

AGENDA
Regular City Council Meeting
CITY HALL
Webster City, Iowa
September 4, 2018 (Tuesday)
5:30 p.m.

ROLL CALL

Approval of Agenda

Pledge of Allegiance

A. PETITIONS – COMMUNICATIONS – REQUESTS

This is the time of the meeting that a citizen may address the Council on a matter not on the Agenda.

Except in cases of emergency, the City Council will not take any action at this meeting, but may ask the City Staff to research the matter or have the matter placed on the Agenda for a future meeting.

1. Public Information

- a. Oath of Office to Police Officer Micheal Lehman
- b. Proclamation by Mayor on Doodlebug Days Sept 10-15
- c. Proclamation by Mayor on National Rail Safety Week Sept 23-29

B. MINUTES AND CLAIMS

The following items have been deemed to be non-controversial, routine actions to be approved by the Council in a single motion.

If a Council member, or a member of the audience wishes to have an item removed from this list, it will be considered in its normal sequence on the Agenda.

1. Minutes of August 20 and August 27, 2018
2. Resolution on Payroll for the period ending August 18, 2018 and paid on August 24, 2018
3. Resolution on Bills Fund List

C. GENERAL AGENDA

1. **5:35 p.m.** COUNCIL MEMORANDUM
Public Hearing on proposed plans and specifications and proposed form of contract and estimate of cost for the 2018 Dubuque Street Bridge Repair Project. ENGR LTR-BID TAB
 - a. Resolution finally approving and confirming plans, specifications and form of contract and estimate of cost for the 2018 Dubuque Street Bridge Repair Project.
 - b. Resolution awarding contract for the 2018 Dubuque Street Bridge Repair Project.

2. **5:38 p.m. COUNCIL MEMORANDUM:**
Public Hearing on the proposed amending of the Code of Ordinances of the City of Webster City, Iowa, 1996, by amending Chapter 123 Pertaining to Zoning, as it relates to fences.
 - a. First Reading of a proposed Ordinance, an ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 1996, by amending Chapter 123, Pertaining to Zoning, as it relates to Fences.
3. **5:41 p.m.**
Public Hearing on the proposed sale of City owned property located on Ohio Street, Webster City, Iowa.

Hearing Cancelled

4. **COUNCIL MEMORANDUM: Resolution** setting time and place for a Public Hearing on a proposed Option to Purchase for City owned property located on Ohio Street, Webster City, Iowa.
NOTICE (Sept 17 5:35 pm)
5. Recommend approval for issuance of Beer and Liquor Licenses by the Iowa Department of Commerce for the following:
 - a. Renewal of Class C Liquor License, Outdoor Service and Sunday Sales - TK's Tavern, 723 Second Street
 - b. Renewal of Class E Liquor License, Class B Wine Permit, Class C Beer Permit and Sunday Sales - McCoys 1447, 1447 Second Street
6. **COUNCIL MEMORANDUM 8-20-18 meeting:** Second Reading of a proposed Ordinance, an ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 1996, by amending Chapter 99 Pertaining to Sewer Rental. **Ordinance**
7. **COUNCIL MEMORANDUM: Resolution** to adopt the Iowa League of Cities Record Retention Manual for Iowa Cities which includes Record Retention and Record Disposal Schedule. **MANUAL**
8. **COUNCIL MEMORANDUM: Resolution** authorizing entering into Amendment No. 5 to the On-Call Street Paving Specialist Agreement of February 6, 2017 with Snyder and Associates, Inc., Ankeny, Iowa for engineering services in connection with the Demolition of 605 Second Street Project. **AMENDMENT**

D. REPORTS AND RECOMMENDATIONS OF OFFICERS, BOARDS AND COMMISSIONS:

1. Council Committee Reports
2. Other reports and recommendations

E. OTHER ITEMS SENT TO COUNCIL

1. **Update/report** from City Attorney August 29, 2018.

F. ADJOURN

NOTE: The Council may act by motion, resolution or ordinance on items listed on the Agenda.

PROCLAMATION

DOODLEBUG DAYS IN WEBSTER CITY WEEK OF SEPTEMBER 10 – SEPTEMBER 15, 2018

WHEREAS Webster City, Iowa is the birthplace of the famous “Doodlebug” motor scooter produced between 1946 and 1948 which has become a collector’s item around the United States and is known throughout the United States as the “Doodlebug Capital of the World”; and,

WHEREAS Of the 40,000 units built in Webster City, it is estimated that approximately 1,000 or less may exist; and,

WHEREAS The Doodlebug may be the last visible tie to the former Beam and Electrolux facilities.

WHEREAS Each year for the last 32 years, the Doodlebug Club of America has hosted an annual reunion of the club drawing attendance from all over the nation including New York and Alaska, with members in 35 states in all; and,

WHEREAS Webster City is fortunate to have the Club select Webster City for their annual convention each year which brings people into our great community:

NOW, THEREFORE, I, John Hawkins Mayor of the City of Webster City, do hereby proclaim the week of September 10 to September 15, 2018 as official “Doodlebug Days” in Webster City, Iowa, and encourage all citizens of the community to welcome our visitors and visit them at the reunion site at the Hamilton County Fairgrounds.

John Hawkins, Mayor
City of Webster City, Iowa

**Proclamation
National Rail Safety Week**

WHEREAS, 2,105 rail grade crossing collisions resulted in 807 personal injuries and were responsible for 274 fatalities in the United States during 2017; and

WHEREAS, 1,027 trespassing incidents have occurred in the United States resulting in 520 pedestrians being killed and another 507 injured while trespassing on railroad property rights of way during 2017; and

WHEREAS, educating and informing the public about rail safety, reminding the public that railroad right of ways are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws will reduce the number of fatalities and injuries; and

WHEREAS, the International Association of Chiefs of Police, National Operation Lifesaver, United States Department of Transportation, and all local, state, county, and railroad law enforcement officers, first responders, and railroad corporations commit to partnering together in an effort to educate at a national level all aspects of railroad safety, to enforce applicable laws in support of National Rail Safety Week;

THEREFORE, I, John Hawkins, Mayor, do hereby attest my full support proclaiming September 23rd to 29th, 2018, National Rail Safety Week and I encourage all citizens to recognize the importance of rail safety education.

Signed this 4th day of September, 2018,

John Hawkins

Mayor

City of Webster City



CITY COUNCIL MEETING MINUTES
Webster City, Iowa August 20, 2018

The City Council met in regular session at the City Hall, Webster City, Iowa at 4:30 p.m. on August 20, 2018 upon call of the Mayor and the advance agenda. The meeting was called to order by Mayor John Hawkins and roll being called there were present John Hawkins, Mayor in the chair, and the following Council Members: Brian Miller, Matt McKinney, Jim Talbot and Logan Welch.

It was moved by Talbot and seconded by Miller to approve the agenda with the removal of Item 1.a. Public Hearing scheduled for 5:35 p.m. and item 3. Public Hearing scheduled for 5:45 p.m. under the General Agenda.

ROLL CALL: Hawkins, McKinney, Miller, Talbot and Welch voting aye.

It was moved by McKinney and seconded by Miller that Council meet in Closed Session to discuss the purchase/sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property, as provided by Chapter 21.5 j. of the Code of Iowa.

ROLL CALL: McKinney, Miller, Talbot, Welch and Hawkins voting aye.

The Council went into Closed Session at 4:31 p.m.

The Council came out of Closed Session at 5:32 p.m.

A short recess was taken and Council returned to Open Session at 5:35 p.m.

Due to problems with the video equipment, the City Council Meeting was recorded.

Mayor John Hawkins led the Pledge of Allegiance

PETITIONS – COMMUNICATIONS – REQUESTS

None brought forth.

PUBLIC INFORMATION

A reminder that the Food Bank will be at St. Thomas Church tomorrow (August 21st, 2018) beginning at 4:00p.m.

MINUTES AND CLAIMS

It was moved by Welch and seconded by Talbot that the following motion and Resolutions be approved and adopted collectively:

1. That the meeting Minutes of August 6, 2018 be approved.
2. That Resolution No. 2018-131 approving Payroll for the period ending August 4, 2018 and paid on August 10, 2018 in the amount of \$169,512.19 be passed and adopted.
3. That Resolution No. 2018-132 approving Bills paid in the amount of \$1,161,890.91 be passed and adopted and the Fund List be approved.

ROLL CALL: Miller, Talbot, Welch, Hawkins and McKinney voting aye.

GENERAL AGENDA

1. It was moved by Welch and seconded by Miller to reject all bids on the 2018 Sewer Rehabilitation and Repair Project.

ROLL CALL: Talbot, Welch, Hawkins, McKinney and Miller voting aye.

Only one bid was received and was over the Engineer's estimate for the project. This project will be re-bid at a later date.

1.a. Public Hearing Cancelled

City Council Meeting Minutes, August 20, 2018

2. August 20, 2018 at 5:40 p.m. at City Hall, Webster City, Iowa being the time and place for a Public Hearing on Urban Renewal Plan Amendment. (2013 Red Bull Division), the same was held. No written objections were received and no oral objections were presented.

a. It was moved by McKinney and seconded by Miller that Resolution No. 2018-133 to Approve Urban Renewal Plan Amendment for the 2013 Red Bull Division Urban Renewal Area be passed and adopted.

ROLL CALL: Welch, Hawkins, McKinney, Miller and Talbot voting aye.

3. Public Hearing Cancelled.

4. It was moved by Miller and seconded by McKinney that Resolution No. 2018-134 setting September 4, 2018 at 5:38 p.m. at City Hall, Webster City, Iowa for a Public Hearing on the proposed amending of the Code of Ordinances of the City of Webster City, Iowa, 1996, by amending Chapter 123 Pertaining to Zoning, as it relates to fences, be passed and adopted.

ROLL CALL: Hawkins, McKinney, Miller, Talbot and Welch voting aye.

Connie Evans, Lot 4, Block 7, Wauneta Heights Addition, proposed several questions to the Council on the above agenda item.

5. It was moved by Miller and seconded by McKinney that Resolution No. 2018-135 setting September 4, 2018 at 5:41 p.m. at City Hall, Webster City, Iowa for a Public Hearing on the proposed sale of City owned property located oh Ohio Street, Webster City, Iowa, be passed and adopted.

ROLL CALL: McKinney, Miller, Talbot, Welch and Hawkins voting aye.

6. It was moved by Welch and seconded by Miller that Resolution No. 2018-136 authorizing approval of application for the Webster City Revitalization Plan Involving Tax Abatement for 1307 Wall Street, be passed and adopted.

ROLL CALL: Miller, Talbot, Welch, Hawkins and McKinney voting aye.

7. It was moved by Miller and seconded by Welch that the Second Reading of a proposed Ordinance, an ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 1996, by amending Section 106.10(3) pertaining to Landfill Fee Disbursements be approved.

ROLL CALL: Welch, Hawkins, McKinney and Miller voting aye.
Talbot voting nay.

City Manager Ortiz-Hernandez gave a brief history of the Landfill Fee Surcharge and the reason for the Ordinance change.

It was moved by Welch and seconded by Miller that the requirement of a Third Reading of a proposed Ordinance, an ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 1996, by amending Section 106.10(3) pertaining to Landfill Fee Disbursements be waived.

ROLL CALL: Welch, Hawkins, McKinney and Miller voting aye.
Talbot voting nay.

It was moved by Miller and seconded by Welch that Ordinance No. 2018-1815, an ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 1996, by amending Section 106.10(3) pertaining to Landfill Fee Disbursements be passed and adopted.

ROLL CALL: Hawkins, McKinney, Miller and Welch voting aye.
Talbot voting nay.

8. It was moved by McKinney and seconded by Miller that the following three recommendations by the City Manager be approved:

1. First Reading of a proposed Ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 1996, by amending Chapter 99 Pertaining to Sewer Rental;
2. Upon final adoption of the ordinance, issue VeroBlue an order to comply with the discharge limits of their wastewater treatment agreement within 60 days or terminate the agreement if they fail to do so;

3. Suspend waste haulers from discharging in the wastewater system and treatment plant until an adequate system can be installed and fee structure established.

ROLL CALL: McKinney, Miller, Talbot, Welch and Hawkins voting aye.

City Manager Ortiz-Hernandez gave a background of why the Ordinance is in place and reason for the increase of the penalties. He explained the importance of having an Ordinance such as this in place in regard to Department of Natural Resources guidelines to be followed and also gave details on his additional recommendations.

9. It was moved by Miller and seconded by McKinney that Council rescind the approval of purchase of the Wastewater Treatment Plant Heating, Ventilation and Air Conditioning (HVAC) Units which was adopted by Resolution No. 2018-129 at the 8-6-18 Council meeting.

ROLL CALL: Miller, Talbot, Welch, Hawkins and McKinney voting aye.

City Attorney Zach Chizek had previously provided Council Members with a legal opinion on the legal guidelines for Competitive Quotations which placed the above item on the current agenda.

10. It was moved by Miller and seconded by McKinney that Resolution No. 2018-137 amending previously adopted Purchasing Policies for the City of Webster City, Iowa, be passed and adopted.

ROLL CALL: Talbot, Welch, Hawkins, McKinney and Miller voting aye.

11. It was moved by Miller and seconded by McKinney that Resolution No. 2018-138 approving purchase of the Wastewater Treatment Plant Heating, Ventilation and Air Conditioning (HVAC) Units from Reliable 1, Iowa Falls, Iowa in the amount of \$17,043.29 be passed and adopted.

ROLL CALL: Welch, Hawkins, McKinney, Miller and Talbot voting aye.

12. It was moved by Miller and seconded by Welch that request from Fire Chief to purchase five sets of Turnout Gear for the Fire Department from Sandry Fire Supply, DeWitt, Iowa in the amount of \$11,625.00 be approved.

ROLL CALL: Hawkins, McKinney, Miller, Talbot and Welch voting aye.

13. Mayor Hawkins asked for discussion topics for the next Town Hall Meeting to be held on Monday, August 27th, 2018 at 7:00 p.m. at the Middle School Commons. Items suggested were the fence ordinance change, more information on the University of Iowa students-what they are going to be doing in our community and costs to the City for their work, and other possible ways to use the landfill fees.

**REPORTS AND RECOMMENDATIONS OF OFFICERS,
BOARDS AND COMMISSIONS**

It was moved by Welch and seconded by Talbot that the following items (1-6) be approved collectively:

1. That the August 13, 2018 Planning and Zoning Commission Minutes be accepted and placed on file.
2. That the June 2018 financial Reports including the Finance-Treasurer Report, Bank Reconciliation Report, Investment Summary, FSB I CS-Savings, Public Fund Account, FSB Statement, Utility Cash Statement and Receipts; and the July 2018 Financial Reports consisting of the Finance-Treasurer Report, Bank Reconciliation Report, Investment Summary, FSB I CS-Savings, Public Fund Account and FSB Statement be accepted and placed on file.
3. That the July 2018 City Manager Reports which include Electric, Wastewater, Water, Electric Year-to-Date, Water Year-to-Date and Code Enforcement be accepted and placed on file.
4. That the July 2018 Police Department Report be accepted and placed on file.
5. That the July 2018 Fire Department Report be accepted and placed on file.
6. That the Hamilton County Solid Waste Commission August Agenda Packet be accepted and placed on file.

ROLL CALL: McKinney, Miller, Talbot, Welch and Hawkins voting aye.

COUNCIL COMMITTEE REPORTS

None brought forth.

OTHER REPORTS AND RECOMMENDATIONS

None brought forth.

It was moved by Miller and seconded by Talbot that Council adjourn.

ROLL CALL: Miller, Talbot, Welch, Hawkins and McKinney voting aye.

The August 20, 2018 regular City Council Meeting stood adjourned at 6:40 p.m.

John Hawkins, Mayor

Attest:

Karyl K. Bonjour, City Clerk

CITY COUNCIL MEETING MINUTES – TOWN HALL MEETING
Webster City, Iowa August 27, 2018

The City Council met for a Town Hall Meeting at the Middle School Commons, Webster City, Iowa at 7:00 p.m. on August 27, 2018, upon call of the Mayor and the advance agenda.

1. The meeting was called to order by Mayor John Hawkins and roll being called there were present John Hawkins, Mayor in the chair, and the following Council Members: Matt McKinney, Brian Miller, Jim Talbot and Logan Welch.

2. It was moved by Miller and seconded by Welch to approve the agenda.

ROLL CALL: Hawkins, McKinney, Miller, Talbot and Welch voting aye.

3. Mayor John Hawkins led the Pledge of Allegiance.

City Clerk Karyl Bonjour was also in attendance as well as approximately 20 other community members including Anne Blankenship from the Daily Freeman Journal and Pat Powers from KQWC Radio.

4. At this time Mayor Hawkins opened up the floor to those in attendance for any questions, concerns or comments they may have.

Brandon Hayes, representing The Tile Pros and TMI Services was present to comment on the recent changes proposed to a wastewater ordinance, particularly in regard to waste haulers. He provided a history of the business and asked for Council to re-consider the recommendation to suspend waste haulers from dumping at the City Wastewater Treatment Plant. Shelby Kroona, Hamilton County Public Health Administrator, (introducing herself also as the County pumper truck inspector), wanted Council to be aware that Hamilton County is one of the few counties in the State that does not have wastewater being discharged illegally. She verifies records of what The Tile Pros/TMI Services currently deposits at the City Wastewater Treatment Facility and there are County and State audits annually. Hayes stated he was there to express his concerns and will be at the next City Council meeting on September 4, 2018 to address Council as well.

After the above discussion, the following people spoke: Bob Burns, Mrs. Bob Burns, Becky Kepler, Connie Evans, Don Nokes, Gerald Huisman, Mike Kroona, Marlene Bringolf and Bob Erickson. Topics included: tax base/assessment of homes in Webster City, dumping of trees at the Tree Disposal Site, concern of street/trees in ditch on Buxton Drive, abundance of weeds by the new development on Edgewood Drive, by bridge on overpass on West Second Street and other areas throughout town, cleaning of storm sewers to allow for better flow after rain, City Manager search, repair of picnic tables at City parks, placement of trash receptacles on the trails, loud music at West Twin Park Shelter (rental), and inquiry regarding any progress at Kendall Young Park.

5. It was moved by Miller and seconded by McKinney that Council adjourn.

ROLL CALL: McKinney, Miller, Talbot, Welch and Hawkins voting aye.

The August 27, 2018 Town Hall Meeting stood adjourned at 7:58 p.m.

The Town Hall Meeting was taped.

John Hawkins, Mayor

Attest:

Karyl K. Bonjour, City Clerk

RESOLUTION NO. 2018 -

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEBSTER CITY,
IOWA:

That the payroll for the 80 hour period ending August 18, 2018 and paid on
August 24, 2018 aggregating the sum of \$172,887.36 herewith presented,
be and the same is hereby approved.

Passed and adopted this 4th day of September, 2018.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Employee Number	Name	Total Gross Amount	Total Gross Hours	3-00 OT no pen Emp Amt	4-00 OT pension Emp Amt	5-00 DBL OT np Emp Amt	6-00 DBL OT pen Emp Amt	23-00 OTHER pen Emp Amt	24-00 OTHER np Emp Amt	85-00 NET PAY Emp Amt	86-00 DIRECT DEP Emp Amt
61171	ROE, DONALD J.	1,316.80	80.00	.00	.00	.00	.00	.00	.00	.00	577.80
Total BUILDING:		1	1,316.80	80.00	.00	.00	.00	.00	.00	.00	577.80
60722	CHELESVIG, BETH A.	2,803.20	80.00	.00	.00	.00	.00	.00	.00	.00	1,816.61
61220	HENDERSON, LINDSAY E.	2,216.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,629.39
20020	ORTIZ-HERNANDEZ, DANIEL	4,271.60	80.00	.00	.00	.00	.00	.00	150.00	.00	2,793.76
60003	SMITH, ELIZABETH A.	1,976.80	80.00	.00	.00	.00	.00	.00	.00	.00	1,316.68
Total CITY MANAGER:		4	11,267.60	320.00	.00	.00	.00	.00	150.00	.00	7,556.44
30980	STRONER, BRIAN M.	2,530.40	80.00	.00	.00	.00	.00	.00	.00	.00	1,767.00
Total ENVIRONMENTAL/SAFETY:		1	2,530.40	80.00	.00	.00	.00	.00	.00	.00	1,767.00
61164	BONJOUR, KARYL K.	1,868.80	80.00	.00	.00	.00	.00	.00	.00	.00	1,211.34
61180	GRIMSHAW, STACY M.	1,455.20	80.00	.00	.00	.00	.00	.00	.00	.00	909.34
61190	NERLAND, DEDRA R.	1,493.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,057.05
61163	PEVESTORF, ELIZABETH J.	1,716.01	80.00	.00	.00	.00	.00	.00	.00	.00	1,241.99
30329	WOLFGAM, DOREEN A.	2,796.01	80.00	.00	.00	.00	.00	.00	.00	.00	1,929.44
Total FINANCE OFFICE:		5	9,329.62	400.00	.00	.00	.00	.00	.00	.00	6,349.16
41215	CASEY, DANA R	20.00	.00	.00	.00	.00	.00	20.00	.00	.00	17.11
40857	DOOLITTLE, KENDALL J.	100.00	.00	.00	.00	.00	.00	100.00	.00	85.54	.00
41263	ESTLUND, JEROMY J.	2,151.60	112.00	.00	.00	.00	.00	.00	143.44	.00	1,494.55
41395	FEICKERT, DAKOTA L	80.00	.00	.00	.00	.00	.00	80.00	.00	.00	73.88
41038	FERGUSON, WILLIAM M.	80.00	.00	.00	.00	.00	.00	80.00	.00	68.43	.00
41300	FOX, JEFFREY A.	60.00	.00	.00	.00	.00	.00	60.00	.00	.00	55.41
41438	FRAKES, JUSTIN M.	40.00	.00	.00	.00	.00	.00	40.00	.00	.00	36.94
41260	FRAZIER, LOGAN W.	60.00	.00	.00	.00	.00	.00	60.00	.00	55.41	.00
41432	HANSON, STEVEN M.	60.00	.00	.00	.00	.00	.00	60.00	.00	.00	55.41
41431	HARTNETT, JORDAN T.	20.00	.00	.00	.00	.00	.00	20.00	.00	18.47	.00
40971	HAYES, BRANDON W.	2,492.40	112.00	.00	.00	.00	.00	.00	241.20	.00	1,792.41
41445	HAYES, HARRISON W.	20.00	.00	.00	.00	.00	.00	20.00	.00	18.47	.00
41441	HAYES, HUNTER W.	40.00	.00	.00	.00	.00	.00	40.00	.00	36.94	.00
40031	HOLST, RONALD W	60.00	.00	.00	.00	.00	.00	60.00	.00	51.32	.00
41192	JESSEN, PHILLIP N.	80.00	.00	.00	.00	.00	.00	80.00	.00	68.43	.00
41200	MADSEN, TODD M	120.00	.00	.00	.00	.00	.00	120.00	.00	.00	102.65
41433	ORTIZ, BRIAN J.	20.00	.00	.00	.00	.00	.00	20.00	.00	18.47	.00
41377	RATCLIFF, BRETT D.	80.00	.00	.00	.00	.00	.00	80.00	.00	73.88	.00
41434	SCHRECK, JON C.	60.00	.00	.00	.00	.00	.00	60.00	.00	.00	55.41
41219	SOWLE JR., ANDREW W.	3,430.06	142.00	.00	.00	924.96	.00	.00	231.24	.00	2,334.75
41400	STANSFIELD, CHARLES T.	2,759.20	80.00	.00	.00	.00	.00	.00	.00	.00	1,882.71
41436	STENSLAND, CALEB W.	80.00	.00	.00	.00	.00	.00	80.00	.00	73.88	.00
41029	STEWART, EARL L	40.00	.00	.00	.00	.00	.00	40.00	.00	.00	36.94
41088	TOLLE, PAUL A.	100.00	.00	.00	.00	.00	.00	100.00	.00	85.54	.00
41216	WEINSCHENK, KENRIC J	60.00	.00	.00	.00	.00	.00	60.00	.00	.00	55.41
41213	WILLIAMS, ZACHARY W.	120.00	.00	.00	.00	.00	.00	120.00	.00	.00	102.65
40815	WILLS, DON H.	120.00	.00	.00	.00	.00	.00	120.00	.00	102.65	.00
41340	YOUNGDALE, COLE C.	20.00	.00	.00	.00	.00	.00	20.00	.00	18.47	.00
41270	ZEHNER, DONALD F.	20.00	.00	.00	.00	.00	.00	20.00	.00	.00	18.47

Employee Number	Name	Total Gross Amount	Total Gross Hours	3-00 OT no pen Emp Amt	4-00 OT pension Emp Amt	5-00 DBL OT np Emp Amt	6-00 DBL OT pen Emp Amt	23-00 OTHER pen Emp Amt	24-00 OTHER np Emp Amt	85-00 NET PAY Emp Amt	86-00 DIRECT DEP Emp Amt	
Total FIRE DEPARTMENT:												
		29	12,393.26	446.00	.00	.00	924.96	.00	1,560.00	615.88	775.90	8,114.70
61218	TIMM, ELISE	1,825.61	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,286.95
Total INSPECTION:												
		1	1,825.61	80.00	.00	.00	.00	.00	.00	.00	.00	1,286.95
31210	BARNES, DERRICK S.	1,828.80	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,254.53
31185	CASEY, DANA R.	3,192.61	94.00	.00	663.81	.00	.00	.00	.00	.00	.00	2,181.78
31190	DAYTON, BRYAN K.	2,475.47	97.50	.00	344.99	.00	.00	.00	.00	.00	.00	1,721.71
30678	DICKINSON, ADAM L.	4,338.31	106.50	.00	1,040.07	.00	.00	.00	.00	.00	.00	2,860.05
31208	HUGHES, NATHAN R.	2,334.34	91.00	.00	399.14	.00	.00	.00	.00	.00	.00	1,605.66
31184	MOURTON, RUSSELL E.	2,530.40	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,367.03
31186	ORTON, RYAN D.	2,908.17	88.00	.00	379.33	.00	.00	.00	.00	.00	.00	1,888.49
30918	PARKHILL, MARTY E.	2,757.60	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,881.70
31077	PETERSBURG, RYAN W.	3,169.41	88.00	.00	413.41	.00	.00	.00	.00	.00	.00	1,812.27
Total LINE DEPARTMENT:												
		9	25,535.11	805.00	.00	3,240.75	.00	.00	.00	.00	.00	16,573.22
30976	MADSEN, TODD M.	1,592.00	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,147.96
31188	PASCHKE, RODNEY A.	1,530.41	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,095.88
Total METER DEPARTMENT:												
		2	3,122.41	160.00	.00	.00	.00	.00	.00	.00	.00	2,243.84
60421	WETZLER, KARLA J.	2,593.60	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,865.04
Total PLANNING/ZONING:												
		1	2,593.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,865.04
40540	ARENDT, PEGGY J.	2,037.60	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,257.73
41435	ARONSON, ALISSA A.	1,411.20	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,022.70
41360	DURNELL, KAYCE J.	1,399.20	80.00	.00	.00	.00	.00	.00	.00	.00	.00	995.80
41390	NOWELL, TANNER J.	1,525.56	84.00	.00	104.76	.00	.00	.00	.00	.00	.00	1,101.25
41074	SCHULZ, RHONDA F.	2,217.04	94.00	.00	62.16	.00	497.28	.00	.00	.00	.00	1,411.39
41207	WINDSCHITL, JOAN E.	1,660.00	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,050.31
Total POLICE DEPARTMENT-D:												
		6	10,250.60	498.00	.00	166.92	.00	497.28	.00	.00	.00	6,839.18
41430	BASINGER, RYAN A.	3,544.40	122.00	936.00	.00	576.00	.00	.00	.00	.00	.00	2,560.19
41191	HOUGE, CLINTON J.	2,800.00	96.00	491.40	.00	.00	.00	.00	.00	.00	.00	1,954.50
41453	LEHMAN, MICHEAL L.	1,159.04	48.00	.00	.00	.00	.00	.00	.00	.00	.00	856.42
41349	LONG, SAMUEL M.	2,280.32	86.00	76.68	.00	.00	.00	.00	.00	.00	.00	1,669.00
41230	MC KINLEY, ERIC K.	2,657.00	89.50	236.12	.00	.00	.00	.00	.00	.00	.00	1,925.89
41110	MORK, SHILOH B.	2,930.40	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,948.73
41275	PETERSEN, ADAM R.	2,929.92	96.00	514.08	.00	.00	.00	.00	.00	.00	.00	2,111.71
41225	PRITCHARD, BRANDON D.	3,315.60	108.00	972.00	.00	.00	.00	.00	.00	.00	.00	2,324.05
41190	QUEEN, PHILLIP D.	3,434.04	108.00	488.52	.00	651.36	.00	.00	.00	.00	.00	2,444.77
41426	ROSE, DYLAN M.	2,019.20	84.00	.00	.00	.00	.00	.00	.00	.00	.00	1,493.38
41450	THUMMA, STEVEN L.	1,920.00	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,321.84
40821	WARDELL, EDWARD J.	2,801.29	12.00	.00	.00	.00	.00	.00	2,443.45	.00	.00	2,105.60

Employee Number	Name	Total Gross Amount	Total Gross Hours	3-00 OT no pen Emp Amt	4-00 OT pension Emp Amt	5-00 DBL OT np Emp Amt	6-00 DBL OT pen Emp Amt	23-00 OTHER pen Emp Amt	24-00 OTHER np Emp Amt	85-00 NET PAY Emp Amt	86-00 DIRECT DEP Emp Amt	
Total POLICE DEPARTMENT-O:												
		12	31,791.21	1,009.50	3,714.80	.00	1,227.36	.00	.00	2,443.45	.00	22,716.08
81291	ASKLUND, ANTHONY T.	912.50	73.00	.00	.00	.00	.00	.00	.00	.00	.00	711.20
50891	BAUER, LANNY R.	2,140.00	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,448.39
81647	GAIL, NATHAN J.	390.00	40.00	.00	.00	.00	.00	.00	.00	.00	327.39	.00
70980	HARMS, BRIAN K.	1,500.03	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,079.34
81646	HASSEBROCK, ZACHARY T.	390.00	40.00	.00	.00	.00	.00	.00	.00	.00	.00	327.39
81471	JANSEN, JIMMIE J.	552.00	48.00	.00	.00	.00	.00	.00	.00	.00	.00	453.75
70975	LESHER, BREANNE	1,640.02	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,217.46
81483	ODEGAARD, MICHAEL L.	270.00	27.00	.00	.00	.00	.00	.00	.00	.00	.00	214.29
81617	OLSON, NICHOLAS L.	600.00	60.00	.00	.00	.00	.00	.00	.00	.00	460.29	.00
81662	VASQUEZ, MICHAEL R.	700.00	70.00	.00	.00	.00	.00	.00	.00	.00	.00	564.85
Total PUBLIC GROUNDS:												
		10	9,094.55	598.00	.00	.00	.00	.00	.00	.00	787.68	6,016.67
61200	ALCAZAR, MATTHEW D.	1,898.40	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,328.98
61068	HISLER, KATHY J.	770.66	56.50	.00	.00	.00	.00	.00	.00	.00	.00	564.98
20025	WETZLER, KENNETH L.	3,171.20	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,920.34
Total PUBLIC WORKS:												
		3	5,840.26	216.50	.00	.00	.00	.00	.00	.00	.00	3,814.30
81652	ARAGON, JOHANNA E.	182.13	23.50	.00	.00	.00	.00	.00	.00	153.22	.00	.00
81656	ASKLUND, JOSIE L.	139.50	18.00	.00	.00	.00	.00	.00	.00	128.83	.00	.00
81591	BERG, BRAYDEN	214.50	26.00	.00	.00	.00	.00	.00	.00	196.09	.00	.00
81653	BINDER, MEREDITH K.	104.63	13.50	.00	.00	.00	.00	.00	.00	96.62	.00	.00
81584	BULTENA, TYLER P.	136.00	16.50	.00	.00	.00	.00	.00	.00	125.60	.00	.00
81639	CHAMBERS, STEFFEN D.	188.00	23.50	.00	.00	.00	.00	.00	.00	168.04	.00	.00
81488	DINGMAN, DARLENE L.	340.00	34.00	.00	.00	.00	.00	.00	.00	313.99	.00	.00
81654	EDWARDS, HAAKON B.	7.75	1.00	.00	.00	.00	.00	.00	.00	7.16	.00	.00
81495	FLAWS, ALLIE V.	526.75	54.25	.00	.00	.00	.00	.00	.00	486.45	.00	.00
81492	FLAWS, ASHLEY R.	184.00	19.50	.00	.00	.00	.00	.00	.00	158.35	.00	.00
81575	FLAWS, HALEY M.	249.00	30.50	.00	.00	.00	.00	.00	.00	229.95	.00	.00
70100	FLAWS, LARRY J.	2,098.63	81.00	.00	38.63	.00	.00	.00	.00	.00	.00	1,373.30
81661	FOLKERDS, MAKAYLA N.	139.50	18.00	.00	.00	.00	.00	.00	.00	128.83	.00	.00
81659	FOSTER, HALEY D.	79.75	11.00	.00	.00	.00	.00	.00	.00	73.65	.00	.00
81649	GALLETINE, MORGAN R.	166.63	21.50	.00	.00	.00	.00	.00	.00	150.45	.00	.00
70107	GLASCOCK, MARK A.	1,500.80	80.00	.00	.00	.00	.00	.00	.00	.00	.00	1,006.48
70111	HARFST, KENT E.	3,227.20	80.00	.00	.00	.00	.00	.00	.00	.00	.00	2,131.62
81602	HARFST, MAXWELL K.	66.00	8.00	.00	.00	.00	.00	.00	.00	.00	.00	60.95
81644	HEGGEBO, TRINITY R.	131.75	17.00	.00	.00	.00	.00	.00	.00	.00	.00	121.67
81660	HINDT, JONAH J.	54.25	7.00	.00	.00	.00	.00	.00	.00	50.10	.00	.00
81629	HOOKE, ALEX E.	160.00	20.00	.00	.00	.00	.00	.00	.00	147.76	.00	.00
81623	HOOKE, ISABELLE M.	212.00	26.50	.00	.00	.00	.00	.00	.00	195.79	.00	.00
81604	JUDKINS, TUCKER O.	136.00	17.00	.00	.00	.00	.00	.00	.00	125.60	.00	.00
81552	KEENAN, CORY W.	862.50	69.00	.00	.00	.00	.00	.00	.00	.00	.00	641.67
81637	LASOURD, LINCOLN P.	24.00	3.00	.00	.00	.00	.00	.00	.00	22.16	.00	.00
81565	LATEER, JOYCE E.	120.25	13.00	.00	.00	.00	.00	.00	.00	111.05	.00	.00
81376	LEHMAN, ESTHER L.	39.00	4.00	.00	.00	.00	.00	.00	.00	36.01	.00	.00
81651	LINDSTROM, SARAH J.	383.63	49.50	.00	.00	.00	.00	.00	.00	354.28	.00	.00
81479	MC KENZIE, JERRY L.	644.00	56.00	.00	.00	.00	.00	.00	.00	.00	.00	536.22
81594	MCBURNY, SONYA L.	265.50	27.50	.00	.00	.00	.00	.00	.00	215.84	.00	.00
81648	MCCOLLOUGH, JENNIFER K.	189.00	21.00	.00	.00	.00	.00	.00	.00	174.54	.00	.00

Employee Number	Name	Total Gross Amount	Total Gross Hours	3-00 OT no pen Emp Amt	4-00 OT pension Emp Amt	5-00 DBL OT np Emp Amt	6-00 DBL OT pen Emp Amt	23-00 OTHER pen Emp Amt	24-00 OTHER np Emp Amt	85-00 NET PAY Emp Amt	86-00 DIRECT DEP Emp Amt	
81567	MOEN, JORDAN R.	483.31	52.25	.00	.00	.00	.00	.00	.00	415.93	.00	
81609	MYERS, OLIVIA K.	82.50	10.00	.00	.00	.00	.00	.00	.00	76.18	.00	
81628	NERLAND, CASSIDY N.	75.00	10.00	.00	.00	.00	.00	.00	.00	.00	69.26	
81607	PECK, DARRIAN M.	192.00	24.00	.00	.00	.00	.00	.00	.00	160.48	.00	
81605	POLAND, MACKENZIE I.	156.75	19.00	.00	.00	.00	.00	.00	.00	.00	143.32	
81579	ROHMILLER, LUCAS A.	17.50	2.00	.00	.00	.00	.00	.00	.00	.00	16.16	
81245	TRUJILLO, MONICA M.	92.25	9.00	.00	.00	.00	.00	.00	.00	.00	79.39	
81593	VAN DIEST, JENNIFER A.	420.00	40.00	.00	.00	.00	.00	.00	.00	.00	328.32	
81583	VOGELBACHER, SARAH A.	80.50	10.00	.00	.00	.00	.00	.00	.00	.00	74.34	
81601	WAGONER, CHELSEY D.	89.50	10.50	.00	.00	.00	.00	.00	.00	.00	82.65	
81643	WHITEHILL, AUDRIANA G.	178.25	23.00	.00	.00	.00	.00	.00	.00	160.03	.00	
81650	WILLSON, JACOB B.	131.75	17.00	.00	.00	.00	.00	.00	.00	121.67	.00	
Total RECREATION:		43	14,771.96	1,117.00	.00	38.63	.00	.00	.00	4,784.65	6,665.35	
51187	BAHRENFUSS, BRANDON D.	2,393.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,641.23	
51189	MACRUNNEL, MATTHEW A.	1,684.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,197.32	
51200	McKIBBAN, JACOB D.	1,560.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,120.77	
31195	PETERSON, RICK E.	1,691.20	80.00	.00	.00	.00	.00	.00	.00	.00	1,163.41	
51190	RATCLIFF, BRETT D.	1,747.16	82.00	.00	63.15	.00	.00	.00	.00	.00	1,174.04	
51195	RODEN, JACOB J.	1,690.00	83.00	.00	90.00	.00	.00	.00	.00	.00	1,183.82	
51184	WILLIAMS, ZACHARY W.	2,117.64	84.00	.00	.00	.00	.00	.00	.00	.00	1,435.60	
51124	ZIEGENBEIN, TIMOTHY L.	2,307.77	85.50	.00	138.86	.00	.00	.00	.00	.00	1,527.20	
Total STREET DEPARTMENT:		8	15,191.37	654.50	.00	292.01	.00	.00	.00	.00	10,443.39	
30772	DINGMAN, CHAD M.	2,040.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,519.33	
30977	JACKSON, JEFFREY S.	1,820.80	80.00	.00	.00	.00	.00	.00	.00	.00	1,240.70	
31179	WEST, JOHN A.	2,019.41	89.00	.00	.00	.00	.00	.00	.00	.00	1,437.45	
Total WASTEWATER:		3	5,880.21	249.00	.00	.00	.00	.00	.00	.00	4,197.48	
31189	CHAMBERS, TODD A.	2,431.78	92.00	.00	155.22	.00	.00	.00	.00	.00	1,703.54	
31200	CONAWAY, WILLIAM D.	2,016.80	80.00	.00	.00	.00	.00	.00	.00	.00	1,454.15	
31191	DANIELSON, TIMOTHY E.	3,868.20	102.00	.00	331.56	.00	.00	.00	.00	.00	2,567.02	
30358	JOHNSTON, GEORGE A.	1,836.01	80.00	.00	.00	.00	.00	.00	.00	.00	1,151.00	
Total WATER PLANT:		4	10,152.79	354.00	.00	486.78	.00	.00	.00	.00	6,875.71	
Grand Totals:		142	172,887.36	7,147.50	3,714.80	4,225.09	2,152.32	497.28	1,560.00	3,209.33	6,348.23	113,902.31

RESOLUTION NO. 2018 -

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEBSTER CITY,
IOWA:

That we, the City Council of the City of Webster City, Iowa, having examined bills aggregating the sum of \$321,442.21 presented herewith, hereby approve said bills, and the City Clerk is hereby authorized to issue warrants in payment of the same.

Passed and adopted this 4th day of September, 2018.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
DORSEY & WHITNEY, LLP. (244)							
3426558	3	Invoice	LEGAL FEES - BC UR AMENDMENT	06/05/2018	5,418.00-	12/18	502-23-30-5310-212
3426558	4	Invoice	LEGAL FEES - BC UR AMENDMENT	06/05/2018	5,418.00	12/18	255-23-36-5393-212
Total 3426558:					.00		
Total DORSEY & WHITNEY, LLP. (244):					.00		
Total 06/18/2018:					.00		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
ELECTRICAL ENGINEERING & EQUIP (257)							
301672-00	1	Invoice	GENERATOR FOR REPAIR	08/29/2018	2,134.24	02/19	100-21-22-5140-227
Total 301672-00:					2,134.24		
Total ELECTRICAL ENGINEERING & EQUIP (257):					2,134.24		
Total 08/29/2018:					2,134.24		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
ADVANCED SYSTEMS, INC. (18)							
629492	1	Invoice	COPIER MAINTENANCE/COPY CHARGE	08/13/2018	5.60	03/19	100-24-14-5435-225
629492	2	Invoice	COPIER MAINTENANCE/COPY CHARGE	08/13/2018	40.43	03/19	601-23-80-5931-225
629492	3	Invoice	COPIER MAINTENANCE/COPY CHARGE	08/13/2018	12.44	03/19	602-23-80-5931-225
629492	4	Invoice	COPIER MAINTENANCE/COPY CHARGE	08/13/2018	3.73	03/19	603-23-80-5931-225
Total 629492:					62.20		
Total ADVANCED SYSTEMS, INC. (18):					62.20		
AHLERS & COONEY, P.C. (22)							
751825	1	Invoice	ATTORNEY FEES	08/22/2018	945.20	03/19	100-24-13-5460-212
751825	2	Invoice	ATTORNEY FEES	08/22/2018	2,599.30	03/19	601-24-13-5460-212
751825	3	Invoice	ATTORNEY FEES	08/22/2018	590.75	03/19	602-24-13-5460-212
751825	4	Invoice	ATTORNEY FEES	08/22/2018	590.75	03/19	603-24-13-5460-212
Total 751825:					4,726.00		
Total AHLERS & COONEY, P.C. (22):					4,726.00		
ALTEC INDUSTRIES, INC. (35)							
50285208	1	Invoice	TROUBLE SHOOT LEAK TK#4	08/15/2018	128.05	03/19	601-23-52-5935-227
Total 50285208:					128.05		
Total ALTEC INDUSTRIES, INC. (35):					128.05		
AMERICAN SAFETY UTILITY CORP (1464)							
304162	1	Invoice	RECHARGEABLE LIGHT & 3 HEADLAMPS	08/03/2018	302.50	03/19	601-23-52-5588-318
Total 304162:					302.50		
Total AMERICAN SAFETY UTILITY CORP (1464):					302.50		
ARNOLD MOTOR SUPPLY (68)							
26NV001872	1	Invoice	WIRE CLAMPS	08/16/2018	9.62	03/19	601-23-52-5588-318
Total 26NV001872:					9.62		
Total ARNOLD MOTOR SUPPLY (68):					9.62		
ASBURY UNITED METHODIST CHURCH (4582)							
080718	1	Invoice	CORN BELT AC REBATE	08/07/2018	100.00	03/19	601-23-53-5930-979
Total 080718:					100.00		
Total ASBURY UNITED METHODIST CHURCH (4582):					100.00		
AUGUST ENTERPRISES LLC (6669)							
2018-76	1	Invoice	605 2nd ST (Fuhs) ASBESTOS REMOVAL	08/15/2018	11,121.00	03/19	100-21-18-5190-299
Total 2018-76:					11,121.00		
Total AUGUST ENTERPRISES LLC (6669):					11,121.00		
AUTOMATIC SYSTEMS COMPANY (81)							
31860S	1	Invoice	CHECKED TEMP PROBE @ WW PLANT	08/07/2018	386.50	03/19	603-23-70-5653-299
31860S	2	Invoice	WIRED & PROGRAMMED NEW SUBMERSIBL	08/07/2018	386.50	03/19	602-23-60-5614-299

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 31860S:					773.00		
Total AUTOMATIC SYSTEMS COMPANY (81):					773.00		
AVAILA BANK (6318)							
082718	1	Invoice	FULLER HALL INTEREST PYMT	08/27/2018	4,522.66	03/19	300-22-98-5295-911
082718	2	Invoice	FULLER HALL PRINCIPAL PYMT	08/27/2018	4,631.64	03/19	300-22-98-5295-910
Total 082718:					9,154.30		
Total AVAILA BANK (6318):					9,154.30		
B & E PUMP SERVICE INC. (3586)							
5595	1	Invoice	REPLACE PRESSURE TANK AT AIRPORT	07/25/2018	1,420.13	03/19	205-23-45-5372-299
Total 5595:					1,420.13		
5631	1	Invoice	REPLACE WELL PUMP AT AIRPORT	08/17/2018	3,031.42	03/19	205-23-45-5372-299
Total 5631:					3,031.42		
Total B & E PUMP SERVICE INC. (3586):					4,451.55		
BECKWITH ELECTRIC CO (6146)							
145506	1	Invoice	BACKUP LTC CONTROL FOR SWEAZEY SUB	08/16/2018	985.28	03/19	601-23-51-5566-318
Total 145506:					985.28		
Total BECKWITH ELECTRIC CO (6146):					985.28		
BERGLUND, KRISTINE (5732)							
082018	1	Invoice	ENERGY EFFICIENCY REBATE	08/20/2018	75.00	03/19	601-23-36-5930-979
Total 082018:					75.00		
Total BERGLUND, KRISTINE (5732):					75.00		
BLACK HILLS ENERGY (3466)							
4752063290	1	Invoice	GAS UTILITY/DEPOT	08/16/2018	41.56	03/19	100-22-42-5221-234
Total 4752063290 08/16/18:					41.56		
5470636360	1	Invoice	GAS UTILITY/FULLER HALL	08/16/2018	78.76	03/19	100-22-42-5233-234
Total 5470636360 08/16/18:					78.76		
5542531803	1	Invoice	GAS UTILITY/FIRE STATION	08/16/2018	31.35	03/19	100-21-22-5140-234
Total 5542531803 08/16/18:					31.35		
6886529163	1	Invoice	GAS UTILITY/OD POOL	08/23/2018	1,165.23	03/19	100-22-42-5242-234
Total 6886529163 08/23/18:					1,165.23		
7824805624	1	Invoice	GAS UTILITY/WWTP	08/23/2018	429.02	03/19	603-23-70-5642-234

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 7824805624 08/23/18:					429.02		
8081102404	1	Invoice	GAS UTILITY/SENIOR CENTER	08/16/2018	57.92	03/19	100-22-42-5280-234
Total 8081102404 08/16/18:					57.92		
9634407409	1	Invoice	GAS UTILITY/STREET DEPT	08/23/2018	34.75	03/19	204-23-30-5310-234
Total 9634407409 08/23/18:					34.75		
Total BLACK HILLS ENERGY (3466):					1,838.59		
BOMGAARS (5165)							
62384170	1	Invoice	HOOKS & WRENCH ORGANIZER	08/06/2018	16.27	03/19	601-23-52-5588-318
Total 62384170:					16.27		
62384764	1	Invoice	9V BATTERY PACK & MARKERS	08/08/2018	20.98	03/19	601-23-52-5588-318
Total 62384764:					20.98		
62385468	1	Invoice	DRILL PUMP	08/10/2018	11.99	03/19	601-23-52-5588-318
Total 62385468:					11.99		
62386460	1	Invoice	WRENCH IMPACT KIT	08/13/2018	179.99	03/19	603-23-70-5642-311
62386460	2	Invoice	BOLTS & TRIMMER STRING	08/13/2018	63.06	03/19	603-23-70-5642-318
Total 62386460:					243.05		
62386907	1	Invoice	SHOPVAC FILTER	08/15/2018	27.99	03/19	601-23-52-5588-318
Total 62386907:					27.99		
62386915	1	Invoice	KITCHEN TRASH BAGS-REGISTER WALL-C	08/15/2018	34.86	03/19	603-23-70-5642-318
Total 62386915:					34.86		
62386929	1	Invoice	MATERIAL FOR PAINT MACHINE & PICK FO	08/15/2018	91.95	03/19	204-23-30-5310-318
Total 62386929:					91.95		
62387031	1	Invoice	WIRE WHEELS & WIRE BRUSH	08/15/2018	15.92	03/19	603-23-70-5642-318
Total 62387031:					15.92		
62387379	1	Invoice	CONDUIT HANGERS, CLAMPS	08/16/2018	20.32	03/19	603-23-70-5642-318
Total 62387379:					20.32		
62389016	1	Invoice	WASHERS & SCREWS + CEILING FAN SWIT	08/22/2018	13.66	03/19	603-23-70-5642-318
Total 62389016:					13.66		
62389493	1	Invoice	CHAINSAW CHAIN-TRAILER JACK-JACK FO	08/24/2018	97.96	03/19	602-23-61-5642-318

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 62389493:					97.96		
62390853	1	Invoice	WASP KILLER-AA BATTERIES-TRASH BAGS-	08/28/2018	56.40	03/19	601-23-52-5588-318
Total 62390853:					56.40		
Total BOMGAARS (5165):					651.35		
BORDER STATES INDUSTRIES INC (6530)							
915945545	1	Invoice	7-TON & 12-TON BATTERY OPERATED CRIM	08/17/2018	5,085.00	03/19	601-23-52-5588-311
Total 915945545:					5,085.00		
Total BORDER STATES INDUSTRIES INC (6530):					5,085.00		
BRADEN, BECKI (4636)							
081718	1	Invoice	ENERGY EFFICIENCY REBATE	08/17/2018	75.00	03/19	601-23-36-5930-979
081718	2	Invoice	CORN BELT EE RESIDENTIAL REBATE	08/17/2018	25.00	03/19	601-23-53-5930-979
Total 081718:					100.00		
Total BRADEN, BECKI (4636):					100.00		
BROWN SUPPLY COMPANY, INC. (122)							
86939	1	Invoice	12"x1" SADDLE + 1" COMP CORP ~ DOLLAR	08/17/2018	169.03	03/19	602-23-62-5662-318
Total 86939:					169.03		
87093	1	Invoice	12"x1" SADDLE ~ DOLLAR TREE (PROSPECT	08/23/2018	88.00	03/19	602-23-62-5662-318
Total 87093:					88.00		
Total BROWN SUPPLY COMPANY, INC. (122):					257.03		
BROWNELLS, INC. (4593)							
16194993.00	1	Invoice	GLOCK MAGS/SHIPPING	08/07/2018	209.85	03/19	100-21-21-5110-318
Total 16194993.00:					209.85		
Total BROWNELLS, INC. (4593):					209.85		
BURGIN, ROLANDA (4618)							
080418	1	Invoice	ENERGY EFFICIENCY REBATE	08/04/2018	75.00	03/19	601-23-36-5930-979
080418	2	Invoice	CORN BELT EE RESIDENTIAL REBATE	08/04/2018	25.00	03/19	601-23-53-5930-979
Total 080418:					100.00		
Total BURGIN, ROLANDA (4618):					100.00		
CAPITAL SANITARY SUPPLY (6096)							
C263553 & C	1	Invoice	TP/PAPER TOWELS/SCREENS/SOAP	08/08/2018	53.24	03/19	100-24-36-5480-318
C263553 & C	2	Invoice	TP/PAPER TOWELS/SCREENS/SOAP	08/08/2018	38.03	03/19	601-23-36-5480-318
C263553 & C	3	Invoice	TP/PAPER TOWELS/SCREENS/SOAP	08/08/2018	30.42	03/19	602-23-36-5480-318
C263553 & C	4	Invoice	TP/PAPER TOWELS/SCREENS/SOAP	08/08/2018	30.42	03/19	603-23-36-5480-318
Total C263553 & C263553A:					152.11		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
C263622A	1	Invoice	GLOVES	08/15/2018	47.00	03/19	603-23-70-5642-312
Total C263622A:					47.00		
C264403	1	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	100-21-22-5140-316
C264403	2	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	204-23-30-5310-316
C264403	3	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	603-23-70-5921-316
C264403	4	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	100-23-42-5371-316
C264403	5	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	602-23-61-5921-316
C264403	6	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	100-21-18-5190-316
C264403	7	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	100-23-43-5361-316
C264403	8	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	601-24-16-5921-316
C264403	9	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	100-22-42-5233-316
C264403	10	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	601-23-52-5921-316
C264403	11	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	100-21-21-5110-316
C264403	12	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	7.19	03/19	100-24-18-5470-316
C264403	13	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	6.47	03/19	100-24-12-5430-316
C264403	14	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	12.93	03/19	602-23-81-5921-316
C264403	15	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	2.16	03/19	603-23-81-5921-316
C264403	16	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	16.99	03/19	601-23-81-5921-316
C264403	17	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	3.88	03/19	100-24-14-5435-316
C264403	18	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	8.62	03/19	602-23-80-5921-316
C264403	19	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	2.59	03/19	603-23-80-5921-316
C264403	20	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	23.04	03/19	601-23-80-5921-316
C264403	21	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	1.79	03/19	100-24-30-5380-316
C264403	22	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	1.80	03/19	601-24-30-5380-316
C264403	23	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	1.80	03/19	602-24-30-5380-316
C264403	24	Invoice	COPY PAPER/COLORED PAPER	08/22/2018	1.80	03/19	603-24-30-5380-316
Total C264403:					170.15		
Total CAPITAL SANITARY SUPPLY (6096):					369.26		
CARSTENS, DAWN (6665)							
060518	1	Invoice	CORN BELT INSULATION REBATE	06/05/2018	300.00	03/19	601-23-53-5930-979
Total 060518:					300.00		
Total CARSTENS, DAWN (6665):					300.00		
CASADY BROTHERS IMP. (145)							
52155W	1	Invoice	2-12" & 2-14"	08/20/2018	69.80	03/19	601-23-52-5588-318
Total 52155W:					69.80		
Total CASADY BROTHERS IMP. (145):					69.80		
CEMSTONE CONCRETE MATERIALS (6320)							
C1935555	1	Invoice	CONCRETE - STORM SEWER UPDATE - 720	07/31/2018	331.50	03/19	204-23-30-5330-318
Total C1935555:					331.50		
C1936491	1	Invoice	CONCRETE - STORM SEWER UPDATE - 720	08/01/2018	520.00	03/19	204-23-30-5330-318
Total C1936491:					520.00		
Total CEMSTONE CONCRETE MATERIALS (6320):					851.50		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
CINTAS CORPORATION (6330)							
762616689	1	Invoice	FR CLOTHING/UNIFORM RENTAL	08/06/2018	51.69	03/19	601-23-52-5588-312
762616689	2	Invoice	FR CLOTHING/UNIFORM RENTAL	08/06/2018	14.72	03/19	601-23-51-5566-312
762616689	3	Invoice	FR CLOTHING/UNIFORM RENTAL	08/06/2018	7.92	03/19	601-23-80-5905-312
762616689	4	Invoice	FR CLOTHING/UNIFORM RENTAL	08/06/2018	7.92	03/19	602-23-80-5903-312
Total 762616689:					82.25		
762618230	1	Invoice	FR CLOTHING/UNIFORM RENTAL	08/13/2018	51.69	03/19	601-23-52-5588-312
762618230	2	Invoice	FR CLOTHING/UNIFORM RENTAL	08/13/2018	14.72	03/19	601-23-51-5566-312
762618230	3	Invoice	FR CLOTHING/UNIFORM RENTAL	08/13/2018	7.92	03/19	601-23-80-5905-312
762618230	4	Invoice	FR CLOTHING/UNIFORM RENTAL	08/13/2018	7.92	03/19	602-23-80-5903-312
Total 762618230:					82.25		
762619744	1	Invoice	FR CLOTHING/UNIFORM RENTAL	08/20/2018	51.69	03/19	601-23-52-5588-312
762619744	2	Invoice	FR CLOTHING/UNIFORM RENTAL	08/20/2018	14.72	03/19	601-23-51-5566-312
762619744	3	Invoice	FR CLOTHING/UNIFORM RENTAL	08/20/2018	7.92	03/19	601-23-80-5905-312
762619744	4	Invoice	FR CLOTHING/UNIFORM RENTAL	08/20/2018	7.92	03/19	602-23-80-5903-312
Total 762619744:					82.25		
762621279	1	Invoice	FR CLOTHING/UNIFORM RENTAL	08/27/2018	51.69	03/19	601-23-52-5588-312
762621279	2	Invoice	FR CLOTHING/UNIFORM RENTAL	08/27/2018	14.72	03/19	601-23-51-5566-312
762621279	3	Invoice	FR CLOTHING/UNIFORM RENTAL	08/27/2018	7.92	03/19	601-23-80-5905-312
762621279	4	Invoice	FR CLOTHING/UNIFORM RENTAL	08/27/2018	7.92	03/19	602-23-80-5903-312
Total 762621279:					82.25		
Total CINTAS CORPORATION (6330):					329.00		
CINTAS LOC 22M (6620)							
22M111264	1	Invoice	TOWELS/POLICE DEPT	08/07/2018	52.55	03/19	100-21-21-5110-225
Total 22M111264:					52.55		
Total CINTAS LOC 22M (6620):					52.55		
CITY OF WEBSTER CITY (176)							
081518	1	Invoice	CITY UTILITIES-605 SECOND STREET	08/15/2018	191.01	03/19	100-23-36-5397-233
Total 081518:					191.01		
082418	1	Invoice	CITY UTILITIES	08/24/2018	735.00	03/19	100-24-36-5480-233
082418	2	Invoice	CITY UTILITIES	08/24/2018	525.00	03/19	601-23-36-5480-233
082418	3	Invoice	CITY UTILITIES	08/24/2018	420.00	03/19	602-23-36-5480-233
082418	4	Invoice	CITY UTILITIES	08/24/2018	420.00	03/19	603-23-36-5480-233
082418	5	Invoice	CITY UTILITIES	08/24/2018	819.44	03/19	100-21-22-5140-233
082418	6	Invoice	CITY UTILITIES	08/24/2018	442.66	03/19	204-23-30-5310-233
082418	7	Invoice	CITY UTILITIES	08/24/2018	796.38	03/19	100-21-30-5120-233
082418	8	Invoice	CITY UTILITIES	08/24/2018	184.49	03/19	602-23-62-5662-233
082418	9	Invoice	CITY UTILITIES	08/24/2018	618.03	03/19	603-23-71-5662-233
082418	10	Invoice	CITY UTILITIES	08/24/2018	14,860.52	03/19	603-23-70-5642-233
082418	11	Invoice	CITY UTILITIES	08/24/2018	9,816.21	03/19	100-21-30-5160-233
082418	12	Invoice	CITY UTILITIES	08/24/2018	384.58	03/19	100-22-42-5221-233
082418	13	Invoice	CITY UTILITIES	08/24/2018	325.17	03/19	100-22-42-5210-233
082418	14	Invoice	CITY UTILITIES	08/24/2018	28.28	03/19	100-22-42-5210-233
082418	15	Invoice	CITY UTILITIES	08/24/2018	416.31	03/19	100-22-42-5222-233

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
082418	16	Invoice	CITY UTILITIES	08/24/2018	3,384.07	03/19	100-22-42-5233-233
082418	17	Invoice	CITY UTILITIES	08/24/2018	435.42	03/19	100-23-42-5371-233
082418	18	Invoice	CITY UTILITIES	08/24/2018	7,109.56	03/19	602-23-60-5601-233
082418	19	Invoice	CITY UTILITIES	08/24/2018	119.57	03/19	601-23-51-5566-233
082418	20	Invoice	CITY UTILITIES	08/24/2018	123.20	03/19	601-23-52-5588-233
082418	21	Invoice	CITY UTILITIES	08/24/2018	119.57	03/19	601-23-52-5586-233
082418	22	Invoice	CITY UTILITIES	08/24/2018	5,830.61	03/19	100-22-42-5242-233
082418	23	Invoice	CITY UTILITIES	08/24/2018	2,729.78	03/19	602-23-61-5642-233
082418	24	Invoice	CITY UTILITIES	08/24/2018	119.97	03/19	100-23-43-5361-233
082418	25	Invoice	CITY UTILITIES	08/24/2018	832.25	03/19	100-22-42-5280-233
082418	26	Invoice	CITY UTILITIES	08/24/2018	360.39	03/19	100-21-22-5140-233
Total 082418:					51,956.46		
082418 SHE	1	Invoice	UTILITIES/WEST TWIN SHELTER	08/24/2018	85.84	03/19	100-22-42-5222-233
Total 082418 SHELTER:					85.84		
082418 WEL	1	Invoice	CITY UTILITIES/well #8	08/24/2018	1,653.42	03/19	602-23-60-5601-233
Total 082418 WELL#8:					1,653.42		
Total CITY OF WEBSTER CITY (176):					53,886.73		
COMBINED SYSTEMS TECH, INC. (4548)							
126343	1	Invoice	REPLACEMENT PC'S/UTILITY OFFICE	06/19/2018	584.17	03/19	100-24-16-5420-317
126343	2	Invoice	REPLACEMENT PC'S/UTILITY OFFICE	06/19/2018	2,141.95	03/19	601-24-16-5921-317
126343	3	Invoice	REPLACEMENT PC'S/UTILITY OFFICE	06/19/2018	584.16	03/19	602-24-16-5921-317
126343	4	Invoice	REPLACEMENT PC'S/UTILITY OFFICE	06/19/2018	584.17	03/19	603-24-16-5921-317
Total 126343:					3,894.45		
Total COMBINED SYSTEMS TECH, INC. (4548):					3,894.45		
CORN BELT POWER COOP, INC. (197)							
13001	1	Invoice	TAPE READINGS & REPORTS	08/13/2018	40.00	03/19	601-23-51-5566-299
Total 13001:					40.00		
Total CORN BELT POWER COOP, INC. (197):					40.00		
COUNSEL OFFICE & DOCUMENT (3995)							
AR329665	1	Invoice	LEASE AGREEMENT & COPY CHARGE-STR	08/07/2018	32.80	03/19	204-23-30-5310-225
Total AR329665:					32.80		
Total COUNSEL OFFICE & DOCUMENT (3995):					32.80		
CULLIGAN FORT DODGE (207)							
082018	1	Invoice	AIRPORT-SOFT WATER SERVICE	08/20/2018	131.51	03/19	205-23-45-5372-299
Total 082018:					131.51		
Total CULLIGAN FORT DODGE (207):					131.51		
DAILY FREEMAN JOURNAL, INC. (211)							
4072	1	Invoice	ZON BD OF ADJ/PH NOTICE	08/08/2018	33.39	03/19	100-21-18-5190-210

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 4072:					33.39		
4088	1	Invoice	PH NOTICE/DISP OF CITY OWNED PROP	08/13/2018	34.37	03/19	100-24-18-5470-210
Total 4088:					34.37		
4089	1	Invoice	LEGAL PUBL - PROPOSED PLANS FOR DUB	08/17/2018	37.32	03/19	528-23-30-5310-210
Total 4089:					37.32		
4095	1	Invoice	CM 08/06/2018	08/15/2018	298.53	03/19	100-24-14-5435-210
Total 4095:					298.53		
Total DAILY FREEMAN JOURNAL, INC. (211):					403.61		
DJ'S TROPHY'S-ROBERT M DRAEGER (237)							
737889	1	Invoice	BIKE MEDALS/TOUR DE WEBSTER	08/16/2018	67.90	03/19	100-22-42-5222-318
Total 737889:					67.90		
Total DJ'S TROPHY'S-ROBERT M DRAEGER (237):					67.90		
DOOLITTLE OIL COMPANY, INC. (243)							
66507 & 667	1	Invoice	GAS REPORT	08/23/2018	1,546.49	03/19	100-21-21-5110-315
66507 & 667	2	Invoice	GAS REPORT	08/23/2018	50.61	03/19	100-21-22-5140-315
66507 & 667	3	Invoice	GAS REPORT	08/23/2018	355.32	03/19	204-23-30-5310-315
66507 & 667	4	Invoice	GAS REPORT	08/23/2018	192.53	03/19	603-23-70-5935-315
66507 & 667	5	Invoice	GAS REPORT	08/23/2018	180.53	03/19	602-23-61-5935-315
66507 & 667	6	Invoice	GAS REPORT	08/23/2018	59.74	03/19	100-21-18-5190-315
66507 & 667	7	Invoice	GAS REPORT	08/23/2018	522.28	03/19	601-23-52-5935-315
66507 & 667	8	Invoice	GAS REPORT	08/23/2018	74.35	03/19	601-23-51-5935-315
66507 & 667	9	Invoice	GAS REPORT	08/23/2018	102.79	03/19	601-23-80-5935-315
66507 & 667	10	Invoice	GAS REPORT	08/23/2018	102.79	03/19	602-23-80-5935-315
66507 & 667	11	Invoice	GAS REPORT	08/23/2018	125.48	03/19	100-22-42-5210-315
66507 & 667	12	Invoice	GAS REPORT	08/23/2018	602.37	03/19	100-23-42-5371-315
66507 & 667	13	Invoice	GAS REPORT	08/23/2018	300.73	03/19	100-24-14-5435-315
66507 & 667	14	Invoice	GAS REPORT	08/23/2018	121.39	03/19	100-21-22-5140-315
66507 & 667	15	Invoice	GAS REPORT	08/23/2018	926.98	03/19	204-23-30-5310-315
66507 & 667	16	Invoice	GAS REPORT	08/23/2018	12.92	03/19	602-23-61-5935-315
66507 & 667	17	Invoice	GAS REPORT	08/23/2018	589.63	03/19	601-23-52-5935-315
66507 & 667	18	Invoice	GAS REPORT	08/23/2018	15.60	03/19	100-22-42-5210-315
66507 & 667	19	Invoice	GAS REPORT	08/23/2018	335.64	03/19	100-23-42-5371-315
66507 & 667	20	Invoice	GAS REPORT	08/23/2018	837.52	03/19	100-24-14-5435-315
Total 66507 & 66778:					7,055.69		
Total DOOLITTLE OIL COMPANY, INC. (243):					7,055.69		
FLETCHER-REINHARDT COMPANY (305)							
S1184050.00	1	Invoice	100 KVA PAD MT TRANSFORMER SINGLE P	08/23/2018	2,570.00	03/19	601-23-52-5935-871
S1184050.00	2	Invoice	6- (T710-133T) SOLID CUTOOT DOORS	08/23/2018	232.50	03/19	601-23-52-5588-318
Total S1184050.001:					2,802.50		
Total FLETCHER-REINHARDT COMPANY (305):					2,802.50		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
HAMILTON COUNTY (366)							
15194 08281	1	Invoice	BILL SMITH LEASE TAX	08/28/2018	70.00	03/19	100-23-42-5382-299
Total 15194 082818:					70.00		
17209	1	Invoice	1203 2ND STREET	08/28/2018	2,290.00	03/19	100-21-18-5190-299
Total 17209:					2,290.00		
18021	1	Invoice	1118 JOHN STREET	08/28/2018	58.00	03/19	100-21-18-5190-299
Total 18021:					58.00		
18022	1	Invoice	LOT ADJ TO 1118 JOHN STREET	08/28/2018	58.00	03/19	100-21-18-5190-299
Total 18022:					58.00		
18638	1	Invoice	605 2ND STREET	08/28/2018	800.00	03/19	100-23-36-5397-299
Total 18638:					800.00		
18789	1	Invoice	WALL CREEK-1ST ADDN-FARM LEASE	08/28/2018	244.00	03/19	100-23-42-5371-299
Total 18789:					244.00		
18815	1	Invoice	SAHAI ADDN - LOT 1	08/28/2018	724.00	03/19	601-23-52-5930-299
Total 18815:					724.00		
18818	1	Invoice	SAHAI ADDN N. 100 FT LOT 2	08/28/2018	60.00	03/19	603-23-70-5653-299
Total 18818:					60.00		
18819	1	Invoice	SAHAI 2ND ADD LOT 1	08/28/2018	1,104.00	03/19	603-23-70-5653-299
Total 18819:					1,104.00		
18895	1	Invoice	ACQ OF WALL ST PARCEL	08/28/2018	10.00	03/19	100-24-12-5430-299
Total 18895:					10.00		
18901 08281	1	Invoice	VAN DIEST PROPERTY	08/28/2018	1,114.00	03/19	100-23-36-5393-299
Total 18901 082818:					1,114.00		
7929900 201	1	Invoice	NEAL #4 EXCISE TAXES	08/28/2018	8,296.00	03/19	601-23-51-5566-299
Total 7929900 2018-2019:					8,296.00		
Total HAMILTON COUNTY (366):					14,828.00		
HAWKINS, INC. (3668)							
4347308	1	Invoice	PHOSPHATE (LPC-AM) & CHLORINE	08/21/2018	2,924.68	03/19	602-23-61-5641-318
Total 4347308:					2,924.68		
Total HAWKINS, INC. (3668):					2,924.68		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
HOMEBUYERS INC. (6405)							
1945680408	1	Invoice	DEPOSIT REFUND/2327 220TH ST	08/29/2018	110.73	03/19	601-21011
Total 1945680408:					110.73		
Total HOMEBUYERS INC. (6405):					110.73		
HY-VEE ACCOUNTS RECEIVABLE (424)							
4845942166	1	Invoice	COFFEE	08/21/2018	4.99	03/19	100-21-21-5110-318
Total 4845942166:					4.99		
Total HY-VEE ACCOUNTS RECEIVABLE (424):					4.99		
inTANDEM (6526)							
1798	1	Invoice	WEBSITE DEV/ADMIN FEE	08/28/2018	247.50	03/19	100-24-12-5430-299
1798	2	Invoice	WEBSITE DEV/ADMIN FEE	08/28/2018	825.00	03/19	601-23-81-5930-299
1798	3	Invoice	WEBSITE DEV/ADMIN FEE	08/28/2018	495.00	03/19	602-23-81-5930-299
1798	4	Invoice	WEBSITE DEV/ADMIN FEE	08/28/2018	82.50	03/19	603-23-81-5930-299
1798	5	Invoice	SOCIAL MEDIA RETAINER	08/28/2018	70.00	03/19	100-22-12-5370-210
1798	6	Invoice	SOCIAL MEDIA RETAINER	08/28/2018	192.50	03/19	601-23-81-5930-210
1798	7	Invoice	SOCIAL MEDIA RETAINER	08/28/2018	43.75	03/19	602-23-81-5930-210
1798	8	Invoice	SOCIAL MEDIA RETAINER	08/28/2018	43.75	03/19	603-23-81-5930-210
1798	9	Invoice	BUSINESS CARDS/FLAWS-GLASCOCK-MOE	08/28/2018	38.49	03/19	100-22-42-5233-316
1798	10	Invoice	BUSINESS CARDS/ORTON	08/28/2018	12.82	03/19	601-23-52-5588-318
1798	11	Invoice	BUSINESS CARDS/BAUER-HARMS	08/28/2018	25.62	03/19	100-23-42-5371-316
1798	12	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	2.70	03/19	100-24-14-5435-316
1798	13	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	19.50	03/19	601-23-80-5921-316
1798	14	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	6.00	03/19	602-23-80-5921-316
1798	15	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	1.80	03/19	603-23-80-5921-316
1798	16	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	15.00	03/19	100-23-43-5361-316
1798	17	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	21.00	03/19	204-23-30-5310-318
1798	18	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	6.00	03/19	602-23-62-5662-318
1798	19	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	3.00	03/19	603-23-71-5662-318
1798	20	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	15.00	03/19	100-21-18-5190-318
1798	21	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	15.00	03/19	100-24-18-5470-318
1798	22	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	7.50	03/19	100-24-30-5380-318
1798	23	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	7.50	03/19	601-24-30-5380-318
1798	24	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	7.50	03/19	602-24-30-5380-318
1798	25	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	7.50	03/19	603-24-30-5380-318
1798	26	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	45.00	03/19	100-23-42-5371-316
1798	27	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	60.00	03/19	100-22-42-5233-316
1798	28	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	30.00	03/19	601-23-52-5588-318
1798	29	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	15.00	03/19	602-23-61-5642-318
1798	30	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	7.50	03/19	100-23-36-5393-316
1798	31	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	7.50	03/19	601-23-36-5393-316
1798	32	Invoice	BUSINESS CARD LAYOUT/REVISIONS	08/28/2018	15.00	03/19	601-23-81-5921-316
Total 1798:					2,391.93		
Total inTANDEM (6526):					2,391.93		
IOWA ONE CALL (485)							
204000	1	Invoice	ONE CALL SERVICES	08/17/2018	95.30	03/19	601-23-52-5930-299
204000	2	Invoice	ONE CALL SERVICES	08/17/2018	29.40	03/19	602-23-62-5662-299
204000	3	Invoice	ONE CALL SERVICES	08/17/2018	29.40	03/19	603-23-71-5662-299

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 204000:					154.10		
Total IOWA ONE CALL (485):					154.10		
J & S SALES (510)							
891206	1	Invoice	RED GREASE	08/11/2018	203.00	03/19	603-23-70-5642-318
Total 891206:					203.00		
Total J & S SALES (510):					203.00		
JET CONTROLS (6450)							
082418	1	Invoice	YARD CLEAN UP - 1113 HAMILTON ROAD	08/24/2018	650.00	03/19	100-21-18-5190-299
Total 082418:					650.00		
Total JET CONTROLS (6450):					650.00		
KHALECK, DERICK (6672)							
612875021	1	Invoice	CUSTOMER DEPOSIT REFUND	08/29/2018	39.44	03/19	601-21011
Total 612875021:					39.44		
Total KHALECK, DERICK (6672):					39.44		
KIESLER'S POLICE SUPPLY, INC. (5763)							
0872841	1	Invoice	GLOCK 17 GEN4 PSTL/NIGHT SIGHTS	08/07/2018	1,327.47	03/19	212-18-21-4110-704
Total 0872841:					1,327.47		
0872865	1	Invoice	GLOCK PISTOLS	08/07/2018	843.00	03/19	212-18-21-4110-704
Total 0872865:					843.00		
0874115	1	Invoice	GLOCK 19 GEN5 PSTL	08/21/2018	471.00	03/19	100-21-21-5110-318
Total 0874115:					471.00		
Total KIESLER'S POLICE SUPPLY, INC. (5763):					2,641.47		
LAMPERT'S (564)							
24306947	1	Invoice	SHELVING SUPPLIES FOR SHOP	08/20/2018	78.86	03/19	204-23-30-5310-318
24306947	2	Invoice	SHELVING SUPPLIES FOR SHOP	08/20/2018	24.00	03/19	602-23-62-5662-318
24306947	3	Invoice	SHELVING SUPPLIES FOR SHOP	08/20/2018	11.43	03/19	603-23-71-5662-318
Total 24306947:					114.29		
24306961	1	Invoice	LONG NECK JAM SAW	08/20/2018	204.99	03/19	100-22-42-5210-311
Total 24306961:					204.99		
24307074	1	Invoice	SHELVING & MISC SUPPLIES FOR SHOP	08/21/2018	73.85	03/19	204-23-30-5310-318
24307074	2	Invoice	SHELVING & MISC SUPPLIES FOR SHOP	08/21/2018	22.48	03/19	602-23-62-5662-318
24307074	3	Invoice	SHELVING & MISC SUPPLIES FOR SHOP	08/21/2018	10.70	03/19	603-23-71-5662-318
Total 24307074:					107.03		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total LAMPERT'S (564):					426.31		
LINCOLN NATL LIFE INSURANCE CO (3031)							
082818	1	Invoice	LIFE INSURANCE PREMIUMS	08/28/2018	1,312.43	03/19	902-11215
Total 082818:					1,312.43		
Total LINCOLN NATL LIFE INSURANCE CO (3031):					1,312.43		
MC FARLAND CLINIC PC (609)							
2276825	1	Invoice	PRE-EMPLOYMENT PHYSICAL	08/14/2018	339.50	03/19	100-21-21-5110-212
Total 2276825:					339.50		
Total MC FARLAND CLINIC PC (609):					339.50		
MENDEZ, JORVIC MENDEZ (6671)							
711660005	1	Invoice	CUSTOMER DEPOSIT REFUND	08/29/2018	62.14	03/19	601-21011
Total 711660005:					62.14		
Total MENDEZ, JORVIC MENDEZ (6671):					62.14		
MIDLAND NATIONAL LIFE INS CO (1678)							
081818	1	Invoice	MIDLAND PREMIUM	08/18/2018	50.00	03/19	902-11215
Total 081818:					50.00		
Total MIDLAND NATIONAL LIFE INS CO (1678):					50.00		
MIDWEST RADAR & EQUIPMENT (643)							
164155	1	Invoice	RADAR CALIBRATION	08/24/2018	200.00	03/19	100-21-21-5110-227
Total 164155:					200.00		
Total MIDWEST RADAR & EQUIPMENT (643):					200.00		
MILLER, BRIAN (5997)							
120917	1	Invoice	CORN BELT AC REBATE	12/09/2017	150.00	03/19	601-23-53-5930-979
Total 120917:					150.00		
Total MILLER, BRIAN (5997):					150.00		
MUNICIPAL SUPPLY, INC. (672)							
0701604-IN	1	Invoice	48 WATER METERS (5/8"x3/4" SR11 100G ECR	08/10/2018	5,280.00	03/19	602-23-62-5935-870
Total 0701604-IN:					5,280.00		
0703029-IN	1	Invoice	4 DIFF WATER METERS + VARIOUS METER	08/22/2018	7,191.85	03/19	602-23-62-5935-870
Total 0703029-IN:					7,191.85		
Total MUNICIPAL SUPPLY, INC. (672):					12,471.85		
NAPA AUTO PARTS (677)							
855124	1	Invoice	MUD FLAPS - ST#007	08/15/2018	14.24	03/19	204-23-30-5310-314

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 855124:					14.24		
855616	1	Invoice	SOLENOID FOR TRACTOR	08/22/2018	31.99	03/19	100-22-42-5210-314
Total 855616:					31.99		
855691	1	Invoice	OIL & AIR FILTERS/OIL DRI/OIL	08/23/2018	78.26	03/19	100-23-42-5371-315
Total 855691:					78.26		
855693	1	Invoice	GEAR OIL	08/23/2018	60.12	03/19	100-23-42-5371-315
Total 855693:					60.12		
Total NAPA AUTO PARTS (677):					184.61		
NCL OF WISCONSIN, INC. (687)							
410569	1	Invoice	HOT PLATE	08/03/2018	303.36	03/19	603-23-70-5642-319
Total 410569:					303.36		
Total NCL OF WISCONSIN, INC. (687):					303.36		
NORTH IOWA MUNICIPAL ELECTRIC (705)							
4113	1	Invoice	PROPERTY TAXES/1ST HALF 2018	08/24/2018	19,968.50	03/19	601-23-51-5566-299
Total 4113:					19,968.50		
Total NORTH IOWA MUNICIPAL ELECTRIC (705):					19,968.50		
O'HALLORAN INTERNATIONAL (718)							
31T1098	1	Invoice	2019 INTERNATIONAL CHASSIS (ST DEPT-C	08/27/2018	51,454.68	03/19	100-41-30-5310-512
31T1098	2	Invoice	2019 INTERNATIONAL CHASSIS (ST DEPT-C	08/27/2018	15,660.12	03/19	602-41-62-5935-512
31T1098	3	Invoice	2019 INTERNATIONAL CHASSIS (ST DEPT-C	08/27/2018	7,457.20	03/19	603-41-71-5935-512
Total 31T1098:					74,572.00		
Total O'HALLORAN INTERNATIONAL (718):					74,572.00		
ON-HOLD PRODUCTIONS (726)							
5875	1	Invoice	ON HOLD MESSAGE - SEPT 2018	08/27/2018	15.20	03/19	100-22-12-5370-210
5875	2	Invoice	ON HOLD MESSAGE - SEPT 2018	08/27/2018	41.80	03/19	601-23-81-5930-210
5875	3	Invoice	ON HOLD MESSAGE - SEPT 2018	08/27/2018	9.50	03/19	602-23-81-5930-210
5875	4	Invoice	ON HOLD MESSAGE - SEPT 2018	08/27/2018	9.50	03/19	603-23-81-5930-210
Total 5875:					76.00		
Total ON-HOLD PRODUCTIONS (726):					76.00		
O'REILLY AUTOMOTIVE, INC. (727)							
0357-405097	1	Invoice	HAND CLEANER	08/17/2018	13.99	03/19	204-23-30-5310-318
Total 0357-405097:					13.99		
Total O'REILLY AUTOMOTIVE, INC. (727):					13.99		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
P & M APPAREL (734)							
29105	1	Invoice	STAFF SHIRTS/FULLER HALL	08/23/2018	193.00	03/19	100-22-42-5233-318
Total 29105:					193.00		
Total P & M APPAREL (734):					193.00		
PETERSON, STEVE (5087)							
081418	1	Invoice	PRE-EMPLOYMENT POLYGRAPH	08/14/2018	200.00	03/19	100-21-21-5110-319
Total 081418:					200.00		
Total PETERSON, STEVE (5087):					200.00		
PLYMOUTH COUNTY TREASURER (762)							
9933000 201	1	Invoice	NEAL #4-HINTON LINE EXCISE TAX	08/28/2018	62.00	03/19	601-23-51-5566-299
Total 9933000 2018/2019:					62.00		
Total PLYMOUTH COUNTY TREASURER (762):					62.00		
POSTMASTER (766)							
082518	1	Invoice	REPLENISH POSTAGE DUE ACCOUNT	08/25/2018	18.00	03/19	100-24-14-5435-221
082518	2	Invoice	REPLENISH POSTAGE DUE ACCOUNT	08/25/2018	130.00	03/19	601-23-80-5921-221
082518	3	Invoice	REPLENISH POSTAGE DUE ACCOUNT	08/25/2018	40.00	03/19	602-23-80-5921-221
082518	4	Invoice	REPLENISH POSTAGE DUE ACCOUNT	08/25/2018	12.00	03/19	603-23-80-5921-221
Total 082518:					200.00		
Total POSTMASTER (766):					200.00		
PRESTO-X-COMPANY INC. (774)							
8671735	1	Invoice	PEST CONTROL/SENIOR CENTER	08/09/2018	43.00	03/19	100-22-42-5280-299
Total 8671735:					43.00		
8671737	1	Invoice	BUG SPRAYING-FULLER HALL	08/09/2018	40.00	03/19	100-22-42-5233-299
Total 8671737:					40.00		
8671740	1	Invoice	PEST CONTROL	08/09/2018	12.25	03/19	100-24-36-5480-299
8671740	2	Invoice	PEST CONTROL	08/09/2018	8.75	03/19	601-23-36-5480-299
8671740	3	Invoice	PEST CONTROL	08/09/2018	7.00	03/19	602-23-36-5480-299
8671740	4	Invoice	PEST CONTROL	08/09/2018	7.00	03/19	603-23-36-5480-299
Total 8671740:					35.00		
Total PRESTO-X-COMPANY INC. (774):					118.00		
PRINTING SERVICES, INC. (1130)							
655258-0	1	Invoice	INK CARTRIDGES	04/05/2018	42.96	03/19	603-23-70-5921-316
Total 655258-0:					42.96		
661410-0	1	Invoice	OFFICE SUPPLIES	08/23/2018	1.33	03/19	100-24-14-5435-316
661410-0	2	Invoice	OFFICE SUPPLIES	08/23/2018	9.61	03/19	601-23-80-5921-316
661410-0	3	Invoice	OFFICE SUPPLIES	08/23/2018	2.95	03/19	602-23-80-5921-316
661410-0	4	Invoice	OFFICE SUPPLIES	08/23/2018	.90	03/19	603-23-80-5921-316

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
661410-0	5	Invoice	OFFICE SUPPLIES	08/23/2018	3.86	03/19	100-24-30-5380-316
661410-0	6	Invoice	OFFICE SUPPLIES	08/23/2018	3.86	03/19	601-24-30-5380-316
661410-0	7	Invoice	OFFICE SUPPLIES	08/23/2018	3.86	03/19	602-24-30-5380-316
661410-0	8	Invoice	OFFICE SUPPLIES	08/23/2018	3.86	03/19	603-24-30-5380-316
661410-0	9	Invoice	OFFICE SUPPLIES	08/23/2018	6.99	03/19	100-24-12-5430-316
661410-0	10	Invoice	OFFICE SUPPLIES	08/23/2018	23.28	03/19	601-23-81-5921-316
661410-0	11	Invoice	OFFICE SUPPLIES	08/23/2018	13.97	03/19	602-23-81-5921-316
661410-0	12	Invoice	OFFICE SUPPLIES	08/23/2018	2.33	03/19	603-23-81-5921-316
Total 661410-0:					76.80		
Total PRINTING SERVICES, INC. (1130):					119.76		
RICHARDSON, TRACY (5438)							
072818	1	Invoice	LED LIGHTING REBATE	07/28/2018	87.88	03/19	601-23-36-5930-979
072818	2	Invoice	CORN BELT LED LIGHTING REBATE	07/28/2018	46.00	03/19	601-23-53-5930-979
Total 072818:					133.88		
Total RICHARDSON, TRACY (5438):					133.88		
SKARSHAUG TESTING LAB, INC. (878)							
227945	1	Invoice	BASE CAP FOR HOTSTICK (+CREDIT FOR R	06/25/2018	78.38-	03/19	601-23-52-5935-227
Total 227945:					78.38-		
229216	1	Invoice	RUBBER SPLIT BLANKETS	08/17/2018	134.45	03/19	601-23-52-5935-227
Total 229216:					134.45		
Total SKARSHAUG TESTING LAB, INC. (878):					56.07		
SNYDER & ASSOCIATES (2951)							
118.0143.01-	1	Invoice	ENG = SUPERIOR ST & FAIR MEADOW DR I	08/20/2018	2,200.16	03/19	525-23-30-5310-212
Total 118.0143.01-7:					2,200.16		
Total SNYDER & ASSOCIATES (2951):					2,200.16		
STORM FLYING SERVICE, INC. (911)							
082718	1	Invoice	AIRPORT MANAGER FEE - SEPT 2018	08/27/2018	3,666.67	03/19	205-23-45-5372-299
Total 082718:					3,666.67		
Total STORM FLYING SERVICE, INC. (911):					3,666.67		
STUART C. IRBY COMPANY (3585)							
S010882442.	1	Invoice	1000 METER SEALS	08/14/2018	155.15	03/19	601-23-52-5588-318
Total S010882442.001:					155.15		
S010882442.	1	Invoice	3 VT PACKS	08/14/2018	1,645.13	03/19	601-23-52-5588-318
Total S010882442.002:					1,645.13		
S010882442.	1	Invoice	6 +DURH 1008160 20A 3PH CT RATED 13T M	08/14/2018	1,572.90	03/19	601-23-52-5588-318

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total S010882442.003:					1,572.90		
Total STUART C. IRBY COMPANY (3585):					3,373.18		
SYMBOL ARTS (6668)							
0313234-IN	1	Invoice	BADGES	08/10/2018	345.00	03/19	100-21-21-5110-312
Total 0313234-IN:					345.00		
Total SYMBOL ARTS (6668):					345.00		
SYNC/AMAZON (6343)							
4437633366	1	Invoice	TONER CARTRIDGE SET	08/02/2018	598.84	03/19	100-21-21-5180-316
4437633366	2	Invoice	REMOTE SPEAKER MIC	08/02/2018	188.58	03/19	100-21-21-5110-318
Total 443763336699:					787.42		
4463633479	1	Invoice	UNIFORM EXPENSES	07/25/2018	173.88	03/19	100-21-21-5110-312
Total 446363347966:					173.88		
4587367749	1	Invoice	OPERATING EXPENSE	08/07/2018	245.09	03/19	100-21-21-5110-318
Total 458736774949:					245.09		
4599935578	1	Invoice	UNIFORM EXPENSE	08/04/2018	14.70	03/19	100-21-21-5110-312
Total 459993557878:					14.70		
4653968859	1	Invoice	UNIFORM EXPENSE	07/31/2018	44.00	03/19	100-21-21-5110-312
Total 465396885988:					44.00		
4779545867	1	Invoice	UNIFORM EXPENSE	08/04/2018	26.85	03/19	100-21-21-5110-312
Total 477954586755:					26.85		
5676845843	1	Invoice	UNIFORM EXPENSE	07/27/2018	180.20	03/19	100-21-21-5110-312
Total 567684584387:					180.20		
6387684474	1	Invoice	MISC OPERATING SUPPLIES	07/31/2018	13.60	03/19	100-21-21-5110-318
Total 638768447454:					13.60		
6484495576	1	Invoice	UNIFORM EXPENSE	08/06/2018	25.97	03/19	100-21-21-5110-312
Total 648449557688:					25.97		
6599468668	1	Invoice	BASE PADS TO FIT GLOCKS	08/04/2018	63.99	03/19	100-21-21-5110-312
Total 659946866837:					63.99		
6845635669	1	Invoice	OPERATING SUPPLIES/PD	07/26/2018	41.98	03/19	100-21-21-5110-318
Total 684563566934:					41.98		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
6886849895	1	Invoice	UNIFORM EXPENSE	08/07/2018	62.96	03/19	100-21-21-5110-312
Total 688684989547:					62.96		
6989366848	1	Invoice	INK CARTRIDGE/WETZLER	08/02/2018	60.23	03/19	100-24-18-5470-316
Total 698936684897:					60.23		
7354449998	1	Invoice	SWITCH FOR IT WORKBENCH	07/19/2018	34.49	03/19	100-24-16-5420-317
7354449998	2	Invoice	SWITCH FOR IT WORKBENCH	07/19/2018	126.47	03/19	601-24-16-5921-317
7354449998	3	Invoice	SWITCH FOR IT WORKBENCH	07/19/2018	34.49	03/19	602-24-16-5921-317
7354449998	4	Invoice	SWITCH FOR IT WORKBENCH	07/19/2018	34.48	03/19	603-24-16-5921-317
Total 735444999865:					229.93		
7933859487	1	Invoice	SAFETY EQUIPMENT	07/26/2018	39.40	03/19	100-21-21-5110-312
Total 793385948774:					39.40		
8474448796	1	Invoice	REPLACE PRINTER/FIRE CHIEF	07/10/2018	49.11	03/19	100-24-16-5420-317
8474448796	2	Invoice	REPLACE PRINTER/FIRE CHIEF	07/10/2018	180.07	03/19	601-24-16-5921-317
8474448796	3	Invoice	REPLACE PRINTER/FIRE CHIEF	07/10/2018	49.11	03/19	602-24-16-5921-317
8474448796	4	Invoice	REPLACE PRINTER/FIRE CHIEF	07/10/2018	49.11	03/19	603-24-16-5921-317
Total 847444879685:					327.40		
8568975465	1	Invoice	RIBBON CARTRIDGE/CALC RIBBON	07/20/2018	1.38	03/19	100-24-14-5435-316
8568975465	2	Invoice	RIBBON CARTRIDGE/CALC RIBBON	07/20/2018	10.03	03/19	601-23-80-5921-316
8568975465	3	Invoice	RIBBON CARTRIDGE/CALC RIBBON	07/20/2018	3.08	03/19	602-23-80-5921-316
8568975465	4	Invoice	RIBBON CARTRIDGE/CALC RIBBON	07/20/2018	.94	03/19	603-23-80-5921-316
Total 856897546555:					15.43		
8589758635	1	Invoice	SPEAKERS FOR IT	08/06/2018	14.85	03/19	100-24-16-5420-399
8589758635	2	Invoice	SPEAKERS FOR IT	08/06/2018	54.45	03/19	601-24-16-5930-399
8589758635	3	Invoice	SPEAKERS FOR IT	08/06/2018	14.85	03/19	602-24-16-5930-399
8589758635	4	Invoice	SPEAKERS FOR IT	08/06/2018	14.85	03/19	603-24-16-5921-399
Total 858975863574:					99.00		
8687567486	1	Invoice	UNIFORM & SAFETY EQUIPMENT	07/19/2018	156.62	03/19	100-21-21-5110-312
8687567486	2	Invoice	UNIFORM EXPENSE	07/19/2018	63.88	03/19	100-21-21-5110-312
8687567486	3	Invoice	UNIFORM EXPENSES	07/19/2018	75.08	03/19	100-21-21-5110-312
Total 868756748698:					295.58		
8779793865	1	Invoice	POUCH/CARRIER FOR MAG	07/19/2018	48.99	03/19	100-21-21-5110-312
Total 877979386576:					48.99		
8964645654	1	Invoice	UNIFORM EXPENSES	08/08/2018	362.05	03/19	100-21-21-5110-312
8964645654	2	Invoice	UNIFORM EXPENSE	08/08/2018	131.63	03/19	100-21-21-5110-312
Total 896464565466:					493.68		
9435585895	1	Invoice	REPLACEMENT PRINTER	07/24/2018	50.85	03/19	100-24-16-5420-317
9435585895	2	Invoice	REPLACEMENT PRINTER	07/24/2018	186.45	03/19	601-24-16-5921-317
9435585895	3	Invoice	REPLACEMENT PRINTER	07/24/2018	50.85	03/19	602-24-16-5921-317

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
9435585895	4	Invoice	REPLACEMENT PRINTER	07/24/2018	50.85	03/19	603-24-16-5921-317
Total 943558589548:					339.00		
9793367553	1	Invoice	REPLACEMENT MONITORS	08/03/2018	42.00	03/19	100-24-16-5420-317
9793367553	2	Invoice	REPLACEMENT MONITORS	08/03/2018	153.99	03/19	601-24-16-5921-317
9793367553	3	Invoice	REPLACEMENT MONITORS	08/03/2018	42.00	03/19	602-24-16-5921-317
9793367553	4	Invoice	REPLACEMENT MONITORS	08/03/2018	41.99	03/19	603-24-16-5921-317
Total 979336755365:					279.98		
9985885587	1	Invoice	USB CABLES	08/07/2018	5.18	03/19	100-24-16-5420-317
9985885587	2	Invoice	USB CABLES	08/07/2018	18.99	03/19	601-24-16-5921-317
9985885587	3	Invoice	USB CABLES	08/07/2018	5.18	03/19	602-24-16-5921-317
9985885587	4	Invoice	USB CABLES	08/07/2018	5.18	03/19	603-24-16-5921-317
Total 998588558733:					34.53		
Total SYNC/AMAZON (6343):					3,943.79		
TALBOT, JIM (5127)							
062818	1	Invoice	ENERGY EFFICIENCY REBATE	06/28/2018	75.00	03/19	601-23-36-5930-979
062818	2	Invoice	CORN BELT AC REBATE	06/28/2018	150.00	03/19	601-23-53-5930-979
Total 062818:					225.00		
Total TALBOT, JIM (5127):					225.00		
TOLLE AUTOMOTIVE, INC. (3188)							
11714	1	Invoice	RR TIRE REPAIR - ST#9	08/15/2018	71.14	03/19	204-23-30-5310-227
Total 11714:					71.14		
Total TOLLE AUTOMOTIVE, INC. (3188):					71.14		
TRAFFIC & TRANSPORTATION PROD. (961)							
185136	1	Invoice	TRAFFIC CONTROLLER ~ SUPERIOR & 2nd (08/23/2018	4,150.00	03/19	601-23-52-5585-313
185136	2	Invoice	TRAFFIC CONTROLLER ~ SUPERIOR & BAN	08/23/2018	4,150.00	03/19	601-23-52-5585-313
185136	3	Invoice	LOAD SWITCH (LIGHTNING DAMAGED)	08/23/2018	85.00	03/19	601-23-52-5585-313
Total 185136:					8,385.00		
Total TRAFFIC & TRANSPORTATION PROD. (961):					8,385.00		
UBBEN TILING, INC. (6670)							
18010	1	Invoice	CLEANING TILE AT AIRPORT	07/19/2018	2,142.90	03/19	205-23-45-5372-299
Total 18010:					2,142.90		
Total UBBEN TILING, INC. (6670):					2,142.90		
VERIZON WIRELESS (3812)							
9812556325	1	Invoice	GPS UNIT PHONE	08/10/2018	40.01	03/19	100-23-31-5420-230
9812556325	2	Invoice	GPS UNIT PHONE	08/10/2018	40.01	03/19	601-23-31-5420-230
9812556325	3	Invoice	GPS UNIT PHONE	08/10/2018	40.01	03/19	602-23-31-5420-230
9812556325	4	Invoice	GPS UNIT PHONE	08/10/2018	40.01	03/19	603-23-31-5420-230

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 9812556325:					160.04		
Total VERIZON WIRELESS (3812):					160.04		
WCAD - CHAMBER OF COMMERCE (3486)							
082818	1	Invoice	HOTEL/MOTEL GRANT/RD 19	08/28/2018	20,344.03	03/19	208-23-36-5393-299
Total 082818:					20,344.03		
082818+	1	Invoice	HOTEL/MOTEL GRANT/RD 18	08/28/2018	2,825.00	03/19	208-23-36-5393-299
Total 082818+:					2,825.00		
Total WCAD - CHAMBER OF COMMERCE (3486):					23,169.03		
WEBER-MAXTED, ELISABETH (4922)							
082018	1	Invoice	ENERGY EFFICIENCY REBATE	08/20/2018	75.00	03/19	601-23-36-5930-979
Total 082018:					75.00		
Total WEBER-MAXTED, ELISABETH (4922):					75.00		
WEBSTER CITY TRUE VALUE (2155)							
127003	1	Invoice	CLEANING SUPPLIES/INDOOR POOL	08/06/2018	49.55	03/19	100-22-42-5233-318
Total 127003:					49.55		
127274	1	Invoice	REPLACEMENT BULBS	08/15/2018	3.29	03/19	602-23-61-5642-318
Total 127274:					3.29		
127316	1	Invoice	UPS SHIPPING FEE	08/16/2018	13.31	03/19	601-23-52-5921-221
Total 127316:					13.31		
127382	1	Invoice	DOOR PARTS	08/20/2018	14.98	03/19	100-22-42-5210-310
Total 127382:					14.98		
127396	1	Invoice	UPS SHIPPING FEE	08/20/2018	11.46	03/19	602-23-61-5921-221
Total 127396:					11.46		
127404	1	Invoice	MISC PLUMBING PARTS	08/20/2018	244.63	03/19	601-23-52-5588-318
Total 127404:					244.63		
127427	1	Invoice	FEW MISC PLUMBING PARTS RETURNED	08/21/2018	7.21-	03/19	601-23-52-5588-318
Total 127427:					7.21-		
127432	1	Invoice	PLUMBING SUPPLIES	08/21/2018	34.15	03/19	601-23-52-5588-318
Total 127432:					34.15		
127434	1	Invoice	PLUMBING SUPPLIES	08/21/2018	2.49	03/19	601-23-52-5588-318

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 127434:					2.49		
127443	1	Invoice	PLUMBING SUPPLIES	08/21/2018	5.37	03/19	601-23-52-5588-318
Total 127443:					5.37		
127444	1	Invoice	SCALE/TAPE	08/21/2018	7.49	03/19	100-23-42-5371-318
Total 127444:					7.49		
127445	1	Invoice	KEYS	08/21/2018	7.48	03/19	100-22-42-5210-318
Total 127445:					7.48		
127514	1	Invoice	PLUMBING SUPPLIES	08/23/2018	8.49	03/19	601-23-52-5588-318
Total 127514:					8.49		
127534	1	Invoice	WALL PAINT & SUPPLIES FOR THE SHOP	08/23/2018	69.09	03/19	204-23-30-5310-310
Total 127534:					69.09		
127602	1	Invoice	WEED KILLER/BATTERY/BOLTS	08/27/2018	122.33	03/19	100-22-42-5233-318
Total 127602:					122.33		
Total WEBSTER CITY TRUE VALUE (2155):					586.90		
WEBSTER COUNTY TREASURER (1031)							
PARCEL #33	1	Invoice	LEHIGH TO WEBSTER LINE TAXES	08/28/2018	2,701.00	03/19	601-23-51-5566-299
Total PARCEL #3342 18/19:					2,701.00		
Total WEBSTER COUNTY TREASURER (1031):					2,701.00		
WEISBERG IMPLEMENT (6364)							
009598	1	Invoice	PALLET FORK FOR TRACTOR	08/23/2018	743.00	03/19	100-22-42-5210-314
Total 009598:					743.00		
Total WEISBERG IMPLEMENT (6364):					743.00		
WICKS CONSTRUCTION, INC. (6107)							
PYMT #9	1	Invoice	BREWER CREEK ESTATES - PYMT #9 (12.21	07/27/2018	21,320.00	03/19	502-23-30-5310-299
Total PYMT #9:					21,320.00		
Total WICKS CONSTRUCTION, INC. (6107):					21,320.00		
WINDOW MAN (3653)							
10490	1	Invoice	QUARTERLY WINDOW CLEANING/SR. CTR	06/30/2018	36.00	03/19	100-22-42-5280-299
Total 10490:					36.00		
Total WINDOW MAN (3653):					36.00		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
WOOLSTOCK MUTUAL TELEPHONE ASN (1054)							
839-1086 09/	1	Invoice	INTERNET SERVICE	09/01/2018	3.03	03/19	100-24-14-5435-230
839-1086 09/	2	Invoice	INTERNET SERVICE	09/01/2018	21.90	03/19	601-23-80-5903-230
839-1086 09/	3	Invoice	INTERNET SERVICE	09/01/2018	6.74	03/19	602-23-81-5921-230
839-1086 09/	4	Invoice	INTERNET SERVICE	09/01/2018	2.02	03/19	603-23-80-5921-230
839-1086 09/	5	Invoice	INTERNET SERVICE	09/01/2018	3.61	03/19	100-24-12-5430-230
839-1086 09/	6	Invoice	INTERNET SERVICE	09/01/2018	12.03	03/19	601-23-81-5921-230
839-1086 09/	7	Invoice	INTERNET SERVICE	09/01/2018	7.22	03/19	602-23-81-5921-230
839-1086 09/	8	Invoice	INTERNET SERVICE	09/01/2018	1.20	03/19	603-23-81-5921-230
839-1086 09/	9	Invoice	INTERNET SERVICE	09/01/2018	6.02	03/19	100-24-30-5380-230
839-1086 09/	10	Invoice	INTERNET SERVICE	09/01/2018	6.02	03/19	601-24-30-5380-230
839-1086 09/	11	Invoice	INTERNET SERVICE	09/01/2018	6.02	03/19	602-24-30-5380-230
839-1086 09/	12	Invoice	INTERNET SERVICE	09/01/2018	6.01	03/19	603-24-30-5380-230
839-1086 09/	13	Invoice	INTERNET SERVICE	09/01/2018	14.44	03/19	100-21-22-5140-230
839-1086 09/	14	Invoice	INTERNET SERVICE	09/01/2018	38.50	03/19	100-21-21-5110-230
839-1086 09/	15	Invoice	INTERNET SERVICE	09/01/2018	7.22	03/19	601-23-52-5588-230
839-1086 09/	16	Invoice	INTERNET SERVICE	09/01/2018	7.22	03/19	601-23-51-5566-230
839-1086 09/	17	Invoice	INTERNET SERVICE	09/01/2018	14.44	03/19	602-23-61-5642-230
839-1086 09/	18	Invoice	INTERNET SERVICE	09/01/2018	4.81	03/19	100-23-43-5361-230
839-1086 09/	19	Invoice	INTERNET SERVICE	09/01/2018	19.25	03/19	100-22-42-5233-230
839-1086 09/	20	Invoice	INTERNET SERVICE	09/01/2018	118.62	03/19	601-24-16-5921-230
839-1086 09/	21	Invoice	INTERNET SERVICE	09/01/2018	20.84	03/19	602-24-16-5921-230
839-1086 09/	22	Invoice	INTERNET SERVICE	09/01/2018	20.84	03/19	603-24-16-5921-230
Total 839-1086 09/01/18:					348.00		
839-3034 09/	1	Invoice	INTERNET SERVICE/RSVP	09/01/2018	29.95	03/19	100-22-42-5280-230
Total 839-3034 09/01/18:					29.95		
839-4828 09/	1	Invoice	INTERNET SERVICE/CEMETERY	09/01/2018	99.95	03/19	100-23-42-5371-230
Total 839-4828 09/01/18:					99.95		
839-6192 09/	1	Invoice	INTERNET SERVICE/DEPOT	09/01/2018	29.95	03/19	100-22-42-5221-230
Total 839-6192 09/01/18:					29.95		
839-7981 09/	1	Invoice	INTERNET SERVICE/FULLER HALL	09/01/2018	29.95	03/19	100-22-42-5233-230
Total 839-7981 09/01/18:					29.95		
Total WOOLSTOCK MUTUAL TELEPHONE ASN (1054):					537.80		
WRIGHT COUNTY TREASURER (1058)							
9918000 201	1	Invoice	EAGLE GROVE TROY LINE EXCISE TAX	08/28/2018	29.00	03/19	601-23-52-5930-299
Total 9918000 2018/2019:					29.00		
Total WRIGHT COUNTY TREASURER (1058):					29.00		
ZEHNER SAFETY (1067)							
1836	1	Invoice	RECHARGE EXTINGUISHER	08/24/2018	18.00	03/19	601-23-52-5586-312
Total 1836:					18.00		
Total ZEHNER SAFETY (1067):					18.00		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 09/04/2018:					319,307.97		
Grand Totals:					321,442.21		

Report GL Period Summary

GL Period	Amount
02/19	2,134.24
12/18	.00
03/19	319,307.97
Grand Totals:	321,442.21

Vendor number hash: 588555
Vendor number hash - split: 1297987
Total number of invoices: 186
Total number of transactions: 396

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	321,442.21	321,442.21
Grand Totals:	321,442.21	321,442.21

FUND LIST TOTALS FOR BILLS SEPTEMBER 4, 2018

Account	Fund	Total Amount
100	General	109,217.98
204	Road Use Tax Fund	3,085.32
205	Airport Fund	10,392.63
208	Hotel/Motel Tax Fund	23,169.03
212	Seized Property Trust Fund	2,170.47
255	Brewer Creek TIF	5,418.00
300	Debt Service	9,154.30
502	Brewer Creek Estates	15,902.00
525	Street Improvement	2,200.16
528	Columbia Bridge Impr	37.32
601	Electric Utility	64,657.07
602	Water Utility	46,507.61
603	Sewer Utility	28,167.89
902	Medical/Flex	<u>1,362.43</u>
	Grand Total	321,442.21

MEMORANDUM

TO: City Manager
Mayor and Council

FROM: Ken Wetzler, Public Works Director

DATE: August 29, 2018

RE: 2018 Dubuque Street Bridge Repair Project

SUMMARY: The 2018 Dubuque Street Bridge Repair Project plans and specifications have been prepared and the project was bid. This project is to correct issues with the bridge abutments, deck, sidewalk, expansion joints, deck drains and the approaches to the bridge and sidewalk.

PREVIOUS COUNCIL ACTION: Council approved the 2018-2019 CIP for the Dubuque Street Bridge repairs. Council set the Public Hearing for this project for September 4th.

BACKGROUND/DISCUSSION: The project will encompass repairing the bridge abutments down to the beam bearing support concrete, along with work on the decking joints, drains, and the sidewalks. Work will also be performed to correct issues on the approaches to the bridge itself and the sidewalks on both sides.

The project is scheduled to be completed by November 30, 2018 or Start April 1, 2019 and completed by May 24, 2019 approximately taking 8 weeks to complete. The Bridge will be closed for the majority of that time.

As noted on the Engineers' cost opinion there is an additional \$35,000 estimated to include part of the Park Street intersection pavement to accommodate Americans with Disabilities Act (ADA) requirements to access the sidewalks.

The bid letting was held August 27, 2018 at 3 p.m. in City Hall. WHKS & Co. Engineering has recommended that the contract be awarded to Peterson Contractors, Inc., Reinbeck, Iowa for the bid of \$286,790.55 (low bid). Note attached engineer letter of recommendation.

<u>Name and City, State of Contractor</u>	<u>Amount of Proposal</u>
Peterson Contractors, Inc., Reinbeck, IA	\$286,790.55
Minturn, Inc., Brooklyn, IA	\$358,373.80
Cramer and Associates, Inc., Grimes, IA	\$370,643.90
Jasper Construction, Newton, IA	\$378,711.80
PCiRoads, LLC, St. Michael, MN	\$440,075.01

FINANCIAL IMPLICATIONS: Funding for the project is from Road Use Tax funds.

The Engineers opinion of probable cost (attached) is as follows (includes construction, engineering, construction staking, and construction observation):

Total Construction cost	\$286,790.55
6.7% Contingency	\$15,846.00

TOTAL CONSTRUCTION	\$302,636.55
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Engineering/Construction Staking

Construction Observation/basic services not to exceed.	<u>\$ 58,650.00</u>
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TOTAL	\$361,286.55
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There are sufficient funds in the Road Use Tax fund to cover this project.

RECOMMENDATION: Staff recommends the project be completed as described in the plans and specification and award the contract to Peterson Contractors, Inc., Reinbeck, Iowa for the bid of \$286,790.55.

ALTERNATIVES: The City Council could choose to delay the project, or direct Engineer to redesign.

CITY MANAGER COMMENTS: I concur with Ken's recommendation and award the contract to Peterson Contractors, Inc. of Reinbeck.

1421 South Bell Ave #103
Ames, IA 50010
Phone: 515.663.9997
Email: ames@whks.com
Website: www.whks.com



August 29, 2018

Honorable Mayor and City Council Members
City of Webster City
400 Second Street
Webster City, IA 50595

RE: Recommendation of Award of Contract
2018 Dubuque Street Bridge Repair Project

Dear Mayor and Council Members:

The bid letting for the 2018 Dubuque Street Bridge Repair Project was held on August 27, 2018. Bids were received from five (5) bidders. A summary of the bids is as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
Peterson Contractors, Inc., Reinbeck, IA	\$286,790.55
Minturn, Inc., Brooklyn, IA	\$358,373.80
Cramer and Associates, Inc., Grimes, IA	\$370,643.90
Jasper Construction, Newton, IA	\$378,711.80
PCiRoads, LLC, St. Michael, MN	\$440,075.01

Attached please find a detailed Bid Tabulation for your information. Please note that one error was found changing the total bid amount for Jasper Construction from the apparent bids, but not changing the low bid.

We have reviewed the low bid and bid attachments and everything appears to be in order. Considering the project contingency, the low bid is approximately \$35,000 more than the engineer's estimate. Based on the other bids received, we believe the low bid to be a good value and depending on City funding availability, we recommend one of the following options:

Award the contract for this work to Peterson Contractors, Inc. from Reinbeck, IA in the amount of \$286,790.55.

Award the contract for this work to Peterson Contractors, Inc. from Reinbeck, IA contingent on Change Order Number 1, eliminating Division 1 Bid Item Number 9, Deck Drains.

Peterson Contractors, Inc. bid \$55,150 for Division 1 Bid Item Number 9, Deck Drains. Elimination of this item would bring the project total within the budgeted amount and the work could be performed at a later date with other bridge maintenance work.

City of Webster City
August 29, 2018
Page 2 of 2

Appropriate contract documents will be prepared for signatures upon award of contract by the City.

Please let us know if you have any questions or need additional information.

Sincerely,

WHKS & co.



Casey Faber, P.E.

cc:

Ken Wetzler, City of Webster City
Matt Alcazar, City of Webster City

BID TABULATION

PROJECT: 2018 Dubuque Street Bridge Repair
 LOCATION OF PROJECT: Webster City, Iowa
 WHKS PROJECT #: 8417.03
 LETTING DATE-TIME-LOCATION: August 27, 2018 - 3:00 PM - City Hall, Webster City, Iowa



Item No.	Item	Unit	Quantity	Engineer's Opinion		Peterson Contractors, Inc.		Minturn, Inc		Cramer and Associates, Inc.		Jasper Construction		PCiRoads, LLC	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
DIVISION 1 - BRIDGE ITEMS															
1	REMOVAL OF EXISTING HANDRAIL	LS	1.00	\$2,500.00	\$2,500.00	\$1,890.00	\$1,890.00	\$4,000.00	\$4,000.00	\$7,500.00	\$7,500.00	\$4,800.00	\$4,800.00	\$7,760.00	\$7,760.00
2	REMOVALS, AS PER PLAN	LS	1.00	\$20,000.00	\$20,000.00	\$31,080.00	\$31,080.00	\$40,000.00	\$40,000.00	\$47,500.00	\$47,500.00	\$74,000.00	\$74,000.00	\$95,125.00	\$95,125.00
3	EXCAVATION, CLASS 20	CY	36	\$40.00	\$1,440.00	\$27.25	\$981.00	\$225.00	\$8,100.00	\$45.00	\$1,620.00	\$100.00	\$3,600.00	\$362.00	\$13,032.00
4	STRUCTURAL CONCRETE (MISC)	CY	34.6	\$1,200.00	\$41,520.00	\$1,040.00	\$35,984.00	\$3,000.00	\$103,800.00	\$2,475.00	\$85,635.00	\$2,400.00	\$83,040.00	\$2,440.30	\$84,434.38
5	REINFORCING STEEL, EPOXY COATED	LB	4,476	\$1.00	\$4,476.00	\$2.75	\$12,309.00	\$2.75	\$12,309.00	\$2.00	\$8,952.00	\$2.50	\$11,190.00	\$2.00	\$8,952.00
6	STEEL EXTRUSION JOINT WITH NEOPRENE	LF	50.2	\$200.00	\$10,040.00	\$290.00	\$14,558.00	\$260.00	\$13,052.00	\$250.00	\$12,550.00	\$300.00	\$15,060.00	\$206.50	\$10,366.30
7	NEOPRENE GLAND INSTALLATION AND TESTING	LF	50.2	\$50.00	\$2,510.00	\$84.00	\$4,216.80	\$50.00	\$2,510.00	\$70.00	\$3,514.00	\$50.00	\$2,510.00	\$51.63	\$2,591.83
8	CONCRETE REPAIR	SF	187	\$175.00	\$32,725.00	\$95.00	\$17,765.00	\$175.00	\$32,725.00	\$175.00	\$32,725.00	\$175.00	\$32,725.00	\$125.00	\$23,375.00
9	DECK DRAINS	LS	1.00	\$10,000.00	\$10,000.00	\$55,150.00	\$55,150.00	\$50,000.00	\$50,000.00	\$59,000.00	\$59,000.00	\$48,000.00	\$48,000.00	\$40,150.00	\$40,150.00
10	MOBILIZATION	LS	1.00	\$20,000.00	\$20,000.00	\$25,050.00	\$25,050.00	\$32,400.00	\$32,400.00	\$37,000.00	\$37,000.00	\$27,100.00	\$27,100.00	\$57,960.00	\$57,960.00
DIVISION 2 - ROADWAY ITEMS															
1	BRIDGE APPROACH PAVEMENT, AS PER PLAN	SY	359.6	\$200.00	\$71,920.00	\$190.50	\$68,503.80	\$120.00	\$43,152.00	\$165.00	\$59,334.00	\$172.00	\$61,851.20	\$190.00	\$68,324.00
2	REMOVAL OF PAVEMENT	SY	360.5	\$15.00	\$5,407.50	\$25.00	\$9,012.50	\$17.00	\$6,128.50	\$17.00	\$6,128.50	\$18.00	\$6,489.00	\$28.00	\$10,094.00
3	REMOVAL OF SIDEWALK	SY	56.2	\$15.00	\$843.00	\$42.25	\$2,374.45	\$13.00	\$730.60	\$17.00	\$955.40	\$18.00	\$1,011.60	\$45.00	\$2,529.00
4	SIDEWALK, P.C. CONCRETE, 4 IN.	SY	13.9	\$70.00	\$973.00	\$70.00	\$973.00	\$80.00	\$1,112.00	\$75.00	\$1,042.50	\$75.00	\$1,042.50	\$90.00	\$1,251.00
5	SIDEWALK, P.C. CONCRETE, 6 IN.	SY	38.1	\$75.00	\$2,857.50	\$70.00	\$2,667.00	\$87.00	\$3,314.70	\$75.00	\$2,857.50	\$75.00	\$2,857.50	\$105.00	\$4,000.50
6	DETECTABLE WARNINGS	SF	18	\$45.00	\$810.00	\$32.00	\$576.00	\$30.00	\$540.00	\$35.00	\$630.00	\$45.00	\$810.00	\$35.00	\$630.00
7	TRAFFIC CONTROL	LS	1	\$7,500.00	\$7,500.00	\$1,700.00	\$1,700.00	\$3,000.00	\$3,000.00	\$1,700.00	\$1,700.00	\$1,500.00	\$1,500.00	\$7,000.00	\$7,000.00
8	PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 12 IN. DIA.	LF	250	\$3.50	\$875.00	\$6.00	\$1,500.00	\$5.00	\$1,250.00	\$6.00	\$1,500.00	\$4.00	\$1,000.00	\$6.00	\$1,500.00
9	REMOVAL OF PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE	LF	250	\$0.50	\$125.00	\$2.00	\$500.00	\$1.00	\$250.00	\$2.00	\$500.00	\$0.50	\$125.00	\$4.00	\$1,000.00
TOTAL PROJECT CONSTRUCTION COSTS				\$236,522.00		\$286,790.55		\$358,373.80		\$370,643.90		\$378,711.80		\$440,075.01	

RESOLUTION NO. 2018 - ____

**FINALLY APPROVING AND CONFIRMING PLANS, SPECIFICATIONS
AND FORM OF CONTRACT AND ESTIMATE OF COST FOR THE
2018 DUBUQUE STREET BRIDGE REPAIR PROJECT**

WHEREAS, this Council has heretofore approved plans, specifications and form of contract for the proposed construction of the 2018 Sewer Rehabilitation and Repair Project, as described in the resolution providing for a notice of hearing on proposed plans and specifications and proposed form of contract for such 2018 Dubuque Street Bridge Repair Project and the taking of bids therefor; and

WHEREAS, hearing has been held on objections to the proposed plans, specifications, and form of contract and to the cost of the 2018 Dubuque Street Bridge Repair Project, and no objections were provided.

NOW THEREFORE IT IS RESOLVED by the Council of Webster City, Iowa, as follows:

That the plans, specifications and form of contract, and estimate of cost referred to in the preamble hereof be and the same are hereby finally approved and the prior action of the Council approving them is hereby finally confirmed, and the aforementioned public improvement to be constructed in accordance with the plans, specifications and form of contract is necessary and desirable.

Passed and adopted this 4th day of September, 2018.

John Hawkins, Mayor

ATTEST: _____
Karyl K. Bonjour, City Clerk

RESOLUTION NO. 2018 - _____

**AWARDING CONTRACT FOR THE
2018 DUBUQUE STREET BRIDGE REPAIR PROJECT**

WHEREAS, pursuant to notice duly published in the manner and form prescribed by resolution of this Council and as required by law, bids and proposals were received by this Council for the 2018 Dubuque Street Bridge Repair Project; and,

WHEREAS, all of the said bids and proposals have been carefully considered, and it is necessary and advisable that provision be made for the award of the contract for the project;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Webster City, Iowa, as follows:

SECTION 1. The bid for the project submitted by the following contractor is fully responsive to the plans and specifications for the project, heretofore approved by the Council, and is the lowest responsible bid received, such bid being as follows:

NAME AND ADDRESS OF CONTRACTOR

AMOUNT OF BID

Peterson Contractors, Inc., Reinbeck, IA

\$286,790.55

SECTION 2. The contract for the Project be and the same is hereby awarded to such contractor at the total estimated cost set out above, the final settlement to be made on the basis of the unit prices therein set out and the actual final quantities of each class of materials furnished, the said contract to be subject to the terms of the aforementioned resolution, the notice of hearing and letting, the plans and specifications and the terms of the bidder's written proposal.

SECTION 3. The Mayor and City Clerk are hereby authorized and directed to enter into a written contract with said contractor for the project.

SECTION 4. The amount of the contractor's performance and/or payment bonds is hereby fixed and determined to be 100% of the amount of the contract.

BE IT FURTHER RESOLVED that said agreement is hereby approved upon being executed by both parties.

Passed and adopted this 4th day of September, 2018.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk



MEMORANDUM

TO: City Manager
Mayor and City Council

FROM: Karla Wetzler

DATE: August 27, 2018

RE: Public Hearing for Zoning Ordinance Amendment - Chapter 123

SUMMARY: P&Z has recommended that the City Council amend the zoning ordinance to include a list of approved fence materials.

PREVIOUS COUNCIL ACTION: On August 20, 2018, the City Council set September 4, 2018, as the date for a Public Hearing on this matter.

BACKGROUND/DISCUSSION: On August 13, 2018, the P&Z Commission recommended that Chapter 123.01 be amended to list approved fence materials and prohibited fence materials. We polled several other communities and most of them do this so there is no question as to what a fence can be made of. As a community wanting to attract new residents, fencing materials should be safe (materials and construction) and aesthetically pleasing to the neighborhood. If this amendment is approved by Council, all currently existing fences will be allowed to exist and will be considered non-conforming fences. At the time a fence is reconstructed or rebuilt, it will have to comply with the zoning ordinance.

FINANCIAL IMPLICATIONS: N/A

RECOMMENDATION: Hold the public hearing and approve first reading of the ordinance.

ALTERNATIVES: The Council could choose not to amend the ordinance justifying reasons why.

CITY MANAGER COMMENTS: I concur with the Planning & Zoning Commission's recommendation

ORDINANCE NO. 2018 – ____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES
OF THE CITY OF WEBSTER CITY, IOWA, 1996, BY
AMENDING CHAPTER 123, PERTAINING TO ZONING,
AS IT RELATES TO FENCES.**

BE IT ENACTED by the City Council of the City of Webster City, Iowa, as follows, to-wit:

SECTION 1. SECTION MODIFIED. Chapter 123, Section .01, of the Code of Ordinances of the City of Webster City, Iowa, 1996, is hereby repealed and the following adopted in lieu thereof:

123.01 FENCES, WALLS, AND HEDGES.

1. In any “G”, “A”, or “R” District, fences, walls and hedges must meet the following regulations:

- A. In front yards, cannot exceed 4 feet in height.
- B. In side yards, cannot exceed 6 feet in height.
- C. In rear yards, cannot exceed 6 feet in height.
- D. In street side yards on a corner lot, can be a maximum of 6 feet tall with a 10 feet setback.
- E. In the case of retaining walls supporting embankments, the above requirements shall only apply to the part of the wall above the ground surface of the retained embankment.

2. In any “C” or “M” District, fences, walls or hedges must meet the following regulations:

- A. In front yards, cannot exceed 4 feet in height.
- B. In side yards, cannot exceed 8 feet in height.

- C. In rear yards, cannot exceed 8 feet in height.
- D. In the case of retaining walls supporting embankments, the above requirements shall only apply to the part of the wall above the ground surface of the retained embankment.

3. Approved fence materials for all Districts:

A. Residential fences and commercial fences abutting residentially zoned property shall be constructed of stone, brick, treated wood, wood composite, vinyl panel, plaster, open ornamental/tubular metal, landscape hedge, or other building material as approved by the Zoning Administrator. Residential fences may also be chain link if not located in front of any portion of the primary structure's front façade.

B. Commercial fences (except where abutting residential uses) shall be constructed of stone, brick, CMU block, pre-cast concrete panel, treated wood, wood composite, vinyl panel, chain link with or without mesh, chain link with or without vinyl coating, plaster, open ornamental/tubular metal, landscape hedge, metal pipe barrier, chained/cabled bollards.

C. Commercial fences (except where abutting residential uses) may be constructed of R-panel/metal sheet panel if the property is zoned M-1 (Light Industrial) or M-2 (Heavy Industrial).

4. Prohibited fence materials for all Districts:

A. Electrical fences or electrical attachments of any type designed to administer a shock shall not be constructed within the legal limits of the city.

B. Permanent barbed wire and razor wire fences of any type or dimension shall not be constructed within the legal limits of the city. Vee arms or base and arms with barbed wire not to exceed three strands will be permitted in a C-3 (Highway Business) District, a M-1 (Light Industrial) District and a M-2 (Heavy Industrial) District. The lowest strand of barbed wire shall be a minimum of six feet above ground level.

C. CMU block walls, R-panel/metal sheet panel, metal pipe barrier, and chained/cabled bollards shall be prohibited in residentially zoned areas and where nonresidential uses abut residentially zoned areas.

5. Temporary fences in all Districts:

A. Temporary fencing for the purpose of protecting or securing of construction sites shall be allowed and must be removed at the completion of the project.

6. Fences, walls and hedges that are not in compliance with current regulations can remain until a new fence, wall, or hedge is installed. For the purpose of this section,

replacing 50% of a fence constitutes a new fence. The only exception to this is when a fence is adjacent an alley or a driveway, the fence must meet current regulations.

7. All fences and walls, whether new or replacement, require a zoning permit.

8. For the purpose of this section, the front yard is considered the side where the front door is located and property addressed. If there is a conflict, a determination will be made by the Building Inspector.

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

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

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

Passed and adopted this _____ day of _____, 2018.

CITY OF WEBSTER CITY, IOWA

(seal)

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk



MEMORANDUM

TO: City Manager
Mayor and City Council

FROM: Planning Director

DATE: August 30, 2018

RE: Set Public Hearing for Disposal of City Owned Property

SUMMARY: There has been a request for the City Council to approve an Option to Purchase for City-owned property on Ohio Street for \$153,000.00. It is the site of the former Hamilton Hospital. The Developer would construct 16 duplexes for workforce housing on this parcel. A public hearing needs to be set.

PREVIOUS COUNCIL ACTION: The Council holds public hearings on all disposals and options to purchase City-owned property.

BACKGROUND/DISCUSSION: This parcel is the location of the former Hamilton Hospital. The entire parcel contains 6.47 acres; however, approximately .56 acres will be retained by the City for the building being used by the American Legion for the Avenue of Flags and another parcel will be retained for the use of children sledding down "Hospital Hill". Other matters will be discussed during the set Public Hearing.

FINANCIAL IMPLICATIONS: An appraisal on this property was done on August 24, 2018. Its value was listed at \$153,000.00.

RECOMMENDATION: Set the public hearing for September 17, 2018 at 5:35 p.m. to approve this Option to Purchase for this parcel which would address a need in the community for housing. It would also eliminate the need for the City to maintain 6 acres of vacant land.

ALTERNATIVES: The Council could choose another date for the hearing.

CITY MANAGER COMMENTS: I also recommend to set the public hearing for September 17, 2018 at 5:35 p.m.

RESOLUTION NO. 2018 - ____

**SETTING TIME AND PLACE FOR A PUBLIC HEARING
ON A PROPOSED OPTION TO PURCHASE FOR CITY OWNED PROPERTY
LOCATED ON OHIO STREET, WEBSTER CITY, IOWA.**

WHEREAS, the City of Webster City (the "City") owns certain property on Ohio Street, the location of the former Hamilton Hospital, addressed as 800 Ohio Street and described as follows:

Parcel Letter "A" located in the SW ¼ of the SE ¼ of Section 1, Township 88 North, Range 26 West of the 5th P.M., City of Webster City, Hamilton County, Iowa described as follows:

Commencing at the Southeast corner of Block 63 of Webster City Acknowledged Addition; thence South 00°44'33" East 66.00 feet to the Southwest corner of the intersection with Des Moines Street and Ohio Street located in the said City of Webster City; thence South 00°48'41" East 378.74 feet along the west right-of-way line of the said Des Moines Street; thence North 89°49'30" west 746.62 feet; thence North 00°36'44" West 376.44 feet to a point on the South right-of-way line of the said Ohio Street; thence South 90°00'00" East 745.28 feet along the said South right-of-way line of Ohio Street to the point of beginning, containing 6.47 acres, *except* for the following:

Parcel 'A of A' located in the SW1/4 of the SE1/4 of Section 1, Township 88 North, Range 26 West of the 5th p.m., City of Webster City, Hamilton County, Iowa described as follows:

Beginning at the Northwest corner of parcel 'A' of said SW1/4 of the SE1/4 of Section 1; thence North 89°53'33" East 65.00 feet on the North line of said parcel 'A'; thence South 00°43'25" East 148.00 feet; thence South 89°53'33" West 65.00 feet to a point on the West line of said parcel 'A'; thence North 00°43'25" West 148.00 feet on said West line to the point of beginning, containing 0.22 acres. Said parcel 'A of A' is subject to any and all easements, be they of record or not.

For the purpose of this survey the North line of said parcel 'A' is assumed to bear North 89°53'33" East.

And,

Parcel 'B of A' located in the SW1/4 of the SE1/4 of Section 1, Township 88 North, Range 26 West of the 5th p.m., City of Webster City, Hamilton County, Iowa described as follows:

Beginning at the Southeast corner of parcel 'A' of said SW1/4 of the SE1/4 of Section 1; thence North 89°54'47" West 746.70 feet to the Southwest corner of said parcel 'A'; thence North 00°43'25" West 20.00 feet on the

West line of said parcel 'A'; thence South 89°54'47" East 746.62 feet to a point on the East line of said parcel 'A'; thence South 00°55'56" East 20.00 feet on said East line to the point of beginning, containing 0.34 acres. Said parcel 'B of A' is subject to any and all easements, be they of record or not.

For the purpose of this survey the North line of said parcel 'A' is assumed to bear North 89°53'33" East.

WHEREAS, before selling such property, the City Council must set forth its proposal and publish notice of a public hearing on the proposal, in compliance with Section 364.7 of the Code of Iowa; and,

WHEREAS, it is proposed by the City Council to enter into an Option to Purchase with Prairie Fire Development Group, LLC, for them to purchase such property in accordance with the Option to Purchase agreement for \$153,000.00.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Webster City, Iowa, that a Public Hearing on entering into an Option to Purchase for said property described above will be held in the Council Chambers on the 17th day of September, 2018, at 5:35 p.m. and that the City Clerk is hereby directed to publish notice as required by law.

Passed and adopted this 4th day of September, 2018.

CITY OF WEBSTER CITY, IOWA

John Hawkins, Mayor

ATTEST: _____
Karyl Bonjour, City Clerk

NOTICE

Public Notice is hereby given that the City Council of the City of Webster City, Iowa, will meet in a regular session at the Council Chambers, on the 17th day of September, 2018, at 5:35 p.m., at which meeting the Council will consider entering into an Option to Purchase real estate owned by the City of Webster City, Iowa, and described as follows:

Parcel Letter "A" located in the SW ¼ of the SE ¼ of Section 1, Township 88 North, Range 26 West of the 5th P.M., City of Webster City, Hamilton County, Iowa described as follows:

Commencing at the Southeast corner of Block 63 of Webster City Acknowledged Addition; thence South 00°44'33" East 66.00 feet to the Southwest corner of the intersection with Des Moines Street and Ohio Street located in the said City of Webster City; thence South 00°48'41" East 378.74 feet along the west right-of-way line of the said Des Moines Street; thence North 89°49'30" west 746.62 feet; thence North 00°36'44" West 376.44 feet to a point on the South right-of-way line of the said Ohio Street; thence South 90°00'00" East 745.28 feet along the said South right-of-way line of Ohio Street to the point of beginning, containing 6.47 acres, *except* for the following:

Parcel 'A of A' located in the SW1/4 of the SE1/4 of Section 1, Township 88 North, Range 26 West of the 5th p.m., City of Webster City, Hamilton County, Iowa described as follows:

Beginning at the Northwest corner of parcel 'A' of said SW1/4 of the SE1/4 of Section 1; thence North 89°53'33" East 65.00 feet on the North line of said parcel 'A'; thence South 00°43'25" East 148.00 feet; thence South 89°53'33" West 65.00 feet to a point on the West line of said parcel 'A'; thence North 00°43'25" West 148.00 feet on said West line to the point of beginning, containing 0.22 acres. Said parcel 'A of A' is subject to any and all easements, be they of record or not.

For the purpose of this survey the North line of said parcel 'A' is assumed to bear North 89°53'33" East.

And,

Parcel 'B of A' located in the SW1/4 of the SE1/4 of Section 1, Township 88 North, Range 26 West of the 5th p.m., City of Webster City, Hamilton County, Iowa described as follows:

Beginning at the Southeast corner of parcel 'A' of said SW1/4 of the SE1/4

of Section 1; thence North 89°54'47" West 746.70 feet to the Southwest corner of said parcel 'A'; thence North 00°43'25" West 20.00 feet on the West line of said parcel 'A'; thence South 89°54'47" East 746.62 feet to a point on the East line of said parcel 'A'; thence South 00°55'56" East 20.00 feet on said East line to the point of beginning, containing 0.34 acres. Said parcel 'B of A' is subject to any and all easements, be they of record or not.

For the purpose of this survey the North line of said parcel 'A' is assumed to bear North 89°53'33" East.

At the above time and date the Council proposes to sell the above described property to Prairie Fire Development Group, LLC, Kansas City, MO, by means of an Option to Purchase in the amount of \$153,000.00. The said Developer proposes to construct 16 duplexes for workforce housing on said parcel.

The Public Hearing on this Option to Purchase will be held at the time and place stated above at which time written and oral objections will be heard.

CITY OF WEBSTER CITY

Karyl K. Bonjour, City Clerk



City of Webster City
400 Second Street
PO Box 217
Webster City, IA 50595

p: (515) 832-9151
f: (515) 832-9153
webstercity.com

MEMO

TO: Mayor and City Council
FROM : Daniel Ortiz-Hernandez, City Manager
DATE: August 16, 2018
RE: Management of Discharge into the City's Wastewater System and Ordinance Amending Chapter 99 of the Municipal Code

SUMMARY: Ordinance amending the penalties assessed to sewer users with wastewater treatment/discharge agreements who discharge in excess of their allowable limits and recommendations for the compliance and management of discharge into the City's wastewater system.

PREVIOUS COUNCIL ACTION: 2005, City Council Approved Ordinance 2005-1639 establishing current rates

BACKGROUND/DISCUSSION: The City Council previously established the current wastewater penalties assessed to users contributing wastewater to the City sanitary sewer in excess of the limits established within their wastewater treatment/discharge agreement or any user for violation of other discharge limitation established by City ordinance. The penalties have not been revised in 13 years. In 2016 the City began reviewing its penalties and violations incurred by wastewater users. The development of new proposed penalties was prolonged until now due to a variety of factors such as a review of upgrades or expansion of the wastewater treatment facility, growth and changes to industrial customers, and development of compliance enforcement language.

It is important to note that the penalties established are not intended to generate additional revenue for the City's wastewater system and treatment expenses. Penalties outlined are part of the overall wastewater management requirements mandated by state (Iowa DNR) and federal (EPA) regulations as part of the City's permit to operate and maintain a wastewater system referred to as a Publicly Owned Treatment Works (POTW). Publicly Owned Treatment Works that are required to regulate industrial discharges into their systems. Penalties adopted are considered an enforcement remedy recognized as a standard practice by the EPA and Iowa DNR that helps ensure industrial users manage their wastewater discharge to the City's wastewater system and remain in compliance within permitted limits approved by the City and reviewed and approved by the Iowa Department Natural Resources.

Treatment Agreements for Significant Industrial Users – Iowa DNR

The Iowa DNR requires wastewater treatment/discharge agreements if a Significant Industrial User (SIU) discharges to a publicly owned treatment works (POTW). A SIU is an industrial user of a POTW that meets any one of the following conditions:

1. Discharges an average of 25,000 gallons per day or more of process wastewater excluding sanitary, noncontact cooling and boiler blowdown wastewater;
2. Contributes a process waste stream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the POTW;
3. Is subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N;
or

4. Is designated by the department as a significant industrial user on the basis that the contributing industry, either singly or in combination with other contributing industries, has a reasonable potential for adversely affecting the operation of or effluent quality from the POTW or for violating any pretreatment standards or requirements.

Upon a finding that an industrial user meeting the criteria in paragraph 1 or 2 has no reasonable potential for adversely affecting operation of the POTW or for violating any pretreatment standard or requirement, the DNR may, on its own initiative or in response to a request from an industrial user or POTW, determine that an industrial user is not a significant industrial user.

A significant industrial user's treatment agreement is factored in the POTW's permit limit. That is to say that the SIU's permitted discharge are included in the DNR approved limits for the City's wastewater treatment plant. In Webster City Mary Ann's Specialty Foods and Webster City Custom Meats are significant industrial users with wastewater treatment agreement per DNR's requirements. VeroBlue in its initial stages, its president at the time, argued against being required to obtain a treatment agreement under requirement for a significant industrial user citing that VeroBlue planned to operate three separate facilities with separate operations and would operate as separate business units. In general, the DNR did not believe an SIU treatment agreement under such a circumstance provided that the user's discharge did not exceed 25,000 gallon per day and was less than 5% of the wastewater treatment plant's rated hydraulic or organic capacity.

The Iowa DNR conducted a facility inspection back on August 9, 2017. In addition to the plants' operations, the facility inspection included a review of the City's industrial pretreatment and treatment agreement with industrial users. The following was noted:

"3-a Industrial Pretreatment

The City has TAs with Mary Ann's Specialty Foods (Mary Ann's) and Webster City Custom Meats (Custom Meats). The monitoring data for both industries was reviewed for the period of March 2016 to June 2017. Custom Meats exceeded BOD loading limits in two months, flow limits in two months, pH limits during seven months and TKN during one month. Mary Ann's exceeded BOD limits during two months, flow limits during four months, pH limits during eight months, TKN limits during two months and TSS limit during one month.

VeroBlue, a fish grower/processor has purchased a portion of the old Electrolux facilities in Webster City and is currently growing fish. The City has a treatment agreement with the industry, though the industry is not a 'Significant Industrial User' and therefore, the agreement was not incorporated into the permit. VeroBlue does plan to begin processing fish in the facility. If the processing results in being designated as a Significant Industrial User, the treatment agreement must be submitted to the DNR wastewater section for review and inclusion in the permit

Mr. Danielson indicated that he anticipates reworking the agreements"

In addition to Mary Ann's Specialty Foods and Webster City Custom Meats periodically exceeding their discharge limits as noted in the Iowa DNR's facility inspection report, VeroBlue has also exceeded the limits of their wastewater treatment/discharge agreement with the City. VeroBlue has undergone significant changes to its operations and personnel since its inception. They are no longer operating under the premise originally presented. Originally expected to be operating out of three separate sites, they now operate out of a single location. Their operations were expected to maintain a treatment system onsite that would enable them to recycle their

wastewater and maintain their discharge below the established limits of their wastewater agreement. This has not been realized. Their change in management, personnel, and consultants has meant that any previously provided information regarding their wastewater discharge is no longer valid. Efforts to ascertain new updated information and status of their wastewater treatment system, discharge, and future anticipated discharge amounts have not provided any meaningful or consistent information. VeroBlue's wastewater discharge above the permitted limits has been frequent and significant resulting in substantial penalties. Given their current and past wastewater discharge amounts, they would likely be considered a significant industrial user subject to a treatment agreement under the Iowa DNR's regulations.

The facility inspection reported stated as one of the required actions was to "Continue to enforce the treatment agreement with industrial contributors per Subrules 567 IAC 64.3(1) and 567 IAC 62.1 (6)." The City continued to impose previously adopted sewer discharge penalties for users. Unfortunately, the penalties imposed fail to obtain the compliance required to the extent that users are comfortable paying the established penalties in lieu of ensuring their discharge is with their permitted limits on a consistent basis. If the City fails to manage industrial discharge users then the City shall be subject to enforcement action by the Iowa DNR. The Iowa DNR may impose compliance orders, establish greater oversight over the City's operations and actions, or impose fines that would be shared by residential and industrial users.

	2005 Penalties	Proposed Penalties	
A.	\$0.50	\$2.50	per 1000 gallons for flow in excess of a 30-day average discharge limit.
B.	\$0.50	\$2.50	per 1000 gallons for flow in excess of a daily maximum discharge limit.
C.	\$0.10	\$0.50	per pound of CBOD in excess of a 30-day average discharge limit.
D.	\$0.10	\$0.50	per pound of CBOD in excess of a daily maximum discharge limit.
E.	\$0.10	\$0.50	per pound of TSS in excess of a 30-day average discharge limit.
F.	\$0.10	\$0.50	per pound of TSS in excess of a daily maximum discharge limit.
G.	\$0.50	\$1.00	per pound of TKN in excess of a 30-day average discharge limit.
H.	\$0.50	\$1.00	per pound of TKN in excess of a daily maximum discharge limit.
I.	\$100.00	\$250.00	per occurrence for Oil & Grease discharge in excess of a daily maximum discharge limit based upon data from a compliance sampling event.
J.	\$500.00	\$750.00	per occurrence for Oil & Grease discharge in excess of a 30-day average discharge limit.
K.	\$100.00	\$250.00	per occurrence for discharges with a pH in violation of a discharge limit.

The penalties proposed are significant and are intended to reduce the frequency and magnitude that users exceed their permitted discharge limits. It needs to be pointed out that the penalties outlined in the ordinance do not apply solely to industrial users, but any user that discharges wastewater in violation of established limits. Currently the City's wastewater treatment plant lacks the ability to monitor, control, and test waste hauled to the wastewater treatment plant. The EPA's *Guidance Manual for the Control of Wastes Hauled to Publicly Owned Treatment Works* states the following:

"Hauled waste may cause adverse impacts to wastewater treatment plants because it is usually more concentrated than typical domestic wastewater and may not be equalized when discharged. Adverse impacts may include pass through, interference, sludge contamination, and hazards to

POTW personnel. To help prevent hauled wastes from causing problems, POTWs need to adequately control the discharge of hauled waste to their treatment plants.

Many POTWs with pretreatment programs have already developed controls for hauled waste. The control of hauled waste at these POTWs can result in the disposal of hauled waste to POTWs without controls, usually smaller POTWs. This shift in disposal of hauled wastes to smaller POTWs can result in negative impacts at those plants."

The guide pointed out an event at wastewater treatment plant was negatively impacted after hauled waste was dumped at the plant:

Treatment Plant Damaged by Illegal Discharge

On March 23, 1995 a truckload of waste contaminated with solvent was discharged to the Wareham, MA POTW. The discharge resulted in the emission of toxic fumes to the treatment works in sufficient quantity to threaten worker health and safety. One plant employee suffered upper respiratory problems.

The solvent-laden discharge caused a major disruption at the treatment plant when it contaminated 90,000 gallons of sewage, killing half of the microorganisms used to treat the raw sewage.

The waste hauler was instructed by his supervisor to discharge the contents of the truck to the treatment works. When he arrived at the receiving station, he filled out a form on which he made false statements concerning the truck registration number and the waste source.

Source: Associated Press, February 1997

A more recent example occurred in 2013 when the Ithaca Area Waste Water Treatment Facility to was forced to shut down for several days after a large quantity of unknown chemicals believed to come from a tanker or warehouse entered the plant.

Hauled waste might include:

- chemical toilet waste,
- domestic septage,
- ground water remediation site waste,
- grease and sand trap waste,
- restaurant grease,
- hazardous waste,
- landfill leachate,
- nonhazardous commercial and industrial (categorical and noncategorical) waste,
- wastewater from hydrofracturing or other drilling processes

The City currently has no manner to determine what waste a hauler may bring in, determine if its from within the corporate limits or beyond, calculate the amount being discharged, or test it as we would other users with established sampling sites. This poses a significant liability that may only increase as the City fields inquiries to discharge at our wastewater treatment plant from haulers working in the region at construction or agriculture related sites. In addition to the impacts to the plant, the City may be held liable for lacking appropriate system and process to monitor and control hauled waste in the event that an employee is hurt or injured as a result of unknown or uncontrolled waste that impacts an employee(s) due to a hazardous substance or unexpected



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chemical reaction. It is estimated that a system that would meet the needs at the wastewater treatment plant could cost approximately \$45,000-\$60,000.

FINANCIAL IMPLICATIONS: Revenue generated from penalties are returned to the wastewater operating fund.


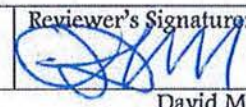
RECOMMENDATION:

1. Recommend passing the first reading of the ordinance adopting the new wastewater penalties
2. Upon final adoption of the ordinance, issue VeroBlue an order to comply with the discharge limits of their wastewater treatment agreement within 60 days or terminate the agreement if they fail to do so.
3. Suspend waste haulers from discharging in the wastewater system and treatment plant until an adequate system can be installed and fee structure established.

ALTERNATIVES: Reduce the amount of penalties, no longer accept hauled waste permanently, continue with plans to construct new wastewater plans with an expedited schedule.

IOWA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL SERVICES DIVISION
WASTEWATER TREATMENT FACILITY INSPECTION

FACILITY NO. 4063001
PAGE 1

FACILITY	Name: Wastewater Treatment Plant		Owner: City of Webster City	
	Address: 400 2 nd St. PO Box 217		City: Webster City, Iowa 50595	Phone: 515-832-3141
PLANT GRADE	<input type="checkbox"/> IL <input type="checkbox"/> I <input type="checkbox"/> IIL <input type="checkbox"/> II <input checked="" type="checkbox"/> III <input type="checkbox"/> IV			
RESPONSIBLE OPERATOR	Name: Tim Danielson		Grade: III	Certification No. 9349
TREATMENT PROCESS	<input checked="" type="checkbox"/> Trickling Filter <input type="checkbox"/> Lagoon <input checked="" type="checkbox"/> Disinfection <input type="checkbox"/> Activated Sludge => Modification: <input checked="" type="checkbox"/> Other /Supplementary: RBC			
	Process Waste Description: Domestic and Industrial			
DESIGN CAPACITY	MGD: 3.3		Pounds BOD: 4150	PE (BOD): 24,412
NOW TREATING	MGD (Ave. Daily): 1.79 (3/16-6/17)		Pounds BOD: 2847 (3/16-6/17)	PE (BOD): 17,048
	Population Served: 8070 (2010 census)	Significant Industrial Contributors: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Treatment Agreement(s) Adequate <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
RECEIVING STREAM	Stream Name: Oxbow Lakes Tributary to Boone River			
INSPECTION INFORMATION	Date of This Inspection: 08/09/2017		Time of This Inspection: 10 AM	Date of Previous Inspection: 09/21/2015 (EPA)
	Purpose of Inspection: Compliance Evaluation Inspection			
PERSONS INTERVIEWED	Name: Tim Danielson		Title: Public Works Director	
	Name:		Title:	
	Name:		Title:	
SIGNATURES	Inspector's Signature:  Jeremy Klatt		Date: 8/18/17	Reviewer's Signature:  David Miller
Date: 18AUG17				
PERMIT COMPLIANCE SUMMARY				
SELF-MONITORING	Operation Reports Submitted: <input checked="" type="checkbox"/> Sat. <input type="checkbox"/> Marg* <input type="checkbox"/> Unsat.* <input type="checkbox"/> N/A		Required Data Entered on Reports: <input checked="" type="checkbox"/> Sat. <input type="checkbox"/> Marg* <input type="checkbox"/> Unsat.* <input type="checkbox"/> N/A	
EFFLUENT LIMITATIONS	Testing Adequacy: <input checked="" type="checkbox"/> Sat. <input type="checkbox"/> Marg* <input type="checkbox"/> Unsat.* <input type="checkbox"/> N/A			
SAMPLES THIS INSPECTION	Self-Monitoring Results:			
	<input checked="" type="checkbox"/> Sat. <input type="checkbox"/> Marg. <input type="checkbox"/> Unsat.* <input type="checkbox"/> N/A			
	Type: None		Lab Data Attached: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
COMPLIANCE SCHEDULE	Results: <input type="checkbox"/> Sat. <input type="checkbox"/> Marg. <input type="checkbox"/> Unsat.* <input checked="" type="checkbox"/> N/A			
	Visual Appearance of Effluent: Clear		Visual Appearance of Receiving Stream: Clear	
	Compliance with Schedule: <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Marg* <input type="checkbox"/> Unsat.* <input type="checkbox"/> N/A		Next Item Due: Progress Report	Date Due: 9/1/2017

Revised 01/09/13

IOWA DEPARTMENT OF NATURAL RESOURCES
WASTEWATER TREATMENT FACILITY INSPECTION

FACILITY NO. 4063001
PAGE 2

FACILITY EVALUATION

Were deficiencies noted or significant observations made during the inspection?

Yes = See Comments Section for details

No = No deficiencies or significant observations were noted.

Lack of entry = Item not applicable or not observed.

ITEM	YES	NO		YES	NO
1. COLLECTION SYSTEM			9. SLUDGE HANDLING AND DISPOSAL		
a. Operation and Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. Operation and Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Physical Condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Physical Condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Dry Weather Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Infiltration/Inflow	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Effectiveness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. By-pass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	e. Final Disposal, Solids	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			f. Final Disposal, Liquids	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. LIFT STATION(S) (COLLECTION SYSTEM)					
a. Operation & Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. LAGOON STRUCTURES ()		
b. Physical Condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Physical Condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Reliability/Emergency Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. INDUSTRIAL WASTE PRE-TREATMENT			d. Cell Configuration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Waste Toxicity/Compatibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. Storage/Drawdown Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Strength Reduction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. FLOW MEASUREMENT		
c. Affect on Treatment Plant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. Operation & Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. PRE-TREATMENT UNITS (this facility)			b. Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Operation & Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. Continuity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Physical Condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Location/Method/Effectiveness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. PUMPING		
d. Effectiveness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. Operation & Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. PRIMARY TREATMENT			b. Physical Condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Operation & Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Physical Condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Reliability/Emergency Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13. MISCELLANEOUS		
d. Sludge/Scum Removal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Effectiveness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. SECONDARY TREATMENT			c. Emergency Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Operation & Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. By-pass(es)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Physical Condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. Buildings & Grounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Recirculation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. Other (Lab Certification)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Freezing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14. STAFFING, OPERATOR CERTIFICATION		
f. Effectiveness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. Operator, Direct Responsibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. FINAL SETTLING			b. Shift Operator(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Operation & Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. General Staffing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Physical Condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. SUPPLEMENTARY		
c. Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. Permit Availability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Effectiveness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Operation Reports Availability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. SUPPLEMENTARY TREATMENT			c. Equipment Records Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Operation & Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Previously Noted Deficiencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Physical Condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	e. Improvements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. Domestic/Industrial Growth	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Effectiveness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. Recommendations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			h. Required Actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FACILITY DESCRIPTION

The wastewater treatment facility consists of 2 barscreens, comminutor (Muffin Monster), 2 aerated grit chambers, 2 pumping stations, 3 primary clarifiers, 1 trickling filter, 20 RBC units, 2 final clarifiers, chlorine detention tank (2 chlorinators), dechlorination with sodium bisulfite, 1 fixed-cover primary anaerobic digester (heated), 1 floating cover secondary digester, gas recirculation, heat exchanger, 2 sludge drying beds and a 1.2 million gallon sludge storage tank. Specifications for process equipment are on file at the treatment plant and at the DNR Field Office in Mason City.

PERMIT COMPLIANCE SUMMARY

Discharge from this facility is authorized by NPDES Permit No. 40-63-0-01, which was issued March 1, 2016, and will expire on February 28, 2021. The City has the ability to discharge at two separate locations; this is reflected in the new permit. Outfall 001 is the discharge to the Oxbow Lakes, which flow to the Boone River while Outfall 003 is a direct discharge to the Boone River. Limits for some parameters change based on the location of discharge.

The monthly operation reports (MOR's) were reviewed for compliance since the issuance of the new permit (March 2016-June 2017). During this period, the City discharged exclusively to Outfall 001. The following permit effluent violations were reported during the reviewed period:

Copper – Concentration and mass violations occurred in November of 2016 and May of 2017.

E. coli – The geomean limit was exceeded in August of 2016.

pH – The maximum pH limit was exceeded in March of 2017.

Total Suspended Solids – The average and maximum concentration limits were exceeded in November of 2016. Additionally, the maximum TSS concentration limit was exceeded in August, September and October 2016. Lastly, the maximum mass limit was exceeded in September of 2016.

Annual toxicity testing was completed in July of 2016; the effluent passed both toxicity tests. The 2017 toxicity was recently taken and results have not been received.

The City inadvertently sent a blank monitoring report for February of 2017. Please update and resubmit the February 2017 monitoring report.

Compliance Schedule

The new permit has a compliance schedule for meeting limits for cadmium, copper, silver, zinc, and total residual chlorine. The facility was required to submit a compliance strategy by September of 2016. This report was submitted in February of 2017 and indicated that the existing equipment will be evaluated to determine if the TRC limit can be met without upgrades. For metals, a site-specific study will be conducted in hopes of revising the limits. However, the City is currently contemplating a plant upgrade to an activated sludge treatment system (see item 15e).

Nutrient Reduction Strategy

The City of Webster City is also subject to the State's Nutrient Reduction Strategy. The permit requires that the City submit a report that evaluates the feasibility and reasonableness of reducing the amounts of nitrogen and phosphorus discharged into surface water. The report is due by March 1, 2018.

FACILITY EVALUATION

1-e Bypassing

Bypassing occurred on March 7, 2017, due to a power outage at the plant. The power was out for about 60 minutes and sewage flowed out of a manhole near the plant. Once power was restored the bypass subsided.

3-a Industrial Pretreatment

The City has TAs with Mary Ann's Specialty Foods (Mary Ann's) and Webster City Custom Meats (Custom Meats). The monitoring data for both industries was reviewed for the period of March 2016 to June 2017. Custom Meats exceeded BOD loading limits in two months, flow limits in two months, pH limits during seven months and TKN during one month. Mary Ann's exceeded BOD limits during two months, flow limits during four months, pH limits during eight months, TKN limits during two months and TSS limit during one month.

VeroBlue, a fish grower/processor has purchased a portion of the old Electrolux facilities in Webster City and is currently growing fish. The City has a treatment agreement with the industry, though the industry is not a 'Significant Industrial User' and therefore, the agreement was not incorporated into the permit. VeroBlue does plan to begin processing fish in the facility. If the processing results in being designated as a Significant Industrial User, the treatment agreement must be submitted to the DNR wastewater section for review and inclusion in the permit.

Mr. Danielson indicated that he anticipates reworking the agreements for Mary Ann's and Custom Meats in the near future as plans to expand the facility progress.

4a Pre-treatment

Grit is placed in a drying bed for dewatering and then is mixed with woodchips and stockpiled across the street and the City's compost operation. There was a significant accumulation of grit in the drying beds at the time of inspection. Grit must be ultimately disposed either by land application in accordance with Chapter 567 IAC 121, after meeting pathogen reduction and vector reduction requirements, or by disposal at the landfill. If the City decides to land apply the grit, contact the DNR field office for land application requirements.

5a Primary Clarifier

One of the City's three primary clarifiers is being rebuilt with new concrete walls, weirs, and troughs and is currently out of service. Mr. Danielson indicated that the construction crew is waiting on baffles and weirs to finish the project. Construction Permit No. 2016-0356-S was obtained for the project.

6-a,b Secondary Treatment

Four of the 20 RBC units are currently not operational. As of now, the City is not intending to make repairs to these units as they prepare to upgrade secondary treatment to activated sludge. Should the City decide against the plant upgrade, these units will need to be repaired.

9-b,e Biosolids Disposal

The primary digester is also under repair and is currently not being used; this work was also authorized by Construction Permit No. 2016-0356-S. Past sludge report records have indicated that the pathogen reduction is met by achieving the required detention time in the anaerobic digester; however, Mr. Danielson reported that he has never seen the calculation to document that the detention time is adequate.

With the primary digester out of commission, it is unlikely that the required detention time is being achieved. The City must either demonstrate that the required detention time is achieved or meet the pathogen reduction requirement by other means.

The 5-year application was completed by V & K Engineering in May of 2016 and the report recommends that the City demonstrate pathogen reduction by calculating the geometric mean of fecal coliform of seven samples of the sewage sludge and showing a concentration of less than 2,000,000 MPN/gram. I recommend that the City begin using this method annually, as the City has not calculated the detention time in the digester.

Sludge was hauled in the fall of 2016 and the sludge application records were reviewed. The sludge was sampled for pollutants required in Chapter 67 and all pollutants were below ceiling concentrations. Vector reduction was met by injecting the sludge below the soil surface. The report indicated that pathogen reduction was met by detention time in the anaerobic digester.

Mr. Danielson was not able to locate the 2015 sludge application records, although the results of the sludge sampling were located in the May 2016, 5-year sludge plan. All pollutants were below ceiling limits in the samples taken both in March and October of 2015. The City must ensure that all sludge application records are maintained on-site for five years (the required recordkeeping items are attached to this report).

9f Sludge Drying Beds

The previous inspection report noted that the City also disposes of grit, etc. from sewer cleaning in the sludge drying beds. In March of 2013, the City asked the Department about disposal of this material in their dead animal (road kill) compost pile. At that time the Department notified the City that this material must be handled in accordance with the sewage sludge regulations. See Item 4a above regarding disposal options.

13-g Laboratory Certification

There has been no change in the laboratories used for the various analyses required by this facility. The City's lab, AgSource Labs, and SHL, are all being used and remain certified.

14-c General Staffing

Tim Danielson was named Public Works Director in July 2011 and is the responsible operator for the facility. Mr. Danielson currently is certified as a Grade III wastewater operator.

15e Improvements

The City is making plans to expand their wastewater treatment facility. A project initiation meeting between the City and the DNR occurred in December of 2016 (DNR Project # 2017-0216A). Mr. Danielson reported that the City currently is hoping to construct new secondary treatment facilities at a new location, south of Highway 20. Preliminary treatment and primary clarification would occur at the current facilities.

RECOMMENDATION

1. To meet pathogen reduction requirements, take seven fecal coliform samples during sludge hauling and calculate a geomean.
2. Contact the DNR Field Office if grit from the drying beds will be land applied.

REQUIRED ACTIONS

1. Comply with all effluent limitations in the permit per Subrule 567 IAC 64.3(1).
2. Submit the monitoring report for February 2017 per Subrule 567 IAC 64.3(1).
3. Continue to enforce the treatment agreement with industrial contributors per Subrules 567 IAC 64.3(1) and 567 IAC 62.1(6).
4. Ensure the pathogen reduction requirement is being met for application of sewage sludge per Subrule 567 IAC 67.8(1).
5. Maintain sludge application records for five years per Subrule 567 IAC 67.8(4).
6. Properly dispose of grit accumulations in the drying bed by either land application or at the landfill per Rule 567 IAC 100.4 (455B).

IAC 4/13/16 Amount of sewage sludge metric tons per 365-day period dry weight basis <hr/> (English ton 325 to 1,680)	Environmental Protection[567] Monitoring Frequency <hr/>
Equal to or greater than 1,500 but less than 15,000 (English ton 1,680 to 16,800)	once per 60 days (6 times per year)
Equal to or greater than 15,000 (or 16,800 English ton)	once per month (12 times per year)

b. After the sewage sludge has been monitored for two years, the department may reduce the frequency of monitoring, but in no case shall the frequency of monitoring be less than once per year when sewage sludge is applied to the land.

67.8(4) Record keeping for Class II sewage sludge.

a. Both the generator and applicator of Class II sewage sludge shall develop the following information and shall retain the information for five years:

- (1) The concentration of each pollutant listed in Table 3 in the sewage sludge.
- (2) The following certification statement: "I certify, under penalty of law, that the Class II sewage sludge requirements have been met. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment."
- (3) A description of how the Processes to Significantly Reduce Pathogens (PSRP) requirements are met.
- (4) A description of how the vector attraction reduction requirements are met.
- (5) A description of how the management practices for Class II sewage sludge are met for each site.
- (6) The location and area of each site.
- (7) The date and time and amount of sewage sludge applied to each site.
- (8) If subjected to cumulative loading limits, the amount and cumulative amount of each pollutant listed in Table 4 of paragraph 67.8(2) "b" in the sewage sludge applied to each site.
- (9) The amount of sewage sludge (i.e., metric tons) applied to each site.

b. Treatment works with a design flow rate of 1 million gallons per day or greater and treatment works that serve 10,000 people or more shall submit the above information to the department by February 19 of each year for the previous calendar year.

567—67.9(455B) Class III sewage sludge.

67.9(1) Class III sewage sludge is any sewage sludge that cannot meet either Class I sewage sludge criteria or Class II sewage sludge criteria.

67.9(2) Class III sewage sludge shall not be utilized for beneficial use for land application as specified in the chapter.

67.9(3) Class III sewage sludge shall be disposed according to the surface disposal subpart of the 40 CFR Part 503 regulation and 567—103.6(455B) or the incineration subpart of the 40 CFR Part 503 regulation.

567—67.10(455B) Sampling and analytical methods.

67.10(1) General. Representative samples of sewage sludge that are applied to the land shall be collected and analyzed. Methods listed below shall be used to analyze samples of sewage sludge and calculation procedures shall be used to calculate the percent of volatile solids reduction for sewage

ORDINANCE NO. 2018 -

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF
THE CITY OF WEBSTER CITY, IOWA, 1996, BY AMENDING
CHAPTER 99 PERTAINING TO SEWER RENTAL**

BE IT ENACTED by the City Council of the City of Webster City, Iowa, as follows, to-wit:

SECTION 1. SECTION MODIFIED. Chapter 99.02.01 **Penalty**, of the Code of Ordinances of the City of Webster City, Iowa, 1996, pertaining to rates for sewer rental, is repealed and the following adopted in lieu thereof:

99.02.01 PENALTY. An industrial user contributing wastewater to the City sanitary sewer in excess of the limitations contained within its wastewater discharge agreement or any user for violation of other discharge limitation established by City ordinance shall be assessed a penalty charge, based on the schedule below, which shall be in addition to the rates and charges ordinarily billed to such user for sewer rental:

A.	\$2.50	per 1000 gallons for flow in excess of a 30-day average discharge limit.
B.	\$2.50	per 1000 gallons for flow in excess of a daily maximum discharge limit.
C.	\$0.50	per pound of CBOD in excess of a 30-day average discharge limit.
D.	\$0.50	per pound of CBOD in excess of a daily maximum discharge limit.
E.	\$0.50	per pound of TSS in excess of a 30-day average discharge limit.
F.	\$0.50	per pound of TSS in excess of a daily maximum discharge limit.
G.	\$1.00	per pound of TKN in excess of a 30-day average discharge limit.
H.	\$1.00	per pound of TKN in excess of a daily maximum discharge limit.
I.	\$250.00	per occurrence for Oil & Grease discharge in excess of a daily maximum discharge limit based upon data from a compliance sampling event.
J.	\$750.00	per occurrence for Oil & Grease discharge in excess of a 30-day average discharge limit.
K.	\$250.00	per occurrence for discharges with a pH in violation of a discharge limit.

Example of penalty for 30 day average violation:

If 30-day average limit was exceeded for CBOD by 25 lbs/day, then the penalty for the month could be calculated as follows:

$$\text{Penalty} = 25 \text{ lbs/day} \times \$0.50/\text{lb} \times 30 \text{ days} = \$375.00$$

Example of penalty for daily maximum violations:

If maximum daily limits were exceeded for CBOD by 325 lbs/day on day 5 of the month and TKN maximum daily limits were exceeded by 55 lbs/day on day 23 of the month, then the penalty for the month could be calculated as follows:

$$\text{Penalty} = (325 \text{ lbs} \times \$0.50/\text{lb}) + (55 \text{ lbs} \times \$1.00/\text{lb}) = \$217.50$$

SECTION 2. NEW SECTION. The Code of Ordinances of the City of Webster City, Iowa, 1996, is amended by adding a new section in Chapter 99, numbered 99.09 entitled **Payment of Increased Costs**, which is hereby adopted to read as follows:

99.09 PAYMENT OF INCREASED COSTS. Any user which discharges any toxic pollutants which cause an increase in the cost of managing the effluent or the sludge from the City's treatment works or any user which discharges any substance which singly or by interaction with other substances caused identifiable increases in the cost of operation, maintenance or replacement of the treatment works shall pay for such increased costs. The charge to each such user shall be as determined by the responsible plant operating personnel and approved by the City Manager.

99.10 RIGHT TO TERMINATE. Any user that fails to pay in full penalties assessed by their due date or frequently discharges into the City's publicly owned treatment works (POTW) in excess of the limitations contained within its wastewater treatment/discharge agreement or any user for violation of other discharge limitation established by City ordinance may be subject to enforcement remedies, up to and including, suspension or termination of wastewater discharge into the City's POTW and/or suspension or termination of their wastewater treatment/discharge agreement.

SECTION 3. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and adopted this _____ day of _____, 2018

CITY OF WEBSTER CITY, IOWA

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk



MEMORANDUM

TO: City Manager
Mayor and City Council

FROM: Karyl Bonjour, City Clerk

DATE: August 24, 2018

RE: Resolution Adopting the Iowa League of Cities Record Retention Manual

PREVIOUS COUNCIL ACTION: None by current Council.

BACKGROUND/DISCUSSION: On September 20th, 2004, Resolution #2004-129 a “Resolution on adopting a City Records Retention Schedule and delegating to particular employees the responsibility for implementing the requirements of the Iowa Open Records Law with respect to the various agencies, departments, divisions and activities under the Governance of the Webster City, City Council” was adopted. This was used in the implementation of the FMS Filing System which included labeling of various file folders (ex: Resolutions, Ordinances, Agreements, etc), and scanning of documents to disk format before destruction. Following the implementation of the FMS Filing System, the Vendor has since stopped developing updates for this program and although we are still using the same type of file labeling from this program, documents have not been scanned to disks for several years.

SUMMARY: It is the desire of staff to adopt the Iowa League of Cities Record Retention Manual for Iowa Cities. With the trend of cities moving in the direction of scanning documents and retaining by methods of offsite storage, City Staff has been working to move forward with having an updated Retention Schedule in place as well as the implementation of the “Laserfische” scanning and retrieval Software System. The Iowa League of Cities provides a Retention Manual for Iowa cities that provides a guideline on retention and destruction of various records of city business. The recommended retention periods established in this manual take into account requirements of the *Code of Iowa, the Iowa Administrative Code and Federal Law*.

Adoption of this Resolution will provide guidance to City Departments to move forward with reviewing records and retention and destruction thereof according to the schedule. This will assist in organizing files in office spaces, the vault and the basement. This will set guidelines for electronic storage of records that will eventually be readily available to the public through a link on the City Website. Numerous Iowa cities have adopted this Retention Manual and City Attorney Zach Chizek has reviewed and recommended adopting the League’s Retention Schedule as well.

FINANCIAL IMPLICATIONS: No cost will be incurred to adopt this Resolution for Record Retention Manual for Iowa Cities. Costs have already been incurred for the Laserfische Software, training and scanner to enable staff to move forward with scanning of documents.

RECOMMENDATION: Due to the many benefits of having a Record Retention Schedule in place, City Staff recommends approval of the Resolution adopting the Iowa League of Cities Record Retention Manual for Iowa Cities.

ALTERNATIVE(s):

1. Not adopt the Iowa League of Cities Record Retention Manual for Iowa Cities and continue to use the Schedule adopted in September 2004, however this would not include any changes or updates that may have occurred since that date.
2. Research other Retention Policies adopted by Iowa Cities, which are not the Iowa League of Cities Retention Schedule.

CITY MANAGER COMMENTS: I concur with Karyl's recommendation of approval of the Resolution adopting the Iowa League of Cities Record Retention Manual for Iowa Cities.

RESOLUTION NO. 2018 - _____

**RESOLUTION TO ADOPT THE
IOWA LEAGUE OF CITIES RECORD RETENTION MANUAL
FOR IOWA CITIES WHICH INCLUDES RECORD RETENTION
& RECORD DISPOSAL SCHEDULE**

WHEREAS, the Iowa League of Cities, the Iowa Municipal Finance Officers Association and the State Historical Society of Iowa's State Archives and Records Bureau have combined to develop a Record Retention Manual for Iowa Cities, and;

WHEREAS, this manual was developed as a record retention and record disposal schedule as a statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the said records, and;

WHEREAS, the recommended retention periods take into account requirements of the *Code of Iowa*, the *Iowa Administrative Code*, and federal law, and;

WHEREAS, the City of Webster City accumulates records of official business as it is transacted, and the accumulation of records of transacted business can overwhelm available storage space and hamper retrieval of both active and inactive business records, and;

WHEREAS, at the end of each fiscal year certain city records have met the retention period and are no longer required.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEBSTER CITY, IOWA that the Record Retention Manual for Iowa Cities be adopted as a guide to determine the length of time records need to be retained for audit, legal, administrative and historical use; and it shall be the responsibility of the head of each department to order the disposition of said records as the schedule states, shall be and is hereby approved.

AND IT IS FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the proper documentation necessary.

AND IT IS FURTHER RESOLVED that any Resolution in conflict herewith is hereby repealed and that this Resolution be effective immediately upon its passage and approval by the City Council of Webster City, Iowa.

Passed and approved this ____ day of ____, 2018.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Iowa League of Cities *Record Retention Manual for Iowa Cities*

Produced by the Iowa
League of Cities, State
Historical Society of
Iowa's State Archives
and Records Bureau and
Iowa Municipal Finance
Officers Association.

This records manual is intended to assist officials in the management of records created and received in the conduct of city business. Ideally, records should facilitate the efficient, economical operation of municipal government, not impede it. This manual suggests methods of controlling records that can help convert a potential liability into an asset.

One method of controlling records is to establish a timetable, or schedule, for destroying records that are no longer needed. The largest section of this manual consists of such schedules for records most commonly found in cities in Iowa. These schedules list categories of records, or series, and indicate minimum periods of time city officials need to keep them for administrative, legal, fiscal or historical purposes. In developing these schedules, no attempt was made to identify all of the records in any one city or to list all records that could possibly exist in all cities. Rather, functional categories common to the majority of Iowa municipalities were identified. The recommended retention periods take into account requirements of the *Code of Iowa*, the Iowa Administrative Code and federal law. In cases where no law exists concerning appropriate retention periods, state and city officials who work with records were consulted.

Record series retention and disposition schedules are only one component of an effective records management program. Inactive storage, historical appraisal, municipal records management ordinances, filing systems, electronic methods of recording and retrieving data, and disaster planning are some other components of record management of importance for municipalities. While these topics are important, they have not been included. This manual is meant to be a beginning from which a complete records program can develop.

Table of Contents

Records Management	2
The Five Steps of Records Management	5
Managing Electronic Records	9
Contact Information	11
Schedule 1: Administrative and Legal Records	12
Schedule 2: Financial Records	18
Schedule 3: Payroll and Personnel Records	22
Schedule 4: Public Works Records	25
Schedule 5: Fire Department Records	30
Schedule 6: Parks and Recreation Records	31
Schedule 7: Airport Records	32
Schedule 8: Library Records	33
Schedule 9: Housing Records	34
Schedule 10: Police Records	35
Schedule 11: Engineering Records	37
Schedule 12: Transit Records	38
Schedule 13: Electric Utility Records	39
Schedule 14: Water Utility Records	43
Schedule 15: Gas Utility Records	47



Records Management

Public Records Defined

Code of Iowa Section 22.1(3) defines the term “public records” relative to examination of government records:

“As used in this chapter, “public records” includes all records, documents, tape, or other information, stored or preserved in any medium, of or belonging to this state or any county, city, township, school corporation, political subdivision, nonprofit corporation other than a fair conducting a fair event as provided in Chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering pursuant to Chapter 99D, or tax-supported district in this state, or any branch, department, board, bureau, commission, council, or committee of any of the foregoing.

“Public records” also includes all records relating to the investment of public funds including but not limited to investment policies, instructions, trading orders or contracts, whether in the custody of the public body responsible for the public funds or a fiduciary or other third party.”

Common to both definitions is that:

- Records are information documented in performance of the official business of an organization.
- Record content, not record form, determines whether or not information constitutes a record.

Any information documenting official business, whether recorded on paper or electronically, documented photographically, recorded in video or audio media, or documented using any other medium, constitutes a record.

Record Creation and Maintenance

Records are created and maintained to facilitate memory. City officials cannot reasonably be expected to remember every fact relative to a government’s business. Records, once created or received, must be maintained in unaltered condition in order to afford reliable authority for subsequent business of the government.

Managing Records

Municipal governments conduct a large amount of business that must be recorded. Accumulation of records of already transacted business (inactive records) can overwhelm available storage space and hamper retrieval of both active and inactive records.

Furthermore, records of business already transacted can prove both legally and financially burdensome, since records must be produced when requested. Retrieving records can be difficult if record management is not done properly.

Some records of business already transacted remain permanently valuable to the government due to their content, but most records are of no further use once the documented matter has been transacted and routine audit, legal and administrative uses have been completed.

Management of records allows records to be routinely maintained for legally accountable periods of time and affords documentation that the records were maintained, then destroyed routinely, under those scheduled record retention periods. Records that are managed routinely and consistently

from the time of their creation through their final disposition favor efficient use of those resources allocated for record keeping.

Record series retention and disposition schedules are developed by governmental organizations to ensure records are kept for as long as they are needed, routinely destroyed when no longer needed, and the disposition of records legally accounted for.

The lengths of time for which a series is routinely needed for audit, legal, administrative and historical determine how long records must be retained. In all cases, the longest of the respective periods of need for each record series is used. The record series retention and disposition schedule formally authorizes the retention and ultimate disposition of the record series.

Record Series

A record series is a body of records maintained in performance of an official function and generally filed together due to the relationship of the records. A record series is ongoing in that records are added to the file as long as the official function documented in the record series continues to be performed.

Usually the components of a records series (i.e., files, electronic records, databases, etc.) are filed together and separately from records documenting other functions. For example, claims are generally filed with claims, and minutes of the city council will be filed together in the city council minutes file. Claims and city council minutes would constitute two distinct record series.

Retention and Disposition Schedules

A record series retention and disposition schedule is a formal statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the records. Retention and disposition schedules are developed through analysis of those fiscal, legal, administrative and historical needs for determination of the necessary routine retention. Records are then scheduled for appropriate retention and final disposition.

The record series retention schedule is intended to insure that records are preserved for as long as needed but also, once retention needs have been met, that non-permanent records are destroyed in a routine, timely and legally accountable manner. The retention and disposition schedule is formally adopted by the city to serve as the legal basis for records disposition.

Retention and disposition schedules govern routine records disposition. Where a non-routine need for an extended retention of a specific record series is determined prior to the scheduled destruction (for example, when outstanding or anticipated litigation may require use of the records in question), the records must, of course, be held past the scheduled destruction time. But once the non-routine need is past, the scheduled records can be legally destroyed.

Adherence to the record series retention and disposition schedule allows records to be destroyed routinely, freeing valuable storage space. Additionally, the smaller quantity of records that are scheduled for permanent retention are preserved, and the resources available for permanent preservation of records are applied only to those records series determined to have permanent value to the government.

Using Record Retention and Disposition Schedules

Record series retention and disposition schedules identify record series, and the disposition, expressed as a retention period, applicable to those record series. The record series identified in the schedules in this manual are ones typically created or maintained by Iowa municipalities. In some cities a given record series may be called a different name than the one used in this schedule. Also, some cities may place authority for the same functions under different departments. In order to determine an appropriate schedule for records in each particular city organization, it may be necessary to compare the known purpose of the city's own records with the indicated record series labels. Where no comparable example exists, a schedule should be developed, taking into account the administrative, fiscal, legal and historical values of the record series, and adopted formally by the city.

Record series generally accrue continuously with new records being added to the file as new business is transacted. The retention period must be applied to manageable file increments since it would be unwieldy to individually apply the schedule to each record item (i.e., case file, claim, database record entry, etc.) at the time each record becomes inactive.

The retention schedule for a record series should correspond to the time frame in which that record series actually accrues, whether that be fiscal year or calendar year. Financial information, such as a file of claims, could be cut off at the end of the fiscal year and the retention and disposition schedule applied to that fiscal year's accrual of records. Claims for that entire fiscal year would be retained for five years after the fiscal year, then destroyed, and claims for succeeding fiscal years would be retained for five years after the close of each of those respective fiscal years. In this way, the physical process of destroying records is simplified. The records to be destroyed together are kept together until the scheduled destruction date, and the entire destruction can be documented as having been performed at the appropriate time.

Record Disposition

Disposition is the final outcome of records retention, whether for destruction or permanent retention. Most records are scheduled to be destroyed after all normal legal, administrative and fiscal needs for the record have expired. Those needs expire in very short time for many record series, and for certain other records series those needs continue for much longer periods of time. In either case, the records are to be destroyed once the needs for retaining the records have been met.

For a few records series, however, permanent retention is the scheduled final disposition. Some record series might have long-term legal, administrative or fiscal value, but where a record series also documents the development of policy of the city government or the history of the city itself, the record series may be scheduled for permanent retention. Permanent retention is a commitment to preserve the record series without end. Only a portion of all record series have such historical value.

A record series allowed to accrue for years wastes storage space, is difficult to use and can become a legal liability. Only records scheduled for permanent retention can be allowed to accrue without routine destruction.

Destroying Records

The record series retention and disposition schedule, duly adopted by the city government, formally governs retention and final disposition of records. Adherence to scheduled periods of retention results in consistent, routine disposition of records. Only in instances where exceptional needs can be clearly identified and specified, such as for outstanding or pending litigation for which specific records series are needed, should records be retained beyond the scheduled period of retention.

Permanent Retention

The record series retention and disposition schedule indicates which records series are to be retained permanently as archives of the city government. Generally, records documenting the development of city policy (for example, council minutes) have permanent value for the history of the city organization and also for the history of the geographic area encompassed by the city. Records to be preserved as archives should be protected from extremes of temperature and humidity, light, rough handling, animals and other conditions that may accelerate their deterioration.

Retaining Electronic and Non-Paper Records

The record series retention and disposition schedules apply to all forms of the record. Whether paper or electronic, all records are destroyed or preserved in accordance to the record series retention and disposition schedules. The form of the record does not exempt it from application of the schedule. Content and documentary purpose, rather than the physical form in which the record is maintained, define the record series.

Modifying a Record Retention Plan

The retention periods indicated in the manual are based on reasons city officials in Iowa have found useful for scheduling the indicated record series. If the city's needs are different, it can make specific changes to their schedule to accommodate those needs. Changes should be adopted under the legal mechanism the city has established for modifying municipal ordinances or rules. Once legally adopted, the modified record series retention and disposition schedule governs disposition of the record series, and adherence to the schedule is necessary for legal accountability.

Other records may be used in some cities for which no example in the existing manual provides comparison. In such case, the period of time the record is required to satisfy routine administrative, legal and fiscal needs must be determined, as well as an appraisal of the historical value of the record series, in order to appropriately schedule the series. The State Historical Society of Iowa, State Archives and Records Bureau may be called upon for information concerning the appraisal of a record's historical value. Any resulting schedules should be submitted to the Iowa League of Cities for possible inclusion in updates to the manual.

The Five Steps of Records Management

Records management can be defined as the systematic control of records from the time of their creation or receipt, through their organization and maintenance, to their ultimate disposition. Managing records means keeping only those records that are necessary and keeping them in a way that permits quick and easy access to the important information they contain. As cities continue to see increased documentation and reporting, managing records before they inundate the office is becoming increasingly difficult. Finding enough storage space for these records is one problem; being able to efficiently locate a specific record when needed is another. The application of records management techniques can help solve them.

Major purposes of an efficient records management program are reducing the bulk of records stored by disposing of records that are no longer valuable, preserving the valuable records and making records readily accessible to those who need them. The rewards of such a program are reduced costs for space, equipment, and personnel and an orderly flow of information.

Public records found in city governments require special consideration. First, public records are public property, owned by the citizens, and in most cases they are open to public scrutiny. Second, some public records protect the rights of the city and its citizens, and for this they deserve special

care. Third, public records often have historical value, because they document the development of the community. Therefore, ensuring public access, protecting legal rights and preserving historical information are important goals of a records management program in city government.

How to Begin

The first task in establishing a records management program is the creation of record series retention and disposition schedules that identify records found in the city and indicate how long to keep them. The creation of these schedules requires three steps: inventory, appraisal and scheduling. Making the schedules part of an ongoing program requires two more steps: organization and implementation.

In the preparation of the record series retention and disposition schedules in this manual, the first three steps were followed. Through the combined efforts of the Iowa League of Cities, the Iowa Municipal Finance Officers Association and the State Historical Society, recommended record series retention and disposition schedules have been developed for many of the records found in many cities in Iowa. Officials in individual cities may wish to review and repeat the first three steps when setting up a specific program in their own city hall.

The last two steps, organization and implementation, follow the decision-making and planning of the first three steps and constitute the action part of the program. Throughout all five steps, the process requires cooperation and participation from all city officials.

Step 1: Conduct an Inventory

To begin, a city must find out what records it has stored, not only in active office space, but also in the basements, vaults, computers, mobile devices, servers or any other place where inactive records have been stashed over the years. During the search, information about the records should be written down; specially prepared inventory worksheets can simplify this process. The details recorded at this stage may vary according to each city's needs, but the basic information should include the record's title, the time span the complete record encompasses, a physical description of the record (letters and legal papers, databases, GIS systems, maps, electronic documents, etc.), location of the records, equipment currently used to store the record, the amount of space a record occupies, and the frequency of staff reference to the record.

Most of these items are simply factual descriptions. It is usually most effective to categorize records according to function, subjects or activity into what is called a "record series." For example:

- "Correspondence" is too general a term to be helpful.
- "John Smith's letter to the mayor regarding the bond issue to finance Main Street storm sewers" is too specific.
- "Bond issue correspondence" successfully labels a type of records for most inventory purposes.

If more than one person is conducting the inventory, it is wise to meet often so the record titles are standardized.

Step 2: Appraise the Records

After the inventory is complete, the inventory sheets should be sorted so the information gathered can be classified and appraised. The purpose of this appraisal process is to establish the value of a record series in preparation for the next step, deciding how long to keep it. This step may involve research into statutory and audit requirements as well as interviews with city officials in all departments about the current and future values of records in their areas. In order to appraise records in an orderly manner, the following criteria are used:

Administrative Value

These records establish policy or document operations. Those that document policy (minutes or resolutions for example) usually have a long-term value. Those that document operations (personnel time sheets or monthly reports) usually have value for a relatively short length of time.

Legal Value

These records document the rights and obligations of the city and its citizens. Examples are records showing the basis for an action (legal decisions and opinions), documents representing legal agreements (leases, titles, contracts), and records of action in particular cases (claims, dockets). Retention periods can be dictated by the legal statute of limitations or the term of the agreement, in which case the retention period would be relatively short. If the record documents long-term legal rights and obligations, however, retention is usually permanent.

Fiscal Value

These records document the day-to-day financial transactions of a city, as well as long-term financial planning and policy. Records that show financial transactions generally have a relatively short-term value determined by the audit period or specific law. Records that document financial policy usually have a longer-lasting value.

Historical Value

Records with historical value may have a future research use, despite the fact that the original administrative, legal or fiscal value no longer exists. They are permanently valuable to a city because they document development of policy and/or the growth of the community. The historical value of a record is often the most difficult quality to determine.

Each of these values should be considered when deciding on how long to keep a record. A specific record can have value in more than one category, and, if one does, the retention period must satisfy the longest need.

Step 3: Schedule the Records

After the classification and evaluation of records in the appraisal process, a decision is made on how long to keep each record series. This information is compiled into a record series retention and disposition schedule that names a record series and states its retention period, usually in columns. The following example shows a simple format:

Table 1

Record Title	Retention Period	Reason
Minutes of City Council	Permanent	<i>Code of Iowa, 372.13(5)</i>
Building Permits	Permanent	Continuing administrative value
Purchase Orders	5 years	Fiscal value ends
Dog Licenses	3 years	Administrative and legal values end

More complex formats can be used if directions are to be given about location and form of retention at various stages in the record's lifespan. A more complex format can also address the problem of duplicate copies of the same record. An example of a more complex format follows:

Table 2

Record Title	Active Use	Inactive Storage	Final Disposition
1. Minutes			
a. Official copy in clerk's office	10 years	Permanent	Retain originals
b. Working copies in other offices	As long as administratively useful	None	Destroy
2. Building Permits	3 years	Permanent	Destroy originals
3. Purchase Orders			
a. Official copy in finance office	2 years	2 years	Destroy
b. Office of origin	2 years	2 years	Destroy
4. Dog Licenses	Current year	2 years	Destroy

The schedules in this manual are in the simpler format. As the second example demonstrates, however, schedules tailored for your city can be more detailed, reflecting your city's needs and resources.

Once created, these schedules should be made available to all departments in the city so all offices can use them. Although the record series retention and disposition schedules may be revised in the future, they form the basis of the records management program.

Step 4: Organize the Records

Using the information gathered in the inventory process and decisions made in the appraisal and scheduling steps, city personnel in all departments now can roll up their sleeves and physically organize their records. In the active office area, the filing system used for current records may be adequate, but if changes are needed they should be made during the organization of records. At this time files should be weeded of valueless paper and non-current records should be removed for storage in inactive areas.

The following suggestions can help organize records in this area:

1. Store records of the same record series together.
 - Do not mix payroll records with commission minutes or cancelled checks with dog licenses in the same box.
 - Before moving correspondence files to inactive storage, separate routine, less-valuable letters from those containing information with long-term value.
 - Consolidate information from different departments, and dispose of unnecessary duplicate copies of the same record.
2. Store records with the same retention period together.
3. Destroy valueless records based on the retention and disposition schedules.
4. Label the remaining records in a clear, consistent manner.

- Do not use a term such as “Financial Records” as it is too general. A specific term such as “invoices” or “daily cash receipts” is more helpful.
 - Be consistent in the labeling; choose a term and stick with it. “Claims,” “bills,” or “vouchers,” may all be the same thing, but the different terms can cause confusion.
5. Prepare a list or index identifying what and where records are stored and make this information available to all departments.
 6. Clean the storage area, and make the records easily accessible.

Step 5: Implement the Program

Once the organizational phase of the program is completed, city officials might consider the job done. Certain steps in the process, however, need to be repeated regularly in the future to qualify these records management efforts as a “program” rather than a mere house cleaning.

The inventory process will not have to be repeated if systematic labeling and indexing take place. The appraisal process might only have to be done again on a limited basis, as new records series are created or reassessment of an old series becomes necessary. Schedules form a basis for the program and do not need to be changed often, but they can be amended as needed.

Implementation of the program means repeating the organizational step often. On almost a daily basis, new records will enter the system. They should be adequately labeled and logically filed at that time. On an annual basis, the record series retention and disposition schedules should be checked. Non-current records should be removed from active files, reviewed, consolidated, labeled and indexed before storing them in inactive areas. Records scheduled for destruction should be removed and destroyed. If they are allowed to accumulate, storage areas will become as overcrowded as they were before the program began.

Implementing the steps of the organizational phase on a regular basis will ensure that the considerable amount of time and effort spent in initiating the program will not go to waste. With some effort, city officials can enjoy the benefits that an ongoing records management program can provide.

Managing Electronic Records

It is essential that government agencies manage their electronic records appropriately. Like all other government records, electronic records are subject to requirements of *Code of Iowa* Chapter 22 “Examination of Public Records” and litigation. As with all records, cities must ensure that they are retaining, managing and destroying their electronic records in a proper fashion. This guide is designed to help employees of local governments who create, receive and retain electronic records follow existing procedures and protect themselves and their city.

Electronic Records Defined

An electronic record is information recorded by a computer or other electronic device that is produced or received in the initiation, conduct or completion of a city or individual activity. Examples of electronic records include: email and text messages, word-processed documents, electronic spreadsheets, digital images and databases. Many electronic records are maintained as part of an electronic recordkeeping system, such as geographic information systems (GIS), digital image storage systems, computer aided design (CAD) systems and electronic commerce systems.

Electronic Records as Public Records

Electronic records are public records if they are created or received as part of performing official duties and fall under *Code of Iowa* Chapter 22.

All electronic records that are created, received or stored by a city are the property of the city; they are not the property of its employees, vendors or customers. Employees should have no expectation of privacy when using the city's computers and electronic devices.

Use of Home Computer or Personal Device

Records created in the performance of an official function must be managed the same way as those created and received using government computer resources. This holds true when a home computer or personal device is used to create or receive city records.

Electronic Records Under *Code of Iowa* Chapter 22 and During Litigation

Electronic records might be released in accordance with *Code of Iowa* Chapter 22 or during the discovery process. Computers and electronic devices are provided to employees for conducting public business. Employees should be prepared to provide access to their electronic records to their supervisor or their city's attorney under these circumstances. Electronic records that are created using home computers that are related to public business might also be released in accordance with *Code of Iowa* Chapter 22.

Employee Responsibilities with Electronic Records

Government employees are responsible for organizing their electronic records so they can be located and used. They are also responsible for using an approved record series retention and disposition schedule to identify how long electronic records must be kept and when or if they can be deleted.

Record Retention and Disposition Schedules

The State Historical Society and the Iowa Municipal Finance Officers Association has worked with the Iowa League of Cities to create general record series retention and disposition schedules that can be used by city governments. If the records in an office are not inventoried on a general schedule, a special or specific schedule must be created to cover the records in that office. The Iowa League of Cities is available to advise cities about the process for creating special record series retention and disposition schedules.

Application of Retention and Disposition to Electronic Records

Record series retention and disposition schedules apply to electronic records. You may contact the Iowa League of Cities for information concerning reviewing your electronic recordkeeping systems to determine if any changes are needed to your city's record series retention and disposition schedule.

Storing Electronic Records

Electronic records must be retained in accordance with a record series retention and disposition schedule, so it is very important that the database be listed on a schedule. The schedule will tell you how long to keep the older data and will help you design the new computer system to purge data at the appropriate time. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

Many electronic records need to be kept longer than the original technology that was used to create them. New technology is not always compatible with older technology that cities may have used. Cities are responsible for ensuring that older electronic records remain accessible as technology is upgraded or changed. Each time technology upgrades and changes occur, cities should be aware of the existence and location of older electronic records so they can be migrated to the new technology.

Deleting Electronic Records

Individual employees are responsible for deleting electronic records in accordance with the appropriate record series retention and disposition schedule. Deleted electronic records, however, may be stored on backup systems for several days, weeks or months after they are deleted. Cities need written procedures for ensuring that deleted electronic records are rendered unrecoverable on a regular basis. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

Contact Information

For more information contact:

Iowa League of Cities
500 SW 7th Street, Suite 101
Des Moines, IA 50309
(515) 244-7282
www.iowaleague.org

Iowa Department of Cultural Affairs
State Historical Society of Iowa
State Archives and Records Bureau
600 East Locust
Des Moines, IA 50319
(515) 281-7801

Schedule 1: Administrative and Legal Records

Record Title	Retention Period	Reason
I. Council Proceedings		
A. Minutes		
1. Official Copy	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Working Copies	As long as administratively useful; then destroy	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
4. Audio Recordings of Closed Sessions	1 year from date of meeting; unless required to retain due to pending legislation	<i>Code of Iowa</i> , 21.5(4). Administrative and legal value ends.
5. Agendas	5 years	Administrative value ends
B. Ordinances		
1. Current code	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Superseded Code	Two copies permanent	Continuing historical value
3. Index	Permanent	Continuing administrative and historical value
4. Individual Copies of Ordinances for Disbursement	Until superseded; then destroy	Administrative and legal value ends
C. Resolutions		
1. Official Copy	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Working Copies	As long as administratively useful; then destroy	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
D. Affidavits of Publication		
1. Re: Budget	Until audited or 5 years	Fiscal and legal value ends
2. Re: Ordinances	Until recodification	Fiscal and legal value ends
3. Re: Bond Issues	Permanent	Continuing legal and historical value
4. Others	5 years	Fiscal and legal value ends
E. Oaths of Office	If in writing, add to official copy of council minutes for permanent retention	Continuing legal and historical value
F. City Official Bonds	5 years after expiration	Legal value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
II. Real Property		
A. Title Documents		
1. Deeds	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Title Opinions	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
3. Abstracts and Certificates of Title	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
4. Title Insurance	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
5. Condemnation Proceedings	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
B. Easements and/or Right of Way Agreements	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
C. Plats (legal descriptions, maps, plat books, both current and outdated)	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
D. Vacations/Alterations of Plat	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
E. Annexation Files	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
III. Permits and Licenses		
A. Cigarette	5 years	Administrative and legal value ends
B. Dog or Cat	5 years	Administrative and legal value ends
C. Liquor and Beer	5 years	Administrative and legal value ends
D. Restaurant	5 years	Administrative and legal value ends
E. Miscellaneous Business (peddler, taxi, etc.)	5 years	Administrative and legal value ends
F. Special Events (parades, festivals, etc.)	5 years	Administrative and legal value ends
IV. General		
A. Accidents on City Property Involving City		
1. Claims Settled out of Court	10 years after settlement	Legal value ends
2. Court Decisions	Permanent	Continuing legal value
B. Bids		
1. Accepted	5 years	Legal and fiscal value ends
2. Rejected	5 years or 1 year after audit	Legal and fiscal value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
C. Blueprints or Plans for City-Owned Structures	Permanent	Continuing administrative and historical value
D. Cemetery Records, Burial Records	Permanent	Continuing historical value
E. Contracts or Agreements for Services, Purchases of Equipment or Supplies, Concessions	10 years after expirations	Legal value ends
F. Correspondence	As long as administratively useful; appraise for permanent retention	Possible long-term administrative use and historical value
G. Daily Diaries or Logs (appointment calendars, telephone or radio logs, task lists, etc.)	5 years	Administrative value ends
H. Equipment Records		
1. Inventories	While current	Administrative value ends
2. Maintenance History	Life of equipment	Administrative value ends
3. Cost of operation summaries	5 years	Administrative value ends
4. Information Service Records		
a. Computer equipment inventory	While current	Administrative value ends
b. Telephone	5 years	Administrative value ends
c. Depreciation reports and records	5 years	Administrative value ends
d. Vendor information	5 years	Administrative value ends
I. Franchise Agreements	5 years after expiration; appraise for permanent retention	Legal value ends; possible continuing historical and legal value
J. Insurance Policies	5 years after expiration	Legal value ends
K. Leases	7 years after expiration; appraise for permanent retention	Legal value ends; possible continuing historical and legal value
L. Legal Actions		
1. Civil Lawsuits and Administrative Law Proceedings	5 years after closure	Administrative and legal value ends
2. Criminal and Municipal Infraction Cases – Closed	5 years	Administrative value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
3. Civil Case – Closed	5 years	Administrative value ends
4. Citations	5 years	Administrative value ends
M. Legal Opinions		
1. Informal Opinions	5 years	Administrative and legal value ends
2. Formal Opinions	Permanent	Continuing legal value
N. Maps, Current and Outdated (road, street, zoning, park, flood plain, topography, utilities, etc.)	Permanent	Continuing administrative and historical value
O. Minutes of Boards and Commissions	Permanent	Continuing administrative and historical value
P. Notices Sent to Citizens to Comply with Ordinances (including nuisance abatement notices)	5 years after disposition	Administrative and legal value ends
Q. Petitions from Citizens	5 years after issue closed; appraise significant issues for permanent retention	Administrative and legal value ends; possible historical value
R. Promotional Materials		
1. City Newsletters	Permanent	Continuing historical value
2. Advertising Contracts	5 years	Administrative and legal value ends
3. Press Releases	5 years	Administrative value ends
4. Pamphlets, Brochures	Appraise for permanent retention	Possible historical value
5. Newspaper Clippings	Permanent	Continuing historical value
S. Photos, Scrapbooks	Appraise for permanent retention	Possible historical value
T. Reports from Departments		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
U. Studies, Surveys		
1. From an Outside Source	As long as administratively useful	Administrative value ends
2. Pertaining Directly to City	Appraise for permanent retention	Possible historical value
V. Election Records		
1. Precinct Maps, Current and Outdated	Permanent	Continuing historical value
2. City Elections		

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
<i>a. Election Petitions</i>	Permanent	Continuing historical value
<i>b. Abstracts</i>	Permanent	Continuing historical value
V. Police and Fire Retirement Records		
A. Minutes of the Board	Permanent	Continuing administrative, legal and historical value
B. Reports		
1. Actuary	5 years	Fiscal value ends
2. Investment	5 years	Fiscal value ends
3. Fund	5 years	Fiscal value ends
C. Case File (actions, appeals, decisions)	Permanent	Continuing administrative, legal and historical value
VI. Finance/Purchasing Records		
A. Leases		
1. Agreements and Related Documents Acted on by Council	Upon expiration, 5-year minimum	Administrative value ends
2. Agreements not Requiring Council Action	5 years after expiration, 5-year minimum	Administrative value ends
B. Purchase Orders		
1. Purchase Orders	10 years after order date or life of purchase	Administrative value ends
2. Change Orders	10 years after order date	Administrative value ends
C. Bids, Quotes and Proposals		
1. Official Copy, Bid/Proposal RFP	10 years after completion of contract	Administrative value ends
2. Copies of Bids Received and Related Documents for Public Improvement Projects and Acted on by Council	10 years after completion of contract; accepted bids retained permanently	Administrative value ends; continuing administrative value
3. Copies of Bids Received and Related Documents for Fleet Equipment Acted on by Council	Lifetime of equipment; unaccepted bids: 1 year after acceptance of winning bid	Administrative value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
4. Copies of Bids Received and Related Documents for Other Equipment and Service Projects Acted on by Council	10 years after completion of contract; unaccepted bids: 1 year after acceptance of winning bid	Administrative value ends
5. Originals of Bids, Quotes and Proposals Received for Contracts Not Awarded by Council	10 years after completion of contract except: fleet equipment and buses; lifetime of equipment and other capital equipment; 10 years after completion of contract or upon expiration of warranty, whichever is more	Administrative, grant and warranty issues are active until equipment is taken out of service.
D. Printing Charges	5 years	Administrative value ends
E. Central Stores		
1. Stocks of Material Safety Data Sheets for Distribution	30 years after last use	Administrative value ends
2. Issue Slips	After audit completion or at least 5 years	Administrative value ends
F. Materials Inventory Records		
1. Issue Records	5 years	Administrative value ends
2. Receipt Records	5 years	Administrative value ends
3. Catalogued Inventory Physical Count Records	After audit completion or at least 5 years	Administrative value ends
4. Catalogued Inventory Year-End Exception/Adjustment Record	After audit completion or at least 5 years	Administrative value ends
5. Catalogued Inventory Adjustment Record	After audit completion or at least 5 years	Administrative value ends
6. Non-catalogued Inventory Physical Count Record	After audit completion or at least 5 years	Administrative value ends
7. Year-end Materials Inventory Summary	After audit completion or at least 5 years	Administrative value ends
G. Inter-Department Charges		
1. Fax Charges	After audit completion	Administrative value ends
2. City Hall Copier Readings	After audit completion	Administrative value ends

Schedule 2: Financial Records

Record Title	Retention Period	Reason
I. Revenue		
A. Notice of Property Tax Allocation from County	5 years	Fiscal value ends
B. Notice of Liquor Tax Allocation from State	5 years	Fiscal value ends
C. Property Tax Assessment Books	Permanent	Continuing historical value
D. Federal Revenue Sharing Records	5 years	Fiscal value ends
E. Investments (Notice of interest earned or reports of growth, dividends, purchase, sales, etc.)	5 years	Fiscal value ends
F. Parking Revenue		
1. Income from Meters and Lots (daily receipts, monthly summaries, ledgers, deposit slips)	5 years	Fiscal value ends
2. Income from Violations (ticket copies, logs, daily receipts, monthly summaries, deposit slips)	5 years	Fiscal value ends
G. Road Use Tax Funds		
1. Application for Financial Aid (Forms 230001, 230002, agreement, invoices, payment vouchers, certificate of audit)	5 years	Fiscal value ends
2. Annual Street Finance Report	5 years	Fiscal value ends
3. Street Construction Program (Form RUT 1-A, 220001, 220002)	5 years	Fiscal value ends
4. Aerial Street Maps	Permanent	Continuing historical value
H. Claims for Refunds of State Sales Tax	5 years	Fiscal value ends

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
I. Claims for Refunds of State Fuel Tax	5 years	Fiscal value ends
J. Special Assessments		
1. Certified Mail Stubs from Notice to Property Owners	5 years after final payment	Fiscal and legal value ends
2. Assessment Title Searches	5 years	Fiscal and legal value ends
3. Preliminary and Fiscal Assessment Schedules	5 years after final payment	Fiscal and legal value ends
4. Petition and Waiver (agreements to special assessments)	5 years after final payment	Fiscal and legal value ends
5. Assessment Plats	5 years after final payment	Fiscal and legal value ends
6. Certificate of Levy and Final Assessment	5 years after final payment	Fiscal and legal value ends
K. Bond Issues and Proceedings		
1. Bond Certificates	5 years after final recall	Fiscal value ends
2. Redeemed Coupons	5 years after final recall	Fiscal value ends
3. Bond Register	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing administrative, legal and historical value.
4. Proceedings (notice and call of public meeting, minutes and certificate of meeting, certificate of referendum, legal opinions)	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing administrative, legal and historical value
5. Remittance Advice Received with Payments	5 years	Fiscal value ends
L. Records of Federally Funded Public Improvement Projects (applications, contracts, accounting and banking records, payroll, EEO compliance records) Also see Schedule 4, Public Works Records	5 years after final payment, if audited	Fiscal value ends
II. Accounting		

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
A. Source Documents		
1. Accounts Payable		
<i>a. Requisitions</i>	5 years	Fiscal value ends
<i>b. Purchase orders</i>	5 years	Fiscal value ends
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends
<i>d. Claims presented to council</i>	5 years	Fiscal value ends
<i>e. Check/warrant copies or stubs</i>	5 years	Fiscal value ends
<i>f. Vendor ledger cards</i>	5 years	Fiscal value ends
2. Accounts Receivable		
<i>a. Receipt copies or books</i>	5 years	Fiscal value ends
<i>b. Daily cash receipt tabulation (cash register tapes, tallies, etc.)</i>	5 years	Fiscal value ends
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends
B. Books of Original Entry		
1. Receipt Journal	10 years	Fiscal value ends
2. Disbursement Journal	10 years	Fiscal value ends
3. General Journal	10 years	Fiscal value ends
4. Appropriations Journal	10 years	Fiscal value ends
C. Ledgers		
1. General Ledger	Permanent	Continuing fiscal value
2. Subsidiary Revenue Ledger Cards	10 years	Fiscal value ends
3. Subsidiary Appropriation/Expenditure Cards	10 years	Fiscal value ends
III. Banking		
A. Checking Account Statements	5 years	Fiscal value ends
B. Check/Warrant Register (same as Disbursement Journal, above)	10 years	Fiscal value ends
C. Cancelled Checks/Warrants	5 years	Fiscal value ends
D. Savings Account Statements	5 years	Fiscal value ends
E. Reconciliation Worksheets	5 years	Fiscal value ends

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
IV. Financial Reports		
A. Annual Financial Report	Permanent	Continuing fiscal value
B. Treasurer's/Clerk's Report	5 years	Fiscal value ends
C. Sales Tax and Use Tax Reports	5 years	Statute of limitations on audit
D. Grant Reports	5 years after audit; 7 years if not audited; grant terms if not stated therein	Fiscal value ends
V. Audits	Permanent	Continuing fiscal value
VI. Budget		
A. Appropriation Requests from Departments	5 years	Fiscal value ends
B. Annual Budget Forms	5 years	Fiscal value ends
C. Final Budget and Certificate Summary	2 copies permanent	Continuing fiscal and historical value
D. Budget Amendments	2 copies permanent	Continuing fiscal and historical value

Schedule 3: Payroll and Personnel Records

Record Title	Retention Period	Reason
I. Payroll		
A. Payroll Journal (shows name, SSN, earnings, deductions, net pay/period and yearly totals)	60 years	Fiscal value ends (satisfies long-term need for future salary and pension inquiries)
B. Payroll Support Documents	5 years	Fiscal value ends
C. Federal Reporting Forms		
1. W-2, W-3, W-4	5 years	Fiscal value ends
2. 941E Quarterly Report	5 years	Fiscal value ends
3. Copy of Deposit Card	5 years	Fiscal value ends
4. 1099, 1096	5 years	Fiscal value ends
D. State Reporting Forms		
1. Withholding Agents Reports	5 years	Fiscal value ends
2. Job Service Report	5 years	Fiscal value ends
3. Copy of Deposit Card	5 years	Fiscal value ends
4. IPERS	5 years	Fiscal value ends
5. MFPRSI	5 years	Fiscal value ends
II. Payroll		
A. Individual Employee File		
1. Job Description and History	Permanent	Continuing historical value
2. Application and Resume	60 years	Administrative value ends (satisfies long-term need for future inquiries)
3. Civil Service Test, Scores, Placement	60 years	Administrative value ends
4. Evaluations, Discipline, Demotion, Promotion, Awards	60 years	Administrative value ends
5. Continuing Education	60 years	Administrative value ends
6. Medical Information (separate file)	60 years	Administrative value ends
7. Resignations, Reasons for Leaving	60 years	Administrative value ends
8. Claim for IPERS	60 years	Administrative value ends
9. Unemployment Insurance Claims	5 years	Fiscal value ends
10. Garnishments	Through closure plus 1 year	Fiscal value ends

Schedule 3: Payroll and Personnel Records, Continued

Record Title	Retention Period	Reason
11. Enrollment for Direct Deposit, Insurance, Savings Bonds, Etc.	While current	Administrative value ends
B. Applications of Those Not Hired	5 years	Administrative value ends
C. Civil Service Records		
1. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
2. Roster of Eligible Applicants	5 years	Administrative value ends
3. Case Files (actions, appeals, decisions)	10 years	Legal value ends
D. Equal Employment Opportunity		
1. EEO-4 Report	5 years	Administrative value ends
2. Plans		
<i>a. City's</i>	5 years	Administrative value ends
<i>b. Potential contractors'</i>	5 years	Administrative value ends
E. Health Insurance Payments, Claims	5 years	Administrative and fiscal value ends
1. Employer's Report	5 years	Administrative and fiscal value ends
2. OSHA Report	5 years	Administrative and fiscal value ends
3. Workers' Compensation Reports	2 years from date of occurrence which benefits are claimed or 3 years from last payment of weekly compensation benefits	<i>Code of Iowa</i> , 85.26. Legal value ends.
F. Union Records		
1. Negotiations	As long as administratively useful; then appraise for permanent retention	Administrative value ends. Possible historical value.
2. Contracts	Permanent	Continuing administrative and historical value
3. Fact Finding and Arbitration Cases	5 years minimum then appraise for permanent retention	Administrative value ends. Possible historical value.
4. Case Files (actions, appeals, decisions)	10 years then appraise for permanent retention	Legal value ends. Possible historical value.
G. Public Service (PSE) Contracts, Claims, Etc.	5 years	Administrative and fiscal value ends

Schedule 3: Payroll and Personnel Records, Continued

Record Title	Retention Period	Reason
H. Miscellaneous		
1. Classification Studies	5 years	Administrative value ends. Appraise for possible historical value.
2. Compensation Surveys	5 years	Administrative value ends. Appraise for possible historical value.
3. Administrative Studies	5 years	Administrative value ends. Appraise for possible historical value.
4. Job Specifications	Permanent	Continuing historical value
5. Personnel Policies, Pay Plans, Etc.	Permanent	Continuing historical value
6. Internal Investigations	10 years	Administrative and legal value ends. Appraise for possible historical value.

Schedule 4: Public Works Records

Record Title	Retention Period	Reason
I. General Records Common to Engineering and Planning & Zoning Departments		
A. Annexation Files	Permanent	Continuing administrative and historical value
B. Maps, Current and Outdated (road, street, zoning, park, flood plain, topography, utilities, etc.)	Permanent	Continuing administrative and historical value
C. Plats (subdivision, annexation, assessors, legal descriptions, plat books)	Permanent	Continuing administrative and historical value
D. Studies or Surveys		
1. From Outside Source	As long as administratively useful	Administrative value ends
2. Pertaining to City	Appraise for permanent retention	Possible historical value
E. Subdivision Files	Permanent	Continuing administrative and historical value
II. Engineering Records		
A. Blueprints or Plans of City-Owned Structures	Permanent	Continuing administrative and historical value
B. Bridge Records (inspection and maintenance)	Life of structure	Administrative value ends
C. Capital Improvement Projects		
1. Authorization Phase	5 years	Administrative value ends
a. <i>Minutes of Hearing, Clerk's Certificate, Resolutions</i>	Permanent (part of minute and resolution books)	Continuing legal and historical value
b. <i>Specifications</i>	Permanent	Continuing administrative and historical value
c. <i>Notice of Hearing and Letting (instructions to bidders, bid, bid bond, performance bond, certificate of insurance)</i>	5 years after project completed, if audited	Fiscal and legal value ends
d. <i>Contract</i>	Life of structure	Administrative and legal value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
2. Financing Phase	See Schedule 2, Financing Records	
<i>a. Special Assessments, Bond Issues, State or Federal Grants</i>		
3. Pre-Construction Phase		
<i>a. Appraisals</i>	5 years after project completed; if project not initiated, retain as administratively useful	Administrative and fiscal value ends
<i>b. Environmental Impact Surveys</i>	5 years	Administrative value ends
<i>c. Historical Surveys of Buildings</i>	Appraise for permanent retention	Possible historical value
<i>d. Relocation Files</i>	5 years after final payment	Administrative and fiscal value ends
<i>e. Condemnation Files</i>	Permanent	Continuing legal and historical value
<i>f. Demolition Files</i>	Permanent	Continuing legal and historical value
4. Construction Phase		
<i>a. Work Orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>b. Daily Diaries</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>c. Payroll Records</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>d. Change Orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>e. Cement or Other Purchases</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>f. Inspections, Testing</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>g. Progress Reports</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>h. Pay Requests</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>i. Blueprints, Tracings</i>	Permanent	Administrative and fiscal value ends
<i>j. Certificate of Completion and Acceptance</i>	Permanent	Administrative and fiscal value ends
D. Deeds, Easements or Right of Way Agreements	Permanent	Continuing legal and historical value

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
E. Land Survey Results		
1. Field Notes	Permanent	Continuing administrative and historical value
2. Benchmark Books	Permanent	Continuing administrative and historical value
F. Photos, Aerials	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
G. Profile and Grade Books	Permanent	Continuing administrative and historical value
H. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
III. Planning & Zoning Records		
A. Case Files		
1. Zoning Variance Requests and Decisions	10 years after settlement	Administrative and legal value ends
2. Non-compliance Violations	10 years after settlement	Administrative and legal value ends
3. Decisions and Orders	Permanent	Continuing administrative, historical and legal value
B. Community Development		
1. Urban Renewal, HUD Block Grant	See Capital Improvement Projects in this schedule	
2. Public Housing		
<i>a. Applications, Correspondence, Records of Ineligibility, Determinations, Tenant Files</i>	5 years after case closed	Administrative value ends. (Federal Register, Guide to Record Retention Requirements suggests 3 year retention.)
C. General Planning (comprehensive plan, land use, open space, recreation, capital improvements, regional, transportation, etc.)	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
D. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
E. Rosters of Previous Board or Commission Members	Permanent	Continuing historical value

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
F. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
IV. Building Inspection Records		
A. Building/Site Plans		
1. Residential	5 years	Administrative value ends
2. Commercial	Life of structure	Long-term administrative value
3. Rental	5 years	Administrative value ends
B. Case Files, Board of Adjustment	10 years after disposition	Administrative and legal value ends
C. Inspection Records		
1. Card or Address File	5 years	Administrative value ends
2. Reports	5 years	Administrative value ends
3. Log Books	Permanent	Continuing administrative and legal value
D. License Records (electricians, plumbers, mechanical)	60 years	Long-term administrative and legal value
E. Minutes of the Board of Adjustment	Permanent	Continuing administrative and historical value
F. Permits (or application, whichever has most info; building, plumbing, heating, A/C, electrical, sewer, excavation, demolition, occupancy, street, sidewalk)	Permanent	Continuing administrative value
G. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
V. Maintenance of Streets and Grounds		
A. Complaints	5 years after disposition	Administrative value ends
B. Daily Diaries or Logs (appointment calendars, telephone or radio logs, task lists, etc.)	5 years	Administrative value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
C. Equipment		
1. Inventories	While current	Administrative value ends
2. Maintenance	Life of equipment	Administrative value ends
3. Cost of Operation Summaries	5 years	Administrative and fiscal value ends
D. Purchasing	See Schedule 2, Financial Records (Accounts Payable)	
1. Fuel Consumption Records	5 years	Fiscal value ends
2. Fuel, Gravel, Sand, Hauling, etc.	5 years	Fiscal value ends
E. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F. Work Orders	5 years	Administrative value ends

Schedule 5: Fire Department Records

Record Title	Retention Period	Reason
A. Blueprints of Commercial Buildings	As long as administratively useful	Administrative value ends
B. Daily Diaries or Logs (appointment calendars, activity, radio, phone)	5 years	Administrative value ends
C. Equipment Records		
1. Inventories	5 years	Administrative value ends
2. Maintenance and Testing	5 years	Administrative value ends
D. Inspection Records		
1. Card File or Log Book with Results, Violations, Corrections	Life of structure	Administrative and legal value ends
2. Inspector Books, Copies of Inspection Certificates	5 years	Administrative value ends
E. Iowa Incident Reports	Permanent	Continuing administrative and historical value
F. Investigation Files		
1. Arson	Permanent	Continuing administrative and legal value
2. Fire Deaths	Permanent	Continuing administrative and legal value
G. Log Book of Fires	Permanent	Continuing administrative and historical value
H. Maps of Area Served	As long as administratively useful	Administrative value ends
I. Miscellaneous Vehicle Run Reports	5 years	Administrative value ends
J. Roll Call or Minute Books	Permanent	Continuing historical value
K. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
L. Rural Township Contracts	5 years after expiration	Administrative and legal value ends
M. Photos, Department History	Permanent	Continuing historical value
N. State Fire Marshall's Statistics	As long as administratively useful	Administrative value ends

Schedule 6: Parks and Recreation Records

Record Title	Retention Period	Reason
A. General		
1. Contracts, Agreements (concessions, services, equipment, personnel, facility use, projects)	10 years after expiration	Administrative and legal value ends
2. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
3. Facilities, Buildings, Other Structures	Life of building or until sold	Administrative value ends
4. Equipment (inventories, maintenance)	Until equipment retired	Administrative value ends
5. Facilities, Park Maintenance, Pesticide Applicator Licenses	5 years minimum	Administrative value ends
B. Miscellaneous Records		
1. Program Files (class lists, rosters, score books, permission slips)	5 years	Administrative value ends
2. Reservation Records (shelter houses, facilities, building spaces, etc.)	5 years	Administrative value ends
3. State Sales Tax Return	5 years	Fiscal value ends
4. Promotional Materials	5 years; appraise for permanent retention	Possible historical value
5. Photos, Park History	Permanent	Continuing historical value
C. Swimming Pools, Golf Courses and Other Enterprises that Charge Admission		
1. Daily Cash Receipts, Cash Register Tapes, Deposit Slips	5 years	Fiscal value ends
2. Record of Season Ticket Sales	5 years	Fiscal value ends
3. User Statistics	5 years	Administrative value ends
4. Department of Public Health Water Quality Tests	5 years	Administrative value ends
5. Material Safety Data Sheets	30 years after last use	OSHA requirement; administrative value ends
D. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value

Schedule 7: Airport Records

Record Title	Retention Period	Reason
A. Contracts or Leases	10 years after expiration	Administrative value ends
B. Correspondence with Regulatory Agencies, FAA or Iowa DOT (inspections, certification, correction of violations, etc.)	As long as administratively useful or until issue resolved; appraise for permanent retention	Administrative value ends; possible historical value
C. Facilities		
1. Land	See Schedule 1, Administrative and Legal Records, Title Documents	
2. Buildings, Runways, Other Structures	See Schedule 1, Administrative and Legal Records, Title Documents	
3. Equipment (inventories, maintenance)	See Schedule 1, Administrative and Legal Records, Title Documents	
D. Master Plans (5-10 year projections)	Until superseded; appraise for permanent retention	Administrative value ends; possible historical value
E. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
F. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value

Schedule 8: Library Records

Record Title	Retention Period	Reason
A. Circulation Records	5 years	Administrative value ends
B. Contracts for Service with Other Entities	10 years after expiration	Administrative value ends
C. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
D. Purchasing	See Schedule 2, Financial Records, Accounts Payable	
E. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F. Report to State Library Commission	Permanent	Continuing historical value

Schedule 9: Housing Records

Record Title	Retention Period	Reason
A. Planning		
1. Commercial Site Plans	180 days after completion of permitted work	International Building Code
2. Subdivision Plans	5 years after last final plat approval	Administrative value ends
3. PUD, P-C, P-1 Plans	Permanent	Continuing administrative and historical value
4. LUPP Requests	5 years	Administrative value ends; possible historical value
5. Neighborhood Planning (sub-area plans, neighborhood liaison activities)	5 years minimum	Administrative value ends; possible historical value
6. Historic Preservation Files	Permanent	Continuing administrative and historical value
7. Permitted Home Occupation Files	Permanent	Continuing administrative and historical value
B. Affordable Housing		
1. Home Buyer Files (applications, HUD settlement statements, purchase agreements, racial/ethnic documentation, rehabilitation contracts and documentation)	7-30 years or until property is sold	Administrative value ends
2. Grant Program Files (quarterly reports, monthly reports, close-out documents for audits)	5-year minimum after program completion and audit	Administrative value ends
3. Annual	Permanent	Continuing historical value

Schedule 10: Police Records

Record Title	Retention Period	Reason
A. Permits		
1. Noise Permits	5 years	Administrative value ends
2. Keg Permits	5 years	Administrative value ends
B. Personnel		
1. Staff Meeting Minutes and Index	Permanent	Continuing administrative value
2. Personnel Records (discipline, demotion, promotion, awards)	5 years after termination of employment	Administrative value ends
3. Personnel Training Records	5 years after termination of employment	Administrative value ends
4. Significant Exposure and Insignificant Exposure Reports	Permanent	Continuing administrative value
5. Internal Affairs Investigations	Permanent	Continuing administrative value
6. Grievances/Responses	Permanent	Continuing administrative value
7. Outside-event Overtime Requests, Assignments, Billings	5 years	Administrative value ends
8. Policies and Procedures Manuals and Updates	Permanent	Continuing historical value
9. Detective Division Policies and Procedures Manual and Updates	Permanent	Continuing historical value
10. Field Training Officers Manual and Updates	Permanent	Continuing historical value
11. Dispatchers Policies and Procedures Manual and Updates	Permanent	Continuing historical value
12. Liability Release Forms	Permanent	Continuing historical and legal value
C. Records and Reports		
1. Studies/Surveys	5-year minimum, as long as administratively useful	Administrative value ends
2. Arrest Book	Permanent	Continuing administrative value
3. Trip Cards	7 years	Administrative value ends
4. State of Iowa Grant Reports	5-year minimum, depending on grant requirements	Administrative value ends

Schedule 10: Police Records, Continued

Record Title	Retention Period	Reason
5. Federal Government Grant Reports	5-year minimum, depending on grant requirements	Administrative value ends
6. Investigation Reports	Permanent	Continuing historical value
7. Accident Reports	Permanent	Continuing historical value
8. Pawn Records	7 years	Administrative value ends
9. Arrest Records	Permanent (hard copy)	Continuing historical value
D. Accounting and Payroll		Administrative value ends
1. Department Employee Time Records	5 years	Administrative value ends
2. Department Accounting and Payroll Records	5 years	Administrative value ends

Schedule 11: Engineering Records

Record Title	Retention Period	Reason
1. Annexation Maps	Permanent	Continuing administrative and historical value
2. Plats of City-Owned Property and Easements Granted to City	Permanent	Continuing administrative and historical value
3. Topography, Flood Plain Maps	Permanent	Continuing administrative and historical value
4. Utility Location Maps and Plats	Permanent	Continuing administrative and historical value
5. As Built and Drawings of City Buildings, Streets, and Supporting Infrastructure	Permanent	Continuing administrative and historical value
6. Capital Improvement Project Specifications	5 years after project completed	Administrative and fiscal value ends
7. Capital Improvement Project Files	5 years after project completed	Administrative and fiscal value ends
8. Survey Notes	Permanent	Continuing administrative and historical value
9. Benchmark Books	Permanent	Continuing administrative and historical value
10. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
11. Nuclear Density Gauge Logs	Permanent	Permit requirement
12. Studies/Surveys	5 years	Possible historical value; appraise for permanent retention
13. Complaints	5 years after settlement	Administrative value ends
14. Daily Diaries or Logs (appointment calendar, activity, radio, phone)	5 years	Administrative value ends
15. Correspondence with Regulatory Agencies (inspections, certification, correction of violations)	5 years/permanent if correspondence serves as certification or evidence of correction of violations	Administrative value ends; appraise for possible historical value
16. Master Plans (5-10 year projections)	Permanent	Continuing historical value

Schedule 12: Transit Records

Record Title	Retention Period	Reason
A. Equipment and Maintenance		
1. Inventories	While current	Administrative value ends
2. Leases	Life of equipment	Fiscal value ends
3. Fuel Consumption	Permanent	Continuing fiscal value
4. Cost of Operation	Permanent	Continuing administrative and historical value
5. Underground Tanks, Registration and Insurance	Permanent	Continuing administrative and fiscal value
B. Maps		
1. Time Schedules and Route Maps	Permanent	Continuing administrative and historical value
C. Promotional Materials (pamphlets, brochures)	Permanent	Continuing administrative and historical value
D. Financial Records and Reports		
1. Quarterly Reports	5 year minimum	Administrative value ends
2. Fuel Tax Reports	5 year minimum	Fiscal value ends
3. DBE/WBE Report	5 year minimum	Administrative value ends
4. Operating Grants	Life of structure, not less than 5 years	Fiscal value ends
5. Odometer Readings	Life of equipment	Administrative value ends
6. Time Sheets	5 years	Fiscal value ends
7. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
8. Claims for Refunds of State Fuel Tax	5 years	Fiscal value ends

Schedule 13: Electric Utility Records

Record Title	Retention Period	Reason
I. Electric Administration, Engineering and Plant Controls		
A. State and Federal Reports		
1. EIA 412 – Annual Report of Public Electric Utilities	5 years	Administrative value ends; appraise for possible historical value
2. EIA 767 – Steam-Electric Plant Operation and Design Report	5 years	Administrative value ends; appraise for possible historical value
3. EIA 860 – Annual Electric Generator Report	5 years	Administrative value ends; appraise for possible historical value
4. EIA 861 – Annual Electric Power Report	5 years	Administrative value ends; appraise for possible historical value
5. Iowa Department of Revenue Annual Report of Transmission Lines and Equipment	5 years	Administrative value ends; appraise for possible historical value
6. Form ME-1 – Iowa Utilities Board Annual Report	5 years	Administrative value ends; appraise for possible historical value
B. Iowa Utilities Board		
1. Annual Inspection	5 years	Administrative value ends; appraise for possible historical value
C. FCC Radio License	5 years	Administrative value ends; appraise for possible historical value
D. Licenses and Permits, State and Federal		
1. Iowa Dept of Public Health Materials License	5 years	Administrative value ends; appraise for possible historical value
2. Continuous Emission Monitoring	5 years	Administrative value ends; appraise for possible historical value
3. Iowa DNR Permits	5 years	Administrative value ends; appraise for possible historical value
4. US EPA Permits	5 years	Administrative value ends; appraise for possible historical value
5. Iowa Utility Board Permits	5 years	Administrative value ends; appraise for possible historical value

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
E. Distribution System		
1. Electric Distribution Maps	Permanent	Continuing administrative value
2. Electric Switching Maps	Permanent	Continuing administrative value
F. Security Lights, Rental Agreements	Life of agreement, not less than 5 years	Continuing administrative value
G. Miscellaneous		
1. Iowa One Call Locates	7 years	Legal value ends
2. Primary Switching Log and Tags	Permanent	Continuing legal and historical value
3. Safety Glasses and Safety Footwear	7 years	Administrative and fiscal value ends
4. Siren Tests	7 years	Administrative value ends
5. Job Orders (active)	Until completed, not less than 5 years	Administrative and fiscal value ends
6. Job Orders (completed)	Permanent	Continuing historical value
7. Maps	Permanent	Continuing historical value
8. Tree Trimming Maps/ Permit Cards	7 years	Administrative, fiscal and historical value
9. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
10. Disposal Record of Material from Truck Bay Pits	Permanent	Continuing legal value
H. Inventory		
1. Poles	Permanent	Continuing fiscal and historical value
2. Transformers	Permanent	Continuing fiscal and historical value
3. Job Issues	Permanent	Continuing fiscal and historical value
4. Material in Stock	While current	Administrative and fiscal value
5. Inventory Records	5 years	Fiscal, historical and legal value ends
I. Inspection/Maintenance Documents/ Reports		
1. OH Switch Maintenance	7 years	Administrative value ends
2. PCB Test Reports	Permanent	Continuing historical and legal value
3. Cap Bank Maintenance/Inspection	5 years	Administrative value ends

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
4. Tools	As long as possessed, not less than 5 years	Administrative value ends
5. OH Line Inspection	5 years	Historical and legal value ends
6. UG Line Inspection	5 years	Historical and legal value ends
7. Infrared Inspection	5 years	Historical and legal value ends
8. Equipment	As long as possessed, not less than 5 years	Administrative value ends
9. Fire Extinguisher Inspection	Permanent	Continuing legal value
10. Sling Inspections	Permanent	Continuing legal value
11. High-Voltage Testing (hot sticks and cover-up)	Permanent	Continuing legal value
12. Fork-Lift Inspection	As long as possessed, not less than 5 years	Historical and legal value ends
13. High-Voltage Testing of Substation Hot Sticks	Permanent	Continuing legal value
14. Miscellaneous Building Maintenance Records	Permanent	Continuing historical value
II. Electric Production Records		
A. Operations and Maintenance		
1. Generation and Output Logs (monthly meter logs)	6 years	Federal Energy Regulatory Commission (17,704, 125.3)
2. Recording Charts	5 years	Federal Energy Regulatory Commission Regulations
B. Payroll		
1. Semi-Monthly Pay Sheets	5 calendar years	Administrative and legal value ends
C. Records		
1. Record of Unclaimed Deposits	3 years	Iowa Administrative Code, 199-20.4(8)
2. Customer Billing Records	3 years	Iowa Administrative Code, 199-20.4(13)
3. Meter Test Records	3 years after retirement of meter	Iowa Administrative Code, 199-20.6
4. Volunteer Records	2 years	Iowa Administrative Code, 199-20.7(7)

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
D. OSHA Safety Programs		
1. Written Programs	5 years	Administrative and legal value ends
2. Training Records	5 years	Administrative and legal value ends
3. Cancelled Confined Space Entry Permits	5 years	Administrative and legal value ends
4. Portable Fire Extinguisher Inspections	5 years	Administrative and legal value ends
5. Ladder Inspections	5 years	Administrative and legal value ends
6. Sling Inspections	5 years	Administrative and legal value ends
7. Monthly Respirator Inspection Forms	5 years	Administrative and legal value ends
8. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends

Schedule 14: Water Utility Records

Record Title	Retention Period	Reason
A. General		
1. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
2. Capital Improvement Projects	See Schedule 4, Public Works Records, Capital Improvement Projects	
<i>a. Records relating to state and federal funding of planning and/or construction of water and wastewater facilities (correspondence, grant applications, approvals, wage determinations, adjustments)</i>	5 years after completion	Administrative value ends
<i>b. Records relating to construction of wastewater treatment facilities (applications, permits, amendments, blueprints, complaints, investigations, reports, Municipal Operation Permits)</i>	Permanent	Continuing administrative value
3. Operator's Certification	Length of employment	Administrative and legal value end
4. Valuations	Permanent	Continuing administrative, fiscal and historical value
5. Rate Surveys		
<i>a. Monthly</i>	3 years	Administrative value ends
<i>b. Annual</i>	Permanent	Continuing historical value
6. Report to Iowa Department of Revenue	5 years	Administrative and fiscal value ends
B. System, Plant and Equipment		
1. Blueprints or Plans of Plant and System	Permanent	Continuing administrative and historical value
2. Inventories (elevated water tanks, wells, pumps, engines, reservoirs, dams, pump stations, etc.)	While current	Administrative value ends
3. Equipment Records (water towers, wells, pumps, engines, tanks, reservoirs, dams, etc.)		

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
<i>a. Inventories</i>	While current	Administrative value ends
<i>b. Maintenance History</i>	Life of equipment	Administrative value ends
<i>c. Depreciation</i>	Life of equipment	Fiscal value ends
4. Maps of System	Permanent	Continuing administrative and historical value
5. Meter Records (location, testing, maintenance)	2 consecutive periodic tests or 2 years; if record made at retirement, retain for 3 years	Iowa Administrative Code, 199-21.6(9); administrative value ends
6. Record of Ys	Permanent	Continuing administrative value
7. Valve Records	Permanent	Continuing administrative value
8. Water and Sewer Tap Records	Permanent	Continuing administrative value
C. Operations		
1. Logs Indicating Pumping, Hours, Gallons, Chemicals Added, Maintenance, Testing	6 years	Administrative value ends
2. Recording Instrument Charts	5 years	Administrative value ends
3. Records Relating to Operations, Including Correspondence, Permits (NPDES, pretreatment, disposal water/wastewater sludge, water supply, historical consumption, usage records, trouble calls)	Permanent	Continuing historical and future projection value
4. Lab Records Supporting Lab Certification	7 years	Administrative value ends
5. IDNR Summary of Bacterial Analysis	7 years	Administrative value ends
6. Water Supply Monthly Operations Report	7 years	Administrative value ends
7. Operations Permits	Permanent	Continuing administrative value
D. Water Treatment		
1. Bacteriological Analysis	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
2. Chemical Analysis	10 years	US EPA, 40 CFR 141.33. Administrative value ends.

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
3. Actions Taken to Correct Violations of Primary Drinking Water Regulations	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
4. Copies of Reports Relating to Sanitary Surveys of System	10 years	US EPA, 40 CFR 141.33. Administrative value ends.
5. Records Relating to Variances or Exemptions	5 years after expiration	US EPA, 40 CFR 141.33. Administrative value ends.
6. Record of Residuals Analysis and Disposal	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
7. Flood Prediction and Monitoring Data	Permanent	Continuing historical and future projection value
8. Groundwater Level Monitoring Data	Permanent	Continuing historical and future projection value
E. Billing and Customer Services Records		
1. Application Forms for Hydrant Meters and Unauthorized Use of Water (without meter)	5 years	Administrative value ends
2. Job Orders	5 years	Administrative value ends
3. Complaints	5 years	Iowa Administrative Code, 199-21.4(10). Administrative value ends.
F. Meter Records		
1. Meter Testing and Maintenance Records (meter cards)	5 years after retirement of meter	Administrative value ends
2. Meter Location Records (address cards)	Permanent	Continuing historical value
G. Cross-Connection Control Records		
1. Facility/Customer Records (device test and facility survey forms; notifications for need for containment, testing, and noncompliance; assembly information and test log)	Permanent	Continuing administrative and historical value

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
2. Wastewater Treatment (record of monitoring activities and results)	3 years	Iowa Administrative Code, 567-63.2(3). Administrative value ends.
3. Billing and Customer Service Records		
a. Applications, Certifications, or Permits for Hook-up, Initiation of Service or Discontinuation of Service	3 years	Administrative value ends
b. Contracts for Service	1 year after expiration	Administrative value ends
c. Rate Schedules and Descriptions of Rate Computations	50 years	Administrative value ends
d. Job Orders	3 years	Administrative value ends
e. Complaints	3 years	Iowa Administrative Code, 199-21.4(10). Administrative value ends.
f. Meter Readings	2 consecutive periodic tests or at least 2 years	Iowa Administrative Code, 199-21.6(9). Administrative value ends.
g. Billing Records		
1) Stubs	5 years	Fiscal value ends
2) Receipts	5 years	Fiscal value ends
3) Daily Receipt Tabulations	5 years	Fiscal value ends
4) Cash Books (journals)	5 years	Fiscal value ends
5) Ledgers	5 years	Fiscal value ends
6) Summaries of Usage and Billing	5 years	Fiscal value ends
7) Delinquent Account Lists	5 years	Fiscal value ends
8) Bad Debt Write-Offs	5 years	Fiscal value ends
9) Adjustment Postings or Books	1 year	Fiscal value ends
10) Records of Customer Deposits and Refunds	7 years after abandonment of service	Fiscal value ends
11) Record of Unclaimed Refunds	1 year	Code of Iowa, 556.4. Legal and fiscal value ends.

Schedule 15: Gas Utility Records

Record Title	Retention Period	Reason
A. Gas Utilities	In general, gas utilities shall preserve records in accordance with the provisions of Part 225 of the Federal Power Commission Rules, 18 CFR 225	Iowa Administrative Code, 199-18.6(2)
1. Record of Unclaimed Deposits	2 years	Iowa Administrative Code, 199-19.4(7)
2. Customer Billing Records	3 years	Iowa Administrative Code, 199-19.4(12)
3. Meter Records (name of manufacturer, number, type, capacity, multiplier, constants, pressure rating, dates of installation and removal, testing)	3 years after retirement of meter; before meter's retirement, retain last 2 tests	Iowa Administrative Code, 199-19.6
4. Pressure Surveys and Records	2 years	Iowa Administrative Code, 199-19.7(3)



MEMORANDUM

TO: City Manager
Mayor and Council
FROM: Matt Alcazar, Engineering Tech/Project Coordinator
DATE: August 29, 2018
RE: **Amendment #5 to Snyder & Associates, Inc. On-Call Paving Specialist
Contract of 2-6-17 for the Demolition of 605 Second Street Project**

SUMMARY: Attached is Amendment No. 5 to the Agreement which was approved on February 6, 2017 for the On-Call Paving Specialist with Snyder & Associates, Inc. This Amendment is for design and construction administration work on the Demolition of 605 Second Street Project.

This Scope of Services is for the preliminary and final design, plan preparation, contract documents, bid assistance services, and construction services for the reinforcement of the existing common wall with the adjacent property, and the demolition of the structure at 605 Second Street (Fuhs Bakery).

PREVIOUS COUNCIL ACTION: The Council approved an Agreement with the engineer to provide these On-Call Paving Specialist Services on February 6, 2017. The City Manager also approved the Asbestos Abatement Contract for the building on June, 29, 2018.

BACKGROUND/DISCUSSION: Amendment No. 5 was, reviewed by City staff and sets forth the 'scope of work' and the 'not to exceed costs' to provide the design services and construction services for the Demolition of 605 Second Street Project. Work on the design phase will begin upon approval of the Amendment, with construction anticipated to start in spring or early summer of 2019.

Approval and execution by the Mayor of Amendment No. 5 will authorize the engineer and City Staff to perform the design and bid letting phase. Staff will seek Council approval for award of a construction contract prior to the start of construction.

FINANCIAL IMPLICATIONS: This Project will be funded through Inspection Department Budget funds. The engineering cost for the Demolition of 605 Second Street Project is \$14,718.

RECOMMENDATION: It is recommended that Council approve Amendment No. 5 for the Demolition of 605 Second Street Project, authorize the Mayor to execute the Amendment, and authorize staff to proceed with the design and bid letting phases of the project.

ALTERNATIVES: If Council chooses, they can:

1. Request staff to re-evaluate the scope of the project and seek another alternatives.

CITY MANAGER COMMENTS: I concur with the recommendation of having the City Council approve Amendment No. 5 for the Demolition of 605 Second Street Project.

RESOLUTION NO. 2018 – ____

**AUTHORIZING ENTERING INTO AMENDMENT NO. 5 TO THE ON-CALL
STREET PAVING SPECIALIST AGREEMENT OF FEBRUARY 6, 2017 WITH SNYDER
AND ASSOCIATES, INC., ANKENY, IOWA FOR ENGINEERING SERVICES IN
CONNECTION WITH THE DEMOLITION OF 605 SECOND STREET PROJECT**

WHEREAS, the City of Webster City entered into an On-Call Street Paving Specialist Agreement with Snyder and Associates, Inc., Ankeny, Iowa on February 6, 2017; and,

WHEREAS the City of Webster City now desires to enter into Amendment No. 5 to said agreement to provide engineering services in connection with the Demolition of 605 Second Street Project; and,

WHEREAS, the City Council and City Staff have reviewed said form of Amendment No. 5.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Webster City, Iowa to enter into Amendment No. 5 to the On-Call Street Paving Specialist Agreement with Snyder and Associates, Inc., Ankeny, Iowa to provide engineering services for the Demolition of 605 Second Street Project, and authorize the Mayor to execute the amendment.

BE IT FURTHER RESOLVED that said Amendment No. 5 is hereby approved upon being executed by both parties.

Passed and adopted this 4th day of September, 2018.

John Hawkins, Mayor

ATTEST:

Karyl Bonjour, City Clerk

WEBSTER CITY, IOWA

AMENDMENT No. 5 TO THE AGREEMENT FOR PROFESSIONAL SERVICES FOR THE ON-CALL STREET PAVING SPECIALIST

This Amendment to the Agreement for Engineering Services is made and entered into on the date hereinafter stated under City's signature, between the City of Webster City ("City"), Iowa, and Snyder & Associates, Inc. ("Professional").

For work on the On-Call Street Paving Specialist, the parties agree as follows:

1. **Engagement.** The City hereby engages the Professional to perform work necessary to provide all services as described in the Scope of Work in connection with this Amendment to the Contract.
2. **Scope of Work.** The Professional shall perform in a competent and professional manner, the scope of work as set forth in **Exhibit "A"** attached hereto and by reference incorporated herein.
3. **Completion.** The Professional shall commence work immediately upon receipt of a written notice from the City and complete the Scope of Work in an expeditious and professional manner as set forth in **Exhibit "B"** attached hereto and by reference incorporated herein.
4. **Payment.** The prices for work performed by the Professional on this Amendment shall not exceed those prices as set forth in **Exhibit "C"** attached hereto and by reference incorporated herein.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Amendment to the Agreement. All provisions of the Agreement shall remain in full force and effect.

CITY OF WEBSTER CITY, IOWA

John Hawkins, Mayor

Dated: September 4, 2018.

SNYDER & ASSOCIATES, INC.

EXHIBIT "A"

SCOPE OF WORK

Address the current deteriorated state of the building located at 605 2nd Street.

I. GENERAL

This Scope of Services is for a site visit, bid documents, bid assistance services, and construction administration services for this building demolition project.

II. BASIC SERVICES

A. PLANS, AND CONTRACT DOCUMENTS

The Professional will prepare plans for bidding in accordance with the City's process. Production will include submittal of final plans, and contract documents. All plans will be created on bond paper, with an 11" x 17" size. Final Plans will be certified by a Licensed Professional Engineer, licensed in the State of Iowa.

This Project will be let by the City and the Professional shall supply the necessary documents for this process. The Professional shall prepare the final special provisions to be included in the contract documents.

A summary of the anticipated Engineering Services for the Project design are as follows:

1. (1) Site visit for photographs
2. Proposed demolition and removals plan
3. Proposed repairs to common wall plan
4. Generate project contract documents

III. CONSTRUCTION SERVICES

A. CONSTRUCTION ADMINISTRATION

Upon award of the initial construction contracts, the Professional shall perform the following administrative services during construction of the Project:

1. Preconstruction Conferences - The Professional shall arrange and conduct a preconstruction conference with the Contractor and City, to review the contract requirements, details of construction and work schedule prior to construction.
2. Site Observation - The Professional shall visit the construction site, (3) times (periodic) to (a) observe the progress and (b) determine if the results of the construction work substantially conforms to the drawings and specifications in the Construction Documents.
3. Shop Drawings - The Professional shall review shop drawings and other submissions of the Contractor for general compliance with the construction contract.
4. Substantially Complete and Final Site Observation and Punch List- The Professional shall perform a site observation to determine if the Project is substantially complete according to the plans and specifications and make recommendation on final payment for each construction phase.

5. If the Contractor exceeds the estimated working days in completing construction of the Project for any of the Project lettings, or if change orders or project additions require additional working days, the Professional will be compensated for administration and observation services based on established hourly rates and fixed expenses, as agreed and amended by the parties to this Agreement.
6. Final Acceptance - It is understood that the City will accept any portion of the Project only after recommendation by the Professional. Final acceptance of the Project by the City shall not be deemed to release the Contractor from responsibility for insuring that the work is done in a good and workmanlike manner, free of defects in materials and workmanship nor the Professional for liability of design.

B. CONSTRUCTION OBSERVATION

The Professional will provide one or more Engineer or Construction Observer for the Project as required during the Construction Phases. If the Contractor requests a waiver of any provisions of the plans and specifications, the Professional will make a recommendation on the request to the City for their determination. No waiver shall be granted if such waiver would serve to reduce the quality of the final product. The City shall never be deemed to have authorized the Professional to consent to the use of defective workmanship or materials. The Construction Observer will give guidance to the Project during the construction periods, including the following:

1. Observation of the work for general compliance with plans and specifications.
2. Observation Services provide the City with periodic representation at the job site during Construction of the Project which results in increasing the probability that the Project will be constructed in substantial compliance with the plans and specifications, and Contract Documents. However, such Periodic Observation Services do not guarantee the Contractor's performance. These services do not include responsibility for construction means, controls, techniques, sequences, procedures or safety.

IV. ADDITIONAL SERVICES:

The following items shall be considered additional services and are not included within the Scope of Work. These items are listed to further assist with clarity of project scope as well as provide a listing of services, which the Professional could perform upon request. This is not a complete list of all possible additional services.

1. Assessment Plats and Schedules
2. Easement Plats and/or Acquisition Plats
3. Right-of-way services
4. Submittal fees and/or permit fees to any and all regulatory agencies.
5. Soil borings and geotechnical investigation
6. Subsurface utility investigation
7. Franchise utility services, such as electrical, telephone, fiber optic and gas services
8. Client requested major revisions
9. Testing
10. Special inspections
11. 3D Scanning
12. Document or Design iterations other than the (1) specified
13. Coordination with other disciplines (i.e. hvac, mep, etc...), or entities other than the City.

14. As-built documents

All work is on an "as needed" basis and work on each project shall be as directed by the City. Costs for each project assigned shall be negotiated as 'lump sum,' 'not to exceed,' or performed on a 'time and materials' basis, as mutually agreed and detailed in Exhibit "C."

Responsible persons assigned to this project shall be:

City – Ken Wetzler
Professional – Craig German

EXHIBIT "B"

COMPLETION

Professional shall commence work immediately upon receipt of a written Notice to Proceed from the City, and shall complete all phases of the Scope of Work as expeditiously as is consistent with professional skill and care and the orderly progress of the Work in a timely manner. The parties anticipate that all design work pursuant to this agreement shall be completed to facilitate a Winter 2018 bid letting.

The anticipated preliminary project schedule is as follows:

<u>Task</u>	<u>Completion Date</u>
City Council Approve Contract	September 4, 2018
Complete Contract Documents	Fall 2018
City Council set Letting and Hearing Dates	Fall 2018
Bid Letting	Winter 2018
City Council Review Bids Received / Contract Award	Winter 2018
Preconstruction Meeting	Spring 2019
Start Construction	Spring 2019
End Construction	Summer 2019

NOTE: In order to receive the best possible competitive bid on this project, a completion date for the overall project is anticipated to be Friday, May 31, 2019. This will allow flexibility for the contractor to complete this project that best fits their schedule and avoid cold weather conflicts (typically experienced after Oct 31) with masonry repair materials.

EXHIBIT "C"
PAYMENT

COMPENSATION

Below is a table summarizing the Professional's fees for the scope of services outlined in this Exhibit "A". Fees will be invoiced and paid on an hourly rate plus expenses basis not to exceed amount and rates will be accrued in accordance with the Professional's 2017-2018 Standard Fee Schedule contained in Exhibit "D" of this Amendment No. 5 to the Agreement for Professional Services.

<u>BASIC SERVICES</u>	\$8,831
<u>CONSTRUCTION SERVICES</u>	\$5,887
Amendment No. 5 Total	\$14,718

EXHIBIT "D"

SNYDER & ASSOCIATES, INC. 2017-18 STANDARD FEE SCHEDULE

Billing Classification/Level	Billing Rate
Professional	
<i>Engineer, Landscape Architect, Land Surveyor, Legal, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer</i>	
Principal II	\$196.00 /hour
Principal I	\$185.00 /hour
Senior	\$166.00 /hour
VIII	\$153.00 /hour
VII	\$146.00 /hour
VI	\$140.00 /hour
V	\$130.00 /hour
IV	\$120.00 /hour
III	\$110.00 /hour
II	\$100.00 /hour
I	\$86.00 /hour
Technical	
<i>Technicians--CADD, Survey, Construction Observation</i>	
Lead	\$117.00 /hour
Senior	\$113.00 /hour
VIII	\$105.00 /hour
VII	\$97.00 /hour
VI	\$86.00 /hour
V	\$78.00 /hour
IV	\$72.00 /hour
III	\$60.00 /hour
II	\$52.00 /hour
I	\$45.00 /hour
Administrative	
II	\$60.00 /hour
I	\$49.00 /hour
Reimbursables	
Mileage	<i>current IRS standard rate</i>
Outside Services	<i>As Invoiced</i>

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August 29, 2018

TO: Members of the City Council

RE: Summary of Professional Services for August 2018.

Dear Council Members:

Outlined below is a summary of professional services I have provided for the City of Webster City as City Attorney for the month of August 2018. The main issues I addressed this past month were (a) preparation of an option agreement with Ron's Computer Service regarding the potential purchase of said property (b) drafted a legal opinion regarding competitive bidding laws in Iowa, and (c) reviewed recommended changes to Chapter 99 of the City Code.

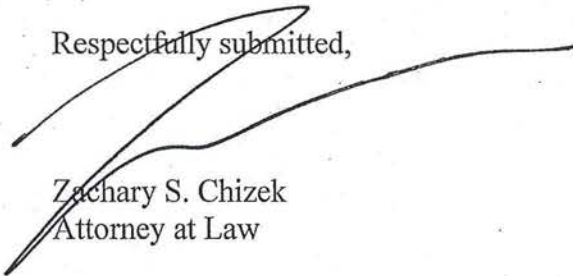
In regards to the option agreement, when the City purchased the Fuh's Building and the vacant lot adjacent to it they had also hoped to enter into an option agreement with the owners of Ron's Computer Service building. This would allow the City or any future assignee of the City to purchase said building if they so choose over the next three (3) years at a set price, as outlined in the agreement. If said option was not executed if the three (3) years following its execution then it would merely lapse.

In regards to the legal opinion I drafted regarding competitive bidding, I hope you've all had a chance to review it and if there were any further questions please feel free to reach out to me. Said steps, as outlined in my opinion, should protect the City from any future liability in regards to the bidding process.

Finally, in regards to Chapter 99 code revisions, I've had a chance to review them and provide my input. I also feel that it is imperative for the City to also adopt a code section regarding enforcement (it would be Chapter 101) to give the City more enforcement options above and beyond the penalty amounts.

If you have any questions regarding any of the above summary please do not hesitate to contact me.

Respectfully submitted,


Zachary S. Chizek
Attorney at Law