

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

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of the July 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 June 9, 2020 regular meeting minutes and June 30, 2020 special meeting minutes
 - b. City Clerk's Reports as of June 30, 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
6. Request from PeopleService to purchase natural gas generator for Plaza Drive in an amount of \$25,485.00
7. Discussion/Possible Action: Request from PeopleService to sign into a service agreement for FY21 to perform annual pump service for lift stations
8. Discussion: Options for lot one of Elk Run Second Addition
9. Resolution 3023 authorizing the payment of bills and transfer
10. Set the date of public hearing for August 11, 2020 for the City to enter into a lease agreement for the land located to the west of the Wastewater Treatment Plant
11. Resolution 3024 approving the Mayor to sign Memorandum of Understanding for INRCOG to prepare a Resource Enhancement and Protection (REAP) Grant application for the City of Elk Run Heights for the Mayor's Park Shelter and Restroom
12. Approval for Mayor to sign agreement with Wapsie Valley Archeology for archeological testing at Mayor's Park in an amount not to exceed \$6,334.79
13. Request from Mayor to purchase mixed salt for FY21 from Skyline Construction in an amount not to exceed \$2,659.00
14. Request for Mayor to enter into agreement on behalf of the City with Black Hawk County Conservation to provide storm water education classes through 2023 in an amount of \$288.44 per fiscal year
15. Request from City Clerk to sign an annual agreement with Computer Troubleshooters in the amount of \$6,240.00 for IT services and for back-up services for City Hall and council for FY21
16. Discussion: 100 Toneff Dr.
17. Discussion/Possible Action: Recycling options for residents

18. Discussion/Possible Action: Having two Council Meeting per month temporarily
19. Discussion/Possible Action: ATV and Golf Cart Ordinance
20. Discussion: Public Works position possibility
21. Discussion: Ordinance 266 amending the paving driveway code in the Driveway chapter
22. Discussion: Ordinance 267 amending Chapter 10.04 parking in grass code
23. Public discussion: Non-agenda items - *Please limit the time used to no more than three minutes to present your remarks in order to allow others the opportunity to speak. The Order of Business is at the discretion of the Mayor.*
24. Mayors/Council/Engineer Reports
25. Adjournment

City of Elk Run Heights
Regular Council Meeting
June 9, 2020 - 6:00 p.m.

The regular council meeting of the Elk Run Heights City Council was held June 9, 2020. In order to help stop the spread of the COVID-19 virus, this special meeting of the Elk Run Heights City Council was held electronically. Chapter 21.8 of the Iowa Code does permit an electronic meeting where all members participate remotely when an in-person meeting is impossible or impractical, which is certainly true during this crisis. On March 19, 2020, Governor Reynolds issued a Proclamation of Disaster Emergency which included a suspension of Iowa laws that would prevent the use of electronic meetings or the limitation on the number of people present at an in-person meeting site. Therefore, only City Clerk Julie Eastman was present at Elk Run Heights city hall at 5042 Lafayette Road.

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, and Ratchford. Absent-Wilson. Quorum present.

Ratchford/Bass motion to approve the June 9, 2020 Agenda. Ayes-Four. Motion carried.

Ratchford/Bass to approve the following items on the May 12, 2020 consent agenda a. Approve the May 12, 2020 regular meeting minutes b. City Clerk's Reports as of May 31, 2020: Budget Report, Treasurer's Report, Fund Report, Revenue and Expenditure Reports c. Approval of Building Inspection, Library, Police and Sewer Department reports d. Approval of Cigarette/Tobacco Products Permit Renewals: i. Casey's #3041 ii. Road Ranger #144. Councilor Bass asked City Clerk Eastman why homeowners were being charged for roofing their own house; he was under the impression the ordinance had been updated to allow homeowners to do maintenance to their own homes if they were not hiring a contractor. Councilor Ratchford added he recalled that conversation as well. Eastman stated she would look at the code and find out if and when it was updated. Ratchford added that if a homeowner were maintaining the current type of roof there was no charge, but if they are changing the type of material that would be considered an improvement. Roll call vote: Four.

Smock/Ratchford to approve request from PeopleService to repair water valve located at Gilbertville Rd and Lafayette in an amount not to exceed \$9,700.00. Jordan Cooper with PeopleService explained this quote is at the top of the price range because there is a lot of uncertainty with this repair, and Frickson Bros. was trying to have everything that would pop up covered under the quote. Cooper explained there are two gas lines and two fiber optics lines very close to the valve that needs replaced which could result in hand digging to be safe. Additionally, there is a light pole right next to the location that may need to be anchored. They did find out that there are no lines on the other side of the valve that would make this all much easier but a small portion of the parking lot at the Church that was just poured would need to be dug up. Mayor Lundy asked Cooper if he were given a time frame as to when this could be done. Cooper responded he just needs to give the go ahead. Councilor Ratchford asked how many people this was going to affect. Cooper responded quite a few, he counted 7 valves that will need to be shut off, but he will try to give a two-day notification. Councilor Smock asked how long people were going to be without water. Cooper stated he is not able to give an exact timeframe as it will take while to shut off all the valves, but it will be done within one day. Ayes-Four. Motion carried.

Ratchford/Smock to table request from PeopleService to sign into a service agreement for FY21 to perform annual pump service for lift stations. Jordan Cooper with PeopleService, explained there are two lift stations that absolutely needs to be addressed because of blow-by (leakage). He stated that Heath Draeger with PeopleService highly recommend all four lift stations be serviced, have the oil changed and have it done yearly. Cooper stated he sent out for three quotes, but only received two. Shane Patterson with Iowa Pump Works (IPW) explained their quote. Mayor Lundy questioned why IPW's quote was double the amount of Electric Pumps's quote. Patterson explained that pump companies will bid service agreements low to try to make money in the end.

He responded that IPW tries to fix everything on site thus not leaving the city short on pumps. Councilor Bass mentioned that the IPW quote was only for the inspection, not to do any work. Patterson agreed and mentioned that they pull pumps, check floats and transducers as well. Lundy asked if there will be an additional charge for work that needs to be completed. Patterson said yes and mentioned EP's labor rate is higher than IPW. Cooper said it is not necessary to make a final decision right now but within the next month because the pumps need to get serviced. Bass asked if the city was able to fix the issues with the pumps our self and Cooper stated he does not have the means to do so. Councilor Smock said Elk Run should inquire with the City of Raymond about IPW services before deciding. The rest of Council agreed. Ayes-Four. Motion carried.

Ratchford/Smock to approve resolution 3013 approving the payment of bills and transfer. Roll call vote-Four.

Ratchford/Smock to open public hearing on Multi-Jurisdictional Hazard Mitigation Plan for Black Hawk County at 6:20. Ayes-Four. Motion carried. Proof of publication on file, no public comments were received. Mayor Lundy stated the only change to Elk Run Heights was Evansdale now provides our police services verses Waterloo. Ratchford/Bass to close out of public hearing at 6:21. Ayes-Four. Motion carried.

Ratchford/Sallis to approve resolution 3014 approving Multi-Jurisdictional Hazard Mitigation Plan for Black Hawk County. Ayes-Four. Roll call vote: Four.

Ratchford/Bass to open public hearing on the Fiscal Year 2019/2020 budget amendment at 6:22. Ayes-Four. Motion carried. Proof of publication on file, no public comments were received. Mayor Lundy pointed out that the city revenues were about 3 million and the expenses were 3.1 million. City Clerk Eastman said that the council needs to consider discussing the Landfill/Garbage rates for residents. The rates have been underbudget for quite some time and the city has been using the General Funds to compensate for the difference at the end of the year which is not recommended by State Agencies. Lundy mentioned that if garbage was increased a dollar, it would bring in \$2,400 a year which is not much. Councilor Smock agreed but mentioned that the expense needs to match the bill. Smock/Ratchford to close public hearing at 6:25. Ayes-Four. Motion carried.

Ratchford/Smock to approve resolution 3015 approving FY2020 Budget Amendment. Roll call vote-Four.

Ratchford/Smock to approve resolution 3016 approving FY2020 Year End Transfers. Roll call vote-Four.

Ratchford/Bass to approve resolution 3017 approving FY2021 employee compensation as budgeted. Roll call vote-Four.

Ratchford/Sallis to approve resolution 3018 approving the renewal of Animal Control 28E Agreement with the City of Evansdale for FY21 in an amount of \$2,284.00. Roll call vote-Four.

Ratchford/Bass to approve resolution 3019 approving the renewal of Fire Protection Contract with the City of Waterloo for FY21 in an amount of \$37,776.94. Roll call vote-Four.

Smock/Ratchford to approve resolution 3020 adopting updated Bloodborne Pathogens Exposure Control Plan and Procedures. Councilor Smock asked why the plan uses the City Clerk's name in some areas and not in others. City Clerk Eastman stated she had seen that as well and will check with the IMWCA to see if that is needed. Roll call vote-Four.

Ratchford/Bass to approve resolution 3021 adopting updated Lockout/Tagout Program Policy. Roll call vote-Four.

Ratchford/Sallis to table request to approve two-year Yard Waste agreement with the City of Evansdale for \$2,400.00. Ayes-Four. Motion carried.

Ratchford/Sallis to approve request from Rona Berinobis to have a live band at Mayor's Park on August 8th for a 60th anniversary party. Ayes-Four. Motion carried.

Smock/Bass to table ordinance 266 amending the paving driveway code in the Driveway chapter. City Attorney Prendergast wanted clarification on what the word improvement means regarding paving a driveway. Mayor Lundy clarified that a driveway can be maintained in its as-is state, however, if the homeowner extends the driveway, builds, or replaces garage then they need to pave. Prendergast said it should read, 'current owners may maintain current gravel driveways; however, if any improvements are made to the driveway or garage area any improvement must be concrete or asphalt.' Bass questioned that if someone tears down a single garage to replace with a new garage, would they be required to pave their driveway. Lundy and Councilor Smock confirmed. Bass disagreed with the idea. Smock pointed out to Bass with the previous scenario in mind that the homeowner would be widening their driveway almost twice the size and questioned if then it should be left as gravel. Smock also suggested that if one can replace their garage then they should be able to update their driveway to a hard surface. Bass disagreed stating some people cannot; and added the City should not be able to force people into this decision and that paving a driveway should be left up to the owner's discretion. Ratchford agreed with Bass. Smock said she felt that by passing this then it would bring all homeowners up to the same standard and it is a standard for all new development and therefore should be enforced for current residents. Smock pointed out that with the Elk Ridge Estates Addition, they were required to pave their driveways; and the way the current code is written the rest of Elk Run is not required to do so, including new construction. Ratchford expressed his concern; stating that a lot of homeowners who do not have the means to complete such a high price project. He added there are some homeowners who would complete building a garage over time to fit their financial means. Ratchford pointed out that he agreed with Bass. Prendergast clarified stating, the city developed a new addition on Lafayette Rd and that addition was required to pave their driveways and as the code sits now the city is not requiring current residents or new construction to pave driveways, leaving the city inconsistent in practice. Smock agreed with Prendergast. Prendergast asked Bass if new construction should not be required to pave. Bass responded, no. Ratchford asked if a good compromise would be that all new construction ie: new homes should be required to pave. Smock stated she felt as if that should be the minimum. Ayes-Four. Motion carried.

Ratchford/Sallis to table discussion/possible action of ordinance 267 amending Chapter 10.04 parking in grass code. The code currently states that no resident can park on the grass and/or the front yard. Smock stated she liked Gilbertville's code with a few changes in reference to the vehicle/camper being operable and licensed. Smock also stated she liked the idea of a time frame for parking of recreational vehicles which will allow parking for 14 consecutive days or 28 days yearly. Bass then questioned if by adopting Gilbertville's code would then allow residents to pave their front yards for more parking. Smock responded that after reviewing some of the sample codes provided some of the other city's allowed for a max percent to which the front yard could be paved or max number of vehicles that can be parked. Council continued the discussion deciding to continue to review the options. Ayes-Four. Motion carried

Discussion/Possible Action: Reschedule Elk Run Heights Citywide Garage sales. Council agreed to hold the Citywide garage sales on July 31, August 1 & 2, 2020. Ayes-Four. Motion carried.

Discussion: Elk Run Addition Drainage improvements. Councilor Sallis explained that there is so much water in residents' backyards of this newer addition that it looks like a creek. She expressed heavy concern of flooding. City Engineer, Mike Dryden, discussed the details his proposal and the cost towards fixing the issue. Councilor Smock asked how many resident homes are affected by this issue. It was determined that about 12 homes are directly affected, and it was discussed to have the cost assessed which will be roughly \$9,000 per house. Smock mentioned a possible natural solution that included bio soil and plants she had inquired about and Sallis said she liked

the concept. With the natural solution there would possibly be some grants the city could apply for to lessen the burden of cost on the residents. Dryden mentioned that he would be willing to configure a cost for the natural solution and get the information to City Clerk Eastman.

Discussion/Possible Action: New copier contract. City Clerk Eastman went over the two possible contracts. She explained what the office needs from the copier and it was decided to go with the cheaper quote. Ayes-Four. Motion carried.

Discussion: Fireworks. City Clerk Eastman said the code states the residents can shoot off fireworks ONLY on July 4th each year. It was decided that this code needs to be reconsidered for future years. Ayes-Four. Motion carried.

Discussion: Updates to the Elk Run Heights Municipal Code. Urban Deer Control: It was decided to allow licensed bow hunters to hunt on private and city land with a bow and arrow after they have provided proof of license to council. Jake Brake regulations: it was decided it is not allowed within city limits. Ayes-Four. Motion carried.

Public Discussion: Councilor Ratchford asked about nuisance letters sent out. City Clerk Eastman stated she has been in contact with everyone on the list and everyone on the list is either in compliance or has an extension. She stated she will be in contact with those on the extension list soon.

Mayor/Council/Engineer Reports: City Engineer, Mike Dryden, stated that the DOT has approved the contract to fund the Archaeology Testing and will need to be signed by the Mayor and sent to the DOT for approval; this contract will be put on next agenda to be approved. It was also discussed among council to resume monthly Council Meetings at the City Hall starting again July 14th, 2020 until further notice.

Ratchford/Wilson motion to adjourn at 7:33 p.m. Ayes-Four. Motion carried.

Attest:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

City of Elk Run Heights
Special Council Meeting
June 30, 2020 - 6:00 p.m.

The regular council meeting of the Elk Run Heights City Council was held June 30, 2020. In order to help stop the spread of the COVID-19 virus, this special meeting of the Elk Run Heights City Council was held electronically. Chapter 21.8 of the Iowa Code does permit an electronic meeting where all members participate remotely when an in-person meeting is impossible or impractical, which is certainly true during this crisis. On March 19, 2020, Governor Reynolds issued a Proclamation of Disaster Emergency which included a suspension of Iowa laws that would prevent the use of electronic meetings or the limitation on the number of people present at an in-person meeting site. Therefore, only City Clerk Julie Eastman was present at Elk Run Heights city hall at 5042 Lafayette Road.

Mayor Pro Tem Smock 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.

Ratchford/Bass motion to approve the June 30, 2020 Agenda. Ayes-Five. Motion carried.

Ratchford/Wilson motion to enter into closed session at 6:02 p.m. pursuant to Iowa Code Chapter 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is eminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. The Mayor will be excluded pursuant to Iowa Code Section 21.5(4): where a “member’s attendance at the closed session creates a conflict of interest for the member [of the governmental body] due to the specific reason announced as justification for holding the closed session.” at 6:02 p.m. Ayes-Five. Motion carried. Ratchford/Wilson to close the closed session at 6:20 p.m. Ayes-five. Motion carried.

Wilson/Ratchford motion to move forward with defensive litigation. Roll call-Five.

Ratchford/Bass to approve The Office of State Auditors to perform the FY20 annual exam costing in the range \$6,100 to \$6,500. City Clerk Eastman explained it was in the best interest of the City to have the State Auditors perform the exam again due to the fact they did the full audit last year and would be more knowledgeable about the information in review. Councilor Ratchford asked what it would cost to have someone else do the audit. Eastman stated in previous years Hogan-Hansen performed the exams and it was in the range of \$3,500.00 and \$3,600.00. Councilor Wilson stated next year we will need to send out for bids. Ayes-Five. Motion carried.

Ratchford/Bass to approve resolution 3022 authorizing the payment of bills and transfer. Roll call vote-Five.

Ratchford/Sallis motion to adjourn at 6:24 p.m. Ayes-Four. Motion carried.

Attest:

Lisa Smock, Mayor Pro Tem

Julie Eastman, City Clerk

BUDGET REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-110-6413	EVANSDALE POLICE DEPARTMENT	46,721.00	.00	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	36,659.96	97.04	1,120.04
001-170-6010	WAGES - BUILDING INSPECTOR	15,000.00	609.52	7,328.89	48.86	7,671.11
001-170-6110	FICA - BUILDING INSPECTIONS	1,150.00	46.63	560.67	48.75	589.33
001-170-6130	IPERS - BUILDING INSPECTIONS	1,416.00	57.54	691.87	48.86	724.13
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
001-170-6160	WORKER'S COMP	500.00	250.00	431.00	86.20	69.00
001-170-6170	UNEMPLOYMENT COMPENSATION	.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	.00	1,269.60	97.66	30.40
001-299-6710	CAP OUTLAY - VEHICLES	.00	.00	.00	.00	.00
001-410-6413	LIBRARY CONTRACT	10,656.00	.00	10,656.20	100.00	.20-
001-430-6010	WAGES - PARKS - FT	13,838.00	1,222.65	15,020.27	108.54	1,182.27-
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	144.42-	1,241.08	30.27	2,858.92
001-430-6110	FICA - PARKS	1,314.00	111.83	1,376.51	104.76	62.51-
001-430-6130	IPERS - PARKS	2,000.00	140.63	1,712.21	85.61	287.79
001-430-6150	GROUP INSURANCE	4,500.00	5,392.20-	1,778.80-	39.53-	6,278.80
001-430-6151	VISION INSURANCE	35.00	.00	24.91	71.17	10.09
001-430-6155	LIFE INSURANCE	100.00	.00	.00	.00	100.00
001-430-6160	WORKER'S COMP	750.00	382.00	1,389.00	185.20	639.00-
001-430-6170	UNEMPLOYMENT COMPENSATION	.00	336.70	336.70	.00	336.70-
001-430-6331	FUEL AND OIL	.00	100.00	100.00	.00	100.00-
001-430-6499	OTHER CONTRACTUAL SERV	.00	1,859.03	1,859.03	.00	1,859.03-
001-430-6505	PARK EQUIPMENT	134,417.00	.00	6,673.00	4.96	127,744.00
001-430-6507	OPERATING SUPPLIES	5,000.00	1,171.50-	2,767.83	55.36	2,232.17
001-430-6599	OTHER SUPPLIES	100.00	.00	121.74	121.74	21.74-
001-460-6310	COMM RM REPAIR/MAINT	2,000.00	627.48-	2,105.57	105.28	105.57-
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	9,750.00	81.25	2,250.00
001-610-6110	FICA - MAYOR/COUNCIL	950.00	.00	668.39	70.36	281.61
001-610-6130	IPERS - MAYOR/COUNCIL	.00	.00	118.00	.00	118.00-
001-610-6150	GROUP INSURANCE	.00	.00	.00	.00	.00
001-610-6151	VISION INSURANCE	.00	.00	.00	.00	.00
001-610-6160	WORKER'S COMP	.00	37.00	78.00	.00	78.00-
001-610-6170	UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00
001-620-6010	WAGES - CLERK	91,300.00	4,278.69	41,351.71	45.29	49,948.29
001-620-6020	WAGES - DEPUTY CLERK	7,000.00	564.38	6,463.18	92.33	536.82
001-620-6110	FICA - CLERK	3,700.00	292.13	3,482.55	94.12	217.45
001-620-6130	IPERS - CLERK	4,575.00	360.49	4,324.95	94.53	250.05
001-620-6150	GROUP INSURANCE	14,596.00	7,958.31-	5,896.40	40.40	8,699.60
001-620-6151	VISION INSURANCE	75.00	.00	157.69	210.25	82.69-

BUDGET REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-620-6160	WORKER'S COMP	.00	92.00	200.00	.00	200.00-
001-620-6170	UNEMPLOYMENT COMPENSATION	.00	1,068.30	10,927.80	.00	10,927.80-
001-620-6507	OPERATING SUPPLIES	.00	59.90	59.90	.00	59.90-
001-630-6413	ELECTION EXPENSES	1,300.00	.00	500.00	38.46	800.00
001-640-6401	AUDITING/ACCOUNTING	1,200.00	1,456.90	17,730.93	1,477.58	16,530.93-
001-640-6411	LEGAL - ATTORNEY	15,000.00	661.25	18,308.55	122.06	3,308.55-
001-640-6414	CODIFICATION	1,500.00	.00	1,500.00	100.00	.00
001-650-6310	BUILDING REPAIR/MAINT	2,000.00	524.54-	3,032.21	151.61	1,032.21-
001-650-6505	OFFICE EQUIPMENT	2,120.00	.00	5,121.26	241.57	3,001.26-
001-650-6507	OPERATING SUPPLIES	.00	497.75	542.75	.00	542.75-
001-660-6408	INSURANCE	20,000.00	13,506.89	16,530.89	82.65	3,469.11
001-699-6010	WAGES - GENERAL GOV - FT	2,563.00	319.33-	1,832.87	71.51	730.13
001-699-6110	FICA - GENERAL GOVERNMENT	159.00	13.87	175.43	110.33	16.43-
001-699-6130	IPERS - GENERAL GOVERNMENT	242.00	17.49	220.85	91.26	21.15
001-699-6150	GROUP INSURANCE	1,000.00	.00	10,034.76	1,003.48	9,034.76-
001-699-6151	VISION INSURANCE	5.00	.00	3.40	68.00	1.60
001-699-6155	LIFE INSURANCE	150.00	.00	.00	.00	150.00
001-699-6210	DUES	2,000.00	.00	1,515.50	75.78	484.50
001-699-6230	TRAINING	2,000.00	.00	3,094.06	154.70	1,094.06-
001-699-6240	MEETINGS/CONFERENCES	800.00	.00	2,356.93	294.62	1,556.93-
001-699-6371	UTILITIES	2,200.00	.00	2,137.41	97.16	62.59
001-699-6373	TELEPHONE/COMMUNICATIONS	1,300.00	139.75	1,053.29	81.02	246.71
001-699-6407	ENGINEERING (MONTHLY PAYMENT)	900.00	75.00	1,875.00	208.33	975.00-
001-699-6414	PUBLISHING	3,000.00	191.99	3,347.79	111.59	347.79-
001-699-6419	TECHNOLOGY SERVICES	6,280.00	976.94	12,770.36	203.35	6,490.36-
001-699-6491	SAFETY TRAINING	580.00	.00	683.34	117.82	103.34-
001-699-6499	CONTRACTUAL SERV (COPIER)	1,500.00	73.10	1,050.05	70.00	449.95
001-699-6505	OTHER EQUIPMENT	.00	.00	.00	.00	.00
001-699-6506	OFFICE SUPPLIES	2,000.00	60.00	3,206.39	160.32	1,206.39-
001-699-6508	POSTAGE	1,200.00	.00	472.12	39.34	727.88
001-699-6599	MISC SUPPLIES	5,000.00	64.70	364.26	7.29	4,635.74
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	23,172.52	23,172.52	.00	23,172.52-
005-210-6723	CAP OUTLAY-HEAVY EQUIP	41,676.00	.00	54,414.41	130.57	12,738.41-
005-910-6910	TRANSFER OUT	.00	.00	10,000.00	.00	10,000.00-
005-999-9999	PROFIT HANDLER	.00	53,767.24-	53,767.24-	.00	53,767.24
110-210-6010	WAGES - ROAD USE - FT	25,625.00	2,113.83	26,672.41	104.09	1,047.41-
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	187.70	2,663.04	44.38	3,336.96
110-210-6110	FICA - ROAD USE	2,649.00	206.60	2,362.56	89.19	286.44
110-210-6130	IPERS - ROAD USE	3,269.00	259.47	2,949.78	90.23	319.22
110-210-6150	GROUP INSURANCE	6,800.00	712.74-	5,885.87	86.56	914.13
110-210-6151	VISION INSURANCE	58.00	.00	41.91	72.26	16.09
110-210-6155	LIFE INSURANCE	265.00	.00	.00	.00	265.00
110-210-6160	WORKER'S COMP	.00	1,484.00	3,369.00	.00	3,369.00-
110-210-6170	UNEMPLOYMENT COMPENSATION	.00	336.70	336.70	.00	336.70-
110-210-6181	UNIFORM ALLOWANCE	300.00	.00	161.99	54.00	138.01
110-210-6310	BUILDING REPAIR/MAINT	5,000.00	.00	1,279.59	25.59	3,720.41
110-210-6331	FUEL & OIL	3,000.00	317.56	3,183.93	106.13	183.93-
110-210-6332	VEHICLE REPAIRS	3,000.00	.00	3,177.29	105.91	177.29-

BUDGET REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
110-210-6371	UTILITIES	1,500.00	.00	1,164.13	77.61	335.87
110-210-6373	TELEPHONE/COMMUNICATIONS	480.00	40.00	480.00	100.00	.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	19,941.16	199.41	9,941.16-
110-210-6491	SAFETY TRAINING	580.00	.00	683.34	117.82	103.34-
110-210-6504	SHOP EQUIPMENT	28,307.00	11,500.00	17,560.98	62.04	10,746.02
110-210-6507	STREET MAINTENANCE SUPPLIES	10,000.00	.00	13,310.20	133.10	3,310.20-
110-210-6511	NEW POSTS / SIGNS	.00	.00	.00	.00	.00
110-210-6512	REPLACEMENT POSTS / SIGNS	.00	.00	198.00	.00	198.00-
110-210-6599	MISCELLANEOUS SUPPLIES	100.00	86.43	583.86	583.86	483.86-
110-230-6371	STREET LIGHTS	30,324.00	.00	30,866.29	101.79	542.29-
110-240-6371	TRAFFIC SIGNAL	400.00	.00	523.95	130.99	123.95-
110-240-6413	WATERLOO MONTHLY TRAFFIC CONTR	2,630.00	.00	3,391.48	128.95	761.48-
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
110-260-6407	ENGINEERING	10,000.00	.00	4,612.05	46.12	5,387.95
110-910-6910	TRANSFER OUT	.00	.00	10,012.18	.00	10,012.18-
110-910-6911	TRANSFER OUT - TIF	.00	.00	8,532.99	.00	8,532.99-
110-999-9999	PROFIT HANDLER	.00	20,053.60-	20,053.60-	.00	20,053.60
121-910-6910	TRANSFER OUT	140,000.00	140,000.00	190,763.38	136.26	50,763.38-
121-999-9999	PROFIT HANDLER	.00	17,472.48-	17,472.48-	.00	17,472.48
125-910-6911	TRANSFER OUT - TIF	30,337.00	30,337.00	30,337.00	100.00	.00
125-999-9999	PROFIT HANDLER	.00	7,994.38	7,994.38	.00	7,994.38-
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	24,460.00	106,427.48	88.69	13,572.52
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	23,609.70	23,609.70	.00	23,609.70-
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	17,320.00-	17,320.00-	.00	17,320.00
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	103,250.00-	.00	.00	325,000.00
305-750-6499	OTHER CONTRACTUAL SERV	240,000.00	7,462.50-	.00	.00	240,000.00

BUDGET REPORT
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PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
305-910-6910	TRANSFER OUT	650,000.00	814,254.12-	.00	.00	650,000.00
305-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
306-430-6407	ENGINEERING	.00	4,904.28	24,783.16	.00	24,783.16-
306-430-6411	LEGAL	.00	1,500.00	1,500.00	.00	1,500.00-
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	86,956.84	86,956.84	.00	86,956.84-
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
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	.00	166,042.50-	.00	.00	.00
600-810-6010	WAGES - WATER - FT	6,600.00	170.71	6,009.82	91.06	590.18
600-810-6011	WAGES - WATER - CLERK	2,500.00	59.35-	.00	.00	2,500.00
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	564.37	6,463.07	129.26	1,463.07-
600-810-6022	WAGES - WATER	3,075.00	673.40-	1,449.31	47.13	1,625.69
600-810-6110	FICA - WATER	1,550.00	56.28	1,159.89	74.83	390.11
600-810-6130	IPERS - WATER	1,886.00	69.44	1,408.48	74.68	477.52
600-810-6150	GROUP INSURANCE	2,500.00	744.30-	1,102.75	44.11	1,397.25
600-810-6151	VISION INSURANCE	25.00	.00	14.82	59.28	10.18
600-810-6155	LIFE INSURANCE	60.00	.00	.00	.00	60.00
600-810-6160	WORKER'S COMP	.00	276.00	637.00	.00	637.00-
600-810-6170	UNEMPLOYMENT COMPENSATION	.00	732.75	1,280.50	.00	1,280.50-
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	6,609.50	17,992.67	179.93	7,992.67-
600-810-6373	TELEPHONE/COMMUNICATIONS	750.00	43.71	621.15	82.82	128.85
600-810-6375	EQUIPMENT SUPPORT	2,100.00	.00	62.50	2.98	2,037.50
600-810-6413	WATER - WATERLOO	58,368.00	.00	54,820.49	93.92	3,547.51
600-810-6418	SALES TAX EXPENSE	7,200.00	119.26	6,007.26	83.43	1,192.74
600-810-6419	TECH SERVICES - ANNUAL SUPPORT	2,100.00	.00	65.74	3.13	2,034.26
600-810-6489	OTHER CONTRACTUAL SRV	236,632.00	166,042.50	166,042.50	70.17	70,589.50
600-810-6490	OTHER PROFESSIONAL SERVICES	200.00	2,340.00	16,469.55	8,234.78	16,269.55-
600-810-6497	BANK SERVICE CHGS	.00	.00	5.35	.00	5.35-
600-810-6498	DEPOSIT REFUNDS - WATER	1,000.00	339.49	1,173.28	117.33	173.28-
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	209.58	69.86	90.42
600-810-6508	POSTAGE	1,100.00	75.44	526.53	47.87	573.47
600-810-6599	OTHER SUPPLIES	500.00	105.00	2,707.87	541.57	2,207.87-
600-810-6727	CAPITAL EQUIPMENT	.00	.00	.00	.00	.00
600-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00

BUDGET REPORT
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PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
600-999-9999	PROFIT HANDLER	.00	8,013.27	8,013.27	.00	8,013.27-
601-810-6599	MISC SUPPLIES	.00	.00	.00	.00	.00
601-910-6910	TRANSFER OUT	236,632.00	161,042.50	161,042.50	68.06	75,589.50
601-999-9999	PROFIT HANDLER	.00	158,682.56-	158,682.56-	.00	158,682.56
610-815-6010	WAGES - SEWER	52,500.00	5,382.25-	32,532.22	61.97	19,967.78
610-815-6011	WAGES - SEWER - CLERK	2,400.00	59.35-	.00	.00	2,400.00
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	469.72-	1,449.83	25.89	4,150.17
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
610-815-6160	WORKER'S COMP	.00	.00	975.00	.00	975.00-
610-815-6170	UNEMPLOYMENT COMPENSATION	.00	5,446.55	5,994.30	.00	5,994.30-
610-815-6181	UNIFORM ALLOWANCE	400.00	.00	279.96	69.99	120.04
610-815-6230	TRAINING	1,000.00	.00	282.88	28.29	717.12
610-815-6320	LIFT STATION EXPENSE	30,000.00	467.50	29,692.05	98.97	307.95
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	14,573.70	121.45	2,573.70-
610-815-6370	UTILITIES - LIFT STATION	3,000.00	.00	3,312.79	110.43	312.79-
610-815-6371	UTILITIES - PLANT	12,500.00	.00	11,434.85	91.48	1,065.15
610-815-6373	TELEPHONE/COMMUNICATIONS	1,380.00	.00	935.00	67.75	445.00
610-815-6399	SEWER LINE REPAIR/MAINTENANCE	15,000.00	1,137.50	6,696.45	44.64	8,303.55
610-815-6407	ENGINEERING/WWTP PROJECT	10,000.00	.00	300.00	3.00	9,700.00
610-815-6408	INSURANCE	3,000.00	3,000.00	3,000.00	100.00	.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	12,962.45	86.42	2,037.55
610-815-6494	PLANT CONTRACTED SERVICES	.00	.00	.00	.00	.00
610-815-6498	DEPOSIT REFUNDS - SEWER	1,000.00	269.39	1,014.66	101.47	14.66-
610-815-6499	PEOPLESERVICES/CONTRACTUAL SRV	9,510.00	9,360.00	71,215.00	748.84	61,705.00-
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	226.55	45.31	273.45
610-815-6507	OPERATING SPPLY/PEOPLESERVICE	300.00	.00	257.95	85.98	42.05
610-815-6508	POSTAGE	1,000.00	75.44	224.04	22.40	775.96
610-815-6510	SAFETY SUPPLIES	200.00	.00	105.50	52.75	94.50
610-815-6599	MISC SUPPLIES	100.00	102.00	102.00	102.00	2.00-
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	65,000.00	133,137.39	204.83	68,137.39-
610-999-9999	PROFIT HANDLER	.00	89,492.29-	89,492.29-	.00	89,492.29
611-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
611-999-9999	PROFIT HANDLER	.00	2,774.05	2,774.05	.00	2,774.05-
612-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
612-999-9999	PROFIT HANDLER	.00	373.56	373.56	.00	373.56-
613-815-6407	ENGINEERING	.00	103,250.00	103,250.00	.00	103,250.00-

BUDGET REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
613-815-6499	OTHER CONTRACTUAL SERV	.00	95,962.50	95,962.50	.00	95,962.50-
613-910-6910	TRANSFER OUT	.00	322,082.16-	.00	.00	.00
613-999-9999	PROFIT HANDLER	.00	158,355.20	158,355.20	.00	158,355.20-
670-840-6490	GARBAGE COLLECTION	65,700.00	.00	54,470.58	82.91	11,229.42
670-840-6492	RECYCLING EXPENSE	6,650.00	.00	5,412.16	81.39	1,237.84
670-840-6498	DEPOSIT REFUNDS - GARBAGE	700.00	154.87	586.78	83.83	113.22
670-840-6508	POSTAGE	.00	8.38	8.38	.00	8.38-
670-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
670-999-9999	PROFIT HANDLER	.00	4,221.14	4,221.14	.00	4,221.14-
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	13.34	58.68	58.68	41.32
671-840-6508	POSTAGE	.00	8.39	8.39	.00	8.39-
671-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
671-999-9999	PROFIT HANDLER	.00	505.78	505.78	.00	505.78-
		=====	=====	=====	=====	=====
	DIFFERENCE	3,159,872.00	607,960.47-	2,050,666.95	64.90	1,109,205.05
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	3,159,872.00	607,960.47-	2,050,666.95	64.90	1,109,205.05
		=====	=====	=====	=====	=====

TREASURER'S REPORT
CALENDAR 6/2020, FISCAL 12/2020

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	331,496.82	758.83	13,467.27	11,976.70-	306,811.68
005 VEHICLE REPLACEMENT	498.94	10,067.38	.00	.00	10,566.32
110 ROAD USE TAX	133,997.79	6,684.95	15,819.55	936.16-	123,927.03
121 LOCAL OPTION SALES TAX	246,450.52	45,261.84	140,000.00	.00	151,712.36
125 TAX INCREMENT FINANCING	48,607.19	.00	30,337.00	.00	18,270.19
200 DEBT SERVICE	.00	.00	.00	.00	.00
300 CAPITAL IMPROVEMENT RES	7,193.45-	130,000.00	24,460.00	.00	98,346.55
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	7,231.22	430,492.14-	924,966.62-	.00	501,705.70
306 MAYORS PARK IMPROVEMENT	93,361.12	.00	6,404.28	.00	86,956.84
307 LAFAYETTE/GVILLE RD REC	.00	.00	.00	.00	.00
600 WATER	55,434.28-	163,433.82	10,024.90	764.52-	97,210.12
601 WATER DEPRECIATION	234,704.78	67.58	161,042.50	.00	73,729.86
610 SEWER	144,725.38	6,007.54	78,947.06	464.77-	71,321.09
611 SEWER REPLACEMENT	198,998.72	250.21	.00	.00	199,248.93
612 SEWER DEPRECIATION	36,125.27	111.23	.00	.00	36,236.50
613 WASTE WTR PLANT PROJECT	585,576.11	550,090.57-	122,869.66-	.00	158,355.20
670 LANDFILL/GARBAGE	3,092.68-	522.94	163.25	.00	2,732.99-
671 YARD WASTE	6,545.70	44.45	21.73	.00	6,568.42
Report Total	2,031,307.38	617,371.94-	567,148.74-	14,142.15-	1,966,942.03

FUND GL	BANK NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	INVOICES PAID	BANK BALANCE	2020 BUDGET	YTD BILLS	BUDGET REMAINING

FIRST SECURITY STATE BANK										

001	CHECKING - GENERAL	331,496.82	3,441.66	28,126.80	306,811.68	19,514.86		503,306.00	414,506.67	88,799.33
005	CHECKING - EQUIPMENT REPLACE	22,151.35-	10,000.00	0.00	12,151.35-			41,676.00	64,414.41	22,738.41-
110	CHECKING - ROAD USE	133,997.79	6,965.37	17,036.13	123,927.03	13,744.43		165,587.00	176,154.35	10,567.35-
121	CHECKING - LOCAL OPTION	246,450.52	52,455.29	147,193.45	151,712.36			140,000.00	190,763.38	50,763.38-
125	CHECKING - TIF	48,607.19	0.00	30,337.00	18,270.19			30,337.00	30,337.00	
200	CHECKING - DEBT SERVICE	0.00	0.00	0.00	0.00					
300	CHECKING - CAPITAL IMPROVEMENT	7,193.45-	137,193.45	31,653.45	98,346.55	24,460.00		130,000.00	106,427.48	23,572.52
301	CHECKING - CAP PRJ-TRAILER CT	22,389.23	0.00	0.00	22,389.23				17,320.00	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	7,675.50	925,250.53	431,220.33	501,705.70	88,500.00		1,215,000.00		1,215,000.00
306	CHECKING	93,361.12	0.00	6,404.28	86,956.84	6,404.28			26,283.16	26,283.16-
307	CHECKING	0.00	0.00	0.00	0.00					
600	CHECKING - WATER	55,434.28-	165,417.20	12,772.80	97,210.12	9,495.20		350,106.00	297,017.08	53,088.92
601	CHECKING - WATER DEPRECIATION	111,669.49	0.00	161,042.50	49,373.01-			236,632.00	161,042.50	75,589.50
610	CHECKING - SEWER	142,225.38	6,007.54	79,411.83	68,821.09	14,142.44		271,678.00	345,055.18	73,377.18-
611	CHECKING - SEWER REPLACEMENT	76,263.99	9,745.17	9,745.17	76,263.99					
612	CHECKING - SEWER DEPRECIATION	26,491.33	9,745.17	9,745.17	26,491.33					
613	CHECKING - WW PLANT PROJECT	227,985.04	693,512.83	1,122,031.37	200,533.50-				199,212.50	199,212.50-
670	CHECKING - SOLID WASTE	14,359.57-	5,789.83	5,490.94	14,060.68-	8.38		73,050.00	60,477.90	12,572.10
671	CHECKING - YARD WASTE	6,545.70	44.45	21.73	6,568.42	8.39		2,500.00	2,467.07	32.93

	FIRST SECURITY STATE BANK TOTA	1,382,339.45	2,025,568.49	2,092,232.95	1,315,674.99	176,277.98	1,139,397.01	3,159,872.00	2,267,756.66	892,115.34

CD'S										

005	CD #22451 - EQUIPMENT REPLACE	36.18-	36.18	0.00	0.00			41,676.00	64,414.41	22,738.41-
005	CD #20837 - EQUIPMENT REPLACE	12,413.97	31.20	0.00	12,445.17					
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	0.00	0.00	0.00	0.00					
005	CD #22657 - EQUIPMENT REPLACE	10,272.50	0.00	0.00	10,272.50					
110	CD #20480 - ROAD USE	0.00	0.00	0.00	0.00			165,587.00	176,154.35	10,567.35-
300	CD #22212 - CAPITAL IMPROVE	0.00	0.00	0.00	0.00			130,000.00	106,427.48	23,572.52
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			1,215,000.00		1,215,000.00
305	CD #22448 - CAP PRJCT WWTP	0.00	61.77	61.77	0.00					
305	CD #2789 - CAP PRJCT WWTP	0.00	0.00	0.00	0.00					
305	CD #2788 - CAP PRJCT WWTP	444.28-	1,062.21	617.93	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					

BANK NAME	APRIL	MAY	MAY	MAY	INVOICES	BANK	2020	YTD	BUDGET
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	PAID	BALANCE	BUDGET	BILLS	REMAINING
601 CD #21911 - WATER DEPRECIATION	0.00	0.00	0.00	0.00					
601 CD#22785 - WATER DEPRECIATION	0.00	0.00	0.00	0.00					
601 CD #22612 - WATER DEPRECIATION	45,052.59	67.58	0.00	45,120.17					
610 CD #22526 - T & A SEWER	1,000.00	0.00	0.00	1,000.00			271,678.00	345,055.18	73,377.18-
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@FIRST SECURITY SR RPLMNT	0.00	9,745.17	0.00	9,745.17					
611 CD #21321 - SEWER REPLACEMENT	0.00	0.00	0.00	0.00					
611 CD #22452 - SEWER REPLACEMENT	55,483.62	0.00	0.00	55,483.62					
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	48,077.34	138.98	0.00	48,216.32					
611 CD #22169 - SEWER REPLACEMENT	0.00	0.00	0.00	0.00					
611 CD #2796 - SEWER REPLACEMENT	9,633.94	111.23	9,745.17	0.00					
611 CD #22467 - SEWER REPLACEMENT	9,539.83	0.00	0.00	9,539.83					
612 CDS@FIRST SEC SR DEPRECIATION	0.00	9,745.17	0.00	9,745.17					
613 CAPITAL PROJECT WWTP-CD ACCTS	357,591.07	109,577.47	108,279.84	358,888.70				199,212.50	199,212.50-
670 CD@FIRSTSECURITY SOLID WASTE	5,000.00	5,327.69	0.00	10,327.69			73,050.00	60,477.90	12,572.10
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	60.80	5,327.69	0.00					
CD'S TOTALS	639,333.99	135,965.45	124,032.40	651,267.04	0.00	651,267.04	2,483,729.00	1,409,801.40	1,073,927.60
TOTAL OF ALL BANKS	2,021,673.44	2,161,533.94	2,216,265.35	1,966,942.03	176,277.98	1,790,664.05	5,643,601.00	3,677,558.06	1,966,042.94

PCT OF FISCAL YTD 100.0%

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	.00	46,721.00	46,721.00	.00
001-130-6413	BH CO EMERGENCY MGMNT/NIRG	.00	2,053.83	1,554.00	499.83-
001-150-6499	FIRE CONTRACT	.00	36,659.96	37,780.00	1,120.04
001-170-4120	BUILDING/CONTR PERMITS	967.25	12,651.55	15,000.00	2,348.45
001-170-6010	WAGES - BUILDING INSPECTOR	609.52	7,328.89	15,000.00	7,671.11
001-170-6110	FICA - BUILDING INSPECTIONS	46.63	560.67	1,150.00	589.33
001-170-6130	IPERS - BUILDING INSPECTIONS	57.54	691.87	1,416.00	724.13
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
001-170-6160	WORKER'S COMP	250.00	431.00	500.00	69.00
001-170-6170	UNEMPLOYMENT COMPENSATION	.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	.00	1,269.60	1,300.00	30.40
001-299-6710	CAP OUTLAY - VEHICLES	.00	.00	.00	.00
001-410-6413	LIBRARY CONTRACT	.00	10,656.20	10,656.00	.20-
001-430-4310	SHELTER RENTAL	495.00	520.00	4,300.00	3,780.00
001-430-6010	WAGES - PARKS - FT	1,222.65	15,020.27	13,838.00	1,182.27-
001-430-6020	WAGES - PARKS	.00	1,937.02	3,300.00	1,362.98
001-430-6021	WAGES - PARKS - PT	144.42-	1,241.08	4,100.00	2,858.92
001-430-6110	FICA - PARKS	111.83	1,376.51	1,314.00	62.51-
001-430-6130	IPERS - PARKS	140.63	1,712.21	2,000.00	287.79
001-430-6150	GROUP INSURANCE	5,392.20-	1,778.80-	4,500.00	6,278.80
001-430-6151	VISION INSURANCE	.00	24.91	35.00	10.09
001-430-6155	LIFE INSURANCE	.00	.00	100.00	100.00
001-430-6160	WORKER'S COMP	382.00	1,389.00	750.00	639.00-
001-430-6170	UNEMPLOYMENT COMPENSATION	336.70	336.70	.00	336.70-
001-430-6331	FUEL AND OIL	100.00	100.00	.00	100.00-
001-430-6499	OTHER CONTRACTUAL SERV	1,859.03	1,859.03	.00	1,859.03-
001-430-6505	PARK EQUIPMENT	.00	6,673.00	134,417.00	127,744.00
001-430-6507	OPERATING SUPPLIES	1,171.50-	2,767.83	5,000.00	2,232.17
001-430-6599	OTHER SUPPLIES	.00	121.74	100.00	21.74-
001-460-4310	RENT-COMMUNITY CENTER	285.00-	5,080.00	1,900.00	3,180.00-
001-460-6310	COMM RM REPAIR/MAINT	627.48-	2,105.57	2,000.00	105.57-
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-
001-540-4190	MISC LICENSES & PERMITS	75.00	75.00	.00	75.00-
001-540-6490	COMP PLAN	.00	.00	.00	.00
001-610-6010	WAGES - MAYOR/COUNCIL	.00	9,750.00	12,000.00	2,250.00
001-610-6110	FICA - MAYOR/COUNCIL	.00	668.39	950.00	281.61
001-610-6130	IPERS - MAYOR/COUNCIL	.00	118.00	.00	118.00-
001-610-6150	GROUP INSURANCE	.00	.00	.00	.00
001-610-6151	VISION INSURANCE	.00	.00	.00	.00
001-610-6160	WORKER'S COMP	37.00	78.00	.00	78.00-
001-610-6170	UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-620-6010	WAGES - CLERK	4,278.69	41,351.71	91,300.00	49,948.29
001-620-6020	WAGES - DEPUTY CLERK	564.38	6,463.18	7,000.00	536.82
001-620-6110	FICA - CLERK	292.13	3,482.55	3,700.00	217.45
001-620-6130	IPERS - CLERK	360.49	4,324.95	4,575.00	250.05
001-620-6150	GROUP INSURANCE	7,958.31-	5,896.40	14,596.00	8,699.60
001-620-6151	VISION INSURANCE	.00	157.69	75.00	82.69-
001-620-6160	WORKER'S COMP	92.00	200.00	.00	200.00-
001-620-6170	UNEMPLOYMENT COMPENSATION	1,068.30	10,927.80	.00	10,927.80-
001-620-6507	OPERATING SUPPLIES	59.90	59.90	.00	59.90-
001-630-6413	ELECTION EXPENSES	.00	500.00	1,300.00	800.00
001-640-6401	AUDITING/ACCOUNTING	1,456.90	17,730.93	1,200.00	16,530.93-
001-640-6411	LEGAL - ATTORNEY	661.25	18,308.55	15,000.00	3,308.55-
001-640-6414	CODIFICATION	.00	1,500.00	1,500.00	.00
001-650-6310	BUILDING REPAIR/MAINT	524.54-	3,032.21	2,000.00	1,032.21-
001-650-6505	OFFICE EQUIPMENT	.00	5,121.26	2,120.00	3,001.26-
001-650-6507	OPERATING SUPPLIES	497.75	542.75	.00	542.75-
001-660-6408	INSURANCE	13,506.89	16,530.89	20,000.00	3,469.11
001-699-6010	WAGES - GENERAL GOV - FT	319.33-	1,832.87	2,563.00	730.13
001-699-6110	FICA - GENERAL GOVERNMENT	13.87	175.43	159.00	16.43-
001-699-6130	IPERS - GENERAL GOVERNMENT	17.49	220.85	242.00	21.15
001-699-6150	GROUP INSURANCE	.00	10,034.76	1,000.00	9,034.76-
001-699-6151	VISION INSURANCE	.00	3.40	5.00	1.60
001-699-6155	LIFE INSURANCE	.00	.00	150.00	150.00
001-699-6210	DUES	.00	1,515.50	2,000.00	484.50
001-699-6230	TRAINING	.00	3,094.06	2,000.00	1,094.06-
001-699-6240	MEETINGS/CONFERENCES	.00	2,356.93	800.00	1,556.93-
001-699-6371	UTILITIES	.00	2,137.41	2,200.00	62.59
001-699-6373	TELEPHONE/COMMUNICATIONS	139.75	1,053.29	1,300.00	246.71
001-699-6407	ENGINEERING (MONTHLY PAYMENT)	75.00	1,875.00	900.00	975.00-
001-699-6414	PUBLISHING	191.99	3,347.79	3,000.00	347.79-
001-699-6419	TECHNOLOGY SERVICES	976.94	12,770.36	6,280.00	6,490.36-
001-699-6491	SAFETY TRAINING	.00	683.34	580.00	103.34-
001-699-6499	CONTRACTUAL SERV (COPIER)	73.10	1,050.05	1,500.00	449.95
001-699-6505	OTHER EQUIPMENT	.00	.00	.00	.00
001-699-6506	OFFICE SUPPLIES	60.00	3,206.39	2,000.00	1,206.39-
001-699-6508	POSTAGE	.00	472.12	1,200.00	727.88
001-699-6599	MISC SUPPLIES	64.70	364.26	5,000.00	4,635.74
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	2,362.16	343,400.14	354,357.00	10,956.86
001-950-4003	AGRICULTURAL LAND TAXES	3.69	671.03	650.00	21.03-
001-950-4060	UTILITY TAX REPLACEMENT	.00	.00	2,453.00	2,453.00
001-950-4065	CABLEVISION	.00	6,367.10	6,290.00	77.10-
001-950-4100	BEER & LIQUOR LICENSES	.00	765.00	790.00	25.00
001-950-4105	CIGARETTE PERMITS	75.00	150.00	150.00	.00
001-950-4180	ANIMAL LICENSES	16.00	183.00	150.00	33.00-
001-950-4190	MISC LICENSES & PERMITS	175.00	175.00	.00	175.00-
001-950-4300	INTEREST-PLAT MM	531.25	10,336.31	5,000.00	5,336.31-
001-950-4310	RENT - COMM/COUNCIL	.00	.00	5,500.00	5,500.00

REVENUE & EXPENSE REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-950-4464	COMM TAX REPLACEMENT	.00	7,101.26	.00	7,101.26-
001-950-4490	GAMING GRANTS	.00	.00	.00	.00
001-950-4700	BLACKHAWK COUNTY LANDFILL	.00	.00	.00	.00
001-950-4705	MISC REVENUE	4,098.21-	23,607.29	21,324.00	2,283.29-
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	441.69	2,780.28	3,000.00	219.72
001-950-4800	SALE OF REAL PROPERTY	.00	.00	.00	.00
001-999-9999	PROFIT HANDLER	23,172.52	23,172.52	.00	23,172.52-
005-210-6723	CAP OUTLAY-HEAVY EQUIP	.00	54,414.41	41,676.00	12,738.41-
005-910-4830	TRANSFER IN-VEHICLE RPLMNT	10,000.00	10,000.00	10,000.00	.00
005-910-6910	TRANSFER OUT	.00	10,000.00	.00	10,000.00-
005-950-4300	INTEREST-VEHICLE REPLACEMENT	67.38	647.17	600.00	47.17-
005-999-9999	PROFIT HANDLER	53,767.24-	53,767.24-	.00	53,767.24
110-210-4430	ROAD USE TAXES	6,684.95	143,577.37	135,716.00	7,861.37-
110-210-6010	WAGES - ROAD USE - FT	2,113.83	26,672.41	25,625.00	1,047.41-
110-210-6020	WAGES - ROAD USE	.00	1,937.06	3,300.00	1,362.94
110-210-6030	WAGES - ROAD USE - PT	187.70	2,663.04	6,000.00	3,336.96
110-210-6110	FICA - ROAD USE	206.60	2,362.56	2,649.00	286.44
110-210-6130	IPERS - ROAD USE	259.47	2,949.78	3,269.00	319.22
110-210-6150	GROUP INSURANCE	712.74-	5,885.87	6,800.00	914.13
110-210-6151	VISION INSURANCE	.00	41.91	58.00	16.09
110-210-6155	LIFE INSURANCE	.00	.00	265.00	265.00
110-210-6160	WORKER'S COMP	1,484.00	3,369.00	.00	3,369.00-
110-210-6170	UNEMPLOYMENT COMPENSATION	336.70	336.70	.00	336.70-
110-210-6181	UNIFORM ALLOWANCE	.00	161.99	300.00	138.01
110-210-6310	BUILDING REPAIR/MAINT	.00	1,279.59	5,000.00	3,720.41
110-210-6331	FUEL & OIL	317.56	3,183.93	3,000.00	183.93-
110-210-6332	VEHICLE REPAIRS	.00	3,177.29	3,000.00	177.29-
110-210-6371	UTILITIES	.00	1,164.13	1,500.00	335.87
110-210-6373	TELEPHONE/COMMUNICATIONS	40.00	480.00	480.00	.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	19,941.16	10,000.00	9,941.16-
110-210-6491	SAFETY TRAINING	.00	683.34	580.00	103.34-
110-210-6504	SHOP EQUIPMENT	11,500.00	17,560.98	28,307.00	10,746.02
110-210-6507	STREET MAINTENANCE SUPPLIES	.00	13,310.20	10,000.00	3,310.20-
110-210-6511	NEW POSTS / SIGNS	.00	.00	.00	.00
110-210-6512	REPLACEMENT POSTS / SIGNS	.00	198.00	.00	198.00-
110-210-6599	MISCELLANEOUS SUPPLIES	86.43	583.86	100.00	483.86-
110-230-6371	STREET LIGHTS	.00	30,866.29	30,324.00	542.29-
110-240-6371	TRAFFIC SIGNAL	.00	523.95	400.00	123.95-
110-240-6413	WATERLOO MONTHLY TRAFFIC CONTR	.00	3,391.48	2,630.00	761.48-
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	4,612.05	10,000.00	5,387.95
110-910-4830	TRANSFER IN-ROAD USE	.00	12,523.38	.00	12,523.38-
110-910-6910	TRANSFER OUT	.00	10,012.18	.00	10,012.18-
110-910-6911	TRANSFER OUT - TIF	.00	8,532.99	.00	8,532.99-
110-999-9999	PROFIT HANDLER	20,053.60-	20,053.60-	.00	20,053.60
121-910-4830	TRANSFER IN-LOST	30,337.00	30,337.00	.00	30,337.00-

REVENUE & EXPENSE REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
121-910-6910	TRANSFER OUT	140,000.00	190,763.38	140,000.00	50,763.38-
121-950-4090	LOCAL OPTION TAX	14,924.84	142,953.90	140,000.00	2,953.90-
121-950-4300	INTEREST-LOST	.00	.00	.00	.00
121-999-9999	PROFIT HANDLER	17,472.48-	17,472.48-	.00	17,472.48
125-910-4831	TRANSFER IN - TIF	.00	8,532.99	.00	8,532.99-
125-910-6911	TRANSFER OUT - TIF	30,337.00	30,337.00	30,337.00	.00
125-950-4050	TIF TAXES	.00	29,798.39	30,337.00	538.61
125-950-4300	INTEREST	.00	.00	.00	.00
125-999-9999	PROFIT HANDLER	7,994.38	7,994.38	.00	7,994.38-
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	24,460.00	106,427.48	120,000.00	13,572.52
300-750-6499	CONTRACTUAL SERV	.00	.00	.00	.00
300-910-4830	TRANSFER IN-CAP IMPRVMT RESV	130,000.00	130,000.00	160,337.00	30,337.00
300-910-6910	TRANSFER OUT	.00	.00	.00	.00
300-950-4300	INTEREST-CAPITAL IMPRVMT-RSV	.00	37.18	100.00	62.82
300-999-9999	PROFIT HANDLER	23,609.70	23,609.70	.00	23,609.70-
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	17,320.00-	17,320.00-	.00	17,320.00
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	103,250.00-	.00	565,000.00	565,000.00
305-750-6407	ENGINEERING	103,250.00-	.00	325,000.00	325,000.00
305-750-6499	OTHER CONTRACTUAL SERV	7,462.50-	.00	240,000.00	240,000.00
305-815-4300	INTEREST - CAP PROJ	5,159.98-	.00	4,000.00	4,000.00
305-910-4830	TRANSFER IN-WWTP PROJECT	322,082.16-	.00	715,000.00	715,000.00
305-910-6910	TRANSFER OUT	814,254.12-	.00	650,000.00	650,000.00

REVENUE & EXPENSE REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
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	.00	.00	.00
306-430-6407	ENGINEERING	4,904.28	24,783.16	.00	24,783.16-
306-430-6411	LEGAL	1,500.00	1,500.00	.00	1,500.00-
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	86,956.84	86,956.84	.00	86,956.84-
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
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	.00	.00
600-610-6499	OTHER CONTRACTUAL SERV	166,042.50-	.00	.00	.00
600-810-4300	INTEREST	.00	.00	.00	.00
600-810-4500	CHARGES/FEES FOR SERVICES	1,997.58	130,994.39	163,444.00	32,449.61
600-810-4530	PENALTIES	6.57	1,374.74	1,500.00	125.26
600-810-4540	CONNECT/RECONNECT FEES	.00	.00	.00	.00
600-810-4550	MISC CHARGE FOR SERVICES	25.00	1,440.47	1,000.00	440.47-
600-810-4560	SALES TAXES COLLECTED	.00	209.59	.00	209.59-
600-810-4561	WATER EXCISE TAX	42.17	7,778.87	8,000.00	221.13
600-810-4730	DEPOSITS	320.00	2,189.79	.00	2,189.79-
600-810-6010	WAGES - WATER - FT	170.71	6,009.82	6,600.00	590.18
600-810-6011	WAGES - WATER - CLERK	59.35-	.00	2,500.00	2,500.00
600-810-6020	WAGES - WATER	.00	1,267.84	2,460.00	1,192.16
600-810-6021	WAGES - WATER - PT	564.37	6,463.07	5,000.00	1,463.07-
600-810-6022	WAGES - WATER	673.40-	1,449.31	3,075.00	1,625.69
600-810-6110	FICA - WATER	56.28	1,159.89	1,550.00	390.11
600-810-6130	IPERS - WATER	69.44	1,408.48	1,886.00	477.52
600-810-6150	GROUP INSURANCE	744.30-	1,102.75	2,500.00	1,397.25
600-810-6151	VISION INSURANCE	.00	14.82	25.00	10.18
600-810-6155	LIFE INSURANCE	.00	.00	60.00	60.00
600-810-6160	WORKER'S COMP	276.00	637.00	.00	637.00-
600-810-6170	UNEMPLOYMENT COMPENSATION	732.75	1,280.50	.00	1,280.50-

REVENUE & EXPENSE REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
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	6,609.50	17,992.67	10,000.00	7,992.67-
600-810-6373	TELEPHONE/COMMUNICATIONS	43.71	621.15	750.00	128.85
600-810-6375	EQUIPMENT SUPPORT	.00	62.50	2,100.00	2,037.50
600-810-6413	WATER - WATERLOO	.00	54,820.49	58,368.00	3,547.51
600-810-6418	SALES TAX EXPENSE	119.26	6,007.26	7,200.00	1,192.74
600-810-6419	TECH SERVICES - ANNUAL SUPPORT	.00	65.74	2,100.00	2,034.26
600-810-6489	OTHER CONTRACTUAL SRV	166,042.50	166,042.50	236,632.00	70,589.50
600-810-6490	OTHER PROFESSIONAL SERVICES	2,340.00	16,469.55	200.00	16,269.55-
600-810-6497	BANK SERVICE CHGS	.00	5.35	.00	5.35-
600-810-6498	DEPOSIT REFUNDS - WATER	339.49	1,173.28	1,000.00	173.28-
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	209.58	300.00	90.42
600-810-6508	POSTAGE	75.44	526.53	1,100.00	573.47
600-810-6599	OTHER SUPPLIES	105.00	2,707.87	500.00	2,207.87-
600-810-6727	CAPITAL EQUIPMENT	.00	.00	.00	.00
600-910-4830	TRANSFER IN-WATER	161,042.50	161,042.50	236,632.00	75,589.50
600-910-6910	TRANSFER OUT	.00	.00	.00	.00
600-999-9999	PROFIT HANDLER	8,013.27	8,013.27	.00	8,013.27-
601-810-4300	INTEREST-WATER DEPRECIATION	67.58	2,359.94	2,000.00	359.94-
601-810-6599	MISC SUPPLIES	.00	.00	.00	.00
601-910-4830	TRANSFER IN-WATER DEPRECIATION	.00	.00	.00	.00
601-910-6910	TRANSFER OUT	161,042.50	161,042.50	236,632.00	75,589.50
601-999-9999	PROFIT HANDLER	158,682.56-	158,682.56-	.00	158,682.56
610-815-4300	INTEREST-SEWER	.00	.00	2,500.00	2,500.00
610-815-4500	CHARGES/FEEES FOR SERVICES	751.14	121,297.60	115,000.00	6,297.60-
610-815-4502	CAPITAL PROJECT FEE	.00	68,137.35	90,000.00	21,862.65
610-815-4510	RAYMOND SEWER USAGE	5,000.00	62,567.70	70,000.00	7,432.30
610-815-4530	PENALTIES	6.40	1,344.36	1,300.00	44.36-
610-815-4550	MISC CHARGE FOR SERVICES	.00	27.78	1,000.00	972.22
610-815-4560	SALES TAXES COLLECTED	.00	428.03	200.00	228.03-
610-815-4730	DEPOSITS	250.00	1,760.07	1,500.00	260.07-
610-815-6010	WAGES - SEWER	5,382.25-	32,532.22	52,500.00	19,967.78
610-815-6011	WAGES - SEWER - CLERK	59.35-	.00	2,400.00	2,400.00
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	469.72-	1,449.83	5,600.00	4,150.17
610-815-6151	VISION INSURANCE	.00	46.07	120.00	73.93
610-815-6155	LIFE INSURANCE	.00	.00	250.00	250.00
610-815-6160	WORKER'S COMP	.00	975.00	.00	975.00-
610-815-6170	UNEMPLOYMENT COMPENSATION	5,446.55	5,994.30	.00	5,994.30-
610-815-6181	UNIFORM ALLOWANCE	.00	279.96	400.00	120.04
610-815-6230	TRAINING	.00	282.88	1,000.00	717.12
610-815-6320	LIFT STATION EXPENSE	467.50	29,692.05	30,000.00	307.95
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	14,573.70	12,000.00	2,573.70-

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
610-815-6370	UTILITIES - LIFT STATION	.00	3,312.79	3,000.00	312.79-
610-815-6371	UTILITIES - PLANT	.00	11,434.85	12,500.00	1,065.15
610-815-6373	TELEPHONE/COMMUNICATIONS	.00	935.00	1,380.00	445.00
610-815-6399	SEWER LINE REPAIR/MAINTENANCE	1,137.50	6,696.45	15,000.00	8,303.55
610-815-6407	ENGINEERING/WWTP PROJECT	.00	300.00	10,000.00	9,700.00
610-815-6408	INSURANCE	3,000.00	3,000.00	3,000.00	.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	12,962.45	15,000.00	2,037.55
610-815-6494	PLANT CONTRACTED SERVICES	.00	.00	.00	.00
610-815-6498	DEPOSIT REFUNDS - SEWER	269.39	1,014.66	1,000.00	14.66-
610-815-6499	PEOPLESERVICES/CONTRACTUAL SRV	9,360.00	71,215.00	9,510.00	61,705.00-
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	226.55	500.00	273.45
610-815-6507	OPERATING SPPLY/PEOPLESERVICE	.00	257.95	300.00	42.05
610-815-6508	POSTAGE	75.44	224.04	1,000.00	775.96
610-815-6510	SAFETY SUPPLIES	.00	105.50	200.00	94.50
610-815-6599	MISC SUPPLIES	102.00	102.00	100.00	2.00-
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	65,000.00	133,137.39	65,000.00	68,137.39-
610-999-9999	PROFIT HANDLER	89,492.29-	89,492.29-	.00	89,492.29
611-815-4300	INTEREST-SEWER REPLACEMENT	250.21	2,774.05	2,500.00	274.05-
611-910-4830	TRANSFER IN-SEWER PLCMNT	.00	.00	.00	.00
611-910-6910	TRANSFER OUT	.00	.00	.00	.00
611-999-9999	PROFIT HANDLER	2,774.05	2,774.05	.00	2,774.05-
612-815-4300	INTEREST-SEWER DEPRECIATION	111.23	373.56	.00	373.56-
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	373.56	373.56	.00	373.56-
613-815-4300	INTEREST - WW CAP PROJ	6,900.89	8,788.72	.00	8,788.72-
613-815-4502	CAPITAL PROJECT FEE	512.66	23,891.59	.00	23,891.59-
613-815-4820	PROCEEDS FROM DEBT/LOAN-WWTP	191,750.00	191,750.00	.00	191,750.00-
613-815-6407	ENGINEERING	103,250.00	103,250.00	.00	103,250.00-
613-815-6499	OTHER CONTRACTUAL SERV	95,962.50	95,962.50	.00	95,962.50-
613-910-4830	TRANSFER IN-WWTP PROJECT	749,254.12-	133,137.39	.00	133,137.39-
613-910-6910	TRANSFER OUT	322,082.16-	.00	.00	.00
613-999-9999	PROFIT HANDLER	158,355.20	158,355.20	.00	158,355.20-
670-840-4300	INTEREST-LANDFILL/GARBAGE	60.80	204.22	100.00	104.22-
670-840-4500	CHARGES/FEEES FOR SERVICES	308.92	58,300.93	58,985.00	684.07
670-840-4530	PENALTIES	3.22	671.51	700.00	28.49
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	1,054.38	1,000.00	54.38-
670-840-6490	GARBAGE COLLECTION	.00	54,470.58	65,700.00	11,229.42
670-840-6492	RECYCLING EXPENSE	.00	5,412.16	6,650.00	1,237.84
670-840-6498	DEPOSIT REFUNDS - GARBAGE	154.87	586.78	700.00	113.22

REVENUE & EXPENSE REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
670-840-6508	POSTAGE	8.38	8.38	.00	8.38-
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	4,221.14	4,221.14	.00	4,221.14-
671-840-4300	INTEREST-YARD WASTE	.00	.00	.00	.00
671-840-4500	CHARGES/FEEES FOR SERVICES	14.30	2,736.79	2,700.00	36.79-
671-840-4530	PENALTIES	.15	32.06	40.00	7.94
671-840-4730	DEPOSITS	30.00	204.00	200.00	4.00-
671-840-6413	YARD WASTE COLLECTION	.00	2,400.00	2,400.00	.00
671-840-6498	DEPOSIT REFUND - YARD WASTE	13.34	58.68	100.00	41.32
671-840-6508	POSTAGE	8.39	8.39	.00	8.39-
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	505.78	505.78	.00	505.78-
		=====	=====	=====	=====
	DIFFERENCE	9,411.47-	.00	191,939.00-	191,939.00-
		=====	=====	=====	=====
		=====	=====	=====	=====
	PROOF	9,411.47-	.00	191,939.00-	191,939.00-
		=====	=====	=====	=====

CITY OF ELK RUN HEIGHTS

INVESTMENT REPORT

Jun-20

ACCOUNT	G/L	DATE OF PURCHASE	MONTHLY INTEREST	PREVIOUS TOTAL	CURRENT MONTH TOTAL	INTEREST RATE	MATURITY DATE	CASHED IN DATE:
EQUIPMENT REPLACEMENT								
CD# 20837	005-000-1171	2011	\$ 31.20	\$ 12,413.97	\$ 12,445.17	1%	2/18/2021	
CD# 22657	005-000-1175	2018	\$ 20.39	\$ 10,252.11	\$ 10,272.50	0.80%	9/25/2020	
					\$ 22,717.67			
CAPITAL PROJECT WWTP								
CD# 21861	613-000-1170	2014	\$ 38.51	\$ 20,881.50	\$ 20,920.01	0.75%	2/13/2021	Moved from fund 305 - GL 3382
CD# 22448	613-000-1170	2017	\$ 61.77	\$ 21,367.73	\$ 21,429.50	1.15%	7/11/2021	Moved from fund 305 - GL 3382
CD# 22999	613-000-1170	2020	\$ 456.93	\$ 103,692.53	\$ 104,149.46	1.79%	1/7/2021	Moved from fund 305 - GL 3382
CD# 5876	613-000-1170	2019	\$ 1,331.43	\$ 102,778.46	\$ 104,109.89	2.39%	1/15/2021	
CD# 3050	613-000-1170	2020			\$ 108,279.84			
					\$ 358,888.70			
WATER DEPRECIATION								
CD# 22563	601-000-1170	2017	\$ 63.45	\$ 22,435.63	\$ 22,499.08	1.15%	12/18/2021	
CD# 22447	601-000-1175	2017	\$ 181.32	\$ 55,302.30	\$ 55,483.62	2%	4/10/2020	
CD# 22612	601-000-1189	2018	\$ 67.58	\$ 45,052.59	\$ 45,120.17	0.90%	6/22/2020	
					\$ 123,102.87			
T&A SEWER								
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	
					\$ 2,500.00			
SEWER REPLACEMENT								
CD# 22452	611-000-1172	2017	\$ 181.32	\$ 55,302.30	\$ 55,483.62	2%	4/10/2020	
CD# 22450	611-000-1179	2017	\$ 138.98	\$ 48,077.34	\$ 48,216.32	1.15%	7/11/2021	
CD# 22467	611-000-1185	2017	\$ 31.18	\$ 9,508.65	\$ 9,539.83	1.88%	4/26/2020	
CD# 3051	611-000-1170	2020			\$ 9,745.17			
					\$ 122,984.94			
CD# 3051	612-000-1170	2020			\$ 9,745.17			
					\$ 9,745.17			
T&A SOLID WASTE								
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
				\$ 6,000.00		

SOLID WASTE

CD# 3052	670-000-1170	2020		5327.69		
				\$ 5,327.69		

TOTAL CD'S: \$ 651,267.04

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale City Hall – Council Chambers
Monday, June 15, 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 March 16 2020 Monthly Meeting Minutes
5. Approval of April 20 2020 Monthly Meeting Minutes
6. Approval of May 18 2020 Monthly Meeting Minutes
7. Approval of March bills to be paid in March
8. Approval of April bills to be paid in June
9. Approval of May bills to be paid in June
10. Approval of June bills to be paid in June
11. Treasurer's Report
12. Circulation Reports
13. Old Business
 - a. COVID-19 Update
14. New Business
 - a. Approval of County Contract for FY21
 - b. Pre-approval to submit any last minute bills to be paid in June
 - c. Summer Reading Program - Discuss
 - d. Establish hourly rate of pay for Director
 - e. Establish hourly rate of pay for Library Assistant
 - f. New website ideas
15. Discussion
16. Adjournment

Reminder:

Date and Time of next meeting will be July 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 capita 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 PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, March 16, 2020 – 6:00 p.m.

Because of the COVID-19 Coronavirus pandemic closure of the library starting tomorrow until further notice, the library board meeting was cancelled.

Respectfully submitted,

Shannon Jensen, Library Director

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, April 20, 2020 – 6:00 p.m.

Because of the COVID-19 Coronavirus pandemic closure of the library, the library board meeting was cancelled.

Respectfully submitted,

Shannon Jensen, Library Director

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, May 18, 2020 – 6:00 p.m.

Because of the COVID-19 Coronavirus pandemic closure of the library, the library board meeting was cancelled.

Respectfully submitted,

Shannon Jensen, Library Director

EVANSDALE PUBLIC LIBRARY
MONTHLY CIRCULATION REPORT
MARCH 2020

(CLOSED March 17th thru end of month for COVID-19)

OF MATERIALS CHECKED OUT:

Adult Non-fiction	42	Youth Non-fiction	4
Adult Fiction	242	Youth Fiction (YA = 19 YF = 25)	44
Adult Magazines	28	Young Easy	48
Large Print	10	Youth Magazines	0
		Kits	3
Total Adult	322	Total Youth	99
↓ from 2019	146	↓ from last month	81
		↓ from 2019	14
		↓ from last month	30

Misc (Travel guides, other)	000
Newspapers	000
TOTAL PRINT	421
↓ from 2019	160
↓ from last month	111

Video tapes	000
DVD	020
Books on tape/CD	000
Music CDs	000
ONLINE Database uses (8) – Video (0) – Magazines (2) - Audiobooks (93) - E-books (117)	220
Misc other (Equipment, games, etc.)	000
TOTAL NON-PRINT	240
↓ from 2019	077
↑ from last month	024

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

Will send/not send	00/02
Requested/Received	13/11

TOTAL # OF ALL MATERIALS CHECKED OUT: 661 (441 + 220 Online Uses)
 From last month ↓ 87
 From 2019 ↓ 237

OF ITEMS LOANED TO EVANSDALE RESIDENTS:

2020	244 of total 661 (36.9%)
2019	366 of total 898 (40.8%)

OF ITEMS LOANED TO NON-EVANSDALE RESIDENTS

+/- FROM 2019

**Elk Run Heights	039	-007
**Gilbertville	002	-005
**County	018	-029
Waterloo	106	+/-0
Cedar Falls	010	+006
Raymond	014	+010
Dewar	000	-001
Hudson	000	-009
Jesup	000	+/-0
Oelwein	000	+/-0
Washburn	000	-020
Daycares	004	+002
Libraries/At-home delivery	004	-015
Online	220	-047

Total number of library users: Approx. 319 ↓ from last month: 470 ↓ from 2019: 441 ↓ from 2018: 343

Day with highest number of users: 40 users on Monday, March 2nd

Day with lowest number of users: 11 users on Saturday, March 14th

Number of days open: 13 CLOSED TUESDAY, MARCH 17TH THRU THE END OF THE MONTH FOR COVID-19

Number of hours open: 92 hours

Avg number of library users per day: 25 ↓ from last month: 7 ↓ from 2019: 5

Number of computer users: 290 (122 Int, 163 Wireless, 5 Kids) ↓ from last month: 114 **2019: 278** ↑ from 2019: 12

Number of Computer hours logged: 16449.2 minutes = 274.15 hrs ↓ from last month: 47.15 hrs ↑ from 2019: 102.43hrs

MONTHLY TOTAL: 11

OF NEW LIBRARY CARDS ISSUED: 8

OF REISSUED or RENEWED CARDS: 3

	ADULT	YOUTH	ADULT	YOUTH
Cedar Falls	-	-	-	-
County	-	-	-	-
Dewar	-	-	-	-
Dunkerton	-	-	-	-
Elk Run	1	-	-	-
Evansdale	4	1	2	-
Gilbertville	-	-	-	-
Jesup	-	-	-	-
LPC	-	-	-	-
Raymond	1	1	1	-
Waterloo	-	-	-	-
Washburn	-	-	-	-
Libraries/ Home Delivery/ Daycares	-	-	-	-

MONEY TURNED INTO CITY OF EVANSDALE

\$ 83.49

Book sales	\$5.50
Computer copies	24.40
Duplicate cards	0.00
Faxes and others	24.89
Fines	24.20
Photocopies	4.50
Refunds	0.00

MONEY TURNED INTO FRIENDS OF LIBRARY

\$ 11.61

Donations	11.61
Ink Recycling	0.00

MONTHLY GRAND TOTAL: \$ 95.10 ACCUMULATED FY TOTALS to CITY: \$1458.94 to FOL: \$127.26

PRINT MATERIALS PROCESSED AND ADDED TO COLLECTION: 78

Adult fiction	021	Miscellaneous	000
Adult Non-fiction	000	Reference	000
Large Print	010	Youth Magazines	001
Magazines	015	Youth non-fiction	001
Kits	000	Young Easy	018
		Youth Fiction	007
ILL Books	005	Young Adult	000

VIDEOS, DVDs, AUDIO, CDs PROCESSED AND ADDED TO COLLECTION: 3

	New	Donated
VHS	000	000
DVD	003	000
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
67	94	93	\$1378.42

ITEMS OVERDUE:

81 items overdue this month
1955 items due total thru end of the current reporting month (+72 from last month)

Circulation by Patron Class

for the period
March 1, 2020 - March 31, 2020

Evansdale 244
Elk Run 39
Gilbertville 2
County 18
Waterloo 106
CF 10
Raymond 14

Daycares 4
Libraries/
home delivery 4

Online 220
(total)

Patron Class	Checked In	Checked Out
Adult - Washburn	0	0
Youth - Evansdale	37	29
Youth - Washburn	0	0
Adult - Evansdale	230	215
Adult - Elk Run Heights	33	32
Adult - Raymond	6	13
Adult - Waterloo	132	97
Adult - Independence	0	0
Adult - Cedar Falls	9	10
Adult - LaPorte City	0	0
Adult - County Borrower	18	18
Youth - Elk Run Heights	11	7
Youth - Raymond	0	1
Youth - Waterloo	7	9
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	2
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	4
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:	495	441

Online 220
(total)

Circulation by Item Report Class

for the period
March 1, 2020 - March 31, 2020

Adult

AF	242
ANF	42
LP	10
Magazines	28
<hr/>	
	322

Youth

YA	19
YP	25
YE	48
YNF	4
Kids	3
Magazines	Ø
<hr/>	
	99

Multimedia

DVD	20
VHS	Ø
Books on tape/CD	Ø
Music CD	Ø
Online	220
<hr/>	
	240

(lolel)

Report Class	Checked In	Checked Out
000	0	0
100	1	2
200	3	1
300	9	17
400	0	0
500	0	0
600	8	6
700	1	2
800	2	2
900	10	6
Biography	4	6
Adult Fiction	270	242
Story Col.	0	0
J Numbers	0	0
Youth Biography	8	0
Youth Fiction	16	25
Juv. Story Col.	0	0
C Numbers	0	0
Children's Blog.	0	0
Children's Easy	61	43
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	26	28
Misc.	0	0
Kits	2	3
Computer	0	0
Books on CD	0	0
Newspapers	0	0
000Y	0	0
100Y	0	0
200Y	0	0
300Y	2	0
400Y	0	0
500Y	3	2
600Y	2	0
700Y	3	1
800Y	0	1
900Y	5	0
Large Print	18	10
Youth Magazines	0	0
DVD	15	20
BBB	6	5
CD	0	0
Young Adult	20	19
Total:	495	441

Online = 220 = (lolel)

EVANSDALE PUBLIC LIBRARY
MONTHLY CIRCULATION REPORT
APRIL 2020
(CLOSED to public entire month for COVID-19)

OF MATERIALS CHECKED OUT:

Adult Non-fiction	1	Youth Non-fiction	0
Adult Fiction	52	Youth Fiction (YA = 6 YF = 3)	9
Adult Magazines	0	Young Easy	0
Large Print	0	Youth Magazines	0
		Kits	1
Total Adult	53	Total Youth	10
↓ from 2019	353	↓ from last month	269
		↓ from 2019	99
		↓ from last month	89

Misc (Travel guides, other)	00
Newspapers	00
TOTAL PRINT	63
↓ from 2019	452
↓ from last month	358

Video tapes	000
DVD	000
Books on tape/CD	000
Music CDs	000
ONLINE Database uses (2) – Video (0) – Magazines (0) - Audiobooks (84) - E-books (142)	228
Misc other (Equipment, games, etc.)	000
TOTAL NON-PRINT	228
↓ from 2019	054
↓ from last month	012

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

Will send/not send	00/00
Requested/Received	00/00

TOTAL # OF ALL MATERIALS CHECKED OUT: 291 (63 + 228 Online Uses)
From last month ↓ 370
From 2019 ↓ 506

OF ITEMS LOANED TO EVANSDALE RESIDENTS:

2020	28 of total 291 (9.6%)
2019	321 of total 797 (40.3%)

OF ITEMS LOANED TO NON-EVANSDALE RESIDENTS

+/- FROM 2019

**Elk Run Heights	010	-041
**Gilbertville	000	-003
**County	000	-012
Waterloo	020	-110
Cedar Falls	004	+003
Raymond	001	+001
Dewar	000	-002
Hudson	000	-006
Jesup	000	+/-0
Oelwein	000	+/-0
Washburn	000	-037
Daycares	000	-002
Libraries/At-home delivery	000	-008
+005	228	+005

Total number of library users: Approx. 0 ↓ from last month: 319 ↓ from 2019: 671 ↓ from 2018: 573

Day with highest number of users: 0 users

Day with lowest number of users: 0 users

Number of days open: 0 CLOSED THE ENTIRE MONTH OF APRIL FOR COVID-19

Number of hours open: 0 hours

Avg number of library users per day: 0 ↓ from last month: 25 ↓ from 2019: 26

Number of computer users: 123 (0 Int, 123 Wireless, 0 Kids) ↓ from last month: 167 **2019: 255** ↓ from 2019: 132

Number of Computer hours logged: 9690 minutes = 161.5 hrs ↓ from last month: 112.65 hrs ↓ from 2019: 127.16 hrs

MONTHLY TOTAL:0

OF NEW LIBRARY CARDS ISSUED: 0

OF REISSUED or RENEWED CARDS: 0

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

MONEY TURNED INTO CITY OF EVANSDALE

\$ 0.00

Book sales	\$0.00
Computer copies	0.00
Duplicate cards	0.00
Faxes and others	0.00
Fines	0.00
Photocopies	0.00
Refunds	0.00

MONEY TURNED INTO FRIENDS OF LIBRARY

\$ 0.00

Donations	0.00
Ink Recycling	0.00

MONTHLY GRAND TOTAL: \$ 0.00 ACCUMULATED FY TOTALS to CITY: \$1458.94 to FOL: \$127.26

PRINT MATERIALS PROCESSED AND ADDED TO COLLECTION: 62

Adult fiction	026	Miscellaneous	000
Adult Non-fiction	010	Reference	000
Large Print	003	Youth Magazines	000
Magazines	012	Youth non-fiction	000
Kits	000	Young Easy	000
		Youth Fiction	002
ILL Books	000	Young Adult	009

VIDEOS, DVDs, AUDIO, CDs PROCESSED AND ADDED TO COLLECTION: 0

	New	Donated
VHS	000	000
DVD	000	000
Audiobooks	000	000
CDs	000	000

ITEMS AUTOMATED AND WEDED FROM COLLECTION:

Items Added (Computer)	Items deleted (Computer)	# of books/videos withdrawn	Retail cost of books/videos withdrawn
59	09	0	\$0

ITEMS OVERDUE:

143 items overdue this month
2081 items due total thru end of the current reporting month (+126 from last month)

Circulation by Patron Class

for the period
April 1, 2020 - April 30, 2020

Evansdale 28
Elk Run 10
Gilbertville 0
County 0
Waterloo 20
CF 4
Raymond 1
Online 228
291

Patron Class	Checked In	Checked Out
Adult - Washburn	0	0
Youth - Evansdale	2	0
Youth - Washburn	0	0
Adult - Evansdale	51	28
Adult - Elk Run Heights	14	10
Adult - Raymond	5	1
Adult - Waterloo	20	11
Adult - Independence	0	0
Adult - Cedar Falls	4	4
Adult - LaPorte City	0	0
Adult - County Borrower	1	0
Youth - Elk Run Heights	0	0
Youth - Raymond	0	0
Youth - Waterloo	9	9
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	0	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	0	0
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	0	0
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:	106	63

Closed due
to
Covid-19
Patron
renewals
when called
in
and online
usage

Online
L 228 = 291

Circulation by Item Report Class

for the period
April 1, 2020 - April 30, 2020

Adult
AF 52
 ANF 1
 Amags 0
 LP 0

 53

Youth
 YFF 6
 YF 3
 YE 0
 YNF 0
 Ymags 0
 Kits 1
 Online 228

 238
291

Report Class	Checked In	Checked Out
000	0	0
100	0	0
200	0	0
300	3	0
400	0	0
500	0	0
600	2	0
700	0	0
800	1	0
900	2	0
Biography	1	1
Adult Fiction	76	52
Story Col.	0	0
J Numbers	0	0
Youth Biography	0	0
Youth Fiction	4	3
Juv. Story Col.	0	0
C Numbers	0	0
Children's Biog.	0	0
Children's Easy	1	0
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	5	0
Misc.	0	0
Kits	1	1
Computer	0	0
Books on CD	0	0
Newspapers	0	0
000Y	0	0
100Y	0	0
200Y	0	0
300Y	0	0
400Y	0	0
500Y	0	0
600Y	0	0
700Y	0	0
800Y	1	0
900Y	0	0
Large Print	2	0
Youth Magazines	0	0
DVD	1	0
BBB	0	0
CD	0	0
Young Adult	6	6
Total:	106	63

Closed due
to
COVID-19

Patron
renewals
when called
in.
and
online usage

Online
63 + 228 = 291

EVANSDALE PUBLIC LIBRARY
MONTHLY CIRCULATION REPORT
May 2020

(CLOSED to public thru May 19, 2020 for COVID-19)

OF MATERIALS CHECKED OUT:

Adult Non-fiction	5	Youth Non-fiction	2
Adult Fiction	71	Youth Fiction (YA = 19 YF = 13)	32
Adult Magazines	0	Young Easy	1
Large Print	7	Youth Magazines	0
		Kits	1
Total Adult	83	Total Youth	36
↓ from 2019	368	↑ from last month	30
		↓ from 2019	71
		↑ from last month	26

Misc (Travel guides, other)	00
Newspapers	00
TOTAL PRINT	119
↓ from 2019	439
↑ from last month	56

Video tapes	000
DVD	010
Books on tape/CD	000
Music CDs	000
ONLINE Database uses (1) – Video (0) – Magazines (4) - Audiobooks (92) - E-books (132)	229
Misc other (Equipment, games, etc.)	000
TOTAL NON-PRINT	239
↓ from 2019	063
↑ from last month	011

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

Will send/not send	00/00
Requested/Received	00/00

TOTAL # OF ALL MATERIALS CHECKED OUT: 358 (129 + 229 Online Uses)
 From last month ↑ 067
 From 2019 ↓ 502

OF ITEMS LOANED TO EVANSDALE RESIDENTS:

2020	74 of total 358 (20.7%)
2019	371 of total 860 (43.1%)

OF ITEMS LOANED TO NON-EVANSDALE RESIDENTS

+/- FROM 2019

**Elk Run Heights	000	-038
**Gilbertville	000	-010
**County	000	-035
Waterloo	054	-095
Cedar Falls	001	-001
Raymond	000	-005
Dewar	000	-001
Hudson	000	-002
Jesup	000	+/-0
Oelwein	000	+/-0
Washburn	000	-009
Daycares	000	+/-0
Libraries/At-home delivery	000	+/-0
+005	229	-009

Total number of library users: Approx.65 ↑ from last month: 65 ↓ from 2019: 682 ↓ from 2018: 578

Day with highest number of users: 12 users on May 29th

Day with lowest number of users: 5 users on May 21st and May 22nd

Number of days open: 9 CLOSED THRU MAY 19, 2020 DUE TO COVID-19

Number of hours open: 61 hours

Avg number of library users per day: 8 ↑ from last month: 8 ↓ from 2019: 21

Number of computer users: 94 (12 Int, 81 Wireless, 1 Kids) ↓ from last month: 29 **2019: 247** ↓ from 2019: 153

Number of Computer hours logged: 7342 minutes = 122.366 hrs ↓ from last month: 39.134 hrs ↓ from 2019: 168.8hrs

MONTHLY TOTAL:4

OF NEW LIBRARY CARDS ISSUED: 1

OF REISSUED or RENEWED CARDS: 3

	ADULT	YOUTH	ADULT	YOUTH
Cedar Falls	-	-	-	-
County	-	-	-	-
Dewar	-	-	-	-
Dunkerton	-	-	-	-
Elk Run	-	-	-	-
Evansdale	-	-	3	-
Gilbertville	-	-	-	-
Jesup	-	-	-	-
LPC	-	-	-	-
Raymond	-	-	-	-
Waterloo	1	-	-	-
Washburn	-	-	-	-
Libraries/ Home Delivery/ Daycares	-	-	-	-

MONEY TURNED INTO CITY OF EVANSDALE

\$ 7.90

Book sales	\$2.50
Computer copies	1.10
Duplicate cards	0.00
Faxes and others	2.90
Fines	0.00
Photocopies	1.40
Refunds	0.00

MONEY TURNED INTO FRIENDS OF LIBRARY

\$ 0.00

Donations	0.00
Ink Recycling	0.00

MONTHLY GRAND TOTAL: \$ 7.90 ACCUMULATED FY TOTALS to CITY: \$1466.84 to FOL: \$127.26

PRINT MATERIALS PROCESSED AND ADDED TO COLLECTION: 60

Adult fiction	009	Miscellaneous	000
Adult Non-fiction	005	Reference	000
Large Print	000	Youth Magazines	000
Magazines	016	Youth non-fiction	006
Kits	000	Young Easy	016
		Youth Fiction	004
ILL Books	000	Young Adult	004

VIDEOS, DVDs, AUDIO, CDs PROCESSED AND ADDED TO COLLECTION: 4

	New	Donated
VHS	000	000
DVD	004	000
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
64	0	0	\$0

ITEMS OVERDUE:

20 items overdue this month
1987 items due total thru end of the current reporting month (-94 from last month)

Circulation by Patron Class

for the period
May 1, 2020 - May 31, 2020

Evansdale 74

Elk Run 0

Gilbertville 0

County 0

Waterloo 54

CF 1

Raymond 0

Online 229

358

Patron Class	Checked In	Checked Out
Adult - Washburn	0	0
Youth - Evansdale	0	1
Youth - Washburn	0	0
Adult - Evansdale	86	73
Adult - Elk Run Heights	13	0
Adult - Raymond	1	0
Adult - Waterloo	46	45
Adult - Independence	0	0
Adult - Cedar Falls	1	1
Adult - LaPorte City	0	0
Adult - County Borrower	4	0
Youth - Elk Run Heights	0	0
Youth - Raymond	0	0
Youth - Waterloo	9	9
Youth - Independence	0	0
Youth - LaPorte City	0	0
Youth - Cedar Falls	3	0
Youth - County Borrower	0	0
Adult - Winthrop	0	0
Adult - Gilbertville	0	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	3	0
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	0	0
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	166	129

Online + 229 = 358

Circulation by Item Report Class

for the period
May 1, 2020 - May 31, 2020

Adult	
AF	71
ANF	5
Armaqs	Ø
LP	7
<hr/>	
	83

Youth	
YA	19
YF	13
YE	1
YNF	2
Ymaqs	Ø
Kits	1
<hr/>	
	36

Multimedia	
DVD	10
VHS	Ø
Books on tape/cd	Ø
MUSIC CD	Ø
Online	229
<hr/>	
	239

358

Report Class	Checked In	Checked Out
000	0	0
100	2	0
200	1	0
300	5	1
400	0	0
500	0	0
600	1	0
700	1	0
800	0	0
900	2	2
Biography	8	2
Adult Fiction	89	71
Story Col.	0	0
J Numbers	0	0
Youth Biography	0	1
Youth Fiction	14	13
Juv. Story Col.	0	0
C Numbers	0	0
Children's Biog.	0	0
Children's Easy	2	1
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	5	0
Misc.	0	0
Kits	1	1
Computer	0	0
Books on CD	0	0
Newspapers	0	0
000Y	0	0
100Y	0	0
200Y	0	0
300Y	0	0
400Y	0	0
500Y	0	0
600Y	0	0
700Y	1	1
800Y	0	0
900Y	3	0
Large Print	1	7
Youth Magazines	0	0
DVD	14	10
BBB	0	0
CD	0	0
Young Adult	16	19
Total:	166	129

Online 229 + 229 = 358

EVANSDALE POLICE DEPARTMENT

Call Summary Report

05/01/2020 thru 05/31/2020

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		
20031319	05/03/2020	02:03:12	20	0404	T'S	G3	LAFAYETTE RD/ MARIE AV	2G7	239	02:03	02:03	02:23	0	20	20	JEREMY FURMAN	
20031347	05/03/2020	08:33:48	20	0404	MEDCHEST	AS	113 JACKIE AV	2K2	207	08:41	08:41	08:44	0	3	3	LIFELINE	
20032013	05/06/2020	14:34:46	20	0404	ANIMAL	RI	300-BLK MCCOY RD	2K2	207	14:34	14:34	14:45	0	11	11	MAYOR PARK RANDY WEBER	
20032186	05/07/2020	09:18:35	20	0404	MEDSICK	NN	187 TONEFF DR	2G4	220	09:21		09:21			0	MORAN,BETTY	
20032215	05/07/2020	12:03:42	20	0404	SUSP	NR	5320 LAFAYETTE RD	2A1	229	12:03	12:03	12:10	0	7	7	MICHAEL DEAN	
20032359	05/08/2020	07:14:22	20	0404	T'S	NN	EVERETTE ST/ MARIE AV	2G3	212	07:15	07:15	07:18	0	3	3	DAN TAYLOR	
								2L3	212	07:14	07:14	07:15	0	1	1		
20032461	05/08/2020	17:02:25	20	0404	PALARM	FA	188 E GILBERT DR	2G5	219	17:04		17:05				1	SIMPLY SAFE
								2G8	J6847	17:13	17:13	17:14	0	1	1		
20032693	05/09/2020	17:33:25	20	0404	ANIMAL	CP	253 MICHIGAN DR	2G5	219	17:38	17:44	18:43	6	59	65	NAGEL,CINDY	
20033016	05/11/2020	12:55:07	20	0404	SUSP	NN	100 PLAZA DR	2G3	212	12:56	13:06	13:13	10	7	17	ROAD RANGER #1026 KYLE-MAINTENCE	
20033052	05/11/2020	15:54:29	20	0404	MEDFALL*	AS	5308 LAFAYETTE RD	2A1	229	15:55	15:57	16:10	2	13	15	SCHMIDT,STEPHANIE	
								2G3	212	15:55	16:04	16:38	9	34	43		
20033315	05/12/2020	17:50:49	20	0404	MEDSICK	AS	5202 LAFAYETTE RD	2G8	J6847	17:52	17:54	18:14	2	20	22	CASEYS GENERAL STORE-ELK RUN US CELLULAR 800-510-6091	
20033665	05/14/2020	12:10:51	20	0404	MEDSICK	AS	113 JACKIE AV	2A1	229	12:11		13:30			79	LIFELINE	
20034001	05/15/2020	17:53:42	20	0404	DISORDER	NF	300-BLK MCCOY RD	2G5	219	17:54	17:54	17:59	0	5	5	MAYOR PARK MCNAMARA,CHRISTIAN	
20034406	05/17/2020	12:28:08	20	0404	MEDSICK	NN	109 JACKIE AV	2G3	212	12:29		12:29			0	MATLOCK,NATHAN	
20034469	05/17/2020	17:38:32	20	0404	SUSP	NR	300-BLK MCCOY RD	2G5	219	17:38	17:41	17:42	3	1	4	MAYOR PARK REFUSED	
								2G5	219	18:16	18:16	18:27	0	11	11		

Call #	Date	Time	Area	Grid	Call Type	Disposition	Location	Business Name					Reporting Party		
								Unit	Officer	Disp	Arriv	Clear	Travel	OnS	Total
20034669	05/18/2020	15:55:29	20	0404	SUSP	GA	300-BLK MCCOY RD	MAYOR PARK					DAN TAYLOR		
								2G3	212	15:55	15:55	16:03	0	8	8
20035109	05/20/2020	13:32:08	20	0404	TS	D1	GILBERTVILLE RD/ LAFAYETTE RD						MICHAEL DEAN		
								2A1	229	13:32	13:32	13:32	0	0	0
20035356	05/21/2020	08:57:09	20	0404	MVAPD	NN	5042 LAFAYETTE RD	ELK RUN HGTS CITY HALL					JULIE		
								2K2	207	08:59	09:04	09:07	5	3	8
20035511	05/21/2020	19:34:49	20	0404	FRAUD	NR	244 MARIE AV						COOK,LAUREL		
								2G5	219	19:37	19:53	20:18	16	25	41
20035821	05/22/2020	22:34:04	20	0404	TS	B1	AMBER LN/ GILBERTVILLE RD						TANNER JONES		
								2G8	J6847	22:34	22:34	22:39	0	5	5
20036145	05/24/2020	06:14:23	20	0404	LOUD	NR	100-BLK TONEFF DR						MILLER,RODNEY		
								2G7	239	06:15	06:30	06:35	15	5	20
20036383	05/24/2020	23:44:50	20	0404	FIREWORK	RI	ANN ST/ MICHIGAN DR						OBRIEN,DAMON		
								2G5	219	23:45		23:45			0
								2G7	239	23:45	23:48	00:09	3	21	24
20036609	05/25/2020	19:01:31	20	0404	TS	B1	400-BLK MCCOY RD						BEN NEUMAN		
								2G4	220	19:01	19:01	19:06	0	5	5
20036861	05/26/2020	18:18:28	20	0404	FIREWORK	NR	122 TONEFF DR						MALE REFUSED		
								2G6	215	18:18	18:26	18:29	8	3	11
20037060	05/27/2020	11:37:36	20	0404	MVAHIT	NR	100 PLAZA DR	ROAD RANGER #1026					ALIBEGIC,ISMET		
								2K2	207	11:49		11:58			9
20037666	05/29/2020	14:58:49	20	0404	BURGLARY	XA	100 TONEFF DR						ELLEGE,LAUREEN		
								2G3	212	15:12		15:27			15
20037916	05/30/2020	10:18:18	20	0404	PALARM	FA	144 SUNSET LN						ADT-UIE		
								2G3	212	10:18	10:21	10:30	3	9	12
								2G4	220	10:18	10:21	10:30	3	9	12
20037931	05/30/2020	11:40:18	20	0404	SUSP	RW	GILBERT DR/ MC COY RD						PIEPER,BRAD		
								2G3	212	11:44	11:46	12:00	2	14	16
								2G4	220	11:44	11:53	12:00	9	7	16
20038051	05/30/2020	20:00:41	20	0404	FIREWORK	NR	122 TONEFF DR						REFUSED MALE		
								2G7	239	21:38	21:40	21:46	2	6	8

Total Number of Calls: 29

Citation #	Date Issued	Issued To	Type	License	Charge	Grid
28002392005030209345	05/03/2020	HILL,VONNISHA GWENAE	T	JCZ495	ER/10.4.220	0404

Date: July 10, 2020

To: Elk Run Heights/Raymond Council

From: PeopleService Operator

O & M Report: June 2020

Water Operation & Maintenance

- 6/7 I was called in for an emergency locate on 836 Dawn Dr.
- 6/11 Replaced leaking fire hydrant on Elk Run St. Had a tough time isolating the fire hydrant. 2 of the 3 valves that I shut off to isolate the street were not shutting properly. I then had to shut off 4 more valves to isolate the street. In result many more homes were without water than originally expected.
- 6/17 Replaced broken valve at the intersection of Gilbertville and Lafayette Rd. Had a very hard time isolating the water main to repair the valve. Originally I needed to shut off 7 valves which left many homes without water. After attempting to shut 7 valves off, water was still leaking from 2 of the 7. I then had to shut 6 more valves off to isolate the next loop in the water system. In result many more homes water was shut off. A lot of these problems are from the lack of exercising the valves annually. Most of the valves I turned have not been properly maintained for many years. This is in result to a couple of the valves breaking so easily.
- 6/30 Homeowner at 304 Gilbertville Rd called with a complaint that her water has a strong odor of chlorine. I took a chlorine residual test at the home and the results came back well within the DNR regulation. I ensured her that the water is safe to drink.

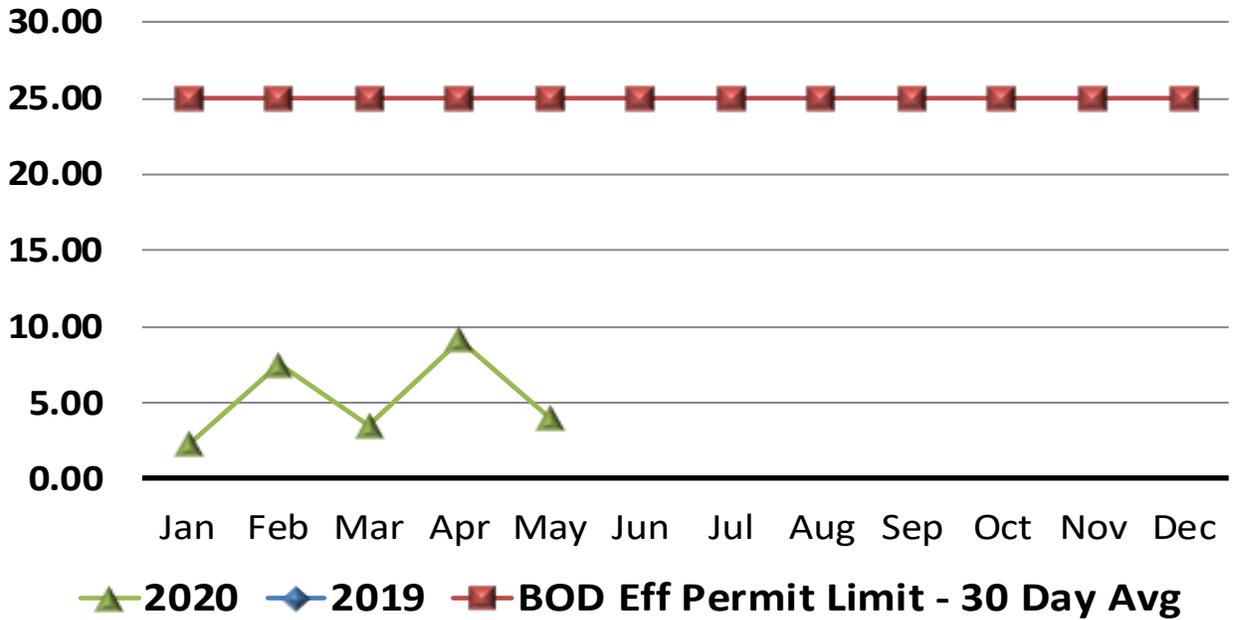
Wastewater Operation & Maintenance

- 6/1 Started manhole inspections with my intern Brock Farley.

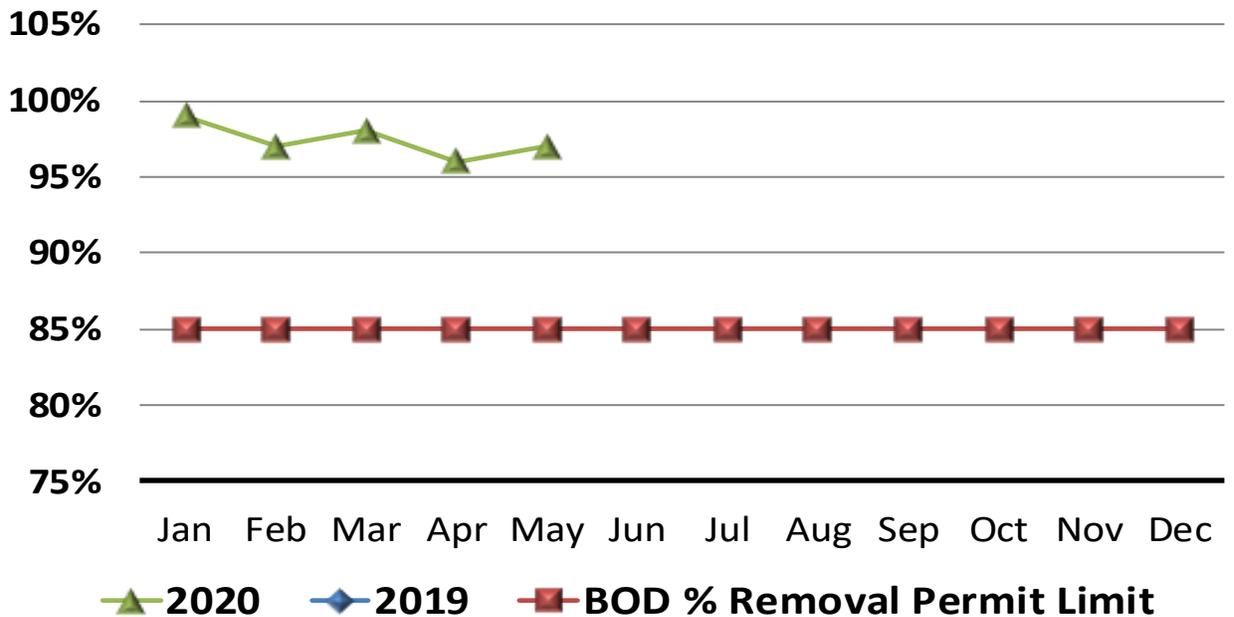


- 6/2 While doing manhole inspections I came across a blockage in the manhole at the intersection of Sutton and Lafayette Rd. I went down into the manhole and removed the blockage to prevent sewer backup.
- 6/11 Worked with Will Wedeking to install Omni Sites at the lift station locations.

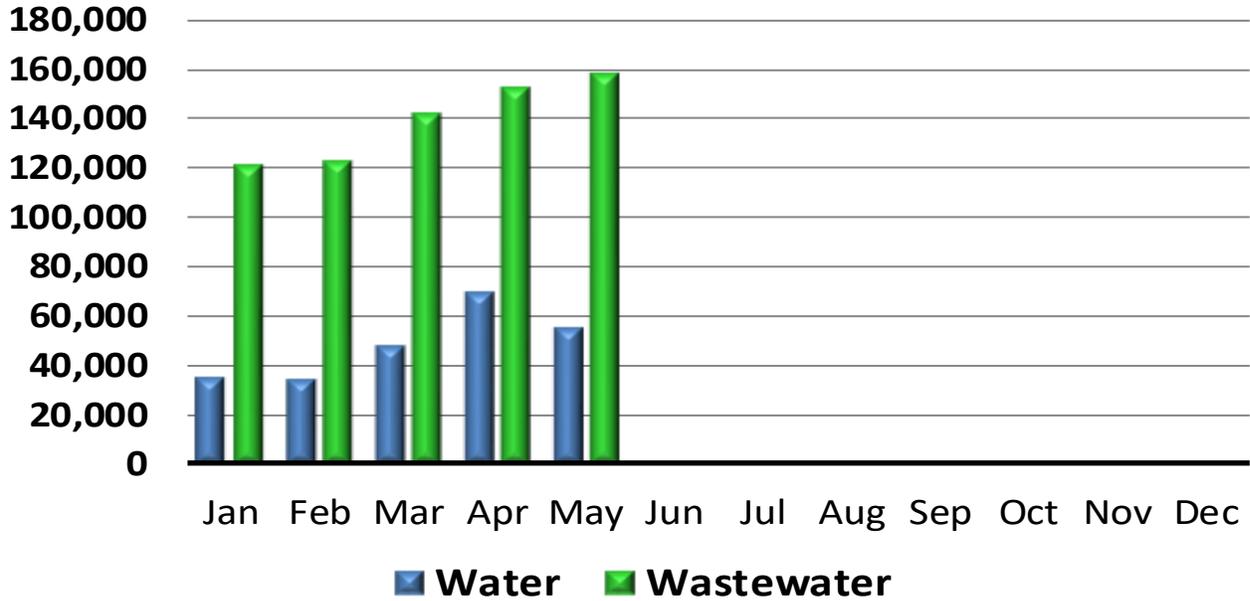
BOD Effluent



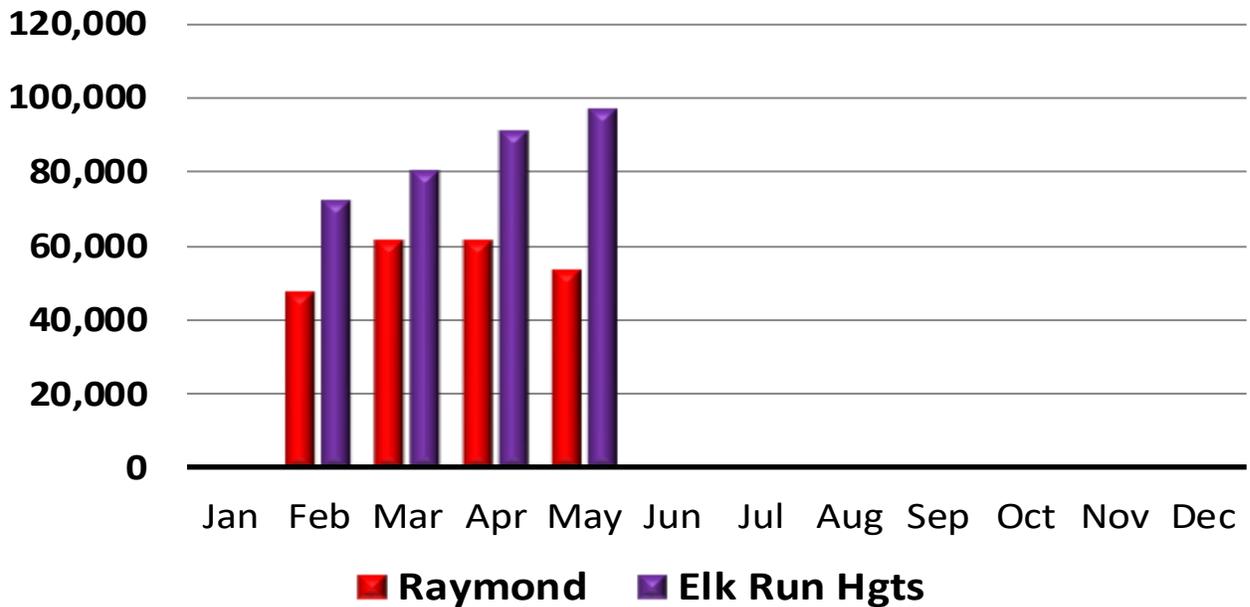
BOD % Removal



Average Daily Water Pumped vs. Wastewater In Gallons



Average Daily Wastewater Pumped In Gallons



		May-20	April-20	May-19
Water				
Total Monthly Pumped	gallons	1,707,000	2,100,500	0
Average Daily Pumped	gallons	55,100	70,000	0
Maximum Daily Pumped	gallons	127,100	127,100	0
Minimum Daily Pumped	gallons	29,900	22,400	0
Chlorine				
Chlorine - Total Avg Residual Plant	mg/L	0.91	0.96	0.00
Chlorine - Total Avg Residual System	mg/L	0.69	0.86	0.00
Chlorine - Recommended Residual System	mg/L	1.50	1.50	0.30
Wastewater				
BOD				
BOD Influent Avg	mg/L	163.62	212.24	0.00
BOD Effluent Avg	mg/L	4.00	9.11	0.00
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	0
BOD % Removal	%	97.00%	96.00%	0.00%
BOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent Avg	mg/L	140.75	113.80	0.00
TSS Effluent Avg	mg/L	14.50	19.80	0.00
TSS Effluent Permit Limit - 30 Day Avg	mg/L	25	25	0
TSS % Removal	%	89.70%	82.60%	0.00%
TSS % Removal Permit Limit	%	85%	85%	85%
Nitrogen Ammonia				
NA Effluent Avg	mg/L	0.0	0.0	0.0
NA Effluent Permit Limit - 30 Day Avg	mg/L	2.9	2.9	0.0
Influent Flow				
Elk Run Average Daily Flow	gallons	96,768	91,144	0
Raymond Average Daily Flow	gallons	53,701	61,866	0
Average Daily Combined	gallons	158,634	153,010	0
Maximum Daily Combined	gallons	190,874	189,295	0
Total Monthly Combined	gallons	3,912,239	4,590,315	0
Minimum Daily Combined	gallons	131,337	136,115	0
Permit Limit - 30 Day Avg	gallons	281,000	281,000	
Permit Limit - Daily Maximum	gallons	291,000	291,000	

Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$12,000.00	\$1,315.36	11%	42%
Total	\$12,000.00	\$1,315.36	11%	42%



ELK RUN HEIGHTS/RAYMOND - MAY '20

Water Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
5/22/20	First National Bank, VISA	Supplies	\$60.10
		Total	\$60.10

Water System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
5/17/20	Keystone Labs	Special Bacteria	\$45.00
		Total	\$45.00

Wastewater Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
5/22/20	First National Bank, VISA	Supplies	\$36.48
		Total	\$36.48

Wastewater System Maintenance

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

Water Plant Maintenance	\$60.10
Water System Maintenance	\$45.00
W/W Plant Maintenance	\$36.48
W/W System Maintenance	\$0.00
Month Total	<u>\$141.58</u>

Annual Maintenance Budget \$12,000.00

Total Maintenance Dollars Spent Year to Date \$1,315.36

Percent Maintenance Budget Spent Year to Date 11%



Work Orders Completed

Date completed	Equipment	Task
6/26/2020	Emergency Generator WWTP	Monthly PM
6/26/2020	James Street Lift Station Generator	Monthly PM
6/26/2020	Raymond West Lift Station Generator	Monthly PM
6/26/2020	Raymond South Lift Station Generator	Monthly PM
6/22/2020	Effluent Sampler	Annual PM
6/22/2020	Influent Sampler	Annual PM
6/19/2020	Blower No 1	Monthly PM
6/1/2020	Blower No 2	Monthly PM
6/1/2020	Blower No3	Monthly PM
6/1/2020	Blower No4	Monthly PM
6/1/2020	Blower No5	Monthly PM
6/19/2020	Blower No6	Monthly PM
6/26/2020	James Street Lift Station	LS Monthly PM
6/26/2020	Lafayette Lift Station	LS Monthly PM
6/25/2020	Sutton Lift Station	LS Monthly PM
6/26/2020	Raymond West Lift Station	LS Monthly PM
6/26/2020	James Street Lift Station	LS Quarterly PM
6/26/2020	Lafayette Lift Station	LS Quarterly PM
6/25/2020	Sutton Lift Station	LS Quarterly PM
6/24/2020	Raymond 3rd Street Lift Station	LS Quarterly PM
6/26/2020	Raymond West Lift Station	LS Quarterly PM
6/19/2020	James Street Lift Station	LS Annual PM
6/19/2020	Lafayette Lift Station	LS Annual PM
6/19/2020	Sutton Lift Station	LS Annual PM
6/26/2020	Raymond South Lift Station 1	LS Monthly PM
6/26/2020	Raymond South Lift Station 1	LS Quarterly PM

Julie Eastman

From: Jordan Cooper <jcooper@peopleservice.com>
Sent: Wednesday, June 24, 2020 12:17 PM
To: Julie Eastman
Subject: FW: Plaza Dr. Generator

Here is the information for Plaza generator.

From: Heath Draeger <HDraeger@peopleservice.com>
Sent: Thursday, March 26, 2020 12:19 PM
To: 'Kristi Lundy' <mayor@elkrunheights.com>; 'Julie Eastman' <cityclerk@elkrunheights.com>
Cc: Jordan Cooper <jcooper@peopleservice.com>
Subject: Sutton St Generator

Just got off the phone with Mike with Power Services... he said we can still go ahead with the 60KW natural gas generator (\$25,485) over the 60KW Diesel (\$27,941) for Plaza Dr. He said he is about 80% certain the 60KW natural gas can withhold the torque (starting in rush load). This is why he highly recommended the diesel because at the time we were talking Lp Gas (with tank), which was a wash as far as cost compared to the diesel. He wanted to guarantee it would work. He can't guarantee that with a 60KW Lp or natural gas. So if we decided to go with natural gas and it doesn't work (he'll know the day it is installed if it works), he would buy the 60KW generator back from the city and sell an 80KW natural gas generator to us. This would cost approximately \$3,000 more.

I hope this makes sense, please let me know if you have any questions or if you need Jordan or I to come to a meeting.

Thanks, Heath



*Service you can depend on.
People you trust.*

PeopleService.com



Heath Draeger
Assistant Region Manager

☎ 319-226-4830
☎ 319-830-5215

3336 Kimball Avenue, Suite 153
Waterloo, IA 50702

HDraeger@PeopleService.com

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PUMP MAINTENANCE SERVICE AGREEMENT

Date: May 12, 2020

To: PeopleService – Elk Run Heights, IA
5042 Lafayette Road
Elk Run Heights, IA 50707

Contact: Jordan Cooper
Phone: (319) 300-5045
Email: jcooper@peopleservice.com

Locations & Equipment:

- Quantity (4) Duplex Lift Stations

Electric Pump is pleased to offer a pump service agreement. The agreement shall include for one (1) year:

- 1 Inspections: Including the checkpoints, listed trip charges and labor to inspect unit(s).**

PUMP INSPECTION LIST

- 1. Check electrical condition of insulation on power cable and on power cable and on all phases of motor windings (resistance check).**
- 2. Check for any loose or faulty electrical connections within the pump control panel.**
- 3. Check voltage supply between all phases on the line side of the electrical control panel; pump off.**
- 4. Check amperage draws on all phases of the pump motor.**
- 5. Check voltage between all phases on the load side of the pump control (line side for sing phase), pump off.**
- 6. Check condition and operation of motor thermal protectors (if so equipped).**
- 7. Removal of pump from lift station for physical inspection.**
- 8. Check condition of upper shaft seals (inspect condition of oil).**
- 9. Check condition and operation of leakage detector (if so equipped).**
- 10. Check lower shaft seals (inspect condition of oil).**
- 11. Change oil (if required)**
- 12. Check for worn or loose impeller.**
- 13. Check all impeller wear rings.**
- 14. Check for noisy upper and lower bearings.**
- 15. Check physically for damaged or cut pump cable.**
- 16. Clean, reset and check operation of the level sensors.**
- 17. Check for correct shaft rotation.**
- 18. Reinstall pump and check for leakage at the discharge connection.**
- 19. Test of operating cycle.**

This agreement price includes all trip charges, overnight stays and service time for inspections only. A written report of our findings will be supplied to the owner. Prior to all inspections, the owner will be notified of our impending visit. This agreement price does not include any parts, extra labor or return trips that would be required as a result of the inspection or service time.

ANNUAL SERVICE RATE \$ 750.00

WOULD YOU LIKE TO ELECT A THREE YEAR SERVICE AGREEMENT AT THE GUARANTEED RATE LISTED ABOVE?

X _____

TERMS

Payment terms are NET THIRTY (30) DAYS.

Any additional repairs and/or parts replacement will be performed only when it is requested by the customer.

Electric Pump assumes no liability for loss of use, any direct, indirect or consequential damage of any kind in respect to the use or operation of pumps or any equipment or accessories used in connection therewith.

The owner's responsibilities will be:

- 1) Dispose of waste.
- 2) Have a representative available to allow entry to pumps.

All parts and labor are subject to the manufacturer's published warranty.

This agreement shall be effective from its signed date and shall continue in effect until termination by mutual agreement or by either party upon thirty (30) days prior written notice.

Service Coordinator
Electric Pump

 Brian Frost
 Fx: 515-265-8079
 brianf@electricpump.com

ACCEPTED THIS DATE: _____

COMPANY/CITY: _____

BY: _____

TITLE: _____



825 SW Ordnance Rd.
Ankeny, IA 50023
Telephone (515) 635-0025
info@iowapumpworks.com

Waste Water Pumping Station Service Agreement

As a continuing service to our customers, Iowa Pump Works is pleased to provide an added value service agreement. Your pumping equipment is designed for years of dependable service. But it does require periodic preventative maintenance. Instead of running your equipment until it breaks down, causing sewer backup, emergency service or litigation, consider having Iowa Pump Works dispatch a factory trained Service Technician, equipped and certified for confined space entry, on a predefined schedule. Prior to our coming out to service your system, our technician will, of course, call you to schedule a mutually agreeable date and time for you or your personnel to meet us at the site.

At your option, once, twice or three times a year (depending upon your pump station usage) Iowa Pump Works will perform a 20-point inspection on the mechanical and electrical components of your system and give you an evaluation report. Damaged or worn components will be listed, but only repaired after you agree to the repairs. Charges for repairs will be at our usual field service hourly rate plus parts; but you will save emergency costs resulting from a break down situation type of repair. Also, keep in mind that a pump running in top condition is hydraulically more efficient and electrically less expensive to operate.

We can, at the same time, train you or your people so they will be effective in trouble shooting and operating the equipment. The result is years of worry free performance.

A pre-arranged Service Agreement for each pump station serviced is a very cost-effective approach to maintenance.

We believe you will find this offer of great value and urge you to promptly return the enclosed forms for inclusion in our service schedule. Your service agreement will be effective once we receive a signed and dated copy of this service agreement back from you.

You will be billed for the Service Agreement only after it has been performed, and you will only pay for services rendered.

**IOWA PUMP WORKS
FLUID HANDLING SERVICE PROFESSIONALS**

SCOPE

The scheduled preventative maintenance check as described in our Service Agreement will consist of a complete and thorough 20-point mechanical and electrical inspection of each pump station. This inspection will be on a scheduled basis followed by a complete report of the findings. All inspections are based upon agreements of both parties involved and in compliance with services and terms with services stated below.

1. Check electrical condition of insulation on power cable and on all phases of motor windings. (resistance checks)
2. Check for function of control panel and any loose or faulty electrical connections.
3. Check voltage supply between all phases on the line side of the electrical connections.
4. Check amperage draws on all phases of the pump motor.
5. Check voltage between all phases of the load side of the pump motor starter. Check power control.
6. Check condition and operation of motor thermal protectors. (if so equipped)
7. Removal of pump from lift station for physical inspection. (if a submersible pump on guide rails only)
8. Check condition for upper shaft seals. (inspect condition of motor housing, if so equipped)
9. Check condition and operation of moisture sensors. (if so equipped)
10. Check lower shaft seals. (inspect condition of oil if so equipped).
11. Change oil (if required)
12. Check condition of impeller. (on submersible pump on guide rails)
13. Check all impeller wear rings. (on submersible pump on guide rails)
14. Check for noisy upper and lower bearings. (Grease bearings if possible)
15. Check physically for damaged or cut pump cable.
16. Clean, reset, and check operation of the pump alternator and level sensors.
17. Check for correct shaft rotation.
18. Re-install pump and check for leakage at the discharge connection. (if a submersible pump)
19. Test of operating cycle.
20. Perform a pump-down test to document pump flow.
21. Submit complete inspection report.



SCHEDULED PUMP MAINTENANCE AGREEMENT

Date Prepared: 5/14/20
Prepared By: Mark Strothcamp
Representative: Shane Patterson
Total Number of Stations: 4
Number of Pumps to be Inspected: 8
Number of Inspections Per Year: 1
Months that Service be Performed: Customer Choice
Fee for this Service Agreement: \$1,413.00 Per Inspection.

Maintenance for pumps. Pump info will be documented at time of service.

Pump Brands(s):	Liberty, Hydromatic, Flygt	Customer Name:	City of Elk Run Heights, IA
		Contact Name:	Pat
Horsepower:	2@2HP, 2@10HP, 2@15HP	Email:	elkrunwater@gmail.com
	2@20HP	Phone Number:	541-231-4472
Station Locations:	Lafayette, James, Hydromatic #1	Fax Number:	319-835-0225
	Hydromatic #2		

TERMS

Any additional repairs (service labor, parts and trip charges) will be performed only after authorization and will be an additional charge. Pumps in dry pit stations shall be inspected in the station, and not removed. **If confined space entry is required, an additional fee of \$175 shall be charged.**

This agreement price includes all trip charges, overnight stays and service time. A written report of the findings will be supplied to the owner. Prior to all inspections, the owner will be notified of our impending visit.

All unscheduled emergency calls and repairs are in addition to this periodic preventative maintenance agreement.

All parts and labor are subject to the manufacturer's published warranty.

The fee for this maintenance agreement shall be guaranteed for two years and payable when the service is performed and billed. Payment terms are Net 30. **If you would like to elect a three-year service agreement at the guaranteed pricing listed above, please check this box.**

Iowa Pump Works assumes no liability for loss of use or for any direct, indirect or consequential damage of any kind with respect to the use or operation of pumps, any equipment or accessories covered in this agreement.

This agreement shall be effective from its signed date and shall continue in effect until termination by either party upon 30 days prior written notice.

The owner's responsibility will be:

- A) Have a representative available to allow entry to pumps.
- B) Disposal of all waste.

Accepted by: _____ Title: _____ Date: _____

A signed and dated copy of this maintenance agreement must be faxed to (866) 961-5085 or emailed to Iowa Pump Works at info@iowapumpworks.com. The effective date of the maintenance agreement will be the date the form is signed, dated and returned.

RESOLUTION 3023

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

ACTUALLY CLEAN CARPETS LLC	COMM RM CARPET CLEANING	210.00
AMENT, INC	MAYOR'S PARK TRAIL	1,615.64
	ENGINEER-MEETINGS	75.00
	ENGINEER	525.00
	VENDOR TOTAL	2,215.64
ARLAN SCHELLOHORN	REFUND DUE TO COVID19	35.00
ASPRO	COLD MIX	629.00
AUTO PLUS	ST-MISC SUPPLIES	20.24
BHC BOARD OF SUPERVISORS	FY21 HAZMAT CONTRIBUTION	558.50
BMC AGGREGATES L.C.	ROADSTONE	14.37
CALHOUN-BURNS & ASSOCIATES	BRIDGE RATING & INSPECTION	402.50
CASEY'S GENERAL STORE INC	FUEL	48.40
	FUEL	26.07
	FUEL	1.26
	VENDOR TOTAL	73.21
CITY OF EVANSDALE	FY21 YARD WASTE CONTRACT	2,400.00
	FY21 1ST QRTR LIBRARY CONTRACT	2,664.05
	FY21 1ST QRTR LAW ENFORCEMENT	12,030.75
	VENDOR TOTAL	17,094.80
COURIER COMMUNICATIONS LEE	AMEND BUDGET	124.99
	HAZARD MITIGATION PLAN	25.05
	MAY 12 CLAIMS	39.10
	JUNE 9 MTG. CLAIMS	233.10
	VENDOR TOTAL	422.24
IA DEPT OF NATURAL RESOURCE	FY21 ANNUAL WATER SUPPLY FEE	127.57
EASTMAN, JULIE	CELL PHONE REIMBURSEMENT	40.00
	TRAVEL REIMBURSEMENTS	103.39
	REIMBURSE WORKSHOP	25.00
	VENDOR TOTAL	168.39
ELAN CARDMEMBER SERVICE	RU-FUEL/ROAD RANGER	60.00
	RU-FUEL/ROAD RANGER	65.00
	RU-FUEL/ROAD RANGER	60.00
	CH-ONLINE SERVICES/MICROSOFT	35.00
	CH-ONLINE SERVICES/MICROSOFT	25.00
	CH-VIDEO CALL SERVICES/ZOOM	16.04
	SW-AIR CONDITIONER/SAM'S CLUB	229.98
	SW-AIR CONDITIONER/WALMART	456.00
	VENDOR TOTAL	947.02
EMERGENCY MANAGEMENT BH	(FY21 EMA OPERATING BUDGET	1,517.15
HI-VIZ SAFETY	CH-SECURITY CAMERA SIGNS	34.00
	RU-SECURITY CAMERA SIGNS	90.00
	VENDOR TOTAL	124.00
IA LEAGUE OF CITIES	FY21 MEMBER DUES	897.00
KRISTI LUNDY	CELL PHONE REIMBURSEMENT	40.00
LYNCH DALLAS, P.C.	LEGAL FEES/GENERAL	82.50
	LEGAL-ATTORNEY	44.50
	VENDOR TOTAL	127.00
MID AMERICAN ENERGY	MAY UTILITIES	3,031.98
MID COUNTRY MACHINERY	TRACTOR ATTACHMENT/MOWER	15,600.00
P & K MIDWEST	RU-SPRAY PAINT/BATTERY	75.56

PEOPLESERVICE	JULY 2020 SERVICES	11,700.00
RICOH USA INC	COPIER CONTRACT	13.35
ROBERTS STEVENS PRENDERGAS	LEGAL SERVICES	1,837.50
SHRED IT, C/O STERICYCLE, INC	DOUCMENT SHREDDING	54.55
TEDS HOME & HARDWARE	PK-CAUTION TAPE	10.99
	RU-WASHERS	15.98
	PK-RAIN GAUGE	3.99
	PK-GRASS SEED	8.49
	VENDOR TOTAL	39.45
THOMAS JAMES	CELL PHONE REIMBURSEMENT	40.00
UTILITY EQUIPMENT CO	WT-3WAY HYDRANT/ELK RUN RD	3,285.71
	WT-CREDIT ON RETURNED SUPPLIES	74.00
	WT-VALVE @ LAF & GVILLE RD	696.26
	PK-VALVE BOX RISER/GRAY ST	300.10
	VENDOR TOTAL	4,208.07
WASTE MANAGEMENT	RECYCLING	223.06
	RECYCLING	286.96
	GARBAGE	4,886.60
	RECYCLING	223.62
	RECYCLING	576.04
	GARBAGE	4,886.60
	VENDOR TOTAL	11,082.88
WATERLOO FIRE RESCUE	1ST QTR FIRE AGREEMENT	9,444.24
WATERLOO WATER WORKS	MONTHLY WATER BILL	1,938.56
	FY21 1ST QRTR DOUGLAS RD PYMT	72.85
	MONTHLY WATER BILL	2,431.09
	VENDOR TOTAL	4,442.50
WELLMARK BC/BS	HEALTH INSURANCE	1,926.56
	001 GENERAL	32,166.28
	110 ROAD USE TAX	18,774.28
	306 MAYORS PARK IMPROVEMENTS	1,615.64
	600 WATER	11,214.47
	610 SEWER	11,866.72
	670 LANDFILL	11,082.88
	671 YARD WASTE	2,400.00
	TOTAL FUNDS:	89,120.27
	JUNE PAYROLL:	
	BIWEEKLY PAYROLL	7,015.72
	EFTPS	2,037.27
	TOTAL PAYROLL:	9,052.99
PREPAYS		
5560 USPS	WATER BILLS	167.65
	TOTAL PREPAYS:	167.65

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

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

RESOLUTION 3024

RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH THE IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS FOR GRANT MAYOR'S PARK SHELTER AND RESTROOMS

WHEREAS, the City of Elk Run Heights wishes to apply for a Resource Enhancement and Protection (REAP) Grant funded by the Iowa Department of Natural Resources, and

WHEREAS, the City Council of the City of Elk Run Heights, Iowa, has considered approving and authorizing execution of a Memorandum of Understanding with the Iowa Northland Regional Council of Governments for grant writing services for the Mayor's Park Shelter and Restroom and

WHEREAS, the City Council of the City of Elk Run Heights, Iowa, deems it in the best interest of the City of Elk Run Heights, Iowa, to approve and authorize execution of said Memorandum of Understanding.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Elk Run Heights, Iowa, that said Memorandum of Understanding with the Iowa Northland Regional Council of Governments is hereby approved and the Mayor and City Clerk are hereby authorized to execute said Memorandum of Understanding on behalf of the City of Elk Run Heights, Iowa.

PASSED AND ADOPTED THIS 14TH DAY OF JULY 2020

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

Standard Consultant Contract
For Local Public Agency Consultant Contracts with Federal-aid Participation

This **AGREEMENT**, made as of the date of the last party's signature below, is by and

BETWEEN the City of Elk Run Heights, the **Owner**, located at:

5042 Lafayette Road
Elk Run Heights, Iowa 50707
Phone: (319) 232-0020
FAX: (319) 833-0225

and Wapsi Valley Archaeology, Inc., the **Consultant**, located at:

126 East Main Street
P.O. Box 244
Anamosa, IA Iowa 52205
Phone: (319) 462-4760

For the following Project: HMA trail in the City of Elk Run Heights in Mayor's Park, west of McCoy Road and south of Lafayette Road.

The **Owner** has decided to proceed with the Project, subject to the concurrence and approval of the Iowa Department of Transportation (Iowa DOT), and the Federal Highway Administration (FHWA), U.S. Department of Transportation (when applicable).

The **Owner** desires to employ the **Consultant** to provide a phase I archaeological investigation in Mayor's Park in Elk Run Heights, Iowa and Bunger Park in Evansdale, Iowa to ensure that the proposed Mayor's Park Trail project complies with the National Historic Preservation Act, services to assist with the development and completion of the Project. The **Consultant** is willing to perform these services in accordance with the terms of this Agreement.

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Article Number And Description

- 1 Initial Information**
 - 1.1 Project Parameters
 - 1.2 Financial Parameters
 - 1.3 Project Team
 - 1.4 Time Parameters
- 1.5 Minimum Qualification Standards
- 2 Entire Agreement, Required Guidance and Applicable Law**
 - 2.1 Entire Agreement of the Parties
 - 2.2 Required Guidance
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- 3 Form of Compensation**
 - 3.1 Method of Reimbursement for the Consultant
 - 3.2 Subconsultant's Responsibilities for Reimbursement
- 4 Terms and Conditions**
 - 4.1 Ownership of Engineering Documents
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 - 4.3 Consultant's Endorsement on Plans
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 - 4.5 Additional Documents
 - 4.6 Revision of Work Product
 - 4.7 Extra Work
 - 4.8 Extension of Time
 - 4.9 Responsibility for Claims and Liability
 - 4.10 Current and Former Agency Employees (Conflicts of Interest)
 - 4.11 Suspension of Work
 - 4.12 Termination of Agreement
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 - 4.14 Assignment or Transfer
 - 4.15 Access to Records
 - 4.16 Iowa DOT and FHWA Participation
 - 4.17 Nondiscrimination Requirements
 - 4.18 Compliance with Title 49, Code of Federal Regulations, Part 26
 - 4.19 Severability

Attachment A - Scope of Services

Attachment B - Specifications

Attachment C - Fees and Payments

Attachment C-1 – Cost Analysis Worksheet

Attachment D - Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Attachment E - Certification of Consultant

Attachment F - Certification of Owner

Attachment G - Sample Invoice Form

Attachment H - Consultant Fee Proposal

ARTICLE 1 INITIAL INFORMATION

This Agreement is based on the following information and assumptions.

1.1 Project Parameters

The objective or use is: [Conduct a phase I archaeological investigation of Mayor's Park in Elk Run Heights, Iowa and Bunger Park in Evansdale, Iowa \(as identified on the attached map\) to ensure that the proposed Mayor's Park Trail project complies with the National Historic Preservation Act.](#)

1.2 Financial Parameters

1.2.1 Amount of the **Owner's** budget for the **Consultant's** compensation is:
[\\$6,334.79.](#)

1.2.2 Amount of the **Consultant's** budget for the subconsultants' compensation is:
[\\$0.00.](#)

1.3 Project Team

1.3.1 The **Owner's** Designated Representative, identified as the **Contract Administrator** is:
[Michael G. Dryden, PE – City Engineer](#)

The **Contract Administrator** is the authorized representative, acting as liaison officer for the **Owner** for purpose of coordinating and administering the work under the Agreement. The work under this Agreement shall at all times be subject to the general supervision and direction of the **Contract Administrator** and shall be subject to the **Contract Administrator's** approval.

1.3.2 The **Consultant's** Designated Representative is:
[Nurit G. Finn, President](#)

1.3.3 The subconsultants retained at the **Consultant's** expense are identified in the following table:

<u>Subconsultant</u>	<u>Amount Authorized</u>	<u>Maximum Amount Payable</u>	<u>Method of Payment</u>
None			

1.4 Time Parameters

1.4.1 The **Consultant** shall begin work under this Agreement upon receipt of a written notice to proceed from the **Owner**.

1.4.2 Milestones for completion of the work under this Agreement as follows:

1. Preparation of a report documenting the archaeological investigation shall be completed within eight (8) weeks of authorization to proceed unless delayed by events beyond their control.

1.4.3 The **Consultant** shall not begin final design activities until after the **Owner** has been notified by the Iowa DOT that FHWA Environmental Concurrence has been obtained. Upon receipt of such notice, the **Owner** will provide the **Consultant** notice to proceed with final design activities.

1.5 Minimum Qualification Standards (MQS)

1.5.1 The **Consultant** and their subconsultants are required to meet the Minimum Qualifications Standards (MQS) requirements of specified work categories as defined in the Iowa DOT's Policy and Procedure Manual (PPM), Policy No. [300.04](#), at the time of contract execution, and for the duration of the contract. Work under this contract will require the consultant team to meet the requirements of Work Category [352 Comprehensive Archaeological Services](#). Failure to meet the requirements during the contract will result in cancellation of any remaining portion of the contract.

1.5.2 All services within this agreement shall be performed by the **Consultant** or subconsultant who meets the MQS of the specified work categories as defined Iowa DOT PPM [300.04](#). If no work category exists for a particular service, normal methods of acceptance shall be used, such as experience, typical licensure, certification or registration, or seals of approval by others.

ARTICLE 2 ENTIRE AGREEMENT, REQUIRED GUIDANCE, AND APPLICABLE LAW

- 2.1 Entire Agreement of the Parties.** This Agreement, including its attachments, represents the entire and integrated agreement between the **Owner** and the **Consultant** and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both **Owner** and **Consultant**. This Agreement comprises the documents listed as attachments in the Table of Contents. The work to be performed by the **Consultant** under this Agreement shall encompass and include all detail work, services, materials, equipment and supplies necessary to prepare and deliver the scope of services provided in Attachment A.
- 2.2 Required Guidance.** All services shall be in conformity with the Specifications outlined in Attachment B, the Iowa Department of Transportation Federal-aid Project Development Guide, Instructional Memorandums to Local Public Agencies (I.M.s), and other standards, guides or policies referenced therein. In addition, applicable sections of the U.S. Department of Transportation Federal Aid Policy Guide (FAPG) shall be used as a guide in preparation of plans, specifications and estimates.
- 2.3 Applicable Law.** The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Agreement without regard to the choice of law provisions of Iowa law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Agreement, the exclusive jurisdiction for the proceeding shall be brought in the [Black Hawk](#) County District Court of Iowa, [Waterloo](#), Iowa. This provision shall not be construed as waiving any immunity to suit or liability including without limitation sovereign immunity in State or Federal court, which may be available to the **Owner**. The **Consultant** shall comply with all Federal, State and local laws and ordinances applicable to the work performed under this Agreement.

ARTICLE 3 FORM OF COMPENSATION

3.1 Method of Reimbursement for the Consultant.

3.1.1 Compensation for the **Consultant** shall be computed in accordance with one of the following compensation methods, as defined in Attachment C:

- .1 Cost Plus Fixed Fee - Attachment C
- .2 Lump Sum - Attachment C
- .3 Specific Rate of Compensation - Attachment C
- .4 Unit Price - Attachment C
- .5 Fixed Overhead Rate - Attachment C

3.1.2 When applicable, compensation for the subconsultant(s) shall be computed in accordance with one of the payment methods listed in section 3.1.1. Refer to section 1.3.3 for identification of the method of payment utilized in the subconsultant(s) contract. The compensation method utilized for each subconsultant shall be defined within the subconsultant contract to the **Consultant**.

- 3.2 Subconsultant's Responsibilities for Reimbursement.** The **Consultant** shall require the subconsultants (if applicable) to notify them if they at any time determine that their costs will exceed their estimated actual costs. The **Consultant** shall not allow the subconsultants to exceed their estimated actual costs without prior written approval of the **Contract Administrator**. The prime **Consultant** is cautioned that cost under-runs associated with any subconsultant's contract are not available for use by the prime **Consultant** or other subconsultant unless the **Contract Administrator**, Iowa DOT, and FHWA (when applicable) have given prior written approval.

ARTICLE 4 TERMS AND CONDITIONS

4.1 Ownership of Engineering Documents

4.1.1 All sketches, tracings, plans, specifications, reports on special studies and other data prepared under this Agreement shall become the property of the **Owner** and shall be delivered to the **Contract Administrator** upon completion of the plans or termination of the services of the **Consultant**. There shall be no restriction or limitation on their future use by the **Owner**, except any use on extensions of the project or on any other project without written verification or adaptation by the **Consultant** for the specific purpose intended will be the **Owner's** sole risk and without liability or legal exposure to the **Consultant**.

4.1.2 The **Owner** acknowledges the **Consultant's** plans and specifications, including all documents on electronic media, as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the **Owner** upon completion of the services and payment in full of all moneys due to the **Consultant**.

4.1.3 The **Owner** and the **Consultant** agree that any electronic files prepared by either party shall conform to the specifications listed in Attachment B. Any change to these specifications by either the **Owner** or the **Consultant** is subject to review and acceptance by the other party. Additional efforts by the **Consultant** made necessary by a change to the CADD software specifications shall be compensated for as Additional Services.

4.1.4 The **Owner** is aware that significant differences may exist between the electronic files delivered and the respective construction documents due to addenda, change orders or other revisions. In the event of a conflict between the signed construction documents prepared by the **Consultant** and electronic files, the signed construction documents shall govern.

4.1.5 The **Owner** may reuse or make modifications to the plans and specifications, or electronic files while agreeing to take responsibility for any claims arising from any modification or unauthorized reuse of the plans and specifications.

4.2 Subconsultant Contract Provisions and Flow Down

4.2.1 All provisions of this Agreement between the **Owner** and **Consultant** shall also apply to all subconsultants hired by the **Consultant** to perform work pursuant to this Agreement. It is the **Consultant's** responsibility to ensure all contracts between **Consultant** and its subconsultants contain all provisions required of Consultant in this Agreement. The only recognized exception to this requirement is under provision 3.1.2 when the subconsultant has a different method of reimbursement than the **Consultant**.

4.2.2 The **Consultant** may not restrict communications between the **Owner** and any of the subconsultants. The **Consultant** will encourage open communication among the **Owner**, the **Consultant** and the subconsultants.

4.3 Consultant's Endorsement on Plans. The **Consultant** and its subconsultants shall endorse and certify the completed project deliverables prepared under this Agreement, and shall affix thereto the seal of a professional engineer or architect (as applicable), licensed to practice in the State of Iowa, in accordance with the current Code of Iowa and Iowa Administrative Code.

4.4 Progress Meetings. From time to time as the work progresses, conferences will be held at mutually convenient locations at the request of the **Contract Administrator** to discuss details of the design and progress of the work. The **Consultant** shall prepare and present such information and studies as may be pertinent and necessary or as may be requested by the **Contract Administrator**, to enable the **Contract Administrator** to pass judgment on the features and progress of the work.

4.5 Additional Documents. At the request of the **Contract Administrator**, the **Consultant** shall furnish sufficient documents, or other data, in such detail as may be required for the purpose of review.

4.6 Revision of Work Product

4.6.1 Drafts of work products shall be reviewed by the **Consultant** for quality control and then be submitted to the **Contract Administrator** by the **Consultant** for review and comment. The comments received from the **Contract Administrator** and the reviewing agencies shall be incorporated by the

Consultant prior to submission of the final work product by the **Consultant**. Work products revised in accordance with review comments shall constitute "satisfactorily completed and accepted work." Requests for changes on work products by the **Contract Administrator** shall be in writing. In the event there are no comments from the **Contract Administrator** or reviewing agencies to be incorporated by the **Consultant** into the final work product, the **Contract Administrator** shall immediately notify the **Consultant**, in writing, that the work product shall constitute "satisfactorily completed and accepted work."

4.6.2 In the event that the work product prepared by the **Consultant** is found to be in error and revision or reworking of the work product is necessary, the **Consultant** agrees that it shall do such revisions without expense to the **Owner**, even though final payment may have been received. The **Consultant** must give immediate attention to these changes so there will be a minimum of delay to the project schedule. The above and foregoing is not to be construed as a limitation of the **Owner's** right to seek recovery of damages for negligence on the part of the **Consultant** herein.

4.6.3 Should the **Contract Administrator** find it desirable to have previously satisfactorily completed and accepted work product or parts thereof revised, the **Consultant** shall make such revisions if requested and directed by the **Contract Administrator** in writing. This work will be paid for as provided in Article 4.7.

4.7 Extra Work. If the **Consultant** is of the opinion that any work it has been directed to perform is beyond the scope of this Agreement, and constitutes "Extra Work," it shall promptly notify the **Contract Administrator** in writing to that effect. In the event that the **Contract Administrator** determines that such work does constitute "Extra Work", the **Consultant** shall promptly develop a scope and budget for the extra work and submit it to the **Contract Administrator**. The **Owner** will provide extra compensation to the **Consultant** upon the basis of actual costs plus a fixed fee amount, or at a negotiated lump sum. The **Consultant** shall not proceed with "Extra Work" without prior written approval from the **Owner** and concurrence from the Iowa DOT. Prior to receipt of a fully executed Supplemental Agreement and written Notice to Proceed, any cost incurred that exceeds individual task costs, or estimated actual cost, or the maximum amount payable is at the **Consultant's** risk. The **Owner** has the right, at its discretion, to disallow those costs. However, the **Owner** shall have benefit of the service rendered.

4.8 Extension of Time. The time for completion of each phase of this Agreement shall not be extended because of any delay attributed to the **Consultant**, but may be extended by the **Contract Administrator** in the event of a delay attributed to the **Owner** or the **Contract Administrator**, or because of unavoidable delays beyond the reasonable control of the **Consultant**.

4.9 Responsibility For Claims And Liability

4.9.1 The **Consultant** agrees to defend, indemnify, and hold the **Owner**, the State of Iowa, the Iowa DOT, their agents, employees, representatives, assigns and successors harmless for any and all liabilities, costs, demands, losses, claims, damages, expenses, or attorneys' fees, including any stipulated damages or penalties, which may be suffered by the **Owner** as the result of, arising out of, or related to, the negligence, negligent errors or omissions, gross negligence, willfully wrongful misconduct, or breach of any covenant or warranty in this Agreement of or by the **Consultant** or any of its employees, agents, directors, officers, subcontractors or subconsultants, in connection with this Agreement.

4.9.2 The **Consultant** shall obtain and keep in force insurance coverage for professional liability (errors and omissions) with a minimum limit of \$1,000,000 per claim and in the aggregate, and all such other insurance required by law. Proof of **Consultant's** insurance for professional liability coverage and all such other insurance required by law will be provided to the **Owner** at the time the contract is executed and upon each insurance coverage renewal.

4.10 Current and Former Agency Employees (Conflicts of Interest)

The **Consultant** shall not engage the services of any current employee of the **Owner** or the Iowa DOT unless it obtains the approval of the **Owner** or the Iowa DOT, as applicable, and it does not create a conflict of interest under the provisions of Iowa Code section 68B.2A. The **Consultant** shall not engage the services of a former employee of the **Owner** or the Iowa DOT, as applicable, unless it conforms to the two-year ban outlined in Iowa Code section 68B.7. Similarly, the **Consultant** shall not engage the

services of current or former FHWA employee without prior written consent of the FHWA, and the relationship meets the same requirements for State and local agency employees set forth in the above-referenced Iowa Code sections and the applicable Federal laws, regulations, and policies.

4.11 Suspension of Work under this Agreement

4.11.1 The right is reserved by the **Owner** to suspend the work being performed pursuant to this Agreement at any time. The **Contract Administrator** may effect such suspension by giving the **Consultant** written notice, and it will be effective as of the date established in the suspension notice. Payment for the **Consultant's** services will be made by the **Owner** to the date of such suspension, in accordance with the applicable provisions in Article **4.12.2** or Article **4.12.3** below.

4.11.2 Should the **Owner** wish to reinstate the work after notice of suspension, such reinstatement may be accomplished by thirty (30) days' written notice within a period of one year after such suspension, unless this period is extended by written consent of the **Consultant**.

4.11.3 In the event the **Owner** suspends the work being performed pursuant to this Agreement the **Consultant** with approval from the **Contract Administrator**, has the option, after 180 days to terminate the contract.

4.12 Termination of Agreement

4.12.1 The right is reserved by **either Party** to terminate this Agreement at any time and for any reason upon not less than thirty (30) days written notice to the **other Party**

4.12.2 In the event the Agreement is terminated by **either Party** without fault on the part of the **Consultant**, the **Consultant** shall be paid for the reasonable and necessary work performed or services rendered and delivered up to the effective date or time of termination. The value of the work performed and services rendered and delivered, and the amount to be paid shall be mutually satisfactory to the **Contract Administrator** and to the **Consultant**. The **Consultant** shall be paid a portion of the fixed fee, plus actual costs, as identified in Attachment C. Actual costs to be reimbursed shall be determined by audit of such costs to the date established by the **Contract Administrator** in the termination notice, except that actual costs to be reimbursed shall not exceed the Maximum Amount Payable.

4.12.3 In the event the Agreement is terminated by the **Owner** for fault on the part of the **Consultant**, the **Consultant** shall be paid only for work satisfactorily performed and delivered to the **Contract Administrator** up to the date established by the termination notice. After audit of the **Consultant's** actual costs to the date established by the **Contract Administrator** in the termination notice and after determination by the **Contract Administrator** of the amount of work satisfactorily performed, the **Contract Administrator** shall determine the amount to be paid to the **Consultant**.

4.12.4 This Agreement will be considered completed when the scope of the project has progressed sufficiently to make it clear that [the archaeological/historical report on the proposed trail in Mayor's Park in Elk Run Heights, Iowa and Bunger Park in Evansdale, Iowa complies with the requirements necessary to determine if the proposed project is compliant with the requirements of the National Historic Preservation Act](#) can be completed without further revisions in that work, or if the **Consultant** is released prior to such time by written notice from the **Contract Administrator**.

4.13 Right to Set-off. In the event that the **Consultant** owes the **Owner** any sum under the terms of this Contract, the **Owner** may set off the sum owed to the **Owner** against any sum owed by the **Owner** to the **Consultant** under any other contract or matter in the **Owner's** sole discretion, unless otherwise required by law. The **Consultant** agrees that this provision constitutes proper and timely notice of the **Owner's** intent to utilize any right of set-off.

4.14 Assignment or Transfer. The **Consultant** is prohibited from assigning or transferring all or a part of its interest in this Agreement, unless written consent is obtained from the **Contract Administrator** and concurrence is received from the Iowa DOT and FHWA, if applicable.

4.15 Access to Records. The **Consultant** is to maintain all books, documents, papers, accounting records and other evidence pertaining to this Agreement and to make such materials available at their respective

offices at all reasonable times during the agreement period, and for three years from the date of final closure of the Federal-aid project with FHWA, for inspection and audit by the **Owner**, the Iowa DOT, the FHWA, or any authorized representatives of the Federal Government; and copies thereof shall be furnished, if requested.

4.16 Iowa DOT and FHWA Participation. The work under this Agreement is contingent upon and subject to the approval of the Iowa DOT and FHWA, when applicable. The Iowa DOT and FHWA shall have the right to participate in the conferences between the **Consultant** and the **Owner**, and to participate in the review or examination of the work in progress as well as any final deliverable.

4.17 Nondiscrimination Requirements.

4.17.1 During the performance of this Agreement, the **Consultant** agrees to comply with the regulations of the U.S. Department of Transportation, contained in Title 49, Code of Federal Regulations, Part 21, and the Code of Iowa, Chapter 216. The **Consultant** will not discriminate on the grounds of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability in its employment practices, in the selection and retention of subconsultants, and in its procurement of materials and leases of equipment.

4.17.2 In all solicitations, either by competitive bidding or negotiation made by the **Consultant** for work to be performed under a subcontract, including procurement of materials or equipment, each potential subconsultant or supplier shall be notified by the **Consultant** of the **Consultant's** obligation under this contract and the regulations relative to nondiscrimination on the grounds of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability.

4.17.3 In the event of the **Consultant's** noncompliance with the nondiscrimination provisions of this Agreement, the **Owner** shall impose such contract sanctions as it, the Iowa DOT, or the FHWA may determine to be appropriate, including, but not limited to withholding of payments to the **Consultant** under the Agreement until the **Consultant** complies, or the Agreement is otherwise suspended or terminated.

4.17.4 The **Consultant** shall comply with the following provisions of Appendix A of the U.S. DOT Standard Assurances:

During the performance of this contract, the **Consultant**, for itself, its assignees and successors in interest (hereinafter referred to as the "**Consultant**") agrees as follows:

1. Compliance with Regulations: The **Consultant** shall comply with the Regulations relative to non-discrimination in Federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The **Consultant**, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, or disability in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The **Consultant** shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the **Consultant** for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the **Consultant** of the **Consultant's** obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, national origin, sex, age, or disability.
4. Information and Reports: The **Consultant** shall provide all information and reports required by the Regulations or directives issued pursuant there to, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the **Owner**, the

Iowa Department of Transportation or Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a **Consultant** is in the exclusive possession of another who fails or refuses to furnish this information the **Consultant** shall so certify to the **Owner**, the Iowa Department of Transportation or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of the **Consultant's** noncompliance with the nondiscrimination provisions of this contract, the **Owner** shall impose such contract sanctions as it, the Iowa Department of Transportation or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the **Consultant** under the contract until the **Consultant** complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.

6. Incorporation of Provisions: The **Consultant** shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The **Consultant** shall take such action with respect to any subcontract or procurement as the **Owner**, the Iowa Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: provided, however, that, in the event a **Consultant** becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the **Consultant** may request the **Owner** or the Iowa Department of Transportation to enter into such litigation to protect the interests of the **Owner** or the Iowa Department of Transportation; and, in addition, the **Consultant** may request the United States to enter into such litigation to protect the interests of the United States.

4.18 Compliance with Title 49, Code of Federal Regulations, Part 26

4.18.1 The **Consultant** agrees to ensure that disadvantaged business enterprises (DBEs) as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard the **Consultant** and all of its subconsultants shall take all necessary and reasonable steps in compliance with the Iowa DOT DBE Program to ensure disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts.

4.18.2 The **Consultant** shall pay its subconsultants for satisfactory performance of their work no later than 30 days from receipt of each payment it receives from the **Owner** for such work. If the **Owner** holds retainage from the **Consultant**, the **Consultant** may also withhold retainage from its subconsultant(s). If retainage is withheld from a subconsultant, full payment of such retainage shall be made within 30 days after the subconsultant's work is satisfactorily completed.

4.18.3 Upon notification to the **Consultant** of its failure to carry out the requirements of this Article, the **Owner**, the Iowa DOT, or the FHWA may impose sanctions which may include termination of the Agreement or other measures that may affect the ability of the **Consultant** to obtain future U.S. DOT financial assistance. The **Consultant** is hereby advised that failure to fully comply with the requirements of this Article shall constitute a breach of contract and may result in termination of this Agreement by the **Owner** or such remedy as the **Owner**, Iowa DOT or the FHWA deems appropriate, which may include, but is not limited to:

1. withholding monthly progress payments;
2. assessing sanctions;
3. liquidated damages; and / or

4.19 Severability. If any section, provision or part of this Agreement shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officials thereunto duly authorized as of the dates below.

Wapsi Valley Archaeology, Inc.

By 

Date: June 9, 2020

Nurit G. Finn
Wapsi Valley Archaeology, Inc.

ATTEST:

By _____

Date: _____

City of Elk Run Heights, Iowa

By _____

Date: _____

Kristi Lundy
Mayor

IOWA DEPARTMENT OF TRANSPORTATION

Accepted for FHWA Authorization*

By _____

Date: _____

Name _____

Title _____

* The Iowa DOT is not a party to this agreement. However, by signing this agreement, the Iowa DOT is indicating the work proposed under this Agreement is acceptable for FHWA authorization of Federal funds.

ATTACHMENT A
Scope of Services

It is understood by the **Owner** and the **Consultant** that the level and frequency of Progress Reporting shall be mutually established for each project, taking into account the complexity and duration of the work to be performed. For this specific project it is agreed that progress reporting will be **waived**.

It is understood by the **Owner** and the **Consultant** that the task detail associated with the 85% budget notification shall be mutually established for each project in relation to the complexity and duration of the work to be performed. For this specific project it is agreed that all work contemplated in the agreement will be considered as **one** task(s). It is further agreed that the 85% budget notification requirements will be **waived** for this Agreement based on the volume of work assigned, duration, complexity, and rate of progress anticipated on the project.

1. Phase 1 archaeological survey will involve reconnaissance survey and auger testing as judged appropriate. Fieldwork methods and final report preparation will help to fulfill compliance requirements of Section 106 of the National Historic Preservation Act and will follow recommended practices as presented in "Guidelines for Archaeological Investigations in Iowa."
2. Following completion of field investigations, a report will be prepared. The report will present the findings, conclusions, recommendations, detailed maps, and photographs. In addition, site forms will be completed and appended to the report. Three (3) hard copies and an electronic copy of the final report will be submitted upon completion of the Project.
3. Fieldwork methods and final report preparation will help to fulfill compliance requirements of Section 106 of the National Historic Preservation Act.
4. Included is all background research, state site file research, fieldwork and completion of appropriate forms for the Iowa State Historic Preservation Office (SHPO), analysis and final report preparation.

ATTACHMENT B
Specifications

Section 106 of the National Historic Preservation Act and the Guidelines for Archaeological Investigations in Iowa.

**ATTACHMENT C (referenced from 3.1)
Lump Sum**

3.1.1 FEES AND PAYMENTS

3.1.1.1 Fees. For full and complete compensation for all work, materials, and services furnished under the terms of this Agreement, the **Consultant** shall be paid fees on a lump sum basis and payment of this amount shall be considered as full and complete compensation for all work, materials and services furnished under the terms of this Agreement. The lump sum amount shall be \$ 6,334.79. The estimated staff hours and

The lump sum amount will not be changed unless there is a substantial change in the magnitude, scope, character, or complexity of the services from those covered in this Agreement. Any change in the lump sum amount will be by Supplemental Agreement.

3.1.1.2 Reimbursable Costs. Reimbursement of costs is limited to those that are attributable to the specific work covered by this Agreement and allowable under the provisions of the Code of Federal Regulations (CFR), Title 48, Federal Acquisition Regulation System, Subchapter E., Part 30 (when applicable), and Part 31, Section 31.105 and Subpart 31.2. In addition to Title 48 requirements, for meals to be eligible for reimbursement, an overnight stay will be required.

3.1.1.3 Premium Overtime Pay. Not applicable.

3.1.1.4 Payments. Monthly payments for work completed shall be based on the percentage of work completed and substantiated by monthly progress reports. The **Contract Administrator** will check such progress reports and payment will be made for the proportional amount of the lump sum fee. The **Owner** shall retain from each monthly payment for construction inspection or construction administration services 0% of the amount due.

Invoices shall clearly identify the beginning and ending dates of the prime's and subconsultant's billing cycles. All direct and indirect costs incurred during the billing cycle shall be invoiced. Costs incurred from prior billing cycles and previously not billed, will not be allowed for reimbursement unless approved by the **Contract Administrator**.

Upon completion, delivery, and acceptance of all work contemplated under this Agreement, the **Consultant** shall submit one complete invoice statement for the balance of the lump sum fee. Payment of 100% of the total cost claimed, inclusive of retainage, if applicable, will be made upon receipt and review of such claim. The **Consultant** agrees to reimburse the **Owner** for possible overpayment determined by final audit.

**ATTACHMENT C-1
Cost Analysis Worksheet**

Contract xxxxx, Base Agreement
Project Number: TAP-U-2312(604)—8I-07

I. Direct Labor Cost (Prime Only)

<u>Category</u>	<u>Hours</u>	<u>Rate/Hour</u>	<u>Amount</u>
Project Manager	6	\$35/hour	\$210.00
Archaeologist	50	\$25/hour	\$1,250.00
Arch. Tech.	50	\$15/hour	\$750.00
Editor	6	\$20/hour	\$120.00
Office Manager	10	\$16/hour	\$160.00
		Payroll total	<u>\$2,490.00</u>

II. Combined Overhead (COH) & Facilities Capital Cost of Money (FCCM) Costs (Prime Only)

IIA. Indirect Cost Factor: [Insert COH factor] (93.92% X I) \$2338.61
 Combined Overhead and FCCM total: \$2,338.61

III. Direct Project Expenses (Prime Only)

Per Diem	<u>\$852.00</u>		
Mileage	<u>\$74.75</u>	130 miles @ \$0.575	
Reproduction	_____		
Postage	_____		
Total Direct Project Expenses			<u>\$926.75</u>

IV. Estimated Actual Costs (EAC) (Prime Only) (I + II + III) \$5,755.36
(Rounded)

V. Fixed Fee (Prime Only) (12% X (I + IIA)) \$579.43
 Fix Fee total: \$579.43
(Rounded)

VI. Contingency (Prime Only) % X (I + II + III) \$ 0.00
(Rounded)

VII. Subconsultant Expenses

List First Subconsultant Total Costs (EAC+FF+Cont.) CP \$ _____
 List Second Subconsultant Total Costs (EAC+FF) LS \$ _____
 List the remaining Subconsultant for this contract CP \$ _____

Total Subcontractor Costs \$ 0.00
(Rounded)

VIII. Lump Sum Agreement Total (IV + V + VI + VII) \$6,334.79
(Maximum Amount Payable) (Rounded)

ATTACHMENT D

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS -- PRIMARY COVERED TRANSACTIONS**

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person" "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the definitions and coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application /proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

State of **Iowa**

Jones County

I **Nurit G. Finn**, **President** of the

Wapsi Valley Archaeology, Inc. Company, being duly sworn (or under penalty of perjury under the laws of the United States and the State of Iowa) do hereby certify that the above Statements are true and correct.



(Signature)

Subscribed and sworn to this 9th day of June, 2020.
(month) (year)

ATTACHMENT E

CERTIFICATION OF CONSULTANT

I hereby certify that I, [Nurit G. Finn](#), am the [President](#) and duly authorized representative of the firm of [Wapsi Valley Archaeology, Inc.](#), whose address is [126 East Main Street, PO Box 244, Anamosa, IA 52205](#), and that neither the above firm nor I has:

- (a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above **Consultant**) to solicit or secure this contract,
- (b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- (c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above **Consultant**) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Iowa Department of Transportation and the Federal Highway Administration, U.S. Department of Transportation, in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable, State and Federal laws, both criminal and civil.



Signature

June 9, 2020

Date

ATTACHMENT F

CERTIFICATION OF OWNER

I hereby certify that I, **Kristi Lundy**, am the **Mayor** and the duly authorized representative of the **Owner**, and that the above consulting firm or his representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract to:

- (a) Employ or retain, or agree to employ or retain, any firm or person, or
- (b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the to the Iowa Department of Transportation and the Federal Highway Administration, U.S. Department of Transportation, in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

Signature

Date

ATTACHMENT G
Page 4

Consultant Name
Consultant Address
Consultant Address

Lump Sum Progressive Invoice

Date

Invoice No.
Invoice Period Covered
Consultant Job No.

Client Project No.
County
Client Project Description
Client Contract No.

Total Lump Sum Amount [Prime only]
Percentage Completed
Total

Less Amount Previously Billed
[Prime only]
Total Current Bill [Prime only]

Subconsultants
Name
Name
Name

Total

Current Labor Hours
Total Labor Hours Incurred To Date
Total Estimated Labor Hours

Note: When submitting more than the final invoice on a lump sum project, each progressive invoice shall be identified as a "Progressive Invoice" (as in the above title).

ATTACHMENT G
Page 5

Consultant Name
Consultant Address
Consultant Address

Lump Sum Final Invoice

Date

Invoice No.
Invoice Period Covered
Consultant Job No.

Client Project No.
County
Client Project Description
Client Contract No.

Total Lump Sum Amount [Prime only]
Percentage Completed
Total

Less Amount Previously Billed
[Prime only]
Total Current Bill [Prime only]

Subconsultants
Name
Name
Name

Total

Current Labor Hours
Total Labor Hours Incurred To Date
Total Estimated Labor Hours

Note: When submitting a final invoice on a lump sum project, the final cumulative job cost report should be submitted with the final invoice.

ATTACHMENT H
Consultant Fee Proposal

Task	Hours	Cost
Preparation/Administration	8	\$ 182.00
Fieldwork	48	\$ 960.00
Analysis & Report Preparation	66	\$ 1,348.00
Overhead (93.92%)		\$ 2,338.61
Per Diem (\$142/per day, 3 days, 2 people)		\$ 852.00
Mileage (130 miles @ \$.575 per mile)		\$ 74.75
Fixed Fee (12%)		\$ 579.43
Total		\$ 6,334.79

CUSTOMER INSTRUCTIONS:

Options

1: Please indicate the number of tons desired for the 2020-21 season in the highlighted area. Follow the tonnage with a "W" for white or a "T" for treated.

2: Indicate payment preference by circling one of the available options listed.

3: Fill out attached credit application.

4: Return both forms to Skyline by **7/01/20**

Customer Name:	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
City of Elk Run Heights	25	26.41		0	0	0	
5042 Lafayette Rd							
Elk Run Heights, IA 50707							
Phone 319-232-0020							

	Price	carry over cost per ton / per month 5/1-11/1	Contract %	Down payment based on 100%	Barge off load
Commercial Customers					
Dubuque Iowa Terminal					
1 Direct ship to dock	\$60.67 per ton	\$0.00	100	100%	not included
2 100% paid and stored	\$68.86 per ton	\$1.75	100	100%	included
3 50% paid and stored	\$80.85 per ton	\$3.50	100	50% of 100%	included
4 25% paid and stored	\$86.63 per ton	\$3.50	100	25% of 100%	included
5 0% paid and stored	\$92.40 per ton	\$3.50	100	0%	included
Treating salt SOS					
6 Mixing services IA and II	\$20.00 per ton	all in plus white salt cost above			
Mixing services non salt Customers	\$25.00 per ton	Plus transportation cost		\$ 17.50	
Skyline Shop					
7 Shop customers	\$115.00				
8 Treated	\$140.00				

GRAND TOTAL-BEFORE

OVERAGE:

\$2,659.00



Contracted Education Proposal: July 1, 2020-June 30, 2023

This proposal is between Black Hawk County Conservation Board (BHCCB) and the cities of Cedar Falls, Elk Run Heights, Evansdale, Hudson, Raymond and Waterloo.

Black Hawk County Conservation's Hartman Reserve Nature Center will partner with the cities of Cedar Falls, Elk Run Heights, Evansdale, Hudson, Raymond and Waterloo to organize and conduct storm water education sessions. This effort will occur under the direction of city staff and BHCCB. Education sessions will occur throughout FY 2021-2023(July 1-June 30) consisting of school groups, field trips, public programs and summer camps.

Overview

- General storm water education fact sheets and or brochures will be made available. These fact sheets shall present information regarding storm water impacts on water quality and measures residents can implement to reduce water quality degradation from storm water.
- Informational articles will be provided for use in city newsletter 2 times per year which presents information regarding the impacts of storm water on water quality and measures residents can implement.
- BHCCB will provide a wide range of hands on water quality and storm water themed programs(both in person and virtual) to classrooms, and visitors of the nature center who attend programming for school trips, summer camps, as well as public and private programs.
- This program will allow the participating municipalities to remain in compliance with their DNR issued NPDES (National Pollutant Discharge Elimination System) general permit #2, which contains a public education and outreach programming requirement.
- The partnership provides a cost effective way for the surrounding communities to meet the federal requirements.
- Programs can include; stream table lessons which demonstrate the watershed concept and provides appropriate lessons on the forces of erosion. Live animal exhibits where children get to meet some of the animals that depend on clean water, while learning how water quality affects them. Fishing/canoeing/kayaking where we teach lifelong appreciation of recreational activities that are directly impacted by water quality. These activities and many more are available to teachers, childcare centers, and the public.
- This initiative will help BHCCB build additional water quality lessons into existing programs and curriculum as well as allow us to provide new and innovative programs.

Project Coordination: BHCCB will provide program planning, set up, equipment, maintenance and storage of equipment along with billing and registration. Reports will be submitted to each individual city at the end of each fiscal year.

Staff: BHCCB has two full time naturalists who plan, organize and implement education programs for children and adults. These staff will lead the watershed education initiative.

Budget: The incorporation of water quality lessons into existing programs, city specific programs, and cost share matching from each of the participating municipalities allows this to be a cost effective education program. BHCCB staff program budget: \$5,504.00

City	Population	Min. Contribution	% of total	Cost Share by Pop.	Cost share including min. Contribution
Waterloo	68,366	\$250.00	57.95%	\$2,320.31	\$2,570.31
Cedar Falls	40,566	\$250.00	34.38%	\$1,376.57	\$1,626.57
Evansdale	4,770	\$250.00	4.04%	\$161.76	\$411.76
Hudson	2,353	\$250.00	1.99%	\$79.68	\$329.68
Raymond	795	\$250.00	0.68%	\$27.24	\$277.24
Elk Run Heights	1,133	\$250.00	0.96%	\$39.44	\$288.44
Total	117,983	\$1,500	100%	\$4,004.00	\$5,504.00

Deliverables: BHCCB will provide programming (both in person and virtual) for field trips, classrooms, and visitors with hands on water quality themed programs that will meet the required education component of the Iowa DNR MS-4 Storm Water Mandate. In FY2019 over 3,000 individuals received this instruction. BHCCB will track the numbers and provide the report at the end of the year or as requested.

Invoice: BHCCB will invoice the cities at the beginning of each fiscal year and it will be payable in 60 days.

Signature Page: Attached please find the signature page.

Signature Page: Contracted Storm Water Education Proposal July 1, 2020- June 30, 2023

Amy Davison, Nature Center Manager, Black Hawk County Conservation

Rob Green, Mayor, City of Cedar Falls

Kristi Lundy, Mayor, City of Elk Run Heights

Troy Beatty, Mayor, City of Evansdale

George Wessel, Mayor, City of Hudson

Gary Vick, Mayor, City of Evansdale

Quentin Hart, Mayor, City of Waterloo

Computer Troubleshooters
 PO Box 2522
 Waterloo, IA 50704
 (319) 234-5600

Annual Membership Invoice



Bill To:
City of Elk Run Heights Attn: Julie Eastman 5042 Lafayette Road Elk Run Heights, IA 50707 United States

Date	Invoice
08/01/2020	CW4646

Terms	Due Date	Reference
30 days	08/31/2020	Annual Billing for 2020-2021

Description	Quantity	Price	Amount
Agreement Support Membership			
Support Membership - Yearly - 3 Full Time and 5 Council Members	1.00	\$5,280.00	\$5,280.00
* Unlimited 8x5 Support * Monitoring * Antivirus * Internet Filtering * Software Update Management * Documentation * Administrative Office 365 Email System \$100/hr Project Rate - \$50/hr Off Normal Rates			
Online Backup 100GB	1.00	\$960.00	\$960.00
* Checked Daily by Professionals * Backup includes "versioning", which protects against Cryptolocker situations. * We provide backup software for local and online backup * No longer need to rotate external hard drives out of the building			
Total Description:			\$6,240.00
Support Membership Includes: \$100 Hourly Rate, Unlimited 8x5 Support, Semi-Annual Preventative Onsite Checklist, Antivirus, Web Filtering, Managed Updates, Monthly IT Report, Remote Support Software, IT Documentation, Backup Monitoring, IT Health Monitoring			

Thank you - we really appreciate your business!	Invoice Subtotal:	\$6,240.00
	Sales Tax:	\$0.00
	Invoice Total:	\$6,240.00
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$6,240.00



July 10, 2020

City of Elk Run Heights
5042 Lafayette Rd
Elk Run Heights, IA 50707

Dear Honorable Mayor and Council Members:

Waste Management is pleased to present a proposal for the Residential Carted Recycling Service, for the City of Elk Run Heights.

With the current Contract between Waste Management and the City of Elk Run Heights containing only Subscription service for recycling, we are pleased to present an option for every other week 64-gallon carted recycling service.

The recycling service we are offering the residents of Elk Run Heights is meant to replace the subscription and drop site service we currently provide to the City. We would deliver each residence a 64-gallon wheeled and lidded cart and service that cart on an every other week basis. We have found this service to be very effective in many of the cities where we provide the service. The volume of the cart maximizes the amount of recyclables removed from the waste stream, no more materials blowing out of the bin and the every other week service reduces the traffic and wear on the roadways. Residents would be provided with a calendar yearly, clearly showing their week of service and an upgrade to a 96-gallon will be provided at no additional charge upon request.

If the City does decide to cart their recycling, an addendum to the current contract will be agreed upon by both the City and Waste Management for the change in services.

Residential Carted Recycling Service Rates:

All prices listed are Monthly.

64-gallon every other week single sort recycling service- \$5.59 per month/per residence

Please feel free to contact me with any questions you may have concerning the contents of the Waste Management proposal and I will be happy to answer them for you.

Sincerely,

Jay Nieson
Public Sector Services
Waste Management
(612) 430-4780 – Cell
jnieson@wm.com

Julie Eastman

From: Troy Beatty <mayor@cityofevansdale.org>
Sent: Wednesday, July 8, 2020 1:41 PM
To: Stefanie Ellison; Mike Dean
Cc: Julie Eastman; cityclerk@raymondia.us; DeAnne Kobliska
Subject: Evansdale Updated the ATV/UTV ordinance
Attachments: ORDINANCE 671 ALL-TERRAIN VEHICLES.pdf; Resolution 6422 ATV.pdf

Good Afternoon Everyone –

Here is the passed Ordinance for ATV/UTV operation in Evansdale with the Resolution that prohibits operation on the defines streets. The changes mostly apply to ATV's and have some triggers that must be met.

1. A safety flag, the top of which shall be a minimum of five feet from ground level.
2. Adequate breaks.
3. A muffler that allows the vehicle to operate without violating the City's noise ordinance.
4. A mirror that allows the operator to view behind the vehicle.
5. Working turn signals.
6. All equipment necessary to keep the vehicle in good mechanical condition and thoroughly safe for transportation of passengers.
7. Working head lights, tail lights, and brake lights.

Our permits are now \$20 to match Raymond and Elk Run Heights.

Troy Beatty

Mayor - Evansdale

Phone: 319-232-6683

Email: mayor@cityofevansdale.org



ORDINANCE 671

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF EVANSDALE, IOWA, BLACK HAWK COUNTY, BY AMENDING CHAPTER 75 ALL-TERRAIN VEHICLES, UTILITY VEHICLES, OFF-ROAD MOTORCYCLES AND SNOWMOBILES AND REPLACING WITH THE FOLLOWING LANGUAGE

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

SECTION 1. CHAPTER MODIFIED. Chapter 75 of the Code of Ordinances of the City of Evansdale, Iowa, Black Hawk County, is repealed and amended and the following adopted in lieu thereof:

CHAPTER 75

ALL-TERRAIN VEHICLES, UTILITY VEHICLES, OFF-ROAD MOTORCYCLES AND SNOWMOBILES

75.01 Purpose
75.02 Definitions
75.03 General Regulations
75.04 Operation of Snowmobiles

75.05 Operation of All-Terrain Vehicles
75.06 Negligence
75.07 Accident Reports

75.01 PURPOSE. The purpose of this chapter is to regulate the operation of any all-terrain vehicles, off-road motorcycle, off-road utility vehicle, or snowmobiles within the City.

75.02 DEFINITIONS. For use in this chapter the following terms are defined:

1. “All-terrain vehicle” or “ATV” means a motorized vehicle, with not less than three and not more than six non-highway tires, that is limited in engine displacement to less than 1,000 cubic centimeters and in total dry weight to less than 1,200 pounds and that has a seat or saddle designed to be straddled by the operator and handlebars for steering control.

(Code of Iowa, Sec. 321I.1)

2. “Off-road motorcycle” means a two-wheeled motor vehicle that has a seat or saddle designed to be straddled by the operator and handlebars for steering control and that is intended by the manufacturer for use on natural terrain. “Off-road motorcycle” includes a motorcycle that was originally issued a certificate of title and registered for highway use under Chapter 321 of the *Code of Iowa*, but which contains design features that enable operation over natural terrain. An operator of an off-road motorcycle is also subject to the provisions of this chapter governing the operation of all-terrain vehicles.

(Code of Iowa, Sec. 321I.1)

3. “Off-road utility vehicle” or “UTV” means a motorized vehicle, with not less than four and not more than eight non-highway tires or rubberized tracks, that has a seat that is of bucket or bench design, not intended to be straddled by the operator, and a steering wheel or control levers for control. “Off-road utility vehicle” includes the following vehicles:

(Code of Iowa, Sec. 321I.1)

- A. “Off-road utility vehicle – type 1” includes vehicles with a total dry weight of 1,200 pounds or less and a width of 50 inches or less.
- B. “Off-road utility vehicle – type 2” includes vehicles, other than type 1 vehicles, with a total dry weight of 2,000 pounds or less and a width of 65 inches or less.
- C. “Off-road utility vehicle – type 3” includes vehicles with a total dry weight of more than 2,000 pounds or a width of more than 65 inches, or both.

An operator of an off-road utility vehicle is also subject to the provisions of this chapter governing the operation of all-terrain vehicles.

4. “Snowmobile” means a motorized vehicle that weighs less than 1,000 pounds, that uses sled-type runners or skis, endless belt-type tread with a width of 48 inches or less, or any combination of runners, skis, or tread, and is designed for travel on snow or ice. “Snowmobile” does not include an all-terrain vehicle that has been altered or equipped with runners, skis, belt-type tracks, or treads.

(Code of Iowa, Sec. 321G.1)

75.03 GENERAL REGULATIONS. No person shall operate an ATV, off-road motorcycle or off-road utility vehicle within the City in violation of Chapter 321I of the *Code of Iowa* or a snowmobile within the City in violation of the provisions of Chapter 321G of the *Code of Iowa* or in violation of rules established by the Natural Resource Commission of the Department of Natural Resources governing their registration, equipment and manner of operation.

(Code of Iowa, Ch. 321G & Ch. 321I)

75.04 OPERATION OF SNOWMOBILES. The operators of snowmobiles shall comply with the following restrictions as to where snowmobiles may be operated within the City:

1. Streets. Snowmobiles shall be operated only upon streets which have not been plowed during the snow season and on such other streets as may be designated by resolution of the Council.

(Code of Iowa, Sec. 321G.9[4a])

2. Exceptions. Snowmobiles may be operated on prohibited streets only under the following circumstances:

A. Emergencies. Snowmobiles may be operated on any street in an emergency during the period of time when and at locations where snow upon the roadway renders travel by conventional motor vehicles impractical.

(Code of Iowa, Sec. 321G.9[4c])

B. Direct Crossing. Snowmobiles may make a direct crossing of a prohibited street provided all of the following occur:

(1) The crossing is made at an angle of approximately ninety degrees (90°) to the direction of the street and at a place where no obstruction prevents a quick and safe crossing;

(2) The snowmobile is brought to a complete stop before crossing the street;

(3) The driver yields the right-of-way to all on-coming traffic which constitutes an immediate hazard; and

(4) In crossing a divided street, the crossing is made only at an intersection of such street with another street.

(Code of Iowa, Sec. 321G.9[2])

3. Railroad Right-of-Way. Snowmobiles shall not be operated on an operating railroad right-of-way. A snowmobile may be driven directly across a railroad right-of-way only at an established crossing and notwithstanding any other provisions of law may, if necessary, use the improved portion of the established crossing after yielding to all oncoming traffic.

(Code of Iowa, Sec. 321G.13[1h])

4. Trails. Snowmobiles shall not be operated on all-terrain vehicle trails except where so designated.

(Code of Iowa, Sec. 321G.9[4f])

5. Parks and Other City Land. Snowmobiles shall not be operated in any park, playground or upon any other City-owned property without the express permission of the City.

6. Sidewalk or Parking. Snowmobiles shall not be operated upon the public sidewalk or that portion of the street located between the curb line and the sidewalk or property line commonly referred to as the “parking” except for purposes of crossing the same to a public street upon which operation is authorized by this chapter.

75.05 OPERATION OF ALL-TERRAIN VEHICLES AND OFF-ROAD UTILITY VEHICLES.

The operators of ATVs and UTVs shall comply with the following restrictions as to where ATVs and UTVs may be operated within the City:

1. Streets. ATVs and UTVs may be operated on streets only in accordance with Section 321.234A of the *Code of Iowa* or on such streets as may be designated by resolution of the Council for the operation of registered ATVs or registered UTVs. In designating such streets, the Council may authorize ATVs and UTVs to stop at service stations or convenience stores along a designated street.

(Code of Iowa, Sec. 321I.10[1 & 3])

2. Trails. ATVs and UTVs shall not be operated on snowmobile trails except where designated.

(Code of Iowa, Sec. 321I.10[4])

3. Railroad Right-of-Way. ATVs and UTVs shall not be operated on an operating railroad right-of-way. An ATV or UTV may be driven directly across a railroad right-of-way only at an established crossing and notwithstanding any other provisions of law may, if necessary, use the improved portion of the established crossing after yielding to all oncoming traffic.

(Code of Iowa, Sec. 321I.14[1h])

4. Parks and Other City Land. ATVs and UTVs shall not be operated in any park, playground or upon any other City-owned property without the express permission of the City.

5. Sidewalk or Parking. ATVs and UTVs shall not be operated upon the public sidewalk or that portion of the street located between the curb line and the sidewalk or property line commonly referred to as the “parking.”

6. Direct Crossing. An all-terrain vehicle or off-road utility vehicle may make a direct crossing of a highway provided all of the following occur:

(Code of Iowa, Sec. 321I.10[5])

A. The crossing is made at an angle of approximately ninety degrees to the direction of the highway and at a place where no obstruction prevents a quick and safe crossing.

B. The all-terrain vehicle or off-road utility vehicle is brought to a complete stop before crossing the shoulder or main traveled way of the highway.

C. The driver yields the right-of-way to all oncoming traffic which constitutes an immediate hazard.

D. In crossing a divided highway, the crossing is made only at an intersection of such highway with another public street or highway.

E. The crossing is made from a street, roadway, or highway designated as an all-terrain vehicle trail by a state agency, county, or city to a street, roadway, or highway designated as an all-terrain vehicle trail by a state agency, county, or city.

75.06 NEGLIGENCE. The owner and operator of an ATV, UTV, off-road motorcycle, or snowmobile are liable for any injury or damage occasioned by the negligent operation of the vehicle. The owner of an ATV, UTV, off-road motorcycle or snowmobile shall be liable for any such injury or damage only if the owner was the operator of the ATV, UTV, off-road motorcycle, or snowmobile at the time the injury or damage occurred or if the operator had the owner's consent to operate the ATV, UTV, off-road motorcycle, or snowmobile at the time the injury or damage occurred.

(Code of Iowa, Sec. 321G.18 & 321I.19)

75.07 ACCIDENT REPORTS. Whenever an ATV, UTV, off-road motorcycle, or snowmobile is involved in an accident resulting in injury or death to anyone or property damage amounting to \$1,500.00 or more, either the operator or someone acting for the operator shall immediately notify a law enforcement officer and shall file an accident report, in accordance with State law.

(Code of Iowa, Sec. 321G.10 & 321I.11)

75.08 PERMIT. The following requirements apply to permit fees for operators of any off-road utility vehicle:

1. No person shall operate an ATV, UTV, off-road motorcycle, or snowmobile on any public street or alley, for any purpose, unless the operator possesses a City of Evansdale permit to operate said vehicle within the City.
2. Owners and operators of an ATV, UTV, or off-road motorcycle may apply for a permit from the City on forms provided by the City and available at the Evansdale Police Department.
3. An authorized employee or agent of the City shall not issue a permit until the owner or operator has provided the following:
 - A. Evidence that the owner or operator is at least 18 years of age and possesses a valid Iowa driver's license.
 - B. Proof that the owner or operator has liability insurance covering operation of the vehicle.
 - C. Proof that the vehicle complies with the equipment standards enumerated in Section 75.09 of this chapter.
4. All permits shall be issued for a specific vehicle. Permit holders will be issued a numbered decal to affix to the left side rear fender or similar component.
5. The fee for such permits shall be \$20.00. Permits will be granted for one year valid from January 1 through December 31 of each year. Permits may be purchase at any time during the year but will be valid only through December 31.
6. Any permit may be suspended or revoked upon finding evidence that the permit holder has violated the conditions of the permit or has abused the privilege of being a permit holder. There shall be no refunds for the permit fee under any circumstance.

7. All permits shall uniquely identify the name and address of the owner or operator.
8. The City reserves the right to reciprocate with surrounding Cities permit(s).

75.09 EQUIPMENT. All vehicles governed by this chapter shall be equipped with a minimum of the following features:

1. A safety flag, the top of which shall be a minimum of five feet from ground level.
2. Adequate breaks.
3. A muffler that allows the vehicle to operate without violating the City's noise ordinance.
4. A mirror that allows the operator to view behind the vehicle.
5. Working turn signals.
6. All equipment necessary to keep the vehicle in good mechanical condition and thoroughly safe for transportation of passengers.
7. Working head lights, tail lights, and brake lights.

75.10 TIMES OF OPERATION. ATVs, UTVs, and off-road motorcycles governed by this Chapter may be operated at posted speed limits except that they shall not be operated on City streets during poor visibility, due to dense smoke, fog or other inclement weather conditions, or when there is insufficient light to clearly see any person and/or vehicle at a distance of 500 feet.

75.11 SPEED. All vehicles governed by this chapter shall operate at speeds no more than posted and must obey all other traffic laws of the City and the State of Iowa. No vehicle governed by this chapter shall travel faster than 35 MPH.

75.12 PENALTY. In addition to the suspension or revocation of the permit, any violator of this chapter is guilty of a municipal infraction.

75.13 SCHEDULED VIOLATIONS. For violations of the Traffic Code which are designated by Section 805.8A of the Code of Iowa to be scheduled violations, the scheduled fine for each of those violations shall be as specified in Section 805.8A of the Code of Iowa.

75.14 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.

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

PASSED AND APPROVED ON THIS _____ DAY OF _____ 2020

First Reading:
Second Reading:
Third Reading:

ATTEST:

Troy Beatty, Mayor

DeAnne Kobliska, City Clerk, CMC

I certify that the foregoing was published as Ordinance 671 on the ____ day of _____
2019.

DeAnne Kobliska, City Clerk, CMC

RESOLUTION 6422

A RESOLUTION OF THE EVANSDALE CITY COUNCIL OF THE CITY OF EVANSDALE, IOWA AMENDING CHAPTER 75.05 OF THE EVANSDALE CODE OF ORDINANCE - OPERATION OF ALL-TERRAIN VEHICLES ON ROADWAYS, STREETS, OR HIGHWAYS

WHEREAS, Chapter 75.05 of the Evansdale Municipal Code of Ordinances provides that the Evansdale City Council shall establish by Resolution designating the operation of registered ATV's on City roadways, streets, or highways'; and

WHEREAS, Permitted persons may operate ATV's as defined herein during authorized times on City streets, but ATV's shall not be operated on any streets where the posted speed limit is above 30 miles per hour and any City street which is a primary road extension through the City except to the extent necessary to cross a City street which is a primary road extension through the City. Lafayette Road, River Forest Road, Dubuque Road, and Evansdale Drive are hereby designated primary road extensions in the City.

NOW, THEREFORE, BE IT RESOLVED by the Evansdale City Council hereby amending Chapter 75.05 of the Evansdale Code of Ordinance pertaining to designating city streets for ATV's.

PASSED AND APPROVED THIS 16TH DAY OF JUNE 2020

ATTEST:

Troy Beatty, Mayor

DeAnne Kobliska, City Clerk

ORDINANCE 266

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ELK RUN HEIGHTS, IOWA, BY ADDING A NEW SECTION TO CHAPTER 12 STREETS, SIDEWALKS, PUBLIC PLACES

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

SECTION 1. NEW SECTION. The Code of Ordinances of the City of Elk Run Heights, Iowa, is amended by adding a new Section 12.12.030, entitled DRIVEWAYS TO BE PAVED, which is hereby adopted to read as follows:

12.12.030 DRIVEWAYS TO BE PAVED: All driveways shall be paved to property zoned requirements with one of the following types of hard surfaces: concrete or asphalt. Current owners may maintain that portion, which is graveled, however if any improvements are made it must be concrete or asphalt.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

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

**PASSED AND APPROVED BY THE ELK RUN HEIGHTS CITY COUNCIL ON THIS 9TH
DAY OF JUNE 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 335

AN ORDINANCE AMENDING THE CODE OF ORDINANCE OF THE CITY OF GILBERTVILLE, IOWA BY ADDING A NEW SECTION PARKING IN RESIDENTIAL DISTRICTS.

147.01 PURPOSE. The special provision of this chapter are intended to regulate the location of parked vehicles. It is the desire of the City of Gilbertville to encourage an aesthetically pleasing local environment. It is also the intent of the City of Gilbertville to avoid the obstruction of public streets and sidewalks, improve traffic visibility, and maintain the visual harmony and character appropriate in residential neighborhoods within the city limits.

1. Goals.
 - A. To preserve and improve the peace safety, health, comfort and convenience of citizens of Gilbertville.
 - B. To minimize the adverse visual effects of front yard parking.
 - C. To allow for reasonable use of driveways in the front yard for parking.

147.02 DEFINITIONS. For use in this chapter, the following terms are defined.

1. "Driveway" means that portion of private property, paved, asphalt, gravel, or similar surface that provides vehicular access from the public right-of-way to parking lots, parking areas, garages, or storage buildings.
2. "Parked, Parking" means the placement of a vehicle for more than 24 hours.
3. "Vehicle" means any motorized implement of conveyance desired or used for transportation of people or materials on land, water or air. These include, but are not limited to, motorcycles, automobiles, trucks, snowmobiles, boats, recreational vehicles, RV's or motor homes.
4. "Yard, Front" means any yard extending across the full width of the lot and measured between the front lot line and the building.
5. "Yard, Rear" means a yard extending across the full width of the lost and measured between the rear lot line and the main building.
6. "Yard, Side" means a yard extending from the front yard to the rear yard and measured between the side lot lines and main building.
7. "Trailer" means an unpowered vehicle pulled by a vehicle with an engine. A trailer is considered to be one vehicle with an engine. A trailer is considered to be one vehicle, even with other vehicles parked on it.

147.03 STANDARD GOVERNING OFF-STREET PARKING OR STORAGE OF VEHICLES.

1. Restriction addressing parking of vehicles on residential property:
 - A. Any vehicle parked outside of an approved garage shall be parked on concrete, asphalt, gravel or a similar surface approved by the City of Gilbertville.
Grass is not an approved parking surface.
2. For one – and two-family residential lots, no parking shall be allowed in the front yard unless the following is true:
 - A. The area is a permitted driveway as defined in this chapter.
3. Restriction addressing parking of recreation vehicles:
 - A. Recreational may be parked on the side yard if a minimum separation distance of ten (10) feet is maintained between the closest point of the vehicle (s) and any principal structure on an adjoining property.

147.04 PENALTY. Any violation of this chapter shall constitute a municipal infraction and be punishable consistent with Chapter 3 of the Code of Ordinances of the City of Gilbertville, Iowa.

147.05 EXEMPTION. Between November 15 and April 15, of each calendar year, snowmobiles shall not be included in the restrictions addressing parking of vehicles on residential property.

Passed by the Council on the 18th day of May 2020, and approved this 18th day of May, 2020.

First Reading: 05-18-20
Second Reading: 05-18-20
Third Reading: 05-18-20

Mark Thome, Mayor

Attest: _____
Teresa Adamson, MMC

69.15 PARKING IN RESIDENTIAL FRONT YARDS. No person shall park or permit the parking of a vehicle in the front yard in a residential district except on a permitted, improved driveway or parking space other than temporary parking as defined herein. For purposes of this Section the following are defined:

1. “Front Yard” means the open space in that portion of a yard between the street and the face of the principal residence and a line extending from the left side of the lot to the right side of the lot. The line, as viewed from the street, shall extend parallel to the street to the nearest corner of the principal residence and then along the face of the principal residence to the right corner, and from that point on a line parallel to the street to a point on the right lot line. When there is no residence, it shall mean the area from the front building setback line to the front edge of the street right-of-way. Corner lots and through lots which abut more than one street shall be deemed to have two front yards for purposes of this section. This shall also apply to that area of the public way not covered by sidewalk and lying between the front lot line and the curb line.

2. “Improved Surface Driveway or Parking Space” means an area connected by a direct access to the street right of way by means of a continuously improved surface with such surface and parking area to be improved by surfacing with concrete, asphalt, paving stones, gravel or rock with a depth of not less than 3 inches or other hard surfaced durable material approved in advance by the City Administrator. The borders of a driveway or parking which is gravel or rock must have its borders clearly delineated with curb, brick, landscaping timbers or metal borders so that the driveway or parking area can be easily delineated from the grass and remaining yard. The area of the improved surface shall not contain more than 50% of the area of the front yard as described.

3. “Vehicle” means every device in, upon or by which any person or property is or may be transported or drawn or moved upon a street, highway, waterway or airway and shall include any automobile, truck, motor house, motorcycles, scooters, mopeds, all-terrain vehicles, boats, recreational vehicles, golf carts, go-carts, trailers, fifth wheel trailers, campers, camper shells, folding tent trailers, motor homes, truck campers removed from a truck or pickup, horse trailers, boat trailers with or without boats, and utility trailers or wheeled towing frames. This definition does not include non-motorized bicycles, small engine lawn mowers and devices of similar scale.

4. “Temporary Parking” means parking limited to, weekend visitors, family gatherings, special events or large gatherings that are temporary in nature. No temporary parking shall exceed 48 hours in any seven-day period. Provided, however, that at no time shall such temporary parking or driving into the front yard be the cause of ruts and/or the non-growth of grass in the front yard such that the track of the vehicle is visible from the street for more than 72 hours after the end of the temporary parking.

69.07 MOTOR VEHICLE PARKING AND STORAGE. Motor vehicle parking and storage is not permitted in any front or side yard in any residential, commercial, or industrial zoning district, except as provided in this section.

1. Definitions.

A. “Driveway” is that designated area to provide access from the street to a parking area, an attached or basement garage, carport or detached garage, and shall be surfaced, free of grass and weeds, and maintained with asphaltic concrete, brick, asphaltic macadam, crushed rock or similar method approved by the City.

B. “Hard surface pad” means an area surfaced and maintained with asphaltic concrete, brick, asphaltic macadam, crushed rock or similar method approved by the City.

C. “Motor vehicle” includes automobiles, motorcycles, vans, pickup trucks, similar vehicles and recreational vehicles.

D. “Recreational vehicle” includes bus campers, camper trailers, pickup campers, travel trailers, motor homes, snowmobiles, boats, trailers and similar vehicles. No such recreational vehicle shall be used for living, sleeping or housekeeping purposes while parked or stored except as permitted by this section.

1. Driveways. A motor vehicle may be parked upon a driveway.

2. Front Yard Parking. No more than one recreational vehicle may be parked within a front yard, and only if in operable condition and if parked upon a driveway.

3. Side Yard Parking. Motor vehicles may be parked or stored in any side yard, and such motor vehicle must be parked or stored on a driveway, carport, hard surface pad or enclosed structure.

4. Storage Parking. Recreational vehicles which are not being regularly used or are being stored during the off season may be stored in a front, side, or rear yard or in an inconspicuous location. Recreational vehicles shall not be stored nearer than two feet to any lot line and must be parked or stored on a driveway, carport, hard surface pas or enclosed structure, and such surface shall be kept free of grass and weeds.

69.08 PARKING OF RECREATIONAL VEHICLES.

1. It is unlawful to park a boat trailer, utility trailer, or unoccupied motor home, travel trailer, or camping trailer, on any public street, alley or place for a period of time in excess of 48 hours. Upon application to the City Council, emergency or temporary parking for occupied travel trailers, campers and motor homes may be permitted at designated locations on public streets, alleys, or any other public or private place for a three-day period, subject to extended time of up to three days upon reapplication, and subject to any other prohibitions or regulations imposed by traffic and parking ordinances of the City.

2. Occupied recreational vehicles may be parked and occupied on private property no longer than 14 consecutive days of continuously occupying, living in, or using a recreational vehicle, only if the property is already developed, with a maximum of 28 days total in the calendar year. Only

Sample Chapters

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one occupied recreational vehicle and one tent shall be allowed at one time on a residential lot. When recreational vehicles are occupied, the property owner shall notify the City Clerk of period of occupancy. If complaints are received by the City arising from the use of a recreational vehicle or tent, the City reserves the right to restrict occupancy of recreational vehicles or tents.

3. Recreational vehicles shall not be used for business purposes in any zoning district.
4. Motor vehicles and trailers of any kind or type without current license plates shall not be parked or stored on any lot other than in a completely enclosed building for a period in excess of 48 hours.

69.10 MOTOR VEHICLE PARKING AND STORAGE. Motor vehicle parking and storage is not permitted in any yard in an RS, RM or RH zoning district, except as provided in this section.

1. Sidewalks. No parked motor vehicle shall obstruct a public sidewalk. If no public sidewalk exists, then no motor vehicle shall be parked closer than five (5) feet to the street surface.
2. Driveways. A motor vehicle may be parked upon a driveway.
3. Recreational Vehicle - Front Yard Parking. No more than one recreational vehicle may be parked within a front yard and only if in operable condition and if parked upon a driveway.
4. Side and Rear Yard Parking. No more than two motor vehicles may be parked or stored in any side yard or rear yard, and such motor vehicle(s) must be parked or stored on a driveway, carport, hard surface pad or enclosed structure.
5. Trucks, Trailers, Equipment and Materials. No trucks with a net legal carrying capacity exceeding one and one-half tons; no truck trailers; no tractors weighing more than one thousand pounds; no farming equipment or machinery and no construction, repair or maintenance equipment, vehicles, machinery or materials shall be parked or stored unless within an enclosed lawful structure, except if such vehicles, equipment, machinery and materials are in temporary usage to actively accomplish permitted temporary activities on the premises such as construction, repair, moving, and other similar activities. In such cases they shall, upon completion of said activity, be removed or placed in an enclosed structure thereon. Exceptions by the Council.
6. Driveway. For purposes of this section, a driveway shall be considered to be that designated area to provide access from the street to a parking area, an attached or basement garage, carport or detached garage, and shall be surfaced, free of grass and weeds and maintained with asphaltic concrete, brick, asphaltic macadam, crushed rock or similar method approved by the City Engineer.
7. Hard Surface Pads. For purposes of this section, a hard surface pad shall be surfaced and maintained with asphaltic concrete, brick, asphaltic macadam, crushed rock or similar method approved by the City Engineer.
8. Motor Vehicles. For purposes of this section, motor vehicles shall include automobiles, motorcycles, vans, pickup trucks, similar vehicles and recreational vehicles.

9. Recreational Vehicles. For purposes of this section, recreational vehicles shall include bus campers, camper trailers, pickup campers, travel trailers, motor homes, snowmobiles, boats, trailers and similar vehicles. No such recreational vehicle shall be used for living, sleeping or housekeeping purposes while parked or stored as permitted by this section.

CHAPTER 147

PARKING IN RESIDENTIAL DISTRICTS

147.01 Purpose

147.02 Definitions

147.03 Standards Governing Off-Street Parking or Storage of Vehicles

147.04 Authorized Enforcement Agencies

147.05 Penalty

147.06 Exemption

147.01 PURPOSE. The special provisions of this chapter are intended to regulate the location of parked vehicles. It is the desire of the City to encourage an aesthetically pleasing local environment. It is also the intent of the City to avoid the obstruction of public streets and sidewalks, improve traffic visibility, and maintain the visual harmony and character appropriate in residential neighborhoods within the city.

1. Goals.
 - A. To preserve and improve the peace, safety, health, comfort and convenience of the citizens.
 - B. To minimize the adverse visual effects of front yard parking.
 - C. To allow for reasonable use of driveways in the front yard for parking.

147.02 DEFINITIONS. For use in this chapter, the following terms are defined:

1. “Driveway” means that portion of private property, paved, asphalt, gravel, or similar surface, that provides vehicular access from the public right-of-way to parking lots, parking areas, garages, or storage buildings.
2. “Parked, Parking” means the placement of a vehicle for more than 24 hours.
3. “Vehicle” means any motorized implement of conveyance desired or used for transportation of people or materials on land, water, or air. These include, but are not limited to, motorcycles, automobiles, trucks, snowmobiles, boats, recreational vehicles, RV’s or motor homes.
4. “Yard, Front” means any yard extending across the full width of the lot and measured between the front lot line and the building.
5. “Yard, Rear” means a yard extending across the full width of the lot and measured between the rear lot line and the rear of the main building.
6. “Yard, Side” means a yard extending from the front yard to the rear yard and measured between the side lot lines and the main building.
7. “Trailer” means an unpowered vehicle pulled by a vehicle with an engine. A trailer is considered to be one vehicle, even with other vehicles parked on it.

147.03 STANDARDS GOVERNING OFF-STREET PARKING OR STORAGE OF

VEHICLES.

1. Restrictions addressing parking of vehicles on residential property:
 - A. Any vehicle parked outside of an approved garage shall be parked on concrete, asphalt, gravel, or a similar surface approved by the City. Grass is not an approved parking surface.
2. For one- and two-family residential lots, no parking shall be allowed in the front yard unless the following is true:
 - A. The area is a permitted driveway as defined in this chapter.
3. Restriction addressing parking of recreation vehicles:
 - A. Recreational vehicles may be parked on the side yard if a minimum separation distance of ten (10) feet is maintained between the closest point of the vehicle(s) and any principal structure on an adjoining property.

147.04 AUTHORIZED ENFORCEMENT AGENCIES. The Police Department, Code Enforcement Officials, or any other persons authorized by resolution of the City Council are authorized to enforce the chapter.

147.05 PENALTY. Any violation of this chapter shall constitute a municipal infraction and be punishable consistent with Chapter 3 of the Code of Ordinances of the City.

147.06 EXEMPTION. Between November 15 and April 15, of each calendar year, snowmobiles shall not be included in the restrictions addressing parking of vehicles on residential property. Additionally, provisions of this chapter shall not be enforced during the 24-hour period after a declaration of a snow emergency.

69.17 YARD PARKING REGULATIONS.

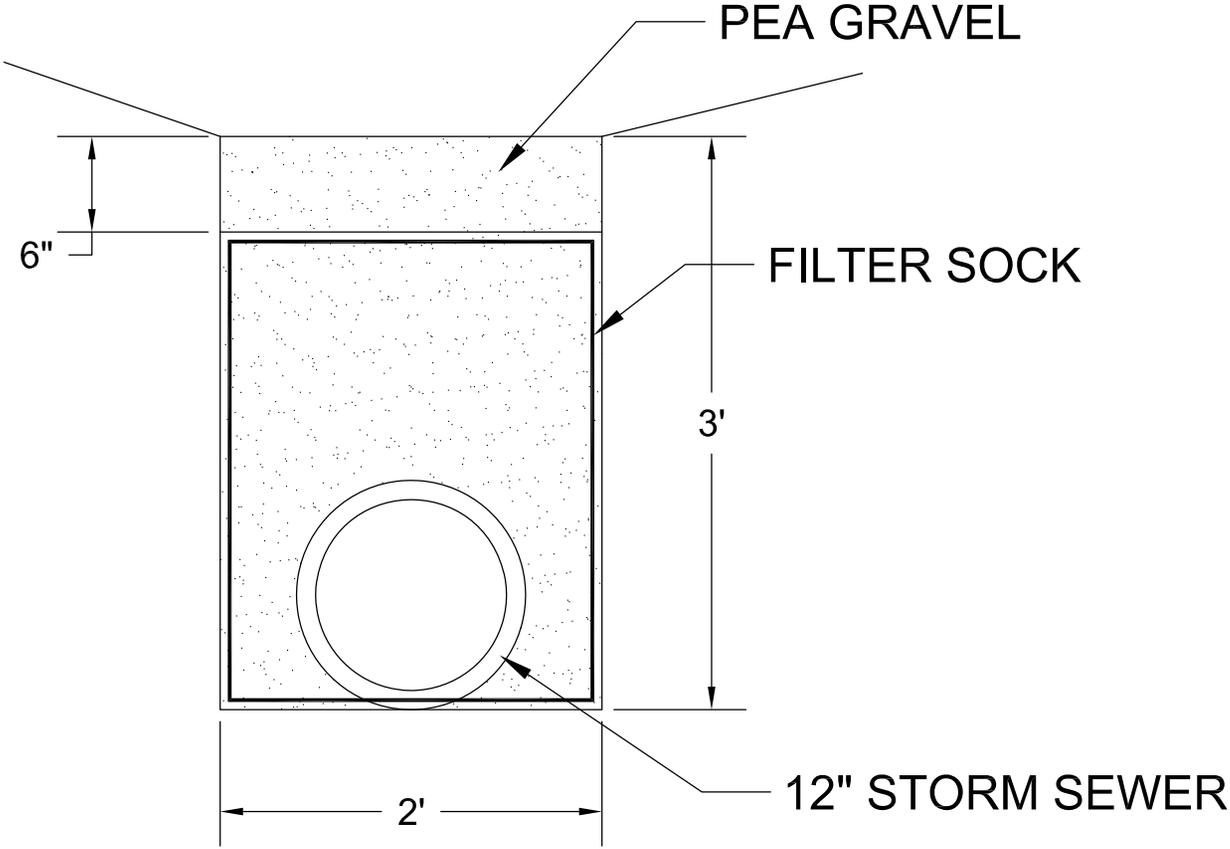
1. Front Yard Parking Off Driveway Prohibited. It shall be unlawful for any person, corporation or legal entity to park a motor vehicle or vehicle in the front or side yard of any residential lot, unless the motor vehicle or vehicle is parked completely upon a driveway. However, this provision shall not apply to motor vehicles or vehicles being used to move, deliver and/or take articles to and from a yard or building, or structure located thereon, or used in connection with providing a temporary service thereon, for a reasonable period of time while the active process of said use.

2. Parking Unlicensed or Inoperable Motor Vehicles or Vehicles Anywhere in Front Yard not in a Permanent Roofed Enclosure Prohibited. It shall be unlawful for any person, corporation or legal entity to park or store an unlicensed or inoperable motor vehicle or vehicle anywhere in the front yard, including upon any driveway or driveway extension, unless the motor vehicle or vehicle is parked or stored in a permanent roofed enclosure. Mere licensing of an inoperable motor vehicle or vehicle shall not constitute a defense to the finding that such motor vehicle or vehicle is in violation of this section.

3. Unlicensed or Inoperable Motor Vehicles or Vehicles in Side or Rear Yards Prohibited. It shall be unlawful for any person, corporation or legal entity to park or allow the parking of or store an unlicensed or inoperable motor vehicle or vehicle anywhere in the side or rear yard, including upon any driveway or driveway extension, unless the motor vehicle or vehicle is parked or stored in a permanent roofed enclosure. Mere licensing of an inoperable motor vehicle or vehicle shall not constitute a defense to the finding that such motor vehicle or vehicle is in violation of this section.

69.14 PARKING IN YARDS.

1. Definitions. For use in this section, the following definitions are given:
 - A. “Front yard” means a yard extending across the full width of the lot and measured between the front lot line and the building or any projection thereof; on corner lots the front yard is considered the yard adjacent to the street upon which the lot has its least dimension.
 - B. “Vehicle” includes (but is not limited to) motorized vehicles, travel trailers, camping trailers and boats.
2. Parking Prohibited in Front Yard. No person shall park, store or permit the parking or storage of any vehicle in the front yard of a one- or two-family dwelling for more than 48 consecutive hours except on a driveway.
3. Parking Prohibited in Rear and Side Yards. No person shall park, store, or permit the parking or storage of more than four (4) vehicles in the combined side and rear yards of a one- or two-family dwelling unless such parking or storage is on a driveway or in an enclosed building or garage.
4. Driveway Parking Restricted. No one- or two-family dwelling with a one- or two-car garage shall have more than 25 percent of the front yard used for driveway parking purposes. However, this restriction does not prohibit the construction of a 20-foot-wide driveway. Restrictions governing one- and two-family dwellings that have a three-car garage or larger shall be subject to the discretion of the Building Official.





GRAY ST.

LAFAYETTE RD.

R-55

INTAKE, TYP.

12" STORM SEWER

112-27

33

50

60

100

80

70

60