEREAS, the Council entered into an agreement (the “Development Agreement”) with Roger Strephen (the “Developer”) with respect to the construction of a regional sanitary sewer improvement, from Kitty Creek extending westerly to South Main Street, in the City of Monticello, County of Jones, State of Iowa, with Resolution #2025-99 dated July 21, 2025 and

WHEREAS, The City Engineer has reviewed the proposed Change Order #1 in the decreased amount of \$56,126.56 and recommends that it be approved by the City Council.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve Change Order #1 submitted by Roger Stephen related to the Stephen Addition Trunk Sewer Project in the decreased amount of \$56,126.56.

.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 15th day of September 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

AIA Type Document
Application and Certification for Payment

Pg 1 of 5

TO (OWNER): Roger Stephen

PROJECT: Monticello Trunk Sewer

APPLICATION NO: 251090825

PERIOD TO: 8/31/2025

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Pirc Tobin Construction
PO Box 160
2650 Old Quaas Rd.
Alburnett, IA 52202

VIA (ARCHITECT):

ARCHITECT'S
PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM \$ 1,288,989.50

2. Net Change by Change Orders \$ -28,546.56

3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,260,442.94

4. TOTAL COMPLETED AND STORED TO DATE \$ 450,847.44

5. RETAINAGE:

a. 5.00 % of Completed Work \$ 22,542.37

b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 22,542.37

6. TOTAL EARNED LESS RETAINAGE \$ 428,305.07
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) \$ 0.00

8. CURRENT PAYMENT DUE \$ 428,305.07

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 832,137.87

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	268,068.82	-296,615.38
TOTALS	268,068.82	-296,615.38
NET CHANGES by Change Order		-28,546.56

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Pirc Tobin Construction
PO Box 160 2650 Old Quaas Rd.
Alburnett, IA 52202

By: Mitchell

Date: 9/11/2025

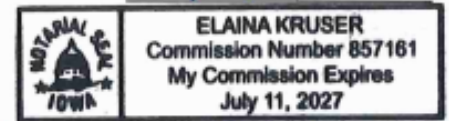
State of: IA
County of: Linn

Subscribed and Sworn to before me this 11th

Day of September 20 25

Notary Public: Elaina Kruser

My Commission Expires: July 11, 2027



ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____

Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Pg 2 of 5

CONTRACT DATE:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
2010-B	Strip, stockpile, and respread topsoil	5,867.000	6.0000	35,202.00	.000	0.00	1,466.670	8,800.02	0.00	8,800.02	25.00	26,401.98
3010-C	Trench stabilizing material	530.000	32.5000	17,225.00	.000	0.00	.000	0.00	0.00	0.00	.00	17,225.00
3010-999-A	Dewatering	1.000	375,000.0000	375,000.00	.000	0.00	.500	187,500.00	0.00	187,500.00	50.00	187,500.00
Sanitary Sewer, PVC SDR-26, in place, backfill compacted to 90% standard proctor density, using suitable native material												
4010-A-1	10" diameter	423.000	110.0000	46,530.00	.000	0.00	.000	0.00	0.00	0.00	.00	46,530.00
4010-A-1	15" diameter	183.000	140.0000	25,620.00	.000	0.00	183.000	25,620.00	0.00	25,620.00	100.00	.00
Sanitary Sewer, PVC SDR-26, in place, backfill compacted to 95% Standard Proctor Density for the upper 10 feet and to 98% for depths greater than 10 feet, using suitable native material												
4010-A-1	8" diameter	1,186.000	95.0000	112,670.00	.000	0.00	1,186.000	112,670.00	0.00	112,670.00	100.00	.00
4010-A-1	10" diameter	45.000	110.0000	4,950.00	.000	0.00	.000	0.00	0.00	0.00	.00	4,950.00
4010-A-1	12" diameter	968.000	110.0000	106,480.00	.000	0.00	.000	0.00	0.00	0.00	.00	106,480.00
4010-A-1	15" diameter	1,117.000	142.5000	159,172.50	.000	0.00	246.500	35,126.25	0.00	35,126.25	22.07	124,046.25
PVC DR-18 Sanitary Sewer in place, backfill compacted to 95% Standard Proctor Density for the upper 10 feet and to 98% for depths greater than 10 feet, using suitable native material												
4010-A-1	8" diameter	183.000	105.0000	19,215.00	.000	0.00	.000	0.00	0.00	0.00	.00	19,215.00
Bore and Jack Sanitary Sewer with retrained joints and casing pipe												

AIA Type Document
Application and Certification for Payment

Pg 3 of 5

TO (OWNER): Roger Stephen

PROJECT: Monticello Trunk Sewer

APPLICATION NO: 251090825

PERIOD TO: 8/31/2025

DISTRIBUTION TO:
 _ OWNER
 _ ARCHITECT
 _ CONTRACTOR

FROM (CONTRACTOR): Pirc Tobin Construction
 PO Box 160
 2650 Old Quaas Rd.
 Alburnett, IA 52202

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
4010-A-2	10" diameter w/ 20" casing pipe	94.000	850.0000	79,900.00	.000	0.00	.000	0.00	0.00	0.00	.00	79,900.00
Sanitary Sewer Service Stub, PVC SDR 23.5												
4010-E	4" diameter	1,646.000	60.0000	98,760.00	.000	0.00	.000	0.00	0.00	0.00	.00	98,760.00
4010-E	6" diameter	300.000	70.0000	21,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	21,000.00
4060-999-A	Testing and televised inspection of sanitary sewer	1.000	10,000.0000	10,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	10,000.00
5010-999-A	Remove & replace 2" water service & electric service to existing well head	1.000	2,000.0000	2,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	2,000.00
6010-A	Sanitary manholes, SW-301 complete, 48" diameter manhole	17.000	8,000.0000	136,000.00	.000	0.00	1.000	8,000.00	0.00	8,000.00	5.88	128,000.00
6010-C-1	Internal drop connection	2.000	2,000.0000	4,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	4,000.00
6010-G-1	Core drill & connect sanitary sewer to existing manhole	1.000	5,000.0000	5,000.00	.000	0.00	1.000	5,000.00	0.00	5,000.00	100.00	.00
7040-H	Remove and replace gravel drive	105.000	23.5000	2,467.50	.000	0.00	.000	0.00	0.00	0.00	.00	2,467.50
Stabilization seeding and fertilizing with straw mulch												
9010-A	SUDAS type 2 seed mixture	2.400	1,400.0000	3,360.00	.000	0.00	.000	0.00	0.00	0.00	.00	3,360.00
9010-A	SUDAS type 5 seed mixture	11.500	1,000.0000	11,500.00	.000	0.00	.000	0.00	0.00	0.00	.00	11,500.00
9040-A-2	Stormwater Pollution Prevention Plan management	1.000	2,000.0000	2,000.00	.000	0.00	.500	1,000.00	0.00	1,000.00	50.00	1,000.00
9040-N-1	Silt fence, installation, maintenance, and removal	2,050.000	1.7500	3,587.50	.000	0.00	589.000	1,030.75	0.00	1,030.75	28.73	2,556.75

AIA Type Document
Application and Certification for Payment

Pg 4 of 5

TO (OWNER): Roger Stephen

PROJECT: Monticello Trunk Sewer

APPLICATION NO: 251090825

PERIOD TO: 8/31/2025

DISTRIBUTION TO:
 _ OWNER
 _ ARCHITECT
 _ CONTRACTOR

FROM (CONTRACTOR): Pirc Tobin Construction
 PO Box 160
 2650 Old Quaas Rd.
 Alburnett, IA 52202

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
9040-999-A	Maintenance and restoration of existing granular entrance drive	1.000	3,500.0000	3,500.00	.000	0.00	.500	1,750.00	0.00	1,750.00	50.00	1,750.00
11,030-B	Solid waste dumpster and collection	1.000	500.0000	500.00	.000	0.00	1.000	500.00	0.00	500.00	100.00	.00
11,030-999-A	Furnish and maintenance of portable restroom for duration of construction	1.000	750.0000	750.00	.000	0.00	1.000	750.00	0.00	750.00	100.00	.00
11,050-A	Concrete washout	1.000	100.0000	100.00	.000	0.00	.000	0.00	0.00	0.00	.00	100.00
0000-999-A	Install, maintain, and remove temporary rock parking and storage area	1.000	2,500.0000	2,500.00	.000	0.00	.000	0.00	0.00	0.00	.00	2,500.00
Trench backfill compacted to 95% Standard Proctor Density using 3/8" Minus limestone												
3010-999-A	Sanitary pipe trench *estimated quantity	.000	10.0000	0.00	.000	0.00	.000	0.00	0.00	0.00		.00
Stored Materials												
30	Stored Materials	1.000	174,650.4200	174,650.42	.000	0.00	1.000	174,650.42	0.00	174,650.42	100.00	.00
30	Stored Materials	1.000	174,650.4200	-174,650.42	.000	0.00	.000	0.00	0.00	0.00	.00	-174,650.42
Change Order #1												
Original Contract Item Qty Changes												
4010-A-1	Sanitary Sewer, PVC SDR-26, In Place, 8" Diameter	-1,186.000	95.0000	-112,670.00	.000	0.00	-1,186.000	-112,670.00	0.00	-112,670.00	100.00	.00
Revisions Deductions/Additions of Proposed Costs												
6010-A	Sanitary manholes, SW-301 complete, 48" diameter manhole	5.000	-750.0000	-3,750.00	.000	0.00	.000	0.00	0.00	0.00	.00	-3,750.00

AIA Type Document
Application and Certification for Payment

TO (OWNER): Roger Stephen	PROJECT: Monticello Trunk Sewer	APPLICATION NO: 251090825 PERIOD TO: 8/31/2025		DISTRIBUTION TO: — OWNER — ARCHITECT — CONTRACTOR
FROM (CONTRACTOR): Pirc Tobin Construction PO Box 160 2650 Old Quaas Rd. Alburnett, IA 52202	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:		

CONTRACT FOR:				CONTRACT DATE:								
ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
4010-A-1	Sanitary Sewer, PVC SDR-26, In Place, 8" Diameter	1,126.000	80.0000	90,080.00	.000	0.00	14.000	1,120.00	0.00	1,120.00	1.24	88,960.00
Change Order #2												
6010-A	Sanitary Manholes, SW-301 Complete, Deduct	-24.000	231.0400	-5,544.96	.000	0.00	.000	0.00	0.00	0.00	.00	-5,544.96
6010-A	Sanitary Manholes, SW-301 Complete, With Bolt Down Lid & Frame	12.000	278.2000	3,338.40	.000	0.00	.000	0.00	0.00	0.00	.00	3,338.40
REPORT TOTALS				\$1,260,442.94		\$0.00		\$450,847.44		\$450,847.44		
									\$0.00			\$809,595.50

City of Monticello, Iowa

RESOLUTION

Approving Pay Request #1 to Roger Stephen, Re: Stephen Addition Trunk Sewer Project in the amount of \$315,593.21

WHEREAS, the City of Monticello, Iowa is an incorporated city within Jones County, Iowa; and

WHEREAS, the Council entered into an agreement (the “Development Agreement”) with Roger Strephen (the “Developer”) with respect to the construction of a regional sanitary sewer improvement, from Kitty Creek extending westerly to South Main Street, in the City of Monticello, County of Jones, State of Iowa, with Resolution #2025-99 dated July 21, 2025 and

WHEREAS, the Development Agreement would provide financial incentives to the Developer in the form of payments for a portion of the public infrastructure necessary to construct the subdivision, and

WHEREAS, Roger Stephen has submitted the first pay request in the gross amount of \$450,847.44 which, after reducing same by the contractually agreed upon 30% retainer, reduces the current amount due to \$315,593.21, and

WHEREAS, The Council finds that the pay request is supported by the work completed and that the City Engineer has recommended approval of said pay request.

NOW THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the first pay request from Roger Stephen in the amount of \$315,593.21, same reflecting the maintenance of a 30% retainer in the current amount of \$135,254.23.

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 15th day of September 2025.

Wayne Peach, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 9/11/2025
Preparer: Sally Hinrichsen



Agenda Item: # 10
Agenda Date: 9/15/2025

Communication Page

Agenda Items Description: alley by Sacred Heart

Type of Action Requested: Motion

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: At the August 18th Council meeting, there was discussion on this item which was tabled to this meeting.

No additional information has been received regarding the requested.

Recommend the Council postpone action on this item until additional information regarding the requested is received.

City Council Meeting Prep. Date: 9/8/25 Preparer: Jacob Oswald		Agenda Item: # 11 Agenda Date: 9/15/25
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Communication Page

<u>Agenda Items Description:</u> Middle/High School Discus Ring Installation

<u>Type of Action Requested:</u> Motion												
<u>Attachments & Enclosures:</u> <table border="1" style="width: 100%;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				<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:	
Budget Line Item:												
Budget Summary:												
Expenditure:												
Revenue:												

Synopsis:

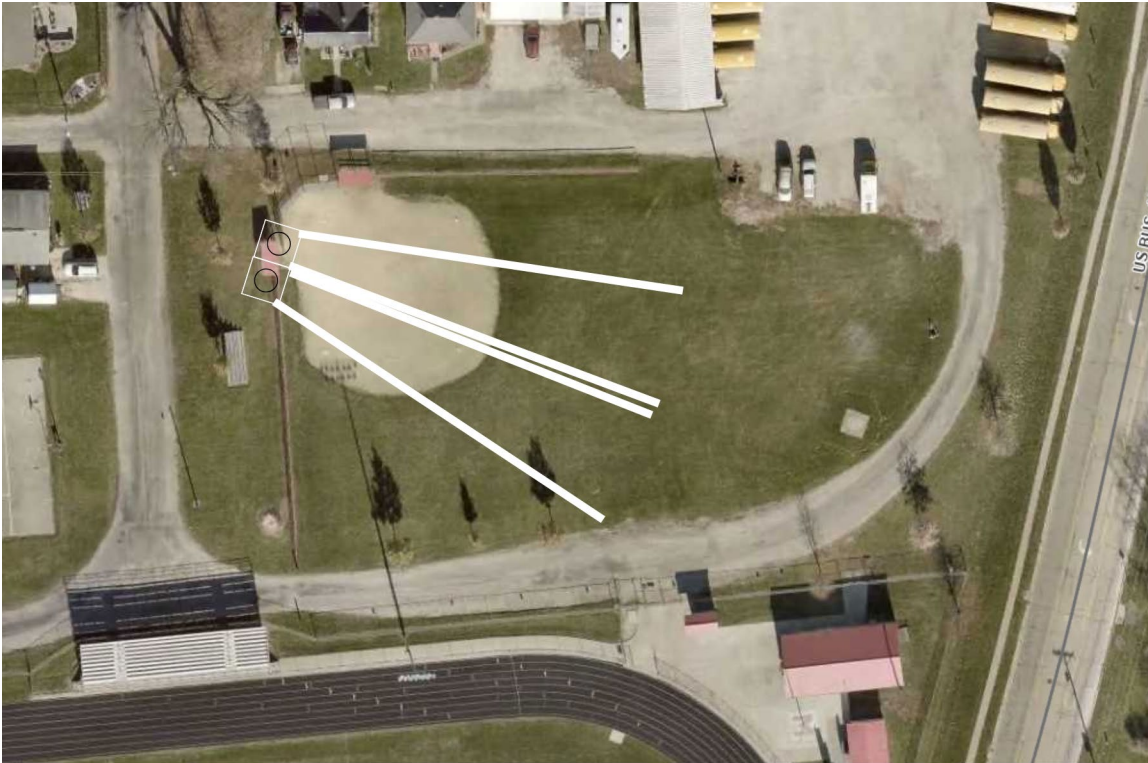
The High School Track & Field Coach, Greg Williams has inquired about installing two new discus rings located at the Old Diamond.

Background Information:

High School Track Coach Greg Williams has submitted a request to install two new discus rings at the Old Diamond. This request would come at no financial cost to the City; all expenses related to the project would be privately funded.

However, the proposed improvements would eliminate the ball diamond for future recreational use. In addition, the project would require the removal of the existing fence along the South Sycamore Street side of the property. The only impact to the City is the timing and location of T-Ball games and coordination with the School District.

It is important to note that City Council and the School Board have had preliminary discussions regarding the possibility of the school acquiring this property from the City in exchange for other school-owned property. These discussions have been general in nature, with no formal proposals at this time. Below you will find a conceptual drawing of the requested project.



The Park Board is in support of the project at this time. Council discussion and possible motion to approve, or other direction to proceed, is requested.

City Council Meeting
Prep. Date: 9/10/2025
Preparer: Sally Hinrichsen



Agenda Item: #12
Agenda Date: 09/15/2025

Communication Page

Agenda Items Description: To schedule Trick or Treat Night and hours for Friday October 31, 2025 from 6:00 to 8:00 PM

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

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: Council sets the night and hours for Trick or Treating yearly.

Background Information:

Downtown businesses Treats on the Streets will take place on Thursday, October 23rd, from 5-7.

Staff Recommendation: Schedule Trick or Treat Night and hours for Friday October 31, 2025 from 6:00 to 8:00 PM is recommended

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



Agenda Item: # 13
Agenda Date: 9/15/2025

Communication Page

Agenda Items Description: 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

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MONTICELLO, IOWA, BY ADDING A NEW SECTION REQUIRING RESPONSIBLE BEVERAGE SERVER TRAINING

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

SECTION 1. NEW SECTION. The Code of Ordinances of the City of Monticello, Iowa, is amended by adding a new Section 45.05, entitled ALCOHOL COMPLIANCE TRAINING, which is hereby adopted to read as follows:

45.05 ALCOHOL COMPLIANCE TRAINING. This section shall establish policies and procedures for the City, to allow the City to utilize and invoke the Alcohol Compliance Training provisions.

1. **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.
2. **Special Events.** This section does not apply to persons that sell, serve or dispense alcoholic beverages at festivals, carnivals, fundraisers, and other temporary events.
3. **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.
4. **Penalties.** The Monticello Police Department is charged with primary responsibility for enforcement of this Code. 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 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the _____ day of October, 2025, and approved this _____ day of October, 2025.

Wayne Peach, Mayor

ATTEST:

Sally Hinrichsen, City Clerk/Treasurer

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2025.

Sally Hinrichsen, City Clerk/Treasurer

City Council Meeting
Prep. Date: 9/11/2025
Preparer: Sally Hinrichsen



Agenda Item: # 14-23
Agenda Date: 9/15/2025

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:

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