

City of Monticello, Iowa

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Monticello City Council Meeting August 3, 2026 at 6:00 p.m.
Monticello Renaissance Center, 220 E. 1st Street, Monticello, Iowa

Mayor:	Jake Ellwood	Staff:	
City Council:		City Administrator:	Russell Farnum
At Large:	Candy Langerman	City Clerk/Treas.:	Sally Hinrichsen
At Large:	Mary Phelan	Police Chief:	Britt Smith
At Large:	Josh Brenneman	Library Director:	Faith Brehm
At Large:	Scott Brighton	Public Works Dir.:	Nick Kahler
At Large:	Ben Duehr	Water/Wastewater Sup.:	Jim Tjaden
At Large:	Dave Goedken	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	July	20, 2026
Approval of Payroll	July	23, 2026
Approval of Claims List		
Approval of Whiskey Bar & Club Class C Alcohol license		
Approval of Northside Bar Class C Alcohol license		

Resolutions:

1. **Resolution** Approving Driver Policy Iowa DOT/CDL Regulated
2. **Resolution** Approving Plat of Survey to Parcel 2026-52

3. **Resolution** Approving the Plat of Survey to Parcel 2026-53, same being located within the two-mile jurisdiction of the City limits of the City of Monticello
4. **Resolution** Approving the Plat of Survey to Parcel 2026-54, same being located within the two-mile jurisdiction of the City limits of the City of Monticello
5. **Resolution** Approving purchase of a Kawasaki Mule from Kromminga Motors
6. **Resolution** approving Monticello Police Department to purchase DataPilot Software

Reports / Potential Actions:

7. Mayor
8. City Engineer
9. City Administrator
10. Water/Wastewater Superintendent
11. Park and Recreation Director
12. Library Director
13. Ambulance Director
14. City Clerk
15. Public Works Director
16. Police Chief
17. Information sharing by Council Members

Work Sessions:

18. **Work Session** on Electric bikes, scooters, etc ordinance and regulations
19. **Work Session** on Yard Waste disposal and site regulations
20. **Work Session** on possible Rural Innovative Housing Grant - Derek Lumsden
21. **Work Session** on CDBG Rehab Program for Downtown Façade Renovations - Derek Lumsden

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: August 3, 2026 Council Meeting

Time: Aug 3, 2026 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87385810191>

Meeting ID: 873 8581 0191

One tap mobile

+13126266799,,87385810191# US (Chicago)

+16465588656,,87385810191# US (New York)

Join by SIP

• 87385810191@zoomcrc.com

Join instructions

https://us02web.zoom.us/join/87385810191/invitations?signature=oTQKl88eHqsWDqu9oK83M6f4s4BIcU1_8Z1llaYhKW

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Regular Council Meeting
July 20, 2026, 6:00 P.M.
Community Media Center

Mayor Jake Ellwood called the meeting to order. Council present were: Candy Langerman, Mary Phelan, Josh Brenneman, Scott Brighton and Dave Goedken. Council member Ben Duehr was absent. Also present were City Administrator Russell Farnum, City Clerk Sally Hinrichsen, Public Works Director Nick Kahler, Police Chief Britt Smith and Fire Chief Billy Norton. 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.

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

Mary Melchart, 1 Spring Farm Lane, reported the Migrant Advocate Group of Jones County is presenting “The Pathway to U.S. Citizenship” by Immigration Attorney Ry Meyer, from Catholic Charities in Dubuque, Iowa, on Saturday, August 1, 2026 at 10 AM in the Monticello City Council Chambers. Public is invited to attend.

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

Langerman moved to approve Resolution #2026-107 Approving Change Order Request #7 in the increased not to exceed amount of \$30,583.70 as submitted by Bill Bruce Builders related to the Monticello Wastewater Treatment Plant Improvements. Brighton seconded. Roll call was unanimous.

Brighton moved to approve Resolution #2026-108 Approving Pay Request #26 to Bill Bruce Builders, Inc., Re: Wastewater Treatment Plant Improvement Project in the amount of \$304,720.40. Phelan seconded. Roll call was unanimous.

Langerman moved to approve Resolution #2026-109 Approving Airport FBO hangar door replacement in the amount of \$12,640.00. Brenneman seconded. Roll call was unanimous.

Langerman moved to approve Resolution #2026-110 Approving the purchase of a 2016 John Deere 1575 mower from Roeder Implement for \$18,000.00. Brighton seconded. Roll call was unanimous.

Brenneman moved to approve Resolution #2026-111 Approving Monticello Fire Department to purchase Fire Personal Protective Equipment (PPE). Goedken seconded. Roll call was unanimous.

Goedken moved to approve Resolution #2026-112 Approving contract and performance and/or payment bonds for the 6th Street Ditch Restoration Project. Phelan seconded. Roll call vote was unanimous.

Brighton moved to approve issuance of payments to award winners following Art in the Park Event. Brenneman seconded. Roll call was unanimous.

Regular Council Meeting

July 20, 2026

Council members gave reports on meetings attended. City Administrator and Department heads gave updates on projects and activities happening in their departments.

Work session was held on the proposed Drivers policy the insurance carrier is requesting the City to adopt. Farnum is waiting for City Attorney to review and will bring back to Council for formal approval.

Brenneman moved to adjourn at 6:34 P.M.

Jake Ellwood, Mayor

Sally Hinrichsen, City Clerk/Treasurer

PAYROLL - JULY 23, 2026

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
AMBULANCE	July 4 - 17, 2026				
Devin Arduser	\$ 96.00	\$ -	0.00	0.00	\$ 82.62
Chris Bell	896.70	-	0.00	0.00	707.40
Erlin Bell	342.00	-	0.00	0.00	294.33
Brian Bronemann	758.71	-	0.00	0.00	640.85
Jamie Coleman	2,507.63	0.43	0.00	0.00	1,958.79
Quinn Hansen	1,997.20	267.12	0.00	0.00	1,499.10
Ronald Herman, Jr.	320.00	-	0.00	0.00	275.39
Sonya Johnson	809.80	-	0.00	0.00	684.00
Jayna Koffron	534.24	-	0.00	0.00	451.25
Lori Lynch	3,581.99	-	0.00	0.00	2,390.41
Coletta Matson	3,086.80	534.00	0.00	0.00	2,143.35
Mandy Norton	318.30	-	0.00	0.00	268.38
Cory Reyner	1,242.40	-	0.00	0.00	1,043.91
Shirlee Scott	3,020.00	1,087.20	0.00	0.00	2,191.73
Cora Wheeler	2,262.55	79.85	0.00	0.00	1,684.61
TOTAL AMBULANCE	\$ 21,774.32	\$ 1,968.60	0.00	0.00	\$ 16,316.12
CEMETERY	July 4 - 17, 2026				
Griffin Brokaw	\$ 1,208.56	\$ -	0.00	0.00	\$ 1,028.00
Chesney Capron	1,220.00	-	0.00	0.00	1,036.76
Dan McDonald	2,291.20	-	0.00	0.00	1,425.86
TOTAL CEMETERY	\$ 4,719.76	\$ -	0.00	0.00	\$ 3,490.62
CITY HALL	July 4 - 17, 2026				
Cheryl Clark	\$ 2,485.60	\$ -	9.00	18.00	\$ 1,759.45
Russ Farnum	4,007.69	-	0.00	0.00	2,701.33
Sally Hinrichsen	3,447.97	-	0.00	0.00	2,310.88
Nanci Tuel	2,376.69	11.09	0.00	0.00	1,503.50
TOTAL CITY HALL	\$ 12,317.95	\$ 11.09	9.00	18.00	\$ 8,275.16
COUNCIL / MAYOR					
Josh Brenneman	\$ 300.00	\$ -	0.00	0.00	\$ 276.78
Scott Brighton	300.00	-	0.00	0.00	276.78
Ben Duehr	300.00	-	0.00	0.00	258.18
Jake Ellwood	500.00	-	0.00	0.00	461.75
Dave Goedken	300.00	-	0.00	0.00	276.78
Candy Langerman	300.00	-	0.00	0.00	277.05
Mary Phelan	300.00	-	0.00	0.00	277.05
TOTAL COUNCIL / MAYOR	\$ 2,300.00	\$ -	0.00	0.00	\$ 2,104.37
LIBRARY	July 4 - 17, 2026				
Faith Brehm	\$ 2,048.41	\$ -	0.00	0.00	\$ 1,562.43
Molli Hunter	1,536.80	-	0.00	0.00	1,236.07
Penny Schmit	1,844.00	-	0.00	0.00	1,292.89
Ben Williams	540.00	-	0.00	0.00	497.17
TOTAL LIBRARY	\$ 5,969.21	\$ -	0.00	0.00	\$ 4,588.56
MBC	July 4 - 17, 2026				
Blaine Benter	\$ 555.00	\$ -	0.00	0.00	\$ 512.54

PAYROLL - JULY 23, 2026

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Milo Breitbach	1,836.54	-	0.00	0.00	1,411.44
Kara Burrack	1,468.80	-	0.00	0.00	1,264.04
Mason McAtee	345.00	-	0.00	0.00	318.61
Jacob Oswald	2,760.42	-	0.00	0.00	2,033.64
Conley Schauf	600.00	-	0.00	0.00	550.30
Ben Welter	610.00	-	0.00	0.00	563.33
TOTAL MBC	\$ 8,175.76	\$ -	0.00	0.00	\$ 6,653.90
POLICE	July 4 - 17, 2026				
Erik Honda	\$ 3,380.16	\$ -	0.00	0.00	\$ 2,478.11
Jordan Koos	3,400.28	-	0.00	0.00	2,345.77
Cole Millard	3,639.72	-	0.00	0.00	2,387.41
Johnny Norwood	2,987.04	-	0.00	0.00	1,748.39
Keanan Shannon	3,410.76	-	0.00	28.25	2,211.42
Britt Smith	3,871.46	-	0.00	0.00	2,844.71
Madonna Staner	2,020.80	-	0.00	0.00	1,510.08
Brian Tate	3,639.72	-	0.00	0.00	2,391.99
TOTAL POLICE	\$ 26,349.94	\$ -	0.00	28.25	\$ 17,917.88
ROAD USE	July 4 - 17, 2026				
Zeb Bowser	\$ 2,251.20	\$ -	0.00	0.00	\$ 1,630.33
Jacob Gravel	2,251.20	-	0.00	0.00	1,700.23
Nick Kahler	2,784.95	-	0.00	0.00	2,040.98
Jasper Scott	2,251.20	-	0.00	0.00	1,683.35
TOTAL ROAD USE	\$ 9,538.55	\$ -	0.00	0.00	\$ 7,054.89
SEWER	July 4 - 17, 2026				
Jim Tjaden	\$ 3,180.41	\$ -	0.00	0.00	\$ 2,203.36
TOTAL SEWER	\$ 3,180.41	\$ -	0.00	0.00	\$ 2,203.36
SWIMMING POOL	July 3 - 16, 2026				
Laila Atkinson	\$ 578.81	\$ -	0.00	0.00	\$ 534.53
Bailey Brenneman	651.69	-	0.00	0.00	598.59
Emma Bruggemann	207.56	-	0.00	0.00	191.68
Lauren Brunscheen	192.50	-	0.00	0.00	177.77
Macey Burlage	539.01	-	0.00	0.00	497.77
Marlee Chapman	207.19	-	0.00	0.00	191.34
Paxtyn Chapman	85.00	-	0.00	0.00	78.50
Skylar Christensen	196.88	-	0.00	0.00	181.82
Vannessa Clapp	498.00	-	0.00	0.00	459.90
Harper Donovan	230.00	-	0.00	0.00	212.40
Hayden Donovan	102.50	-	0.00	0.00	94.65
Jill Flynn	1,263.42	-	0.00	0.00	1,156.76
Stella Flynn	568.51	-	0.00	0.00	525.02
Izabella Gaul	57.50	-	0.00	0.00	53.10
Jensen Glawatz	425.69	-	0.00	0.00	393.13
Gemma Haas	40.00	-	0.00	0.00	36.94
Lily Hall	56.38	-	0.00	0.00	52.06
Seth Hubbard	57.50	-	0.00	0.00	53.10
Peyton Hynick	127.50	-	0.00	0.00	117.74

PAYROLL - JULY 23, 2026

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
Chloe Kienzle	137.50	-	0.00	0.00	126.98
Lacie Koppes	592.38	-	0.00	0.00	547.06
Zoe Lagunes-Reynolds	303.13	-	0.00	0.00	279.94
Kaylee Lawrence	465.50	-	0.00	0.00	429.89
Brynnlee Love	174.00	-	0.00	0.00	160.69
Alexis Lugin	543.75	-	0.00	0.00	502.16
Mary Grace Lyons	231.00	-	0.00	0.00	213.33
Mallory McElmeel	85.00	-	0.00	0.00	78.50
Lindsay Ruchti	177.00	-	0.00	0.00	163.46
Samantha Ruchti	598.88	-	0.00	0.00	549.31
Eli Santa	261.37	-	0.00	0.00	241.38
Cole Schmid-McCormick	45.00	-	0.00	0.00	41.56
Brynn Schmit	562.51	-	0.00	0.00	519.47
Emma Schwendinger	1,078.20	-	0.00	0.00	927.85
Keanan Sherwood	333.00	-	0.00	0.00	307.52
Bodin Smith	287.50	-	0.00	0.00	265.50
Katherine Stadtmueller	739.63	-	0.00	0.00	671.01
Hannah Wink	82.50	-	0.00	0.00	76.18
Abigail Wright	503.63	-	0.00	0.00	465.10
TOTAL SWIMMING POOL	\$ 13,287.12	\$ -	0.00	0.00	\$ 12,173.69
WATER	July 4 - 17, 2026				
Scott Hagen	\$ 2,472.80	\$ -	0.00	3.00	\$ 1,847.65
Josh Willms	2,312.80	-	4.50	9.00	1,551.01
TOTAL WATER	\$ 4,785.60	\$ -	4.50	12.00	\$ 3,398.66
TOTAL - ALL DEPTS.	\$ 112,398.62	\$ 1,979.69	13.50	58.25	\$ 84,177.21

Report Criteria:
[Report].Due Date = 08/04/2026

Name	Description	Invoice Amount
LASER TECH USA INC.	PD BUILDING SUPPLIES	123.44
JOHN DEERE FINANCIAL	PD VEHICLE OPERATING	4.98
JOHN DEERE FINANCIAL	PD VEHICLE OPERATING	12.77
MONTICELLO COMM SCHOOL DISTRICT	PD FUEL	1,306.47
STEPHEN MOTORS INC	PD VEHICLE OPERATING	151.95
JOHN DEERE FINANCIAL	PD OPERATING SUPPLIES - FAIR	1.38
Total 001-110: Police		1,600.99
ALLIANT ENERGY-IES	WELTER DR STREETLIGHTS	132.65
Total 001-230: Streetlights		132.65
FAREWAY STORES #840-1	POOL CONCESSIONS	32.86
Total 001-440: Pool		32.86
MONTICELLO COMM SCHOOL DISTRICT	CEMETERY FUEL	451.69
LAPORTE MOTOR SUPPLY	CEMETERY EQUIP REPAIR/MAINT	238.73
Total 001-450: Cemetery		690.42
MOLLI JENN HUNTER	JANITORIAL SERVICES	350.00
Total 001-620: Administration		350.00
SNYDER & ASSOCIATES INC	AIR PERMIT WW GENERATOR	1,120.00
Total 001-640: Engineer		1,120.00
LYNCH DALLAS P.C.	ATTORNEY FEES	180.00
LYNCH DALLAS P.C.	ATTORNEY FEES	80.00
Total 001-641: Attorney		260.00
JACOB HEINSIUS	CH PEST CONTROL	70.00
JOHN DEERE FINANCIAL	CH BUILDING SUPPLIES	41.98
E.O. JOHNSON CO INC	CH COPIER MAINTENANCE	287.93
ALUMINUM KING MANUFACTURE LTD	FIREWORKS	2,600.00
LASER TECH USA INC.	CH OFFICE SUPPLIES	23.64
Total 001-650: Administration		3,023.55
MOLLI JENN HUNTER	JANITORIAL SERVICES	210.00
KELLI CERRUTO	MBC ADULT PROGRAMMING	24.00
JOHN DEERE FINANCIAL	MBC BUILDING MAINTENANCE	13.99
LASER TECH USA INC.	MBC BUILDING SUPPLIES	276.34
LASER TECH USA INC.	MBC BUILDING SUPPLIES	286.24
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	394.57
D&S PORTABLES INC.	MBC PORT-A-POT RENTAL	293.75
B & W RACING SERVICES LLC	MBC SPECIAL EVENTS - 5K	734.00

Name	Description	Invoice Amount
Total 005-430: Parks & Rec		2,232.89
JOHN DEERE FINANCIAL	MBC SPECIAL EVENTS - 5K	7.99
JOHN DEERE FINANCIAL	MBC SPECIAL EVENTS - 5K	11.99
THE COTTON GALLERY LTD.	MBC SPECIAL EVENTS - 5K	472.00
SPAHN & ROSE LUMBER CO INC	MBC HOLIDAY ON 1ST	34.99
SPAHN & ROSE LUMBER CO INC	MBC SPECIAL EVENTS - 5K	12.08
Total 013-430: Parks & Rec Special Events		539.05
INSURANCE ASSOCIATES INC.	FIRE WORK COMP	20,930.92
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	273.08
JOHN DEERE FINANCIAL	FIRE EQUIP REPAIR/MAINT	120.96
Total 015-150: Fire		21,324.96
INSURANCE ASSOCIATES INC.	AMBULANCE WORK COMP	25,750.66
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	1,130.56
LASER TECH USA INC.	AMB BUILDING SUPPLIES	123.43
Total 016-160: Ambulance		27,004.65
MOLLI JENN HUNTER	JANITORIAL SERVICES	262.50
JACOB HEINSIUS	LIB BLDG REPAIR/MAINT	70.00
Total 041-410: Library		332.50
ATR LIGHTING ENTERPRISES INC	AIRPORT RUNWAY LIGHT BULBS	308.75
MONTICELLO COMM SCHOOL DISTRICT	AIRPORT FUEL	292.91
ALLIANT ENERGY-IES	20373 HWY 38 AIRPORT	97.63
ALLIANT ENERGY-IES	20373 HWY 38 AIRPORT - TERMINAL	352.74
ALLIANT ENERGY-IES	20373 HWY 38 AIRPORT	30.17
ALLIANT ENERGY-IES	AIRPORT ELECTRIC	57.93
ALLIANT ENERGY-IES	20373 HWY 38 AIRPORT	309.27
MONTICELLO AVIATION INC	AIRPORT MANAGER	2,887.50
Total 046-280: Airport		4,336.90
MONTICELLO COMM SCHOOL DISTRICT	RU FUEL	892.11
JOHN DEERE FINANCIAL	RU EQUIP REPAIR/MAINT	.99
JOHN DEERE FINANCIAL	RU EQUIP REPAIR/MAINT	19.99
JOHN DEERE FINANCIAL	RU EQUIP REPAIR/MAINT	17.98
KROMMINGA MOTORS INC	RU EQUIP REPAIR/MAINT	12.32
VERMEER IOWA & N MISSOURI	RU EQUIP REPAIR/MAINT	90.22
CASCADE COMMUNICATIONS CO	RU UTILITY SERVICES	151.30
IOWA STATE PRISON INDUSTRIES	RU STREET MAINTENANCE SUPPLIE	808.10
Total 110-210: Road Use		1,993.01
INSURANCE ASSOCIATES INC.	POLICE WORK COMP	16,096.58
INSURANCE ASSOCIATES INC.	POLICE WORK COMP	77.39
Total 112-110: Work comp Ins.		16,173.97
INSURANCE ASSOCIATES INC.	ROAD USE WORK COMP	5,793.59
INSURANCE ASSOCIATES INC.	ROAD USE WORK COMP	708.08

Name	Description	Invoice Amount
INSURANCE ASSOCIATES INC.	ROAD USE WORK COMP	5,590.54
Total 112-210: Work comp Ins.		12,092.21
INSURANCE ASSOCIATES INC.	LIBRARY WORK COMP	340.60
Total 112-410: Work comp Ins.		340.60
INSURANCE ASSOCIATES INC.	CEMETERY WORK COMP	3,272.36
Total 112-430: Work comp Ins.		3,272.36
INSURANCE ASSOCIATES INC.	POOL WORK COMP	2,156.66
Total 112-440: Work comp Ins.		2,156.66
INSURANCE ASSOCIATES INC.	CEMETERY WORK COMP	1,605.38
Total 112-450: Work comp Ins.		1,605.38
INSURANCE ASSOCIATES INC.	SUPER MAC WORK COMP	77.39
Total 112-499: Work comp Ins.		77.39
INSURANCE ASSOCIATES INC.	MAYOR & COUNCIL WORK COMP	81.23
Total 112-610: Work comp Ins.		81.23
INSURANCE ASSOCIATES INC.	ADMIN WORK COMP	27.85
INSURANCE ASSOCIATES INC.	ADMIN WORK COMP	541.06
INSURANCE ASSOCIATES INC.	ADMIN WORK COMP	879.35
Total 112-820: Work comp Ins.		1,392.56
SNYDER & ASSOCIATES INC	STEPHENS SEWER EXTENSION	3,256.62
Total 332-750: Capital Projects		3,256.62
SNYDER & ASSOCIATES INC	SIXTH STREET DITCH PROJECT	4,769.50
Total 332-865: Sixth Street Ditch		4,769.50
MICRO MARKETING LLC	LIB BIDWELL BOOKS	48.00
Total 502-410: Library Bidwell Trust		48.00
CENTER POINT PUBLISHING	LIB BAKER BOOKS	49.14
Total 503-410: Library Ioma Mary Baker Trust		49.14
INSURANCE ASSOCIATES INC.	WATER WORK COMP	2,586.79
INSURANCE ASSOCIATES INC.	WATER WORK COMP	549.60
MONTICELLO COMM SCHOOL DISTRICT	WATER FUEL	349.18
DAKOTA SUPPLY GROUP INC	WATER EQUIP REPAIR/MAINT	2,800.00
DAKOTA SUPPLY GROUP INC	WATER EQUIP REPAIR/MAINT	13,339.00
DAKOTA SUPPLY GROUP INC	WATER EQUIP REPAIR/MAINT	8,762.00
DAKOTA SUPPLY GROUP INC	WATER EQUIP REPAIR/MAINT	7,390.00

Name	Description	Invoice Amount
HAWKINS WATER TREATMENT	WATER SYSTEM	472.60
Total 600-810: Water		21,469.17
CITY OF MONTICELLO	WATER DEPOSIT REFUND - ANTHON	150.00
CITY OF MONTICELLO	WATER DEPOSIT REFUND - WOODA	256.14
CITY OF MONTICELLO	WATER DEPOSIT REFUND - EDWAR	25.00
CITY OF MONTICELLO	WATER DEPOSIT REFUND - JAVA JO	50.00
CITY OF MONTICELLO	WATER DEPOSIT REFUND - MONK	50.00
CITY OF MONTICELLO	WATER DEPOSIT REFUND - BOLLWI	50.00
CITY OF MONTICELLO	WATER DEPOSIT REFUND - CUNNIN	50.00
CITY OF MONTICELLO	WATER DEPOSIT REFUND - LOVELL	87.21
CITY OF MONTICELLO	WATER DEPOSIT REFUND - GILLMO	50.00
LOVELL LOFTS LLC	WATER DEPOSIT REFUND	62.79
ROSE & MIKE WOODARD	WATER DEPOSIT REFUND	93.86
Total 602-810: Water Deposits		925.00
INSURANCE ASSOCIATES INC.	SEWER WORK COMP	2,024.87
INSURANCE ASSOCIATES INC.	SEWER WORK COMP	392.85
INSURANCE ASSOCIATES INC.	SEWER WORK COMP	549.60
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL	349.18
BOWKER PINNACLE HOLDINGS INC	SEWER EQUIP REPAIR/MAINT	3,208.25
CASCADE COMMUNICATIONS CO	SEWER UTILITIES	99.00
HAWKINS WATER TREATMENT	SEWER SYSTEM	1,912.50
HAWKINS WATER TREATMENT	SEWER SYSTEM	1,912.50
HAWKINS WATER TREATMENT	SEWER SYSTEM	1,912.50
Total 610-815: Sewer		8,536.25
INSURANCE ASSOCIATES INC.	SANITATIONWORK COMP	1,863.51
INSURANCE ASSOCIATES INC.	SANITATION WORK COMP	219.84
MONTICELLO COMM SCHOOL DISTRICT	SANITATION FUEL	80.25
JONES COUNTY SOLID WASTE	1ST QTR '27 ASSESSMENT	5,050.00
REPUBLIC SERVICES #897	RESIDENTIAL RECYCLING	9,603.88
REPUBLIC SERVICES #897	RESIDENTIAL GARBAGE	22,690.16
Total 670-840: Sanitation		39,507.64
Total :		180,728.11
Grand Totals:		180,728.11

City Council Meeting
Prep. Date: 07/28/2026
Preparer: Russell Farnum



Agenda Item: # 1
Agenda Date: 08/03/2026

Communication Page

Agenda Items Description: Resolution Adopting Driver Policy

Type of Action Requested: Resolution

Attachments & Enclosures:

Resolution and Policy

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: The City's insurance provider is requiring that the City adopt a Driver Policy.

The policy is based upon the sample provided by insurance company. The insurance company covers a broad range of employers, including interstate trucking companies and bus fleet operators, so much of their policy does not pertain to the City's operations. Therefore, the proposed draft is much simpler in form than the insurance company sample. However, City staff operates a variety of other motorized equipment on streets and through parks, trails and other public property (side-by-sides, tractors, lawn mowers, field groomers, etc.), so the policy will apply to the safe operation of that equipment as well.

The draft has been reviewed by the City Attorney and the insurance company. It has been revised to cross-reference repetitive policies also found in the Employee Handbook, and clarified in areas discussed with the Council at the July 20 worksession.

After adoption, this policy will be included as part of the Employee Handbook. *Note: If any Council members would like a copy of the current Employee Handbook or information from the July 20 work session, please let me know.*

Recommendation: Approval is recommended.

City of Monticello, Iowa

RESOLUTION

Approving Driver Policy Iowa DOT/CDL Regulated

WHEREAS, The City's insurance provider is requiring that the City adopt a Driver Policy, and

WHEREAS, The City Attorney and the insurance company have reviewed the proposed Driver Policy. The Policy has been revised to cross-reference repetitive policies also found in the Employee Handbook, and clarified in areas discussed with the Council at the July 20 work session, and

WHEREAS, The Council has reviewed the proposed Policy and it is the position of the City Administrator that the Policy should be adopted, and

WHEREAS, The Council finds that the Driver Policy is appropriate, reasonable, and in the best interests of the Community.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the proposed Driver Policy and directs that the City Administrator to communicate the policy to all employees, current and future, and ensure compliance with same.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.
Done this 3rd day of August, 2026.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City of Monticello Driver Policy Iowa DOT/CDL Regulated

Scope

The objective of this policy is to strive to reduce or eliminate motor vehicle accidents and associated injuries by following the safe practices established in this policy. This policy is integrated into the City's written policies.

Compliance with this policy is mandatory for all staff and volunteers that may operate City owned vehicles or self-propelled equipment. Violations of this policy may result in disciplinary action up to and including suspension of driving privileges or termination.

Any violations of this policy must be immediately brought to the attention of the employee's supervisor or Department Head. Violations of this policy are subject to appropriate disciplinary action.

Note: This policy applies to all staff and/or volunteers who may, in the course of their employment or volunteer status with the City, or related organization, operate a City-owned motor vehicle or other self-propelled equipment (Golf cart, side-by-side, tractor, skid steer, lawn mower, field groomer, "Tool Cat" or other, whether on or off the road), a rented/leased motor vehicle, and/or a personal motor vehicle on City business.

In addition to this policy, individual City Departments may adopt their own more restrictive policies that focus upon unique vehicles, equipment, services and operations of that Department.

This policy is in addition to, not in place of, the policies set forth in the Employee Handbook, and in particular is meant to supplement and coordinate with the following specific sections:

- Telephone Use
- Drug and Alcohol Workplace Policy
- Requirement of Iowa Driver's License/Commercial Driver's License (CDL)
- Specific Requirements for Employees with Commercial Driver's License (CDL)
- Use of City Vehicles/Travel Expenses
- Safety
- Training Programs

In the case of any conflict within, among, or between policies, the more restrictive shall apply.

Definitions

For the purposes of this Policy, the following definitions and abbreviations shall apply:

City Vehicle: Any City-owned motor vehicle or other self-propelled equipment (Golf cart, side-by-side, tractor, skid steer, lawn mower, field groomer, “Tool Cat” or other, whether on or off the road), a rented/leased motor vehicle, and/or a personal motor vehicle used for City business.

Commercial Driver: Any Staff or Volunteer that operates a City Vehicle that falls into the classification of a Commercial Vehicle, which requires a Commercial Driver License (regardless of classification of license or vehicle) under Federal Motor Carrier or DOT requirements.

CDL: Commercial Driver’s License

CSA: Federal Motor Carrier Safety Administration’s Compliance, Safety and Accountability Program

Department Head: The lead person in charge of a City department.

Driver: Any person who operates a City Vehicle.

Driver’s License: A license to operate a motor vehicle on public roadways and highways. A driver’s license includes any Iowa DOT-issued license in a variety of categories, depending upon the equipment and motor vehicle intended to be operated.

Driver Trainer: Any person familiar with driving and/or operating a particular City Vehicle, who is directed by the Department Head to train other Staff on the safe operation of that City Vehicle

FMCSA: Federal Motor Carrier Safety Administration

Management: The City Administrator, Mayor and/or City Council of the City of Monticello

MVR: Motor vehicle record, commonly referred to as a driving record

Personal Vehicle: A vehicle that is not owned, operated, controlled or insured by the City, but operated or controlled by Staff.

Staff: Any person employed by the City of Monticello, or any person who volunteers in a capacity as a City staff person and/or a staff person of a volunteer or not-for-profit organization that provides support and/or services to the City.

Supervisor: The person in charge of a work crew and/or work area that consists of a subset of a City department.

Policy Responsibilities

Management. City of Monticello is committed to providing the tools and resources necessary to implement this

policy and for ensuring that the provisions in this policy are being followed by the Department Head and all employees.

Department Head. The Department Head(s) is (are) responsible for the following:

- Evaluating prospective hires based upon their driving skills and MVR
- Maintaining an accurate qualified drivers list
- Maintaining accurate qualification records
- Maintaining accurate substance abuse testing records (for staff with CDL's)
- Ensuring City vehicles are maintained in safe operating condition
- Selection/procurement of all City vehicles (subject to City budget and other policies)
- Ensuring all staff are trained in the safe operation of City's vehicles
- Monitoring staff to ensure compliance with all elements of this policy

Driver Trainers. Driver Trainers of City of Monticello are responsible for the following:

- Conducting training and driving tests for new employees and existing employees at least annually
- Making recommendations to the Department Head regarding the retention or release of employees based on driving tests

NOTE: In lieu of a Driver Trainer, the Department Head shall be responsible for fulfilling these obligations

CDL Operators. Drivers of City of Monticello vehicles and equipment that are required to possess and maintain a CDL (Commercial Driver License) are responsible for conducting themselves in accordance with this policy. All drivers will:

- Meet all minimum qualification criteria
- Be medically qualified to drive a commercial motor vehicle
- Maintain satisfactory evaluations from the City's Driver Trainer
- Receive negative drug/alcohol tests
- Maintain an acceptable motor vehicle record (MVR)
- Drivers will not operate a commercial motor vehicle if their license is suspended, revoked, or canceled, or if they are disqualified from driving. The driver must immediately notify the Department Head if their license is suspended, revoked or canceled.

Driver Qualification Criteria

Applicants who are required to operate a City Vehicle as part of their job description must possess and maintain a valid driver license appropriate to the type of City Vehicle that will be operated as part of their job.

Applicants who are required to possess and maintain a commercial driver license ("CDL") as part of their job description will not be considered for employment unless they possess a CDL of the correct classification and the proper CDL endorsements for the type of City vehicle to be

driven, absent agreement by the City to make a conditional hire of said applicant tied to terms and provisions related to the acquisition of a CDL, including the imposition of an appropriate probation period. In addition, applicants must meet the criteria outline below:

- Be able to read and speak English sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records
- Be physically and mentally qualified to drive a City vehicle and possess a valid medical certificate as defined in 49 CFR Part 391
- Possess a current and valid commercial driver's license or chauffeur's license and proper endorsements for the type of commercial vehicle to be driven
- Must not be disqualified to drive a commercial motor vehicle under the rules and regulations set forth in 49 CFR Part 391.15
- Meets all of the requirements and be able to perform all of the tasks and essential duties of the job description
- Must be eligible to be underwritten by the City's insurance underwriter for operation of City Vehicles.

Employees are subject to job restrictions, disciplinary action or dismissal, if they no longer, for whatever reason, possess an appropriate license to perform their duties as outlined above, or if they become ineligible to be underwritten by the City's insurance underwriter for operation of City Vehicles.

Driver Training

Driver Training and Orientation Mandatory. No employee or volunteer shall operate a City vehicle prior to being properly oriented and trained on the safe operation of the vehicle. Said training may be provided by:

- Manufacturers' Representative;
- Department Head;
- Driver Trainer(s).

Driver Safety Rules. Drivers are responsible for complying with all City of Monticello rules. Driver safety rules include:

- Do not operate the vehicle unless all occupants are wearing a seat belt
- Do not allow any untrained/unlicensed/unauthorized persons to operate a City motor vehicle
- Do not operate any vehicle while impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury
- Obey the City's Distracted Driving policies, below
- Do not use a radar detector
- Obey the posted maximum and minimum speed limits at all times
- Do not pick up hitchhikers or allow unauthorized passengers inside the motor vehicle
- Do not drive a motor vehicle that is mechanically unsafe to operate

- Do not operate a motor vehicle with unsecured cargo or equipment
- Move to another traffic lane or slow down when approaching an emergency vehicle along the side of the roadway
- Observe all state and local laws while operating the motor vehicle
- Do not accept payment for carrying passengers or materials not authorized by the City
- Do not push or pull another vehicle or tow a trailer without City authorization
- Do not transport flammable liquids and gases without prior authorization. If authorized, only DOT or UL approved containers are to be used, and only in limited quantities when necessary

Do not use ignition or burning flares.

Disciplinary action up to and including termination may result if drivers fail to comply with the driver safety rules.

Vehicle Observation. Any Management or Department Head may conduct random unannounced vehicle observations of City drivers during their operations.

CSA Program

Under federal regulation 49 CFR § 390.3T(f)(2), transportation performed by a state or any political subdivision of a state (such as the City of Monticello) is exempt from the Federal Motor Carrier Safety Regulations (FMCSRs).

Driver List

City of Monticello maintains a current list of qualified drivers and is required to provide this list to our insurance carrier annually and anytime changes are made to the list. As required by the DOT and our insurance carrier, City of Monticello maintains a qualification file for all drivers. No staff shall operate a City vehicle, or any vehicle operated while on City business, that requires a license to operate, unless that staff person is listed on the City's Qualified Driver List. This includes personal vehicles if used for City business.

Vehicle Inspections

City of Monticello is committed to following a rigid, daily inspection program.

Driver Pre-Trip Inspection. A properly performed and thorough pre-trip inspection will be conducted daily prior to operating the vehicle. The following three steps must be completed for each daily inspection. If anything unsafe is discovered during the pre-trip inspection, it must be fixed immediately.

1. **Vehicle Documentation** – The driver must verify all vehicle registration forms; insurance cards and any other paperwork are in the vehicle.
2. **Vehicle Overview** – A general condition review of the vehicle is required. The driver will

- Look for damage or unusual wear to the vehicle. Examples include, vehicle leaning to one side, lights broken or inoperative, tire and rim condition, and suspension and brake wear.
 - Look under the vehicle for fresh oil, coolant, grease or fuel leaks.
 - Perform a vehicle assessment to check the following:
 - All Fluid levels
 - Battery charge and connections
 - Belts for tightness, cracks or wear
 - Cracked, worn or frayed electrical wiring insulation
 - Flat tires or low tire pressure, condition of wheels or rims and lug nuts
 - Brakes
 - Lights and reflectors
 - Brake and electrical connections to trailer
 - Trailer coupling devices
 - Cargo securement devices
 - Seat Belts and other safety devices
 - The condition of controls. Look for looseness, sticking, damage or improper settings (steering wheel, clutch, accelerator, brake controls [foot brake, trailer brake, parking brake, retarder controls], transmission controls, axle differential lock, horn[s], windshield wiper/washer, and lights [headlights, dimmer switch, turn signal, four-way flashers, clearance, identification, marker light switches])
 - The condition and operability of mirrors, windshield/windows and windshield wipers, if so equipped
 - Location of emergency equipment (reflector red safety triangles, properly charged and rated fire extinguisher, tire chains, emergency phone number list and accident reporting kit)
 - Any deficiencies shall be either corrected or reported to the Department Head or supervisor. Any safety device deficiency shall be reported to the Department Head or supervisor prior to operation of the vehicle, and the vehicle shall be placed out of service until corrected.
3. **Throughout the day.** Once on duty or on the road, the driver must examine his or her vehicle and cargo:
- At each change of duty status;
 - After driving/operating for a continuous 3 hours, or after any total of 3 hours of operation in a 24-hour period;
 - After driving/operating for 250 miles.

If a problem is found, the driver must either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel back to the Department. Any problems shall be reported promptly to the Department Head.

Distracted Driving

The City requires a safe and appropriate environment while operating City vehicles. Distracted driving is a serious safety risk, not only to the driver, but also to other occupants in the vehicle, other vehicles on the road and pedestrians.

In order to reduce the risks associated with distracted driving, certain conduct is prohibited while driving a City motor vehicle or while driving a personal vehicle while on City business, including:

- Using cell phones (including hands-free)
- Operating laptops, tablets, portable media devices, and GPS devices
- Reading maps or any type of document, printed or electronic

Drivers must pull over safely to the side of the road or another safe location, and park safely, before checking messages, returning calls, text messaging, emailing, reading maps for directions, or programming/resetting GPS devices.

Any violation of this policy will subject the employee to disciplinary action up to and including termination.

Vehicle Accident Reporting

This vehicle accident reporting and investigating plan prescribes methods and practices for reporting and investigating accidents. Near miss accidents or incidents must be reported as well, i.e., when a driver nearly has a vehicle accident but is able to avoid injury or damage. Any accident, whether or not damage results to City vehicles, equipment and/or facilities, shall be reported immediately to the Police Department and to the appropriate supervisor, who shall submit a written report to the City Administrator. When deemed appropriate by the City Administrator, the accident will be investigated, and subsequent action taken. However, if an employee is involved in an accident with a City vehicle, or personal vehicle that is operating on company business, which involves private property, whether there is damage or not, the Sheriff's Department should be called immediately. (See also the "Injury and Incident Reporting and Investigation" provisions set forth on p. 64 of the Employee Handbook)

Vehicle Accidents. The following steps will be followed in the event of a vehicle accident/incident.

- Stop the vehicle, turn off the engine, and protect the scene by activating the four-way emergency flashers and posting reflective emergency safety triangle (if so equipped) to prevent a secondary accident (one near the scene and one marker 100 feet in each direction from the scene and one marker near curves or hill crests, but no more than 500 feet away)
- Call 911 to summon the Police and/or medical assistance (as necessary) and assist any injured people, but do not move any injured person unless absolutely necessary to prevent further injury
- Call the Department Head
- Locate witnesses and get important information from them including names, addresses and phone numbers

- Exchange pertinent information with other drivers
- Take photos of the accident scene and damage
- Make detailed sketches/drawings of the accident scene noting the direction of travel for each vehicle involved

Post-Accident Actions. Drivers involved in an accident are to comply fully with the following:

- Be polite and never argue with other drivers or witnesses. Be aware that apologies can be interpreted as an admission of fault. If confronted, simply state the Police and insurance company will straighten it all out.
- Be polite and never argue with the police
- CDL Drug & Alcohol Test is required if there is any property damage or injury/ies
- Never make a statement to the media. Refer them to the company's media contact
- Never discuss details of the incident with anyone but a City of Monticello representative
- Always report the accident/incident to the Department Head, regardless of severity

Vehicle Accident Involving Employee Injury Reporting. Any vehicle accident involving employee injury reporting procedures include the following:

- Employees injured on the job are to report the injury to the Supervisor or Department Head as soon as possible.
- CDL Drug & Alcohol Test is required if there is any damage or injury
- The Department Head is to follow the established employee injury or accident investigation program and is required to fill out and file an Employers First Report of Injury with both the City's insurance underwriter and a copy to the City Administrator.

Never hesitate to dial 911 for an accident or any other emergency

Vehicle Accident Report Retention. Vehicle accident reports and associated information shall be collected by the Department and forwarded to the City Clerk. The documents will be maintained by the City Clerk for three years after the date of the vehicle accident.

The following information will be retained:

- Date of accident
- City and state in which the accident occurred
- Driver name
- Summary of apparent number of persons injured and general description of apparent injuries, if determinable.
- Number of fatalities, if determinable.
- Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicles involved in the accident, were released
- Copy of vehicle accident report
- Copies of all accident reports required by state or other governmental entities or insurers

Post-Accident Corrective Action Procedure. The Department Head will evaluate the reports and other information following an accident. The Department Head shall discuss the situation with the City Administrator and recommend any policy changes or other corrective action that may be required.

City of Monticello also reserves the right to impose consequences upon the staff member, which may include discipline or dismissal, based on the circumstances and/or severity of an accident.

Personal Use of City Vehicles

On Duty - All vehicles, equipment and facilities (City Property) shall be utilized safely and in a manner that will not damage any item. Any reckless or willful negligence resulting in damage to City property may be cause for corrective action. Vehicles, equipment and facilities shall only be used for City business and activities, not for personal errands, personal work activities or other purposes. Only City employees or others authorized by the appropriate Department Head shall ride as passengers in City vehicles or use City equipment or facilities as may be necessary in the carrying out of City business. The City Administrator may overrule a Department Head decision to this end. No City vehicle shall be driven by any employee or other person after the consumption of any alcoholic beverage. Seat belts, where provided, are to be used at all times.

Off Duty - There shall be no use of City vehicles, equipment or facilities during off duty hours. When a vehicle is in the possession of an employee during off duty hours, it shall only be used for City business when the need arises. It shall not be used for personal errands or other activities, except for personal errands on the way to and back from work. As approved by the City Administrator, certain employees may be authorized to drive City vehicles to their homes. Use of City vehicles for commuting shall be considered taxable compensation to the employee.

Cargo Securement

Cargo securement is extremely important to the safety of the driver, his or her vehicle and other vehicles and persons using the road. Loads should be examined within the first 50 miles of initial transport and again at all following stops. All tie-downs, tarps, doors, hatches, blocks/chocks, straps/chains/binders, tires, placards, lights, etc. are to be verified as secure, meaning they cannot damage the cargo or come loose and fall off the vehicle.

Periodic Program Review

At least annually, the Department Head will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Review of individuals driving compared to the Qualified Drivers List (this is reported annually to the insurance provider)
- Input from the City's insurance underwriters
- Evaluation of training programs
- The need for retraining of management and/or drivers
- Responsiveness in reporting vehicle accidents, damage, or needed maintenance
- Vehicle maintenance, vehicle purchases, and safety equipment contained on the vehicles

- The program's success will be determined and reported to Management using the following criteria:
 - Cost and frequency of vehicle accidents or damage
 - Employee feedback through direct interviews, audits and questionnaires
 - Vehicle accident investigation results

Records Retention

All records not otherwise identified in this program will be retained in accordance with applicable law.

Revision History

07/29/2026

City Council Meeting Prep. Date: 07/29/2026 Preparer: Russell Farnum		Agenda Item: # 2 Agenda Date: 08/03/2026
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Communication Page

Agenda Items Description: Approving Plat of Survey to Parcel 2026-52 (Hunter)

Type of Action Requested: Resolution

Attachments & Enclosures:

Plat and locator maps

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Summary: The attached is a proposed parcel plat for Parcel 2026-35, for Brandon and Molli Hunter. Hunters own a large lot on First Street, and they wish to subdivide off a new lot having frontage on First Street, upon which a new home could be constructed.

The proposed subdivision will create one new lot just over a quarter-acre (12,378 square feet) in size, with frontage directly on First Street. The property is in the City and both water and sewer are available to the property, although new services will need to be run and tapped into the mains. A map showing the proposed new lot in relation to the water and sewer lines is on the following page.

Hunter's remaining property will still have 82 feet of frontage on First Street, will still have 307 feet of depth, and be just shy of $\frac{3}{4}$ of an acre in size (32,200 square feet).

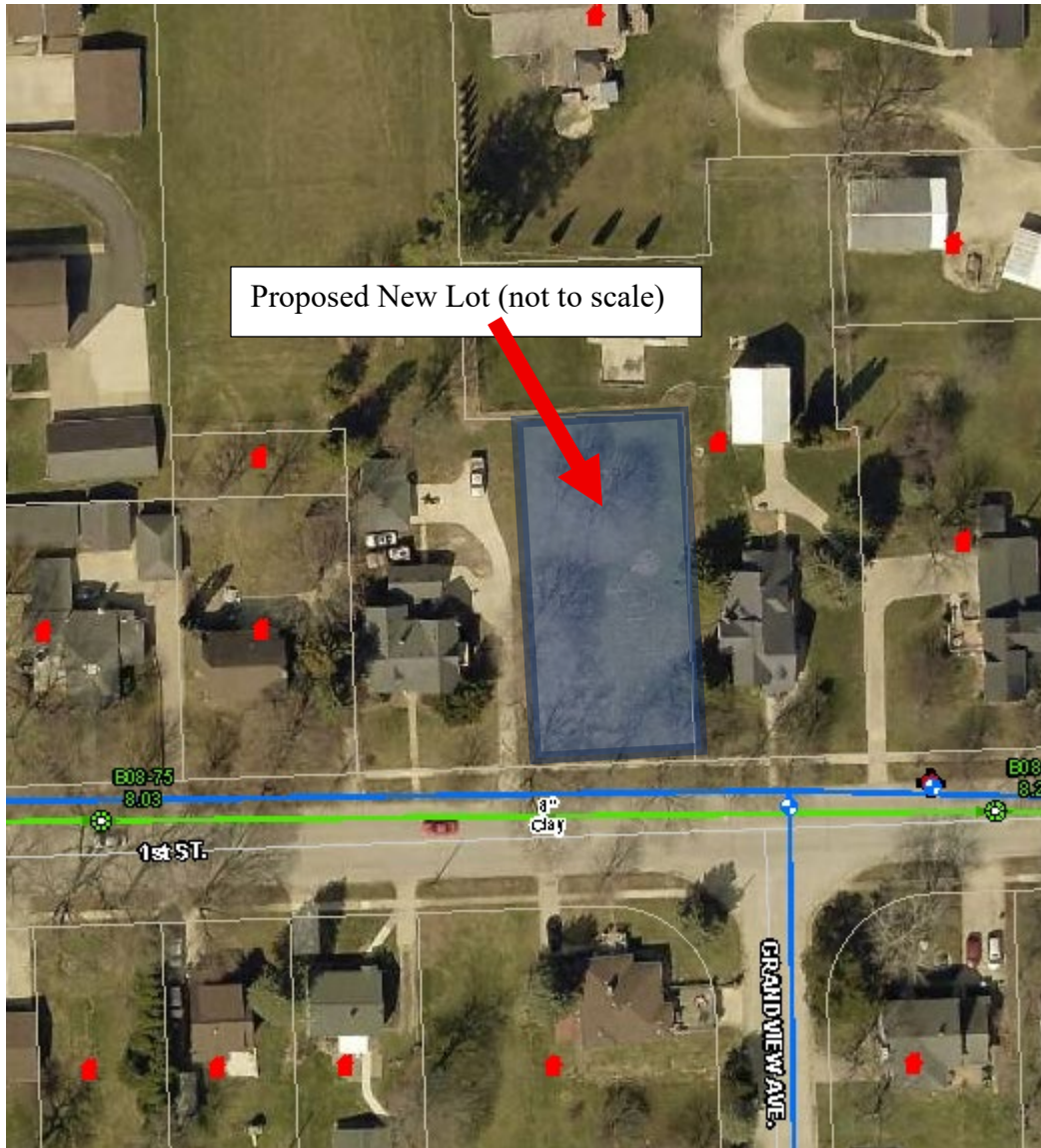
The property is zoned R-1 Single Family Residential, with a minimum lot size of 7,000 square feet, and minimum lot width of 70 feet. The R-1 district requires a front yard setback of 30 feet, side yard setbacks of 10 feet, and a minimum rear yard of 35 feet. These can be adjusted somewhat in existing neighborhoods to match the setbacks of the homes on either side of the property.

The Comprehensive Plan calls for this area to remain single family residential. The City does not have requirements for the architectural design of the new home on the site, nor does the City have any historic district requirements. The new lot, as well as the remaining property, will both be in compliance with the City's requirements.

A neighbor has raised concerns to several City Council members about this proposed lot. I have attached an e-mail expressing her concerns or questions and the response(s). I would remind Commissioners that the review and recommendation of this proposal is not a public hearing, and if the

proposed plat meets the requirements of the Zoning Ordinance and Subdivision Code (it does), there is no reason to deny the proposal.

Recommendation: Planning and Zoning recommended approval of the plat by a vote of 4-0 (Tuetken absent). The new lot complies with City requirements, and will enhance and is in keeping with the future growth or development of the City. Approval is recommended.



City of Monticello, Iowa

RESOLUTION

Approving Plat of Survey to Parcel 2026-52

WHEREAS, The City Council has been presented with the Plat of Survey to Parcel 2026-52, located within the City limits of the City of Monticello, Iowa; and

WHEREAS, Brandon and Molli Hunter, owners of the parcel set forth in the above referenced Plat of Survey, had the survey prepared to subdivide off a new lot having frontage on First Street, upon which a new home could be constructed, and

WHEREAS, The City Council has been informed that the Planning & Zoning Commission has reviewed the Plat of Survey and recommended that the City Council approve same, and

WHEREAS, The City Council concurs that the Plat of Survey to Parcel 2025-52 should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2026-52, same being located within the two-mile jurisdiction of the City limits of the City of Monticello.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 3rd day of August, 2026.

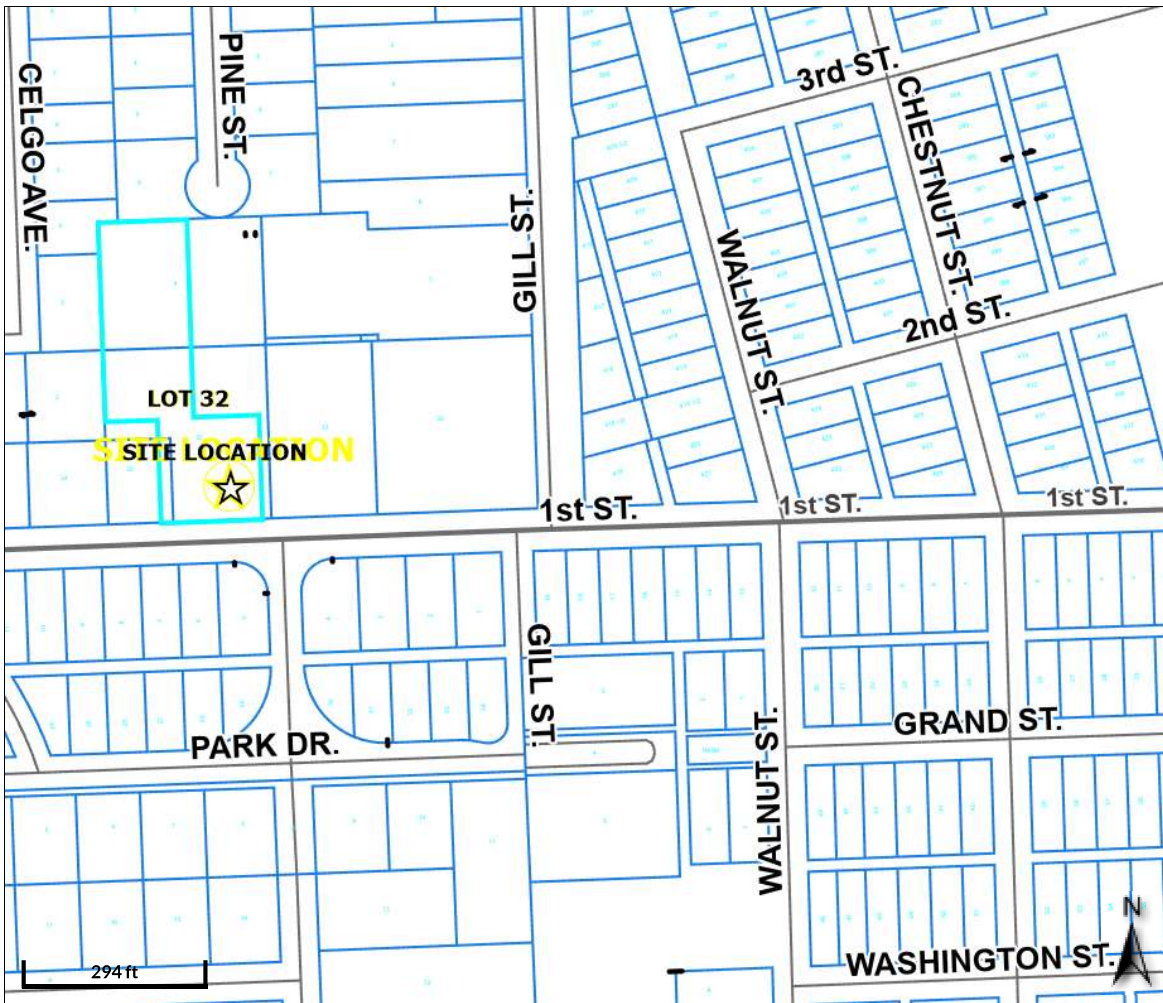
Jake Ellwood, Mayor

Attest:

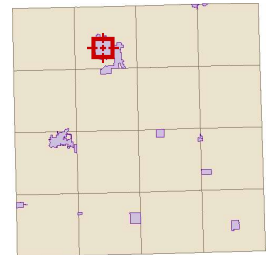
Sally Hinrichsen, City Clerk/Treasurer



Jones County, IA



Overview



Legend

- Cartography
- Lot Lines
- Major Roads
- Road Centerline

Parcel ID	0221454023	Alternate ID	162600	Owner Address	HUNTER, BRANDON & MOLLI
Sec/Twp/Rng	21-86-03	Class	R		614 W 1ST ST
Property Address	614 W 1ST ST	Acreage	n/a		MONTICELLO, IA 52310
	MONTICELLO				
District	MONCO				
Brief Tax Description	21 86 03 COM 15' W SW COR LOT 31 S.D. W 1/2 SE SEC. 21 86 3 TH N 166' TH W 101' TH N 307'				
	(Note: Not to be used on legal documents)				

Date created: 7/13/2026

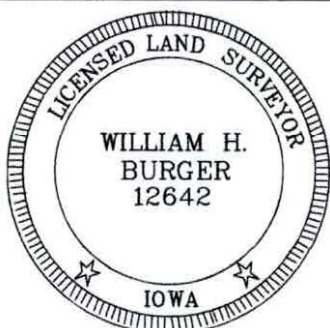
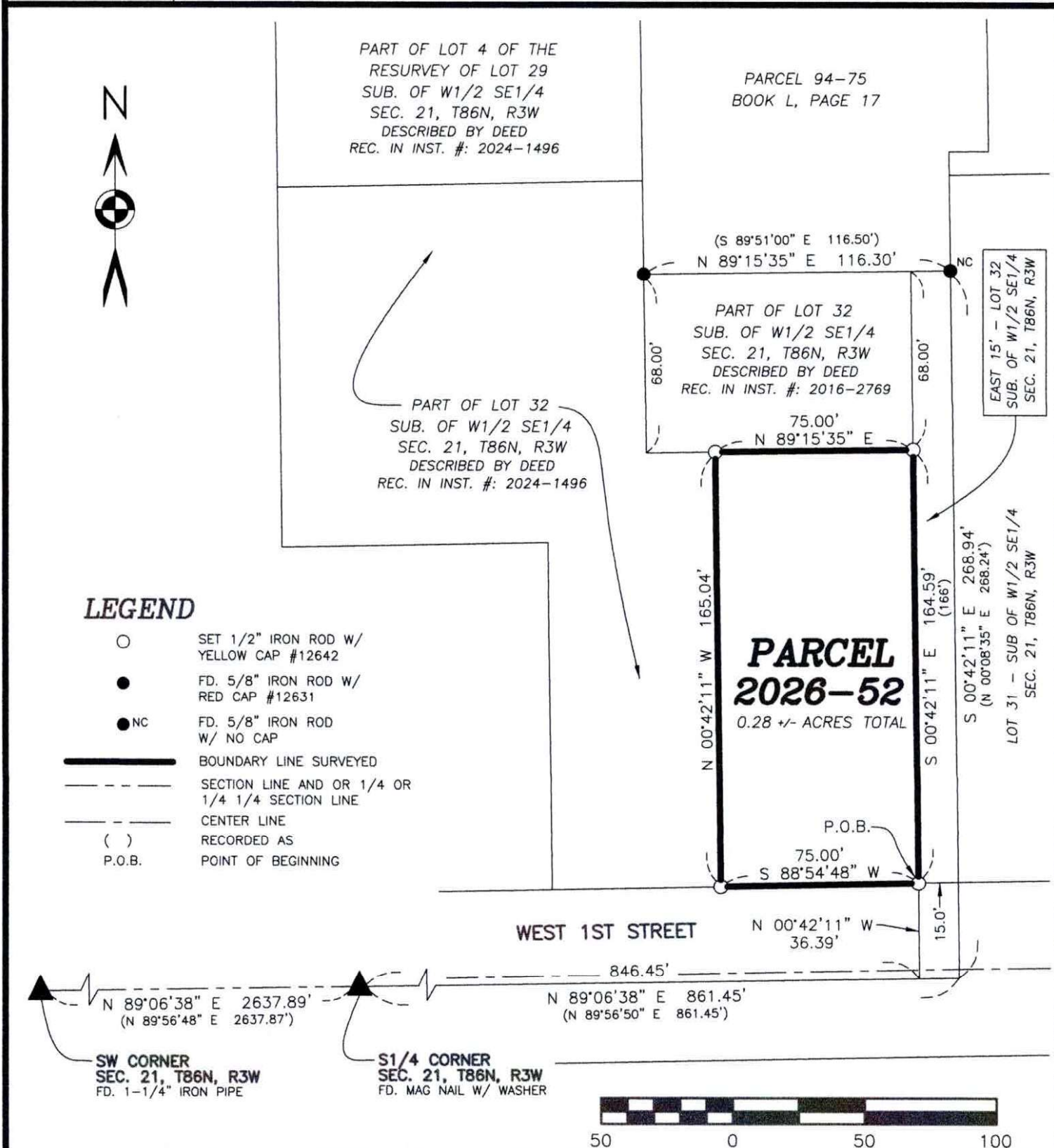
Last Data Uploaded: 7/10/2026 5:45:58 PM

Developed by  SCHNEIDER
GEOSPATIAL

LOCATION: PART OF LOT 32 OF W1/2 SE1/4 OF SEC. 21, T86N, R3W
PROPRIETORS: BRANDON HUNTER AND MOLLI HUNTER
REQUESTOR: MIKE MCDONOUGH
SURVEYOR: BILL BURGER
SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR
RETURN TO: BILL BURGER, 510 3RD STREET WEST COURT, WORTHINGTON, IA 52078 (563) 590-1964

(563) 855 2028

PARCEL 2026-52 PART OF LOT 32 OF THE SUBDIVISION WEST HALF (W1/2) OF THE SOUTHEAST QUARTER (SE1/4) OF SECTION TWENTY-ONE (21), TOWNSHIP EIGHTY-SIX NORTH (T86N), RANGE THREE WEST (R3W) OF THE FIFTH PRINCIPAL MERIDIAN, IN THE CITY OF MONTICELLO, JONES COUNTY, IOWA



510 3rd Street West Court
Worthington, Iowa 52078

DATE _____

LEGAL DESCRIPTION

PARCEL 2026-52 – part of Lot 32 of the Subdivision of the West Half (W1/2) of the Southeast Quarter (SE1/4) of Section Twenty-one (21), Township Eighty-six North (T86N), Range Three West (R3W) of the Fifth Principal Meridian, in the City of Monticello, Jones County, Iowa, containing a total of 0.28 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record** and more particularly described by metes and bounds as follows:

COMMENCING at the South Quarter (S1/4) corner Section Twenty-one (21), Township Eighty-six North (T86N), Range Three West (R3W) of the Fifth Principal Meridian, Jones County, Iowa;

Thence North 89°-06'-38" East 861.45;

Thence North 00°-42'-11" West 36.39 feet to the **POINT OF BEGINNING**, corner also being on the North line of West First Street, 15 feet West of the Southeast corner of Lot 32 of the Subdivision of the West Half (W1/2) of the Southeast Quarter (SE1/4) of said Section Twenty-one (21);

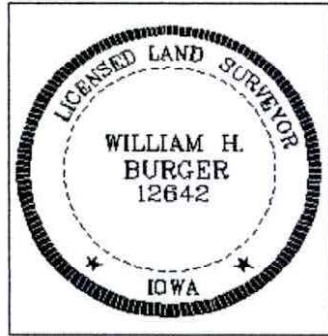
Thence South 88°-54'-48" West 75.00 feet along the North line of West First Street;

Thence North 00°-42'-11" West 165.04 feet to the Southerly line of a parcel described by deed recorded in Instrument #: 2016-2769 in the Office of the Jones County Recorder;

Thence North 89°-15'-35" East 75.00 feet along said Southerly line to the West line of the East 15 feet of said Lot 32;

Thence South 00°-42'-11" East 164.59 feet along the West line of the East 15 feet of said Lot 32 to the **POINT OF BEGINNING**, containing a total of 0.28 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record.**

The East line of Lot 32 of the Subdivision of the West Half (W1/2) of the Southeast Quarter (SE1/4) of Section Twenty-one (21), Township Eighty-six North (T86N), Range Three West (R3W) of the Fifth Principal Meridian, in the City of Monticello, Jones County, Iowa is assumed to bear South 00°-42'-11" East.

	<u>SURVEYORS CERTIFICATE</u> I hereby certify that this land survey document was prepared and related survey work was performed by me or under my direct personal supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Iowa; My license renewal date is December 31, 2026 <i>William H. Burger</i> 7/13/24 William H. Burger Date Reg. No. 12642 Sheet No. 2 covered by this seal
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From: [jellwood](#)
To: [Lori Gibbs](#)
Cc: [Russ Farnum](#)
Subject: Re: 536 W. 1st Street Monticello IA
Date: Monday, July 6, 2026 9:02:14 AM

Good morning Lori,

Below is the limitations we would have with this property,

A modular (manufactured) home would be allowed. A mobile home has to be within a mobile home park, it cannot be on its own lot. A motorhome would have to be in a campground.

There are no architectural requirements, historic district, or protection for the views.

From what I understand the sale is contingent upon the plat being approved, which requires P&Z and Council approval, but does not require a public hearing or any notice to the neighbors. I have not heard of any plats being received yet but I understand one may be coming. It will have to meet the minimum lot size, width, depth requirements. The new home will have to meet the setbacks. The property is zoned R-1 which would allow one single family home, and then the new State Law allows an accessory dwelling (nothing we can do about that).

The building permit application will require you to sign off that you agree where the lot line is. If she chooses not to, it will go to the Council for approval.

Thank you

Jake Ellwood
Mayor
City of Monticello, IA

On Jul 4, 2026, at 12:12 PM, Lori Gibbs <lorigibs.lg@gmail.com> wrote:

Sent from my iPhone

Begin forwarded message:

From: Lori Gibbs <lorigibs.lg@gmail.com>
Date: June 15, 2026 at 2:10:20 PM CDT
To: jellwood@ci.monticello.ia.us
Subject: 536 W. 1st Street Monticello IA

Dear Mayor Ellwood,

I am writing to you today to express my deep concern regarding a recent development in my neighborhood. I have lived at 536 W. 1st Street for eleven years and have always appreciated the character of our community.

Recently, my neighbors have decided to sell a portion of their property to accommodate a new residence. I am very distressed to learn that there is an offer on the property to install either a modular home or a motorhome. This addition would completely block the view from my home and, more importantly, I am concerned that such a structure will not be compatible with the aesthetic of the older, established houses on our block.

While I understand there may be limitations on stopping the sale, I am hoping you can provide guidance on city ordinances or zoning requirements that ensure new builds remain consistent with the neighborhood's existing architecture. It is important to me that our community maintains its visual integrity and property standards.

I would appreciate your thoughts on this matter and any information you can provide regarding the city's oversight of such developments. Thank you for your time and for your service to Monticello. I believe the sale is still pending.

Sincerely,

Lori Gibbs
536 W. 1st Street
Monticello, IA 52310
319-480-9774

City Council Meeting
Prep. Date: 07/29/2026
Preparer: Russell Farnum



Agenda Item: # 3 & 4
Agenda Date: 08/03/2026

Communication Page

Agenda Items Description: Final Plats of Parcels 2026-53 and 2026-54 (Baumann/Jacobs)

Type of Action Requested: Resolutions (2)

Attachments & Enclosures:

Plat(s) and locator maps

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

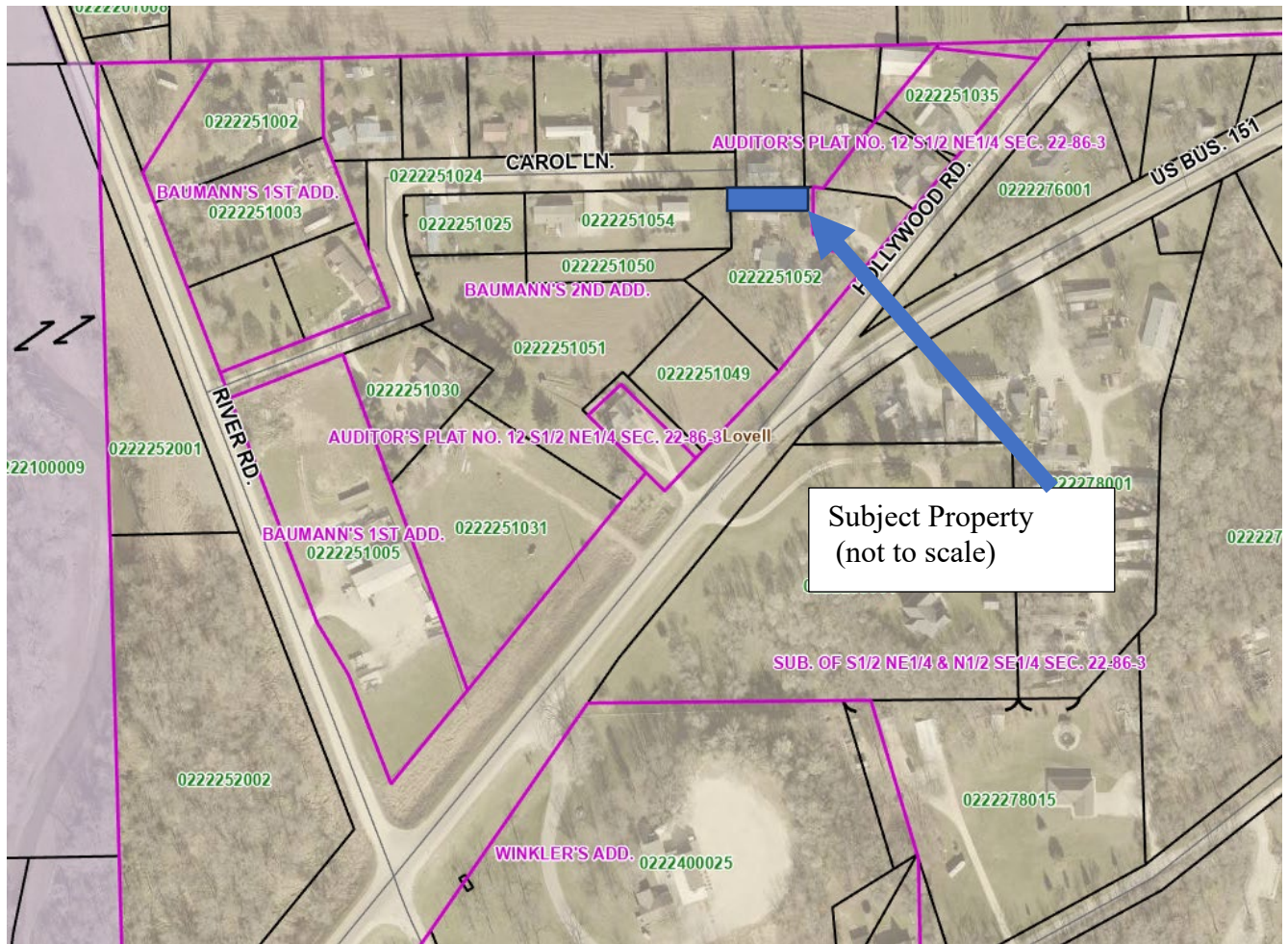
Summary: Attached are proposed parcel plats for Parcel 2026-53 and 54, for Mike and Jackie Jacobs. They wish to purchase some land from their neighboring property owner (Baumann) to increase the setback around their shed.

This property is located at the east end of Carol Lane, which is accessed from River Road. It is located generally in the “Hollywood” area, technically Baumann’s 2nd Addition.

The plat of 2026-53 subdivides sort of a trapezoidal-shaped strip of land (12.9 feet wide at the west end and about 18 feet wide at the east end) from the Baumann property. The plat for 2026-54 combines that strip of land with the Jacobs property. This second plat of combination eliminates and future concern about orphaned or unclaimed parcels.

The property is unincorporated but within the City’s 2-mile review radius. The proposed plats don’t change anything in the area, and would be compatible with the surrounding development. This action essentially only adjusts a property line; it does not create any new lots and will not significantly impact the future growth or development of the City.

Recommendation: Planning and Zoning Board reviewed these plats and recommended approval by a vote of 4-0 (Tuetken absent). Approval is recommended.



City of Monticello, Iowa

RESOLUTION

Approving the Plat of Survey to Parcel 2026-53, same being located within the two-mile jurisdiction of the City limits of the City of Monticello

WHEREAS, There has been filed with the City Administrator for approval of Parcel 2026-53 the proposed subdivision will create sort of a trapezoidal-shaped strip of land (12.9 feet wide at the west end and about 18 feet wide at the east end) from the neighbor's property. The intent is to increase the setback around their shed, same being located within the two-mile jurisdiction of the City limits of the City of Monticello, and

WHEREAS, The City Planning and Zoning Board has reviewed the Plat of Survey to Parcel 2026-53 and recommended approval, and

WHEREAS, The City Council concurs that the Plat of Survey to Parcel 2026-53, should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2026-53, same being located within the two-mile jurisdiction of the City limits of the City of Monticello.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.
Done this 3rd day of August, 2026.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

City of Monticello, Iowa

RESOLUTION

Approving the Plat of Survey to Parcel 2026-54, same being located within the two-mile jurisdiction of the City limits of the City of Monticello

WHEREAS, There has been filed with the City Administrator for approval of Parcel 2026-54 the proposed plat will combine the sort of a trapezoidal-shaped strip of land (12.9 feet wide at the west end and about 18 feet wide at the east end) created with Plat of Survey to Parcel 2026-53, with the Mike and Jackie Jacobs' property, same being located within the two-mile jurisdiction of the City limits of the City of Monticello, and

WHEREAS, The City Planning and Zoning Board has reviewed the Plat of Survey to Parcel 2026-54 and recommended approval, and

WHEREAS, The City Council concurs that the Plat of Survey to Parcel 2026-54, should be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the Plat of Survey to Parcel 2026-54, same being located within the two-mile jurisdiction of the City limits of the City of Monticello.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto.
Done this 3rd day of August, 2026.

Jake Ellwood, Mayor

Attest:

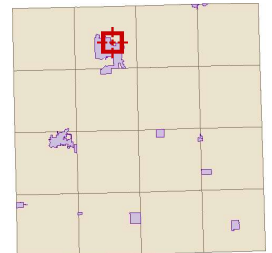
Sally Hinrichsen, City Clerk/Treasurer



Jones County, IA



Overview



Legend

- Corporate Limits
- Parcels
- Cartography
- Major Roads
- Road Centerline

Parcel ID 022251032 Alternate ID 134000 Owner Address JACOBS, MICHAEL M & JACQUELINE M
Sec/Twp/Rng 22-86-03 Class R 205 N CHESTNUT ST
Property Address 21676 RIVER RD Acreage 0.6 MONTICELLO, IA 52310
MONTICELLO

District LOVMO
Brief Tax Description 22 86 03 BAUMANN'S 2ND. ADD LOT 2 EXC. PARCELS C & D
(Note: Not to be used on legal documents)

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

Date created: 7/14/2026
Last Data Uploaded: 7/13/2026 5:48:28 PM

Developed by SCHNEIDER
GEOSPATIAL

INDEX LEGEND

LOCATION: LOT 1 OF BAUMANN'S SECOND ADDITION TO JONES COUNTY, IOWA EXCEPTING THEREFROM PARCEL 2001-135

PROPRIETORS: CAROL ANN BAUMANN AND SHARON KAY BAUMANN

REQUESTOR: MICHAEL JACOBS

SURVEYOR: BILL BURGER

SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR

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

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

PLAT OF SURVEY

PARCEL 2026-53 PART OF LOT 1 OF BAUMANN'S SECOND ADDITION TO JONES COUNTY, IOWA

LINE	BEARING	DISTANCE
L1	S 00°30'05" W (S 1°19'00" W)	18.95'
L2	N 00°04'13" W (S 00°04'58" W)	12.40'
L3	S 89°39'40" E (N 90°00'00" W)	10.01'

LEGEND

- SET 1/2" IRON ROD W/ YELLOW CAP #12642
- FD. 1/2" IRON ROD W/ YELLOW CAP #10569
- M FD. 1/2" IRON ROD W/ MARRED YELLOW CAP
- ⊕ FD. 5/8" IRON ROD W/ YELLOW CAP #6581
- BOUNDARY LINES SURVEYED
- () RECORDED AS



CAROL LANE

SW'ERLY CORNER OF LOT 2 BAUMANN'S SECOND ADD. TO JONES COUNTY, IOWA

LOT 2 OF BAUMANN'S SECOND ADDITION TO JONES COUNTY, IOWA EXCEPTING THEREFROM PARCEL C RECORDED IN PLAT BOOK J, PAGE 23 AND FURTHER EXCEPTING THEREFROM PARCEL 98-72 AND PARCEL 98-73 RECORDED IN IN PLAT BOOK M, PAGE 181

PARCEL 98-72 PLAT BOOK M, PAGE 181

PARCEL 98-73 PLAT BOOK M, PAGE 181

NE'ERLY CORNER OF LOT 1 BAUMANN'S SECOND ADD. TO JONES COUNTY, IOWA POINT OF BEGINNING

PARCEL 2026-53 0.05 +/- ACRES TOTAL

(N 89°27'45" W 127.23')
(N 89°43'20" E 127.41')

113.41'

14.00'

(N 87°29'56" W 137.37')

PARCEL 2002-86 (BEING PART OF PARCEL 2001-135) PLAT BOOK O, PAGE 221

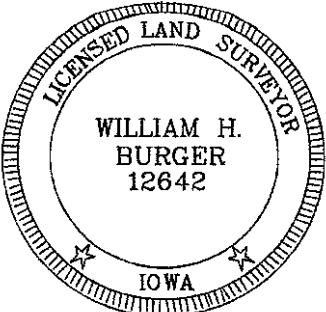
LOT 4 AUDITOR'S PLAT #12

PARCEL 2001-135 PLAT BOOK O, PAGE 109 EXCEPT PARCEL 2002-86

LOT 1 OF BAUMANN'S SECOND ADDITION TO JONES COUNTY, IOWA EXCEPTING THEREFROM PARCEL 2001-135



50 0 50 100



DATE OF SURVEY: 6/20/2026

SCALE: 1" = 50' SHEET 1 OF 3

PROPRIETORS: SEE INDEX LEGEND

I HEREBY CERTIFY THAT THIS LANDSURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA. MY LICENSE RENEWAL DATE IS DECEMBER 31, 2026

Wm. Burger LandSurveyor

510 3rd Street West Court Worthington, Iowa 52078

William H. Burger 7/18/26

WILLIAM H. BURGER

#12642

DATE

NO. OF SHEETS COVERED BY THIS SEAL 1

LEGAL DESCRIPTION

PARCEL 2026-53 – part of Lot 1 of Baumann’s Second Addition to Jones County, Iowa, containing a total of 0.05 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record** and more particularly described by metes and bounds as follows:

BEGINNING at the Northeasterly corner of Lot 1 of Baumann’s Second Addition to Jones County, Iowa as recorded in Book 289, Page 180 in the Office of the Jones County Recorder;

Thence South 00°-30'-05" West 18.95 feet along an Easterly line of said Lot 1;

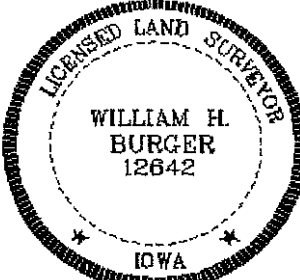
Thence North 87°-29'-56" West 137.37 feet to the East line of Parcel 2002-86 as recorded in Plat Book O, Page 221 in the Office of the Jones County Recorder;

Thence North 00°-04'-13" West 12.40 feet along the East line and to the Northeast corner of said Parcel 2002-86;

Thence South 89°-39'-40" East 10.01 feet along a Northerly line of said Lot 1 to the Southwesterly corner of Lot 2 of said Baumann’s Second Addition to Jones County, Iowa;

Thence North 89°-43'-20" East 127.41 feet along the Southerly line of said Lot 2, also being a Northerly line of said Lot 1 to the **POINT OF BEGINNING**, containing a total of 0.05 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record**.

The Southerly line of Lot 2 of Baumann’s Second Addition to Jones County, Iowa is assumed to bear North 89°-43'-20" East.

	<u>SURVEYORS CERTIFICATE</u> I hereby certify that this land survey document was prepared and related survey work was performed by me or under my direct personal supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Iowa; My license renewal date is December 31, 2026 <i>William H. Burger</i> 7/14/26 William H. Burger Date Reg. No. 12642 Sheet No. <u>2</u> covered by this seal
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INDEX LEGEND

LOCATION: PARCEL 2026-53 AND PART OF LOT 2 OF BAUMANN'S SECOND ADDITION TO JONES COUNTY, IOWA

PROPRIETORS: MICHAEL M. JACOBS AND JACQUELINE M. JACOBS

REQUESTOR: MICHAEL JACOBS

SURVEYOR: BILL BURGER

SURVEYOR COMPANY: WM. BURGER LANDSURVEYOR

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

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

PLAT OF SURVEY

PARCEL 2026-54 COMPRISED OF PARCEL 2026-53 AND PART OF LOT 2 OF BAUMANN'S SECOND ADDITION TO JONES COUNTY, IOWA

LINE	BEARING	DISTANCE
L1	N 89°43'20" E (N 89°27'45" W)	14.00'
L2	S 00°30'05" W (S 1°19'00" W)	18.95'
L3	N 00°04'13" W (S 00°04'58" W)	12.40'
L4	S 89°39'40" E (N 90°00'00" W)	10.01'

NW'ERLY CORNER OF LOT 2 BAUMANN'S SECOND ADD. TO JONES COUNTY, IOWA
POINT OF BEGINNING

LEGEND

- FD. 1/2" IRON ROD W/ YELLOW CAP #12642
- FD. 1/2" IRON ROD W/ YELLOW CAP #10569
- M FD. 1/2" IRON ROD W/ MARRED YELLOW CAP
- ⊙ FD. 5/8" IRON ROD W/ YELLOW CAP #6581
- BOUNDARY LINES SURVEYED
- () RECORDED AS



LOT 3 OF BAUMANN'S SECOND ADDITION TO JONES COUNTY, IOWA

CAROL LANE

SW'ERLY CORNER OF LOT 2 BAUMANN'S SECOND ADD. TO JONES COUNTY, IOWA

PARCEL 2026-54
0.65 +/- ACRES TOTAL

LOT 2 OF BAUMANN'S SECOND ADDITION TO JONES COUNTY, IOWA EXCEPTING THEREFROM PARCEL C RECORDED IN PLAT BOOK J, PAGE 23 AND FURTHER EXCEPTING THEREFROM PARCEL 98-72 AND PARCEL 98-73 RECORDED IN IN PLAT BOOK M, PAGE 181

PARCEL 98-72
PLAT BOOK M,
PAGE 181

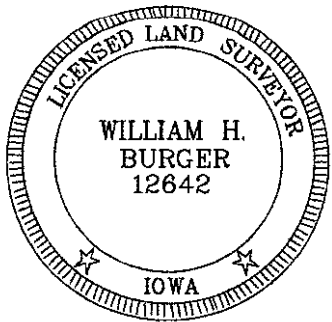
PARCEL 98-73
PLAT BOOK M,
PAGE 181

PARCEL 2002-86
(BEING PART OF PARCEL 2001-135)
PLAT BOOK O, PAGE 221

PARCEL 2001-135
PLAT BOOK O, PAGE 109
EXCEPT PARCEL 2002-86

LOT 1 OF BAUMANN'S SECOND ADDITION TO JONES COUNTY, IOWA EXCEPTING THEREFROM PARCEL 2001-135

LOT 4
AUDITOR'S
PLAT #12



DATE OF SURVEY: 6/20/2026 SCALE: 1" = 50' SHEET 1 OF 3

PROPRIETORS: SEE INDEX LEGEND

I HEREBY CERTIFY THAT THIS LANDSURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA. MY LICENSE RENEWAL DATE IS DECEMBER 31, 2026

William H. Burger 7/14/26
WILLIAM H. BURGER #12642 DATE

Wm. Burger
LandSurveyor

510 3rd Street West Court
Worthington, Iowa 52078

LEGAL DESCRIPTION

PARCEL 2026-54 – comprised of Parcel 2026-53 and part of Lot 2 of Baumann’s Second Addition to Jones County, Iowa, containing a total of 0.65 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record** and more particularly described by metes and bounds as follows:

BEGINNING at the Northwesterly corner of Lot 2 of Baumann’s Second Addition to Jones County, Iowa as recorded in Book 289, Page 180 in the Office of the Jones County Recorder;

Thence South 89°-57'-12" East 113.10 feet along the Northerly line of said Lot 2 to the Northwesterly corner of Parcel 98-72 as recorded in Plat Book M, Page 181 in the Office of the Jones County Recorder;

Thence South 00°-20'-25" East 229.38 feet along the West line of said Parcel 98-72 and along the West line and to the Southwesterly corner of Parcel 98-73 as recorded in the Office of the Jones County Recorder in Plat Book M, Page 181, corner also being on the Northerly line of Parcel 2026-53;

Thence North 89°-43'-20" East 14.00 feet along the Northerly line and to the Northeasterly corner of said Parcel 2026-53;

Thence South 00°-30'-05" West 18.95 feet along the Easterly line and to the Southeasterly corner of said Parcel 2026-53;

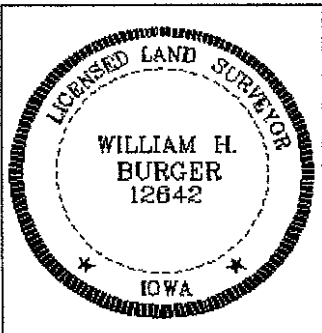
Thence North 87°-29'-56" West 137.37 feet along the Southerly line and to the Southwesterly corner of said Parcel 2026-53;

Thence North 00°-04'-13" West 12.40 feet along the Westerly line and to the Northwesterly corner of said Parcel 2026-53;

Thence South 89°-39'-40" East 10.01 feet along the Northerly line of said Parcel 2026-53 to the Southwesterly corner of said Lot 2;

Thence North 00°-15'-46" West 230.02 feet along the Westerly line of said Lot 2 to the **POINT OF BEGINNING**, containing a total of 0.65 acres more or less, **subject to easements, reservations, restrictions, and rights of way of record and not of record**.

The Northerly line of Lot 2 of Baumann’s Second Addition to Jones County, Iowa is assumed to bear South 89°-57'-12" East.



SURVEYORS CERTIFICATE

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

My license renewal date is December 31, 2026
William H. Burger 7/14/26
William H. Burger Date Reg. No. 12642
Sheet No. 2 covered by this seal

City Council Meeting
Prep. Date: 7/29/2026
Preparer: Jacob Oswald



Agenda Item: # 5
Agenda Date: 8/3/2026

Communication Page

Agenda Items Description: Purchase of Parks and Recreation replacement UTV

Type of Action Requested: Resolution

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis:

The Parks and Recreation Department is seeking the purchase of a new Kawasaki Mule ProFX 1000 to replace Polaris Ranger 1000 EPS.

Background Information:

In FY25, the Parks and Recreation Department purchased a Polaris Ranger 1000 EPS utility vehicle to assist with daily park maintenance operations. The purchase was made in response to the department's continued growth and the increasing demands associated with maintaining parks, athletic fields, trails, and recreational facilities.

Since that time, the vehicle has become an essential piece of equipment and has, unfortunately, experienced it's second engine failure. After discussions with local dealers and mechanics, replacement of the engine is not considered a cost-effective solution given the overall value of the machine. As a result, staff has evaluated replacement options to minimize operational disruptions.

The department requested pricing from local equipment dealers on comparable utility vehicles, including: Polaris Ranger, Kawasaki Mule, and John Deere Gator.

Kromminga Motors has offered a trade-in value of \$6,000 for the current machine (Polaris Ranger 1000 EPS) despite the engine failure. Sindt Motor Sales was not interested in accepting the unit as a trade-in. Bodensteiner Implement was contacted to provide pricing during the evaluation process.

After reviewing purchase price, trade-in value, equipment specifications, and overall value, staff recommends purchasing the new 2026 Kawasaki Mule ProFX 1000 from Kromminga Motors for \$11,500.

This purchase was not included in the FY27 budget; however, funds are available through existing Parks and Recreation cash reserves. Staff recommends utilizing approximately \$4,000 from each of the following funds: Baty Disc Golf Fund, Baseball/Softball Field Fund, and Park Improvement Fund.

The proposed funding sources are appropriate because the UTV is utilized extensively within each of these program areas on a daily basis. Using these dedicated funds ensures that the replacement is paid for by the areas that directly benefit from the equipment while avoiding an impact on the City's General Fund.

Staff Recommendation:

Staff recommends approval of the purchase of a new Kawasaki Mule ProFX 1000 from Kromminga Motors in the amount of \$11,500.

City of Monticello, Iowa

RESOLUTION

Approving purchase of a Kawasaki Mule ProFX 1000

WHEREAS, the Park & Rec Department is seeking to purchase utility vehicle to the replace Polaris Ranger 1000 EPS V, and

WHEREAS, the Park & Rec Department utilizes the utility vehicle to assist with daily park maintenance operations. The department's continued growth and the increasing demands associated with maintaining parks, athletic fields, trails, and recreational facilities.

WHEREAS, the Park & Rec Director has requested pricing from local equipment dealers on comparable utility vehicles, including: Polaris Ranger, Kawasaki Mule, and John Deere Gator, and

WHEREAS, Kromminga Motors has offered a trade-in value of \$6,000 for the current machine (Polaris Ranger 1000 EPS) despite the engine failure. After reviewing purchase price, trade-in value, equipment specifications, and overall value, Park & Rec Director recommends purchasing the new 2026 Kawasaki Mule ProFX 1000 from Kromminga Motors for \$11,500.

WHEREAS, the council finds the proposed equipment and pricing to be appropriate and, therefore, finds that the equipment as indicated and as recommended by the Park & Rec Director should be purchased.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve of the purchase of the 2026 Kawasaki Mule ProFX 1000 from Kromminga Motors Inc., for \$11, 500 with the trade-in

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 3rd day of August, 2026.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

7-28-26

Date _____

KROMMINGA MOTORS, INC.
1810 S Main St Monticello, Iowa 52310

Phone 319-465-5443

Fax 319-465-4688

CITY OF MONTICELLO – PARKS & REC

319-465-3577

Customer's Name

Phone No.

200 E 1ST STREET

MONTICELLO

JONES

IOWA

52310

Street Address

Town

County

State

Zip

[illegible]

Unit @
Maquoketa

Not designed
for doors/
full cab

SAFETY FRAME (ROPS) RECOMMENDED ON TRACTORS. PURCHASER MUST CHECK BOX IF ROPS REJECTED.

This item(s) described on this invoice are being purchased by the undersigned Iowa resident who is doing business as a Farmer Wholesaler Retailer (Permit #) as a tax exempt purchase for the following reason: Resale Qualifying Farm Machinery Qualifying replacement parts. Under penalty of perjury I swear that the information on this invoice is true and correct.

Signature

Date _____

BILL OF SALE FOR PROPERTY TAKEN IN TRADE

For value received I/we hereby bargain and sell, grant and deliver to Dealer named above.

Qty.	Description and Serial No.	Amount	Cash Price	\$	17,500.00
2022	POLARIS RANGER 1000 EPS SOHC *NEEDS ENGINE	\$ 6,000.00	Trade In	\$	6,000.00
	4XATAE99XN8006428		Balance	\$	11,500.00
			Sales Tax	\$	-
			Total	\$	11,500.00
			Down Payment	\$	-
			BALANCE DUE	\$	11,500.00

I/We hereby certify that there is no lien, claim, debt mortgage, or encumbrance of any kind, nature or description against the property listed above now existing, of record or otherwise, and that same is free and clear and is my/our sole and absolute property.

PURCHASER'S REQUEST TO PROVIDE FINANCING

(To be completed only if financing provided by Kromminga Motors, Inc.)

The purchaser understands that the above Retail Purchase Order is on a cash price basis. The dealer will, however attempt to provide financing for such purchase if purchaser so requests, pursuant to a separate finance contract on mutually acceptable terms, subject to normal credit qualifications. THE PURCHASER'S SIGNATURE AT THE BOTTOM OF THIS PARAGRAPH ACKNOWLEDGES THAT THE PURCHASER HAS REQUESTED THE DEALER TO PROVIDE SUCH FINANCING.

Signature of Purchaser

Purchaser has read all of the provisions of this Retail Purchase Order, including the reference to warranty, as printed on forms 220191 for Tractors and Equipment and 220084 for Consumer Products. Purchaser agrees that all such provisions are part of this Order and that this order supersedes any prior agreement and is the complete and exclusive agreement on the subject matters covered by this Order. Purchaser's signature hereto acknowledges that he/she has received and read a copy of the applicable warranty. THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER'S AUTHORIZED REPRESENTATIVE, IN THE CASE OF A TIME SALE, THE DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL A FINANCE SOURCE AGREES TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PURCHASER AND THE DEALER BASED ON THIS ORDER. Purchaser certifies he/she is of majority age and has received a true copy of this Order.

Purchaser's Signature / Date

Authorized Dealer Representative / Date

Date _____

Fax 319-465-4688

Phone No.

Zip

Date

7-28-26

Date _____

KROMMINGA MOTORS, INC.
1810 S Main St Monticello, Iowa 52310

Phone 319-465-5443

Fax 319-465-4688

CITY OF MONTICELLO – PARKS & REC

319-465-3577

Customer's Name

Phone No.

200 E 1ST STREET

MONTICELLO

JONES

IOWA

52310

Street Address

Town

County

State

Zip

[illegible]

SAFETY FRAME (ROPS) RECOMMENDED ON TRACTORS. PURCHASER MUST CHECK BOX IF ROPS REJECTED.

This item(s) described on this invoice are being purchased by the undersigned Iowa resident who is doing business as a Farmer Wholesaler Retailer (Permit #) as a tax exempt purchase for the following reason: Resale Qualifying Farm Machinery Qualifying replacement parts. Under penalty of perjury I swear that the information on this invoice is true and correct.

Signature

Date _____

BILL OF SALE FOR PROPERTY TAKEN IN TRADE

For value received I/we hereby bargain and sell, grant and deliver to Dealer named above.

Qty.	Description and Serial No.	Amount	Cash Price	\$	18,900.00
2022	POLARIS RANGER 1000 EPS SOHC *NEEDS ENGINE	\$ 6,000.00	Trade In	\$	6,000.00
	4XATAE99XN8006428		Balance	\$	12,900.00
			Sales Tax	\$	-
			Total	\$	12,900.00
			Down Payment	\$	-
			BALANCE DUE	\$	12,900.00

I/We hereby certify that there is no lien, claim, debt mortgage, or encumbrance of any kind, nature or description against the property listed above now existing, of record or otherwise, and that same is free and clear and is my/our sole and absolute property.

PURCHASER'S REQUEST TO PROVIDE FINANCING

(To be completed only if financing provided by Kromminga Motors, Inc.)

The purchaser understands that the above Retail Purchase Order is on a cash price basis. The dealer will, however attempt to provide financing for such purchase if purchaser so requests, pursuant to a separate finance contract on mutually acceptable terms, subject to normal credit qualifications. THE PURCHASER'S SIGNATURE AT THE BOTTOM OF THIS PARAGRAPH ACKNOWLEDGES THAT THE PURCHASER HAS REQUESTED THE DEALER TO PROVIDE SUCH FINANCING.

Signature of Purchaser

Purchaser has read all of the provisions of this Retail Purchase Order, including the reference to warranty, as printed on forms 220191 for Tractors and Equipment and 220084 for Consumer Products. Purchaser agrees that all such provisions are part of this Order and that this order supersedes any prior agreement and is the complete and exclusive agreement on the subject matters covered by this Order. Purchaser's signature hereto acknowledges that he/she has received and read a copy of the applicable warranty. THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER'S AUTHORIZED REPRESENTATIVE, IN THE CASE OF A TIME SALE, THE DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL A FINANCE SOURCE AGREES TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PURCHASER AND THE DEALER BASED ON THIS ORDER. Purchaser certifies he/she is of majority age and has received a true copy of this Order.

Purchaser's Signature / Date

Authorized Dealer Representative / Date

**JOHN DEERE****Prepared For**

JACOB OSWALD

CITY OF MONTICELLO

200 E 1ST ST

MONTICELLO, IA 523101501

JOSWALD@CI.MONTICELLO.IA.US

Prepared By

Philip Rave

Bodensteiner Implement Co.

1047 South Main Street

Monticello, IA 52310

563-920-5673

ravep2@bodimp.com

Quote Id 2449135

Creation Date 29-Jul-2026

Expiration Date 19-Aug-2026

Customer Notes

*Proof of tax exemption required

Quote Summary

Equipment Summary	Selling Price	QTY In Group	Extended
New 2026 JOHN DEERE GATOR XUV 845M (Model Year 2026) 8814M-1M0845MAHTM020649	\$22,000.00	1	\$22,000.00
Equipment Total			\$22,000.00
Trade In Summary			Extended
2022 Polaris Ranger 1000 - 4XATAE99XN8006428			\$2,500.00
Payoff			\$0.00
Final Trade Allowance			\$2,500.00
Quote Summary			
Total Selling Price			\$22,000.00
Total Trade-In Allowance			(\$2,500.00)
Trade Difference			\$19,500.00
Total Taxable Equipment Fees			\$0.00
Sub-total			\$19,500.00
*Total Non-Taxable Equipment Fees			\$0.00
Rental Applied			\$0.00
Total Trade-In Pay-Off			\$0.00
Total Amount Due			\$19,500.00
Down Payment			\$0.00
Balance Due			\$19,500.00

Salesperson : X _____

Accepted By : X _____

Sindt Motor Sales

4460 Dodge Street
Dubuque, IA 52003
(563) 582-8146

Bill of Sale

Sales Person: Mason Sindt

Deal # 4299

Date: 07/29/2026

Buyer: Oswald, Jacob
Monticello, IA (Jones) 52310 -
joswald@ci.monticello.ia.us
(P) (319) 465-6640 (M) (319) 465-6640

Stock#	Unit	VIN	Mi/Hrs	Price
D00671	New 2026 Kawasaki MULE PRO-FX™ 820 EPS (Dark Royal Red)	JKBAFSF18TTD00671	0	\$14,199.00
Total Unit(s) Price:				\$14,199.00

Invoice Summary

Total Unit(s) Price:	\$14,199.00
Total Freight:	\$1,120.00
Total Set-Up:	\$0.00
Total Other:	\$0.00
Total F&I:	\$0.00
Total Parts:	\$0.00
Total Service:	\$0.00
Sales Tax:	\$1,072.33
Dcc Fees:	\$129.00
Other Fees:	\$39.00
Total Sale Price:	\$16,559.33
Trade-In Allowance:	\$0.00
Trade-In Payoff:	\$0.00
Trade-In Value:	\$0.00
Cash Back:	\$0.00
Payments:	\$0.00
Balance Due:	\$16,559.33

X _____

X _____

City Council Meeting
Prep. Date: 7/21/2026
Preparer: Britt Smith



Agenda Item: # 6
Agenda Date: 8/3/2026

Communication Page

Agenda Items Description: Resolution to approve the purchase of the DataPilot Software for the Monticello Police Department.

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

Attachments & Enclosures:

Proposed Resolution

Invoice

Fiscal Impact:

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Synopsis: Approval of the purchase of DataPilot Software to be used by the Joint Law Enforcement Intelligence Group (Monticello Police Department, Anamosa Police Department, Cascade Police Department, Jones County Sheriff's Office, Jones County Attorney's Office.)

Background Information: The need for efficient and thorough processing of electronic devices during criminal investigations continues to pose challenges for law enforcement. Whether analyzing devices for evidence of fraud, abuse, or narcotics, we as local law enforcement depend on larger agencies or contracting with outside organizations to assist with the processing and evaluation of all types of electronic devices from cell phones to tablets and gaming devices. The evidence contained in these electronic devices can make or break an investigation and even open the door to more significant offenses. But larger agencies are now backlogged with processing devices and the return can take weeks and months. Many times this evidence is either lost or ineffective due to those lapses in time. Thanks to new cost-effective software from a company called DataPilot, agencies can now afford to possess this capability at a local level. Several weeks ago I began evaluating their system and found the capabilities to be extremely beneficial to our agency. While the price tag is much lower than its high-priced competitors, it still possesses a significant financial burden for a single agency. This is why I proposed a joint venture involving the Jones County Sheriff's Office, Anamosa and Cascade Police Departments and the Jones County Attorney's Office to jointly purchase and utilize this software. Each agency strongly believes in this project and we have all committed to joining together and sharing the cost of the software.

Attached is an invoice from DataPilot for a total of \$6,370.00. This amount will be divided equally amongst the 4 participating agencies resulting in an individual agency cost of \$1,592.50. We will (City of Monticello) however issue payment to DataPilot for the full amount and be reimbursed by the 3 remaining agencies for their portion. This will involve a budget amendment later this fiscal year, but it will be offset by the revenues as well. The share for our agency will be covered within our budgeted Minor Equipment fund for this fiscal year, we will just make some adjustments throughout the year to

reduce our expenses in other areas to avoid any increases. Additionally, the software does have a \$2,000 per year renewal fee that will also be split between the 4 participating agencies, for a total of \$500 per year for each agency. This amount is a much more attainable renewal for each agency. The Jones County Attorney's Office has agreed to purchase the laptop computer at a price of \$2,000 to run the software as well leading to a reduced expense for everyone.

This is a great joint project the results in a greater individual capability with a reduced price tag.

Staff Recommendation: I recommend that the Council consider the approval and authorizing payment to DataPilot in the amount indicated within the invoice.

City of Monticello, Iowa

RESOLUTION

Approving Monticello Police Department to purchase DataPilot Software

WHEREAS, the City of Monticello City Council supports the Monticello Police Department to purchase DataPilot software, to be used by the Joint Law Enforcement Intelligence Group (Monticello Police Department, Anamosa Police Department, Cascade Police Department, Jones County Sheriff's Office, Jones County Attorney's Office.), and

WHEREAS, the Monticello Police Department and has evaluating their system and found the capabilities to be extremely beneficial to their department. Whether analyzing devices for evidence of fraud, abuse, or narcotics, we as local law enforcement depend on larger agencies or contracting with outside organizations to assist with the processing and evaluation of all types of electronic devices from cell phones to tablets and gaming devices. The evidence contained in these electronic devices can make or break an investigation and even open the door to more significant offenses. With the larger agencies being backlogged with processing devices and the return can take weeks and months, and

WHEREAS, the Monticello Police Department would purchase the DataPilot Software, in the amount of \$6,370.00. The Anamosa Police Department, Cascade Police Department, Jones County Sheriff's Office agreeing to pay one-fourth of the cost of the software to the Monticello Police Department, each paying \$1,592.50, and

WHEREAS, the software does have a \$2,000 per year renewal fee that will also be split between the 4 participating agencies, for a total of \$500 per year for each agency, and

WHEREAS, the Jones County Attorney's Office has agreed to purchase the laptop computer at a price of \$2,000 to run the software and would and utilize this software, and

WHEREAS, the Council finds that the purchase of the DataPilot Software is in the best interests of the City of Monticello and the Monticello Police Department and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monticello, Iowa does hereby approve the purchase of DataPilot Software in the amount of \$6,370.00, with , the Anamosa Police Department, Cascade Police Department and Jones County Sheriff's Office reimbursing the City for their share as stated above.

IN TESTIMONY WHEREOF, I have hereunto
subscribed my name and caused the Great Seal of
the City of Monticello, Iowa to be affixed hereto.
Done this 3rd day of August, 2026.

Jake Ellwood, Mayor

Attest:

Sally Hinrichsen, City Clerk/Treasurer

DATAPILOT

18200 Von Karman Avenue, Suite 780 | Irvine, CA 92612 | TEL: (949) 341-0007 | FAX: (949) 341-0008

GENERAL INFORMATION

Contact Name	Britt Smith	Quote Number	00009164
Mailing Address	201 E South St Monticello, IA 52310	Created Date	7/17/2026
Phone	(319) 465-3526	Expiration Date	7/31/2026
Email	montipd@ci.monticello.ia.us	Payment Terms	Due on Receipt

BILLING AND SHIPPING

Bill To Name	Monticello Police Department (IA)	Ship To Name	Monticello Police Department (IA)
Bill To	201 E South St Monticello, IA 52310	Ship To	201 East South St Monticello, IA 52310
Bill To Email	britt@ci.monticello.ia.us		

Quantity	Product Code	Product Description	List Price	Adjustment \$	Subtotal \$
1.00	BN-PK2	Grant Package Two Thank you for your service.	(\$3,600.00)	\$105.00	(\$3,705.00)
1.00	DP-TRN-ONLINE	Live (online) Certified Training for DATAPILOT products. DATAPILOT trainers will help guide and teach use cases for developing skills in mobile forensics. Must complete and pass the written test for certification.	\$2,495.00		\$2,495.00
3.00	DP-TRN-ONLINE	Live (online) Certified Training for DATAPILOT products. DATAPILOT trainers will help guide and teach use cases for developing skills in mobile forensics. Must complete and pass the written test for certification.	\$2,495.00	\$5,400.00	\$2,085.00
1.00	CP200-DPD-TDK	Includes 1-yr DATAPILOT DPDesktop software with all necessary cables and software license to allow for logical & physical acquisitions of SD/CF cards, USB drives and other external media devices.	\$5,495.00		\$5,495.00
1.00	CP210-CBL	The Techno Cable Kit includes the variety of connectors required to collect video and linked screen capture from iOS 16+ and Android devices, gaming consoles, DVRs and HDMI output devices and accessories.	\$195.00	\$195.00	\$0.00
Grand Total \$					\$6,370.00

PREPARED BY

Thank you for considering DATAPILOT, Inc. Please contact me with any questions and/or additional information.

Notes

Renewal for desktop at end of year: \$1,995
4 Total Certified trainings and good for 3 years each.

Prepared By Erin Thomas
Email ethomas@datapilot.com

Acceptance of Quote

Purchase Order Number: _____ Date: 7/17/2026
Authorized By/Title (please print): Britt Smith / Chief of Police
Authorized Signature: [Signature]

NOTE: All prices are subject to all applicable state and/or local taxes and import fees. Terms are subject to credit department approval. Prices are subject to change without notice.

City Council Meeting Prep. Date: 07/28/2026 Preparer: Russell Farnum and Britt Smith		Agenda Item: # 19 Agenda Date: 08/03/2026
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Communication Page

Agenda Items Description: Worksession - Landscape Waste Site

Type of Action Requested: Worksession

Attachments & Enclosures:

Fiscal Impact:

Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: The City owns a landscape waste drop-off site, and charges every property in the City Limits \$2 per month that pays for the operation of the bi-weekly landscape waste pickup, as well as the sorting, grinding, and other activities at the landscape waste drop-off site.

City has not allowed commercial landscape operators to dump at the landscape waste site; it is intended to be a convenience for those who live in town, not a freebie for professional tree companies that get paid. The only exception is for those contractors the City has hired to remove City trees.

The week prior to June 29, a tree service contractor dumped multiple loads of large trees removed from a farm located several miles out of town. This contractor had previously been told on numerous occasions that our landscape waste site is not for commercial disposal. When “caught in action” and confronted, the contractor got obnoxious with Nick and claimed that, because he owns a home in town, he’s entitled to use the site for his business.

Since this incident the contractor has been charged with a violation (Unauthorized Entry/Trespassing, explained below) and has paid a \$500 fine.

The drop off site is clearly posted with no commercial dumping and no waste from outside the City Limits. One sign has a violation fine of \$500 and another sign says \$750. Copies of the signs are attached.

Discussion

In reviewing the City Code, there is a section specific to yard waste, under Chapter 105, but it does not reference any rules, procedures or policies regarding the yard waste site. Under Chapter 42.07 is an ordinance for Unauthorized Entry which had some applicability in this circumstance.

Unauthorized Entry: No unauthorized person shall enter or remain in or upon any public building, premises, or grounds in violation of any notice posted thereon or when said building, premises or grounds are closed and not open to the public. When open to the public, a failure to pay any required admission fee also constitutes an unauthorized entry.

During this investigation, it was discovered that a significant amount of commercial yard waste generated from outside the city limits is disposed at our yard waste site, resulting in disproportional expenses for grinding and disposal operations which are paid by Monticello citizens. The City should improve its current ordinance for future issues and establish some enforcement practices to help discourage improper use.

The site is clearly posted that waste must be generated within the Monticello City Limits. This is not a staffed site, so the City does not have a way to monitor where the waste came from, other than checking the cameras and running plates.

Signs also state No Commercial Disposal Without a City Permit. The City does not have a permit for commercial services.

One sign establishes the fine amount at \$500.00, but a second sign located within the facility references \$750.00. We should establish some consistency in our language. Under our municipal infractions section of our city code, a first offense for any violation of our city ordinances would be up to \$750.00.

As far as the enforcement side is concerned, since the City has cameras on the site, the Police Department is conducting random spot checks of the facility on a weekly basis and identify license plates for local users or identify out-of-town commercial users. This can be done fairly easily using the existing cameras.

The revenues generated by the \$2 monthly fee are about \$43,000 annually. The City pays generally around \$38,000 per year for grinding and disposal of the landscape waste from this site. In addition to the disposal costs, though, the City also pays staff and overhead to collect landscape waste on a bi-weekly basis. With other revenues and expenses, the fund barely breaks even and would likely be in the red if full staffing costs were attributed to the fund.

Options:

1. Adopt an ordinance setting forth rules and clarifying fines (rough draft/ideas attached)
2. Consider a commercial permit with an appropriate fee; if Council wants to consider this, who qualifies? What are the limits on dumping (size, volume, origination, etc.?)
3. Discuss the possibility of enhanced enforcement, and if it includes more staffing, determine how to pay for that;
4. Other issues or ideas?

Recommendation: Council discussion is requested.



Signs posted at the Landscape Waste Site

Ideas for consideration in Ordinance

It shall be unlawful to:

1. Dump any non-landscape waste or non-organic landscaping materials (weed block fabric, rock, brick, block, etc);
2. Dump any landscape waste that did not originate from property located within the City Limits of Monticello;
3. Dump any stumps or tree trunks in excess of forty-eight inches (48")? Diameter
4. Dump any landscaping waste by a commercial landscaping, tree trimming, or tree removal service or loads larger than __XXX__ yards without the prior approval of the Public Works Director (extra charges may apply)
5. Unlawful dumping by a commercial landscaping, tree trimming, or tree removal service of landscape waste generated from outside the City Limits shall be considered a felony?

Exceptions: City projects or properties, storm debris (permission from PW Dir)? Etc.

City Council Meeting
Prep. Date: 07/30/2026
Preparer: Russell Farnum



Agenda Items: # 20 & 21
Agenda Date: 08/03/2026

Communication Page

Agenda Items Description: Worksessions - Housing Grant and CDBG Façade Grant

Type of Action Requested: Discussion

Attachments & Enclosures:

Fiscal Impact:

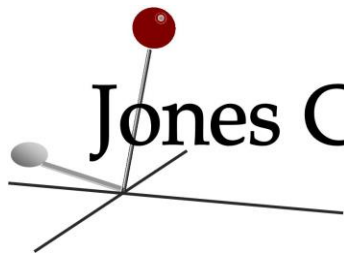
Budget Line Item:
Budget Summary:
Expenditure:
Revenue:

Synopsis: Derek Lumsden with Jones County Economic Development is working on several grant opportunities for Monticello.

There are two promising opportunities that he would like to share and discussion with Council and see if there is interest in moving forward:

1. Rural Innovative Housing Grant: This could be used to open up areas for residential development; (information is attached)
2. CDBG Rehab Program for Downtown Façade Renovations: Derek held two informational meetings about this program with downtown building owners this past week, and wanted to update the Council on general interest, and what is involved in moving forward with the program. This is the program Anamosa used in their downtown rehabs.

Recommendation: Council discussion is requested.



Jones County Economic Development

YOUR success is OUR point!

6/30/26

The City of Monticello is looking to work on improving the appearance of the downtown. The City is researching the possibility of applying for a Community Development Block Grant (CDBG) through the Iowa Economic Development Authority. This grant would be a three-way partnership between the City of Monticello, the Iowa Economic Development Authority, and interested building owners in the downtown.

Before an application can be submitted, the City of Monticello has to determine interest by building owners in the downtown. This letter is an invitation to come to one of Jones County Economic Development's informational meetings regarding the CDBG program and what is required on the part of the building owners that choose to take part. Please note that merely attending this meeting does not commit you to anything, but gives the City an idea of interest on the part of property owners in the downtown.

The meetings will be held at the Monticello City Council Chambers. There will be a presentation with examples from other communities, process expectations including discussions of costs and timeline, as well as a chance for building owners to ask questions.

Informational Meeting 1

Wednesday, July 29th at 6:00pm

Monticello City Council Chambers

Informational Meeting 2

Thursday, July 30th at 6:00pm

Monticello City Council Chambers

We hope that you will take advantage of one of these upcoming meetings as the City of Monticello looks to improve the aesthetics of the downtown. If you have any questions, please contact Derek Lumsden at 319-480-7446 or director@jonescountydevelopment.com. There is no need to RSVP for either date.

Sincerely,

Derek Lumsden, Executive Director
Jones County Economic Development

EMPOWER RURAL IOWA RURAL INNOVATION PROGRAM HOUSING 2.0 GRANT GUIDELINES



The Rural Innovation Grant program supports creative solutions to the challenges facing rural communities. This grant opportunity aims to expand the housing stock in rural Iowa by leveraging funding programs, encouraging private investment and rewarding innovative approaches. The goal is to provide funding to communities that have shown significant progress on housing initiatives and that propose forward-thinking ideas with a measurable outcome.

The program, defined in the Iowa Administrative Code, is administered by the Center for Rural Revitalization, a division of the Iowa Economic Development Authority (IEDA), in consultation with the Governor's Empower Rural Iowa Initiative task force.

TIMELINE

July 1, 2026

Application is available through [iowaGrants.gov](https://iowagrants.gov).

August 26, 2026

Application deadline is 4 p.m. CDT.

Fall 2026

Applicants will be notified of funding decisions.

Fall 2026 – June 30, 2028

All project activities and incurred expenses must occur within the eligible contracted funding period. Funding is awarded on a reimbursement basis after expenses have been incurred for approved project activities.

FUNDING

Grant Request Amount

Each applicant may request up to \$50,000 to support eligible one-time project expenses. All funds must be incurred and expended within the designated funding period.

Match Requirement

Applicants must demonstrate a commitment to their projects by providing a minimum of 1:1/2 cash match. For example, a \$50,000 grant request requires at least \$25,000 in cash match. The match must:

- Be secured and dedicated to eligible expenses.
- Represent a legitimate part of the proposed project.
- Be fully expended within the eligible funding period.

The match may come from a mix of public and private sources, but may not include:

- In-kind donations of goods or services.
- Unsecured or pending funding, or loans.
- State government funds already committed as a match for another program, including other IEDA funds.

While the minimum match requirement is 1:1/2, competitive proposals will show broad financial support, particularly by leveraging public dollars to attract private investment.

Note: *Cash match refers to actual cash contributions toward direct project expenses, whether from the applicant or external funders.*

Funding Period

All project activities and related expenses must occur within the eligible contracted funding period, which begins on the award letter date and ends June 30, 2028.

Funding is awarded on a reimbursement basis — grant recipients will be reimbursed only after eligible expenses have been incurred and paid for approved project activities during the designated time frame.

Expenses incurred or paid before or after the funding period are not eligible for reimbursement.



Disbursement of Funds

Grant funds will be disbursed on a reimbursement basis. Each claim must total at least \$1,000 and be submitted through [iowaGrants.gov](https://iowagrants.gov). Applicants must be in good standing with the Iowa Department of Revenue to receive funds.

Each reimbursement claim must include:

- A detailed description of the expenditures and corresponding amounts.
- Invoices and proof of payment for equipment, supplies or materials.
- Invoices and proof of payment for subcontractor services.
- A status report for the claim period.

IEDA may request additional documentation to verify expenses.

ELIGIBILITY REQUIREMENTS

Eligible Applicants

The following entities are eligible to apply:

- City and county governments or federally recognized tribal governments physically located in Iowa.
- Federally designated nonprofit agencies and foundations.

The applicant must submit all required materials and, if awarded, will be legally obligated to the terms of the funding agreement. Partnering or collaborating entities are not subject to eligibility requirements but may be reviewed financially and programmatically during the selection process.

Projects/programs must be located in and benefit an Iowa community with a population of 20,000 or fewer, and not contiguous to a city with a population of 40,000 or more, or be in an Iowa county that is one of Iowa's 88 least populous counties.

Each eligible applicant may submit one application per funding round. An entity serving as the lead applicant may also be listed as a partner on other applications but may not serve as the lead on more than one.

Eligible Use of Funding

The Rural Innovation Grant supports innovative solutions to housing stock challenges in rural areas and seeks models that can be replicated elsewhere in Iowa. Eligible uses of funds include, but are not limited to:

- Construction and land acquisition
- Major renovations and repairs of buildings or appurtenant structures
- Site development, including demolition or property preparation
- Professional services such as engineering, planning, technical assistance, architectural design, consulting and grant writing
- Personnel time dedicated to the project (Personnel benefits are not eligible. Applicants must demonstrate how time is specifically dedicated to the project.)

INELIGIBLE PROJECT ACTIVITIES AND EXPENSES

Existing projects or programs without a significant expansion component are ineligible. The program does not support ongoing expenses for existing programs or projects.

Ineligible expenses include, but are not limited to:

- International or domestic travel outside of Iowa
- Insurance
- Employee benefits
- Conference or training expenses for grant recipients
- Routine or reoccurring maintenance
- Ongoing utility costs
- Budget shortfalls
- Fundraising or benefit event activities
- Lobbying activities

ONLINE APPLICATION SUBMISSION

Applications must be submitted via iowaGrants.gov. No other formats will be accepted. Late, incomplete or ineligible applications will not be reviewed. Applicants must create an account on iowaGrants.gov to access the full application.

REVIEW PROCESS

Applications will be reviewed for completion, eligibility and adherence to published guidelines. All materials are reviewed as submitted — new information or clarifications provided after the program deadline will not be considered unless requested by the review committee. Then eligible applications move to a competitive review conducted by a volunteer grant committee, which includes members of the Governor's Empower Rural Iowa Initiative task force, IEDA staff and expert professionals. The committee reserves the right to recommend conditional or partial funding.

Funding recommendations will be submitted to the director of IEDA for final approval. Award notifications will be sent to the applicant's authorized official. All funding decisions are final.

Competitive applications will demonstrate the following:

- A project that is unique in design or implementation.
- A model that can be replicated in other rural communities of similar size or need.
- Engagement of multiple partners contributing to the project's success.
- A solution that is either entirely new or a new application of an existing idea to address a known challenge.

SCORING RUBRIC

Eligibility Review

Applications must demonstrate evidence of the following:

- Applicant is an eligible candidate.
- Funding request meets eligible project and expense requirements.
- Request is for no more than \$50,000.
- Request includes proof of 1:1/2 cash match.
- Project duration does not exceed contract period.
- Application is complete and submitted through iowaGrants.gov.
- Applicant has included a letter of support from the local city or county government.
- Primary applicant is not named as primary applicant on any other applications; however, can be named as a partner on additional applications.

Application Review

The scoring rubric will be used to evaluate applications. Each section has criteria and corresponding point values to ensure a fair review process. Extra consideration — five points — is awarded to projects located in a community with a population of 10,000 or fewer. The rubric is based on a 120-point scale.

1 — APPLICANT PROFILE: 5 points possible**5**

Applicant clearly identifies strategic priorities and project appropriateness and demonstrates a strong record of progress through relevant achievements.

3

Applicant identifies relevant notable achievements or strategic priorities.

1

Applicant does not adequately identify relevant notable achievements or strategic priorities.

2 — TIMING AND NEED: 10 points possible**10**

Proposal details significant progress and implementation of specific measures resulting from a recent housing assessment. Clearly demonstrates recent momentum, excellent timing and strong commitment to active engagement in addressing housing needs.

5

Proposal identifies recent momentum and commitment to participation and engagement in addressing housing needs. Community does not have a recent housing assessment. Demonstrates use of acceptable data sources to evaluate housing needs.

1

Proposal does not clearly or adequately identify recent momentum or demonstrates inappropriate timing and commitment. Community does not have a recent housing assessment or accurate data to assess housing needs.

3 — STEERING COMMITTEE: 5 points possible**5**

Proposal clearly identifies an active steering committee with multiple, diverse partners. Key roles and responsibilities are well-defined and positioned to enhance project success.

3

Proposal identifies a committee with multiple, diverse partners. Key roles and responsibilities are defined.

1

Proposal does not identify an active housing committee with multiple, diverse partners. Roles and responsibilities are not well-defined.

4 — INNOVATION: 30 points possible**30**

Proposal presents clear, specific, and well-defined goals that demonstrate strong planning and readiness. Clearly articulates the expected impact on housing stock, supported by data, examples, or projected outcomes. Introduces an innovative and creative solution that meaningfully addresses local housing challenges and demonstrates a strong likelihood of success.

15

Proposal identifies goals, but they may be general, incomplete, or lack measurable detail. Explanation of the potential impact on housing stock is limited or not well-supported. Includes an innovative or creative component, but is less developed, less distinctive, or not fully aligned with the identified housing challenges.

1

Proposal lacks clear or specific goals. Does not describe the anticipated impact on housing stock in a meaningful way. Fails to present an innovative or creative solution, includes vague concepts or approaches not tailored to local housing needs.

5 — IMPLEMENTATION: 10 points possible**10**

Proposal clearly outlines how the project will be completed within the eligible funding period. Includes a detailed project timeline, clear objectives and defined deliverables.

5

Proposal describes how the project will be completed within the eligible funding period. Includes a general timeline and some objectives and deliverables.

1

Proposal does not describe how the project will be completed within the eligible funding period. Timeline, objectives and deliverables are missing or unclear.

6 — REPLICATION: 5 points possible**5**

Proposal describes how the project can be replicated in rural Iowa and includes plans to share replication materials, experiences and best practices.

3

Proposal generally supports replication in rural Iowa and includes plans for dissemination and knowledge sharing.

1

Proposal does not describe or support replication in rural Iowa.

7 — IOWA PROFILE: 5 points possible**5**

Proposal directly addresses future community needs as identified in the Iowa Finance Authority's Iowa Profile. The Iowa Profile report(s) strongly support the proposed project.

3

Proposal references the Iowa Finance Authority's Iowa Profile data and community needs, with some connection to the proposed project.

1

Proposal does not address future community needs identified by Iowa Finance Authority's Iowa Profile. Report(s) do not support the proposed project. Reports are not included, or do not support, the proposed project.

8 — SUSTAINABILITY: 10 points possible**10**

Proposal clearly describes how momentum will be sustained beyond the funding period, including a well-defined plan for ongoing operation and/or maintenance.

5

Proposal addresses sustainability and ongoing project operation, with a general plan in place.

1

Proposal does not adequately address sustainability or future operation and maintenance.

9 — MEASUREMENT: 10 points possible**10**

Proposal clearly describes how project outcomes will be evaluated. Includes both qualitative and quantitative measures tied to project goals and outlines methods for data collection.

5

Proposal articulates defined measures and provides some explanation of methods for data collection.

1

Proposal does not articulate measurable goals or provide a clear plan for evaluating outcomes.

10 — BUDGET: 10 points possible**10**

Project budget and intended use of requested funds are clear and appropriate. Exceeds the required 1:1/2 cash match with a variety of match sources. A majority of the applicant match is from local sources, including county and city government or private partners.

5

Project budget and intended use of requested funds are identified and adequate. At least half of the applicant match comes from local sources, including county and city government or private partners.

1

Project budget and intended use of requested funds are unclear or inadequate. Less than half of the applicant match comes from local sources, including county and city government or private partners.

11 — LETTERS OF SUPPORT & SUPPORT MATERIAL: 10 points possible**10**

Support material is highly relevant, is of high quality and clearly reinforces the strength and excellence of the proposed project.

5

Support material relates to the project and is of average quality.

1

Support material is not relevant, is of poor quality or does not support the project's merit.

12 — GRANTSMANSHIP AND CASE FOR SUPPORT: 5 points possible**5**

The application is clear, concise and well-composed. Case for support is exemplary and merits investment from the state.

3

The application is clear. Case for support is adequate.

1

Application is unclear or poorly written. Case for support is weak or does not justify state investment.

CONTACT

Potential applicants are encouraged to review all published materials and contact Sacha Wise, director of Empower Rural Iowa, at 515.348.6156 or sacha.wise@iowaeda.com with questions well in advance of the application deadline.

City Council Meeting
Prep. Date: 7/30/2026
Preparer: Sally Hinrichsen



Agenda Item: # 7 - 17
Agenda Date: 8/3/2026

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:

7. Mayor
8. City Engineer
9. City Administrator
10. Water/Wastewater Superintendent
11. Park and Recreation Director
12. Library Director
13. Ambulance Director
14. City Clerk
15. Public Works Director
16. Police Chief
17. Information sharing by Council Members