

Agenda  
City of Elk Run Heights  
Regular Council Meeting April 14, 2020 - 6:00 p.m.  
Located at Eddis Winstead Council Chambers

**Join Zoom Meeting:**  
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Meeting ID: **965 777 675**

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Meeting ID: **965 777 675**

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of the April 14, 2020 Agenda
5. Approval of Consent Agenda - All items listed on the consent agenda will be enacted by one motion. *There will be no separate discussion unless a request is made prior to the time the council votes on the motion.*
  - a. Approve the March 10, 2020 regular meeting minutes
  - b. City Clerk's Reports as of March 31, 2020: Budget Report, Treasurer's Report, Fund Report, Revenue and Expenditure Reports and Investment Report.
  - c. Approval of Building Inspection, Library, Police and Sewer Department reports
  - d. Liquor License Renewal:
    - i. Casey's General Store #3041 – LE0003086 – Effective 05/31/2020
6. Resolution 3006 authorizing the payment of bills and transfer
7. Public Hearing for the disposal of Lot 1 of the Elk Run Third Addition
8. Resolution 3007 approving the sale of lot 1 of the Elk Run Third Addition to Dave King
9. Discussion/Possible Action: Covid-19
10. Resolution 3008 approving the adoption of the Infectious Disease Action Plan Policy
11. Request to enter into agreement with Calhoun-Burns and Associates, Inc. to perform the 2020 Bridge Inspection and Rating and for the Mayor to sign said contract on behalf of the City
12. Request from PeopleService to replace fire hydrant at 114 Elk Run Street
13. Request from PeopleService to have MidAmerican Energy install approximately 160' of 1" PLS has line to serve new generator being installed at the Sutton Avenue lift station in an amount not to exceed \$902.58 and allow Mayor to sign said application

14. Request from Ryan D. Brennan, P.E. Black Hawk County Assistant County Engineer requesting to utilize Independence Ave to Elk Run Road to Dubuque Road as a detour while replacing a culvert of Canfield Road south of Independence Ave.
15. Ordinance 264 repealing parts of Title 6 Animals Chapter 6.04 Animal Control Regulations by adopting the City of Evansdale's Animal Control Chapter 55
16. Motion to suspend requirements for two (2) subsequent readings and adopt Ordinance 264
17. Ordinance 265 updating municipal infraction fees
18. Motion to suspend requirements for two (2) subsequent readings and adopt Ordinance 265
19. Discussion/Possible action: reimbursement of cost of prescription safety glasses
20. Mayors/Council/Engineer Reports
21. Adjournment

***The members of the City of Elk Run Heights City Council are holding this meeting by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa***

***As a result of substantial community spread of COVID-19 in the state of Iowa and based on the latest guidance from the Centers for Disease Control and Prevention, it is impractical for the City of Elk Run Heights City Council to meet in person. Therefore, the meeting is being held by web conference originating from the Elk Run Heights City Hall in Elk Run Heights, Iowa. It is open to the public and those in attendance can hear the proceedings or the public can access from a remote location and join by phone or web conference. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.***

City of Elk Run Heights  
Regular Council Meeting  
March 10, 2020 - 6:00 p.m.  
Located at Eddis Winstead Council Chambers

Mayor Lundy called the meeting to order at 6:00 pm. All present recited the Pledge of Allegiance. Roll call of Council Members: Present – Bass, Sallis, Smock, Ratchford and Wilson. Quorum present.

Wilson/Ratchford motion to approve the March 10, 2020 Agenda. Ayes-Five. Motion carried.

Ratchford/Wilson to approve the following items on the March 10, 2020 consent agenda a. Approve the February 11, 2020 meeting minutes as amended b. City Clerk's Reports as of February 29, 2020: Budget Report, Treasurer's Report, Fund Report, Revenue and Expenditure Reports and Investment Report c. Approval of Building Inspection, Library and Police Department reports. Ayes-five. Motion carried.

Wilson/Ratchford to approve reappointment of Thomas Thorson to the Board of Adjustment with a new term ending March 1, 2025. Ayes-Five. Motion carried.

Wilson/Smock to approve appointment of Mark McChane to fill a vacancy on the Board of Adjustment term ending March 1, 2023. Ayes-Five. Motion carried.

Mayor Lundy accepted the resignation of Melanie Rasanen and recognized her for the 10 years she has served on the Evansdale Library Board.

Ratchford/Bass to approve resolution 2999 authorizing the payment of bills and transfers. Councilor Bass asked about the invoice to Compass Business Solutions for receipts. City Clerk Eastman explained these receipts are for all transactions that are not utility bills and they were bought in bulk. Roll call vote: Ayes-five.

Smock/Wilson to approve resolution 3000 setting the date of public hearing for the disposal of Lot 1 of the Elk Run Third Addition. Roll call vote: Ayes-five.

Ratchford/Bass to open public hearing for FY2021 Budget at 6:10 p.m. Ayes-five. Motion carried. City Clerk Eastman stated there had been no public comments received. Mayor Lundy stated the tax rates stayed the same. Wilson/Ratchford to close public hearing at 6:10 p.m. Ayes-five. Motion carried.

Ratchford/Smock to approve resolution 3001 approving Fiscal Year 2021 budget. Roll call vote: Ayes-five.

Ratchford/Smock to approve resolution 3002 amending the covenants and restrictions for Elk Run Third Addition. Roll call vote: Ayes-five.

Ratchford/Sallis to approve resolution 3003 amending resolution 2987 accepting special assessment by removing the interest implied. Roll call vote: Ayes-five.

Ratchford/Wilson to approve resolution 3004 approving updates to the City of Elk Run Heights Employee Policy Manual. Roll call vote: Ayes-five.

Ratchford/Wilson to approve resolution 3005 approving Check Writing Policy. City Clerk Eastman explained she had a meeting with our representative from IMWCA regarding safety regulations and he stated many of our policy's need to be updated and this is the first of many coming. Roll call vote: Ayes-five.

Smock/Ratchford to approve request from the Mayor to purchase a generator for the Sutton Ave. Lift station in an amount not to exceed \$23,717.57. Heath Draeger with PeopleService began by explaining the difference between the pricing of the quoted generators. There is a big price gap due to the fact one is diesel and the other is run from a LP tank. The diesel generators tend to cost more up front but do not have as much added expenses to run. Council began discussing the option of natural gas and if that would be a possibility. City Engineer Mike Dryden stated there is natural gas lines running at or near the location of both lift stations. Council then asked Draeger to investigate the natural gas option and pricing; but to move forward with the purchase of the non-diesel generator. Draeger then verified moving forward with the pouring of a concrete slab to get the project in motion. Additionally, Council discussed putting a fence around the generator and it was mentioned there may possibly be fence on hand for a large portion of the area. Bass mentioned thought the project should be tabled until Heath was able to provide a cost on the hook up for natural gas. Ayes-four; Nay-Bass. Motion carried.

Ratchford/Wilson to table request from Mayor to purchase a generator for the Plaza Dr. lift station as budgeted for FY21 in an amount not to exceed \$27,941.00. After the discussion of the generators Council decided to table the Plaza Drive generator purchase until there is more information regarding the plat size and boundary lines. Ayes-five. Motion carried.

Ratchford/Wilson to table ordinance 264 repealing parts of Title 6 Animals Chapter 6.04 Animal Control Regulations by adopting the City of Evansdale's Animal Control Chapter 55 by reference. Council discussed the option of adopting Evansdale's Animal Control chapter but wanted to have some differences. It was decided not to adopt this by reference but to include the whole chapter, so council is able to make changes as they see fit. Roll call vote: Ayes-five.

Discussion: Updates to the Elk Run Heights Municipal Code: City Clerk Eastman went over the suggested changes from Simmering Cory who we have a contract with to update our Code Book. Does the City want a Weapons Chapter; after discussing the permit to carry rights and Police Officer Dietz informing Council on the Police Departments stance on the topic it was decided to remove this Chapter. Urban Deer Control was tabled for review of the City Attorney. Council decided to adopt the sample Curfew Chapter. The Fireworks alternate options were discussed, and Council agreed to use the alternate 1 version but to add the dates and times will be designated yearly by the Council. The speed limit section was tabled so the ordinance that was adopted in December could be provided and reviewed. It was verified there is no angle parking within the City. Council was in agreeance the snow emergency procedures is correct. Parking tickets was agreed to stay at \$35.00 but parking tickets during a snow emergency was raised to \$100.00. The City's truck route and truck parking permit process was verified with no changes. Councilor Smock mentioned in Chapter 10.04.470 (E) Prohibited parking uses, states a junkage or dead storage vehicle cannot be parked on the roadway for more than forty-eight hours; Council agreed to change it to twenty-four hours. The Automated Traffic Enforcement was tabled, and Council will review the whole Chapter at the next meeting.

Public Discussion: A resident asked Council about the sump pump letter that was sent out earlier this month and what it states. Mayor Lundy explained we split the city into sections and will be setting up appointments based on that information. Lundy continued to explain the City is doing inspections to verify there is no clear water being run to the sewer system. A resident then asked for an update on the stop light on Dubuque Road that has been flashing red since December. City Clerk Eastman responded she had gotten an email that day stating the repairs will begin next Tuesday. He suggested we look at some sort of barricade or cement poles to protect the control box beings this is the 2<sup>nd</sup> time in a year there has been damage to it. City Engineer Mike Dryden stated any fixtures within 10 feet of the roadway has a breakaway to prevent vehicles from being redirected into traffic. Dryden stated he would investigate the options for this type of location. The resident then asked about the business at 116 High Street and who would need to be contacted to handle the nuisance of the property. Eastman explained that herself and Code

Enforcement Office Brian Wirtz have been in contact with the renter of the business. We will need to contact the City Attorney to verify which codes are in violation and the steps to proceed in order to issue municipal infractions. Councilor Sallis brought up the speeding on the dead-end section on Lafayette Road and would like to see if there are any options for speed bumps. A resident then asked about the house at 100 Toneff. Eastman responded things are moving forward.

Mayors/Council/Engineer Reports: City Engineer Mike Dryden stated he has been working on things for the DOT Park Projects. Mayor Lundy handed out the drawings for Parks Projects.

Ratchford/Wilson motion to adjourn at 7:45 p.m. Ayes-Five. Motion carried.

Attest:

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Kristi Lundy, Mayor

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Julie Eastman, City Clerk

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-110-6413	EVANSDALE POLICE DEPARTMENT	46,721.00	11,680.25	46,721.00	100.00	.00
001-130-6413	BH CO EMERGENCY MGMT/NIRG	1,554.00	.00	2,053.83	132.16	499.83-
001-150-6499	FIRE CONTRACT	37,780.00	.00	27,494.97	72.78	10,285.03
001-170-6010	WAGES - BUILDING INSPECTOR	15,000.00	27.30	4,878.05	32.52	10,121.95
001-170-6110	FICA - BUILDING INSPECTIONS	1,150.00	2.09	373.18	32.45	776.82
001-170-6130	IPERS - BUILDING INSPECTIONS	1,416.00	2.58	460.51	32.52	955.49
001-170-6150	GROUP INSURANCE	.00	.00	.00	.00	.00
001-170-6151	VISION INSURANCE	.00	.00	.00	.00	.00
001-170-6155	LIFE INSURANCE	.00	.00	.00	.00	.00
001-190-6413	HUMANE SOCIETY	500.00	.00	150.00	30.00	350.00
001-190-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00
001-190-6507	OPERATING SUPPLIES	80.00	.00	64.50	80.63	15.50
001-199-6371	SENTRY LIGHTS	1,300.00	102.54	1,054.76	81.14	245.24
001-299-6710	CAP OUTLAY - VEHICLES	.00	.00	.00	.00	.00
001-410-6413	LIBRARY CONTRACT	10,656.00	2,664.05	10,656.20	100.00	.20-
001-430-6010	WAGES - PARKS - FT	13,838.00	1,185.53	11,415.47	82.49	2,422.53
001-430-6020	WAGES - PARKS	3,300.00	.00	1,937.02	58.70	1,362.98
001-430-6021	WAGES - PARKS - PT	4,100.00	.00	1,048.80	25.58	3,051.20
001-430-6110	FICA - PARKS	1,314.00	90.70	1,086.71	82.70	227.29
001-430-6130	IPERS - PARKS	2,000.00	111.92	1,346.70	67.34	653.30
001-430-6150	GROUP INSURANCE	4,500.00	305.15	3,003.10	66.74	1,496.90
001-430-6151	VISION INSURANCE	35.00	4.78	22.52	64.34	12.48
001-430-6155	LIFE INSURANCE	100.00	.00	.00	.00	100.00
001-430-6505	PARK EQUIPMENT	73,307.00	54,414.41-	5,998.00	8.18	67,309.00
001-430-6507	OPERATING SUPPLIES	5,000.00	.00	3,826.08	76.52	1,173.92
001-430-6599	OTHER SUPPLIES	100.00	.00	1,858.29	1,858.29	1,758.29-
001-460-6310	COMM RM REPAIR/MAINT	2,000.00	130.00	1,781.06	89.05	218.94
001-499-6599	MISC EXPENSE - CELEBRATION	.00	.00	.00	.00	.00
001-510-6413	PARTNER IN EDUCATION	500.00	.00	200.00	40.00	300.00
001-510-6490	CHRISTMAS DECORATIONS	2,500.00	.00	366.11	14.64	2,133.89
001-510-6599	TREES FOREVER	2,000.00	.00	4,528.00	226.40	2,528.00-
001-540-6490	COMP PLAN	.00	.00	.00	.00	.00
001-610-6010	WAGES - MAYOR/COUNCIL	12,000.00	.00	7,250.00	60.42	4,750.00
001-610-6110	FICA - MAYOR/COUNCIL	950.00	.00	554.63	58.38	395.37
001-610-6130	IPERS - MAYOR/COUNCIL	.00	.00	.00	.00	.00
001-610-6150	GROUP INSURANCE	.00	.00	.00	.00	.00
001-610-6151	VISION INSURANCE	.00	.00	.00	.00	.00
001-620-6010	WAGES - CLERK	41,300.00	2,376.55	38,282.80	92.69	3,017.20
001-620-6020	WAGES - DEPUTY CLERK	7,000.00	746.25	4,867.54	69.54	2,132.46
001-620-6110	FICA - CLERK	3,700.00	238.91	2,660.12	71.90	1,039.88
001-620-6130	IPERS - CLERK	4,575.00	294.79	3,310.11	72.35	1,264.89
001-620-6150	GROUP INSURANCE	14,596.00	1,555.06	10,744.59	73.61	3,851.41
001-620-6151	VISION INSURANCE	75.00	27.20	144.09	192.12	69.09-
001-630-6413	ELECTION EXPENSES	1,300.00	.00	500.00	38.46	800.00
001-640-6401	AUDITING/ACCOUNTING	1,200.00	.00	16,274.03	1,356.17	15,074.03-
001-640-6411	LEGAL - ATTORNEY	15,000.00	1,156.25	16,475.75	109.84	1,475.75-
001-640-6414	CODIFICATION	1,500.00	.00	1,500.00	100.00	.00
001-650-6310	BUILDING REPAIR/MAINT	2,000.00	35.25	1,662.39	83.12	337.61
001-650-6505	OFFICE EQUIPMENT	2,120.00	.00	1,931.26	91.10	188.74
001-660-6408	INSURANCE	20,000.00	.00	7,582.00	37.91	12,418.00
001-699-6010	WAGES - GENERAL GOV - FT	2,563.00	169.35	1,811.88	70.69	751.12

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-699-6110	FICA - GENERAL GOVERNMENT	159.00	12.94	136.16	85.64	22.84
001-699-6130	IPERS - GENERAL GOVERNMENT	242.00	15.98	171.24	70.76	70.76
001-699-6150	GROUP INSURANCE	1,000.00	869.31	8,296.14	829.61	7,296.14-
001-699-6151	VISION INSURANCE	5.00	.68	3.06	61.20	1.94
001-699-6155	LIFE INSURANCE	150.00	.00	.00	.00	150.00
001-699-6210	DUES	2,000.00	.00	1,560.50	78.03	439.50
001-699-6230	TRAINING	2,000.00	.00	2,981.67	149.08	981.67-
001-699-6240	MEETINGS/CONFERENCES	800.00	.00	2,356.93	294.62	1,556.93-
001-699-6371	UTILITIES	2,200.00	221.98	1,854.31	84.29	345.69
001-699-6373	TELEPHONE/COMMUNICATIONS	1,300.00	80.11	697.58	53.66	602.42
001-699-6407	ENGINEERING (MONTHLY PAYMENT)	900.00	75.00	4,290.00	476.67	3,390.00-
001-699-6414	PUBLISHING	3,000.00	529.53	2,583.08	86.10	416.92
001-699-6419	TECHNOLOGY SERVICES	6,280.00	.00	11,793.42	187.79	5,513.42-
001-699-6491	SAFETY TRAINING	580.00	.00	683.34	117.82	103.34-
001-699-6499	CONTRACTUAL SERV (COPIER)	1,500.00	93.31	790.61	52.71	709.39
001-699-6505	OTHER EQUIPMENT	.00	.00	.00	.00	.00
001-699-6506	OFFICE SUPPLIES	2,000.00	604.90	2,424.17	121.21	424.17-
001-699-6508	POSTAGE	1,200.00	56.92	265.42	22.12	934.58
001-699-6599	MISC SUPPLIES	5,000.00	.00	5,142.57	102.85	142.57-
001-699-6725	CAP OUTLAY-OFFICE EQUIP	.00	.00	.00	.00	.00
001-910-6910	TRANSFER OUT	.00	.00	75,000.00	.00	75,000.00-
001-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
005-210-6723	CAP OUTLAY-HEAVY EQUIP	.00	54,414.41	54,414.41	.00	54,414.41-
005-910-6910	TRANSFER OUT	.00	.00	10,000.00	.00	10,000.00-
005-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
110-210-6010	WAGES - ROAD USE - FT	25,625.00	2,032.33	20,474.88	79.90	5,150.12
110-210-6020	WAGES - ROAD USE	3,300.00	.00	1,937.06	58.70	1,362.94
110-210-6030	WAGES - ROAD USE - PT	6,000.00	.00	1,411.48	23.52	4,588.52
110-210-6110	FICA - ROAD USE	2,649.00	155.48	1,795.25	67.77	853.75
110-210-6130	IPERS - ROAD USE	3,269.00	191.86	2,236.16	68.41	1,032.84
110-210-6150	GROUP INSURANCE	6,800.00	559.44	5,479.73	80.58	1,320.27
110-210-6151	VISION INSURANCE	58.00	8.18	37.82	65.21	20.18
110-210-6155	LIFE INSURANCE	265.00	.00	.00	.00	265.00
110-210-6181	UNIFORM ALLOWANCE	300.00	100.00	113.99	38.00	186.01
110-210-6310	BUILDING REPAIR/MAINT	5,000.00	6.49	573.79	11.48	4,426.21
110-210-6331	FUEL	3,000.00	170.93	2,787.04	92.90	212.96
110-210-6332	VEHICLE REPAIRS	3,000.00	.00	3,025.51	100.85	25.51-
110-210-6371	UTILITIES	1,500.00	168.64	993.64	66.24	506.36
110-210-6373	TELEPHONE/COMMUNICATIONS	480.00	40.00	360.00	75.00	120.00
110-210-6375	EQUIPMENT SUPPORT	.00	.00	.00	.00	.00
110-210-6408	INSURANCE	.00	.00	.00	.00	.00
110-210-6417	STREET MAINTENANCE - REPAIRS	10,000.00	.00	13,222.16	132.22	3,222.16-
110-210-6491	SAFETY TRAINING	580.00	.00	683.34	117.82	103.34-
110-210-6504	SHOP EQUIPMENT	28,307.00	.00	5,583.98	19.73	22,723.02
110-210-6507	STREET MAINTENANCE SUPPLIES	10,000.00	1,165.80	12,450.84	124.51	2,450.84-
110-210-6599	MISCELLANEOUS SUPPLIES	100.00	71.00	218.00	218.00	118.00-
110-230-6371	STREET LIGHTS	10,000.00	923.48	8,956.41	89.56	1,043.59
110-240-6371	TRAFFIC SIGNAL	400.00	37.61	388.10	97.03	11.90
110-240-6413	WATERLOO MONTHLY TRAFFIC CONTR	2,630.00	.00	1,347.10	51.22	1,282.90
110-250-6332	SNOW PLOW REPAIR	2,000.00	.00	1,271.60	63.58	728.40
110-250-6507	SNOW REMOVAL SUPPLIES	10,000.00	.00	9,001.01	90.01	998.99

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
110-260-6407	ENGINEERING	10,000.00	.00	2,887.05	28.87	7,112.95
110-910-6910	TRANSFER OUT	.00	.00	15,012.18	.00	15,012.18-
110-910-6911	TRANSFER OUT - TIF	.00	.00	8,532.99	.00	8,532.99-
110-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
121-910-6910	TRANSFER OUT	140,000.00	.00	50,763.38	36.26	89,236.62
121-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
125-910-6911	TRANSFER OUT - TIF	30,337.00	.00	.00	.00	30,337.00
125-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
200-210-6801	PRINCIPAL - PLAZA DRIVE	.00	.00	.00	.00	.00
200-210-6851	INTEREST - PLAZA DRIVE	.00	.00	.00	.00	.00
200-210-6899	BOND REGISTRATION FEES	.00	.00	.00	.00	.00
200-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
200-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
300-210-6407	ENGINEERING - STREET PROJECT	10,000.00	.00	.00	.00	10,000.00
300-210-6499	STREET CONTRACTUAL SERV	120,000.00	.00	81,967.48	68.31	38,032.52
300-750-6499	CONTRACTUAL SERV	.00	.00	.00	.00	.00
300-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
300-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
301-750-6407	ENGINEERING	.00	.00	.00	.00	.00
301-750-6411	LEGAL	.00	.00	.00	.00	.00
301-750-6499	CONTRACTUAL SERV-TRAILER COURT	.00	.00	17,320.00	.00	17,320.00-
301-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
301-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
302-750-6407	ENGINEERING	.00	.00	.00	.00	.00
302-750-6411	LEGAL	.00	.00	.00	.00	.00
302-750-6499	CONTRACTUAL SERV - PLAZA DR	.00	.00	.00	.00	.00
302-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
302-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
303-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
303-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
304-210-6413	PAYMENTS - EVANSDALE	.00	.00	.00	.00	.00
304-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
304-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
305-750-6407	ENGINEERING	325,000.00	.00	12,975.50	3.99	312,024.50
305-750-6499	OTHER CONTRACTUAL SERV	240,000.00	1,800.00	3,962.50	1.65	236,037.50
305-910-6910	TRANSFER OUT	.00	.00	814,254.12	.00	814,254.12-
305-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
306-430-6407	ENGINEERING	.00	143.40	23,430.60-	.00	23,430.60
306-430-6411	LEGAL	.00	.00	.00	.00	.00
306-430-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00
306-430-6505	OTHER EQUIPMENT	.00	.00	.00	.00	.00
306-430-6507	OPERATING SUPPLIES	.00	.00	.00	.00	.00
306-430-6910	TRANSFER OUT	.00	.00	.00	.00	.00
306-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
306-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
307-210-6407	ENGINEERING	.00	.00	.00	.00	.00
307-210-6411	LEGAL	.00	.00	.00	.00	.00
307-210-6417	STREET MAINTENANCE	.00	.00	.00	.00	.00
307-210-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00
307-210-6507	OPERATING SUPPLIES	.00	.00	.00	.00	.00
307-210-6761	CAP OUTLAY - STREETS	.00	.00	.00	.00	.00

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
307-210-6790	STREETS - NEW ROADWAY	.00	.00	.00	.00	.00
307-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
307-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
600-610-6499	OTHER CONTRACTUAL SERV	236,632.00	.00	152,242.00	64.34	84,390.00
600-810-6010	WAGES - WATER - FT	6,600.00	125.08	5,528.58	83.77	1,071.42
600-810-6011	WAGES - WATER - CLERK	2,500.00	.00	454.35	18.17	2,045.65
600-810-6020	WAGES - WATER	2,460.00	.00	1,267.84	51.54	1,192.16
600-810-6021	WAGES - WATER - PT	5,000.00	746.25	4,867.46	97.35	132.54
600-810-6022	WAGES - WATER	3,075.00	.00	1,449.31	47.13	1,625.69
600-810-6110	FICA - WATER	1,550.00	66.65	1,000.98	64.58	549.02
600-810-6130	IPERS - WATER	1,886.00	82.25	1,212.39	64.28	673.61
600-810-6150	GROUP INSURANCE	2,500.00	178.17	1,490.71	59.63	1,009.29
600-810-6151	VISION INSURANCE	25.00	1.44	14.10	56.40	10.90
600-810-6155	LIFE INSURANCE	60.00	.00	.00	.00	60.00
600-810-6230	TRAINING	200.00	.00	210.00	105.00	10.00-
600-810-6332	VEHICLE REPAIRS	500.00	.00	.00	.00	500.00
600-810-6350	REPAIR MAINT - WATER MAIN	10,000.00	.00	5,741.30	57.41	4,258.70
600-810-6373	TELEPHONE/COMMUNICATIONS	750.00	40.11	497.52	66.34	252.48
600-810-6375	EQUIPMENT SUPPORT	2,100.00	.00	62.50	2.98	2,037.50
600-810-6413	WATER - WATERLOO	58,368.00	3,297.18	40,685.83	69.71	17,682.17
600-810-6418	SALES TAX EXPENSE	7,200.00	1,928.00	5,888.00	81.78	1,312.00
600-810-6419	TECH SERVICES - ANNUAL SUPPORT	2,100.00	.00	.00	.00	2,100.00
600-810-6490	OTHER PROFESSIONAL SERVICES	200.00	2,340.00	9,449.55	4,724.78	9,249.55-
600-810-6497	BANK SERVICE CHGS	.00	.00	.00	.00	.00
600-810-6498	DEPOSIT REFUNDS - WATER	1,000.00	105.00	579.48	57.95	420.52
600-810-6499	TESTS/PERMITS	1,500.00	.00	1,874.27	124.95	374.27-
600-810-6505	WT METERS/WT EQUIPMENT	2,000.00	.00	7,434.86	371.74	5,434.86-
600-810-6506	OFFICE SUPPLIES	300.00	.00	167.72	55.91	132.28
600-810-6508	POSTAGE	1,100.00	56.94	148.59	13.51	951.41
600-810-6599	OTHER SUPPLIES	500.00	247.00	1,814.03	362.81	1,314.03-
600-810-6727	CAPITAL EQUIPMENT	.00	.00	825.00	.00	825.00-
600-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
600-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
601-810-6599	MISC SUPPLIES	.00	.00	.00	.00	.00
601-910-6910	TRANSFER OUT	236,632.00	.00	.00	.00	236,632.00
601-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
610-815-6010	WAGES - SEWER	52,500.00	.00	32,527.27	61.96	19,972.73
610-815-6011	WAGES - SEWER - CLERK	2,400.00	.00	454.35	18.93	1,945.65
610-815-6020	WAGES - SEWER	2,358.00	.00	1,267.76	53.76	1,090.24
610-815-6030	WAGES - SEWER	9,430.00	.00	4,025.73	42.69	5,404.27
610-815-6110	FICA - SEWER	5,200.00	.00	2,890.79	55.59	2,309.21
610-815-6130	IPERS - SEWER	6,250.00	.00	3,394.01	54.30	2,855.99
610-815-6150	GROUP INSURANCE	5,600.00	96.33	1,726.89	30.84	3,873.11
610-815-6151	VISION INSURANCE	120.00	.00	46.07	38.39	73.93
610-815-6155	LIFE INSURANCE	250.00	.00	.00	.00	250.00
610-815-6181	UNIFORM ALLOWANCE	400.00	.00	279.96	69.99	120.04
610-815-6230	TRAINING	1,000.00	.00	489.98	49.00	510.02
610-815-6320	LIFT STATION EXPENSE	30,000.00	8,363.79	13,363.79	44.55	16,636.21
610-815-6331	FUEL	2,000.00	.00	968.04	48.40	1,031.96
610-815-6332	VEHICLE REPAIRS	1,000.00	.00	138.99	13.90	861.01
610-815-6350	PLANT REPAIR/MAINTENANCE	12,000.00	.00	10,093.48	84.11	1,906.52

**BUDGET REPORT**  
**CALENDAR 3/2020, FISCAL 9/2020**

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
610-815-6370	UTILITIES - LIFT STATION	3,000.00	223.88	2,819.56	93.99	180.44
610-815-6371	UTILITIES - PLANT	12,500.00	805.12	9,969.47	79.76	2,530.53
610-815-6373	TELEPHONE/COMMUNICATIONS	1,380.00	.00	690.00	50.00	690.00
610-815-6399	SEWER LINE REPAIR/MAINTENANCE	15,000.00	.00	.00	.00	15,000.00
610-815-6407	ENGINEERING/WWTP PROJECT	10,000.00	.00	.00	.00	10,000.00
610-815-6408	INSURANCE	3,000.00	.00	.00	.00	3,000.00
610-815-6413	LUMP SUM APPROPRIATIONS	2,500.00	.00	783.85	31.35	1,716.15
610-815-6418	SALES TAX EXPENSE	450.00	.00	.00	.00	450.00
610-815-6490	IOWA ONE CALL	150.00	.00	89.55	59.70	60.45
610-815-6491	SAFETY TRAINING	580.00	.00	683.32	117.81	103.32-
610-815-6493	SLUDGE HAULING	15,000.00	.00	6,592.45	43.95	8,407.55
610-815-6494	PLANT CONTRACTED SERVICES	.00	.00	.00	.00	.00
610-815-6498	DEPOSIT REFUNDS - SEWER	1,000.00	97.62	628.93	62.89	371.07
610-815-6499	PEOPLESERVICES/CONTRACTUAL SRV	9,510.00	9,360.00	43,135.00	453.58	33,625.00-
610-815-6501	TESTS/PERMITS	.00	.00	.00	.00	.00
610-815-6505	OFFICE EQUIPMENT	.00	.00	62.50	.00	62.50-
610-815-6506	OFFICE SUPPLIES	500.00	.00	95.55	19.11	404.45
610-815-6507	OPERATING SPPLY/PEOPLESERVICE	300.00	.00	257.95	85.98	42.05
610-815-6508	POSTAGE	1,000.00	56.94	148.60	14.86	851.40
610-815-6510	SAFETY SUPPLIES	200.00	.00	105.50	52.75	94.50
610-815-6599	MISC SUPPLIES	100.00	.00	93.40	93.40	6.60
610-815-6727	CAPITAL EQUIPMENT	.00	.00	.00	.00	.00
610-815-6780	CAP OUTLAY-UTIL SYS/STRCT	.00	.00	.00	.00	.00
610-910-6910	TRANSFER OUT	65,000.00	.00	68,137.39	104.83	3,137.39-
610-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
611-910-6910	TRANSFER OUT	.00	.00	18,908.85	.00	18,908.85-
611-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
612-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
612-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
613-815-6407	ENGINEERING	.00	.00	.00	.00	.00
613-815-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00
613-910-6910	TRANSFER OUT	.00	.00	322,082.16	.00	322,082.16-
613-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
670-840-6490	GARBAGE COLLECTION	55,700.00	4,886.60	44,697.38	80.25	11,002.62
670-840-6492	RECYCLING EXPENSE	6,650.00	522.38	4,218.78	63.44	2,431.22
670-840-6498	DEPOSIT REFUNDS - GARBAGE	700.00	75.69	420.40	60.06	279.60
670-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
670-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
671-840-6413	YARD WASTE COLLECTION	2,400.00	.00	2,400.00	100.00	.00
671-840-6498	DEPOSIT REFUND - YARD WASTE	100.00	5.34	16.77	16.77	83.23
671-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
671-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
	DIFFERENCE	2,325,512.00	66,749.56	2,355,524.99	101.29	30,012.99-
	PROOF	2,325,512.00	66,749.56	2,355,524.99	101.29	30,012.99-

**TREASURER'S REPORT**  
**CALENDAR 3/2020, FISCAL 9/2020**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	168,150.07	11,296.90	28,947.25-	1,309.45	209,703.67
005 VEHICLE REPLACEMENT	59,827.52	30.80	54,414.41	.00	5,443.91
110 ROAD USE TAX	149,648.35	5,662.09	5,631.24	175.08-	149,504.12
121 LOCAL OPTION SALES TAX	215,460.36	9,761.63	.00	.00	225,221.99
125 TAX INCREMENT FINANCING	35,697.17	1,470.76	.00	.00	37,167.93
200 DEBT SERVICE	.00	.00	.00	.00	.00
300 CAPITAL IMPROVEMENT RES	7,193.45-	.00	.00	.00	7,193.45-
301 RAYMOND ROAD TRAILER CR	22,389.23	.00	.00	.00	22,389.23
302 PLAZA DR RECONSTRUCTION	5,319.00	.00	.00	.00	5,319.00
303 OFFICE EQUIPMENT REPLAC	1,000.00	.00	.00	.00	1,000.00
304 DUBUQUE RD BRIDGE REPAI	.00	.00	.00	.00	.00
305 WASTE WTR PLANT PROJECT	.00	.00	1,800.00	.00	1,800.00-
306 MAYORS PARK IMPROVEMENT	98,574.00	.00	143.40	.00	98,430.60
307 LAFAYETTE/GVILLE RD REC	.00	.00	.00	.00	.00
600 WATER	40,026.08-	2,123.94	9,214.07	23.51	47,092.70-
601 WATER DEPRECIATION	234,359.42	.00	.00	.00	234,359.42
610 SEWER	171,417.44	1,303.03	19,003.68	79.07-	153,637.72
611 SEWER REPLACEMENT	179,669.79	207.58	.00	.00	179,877.37
612 SEWER DEPRECIATION	36,125.27	.00	.00	.00	36,125.27
613 WASTE WTR PLANT PROJECT	579,387.69	1,587.02	.00	.00	580,974.71
670 LANDFILL/GARBAGE	1,585.09-	261.77	5,484.67	.00	6,807.99-
671 YARD WASTE	5,829.57	35.21	5.34	.00	5,859.44
Report Total	1,914,050.26	33,740.73	66,749.56	1,078.81	1,882,120.24

BANK NAME	JANUARY	FEBRUARY	FEBRUARY	FEBRUARY	INVOICES	BANK	2020	YTD
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	PAID	BALANCE	BUDGET	BILLS
FIRST SECURITY STATE BANK								
001	CHECKING - GENERAL	168,150.07	66,359.56	24,805.96	209,703.67	19,231.15	390,946.00	374,410.00
005	CHECKING - EQUIPMENT REPLACE	15,593.19	0.00	54,414.41	38,821.22-			64,414.41
110	CHECKING - ROAD USE	149,648.35	6,003.72	6,147.95	149,504.12	3,568.59	145,263.00	122,948.35
121	CHECKING - LOCAL OPTION	215,460.36	9,761.63	0.00	225,221.99		140,000.00	50,761.63
125	CHECKING - TIF	35,697.17	1,470.76	0.00	37,167.93		30,337.00	
200	CHECKING - DEBT SERVICE	0.00	0.00	0.00	0.00			
300	CHECKING - CAPITAL IMPROVEMENT	7,193.45-	0.00	0.00	7,193.45-		130,000.00	81,963.45
301	CHECKING - CAP PRJ-TRAILER CT	22,389.23	0.00	0.00	22,389.23			17,320.00
302	CHECKING - PLAZA DR RECONST	5,319.00	0.00	0.00	5,319.00			
303	CHECKING - OFFICE EQUIP REPLA	1,000.00	0.00	0.00	1,000.00			
304	CHECKING - DUBUQUE RD BRIDGE	0.00	0.00	0.00	0.00			
305	CHECKING - Ww PLANT PROJECT	0.00	0.00	1,860.96	1,860.96-	1,800.00	565,000.00	831,190.96
306	CHECKING	98,574.00	0.00	143.40	98,430.60	143.40		23,430.60
307	CHECKING	0.00	0.00	0.00	0.00			
600	CHECKING - WATER	40,026.08-	2,337.65	9,404.27	47,092.70-	6,169.69	350,106.00	249,357.65
601	CHECKING - WATER DEPRECIATION	83,888.56	0.00	0.00	83,888.56		236,632.00	
610	CHECKING - SEWER	168,917.44	1,452.69	19,232.41	151,137.72	18,985.13	271,678.00	210,485.13
611	CHECKING - SEWER REPLACEMENT	22,505.90	25,529.88	0.00	48,035.78			18,905.90
612	CHECKING - SEWER DEPRECIATION	26,491.33	0.00	0.00	26,491.33			
613	CHECKING - Ww PLANT PROJECT	172,077.73	255.59	0.00	172,333.32			322,082.92
670	CHECKING - SOLID WASTE	12,851.98-	261.77	5,484.67	18,074.88-	5,408.98	63,050.00	54,866.77
671	CHECKING - YARD WASTE	5,829.57	35.21	5.34	5,859.44		2,500.00	2,414.23
	FIRST SECURITY STATE BANK TOTA	1,131,470.39	113,468.46	121,499.37	1,123,439.48	55,306.94	1,068,132.54	2,433,000.00
CD'S								
005	CD #22451 - EQUIPMENT REPLACE	11,033.86	0.00	0.00	11,033.86			64,414.41
005	CD #20837 - EQUIPMENT REPLACE	12,383.17	30.80	0.00	12,413.97			
005	CD #22211 - EQUIPMENT REPLACE	0.00	0.00	0.00	0.00			
005	CD #21907 - EQUIPMENT REPLACE	0.00	0.00	0.00	0.00			
005	CD #22466 - EQUIPMENT REPLACE	10,565.19	0.00	0.00	10,565.19			
005	CD #22657 - EQUIPMENT REPLACE	10,252.11	0.00	0.00	10,252.11			
110	CD #20480 - ROAD USE	0.00	0.00	0.00	0.00		145,263.00	122,948.35
300	CD #22212 - CAPITAL IMPROVE	0.00	0.00	0.00	0.00		130,000.00	81,963.45
300	CD #21910 - CAPITAL IMPROVE	0.00	0.00	0.00	0.00			
305	CD #21861 - CAP PRJCT WWTP	0.00	0.00	0.00	0.00		565,000.00	831,190.96
305	CD #22448 - CAP PRJCT WWTP	0.00	60.96	0.00	60.96			
305	CD #2789 - CAP PRJCT WWTP	0.00	0.00	0.00	0.00			
305	CD #2788 - CAP PRJCT WWTP	0.00	0.00	0.00	0.00			
305	CD #1298 - CAP PRJCT WWTP	0.00	0.00	0.00	0.00			
305	CD#22786 - CAP PRJCT WWTP	0.00	0.00	0.00	0.00			
305	CD #5876 - CAP PRJCT WWTP	0.00	0.00	0.00	0.00			
305	CD# 5876 - CAP PRJCT WWTP	0.00	0.00	0.00	0.00			
600	CD #21488 - T & A WATER	0.00	0.00	0.00	0.00		350,106.00	249,357.65
601	CD #22563 - WATER DEPRECIATION	22,435.63	0.00	0.00	22,435.63		236,632.00	
601	CD #20846 - WATER DEPRECIATION	0.00	0.00	0.00	0.00			
601	CD #21524 - WATER DEPRECIATION	0.00	0.00	0.00	0.00			
601	CD #21360 - WATER DEPRECIATION	0.00	0.00	0.00	0.00			
601	CD #21534 - WATER DEPRECIATION	0.00	0.00	0.00	0.00			
601	CD #22447 - WATER DEPRECIATION	55,302.30	0.00	0.00	55,302.30			
601	CD #22184 - WATER DEPRECIATION	0.00	0.00	0.00	0.00			

BANK NAME	JANUARY	FEBRUARY	FEBRUARY	FEBRUARY	INVOICES	BANK	2020	YTD
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	PAID	BALANCE	BUDGET	BILLS
601 CD #21911 - WATER DEPRECIATION	0.00	0.00	0.00	0.00				
601 CD#22785 - WATER DEPRECIATION	27,780.93	0.00	0.00	27,780.93				
601 CD #22612 - WATER DEPRECIATION	44,952.00	0.00	0.00	44,952.00				
610 CD #22526 - T & A SEWER	1,000.00	0.00	0.00	1,000.00			271,678.00	210,48
610 CD #21379 - T & A SEWER	1,500.00	0.00	0.00	1,500.00				
610 CD #21489 - T & A SEWER	0.00	0.00	0.00	0.00				
610 CD #21861 - CAP PRJCT WWTP	0.00	0.00	0.00	0.00				
610 CD #22448 - CAP PRJCT WWTP	0.00	0.00	0.00	0.00				
610 CD #904-012-6 CAP PRJCT WWTP	0.00	0.00	0.00	0.00				
610 CD #904-012-5 CAP PRJCT WWTP	0.00	0.00	0.00	0.00				
610 CD #904-129-8 CAP PRJCT WWTP	0.00	0.00	0.00	0.00				
610 CD #904-263-2 CAP PRJCT WWTP	0.00	0.00	0.00	0.00				
611 CD #22805 - SEWER REPLACEMENT	25,529.88	0.00	25,529.88	0.00				18,90
611 CD #21321 - SEWER REPLACEMENT	0.00	0.00	0.00	0.00				
611 CD #22452 - SEWER REPLACEMENT	55,302.30	0.00	0.00	55,302.30				
611 CD #22210 - SEWER REPLACEMENT	0.00	0.00	0.00	0.00				
611 CD #22153 - SEWER REPLACEMENT	0.00	0.00	0.00	0.00				
611 CD #22450 - SEWER REPLACEMENT	47,869.76	207.58	0.00	48,077.34				
611 CD #22169 - SEWER REPLACEMENT	9,319.36	0.00	0.00	9,319.36				
611 CD #2796 - SEWER REPLACEMENT	9,633.94	0.00	0.00	9,633.94				
611 CD #22467 - SEWER REPLACEMENT	9,508.65	0.00	0.00	9,508.65				
612 CD #2797 - SEWER REPLACEMENT	9,633.94	0.00	0.00	9,633.94				
613 CAPITAL PROJECT WWTP-CD ACCTS	407,309.96	1,331.43	0.00	408,641.39				322,08
670 CD #21140 - T & A SOLID WASTE	5,000.00	0.00	0.00	5,000.00			63,050.00	54,86
670 CD #22138 - T & A SOLID WASTE	1,000.00	0.00	0.00	1,000.00				
670 CD #2786 - SOLID WASTE	5,266.89	0.00	0.00	5,266.89				
CD'S TOTALS	782,579.87	1,630.77	25,529.88	758,680.76	0.00	758,680.76	1,761,729.00	1,956,21
TOTAL OF ALL BANKS	1,914,050.26	115,099.23	147,029.25	1,882,120.24	55,306.94	1,826,813.30	4,087,241.00	4,389,22

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-110-4765	FINES	.00	965.79	.00	965.79-
001-110-6413	EVANSDALE POLICE DEPARTMENT	11,680.25	46,721.00	46,721.00	.00
001-130-6413	BH CO EMERGENCY MGMT/NIRG	.00	2,053.83	1,554.00	499.83-
001-150-6499	FIRE CONTRACT	.00	27,494.97	37,780.00	10,285.03
001-170-4120	BUILDING/CONTR PERMITS	42.00	8,555.00	15,000.00	6,445.00
001-170-6010	WAGES - BUILDING INSPECTOR	27.30	4,878.05	15,000.00	10,121.95
001-170-6110	FICA - BUILDING INSPECTIONS	2.09	373.18	1,150.00	776.82
001-170-6130	IPERS - BUILDING INSPECTIONS	2.58	460.51	1,416.00	955.49
001-170-6150	GROUP INSURANCE	.00	.00	.00	.00
001-170-6151	VISION INSURANCE	.00	.00	.00	.00
001-170-6155	LIFE INSURANCE	.00	.00	.00	.00
001-190-6413	HUMANE SOCIETY	.00	150.00	500.00	350.00
001-190-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
001-190-6507	OPERATING SUPPLIES	.00	64.50	80.00	15.50
001-199-6371	SENTRY LIGHTS	102.54	1,054.76	1,300.00	245.24
001-299-6710	CAP OUTLAY - VEHICLES	.00	.00	.00	.00
001-410-6413	LIBRARY CONTRACT	2,664.05	10,656.20	10,656.00	.20-
001-430-4310	SHELTER RENTAL	.00	25.00	.00	25.00-
001-430-6010	WAGES - PARKS - FT	1,185.53	11,415.47	13,838.00	2,422.53
001-430-6020	WAGES - PARKS	.00	1,937.02	3,300.00	1,362.98
001-430-6021	WAGES - PARKS - PT	.00	1,048.80	4,100.00	3,051.20
001-430-6110	FICA - PARKS	90.70	1,086.71	1,314.00	227.29
001-430-6130	IPERS - PARKS	111.92	1,346.70	2,000.00	653.30
001-430-6150	GROUP INSURANCE	305.15	3,003.10	4,500.00	1,496.90
001-430-6151	VISION INSURANCE	4.78	22.52	35.00	12.48
001-430-6155	LIFE INSURANCE	.00	.00	100.00	100.00
001-430-6505	PARK EQUIPMENT	54,414.41-	5,998.00	73,307.00	67,309.00
001-430-6507	OPERATING SUPPLIES	.00	3,826.08	5,000.00	1,173.92
001-430-6599	OTHER SUPPLIES	.00	1,858.29	100.00	1,758.29-
001-460-4310	RENT-COMMUNITY CENTER	475.00	5,330.00	1,900.00	3,430.00-
001-460-6310	COMM RM REPAIR/MAINT	130.00	1,781.06	2,000.00	218.94
001-499-4610	CITY CELEBRATION RECEIPTS	.00	.00	.00	.00
001-499-6599	MISC EXPENSE - CELEBRATION	.00	.00	.00	.00
001-510-6413	PARTNER IN EDUCATION	.00	200.00	500.00	300.00
001-510-6490	CHRISTMAS DECORATIONS	.00	366.11	2,500.00	2,133.89
001-510-6599	TREES FOREVER	.00	4,528.00	2,000.00	2,528.00-
001-540-6490	COMP PLAN	.00	.00	.00	.00
001-610-6010	WAGES - MAYOR/COUNCIL	.00	7,250.00	12,000.00	4,750.00
001-610-6110	FICA - MAYOR/COUNCIL	.00	554.63	950.00	395.37
001-610-6130	IPERS - MAYOR/COUNCIL	.00	.00	.00	.00
001-610-6150	GROUP INSURANCE	.00	.00	.00	.00
001-610-6151	VISION INSURANCE	.00	.00	.00	.00
001-620-6010	WAGES - CLERK	2,376.55	38,282.80	41,300.00	3,017.20
001-620-6020	WAGES - DEPUTY CLERK	746.25	4,867.54	7,000.00	2,132.46
001-620-6110	FICA - CLERK	238.91	2,660.12	3,700.00	1,039.88
001-620-6130	IPERS - CLERK	294.79	3,310.11	4,575.00	1,264.89
001-620-6150	GROUP INSURANCE	1,555.06	10,744.59	14,596.00	3,851.41
001-620-6151	VISION INSURANCE	27.20	144.09	75.00	69.09-
001-630-6413	ELECTION EXPENSES	.00	500.00	1,300.00	800.00
001-640-6401	AUDITING/ACCOUNTING	.00	16,274.03	1,200.00	15,074.03-
001-640-6411	LEGAL - ATTORNEY	1,156.25	16,475.75	15,000.00	1,475.75-

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-640-6414	CODIFICATION	.00	1,500.00	1,500.00	.00
001-650-6310	BUILDING REPAIR/MAINT	35.25	1,662.39	2,000.00	337.61
001-650-6505	OFFICE EQUIPMENT	.00	1,931.26	2,120.00	188.74
001-660-6408	INSURANCE	.00	7,582.00	20,000.00	12,418.00
001-699-6010	WAGES - GENERAL GOV - FT	169.35	1,811.88	2,563.00	751.12
001-699-6110	FICA - GENERAL GOVERNMENT	12.94	136.16	159.00	22.84
001-699-6130	IPERS - GENERAL GOVERNMENT	15.98	171.24	242.00	70.76
001-699-6150	GROUP INSURANCE	869.31	8,296.14	1,000.00	7,296.14-
001-699-6151	VISION INSURANCE	.68	3.06	5.00	1.94
001-699-6155	LIFE INSURANCE	.00	.00	150.00	150.00
001-699-6210	DUES	.00	1,560.50	2,000.00	439.50
001-699-6230	TRAINING	.00	2,981.67	2,000.00	981.67-
001-699-6240	MEETINGS/CONFERENCES	.00	2,356.93	800.00	1,556.93-
001-699-6371	UTILITIES	221.98	1,854.31	2,200.00	345.69
001-699-6373	TELEPHONE/COMMUNICATIONS	80.11	697.58	1,300.00	602.42
001-699-6407	ENGINEERING (MONTHLY PAYMENT)	75.00	4,290.00	900.00	3,390.00-
001-699-6414	PUBLISHING	529.53	2,583.08	3,000.00	416.92
001-699-6419	TECHNOLOGY SERVICES	.00	11,793.42	6,280.00	5,513.42-
001-699-6491	SAFETY TRAINING	.00	683.34	580.00	103.34-
001-699-6499	CONTRACTUAL SERV (COPIER)	93.31	790.61	1,500.00	709.39
001-699-6505	OTHER EQUIPMENT	.00	.00	.00	.00
001-699-6506	OFFICE SUPPLIES	604.90	2,424.17	2,000.00	424.17-
001-699-6508	POSTAGE	56.92	265.42	1,200.00	934.58
001-699-6599	MISC SUPPLIES	.00	5,142.57	5,000.00	142.57-
001-699-6725	CAP OUTLAY-OFFICE EQUIP	.00	.00	.00	.00
001-910-4830	TRANSFER IN-GENERAL FUND	.00	20,012.18	.00	20,012.18-
001-910-4831	TRANSFER IN - TIF	.00	.00	.00	.00
001-910-6910	TRANSFER OUT	.00	75,000.00	.00	75,000.00-
001-950-4000	PROPERTY TAXES	5,949.89	194,588.57	356,810.00	162,221.43
001-950-4003	AGRICULTURAL LAND TAXES	35.15	388.03	650.00	261.97
001-950-4060	UTILITY TAX REPLACEMENT	.00	.00	.00	.00
001-950-4100	BEER & LIQUOR LICENSES	.00	690.00	790.00	100.00
001-950-4105	CIGARETTE PERMITS	.00	.00	150.00	150.00
001-950-4160	CABLEVISION	.00	4,732.82	6,290.00	1,557.18
001-950-4180	ANIMAL LICENSES	18.00	126.00	150.00	24.00
001-950-4300	INTEREST-PLAT MM	649.18	8,662.64	5,000.00	3,662.64-
001-950-4310	RENT - COMM/COUNCIL	.00	.00	5,500.00	5,500.00
001-950-4464	COMM TAX REPLACEMENT	.00	3,550.63	.00	3,550.63-
001-950-4490	GAMING GRANTS	.00	.00	.00	.00
001-950-4700	BLACKHAWK COUNTY LANDFILL	.00	.00	.00	.00
001-950-4705	MISC REVENUE	3,512.96	26,525.50	1,000.00	25,525.50-
001-950-4710	REIMBURSEMENTS - EMPLOYEE INSR	.00	2,838.26	1,210.00	1,628.26-
001-950-4735	SALES/FUEL TAX REFUNDS	.00	.00	.00	.00
001-950-4765	FINES-CLERK OF COURT	614.72	1,916.69	3,000.00	1,083.31
001-999-9999	PROFIT HANDLER	.00	.00	.00	.00
005-210-6723	CAP OUTLAY-HEAVY EQUIP	54,414.41	54,414.41	.00	54,414.41-
005-910-4830	TRANSFER IN-VEHICLE RPLMNT	.00	5,000.00	10,000.00	5,000.00
005-910-6910	TRANSFER OUT	.00	10,000.00	.00	10,000.00-
005-950-4300	INTEREST-VEHICLE REPLACEMENT	30.80	524.76	600.00	75.24
005-999-9999	PROFIT HANDLER	.00	.00	.00	.00
110-210-4430	ROAD USE TAXES	5,662.09	113,339.75	135,716.00	22,376.25

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
110-210-6010	WAGES - ROAD USE - FT	2,032.33	20,474.88	25,625.00	5,150.12
110-210-6020	WAGES - ROAD USE	.00	1,937.06	3,300.00	1,362.94
110-210-6030	WAGES - ROAD USE - PT	.00	1,411.48	6,000.00	4,588.52
110-210-6110	FICA - ROAD USE	155.48	1,795.25	2,649.00	853.75
110-210-6130	IPERS - ROAD USE	191.86	2,236.16	3,269.00	1,032.84
110-210-6150	GROUP INSURANCE	559.44	5,479.73	6,800.00	1,320.27
110-210-6151	VISION INSURANCE	8.18	37.82	58.00	20.18
110-210-6155	LIFE INSURANCE	.00	.00	265.00	265.00
110-210-6181	UNIFORM ALLOWANCE	100.00	113.99	300.00	186.01
110-210-6310	BUILDING REPAIR/MAINT	6.49	573.79	5,000.00	4,426.21
110-210-6331	FUEL	170.93	2,787.04	3,000.00	212.96
110-210-6332	VEHICLE REPAIRS	.00	3,025.51	3,000.00	25.51-
110-210-6371	UTILITIES	168.64	993.64	1,500.00	506.36
110-210-6373	TELEPHONE/COMMUNICATIONS	40.00	360.00	480.00	120.00
110-210-6375	EQUIPMENT SUPPORT	.00	.00	.00	.00
110-210-6408	INSURANCE	.00	.00	.00	.00
110-210-6417	STREET MAINTENANCE - REPAIRS	.00	13,222.16	10,000.00	3,222.16-
110-210-6491	SAFETY TRAINING	.00	683.34	580.00	103.34-
110-210-6504	SHOP EQUIPMENT	.00	5,583.98	28,307.00	22,723.02
110-210-6507	STREET MAINTENANCE SUPPLIES	1,165.80	12,450.84	10,000.00	2,450.84-
110-210-6599	MISCELLANEOUS SUPPLIES	71.00	218.00	100.00	118.00-
110-230-6371	STREET LIGHTS	923.48	8,956.41	10,000.00	1,043.59
110-240-6371	TRAFFIC SIGNAL	37.61	388.10	400.00	11.90
110-240-6413	WATERLOO MONTHLY TRAFFIC CONTR	.00	1,347.10	2,630.00	1,282.90
110-250-6332	SNOW PLOW REPAIR	.00	1,271.60	2,000.00	728.40
110-250-6507	SNOW REMOVAL SUPPLIES	.00	9,001.01	10,000.00	998.99
110-260-6407	ENGINEERING	.00	2,887.05	10,000.00	7,112.95
110-910-4830	TRANSFER IN-ROAD USE	.00	12,523.38	.00	12,523.38-
110-910-6910	TRANSFER OUT	.00	15,012.18	.00	15,012.18-
110-910-6911	TRANSFER OUT - TIF	.00	8,532.99	.00	8,532.99-
110-999-9999	PROFIT HANDLER	.00	.00	.00	.00
121-910-4830	TRANSFER IN-LOST	.00	.00	.00	.00
121-910-6910	TRANSFER OUT	.00	50,763.38	140,000.00	89,236.62
121-950-4090	LOCAL OPTION TAX	9,761.63	106,800.53	140,000.00	33,199.47
121-950-4300	INTEREST-LOST	.00	.00	.00	.00
121-999-9999	PROFIT HANDLER	.00	.00	.00	.00
125-910-4831	TRANSFER IN - TIF	.00	8,532.99	.00	8,532.99-
125-910-6911	TRANSFER OUT - TIF	.00	.00	30,337.00	30,337.00
125-950-4050	TIF TAXES	1,470.76	18,359.13	30,337.00	11,977.87
125-999-9999	PROFIT HANDLER	.00	.00	.00	.00
200-210-6801	PRINCIPAL - PLAZA DRIVE	.00	.00	.00	.00
200-210-6851	INTEREST - PLAZA DRIVE	.00	.00	.00	.00
200-210-6899	BOND REGISTRATION FEES	.00	.00	.00	.00
200-910-4830	TRANSFER IN-DEBT SERVICE	.00	.00	.00	.00
200-910-6910	TRANSFER OUT	.00	.00	.00	.00
200-999-9999	PROFIT HANDLER	.00	.00	.00	.00
300-210-6407	ENGINEERING - STREET PROJECT	.00	.00	10,000.00	10,000.00
300-210-6499	STREET CONTRACTUAL SERV	.00	81,967.48	120,000.00	38,032.52
300-750-6499	CONTRACTUAL SERV	.00	.00	.00	.00
300-910-4830	TRANSFER IN-CAP IMPRVMT RESV	.00	.00	160,337.00	160,337.00
300-910-6910	TRANSFER OUT	.00	.00	.00	.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2020, FISCAL 9/2020**

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
300-950-4300	INTEREST-CAPITAL IMPRVMT-RSV	.00	37.18	100.00	62.82
300-999-9999	PROFIT HANDLER	.00	.00	.00	.00
301-750-4800	SALE OF PROPERTY	.00	.00	20,000.00	20,000.00
301-750-6407	ENGINEERING	.00	.00	.00	.00
301-750-6411	LEGAL	.00	.00	.00	.00
301-750-6499	CONTRACTUAL SERV-TRAILER COURT	.00	17,320.00	.00	17,320.00-
301-910-4830	TRANSFER IN-RAYMOND RD TRAILER	.00	.00	.00	.00
301-910-6910	TRANSFER OUT	.00	.00	.00	.00
301-999-9999	PROFIT HANDLER	.00	.00	.00	.00
302-210-4400	FEDERAL GRANTS-PLAZA DR RECON	.00	.00	.00	.00
302-750-4440	STATE GRANTS-PLAZA DR RECON	.00	.00	.00	.00
302-750-4820	PROCEEDS FROM DEBT/LOAN-PLAZA	.00	.00	.00	.00
302-750-6407	ENGINEERING	.00	.00	.00	.00
302-750-6411	LEGAL	.00	.00	.00	.00
302-750-6499	CONTRACTUAL SERV - PLAZA DR	.00	.00	.00	.00
302-910-4830	TRANSFER IN-PLAZA DR RECON	.00	.00	.00	.00
302-910-6910	TRANSFER OUT	.00	.00	.00	.00
302-999-9999	PROFIT HANDLER	.00	.00	.00	.00
303-910-4830	TRANSFER IN-OFFICE EQPMNT RPL	.00	.00	.00	.00
303-910-6910	TRANSFER OUT	.00	.00	.00	.00
303-999-9999	PROFIT HANDLER	.00	.00	.00	.00
304-210-6413	PAYMENTS - EVANSDALE	.00	.00	.00	.00
304-910-4830	TRANSFER IN-DUBQUE RD BRIDGE	.00	.00	.00	.00
304-910-6910	TRANSFER OUT	.00	.00	.00	.00
304-999-9999	PROFIT HANDLER	.00	.00	.00	.00
305-750-4820	PROCEEDS FROM DEBT/LOAN-WWTP	.00	.00	565,000.00	565,000.00
305-750-6407	ENGINEERING	.00	12,975.50	325,000.00	312,024.50
305-750-6499	OTHER CONTRACTUAL SERV	1,800.00	3,962.50	240,000.00	236,037.50
305-815-4300	INTEREST - CAP PROJ	.00	5,604.26	4,000.00	1,604.26-
305-910-4830	TRANSFER IN-WWTP PROJECT	.00	322,082.16	65,000.00	257,082.16-
305-910-6910	TRANSFER OUT	.00	814,254.12	.00	814,254.12-
305-999-9999	PROFIT HANDLER	.00	.00	.00	.00
306-430-4400	FEDERAL GRANTS	.00	.00	.00	.00
306-430-4440	STATE GRANTS	.00	.00	.00	.00
306-430-4710	REIMBURSEMENTS	.00	.00	.00	.00
306-430-4830	TRANSFER IN	.00	38,240.00-	.00	38,240.00
306-430-6407	ENGINEERING	143.40	23,430.60-	.00	23,430.60
306-430-6411	LEGAL	.00	.00	.00	.00
306-430-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
306-430-6505	OTHER EQUIPMENT	.00	.00	.00	.00
306-430-6507	OPERATING SUPPLIES	.00	.00	.00	.00
306-430-6910	TRANSFER OUT	.00	.00	.00	.00
306-910-4830	TRANSFER IN	.00	113,240.00	.00	113,240.00-
306-910-6910	TRANSFER OUT	.00	.00	.00	.00
306-999-9999	PROFIT HANDLER	.00	.00	.00	.00
307-210-4400	FEDERAL GRANTS	.00	.00	.00	.00
307-210-4440	STATE GRANTS	.00	.00	.00	.00
307-210-4445	IOWA DOT	.00	.00	.00	.00
307-210-4820	PROCEEDS FROM DEBT/LOAN	.00	.00	.00	.00
307-210-4830	TRANSFER IN	.00	.00	.00	.00
307-210-6407	ENGINEERING	.00	.00	.00	.00

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
307-210-6411	LEGAL	.00	.00	.00	.00
307-210-6417	STREET MAINTENANCE	.00	.00	.00	.00
307-210-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
307-210-6507	OPERATING SUPPLIES	.00	.00	.00	.00
307-210-6761	CAP OUTLAY - STREETS	.00	.00	.00	.00
307-210-6790	STREETS - NEW ROADWAY	.00	.00	.00	.00
307-910-4830	TRANSFER IN	.00	.00	.00	.00
307-910-6910	TRANSFER OUT	.00	.00	.00	.00
307-999-9999	PROFIT HANDLER	.00	.00	.00	.00
600-610-4600	SPECIAL ASSESSMENTS-WTR MAIN	.00	.00	47,444.00	47,444.00
600-610-6499	OTHER CONTRACTUAL SERV	.00	152,242.00	236,632.00	84,390.00
600-810-4300	INTEREST	.00	.00	.00	.00
600-810-4500	CHARGES/FEEES FOR SERVICES	1,731.25	98,029.30	114,000.00	15,970.70
600-810-4530	PENALTIES	6.42	1,374.59	1,500.00	125.41
600-810-4540	CONNECT/RECONNECT FEES	.00	.00	.00	.00
600-810-4550	MISC CHARGE FOR SERVICES	50.00	1,169.08	1,000.00	169.08-
600-810-4560	SALES TAXES COLLECTED	.00	209.59	.00	209.59-
600-810-4561	WATER EXCISE TAX	16.27	5,858.33	8,000.00	2,141.67
600-810-4730	DEPOSITS	320.00	1,421.79	2,000.00	578.21
600-810-6010	WAGES - WATER - FT	125.08	5,528.58	6,600.00	1,071.42
600-810-6011	WAGES - WATER - CLERK	.00	454.35	2,500.00	2,045.65
600-810-6020	WAGES - WATER	.00	1,267.84	2,460.00	1,192.16
600-810-6021	WAGES - WATER - PT	746.25	4,867.46	5,000.00	132.54
600-810-6022	WAGES - WATER	.00	1,449.31	3,075.00	1,625.69
600-810-6110	FICA - WATER	66.65	1,000.98	1,550.00	549.02
600-810-6130	IPERS - WATER	82.25	1,212.39	1,886.00	673.61
600-810-6150	GROUP INSURANCE	178.17	1,490.71	2,500.00	1,009.29
600-810-6151	VISION INSURANCE	1.44	14.10	25.00	10.90
600-810-6155	LIFE INSURANCE	.00	.00	60.00	60.00
600-810-6230	TRAINING	.00	210.00	200.00	10.00-
600-810-6332	VEHICLE REPAIRS	.00	.00	500.00	500.00
600-810-6350	REPAIR MAINT - WATER MAIN	.00	5,741.30	10,000.00	4,258.70
600-810-6373	TELEPHONE/COMMUNICATIONS	40.11	497.52	750.00	252.48
600-810-6375	EQUIPMENT SUPPORT	.00	62.50	2,100.00	2,037.50
600-810-6413	WATER - WATERLOO	3,297.18	40,685.83	58,368.00	17,682.17
600-810-6418	SALES TAX EXPENSE	1,928.00	5,888.00	7,200.00	1,312.00
600-810-6419	TECH SERVICES - ANNUAL SUPPORT	.00	.00	2,100.00	2,100.00
600-810-6490	OTHER PROFESSIONAL SERVICES	2,340.00	9,449.55	200.00	9,249.55-
600-810-6497	BANK SERVICE CHGS	.00	.00	.00	.00
600-810-6498	DEPOSIT REFUNDS - WATER	105.00	579.48	1,000.00	420.52
600-810-6499	TESTS/PERMITS	.00	1,874.27	1,500.00	374.27-
600-810-6505	WT METERS/WT EQUIPMENT	.00	7,434.86	2,000.00	5,434.86-
600-810-6506	OFFICE SUPPLIES	.00	167.72	300.00	132.28
600-810-6508	POSTAGE	56.94	148.59	1,100.00	951.41
600-810-6599	OTHER SUPPLIES	247.00	1,814.03	500.00	1,314.03-
600-810-6727	CAPITAL EQUIPMENT	.00	825.00	.00	825.00-
600-910-4830	TRANSFER IN-WATER	.00	.00	236,632.00	236,632.00
600-910-6910	TRANSFER OUT	.00	.00	.00	.00
600-999-9999	PROFIT HANDLER	.00	.00	.00	.00
601-810-4300	INTEREST-WATER DEPRECIATION	.00	1,947.00	2,000.00	53.00
601-810-6599	MISC SUPPLIES	.00	.00	.00	.00

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
601-910-4830	TRANSFER IN-WATER DEPRECIATION	.00	.00	.00	.00
601-910-6910	TRANSFER OUT	.00	.00	236,632.00	236,632.00
601-999-9999	PROFIT HANDLER	.00	.00	.00	.00
610-815-4300	INTEREST-SEWER	.00	.00	2,500.00	2,500.00
610-815-4500	CHARGES/FEEES FOR SERVICES	260.35	90,732.96	115,000.00	24,267.04
610-815-4502	CAPITAL PROJECT FEE	.00	68,161.24	90,000.00	21,838.76
610-815-4510	RAYMOND SEWER USAGE	783.85	42,567.70	70,000.00	27,432.30
610-815-4530	PENALTIES	6.26	1,344.22	1,300.00	44.22-
610-815-4550	MISC CHARGE FOR SERVICES	.00	27.78	1,000.00	972.22
610-815-4560	SALES TAXES COLLECTED	2.57	325.73	200.00	125.73-
610-815-4730	DEPOSITS	250.00	1,160.07	1,500.00	339.93
610-815-6010	WAGES - SEWER	.00	32,527.27	52,500.00	19,972.73
610-815-6011	WAGES - SEWER - CLERK	.00	454.35	2,400.00	1,945.65
610-815-6020	WAGES - SEWER	.00	1,267.76	2,358.00	1,090.24
610-815-6030	WAGES - SEWER	.00	4,025.73	9,430.00	5,404.27
610-815-6110	FICA - SEWER	.00	2,890.79	5,200.00	2,309.21
610-815-6130	IPERS - SEWER	.00	3,394.01	6,250.00	2,855.99
610-815-6150	GROUP INSURANCE	96.33	1,726.89	5,600.00	3,873.11
610-815-6151	VISION INSURANCE	.00	46.07	120.00	73.93
610-815-6155	LIFE INSURANCE	.00	.00	250.00	250.00
610-815-6181	UNIFORM ALLOWANCE	.00	279.96	400.00	120.04
610-815-6230	TRAINING	.00	489.98	1,000.00	510.02
610-815-6320	LIFT STATION EXPENSE	8,363.79	13,363.79	30,000.00	16,636.21
610-815-6331	FUEL	.00	968.04	2,000.00	1,031.96
610-815-6332	VEHICLE REPAIRS	.00	138.99	1,000.00	861.01
610-815-6350	PLANT REPAIR/MAINTENANCE	.00	10,093.48	12,000.00	1,906.52
610-815-6370	UTILITIES - LIFT STATION	223.88	2,819.56	3,000.00	180.44
610-815-6371	UTILITIES - PLANT	805.12	9,969.47	12,500.00	2,530.53
610-815-6373	TELEPHONE/COMMUNICATIONS	.00	690.00	1,380.00	690.00
610-815-6399	SEWER LINE REPAIR/MAINTENANCE	.00	.00	15,000.00	15,000.00
610-815-6407	ENGINEERING/WWTP PROJECT	.00	.00	10,000.00	10,000.00
610-815-6408	INSURANCE	.00	.00	3,000.00	3,000.00
610-815-6413	LUMP SUM APPROPRIATIONS	.00	783.85	2,500.00	1,716.15
610-815-6418	SALES TAX EXPENSE	.00	.00	450.00	450.00
610-815-6490	IOWA ONE CALL	.00	89.55	150.00	60.45
610-815-6491	SAFETY TRAINING	.00	683.32	580.00	103.32-
610-815-6493	SLUDGE HAULING	.00	6,592.45	15,000.00	8,407.55
610-815-6494	PLANT CONTRACTED SERVICES	.00	.00	.00	.00
610-815-6498	DEPOSIT REFUNDS - SEWER	97.62	628.93	1,000.00	371.07
610-815-6499	PEOPLESERVICES/CONTRACTUAL SRV	9,360.00	43,135.00	9,510.00	33,625.00-
610-815-6501	TESTS/PERMITS	.00	.00	.00	.00
610-815-6505	OFFICE EQUIPMENT	.00	62.50	.00	62.50-
610-815-6506	OFFICE SUPPLIES	.00	95.55	500.00	404.45
610-815-6507	OPERATING SPPLY/PEOPLESERVICE	.00	257.95	300.00	42.05
610-815-6508	POSTAGE	56.94	148.60	1,000.00	851.40
610-815-6510	SAFETY SUPPLIES	.00	105.50	200.00	94.50
610-815-6599	MISC SUPPLIES	.00	93.40	100.00	6.60
610-815-6727	CAPITAL EQUIPMENT	.00	.00	.00	.00
610-815-6780	CAP OUTLAY-UTIL SYS/STRCT	.00	.00	.00	.00
610-910-4830	TRANSFER IN-SEWER	.00	.00	.00	.00
610-910-6910	TRANSFER OUT	.00	68,137.39	65,000.00	3,137.39-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2020, FISCAL 9/2020**

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
.610-999-9999	PROFIT HANDLER	.00	.00	.00	.00
.611-815-4300	INTEREST-SEWER REPLACEMENT	207.58	2,311.34	2,500.00	188.66
.611-910-4830	TRANSFER IN-SEWER PLCMNT	.00	.00	.00	.00
.611-910-6910	TRANSFER OUT	.00	18,908.85	.00	18,908.85-
.611-999-9999	PROFIT HANDLER	.00	.00	.00	.00
.612-815-4300	INTEREST-SEWER DEPRECIATION	.00	262.33	.00	262.33-
.612-910-4830	TRANSFER IN-SEWER DEPRECIATION	.00	.00	.00	.00
.612-910-6910	TRANSFER OUT	.00	.00	.00	.00
.612-999-9999	PROFIT HANDLER	.00	.00	.00	.00
.613-815-4300	INTEREST - WW CAP PROJ	1,392.39	1,392.39	.00	1,392.39-
.613-815-4502	CAPITAL PROJECT FEE	194.63	364.12	.00	364.12-
.613-815-4820	PROCEEDS FROM DEBT/LOAN-WWTP	.00	.00	.00	.00
.613-815-6407	ENGINEERING	.00	.00	.00	.00
.613-815-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
.613-910-4830	TRANSFER IN-WWTP PROJECT	.00	901,300.36	.00	901,300.36-
.613-910-6910	TRANSFER OUT	.00	322,082.16	.00	322,082.16-
.613-999-9999	PROFIT HANDLER	.00	.00	.00	.00
.670-840-4300	INTEREST-LANDFILL/GARBAGE	.00	143.42	100.00	43.42-
.670-840-4500	CHARGES/FEEES FOR SERVICES	108.62	43,505.46	58,985.00	15,479.54
.670-840-4530	PENALTIES	3.15	671.44	700.00	28.56
.670-840-4560	SALES TAXES COLLECTED	.00	.00	.00	.00
.670-840-4710	REIMBURSEMENTS - RECYCLE REIMB	.00	4,468.00	4,468.00	.00
.670-840-4730	DEPOSITS	150.00	694.38	1,000.00	305.62
.670-840-6490	GARBAGE COLLECTION	4,886.60	44,697.38	55,700.00	11,002.62
.670-840-6492	RECYCLING EXPENSE	522.38	4,218.78	6,650.00	2,431.22
.670-840-6498	DEPOSIT REFUNDS - GARBAGE	75.69	420.40	700.00	279.60
.670-910-4830	TRANSFER IN-LANDFILL/GARBAGE	.00	.00	.00	.00
.670-910-6910	TRANSFER OUT	.00	.00	.00	.00
.670-999-9999	PROFIT HANDLER	.00	.00	.00	.00
.671-840-4300	INTEREST-YARD WASTE	.00	.00	.00	.00
.671-840-4500	CHARGES/FEEES FOR SERVICES	5.06	2,049.51	2,700.00	650.49
.671-840-4530	PENALTIES	.15	32.06	40.00	7.94
.671-840-4730	DEPOSITS	30.00	132.00	200.00	68.00
.671-840-6413	YARD WASTE COLLECTION	.00	2,400.00	2,400.00	.00
.671-840-6498	DEPOSIT REFUND - YARD WASTE	5.34	16.77	100.00	83.23
.671-910-4830	TRANSFER IN-YARD WASTE	.00	.00	.00	.00
.671-910-6910	TRANSFER OUT	.00	.00	.00	.00
.671-999-9999	PROFIT HANDLER	.00	.00	.00	.00
	DIFFERENCE	===== 33,008.83- =====	===== 137,157.55- =====	===== 32,203.00- =====	===== 104,954.55 =====
	PROOF	===== 33,008.83- =====	===== 137,157.55- =====	===== 32,203.00- =====	===== 104,954.55 =====

CITY OF ELK RUN HEIGHTS

INVESTMENT REPORT

Mar-20

ACCOUNT	G/L	DATE OF PURCHASE	MONTHLY INTEREST	PREVIOUS TOTAL	CURRENT MONTH TOTAL	INTEREST RATE	MATURITY DATE	CASHED IN DATE:
<b>EQUIPMENT REPLACEMENT</b>								
CD# 22451	005-000-1170	2017	\$ 110.35	\$ 10,923.51	\$ 11,033.86	2%	4/10/2020	
CD# 20837	005-000-1171	2011	\$ 61.60	\$ 12,352.37	\$ 12,413.97	1%	2/18/2021	
CD# 22466	005-000-1174	2017	\$ 105.64	\$ 10,459.55	\$ 10,565.19	2%	4/26/2020	
CD# 22657	005-000-1175	2018	\$ 20.62	\$ 10,231.49	\$ 10,252.11	0.80%	9/25/2020	
					<b>\$ 44,265.13</b>			
<b>CAPITAL PROJECT WWTP</b>								
CD# 21861	305-000-1173	2014	\$ 78.68	\$ 20,802.82	\$ 20,881.50	0.75%	2/13/2021	
CD# 22448	305-000-1178	2017	\$ 121.87	\$ 21,245.86	\$ 21,367.73	1.15%	7/11/2021	
CD# 2789	305-000-1181	2017	\$ 739.65	\$ 52,782.34	\$ 53,521.99	2.78%	6/6/2020	
CD# 2788	305-000-1182	2017	\$ 739.65	\$ 52,782.34	\$ 53,521.99	2.78%	6/6/2020	
CD# 22999		2020		\$ 103,692.53	\$ 103,692.53	1.79%	1/7/2021	
CD# 22786	305-000-1187	2018	\$ 651.39	\$ 50,955.33	\$ 51,606.72	0.70%		CLOSED 4/1
CD# 5876		2019	\$ 1,331.43	\$ 102,778.46	\$ 104,109.89	2.39%	1/15/2021	
					<b>\$ 408,702.35</b>			
<b>WATER DEPRECIATION</b>								
CD# 22563	601-000-1170	2017	\$ 97.80	\$ 22,337.83	\$ 22,435.63	1.15%	12/18/2021	
CD# 22447	601-000-1175	2017	\$ 553.06	\$ 54,749.24	\$ 55,302.30	2%	4/10/2020	
CD# 22785	601-000-1188	2018	\$ 350.65	\$ 27,430.28	\$ 27,780.93	2.53%	2/28/2020	CLOSED 3/2/20
CD# 22612	601-000-1189	2018	\$ 101.68	\$ 44,850.32	\$ 44,952.00	0.90%	6/22/2020	
					<b>\$ 150,470.86</b>			
<b>T&amp;A SEWER</b>								
CD# 22526		2017	\$ -	\$ 1,000.00	\$ 1,000.00	1.15%	8/22/2021	
CD# 21379		2012	\$ -	\$ 1,500.00	\$ 1,500.00	0.70%	3/6/2020	
					<b>\$ 2,500.00</b>			
<b>SEWER REPLACEMENT</b>								
CD# 22805	611-000-1170	2018	\$ 159.66	\$ 25,370.22	\$ 25,529.88	2.53%	3/18/2020	CLOSED 3/2/20
CD# 22452	611-000-1172	2017	\$ 553.06	\$ 54,749.24	\$ 55,302.30	2%	4/10/2020	
CD# 22450	611-000-1179	2017	\$ 274.22	\$ 47,803.12	\$ 48,077.34	1.15%	7/11/2021	
CD# 22169	611-000-1180	2015	\$ 14.05	\$ 9,305.31	\$ 9,319.36	0.60%	2/20/2020	CLOSED 3/2/20
CD# 2796	611-000-1184	2017	\$ 133.13	\$ 9,500.81	\$ 9,633.94	2.78%	6/6/2020	
CD# 22467	611-000-1185	2017	\$ 95.06	\$ 9,413.59	\$ 9,508.65	2%	4/26/2020	
CD# 2797	612-000-1183	2017	\$ 133.13	\$ 9,500.81	\$ 9,633.94	2.78%	6/6/2020	
					<b>\$ 167,005.41</b>			
<b>T&amp;A SOLID WASTE</b>								

CD# 21140		2012	\$	-	\$ 5,000.00	\$ 5,000.00	1.15%	10/26/2021
CD# 22138		2015	\$	-	\$ 1,000.00	\$ 1,000.00	1.15%	6/17/2021
						<b>\$ 6,000.00</b>		
	<b>SOLID WASTE</b>							
CD# 2786	670-000-1185	2017	\$	72.79	\$ 5,194.10	\$ 5,266.89	2.78%	6/6/2020 DO I NEED TO CLOSE TO FILL DEFICIT???
						<b>\$ 5,266.89</b>		

**CITY OF ELK RUN HEIGHTS - BRIAN WIRTZ - BUILDING INSPECTION**

**Mar-20**

**BUILDING PERMITS**

<b>DATE</b>	<b>HOMEOWNER</b>	<b>CONTRACTORS</b>	<b>ADDRESS</b>	<b>PERMIT #</b>	<b>TYPE OF CONSTRUCTION</b>	<b>VALUE</b>	<b>PERMIT</b>		
							<b>FEE</b>	<b>PAID</b>	
3/2/20	CYNTHIA HOLLOWAY	RESTORATION SERVICES, INC	261 TONEFF		SHINGLE REROOFING	\$1,100.00	\$42.00	CK#1811	3/2/2020
3/20/20	ROGERS, DAVE & DIANE	SIDES & BOWN CONST	NEW HOUSE		NEW HOUSE	\$290,000.00	\$2,129.80	CK#2720	3/20/2020

**HVAC PERMITS**

3/31/20	KLEMZ, TOM	MIKE FEREDAY	401 SHIRLEY		FURNACE	\$6,500.00			
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**PLUMBING**

**TOTALS**

<b>\$297,600.00</b>	<b>\$2,171.80</b>
	<b>*65%</b>
	<b>\$1,411.67</b>

# Circulation by Item Report Class

for the period  
February 1, 2020 - February 29, 2020

<u>Adult</u>	
AF	311
ANF	40
A mags	25
LP	27
<hr/>	
	403

<u>Youth</u>	
YA	18
YF	19
YE	62
YNF	27
Ymags	0
Kits	3
<hr/>	
	129

<u>Multimedia</u>	
DVD	45
Audiobooks	0
Music CDs	1
Online	170
<hr/>	
	216

748

Report Class	Checked In	Checked Out
000	0	0
100	3	1
200	2	3
300	4	8
400	0	0
500	0	0
600	7	6
700	6	3
800	0	1
900	5	9
Biography	6	9
Adult Fiction	293	311
Story Col.	0	0
J Numbers	0	0
Youth Biography	1	9
Youth Fiction	9	19
Juv. Story Col.	0	0
C Numbers	0	0
Children's Biog.	0	0
Children's Easy	37	58
Children's Story Col.	0	0
FS	0	0
SL	0	0
R	0	0
Video	0	0
Audio	0	0
Cake Pans	0	0
Equipment	0	0
VF	0	0
Adult Magazines	17	25
Misc.	0	0
Kits	4	3
Computer	0	0
Books on CD	0	0
Newspapers	0	0
000Y	0	0
100Y	0	0
200Y	0	0
300Y	0	2
400Y	0	0
500Y	3	5
600Y	2	0
700Y	2	3
800Y	0	0
900Y	3	8
Large Print	19	27
Youth Magazines	0	0
DVD	44	45
BBB	2	4
CD	1	1
Young Adult	10	18
Total:	480	578

Online = 170  
578 + 170 = 748

# Circulation by Patron Class

for the period  
February 1, 2020 - February 29, 2020

Evansdale 331  
Elk Run 49  
Gilbertville  $\emptyset$   
County 32  
Waterloo 129  
CF 3  
Raymond 24  
Daycares 4  
Libraries/  
home  
delivery  
Online 170

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(748)

Patron Class	Checked In	Checked Out
Adult - Washburn	0	0
Youth - Evansdale	29	43
Youth - Washburn	0	0
Adult - Evansdale	251	288
Adult - Elk Run Heights	36	45
Adult - Raymond	20	24
Adult - Waterloo	98	123
Adult - Independence	0	0
Adult - Cedar Falls	1	3
Adult - LaPorte City	0	0
Adult - County Borrower	33	32
Youth - Elk Run Heights	0	4
Youth - Raymond	0	0
Youth - Waterloo	0	6
Youth - Independence	0	0
Youth - LaPorte City	0	0
Youth - Cedar Falls	0	0
Youth - County Borrower	0	0
Adult - Winthrop	0	0
Adult - Gilbertville	3	0
Youth - Winthrop	0	0
Youth - Gilbertville	0	0
Adult - Waverly	0	0
Youth - Waverly	0	0
Adult - Cedar Rapids	0	0
Adult - Jesup	0	0
Youth - Cedar Rapids	0	0
Youth - Jesup	0	0
Libraries and home delivery	5	6
Adult - Oelwein	0	0
Youth - Oelwein	0	0
Adult - Westgate	0	0
Youth - Westgate	0	0
Adult - New Hartford	0	0
Youth - New Hartford	0	0
Adult - Brandon	0	0
Adult - Denver	0	0
Youth - Aplington	0	0
Adult - Dunkerton	0	0
Youth - Dunkerton	0	0
Adult - Fairbank	0	0
Adult - Out of State	0	0
Adult - Charles City	0	0
Youth - Charles City	0	0
Adult - Hazleton	0	0
Youth - Hazleton	0	0
Adult - Other	0	0
Adult - Hudson	0	0
Youth - Hudson	0	0
Adult - Traer	0	0
Adult - Des Moines	0	0
Adult - Grundy Center	0	0
Youth - Grundy Center	0	0
Adult - Newton	0	0
Youth - Newton	0	0
Adult - Dike	0	0
Youth - Dike	0	0
Daycares	4	4
Youth - Fairbank	0	0
Adult - Grinnell	0	0
Youth - Other	0	0
Adult - Clarksville	0	0
Youth - Clarksville	0	0
Adult - Dewar	0	0
Total:	480	578

Online + 170 = (748)

MONTHLY TOTAL: 13

# OF NEW LIBRARY CARDS ISSUED: 11

# OF REISSUED or RENEWED CARDS: 2

	ADULT	YOUTH	ADULT	YOUTH
Cedar Falls	-	-	-	-
County	-	-	-	-
Jewar	-	-	-	-
Dunkerton	-	-	-	-
Elk Run	1	1	-	-
Evansdale	7	1	2	-
Gilbertville	-	-	-	-
Jesup	-	-	-	-
LPC	-	-	-	-
Raymond	-	-	-	-
Waterloo	-	1	-	-
Washburn	-	-	-	-
Libraries/ Home Delivery/ Daycares	-	-	-	-

MONEY TURNED INTO CITY OF EVANSDALE

\$ 190.25

Book sales	\$11.00
Computer copies	92.30
Duplicate cards	1.00
Faxes and others	67.95
Fines	8.00
Photocopies	10.00
Refunds	0.00

MONEY TURNED INTO FRIENDS OF LIBRARY

\$ 9.70

Donations	9.70
Bank Recycling	0.00

MONTHLY GRAND TOTAL: \$ 199.95 ACCUMULATED FY TOTALS to CITY: \$1375.45 to FOL: \$115.65

PRINT MATERIALS PROCESSED AND ADDED TO COLLECTION: 95

Adult fiction	033	Miscellaneous	000
Adult Non-fiction	005	Reference	000
Large Print	010	Youth Magazines	000
Magazines	021	Youth non-fiction	005
Kits	000	Young Easy	001
		Youth Fiction	010
ILL Books	007	Young Adult	003

VIDEOS, DVDs, AUDIO, CDs PROCESSED AND ADDED TO COLLECTION: 7

	New	Donated
VHS	000	000
DVD	005	002
Audiobooks	000	000
CDs	000	000

ITEMS AUTOMATED AND WEEDED FROM COLLECTION:

Items Added (Computer)	Items deleted (Computer)	# of books/videos withdrawn	Retail cost of books/videos withdrawn
85	145	74	\$1343.72

ITEMS OVERDUE:

16 items overdue this month  
1883 items due total thru end of the current reporting month (-001 from last month)

**EVANSDALE PUBLIC LIBRARY  
MONTHLY CIRCULATION REPORT  
FEBRUARY 2020**

**# OF MATERIALS CHECKED OUT:**

Adult Non-fiction	40	Youth Non-fiction	27
Adult Fiction	311	Youth Fiction (YA = 18 YF = 19)	37
Adult Magazines	25	Young Easy	62
Large Print	27	Youth Magazines	0
		Kits	3
Total Adult	403	Total Youth	129
↑ from 2019	28	↓ from last month	25
		↑ from 2019	22
		↑ from last month	65

Misc (Travel guides, other)	000
Newspapers	000
<b>TOTAL PRINT</b>	532
↑ from 2019	50
↑ from last month	40

Video tapes	000
DVD	045
Books on tape/CD	000
Music CDs	001
<b>ONLINE Database uses (1) – Video (1) – Magazines (12) - Audiobooks (64) - E-books (92)</b>	170
Misc other (Equipment, games, etc.)	000
<b>TOTAL NON-PRINT</b>	216
↓ from 2019	086
↓ from last month	009

**# OF INTERLIBRARY LOANS: (Information taken directly from SILO statistics)**

Will send/not send	00/02
Requested/Received	07/07

**TOTAL # OF ALL MATERIALS CHECKED OUT:** 748 (578 + 170 Online Uses)  
 From last month ↑ 31  
 From 2019 ↓ 36

**# OF ITEMS LOANED TO EVANSDALE RESIDENTS:**

2020	331 of total 748 (44.3%)
2019	284 of total 784 (36.2%)

**# OF ITEMS LOANED TO NON-EVANSDALE RESIDENTS**

**+/- FROM 2019**

<b>**Elk Run Heights</b>	049	+016
<b>**Gilbertville</b>	000	-014
<b>**County</b>	032	-003
Waterloo	129	+035
Cedar Falls	003	+/-0
<b>Raymond</b>	024	+023
Dewar	000	+/-0
Hudson	000	-008
Jesup	000	+/-0
Oelwein	000	+/-0
Washburn	000	-022
Daycares	004	+002
Libraries/At-home delivery	006	-002
Online	170	-109

Total number of library users: Approx. 789 ↑ from last month: 89 ↑ from 2019: 298 ↑ from 2018: 213

Day with highest number of users: 43 users on Friday, February 7<sup>th</sup>

Day with lowest number of users: 16 users on Tuesday, February 4<sup>th</sup> and Saturday, February 29<sup>th</sup>

Number of days open: 25

Number of hours open: 173 hours

Avg number of library users per day: 32 ↑ from last month: 9

↑ from 2019: 10

Number of computer users: 404 (236 Int, 163 Wireless, 5 Kids)

↑ from last month: 56 2019: 220 ↑ from 2019: 184

Number of Computer hours logged: 19278 minutes = 321.30 hrs

↑ from last month: 27.73 hrs ↑ from 2019: 21.97hrs

**EVANSDALE PUBLIC LIBRARY**  
**MONTHLY BOARD OF TRUSTEES MEETING**  
Held at the Evansdale City Hall – Council Chambers  
Monday, March 16, 2020 – 6:00 p.m.

***Please power off or set to vibrate all cell phones during the Library Board meeting***

1. Call to Order
2. Roll Call
3. Approval of February 17 2020 Monthly Meeting Minutes
4. Approval of bills to be paid in March
5. Treasurer's Report
6. Circulation Report
7. Old Business
  - a. Advertisement opportunity with Poyner update (folder design)
  - b. Contract Update
8. New Business
  - a. New website ideas
9. Discussion
10. Adjournment

Reminder:

Date and Time of next meeting will be April 20, 2020 – 6:00 p.m.

EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
Monday, February 17, 2020 – 6:00 p.m.

**Call to Order:** The meeting was called to order by President Nichols at 6:00 p.m.

A welcome to and introduction of new Elk Run Heights' representative, Deb Peterson, was done. Board members present went around the table and introduced themselves.

**Roll Call:** Present: Clements, Johnson, Kettwig, Nichols and Peterson  
Absent: Borwig, Brown and Pritchett  
A quorum was present.

**Approval of January 20, 2020 Monthly Meeting Minutes:** Kettwig moved and Clements seconded to approve the monthly meeting minutes from January 20, 2020. Ayes – 5, Nays – 0. The motion carried.

**Approval of bills to be paid in February:** Clements moved and Nichols seconded to approve the bills to be paid in February. Ayes – 5, Nays – 0. The motion carried.

Brown arrived at 6:04 p.m.

**Treasurer's Report:** Kettwig gave the Treasurer's report.

**Circulation Report:** Reviewed by the Board of Trustees. Director Jensen was asked about large print and how it was done. She explained that we receive books from both the Decorah Public Library which has the largest large print library in the state and the Iowa Department for the Blind. She explained the rotation of the large print and that most of our large print readers read Westerns, so that is primarily what we receive. Kettwig said she would like to hear about something every month that highlights more about what we do that the public might not know about. It was stated that they'd like to see more about the results of our Ramblin' Reader program and our senior delivery to Evans Village as well.

**Old Business:**

- A. Advertisement opportunity with Poyner folders** – Director Jensen said the allowed space that was decided upon was smaller than what she envisioned and she called the representative that she was working with and got the price lowered from \$500 to \$300. Discussion was held about what to include in the space. Nichols said she thought the worm should be included and of course information as it pertains to kids. Since it does not need to be submitted until the end of March, Director Jensen will do a mock-up of something, and have it at the March meeting so that the board members can see the space and give input.

- B. Review of compiled library survey results** – The results, as compiled by Director Jensen, were reviewed. Jensen pointed out that there were sixteen surveys returned from the Evansdale News insert and nine surveys returned from the counter surveys. Kettwig thought that these results should be forwarded to the city council as well and Director Jensen will get that done.

***New Business:***

- A. BRIDGES renewal** – Director Jensen noted that there is an increase in the price from the FY20 year to the FY21 year. The base price of \$300 stays the same while the per capital cost increases from \$.15 to \$.18 causing the annual price to increase from \$1012.65 to \$1155.18. Johnson moved and Nichols seconded to renew the service for FY2021 at the \$1155.18 price. Ayes – 6, Nays – 0. The motion carried.
- B. Axis 360 renewal** – Discussion was held. Usage of Axis 360 is noticeably lower than that of BRIDGES. Director Jensen reminded that it has been in use for much less time and the collection is much smaller, yet unlike BRIDGES, it is open to use by all of our patrons, rather than just Evansdale residents and the residents of the contracting cities as is the rules established by the state for the usage of BRIDGES. Nichols moved and Kettwig seconded to pay the platform fee when it comes due but to discontinue purchasing eBooks and e-audio for now and monitor usage for the next coming year. Ayes – 6, Nays – 0. The motion carried.

Johnson left at 7:05 p.m.

- C. Establish contract with Elk Run Heights for next three year term beginning 7/01/2020** - Discussion was held. No increases have been made to contracts for the past nine years. Nichols moved and Clements seconded to present a contract using a base price of \$10/capita and basing it on the estimated population of 2017 (1142), the new contract will be \$11,420 each year, an annual increase of \$764, for the next three years. Ayes – 5, Nays – 0. The motion carried.
- D. Establish contract with Gilbertville for next three year term beginning 7/01/2020** - Discussion was held. No increases have been made to contracts for the past nine years. Nichols moved and Brown seconded to present a contract using a base price of \$10/capita and basing it on the estimated population of 2017 (735), the new contract will be \$7,350 each year, an annual increase of \$558, for the next three years. Ayes – 5, Nays – 0. The motion carried.
- E. Budget update** – Nichols handed out sheets which include the budget that the city is currently looking at providing for the library. She said the regular wages were cut down as the Director position never assumed full-time hours, education was cut in half to \$300, \$500 was removed for operational and office supplies, and \$7000 was cut from books and subscriptions but \$6000 was put back in to the line item for a single health insurance policy for the Director since Nichols' efforts during budget meeting discussions provided the city council with enough information to show that Director Jensen has had insurance for more than twenty-two years, since her

hiring. Kettwig noted that Nichols worked really hard providing this information and thanked her.

- F. **Discussion/Possible action on employee handbook & policies** – Nichols asked Director Jensen about what was used in the library for an employee handbook. Jensen said they used the same as the city's handbook with the exception of an addendum to bereavement leave. Nichols asked her to forward that her when she could and Jensen said she would.
- G. **Discussion on new library hours** – Nichols said that Kettwig, Johnson and she had met prior to the meeting to discuss this issue. She noted at her request, Director Jensen provided her with a schedule of what the assistant's and her hours normally looked like. The committee felt that there was no need for staff to come in early to power up the library before opening time. Director Jensen explained that this has been a practice for many years with eleven computers to power up, payments to drop to the Water Works, bathrooms to be unlocked, stamps to be readied and doors to be opened. Starting with the new pay period, staff will only be paid for the open hours worked and Jensen was asked to cut the assistant position an hour each day that their schedules overlap. There might be things like vacation time coverage where that position will have to work the full hours, but if staff members are both there on a given day, the assistant needs to come in either an hour later or leave an hour earlier.

**Discussion:** There was no further discussion.

**Adjournment:** The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Shannon Jensen, Library Director

# EVANSDALE POLICE DEPARTMENT

## Call Summary Report

02/01/2020 thru 02/29/2020

Tracking: Unit Selected Agency Type: Police Selected Agency ID: EVPD

Call #	Date	Time	Area	Grid	Call Type	Disposition	Location	Business Name					Reporting Party				
								Unit	Officer	Disp	Arriv	Clear	Travel	OnS	Total		
20009085	02/02/2020	19:38:55	20	0404	SUSP	NR	5202 LAFAYETTE RD	CASEYS GENERAL STORE-ELK RUN									TJADEN,LUKE
								2G4	220	19:39	19:46	19:54	7	8	15		
20009683	02/04/2020	23:08:27	20	0404	TS	B5	MCCOY RD/ MICHIGAN DR										TANNER JONES
								2G6	215	23:12	23:12	23:36	0	24	24		
								2G8	J6847	23:08	23:08	00:32	0	84	84		
20009699	02/05/2020	00:30:20	20	0404	TRAFOWI	GA	100 PLAZA DR	ROAD RANGER #1026									HEATHER
								2G6	215	00:31		00:41			10		
20010425	02/07/2020	12:53:06	20	0404	MEDSICK	AS	100 PLAZA DR	ROAD RANGER #1026									MYRHEN,JEREMIE
								2G4	220	12:54	13:01	13:06	7	5	12		
20010488	02/07/2020	17:51:54	20	0404	TS	A1	GILBERTVILLE RD/ PLAZA DR										TANNER JONES
								2G8	J6847	17:51	17:51	18:06	0	15	15		
20010501	02/07/2020	18:29:38	20	0404	TS	B1	101 PLAZA DR	HARRISON TRUCK CENTER									TANNER JONES
								2G8	J6847	18:29	18:29	18:32	0	3	3		
20010650	02/08/2020	07:51:15	20	0404	TS	H3	GILBERTVILLE RD/ GRAY ST										
								2G7	239	07:51	07:51	08:00	0	9	9		
20010949	02/09/2020	05:59:51	20	0404	TS	D1	LAFAYETTE RD/ MC COY RD										JEREMY FURMAN
								2G7	239	05:59	05:59	06:02	0	3	3		
20011004	02/09/2020	12:16:41	20	0404	TS	A3	GILBERT DR/ MC COY RD										BEN NEUMAN
								2G4	220	12:16	12:16	12:27	0	11	11		
20011051	02/09/2020	15:58:19	20	0404	HARASS	NR	167 GRAY ST										FROST,ERIN
								2G4	220	15:58	15:58	15:58	0	0	0		
20011430	02/10/2020	22:35:53	20	0404	PALARM	NR	316 MCCOY RD	ELK RUN ELEMENTARY SCHOOL P#089									SECURITAS
								2G4	220	22:36	22:40	22:51	4	11	15		
								2G7	239	22:36	22:39	22:51	3	12	15		
20011629	02/11/2020	17:26:13	20	0404	TS	B1	400-BLK AMBER LN										JOY VANDERKOLK
								2G6	215	17:26	17:26	17:29	0	3	3		
20011986	02/12/2020	22:35:52	20	0404	PALARM	XA	316 MCCOY RD	ELK RUN ELEMENTARY SCHOOL P#089									SECURITAS
								2G6	215	22:36		22:44			8		
								2G8	J6847	22:36	22:39	22:49	3	10	13		
20012032	02/13/2020	03:25:31	20	0404	TS	RI	100 PLAZA DR	ROAD RANGER #1026									TANNER JONES
								2G8	J6847	03:25	03:25	04:53	0	88	88		
20012045	02/13/2020	06:49:23	20	0404	MVAPD	RI	101 PLAZA DR	HARRISON TRUCK CENTER									BRIGHT,JORDAN
								2G8	J6847	06:50	06:55	07:28	5	33	38		

Call #	Date	Time	Area	Grid	Call Type	Disposition	Location	Business Name					Reporting Party		
								Unit	Officer	Disp	Arriv	Clear	Travel	OnS	Total
20012277	02/13/2020	22:40:00	20	0404	PALARM	RW	316 MCCOY RD	ELK RUN ELEMENTARY SCHOOL P#089					SECURITAS		
								2G8	J6847	22:40	22:43	22:46	3	3	6
20012711	02/15/2020	11:52:23	20	0404	HARASS	RI	643 MCCOY RD 'STATION						TUCKER,WANDA		
								2G4	220	11:53	12:35	12:54	42	19	61
20012899	02/16/2020	00:36:46	20	0404	TS	B1	5000-BLK LAFAYETTE RD						JEREMY FURMAN		
								2G7	239	00:36	00:36	00:43	0	7	7
20013237	02/17/2020	10:57:00	20	0404	PHONE	NR	100 PLAZA DR	ROAD RANGER #1026					SCHOEPSKE,LAURIE		
								2K2	207	10:58	11:09	11:22	11	13	24
20013869	02/19/2020	18:36:04	20	0404	TS	B3	300-BLK GILBERTVILLE RD						JOY VANDERKOLK		
								2G6	215	18:36	18:36	18:58	0	22	22
20014026	02/20/2020	10:44:37	20	0404	TS	A3	AMBER LN/ DAWN DR						MICHAEL DEAN		
								2A1	229	10:44	10:44	10:54	0	10	10
20014418	02/21/2020	16:58:58	20	0404	MEDFALL	NN	155 MICHIGAN DR						LIFELINE		
								2G5	219	17:09	17:16	17:23	7	7	14
20014519	02/21/2020	22:09:04	20	0404	TS	G1	LAFAYETTE RD/ MC COY RD						RYAN HALL		
								2G18	233	22:09	22:09	22:29	0	20	20
								2G5	219	22:20	22:20	22:29	0	9	9
20015120	02/24/2020	08:47:41	20	0404	SUSP	AR	5202 LAFAYETTE RD	CASEYS GENERAL STORE-ELK RUN					CRYSTAL/STORE MNGR		
								2A1	229	08:52	08:55	09:12	3	17	20
								2G4	220	08:51	08:54	10:25	3	91	94
								2G4	220	10:25		11:14			49
								2L3	212	08:51	08:54	09:12	3	18	21
20015521	02/25/2020	18:49:39	20	0404	TS	E1	GILBERTVILLE RD/ PLAZA DR						TANNER JONES		
								2G8	J6847	18:49	18:49	18:55	0	6	6
20015857	02/26/2020	23:25:52	20	0404	TS	M1	5000-BLK LAFAYETTE RD						JEREMY FURMAN		
								2G7	239	23:25	23:25	23:36	0	11	11
20016115	02/27/2020	22:48:11	20	0404	TS	N1	5042 LAFAYETTE RD	ELK RUN HGTS CITY HALL					TANNER JONES		
								2G8	J6847	22:48	22:48	23:00	0	12	12

Total Number of Calls: 27

Citation #	Date Issued	Issued To	Type	License	Charge	Grid
28068472002071755108	02/07/2020	HUFF,ZACHARY PAUL	T	COL323 I	ERH10.04.160	0404
28002202002091219000	02/09/2020	DUNCAN,BEAU BENNETT	T	EJH391	ERH10.04.160	0404
28002152002111825081	02/11/2020	DAVIS,QUINTON THOMAS	T	EWW895	ER/10.04.120(3)	0404
28002152002210244005	02/21/2020	GRANT,KENNETH LAWRENCE	T	JAB7TG	321.256	0404
28068472002282230592	02/28/2020	SARGENT,CATHERINE ANN	T	HLN357	ERH10.04.160	0404

Date: April 9, 2020

To: Elk Run Heights/Raymond Council

From: PeopleService Operator

O & M Report: March 2020

## **Water Operation & Maintenance**

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- 3/3 Took monthly bacteria samples at 225 Marie Ave. and 316 McCoy Rd.
- 3/25 Read water meters.
- 3/27 Located entire water main on Grey St. for Mediacom.
- 3/30 Located curb stop for a homeowner with a leaking valve on 96 Corliss Ave.

## **Wastewater Operation & Maintenance**

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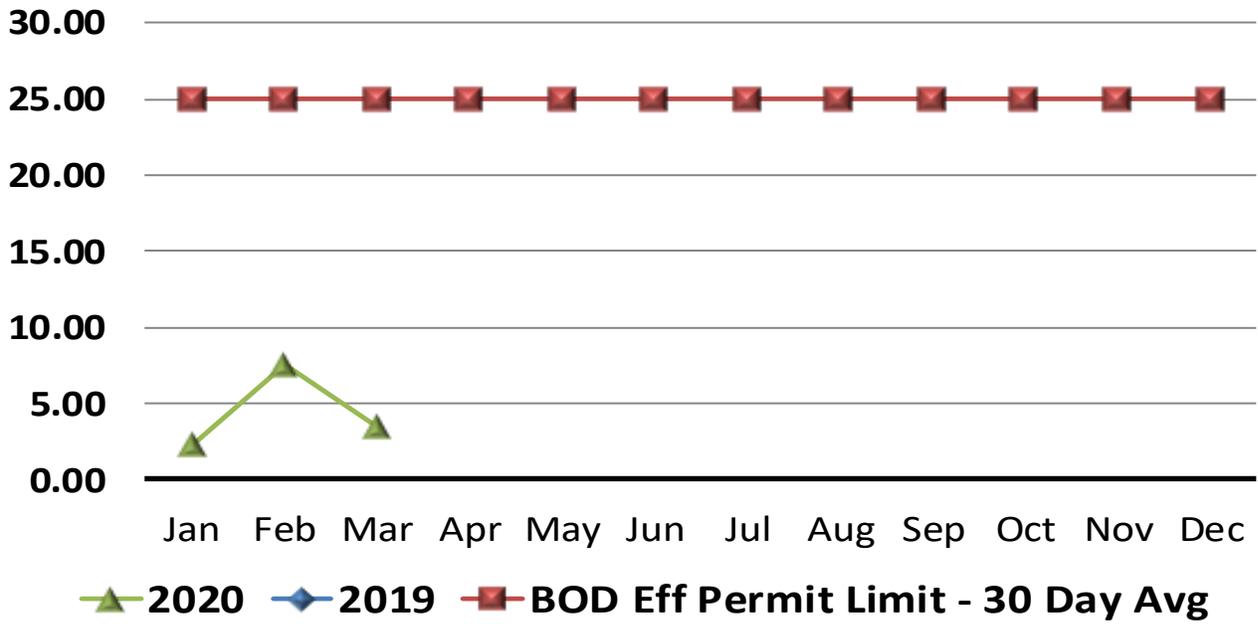
- 3/9 Municipal Pipe and Tool pumped out the equalization basin's wet well. They found an excessive amount of grit, rags and sand. We hope this helps reduce the amount of pump maintenance that has been required for normal operation.
- 3/12 Wedeking Electric came to fix electric issue we had with sludge pump 2. They ran new wire and mounted new switch box. Sludge pump 2 is now back in operation.
- 3/13 Talked with Nutri Ject and decided to pump the sludge from the digester out into the field using a hose rather than hauling due to wet field conditions. We were at max capacity with sludge. They started pumping 3/13 and finished up the morning of 3/14. The operation went smoothly.
- 3/17 Climbed down into the digester and cleaned rags off the blowers. Noticed a lot of rags throughout the digester. Cleaned out by hand the best I could. We'll coordinate with Municipal Pipe and Tool next time we haul sludge to get the digester vacuumed out.
- 3/18 Wedeking Electric came to test both sludge pumps that quit working. Pump 1 we believed to be plugged with rags so I pulled it, cleaned the rags out and put back in operation. Pump 2 was



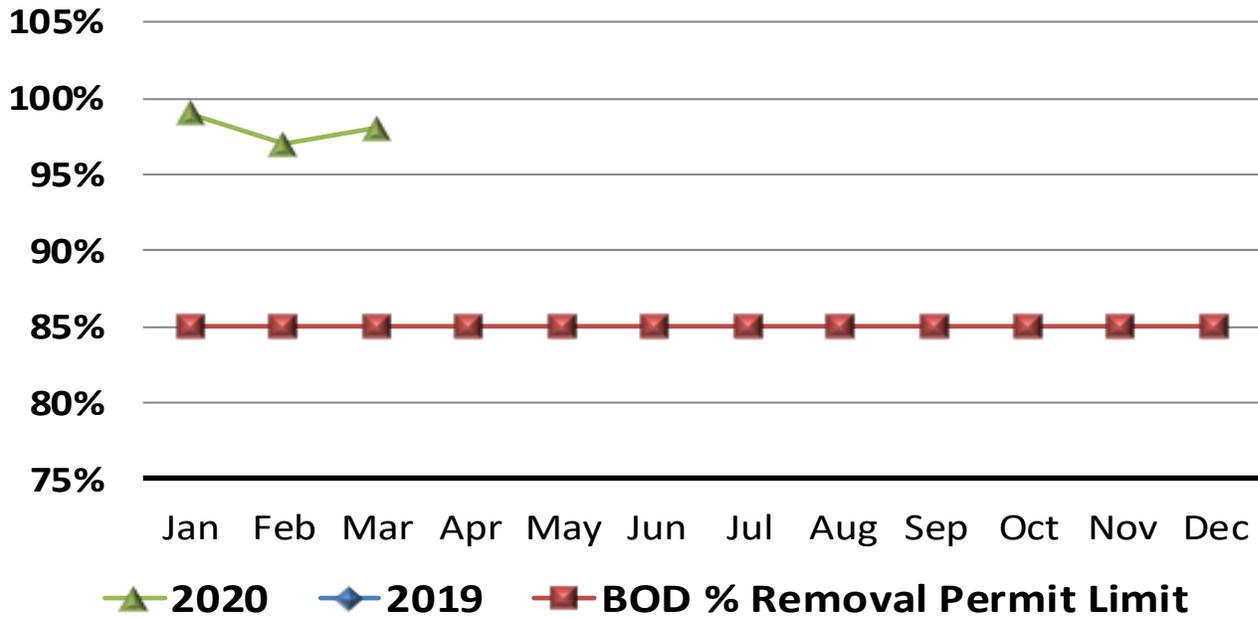
getting power but not running. We will need to take this pump in to get looked at. We will definitely need it before we haul sludge next.

- 3/19 Pulled sludge pump 2 and verified that it needs to be taken in for repair. We will definitely need it before we haul sludge next.
- 3/25 Municipal Pipe and Tool started on my sewer cleaning plan. This year we decided to clean the north part of town. Talked with Tom and Jamie about problem areas and came up with the conclusion that cleaning the north part with eliminate a lot of the problem areas and also be covering my designated zone of cleaning. Also had them clean down James St to the lift station.

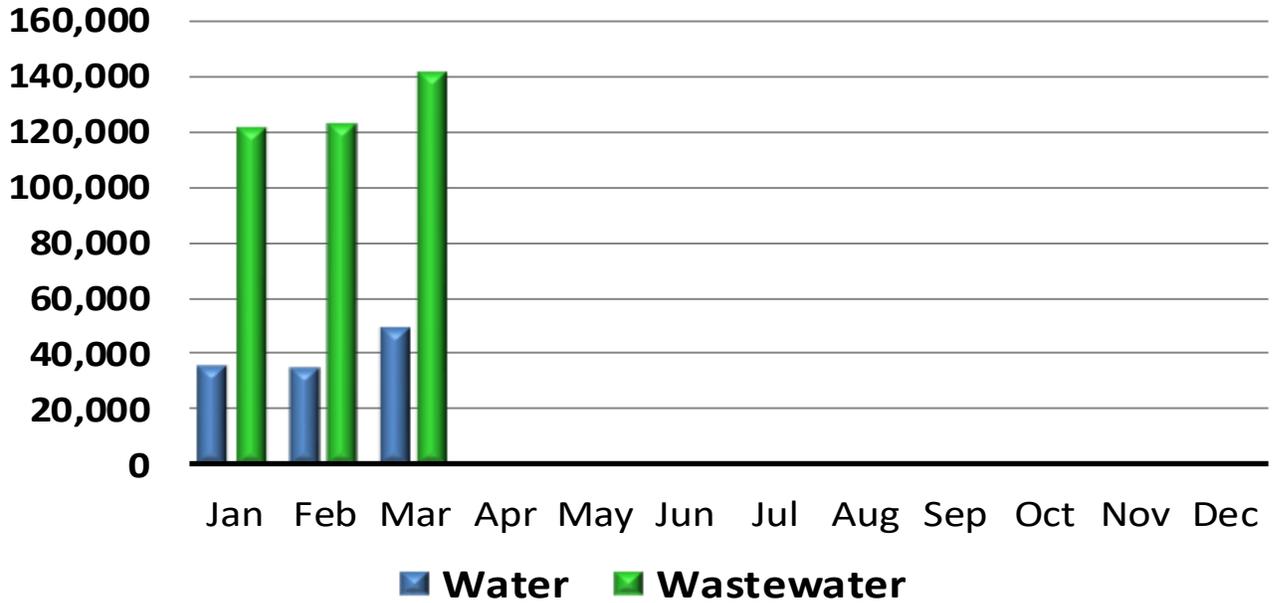
## BOD Effluent



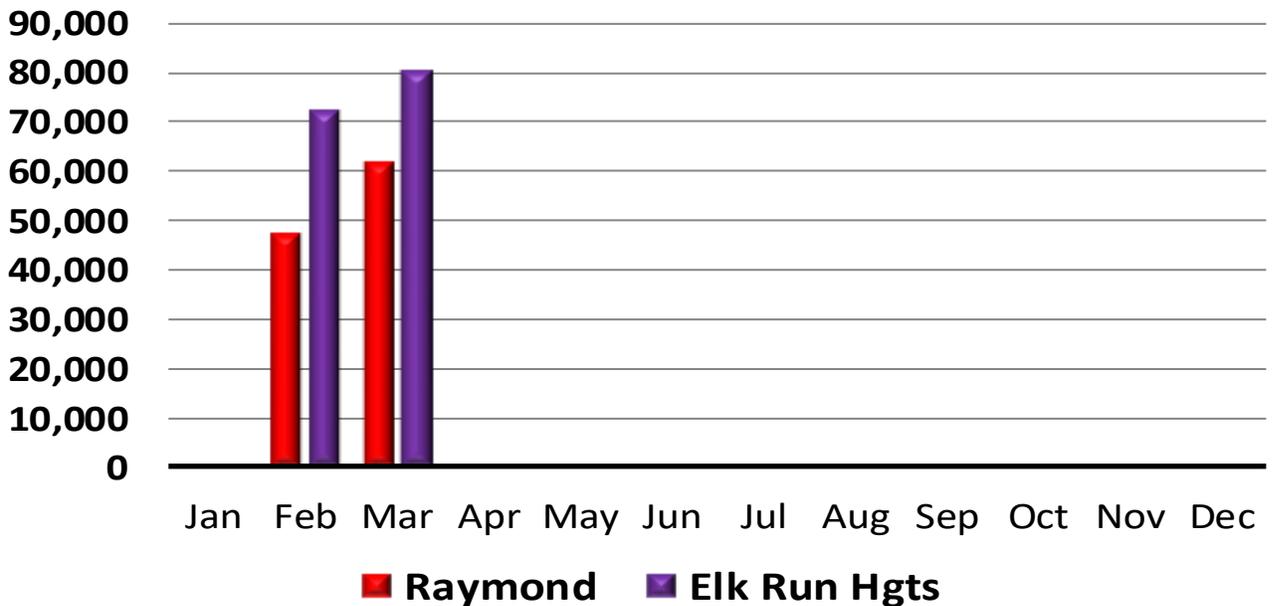
## BOD % Removal



### Average Daily Water Pumped vs. Wastewater In Gallons



### Average Daily Wastewater Pumped In Gallons



		March-20	February-20	March-19
<b>Water</b>				
	<b>Units</b>			
Total Monthly Pumped	gallons	1,502,700	994,200	0
Average Daily Pumped	gallons	48,500	34,300	0
Maximum Daily Pumped	gallons	112,000	59,800	0
Minimum Daily Pumped	gallons	22,400	22,400	0
<b>Chlorine</b>				
Chlorine - Total Avg Residual Plant	mg/L	0.96	0.96	0.00
Chlorine - Total Avg Residual System	mg/L	0.82	0.86	0.00
Chlorine - Recommended Residual System	mg/L	1.50	1.50	0.30
Chlorine used	lbs	NA	NA	0.00
<b>Water Loss</b>				
Water Billed	gallons	0	0	0
Water used in main breaks/hydrant flush	gallons	0	0	0
Water used at city buildings	gallons	0	0	0
Loss	gallons	100%	100%	#DIV/0!
<b>Wastewater</b>				
<b>BOD</b>				
BOD Influent Avg	mg/L	186.50	218.00	0.00
BOD Effluent Avg	mg/L	3.50	7.50	0.00
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	0
BOD % Removal	%	98.00%	97.00%	0.00%
BOD % Removal Permit Limit	%	85%	85%	85%
<b>TSS</b>				
TSS Influent Avg	mg/L	236.20	125.00	0.00
TSS Effluent Avg	mg/L	12.50	6.50	0.00
TSS Effluent Permit Limit - 30 Day Avg	mg/L	25	25	0
TSS % Removal	%	94.71%	94.80%	0.00%
TSS % Removal Permit Limit	%	85%	85%	85%
<b>Nitrogen Ammonia</b>				
NA Effluent Avg	mg/L	0.0	0.4	0.0
NA Effluent Permit Limit - 30 Day Avg	mg/L	2.9	6.3	0.0
<b>Influent Flow</b>				
Elk Run Average Daily Flow	gallons	80,564	72,420	0
Raymond Average Daily Flow	gallons	61,796	47,519	0
Average Daily Combined	gallons	141,709	122,714	0
Maximum Daily Combined	gallons	184,000	183,000	0
Total Monthly Combined	gallons	4,393,000	3,436,000	0
Minimum Daily Combined	gallons	116,000	113,000	0
Permit Limit - 30 Day Avg	gallons	281,000		
Permit Limit - Daily Maximum	gallons	291,000		

<b>Contract True-Ups - Current Contract Year</b>				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$12,000.00	\$1,089.11	9%	25%
<b>Total</b>	<b>\$12,000.00</b>	<b>\$1,089.11</b>	<b>9%</b>	<b>25%</b>



**ELK RUN HEIGHTS/RAYMOND - FEBRUARY '20**

**Water Plant Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
2/21/20	First National Bank, VISA	Misc. Supplies	\$25.63
		<b>Total</b>	<b>\$25.63</b>

**Water System Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
2/21/20	First National Bank, VISA	Supplies	\$19.75
		<b>Total</b>	<b>\$19.75</b>

**Wastewater Plant Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
2/13/20	USA Bluebook	Buckets/Manhole Net/Hook	\$178.00
2/13/20	USA Bluebook	Dipper/Skimmer/Ring	\$256.15
2/21/20	First National Bank, VISA	Misc. Supplies	\$67.62
		<b>Total</b>	<b>\$501.77</b>

**Wastewater System Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
		<b>Total</b>	<b>\$0.00</b>

Water Plant Maintenance	\$25.63
Water System Maintenance	\$19.75
W/W Plant Maintenance	\$501.77
W/W System Maintenance	\$0.00
<b>Month Total</b>	<b>\$547.15</b>

**Annual Maintenance Budget** \$12,000.00

**Total Maintenance Dollars Spent Year to Date** **\$564.25**

**Percent Maintenance Budget Spent Year to Date** **5%**





**ELK RUN HEIGHTS/RAYMOND - MARCH '20**

**Water Plant Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
3/22/20	First National Bank, VISA	Supplies	\$83.72
3/26/20	USA Bluebook	Beaker, Electrode arm	\$126.89
<b>Total</b>			<b>\$210.61</b>

**Water System Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
3/22/20	First National Bank, VISA	Supplies	\$77.76
<b>Total</b>			<b>\$77.76</b>

**Wastewater Plant Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
3/22/20	First National Bank, VISA	Supplies	\$158.73
<b>Total</b>			<b>\$158.73</b>

**Wastewater System Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
3/22/20	First National Bank, VISA	Supplies	\$77.76
<b>Total</b>			<b>\$77.76</b>

Water Plant Maintenance	\$210.61
Water System Maintenance	\$77.76
W/W Plant Maintenance	\$158.73
W/W System Maintenance	\$77.76
<b>Month Total</b>	<b>\$524.86</b>

**Annual Maintenance Budget** \$12,000.00

**Total Maintenance Dollars Spent Year to Date** **\$1,089.11**

**Percent Maintenance Budget Spent Year to Date** **9%**



**Work Orders Completed**

<b>Date completed</b>	<b>Equipment</b>	<b>Task</b>
3/16/2020	James Street Lift Station	LS Quarterly PM
3/18/2020	Lafayette Lift Station	LS Quarterly PM
3/18/2020	Sutton Lift Station	LS Quarterly PM
3/20/2020	Raymond 3rd Street Lift Station	LS Quarterly PM
3/9/2020	Raymond West Lift Station	LS Quarterly PM
3/11/2020	Emergency Generator WWTP	Annual PM
3/19/2020	James Street Lift Station Generator	Annual PM
3/19/2020	James Street Lift Station Generator	Annual PM
3/19/2020	Raymond West Lift Station Generated	Annual PM
3/19/2020	Raymond South Lift Station Generator	Annual PM
3/9/2020	WWTP First Aid Kit	Inspection
3/20/2020	Raymond South Lift Station 1	LS Monthly PM
3/9/2020	Raymond South Lift Station 1	LS Quarterly PM

**Applicant License Application ( LE0003086 )**

<b>Name of Applicant:</b> <u>CASEY'S MARKETING</u>		
<b>Name of Business (DBA):</b> <u>CASEY'S GENERAL STORE #3041</u>		
<b>Address of Premises:</b> <u>5202 LAFAYETTE RD</u>		
<b>City</b> <u>Elk Run Heights</u>	<b>County:</b> <u>Black Hawk</u>	<b>Zip:</b> <u>50707</u>
<b>Business</b> <u>(319) 235-7880</u>		
<b>Mailing</b> <u>PO BOX 3001</u>		
<b>City</b> <u>ANKENY</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50021</u>

**Contact Person**

<b>Name</b> <u>JESSICA FISHER-COMSTOCK, STORE OPERATIONS</u>
<b>Phone:</b> <u>(515) 446-6404</u> <b>Email</b> <u>JESSICA.FISHER@CASEYS.COM</u>

**Classification** Class E Liquor License (LE)

**Term:** 12 months

**Effective Date:** 06/01/2020

**Expiration Date:** 05/31/2021

**Privileges:**

- Class B Wine Permit
- Class C Beer Permit (Carryout Beer)
- Class E Liquor License (LE)
- Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Publicly Traded Corporation</u>
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u> <b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**42-0935283 CASEY'S GENERAL**

**STORE INC**

**First Name:** 42-0935283      **Last Name:** CASEY'S GENERAL STORE, INC.  
**City:** ANKENY      **State:** Iowa      **Zip:** 50021  
**Position:** OWNER  
**% of Ownership:** 100.00%      **U.S. Citizen:** Yes

**JOHN SOUPENE**

**First Name:** JOHN      **Last Name:** SOUPENE  
**City:** ANKENY      **State:** Iowa      **Zip:** 50023  
**Position:** VICE-PRESIDENT  
**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**JULIA JACKOWSKI**

**First Name:** JULIA      **Last Name:** JACKOWSKI

City: URBANDALE

State: Iowa

Zip: 50322

Position: SECRETARY

% of Ownership: 0.00%

U.S. Citizen: Yes

**JAMES PISTILLO**

First Name: JAMES

Last Name: PISTILLO

City: URBANDALE

State: Iowa

Zip: 50323

Position: TREASURER

% of Ownership: 0.00%

U.S. Citizen: Yes

**MEGAN ELFERS**

First Name: MEGAN

Last Name: ELFERS

City: CLIVE

State: Iowa

Zip: 50325

Position: PRESIDENT

% of Ownership: 0.00%

U.S. Citizen: Yes

**Insurance Company Information**

Insurance Company: <u>Merchants Bonding Company</u>	
Policy Effective Date: <u>06/01/2020</u>	Policy Expiration <u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

**RESOLUTION 3006**

A RESOLUTION OF THE CITY COUNCIL OF ELK RUN HEIGHTS, IA THAT  
THE FOLLOWING BILLS BE PAID AND TRANSFERS ARE HEREBY ALLOWED

ABC EMBROIDERY	RU-EMBROIDERY	48.00
ACTUALLY CLEAN	COMM RM & OFFICE CARPET CLEAN	129.21
	COMM RM & OFFICE CARPET CLEAN	85.50
	COMM RM CARPET WATER EXTRCTION	210.00
	<b>VENDOR TOTAL</b>	<b>424.71</b>
AMENT	ENGINEER	1,988.48
	ENGINEER	75.00
	ENGINEER	374.80
	<b>VENDOR TOTAL</b>	<b>2,438.28</b>
ASPRO	COLD MIX	720.76
BANY CASTRO SANCHEZ	REFUND FOR MISC CC PYMNT	45.00
CARRIE YU	REFUND DUE TO COVID19	35.00
CITY OF WATERLOO	DBQE RD/ELK RUN INSPECTIONS	630.00
	DBQE RD/ELK RUN INSPECTIONS	65.74
	<b>VENDOR TOTAL</b>	<b>695.74</b>
COLONIAL LIFE	LIFE INS	159.88
CONNIE BOSWELL	REFUND DUE TO COVID19	35.00
COURIER	03/10/2020 MINUTES & BILLS	140.36
	PUBLIC HEARING SALE OF LOT	13.54
	<b>VENDOR TOTAL</b>	<b>153.90</b>
DANIELLE FRAZIER	REFUND DUE TO COVID19	75.00
DICKEY'S PRINTING	SUMP PUMP INSPECTION FORMS	131.00
WATERLOO WATER WRKS	DOUGLAS RD QRTLTY PMT	53.22
DRAIN DOCTOR	PLUMBING FOR CITY HALL	390.00
ELAN CARDMEMBER SRV	CH-CLEANING SUPPLIES/WALMART	11.95
	CH-LYSOL/MENARDS	13.98
	GLOVES/KNEELING PAD/HARBOR FRT	26.95
	RU-GLOVES/KNEELING PAD/HARBOR FRT	7.99
	CH-ONLINE SERVICES/MICROSOFT	36.29
	CH-ONLINE SERVICES/MICROSOFT	35.00
	CH-PRINTER PAPER/STAPLES	22.99
	CH-PAPER/STAPLES	15.90
	CH-CLOROX/STAPLES	3.17
	WT-CLIPBOARDS/STAPLES	19.88
	SR-LIFTSTATION DIALER/T-MOBILE	245.00
	COMM RM BATH TISSUE/SAMS	11.49
	CH-BATH TISSUE/SAMS	11.49
	CH-HIGHLIGHTERS/LABELS/STAPLES	38.95
	CH-POSTAGE/USPS	55.00
	WT-POSTAGE/USPS	165.00
	<b>VENDOR TOTAL</b>	<b>721.03</b>
ELECTRIC PUMP	WWTP-PUMP REPAIR FROM OCT 2019	1,546.95

ELECTRONIC ENGNRNG	RU-INSTALL CAMERAS	681.84
	CH-INSTALL CAMERAS	1,363.66
	<b>VENDOR TOTAL</b>	<b>2,045.50</b>
KAYLA KRAMER	REFUND DUE TO COVID19	75.00
KRISTI LUNDY	CELL PHONE REMBURSEMENT	40.00
LYNCH DALLAS, P.C.	LEGAL-ATTORNEY	3,095.00
MID AMERICAN ENERGY	SW-INSTALL GASLINE 4 GENERATOR	902.58
MOBOTREX	RU-FIX LIGHTS DBQ & ELK RUN RD	20,024.00
P & K MIDWEST	RU-GREEN SPRAY PAINT	30.51
	RU-HD UTILITY BUCKET	675.00
	PK-HD UTILITY BUCKET	675.00
	<b>VENDOR TOTAL</b>	<b>1,380.51</b>
PEOPLESERVICES	MAY 2020 SERVICES	11,700.00
QUALITY PUMP	WWTP-PUMP REPAIR	1,607.50
RICOH USA INC	COPIER CONTRACT	64.93
	COPIER CONTRACT	25.65
	<b>VENDOR TOTAL</b>	<b>90.58</b>
SHRED IT	DOCUMENT SHREDDING	121.90
STOREY KENWORTHY	TRADE PERMIT BOOKS	244.30
	VACUUM BELT	4.31
	<b>VENDOR TOTAL</b>	<b>248.61</b>
SYLVIA CLEMMENSEN	REFUND DUE TO COVID19	35.00
SYLVIA WALKER	REFUND DUE TO COVID19	35.00
TEDS	RU-SPRAY PAINT	8.98
	RU-TRAC/IMP PAINT	14.98
	PK-CAUTION TAPE/GRASS SEED	67.97
	<b>VENDOR TOTAL</b>	<b>91.93</b>
THE SLED SHED	PK-CHAIN SHARPEN & ROPE	45.28
TIFFANY GUNTER	REFUND DUE TO COVID19	35.00
TITLE SERVICES	TITLE EXAMINATION	150.00
THOMAS JAMES	CELL PHONE REIMBURSEMENT	40.00
UTILITY EQUIPMENT CO	VALVE, BOLTS, COUPLING, GASGET	706.26
WASTE MANAGEMENT	RECYCLING	225.86
	RECYCLING	417.20
	GARBAGE	4,886.60
	<b>VENDOR TOTAL</b>	<b>5,529.66</b>
WATERLOO FIRE RESUE	4TH QTR FIRE CONTRACT	9,164.99
WATERLOO WATER WORKS	MONTHLY WATER BILL	1,601.39
	MONTHLY WATER BILL	2,071.99
	<b>VENDOR TOTAL</b>	<b>3,673.38</b>
WEDEKING ELECTRIC LLC	WWTP-BREAKER/SAFETY SWITCH	1,235.77
	<b>001 GENERAL</b>	16,813.77
	<b>110 ROAD USE TAX</b>	22,987.93
	<b>306 MAYORS PARK IMPROVEMENTS</b>	2,363.28
	<b>600 WATER</b>	7,023.48
	<b>610 SEWER</b>	15,028.80

<b>670 LANDFILL/GARBAGE</b>	5,529.66
<b>TOTAL:</b>	<b>69,746.92</b>

<b>MARCH PAYROLL:</b>	
BIWEEKLY PAYROLL	5,368.44
EFTPS	1,608.33
<b>TOTAL PAYROLL:</b>	<b>6,976.77</b>

**PREPAYS**

5412 COURIER	PUBLICATION	379.15
5413 MEDIACOM	PHONE SERVICE	80.22
5414 MID AMERICAN ENERGY	FEBRUARY UTILITIES	2,483.25
5415 PEOPLESERVICE	APRIL SERVICES	11,700.00
5416 RICOH	COPIER CONTRACT	28.38
5417 RBRTS, STVNS, PRENDERGAST	LEGAL-ATTORNEY	1,156.25
5418 WASTE MANAGEMENT	RECYCLING/GARBAGE	5,408.98
5419 WELLMARK	HEALTH INSURANCE	1,926.56
5421 TREASURER OF STATE		1,086.00
5422 AVESIS	VISION INSURANCE	47.00
5423 CASEY'S	GAS	8.37
5424 POWER SERVICE	GENERATORS	8,363.79
5425 POSTMASTER	POSTAGE FOR UTILITY BILLS	VOIDED
5426 POSTMASTER	POSTAGE FOR UTILITY BILLS	VOIDED
5427 POSTMASTER	POSTAGE FOR UTILITY BILLS	170.80
DRAFT IPERS	RETIREMENT	1,165.39
DRAFT FIRST SECURITY	BANK FEE	10.00
	<b>TOTAL PREPAYS</b>	<b>34,014.14</b>

**PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA ON THIS 14TH DAY OF APRIL 2020**

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_

**RESOLUTION 3007**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA REGARDING A PROPOSAL TO DISPOSE OF CITY OWNED PROPERTY AT 5303 LAFAYETTE STREET, ELK RUN HEIGHTS, IOWA**

**WHEREAS;** the City of Elk Run Heights wishes to dispose of property owned by the City and legally described as:

**Lot 1 in Elk Run Third Addition to the City of Elk Run Heights, Black Hawk County, Iowa.**

**WHEREAS;** the City of Elk Run Heights, held a public hearing concerning the above described property on April 14, 2020, and the City Council agreed the offer received from the potential buyer serves the best interest of the City;

**WHEREAS;** the buyer has agreed to comply with the stipulations listed in the offer to buy real estate and acceptance agreement;

**NOW THEREFORE BE IT RESOLVED;** the City Council of Elk Run Heights will dispose of the above described city owned property to Dave King for \$15,000.00 and other terms and conditions contained in the Offer to Buy Real Estate.

**PASSED AND ADOPTED ON THIS 14<sup>TH</sup> DAY OF APRIL 2020**

**ATTEST:**

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**Kristi Lundy, Mayor**

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**Julie Eastman, City Clerk**

**RESOLUTION 3008**

**RESOLUTION APPROVING INFECTIOUS DISEASE ACTION PLAN**

**WHEREAS**, in order to protect the City employees and citizens, the City hereby effectuates an Infectious Disease Action Plan for the protection of all;

**WHEREAS**, it is the intent of the City Council to enter into this plan which is a working document and one which may be changed as things change;

**WHEREAS**, the City Council hereby incorporates and approves the Infectious Disease Action Plan attached and incorporated to this Resolution for immediately implementation.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA**

That the City Council hereby incorporates and approves the infectious Disease Action Plan.

**PASSED AND ADOPTED ON THIS 14<sup>TH</sup> DAY OF APRIL 2020**

**ATTEST:**

\_\_\_\_\_  
**Kristi Lundy, Mayor**

\_\_\_\_\_  
**Julie Eastman, City Clerk**

**City of Elk Run Heights, Iowa**  
**Infectious Disease Action Plan**  
**COVID-19 Pandemic**  
**April 14, 2020**

**Effective: April 2020 – Until Further Notice**

**GOALS:** To protect City employees and citizens. To establish a consistent approach to an infectious disease which is potentially impactful to the quality and timeliness of City services. To provide a way to disseminate information to City employees and answer questions or concerns.

This is a working document and will be further updated as information is released and legislation is passed by the federal and state government. The City will strive to follow all guidelines put in place by the Centers for Disease Control (CDC), Iowa Department of Public Health (IDPH), and the Buchanan County Department of Public Health.

**COVID-19:** COVID-19, or coronavirus, is a respiratory illness for which no vaccine exists, and people do not possess immunities from previous exposure/infection. This new (“novel”) coronavirus was discovered in Wuhan, China in December 2019. The incubation period for COVID-19 is estimated to be approximately fourteen (14) days. COVID-19 is spread through infected aerated respiratory droplets from a host coming into contact with a recipient’s mouth, nose, or eye membranes via talking, coughing or sneezing. Transmission may be human-to-human, object-to-human, fecal matter-to-human. There is possible, but low threat of animal-to-human and food-to-human exposure as well. Because of the possibility of person-to-person transmission, it is important that you stay a minimum of six (6) feet away from persons with whom you are interacting and refrain from handshakes and other forms of human touching. Common areas such as computers, mice, public countertops, chairs, tables, doors, knobs, light switches, restroom sinks and toilet handles, manual soap and sanitizer dispensers should be regularly wiped down with disinfectant. Employees using these items should wash their hands or use sanitizer with at least 60% alcohol following the contact.

**EMERGENCY PAID SICK LEAVE ACT:** Pursuant to federal legislation passed March 18, 2020, the City will provide paid time off for employees who meet the following criteria:

1. A federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to (1) a federal, state, or local quarantine or isolation order related to COVID-19; or (2) advice by a healthcare provider to self-quarantine due to concerns related to COVID-19.

5. The employee is caring for a son or daughter of the employee if the school or place of care of the son or daughter has closed or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Department of Labor.

Employees meeting one of these criteria shall report their desire to take this leave to their Supervisor and the City Clerk. At this time employees shall not be required to provide a certification for this leave, but shall be required to provide reasonable proof of the need for such leave, which may include through a quarantine or isolation order, a note from their healthcare provider, or proof that their child's school/childcare has closed. Employees may be required to provide a healthcare provider certification at a later date.

Employees shall not be required to take any other kind of leave before utilizing this leave. This leave shall not carry over from one year to the next.

Employees shall be entitled to this leave in the following amounts:

- For full-time employees, 80 hours.
- For part-time employees, a number of hours equal to the number of hours that such employee works on average, over a two-week period.
- For employees taking leave under criteria 4-6, the employee shall only be entitled to 2/3 of the leave entitlements described in the two bullets above.
- There are caps on the amount of money an employee taking this leave may be compensated. The City of Elk Run Heights will enforce these legally required caps.

The City will allow employees who are requesting this leave for school or childcare closures or unavailability to use the leave on an intermittent basis. For example, for an employee requesting this leave for school or childcare closure or unavailability, who is also able to work part-time due to other individuals being able to care for the child(ren), that employee shall be able to use their hours intermittently for any leave experienced until the hours they are entitled to are exhausted. However, the employee shall work with the City to schedule the intermittent leave so as to minimize the impact on the City's business operations as much as practicable.

Employees seeking to use this leave for any other reason other than school or childcare closure or unavailability are not permitted to use this leave on an intermittent basis.

**EMERGENCY  
EXPANDED FMLA:**

This policy provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave. Whether a particular situation is

covered by the FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave. The City will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave. If it is found that any provision of this policy conflicts with state or federal law, including federal FMLA law, the law shall supersede this policy.

The City of Elk Run Heights is a covered employer under the Family Medical Leave Act ("FMLA"), however, because the City has fewer than fifty (50) employees, no employees can meet the eligibility requirements of that law.

On March 18, 2020, the federal government temporarily expanded the FMLA to include a new qualifying reason for FMLA leave related to the public health emergency. *A qualifying need related to a public health emergency means that the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.*

Unlike FMLA for other qualifying reasons, the only eligibility requirement to qualify for leave under the temporarily expanded FMLA is that the employee has worked for thirty (30) or more calendar days. Part-time and Full-time employees may be eligible for this benefit as long as they meet the requirement of being employed for thirty (30) days. As such, City employees will qualify for FMLA under the new qualifying reason found in the Emergency Expanded FMLA only.

*How and when leave may be taken:* Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days you work per week, or hours per day. Intermittent or reduced schedule leave may be taken in as small as one-quarter hour increments. Employees taking intermittent leave shall work with the City to schedule the intermittent leave so as to minimize the impact on the City's business operations as much as practicable. Employees taking intermittent leave or reduced schedule leave may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits to the employee's current position, which better accommodates the intermittent leave or reduced schedule.

*Duration of FMLA:* Eligible employees may receive up to twelve (12) weeks of FMLA within a twelve-month period, measuring such period under the calendar year (January 1-December 31).

*Paid Leave under the Emergency Expanded FMLA:* Leave taken under the Emergency Expanded FMLA will be paid under the following guidelines:

- For leave taken under the Emergency Expanded FMLA, the first ten (10) days for which the employee takes leave are unpaid.
- After the first ten (10) days of leave, the employee shall be paid for remaining leave as follows:

- Not less than two-thirds of the employee's regular rate of pay (as determined by Section 7(e) of the FLSA).
- For employees whose schedules vary from week to week, the employee will be paid two-thirds of their regular rate of pay for those hours that the employee would have worked if the leave was not necessary. If the hours the employee would have normally worked are not apparent, the hours the employees should be compensated for will be calculated as follows:
  - A number equal to the average number of hours that the employee was scheduled per day over the six (6) month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
  - If the employee did not work over the six (6) month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- Employees eligible for Emergency Expanded FMLA leave must run all available Emergency Paid Sick Leave concurrent to the Emergency Expanded FMLA. For the first two (2) weeks of the leave (or the equivalent if taking the leave intermittently or on a reduced schedule), if Emergency Paid Leave is unavailable the employee will be required to use accrued vacation, sick leave, and personal time in that order. For the final ten (10) weeks of Emergency Expanded FMLA required to be paid at two-thirds of the employee's rate of pay, the employee may use accrued paid leave to compensate for the remaining one-third of leave. If the employee desires to supplement their two-thirds pay with accrued leave the employee must make that request to the Council in writing.
- Under no circumstances will an employee be compensated more than \$200/day or \$10,000 in the aggregate for this leave.

**ILLNESS REPORTING: Do Not Enter a City facility if:**

- If you are experiencing any of the following flu-like/respiratory symptoms,
  - Fever – over 100 degrees Fahrenheit
  - Coughing
  - Sneezing
  - Shortness of Breath
  - Any other flu-like symptom. Uncommon symptoms of COVID-19 include diarrhea, nausea, and fatigue.
  - YOU MAY NOT RETURN TO WORK UNTIL THE LATER OF THE FOLLOWING: (1) seven (7) days from the onset symptoms; (2) fever free for seventy-two (72) hours without any fever reducing medication.
- If you have been diagnosed with COVID-19 and/or tested positive for COVID-19.
- If you have been around someone who has been diagnosed with COVID-19 or tested positive for COVID-19. This includes living in the same

household or spending time within six (6) feet of someone who has been diagnosed with COVID-19 or tested positive for COVID-19.

Employees experiencing any of the above should report immediately to Human Resources. Employees should call Human Resources to report these conditions. With respect to employees who become ill with COVID-19, who are required to self-isolate due to COVID-19, who have to care for others with COVID-19 or who experience a lack of childcare due to COVID-19 issues, it is expected that the federal government will soon outline a procedure for the City to handle leave under these issues. In the meantime, if an employee experiences any of these issues, they are encouraged to notify their Department Head and the City will work with them to come to a resolution.

**MEETINGS:** No group meetings shall be held in-person for the duration of this policy without prior approval from the Mayor. All meetings shall be held electronically or over the phone. Any approved in-person meetings shall only include internal staff unless the Mayor has approved the presence of others prior to the meeting.

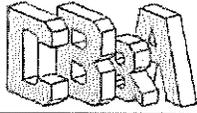
Public Safety employees are permitted to meet with their co-workers for regular updates and other Department-related matters throughout this public health emergency, however they should practice good hygiene and social distancing to the extent possible.

**STAFF UPDATES:** The Mayor shall update all staff on developments via e-mail throughout this time period. Please regularly check your City e-mail for these updates during this time. If you are not working and unable to access your City e-mail, you will be notified via telephone of any necessary updates.

**HIGH RISK EMPLOYEES:** If you are someone who is at “higher risk” for becoming ill from the virus (pursuant to the CDC’s guidance, see: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>), please feel free to communicate that to the City Clerk. The City Clerk is responsible for maintaining employees’ confidential medical files. The information you the City Clerk will be kept strictly confidential in your medical file and will be used solely for the purposes of determining your potential need for a leave of absence or for modifications to your work schedule and/or work environment during the pandemic.

Pursuant to CDC guidance, it is not known whether pregnant women have a greater risk of getting sick than the general public. See: [https://www.cdc.gov/coronavirus/2019-ncov/prepare/pregnancy-breastfeeding.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fpregnancy-faq.html](https://www.cdc.gov/coronavirus/2019-ncov/prepare/pregnancy-breastfeeding.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fpregnancy-faq.html)

The City will assess situations with high-risk employees on a case-by-case basis. In the event an employee is high risk and unable to report to work, the employee may be allowed to work from home if practicable, work a reduced or alternate schedule, or be excused from reporting to work and permitted to use accrued paid time off if the Emergency Leave Sick Act and the Emergency Expanded FMLA do not apply.



# CALHOUN-BURNS AND ASSOCIATES, INC.

BRIDGES ♦ STRUCTURES ♦ TRANSPORTATION

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## TRANSMITTAL

**Date:** March 25, 2020

**To:** Kristi Lundy, Mayor  
City of Elk Run Heights  
5042 Lafayette Road  
Elk Run Heights, IA 50707-1399

**Project:** 2020 Bridge Inspection and Rating  
City of Elk Run Heights, Iowa

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### ITEMS TRANSMITTED:

Drawing Number	Copies	Description
	2	Bridge Inspection and Rating Proposal

For your Information/Review

No Exception Taken	<input type="checkbox"/>	Rejected	<input type="checkbox"/>
Make Corrections Noted	<input type="checkbox"/>	Submit Specified Item	<input type="checkbox"/>
Revise and Resubmit	<input type="checkbox"/>	Return One Signed Copy	<input checked="" type="checkbox"/>

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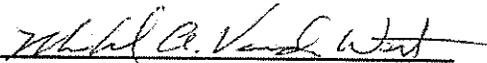
### REMARKS:

Please review the enclosed Agreement for the 2020 City of Elk Run Heights bridge inspection due in April.

Please return one signed copy to our office.

Thank You.

By:

  
Michael A. Vander Wert, P.E.  
President

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1500 30th Street ♦ West Des Moines, IA 50266

WATS 877/241-8003 ♦ Phone 515/224-4344 ♦ FAX 515-224-1385 ♦ email: email@calhounburns.com

## AGREEMENT

THIS IS AN AGREEMENT effective as of 3/27/20, 2020 ("Effective Date") between City of Elk Run Heights, Elk Run Heights, Iowa ("City") and Calhoun-Burns and Associates, Inc., West Des Moines, Iowa ("Engineer"). Engineer agrees to provide the services described below to City for inspection of the Lafayette Road Bridge over Elk Run Creek in the City of Elk Run Heights, Iowa ("Assignment").

Description of Engineer's Services:

- General inspection of the bridge.
- Update Iowa Department of Transportation SIIMS Database for documentation of bridge inspection.
- Work will be in accordance with Iowa Department of Transportation and Federal Highway Administration guidelines and requirements.
- If required, includes update of the load rating calculations.

City and Engineer further agree as follows:

### 1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and City shall pay Engineer for such Services as set forth in Paragraph 9.01.

### 2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to City.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If City fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, Engineer may, without liability, after giving seven days written notice to City, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges.

### 3.01 Additional Services

A. If authorized by City, or if required because of changes in the Assignment, Engineer shall furnish services in addition to those set forth above.

B. City shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Assignment an amount equal to the cumulative hours charged to the Assignment by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

#### **4.01 Termination**

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by City to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Assignment are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to City on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by City effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Assignment materials in orderly files.

#### **5.01 Controlling Law**

A. This Agreement is to be governed by the law of the State of Iowa.

## **6.01 Successors, Assigns, and Beneficiaries**

A. City and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of City and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of City and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither City nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

## **7.01 General Considerations**

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents.

C. To the fullest extent permitted by law, City and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Assignment, and (2) agree that Engineer's total liability to City under this Agreement shall be limited to \$10,000.00 or the total amount of compensation received by Engineer, whichever is greater.

D. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Assignment affected thereby until City: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

**8.01 Total Agreement**

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between City and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

**9.01 Payment**

- A. Using the procedures set forth in paragraph 2.01, City shall pay Engineer as follows:
  1. A Lump Sum amount of \$1,150.00 for the first three items listed in the Description of Engineer's Services on page 1 of this Agreement.
  2. If required, at our attached Hourly Rates not to exceed \$250.00 without further authorization the Engineer will provide the fourth item in the Description of Engineer's Services on page 1 of this Agreement.

B. The Engineer's compensation is conditioned on the time to complete the Assignment not exceeding six (6) months. Should the time to complete the assignment be extended beyond this period, total compensation to Engineer shall be appropriately adjusted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

CITY:  
 By: *Kristi Lundy*  
 Kristi Lundy

ENGINEER:  
 By: *Michael A. Vander Wert*  
 Michael A. Vander Wert, P.E.

Title: Mayor

Title: President

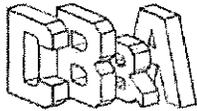
Date: 3/27/20

Date: \_\_\_\_\_

Address for giving notices:

5042 Lafayette Road  
Elk Run Heights, IA 50707

1500 30<sup>th</sup> Street  
West Des Moines, IA 50266



**CALHOUN-BURNS AND ASSOCIATES, INC.**  
BRIDGES ♦ STRUCTURES ♦ TRANSPORTATION

---

**HOURLY BILLING RATES (EFFECTIVE JULY, 2019)**

PRINCIPAL OF FIRM IV	\$ 210.00 / HOUR
PRINCIPAL OF FIRM III	\$ 202.00 / HOUR
PRINCIPAL OF FIRM II	\$ 194.00 / HOUR
PRINCIPAL OF FIRM I	\$ 185.00 / HOUR
SENIOR PROJECT MANAGER IV	\$ 170.00 / HOUR
SENIOR PROJECT MANAGER III	\$ 166.00 / HOUR
SENIOR PROJECT MANAGER II	\$ 162.00 / HOUR
SENIOR PROJECT MANAGER I	\$ 158.00 / HOUR
PROJECT MANAGER IV	\$ 160.00 / HOUR
PROJECT MANAGER III	\$ 156.00 / HOUR
PROJECT MANAGER II	\$ 152.00 / HOUR
PROJECT MANAGER I	\$ 148.00 / HOUR
SENIOR PROJECT ENGINEER IV	\$ 147.00 / HOUR
SENIOR PROJECT ENGINEER III	\$ 139.00 / HOUR
SENIOR PROJECT ENGINEER II	\$ 130.00 / HOUR
SENIOR PROJECT ENGINEER I	\$ 121.00 / HOUR
PROJECT ENGINEER IV	\$ 136.00 / HOUR
PROJECT ENGINEER III	\$ 126.00 / HOUR
PROJECT ENGINEER II	\$ 116.00 / HOUR
PROJECT ENGINEER I	\$ 106.00 / HOUR
SENIOR DESIGN ENGINEER IV	\$ 123.00 / HOUR
SENIOR DESIGN ENGINEER III	\$ 113.00 / HOUR
SENIOR DESIGN ENGINEER II	\$ 103.00 / HOUR
SENIOR DESIGN ENGINEER I	\$ 93.00 / HOUR
DESIGN ENGINEER IV	\$ 113.00 / HOUR
DESIGN ENGINEER III	\$ 107.00 / HOUR
DESIGN ENGINEER II	\$ 101.00 / HOUR
DESIGN ENGINEER I	\$ 95.00 / HOUR
ENGINEER INTERN	\$ 80.00 / HOUR
SENIOR TECHNICIAN IV	\$ 122.00 / HOUR
SENIOR TECHNICIAN III	\$ 117.00 / HOUR
SENIOR TECHNICIAN II	\$ 112.00 / HOUR
SENIOR TECHNICIAN I	\$ 107.00 / HOUR
TECHNICIAN IV	\$ 108.00 / HOUR
TECHNICIAN III	\$ 104.00 / HOUR
TECHNICIAN II	\$ 100.00 / HOUR
TECHNICIAN I	\$ 96.00 / HOUR
OFFICE MANAGER	\$ 136.00 / HOUR
ADMINISTRATIVE ASSISTANT IV	\$ 92.00 / HOUR
ADMINISTRATIVE ASSISTANT III	\$ 88.00 / HOUR
ADMINISTRATIVE ASSISTANT II	\$ 84.00 / HOUR
ADMINISTRATIVE ASSISTANT I	\$ 80.00 / HOUR

MILEAGE: CURRENT IRS STANDARD RATE  
EXPENSES: ACTUAL COST

**HOURLY RATES SHALL BE ADJUSTED ANNUALLY IN ACCORDANCE WITH  
CONSULTING ENGINEERS' NORMAL BUSINESS PRACTICE.**

## Julie Eastman

---

**From:** Jordan Cooper <jcooper@peopleservice.com>  
**Sent:** Thursday, April 9, 2020 12:13 PM  
**To:** Julie Eastman  
**Subject:** Fire Hydrant Repair

Hey Julie,

On Wednesday April 8<sup>th</sup> I was checking on a locate at 114 Elk Run St when I noticed the fire hydrant in their yard was leaking. I then contacted Heath to come assist me on diagnosing the problem. We tried opening the hydrant multiple times hoping this would help flush it out and reseal the valve inside the hydrant. We were unsuccessful. The hydrant is 63 years old and does not have an isolation valve in front of it to isolate the hydrant. We believe that if we are going to dig a hole to put in an isolation valve then we should replace the hydrant at this time being its so old and outdated. I contacted Utility Equipment and got an estimate of \$3,500 for a new hydrant and isolation valve. I also contacted Bob Frickson for the digging and installation. He was able to give me an estimate of \$1,700.

Thank You,  
Jordan Cooper

NOTICE: This e-mail message (including any file attachment) is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged and/or confidential. If you are not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by reply e-mail and delete or destroy all copies of this message and any file attachment. Thank you!



Frickson Brothers. Excavating  
737 Colleen Ave  
Evansdale, Iowa  
50707

# Estimate

Name/Address
City of Elk Run Heights 5042 Lafayette Rd Elk Run Heights, Iowa 50707

Date	Estimate No.	Project
04/09/20	8	

Item	Description	Quantity	Cost	Total
	Price Quote for City of Elk Run Heights at 110-112 Elk Run Street			
Fire Hydrant	To dig and replace leaking fire hydrant and install hydrant valve= \$1,700.00		1,700.00	1,700.00
Asphalt	To cut asphalt street to remove and replace 6" water main valve on corner of Sutton and High Street = \$1,900.00.		1,900.00	1,900.00
	Thank You.			
			<b>Total</b>	<b>\$3,600.00</b>





MidAmerican Energy  
Attn: Amy M Adams - DMCC  
PO Box 657  
Des Moines, IA 50306

3/25/2020

People Service  
Attn: Heath Draeger  
hdraeger@peopleservice.com

Reference: Installation of approximately 160' of 1" PLS gas line to serve a generator set at 109 Sutton Ave. Elk Run Heights, IA WMIS: 2816900

Dear Mr. Draeger:

The enclosed drawing shows MidAmerican Energy Company's proposal for providing gas to serve 1,000,000 BTU with one (1) meter at the above location. The applicant charge for this installation is \$902.58. This proposal is valid for 90 days and if MidAmerican Energy Company construction has not commenced within 12 months it may be voided. This proposal is based on the following terms:

MidAmerican Energy Company Proposes To:

1. Furnish and install gas service piping of the appropriate size to serve the above load.
2. Furnish and install applicable gas meter and header.
3. Supply 2 psig at the meter.
  - a. For a 2 psig delivery pressure to a customer, the customer's piping system must be able to receive, withstand and control 5 psig of gas pressure.

The Applicant Agrees To:

1. Be responsible for all restoration.
2. Provide without cost to the Company such easements as are necessary for the installation and maintenance of Company's facilities on private property. If a 3<sup>rd</sup> party easement is required any cost associated in obtaining the easement will be paid by the applicant.

Page 2

3. The undersigned does hereby certify that the structure noted above, if intended primarily for human occupancy and if completed after April 1, 1984, meets the energy conservation standards as contained in the Iowa Administrative Code Section 661-16.800 sometimes known as the "State Building Code Thermal and Lighting Efficiency Standards."
4. Grade the service route to within four inches of final grade and clear the route of construction materials, obstructions, trees, etc. Extra costs for additional excavation beyond normal trenching operations, due to unforeseen underground obstructions, shall be paid by the applicant.
5. Permanently mark private fuel lines with metal tags or paint for each unit.
6. The 1" gas riser bracket must be installed at final grade.
7. Furnish and install guard posts around the gas meter set (if needed).
8. Locate all underground facilities such as storm and sanitary sewer, septic lines, underground electric cable, communication cable, irrigation systems and water lines that are not located by members of One Call. MidAmerican Energy Company assumes no liability for private facilities not located.
9. Be responsible for complying with all aspects of compliance as required by any local, state, or federal permit or plan associated with storm water pollution prevention or erosion control. It is specifically understood and agreed that MidAmerican Energy Company is providing the service requested by the Applicant solely for the Applicant. MidAmerican Energy will not become or agree to become a co-permittee or operator for the purpose of applicants' compliance with any local, state or federal permit or plan associated with storm water pollution prevention or erosion control.
10. It is specifically understood and agreed Applicant must certify that all of the above requirements shall be met or this Agreement shall be deemed null and void.

If a customer makes a change to their facility that requires MidAmerican Energy Company to install protect posts around the existing gas meter/s, the customer will be responsible for the cost to install the posts.

If MidAmerican Energy Company is required to start construction of gas facilities during the winter season the work will be subject to an additional winter construction charge.



MidAmerican Energy  
Attn: Amy M Adams - DMCC  
PO Box 657  
Des Moines, IA 50306

Page 3

It is MidAmerican Energy Company's responsibility to see that the various utility companies' facilities are located before our construction. This includes electric, natural gas, telephone, cable television, and generally water. It is the owner's responsibility to see that any privately owned systems such as water systems, irrigation systems, drain pipes, septic lines and underground wiring are located before MidAmerican Energy Company's construction. MidAmerican Energy Company assumes no liability for private facilities that are not located.

MidAmerican Energy Company installed facilities will remain the property of MidAmerican Energy Company.

If this proposal is satisfactory, please sign and return one (1) copy of this letter to me. MidAmerican Energy Company will release the work for scheduling upon the receipt of a signed proposal, site readiness and payment of \$902.58. Please keep us advised of your plans so we may schedule our construction work at the appropriate time. If you have any questions, please call me at (515) 252-6701

*Please allow a minimum of ten (10) working days notice when requesting your gas meter.*

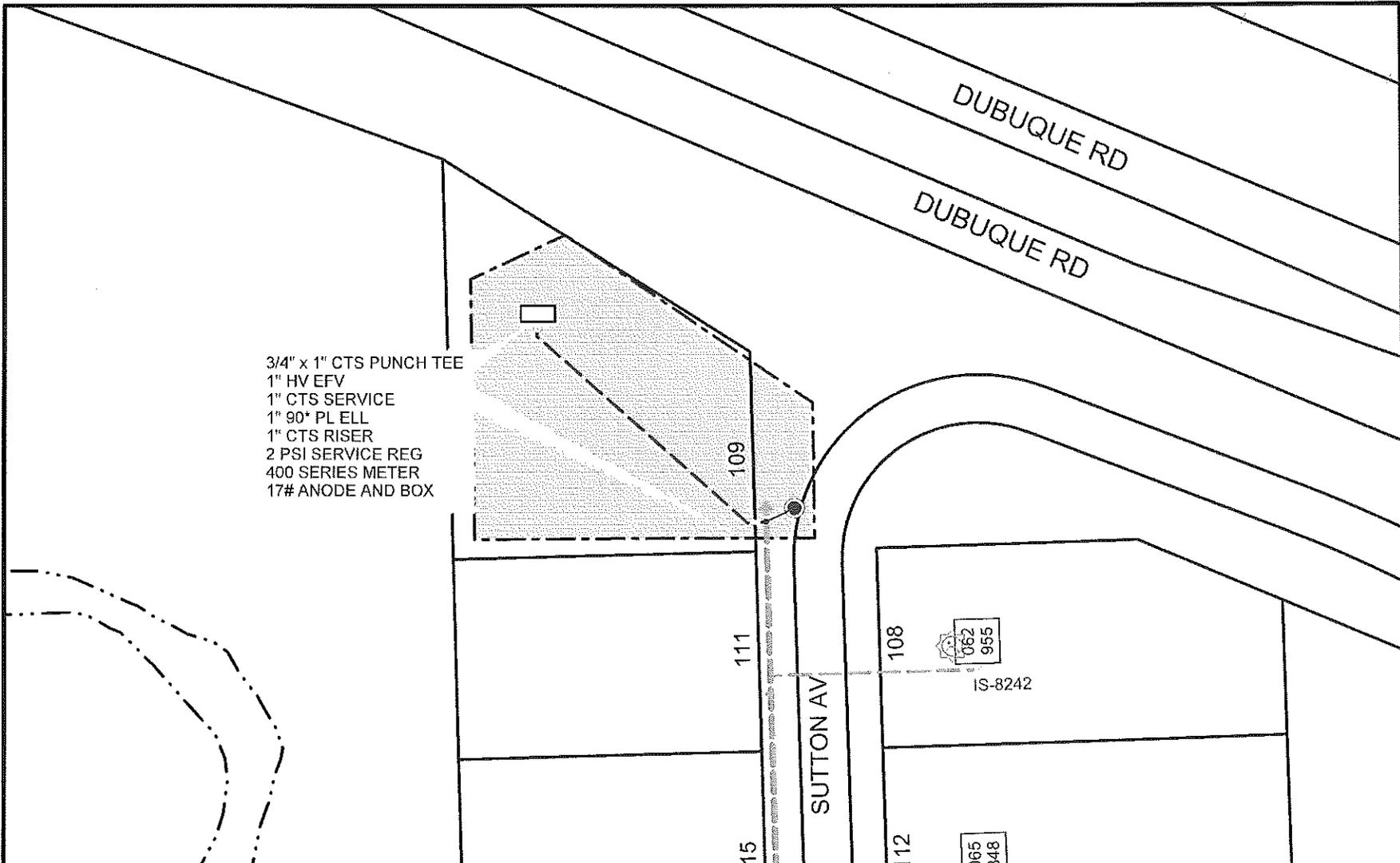
Sincerely,  
MidAmerican Energy Company

Amy M Adams  
Customer Project Coordinator

Enclosures

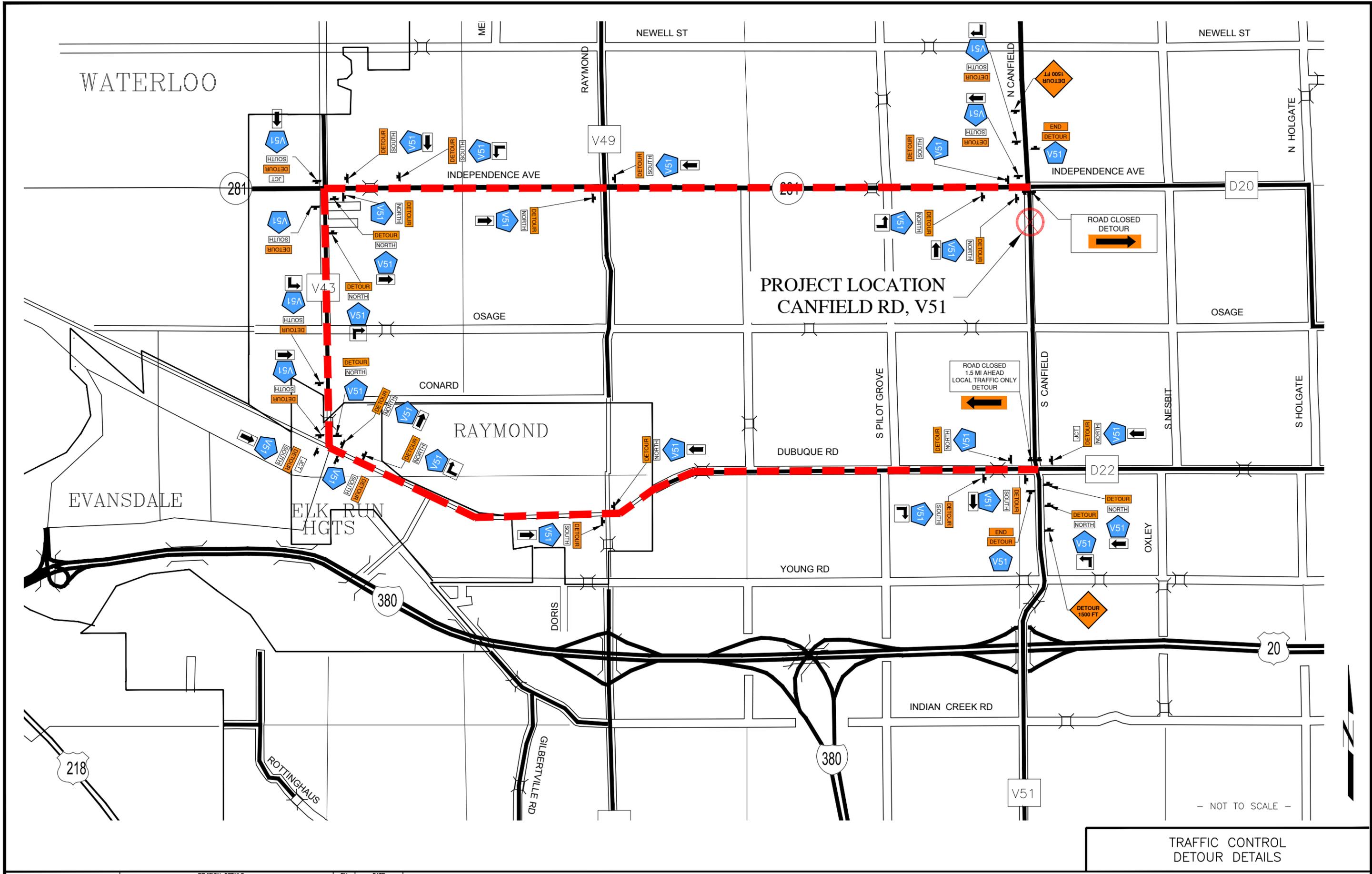
Accepted By: Kristi Lundy

Date: 3/27/20 Date Service Required: ASAP



3/4" x 1" CTS PUNCH TEE  
 1" HV EFV  
 1" CTS SERVICE  
 1" 90° PL ELL  
 1" CTS RISER  
 2 PSI SERVICE REG  
 400 SERIES METER  
 17# ANODE AND BOX

	Cust: PEOPLESERVICE/CITY OF ELK RUN Addr: 109 SUTTON AVE City: ELK RUN HEIGHTS	WMS_REV:2816900-1 Date: 3/19/2020 Scale: 1 IN = X FT Designer: SPEICHER, KAREN
	Crew HQ: WAT Job Desc:	X = 1974811 Y = 903136
<p style="text-align: center;"><b>DISCLAIMER OF LIABILITY</b></p> <p>NOTE: This drawing reflects facilities in place at the time of its preparation and is subject to change at any time. For current facility information, please contact MidAmerican Energy Company. Further, MidAmerican Energy Company disclaims all liability and responsibility for all claims and damages including but not limited to, personal injury, death and property damage, resulting from any authorized or unauthorized use of, or reliance upon, this drawing for any purpose.</p>		



- NOT TO SCALE -

TRAFFIC CONTROL  
DETOUR DETAILS

DWG BY: RDB  
DATE: 4/8/2020

REVISION	DETAILS	BY	DATE

BLACK HAWK COUNTY CANFIELD RD CULVERT REPLACEMENT

PROJECT NUMBER: -

SHEET: J.01

**ORDINANCE NO. 264**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ELK RUN HEIGHTS, IOWA, BY AMENDING PROVISIONS PERTAINING TO TITLE 6 ANIMALS CHAPTER 6.04 ANIMAL CONTROL REGULATIONS**

**BE IT ENACTED** by the City Council of the City of Elk Run Heights, Iowa:

**SECTION 1. SECTION MODIFIED.** Title 6 Animals, Chapter 6.04 Animal Control Regulations of the Code of Ordinances of the City of Elk Run Heights, Iowa, is repealed and the following adopted in lieu thereof:

**CHAPTER 55**

**ANIMAL PROTECTION AND CONTROL**

**55.01 Administration and Enforcement**

**55.02 Definitions**

**55.03 Animal Neglect**

**55.04 Livestock Neglect**

**55.05 Abandonment of Cats and Dogs**

**55.06 Trapping, Poisoning and Destruction of Animals**

**55.07 At Large Prohibited**

**55.08 Impoundment**

**55.09 Injured Animals at Large**

**55.10 General Prohibitions and Duties**

**55.11 Fees**

**55.12 Pet Awards Prohibited**

**55.13 Keeping of Vicious Animals Prohibited**

**55.14 Keeping of Dangerous Dogs**

**55.15 Rabies Control**

**55.01 ADMINISTRATION AND ENFORCEMENT.** The Mayor and Police Chief are responsible for the administration of the provisions of the chapters in this Code of Ordinances pertaining to animal control. All officers whose duty it is to enforce the provisions of these chapters shall be officers sworn by the Mayor or Police Chief. The Police Chief, Animal Control Officer, or any member of the Police Department shall be responsible for the enforcement of the provisions of these chapters. Those persons charged with enforcing the provisions of these chapters shall have the authority to seize and impound animals pursuant to the provisions of this chapter, and shall have the authority of peace officers, including the authority to issue misdemeanor citations for violation of these animal control chapters. It is the duty of those persons charged with enforcing the provisions of these chapters to impound any animals found running at large in violation of the terms of this Code of Ordinances, and it is the duty of the Police Department to investigate all animal bites and file reports with the County Board of Health and to impound and quarantine the biting animal as provided in this chapter. Reference to the Animal Control Officer in these chapters means the Police Chief and any officer charged with the enforcement of these chapters.

**55.02 DEFINITIONS.** The following terms are defined for use in Chapters 55 through 57 of this Code of Ordinances.

1. “Advertise” means to present a commercial message in any medium including but not limited to print, radio, television, sign, display, label, tag or articulation.
2. “Animal” means every wild, tame, or domestic member of the animal kingdom other than the genus and species *Homo Sapiens*.
3. “Animal shelter” means the premises and/or building which the Council may, from time to time, designate as the location for the impoundment of animals.

4. "At heel" means, with reference to a dog, within three feet of a person and subject to that person's strict obedience command.
5. "At large," "running at large," or "being at large" refers to any licensed or unlicensed animal found off the premises of its owner, whether on or off public or private property, and either: (i) not on a leash or at heel beside a person and obedient to that person's command; (ii) not restrained within a vehicle so as to prevent its leaving the vehicle; or (iii) not housed in a veterinary hospital or kennel.
6. "Bite" means any puncture, laceration, abrasion, scratch or any other break in the skin of a human, caused by an animal.
7. "Board of Health" means the Black Hawk County Board of Health.
8. "Business" means any enterprise relating to any of the following:
  - A. The sale or offer for sale of goods or services.
  - B. A recruitment for employment or membership in an organization.
  - C. A solicitation to make an investment.
  - D. An amusement or entertainment activity.
9. "Cat" means any member of the *Felis Domestica* species, male or female, altered or unaltered.
10. "Dart" means the process whereby a drug of a sedative nature is delivered to and injected into an animal by means of a projectile shot from a rifle, gun, or blowgun, or from a bow or crossbow, for the purpose of subduing or rendering unconscious an animal for capture.
11. "Department of Public Health," "Public Health Department," or "Health Department" means the Black Hawk County Department of Health.
12. "Director of Public Health" or "Health Officer" means the director and employees of the Black Hawk County Health Department.
13. "Dog" means both male and female animals of the canine species, whether neutered or not.
14. "Dangerous dog" means:
  - A. Any dog with a known propensity, tendency, or disposition to attack unprovoked, to cause injury to or to otherwise endanger the safety of humans or other domestic animals; or
  - B. Any dog known by the owner to be a pit bull terrier, which is herein defined as any American pit bull terrier or Staffordshire bull terrier or American Staffordshire terrier breed of dog or any mixed breed of dog which contains as an element of its breeding the breed of American pit bull terrier or Staffordshire bull terrier or American Staffordshire terrier as to be identifiable as partially of the breed of American pit bull terrier, Staffordshire bull terrier or American Staffordshire terrier.
15. "Emergency" means occurrence or set of circumstances involving actual or imminent physical trauma or property damage or which demands immediate action to protect the public health, safety and/or welfare, or the safety or welfare of an animal.
16. "Fair" means any of the following:
  - A. The annual fair and exposition held by the Iowa State Fair Board pursuant to Chapter 173 of the *Code of Iowa* or any fair event conducted by a fair under the provisions of Chapter 174 of the *Code of Iowa*.

- B. An exhibition of agricultural or manufactured products.
  - C. An event for operation of amusement rides or devices or concession booths.
17. “Game” means a “game of chance” or “game of skill” as defined in Section 99B.1 of the *Code of Iowa*.
18. “Guard dog” means any dog trained or used to protect persons or property by attacking or threatening to attack any person found within the area patrolled by the dog and that is either securely enclosed within that area at all times or under the continuous control of a trained handler.
19. “Kennel” means a boarding kennel or commercial kennel, as defined in Chapter 162 of the *Code of Iowa*.
20. “Kennel dogs” means dogs which are kept solely for the bona fide purpose of sale and which are kept under constant restraint in a kennel pursuant to Chapter 162 of the *Code of Iowa*.
21. “Killer trap” means a type of trap designed to apprehend and instantaneously kill an animal, but does not include jaw, leg-hold or snare-type traps, regardless if set under water.
22. “Live trap” means a process whereby an animal is apprehended alive uninjured by means of a cage-type device, the door or entrance to which closes after the animal enters, preventing escape. Jaw, leg-hold or snare-type traps, designed to pinch trap an animal’s head or extremities, are not considered live traps.
23. “Livestock” means an animal belonging to the bovine, caprine, equine, ovine or porcine species, ostriches, rheas and emus; farm deer as defined in Section 170.1 of the *Code of Iowa*; or poultry.
- (Code of Iowa, Sec. 717.1)*
24. “Noise disturbance” means any sound which: (i) endangers or injures the safety or health of humans or animals; or (ii) annoys or disturbs a reasonable person of normal sensitivities; or (iii) endangers or injures personal or real property.
25. “Owner” means any person owning, keeping, sheltering or harboring an animal.
26. “Owner or person in lawful possession and control of any premises” means the fee title owner of any property or premises, or the person in actual possession or control of such premises under a lease or real estate contract.
27. “Pet” means a living dog, cat, or an animal normally maintained in a small tank or cage in or near a residence, including but not limited to a rabbit, gerbil, hamster, mouse, parrot, canary, mynah, finch, tropical fish, goldfish, snake, turtle, gecko, or iguana.
28. “Seeing eye dog” or “guide dog” means any dog which is owned by a person who is legally declared blind or partially sighted and which has been properly trained at a special school to guide in going from place to place.
29. “Vicious animal” means any animal which has attacked or bitten any person without provocation, or which has attacked or bitten any domestic animal or fowl on two or more occasions within a 12-month period; or which has been declared vicious by the Animal Control Officer or the Police Chief; or which has been found to possess such propensity by the Council.

**55.03 ANIMAL NEGLECT.** It is unlawful for a person who impounds or confines, in any place, an animal, excluding livestock, to fail to supply the animal during confinement with a sufficient quantity of food or water, or to fail to provide a confined dog or cat with adequate shelter, or to torture, deprive of necessary sustenance, mutilate, beat, or kill such animal by any means which causes unjustified pain, distress or suffering.

It is further unlawful to expose a dog, cat, or pet to harsh weather conditions for more than twenty (20) minutes when the owner or caretaker is not with the animal in the same conditions. "Harsh weather conditions" shall include temperatures at 32 Degrees Fahrenheit or below including wind chill, temperatures at 90 Degrees Fahrenheit or above including heat index, thunderstorms, tornadoes, and other strong storms.

An owner or caretaker must provide appropriate, safe shelter to all animals within their care. The shelter must provide adequate ventilation, water, light, and space for the animal(s) to move, sit, and lay down. The shelter must include a floor that is not the ground, dry bedding, and be generally free of feces. Additionally, the animal(s) shall always have access to water. If an animal is outside in harsh weather conditions, the shelter must be sufficiently heated or cooled to allow the animal(s) to maintain their normal body temperature.

*(Code of Iowa, Sec. 717B.3)*

*(Ord. 668 – Mar. 20 Supp.)*

**55.04 LIVESTOCK NEGLECT.** It is unlawful for a person who impounds or confines livestock in any place to fail to provide the livestock with care consistent with customary animal husbandry practices or to deprive the livestock of necessary sustenance or to injure or destroy livestock by any means which causes pain or suffering in a manner inconsistent with customary animal husbandry practices.

*(Code of Iowa, Sec. 717.2)*

**55.05 ABANDONMENT OF CATS AND DOGS.** A person who has ownership or custody of a cat or dog shall not abandon the cat or dog, except the person may deliver the cat or dog to another person who will accept ownership and custody or the person may deliver the cat or dog to an animal shelter or pound.

*(Code of Iowa, Sec. 717B.8)*

**55.06 TRAPPING, POISONING AND DESTRUCTION OF ANIMALS.**

1. It is unlawful for any person to trap, poison, or destroy any animal, except in the following circumstances:

A. Trapping, poisoning, or destroying, in a permissible manner, any mole or rodent (rat, mouse, or gopher) found upon the premises, with the exception of tree squirrels;

B. Trapping, poisoning, or destroying, in a permissible manner, pigeons which congregate on such premises in such a manner as to create a hazard to public health or cause damage to property;

C. Trapping or destroying, in a permissible manner, any dangerous animal found at large upon the premises and constituting an immediate threat to the safety or health of any person;

D. Trapping, poisoning, or destroying, in a permissible manner, any animal which has entered the occupied portion of any building or which has entered or nested in the attic, eaves, drainage or plumbing vent piping of any building, thereby creating a nuisance which cannot otherwise be abated, except that animals regulated pursuant to Chapter 481A and 481B of the *Code of Iowa* may not be trapped, poisoned or destroyed unless permission has first been obtained from the Department of Natural Resources;

E. The utilization of live traps to apprehend animals on any premises, regardless of the zone, if such animals constitute a nuisance due to the destruction of property, and if the method and location of such trapping are with the concurrence of and under the direction of the State Department of Natural Resources or Department of Health. If such trapping is done with the concurrence of and under the direction of the Department of Natural Resources, killer traps may be utilized.

2. In the event that the Board of Health determines that game animal or fur-bearing animal populations pose a significant threat to public health, safety, or property anywhere within the City, the Board may authorize trapping by licensed pest control operators or by commercial trappers who do not own the properties to be trapped, provided that the written permission of such property owner is first obtained, utilizing leg-hold traps, live traps, or killer traps in accordance with the provisions of Chapters 481A and 481B of the *Code of Iowa*. It is the duty of every person maintaining traps pursuant to this chapter to label said traps plainly with a metal tag displaying the owner's name and address and to inspect said traps at least once every 24 hours. Failure to do so shall constitute a misdemeanor. All animals trapped pursuant to the provisions of this section shall be promptly disposed of or destroyed in a humane manner. Traps which are placed or used in violation of this provision may be seized by the Animal Control Officer. The Animal Control Officer may allow any person 18 years of age or older to trap game animals and/or fur-bearing animals in accordance with Chapter 481A and 481B of the *Code of Iowa*, and under the same terms and conditions as set forth above, upon City-owned property, if the Animal Control Officer determines that such trapping is necessary either to prevent animal over-population of those premises, or to promote the public health, welfare and safety, or to abate a nuisance caused by such animal population.

3. Nothing contained herein shall prohibit the operation of a pest control business within the City by licensed pest control technicians, provided that the pest control methods used meet with the approval of the United States Environmental Protection Agency. A licensed pest control technician may perform any of the acts set forth in paragraphs A through E of subsection 1 of this section, if done in accordance with the requirements therein set forth and if authorized to do so by the owner or person in possession and control of the premises.

4. Nothing herein shall limit the authority of the Animal Control Officer to apprehend by any means animals found at large in violation of this chapter, or to apprehend by any means or destroy any animal found at large which constitutes an immediate threat to public health, welfare, or safety.

5. Nothing herein shall limit the authority of the Department of Natural Resources to trap or allow trapping upon property owned by the State or under the exclusive jurisdiction and control of the Department of Natural Resources.

#### **55.07 AT LARGE PROHIBITED.**

1. The owner of an animal shall at all times restrain such animal to prevent it from being or running at large. An animal found at large by the Animal Control Officer shall be seized and impounded. If the Animal Control Officer is unable to apprehend the animal, or if the owner refuses to relinquish the same, the Animal Control Officer shall serve the owner a misdemeanor citation.

2. If a cat does not bear a current rabies vaccination tag and license tag, the owner of such cat shall at all times restrain such animal to prevent it from being or running at large. A cat not bearing current rabies vaccination tag and license tag found at large by the Animal Control Officer may, in the discretion of the Animal Control Officer, be seized and impounded. If the Animal Control Officer is unable to apprehend such cat or if the owner of the cat refuses to relinquish the same, the Animal Control Officer may serve the owner a misdemeanor citation.

3. It is lawful for any person who finds any animal at large to seize and hold the animal. Any person so seizing and holding an animal may confine it within a fenced yard, house, garage, or other structure owned by said person, or by physically restraining said animal on a harness, collar, or leash. The person seizing and holding the animal shall be responsible for the humane treatment of the animal while it is under that person's custody and shall notify the Animal Control Officer within 48 hours that the animal is in said person's custody. The provisions of this chapter shall not infringe upon any right or duty created by Section 351.26 or Section 351.27 of the *Code of Iowa*.

## **55.08 IMPOUNDMENT.**

1. Animals which are impounded shall be placed in the City animal shelter, licensed kennel, or other suitable place as directed by the Animal Control Officer. The Animal Control Officer shall register every impounded animal noting the species, breed, color, and sex of such animal, and, if a dog or cat, whether or not it is wearing a license tag.

2. When an animal has been apprehended and impounded, written notice shall be provided to the owner within two days after impoundment, if the owner's name and current address can reasonably be determined by accessing a tag or other device that is on or part of the animal. Impounded animals may be recovered by the owner upon payment of impounding costs, and if an unlicensed and/or unvaccinated cat or dog, by having it immediately licensed and/or vaccinated. If the owner fails to redeem the animal within seven days from the date that the notice is mailed, or if the owner cannot be located within seven days, the animal shall be disposed of in accordance with law or destroyed by euthanasia.

*(Code of Iowa, Sec. 351.37, 351.41)*

3. For purposes of this section, the Animal Control Officer may give notice to the owner either orally, by posting a notice at the owner's residence, or by mail.

## **55.09 INJURED ANIMALS AT LARGE.**

1. In the event that an injured animal licensed pursuant to the provisions of this Code of Ordinances is found at large, the Animal Control Officer shall impound such animal. Upon impounding an injured animal, the Animal Control Officer shall attempt as soon as practicable to notify the owner of the animal's location and condition. Upon being so notified, the owner of such animal shall either immediately take custody of such animal or cause said animal to be transported to a veterinarian or authorize its destruction in a humane manner.

2. In the event an injured animal at large cannot be apprehended, or if it displays vicious tendencies which would make its capture unduly hazardous, or in the event that an animal is found at large so seriously injured as to make its recovery improbable, or its condition deteriorates to that point, the Animal Control Officer may immediately destroy such animal in a humane manner in the interest of humane treatment.

3. In the event an animal regulated by Chapters 481A and 481B of the *Code of Iowa* is found injured at large, the Animal Control Officer shall, if practicable, consult with an officer of the Department of Natural Resources before destroying such animal.

#### **55.10 GENERAL PROHIBITIONS AND DUTIES.**

1. No person shall aid or cause any animal, whether owned by such person or not, to escape confinement or impoundment, whether such confinement or impoundment is upon such person's property or that of another, by opening any gate, door or window, by making an opening in any fence, enclosure or structure, or by unleashing such animal.
2. It is prohibited for any person to permit or allow an animal owned by that person or under that person's custody or control to defecate upon public property, park property, public right-of-way or the property of another.
3. It is the duty of every person owning or having the custody or control of an animal to clean up, remove and dispose of the feces deposited by such animal upon public property, park property, public right-of-way, or the property of another.
4. It is the duty of every person owning or having the custody or control of an animal to physically restrain the animal within an enclosure or upon a leash when such animal is left unattended outside or is not at heel. The animal must be restrained so as to prevent the animal from leaving the premises of its owner or from coming in contact with the public right-of-way or the property of another.
5. No person owning or having an animal under his or her control or care and custody shall permit such animal to create a noise disturbance or to bark or make any loud or unusual noises during times which such owner knows or should expect that such noise will disturb one or more neighbors, or otherwise disturb the peace. Kennels, veterinary clinics, animal hospitals, and animal shelters located within properly zoned areas shall be eligible for a variance from this requirement.
6. Regardless of the provisions of subsection 6 above, it is unlawful for any owner or other person to dispose of any dead animal or allow it to be collected for disposal by any person except authorized representatives of the City if such animal has attacked, bitten, or caused a skin abrasion on any person, if the animal is suspected of being infected with rabies, until permission for disposal has been given by the Animal Control Officer.
7. It is unlawful for any person owning, controlling or caring for any animal to fail to keep in a clean and sanitary condition the premises and any pen, kennel, shelter, house or the person's dwelling or other structure where the animal is at any time kept. At least once every 24 hours (or more often if odors or health problems arise), such person shall pick up any and all feces so as to prevent accumulation and same shall be properly disposed of. Feces shall be held in watertight and fly-tight containers pending disposal and shall be disposed of at least once weekly. Feces shall be disposed only by depositing same in a sanitary sewer receptacle, or by depositing same in a proper receptacle for disposal as solid wastes. The animal and place where the animal is maintained shall also be kept free of obnoxious odors and shall be maintained so as not to attract or permit the harborage or breeding of flies and other insects or rodent or other vermin. All animal food and water shall be stored and placed for the animal's consumption in such a manner so that it will not become food for rodents and other vermin.
8. It is unlawful for any owner or other person to abandon, turn loose or leave any animal within the corporate limits of the City or so that the animal may find its way into the corporate limits of the City, or to abandon or leave any animal upon or in any premises unattended for a period in excess of three days.
9. The combined number of adult cats and dogs is limited to six animals per household.

**55.11 FEES.** The fees for impoundment, boarding and keeping any animal, for removing a dead animal from any premises, for disposing of a dead animal, for humanely destroying an animal, for taking custody

of unwanted animals, for trap rental, or for pest control shall be as provided in the prevailing schedule of fees adopted by the Council.

**55.12 PET AWARDS PROHIBITED.**

*(Code of Iowa, Ch. 717.E)*

1. Prohibition. It is unlawful for any person to award a pet or advertise that a pet may be awarded as any of the following:
  - A. A prize for participating in a game.
  - B. A prize for participating in a fair.
  - C. An inducement or condition for visiting a place of business or attending an event sponsored by a business.
  - D. An inducement or condition for executing a contract which includes provisions unrelated to the ownership, care or disposition of the pet.
2. Exceptions. This section does not apply to any of the following:
  - A. A pet shop licensed pursuant to Section 162.5 of the *Code of Iowa* if the award of a pet is provided in connection with the sale of a pet on the premises of the pet shop.
  - B. Youth programs associated with 4-H Clubs; Future Farmers of America; the Izaak Walton League of America; or organizations associated with outdoor recreation, hunting or fishing, including but not limited to the Iowa Sportsmen's Federation.

**55.13 KEEPING OF VICIOUS ANIMALS PROHIBITED.**

1. No person shall keep, shelter, or harbor a vicious animal for any reason within the City.
2. The Animal Control Officer, in his or her discretion or upon receipt of a complaint alleging that a particular animal is a vicious animal, may initiate proceedings to declare such animal as a vicious animal. A hearing on the matter shall be conducted by the Council. The person owning, keeping, sheltering, or harboring the animal in question shall be given not less than 24 hours' written notice of the time and place of the hearing. Said notice shall set forth the description of the animal in question and the basis for the allegation of viciousness. The notice shall also set forth that if the animal is determined to be vicious, the owner will be required to remove it from the City or allow it to be destroyed. The notice shall be served upon any adult residing at the premises where the animal is located or may be posted on those premises if no adult is present to accept service.
3. If, after the hearing, the Council determines that an animal is vicious, the Council shall order the person owning, sheltering, harboring, or keeping the animal to remove it from the City, or to cause it to be destroyed in a humane manner. The order shall immediately be served upon the person against whom issued in the same manner as the notice of hearing. If the order is not complied with within three days of its issuance, the Animal Control Officer is authorized to seize and impound the animal. An animal so seized shall be impounded for a period of seven days. If at the end of the impoundment period, the person against whom the order of the Council was issued has not petitioned the District Court for a review of said order, the Animal Control Officer shall cause the animal to be destroyed.
4. Failure to comply with an order of the Council issued pursuant hereto shall constitute a misdemeanor offense.

5. Any animal found at large which displays vicious tendencies may be processed as a vicious animal pursuant to the foregoing, unless the animal is so vicious that it cannot safely be apprehended; in which case, the Animal Control Officer may immediately destroy it, or unless its ownership is not ascertainable, in which case, it may be destroyed after three days' impoundment.

6. Any animal which is alleged to be vicious and which is under impoundment or quarantine shall not be released to the owner but shall continue to be held at the expense of the owner pending the outcome of the hearing. All costs of such impoundment or quarantine shall be paid by the owner whether or not the animal is determined to be vicious.

7. The prohibition contained in this section does not apply to keeping of guard dogs. However, guard dogs must be kept within a structure or a fenced enclosure at all times, and any guard dog found at large may be processed as a vicious animal pursuant to the provisions of this section. Any premises guarded by a guard dog shall be prominently posted with a sign containing the wording "Guard Dog," "Vicious Dog," or words of similar import, and the owner of such premises shall inform the Police Department that a guard dog is on duty at the premises. It is the owner's responsibility to notify the Police Department immediately when a guard dog has escaped and is running at large.

#### **55.14 KEEPING OF DANGEROUS DOGS.**

1. The provisions of this section apply to adult dogs only, which means any dog over the age of six months.

2. A dangerous dog is at large if such dog is not securely confined indoors or confined in a securely enclosed and locked pen or structure upon the premises of the owner of such dog. Such pen or structure must have secure sides and a secure top. If the pen or structure has no bottom secured to the sides, the sides must be embedded into the ground no less than one foot.

3. No person owning or harboring or having the care of a dangerous dog shall suffer or permit such animal to go unconfined on the premises of such person.

4. No person owning or harboring or having the care of a dangerous dog shall suffer or permit such dog to go beyond the premises of such person unless such dog is securely leashed and muzzled, except that a dangerous dog shall not be required to be muzzled when shown in a sanctioned Kennel Club Show.

**55.15 RABIES CONTROL.** The owners of all dogs and cats four months of age or older, and which are permanently or temporarily within the corporate limits of the City, are required to have a vaccination against rabies for such animals. It is unlawful for any person to keep or harbor an animal which is not vaccinated as required. The rabies vaccination shall be administered in accordance with Chapter 351 of the *Code of Iowa*. A current certificate of vaccination for rabies signed by a licensed veterinarian administering the vaccine is required by this section.

1. Display of Rabies Tag and License. The owner of an animal shall at all times cause the current rabies vaccination tag, and current license tag if a license is required pursuant to Chapter 56 of this Code of Ordinances, to be displayed on a collar, harness, or chain attached to the dog or cat.

2. Emergency Rabies Control. If the County Board of Health believes rabies to be epidemic, or believes there is threat of epidemic within the City, it may declare a quarantine of all or part of the City and such declaration shall be reported to the Council and the State Department of Health. During the period of the quarantine, any person owning or having a dog or other animal in his or her possession in the quarantined area shall keep such animal securely enclosed or on a leash for the duration of the quarantine period. Any animal or dog running at large during the time of this

declaration shall be seized and impounded unless noticeably infected with rabies. All animals or dogs so noticeably infected with rabies and which, in the opinion of the Animal Control Officer, are displaying vicious propensities may be killed by the Animal Control Officer without notice to the owner. Dogs or other animals impounded during this declaration shall be disposed of as provided in this Code of Ordinances.

3. Reporting of Bites, Attacks, and Diseases.

A. It is the duty of the owner of any dog or cat or other animal which has bitten or attacked a person or any other person having knowledge of such bite or attack, including physicians, nurses and veterinarians, or parent or guardian of the bite victim, to report such act to the Police Department.

B. It is the duty of physicians, veterinarians, and the owner of any animal to report to the County Health Department the existence of any animal known or suspected to be suffering from rabies.

4. Procedure When Person Bitten By Animal; Quarantine.

A. Whenever an animal bites any person, it is the duty of the Animal Control Officer to have such animal immediately removed from the owner's premises and either taken to the animal shelter or a veterinary hospital for examination and quarantine, or destroyed if the animal appears to be diseased. If not destroyed, such animal must be placed under quarantine for a period of ten days. It is the duty of the owner of the animal which has bitten any person to deliver or surrender the possession of such animal to the City for quarantine when so ordered by the Animal Control Officer. Any confinement of an animal under quarantine shall be at the expense of the owner of such animal. If an animal is held by a veterinarian, it may not be released until the expiration of the 10-day quarantine period without express written permission of the Animal Control Officer. If for any reason a veterinarian determines that he or she may no longer continue to hold the animal, it may be surrendered only to the City animal shelter to be held for the remainder of the 10-day quarantine period.

B. If an animal which has bitten any person is suspected of having rabies, the Animal Control Officer may destroy the animal and have the carcass examined in lieu of quarantine. A wild or stray animal which has bitten any person may be destroyed immediately by the Animal Control Officer.

C. The owner of any animal which has bitten a person may apply to the Animal Control Officer to release the animal for the purpose of allowing quarantine at the home of the owner for a period of ten days. The application may be made at any time during the quarantine period and shall be on a form supplied by the Department of Public Health. Home quarantine shall not be permitted unless all of the following conditions have been fully met:

(1) The animal must have been vaccinated against rabies at least three weeks prior to the bite, and such vaccination must be valid for at least one month after the bite. A certification of rabies vaccination shall be produced by the owner of the animal. This vaccination certificate must bear the description of the animal, the type of vaccine used, the expiration of the vaccine and the signature of the veterinarian administering the vaccination. The animal must also have a current City license, if required by Chapter 56, at the time of the bite.

(2) The animal was not running at large at the time of the bite.

(3) Prior to approval of home quarantine, the owner shall have the animal examined by a veterinarian, licensed in the State of Iowa, who shall certify that the animal appears to be free of rabies or any other zoonosis. If an animal cannot be immediately examined, it shall be quarantined at the City animal shelter until the owner can make arrangements for such examination.

(4) The person bitten (or if a minor, the minor's parent or guardian) must sign the application indicating that said person has been advised of the risks of rabies, and that if the animal disappears during the home quarantine, the person bitten may have to undergo anti-rabies treatment, that said person does not object to home quarantine, and relieving the City, the Board of Health, the Department of Public Health and its agents from liability if the animal disappears during the quarantine period.

(5) The owner of the animal must demonstrate to the satisfaction of the Police Department that said owner has the proper facilities and the ability to adequately and properly confine the animal to said person's home or property during the quarantine period.

(6) The-owner shall agree to notify immediately the Department of Public Health of any changes in the animal's health or disposition, to allow representatives of the Department of Public Health or its agents to enter upon said owner's property and to examine the animal at any time and immediately to take the animal to a licensed veterinarian for examination at any time when directed by personnel of the Department of Public Health or its agents.

(7) At the end of the quarantine period, the owner shall have the animal examined by a licensed veterinarian who shall certify that the animal appears to be free of rabies or other zoonosis, and the quarantine should be terminated.

(8) The owner shall pay all costs of impoundment, board, and quarantine to the City before the animal is released and shall agree to pay all costs of examinations by a veterinarian during the quarantine period.

(9) The owner shall further agree to surrender the animal immediately at any time the Director of Public Health or designee determines the home quarantine should be terminated, or at any time that any provisions or conditions of the home quarantine are violated, and the animal shall be returned to the custody of the Department of Public Health, its agents, or a licensed veterinarian in the State of Iowa.

(10) The County Board of Health may establish additional rules pertaining to home quarantine.

5. Report of Condition During Quarantine. It is the duty of any veterinarian or owner of other place at which an animal is placed under quarantine for any reason to report at once any noticeable change in the physical condition of such animal and to report at once if such animal dies. It is the duty of the Animal Control Officer to cause at least one examination at the end of the quarantine period and such other examinations as may be deemed necessary to ensure that the animal is alive and well and not apparently infected with rabies. If deemed necessary, the Animal Control Officer may order such examinations done by a licensed veterinarian, and the owner of the animal shall pay all costs of such examinations.

6. Payment of Quarantine and Examination Costs.

A. The owner of any animal quarantined may redeem such animal after any quarantine period upon the payment in full of all costs of confinement, including reasonable costs of food and care of such animal, and medical examination before the animal is released. If the animal is not claimed after the ten-day quarantine period, whether the owner is known or unknown, the animal may be disposed of pursuant to this chapter.

B. When an animal dies during quarantine, the owner, if known, shall be billed for all costs of confinement to date of death and for all examinations including post-mortem or laboratory tests for rabies.

C. If the owner of an animal or any other person or organization specifically requests a post-mortem or laboratory examination of an animal for rabies, then the person making such request shall pay all examination costs.

D. If the owner of an animal is unknown, the Animal Control Officer may request a postmortem or laboratory examination of an animal for rabies at the expense of the City. Said cost shall be passed on to the owner, if determined.

E.

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

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

**PASSED AND APPROVED BY THE ELK RUN HEIGHTS CITY COUNCIL ON THIS 14<sup>TH</sup> DAY OF APRIL 2020**

First Reading:  
Second Reading:  
Third Reading:

**ATTEST:**

\_\_\_\_\_  
Kristi Lundy, Mayor

\_\_\_\_\_  
Julie Eastman, City Clerk

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

\_\_\_\_\_  
Julie Eastman, City Clerk

## ORDINANCE 265

### AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ELK RUN HEIGHTS, IOWA, BY AMENDING PENALTIES PERTAINING TO MUNICIPAL INFRACTIONS

**BE IT ENACTED** by the City Council of the City of Elk Run Heights, Iowa:

**SECTION 1. SECTION MODIFIED.** Section 1.24.030 of the Code of Ordinances of the City of Elk Run Heights, Iowa, is repealed and the following adopted in lieu thereof:

**1.24.030 PENALTIES.** A municipal infraction is punishable by the following civil penalties (Code of Iowa, Section 364.22 [1]):

A. Standard Civil Penalties:

1. First offense: not to exceed \$750.00
2. Each repeat offense: not to exceed \$1,000.00

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

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

**PASSED AND APPROVED BY THE ELK RUN HEIGHTS CITY COUNCIL ON THIS 14<sup>TH</sup> DAY OF APRIL 2020**

First Reading:  
Second Reading:  
Third Reading:

**ATTEST:**

\_\_\_\_\_  
Kristi Lundy, Mayor

\_\_\_\_\_  
Julie Eastman, City Clerk

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

\_\_\_\_\_  
Julie Eastman, City Clerk

