Agenda
City of Elk Run Heights
Regular Council Meeting
August 8, 2023 – 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 August 8, 2023 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 July 11, 2023 regular meeting minutes
    b. City Clerk's Reports as of July 31, 2023: Budget Report, Treasurer's Report, and Revenue and Expenditure Reports and Investment Report.
    c. Approval of Department reports: Building Inspection, PeopleService Sewer/Water, and Police
    d. Alcohol Permit
    City of Elk Run Heights - Creek Day's – effective 08/12/2023

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 the Council votes on the motion.
    a. Resolution 4130 a resolution of the City Council of the City of Elk Run Heights, Iowa, authorizing payment #23 to WRH, Inc.; in the amount of $54,333.35 for the Wastewater Treatment Plant Project
    b. Resolution 4131 authorizing the payment of bills and transfers
    c. Resolution 4132 authorizing the City Clerk to sign a memorandum of understanding with Iowa Department of Administrative Services for the Offset Program which allows the City to file for unpaid water bills
    d. Resolution 4133 to approve change order# 9 reducing the contract with WRH in an amount of $10,000.00 for the incorrect cabinets put into the new joint sewer plant

7. Ordinance 281 an Ordinance amending the Code Of Ordinances of the City of Elk Run Heights, Iowa, by amending Chapter 99, Sewer Service Charges, first reading

8. 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*

9. Review of FY23 Annual Finance Report

10. Review of FY23 Street Finance Report

11. Discussion/Possible action: Approving the language for vote on ballot regarding staggered terms for council members:

    *Shall the City of Elk Run Heights, Iowa, change the term of office for the council members from two (2) year to four (4) year staggered terms pursuant to Iowa Code 376.2 (3), effective January 1, 2024

12. Discussion: Northeastern Industrial reroute

13. Discussion: Water and Sewer Rates

14. Set the date of special meeting to approve Local Option Sales Tax readoption and ballot information
15. Engineer Reports
16. Mayor Reports
17. Council Reports
18. Adjournment

City of Elk Run Heights
Regular Council Meeting
July 11, 2023 - 6:00 p.m.
Located at Eddis Winstead Council Chambers

The City Council of the City of Elk Run Heights, Iowa met in regular session, according to law, the rules of said Council and prior notice given each member thereof, in the Council Chambers of City Hall of Elk Run Heights, Iowa at 6: 00 p.m. on the above date. Council members present in order or roll call: McChane, Bass, Sallis, Wurtz, and Galbraith. Quorum present.

Bass/McChane to approve the July 11, 2023 agenda. Ayes-five. Motion carried.

Sallis/Galbraith to approve the consent agenda: a. Approve the June 13, 2023 regular meeting minutes, and June 16, 2023 special meeting minutes, and June 26, 2023 special meeting minutes b. City Clerk's Reports as of June 30, 2023: Budget Report, Treasurer's Report, and Revenue and Expenditure Reports and Investment Report. c. Approval of Department reports: Building Inspection, PeopleService Sewer/Water reports, and Police. Ayes-five. Motion carried.

Bass/Sallis to approve the resolution calendar: a. Resolution 4127 approving final completion of the Mayor's Park Trail Project b. Resolution 4128 a resolution of the City Council of the City of Elk Run Heights, Iowa, authorizing payment #22 to WRH, Inc.; in the amount of $45,244.70 for the Wastewater Treatment Plant Project
c. Resolution 4129 authorizing the payment of bills and transfers. Roll call vote: Ayes-five.

Public Discussion: None

Bass/Wurtz to approve request from Mayor to join and support the efforts of Grow Cedar Valley to help promote the City for the minimum investment amount of $450.00. Mayor Smock explained the organization and how they will be a good reference for helping find information and partners to build the economic development needs in our community. Ayes-five. Motion carried.

Discussion: Speed Camera's. Mayor Smock talked about the City of Hudson's results after installing three speed cameras: financial and the effects on traffic flow. The company installs the cameras free of charge and the city would get a portion of the proceeds. But the true benefit is creating slower moving traffic and a safer community for our pedestrians. The council agreed to have the Mayor reach out and collect more information.

Discussion: Security cameras in the park, building, and City Hall/ICAP Grant. Mayor Smock talked about a company owner who had reached out after the park was vandalized and offered a deal so we can protect our park. There is a grant available through ICAP for $1,000.00. Smock will look at the numbers more closely and bring back to discuss again.

Mike Dryden informed the Council the Mayor's Park Trail Project will be complete through the DOT in the next couple of weeks.

Mayor's Reports: Economic Development, Mayor Smock brought up again the possibility of tax abatement for new business in the City. We will need to get together and start forming a plan to bring to Council.

Return to Agenda

Office Hours. Mayor Smock stated the City Clerk gets a lot of hours from working meetings in the evenings. Smock has reached out to some of the small cities nearby to see what the hours are. She asked the Council about closing on Friday afternoons if the Clerk has overtime to help save funds in the budget. City Clerk Eastman stated that there are some weeks that won't be possible but at certain times of the year or weeks of the month it is very slow and having the office closed will relieve the budget by eliminating overtime. The Council agreed to close on Fridays at noon when possible.

Sallis/Wurtz to adjourn at 7:06 p.m. Ayes-five. Motion carried.

Attest:

_____ _____

Lisa Smock, Mayor Julie Eastman, City Clerk

Return to Agenda

BUDGET REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	51,500.00	12,875.00	12,875.00	25.00	38,625.00
	EMERGENCY MANAGEMENT TOTAL	2,500.00	.00	.00	.00	2,500.00
	FIRE TOTAL	39,368.00	9,842.00	9,842.00	25.00	29,526.00
	BUILDING INSPECTIONS TOTAL	7,861.00	.00	.00	.00	7,861.00
	ANIMAL CONTROL TOTAL	2,369.00	2,284.00	2,284.00	96.41	85.00
	OTHER PUBLIC SAFETY TOTAL	1,500.00	111.99	111.99	7.47	1,388.01
	PUBLIC SAFETY TOTAL	105,098.00	25,112.99	25,112.99	23.89	79,985.01
	ROADS, BRIDGES, SIDEWALKS TOTA	133,769.00	5,803.70	5,803.70	4.34	127,965.30
	STREET LIGHTING TOTAL	14,000.00	894.54	894.54	6.39	13,105.46
	TRAFFIC CONTROL & SAFETY TOTA	4,500.00	73.62	73.62	1.64	4,426.38
	SNOW REMOVAL TOTAL	8,131.00	.00	.00	.00	8,131.00
	HIGHWAY ENGINEERING TOTAL	1,500.00	875.00	875.00	58.33	625.00
	OTHER PUBLIC WORKS TOTAL	.00	.00	.00	.00	.00
	PUBLIC WORKS TOTAL	161,900.00	7,646.86	7,646.86	4.72	154,253.14
	LIBRARY TOTAL	9,621.00	9,621.00	9,621.00	100.00	.00
	PARKS TOTAL	64,492.00	4,384.19	4,384.19	6.80	60,107.81
	COMMUNITY CTR/ZOO/MARINA TOTA	4,300.00	105.47	105.47	2.45	4,194.53
	OTHER CULTURE/RECREATION TOTA	18,000.00	24.99	24.99	.14	17,975.01
	CULTURE & RECREATION TOTAL	96,413.00	14,135.65	14,135.65	14.66	82,277.35
	COMMUNITY BEAUTIFICATION TOTA	2,300.00	.00	.00	.00	2,300.00
	PLANNING & ZONING TOTAL	.00	.00	.00	.00	.00
	COMMUNITY & ECONOMIC DEV TOTA	2,300.00	.00	.00	.00	2,300.00
	MAYOR/COUNCIL/CITY MGR TOTAL	12,949.00	316.00	316.00	2.44	12,633.00
	CLERK/TREASURER/ADM TOTAL	86,788.00	6,658.81	6,658.81	7.67	80,129.19
	ELECTIONS TOTAL	750.00	.00	.00	.00	750.00
	LEGAL SERVICES/ATTORNEY TOTAL	25,000.00	.00	.00	.00	25,000.00
	CITY HALL/GENERAL BLDGS TOTAL	15,353.00	466.00	466.00	3.04	14,887.00
	TORT LIABILITY TOTAL	13,000.00	.00	.00	.00	13,000.00
	OTHER GENERAL GOVERNMENT TOTA	22,503.00	316.78	316.78	1.41	22,186.22
	GENERAL GOVERNMENT TOTAL	176,343.00	7,757.59	7,757.59	4.40	168,585.41
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	.00	.00	.00	.00
	DEBT SERVICES TOTAL	91,500.00	.00	.00	.00	91,500.00
	DEBT SERVICE TOTAL	91,500.00	.00	.00	.00	91,500.00

Return to Agenda

BUDGET REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	1,418,703.00	1,562.40	1,562.40	.11	1,417,140.60
	PARKS TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	1,418,703.00	1,562.40	1,562.40	.11	1,417,140.60
	DEBT SERVICES TOTAL	169,340.00	.00	.00	.00	169,340.00
	WATER TOTAL	196,310.00	24,157.86	24,157.86	12.31	172,152.14
	SEWER/SEWAGE DISPOSAL TOTAL	249,544.00	57,629.20	57,629.20	23.09	191,914.80
	LANDFILL/GARBAGE TOTAL	76,680.00	8,360.20	8,360.20	10.90	68,319.80
	STORM WATER TOTAL	289.00	830.00	830.00	287.20	541.00-
	ENTERPRISE FUNDS TOTAL	692,163.00	90,977.26	90,977.26	13.14	601,185.74
	TRANSFERS IN/OUT TOTAL	733,858.00	.00	.00	.00	733,858.00
	TRANSFER OUT TOTAL	733,858.00	.00	.00	.00	733,858.00
	TOTAL EXPENSES	3,478,278.00	147,192.75	147,192.75	4.23	3,331,085.25

Return to Agenda

TREASURER'S REPORT
CALENDAR 7/2023, FISCAL 1/2024

ACCOUNT	TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	392,516.52	23,534.04	47,836.23	154.59	368,368.92
002	CASH FUND/PARK EQ REPLC	10,000.00	.00	.00	.00	10,000.00
003	ARP FUNDS	170,216.25	.00	.00	.00	170,216.25
005	VEHICLE REPLACEMENT	54,807.13	9.52	.00	.00	54,816.65
110	ROAD USE TAX	191,111.91	12,013.94	7,646.86	102.64	195,581.63
119	EMERGENCY FUND	.00	.00	.00	.00	.00
121	LOCAL OPTION SALES TAX	166,624.78	13,020.22	.00	.00	179,645.00
125	TAX INCREMENT FINANCING	.00	.00	.00	.00	.00
200	DEBT SERVICE	2,361.25-	307.65	.00	.00	2,053.60-
300	CAPITAL IMPROVEMENT RES	.00	.00	.00	.00	.00
301	RAYMOND ROAD TRAILER CR	.00	.00	.00	.00	.00
302	PLAZA DR RECONSTRUCTION	.00	.00	.00	.00	.00
303	OFFICE EQUIPMENT REPLAC	.00	.00	.00	.00	.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	45,999.90	.00	.00	.00	45,999.90
307	LAFAYETTE/GVILLE RD REC	276,054.90	.00	1,562.40	.00	274,492.50
600	WATER	56,177.46	14,558.99	24,157.86	7.32	46,585.91
601	WATER DEPRECIATION	75,660.75	.00	.00	.00	75,660.75
610	SEWER	100,657.12	24,345.53	12,384.50	4.18	112,622.33
611	SEWER REPLACEMENT	230,453.66	.00	.00	.00	230,453.66
612	SEWER DEPRECIATION	36,364.06	.00	.00	.00	36,364.06
613	WASTE WTR PLANT PROJECT	66,147.23	57,421.73	45,244.70	.00	78,324.26
670	LANDFILL/GARBAGE	45,568.97	6,123.47	5,935.69	.00	45,756.75
671	YARD WASTE	8,276.04	221.42	2,424.51	.00	6,072.95
	Report Total	1,924,275.43	151,556.51	147,192.75	268.73	1,928,907.92

Return to Agenda

REVENUE & EXPENSE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-110-4765	FINES	188.00	188.00	5,000.00	4,812.00
001-110-6413	EVANSDALE POLICE DEPARTMENT	12,875.00	12,875.00	51,500.00	38,625.00
001-130-6310	BUILDING REPAIR/MAINT	.00	.00	.00	.00
001-130-6413	EMERGENCY MGMNT	.00	.00	2,500.00	2,500.00
001-150-6499	FIRE CONTRACT	9,842.00	9,842.00	39,368.00	29,526.00
001-170-4120	BUILDING/CONTR PERMITS	3,869.00	3,869.00	10,000.00	6,131.00
001-170-6010	WAGES - BUILDING INSPECTOR	.00	.00	6,500.00	6,500.00
001-170-6110	FICA - BUILDING INSPECTIONS	.00	.00	497.00	497.00
001-170-6130	IPERS - BUILDING INSPECTIONS	.00	.00	614.00	614.00
001-170-6150	GROUP INSURANCE	.00	.00	.00	.00
001-170-6151	VISION INSURANCE	.00	.00	.00	.00
001-170-6155	LIFE INSURANCE	.00	.00	.00	.00
001-170-6160	WORKER'S COMP	.00	.00	250.00	250.00
001-170-6170	UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00
001-190-6413	HUMANE SOCIETY	.00	.00	.00	.00
001-190-6499	OTHER CONTRACTUAL SERV	2,284.00	2,284.00	2,284.00	.00
001-190-6507	OPERATING SUPPLIES	.00	.00	85.00	85.00
001-199-6371	SENTRY LIGHTS	111.99	111.99	1,500.00	1,388.01
001-299-6710	CAP OUTLAY - VEHICLES	.00	.00	.00	.00
001-410-6413	LIBRARY CONTRACT	9,621.00	9,621.00	9,621.00	.00
001-430-4310	SHELTER RENTAL	200.00	200.00	650.00	450.00
001-430-6010	WAGES - PARKS - FT	1,525.43	1,525.43	35,240.00	33,714.57
001-430-6020	WAGES - PARKS	1,039.50	1,039.50	.00	1,039.50-
001-430-6021	WAGES - PARKS - PT	.00	.00	3,500.00	3,500.00
001-430-6110	FICA - PARKS	194.06	194.06	2,696.00	2,501.94
001-430-6130	IPERS - PARKS	144.00	144.00	3,327.00	3,183.00
001-430-6150	GROUP INSURANCE	335.98	335.98	8,580.00	8,244.02
001-430-6151	VISION INSURANCE	.00	.00	118.00	118.00
001-430-6155	LIFE INSURANCE	.00	.00	180.00	180.00
001-430-6160	WORKER'S COMP	.00	.00	.00	.00
001-430-6170	UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00
001-430-6310	BLDNG/GROUNDS MAINT & REPAIR	727.51	727.51	5,000.00	4,272.49
001-430-6331	FUEL AND OIL	201.70	201.70	850.00	648.30
001-430-6416	RENT/LEASE - LAND/BLDGS	.00	.00	1.00	1.00
001-430-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
001-430-6505	PARK EQUIPMENT	.00	.00	.00	.00
001-430-6507	OPERATING SUPPLIES	216.01	216.01	5,000.00	4,783.99
001-460-4310	RENT-COMMUNITY CENTER	900.00	900.00	7,500.00	6,600.00
001-460-6310	COMM RM REPAIR/MAINT	43.45	43.45	3,500.00	3,456.55
001-460-6371	UTILITIES	62.02	62.02	800.00	737.98
001-499-4610	CITY CELEBRATION RECEIPTS	5,750.00	5,750.00	18,000.00	12,250.00
001-499-6599	MISC EXPENSE - CELEBRATION	24.99	24.99	18,000.00	17,975.01
001-510-6321	ROAD BEAUTIFICATION	.00	.00	.00	.00
001-510-6413	PARTNER IN EDUCATION	.00	.00	300.00	300.00
001-510-6490	CHRISTMAS DECORATIONS	.00	.00	2,000.00	2,000.00
001-540-4190	MISC LICENSES & PERMITS	.00	.00	.00	.00
001-540-6490	COMP PLAN	.00	.00	.00	.00
001-610-6010	WAGES - MAYOR/COUNCIL	.00	.00	9,500.00	9,500.00
001-610-6110	FICA - MAYOR/COUNCIL	.00	.00	589.00	589.00
001-610-6130	IPERS - MAYOR/COUNCIL	.00	.00	.00	.00
001-610-6150	GROUP INSURANCE	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-610-6151	VISION INSURANCE	.00	.00	.00	.00
001-610-6160	WORKER'S COMP	.00	.00	50.00	50.00
001-610-6170	UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00
001-610-6210	DUES	.00	.00	150.00	150.00
001-610-6240	MEETING/CONFERENCES	261.00	261.00	2,000.00	1,739.00
001-610-6373	TELEPHONE/COMMUNICATIONS	55.00	55.00	660.00	605.00
001-620-6010	WAGES - CLERK	4,803.42	4,803.42	64,935.00	60,131.58
001-620-6020	WAGES - DEPUTY CLERK	.00	.00	.00	.00
001-620-6110	FICA - CLERK	367.47	367.47	4,968.00	4,600.53
001-620-6130	IPERS - CLERK	453.46	453.46	6,162.00	5,708.54
001-620-6150	GROUP INSURANCE	499.46	499.46	6,203.00	5,703.54
001-620-6151	VISION INSURANCE	.00	.00	216.00	216.00
001-620-6160	WORKER'S COMP	.00	.00	144.00	144.00
001-620-6170	UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00
001-620-6210	DUES	.00	.00	.00	.00
001-620-6230	TRAINING	255.00	255.00	2,000.00	1,745.00
001-620-6240	TRAVEL EXPENSE	225.00	225.00	1,500.00	1,275.00
001-620-6373	TELEPHONE/COMMUNICATIONS	55.00	55.00	660.00	605.00
001-620-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
001-620-6506	OFFICE SUPPLIES	.00	.00	.00	.00
001-630-6413	ELECTION EXPENSES	.00	.00	750.00	750.00
001-640-6401	AUDITING/ACCOUNTING	.00	.00	17,000.00	17,000.00
001-640-6411	LEGAL - ATTORNEY	.00	.00	8,000.00	8,000.00
001-640-6414	CODIFICATION	.00	.00	.00	.00
001-650-6010	WAGES - FULL TIME	217.94	217.94	4,592.00	4,374.06
001-650-6110	FICA	16.37	16.37	352.00	335.63
001-650-6130	IPERS	20.58	20.58	433.00	412.42
001-650-6150	GROUP INSURANCE	47.99	47.99	1,226.00	1,178.01
001-650-6151	VISION INSURANCE	.00	.00	.00	.00
001-650-6155	LIFE INSURANCE	.00	.00	.00	.00
001-650-6310	BUILDING REPAIR/MAINT	.00	.00	3,000.00	3,000.00
001-650-6371	UTILITIES	123.14	123.14	2,000.00	1,876.86
001-650-6499	OTHER CONTRACTUAL SERV	.00	.00	1,500.00	1,500.00
001-650-6505	OFFICE EQUIPMENT	.00	.00	.00	.00
001-650-6507	OPERATING SUPPLIES	39.98	39.98	450.00	410.02
001-650-6508	POSTAGE	.00	.00	800.00	800.00
001-650-6599	OTHER SUPPLIES	.00	.00	1,000.00	1,000.00
001-660-6408	INSURANCE	.00	.00	13,000.00	13,000.00
001-699-4400	FEDERAL GRANTS	.00	.00	.00	.00
001-699-6010	WAGES - GENERAL GOV - FT	.00	.00	.00	.00
001-699-6110	FICA - GENERAL GOVERNMENT	.00	.00	.00	.00
001-699-6130	IPERS - GENERAL GOVERNMENT	.00	.00	.00	.00
001-699-6150	GROUP INSURANCE	.00	.00	.00	.00
001-699-6151	VISION INSURANCE	.00	.00	.00	.00
001-699-6155	LIFE INSURANCE	.00	.00	.00	.00
001-699-6210	DUES	.00	.00	2,800.00	2,800.00
001-699-6230	TRAINING	.00	.00	.00	.00
001-699-6240	MEETINGS/CONFERENCES	.00	.00	.00	.00
001-699-6373	TELEPHONE/COMMUNICATIONS	40.92	40.92	690.00	649.08
001-699-6414	PUBLISHING	202.86	202.86	3,000.00	2,797.14
001-699-6419	TECHNOLOGY SERVICES	73.00	73.00	15,000.00	14,927.00

Return to Agenda

REVENUE & EXPENSE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-699-6491	SAFETY TRAINING	.00	.00	513.00	513.00
001-699-6499	CONTRACTUAL SERV (COPIER)	.00	.00	.00	.00
001-699-6506	OFFICE SUPPLIES	.00	.00	500.00	500.00
001-699-6508	POSTAGE	.00	.00	.00	.00
001-699-6599	MISC SUPPLIES	.00	.00	.00	.00
001-699-6730	CAP OUTLAY - LAND	.00	.00	.00	.00
001-865-6499	OTHER CONTRACTUAL SERV	830.00	830.00	289.00	541.00-
001-865-6507	OPERATING SUPPLIES	.00	.00	.00	.00
001-910-4830	TRANSFER IN-GENERAL FUND	.00	.00	13,360.00	13,360.00
001-910-4831	TRANSFER IN - TIF	.00	.00	.00	.00
001-910-6910	TRANSFER OUT	.00	.00	145,703.00	145,703.00
001-950-4000	PROPERTY TAXES	2,459.74	2,459.74	399,158.00	396,698.26
001-950-4003	AGRICULTURAL LAND TAXES	4.04	4.04	.00	4.04-
001-950-4060	UTILITY TAX REPLACEMENT	.00	.00	2,887.00	2,887.00
001-950-4065	FRANCHISE FEE	3,590.92	3,590.92	12,000.00	8,409.08
001-950-4100	BEER & LIQUOR LICENSES	.00	.00	400.00	400.00
001-950-4105	CIGARETTE PERMITS	.00	.00	150.00	150.00
001-950-4180	ANIMAL LICENSES	35.00	35.00	175.00	140.00
001-950-4190	MISC LICENSES & PERMITS	20.00	20.00	200.00	180.00
001-950-4300	INTEREST	6,509.74	6,509.74	25,000.00	18,490.26
001-950-4301	INTEREST-REG MM BANK 3	.00	.00	.00	.00
001-950-4464	ROLLBACK COMM REPLACEMENT	.00	.00	5,207.00	5,207.00
001-950-4490	GAMING GRANTS	.00	.00	.00	.00
001-950-4700	BLACKHAWK COUNTY LANDFILL	.00	.00	.00	.00
001-950-4705	MISC REVENUE	7.60	7.60	1,200.00	1,192.40
001-950-4735	SALES/FUEL TAX REFUNDS	.00	.00	1,000.00	1,000.00
001-950-4800	SALE OF REAL PROPERTY	.00	.00	.00	.00
001-999-9999	PROFIT HANDLER	.00	.00	.00	.00
002-430-6505	OTHER EQUIPMENT	.00	.00	.00	.00
002-910-4830	TRANSFER IN	.00	.00	5,000.00	5,000.00
002-910-6910	TRANSFER OUT	.00	.00	.00	.00
002-999-9999	PROFIT HANDLER	.00	.00	.00	.00
003-699-4400	FEDERAL GRANTS	.00	.00	.00	.00
003-910-4830	TRANSFER IN	.00	.00	.00	.00
003-910-6910	TRANSFER OUT	.00	.00	171,054.00	171,054.00
003-950-4400	FEDERAL GRANTS	.00	.00	.00	.00
003-999-9999	PROFIT HANDLER	.00	.00	.00	.00
005-210-6723	CAP OUTLAY-HEAVY EQUIP	.00	.00	.00	.00
005-910-4830	TRANSFER IN-VEHICLE RPLMNT	.00	.00	10,000.00	10,000.00
005-910-6910	TRANSFER OUT	.00	.00	4,500.00	4,500.00
005-950-4300	INTEREST-VEHICLE REPLACEMENT	9.52	9.52	.00	9.52-
005-999-9999	PROFIT HANDLER	.00	.00	.00	.00
110-210-4430	ROAD USE TAXES	12,013.94	12,013.94	138,970.00	126,956.06
110-210-4810	SALE OF ASSETS	.00	.00	.00	.00
110-210-6010	WAGES - ROAD USE - FT	2,615.03	2,615.03	47,949.00	45,333.97
110-210-6020	WAGES - ROAD USE	1,039.50	1,039.50	4,050.00	3,010.50
110-210-6030	WAGES - ROAD USE - PT	.00	.00	500.00	500.00
110-210-6110	FICA - ROAD USE	275.91	275.91	3,224.00	2,948.09
110-210-6130	IPERS - ROAD USE	246.86	246.86	4,909.00	4,662.14
110-210-6150	GROUP INSURANCE	575.95	575.95	14,708.00	14,132.05
110-210-6151	VISION INSURANCE	.00	.00	219.00	219.00

REVENUE & EXPENSE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
110-210-6155	LIFE INSURANCE	.00	.00	290.00	290.00
110-210-6160	WORKER'S COMP	.00	.00	4,600.00	4,600.00
110-210-6170	UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00
110-210-6181	UNIFORM ALLOWANCE	.00	.00	800.00	800.00
110-210-6310	BUILDING REPAIR/MAINT	134.20	134.20	1,500.00	1,365.80
110-210-6331	FUEL & OIL	650.95	650.95	9,000.00	8,349.05
110-210-6332	VEHICLE MAINTENANCE	.00	.00	4,000.00	4,000.00
110-210-6371	UTILITIES	65.82	65.82	1,500.00	1,434.18
110-210-6373	TELEPHONE/COMMUNICATIONS	55.00	55.00	1,320.00	1,265.00
110-210-6407	ENGINEERING	.00	.00	.00	.00
110-210-6408	INSURANCE	.00	.00	6,000.00	6,000.00
110-210-6417	STREET MAINTENANCE - REPAIRS	.00	.00	15,000.00	15,000.00
110-210-6491	SAFETY TRAINING	.00	.00	2,000.00	2,000.00
110-210-6504	SHOP EQUIPMENT	15.00	15.00	1,200.00	1,185.00
110-210-6507	STREET MAINTENANCE SUPPLIES	.00	.00	8,500.00	8,500.00
110-210-6510	SAFETY SUPPLIES	.00	.00	.00	.00
110-210-6511	NEW POSTS / SIGNS	.00	.00	500.00	500.00
110-210-6512	REPLACEMENT POSTS / SIGNS	97.48	97.48	1,500.00	1,402.52
110-210-6599	MISCELLANEOUS SUPPLIES	32.00	32.00	500.00	468.00
110-230-6371	STREET LIGHTS	894.54	894.54	14,000.00	13,105.46
110-240-6371	TRAFFIC SIGNAL	73.62	73.62	1,000.00	926.38
110-240-6413	WATERLOO MONTHLY TRAFFIC CONTR	.00	.00	3,500.00	3,500.00
110-250-6332	SNOW PLOW REPAIR	.00	.00	1,000.00	1,000.00
110-250-6489	OTHER CONTRACTUAL SRV	.00	.00	131.00	131.00
110-250-6507	SNOW REMOVAL SUPPLIES	.00	.00	7,000.00	7,000.00
110-260-6407	ENGINEERING	875.00	875.00	1,500.00	625.00
110-910-4830	TRANSFER IN-ROAD USE	.00	.00	4,500.00	4,500.00
110-910-6910	TRANSFER OUT	.00	.00	.00	.00
110-910-6911	TRANSFER OUT - TIF	.00	.00	.00	.00
110-999-9999	PROFIT HANDLER	.00	.00	.00	.00
119-910-4830	TRANSFER IN	.00	.00	.00	.00
119-910-6910	TRANSFER OUT	.00	.00	13,360.00	13,360.00
119-950-4000	PROPERTY TAXES	.00	.00	13,284.00	13,284.00
119-999-9999	PROFIT HANDLER	.00	.00	.00	.00
121-910-4830	TRANSFER IN-LOST	.00	.00	.00	.00
121-910-4831	TRANSFER IN - TIF	.00	.00	2,157.00	2,157.00
121-910-6910	TRANSFER OUT	.00	.00	142,157.00	142,157.00
121-950-4090	LOCAL OPTION TAX	13,020.22	13,020.22	140,000.00	126,979.78
121-999-9999	PROFIT HANDLER	.00	.00	.00	.00
125-910-4831	TRANSFER IN - TIF	.00	.00	.00	.00
125-910-6911	TRANSFER OUT - TIF	.00	.00	2,157.00	2,157.00
125-950-4050	TIF TAXES	.00	.00	2,157.00	2,157.00
125-950-4300	INTEREST	.00	.00	.00	.00
125-999-9999	PROFIT HANDLER	.00	.00	.00	.00
200-210-6899	BOND REGISTRATION FEES	.00	.00	.00	.00
200-710-4000	PROPERTY TAXES	307.65	307.65	90,978.00	90,670.35
200-710-4060	UTILITY TAX REPLACEMENT	.00	.00	.00	.00
200-710-6801	PRINCIPAL PAYMENTS	.00	.00	64,000.00	64,000.00
200-710-6851	INTEREST PAYMENTS	.00	.00	27,500.00	27,500.00
200-910-4830	TRANSFER IN-DEBT SERVICE	.00	.00	.00	.00
200-910-6910	TRANSFER OUT	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
200-999-9999	PROFIT HANDLER	.00	.00	.00	.00
300-210-6407	ENGINEERING - STREET PROJECT	.00	.00	.00	.00
300-210-6499	STREET CONTRACTUAL SERV	.00	.00	18,703.00	18,703.00
300-750-6499	CONTRACTUAL SERV	.00	.00	.00	.00
300-910-4830	TRANSFER IN-CAP IMPRVMNT RESV	.00	.00	18,703.00	18,703.00
300-910-6910	TRANSFER OUT	.00	.00	.00	.00
300-950-4300	INTEREST-CAPITAL IMPRVMNT-RSV	.00	.00	.00	.00
300-999-9999	PROFIT HANDLER	.00	.00	.00	.00
301-910-4830	TRANSFER IN-RAYMOND RD TRAILER	.00	.00	.00	.00
302-750-6499	CONTRACTUAL SERV - PLAZA DR	.00	.00	.00	.00
302-910-4830	TRANSFER IN-PLAZA DR RECON	.00	.00	.00	.00
302-910-6910	TRANSFER OUT	.00	.00	.00	.00
302-999-9999	PROFIT HANDLER	.00	.00	.00	.00
303-910-4830	TRANSFER IN-OFFICE EQPMNT RPL	.00	.00	.00	.00
303-910-6910	TRANSFER OUT	.00	.00	.00	.00
303-999-9999	PROFIT HANDLER	.00	.00	.00	.00
304-210-6413	PAYMENTS - EVANSDALE	.00	.00	.00	.00
304-910-4830	TRANSFER IN-DUBQUE RD BRIDGE	.00	.00	.00	.00
304-910-6910	TRANSFER OUT	.00	.00	.00	.00
304-999-9999	PROFIT HANDLER	.00	.00	.00	.00
305-750-6407	ENGINEERING	.00	.00	.00	.00
305-750-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
305-910-6910	TRANSFER OUT	.00	.00	.00	.00
305-999-9999	PROFIT HANDLER	.00	.00	.00	.00
306-430-4400	FEDERAL GRANTS	.00	.00	.00	.00
306-430-4440	STATE GRANTS	.00	.00	.00	.00
306-430-4710	REIMBURSEMENTS	.00	.00	.00	.00
306-430-4830	TRANSFER IN	.00	.00	.00	.00
306-430-6407	ENGINEERING	.00	.00	.00	.00
306-430-6411	LEGAL	.00	.00	.00	.00
306-430-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
306-430-6505	OTHER EQUIPMENT	.00	.00	.00	.00
306-430-6507	OPERATING SUPPLIES	.00	.00	.00	.00
306-430-6910	TRANSFER OUT	.00	.00	.00	.00
306-910-4830	TRANSFER IN	.00	.00	.00	.00
306-910-6910	TRANSFER OUT	.00	.00	.00	.00
306-950-4490	GAMING GRANTS	.00	.00	.00	.00
306-999-9999	PROFIT HANDLER	.00	.00	.00	.00
307-210-4400	FEDERAL GRANTS	.00	.00	800,000.00	800,000.00
307-210-4440	STATE GRANTS	.00	.00	.00	.00
307-210-4445	IOWA DOT	.00	.00	.00	.00
307-210-4820	PROCEEDS FROM DEBT/LOAN	.00	.00	.00	.00
307-210-4830	TRANSFER IN	.00	.00	.00	.00
307-210-6407	ENGINEERING	1,562.40	1,562.40	200,000.00	198,437.60
307-210-6411	LEGAL	.00	.00	.00	.00
307-210-6417	STREET MAINTENANCE	.00	.00	1,200,000.00	1,200,000.00
307-210-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
307-210-6507	OPERATING SUPPLIES	.00	.00	.00	.00
307-210-6761	CAP OUTLAY - STREETS	.00	.00	.00	.00
307-210-6790	STREETS - NEW ROADWAY	.00	.00	.00	.00
307-910-4830	TRANSFER IN	.00	.00	500,798.00	500,798.00

REVENUE & EXPENSE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
307-910-6910	TRANSFER OUT	.00	.00	.00	.00
307-999-9999	PROFIT HANDLER	.00	.00	.00	.00
600-810-4300	INTEREST	.00	.00	.00	.00
600-810-4400	FEDERAL GRANTS	.00	.00	.00	.00
600-810-4500	CHARGES/FEES FOR SERVICES	13,289.58	13,289.58	183,678.00	170,388.42
600-810-4530	PENALTIES	110.88	110.88	2,000.00	1,889.12
600-810-4540	CONNECT/RECONNECT FEES	50.00	50.00	.00	50.00-
600-810-4550	MISC CHARGE FOR SERVICES	40.58	40.58	500.00	459.42
600-810-4560	SALES TAXES COLLECTED	.00	.00	.00	.00
600-810-4561	WATER EXCISE TAX	845.95	845.95	15,000.00	14,154.05
600-810-4600	SPECIAL ASSESSMENTS	.00	.00	.00	.00
600-810-4730	DEPOSITS	222.00	222.00	2,000.00	1,778.00
600-810-6010	WAGES - WATER - FT	.00	.00	7,797.00	7,797.00
600-810-6011	WAGES - WATER - CLERK	228.96	228.96	3,113.00	2,884.04
600-810-6020	WAGES - WATER	.00	.00	.00	.00
600-810-6021	WAGES - WATER - PT	682.14	682.14	4,713.00	4,030.86
600-810-6022	WAGES - WATER	.00	.00	.00	.00
600-810-6110	FICA - WATER	69.70	69.70	600.00	530.30
600-810-6130	IPERS - WATER	86.01	86.01	739.00	652.99
600-810-6150	GROUP INSURANCE	27.74	27.74	345.00	317.26
600-810-6151	VISION INSURANCE	.00	.00	13.00	13.00
600-810-6155	LIFE INSURANCE	.00	.00	.00	.00
600-810-6160	WORKER'S COMP	.00	.00	.00	.00
600-810-6170	UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00
600-810-6210	DUES	.00	.00	750.00	750.00
600-810-6230	TRAINING	.00	.00	.00	.00
600-810-6350	REPAIR MAINT - WATER MAIN	574.49	574.49	32,800.00	32,225.51
600-810-6373	TELEPHONE/COMMUNICATIONS	40.91	40.91	600.00	559.09
600-810-6375	EQUIPMENT SUPPORT	.00	.00	.00	.00
600-810-6413	WATER - WATERLOO	18,260.04	18,260.04	90,000.00	71,739.96
600-810-6418	SALES TAX EXPENSE	923.80	923.80	11,000.00	10,076.20
600-810-6419	TECH SERVICES - ANNUAL SUPPORT	.00	.00	2,200.00	2,200.00
600-810-6420	FRONTDESK SERVICE FEES	5.00	5.00	2,600.00	2,595.00
600-810-6489	OTHER CONTRACTUAL SRV	.00	.00	.00	.00
600-810-6490	OTHER PROFESSIONAL SERVICES	2,743.80	2,743.80	34,000.00	31,256.20
600-810-6497	BANK SERVICE CHGS	134.42	134.42	40.00	94.42-
600-810-6498	DEPOSIT REFUNDS - WATER	70.00	70.00	1,000.00	930.00
600-810-6499	TESTS/PERMITS	117.62	117.62	500.00	382.38
600-810-6505	WT METERS/WT EQUIPMENT	.00	.00	2,000.00	2,000.00
600-810-6506	OFFICE SUPPLIES	.00	.00	200.00	200.00
600-810-6508	POSTAGE	193.23	193.23	1,300.00	1,106.77
600-810-6599	OTHER SUPPLIES	.00	.00	.00	.00
600-810-6727	CAPITAL EQUIPMENT	.00	.00	.00	.00
600-910-4830	TRANSFER IN-WATER	.00	.00	.00	.00
600-910-6910	TRANSFER OUT	.00	.00	.00	.00
600-999-9999	PROFIT HANDLER	.00	.00	.00	.00
601-810-4300	INTEREST-WATER DEPRECIATION	.00	.00	.00	.00
601-810-6599	MISC SUPPLIES	.00	.00	.00	.00
601-910-4830	TRANSFER IN-WATER DEPRECIATION	.00	.00	.00	.00
601-910-6910	TRANSFER OUT	.00	.00	75,587.00	75,587.00
601-999-9999	PROFIT HANDLER	.00	.00	.00	.00

Return to Agenda

REVENUE & EXPENSE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
610-710-6801	PRINCIPAL PAYMENTS	.00	.00	74,000.00	74,000.00
610-710-6851	INTEREST PAYMENTS	.00	.00	95,340.00	95,340.00
610-815-4300	INTEREST-SEWER	.00	.00	.00	.00
610-815-4500	CHARGES/FEES FOR SERVICES	17,797.65	17,797.65	241,236.00	223,438.35
610-815-4502	CAPITAL PROJECT FEE	.00	.00	.00	.00
610-815-4510	RAYMOND SEWER USAGE	5,880.00	5,880.00	65,000.00	59,120.00
610-815-4530	PENALTIES	171.36	171.36	2,500.00	2,328.64
610-815-4550	MISC CHARGE FOR SERVICES	.00	.00	500.00	500.00
610-815-4560	SALES TAXES COLLECTED	16.52	16.52	300.00	283.48
610-815-4710	REIMBURSEMENTS	.00	.00	.00	.00
610-815-4730	DEPOSITS	480.00	480.00	2,500.00	2,020.00
610-815-6010	WAGES - SEWER	.00	.00	7,797.00	7,797.00
610-815-6011	WAGES - SEWER - CLERK	228.97	228.97	3,113.00	2,884.03
610-815-6020	WAGES - SEWER	.00	.00	4,713.00	4,713.00
610-815-6030	WAGES - SEWER	.00	.00	.00	.00
610-815-6110	FICA - SEWER	17.52	17.52	599.00	581.48
610-815-6130	IPERS - SEWER	21.60	21.60	739.00	717.40
610-815-6150	GROUP INSURANCE	27.76	27.76	345.00	317.24
610-815-6151	VISION INSURANCE	.00	.00	13.00	13.00
610-815-6155	LIFE INSURANCE	.00	.00	.00	.00
610-815-6160	WORKER'S COMP	.00	.00	.00	.00
610-815-6170	UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00
610-815-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00
610-815-6230	TRAINING	.00	.00	.00	.00
610-815-6310	BUILDING REPAIR/MAINT	.00	.00	3,000.00	3,000.00
610-815-6320	LIFT STATION EXPENSE	2,100.10-	2,100.10-	15,000.00	17,100.10
610-815-6331	FUEL	.00	.00	.00	.00
610-815-6332	VEHICLE REPAIRS	.00	.00	.00	.00
610-815-6350	PLANT REPAIR/MAINTENANCE	.00	.00	2,500.00	2,500.00
610-815-6370	UTILITIES - LIFT STATION	296.10	296.10	5,000.00	4,703.90
610-815-6371	UTILITIES - PLANT	1,968.02	1,968.02	30,000.00	28,031.98
610-815-6373	TELEPHONE/COMMUNICATIONS	86.98	86.98	.00	86.98-
610-815-6375	SEWER PLNT WATERLOO WATER	640.66	640.66	.00	640.66-
610-815-6399	SEWER LINE REPAIR/MAINTENANCE	.00	.00	20,000.00	20,000.00
610-815-6407	ENGINEERING/WWTP PROJECT	.00	.00	.00	.00
610-815-6408	INSURANCE	.00	.00	6,500.00	6,500.00
610-815-6413	LUMP SUM APPROPRIATIONS	.00	.00	.00	.00
610-815-6418	SALES TAX EXPENSE	.00	.00	.00	.00
610-815-6419	TECHNOLOGY SERVICES	.00	.00	.00	.00
610-815-6420	FRONTDESK SERVICE FEES	.00	.00	2,600.00	2,600.00
610-815-6490	IOWA ONE CALL	15.80	15.80	150.00	134.20
610-815-6491	SAFETY TRAINING	.00	.00	.00	.00
610-815-6493	SLUDGE HAULING	.00	.00	10,000.00	10,000.00
610-815-6494	PLANT CONTRACTED SERVICES	.00	.00	.00	.00
610-815-6498	DEPOSIT REFUNDS - SEWER	75.96	75.96	1,000.00	924.04
610-815-6499	PEOPLESERVICES/CONTRACTUAL SRV	10,912.00	10,912.00	135,000.00	124,088.00
610-815-6501	TESTS/PERMITS	.00	.00	75.00	75.00
610-815-6505	OFFICE EQUIPMENT	.00	.00	.00	.00
610-815-6506	OFFICE SUPPLIES	.00	.00	.00	.00
610-815-6507	OPERATING SPPLY/PEOPLESERVICE	.00	.00	.00	.00
610-815-6508	POSTAGE	193.23	193.23	1,300.00	1,106.77

REVENUE & EXPENSE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
610-815-6510	SAFETY SUPPLIES	.00	.00	100.00	100.00
610-815-6599	MISC SUPPLIES	.00	.00	.00	.00
610-815-6727	CAPITAL EQUIPMENT	.00	.00	.00	.00
610-815-6780	CAP OUTLAY-UTIL SYS/STRCT	.00	.00	.00	.00
610-910-4830	TRANSFER IN-SEWER	.00	.00	169,340.00	169,340.00
610-910-6910	TRANSFER OUT	.00	.00	10,000.00	10,000.00
610-999-9999	PROFIT HANDLER	.00	.00	.00	.00
611-815-4300	INTEREST-SEWER REPLACEMENT	.00	.00	500.00	500.00
611-910-4830	TRANSFER IN-SEWER PLCMNT	.00	.00	10,000.00	10,000.00
611-910-6910	TRANSFER OUT	.00	.00	.00	.00
611-999-9999	PROFIT HANDLER	.00	.00	.00	.00
612-815-4300	INTEREST-SEWER DEPRECIATION	.00	.00	.00	.00
612-910-4830	TRANSFER IN-SEWER DEPRECIATION	.00	.00	.00	.00
612-910-6910	TRANSFER OUT	.00	.00	.00	.00
612-999-9999	PROFIT HANDLER	.00	.00	.00	.00
613-815-4300	INTEREST - WW CAP PROJ	.00	.00	.00	.00
613-815-4502	CAPITAL PROJECT FEE	12,177.03	12,177.03	169,373.00	157,195.97
613-815-4820	PROCEEDS FROM DEBT/LOAN-WWTP	45,244.70	45,244.70	.00	45,244.70-
613-815-6407	ENGINEERING	.00	.00	.00	.00
613-815-6499	OTHER CONTRACTUAL SERV	45,244.70	45,244.70	.00	45,244.70-
613-910-4830	TRANSFER IN-WWTP PROJECT	.00	.00	.00	.00
613-910-6910	TRANSFER OUT	.00	.00	169,340.00	169,340.00
613-999-9999	PROFIT HANDLER	.00	.00	.00	.00
670-840-4300	INTEREST-LANDFILL/GARBAGE	.00	.00	.00	.00
670-840-4500	CHARGES/FEES FOR SERVICES	5,904.90	5,904.90	78,786.00	72,881.10
670-840-4530	PENALTIES	56.57	56.57	800.00	743.43
670-840-4560	SALES TAXES COLLECTED	.00	.00	.00	.00
670-840-4710	REIMBURSEMENTS - RECYCLE REIMB	.00	.00	4,468.00	4,468.00
670-840-4730	DEPOSITS	162.00	162.00	1,000.00	838.00
670-840-6419	TECHNOLOGY SERVICES	.00	.00	.00	.00
670-840-6490	GARBAGE COLLECTION	5,186.25	5,186.25	65,435.00	60,248.75
670-840-6492	RECYCLING EXPENSE	664.67	664.67	8,000.00	7,335.33
670-840-6498	DEPOSIT REFUNDS - GARBAGE	63.30	63.30	500.00	436.70
670-840-6508	POSTAGE	21.47	21.47	125.00	103.53
670-910-4830	TRANSFER IN-LANDFILL/GARBAGE	.00	.00	.00	.00
670-910-6910	TRANSFER OUT	.00	.00	.00	.00
670-999-9999	PROFIT HANDLER	.00	.00	.00	.00
671-840-4300	INTEREST-YARD WASTE	.00	.00	.00	.00
671-840-4500	CHARGES/FEES FOR SERVICES	213.33	213.33	2,832.00	2,618.67
671-840-4530	PENALTIES	2.09	2.09	40.00	37.91
671-840-4730	DEPOSITS	6.00	6.00	200.00	194.00
671-840-6413	YARD WASTE COLLECTION	2,400.00	2,400.00	2,400.00	.00
671-840-6498	DEPOSIT REFUND - YARD WASTE	3.04	3.04	100.00	96.96
671-840-6508	POSTAGE	21.47	21.47	120.00	98.53
671-910-4830	TRANSFER IN-YARD WASTE	.00	.00	.00	.00
671-910-6910	TRANSFER OUT	.00	.00	.00	.00
671-999-9999	PROFIT HANDLER	.00	.00	.00	.00
		==========	==========	==========	==========
	DIFFERENCE	4,363.76	4,363.76	297,291.00-	301,654.76-
		==========	==========	==========	==========

REVENUE & EXPENSE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	PROOF	4,363.76	4,363.76	297,291.00-	301,654.76-

Return to Agenda

CITY OF ELK RUN HEIGHTS — INVESTMENT REPORT

Jun-23

ACCOUNT	G/L	INT EARNED	RPV TTL	CURRENT MONTH TTL	MATURE DATE	CASHED IN DATE:
T&A SEWER						
CD# 22526		$ -	$ 1,000.00	$ 1,000.00		
CD# 21379		$ -	$ 1,500.00	$ 1,500.00		
				$ 2,500.00		
T&A SOLID WASTE						
CD# 21140			$ 5,000.00	$ 5,000.00		
CD# 22138		$ -	$ 1,000.00	$ 1,000.00		
				$ 6,000.00		
			TOTAL CD'S:	**$ 8,500.00**		

Return to Agenda

PERMITS MASTER FILE LISTING

Permit #	Contractor	Description	Appl Date	Fee(s)

Status / Appl Type	Owner / Location	Sub-Division / Type of Use	Lot	Issued Date / Expire Date	Cost of Work		Paid / Amount Due
B-0061	ROBERT CASTRO CONST.	TEAR OFF AND REROOF HOUSE		7-18-23			223.00
Issued	MARLYS TIMMER			7-18-23			223.00
Contractor	207 SUNRISE LN	RESIDENTIAL		7-18-24			.00
					---		---
		B-0061				FEE	223.00
B-0062	OZEGOVIC CONSTRUCTION INC	NEW HOUSE		7-20-23			2,562.00
Issued	JAMES & SANDRA O'DONNELL			7-20-23			2,562.00
Contractor	454 AMBER LN	RESIDENTIAL		7-20-24			.00
					---		---
		B-0062				FEE	2,562.00
B-0063	RICK KISELEWSKI	OVERLAY ROOF		7-25-23			987.00
Issued	ROAD RANGER			7-25-23			987.00
Contractor	100 PLAZA DR	COMMERCIAL		7-25-24			.00
					---		---
		B-0063				FEE	987.00
B-0064	E. CASTRO ROOFING & SIDIG	TEAROFF/REROOF		7-25-23			97.00
Pending	LORI LITTERER			7-25-23			97.00
Contractor	204 SHIRLEY AVE	RESIDENTIAL		7-25-24			.00
					---		---
		B-0064				FEE	97.00
P-0007	AFFORDABLE PLUMBING & REM	WATER HEATER CHANGE OUT		7-12-23			30.75
Issued	MELISSA & KEITH HALL			7-12-23			.00
Contractor	183 GRAY ST			7-12-24			30.75
					---		---
		P-0007				FEE	30.75
						PAID	.00
						DUE	30.75
				========	==========		==========
GRAND TOTAL				5		FEE	3,899.75
						PAID	3,869.00
						DUE	30.75

Return to Agenda

Date: August 2, 2023

To: Elk Run Heights/Raymond Council

From: Jordan Cooper, Operator

O & M Report: June 2023

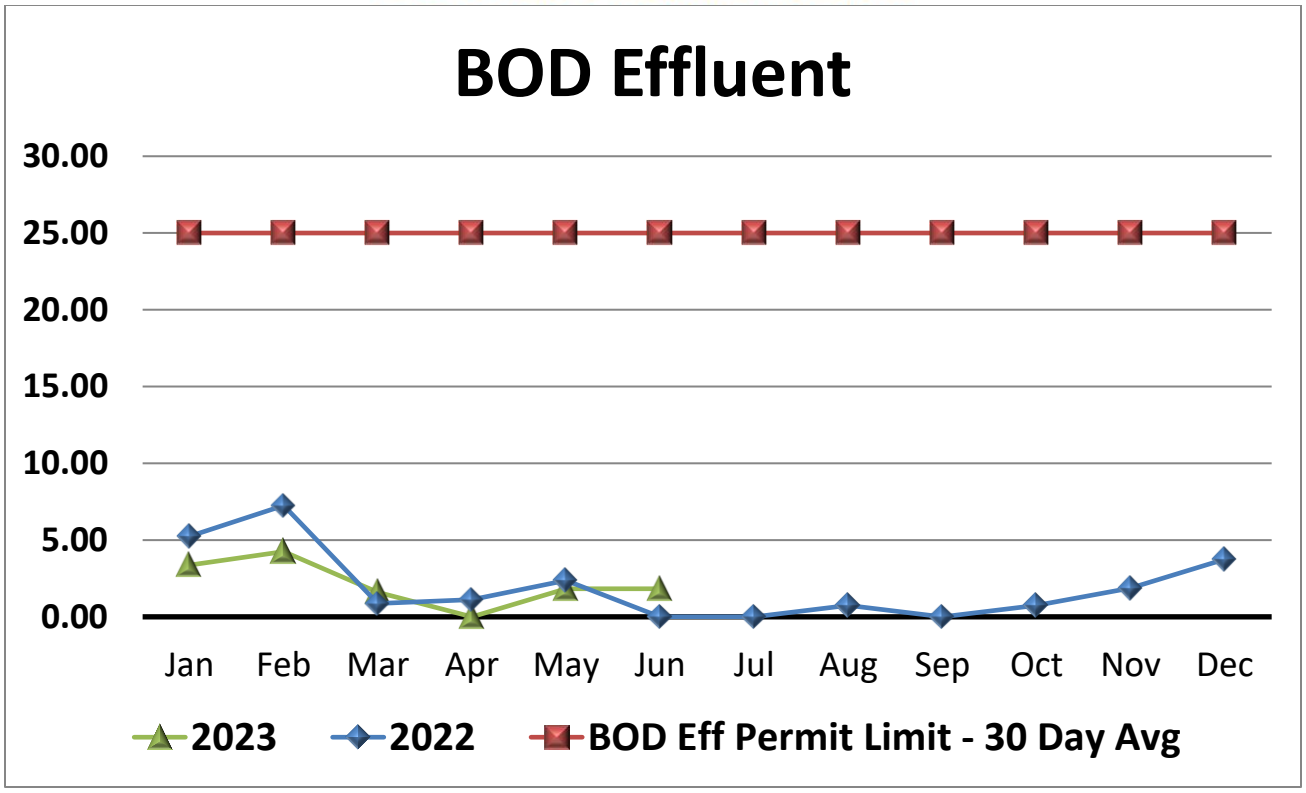
Water Operation & Maintenance

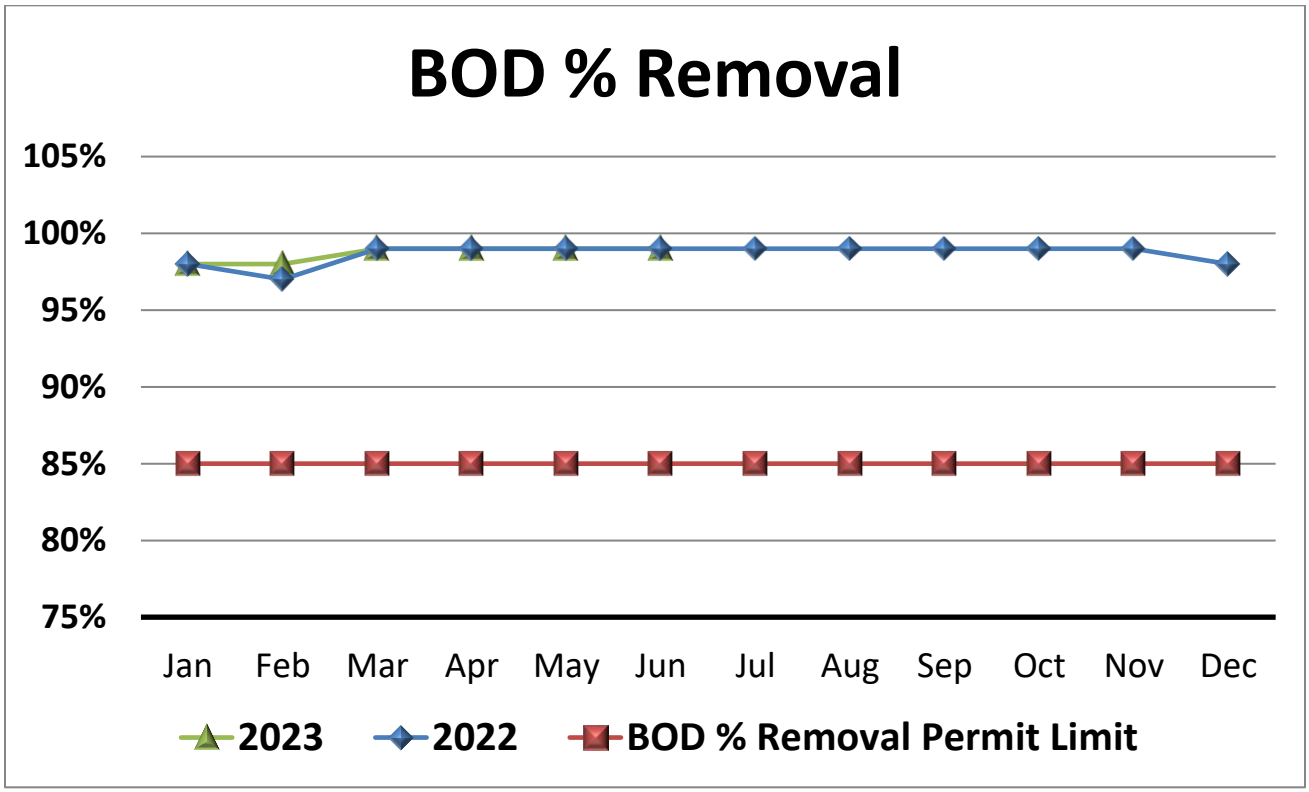
- 6/15 Frickson's replaced a broken hydrant on the corner of John's and Gray St. Also, they added a new valve on the corner of Sutton Ave. near the Sutton Lift Station.

Wastewater Operation & Maintenance

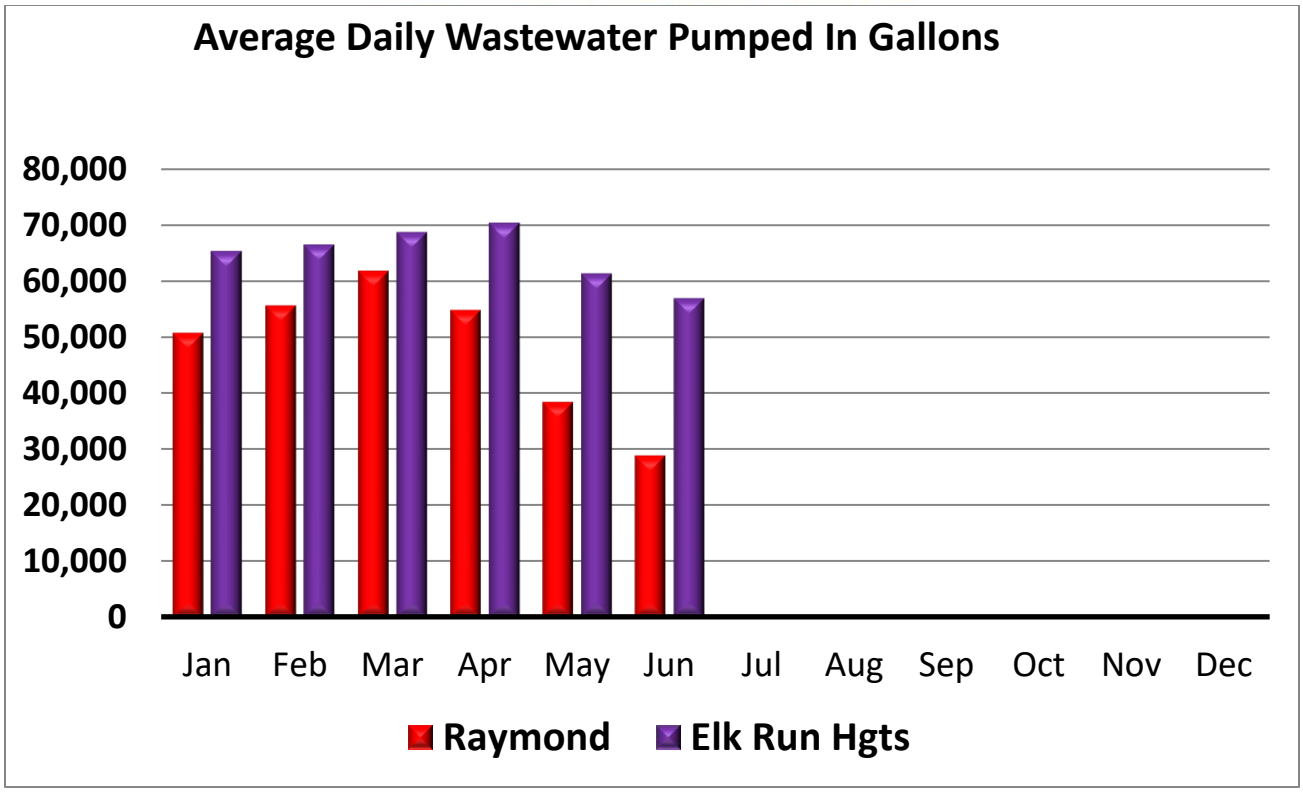
- 6/12 Lowered water level in all 4 clarifiers to clean algae off the walls and piping.
- 6/14 Generator start up and training at the new plant
- 6/15 Sutton Lift Station lost a phase of the 3-phase power due to a squirrel getting into the transformer. When one of the 3-phases of power was lost the motor starters kept trying to start and burnt both starters up in the lift station control panel. I was unable to run either pump in hand or auto. I then had to bypass the lift station with a trash pump until EP arrived with a used starter he had on his truck to get us by until the new ones came in.
- 6/27 sludge lagoon aerator startup and training
- 6/30 EP installed new motor starters and overloads at Sutton Lift Station

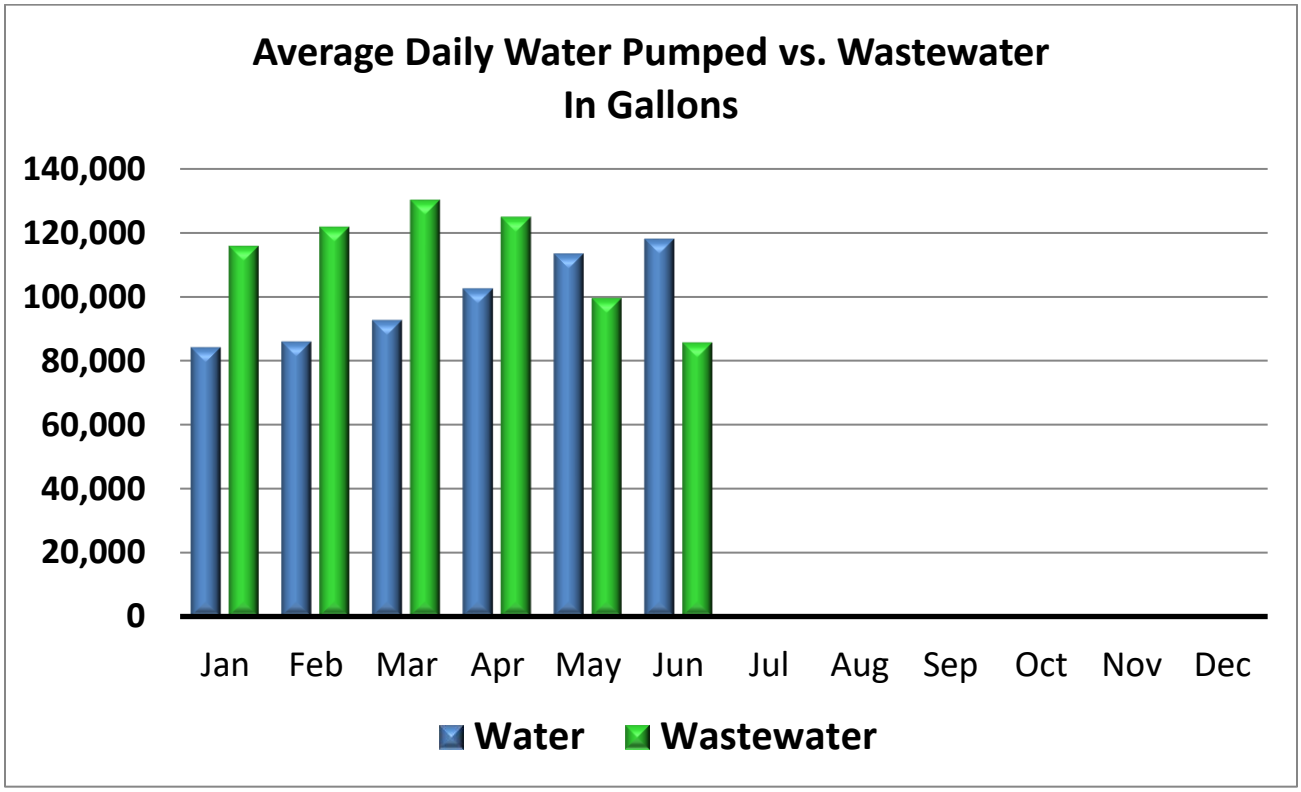
PeopleService INC.
Water & Wastewater Professionals





PeopleService INC.
Water & Wastewater Professionals





PeopleService INC.
Water & Wastewater Professionals

		June-23	May-23	June-22
Water	**Units**			
Total Monthly Pumped	gallons	3,545,500	3,523,100	2,924,700
Average Daily Pumped	gallons	118,200	113,600	97,500
Maximum Daily Pumped	gallons	209,400	202,000	157,100
Minimum Daily Pumped	gallons	74,800	52,400	52,400
Chlorine				
Chlorine - Total Avg Residual Plant	mg/L	0.79	0.81	0.92
Chlorine - Total Avg Residual System	mg/L	0.75	0.67	0.71
Chlorine - Recommended Residual System	mg/L	1.50	1.50	1.50
Wastewater				
BOD				
BOD Influent Avg	mg/L	259.36	279.88	206.25
BOD Effluent Avg	mg/L	1.82	1.83	0.00
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	25
BOD % Removal	%	99.00%	99.00%	99.00%
BOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent Avg	mg/L	173.75	251.00	227.75
TSS Effluent Avg	mg/L	2.00	7.50	4.50
TSS Effluent Permit Limit - 30 Day Avg	mg/L	25	25	25
TSS % Removal	%	98.85%	97.01%	98.02%
TSS % Removal Permit Limit	%	85%	85%	85%
Nitrogen Ammonia				
NA Effluent Avg	mg/L	0.1	0.1	0.0
NA Effluent Permit Limit - 30 Day Avg	mg/L	2.9	2.9	2.9
Influent Flow				
Elk Run Average Daily Flow	gallons	56,883	61,311	87,131
Elk Run Percentage Flow	%	66.4%	61.5%	57.9%
Raymond Average Daily Flow	gallons	28,827	38,394	63,302
Raymond Percentage Flow	%	33.6%	38.5%	42.1%
Average Daily Combined	gallons	85,710	99,705	150,433
Maximum Daily Combined	gallons	103,200	145,740	286,672
Total Monthly Combined	gallons	2,571,300	3,090,857	4,512,994
Minimum Daily Combined	gallons	77,200	72,600	123,238
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	$13,989.00	$2,693.95	19%	50%
Total	$13,989.00	$2,693.95	19%	50%

PeopleService INC.
Water & Wastewater Professionals

ELK RUN HGTS - JUNE 2023

Water Plant Maintenance

Date	Vendor List	Description	Total
		Total	**$0.00**

Water System Maintenance

Date	Vendor List	Description	Total
6/19/23	Ted's Home & Hardware	Supplies	$137.88
		Total	**$137.88**

Wastewater Plant Maintenance

Date	Vendor List	Description	Total
6/19/23	Ted's Home & Hardware	Supplies	$75.77
6/19/23	USA Bluebook	Rubber Hose, Hydrant Adapter	$1,037.96
6/19/23	USA Bluebook	Fire Hose	$341.79
6/20/23	First National Bank, VISA	Supplies	$49.08
		Total	**$1,504.60**

Wastewater System Maintenance

Date	Vendor List	Description	Total
6/19/23	Ted's Home & Hardware	Supplies	99.17
		Total	99.17

Water Plant Maintenance	$0.00
Water System Maintenance	$137.88
W/W Plant Maintenance	$1,504.60
W/W System Maintenance	$99.17
Month Total	$1,741.65

Annual Maintenance Budget	$13,989.00
Total Maintenance Dollars Spent Year to Date	**$2,693.95**
Percent Maintenance Budget Spent Year to Date	**19%**

PeopleService INC.
Water & Wastewater Professionals

Work Orders Completed

Date completed	Equipment	Task
6/27/2023	James Street Lift Station Generator	Monthly PM
6/27/2023	Raymond West Lift Station Generated	Monthly PM
6/27/2023	Raymond South Lift Station Generator	Monthly PM
6/2/2023	Effluent Sampler	Annual PM
6/2/2023	Influent Sampler	Annual PM
6/27/2023	James Street Lift Station	LS Monthly PM
6/27/2023	Lafayette Lift Station	LS Monthly PM
6/27/2023	Sutton Lift Station	LS Monthly PM
6/27/2023	Raymond West Lift Station	LS Monthly PM
6/27/2023	James Street Lift Station	LS Quarterly PM
6/29/2023	Lafayette Lift Station	LS Quarterly PM
6/27/2023	Sutton Lift Station	LS Quarterly PM
6/29/2023	Raymond West Lift Station	LS Quarterly PM
6/14/2023	James Street Lift Station Generator	Annual PM
6/27/2023	Raymond South Lift Station 1	LS Monthly PM
6/27/2023	Raymond South Lift Station 1	LS Quarterly PM
6/27/2023	Plaza Lift Station	LS Monthly PM
6/29/2023	FIRE EXTINGUISHERS	Fire Extinguisher Monthly
6/27/2023	Sutton Generator	Generator Monthly
6/27/2023	Plaza Dr Lift Station Generator	Generator Monthly

EVANSDALE POLICE DEPARTMENT
CITY COUNCIL REPORT
ELK RUN HEIGHTS
JUNE 2023

CALLS FOR SERVICE	48
ARRESTS	8
TRAFFIC CITATIONS	10
WARNINGS	6

JUNE FINES AND SURCHARGES	$ 188.00
BUDGET YTD FINES AND SURCHARGES	$5,243.39

Return to Agenda

EVANSDALE POLICE DEPARTMENT

Call Summary Report

06/01/2023 thru 06/30/2023

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

Call #	Date	Time	Area	Grid	Call Type	Disposition	Location	Business Name / Unit	Officer	Disp	Arriv	Clear	Travel	OnS	Reporting Party / Total
23046205	06/02/2023	18:06:31	20	0404	FDSMOKIN	NR	225 SUTTON AV								HARN,KATIE
								2K2	220	18:08	18:13	18:24	5	11	16
23046824	06/04/2023	17:56:38	20	0404	ASSIST	NR	133 JOHNS DR								CUMMINGS,KATIE
								2G9	241	17:57	18:06	18:44	9	38	47
23047218	06/05/2023	23:43:22	20	0404	SUSP	NR	300-BLK MCCOY RD	MAYOR PARK							JEREMY FURMAN
								2G6	215	23:43		23:45			2
								2G7	239	23:43	23:43	23:45	0	2	2
23047358	06/06/2023	14:11:41	20	0404	FDBURN	WA	120 GILBERTVILLE RD								JAMIE
								2G3	212	14:12	14:19	14:30	7	11	18
23047488	06/06/2023	22:34:52	20	0404	FIREWORK	XA	188 TONEFF DR								HOUSER,JENNIFER
								2G6	215	22:36		22:47			11
23047850	06/08/2023	03:09:13	20	0404	ASSIST	AS	109 JACKIE AV								
								2G5	239	03:11	03:14	03:23	3	9	12
23047895	06/08/2023	10:40:59	20	0404	LARCENY	NR	109 JACKIE AV 'PBX								MCLEMORE,DESHAWNDA
								2K2	220	10:48	11:00	11:40	12	40	52
23047969	06/08/2023	16:09:59	20	0404	SUSP	RI	100 PLAZA DR	ROAD RANGER #1026							BEN NEUMAN
								2K2	220	16:10	16:10	16:27	0	17	17
23048551	06/10/2023	09:53:12	20	0404	TS	H1	GILBERT DR/ MC COY RD								JOY VANDERKOLK
								2G4	215	09:53	09:53	09:59	0	6	6
23048702	06/10/2023	20:25:40	20	0404	FALARMCM	AS	253 MICHIGAN DR								CYNDIE
								2G6	W5553	20:26	20:29	21:11	3	42	45
23048773	06/10/2023	23:59:39	20	0404	TS	A1	5205 LAFAYETTE RD	CASEYS GENERAL STORE - ELK RUN							DALTON EPLEY
								2G7	241	23:59	23:59	00:05	0	6	6
23049112	06/12/2023	06:45:16	20	0404	TS	A1	LAFAYETTE RD/ SUTTON AV								DALTON EPLEY
								2G7	241	06:45	06:45	06:51	0	6	6
23049126	06/12/2023	08:36:59	20	0404	TS	B1	5205 LAFAYETTE RD	CASEYS GENERAL STORE - ELK RUN							JEREMY FURMAN
								2G5	239	08:36	08:37	08:45	1	8	9
23049139	06/12/2023	09:35:34	20	0404	TS	B1	LAFAYETTE RD/ SUTTON AV								JEREMY FURMAN
								2G5	239	09:35	09:35	09:44	0	9	9
23049959	06/14/2023	21:31:12	20	0404	DISORDER	NF	GILBERTVILLE RD/ GRAY ST								BERTCH,KARI
								2G3	212	21:35	21:39	21:49	4	10	14
23050618	06/16/2023	22:57:00	20	0404	TS	E1	LAFAYETTE RD/ MC COY RD								DALTON EPLEY
								2G7	241	22:57	22:57	23:03	0	6	6

Return to Agenda

Call #	Date	Time	Area	Grid	Call Type	Disposition	Location	Business Name / Unit	Officer	Disp	Arriv	Clear	Travel	OnS	Reporting Party / Total
23050628	06/16/2023	23:21:35	20	0404	SUSP	WA	300-BLK MCCOY RD	MAYOR PARK							DALTON EPLEY
								2G7	241	23:21	23:21	23:27	0	6	6
23050646	06/16/2023	23:50:41	20	0404	TS	A1	LAFAYETTE RD/ MC COY RD								JEREMY FURMAN
								2G5	239	23:50	23:50	00:07	0	17	17
								2G7	241	23:50	23:50	23:55	0	5	5
23050900	06/17/2023	21:20:01	20	0404	EXTRA	XA	MARIE AV/ MC COY RD								REF MALE
								2G7	241	21:34		21:34			0
23051091	06/18/2023	14:58:29	20	0404	DOWNWIRE	AS	GILBERTVILLE RD/ LAFAYETTE RD								
								2G3	212	14:58		15:50			52
23051179	06/18/2023	21:06:33	20	0404	TS	B1	GILBERT DR/ MC COY RD								JEREMY FURMAN
								2G5	239	21:06	21:06	21:08	0	2	2
23051309	06/19/2023	06:52:42	20	0404	VANDALIS	RI	316 MCCOY RD	ELK RUN ELEMENTARY SCHOOL P#089							DALTON EPLEY
								2G7	241	06:52	06:52	06:59	0	7	7
23051313	06/19/2023	07:12:56	20	0404	VANDALIS	RI	300-BLK MCCOY RD	MAYOR PARK							MILLER,BRENDA
								2A1	229	07:13	07:23	07:26	10	3	13
23051319	06/19/2023	07:58:38	20	0404	MEDFALL	NR	253 MICHIGAN DR								LIFE ALERT
								2A1	229	08:00		08:01			1
								2A1	229	08:06	08:06	08:22	0	16	16
23051726	06/20/2023	13:56:16	20	0404	MEDUNCON	AS	100 PLAZA DR	ROAD RANGER #1026							TRISHA
								2G3	212	13:57	14:03	14:15	6	12	18
23051863	06/20/2023	21:38:49	20	0404	MEDCHEST	AS	100 PLAZA DR	ROAD RANGER #1026							DORSH,DAVID
								2G6	W5553	21:39	21:45	21:51	6	6	12
23051891	06/20/2023	23:02:08	20	0404	OPEN	NR	316 MCCOY RD	ELK RUN ELEMENTARY SCHOOL P#089							DAVID EVEN
								2G5	239	23:02	23:04	23:27	2	23	25
								2G6	W5553	23:02	23:04	23:37	2	33	35
23051924	06/21/2023	00:43:20	20	0404	PALARM	RI	5205 LAFAYETTE RD	CASEYS GENERAL STORE - ELK RUN							CASEYS ALARM
								2G6	W5553	00:43	00:47	02:09	4	82	86
								2G6	W5553	22:23	22:42	22:48	19	6	25
23051969	06/21/2023	05:10:51	20	0404	PROWLER*	RI	5101 LAFAYETTE RD								SNIFFIN,KIM
								2G5	239	05:11	05:15	06:40	4	85	89
23052213	06/21/2023	21:08:36	20	0404	SUSP	NR	128 MICHIGAN DR								MERRON,MADISON
								2G3	212	21:09	21:13	21:20	4	7	11
23052239	06/21/2023	22:41:12	20	0404	SUSP	NR	300-BLK MCCOY RD	MAYOR PARK							ALEX SMOCK
								2G5	239	22:41	22:44	22:50	3	6	9
23052558	06/22/2023	23:02:36	20	0404	SUSP	WA	300-BLK MCCOY RD	MAYOR PARK							DALTON EPLEY
								2G7	241	23:02	23:02	23:02	0	0	0
23052880	06/23/2023	23:23:21	20	0404	SUSP	WA	300-BLK MCCOY RD	MAYOR PARK							JORDAN WOMOCHIL
								2G3	212	23:23		23:50			27
								2G6	W5553	23:23	23:23	23:50	0	27	27

Call #	Date	Time	Area	Grid	Call Type	Disposition	Location	Business Name / Unit	Officer	Disp	Arriv	Clear	Travel	OnS	Reporting Party / Total
23053111	06/24/2023	18:28:51	20	0404	FRAUD	NR	134 SUTTON AV 'PBX								FARNSWORTH,ROBIN
								2G6	W5553	20:04		20:21			17
23053265	06/25/2023	02:08:50	20	0404	TRAFOWI	RI	300-BLK MCCOY RD	MAYOR PARK							SANCHEZ,EMILIA
								2G21	221	02:12	02:15	04:04	3	109	112
								2G21	221	04:04		04:29			25
								2G6	W5553	02:15	02:15	04:04	0	109	109
23053335	06/25/2023	12:04:08	20	0404	TS	B1	GILBERTVILLE RD/ LAFAYETTE RD								BRANDON FRENCH
								2G8	270	12:04	12:04	12:11	0	7	7
23053337	06/25/2023	12:20:26	20	0404	TS	VW	GILBERTVILLE RD/ JACKIE AV								BRANDON FRENCH
								2G8	270	12:20	12:20	12:23	0	3	3
23053458	06/25/2023	19:22:00	20	0404	FIREWORK	NF	300-BLK SUTTON AV								CROOK,RANDY
								2G6	W5553	19:28	19:31	19:34	3	3	6
23053531	06/26/2023	00:43:20	20	0404	MEDUNCON	AS	303 GILBERTVILLE RD								HERTGES,BOB
								2G6	W5553	00:43	00:48	01:02	5	14	19
								2G7	241	00:43	00:47	01:02	4	15	19
23053590	06/26/2023	08:39:06	20	0404	TS	D1	AMBER LN/ GILBERTVILLE RD								BRANDON FRENCH
								2G8	270	08:39	08:39	08:44	0	5	5
23053593	06/26/2023	08:54:31	20	0404	TS	AR	MCCOY RD/ SUNSET LN								BRANDON FRENCH
								2G8	270	08:54	08:54	09:47	0	53	53
23053625	06/26/2023	10:30:00	20	0404	TS	B3	LAFAYETTE RD/ MC COY RD								JOY VANDERKOLK
								2G4	215	10:30	10:30	10:40	0	10	10
23053630	06/26/2023	10:46:57	20	0404	TS	J3	LAFAYETTE RD/ MC COY RD								BRANDON FRENCH
								2G4	215	10:48	10:48	11:19	0	31	31
								2G8	270	10:46	10:47	11:22	1	35	36
23053761	06/26/2023	18:48:44	20	0404	TS	B1	GILBERTVILLE RD/ LAFAYETTE RD								JORDAN WOMOCHIL
								2G6	W5553	18:48	18:48	18:53	0	5	5
23053812	06/26/2023	21:35:21	20	0404	TS	D1	LAFAYETTE RD/ MC COY RD								JORDAN WOMOCHIL
								2G6	W5553	21:35	21:35	21:46	0	11	11
23053968	06/27/2023	11:09:17	20	0404	TS	B1	LAFAYETTE RD/ MC COY RD								
								2G4	215	11:09	11:09	11:12	0	3	3
23054440	06/28/2023	20:15:54	20	0404	TS	E3	EVERETTE ST/ MARIE AV								JOY VANDERKOLK
								2G4	215	20:15	20:15	20:26	0	11	11
23054900	06/30/2023	05:22:36	20	0404	TS	B3	5200-BLK LAFAYETTE RD								JEREMY FURMAN
								2G5	239	05:22	05:22	05:33	0	11	11

Total Number of Calls: 48

Citation #	Date Issued	Issued To	Type	License	Charge	Grid
Citation #	Date Issued	Issued To	Type	License	Charge	Grid
W280PLEY230601203730	06/01/2023	GRAMS,CHRYSTAL ANN	W	NAE621	ERH10.04.160	0404
280RMAN2306080017342	06/08/2023	BEGIC,EVLIJANA	T	IKW135	ER/10.04.120(3)	0404
280PLEY2306092258547	06/09/2023	GUNHUS,JUSTICE XAVIER	T	KPW821	ERH10.04.160	0404
W280PLEY230612064629	06/12/2023	HOUGLAND,SKYLER	W	HRX084	ERH10.04.160	0404
W280RMAN230612084042	06/12/2023	EMBREY,JAMES FRANCIS	W	BAR925	321.256	0404
280RMAN2306171912456	06/17/2023	DARINGER,DYLAN RAY SCOTT	T	MSZ720	ER/10.04.120(D)	0404
W280RMAN230617191850	06/17/2023	DARINGER,DYLAN	W	MSZ720	321.20B	0404
W280RMAN230617191756	06/17/2023	DARINGER,DYLAN	W	MSZ720	321.285	0404
280RMAN2306180017067	06/18/2023	TORRES,JAVIER	T	JYN956	ERH10.04.160	0404
W280PLEY230622192716	06/22/2023	NENOW,JAYDEN	W	KZS860	ERH10.04.160	0404
280PLEY2306221941584	06/22/2023	CRISMAN,JON ERIC	T	GVW260	ERH10.04.160	0404
280ENCH2306241410098	06/24/2023	DIAZ,ZAVALA NOE	T	TK	321.285	0404
280ENCH2306241414389	06/24/2023	DIAZ,ZAVALA NOE	T	TK	321.174(1)	0404
280KOLK2306261033095	06/26/2023	HUCK,DANIEL DUANE	T	IAJ438	ERH10.04.160	0404
280KOLK2306282018156	06/28/2023	DAHLGAARD,LINDA KAY	T	LUB087	ERH10.04.160	0404
280RMAN2306300526055	06/30/2023	CRANE,AUSTIN ROBERT	T	MKZ904	ER/10.04.120(3)	0404

Search Results

Return to Agenda

ALCOHOLIC BEVERAGES DIVISION State of Iowa

State of Iowa
Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS
City of Elk Run Heights	City of Elk Run Heights	(319) 232-0020

ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
5042 Lafayette Road		Elk Run Heights	Black Hawk	50707

MAILING ADDRESS	CITY	STATE	ZIP
5042 Lafayette Road	Elk Run Heights	Iowa	50707

Contact Person

NAME	PHONE	EMAIL
Lisa Smock	(319) 269-6236	mayor@elkrunheights.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Special Class C Retail Alcohol License	5 Day	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS

SUB-PERMITS

Special Class C Retail Alcohol License

PRIVILEGES

Outdoor Service

Return to Agenda

ALCOHOLIC BEVERAGES DIVISION State of Iowa

State of Iowa
Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Municipality

Ownership

- **Individual Owners**

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Lisa Smock	Elk Run Heights	Iowa	50707	Mayor	100.00	Yes

Insurance Company Information

INSURANCE COMPANY	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE
Iowa Communities Assurance Pool	Aug 10, 2023	Aug 14, 2023

DRAM CANCEL DATE	OUTDOOR SERVICE EFFECTIVE DATE	OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE	TEMP TRANSFER EFFECTIVE DATE	TEMP TRANSFER EXPIRATION DATE

Return to Agenda

RESOLUTION 4130

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA, AUTHORIZING PAYMENT #23 TO WRH, INC. IN THE AMOUNT OF $54,333.35 FOR THE WASTEWATER TREATMENT PLANT PROJECT

WHEREAS, the City entered into a contract with WRH, Inc. for the Wastewater Treatment Plant Project; and

WHEREAS, the City's Engineer, Jason Miller with MSA Professional Services has reviewed the construction progress and recommends payment to WRH, Inc. of South Amana, Iowa

Request attached

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk Run Heights, Iowa, that pay application #23 in the amount of $54,333.35 hereby authorized to be issued for the Wastewater Treatment Plant Project

PASSED AND ADOPTED THIS 8TH DAY OF AUGUST 2023

ATTEST:

Lisa Smock, Mayor

Julie Eastman, City Clerk

Return to Agenda

Contractor's Application for Payment No. 23

	Application Period: 04/27/2023-05/30/2023	Application Date: 5/30/2023
To (Owner): City of Elk Run Heights, 5042 Lafayette Road, Elk Run Heights Iowa 50707; City of Raymond, 101 1st Street, Raymond, Iowa 50667	From (Contractor): WRH, Inc, 1648 T Avenue, South Amana, Iowa 52334	Via (Engineer): MSA Professional Services, Inc. 1555 SE Delaware Ankeny Iowa
Project: City of Elk Run Heights/Raymond Wastewater Treatment Facility Improvements	Contract: City of Elk Run Heights/Raymond Wastewater Treatment Facility Improvements	
Owner's Contract No.: 14573018	Contractor's Project No.: 1378	Engineer's Project No.: 14573018

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
1	$ 32,836.86	
2	$ 22,767.80	
3	$ 1,232.00	
4	$ 6,683.68	
5	$ 36,695.61	
6	$ 6,386.00	
7	$ 68,608.26	
TOTALS	$ 175,210.21	$ -
NET CHANGE BY CHANGE ORDERS	$ 175,210.21	

1. ORIGINAL CONTRACT PRICE			$	$ 9,754,000.00
2. Net change by Change Orders			$	$ 175,210.21
3. Current Contract Price (Line 1 ± 2)			$	$ 9,929,210.21
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimates)			$	$ 9,632,259.05
5. RETAINAGE:				
a. 5%	X	$9,544,259.05 Work Completed	$	$ 477,212.95
b. 5%	X	$ 88,000.00 Stored Material	$	$ 4,400.00
c. Total Retainage (Line 5.a + Line 5.b)			$	$ 481,612.95
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)			$	$ 9,150,646.10
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)			$	$ 9,041,979.40
8. AMOUNT DUE THIS APPLICATION			$	$ 108,666.70
9. BALANCE TO FINISII, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)			$	$ 778,564.11

Contractor's Certification

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

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

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

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

Contractor Signature

By:	Date:
Jeremy Dolder Digitally signed by Jeremy Dolder DN: C=US, E=jrdolder@gmail.com, CN=Jeremy Dolder Date: 2023.05.31 23:19:56-05'00'	5/31/2023

Payment of: $ $108,666.70
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 7/27/2023
(Engineer) (Date)

Payment of: $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
CITY OF RAYMOND (Date)

Approved by: _____ _____
CITY OF ELK RUN HEIGHTS (Date)

EJCDC® C-620 Contractor's Application for Payment
© National Society of Professional Engineers for EJCDC. All rights reserved.

Return to Agenda

G:\14\14573\14573018\Construction\14 Pay Applications\Pay Application #23\Pay Application 23

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	City of Elk Run Heights/Raymond Wastewater Treatment Facility Improvements	Application Number:	23
Application Period:	04/27/2023-05/30/2023	Application Date:	5/30/2023

A		B	C	D	E	F		G
Specification Section No.	Description	Scheduled Value ($)	Work Completed: From Previous Application (C+D)	Work Completed: This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
01	Bonds and Insurance	$ 100,000.00	$ 100,000.00		$ -	$ 100,000.00	100.00%	$ -
01	General Conditions	$ 1,200,000.00	$ 1,190,000.00	$ 5,000.00	$ -	$ 1,195,000.00	99.58%	$ 5,000.00
01	Allowances (Utility Allowance & Spec 11 23 26)	$ 32,000.00	$ 32,000.00		$ -	$ 32,000.00	100.00%	$ -
01	Mobilization	$ 450,000.00	$ 440,000.00	$ 5,000.00	$ -	$ 445,000.00	98.89%	$ 5,000.00
02	Demo of Existing Plant	$ 60,000.00	$ 5,000.00		$ -	$ 5,000.00	8.33%	$ 55,000.00
02	Misc. Concrete Demo	$ 960.00			$ -	$ -	0.00%	$ 960.00
03 200	Concrete Reinforcing	$ 450,000.00	$ 450,000.00		$ -	$ 450,000.00	100.00%	$ -
03 3000	CONCRETE							
	Aeromod	$ 550,000.00	$ 550,000.00		$ -	$ 550,000.00	100.00%	$ -
	Headworks	$ 190,000.00	$ 190,000.00	$ -	$ -	$ 190,000.00	100.00%	$ -
	UV Building	$ 115,000.00	$ 115,000.00	$ -	$ -	$ 115,000.00	100.00%	$ -
	Re-Use, Splitter, Site Concrete, Misc.	$ 75,000.00	$ 75,000.00		$ -	$ 75,000.00	100.00%	$ -
03 4100	Precast	$ 450,744.00	$ 450,744.00		$ -	$ 450,744.00	100.00%	$ -
04	Masonry	$ 85,571.00	$ 85,571.00		$ -	$ 85,571.00	100.00%	$ -
05 5000	Metals, Grating and Railings	$ 225,000.00	$ 222,500.00	$ -	$ -	$ 222,500.00	98.89%	$ 2,500.00
06 1000	Carpentry - Framing and Siding	$ 34,740.00	$ 34,740.00		$ -	$ 34,740.00	100.00%	$ -
07	Thermal and Moisture Protection	$ 27,566.00	$ 27,566.00		$ -	$ 27,566.00	100.00%	$ -
07	Roofing and Trims	$ 60,900.00	$ 60,900.00		$ -	$ 60,900.00	100.00%	$ -
08	Overhead Doors, HM & FRP Frames, Doors and hard	$ 56,330.00	$ 56,330.00		$ -	$ 56,330.00	100.00%	$ -
09	Finishes - Framing & Accessories, Specialties	$ 15,122.00	$ 15,122.00		$ -	$ 15,122.00	100.00%	$ -
09 9000	Paints & Coating	$ 74,338.00	$ 70,000.00	$ -	$ -	$ 70,000.00	94.16%	$ 4,338.00
22 4000	Plumbing & Fixtures	$ 45,000.00	$ 42,905.00	$ -	$ -	$ 42,905.00	95.34%	$ 2,095.00
23	HVAC	$ 162,009.00	$ 160,000.00		$ -	$ 160,000.00	98.76%	$ 2,009.00
26	Electrical	$ 1,315,470.00	$ 1,265,241.00	$ 20,000.00	$ -	$ 1,285,241.00	97.70%	$ 30,229.00
26	Heat Trace	$ 1,000.00	$ 1,000.00		$ -	$ 1,000.00	100.00%	$ -
31 25 00	Erosion Control	$ 15,000.00	$ 14,500.00		$ -	$ 14,500.00	96.67%	$ 500.00
31	Aggregates, Sand, Fine Grading, Misc. Rock	$ 50,000.00	$ 50,000.00		$ -	$ 50,000.00	100.00%	$ -
31	Earthwork - Excavation, Grading and Backfill	$ 1,220,575.00	$ 1,203,479.50	$ 10,000.00	$ -	$ 1,213,479.50	99.42%	$ 7,095.50
32	Seeding	$ 20,000.00			$ -	$ -	0.00%	$ 20,000.00
32	Asphalt	$ 33,075.00			$ -	$ -	0.00%	$ 33,075.00
32	Striping	$ 1,000.00			$ -	$ -	0.00%	$ 1,000.00
32	Fencing	$ 52,600.00			$ -	$ -	0.00%	$ 52,600.00
33	Utilities - Buried Pipe, MH's and drainage Structures	$ 700,000.00	$ 690,000.00	$ 5,000.00	$ -	$ 695,000.00	99.29%	$ 5,000.00
40	Wastewater Process Piping	$ 65,000.00	$ 65,000.00		$ -	$ 65,000.00	100.00%	$ -
41	Material handling - Hoists	$ 40,000.00	$ 30,000.00	$ 8,000.00	$ -	$ 38,000.00	95.00%	$ 2,000.00
44 42 39.10	Grit Removal System	$ 140,000.00	$ 135,000.00			$ 135,000.00	96.43%	$ 5,000.00
44 42 40.30	Mechanical Step Screen and Washing Press	$ 160,000.00	$ 155,627.00	$ -	$ -	$ 155,627.00	97.27%	$ 4,373.00
44 42 46.20	Floating Surface Aerators	$ 110,000.00			$ 88,000.00	$ 88,000.00	80.00%	$ 22,000.00

EJCDC® C 620 Contractor's Application for Payment
© National Society of Professional Engineers for EJCDC. All rights reserved.

Return to Agenda

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	City of Elk Run Heights/Raymond Wastewater Treatment Facility Improvements	Application Number:	23
Application Period:	04/27/2023-05/30/2023	Application Date:	5/30/2023

			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Specification Section No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period				
44 42 56.40	Submersible Pumps	$ 130,000.00	$ 130,000.00		$ -	$ 130,000.00	100.00%	$ -
44 42 76.10	Wastewater Process Valves	$ 50,000.00	$ 45,000.00		$ -	$ 45,000.00	90.00%	$ 5,000.00
44 42 76.41	Parshall Flumes	$ 10,000.00	$ 10,000.00		$ -	$ 10,000.00	100.00%	$ -
44 42 76.50	Composite Sampler	$ 30,000.00	$ 26,431.60	$ -		$ 26,431.60	88.11%	$ 3,568.40
44 42 476.6	Laboratory Equipment	$ 25,000.00	$ 15,000.00	$ -		$ 15,000.00	60.00%	$ 10,000.00
44 42 79.10	Aeromod Package	$ 925,000.00	$ 920,000.00	$ 5,000.00	$ -	$ 925,000.00	100.00%	$ -
44 44 73.10	UV Equipment	$ 200,000.00	$ 200,000.00	$ -		$ 200,000.00	100.00%	$ -
	Totals	**$ 9,754,000.00**	**$ 9,329,657.10**	**$ 58,000.00**	**$ 88,000.00**	**$ 9,475,657.10**		**$ 278,342.90**
CHANGE ORDERS								
1	Change Order 1 - Additional sand import fill	$ 32,836.86	$32,836.86		$ -	$ 32,836.86	100.00%	$ -
2	Change Order 2 - Water meter vault	$ 22,767.80	$ 22,767.80		$ -	$ 22,767.80	100.00%	$ -
3	Change Order 3 - Davit Cranes	$ 1,232.00	$ 1,232.00		$ -	$ 1,232.00	100.00%	$ -
4	Change Order 4 - Sludge Forcemain Cleanout	$ 6,683.68	$ 6,683.68		$ -	$ 6,683.68	100.00%	$ -
5	Change Order 5 - Sludge Lagoon Drawoff	$ 36,695.61	$ 36,695.61	$ -	$ -	$ 36,695.61	100.00%	$ -
6	Change Order 6 - Electric Outlet, overhead pole	$ 6,386.00	$ -	$ 6,386.00	$ -	$ 6,386.00	100.00%	$ -
	Change Order 7 - Rip Rap	$ 68,608.26	$ -	$ 50,000.00	$ -	$ 50,000.00	72.88%	$ 18,608.26
					$ -	$ -	#DIV/0!	$ -
					$ -	$ -	#DIV/0!	$ -
					$ -	$ -	#DIV/0!	$ -
	Change OrderTotals	$ 175,210.21	$ 100,215.95	$ 56,386.00	$ -	$ 156,601.95		$ 18,608.26
	Totals	**$ 9,929,210.21**	**$ 9,429,873.05**	**$ 114,386.00**	**$ 88,000.00**	**$ 9,632,259.05**		**$ 296,951.16**

EJCDC® C-620 Contractor's Application for Payment
© National Society of Professional Engineers for EJCDC. All rights reserved

Return to Agenda

RESOLUTION 4131

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

BMC	PK-SEPTIC GRAVEL	143.08
COMPUTER TRBLSHTRS	FY24 SUPPORT/BACK-UPS/MYGLUE	7,656.00
IA DNR	NPDES & OPP PERMIT FEE	210.00
EASTMAN, JULIE	CELL PHONE REIMBURSEMENT	55.00
	MILEAGE/FOOD REIMBURSMENT	279.34
	VENDOR TOTAL	**334.34**
ELAN	PK-TAX RFND/PAINT SPLY-HME DPT	-19.22
	RU-FUEL #41-ROAD RANGER	102.62
	PK-TOILETRY/CLEAN SPLY-SAMS	114.58
	COM DAYS-RETURN JENGA-AMZN	-59.99
	CH/CR-PAPER TOWELS-SAMS CLUB	19.98
	CH-MISC SUPPLY-STAPLES	40.98
	CH-ONLINE SERVICES-MICROSOFT	73.00
	COM DYS-SAVE THE DATE-VST PRNT	89.98
	PK-DOG WASTE STATION-AMAZON	151.89
	COM DAYS-KID GAMES	590.12
	COM DAYS-PSTGE SAVE THE DATES	224.40
	COM DAYS-STAFF SHIRTS-AMAZON	174.63
	VENDOR TOTAL	**1,502.97**
ELECTRIC PUMP	LS-CONTROL PRTS/REPAIRS/SUTTON	1,652.43
FAHR BEVERAGE	BEER FOR CITY CELEBRATION	3,366.80
GROW CEDAR VALLEY	GROW CEDAR VALLEY MMBRSHP	450.00
BH COUNTY CNSRVTN	FY24 STORM WATER EDU	291.00
IA LEAGUE OF CITIES	FY24 MEMBERSHIP DUES	971.00
ICAP	DRAM SHOP	925.00
INRCOG	FY24 MEMBERSHIP DUES	566.57
INSITE	WWTP-OXYGEN SENSOR/PARTS	1,760.00
IOWA ONE CALL	LOCATES FOR JUNE 2023	18.00
KUGLER CONSTRUCTION	PK-REMODLE SHELTER 1	31,250.00
LISA SMOCK	CELL PHONE REIMBURSEMENT	55.00
LYNCH DALLAS	LEGAL SERVICES	16.50
MILLER FENCE	PK-CHAIN LINK FABRIC	606.00
MSA	ENGINEERING-WWTF RPR	4,828.62
OAKLAND CORP	LASERFICHE ONLINE/CLOUD STRGE	600.00
PLATINUM PEST SRV	PK-BEE CONTROL-VBALL & BRIDGE	200.00
POWER SERVICE CO	LS-PREVENTATIVE MAINT-ALL 3 LS	1,200.00
RELIANCE STANDARD	FY24 LIFE INSURANCE	396.00
RICOH	COPIER CONTRACT	54.12
RBRTS STVNS PRNDRGST	LEGAL SERVICES	112.50
STOREY KENWORTHY	CH-MINUTE PAPER AND BOOK	121.56
STOUT TREE CARE	ASH TREE TREATMENT	3,824.00
TEDS HOME & HRDWRE	PK-MISC SUPPLIES	75.95
	RU-RAILROAD PICK	39.99

Return to Agenda

		VENDOR TOTAL	**115.94**
	THE SLED SHED	RU-MISC SHOP SUPPLIES	116.30
	THOMAS JAMES	CELL PHONE REIMBURSEMENT	55.00
	UTILITY EQUIPMENT	WT-VALVE BOX REPAIR SLEEVES	119.04
	WILLETT HOFMANN	ENGINEER-GVILL/LAFA RECON	400.00
		ENGINEER-JUNE MEETINGS	75.00
		ENGINEER-ELK RUN SCHOOL RVW	240.00
		ENGINEER-DUBQ RD LN CNVRSN	80.00
		VENDOR TOTAL	**795.00**
	WRH, INC	PAY REQUEST #23	54,333.35
		ACCOUNTS PAYABLE TOTAL	**118,646.12**
		GENERAL	22,087.67
		ROAD USE TAX	698.01
		CAPITAL IMPROVEMENT RESV	80.00
		MAYORS PARK IMPROVEMENTS	31,250.00
		LAFAYETTE/GVILLE RD RECON	400.00
		WATER	132.54
		SEWER	4,835.93
		WASTE WTR PLANT PROJECT	59,161.97
		TOTAL FUNDS	**118,646.12**
		JULY TOTAL PAYROLL	**9,258.74**
	COLONIAL LIFE	INSURANCE	79.94
	AVESIS	INSURANCE	33.77
	CASEY'S	FUEL	85.82
	COURTNEY DETTMER	REFUND/PAINTING	76.14
	MEDIACOM	PHONE SERVICE	81.83
	MID AMERICAN	ELECTRIC	3,595.25
	PEOPLESERVICE	AUGUST SERVICES	13,640.00
	US CELLULAR	WWTP SERVICES	86.98
	WASTE MANAGEMENT	GARBAGE/RECYCLING	5,850.92
	WATERLOO WATER	WATER SERVICES	9,083.18
	WELLMARK	INSURANCE	1,691.25
	POSTMASTER	POSTAGE	139.40
	AMBER MULLESCH	COM DAY STAFF SHIRTS	140.00
DRAFT	EFTPS	PR LIABILITY	2,856.38
DRAFT	IPERS	PR LIABILITY	1,620.50
DRAFT	IA DEPT OF REV	SALES TAX	16.52
DRAFT	IA DEPT OF REV	WET	925.55
		PREPAY TOTAL	**40,003.43**

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA ON THIS 08TH DAY OF AUGUST 2023

ATTEST:

_____ _____

Lisa Smock, Mayor **Julie Eastman, City Clerk**

Return to Agenda

RESOLUTION 4132

RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES, STATE ACCOUNTING ENTERPRISE, AND THE CITY OF ELK RUN HEIGHTS, IOWA, FOR PARTICIPATION IN THE INCOME OFFSET PROGRAM

WHEREAS, the City of Elk Run Heights, Black Hawk County, State of Iowa, is a duly organized Municipal Organization; and,

WHEREAS, Section 8A.504 of the Code of Iowa and 11 Iowa Administrative Code (IAC) 40, et seq., provides for the offsetting of payments made by the State to satisfy liabilities to the State (the Program), with the Department of Administrative Services, State Accounting Enterprise (DAS/SAE) directed to establish and maintain a procedure to collect any claim owned to a person by state agency and apply money owed to the person against the debt owed by the person to the State of Iowa; and,

WHEREAS, the Program has been expanded to allow DAS/SAE to enter into agreements with political subdivisions of the state for the collection of monies owed to those subdivisions; and,

WHEREAS, the City of Elk Run Heights wishes to participate in this program; and,

WHEREAS, Iowa Department of Administrative Services (DAS) requires a Memorandum of Understanding (MOU).

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Elk Run Heights, Iowa, hereby approves the attached Memorandum of Understanding between the Iowa Department of Administrative Services, State Accounting Enterprise, and the City of Elk Run Heights, Iowa, for participation in the Income Offset Program and authorizes the Mayor to execute said agreement.

PASSED AND APPROVED THIS 8TH DAY OF AUGUST 2023

ATTEST:

_____ _____

Lisa Smock, Mayor Julie Eastman, City Clerk

Return to Agenda

MEMORANDUM OF UNDERSTANDING BETWEEN THE IOWA DEPARTMENT OF REVENUE AND ELK RUN HEIGHTS REGARDING STATE SETOFF PROGRAM

ARTICLE I
PURPOSE

1.1 The purpose of this memorandum of understanding ("Agreement") is to define the terms and conditions of [ELK RUN HEIGHTS] ("Participating Agency")'s participation in the State Setoff Program ("Program"), as administered by the Iowa Department of Revenue ("IDR"). Participating Agency and IDR may individually be referred to as a "Party", or collectively as "Parties".

ARTICLE II
DEFINITIONS & AUTHORITY

2.1 **Definitions.**

2.1.1 "Credit Vendor" means an agency or entity who submits funds to the Program.

2.1.2 "Data" means any information in the possession of or owned by the Participating Agency or IDR that is shared with the other Party under this Agreement.

2.1.2.1 Data may include personal information as defined by Iowa Code section 715C.1(11).

2.1.2.2 IDR shall at no time share federal tax information pursuant to this Agreement. IDR shall only share state tax information as allowed by law.

2.1.3 "Debt" means any amount, as measured in money, owed to a Public Agency.

2.1.4 "Debt Portal" means the online system through which the Participating Agency will administer its Debt.

2.1.5 "Debt Type" means a category of Debt that has become due, owing, and payable under statute, administrative rule, or other lawful means.

2.1.6 "Obligor" means as defined in Iowa Code 421.65(1)(a).

2.1.7 "Obligor Directory Information" means the Obligor's Name, Address, Phone Number, and Email Address.

2.1.8 "Obligor Information" means any information regarding the Obligor required by IDR, including "Obligor Directory Information".

2.1.9 "Participating Agency" means a Public Agency or the Iowa Judicial Branch ("IJB"), that has entered into an agreement with IDR to participate in the State Setoff Program.

2.1.10 "Public Agency" means as defined in Iowa Code 421.65(1)(b).

2.1.11 "Public Payment" means as defined in Iowa Code section 421.65(1)(c).

2.1.12 "Qualifying Debt" means as defined in Iowa Code section 421.65(1)(d).

2.1.13 "Setoff Fee", as outlined in Section 3.4.4, means the amount paid by the Participating Agency per setoff to IDR for participation in the State Setoff Program.

2.1.14 "State Setoff Program" or the "Program" means the program established by Iowa Code section 421.65 to set off against each Public Payment any Qualifying Debt the Obligor owes to a Participating Agency.

2.1.15 All monetary amounts referenced in this Agreement and throughout the State Setoff Program shall be in United States Dollars.

2.1.16 Unless otherwise specified, references to IDR and Participating Agency shall include their officers, employees, agents, and contractors. FAST Enterprises, LLC (Fast) is a contractor of IDR. Participating Agency authorizes Fast access to Participating Agency Data subject to this Agreement.

2.1.17 All statutes and administrative rules shall be construed as may be enacted or amended at any time during the term of this Agreement. In any circumstance where this Agreement conflicts with statute or administrative rule, all Parties shall abide by the statute or administrative rule.

2.2 **Legal Authority**. This Agreement is entered into pursuant to the authority in Iowa Code section 421.65 and Iowa Administrative Code chapter 701-26.

Return to Agenda

ARTICLE III
PROGRAM PARAMETERS

3.1 **Program Admission.**

3.1.1 The Public Agency or IJB wishing to participate in the Program must complete and submit the application as designated by IDR. All required fields must be reported.

3.1.2 This Agreement meets the requirement for a memorandum of understanding as outlined in Iowa Administrative Code rule 701-26.3.

3.1.3 Contact Persons.

3.1.3.1 The Participating Agency must provide a contact person for operational questions and backup contact person for when the contact person is unavailable. Operational questions constitute questions originating from IDR regarding the processing of setoffs.

3.1.3.2 The Participating Agency must provide a contact person for Obligor questions and backup contact person for when the contact person is unavailable. Obligor questions constitute questions originating from the Obligor regarding the Obligor's Debt or the amount setoff.

3.1.3.3 The Participating Agency must provide the name, title, phone number, and email address of each contact person.

3.1.3.4 The Participating Agency must update and confirm all contact persons and all contact information no less than annually and upon request.

3.1.3.5 All contact persons must ensure that calls and correspondence are handled in a timely manner.

3.1.3.6 Contact person contact information may be updated without a formal amendment to this Agreement by providing written notice to IDR in the manner designated by IDR.

3.2 **Prior to Submission of Debt.**

3.2.1 Participating Agency shall keep a record of all communication with the Obligor until the Debt has been paid in full and the setoff appeal period has expired, or has been removed from the Program.

3.2.2 Participating Agency shall provide Obligor with an opportunity to protest or challenge the Debt, in compliance with applicable law and due process.

3.2.3 Steps outlined in Sections 3.2.1 and 3.2.2 above must be completed for each Debt prior to that Debt's submission to the Program.

3.2.4 Participating Agency's correspondence to Obligor shall include the Participating Agency's obligor contact information. The correspondence shall not include IDR or the Program's operational contact information.

3.2.5 Prior to submitting a Debt Type to the Program, a Participating Agency shall provide the Department with a description of the Debt Type(s) and other details regarding each Debt Type as required by the Department. This description(s) shall be submitted with the MOU and any other time a Participating Agency wants to submit a new Debt Type.

3.3 **Submission of Debt.**

3.3.1 All Data required to submit, certify, and maintain debt must be submitted electronically via a process designated by IDR. Submissions must comply with the file layout in Appendix B. IDR may update Appendix B without a formal amendment to this Agreement by providing written notice to the Participating Agency.

3.3.2 Participating Agency shall remain the system of record for Debt submitted to the Program.

3.3.3 **Character of Debt**.

3.3.3.1 The Debt must be Qualifying Debt.

Return to Agenda

3.3.3.2 The Debt must be legally collectible and within any applicable statute of limitations.

3.3.3.3 The debts must meet the minimum amount requirement, as set by Iowa Administrative Code rule 701-26.1.

3.3.3.4 Obligor Information must include: Name (if individual, First and Last Name), tax identification number, and any other information requested by IDR.

3.3.4 Participating Agency must certify all Debt in accordance with Iowa Code section 421.65(2)(a)-(b).

3.3.5 All Debt is subject to a recertification process. The recertification process may include, but is not limited to, requiring the Participating Agency to certify that all information is correct and that the Debt is still Qualified Debt. The recertification process will be performed regularly, at the agreement of the Parties, but no less than annually.

3.3.6 Participating Agency shall notify the department of any change in the status of the public agency's individual debts submitted to the setoffs program. This notification shall be made no later than five business days of any change in the status of a submitted debt in the manner prescribed by the Department.

3.3.7 IDR may reject any Debt that, in IDR's sole judgment, is not feasible, not collectible, or not compliant with applicable law.

3.3.7.1 IDR may reject any Debt if the tax identification number, or other information does not match IDR's record for the Obligor. This will only apply to Obligors of whom IDR has a record.

3.4 **Setoff Procedure.**

3.4.1 Debt will be setoff upon a TIN match.

3.4.2 The Debt Portal is intended to be available to the Participating Agency 24 hours a day, 7 days a week, with exceptions for Program maintenance. Participating Agency will be notified of any scheduled maintenance that will interfere with this availability. Unexpected interruptions in availability of the Debt Portal will be remedied by IDR as quickly as possible within IDR availability and priorities.

3.4.3 **Order of Priority for Debt Setoff.** Debt shall be setoff in the order of priority defined in Iowa Code section 421.65(4) and Iowa Administrative Code rule 701-26.6. The priority determination will be made when the challenge letter is sent to the obligor. A public payment will not be applied to a qualifying debt that is not included on the challenge notice.

3.4.3.1 The Participating Agency shall identify in Appendix C Debts submitted to the Program that will be deposited into the state general fund.

3.4.4 **Setoff Fee.**

3.4.4.1 The Participating Agency will be charged a Setoff Fee, as set forth in Iowa Administrative Code rule 701-26.10, each time a Public Payment is setoff and applied to the Participating Agency's Qualifying Debt. The Setoff Fee shall be retained as defined in section 3.6.7 herein.

3.4.4.2 The Participating Agency shall not collect the Setoff Fee from the same setoff for which the Setoff Fee has been charged.

3.4.4.3 IDR may change the Setoff Fee amount in IDR's sole discretion, upon 60 days' notice to the Participating Agency. Change to the Setoff Fee amount shall not require a formal amendment to this Agreement, nor consent of the Participating Agency.

3.4.5 **Upon Setoff.**

3.4.5.1 IDR will mail a letter to the Obligor at the best address available to IDR at the time of mailing. The letter will inform the Obligor that the Public Payment owed to the Obligor was setoff due to Debt owed to the Participating Agency.

3.4.5.2 IDR will mail a letter to a known co-payee on any setoff of a Public Payment. The letter will include information regarding the opportunity for the co-payee to request a

Return to Agenda

division of the Public Payment. This letter and the letter contemplated in section 3.4.5.1. may be combined.

3.4.5.3 The Obligor will have 15 days from the date of the letter to challenge the setoff. Ground for such challenges will be limited to: (1) mistake of fact, including a mistake in the identity of the obligor or a mistake in the amount owed, and (2) Debt is not a Qualifying Debt. Additionally, IDR will accept and administer requests to divide a jointly or commonly owned right to payment under Iowa Code section 421.65(2)(f).

3.5 **Following Setoff**

3.5.1 Amounts collected via a successful match will be forwarded periodically to the Participating Agency, reduced by the appropriate Setoff Fee.

3.5.2 Amounts collected will be posted to the balance due within the Program Debt Portal. If the amount of the debt is reduced as outlined in Iowa Administrative Code rule 701-26.2, the debt will be purged from the Program.

3.5.3 Amounts collected via a successful match will be forwarded to the Participating Agency via I/3 Internal Exchange Transaction (IET) or direct deposit. Transfer via check is not available.

3.5.4 If the application of a Public Payment to a Qualifying Debt results in an overpayment to the Participating Agency, and the Obligor does not challenge the setoff, the Participating Agency shall refund the overpayment to the Obligor and/or co-payee.

3.5.5 If, after the setoff is complete, it is determined that the person(s) whose Public Payment was setoff is not the Obligor, the Public Agency shall refund the setoff amount to the person(s) whose Public Payment was setoff.

3.6 **Appeals, Challenges, and Requests to Divide Jointly or Commonly Owned Rights to Payment.**

3.6.1 Challenges will be limited to: (1) mistake of fact, and (2) debt is not a qualifying debt. Additionally, IDR will accept and administer requests to divide a jointly or commonly owned right to payment. The Participating Agency is responsible for all appeals regarding the underlying debt.

3.6.2 If an appeal or challenge is filed, IDR shall notify the Participating Agency that a challenge has been received. The Participating Agency shall promptly provide IDR with all information requested by IDR or other information as deemed relevant by the Participating Agency for purposes of the challenge. The Participating Agency shall make every effort to provide such information to IDR prior to the hearing date. Information received by IDR more than 10 days after the challenge received date will not be considered by IDR.

3.6.3 Upon receipt of a challenge, IDR shall set a time to occur within ten days of receipt of the challenge to review the relevant facts of the challenge with the Obligor. An alternative time may be set at the request of the Obligor. Following the review, IDR shall determine whether the challenge is successful and communicate the result to the Participating Agency and the Obligor.

3.6.4 If a setoff is appealed or challenged by the Obligor, the Participating Agency shall hold the setoff amount until a final determination is made.

3.6.5 The Participating Agency must adhere to IDR's determination on a challenge or request for division of a jointly or commonly owned right to payment, and has no appeal opportunity.

3.6.6 Should the Obligor challenge IDR's determination or the Program in court (e.g. district court, etc.) Participating Agency shall be responsible for any defense, including costs. IDR may provide assistance upon request and at IDR's sole discretion.

3.6.7 IDR will retain the Setoff Fee, even if the challenge or request to divide a jointly or commonly owned right to payment is successful.

3.7 **Refunds**

3.7.1 In the event an appeal or divide is successful, or a request for divide is accepted, the Participating Agency is responsible for refunding the amount due to the Obligor or co-payee.

3.7.2 IDR may request the amount to be refunded to be returned to IDR, rather than refunded to the Obligor or co-payee, if another debt exists for the Obligor or co-payee in the Program. In

Return to Agenda

such a case. the Participating Agency shall return the amount to IDR via I/3 Internal Exchange Transaction (IET) or Automated Clearing House (ACH) Debit.

3.7.3 If not notified to return the amount to IDR, the Participating Agency must issue the refund to the Obligor or co-payee within 30 days of notification of successful appeal or challenge, or the acceptance of a request for a divide by IDR.

3.7.4 The Participating Agency shall provide evidence that the refund was issued to IDR upon request.

ARTICLE IV
CONFIDENTIALITY AND OWNERSHIP OF DATA

4.1 To the extent allowed by applicable law, the Participating Agency shall be considered the custodian of records related to the Debt and any Data submitted in relation to the Debt. Participating Agency shall respond to any open records request filed under chapter 22, regarding Participating Agency's Debt in the Program.

4.2 Obligor Information submitted to the Program is confidential and exempt from release under Iowa Code chapter 22. Iowa Code section 421.65(2)(a). Obligor Information is not confidential taxpayer information or return information under Iowa Code section 422.20 or 422.72.

4.3 IDR may use Obligor Information to support the Program generally. Obligor Information received from one participating agency or credit vendor may be used to assist the Program as it applies to any other participating agency or credit vendor.

4.4 Obligor Directory Information may be used to update IDR's tax information system, and will be used to benefit tax administration, non-tax debt collection, identification services, and the Program.

4.5 Notwithstanding Section 4.4 above, Obligor Information shall only be available to persons with a business reason to access the information.

ARTICLE V
DURATION AND TERMINATION

5.1 **Duration.**

5.1.1 This Agreement shall be in force upon this document being fully signed (the "Effective Date").

5.1.2 The initial term of this Agreement shall be three (3) years from the Effective Date, unless terminated earlier. By mutual written agreement, the parties may annually extend the Agreement for up to three (3) additional one-year terms.

5.1.3 This Agreement memorializes all elements of this Agreement and supersedes any previous Agreement or negotiations related to this Agreement, whether oral or in writing. Amendments to the provisions of this Agreement may be made at any time only in writing and by the agreement and signature of all parties hereto.

5.2 **Termination.**

5.2.1 **Termination for Cause by IDR.** IDR may terminate this Agreement upon written notice of the Participating Agency's breach of any material term, condition, or provision of this Agreement, if such breach is not cured within the time period specified in IDR's notice of breach or any subsequent notice or correspondence delivered by IDR to Participating Agency, provided that cure is feasible. In addition, IDR may terminate this Agreement effective immediately without penalty or legal liability and without advance notice or opportunity to cure for any of the following reasons:

5.2.1.1 Participating Agency, directly or indirectly, furnished any statement, representation, warranty, or certification in connection with this Agreement that is false, deceptive, or materially incorrect or incomplete;

5.2.1.2 Participating Agency's or Participating Agency Contractor's officers, directors, employees, agents, subsidiaries, affiliates, contractors, or subcontractors has

Return to Agenda

committed or engaged in fraud, misappropriation, embezzlement, malfeasance, misfeasance, or bad faith;

5.2.1.3 Dissolution of Participating Agency or any parent or affiliate of Participating Agency owning a controlling interest in Participating Agency;

5.2.1.4 IDR determines or believes Participating Agency has engaged in conduct that has or may expose IDR to material liability;

5.2.1.5 Participating Agency submits Debt that is not legally collectable, is unresponsive to IDR requests, or otherwise not compliant with this Agreement.

The right to terminate this Agreement pursuant to this section shall be in addition to and not exclusive of other remedies available to IDR and, notwithstanding any termination, IDR shall be entitled to exercise any other rights and pursue any remedies available under this Agreement, in law, at equity, or otherwise. Participating Agency shall notify IDR in writing if any of the foregoing events occur that would authorize IDR to immediately terminate this Agreement.

5.2.2 **Termination for Convenience.**

5.2.2.1 Following sixty days written notice, the Participating Agency may terminate this Agreement, in whole or in part, for convenience without the payment of any penalty or incurring any further obligation or liability to Participating Agency. Termination for convenience may be for any reason or no reason at all.

5.2.2.2 Following written notice, IDR may terminate this Agreement, in whole or in part, for convenience without the payment of any penalty or incurring any further obligation or liability to IDR. IDR may further remove all or any portion of Participating Agency's debt from the State Setoff Program for any or no reason upon written notice. Termination for convenience may be for any reason or no reason at all.

5.2.3 **Termination Due to Lack of Funds or Change in Law.** Notwithstanding anything in this Agreement to the contrary, either party shall, upon written notice, have the right to terminate this Agreement, in whole or in part, without penalty or liability and without any advance notice as a result of any of the following:

5.2.3.1 The legislature, governor, or other applicable governing body fail, in the sole opinion of the terminating party, to appropriate funds sufficient to allow the terminating party to either meet its obligations under this Agreement or to operate as required and to fulfill its obligations under this Agreement;

5.2.3.2 If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by either party to make any payment hereunder are insufficient or unavailable for any other reason as determined by the terminating party in its sole discretion;

5.2.3.3 If the terminating party's authorization to conduct its business or engage in activities or operations related to the subject matter of this Agreement is withdrawn or materially altered or modified;

5.2.3.4 If the terminating party's duties, programs, or responsibilities are modified or materially altered; or

5.2.3.5 If there is a decision of any court, administrative law judge, or arbitration panel or any law, rule, regulation, or order is enacted, promulgated, or issued that materially or adversely affects the terminating party's ability to fulfill any of its obligations under this Agreement.

ARTICLE IV
ADMINISTRATION

6.1 This Agreement does not create a separate legal or administrative entity. Any real, personal, or intellectual property used in this cooperative undertaking shall be acquired, held, and disposed of by the Party which originally obtains, purchases, or develops the property.

Return to Agenda

6.2 During the Agreement period, the agreement managers shall be contacted on all interpretations and problems relating to the Agreement and shall follow the issues through to their resolution. The agreement managers shall also monitor performance under the Agreement. The Participating Agency agreement manager is identified in Appendix A. The IDR agreement manager is Susan Khamtanh, Procurement Officer, 515-281-5694, susan.khamtanh@iowa.gov. Agreement manager contact information may be updated without a formal amendment to this Agreement by providing written notice to the other Party.

6.3 Each Party represents and warrants that it has full authority to enter into this Agreement and that it has not granted and will not grant any right or interest granted to the other party under this Agreement to any person or entity.

6.4 **Additional Provisions**. The Parties agree that if an Appendix, Attachment, Addendum, Rider, or Exhibit is attached hereto by the Parties, and referred to herein, then the same shall be deemed incorporated herein by reference.

6.5 **Further Assurances and Corrective Instruments**. The Parties agree that they will, from time to time, execute, acknowledge, and deliver, or cause to be executed, acknowledged, and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of this Agreement. Participating Agency understands that agreement to amendments may be required to continue participation in the Program. Failure to agree to amendments proposed by IDR may result in the termination of this Agreement and the removal of the Participating Agency's debt from the Program.

6.6 **No Actions or Damages.** The Parties agree that neither party may file claims or seek damages under this Agreement.

6.7 **Compliance with Iowa Code Chapter 8F.** Participating Agency and IDR shall comply with Iowa Code Chapter 8F with respect to any sub-agreements or contracts it enters into pursuant to this Agreement. Any compliance documentation, including but not limited to certificates, received from contractors by Participating Agency or IDR shall be made available upon request of the other Party.

6.8 **Immunity from Liability.** Notwithstanding any provision of this Agreement, nothing in this Agreement shall be construed as waiving any immunity from suit or liability in state or federal court or any other tribunal, including but not limited to sovereign immunity, Eleventh Amendment immunity, or any other immunity from suits or damages, possessed by the Parties or any officer, employee, director, attorney, auditor, contractor, or associate of the Parties.

6.9 **Supersedes Former Contracts or Agreements.** This Agreement supersedes all prior Contracts or Agreements between Participating Agency and IDR for the services provided in connection with this Agreement.

Iowa Department of Revenue	**[ELK RUN HEIGHTS]("Participating Agency")**
Signature **Date**	**Signature** **Date**
Name:	**Name:**
Title:	**Title:**

Return to Agenda

Appendix A

Participating is required to provide contact information for the following contacts. The Primary/Secondary for a particular type (e.g. operational, obligor) of contact may not be the same individual. However, the same individual may hold more than one contact position.

Operational Contact - Primary	
This is the primary contact for questions from IDR regarding the processing or operations of the Participating Agency's participation in the Setoff Program.	
Name:	JULIE EASTMAN
Title	CITY CLERK
Phone Number:	319-232-0020
E-mail Address:	CITYCLERK@ELKRUNHEIGHTS.COM

Operational Contact - Secondary	
This is the backup contact for questions from IDR regarding the processing or operations of the Participating Agency's participation in the Setoff Program.	
Name:	
Title	
Phone Number:	
E-mail Address:	

Obligor Contact - Primary	
This is the primary contact for questions from Obligors.	
Name:	JULIE EASTMAN
Title	CITY CLERK
Phone Number:	319-232-0020
E-mail Address:	CITYCLERK@ELKRUNHEIGHTS.COM

Obligor Contact - Secondary	
This is the backup contact for questions from Obligors.	
Name:	
Title	
Phone Number:	
E-mail Address:	

Agreement-Related Notices Should be Sent To:	
This is the contact who should receive legal notifications.	
Name:	JULIE EASTMAN
Title	CITY CLERK
Phone Number:	319-232-0020
E-mail Address:	CITYCLERK@ELKRUNHEIGHTS.COM
Address:	5042 LAFAYETTE RD.
City:	ELK RUN HEIGHTS
State:	IOWA
Zip Code:	50707

Return to Agenda

Appendix B

Setoff Placement File

The placement file must be named Setoffs######.txt, where ###### is the Agency Number and Unit Code. If your agency has multiple Unit Codes, use one of them in the file name. Do not change the Unit Code used without notifying IDR prior to placement file submission.

The placement file must contain a list of all the Participating Agency's debt to be placed in the Program. Each record in the file represents one Debt. The placement file is a full replacement, and will overwrite existing debt placements for the Participating Agency under their unit code(s).

The placement file has a fixed width layout

Field Name	Characters	Description
Participating Agency Number (Required)	3	Unique identifier for the Participating Agency who maintains the debt. This is generally a three-digit number, such as "645" or "123", as assigned by IDR. Leading zeros are significant.
Participating Agency Unit Code (Required)	3	Unique identifier for a group within the Participating Agency, as assigned by IDR. This is generally a three-digit number such as "001" or "999". Leading zeros are significant.
Obligor Identification Number Type (Required)	1	Enter the code for the type of ID listed in Obligor ID. 1 = Social Security Number (SSN) 2 = Federal Employer Identification Number (FEIN) 3 = Individual Tax Identification Number (ITIN)
Obligor Identification Number (required)	9	Identification number unique to the Obligor (i.e. SSN, ITIN, or FEIN). Leading zeros are significant
Debt Identification Number (required)	30	Agency's unique identifier for the debt. (i.e. case #, invoice #, citation #, etc.). This should not change. Note: If debt has previously been placed for a combination of Agency Number, Agency Unit Code, Obligor ID, and Debt ID, then the corresponding placement will be updated based on the file.
Obligor Last Name / Entity Name (Required)	50	Last Name of the Obligor (if an Obligor Identification Number Type is SSN or ITIN), or Name of Obligor (if Obligor Identification Number Type is FEIN)
Obligor First Name	50	First name of the Obligor (if an Obligor Identification Number Type is SSN or ITIN). Leave blank if Obligor Identification Number Type is FEIN
Obligor Middle Name	50	Middle name of Obligor (if an Obligor Identification Number Type is SSN or ITIN)

Return to Agenda

		Leave blank if Obligor Identification Number Type is FEIN
Qualified Date (Required)	8	Date the Debt first qualified for the Program Format: MMDDYYY
Debt Amount (Required)	12	The amount owed to the Participating Agency. Expressed in pennies. Pre-padded with 0s. Example: $123.45 should be listed as 000000012345. Must be $50 or more for all qualifying debts owed to one public agency by one obligor.
Description of Debt (May be required)	500	Description of the Debt. May be displayed on correspondence to the Obligor pertaining to their setoff. Example: “Parking Ticket 00123-4”

Appendix C

List of Debts submitted to the Program that will be deposited into the state general fund when paid:

Debt Type Name	Description
ex. Individual income tax debt	*ex. Debt resulting from the tax on an individual's income*

Return to Agenda

RESOLUTION 4133

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA, AUTHORIZING CHANGE ORDER #9 TO WRH, INC. FOR THE WASTEWATER TREATMENT PLANT PROJECT

WHEREAS, The city of Elk Run Heights has entered into a contract with WRH, Inc. for the Wastewater Treatment Plant Project

WHEREAS, WRH, Inc. has requested Change Order #9 for a credit of $10,000.00 , and

WHEREAS, the Change Order has been recommended by Project Engineer Jason Miller with MSA Professional Services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk Run Heights, Iowa, that the Mayor, on behalf of the City is hereby directed to execute this Change Order #9 to WRH, Inc. for a credit of $10,000.00, with Elk Run Heights portion being half. This Change Order is hereby attached and thereby incorporated herein.

PASSED AND ADOPTED THIS 8TH DAY OF AUGUS 2023

ATTEST:

_____ _____

Lisa Smock, Mayor **Julie Eastman, City Clerk**

Return to Agenda

Change Order

No. 9

Date of Issuance: July 19, 2023 Effective Date: Upon Acceptance

Project:	Owner:	Owner's Contract No.:
Elk Run Heights and Raymond Wastewater Treatment Facility	City of Elk Run Heights, City of Raymond	
Contract:		Date of Contract:
Elk Run Heights and Raymond Wastewater Treatment Facility		June 3, 2021
Contractor:		Engineer's Project No.:
WRH, Inc		14573018

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Contract deduct for case work used within new Headworks building

Attachments (list documents supporting change):

See attached

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:	Original Contract Times: ☐ Working days ☒ Calendar days
$9,754,000.00	Substantial completion (days): 450 (August 27, 2022) Ready for final payment (days): 540 (November 25, 2022)
Increase from previously approved Change Orders No. 1 to No. 8	[Increase] ~~[Decrease]~~ from previously approved Change Orders No. 1 to No. 8
$180,770.23	Substantial completion (days): 130 Ready for final payment (days): 172
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
$9,934,770.23	Substantial completion (days): 580 (January 4,, 2023) Ready for final payment (days): 712 (May 16, 2023)
Decrease of this Change Order:	Increase of this Change Order:
($10,000.00)	Substantial completion (days): 0 Ready for final payment (days): 0
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
$9,924,770.23	Substantial completion (days): 580 (January 4,, 2023) Ready for final payment (days): 712 (May 16, 2023)

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____	By: _____	By: _____
MSA Professional Services (Authorized Signature)	Elk Run Heights (Authorized Signature)	WRH (Authorized Signature)
Date: July 19, 2023	Date: _____	Date: _____
	By: _____	
	Raymond (Authorized Signature)	
	Date: _____	

Return to Agenda

Change Authorization Request
(CAR)

Project: **City of Elk Run Heights & City of Raymond WWTP**

CAR No. 17 **DATE** 06/23/23 **Job No.** 1378

Reference:
RFQ # _____ **Location** Elk Run WWTP **Contract No.** _____

A Change in the scope of work is indicated below and Owner's prompt approval or rejection of this authorization is requested so that the material may be purchased and to prevent any delay in field operations.

Reason for Change:

( ) Design Request ( ) Field Condition
( ) Owner Request **(x) Suggested by Contractor**
( ) Other ---- Explain _____

1) Description of Change: (Refer to drawings, specification, addenda, bulletin if applicable)

We propose a deduct of 50% of the casework costs to resolve the oustanding submittal issue of the drawer bottoms and cabinet backs. The cabinet back and drawer panels were constructed per industry standard with 1/4" thick panels. These are are 1/8" too thin based on the project specifications. This change order is intende to allow full acceptance of the laboratory room casework.

2) It is requested that the completion date be; ( ) extended ( ) decreased
by 0 calendar days.

3) Basis of Payment:

a) ( ) Firm price for performing this change along with attached supporting details
is ( ) increased / **(x) decreased by** ($10,000.00)

b) ( ) Unit Price $0.00

c) ( ) Change to be performed per unit prices in Contract $0.00

d) ( ) The time required to prepare and agree upon a detailed estimate prior to proceeding with the change would unduly delay job progress. The following is an approximate estimate to assist Owner in determining whether or not change should be made. If notified to proceed, a detailed estimate in the form agreed upon, with supporting details, will be submitted after receipt of said notice.
Approximate Estimate is $0.00

( ) CHANGE WILL NOT BE MADE
PROCEED ON THE FOLLOWING BASIS:
( ) Firm Price ( ) Time and Material
( ) Estimate of Price ( ) Change in Completion Date
( ) Unit Price in Contract ( ) No Change
Comments: _____

Submitted by: _____ Approved by _____
Jeremy Dolder Owner
WRH, Inc.

Date: 6/23/2023 Date: _____

Return to Agenda

City of Elk Run Heights & City of Raymond WWTP **06/23/23**

C.A.R. Calculation

C.A.R. # 17

Subcontractors	Quantity	Unit	Unit Rate	Line Total
				$0.00
Material:				
Casework	1.00	LS	-$10,000.00	($10,000.00)
				$0.00
Labor:				
General Labor		Hr		$0.00
Skilled Labor		Hr		$0.00
Equipment Operator		Hr		$0.00
Foreman		Hr		$0.00
Superintendent		Hr		$0.00
Equipment:				$0.00
Field Truck		Day		$0.00
Skid loader		Hr		$0.00
Scissor Lift		Hr		$0.00
Excavator (under 100 HP)		Hr		$0.00
Excavator (100 HP +)		Hr		$0.00
Crane		Hr		$0.00
Dozer (small)		Hr		$0.00
Dozer (large)		Hr		$0.00
	Sub-total			($10,000.00)
Sales Tax on Material			0.00%	$0.00
Contractor's Fee (Self-performed)			15.00%	$0.00
Contractor's Fee (Sub-contracts)			15.00%	$0.00
Contractor's Fee (Deducts)			5.00%	$0.00
				($10,000.00)
Bond & Insurance			2.00%	$0.00
Total Proposed Change				**($10,000.00)**

Return to Agenda

ORDINANCE 281

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ELK RUN HEIGHTS, IOWA, BY AMENDING CHAPTER 99, SEWER SERVICE CHARGES

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

SECTION 1. SECTION(S) MODIFIED. Chapter 99.01 (6) of the Elk Run Heights Municipal Code of Ordinances is repealed and the following rates adapted in lieu thereof;

99.01 (6) A Capital Project shall be charged per month and shall be required of any person or business or corporation in addition to the user rates established in Section 99.01 of this chapter. The Capital Project Fee shall be deposited in an account for the specific purpose of principal and interest payments. The Capital Project Fee Charge shall be effective at the following billing cycle after approval and will be revised yearly based on principal and interest charges due that fiscal year.

PAYMENT YEAR	CP FEE ON UB
FY24	31.19
FY25	31.15
FY26	31.29
FY27	31.22
FY28	31.14
FY29	31.23
FY30	31.13
FY31	31.19
FY32	31.24
FY33	31.28
FY34	31.11
FY35	31.11
FY36	31.29
FY37	31.25
FY38	31.20
FY39	31.14
FY40	31.24
FY41	31.13
FY42	31.20
FY43	31.24
FY44	31.26
FY45	31.25
FY46	31.23
FY47	31.18
FY48	31.11
FY49	31.20
FY50	31.26
FY51	31.12

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.

Return to Agenda

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:
Second Reading:
Third Reading:

ATTEST:

_____	_____
Lisa Smock, 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 _____ 2023

WITNESS my hand and seal of office this —— day of _____2023

_____
Julie Eastman, City Clerk

Return to Agenda

STATE OF IOWA

2023

FINANCIAL REPORT

FISCAL YEAR ENDED

JUNE 30, 2023 CITY OF ELK RUN HEIGHTS, IOWA

DUE: December 1, 2023

16200700400000
CITY OF ELK RUN HEIGHTS
5042 Lafayette Road
ELK RUN HEIGHTS IA 50707-1399
POPULATION: 1069

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS

	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes Levied on Property	435986		435,986	486,257
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	435,986		435,986	486,257
Delinquent Property Taxes	0		0	0
TIF Revenues	38,235		38,235	38,235
Other City Taxes	187,268	0	187,268	201,623
Licenses and Permits	20,115	0	20,115	13,690
Use of Money and Property	62,761	881	63,642	45,000
Intergovernmental	469,246	5,445	474,691	834,387
Charges for Fees and Service	14,898	777,239	792,137	743,889
Special Assessments	0	0	0	18,986
Miscellaneous	20,674	3,066	23,740	32,699
Other Financing Sources, Including Transfers in	376,826	2,231,402	2,608,228	3,018,286
Total Revenues and Other Sources	1,626,009	3,018,033	4,644,042	5,433,052
Expenditures and Other Financing Uses				
Public Safety	104,162		104,162	105,318
Public Works	411,869		411,869	142,835
Health and Social Services	0		0	0
Culture and Recreation	453,680		453,680	111,989
Community and Economic Development	664		664	2,300
General Government	182,569		182,569	186,174
Debt Service	91,760		91,760	91,760
Capital Projects	0		0	971,997
Total Governmental Activities Expenditures	1,244,704	0	1,244,704	1,612,373
Business type activities		2,678,899	2,678,899	3,113,923
Total All Expenditures	1,244,704	2,678,899	3,923,603	4,726,296
Other Financing Uses, Including Transfers Out	376,826	143,018	519,844	519,006
Total All Expenditures/and Other Financing Uses	1,621,530	2,821,917	4,443,447	5,245,302
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	4,479	196,116	200,595	187,750
Beginning Fund Balance July 1, 2022	1,300,491	423,189	1,723,680	1,996,313
Ending Fund Balance June 30, 2023	1,304,970	619,305	1,924,275	2,184,063

NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds

Indebtedness at June 30, 2023	Amount	Indebtedness at June 30, 2023	Amount
General Obligation Debt	1,375,000	Other Long-Term Debt	0
Revenue Debt	2,629,830	Short-Term Debt	0
TIF Revenue Debt	0		
		General Obligation Debt Limit	4,187,130

Return to Agenda

IOWADOT

Bureau of Local Systems

Ames, IA 50010

City Street Finance Report

Fiscal Year 2023

Elk Run Heights

8/4/2023 12:13:27 PM

Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capitial Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets		$46,780					$46,780
Benefits - Roads/Streets		$21,850					$21,850
Training & Dues		$2,203					$2,203
Building & Grounds Maint. & Repair		$1,046					$1,046
Vehicle & Office Equip Operation and Repair		$9,582					$9,582
Street Lights		$10,906					$10,906
Engineering		$3,000			$123,886		$126,886
Insurance		$3,616					$3,616
Payments to othe agencies		$5,590					$5,590
Street Maintenance Expense		$11,933			$4,535		$16,468
Other Contract Services					$146,724		$146,724
Minor Equipment Purchases		$612					$612
Operating Supplies		$10,574					$10,574
New Posts & Signs		$254					$254
Replacement Posts & Signs		$157					$157
Other Supplies		$669					$669
Transfer Out	$83,000		$198,724				$281,724

Return to Agenda

IOWADOT

Bureau of Local Systems

Ames, IA 50010

City Street Finance Report

Fiscal Year 2023

Elk Run Heights

8/4/2023 12:13:27 PM

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capitial Projects (300)	Utilities (600 & U0)	Grand Total
Depreciation & Building Utilities		$2,836					$2,836
Snow Removal Salaries		$5,117					$5,117
Total	$83,000	$136,725	$198,724		$275,145		$693,594

Return to Agenda

Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2023
Elk Run Heights
8/4/2023 12:13:27 PM

Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capitial Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	$73,000		$0	$0			$73,000
Other Taxes (Hotel, LOST)			$198,724				$198,724
State Revenues - Road Use Taxes		$147,106					$147,106
Charges/fees						$0	$0
Transfer In	$10,000				$271,724		$281,724
Total	$83,000	$147,106	$198,724	$0	$271,724	$0	$700,554

Return to Agenda

Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2023
Elk Run Heights
8/4/2023 12:13:27 PM

Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
Total						

Return to Agenda

Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
JOHN DEERE 156 TRACTOR	2019	Purchased	$52,396	No Change
JOHN DEERE 1565 SERIES 111	2011	Purchased	$0	No Change
FREIGHTLINER	2010	Purchased	$0	No Change
FORD DUMP TRUCK	1992	Purchased	$0	No Change
CHEVY SILVERADO	2018	Purchased	$0	No Change
JOHN DEERE 1565 TRACTOR	2014	Purchased	$0	No Change
CHEVY SILVERADO	2016	Purchased	$0	No Change

City Street Finance Report

Street Projects

Project Description	Contract Price	Final Price	Contractor Name

Return to Agenda

Bureau of Local Systems

Ames, IA 50010

City Street Finance Report

Fiscal Year 2023

Elk Run Heights

8/4/2023 12:13:27 PM

Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capitial Projects (300)	Utilities (600 & U0)	Grand Total
Begining Balance	$44,750	$180,873	$0	$0	$279,475	$0	$505,098
SubTotal Expenses (-)		$136,725			$275,145		$411,870
Transfers Out (-)	$83,000		$198,724				$281,724
Subtotal Revenues (+)	$73,000	$147,106	$198,724	$0		$0	$418,830
Transfers In (+)	$10,000				$271,724		$281,724
Ending Balance	$44,750	$191,254	$0	$0	$276,054	$0	$512,058

Resolution Number:

Execution Date: Tuesday, August 8, 2023

Signature: Julie Eastman

Return to Agenda