

Agenda
City of Elk Run Heights
Regular Council Meeting
March 9, 2021 - 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 March 9, 2021 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 February 9, 2021 regular meeting minutes, February 16, 2021 special meeting minutes, and February 22, 2021
 - b. City Clerk's Reports as of February 28, 2021: Budget Report, Treasurer's Report, Investment Report.
 - c. Approval of Building Inspection, Library, PeopleService Sewer/Water, and Police reports
6. Approval of the Resolution Calendar – All items listed under the Resolution Calendar will be enacted by one vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.
 - a. Resolution 3058 authorizing the payment of bills and transfers
 - b. Resolution 3059 Year End Transfers
 - c. Resolution 3060 to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the Elk Run Heights and Raymond WWTF Project, and the taking of bids therefor for April 13, 2021
 - d. Resolution 3061 Personnel Policy by amending Section H “Paid Time Off”, Section G.1 “Miscellaneous Leaves”, and Section L.5 “Pay and Compensation”
 - e. Resolution 3062 declaring a surplus of funds in the Water Fund and approving the transfer of \$15,000 to the Garbage/Landfill Fund to cover a deficit
7. Public Hearing for the Fiscal Year 2021/2022 Budget
8. Resolution 3063 approving and adopting the Fiscal year 2021/2022 Budget
9. Public Hearing for the Revenue Purpose Statement for expenditure of franchise fees revenue from proposed electric and natural gas franchise agreements.
10. Resolution 3064 approving the Revenue Purpose Statement for expenditure of franchise fees revenue from proposed electric and natural gas franchise agreements.
11. Ordinance 270 Amending the Code of Ordinances of the City of Elk Run Heights, Iowa, by amending chapter 13.16, wastewater treatment user charges, second reading
12. Public Hearing for the proposal to renew for a twenty-five (25) year period a non-exclusive electric and gas supply, operation, and maintenance franchise with MidAmerican Energy Company, which may include franchise fees
13. Ordinance 271 granting to MidAmerican Energy Company, its successors and assigns, the right and non-exclusive franchise to acquire, construct, erect, maintain and operate in the city of Elk Run Heights, Iowa,

an electric system, and communications facilities and to furnish and sell electric energy to the city and its inhabitants and authorizing the city to collect franchise fees for a period of 25 years

14. Ordinance 272 granting to MidAmerican Energy Company, its successors and assigns, the right and non-exclusive franchise to acquire, construct, erect, maintain and operate in the city of Elk Run Heights, Iowa, a natural gas system and to furnish and sell natural gas to the city and its inhabitants and authorizing the city to collect franchise fees for a period of 25 years
15. Approval of the Job Description for the Public Works/Code Enforcement/Building Inspector position
16. Set posting and closing dates for Public Works/Code Enforcement/Building Inspector position
17. 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.*
18. Mayors/Council/Engineer Reports
19. Adjournment

City of Elk Run Heights
Regular Council Meeting
Located at Eddis Winstead Council Chambers
February 9, 2021 - 6:00 p.m.

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

Ratchford/Smock to approve of the February 9, 2021 Agenda. Ayes-Five. Motion carried.

Presentation by Franchise Manager, Mark Reinders with MidAmerican Energy, regarding franchise fees on the bills for Elk Run Heights residents. Reinders began by stating there are existing franchises with electric and gas easement agreements which will be replaced if the Council decides to move forward with adding a franchise fee. By adding a franchise fee Elk Run residents will not see any change to their bills. The only change will be the 1% that currently goes to Black Hawk County will come straight to our City; resulting in Elk Run receiving the total 1% rather than a portion. If Council wanted to do more than 1% than it would be a profit. The City would need to have a public hearing and then pass the percent chosen and if by chance the City needed to change the percent in the future, it will take an amendment and another public hearing. Councilor Bass asked if there are any costs associated with this. City Clerk, Julie Eastman, responded no. Councilor Ratchford stated that he felt it was not a good time to raise the franchise fee due to the cost increase for residents for the Treatment Plant and garbage/sewer rates being raised in the near future. Eastman explained that she is working to find ways to balance these increases with the water portion of the utility bill. It was agreed to move forward with implementing a franchise fee at 1%.

Ratchford/Wilson to approve setting the date of Public Hearing to approve a Revenue Purpose Statement for March 9, 2021. Ayes-Five. Motion Carried.

Ratchford/Bass to approve setting the date of Public Hearing to approve Gas and Electric Franchise with franchise fees for March 9, 2021. Ayes-Five. Motion Carried.

Wilson/Ratchford to approve the 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 January 12, 2021 regular meeting minutes and January 19, 2021 special meeting minutes *b.* City Clerk's Reports as of January 31, 2021: Budget Report, Treasurer's Report, Investment Report. *c.* Building Inspection, Library, PeopleService Sewer/Water, and Police reports. Roll call vote: Ayes-Five.

Ratchford/Bass to approve the Resolution Calendar – All items listed under the Resolution Calendar will be enacted by one vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. *a.* Resolution 3052 authorizing the payment of bills and transfers. *b.* Resolution 3053 approving the Law Enforcement 28E Agreement with the City of Evansdale for FY22. *c.* Resolution 3054 setting the date of a Public Hearing to approve Fiscal Year 2021/2022 Budget for March 9th, 2021. *d.* Resolution 3055 approving the renewal of Fire Protection Contract with the City of Waterloo for FY22 in an amount of \$38,927.45. *e.* Resolution 3056 approving the renewal of Animal Control 28E Agreement with the City of Evansdale for FY22 in an amount of \$2,284.00. *f.* Resolution 3057 approving the Mayor to sign a Cooperative Agreement for Elk Run Road Resurfacing Project Participation in an amount not to exceed \$47,302.21. In reference to resolution 3057 City Attorney Prendergast asked what the repayment options are for the resurfacing. Mayor Lundy said that there is \$20,000 in the budget for this year and the remainder will be budgeted for next year. Prendergast stated that she will need to know how much and when the payments will be made so she can make an addendum. Roll call vote: Ayes-Five.

Ratchford/Smock to approve reappointment Cindy Holloway to Board of Adjustment: with term ending 03/01/2026. Ayes-Five. Motion Carried.

Ratchford/Smock to open public hearing at 6:33 p.m. to raise Wastewater Treatment Plant Project Capital Project fee from \$50.00 to \$60.00. Ayes-Five. Motion Carried. Proof of publication and public comments were received. There will be all three readings for this Ordinance, and they will be in March and April at the regular council meetings and the increase is set to show up on the bills that will be sent July 1, 2021. Ratchford/Bass motion to close public hearing at 6:36 p.m. Ayes-Five. Motion Carried.

Ratchford/Bass to approve the first reading of Ordinance 270 Amending the Code of Ordinances of the City of Elk Run Heights, Iowa, by amending chapter 13.16, wastewater treatment user charges. Roll call vote: Ayes-Five.

Smock/Ratchford to approve request from Public Works to purchase a power auger from Black Hawk Rental in an amount not to exceed \$1,348.00. Ayes-Five. Motion Carried.

Ratchford/Sallis to approve request from Public Works to purchase replacement windows for the Council Chambers from Andersen Windows & Doors in an amount not to exceed \$1,446.43. Ayes-Five. Motion Carried.

Smock/Ratchford to approve request from Public Works to purchase siding for the concessions building at Mayor's Park from Spahn & Rose in an amount not to exceed \$1,030.04. Ayes-Five. Motion Carried.

Ratchford/Sallis to approve request from PeopleServices to pay Wedeking Electric for electrical services needed to wire generator at Sutton Lift Station in an amount of \$2,005.37. Ayes-Five. Motion Carried.

Discussion/Possible action: Review of new public works position job description. Mayor Lundy expressed concern about where in the budget this position is going to be paid from. Councilor Smock stated that once the revenues are determined for the budget then a decision will be made. Mayor Lundy would like to see this position held off for another year; adding she is confident that the City will not have issues finding someone to fill the position. City Clerk Eastman asked Council if they felt the description for the position was sufficient. Smock felt that it should be specifically stated that the new hire is to have their building inspection permit testing completed within a certain time frame. Eastman said she will gather the requirements of building inspection requirements so it can be more specific. It was agreed to leave the description as is with the idea the position could be revised.

Discussion/Possible action: Moving forward with Gilbertville/Lafayette Road Reconstruction Project. Mayor Lundy stated she and City Clerk Eastman met with Maggie from Spear Financial to discuss payment options; the City's share is roughly 1.370 million for the road construction portion. It was decided to replace water lines at the time of construction because the DNR is requiring pipes with transite to be removed, this will cost an additional \$277,000. There will be a grant for 1.2 million and the City pays the remainder. Lundy presented the option of doing a debt service levy to help pay for this which, could possibly cost the residents an additional \$90.00 to \$110.00 per year on their taxes for the next twelve years. Asking if our citizens can afford this increase. Councilor Smock stated this is worth it so to prevent the possibility of a child or anyone getting harmed on these roads. Adding the City is morally responsible to prevent this hazard for the future. Additional options discussed were revenue bonds and special assessments. Councilor Bass does not agree with assessing the taxes of all residents for a new road and sidewalk that they do not live on. City Engineer Mike Dryden stated the only people that get assessed are the people that benefit from the project and the amount is completely decided by the Council. Councilor Ratchford pointed out that as far as safety goes this project is for the good of the entire city. Councilor Sallis also added that everyone one in town uses Lafayette and Gilbertville Road. Lundy then verified Council is wanting to continue with the project and funding will be determined in the future.

Ratchford/Smock motion to table the Review FY22 Budget. Ayes-five. Motion carried.

Public discussion: Non-agenda items: Thomas Strom of 125 Jackie Ave stated he was disappointed he had a sewer back-up into his basement in December. Storm continued to mention the runoff of the water from the overlay done on Jackie Ave. and referenced a state code that says if you change the grade of a road and any damages occur to a parcel owners' property, the city is responsible for the damages. Councilor Sallis asked if there was any photographic evidence of the problem, Storm responded no.

Mayors/Council/Engineer Reports: City Engineer Mike Dryden updated Council on the Mayors Park Projects and let them know things are set for July. Council Wilson mentioned the snowplows driving too fast and the need to do a better job clearing the snow from the corners.

Ratchford/Smock to adjourn at 7:24 p.m. Ayes-five. Motion carried.

Attest:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

City of Elk Run Heights
Special Council Meeting
Located at Eddis Winstead Council Chambers
February 16, 2021 - 6:00 p.m.

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, Wilson. Quorum present.

Ratchford/Bass to approve the February 16, 2021 Agenda. Ayes-Five. Motion carried.

Ratchford/Smock to open Public Hearing to review an application for a State Revolving Fund (SRF) loan and to make available to the public the contents of an environmental information document and the City's project plan at 6:01 p.m. Ayes-Five. Motion carried. Proof of publication on file and no public comment received. Wilson/Ratchford to close at 6:01 p.m. Ayes-Five. Motion carried.

Ratchford/Smock approve the authorization for Mayor to sign Iowa State Revolving Fund Development Information Document. Ayes-Five. Motion carried.

Smock/Ratchford to approve the request to accept REAP Grant Agreement with the Iowa Department of Natural Resources for the Elk Run Creek and Park Enhancements Project, for 100% of development costs up to \$71,540.00; and approval for the Mayor to sign said agreement. Ayes-Five. Motion carried.

Discussion FY22 Budget Workshop: City Clerk Eastman began with General Fund Revenues. Councilor Smock asked Council if they would be willing to leave the remainder of CD's in the Vehicle Replacement Fund for a new dump truck, Council agreed. Eastman stated the Road Use Tax Fund needs to be reduced by 8% to \$130,640; there will be a \$10,656 disbursement from the State for Covid-19 relief which will increase the Fund. The estimated revenue for Local Options Sales Tax (LOST), is \$150,000. Councilor Bass asked why there is \$35,000 being transferred into LOST. Eastman explained the transfer is from TIF to repay the intra fund loan for the trailer court project. The Capital Improvement Fund currently has \$159,000 for the Dubuque Rd projects but needs an additional \$27,303 budgeted for payment of the Black Hawk Co. Engineer project on N. Elk Run Rd. Council agreed to use LOST funds to cover this. The Mayors Park Project Fund is good. The Water Fund healthy and doing well. The Water Depreciation Fund has an outstanding balance from the Gilbertville Rd watermain project, but there will be plenty of funds to cover one of the two repairs requested. Eastman explained that she has the Midwest Assistance Program doing a study; they will go over water usage of residents, calculate the average usage, and determine if lowering the minimum usage of 30,000 gallons will lower the costs of utility bills for smaller households. Eastman hopes to have the results for the March/April meeting for discussion. Eastman explained she will be in contact with the accountant regarding the Sewer Fund's large deficit. Lundy explained there has been many unforeseen expenses for the Sewer Fund since PeopleService began due to a lack of regular maintenance in past years. It was agreed to move the manhole rehab project to FY23 which will add about \$15,000 back to the Sewer Fund. The remainder of the revenues were reviewed.

Council reviewed the expense worksheet. There was discussion of tax options the City could consider for paying the payroll taxes and employee benefits in the future. City Clerk Eastman stressed to Council the importance of rebuilding the reserves after this coming fiscal year. Councilor Bass asked what the plan is to keep a new full-time employee busy will be. Councilor Smock stated there will be a lot of additional work moving forward due to parks and road projects, they will be learning the current maintenance duties, start code enforcement right away, and will need to do testing and studying for building inspector responsibilities.

Councilor Smock asked Council to consider changes to the personnel policy: the bereavement section does not include any in-laws and reimplementing comp time with a cap of 40hrs. Smock would also like to see maintenance be paid overtime for anything over 8hrs/day if they are called in. Council agreed. Changes will be made and brought to the March meeting for review.

Ratchford/Sallis to adjourn at 7:40 p.m. Ayes-Five. Motion carried.

Attest:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

City of Elk Run Heights
Special Council Meeting
Located at Eddis Winstead Council Chambers
February 22, 2021 - 6:00 p.m.

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

Wilson/Ratchford to approve of the January 22, 2021 Agenda. Ayes-Four. Motion carried.

FY22 Budget Review. City Clerk Eastman explained she wanted the Council to see the budget numbers before publication. Pointing out the budget has a positive balance of over 2 million. Councilor Ratchford validated there would be no tax increase. Eastman responded there were no tax increases. Eastman informed Council there will be some budget amendments coming up where she will be asking to transfer some of the General Fund and Sewer Fund monies back to those funds to cover deficits and build reserves. Councilor Bass mentioned not being on board with hiring a new full time employee.

Ratchford/Bass to adjourn at 6:23 p.m. Ayes-Four. Motion carried.

Attest:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

BUDGET REPORT
CALENDAR 3/2021, FISCAL 9/2021

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	48,123.00	.00	36,092.25	75.00	12,030.75
	EMERGENCY MANAGEMENT TOTAL	2,200.00	.00	2,075.65	94.35	124.35
	FIRE TOTAL	39,000.00	.00	28,332.72	72.65	10,667.28
	BUILDING INSPECTIONS TOTAL	14,935.00	.00	11,762.09	78.76	3,172.91
	ANIMAL CONTROL TOTAL	2,359.00	.00	3,046.17	129.13	687.17-
	OTHER PUBLIC SAFETY TOTAL	1,300.00	.00	1,002.66	77.13	297.34
	PUBLIC SAFETY TOTAL	107,917.00	.00	82,311.54	76.27	25,605.46
	ROADS, BRIDGES, SIDEWALKS TOTA	104,380.00	.00	63,410.69	60.75	40,969.31
	STREET LIGHTING TOTAL	11,000.00	.00	8,440.16	76.73	2,559.84
	TRAFFIC CONTROL & SAFETY TOTA	3,250.00	.00	794.02	24.43	2,455.98
	SNOW REMOVAL TOTAL	11,000.00	.00	3,218.34	29.26	7,781.66
	HIGHWAY ENGINEERING TOTAL	10,000.00	.00	1,900.00	19.00	8,100.00
	OTHER PUBLIC WORKS TOTAL	.00	.00	.00	.00	.00
	PUBLIC WORKS TOTAL	139,630.00	.00	77,763.21	55.69	61,866.79
	LIBRARY TOTAL	11,420.00	.00	5,328.09	46.66	6,091.91
	PARKS TOTAL	31,265.00	.00	19,127.46	61.18	12,137.54
	COMMUNITY CTR/ZOO/MARINA TOTA	2,100.00	.00	1,541.34	73.40	558.66
	OTHER CULTURE/RECREATION TOTA	5,000.00	.00	.00	.00	5,000.00
	CULTURE & RECREATION TOTAL	49,785.00	.00	25,996.89	52.22	23,788.11
	COMMUNITY BEAUTIFICATION TOTA	2,000.00	.00	427.67	21.38	1,572.33
	PLANNING & ZONING TOTAL	.00	.00	.00	.00	.00
	COMMUNITY & ECONOMIC DEV TOTA	2,000.00	.00	427.67	21.38	1,572.33
	MAYOR/COUNCIL/CITY MGR TOTAL	11,462.00	.00	7,871.08	68.67	3,590.92
	CLERK/TREASURER/ADM TOTAL	72,380.00	.00	42,909.10	59.28	29,470.90
	ELECTIONS TOTAL	.00	.00	.00	.00	.00
	LEGAL SERVICES/ATTORNEY TOTAL	36,500.00	.00	15,722.91	43.08	20,777.09
	CITY HALL/GENERAL BLDGS TOTAL	2,700.00	.00	1,086.87	40.25	1,613.13
	TORT LIABILITY TOTAL	15,000.00	.00	.00	.00	15,000.00
	OTHER GENERAL GOVERNMENT TOTA	47,409.00	.00	28,422.15	59.95	18,986.85
	GENERAL GOVERNMENT TOTAL	185,451.00	.00	96,012.11	51.77	89,438.89
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	.00	.00	.00	.00
	DEBT SERVICES TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 3/2021, FISCAL 9/2021

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	50,000.00	.00	18,966.87	37.93	31,033.13
	PARKS TOTAL	638,000.00	.00	12,570.43	1.97	625,429.57
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	688,000.00	.00	31,537.30	4.58	656,462.70
	MAYOR/COUNCIL/CITY MGR TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICES TOTAL	.00	.00	.00	.00	.00
	WATER TOTAL	128,385.00	.00	100,215.43	78.06	28,169.57
	SEWER/SEWAGE DISPOSAL TOTAL	457,020.00	.00	249,498.62	54.59	207,521.38
	LANDFILL/GARBAGE TOTAL	71,700.00	.00	52,701.48	73.50	18,998.52
	ENTERPRISE FUNDS TOTAL	657,105.00	.00	402,415.53	61.24	254,689.47
	TRANSFERS IN/OUT TOTAL	419,106.00	.00	585,729.53	139.76	166,623.53-
	TRANSFER OUT TOTAL	419,106.00	.00	585,729.53	139.76	166,623.53-
	TOTAL EXPENSES	2,248,994.00	.00	1,302,193.78	57.90	946,800.22

TREASURER'S REPORT
CALENDAR 2/2021, FISCAL 8/2021

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	439,286.46	3,140.90	9,505.25	267.06	433,189.17
002 CASH REVERSE FUND	.00	.00	.00	.00	.00
005 VEHICLE REPLACEMENT	10,673.25	21.23	.00	.00	10,694.48
110 ROAD USE TAX	150,039.01	2,200.00	6,897.61	176.77	145,518.17
121 LOCAL OPTION SALES TAX	131,721.39	9,762.95	.00	.00	141,484.34
125 TAX INCREMENT FINANCING	35,863.54	.00	.00	.00	35,863.54
200 DEBT SERVICE	.00	.00	.00	.00	.00
300 CAPITAL IMPROVEMENT RES	15,199.68	.00	.00	.00	15,199.68
301 RAYMOND ROAD TRAILER CR	.00	.00	.00	.00	.00
302 PLAZA DR RECONSTRUCTION	.00	.00	.00	.00	.00
303 OFFICE EQUIPMENT REPLAC	1,000.00	.00	.00	.00	1,000.00
304 DUBUQUE RD BRIDGE REPAI	.00	.00	.00	.00	.00
305 WASTE WTR PLANT PROJECT	.00	.00	.00	.00	.00
306 MAYORS PARK IMPROVEMENT	79,454.24	.00	.00	.00	79,454.24
307 LAFAYETTE/GVILLE RD REC	.00	.00	.00	.00	.00
600 WATER	114,270.92	3,480.94	12,090.93	20.61	105,681.54
601 WATER DEPRECIATION	74,284.63	65.51	.00	.00	74,350.14
610 SEWER	13,744.66-	6,777.93	3,545.55	8.12	10,504.16-
611 SEWER REPLACEMENT	199,950.21	.00	.00	.00	199,950.21
612 SEWER DEPRECIATION	36,282.84	.00	.00	.00	36,282.84
613 WASTE WTR PLANT PROJECT	1,017,516.94	1,336.19	.00	.00	1,018,853.13
670 LANDFILL/GARBAGE	3,393.39	999.38	5,554.01	.00	1,161.24-
671 YARD WASTE	6,253.94	52.11	.00	.00	6,306.05
Report Total	2,301,445.78	27,837.14	37,593.35	472.56	2,292,162.13

CITY OF ELK RUN HEIGHTS

INVESTMENT REPORT

Feb-21

ACCOUNT	G/L	INT EARNED	RPV TTL	CURRENT MONTH TTL	MATURE DATE	CASHED IN DATE:
EQUIPMENT REPLACEMENT						
CD# 20837	005-000-1171	\$ 21.23	\$ 12,507.47	\$ 12,528.70	2/18/2021	
CD# 22657	005-000-1175	\$ 10.25	\$ 10,306.88	\$ 10,317.13	11/25/2021	
				\$ 22,845.83		
CAPITAL PROJECT WWTP						
CD# 21861	613-000-1170	\$ 39.64	\$ 20,998.96	\$ 21,038.60	2/13/2021	
CD# 22448	613-000-1170	\$ 61.45	\$ 21,491.45	\$ 21,552.90	7/11/2021	
CD# 3050	613-000-1170	\$ 283.43	\$ 108,565.63	\$ 108,849.06	5/21/2021	
CD# 3157	613-000-1170			\$ 211,707.48	2/7/2022	
				\$ 363,148.04		
WATER DEPRECIATION						
CD# 22563	601-000-1170	\$ 65.51	\$ 22,629.35	\$ 22,694.86	12/18/2021	
CD# 22447	601-000-1175	\$ 112.05	\$ 55,705.78	\$ 55,817.83	3/10/2023	
CD# 22612	601-000-1189	\$ 44.92	\$ 45,165.54	\$ 45,210.46	8/22/2021	
				\$ 123,723.15		
T&A SEWER						
CD# 22526		\$ -	\$ 1,000.00	\$ 1,000.00	8/22/2021	
CD# 21379		\$ -	\$ 1,500.00	\$ 1,500.00	2/6/2021	
				\$ 2,500.00		
SEWER REPLACEMENT						
CD# 22452	611-000-1172	\$ 112.05	\$ 55,705.78	\$ 55,817.83	3/10/2023	
CD# 22450	611-000-1179	\$ 138.26	\$ 48,355.70	\$ 48,493.96	7/11/2021	
CD# 22467	611-000-1185	\$ 14.44	\$ 9,568.47	\$ 9,582.91	3/26/2023	
CD# 3051 COMBINED WITH	611-000-1170	\$ 23.08	\$ 9,768.44	\$ 9,791.52	5/21/2021	
				\$ 123,686.22		
SEWER DEPRECIATION						
CD# 3051	612-000-1170	\$ 23.07	\$ 9,768.44	\$ 9,791.51	5/21/2021	
				\$ 9,791.51		
T&A SOLID WASTE						
CD# 21140		\$ -	\$ 5,000.00	\$ 5,000.00	10/26/2021	
CD# 22138		\$ -	\$ 1,000.00	\$ 1,000.00	6/17/2021	
				\$ 6,000.00		
SOLID WASTE						
CD# 3052	670-000-1170	\$ 5.30	5333.05	5338.35	6/22/2021	
				5338.35		
			TOTAL CD'S:	\$ 657,033.10		

CITY OF ELK RUN HEIGHTS - BRIAN WIRTZ - BUILDING INSPECTION

Feb-21

BUILDING PERMITS

DATE	HOMEOWNER	CONTRACTORS	ADDRESS	PERMIT #	DATE RECEIVED PERMIT	TYPE OF CONSTRUCTION	VALUE	PERMIT FEE
2/26/21	CASEY'S GENERAL STORE	ALLEN INDUSTRIES	5202 LAFAYETTE	1910	3/1/2021	NEW SIGNAGE	\$22,000.00	\$349.00

HVAC PERMITS & PLUMBING

2/18/21	WIREMA, DAVID	MIKE FEREDAY HEATING	104 JACKIE	1053	2/23/2021	FURNACE & AC	\$7,000.00	\$47.50
2/22/21	CLEMMENSEN, SYLVIA	BERGEN PHC	117 JACKIE	1054	2/23/2021	REPLACE FURNACE	\$2,150.00	\$35.25
2/26/21	WAGNER, JUSTIN	BERGEN PHC	178 GRAY	1055	3/1/2021	WATER HEATER		\$30.75

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale City Hall – Council Chambers
Monday, February 15, 2021 – 6:00 PM

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 January 18 2021 Monthly Meeting Minutes
4. Approval of bills to be paid in February
5. Treasurer's Report
6. Circulation Report
7. Old Business
 - a. Budget – Discussion/Possible action
 - b. By-laws and Rules – Discussion/Possible action
 - c. Contracting city contracts update – Discussion/Possible action
8. New Business
 - a. Upgrade of circulation software to online portal – Discussion/Possible action
 - b. Coronavirus mask mandate update – Discussion/Possible action
 - c. RAGBRAI pass-through ideas – Discuss/Possible action
 - d. Dolly's Imagination Library countywide initiative
9. Discussion
10. Adjournment

Reminder:

Date and Time of next meeting will be March 15, 2021 – 6:00 PM

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, January 18, 2021 – 6:00 p.m.

Call to Order: The meeting was called to order by President Hansen at 6:02 p.m.

Roll Call: Present: Hansen, Osborne, Peterson Deb, Peterson TJ, Pritchett, Walker
Absent: Wilson
A quorum was present.

Approval of December 21, 2020 Monthly Meeting Minutes: Walker moved and Osborne seconded to approve the minutes from the December 21, 2020 regular board meeting. Ayes – 6. Nays – 0. The motion carried.

Approval of bills to be paid in January: Pritchett moved and TJ Peterson seconded to pay the bills in January. Ayes – 6. Nays – 0. The motion carried.

Treasurer's Report: Nothing reported this week.

Circulation Report: The circulation report was reviewed by the board.

Old Business: None.

New Business:

A. Discussion of Whether the Library Director is a City Employee or not: Director Jensen noted that Per Iowa Code Chapter 392, public library employees are city employees. She presented a letter from the State Library that says that public library employees are city employees as well as a handout stating the roles of the board & the roles of the Library Director. President Hansen presented opposing arguments that Library Director Jensen was released by the city and rehired by the board. He states that this makes Director Jensen an employee of the library board and not a city employee. Board member Deb Peterson said she felt that President Hansen was “picking on Shannon” and later said if they were going to continue to argue like this she would leave the board because she felt nothing was being accomplished. Assistant librarian Denise Rand stated that library employees are paid by the city, therefore are city employees. President Hansen stated that the city is the library board’s bookkeeper. The money belongs to the board, therefore library employees are not city employees. Vice President Pritchett volunteered to talk to the mayor to see if he can help reconcile the debate.

B. By-Laws and Rules Committee: Osborne and Petersen, TJ volunteered, while President Hansen is included by default.

C. Anonymous feedback method for disgruntled patrons: President Hansen suggested needing a tool in which people can leave anonymous complaints/suggestions to be received by the board for purposes of continual improvement.

D. Contracts with other cities: A motion was made by President Hansen that we offer a three-year contract with the same per capita rates as we have for the last nine years, the motion was seconded by Vice President Pritchett. Ayes –6. Nays –0. The motion carried. President Hansen said he was going to touch base with Raymond to see if they want to re-contract with our library.

E. Budget Committee: Walker and Osborne volunteered, while President Hansen is included by default.

Discussion: None.

Adjournment: The meeting was adjourned at 7:17 p.m.

Respectfully submitted,

Bob Walker, Board Secretary

EVANSDALE PUBLIC LIBRARY
MONTHLY CIRCULATION REPORT
JANUARY 2021

OF MATERIALS CHECKED OUT:

Adult Non-fiction	24	Youth Non-fiction	5
Adult Fiction	361	Youth Fiction (YA = 12 YF = 22)	34
Adult Magazines	31	Young Easy	70
Large Print	22	Youth Magazines	0
		Kits	1
Total Adult	438	Total Youth	110
↑ from 2020	10	↑ from last month	0
		↑ from 2020	46
		↑ from last month	19

Misc (Travel guides, other)	00
Newspapers	00
TOTAL PRINT	548
↑ from 2020	56
↑ from last month	19

Video tapes	000
DVD	022
Books on tape/CD	000
Music CDs	000
ONLINE Database uses (14) – Video (0) – Magazines (16) - Audiobooks (65) - E-books (103)	198
Misc other (Equipment, games, etc.)	000
TOTAL NON-PRINT	220
↓ from 2020	5
↑ from last month	50

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

Will send/not send	02/02
Requested/Received	17/16

TOTAL # OF ALL MATERIALS CHECKED OUT: 768 (570 + 198 Online Uses)
 From last month ↑ 69
 From 2020 ↑ 51

OF ITEMS LOANED TO EVANSDALE RESIDENTS:

2021	362 of total 768 (47.1%)
2020	320 of total 717 (44.6%)

OF ITEMS LOANED TO NON-EVANSDALE RESIDENTS

		+/- FROM 2020
**Elk Run Heights	036	+011
**Gilbertville	001	-005
**County	029	-005
Waterloo	106	-018
Cedar Falls	007	+006
Raymond	026	+018
Des Moines	000	+/-0
Hudson	000	+/-0
Jesup	000	+/-0
Washburn	000	+/-0
Waverly	000	+/-0
Daycares	000	-003
Libraries/At-home delivery	003	-007
Online	198	+012

Total number of library users: Approx.358 ↑ from last month: 27 ↓ from 2020: 342 ↓ from 2019: 187

Day with highest number of users: 30 users on Tuesday, January 19th

Day with lowest number of users: 7 users on Tuesdays January 5th and 26th and Wednesday, January 6th

Number of days open: 25

Number of hours open: 173 hours

Avg number of library users per day: 15 ↑ from last month: 1 ↓ from 2020: 8

Number of computer users: 403 (101 Int, 300 Wireless, 2 Kids) ↓ from last month: 95 **2020: 348** ↑ from 2020: 55

Number of Computer hours logged: 32136 minutes = 535.6 hrs ↓ from last month: 23.02 hrs ↑ from 2020: 242.03 hrs

MONTHLY TOTAL: 9

OF NEW LIBRARY CARDS ISSUED: 6

OF REISSUED or RENEWED CARDS: 3

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

MONEY TURNED INTO CITY OF EVANSDALE

\$ 157.85

Book sales	\$1.00
Computer copies	67.80
Duplicate cards	1.00
Faxes and others	69.55
Fines	10.00
Photocopies	8.50
Refunds	0.00

MONEY TURNED INTO FRIENDS OF LIBRARY

\$ 11.15

Donations	11.15
Ink Recycling	0.00

MONTHLY GRAND TOTAL: \$ 169.00 ACCUMULATED FY TOTALS to CITY: \$991.74 to FOL: \$79.91

PRINT MATERIALS PROCESSED AND ADDED TO COLLECTION: 89

Adult fiction	027	Miscellaneous	000
Adult Non-fiction	005	Reference	000
Large Print	015	Youth Magazines	001
Magazines	015	Youth non-fiction	000
Kits	000	Young Easy	019
		Youth Fiction	000
ILL Books	007	Young Adult	000

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 WEEDED FROM COLLECTION:

Items Added (Computer)	Items deleted (Computer)	# of books/videos withdrawn	Retail cost of books/videos withdrawn
67	3	3	\$62.89

ITEMS OVERDUE:

4 items overdue this month
1921 items due total thru end of the current reporting month (-15 from last month)

Circulation by Patron Class

for the period
January 1, 2021 - January 31, 2021

Evansdale	362
Elk Run	36
Gilbertville	1
County	29
Waterloo	106
CF	7
Raymond	26
Libraries/ home delivery	3
Online	198
<hr/>	
	(768)

Patron Class	Checked In	Checked Out
Adult - Washburn	0	0
Youth - Evansdale	2	3
Youth - Washburn	0	0
Adult - Evansdale	334	359
Adult - Elk Run Heights	36	36
Adult - Raymond	24	26
Adult - Waterloo	106	105
Adult - Independence	0	0
Adult - Cedar Falls	5	7
Adult - LaPorte City	0	0
Adult - County Borrower	29	29
Youth - Elk Run Heights	0	0
Youth - Raymond	0	0
Youth - Waterloo	8	1
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	1
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	1	3
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:	545	570

Online + 198 = (768)

Circulation by Item Report Class

for the period
January 1, 2021 - January 31, 2021

Report Class	Checked In	Checked Out
000	0	0
100	0	1
200	1	0
300	4	1
400	0	0
500	1	0
600	2	2
700	0	1
800	1	4
900	14	8
Biography	6	7
Adult Fiction	369	361
Story Col.	0	0
J Numbers	0	0
Youth Biography	0	0
Youth Fiction	21	22
Juv. Story Col.	0	0
C Numbers	0	0
Children's Biog.	0	1
Children's Easy	48	67
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	20	31
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	1
600Y	0	0
700Y	0	3
800Y	1	0
900Y	0	0
Large Print	15	22
Youth Magazines	0	0
DVD	22	22
BBB	2	3
CD	0	0
Young Adult	17	12
Total:	545	570

Adult

AF	361
ANF	24
Amags	31
LP	22

438

Youth

YA	12
YF	22
YE	70
YNF	5
Ymags	0
Kits	1

110

Multimedia

DVD	22
VHS	0
music CD	0
Audiobooks	0
Online	198

220

768

Online + 198 = 768



Date: February 23, 2021

To: Elk Run Heights/Raymond Council

From: Jordan Cooper, Operator

O & M Report: February 2021

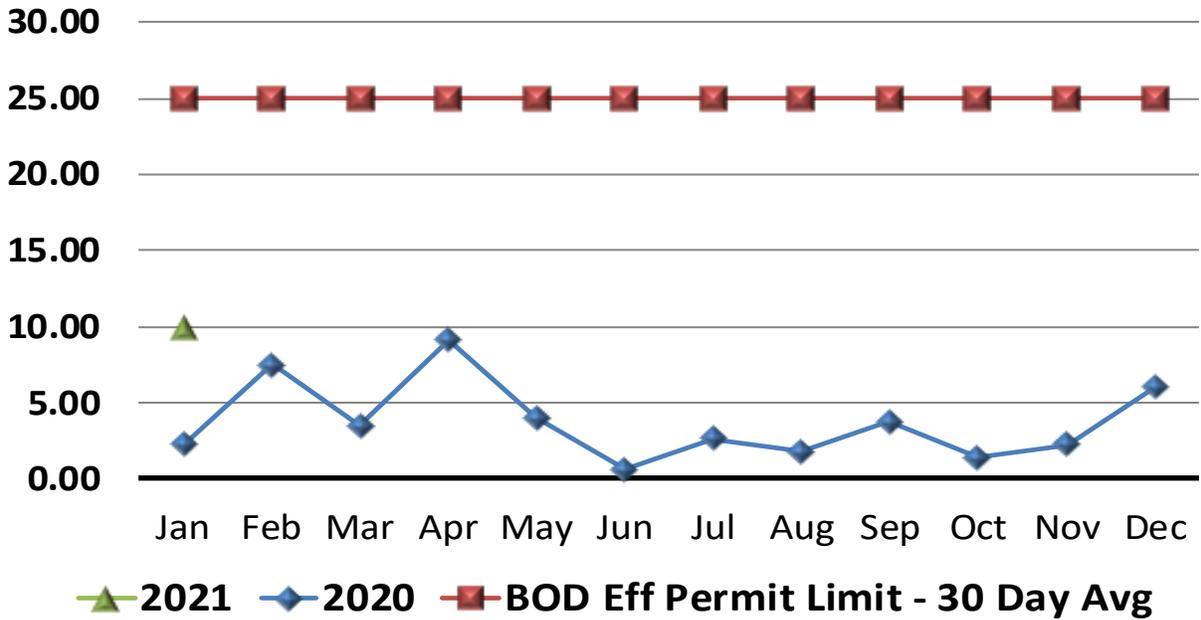
Water Operation & Maintenance

- 2/9 Julie got a call that 266 Toneff Dr. had frozen pipes and the water meter was broken. The house froze overnight due to furnace problems. I replaced the water meter and put an insulation box around the meter to prevent future problems.

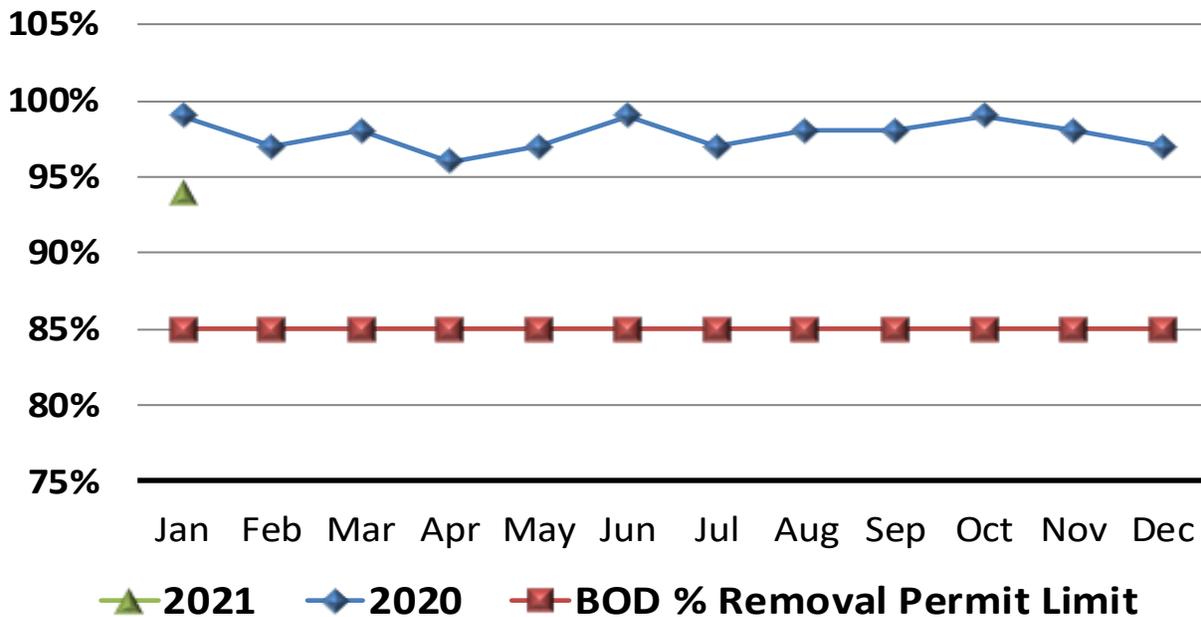
Wastewater Operation & Maintenance

- 2/19 Will Wedeking with Wedeking Electric stopped to try to help me figure out an omnisite issue. We discovered the omnisite has a malfunction inside the transmitting box. I removed the omnisite and am going to send it in to get repaired.
- I took my Wastewater 1 test to get my license and passed at the end of January.

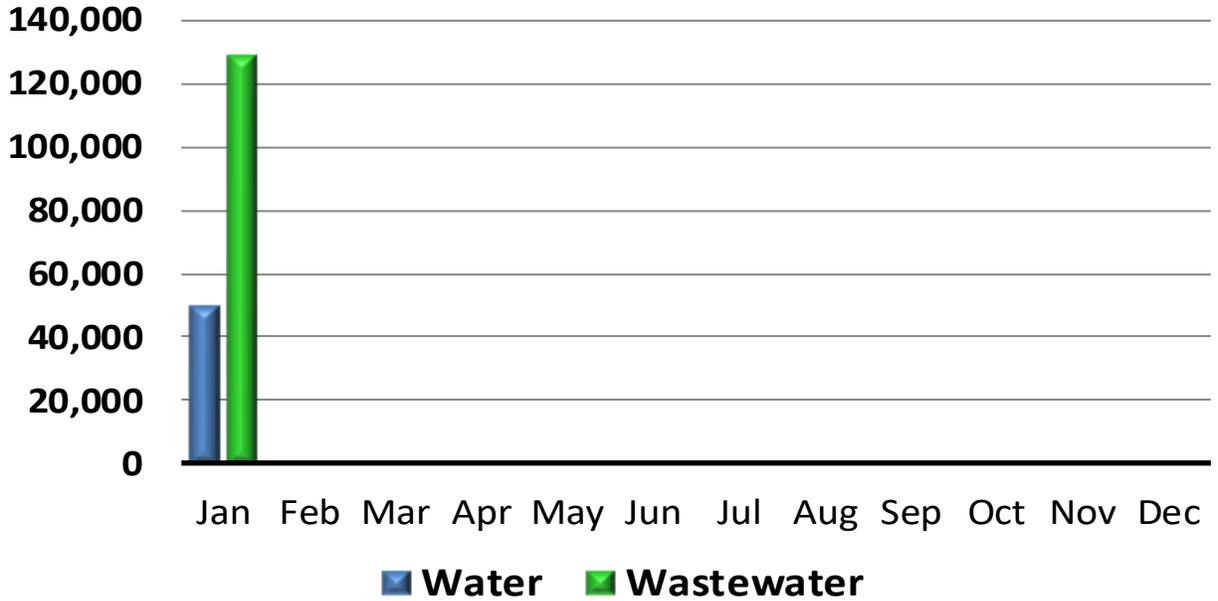
BOD Effluent



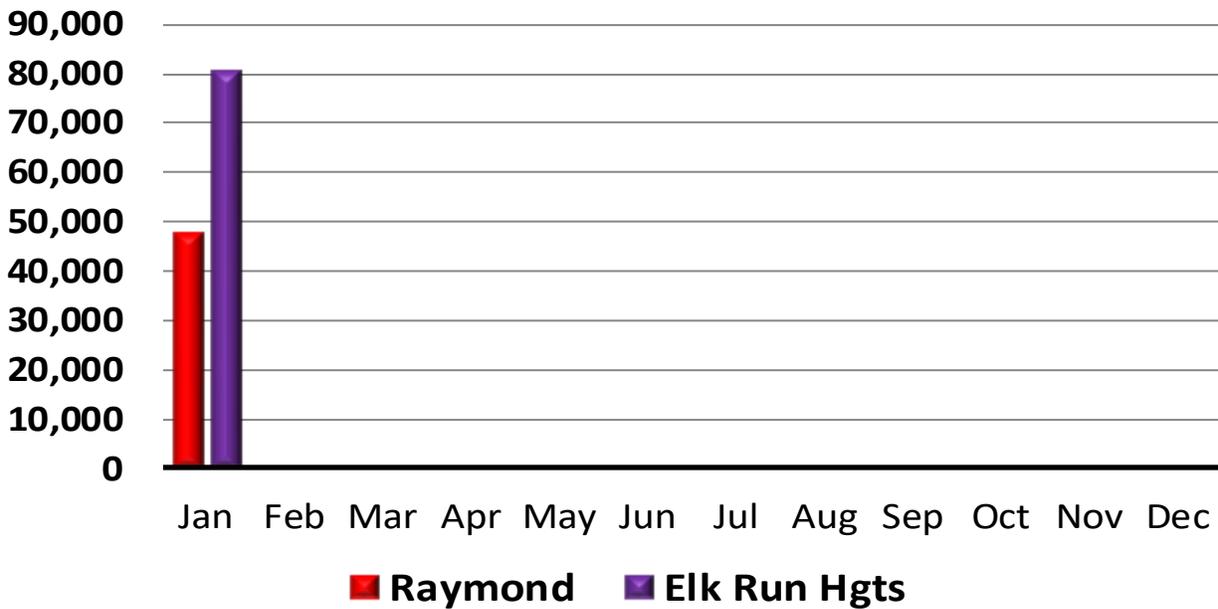
BOD % Removal



Average Daily Water Pumped vs. Wastewater In Gallons



Average Daily Wastewater Pumped In Gallons



		January-21	December-20	January-20
Water	Units			
Total Monthly Pumped	gallons	1,525,900	1,144,400	1,086,000
Average Daily Pumped	gallons	49,200	36,900	35,000
Maximum Daily Pumped	gallons	134,600	82,300	52,300
Minimum Daily Pumped	gallons	7,500	15,00	22,400
Chlorine				
Chlorine - Total Avg Residual Plant	mg/L	1.03	0.90	0.89
Chlorine - Total Avg Residual System	mg/L	0.90	0.89	0.81
Chlorine - Recommended Residual System	mg/L	1.50	1.50	1.50
Wastewater				
BOD				
BOD Influent Avg	mg/L	185.75	180.33	216.00
BOD Effluent Avg	mg/L	10.00	6.01	2.25
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	25
BOD % Removal	%	94.00%	97.00%	99.00%
BOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent Avg	mg/L	134.00	123.32	91.20
TSS Effluent Avg	mg/L	11.00	3.23	1.00
TSS Effluent Permit Limit - 30 Day Avg	mg/L	25	25	25
TSS % Removal	%	91.79%	97.38%	98.90%
TSS % Removal Permit Limit	%	85%	85%	85%
Nitrogen Ammonia				
NA Effluent Avg	mg/L	1.2	0.0	0.0
NA Effluent Permit Limit - 30 Day Avg	mg/L	6.3	2.9	6.3
Influent Flow				
Elk Run Average Daily Flow	gallons	80,835	85,425	0
Elk Run Percentage Flow	%	62.8%	61.9%	0.0%
Raymond Average Daily Flow	gallons	47,887	52,560	0
Raymond Percentage Flow	%	37.2%	38.1%	0.0%
Average Daily Combined	gallons	128,722	137,985	121,709
Maximum Daily Combined	gallons	143,070	155,083	142,000
Total Monthly Combined	gallons	3,990,367	4,277,570	3,770,000
Minimum Daily Combined	gallons	118,764	123,639	107,000
Permit Limit - 30 Day Avg	gallons	281,000	281,000	281,000
Permit Limit - Daily Maximum	gallons	291,000	291,000	291,000

Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$12,288.00	\$39.30	0%	8%
Total	\$12,288.00	\$39.30	0%	8%



ELK RUN HGTS -- JANUARY 2021

Water Plant Maintenance

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

Water System Maintenance

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

Wastewater Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
1/13/21	Ted's Hardware	Sealant	\$22.45
1/22/21	First National Bank, VISA	Supplies	\$16.85
		Total	\$39.30

Wastewater System Maintenance

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

Water Plant Maintenance	\$0.00
Water System Maintenance	\$0.00
W/W Plant Maintenance	\$39.30
W/W System Maintenance	\$0.00
Month Total	<u>\$39.30</u>

Annual Maintenance Budget \$12,288.00

Total Maintenance Dollars Spent Year to Date **\$39.30**

Percent Maintenance Budget Spent Year to Date **0%**



Work Orders Completed

Date completed	Equipment	Task
1/29/2021	Emergency Generator WWTP	Monthly PM
1/29/2021	James Street Lift Station Generator	Monthly PM
1/29/2021	Raymond West Lift Station Generator	Monthly PM
1/29/2021	Raymond South Lift Station Generator	Monthly PM
1/28/2021	Blower No 1	Monthly PM
1/28/2021	Blower No 2	Monthly PM
1/28/2021	Blower No3	Monthly PM
1/28/2021	Blower No4	Monthly PM
1/28/2021	Blower No5	Monthly PM
1/28/2021	Blower No6	Monthly PM
1/29/2021	James Street Lift Station	LS Monthly PM
1/29/2021	Lafayette Lift Station	LS Monthly PM
1/29/2021	Sutton Lift Station	LS Monthly PM
1/29/2021	Raymond West Lift Station	LS Monthly PM
1/29/2021	Raymond South Lift Station 1	LS Monthly PM
1/29/2021	Plaza Lift Station	LS Monthly PM
1/28/2021	FIRE EXTINGUISHERS	Fire Extinguisher Monthly

EVANSDALE POLICE DEPARTMENT

Call Summary Report

01/01/2021 thru 01/31/2021

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
21000273	01/01/2021	19:34:25	20	0404	TS	B1	100 PLAZA DR	ROAD RANGER #1026					JOY VANDERKOLK		
								2G6	215	19:34	19:34	19:38	0	4	4
21000598	01/02/2021	21:53:50	20	0404	MEDLIFEL	AS	113 JACKIE AV	LIFELINE							
								2G6	215	21:57	22:02	22:13	5	11	16
21000992	01/04/2021	13:25:22	20	0404	WEAPON*	UN	316 MCCOY RD	ELK RUN ELEMENTARY SCHOOL P#089					LAZELL		
								2A1	229	13:26	13:29	13:36	3	7	10
								2G4	220	13:26	13:29	13:36	3	7	10
								2L3	212	13:26	13:29	13:36	3	7	10
21001064	01/04/2021	17:01:50	20	0404	SUSP	NR	5205 LAFAYETTE RD	CASEYS GENERAL STORE - ELK RUN					CRYSTAL - MGR		
								2G5	219	17:02	17:09	17:18	7	9	16
21001348	01/05/2021	16:46:00	20	0404	MEDSICK	AS	225 MICHIGAN DR	RONEY,DEBBIE							
								2G5	219	17:13	17:17	17:48	4	31	35
21001560	01/06/2021	14:26:18	20	0404	DISORDER	WA	204 MARIE AV								
								2A1	229	14:27	14:31	14:50	4	19	23
								2K2	207	14:27	14:31	14:50	4	19	23
21001782	01/07/2021	07:57:40	20	0404	SUSP	GA	5205 LAFAYETTE RD	CASEYS GENERAL STORE - ELK RUN					2A1		
								2A1	229	07:57		08:05			8
21001922	01/07/2021	17:06:22	20	0404	TS	D3	GILBERT DR/ MC COY RD	JOY VANDERKOLK							
								2G6	215	17:06	17:06	17:21	0	15	15
21001999	01/07/2021	21:59:51	20	0404	DISORDER	NR	204 MARIE AV	DAHLEN,ANGIE							
								2G6	215	22:00	22:04	22:34	4	30	34
								2G7	239	22:00	22:04	22:12	4	8	12
21002216	01/08/2021	17:00:13	20	0404	ASSIST	AS	127 JOHNS DR	BENTLEY,JAYDEN							
								2G6	215	17:01		17:24			23
21002568	01/09/2021	21:34:16	20	0404	ASSIST	AS	225 TONEFF DR	HARRINGTON,MARCUS 3E8B							
								2G5	219	21:35	21:38	21:55	3	17	20
								2G6	215	21:35		21:35			0
21002859	01/11/2021	02:20:13	20	0404	ABANDON	UN	421 GILBERTVILLE RD	UNK MALE							
								2G5	219	02:21	02:23	02:30	2	7	9
								2G6	215	02:21	02:23	02:30	2	7	9
21003074	01/11/2021	19:16:11	20	0404	VANDALI*	WA	421 GILBERTVILLE RD	ROSTER,JENNIFER							
								2G5	219	19:17	19:19	19:47	2	28	30
21004155	01/15/2021	19:33:13	20	0404	TRAFMOVI	NF	304 GILBERTVILLE RD	FEMALE REFUSED							
								2G6	215	19:35		19:43			8

Call #	Date	Time	Area	Grid	Call Type	Disposition	Location	Business Name				Reporting Party					
								Unit	Officer	Disp	Arriv	Clear	Travel	OnS	Total		
21005788	01/21/2021	22:09:47	20	0404	TS	B5	GILBERTVILLE RD/ PLAZA DR										JEREMY FURMAN
								2G7	239	22:09	22:09	22:59	0	50	50		
21005819	01/22/2021	01:23:36	20	0404	TS	G3	100 PLAZA DR										JEREMY FURMAN
								2G7	239	01:23	01:23	01:38	0	15	15		
21006045	01/22/2021	18:31:04	20	0404	TS	S3	LAFAYETTE RD/ MC COY RD										JOY VANDERKOLK
								2G6	215	18:31	18:31	18:45	0	14	14		
21006110	01/22/2021	23:09:44	20	0404	TS	B3	100 PLAZA DR										JEREMY FURMAN
								2G7	239	23:09	23:09	23:29	0	20	20		
21006329	01/23/2021	19:50:12	20	0404	HARASS	NR	117 JACKIE AV 'EVANSDALE PD										VEST,KATHY
								2G6	215	19:51		20:21			30		
21007173	01/27/2021	10:04:03	20	0404	TRAFPARK	NR	116 MICHIGAN DR										DAN TAYLOR
								2L3	212	10:04	10:04	10:37	0	33	33		
21007421	01/28/2021	04:32:33	20	0404	SUSP	NR	300-BLK MCCOY RD										JEREMY FURMAN
								2G7	239	04:32	04:32	04:39	0	7	7		

Total Number of Calls: 21

Citation #	Date Issued	Issued To	Type	License	Charge	Grid
28002152101161800345	01/16/2021	SMITH,DAVID ANDREW	T	YEMBLEY	ERH10.04.160	0404
28002392101220129390	01/22/2021	BEAUTELUS,EVENTZ	T	JIK326	ER/10.04.120(3)	0404
28002392101222318032	01/22/2021	KISTLER,GLEN HERBERT	T	GCF181	ER/10.04.120(1)	0404
28002392101222314201	01/22/2021	KISTLER,GLEN HERBERT	T	GCF181	ER/10.04.120(3)	0404
28002152101232138308	01/23/2021	THIBADEAU,DAXTON JOHN KEITH	T	JZP626	ERH10.04.160	0404

RESOLUTION 3058

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

ACTUALLY CLEAN	COMM RM CARPET CLEANING	126.25
STATE OF IA AUDITOR	FY21 ANNUAL EXAM	6,697.38
AUTO PLUS	RU-VEHICLE FLUID	30.36
	RU-SNOW PLOW REPAIRS	36.56
	VENDER TOTAL	66.92
BMC	RU-SAND	1,154.53
COURIER	JAN 19 MTG	124.74
	PROPOSED BUDGET	125.44
	VENDER TOTAL	250.18
EASTMAN, JULIE	CELL PHONE REIMBURSEMENT	40.00
ELAN	RU-FUEL/ROAD RANGER	650.61
	RU-VEHICLE MNTNCE/WITHAM	127.68
	CH-ONLINE SERVICES/MICROSOFT	35.00
	CH-ONLINE SERVICES/MICROSOFT	25.00
	CH-VIDEO CALL SERVICE/ZOOM	16.04
	CH-IMFOA CONFERENCE/IA LEAGUE	175.00
	SHOP-LYSOL/SAMS	12.74
	CH-COPY PAPER/SAMS	27.98
	CH-PAPER TOWELS/SAMS	8.49
	CR-PAPER TOWELS/SAMS	8.49
	VENDER TOTAL	1,087.03
FRICKSON BROS	WATER MAIN BREAK SUTTON/ER RD	2,137.50
KELLI MARTINEZ	REFUND DUE TO COVID	35.00
KRISTI LUNDY	CELL PHONE REIMBURSEMENT	40.00
LYNCH DALLAS	LEGAL SERVICES	66.00
MUNICIPAL PIPE	JET CLEANING SHIRLEY AVE	512.50
PEOPLESERVICE	APRIL 2021 SERVICES	11,981.00
POWER SERVICE COMP	PLAZA LIFT STATION GENERATOR	26,195.73
RBRTS STVNS PRNDRGST	LEGAL SERVICES	312.50
RYDELL	RU-SERVICE S10	86.35
SCOT'S SUPPLY	RU-SNOW PLOW REPAIRS	144.81
THOMAS JAMES	CELL PHONE REIMBURSEMENT	40.00
UTILITY EQUIPMENT	WT-REPAIR CLAMP	232.88
WILLETT HOFMANN	ENGINEER-MEETINGS	75.00
	ENGINEER-MAYORS PARK	5,387.06
	ENGINEER-DEC MEETINGS	75.00
	ENGINEER-MEETINGS/SUPPLEMENTAL	525.00
	VENDER TOTAL	6,062.06
	001 GENERAL	7,863.31
	110 ROAD USE TAX	2433.64
	306 MAYORS PK IMPVMNT	5387.06
	307 LAFAYETTE/GVILL RD RECON	525
	600 WATER	4,766.58
	610 SEWER	36,293.03
	TOTAL FUNDS	57,268.62
	FEBRUARY PAYROLL:	
DRAFT	BIWEEKLY PAYROLL	6,849.57

DRAFT	EFTPS	1,998.14
	TOTAL PAYROLL:	8,847.71
PREPAYS		
5872 COLONIAL LIFE	LIFE INSURANCE	79.94
5873 AVESIS	VISION INSURANCE	32.79
5874 MEDIACOM	INTERNET	82.70
5875 MID AMERICAN	UTILITIES	2,826.83
5876 WASTE MANAGEMENT	GARBAGE/RECYCLING	5,554.01
5877 WATERLOO WATER	UTILITIES	4,254.82
5878 WELL MARK	HEALTH INSURNACE	1,745.46
DRAFT IPERS	RETIREMENT	1,460.25
DRAFT BANK FEE	FEB ACH FEE	10.00
	TOTAL PREPAYS:	16,046.80

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA ON THIS 9TH DAY OF MARCH 2021

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

RESOLUTION 3059

A RESOLUTION AUTHORIZING THE TRANSFER OF CERTAIN MONEY AS OUTLAYED AND AUTHORIZING THE CLERK TO MAKE THE TRANSFER

Be it Resolved by the Council of the City of the City of Elk Run Heights, Iowa:

Section I. The city clerk is hereby authorized to transfer the following funds:

TRANSFERS				
DATE	DESCRIPTION	FROM FUND	TO FUND	AMOUNT
03/09/2021	BUILD FUNDS FOR THE MAYORS PARK PROJECT	001-GENERAL FUND	306-MAYORS PARK PROJECTS	\$125,000.00
03/09/2021	BUILD FUNDS FOR THE EQUIPMENT REPLACEMENT FUND	001-GENERAL FUND	005-EQUIPMENT REPLACEMENT	\$10,000.00
03/09/2021	BUILD FUNDS FOR THE GILBERTVILLE/LAFAYETTE ROAD PROJECT	001-GERNERAL FUND	307-GILBERVILLE/LAFAYETTE RD PROJECT	\$50,000.00
03/09/2021	BUILD FUNDS FOR THE GILBERTVILLE/LAFAYETTE ROAD PROJECT	121-LOCAL OPTION SALES TAX	307-GILBERVILLE/LAFAYETTE RD PROJECT	\$90,000.00
03/09/2021	REPAYMENT OF INTRA FUND LOAN/TRAILER PARK PROJECT	125-TAX INCREMENT FINANCING	121-LOCAL OPTION SALE TAX	\$35,863.54
03/09/2021	REVERSE TRANSFER TO 613 TO REPLENTISH SEWER FUNDS (RES2883)	613-WASTEWATER TREATMENT PLANT PROJECT	610-SEWER	\$50,000.00
03/09/2021	REVERSE TRANSFER TO 613 TO REPLENTISH GENERAL FUNDS (RES2883)	613-WASTEWATER TREATMENT PLANT PROJECT	001-GERERAL	\$50,000.00
03/09/2021	REVERSE TRANSFER TO 613 TO REPLENTISH GENERAL FUNDS (RES2954)	613-WASTEWATER TREATMENT PLANT PROJECT	610-SEWER	\$50,000.00
03/09/2021	REVERSE TRANSFER TO 613 TO REPLENTISH GENERAL FUNDS (RES3047)	613-WASTEWATER TREATMENT PLANT PROJECT	001-GENERAL	\$60,000.00
03/09/2021	PURCHASE A CD FOR THE SEWER REPLACEMENT FUND	610-SEWER FUND	611-SEWER REPLACEMENT FUND	\$9,000.00
			TOTAL TRANSFER:	\$529,863.54

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Elk Run Heights, Iowa that the clerk is hereby authorized to make such transfer.

PASSED AND ADOPTED ON THIS 9TH DAY OF MARCH 2021

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

PROCEEDINGS TO SET DATE FOR
HEARING AND LETTING

497186-3 (NHL)

Elk Run Heights, Iowa

March 9, 2021

The City Council of the City of Elk Run Heights, Iowa, met at the Elk Run Heights City Hall Council Chambers, Elk Run Heights, Iowa, on March 9, 2021, at 6 o'clock p.m.

The Mayor presided and the roll being called, the following named Council Members were present and absent:

Present: _____

Absent: _____.

The City Council took up and considered the proposed Elk Run Heights and Raymond WWTF Project. Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____. After due consideration thereof by the Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the said motion duly carried and the said resolution adopted, as follows:

RESOLUTION 6060

Resolution to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the Elk Run Heights and Raymond WWTF Project, and the taking of bids therefor

WHEREAS, it has been proposed that the City Council of the City of Elk Run Heights, Iowa (the “City”), undertake the authorization of a public improvement to be constructed as described in the proposed plans and specifications and form of contract prepared by MSA Professional Services, Inc. (the “Project Engineers”), which may be hereafter referred to as the “Elk Run Heights and Raymond WWTF Project” (and is sometimes hereinafter referred to as the “Project”), which proposed plans, specifications, notice of hearing and letting, and form of contract and estimate of cost (the “Contract Documents”) are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of a public hearing on the Contract Documents and to advertise for sealed bids for the Project;

NOW, THEREFORE, Be It Resolved by the City Council (the “Council”) of the City of Elk Run Heights, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby approved in their preliminary form.

Section 2. The Project is hereby determined to be necessary and desirable for the City, and, furthermore, it is hereby found to be in the best interests of the City to proceed toward the construction of the Project.

Section 3. April 13, 2021, at 6:00 p.m., at the City Hall, Elk Run Heights, Iowa, is hereby fixed as the time and place of hearing on the Contract Documents.

Section 4. The City Clerk is hereby authorized and directed to publish notice (the “Notice of Hearing”) of the hearing on the Contract Documents for the Project in a newspaper of general circulation in the City, which publication shall be made at least once, not less than four (4) and not more than twenty (20) days prior to the date of the said hearing. The Notice of Hearing shall be in substantially the following form:

(Form of Notice of Hearing)

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS AND
SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR
THE ELK RUN HEIGHTS AND RAYMOND WWTF PROJECT

Notice Is Hereby Given: That at 6:00 p.m., at the City Hall, Elk Run Heights, Iowa, on April 13, 2021, the City Council of the City of Elk Run Heights, Iowa (the “City”) will hold a public hearing on the proposed plans and specifications, form of contract and estimate of cost (the “Contract Documents”) for the proposed Elk Run Heights and Raymond WWTF Project (the “Project”).

The Project shall be constructed at the existing wastewater treatment plant, which is located on South Elk Run Road, just north of Dubuque Road, and shall generally include the following:

Construction of a headworks building, flow split structure, AERO-MOD activated sludge system, UV disinfection system and associated appurtenances.

A copy of the proposed Contract Documents is also on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Julie Eastman
City Clerk

Section 5. The City Council hereby delegates to the City Clerk the duty of receiving bids for the construction of the Project until 2:00 p.m., on April 8, 2021, at the Elk Run Heights City Hall, Elk Run Heights, Iowa. At such time and place, the City Council hereby delegates to the City Clerk and/or the Project Engineers the duty of opening and announcing the results of the bids received. April 13, 2021, at 6:00 p.m., at the City Hall, in the City, is hereby fixed as the time and place that the Council will consider the bids received by the City Clerk in connection therewith.

Section 6. The amount of the bid security to accompany each bid is hereby fixed at 5% of the total amount of the bid.

Section 7. The City Clerk is hereby directed to give notice of the bid letting for the Project by posting a notice (the "Notice to Bidders") at least once, not less than thirteen (13) and not more than forty-five (45) days prior to the date set for receipt of bids, in each of the following three places: (i) in a relevant contractor plan room service with statewide circulation; (ii) in a relevant construction lead generating service with statewide circulation; and (iii) on an internet site sponsored by either the City or a statewide association that represents the City. The Notice to Bidders shall be in substantially the following form:

(Form of Notice to Bidders)

ADVERTISEMENT FOR BIDS
NOTICE OF PUBLIC HEARING
ELK RUN HEIGHTS AND RAYMOND WWTF
CITY OF ELK RUN HEIGHTS
CITY OF RAYMOND
BLACKHAWK COUNTY, IOWA

NOTICE IS HEREBY GIVEN: Sealed proposals for the Elk Run Heights and Raymond WWTF will be received by the City of Elk Run Heights and the City of Raymond, as joint owners (together, the “OWNER”) of the Elk Run Heights and Raymond WWTF, at the Elk Run Heights City Hall, located at 5042 Lafayette Road, Elk Run Heights, Iowa 50707, until 2:00 p.m. on April 8th, 2021. All bids will be publicly opened and read aloud at that time and place.

NOTICE IS HEREBY GIVEN: The City Council of the CITY OF ELK RUN HEIGHTS will conduct a public hearing on the plans, specifications, form of contract, and estimate of cost for the construction of the above-described improvements at 6:00 p.m. on April 13th, 2021 at the Elk Run Heights City Hall located at 5042 Lafayette Road, Elk Run Heights Iowa 50707. Any interested person may appear and file objections to the proposed plans, specifications, or contract. After hearing objections, the CITY OF ELK RUN HEIGHTS, shall by resolution, enter its decision on the plans, specifications, and contract.

NOTICE IS HEREBY GIVEN: The City Council of the CITY OF RAYMOND will conduct a public hearing on the plans, specifications, form of contract, and estimate of cost for the construction of the above-described improvements at 6:00 p.m. on April 19th, 2021 at the Raymond City Hall located at 101 1st Street, PO Box 156, Raymond Iowa 50667. Due to federal and state government recommendations in response to COVID-19 pandemic conditions, alternative access to the meeting will be provided electronically via Zoom, which will be accessible at the following:

Join Zoom Meeting
<https://us02web.zoom.us/j/8744783529>

Meeting ID: 874 478 3529
Passcode: 570349

One tap mobile
Dial by your location
+1 312 626 6799 US (Chicago)

Meeting ID: 874 478 3529
Passcode: 570349

Any interested person may appear and file objections to the proposed plans, specifications or contract. After hearing objections, the CITY OF RAYMOND, shall by resolution, enter its decision on the plans, specifications and contract.

NOTICE IS HEREBY GIVEN: On April 13th, 2021 at 6:00 PM at City Hall, located at 5042 West Lafayette road, Elk Run Heights, Iowa 50707, the City Council of the CITY OF ELK RUN HEIGHTS shall consider the construction bids received and either award a contract, reject all bids, or adjourn action thereon to a subsequent meeting of the City Council.

NOTICE IS HEREBY GIVEN: On April 19th, 2021 at 6:00 PM at City Hall, located at 101 1st Street, PO Box 156, Raymond Iowa 50667, the City Council of the CITY OF RAYMOND shall consider the construction bids received and either award a contract, reject all bids, or adjourn action thereon to a subsequent meeting of the City Council. Alternative access to the meeting will be provided electronically via Zoom, as set forth above.

BIDDER is hereby made aware of a NONMANDATORY pre-bid meeting at 2:00 p.m. on March 29th, 2021 date to be located at the City of Elk Run Heights City Hall, 5042 Lafayette Road, Elk Run Heights Iowa 50707. All parties interested in Bidding on said project are required to be attendance.

The work for which bids are asked generally includes the following:

Construction of a headworks building, flow split structure, AERO-MOD activated sludge system, UV disinfection system and associated appurtenances.

Work shall commence on the project on the date identified on the written Notice to Proceed. Work shall be Substantially Complete within 450 calendar days after the date the contract commence to run and Final Completion shall be within 540 calendar days after the date the contract times commence to run.

The BIDDING DOCUMENTS may be examined at the offices of MSA Professional Services, Inc., Ankeny, Iowa and the City of Elk Run Heights and the City of Raymond. A plan holders list will be updated interactively on our web address at <http://www.msa-ps.com> under Bids.

Paper copies of the BIDDING DOCUMENTS may be obtained at the office of MSA Professional Services, Inc., 1555 SE Delaware Avenue, Suite F Ankeny Iowa, upon receipt of a refundable Deposit of \$200.00 for a full size (22" x 34") sets of plans or \$150.00 for half size (11" x 17") sets of plans. Any plan holder upon returning the BIDDING DOCUMENTS within 14 days after award of the project and in good condition will be refunded their deposit.

Additionally, copies of the BIDDING DOCUMENTS are available at www.questcdn.com. You may download the digital plan documents free of charge by inputting Quest eBidDoc #7371086 on the website's Project Search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and working with the digital project information.

Each BIDDER shall accompany its bid with a bid security as security that the successful BIDDER will enter into a contract for the work bid upon and will furnish after the award of CONTRACT a corporate surety bond, acceptable to the OWNER, for the faithful performance of

the CONTRACT, in an amount equal to 100 percent of the amount of the CONTRACT. The bid security shall be in an amount equal to five percent of the amount of the contract and shall be in the form of a cashier's check, or certified check drawn on a state chartered or federally chartered bank, or a certified share draft drawn on a state-chartered or federally chartered credit union, or a Bid Bond. The Bid Bond shall contain no exceptions.

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa and to Iowa Domestic Labor, to the extent lawfully required under Iowa statutes.

OWNER is designated a Tax-Exempt Entity. As such, CONTRACTOR, and any subcontractors, under this contract, shall be provided a Tax-Exempt Certificate and authorization letter from the OWNER. Tax Exempt certificate and authorization letter shall be used by CONTRACTOR to secure building materials or equipment intended for completion of this project without payment of sales tax. CONTRACTOR is not mandated to complete Iowa Department of Revenue Form 35002 – Iowa Contractor's Statement upon execution of agreement. CONTRACTOR agrees to this method of sales tax exemption and it shall not be modified during the course of construction.

BIDDER shall satisfy themselves of the accuracy of the estimated quantities in the BID schedule by examination of the site and review of the contract documents, including ADDENDA. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the quantities of WORK or nature of the WORK to be done.

The successful BIDDER shall be required to furnish a performance BOND and a payment BOND, each in the amount of 100 percent of the CONTRACT PRICE, with a corporate surety approved by the OWNER, within ten (10) calendar days of the date when the NOTICE OF AWARD is delivered to the BIDDER. The NOTICE OF AWARD shall be accompanied by the necessary AGREEMENT and BOND forms. In case of failure of the BIDDER to execute the AGREEMENT, the OWNER may at his option consider the BIDDER in default, in which case the BID BOND shall become property of the OWNER.

BIDDERS must indicate on the BID form the proposed equipment and subcontractors who will be performing the major portions of the work.

No BID submitted by any BIDDER which contains a condition or qualification shall be recognized or accepted by the OWNER and any letter or communication accompanying the BID which contains a condition or qualification upon the BID which has the effect of qualifying or modifying any provision of the contract documents in any manner will not be construed as a qualifying BID and will be rejected by the OWNER as non-responsive.

Any bidder or equipment supplier whose firm or affiliate is listed in the GSA publication "List of Parties Excluded from Federal Procurement and Non-procurement Programs" will be prohibited from the bidding process. Anyone submitting a bid who is listed in this publication will be determined to be a non-responsive bidder in accordance with 40 CFR Part 31.

A contractor's Suspension/Debarment Certification will be contained in the specifications; however, this certification should not preclude any interested party from ascertaining whether the certifying person is actually on the "List of Parties Excluded from Federal Procurement and Non-procurement Programs."

By the submission of its bid, each bidder acknowledges that he understands and agrees to be bound by the equal opportunity requirements of EPA regulations (40 CFR Part B, particularly Section 8.4(b)), which shall be applicable throughout the performance of work under any contract awarded pursuant to this solicitation. Each bidder agrees that if awarded a contract, it will similarly bind contractually each subcontractor. In implementation of the foregoing policies, each bidder further understands and agrees that if awarded a contract, it must engage in affirmative action directed at promoting and ensuring equal employment opportunity in the workforce used under the contract (and that it must require contractually the same effort of all subcontractors whose subcontracts exceed \$10,000). The bidder understands and agrees that "affirmative action" as used herein shall constitute a good faith effort to achieve and maintain that amount of minority employment in the on-site workforce used on the project which corresponds, for each trade used, to the minority population in the serving labor market area from which workers are reasonably available for hire for the project.³²⁰

No bidder may withdraw his bid within 60 days after the actual date of the opening thereof

OWNER reserves the right to waive any informalities or to reject any or all bids.

Published by the authority of the City of Elk Run Heights and City of Raymond.

CONSULTING ENGINEER:
MSA Professional Services
1555 SE Delaware Avenue Suite F
Ankeny, Iowa 50021
Jason Miller, P.E.
(515) 964-1920

Section 8. All provisions set out in the attached forms of notice are hereby recognized and prescribed by the City Council and all resolutions or orders or parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

Passed and approved March 9, 2021.

Kristi Lundy, Mayor

Attest:

Julie Eastman, City Clerk

••••

On motion and vote, the meeting adjourned.

Kristi Lundy, Mayor

Attest:

Julie Eastman, City Clerk

ATTESTATION CERTIFICATE:

STATE OF IOWA
COUNTY OF BLACK HAWK
CITY OF ELK RUN HEIGHTS

SS:

I, the undersigned, City Clerk of the City of Elk Run Heights, Iowa, do hereby certify that the transcript hereto attached is a true, correct and complete copy of all the records of the City relating to fixing a time and place of hearing on the proposed plans, specifications and form of contract, and estimated cost for the construction of the Elk Run Heights and Raymond WWTF Project and directing publication of a Notice of Hearing announcing the time and place fixed therefor; and fixing a time and place for the taking of bids for the construction of the Project and directing posting of a Notice to Bidders announcing the time and place fixed therefor.

WITNESS MY HAND this ____ day of _____, 2021.

Julie Eastman, City Clerk

NOTICE OF HEARING PUBLICATION CERTIFICATE:

STATE OF IOWA
COUNTY OF BLACK HAWK
CITY OF ELK RUN HEIGHTS

SS:

I, the undersigned, City Clerk of the City of Elk Run Heights, Iowa, do hereby certify that pursuant to the resolution of its City Council fixing a date of hearing on the proposed plans and specifications, form of contract and estimated cost for the Elk Run Heights and Raymond WWTF Project, the Notice of Hearing, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this _____ day of _____, 2021.

Julie Eastman, City Clerk

(Attach here publisher's affidavit of publication of Notice of Hearing.)

(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavit and have verified that the Notice of Hearing was published on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)

NOTICE TO BIDDERS POSTING CERTIFICATE – CONTRACTOR PLAN ROOM/LEAD GENERATING SERVICE:

STATE OF IOWA
COUNTY OF BLACK HAWK SS:
CITY OF ELK RUN HEIGHTS

I, the undersigned, City Clerk of the City of Elk Run Heights, Iowa, do hereby certify that pursuant to the resolution of its City Council setting the date of the bid letting for the Elk Run Heights and Raymond WWTF Project, the Notice to Bidders, of which the printed slip attached to the affidavit hereto attached is a true and complete copy, was posted on the date and in the relevant contractor plan room service/construction lead generating service specified in such affidavit, which contractor plan room service/construction lead generating service has a statewide circulation.

WITNESS MY HAND this _____ day of _____, 2021.

Julie Eastman, City Clerk

(Attach here the affidavit of posting of the Notice to Bidders from the contractor plan room service/construction lead generating service.)

(PLEASE NOTE: Do not date and return this certificate until you have received the affidavit of posting from the contractor plan room service/construction lead generating service and have verified that the Notice to Bidders was posted on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)

NOTICE TO BIDDERS POSTING CERTIFICATE – SPONSORED INTERNET SITE:

STATE OF IOWA
COUNTY OF BLACK HAWK
CITY OF ELK RUN HEIGHTS

SS:

I, the undersigned, City Clerk of the City of Elk Run Heights, Iowa, do hereby certify that pursuant to the resolution of its City Council setting the date of the bid letting for the Elk Run Heights and Raymond WWTF Project, the Notice to Bidders provided for therein was posted on the website of the Iowa League of Cities on _____, 2021.

WITNESS MY HAND this ____ day of _____, 2021.

Julie Eastman, City Clerk

(Attach here the affidavit of posting of the Notice to Bidders from the Iowa League of Cities).

(PLEASE NOTE: Do not date and return this certificate until you have received the affidavit of posting from the Iowa League of Cities and have verified that the Notice to Bidders was posted on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)

RESOLUTION 3061

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA AMENDING THE EMPLOYEE POLICY MANUAL

WHEREAS, the City Council of previously approved a personnel policy for the employees of Elk Run Heights;

WHEREAS, circumstances have arisen that make it necessary to amend this policy; and

WHEREAS, it is in the best interest of the residents of Elk Run Heights, Iowa to enact such amendments.

NOW THEREFORE, BE IT HEREBY RESOLVED BY the City Council of the City of Elk Run Heights, Iowa that *Section H. "Paid Time Off (PTO)"* of the City's Personnel Policy is amended to add the following language:

The City recognizes that on occasion during the course of a pay period, employees may accumulate pre-approved overtime. The City also recognizes that employees may have personal matters to attend to, therefore with the approval of the employee's supervisor, non-exempt employees may convert overtime earned into compensatory time off under the following guidelines:

- Nonexempt employees shall be allowed to convert overtime hours worked into compensatory time off at a rate of time and a half. An employee shall notify his or her Department Manager of his or her desire to take overtime as compensatory time at such time when the overtime accrues.
- Employees are limited to converting 40 hours into compensatory time.

Employees must be permitted to use compensatory time on the date requested unless doing so would unduly disrupt City operations. All scheduling of compensatory time off shall be at the discretion of the Department Head. If an employee's employment is terminated while he or she has unused compensatory time, such compensatory time shall be paid to the employee upon termination.

NOW THEREFORE, BE IT HEREBY RESOLVED BY the City Council of the City of Elk Run Heights, Iowa that *Section G.1. "Miscellaneous Leaves"* of the City's Personnel Policy is repealed and the following adopted in lieu thereof:

An employee may be granted three (3) days off work, to attend the funeral of a member of his/her immediate family: including spouse, child, stepchild, son-in-law, daughter-in-law, father, stepfather, father-in-law, mother, stepmother, mother-in-law, grandmother, Grandmother-in-law, grandfather, grandfather-in-law, siblings, and sibling in laws.

NOW THEREFORE, BE IT HEREBY RESOLVED BY the City Council of the City of Elk Run Heights, Iowa that *Section L.5. "Pay and Compensation"* of the City's Personnel Policy is amended to add the following language:

L.7 Snow Removal and Natural Disasters:

During times when snow removal is required or following a natural disaster employee may be required to work outside the employee's usual work schedule, including working on weekends or more hours a day than usual. The employer will give employees as much notice as possible with respect to scheduling during snow removal or natural disaster. During required snow removal or

natural disasters, employees will be paid time and half for all hours worked over eight in a day and all hours over forty in a work week.

BE IT FURTHER RESOLVED, by the City Council of the City of Elk Run Heights, Iowa accepting, and approving said revisions to the City of Elk Run Heights, Iowa Employee Policy Manual.

PASSED AND ADOPTED ON THIS 9TH DAY OF MARCH 2021

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

RESOLUTION 3062

DECLARING SURPLUS AND AUTHORIZING TRANSFER

WHEREAS, the City of Elk Run Heights (the “City”), in the County of Black Hawk, State of Iowa has heretofore proposed to transfer (the “Transfer”) money from the Water Utility Fund (the “Water Fund”) to the Garbage/Landfill Fund; and

WHEREAS, before funding the Transfer, it is necessary to comply with the provisions of Section 384.89 of the Code of Iowa and to make a finding of “surplus” funds in the Water Fund;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Elk Run Heights, Iowa, as follows:

Section 1. The City is hereby found to be current on all of its operations and maintenance expenses for the Municipal Water Utility. Furthermore, the City is hereby found to be up-to-date and in full compliance with the covenants and requirements of all bonds, notes, pledge orders and other obligations to which the Net Revenues of said Utility have been pledged. It is hereby found and determined that 3 months of the Water Fund expenditures is \$33,405.15 and after calculating that there is a surplus of \$72,699.67 (the “Surplus”) exists in the Water Fund;

Total Expenditures (July-March):	\$100,215.43
Average Expenditures:	\$11,135.05 per month
Total Reserve Expenditures required to have on hand:	\$33,405.15 (3 months)
Fund Balance:	\$106,104.82
Fund Balance \$106,104.82 –	
Reserve Expenses \$33,405.15 =	\$72,699.67 (Surplus)

Section 2. It is hereby directed that \$15,000 of the Surplus be transferred to the Garbage/Landfill Fund

Section 3. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict

PASSED AND APPROVED THIS 9TH DAY OF MARCH 2021

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

RESOLUTION 3063

RESOLUTION APPROVING CITY OF ELK RUN HEIGHTS ANNUAL BUDGET FOR FISCAL YEAR 2021/2022

WHEREAS, The Code of Iowa, Chapter 384, Section 16, requires that all cities prepare and adopt an annual budget of expenditures and receipts for at least the next fiscal year; and

WHEREAS, The Clerk shall certify the necessary tax levy for the next fiscal year to the County Auditor; and

WHEREAS, the Notice of Public Hearing Budget Estimate was published on February 26, 2021; and

WHEREAS, the Elk Run Heights City Council did hold a public hearing concerning the budget for the 2021/2022 fiscal year on March 9, 2021: and

WHEREAS, the Elk Run Heights City Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed budget and any modifications proposed at the hearing.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of the City of Elk Run Heights, Iowa that they do hereby approve the budget for the 2021/2022 fiscal year as attached in the budget forms.

BE IT FURTHER RESOLVED, by the City Council of Elk Run Heights, Iowa that the Mayor and the City Clerk are hereby authorized and directed to execute this resolution.

BE IT FURTHER RESOLVED, by the City Council of Elk Run Heights, Iowa that the City Clerk is directed to submit these forms to the Black Hawk County Auditor on or before March 31, 2021.

PASSED AND APPROVED ON THIS 9TH DAY OF MARCH 2021

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2021 - June 30, 2022

The City of: ELK RUN HEIGHTS

The City Council will conduct a public hearing on the proposed budget as follows:

Location: (entered upon publish) Meeting Date: (entered upon publish) Meeting Time: (entered upon publish)

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property	8.09999
The estimated tax levy rate per \$1000 valuation on Agricultural land is	3.00237

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
3192320020

City Clerk/Finance Officer's NAME
(entered upon publish)

		Budget FY 2022	Re-estimated FY 2021	Actual FY 2020
Revenues & Other Financing Sources				
Taxes Levied on Property	1	374,659	370,393	344,071
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	374,659	370,393	344,071
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	35,000	34,856	29,798
Other City Taxes	6	158,667	159,032	149,321
Licenses & Permits	7	16,440	16,339	13,999
Use of Money and Property	8	22,075	26,900	31,122
Intergovernmental	9	685,882	174,257	150,679
Charges for Fees & Service	10	534,340	488,769	483,424
Special Assessments	11	8,025	3,525	0
Miscellaneous	12	25,168	18,678	37,677
Other Financing Sources	13	2,600,000	305,302	191,750
Transfers In	14	629,603	848,183	1,120,532
Total Revenues and Other Sources	15	5,089,859	2,446,234	2,552,373
Expenditures & Other Financing Uses				
Public Safety	16	121,548	107,917	95,931
Public Works	17	153,959	138,426	212,023
Health and Social Services	18	0	0	0
Culture and Recreation	19	79,004	51,842	45,542
Community and Economic Development	20	1,250	2,000	5,094
General Government	21	161,214	176,432	192,938
Debt Service	22	0	0	0
Capital Projects	23	981,273	62,571	150,031
Total Government Activities Expenditures	24	1,498,248	539,188	701,559
Business Type / Enterprises	25	3,217,216	649,482	771,093
Total ALL Expenditures	26	4,715,464	1,188,670	1,472,652
Transfers Out	27	629,603	991,824	1,120,532
Total ALL Expenditures/Transfers Out	28	5,345,067	2,180,494	2,593,184
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-255,208	265,740	-40,811
Beginning Fund Balance July 1	30	2,232,683	1,966,943	2,007,754
Ending Fund Balance June 30	31	1,977,475	2,232,683	1,966,943

RESOLUTION 3064

A RESOLUTION APPROVING AND ADOPTING A REVENUE PURPOSE STATEMENT FOR EXPENDITURE OF FEE REVENUES FROM PROPOSED ELECTRIC AND NATURAL GAS FRANCHISE FEES

WHEREAS, the City Council of the City of Elk Run Heights, Iowa, has chosen to establish utility franchise fees for the sale and distribution of electricity and natural gas within the city limits of the City of Elk Run Heights, and

WHEREAS, the City of Elk Run Heights intends to hold a public hearing on proposed ordinances granting an electric and natural gas franchises in the City to establish franchise fees on sales and distribution services of electricity and natural gas; and

WHEREAS, pursuant to the provisions of Section 364.2, subsection (4)(f) of the Code of Iowa, the City has prepared a Revenue Purpose Statement outlining the purposes for which the City shall use electric and natural gas franchise fee revenues that will be received if the proposed ordinance is adopted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk Run Heights, Iowa:

1. That the "Revenue Purpose Statement for the Use or Expenditure of Electric and Natural Gas Franchise Fee Revenues for the City of Elk Run Heights, Iowa" ("Revenue Purpose Statement"), attached hereto, is hereby approved and adopted; and
2. That the City Clerk shall publish the Revenue Purpose Statement, which publication shall be made in a legal newspaper of general circulation in the City.

PASSED AND ADOPTED ON THIS 9TH DAY OF MARCH 2021

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

REVENUE PURPOSE STATEMENT

Pursuant to the provisions of Section 364.2, subsection (4)(f) of the Code of Iowa, the City of Elk Run Heights hereby establishes the following purposes allowed under Iowa Code Section 384.3A, subsection (3)(e), (f) and (g) for which franchise fee revenues from its electric and natural gas franchises with MidAmerican Energy may be used or expended, said purposes which may be narrowed after public hearing: Public safety, including the equipping of fire, police, emergency services, sanitation, street, and civil defense departments; the establishment, construction, reconstruction, repair, equipping, remodeling, and extensions of public works, public utilities, and public transportation systems; and the construction, reconstruction, or repair of streets, highways, bridges, sidewalks, pedestrian underpasses and overpasses, street lighting fixtures, and public grounds, and the acquisition of real estate needed for such purposes.

ORDINANCE 270

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF
THE CITY OF ELK RUN HEIGHTS, IOWA, BY AMENDING
CHAPTER 13.16, WASTEWATER TREATMENT USER CHARGES**

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

SECTION 1. SECTION(S) MODIFIED. Chapter 13.16.050 Classifications Established, of the Elk Run Heights Municipal Code of Ordinances is repealed and the following rates adapted in lieu thereof;

A Capital Project fee of \$60.00 per quarter shall be required of any person or business or corporation in addition to the user rates established in Section 13.16.050 of this chapter. The Capital Project Fee shall be deposited in an account for the specific purpose of sewer related capital projects. The \$60.00 Capital Project Fee Charge shall be effective July 1, 2021 for a period not to exceed 10 years.

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.

First Reading: 02/09/2021
Second Reading:
Third Reading:

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

CERTIFICATE

I, Julie Eastman, City Clerk of Elk Run Heights, Iowa, do hereby certify that Ordinance 261 was published on the ___ day of _____ 2021

WITNESS my hand and seal of office this — day of _____ 2021

Julie Eastman, City Clerk

ORDINANCE 271

AN ORDINANCE GRANTING TO MIDAMERICAN ENERGY COMPANY, ITS SUCCESSORS AND ASSIGNS, THE RIGHT AND NON-EXCLUSIVE FRANCHISE TO ACQUIRE, CONSTRUCT, ERECT, MAINTAIN AND OPERATE IN THE CITY OF ELK RUN HEIGHTS, IOWA, AN ELECTRIC SYSTEM AND COMMUNICATIONS FACILITIES AND TO FURNISH AND SELL ELECTRIC ENERGY TO THE CITY AND ITS INHABITANTS AND AUTHORIZING THE CITY TO COLLECT FRANCHISE FEES FOR A PERIOD OF 25 YEARS

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

Section 1. There is hereby granted to MidAmerican Energy Company, an Iowa corporation, (hereinafter called “Company,”) and its successors and assigns, the right and non-exclusive franchise to acquire, construct, erect, maintain and operate in the City of Elk Run Heights, Iowa, (hereinafter called the “City,”) a system for the transmission and distribution of electric energy and communications signals along, under, over and upon the streets, avenues, rights of way and alleys to serve customers within the City, and to furnish and sell electric energy to the City and its inhabitants. The Company is granted the right to exercise of powers of eminent domain, subject to City Council approval. This franchise shall be effective for a twenty-five (25) year period from and after the effective date of this ordinance.

Section 2. The rights and privileges hereby granted are subject to the restrictions and limitations of Chapter 364 of the Code of Iowa 2021 or as subsequently amended or changed.

Section 3. The Company shall have the right to erect all necessary poles and to place thereon the necessary wires, fixtures and accessories as well as to excavate and bury conduits or conductors for the distribution of electric energy and communications signals in and through the City, provided the same shall be placed in accord with this franchise and City code regulations of the City, regarding the placement of structures, facilities, accessories or other objects in the right of way, including ordinances which assign corridors or other placements to users of the right of way and requirements which may be adopted regarding separation of structures, facilities, accessories or other objects.

Section 4. The Company shall, excluding facilities located in private easements (whether titled in Company exclusively or in Company and other entities), in accordance with Iowa law including Company’s Tariff on file with and made effective by the Iowa Utilities Board as may subsequently be amended (“Tariff”), at its cost and expense, locate and relocate its existing installations located in, on, over or under the right-of-way of any public street, right of way or alley in the City in such a manner as the City may require for the purposes of facilitating the construction, reconstruction, maintenance or repair of the street right of way or alley. If the City has a reasonable alternative route for the street, right of way or alley or an alternative construction method, which would not cause the relocation of Company installations or would minimize the cost or expense of relocation of Company installations, the City and Company shall work together to consider said alternative route or construction method. The City shall, in the extension or modification of streets and roads, make provision for the placement of company service lines and facilities on City-owned right of way without

charge to Company. In planning for the extension or modification of streets, the City shall, to the extent practicable design such changes to limit the need for relocation of Company facilities. The City shall be responsible for surveying and staking the right-of-way for City projects that require the Company to relocate Company facilities. If requested, the City shall provide, at no cost to the Company, copies of the relocation plan and profile and cross section drawings. If vegetation and tree removals must be completed by the City as part of the City's project and are necessary whether or not utility facilities must be relocated, the City at its own cost shall be responsible for said removals. If the timing of vegetation and tree removals does not coincide with Company's facilities relocation schedule and the Company must remove vegetation and trees that are included in the City's portion of the project, the City shall either remove them or reimburse the Company for the expenses incurred to remove said materials. If project funds from a source other than the City are available to pay for the relocation of utility facilities, the City shall use its best efforts to secure said funds and provide them to the Company to compensate the Company for the costs of relocation.

Section 5. In making excavations in any streets, avenues and public places for the installation, maintenance or repair of conductor, conduits or the erection of poles and wires or other appliances, the Company shall not unreasonably obstruct the use of the streets. The Company in making such excavations shall, if required by ordinance, obtain a City permit therefore and provide City representatives with advance notice prior to the actual commencement of the work, and shall comply with all provisions and requirements of the City in its regulation of the use of City right of way in performing such work. In emergencies which require immediate excavation, the Company may proceed with the work without first applying for or obtaining the permit, provided, however, that Company shall apply for and obtain the excavation permit as soon as possible after commencing such emergency work. The Company shall comply with all provisions and requirements of the City in its regulation of the use of City right of way in performing such work. The Company shall comply with all City ordinances regarding paving cuts, placement of facilities and restoration of pavement and other public infrastructure. The Company shall replace the surface, restoring the condition as existed prior to the Company's excavation but shall not be required to improve or modify the public right of way, sidewalks, or other areas in or adjacent to the Company project to a condition superior to its immediate previously existing condition. Company shall complete all repairs in a timely manner. Company agrees any replacement of road surface shall conform to current City ordinances regarding its depth and composition.

Section 6. Vacating a street, avenue, alley, public ground, or public right-of-way shall not deprive the Company of its right to operate and maintain existing facilities and their replacements on, below, above, or beneath the vacated property. Prior to the City abandoning or vacating any street, avenue, alley, or public ground where the Company has electric facilities, the City shall grant the Company a utility easement for said facilities.

Section 7. The Company shall not be required to relocate, at its cost and expense, Company facilities in the public right of way that have been relocated at Company expense at the direction of the City in the previous ten (10) years.

Section 8. Pursuant to relocation of Company facilities, if the City orders or requests the Company to relocate its existing facilities or equipment in order to directly facilitate a project for the primary benefit of a commercial or private developer or other non-public entity, the City shall require the developer or non-public entity to reimburse the Company for the cost

of such relocation as a precondition to relocation of its existing facilities or equipment. The Company shall not be required to relocate in order to facilitate such private project at its expense.

Section 9. The Company shall indemnify, save and hold harmless the City from any and all claims, suits, losses, damages, costs or expenses, on account of injury or damage to any person or property, to the extent caused or occasioned by the Company's negligence in construction, reconstruction, excavation, operation or maintenance of the electric facilities authorized by this franchise; provided, however, that the Company shall not be obligated to defend, indemnify and save harmless the City for any costs or damages to the extent arising from the negligence of the City, its officers, employees or agents.

Section 10. The pruning and removal of vegetation and trees shall be done in accordance with current nationally accepted safety and utility industry standards and federal and state law, rules, and regulations. The Company is authorized and empowered to prune or remove at Company expense, any tree extending into any street, avenue, right of way, alley, public place, or public grounds to maintain electric reliability, safety, to restore utility service and to prevent limbs, branches, or trunks from interfering with the wires and facilities of the Company. The pruning and removal of vegetation and trees shall be completed in accordance with nationally accepted safety and utility standards, NSI Z133.1-2012, American National Standard for Arboricultural Operations-Safety Requirements, and ANSI A300(part 1) – 2008 Pruning, (Revision of ANSI A300 part 1-2001) American National Standard for Tree, Shrub, and other Woody Plant Management – Standard of Practices (Pruning) or subsequent revisions to these standards, and City ordinances regarding the pruning of trees that incorporate by reference that standard.

Section 11. Upon reasonable request, the Company shall provide the City, on a project specific basis, information indicating the horizontal location, relative to boundaries of the right of way, of all equipment which it owns or over which it has control that is located in City right of way, including documents, maps, and other information in paper or electronic or other forms ("Information.") The Company and City recognize the Information may in whole or part be considered a confidential record under state or federal law or both. Therefore, City shall not release any Information without prior consent of the Company and shall return the Information to Company upon request. City recognizes that Company claims the Information may constitute a trade secret or is otherwise protected from public disclosure by state or federal law on other grounds and agrees to retain the Information in its non-public files. Furthermore, the City agrees that no documents, maps or other Information provided to the City by the Company shall be made available to the public or other entities if such documents or Information are exempt from disclosure under the provisions of the Freedom of Information Act, the Federal Energy Regulatory Commission Critical Energy Infrastructure requirements pursuant to 18 CFR 388.112 and 388.113, or Chapter 22 of the Code of Iowa, as such statutes and regulations may be amended from time to time. In the event any action at law, in equity or administrative is brought against the City regarding disclosure of any document which the Company has designated as a trade secret or as otherwise protected from disclosure, the Company shall assume, upon request of the City, the defense of said action and reimburse the City any and all costs, including attorney fees and penalties to the extent allowed by law.

Section 12. The Company shall construct, operate, and maintain its facilities in accordance

with the applicable regulations of the Iowa Utilities Board or its successors and Iowa law. During the term of this franchise, the Company shall furnish electric energy in the quantity and quality consistent with and in accordance with the applicable regulations of the Iowa Utilities Board, the Company's tariff and made effective by the Iowa Utilities Board or its successors and Iowa law.

Section 13. There is hereby imposed upon the customers a franchise fee of 1% percent upon the gross revenues, minus uncollectible accounts, generated from sales of electricity and distribution service, pursuant to the Tariff, by the Company within the corporate limits of the City. The franchise fee shall be remitted by the Company to the City on or before the last business day of the calendar quarter following the close of the calendar quarter in which the franchise fee is charged.

A. City agrees to modify the level of franchise fees imposed only once in any 24-month period.

B. Company will commence collecting franchise fees on or before the first Company billing cycle of the first calendar month following ninety (90) days of receipt of information required of the City to implement the franchise fee, including the City's documentation of customer classes subject to, or exempted from City-imposed franchise fee.

C. City shall be solely responsible for identifying customer classes subject to or exempt from paying the City imposed franchise fee. The Company shall have no obligation to collect franchise fees from customers in annexed areas until and unless such ordinances have been provided to the Company by certified mail. The Company shall commence collecting franchise fees in the annexed areas no sooner than sixty (60) days after receiving annexation ordinances from the City.

D. Company shall not, under any circumstances be required to return or refund any franchise fees that have been collected from customers and remitted to the City. In the event the Company is required to provide data or information in defense of the City's imposition of franchise fees or the Company is required to assist the City in identifying customers or calculating any franchise fee refunds for groups of or individual customers the City shall reimburse the Company for the expenses incurred by the Company to provide such data or information.

Section 14. The City shall not, pursuant to Chapter 480A.6 of the Code of Iowa, impose or charge right of way management fees upon the Company or fees for permits for Company construction, maintenance, repairs, excavation, pavement cutting, or inspections of Company work sites and projects or related matters.

Section 15. This franchise shall apply to and bind the City and Company and their successors and assigns.

Section 16. Either City or Company ("party") may terminate this franchise if the other party shall be materially in breach of its provisions. Upon the occurrence of a material breach, the non-breaching party shall provide the breaching party with notification by certified mail specifying the alleged breach. The breaching party shall have sixty (60) days to cure the

breach, unless it notifies the non-breaching party, and the parties agree upon a longer period for cure. If the breach is not cured within the cure period, the non-breaching party may terminate this franchise. A party shall not be considered to be in breach of this franchise if it has operated in compliance with state or federal law. A party shall not be considered to have breached this franchise if the alleged breach is the result of the actions of a third party or the other party.

Section 17. If any of the provisions of this franchise ordinance are for any reason declared to be illegal or void, the lawful provisions of this franchise ordinance, which are severable from said unlawful provisions, shall be and remain in full force and effect, the same as if the franchise ordinance contained no illegal or void provisions.

Section 18. To the fullest extent permitted by law, each of the parties hereto waives any right it may have to a trial by jury in respect of litigation directly or indirectly arising out of, under or in connection with this Agreement. Each party further waives any right to consolidate any action in which a jury trial has been waived with any other action in which a jury trial cannot be or has not been waived.

Section 19. This ordinance and the rights and privileges herein granted shall become effective and binding upon its approval and passage in accordance with Iowa law and the written acceptance by the Company. The City shall provide Company with an original signed and sealed copy of this ordinance within 10 days of its final passage. The Company shall, within thirty (30) days after the City Council approval of this ordinance, file in the office of the clerk of the City, its acceptance in writing of all the terms and provisions of this ordinance. Following City Council approval, this ordinance shall be published in accordance with the Code of Iowa. The effective date of this ordinance shall be the date of publication. In the event Company does not file its written acceptance of this ordinance within thirty (30) days after its approval by the City Council, this ordinance shall be void and of no effect.

Section 20. Upon the effective date of this ordinance, all prior franchises granted to the Company to furnish electric service to the City and its inhabitants are hereby repealed and all other ordinances or parts of ordinances in conflict herewith are also hereby repealed.

PASSED AND APPROVED this ____ day of _____, 2021.

First Reading:
Second Reading:
Third Reading:

CITY OF ELK RUN HEIGHTS, IOWA

By: _____
Kristi Lundy, Mayor

ATTEST:

(OFFICIAL SEAL)

Julie Eastman, City Clerk

I, Julie Eastman, City Clerk of the City of Elk Run Heights, Iowa, hereby certify that the above and foregoing is a true copy of Ordinance No. 271, passed by the City Council of said City at a meeting held _____, 2021, and signed by the mayor _____, 2021, and published/posted as provided by law on _____, 2021.

(OFFICIAL SEAL)

Julie Eastman, City Clerk

ORDINANCE 272

AN ORDINANCE GRANTING TO MIDAMERICAN ENERGY COMPANY, ITS SUCCESSORS AND ASSIGNS, THE RIGHT AND NON-EXCLUSIVE FRANCHISE TO ACQUIRE, CONSTRUCT, ERECT, MAINTAIN AND OPERATE IN THE CITY OF ELK RUN HEIGHTS, IOWA, A NATURAL GAS SYSTEM AND TO FURNISH AND SELL NATURAL GAS TO THE CITY AND ITS INHABITANTS AND AUTHORIZING THE CITY TO COLLECT FRANCHISE FEES FOR A PERIOD OF 25 YEARS

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

Section 1. There is hereby granted to MidAmerican Energy Company, an Iowa corporation, (hereinafter called “Company,”) and to its successors and assigns the right and non-exclusive franchise to acquire, construct, erect, maintain and operate in the City of Elk Run Heights, Iowa, (hereinafter called the “City,”) a gas distribution system, to furnish natural gas along, under and upon the right-of-way, streets, avenues, alleys and public places to serve customers within and without the City and to furnish and sell natural gas to the City and its inhabitants. For the term of this franchise, the Company is granted the right of eminent domain, the exercise of which is subject to City Council approval upon application by the Company. This franchise shall be effective for a twenty-five (25) year period from and after the effective date of this ordinance.

Section 2. The rights and privileges hereby granted are subject to the restrictions and limitations of Chapter 364 of the Code of Iowa 2021, or as subsequently amended or changed.

Section 3. Company shall have the right to excavate in any public street for the purpose of laying, relaying, repairing, or extending gas pipes, mains, conduits, and other facilities provided that the same shall be so placed as not to unreasonably interfere with any above or below-ground utility services or facilities which have been or may hereafter be located by or under authority of the City.

Section 4. The Company shall, excluding facilities located in private easements (whether titled in Company exclusively or in Company and other entities), in accordance with Iowa law including Company’s tariff on file with and made effective by the Iowa Utilities Board as may subsequently be amended (“Tariff,”) at its cost and expense, locate and relocate its existing facilities or equipment in, on, over or under any public street or alley in the City in such a manner as the City may reasonably require for the purposes of facilitating the construction reconstruction, maintenance or repair of the street or alley. Relocation expenses for other hard surfaces, including pedestrian and non-motorized vehicle pathways, will be paid by the City. If the City has a reasonable alternative route for the street, alley or public improvements or an alternative construction method, which would not cause the relocation of the Company installations, the City shall select said alternative route, or construction method. The City shall be responsible for surveying and staking the right-of-way for City projects that require the Company to relocate Company facilities. If requested the City shall provide, at no cost to the Company, copies of its relocation plan and profile and cross section drawings. If tree and vegetation removal must be completed by the City as part of the City’s project and are

necessary whether or not utility facilities must be relocated, the City at its own cost shall be responsible for said removals. If the timing of the tree/vegetation removal does not coincide with the Company facilities relocation schedule and Company must remove trees/vegetation that are included in the City's portion of the project, the City shall either remove the material at its cost or reimburse the Company for the expenses incurred to remove said vegetation or trees. If project funds from a source other than the City are available to pay for the relocation of utility facilities, the City shall attempt to secure said funds and provide them to the Company to compensate the Company for the costs of relocation.

Section 5. In making excavations in any streets, avenues, alleys, and public places for the installation of gas pipes, conduits or apparatus, Company shall not unreasonably obstruct the use of the streets and shall replace the surface, restoring it to the condition as existed immediately prior to excavation. Company agrees any replacement of road surface shall conform to current City code regarding its depth and composition. The Company shall not be required to restore or modify public right of way, sidewalks, or other areas in or adjacent to the Company project to a condition superior to its immediate previously existing condition or to a condition exceeding its previously existing condition to the extent any alterations are required for the City to comply with city, state or federal rules, regulations, or laws.

Section 6. The City's vacating a street, avenue, alley, public ground, or public right-of-way shall not deprive the Company of its right to operate and maintain existing facilities on, below, above, or beneath the vacated property. Prior to the City abandoning or vacating any street, avenue, alley, or public ground where the Company has facilities in the vicinity, the City shall provide Company with not less than sixty (60) days advance notice of the city's proposed action and, upon request grant the Company a utility easement covering existing and future facilities and activities. If the City fails to grant the Company a utility easement for said facilities prior to abandoning or vacating a street, avenue, alley or public ground, the City shall at its cost and expense obtain easements for the existing Company facilities.

Section 7. The Company shall not be required to relocate, at its cost and expense, Company facilities in the public right of way that have been relocated at Company expense at the direction of the City at any time during the previous ten (10) years.

Section 8. Pursuant to relocation of Company facilities as may be required here under, if the City orders or requests the Company to relocate its existing facilities or equipment in order to directly or indirectly facilitate the project of a commercial or private developer or other non-public entity, City shall reimburse or the City shall require the developer or non-public entity to reimburse the Company for the cost of such relocation as a precondition to relocation. The Company shall not be required to relocate in order to facilitate such private project at its expense.

Section 9. The Company shall indemnify and save harmless the City from any and all claims, suits, losses, damages, costs or expenses, on account of injury or damage to any person or property, to the extent caused or occasioned by the Company's negligence in construction, reconstruction, excavation, operation or maintenance of the natural gas facilities authorized by this franchise; provided, however, that the Company shall not be obligated to defend, indemnify and save harmless the City for any costs or damages to the extent arising from the negligence of the City, its officers, employees or agents.

Section 10. Upon reasonable request, the Company shall provide the City, on a project specific basis, information indicating the horizontal location, relative to boundaries of the right of way, of all equipment which it owns or over which it has control that is located in the public right of way, including documents, maps, and other information in paper or electronic or other forms (“Information”). The Company and City recognize the Information may in whole or part be considered a confidential record under state or federal law or both. Upon receipt of a request from a third party for information concerning information about the Company’s facilities within the City, the City will promptly submit same to Company. If the Company believes any of the information requested constitutes a trade secret which may otherwise be protected from public disclosure by state or federal law, or otherwise exempt from disclosure under the provisions of the Freedom of Information Act, the Federal Energy Regulatory Commission Critical Energy Infrastructure requirements pursuant to 18 CFR 388.112 and 388.113, or Chapter 22 of the Code of Iowa, as such statutes and regulations may be amended from time to time, then the Company shall provide the City with a written explanation of the basis for such assertion of confidentiality or exemption from disclosure within ten (10) days.

Section 11. The Company shall extend its mains and pipes and operate and maintain the system in accordance with the applicable regulations of the Iowa Utilities Board or its successors and Iowa law.

Section 12. During the term of this franchise, the Company shall furnish natural gas in the quantity and quality consistent and in accordance with the applicable regulations of the Iowa Utilities Board the Company’s tariff made effective by the Iowa Utilities Board or its successors and Iowa law.

Section 13. All reasonable and proper police regulations shall be adopted and enforced by the City for the protection of the facilities of the Company.

Section 14. A franchise fee of 1% percent is imposed upon, and shall be collected from, the natural gas customers of the Company receiving service and located within the corporate limits of the City. The franchise fee shall be imposed upon the gross receipts, minus uncollectible accounts, generated from sales of natural gas and distribution service with the following conditions.

A. The franchise fee shall be remitted by the Company to the City on or before the last business day of the calendar quarter following the close of the calendar quarter in which the franchise fee is charged.

B. City agrees to modify the level of franchise fees imposed only once in any 24-month period.

C. The Company will commence collecting franchise fees on or before the first Company billing cycle of the first calendar month following ninety (90) days of receipt of information required of the City to implement the franchise fee, including the City’s documentation of customer classes subject to or exempted from City-imposed franchise fee.

D. City shall be solely responsible for identifying customer classes subject to or exempt from paying the City imposed franchise fee. The Company shall have no obligation to collect franchise fees from customers in annexed areas until and unless such ordinances have been provided to the Company by certified mail. The Company shall commence collecting franchise fees in the annexed areas no sooner than sixty (60) days after receiving annexation ordinances from the City.

E. Company shall not, under any circumstances be required to return or refund any franchise fees that have been collected from customers and remitted to the City. In the event the Company is required to provide data or information in defense of the City's imposition of franchise fees or the Company is required to assist the City in identifying customers or calculating any franchise fee refunds for groups of or individual customers the City shall reimburse the Company for the expenses incurred by the Company to provide such data or information.

Section 15. Upon implementation of a franchise fee, the City shall not, pursuant to Chapter 480A.6 of the Code of Iowa, impose or charge Company right of way management fees for permits for Company construction, maintenance, repairs, excavation, pavement cutting, or inspections of Company work sites and projects or related matters.

Section 16. Either City or Company ("party") may terminate this franchise if the other party shall be materially in breach of its provisions. Upon the occurrence of a material breach, the non-breaching party shall provide the breaching party with notification by certified mail specifying the alleged breach. The breaching party shall have sixty (60) days to cure the breach, unless it notifies the non-breaching party, and the parties agree upon a shorter or longer period for cure. If the breach is not cured within the cure period, the non-breaching party may terminate this franchise. A party shall not be considered to be in breach of this franchise if it has operated in compliance with state or federal law. A party shall not be considered to have breached this franchise if the alleged breach is the result of the actions of a third party or the other party.

Section 17. If any section, provision, or part of this ordinance shall be adjudged to be 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 18. To the fullest extent permitted by law, each of the parties hereto waives any right it may have to a trial by jury in respect of litigation directly or indirectly arising out of, under or in connection with this Agreement. Each party further waives any right to consolidate any action in which a jury trial has been waived with any other action in which a jury trial cannot be or has not been waived.

Section 19. This ordinance and the rights and privileges herein granted shall become effective and binding upon its approval and passage in accordance with Iowa law and the written acceptance by the Company. The City shall provide Company with an original signed and sealed copy of this ordinance within ten (10) days of its final passage. The Company shall, within thirty (30) days after the City Council approval of this ordinance, file in the office of the clerk of the City, its acceptance in writing of all the terms and provisions of this

ordinance. Following City Council approval, this ordinance shall be published in accordance with the Code of Iowa. The effective date of this ordinance shall be the date of publication. In the event that the Company does not file written acceptance of this ordinance within thirty (30) days after its approval by the City Council this ordinance shall be void and of no effect.

Section 20. Upon the effective date of this ordinance, all prior natural gas franchises granted to the Company to furnish natural gas to the City and its inhabitants are hereby repealed and all other ordinances or parts of ordinances in conflict herewith are also hereby repealed.

PASSED AND APPROVED this ____ day of _____, 2021.

First Reading:
Second Reading:
Third Reading:

CITY OF ELK RUN HEIGHTS, IOWA

By: _____
Kristi Lundy, Mayor

ATTEST:

(OFFICIAL SEAL)

Julie Eastman, City Clerk

I, Julie Eastman, City Clerk of the City of Elk Run Heights, Iowa, hereby certify that the above and foregoing is a true copy of Ordinance No. 271, passed by the City Council of said City at a meeting held _____, 2021, and signed by the mayor _____, 2021, and published/posted as provided by law on _____, 2021.

(OFFICIAL SEAL)

Julie Eastman, City Clerk

Position Description

Position Title: Public Works/Code Enforcement	Department: Public Works
Reports to: Mayor and Council	Supervises: None
FLSA Status: Full time, Non-exempt	Dates Revised: 01/21

Position Summary

- Operates motorized equipment and constructs public works projects and other City property; handles and operates a variety of hand and power tools and equipment; performs routine duties related to the care and maintenance of City property, including buildings, streets, and parks.
- Work involves conducting residential, commercial, and industrial building inspections following application by property owners and/or tenants.
- Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

Essential Duties and Responsibilities

- Operates heavy, complex motorized equipment including, tractor, dump truck, power riding mower, trimmer/edger, chainsaw, snow removal equipment and other City property.
- Responsible for snow plowing of city streets.
- Performs all maintenance, cleaning, and repair functions necessary to maintain city parks, city hall and other municipal buildings.
- Maintain and repair playground equipment.
- Performs manual labor related to construction, maintenance, and repair of City streets.
- Performs routine service and maintenance on assigned equipment including greasing, washing, and waxing.
- Assists in Water and Wastewater Department as needed.
- Perform errands for clerk's office.
- Completes daily, weekly, and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Ability to be on call for emergency situations.
- Drives to and by properties; schedules appointments with property owners; visually and physically inspects buildings to ascertain depreciation, improvements, or demolition.
- Timely issues work permits and stop work orders as needed.
- Timely determines whether construction, electrical, plumbing, mechanical work performed is in conformity with the provisions of the City's ordinances.
- Timely issues final inspection certification/approval forms.
- Responds to all communications by residents or Employer's agents or employees within three (3) business days of contact.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Enforces a variety of codes, including International Building Code, Uniform Mechanical Code, International Fire Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as nuisance, clearing, grading, filling, and zoning, etc.
- Issues correction notices and citations.
- Research problems and written formal complaints regarding commercial and residential buildings, building construction and code compliance.
- Responds to complaints of potential code violations relating to signing, building occupancy, hazardous sidewalks, housing conditions, construction, land use, zoning, or other code-related matters, including violations of the City's Property Maintenance Ordinance.
- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.
- Assists in obtaining, enhancing, preparing, or presenting exhibits or other evidence in court as required.
- Works with the Black Hawk County Sheriff's Department in ensuring that appropriate records and notices are made regarding Code Enforcement Violations.
- Works with City Attorney to assure actions taken are legally compliant

- Regular and punctual attendance.
- Other duties as assigned by City Council and Mayor.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

Requirements

Knowledge, Skills, and Abilities

- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Must be able to communicate effectively using both written and oral methods.
- Knowledge of the safe operation of hand and power tools used in road maintenance activities.
- Skill in the safe operation of dump trucks and other heavy equipment, or the ability to learn and become proficient in the operation of dump trucks and other equipment used in public works.
- Must possess and maintain a valid Iowa Driver's License a Class A CDL, and a driving record that is insurable under the City's insurance policy.

Education and Experience

- Must possess a High School Diploma or equivalent.
- Must have a minimum of one year of job-related experience including driving/operating snow removal equipment.
- Must be able complete any educational courses needed to fulfill requirements of the position, including obtaining any necessary certifications.

Training, Testing and Certification

- Complete certifications within 2 years of start date

Physical, Mental, and Visual Effort

- The reasoning demands in this job are most characterized by following oral or diagrammatic instructions, dealing with several variables.
- The language demands in this job are most characterized by reading instructions, speaking clearly and distinctly, with appropriate pauses and pronunciation.
- The mathematical demands in this job are most characterized by using simple addition and subtraction.
- Regularly required to lift, carry, push, pull, turn, stoop, kneel, crouch, reach, handle, finger, twist, grasp, throw, stand, walk, sit, speak, see, hear, smell, taste and touch.
- Occasionally required to climb and/or crawl.
- Frequently required to drive/operate power riding mower, trimmer/edger snow removal equipment and variety of manual and power hand tools.
- Must be able to exert twenty (20) to fifty (50) pounds of force occasionally; and/or ten (10) to twenty-five (25) pounds of force frequently; and/or greater than negligible up to ten (10) pounds of force on a regular basis to lift, carry, push, pull, or otherwise move objects, including the human body.
- When performing manual labor, the job can be rated heavy work. Must be able to exert fifty (50) to 100 pounds of force occasionally; and/or twenty-five (25) to fifty (50) pounds of force frequently; and/or ten (10) to twenty (20) pounds of force on a regular basis to move objects.
- Must have physical ability to carry and set up ladders and other equipment; and lift over 50 pounds.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.
- Requires ability to spend time driving from site to site and getting in and out of vehicle.
- Must be able to make access into, under, and around structures by crawling in confined spaces, climbing, navigating difficult terrain, and stooping for prolonged periods as necessary to conduct a thorough inspection.

- Must be able to make visual inspections in structures that are dimly lit and to visually inspect a structure in various stages of completion.
- Must have hearing ability sufficient, for example, to monitor radio and to hear safety warnings on a building site.
- Possibly expected to attend Council, Planning and Zoning, and

Working Conditions

- Work is performed both indoors and outdoors. On occasion, candidate may be outdoors for extended periods of time in all kinds of weather conditions.
- Frequently required to work outside with exposure to heat, cold, sudden temperature change, snow, ice, wetness, dust, dirt, odors, and noise. Protective equipment such as high visibility apparel, hard-hat, safety glasses, ear plugs, and steel-toed shoes are worn.
- Regular exposure to hazards including vibration, machinery; high noise levels; moving objects; and occasional exposure to hazards including burns, explosives, chemicals.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Elk Run Heights employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Elk Run Heights is to be considered "at-will".

Employee Acknowledgement

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: _____

Date: _____

Department Head: _____

Date: _____

February 18, 2021

City of Elk Run Heights
Attn: Mayor/Council Members
5042 LAFAYETTE RD
Elk Run Heights, IA 50707

The year 2020 made all of us learn what the terms “social distancing” and “essential services” mean. It has forced many of us to plan for contingencies we never thought we would have to and has reminded us all the important role water and wastewater service plays in protecting public health and the environment. As your partners in water and wastewater we have done a fair amount of contingency planning and looking at our emergency preparedness throughout the year so that your systems remain operational, regulatory compliant and can serve the members of your community and first responders no matter what the situation. We also believe as your partner it is our responsibility to explore ways to improve our service and add value to the relationship.

Through our time spent conducting emergency/contingency planning last year we rediscovered a service that is available to all our clients and that is your state WARN system. The acronym WARN stands for, “**Water/Wastewater Agency Response Network**” and this program was established by the EPA around 2007. It has grown to include all 50 states and each state has their own program; however, they all work under the same EPA established guidelines. Each state has its own Mutual Aid Agreement it uses that all utilities must sign to become a member of the states WARN program.

The advantage of the WARN program is that when there is an emergency, big or small, members can take advantage of manpower, services, and equipment from other members. You will know before you call what assistance is available, who will be responsible for what, and what happens if things do not go as planned. These agreements have been reviewed by Attorneys and other experts in the industry, and they offer protection for you and the other participating members. This is a mutual aid agreement, so it also allows you to provide aid to your neighbor in a time of need and vice versa. There is no cost for you to be a member and there is no obligation for you to provide aid to a member who needs it.

We are encouraging our clients to become members of your states WARN system. We will continue to support you as we have in the past with as many resources as we can during an emergency. But we were reminded last year that having access to as many resources as possible is a good thing. We hope you will never need to use the additional resources and the most you might do is be a good neighbor, lending a helping hand to another member.

Enclosed is some information for your review as well as a copy of your states WARN Mutual Aid Agreement. PeopleService staff can help guide you through this simple process if wish to participate and need help. If you already are a WARN member, we thank you and applaud your progressive action.

Please feel free to contact your local PeopleService Representative, Region Manager, or myself if you have any question.

Sincerely,


Chad Meyer
President, PeopleService

Enclosures



KRISTI LUNDY
MAYOR
CITY OF ELK RUN HEIGHTS-IA
5042 LAFAYETTE RD
ELK RUN HEIGHTS, IA 50707-1399

February 22, 2021

Dear Kristi:

With the current challenges we are facing, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses. The National League of Cities (NLC) Service Line Warranty Program, endorsed by the Iowa League of Cities, provides this protection to homeowners.

Offered at no cost to League members, the Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$8,500 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for Iowa cities to participate
- Revenue share component to help drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

Ninety-one Iowa municipalities and water utilities currently offer the program, which has saved Iowa homeowners over \$9 million in repair costs over the past three years. This is the only program of its kind endorsed by the National League of Cities and multiple state leagues.

The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding national reputation. We encourage you to consider joining over 850 U.S. municipalities in adopting the NLC Service Line Warranty Program for your citizens..

For more information, please contact Christopher Rebar of HomeServe. Christopher Rebar can be reached at (412) 215-7331 or Christopher.Rebar@HomeServeUSA.com. Their website is www.servicelinepartner.com.

Sincerely,

Alan Kemp
Executive Director