



AGENDA
City Council Meeting
City Hall Council Chambers - Webster City, Iowa
October 17, 2022 - 6:00 p.m.

This meeting will be open to the public and can also be attended via Zoom.com:

Meeting ID 869 2038 4585

Phone number to call to participate via telephone is **1-312-626-6799 US (Chicago)**

ROLL CALL

Motion on Approval of Agenda

Pledge of Allegiance

1. PETITIONS – COMMUNICATIONS – REQUESTS

This is the time of the meeting that a citizen may address the Council on a matter not on the Agenda. **(No more than five minutes per person)** 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.

- a. Public Information

2. MINUTES, CLAIMS, REPORTS, LICENSES

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.

- a. [MINUTES](#) of October 3, 2022
- b. [RESOLUTION](#) on [PAYROLL](#) for the period ending October 8, 2022 and paid on October 14, 2022
- c. [RESOLUTION](#) on [BILLS](#) Approve [FUND LIST](#)
- d. Recommend approval for issuance of Beer and Liquor Licenses by the Iowa Department of Commerce for the following:
 - 1. New Licenses: Wildcat Products, LLC d/b/a Wildcat Distilling Co., 626 2nd Street
Class A Native Distilled Spirits Liquor License (LCN) and Sunday Service
Class C Liquor License and Sunday Service
 - 2. Amendment to Class C Liquor License - Temporary Additional Outdoor Service Area – Gridiron Sports Lounge, 1121 E Second Street for event to be held on Saturday, October 22nd, 2022.
- e. City Manager [REPORTS](#) – September 2022
- f. Inspection Department [REPORT](#) – August 2022

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- g. Police Department [REPORT](#) – September 2022
- h. Fire [Department REPORT](#) – September 2022
- i. Hamilton County Solid Waste [AGENDA PACKET](#) – October 2022
- j. Council Committee Reports
- k. Other reports and recommendations

3. GENERAL AGENDA

6:05 PUBLIC HEARING

HEARING CANCELLED

- a. Public Hearing on proposed Plans and Specifications and proposed Form of Contract and Estimate of Cost for construction of the Lincoln Drive Reconstruction Project.

[COUNCIL MEMORANDUM](#) [BID](#) [BID TAB](#) [ENGR LTR](#)

Motion rejecting bid received for the Lincoln Drive Reconstruction Project and rebid the project.

[COUNCIL MEMORANDUM](#) [RESOLUTION](#) providing for Notice of Hearing on proposed Plans and Specifications and proposed Form of contract and Estimate of Cost for construction of the Lincoln Drive Reconstruction Project. *(November 21 6:05 p.m.)*

[NOTICE HEARING](#) [NOTICE BIDDERS](#)

- b. [COUNCIL MEMORANDUM](#) Third Reading of an [ORDINANCE](#) amending the Code of Ordinances of the City of Webster City, Iowa, by amending Chapter 10, Sec. 10-20 through 10-30, Pertaining to Building Codes.

Pass and Adopt Ordinance

- c. Motion to appoint the Street Supervisor as the Representative and the Assistant City Manager as the Alternate Representative to the MIDAS Transportation Advisory Committee
- d. [COUNCIL MEMORANDUM](#) [RESOLUTION](#) providing for Notice of Hearing on proposed Plans and Specifications and proposed Form of Contract and Estimate of Cost for Construction of Boone River Trail Panel Replacement Project. [NOTICE HEARING](#) [NOTICE BIDDERS](#) *(November 21, 2022 6:05 p.m.)*
- e. [COUNCIL MEMORANDUM](#) [RESOLUTION](#) designating the Assistant City Manager to be the Authorized Representative for the Wastewater and Drinking Water Treatment Financial Assistance Program in Iowa administered by the Iowa Finance Authority. [APPLICATION](#)

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f. [COUNCIL MEMORANDUM](#) [RESOLUTION](#) authorizing the Mayor to sign and execute Amendment No. 17A with Snyder and Associates to provide additional professional services needed for Lincoln Drive and FairMeadow Drive Projects. [AMENDMENT](#) [CONCEPT](#)

g. [COUNCIL MEMORANDUM](#) [RESOLUTION](#) accepting and executing easement from the listed herein in connection with the 2022 Electrical Underground Conversion Project. [EASEMENT](#)

h. [COUNCIL MEMORANDUM](#) [RESOLUTION](#) approving a contribution of \$800.00 to the Webster City Chamber of Commerce for the Iowa Economic Development Authority Downtown Resource Center to Perform a Downtown Assessment.

[GENERAL INFORMATION](#)

[KNOXVILLE REPORT](#)

[COMMUNITY RESPONSIBILITIES](#)

[RECOMMENDED SCHEDULE](#)

[WC DOWNTOWN PLAN](#)

[WC LETTER](#)

i. [COUNCIL MEMORANDUM](#) [RESOLUTION](#) approving and authorizing execution of a Conditional Electric Infrastructure Loan Agreement by and between the City of Webster City and Sparrow Properties, LLC D/B/A Automatic Machines, also known as Perin Machining Company. [AGREEMENT](#)

4. OTHER ITEMS

- a. October 29 5:30 – 8:00 p.m. Residential Trick-Or-Treating
- b. October 31 3:00 – 6:00 p.m. Downtown Trick-Or-Treating
- c. November 14 Fall Leaf Pickup
- d. December 3 Christmas in the City Events

5. WORKSESSION WITH WILSON BREWER HISTORIC PARK COMMISSION

- a. [COUNCIL MEMORANDUM](#) on Wilson Brewer Park work session
- b. 22-23 [Budget](#) Reconciliation
- c. Municipal government [LEGAL UPDATE](#) regarding 28e agreements
- d. [MEMORANDUM](#) to Wilson Brewer Park Commission 7-14-22
- e. [Power Point](#) Presentation Wilson Brewer Park Commission 7-17-22
- f. Schlotfeldt [LETTER](#) on energy bill
- g. [STATEMENT](#) of Understanding
- h. Proposed 28 E Agreement [7-19-22](#)
- i. Proposed 28E Agreement revised [8-18-22](#)
- j. Park and Recreation Commission meeting [MINUTES](#) of August 18, 2022.
- k. Wilson Brewer Park [FUND](#) Foundation

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6. CLOSED SESSION:

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

RETURN TO OPEN SESSION

7. ADJOURN

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

CITY COUNCIL MEETING MINUTES
Webster City, Iowa October 3, 2022 – 6:00 p.m.

The City Council met in regular session at the City Hall, Webster City, Iowa at 6:00 p.m. on October 3, 2022, upon call of the Mayor Pro Tem and the advance agenda. The meeting was called to order by Mayor Pro Tem Logan Welch and roll being called there were present in Council Chambers Mayor Pro Tem Logan Welch and the following Council Members: Abbie Hansen, Megan McFarland and Matt McKinney. Mayor/Council Member John Hawkins was absent.

This meeting was Open to the Public with limited capacity and by electronic means utilizing the Zoom Platform. Details were provided in using the Zoom platform either by joining through the web portal or by calling in to view or participate.

It was moved by Hansen and seconded by McKinney to approve the agenda.

ROLL CALL: Hansen, McFarland, McKinney and Welch voting aye.

Mayor Pro Tem Logan Welch led the Pledge of Allegiance.

PETITIONS – COMMUNICATIONS – REQUESTS

Gary Groves, chairperson of the Wilson Brewer Historic Park Committee addressed the Council about scheduling a Work Session or to be placed on a Council Agenda to provide an update and discuss the future of the Wilson Brewer Historic Park. Mayor Pro Tem Welch suggested that Gary contact Recreation/Public Grounds Director Larry Flaws to get this set up.

PUBLIC INFORMATION

None brought forth.

MINUTES, CLAIMS, REPORTS AND LICENSES

It was moved by McFarland and seconded by McKinney that the following items be accepted and placed on file, or approved and adopted collectively:

- a. That the meeting minutes of September 19, 2022 be approved.
- b. That Resolution No. 2022-152 approving Payroll for the period ending September 24, 2022 and paid on September 30, 2022, in the amount of \$187,834.22 be passed and adopted.
- c. That Resolution No. 2022-153 approving bills paid in the amount of \$379,304.16 be passed and adopted.
- d. Council Committee Reports – None brought forth.
- e. Other reports and recommendations – None brought forth.

ROLL CALL: McFarland, McKinney, Welch and Hansen voting aye.

GENERAL AGENDA

6:05 p.m. Public Hearings

a. **HEARING CANCELLED:** The Public Hearing on proposed Plans and Specifications and proposed Form of Contract and Estimate of Cost for Construction of Boone River Trail Panel Replacement Project was cancelled.

It was moved by McKinney and seconded by Hansen to reject the bid received for the Boone River Trail Concrete Panel Replacement Project and authorization to rebid at a later date.

ROLL CALL: McKinney, Welch, Hansen and McFarland voting aye.

Biridiana Bishop, Assistant City Manager, provided specifics of the bid and the request to rebid at a later date.

City Council Meeting Minutes, October 3, 2022

b. October 3, 2022 being the time and place for a Public Hearing on proposed Plans and Specifications and proposed Form of Contract and Estimate of Cost for Furnishing Materials for the 2022 Electrical Underground Conversion Project, the same was held. No written objections were received and no oral objections were presented.

It was moved by McFarland and seconded by McKinney that Resolution No. 2022-154 approving and confirming Plans, Specifications and Form of Contract and Estimate of Cost for Furnishing Materials for the 2022 Electrical Underground Conversion Project and authorizing the City Manager to execute purchase order be passed and adopted.

ROLL CALL: Welch, Hansen, McFarland and McKinney voting aye.

Assistant City Manager Bishop provided details on the materials purchase, noting that some of the items were not quoted at this time due to supply chain issues. Al Powers of P&E Engineering joined the meeting electronically to field any questions from Council on the project.

c. It was moved by Hansen and seconded by McFarland that Resolution No. 2022-155 designating the last Saturday in October from 5:30 to 8:00 p.m. for the observance of door-to-door "Trick-Or-Treating" in Residential Neighborhoods in Webster City, Iowa be passed and adopted.

ROLL CALL: Hansen, McFarland, McKinney and Welch voting aye.

Daniel Ortiz-Hernandez, City Manager, explained this item was brought to him by Council Members Hansen and McFarland to establish a specific date each year for this event.

d. It was moved by McFarland and seconded by McKinney to approve the closure of Second Street from Prospect Street to Superior Street on October 31, 2022 from 3:00 p.m. to 6:00 p.m. for Downtown Trick-Or-Treating.

ROLL CALL: McFarland, McKinney, Welch and Hansen voting aye.

City Manager Ortiz-Hernandez stated that the Chamber sponsored event will be taking place on this date. Closing the street will provide safety to those participating in the event and also provide the opportunity for other businesses to participate in this event as well.

e. It was moved by Hansen and seconded by McFarland that the Second Reading of an Ordinance amending the Code of Ordinances of the City of Webster City, Iowa, by amending Chapter 10, Sec. 10-20 through 10-30, Pertaining to Building Codes be approved.

ROLL CALL: McKinney, Welch, Hansen and McFarland voting aye.

Ariel Bertran, Community Development Director, spoke on the Ordinance Amendment.

OTHER ITEMS

a. The City Attorney Update/Report dated 09/28/2022 was previously given to Council for review.

It was moved by McFarland and seconded by Hansen that Council adjourn.

ROLL CALL: Welch, Hansen, McFarland and McKinney voting aye.

The October 3, 2022 regular City Council Meeting stood adjourned at 6:20 p.m.

Logan Welch, Mayor Pro Tem

Karyl K. Bonjour, City Clerk

RESOLUTION NO. 2022 -

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

That the payroll for the 80-hour period ending October 8, 2022 and paid on October 14, 2022 aggregating the sum of \$189,077.70 herewith presented, be and the same is hereby approved.

Passed and adopted this 17th day of October, 2022.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Employee Number	Name	Total Gross Amount	Total Gross Hours	3-01 OT no pen Emp Amt	4-00 OT pension Emp Amt	5-01 DBL OT np Emp Amt	6-00 DBL OT pen Emp Amt	23-01 OTHER pen Emp Amt	24-00 OTHER np Emp Amt	85-00 NET PAY Emp Amt	86-00 DIRECT DEP Emp Amt
11195	HANSEN, ABIGAIL J.	150.00	.00	.00	.00	.00	.00	150.00	.00	137.38	.00
11183	HAWKINS, JOHN C.	60.00	.00	.00	.00	.00	.00	60.00	.00	.00	55.36
11190	MCFARLAND, MEGAN E.	150.00	.00	.00	.00	.00	.00	150.00	.00	138.52	.00
11184	MCKINNEY, MATTHEW L.	100.00	.00	.00	.00	.00	.00	100.00	.00	.00	92.26
11185	WELCH, LOGAN A.	150.00	.00	.00	.00	.00	.00	150.00	.00	.00	137.38
Total CITY COUNCIL:											
		5	610.00	.00	.00	.00	.00	610.00	.00	275.90	285.00
20035	BISHOP, BIRIDIANA	4,072.74	80.00	.00	.00	.00	.00	.00	125.00	.00	2,687.01
60722	CHELESVIG, BETH A.	3,121.60	80.00	.00	.00	.00	.00	.00	.00	.00	2,044.36
61245	DINSDALE, ASHLEY J.	1,760.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,327.18
20020	ORTIZ-HERNANDEZ, DANIEL	5,368.91	80.00	.00	.00	.00	.00	.00	175.00	.00	2,853.74
60003	SMITH, ELIZABETH A.	2,197.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,477.07
Total CITY MANAGER:											
		5	16,520.85	400.00	.00	.00	.00	.00	300.00	.00	10,389.36
30980	STRONER, BRIAN M.	2,822.40	80.00	.00	.00	.00	.00	.00	.00	.00	1,979.75
Total ENVIRONMENTAL/SAFETY:											
		1	2,822.40	80.00	.00	.00	.00	.00	.00	.00	1,979.75
61164	BONJOUR, KARYL K.	2,266.40	80.00	.00	.00	.00	.00	.00	.00	.00	1,488.49
61238	HAGLUND, DENISE D.	1,525.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,036.06
61243	HESLEY, EMILY M.	1,680.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,247.48
61241	JOHNSON, LAURA A.	1,440.00	80.00	.00	.00	.00	.00	.00	.00	.00	855.58
61190	NERLAND, DEDRA R.	1,992.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,377.26
61163	PEVESTORF, ELIZABETH J.	2,016.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,387.52
30329	WOLFGRAH, DOREEN A.	3,117.61	80.00	.00	.00	.00	.00	.00	.00	.00	2,158.38
Total FINANCE OFFICE:											
		7	14,037.61	560.00	.00	.00	.00	.00	.00	.00	9,550.77
41502	CAMPBELL, AARON M.	20.00	.00	.00	.00	.00	.00	20.00	.00	.00	18.47
40857	DOOLITTLE, KENDALL J.	60.00	.00	.00	.00	.00	.00	60.00	.00	51.68	.00
41263	ESTLUND, JEREMY J.	2,624.32	118.00	.00	.00	.00	.00	.00	.00	.00	1,886.26
41395	FEICKERT, DAKOTA L.	364.00	24.00	.00	.00	.00	.00	28.00	.00	.00	290.14
41038	FERGUSON, WILLIAM M.	20.00	.00	.00	.00	.00	.00	20.00	.00	18.47	.00
41300	FOX, JEFFREY A.	28.00	.00	.00	.00	.00	.00	28.00	.00	.00	24.11
41438	FRANKS, JUSTIN M.	20.00	.00	.00	.00	.00	.00	20.00	.00	.00	18.47
40971	HAYES, BRANDON W.	2,630.16	116.00	.00	.00	44.96	.00	.00	.00	.00	1,917.52
41445	HAYES, HARRISON W.	112.00	.00	.00	.00	.00	.00	112.00	.00	96.48	.00
41441	HAYES, HUNTER W.	60.00	.00	.00	.00	.00	.00	60.00	.00	55.41	.00
40031	HOLST, RONALD W.	60.00	.00	.00	.00	.00	.00	60.00	.00	51.68	.00
41192	JESSEN, PHILLIP N.	560.00	32.00	.00	.00	.00	.00	112.00	.00	413.59	.00
41460	LEHMAN, MICHAEL L.	20.00	.00	.00	.00	.00	.00	20.00	.00	.00	13.47
41200	MADSEN, TODD M.	80.00	.00	.00	.00	.00	.00	80.00	.00	.00	68.91
41515	SCHWERING, DREW M.	20.00	.00	.00	.00	.00	.00	20.00	.00	.00	18.47
41219	SOWLE JR., ANDREW W.	2,498.72	112.00	.00	.00	.00	.00	.00	.00	.00	1,495.44
41400	STANSFIELD, CHARLES T.	3,083.20	80.00	.00	.00	.00	.00	.00	.00	.00	2,034.10
41485	THUMMA, AMANDA L.	20.00	.00	.00	.00	.00	.00	20.00	.00	.00	18.47
41088	TOLLE, PAUL A.	80.00	.00	.00	.00	.00	.00	80.00	.00	68.91	.00
41216	WEINSCHENK, KENRIC J.	80.00	.00	.00	.00	.00	.00	80.00	.00	.00	73.88
40815	WILLS, DON H.	80.00	.00	.00	.00	.00	.00	80.00	.00	73.88	.00
41340	YOUNGDALE, COLE C.	40.00	.00	.00	.00	.00	.00	40.00	.00	36.94	.00

Employee Number	Name	Total Gross Amount	Total Gross Hours	3-01 OT no pen Emp Amt	4-00 OT pension Emp Amt	5-01 DBL OT np Emp Amt	6-00 DBL OT pen Emp Amt	23-01 OTHER pen Emp Amt	24-00 OTHER np Emp Amt	85-00 NET PAY Emp Amt	86-00 DIRECT DEP Emp Amt
41270	ZEHNER, DONALD F.	60.00	.00	.00	.00	.00	.00	60.00	.00	.00	55.41
Total FIRE DEPARTMENT:		23	12,620.40	.00	.00	44.96	.00	1,000.00	.00	867.04	7,933.12
61240	WINTER, KIRBY L.	4,086.99	80.00	.00	.00	.00	.00	.00	20.00	.00	2,810.81
Total INFORMATION SYSTEMS:		1	4,086.99	.00	.00	.00	.00	.00	20.00	.00	2,810.81
61235	SIMPSON, CORY L.	1,994.40	80.00	.00	.00	.00	.00	.00	.00	.00	1,398.54
Total INSPECTION:		1	1,994.40	.00	.00	.00	.00	.00	.00	.00	1,398.54
31210	BARNES, DERRICK S.	3,199.25	82.50	.00	143.25	.00	.00	.00	.00	.00	2,173.12
31185	CASEY, DANA R.	3,302.38	81.00	.00	60.78	.00	.00	.00	.00	.00	2,232.10
31190	DAYTON, BRYAN K.	3,213.60	80.00	.00	.00	.00	.00	.00	.00	.00	2,172.61
30678	DICKINSON, ADAM L.	3,838.40	80.00	.00	.00	.00	.00	.00	.00	.00	2,599.76
31230	MC COLLOUGH, DOUGLAS J.	3,275.50	81.00	.00	60.29	.00	.00	.00	.00	.00	2,270.27
31184	MOURTON, RUSSELL E.	3,241.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,860.89
31240	NEWMAN, BRADY N.	2,000.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,479.47
31186	ORTON, RYAN D.	3,914.03	86.50	.00	425.21	.00	.00	.00	.00	.00	2,642.21
30918	PARKHILL, MARTY E.	3,983.98	90.00	.00	131.34	.00	.00	.00	.00	.00	2,727.09
Total LINE DEPARTMENT:		9	29,968.74	.00	820.87	.00	.00	.00	.00	.00	20,157.52
30976	MADSEN, TODD M.	1,776.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,286.20
31188	PASCHKE, RODNEY A.	1,711.21	80.00	.00	.00	.00	.00	.00	.00	.00	1,128.78
Total METER DEPARTMENT:		2	3,487.21	.00	.00	.00	.00	.00	.00	.00	2,414.98
61250	BERTRAN, ARIEL L.	2,538.47	80.00	.00	.00	.00	.00	.00	.00	.00	1,776.48
Total PLANNING/ZONING:		1	2,538.47	.00	.00	.00	.00	.00	.00	.00	1,776.48
41480	DILLEY, JEAN M.	1,472.80	80.00	.00	.00	.00	.00	.00	.00	.00	1,024.17
41500	HOLCOMBE, IAN J.	1,565.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,103.02
41390	NOWELL, TANNER J.	2,071.20	80.00	.00	.00	.00	.00	.00	.00	.00	1,476.36
41475	RUSH, DEBORAH G.	1,707.20	80.00	.00	.00	.00	.00	.00	.00	.00	1,167.35
41525	SCHANZ, ALEC M.	1,456.80	80.00	.00	.00	.00	.00	.00	.00	.00	1,064.39
41510	WHITEHILL, AUDRIANA G.	1,461.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,043.11
41207	WINDSCHITL, JOAN E.	1,834.19	80.00	.00	.00	.00	.00	.00	.00	.00	1,135.27
Total POLICE DEPARTMENT-D:		7	11,569.39	.00	.00	.00	.00	.00	.00	.00	8,013.67
41430	BASINGER, RYAN A.	2,513.56	84.00	.00	.00	.00	.00	.00	.00	.00	1,820.47
41191	HOUGE, CLINTON J.	2,606.04	84.00	.00	.00	.00	.00	.00	.00	.00	1,819.84
41453	LEHMAN, MICHEAL L.	2,453.64	84.00	.00	.00	.00	.00	.00	.00	.00	1,807.07
41465	LOWE, ANDREW T.	2,513.39	87.00	126.95	.00	.00	.00	.00	.00	.00	1,761.14
41479	LUFT, ANTHONY J.	2,448.68	98.00	.00	.00	.00	.00	.00	.00	.00	1,797.67
41230	MCKINLEY, ERIC K.	2,752.12	84.00	.00	.00	.00	.00	.00	.00	.00	1,988.54

Employee Number	Name	Total Gross Amount	Total Gross Hours	3-01 OT no pen Emp Amt	4-00 OT pension Emp Amt	5-01 DBL OT np Emp Amt	6-00 DBL OT pen Emp Amt	23-01 OTHER pen Emp Amt	24-00 OTHER np Emp Amt	85-00 NET PAY Emp Amt	86-00 DIRECT DEP Emp Amt
41110	MORK, SHILOH B.	3,269.61	80.00	.00	.00	.00	.00	.00	.00	.00	2,183.40
41471	MOURLAM, DALTON G.	2,310.28	84.00	.00	.00	.00	.00	.00	.00	.00	1,629.87
41225	PRITCHARD, BRANDON D.	2,603.64	84.00	.00	.00	.00	.00	.00	.00	.00	1,834.36
41426	ROSE, DYLAN M.	2,448.96	84.00	.00	.00	.00	.00	.00	.00	.00	1,607.41
41450	THUMMA, STEVEN L.	2,382.52	84.00	.00	.00	.00	.00	.00	.00	.00	1,521.39
41495	WATKINS, MARK D.	2,504.04	84.00	.00	.00	.00	.00	.00	.00	.00	1,838.92
Total POLICE DEPARTMENT-O:											
		12	30,806.48	1,021.00	126.95	.00	.00	.00	.00	.00	21,610.08
81672	CRYSTAL, EVERETT T.	1,020.00	80.00	.00	.00	.00	.00	.00	.00	.00	830.78
81697	FARO, FRANK L.	362.50	29.00	.00	.00	.00	.00	.00	.00	.00	304.96
81713	FOLEY, PATRICK R.	490.00	40.00	.00	.00	.00	.00	.00	.00	.00	389.43
81712	GARVEY, ROGER A.	122.50	10.00	.00	.00	.00	.00	.00	.00	.00	104.41
70980	HARMS, BRIAN K.	1,737.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,284.25
81617	OLSON, NICHOLAS L.	927.50	70.00	.00	.00	.00	.00	.00	.00	731.09	.00
51195	RODEN, JACOB J.	1,879.21	80.00	.00	.00	.00	.00	.00	.00	.00	1,275.10
Total PUBLIC GROUNDS:											
		7	6,539.31	389.00	.00	.00	.00	.00	.00	731.09	4,188.93
61200	ALCAZAR, MATTHEW D.	4,026.57	40.00	.00	.00	.00	.00	302.80	2,692.97	.00	2,746.91
Total PUBLIC WORKS:											
		1	4,026.57	40.00	.00	.00	.00	302.80	2,692.97	.00	2,746.91
81653	BINDER, MEREDITH K.	227.50	17.50	.00	.00	.00	.00	.00	.00	195.78	.00
81726	BINDER, RILEY K.	48.00	4.00	.00	.00	.00	.00	.00	.00	.00	44.32
81756	CALLAHAN, SPENCER AARON	24.00	2.00	.00	.00	.00	.00	.00	.00	.00	22.16
81743	DINSDALE, SOPHIE J.	27.00	2.25	.00	.00	.00	.00	.00	.00	.00	24.94
70100	FLAWS, LARRY J.	2,704.22	80.00	.00	.00	.00	.00	.00	85.00	.00	1,797.09
81708	GALLENTE, ABIGAIL M.	98.00	8.00	.00	.00	.00	.00	.00	.00	90.50	.00
81746	GALLENTE, OLIVIA M.	48.00	4.00	.00	.00	.00	.00	.00	.00	44.32	.00
81740	GARVEY, ANNE N.	24.00	2.00	.00	.00	.00	.00	.00	.00	.00	22.16
70107	GLASCOCK, MARK A.	1,820.80	80.00	.00	.00	.00	.00	.00	.00	.00	1,198.46
81711	HANSEN, ELLA M.	150.50	13.00	.00	.00	.00	.00	.00	.00	.00	137.99
81667	LAMB, MITCHELL S.	78.00	6.00	.00	.00	.00	.00	.00	.00	.00	67.12
70975	LESHER, BREANNE M.	2,237.61	80.00	.00	.00	.00	.00	.00	.00	.00	1,512.88
81651	LINDSTROM, SARAH J.	502.50	40.00	.00	.00	.00	.00	.00	.00	402.08	.00
81673	MCKEE, BRONWYN E.	71.00	6.00	.00	.00	.00	.00	.00	.00	.00	65.57
81585	MITCHELL, MCKENNA K.	26.00	2.00	.00	.00	.00	.00	.00	.00	24.01	.00
81689	NELSEN, DENISE L.	811.96	51.75	.00	.00	.00	.00	.00	.00	.00	647.69
81742	OUVERSON, ERIN A.	253.00	23.00	.00	.00	.00	.00	.00	.00	.00	230.64
81744	PECK, EMMA G.	118.75	10.25	.00	.00	.00	.00	.00	.00	.00	108.67
81748	PETERSON, AVE	24.00	2.00	.00	.00	.00	.00	.00	.00	.00	22.16
31195	PETERSON, RICK E.	1,937.59	83.00	.00	103.19	.00	.00	.00	.00	.00	1,344.71
81665	PRUISMANN, LINDA A.	907.06	54.25	.00	.00	.00	.00	.00	.00	.00	679.60
81470	SPELLMEYER, WILLIAM C.	280.67	19.25	.00	.00	.00	.00	.00	.00	213.55	.00
81747	STANLEY, KAMEY	192.00	16.00	.00	.00	.00	.00	.00	.00	172.85	.00
81718	THONGSOUK, TAHSIYA W.	24.00	2.00	.00	.00	.00	.00	.00	.00	.00	22.16
81245	TRUJILLO, MONICA M.	56.00	4.00	.00	.00	.00	.00	.00	.00	.00	48.20
81759	VANSICKEL, LINCOLN L.	220.00	20.00	.00	.00	.00	.00	.00	.00	.00	203.17
Total RECREATION:											
		26	12,912.16	632.25	103.19	.00	.00	.00	85.00	1,143.09	8,199.69

Employee Number	Name	Total Gross Amount	Total Gross Hours	3-01 OT no pen Emp Amt	4-00 OT pension Emp Amt	5-01 DBL OT np Emp Amt	6-00 DBL OT pen Emp Amt	23-01 OTHER pen Emp Amt	24-00 OTHER np Emp Amt	85-00 NET PAY Emp Amt	86-00 DIRECT DEP Emp Amt
51187	BAHRENFUSS, BRANDON D.	3,732.50	99.25	.00	600.58	.00	.00	.00	.00	.00	2,576.63
51210	DANIELS, JACOB S.	1,961.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,383.19
51178	DOOLITTLE, DAN L	990.00	45.00	.00	.00	.00	.00	.00	.00	.00	776.22
51225	JONDAL, KOOPER M.	1,760.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,304.67
51220	KLIEGL, SHAWN A.	1,760.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,233.83
51190	RATCLIFF, BRETT D.	2,131.20	80.00	.00	.00	.00	.00	.00	.00	.00	1,418.59
51184	WILLIAMS, ZACHARY W.	2,345.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,598.80
51205	YOUNGDALE, COLE C.	2,201.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,547.96
Total STREET DEPARTMENT:											
		8	16,882.50	624.25	.00	600.58	.00	.00	.00	.00	11,839.89
30772	DINGMAN, CHAD M.	2,584.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,886.90
30977	JACKSON, JEFFREY S.	2,214.96	88.00	.00	.00	.00	.00	.00	.00	.00	1,519.41
31179	WEST, JOHN A.	2,377.19	89.00	.00	.00	.00	.00	.00	.00	.00	1,764.93
Total WASTEWATER:											
		3	7,176.15	257.00	.00	.00	.00	.00	.00	.00	5,171.24
31189	CHAMBERS, TODD A.	2,408.00	80.00	.00	.00	.00	.00	.00	.00	.00	1,598.17
31220	FARWELL, GREGORY A.	2,321.60	80.00	.00	.00	.00	.00	.00	.00	.00	1,632.70
31215	KNOWLES, NICHOLAS A.	3,799.41	89.00	.00	.00	.00	.00	.00	.00	.00	2,445.37
31225	PARKER, LOGAN M.	1,949.06	93.50	.00	167.06	.00	.00	.00	.00	.00	1,677.36
Total WATER PLANT:											
		4	10,478.07	342.50	.00	167.06	.00	.00	.00	.00	7,353.60
Grand Totals:											
		123	189,077.70	6,529.00	126.95	1,691.70	44.96	.00	1,912.80	3,097.97	127,820.34

RESOLUTION NO. 2022 -

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 \$1,213,036.73 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 17th day of October, 2022.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
NORTH IOWA MUNICIPAL ELECTRIC (705)							
100722	1	Invoice	PURCHASED POWER - SEPTEMBER 2022	10/07/2022	736,409.39	04/23	601-23-50-5555-233
Total 100722:					736,409.39		
Total NORTH IOWA MUNICIPAL ELECTRIC (705):					736,409.39		
RUAN, INCORPORATED (6862)							
48108	1	Invoice	T10612 - MONTHLY VEHICLE LEASE - FINAL	10/01/2022	1,230.61	04/23	100-21-21-5110-920
Total 48108:					1,230.61		
Total RUAN, INCORPORATED (6862):					1,230.61		
Total 10/11/2022:					737,640.00		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
A & T AUTO TRUCK CENTER, INC. (5801)							
091522	1	Invoice	PATCH LR TIRE - 2011 METER TRUCK	09/15/2022	12.82	04/23	601-23-80-5935-227
091522	2	Invoice	PATCH LR TIRE - 2011 METER TRUCK	09/15/2022	12.81	04/23	601-23-80-5935-314
Total 091522:					25.63		
Total A & T AUTO TRUCK CENTER, INC. (5801):					25.63		
AHLERS & COONEY, P.C. (22)							
830171	1	Invoice	HR LEGAL SERVICES	09/29/2022	265.20	04/23	100-24-13-5460-212
830171	2	Invoice	HR LEGAL SERVICES	09/29/2022	729.30	04/23	601-24-13-5460-212
830171	3	Invoice	HR LEGAL SERVICES	09/29/2022	165.75	04/23	602-24-13-5460-212
830171	4	Invoice	HR LEGAL SERVICES	09/29/2022	165.75	04/23	603-24-13-5460-212
Total 830171:					1,326.00		
831150	1	Invoice	INDUSTRIAL TREATMENT AGREEMENTS - W	09/30/2022	812.50	04/23	603-23-70-5653-212
Total 831150:					812.50		
Total AHLERS & COONEY, P.C. (22):					2,138.50		
ARNOLD MOTOR SUPPLY (68)							
26NV074425	1	Invoice	WINDSHIELD WASHER FLUID	09/12/2022	4.19	04/23	100-21-21-5110-314
Total 26NV074425:					4.19		
26NV075174	1	Invoice	FILTER/OIL FOR CEMETERY MOWERS	09/27/2022	28.20	04/23	100-23-42-5371-314
26NV075174	2	Invoice	FILTER/OIL FOR CEMETERY MOWERS	09/27/2022	14.58	04/23	100-23-42-5371-315
Total 26NV075174:					42.78		
26NV075434	1	Invoice	PARTS FOR 472 GRAVELY	10/03/2022	31.29	04/23	100-22-42-5210-314
Total 26NV075434:					31.29		
26NVO75018	1	Invoice	AIR FILTER/R-35 JAWS	09/23/2022	22.57	04/23	100-21-22-5140-227
Total 26NVO75018:					22.57		
26NVO75559	1	Invoice	ICON BLADE (QTY 2)	10/05/2022	49.98	04/23	601-23-52-5588-318
Total 26NVO75559:					49.98		
Total ARNOLD MOTOR SUPPLY (68):					150.81		
ASTRA SECURITY (6495)							
42294	1	Invoice	ASTRA ANNUAL BILL (10/01/22-09/30/23)	10/01/2022	588.00	04/23	100-24-36-5480-299
42294	2	Invoice	ASTRA ANNUAL BILL (10/01/22-09/30/23)	10/01/2022	420.00	04/23	601-23-36-5480-299
42294	3	Invoice	ASTRA ANNUAL BILL (10/01/22-09/30/23)	10/01/2022	336.00	04/23	602-23-36-5480-299
42294	4	Invoice	ASTRA ANNUAL BILL (10/01/22-09/30/23)	10/01/2022	336.00	04/23	603-23-36-5480-299
Total 42294:					1,680.00		
Total ASTRA SECURITY (6495):					1,680.00		
AW.some MOWING (7289)							
000559	1	Invoice	WATERING SSMID FLOWERPOTS	09/29/2022	1,750.00	04/23	260-23-36-5393-299

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 000559:					1,750.00		
Total AW.some MOWING (7289):					1,750.00		
BARRERA, KIMBERLY (7608)							
314844016	1	Invoice	CUSTOMER DEPOSIT REFUND	10/10/2022	53.57	04/23	601-21011
Total 314844016:					53.57		
Total BARRERA, KIMBERLY (7608):					53.57		
BOMGAARS (5165)							
62911173	1	Invoice	PAINTING SUPPLIES/LINE DEPT SHOP	09/26/2022	51.47	04/23	601-23-52-5588-318
Total 62911173:					51.47		
62911471	1	Invoice	BATTERIES	09/27/2022	14.98	04/23	601-23-52-5588-318
Total 62911471:					14.98		
62913995	1	Invoice	LOW VOLTAGE BOX	10/04/2012	11.37	04/23	601-23-52-5588-318
Total 62913995:					11.37		
62914018	1	Invoice	PULLEY/V-BELT-LINE DEPT	10/04/2022	14.48	04/23	601-23-52-5588-318
Total 62914018:					14.48		
62914441	1	Invoice	RODENT CONTROL/WILSON BREWER PARK	10/05/2022	48.92	04/23	100-22-42-5221-318
Total 62914441:					48.92		
62914719	1	Invoice	VINYL TUBING/WATER PLANT	10/06/2022	35.70	04/23	602-23-61-5642-318
Total 62914719:					35.70		
62915088	1	Invoice	WASP SPRAY/RATCHET	10/07/2022	44.36	04/23	602-23-61-5642-318
Total 62915088:					44.36		
Total BOMGAARS (5165):					221.28		
BROWN SUPPLY COMPANY, INC. (122)							
122848	1	Invoice	2" H-15425N COUPLING	09/08/2022	160.00	04/23	602-23-62-5662-318
Total 122848:					160.00		
123078	1	Invoice	8" DR-18 C900 PVC PIPE-CREDIT	09/15/2022	507.40-	04/23	602-23-62-5662-318
Total 123078:					507.40-		
123217	1	Invoice	6" HYMAX COUPLING - QTY 2	09/21/2022	600.00	04/23	602-23-62-5662-318
Total 123217:					600.00		
Total BROWN SUPPLY COMPANY, INC. (122):					252.60		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
CAPITAL SANITARY SUPPLY (6096)							
C355790	1	Invoice	CUSTODIAL SUPPLIES/CITY HALL	10/05/2022	69.38	04/23	100-24-36-5480-318
C355790	2	Invoice	CUSTODIAL SUPPLIES/CITY HALL	10/05/2022	49.56	04/23	601-23-36-5480-318
C355790	3	Invoice	CUSTODIAL SUPPLIES/CITY HALL	10/05/2022	39.65	04/23	602-23-36-5480-318
C355790	4	Invoice	CUSTODIAL SUPPLIES/CITY HALL	10/05/2022	39.65	04/23	603-23-36-5480-318
Total C355790:					198.24		
C355931	1	Invoice	FULLER HALL CLEANING SUPPLIES	10/05/2022	313.19	04/23	100-22-42-5233-318
Total C355931:					313.19		
Total CAPITAL SANITARY SUPPLY (6096):					511.43		
CARD SERVICES (140)							
0000 10/01/2	1	Invoice	MEAL EXPENSE-OTHER PLACE-LINE	10/03/2022	66.63	04/23	601-23-52-5926-231
0000 10/01/2	2	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	.04	04/23	100-24-30-5380-315
0000 10/01/2	3	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	.04	04/23	601-24-30-5380-315
0000 10/01/2	4	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	.04	04/23	602-24-30-5380-315
0000 10/01/2	5	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	.04	04/23	603-24-30-5380-315
0000 10/01/2	6	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	.35	04/23	100-21-18-5190-315
0000 10/01/2	7	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	3.31	04/23	100-21-22-5140-315
0000 10/01/2	8	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	13.48	04/23	100-24-14-5435-315
0000 10/01/2	9	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	16.33	04/23	601-23-52-5935-315
0000 10/01/2	10	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	.93	04/23	601-23-80-5935-315
0000 10/01/2	11	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	.93	04/23	602-23-80-5935-315
0000 10/01/2	12	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	24.54	04/23	100-21-21-5110-315
0000 10/01/2	13	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	6.28	04/23	100-22-42-5210-315
0000 10/01/2	14	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	6.28	04/23	100-23-42-5371-315
0000 10/01/2	15	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	.71	04/23	100-22-42-5233-315
0000 10/01/2	16	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	15.92	04/23	204-23-30-5310-315
0000 10/01/2	17	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	1.81	04/23	603-23-70-5935-315
0000 10/01/2	18	Invoice	FUEL CLOUD SUBSCRIPTION	10/03/2022	3.97	04/23	602-23-61-5935-315
0000 10/01/2	19	Invoice	MEAL EXPENSE-TEXAS ROADHOUSE-LINE	10/03/2022	120.83	04/23	601-23-52-5926-231
0000 10/01/2	20	Invoice	MEAL EXPENSE-SMOKEYS BBQ-LINE	10/03/2022	56.50	04/23	601-23-52-5926-231
0000 10/01/2	21	Invoice	MEAL EXPENSE-HICKORY PARK-LINE	10/03/2022	72.70	04/23	601-23-52-5926-231
0000 10/01/2	22	Invoice	LODGING-HOLIDAY INN-LINE/DANA	10/03/2022	206.08	04/23	601-23-52-5926-231
0000 10/01/2	23	Invoice	DRONE RENEWAL-BRIAN	10/03/2022	5.00	04/23	100-23-31-5420-318
0000 10/01/2	24	Invoice	BUSINESS CARDS-NICK	10/03/2022	27.81	04/23	602-23-61-5921-316
Total 0000 10/01/22:					650.55		
0001 10/01/2	1	Invoice	VEST HOLSTER FOR TASER	10/03/2022	47.05	04/23	100-21-21-5110-312
0001 10/01/2	2	Invoice	POSTAGE/PRIORITY MAIL	10/03/2022	8.70	04/23	100-21-21-5110-221
0001 10/01/2	3	Invoice	BATTERIES	10/03/2022	12.31	04/23	100-21-21-5110-318
0001 10/01/2	4	Invoice	PLAIN CLOTHES GEAR-OFFICER 682	10/03/2022	56.33	04/23	100-21-21-5110-312
0001 10/01/2	5	Invoice	SLIDE STOP FOR GLOCK	10/03/2022	35.85	04/23	100-21-21-5110-318
Total 0001 10/01/22:					160.24		
0002 10/01/2	1	Invoice	YOUTH FLAG FOOTBALL PROGRAM	10/03/2022	25.00	04/23	100-22-42-5222-318
0002 10/01/2	2	Invoice	YOUTH FLAG FOOTBALL PROGRAM	10/03/2022	1,180.00	04/23	100-22-42-5222-318
0002 10/01/2	3	Invoice	YOUTH FLAG FOOTBALL PROGRAM	10/03/2022	281.00	04/23	100-22-42-5222-318
0002 10/01/2	4	Invoice	YOUTH FLAG FOOTBALL PROGRAM	10/03/2022	36.00	04/23	100-22-42-5222-318
Total 0002 10/01/22:					1,522.00		
0003 10/01/2	1	Invoice	TEAMVIEWER ANNUAL SUBSCRIPTION	10/03/2022	94.05	04/23	100-24-16-5420-299

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
0003 10/01/2	2	Invoice	TEAMVIEWER ANNUAL SUBSCRIPTION	10/03/2022	344.85	04/23	601-24-16-5930-299
0003 10/01/2	3	Invoice	TEAMVIEWER ANNUAL SUBSCRIPTION	10/03/2022	94.05	04/23	602-24-16-5930-299
0003 10/01/2	4	Invoice	TEAMVIEWER ANNUAL SUBSCRIPTION	10/03/2022	94.05	04/23	603-24-16-5930-299
0003 10/01/2	5	Invoice	CREXENDO-PHONE/HANDSET	10/03/2022	189.00	04/23	100-22-42-5280-230
0003 10/01/2	6	Invoice	CREXENDO-PHONE SERVICE	10/03/2022	22.65	04/23	100-22-42-5280-230
0003 10/01/2	7	Invoice	CREXENDO-PHONE SERVICE	10/03/2022	11.33	04/23	100-22-42-5242-230
Total 0003 10/01/22:					849.98		
0004 10/01/2	1	Invoice	IOWA LEAGUE CONFERENCE-ORTIZ	10/03/2022	91.39	04/23	100-24-12-5430-232
0004 10/01/2	2	Invoice	IOWA LEAGUE CONFERENCE-ORTIZ	10/03/2022	167.55	04/23	601-23-81-5926-232
0004 10/01/2	3	Invoice	IOWA LEAGUE CONFERENCE-ORTIZ	10/03/2022	22.85	04/23	602-23-81-5926-232
0004 10/01/2	4	Invoice	IOWA LEAGUE CONFERENCE-ORTIZ	10/03/2022	22.85	04/23	603-23-81-5926-232
0004 10/01/2	5	Invoice	IOWA LEAGUE CONFERENCE-MCFARLAND/	10/03/2022	91.39	04/23	100-24-11-5410-232
0004 10/01/2	6	Invoice	IOWA LEAGUE CONFERENCE-MCFARLAND/	10/03/2022	167.55	04/23	601-24-11-5410-232
0004 10/01/2	7	Invoice	IOWA LEAGUE CONFERENCE-MCFARLAND/	10/03/2022	22.85	04/23	602-24-11-5410-232
0004 10/01/2	8	Invoice	IOWA LEAGUE CONFERENCE-MCFARLAND/	10/03/2022	22.85	04/23	603-24-11-5410-232
0004 10/01/2	9	Invoice	IOWA LEAGUE CONFERENCE-BONJOUR	10/03/2022	27.42	04/23	100-24-14-5436-232
0004 10/01/2	10	Invoice	IOWA LEAGUE CONFERENCE-BONJOUR	10/03/2022	198.02	04/23	601-23-80-5926-232
0004 10/01/2	11	Invoice	IOWA LEAGUE CONFERENCE-BONJOUR	10/03/2022	60.93	04/23	602-23-80-5926-232
0004 10/01/2	12	Invoice	IOWA LEAGUE CONFERENCE-BONJOUR	10/03/2022	18.27	04/23	603-23-80-5926-232
0004 10/01/2	13	Invoice	MEAL EXPENSE-MANG ICMA CONF.	10/03/2022	5.31	04/23	100-24-12-5430-232
0004 10/01/2	14	Invoice	MEAL EXPENSE-MANG ICMA CONF.	10/03/2022	14.61	04/23	601-23-81-5926-232
0004 10/01/2	15	Invoice	MEAL EXPENSE-MANG ICMA CONF.	10/03/2022	3.32	04/23	602-23-81-5926-232
0004 10/01/2	16	Invoice	MEAL EXPENSE-MANG ICMA CONF.	10/03/2022	3.32	04/23	603-23-81-5926-232
0004 10/01/2	17	Invoice	MEAL EXPENSE-ICMA CONF.-ORTIZ	10/03/2022	6.59	04/23	100-24-12-5430-232
0004 10/01/2	18	Invoice	MEAL EXPENSE-ICMA CONF.-ORTIZ	10/03/2022	12.09	04/23	601-23-81-5926-232
0004 10/01/2	19	Invoice	MEAL EXPENSE-ICMA CONF.-ORTIZ	10/03/2022	1.65	04/23	602-23-81-5926-232
0004 10/01/2	20	Invoice	MEAL EXPENSE-ICMA CONF.-ORTIZ	10/03/2022	1.65	04/23	603-23-81-5926-232
0004 10/01/2	21	Invoice	MEAL EXPENSE-MANG ICMA CONF.-ORTIZ	10/03/2022	1.99	04/23	100-24-12-5430-232
0004 10/01/2	22	Invoice	MEAL EXPENSE-MANG ICMA CONF.-ORTIZ	10/03/2022	5.48	04/23	601-23-81-5926-232
0004 10/01/2	23	Invoice	MEAL EXPENSE-MANG ICMA CONF.-ORTIZ	10/03/2022	1.24	04/23	602-23-81-5926-232
0004 10/01/2	24	Invoice	MEAL EXPENSE-MANG ICMA CONF.-ORTIZ	10/03/2022	1.24	04/23	603-23-81-5926-232
0004 10/01/2	25	Invoice	MTG EXPENSE-UBER TO AIRPORT-ORTIZ	10/03/2022	5.28	04/23	100-24-12-5430-232
0004 10/01/2	26	Invoice	MTG EXPENSE-UBER TO AIRPORT-ORTIZ	10/03/2022	14.52	04/23	601-23-81-5926-232
0004 10/01/2	27	Invoice	MTG EXPENSE-UBER TO AIRPORT-ORTIZ	10/03/2022	3.30	04/23	602-23-81-5926-232
0004 10/01/2	28	Invoice	MTG EXPENSE-UBER TO AIRPORT-ORTIZ	10/03/2022	3.30	04/23	603-23-81-5926-232
0004 10/01/2	29	Invoice	MTG EXPENSE ICMA CONF.-ORTIZ	10/03/2022	2.23	04/23	100-24-12-5430-232
0004 10/01/2	30	Invoice	MTG EXPENSE ICMA CONF.-ORTIZ	10/03/2022	6.14	04/23	601-23-81-5926-232
0004 10/01/2	31	Invoice	MTG EXPENSE ICMA CONF.-ORTIZ	10/03/2022	1.39	04/23	602-23-81-5926-232
0004 10/01/2	32	Invoice	MTG EXPENSE ICMA CONF.-ORTIZ	10/03/2022	1.39	04/23	603-23-81-5926-232
0004 10/01/2	33	Invoice	MEAL EXPENSE-ICMA CONF.-ORTIZ	10/03/2022	3.26	04/23	100-24-12-5430-232
0004 10/01/2	34	Invoice	MEAL EXPENSE-ICMA CONF.-ORTIZ	10/03/2022	8.97	04/23	601-23-81-5926-232
0004 10/01/2	35	Invoice	MEAL EXPENSE-ICMA CONF.-ORTIZ	10/03/2022	2.04	04/23	602-23-81-5926-232
0004 10/01/2	36	Invoice	MEAL EXPENSE-ICMA CONF.-ORTIZ	10/03/2022	2.03	04/23	603-23-81-5926-232
0004 10/01/2	37	Invoice	MTG EXPENSE-ICMA CONF-AIRPORT PARKI	10/03/2022	10.00	04/23	100-24-12-5430-232
0004 10/01/2	38	Invoice	MTG EXPENSE-ICMA CONF-AIRPORT PARKI	10/03/2022	27.50	04/23	601-23-81-5926-232
0004 10/01/2	39	Invoice	MTG EXPENSE-ICMA CONF-AIRPORT PARKI	10/03/2022	6.25	04/23	602-23-81-5926-232
0004 10/01/2	40	Invoice	MTG EXPENSE-ICMA CONF-AIRPORT PARKI	10/03/2022	6.25	04/23	603-23-81-5926-232
0004 10/01/2	41	Invoice	MTG EXPENSE-ICMA CONF-LODGING-ORTIZ	10/03/2022	164.50	04/23	100-24-12-5430-232
0004 10/01/2	42	Invoice	MTG EXPENSE-ICMA CONF-LODGING-ORTIZ	10/03/2022	452.38	04/23	601-23-81-5926-232
0004 10/01/2	43	Invoice	MTG EXPENSE-ICMA CONF-LODGING-ORTIZ	10/03/2022	102.82	04/23	602-23-81-5926-232
0004 10/01/2	44	Invoice	MTG EXPENSE-ICMA CONF-LODGING-ORTIZ	10/03/2022	102.82	04/23	603-23-81-5926-232
0004 10/01/2	45	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-OLIV	10/03/2022	8.57	04/23	100-24-12-5430-232
0004 10/01/2	46	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-OLIV	10/03/2022	23.55	04/23	601-23-81-5926-232
0004 10/01/2	47	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-OLIV	10/03/2022	5.36	04/23	602-23-81-5926-232
0004 10/01/2	48	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-OLIV	10/03/2022	5.36	04/23	603-23-81-5926-232
0004 10/01/2	49	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-OLIV	10/03/2022	21.41	04/23	100-24-18-5470-232

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
0004 10/01/2	50	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-OLIV	10/03/2022	1.92	04/23	100-24-14-5435-232
0004 10/01/2	51	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-OLIV	10/03/2022	13.92	04/23	601-23-80-5926-232
0004 10/01/2	52	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-OLIV	10/03/2022	1.28	04/23	602-23-80-5926-232
0004 10/01/2	53	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-OLIV	10/03/2022	4.30	04/23	603-23-80-5926-232
0004 10/01/2	54	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	3.44	04/23	100-24-12-5430-232
0004 10/01/2	55	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	9.48	04/23	601-23-81-5926-232
0004 10/01/2	56	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	2.15	04/23	602-23-81-5926-232
0004 10/01/2	57	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	2.15	04/23	603-23-81-5926-232
0004 10/01/2	58	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	6.89	04/23	100-24-12-5430-232
0004 10/01/2	59	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	18.93	04/23	601-23-81-5926-232
0004 10/01/2	60	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	4.31	04/23	602-23-81-5926-232
0004 10/01/2	61	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	4.31	04/23	603-23-81-5926-232
0004 10/01/2	62	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	17.22	04/23	100-24-18-5470-232
0004 10/01/2	63	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	1.55	04/23	100-24-14-5435-232
0004 10/01/2	64	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	11.19	04/23	601-23-80-5926-232
0004 10/01/2	65	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	1.03	04/23	602-23-80-5926-232
0004 10/01/2	66	Invoice	MEAL EXPENSE-IOWA LEAGUE CONF.-APPL	10/03/2022	3.45	04/23	603-23-80-5926-232
0004 10/01/2	67	Invoice	RESOLUTION/ORD TRAINING-BISHOP	10/03/2022	6.40	04/23	100-24-12-5430-231
0004 10/01/2	68	Invoice	RESOLUTION/ORD TRAINING-BISHOP	10/03/2022	17.60	04/23	601-23-81-5926-231
0004 10/01/2	69	Invoice	RESOLUTION/ORD TRAINING-BISHOP	10/03/2022	4.00	04/23	602-23-81-5926-231
0004 10/01/2	70	Invoice	RESOLUTION/ORD TRAINING-BISHOP	10/03/2022	4.00	04/23	603-23-81-5926-231
Total 0004 10/01/22:					2,102.55		
0005 10/01/2	1	Invoice	LOGOS-BLDG INSPECTION	10/03/2022	72.76	04/23	100-24-18-5470-312
Total 0005 10/01/22:					72.76		
0189 10/01/2	1	Invoice	2022 FALL WORKSHOP-LESHER	10/03/2022	120.00	04/23	100-22-42-5210-231
0189 10/01/2	2	Invoice	IOWA TRAILS SUMMIT-LESHER	10/03/2022	85.00	04/23	100-22-42-5210-231
Total 0189 10/01/2022:					205.00		
0221 10/01/2	1	Invoice	MEAL EXPENSE-HAMILTON CO FIRE(HYVEE	10/03/2022	128.32	04/23	100-21-22-5140-231
0221 10/01/2	2	Invoice	MEAL EXPENSE-HAMILTON CO FIRE(HYVEE	10/03/2022	5.97	04/23	100-21-22-5140-231
0221 10/01/2	3	Invoice	ICE-HAMILTON CO FIRE(CASEYS)	10/03/2022	17.97	04/23	100-21-22-5140-231
0221 10/01/2	4	Invoice	9/11 MEMORIAL STAIR CLIMB SHIRTS	10/03/2022	123.37	04/23	100-21-22-5140-312
0221 10/01/2	5	Invoice	HAND PAPER TOWELS-AMAZON	10/03/2022	132.00	04/23	100-21-22-5140-318
Total 0221 10/01/22:					407.63		
0239 10/01/2	1	Invoice	DRINKING WATER(DENTIST)-WATER DISTR	10/03/2022	18.07	04/23	602-23-62-5662-318
Total 0239 10/01/22:					18.07		
0320 10/01/2	1	Invoice	TREAT BAGS-HALLOWEEN-PD	10/03/2022	546.35	04/23	100-21-21-5110-318
0320 10/01/2	2	Invoice	CALL FOR BACKUP	10/03/2022	195.00	04/23	100-21-21-5180-231
0320 10/01/2	3	Invoice	USPS-1ST CLASS MAIL	10/03/2022	11.80	04/23	100-21-21-5110-221
Total 0320 10/01/22:					753.15		
0338 10/01/2	1	Invoice	LODGING-UNDERGROUND ELECT. WORKS	10/03/2022	206.08	04/23	601-23-52-5926-231
0338 10/01/2	2	Invoice	LODGING-UNDERGROUND ELECT. WORKS	10/03/2022	206.08	04/23	601-23-52-5926-231
Total 0338 10/01/22:					412.16		
0346 10/01/2	1	Invoice	USPS-1ST CLASS MAIL	10/03/2022	15.70	04/23	100-24-18-5470-221
0346 10/01/2	2	Invoice	IOWA LEAGUE CONFERENCE-LODGING-BE	10/03/2022	304.64	04/23	100-24-18-5470-232

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 0346 10/01/22:					320.34		
0353 10/01/2	1	Invoice	ARMORY/RIFLE EQUIPMENT	10/03/2022	575.55	04/23	100-21-21-5110-318
0353 10/01/2	2	Invoice	SQUAD LIGHTS-CARS 5 & 8	10/03/2022	650.44	04/23	100-21-21-5110-314
0353 10/01/2	3	Invoice	MOUNTING BRACKET-TRUCK #7	10/03/2022	63.16	04/23	100-21-21-5110-515
0353 10/01/2	4	Invoice	MEAL EXPENSE-DCI LAB-STIVERS	10/03/2022	21.90	04/23	100-21-21-5110-232
0353 10/01/2	5	Invoice	PISTOL MAG/REPLACEMENT PARTS	10/03/2022	172.45	04/23	100-21-21-5110-318
0353 10/01/2	6	Invoice	MEAL EXPENSE-MEETING WRIGHT PD	10/03/2022	14.85	04/23	100-21-21-5110-232
0353 10/01/2	7	Invoice	ID BADGES/BUSINESS CARDS-625	10/03/2022	41.79	04/23	100-21-21-5110-318
0353 10/01/2	8	Invoice	MEAL EXPENSE-MEETING	10/03/2022	11.51	04/23	100-21-21-5110-232
0353 10/01/2	9	Invoice	DUTY HOLSTER OFFICER 625	10/03/2022	164.00	04/23	100-21-21-5110-312
0353 10/01/2	10	Invoice	PISTOL MAGS	10/03/2022	116.94	04/23	100-21-21-5110-312
Total 0353 10/01/22:					1,832.59		
Total CARD SERVICES (140):					9,307.02		
CENTRAL IOWA BLDG SUPPLY (1298)							
1013120	1	Invoice	300- #4x20' REBAR - MINI PITCH	09/29/2022	2,355.00	04/23	100-22-42-5210-880
Total 1013120:					2,355.00		
1013207	1	Invoice	CONDUIT 1/2"EMT & 3/4" EMT	10/05/2022	163.40	04/23	204-23-30-5310-310
Total 1013207:					163.40		
Total CENTRAL IOWA BLDG SUPPLY (1298):					2,518.40		
CENTRAL IOWA FARM STORE (7129)							
10404M	1	Invoice	FIX IDLER	09/26/2022	37.95	04/23	100-23-42-5371-314
Total 10404M:					37.95		
Total CENTRAL IOWA FARM STORE (7129):					37.95		
CENTURY LINK (4614)							
832-2525 09/	1	Invoice	PHONE SERVICE-SENIOR CENTER	09/22/2022	23.22	04/23	100-22-42-5280-230
Total 832-2525 09/22/22:					23.22		
832-9166 09/	1	Invoice	PHONE SERVICE - POLICE DEPT	09/22/2022	348.21	04/23	100-21-21-5110-230
Total 832-9166 09/22/22:					348.21		
832-9190 09/	1	Invoice	PHONE SERVICE-OD POOL	09/22/2022	1.87	04/23	100-22-42-5242-230
Total 832-9190 09/22/22:					1.87		
E65-4065 10/	1	Invoice	ALARM CIRCUIT LINE	10/01/2022	148.00	04/23	100-21-22-5140-230
Total E65-4065 10/01/22:					148.00		
Total CENTURY LINK (4614):					521.30		
CHAMBERS, TODD (3123)							
100522	1	Invoice	REIMB CONF EXP/MEALS/MILEAGE	10/05/2022	527.33	04/23	602-23-61-5926-231

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 100522:					527.33		
Total CHAMBERS, TODD (3123):					527.33		
CIVIC SYSTEMS, LLC (178)							
CVC22465	1	Invoice	ADD'L SOFTWARE USER RIGHTS	09/19/2022	189.00	04/23	100-24-14-5435-212
CVC22465	2	Invoice	ADD'L SOFTWARE USER RIGHTS	09/19/2022	1,365.00	04/23	601-23-80-5923-212
CVC22465	3	Invoice	ADD'L SOFTWARE USER RIGHTS	09/19/2022	420.00	04/23	602-23-80-5923-212
CVC22465	4	Invoice	ADD'L SOFTWARE USER RIGHTS	09/19/2022	126.00	04/23	603-23-80-5923-212
Total CVC22465:					2,100.00		
Total CIVIC SYSTEMS, LLC (178):					2,100.00		
CIVICPLUS (7531)							
241438	1	Invoice	CODE SUPPLEMENT 11/UPDATES	09/30/2022	491.54	04/23	100-24-14-5435-212
Total 241438:					491.54		
Total CIVICPLUS (7531):					491.54		
COBO, CECILIA ANGELICA BERNAL (7607)							
413080005	1	Invoice	CUSTOMER DEPOSIT REFUND	10/06/2022	299.85	04/23	601-21011
Total 413080005:					299.85		
Total COBO, CECILIA ANGELICA BERNAL (7607):					299.85		
COMBINED SYSTEMS TECH, INC. (4548)							
155594	1	Invoice	IT SUPPORT FOR REMOTE ACCESS	09/30/2022	5.06	04/23	100-24-16-5420-212
155594	2	Invoice	IT SUPPORT FOR REMOTE ACCESS	09/30/2022	18.57	04/23	601-24-16-5923-212
155594	3	Invoice	IT SUPPORT FOR REMOTE ACCESS	09/30/2022	5.06	04/23	602-24-16-5923-212
155594	4	Invoice	IT SUPPORT FOR REMOTE ACCESS	09/30/2022	5.06	04/23	603-24-16-5923-212
Total 155594:					33.75		
155633	1	Invoice	IT SUPPORT FOR REMOTE ACCESS	09/30/2022	15.19	04/23	100-24-16-5420-212
155633	2	Invoice	IT SUPPORT FOR REMOTE ACCESS	09/30/2022	55.68	04/23	601-24-16-5923-212
155633	3	Invoice	IT SUPPORT FOR REMOTE ACCESS	09/30/2022	15.19	04/23	602-24-16-5923-212
155633	4	Invoice	IT SUPPORT FOR REMOTE ACCESS	09/30/2022	15.19	04/23	603-24-16-5923-212
Total 155633:					101.25		
155871	1	Invoice	CST SUPPORT FOR REMOTE ACCESS	10/07/2022	10.13	04/23	100-24-16-5420-212
155871	2	Invoice	CST SUPPORT FOR REMOTE ACCESS	10/07/2022	37.11	04/23	601-24-16-5923-212
155871	3	Invoice	CST SUPPORT FOR REMOTE ACCESS	10/07/2022	10.13	04/23	602-24-16-5923-212
155871	4	Invoice	CST SUPPORT FOR REMOTE ACCESS	10/07/2022	10.13	04/23	603-24-16-5923-212
Total 155871:					67.50		
Total COMBINED SYSTEMS TECH, INC. (4548):					202.50		
COUNSEL (3995)							
23AR108917	1	Invoice	PRINTER CONTRACT - POLICE DEPT	09/26/2022	29.71	04/23	100-21-21-5110-225
Total 23AR108917:					29.71		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
23AR109754	1	Invoice	PRINTER CONTRACT - CEMETERY	10/01/2022	47.91	04/23	100-23-42-5371-299
Total 23AR1097549:					47.91		
23AR109755	1	Invoice	PRINTER CONTRACT - INSPECTION	10/01/2022	29.79	04/23	100-21-18-5190-225
Total 23AR1097550:					29.79		
23AR109755	1	Invoice	PRINTER CONTRACT - LINE DEPT	10/01/2022	27.02	04/23	601-23-52-5931-225
Total 23AR1097551:					27.02		
23AR109827	1	Invoice	PRINTER CONTRACT - STREET DEPT	10/02/2022	64.58	04/23	204-23-30-5310-225
Total 23AR1098278:					64.58		
23AR109832	1	Invoice	PRINTER CONTRACT - WATER DEPT	10/03/2022	37.54	04/23	602-23-61-5931-225
Total 23AR1098323:					37.54		
23AR110244	1	Invoice	PRINTER CONTRACT - FINANCE/UTILITY DE	10/06/2022	9.64	04/23	100-24-14-5435-225
23AR110244	2	Invoice	PRINTER CONTRACT - FINANCE/UTILITY DE	10/06/2022	69.64	04/23	601-23-80-5931-225
23AR110244	3	Invoice	PRINTER CONTRACT - FINANCE/UTILITY DE	10/06/2022	21.43	04/23	602-23-80-5931-225
23AR110244	4	Invoice	PRINTER CONTRACT - FINANCE/UTILITY DE	10/06/2022	6.43	04/23	603-23-80-5931-225
Total 23AR1102444:					107.14		
23AR110517	1	Invoice	IT PRINTER PER CLICK FEES	10/09/2022	3.84	04/23	100-24-16-5420-299
23AR110517	2	Invoice	IT PRINTER PER CLICK FEES	10/09/2022	14.08	04/23	601-24-16-5930-299
23AR110517	3	Invoice	IT PRINTER PER CLICK FEES	10/09/2022	3.84	04/23	602-24-16-5930-299
23AR110517	4	Invoice	IT PRINTER PER CLICK FEES	10/09/2022	3.84	04/23	603-24-16-5930-299
Total 23AR1105179:					25.60		
Total COUNSEL (3995):					369.29		
CTI READY MIX, INC. (7518)							
98318	1	Invoice	CONCRETE - WATER/UNION ST - MINI PITCH	09/26/2022	9,887.50	04/23	100-22-42-5210-880
Total 98318:					9,887.50		
98319	1	Invoice	CONCRETE - WATER/UNION ST - MINI PITCH	09/26/2022	2,825.00	04/23	100-22-42-5210-880
Total 98319:					2,825.00		
98469	1	Invoice	CONCRETE - WATER/UNION ST - MINI PITCH	09/28/2022	6,638.75	04/23	100-22-42-5210-880
Total 98469:					6,638.75		
98895	1	Invoice	WATER MAIN OHIO/PROSPECT ST	10/06/2022	1,098.53	04/23	602-23-62-5662-318
Total 98895:					1,098.53		
Total CTI READY MIX, INC. (7518):					20,449.78		
CTS LANGUAGE LINK (6323)							
223730	1	Invoice	TELE LANGUAGE TRANSLATION/PD	10/01/2022	234.87	04/23	100-21-21-5110-225
223730	2	Invoice	TELE LANGUAGE TRANSLATION/UTILITIES	10/01/2022	29.36	04/23	601-23-80-5930-299

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 223730:					264.23		
Total CTS LANGUAGE LINK (6323):					264.23		
CULLIGAN FORT DODGE (207)							
093022	1	Invoice	AIRPORT-SOFT WATER SERVICE	09/30/2022	120.68	04/23	205-23-45-5372-299
Total 093022:					120.68		
Total CULLIGAN FORT DODGE (207):					120.68		
DAHLHAUSER, CASEY (7605)							
514900318	1	Invoice	CUSTOMER DEPOSIT REFUND	09/30/2022	52.54	04/23	601-21011
Total 514900318:					52.54		
Total DAHLHAUSER, CASEY (7605):					52.54		
DAILY FREEMAN JOURNAL, INC. (211)							
000115	1	Invoice	MY HOMETOWN - SEPTEMBER 2022	09/30/2022	99.00	04/23	100-24-12-5430-233
000115	2	Invoice	MY HOMETOWN - SEPTEMBER 2022	09/30/2022	272.25	04/23	601-23-81-5921-233
000115	3	Invoice	MY HOMETOWN - SEPTEMBER 2022	09/30/2022	61.87	04/23	602-23-81-5921-233
000115	4	Invoice	MY HOMETOWN - SEPTEMBER 2022	09/30/2022	61.88	04/23	603-23-81-5921-233
Total 000115:					495.00		
000120 09/3	1	Invoice	RECYCLING ADV	09/30/2022	151.04	04/23	100-23-30-5340-235
Total 000120 09/30/22:					151.04		
8479	1	Invoice	LEGAL PUBL - BUDGET AMENDMENTS	09/08/2022	135.71	04/23	100-24-14-5435-210
Total 8479:					135.71		
8498	1	Invoice	CM 09/16/2022	09/19/2022	382.16	04/23	100-24-14-5435-210
Total 8498:					382.16		
Total DAILY FREEMAN JOURNAL, INC. (211):					1,163.91		
DGR ENGINEERING (5967)							
00256109	1	Invoice	MISC ELECTRICAL ENGINEERING SERVICE	09/19/2022	5.00	04/23	601-23-36-5923-212
00256109	2	Invoice	MISC ELECTRICAL ENGINEERING SERVICE	09/19/2022	9.00	04/23	601-23-51-5566-212
00256109	3	Invoice	MISC ELECTRICAL ENGINEERING SERVICE	09/19/2022	60.00	04/23	601-23-52-5923-212
00256109	4	Invoice	MISC ELECTRICAL ENGINEERING SERVICE	09/19/2022	18.00	04/23	601-23-80-5905-212
00256109	5	Invoice	MISC ELECTRICAL ENGINEERING SERVICE	09/19/2022	8.00	04/23	601-23-81-5923-212
Total 00256109:					100.00		
Total DGR ENGINEERING (5967):					100.00		
DOOLITTLE OIL COMPANY, INC. (243)							
70489	1	Invoice	SHL GADUS S3 220 10/1 TUBES CASE/ST#8	10/01/2022	161.37	04/23	204-23-30-5310-314
Total 70489:					161.37		
70540	1	Invoice	OIL ANALYSIS KIT/WWTP	10/06/2022	151.90	04/23	603-23-70-5642-319

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 70540:					151.90		
70549	1	Invoice	2-SYN 75W90 35/1 LB PAIL	10/06/2022	373.58	04/23	204-23-30-5310-314
Total 70549:					373.58		
Total DOOLITTLE OIL COMPANY, INC. (243):					686.85		
DR. ANTHONY TATMAN (6856)							
101222	1	Invoice	POLICE OFFICER TESTING	10/12/2022	20.00	04/23	100-21-21-5110-319
Total 101222:					20.00		
Total DR. ANTHONY TATMAN (6856):					20.00		
ECHO GROUP, INC. (6306)							
S009685494.	1	Invoice	RAB PS30/BASE NON-DIMMABLE LED LAMP	09/22/2022	40.77	04/23	601-23-52-5588-318
Total S009685494.002:					40.77		
S009685494.	1	Invoice	RAB PS30/BASE NON-DIMMABLE LED LAMP	09/27/2022	978.48	04/23	601-23-52-5588-318
Total S009685494.003:					978.48		
S009699131.	1	Invoice	14-8' LED LAMPS-FIRE STATION	10/04/2022	341.04	04/23	100-21-22-5140-318
S009699131.	2	Invoice	50- LED LAMPS-LINE SHOP	10/04/2022	696.00	04/23	601-23-52-5588-318
Total S009699131.001:					1,037.04		
S009701003.	1	Invoice	SPEED CONTROLLERS-FANS/STREET DEPT	09/29/2022	302.88	04/23	204-23-30-5310-226
Total S009701003.003:					302.88		
S009701003.	1	Invoice	7- CEILING FANS-STREET	10/04/2022	909.02	04/23	204-23-30-5310-310
Total S009701003.005:					909.02		
S009701207.	1	Invoice	4-RELAY BASES/5-8 PIN 120V RELAYS	10/10/2022	281.53	04/23	601-23-52-5588-318
S009701207.	2	Invoice	8 PIN 120V RELAYS-WEHRHEIM BBALL COU	10/10/2022	20.88	04/23	100-22-42-5210-318
Total S009701207.003:					302.41		
Total ECHO GROUP, INC. (6306):					3,570.60		
ELECTRONIC ENGINEERING-D M (260)							
552004533-1	1	Invoice	PROGRAM PANIC BUTTON ALARM	09/28/2022	560.00	04/23	100-21-21-5180-318
Total 552004533-1:					560.00		
552004534-1	1	Invoice	PROGRAMMING/PD	09/28/2022	250.00	04/23	100-21-21-5180-318
Total 552004534-1:					250.00		
Total ELECTRONIC ENGINEERING-D M (260):					810.00		
EMPLOYEE & FAMILY RESOURCES (269)							
795-5721	1	Invoice	EAP RENEWAL 22-23	10/06/2022	90.72	04/23	100-24-12-5430-299

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
795-5721	2	Invoice	EAP RENEWAL 22-23	10/06/2022	116.64	04/23	100-24-11-5410-299
795-5721	3	Invoice	EAP RENEWAL 22-23	10/06/2022	28.08	04/23	100-24-36-5480-299
795-5721	4	Invoice	EAP RENEWAL 22-23	10/06/2022	330.10	04/23	100-21-21-5110-299
795-5721	5	Invoice	EAP RENEWAL 22-23	10/06/2022	140.40	04/23	100-21-22-5140-299
795-5721	6	Invoice	EAP RENEWAL 22-23	10/06/2022	34.56	04/23	100-21-18-5190-299
795-5721	7	Invoice	EAP RENEWAL 22-23	10/06/2022	69.12	04/23	100-24-30-5380-299
795-5721	8	Invoice	EAP RENEWAL 22-23	10/06/2022	116.64	04/23	603-23-70-5653-299
795-5721	9	Invoice	EAP RENEWAL 22-23	10/06/2022	36.72	04/23	100-24-18-5470-299
795-5721	10	Invoice	EAP RENEWAL 22-23	10/06/2022	101.52	04/23	100-22-42-5233-299
795-5721	11	Invoice	EAP RENEWAL 22-23	10/06/2022	54.00	04/23	100-23-42-5371-299
795-5721	12	Invoice	EAP RENEWAL 22-23	10/06/2022	69.12	04/23	602-23-61-5642-299
795-5721	13	Invoice	EAP RENEWAL 22-23	10/06/2022	69.12	04/23	601-23-51-5566-299
795-5721	14	Invoice	EAP RENEWAL 22-23	10/06/2022	341.90	04/23	601-23-52-5588-299
795-5721	15	Invoice	EAP RENEWAL 22-23	10/06/2022	45.36	04/23	601-23-80-5905-299
795-5721	16	Invoice	EAP RENEWAL 22-23	10/06/2022	164.16	04/23	100-24-14-5435-299
795-5721	17	Invoice	EAP RENEWAL 22-23	10/06/2022	28.08	04/23	100-24-13-5460-299
795-5721	18	Invoice	EAP RENEWAL 22-23	10/06/2022	140.40	04/23	100-21-21-5180-299
795-5721	19	Invoice	EAP RENEWAL 22-23	10/06/2022	209.52	04/23	204-23-30-5310-299
795-5721	20	Invoice	EAP RENEWAL 22-23	10/06/2022	77.76	04/23	100-22-42-5210-299
795-5721	21	Invoice	EAP RENEWAL 22-23	10/06/2022	28.08	04/23	601-23-52-5586-299
Total 795-5721:					2,292.00		
Total EMPLOYEE & FAMILY RESOURCES (269):					2,292.00		
EMPLOYEE BENEFIT SYSTEMS (4707)							
000035535	1	Invoice	HEALTH INSURANCE - NOVEMBER 2022	10/05/2022	4,250.00	04/23	902-11100
000035535	2	Invoice	HEALTH INSURANCE - NOVEMBER 2022	10/05/2022	105,646.27	04/23	902-11215
Total 000035535:					109,896.27		
Total EMPLOYEE BENEFIT SYSTEMS (4707):					109,896.27		
FASTENAL COMPANY (3509)							
IAFTD24932	1	Invoice	LEATHER WINTER GLOVES	09/20/2022	317.78	04/23	601-23-52-5588-312
Total IAFTD249329:					317.78		
Total FASTENAL COMPANY (3509):					317.78		
FLETCHER-REINHARDT COMPANY (305)							
S1285117.00	1	Invoice	11 - BLADE-SOLID 15V CUTOUT	10/05/2022	647.35	04/23	601-23-52-5588-318
Total S1285117.001:					647.35		
Total FLETCHER-REINHARDT COMPANY (305):					647.35		
FOSTER MONUMENT COMPANY (4590)							
22-09-017	1	Invoice	REPAIRS TO MONUMENTS	09/17/2022	700.00	04/23	100-23-42-5371-318
Total 22-09-017:					700.00		
Total FOSTER MONUMENT COMPANY (4590):					700.00		
GERBER AUTO ELECTRIC (342)							
137436	1	Invoice	REPLACE A/C COMPRESSOR DRIVE BELT/2	09/02/2022	210.34	04/23	204-23-30-5310-227

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 137436:					210.34		
138007	1	Invoice	REPAIR FOR 02 CHEVY-WATER #18	10/10/2022	1,893.12	04/23	204-23-30-5310-227
Total 138007:					1,893.12		
Total GERBER AUTO ELECTRIC (342):					2,103.46		
GORDON FLESCH COMPANY (6978)							
IN13899760	1	Invoice	CANON/IR C350IF	09/19/2022	7.10	04/23	100-24-14-5435-225
IN13899760	2	Invoice	CANON/IR C350IF	09/19/2022	51.30	04/23	601-23-80-5931-225
IN13899760	3	Invoice	CANON/IR C350IF	09/19/2022	15.78	04/23	602-23-80-5931-225
IN13899760	4	Invoice	CANON/IR C350IF	09/19/2022	4.73	04/23	603-23-80-5931-225
Total IN13899760:					78.91		
Total GORDON FLESCH COMPANY (6978):					78.91		
GRAHAM TIRE OF FORT DODGE (351)							
220012052	1	Invoice	MOUNT/DISMOUNTS-LOADERS-ST DEPT	09/26/2022	3,290.55	04/23	204-23-30-5310-227
Total 220012052:					3,290.55		
Total GRAHAM TIRE OF FORT DODGE (351):					3,290.55		
HAMILTON COUNTY SOLID WASTE (375)							
100122	1	Invoice	4TH QTR 2022 ASSESSMENT	10/01/2022	8,842.25	04/23	100-23-30-5340-236
Total 100122:					8,842.25		
Total HAMILTON COUNTY SOLID WASTE (375):					8,842.25		
HANOR COMPANY (7606)							
100322	1	Invoice	ELECTRIC REFUND	10/03/2022	66.79	04/23	601-23-80-5903-980
Total 100322:					66.79		
Total HANOR COMPANY (7606):					66.79		
HAWKINS, INC. (3668)							
6294976	1	Invoice	CHLORINE 2000 LB CYL	09/19/2022	2,311.10	04/23	602-23-61-5642-318
Total 6294976:					2,311.10		
Total HAWKINS, INC. (3668):					2,311.10		
HOLLAND SUPPLY INC. (7149)							
INV139284	1	Invoice	FOLDING CHAIRS FOR INTERMENTS/FREIG	10/03/2022	235.34	04/23	100-23-42-5371-318
Total INV139284:					235.34		
INV139332	1	Invoice	CREMATION STAND DRAPE/FREIGHT	10/03/2022	221.78	04/23	100-23-42-5371-318
Total INV139332:					221.78		
Total HOLLAND SUPPLY INC. (7149):					457.12		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
HOLMES MURPHY & ASSOCIATES, LLC (5556)							
674333	1	Invoice	HOLMES MURPHY FEES-NOVEMBER 2022	10/12/2022	2,415.00	04/23	902-11215
Total 674333:					2,415.00		
Total HOLMES MURPHY & ASSOCIATES, LLC (5556):					2,415.00		
IOWA COMMUNICATIONS NETWORK (7419)							
656728	1	Invoice	ICN CONNECTION FEES FOR ALL CITY RADI	10/04/2022	45.20	04/23	100-24-16-5420-299
656728	2	Invoice	ICN CONNECTION FEES FOR ALL CITY RADI	10/04/2022	45.20	04/23	204-24-16-5930-299
656728	3	Invoice	ICN CONNECTION FEES FOR ALL CITY RADI	10/04/2022	45.20	04/23	601-24-16-5935-299
656728	4	Invoice	ICN CONNECTION FEES FOR ALL CITY RADI	10/04/2022	45.20	04/23	602-24-16-5935-299
656728	5	Invoice	ICN CONNECTION FEES FOR ALL CITY RADI	10/04/2022	45.20	04/23	603-24-16-5935-299
Total 656728:					226.00		
Total IOWA COMMUNICATIONS NETWORK (7419):					226.00		
IOWA DEPT OF NATURAL RESOURCES (466)							
3849 - 2023	1	Invoice	ANNUAL WATER USE FEE - 2023	10/05/2022	115.00	04/23	602-23-61-5930-215
Total 3849 - 2023:					115.00		
5920 - 2023	1	Invoice	ANNUAL WATER USE FEE - 2023 MUNICIPAL	10/05/2022	115.00	04/23	602-23-61-5930-215
Total 5920 - 2023:					115.00		
Total IOWA DEPT OF NATURAL RESOURCES (466):					230.00		
IOWA ONE CALL (485)							
244771	1	Invoice	ONE CALL SERVICES	09/30/2022	91.53	04/23	601-23-52-5930-299
244771	2	Invoice	ONE CALL SERVICES	09/30/2022	59.14	04/23	602-23-62-5662-299
244771	3	Invoice	ONE CALL SERVICES	09/30/2022	59.13	04/23	603-23-71-5662-299
Total 244771:					209.80		
Total IOWA ONE CALL (485):					209.80		
JACKSON, JEFF (514)							
100522	1	Invoice	MILEAGE EXP/FALL WATER CONF	10/05/2022	220.00	04/23	603-23-70-5926-231
Total 100522:					220.00		
Total JACKSON, JEFF (514):					220.00		
JBL PUMPING (7601)							
P22-0120	1	Invoice	CONCRETE PUMP TRUCK - MINI PITCH	09/26/2022	1,347.50	04/23	100-22-42-5210-880
Total P22-0120:					1,347.50		
Total JBL PUMPING (7601):					1,347.50		
JOHNSON, NATALIE (7603)							
1513700105	1	Invoice	CUSTOMER DEPOSIT REFUND	10/05/2022	76.74	04/23	601-21011
Total 1513700105:					76.74		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total JOHNSON, NATALIE (7603):					76.74		
K & H CORPORATION (538)							
45946	1	Invoice	HOOK UP SUPM PUMP ON HILLCREST LINE	09/28/2022	508.71	04/23	603-23-70-5653-299
Total 45946:					508.71		
45947	1	Invoice	LIFT STATION REPAIR	09/28/2022	397.92	04/23	603-23-70-5653-299
Total 45947:					397.92		
Total K & H CORPORATION (538):					906.63		
KARL CHEVROLET BUICK GMC (7306)							
1450	1	Invoice	PUMP/PD CAR #6	10/03/2022	34.13	04/23	204-23-30-5310-314
Total 1450:					34.13		
1452	1	Invoice	HOSE/PD CAR #6	10/04/2022	12.35	04/23	204-23-30-5310-314
Total 1452:					12.35		
Total KARL CHEVROLET BUICK GMC (7306):					46.48		
KQWC RADIO STATION (553)							
22090089	1	Invoice	RECYCLING ADS	09/30/2022	158.10	04/23	100-23-30-5340-235
Total 22090089:					158.10		
Total KQWC RADIO STATION (553):					158.10		
LAMPERT LUMBER (564)							
1481006	1	Invoice	GALVANIZED FLASHING	10/03/2022	139.99	04/23	601-23-52-5588-318
Total 1481006:					139.99		
1488645	1	Invoice	FENCE STAPLE	10/06/2022	159.98	04/23	601-23-52-5588-318
Total 1488645:					159.98		
Total LAMPERT LUMBER (564):					299.97		
MACQUEEN EQUIPMENT (5144)							
P17539	1	Invoice	SHIM MAKE/BREAK/FREIGHT	09/26/2022	183.30	04/23	100-23-30-5350-315
Total P17539:					183.30		
W03641	1	Invoice	SPECIALTY REPAIRS FOR ST SWEEPER	10/07/2022	715.81	04/23	100-23-30-5350-227
Total W03641:					715.81		
Total MACQUEEN EQUIPMENT (5144):					899.11		
MENARDS (622)							
47959-CR	1	Invoice	REBATE PURCHASE 08/24/22	09/28/2022	6.72-	04/23	204-23-30-5330-318
47959-CR	2	Invoice	REBATE PURCHASE 08/24/22	09/28/2022	1.17-	04/23	602-23-62-5662-318
47959-CR	3	Invoice	REBATE PURCHASE 08/24/22	09/28/2022	1.17-	04/23	603-23-71-5662-318
47959-CR	4	Invoice	REBATE PURCHASE 08/24/22	09/28/2022	32.28-	04/23	602-23-62-5673-870

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 47959-CR:					41.34-		
76208	1	Invoice	36 COUNT OF 2x6-20' - MINI PITCH	09/13/2022	500.00	04/23	100-22-42-5210-880
76208	2	Invoice	36 COUNT OF 2x6-20' - STOCK	09/13/2022	57.61	04/23	204-23-30-5310-318
76208	3	Invoice	36 COUNT OF 2x6-20' - STOCK	09/13/2022	57.61	04/23	602-23-62-5662-318
76208	4	Invoice	36 COUNT OF 2x6-20' - STOCK	09/13/2022	57.62	04/23	603-23-71-5662-318
Total 76208:					672.84		
76755	1	Invoice	STREET DEPT FAN PARTS	09/22/2022	158.82	04/23	204-23-30-5310-310
Total 76755:					158.82		
Total MENARDS (622):					790.32		
METERING & TECHNOLOGY SOLUTIONS (5512)							
INV436	1	Invoice	METERS/WIRE/ITRON IN-LINE CONNECTOR	09/23/2022	3,201.20	04/23	602-23-62-5935-870
Total INV436:					3,201.20		
Total METERING & TECHNOLOGY SOLUTIONS (5512):					3,201.20		
MIDAMERICAN ENERGY (629)							
531145430	1	Invoice	BOOSTER STATION ELECTRICITY	09/28/2022	194.12	04/23	602-23-62-5662-237
Total 531145430:					194.12		
Total MIDAMERICAN ENERGY (629):					194.12		
MISSISSIPPI LIME COMPANY (652)							
1636205	1	Invoice	QUICKLIME 23.860 TN	10/04/2022	5,726.40	04/23	602-23-61-5641-318
Total 1636205:					5,726.40		
1636565	1	Invoice	QUICKLIME 25.980 TN	10/06/2022	6,235.20	04/23	602-23-61-5641-318
Total 1636565:					6,235.20		
Total MISSISSIPPI LIME COMPANY (652):					11,961.60		
MOORE CLEANING SERVICE, LLC (2902)							
100622	1	Invoice	CLEANING SERVICES FOR CITY HALL	10/06/2022	455.00	04/23	100-24-36-5480-299
100622	2	Invoice	CLEANING SERVICES FOR CITY HALL	10/06/2022	325.00	04/23	601-23-36-5480-299
100622	3	Invoice	CLEANING SERVICES FOR CITY HALL	10/06/2022	260.00	04/23	602-23-36-5480-299
100622	4	Invoice	CLEANING SERVICES FOR CITY HALL	10/06/2022	260.00	04/23	603-23-36-5480-299
Total 100622:					1,300.00		
Total MOORE CLEANING SERVICE, LLC (2902):					1,300.00		
MOORE, NATHAN (7602)							
1215760334	1	Invoice	CUSTOMER DEPOSIT REFUND	10/05/2022	129.46	04/23	601-21011
Total 1215760334:					129.46		
Total MOORE, NATHAN (7602):					129.46		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
MURPHY TRACTOR & EQUIP- FT DODGE (3780)							
1902292	1	Invoice	OIL FILTERS/STR #18	09/28/2022	168.39	04/23	204-23-30-5310-314
Total 1902292:					168.39		
1908302	1	Invoice	KIT-ST #18	10/07/2022	292.22	04/23	204-23-30-5310-314
Total 1908302:					292.22		
Total MURPHY TRACTOR & EQUIP- FT DODGE (3780):					460.61		
NAPA AUTO PARTS (677)							
951550	1	Invoice	AUTO CLEANING SUPPLIES/SHOP	09/26/2022	30.06	04/23	204-23-30-5310-314
Total 951550:					30.06		
951813	1	Invoice	SHOP STOCK SUPPLIES	09/29/2022	116.28	04/23	204-23-30-5310-314
Total 951813:					116.28		
952003	1	Invoice	OVAL STEP BARS/STR #34	10/03/2022	516.99	04/23	204-23-30-5310-314
Total 952003:					516.99		
952036	1	Invoice	FRONT BRAKE PADS/ROTORS-PD CAR #6	10/03/2022	434.97	04/23	204-23-30-5310-314
Total 952036:					434.97		
952224	1	Invoice	LAMP/CONNECTOR/LICENSE KIT	10/05/2022	132.06	04/23	204-23-30-5310-314
Total 952224:					132.06		
952506	1	Invoice	MISC SHOP SUPPLIES	10/10/2022	317.07	04/23	204-23-30-5310-314
Total 952506:					317.07		
Total NAPA AUTO PARTS (677):					1,547.43		
NORTH CENTRAL TURF, INC. (703)							
10639	1	Invoice	SOIL/LINE DEPT	09/26/2022	344.75	04/23	601-23-52-5588-318
Total 10639:					344.75		
Total NORTH CENTRAL TURF, INC. (703):					344.75		
O'HALLORAN INTERNATIONAL (718)							
31P169435	1	Invoice	RETURN-BELT,BUCKLE,AIR SEAT,W/TETHER	09/07/2022	165.16-	04/23	204-23-30-5310-314
Total 31P169435:					165.16-		
31P170694	1	Invoice	MISC SUPPLIES/STR #7	09/16/2022	490.04	04/23	204-23-30-5310-314
Total 31P170694:					490.04		
34S8315	1	Invoice	REPAIRS TO LINE TRUCK #5	09/14/2022	8,914.42	04/23	204-23-30-5310-227
Total 34S8315:					8,914.42		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total O'HALLORAN INTERNATIONAL (718):					9,239.30		
O'REILLY AUTOMOTIVE, INC. (727)							
0357-136513	1	Invoice	TRI-PWR BELT/WWTP	09/22/2022	24.74	04/23	603-23-70-5935-314
Total 0357-136513:					24.74		
0357-136910	1	Invoice	2 AMP BLADE/SHOP	09/26/2022	4.99	04/23	204-23-30-5310-314
Total 0357-136910:					4.99		
Total O'REILLY AUTOMOTIVE, INC. (727):					29.73		
P & E ENGINEERING COMPANY (733)							
6360	1	Invoice	Eng svcs - 2022 UND CONVERSION PROJEC	10/02/2022	10,759.66	04/23	601-23-52-5588-871
Total 6360:					10,759.66		
Total P & E ENGINEERING COMPANY (733):					10,759.66		
PEPSI-COLA (7435)							
23703505	1	Invoice	POP/GATORADE/TEA for RESALE	10/04/2022	281.18	04/23	100-22-42-5233-323
Total 23703505:					281.18		
Total PEPSI-COLA (7435):					281.18		
PETERSON CONSTRUCTION (749)							
093022	1	Invoice	WTP IMPROVEMENTS - PYMT.3	09/30/2022	19,000.00	04/23	602-23-61-5935-870
Total 093022:					19,000.00		
Total PETERSON CONSTRUCTION (749):					19,000.00		
PRAIRIE ENERGY COOPERATIVE (768)							
22685 10/07/	1	Invoice	AIRPORT ELECTRICITY	10/07/2022	590.42	04/23	205-23-45-5372-237
Total 22685 10/07/22:					590.42		
Total PRAIRIE ENERGY COOPERATIVE (768):					590.42		
PUENTE, TONI (6406)							
101022	1	Invoice	METER DEPOSIT REFUND	10/10/2022	200.00	04/23	601-21011
Total 101022:					200.00		
Total PUENTE, TONI (6406):					200.00		
SCHLOTFELDT ENGINEERING, INC. (836)							
28155	1	Invoice	ANNEXATION, CORPORATE LIMITS (w/Karla,	05/31/2022	10,118.88	04/23	100-24-18-5470-212
Total 28155:					10,118.88		
Total SCHLOTFELDT ENGINEERING, INC. (836):					10,118.88		
SCHUMACHER ELEVATOR COMPANY (843)							
90563385	1	Invoice	ELEVATOR REPAIR/WATER PLANT	09/28/2022	534.75	04/23	602-23-61-5642-299

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 90563385:					534.75		
Total SCHUMACHER ELEVATOR COMPANY (843):					534.75		
SERITAGE SRC FINANCE LLC (7573)							
093022	1	Invoice	ELECTRIC REFUND	09/30/2022	330.27	04/23	601-23-80-5903-980
Total 093022:					330.27		
Total SERITAGE SRC FINANCE LLC (7573):					330.27		
SHUTTLEWORTH & INGERSOLL, P.L.C. (6731)							
4510281	1	Invoice	PROFESSIONAL SVCS/PINHOLE LEAKS	10/04/2022	1,898.50	04/23	602-23-61-5930-212
Total 4510281:					1,898.50		
Total SHUTTLEWORTH & INGERSOLL, P.L.C. (6731):					1,898.50		
SIOUX SALES COMPANY (5795)							
192840	1	Invoice	SMITH & WESSON PISTOL	10/04/2022	329.00	04/23	100-21-21-5110-312
Total 192840:					329.00		
Total SIOUX SALES COMPANY (5795):					329.00		
SMITH FERTILIZER & GRAIN (2396)							
4 007608	1	Invoice	BEET JUICE	09/30/2022	1,932.26	04/23	204-23-30-5320-318
Total 4 007608:					1,932.26		
Total SMITH FERTILIZER & GRAIN (2396):					1,932.26		
SMITH, JONI (3336)							
092922	1	Invoice	ENERGY EFFICIENCY REBATE	09/29/2022	250.00	04/23	601-23-36-5930-979
Total 092922:					250.00		
Total SMITH, JONI (3336):					250.00		
SNYDER & ASSOCIATES (2951)							
121.0071.01-	1	Invoice	ENG - WTP TANK SUPPORT (AERATOR PRO	09/30/2022	2,639.63	04/23	602-23-61-5930-212
Total 121.0071.01-11:					2,639.63		
122.0071.01-	1	Invoice	ON CALL ENG SERVICES - GENERAL	09/30/2022	654.06	04/23	100-24-30-5380-212
122.0071.01-	2	Invoice	ON CALL ENG SERVICES - GENERAL	09/30/2022	654.06	04/23	601-24-30-5380-212
122.0071.01-	3	Invoice	ON CALL ENG SERVICES - GENERAL	09/30/2022	654.06	04/23	602-24-30-5380-212
122.0071.01-	4	Invoice	ON CALL ENG SERVICES - GENERAL	09/30/2022	654.06	04/23	603-24-30-5380-212
122.0071.01-	5	Invoice	ON CALL - CIP ESTIMATING ST DEPT	09/30/2022	7,494.61	04/23	204-23-30-5310-212
122.0071.01-	6	Invoice	ON CALL - CIP ESTIMATING ST DEPT	09/30/2022	2,280.97	04/23	602-23-62-5662-212
122.0071.01-	7	Invoice	ON CALL - CIP ESTIMATING ST DEPT	09/30/2022	1,086.18	04/23	603-23-71-5673-212
122.0071.01-	8	Invoice	ENG - LYNX DEVELOPMENT ASST	09/30/2022	1,441.44	04/23	100-24-30-5380-212
122.0071.01-	9	Invoice	ENG - LYNX DEVELOPMENT ASST	09/30/2022	1,441.44	04/23	601-24-30-5380-212
122.0071.01-	10	Invoice	ENG - LYNX DEVELOPMENT ASST	09/30/2022	1,441.44	04/23	602-24-30-5380-212
122.0071.01-	11	Invoice	ENG - LYNX DEVELOPMENT ASST	09/30/2022	1,441.43	04/23	603-24-30-5380-212
122.0071.01-	12	Invoice	ENG - SECOND ST LANDSCAPING CONCEP	09/30/2022	7,300.38	04/23	536-23-30-5310-212
122.0071.01-	13	Invoice	ENG - BRIDGE INSPECTION	09/30/2022	2,141.00	04/23	204-23-30-5310-212

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
122.0071.01-	14	Invoice	ENG - PEOPLES CREDIT UNION SITE PLAN	09/30/2022	1,204.50	04/23	100-24-18-5470-212
Total 122.0071.01-6:					29,889.63		
122.1080.01-	1	Invoice	SANITARY SEWER REHAB - PROJ# 9-23-010	09/30/2022	16,500.00	04/23	603-23-71-5673-212
Total 122.1080.01-1:					16,500.00		
122.1113.01-	1	Invoice	ENG SVC - ADA TRANSITION PLAN 9-23-005	09/30/2022	4,783.00	04/23	100-24-36-5480-880
122.1113.01-	2	Invoice	ENG SVC - ADA TRANSITION PLAN 9-23-005	09/30/2022	4,783.00	04/23	204-23-30-5310-880
122.1113.01-	3	Invoice	ENG SVC - ADA TRANSITION PLAN 9-23-005	09/30/2022	4,783.00	04/23	601-23-36-5480-880
122.1113.01-	4	Invoice	ENG SVC - ADA TRANSITION PLAN 9-23-005	09/30/2022	4,783.00	04/23	602-23-36-5480-880
122.1113.01-	5	Invoice	ENG SVC - ADA TRANSITION PLAN 9-23-005	09/30/2022	4,783.00	04/23	603-23-36-5480-880
Total 122.1113.01-1:					23,915.00		
Total SNYDER & ASSOCIATES (2951):					72,944.26		
STAPLES (7480)							
3502301738	1	Invoice	CREDIT BACK FOR TAXES CHARGED	03/11/2022	.59-	04/23	100-24-16-5420-316
3502301738	2	Invoice	CREDIT BACK FOR TAXES CHARGED	03/11/2022	2.17-	04/23	601-24-16-5921-316
3502301738	3	Invoice	CREDIT BACK FOR TAXES CHARGED	03/11/2022	.59-	04/23	602-24-16-5921-316
3502301738	4	Invoice	CREDIT BACK FOR TAXES CHARGED	03/11/2022	.59-	04/23	603-24-16-5921-316
Total 3502301738:					3.94-		
8067801167	1	Invoice	SUPER STICKY POST0IT NOTES	10/01/2022	5.00	04/23	100-24-16-5420-316
8067801167	2	Invoice	SUPER STICKY POST0IT NOTES	10/01/2022	18.30	04/23	601-24-16-5921-316
8067801167	3	Invoice	SUPER STICKY POST0IT NOTES	10/01/2022	5.00	04/23	602-24-16-5921-316
8067801167	4	Invoice	SUPER STICKY POST0IT NOTES	10/01/2022	5.00	04/23	603-24-16-5921-316
8067801167	5	Invoice	EPSON PRINT RIBBON	10/01/2022	1.10	04/23	100-24-14-5435-225
8067801167	6	Invoice	EPSON PRINT RIBBON	10/01/2022	7.96	04/23	601-23-80-5931-225
8067801167	7	Invoice	EPSON PRINT RIBBON	10/01/2022	2.45	04/23	602-23-80-5931-225
8067801167	8	Invoice	EPSON PRINT RIBBON	10/01/2022	.74	04/23	603-23-80-5931-225
Total 8067801167:					45.55		
Total STAPLES (7480):					41.61		
STAR EQUIPMENT, LTD (2002)							
04102227	1	Invoice	ROLLER RIDE ON RENTAL(1WK) - MINI PITC	09/20/2022	1,155.00	04/23	100-22-42-5210-880
Total 04102227:					1,155.00		
Total STAR EQUIPMENT, LTD (2002):					1,155.00		
STATE HYGIENIC LABORATORY (423)							
243017	1	Invoice	WASTEWATER TESTING	09/30/2022	1,254.00	04/23	603-23-70-5923-212
Total 243017:					1,254.00		
243018	1	Invoice	WATER TESTING FEES	09/30/2022	807.50	04/23	602-23-61-5651-299
Total 243018:					807.50		
Total STATE HYGIENIC LABORATORY (423):					2,061.50		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
STOREY KENWORTHY (5937)							
PINV103237	1	Invoice	LASER A/P CHECKS	09/26/2022	34.65	04/23	100-24-14-5435-316
PINV103237	2	Invoice	LASER A/P CHECKS	09/26/2022	250.25	04/23	601-23-80-5921-316
PINV103237	3	Invoice	LASER A/P CHECKS	09/26/2022	77.00	04/23	602-23-80-5921-316
PINV103237	4	Invoice	LASER A/P CHECKS	09/26/2022	23.10	04/23	603-23-80-5921-316
Total PINV1032376:					385.00		
PINV103237	1	Invoice	LASER PAYROLL CHECKS	09/26/2022	118.80	04/23	100-24-14-5435-316
PINV103237	2	Invoice	LASER PAYROLL CHECKS	09/26/2022	858.00	04/23	601-23-80-5921-316
PINV103237	3	Invoice	LASER PAYROLL CHECKS	09/26/2022	264.00	04/23	602-23-80-5921-316
PINV103237	4	Invoice	LASER PAYROLL CHECKS	09/26/2022	79.20	04/23	603-23-80-5921-316
Total PINV1032377:					1,320.00		
Total STOREY KENWORTHY (5937):					1,705.00		
STUART C. IRBY COMPANY (3585)							
S013097171.	1	Invoice	30 PAIRS ARIAT JEANS-LINE DEPT	09/16/2022	1,203.75	04/23	601-23-52-5588-312
S013097171.	2	Invoice	30 PAIRS ARIAT JEANS-LINE DEPT	09/16/2022	1,203.75	04/23	601-23-51-5566-312
Total S013097171.002:					2,407.50		
S013097171.	1	Invoice	ARIAT WORK JEANS-NEWMAN	09/23/2022	200.63	04/23	601-23-52-5588-312
S013097171.	2	Invoice	ARIAT WORK JEANS-NEWMAN	09/23/2022	200.63	04/23	601-23-51-5566-312
S013097171.	3	Invoice	ARIAT WORK JEANS-PASCHE	09/23/2022	200.62	04/23	601-23-80-5905-312
S013097171.	4	Invoice	ARIAT WORK JEANS-PASCHE	09/23/2022	200.62	04/23	602-23-80-5903-312
Total S013097171.003:					802.50		
Total STUART C. IRBY COMPANY (3585):					3,210.00		
SURVEYING & MAPPING, LLC (7245)							
14338	1	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	93.75	04/23	100-21-30-5120-299
14338	2	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	93.75	04/23	204-23-30-5310-299
14338	3	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	403.75	04/23	602-23-62-5673-299
14338	4	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	93.75	04/23	603-23-71-5662-299
14338	5	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	375.00	04/23	601-23-52-5588-299
14338	6	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	375.00	04/23	100-21-18-5190-299
14338	7	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	200.00	04/23	100-24-18-5470-299
14338	8	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	206.25	04/23	100-23-31-5420-299
14338	9	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	206.25	04/23	601-23-31-5420-299
14338	10	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	206.25	04/23	602-23-31-5420-299
14338	11	Invoice	ANNUAL INTEGRITY GIS WEBSITE MAINTEN	09/14/2022	206.25	04/23	603-23-31-5420-299
Total 14338:					2,460.00		
Total SURVEYING & MAPPING, LLC (7245):					2,460.00		
T & R ELECTRIC SUPPLY CO., INC (2921)							
169517	1	Invoice	OIL SAMPLES/TESTING - SUBSTATIONS	09/27/2022	735.00	04/23	601-23-51-5566-212
Total 169517:					735.00		
Total T & R ELECTRIC SUPPLY CO., INC (2921):					735.00		
TEAM SERVICES, INC. (5024)							
1811080-0	1	Invoice	TEST CONCRETE CRUSHING (TAKEN 4/15/2	07/18/2022	233.75	04/23	204-23-30-5310-212

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total 1811080-0:					233.75		
Total TEAM SERVICES, INC. (5024):					233.75		
THE TRASHMAN, LLC (943)							
725-1834	1	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	26.95	04/23	100-24-36-5480-236
725-1834	2	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	19.25	04/23	601-23-36-5480-236
725-1834	3	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	15.40	04/23	602-23-36-5480-236
725-1834	4	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	15.40	04/23	603-23-36-5480-236
725-1834	5	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	77.00	04/23	100-22-42-5280-236
725-1834	6	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	44.00	04/23	204-23-30-5310-236
725-1834	7	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	16.50	04/23	100-21-22-5140-236
725-1834	8	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	77.00	04/23	100-22-42-5233-236
725-1834	9	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	44.00	04/23	601-23-52-5588-236
725-1834	10	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	44.00	04/23	603-23-70-5642-236
725-1834	11	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	44.00	04/23	100-22-42-5210-236
725-1834	12	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	44.00	04/23	602-23-61-5642-236
725-1834	13	Invoice	TRASH SERVICE/FUEL SURCHARGE	10/01/2022	44.00	04/23	205-23-45-5372-236
Total 725-1834:					511.50		
725-1835	1	Invoice	DROP BOX CHARGES/EXTRA SVC	10/01/2022	455.00	04/23	100-23-30-5340-235
Total 725-1835:					455.00		
725-1837	1	Invoice	CURB RECYCLING - SEPTEMBER 2022	10/01/2022	13,137.73	04/23	100-23-30-5340-235
Total 725-1837:					13,137.73		
Total THE TRASHMAN, LLC (943):					14,104.23		
TMI SERVICES, INC. (954)							
13816	1	Invoice	PORTABLE TOILET RENTAL-PARKS	09/30/2022	225.00	04/23	100-22-42-5210-225
13816	2	Invoice	PORTABLE TOILET RENTAL-PARKS	09/30/2022	120.00	04/23	100-22-42-5221-225
Total 13816:					345.00		
Total TMI SERVICES, INC. (954):					345.00		
T-MOBILE (7288)							
973411563 0	1	Invoice	PHONE SVC/INSPECTION	09/23/2022	25.43	04/23	100-21-18-5190-230
973411563 0	2	Invoice	PHONE SVC/PD CAR PHONES	09/23/2022	152.58	04/23	100-21-21-5110-230
973411563 0	3	Invoice	PHONE SVC/INVESTIGATOR	09/23/2022	33.09	04/23	100-21-21-5110-230
973411563 0	4	Invoice	TOUGHBOOKS	09/23/2022	147.91	04/23	100-21-21-5110-230
Total 973411563 09/23/22:					359.01		
974816802 0	1	Invoice	PHONE SVC/ORTON	09/21/2022	14.99	04/23	601-23-52-5588-230
974816802 0	2	Invoice	PHONE SVC/ORTON	09/21/2022	14.98	04/23	601-23-51-5566-230
974816802 0	3	Invoice	ON-CALL PHONE SVC/WATER	09/21/2022	44.43	04/23	602-23-61-5642-230
974816802 0	4	Invoice	ON-CALL PHONE SVC/WWTP	09/21/2022	44.43	04/23	603-23-70-5642-230
974816802 0	5	Invoice	PHONE SVC/WATER-WWTP	09/21/2022	22.22	04/23	602-23-61-5642-230
974816802 0	6	Invoice	PHONE SVC/WATER-WWTP	09/21/2022	22.21	04/23	603-23-70-5642-230
974816802 0	7	Invoice	PHONE SVC/MGR & ASST MGR	09/21/2022	27.46	04/23	100-24-12-5430-230
974816802 0	8	Invoice	PHONE SVC/MGR & ASST MGR	09/21/2022	75.52	04/23	601-23-81-5921-230
974816802 0	9	Invoice	PHONE SVC/MGR & ASST MGR	09/21/2022	17.16	04/23	602-23-81-5921-230
974816802 0	10	Invoice	PHONE SVC/MGR & ASST MGR	09/21/2022	17.16	04/23	603-23-81-5921-230

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
974816802 0	11	Invoice	METER IPAD SVC	09/21/2022	9.99	04/23	602-23-80-5902-299
974816802 0	12	Invoice	METER IPAD SVC	09/21/2022	9.98	04/23	601-23-80-5905-299
974816802 0	13	Invoice	GIS IPAD SVC	09/21/2022	4.99	04/23	100-23-31-5420-230
974816802 0	14	Invoice	GIS IPAD SVC	09/21/2022	5.00	04/23	601-23-31-5420-230
974816802 0	15	Invoice	GIS IPAD SVC	09/21/2022	4.99	04/23	602-23-31-5420-230
974816802 0	16	Invoice	GIS IPAD SVC	09/21/2022	4.99	04/23	603-23-31-5420-230
Total 974816802 09/21/22:					340.50		
Total T-MOBILE (7288):					699.51		
TOLLE AUTOMOTIVE, INC. (3188)							
21051	1	Invoice	MOUNT & BALANCE/DISPOSAT - PD CAR#3	09/26/2022	107.12	04/23	100-21-21-5110-227
Total 21051:					107.12		
Total TOLLE AUTOMOTIVE, INC. (3188):					107.12		
TOWN & COUNTRY INSURANCE (959)							
6156	1	Invoice	INSURANCE COVERAGE-NEW STREET TRU	10/06/2022	501.00	04/23	100-23-30-5350-216
Total 6156:					501.00		
Total TOWN & COUNTRY INSURANCE (959):					501.00		
TRAFFIC & TRANSPORTATION PROD. (961)							
225080	1	Invoice	EPOXY APPLICATOR & POD ALIGNMENT TO	09/21/2022	268.53	04/23	100-21-30-5120-318
Total 225080:					268.53		
Total TRAFFIC & TRANSPORTATION PROD. (961):					268.53		
TRUCK EQUIPMENT, INC. (1630)							
307467	1	Invoice	MINI BAR/ACARI MOUNT	08/18/2022	829.54	04/23	204-23-30-5310-314
Total 307467:					829.54		
Total TRUCK EQUIPMENT, INC. (1630):					829.54		
UNITED COOPERATIVE (979)							
09051	1	Invoice	GAS REPORT	09/06/2022	1,937.11	04/23	100-21-21-5110-315
09051	2	Invoice	GAS REPORT	09/06/2022	64.42	04/23	100-21-22-5140-315
09051	3	Invoice	GAS REPORT	09/06/2022	715.59	04/23	204-23-30-5310-315
09051	4	Invoice	GAS REPORT	09/06/2022	128.85	04/23	603-23-70-5935-315
09051	5	Invoice	GAS REPORT	09/06/2022	275.53	04/23	602-23-61-5935-315
09051	6	Invoice	GAS REPORT	09/06/2022	379.27	04/23	601-23-52-5935-315
09051	7	Invoice	GAS REPORT	09/06/2022	64.61	04/23	601-23-80-5935-315
09051	8	Invoice	GAS REPORT	09/06/2022	64.61	04/23	602-23-80-5935-315
09051	9	Invoice	GAS REPORT	09/06/2022	36.03	04/23	100-22-42-5233-315
09051	10	Invoice	GAS REPORT	09/06/2022	294.46	04/23	100-22-42-5210-315
09051	11	Invoice	GAS REPORT	09/06/2022	294.46	04/23	100-23-42-5371-315
09051	12	Invoice	GAS REPORT	09/06/2022	323.27	04/23	100-24-14-5435-315
Total 09051:					4,578.21		
09052	1	Invoice	DIESEL REPORT	09/06/2022	361.89	04/23	100-21-22-5140-315
09052	2	Invoice	DIESEL REPORT	09/06/2022	875.66	04/23	204-23-30-5310-315
09052	3	Invoice	DIESEL REPORT	09/06/2022	352.14	04/23	602-23-61-5935-315

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
09052	4	Invoice	DIESEL REPORT	09/06/2022	1,244.68	04/23	601-23-52-5935-315
09052	5	Invoice	DIESEL REPORT	09/06/2022	126.75	04/23	100-22-42-5233-315
09052	6	Invoice	DIESEL REPORT	09/06/2022	126.76	04/23	100-22-42-5210-315
09052	7	Invoice	DIESEL REPORT	09/06/2022	1,485.80	04/23	100-24-14-5435-315
Total 09052:					4,573.68		
09107	1	Invoice	GAS REPORT	09/19/2022	1,623.92	04/23	100-21-21-5110-315
09107	2	Invoice	GAS REPORT	09/19/2022	79.83	04/23	100-21-22-5140-315
09107	3	Invoice	GAS REPORT	09/19/2022	263.62	04/23	204-23-30-5310-315
09107	4	Invoice	GAS REPORT	09/19/2022	212.88	04/23	603-23-70-5935-315
09107	5	Invoice	GAS REPORT	09/19/2022	77.35	04/23	602-23-61-5935-315
09107	6	Invoice	GAS REPORT	09/19/2022	61.03	04/23	100-21-18-5190-315
09107	7	Invoice	GAS REPORT	09/19/2022	599.97	04/23	601-23-52-5935-315
09107	8	Invoice	GAS REPORT	09/19/2022	119.03	04/23	601-23-80-5935-315
09107	9	Invoice	GAS REPORT	09/19/2022	122.41	04/23	100-22-42-5233-315
09107	10	Invoice	GAS REPORT	09/19/2022	417.07	04/23	100-22-42-5210-315
09107	11	Invoice	GAS REPORT	09/19/2022	417.07	04/23	100-23-42-5371-315
09107	12	Invoice	GAS REPORT	09/19/2022	270.25	04/23	100-24-14-5435-315
09107	13	Invoice	GAS REPORT	09/19/2022	119.03	04/23	602-23-80-5935-315
Total 09107:					4,383.46		
09159	1	Invoice	DIESEL REPORT	09/27/2022	112.72	04/23	100-21-22-5140-315
09159	2	Invoice	DIESEL REPORT	09/27/2022	1,653.88	04/23	204-23-30-5310-315
09159	3	Invoice	DIESEL REPORT	09/27/2022	1,020.24	04/23	601-23-52-5935-315
09159	4	Invoice	DIESEL REPORT	09/27/2022	126.16	04/23	100-22-42-5210-315
09159	5	Invoice	DIESEL REPORT	09/27/2022	126.16	04/23	100-23-42-5371-315
09159	6	Invoice	DIESEL REPORT	09/27/2022	902.00	04/23	100-24-14-5435-315
Total 09159:					3,941.16		
Total UNITED COOPERATIVE (979):					17,476.51		
UNITY POINT CLINIC-OCC MEDICINE (5263)							
147471	1	Invoice	3RD QTR DRUG TESTING/2022	10/03/2022	55.00	04/23	204-23-30-5310-212
147471	2	Invoice	3RD QTR DRUG TESTING/2022	10/03/2022	84.00	04/23	601-23-52-5923-212
147471	3	Invoice	3RD QTR DRUG TESTING/2022	10/03/2022	42.00	04/23	602-23-61-5923-212
147471	4	Invoice	3RD QTR DRUG TESTING/2022	10/03/2022	42.00	04/23	603-23-70-5923-212
Total 147471:					223.00		
Total UNITY POINT CLINIC-OCC MEDICINE (5263):					223.00		
UPPER DES MOINES OPPORTUNITY (985)							
101022	1	Invoice	ELECTRIC REFUND/DARYL PLAIN	10/10/2022	270.00	04/23	601-23-80-5903-980
Total 101022:					270.00		
101022+	1	Invoice	ELECTRIC REFUND/DARLENE EMMONS	10/10/2022	197.68	04/23	601-23-80-5903-980
Total 101022+:					197.68		
101122	1	Invoice	ELECTRIC REFUND/ROSE BENNETT	10/11/2022	262.09	04/23	601-23-80-5903-980
Total 101122:					262.09		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total UPPER DES MOINES OPPORTUNITY (985):					729.77		
US BANK OPERATIONS CENTER (4821)							
101122	1	Invoice	PRIN PYMT-2019 EL REFUND BOND	10/11/2022	52,916.67	04/23	601-21009
101122	2	Invoice	INT PYMT-2019 EL REFUND BOND	10/11/2022	37,339.46	04/23	601-21005
Total 101122:					90,256.13		
Total US BANK OPERATIONS CENTER (4821):					90,256.13		
US CELLULAR (986)							
0533593255	1	Invoice	CELLULAR SERVICE	09/20/2022	45.22	04/23	204-23-30-5310-230
0533593255	2	Invoice	CELLULAR SERVICE	09/20/2022	22.61	04/23	601-23-52-5588-230
0533593255	3	Invoice	CELLULAR SERVICE	09/20/2022	22.61	04/23	601-23-51-5566-230
0533593255	4	Invoice	CELLULAR SERVICE	09/20/2022	11.31	04/23	100-24-30-5380-230
0533593255	5	Invoice	CELLULAR SERVICE	09/20/2022	11.31	04/23	601-24-30-5380-230
0533593255	6	Invoice	CELLULAR SERVICE	09/20/2022	11.30	04/23	602-24-30-5380-230
0533593255	7	Invoice	CELLULAR SERVICE	09/20/2022	11.30	04/23	603-24-30-5380-230
0533593255	8	Invoice	CELLULAR SERVICE	09/20/2022	9.04	04/23	100-24-12-5430-230
0533593255	9	Invoice	CELLULAR SERVICE	09/20/2022	24.88	04/23	601-23-81-5921-230
0533593255	10	Invoice	CELLULAR SERVICE	09/20/2022	5.65	04/23	602-23-81-5921-230
0533593255	11	Invoice	CELLULAR SERVICE	09/20/2022	5.65	04/23	603-23-81-5921-230
0533593255	12	Invoice	INSP I-PAD	09/20/2022	45.22	04/23	100-21-18-5190-230
0533593255	13	Invoice	METER I-PAD SVC	09/20/2022	22.61	04/23	602-23-80-5902-299
0533593255	14	Invoice	METER I-PAD SVC	09/20/2022	22.61	04/23	601-23-80-5905-299
0533593255	15	Invoice	FIRE I-PAD SVC	09/20/2022	45.22	04/23	100-21-22-5140-230
0533593255	16	Invoice	LINE I-PADS SVC (GIS)	09/20/2022	180.83	04/23	601-23-52-5930-215
Total 0533593255:					497.37		
Total US CELLULAR (986):					497.37		
WEBSTER CITY TRUE VALUE (2155)							
164328	1	Invoice	PLASTIC FILM/OD POOL OFFICE COVERING	09/29/2022	33.99	04/23	100-22-42-5242-318
Total 164328:					33.99		
164362	1	Invoice	UPS SHIPPING/CORNBELT JET	09/30/2022	35.56	04/23	601-23-51-5566-871
Total 164362:					35.56		
164527	1	Invoice	FLOOR WAX	10/06/2022	63.98	04/23	100-21-22-5140-310
Total 164527:					63.98		
164541	1	Invoice	SUPPLIES/WWTP	10/07/2022	174.21	04/23	603-23-70-5642-318
Total 164541:					174.21		
164591	1	Invoice	FOAM SEALANT FOR POLES	10/11/2022	5.99	04/23	601-23-52-5588-318
Total 164591:					5.99		
164625	1	Invoice	BATTERY/LOCATOR	10/12/2022	41.98	04/23	601-23-52-5588-318
Total 164625:					41.98		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total WEBSTER CITY TRUE VALUE (2155):					355.71		
WEISBERG IMPLEMENT (6364)							
21927	1	Invoice	4' #50-2 CHAIN/TRK #4-LINE	09/21/2022	20.00	04/23	601-23-52-5935-314
Total 21927:					20.00		
Total WEISBERG IMPLEMENT (6364):					20.00		
WELCH, CARLA (6961)							
080922	1	Invoice	ENERGY EFFICIENCY LED LIGHTING REBAT	08/09/2022	28.83	04/23	601-23-36-5930-979
080922	2	Invoice	CB LED LIGHTING REBATE	08/09/2022	29.10	04/23	601-23-53-5930-979
Total 080922:					57.93		
Total WELCH, CARLA (6961):					57.93		
WESCO RECEIVABLES CORP (1038)							
337693	1	Invoice	6- CHAIN LINKS	09/23/2022	68.42	04/23	601-23-52-5588-318
Total 337693:					68.42		
Total WESCO RECEIVABLES CORP (1038):					68.42		
WOOLSTOCK MUTUAL TELEPHONE ASN (1054)							
839-1086 10/	1	Invoice	INTERNET SERVICE	10/01/2022	3.03	04/23	100-24-14-5435-230
839-1086 10/	2	Invoice	INTERNET SERVICE	10/01/2022	21.90	04/23	601-23-80-5903-230
839-1086 10/	3	Invoice	INTERNET SERVICE	10/01/2022	6.74	04/23	602-23-80-5921-230
839-1086 10/	4	Invoice	INTERNET SERVICE	10/01/2022	2.02	04/23	603-23-80-5921-230
839-1086 10/	5	Invoice	INTERNET SERVICE	10/01/2022	3.61	04/23	100-24-12-5430-230
839-1086 10/	6	Invoice	INTERNET SERVICE	10/01/2022	12.03	04/23	601-23-81-5921-230
839-1086 10/	7	Invoice	INTERNET SERVICE	10/01/2022	7.22	04/23	602-23-81-5921-230
839-1086 10/	8	Invoice	INTERNET SERVICE	10/01/2022	1.20	04/23	603-23-81-5921-230
839-1086 10/	9	Invoice	INTERNET SERVICE	10/01/2022	6.02	04/23	100-24-30-5380-230
839-1086 10/	10	Invoice	INTERNET SERVICE	10/01/2022	6.02	04/23	601-24-30-5380-230
839-1086 10/	11	Invoice	INTERNET SERVICE	10/01/2022	6.02	04/23	602-24-30-5380-230
839-1086 10/	12	Invoice	INTERNET SERVICE	10/01/2022	6.01	04/23	603-24-30-5380-230
839-1086 10/	13	Invoice	INTERNET SERVICE	10/01/2022	14.44	04/23	100-21-22-5140-230
839-1086 10/	14	Invoice	INTERNET SERVICE	10/01/2022	38.50	04/23	100-21-21-5110-230
839-1086 10/	15	Invoice	INTERNET SERVICE	10/01/2022	7.22	04/23	601-23-52-5588-230
839-1086 10/	16	Invoice	INTERNET SERVICE	10/01/2022	7.22	04/23	601-23-51-5566-230
839-1086 10/	17	Invoice	INTERNET SERVICE	10/01/2022	14.44	04/23	602-23-61-5642-230
839-1086 10/	18	Invoice	INTERNET SERVICE	10/01/2022	4.81	04/23	100-23-43-5361-230
839-1086 10/	19	Invoice	INTERNET SERVICE	10/01/2022	19.25	04/23	100-22-42-5233-230
839-1086 10/	20	Invoice	INTERNET SERVICE	10/01/2022	118.62	04/23	601-24-16-5921-230
839-1086 10/	21	Invoice	INTERNET SERVICE	10/01/2022	20.84	04/23	602-24-16-5921-230
839-1086 10/	22	Invoice	INTERNET SERVICE	10/01/2022	20.84	04/23	603-24-16-5921-230
Total 839-1086 10/01/22:					348.00		
839-3034 10/	1	Invoice	INTERNET SERVICE/RSVP	10/01/2022	29.95	04/23	100-22-42-5280-230
Total 839-3034 10/01/22:					29.95		
839-7981 10/	1	Invoice	INTERNET SERVICE/FULLER HALL	10/01/2022	29.95	04/23	100-22-42-5233-230
Total 839-7981 10/01/22:					29.95		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total WOOLSTOCK MUTUAL TELEPHONE ASN (1054):					407.90		
ZEHNER SAFETY (1067)							
2449	1	Invoice	RECHARGE EXT/K-9 VEHICLE	09/23/2022	43.00	04/23	100-21-21-5110-312
Total 2449:					43.00		
Total ZEHNER SAFETY (1067):					43.00		
Total 10/17/2022:					475,396.73		
Grand Totals:					1,213,036.73		

Report GL Period Summary

GL Period	Amount
04/23	1,213,036.73
Grand Totals:	1,213,036.73

Vendor number hash: 597722
Vendor number hash - split: 1330241
Total number of invoices: 199
Total number of transactions: 553

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	1,213,036.73	1,213,036.73
Grand Totals:	1,213,036.73	1,213,036.73

FUND LIST TOTALS FOR BILLS October 17, 2022

<u>Account</u>	<u>Fund</u>	<u>Total Amount</u>
100	General	95,018.47
204	Road Use Tax Funds	40,308.88
205	Airport Fund	755.10
260	SSMID	1,750.00
536	Second St.Reconstr.Proj.	7,300.38
601	Electric Utility	866,760.03
602	Water Utility	58,220.04
603	Sewer Fund	30,612.56
902	Medical/Flex	112,311.27
	Grand Total	\$1,213,036.73

WASTEWATER TREATMENT PLANT REPORT FOR THE MONTH OF SEPTEMBER 2022

	MONTH September	Year to Date 2022	MONTH September	Year to Date 2021	
Total gallons flow	26,246,000	273,174,100	26,435,000	259,933,500	gal
Average daily flow	874,000		881,000		gal/da
Percentage treated	100		100		%
Total gallons raw sludge	106,132	766,083	111,661	1,116,188	gal
Total gallons digested sludge out	0		0		gal
Total gallons sludge transferred to storage tank	111,860		162,620		gal
Total gallons supernatant returned	83,954		78,020		gal
Methane gas produced	0		28,178		cu.ft.
Average effluent CBOD (25 mg/l aver. 40 mg/l max.)	16.25		13.6		mg/l
Number of days max. limit was exceeded	0		0		da
Average % removal	82.6		96.9		%
Average effluent suspended solids (30 mg/l aver. 45 mg/l max.)	9.88		9.55		mg/l
Number of days max. limit was exceeded	0		0		da
Average percent removal	89.32		97.1		%
Average effluent ammonia nitrogen September 1.1 mg/l average, 16.5 mg/l max. limitation)	<1		0		mg/l
Number of days max. limit was exceeded	0		0		da

ELECTRIC REPORT FOR THE MONTH OF SEPTEMBER 2022

(Production Month-August 2022; Billing Month (Due) - September 2022)

	<u>MONTH September</u>	<u>Year to Date 2022</u>	<u>MONTH September</u>	<u>Year to Date 2021</u>
TOTAL PURCHASED POWER K.W.	10,462,722	83,089,558	10,865,922	83,132,038
Gross K.W. Generated For Maint.	0	69,180	0	0
For Corn Belt	23,920	973,920	36,780	96,510
Station Power K.W.	13,668	212,612	15,275	177,008
NET K.W.TO BOARD	10,449,054	82,876,946	10,850,647	82,955,030
Billed by Clerk's Office to Customers K.W:				
Commercial Sales	2,469,549	20,609,848	2,501,592	20,303,547
Industrial Sales	3,020,483	23,980,524	2,909,667	23,883,280
Residential Sales	3,192,739	25,184,466	3,523,776	25,986,937
Sales for Resale-Wholesale	760,800	6,369,000	776,100	6,378,500
City Departments & Street Lights	348,408	3,596,704	361,858	3,591,842
KILOWATTS UNACCOUNTED	<u>657,075</u>	<u>3,136,404</u>	<u>777,654</u>	<u>2,810,924</u>
Percentage of Unaccounted for	6.29%	3.78%	7.17%	3.39%

LOAD COMPARISON	<u>2022</u>	<u>2021</u>
Peak K.W. Demand	23,138	22,524
Purchased Power	10,462,722	10,865,922
Net to Board	10,449,054	10,850,647

REMARKS:

**CITY OF WEBSTER CITY, IOWA - UTILITY REPORT
ELECTRIC UTILITY PURCHASES & SALES - 2022**

Purch. Power Period	Billing Month (Due)	Month Purch. Power kWh	Pur Pwr lessStaPwr = Net to Board kWh	Month Billed KWh less StaPwr	Col D Net to Board Mo Unaccounted For	Month Unaccounted For %	Yr To Date Purch.Power less sta pwrkWh	Yr To Date Billed &SPwr kWh	Yr To Date Unaccounted kWh	Yr To Date Unaccounted For %
Dec	Jan 2022	8,639,681	8,610,734	8,822,858	(212,124)	-2.46%	8,610,734	8,822,858	(212,124)	-2.46%
Jan	Feb 2022	9,741,175	9,704,674	9,286,008	418,666	4.31%	18,315,408	18,108,866	206,542	1.13%
Feb	Mar 2022	8,646,320	8,614,470	8,070,009	544,461	6.32%	26,929,878	26,178,875	751,003	2.79%
Mar	Apr 2022	8,613,925	8,588,347	8,052,753	535,594	6.24%	35,518,225	34,231,628	1,286,597	3.62%
Apr	May 2022	7,855,954	7,836,012	7,697,489	138,523	1.77%	43,354,237	41,929,117	1,425,120	3.29%
May	Jun 2022	8,173,468	8,158,142	7,982,508	175,634	2.15%	51,512,379	49,911,625	1,600,754	3.11%
Jun	July 2022	9,918,905	9,898,632	9,519,207	379,425	3.83%	61,411,011	59,430,832	1,980,179	3.22%
July	Aug 2022	11,037,408	11,016,881	10,517,731	499,150	4.53%	72,427,892	69,948,563	2,479,329	3.42%
Aug	Sept 2022	10,462,722	10,449,054	9,791,979	657,075	6.29%	82,876,946	79,740,542	3,136,404	3.78%
Sep	Oct 2022									
Oct	Nov 2022									
Nov	Dec 2022									
TOTALS		83,089,558	82,876,946	79,740,542	3,136,404					

Billings By Type of Serv-kWh		Commercial	Industrial	City Depts & Street Lights	Residential	Wholesale	Station Power-N/C	Billed & Sta. Pwr Total	Previous Year Bill&Sta.Pwr Tot
Jan 2022		2,233,977	2,491,803	453,671	2,851,907	791,500	28,947	8,851,805	9,074,198
Feb 2022		2,515,656	2,437,489	480,650	3,106,013	746,200	36,501	9,322,509	8,718,214
Mar 2022		2,087,766	2,699,918	403,374	2,148,451	730,500	31,850	8,101,859	8,302,559
Apr 2022		2,058,696	2,750,037	416,852	2,192,768	634,400	25,578	8,078,331	7,795,210
May 2022		2,098,153	2,558,198	374,284	2,081,754	585,100	19,942	7,717,431	7,372,191
Jun 2022		2,239,554	2,339,085	440,064	2,395,605	568,200	15,326	7,997,834	8,339,079
July 2022		2,228,761	2,849,391	350,276	3,367,479	723,300	20,273	9,539,480	10,254,696
Aug 2022		2,677,736	2,834,120	329,125	3,847,750	829,000	20,527	10,538,258	10,376,699
Sep 2022		2,469,549	3,020,483	348,408	3,192,739	760,800	13,668	9,805,647	10,088,268
Oct 2022									
Nov 2022									
Dec 2022									
TOTALS		20,609,848	23,980,524	3,596,704	25,184,466	6,369,000	212,612	79,953,154	80,321,114

BILLING AMOUNT	Commercial Sales	Industrial Sales	City Depts. & St. Light Sales	Residential Sales	Wholesale Sales	Station Power	TOTAL SALES	PREVIOUS YEAR
Jan 2022	\$266,192.43	\$238,747.56	\$48,286.20	\$371,302.32	\$74,090.42	N/C	\$998,618.93	\$1,003,457.17
Feb 2022	\$292,406.50	\$232,349.15	\$51,330.47	\$395,955.61	\$72,022.25	N/C	\$1,044,063.98	\$973,203.82
Mar 2022	\$252,092.45	\$226,299.27	\$43,470.35	\$304,294.14	\$70,530.83	N/C	\$896,687.04	\$945,031.60
Apr 2022	\$249,397.08	\$247,570.61	\$45,416.24	\$308,301.73	\$61,881.71	N/C	\$912,567.37	\$876,197.73
May 2022	\$253,214.05	\$240,061.75	\$43,732.72	\$297,671.87	\$57,543.33	N/C	\$892,223.72	\$831,450.72
Jun 2022	\$266,916.47	\$211,357.54	\$44,412.63	\$328,349.78	\$65,241.05	N/C	\$916,277.47	\$935,772.25
July 2022	\$255,859.83	\$267,810.39	\$39,625.72	\$421,563.63	\$75,785.03	N/C	\$1,060,644.60	\$1,121,177.11
Aug 2022	\$313,270.69	\$269,291.00	\$40,369.37	\$472,211.95	\$79,885.13	N/C	\$1,175,028.14	\$1,113,856.22
Sep 2022	\$291,792.13	\$246,279.89	\$39,321.89	\$408,700.30	\$78,067.06	N/C	\$1,064,161.27	\$1,101,103.68
Oct 2022								
Nov 2022								
Dec 2022								
TOTALS		\$2,441,141.63	\$2,179,767.16	\$395,965.59	\$3,308,351.33	\$635,046.81	\$8,960,272.52	\$8,901,250.30

Number of Customers	Commercial	Industrial	City Depts & St. Lights	Residential	Wholesale	Total	Previous Year
Jan 2022	529	7	45	3,883	3	4,467	4,446
Feb 2022	530	7	45	3,871	3	4,456	4,438
Mar 2022	523	7	45	3,881	3	4,459	4,446
Apr 2022	526	7	48	3,872	3	4,456	4,474
May 2022	528	7	48	3,876	3	4,462	4,462
Jun 2022	525	7	48	3,887	3	4,470	4,467
July 2022	525	7	48	3,866	3	4,449	4,484
Aug 2022	526	7	48	3,929	3	4,513	4,461
Sep 2022	526	7	48	3,916	3	4,500	4,465
Oct 2022							
Nov 2022							
Dec 2022							

WATER PLANT REPORT FOR THE MONTH OF September 2022

(Production Month August 2022 Billing Month (Due) - September 2022)

	MONTH September	Year to Date 2022	MONTH September	Year to Date 2021
Total Gallons Pumped from Wells(Inf)	28,284,000	230,636,000	26,857,000	218,600,000
Average Gallons Pumped	(942,800)		(895,233)	
Gallons for Sludge	84,600	667,400	98,700	672,100
Total Gallons to Water Plant	28,199,400	229,968,600	26,758,300	217,927,900
Gallons to Distribution System From From Water Plant (Effluent reading)	30,783,000	252,823,000	29,992,000	249,779,000
TOTAL TO SYSTEM - CUBIC FEET	4,115,088	33,797,517	4,009,347	33,390,593
Billed by Clerk's Office to Customers Cubic Feet	2,912,400	22,844,900	2,836,000	23,426,400
Billed by City Departments Cubic Feet	280,900	2,743,200	264,700	2,267,300
Used by City Departments, but not billed-estimated Cubic Feet				
Fire	0	0	0	0
Meter	0	0	0	0
Sew. Disp.	0	0	0	0
Street, Water, Sewer Distribution, Line-est (main breaks, hydrant flush, sewer, valve rpr, w. tower, line dept	13,368	180,166	13,368	208,273
Water Plant filter backwash	80,246	740,280	127,050	1,143,450
Ground storage tank loss				
Recreation-Drink. Fount.	4,400	22,441	4,400	22,441
Cemetery	400	2,000	400	2,000
Change in Distribution System	0	0	0	0
Used by Contractor	0	0	0	0
CUBIC FEET UNACCOUNTED FOR	823,374	7,264,530	763,429	6,320,729
Percentage of Unaccounted for	20.01%	21.49%	19.04%	18.19%

NOTE: 36 loads of lime sludge
hailed to farm ground

NOTE: 42 loads of lime sludge
hailed to farm ground

REMARKS:

WATER UTILITY PRODUCTION SALES & USAGE 2022

Prod Mo.	Billing Month (Due)	Month to Distribution System C/F	Month Billed & Unbilled Usage C/F	Month Unaccounted For C/F	Month Unaccounted For %	Yr to Date To Distribution System C/F	Yr to Date Billed & Unbilled C/F	Yr To Date Unaccounted For C/F	Yr To Date Unaccounted For %
Dec	Jan 2022	3,301,642	2,679,166	622,476	18.85%	3,301,642	2,679,166	622,476	18.85%
Jan	Feb 2022	3,440,269	2,792,850	647,419	18.82%	6,741,911	5,472,016	1,269,895	18.84%
Feb	Mar 2022	3,268,623	2,779,262	489,361	14.97%	10,010,534	8,251,278	1,759,256	17.57%
Mar	Apr 2022	3,734,500	2,695,110	1,039,390	27.83%	13,745,034	10,946,388	2,798,646	20.36%
Apr	May 2022	3,933,283	2,762,762	1,170,521	29.76%	17,678,316	13,709,150	3,982,535	22.53%
May	Jun 2022	3,962,158	3,088,263	873,895	22.06%	21,640,474	16,797,413	4,843,061	22.38%
June	July 2022	4,049,451	3,037,822	1,011,629	24.98%	25,689,925	19,835,235	5,854,690	22.79%
July	Aug 2022	3,992,503	3,406,038	586,465	14.69%	29,682,428	23,241,273	6,441,155	21.70%
Aug	Sep 2022	4,115,088	3,291,714	823,374	20.01%	33,797,517	26,532,987	7,264,530	21.49%
Sep	Oct 2022								
Oct	Nov 2022								
Nov	Dec 202								

TOTALS 33,797,517 26,532,987 7,264,530

Billings & Usage
By Type of
Service-C/F

Used by City Dep
i.e. water breaks
flush.etc.
Not metered

Previous
Year

Previous
Year
Produced

	Commercial	Industrial	City Depts.	Residential	Not metered	Total		
Jan 2022	651,100	425,300	167,900	1,312,300	122,566	2,679,166	2,715,312	3,127,323
Feb 2022	628,100	376,500	126,000	1,484,300	177,950	2,792,850	2,579,526	3,219,028
Mar 2022	692,100	564,100	265,600	1,196,500	60,962	2,779,262	2,643,718	3,055,269
Apr 2022	654,200	462,100	323,500	1,179,700	75,610	2,695,110	2,729,218	3,629,427
May 2022	717,000	412,900	300,800	1,241,800	90,262	2,762,762	2,946,865	3,610,311
Jun 2022	756,800	433,900	470,100	1,319,400	108,063	3,088,263	3,290,418	3,942,640
July 2022	712,300	492,400	383,400	1,328,900	120,822	3,037,822	3,467,465	4,452,364
Aug 2022	913,100	511,300	425,000	1,466,400	90,238	3,406,038	3,449,065	4,344,885
Sep 2022	953,300	582,000	280,900	1,377,100	98,414	3,291,714	3,245,918	4,009,347
Oct 2022								
Nov 2022								
Dec 2022								

TOTALS 6,678,000 4,260,500 2,743,200 11,906,400 944,887 26,532,987 27,067,505 33,390,594

BILLING
AMOUNT

Commercial
Sales

Industrial
Sales

City Depts.
Sales

Residential
Sales

City Depts
Not Sold

TOTAL
SALES

PREVIOUS
YEAR

Jan 2022	\$37,693.53	\$17,268.67	\$6,890.87	\$124,567.22	N/C	\$186,420.29	\$ 151,572.05
Feb 2022	\$36,567.17	\$15,567.07	\$5,443.26	\$130,561.66	N/C	\$188,139.16	\$ 142,014.00
Mar 2022	\$32,405.49	\$19,022.57	\$8,841.72	\$93,202.01	N/C	\$153,471.79	\$ 146,383.30
Apr 2022	\$37,930.26	\$18,604.97	\$12,368.17	\$117,153.69	N/C	\$186,057.09	\$ 150,376.83
May 2022	\$40,506.08	\$16,865.79	\$11,654.60	\$120,951.06	N/C	\$189,977.53	\$ 159,493.11
Jun 2022	\$42,106.94	\$17,671.71	\$17,919.99	\$125,205.34	N/C	\$202,903.98	\$ 172,250.91
July 2022	\$40,158.19	\$19,732.62	\$14,847.38	\$125,643.73	N/C	\$200,381.92	\$ 179,254.74
Aug 2022	\$54,174.31	\$23,164.66	\$18,677.48	\$146,432.89	N/C	\$242,449.34	\$ 179,244.44
Sep 2022	\$55,628.00	\$26,099.77	\$12,711.82	\$140,885.85	N/C	\$235,325.44	\$ 170,806.97
Oct 2022							
Nov 2022							
Dec 2022							

TOTALS \$377,169.97 \$173,997.83 \$109,355.29 \$1,124,603.45 \$1,785,126.54 \$1,451,396.35

Number of
Customers

Commercial

Industrial

City Depts.

Residential

Previous
Year

Jan 2021	354	8	14	3,181	3,557	3,535
Feb 2021	355	8	14	3,174	3,551	3,534
Mar 2021	357	8	14	3,187	3,566	3,545
Apr 2021	356	8	16	3,178	3,558	3,566
May 2021	358	8	17	3,181	3,564	3,560
Jun 2021	355	8	17	3,183	3,563	3,574
July 2021	355	8	17	3,176	3,556	3,580
Aug 2021	354	8	17	3,201	3,580	3,571
Sept 2021	355	8	17	3,205	3,585	3,569
Oct 2021						
Nov 2021						
Dec 2021						



DATE	TIME		REASON	ACTIVITY	FINDING	ACTION	REASON:
8/1/2022	10:14 AM	1 1110 Elm St. (UNSAFE Porch) D.B.I. (Compliance)	2	20	30	40	01 Routine Inspection 02 Complaint Inspection
8/1/2022	10:17 AM	2 1110 Elm St. (Load Bearing Walls) Site Visit (Walk-Through)(GREEN)	5	13(a)	30	40	03 Routine re-Inspection 04 Complaint Re-Insp.
8/1/2022	10:34 AM	3 1219 Bank St. (NEW Platform) Site Visit (Framing)(GREEN)	1	13©	30	40	05 Permit Research
8/1/2022	10:46 AM	4 821 Seneca St. (Damaged Exterior Door) Site Visit (Exterior Door Removed & New Window)(N-P-N)	5	13(a)	30	40	ACTIVITY: 10 Mechanical 11 Plumbing
8/1/2022	1:51 PM	5 750 Division St. (Entrance Q's) Site Visit (Setback & 1st Photos)	5	14	30	40	a. Service-Sewer-Water b. Rough In
8/1/2022	2:07 PM	6 1000 Grove St. (Remodel-Load Bearing) Site Visit (Footings)(GREEN)	1	13(b)	30	40	c. Under Slab d. Final
8/1/2022	2:30 PM	7 1101 Bank St. (NEW Curb Stop) Site Visit (1st Photos)	1	11(a)	30	40	12 Electrical a. Service
8/1/2022	2:38 PM	8 1414 Division St. (NEW Shingles) Site Visit (NO Permit Request)	2	15	31	47	b. Rough In c. Final
8/1/2022	3:06 PM	9 1008 Woolsey Ave. (NEW Accessory Bldg) Site Visit (Final)(GREEN)	1	13(e)	30	40	13 Building a. Zoning
8/1/2022	3:11 PM	10 1336 Grand St. (NEW Deck) Site Visit (Framing & Decking Boards)(GREEN)	1	13©	30	40	b. Footing c. Framing
8/1/2022	3:23 PM	11 1213 Betsy Ln. (Water Heater Q's) Site Visit (1st Photos)	1	11(a)	31	47	d. Sheet Rock e. Final
8/1/2022	3:34 PM	12 1726 Willson Ave. (NEW Accessory Bldg) Site Visit (Setback & 1st Photos)	5	13(a)	30	40	14 Entrance 15 Demolition
8/1/2022	3:45 PM	13 1726 Willson Ave. (NEW Fence) Site Visit (Setback & 1st Photos)	5	13(a)	30	40	16 Moving 17 Excavation
8/2/2022	2:28 PM	14 1316 Walnut St. (NEW Deck) Site Visit (Final)(GREEN)	1	13(e)	30	40	18 Mobile Home 19 Sign
8/2/2022	2:33 PM	15 1101 Bank St. (NEW Curb Stop) Site Visit (N-P-N)(GREEN)	1	11(a)	30	40	20 Unsafe Building 21 Property Maintenance
8/2/2022	3:01 PM	16 1403 Prospect St. (NEW Fence) Site Visit (Final)(GREEN)	1	13(e)	30	40	22 Other
8/2/2022	3:02 PM	17 1403 Prospect St. (Update Upper Level Deck) Site Visit (Changed Hangers & Added Bolts)(GREEN)	5	13(a)	30	40	NUISANCE: 26 Weeds or Grass 27 Rubbish &/or Debris
8/2/2022	3:25 PM	18 610 Boone St. (NEW Fence) Site Visit (Final)(GREEN)	1	13(e)	30	40	28 Other
8/3/2022	11:06 AM	19 723 Cedar St. (NEW Furnace & Water Heater) Site Visit (Final)(GREEN)	1	10	30	40	FINDINGS: 30 Satisfactory 31 Unsatisfactory
8/3/2022	11:19 AM	20 839 Bank St. (UNSAFE Garage, Steps & Dwelling) D.B.I. (Follow-Up)(Send Cert. Letter)(RED)	2	20	31	47	32 Continued Unsatisfactory 33 Permit Needed
8/3/2022	11:29 AM	21 621 Division St. (NEW Deck) Site Visit (Final)(GREEN)	1	13(e)	30	40	34 City Not Involved 35 Not Home
8/4/2022	11:22 AM	22 1000 Grove St. (Remodel-Load Bearing) Site Visit (Deck Framing)(GREEN)	1	13©	30	40	36 Other
8/4/2022	12:40 PM	23 626 Walnut St. (NEW Deck) Site Visit (Framing-Lower Platform)(GREEN)	1	13©	30	40	ACTION: 40 No Cause for Action 41 Abatement
8/4/2022	12:50 PM	24 1104 Fair Meadow Ln. (NEW Dwelling) Site Visit (Foundation Wall & Reinforcement)	1	13(b)	30	40	42 Condemnation 43 Demolition
8/4/2022	1:09 PM	25 2235 Edgewood Drive (30 Plex #2) Site Visit (3rd & Half of 2nd Floor Final)(GREEN)	1	13(e)	30	40	44 Vacate Order Issued 45 Office Hearing
8/5/2022	10:41 AM	26 1131 Second St. (Interior Water Service Line Reconst.) Site Visit (Final)(GREEN)	1	11(a)	30	40	46 Show Cause Action 47 Other

Red Triangle refers to a Comment in that event. See: shared (\\SHARED); Zoning Inspection; Cory S; Daily Field Log 2019; Look Up Month // Date(s)

Approved: 08/14/2019 By: CLS

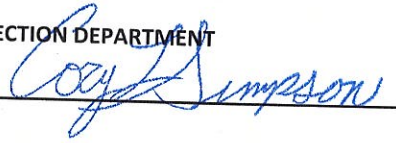
INSPECTOR:


DATE	TIME		REASON	ACTIVITY	FINDING	ACTION	REASON:
8/5/2022	12:48 PM	1 1104 Fair Meadow Ln. (NEW Dwelling)	1	13(b)	30	40	01 Routine Inspection
		Site Visit (Concrete Pour Foundation Wall)					02 Complaint Inspection
8/5/2022	1:08 PM	2 2235 Edgewood Drive (30 Plex #2)	1	13(e)	30	40	03 Routine re-Inspection
		Site Visit (2nd & Half of 1st Floor Final)(GREEN)					04 Complaint Re-Insp.
8/5/2022	4:06 PM	3 816 Second St. (NEW Furnace & A/C)	1	10	30	40	05 Permit Research
		Site Visit (Final)(GREEN)					ACTIVITY:
8/8/2022	10:56 AM	4 1011 N. Terrace Dr. (Remodel)	1	13(e)	30	40	10 Mechanical
		Site Visit (Final)(GREEN)					11 Plumbing
8/8/2022	11:21 AM	5 1014 N. Terrace Dr. (NEW Fence)	5	13(a)	30	40	a. Service-Sewer-Water
		Site Visit (Setbacks & 1st Photos)					b. Rough In
8/8/2022	11:30 AM	6 1104 Fair Meadow Ln. (NEW Dwelling)	1	13(b)	30	40	c. Under Slab
		Site Visit (Weather Proof Foundation)(GREEN)					d. Final
8/8/2022	7:44 AM	7 901 Beach St. (Detached Garage)(Violation)	5	13(a)	30	40	12 Electrical
		Site Visit (Setbacks)					a. Service
8/8/2022	11:38 AM	8 1803 Superior St. (NEW Sign)	1	19	30	40	b. Rough In
		Site Visit (Final)(GREEN)					c. Final
8/8/2022	11:39 AM	9 1527 Superior St. (Repair NEW Sign)	1	19	30	40	13 Building
		Site Visit (Final)(GREEN)					a. Zoning
8/8/2022	11:45 AM	10 1102 Second St. (NEW Sign)	1	19	30	40	b. Footing
		Site Visit (Final)(GREEN)					c. Framing
8/8/2022	11:51 AM	11 1437 First St. (NEW Detached Garage)	1	13(e)	30	40	d. Sheet Rock
		Site Visit (Final)(GREEN)					e. Final
8/8/2022	11:58 AM	12 1437 First St. (NEW Entrance)	5	13(a)	30	40	14 Entrance
		Site Visit (1st Photos)					15 Demolition
8/8/2022	12:18 PM	13 626 Walnut St. (NEW Deck)	1	13©	30	40	16 Moving
		Site Visit (Framing-Upper Platform)(GREEN)					17 Excavation
8/8/2022	2:18 PM	14 921 James St. (Exterior Sewer Service Line)	1	11(a)	30	40	18 Mobile Home
		Site Visit (1st Visit)(GREEN)					19 Sign
8/9/2022	7:44 AM	7 901 Beach St. (Detached Garage)(Violation)	5	13(a)	30	40	20 Unsafe Building
		Site Visit (Setbacks)					21 Property Maintenance
8/9/2022	1:16 PM	16 703 Laura Ln. (NEW Steps/Platform)	5	13(a)	30	40	22 Other
		Site Visit (DEMO Old Concrete Steps)(N-P-N)					NUISANCE:
8/9/2022	1:17 PM	17 703 Laura Ln. (NEW Fence)	5	13(a)	30	40	26 Weeds or Grass
		Site Visit (Setbacks & 1st Photos)					27 Rubbish &/or Debris
8/9/2022	1:19 PM	18 703 Laura Ln. (NEW Accessory Bldg)	5	13(a)	30	40	28 Other
		Site Visit (Setbacks & 1st Photos)					FINDINGS:
8/9/2022	1:20 PM	19 705 Laura Ln. NEW Fence)	5	13(a)	30	40	30 Satisfactory
		Site Visit (Setbacks & 1st Photos)					31 Unsatisfactory
8/9/2022	1:30 PM	20 2501 Des Moines St. (NEW Garbage Gate)	5	13(a)	30	40	32 Continued Unsatisfactory
		Site Visit (Setbacks & 1st Photos)(N-P-N)					33 Permit Needed
8/9/2022	1:38 PM	21 1224 Mary Ln. (NEW Deck)	5	13(a)	30	40	34 City Not Involved
		Site Visit (Setbacks & 1st Photos)					35 Not Home
8/9/2022	2:29 PM	22 921 James St. (Exterior Sewer Service Line)	1	11(a)	30	40	36 Other
		Site Visit (2nd Visit)(GREEN)					ACTION:
8/9/2022	2:41 PM	23 810 Bank St. NEW Carport)	5	13(a)	30	40	40 No Cause for Action
		Site Visit (Setbacks & 1st Photos)					41 Abatement
8/9/2022	2:51 PM	24 1206 Division St. (Addition-Family Room)	1	13©	30	40	42 Condemnation
		Site Visit (Foundation Ribbon Board Q's)					43 Demolition
8/9/2022	3:06 PM	25 526 Richardson Dr. (UNSAFE Fence)	2	20	31	47	44 Vacate Order Issued
		D.B.I. (1st Photos)(Send 1st Violation Letter)(RED)					45 Office Hearing
8/9/2022	3:07 PM	26 615 Richardson Dr. (Upper Level Deck)	1	13(e)	30	40	46 Show Cause Action
		Site Visit (Final)(GREEN)					47 Other

REASON:
ACTIVITY:
NUISANCE:
FINDINGS:
ACTION:

Red Triangle refers to a Comment in that event. See: shared (\\SHARED); Zoning Inspection; Cory S; Daily Field Log 2019; Look Up Month // Date(s)

Approved: 08/14/2019 By: CLS

INSPECTOR:


DATE	TIME		REASON	ACTIVITY	FINDING	ACTION	
8/9/2022	3:13 PM	1 302 E. Dubuque St. (NEW Entrance)(N-P-P) D.B.I. (NO Permit Pulled)(Send Violation Letter)	2	14	31	47	01 Routine Inspection
8/10/2022	9:55 AM	2 200 E. Commerce Dr. (Dog Kennel)(NEW Construction) Site Visit (Rough-In Plmbg w-Test)(GREEN)	1	11(b)	30	40	02 Complaint Inspection
8/10/2022	10:59 AM	3 2235 Edgewood Drive (30 Plex #2) Site Visit (Garage Framing)(GREEN)	1	13©	30	40	03 Routine re-Inspection
8/10/2022	11:19 AM	4 2235 Edgewood Drive (30 Plex #2) Site visit (Final Fire Test)(GREEN)	1	13(e)	30	40	04 Complaint Re-Insp.
8/10/2022	11:30 AM	5 2235 Edgewood Drive (30 Plex #2) Site Visit (1st Floor & Spot Check Final)(GREEN)	1	13(e)	30	40	05 Permit Research
8/11/2022	1:47 PM	6 1125 First St. (Apt. #4)(NEW Water Heater & HVAC) Site Visit (GREEN)	1	10	30	40	ACTIVITY:
8/11/2022	1:58 PM	7 1009 Division St. (NEW Fence) Site Visit (Setbacks & 1st Photos)	5	13(a)	30	40	10 Mechanical
8/11/2022	2:06 PM	8 1200 Betsy Ln. (NEW Fence) Site Visit (Setbacks & 1st Photos)	5	13(a)	30	40	11 Plumbing
8/11/2022	2:13 PM	9 808 Southfield Dr. (NEW Fence) Site Visit (Setbacks & 1st Photos)	5	13(a)	30	40	a. Service-Sewer-Water
8/11/2022	2:21 PM	10 1726 Willson Ave. (NEW Accessory Bldg) Site Visit (Final Setbacks)(GREEN)	1	13(e)	30	40	b. Rough In
8/11/2022	2:29 PM	11 1402 Willson Ave. (DEMO Back Porch) Site Visit (Dumpster Dropped Off)	1	15	30	40	c. Under Slab
8/11/2022	2:31 PM	12 900 Superior St. (Remove Signs) D.B.I. (Out of Business Signs Need Removed)	2	19	31	47	d. Final
8/11/2022	2:36 PM	13 612 Park Ave. (NEW Fence) Site Visit (Final)(GREEN)	1	13(e)	31	47	12 Electrical
8/11/2022	2:44 PM	14 306 Oak Ave. (Abandoned Property) D.B.I. (Final Follow-Up)(RED)	2	28	31	47	a. Service
8/11/2022	2:53 PM	15 627 Maple St. (Abate Property) D.B.I. (Follow-Up)(Send Cert. Letter)(RED)	2	21	31	47	b. Rough In
8/11/2022	5:01 PM	16 2215 N. Terrace Dr. (NEW Upper Deck) Site Visit (Final)(GREEN)	1	13(e)	30	40	c. Final
8/12/2022	2:00 PM	17 1104 Fair Meadow Dr. (NEW Dwelling) Site Visit (Sewer & Water Service Lines)(GREEN)	1	11(a)	30	40	13 Building
8/15/2022	2:45 PM	18 715 Seneca St. (NEW Water Heater) Site Visit (Final)(GREEN)	1	11(d)	30	40	a. Zoning
8/16/2022	5:41 PM	19 1303 Second St. (Damaged Fence) D.B.I. (First Photos)(Send 1st Letter)(AMBER)	2	21	31	47	b. Footing
8/16/2022	2:37 PM	20 301 Closz Dr. (Remodel Water Closet) Site Visit (Ground Work)	1	13	30	40	c. Framing
8/16/2022	2:44 PM	21 301 Closz Dr. (Remodel Water Closet) Site Visit (Final)(GREEN)	1	11(d)13(e)	30	40	d. Sheet Rock
8/16/2022	2:57 PM	22 2528 Briggs Woods Rd. (NEW Dwelling) Site Visit (Final Zoning ONLY)(GREEN)	1	13(e)	30	40	e. Final
8/16/2022	3:10 PM	23 1324 Wall St. (UNSAFE Deck) D.B.I. (Compliance)(GREEN)	2	20	30	40	14 Entrance
8/16/2022	3:23 PM	24 1403 Grand St. (NEW Detached Garage) Site Visit (Pre-Rafter Framing Inspection)(GREEN)	1	13©	30	40	15 Demolition
8/16/2022	3:23 PM	25 1403 Grand St. (NEW Deck) Site Visit (Final)(GREEN)	1	13(e)	30	40	16 Moving
8/16/2022	3:37 PM	26 1001 Madsen Ave. (Load Bearing w/Windows) Site Visit (Exterior Final)(GREEN)	1	13(e)	30	40	17 Excavation
							18 Mobile Home
							19 Sign
							20 Unsafe Building
							21 Property Maintenance
							22 Other
							NUISANCE:
							26 Weeds or Grass
							27 Rubbish &/or Debris
							28 Other
							FINDINGS:
							30 Satisfactory
							31 Unsatisfactory
							32 Continued Unsatisfactory
							33 Permit Needed
							34 City Not Involved
							35 Not Home
							36 Other
							ACTION:
							40 No Cause for Action
							41 Abatement
							42 Condemnation
							43 Demolition
							44 Vacate Order Issued
							45 Office Hearing
							46 Show Cause Action
							47 Other

REASON:

- 01 Routine Inspection
- 02 Complaint Inspection
- 03 Routine re-Inspection
- 04 Complaint Re-Insp.
- 05 Permit Research

ACTIVITY:

- 10 Mechanical
- 11 Plumbing
- a. Service-Sewer-Water
- b. Rough In
- c. Under Slab
- d. Final

12 Electrical

- a. Service
- b. Rough In
- c. Final

13 Building

- a. Zoning
- b. Footing
- c. Framing
- d. Sheet Rock
- e. Final

14 Entrance
15 Demolition
16 Moving
17 Excavation
18 Mobile Home
19 Sign
20 Unsafe Building
21 Property Maintenance
22 Other
NUISANCE:

- 26 Weeds or Grass
- 27 Rubbish &/or Debris
- 28 Other

FINDINGS:

- 30 Satisfactory
- 31 Unsatisfactory
- 32 Continued Unsatisfactory
- 33 Permit Needed
- 34 City Not Involved
- 35 Not Home
- 36 Other

ACTION:

- 40 No Cause for Action
- 41 Abatement
- 42 Condemnation
- 43 Demolition
- 44 Vacate Order Issued
- 45 Office Hearing
- 46 Show Cause Action
- 47 Other

Red Triangle refers to a Comment in that event. See: shared (\\SHARED); Zoning Inspection; Cory S; Daily Field Log 2019; Look Up Month // Date(s)

Approved: 08/14/2019 By: CLS

INSPECTOR:


DATE	TIME		REASON	ACTIVITY	FINDING	ACTION	REASON:
8/16/2022	3:41 PM	1 1041 Bank St. (NEW Fence)	5	13(a)	30	40	01 Routine Inspection
		Site Visit (Setbacks & 1st Photos)					02 Complaint Inspection
8/16/2022	3:53 PM	2 907 James St. (Abandoned Property)	2	22	31	47	03 Routine re-Inspection
		D.B.I. (1st Photos)(AMBER)					04 Complaint Re-Insp.
8/17/2022	9:46 AM	3 1224 Mary Ln. (NEW Deck)	1	13(b)	30	40	05 Permit Research
		Site Visit (Footing Inspection)(GREEN)					ACTIVITY:
8/17/2022	10:04 AM	4 943 Boone St. (NEW Deck)	1	13(e)	30	40	10 Mechanical
		Site Visit (Final)(GREEN)					11 Plumbing
8/17/2022	10:08 AM	5 935 Boone St. (NEW Fence)	1-	13(e)	30	40	a. Service-Sewer-Water
		Site Visit (Final)(GREEN)					b. Rough In
8/17/2022	10:16 AM	6 1402 Willson Ave. (DEMO Back Porch)	1	15	30	40	c. Under Slab
		Site Visit (Porch DEMO Started)					d. Final
8/18/2022	10:17 AM	7 907 James St (UNSAFE Bldg)	2	20	31	47	12 Electrical
		D.B.I. (1st Photos)(AMBER)					a. Service
8/18/2022	11:00 AM	8 917 Third St. (Abate Property)	2	22	30	40	b. Rough In
		D.B.I. (Compliance)(GREEN)					c. Final
8/18/2022	11:12 AM	9 1101 Boone St. (Sunset Elem.)(NEW Update HVAC)	1	10	30	40	13 Building
		Site Visit (Pre-Walk Through, NEW School Yr.)					a. Zoning
8/18/2022	11:41 AM	10 1901 Willson Ave. (Pleasant View Elem.)(Update HVAC)	1	10	30	40	b. Footing
		Site Visit (Pre-Walk Through, NEW School Yr.)					c. Framing
8/18/2022	3:59 PM	11 1224 First Street (Junk Vehicles)	2	22	30	40	d. Sheet Rock
		D.B.I. (Update for Attorney Records)					e. Final
8/19/2022	1:36 PM	12 847 First St. (UNSAFE Deck)(Dwelling Remodel)	2	20	31	47	14 Entrance
		D.B.I. (Follow-Up)(AMBER)					15 Demolition
8/19/2022	1:53 PM	13 626 Walnut St. (NEW Deck)	1	13(e)	30	40	16 Moving
		Site Visit (Final)(GREEN)					17 Excavation
8/19/2022	2:27 PM	14 1336 Grand St. (NEW Entrance)	1	14	30	40	18 Mobile Home
		Site Visit (1st Photos)					19 Sign
8/19/2022	2:36 PM	15 1501 Grand St. (UNSAFE Attached Garage)	2	20	31	47	20 Unsafe Building
		D.B.I. (Damaged Load Bearing Wall)(AMBER)					21 Property Maintenance
8/19/2022	2:58 PM	16 2105 Steiner Blvd. (NEW Fence)	5	13(a)	30	40	22 Other
		Site Visit (Setbacks & 1st Photos)					NUISANCE:
8/19/2022	3:26 PM	17 621 Boone St. (UNSAFE Accessory Bldg)	2	20	31	47	26 Weeds or Grass
		D.B.I. (1st Photos)(AMBER)					27 Rubbish &/or Debris
8/19/2022	7:52 AM	18 1206 Division St. (Addition-Family Room)	1	13©	30	40	28 Other
		Site Visit (Insulation Inspection)(GREEN)					FINDINGS:
8/19/2022	3:06 PM	19 1209 Betsy Ln. (NEW Platform w/Steps)	5	13(a)	30	40	30 Satisfactory
		Site Visit (Code Review)					31 Unsatisfactory
8/19/2022	4:57 PM	20 1220 Walnut St. (Water Meter Q's)	1	22	30	40	32 Continued Unsatisfactory
		Site Visit (NO Standing Water Observed)					33 Permit Needed
8/22/2022	1:11 PM	21 1000 Bank St. (NEW A/C)	1	10	30	40	34 City Not Involved
		Site Visit (Final)(GREEN)					35 Not Home
8/22/2022	1:18 PM	22 810 Bank St. (NEW Carport)	1	13(e)	30	40	36 Other
		Site Visit (Final)(GREEN)					ACTION:
8/22/2022	1:24 PM	23 723 Bank St. (NEW Fence)	1	13(e)	30	40	40 No Cause for Action
		Site Visit (Final)(GREEN)					41 Abatement
8/23/2022	8:39 AM	24 1101 Boone St. (Sunset Elem.)(NEW Update HVAC)	1	10	30	40	42 Condemnation
		Site Visit (Final-Walk Through, NEW School Yr.)					43 Demolition
8/24/2022	9:19 AM	25 1120 E. Second St. (NEW Construction)(Stein)	5	13(a)	30	40	44 Vacate Order Issued
		Site Visit (Setbacks & 1st Photos)					45 Office Hearing
8/24/2022	4:08 PM	26 644 First St. Suite A (Iowa Home Care)	1	19	30	40	46 Show Cause Action
		Site Visit (Final)(GREEN)					47 Other

Red Triangle refers to a Comment in that event. See: shared (\\SHARED); Zoning Inspection; Cory S; Daily Field Log 2019; Look Up Month // Date(s)

Approved: 08/14/2019 By: CLS

INSPECTOR:


DATE	TIME		REASON	ACTIVITY	FINDING	ACTION	
8/24/2022	4:12 PM	1 1217 Second St. (NEW Fence)	5	13(a)	30	40	01 Routine Inspection
		Site Visit (Setbacks & 1st Photos)					
8/24/2022	4:24 PM	2 808 Southfield Dr. (NEW Fence)	1	13(e)	30	40	02 Complaint Inspection
		Site Visit (Final)(GREEN)					
8/24/2022	4:44 PM	3 840 Elm St. (Water Service Line Reconst.)	5	11(a)	30	40	03 Routine re-Inspection
		Site Visit (1st Photos)					
8/25/2022	12:17 PM	4 840 Elm St. (Water Service Line Reconst.)	1	11(d)	30	40	04 Complaint Re-Insp.
		Site Visit (1st Half Final)(GREEN)					
8/26/2022	10:18 AM	5 840 Elm St. (Water Service Line Reconst.)	1	11(d)	30	40	05 Permit Research
		Site Visit (2nd Half Final)(GREEN)					
8/26/2022	10:39 AM	6 524 Richardson Dr. (Water Leak)	1	11(a)	30	40	ACTIVITY:
		Site Visit (Help Meter Guys)					
8/26/2022	10:59 AM	7 910 Harding Ct. (NEW Fence)	1	13(e)	30	40	10 Mechanical
		Site Visit (Final)(GREEN)					
8/25/2022	2:05 PM	8 1224 Mary Ln. (NEW Deck)	1	13©	30	40	11 Plumbing
		Site Visit (Framing Inspection)(GREEN)					
8/25/2022	2:17 PM	9 1801 Des Moines St. (Kent Harfst Statue)	1	13	30	40	a. Service-Sewer-Water
		Site Visit (Update Photos)					
8/25/2022	2:32 PM	10 1511 Broadway St. (NEW Fence)	1	13(e)	30	40	b. Rough In
		Site Visit (Final)(GREEN)					
8/25/2022	2:43 PM	11 1208 Mary Ln. (Sewer Service Line Reconst.)	1	11(a)	30	40	c. Under Slab
		Site Visit (1st Photos)					
8/25/2022	2:50 PM	12 1300 Lynx Ave. (NEW Fence)	1	13(e)	30	40	d. Final
		Site Visit (Final)(GREEN)					
8/25/2022	3:06 PM	13 205 Prospect St. (Temp. Bldg)	1	13(e)	30	40	12 Electrical
		Site Visit (GREEN)					
8/26/2022	11:01 AM	14 1408 Grove St. (Abate Sidewalk)	1	14	30	40	a. Service
		Site Visit (1st Photos)					
8/26/2022	11:03 AM	15 1415 Grove St. (Sump Pump Discharge)	2	21	30	40	b. Rough In
		D.B.I. (Compliance)					
8/26/2022	11:08 AM	16 1612 Sunset Dr. (Garage Addition)	5	13(a)	31	47	c. Final
		Site Visit (Update Photos)(AMBER)					
8/26/2022	11:14 AM	17 1017 Summit Dr. (NEW Fence)	1	13(e)	30	40	13 Building
		Site Visit (Final)(GREEN)					
8/26/2022	11:25 AM	18 1208 Willson Ave. (Abate Sidewalk)	1	14	30	40	a. Zoning
		D.B.I. (Compliance)					
8/26/2022	3:07 PM	19 1803 Superior St. (NEW A/C)	1	10	30	40	b. Footing
		Site Visit (Final)(GREEN)					
8/26/2022	3:16 PM	20 1102 Second St. (NEW A/C)	1	10	30	40	c. Framing
		Site Visit (Final)(GREEN)					
8/29/2022	8:49 AM	21 2350 Hospital Dr. (PT Renovation)	1	11(b)	30	40	d. Sheet Rock
		Site Visit (Plmbg Rough-In)(GREEN)					
8/30/2022	9:36 AM	22 200 E. Commerce Dr. (Dog Kennel)(NEW Construction)	1	13©	30	40	e. Final
		Site Visit (Framing Inspection)(GREEN)					
8/30/2022	1:17 PM	23 1120 E. Second St. (NEW Construction)(Stein)	1	11(a)	30	40	14 Entrance
		Site Visit (Sewer Service Line)(GREEN)					
8/30/2022	1:46 PM	24 1208 Mary Ln. (Sewer Service Line Reconst.)	1	11(d)	30	40	15 Demolition
		Site Visit (Final)(GREEN)					
8/30/2022	2:09 PM	25 1125 Walnut St (1st In closed Porch Addition)	1	13(e)	30	40	16 Moving
		Site Visit (Final)(GREEN)					
8/30/2022	2:15 PM	26 1005 Division St. (UNSAFE Detached Garage)	2	20	31	47	17 Excavation
		D.B.I. (Send 1st Violation Letter)(AMBER)					

REASON:

01 Routine Inspection

02 Complaint Inspection

03 Routine re-Inspection

04 Complaint Re-Insp.

05 Permit Research

ACTIVITY:

10 Mechanical

11 Plumbing

a. Service-Sewer-Water

b. Rough In

c. Under Slab

d. Final

12 Electrical

a. Service

b. Rough In

c. Final

13 Building

a. Zoning

b. Footing

c. Framing

d. Sheet Rock

e. Final

14 Entrance

15 Demolition

16 Moving

17 Excavation

18 Mobile Home

19 Sign

20 Unsafe Building

21 Property Maintenance

22 Other

NUISANCE:

26 Weeds or Grass

27 Rubbish &/or Debris

28 Other

FINDINGS:

30 Satisfactory

31 Unsatisfactory

32 Continued Unsatisfactory

33 Permit Needed

34 City Not Involved

35 Not Home

36 Other

ACTION:

40 No Cause for Action

41 Abatement

42 Condemnation

43 Demolition

44 Vacate Order Issued

45 Office Hearing

46 Show Cause Action

47 Other

Red Triangle refers to a Comment in that event. See: shared (\\SHARED); Zoning Inspection; Cory S; Daily Field Log 2019; Look Up Month // Date(s)

Approved: 08/14/2019 By: CLS

INSPECTOR: Cory Simpson

DATE	TIME		REASON	ACTIVITY	FINDING	ACTION	
8/30/2022	2:21 PM	1 1200 Second St. (NEW Steps) Site Visit (N-P-N)	1	13(e)	30	40	01 Routine Inspection 02 Complaint Inspection 03 Routine re-Inspection 04 Complaint Re-Insp. 05 Permit Research
8/30/2022	2:36 PM	2 613 Willson Ave. (DEMO Commercial Bldg) Site Visit (1st Photos)	1	15	30	40	
8/30/2022	9:55 AM	3 301 Closz Dr. (NEW Construction)(GoodLife RV) Site Visit (Ground Pad Started)	1	13(b)	30	40	
8/30/2022	10:00 AM	4 2235 Edgewood Drive (30 Plex #2) Site Visit (Detached Garages Final Inspections)	1	13(e)	30	40	10 Mechanical 11 Plumbing
8/30/2022	10:23 AM	5 1924 Superior St. (Sign) Site Visit (Exterior Final)(GREEN)	1	19	30	40	a. Service-Sewer-Water b. Rough In c. Under Slab d. Final
8/31/2022	11:46 AM	6 1118 Second St. (Kat House) Site Visit (Code Review)(GREEN)	1	13(e)	30	40	12 Electrical
8/31/2022	11:48 AM	7 1118 Second St. (Kat House) Site Visit (Final)(GREEN)	1	11(d)	30	40	a. Service b. Rough In c. Final
8/31/2022	11:50 AM	8 1118 Second St. (Kat House) Site Visit (Mech. Inspection)(GREEN)	1	10	30	40	13 Building
8/31/2022	12:11 PM	9 1611 Broadway St. (Damaged Entrance) Site Visit (City Tree, ROW)(AMBER)	1	14	31	47	a. Zoning b. Footing c. Framing d. Sheet Rock e. Final
8/31/2022	12:25 PM	10 305 Fair Meadow Dr. (Sewer Service Line Reconst.) Site Visit (1st Photos)	5	11(a)	30	40	14 Entrance 15 Demolition
8/31/2022	12:37 PM	11 1112 Madsen Ave. (Sewer Service Line Reconst.) Site Visit (1st Photos)	5	11(a)	30	40	16 Moving 17 Excavation
8/31/2022	12:49 PM	12 603 Beach St. (NEW Decking, Steps & Handrail) Site Visit (N-P-N)(GREEN)	1	13	30	40	18 Mobile Home 19 Sign
8/31/2022	12:54 PM	13 306 Oak Ave. (Abandoned Property) D.B.I. (Compliance)	2	22	30	40	20 Unsafe Building 21 Property Maintenance
8/31/2022	12:59 PM	14 318 Willow St. (Sewer Service Line Reconst.) Site Visit (1st Photos)	1	11(a)	30	40	22 Other
8/31/2022	1:18 PM	15 1434 220th St. (NEW Construction) Site Visit (Setbacks & 1st Photos)	5	13(a)	30	40	
8/31/2022	1:27 PM	16 1434 220th St. (NEW Addition B53) Site Visit (Final)(GREEN)	1	13(e)	30	40	
8/31/2022	1:40 PM	17 1693 210th St. (Accessory Bldg) Site Visit (Final)(GREEN)	1	13(e)	30	40	
8/31/2022	3:13 PM	18 1120 E. Second St. (NEW Construction)(Stein) Site Visit (Sewer Service Line)(GREEN)	1	11(a)	30	40	
		19					
		20					
		21					
		22					
		23					
		24					
		25					
		26					

REASON:

ACTIVITY:

NUISANCE:

FINDINGS:

ACTION:

Bad Triangle reference

Red Triangle refers to a Comment in that event. See: shared (\\SHARED); Zoning Inspection; Cory S; Daily Field Log 2019; Look Up Month // Date(s)
Approved: 08/14/2019 By: CLS

Date 10/11/2022

ANALYSIS - ACTIVITY - DAY

Time 9:42:40
Report CFS24Agency Webster City Police Department
Dates 9/1/2022 Thru 9/30/2022

Activity	Sun	Mon	Tuse	Wed	Thur	Fri	Sat	Total
	0	0	1	0	0	0	0	1
911 Radio Dispatched	5	6	4	6	8	10	5	44
911P Phone Dispatched	0	3	0	0	0	0	1	4
Alarm Actual/False	0	1	2	0	1	2	1	7
Animal Complaint	4	20	10	7	5	5	10	61
Assault	0	0	3	0	0	0	1	4
Assist Sheriffs Offic	0	0	0	0	1	0	2	3
Assistance Public	19	23	20	14	24	8	19	127
Asssit Other Agency	2	9	10	8	6	3	6	44
Burg/Breaking & Enter	0	0	0	0	3	2	0	5
Civil Disputes	0	0	0	0	4	1	1	6
Commercial/Resd Patro	22	22	26	29	28	24	41	192
Criminal Trespass	0	0	0	0	1	1	2	4
DARE Activity	0	0	0	0	1	0	0	1
Debris/Street Problem	3	1	0	0	3	1	2	10
Directed Assignment	24	15	13	9	19	24	17	121
Domestic Disturbances	0	2	1	2	2	1	0	8
Downtown Foot Patrol	2	6	2	5	6	6	8	35
Driving Complaints	3	0	3	2	4	2	6	20
Drug Test Kits	1	0	0	0	0	0	1	2
Drug/Narcotics/Equipm	0	0	0	0	0	0	1	1
Escort	0	0	0	0	0	2	3	5
Escort/Funeral	0	0	0	1	0	0	2	3
Fire	2	1	0	3	0	2	1	9
Fireworks	1	0	0	0	0	0	0	1
Follow Up	2	4	3	3	5	8	3	28
Foot Patrol	0	2	0	0	0	0	1	3
Fraud	0	1	1	2	1	0	0	5
Harasement	0	5	2	3	2	0	3	15
Hit And Run	1	1	1	0	0	1	2	6
Intoxication	1	0	0	1	0	0	0	2
Junk/Abandoned Vehicl	0	0	0	0	0	1	0	1
K9 Activity	1	1	0	1	3	0	1	7
Liquor Law Violations	0	0	0	0	0	0	1	1
Lost/Found Property	2	0	4	2	1	0	4	13
Motorist Assist	3	2	1	1	5	3	3	18
Noise Complaints	2	0	1	0	1	4	0	8
Notification	1	1	1	4	5	2	1	15
Nuisance Calls	3	1	3	4	6	2	3	22
Operating While Intox	1	0	0	0	0	0	0	1
Parking Violations	3	5	7	6	5	6	8	40

Date 10/11/2022

ANALYSIS - ACTIVITY - DAY

Time 9:42:40

Report CFS24

Agency

Webster City Police Department

Dates

9/1/2022

Thru

9/30/2022

Activity	Sun	Mon	Tuse	Wed	Thur	Fri	Sat	Total
Peddler/Solicitor	0	0	0	0	1	0	0	1
Project Awareness	2	2	0	1	1	0	2	8
Public Window Assist	1	13	8	9	9	1	9	50
School Foot Patrol	0	1	5	6	5	0	8	25
Sex Abuse	0	0	0	0	1	0	0	1
Sex Offender Reg Chec	0	0	0	0	1	0	0	1
Staionary Patrol	2	2	8	3	6	4	7	32
Suicide/Attempted	0	0	0	0	0	1	0	1
Suspicious Activity	11	11	10	10	17	7	17	83
Theft	1	1	1	0	5	0	2	10
Tip	0	0	1	1	1	0	1	4
Tobacco Violation	0	1	0	0	0	0	1	2
Traffic Accident PD	0	2	3	1	1	0	2	9
Traffic Control/Schoo	0	4	6	5	8	0	7	30
Traffic Stop	22	11	14	14	27	22	21	131
Traffice Acc Police V	0	0	0	0	0	0	1	1
Transient	0	0	1	0	0	0	0	1
Utility Problems	3	1	1	3	4	4	2	18
Vacation House Watch	1	2	0	1	1	1	0	6
Vandalism	0	0	0	0	0	3	0	3
Vehicle Unlock	0	3	0	2	6	0	5	16
Violation Restraining	0	0	0	0	1	0	1	2
Warrant Served	1	1	0	2	6	0	1	11
Welfare Check	2	1	1	4	2	2	1	13
Days Total	154	188	178	175	253	166	248	1,362

FIRE DEPARTMENT REPORT

September 2022

ALARMS

<u>DATE</u>	<u>TIME</u>	<u>ADDRESS</u>	<u>TYPE OF SITUATION FOUND</u>	<u>CITY, MUTUAL AID, DISTRICT</u>
09-04	0404	1800 Industrial Rd.	Alarm activation	City
09-04	2139	1515 James st.	Natural vegetation fire	City
09-05	1612	622 Second st.	Excessive heat, scorch burn no ignition	City
09-06	0638	1800 Industrial rd.	Dispatched, cancelled	City
09-06	2102	1317 Beach st.	Smoke odor removal	City
09-16	1501	701 Ohio st.	Gasoline spill	City
09-28	1530	East Second/ Oak st.	Chemical spill	City
09-30	1044	2184 McMurray rd.	Grass fire	City

Year to Date Total = 102

September Total =08

City- =08

Mutual- =00

District- =00

TRAINING

	<u>TIME</u>	<u>TYPE OF TRAINING</u>	<u>HOURS</u>	<u>PERSONNEL</u>
<u>09-08</u>		Fire Officer meeting	2	9
<u>09-12</u>	1800	Hose Testing	2	28
<u>09-26</u>	1800	Vehicle Extrication	2	30

Year to Date Total = 956

September Total =134

INSPECTIONS

<u>DATE</u>	<u>BUSINESS</u>	<u>REASON FOR INSPECTION</u>
<u>09-14</u>	Main street apartment door to outside	Renovations
<u>09-15</u>	Van Tec	Follow up on complaint
	Letter sent to residence for trimming bush around hydrant	Follow up on complaint
<u>09-27</u>	Hassebrock Tax and Wealth Mgt.	Annual Inspection

Year to Date Total = 57

September Total =04

MISCELLANEOUS

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
09-01		Fans to City Hall for ventilation
09-02		Work on pressure washer at station/ standby at football game
09-06		Council meeting presentation of Turnout gear bids
09-07		Compare air bag systems for purchase
09-09		Sewer flush for street department
09-11		9/11 memorial stair climb
09-14		Apparatus repairs on lights E32 and R35
		Completed annual wildland fire reports to DNR
09-15		DNR Grant completed and sent
09-16		L31 with flag for homecoming to high school

09-21		Sewer flush for street dept.
		Hamilton County Fire Meeting at WCFD- 50 in attendance
09-22		Turnout Gear sizing for new sets

MEETING ROOM

<u>DATE</u>	<u>TIME</u>	<u>USED BY</u>
	<u>1945</u>	<u>Business Group Meeting all Fridays</u>

**HAMILTON
COUNTY**

**SOLID WASTE
COMMISSION**

Serving:
BLAIRSBURG
ELLSWORTH
JEWELL
KAMRAR
RANDALL

STANHOPE
WEBSTER CITY
WILLIAMS
RURAL HAM. CO.

WEBSTER CITY, IOWA 50595-0128
TELEPHONE: 515-539-4420
800-535-1145

AGENDA

Regular Meeting

2605 McMurray Avenue

1 ½ Miles Northwest of Kamrar, Iowa

7:00 P.M.

October 12, 2022

1. Roll Call
2. Minutes of September 14, 2022
3. Approve Payment of Bills and Payrolls
4. Secretary-Treasurer's Financial Reports for September
5. Manager's Reports for September
6. Evora Presentation of Discounted Tonnage Information
7. Open Discussion
8. Adjourn

REGULAR MEETING OF THE
HAMILTON COUNTY SOLID WASTE COMMISSION
MINUTES

A regular meeting of the Hamilton County Solid Waste Commission was held on September 14, 2022 at 7:00 P.M. The meeting was called to order by Chairperson Dan Campidilli and roll being called, members were present as follows:

Randall-Carlene Auestad
Hamilton County-Dan Campidilli
Kamrar-Lendall Mechaelsen
Stanhope-Terry Painton

Webster City-Biri Bishop
Ellsworth-Dale Graham
Williams-Dennis Frayne

The representatives from the Cities of Blairsburg and Jewell were absent.

It was moved by Auestad and seconded by Painton that:

1. The Minutes of July 13, 2022 be approved.
2. The issuance of Payroll for the period ending July 15, 2022 and paid on July 22, 2022 in the amount of \$8,364.12 be approved.
3. The issuance of Payroll for the period ending June 29, 2022 and paid on August 5, 2022 in the amount of \$8,481.53 be approved.
4. The issuance of Payroll for the period ending August 12, 2022 and paid on August 19, 2022 in the amount of \$8,772.24
5. The issuance of Payroll for the period ending August 26, 2022 and paid on September 2, 2022 In the amount of \$8,547.19
6. Payment of Bills for July and August 2022 in the amount of \$246,145.06 be approved.
7. The Secretary-Treasurer's Reports for July and August 2022 be approved.

Motion carried with seven ayes, Blairsburg and Jewell absent.

It was moved by Painton and seconded by Frayne that the Manager's reports for July and August 2022 be approved.

Motion carried with seven ayes, Blairsburg and Jewell absent.

It was moved by Painton and seconded by Graham to approve the purchase of an East trailer for \$54,750.

Motion carried with seven ayes, Blairsburg and Jewell absent.

It was moved by Frayne and seconded by Painton that the Hamilton County Solid Waste Commission adjourn.

Motion carried with seven ayes, Blairsburg and Jewell absent.

The Commission stood adjourned at 7:56 P.M.

Dan Campidilli, Chairperson

Cherie Ferguson, Secretary-Treasurer

Bills Approved 9/14/2022

ARNOLD MOTOR SUPPLY	\$758.99
AVERY'S IMPLEMENT	\$29,598.14
BAUER TIRE	\$2,171.00
BIRI BISHOP	\$47.55
BLUE RIBBON PELHAM WATERS	\$85.00
BOMGAARS	\$709.25
CARD SERVICES	\$1,057.13
CARLENE AUESTAD	\$66.80
CINTAS	\$544.41
CLEAN HARBORS	\$5,380.40
COOPERATIVE TELEPHONE EXCHANGE	\$270.00
DALE GRAHAM	\$87.44
DAILY FREEMAN JOURNAL	\$89.59
DENNIS FRAYNE	\$96.69
EFTPS	\$11,826.08
EUROFINS	\$2,085.10
EVORA CONSULTING	\$10,003.75
HY-VEE	\$17.97
IMWCA	\$1,290.00
IPERS	\$7,757.06
JEANETTE TEMPEL	\$11.76
KQWC	\$100.98
LEO REITER	\$25.21
LIBERTY TIRE	\$1,395.19
MIDWEST ELECTRONICS	\$1,381.30
MY IOWA UI	\$674.68
NCIARSWA	\$109,768.26
OVERHEAD DOOR COMPANY OF WEBSTER COUNT	\$415.50
PERMAR SECURITY SERVICES	\$325.05
POSTMASTER	\$81.60
PRINTING SERVICES, INC.	\$354.26
SADLER CONSTRUCTION	\$8,400.00
TERRY PAINTON	\$72.12
THE TILE PROS	\$880.00
TONY'S TIRE	\$328.82
TREASURER OF STATE	\$6,090.07
TROY HASSEBROCK	\$43.40
UNITED COOPERATIVE	\$10,363.90
U.S. CELLULAR	\$213.66
UNITY POINT	\$168.00
WEBSTER CITY MUNICIPAL UTILITIES	\$666.46
WEBSTER CITY TRUE VALUE	\$62.45
WELLMARK	\$8,030.48
PAYROLL	\$23,088.55
Total	\$246,145.06

HAMILTON COUNTY SOLID WASTE COMMISSION

Check Detail

September 15 through October 12, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Sales Tax Payment	EFT	09/29/2022	TREASURER OF ST...		FIRST STATE BANK ...		-1,353.91
			TREASURER OF ST...	LOST (LO...	Sales Tax Payable	-193.42	193.42
			TREASURER OF ST...	IOWA SA...	Sales Tax Payable	-1,160.49	1,160.49
TOTAL						-1,353.91	1,353.91
Liability Check	EFT	10/01/2022	WELLMARK		OPERATING FUND		-4,015.24
					Payroll Liabilities	-1,003.81	1,003.81
					Payroll Liabilities	-3,011.43	3,011.43
TOTAL						-4,015.24	4,015.24
Paycheck	11896	09/16/2022	CHERIE L FERGUSON		FIRST STATE BANK ...		-519.43
					Wages	-120.63	120.63
					Wages	-552.65	552.65
					Payroll Liabilities	42.35	-42.35
					IPERS	-63.56	63.56
					Payroll Liabilities	63.56	-63.56
					Payroll Liabilities	47.00	-47.00
					Medicare & Social Se...	-41.74	41.74
					Payroll Liabilities	41.74	-41.74
					Payroll Liabilities	41.74	-41.74
					Medicare & Social Se...	-9.76	9.76
					Payroll Liabilities	9.76	-9.76
					Payroll Liabilities	9.76	-9.76
					Payroll Liabilities	13.00	-13.00
					Unemployment Insura...	-0.68	0.68
					Payroll Liabilities	0.68	-0.68
TOTAL						-519.43	519.43
Paycheck	11897	09/16/2022	KEENAN L ELLIOTT		FIRST STATE BANK ...		-1,216.14
					Wages	-96.56	96.56
					Wages	-1,740.09	1,740.09
					Payroll Liabilities	115.53	-115.53
					Health Insurance	-376.43	376.43
					Payroll Liabilities	376.43	-376.43
					IPERS	-173.38	173.38
					Payroll Liabilities	173.38	-173.38
					Payroll Liabilities	125.48	-125.48
					Payroll Liabilities	173.00	-173.00
					Medicare & Social Se...	-113.87	113.87
					Payroll Liabilities	113.87	-113.87
					Payroll Liabilities	113.87	-113.87
					Medicare & Social Se...	-26.63	26.63
					Payroll Liabilities	26.63	-26.63
					Payroll Liabilities	26.63	-26.63
					Payroll Liabilities	66.00	-66.00
					Unemployment Insura...	-1.84	1.84
					Payroll Liabilities	1.84	-1.84
TOTAL						-1,216.14	1,216.14
Paycheck	11898	09/16/2022	KEVIN S DINGMAN		FIRST STATE BANK ...		-937.18
					Wages	-538.44	538.44
					Wages	-76.92	76.92
					Wages	-816.95	816.95
					Payroll Liabilities	125.48	-125.48
					Health Insurance	-376.43	376.43
					Payroll Liabilities	376.43	-376.43
					Payroll Liabilities	90.09	-90.09
					IPERS	-135.21	135.21
					Payroll Liabilities	135.21	-135.21
					Payroll Liabilities	124.00	-124.00
					Medicare & Social Se...	-88.80	88.80
					Payroll Liabilities	88.80	-88.80
					Payroll Liabilities	88.80	-88.80
					Medicare & Social Se...	-20.76	20.76
					Payroll Liabilities	20.76	-20.76

HAMILTON COUNTY SOLID WASTE COMMISSION

Check Detail

September 15 through October 12, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Payroll Liabilities	20.76	-20.76
					Payroll Liabilities	46.00	-46.00
					Unemployment Insura...	-1.43	1.43
					Payroll Liabilities	1.43	-1.43
TOTAL						-937.18	937.18
Paycheck	11899	09/16/2022	NICK T SCHUTT		FIRST STATE BANK ...		-1,004.42
					Wages	-1,561.57	1,561.57
					Payroll Liabilities	98.22	-98.22
					IPERS	-147.41	147.41
					Payroll Liabilities	147.41	-147.41
					Health Insurance	-376.43	376.43
					Payroll Liabilities	376.43	-376.43
					Payroll Liabilities	125.48	-125.48
					Payroll Liabilities	140.00	-140.00
					Medicare & Social Se...	-96.81	96.81
					Payroll Liabilities	96.81	-96.81
					Payroll Liabilities	96.81	-96.81
					Medicare & Social Se...	-22.64	22.64
					Payroll Liabilities	22.64	-22.64
					Payroll Liabilities	22.64	-22.64
					Payroll Liabilities	74.00	-74.00
					Unemployment Insura...	-1.56	1.56
					Payroll Liabilities	1.56	-1.56
TOTAL						-1,004.42	1,004.42
Paycheck	11900	09/16/2022	TERRY A KLAVER		FIRST STATE BANK ...		-2,033.62
					Wages	-2,964.34	2,964.34
					Payroll Liabilities	125.48	-125.48
					Health Insurance	-376.43	376.43
					Payroll Liabilities	376.43	-376.43
					Payroll Liabilities	186.46	-186.46
					IPERS	-279.83	279.83
					Payroll Liabilities	279.83	-279.83
					Payroll Liabilities	260.00	-260.00
					Medicare & Social Se...	-183.79	183.79
					Payroll Liabilities	183.79	-183.79
					Payroll Liabilities	183.79	-183.79
					Medicare & Social Se...	-42.99	42.99
					Payroll Liabilities	42.99	-42.99
					Payroll Liabilities	42.99	-42.99
					Payroll Liabilities	132.00	-132.00
TOTAL						-2,033.62	2,033.62
Check	11926	09/21/2022	UNITED COOPERATI...		FIRST STATE BANK ...		-1,864.80
					Diesel Fuel/Fuel Oil	-1,864.80	1,864.80
TOTAL						-1,864.80	1,864.80
Paycheck	11927	09/30/2022	CHERIE L FERGUSON		FIRST STATE BANK ...		-519.43
					Wages	-58.21	58.21
					Wages	-615.07	615.07
					Payroll Liabilities	42.35	-42.35
					IPERS	-63.56	63.56
					Payroll Liabilities	63.56	-63.56
					Payroll Liabilities	47.00	-47.00
					Medicare & Social Se...	-41.74	41.74
					Payroll Liabilities	41.74	-41.74
					Payroll Liabilities	41.74	-41.74
					Medicare & Social Se...	-9.76	9.76
					Payroll Liabilities	9.76	-9.76
					Payroll Liabilities	9.76	-9.76
					Payroll Liabilities	13.00	-13.00
					Unemployment Insura...	-0.67	0.67
					Payroll Liabilities	0.67	-0.67
TOTAL						-519.43	519.43

HAMILTON COUNTY SOLID WASTE COMMISSION

Check Detail

September 15 through October 12, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	11928	09/30/2022	KEENAN L ELLIOTT		FIRST STATE BANK ...		-1,303.16
				Wages		-386.24	386.24
				Wages		-1,394.09	1,394.09
				Payroll Liabilities		111.98	-111.98
				IPERS		-168.06	168.06
				Payroll Liabilities		168.06	-168.06
				Payroll Liabilities		168.00	-166.00
				Medicare & Social Se...		-110.38	110.38
				Payroll Liabilities		110.38	-110.38
				Payroll Liabilities		110.38	-110.38
				Medicare & Social Se...		-25.81	25.81
				Payroll Liabilities		25.81	-25.81
				Payroll Liabilities		25.81	-25.81
				Payroll Liabilities		63.00	-63.00
				Unemployment Insura...		-1.61	1.61
				Payroll Liabilities		1.61	-1.61
TOTAL						-1,303.16	1,303.16
Paycheck	11929	09/30/2022	KEVIN S DINGMAN		FIRST STATE BANK ...		-1,057.57
				Wages		-76.92	76.92
				Wages		-76.92	76.92
				Wages		-1,271.42	1,271.42
				Payroll Liabilities		89.65	-89.65
				IPERS		-134.54	134.54
				Payroll Liabilities		134.54	-134.54
				Payroll Liabilities		123.00	-123.00
				Medicare & Social Se...		-88.37	88.37
				Payroll Liabilities		88.37	-88.37
				Payroll Liabilities		88.37	-88.37
				Medicare & Social Se...		-20.67	20.67
				Payroll Liabilities		20.67	-20.67
				Payroll Liabilities		20.67	-20.67
				Payroll Liabilities		46.00	-46.00
				Unemployment Insura...		-1.42	1.42
				Payroll Liabilities		1.42	-1.42
TOTAL						-1,057.57	1,057.57
Paycheck	11930	09/30/2022	NICK T SCHUTT		FIRST STATE BANK ...		-1,141.01
				Wages		-1,577.99	1,577.99
				Payroll Liabilities		99.26	-99.26
				IPERS		-148.96	148.96
				Payroll Liabilities		148.96	-148.96
				Payroll Liabilities		142.00	-142.00
				Medicare & Social Se...		-97.84	97.84
				Payroll Liabilities		97.84	-97.84
				Payroll Liabilities		97.84	-97.84
				Medicare & Social Se...		-22.88	22.88
				Payroll Liabilities		22.88	-22.88
				Payroll Liabilities		22.88	-22.88
				Payroll Liabilities		75.00	-75.00
				Unemployment Insura...		-1.58	1.58
				Payroll Liabilities		1.58	-1.58
TOTAL						-1,141.01	1,141.01

HAMILTON COUNTY SOLID WASTE COMMISSION

Check Detail

September 15 through October 12, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	11931	09/30/2022	TERRY A KLAVER		FIRST STATE BANK ...		-2,159.11
				Wages		-2,964.34	2,964.34
				Payroll Liabilities		186.46	-186.46
				IPERS		-279.83	279.83
				Payroll Liabilities		279.83	-279.83
				Payroll Liabilities		260.00	-260.00
				Medicare & Social Se...		-183.79	183.79
				Payroll Liabilities		183.79	-183.79
				Payroll Liabilities		183.79	-183.79
				Medicare & Social Se...		-42.98	42.98
				Payroll Liabilities		42.98	-42.98
				Payroll Liabilities		42.98	-42.98
				Payroll Liabilities		132.00	-132.00
TOTAL						-2,159.11	2,159.11
Check	11933	10/06/2022	UNITED COOPERATI...		FIRST STATE BANK ...		-2,256.10
				Diesel Fuel/Fuel Oil		-2,244.60	2,244.60
				Vehicle&Equip. Parts...		-11.50	11.50
TOTAL						-2,256.10	2,256.10

HAMILTON COUNTY SOLID WASTE COMMISSION
Unpaid Bills Detail
As of October 12, 2022

Memo	Amount
BAUER TIRE & TAXIDERMY LLC	
TIRES	1,215.40
Total BAUER TIRE & TAXIDERMY LLC	1,215.40
BLUE RIBBON PELHAM WATERS	
BOTTLED WATER SERVICE	44.00
Total BLUE RIBBON PELHAM WATERS	44.00
BOMGAARS	
DIESEL EXHAUST FLUID	95.92
DEISEL EXHAUST FLUID	103.92
BULBS FOR WATER RUNOFF STORAGE TANK	13.98
SCALE LIGHT BULBS	8.99
SCALE TOGGLE SWITCHES	3.58
Total BOMGAARS	226.39
CENTRAL IOWA BUILDING SUPPLY	
MAC TRAILER REPAIR	251.75
Total CENTRAL IOWA BUILDING SUPPLY	251.75
COOPERATIVE TELEPHONE EXCHANGE	
PHONE & INTERNET SERVICE	136.07
Total COOPERATIVE TELEPHONE EXCHANGE	136.07
ICAP	
POLICY RENEWAL	14,124.00
Total ICAP	14,124.00
IMWCA	
WORK COMP PREMIUM	645.00
Total IMWCA	645.00
LIBERTY TIRE RECYCLING, LLC	
TIRE RECYCLING	2,851.17
Total LIBERTY TIRE RECYCLING, LLC	2,851.17
NCIARSWA	
SEPTEMBER GATE FEES	52,801.14
Total NCIARSWA	52,801.14
THE TILE PROS	
LEACHATE DISPOSAL	420.00
Total THE TILE PROS	420.00
WEBSTER CITY MUNICIPAL UTILITIES	
ELECTRICAL SERVICE	256.63
ELECTRICAL SERVICE	107.36
Total WEBSTER CITY MUNICIPAL UTILITIES	363.99
TOTAL	73,078.91

HAMILTON COUNTY SOLID WASTE COMMISSION
Sales by Customer Summary

Accrual Basis

September 2022

	Sep 22
AG FORCE	68.82
AG SOURCE	94.38
ALL SEASON GUTTERS	59.32
AMERICAN SANITATION	12,677.92
ANDY JONES ROCK & DIRT	549.11
APPLIANCE PLUS	15.00
CASH	20,274.21
CHAD ARNOLD	104.94
CHRIS MC NEIL PLUMBING	48.54
DAILY FREEMAN JOURNAL	60.00
DAVE SCOTT CONSTRUCTION	97.49
DAYTON DEVELOPMENT	60.84
GILBERT FLOORING AND PAINT	69.60
GOOD LIFE RV	55.38
HAMILTON COUNTY CONSERVATION	27.30
HAMILTON COUNTY ENGINEER	30.00
HAMILTON COUNTY FAIRGROUNDS	15.00
INTERIOR SPACES	90.66
J&C BUILDERS, LCC	113.88
JLE CONSTRUCTION	255.84
K & M AG	121.68
LEONARD MOSS ROOFING	1,568.58
MERTZ ENGINEERING CO.	426.70
MIDWEST ECOSTRUCTION	537.42
MORTENSON PROPERTIES	81.12
NICK MURPHY CONSTRUCTION	377.52
PAGEL REPAIR AND LOCK	74.88
PAGEL WINDOWS	39.78
PETERSON CONSTRUCTION	41.52
PULIS INVESTMENTS	118.56
REMINGTON SEEDS	97.49
RUBA LAWN CARE	79.56
SEAMLESS PROS LLC	616.98
SHAWN MORAN CONSTRUCTION	44.46
Soil View, LLC.	140.00
TASLER PALLET	443.82
THE TRASH MAN	61,843.70
THOMPSON CONSTRUCTION	297.18
TILE PROS, INC.	117.00
WASTE MANAGEMENT	168.48
WEBSTER CITY COMMUNITY SCHOOLS	143.46
WIDICK ROOFING	663.78
ZATLOUKAL CONSTRUCTION	30.00
TOTAL	102,841.90

HAMILTON COUNTY SOLID WASTE COMMISSION

A/R Aging Summary

As of September 30, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
AG FORCE	73.64	0.00	0.00	0.00	0.00	73.64
AG SOURCE	39.23	-39.23	-132.70	-96.77	-44.42	-273.89
ALL SEASON GUTTERS	63.47	0.00	0.00	0.00	0.00	63.47
AMERICAN SANITATION	12,677.92	0.00	0.00	0.00	0.00	12,677.92
ANDY JONES ROCK & DIRT	587.56	0.00	0.00	0.00	0.00	587.56
APPLIANCE PLUS	16.05	0.00	0.00	0.00	0.00	16.05
CHAD ARNOLD	3.36	0.00	0.00	0.00	0.00	3.36
CHRIS MC NEIL PLUMBING	52.62	45.07	0.00	0.00	0.00	97.69
DAILY FREEMAN JOURNAL	32.10	1.05	0.00	0.00	0.00	33.15
DAVE SCOTT CONSTRUCTION	104.32	0.00	0.00	0.00	0.00	104.32
DAYTON DEVELOPMENT	65.10	0.00	0.00	0.00	0.00	65.10
FOAM CATZ	40.89	0.09	0.00	0.00	0.00	40.98
GILBERT FLOORING AND PAINT	16.05	0.00	0.00	0.00	0.00	16.05
GOOD LIFE RV	84.71	82.63	0.00	0.00	0.00	167.34
HAMILTON COUNTY ENGINEER	30.00	0.00	0.00	0.00	0.00	30.00
HAMILTON COUNTY FAIRGROUNDS	15.00	0.00	0.00	0.00	0.00	15.00
INTERIOR SPACES	97.01	0.00	0.00	0.00	0.00	97.01
J&C BUILDERS, LCC	121.85	0.00	0.00	0.00	0.00	121.85
JLE CONSTRUCTION	273.75	0.00	0.00	0.00	0.00	273.75
K & M AG	130.20	0.00	0.00	0.00	0.00	130.20
LEONARD MOSS ROOFING	1,678.39	0.00	0.00	0.00	0.00	1,678.39
MERTZ ENGINEERING CO.	311.33	0.00	0.00	0.00	0.00	311.33
MIDWEST ECOCONSTRUCTION	575.03	0.00	0.00	0.00	0.00	575.03
MORTENSON PROPERTIES	86.80	0.00	0.00	0.00	0.00	86.80
NICK MURPHY CONSTRUCTION	498.48	126.03	0.00	0.00	0.00	624.51
PAGEL REPAIR AND LOCK	80.12	0.00	0.00	0.00	0.00	80.12
PAGEL WINDOWS	42.57	0.00	0.00	0.00	0.00	42.57
PETERSON CONSTRUCTION	44.43	0.00	0.00	0.00	0.00	44.43
PULIS INVESTMENTS	126.85	0.00	0.00	0.00	0.00	126.85
REMINGTON SEEDS	104.32	0.00	0.00	0.00	0.00	104.32
RUBA LAWN CARE	85.14	0.00	0.00	0.00	0.00	85.14
SEAMLESS PROS LLC	660.17	0.00	0.00	0.00	0.00	660.17
SHAWN MORAN CONSTRUCTION	47.57	0.00	0.00	0.00	0.00	47.57
SIGN UP	6.03	402.28	0.00	0.00	0.00	408.31
Soil View, LLC.	149.80	0.00	0.00	0.00	0.00	149.80
THE TRASH MAN	61,843.70	0.00	0.00	0.00	0.00	61,843.70
THOMPSON CONSTRUCTION	317.98	0.00	0.00	0.00	0.00	317.98
TILE PROS, INC.	125.19	0.00	0.00	0.00	0.00	125.19
WASTE MANAGEMENT	171.92	0.00	114.66	0.00	0.00	286.58
WEBSTER CITY COMMUNITY SCHOOLS	143.46	0.00	0.00	0.00	0.00	143.46
WIDICK ROOFING	710.24	0.00	0.00	0.00	0.00	710.24
ZATLOUKAL CONSTRUCTION	32.10	0.00	0.00	0.00	0.00	32.10
TOTAL	82,366.45	617.92	-18.04	-96.77	-44.42	82,825.14

HAMILTON COUNTY SOLID WASTE COMMISSION

Profit & Loss

September 2022

Cash Basis

	Sep 22
Income	
OPERATING FUND	
GATE CHARGES	
APPLIANCES	610.00
C&D	28,364.59
CONCRETE	239.56
ELECTRONICS	84.00
LATEX PAINT	42.00
MSW	75,740.26
PACKER	663.00
RCC FEES	109.65
TIRES	714.86
TVS	840.00
GATE CHARGES - Other	-202.13
Total GATE CHARGES	107,205.79
OTHER RECEIPTS	11.00
SCRAP METAL SOLD	553.70
OPERATING FUND - Other	2.28
Total OPERATING FUND	107,772.77
Total Income	107,772.77
Expense	
LANDFILL POST CLOSURE FUND	
CONSULTING ENGINEERING FEES	471.25
LAB TESTING	2,085.10
LEACHATE DISPOSAL	880.00
LEACHATE SYSTEM REPORTS	540.00
WATER QUALITY REPORTS	4,286.25
Total LANDFILL POST CLOSURE FUND	8,262.60
Operating Fund Expenses	
Building and Fixture Repairs	8,818.49
Cell Phone Service	106.83
Diesel Fuel/Fuel Oil	6,233.40
Drinking Water Service	42.50
Electricity	351.09
Engineering Fees	733.75
Equipment and Vehicle Repairs	78.16
Gasoline	115.41
Meeting/Training Expenses	45.78
Miscellaneous Expenses	168.00
NCIARSWA Gate Fees	55,361.46
Office Supplies	354.26
Payroll Expenses	
Health Insurance	3,011.44
IPERS	2,401.20
Medicare & Social Security	1,945.88
Unemployment Insurance	18.36
Wages	25,436.54
Total Payroll Expenses	32,811.42
Phone & Internet Service	136.11
Propane	529.54
Public Notices	69.59
RCC DISPOSAL/SUPPLIES	5,380.40
Security Monitoring	325.05
TIRE REMOVAL	1,395.19
Tires	1,555.00
Uniform Service	245.17
Vehicle&Equip. Parts&Supplies	332.15
WORKERS' COMP INSURANCE	645.00
Total Operating Fund Expenses	115,853.75
Total Expense	124,116.35
Net Income	-16,343.58

HAMILTON COUNTY SOLID WASTE COMMISSION

September - 2022 MONTHLY REPORT

DATE	DAY	TOTAL TONS TO BLDG.	CHARGE RECEIPTS TO BLDG.	CASH RECEIPTS TO PACKER	CASH RECEIPTS TO BLDG.	TOTAL RECEIPTS	PACKER WEIGHT (TONS)	DAY PACKER DUMPED & DISPOSAL CHG	LATEX PAINT FEES
1	Thursday	59.72	4474.31	24.00	304.79	4813.10			
2	Fri	74.61	3497.52	24.00	2413.83	6175.65			
3	Sat	10.86	414.18	40.00	518.73	1024.91	2.60	202.80	3.00
4	Sun	0	0.00	0.00	0.00	0.00			
5	Monday	0	0.00	0.00	0.00	0.00			
6	Tuesday	60.78	3957.81	24.00	958.63	5051.44			
7	Wed	72.7	4837.11	8.00	940.18	5983.29			
8	Thursday	61.89	4415.70	32.00	294.39	4757.09			
9	Fri	44.81	2838.38	8.00	374.47	3305.40			
10	Sat	25.1	1491.36	24.00	540.05	2085.41			
11	Sun	0	0.00	0.00	0.00	0.00			
12	Monday	55.14	4120.17	24.00	303.26	4494.43			12.00
13	Tuesday	43.3	2963.05	32.00	500.84	3735.60			6.00
14	Wed	124.32	4454.91	16.00	1026.25	5618.16			
15	Thursday	57.76	4142.27	24.00	540.59	4776.86			
16	Fri	35.85	2364.29	56.00	547.62	3137.61			
17	Sat	14.42	806.17	64.00	390.43	1285.60			
18	Sun	0	0.00	0.00	0.00	0.00			
19	Monday	49.62	3532.78	40.00	433.35	4021.13			
20	Tuesday	38.96	2550.58	16.00	419.43	3066.01			118.43blbs
21	Wed	74.27	4027.21	24.00	1922.01	6029.97			
22	Thursday	54.6	3742.41	8.00	615.27	4382.68			18.00
23	Fri	93.28	4611.65	16.00	2912.47	7610.12			
24	Sat	12.89	697.03	40.00	459.50	1282.53			
25	Sun	0	0.00	0.00	0.00	0.00			
26	Monday	65.23	3684.28	16.00	1256.56	5050.59			
27	Tuesday	49.25	3411.60	16.00	497.17	4018.52			
28	Wed	55.21	4197.78	24.00	161.58	4404.36			
29	Thursday	54.54	3742.84	24.00	573.47	4450.31			
30	Fri	46.89	3341.33	24.00	416.34	3902.67			
31									
TOTAL		1336.00	82316.72	648.00	19321.21	104463.44	2.60	202.80	39.00
TOTAL AVG		53.44	3292.67	25.92	772.85	4178.54	0.10	8.11	1.56

HAMILTON COUNTY SOLID WASTE COMMISSION

September - 2022 MONTHLY REPORT

DATE	DAY	Tires, Tubes & Rims		Appliances-White Goods		Tv & Electronics		DAILY FORT DODGE	TONS OF CONSTR.	TONS OF MSW WASTE
		UNITS	RECEIPTS	UNITS	RECEIPTS	UNITS	RECEIPTS	TONS	TO BLDG.	
1	Thursday	0.00	0.00	1.00	10.00	0.00	0.00	63.92	8.13	51.59
2	Fri	27.00	169.25	1.00	10.00	4.00	61.05	74.61	7.38	67.23
3	Sat	0.00	0.00	3.00	30.00	2.00	22.00	20.86	0.73	10.13
4	Sun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Monday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Tuesday	17.00	101.00	1.00	10.00	0.00	0.00	29.42	5.12	55.66
7	Wed	5.00	63.00	0.00	0.00	9.00	135.00	66.74	6.16	66.54
8	Thursday	1.00	5.00	1.00	10.00	0.00	0.00	55.46	6.63	55.26
9	Fri	13.00	69.55	0.00	0.00	3.00	45.00	61.60	1.25	43.56
10	Sat	0.00	0.00	3.00	30.00	0.00	0.00	17.06	0.00	25.10
11	Sun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	Monday	2.00	10.00	2.00	20.00	1.00	15.00	52.57	9.99	45.15
13	Tuesday	36.00	204.71	2.00	20.00	1.00	15.00	55.78	2.76	40.54
14	Wed	0.00	0.00	1.00	10.00	1.00	7.00	62.74	12.61	67.42
15	Thursday	0.00	0.00	1.00	10.00	4.00	60.00	34.51	8.50	49.26
16	Fri	25.00	195.70	0.00	0.00	0.00	0.00	47.49	1.79	34.06
17	Sat	1.00	5.00	2.00	20.00	0.00	0.00	38.26	0.00	14.42
18	Sun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	Monday	0.00	0.00	0.00	0.00	1.00	15.00	28.60	1.56	48.06
20	Tuesday	8.00	40.00	1.00	10.00	2.00	30.00	49.63	2.62	36.34
21	Wed	5.00	26.75	3.00	30.00	0.00	0.00	73.13	23.48	50.79
22	Thursday	1.00	7.00	1.00	10.00	0.00	0.00	49.64	3.39	51.21
23	Fri	4.00	20.00	2.00	20.00	2.00	30.00	55.32	29.72	63.56
24	Sat	1.00	24.00	4.00	40.00	2.00	22.00	44.86	6.72	6.17
25	Sun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	Mon	0.00	0.00	1.00	10.70	6.00	83.05	55.81	8.72	56.50
27	Tuesday	0.00	0.00	0.00	0.00	3.00	21.00	54.55	2.58	52.63
28	Wed	0.00	0.00	1.00	10.00	1.00	15.00	49.13	10.57	38.68
29	Thursday	8.00	40.00	4.00	40.00	2.00	30.00	52.22	3.44	51.10
30	Fri	12.00	76.00	3.00	30.00	1.00	15.00	59.97	4.25	42.64
31										
TOTAL		166.00	1056.96	38.00	380.70	45.00	621.10	1253.88	168.10	1123.60
TOTAL AVG		6.64	42.28	1.52	15.23	1.80	24.84	50.16	6.72	44.94

HAMILTON COUNTY TRANSFER STATION

Managers Monthly Report for September 2022

New Walking Floor Trailer Project

A phone call was made to our salesman letting him know we wanted that East 50' Walking Floor Trailer that was located on his lot. Confirmation was given by their salesman that the trailer was still available. I put in the order for the style of tarp we wanted and from which side it should open and close. Per a phone conversation with the salesman we are looking at a 2-3 week timeline for delivery. I just finally signed off on a purchase agreement that I will include in my packet also.

South Door Drive Unit Replacement

Upon completion of the new south door installation the Overhead Door Company Employee's discovered that the opener on that door is in need of replacement. Based on their expertise the damage was storm related. I have notified Town and Country Insurance of the damage and forwarded copies of cost quote and email from overhead door employee. We are also waiting on a estimated installation date.

DNR Request for SWPPP Project

I have included in my packet the email response that I received from Evora in regards the required renewal of our Storm Water Protection Plan. Tim from Evora will be here to help with any questions we may have during the meeting.

TERRY A. KLAVER



HALE TRAILER
BRAKE & WHEEL, INC.

Rt 73 & Cooper Road, Voorhees, NJ
08043 (800) 232-6535

SALES ORDER

www.HaleTrailer.com

Voorhees, NJ
West Berlin, NJ
Portland, ME
Allentown, PA
Concord, NC

Jacksonville, FL
Baltimore, MD
Delmar, DE
Scranton, PA
Little Rock, AK

Elkton, MD
Springfield, MA
Boston, MA

Branch: <u>Huxley, IA</u>		Purchase order :	
<u>Hamilton County Solid Waste</u> (Purchaser)		Customer # : _____	Contact : <u>Terry Klaver</u>
<u>2605 McMurray Ave</u> (Address)		Cell : <u>515-290-0658</u>	Phone : <u>515-539-4420</u>
<u>Webster City</u> (City)	<u>IA</u> (State)	Fax : _____	E-mail : <u>hamcosolidwaste@netins.net</u>
	<u>50595</u> (Zip code)		

The undersigned purchaser hereby orders from Hale Trailer Brake & Wheel, Inc.(dealer) the vehicle(s) or equipment below set forth (which vehicle(s) and equipment hereinafter called "said vehicle(s)") to be delivered on or about _____ according to the following specifications, terms and conditions:

YEAR	MAKE	MODEL	VIN #	STOCK NO.	QTY	SALES PRICE	COMMENTS
1	2023	East	1E1U2Z383PR081019	A008299	1	\$130,750.00	FET Exempt, FOB Huxley, IA

PURCHASER AGREES THAT NO RELIANCE IS BEING MADE ON VERBAL STATEMENTS REGARDING THE CONDITION OR PERFORMANCE OF THE ABOVE DESCRIBED VEHICLE(S). INCLUDING STATEMENTS AS TO THE SERVICE HISTORY OF SAID VEHICLE(S). PURCHASER HAS INSPECTED AND/OR TEST DRIVEN SAID VEHICLE(S) AND THE DECISION TO PURCHASE IS BASED TOTALLY ON THIS INSPECTION AND/OR TEST DRIVE. ABOVE VEHICLE(S) SOLD "AS IS WHERE IS" NO WARRANTY OR GUARANTEE IS OFFERED OR IMPLIED.

(signed)

Terry A. Klaver MGR.
(Purchaser)

10/5/2022
(Date)

EQUIPMENT TO BE TRADED

YEAR	MAKE	MODEL	VIN #	STOCK NO.	QTY	TRADE VALUE	COMMENTS
2019	Travis	Walking Floor	48XAR5036K1013222		1	\$76,000.00	

SALES PRICE	TRADE PACKAGE	SUMMARY
Vehicle Price <u>\$130,750.00</u>	Trade Value <u>\$76,000.00</u>	Total Sale <u>\$130,750.00</u>
Doc Fee's _____	Lien Holder Payoff * _____	Trade Equity Applied <u>\$76,000.00</u>
Freight/Tags _____	Trade Equity <u>\$76,000.00</u>	Sales Tax _____
Total Sales <u>\$130,750.00</u>	Trade Equity to be Applied <u>\$76,000.00</u>	Less Deposit _____
	Balance Due Purchaser <u>\$0.00</u>	Net Payable Amount <u>\$54,750.00</u>

PAYMENT TERMS:

☐

COD

☐

FINANCED

FINANCE LENDER: _____

* Payoff on Trade is subject to lien holder(s) payoff letter.

Lien Holder: _____

THE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE HEREOF ARE PART OF THIS AGREEMENT. THE PURCHASER ACKNOWLEDGES HAVING READ THIS AGREEMENT, INCLUDING SUCH ADDITIONAL TERMS AND CONDITIONS.

Date: 09/04/22
Salesman: Kelly Iversen
Source Code: C - Existing Customer
Tires _____

Purchaser: Hamilton County Solid Waste
Printed Name: TERRY A. KLAVER
Title: MGR.
Terry A. Klaver 10/5/2022
(Signed) (Date)

WIRE FRAUD WARNING

Because of the risk of wire fraud, before sending a wire, VERBALLY CONFIRM ALL WIRE TRANSFER INSTRUCTIONS WITH YOUR SALES REPRESENTATIVE as follows:

- > Do not use a phone number provided in an e-mail unless it is a pre-established number you have used to contact Hale in the past.
- > To be safe you can call Hale's main number (from its public website or other source in the public domain) and ask for your sales representative.
- > During the phone call, let your sales representative know when the wire will be sent so we can monitor its receipt.

Hale will NEVER inform you of any wire transfer changes through an email! ANY COMMUNICATION THAT YOU RECEIVE TO CHANGE OUR PAYMENT INSTRUCTIONS - INCLUDING THE BANK ACCOUNT - MUST BE CONSIDERED AS A FRAUD ATTEMPT. IN THIS CASE, YOU MUST CONTACT YOUR SALESMAN BY PHONE. For security purposes, do not verify any wire instructions via email communication!

PLAY IT SAFE. DON'T BE A VICTIM OF WIRE FRAUD!

Init: TAK

ADDITIONAL TERMS AND CONDITIONS

10/5/2022
This purchase order is tendered by the Purchaser for acceptance by Hale Trailer Brake & Wheel, Inc (herein called the "Company" or "Dealer"). It is understood that it will be binding upon the Purchaser upon acceptance by the Company. **72 of 479**

the Company unless accepted and signed by an Officer or authorized representative of the Company.

1. **DEFINITIONS.** "Selling Dealer" and "Dealer" mean the authorized Dealer to whom this Order is addressed, and who shall become a party on its acceptance. "Purchaser" means the party executing this Order as such on the face hereof. "Manufacturer" means the Division or Corporation that manufactured the vehicle or chassis, it being understood by Purchaser that Dealer is in no respect the agent of Manufacturer.

2. **RELATIONSHIP OF PARTIES TO AGREEMENT.** Dealer and Purchaser are the sole parties to this order. Any reference to Manufacturer is for the purpose of explaining generally certain contractual relationships existing between the Selling Dealer and Manufacturer with respect to new vehicles.

3. **NO WARRANTIES EXPRESS OR IMPLIED.** THE COMPANY MAKES NO WARRANTIES AS TO SAID VEHICLE(S), EXPRESS, IMPLIED OR IMPLIED BY LAW, AND THE COMPANY SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF INCOME.

4. **MANUFACTURER'S PRICE INCREASES.** The Manufacturer has reserved the right to change the price to Dealer of new vehicles without notice. In the event the price to Dealer of the new vehicle ordered by Purchaser is changed by Manufacturer prior to its delivery to Purchaser, Dealer reserves the right to change the cash delivery price to Purchaser. If the cash delivery price is increased by Dealer, Purchaser may, if dissatisfied with the higher figure, cancel this Order. In the event a used vehicle ("trade-in") has been traded as part of the consideration for the new vehicle, the "trade-in" shall be returned to Purchaser upon payment of a reasonable charge for storage and repairs (if any). If the trade-in has been previously sold by Dealer, the amount received for it shall be returned to Purchaser less a selling commission of 15% and any expense incurred in storing, insuring, conditioning or advertising said trade-in for sale.

5. **TRADE-IN AND APPRAISAL.** Where Purchaser wishes to trade in a used vehicle ("trade-in") as part of the consideration for the vehicle ordered, the Purchaser agrees that the amount of the allowance offered by the Company for the traded equipment shall be applied by the Company as part payment of the purchase price of said vehicle(s). The traded equipment is to be delivered to the Company in the same condition and appearance in which it was when first inspected by the Company or its representative. The Company, upon delivery of the traded equipment, shall have the right to reinspect the same, and shall be the sole judge as to its condition, with the right of acceptance or rejection. If the traded equipment is not in the same condition and appearance as when first inspected by the Company, the Company shall have the right to adjust the amount of the allowance offered therefor and the total cash sales price shall be adjusted accordingly.

6. **DELIVERY OF TITLE TO DEALER.** Purchaser agrees to deliver to Dealer satisfactory evidence of title to any trade-in vehicle used as part of the consideration for the vehicle ordered at the time of delivery of such used vehicle to Dealer. Purchaser warrants any trade-in vehicle to be his property free and clear of all liens and encumbrances except as otherwise noted on this Order.

7. **NON-REFUNDABLE DEPOSIT.** Unless this Order is canceled by Purchaser in accordance with Paragraph 4 above, Dealer shall have the right upon failure or refusal of Purchaser to accept delivery of the ordered vehicle or to comply with the terms of this Order, to retain as liquidated damages any cash deposit. In addition, where Purchaser has traded a used vehicle as part of the consideration for the vehicle ordered, Dealer shall have the right to sell such trade-in and reimburse himself out of the proceeds of such sale for the expenses specified in Paragraph 4 above and for such other expenses and losses as Dealer may incur or suffer as a result of the Purchaser's failure or refusal to comply with the provision of this Order.

8. **DESIGN CHANGES BY THE MANUFACTURER.** The Manufacturer has reserved the right to change the design of any new vehicle, chassis, accessories or parts of new vehicles at any time without notice and without obligation to make the same or any similar change upon any vehicle, chassis, accessories or parts of vehicles previously purchased by or shipped to Dealer or being manufactured or sold in accordance with Dealer's orders. In the event of any such change by the Manufacturer, Dealer shall have no obligation to Purchaser to make this same or any similar change in any vehicle, chassis, accessories or parts of the vehicle covered by this Order either before or after delivery to Purchaser.

9. **DELAYS IN DELIVERY.** The Purchaser understands and agrees that the Company shall not be held responsible for any loss, damage, detention, delay or failure to deliver resulting from any cause which is unavoidable or beyond its reasonable control, including, but not limited to fire, flood, natural disaster, strike or labor disturbance, accident, vandalism, riot or insurrection, war, any order decree, law or regulation of any court, government or governmental agency, shortage of materials, demand in excess of available supply, failure or interruption of normal transportation or power facilities: **NOR IN ANY EVENT SHALL THE COMPANY BE LIABLE FOR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF INCOME.** The receipt of said vehicle(s) by the Purchaser upon delivery shall constitute a waiver of all claims for loss or damage due to delay.

In the event that the within purchase order is canceled by mutual written agreement of the Company and the Purchaser, or if the Company is unable to make delivery of said vehicle(s) for any of the reasons hereinabove specified, the Company shall return and the Purchaser shall accept the cash deposit and the traded equipment (or if the traded equipment shall have been sold, the lesser of a) the trade value less any payoff made by the Company or b) the net amount received by the Company from the sale thereof) in full discharge of any obligations of the Company to the Purchaser hereunder.

10. **PURCHASER RESPONSIBLE FOR TAXES.** ALL TAXES NOW OR HEREINAFTER IMPOSED UPON THE SALE OF THE VEHICLE(S) SPECIFIED HEREIN SHALL BE PAID BY THE PURCHASER.

11. **EXECUTION OF OTHER DOCUMENTS.** The purchaser before or at the time of delivery of the vehicle covered by this Order will execute such other forms of agreement or documents, including loan or lease documents and security agreements (the "Other Documents"), as may be required by the terms and conditions of payment indicated on the front of this Order.

12. **PAYMENT OF BALANCE DUE AND ACCEPTANCE BY PURCHASER.** The Purchaser agrees to pay the balance due on the terms specified and to accept delivery of the ordered vehicle within 48 hours after notification that the vehicle is ready for delivery. In the event that the within purchase order is accepted by the Company and the Purchaser fails to accept delivery and perform pursuant to the terms hereof, then the Company shall have the right to retain the amount of any cash deposit and the traded equipment delivered to the Company on account of the purchase price of said vehicle(s) as liquidated damages in addition to such other rights as the Company may have under the law. In addition, the Company may dispose of or sell such ordered vehicle as the Company deems reasonable.

A security interest in said vehicle(s) shall remain in the Company until the payment in full of the purchase price, or, if the terms of payment herein provided are other than cash, until the execution and delivery of the Other Documents as hereinabove provided, at which time the terms of said Other Documents shall control.

In the event of Purchaser's failure to make payment of the purchase price when due, the Company may take immediate possession of said vehicle(s), without notice, demand, or hearing, all of which are expressly waived. For this purpose, the Purchaser shall, if the Company so requests, make said vehicle(s) available to the Company at a reasonably convenient place designated by it, and the Company shall have the right, and is hereby authorized to enter upon the premises wherever said vehicle(s) may be and remove the same. The Purchaser hereby expressly waives any action or right of action or any kind whatsoever against the Company because of the removal, repossession or retention of said vehicle(s) or otherwise.

Any amounts owing to Dealer by Purchaser pursuant to this sales order which are not paid when due are subject to a 1-1/2% per month (18% annually) late charge plus the costs of collections including reasonable attorney's fees. It is further agreed that the Purchaser will pay the Company a fee of \$25.00, per item, for any instrument returned unpaid by Purchaser's bank or financial institution.

13. **NO MODIFICATION UNLESS IN WRITING.** The Purchaser agrees that all previous communications between the Purchaser and the Company, either verbal or written, with reference to the subject matter of this purchase order, are hereby abrogated. The Purchaser further agrees that no modification hereof shall be binding upon the Company unless such modification is in writing and agreed to and accepted in writing by an officer or authorized representative of the Company.

Initial: 

Operator Estimate South Door



From <ohdwebstercounty@gmail.com>
To Terry Klaver <hamcosolidwaste@netins.net>
Date 2022-09-14 19:04

 Hamilton County.pdf(~195 KB)

Terry,

I have attached an estimate for a new operator for the South door. When the guys turned the power on to run it with the new door, the existing operator started shooting sparks and fire out of the motor. There was no way to know if the operator worked or not before as the door was gone, so the operator was never tested until the new door was installed. In my opinion of what happened, when the door was blown out the springs let loose / came unwound. When the springs unwound themselves, it more than likely ruined the internal windings and switches inside the motor itself. Therefore I believe the damage that occurred to the motor was part of the storm damage and we will need to get a new operator ordered.

If you would like to proceed please let me know.

Thank you.

Matt Osborne

The Genuine. The Original.



DATE

9/14/2022

ESTIMATE #

58535

Overhead Door Company of Webster County

6 North 21st Street

Fort Dodge, IA 50501

Phone # 5159553667

Fax # (515) 955-8817

E-mail OHDWEBSTERCOUNTY@GMAIL.COM

Name / Address			Rep	Matt
Hamilton County Solid Waste Commission 2605 McMurry Avenue Webster City, IA 50595			ESTIMATE	
			Project	
Item	Qty	Description	Cost	Total
OPRHXXH75...	1	RHX 3/4 HP Jackshaft Operator, 1 Phase, With Hoist & Brake, Installed	3,185.00	3,185.00
A DOWN PAYMENT EQUAL TO ONE-HALF OF THE ESTIMATE IS REQUIRED FOR ORDERING.				
Estimate good for 7 days. If estimate is accepted, sign and return one copy.			Total	\$3,185.00

Prices are for prepared openings only! ALL electrical wiring to be done by others. Factory wired operators, controls, to be furnished and set in place by Overhead Door. All conduit, raceways, disconnects, electrical boxes, line and low voltage wiring by Electrical and/or Fire Alarm Contractor. Not responsible for delays due to strikes, shipping problems, etc. Estimate is good for 7 days OR is based on current material costs. Cancellations after 10 days will be subject to a 100% cancellation fee. If above job estimate is to be completed, please sign and return one copy.

SIGNATURE/ORDER APPROVAL/PAY AGREEMENT

SWPPP Proposal Details



From Kevin Jensen <kjensen@evora-group.com>
To <hamcosolidwaste@netins.net>
Cc Tim Buelow <tbuelow@evora-group.com>, Jamie Lane <jlane@evora-group.com>
Date 2022-09-19 11:05

Prp.226999_HAMSW - SWPPP Update and GP1 Permit Renewal.pdf (~280 KB)

image001.jpg (~2 KB) image002.png (~4 KB) image003.png (~1 KB)

image004.png (~1 KB)

Terry,

After your landfill closure, DNR had stated that a transfer station alone did not require stormwater permitting since the operations occurred inside the building. DNR did not take into account the outdoor storage of appliances, tires, etc. onsite that do require stormwater permitting for those items if stored outside and exposed to stormwater. They have now called this out in their recent inspection report.

This proposal will cover renewal of the stormwater permit and payment to the DNR (\$850). We will document the site layout with the site visit and update the stormwater plan and map to just the current transfer station and scrap collection operations.

This work would have largely been required whether or not the permit had been rescinded in 2018. The permit needs to be renewed and paid for every five years and the SWPPP would have needed updated for just the transfer station operations.

The DNR stormwater permit only requires stormwater sampling for very environmentally risky operations like landfiling. It does not require sampling from basic scrap storage and collection facilities with waste operations occurring indoors like you now have. You will still have annual inspection and training requirements.

Happy to answer any more questions on this that members may have.

Thank you,



EVORA
GROUP

Kevin Jensen
Environmental Compliance Lead

T: 515-256-8814 M: 515-368-3155

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September 12, 2022

Mr. Terry Klaver, Manager
Hamilton County Solid Waste Commission
P.O. Box 128
Webster City, Iowa 50595

RE: Proposal: SWPPP Update and GP1 Permit Renewal
Hamilton County Sanitary Landfill (Closed) and Transfer Station
Permit Nos. 40-SDP-02-75C and 40-SDP-06-01P-XFR
Proposal No. 226999

Dear Terry:

Evora Consulting (Evora) appreciates the opportunity to provide consulting services described as Storm Water Pollution Prevention Plan (SWPPP) Updates and General Permit Number 1 (GP1) Renewal for the Hamilton County Solid Waste Commission (Client).

1.0 PROJECT UNDERSTANDING

The Client was inspected by the Iowa Department of Natural Resources (DNR) on August 10, 2022 and received an inspection report on August 19, 2022, detailing requirements to bring the facility into compliance with NPDES General Permit #1 for stormwater discharge associated with industrial activity.

A SWPPP is required for industrial facilities that discharge stormwater. Chapter 40 of the Code of Federal Regulations (CFR) part 122.26 defines the categories of industrial activity which require National Pollutant Discharge Elimination System (NPDES) permits and specifies the application requirements for these permits. A SWPPP must be developed in accordance with the applicable NPDES general permit. These plans require annual employee training and an annual site inspection for compliance with the permit.

The Client has requested a proposal from Evora to summarize the tasks and costs associated with achieving compliance in the following tasks.

2.0 SCOPE OF SERVICES

Evora proposes to perform the following services:

Task 1 – Site Visit

Evora staff authoring the SWPPP will perform a site visit of the facility to gather current data and information on the layout and the materials and activities performed at the site. The information collected will be used to create an updated SWPPP for the facility that is in conformance with NPDES General Permit Number 1.

Task 2 – SWPPP Update

Evora staff will use the information gathered during the site visit to prepare an updated SWPPP in conformance with current site operations and with the requirements detailed by the DNR in their inspection report dated August 19, 2022.



Deliverable:

Evora will provide the Client with an updated SWPPP.

Task 3 – GP1 Permit Renewal

Evora staff will renew the site's coverage under the NPDES General Permit Number 1 for stormwater discharge associated with industrial activity. The permit renewal period will be for 5 years.

Deliverable:

Evora will provide the Client with an updated General Permit Number 1.

3.0 LIMITATIONS

Services not set forth in section 2.0, scope of services, are excluded from this proposal. Evora assumes no responsibility to perform such excluded services and has no liability associated with the non-performance of such services.

4.0 SCHEDULE

Evora will begin these services subsequent to receiving the signed confirmation of notice to proceed, or the Client's verbal authorization followed by the signed notice to proceed. Barring circumstances beyond Evora's control, Evora anticipates performance of tasks under the scope of services within 6 weeks.

5.0 COMPENSATION

Evora agrees to perform the above scope of services on a lump sum by task basis. Compensation detail per task is shown in Table 1. Although compensation is shown by task, the compensation for individual tasks are not independent of each other, and elimination of any task or part of a task shall justify a review and potential adjustment of the compensation for the remaining scope of services. Evora invoices will be submitted monthly and will reflect the percentage complete of each task as of the date of the invoice. The compensation for the proposed scope of services is valid for 60 days following the date of this proposal. Payment terms are as described in the attached Terms and Conditions. Should conditions be encountered that require a significant change in the scope of services, compensation, or schedule, Evora will contact Client and proceed only with Client authorization, followed by a signed Change Order.

**TABLE 1
COMPENSATION DETAIL
SWPPP UPDATE AND GP1 PERMIT RENEWAL**

TASK	DESCRIPTION	FEE
1	Site Visit	\$550
2	SWPPP Update	\$2,000
3	GP1 Permit Renewal	\$850
TOTAL COST		\$3,400



6.0 HEALTH AND SAFETY

This proposal assumes that Level D safety precautions are adequate and confined space entry is not required. Level D safety attire generally consists of a normal work uniform including safety shoes, hard-hat where required, and appropriate eye protection. Costs may be adjusted accordingly if site specific conditions require more stringent health and safety procedures.

7.0 CONDITIONS

Items to be provided by the Client include the right-of-entry to conduct inspections or other on-site activities requested by the Client. The Client is responsible for making Evora aware of any restrictions or special requirements regarding the site and its required activities prior to the commencement of the fieldwork. We have enclosed our Terms and Conditions that should be considered part of this proposal.

Items to be provided by Client include access to information pertinent to the reviews and reports discussed herein. The tasks in this proposal are based on the assumption that the majority of this information is currently available.



EVORA CONSULTING

CONFIRMATION OF NOTICE TO PROCEED

Proposal No.: 226999

The above proposal and attached Terms and Conditions are understood and accepted.

Evora agrees to perform and complete the following services for Hamilton County Solid Waste Commission at their facility outside Webster City, IA.

The scope of services is described as SWPPP Update and GP1 Permit Renewal and will include other technical and/or administrative services as outlined in this Proposal.

Evora agrees to perform the above scope of services for a total compensation of \$3,400, as shown in Table 1. Client will be invoiced for the percent of each task completed at the time of the invoice. The compensation for the proposed scope of services is valid for 60 days following the date of this proposal.

If this proposal meets with your approval, please sign and return one original or copy via email, fax to 515-256-0572, or U.S. mail to Evora Consulting, 1690 All State Ct, Suite 100, West Des Moines, IA 50265.

If you have questions regarding any of the information above, please contact us at 515.256.8814.

EVORA CONSULTING

HAMILTON COUNTY SOLID WASTE COMMISSION

Kevin Jensen

Kevin Jensen
Environmental Compliance Lead
9/12/2022
kjensen@evora-group.com

Signature

Printed

Title:

Chris O'Brien

Chris O'Brien
COO
9/12/2022
cobrien@evora-group.com

Date:

Email:

Copies: Addressee
File (electronic)

HAMILTON COUNTY SOLID WASTE COMMISSION

Profit & Loss Budget vs. Actual

July through September 2022

Cash Basis

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Income				
CD INTEREST	735.76	0.00	735.76	100.0%
OPERATING FUND				
ASSESSMENTS	16,795.19	64,781.00	-47,985.81	25.9%
FARM INCOME	0.00	3,500.00	-3,500.00	0.0%
GAS TAX REFUND	0.00	50.00	-50.00	0.0%
GATE CHARGES				
APPLIANCES	2,000.00	0.00	2,000.00	100.0%
C&D	96,595.62	0.00	96,595.62	100.0%
CONCRETE	293.08	0.00	293.08	100.0%
ELECTRONICS	323.00	0.00	323.00	100.0%
LATEX PAINT	174.00	0.00	174.00	100.0%
MSW	241,405.69	0.00	241,405.69	100.0%
PACKER	2,406.00	0.00	2,406.00	100.0%
RCC FEES	109.65	0.00	109.65	100.0%
TIRES	3,102.86	0.00	3,102.86	100.0%
TVS	2,220.00	0.00	2,220.00	100.0%
GATE CHARGES - Other	-632.56	1,050,000.00	-1,050,632.56	-0.1%
Total GATE CHARGES	348,003.34	1,050,000.00	-701,996.66	33.1%
INTEREST	0.00	1,000.00	-1,000.00	0.0%
OTHER RECEIPTS	237.10	0.00	237.10	100.0%
REFUNDS AND REIMBURSEMENTS	0.00	35,000.00	-35,000.00	0.0%
SCRAP METAL SOLD	1,988.25	1,000.00	988.25	198.8%
OPERATING FUND - Other	17.58	0.00	17.58	100.0%
Total OPERATING FUND	367,041.46	1,155,331.00	-788,289.54	31.8%
POST CLOSURE RESERVE FUND				
INTEREST ON INVESTMENTS	0.00	3,600.00	-3,600.00	0.0%
Total POST CLOSURE RESERVE FUND	0.00	3,600.00	-3,600.00	0.0%
TRANSFER STATION CD INTEREST				
Total Income	367,777.22	1,159,231.00	-791,453.78	31.7%
Expense				
EQUIPMENT RESERVE FUND				
EQUIPMENT PURCHASES	29,497.00	94,497.00	-65,000.00	31.2%
Total EQUIPMENT RESERVE FUND	29,497.00	94,497.00	-65,000.00	31.2%
LANDFILL POST CLOSURE FUND				
CONSULTING ENGINEERING FEES	681.25	10,000.00	-9,318.75	6.8%
LAB TESTING	2,085.10	1,500.00	-201.46	86.6%
LEACHATE DISPOSAL	1,298.54	2,500.00	-2,500.00	0.0%
LEACHATE SEEP REPAIR	0.00	2,820.00	-1,840.00	34.8%
LEACHATE SYSTEM REPORTS	980.00	5,600.00	-4,960.00	108.9%
OTHER DISBURSEMENTS	26.99		26.99	
WATER QUALITY REPORTS	6,096.25		6,096.25	
Total LANDFILL POST CLOSURE FUND	11,168.13	22,420.00	-11,251.87	49.8%

HAMILTON COUNTY SOLID WASTE COMMISSION Profit & Loss Budget vs. Actual July through September 2022

Cash Basis

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Operating Fund Expenses				
Attorney Fees	0.00	1,000.00	-1,000.00	0.0%
Audits	0.00	5,100.00	-5,100.00	0.0%
Bank Service Charges	0.00	100.00	-100.00	0.0%
Building and Fixture Repairs	9,575.57	60,000.00	-50,424.43	16.0%
Building Supplies	135.96	1,000.00	-864.04	13.6%
Cell Phone Service	319.89	1,680.00	-1,360.11	19.0%
Change Fund	0.00	50.00	-50.00	0.0%
COMMISSION FEES	450.97	2,000.00	-1,549.03	22.5%
Computer Service	0.00	1,500.00	-1,500.00	0.0%
Diesel Fuel/Fuel Oil	10,191.74	43,200.00	-33,008.26	23.6%
Drinking Water Service	119.00	500.00	-381.00	23.8%
Electricity	889.40	5,500.00	-4,610.60	16.2%
ELECTRONICS RECYCLING	2,804.80	10,000.00	-7,195.20	28.0%
Engineering Fees	4,141.55	7,000.00	-2,858.45	59.2%
Equipment and Vehicle Repairs	459.48	12,000.00	-11,540.52	3.8%
Gasoline	353.95	1,000.00	-646.05	35.4%
Insurance Expense	0.00	13,024.00	-13,024.00	0.0%
Licenses and Permits	0.00	100.00	-100.00	0.0%
Medical Supplies	0.00	200.00	-200.00	0.0%
Meeting/Training Expenses	81.22	1,200.00	-1,118.78	6.8%
Membership Dues	0.00	450.00	-450.00	0.0%
MISC EXPENSES	40.00	0.00	40.00	100.0%
Miscellaneous Expenses	345.66			
NCIARSWA Gate Fees	168,456.96	585,000.00	-416,543.04	28.8%
NCIARSWA Per Capita Assessments	16,195.16	64,781.00	-48,585.84	25.0%
Office Supplies	394.74	3,000.00	-2,605.26	13.2%
Other Capital Outlay	0.00	0.00	0.00	0.0%
Payroll Expenses				
Health Insurance				
IPERS	8,766.96	37,116.00	-28,349.04	23.6%
Medicare & Social Security	5,577.70	19,722.00	-14,144.30	28.3%
Unemployment Insurance	4,520.10	15,982.00	-11,461.90	28.3%
Wages	38.15	1,963.00	-1,924.85	1.9%
	59,086.17	208,920.00	-149,833.83	28.3%
Total Payroll Expenses	77,999.08	283,703.00	-205,713.92	27.5%
Phone & Internet Service				
Postage	404.57	1,700.00	-1,295.43	23.8%
Propane	75.94	550.00	-474.16	13.8%
Public Notices	3,457.54	3,000.00	457.54	115.3%
RCC DISPOSAL/SUPPLIES	365.40	1,200.00	-834.60	30.5%
Rock	5,439.76	13,000.00	-7,560.24	41.8%
Safety Clothing and Equipment	835.28	1,000.00	-164.72	83.5%
Security Monitoring	0.00	2,000.00	-2,000.00	0.0%
Signs	325.05	1,300.00	-974.95	25.0%
TIRE REMOVAL	384.75	500.00	-115.25	77.0%
Tires	1,395.19	10,000.00	-8,604.81	14.0%
Uniform Service	2,171.00	8,000.00	-5,829.00	27.1%
Vehicle&Equip. Parts&Supplies	1,050.33	1,800.00	-749.67	58.4%
WORKERS' COMP INSURANCE	1,650.04	10,000.00	-8,349.96	16.5%
	1,935.00	6,000.00	-4,065.00	32.3%
Total Operating Fund Expenses	312,434.88	1,163,136.00	-850,703.12	26.9%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	353,100.01	1,280,055.00	-926,954.99	27.6%
Net income	14,677.21	-120,824.00	135,501.21	-12.1%



MEMORANDUM

TO: Mayor and City Council

FROM: Biridiana Bishop, Assistant City Manager
Daniel Ortiz-Hernandez, City Manager

DATE: October 17, 2022

RE: Rejection of Bids Received for Lincoln Drive Reconstruction Project

SUMMARY: The Lincoln Drive Reconstruction project plans and specifications request for proposals has closed. The City received one bid that was \$504,114.10 over the engineer's estimate for construction. The improvement area includes Lincoln Drive east of the Hillcrest intersection, approximately 1100' to the east. City staff and consulting engineers recommend the City Council authorize staff to rebid the project and set a new public hearing date of November 21, 2022.

PREVIOUS COUNCIL ACTION: The Council approved Amendment No. 17 with Snyder & Associates to complete the project development, administration, survey, design and construction administration and observation of the Lincoln Drive project on February 21, 2022. On September 19, 2022, the City Council set a public hearing for October 17, 2022.

The Council has seen this as part of the 5-year CIP in the FY 22-23 Budget adoption and adopted the 2022 Goal Setting Report noting they would like to pursue a strategic plan on how to address replacement of aging infrastructure.

BACKGROUND/DISCUSSION: On October 12, 2022 at 2:00 p.m., city staff opened the one bid received for the Lincoln Drive reconstruction project. The City received the following bid:

On Track Construction, LLC	\$1,625,495.60
----------------------------	----------------

The engineer's estimate for construction was \$1,121,381.50. The bid received came in \$504,114.10 over the estimated cost. After discussion and review with our consulting engineers, City staff and Snyder & Associates are recommending the City Council reject the one bid and authorize staff to rebid the project in an effort to receive a more competitive bid. Snyder & Associates reached out to plan holders for feedback and will incorporate items to produce a more attractive project.

FINANCIAL IMPLICATIONS: The bid received is \$504,114.10 above the engineer's estimate for construction and it is recommended this project be rebid.

RECOMMENDATION: Staff recommends the City Council reject the bids received for Lincoln Drive reconstruction and rebid the project.

Addendum No. 1

To: HOLDERS OF PLANS AND SPECIFICATIONS

Date: October 7, 2022

From SNYDER & ASSOCIATES, INC.

RE: LINCOLN DRIVE RECONSTRUCTION

Enclosed is one copy of Addendum No. 1 for the above reference project.

Please acknowledge receipt of the addendum by signing and faxing this cover to us at (515) 964-7938.

Acknowledge receipt of this addendum on page P-1 of the Proposal prior to submission.

This document contains Two (2) pages. Please contact this office at (515) 964-2020 if pages are missing or illegible.

Company On Track Construction, LLC

Signature and Title Keely Cook - Office Manager

NON-COLLUSION AFFIDAVIT STATEMENT

STATE OF IOWA)
) ss
HAMILTON COUNTY)

I Joseph Winter being first duly sworn, depose and

say that I am the Vice President
(Sole Owner, Partner, President, Secretary, etc.)

of On Track Construction, LLC
(Contractor)

the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded conspired, connived, or agreed with any bidder or anyone else to put in a false or sham bid, or that anyone shall refrain from bidding; that said bidder has not solicited or induced any individual or entity to refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to get the bid price of said bidder or of any other bidder, not to fix any overhead, profit, or cost advantage against the public body awarding the contract or anyone interested in the proposed contract; that bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract; that all statements contained in such bid are true; and further, that said bidder has not directly or indirectly submitted his/her bid price or any breakdown thereof, nor the contents thereof, nor divulged information or data relative thereto, nor paid and will not pay fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, nor to any member or agent thereof, nor to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his/her general business.

By: Joe Winter

Subscribed and sworn to before this 12th day of October, 2022.

(Notarial Acknowledgment)

Kelly K Cook
Signature of Officer Administering Oath



SUBCONTRACTORS LIST

Bidder supplies the following information for any subcontractor, supplier, fabricator, equipment rental with operator, etc. to be used on the **Lincoln Drive Reconstruction Project**.

Name and Telephone No.	Address	License No.	Bid Item No. or Work to be Performed
Castor ()	Fort Dodge, IA		PCC
Fort Dodge Asphalt ()	Fort Dodge, IA		HMA
Greentech ()	Grimes, IA		Seeding + Erosion Control
Sumner's Enterprises ()	Masonville, IA		Trenchless Storm
Iowa Plains Signage ()	State, IA		Traffic Control
Team Services ()	Fort Dodge, IA		Testing
()			
()			

(Use additional sheets as necessary)

BID BOND

KNOW ALL BY THESE PRESENTS:

That we, **On Track Construction, LLC**, as Principal, and **IMT Insurance Company**, as Surety, are held and firmly bound unto the **City of Webster City, Iowa**, as Oblige, (hereinafter referred to as the "Jurisdiction"), in the penal sum of **Ten percent of amount bid ----- DOLLARS (\$10% -----)**, or **ten percent (10%)** of the amount bid in lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain Proposal, in a separate envelope, and hereby made a part hereof, to enter into a Contract in writing, for the following described improvements:

LINCOLN DRIVE RECONSTRUCTION PROJECT

The **Lincoln Drive Reconstruction Project** is located on Lincoln Drive east of the Hillcrest Drive intersection, approximately 1100' to the east terminus, within the City of Webster City. The project consists of approximately 2370 LF of curb and gutter, 1345 tons of HMA Pavement Standard Traffic ½ Inch Mix, PG 58-28S; 396 SY of PCC driveway pavement; 5100 SY of subbase preparation; 5100 SY of 8" modified subbase; spot repair of 8" sanitary sewer; 111 LF 15" Class III RCP trenched storm sewer; 167 LF of 24" Class III RCP trenched storm sewer; 110 LF of trenchless 12" PVC storm sewer; 2935 LF of subdrain with cleanouts and connections; 979 LF CIPP Main Lining, UV Cure, 8" Dia. and related televising and service reinstatement; replacement of 10 each sanitary sewer service stubs, 4" dia.; 1135 LF 8" PVC water main with fittings; 5 each 8" gate valves; 18 each 1" water services; 4 each fire hydrants; 43 VF Centrifugally Cast Cementitious Mortar Lining With Epoxy Seal; temporary traffic control, erosion control and seeding, and various related removals and improvements.

The Surety hereby stipulates and agrees that the obligations of said Surety and its Bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract; and said Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be **Hamilton** County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or Principal to enforce the provisions of the Bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all damages, costs, and attorney fees incurred by enforcing any of the provisions of this Bond. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against Surety for any amount guaranteed hereunder whether action is brought against Principal or whether Principal is joined in any such action or actions or not.

NOW, THEREFORE, if said Proposal by the Principal be accepted, and the Principal shall enter into a Contract with Jurisdiction in accordance with the terms of such Proposal, including the provision of insurance and of a Bond as may be specified in the Contract Documents, with good and sufficient Surety for the faithful performance of such Contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void; otherwise, the Principal shall pay to the Jurisdiction the full amount of the Bid Bond, together with court costs, attorney's fees, and any other expense of recovery.

Signed and sealed this 12th day of October, 2022.

SURETY:

IMT Insurance Company
Surety Company
By: Courtney Meyer
Signature Attorney-in-Fact/Officer
Courtney Meyer
Printed Name of Attorney-in-Fact/Officer
AssuredPartners Great Plains LLC
Company Name
4200 University Ave #200
Company Address
West Des Moines, IA 50266
City, State, Zip Code
515-244-0166
Company Telephone Number

PRINCIPAL:

On Track Construction, LLC
Bidder
By: Joe Winter
Signature
JOE WINTER
Printed Name
VICE PRESIDENT
Title
1435 West F Ave
Address
Nevada, IA 50201
City, State, Zip Code
515-382-3970
Telephone Number

NOTE:

1. All signatures on this Bid Bond must be original signatures in ink; copies, facsimiles, or electronic signatures will not be accepted.
2. This Bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this Bond must be valid on its face and sealed with the Surety's raised, embossing seal.



POWER OF ATTORNEY

Know All Persons By These Presents, that **IMT Insurance Company** a corporation duly organized under the laws of the State of Iowa, and having its principal office in the City of West Des Moines, County of Polk, State of Iowa, hath made, constituted and appointed, and does by these presents make, constitute and appoint

**Jeffrey R. Baker, E. A. von Harz, Brandon Horbach,
Greg T. LaMair, Joseph I. Schmit, Courtney Meyer and Juliana Bartlett**

of West Des Moines and State of Iowa its true and lawful Attorney-in-Fact, with full power and authority hereby conferred in its name, place and stead, to sign, execute, acknowledge and deliver in its behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

*****Unlimited Amounts*****

and to bind **IMT Insurance Company** thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of **IMT Insurance Company**, and all such acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of **IMT Insurance Company** on December 18, 1998.

ARTICLE VIII, SECTION 4. - The President or any Vice President or Secretary shall have the authority to appoint Attorneys In Fact and to authorize them to execute on behalf of the Company, and attach thereto the Corporate Seal, bonds, undertakings, recognizances, contracts of indemnity or other obligatory writings, excluding insurance policies and endorsements.

ARTICLE VIII, SECTION 5. - The signature of any authorized officer and the Corporate Seal may be affixed by facsimile to any Power of Attorney authorizing the execution and delivery of any of the instruments described in Article VIII, Section 4 of the By-Laws. Such facsimile signature and seal shall have the same force and effect as though manually affixed.

In Witness Whereof, **IMT Insurance Company** has caused these presents to be signed by its President and its corporate seal to be hereto affixed, this 12th day of October, 2022.

IMT Insurance Company

Sean Kennedy, President

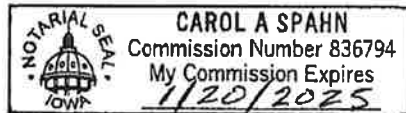


STATE OF IOWA
COUNTY OF Dallas

} ss:

On this 12th day of October, 2022, before me appeared Sean Kennedy, to me personally known, who being by me duly sworn did say that he is President of the **IMT Insurance Company**, the corporation described in the foregoing instrument, and that the Seal affixed to the said instrument is the Corporate Seal of the said Corporation and that the said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of West Des Moines, Iowa, the day and year first above written.



Notary Public, Dallas County, Iowa

CERTIFICATE

I, Brad Buchanan, Secretary of the **IMT Insurance Company** do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY, executed by said the **IMT Insurance Company**, which is still in force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the Company on 12th day of October, 2022.

Brad Buchanan, Secretary



BID CERTIFICATION

The undersigned certifies they are familiar with the various state and local laws affecting labor, length of working days, employer's liabilities, Sunday and holiday work, alien labor, domestic materials, subcontractors, etc. It is understood and agreed that the work under the contract will be commenced by the undersigned bidder, if awarded the contract, within fourteen (14) calendar days after receipt of the Notice to Proceed and will be completed by the Contractor in the time set forth in the AGREEMENT. Contract time shall begin on the date of the Notice to Proceed and "winter work" shall be as specified in the Special Provisions.

Enclosed find bidders bond, certified check no. _____ on the

IMT INSURANCE COMPANY

Bank,

in the amount of 10% of BID TOTAL

which is as stipulated in the bid bond, submitted by the undersigned made payable to the City of Webster City, Iowa and which is given as a guarantee that the bidder agrees that in case of their default in executing said contract with necessary bonds, the bond or check accompanying this bid and the money made payable shall become and remain the property of the City.

It is understood and agreed that the City has the right to waive defects and to accept or reject any or all bids. The following required information is true and correct. Failure to complete this information renders the bid non-responsive and the bid must be rejected.

On Track Construction, LLC

Company Name

PO Box 524

Mailing Address

Nevada IA 50201

City, State, Zip

1435 West F Ave Nevada IA 50201

Street Address (if different from Mailing Address)

888-850-0208

Telephone Number

[Signature]

Authorized Signature

VICE PRESIDENT

Signatory's Title

C132124

State License Number

joe@ontrackiowa.com

Email Address

800-284-6938

Fax Number

Dated this 12th day of OCTOBER, 2022.

RECEIPT OF ADDENDA:

Addendum #1 X Addendum #2 _____ Addendum #3 _____

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- ☒ Yes ☐ No My business is currently registered as a contractor with the Iowa Division of Labor.
- ☐ Yes ☒ No My business is a sole proprietorship, and I am an Iowa resident for Iowa income tax purposes.
- ☐ Yes ☒ No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- ☒ Yes ☐ No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- ☐ Yes ☒ No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa Secretary of State, has filed its most recent biennial report with the Secretary of State, and has neither received a certificate of withdrawal from the Secretary of state nor had its authority revoked.
- ☐ Yes ☒ No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- ☐ Yes ☒ No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- ☐ Yes ☒ No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state and has not filed a statement of termination.
- ☐ Yes ☒ No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa Secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- ☒ Yes ☐ No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- ☐ Yes ☒ No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

Statement of Bidder's Qualifications Form

All Contractors intending to submit a Proposal for the listed Project shall submit a fully completed written statement on this form sworn to before an officer authorized by law to administer oaths. The Contractor shall be bound by the information set forth in the statement.

Failure to submit a fully completed and accurate Statement of Bidder's Qualifications Form with the Proposal may result in the Proposal being deemed non-responsive and may result in the Proposal being rejected.

Instructions

1. All Questions must be answered completely and correctly.
2. Do not leave blanks.
3. If a question or section is not applicable, write "Not Applicable" or "N/A".
4. "Information Provided Upon Request" or similar responses are not acceptable.
5. If you need additional space to complete an answer, use a separate piece of paper and attach it to this form.

Project Information

Project Name: Lincoln Drive Reconstruction Project

Owner's Name: City of Webster City, Iowa

Owner's Address: Webster City City Hall, 400 Second Street, Webster City, Iowa, 50595

Contractor Information

1. Identification

A. Name of Organization: On Track Construction, LLC

B. Name and Title of Responsible Individual: JOE WINTER / VICE PRESIDENT

C. Contractor's Address: 1435 West F Ave Nevada IA 50001

D. Telephone Number: 880-88-0208

E. Fax Number: 800-284-6938

F. Email: joe@ontrackiowa.com

2. Responsibility

- A. Has the Contractor's Registration ever been suspended or revoked in any jurisdiction?

_____ Yes ☒ No

If yes, provide all relevant information and documentation regarding the suspension or revocation.

- B. Has the Contractor ever been unable to obtain a bond or been denied a bond?

_____ Yes ☒ No

If yes, provide all relevant information and documentation regarding the refusal or denial.

- C. Has the Contractor had any judgments entered against it or been a party to arbitration proceedings or litigation within the past five (5) years, or are there any currently pending arbitration proceedings or litigation involving the Contractor or any of its officers?

_____ Yes ☒ No

If yes, provide listings, status, and outcomes regarding the judgments, arbitration proceedings, or litigation. The Owner reserves the right to request additional information, if deemed necessary.

- D. Within the past five (5) years, has the Contractor, or the Contractor's proposed subcontractor(s) for the Project, ever been prohibited, debarred, disqualified, or removed by any federal, state, or local governmental entity from bidding on any project?

_____ Yes ☒ No

If yes, provide all relevant information and documentation regarding the prohibition, debarment, disqualification, or removal.

- E. Within the past five (5) years, has the Contractor, or the Contractor's proposed subcontractor(s) for the Project, received notification of breach or default on any contract; had any contract terminated; had any owner request to take over work; failed to substantially complete any project in a timely manner; or failed to fully complete any project in a timely manner?

_____ Yes ☒ No

If yes, provide all relevant information and documentation regarding said breach, default, termination, owner request to take over work, or failure to complete.

- F. The Contractor affirms its responsibility to retain only subcontractors who can fully comply with the Contract Documents for the Project, including those that can address requirements concerning labor.

☒ Yes _____ No

- G. The Contractor affirms its responsibility to ensure that each subcontractor meets quality assurance specifications as presented in the Contract Documents for the Project.

☒ Yes _____ No

H. The Contractor agrees to submit to the Owner a list of all proposed subcontractors at the time of the preconstruction conference for the Project. In the event that any of the Contractor's designated subcontractors for the Project are found by the Owner to have "Yes" answers to either of questions 2.D. and 2.E. or not meet the requirements of questions 2.F. and 2.G. above, such subcontractor(s) may be prohibited from the Project. If said subcontractor(s) are prohibited from the Project, the Contractor shall propose qualified replacement subcontractor(s) prior to starting the Project. The replacement subcontractor(s) shall be subject to the Owner's approval. Such approval will not be unreasonably withheld.

X Yes _____ No

3. Certification

I hereby certify that:

(1) all the information submitted in this Statement of Bidder's Qualifications Form, including all attachments, is true to the best of my knowledge and belief;

(2) I am authorized to sign this Statement of Bidder's Qualifications Form on behalf of the Contractor whose name appears in Item 1 above; and

(3) if any of the information I have provided herein becomes inaccurate, prior to execution of any Contract for the Project, I will immediately provide the Owner with updated accurate information in writing.

Dated this 12 day of OCTOBER, 2022.

Name of Contractor:

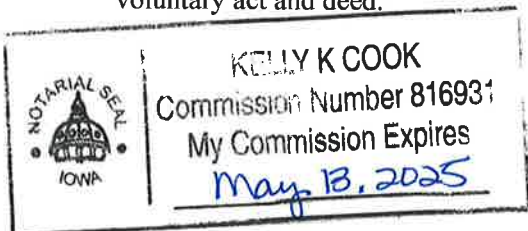
on Track Construction, LLC

By: [Signature]

Title: Vice President

State of Iowa)
) SS
Story County)

On this 12th day of October, 2022, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Joseph Wenter and _____, to me known to be the identical person(s) named in and who executed the foregoing instrument and acknowledged that (he) (she) (they) executed the instrument as (his) (her) (their) voluntary act and deed.



Kelly K Cook
Notary Public in and for the State of Iowa
My commission expires May 13, 2025

The following documents must be submitted as printed. No alterations, additions, or deletions are allowed. If the Bidder notes a requirement in the Contract Documents that the Bidder believes will require a conditioned or unsolicited alternate bid, the Bidder must immediately notify the Engineer in writing. The Engineer will issue any necessary interpretation by an addendum.

PROPOSAL

PROPOSAL: PART A – SCOPE

The **City of Webster City**, hereinafter called the “Jurisdiction,” has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in the Contract Documents, which are officially on file with the Jurisdiction, in the office of the **City Clerk**, at the prices hereinafter provided in Part C of the Proposal, for the following described improvements:

LINCOLN DRIVE RECONSTRUCTION PROJECT

The **Lincoln Drive Reconstruction Project** is located on Lincoln Drive east of the Hillcrest Drive intersection, approximately 1100’ to the east terminus, within the City of Webster City. The project consists of approximately 2370 LF of curb and gutter, 1345 tons of HMA Pavement Standard Traffic ½ Inch Mix, PG 58-28S; 396 SY of PCC driveway pavement; 5100 SY of subbase preparation; 5100 SY of 8” modified subbase; spot repair of 8” sanitary sewer; 111 LF 15” Class III RCP trench storm sewer; 167 LF of 24” Class III RCP trench storm sewer; 110 LF of trenchless 12” PVC storm sewer; 2935 LF of subdrain with cleanouts and connections; 979 LF CIPP Main Lining, UV Cure, 8” Dia. and related televising and service reinstatement; replacement of 10 each sanitary sewer service stubs, 4” dia.; 1135 LF 8” PVC water main with fittings; 5 each 8” gate valves; 18 each 1” water services; 4 each fire hydrants; 43 VF Centrifugally Cast Cementitious Mortar Lining With Epoxy Seal; temporary traffic control, erosion control and seeding, and various related removals and improvements.

PROPOSAL: PART B – ACKNOWLEDGEMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the Contract Documents when issued and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

ADDENDUM NUMBER 1 ADDENDUM NUMBER _____
ADDENDUM NUMBER _____ ADDENDUM NUMBER _____

and certifies that said addenda were utilized in the preparation of this bid.

PROPOSAL: PART C – BID ITEMS, QUANTITIES, AND PRICES

UNIT BID PRICE CONTRACTS: The Bidder must provide the Unit Bid Price, the Total Bid Price, any Alternate Prices, and the Total Construction Costs on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. In case of discrepancy, the Unit Bid Price governs. The quantities shown on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices are approximate only, but are considered sufficiently adequate for the purpose of comparing bids. The Total Construction Cost plus any alternates selected by the Jurisdiction shall be used only for comparison of bids. The Total Construction Cost, including any Add-Alternates, shall be used for determining the sufficiency of the bid security.

BASE BID CONTRACTS: The Bidder must provide any Bid Prices, any Alternate Prices, and the Total of the Base Bid plus any Add-Alternates on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. The Total of the Base Bid plus any Alternates selected by the Jurisdiction shall be used only for comparison of bids. The Total of the Base Bid plus any Add-Alternates shall be used for determining the sufficiency of the bid security.

PROPOSAL: PART D – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this project, reserves the right to:

1. Reject any or all bids. Award of the Contract, if any, to be to the lowest responsible, responsive Bidder; and
2. Reject any or all alternates in determining the items to be included in the Contract. Designation of the lowest responsible, responsive Bidder to be based on comparison of the total bid plus any selected alternates; and
3. Make such alterations in the Contract Documents or in the Proposal quantities as it determines necessary in accordance with the Contract Documents after execution of the Contract. Such alterations shall not be considered a waiver of any conditions of the Contract Documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a Contract, if this Proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a Performance, Payment, and Maintenance Bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such Contract and/or to furnish said Bond; and
3. Notice to Proceed shall be issued after satisfactory review of executed bonds, insurance, and contract.
4. The Contractor shall complete the work as follows:
The Contractor shall fully complete the project within 65 Working Days. Substantial completion includes having all pavement, PCC sidewalk and ramps, pavement markings and site restoration and ALL work areas open to use by the public. Work areas once commenced shall be diligently worked to completion. Should the Contractor fail to fully complete the work within the time allotted, liquidated damages of One Thousand Dollars (\$1,000) per working day shall be applied for each calendar day until the work is fully complete.

PROPOSAL: PART E – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this Proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this Proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to submit a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder, and that all statements in this proposal are true; and
5. That the individual(s) executing this Proposal have the authority to execute this Proposal on behalf of the Bidder.

PROPOSAL: PART F – ADDITIONAL REQUIREMENTS

The Bidder hereby agrees to comply with the additional requirements listed below that are included in this Proposal and identified as proposal attachments:

<u>ITEM NO.</u>	<u>DESCRIPTION OF ATTACHMENT</u>
1.	<u>Bidder Status Form</u>
2.	<u>Statement of Bidder's Qualifications Form</u>
3.	<u>_____</u>
4.	<u>_____</u>
5.	<u>_____</u>
6.	<u>_____</u>

PROPOSAL: PART G – IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is submitted by a/an:

- ☐ Individual,
Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☒ Limited Liability Company
- ☐ Joint-venture: all parties must join-in
and execute all documents
- ☐ Other

The Bidder shall enter its Public Registration
Number C 1 3 2 1 - 2 4 issued
By the Iowa Commissioner of Labor Pursuant
Section 91C.5 of the Iowa Code.

Failure to provide said Registration Number
shall result in the bid being read under
advisement. A contract will not be executed
until the Contractor is registered.

On Track Construction, LLC

Bidder

Joe Winter

Signature

By:

JOE WINTER

Name (Print/Type)

VICE PRESIDENT

Title

1435 West F Ave

Street Address

NEWADA IA 50201

City, State, Zip Code

888-850-0208

Telephone Number

Type or print the name and title of the company's
owner, president, CEO, etc.
if a different person than entered above.

MATT RUNGE

Name

PRESIDENT

Title

NOTE:

1. The signature on this Proposal must be an original signature in ink; copies, facsimiles, or electronic signatures will not be accepted.

PROPOSAL ATTACHMENT: PART C – BID ITEMS, QUANTITIES, AND PRICES

This is a UNIT BID PRICE CONTRACT. The bidder must provide the Bid Price(s), and the Total of the Base Bid in this Proposal Attachment: Part C – Bid Items, Quantities, and Prices the total of the base bid plus any alternates selected by the Jurisdiction shall be used only for comparison of bids. The total of the Base Bid shall be used for determining the sufficiency of the bid security.

BASE BID					
Item No.	Item Description	Unit	Quantity	Unit Price	Total Price
	Earthwork				
2.01	Clearing and Grubbing	LS	1	\$ 11,200.00	\$ 11,200.00
2.02	Topsoil, On-Site, 6 Inch Depth	CY	391	\$ 25.00	\$ 9,775.00
2.03	Topsoil, Off-site, 6 Inch Depth	CY	173	\$ 70.00	\$ 12,110.00
2.04	Excavation, Class 10	CY	1323	\$ 25.00	\$ 33,075.00
2.05	Subgrade Preparation, 12 Inch Depth	SY	5109	\$ 15.00	\$ 76,635.00
2.06	Subbase, Modified, 8 Inch Depth (City furnished)	SY	5109	\$ 22.00	\$ 112,398.00
2.07	Compaction Testing	LS	1	\$ 1400.00	\$ 1,400.00
	Trench Excavation and Backfill				
3.01	Trench Compaction and Testing	LS	1	\$ 2,000.00	\$ 2,000.00
	Sewers and Drains				
4.01	Sanitary Sewer Service Stub, PVC, 4 Inch Dia., Remove and Replace	EA	10	\$ 6,200.00	\$ 62,000.00
4.02	Storm Sewer, Trenched, PVC, 10 Inch Dia.	LF	20	\$ 184.00	\$ 3,680.00
4.03	Storm Sewer, Trenched, Class III RCP, 15 Inch Dia.	LF	111	\$ 108.00	\$ 11,988.00
4.04	Storm Sewer, Trenched, Class III RCP, 24 Inch Dia.	LF	167	\$ 170.00	\$ 28,390.00
4.05	Storm Sewer, Trenchless, C900, RJ, 12 Inch Dia.	LF	107	\$ 232.00	\$ 24,824.00
4.06	Removal of Storm Sewer, Less than or equal to 36 Inch Dia.	LF	213	\$ 30.00	\$ 6,390.00
4.07	Pipe Apron and Guard, CMP, 12 Inch Dia.	EA	1	\$ 1,390.00	\$ 1,390.00
4.08	Subdrain, Longitudinal, PVC, Solid Wall, 4 Inch Dia.	LF	10	\$ 149.00	\$ 1,490.00
4.09	Subdrain, Longitudinal, HDPE, Perforated, 6 Inch Dia.	LF	1819	\$ 27.00	\$ 49,113.00
4.10	Subdrain, Longitudinal, HDPE, Perforated, 8 Inch Dia.	LF	60	\$ 58.00	\$ 3,480.00
4.11	Subdrain Cleanout, Type A-2, 6 Inch Dia.	EA	7	\$ 1040.00	\$ 7280.00
4.12	Subdrain Outlets & Connections	EA	10	\$ 765.00	\$ 7650.00
4.13	Pre-Rehabilitation Pipe Cleaning and Inspection, 8 Inch Dia.	LF	979	\$ 6.50	\$ 6363.50
4.14	Additional Sewer Cleaning, 8 Inch Dia.	HR	6	\$ 303.00	\$ 1,818.00

BASE BID					
Item No.	Item Description	Unit	Quantity	Unit Price	Total Price
4.15	Remove Protruding Service Connections	EA	1	\$ 303. ⁰⁰	\$ 303. ⁰⁰
4.16	CIPP Main Lining, UV Cure, 8 Inch Dia.	LF	979	\$ 58. ⁵⁰	\$ 57,271. ⁵⁰
4.17	Building Sanitary Service Reinstatement	EA	18	\$ 101. ⁰⁰	\$ 1,818. ⁰⁰
4.18	Bypass Pumping	LS	1	\$ 8,850. ⁰⁰	\$ 8,850. ⁰⁰
4.19	Spot Repair per Location	EA	1	\$ 11,030. ⁰⁰	\$ 11,030. ⁰⁰
4.20	Spot Repair by Pipe Replacement	LF	10	\$ 450. ⁰⁰	\$ 4,500. ⁰⁰
	Water Main and Appurtenances				
5.01	Water Main, Trenched, PVC C900 DR18, 8 Inch Dia.	LF	1141	\$ 77. ⁰¹	\$ 87,857. ⁰⁰
5.02	Fitting, Cap/Plug or Blind Flange, Any Size	EA	3	\$ 1125. ⁰⁰	\$ 3,375. ⁰⁰
5.03	Fitting, By Weight	LB	883	\$ 18. ⁰⁰	\$ 15,894. ⁰⁰
5.04	Water Service Stub, Polyethylene, 1 Inch Dia.	EA	18	\$ 3,130. ⁰⁰	\$ 56,340. ⁰⁰
5.05	Water Main Plug, Fill, and Abandonment, 8 Inch Dia. or Less	LF	1071	\$ 14. ⁰⁰	\$ 14,994. ⁰⁰
5.06	Water Main Removal, 8 Inch Dia. or Less	LF	50	\$ 35. ⁰⁰	\$ 1,750. ⁰⁰
5.07	Water Main Connection, Cut-In	EA	3	\$ 8,535. ⁰⁰	\$ 25,605. ⁰⁰
5.08	Gate Valve, 8 Inch Dia.	EA	5	\$ 2,660. ⁰⁰	\$ 13,300. ⁰⁰
5.09	Fire Hydrant Assembly	EA	4	\$ 6,400. ⁰⁰	\$ 25,600. ⁰⁰
5.10	Fire Hydrant Assembly Removal	EA	3	\$ 3,700. ⁰⁰	\$ 11,100. ⁰⁰
5.11	Valve and Valve Box Removal	EA	4	\$ 740. ⁰⁰	\$ 2,960. ⁰⁰
5.12	Valve Box Adjustment and Boxout	EA	4	\$ 1,075. ⁰⁰	\$ 4,300. ⁰⁰
	Structures for Sanitary and Storm				
6.01	Manhole, Type SW-301, 48 Inch Dia.	EA	1	\$ 10,700. ⁰⁰	\$ 10,700. ⁰⁰
6.02	Manhole, Type SW-401, 48 Inch Dia.	EA	2	\$ 4,910. ⁰⁰	\$ 9,820. ⁰⁰
6.03	Manhole, Type SW-401, 60 Inch Dia.	EA	1	\$ 8,210. ⁰⁰	\$ 8,210. ⁰⁰
6.04	Intake, Storm, SW-505	EA	1	\$ 6,845. ⁰⁰	\$ 6,845. ⁰⁰
6.05	Intake, Storm, SW-509	EA	3	\$ 8,382. ⁰⁰	\$ 25,146. ⁰⁰
6.06	Manhole Adjustment, Minor	EA	3	\$ 4,040. ⁰⁰	\$ 12,120. ⁰⁰
6.07	Remove Manhole	EA	2	\$ 1,500. ⁰⁰	\$ 3,000. ⁰⁰
6.08	Remove Intake	EA	2	\$ 880. ⁰⁰	\$ 1,760. ⁰⁰
6.09	Manhole Lining with Centrifugally Cast Cementitious Mortar Lining with Epoxy Seal	VF	43	\$ 480. ⁰⁰	\$ 20,640. ⁰⁰
	Streets and Related Work				

BASE BID					
Item No.	Item Description	Unit	Quantity	Unit Price	Total Price
7.01	Curb and Gutter, 2.5' Width, 6 Inch Thickness	LF	2373	\$ 53.00	\$ 125,769.00
7.02	Curb and Gutter, Modified Slope Curb, 2.5' Width, 6 Inch Thickness	LF	31	\$ 76.00	\$ 2,356.00
7.03	Pavement, HMA, ST, PG 58-28S	TON	1345	\$ 117.00	\$ 157,365.00
7.04	PCC and HMA Pavement Samples and Testing	LS	1	\$ 8,686.00	\$ 8,686.00
7.05	Removal of Sidewalk	SY	7	\$ 58.00	\$ 406.00
7.06	Removal of Driveway	SY	381	\$ 23.00	\$ 8,763.00
7.07	Sidewalk, PCC, 4 Inch Thickness	SY	9	\$ 152.00	\$ 1,368.00
7.08	Driveway, Paved, PCC, 6 Inch Thickness	SY	387	\$ 92.00	\$ 35,052.00
7.09	Temporary Granular Surfacing, 6 Inch Thickness	TON	200	\$ 48.00	\$ 9,600.00
7.10	Subbase Over-excavation (Core Out)	CY	320	\$ 54.00	\$ 17,280.00
7.11	Pavement Removal	SY	4559	\$ 16.00	\$ 72,944.00
	Traffic Control				
8.01	Temporary Traffic Control	LS	1	\$ 8,383.00	\$ 8,383.00
	Site Work and Landscaping				
9.01	Hydraulic Seeding, Type 1 Mix, Fertilizing, and BFM Mulching	AC	1.3	\$ 5090.00	\$ 11,817.00
9.02	SWPPP Preparation	LS	1	\$ 1515.00	\$ 1,515.00
9.03	SWPPP Management	LS	1	\$ 3,030.00	\$ 3,030.00
9.04	Filter Sock, 9 Inch Dia.	LF	2523	\$ 2.00	\$ 5,046.00
9.05	Filter Sock, Removal	LF	2523	\$ 0.50	\$ 1,261.50
9.06	Temporary RECP, Type 1.D	SY	878	\$ 1.70	\$ 1,492.60
9.07	Turf Reinforcement Mat, Type 3	SQ	1	\$ 303.00	\$ 303.00
9.08	Inlet Protection Device, Open Throat	EA	3	\$ 202.00	\$ 606.00
9.09	Inlet Protection Device, Drop-In	EA	2	\$ 202.00	\$ 404.00
9.10	Inlet Protection Device, Maintenance	EA	5	\$ 50.50	\$ 252.50
9.11	Temporary Fence, Orange Safety Fence	LF	2500	\$ 10.00	\$ 25,000.00
9.12	Remove Segmental Block Wall	LS	1	\$ 4,475.00	\$ 4,475.00
9.13	Concrete Steps, Type A	SF	33	\$ 490.00	\$ 16,170.00
9.14	Remove Concrete Steps	SF	23	\$ 140.00	\$ 3,220.00
9.15	Remove and Reinstall Mailbox	EA	18	\$ 353.00	\$ 6,354.00
	Miscellaneous				
11.01	Mobilization	LS	1	\$ 160,210.00	\$ 160,210.00

BASE BID					
Item No.	Item Description	Unit	Quantity	Unit Price	Total Price
11.02	Maintenance of Postal Service	LS	1	\$ 9,200.00	\$ 9,200.00
11.03	Maintenance of Solid Waste Collection	LS	1	\$ 10,220.00	\$ 10,220.00

TOTAL CONSTRUCTION COST BASE BID: \$ 1,430,260.00

TABULATION OF BIDS

Lincoln Drive Reconstruction
City of Webster City
Project No. 122.0346.01
Bid Date/Time: October 12, 2022 at 2:00 PM

Project No. 122.0346.01							1	
Bid Date/Time: October 12, 2022 at 2:00 PM					ENGINEER'S ESTIMATE		ON TRACK CONSTRUCTION, LLC NEVADA, IOWA	
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	
	EARTHWORK							
2.1	Clearing and Grubbing	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 11,200.00	\$ 11,200.00	
2.2	Topsoil, On-Site, 6 Inch Depth	CY	391	\$ 25.00	\$ 9,775.00	\$ 25.00	\$ 9,775.00	
2.3	Topsoil, Off-site, 6 Inch Depth	CY	173	\$ 40.00	\$ 6,920.00	\$ 70.00	\$ 12,110.00	
2.4	Excavation, Class 10	CY	1323	\$ 15.00	\$ 19,845.00	\$ 25.00	\$ 33,075.00	
2.5	Subgrade Preparation, 12 Inch Depth	SY	5109	\$ 4.50	\$ 22,990.50	\$ 15.00	\$ 76,635.00	
2.6	Subbase, Modified, 8 Inch Depth (City Furnished)	SY	5109	\$ 7.00	\$ 35,763.00	\$ 22.00	\$ 112,398.00	
2.7	Compaction Testing	LS	1	\$ 6,000.00	\$ 6,000.00	\$ 1,400.00	\$ 1,400.00	
	TRENCH AND TRENCHLESS CONSTRUCTION							
3.1	Trench Compaction and Testing	LS	1	\$ 1,600.00	\$ 1,600.00	\$ 2,000.00	\$ 2,000.00	
	SEWERS AND DRAINS							
4.1	Sanitary Sewer Service Stub, PVC, 4 Inch Dia., Remove	EA	10	\$ 4,500.00	\$ 45,000.00	\$ 6,200.00	\$ 62,000.00	
4.2	Storm Sewer, Trenched, PVC, 10 Inch Dia.	LF	20	\$ 70.00	\$ 1,400.00	\$ 184.00	\$ 3,680.00	
4.3	Storm Sewer, Trenched, Class III RCP, 15 Inch Dia.	LF	111	\$ 85.00	\$ 9,435.00	\$ 108.00	\$ 11,988.00	
4.4	Storm Sewer, Trenched, Class III RCP, 24 Inch Dia.	LF	167	\$ 110.00	\$ 18,370.00	\$ 170.00	\$ 28,390.00	
4.5	Storm Sewer, Trenchless, C900, RJ, 12 Inch Dia.	LF	107	\$ 325.00	\$ 34,775.00	\$ 232.00	\$ 24,824.00	
4.6	Removal of Storm Sewer, Less than or equal to 36 Inch Dia.	LF	213	\$ 17.00	\$ 3,621.00	\$ 30.00	\$ 6,390.00	
4.7	Pipe Apron and Guard, CMP, 12 Inch Dia.	EA	1	\$ 400.00	\$ 400.00	\$ 1,390.00	\$ 1,390.00	
4.8	Subdrain, Longitudinal, PVC, Solid Wall, 4 Inch Dia.	LF	10	\$ 40.00	\$ 400.00	\$ 149.00	\$ 1,490.00	
4.9	Subdrain, Longitudinal, HDPE, Perforated, 6 Inch Dia.	LF	1819	\$ 18.00	\$ 32,742.00	\$ 27.00	\$ 49,113.00	
4.10	Subdrain, Longitudinal, HDPE, Perforated, 8 Inch Dia.	LF	60	\$ 25.00	\$ 1,500.00	\$ 58.00	\$ 3,480.00	
4.11	Subdrain Cleanout, Type A-2, 6 Inch Dia.	EA	7	\$ 750.00	\$ 5,250.00	\$ 1,040.00	\$ 7,280.00	
4.12	Subdrain Outlets & Connections	EA	10	\$ 500.00	\$ 5,000.00	\$ 765.00	\$ 7,650.00	
4.13	Pre-Rehabilitation Pipe Cleaning and Inspection, 8 Inch Dia.	LF	979	\$ 3.00	\$ 2,937.00	\$ 6.50	\$ 6,363.50	
4.14	Additional Sewer Cleaning, 8 Inch Dia.	HR	6	\$ 400.00	\$ 2,400.00	\$ 303.00	\$ 1,818.00	
4.15	Remove Protruding Service Connections	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 303.00	\$ 303.00	
4.16	CIPP Main Lining, UV Cure, 8 Inch Dia.	LF	979	\$ 27.00	\$ 26,433.00	\$ 58.50	\$ 57,271.50	
4.17	Building Sanitary Service Reinstatement	EA	18	\$ 200.00	\$ 3,600.00	\$ 101.00	\$ 1,818.00	
4.18	Bypass Pumping	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 8,950.00	\$ 8,950.00	
4.19	Spot Repair per Location	EA	1	\$ 1,200.00	\$ 1,200.00	\$ 11,030.00	\$ 11,030.00	
4.20	Spot Repair by Pipe Replacement	LF	10	\$ 250.00	\$ 2,500.00	\$ 450.00	\$ 4,500.00	
	WATER MAIN AND APPURTENANCES							
5.1	Water Main, Trenched, PVC C900 DR18, 8 Inch Dia.	LF	1141	\$ 80.00	\$ 91,280.00	\$ 77.00	\$ 87,857.00	
5.2	Fitting, Cap/Plug or Blind Flange, Any Size	EA	3	\$ 750.00	\$ 2,250.00	\$ 1,125.00	\$ 3,375.00	
5.3	Fitting, By Weight	LB	883	\$ 20.00	\$ 17,660.00	\$ 18.00	\$ 15,894.00	
5.4	Water Service Stub, Polyethylene, 1 Inch Dia.	EA	18	\$ 1,950.00	\$ 35,100.00	\$ 3,130.00	\$ 56,340.00	
5.5	Water Main Plug, Fill, and Abandonment, 8 Inch Dia. or Less	LF	1071	\$ 10.00	\$ 10,710.00	\$ 14.00	\$ 14,994.00	
5.6	Water Main Removal, 8 Inch Dia. or Less	LF	50	\$ 20.00	\$ 1,000.00	\$ 35.00	\$ 1,750.00	
5.7	Water Main Connection, Cut-In	EA	3	\$ 3,000.00	\$ 9,000.00	\$ 8,535.00	\$ 25,605.00	
5.8	Gate Valve, 8 Inch Dia.	EA	5	\$ 2,700.00	\$ 13,500.00	\$ 2,660.00	\$ 13,300.00	
5.9	Fire Hydrant Assembly	EA	4	\$ 8,000.00	\$ 32,000.00	\$ 6,400.00	\$ 25,600.00	
5.10	Fire Hydrant Assembly Removal	EA	3	\$ 1,200.00	\$ 3,600.00	\$ 3,700.00	\$ 11,100.00	
5.11	Valve and Valve Box Removal	EA	4	\$ 500.00	\$ 2,000.00	\$ 740.00	\$ 2,960.00	
5.12	Valve Box Adjustment and Boxout	EA	4	\$ 750.00	\$ 3,000.00	\$ 1,075.00	\$ 4,300.00	
	STRUCTURES FOR SANITARY AND STORM							
6.1	Manhole, Type SW-301, 48 Inch Dia.	EA	1	\$ 5,500.00	\$ 5,500.00	\$ 10,700.00	\$ 10,700.00	
6.2	Manhole, Type SW-401, 48 Inch Dia.	EA	2	\$ 5,000.00	\$ 10,000.00	\$ 4,910.00	\$ 9,820.00	
6.3	Manhole, Type SW-401, 60 Inch Dia.	EA	1	\$ 6,500.00	\$ 6,500.00	\$ 8,210.00	\$ 8,210.00	
6.4	Intake, Storm, SW-505	EA	1	\$ 5,000.00	\$ 5,000.00	\$ 6,845.00	\$ 6,845.00	
6.5	Intake, Storm, SW-509	EA	3	\$ 9,000.00	\$ 27,000.00	\$ 8,382.00	\$ 25,146.00	
6.6	Manhole Adjustment, Minor	EA	3	\$ 1,500.00	\$ 4,500.00	\$ 4,040.00	\$ 12,120.00	
6.7	Remove Manhole	EA	2	\$ 750.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	
6.8	Remove Intake	EA	2	\$ 750.00	\$ 1,500.00	\$ 880.00	\$ 1,760.00	
6.9	Manhole Lining with Centrifugally Cast Cementitious Mortar Lining with Epoxy Seal	VF	43	\$ 550.00	\$ 23,650.00	\$ 480.00	\$ 20,640.00	
	STREETS AND RELATED WORK							
7.1	Curb and Gutter, 2.5' Width, 6 Inch Thickness	LF	2373	\$ 43.00	\$ 102,039.00	\$ 53.00	\$ 125,769.00	
7.2	Curb and Gutter, Modified Slope Curb, 2.5' Width, 6 Inch Thickness	LF	31	\$ 46.00	\$ 1,426.00	\$ 76.00	\$ 2,356.00	
7.3	Pavement, HMA, ST, PG 58-28S	TON	1345	\$ 120.00	\$ 161,400.00	\$ 117.00	\$ 157,365.00	
7.4	PCC and HMA Pavement Samples and Testing	LS	1	\$ 5,800.00	\$ 5,800.00	\$ 8,686.00	\$ 8,686.00	
7.5	Removal of Sidewalk	SY	7	\$ 15.00	\$ 105.00	\$ 58.00	\$ 406.00	
7.6	Removal of Driveway	SY	381	\$ 8.00	\$ 3,048.00	\$ 23.00	\$ 8,763.00	
7.7	Sidewalk, PCC, 4 Inch Thickness	SY	9	\$ 75.00	\$ 675.00	\$ 152.00	\$ 1,368.00	
7.8	Driveway, Paved, PCC, 6 Inch Thickness	SY	387	\$ 60.00	\$ 23,220.00	\$ 92.00 (1)	\$ 35,604.00	
7.9	Temporary Granular Surfacing, 6 Inch Thickness	TON	200	\$ 25.00	\$ 5,000.00	\$ 48.00	\$ 9,600.00	
7.10	Subbase Over-excavation (Core Out)	CY	320	\$ 17.00	\$ 5,440.00	\$ 54.00	\$ 17,280.00	
7.11	Pavement Removal	SY	4559	\$ 8.00	\$ 36,472.00	\$ 16.00	\$ 72,944.00	
	TRAFFIC CONTROL							
8.1	Temporary Traffic Control	LS	1	\$ 7,000.00	\$ 7,000.00	\$ 8,383.00	\$ 8,383.00	
	SITE WORK AND LANDSCAPING							
9.1	Hydraulic Seeding, Type 1 Mix, Fertilizing, and BFM Mulch	AC	1.3	\$ 7,000.00	\$ 9,100.00	\$ 5,050.00	\$ 6,565.00	
9.2	SWPPP Preparation	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 1,515.00	\$ 1,515.00	
9.3	SWPPP Management	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 3,030.00	\$ 3,030.00	
9.4	Filter Sock, 9 Inch Dia.	LF	2523	\$ 2.00	\$ 5,046.00	\$ 2.00	\$ 5,046.00	
9.5	Filter Sock, Removal	LF	2523	\$ 1.00	\$ 2,523.00	\$ 0.50 (2)	\$ 1,261.50	
9.6	Temporary RECP, Type 1.D	SY	878	\$ 12.00	\$ 10,536.00	\$ 1.70	\$ 1,492.60	
9.7	Turf Reinforcement Mat, Type 3	SQ	1	\$ 1,000.00	\$ 1,000.00	\$ 303.00	\$ 303.00	
9.8	Inlet Protection Device, Open Throat	EA	3	\$ 150.00	\$ 450.00	\$ 202.00	\$ 606.00	
9.9	Inlet Protection Device, Drop-In	EA	2	\$ 150.00	\$ 300.00	\$ 202.00	\$ 404.00	
9.10	Inlet Protection Device, Maintenance	EA	5	\$ 50.00	\$ 250.00	\$ 50.50	\$ 252.50	
9.11	Temporary Fence, Orange Safety Fence	LF	2500	\$ 7.00	\$ 17,500.00	\$ 10.00	\$ 25,000.00	
9.12	Remove Segmental Block Wall	LS	1	\$ 500.00	\$ 500.00	\$ 6,475.00	\$ 6,475.00	
9.13	Concrete Steps, Type A	SF	33	\$ 150.00	\$ 4,950.00	\$ 490.00	\$ 16,170.00	
9.14	Remove Concrete Steps	SF	23	\$ 75.00	\$ 1,725.00	\$ 140.00	\$ 3,220.00	
9.15	Remove and Reinstall Mailbox	EA	18	\$ 15.00	\$ 270.00	\$ 353.50	\$ 6,363.00	
	MISCELLANEOUS							
11.1	Mobilization	LS	1	\$ 90,000.00	\$ 90,000.00	\$ 160,210.00	\$ 160,210.00	
11.2	Maintenance of Postal Service	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 9,200.00	\$ 9,200.00	
11.3	Maintenance of Solid Waste Collection	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 10,220.00	\$ 10,220.00	
TOTAL BID:					\$ 1,121,381.50	(3) \$ 1,625,495.60		
BID SECURITY:							10%	

Notes

- 1- Extended bid price was incorrectly listed as \$35,057.00. Does not affect bid result.
- 2- Extended bid price was incorrectly listed as \$1,326.50. Does not affect bid result.
- 3- Total bid price was incorrectly listed as \$1,630,260.60. Does not affect bid result.



October 13, 2022

Biridiana Bishop
City of Webster City
400 East Second Street
Webster City, Iowa 50595

RE: CITY PROJECT 9-23-002: LINCOLN DRIVE RECONSTRUCTION
BID LETTING RESULTS AND RECOMMENDATION FOR REJECTION

Dear Biri:

The bid letting for the Lincoln Drive Reconstruction Project was held Wednesday, October 12, 2022, with one bid submitted in the value of \$1,625,495.60 from On Track Construction with an engineer's expected cost of \$1,121,381.50. All bid forms were checked and complete with On Track Construction of Nevada, Iowa being the sole and low bidder.

On Track Construction submitted the required 10% bid bond is local, and the bid is in order, with a few minor clerical errors as noted on the Bid Tab.

Since the single bid received was significantly above the Engineer's Opinion of Probable Cost and City Budget, Snyder & Associates, Inc. recommends rejection of the bid provided by On Track Construction. We feel with a sole prime bidder that bids were not competitive.

Snyder & Associates, Inc. further recommends that the project be re-bid, with bidder feedback and other cost saving measures implemented. We are reaching out to plan holders for feedback and to see if we can incorporate items to produce a more attractive project while still meeting City goals.

If you have any questions, please call me at 515-964-2020 x2437 or email me at llamberty@snyder-associates.com. Thank you.

Respectfully,

SNYDER & ASSOCIATES, INC.

Laura C. Lamberty, P.E.

Cc: John Haldeman, P.E.



MEMORANDUM

TO: Mayor and City Council

FROM: Biridiana Bishop, Assistant City Manager
Daniel Ortiz-Hernandez, City Manager

DATE: October 17, 2022

RE: Adopt a Resolution Providing for Notice of Hearing on Proposed Plans and Specifications and Proposed Form of Contract and Estimate of Cost for the Construction of the Lincoln Drive Reconstruction Project

SUMMARY: The Lincoln Drive Reconstruction project plans and specifications are ready to be sent out for bids. The improvement area includes Lincoln Drive east of the Hillcrest intersection, approximately 1100' to the east. The City Council must set a public hearing in order to proceed with the next step of the project.

PREVIOUS COUNCIL ACTION: The Council approved Amendment No. 17 with Snyder & Associates to complete the project development, administration, survey, design and construction administration and observation of the Lincoln Drive project on February 21, 2022. Council previously approved to set a public hearing for October 17, 2022 at the September 19, 2022 meeting.

The Council has seen this as part of the 5-year CIP in the FY 22-23 Budget adoption and adopted the 2022 Goal Setting Report noting they would like to pursue a strategic plan on how to address replacement of aging infrastructure.

BACKGROUND/DISCUSSION: The City routinely plans for improvements of its local roads and infrastructure. The Lincoln Drive project was approved as part of the Capital Improvement Plan for FY 22-23. The project consists of curb and gutter, hot mix asphalt pavement, select driveway approaches, sanitary sewer, storm sewer, and water main improvements on Lincoln Drive approximately 1100' to the east of the Hillcrest intersection. The portion of Lincoln Drive that will be rehabilitated has a pavement condition index rating identified as poor. This project was recently let, with the bid coming in approximately \$500,000 above the engineer's estimate and will be rebid. A revised schedule for this project was also developed.

Detailed plans and specifications are available at City Hall for review. In order to move the project forward, the City Council must set a date for the public hearing on the proposed plans and specifications and proposed form of contract and estimate of cost for the construction of the Lincoln Drive Reconstruction Project. The public hearing date proposed by staff and Snyder and Associates is November 21, 2022.

The proposed revised project schedule is as follows:

October 17, 2022	City Council sets bid opening date/time and public hearing date/time
October 24, 2022	Publish Notice to Bidders
November 08, 2022	Publish Notice of Public Hearing
November 10, 2022	Bid Opening
November 21, 2022	City Council Reviews Bids/Receives Contract
Spring/Summer 2023	Begin Construction
Summer 2023	End Construction



FINANCIAL IMPLICATIONS: The updated engineer's opinion of probable cost, including design and engineering services, for this project is \$1,376,000. The amount budgeted in this year's budget is \$1,299,623. If the bid proposals come in close to the engineer's updated opinion of probable cost, this project would be over budget by \$76,377.

RECOMMENDATION: Staff recommends the City Council adopt a resolution providing for notice of hearing on proposed plans and specifications and proposed form of contract and estimate of cost for the construction of the Lincoln Drive Reconstruction project.

RESOLUTION NO. 2022 - ____

RESOLUTION PROVIDING FOR NOTICE OF HEARING ON PROPOSED PLANS AND SPECIFICATIONS AND PROPOSED FORM OF CONTRACT AND ESTIMATE OF COST FOR CONSTRUCTION OF THE LINCOLN DRIVE RECONSTRUCTION PROJECT

WHEREAS, the City Council of the City of Webster City, Iowa, has determined that it is necessary and desirable that a public improvement be done as described in the proposed plans and specifications and form of contract, which may be hereafter referred to as the Lincoln Drive Reconstruction Project, (and is hereinafter referred to as the "Project"), which proposed plans, specifications and form of contract and estimate of cost are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of public hearing on the proposed plans, specifications and form of contract and estimate of cost for the Project and to advertise for sealed bids for the Project;

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

Section 1. The detailed plans and specifications, notice of hearing and estimate of cost referred to in the preamble hereof be and the same are hereby approved.

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

Section 3. The amount of the bid security to accompany each bid is hereby fixed at 100% of the amount of the proposal.

Section 4. Sealed proposals will be received by the City Clerk of Webster City, at the Council Chambers of the City Council, in the City Hall of said City, until 2:00 p.m. on the 10th day of November, 2022, for the Lincoln Drive Reconstruction Project, as described in the plans and specifications therefor now on file in the office of the City Clerk. Proposals will be opened by City Staff appointed by the City Council as provided by Section 384.101, Code of Iowa.

Section 5. The 21st day of November, 2022, at 6:05 o'clock p.m. at the City Hall, Webster City, Iowa, is hereby fixed as the time and place of hearing on the proposed plans, specifications, form of contract and estimate of cost for the Project, and also as the time and place of considering bids previously received by the City Clerk in connection therewith.

Section 6. The City Clerk is hereby authorized and directed to give notice of the aforementioned hearing and letting by publication of such notices in a newspaper of general circulation in the City, which publication shall be made not less than four nor more than twenty days prior to the time of the said hearing, all in conformity with Chapters 362, 384, and 26 of the Code of Iowa. The said notice shall be in the form substantially as attached to this resolution.

Section 7. All provisions set out in the following form of notice are hereby recognized and prescribed by this Council and all resolutions or orders or parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

Passed and approved this 17th day of October, 2022.

John Hawkins, Mayor

ATTEST: _____
Karyl K. Bonjour, City Clerk

NOTICE OF HEARING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF
CONTRACT AND ESTIMATE OF COST FOR:

LINCOLN DRIVE RECONSTRUCTION JURISDICTION OF CITY OF WEBSTER CITY, IOWA PUBLIC IMPROVEMENT PROJECT

Public Notice is hereby given that a public hearing will be held by the City of Webster City, Iowa on the proposed Contract Documents (plans, specifications, and form of contract) and estimated total cost for the **Lincoln Drive Reconstruction Project** at its meeting at **6:05 P.M. on November 21st, 2022**, in said City Council Chambers, Webster City City Hall, 400 Second Street, Webster City, Iowa 50595.

The **Lincoln Drive Reconstruction Project** is located on Lincoln Drive east of the Hillcrest intersection, approximately 1100' to the east terminus, within the City of Webster City. The project consists of approximately 2370 LF of curb and gutter, 1345 tons of HMA Pavement Standard Traffic ½ Inch Mix, PG 58-28S; 396 SY of PCC Driveway Pavement; 5100 SY of subbase preparation; 5100 SY of 8" modified subbase; spot repair of 8" sanitary sewer; 111 LF 15" Class III RCP trenched storm sewer; 167 LF of 24" Class III RCP trenched storm sewer; 110 LF of trenchless 12" PVC storm sewer; 2935 LF of subdrain with cleanouts and connections; 979 LF CIPP Main Lining, UV Cure, 8" Dia. and related televising and service reinstatement; replacement of 10 each sanitary sewer service stubs, 4" dia.; 1135 LF 8" PVC water main with fittings; 5 each 8" gate valves; 18 each 1" water services; 4 each fire hydrants; 43 VF Centrifugally Cast Cementitious Mortar Lining; temporary traffic control, erosion control and seeding, and various related removals and improvements.

At said hearing, the City Council will consider the proposed plans, specifications, form of contract and estimate of cost for said project, the same now being on file in the office of the City Clerk, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Council will also receive and consider any comments/objections to said plans, specifications and form of contract or to the estimated cost of said improvements made by any interested party.

The City of Webster City does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the City.

This Notice is given by authority of the City Council of the City of Webster City, Iowa.

Dated at Webster City, Iowa, this ___ day of October, 2022.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Published in the FREEMAN JOURNAL on the ____ day of October, 2022.

NOTICE TO BIDDERS

LINCOLN DRIVE RECONSTRUCTION PROJECT

JURISDICTION OF CITY OF WEBSTER CITY, IOWA PUBLIC IMPROVEMENT PROJECT

Public Hearing on Proposed Contract Documents and Estimated Costs for Improvement

Notice is hereby given that a public hearing will be held by the City of Webster City, Iowa on the proposed Contract Documents (plans, specifications, and form of contract) and estimated total cost for the **Lincoln Drive Reconstruction Project** at its meeting at **6:05 P.M. on the 21st day of November, 2022**, in said City Council Chambers, Webster City City Hall, 400 Second Street, Webster City, Iowa 50595.

Time and Place for Filing Sealed Proposals

Sealed bids for the work comprising the improvements as stated below must be filed before **2:00 P.M.** according to the clock in said City Council Chambers on the **10th day of November, 2022**, at the reception desk in the City Hall, 400 Second Street, Webster City, Iowa 50595.

Time and Place Sealed Proposals Will be Opened and Considered

Sealed proposals will be opened by the City Staff and bids tabulated at **2:00 P.M.** on the **10th day of November, 2022**, in said City Council Chambers. Bids will be considered by the City Council at its meeting on the **21st of November, 2022 at 6:05 P.M.** The City Council may award a Contract at said meeting, or at such other time and place as shall then be announced.

Contract Documents

A copy of said plans, specifications, and form of contract, and estimated total cost is now on file in the office of the City Clerk and may be examined at Webster City City Hall, 400 Second Street, Webster City, Iowa 50595.

An electronic copy of the Contract Documents is available at www.snyder-associates.com/bids for no cost and choosing the **Lincoln Drive Reconstruction Project** on the left. Project information, estimated total cost, and planholder information is available for no cost at the same link. Downloads of the Contract Documents require the user to register for a free membership at www.QuestCDN.com.

Paper copies of the Contract Documents are available from Snyder & Associates, Inc., 911 Central Avenue, Fort Dodge, Iowa 50501, for a fee of Twenty-five Dollars (\$25.00) per set. This fee is refundable, provided the following conditions are met: (1) The Contract Documents are returned complete and in a reusable condition, and (2) they are returned within fourteen (14) calendar days after the award of the project. You must call 515-573-2030 in advance to reserve a paper copy.

General Nature of the Public Improvement

LINCOLN DRIVE RECONSTRUCTION PROJECT

The **Lincoln Drive Reconstruction Project** is located on Lincoln Drive east of the Hillcrest intersection, approximately 1100' to the east terminus, within the City of Webster City. The project consists of approximately 2370 LF of curb and gutter, 1345 tons of HMA Pavement Standard Traffic ½ Inch Mix, PG 58-28S; 396 SY of PCC Driveway Pavement; 5100 SY of subbase preparation; 5100 SY of 8" modified subbase; spot repair of 8" sanitary sewer; 111 LF 15" Class III RCP trench storm sewer; 167 LF of 24" Class III RCP trench storm sewer; 110 LF of trenchless 12" PVC storm sewer; 2935 LF of subdrain with cleanouts and connections; 979 LF CIPP Main Lining, UV Cure, 8" Dia. and related televising and service reinstatement; replacement of 10 each sanitary sewer service stubs, 4" dia.; 1135 LF 8" PVC water main with fittings; 5 each 8" gate valves; 18 each 1" water services; 4 each fire hydrants; 43 VF Centrifugally Cast Cementitious Mortar Lining; temporary traffic control, erosion control and seeding, and various related removals and improvements.

Bid Security

Each Bidder shall accompany its bid with bid security as defined in Iowa Code Section 26.8, as security that the successful Bidder will enter into a Contract for the work bid upon and will furnish after the award of Contract a corporate Surety Bond, in a form acceptable to the City of Webster City, for the faithful performance of the Contract, in an amount equal to one hundred percent (100%) of the amount of the Contract. The Bidder's security shall be in the amount fixed in the Instructions to Bidders and shall be in the form of a cashier's check or a certified check drawn on an FDIC insured bank in Iowa or on an FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a Bid Bond on the form provided in the Contract Documents with corporate Surety satisfactory to the City of Webster City. The bid shall contain no condition except as provided in the specifications.

Performance, Payment, and Maintenance Bond

Each successful Bidder will be required to furnish a corporate Surety Bond in an amount equal to one hundred percent (100%) of its Contract price. Said Bond shall be issued by a responsible Surety approved by the City of Webster City and shall guarantee the faithful performance of the Contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless the City of Webster City from claims and damages of any kind caused by the operations of the Contract and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of two (2) years from and after acceptance of the Contract.

Title VI Compliance

The City of Webster City, Iowa, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award.

Completion of Work

The Notice to Proceed is anticipated to be issued after satisfactory review of executed bonds, insurance, and contract, in the spring of 2023 with a late start date of May 2, 2023.

The Contractor shall fully complete the project within 80 Working Days. Fully completion includes having all pavement, driveways, roadway signage, utility adjustments, and site restoration and ALL work areas open to use by the public. Work once commenced shall be diligently worked to completion. Should the Contractor fail to fully complete the work within the time allotted, liquidated damages of One Thousand Dollars (\$1,000) per working day shall be applied for each calendar day until the work is fully complete.

The City of Webster City does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the City.

This Notice is given by authority of the City Council of the City of Webster City, Iowa.

Dated at Webster City, Iowa, this ____ day of October, 2022.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Posted on City of Webster City website on the ____ day of **October, 2022**.

Posted at Master Builders of Iowa Plan Room on the ____ day of October, **2022**.



MEMORANDUM

TO: Mayor and City Council

FROM: Ariel Bertran, Community Development Director
Daniel Ortiz-Hernandez, City Manager

DATE: October 17, 2022

RE: Amending the Code of Ordinances pertaining to building codes to update to the 2021 edition of The International Building Code and 2020 edition of the National Electric Code.

SUMMARY: The City of Webster City is currently under the 2015 building codes. We are now going to adopt the 2021 edition of the International Building Code and the 2020 National Electric Code.

PREVIOUS COUNCIL ACTION: The City Council last adopted the IBC, 2015 edition, on May 1, 2017.

BACKGROUND/DISCUSSION: Currently, Webster City is under the following codes:

2015 International Building Code	2014 National Electrical Code
2015 International Residential Building Code	2015 International Fuel Gas Code
2015 International Existing Building Code	2015 International Fire Code
2015 International Property Maintenance Code	2015 International Mechanical Code
2015 International Energy Conservation Code	2015 Uniform Plumbing Code

It is necessary to amend Sec. 10-20 through 10-30 of the City Municipal Code which is the Building and Construction chapter. Changes will include updating all 2015 codes to the 2021 editions and updating the 2014 National Electric Code to the 2020 edition as mandated by the State. Cory ordered and received all 2021 code books. Keeping up with the current codes helps our ISO rating as well, and we are due for rating in the next two years.

FINANCIAL IMPLICATIONS: The Inspection Department purchased all the code books under last year's budget.

RECOMMENDATION: Approve third reading and pass and adopt the ordinance.

ORDINANCE NO. 2022 - _____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEBSTER CITY, IOWA, BY
AMENDING CHAPTER 10, SEC. 10-20 THROUGH 10-30, PERTAINING TO BUILDING CODES.**

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

SECTION 1. SECTIONS MODIFIED. Sections 10-20 through 10-30, of the Code of Ordinances of the City of Webster City, Iowa, is repealed and the following adopted in lieu thereof:

Sec. 10-20. Adoption of building codes.

Except as hereinafter added to, deleted, modified or amended, the following codes are hereby adopted as, and constitute, "The Building Codes" of the City of Webster City, Iowa, effective May 1, 2022.

Sec. 10-21. International Building Code.

The International Building Code (IBC), 2021 edition, published by the International Code Council, Inc., is hereby adopted by reference in full except for the following portions that are deleted, modified or amended:

- (1) Section 101.4.3 Plumbing. Delete IPC and insert in lieu thereof, Uniform Plumbing Code (UPC) & delete last sentence.
- (2) Section 103 - Delete.
- (3) Section 105.2 Building. 6 - Delete sidewalks and driveways.
- (4) Chapter 27 - Delete - Electrical.
- (5) Chapter 29 - Delete - Plumbing Systems.
- (6) Any reference made to fuel gas provisions shall comply with the "International Fuel Gas Code" adopted by the city.
- (7) Section 202, add definition of a bedroom. For the purposes of this code, the term "bedroom" means any room with a permanently built-in closet, designed for and potentially used for sleeping purposes at the present time or in the future. Bedrooms shall meet all the minimum provisions of this code to include a minimum of 70 square feet of floor area with the least horizontal dimension of seven feet, glazing for natural light to be not less than eight percent of floor area, heat provided in the room to maintain a minimum of 68 degrees, three feet from the floor and two feet from the exterior walls, minimum ceiling height of seven feet in the rooms shall be maintained, shall meet the minimum emergency escape and rescue opening, shall have a permanently powered smoke alarm device with battery backup. Bedrooms include dens, offices, playrooms, family rooms, storage areas, and other rooms with built in closets. For the purpose of this chapter, the term "bedrooms" and "sleeping rooms" and "sleeping units" and "dwelling units" shall be synonymous with each other.
- (8) Section 202, Definitions of the IBC, are amended by adding the definition of accessory structure and deleting the definition of swimming pool and inserting in lieu thereof the following:

a. Accessory structures. Accessory structures shall be defined as and shall conform to applicable zoning requirements and shall include, but not be limited to, structures and equipment with a fixed location on the ground, including wind energy systems, generators and equipment shelters.

b. Swimming pool. Any structure intended for swimming, recreational bathing or wading that is capable of containing water over 24 inches deep. This includes in-ground, above-ground and on-ground pools, hot tubs, spas and fixed-in-place wading pools, but excludes manmade lakes or ponds created through the collection of stormwater or drainage runoff.

- (9) Subsection 406.3.2 Separation of the IBC, is amended by deleting subsection 1 and inserting in lieu thereof the following: The private garage shall be separated from the dwelling unit and its attic area by means of minimum 5/8-inch type "X" fire code gypsum board or equivalent applied to the garage side. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall also be protected by not less than 5/8-inch type "X" fire code gypsum board or equivalent throughout. Garages beneath habitable rooms shall be separated by not less than 5/8-inch type "X" fire code gypsum board or equivalent throughout. Door openings between a private garage and the dwelling unit shall be equipped with either solid wood doors or solid or honeycomb core steel doors not less than 1 $\frac{3}{8}$ inches thick, or doors in compliance with 716.2.2.1 with a fire protection rating of not less than 20 minutes. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Doors shall be self-closing and self-latching.

- (10) Section 3202.3.1- Delete last sentence and insert in lieu thereof, "Awnings, canopies marquees, and signs shall be supported entirely by the building."

Sec. 10-22. International Building Code for One- and Two-Family Dwellings.

The International Residential Code for One- and Two-Family Dwellings (IRC), 2021 edition, and appendices AB, AC, AD, AE, AG, AH, and AJ, as published by the International Code Council, Inc. is adopted by reference in full except for the following portions that are deleted, modified or amended:

- (1) Chapters 34, 35, 36, 37, 38, 39, 40, 41, 43 and their appendices: Delete and insert in lieu thereof all electrical codes shall comply with the adopted "National Electrical Code (NEC)" for the city.
- (2) Chapters 25, 26, 27, 28, 29 (except 2904), 30, 31, 32 and their appendices: Delete and insert in lieu thereof all Plumbing Codes shall comply with the adopted "Plumbing Code" for the city.
- (3) Chapters 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and their appendices: Delete and insert in lieu thereof, mechanical codes shall comply with the adopted "Mechanical Code" for the city.
- (4) Chapter 24 and its appendices: Delete and insert in lieu thereof, fuel gas codes shall comply with the adopted "Fuel Gas Code" for the city.

(5) Section 102.4 Referenced codes and standards, Delete and insert in lieu thereof, "The Codes and Standards referenced in this Code shall be considered part of the requirements of this code to the prescribed extent of each such reference. Any reference made in regard to Plumbing, Mechanical, Electrical, or Fire Codes shall be in fact construed to mean the Uniform Plumbing, International Mechanical, and International Fire Codes, International Energy Conservation as well as the National Electrical Code. When differences occur between provisions of this Code, as adopted, and referenced codes and standards, the provisions of this Code shall apply.

(6) Section R105.2 Building: #5. —Delete sidewalks and driveways.

(7) Section R106.1.3. Leave

(8) Section R107.3. Delete reference to NFPA 70 and insert in lieu thereof 2020 NEC.

(9) Section 202, Add definition of a bedroom. For the purposes of this code, the term "bedroom" means any room with a permanently built-in closet, designed for and potentially used for sleeping purposes at the present time or in the future. Bedrooms shall meet all the minimum provisions of this code to include a minimum of 70 square feet of floor area with the least horizontal dimension of seven feet, glazing for natural light to be not less than eight percent of floor area, heat provided in the room to maintain a minimum of 68 degrees, three feet from the floor and two feet from the exterior walls, minimum ceiling height of seven feet in the rooms shall be maintained, shall meet the minimum emergency escape and rescue opening, shall have a permanently powered smoke alarm device with battery backup. Bedrooms include dens, offices, playrooms, family rooms, storage areas, and other rooms with built in closets. For the purpose of this chapter, the term "bedrooms" and "sleeping rooms" and "sleeping units" and "dwelling units" shall be synonymous with each other.

(10) Section R202, Definitions of the IRC, are amended by deleting the definition of accessory structure and swimming pool and inserting in lieu thereof the following:

a. Accessory structures. Accessory structures shall be defined as and shall conform to applicable zoning requirements and shall include but not be limited to structures and equipment with a fixed location on the ground, including wind energy systems, generators and equipment shelters.

b. Swimming pool. Any structure intended for swimming, recreational bathing or wading that is capable of containing water over 24 inches deep. This includes in-ground, above-ground and on-ground pools, hot tubs, spas and fixed-in-place wading pools, but excludes manmade lakes or ponds created through the collection of stormwater or drainage runoff.

(11) Amend Table R301.2(1) as follows:

a. Roof snow load: 30 PSF.

b. Wind speed (MPH): 115

c. Seismic design category: A.

d. Subject to damage from:

1. Weathering: Severe.
2. Frost line depth: 42 inches.
3. Termite: Slight to moderate.
4. Decay: Slight to moderate.

e. Winter design temp: five degrees.

f. Flood hazards: Delete and insert in lieu thereof the following: All references to flood resistant construction shall be those provisions contained in Chapter 50.

(12) Section R301.2.4. Delete.

(13) Section R310.2.1. Delete-Exception.

(14) Section R320 Accessibility. Delete and insert in lieu thereof the following: The provisions of Division VII of 661 Iowa Admin Code Ch. 302 shall apply to all matters governing accessibility.

(15) Subsection R302.1, Exterior walls, of the IRC, is amended by deleting all exceptions and inserting in lieu thereof the following exception:

Accessory structures less than ten feet from a dwelling or less than three feet from a property line shall be provided with 5/8-inch "X" fire code sheetrock or equivalent throughout the interior, including the walls and ceiling. Any accessory structure openings in walls parallel to and less than ten feet from dwelling unit walls shall be fire rated in accordance with this code.

(16) Table R302.1, Exterior walls, of the IRC, is amended by modifying the table as follows:

Table R302.1(1), Exterior Walls

Exterior Wall Element		Minimum Fire-Resistance Rating	Minimum Fire Separation Distance
Walls	(Fire-resistance rated)	1 hour with exposure from both sides per ASTM E 119 or UL 263	< 3 feet
	(Not fire-resistance rated)	0 hours	≥ 3 feet
Projections	(Fire-resistance rated)	1 hour on the underside	2 feet

	(Not fire-resistance rated)	0 hours	≥ 2 feet
Openings	Not allowed	N/A	< 3 feet
	25% Maximum Wall Area	0 hours	3 feet
	Unlimited	0 hours	5 feet
Penetrations	All	Comply with Section R302.4	< 3 feet
		None required	3 feet

(17) Subsection R302.6, Dwelling-garage fire protection is amended by inserting in lieu thereof the following: The private garage shall be separated from the dwelling unit and its attic area by means of minimum 5/8-inch type "X" fire code gypsum board or equivalent applied to the garage side. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall also be protected by not less than 5/8-inch type "X" fire code gypsum board or equivalent throughout. Garages beneath habitable rooms shall be separated by not less than 5/8-inch type "X" fire code gypsum board or equivalent throughout. Door openings between a private garage and the dwelling unit shall be equipped with either solid wood doors or solid or honeycomb core steel doors not less than 1¾ inches thick, or doors in compliance with 716.2.2.1 with a fire protection rating of not less than 20 minutes. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Doors shall be self-closing and self-latching.

(18) Subsection R313.1 Delete.

(19) Subsection R313.2, One-and two-family automatic fire sprinkler system, of the IRC, is amended by adding the following exception:

Dwelling units in which the gross square footage of the dwelling spaces, including all floor levels whether finished or unfinished and all basement areas whether finished or unfinished (exclusive of attached garage area), does not exceed 8,000 square feet.

(20) Section R322. Delete and insert in lieu thereof the following: All references to flood resistant construction shall be those provisions contained in Chapter 50.

(21) Subsection R403.1.4.1, Frost protection, of the IRC, is amended by deleting all existing exceptions and inserting in lieu thereof the following: Detached garages of light frame wood construction of 720 square feet or less in size and detached garages of 400 square feet or less in size of other than light frame wood construction and more than ten feet from a dwelling or attached garage may be provided

with a floating slab which shall include a thickened slab edge of a minimum eight inches thick and tapered or squared from a width of six inches to 12 inches and have floors of Portland Cement Concrete (PCC) not less than four inches thick. Garage areas shall have all sod or debris removed prior to installation of the floor.

(22) Subsection R504, Delete

(23) Amend Chapter 11 (IRC) to read as follows: The provisions of the International Energy Conservation Code (IECC) as currently adopted and amended by the Iowa State Building Code Bureau shall apply to all matters governing the design and construction of buildings for energy efficiency.

Sec. 10-23 Uniform Plumbing Code.

The Uniform Plumbing Code (UPC), 2021 edition and all appendices, as published by the International Association of Plumbing and Mechanical Officials is adopted by reference in full except for the following portions that are deleted, modified or amended:

- 1) Any reference made to electrical code provisions shall comply with the electrical code adopted by the city.
- (2) Any reference made to mechanical code provisions shall comply with the mechanical code adopted by the city.
- (3) The provisions of Division VIII of 661 Iowa Admin. Code Ch. 16 shall apply to all matters governing the design and construction of buildings for energy efficiency.
- (4) The provisions of 661 Iowa Admin. Code Ch. 303 (2021 International Energy Conservation Code) shall apply to all matters governing the design and construction of buildings for energy efficiency.
- (5) Any reference made to fuel gas provisions shall comply with the fuel gas code adopted by the city.
- (6) Any lead water service pipe that is exposed shall be replaced.
- (7) Foundation drain and sump-pump connection: The drain line or sump pump shall be connected to a public storm sewer, sub-drain line, or storm sewer intake if such exists adjacent to the property.
- (8) Section 707.4 - Delete exception (4) and insert in lieu thereof the following: All new sewers and replacement of existing sewers shall have a clean out installed outside the structure.
- (9) All connections to city sewer shall be by a saddle type connection or a "y" type fitting installed in-line with the sewer.

Sec. 10-24 International Mechanical Code.

The International Mechanical Code (IMC), 2021 edition, as published by the International Code Council, Inc., is adopted by reference in full and all appendices are adopted by reference in full except for the following portions that are deleted, modified or amended:

(1) Section 101.1. Insert "City of Webster City."

(2) Any reference made to electrical code provisions shall comply with the electrical code adopted by the city.

(3) Any reference made to plumbing code provisions shall comply with the plumbing code adopted by the city.

(4) The provisions of Iowa Administrative Code chapter 661-303 (International Energy Conservation Code) shall apply to all matters governing the design and construction of buildings for energy efficiency.

(5) Any reference made to fuel gas provisions shall comply with the fuel gas code adopted by the city.

Sec. 10-25 National Electrical Code.

The National Electrical Code (NEC), 2020 edition, and all its appendices, is adopted by reference in full.

Sec. 10-26 International Fuel Gas Code.

The International Fuel Gas Code (IFGC), 2021 edition, and all its appendices as published by the International Code Council, Inc., is adopted by reference in full.

Sec. 10-27 International Fire Code.

The International Fire Code (IFC), 2021 edition, and appendices B, C and D as published by the International Code Council, Inc. is adopted by reference in full except for the following portions that are deleted, modified or amended by this ordinance:

(1) Any reference made to electrical code provisions shall comply with the electrical code adopted by the city.

(2) Any reference made to plumbing code provisions shall comply with the plumbing code adopted by the city.

(3) Any reference made to fuel gas provisions shall comply with the fuel gas code adopted by the city.

(4) Section 105. Delete.

(5) Section 107. Delete.

(6) Section 113.4. "Failure to Comply". Amend last sentence to read: shall be liable to a fine of not less than that which is set in City Code of Ordinance Section 1-16 – Infractions.

(7) Section 307. "Open Burning". Delete and insert in lieu thereof the following: All references to open burning shall be those provisions contained in Section 22-38.

(8) Section 308.1.4. Delete.

(9) Section 308.2. Delete.

(10) Section 308.3.1.1. Delete.

(11) Section 903.4.2. Amend first sentence to include "and visual."

Sec. 10-28 International Existing Building Code.

The International Existing Building Code (IEBC), 2021 edition, and all appendices as published by the International Code Council, Inc., is adopted by reference in full.

Sec. 10-29 International Property Maintenance Code.

The International Property Maintenance Code (IPMC), 2021 edition, as published by the International Code Council, Inc., for regulating and governing the conditions and maintenance of all property, buildings, and structures by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use, and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such existing structures in the city, is adopted by reference in full except for the following portions that are deleted, modified or amended by this subsection:

(1) Section 101.1. Insert: "City of Webster City."

(2) Section 101.2. Delete the words "all existing residential and non-residential" in the first sentence and insert in lieu thereof "all existing rental residential."

(3) Section 102.3. Delete and replace: "Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the city building code, electrical code, plumbing code, mechanical code, and fire code. Nothing in this code shall be construed to cancel, modify or set aside any provision of the zoning ordinance of the city."

(4) Section 102.7. Insert at the end of the sentence: "or would alter the historic character or appearance."

(5) Section 102.8. Delete first sentence and replace with "The codes and standards referenced in this Code shall be the codes and standards adopted by the city."

(6) Section 103.1. Delete and replace: "The enforcement of this code is under the city inspection department."

(7) Section 103.2. Delete.

(8) Section 103.3. Delete.

(9) Section 104.1 Add: "Fee schedule to be adopted by the city council by resolution."

(10) Section 109.1. Add: "If a person, firm or corporation has a total of three violations on any of their properties during any 90-day period, enforcement procedures will be subject to chapter 32, art. III of the Code of Ordinances, chronic nuisances."

(11) Section 109.3. Delete and replace: "Any person failing to comply with a notice of violation or order served in accordance with section 111.4 shall be deemed guilty of a misdemeanor or civil infraction as determined by the local municipality pursuant to chapter 1 of the Code of Ordinances."

(12) Section 111.2. Change first sentence to read, "If the structure is vacant or unfit for human habitation and occupancy, and the code official is authorized to post a placard of an UNSAFE Structure or Building..."

(13) Section 111.4.1 (6). Delete and insert in lieu thereof: "Include a statement of the right to file a lien."

(14) Section 201.3. Delete and replace: "Terms defined in other codes. Where terms are not defined in this code and are defined in the city building codes, electrical code, plumbing code, mechanical code, fire code, or zoning ordinance, such terms shall have the meanings ascribed to them as in those codes."

(15) Section 302.4. Insert: "8-inches".

(16) Section 303. Delete.

(17) Section 304.2. Keep first sentence and delete the rest, and delete 304.8.

(18) Section 304.9. Delete last sentence.

(19) Section 304.13.1. Add: "Glazing, as regulated by chapter 24 of the International Building Code, shall not be covered up with, closed by, or replaced by wood, plywood, OSB, or any other non-glazing material. Other means of closure may be allowed by variance issued by the Board of Appeals. This requirement is not intended to prevent the partial or complete in-fill of any opening by a properly constructed wall covered by an exterior finish material that is architecturally compatible with the remainder of the building."

(20) Sections 304.14, 304.16, 304.17, All of 304.18, 305.6. Delete.

(21) Section 402.3. Delete.

(22) Sections 502.2, 502.3, All of 502.4, 503.2, 503.3, 503.4, 504.2, 504.3. Delete.

(23) Section 502.5. Delete "International Plumbing Code" and insert "Uniform Plumbing Code."

(24) Section 602.2. Delete "based on the winter outdoor design temperature for the locality indicated in Appendix D of the International Plumbing Code."

(25) Sections 602.3, 602.4, 602.5, 603.6. Delete.

(26) Section 604.2. Delete "NFPA 70" and insert "National Electrical Code."

(27) Sections 606.1 and 606.2. Delete.

(28) Chapter 8. Delete.

Sec. 10-30 International Energy Conservation Code.

The International Energy Conservation Code (IECC), 2021 edition, as published by the International Code Council, Inc., is adopted by reference in full.

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 _____, 2022.

CITY OF WEBSTER CITY, IOWA

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk



MEMORANDUM

TO: Mayor and Council

FROM : Biridiana Bishop, Assistant City Manager
Daniel Ortiz-Hernandez, City Manager

DATE: October 17, 2022

RE: Adopt a Resolution Setting a Public Hearing for the Boone River Trail Concrete Panel Replacement Project

SUMMARY: The agreement was executed with MIDAS for them to provide administrative services of the City's CDBG Reuse Plan and funds outline that the cost to provide these services shall not exceed \$70,000. Despite these expenses, the City has an outstanding balance of \$47,540.66 that is seeking to use to replace damaged concrete panels along the Boone River Trail. The Boone River Trail Panel Replacement Project specifications are completed and the project is ready to send out for bids. The project will consist of new concrete trail pavement.

PREVIOUS COUNCIL ACTION: City Council approved the use of CDBG RLF monies on June 18, 2018. On June 18, 2018, the City Council also approved an agreement with MIDAS Council of Governments to provide administrative services associated with the grant administration. On June 20, 2022 the City Council adopted a resolution amending the City's CDBG Reuse Plan. On September 19, the City Council set resolution for public hearing on October 3, 2022. On October 3, 2022 the City Council voted to reject all bids and cancel the public hearing and agreed to rebid the project to obtain better pricing and more bids.

BACKGROUND/DISCUSSION: The Boone River Trail is in need of concrete panel replacement. City staff inquired about utilizing the funds to assist with rehabilitation of the Boone River Trail. IEDA confirmed that although this is not something they would typically fund, the activity is an eligible activity.

MIDAS has performed the required evaluation to determine the potential affect that the project activity would have on the floodplain and wetland. They have completed the early notice and public review period for this project and received no comments. The CDBG funds are not sufficient to cover all required panel replacement. The estimated total cost of the project is \$64,025. The City would need to contribute approximately \$16,484.34 towards the project.

The Boone River Trail Concrete Panel Replacement project is found at three locations on a 5.7-mile concrete trail located in Webster City that sits along the Boone River. The trail begins at Des Moines Street and connects to Briggs Woods Park with a small gap on Ohio Street along the City's Wastewater Treatment Plant. The project includes removal of existing concrete, surface adjustment to meet grade, 3" compactable material for pit run, 4" PCC concrete for trail tying into existing panels and surface restoration including seeding at two (2) locations:

Location 1: 151 Lineal Feet

Location 2: 40 Lineal Feet

The proposed project schedule is as follows:

- October 17th: City Council sets bid date/time and public hearing date/time
- October 18th: Publish Notice to Bidders
- November 3rd: Publish Notice of Public Hearing
- November 15th at 2:00 p.m.: Conduct the bid letting
- November 21st at 6:05 p.m.: Conduct the public hearing and award contracts and authorize execution of contracts
- May 31, 2023: Scheduled completion date. Liquidated damages are \$250.00 per day

FINANCIAL IMPLICATIONS: The project would be funded with remaining CDBG RLF funds and request additional funds as needed based on the awarded bid to the three areas approved in the plans and specifications. No monies are formally allocated in the FY 22-23 budget and a budget amendment would be necessary to cover remaining dollars.

RECOMMENDATION: City Staff recommends the City Council adopt a resolution setting a public hearing for the Boone River Trail Concrete Panel Replacement Project.

RESOLUTION NO. 2022 -

**PROVIDE FOR NOTICE OF HEARING ON PROPOSED PLANS AND SPECIFICATIONS
AND PROPOSED FORM OF CONTRACT AND ESTIMATE OF COST FOR CONSTRUCTION OF
BOONE RIVER TRAIL PANEL REPLACEMENT PROJECT**

WHEREAS, the City Council of the City of Webster City, Iowa, has determined that it is necessary and desirable that a public improvement be done as described in the proposed plans and specifications and form of contract, which may be hereafter referred to as the Boone River Trail Panel Replacement Project, (and is sometimes hereinafter referred to as the Project), which proposed plans, specifications and form of contract and estimate of cost are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of public hearing on the proposed plans, specifications and form of contract and estimate of cost for the Project and to advertise for sealed bids for the Project;

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

Section 1. The detailed plans and specifications, notice of hearing and estimate of cost referred to in the preamble hereof be and the same are hereby approved.

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

Section 3. The amount of the bid security to accompany each bid is hereby fixed at 5% of the amount of the proposal.

Section 4. Sealed proposals will be received by the City Clerk of Webster City, at the Council Chambers of the City Council, in the City Hall of said City, until 2:00 p.m. on the 15th day of November, 2022, for the Boone River Trail Panel Replacement Project, as described in the plans and specifications therefor now on file in the office of the City Clerk. Proposals will be opened by City Staff appointed by the City Council as provided by Section 384.101, Code of Iowa.

Section 5. The 21st day of November, 2022, at 6:05 o'clock p.m. at the City Hall, Webster City, Iowa, is hereby fixed as the time and place of hearing on the proposed plans, specifications, form of contract and estimate of cost for the Project, and also as the time and place of considering bids previously received by the City Clerk in connection therewith.

Section 6. The City Clerk is hereby authorized and directed to give notice of the aforementioned hearing and letting by publication of such notices in a newspaper of general circulation in the City, which publication shall be made not less than four nor more than twenty days prior to the time of the said hearing, all in conformity with Chapters 362, 384, and 26 of the Code of Iowa. The said notice shall be in the form substantially as attached to this resolution.

Section 7. All provisions set out in the following form of notice are hereby recognized and prescribed by this Council and all resolutions or orders or parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

Passed and approved this 17th day of October, 2022.

John Hawkins, Mayor

ATTEST: _____
Karyl K. Bonjour, City Clerk

NOTICE OF HEARING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND
ESTIMATE OF COST FOR:

BOONE RIVER TRAIL CONCRETE PANEL REPLACEMENT PROJECT

JURISDICTION OF CITY OF WEBSTER CITY, IOWA PUBLIC IMPROVEMENT PROJECT

Public Notice is hereby given that a public hearing will be held by the City of Webster City, Iowa on the proposed Contract Documents (plans, specifications, and form of contract) and estimated total cost for the Boone River Trail Concrete Panel Replacement Project at its meeting at 6:05 P.M. on the November 21, 2022, in said City Council Chambers, Webster City City Hall, 400 Second Street, Webster City, Iowa 50595.

The Boone River Trail Concrete Panel Replacement project is found at three locations on a 5.7 mile concrete trail located in Webster City that sits along the Boone River. The trail begins at Des Moines Street and connects to Briggs Woods Park with a small gap on Ohio Street along the City's Wastewater Treatment Plant. The project includes removal of existing concrete, surface adjustment to meet grade, 3" compactable material for pit run, 4" PCC concrete for trail tying into existing panels and surface restoration including seeding at two (2) locations:

Location 1: 151 Lineal Feet

Location 2: 40 Lineal Feet

At said hearing, the City Council will consider the proposed plans, specifications, form of contract and estimate of cost for said project, the same now being on file in the office of the City Clerk, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Council will also receive and consider any comments/objections to said plans, specifications and form of contract or to the estimated cost of said improvements made by any interested party.

The City of Webster City does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the City.

This Notice is given by authority of the City Council of the City of Webster City, Iowa.

Dated at Webster City, Iowa this 17th day of October, 2022

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Published in the FREEMAN JOURNAL on the ____ day of November, 2022

NOTICE TO BIDDERS

BOONE RIVER TRAIL CONCRETE PANEL REPLACEMENT PROJECT NO. 9-22-005

Public Hearing on Proposed Plans, Specifications, Contract and Estimated Costs

Notice is hereby given that a public hearing will be held by the City of Webster City, Iowa on the proposed plans, specifications, form of contract and estimate of cost for the **Boone River Trail Concrete Panel Replacement Project** at its meeting at 6:05 p.m. on the 21st day of November, 2022, in said City Council Chambers, Webster City City Hall, 400 Second Street, Webster City, Iowa 50595.

Time and Place for Filing Sealed Proposals

Sealed proposals, subject to the conditions contained herein, will be received at the office of the City Clerk in City Hall, 400 Second Street, Webster City, Iowa, 50595, until 2:00 p.m. according to the clock in said City Council Chambers on the 15th day of November, 2022 for:

Construction of **Boone River Trail Concrete Panel Replacement Project**, as hereinafter described in general and as described in detail in the plans and specifications now on file in the office of the City Clerk, Webster City, Iowa.

Time and Place Sealed Proposals will be Opened and Considered

Sealed Proposals received will be opened, read aloud and tabulated at 2:05 p.m. according to the clock in said City Council Chambers on the 15th day of November, 2022. Bids will be considered by the City Council at its meeting on the 21st day of November, 2022 at 6:05 p.m. The City Council may award a contract at said meeting, or at such other time and place as shall then be announced. Prior thereto, at said time specified above, in the City Council Chambers at Webster City Hall, a hearing will be held on the proposed plans, specifications, form of contract, and estimate of cost for said improvements, and at said hearing any interested person may appear and file objections thereto.

Contract Documents

Plans and specifications governing the construction of the proposed improvements have been prepared by the City's Engineering Tech/Project Coordinator, which plans and specifications and the proceedings of the Owner referring to and defining said proposed improvements are hereby made a part of the Notice by reference, and the proposed contract shall be executed in compliance therewith. A copy of said plans, specifications and form of contract is now on file in the office of the City Clerk and may be examined at Webster City City Hall, 400 Second Street, Webster City, Iowa 50595.

An electronic copy of the Contract Documents is available by contacting Dedra Nerland, Public Works Management Assistant at dnerland@webstercity.com for no cost. Paper copies of the contract documents are available upon request.

General Nature of the Public Improvement

BOONE RIVER TRAIL CONCRETE PANEL REPLACEMENT

The Boone River Trail Concrete Panel Replacement project is found at three locations on a 5.7 mile concrete trail located in Webster City that sits along the Boone River. The trail begins at Des Moines

Street and connects to Briggs Woods Park with a small gap on Ohio Street along the City's Wastewater Treatment Plant. The project includes removal of existing concrete, surface adjustment to meet grade, 3" compactable material for pit run, 4" PCC concrete for trail tying into existing panels and surface restoration including seeding at two (2) locations:

Location 1: 151 Lineal Feet

Location 2: 40 Lineal Feet

Bid Security

The bid security must be in the minimum amount of 5 percent (5%) of the total bid amount including. Bid security shall be in the form of a cashier's check or a certified check, drawn on an FDIC insured bank in Iowa or drawn on an FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a bid bond executed by a corporation authorized to contract as a surety in Iowa or satisfactory to the Jurisdiction. The bid bond must be submitted on the enclosed Bid Bond form as no other bid bond forms are acceptable. All signatures on the Bid Bond must be original signatures in ink; facsimile (fax) of any signature or use of an electronic signature on the Bid Bond is not acceptable. Bid security other than said Bid Bond shall be made payable to City of Webster City, Iowa. "Miscellaneous Bank Checks," and personal checks, as well as "Money Orders" and "Traveler's Checks" issued by persons, firms, or corporations licensed under Chapter 533C of the Iowa Code, are not acceptable bid security.

The bid security shall be made payable to the City Clerk of the City of Webster City, Iowa.

The bid security must not contain any conditions either in body or as an endorsement thereon. The bid security shall be forfeited to the City as liquidated damages in the event the successful bidder fails or refuses to enter into contract within ten (10) days after the award of contract and post bond satisfactory to the City insuring the faithful fulfillment of the contract and the maintenance of said work, if required, pursuant to the provisions of this notice and the other contract documents.

Performance, Payment and Maintenance Bond

Each successful Bidder will be required to furnish a corporate Surety Bond in an amount equal to one hundred percent (100%) of its Contract price. Said Bond shall be issued by a responsible Surety approved by the City of Webster City and shall guarantee the faithful performance of the Contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless the City of Webster City from claims and damages of any kind caused by the operations of the Contract and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of two (2) years from and after acceptance of the Contract.

Davis-Bacon Wage Rate Compliance

Davis-Bacon wage rates apply to this Contract and all sub-contracts. The wage rate determination is included in these Specifications.

Title VI Compliance

The City of Webster City, Iowa, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award.

Community Development Block Grant Section 3 Compliance

The following (referred to as the section 3 clause) is included in this Notice to comply with CDBG requirements:

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
- C. The contractor agrees to post copies of a notice advising workers of the Contractor's commitments under Section 3 in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to provide written notice of employment and contracting opportunities to all known Section 3 Workers and Section 3 Businesses.
- E. The contractor agrees to employ, to the greatest extent feasible, Section 3 workers or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical Section 3 worker hours goals, despite its efforts to comply with the provisions of this clause.
- F. The contractor agrees to maintain records documenting Section 3 Workers that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor for subsequent Section 3 covered projects or activities.
- G. The contractor agrees to post contract and job opportunities to the Opportunity Portal and will check the Business Registry for businesses located in the project area.

H. The contractor agrees to include compliance with Section 3 requirements in every subcontract for Section 3 projects as defined in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

I. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

J. The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it has taken to pursue low- and very low-income persons for economic opportunities.

K. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Completion of Work

The Notice to Proceed is anticipated to be issued after satisfactory review of executed bonds, insurance and contract. Each work area shall be diligently worked to completion. Work may be suspended during periods of inactivity between locations. The project is anticipated to be completed by May 31, 2022.

The Contractor shall fully complete the project within 30 working days. Full completion includes having all pavement and surface restoration and ALL work areas open to use by the public. Work areas, once commenced shall be diligently worked to completion. Working days may be suspended by the Resident Engineer when work has been completed at any work location such that the area is open to pedestrian traffic. Should the Contractor fail to fully complete the work within the time allotted, liquidated damages of \$250 per working day shall be applied for each calendar day until the work is fully complete.

The City of Webster City does hereby reserve the right to reject any or all bids, waive informalities and to enter into such contract, or contracts, as it deems to be in the best interest of the City.

The Notice is given by authority of the City Council of the City of Webster City, Iowa.

Dated at Webster City, Iowa this ___ day of October, 2022

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Posted on City of Webster City website on the ___ day of October, 2022



MEMORANDUM

TO: Mayor and City Council

FROM: Biridiana Bishop, Assistant City Manager
Daniel Ortiz-Hernandez, City Manager

DATE: October 17, 2022

RE: Adopt a Resolution Designating the Assistant City Manager to be the Authorized Representative for the Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP) Administered by the Iowa Finance Authority and Authorizing Submittal of an Application for Funding

SUMMARY:

The City is in the planning and design phase of the new Wastewater Treatment Facility Project. In order to fund this project, city staff is working with representatives from several state and federal programs to identify the best financing opportunity. One of these programs is the Wastewater and Drinking Water Treatment Financial Assistance Program administered by the Iowa Finance Authority. The maximum grant award a community can receive is \$500,000.

PREVIOUS COUNCIL ACTION: A study session was held on August 17, 2022 to review financing options with the City Council and Planning and Zoning Commission. City Council authorized the Assistant City Manager to be the authorized representative for the USDA Water and Waste Disposal Loan and Grant Program on September 6, 2022.

BACKGROUND/DISCUSSION:

City staff is currently working to identify alternate sources of funding for the Wastewater Treatment Facility project. One of these programs is the Wastewater and Drinking Water Treatment Financial Assistance Program administered by the Iowa Finance Authority. This program accepts applications once a year and makes grant awards for wastewater and drinking water infrastructure projects. The Assistant City Manager has spoken to representatives from the Iowa Finance Authority regarding the City's eligibility for the program and the new Wastewater Treatment Facility project. They noted this would be a good project to request assistance for. Applications are due October 28, 2022 and awards will be announced in December 2022. The maximum grant award is limited to \$500,000. The application being submitted will be requesting the maximum award of \$500,000. Attached to this memo is a draft of the application that will be submitted for consideration. Representatives from the Iowa Finance Authority did note that they typically like to fund projects that are in the construction phase or will enter construction phase by October 2023; however, IFA has funded planning and design phases during previous cycles.

As the authorized representative, the Assistant City Manager will be the authorized point of contact to answer questions, complete, sign and submit the financial assistance application. Staff will continue working with the City's municipal advisor, PFM to determine the best funding option to finance the construction of the Wastewater Treatment Plant project. Once grant eligibility and potential has been identified with each program, staff will bring this information back to the City Council and seek authorization for formal authority to pursue the best funding option identified. Programs currently under consideration and status are noted below:

- USDA Water and Waste Disposal Loan & Grant Program
 - Application completed for USDA preliminary review on 09/23/2022
 - USDA requested the City complete additional certifications on 09/26/2022
 - Additional certifications completed and email sent to USDA representative on 09/28/2022
 - Email requesting status of grant eligibility review sent to USDA representative on 10/05/2022 and 10/13/2022
- State Revolving Loan Fund
 - Unable to formally submit until December 2022
- Water Treatment Financial Assistance Program
 - Intend to submit grant application before 10/28/2022
- Building Resilient Infrastructure and Communities Program
 - Spoke with State Hazard Mitigation representatives regarding the project. The project would need to go through a scoping cycle prior to being considered for construction monies in order to receive 10 out of 10 points in technical evaluation scoring criteria.
 - When no scoping application is completed prior to construction, 0 points are awarded.
 - The timeline for project completion does not permit for this to occur.
 - In addition, the State of Iowa does not have current building codes adopted, which are preferred by FEMA. Because of this, the City would receive 0 out of 20 points possible in this criteria.
 - Out of 115 points, the highest the City could receive, assuming a perfect score would be 85 (Approximately 74% of eligible points).
 - In addition, The City does not currently have the resources to complete the amount of environmental work and community engagement work necessary to complete the application. Grant application is due by end of November 2022.

FINANCIAL IMPLICATIONS: If the City is successful in receiving the grant, the \$500,000 would go toward funding the Wastewater Treatment Plant project.

RECOMMENDATION: Staff recommends the City Council adopt a resolution authorizing the Assistant City Manager to be the authorized representative for the Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP) administered by the Iowa Finance Authority and authorizing submittal of an application for funding.

RESOLUTION NO. 2022 –

**RESOLUTION DESIGNATING THE ASSISTANT CITY MANAGER TO BE THE AUTHORIZED REPRESENTATIVE
FOR THE WASTEWATER AND DRINKING WATER TREATMENT FINANCIAL ASSISTANCE PROGRAM
IN IOWA ADMINISTERED BY THE IOWA FINANCE AUTHORITY**

WHEREAS, the City of Webster City owns and operates a publicly owned treatment works (POTW);
and

WHEREAS, the City of Webster City is seeking to identify financing options to fund the planning,
design and construction of a new Wastewater Treatment Facility; and

WHEREAS, the Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)
provides grants for wastewater and drinking water infrastructure projects ; and

WHEREAS, the City wishes to submit an application for funding, requesting an amount of
\$500,000 toward the Wastewater Treatment Facility project; and

WHEREAS, the City of Webster City wishes to designate the Assistant City Manager as the
authorized representative; and

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

SECTION 1: Designates Biridiana Bishop, the City of Webster City's Assistant City Manager, as the
authorized representative on behalf of the City who shall be responsible for, entering/updating an
application, answering questions, providing signatures and submitting the application for consideration.

SECTION 2: Authorizes the submittal of a financial assistance application to the Wastewater and Drinking
Water Treatment Financial Assistance Program in Iowa administered by the Iowa Finance Authority
requesting \$500,000 for the Wastewater Treatment Facility Improvement project.

Passed and adopted this 17th day of October, 2022.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)

2022 Application for Funding

PROGRAM OVERVIEW

With funding provided by portion of the taxes paid on metered water, the Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP) provides grants for wastewater and drinking water infrastructure projects. Awards are determined annually by a committee consisting of representatives from the Iowa Finance Authority (IFA), the Iowa Department of Natural Resources (DNR) and the Iowa Department of Agriculture and Land Stewardship (IDALS).

Priority consideration for funding is given to:

- **Disadvantaged Communities seeking financial assistance for the installation or upgrade of wastewater or drinking water treatment facilities**
 - For drinking water projects, a Disadvantaged Community defined in the same manner as that used by the Community Development Block Grant (CDBG) program (51% or more of the population served by the project have income that is considered low to moderate).
 - For wastewater projects, the Disadvantaged Community criteria can be found in Iowa Code [455B.199B](#).
- **Projects whose completion will provide significant improvement to water quality in the watershed**
- **Communities employing alternative wastewater treatment technology pursuant to Iowa Code [455B.199C](#)**
- **Communities where sewer or water rates are more than 2% of the community's median household income**
- **Communities employing technology to address the goals of the Iowa Nutrient Reduction Strategy**
- **Communities whose drinking water supply is a source water on the impaired waters list**
- **Communities whose project will improve waters on the impaired waters list**

More information can be found at IowaFinance.com.

FUNDING AVAILABILITY AND APPLICATION PROCESS

We are prepared to award approximately \$6 million available to eligible projects for the 2022 funding round. The maximum grant award is limited to \$500,000.

Applications are due Friday, October 28, 2022. Awards will be announced in December 2022.

Applications may be submitted via email or mail:

WaterQuality@IowaFinance.com

or

Iowa Finance Authority
Attn: Aaron Smith
1963 Bell Avenue, Suite 200
Des Moines, IA 50315

Because grants are awarded annually and funds are limited, projects that do not expect to start construction before October 2023 should consider waiting until next year to apply. Projects that are in the planning and design phase should consider applying for planning assistance through:

- *USDA Planning Grants – contact your local USDA office*
- *SRF Planning and Design Loans – contact WaterQuality@IowaFinance.com*

Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)

2022 Application for Funding

APPLICANT INFORMATION

Applicant Name: _____
Contact Person/Title: _____
Street Address: _____ City: _____
County: _____ Zip Code: _____
Phone Number: _____ Email Address: _____

PROJECT INFORMATION

Please complete the following information about the Project.

Project Priority Category *(select all that apply)*

- ☐ 1. Disadvantaged Community installing or upgrading wastewater or drinking water treatment facilities
- ☐ 2. Project provides significant improvement to water quality in the watershed upon completion
- ☐ 3. Project employs alternative wastewater treatment technology pursuant to Iowa Code [455B.199C](#)
- ☐ 4. Sewer or water utility rates are more than 2% of the community's median household income
- ☐ 5. Project employs technology to address the goals of the Iowa Nutrient Reduction Strategy
- ☐ 6. Drinking water supply is a source water on the impaired waters list
- ☐ 7. Project improves water(s) on the impaired waters list
- ☐ 8. None of the above

Project Description

"Coffee Shop" Description: Please briefly describe the project in a way that you would to a friend over coffee (2-5 sentences; simple, easily understood terminology).

Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)

2022 Application for Funding

Project Status

	Yes	No	N/A	Date Completed	Date Expected
Engineer Hired					
PER or Plan Developed					
Construction Permit Issued					
Construction Bids Awarded					
Construction Started					

PROJECT COST BREAKDOWN

Please identify the Project's anticipated costs.

Administrative, Financial & Legal expenses	
Land and easements	
Planning & Design expenses	
Engineering construction fees	
Construction	
Equipment	
Miscellaneous	
Contingency	
Other – Specify:	
Total Project Cost:	

ANTICIPATED SOURCES OF FUNDS

Please identify the Project's anticipated sources of funds.

	Yes	No	Date of Application	Dollars Contributed
2022 WTFAP Request				
CDBG				
USDA – Grant				
USDA – Loan				
SRF Loan				
Local Funds				
Other – Specify:				
Total Sources of Funds:				

Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)

2022 Application for Funding

SYSTEM INFORMATION

Please provide operating and financial information about the Utility System.

Select System:

☐ Wastewater

☐ Drinking Water

Annual Usage (Gallons/year):

Population Served by System:

Median Household Income:

Click [here](#) to look up Median Household Income.

Connections and Annual Revenue by Type

	Number of Connections	Annual Revenue	Percent of System Usage
Residential			
Commercial			
Industrial			
Other			
Unmetered			
Total Revenue:			

Financial Information

Expenditures for FY 2022

Operation and Maintenance	
Repairs	
Capital Improvement Fund	
Other – Specify:	
Total Expenditures:	

Fund Balances

Total Fund Balance	Amount Restricted	Amount Unrestricted

Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)

2022 Application for Funding

Existing System Debt

Revenue Bonds (list below)	Current Balance	Interest Rate	Year Issued	Maturity Date	Annual Payment (P & I)
Other Debt Payable from System Revenues					
Totals:					

User Rates

	Yes	No
Will you need to increase rates to pay for this project?		
Have ordinances related to increasing rates been adopted for financing this project?		

- Please submit a copy of the most recent user charge ordinance with this application.
- If you applied for CDBG, please submit LMI documentation.
- If you applied for disadvantaged status, please submit the determination letter from DNR.

PROFESSIONAL CONSULTANTS

Please provide information about the professional consultants assigned to the Project.

Project Engineer

Firm Name: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

Municipal Advisor/Financial Consultant (if applicable)

Firm Name: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

Other Consultants (if applicable)

Firm Name: _____ Role: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)

2022 Application for Funding

Complete this section if you are applying for assistance under the following priority areas:

- **Projects whose completion will provide significant improvement to water quality in the watershed**
- **Community whose drinking water supply is a source water on the impaired waters list**
- **Community whose project will improve waters on the impaired waters list**

Identify the watershed and/or waterbody the project will improve:

Identify the current impaired use/s and cause/s of the impairment/s to the waterbody the project improves:

Briefly describe how the project will improve water quality in the watershed or address the specific impairment/s to the waterbody:

Discuss project location, land ownership and plans for acquiring properties or easements, if applicable.

Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)

2022 Application for Funding

Complete this section if you are applying for assistance under the following priority area:

- Community employing alternative wastewater treatment technology pursuant to Iowa Code 455B.199C

Please note that in addition to Iowa Code 455B.199C, “alternative technology” could also mean a commonly used technology that has been proven effective and reliable for its intended purpose but is not included in the [Iowa Wastewater Facilities Design Standards](#).

Explain the alternative wastewater treatment technology being used:

Please submit documentation with this application demonstrating that the alternative wastewater technology has been approved by DNR pursuant to Iowa Code 455B199C.

Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)

2022 Application for Funding

Complete this section if you are applying for assistance under the following priority area:

- **Community employing technology to address the goals of the Iowa Nutrient Reduction Strategy**

Explain the technology being used and how it reduces nutrients to help address the goals of the Iowa Nutrient Reduction Strategy:

Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)

2022 Application for Funding – Minority Impact Statement

Pursuant to [Chapter 8](#) of the Iowa Code, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the State's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose a statement below that pertains to this grant application. Complete all the information requested for the chosen statement.

- 1. The proposed project funded by this grant could have a disproportionate or unique positive impact on minority persons.**

Briefly describe the positive impact expected from this project:

Indicate which group(s) are expected to be impacted:

☐

☐

☐

Women
Blacks
Latinos

☐

☐

☐

Persons with a Disability
American Indians
Pacific Islanders

☐

☐

☐

Asians
Alaskan Native Americans
Other

- 2. The proposed project funded by this grant could have a disproportionate or unique negative impact on minority persons.**

Briefly describe the negative impact expected from this project:

Indicate which group(s) are expected to be impacted:

☐

☐

☐

Women
Blacks
Latinos

☐

☐

☐

Persons with a Disability
American Indians
Pacific Islanders

☐

☐

☐

Asians
Alaskan Native Americans
Other

Present the rationale for the existence of the proposed project:

Provide evidence of consultation with representatives of the minority groups impacted:

- 3. The proposed project funded by this grant is not expected to have a disproportionate or unique impact on minority persons. Briefly present the rationale for determining no impact:**

Wastewater and Drinking Water Treatment Financial Assistance Program (WTFAP)

Minority Impact Statement

The undersigned is duly authorized to apply for this grant on behalf of the Applicant. The Applicant declares under penalty of law that all facts given, and information attached are true and correct. The Applicant authorizes IFA to verify all information.

Authorized Signature

Printed Name

Title

Date

All applications are due Friday, October 28, 2022

Signed Applications may be emailed or mailed.

WaterQuality@IowaFinance.com

or

Iowa Finance Authority
Attn: Water Quality
1963 Bell Avenue, Suite 200
Des Moines, IA 50315



MEMORANDUM

TO: Mayor and City Council

FROM: Biridiana Bishop, Assistant City Manager
Daniel Ortiz-Hernandez, City Manager

DATE: October 17, 2022

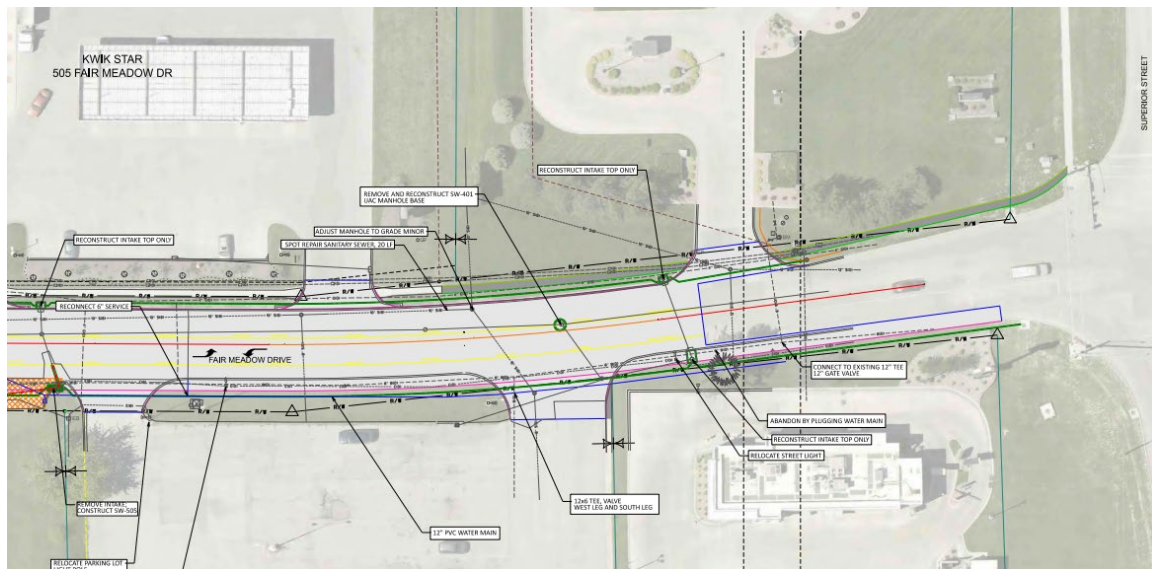
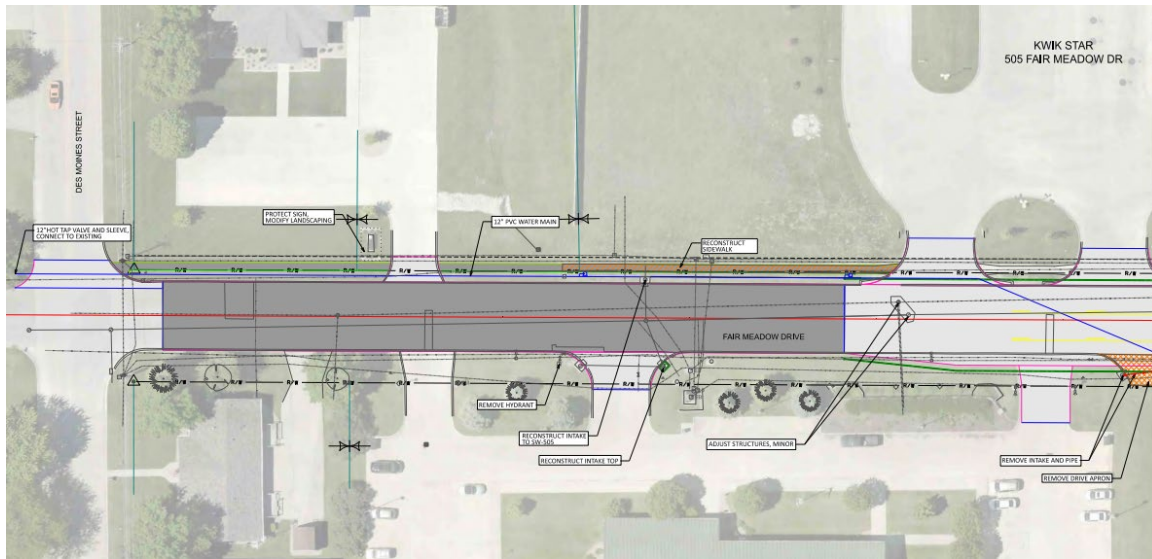
RE: Adopt a Resolution Approving Amendment No. 17a to the On-Call Street Paving Specialist Agreement for Professional Services with Snyder & Associates, Inc.

SUMMARY: On February 21, 2022 the City Council approved Amendment No. 17 for Snyder & Associates to provide professional engineering services needed to complete the project development, administration, survey, design and construction administration and observation of Lincoln Drive and Fairmeadow Drive projects. Both projects had additional needs and work tied to them that have created a modification to the scope of work required from Snyder and Associates. An amendment is needed to incorporate the additional professional services needed to complete both projects.

PREVIOUS COUNCIL ACTION: The Council approved Amendment No. 17 with Snyder & Associates to complete the project development, administration, survey, design and construction administration and observation of the Lincoln Drive project on February 21, 2022.

The Council has seen this as part of the 5-year CIP in the FY 22-23 Budget adoption and adopted the 2022 Goal Setting Report noting they would like to pursue a strategic plan on how to address replacement of aging infrastructure.

BACKGROUND/DISCUSSION: Additional services are required from Snyder & Associates to complete the Lincoln Drive and Fairmeadow Drive projects. Originally, Fairmeadow Drive was going to be a resurfacing project; however, after review and consideration of traffic patterns and existing infrastructure, City staff requested updated cost opinions to incorporate upsizing the existing water main from a 6" to a 12" and to widen the road to incorporate a turning lane in order to facilitate traffic flow along Fairmeadow. In addition to Fairmeadow Drive, this project will incorporate hot mix asphalt paving at the Cemetery as the City has historically been working on paving the dirt roads in the cemetery. The project also ties in replacement of curb and gutter and drive approaches to the City Hall parking lot. These were not completed as part of the 2021 HMA project because the curb and gutter condition was such that it would cause deterioration of drive approaches if installed. In order to prevent installing new drive approaches with the potential of degradation to the subbase, City staff preferred to wait and recommend the Council incorporate into the Fairmeadow Drive project. Because of these modifications, additional work tied to utilities, right of way, survey, design, staging and construction observation are needed.



Originally Lincoln Drive was not going to address drainage issues found on the east end of Lincoln Drive. After reviewing the options, City staff requested that Snyder & Associates tie in a solution to the east end of Lincoln Drive. This was additional work performed by Snyder that requires modifications to the existing contract.



The additional work will require an additional \$141,950 be added to the Snyder and Associates amendment.

FINANCIAL IMPLICATIONS: The additional \$141,950 will be paid for from the respective projects. These dollars will be absorbed by the water, sewer, and LOSST funds.

RECOMMENDATION: Staff recommends the City Council adopt a resolution approving Amendment No. 17a with Snyder and Associates.

RESOLUTION NO. 2022 – xxx

RESOLUTION AUTHORIZING THE MAYOR TO SIGN AND EXECUTE AMENDMENT NO. 17A WITH SNYDER AND ASSOCIATES TO PROVIDE ADDITIONAL PROFESSIONAL SERVICES NEEDED FOR LINCOLN DRIVE AND FAIRMEADOW DRIVE PROJECTS

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

WHEREAS, the City of Webster City did approve Amendment No. 17 on February 21, 2022; and

WHEREAS, the City of Webster City seeks to expand the scope of the projects and requires additional professional services from Snyder & Associates, Inc.; and

WHEREAS, the City of Webster City will utilize the services of its consulting engineer, Snyder & Associates, to perform said services as noted in the attached as Exhibit “A”;

WHEREAS, said professional services shall be governed by and construed in accordance with the laws of the State of Iowa and local municipal code; and

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

SECTION 1: Authorizes the Mayor to sign and execute amendment number 17A with Snyder and Associates to complete the Lincoln Drive and Fairmeadow Drive Projects.

Passed and adopted this 17th day of October, 2022.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

Exhibit "A"

Amendment No. 17A

WEBSTER CITY, IOWA

AMENDMENT No. 17A 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: October 17, 2022

SNYDER & ASSOCIATES, INC.

EXHIBIT “A” SCOPE OF WORK

To accomplish the City’s mission of providing quality street, alley, electric, water, wastewater, and storm water services for its customers, it owns and maintains streets and alleys with appurtenant structures, electric facilities with appurtenant structures, water treatment and distribution systems, wastewater collection and treatment systems and storm water collection systems within public rights-of-way.

The following revisions shall be made to Amendment No. 17A:

REPLACE THE FOLLOWING PARAGRAPHS:

I. GENERAL

This Scope of Services is for the preliminary and final design, topographic and boundary survey, utility coordination, public engagement, plan preparation, contract documents, bid assistance services, and construction services for the Lincoln Drive Reconstruction Project and Fair Meadows Drive Reconstruction Project, to be known as the Project. The project consists of multiple locations:

- A. Lincoln Drive from Hillcrest Drive to east dead end.
- B. Fair Meadow Drive from Des Moines Street to approximately 200 feet west of Superior Street.
- C. City Hall First Street - Superior Street to Seneca Street.
- D. Webster City Cemetery.

Lincoln Drive includes reconstructing street pavement, replacing storm sewer pipe and structures, lining sanitary sewer main and manholes and replacing and upsizing water main and appurtenances. Added scope includes sanitary sewer service replacement, spot repair of sanitary sewer at the intersection of Lincoln Drive and Elmhurst Drive, meetings and review with Platinum Connect for fiberoptic installation, alternate staging development resulting in the changing from PCC to HMA paving and created staging plans for both, and storm sewer and drainage improvements on the east terminus of Lincoln Drive. Preliminary design services for Hillcrest Drive from Des Moines Street to Lincoln Drive is included with Lincoln Drive. Additional design improvements for Hillcrest Drive can be added as Additional Services.

Fair Meadow Drive improvements from Des Moines Street to the west Kwik Star driveway include milling existing pavement and placing an HMA overlay. Portions east to Superior Street include 6’ widening on the south side of the pavement, full PCC pavement reconstruction, 12” water main construction from west side of Des Moines Street to west end of 12” water main west of Superior Street, a sewer main spot repair, storm manhole replacement, storm system modifications, significant utility relocations, right-of-way acquisitions and associated structure adjustments, together with complex staging requirements. Sidewalk is included on the north side of the street from the northwest quadrant of the Des Moines Street intersection to the Superior Street intersection. Added scope includes new water main along the corridor and permitting, additional PMT meetings, sidewalks, roadway widening, ROW acquisitions, utility potholing, and associated plan production work.

City Hall – First Street Curb and Gutter Improvements includes replacement of the curb, gutter and associated driveway aprons to improve surface drainage on the north side of First Street from Superior Street to Seneca Street. This project would include limited street pavement patching as required and possible intake modifications. No extension of storm sewer is planned. This scope of work will be included with the Fair Meadows Drive Plans and Contract Documents. The improvements would be limited to avoid replacement of brick ADA ramps.

Graceland Cemetery Roadway Paving includes interior roadway paving with limits determined by City priorities and budget limitations. No piped drainage improvements are planned. Scope would include a meeting with City staff on project goals and optimizing pavement life-cycle costs.

Coordination with utility companies and property owners to facilitate relocations, permitting, and construction of the improvements will be required.

Two plan sets will be prepared for the Project. It is anticipated that two bid lettings for the Project will be held, Lincoln Drive Reconstruction in October 2022 and early Spring 2023 for the Fair Meadow Drive Reconstruction.

The staging plan will maintain access to residences and businesses during construction. It is anticipated on-site detour routing with temporary surfacing will be required and staging plans will be required.

II. BASIC SERVICES

C. PRELIMINARY SURVEY (changed to Paragraph C)

Add the following paragraphs:

Limits of preliminary survey on Fair Meadow Drive are increased to include the expanded project limits and additional utility locates. Boundary retracement survey is included for parcels on the north side of the corridor and includes research into boundary discrepancies involving the location of the north Fair Meadow Drive right-of-way location.

Topographic survey for First Street shall include additional topographical survey on the north side of First Street from Seneca Street to Superior Street.

No topographic survey is proposed at the Graceland Cemetery location.

D. DESIGN, PLANS, AND CONTRACT DOCUMENTS

Add the following paragraphs:

Fair Meadow Drive design will include concept design and scope alternative evaluation. The concept design includes two (2) additional PMT meetings, and cost opinion preparation.

Water main placement was added along Fair Meadow Drive and will be based on SUDAS 2023 Design Standards and shall include in process design standard changes.

The Fair Meadow Drive Project will include complex staging plans and temporary roadway surfacing to maintain traffic to key businesses.

First Street at City Hall parking lot will include plan, profile, geometrics and layout for curb and gutter replacement, driveway apron replacement, possible limited sidewalk replacement and street patching as necessary to improve surface drainage, repair failed pavements, and to limit overall street replacement and patching.

Graceland Cemetery HMA paving will include plan view layouts and dimension and typical sections. No survey is anticipated. No grade or crown correction is anticipated.

Public Information Meeting will include notifications for hearing of necessity to establish the City's right to use eminent domain and other certifications related to this process.

The scope will include three design contacts, two virtual meetings and one field meeting with utility companies on the corridor to confirm base mapping, coordinate for additional locates and coordinate relocation, if necessary. Relocations are not anticipated to require construction staking.

F. TEMPORARY CONSTRUCTION EASEMENT EXHIBITS

Change the following paragraphs:

Temporary construction easements are anticipated for all eighteen (18) parcels on Lincoln Drive and eight (8) parcels on Fair Meadow Drive. Exhibits will be prepared for the City to acquire the temporary construction easements. Temporary construction easements for Fair Meadow Drive include temporary cross-access easements for up to four (4) parcels. Right-of-way services for permanent acquisitions and temporary easements are not included within the Scope of Work, but, if necessary, may be added by amendment.

Add the following paragraphs:

For First Street Curb and Gutter Replacement: No plats or temporary construction easements are anticipated.

For Graceland Cemetery HMA Paving: No plats or temporary construction easements are anticipated.

IV. ADDITIONAL SERVICES: (Changed to add this section before Extra Services)

Replace this section.

- A. Right-of-Way and Permanent Easement Plats: For Fair Meadow Drive, permanent right-of-way (4) and easement (6) acquisition plats are anticipated for the following parcels:

Archland Property 1 LLC
Seritage SRC Finance LLC
HAPCO A Partnership
Hamilton County
DAPC Building 3 LLC
Kwik Trip LLC
Webster City Federal Savings Bank

Right-of-way services for permanent acquisitions and temporary easements are not included within the Scope of Work, but, if necessary, may be added by amendment.

Add the following paragraphs:

For First Street Curb and Gutter Replacement: No plats or temporary construction easements are anticipated.

For Graceland Cemetery HMA Paving: No plats or temporary construction easements are anticipated.

- B. Title Reports – The scope of work includes title reports for six (6) parcels on Fair Meadow Drive. Title reports will include easements and are intended to support boundary retracement efforts and north right-of-way line discrepancy resolution.
- C. Utility Potholes – Utility potholes and related survey are anticipated for up to six (6) utility locations.
- D. Appraisal and Review Appraisal:
 - 1. Professional will retain and coordinate the services of an independent appraiser, who will be a Subconsultant to Professional, who will determine the property values for the appraised parcel. Once findings have been received, Professional will retain and coordinate the services of an additional independent appraiser, who will also be a Subconsultant to Professional, to perform an appraisal review. Professional will submit appraisers' findings to City for City's use in preparing written offers to presented to land owners.
 - 2. City Responsibilities: City understands and agrees that it will be responsible for and will provide the following, in a timely manner:
 - a. Unless produced by Professional survey and engineering staff, provide to Professional all known and existing plans, specifications and data pertaining to the project that may affect Professional's Services to be provided. Unless otherwise noted by City, Professional may rely upon the plans, specifications and data provided being accurate and complete;
 - b. Provide all licenses, permits, and government or agency approvals that may be necessary to complete the Work and/or Project;
- E. Permit Fees and Direct Expenses. Permit fees and direct expenses are estimated. These permit fees, submittal fees, publication fees and direct expenses will be reimbursed at the actual cost incurred. These fees include water main construction permit fee, NPDES permit fees, and fees associated with advertising and plan distribution services (QuestCDN).

V. EXTRA SERVICES (changed from Section IV to Section V).

Add this section.

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.

- A. Assessment plats and schedules.
- B. Right-of-way acquisition services.
- C. Submittal fees and/or permit fees to any and all regulatory agencies, not listed herein.
- D. Environmental services

E. City directed major changes.

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 “D.”

Responsible persons assigned to this project shall be:

City – Biridiana Bishop

Professional – John Haldeman

EXHIBIT “B”

COMPLETION

Replace this section:

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 bid lettings in the Summer of 2022 for Lincoln Drive and early Spring 2023 for Fair Meadow Drive. Both project's contractor will commence work in the Spring or early Summer of 2023, and construction is anticipated to be completed in 2023. Project schedule assumes any required franchise utility relocations completed late winter or early Spring of 2023.

The anticipated preliminary schedule for the Project is as follows:

<u>Task</u>	<u>Completion Date</u>	
	<u>Fair Meadow Drive</u>	<u>Lincoln Drive</u>
City Council Approve Contract	October 17, 2022	February 21, 2022
Title Reports Received	October 7, 2022	
Complete Topographic and Boundary Survey	October 31, 2022	February 21, 2022
Notices out for Hearing of Necessity	October 31, 2022	
PMT Mtg #1 to review survey & design progress	November 9, 2022	March 30, 2022
Utility Coordination Contact Prelim	November 11, 2022	
Submit Preliminary Plans (50%)	November 23, 2022	April 6, 2022
PMT Mtg #2 to review preliminary plans	November 29, 2022	April 13, 2022
Public Information Meeting	November 30, 2022	April 21, 2022
Utility Coordination meeting 2	December 1, 2022	
Hearing of Necessity for Eminent Domain	December 5, 2022	
Plats, Broker Opinions/Valuations	December 16, 2022	
Offers & ROW Negotiations Commence	December 16, 2022	
Receive Utility Relocation Designs	January 13, 2023	
Submit Check Plans (90%)	January 30, 2023	May 26, 2022
PMT Mtg #3 to review check plans	February 3, 2023	June 2, 2022
IDNR Permit*	April 1, 2023	June 3, 2022
ROW Acquisitions/Temporary Easements Obtained by City	March 6, 2023	June 20, 2022
Franchise Utility Relocations Complete**	May 26, 2023	
Complete Final Plans and Contract Documents	March 6, 2023	June 20, 2022
City Council set Letting and Hearing Dates	March 6, 2023	June 20, 2022
Bid Letting	April 5, 2023	October 12, 2022
Memo – Engineer Letter of Recommendation	April 7, 2023	October 13, 2022
City Council Review Bids Received / Contract Award	April 17, 2023	October 17, 2022
Preconstruction Meeting	May 2023	April 2023
Start Construction	Spring 2023	Spring 2023
End Construction	Fall 2023	Summer 2023

* It is anticipated the IDNR Water Permit will take 8-12 weeks to acquire.

**Project schedule assumes likely significant franchise utility relocations are required.

Upon request of the City, Professional shall submit, for the City's approval, a schedule for the performance of Professional's services which shall be adjusted as required as the project proceeds, and which shall include allowances for periods of time required by the City for review and approval of submissions and for approvals of authorities having jurisdiction over the project. This schedule, when approved by the City, shall not, except for reasonable cause, be exceeded by the Professional.

All other incidental completion dates required to complete work under this Agreement shall be adhered to as stipulated.

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 2022-2023 Standard Fee Schedule contained in Exhibit “D” of this Amendment No. 17 to the Agreement for Professional Services.

BASIC SERVICES – LINCOLN DRIVE

		BASE		AMEND #1		TOTAL
1.	Project Administration	\$	15,100	\$	1,100	\$ 16,200
2.	Preliminary Survey	\$	5,600	\$	2,100	\$ 7,700
3.	Preliminary Design and Plans	\$	35,500	\$	0	\$ 35,500
4.	Public Information Meeting	\$	5,100	\$	0	\$ 5,100
5.	Final Design and Plans	\$	32,500	\$	4,200	\$ 36,700
6.	Bid Letting Services	\$	3,500	\$	0	\$ 3,500
7.	East End Drainage System	\$	0	\$	5,200	\$ 5,200
8.	Temporary Easement Exhibits	\$	1,800	\$	800	\$ 2,600
	SUB TOTAL	\$	99,100	\$	13,400	\$ 112,500

CONSTRUCTION SERVICES – LINCOLN DRIVE

		BASE		AMEND #1		TOTAL
1.	Construction Administration	\$	19,100	\$	0	\$ 19,100
2.	Construction Observation	\$	58,300	\$	0	\$ 58,300
3.	Construction Staking	\$	10,800	\$	0	\$ 10,800
4.	Record Drawings	\$	4,200	\$	0	\$ 4,200
5.	Monument Preservation Survey	\$	2,500	\$	0	\$ 2,500
	SUB TOTAL	\$	94,900	\$	0	\$ 94,900

BASIC SERVICES – FAIR MEADOW DRIVE

		BASE		AMEND #1		TOTAL
1.	Project Administration	\$	12,700	\$	11,100	\$ 23,800
2.	Preliminary Survey	\$	1,500	\$	7,600	\$ 9,100
	- Boundary Retracement					
	- First Street Topo Survey					
	- Extend Project Limits (FMD)					
3.	Concept Plan	\$	0	\$	9,600	\$ 9,600
4.	Preliminary Design and Plans	\$	24,600	\$	4,900	\$ 29,500
5.	Utility Coordination	\$	0	\$	3,850	\$ 3,850
6.	Public Information Meeting	\$	4,800	\$	0	\$ 4,800
7.	Final Design and Plans	\$	18,300	\$	15,200	\$ 33,500
8.	Bid Letting Services	\$	3,500	\$	0	\$ 3,500
9.	Temporary Easement Exhibits	\$	1,200	\$	400	\$ 1,600
10.	First Street Curb and Gutter Replacement	\$	0	\$	4,200	\$ 4,200
11.	Graceland Cemetery HMA Paving	\$	0	\$	2,700	\$ 2,700
	SUB TOTAL	\$	66,600	\$	59,550	\$ 126,150

ADDITIONAL SERVICES – FAIR MEADOW DRIVE

	BASE	AMEND #1	TOTAL
1. Right-of-Way and Permanent Easement Plats	\$ 0	\$ 6,000	\$ 6,000
2. Title Reports	\$ 0	\$ 3,850	\$ 3,850
3. Utility Potholes	\$ 0	\$ 2,700	\$ 2,700
4. Appraisal and Review Appraisal	\$ 0	\$ 5,250	\$ 5,250
5. Permit Fees and Direct Expenses	\$ 0	\$ 900	\$ 900
SUB TOTAL	\$ 0	\$ 18,700	\$ 18,700

CONSTRUCTION SERVICES – FAIR MEADOW DRIVE

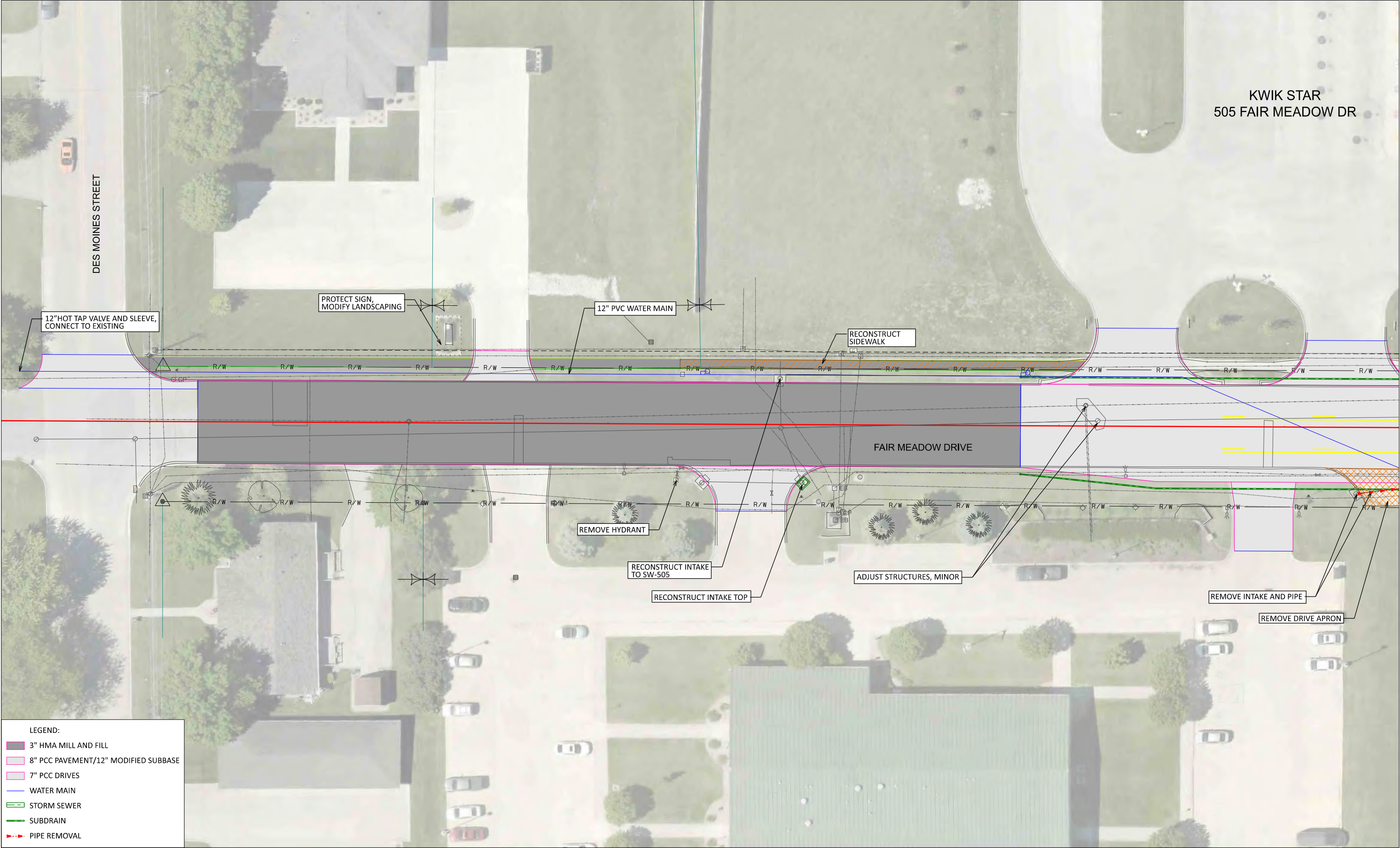
	BASE	AMEND #1	TOTAL
1. Construction Administration	\$ 13,200	\$ 13,700	\$ 26,900
2. Construction Observation	\$ 30,300	\$ 28,500	\$ 58,800
3. Construction Staking	\$ 8,000	\$ 3,800	\$ 11,800
4. Record Drawings	\$ 1,500	\$ 2,500	\$ 4,000
5. Monument Preservation Survey	\$ 1,800	\$ 1,800	\$ 3,600
SUB TOTAL	\$ 54,800	\$ 50,300	\$ 105,100

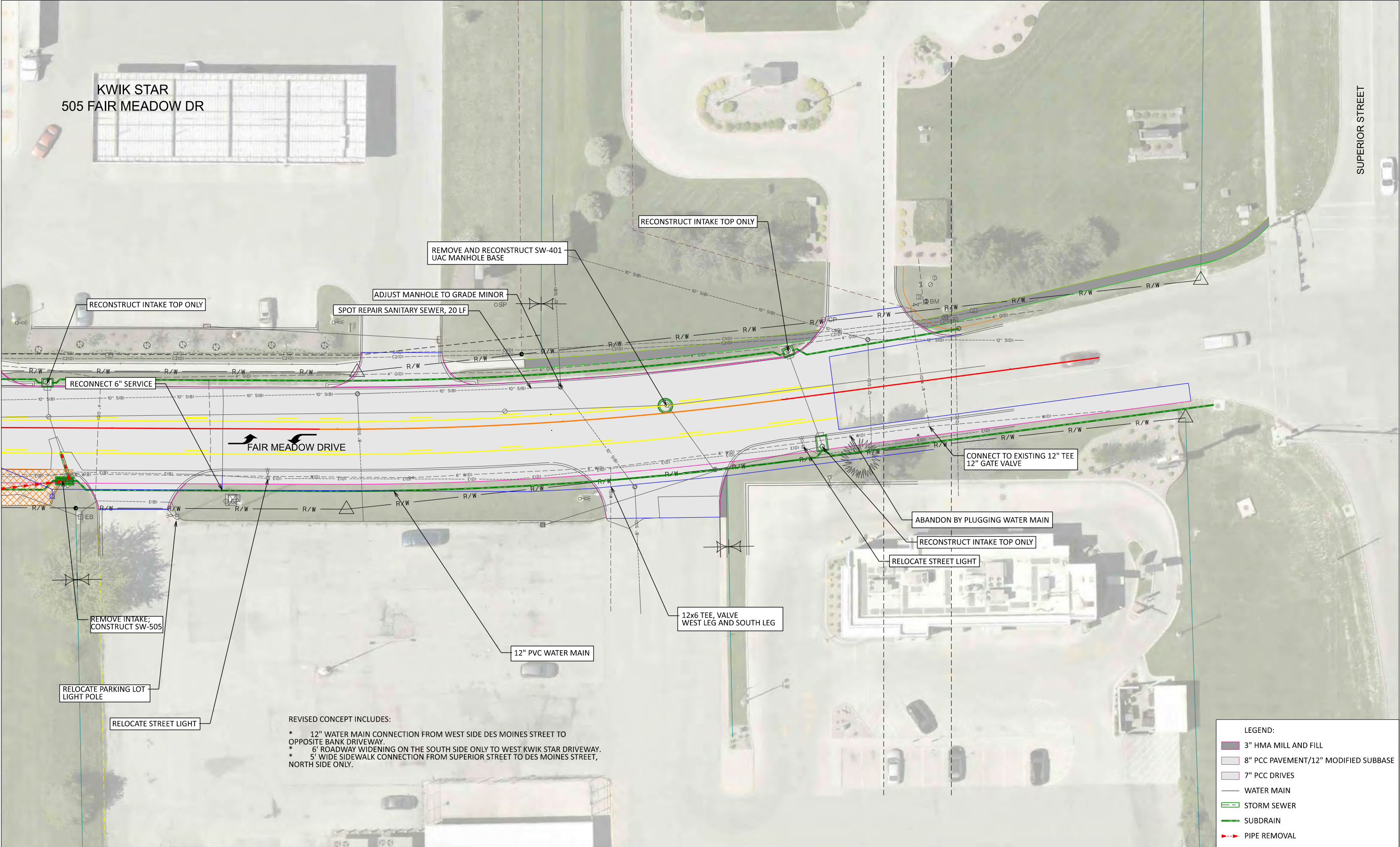
AMENDMENT NO. 17 TOTAL	\$ 315,400
AMENDMENT NO. 17A TOTAL	\$ 141,950
TOTAL	457,350

EXHIBIT “D”

SNYDER & ASSOCIATES, INC. 2022-23 STANDARD FEE SCHEDULE

Billing Classification/Level	Billing Rate	
Professional		
Engineer, Landscape Architect, Land Surveyor, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer		
Principal II	\$229.00	/hour
Principal I	\$217.00	/hour
Senior	\$198.00	/hour
VIII	\$181.00	/hour
VII	\$172.00	/hour
VI	\$163.00	/hour
V	\$152.00	/hour
IV	\$141.00	/hour
III	\$129.00	/hour
II	\$116.00	/hour
I	\$103.00	/hour
Technical		
CADD, Survey, Construction Observation		
Lead	\$138.00	/hour
Senior	\$132.00	/hour
VIII	\$123.00	/hour
VII	\$113.00	/hour
VI	\$102.00	/hour
V	\$92.00	/hour
IV	\$83.00	/hour
III	\$75.00	/hour
II	\$69.00	/hour
I	\$60.00	/hour
Administrative		
II	\$71.00	/hour
I	\$58.00	/hour
Reimbursables		
Mileage	current IRS standard rate	
Outside Services	As Invoiced	







MEMORANDUM

TO: Mayor and City Council

FROM: Dedra Nerland, Public Works Management Assistant
Biridiana Bishop, Assistant City Manager
Daniel Ortiz-Hernandez, City Manager

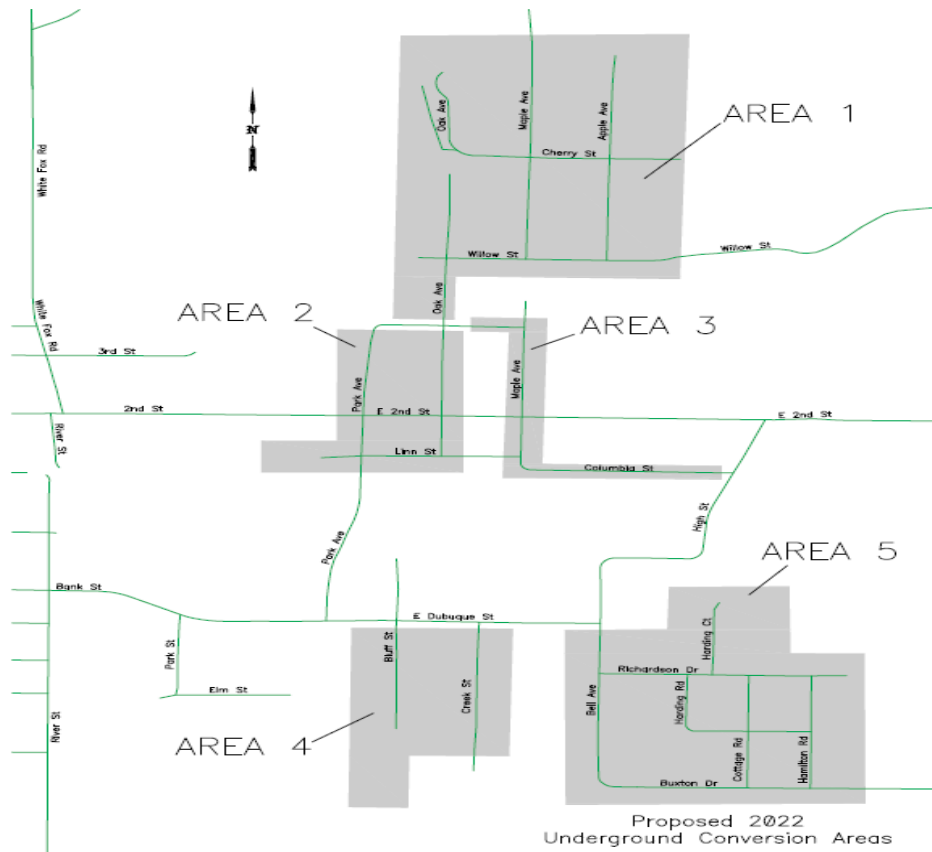
DATE: October 17, 2022

RE: Adopt a Resolution Accepting and Executing Remaining Easement Needed for the 2022 Electrical Underground Conversion Project

SUMMARY: The 2022 Electrical Conversion Project plans and specifications, form of contract and estimate of cost for furnishing materials of the project are prepared and the project is ready to rebid. The project will consist of converting the overhead system to an underground distribution (URD) system within 5 areas: **Note map.** At the September 19, 2022 Council meeting, the City Council accepted 30 of the 31 total easements needed for the project. The last easement is ready for acceptance.

PREVIOUS COUNCIL ACTION: At the September 6, 2022 meeting Council provided staff authorization to seek quotes for project materials. At the September 19, 2022 Council meeting, the City Council accepted 30 of the 31 total easements needed for the project.

BACKGROUND/DISCUSSION: The project converts the overhead electrical to URD as part of our URD 25 Year Plan. The project will not only alleviate overhead outage problems ranging from old copper wire lines needing replacement to weather influences to animals climbing resulting in costly maintenance and repairs, but also help toward obtaining our goal of converting the overhead to URD. In order for the Electric Utility to provide electrical service to another party on or across private property, we require permission from the property owner in the form of an easement and record the document with the Hamilton County Recorder. This project required 31 easements. The easements were acquired by our consultant and are ready for acceptance and execution. City Council has previously accepted 30 of the 31 required easements and the last easement is ready to be accepted.



FINANCIAL IMPLICATIONS: Recording costs of the documents will be incurred by the City. Funding for this project will be paid for from the Electric Utility funds.

RECOMMENDATION: Staff recommends the City Council adopt a resolution accepting and executing the easement needed for the 2022 Electrical Underground Conversion Project

RESOLUTION NO. 2022 – _____

RESOLUTION ACCEPTING AND EXECUTING EASEMENT FROM
THE LISTED HEREIN IN CONNECTION WITH THE
2022 ELECTRICAL UNDERGROUND CONVERSION PROJECT

WHEREAS, the 2022 Electrical Underground Conversion Project consists of installing new underground electrical lines and removing the existing overhead lines; and,

WHEREAS, for the construction and maintenance of the underground lines the accompanying easement is required;

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

the easement granted by:

Easement No	Address	Owner	dated
E-33	318 Willow St	McGilligan, Mike	10/4/2022

Be accepted; and

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

Passed and approved this 17th day of October, 2022.

John Hawkins, Mayor

ATTEST: _____
Karyl K. Bonjour, City Clerk

PREPARED BY and RETURN TO: CITY OF WEBSTER CITY, CITY HALL, 400 SECOND ST, WEBSTER CITY, IA

EASEMENT CONVEYANCE

THIS AGREEMENT, made and entered into on this 4 day of October, 2022, by and between Mike McGilligan, whose address for purpose of this Agreement is 318 Willow St., Webster City, Iowa, hereinafter referred to as OWNER, and City of Webster City, Iowa, hereinafter referred to as CITY, as follows:

WITNESSETH:

1. That the Owner, for good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to the City, its successors and assigns a permanent and perpetual easement for the purpose of construction, reconstruction, operating and maintaining all public utilities, including but not limited to water lines, sanitary and storm sewer infrastructure, sub-drain and footing drain collectors, electric lines, electronic communication lines and any other form of utility whatsoever, on or under the surface of the ground, together with the right of ingress and egress in, under, across and along a property locally known as 318 Willow St., Webster City, Iowa 50595, and herein legally described as follows:

A Permanent Easement across part of the west one-half of the vacated Maple Ave adjacent to Lot 1, Block 12, Park Addition to Webster City, Hamilton County, Iowa, more particularly described as follows:

The east 10 ft of the west one-half of the vacated Maple Ave, adjacent to Lot 1, Block 12, Park Addition to Webster City, Hamilton County, Iowa; as shown on attached Exhibit "A" and by this reference made a part hereof.

2. The Owner and the City further agree to all of the following covenants, terms and conditions as a part of and included within these Easements:
 - (a) After construction or future maintenance, the City, its successors and assigns, agrees to restore the described land to substantially the same condition as prior to entry, which shall include the restoration of lawns by sodding or seeding; replacement or repair of the damaged portion of concrete or asphalt driveways removed for grading or access purposes; replacement of fences or other structures

removed or damaged by the City, its successors and assigns, during the course of construction, with exception of the following: NONE.

It is understood that the consideration set forth in this Easement shall constitute full and adequate compensation for damages to the above listed items.

- (b) The Owner agrees that no buildings, structures or other permanent improvements shall be built or placed upon the above-described easement area and that if such improvements are constructed or placed in violation of this easement, the City, its successors and assigns, shall not be responsible for any damages resulting thereto from the construction, reconstruction, maintenance, operation or repair of the utilities located within the easement area. The City, its successors and assigns shall have the right to clear and remove any obstructions from the easement area. The Owner further agrees that it will not change the grade, elevation or contour of any part of the easement area without the prior written approval of the City.
- (c) The Owner hereby covenants with the City and does further represent to the City that the Owner holds the above described real estate by title and in fee simple, free and clear from all liens and encumbrances except as may be herein set forth. Owner covenants to warrant and defend the premises against the lawful claims of all persons, except as may be above stated. The undersigned Owner further relinquishes all rights of dower, homestead and distributive share, if any, in and to the interests conveyed by this Easement or Easements.
- (d) The parties agree that this document constitutes a perpetual, irrevocable covenant running with the land for the benefit of the City, its successors and assigns, and may not be revoked or rescinded by the Owner, its successors or assigns, for any reason.
- (e) The parties further agree that for purposes of construing this document and the acknowledgment(s) below, the singular shall include the plural and the plural the singular; the masculine gender shall include the feminine and neuter genders and the feminine the masculine and neuter, and the neuter gender shall include both or either masculine or feminine gender wherever appropriate; and references to natural persons shall include corporate bodies, public and private, all wherever appropriate, in order to facilitate a reasonable and uniform interpretation and application of this document. The parties agree that this document constitutes the entire agreement and understanding of the parties and any and all verbal statements or representations made prior to or subsequent to the execution of this document are not binding on either party.

- (f) The parties further agree that the City will indemnify and hold harmless the undersigned Owner, its heirs, successors and assigns from and against all liability, loss and expense directly resulting from the construction, reconstruction, operation, maintenance and/or use of the utilities located within the Easement Area by the City or its agents, contractors, employees or assigns. The parties agree, however, that the City shall not be liable in those situations where the injury or damages occurred is not directly resulting from the City's construction, reconstruction, operation, maintenance and/or use of the utilities located within the Easement Area by the City or its agents, contractors, employees or assigns.

IN WITNESS WHEREOF, the parties herein have set their hands this 4 day of Oct., 2022.

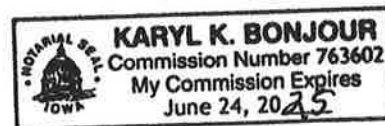
Owner

Mike McGilligan
Mike McGilligan
Owner

STATE OF IOWA, COUNTY OF HAMILTON: ss

On this 4th day of October, 2022, before me, the undersigned a Notary Public in and for the said State, personally appeared Mike McGilligan, to me personally known, who being by me duly sworn, did say that they are the property owners and that said Mike McGilligan acknowledged the execution of said instrument to be the voluntary act and deed of said parties, by it and by them voluntarily executed.

Karyl K. Bonjour
Notary Public in and for the State of Iowa.



City of Webster City Iowa

John Hawkins, Mayor

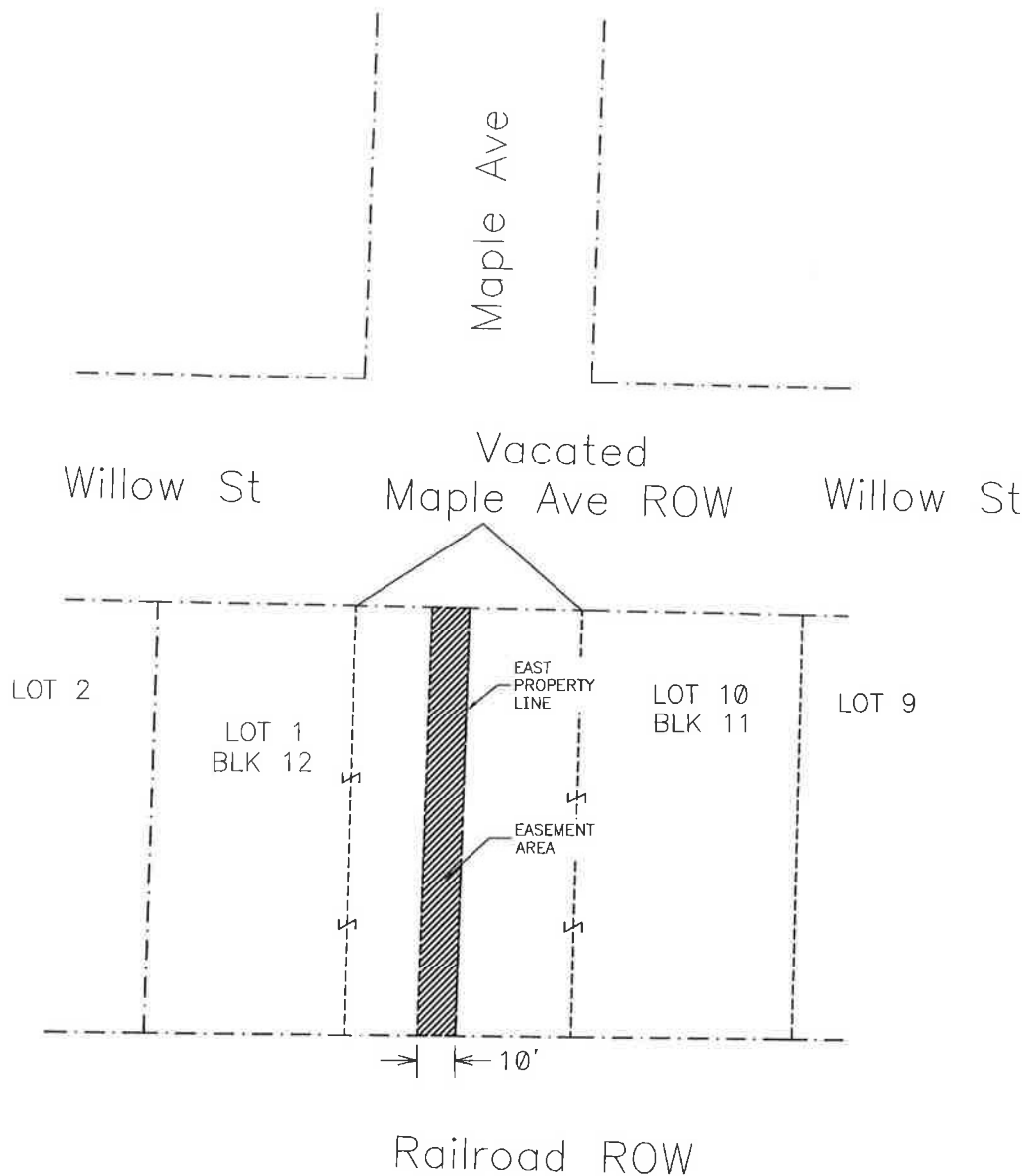
ATTEST:

Karyl Bonjour, City Clerk

STATE OF IOWA, COUNTY OF HAMILTON: ss

On this _____ day of _____, 2022, before me, the undersigned, a Notary Public in and for said County and State, personally appeared John Hawkins and Karyl Bonjour, to me personally known, who being by me duly sworn, did say they are the Mayor and City Clerk, respectively, of the City of Webster City, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation; that the instrument was signed on behalf of the corporation, by authority of its City Council, and that John Hawkins and Karyl Bonjour acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for the State of Iowa.



Easement contains 0.026 acres,
more or less

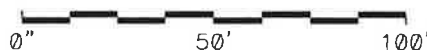
Easement is located on the
following described property:

West 1/2 of vacated Maple
Ave. adjacent to Lot 1 of
Block 12, Park Addition to
Webster City, Hamilton County,
Iowa

T88N R25W SECTION 6

Property address:
318 Willow St.
Webster City, IA 50595

Owner's mailing address:
Mike McGilligan
318 Willow St.
Webster City, IA 50595



SCALE: AS SHOWN
DATE: 09-19-2022
DESIGNED: P&E
DRAWN: P&E
APPROVED: ARP
APPROVED:

P & E ENGINEERING CO.
POWER SYSTEM ANALYSIS AND DESIGN
174 of 479

SECTION

E32

DRAWING NO.

Exhibit A



MEMORANDUM

TO: Mayor and City Council

FROM: Biridiana Bishop, Assistant City Manager
Daniel Ortiz-Hernandez, City Manager

DATE: October 17, 2022

RE: Adopt a Resolution to Contribute \$800 to the Webster City Chamber of Commerce for the Iowa Economic Development Authority to Complete a Downtown Assessment

SUMMARY: The Webster City Chamber of Commerce strives to build business and community through economic growth, promotion, and access to leaders, education and networking. This year, they are working on identifying improvements needed to the Webster City downtown in efforts to promote the economic vitality of the historic downtown district.

PREVIOUS COUNCIL ACTION: N/A

BACKGROUND/DISCUSSION: During the 2018-19 academic year, the City partnered with Iowa Initiative for Sustainable Communities on various projects. One of the projects was the development of a Downtown Webster City Strategic Plan. This plan was completed by University of Iowa School of Urban and Regional Planning students in May of 2019. The plan outlines action items tied to achieving Mainstreet Iowa designation and the benefits of doing so.

The Webster City Chamber of Commerce has partnered with the Self Supported Municipal Improvement District (SSMID) to achieve the goal of beautifying and activating the downtown area in Webster City. The Downtown Assessment is the first step in identifying short- and long-range steps needed to maintain and improve the community and economic vitality of the downtown. The cost to perform the downtown assessment is \$2,500. The Webster City Chamber of Commerce and SSMID will contribute a total of \$1,700 and request that the city contributes the remaining \$800. The Webster City Chamber of Commerce will be billed and make the payment directly to the IEDA for the service.

The Iowa Economic Development Authority (IEDA) Downtown Resource Center staff will perform an intense, on-site study of the City's downtown, including a public presentation and 20+ page written report that can be used in planning efforts to improve the downtown. The IEDA team will provide an honest assessment of the downtown with short and long-range recommendations specific to the City's downtown challenges. Participating communities also receive two free registrations to the next Iowa Downtown Conference. An example report from the City of Knoxville is attached to this report for reference.

FINANCIAL IMPLICATIONS: The City will dedicate \$800 general fund dollars from the Economic Development Fund to cover the request of the Webster City Chamber for the Iowa Economic Development Authority to perform a Downtown Assessment.

RECOMMENDATION: Staff recommends the City Council adopt a resolution dedicating \$800 general fund dollars from the Economic Development Fund to cover costs associated with the Downtown Assessment that will be performed by the Iowa Economic Development Authority between February 7-9, 2023.

RESOLUTION NO. 2022 – xxx

**RESOLUTION APPROVING A CONTRIBUTION OF \$800 TO THE WEBSTER CITY CHAMBER OF COMMERCE
FOR THE IOWA ECONOMIC DEVELOPMENT AUTHORITY DOWNTOWN RESOURCE CENTER TO
PERFORM A DOWNTOWN ASSESSMENT**

WHEREAS, the City of Webster City is a member of the Chamber of Commerce and supports the Chamber's mission to build business and community; and

WHEREAS, the City of Webster City is seeking to support the Webster City Chamber of Commerce and the Self-Supported Municipal Improvement District's efforts in improving the downtown district by contributing \$800 towards a Downtown Assessment; and

WHEREAS, the City of Webster City understands the Downtown Assessment will provide support in identifying short- and long-range steps needed to maintain and improve the community and economic vitality of the downtown; and

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

SECTION 1: Authorizes the commitment of \$800 from the Economic Development General Fund to support the completion of a Downtown Assessment.

SECTION 2: Authorizes the payment of \$800 to the Webster City Chamber of Commerce for use towards the Iowa Economic Development Authority Downtown Assessment.

Passed and adopted this 17th of October, 2022.

John Hawkins, Mayor

ATTEST:

Karyl K. Bonjour, City Clerk

**Downtown Assessment Visit
Iowa Downtown Resource Center
Iowa Economic Development Authority**

Over the course of a 2 ½ day visit, the Consultant Team examines information about the community, studies plans, meets with community leaders, discusses ideas and presents to the community observations and recommendations specific to the host community's central business district. A written report will follow.

The Consultant Team includes four professionals well experienced in downtown development. The Consultant Team will review community information provided by the host community before the visit begins and, therefore, come prepared to make efficient use of the information.

Each community is unique in its priorities and challenges. The observations and recommendations will be specific to each community and reflect their priorities and challenges. The Consultant Team's report will be as comprehensive as possible taking into account each community's uniqueness. Prior to the visit a brief on-line survey will be emailed to a sample of community residents.

A typical downtown assessment visit schedule includes:

- Day One: The Team tours downtown and the community, visiting some local businesses and interviews city officials, development groups, members of the community, and representatives of community groups.
- Day Two: Interviews continue. Time is reserved for a work session for the team to begin outlining its observations and recommendations toward the end of the first day.
- Day Three: The morning of the third day is reserved for Consultant Team work time. A 60-90 minute public presentation will be given around noon. The Team will share its preliminary observations and recommendations with the community.

The Assessment Team visit results in specific recommendations that are possible to implement immediately or in the next 1-5 years.

KNOXVILLE, IOWA

May 4-6, 2021



Conducted By:

Iowa Downtown Resource Center



IOWA ECONOMIC DEVELOPMENT AUTHORITY

1963 Bell Avenue, Suite 200 | Des Moines, Iowa 50315

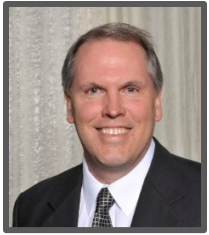
PH: 515.348.6180 | James.Engle@IowaEDA.com

iowaeda.com

iowaeda.com/downtown-resource-center

ASSESSMENT TEAM

The Iowa Economic Development Authority's Assessment Team included five downtown development professionals:



JIM ENGLE, Director, Iowa Downtown Resource Center, Iowa Economic Development Authority, Des Moines, Iowa. Jim has been with IEDA since January 2014. As director of the Iowa Downtown Resource Center, he oversees all downtown development programs of the authority. His current responsibilities include managing a million-dollar annual budget, overseeing the planning and delivery of technical assistance services, and developing training opportunities for all Iowa communities. Jim's areas of expertise are in organizational development, promotion, business development and working with smaller communities with populations ranging from 400 to 80,000. Prior to joining the IEDA, Jim served as Coordinator of the Wisconsin Main Street Program for 23 years. He also served as the Main Street Executive Director in Oskaloosa, Iowa. He holds a degree in Business Management from Central College in Pella, Iowa. Over the years, Jim has consulted for Main Street programs in Iowa, Wisconsin, Illinois, Indiana, Minnesota, Washington, Tennessee, and Michigan. He has also presented at many national downtown conferences.



JIM THOMPSON CMSM, HREDFP, serves as a Downtown Economic Development Specialist covering development for downtown districts for the Iowa Economic Development Authority. He served at the local level in all aspects including program director, board member and volunteer. Jim received certification as a Historic Real Estate Development Finance Professional from the National Development Council. He earned his Certified Main Street Manager credentials through the National Main Street Center. He engages communities in market analysis including data analysis, business retention, recruitment, and implementation strategies. He has also led efforts in tax increment finance, urban revitalization, housing & real estate development, branding and one-on-one business technical assistance for Iowa's communities. Jim serves on the Iowa Rural Development Council Executive Board and leads the Empower Rural Iowa Leadership Taskforce. Jim is the grant administrator for the Community Catalyst Building Remediation grant program. He has over 25 years' experience in community development, retail management and served on a City Council for 10 years. Jim has also served as a consultant for the National Main Street Center, worked in several states and presented multiple times at the National Main Streets Conference.



JEFF GEERTS, EcoDistricts AP, NCI CS & CM Special Projects Manager, Iowa Economic Development Authority, Des Moines, Iowa. Working for the Iowa Department of Natural Resources for 15 years and the Iowa Economic Development Authority for the last 13+ years, Jeff has more than 25 years of grant writing, grant management, and program development experience with an emphasis on environmentally sustainable development. Jeff's expertise is matching up a community's vision with the resources to make the vision a reality. Jeff is actively involved with several nonprofit organizations and currently is a board member of Des Moines Heritage Trust. For 20+ years Jeff has programmed an award-winning international comparative policy course in best practices for community leaders and graduate public administration students in the Drake University College of Business and Public Administration. Along with being an EcoDistricts Accredited Professional and certified in the National Charrette Institute's Charrette System and Charrette Management, Jeff has a Bachelor of Science

degree in management science and statistics from St. Ambrose University and master's degree in public administration from Drake University.



KRIS PATRICK is the Executive Director of Main Street Fort Dodge. She relocated from Lucas County where she served as Main Street Manager and Executive Director of Chariton Area Chamber/Main Street from 2012 – 2017. Kris was hired when Fort Dodge reentered the program in 2017. Kris began her career in performance art, studying with Michael Sims at Stephens College in Columbia, Missouri. She worked as project manager at Des Moines Civic Center for Iowa Dance Theatre and became the assistant artistic director of IDT. She is also a certified activity director and recreational therapist and worked with dementia and Alzheimer patients before joining Chamber/Main Street in Chariton. Kris is a former small business owner, business consultant – acting as SBDC affiliate for Chariton and was a staff writer for Chariton Newspapers for five years.



DENNIS REYNOLDS delivers award winning master planning, urban design, site design and public art with his unique combination of innovative design; presentation and listening skills; quick hand drawings; and pro-active facilitation of the design process. Prior to creating his own consulting practice, Reynolds Urban Design, he provided senior level design services and leadership at HOK (Kansas City), Sasaki (Boston) and NBBJ (Columbus). He founded and led the innovative HOK S+V+E “Design Studio”, facilitating cutting edge multi-disciplined design concepts. His major projects include Ho Chi Minh City’s Thu Thiem Peninsula Master Plan, Nanjing Olympic Sports Park (that hosted the 2005 China Games and the 2008 Summer Olympics), The Great American Ballpark for the Cincinnati Reds and the Dubai Autodrome Formula One Racing Community. As Director of Design for a major Midwest real estate development company from 2005 to 2011, Dennis was responsible for groundbreaking projects including the “New Urbanist” Village of Ponderosa and “Shimmer” lakeside terrace. Recent projects include urban design, site design and public art for the emerging downtown Des Moines Bridge District, the North Kansas City Vision Plan, East Village’s City Square, Bondurant’s Swings and Fireflies, Overland Park Medical Center’s “Heritage” public art trail and Edina Grandview Urban Design Concepts. Dennis has a Bachelor of Arts from Wheaton College with concentrations in Fine Arts, Economics and Group Dynamics and a Masters of Landscape Architecture from Kansas State University. He has served on both the Urban Design Review Board for the City of Des Moines and the Iowa Urban Land Institute Board, volunteers for multiple Dog Rescue groups and provides therapy dog visits with Mister Cotton.

The following report summarizes the observations and recommendations resulting from an Iowa Downtown Resource Center Assessment conducted in Knoxville, Iowa. In preparation of this report, the Assessment Team learned about Knoxville's development history and plans for future development. The Team's familiarization process began with a review of materials (supplied prior to the visit), two pre-visit surveys, a driving tour of the city and a walking tour of the Downtown commercial district.

The intensive three-day visit also included interviews with approximately 70 community leaders, individuals and groups representing the public and private sectors and a community meeting. Based upon these activities and the Assessment Team's extensive working knowledge in downtown economic development, this report summarizes their findings and recommendations for Knoxville.

OVERVIEW

This Downtown Assessment report and recommendations for Knoxville are based on the Team's downtown development experience. Their beliefs are grounded by the philosophy that for Downtown to re-establish itself as the social and commercial center of the community—the physical heart and soul of the city—Downtown must become more valuable physically, economically, socially, and politically.



The health of Downtown has a direct impact upon the entire community's economic well-being. They are inter-related. Downtown revitalization IS economic development. Downtown is a prime location for incubating small business, it is an affordable location for independent businesses and is historically one of the community's major employers. The commercial center provides a compact environment with multiple stories for commerce, government and living spaces, thus reducing sprawl and the cost associated with extending city services and infrastructure. The pedestrian friendly environment is convenient and accessible, serving as the center (community space) for not only commercial trade but also cultural, social, and civic engagement. Historic downtown districts can serve as heritage tourism attractions.

A building's condition, the business' viability, and maximization of the building's square footage for income generation affect not only the property's value, but also the value of the neighboring properties and real estate in the entire community. Investments in Downtown allow it to "pay its fair share" in taxes resulting in lessening the tax burdens of its citizens and city government.



Most of our memories are directly associated with a place. We "go back" to places we feel good about. We "go back" to places where we have had positive shopping experiences. We "go back" to places where we have had fun. We "go back" to places we think are important. We are also attracted to places where we think we will have a positive experience. We must strive to make Downtown a "go to" kind of destination, not an avoidable area we pass through on our way to somewhere else.

PURPOSE

The City of Knoxville worked with the Iowa Downtown Resource Center, Iowa Economic Development Authority (IEDA), to conduct a Downtown Assessment to raise awareness, educate, make recommendations, and encourage the local community. In conducting this “self-discovery” process, Knoxville has begun to empower itself by stepping out of its comfort zone. It is a good sign that the community appears ready to take additional steps to address Downtown’s challenges.

This assessment and recommendations should serve as a call to action and provide the community with current information to formulate strategies necessary to address the very serious issue of saving or improving the downtown for future generations. This report cannot and does not provide all the answers. Ultimately, Knoxville citizens must explore their options, decide what is relevant and realistic and acquire additional information and resources as they address Downtown’s future.

INTRODUCTION

Knoxville, Iowa is a community of 7,300 residents and is the county seat of Marion County, Iowa. Knoxville is the proud home of the National Sprint Car Hall of Fame & Museum, located next to the famous Knoxville Raceway. The community straddles Lake Red Rock (Iowa’s largest lake) and all of its recreational opportunities. Residents are proud of their impressive courthouse and square that has historically been framed with businesses that serve the local market and visitors. The recent rehabilitation and opening of the Grand Theater is also a point of pride for the community as is the recent opening of several businesses that have improved dining and shopping options. Members of the Downtown Assessment Team believe the identification of strengths and challenges in this report should be taken constructively and utilized by local leaders to do many good things in the Downtown. We hope the following observations and recommendations will help identify priorities and be a motivator for positive Downtown and community projects.



**“Never doubt that a small group of committed dependable citizens can change the world. Indeed, it is the only thing that ever has.”
-Margaret Mead**

COMMUNITY



- Sprint cars/Racing/Sprint Car Hall of Fame & Museum
- Large employment base
- Schools/Career readiness program
- Many organizations doing good things
- Hospital: Staff tend to live in town
- Knoxville Recreation Center
- Drive Thru Christmas Light Display

DOWNTOWN



- Courthouse/County Seat
- Library
- Restaurants/Entertainment
- Living Windows: great event!
- Several new business openings
- Grand Theater
- Downtown starting to see building rehabs including upper story apartments

THE SURVEY SAYS....

The Iowa Downtown Resource Center administered an on-line survey to residents of Knoxville to get their ideas and opinions about the downtown area. 143 people participated in the survey. A complete summary of survey responses is available as an attachment.

PUBLIC INPUT SURVEY TRENDS SHOW.... (answers in order of popularity)

DOWNTOWN'S GREATEST STRENGTHS:

- Courthouse/County Seat/Courtyard
- Restaurants
- Awesome businesses/Local
- Retailers planning own events
- Building updates
- Drinking establishments
- The square
- New business openings

IF I COULD CHANGE ONE THING ABOUT DOWNTOWN KNOXVILLE IT WOULD BE:

- More stores/Fill vacant buildings/More variety
- Rehab buildings/Restore/Remove false fronts
- Less service businesses/More room for retail
- Alley improvements/Public art/Outdoor spaces/Benches
- More events on the square
- More restaurants
- Eliminate/Clean up substandard apartments around square
- Later/better store hours/Open one night a week
- Wider streets
- More communication between leaders and players/More involvement
- More shoppers/More local support/More incentives to shop

HOW DOES DOWNTOWN KNOXVILLE MAKE YOU FEEL?

- Sad/Depressed/Disappointed/Old/Tired/Empty
- Has potential/Hopeful/Encouraged/Coming back/Not quite there yet
- Meh/Blah/Stagnant/Bored/Dated/Unprogressive
- OK/Satisfied/Neutral/Nothing
- Wish there were more opportunities/No reason to go there/Limited/Abandoned
- Good/Great/Love having business there/Happy
- Home

HOW DO YOU WANT DOWNTOWN KNOXVILLE TO FEEL?

- Vibrant/Alive/Energized/Excited/Busy/Thriving/Successful/Progressive
- Welcome/Inclusive/Warm/Inviting/Comfortable/Relaxing/Friendly
- Happy/Joyful/Proud
- Business centric/Interested in walking
- Small town feel/Hometown/Norman Rockwell/Nostalgic/Charming
- Fun/More activities
- Unique experience/Special/Interesting
- Focal point/Gathering place/Destination





WHAT WOULD IMPROVE THE BUSINESS CLIMATE OF DOWNTOWN KNOXVILLE?

- Less vacancies/More businesses/More retail/More variety
- Building facelifts/New awnings/Rehabs/Stricter codes
- Downtown events/Entertainment on courthouse lawn/Business promotions
- Expanded store hours/Consistent hours/A night when stores are open
- Better advertising/More collective business promotion/More cooperation

WHAT TYPE OF NEW DOWNTOWN BUSINESS WOULD BE MOST SUCCESSFUL?

- Clothing (men's too)
- Bakery
- Restaurant
- Shoes
- Gifts/Hallmark
- Book store
- Sporting Goods/Athletic Apparel/Outdoors

WHAT PUBLIC AMENITIES ARE MOST NEEDED DOWNTOWN?

- Places for kids
- Street seating
- Public art
- Greenspace
- More lighting

ASSESSMENT TEAM'S RECOMMENDATIONS

The Assessment team's recommendations have been grouped into seven themes with suggested time frames for specific projects (see table at the end of this report).



- Downtown Buildings
- Upper Story Housing
- Finding Coolness in Knoxville
- Create Social Center with Events
- Events & Marketing
- Open for Business
- Leadership & Roles

It is important to take one step at a time and understand that the longer-term recommendations are not of much consequence until the shorter-term recommendations are addressed.

The Assessment Team hopes Knoxville will assess each recommendation and develop a plan to implement “what is right” for Knoxville. As the process gains momentum, community leadership will need to determine additional strategies and develop approaches that are more sophisticated.

Our hope was/is to work with leaders to identify the strengths, challenges, and opportunities in a constructive way to help the community improve the vitality of the downtown over time. We appreciate the openness and honesty of residents, and we appreciate that community leaders allowed the Assessment Team to be honest in its findings.

This Assessment Team believes that two issues stand out.

1. The downtown buildings (*specifically the condition of these buildings*) has been a weakness for many years. Very few Iowa cities have seen as many “aluminum slipcovers” in the downtown area as Knoxville. In some cases, the aluminum was installed to hide maintenance problems (*but not always*). The slipcovers cover interesting architecture that gives Knoxville individuality and charm, and of course provide homes to a fair number of pigeons. Other buildings have been altered with downsized or boarded up windows and other inappropriate modifications. Aesthetics aside, many of the downtown buildings do not look like investment opportunities for potential news businesses or housing. Work in this area is PARAMOUNT to downtown Knoxville's success; and
2. Knoxville has many organizations that do great things in the downtown. In most cases, the success of the downtown is important but only secondary as it relates to each organization's mission. Often times, the key challenges downtown are not addressed by any of the organizations. More citywide role identification would be beneficial.



THEME 1: DOWNTOWN BUILDINGS

As the team drove into Knoxville from the north, we drove past the VA Hospital - with trees down looking like it hadn't been cared for, for quite some time. Our concern...was anyone paying attention? As we maneuvered through this corridor, we tried to find downtown while only using directional signage...using all the first impressions we could muster about the town like it was our first visit. As we approached downtown, we were not sure we were on the right path. We could see above the houses and shorter buildings what appeared to be the county courthouse. As we approached downtown, we saw several buildings with aluminum slip covers. Many buildings looked like they hadn't been improved for quite some time. Most appeared like they had not received regular repair and maintenance for years. Needless to say, our first impression was NOT GREAT. A typical Downtown Assessment report centers on a set of equally important themes with recommendations under each. The Knoxville visit is a bit different in that we, the assessment team, believe the stabilization and rehabilitation of the downtown buildings is without question the number one priority. This report includes many recommendations that can only be effective when the buildings are safe, habitable, and attractive. For example, it is premature to bring people to the heart of the district with a new event until the buildings are more presentable. Likewise, it is challenging to recruit businesses until the storefronts are attractive and the buildings are in move-in condition. We were equally concerned with the number of underperforming storefronts. Many looked like they have been used as storage for years. Most vacant buildings need considerable work before they can be occupied.

Not everyone in Knoxville can see the value of saving/investing in downtown buildings. Several locals said the buildings downtown should be leveled...just start over. The Assessment Team does not agree with this. The buildings just need to be a PRIORITY and that includes local investment to leverage additional funds from state and federal sources.

We surveyed residents prior to coming to town. Perhaps the most significant trend was the desire to rehabilitate downtown buildings. It appears that overall, the community values these resources, but lacks the knowledge and confidence to undertake the challenge of the rehabilitation, especially for the more significant projects.

Taking on the challenge to rehabilitate your downtown buildings will require significant local financial investment – without it, the alternative is the eventual loss of buildings. Buildings that are torn down in downtowns rarely come back, and the physical capacity/density of a downtown that has frequent demolition projects is weakened. The loss/demolition of buildings in a downtown destroys the very character and qualities that make it attractive – its walkable character and density. Downtowns are a place for walking and strolling. Continuous storefronts built to the sidewalk encourage people to walk from building to building, business to business. Downtown is a place to gather, do business and interact with other members of the community, especially when your community is a county seat. It is a community's social and business



hub...the heart of the town. Maintaining commerce, positive community image, and a social center is very difficult with this kind of decline. Downtown begins to look and feel like a place to simply drive through, not a pedestrian friendly walkable commercial neighborhood. Knoxville is the county seat. The view from the courthouse lawn out toward the square is much different than from the square looking at the courthouse. The courthouse is stunning – the buildings are not. The time to act is NOW.

The slipcovers and poor building maintenance seem to be paralyzing the entire downtown community and are huge obstacles to Knoxville's downtown revitalization. Addressing these buildings is a challenge that will require substantial commitment and resources – of both time and money. Many communities have addressed buildings like these – some have been in worse condition. Other buildings appear to be generally structurally sound but have had a number of well intentioned, but inappropriate alterations. Many suffer from deferred maintenance; others just need cosmetic improvements to greatly enhance their inherent architectural character.



This situation is not unique to Knoxville; however, given the state of decay in many of the Knoxville buildings this is a very serious issue. Saving downtown must start with a proactive approach to save downtown buildings. Rehabilitation costs far exceed the property resale values and income potential of many of the buildings, which is very typical in downtown revitalization, especially in smaller rural areas. The key is to find ways to fill this financial gap. Volunteer efforts and contributions can help reduce some costs. In addition, rents/income are subject to market realities. Therefore, subsidies/incentives are crucial to make these projects feasible. There must be a quality return on investment for building owners, business operators, city, county, and the school district through increased property tax collection. Create a win-win-win scenario.

There are positive signs in downtown Knoxville that could help turn the tide and build more positive momentum. There have been good rehabs, like Peace Tree Brewing & Taproom, One Eleven, and A and P Pub. The challenge is not these quality buildings and businesses – it is the buildings in-between. A key to the future of downtown Knoxville is to continue to build on this momentum and transfer the lessons learned to more complicated (and costly) projects. If the issue is absentee building ownership, then it's time to address this issue head on. These building owners should not be allowed to harm the value of their neighbors' buildings. We will recommend local ordinances to address this issue. The community has to stick together to enforce these ordinances. Success will be achieved with a "one business....one building at a time.... attitude." This incremental approach will always be driven by self-help and baby steps toward success. We want to help! Ask us!

The second major priority relating to this theme is incentives. This includes the creation of local incentives to get exactly what you deserve – better building conditions and the ability to leverage additional state and federal grant dollars into Knoxville. Consider creating a local grant specifically for downtown building improvements. Do an informal survey of building/business owners to determine what type of assistance is most needed and create specific parameters for eligible activities (façade improvements, signs/awnings, roofs, tuckpointing, etc).

The program should emphasize good design and have guidelines attached. A scaled drawing or rendered photograph of the proposed changes and a written description of proposed work and materials should accompany any application. Require owner investment with a 1:1 match. If existing property owners are not willing to become part of this success, then downtown properties will need to change hands to more progressive ownership. Downtown development will only be successful when the appropriate players are at the table and there is broad-based community support. Adaptive reuse and full utilization of vacant or underperforming properties that adhere to appropriate design guidelines is ESSENTIAL.

The third priority under the building theme is city ordinances. The city has allowed inappropriate uses (storage & vacancies) for far too long. It is time for the city to get AGGRESSIVE about creating ordinances that get you what you desire, fully occupied buildings that provide a quality return on investment. Enforcement will be critical to this success. Consider adopting three ordinances: 1) Minimum Maintenance Ordinance 2) Vacant Building Ordinance 3) Vacant Building Registry (*we've attached examples of each as a resource*).



ACTION STEPS:

Current Condition

- Create a Downtown Taskforce
 - This taskforce should be made up of a combination of city staff & elected positions, as well as local property owners and business operators.
- Work with selected current staff person to coordinate a building inventory.
 - Inventory every building in the downtown district.
 - A city employee needs to be tasked with inventorying every building in the district.
 - A great place to start is with the Beacon report on each address.
 - Current ownership and use should be the priority.
- Become more familiar with historic property redevelopment and become more proactive in rehabilitating downtown properties.
 - Visit other communities that have made an impact in their downtown with building rehabilitation initiatives. Talk to them about their challenges, the designs of the buildings, financing, etc. The Iowa Downtown Resource Center can help you identify communities that have had success. Examples would include Jefferson and State Center, Iowa. These communities have done AMAZING things with downtown buildings that many residents would have considered ready for the wrecking ball.
 - Determine a rehab cost budget for each property with the help of experienced developers and contractors familiar with these types of projects.
 - Assess local market conditions. How much demand is there for quality rentals? What is the maximum residential rental for Knoxville? What is the median market rent? What are reasonable commercial rents for Knoxville?
 - Assess the financial “gap” between the “reasonable income potential” of these properties and the “rehabilitation costs.” There will be a financial gap. If the market were strong enough to support the rehab costs, an investor(s) would have already completed the project.
 - Investigate programs that can help fill the inevitable financial gap. There are financial incentives available for rehabilitation of historic buildings. These include state and federal historic tax credits. Housing assistance programs in the form of grants, loans and tax credits are also available.
- Determine a reasonable level of annual participation from the City to support buildings in the entire downtown district. These projects will never occur without some significant sort of financial assistance from the City of Knoxville. If the buildings are not rehabilitated, the City will be faced with demolition. What will this cost? Wouldn't it be more productive to reinvest that money back into the buildings themselves in order to keep them on the tax rolls and to provide much needed housing and business opportunities for the community?
 - Create a substantial annual financial assistance program. Direct matching grants are the most desirable and successful assistance. A dollar-for-dollar match is typical. Individual grant awards of \$5,000 - \$25,000 are necessary. Based on community need, this should be the target for Knoxville.
 - Develop standards/requirements regarding the use of the financial assistance tools. These tools should be used to incentivize appropriate rehabilitation, not just *any* rehabilitation. Property owners should

expect to adhere to certain guidelines and rules in order to access any financial incentive. The incentives should help “raise the bar” for improving the aesthetic and functional appeal of downtown.

- Develop an investment group to acquire, rehabilitate and operate downtown properties in Knoxville. This is a common strategy across the country to address downtown property development.
 - Create a list of potential local investors. The list should include businesspeople, key community leaders and other successful businesspeople in and around Knoxville.
 - Consider approaching Knoxville alumni who have become successful in other areas of the nation to reinvest in their hometown. Solicit former residents to be benefactors in local revitalization and community development projects.

Lead City Staff Person Hired

- Create a city staff person position with the responsibility of being the lead on Community/Economic Development. This person should answer directly to the City Administrator and work cooperatively to facilitate development downtown. Create a dialogue with building owners to address building needs and suggested local incentive development. This staff person should not be lead on industrial/manufacturing – that responsibility should be added to the City Administrator role.
- Schedule regular (City sponsored) downtown walking tours to identify priorities (building improvements, building maintenance, and clean & safe). This is also a tool to identify volunteer opportunities.

Partnerships Incentives (Carrots)

- Investigate the creation of local incentives. Which ones are right for Knoxville?
 - **Tax Increment Financing (TIF)** TIF is a method to incite business to locate or expand operations in an area by directing the tax revenues generated within the TIF district for investment in the district. City councils or boards of supervisors may use the property taxes resulting from the increase in taxable valuation caused by the construction or substantial rehabilitation of commercial facilities to provide economic development incentives within the district.
 - **Urban Revitalization Area Plan** The Urban Revitalization Act, Chapter 404 of the Code of Iowa, is intended to encourage development, redevelopment, and revitalization within a designated area of a city by authorizing property tax development incentives to the private sector. Qualified real estate within a designated area may be eligible to receive a total or partial exemption from property taxes on improvements for a specified number of years, with the goal of providing communities with a long-term increase or stabilization in the local tax base by encouraging new construction which might not otherwise occur.
- **Use the tools identified above** to create local façade improvement grants or additional access to capital like revolving loan funds or loan guarantee programs.

- Leverage local incentives to maximize state and federal programs. Click on hyperlinks below to access more information.

[CDBG Downtown Revitalization Fund](#)

[CDBG Community Facilities & Services](#)

[Community Catalyst Building Remediation Program](#)

[Nuisance Property and Abandoned Building Remediation Loan Program](#)

[CDBG Housing Rehabilitation Fund](#)

[CDBG Upper Story Housing Conversion Program](#)

[Workforce Housing Tax Credits](#)

[Brownfield/Grayfield Tax Credit Program](#)

[Historic Tax Credits](#)

[State Tax Credit](#)

[Federal Tax Credit](#)

[Property Tax Exemption](#)

[ADA Federal Tax Credit](#)

[Empower Rural Iowa](#)

[Rural Housing Assessment Grant Program](#)

[Rural Innovation Grant Program](#)

- Investigate options for additional downtown technical assistance for building rehabilitation and property development. Iowa State University's School of Design is one option.
 - Conduct a building-by-building needs assessment for not only visual improvements, but also for structural needs and code compliance issues.
 - Tailor local incentives to address the most pressing needs identified from the assessment. Basic structural repairs including repointing, roofs, and general stabilization, while not visually impressive can be critical to extending the life and function of the structures.
 - Assist property owners to implement rehab projects. Assistance can include":
 - Securing additional architectural/engineering services.
 - Helping locate contractors/suppliers.
 - Assisting with grant funding (both direct funding and applying for and managing grant applications and requirements).
- Recognize and celebrate your successes when a project is completed. Consider having a ribbon cutting. Present the owner with a framed "before and after" photo of the project. Even a "certificate of accomplishment" (suitable for framing) can be a very positive public relations activity that can help change attitudes towards the condition of downtown and help create additional interest and investment in the local community.

Partnerships Ordinances (Sticks)

- Investigate options for new ordinances.
 - **Minimum Maintenance Ordinance.** This ordinance requirement is intended to preserve the structural integrity of the building and property values while assuring a clean and attractive community.
 - **Vacant Building Ordinance.** This ordinance addresses current or future vacant commercial and industrial buildings which are dilapidated, unsafe, or inadequately maintained creating or contributing to blight. The city seeks to assure the property maintenance of vacant buildings for the purpose of preserving and promoting public health and safety and preventing public and private nuisances and potential fire hazards.

- **Vacant Building Registry.** Owners have 30 days from the date the building becomes vacant to file this form. The cost to register is free for the initial filing and the first 6-month period. If after the six-month period the building continues to remain vacant, an inspection of the building will be made, and a fee will be charged. Each subsequent one-year period of vacancy will trigger a re-inspection and fee. Owner is responsible for all exterior and interior as well as lot maintenance. Failure to properly maintain the vacant building could result in increased renewal fees.



THEME 2: UPPER STORY HOUSING

Every successful, destination driven downtown includes a robust and vibrant upper story living component. As more people are on the sidewalks, more opportunity for additional business downtown exists. Downtown housing is not the solution to Knoxville's housing issues, but it is part of the solution. The appropriate selection and inventory mix is critical to addressing this issue. Getting a quality return on investment is critical for existing property owners. Knoxville has too many current downtown properties where housing isn't even an option. Inappropriate



building treatments that close off the second story windows eliminate a revenue producing option of housing. Natural light and life safety are critical components to building improvements that provide effective housing options downtown. Buildings that do not maximize every buildable square foot miss out on the additional revenue that a building needs to cover regular repair and maintenance issues. Downtown residential use is an important component in downtown revitalization. Living downtown is continuing to rise in popularity across the country (and in Iowa). Many communities have seen the need for housing and initiated renovation projects in which apartment units are rented before the project is even completed. These spaces can offer affordable housing and produce numerous benefits. They increase the town's tax base; property owners improve the cash

flow on their building and property values increase. Having residents in the downtown creates a built-in market for downtown businesses. It creates affordable housing. Downtown housing appeals to young professionals who just move to town, and for the empty nester looking to ditch the yard and live closer to an active downtown. Knoxville has the potential to add several quality units. Iowa's split-classification of downtown properties greatly favors upper story housing and makes remodeling upper story units a sound investment for property owners. The best prospects for new downtown housing might be directed toward the development of units that are quite different from



the current inventory of housing options available in the broader community. Knoxville should take advantage of the unique dimensions, layouts, and materials found in the upper levels of downtown commercial buildings to create distinguishable and even funky living spaces. Renovated units should build on the opportunities offered by the architecturally and historically interesting spaces of downtown buildings.

ACTION STEPS:

- Create a housing taskforce. Apply for a Rural Housing Needs Assessment through IEDA Empower Rural Iowa. This should include a community partnership. All local and regional players should become part of the solution.
- Inventory available upper story housing, rental rates, and potential new units. Research funding sources for downtown housing projects. Assess local market conditions. How much demand is there for quality rentals? What is the maximum residential rental for Knoxville? What is the median market rent? What are reasonable commercial rents for Knoxville?
- Take field trips. Visit communities that have had success with upper story housing projects. Good examples can be found in Mason City, Spencer, Marshalltown, and Iowa Falls. Talk to them about their challenges, the designs of the buildings, financing, etc.
- Consider local incentives for downtown property owners to renovate upper floors into residential space. (Work with the downtown taskforce)
- Consider all options for upper story improvements: monthly rentals as well as Airbnb for nightly or extended stays. If Knoxville considers nightly rentals, verify that Airbnb units must pay local hotel/motel tax.
- Invite experienced developers to Knoxville. Have them demonstrate how they made their projects cashflow.
- Consider evaluating existing city codes to allow additional housing options, where appropriate in downtown. (work with housing taskforce)
- Make sure you do not allow housing on the store-front side of first floor downtown buildings.
- Encourage additional owner-occupied units like the quality example you have above A and P, and additional quality rentable units like above One Eleven.

THEME 3: FINDING COOLNESS IN KNOXVILLE

To find “coolness” in Knoxville, one must first find downtown. Your community has done a good job of providing attractive wayfinding signs to help visitors locate downtown Knoxville and other area attractions. Once visitors and locals alike have found downtown, it’s important to make downtown as “cool” as possible to generate a positive, memorable experience that encourages return trips to downtown.



2

next



Unfortunately, as the Downtown Assessment Team met with various focus groups, including the youth of the community, we heard that downtown is, “dirty, dull, bland, lifeless, lacks shade, and you walk it and your done with nothing to see.” Fortunately, our team sees many opportunities to build upon the compact, walkable nature of downtown Knoxville to make it the vibrant, thriving, and fun downtown the community desires.

As you plan to make downtown more vibrant, cool, and fun; think about creating places with 10 or more things to do in one place such as simply sitting to conducting business to dining. By creating many of those small places with 10 things or more to do, you will be creating a destination. There are many enhancements to downtown, many of them small and quick action items, that can make a big impact.

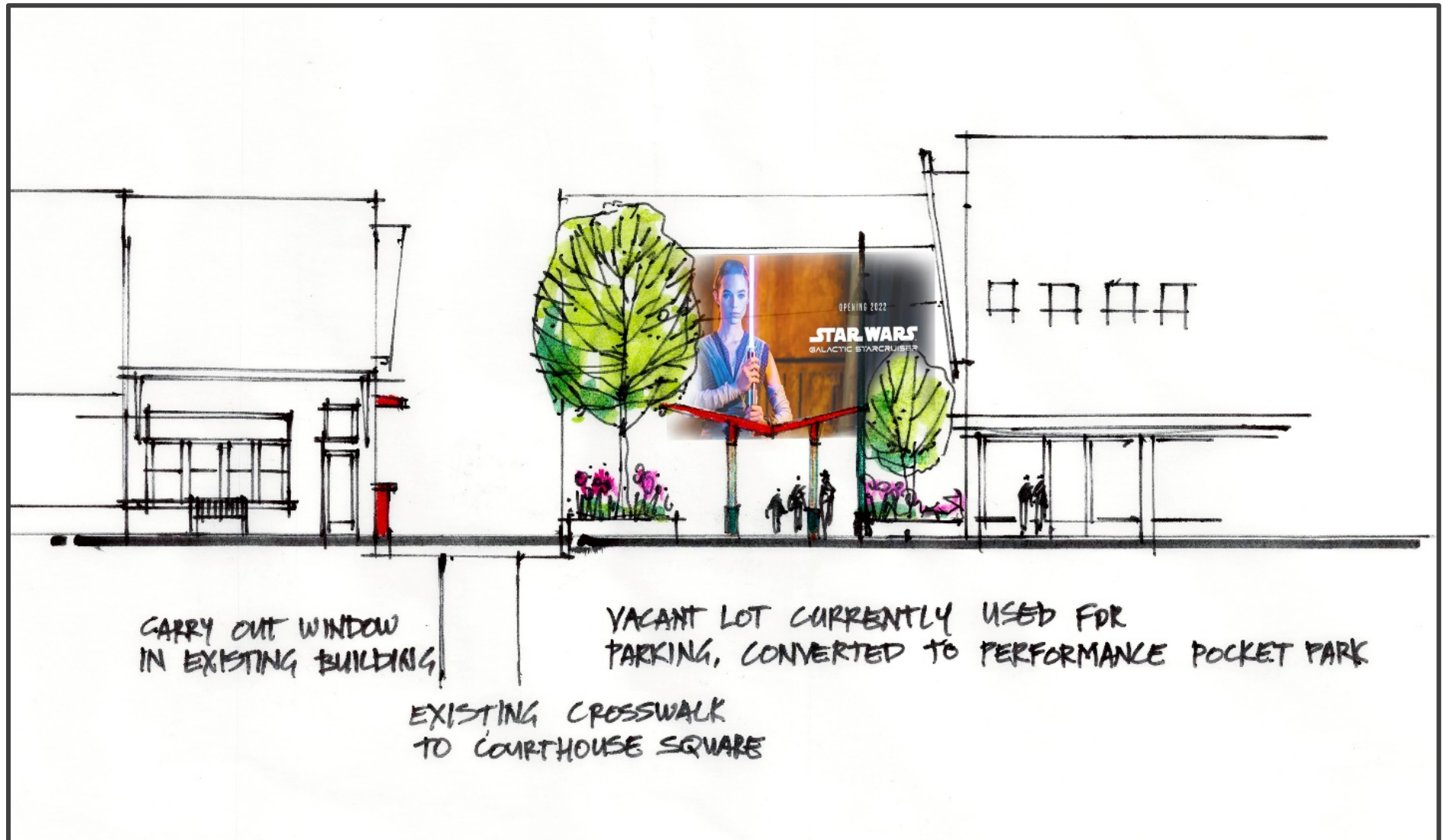
Some opportunities the Downtown Assessment Team identified to enhance the downtown experience include relatively simple things such as adding trees, plants, awnings, public art, seating, outdoor dining, painting crosswalks, and more and better descriptive business signs.

A downtown enhancement opportunity that would make a big impact and is consistent with the results of the community survey, is creating one or more fun park-like spaces to gather. As shown in the drawing below, the removal and redevelopment of the property at the southeast corner of First Street and Robinson Street creates an opportunity to establish a signature pocket park along with new upper-story housing and space for new



commercial office space that could facilitate moving some of the professional services off the square to create potential retail and dining space on the square.

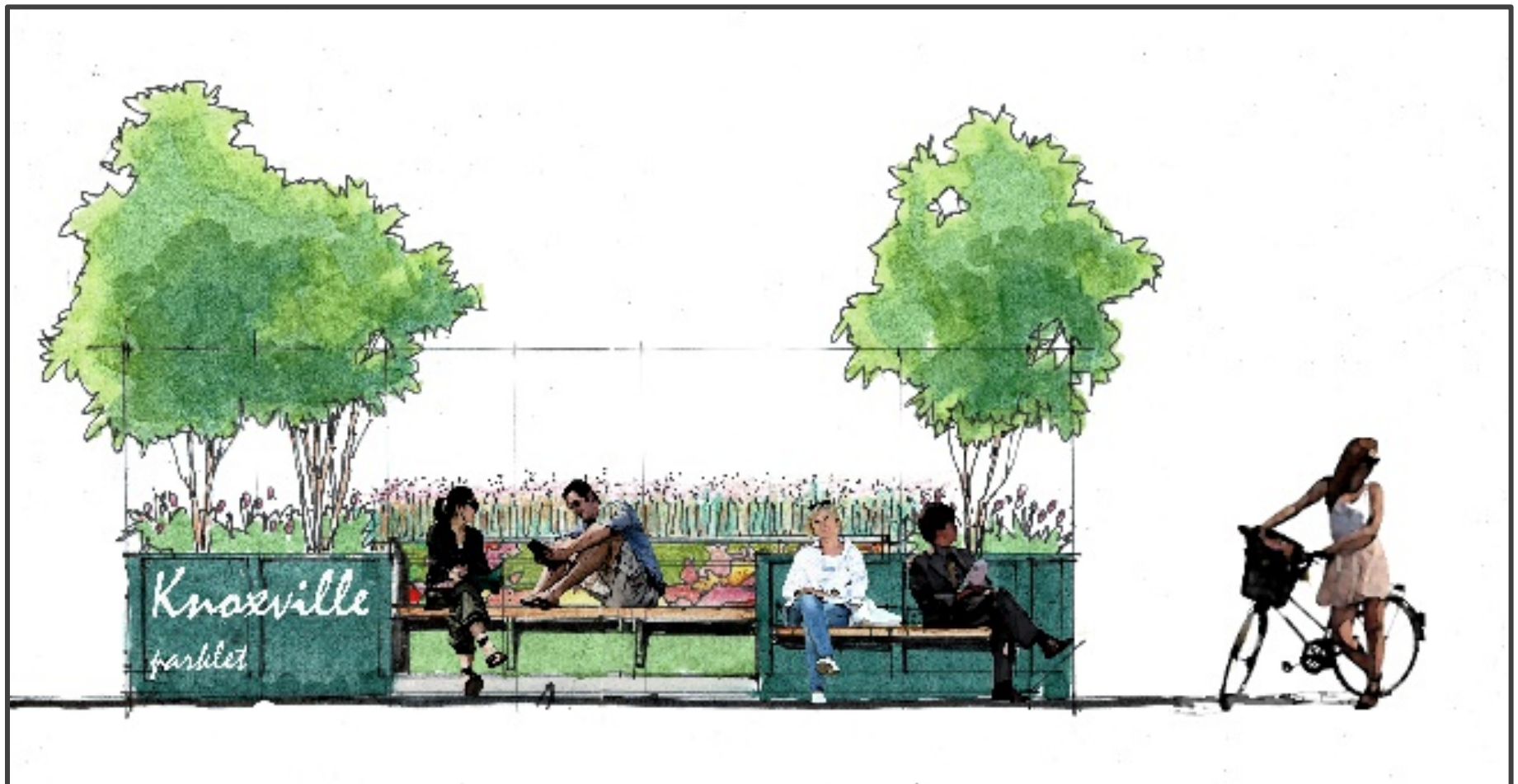
The vacant lot currently used for parking to the east of the courthouse also presents an opportunity to establish an attractive community gathering and performance space.



Members of the Downtown Assessment are available to discuss and help plan and implement the action steps below. Please reach out to us using the contact information at the end of this report.

ACTION STEPS: ADD OUTDOOR SEATING AND DINING

- Utilize parklets established in existing parking spaces and green spaces to provide additional outdoor seating and dining options.
- Take quick action to establish outdoor seating starting this summer. Can start simply with low-cost sets of 2 chairs and a table. Have students and local crafts people build outdoor seating. See [Wikiblock](#) for open-source designs for benches, chairs, planters, stages, bus stops, beer garden fences, and kiosks made with a CNC router and sheets of plywood.



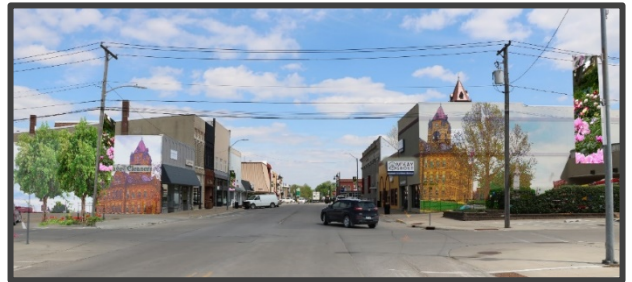
ACTION STEPS: CELEBRATE FOUR CORNERS AND GATEWAYS AND ADD COLOR TO CROSSWALKS

- Add perennial and seasonal plantings and trees to intersections and gateways. Current banners are attractive and colorful but making the banners larger would add more visual impact.
- The brick crosswalks are a nice touch, but the color of the bricks does not make the crosswalks “pop” for drivers. Consider painting a brighter, contrasting, parallel stripe on each side of the pavers. Most of the non-brick crosswalks in downtown need painting. Restripe the crosswalks for visibility and safety. Explore a range of graphic designs including school mascot and colors, bright flower patterns, words, etc.



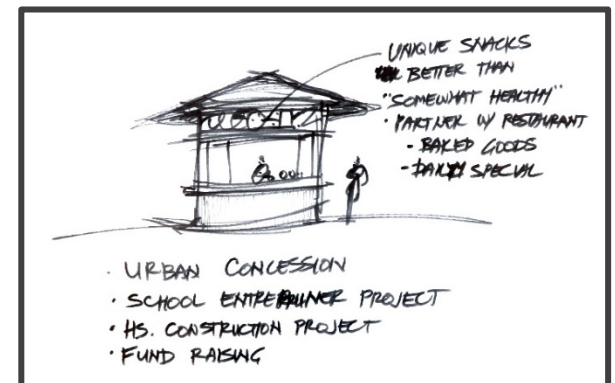
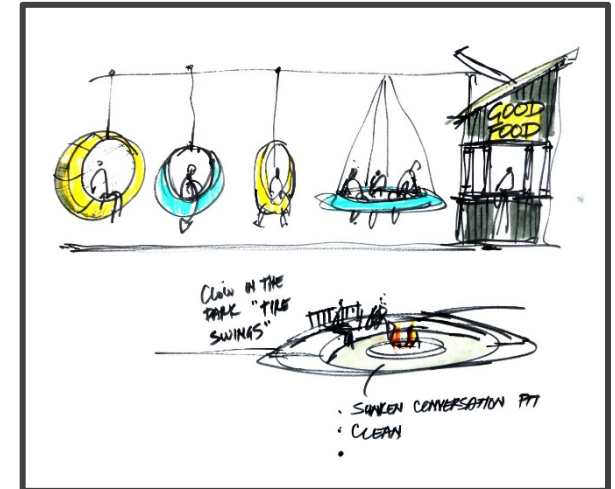
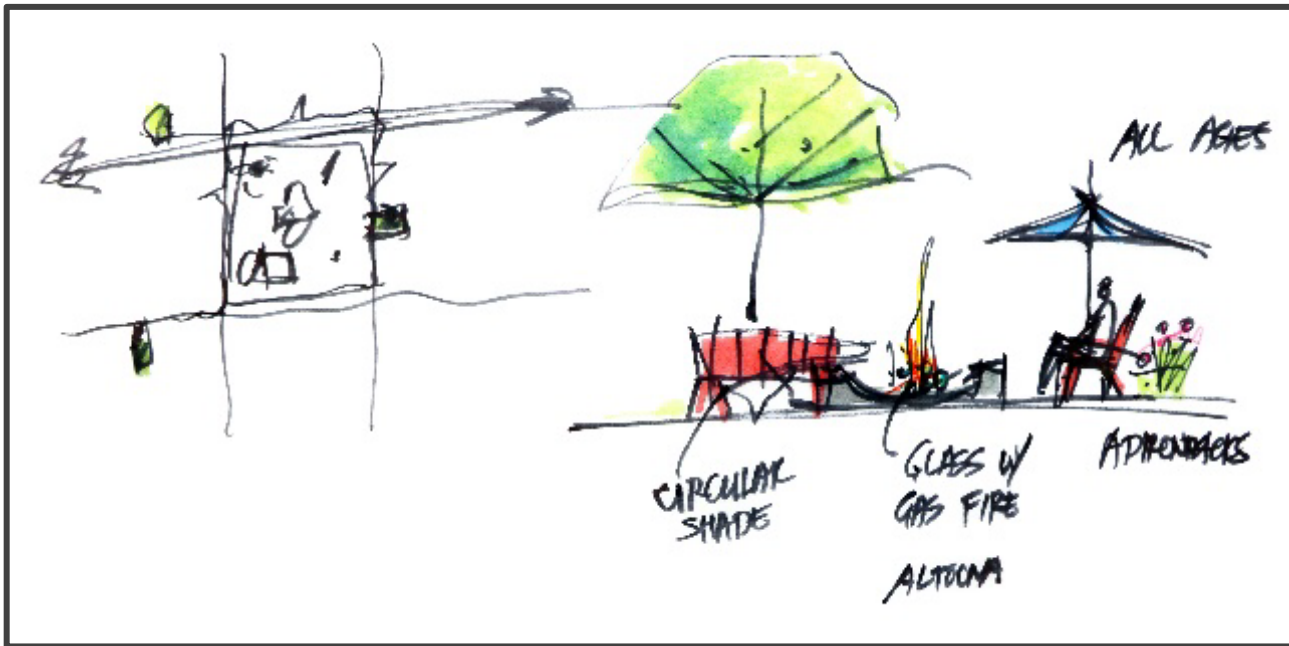
ACTION STEPS: ENHANCE THE DOWNTOWN EXPERIENCE

- An amenity is defined as something that helps to provide comfort, convenience, or enjoyment. To help create a downtown experience that draws people in, encourages them to linger and creates lasting memories, add amenities such as seating, trees, perennial and annual plantings, murals and other public art, public restrooms, Wi-Fi, artistic signage, trash and recycling cans, bike racks, functional decorative lighting, accessible entrances, and awnings.
- Start by adding seating in strategic locations and murals and some trees at the key intersections entering downtown such as the intersection of West Main and 1st Street (see image below). Many of these amenities can be created by local students, nonprofit groups, community-minded businesses, and craftspeople with an interest in downtown and public service.



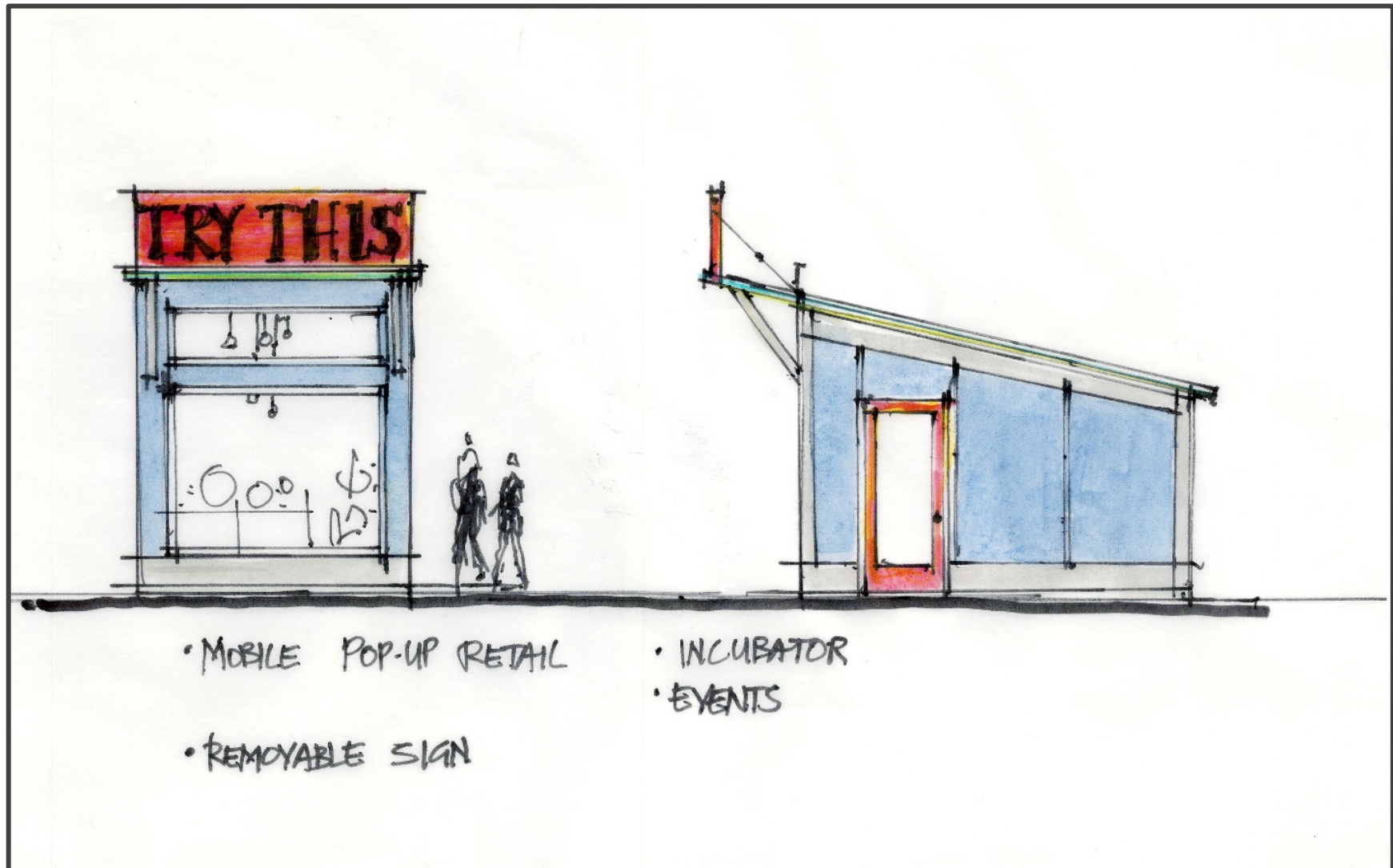
ACTION STEPS: CREATE VIBRANT, PROGRAMMED, OUTDOOR GATHERING SPACES

- Partner with community organizations, and in particular, students to design and install vibrant outdoor or indoor/outdoor gathering spaces for all ages downtown. The students the Assessment Team met with shared many ideas for adding vibrancy and excitement to downtown through additions such as public art, a community firepit, and a downtown “concession stand” that could be built and managed by the students and sell downtown merchant products. These improvements could take place in either or both of the signature pocket park locations identified earlier in this section.



ACTION STEPS: POP-UP INCUBATOR SPACE

- Provide space for entrepreneurs to test out business concepts at lower cost while buildings are being renovated to support new businesses by utilizing small pop-up shops in underutilized spaces of downtown such as the corners of West Main Street and First Street and the vacant lot on South Third Street east of the courthouse.



THEME 4: CREATE SOCIAL CENTER WITH EVENTS

What makes downtown Knoxville unforgettable? In the pre-assessment community survey, residents indicated some of the greatest strengths were the Courthouse Square, restaurants, local businesses, a climate where new businesses are opening, and a sense of community within the business neighborhood. At the same time, more restaurants are wanted. There is a need for clothing stores – especially men’s, shoes, sporting goods, gift and home décor store, places for Knoxville youth to gather, and a wide variety of activities for families of all ages.

A great downtown experience combines the interaction of businesses with a wide range of year-round activities. Reestablishment of the central business district as a social center by staging promotional events is accomplished through collaboration and strategic planning by the various groups already hosting special events.



Knoxville has a variety of organizations hosting events:

- Holiday Living Windows
- National’s Race Day Parade
- Homecoming Parade
- Farmer’s Market
- Saturday Yoga on the Courthouse Lawn
- Draggins Car Club Car Show
- Scavenger Night
- Knoxville Area Merchants holiday focused events year-round

The Assessment Team met with numerous groups and individuals who told us that social activities are important.

“We Love our Live Windows!”

“Our retailers are working together.”

“Downtown is packed during our Race Day Parade.”

“We want weekend events downtown year-round.”

“More youth activities are needed downtown.”

Knoxville stakeholders were invited to share their ideas of new events or a return to a popular event they would like to see on the Knoxville Square:

- Bike Night
- Art Shows
- Concerts
- Family oriented events
- More nightlife
- Activities for small children
- Crafting Events
- Vendor Fair
- 4th of July activities
- New activities unique to Knoxville



ACTION STEPS: PROMOTIONAL STRATEGY....WHAT MAKES SENSE?

Be intentional in determining which activities you chose to implement on the Knoxville Square.

- Bring the Knoxville Area Merchants, THRIVE, Kiwanis, Knoxville Public Schools, Knoxville Public Library, Farmer's Market planners, Knoxville Parks & Recreation Department, the chamber of Commerce, and Knoxville Area Ministerial Association together to coordinate events and brainstorm ideas. Invite students to be part of the planning.
- Create an all-inclusive Downtown Event Calendar. Perhaps the organizations will agree to each coordinate a small event every Thursday evening in the summer months.
- Be aware of Knoxville's unique assets and organizations as well as the potential regional audience when creating your Community Calendar to attract residents and visitors to downtown Knoxville.
- Evaluate each activity to ensure it represents the identity you wish to portray for the Knoxville Square.
- Form committees with volunteers to efficiently create quality events to attract a diverse group of people throughout the year. Be respectful of the resources (people and money) required for your annual calendar of events, including promotional activities.

ACTION STEPS: ESTABLISH DOWNTOWN AS A SOCIAL GATHERING SPOT

Program Downtown Knoxville with frequent smaller activities*

Knoxville has many organizations holding events big and small that can routinely be held on the courthouse grounds and surrounding area providing a wide range of activities, almost daily. Consider folks of all ages with a wide variety of interests in physical activities, the unique downtown architecture, resident's desire for more culinary experiences and music, and blending of retail with recreation. Use Knoxville's ESRI data to understand your population tapestry and include activities for all ages.

Take advantage of large, paved areas for permanent play spaces.

- Games (i.e., giant chess/checkers, hopscotch for youth, or bags tournaments)
- Art walks both outside and in business windows
- Music (community band, buskers, lunch concert)
- Coordinating Grand Theatre events and movies with outdoor activities
- Yoga
- Chalk Art Activities
- Kids play area or equipment
- Vendors
- With the Knoxville Hospital and Clinics and other health-based entities in your community adding wellness activities to the Farmer's Market, vendor fairs, and retail events can strengthen ties with downtown businesses. Encourage these services to give free blood pressure screenings, demonstrations on healthy cooking, step counts to different sections of the downtown to encourage walkability, and dental product giveaways from the newly expanded downtown dental clinic. Use the Iowa State extension office to provide free recipes. Include retail stores with different demonstrations in front of each store with products found within. For example, DIY floral arranging doing live floral arrangements. Demonstrations can involve all ages.
- Send news release on every event and positive activity to local media sources.

ACTION STEPS: The Downtown Family Destination

Downtown Knoxville is perfectly situated to be the go-to place when outdoor recreation is on hold due to weather. The Pre-Assessment survey documented the Grand Theater and restaurants as numbers two and three after the Courthouse as the downtown's greatest strengths.

- Utilize the strong connection between retailers, restaurants, and the theater, creating package type itineraries for visitors to experience downtown in a variety of ways. Channel people downtown and ring cash registers. Create itineraries for mom, dad, and the kids to enjoy the downtown starting with a visit to the sporting goods store for dad, home décor and boutiques for mom, and a quick stop at the dog bakery for the kids to purchase a unique treat for Fido.
- Use placemaking strategies to increase fun places for families to spend time downtown between shopping, eating, and watching a movie. Round the day out with downtown dining, a movie, and of course ice cream, and the family has stayed entertained for hours. Add some fun selfie stations and teens and young children alike will stay engaged. Think outside the box to build the experiential shopping day.

ACTION STEPS: Add a Special Event or Festival

Special events and festivals allow towns to celebrate and capitalize on the unique aspects of their local area and can be real traffic builders. The Knoxville National Sprint Car Parade is a "Signature" event for which Knoxville is known. To bring more people into the downtown, plan and implement at least one additional new special event.

- The Assessment Team heard how proud Knoxville is to be the home of the Iowa Flag. Create an event celebrating adoption of the flag including the current ceremony, dinner with local foods in the tradition of the time when Mrs. Dixie Cornell Gebhardt designed the flag.
 - Retailers can create exhibits in the stores around the square.
 - Invite residents to dress in the attire of the time, possibly a contest.
 - Expand the event to include coloring contests in the school system.
 - Hold tours of her home, the current location of the Chamber of Commerce.

- Showcase your beautiful courthouse as the backdrop for a farm-to-table dinner using local foods and produce from the Knoxville Farmer's Market. A farm-to-fork dinner can support local chefs as organizers use different restaurants to create signature dishes for each course of the dinner. The event can be used to raise money for a downtown project, a local effort, or local nonprofit.
- The downtown is already hosting the holiday "Living Windows" event with carriage rides, children's activities, food, music, and inter-active windows. Build another special event around a more obscure holiday found on nationaldaycalendar.com or Google 365 Special Days of the Year.
- In the future, coordinate a special event with complementary retail promotions. The Knoxville Merchant group developed several fun promotional activities that could be expanded to include youth, traveling dinner including downtown food and drink establishments, and ending the evening at the Grand Theater for a special movie viewing. Collaboration and inclusion are key to growing your retail promotion into reoccurring events people will mark their calendars to return the following year.



THEME 5: MARKETING DOWNTOWN KNOXVILLE

The Assessment Team met with numerous groups who proudly listed successful businesses in the downtown which market themselves individually. As the team met with different groups it became obvious very few individuals had a grasp of how many small pods of communication are taking place in Knoxville and the bigger picture is being lost in the community, not to mention the region. One comment made, "There is a lack of understanding of a common goal in the community." Downtown stakeholders need to tell the downtown story more actively. When that does not occur, the public creates a story for them, which may or may not be accurate. Telling the downtown story should be a community goal. Another common challenge the Assessment Team heard was the lack of a strong tourism initiative for the City of Knoxville, except for the Raceway. Knoxville needs to break down marketing and branding into internal and external marketing and communication. Communication is key. A mechanism to communicate with chamber and non-chamber members is necessary for internal communication and to avoid surprises for downtown property and business owners and stakeholders. Establish this network first. Once the identity and brand of the downtown is established external communication can be established. Without a strong tourism mechanism in Knoxville, the communication system must address this deficit once it is up and running smoothly.

Matching new and experienced businesses up into peer groups can enforce internal communication. Connect



all your downtown businesses to better build your business mix. Communicate with new business and property owners and welcome them to the downtown district. Contact South Central Iowa SCORE to assist new businesses (217 E. Main Ottumwa, IA 641-814-5907). Knoxville may have the potential to create a satellite group to assist budding entrepreneurs and build another layer of networking and communication.

ACTION STEPS: Communication Tools

- Create a Facebook page for downtown Knoxville. Create a closed group for downtown businesses to facilitate communication and allow for easy decision making, when necessary, for example, early closing for inclement weather.
- Create a page on the city website dedicated to downtown activities and projects. Include a sign-up option for regular updates via email or text to connect the chamber and non-chamber stakeholders. Include notice of road work and road closures that affect local businesses. Partners could include THRIVE, Knoxville Chamber, Knoxville Area Merchants, Marion County Historical Society, Knoxville Economic Development Group, Knoxville Area Ministerial Association, and local media.
- Create a community event calendar that includes all events and downtown promotions. Use ESRI tapestry data to understand the best social media platform for the calendar and the interests of Knoxville residents.
- Always share positive messages about the community through social media. This is an inexpensive method to share your stories. Use free tools to create your newsletters (Mail Chimp, Canva, Constant Contact)

In today's digital world, marketing and branding revolve around telling the best authentic story through images and short sentences. The public has a short attention span whether the message is print, radio, television or digital. Messaging must be eye catching, one reason short videos are the most popular ad content on social media.

Utilizing the Knoxville Area Merchant group and the new tag line "Knoxville, Yeah We Got That!" can be the first step to unite across advertising platforms. Using a Group Facebook page will allow customers to see all the Knoxville Square has to offer. Offer this opportunity to all businesses, not just retail and restaurants. Through this process the downtown identity should emerge as you embrace where you are and begin to meet Knoxville customers on their terms.

ACTION STEPS: Marketing the Downtown

Marketing Action Steps:

- Utilize the Knoxville Area Merchant group to work with existing downtown businesses, to coordinate marketing efforts and communication channels.
- Create a map of the downtown with businesses, retail, and food and drink establishments. This map can be interactive and created from Google maps or a printed map rack card for distribution.
- Reach out to the bed and breakfasts and the hotel/motel industry to promote downtown activities, hospitality entities and the shopping district with flyers, rack cards with day itineraries, and a downtown map.
- Create collaborative partnerships with non-retail businesses with coupons and promotions.



- Strengthen the Knoxville Square's online presence by assisting businesses claim their Google My Business Page, post their events on traveliowa.com, and sign up for a free online store through ShopIowa.com. The service will remain free for another year.
- Work with businesses on collaboration opportunities. Businesses can assist each other in creating videos showing new merchandise arrive, creating displays both inside and outside of stores, showing a group of merchants waving to the camera. Use positive images and all types of activities as themes for posts from marquee changes at the Grand Theater, someone washing their windows, or a dog drinking water outside of the new dog bakery. The more creative the content the more each business will share these short segments, in turn generating more traffic to the Knoxville Area Merchant page. Learn which social media platforms are most used in Knoxville for marketing to your residents. Use the Travel Iowa page to add Knoxville's events and store events to this state resource.
- Take advantage of every opportunity to tell your story and share your plans. In addition to utilizing the most productive forms of media, it is important that a detailed marketing plan be created. This plan should include steps for each month, who is responsible, what type of marketing materials are needed and how those will be created and purchased. Frontline staff have the perfect opportunity to share a quick story with customers as they check out or talk about an upcoming event. Be positive in every interaction and **TELL YOUR STORY** before someone else makes it up for you!
- Marketing efforts are only as strong as the consistency of the plan. Determine the manpower behind the marketing plan before it is implemented. Weekly retail updates should be sent out weekly....monthly newsletters need to be monthly. Consumers rely on consistency. Trust plays an important part in retention of customers, engaged businesses, and sponsors.

THEME 6: OPEN FOR BUSINESS



Downtown Knoxville's business community is not unlike those in other Midwest county seat towns. The percentage of retail businesses is perhaps lower than the norm. The pre-visit survey clearly indicates that residents would like to see more shopping opportunities and less service and professional businesses on the square. Downtowns with courthouses almost always have business mixes with high percentages of building occupants that benefit from the convenience of being located next to those courthouses...for example, lawyers. A string of law offices, service businesses, and churches can certainly weaken the flow of pedestrian traffic that is driven by a shopping experience. On a positive note, Knoxville has seen several new retail and dining businesses open their doors, even during the pandemic. This

has fueled optimism amongst Knoxville residents. Yet, the comparison to Pella and its unique retail offering keeps many Knoxville residents hoping for something better. But this team believes the identity of these two communities is different. And that's okay. Let's develop and embrace a business mix that serves Knoxville and its visitors. The challenge that perhaps most impacts Knoxville's ability to grow its retail base in the downtown relates back to Theme 1...the downtown buildings. Knoxville does have some ground floor vacancies, but it is difficult to find a space that is move in ready. Most vacancies are in buildings that need significant work or buildings that potential retailers do not want to be in because they do not project an image of quality (aluminum fronts, downsized windows, masonry issues, paint, etc.). The many tinted windows downtown are detrimental

for businesses. Adding backlighting or removing tinting would help passersby to see the products, services, and vibrant activity inside.

It is important to create an environment to succeed by helping businesses thrive. It is enticing to start with a business recruitment strategy because vacancies tend to stick out like sore thumbs, but the retention of existing businesses is always a better starting place. Start with a comprehensive communication system that reaches every business. Follow that effort with assessment, retention, and business recruitment. Working with businesses that are nearing retirement is also extremely important.

A very useful first step in analyzing your current business mix (citywide but also how downtown contributes to that) is considering information that we are providing in the attachments. ESRI (Environmental Systems Research Institute, Inc.) data includes an analysis of retail dollars being spent in Knoxville. The data measures the demand in several retail categories vs. the actual dollars spent in Knoxville in those same categories.

In summary, Knoxville has a \$37 million sales surplus in total retail trade including food & drink. This is largely driven by a \$38 million sales surplus in General Merchandise Stores (Wal Mart, Dollar General, etc.). Knoxville also has a healthy surplus in the Grocery category. Outside of this, most retail categories have sales leakage, meaning more sales in these categories are happening outside of Knoxville than in town.

Areas of sales surplus are:

- General Merchandise
- Beer, wine, liquor
- Florists
- Used Cars
- Books/Music
- Food & Drinking Places

Areas of sales leakage are:

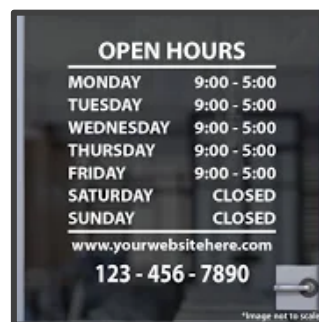
- Auto dealers
- Auto parts
- Gas stations
- Furniture
- Electronics
- Shoes
- Sporting Goods
- Clothing

Several of the areas of leakage are voids that were identified by participants in the pre-visit survey. Typically, when recruiting businesses or filling product line voids with existing businesses, this is a good place to start, but it is also possible to strengthen retail categories that you already have sales surpluses in.

We recommend the following action steps to capitalize on your existing downtown business mix in hopes of strengthening it and also keeping businesses going in the right direction.

ACTION STEPS: BUSINESS RETENTION

- Develop a relationship with the Small Business Development Center (SBDC) to assist existing businesses with questions, advice, and areas for growth. Connect businesses to resources/grant opportunities/and retail tips.
- The team heard that businesses do not always communicate or work together. Developing a community where businesses cross promote, make referrals, and think of promoting the totality of the downtown instead of a collection of singular businesses is important. Develop a quarterly business breakfast/meeting. Include useful topics and speakers, for example, website development or selling online; Identify areas where businesses can help each other. Give business updates. Get to know each other better setting the stage for referrals to customers.
- Develop a business directory (preferably on-line and searchable) with a map to show the breadth of business types and merchandise in downtown Knoxville.
- Not all businesses have strong command of technology and how to promote in new ways. What organization can put out social media posts promoting the special of the day at a diner or great sale that a clothing store is having? The Chamber of Commerce? Develop a process to collect this information and give individual businesses a periodic boost.
- ShopIowa.com is the Iowa Economic Development Authority's on-line platform for businesses to sell on-line. Currently, only one Knoxville businesses takes advantage of this opportunity. Get familiar with the website and get involved. Even though it will take some businesses out of their comfort zones with things like photographing their products and shipping, this is a good way for businesses unfamiliar with on-line selling to get going. Familiarize your team with this and promote it to Knoxville businesses. This team would love to see 5-10 businesses using Shop Iowa in the next few months.
- Store hours were frequently mentioned by residents as a downtown weakness. Businesses must be open when customers can shop. The 9-5 standard set 100 years ago no longer works. And businesses must be consistent with their hours of operation.
 - Work together as businesses. All stores are different but at the very least, set agreed upon minimum hours for the downtown. Secure testimonials from businesses that make money during extended hours of operation. This won't happen overnight but make progress.
 - Many downtown businesses do not post their hours. Develop a window card or sign for use by downtown businesses to promote their store hours.
- Work to improve business signage downtown. Remove signs from businesses that are no longer operating. Take a walk with businesses downtown. Discuss signage. Can you tell what the business sells by looking at the sign and/or windows?



Action Steps: Business Succession

Number one downtown business issue around the state: Aging businesses that have no plan for the sale of their business. Often times, these are the landmark businesses that have thrived in your town for years. This is also an issue in Knoxville. Iowa does have many good examples of the successful sale of businesses to the next generation. Those successes do not tend to be the norm. This can leave a huge void and maybe the negative consequence for Knoxville will be the snapping up of those former retail spaces to more professional offices and service businesses. For that reason, local community/business development groups have to be proactive in their efforts to transition businesses. There is no magic solution but building relationships and dialogue with business owners is key.



- Take steps now to get a grasp on your current situation. Develop a business visitation program to identify red flags such as decreases in inventory. Find out who needs assistance. Open a dialogue by having two person teams visit each downtown business. Understand where they are, their plans and what kind of assistance they need. Businesses like to know that you care, and help is available. *See attachment for sample business visitation form.* Keep information confidential to a small group that uses the information to react. Keep constant communication going.
- Host a business succession/transition workshop for potential buyers and sellers.
- Work specifically with retiring businesses. Identify possible successors such as family members, key employees, competitors, or outside entrepreneurs.
- Develop a marketing strategy targeted to former Knoxville residents/alumni for these transitioning businesses. You can find people that may be interested in a move back home.
- Create financial packages to assist with business transitions in the form of rental assistance, low interest loans and mentoring programs.

Action Steps: Business Recruitment

Downtown Knoxville does need a concerted effort to improve the downtown business mix but given the lack of available move-in space, the commitment to business retention and succession activities is a greater priority. This gives leaders time to clearly assess voids and develop business wish lists. But Knoxville does have to be prepared to do passive business recruitment. This is simply being ready to work with leads that come to you.



- Assess vacancies. Develop lists with building information like past uses, contact information, square footage, rent/sales figures, etc. Work with realtors on this collection of information.
Get the spaces ready. Of course, some spaces need rehabilitation, but small volunteer groups can clean them out, make windows attractive. Make them more marketable. Develop attractive business opportunity signs.

- Develop a business wish list based on ESRI data, the surveys and possibly focus groups. Often times, unearthing those unspoken dreams is the key to your next local entrepreneur.
- Business cluster plans are challenging, but useful. These are simply maps showing existing businesses and vacancies and best-case scenarios for locating business types that help each other based on their location or their proximity to other businesses/buildings, for example, placing businesses with similar customer bases next to each other. No one can dictate business location but having a guide can help to focus future recruitment efforts.
- Good idea for the future: Implement a downtown business plan competition with a cash prize for the winner...perhaps even for a specific finished downtown space. Throw in a rent incentive.



THEME 7: LEADERSHIP & ROLES

Some communities suffer from a lack of organizations that execute community development activities. In those cities, leadership only exists through local government or strong but singular voices. Knoxville doesn't have that problem. In fact, several organizations or entities were mentioned that have a community development focus and at least edge onto the downtown scene. The Assessment Team heard about the Chamber of Commerce, KAM, Thrive, Knoxville Development Corporation, KAMA, the library, service organizations, the historical society, the city & county staff, elected officials, and more. All of these groups are doing productive things, although it was sometimes difficult to understand the mission or constitution for each of them. Some of the organizations' activities seem redundant. And sometimes it appears that the work of the groups is very narrow and independent without collaboration. In some cases, organizations were formed to compensate for real or perceived weaknesses in other groups. Members of the organizations don't always know how they fit in or why the other groups operate and some even struggle to define their own role. This isn't an uncommon challenge but certainly one that can be improved with efforts to communicate with each other.



Through our work prior to the Assessment Visit (survey analysis) and while on-site in public meetings and interviews, the Team identified the downtown's biggest challenges/priorities. Outside of role definition/leadership, we believe those are 1) Building rehabilitation; 2) Business development; 3) Need for more events; 4) Tourism opportunities; 5) Downtown upper story housing opportunities; and 6) Finding funding sources. But, with all of the organizations that exist, very few of these priorities fall under the missions of these organizations, with perhaps the exception of Events, which Thrive and KAM are doing some nice things with. Priorities don't fall neatly into place among the groups and stakeholders in Knoxville.

Knoxville is full of individuals that want to do their part and do things that will help their community. Knoxville's young, open-minded city council is encouraging. Let's further work to connect the dots! How can we be more efficient and fill the voids so that every group has clear focus and open up opportunities to partner with other groups. Knoxville isn't short on ideas. And this Team is giving you some more! To prioritize and own these projects and to prevent priorities from slipping through the cracks....let's do an organizational audit that leads to implementation.

Action Steps:

- “The Meeting”: Pull together a very important community meeting (this was on Thrive’s to do list before Covid crept into our lives).
 - Use a skilled facilitator.
 - Invite all organizations and government entities that touch community development in some way.
 - Ask each group to prepare a short mission or elevator speech that succinctly defines their mission.
 - During meeting, group leaders present this mission, a bulleted list of projects they are currently working on and a short list of what is on the horizon.
 - Facilitator works with group to identify areas of overlap (have fun with this; keep it nice!)
 - Facilitator works with group to identify community voids....perhaps start with the short list in this very report. We, of course, focused on downtown development. Your meeting may need to stretch the focus a bit to include community wide voids.
 - Work on an outline for a plan to fill those voids. This may include changing the focus for some organizations (with their board’s approval). Or it may include the development of an additional task force or two. Almost always, this could fall under the banner of one of the existing organizations.
 - List potential projects that could lead to partnerships or collaboration by two or more groups.
- Communicate volunteer needs to the community through media, social media, etc. Base these needs on results of the meeting.
- By all means, follow through with the City’s idea to hire an Economic or Community Development professional to help pull these efforts together and to serve as a liaison to the groups in Knoxville.
- Schedule check in meetings with all of the groups. Keep the plan alive. Do your best to avoid duplicating members. One excellent volunteer shouldn’t be expected to do triple time with three organizations.
- Establish an email distribution list of organizational leaders to ensure they are informed and on board with the efforts of the groups. Share relevant information (i.e., news coverage, reports, meeting minutes).

Downtown Knoxville has been “assessed” before. But this team feels like this is Knoxville’s time. The community has seen recent improvements and new businesses and many people are interested in making a difference in the downtown. The Iowa Downtown Resource Center looks forward to a continued relationship with Knoxville and we offer our future help to make sure implementation is on track. We hope this will be a working document for years to come. We encourage you to gather the community together soon to review the recommendations in this report and chart a course forward with the most popular ideas from this report and form implementation teams. One of the best ways to build on the citizen interest and excitement expressed during the Downtown Assessment is to identify “quick win” projects that show what is possible when the community comes together to revitalize downtown.

PRIORITIES:

The Assessment team encourages Knoxville to prioritize projects listed in this report, as well as other opportunities we feel are of importance.

Theme #	Immediate Priorities: (0-6 months)
1	Create a downtown task force to do business inventory and assess all buildings.
1	Create Community/Economic Development position for city.
2	Create housing task force and apply for Rural Housing Needs Assessment.
2	Take field trips. Learn from communities that do upper story housing and building rehab well.
3	Establish outdoor seating. Start small.
4	Brainstorm promotional ideas: Utilize Knoxville organizations and students to participate.
4	Send news release about every event.
5	Create page on city website dedicated to downtown and community events.
Theme #	One Year Priorities (0-12 months)
1	Determine rehab cost budget for properties (task force).
1	Assess local market conditions, for example the demand for housing rentals and price points.
1	Assess gap in making building rehabs happen and investigate all financial assistance programs.
1	Series of downtown walking tours to identify priorities.
1	Execute a local RFP and apply for Community Catalyst grant.
2	Inventory upper story space including square footage, use, rental rates, potential housing units.
3	Design and execute a high impact cross walk project with paint.
4	Evaluate each downtown event and its impact.
4	Add wellness activities to the Farmers Market.
4	Coordinate a special event with complementary retail promotions.
5	Create Facebook page for downtown Knoxville.
5	Strengthen business on-line presence (good project for new Community Dev. Director).
6	Develop relationship with Small Business Development Center. Connect businesses to resources.
6	Develop quarterly business breakfast with useful topics and brainstorm cross promotion ideas; Advocate for business to business referrals.
6	Get 5-10 businesses signed up for Shoplowa.com.
6	Develop program to post business hours in each storefront.
6	Assess vacancies. Collect building information for each one.
7	Host "The Meeting"
7	Based on meeting result, communicate volunteer needs to the community

Theme#	Longer term Projects: (0-24 months)
1	Create local financial assistance program for smaller rehabs (tied to design guidelines).
1	Investigate development of investment group for acquisition and building rehabs.
1	Approach Knoxville alumni to reinvest in their hometown.
1	Develop list of incentives and investigate merits of each for Knoxville (including CDBG Downtown Revitalization façade program).
1	Investigate ordinances when incentives fall short (for example, minimum maintenance ordinance).
2	Invite experienced developers to Knoxville. Learn from them.
3	Incorporate parklets to provide additional downtown seating and dining
3	Add perennial and seasonal plantings to intersections and gateways; Increase banner sizes in future.
3	Add seating, murals, & other amenities to strategic locations; Design vibrant gathering places.
4	Create an all-inclusive Downtown Event Calendar.
4	Program downtown Knoxville with more smaller activities and amenities that draw people.
4	Create packaged itineraries for visitors...day trip to downtown Knoxville.
4	Farm to Dinner Table.
5	Promote downtown activities in lodging establishments.
6	Downtown signage audit; take down obsolete ones; work with businesses on improvements.
6	Business Visitation Program.
6	Business succession workshop: Work with businesses who will soon be retiring.
6	Clean up vacant storefronts.
6	Develop business wish list based on ESRI data and focus groups.
7	Check in meetings with community groups; Establish email distribution group so each can stay informed.
Theme#	Down the road (24 months +)
3	Street amenity plan for downtown
3	Provide pop-up incubator space
4	Develop placemaking strategies, for example, selfie stations
4	Develop event based on Knoxville's claim to fame...home of the Iowa flag
4	Build a new special event around a more obscure holiday
5	Create a community event calendar
5	Create interactive map of downtown businesses
5	Work with businesses on collaborative ways to promote, perhaps with short videos
6	Develop process to continually promote businesses on social media
6	Marketing strategy to promote business opportunities to alumni
6	Financial packages to assist with business transitions (for example rent assistance
6	Business cluster maps to guide future business mix development
6	Downtown business plan competition

CONTACTS:

Iowa Downtown Resource Center515.348.6180 www.iowaeconomicdevelopment.com/idrc
Downtown Revitalization Fund.....515.348.6208 www.iowaeconomicdevelopment.com/DowntownFund
Catalyst Building Remediation.....515.648.6183 www.iowaeconomicdevelopment.com/Catalyst
Keep Iowa Beautiful515.323.6507
..... <https://www.KeepIowaBeautiful.com>
CDBG Downtown Revitalization Program.....515.348.6208
..... <https://www.iowaeconomicdevelopment.com/DowntownFund>

National and State Preservation Services and Programs:

National Trust for Historic Preservation www.preservationnation.org
Main Street America (Main Street America Network Membership)..... <https://www.mainstreet.org>
National Park Service Preservation Briefs <https://www.nps.gov/tps/how-to-preserve/briefs.htm>
State Historic Preservation Office..... www.iowahistory.org

RESOURCES: (electronic files are available for download for up to 12 months [here](#))

- 8 80 Cities
- A Checklist for Rehabilitating Historic Buildings
- Awning Examples
- Awnings
- Getting Your Business Ready to Sell -Business Succession Planning
- [Better Block](#)
- Business Transition Checklist
- Business Visitation Form
- Color Schemes
- Creative Placemaking & the Arts Resource Guide
- Creative Placemaking Manual
- Design Guidelines
- Design Renderings
- Event Evaluation
- Great Promotional Events
- Main Street Sign Guide
- Knoxville ESRI data
- Knoxville Pre Visit Survey Summary
- Preservation Brief: Aluminum and Vinyl Siding on Historic Buildings
- Preservation Brief: Rehabilitating Historic Storefronts
- Preservation Brief: Use of Awnings
- Project for Public Spaces
- Restoring Historic Commercial Buildings
- Retail Events
- Sample Building Inventory Form
- Signs & Awnings for Downtown
- Sustainable Development Codes
- Upper Story Housing Benefits
- Wayfinding/Parking Examples
- Window Displays
- Woodbine Business Plan Competition

Local Community Host Responsibilities:

1. Prepare packet of current local information for all three team members. Mail or email information to team members, to be received no later than five working days before beginning of team visit. Information that is too bulky or for reference only (such as comprehensive plans) should be collected and given to the Team for use during the visit.

Information to be included:

- Final schedule for visit
 - List of persons/groups to be interviewed
 - List of local development groups/committees working on downtown issues
 - Any downtown related design studies or plans (past 5 years)
 - Any recent market/demographic/feasibility studies
 - Relevant sections of downtown zoning ordinances and building codes
 - Downtown maps showing building outlines, store and parking locations
 - Also prefer one large scale map of downtown
 - Community map (note location of shopping centers, shopping malls and other significant features)
 - List of downtown businesses and brief description of each
 - Current downtown promotion calendar
 - Description of financial resources dedicated annually to fund and operate downtown development programs (including incentive programs)
2. Give team members lodging options. Team members will make their own lodging arrangements and pay for their own rooms.
 3. Arrange for meeting spaces:
 - A moderately sized room for interviews (to seat 6-12 people) with a comfortable waiting area. The interview room should be easy to reach for persons being interviewed.
 - A work room for team work session. (could be same space as above)
 - One large gathering space for public meetings. Comfort is an important consideration -- comfortable chairs, space for writing, refreshments. If the space is large enough to require a public address system, arrange for one to be available and tested before the presentation. (and suitable for PowerPoint)
 - Will need screen, laptop and projector for PowerPoint presentation
 4. Arrange for all interviews with individuals and groups (final schedule should be made available to Assessment Team at beginning of visit).
 - Schedule should be made in consultation with assessment team
 - Provide brief background information on all individuals and groups to be interviewed.
 5. Arrange local publicity:
 - Brief local media about purpose of Team visit.
 - Arrange for brief local news conference with Team at end of visit. (optional)
 - Arrange proper pre-meeting publicity and thorough media coverage of Team's public presentation.

Visit Checklist

1. Physical Arrangements
 - A. Motel recommendations to team
 - B. Workroom space provided.
 - C. Interview room provided
 - i. Coffee/water arranged
 - ii. Someone to greet individuals and keep schedule (timekeeper)
 - D. Public presentation space reserved
 - i. podium & table up front for speakers
 - ii. water for speakers
 - iii. sufficient chairs
 - iv. microphone, speaker system, if needed
 - v. screen or suitable surface to project presentation
 - vi. laptop and projector
2. Transportation
 - A. Tour transportation on Day One
 - B. Guides for driving and walking tour
3. Meals
 - A. Meal places arranged or recommended – team members pay for own meals
4. Pre-Visit
 - A. Information mailed to Team members
 - B. News briefing completed
 - C. Interview confirmations with individuals/groups scheduled for interviews
 - D. Public presentation heavily promoted to boost attendance

Downtown Assessment Visit: Sample Schedule

Day One

10:00-am-11:00 am	Driving tour of community: industry, residential, entries to community and downtown, schools, commercial, other retail, recreational, landmarks, etc. Will need local tour guide.
11:00 am-Noon	Walking tour of downtown: Will also walk in several downtown businesses. Will need guide.
12:00 pm-1:30 pm	Lunch with steering committee/city officials to discuss expectations of visit and downtown's opportunities and challenges.
1:30-2:30 pm	Interviews with key group (perhaps Chamber of Commerce or local foundation or City staff or Development organization or downtown businesses or ? (2 simultaneous meetings)
2:30-2:45 pm	Break
2:45-3:45 pm	Interviews with different key groups (2 simultaneous meetings) 45 minutes + 15 minute cushion
3:45-4:45 pm	Interviews (2 simultaneous) with focused group (see examples below) Highly recommended that one of these is a student group.
4:45-5:45 pm	Interviews (2 simultaneous)
5:45-7:00 pm	Team Dinner
7:00-8:00 pm	Optional interviews (single or simultaneous) for groups that cannot meet During the day, for example work commuters or downtown businesses. Another option: walk downtown with group of community residents.

Day Two

7:30 am	Breakfast: Consultant Team
8:30 -9:30 am	Interview (2 simultaneous)
9:30 -10:30 am	Interview (2 simultaneous)
9:30-10:00 am	Interview (1 interview)
10:00-10:15 am	Break
10:15-10:45 am	Interview (1 interview)
10:45-11:15 am	Interview (1 interview)
11:15 am-11:45 am	Interview
11:45 am-1:00 pm	Consultant team lunch
1:00 pm-2:00 pm	Free time for team to walk, talk and reenergize
2:00 pm-?	Team work time.

Day Three

Consultant team work time all morning

Noon-1:30 pm

1:30 pm

Public presentation

Optional meeting with media

Long time residents

Senior citizens

Work commuters

Downtown residents

Agricultural community

Ethnic/minority residents (diversity)

Teachers

New residents

Interviews:

The 30 minute interviews (some are 60 minutes) can be with groups or one-on-one. A combination usually works out best. **Please do not invite attendees to more than one group even if they wear multiple hats. Also, do not allow attendees to cancel and opt for another group. For example, do not allow a realtor to cancel from the realtor group and sit with the city official group instead.** We will need a comfortable meeting room where all interviews come to us. Also, it is helpful to have someone available to host, for example, knock on the door when the time is up and invite the next group in. Typical interview groups are:

Major downtown merchants

Local Chamber Executive

Major downtown property owners

Youth

Industrial leaders

Bankers

Historical Society

Realtors

Other groups working on downtown issues

Health care industry representatives

Long time residents

Downtown residents

Teachers/School employees

Mayor and/or City Administrator

Local Economic Development Director

Downtown professional or service business owners

School representatives

Smaller downtown business owners

Contractors (sign makers, architects, builders, etc.)

Local design review committee

Media reps (management)

Service organizations

Senior citizens

Work commuters

Agricultural community

Other pertinent groups

Final Day Wrap Up/Public Presentation:

We will need a Power Point projector and screen/wall for this meeting. Since this will be over the noon hour you may want to consider serving food for attendees.

FINAL DELIVERABLE

Title	Downtown Webster City Strategic Plan
Completed By	Emily Legel, Jasmine Frias, Jess Baker, Reuben Grandon, Ryan Schweitzer
Date Completed	May 2019
UI Department	School of Urban & Regional Planning
Course Name	Field Problems in Planning URP:6209:0001
Instructor	Charles Connerly, Phuong Nguyen
Community Partners	City of Webster City

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DOWNTOWN WEBSTER CITY STRATEGIC PLAN

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May 2019

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Lindsay Henderson, City of Webster City Community Vitality Director, Community Partner

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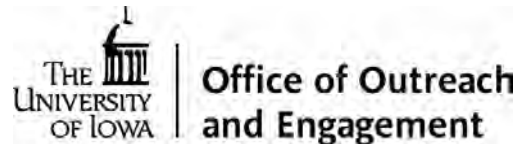


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In the heart of Boone River Country, Webster City, Iowa is a small community along the banks of the Boone River in Hamilton County. With a current population of nearly 8,000 people, the community boasts impressive amenities to attract visitors from other communities. In 2011, Webster City faced the loss of major manufacturer Electrolux, located just outside of its downtown district. As Electrolux ramped down production, it left 2,000 residents of Webster City and surrounding communities jobless. Not only was Webster City's local economy stifled, but its social identity also suffered as hundreds of families were affected. Community members mentioned that with the loss of Electrolux, the downtown became less active and the community lost the pride it once had. There is great opportunity now to diversify the community's economy and recreate the downtown as a unique place in the region- a place where residents and visitors prefer to spend their time. Examples of positive change have already occurred in the community, including the reopening of the Webster Theater, which is now a highly popular spot for residents and visitors alike. The Webster Theater project demonstrated to the community what great feats residents are capable of when they join together for a common goal and can serve as an example for future revitalization initiatives.

This plan contains an introduction to the city of Webster City with a brief history. The current state of its economy and downtown are also described, followed by recommendations and alternatives for addressing issues within the community. All of the methods for research are explained in detail with their associated outcomes. Recommendations based off research, public input, and peer cities comparisons are described with in-depth instructions for moving forward.

A major portion of this plan was getting public feedback to ensure methods and strategies for success were tailored to what the community wanted. Through a survey, focus groups, and open houses, the planning team found what issues were most prominent to residents, what support businesses owners needed to improve their operations, ideas to increase foot traffic and time spent downtown, and what assets Downtown Webster City already has.

Driven by the extensive public engagement, the planning team conducted research of Downtown Webster City. Methods included a market analysis, a building utilization survey, a peer city analysis, and an examination of the Main Street Iowa program and its relevance to Downtown Webster City. The market analysis provided information regarding gaps in the existing economy. The analysis also helped the planning team understand what retail businesses may be a good fit for Downtown Webster City.

A building inventory survey was completed to gain an understanding of the number of buildings downtown and what each was used for. A corresponding map shows existing buildings with associated use, and allowed the planning team to better understand how commercial spaces were being used, which was not always in line with optimal uses.

Peer cities were identified and described in detail, along with examples of success that Downtown Webster City can learn from and apply to the downtown. Comparing Webster City to peer cities helped the planning team determine where the community was lacking in initiatives, programs, and external support. It also exemplified how sustainable success can be created and maintained.

To determine potential strategies for improvement, the Main Street Iowa program was researched. Because Main Street Iowa offers significant structure and support, the planning team recommends Webster City apply to participate at a point in the future it is a better candidate for the program. Being a Main Street Iowa community would give the community access to a dedicated staff person responsible for downtown initiatives, external resources based off Main Street's proven methods, and access to financial tools only available for members.

Another major section of this plan includes the recommended committees and their purposes. The planning team recommends Webster City create and maintain four new committees dedicated to downtown revitalization efforts, each based off a point of the Main Street Iowa program. They are as follows:

Downtown Committee: Organize and take action to make change happen.

This committee should elect members of the other committees and oversee their processes and tasks. As an overarching committee it will be responsible for keeping processes and tasks organized and easily duplicated. Additionally, it should maintain cohesion between volunteers, tasks, and timelines.

Economic Vitality Committee: Establish Downtown Webster City as an economic hub. This committee will be responsible for supporting existing businesses, while attracting new ones that will fit in Downtown Webster City. It is also tasked with initiatives for decreasing the number of vacant commercial spaces and encouraging downtown living. Finally, this committee should work to create a pro-business ecosystem and foster entrepreneurialism downtown.

Design Committee: Beautify and activate the downtown. This committee should work to improve the condition of downtown buildings, as well as the look and function of signage. Other tasks include increasing the amount of foot traffic as well as encouraging the arts to improve the general look and feel of downtown.

Promotions Committee: Establish downtown as a destination. The responsibilities of this committee include establishing a brand specific to Downtown Webster City accompanied by a unified promotional strategy. Other duties include planning and hosting events to take place downtown and actively pursuing how to improve them. Additionally, this committee should maintain a central hub of information for residents to learn more about events and opportunities in Downtown Webster City. It should work to make the downtown a unique experience within the community and region.

CHAPTER 1: INTRODUCTION

WHY PLAN FOR DOWNTOWN?

Downtowns play a vital role for any city, large or small. They reflect the health and vibrancy of entire communities, serving as a place for business and commerce, shared community events, and interaction between different demographics and cultures. Healthy, active downtowns promote the success of the cities surrounding them. This is also true for Webster City's downtown. Not only do residents of Webster City utilize the downtown for dining, shopping, business activity, and social events, but the downtown serves as a hub for social connectedness.

Through research, observation, and interaction with the public, this plan is designed to improve the current state of the downtown in all the areas that make downtowns successful.

VISION STATEMENT

This plan will help Downtown Webster City become a bustling business ecosystem supportive of current and future business owners, as well as budding entrepreneurs. It can offer a variety of retail, commercial, and service needs, and host a variety of events and activities resulting in regular patronage from all members of the community. Storefronts can be occupied and offer a variety of goods and services, and the facades can transform into attractive and inviting to visitors. Additionally, exceptional second-story housing can be an option for those who wish to be proximal to everything the downtown offers. Downtown Webster City can serve as a center of pride for the community attracting residents and out-of-town visitors to its regular events. It can become welcoming to all segments of the local population by boasting a variety of goods, restaurants, and things to do and see.

CHAPTER 2: ABOUT WEBSTER CITY

HISTORY

For thousands of years, the region which contains Webster City was occupied by Native peoples, most recently the Sioux and Sac and Fox Native American tribes. In the 1840s, the pioneers continued westward expansion and pushed the Natives out. Wilson Brewer and William Frakes platted the town, originally named Newcastle, on October 27, 1854. Webster City became the county seat of newly formed Hamilton County in 1856.

Wilson Brewer, a member of the Legislature, was an instrumental early leader in the formation of the town. He built mills, hotels, an opera house, small business places, and houses, 133 buildings total, and later convinced two railroads to route lines through the town.¹ In the photo below, the building on the right is the Wilson Hotel, built in 1886, on the southwest corner of Second Street and Des Moines Street.²

This plan hopes to achieve the character of a bustling downtown reflected in this photograph. Webster City has opportunities to build upon key historic assets in the downtown, some of which still serve needs within the community today. While not all buildings in this picture remain standing, the former Farmers National Bank, built in 1900, currently serves the community as the office for the Chamber of Commerce (628 Second Street). This property was recognized as one of two downtown buildings eligible for listing on the National Register of Historic Places by the State Archaeologist, the other being the former Elks Lodge (713 Second Street). Second Street runs from left to right, or west to east in the photo below.



Figure 1: Webster City in 1907. This panoramic photo shows a thriving Downtown Webster City in 1907

Source: Bandholtz, "Webster City, IA."

CHAPTER 2: ABOUT WEBSTER CITY

Throughout the twentieth century, Webster City became a regional hub for economic activity with two railroad lines, several prominent buildings, agriculture markets, and a variety of manufacturing companies.³ The town enjoyed a reputation of being an attractive multi-functional district where people could work, live, and purchase all their goods and services. While the farm crisis of the early 1980s was hard on Webster City business, the retail district remained fully occupied into the early 1990s. Electrolux, an industry leader in household appliances such as washing and drying machines, began operations in 1946 and employed 2,300 at its peak⁴, closed its doors in 2011. The downtown vibrancy declined as the town lost the final 622 jobs⁵ from the integral employer.



Figure 2: An aerial view of Webster City in 1907

Source: Bandholtz, "Webster City, IA."

CHAPTER 2: ABOUT WEBSTER CITY

COMMUNITY PROFILE

POPULATION | Webster City is a small community along the banks of the Boone River in Iowa. With a population of 7,825 in 2016, the population has declined by 4% since 2000, and the composition of the population has changed significantly.⁶ As seen in Figure 3, while the white population has decreased nearly 8% since 2000, the population of other ethnicities has increased, most notably by over 500 residents for the Latino population. Similar to statewide trends, with the Latino population increasing at a faster rate relative to other

groups, this increasing diversity provides an opportunity for Webster City to focus on newer population segments, especially with the projected increase in population from the new Prestage plant opening in nearby Eagle Grove.

	2000 Census Data			2016 ACS Data			2000-2016 Change		
	Webster City	Webster City	Iowa	Webster City	Webster City	Iowa	Webster City	Webster City	Iowa
	Number	Proportion	Proportion	Number	Proportion	Proportion	Number	Proportion	Proportion
Total Population	8,176	100%	100%	7,825	100.0%	100.0%	-351	-4%	6%
Race									
White Alone	7,881	95.4%	93.9%	7,155	91.4%	90.9%	-726	-9%	-3%
African American Alone	46	0.3%	2.1%	47	0.6%	3.3%	1	2%	57%
Other Races	352	4.4%	4.0%	626	8.0%	5.8%	274	78%	45%
Hispanic or Latino									
Not Hispanic or Latino	8,068	98.7%	97.2%	7,199	92.0%	94.4%	-869	-11%	-3%
Hispanic or Latino	108	1.30%	2.8%	626	8.0%	5.6%	518	480%	100%

Figure 3: Webster City Demographics: While the total population of Webster City has dropped slightly from 2000 – 2016, the racial demographics have changed significantly, with a quadrupling of the Latino population and a decrease in the Caucasian population.

Source: U.S. Census Bureau 2000, American Community Survey 2012-2016

CHAPTER 2: ABOUT WEBSTER CITY

The average age in Webster City has increased since 2000. While current estimates still show a relatively balanced age distribution, the share of individuals in their twenties and thirties has decreased, even as the number of older individuals has increased. With a median age of 41, compared to 38 for the state of Iowa, this distribution has shifted upwards, with a declining share of younger residents. This is likely due to the departure of Electrolux, which not only caused many residents to leave the area to seek employment elsewhere but also had a likely effect on the number of young families in Webster City.⁷

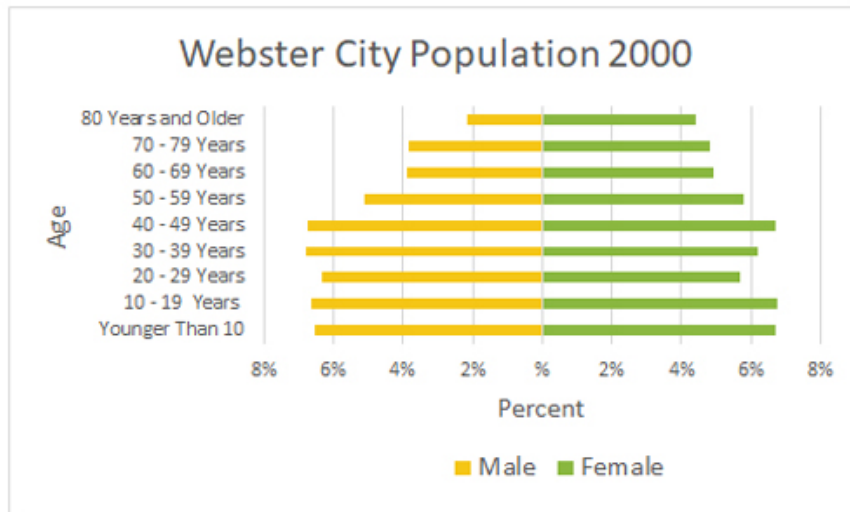


Figure 4: Webster City Population Pyramid

Source: U.S. Census Bureau 2000

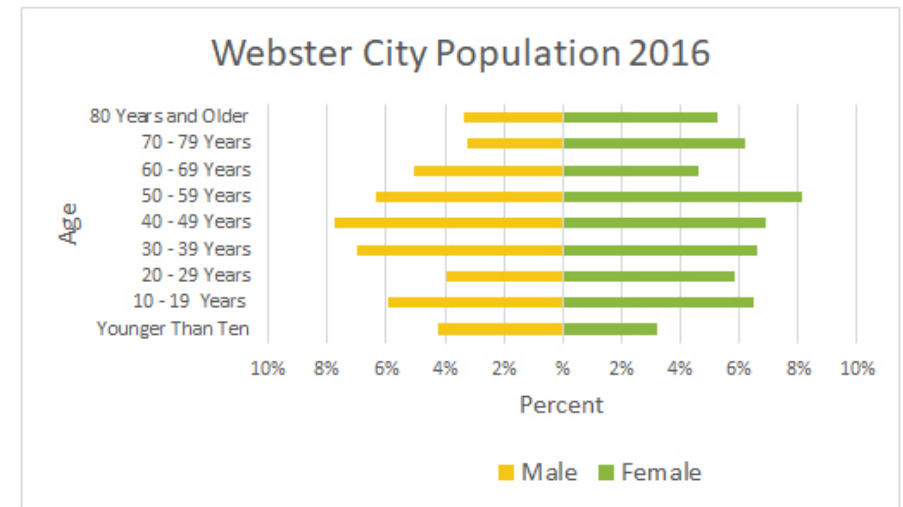


Figure 5: Webster City Population Pyramid

Source: U.S. Census Bureau, American Community Survey 2012-2016

HOUSEHOLD DATA | Webster City differs from the state when it comes to housing. As seen in Figure 6 below, while the share of non-family household units is the same as for the rest of the state, the proportion of renters is significantly higher.⁸ Moreover, the average household size is slightly smaller than the state average. While this could be an indication of a larger need for rental housing, this could also be an indication of a growing number of seniors who may not need the traditional rental housing.

	Webster City	State of Iowa
Total Households	3,385	1,257,505
Average Household Size	2.26	2.42
Nonfamily Households	37%	37%
Owner-Occupied Units	67%	72%
Renter-Occupied Units	33%	28%

Figure 6: Total households: Webster City has a larger proportion of renters and a smaller average household size.

Source: American Community Survey 2012-2016 Estimates

EDUCATIONAL ATTAINMENT | Webster City has a similar overall educational attainment to the state, as seen in Figure 7. While the percent of the population with associate degrees is larger (14% vs 11%), the share of individuals with less than a high school diploma or some college but no degree is also significantly higher than for the rest of the state.⁹ Additionally, the number of bachelor's and graduate degrees trail the rest of the state.

	Webster City	State of Iowa
Population 25 years and over	5,560	2,067,914
Less than a High School Diploma	9%	8%
High school graduate (includes equivalency)	31%	32%
Some college, no degree	23%	21%
Associate degree	14%	11%
Bachelor's degree	15%	19%
Graduate or professional degree	7%	9%

Figure 7: Educational attainment: Webster City has a smaller proportion of residents with bachelor's degrees than the rest of the state, contributing to lower incomes overall.

Source: American Community Survey 2012-2016

ECONOMIC STATE

INCOME AND POVERTY | Median household income in Webster City in 2016 was \$46,168, \$8,000 lower than the median household income for the state. Similarly, the poverty rate for Webster City was 14.4% in 2016 compared to 12.3% across the state¹⁰ This suggests that spending capability is a problem for Webster City as lower income households tend to have limited spending power.

EMPLOYMENT AND LABOR FORCE | Webster City has an unemployment rate of 3%, significantly lower than the rest of the state as seen in the Figure 8. While the unemployment figures are good, the lower labor force participation rate could be interpreted as a sign of a weakness, as fewer residents are earning an income and therefore have a limited spending power.

	Webster City	State of Iowa
Population 16 years old and over	6,240	2,459,591
In Labor Force	3,813	1,665,143
Civilian labor force	61%	68%
Employed	97%	95%
Unemployed	4%	5%
Not in labor force	39%	32%

Figure 8: Labor force. While Webster City has a lower unemployment rate than the rest of the state, the labor force participation is also lower.

Source: American Community Survey 2012-2016

As for the distribution of employment by industry, nearly 14% of Webster City residents are employed by the government, with the top private industry employers being health care, manufacturing, and retail trade, as seen in Figure 9 below.

	Iowa		Webster City	
Civilian employed population 16 years and over	1,587,178	1,587,178	3,696	3,696
Agriculture, forestry, fishing and hunting, and mining	61,676	3.90%	190	5.10%
Construction	98,744	6.20%	265	7.20%
Manufacturing	241,775	15.20%	575	15.60%
Wholesale trade	45,637	2.90%	121	3.30%
Retail trade	184,920	11.70%	498	13.50%
Transportation and warehousing, and utilities	73,083	4.60%	146	4.00%
Information	27,781	1.80%	174	4.70%
Finance and insurance, and real estate and rental and leasing	120,220	7.60%	129	3.50%
Professional, scientific, and management, and administrative and waste management services	114,113	7.20%	279	7.50%
Educational services, and health care and social assistance	386,743	24.40%	874	23.60%
Arts, entertainment, and recreation, and accommodation and food services	115,726	7.30%	165	4.50%
Other services, except public administration	67,384	4.20%	199	5.40%
Public administration	49,376	3.10%	81	2.20%

Figure 9: Distribution of occupations: Webster City has a distribution of occupations similar to that of the state.

Source: American Community Survey 2012-2016.



Figure 10: Downtown Webster City as defined by planning team

Source: Author

DOWNTOWN PROFILE

DEFINING THE PROJECT AREA | In order to gather and analyze data on a consistent basis it is important to establish a single definition of the team's project area, Webster City's downtown. As seen in the multiple overlay maps, different boundaries exist for different purposes. Considering all the different boundaries and their roles was important to the final definition of downtown.

The Self-Supported Municipal Improvement District (SSMID) was reviewed first. After initially visiting Webster City and walking throughout the SSMID district in person, it was intuitive to include it in the definition of downtown. This district includes both sides of Second Street and much of First Street between Prospect Street and Seneca Street. Shops that fill historic buildings, The Webster Theater, and small parks are included along the tree lined roads. It embodies a stereotypical small-town main street and was the starting point for the project area to be further built upon.

Next, the Central Business District (CBD, Urban Renewal Area (URA, and Tax Increment Financing (TIF) district were addressed. All three areas share the same boundaries. Adopted in 1986, the map (Figure 11) is outdated and required heightened scrutiny. A large area north of the railroad tracks was the previous home of Electrolux. Many acres, now unused, were once devoted to operation of the manufacturing plant. It is not considered part of the Webster City downtown definition because it is incredibly large, unused, and zoned M-2 Heavy Industrial. As well, it is entirely enclosed by a substantial security fence with only one apparent access point that has a locked gate. Further, it does not have a consistent aesthetic with the rest of downtown. This plan will not address potential uses for land outside of downtown.

Many single-family housing units along the east, south, and west borders of the 1986 map are not included in the definition either. While housing is an important aspect to consider for the downtown and parts of the research will incorporate downtown housing, many neighborhoods on the periphery have a distinct feeling separate from the downtown. Narrowing the boundaries was concluded once commercial properties with road frontages on River Street and Bank Street were incorporated. These are two main roads with high vehicle traffic and potential for commercial success.

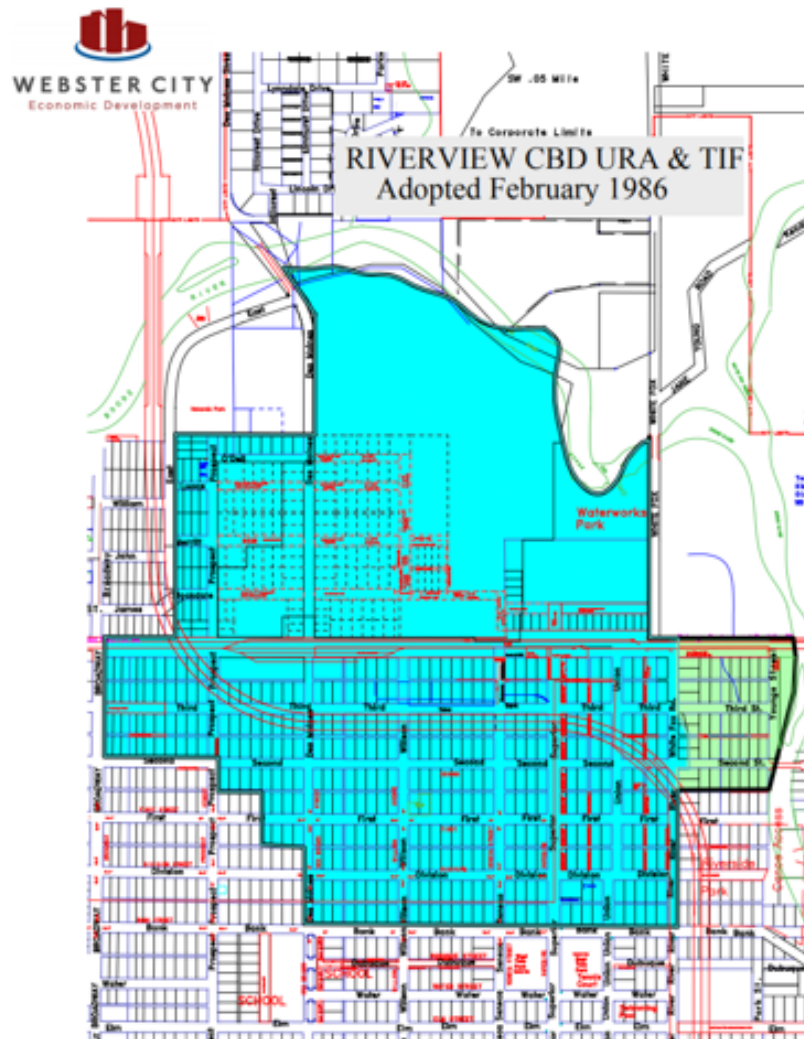


Figure 11: Webster City CBD, URA, and TIF District Map

Source: City of Webster City Economic Development. Riverview CBD URA & TIF Adopted February 1986. (1986)

EXISTING OVERLAY DISTRICTS | The project area as defined by the planning team is affected by three different zoning districts: Commercial, Commercial Highway, and Multi-family Residential. Largely classified as Central Business District (C-2, which includes a variety of uses from retail, restaurants, and banking to dance studios and car dealerships) and Highway Business District (C-3, the previous uses plus light industrial but without residential), the downtown includes a variety of business types. The district is bordered by multi-family and single-family housing, as well as industrial districts to the north.

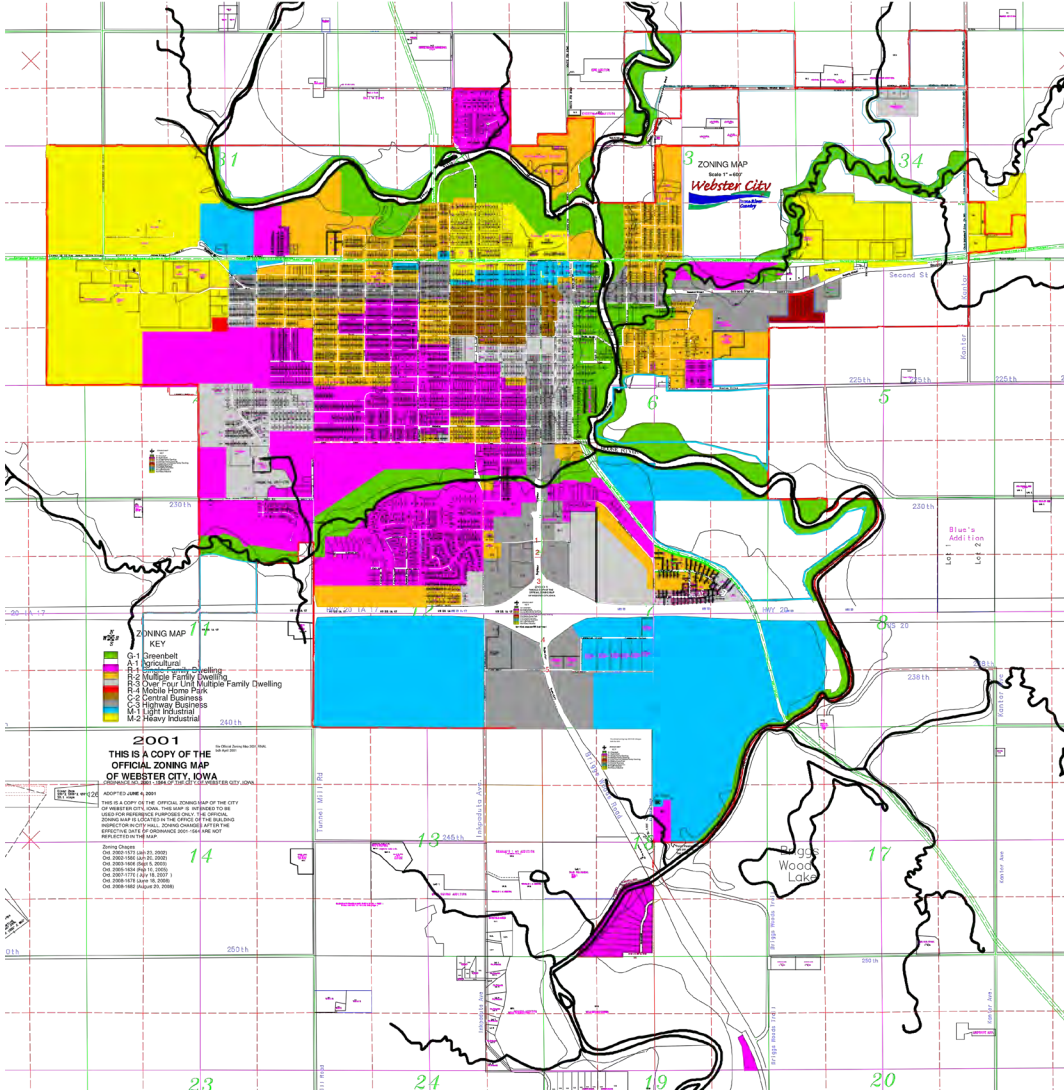


Figure 12: Webster City Zoning Map

Source: City of Webster City Planning, Zoning & Inspections Department. Copy of Official Zoning Map of Webster City. (2001)

The downtown is part of a larger Urban Renewal Area, including the Light Industrial districts to the north and the Residential districts to the south and east (see Figure 12. This area allows for the use of Tax Increment Financing (TIF, a tool that freezes property taxes at the assessed value at the time of establishment, with all additional revenues being reinvested in the district selected for the tool. While TIF has been often been used for industrial purposes in Iowa, funds from the district can now be used for almost everything from retail and services, to civic organizations to mixed use and industrial uses.¹¹

In the fiscal year 2018, the Riverview Central Business Urban Renewal Area brought in a total of \$62,450 in revenue from five projects, \$51,800 of which was re-invested in the district.¹² Funds from expanded TIF projects could be used to finance additional redevelopment activities within Downtown Webster City.

CHAPTER 2: ABOUT WEBSTER CITY

Figure 13 shows the existing Self-Supporting Municipal Improvement District (SSMID), a financing tool for downtown improvements used in many towns throughout the state, known as a Business Improvement District (BID) in most other states. At the time of this plan Webster City's SSMID supported much of the maintenance of the greenspace within the district including the benches and planter boxes.

The existing SSMID was created on April 20, 1998 when the Webster City city council approved Ordinance No. 98-1515 to levy \$2.50 per \$1,000 of assessed

property value for business owners in the defined district. When the SSMID was renewed in 2008, the vote enacted the continued operation for another ten years. In addition to continuation, the levy rate increased to \$3.50 per \$1,000 of assessed property value. The current SSMID incorporates many properties on either side of First and Second Streets between Superior and Prospect Streets. Over the past 20 years, the money raised by this SSMID has been allocated for potted plants, benches, and trash containers along the sidewalks as well as tree trimmings, downtown kiosk repairs, and Christmas decorations. In 2017, the SSMID district contributed \$10,862.¹³

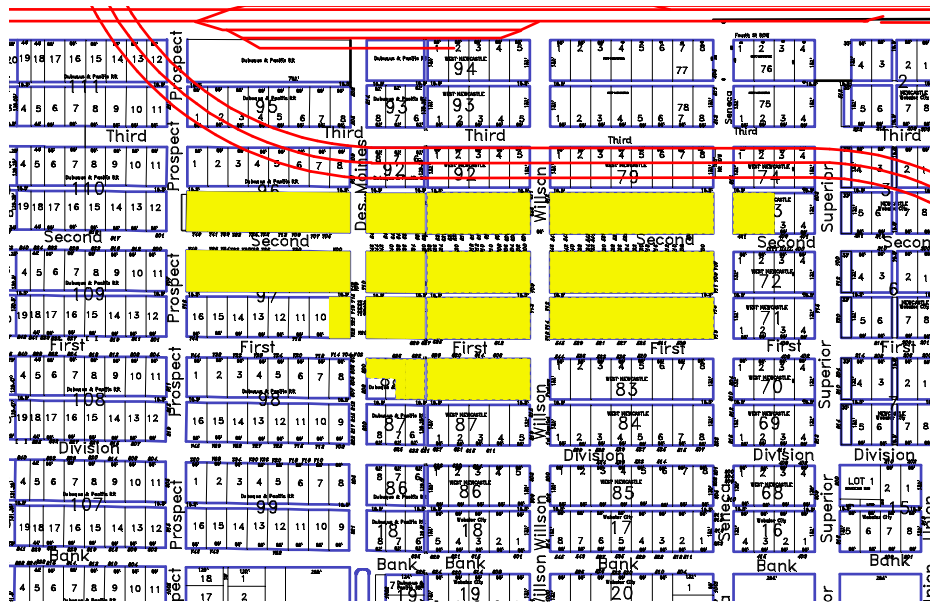


Figure 13: Webster City SSMID Boundary

Source: City of Webster City. SSMID Boundary Map. (Accessed 2018)

The use of SSMID financing should be considered in the same context as any other economic development financing tool. In SSMID, members pool their money for the city to spend on projects within the district, including place making and economic vitality. In March 2019, the city voted to raise the SSMID levy to \$5, signifying confidence in the local government's ability to allocate the funds collected into worthwhile projects.

CHAPTER 2: ABOUT WEBSTER CITY

CURRENT BUILDING AND ARCHITECTURAL CONDITIONS | Webster City's downtown is notable because of the age of many of the structures. Numerous stores and homes within the downtown were constructed before the turn of the twentieth century. Most of the buildings are reminiscent of others built around the early to mid-1900s. Brick is the main construction material and ornamental brick work can often be found on the upper stories of facades. Unlike other Midwest downtowns, many of Webster City's downtown buildings have dual entrances: one leading to the street and the other connected to a large parking lot that abuts the railroad line.

There are currently two properties within the downtown that are placed on the National Register of Historic Places: the Beaux Arts style Webster City Post Office and a residential property built in the Late Victorian style, the Zitterell House. Due to their age and architectural merit, there are several other properties that could potentially be added to the register in the future.



Figure 14: Rear entrances to stores along Second Street

Source: Author



Figure 15: The Zitterell House

Source: [Ann Sullivan-Larson](#)



Figure 16: Webster City Post Office

Source: [Ann Sullivan-Larson](#)

CHAPTER 2: ABOUT WEBSTER CITY

The age of structures can be an asset or a liability. Due to the age of the buildings and deferred maintenance, the quality of the building stock is becoming an issue. Led by city staff, the planning team observed that on some buildings, mortar is deteriorating away from bricks, joint cracking is visible, and parts of buildings have fallen away from the structure. In some cases, the exact state of the structure is not visible because brick facades have been covered in metal sheets. There are maintenance issues found on buildings that are occupied as well as vacant. On Second Street, a street many would consider the main street, there are 14 vacant buildings.



Figure 17: Storefront showing lateral joint failure on brickwork
Source: Author



Figure 18: Second-story applique metal or vinyl signage
Source: Author



Figure 19: Deteriorating part of a building
Source: Author

DEFINING THE PLANNING APPROACH

The planning and analytical devices explained below are established methods for creating a strategic downtown plan. The planning team relied on existing tools and methods that provided insight into the current state of Downtown Webster City.

INITIAL IMPRESSIONS AND SWOT ANALYSIS | Upon the planning team's first visit to Webster City on August 13, 2018, both qualitative and quantitative data was collected. Each team member made notes of their observations, which were later compiled to index the initial impressions of the city. The notes were organized by Strengths, Weaknesses, Opportunities, and Threats, following the SWOT analysis method that has long been used for assessing the current state of a community, and as a jumping off point for urban development plans. Initial impressions for all SWOT categories can be separated out into three sections: infrastructure, people, and business or commerce. The planning team's first impressions for the SWOT analysis can be found in Figures 20 and 21.

STRENGTHS	WEAKNESSES
The Infrastructure	
<ul style="list-style-type: none"> • Pocket parks • Beautiful old buildings; unique and historic downtown • Tree lined streets • Walkability • Abundance of free parking • Brickwork and architectural details • Streetscape • Webster Theater • Amphitheater • Potential for historic renovation 	<ul style="list-style-type: none"> • Deferred maintenance and lack of investment in downtown • Higher cost of operating old buildings • Lack of consistent branding • Lack of design code makes it hard to create an identity • Car-centric • Lack of desirable downtown housing
The People	
<ul style="list-style-type: none"> • Friendly and willing to engage • City officials are knowledgeable and passionate • Ability to rally together and bring back the Webster Theater 	<ul style="list-style-type: none"> • Miscommunication between public and city
The Businesses	
<ul style="list-style-type: none"> • Anchor businesses seem to be doing well • Small-town vibe • Potential for mixed use development 	<ul style="list-style-type: none"> • Perceived there is lacking demand for additional businesses. • Poor shop visibility • Vacant storefronts • Long term vacancy • Limited and hard to find store hours • Poor maintenance • Lack of store diversity

Figure 20: Strengths and weaknesses

Source: Author

CHAPTER 3: APPROACH AND METHODS

The planning team began to identify the opportunities and threats for the downtown, listed below.

OPPORTUNITIES	THREATS
The Infrastructure	
<ul style="list-style-type: none"> Quality of the roads could be improved Dress up vacant storefronts to appear active Storm water management opportunities Increase desirability of pocket parks - maintenance, seating, etc. Proximity to US Highway 20 Vacancy Fee - could incentivize absentee building owners to sell or develop 	<ul style="list-style-type: none"> Derelict facades and buildings may become ruined past the point of repair and restoration if neglected much longer Lack of housing in surrounding areas
The People	
<ul style="list-style-type: none"> Truly inclusionary downtown experience that engages all cultures in community Engage stakeholders who represent the diversity found within the community Bridge social capital to bring diverse groups together with consideration of the shifting demographics as the pork processing plant may influence population changes 	<ul style="list-style-type: none"> Aging population was observed on our visit. According to the 2016 estimate, approximately 35% of the population is 55 or older The introduction of Prestage Farms processing plant may threaten resident confidence in the downtown's viability after witnessing a sharp decline and slow recovery of local businesses when Electrolux closed Loss of public confidence can make it harder to complete further projects
The Businesses	
<ul style="list-style-type: none"> Pastry shop will be torn down and has the potential to become a very desirable lot Repair or just take down broken things (windows or signage) Descriptive Signage: What's here? Signage continuity with new branding Reduce overhead costs at downtown businesses by making the back portion rented office space First and second floors - improve the storefront Sidewalk café seating Destination niche retail For Sale/Rent standardization – potential buyers/renters have little access to necessary information 	<ul style="list-style-type: none"> Perceived there is lacking demand for additional businesses Poor shop visibility Vacant storefronts Long term vacancy Limited and hard to find store hours Poor maintenance Lack of store diversity

Figure 21: Opportunities and threats

Source: Author

On the initial visit, the planning team began photo documentation of the streetscape, buildings, number of people, and amount of parking usage. These visual assessments helped to gain a broader understanding of the downtown. One of the most apparent qualities of the downtown is the storefronts. There is a variety of detailed, historic brickwork on many of the buildings. A portion of the buildings need significant repairs. The planning team found that many stores on Second Street have entrances at both the front and the back because there is angled parking in front of the stores and a large parking lot behind.



Figure 22: The downtown could contain second-story housing above commercial spaces.

Source: Author

PUBLIC ENGAGEMENT

Public participation was a crucial part of creating this plan. In deciding what engagement activities to conduct and when, the planning team relied on the Environmental Protection Agency's (EPA) protocol for public participation.¹⁴ The planning team interacted with the public at large in the form of an open house on November, 12th 2018. A separate focus group meeting was conducted on the same day with downtown business owners.

To initiate work on this downtown plan, the planning team engaged key stakeholders in the downtown, including business owners and residents at large. Through these initial public engagement meetings, preliminary downtown priorities were established, and the planning team used them to prepare draft goals and objectives. The overarching goal is to build upon existing assets and revitalize the core downtown district in order to better serve the community and enhance the economic prosperity of Webster City and the surrounding region.

At the fall open house, the refurbishment of storefronts and historic preservation were identified as the two biggest opportunities in downtown. The major weakness identified for the downtown was the maintenance of buildings and the largest threat was the deterioration of buildings. At the same time, the historic character of buildings was also identified as a major strength, second to only restaurants. Revitalization of existing structures within the downtown is an important objective that the planning team aims to address through various recommendations.

SURVEY | The planning team designed a survey to collect perceptions and general input from residents of Webster City. In addition to a paper version of the survey, there was an online version in both English and Spanish. Paper versions were made available at City Hall, Kendall Young Library, All Cultures Equal, and at the Rotary Club Turkey Dinner. An online version was promoted through the City of Webster City Facebook page and via email to several civic-oriented organizations in the community. The survey was available from October 28th through December 12th, 2018 and yielded 155 responses from community members. The survey yielded useful results that helped steer the later portions of the project. Some of the results are described below.

Less than 1% of respondents reported that the variety of goods and services offered in the downtown were "Excellent" when asked to rate for specific attributes and 64% reported them to be "Very poor." 28% reported safety conditions to be "Excellent", while 3% reported them to be "Very poor."

When asked how frequently respondents visited the downtown, 58% reported they were "Passing through."

In the housing portion of the survey, 60% reported to prefer renting instead of owning a home downtown, which nearly 40% preferred. 69% preferred living in an apartment or townhome versus 31% who reported they prefer a condominium. When asked about specific number of bedrooms, 55% reported a preference for 1-2 bedrooms, while 45% preferred 3+. Finally, 59% of respondents reported to prefer historically renovated units to the 41% who preferred newly built.

There was a total of 263 responses to the question asking what residents would like to see more of in the downtown; this is more than the 155 total responses because respondents could submit more than one answer. The results are as follows:

- Festivals (holiday, music, etc.): 61
- Markets (farmers markets, crafts, etc.): 49
- Live music: 48
- Pop-up stores: 31
- Other: 7 (This included recommendations like city-wide events, food trucks, cook offs, car shows, outdoor dining opportunities, and multicultural and intergenerational events and celebrations.)

SURVEY ANALYSIS | The planning team received 155 responses from the community. 52% of respondents reported to be female and 48% reported to be male (refer to Appendix B for an explanation of the stratification process used to calculate results). A majority (29.5%) of respondents reported to be between 35 and 44 years old with the lowest turnout of respondents being between 18 and 24.

The planning team was unable to reach any respondents under the age of 18. More efforts should be employed to engage this demographic and include its

insight into downtown revitalization efforts. The Youth Advisory Commission could continue to serve as the voice of young people within the community and be leveraged for future involvement in engagement activities. Survey responses served a significant purpose in the remainder of the project as they guided further public engagement efforts and strategies for creating recommendations.

Percentage of respondents by age

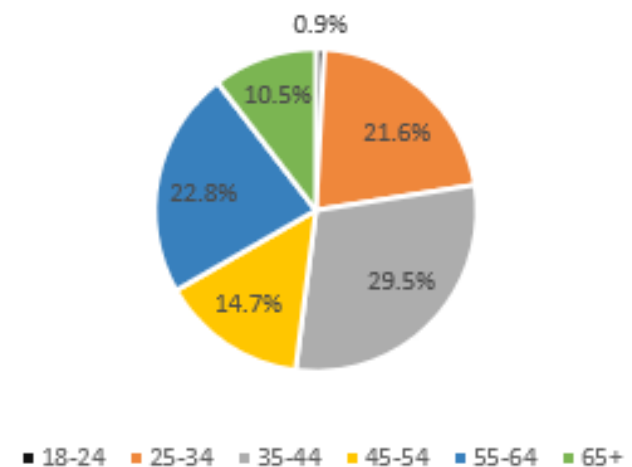


Figure 23: Percentage of survey respondents by age

Source: Webster City Downtown Planning Team, Community Survey. (Conducted 2018)

Question #2

Rate Downtown Webster City for the following attributes:			
	Excellent	Satisfactory	Very Poor
Attractiveness	2%	61%	38%
Cleanliness	17%	62%	20%
Sense of Community	8%	57%	36%
Friendliness	16%	58%	27%
Parking Convenience	22%	58%	20%
Traffic Flow	24%	65%	11%
Shopping Hours	8%	52%	40%
Safety	28%	69%	3%
Variety of Goods/Services	1%	35%	64%
Special Events and Activities	13%	37%	51%
Pedestrian and Bike Friendliness	10%	65%	25%

Note: the percentages for question #1 are derived from each attribute of the downtown. Each entire row will equal 100% of the total responses to Question #2.

As seen in the Question #2 table, a bulk of responses reported that each individual attribute was “Satisfactory”. There were only three attributes that received a rating of “Excellent” beyond 20%: Parking Convenience, Traffic Flow, and Safety. Variety of Goods/Services (64.3%), Special Events and Activities (50.5%), and Shopping Hours (40.3%) received the highest ratings for “Very Poor.” According to the survey data, investing resources into these three areas could improve overall perceptions of and activity in the downtown area.

Question #3

How frequently do you visit Downtown Webster City for the following?					
	Daily	Once or twice/week	Once or twice/month	Once or twice/year	Never
Shopping (non grocery)	7%	15%	41%	25%	12%
Grocery shopping	17%	53%	4%	4%	23%
Restaurants/bars	1%	26%	45%	27%	2%
Government	3%	0%	31%	36%	31%
Services (banking, hair, insurance, etc.)	8%	22%	47%	15%	8%
Passing through	60%	28%	3%	5%	6%
Other	17%	17%	14%	2%	50%

Note: the percentages from Question #3 are derived from each reason for visiting the downtown. Each row equals 100% of the total responses to Question #3.

59.6% of respondents reported they are “Passing through” on their daily visits to the downtown. One positive thing about this statistic is that there is potential to capture all of that through traffic so they spend more time in the downtown, rather than just passing through. The highest ratings for respondents that reported visiting the downtown once or twice per week are as follows: Grocery Shopping (52.5%), Passing Through (27.7%), and Restaurants/bars (25.7%). The lowest three ratings for respondents that reported to never visit the downtown were for the following reasons: Restaurants/bars (1.7%), Passing Through (5.5%), and Services (banking, hair, insurance, etc.) (7.9%). Expanding the variety of restaurants and services could encourage residents to visit the downtown more frequently.

Question #4

What types of businesses in Downtown Webster City are missing that, if there, you would utilize? (Free response)	
Response	Count
Department/Clothing/Shoe Store	20
Greeting Cards/Gift Shop	18
Specialty Food*	18
Men's Store	10
Brewery/Live Music/Young Adult Venue	10
Other**	10
Craft/Hobby/Sewing Store	7
American/Family/Inexpensive Restaurant	6
Kid's Store	5
Sporting Goods/Outdoor Store	4
Electronics Stores	4
Organic Grocery Store	3
Plus-size Clothing Store	3
Arcade	2
Pet Store	2
Goodwill/Dollar Store	2
Clothing Boutique	2

*Specialty Food includes bakery, donut, ice cream, smoothie, high end restaurant, Italian, and restaurant with outdoor seating.

**Other includes book store, pet hotel, coffee shop, appliance store, jewelry, indoor park, maker's space, video rental, antique, and "nothing."

The top three highest ranked business types were as follows: Department/Clothing/Shoe Store (20), Greeting Cards/Gift Shop (18), and Specialty Food (18). The following three all received ten votes in the survey: Men's Store, Brewery/Live Music/Young Adult Venue, and Other. The survey alone cannot

determine what business types would succeed in Webster City. Further research has been done in the Peer City and Market Analysis portions of the report to identify businesses that are a possible match for the community.

Question #10

What attributes would you like to see more of in Downtown Webster City? (Select all that apply)		
	Percentage	Count
Outdoor Restaurants	33%	54
Public art	22%	35
Parks and greenspace	21%	34
Bike lanes	13%	21
Other	10%	17

In both of the questions above, respondents were able to provide as many answers as they wanted. Of the options provided in the survey, outdoor restaurants were the most popular with 54 out of 161 total responses. Public art received 35 total and parks and greenspace were close behind with 34. Bike lanes received 21 responses, accounting for over 13% of the total responses.

Question #12

What events would you like to see more of in Downtown Webster City? (Select all that apply)		
	Percentage	Count
Festivals (holiday, music, etc.)	31%	61
Markets (Farmers, craft markets, etc.)	25%	49
Live music	24%	48
Pop-up shops	16%	31
Other	4%	7

A considerable number of respondents to question #7 reported their interest in more festivals to take place in the downtown area: 31%. Not far behind was the preference for market type events like farmers and craft markets. Live music was another popular option with 48, just over 24% of all responses. Festivals, markets, and live music would tie-in well to responses in question #5 like outdoor restaurants and parks and greenspace.

ROTARY CLUB EVENT | The planning team was warmly welcomed by the Webster City Rotary Club to set up an information booth at their annual turkey dinner fundraiser. This was held at Webster City High School on October 28th, 2018. Hundreds of guests attending the event in the high school cafeteria passed the planning team's table, giving the project ample exposure to the community. This provided an excellent opportunity to meet new people in Webster City, promote the upcoming open house, and gather surveys and trade mapping exercises. In total, the team conversed with over 50 people from Webster City and the surrounding areas and received 33 completed surveys (of the 155 discussed above) and 22 trade mapping exercises.



Figure 24: The planning team at the Rotary Club Dinner

BUSINESS OWNER MEETING | To receive both qualitative and quantitative input from local business owners in Webster City, the planning team invited 85 downtown business owners to participate in focus groups on November 12th, 2018 from 5:30 to 6:30pm. In addition to a mailed invitation, the planning team extended personal invitations via phone call. The 85 business owners were selected based off the businesses included in the SSMID boundary and a list of downtown businesses created by the Chamber of Commerce and supplied to the planning team by the project partner, Lindsay Henderson. 24 local business owners joined the planning team where they were able to discuss the current state of Downtown Webster City via a brief written survey and extensive conversation led by planning team members. Each group contained seven to 10 business owners and one or two planning team members. All the questions asked and discussed at the event were derived from proven methods designed for interaction with business owners. The event was successful in gaining valuable feedback about how to activate the downtown space, understand how the city can assist local businesses succeed, and help the planning team understand the current economic and business climate in Downtown Webster City.



Figure 25: Business owner meeting



Figure 26: Business owner meeting



Figure 27: Business owner meeting



Figure 28: Business owner meeting

FALL OPEN HOUSE | An open house was conducted in the Sampson Room at Fuller Hall in Webster City immediately following the business owner meeting on November 12th, 2018. The event was advertised on The City of Webster City's Facebook page. This online campaign included informational posts, an event creation, and event reminders. Additionally, a radio interview advertising the event was conducted with KQWC in Webster City which was replayed multiple times in the week preceding the event. Finally, informational fliers were handed out at the Rotary Club Turkey Dinner, posted on public bulletin boards and in shop windows, and mailed to City Hall, as well as the Library. Residents were invited to arrive at their convenience between 7:00 and 8:30pm. An informal setting was created starting with a brief introduction of the team's purpose and expectations of the attendees. Small groups of visitors were formed and passed through five stations together. The first four stations included a board to write and rank ideas on. A question at each board, loosely based on SWOT analysis, was prompted to help generate ideas. Everyone was given the opportunity to use a marker and place a written tally mark next to a maximum of five ideas on the board at each station that she or he agreed with. This system enabled the team to obtain many ideas as well understand which ideas are most commonly shared among the residents. The final station included a worksheet to track consumer behavior as part of the trade area analysis portion of the market analysis. Roughly 60 guests attended the open house and provided the planning team with useful feedback.

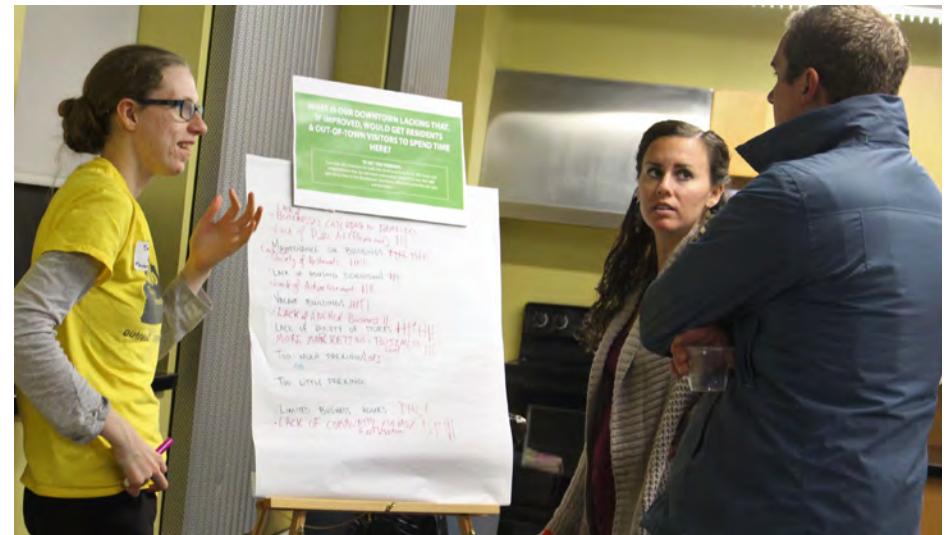


Figure 29: Fall open house



Figure 30: Fall open house



Figure 31: Fall open house



Figure 32: Fall open house



Figure 33: Fall open house



Figure 34: Fall open house



Figure 36: Spring open house



Figure 37: Spring open house

SPRING OPEN HOUSE | In combination with the Parks and Recreation team, a second open house was held in the Sampson Room at Fuller Hall on March 29th, 2019 from 6:00 to 8:00pm. The event was advertised on Webster City's social media platforms and in the Daily Freeman-Journal. Fliers were distributed at City Hall and the Kendall Young Library. The event was intended to get public feedback on the team's strategies and objectives for accomplishing potential recommendations of this plan. The strategies and goals were broadly organized under the four leading Main Street Iowa points—economic vitality, design, promotion, and organization—to which each guest was instructed to prioritize. Team members explained that in their prioritization they should not only focus on what was the most important to address first in Webster City, but what strategies could be implemented relatively easily and quickly in order to garner momentum to complete the other strategies as well. In addition to the prioritization boards, guests had the opportunity to sign up for things they would be willing to do or be part of in the downtown. This allowed guests to take ownership over the revitalization process and helped the project partner prepare a list of contacts to assist with future initiatives. Nearly 60 guests attended the event and provided invaluable feedback that helped the planning team wrap up the public input portion of this plan. Refer to Appendix B for copies of documents guests completed at the event.

On the next page are the results of the prioritization activity. The mean and mode of each strategy were calculated. Events downtown, keeping existing businesses, and increasing downtown events were residents' top priorities for Downtown Webster City, with business attraction, maintaining streetscapes, and enhancing the downtown experience being chosen as second. Along with the comments provided, these rankings helped the planning team prioritize strategies in the later chapters of this plan.

<i>“Establish Downtown Webster City as a Vibrant Economic Hub”</i>	Item	Mean	Mode
	Support existing businesses	2.07	1
	Attract businesses to downtown	2.14	1
	Increase the number of occupied commercial spaces	2.75	2
	Cultivate a pro-business ecosystem	3.66	4
	Encourage downtown living	4.3	5

<i>“Beautify and Activate the Downtown”</i>	Item	Mean	Mode
	Fix downtown buildings	1.73	1
	Maintain streetscapes	3.44	3
	Increase foot traffic	3.52	2
	Improve the look and function of signage	4.05	4
	Encourage extended business hours	4.27	7
	Embrace and encourage the arts	4.42	5
	Develop a historic preservation committee	5.51	7

<i>“Make Downtown a Destination”</i>	Item	Mean	Mode
	Increase the number of events hosted in the downtown	2.89	1
	Enhance the experience of being downtown	3.7	5
	Develop a unified promotional strategy	3.93	2
	Establish a downtown brand	4.89	2
	Greet visitors so they feel welcomed in the downtown	5.34	4
	Celebrate diverse cultures	5.75	7
	Create a central hub for information	5.77	8
	Recognize excellence in business and community pride	5.79	6
	Improve public-private relations	6.37	9



Figure 38: Spring open house



Figure 39: Spring open house



Figure 40: Spring open house



Figure 41: Spring open house

MARKET ANALYSIS

As business attraction and development is a major part of any downtown development plan, the team conducted a market analysis to determine what businesses would be appropriate to attract to and foster within Downtown Webster City. This section uses data from the Esri Tapestry and Retail Mapping services to show what is accessible within a 5-, 10-, and 15-minute drive, provide an overview of key consumer groups, and indicate key industry sectors and leakages.

This analysis captures Webster City in 2017, the most recent year for which data was available at the time of the report writing. Because market conditions and preferences change rapidly, this analysis cannot predict or forecast future changes. The information in a market analysis is intended to provide a foundation of information for making business development decisions, but it cannot and does not ensure business success. Note these opportunities are subject to change with the in-migration of workers at the new Prestage processing plant in neighboring Eagle Grove and other unpredictable economic trends.

TRADE AREA ANALYSIS | Understanding the location of businesses and their spatial interactions with customers is the basis of trade area analysis and can help identify business leakages from Webster City. For instance, based on the free response results from the survey, consumers indicated that they are forced to leave Webster City in order to purchase men's clothing. While men's clothing is just one example of a leakage, identifying these types of businesses will help potential entrepreneurs enter in to a currently untapped market. Conversely, this analysis can help identify if other people from outside of Webster City are

traveling in to the area to shop and if so, what for. Lambert Lumber, although outside of the planning team's definition of downtown, is an example of a business that attracts residents from other towns.

This analysis was completed with the help of two tools. First, a consumer survey was offered at the Rotary Turkey Dinner and the fall open house. The goal of this tool was to understand the availability of goods in Webster City from a consumer's perspective. In total, 38 surveys were completed and included responses from people that live and work in Webster City, as well as in-commuters (people that live outside of Webster City, but travel in for work) and out-commuters (people that live in Webster City, but travel out for

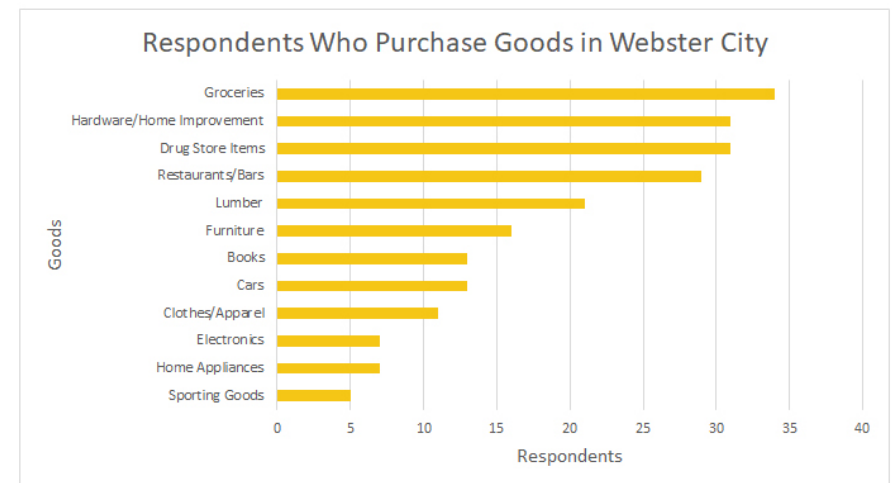


Figure 43: Number of respondents that purchase certain goods in Webster City

work). All respondents indicated they purchase at least one of the following in Webster City: groceries, drug store items, home improvement items, meals from a restaurant. Groceries and Restaurant meals are also the most popular item purchased within Webster City by individuals living outside of town. In Figure 43, the number of respondents that indicated they purchase each type of good within Webster City is illustrated. Most respondents purchase sporting goods and home appliances outside of Webster City and the data indicates most respondents purchase electronics online.

A business owner map survey was a tool that unfortunately did not provide substantial data and was therefore inconclusive. It was provided to the business owners to complete as they settled in to their focus groups, however, only 12 completions were submitted. Not enough time was given to the business owners to review the survey and provide adequate information before focus group discussions began and the worksheet was not intuitive enough on its own to be delivered without explanation.

MAPPING FOR DEMAND | The following map shows an overview of places within 5-, 10-, and 15-minute drives of the Webster Theater, which is centrally located within Downtown Webster City (Figure 44). Most of Webster City is located within a five-minute drive, the entire city is encompassed in the 10-minute drive, and parts of Kamrar, Woolstock, and Duncombe are reachable within a 15-minute drive.

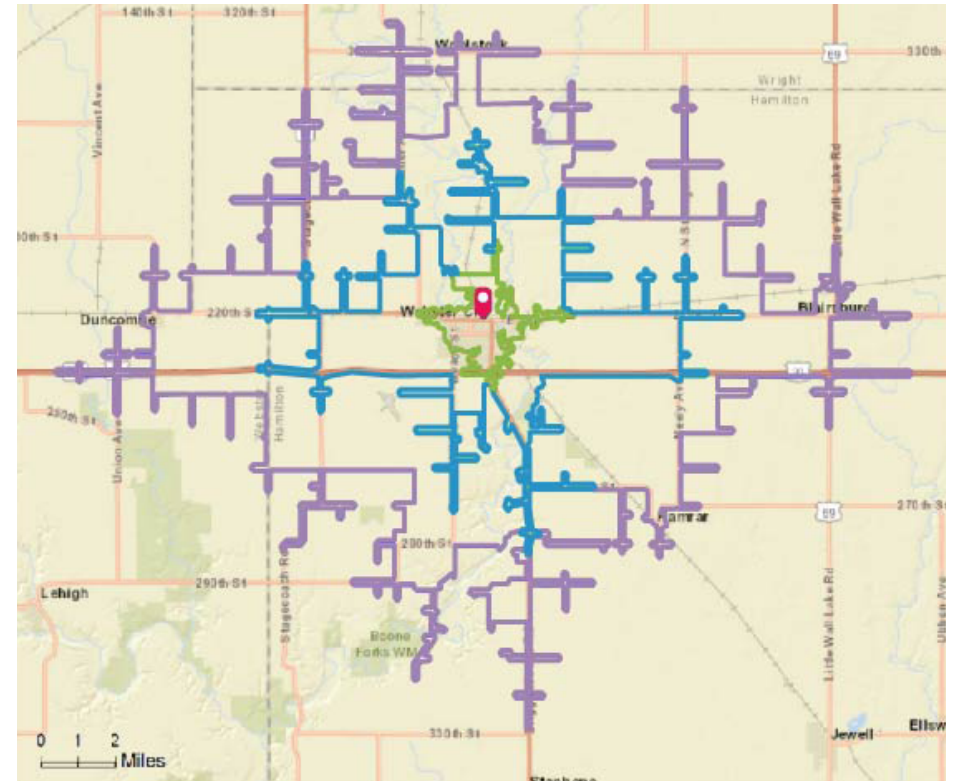


Figure 44: Drive time map: This map denotes areas within 5 minute drive times of downtown in green, 10 minutes of downtown in blue, and 15 minutes in purple.

Source: Author

LIFESTYLE PROFILE | The Tapestry Household Distribution Report identifies the dominant segments of the population and suggests what their likes, dislikes, lifestyles, and purchase behaviors may be.¹⁵ This information reveals what the current consumer base may be like within Webster City.

There are four major consumer segments within the Webster City market: Traditional Living, Heartland Communities, Retirement Communities, and Rustbelt Traditions. This data can be used to help incoming businesses tell what customer bases exist in Webster City as of April 2019.

- **Traditional Living:** Typically employed in blue-collar sectors like retail, construction, or manufacturing. Cost conscious, this group values convenience, from fast food to dollar stores to big box retail.
- **Heartland Communities:** Individuals in this group tend to be older, have white-collar jobs, and are more likely to be retired than their traditional living counterparts. In general, this consumer group likes to buy American-made goods they grew up with, is budget conscious, and is also more likely to volunteer in their community.
- **Retirement Communities:** Individuals in this group tend to be above retirement age. As some of them have outlived their partners, they are more likely to rent their home rather than own. These consumers are especially price conscious, except for spending on healthcare.
- **Rustbelt Traditions:** The highest-income segment in this analysis, most individuals in this group have a high school degree or some college, with jobs in manufacturing or white-collar work. These consumers are slightly less budget conscious than their segment counterparts and prefer American-made goods.

Sector Analysis

The Sector Analysis provides a direct comparison between retail sales and consumer spending by industry. Looking at the relationship between goods supplied by retailers and the goods consumers demand, this analysis defines a “surplus” as the amount by which the retail supply exceeds demand, drawing in customers from other areas. A “leakage” is the amount by which estimated demand exceeds retail supply, where Webster City consumers seek this good outside the city. The sector analysis for Webster City indicates that it is losing sales to areas outside the region in both retail and food and drink, as measured for the 10-minute drive time in downtown, chosen for its inclusion of all Webster City neighborhoods.

Key	10-Minute Drive Time
	Leakages
Total Retail Trade and Food & Drink (NAICS 44-45,722)	\$15,037,174
Total Retail Trade (NAICS 44-45)	\$11,591,542
Total Food & Drink (NAICS 722)	\$3,445,632

Figure 45: Webster City Retail Leakages 2017 - 10-Minute Drive Time

Source: Esri Retail Marketplace 2019

Figure 46 examines the leakage and surplus by industry for the 10-minute radius, an area chosen for its inclusion of all neighborhoods within Webster City. Note that a factor of 100 indicates a total leakage, all consumers leaving Webster City for that good, and a negative number indicates the proportion of sales demanded by incoming customers. Negative numbers show a comparative advantage which could potentially be built upon, while positive numbers show consumers leaving the city to purchase goods in that category, a potential market opportunity.

CHAPTER 3: APPROACH AND METHODS

2017 Industry Group		(Retail Potential)	(Retail Sales)		Factor	Businesses
Motor Vehicle & Parts Dealers	441	\$21,060,912	\$7,853,849	\$13,207,063	45.7	10
Automobile Dealers	4411	\$16,531,884	\$839,422	\$15,692,462	90.3	2
Other Motor Vehicle Dealers	4412	\$2,439,123	\$4,055,562	-\$1,616,439	-24.9	2
Auto Parts, Accessories & Tire Stores	4413	\$2,089,904	\$2,958,865	-\$868,961	-17.2	6
Furniture & Home Furnishings Stores	442	\$2,576,993	\$708,752	\$1,868,241	56.9	4
Furniture Stores	4421	\$1,665,540	\$297,844	\$1,367,696	69.7	1
Home Furnishings Stores	4422	\$911,453	\$410,908	\$500,545	37.9	3
Electronics & Appliance Stores	443	\$3,124,396	\$2,685,013	\$439,383	7.6	2
Bldg Materials, Garden Equip. & Supply Stores	444	\$5,784,104	\$6,151,667	-\$367,563	-3.1	11
Bldg Material & Supplies Dealers	4441	\$5,166,882	\$4,965,123	\$201,759	2.0	9
Lawn & Garden Equip & Supply Stores	4442	\$617,222	\$1,186,545	-\$569,323	-31.6	2
Food & Beverage Stores	445	\$18,495,945	\$35,941,957	-\$17,446,012	-32.0	8
Grocery Stores	4451	\$17,143,212	\$35,644,335	-\$18,501,123	-35.0	6
Specialty Food Stores	4452	\$804,251	\$297,622	\$506,629	46.0	2
Beer, Wine & Liquor Stores	4453	\$548,481	\$0	\$548,481	100.0	0
Health & Personal Care Stores	446,4461	\$5,890,744	\$7,123,817	-\$1,233,073	-9.5	6
Gasoline Stations	447,4471	\$10,209,633	\$12,773,769	-\$2,564,136	-11.2	6
Clothing & Clothing Accessories Stores	448	\$3,171,825	\$2,540,888	\$630,937	11.0	4
Clothing Stores	4481	\$2,056,927	\$1,305,827	\$751,100	22.3	3
Shoe Stores	4482	\$414,401	\$0	\$414,401	100.0	0
Jewelry, Luggage & Leather Goods Stores	4483	\$700,497	\$1,235,061	-\$534,564	-27.6	1
Sporting Goods, Hobby, Book & Music Stores	451	\$2,309,272	\$592,879	\$1,716,393	59.1	2
Sporting Goods/Hobby/Musical Instr Stores	4511	\$1,917,356	\$592,879	\$1,324,477	52.8	2
Book, Periodical & Music Stores	4512	\$391,915	\$0	\$391,915	100.0	0
General Merchandise Stores	452	\$16,265,506	\$5,555,540	\$10,709,966	49.1	4
Department Stores Excluding Leased Depts.	4521	\$13,241,174	\$4,903,593	\$8,337,581	46.0	3
Other General Merchandise Stores	4529	\$3,024,332	\$651,947	\$2,372,385	64.5	1
Miscellaneous Store Retailers	453	\$4,469,072	\$1,787,300	\$2,681,772	42.9	10
Florists	4531	\$243,125	\$204,216	\$38,909	8.7	2
Office Supplies, Stationery & Gift Stores	4532	\$1,133,853	\$459,865	\$673,988	42.3	2
Used Merchandise Stores	4533	\$635,880	\$148,072	\$487,808	62.2	1
Other Miscellaneous Store Retailers	4539	\$2,456,214	\$975,147	\$1,481,067	43.2	5
Nonstore Retailers	454	\$1,948,571	\$0	\$1,948,571	100.0	0
Electronic Shopping & Mail-Order Houses	4541	\$1,224,053	\$0	\$1,224,053	100.0	0
Vending Machine Operators	4542	\$292,956	\$0	\$292,956	100.0	0
Direct Selling Establishments	4543	\$431,563	\$0	\$431,563	100.0	0
Food Services & Drinking Places	722	\$8,960,783	\$5,515,151	\$3,445,632	23.8	18
Special Food Services	7223	\$181,822	\$0	\$181,822	100.0	0
Drinking Places - Alcoholic Beverages	7224	\$645,571	\$193,876	\$451,695	53.8	2
Restaurants/Other Eating Places	7225	\$8,133,390	\$5,321,275	\$2,812,115	20.9	16

Figure 46: Leakage and Surplus Factors by industry group for areas within a 10-minute driving radius of downtown

In this table, a green color indicates a leakage or opportunity. Negative numbers in red indicate a trade surplus.

Source: Esri Retail Marketplace 2019

In total, there are seven industry groups in which Webster City had a surplus or comparative advantage: Jewelry stores, gas stations, health and personal care stores, grocery stores, lawn and garden, auto parts, and motor vehicle dealers (not automobiles). Notable leakages include shoe stores, book stores, liquor stores (each with a factor of 100), as well as specialty foods (46) and places to drink alcoholic beverages (51). The leakages within these industries suggest that Webster City residents could be using online retailers or shopping in neighboring areas such as Ames and Fort Dodge.

Analysis

In December 2017, retail businesses accounted for 35% of non-residential occupancy in Downtown Webster City. With current demographics indicating a more budget-conscious consumer base, the short-run trends suggest a tight market for traditional retail. Instead the data suggests looking for alternatives to traditional downtown retail, like include the pottery shop on Seneca Street. This could also help with drawing visitors and new residents to downtown in the long run.

HOUSING STUDY AND INVENTORY | Information on downtown housing was obtained from three departments within the Webster City City Government. The Community Vitality Department, Inspection Department, and Finance & Utility Department each provided data on housing that the planning team cross referenced in order to create the dataset for this report. Occupancy was the main data point provided with other valuable information being sparse. It is clear that a full housing needs assessment with special attention on the downtown be completed in order to gain more valuable information such as rental rates, living conditions, number of bedrooms, different amenities,

number of occupants, and occupancy demographics. This type of information could be used to further assess what is available and what could be improved or changed to encourage higher occupancy. This is especially important with the opening of Prestage Farms and any potential increase in population due to relocating workers.

There is space to improve the downtown's housing options. Among the 206 parcels in the downtown, there are 27 with an occupied single-family dwelling, 30 with a multi-family dwelling and at least one occupant, and 13 parcels with a residential dwelling (single or multi-family) that are completely vacant. Based solely on the team's visits, the low estimate of residents living downtown still appears to be too high. Many “for rent” signs were evident throughout the downtown as well as boarded windows where second-story housing would usually exist. The spaces with boarded windows are of particular interest; they represent areas currently used for storage, if at all, that can be converted to residential units in the future. Current vacancies should be filled first, however. The downtown has a vacancy rate of 18.5%, which is much higher than the rate of Webster City at 3% (which includes the downtown) and still over double the national norm of 7-8%.

Nearly 60% of respondents indicated that they preferred renting instead of owning, 55% preferred 1-2 bedrooms instead of 3 or more, and 59% preferred historically renovated buildings instead of newly built. A stronger preference of nearly 69% was given for apartments or townhomes instead of condominiums. Without overly strong preferences by respondents, we are encouraged for the potential to see different kinds of housing downtown and staying away from monotonous homogeneity. The preference for historically renovated buildings can be leveraged for future historic grants or Main Street application.

BUILDING INVENTORY | An inventory of all buildings within the downtown is key to moving forward with downtown development. In its current form, this excel file contains data on the current building stock and allows for quick access to information about the downtown. It is needed in order to make future recommendations, and it can be utilized by the city for many years in the future. For each parcel of land within the downtown, the Downtown Inventory contains ten pieces of information supplied by the Hamilton County Assessor website. This information includes: business name, deed holders name, address, classification of use (commercial or residential), land value, total property value, year of construction, square footage of the structure, and year of most recent sale. Information besides that accessed from the Hamilton County Assessor is also provided. This includes data specific to Geographic Information Systems (GIS) making it compatible with that software. GIS is a powerful tool which can be utilized for mapping and spatially analyzing Downtown Webster City. North American Industry Classification System (NAICS) codes are provided for each business currently occupying the buildings as well. All of this information is current as of Spring 2019.

The planning team proposes that the document be kept up to date so that key information about the downtown is readily available when needed. New information can be added, as well, once future work is complete on projects such as an updated housing assessment and engineering study of building structural status. Relevant information to incorporate from these findings could include rent prices, apartment amenities, previous code violations, or date and cost of most recent update, prior assessment values, ADA accessibility, façade quality ratings, number of bedrooms, lease or rental rates, construction type, quality of the interior, type of HVAC, utilities utilized by the structure, districts it is

contained within, or photographs of both the building's exterior and interior. Details for each parcel could be organized onto their own Building Inventory Report Card. An example of a Report Card can be found in Appendix B. This report card could provide substantial information on a parcel to parcel level but could also be aggregated to track progress of business origination and diversity as well as housing occupancy downtown. This inventory was used extensively for analysis during the creation of this report and has the potential to be a valuable asset for Webster City.

CHAPTER 3: APPROACH AND METHODS

There are 206 parcels within Downtown Webster City. Of those parcels, 166 are commercial properties. The single industrial property within the downtown is the location of the Daily Freeman Journal. Of the properties that are strictly residential, there are four properties that are multi-family and 35 single-family. Thirty-six property owners own more than one property within the downtown. The entity with the highest number of holdings is the City of Webster City, which owns 11 parcels.

The average date of construction for all buildings within the downtown is 1926. Three buildings have been constructed within the past 10 years and ten additional buildings have been constructed within the past 20 years. As shown in the map, there are several blocks that have buildings with similar build dates that are close to the year 1900. Most of the newer construction has occurred towards the edges of the downtown.

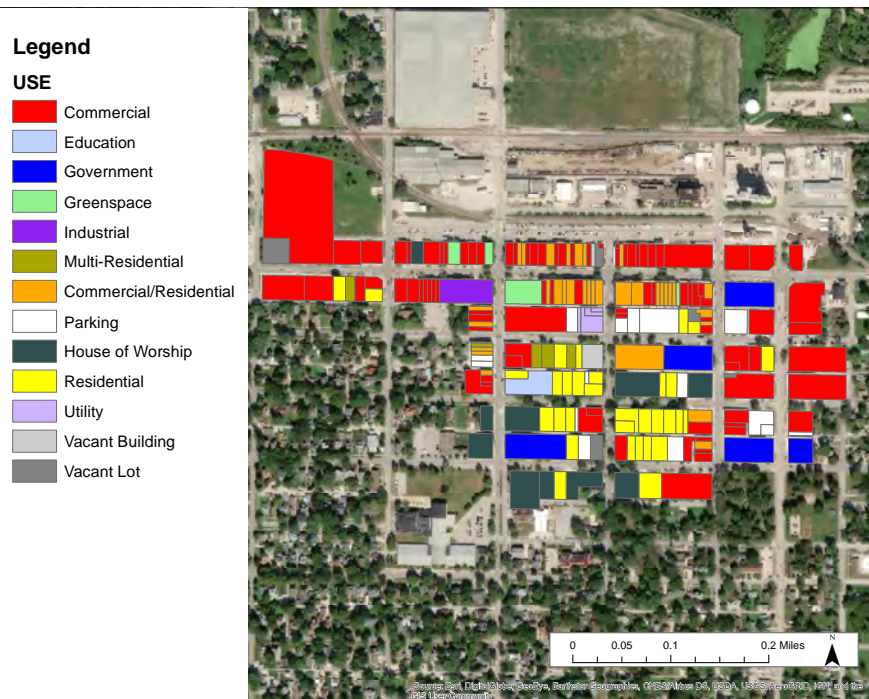


Figure 47: Classification of buildings in the downtown

Source: Author

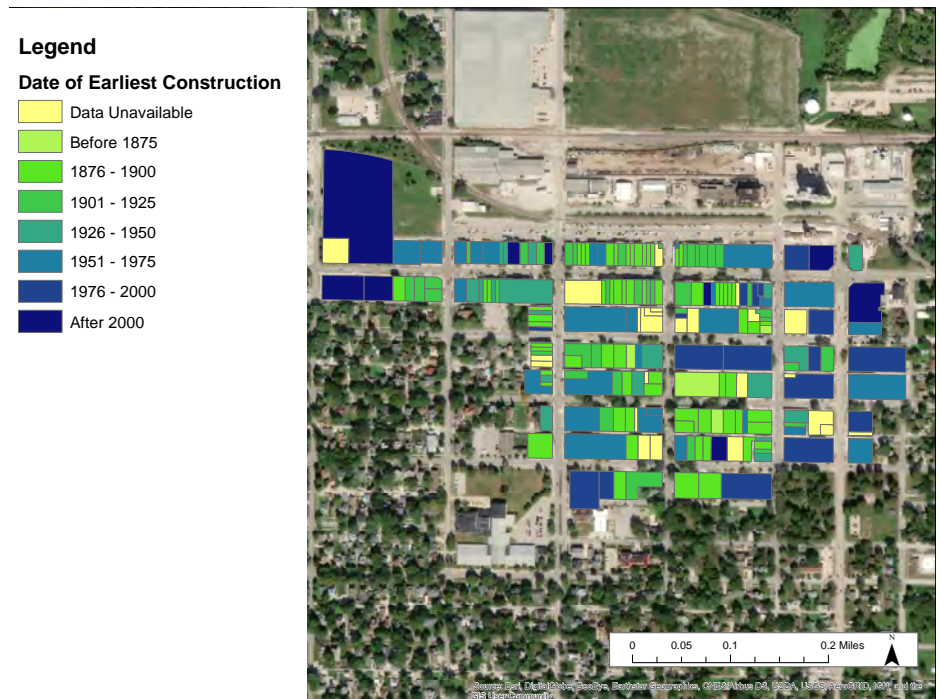


Figure 48: Earliest date of construction of buildings in the downtown

Source: Author

CHAPTER 3: APPROACH AND METHODS

Downtown Webster City has 91 buildings that are more than 100 years old. The oldest building within the downtown, located on the corner of First Avenue and Seneca Street, was constructed in 1850. The building has been well maintained and is home to The Produce Station Gallery & Ice House Gallery, which specializes in handmade stoneware and porcelain.



Figure 49: The Produce Station located at 723 Seneca Street

Source: Google Maps

Other notable, historic buildings that are key contributors to the historic character of the downtown include The Old Post Office, The Elks Club, 628 Second Street (which is home to the Webster City Chamber of Commerce), and The Webster Theater. The Old Post Office and the Elks Club are currently vacant and would be ideal properties for adaptive reuse. Perhaps the Old Post Office would be a good location for a business incubator or a child care facility. Due to its large size, The Elks Lodge could be converted into a business that requires a lot of floor space such as a brewery or restaurant.



Figure 50: The Old Post Office

Source: [Waymarking](#)



Figure 51: The Elks Club

Source: [The Freeman Journal](#)



Figure 52: 628 Second Street

Source: Google Maps

CHAPTER 3: APPROACH AND METHODS

The average property value for parcels within the downtown is \$136,564. As indicated in the map, many of the buildings along 2nd Street have very similar property values. Hy-Vee, in the northwest corner of the downtown district, has the highest value of any property within the downtown—\$1.6 million. Fuller Hall, Saint Thomas Aquinas School, and First State Bank are also three properties that are valued at over \$1 million. The lowest valued properties within the downtown include parking lots, parks, and homes.

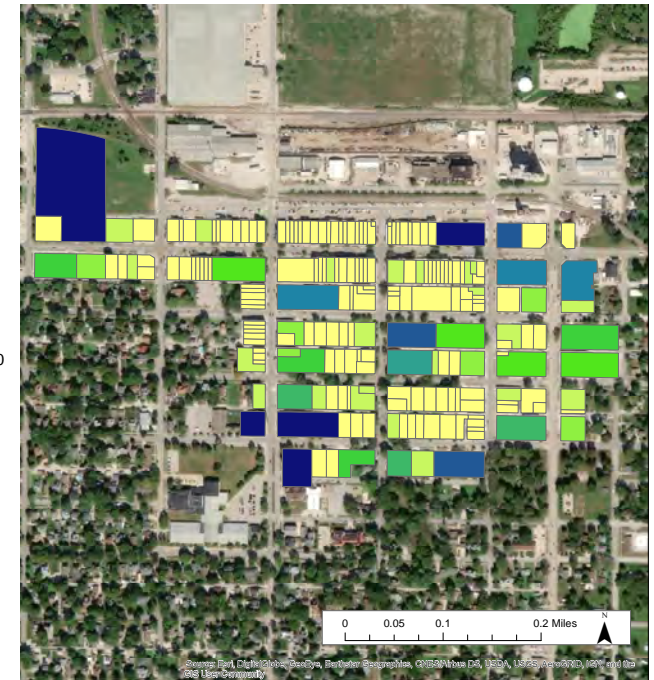
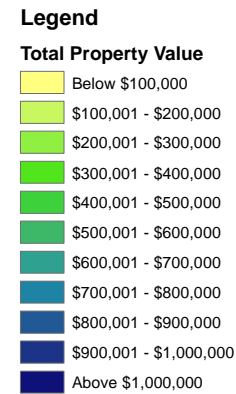


Figure 53: Value of land and buildings in the downtown

Source: Author

PEER CITIES EVALUATION

It is useful to examine the downtown district in comparison to other cities with similar qualities to consider business development strategies. This comparison helps discover business development opportunities that will strengthen economic development vitality in the downtown. Further, it provides real-world scenarios of places that have succeeded in developing a clear position in the market. This comparison may be useful to generate new ideas for refining the downtown market.¹⁶ By applying these lessons, Webster City could implement strategies for revitalization, increase downtown activity, and improve the vitality of downtown.

A list of potential peer cities was created based on similar geographic, demographic, and economic market characteristics. Initial cities were identified according to the suggested groups of peer cities by the 2017 Iowa Community Indicators Program at Iowa State University.¹⁷ Because two of the biggest drivers for downtown business development are population and income, these two metrics were used to indicate initial comparable places. Based on 2016 American Community Survey Data for income and population, the list was narrowed to 21 potential peer cities. Consideration was then given to proximity to urban areas, transportation routes, county seat (or alternately, large share of county population), and the presence of a natural or cultural feature that draws people into the city like Briggs Woods Park. Potential cities were further refined by the presence of large education institutions since this is an important economic driver (i.e. in Decorah and Sioux Center) that would be dissimilar to Webster City and difficult to replicate in the short term. Finally, based on feedback received from Webster City residents and officials that the city does not want to focus too heavily on one employer or employment

industry, potential cities that have exceptionally large employers were omitted (i.e. Le Mars).

This list was further refined to include only cities which have demonstrated success in their downtown business districts. To do so, city level data from the Iowa State University Community Indicators Program was analyzed and a review of the following websites was conducted: city, county, Chamber of Commerce, Main Street Iowa, trade associations, economic development organizations, and various newspaper articles. Based on these criteria, three Iowa peer cities were selected as the best match for Webster City: Centerville, Independence, and Mount Pleasant. A summary of the primary indicators for each city are identified in Figure 54 on the next page.

Figure 54 lists summary statistics for Webster City and each of the peer cities. From 2010 to 2016, the population is slightly declining in each city, except Independence. The Hispanic or Latino population is growing strongly in each city. As described in the economic section of the table, these peer cities were chosen because of their strong performance in economic metrics, such as increased sales, increased number of firms, increased average retail sales per capita, and trade surpluses. Finally, a spatial attribute of each peer city was taken into consideration throughout the selection process. Each city is on a major highway and in proximity to a major cultural or natural amenity. From a geopolitical perspective, each peer city is a county seat like Webster City.

CHAPTER 4: PEER CITIES AND CASE STUDIES EVALUATION

	Webster City	Centerville	Independence	Mount Pleasant
Population Demographics				
Population: 2016 (ACS 5-Year Estimate)	7,825	5,404	6,005	8,491
Population 2010 (U.S. Census)	8,070	5,528	5,966	8,668
Population: Change 2010 to 2016	-3.0%	-2.2%	0.7%	-2.0%
Population Proportion White Alone 2016	87.0%	96.3%	97.5%	86.2%
Population Proportion White Alone 2010	90.8%	96.5%	97.6%	97.5%
Population: White Alone Change 2010 to 2016	-4.2%	-0.2%	-0.1%	-11.6%
Population Proportion Hispanic or Latino 2016	8.0%	2.4%	3.0%	7.4%
Population Proportion Hispanic or Latino 2010	7.4%	1.9%	1.2%	6.7%
Population: Hispanic or Latino Change 2010 to 2016	8.1%	26.3%	150.0%	10.4%
Economic Attributes				
Total Taxable Sales FY 2017 vs FY 2015	-3.4%	1.7%	3.9%	7.8%
Number of Tax Reporting Firms FY 2017 vs FY 2015	-0.4%	3.3%	1.5%	-4.1%
Average Retail Sales Per Capita FY 2017 vs FY 2015	-2.7%	3.0%	3.7%	9.1%
Averages Wages by County 2013 to 2016	Increasing	Increasing	Increasing	Increasing
Trade Surplus (Leakage) FY 2017	Leakage	Surplus	Surplus	Surplus
Trade Surplus (Leakage) Average FY 2015 to FY 2017 (\$000s)	-\$14,697	\$36,111	\$23,024	\$58,001
Trade Area Capture	Negative	Positive	Positive	Positive
Geographic Attributes				
County Seat	Yes	Yes	Yes	Yes
City Population as % of County Population	52%	42%	29%	42%
On Major Highway	Yes - U.S. 20	No	Yes - U.S. 20	Yes - U.S. 218 & U.S. 34
Miles to Nearest Town With Population >25,000	23 - Fort Dodge	42 - Ottumwa	24 - Waterloo	30 - Burlington
Proximity to Natural or Cultural Amenity	Briggs Woods Park	Lake Rathbun	Wapsipinicon River	Old Threshers Park

Figure 54: Summarized Demographic, Economic, and Geographic Indicators for Peer Cities and Webster City

Sources: 2016 American Community Survey 5-Year Estimate. 2010 Decennial Census. 2017 Iowa State University Community Indicators Reports

CHAPTER 4: PEER CITIES AND CASE STUDIES EVALUATION

The following charts compare Webster City with each peer city by different economic attributes.

Figure 55 compares the total volume of taxable sales in each city from FY 2014 to FY 2017. Because the sales volume of one city (Mt. Pleasant) exceeds the other three cities, the data is displayed by yearly percent change in sales. While Webster City realized an increase in sales in both FY 2014 and 2015, it experienced a decline in both FY 2016 and 2017. Each of the peer cities experienced an increase in sales in FY 2016 and 2017.

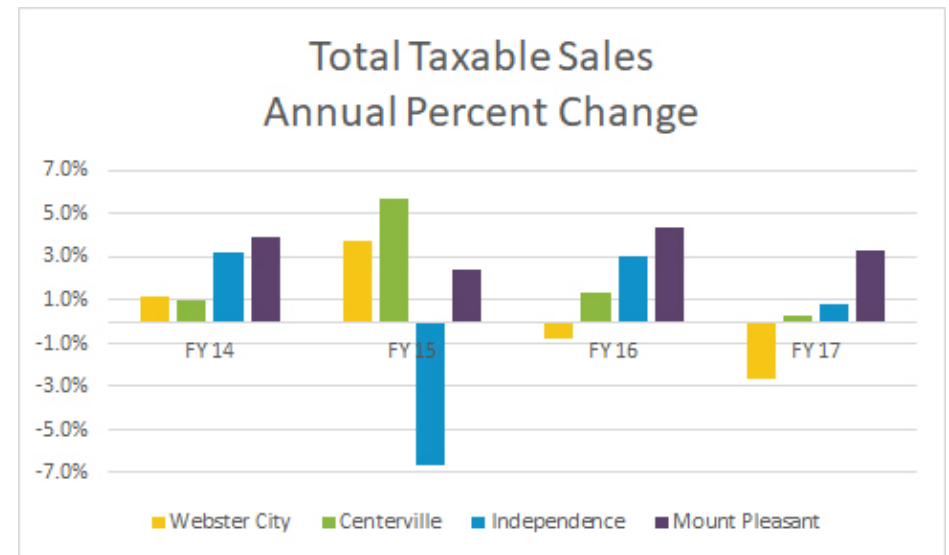


Figure 55: Percent change in total taxable sales each year in real dollars. Each peer city has experienced growth in FY 16 and FY 17 while Webster City has declined.

Source: Iowa State University Community Indicators Reports

CHAPTER 4: PEER CITIES AND CASE STUDIES EVALUATION

Figure 56 displays the annual percent change in number of firms in each city. While Webster City had the same number of firms in 2014 and 2015, by 2016 this increased by four firms (1.5%) and by 2017 declined by 5 firms (-1.8%). In general, the number of firms in each city has remained relatively constant from FY 2015 through FY 2017.

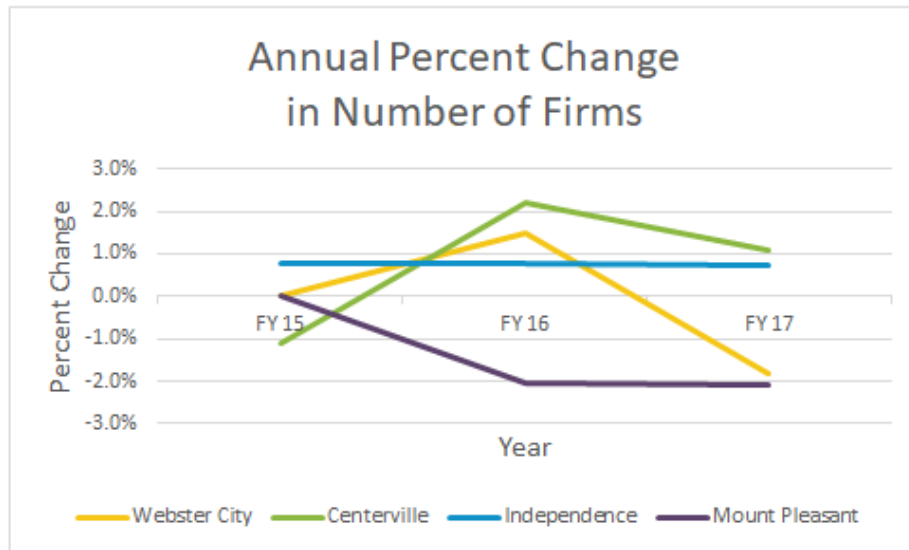


Figure 56: Percent change in total number of firms reporting sales to the state government each year. Centerville and Independence have experienced a positive increase each year since FY 2015 while Webster City and Mount Pleasant have declined.

Source: Iowa State University Community Indicators Reports

Figure 57 demonstrates the volume of retail sales per capita for each of the peer cities. While each peer city exceeds the statewide average, Webster City lags behind the state. Furthermore, Fort Dodge recorded \$20,624 in retail sales per capita in FY 2017, more than double that of Webster City.

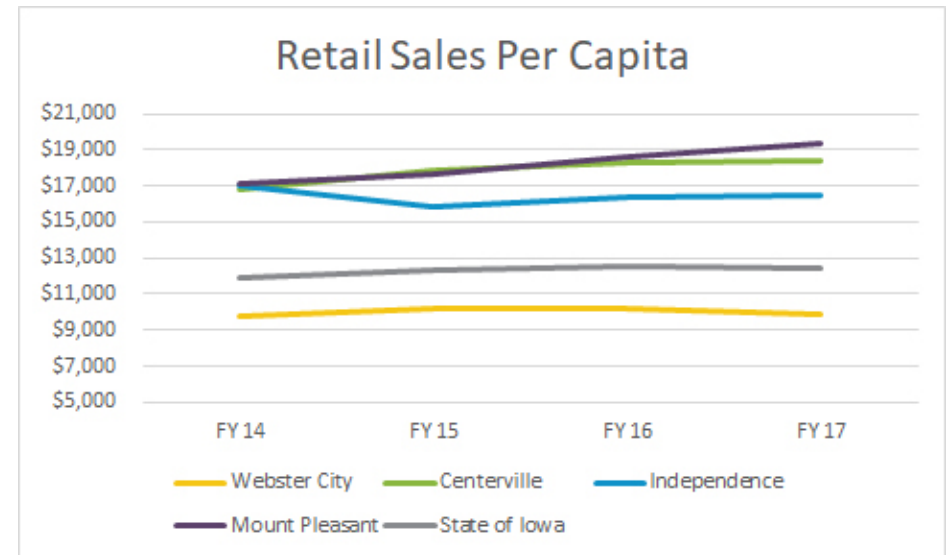


Figure 57: Retail sales per capita in each of the peer cities is compared to the state of Iowa. Retail sales per capita have been adjusted for inflation and are shown in FY 2017 equivalent dollars. Each of the peer cities have retail sales per capita in excess of the state average. Webster City has recorded per capita sales less than the state each year.

Source: Iowa State University Community Indicators Reports

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Figure 58 compares trade surplus and leakage across the four cities. This measures the dollar difference in the city's actual sales and the total sales it could generate if residents satisfied all their retail needs locally. A surplus indicates sales above the break-even level to non-residents. A leakage suggests that local resident spending outside the city exceeds local firms' sales to non-residents. As the chart indicates, each peer city has consistently realized a trade surplus in excess of \$20 million. However, Webster City has experienced more than \$10 million in trade leakage each year.

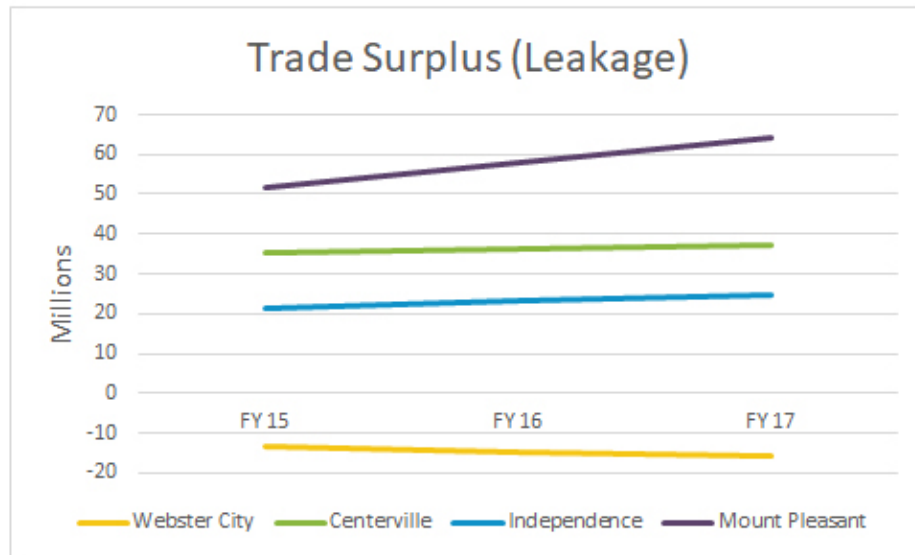


Figure 58: Annual trade surplus for each of the peer cities. Each peer city consistently has a trade surplus. Webster City has experienced trade leakage each year.

Source: Iowa State University Community Indicators Reports

In Figure 59, it is clear each of the cities have historically been a regional draw for employment opportunities. While the peer cities maintain above 15% net inflow in 2005, 2010, and 2015, Webster City declined to a mere 3.7% by 2015. The decline in workers coming to Webster City for work reduces the number of people who may shop, dine, or utilize services downtown.

The current state of the downtown and economic activities for each peer city is described below. For each peer city, it is evident there is well-developed community and government relationships, effective downtown promotion, active downtown recruitment and retention, and collaborative businesses and civic organizations.

	2005 Total Workers	2005 Inflow	2005 Outflow	Net Inflow	% Net Inflow
Webster City	5,777	3,117	1,276	1,841	31.9%
Centerville	3,515	2,250	1,145	1,105	31.4%
Independence	3,316	2,108	1,359	749	22.6%
Mt. Pleasant	7,762	5,661	1,459	4,202	54.1%

	2010 Total Workers	2010 Inflow	2010 Outflow	Net Inflow	% Net Inflow
Webster City	4,558	2,694	1,576	1,118	24.5%
Centerville	2,790	1,900	1,475	425	15.2%
Independence	3,517	2,647	1,953	694	19.7%
Mt. Pleasant	6,199	4,725	1,743	2,982	48.1%

	2015 Total Workers	2015 Inflow	2015 Outflow	Net Inflow	% Net Inflow
Webster City	3,482	1,938	1,809	129	3.7%
Centerville	2,934	1,881	1,390	491	16.7%
Independence	3,437	2,492	1,913	579	16.8%
Mt. Pleasant	6,342	4,702	1,876	2,826	44.6%

Figure 59: Net inflow primary workers in Webster City has declined since 2005. While in 2005 and 2010 Webster City exceeded both Centerville and Independence in percentage of net job inflow, it fell dramatically by 2015, reflecting the closure of Electrolux.

Source: US Census Bureau OnTheMap

CENTERVILLE, IOWA

Centerville has a population of 5,404 and is located in south central Iowa, approximately 42 miles southwest of Ottumwa. In 2005, the Rubbermaid plant, which had been open for 21 years, closed and left 500 workers without a job.¹⁸ While this loss is still felt, Centerville has rebounded significantly.

Centerville, with its downtown commercial district organized around the courthouse square, has been a Main Street Iowa community since 2015. The Downtown District has experienced increased sales each year and realized a 10.9% increase from 2016 to 2017.¹⁹ The Main Street Iowa Business Development Committee recognized Centerville “#3 Best Shopping in Iowa” in 2017.²⁰ To build upon this success, Main Street Iowa released a market study that explores the opportunities for the future of the downtown. Downtown Centerville was recognized by Travel Iowa Magazine as the third best town for holiday shopping in Iowa.²¹

In 2014, the Walldog artist collective painted three historic-themed murals in Downtown Centerville.²² Funds were raised from the community and supplemented by a grant from the Appanoose Community Fund, which disburses funds received from state gambling revenues each year.²³ The Iowa State University Community Design Lab developed downtown wayfinding signage to point out local attractions to visitors in 2016.²⁴

The Appanoose Economic Development Corporation worked with Iowa State University Extension and Outreach to implement the Sustainable Economies Program.²⁵ This program stimulated residents, business owners, and community leaders to create committees that worked together toward the same goals.

There is also an engaged Chamber of Commerce that prioritizes member promotion, government relations, community enhancement, and tourism. The Chamber of Commerce also has a committee focused on retail development.

Centerville, like Webster City, shares a location in proximity to an attractive natural resource. Rathbun Lake, an 11,000-acre lake with 155 miles of shoreline, lies just 7 miles north of Centerville.

Key Takeaway: Downtown aesthetics may be improved through partnerships to increase public art and wayfinding.

Key Takeaway: The Sustainable Economies Program is one useful tool to get more stakeholders involved and committed to successful outcomes in Webster City.

Centerville has focused on identifying small businesses within the community and providing an opportunity for them to test new markets, expand, and grow. A nonprofit organization converted a historic mansion into a boutique craft mall with forty vendors who rent space that ranges in size from a full room to just a shelf to start their business. Some vendors have expanded their business to open a shop downtown. The mansion was originally purchased by the local foundation which wanted people to have access to the beautiful mansion. Several businesses have started at the mansion and then expanded to a downtown store front. One example is a craft store that grew into a coffee shop and boutique hotel. They started off by selling floral arrangements and crafts in the mansion, and eventually had taken over nearly the entire second



Figure 60: Centerville, Iowa

Source: [Greenheron47](#)

floor. They then purchased a storefront downtown which offered more space and moved into the west side of the commercial space. The following year, they expanded again by knocking down an interior wall and opening a coffee shop on the east side of the commercial space. They offered coffee, sweets, and lunch in addition to a gift shop. They then rehabilitated the residential space above the shop and converted it into three extended stay guest suites.

Key Takeaway: One successful strategy to provide start-up or business incubator space includes the opportunity for a non-profit, or cooperative, to operate a large building of tiny shops downtown. This provides low-overhead and exposure to a high volume of foot traffic.

Prior to becoming a Main Street Iowa community, Centerville was not consistent on promoting businesses downtown, and the businesses did not always communicate with one another. One strategy that was implemented to increase continuity among the business community was business development seminars hosted by Main Street. In the beginning, there were approximately four attendees at each event. The seminars covered a variety of topics and often featured guest speakers. As of 2019, the average attendance was around 35 and was hosted monthly for one hour at the Main Street office downtown. One of the factors directly attributable to the increased attendance was the high-quality guest speakers recruited, who usually spoke for free. The participants also reported they gained new skills or expanded upon existing skills at the seminars. Because of the value added, participants kept coming back and attendance increased. Participants were not required to have businesses within the downtown district; in fact, some participants came from as far as one hour away. This provided an opportunity for business owners to meet and discuss

their current business operations in a casual atmosphere.

Key Takeaway: One successful strategy to increase continuity across the downtown business community includes hosting seminars. It is important that the seminars are interesting, provide useful information, and remain fairly brief.

One particularly successful workshop in 2019 focused on the usage of social media in a hands-on and interactive format. As a result, the business owners placed more focus on promoting one another on social media. There was an increase in the downtown business owners who shared each other's social media posts and pages, liked and commented on posts, and registered for events. In general, this reminded both the business owners and their social media followers to visit the downtown businesses. The different business owners did not engage in this activity before. As a result, the owners are promoting each other's businesses more often and directing customers in their shop to other sales or events within downtown.

Key Takeaway: One strategy to bring business owners together includes developing a regularly scheduled meeting for downtown and area business to attend workshops, seminars, and guest speakers. It is important to provide a platform for downtown business owners to interact in an atmosphere that is casual yet structured to add value to their respective businesses.

Centerville has experienced success with implementing pop-up shops downtown. The pop-up shops have been integrated downtown through a variety of methods. Some have taken the form of new business ideas launched in vacant space temporarily. In March of 2019, The Goodbuy Store was opened in a former ice cream parlor that is an icon downtown. The store sells high end clothing and antiques at 50% off and intends to stay open through October. It was created by a member of the community who had always been an active business owner in Centerville. The owner's daughter was the proprietor of a sister shop in Valley Junction.

A restaurant contained within the historic Continental Hotel downtown opened a pop-up location during extensive kitchen renovations at the hotel. They operated for four months in a separate location downtown. This allowed the restaurant to continue its operations, although the menu was down-sized and the space was limited. Once the renovations were completed, the restaurant, Lucile's, moved back into its location within the hotel.

Existing downtown businesses have hosted pop-up stores. One company that operated a catering service and a food truck worked with the bakery downtown to open a pop up. They offered lunch in the bakery several days each month. This provided them with additional exposure to the community and attracted more customers to the bakery during a slower part of the day. A local spa company worked with a clothing store downtown to offer spa services and style shows in their clothing store several times each month. This allowed the spa company to reach additional potential customers, particularly those who were unable to visit the spa during the typical 9-5 work day. In addition, this generated more traffic for the clothing store. Finally, a high school student had a jewelry business and sold earrings within four different stores downtown.



Figure 61: Historic structure in Centerville, Iowa

Source: [Joanna Poe](#)

Key Takeaway: One strategy to increase business activity downtown includes identifying existing businesses which are able and willing to host pop-up shops within their stores. It is useful to create and maintain a list of these potential host businesses. When the opportunity strikes, these opportunities may be communicated to small businesses and entrepreneurs to encourage growth of pop-up shops in existing stores downtown.

A downtown pizza and steakhouse decided to expand from the location they occupied since the 1960s and moved into a new building downtown, which had formerly housed a flooring store. This move tripled the floor space and added several employees. The owners had focused intently on the interior renovations of the building but had not considered the shaker shingle exterior. The Main Street director approached the owner and offered to provide a conceptual drawing of potential façade improvements for free. This is a service offered by the central Main Street office and is free for Main Street communities. The proprietor asked Main Street for advice on several design selections. As a result, the owner did a façade remodel that looked almost identical to the rendering presented. The building now adds to the historic character and charm of the downtown district. This owner completed all the building improvements through private funding.

Key Takeaway: When a downtown business decides to undergo extensive rehabilitation on the interior, it has proven worthwhile to inquire about the owner's intentions for the façade. When appropriate, a rendering could be provided to the building owner free of charge to encourage the owner to consider adopting the suggested features. This could be conducted by allocating a specific fund for such renderings, working with pro bono architects, or partnering with the Iowa State University College of Design.

The city originally created a Historic Preservation Committee (HPC) to assist in submitting applications for local buildings to be accepted onto the National Register of Historic Places. Major purposes and intents of the committee include stabilizing and improving property values, protecting and enhancing the city's attractions, strengthening the economy, and fostering pride within the community.²⁶ The HPC was established as a Certified Local Government (CLG) with the State of Iowa in 1991. Centerville is now home to 119 buildings on the National Historic Register as contributing to a place of historical significance. One major positive outcome of having the historic properties is the ability to obtain historic tax credits. The city does not administer a design review process for the buildings, however, if State or Federal funding is used for renovations, typically the designs must adhere to the Secretary of the Interior Standards for Rehabilitation. In addition, there is a separate group that is the fundraising arm of the committee. They have purchased and restored buildings within Centerville.

Key Takeaway: Key downtown buildings may be rehabilitated and preserved by establishing a historic preservation commission within the city which assists building owners with listing buildings on the National Register of Historic Places. This is the first step to accessing historic tax credits to fund historic building rehabilitations, and the process has been repeated throughout many cities across the nation.

The Chamber of Commerce, Main Street, and AEDC are separate entities but work together to achieve mutual goals regarding economic development. The separation of duties and geographic focus areas is presented below, followed by areas where the entities overlap and work together. The entities reported the ability to have open and constant communication is the greatest contributor to the success realized to date.

The Main Street program stays within its downtown area of focus. They are the primary group responsible for the sustainability and economic viability of the historic downtown district. Main Street is focused on vacant storefronts, attracting residents and businesses downtown, and working with the business and building owners downtown. Main Street takes the lead to attract businesses to downtown, among other areas of emphasis downtown.

The Chamber of Commerce primarily focuses on tourism and is county-wide, not just Downtown Centerville. The Chamber's role is to make the downtown businesses successful and promote prosperity for businesses already located in Centerville. The Chamber supports retail businesses through advertising and attracting tourism. Each year they put together a visitor's guide for the region.

They also host a variety of events throughout the year. Popular events include Second Saturday shopping, a “Junk Jaunt”, Wine Festival, and their flagship pancake day.

AEDC works as a partner with the city and the county to help drive their initiatives. AEDC is mostly focused on the industry park and big businesses with tools for attraction like financial incentives. The AEDC is also focused on work-force development and created a new strategic plan in 2019 to support existing businesses and attract new ones.

While each entity may have separate focus areas, they often overlap with one another. The entities may directly collaborate on appropriate projects or occasions. For example, AEDC offers a revolving loan that has been effective for downtown business owners. Several downtown business owners have utilized the fund when they could not secure working capital through private banks. Main Street Iowa works with the business owner and directs them to AEDC for the capital.

Similarly, in 2019 the AEDC funded a feasibility study after a proprietor expressed interest in opening a new hotel downtown. Once the study was completed and proved the market conditions supported a hotel, the project was handed off to Main Street to work with the proprietor on the next phase, such as identifying a proper site downtown. Additionally, the Main Street committee for downtown businesses includes the director of AEDC because it deals with work-force issues. Finally, the Chamber of Commerce meets with stakeholders in the City and the school at the AEDC office weekly. The Chamber of Commerce and Main Street often collaborate on events, especially those which are hosted in the downtown square. The entities value communication

to ensure they are working toward the same mutually beneficial goals and not duplicating projects or activities.

Key Takeaway: One successful strategy to improve the downtown is to ensure each organization with a vested interest in downtown housing and economic development are communicating with one another clearly and consistently. It is critical to ensure each organization understands what the other organizations are doing to avoid duplication and work together to realize mutual goals.

INDEPENDENCE, IOWA

Independence (population 6,005) is in northeast Iowa on Highway 20, approximately 24 miles east of Waterloo. While the city does not participate in Main Street Iowa, the Chamber of Commerce is enthusiastically active in the community. The Chamber supports the community through hosting several events, such as parades and Shop Historic Independence, and by promoting community and business development. In addition, the Buchanan County Economic Development Commission supports Independence through a variety of programs, including low-interest revolving loans to help businesses expand.

Absolutely Indee is an organization aimed to organize, create and implement marketing strategies to promote the community visions in Independence. The long-term goal is to persuade new individuals, families, and businesses to locate in the city. Partners include the city, Chamber of Commerce, and Grow Buchanan Economic Development. Absolutely Indee has engaged in creative branding for the City, including leading the creation of a new city brand and logo.

America's Small Business Development Center (SBDC) Iowa at the University of Northern Iowa helped one small business secure funding to relocate, expand, and upgrade their facility. The owners had operated a successful garden and gift business since 1998. Their extensive variety of hostas and related décor are sold online, and they now host workshops and special events during the year that draw hosta fanatics from across the Midwest. They have hired two full-time employees and sales doubled from 2011 to 2012. This is an example of identifying an existing business within the local community that could both expand and relocate to a more desirable and profitable location with the

support of local leadership.

Key Takeaway: Strategies that are successful in growing local businesses include seeking businesses within the community that have opportunities for growth and relocation, like the hosta business in Independence.

The "Grow Buchanan" Economic Development Commission hosts a monthly SBDC event in their office. They worked with resident Andy Higgins to create a business strategy for his bicycle accessory manufacturing and retail shop. Grow Buchanan provided assistance with writing a business plan and focusing on long term goals; no financial incentives were utilized. Mr. Higgins launched his business in the downtown in 2015. It is well known in the region and sells accessories online.

Key Takeaway: A successful strategy to growing local businesses is to host workshops that provide technical assistance and pair entrepreneurs with key resources available in the community.

Shop Historic Independence is a self-organized group of downtown business retailers. This group became activated in order to promote the shopping and dining experience in downtown Independence. This began when the Chamber experienced high turnover and there was not an active retail committee. There is not any financial support provided to this group from the City; they are self-funded and typically pitch in among themselves to host events or hold small fundraisers. Since this group has started, they have created a new logo and



Figure 62: Independence, Iowa Source: [J. Stephen Conn](#)

maps, and focused on branding to attract both visitors and shoppers from within the region.

Key Takeaway: One way to increase coordination among downtown retailers is for the business owners themselves to organize and host events, create coordinated promotion material, and increase collaboration to attract more people to the downtown.

One primary objective of Shop Historic Independence has been to improve customer service. The downtown retailers are focused on the shopper experience. In some cases, this has meant addressing the small nuances which may detract from the customer's experience. These potential nuances were identified by downtown business owners visiting one another's stores and discussing possible improvements together. Identified items to address

included improved cleanliness in the stores, increased focus on excellent small-town friendly service, and additional attention to the smells and noises in the stores. Today, downtown business owners are constantly cross-promoting one another's businesses, both in person with customers who visit their shop and on social media by liking and sharing posts. Once they have shoppers in their stores, they work hard to ensure the shopper knows all of what Independence has to offer. For example, they inquire what else the shopper may be looking for and then point the shopper toward other businesses or events downtown. By focusing on unity and customer service they feel they are stronger. In Independence, retailers have self-organized to increase advocacy and organization.

Key Takeaway: A key strategy to improve the downtown shopping and dining experience includes having two or three business owners serve on the Downtown Committee or the Economic Vitality Committee (discussed in Part II). By doing so, business owners will be represented and can identify key areas to focus efforts that will encourage shoppers to spend more time in the downtown and influence business owners to visit each other's shops. As a result, the downtown district as a whole can realize increased sales.

MOUNT PLEASANT, IOWA

Mount Pleasant (population 8,491) is in southeast Iowa, approximately 50 miles south of Iowa City and 30 miles west of Burlington. Three organizations, which are housed in the same building, work together to form the Mount Pleasant Area Chamber Alliance and support economic growth and prosperity. The Mount Pleasant Area Chamber of Commerce (MPACC) focuses on economic development, business prosperity, and an improved quality of life. The Mount Pleasant Area Development Commission (MPADC) focuses on business attraction, business retention and expansion, entrepreneurial support, and community development. Finally, Main Street Mount Pleasant focuses on stimulating economic development by encouraging cooperation, building leadership, promoting downtown, and improving the appearance of downtown.

Mount Pleasant has been a Main Street Iowa community since 2002. Since then, there have been 52 new businesses (net), 100 new jobs, 101 buildings renovated, 41 buildings sold, 58 upper story renovations, and \$19.6 million private investments for rehabilitation and acquisition.²⁷ Downtown Mount Pleasant, which is oriented around the town square, is home to 120 specialty shops, restaurants, and services.²⁸ The downtown realized six new businesses, two business expansions, and four new upper story housing units in 2017.²⁹

In 2016, the community received the Gamechanger Award for upper story housing. In 2015, they earned Premier Project of the Year award for Union Block Revitalization, an iconic three-story building from 1861 that sits on the square. Community members financed 19% of the \$3.9 million project while federal tax credits and local and national grants funded 50%.³⁰ The building

now has commercial storefronts on the ground level with event space in the upper stories. It was featured in Preservation Magazine. The Brazelton, a historic hotel built in 1856 and listed on the National Register of Historic Places, which is located around the corner, is funded by private investors. The top three floors of this building account for 19 of the 60 new housing units that have been refurbished downtown since 2002.³¹

Key Takeaway: Successful downtowns have demonstrated that existing governmental, non-profit, and private organizations work together to support future development of downtown. This is achieved by collaborating to secure funding, sharing information, and promoting the downtown to achieve mutually desired outcomes.

During a period when downtown Mount Pleasant experienced high vacancy rates, they implemented a program targeted for building façade improvements. This was implemented as a dollar-for-dollar match program between the building owner and the City. The minimum was \$500 and the maximum was \$5,000. Several downtown building owners took advantage of this program throughout the eight years it was in operation. This started to bring life back into the downtown area.

Key Takeaway: One strategy that has improved the condition of downtown buildings includes providing incentives for building owners to improve the façade of their buildings.

The City offers property tax abatement for construction projects that involve three or more dwelling units. These projects receive a 100% abatement on the



Figure 63: Mount Pleasant, Iowa

Source: [Jo Naylor](#)

value added for ten years. This has been utilized downtown to assist building owners with redevelopment of existing housing units. The Brazelton building utilized this ten-year abatement offered for multi-family dwellings.

Improvements to commercial properties are eligible for tax abatements. Typically, this is either a 100% abatement for three years or a ten-year graduated abatement. The Union Blocks building restoration utilized the three-year 100% abatement to help fund the extensive renovations.

The assessed value of properties downtown has increased by 56% since becoming a Main Street community. Buildings that completed upper story housing renovations increased by more, on average.

Key Takeaway: One successful strategy to encourage investment in downtown building construction and rehabilitation is for the city to offer property tax abatement.

Along with Main Street Iowa, Mount Pleasant conducted a market analysis to identify potential businesses to recruit downtown. One such gap in businesses identified was brew pubs or quality restaurants. The Main Street director also recognized the town had lost a restaurant that filled this niche a few years before. A business that serves craft beers, wines, and offers quality dining options was successfully recruited. This company had an established business in nearby Fairfield and opened an additional space on the ground level of the Union Block building. The business was assisted by Mount Pleasant through a \$5,000 cash grant for building renovations. They opened in 2018 upon completion of the interior renovations.

Key Takeaway: One method to assist downtown business owners with ideas for possible venture creation or expansion includes conducting market survey analysis to identify potential gaps in downtown businesses. This market analysis also serves as a tool to recruit potential businesses to locate downtown and fill the identified gaps.

The downtown is located within in an eight-block beautification district. The City does not regulate signage downtown through an ordinance. However, there is a Community Design Committee housed within the City that reviews and negotiates proposed signs within the downtown area. Owners must get

sign permits in order to display sign in front of the building downtown. The goal is not for each building to look alike, but for the façade to represent the era in which it was built. For example, the design committee would not approve a façade that has sheet metal covering brickwork. Existing regulation prevents building owners from boarding up broken windows and there is no residential occupancy allowed on the first level. In addition, only banks are allowed to have scrolling neon signs in store front windows.

Key Takeaway: One successful strategy to improve downtown signage includes establishing a community design committee to provide guidance on building signs and storefronts downtown.

In 2004 the City, County, Chamber of Commerce, and MPADC entered into a 28E agreement to achieve economic development through the MPADC board with membership representing each entity.³² As a result, there are twelve total appointees: six appointed by the Chamber, three appointed by the City, and three appointed by the County. The agreement also established a paid administrative position to oversee the coordination of economic development efforts and identified a specific expected financial contribution from each entity. The MPADC is dedicated directly to pursuing new development and economic expansion in the community.

One attractive aspect of having three entities in one office is a stakeholder may call one shop and get their questions fully answered. In fact, the Chamber of Commerce and Main Street share an administrator and there are only four people in the office total. These three entities have a weekly meeting to

discuss ongoing activities and goals. They work hard to ensure activities are not duplicated. If the project is focused on downtown, then it falls within Main Street. If a project is outside of downtown, then it is the responsibility of MPADC. The entities work closely with the City to ensure clear communication and collaboration on projects when appropriate.

The City was praised for the work they had executed within the downtown district. The economic development entities expressed the City is a strong partner in the work they aim to achieve. This has included streetscape and infrastructure initiatives, such as improved ADA access, increased lighting, buried electric lines and removed electric poles, improved sewer and stormwater, improved city park downtown, and razed dilapidated buildings. This has encouraged others to invest in downtown.

Key Takeaway: Successful outcomes have been achieved through collaboration among entities focused on economic development and housing. To achieve mutually desired outcomes, a clear structure had been established that divided the duties of each entity both geographically and administratively. The entities placed emphasis on thorough and regular communication, and collaboration when appropriate.

Mount Pleasant operates pop-up stores downtown during the holiday season. This provides an opportunity to fill the vacant store fronts. The Main Street program works with landlords to obtain rental assistance, which they are often willing to negotiate. This provides an opportunity for the business owner to test out a new idea. To recruit business owners, they have often approached

people who work from home who may be interested in opening a business downtown.

Key Takeaway: One strategy to increase business activity downtown includes identifying existing businesses which are able and willing to host pop-up shops within their stores.

In 2018, Main Street hosted a downtown event “Burgers and Bikes” for motorcycle enthusiasts in honor of first responders. It was surprisingly well attended by more than 250 motorcyclists and community members. One of the participants decided to open a motorcycle apparel shop downtown as a result of attending this event. The owner had operated an apparel business online and through trade shows and decided to expand into a store front downtown.

Key Takeaway: One successful strategy to increase foot traffic and bring people together in the downtown district includes hosting events and showcasing what the downtown has to offer aspiring business owners.

CASE STUDIES

Lessons may also be drawn from cities that have re-developed and revitalized their downtowns, even if they do not meet the criteria to be categorized as a peer city.

BEND, OREGON

Bend (population 94,520) became prosperous in the logging industry, with mills on both side of the Deschutes River that employed more than 4,000 people. Bend became the world's leader in the manufacture of secondary wood products. However, with the depletion of the forest resources, the state faced its worst recession to date in the 1980s, according to job loss statistics. This is not dissimilar to the loss of Electrolux in Webster City. The following summary on Bend's re-development is taken from the Environmental Protection Agency report on smart growth titled "How Small Towns and Cities Can Use Local Assets to Rebuild Their Economies: Lessons from Successful Places."³³

In 1981, community leaders established Economic Development for Central Oregon (EDCO) as a non-profit organization to help the city diversify its economy. EDCO assisted with business recruitment and Bend's economy began to rebound in the late 1980s as the population began to increase. Like Webster City, Bend had low cost of living and scenic beauty that attracted new residents. The population grew by 6% per year in the 1990s and in 2001 the city created the Central Bend Development Area Plan encompassing the central business district and adjacent commercial, industrial, and residential areas. The CBD in Webster City also has adjacent commercial, industrial, and residential zoned areas.

Bend's plan was created to develop a downtown center by giving high priority to the river and downtown core projects, give high priority to human scale and quality of life, increase the downtown's role as a center for government and business activity, and maintain and develop cultural, historic, and entertainment resources. To implement the plan, the city created the Bend Area General Plan in 2005. This plan encouraged downtown revitalization by rezoning abandoned mill property on the riverfront from heavy industrial to mixed use commercial and residential use. The new developments preserved and re-purposed portions of multiple historic buildings. The population grew at three times the rate of the 1990s.

The Great Recession hit Bend especially hard as several companies filed for bankruptcies and housing prices plummeted. The city and EDCO focused on recruiting and supporting the creation of small businesses in microbrewing, biosciences, recreation equipment manufacturing, and technology companies. Motivated by the belief entrepreneurs in these industries can choose where they locate, and that they prefer vibrant and walkable cities with cultural and recreational activities, the city and EDCO continued to focus on quality of life and downtown development. They have boosted activities to support entrepreneurial growth, including a competition for \$250,000 in startup funding. In 2011, the city formally established the Bend Economic Development Advisory Board, which is composed of five business community representatives and four local economic development agencies. The board advises the city council to help promote a supportive and innovative business environment.

As a result, the occupancy rates for offices, downtown buildings, retail establishments, and industrial sites which were near downtown all

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increased in the early 2010s. Outside of Portland, central Oregon has some of the best job growth rates in the state, largely due to growth in Bend. Entrepreneur Magazine named Bend the most entrepreneurial city in America, fueled largely by the entrepreneurial environment created by the city and EDCO. By focusing on a vibrant downtown with a high quality of life and preservation of its natural beauty, Bend has been able to recover from the ups and downs in its economy.

Key Takeaway: Focus on Webster City's high quality of life, proximate location to exceptional natural beauty, and leverage key stakeholders throughout the process of downtown re-development.



Figure 64: Bend, Oregon

Source: [Jasperdo](#)

WEST BRANCH, IOWA

Birthplace of U.S. President Herbert Hoover, West Branch (population 2,393) has leveraged its existing assets to create a vibrant Main Street. The Herbert Hoover National Historic Site and the Herbert Hoover Presidential Library-Museum are both located near downtown West Branch. There are 15 buildings listed on the National Register of Historic Places near downtown. The town has built upon its proximity to these sites, as well as its existing historic buildings, and established a Historic Downtown Commercial District. West Branch is located ten miles east of Iowa City on Interstate 80.

Since becoming a Main Street Iowa community in 2006, the city has realized the following accomplishments: 41 new business starts or expansions; 63 net new jobs created, and \$1,888,050 invested in local building projects.³⁴ In addition, more than \$3 million in private investments have been applied to preserving and/or restoring the historic buildings throughout the downtown.³⁵

Strong partnerships define the continued development of Main Street, including the West Branch Community Development Group, Main Street Iowa, City of West Branch, Iowa City Area Development, Cedar County Economic Development Commission, and the Community Ambassadors Program. There is also collaboration with the National Park Services, which oversees the Herbert Hoover National Historic Site adjacent to the downtown. Several members serve on a variety of boards to increase cross-entity collaboration. This city's Historic Preservation Committee is currently working to become a Certified Local Government by the State of Iowa Historical Society, which will make the city eligible for historic preservation grants.



Figure 65: West Branch, Iowa

Source: Author

Promotion and collaborative marketing efforts focus on the branding and liveliness of downtown. There are four festivals each year on main street, including Simply Summer, Fall Festival, Shop Small Saturday (November), and A Christmas Past. Heritage Square is a small park in the heart of the Main Street district and connects the historic downtown to the National Historic Site. Since 2012, the city has also focused on improvement of the infrastructure on Main Street. This has included replacement of water and sewer lines, storm sewer upgrades, and installation of ADA compliant sidewalks. In 2017, the city added wayfinding signs throughout the downtown and secured a grant to plant multiple trees.³⁶

West Branch received \$800,000 in funding from the state of Iowa Infrastructure Investment Program (I-JOBS) in 2010 to support physical improvements in historic commercial districts.³⁷ Mayor Roger Laughlin cited I-JOBS funding, which was provided in response to the Great Recession, as a catalyst for downtown re-development.³⁸ These grants created a supportive atmosphere that encouraged private investors to purchase downtown commercial buildings. Further, these owners were able to subsidize the costs of attracting commercial tenants by adding or renovating residential units on the upper floors.

From I-JOBS, \$300,000 was allocated to rehabilitate the 140-year old Hoover House with commercial space on the first floor and two dwelling units on the upper floor. This was in addition to the \$42,000 received from the Iowa Department of Economic Development to support renovations in 2007.³⁹ The other \$500,000 from I-JOBS went toward rebuilding the 1907 post office as commercial space for a winery as well as retail and meeting space. Later in 2010, the city received an additional \$100,000 to restore the post office from the 2009 Omnibus Appropriations Act, secured by senior member of the Senate Appropriations Committee, Tom Harkin.⁴⁰ These funds are typically leveraged against private investments and other support at an average ratio of six to one. In 2012, West Branch was recognized for surpassing \$2 million in private investment for purchase and revitalization of properties within the downtown district.⁴¹

The primary businesses in the downtown are independent, locally-owned food and beverage establishments, retail shops, and a variety of service businesses. The area has experienced a steady increase of new business locating in the

downtown since 2015. In fact, the main street district had 95% street-level store front occupancy in 2017, and no businesses had closed for more than two years.⁴²

Key Takeaway: Engage private foundations, companies, and individual donors throughout the downtown re-development process to encourage their financial contributions toward mutually desired outcomes. Build a relationship with West Branch personnel to become sister cities that share lessons learned and contribute to each other's success.

CHAPTER 4: PEER CITIES AND CASE STUDIES EVALUATION

WOODBINE, IOWA

In southwest Iowa, Woodbine (population 1,407) has excelled at downtown revitalization, which includes rehabilitation of downtown housing units: Woodbine has saved 45 buildings and added 37 upper story housing units.⁴³

Woodbine adopted a model focused on strategies to create a vibrant downtown neighborhood that contains upper story housing units. They focused on revitalizing existing residential neighborhoods and seniors and aging in place by focusing on an array of price points, types, styles, and sizes to attract new residents. In addition, they have focused on geothermal energy in several of the downtown buildings to improve energy efficiency. Many of the housing units are priced within the low to moderate income housing price points, and they celebrate the downtown diversity created by mixed demographics. The estimated total economic impact of an upper floor apartment rented to a couple within an Iowa downtown is \$19,500 to almost \$39,000, according to Donovan Rypkema of PlaceEconomics.⁴⁴

Woodbine has completed several ambitious projects, such as renovation of the 1900 Whitmore Building to add a restaurant, business incubator program, and four additional housing units.⁴⁵ Woodbine reported an increase in assessed value of the abandoned Odd Fellows building from \$18,038 to \$205,968 after it was renovated. The redevelopment was funded by private dollars, historic tax credits, and multiple grants. The finished building added a restaurant, apartments, and office/retail suites.⁴⁶ They received a \$40,000 Main Street Iowa Challenge Grant in 2009 toward exterior restoration of five buildings downtown; the total price tag was \$122,000.⁴⁷

In 2014, Woodbine was awarded the Great America Main Street Award by the National Main Street Center and the National Trust for Historic Preservation. In 2017, Woodbine was awarded both the Keep Iowa Beautiful and the Robert D. Ray Community Award for Excellence.



Figure 66: Woodbine, Iowa

Source: [Jim Roberts](#)

These awards have recognized the town's revitalization efforts of saving downtown buildings and upper story housing, as well as developing the leadership within the community to complete these projects.⁴⁸ Woodbine, which became a Main Street Iowa community in 2008, has commitment from the city, a Woodbine charitable foundation, and the Woodbine Community School District to revitalize the downtown. The high school Construction

CHAPTER 4: PEER CITIES AND CASE STUDIES EVALUATION

Technology Homebuilding Program has been an instrumental partner through their construction in trades program. Together, they have completed six projects since the program began in 2014.

From 2010 to 2017, Woodbine experienced a 34 net gain in businesses starts and expansions, 62 new jobs, and an increase in assessed property values by almost \$2 million. This is the result of 62 building rehabilitation and downtown projects. Collected sales tax increased by 14 percent from 2011 to 2016 and collected sales tax per capita increased by 28 percent from 2008 to 2014.

The current business mix in the district is 65 percent service and 35 percent retail. Of these businesses, 70 percent are owner occupied. There are a total of 65 upper-story residents who are in close proximity to the public library, city hall, police, post office, grocery, banking, pharmacy, and the senior center, which resembles Webster City downtown amenities.

Key Takeaway: Leverage the Webster City High School and Iowa Central Community College to partner in creating a building trades program that will provide beneficial, hands-on experience for students and downtown revitalization for the community, as they collaborate to rehabilitate housing above commercial storefronts downtown.



Figure 67: Building rehabilitation in Woodbine, before and after

Source: Woodbine Model Comm Housing

In the future, Webster City would benefit from participating in the Main Street Iowa program and from pursuing appropriate funding options for downtown revitalization. Details for both those approaches are explained below.

MAIN STREET IOWA

Main Street Iowa is a state organization committed to preservation-based economic development. The program is part of the Iowa Economic Development Authority and is currently partnered with over 50 Iowan communities. Communities that want to participate in the program must apply and be accepted. Once accepted, the communities have access to a body of procedures and strategies that Main Street has tested and honed. Main Street offers training, leadership development, technical assistance, and funding opportunities that are only available to accepted communities. The Main Street program also works with the community to develop strategies that are specific to the locale. A core goal of the program is to highlight and capitalize upon the unique, local assets that a community has. A common asset that many Main Street communities have is a historic commercial area. The strategies for utilizing local assets fall into four areas, which Main Street Iowa calls the Four Points. These include: Economic Vitality, Design, Promotion, and Organization.⁴⁹

Economic Vitality focuses on incentives, financial tools, and creating a supportive environment for business owners. Main Street helps with Esri retail reports, succession planning, building inventories, and downtown housing assessments.

Organization focuses on promoting community involvement and partnerships

that benefit the community. Main Street will help a community with their online presence, review the programmatic documents of local boards of directors, coordinate a volunteer recruitment effort, and assist with nonprofit applications to the IRS.

Promotion creates a positive image of the downtown and helps the district become the center of activity. Main Street communities have access to a promotion specialist that will analyze the effectiveness of all events held in the district, marketing assistance, tourism assessment, and training on how to successfully promote and host events.



Figure 68: The Four Points

Source: Main Street Iowa

Design focuses on enhancing the visual appeal of the commercial district. Assistance includes design support, historic building renderings, help with grants for brick and mortar rehabilitation, information about low-cost ways to improve buildings, training for coming up with well-designed signage, and commercial space evaluations.

Webster City has previously participated in the Main Street Iowa program from 1989 to 1994. In 1989, joining the program was optimal because the downtown had been struggling for some time and the city recognized they could benefit from the expertise the program offers. In 1991, the Chamber of Commerce, Main Street, and Development Corporation formed an entity called the Webster City Association of Business and Industry (ABI). In 1994, Webster City decided to cease being a Main Street Community. The city had received state funding for from 1989 until 1993, but when they did not receive any in 1994, they decided to leave the program. They planned to still use the Main Street ideas without being in the program.

Webster City could benefit greatly if they were to become a Main Street Community once again. Currently, they are not an ideal candidate but, with time and work, they could become an exemplar candidate. Having historic buildings within the downtown is one of the primary features that make a city a good candidate for becoming a Main Street Community. This is good news for Webster City as they have a multitude of historic, brick buildings. Main Street also looks for communities with clean, well-maintained streets. The portion of the downtown that is part of the SSMID already have very well-maintained and attractive streetscapes. Another necessity for the program is both a financial and emotional commitment from the city. The program requires a \$30,000 per year commitment to join the program and three years of pledged operating expenses. Funding is one of the first things the state looks for when considering applications, so this is vital. If city leaders, business leaders, and residents get on board with joining the program, they will have solid community support and a large volunteer base that Main Street looks for when considering applicants. In the application process, having a downtown specific plan can make a community stand out among others, which this plan can help fulfill. If Webster

City decides to apply to the program once again, it is recommended that they attend application meetings two to three years in advance so that they can discuss resources, research, volunteer base, and community commitment. If Webster City were to be accepted as a Main Street community, it may want to take a different approach than it did previously when it comes to the Chamber of Commerce. It can be beneficial for Main Street committee and the Chamber to work in close vicinity to each other, but it is important that their responsibilities remain separate and that their unique roles are clearly defined.

FUNDING RESOURCES

Several of the funding tools which are frequently used to finance downtown improvements are already established in Webster City. This includes the Central Business District TIF district, the SSMID district, and the hotel/motel tax. Webster City could continue to use these tools as the base for revitalization funding. In addition to these resources there are several funding resources available. The following tables summarize these sources which may be utilized to implement the strategies listed within this plan.

Initiative	Entity	Funding Entity	Summary	Website	Use or Action	Eligible Applicant	Amount	Timeline
Commercial Rehabilitation Loan Program	City of Webster City Municipal Utilities	Public	This is a low interest loan.	City file received via email.	Appearance, Structural Conditions, Rehab: Roof Repair, Structural Repair, Labor, Windows, Doors, Energy Conservation, Masonry Work	Private	Up to \$25,000	Ongoing
First Time Homeowner Down Payment Assistance Program	City of Webster City Planning and Zoning	Public	First time home buyers within Webster City may receive down payment assistance.	https://webstercity.com/our-community/housing/housing-programs/	The first time home buyer must purchase the home in Webster City, the conventional loan must be with a local financial institution, and income is capped at 80% of county median income.	Private	Up to \$7,500	Ongoing
Owner Occupied Rehabilitation Program	City of Webster City Planning and Zoning	Public	The rehabilitation program offers eligible applicants a low cost loan to rehabilitate their dwelling.	https://webstercity.com/our-community/housing/housing-programs/	The home must be owner occupied, within the corporate limits of Webster City, and the household income must be at or below 80% of county median income.	Private	Up to \$20,000	Ongoing
Hotel/Motel Tax	City of Webster City	Public	Grant funds are available for the purpose of increasing tourism, enhancing the quality of life for residents of Webster City, and to increase the population of Webster City.	https://webstercity.com/community-development/hotel-motel-tax/	Previously funded activities include activities, events, city promotion, tourism enhancement, and construction of infrastructure, amenities or attractions.	Private, Public	NA	Annually (Fall)
Revolving Loan Fund	City of Webster City	Public	This program seeks to improve the quality of life in rural areas by contributing to the long-term improvement in the economy.	https://webstercity.com/community-development/business-location-expansion/financial-assistance/	Uses of funds may be for land, buildings, manufacturing machinery and equipment, office and work equipment or infrastructure improvements.	Private, Public	Minimum of \$25,000 up to fund balance less \$1	Ongoing

Figure 69: Local funding sources. This table provides a examples of available funding resources available locally and within the county to support the objectives outlined above.

Source: Author

Initiative	Entity	Funding Entity	Summary	Website	Use or Action	Eligible Applicant	Amount	Timeline
Tax Increment Financing (TIF)	City of Webster City	Public	Downtown is contained within the Riverview Central Business District (CBD) Urban Renewal Area (URA) TIF District adopted in 1986.	View budget estimate for FY 2020.	There are five taxing districts within this URA. This is a perpetual URA designated as Economic Development. The funds may be used for retail, services, civic organizations, mixed use, and industrial use.	Private	City TIF budgeted revenues for FY 2020 was \$256,752. The total Riverview URA TIF Revenue in FY 2018 was \$62,540.	Ongoing
Self Supported Municipal Improvement District (SSMID)	City of Webster City	Public	The SSMID is a special revenue levy on downtown property owners. The levy was approved for another 10 years starting in FY 2020. The levy increased to \$3.50 from \$2.49 (FY 2019) and \$1.49 (FY 2018) per \$1,000.	View City Council meeting minutes from February 4, 2019.	The SSMID is utilized for improving and enhancing downtown. Over the past 20 years, monies have been spent on several downtown improvements such as plant pots, mulch pits, benches, trash receptacles, sign posts, maintenance of bump outs, tree trimming, kiosks, and christmas lights.	Private	City SSMID budgeted revenues for FY 2020 was \$22,145	Ongoing

Figure 69: Local funding sources continued. This table provides a examples of available funding resources available locally and within the county to support the objectives outlined above.

Source: Author

Initiative	Entity	Funding Entity	Summary	Website	Use or Action	Eligible Applicant	Amount	Timeline
Enhance Hamilton County Foundation Grant	Enhance Hamilton County Foundation	Private	Grants are committed to groups that look to improve the quality of life throughout Hamilton County.	http://www.enhancehamiltoncounty.org	Preference is given to projects in arts/culture, community betterment, education, health/human services, recreation, environment, and youth development.	Private, Public	NA	Annually (Fall)
Business Development Revolving Loan Fund	Mid Iowa Development Association (MIDAS) Council of Governments	Public	The purpose is to support business activities for which credit is not otherwise available.	http://www.midasco.org/loanfunds.html	MIDAS intends to bridge the financial gap between owner equity and traditional lending to development opportunities.	Private	\$6,000 to \$75,000	Ongoing
Housing Revolving Loan Fund	Mid Iowa Development Association (MIDAS) Council of Governments	Public	The purpose is to encourage new or expanded housing opportunities.	http://www.midasco.org/loanfunds.html	MIDAS intends to provide funding for the creation or retention of quality and affordable housing for low and moderate income households.	Private, Public	\$5,000 to \$250,000	Ongoing
POWERFund	Corn Belt Power Cooperative	Private	This program provides financial expertise and assistance for business and industry to grow within the region through the Revolving Loan Fund.	http://www.cbpower.coop/aspx/general/clientpage.aspx?paged=218&n=911&n1=912&n2=970	The RLF priorities include job creation and retention, diversification of the local economy, and public infrastructure upgrades.	Private, Public	\$50,000 to \$150,000	Ongoing
Economic Development Set-Aside (EDSA)	Iowa Economic Development Authority	Public	Provides financial assistance to businesses and industries requiring assistance to create or retain job opportunities.	https://www.iowaecomicdevelopment.com/EDSA	Priority is given to projects that create manufacturing jobs, add value to Iowa resources and/or increase exports.	Private, Public	Up to \$1,000,000	Ongoing

Figure 70: State and regional funding sources. This table provides a examples of available funding resources available within the region and state to support the objectives outlined above.

Source: Author

Initiative	Entity	Funding Entity	Summary	Website	Use or Action	Eligible Applicant	Amount	Timeline
Downtown Revitalization Fund	U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Iowa Economic Development Authority (IEDA)	Public	The program is funded by HUD CDBG and administered through IEDA. The program goal is to provide economic opportunities for people, especially those with low and moderate incomes.	https://www.iowaeconomicdevelopment.com/DowntownFund	Rehabilitate blighted downtown buildings, and eliminate slum and blight.	City, County	Up to \$500,000	Annually (Spring)
Community Catalyst Building Remediation	Iowa Economic Development Authority	Public	This program assists communities with the redevelopment, rehabilitation or deconstruction of buildings to stimulate economic growth or reinvestment.	https://www.iowaeconomicdevelopment.com/Catalyst	Funds are available for the rehabilitation of one commercial building per community (or two if adjacent). Deconstruction is allowed in dire situations or for safety.	City	Up to \$100,000	Annual
State Historic Preservation Tax Incentive Program	State Historic Preservation Office (SHPO)	Public	The Tax Credit Program provides a state income tax credit for rehabilitation of historic buildings.	https://iowaculture.gov/history/preservation/tax-incentives/state-tax-credit	To be eligible, the building may be on the National Register of Historic Places (or determined by SHPO as eligible), designated as a local landmark by city or county, or recognized as a contributor to the significance of a historic district.	Private	State income tax credit up to 25%	Ongoing

Figure 70: State and regional funding sources continued. This table provides a examples of available funding resources available within the region and state to support the objectives outlined above.

Source: Author

Initiative	Entity	Funding Entity	Summary	Website	Use or Action	Eligible Applicant	Amount	Timeline
Opportunity Zones	U.S. Treasury Iowa Economic Development Authority	Private	Webster City Census Tract # 19079960300 is a designated Opportunity Zone. This includes the downtown study area east of Prospect Street.	https://www.iowaeconomicdevelopment.com/opportunityzones	Private investment into delineated opportunity zones through an opportunity fund.	Private	NA	NA
Rural Business Development Grants	United States Department of Agriculture (USDA)	Public	This program is a competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas.	https://www.rd.usda.gov/programs-services/rural-business-development-grants	Select eligible uses include training, technical assistance, renovation of buildings, capitalization of revolving loan funds, economic development, and rural business incubators.	Public	\$10,000 to \$500,000	Annually (Spring)
Federal Historic Preservation Tax Incentive Program	U.S. Department of Interior National Park Service (NPS)	Public	This program encourages private sector investment in the rehabilitation and re-use of historic buildings.	https://www.nps.gov/tps/tax-incentives.htm	To be eligible, the building must be a certified historic structure per NPS.	Private	Federal income tax credit up to 20%	Ongoing

Figure 71: National funding sources. This table provides a examples of available funding resources available at the national level to support the objectives outlined above.

Source: Author



Part II of this plan is sectioned off into four chapters, each a point of the Main Street Iowa program. The first chapter, and Main Street point, Organization: Take Action to Make Change Happen, focuses on the structure and timeline of strategies and tasks to be fulfilled by appointed committees in the next three chapters.

Chapter two through four of this section identify overarching goals aligned with the benefits of being a Main Street Iowa community. These chapters are displayed differently than previous chapters; by organizing the information into tables, responsible parties can maintain organization through the revitalization process.

As soon as possible once the community is prepared, it should apply to become a Main Street community. Having the goals, objectives, and responsible parties in motion at the time of application would give Webster City an advantage in the competitive application process, all of which are outlined and explained in Part II.

UNDERSTANDING THE COMMITTEE AND TASK TEAM STRUCTURE

To execute this plan properly and apply to Main Street as soon as the community is prepared, a downtown specific committee should be created. This could be an existing entity like LIFT WC or HERO, or a new group called, for example, Destination: Downtown, so long as the mission of the committee is to revitalize Downtown Webster City. This committee should be viewed as a steering committee that oversees the actions of the Economic Vitality Committee, the Design Committee, and the Promotion Committee. The downtown specific committee should have between 10 and 15 members; more than this is not productive. Members of the committee should be from all demographic segments of the community and have equal gender distribution, carefully considering the benefits of minority members. Members of the Downtown Committee should include local government, real estate development, the high school and community college, Hispanic and minority populations, economic development entities, business owners, and community development non-profits. Essentially, the committee needs to be made up of individuals with different points of view to ensure all segments of the population are represented. The Downtown Committee should meet quarterly and should continue operations indefinitely. In the beginning, the committee will likely work off a volunteer base, however, it is in the community's best interest for the committee to eventually acquire necessary funding and maintain an operating budget for its own operations and that of the subordinate committees and task teams.

The Downtown Committee will oversee the three sub-committees: Economic Vitality Committee, the Design Committee, and the Promotion Committee,

each with their own chapter in this section. A member of the Downtown Committee will serve as chairperson on each of the sub-committees to ensure that accurate information is being passed on and tasks are completed in an organized manner according to the timeline. The chairperson should also have significant experience in the field of the overarching goal to lead the sub-committee in the right direction. These committees can have between five and six people and should come from a variety of community segments. Additionally, each committee should have equal gender distribution.

Finally, a new task team should be created for each new action item as needed. Task teams should be overseen by the overarching committee it falls under with the understanding that the team will dissolve once the action item is complete. Task teams should include one to two members that are experts in the field.



Figure 72: Committee and task team structure

Source: Author

UNDERSTANDING THE ACTION TABLES

To assist in implementing this plan, action tables were created. Using three of the four Main Street Iowa pillars, overarching goals were curated specifically for making Downtown Webster City an active and vibrant place. These goals are reflected by the titles of chapters two through four of Part II: Establish Downtown Webster City as a Vibrant Economic Hub, Beautify and Activate the Downtown, and Make Downtown a Destination.

Each chapter is based off the principles of strategic doing. An alternative to *strategic planning*, which relies on a chain-of-command-hierarchy, strategic doing focuses on collaboration among a network of stakeholders. Based around the four questions of What could we do?, What should we do?, What will we do?, and What's the turnaround?, this approach aims to empower participants to take control of the situation. Through the creation of a safe space, proper question framing, and the uncovering of assets and opportunities, strategic doing helps participants identify high impact, actionable goals. The clear designation of action items and responsibilities enable attendees to leave the meeting, act, reconvene, and pivot when necessary.

The strategies in this plan are based on the principles of strategic doing. The planning team has assembled actionable strategies with suggested partners, costs, and expected impacts. Additionally, a sample action table has been added to each chapter as an example of how Webster City can take these strategies and implement them on the local level, with a blank table included for the necessary future work. Only by involving and empowering the residents will this plan achieve the desired goals of economic vitality, a great built environment, and a beautiful vibrant downtown space. For more information,

on strategic doing, visit www.strategicdoing.net or contact Thomas Banta at the Iowa City Area Development Group.

Each strategy calls on specific committee members and external partners for their completion and were prioritized based on community input from the spring open house with consideration of what action items that could be accomplished relatively quickly to spur momentum and encourage the revitalization process. Additionally, the planning team consulted the city budget to determine what action items would cost in relation to the budget. Several strategies were left for each respective committee to continue the process.

Several items are identified in each action table: strategies for completing objectives, key partners, prioritization of each strategy, ideal completion time, and an estimated cost. Key partners include a range of entities from local and regional all the way to federal partners. This column identifies who should be involved in completing the strategy.

The planning team then ranked each strategy on its priority: what strategies were most important and could be completed relatively quickly to gain momentum and encourage the entire revitalization process in Downtown Webster City. Help for prioritization also came from public input at the spring open house where guests had the opportunity to provide feedback on strategies they saw as most important and easier to act on relative to others. Another guiding indicator the planning team considered when establishing priority for each strategy is the impact any strategy could have on Downtown Webster City and the community. Largely, those that ranked highly by the public were compared to research and examples from peer cities. Coordinating strategies with either high or medium impacts made the final cut for this report; no strategies with a

low impact ranking were included, as they are not worth the valuable work and time of committee members.

The next item identified in the action tables is estimated completion time. Each strategy is ranked either short, medium, or long-term depending on how quickly each can be completed and implemented. The planning team considered several elements while determining estimated completion time for each strategy including how many committee or task team members it would take to complete and the potential impact it could have.

Short-Term	Less than one year
Medium-Term	Between one and three years
Long-Term	More than three years

Figure 73: Key for completion times of strategies.

Source: Author

The cost of each strategy is the final element included in every action table. Before determining how much each strategy would cost to implement, the planning team reviewed Webster City's fiscal budget, which provided adequate background knowledge for the planning team make cost estimates. Cost is displayed with a dollar sign; generally, the more dollar signs, the higher the strategy costs, displayed below in the table below.

\$	Less than \$5,000
\$\$	Between \$5,001 and \$75,000
\$\$\$	More than \$75,000

Figure 74: Key for cost estimates of strategies.

Source: Author

The table below shows how each strategy was prioritized when placed in the strategy tables. The planning team prioritized strategies based off three factors: what the community rated as a priority at the spring open house, what research from best practices and peer cities revealed, and what items could be completed easier and/or faster than others to serve as momentum for the larger and more complex strategies.

★	Low priority
★ ★	Medium priority
★ ★ ★	High priority

Figure 75: Key for prioritization of strategies.

Source: Author

Within each chapter there are several strategies. Once the new committees based off the Main Street points have been formed, every committee should work on creating complete action tables for all the strategies described in their corresponding chapter. An example of a complete action table has been provided in each chapter to guide future tables. The action tables are a crucial step in making any effective progress happen, so each committee should dedicate as much time as needed in the beginning stages of revitalization to create and then implement them. If new strategies are created in the future, taking the time to create action tables for those will prove to be effective and help keep each committee organized.

ORGANIZATION - TAKE ACTION TO MAKE CHANGE HAPPEN

This chapter is designed to explain the hierarchy of each committee, based off the Main Street points. It demonstrates the relationship of each acting committee and task team and should guide future actions. This chapter is the foundation of all actionable items to ensure an ordered, systematic execution, hinging on thorough communication and the transferring of information via the relational hierarchy.

The operational hierarchy of this chapter is paramount to the success of this plan and ultimately, revitalization, because there is not an appointed Director dedicated to accomplishing the goals and objectives. Rather, it is a community effort that will lead to success. Eventually when the community applies for Main Street, the Downtown Committee should manage and complete the application process. Upon acceptance into the program, a designated Main Street Director should be hired to coordinate the Downtown Committee, along with other Main Street responsibilities.

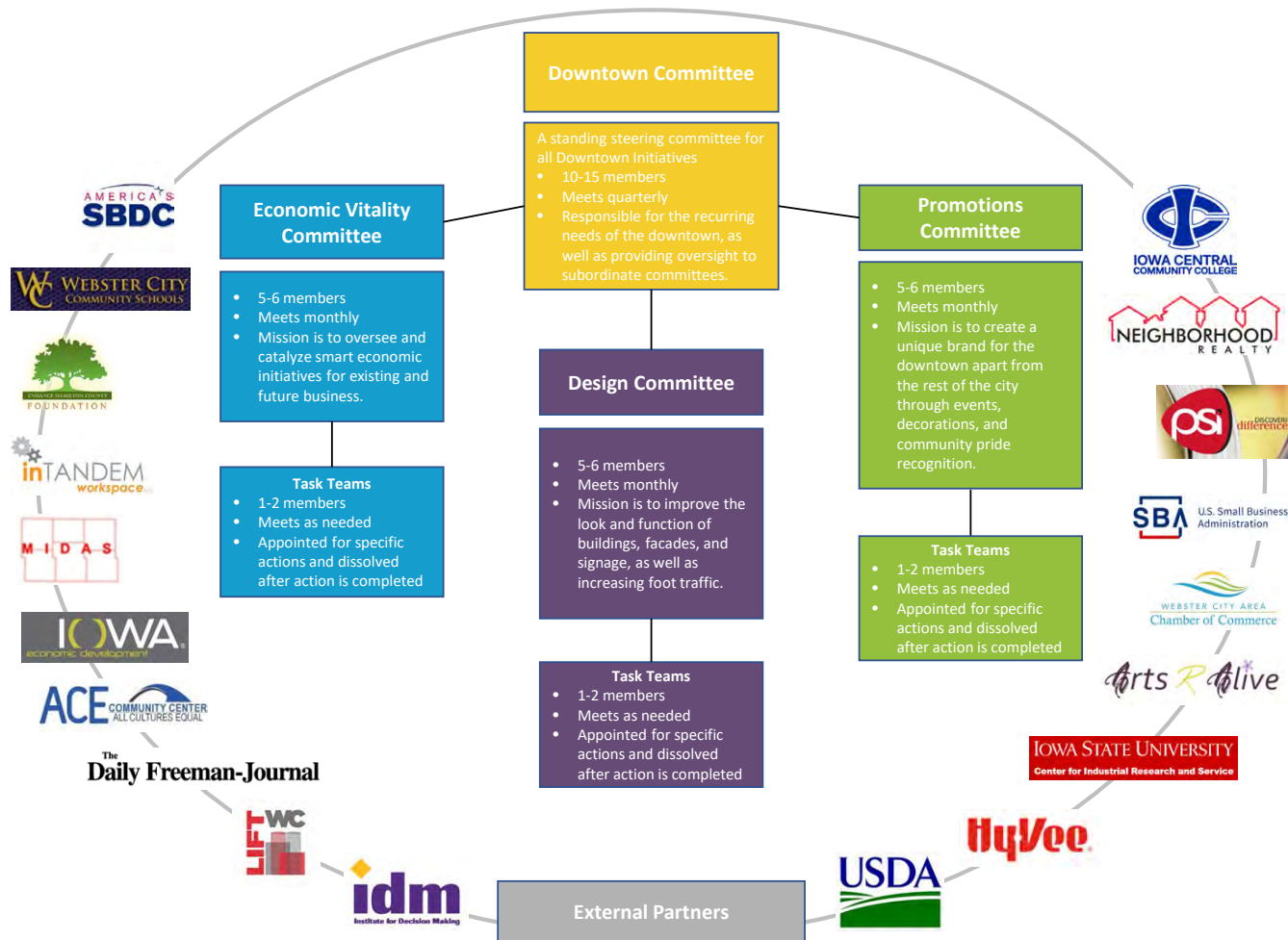


Figure 76: The organization chart above should be used when creating committees and teams to carry out this plan and apply for Main Street Iowa.

Source: Author

ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

While downtown is the historic hub for economic activity in Webster City, the area has struggled in the wake of the Electrolux closure. The public engagement process revealed economic performance as a major priority for downtown revitalization efforts. With traditional retail struggling, Webster City needs to diversify their strategies for economic development with a focus on keeping downtown active not just during traditional business hours but at all hours of the day. This section lays out resources for increasing economic performance across a range of sectors.



Objective E1: Support Existing Businesses

Supporting existing business infrastructure was the number one priority recorded from the spring 2019 open house. This is critical to the economic survival of Downtown Webster City. Through improving access to technical assistance, broadband, and funding, the city will make it easier for existing businesses to remain in Webster City for years to come.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E1.1 – PROVIDE WORKSHOPS AND A CONTACT FOR SUCCESSION PLANNING IN DOWNTOWN BUSINESSES	Chamber of Commerce, Small Business Development Center (SBDC), Iowa State Center for Industry Research and Service (CIRAS), Advance Iowa at the University of Northern Iowa (UNI)	★ ★ ★	SHORT-TERM	\$
	<p>When surveyed at the fall business owner focus group, only half of the 16 respondents had a plan for who would take over when the existing business owner retires. Helping existing business owners plan for retirement will help keep long-term businesses in the community for many years into the future.</p> <p>The following resources can be used to help: Succession Planning Resources.</p>			



Figure 77: Workshop

Centerville, Iowa holds monthly workshops on topics such as social media marketing and hiring. With an average of 35 attendees, these workshops saw clear results for business owners who applied the skills they learned.

Source: Author phone interview with the Main Street Centerville Director, February 2019

Image Source: Adobe Stock

CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

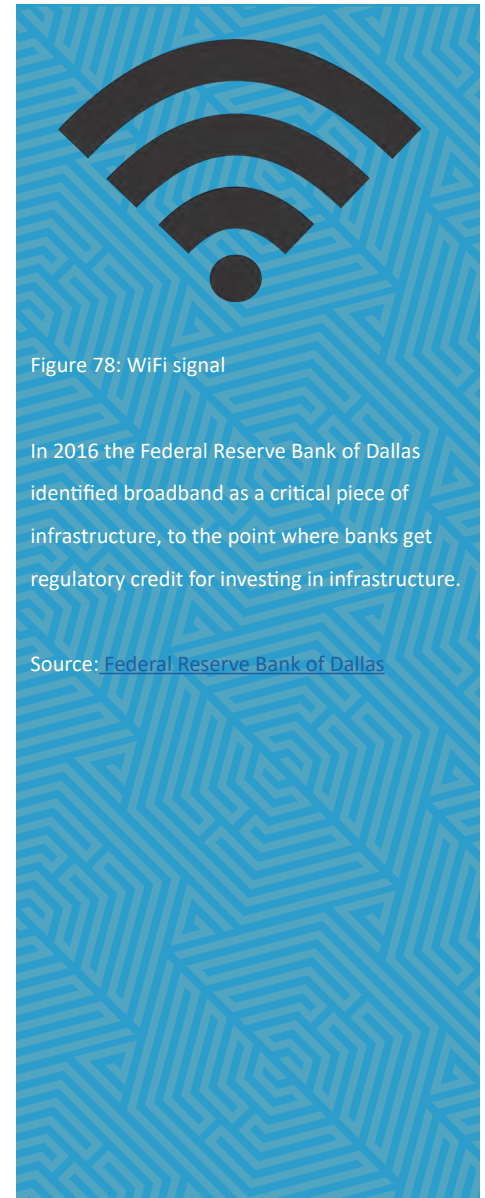
STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E1.2 – HOST QUARTERLY WORKSHOPS FEATURING QUALITY GUEST SPEAKERS TO PROVIDE TECHNICAL ASSISTANCE AND EXPERTISE	Chamber of Commerce, SBDC, Iowa State University Extension, Institute for Decision Making (IDM)	★★★	MEDIUM-TERM	\$
	From hiring to tax changes to digital marketing, Webster City can provide workshops to help business owners adapt to changing market conditions.			
E1.3 – PUBLICIZE AND MAINTAIN A LIST OF FUNDING OPPORTUNITIES FOR BUSINESSES LOOKING TO EXPAND	inTandem, Chamber of Commerce	★★	SHORT-TERM	\$\$
	While many established businesses are aware of local financing resources, younger businesses may not. This list should include everything from which local banks tend to lend to small businesses to grants from the Iowa Economic Development Authority (IEDA) to federal small business grants.			
E1.4 – RECOGNIZE EXCELLENCE IN BUSINESS LEADERSHIP AND COMMUNITY PRIDE	Chamber of Commerce, Promotion Committee, The Daily Freeman-Journal	★★	SHORT-TERM	\$
	Entrepreneurship requires community. According to feedback at the business owner focus group in the fall of 2018, many business owners did not know their downtown peers. Through awards like “Business Ambassador of the Year”, “Most Improved Property”, “Volunteer of the Year” and “Business of the Month,” Webster City can recognize progress and create connection among the community and existing business owners.			

Tax Increment Financing (TIF) is an economic development tool used to freeze property tax assessment at the year in which the TIF was created, with all additional funds collected above this amount being re-invested into the properties in the district.

Source: [Civic Lab](#)

CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E1.5 – EXPAND TAX INCREMENT FINANCING (TIF) ACCESS FOR SMALLER BUSINESSES DOWNTOWN	Chamber of Commerce, SBDC	★★★	MEDIUM-TERM	\$\$
	Tax increment financing has been used to finance multiple improvements throughout the downtown already, including bank renovations. Expanding knowledge of this resource will help businesses not already acquainted with the tool.			
E1.6 – PROVIDE FREE PUBLIC WI-FI IN DOWNTOWN WEBSTER CITY	City	★	MEDIUM-TERM	\$\$
	While many residents have data plans for their phones, providing free Wi-Fi downtown will encourage more activity from those otherwise working from home to come downtown and enjoy other downtown amenities.			
E1.7 – CONDUCT CITY-WIDE MARKET ANALYSES EVERY FIVE YEARS TO HELP LOCAL BUSINESS OWNERS ASCERTAIN LOCAL MARKET CHALLENGES AND OPPORTUNITIES	Chamber of Commerce, Iowa State Extension, Small Business Administration (SBA)	★★	LONG-TERM	\$\$
	<p>A top priority at the business owner focus group in fall 2018, several small business owners expressed a desire to expand their operations yet lacked knowledge of the market shortcomings and opportunities. A general market study every few years will help provide existing businesses and new businesses alike get the data they need to expand.</p> <p>For a sample market analysis, see the 2017 study from West Branch. For information on how to do a market analysis, see the University of Wisconsin Extension here.</p>			



CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E1.8 – IMPROVE BROADBAND INFRASTRUCTURE DOWNTOWN THROUGH THE INSTALLATION OF FIBER OPTIC OR COMPARABLE INFRASTRUCTURE	Chamber of Commerce, Promotion Committee, City, Utility Companies, Banks	★ ★ ★	LONG-TERM	\$\$\$
	According to residents at the business owner focus group in fall 2018, Webster City lacks uniform access to quality, affordable Wi-Fi. The city should work with banks and the local internet providers to install fiber optic or comparable infrastructure to help local businesses expand their online operations and make room for new technology-based companies and remote workers to expand to Webster City. Because the infrastructure is needed, local banks can get Community Reinvestment Act credit for financing these projects.			



Figure 79: UW Extension Logo

The University of Wisconsin Extension publishes a guide for community market analyses similar to the ones done by Main Street Iowa.

Image source: University of Wisconsin Extension

CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

Objective E2: Attract Businesses to Downtown

As of spring 2019, the number of firms reporting retail sales in Webster City has declined since 2009.⁵⁰ At the spring open house, residents listed attracting businesses as one of their top economic priorities for Webster City. Through the creation of a recruitment strategy, Webster City can improve the diversity of goods and services offered in downtown.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E2.1 – MAINTAIN A DETAILED ONLINE REPOSITORY OF AVAILABLE COMMERCIAL SPACES THROUGH LOCATION ONE INFORMATION SERVICE (LOIS) AND EMBED ON COMMUNITY WEBSITES	Chamber of Commerce, City, Downtown property owners, Mid-Iowa Development Association (MIDAS)	★★★	SHORT-TERM	\$
	Webster City already uses LOIS, an online property database created by economic developers, to advertise available properties on the city website. By expanding this to include downtown spaces, the City can make it easier for cities looking to expand on a smaller scale. Webster City's current inventory can be found here .			
E2.2 – USE A SCORECARD TO IDENTIFY POTENTIAL BUSINESSES TO ATTRACT TO DOWNTOWN	Chamber of Commerce, SSMID, Community Vitality Director	★★★	SHORT-TERM	\$
	Not every potential business will be a good fit for Downtown Webster City. The scorecard in Appendix C utilizes public opinion, trade area analysis, and the market study from earlier in this document to rank businesses.			

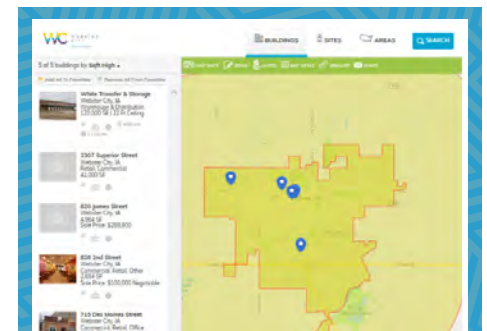


Figure 80: Location One Information Services

Webster City can use existing tools like Location One Information Services to advertise existing spaces.

“Support retail readiness and advertise available spaces” – Feedback from a resident at Webster City March Open House

CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E2.3 – USE DIRECT MAIL CAMPAIGN TO SEND MARKETING MATERIAL TO PRE-IDENTIFIED BUSINESSES INCLUDING SPECIALTY FOOD COMPANIES AND RESTAURANTS	Chamber of Commerce, Promotion Committee	★★	MEDIUM-TERM	\$
	Working with the Promotion Committee, the Economic Vitality Committee can help recruit businesses by sending material to businesses in sectors suitable for the downtown. Mailings make the initial contact necessary in an unobtrusive manner for potential businesses not otherwise looking to expand to Webster City.			
E2.4 – SEND DOWNTOWN AMBASSADORS EQUIPPED WITH MARKETING MATERIAL TO PRE-IDENTIFIED BUSINESSES IN NEARBY COMMUNITIES TO ENCOURAGE THEM TO EXPAND INTO WEBSTER CITY	Chamber of Commerce, Promotion Committee	★★	MEDIUM-TERM	\$\$
	<p>Capitalize on face-to-face interactions to create connections and encourage demand for Webster City spaces. Having a team of trained committee members responsible for recruitment will show a concerted effort and make the connection for a new business owner to locate to Webster City.</p> <p>For more information on creating a viable recruitment plan, visit the University of Wisconsin Extension.</p>			
E2.5 – REACTIVATE PREVIOUS ECONOMIC DEVELOPMENT ALLIANCE (HAMILTON HOMETOWNS OR SEED) TO RECRUIT LARGER BUSINESSES TO WEBSTER CITY	Chamber of Commerce, Hamilton County	★★★	LONG-TERM	\$\$\$
	By reactivating an economic development alliance to focus on larger employers, the city and Downtown Committee will have more time and resources to focus on downtown businesses.			



Objective E3: Decrease the Number of Vacant Commercial Spaces

According to the downtown inventory completed by the planning team, as of the fall of 2018, there were fourteen vacant commercial buildings on Second Street alone. The following strategies work in tandem with the Beautify Chapter to make the spaces more accessible and attractive to visitors and to businesses looking to locate downtown.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E3.1 – USE CREATIVE WINDOW DECALS IN THE PLACE OF STANDARD FOR RENT SIGNS	Chamber of Commerce, Neighborhood Realty	★	SHORT-TERM	\$
	<p>One challenge when searching for a commercial space in Downtown Webster City is finding who to contact for a lease. Creative decals like the one featured in the action table at the end of this chapter add inspiration and marketing of properties for lease while at the same time giving the necessary contacts for a potential occupant of the space.</p> <p>For more information on the decals, visit Williamston, SC.</p>			
E3.2 – HIRE AN ENGINEER TO DO A COMMERCIAL BUILDING QUALITY ASSESSMENT	Downtown property owners, Consultants, City	★ ★ ★	SHORT-TERM	\$\$
	<p>With public feedback identifying building quality as one of the largest obstacles to lowering the vacancy rate, Webster City can reduce the costs of rehabilitation by contracting an engineer to perform a building quality assessment on vacant properties, identifying all structural issues for commercial and residential spaces alike.</p>			



CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E3.3 – UPDATE THE DOWNTOWN INVENTORY REGULARLY	City, Consultants	★ ★	MEDIUM-TERM	\$
	In the process of writing this document, the planning team assembled a downtown inventory. This should be updated with the results of the building assessment, and then as needed to track activity, quality, use and vitality downtown. A sample scorecard can be found in Appendix C.			
E3.4 – MAKE A LIST OF PROJECTS THAT NEED ADDRESSING	City, Chamber of Commerce, Downtown property owners	★ ★ ★	MEDIUM-TERM	\$
	Once the engineer has made a list of all needed improvements, property owners should identify a list of projects to be addressed with the strategies later in this section.			
E3.5 – CONSOLIDATE NEEDED IMPROVEMENTS INTO A MASTER LIST THAT WILL BE MORE ATTRACTIVE TO OUT OF TOWN CONTRACTORS	Chamber of Commerce, Economic Vitality Committee	★ ★	SHORT-TERM	\$
	At the spring open house of 2019, one resident and business owner noted the challenges in bringing contractors to Webster City for smaller projects. By compiling of needed improvements, the Economic Vitality Committee can increase the negotiation power of business owners and bring in the necessary help to renovate building facades and interiors.			



CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E3.6 – UTILIZE LOCAL VOLUNTEER SERVICE CLUBS AND STUDENT GROUPS TO PERFORM MINOR IMPROVEMENTS TO UNDERUTILIZED COMMERCIAL SPACES	Rotary, RSVP, Chamber of Commerce	★★	SHORT-TERM	\$\$
	At the spring open house, guests noted the challenge in getting contractors to come out to Webster City for the smaller improvements. With several comments indicating guests' interest in participating, the Economic Vitality Committee should identify businesses that need help, and then set days for the community to come out and help with items like yardwork, painting, and other minor improvements.			
E3.7 – OFFER BUILDING PERMIT FEE WAIVERS FOR SMALL BUSINESSES AND VACANT PROPERTIES DOWNTOWN	Economic Vitality Committee	★	MEDIUM-TERM	\$
	In 2019, LIFT WC purchased the Elks Club building as a non-profit to rehabilitate and occupy the historic building. Through the creation of grants, the city can make it easier for organizations like this and HERO to take ownership of spaces and make them accessible to the community.			
E3.8 – PARTNER WITH HIGH SCHOOL OR COMMUNITY COLLEGE CONSTRUCTION AND INDUSTRIAL TECHNOLOGY STUDENTS TO MAKE REPAIRS TO UNDERUTILIZED COMMERCIAL SPACES	Webster City High School, Iowa Central Community College	★★	MEDIUM-TERM	\$\$
	At the spring open house of 2019, one resident and business owner noted the challenges in bringing contractors to Webster City for smaller projects. By making a list of needed improvements, the Economic Vitality Committee can increase the negotiation power of business owners and bring in the necessary help to renovate building facades and interiors.			



Figure 81: Second Street in Webster City

Case Study: 6 downtown renovation projects have been completed by high school partners in Case Study Woodbine, IA since 2014.

Image Source: Author

CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E3.9 – IDENTIFY PROPERTIES FOR ADAPTIVE RE-USE THROUGH NON-RETAIL AND NON-TRADITIONAL RENTAL OPTIONS	Chamber of Commerce, LIFT WC	★★★	LONG-TERM	\$
	Webster City has two registered historic spaces waiting for adaptive re-use. With LIFT WC purchasing the Elk's Building in April 2019 and brick and mortar retail declining, identifying spaces for retail alternatives like day care, clinics, dance studios, or popup shops will serve the dual purpose of bringing foot traffic downtown and showcasing historic spaces. Potential uses include daycares, health clinics, or dance studios.			
E3.10 – CREATE AN OPPORTUNITY ZONE FUND FOR CAPITAL PROJECTS, LIKE NEW CONSTRUCTION AND REHABILITATION	Chamber of Commerce, Banks	★★	LONG-TERM	\$\$\$
	<p>With Downtown Webster City being designated as an Opportunity Zone under the 2017 Tax Cuts and Jobs Act, banks and investors have the opportunity to freeze taxes on property investments in low and moderate income communities. Working with local banks, the Economic Vitality Committee can assemble a list of projects ready for immediate investment and match them with a list of potential investors.</p> <p>More information on Opportunity Zones can be found here.</p>			
E3.11 – OFFER GRANTS COMMUNITY OR COOPERATIVE OWNERSHIP OF SPACES FOR INNOVATIVE BUSINESS AND RENT STRATEGIES	City, Neighborhood Realty	★★	LONG-TERM	\$\$\$
	In 2019, LIFT WC purchased the Elks Club building as a non-profit to rehabilitate and occupy the historic building. Through the creation of grants, the city can make it easier for organizations like this and HERO to take ownership of spaces and make them accessible to all in Webster City.			



Figure 82: Webster City Municipal Building

The City can play a role in helping fill and rehabilitate buildings.

Image Source: [Webster City](#)

CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E3.12 – ENACT A VACANCY FEE FOR COMMERCIAL PROPERTIES AFTER 6 MONTHS OF DISUSE	City, Neighborhood Realty	★ ★ ★	LONG-TERM	\$
	<p>By taxing property owners for their vacant commercial spaces, Webster City can increase the opportunity cost of leaving a property empty. For properties that require work before being rented, the City could consider offering a waiver for properties allowing public art in the front windows.</p> <p>A sample of a vacancy fee from Arlington, MA can be found here.</p>			



Objective E4: Foster an Entrepreneurial Ecosystem

With the number of businesses in Webster City declining since 2009, the city can no longer rely solely on business recruitment efforts to retain and attract talent. The opening of inTandem Coworking in 2013 marked a transition for Webster City's efforts for supporting small and growing businesses, with a part-time Small Business Development Center (SBDC) slated to locate in Webster City by the end of 2019. The following efforts will help the city build a local business base to keep downtown growing for years to come.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E4.1 – START BIWEEKLY ENTREPRENEURIAL MEET-UPS	Chamber of Commerce, inTandem	★★★	SHORT-TERM	\$
	<p>By hosting regular opportunities for existing and aspiring entrepreneurs to share ideas as seen in Peer City Mount Pleasant, Webster City can create a supportive environment for people looking to start and expand ideas downtown.</p> <p>For information on an established program, visit 1 Million Cups.</p>			
E4.2 – TRANSLATE EXISTING BUSINESS STARTUP MATERIALS INTO SPANISH	Chamber of Commerce, All Cultures Equal	★★★	SHORT-TERM	\$
	<p>With a growing number of minority-owned businesses from Chicago Style to La Perla Jarocha, taking resources and translating them expands entrepreneurial opportunities to a broader base of Webster City's population.</p>			



Figure 83: One Million Cups Logo

Yankton, South Dakota hosts One Million Cups meet-ups every Wednesday for local entrepreneurs to pitch their ideas and get community support. By hosting a similar event, Webster City can create a welcoming environment for people to share ideas and develop new ones.

Image Source: [One Million Cups](#)

CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E4.3 – UTILIZE EXISTING BUSINESS OWNERS TO MENTOR NEW ENTREPRENEURS AND PROVIDE SUPPORT TO BUSINESSES LOOKING TO EXPAND	Chamber of Commerce, SSMID Leaders, Volunteer base, SBDC	★ ★	MEDIUM-TERM	\$
	<p>Starting a business is challenging, but luckily Downtown Webster City has a wealth of business owners whose companies have been around for decades. This resource can be tapped in order to help downtown entrepreneurs understand the day-to-day realities of business operations and grow their ideas.</p> <p>Additional resources on business mentoring can be found from the Small Business Administration.</p>			
E4.4 – IDENTIFY AND PUBLICIZE EXISTING BUSINESSES WILLING TO OPEN THEIR SPACE FOR POP-UP AND MICRO RETAIL	Chamber of Commerce, Downtown business owners	★ ★	MEDIUM-TERM	\$
	<p>Not all businesses need an entire storefront to start. By listing existing businesses with a shelf or two to spare can encourage pop-up shops without requiring the full rehabilitation of a space, also bringing more traffic to the host business.</p> <p>For more examples visit the Shoppes at Bradley Hall.</p>			



Figure 84: The Shoppes at Bradley Hall

Peer City Centerville saw a non-profit adapt a historic mansion to a craft mall that now supports over 40 vendors whose space ranges from a full room to a single shelf. A model like this could be used to rehabilitate the Elks Lodge building or the Old Post Office

Source: Peer Cities Analysis

Image source: [Shoppes at Bradley Hall](#)

CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E4.5 – HOLD AN ANNUAL BUSINESS PITCH OR BUSINESS PLAN COMPETITION WITH PRIZES LIKE CASH OR DONATED SERVICES TO HELP JUMPSTART THE WINNING BUSINESS	Chamber of Commerce, SSMID Leaders, SBDC	★ ★	SHORT-TERM	\$
	<p>As mentioned during a public input event, there are plenty of residents with valuable ideas, but not much support for execution. Competitions like this could publicize small businesses while providing competition guidelines with the framework necessary for a general business plan.</p> <p>Open For Business – Burlington is a business pitch competition that can be used as a model.</p>			
E4.6 – CREATE A MAKERS-SPACE OR BUSINESS INCUBATOR TO FOSTER LONG-TERM ENTREPRENEURIAL GROWTH	Chamber of Commerce, LIFT WC, inTandem	★ ★	LONG-TERM	\$\$\$
	<p>As noted earlier, small businesses need help to grow and become operational. By offering a location outside the traditional retail space for entrepreneurs to test their ideas and receive support, Webster City can reduce the risk of starting a business and foster business growth for decades to come.</p> <p>Even though Cedar Rapids is a larger city, the Newbo City Market is a good example of this.</p>			



Objective E5: Encourage Downtown Living

Downtown Webster City is more than just a hub for commercial activity, with mixed-use development helping keep the area active at various times throughout the day. According to a housing study conducted for this report, there are 70 single-family and multi-family residences in the downtown area. By supporting quality downtown living units, Webster City will not only expand daily foot traffic but also provide a more inclusive, welcoming environment for residents of all backgrounds.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E5.1 – CONDUCT A HOUSING QUALITY ASSESSMENT FOR EXISTING UNITS	Downtown property owners, Consultants, City	★ ★	MEDIUM-TERM	\$\$
	<p>Through a housing quality assessment, the city can determine the current condition of units and provide a better living environment for residents.</p> <p>This should be done in tandem with strategy E3.10.</p>			
E5.2 – UPDATE THE 2013 CITY-WIDE HOUSING NEEDS ASSESSMENT OT DETERMINE HOUSING DEMAND DOWNTOWN	Downtown property owners, Consultants	★ ★	LONG-TERM	\$\$
	<p>With 45 new houses approved for construction, Webster City should conduct an updated housing assessment to ensure the city is meeting local housing demand and addressing market failures.</p> <p>Source: Messenger News</p>			



Figure 85: Mount Pleasant, Iowa

Rehabilitation of upper story housing has been key to the downtown revitalization of Peer City Mount Pleasant. Since becoming a Main Street community in 2002, 60 new housing units have been constructed.

Source: Peer Cities Analysis

Image Source: Adobe Stock

CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
E5.3 – CREATE TAX ABATEMENTS TO ENCOURAGE QUALITY MULTI-FAMILY OR SENIOR HOUSING DEVELOPMENTS IN DOWNTOWN WEBSTER CITY	City	★ ★	LONG-TERM	\$\$\$
	<p>As shown in Mount Pleasant, quality, housing is key to keeping Downtown Webster City active throughout the day. With a higher proportion of renters, tax abatement for multifamily housing downtown will help maintain a mix of residents in downtown.</p> <p>A sample program from Dubuque, Iowa can be found here.</p>			
E5.4 – LOCATE A NEW SENIOR HOUSING PROJECT DOWNTOWN	City, Developers, Banks, MIDAS	★ ★	LONG-TERM	\$\$\$
	<p>With the old bakery being torn down in spring 2019, Webster City has an open lot that could be used for additional housing. The team identified senior housing as a priority due to the aging population in Webster City and the additional daytime foot traffic such a project would bring to the businesses downtown. This could use funds from a variety of sources, from mortgages from local banks to the MIDAS revolving housing loan fund to the federal Low-Income Housing Tax Credit.</p>			

69% of Webster City residents surveyed preferred apartments and townhomes to condominiums when asked what types of downtown housing they preferred.

Source: Webster City Downtown Survey

EXAMPLE ACTION TABLE

STRATEGY E3.5- USE CREATIVE WINDOW DECALS IN PLACE OF STANDARD "FOR LEASE" SIGNS

There are many inconsistencies among vacant buildings, to the point where it is hard to tell what buildings are available. By creating a window decal to identify buildings for rent with a common phone number, the city can decrease vacancies and help prepare them new ownership.

PRIORITY: ★★ ★

SHORT-TERM

COST: \$

KEY PARTNERS: Chamber of Commerce, City, Neighborhood Realty

Action Steps	Responsible Party	Timeline	Funding Sources
Make a list of properties to target and number of stickers needed	Members #1-2	1st Month	N/A
Talk to property owners to see if they would use the decals	Members #1-2	2nd Month	N/A
Identify information to be shown on decal	Members #1-2	2nd Month	N/A
Compile a list of potential designers and compare prices and capabilities	Member #3	2nd Month	N/A
Hire a designer to provide options	Member #3-4	3rd Month	Downtown Committee, Chamber of Commerce, City
Identify vendors to print the decal	Member #4	2nd Month	N/A
Compare prices and select a vendor	Member #5	4th Month	N/A

CHAPTER 4: ESTABLISH DOWNTOWN WEBSTER CITY AS A VIBRANT ECONOMIC HUB

Action Steps	Responsible Party	Timeline	Funding Sources
Select a design	Economic Vitality Committee	4th Month	N/A
Print decals	Vendor	5th Month	Downtown Committee
Distribute decals to vacant property owners	Chamber of Commerce, City, Economic Vitality Committee	Ongoing	N/A
Check in with property owners to check for use of decals	Member #6	7th Month post-distribution	N/A
Additional Notes: Use this space to add any additional information, for example: this tool has been successfully used in Williamston, South Carolina .			

BEAUTIFY AND ACTIVATE THE DOWNTOWN

Downtown Webster City has the foundation in place to become an even more attractive place to shop, dine, live, and gather. The relatively recent streetscape projects have improved walkability through wide sidewalks and safe crosswalks, as well as added benches, trees, and landscaping. Now is the time to build upon these assets and improve the beauty of the buildings and activate underutilized spaces. By doing so, the downtown will become a more vibrant place for the whole community to spend time and will be visited by residents throughout the region.



Objective B1: Improve the condition of downtown buildings

Through the public engagement initiatives described in Part I, it has been identified that the community places significant importance on the physical attributes of the downtown. Yet, a number of downtown buildings have endured disinvestment and deferred maintenance. As of 2019, there were 14 vacant buildings on Second Street downtown.

Revitalization and redevelopment often involve sprucing up and rebuilding blighted sites, as well as refurbishing obsolete and dysfunctional buildings into new uses.⁵¹ Old buildings may be remodeled from their original purpose into mixed-use buildings, while façade improvements breathe new life into old and tired buildings.



Figure 86: Vacant building in Webster City

At the fall open house, the “maintenance on buildings” was identified as the top weakness of downtown, and “vacant buildings” was the fourth highest weakness. “Buildings crumbling” was the top identified threat. At the same time, the public selected “historic preservation” as the top opportunity with 14 votes, followed by “refurbishing storefronts” with 13 votes. The next highest opportunity item received 8 votes. In addition, the top strength of downtown was identified as “historic buildings and/or historic character of buildings”.

At the spring open house, fixing downtown buildings was identified as the top strategy to beautify and activate downtown.

Regarding the attractiveness of downtown, the majority of survey respondents rated the downtown as “satisfactory” (61% of respondents) while only 2% thought it was excellent and 37% thought it was very poor.

Image Source: Author

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
B1.1 – INCENTIVIZE REHABILITATION OF BUILDINGS AND FACADES	Chamber of Commerce, City	★★★	MEDIUM-TERM	\$\$
	Façade improvements gives new life to an old and unappealing building. Provide incentives and resources for building owners to rehabilitate downtown buildings, including facade and structural improvements. For example, this may involve providing low-interest revolving loans, matching grants, and property tax abatement.			
B1.2 – ESTABLISH GUIDELINES FOR FAÇADE ENHANCEMENTS	Design Committee, Chamber of Commerce, City	★★★	MEDIUM-TERM	\$
	By establishing guidelines for façade enhancements, the city can encourage building owners to improve the aesthetics of their building, which contributes positively to the visual appeal of downtown. The city could guide future development to ensure design is in accord with the aesthetics of downtown.			
B1.3 – ENFORCE CURRENT BUILDING CODE IN A TIMELY MANNER	City (Building Inspector)	★★	SHORT-TERM	\$
	Building code violations could be enforced quickly and equally to ensure that no buildings are neglected or improperly used. The applicable building code is Title V Chapter 130 (Dangerous Buildings) and 132 (Building Code).			



Figure 87: Mount Pleasant, Iowa

Peer City Analysis: During a period when Mt. Pleasant experienced high vacancy rates downtown, the city implemented a program targeted for building façade improvements. This provided the building owner with a dollar for dollar match ranging from \$500 up to \$5,000. Several building owners took advantage of this program throughout the eight years it was in operation. This program was one of the first activities that started to bring life back into the downtown area.

Source: Phone conversation with Main Street Mount Pleasant director, February, 2019.

Image Source: Google Map Street View

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
B1.4 – ENGAGE ABSENTEE LANDLORDS AND BUILDING OWNERS	Design Committee, Chamber of Commerce	★ ★ ★	SHORT-TERM	\$
	Establish communication with absentee landlords to determine the cause for absenteeism or underutilization of buildings. By building a relationship, it may be possible to engage in partnerships to improve the condition of their buildings downtown. It is important to find the common ground to work together, while also better understanding the barriers that cause the observed pattern of disinvestment and deferred maintenance.			
B1.5 – ACQUIRE NUISANCE BUILDINGS	City, LIFT WC	★ ★	MEDIUM-TERM	\$\$\$
	Cities have eminent domain powers which allow them to acquire and demolish property for purposes of revitalizing the downtown. Once the property is cleared the site is prepared to make it shovel-ready for redevelopment.			
B1.6 – PROVIDE FREE PROFESSIONAL BUILDING RENDERINGS TO DOWNTOWN BUILDING OWNERS IF THEY PLAN TO REHABILITATE	Chamber of Commerce, Volunteer base	★ ★ ★	MEDIUM-TERM	\$
	Providing rendering assistance helps ensure the property owner undertakes appropriate remodeling of their buildings that add to the visual appeal of downtown. This strategy could be paired with strategy E3.12 from Chapter 2, Part II of this report.			



Figure 88: Renovated facades

Peer City Analysis: Main Street Centerville provides professional building renderings to building owners free of charge. In one case, the owner of a downtown business, George and Nick's Pizza and Steakhouse, was renovating a building to expand their business. While they had specific plans for the interior design, they had not planned to improve the façade to bring it more in line with the character of downtown. Main Street Centerville provided a free professional rendering of how charming the building façade could become. As a result, the owner completed a façade remodel that looked almost identical to the rendering presented. The building now adds to the historic character and charm of the downtown district.

Source: Phone call with Main Street Centerville Director, February, 2019.

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
B1.7 – CELEBRATE DEMONSTRATED EXCELLENCE IN IMPROVEMENTS THROUGH ANNUAL AWARDS	Design Committee, Chamber of Commerce	★★★	MEDIUM-TERM	\$
	It is important to celebrate achievements in the downtown and encourage other business and property owners to get more involved.			
B1.8 – ESTABLISH AN ORGANIZED EFFORT TO IDENTIFY, PRESERVE, AND REHABILITATE OLDER BUILDINGS	Design Committee, Chamber of Commerce, City	★	SHORT-TERM	\$
	Creating a committee devoted to historic preservation is useful to assist downtown buildings in applying to register buildings on the National Register of Historic Places. Designation as a historic property would help acquire financial support for building improvements, such as historic tax credits. Having multiple sites that are registered with the National Register could help develop a sense of place and an appreciation of Webster City's historic elements. Creating a historic preservation commission is useful to stabilize and improve property values, protect and enhance the city's attractions, strengthen the economy, and foster pride within the community.			

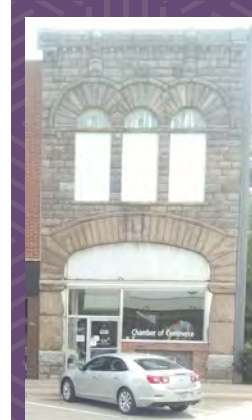


Figure 89: 628
2nd Street in
Webster City

Peer City
Analysis: In
Centerville, the
City created
a historic
preservation

commission to assist with the process of listing properties on the National Register of Historic Places. In addition, there is a separate group that operates as the fundraising arm of the commission. Organized as a corporation, this group has purchased and restored buildings within downtown. In Webster City, there are two downtown buildings identified as strong candidates for registering, as mentioned elsewhere in this plan.

Source: City of Centerville, IA, "[Historic Preservation Committee](#)," City of Centerville, 2019

Image Source: Author

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN



Figure 90: Before and After of The Union Block Building in Mt. Pleasant

Peer City Analysis: The Union Block Building in Downtown Mt. Pleasant was in disrepair in 2011. The wall on the west side of the building was falling in and it looked as if the building would need to be demolished. Main Street Mt. Pleasant decided to purchase the building because of its historic nature, large size, and proximity to downtown. Just as Main Street was set to close on the west half of the building, the east half (owned by a separate owner) caught on fire. Main Street decided not to purchase the building.

The Main Street director took local stakeholders to a convention in Des Moines that covered topics regarding downtowns throughout Iowa. They became excited by the opportunities, and one of the stakeholders purchased the Union Block Building and donated it to Main Street. This provided an opportunity to save and improve an older property downtown when no one else in the community would buy it. The building rehabilitation required significant funding. Main Street Mt. Pleasant led the fundraising charge. First, they were awarded a \$100,000 Challenge Grant in the name of Senator Tom Harkin, and later that year, \$500,000 from the I-Jobs Program under Governor Chet Culver was awarded. Main Street then embarked on a local fundraising campaign that raised \$700,000 locally. To do so, they created a design committee and a fundraiser committee. The design committee took the lead and only included six members. The committee members took pride in being few in number, yet the strength of people on this committee was potent. Members included one of each: general contractor, architect, grant writer, resident experienced in local historic high school renovations, member of the local media, and the Main Street director. This demonstrates a small group of activated people can achieve great results.

The Union Block has been fully revitalized and now includes retail, office, and an event space on the third floor. Community donations financed 19% while federal tax credits and local and national grants funded 50% of the \$3.9 million total project cost. The extensive renovations qualified the project for the City's three-year 100% property tax abatement created for commercial properties. The building was built in 1861 and is listed on the National Register of Historic Places. Main Street Iowa continues to hold a \$450,000 mortgage on the property as of 2019.

Source: Phone Interview with Main Street Mt. Pleasant Director

Image Source: [Jimmy Emerson](#)

Objective B2: Increase the amount of foot traffic downtown

The beauty and vibrancy of downtown for employees, residents, and visitors may be increased by maintaining and/or improving the livability and walkability of downtown. Additional foot traffic will support the economic health of downtown by increasing the number of visitors and the amount of time they spend downtown. This leverages the downtown district's existing assets by connecting the downtown to the existing and planned trail and park infrastructure throughout the city.



Figure 91: People sitting on benches in Downtown Webster City

Residents have indicated increased foot traffic is important to the downtown revitalization. At the spring open house, increasing foot traffic was identified as the second highest priority to beautify and activate downtown. Given the choice of five options, 33% and 22% of survey respondents stated they would like to see more outdoor restaurants and public art, respectively, downtown. Finally, regarding coordinated business hours, 40% of survey respondents thought shopping hours were very poor.

Image Source: Author

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
B2.1 – ENCOURAGE BI-LINGUAL BUSINESS SIGNAGE	Chamber of Commerce, All Cultures Equal	★ ★ ★	SHORT-TERM	\$
	By increasing the amount of signage that is in multiple languages the downtown will feel more welcoming across different cultures and minority populations.			
B2.2 – INSTALL CROSSWALK INDICATORS	City (Planning, Engineering, Public Works)	★ ★	MEDIUM-TERM	\$\$
	Sidewalk and crosswalk design are major influencers to pedestrian behavior and safety. A complete network of sidewalks and crosswalks improves the safety, especially for the older population.			
B2.3 – MAINTAIN STREETSAPES, LANDSCAPE, AND LIGHTING	City, Self-Sustaining Municipal Improvements District (SSMID) Board, Volunteer base	★ ★ ★	MEDIUM-TERM	\$\$
	Uphold the improvements that have been made to the sidewalks, planters, trees, and greenspaces. This provides the downtown with excellent integration of the built and natural environments. Maintaining a safe, comfortable, and pleasing landscape downtown creates a welcoming atmosphere for residents and visitors alike.			



Figure 92: Streetscape and sidewalk bump-out in Downtown Webster City

At the open house, it was demonstrated that there is public support for maintaining parks and streetscapes downtown. On the strengths board, “parks downtown” received 8 votes and “streetscapes (benches, plants, sidewalks)” received 8 votes from attendees. These two categories were tied for third highest votes (number 1 was restaurants, and number 2 was historic character of buildings).

Image Source: Author

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
B2.4 – EXPAND SIDEWALK, PLANTERS, TREES, AND GREENSPACE ENHANCEMENTS BEYOND SECOND STREET	City, SSMID, Volunteer base	★★	MEDIUM-TERM	\$\$
	Where possible, expand the streetscape improvements throughout the downtown streets which are perpendicular to Second Street. This will help create a consistent feel throughout downtown and will contribute to the integration of the businesses on the perpendicular streets.			
B2.5 – ENCOURAGE ACTIVE TRANSPORTATION	Chamber of Commerce, SSMID	★★★	SHORT-TERM	\$
	Active transportation will be supported by the 2019 Master Parks and Recreation Plan. This plan identifies a downtown connection to the regional trail system and increased bike infrastructure as targeted objectives. By making downtown more bicycle friendly it encourages trail riders to make a stop downtown. Focusing on active transportation may encourage more people to walk and shop downtown. The walkability of a downtown can be measured by online tools such as Walk Score or developing a formula to calculate a walkability score.			



Figure 93: Proposed trail additions from the 2019 Master Parks and Recreation Plan

The Webster City Parks Department plans to expand active transportation throughout the City. New trails will connect to downtown at the following intersections: 1st Street and Des Moines Street; 2nd Street and Des Moines Street; and, 2nd Street and Superior Street. The newly planned trails are indicated by pink dashed lines in the map above.

Image Source: University of Iowa School of Urban and Regional Planning Parks and Recreation Planning Team Master Parks and Recreation Plan

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
B2.6 – INCREASE OUTDOOR SEATING	Chamber of Commerce, Business owners	★	SHORT-TERM	\$
	Restaurants, cafes, and coffee shops could expand to include outdoor seating. To do so, the owners could use mobile patios in parking spots or install seating on portions of the sidewalk. “Outdoor restaurants” was the top requested attribute to add to downtown among survey respondents, with 33% of total responses. Vacant greenspaces could be converted to pocket parks.			
B2.7 – CONDUCT CITY-WIDE PARKING NEEDS ASSESSMENT	Chamber of Commerce, City (Planning, Engineering, Public Works)	★★	MEDIUM-TERM	\$\$
	The downtown has many parking spots, in front of and behind buildings. Such a study helps document both current and projected parking needs and informs decisions about parking standards that make sense and are not burdensome to downtown businesses. Hiring a firm to conduct a parking study would help determine if the parking is needed or if the space could be better utilized.			



Figure 94: Roll-away seating. A parking space has been converted to an outdoor dining patio by Short’s Burgers in Downtown Iowa City.

Image Source: Author

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
B2.8 – DEVELOP COORDINATED BUSINESS HOURS AND ENCOURAGE BUSINESSES TO PROMOTE ONE ANOTHER	Design Committee, Chamber of Commerce, Downtown business owners	★ ★	SHORT-TERM	\$
	The public survey reported that over 40% of respondents rated shopping hours were very poor and only 8% reported them to be excellent. Unified and consistent shopping hours could encourage more use of downtown commercial storefronts. Motivating a small group of business owners to start staying open late once a week, such as a “Downtown, Up Late” initiative, may eventually lead a large base of businesses to stay open later into the evening. Additionally, businesses can support each other because those that remain open later can catch overlap-customers between one another.			
B2.9 – CREATE MAPS THAT HIGHLIGHT THE ATTRACTIVE DOWNTOWN FEATURES	Design Committee, Chamber of Commerce	★ ★	SHORT-TERM	\$
	In order to encourage a visitor to have a great experience and frequent more destinations downtown it is important to accentuate all the downtown has to offer. Providing a map that highlights the wonderful features and their location would prove useful to encourage visitors to stay downtown longer.			



CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

Objective B3: Improve the look and function of signage

The downtown is a key distinctive neighborhood within the city and the region. In order to beautify the downtown, it is important to accentuate and complement the unique features of downtown which exist today. This may be achieved through improved signage throughout the downtown that creates an aesthetic charm and cohesiveness to the downtown.



Figure 95: Examples of existing business signage designs and materials downtown on Second Street.

Image Sources: Author



Figure 96: Owl Pharmacy in Centerville

Image Source: Google Maps



Figure 97: Plush Salon and Spa in Independence

Image Source: [Plush Salon and Spa Facebook Page](#)



Figure 98: Chamber Alliance in Mount Pleasant

Image Source: Mountpleasantiowa.org

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
B3.1 – IMPROVE AESTHETICS AND FUNCTION OF SIGNAGE	Business owners, Design Committee	★★★	SHORT-TERM	\$\$
	<p>Develop guidelines to enhance the overall appearance and materials used on the storefront signs and create a cohesive look for business signage within the downtown. Guidelines for informational signage, such as business hours or wayfinding, could also be created (see Destination chapter).</p> <p>The general atmosphere downtown will be improved by creating a cohesive look for businesses downtown. This can be achieved through increased attention to the appearance and function of signage. Blade signs could be considered for implementation.</p> <p>The Iowa State University signage and wayfinding program is a useful resource for additional information on blade signs. Iowa City has implemented a voluntary blade sign project called CoSign. In Centerville, Iowa State University Community Design Lab developed downtown wayfinding signage to point out local attractions to visitors.</p>			
B3.2 – ENCOURAGE BUSINESS OWNERS TO DISPLAY “WILL BE OPEN AGAIN...” INSTEAD OF “CLOSED”	Chamber of Commerce	★★	SHORT-TERM	\$
	<p>By displaying business signage in a more positive light it may enhance the overall impressions the residents and visitors have while spending time in the downtown district.</p>			



Lowell Gateway Before



Lowell Gateway After

Figure 99: Lowell Gateway

These two images from downtown Lowell, Michigan show the current appearance and proposed improvements to the downtown's gateway. The enhanced street crossings and sign provide a sense of arrival to downtown.

Image Source: PAS 590

Objective B4: Embrace and encourage the arts

Focusing on improving the beauty and vibrancy of downtown by emphasizing arts and culture is known as creative placemaking. By building upon existing assets, Downtown Webster City will become a vibrant district infused with art, entertainment, and cultural activities that attract people of all ages and backgrounds to downtown throughout the days and evenings. Art will enhance the image of downtown as clean, safe, walkable, and attractive.⁵² The downtown can become a more cohesive district by encouraging public art, such as murals and sculptures. This may be implemented to match aesthetics and expanded to perpendicular streets to create lineages.



Figure 100: Sculpture in Downtown Webster City

Downtown Webster City is home to a number of public art installations today. A visitor to the downtown district clearly recognizes there is an active and talented community of artists and creative community members. This is further impressed upon the visitor by the placement of public art throughout town, which demonstrates the civic support for such art pieces. This is a wonderful asset in the community that should be supported, celebrated, and leveraged to further improve downtown for all residents.

Image Source: Author

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
B4.1 – PLACE SCULPTURES, MURALS, PHOTOGRAPHY, VIDEO PROJECTION, AND OTHER PUBLIC ART THROUGHOUT DOWNTOWN	Arts-R-Alive, Volunteer base, Design Committee	★★★	MEDIUM-TERM	\$\$
	Relating to the previous strategy, artwork could be displayed on sidewalks, street corners, sides of buildings, and inside empty store fronts. The art could be created by community members at community-wide public art events, such as painting intersections or murals. Renderings of planned murals within the downtown can be found in Appendix C.			
B4.2 – CREATE A DOWNTOWN BEAUTIFICATION DISTRICT	Chamber of Commerce	★★	SHORT-TERM	\$
	<p>The downtown could be designated a beautification district in order to focus a concerted effort on the aesthetics downtown. Overseen by a Design Committee that reviews and negotiates proposed design elements within the downtown area. Building owners would then be required to have permits to make changes to signs or facades.</p> <p>Downtown Mount Pleasant is within an eight block beautification district.</p>			
B4.3 – UTILIZE VACANT STOREFRONTS AS A VEHICLE FOR PUBLIC ART	Arts-R-Alive, Volunteer base, Design Committee	★★★	SHORT-TERM	\$
	Encourage building owners seeking tenants to host public art events or display art in storefront windows. This can be incorporated with Strategy B3.2.			



Figure 101: Walldog Art Collective Mural

Peer City Analysis: Downtown Centerville is home to the Walldog artist collective. The collective has painted three historic themed murals throughout the downtown district.

Funds were raised from the community and supplemented by a grant from the Appanoose Community Fund.

Source: Phone call with Main Street Centerville Director, February, 2019.

Image Source: [Daily lowegian](#)

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

EXAMPLE ACTION TABLE

STRATEGY B2.8 – ENCOURAGE COORDINATED BUSINESS HOURS

Encourage collaboration among business owners to have more shops open during the same business hours, and to stay open later in the evenings. Require businesses to display store hours.

Motivating a small group of business owners to start staying open late once a week, such as a “Downtown, Up Late” event, may eventually lead a large base of businesses to be open later into the evening.

KEY PARTNERS: Chamber of Commerce

PRIORITY: ★★ ★

SHORT-TERM

COST: \$

Action Steps	Responsible Party	Timeline	Funding Sources
Create inventory of downtown business names, locations, services, phone numbers, and hours.	Members #1-2	1st Month	N/A
Enter inventory information into a shared database, such as Google Sheets or Microsoft Excel.	Members #1-2	1st Month	N/A
Create a script to reach out to the business owner.	Members #1-2	1st Month	N/A
Create a business letter to reach out to the business owner.	Members #3-4	1st Month	N/A
Select the top 3-5 business owners by their likeliness to become engaged in this topic.	Members #3-4	2nd Month	N/A
Reach out to each business by phone one at a time to invite them to a small group discussion. Build momentum by using peer pressure once people start to commit.	Members #3-4	2nd Month	N/A

CHAPTER 5: BEAUTIFY AND ACTIVATE THE DOWNTOWN

Action Steps	Responsible Party	Timeline	Funding Sources
Host a meeting that discusses the Committee's objective and the benefits of having coordinated and posted business hours to the group. Invite 3-5 business owners and have 3 committee members.	Full Design Committee	2nd Month	N/A
Identify the challenges business owners face to have more coordinated business hours. Work creatively to resolve.	Full Design Committee	3rd Month	N/A
Encourage these early adopter business owners to become your champions. Utilize their assistance to reach out to the next group of 3-5 business owners. Repeat the process.	Members #5-6	4th Month	N/A
Offer free business hour display signs.	Chamber of Commerce	4th Month	SSMID
Prepare meeting invitations to the full list of downtown business owners.	Member #5	4th Month	N/A
Send invitations to each business owner. Follow up with a phone call. Secure the highest number of RSVP possible.	Member #6	4th Month	SSMID
Host a meeting. Provide a plan for coordinated business hours that addresses the challenges. Encourage all business owners to adopt a pledge to adopt new business hours that leads to more overlap of hours and/or staying open in the evening.	Full Design Committee	5th Month	N/A
Market and promote the extended hours in The Daily Freeman Journal and social media.	Members #5-6	5th Month	SSMID
Additional Notes: Use this space to add any additional information			

ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

Downtowns can serve as a community's meeting place and be more than just an area to shop for weekly groceries. Residents of Webster City and visitors alike deserve a fulfilling experience during their time spent in the area. Further, that engaging experience should not just be ancillary to time spent downtown but should be the reason for making the trip. Making Downtown Webster City a destination for events to be held, markets to be strolled, shopping to be done, coffee dates to be enjoyed, and all the other activities that make a downtown delightful is addressed in each of the following tables.



CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

Objective 1: Establish a downtown brand and include visual elements throughout the area

The City of Webster City rebranded itself over the summer of 2018 with a new slogan, “Opportunity Awaits. . .” and logo which is advertised on signage throughout the community. As well, a fresh update to the town’s website was completed with a more user-friendly interface and expanded features such as online permit applications. Both have a profound impact on how locals and visitors view the downtown. Moving forward, a brand specific to the downtown should be established that partners with the overall city branding but is also separated to distinguish itself as a differentiated experience.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D1.1 – CREATE A BRAND SPECIFIC TO DOWNTOWN WEBSTER CITY	Promotion Committee, Printing Services Inc. (PSI)	★ ★ ★	SHORT-TERM	\$
	Creating a brand around the downtown strategically communicates positive attributes that residents and visitors might not be aware of or take advantage of without. The brand should be crafted to evoke feelings of pride and participation, define the community, and ultimately, encourage individuals to act by visiting Downtown Webster City.			
D1.2 – ADVERTISE THE NEW BRAND WITH LAMPPOST BANNERS ALONG SECOND STREET AND FIRST STREET BETWEEN PROSPECT STREET AND SUPERIOR STREET	Electric Utility Supervisor, PSI	★ ★	SHORT-TERM	\$
	The new downtown brand should accompany wayfinding signage similar to what was previously attached to light poles with the old Webster City brand. The electric utility supervisor should be contacted for information regarding the usage of and attachment to light poles. PSI offers multiple signage products including vinyl and PBC. Request a quote from this company to support local businesses.			

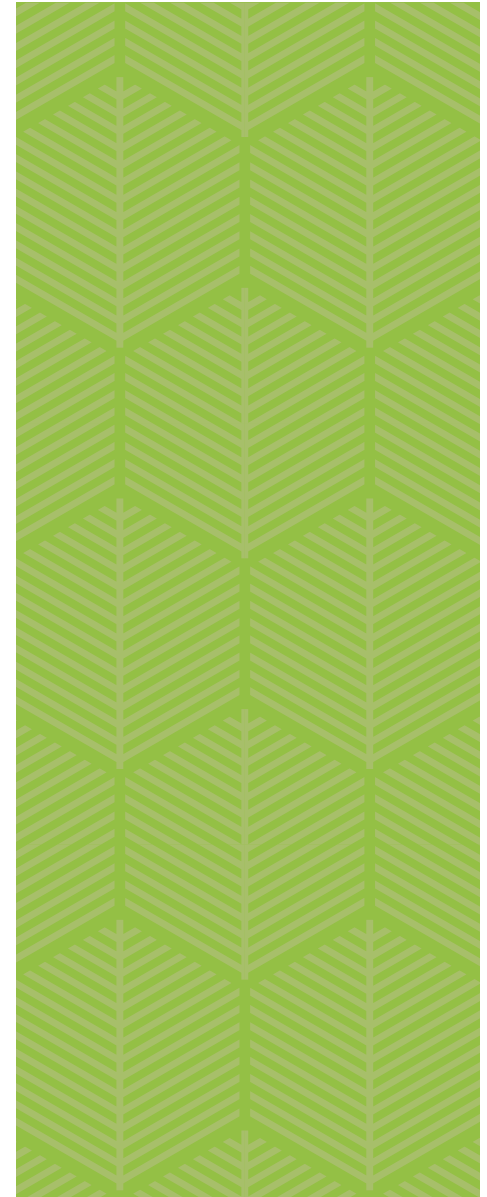


Figure 102: Fresh and new branding

Image Source: [Webster City](#)

CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D1.3 – ADVERTISE THE NEW BRAND WITH A WELCOME SIGN AT THE DOWNTOWN ENTRY POINTS	PSI, Hy-Vee, City (Fire and Police Departments)	★ ★ ★	SHORT-TERM	\$
	Welcoming residents to the downtown distinguishes the area from the rest of Webster City. The positive experience of a visitor starts will start with the invitation from the welcome signs. PSI can offer services to create new signage. Permission may be required by Hy-Vee and the Webster City Fire and Police Departments which are located on the suggested corners.			
D1.4 – ADVERTISE THE NEW BRAND ON THE CITY OF WEBSTER CITY WEBSITE	inTANDEM	★ ★	MEDIUM-TERM	\$\$
	The current City of Webster City website was created by inTANDEM Marketing, so any additions should be completed by this local firm. Replace the “Downtown District” tab under the “Our Community” drop down with information on the new brand. Potential visitors should be able to find downtown specific information here. The partnership between Webster City and the downtown can be expressed while still advertising a unique experience specific to the downtown.			



CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

Objective D2: Greet visitors so they feel welcomed in the downtown

Polite customer service from downtown business owners and employees is a strength to be proud of and should be emphasized. It is an advantage that Webster City has over other downtowns which lends itself to positive shopping experiences and has the potential to establish repeat customers. The pursuit of friendly service and a welcoming atmosphere should be an established goal by all downtown businesses in order to make the experiences of visitors as positive as possible. This has the potential to lead to repeat customers.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D2.1 – DRAFT AND DISTRIBUTE A CUSTOMER SERVICE PLEDGE FOR BUSINESS OWNERS AND WORKERS TO SIGN	Downtown business owners and employees, Chamber of Commerce	★	SHORT-TERM	\$
	This pledge will serve as an introduction to discuss the importance of quality customer service and ways to expand on current strengths. Once signed, it should be displayed in each business as a reminder of accountability, pride, and unity with all other businesses on this front.			
D2.2 – WELCOME NEW RESIDENTS THAT MOVE TO THE AREA WITH A BASKET OF SAMPLES, COUPONS, AND PRINT ADVERTISEMENTS OF DOWNTOWN BUSINESSES	Downtown business owners, Chamber of Commerce, Neighborhood Realty	★★	SHORT-TERM	\$
	Feedback from both open houses expressed desire for a “Welcome Wagon” when new residents located to the area. Additionally, welcoming gifts are shown to work in Independence. Volunteers collect donated samples from local businesses and deliver them in a package to newly arrived residents.			



Figure 103: Facebook advertising

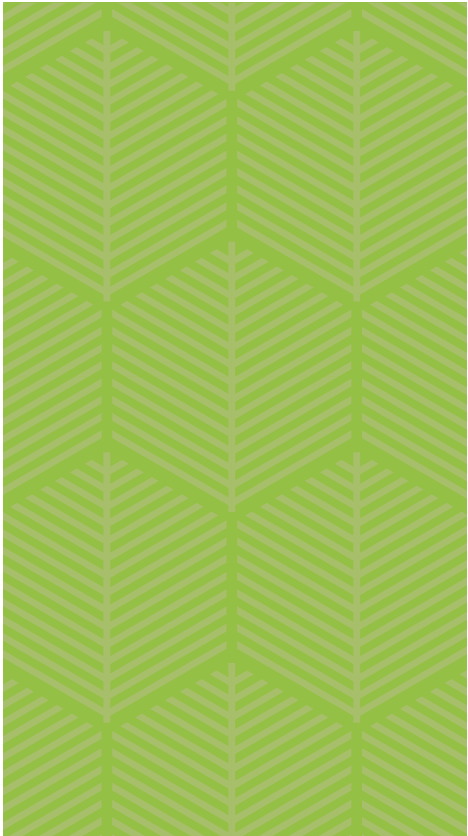
Peer city, Independence, offers a welcome basket full of donations from local business. Some rules apply for eligibility however. New residents must not have owned, rented, or leased property in the town over the past three years. As well, a neighborhood welcome form must be filled out.

Source: Post from [Independence, Iowa's Facebook](#) page advertising the town's version of a welcome package

Objective D3: Keep the downtown district active at least 250 days out of the year

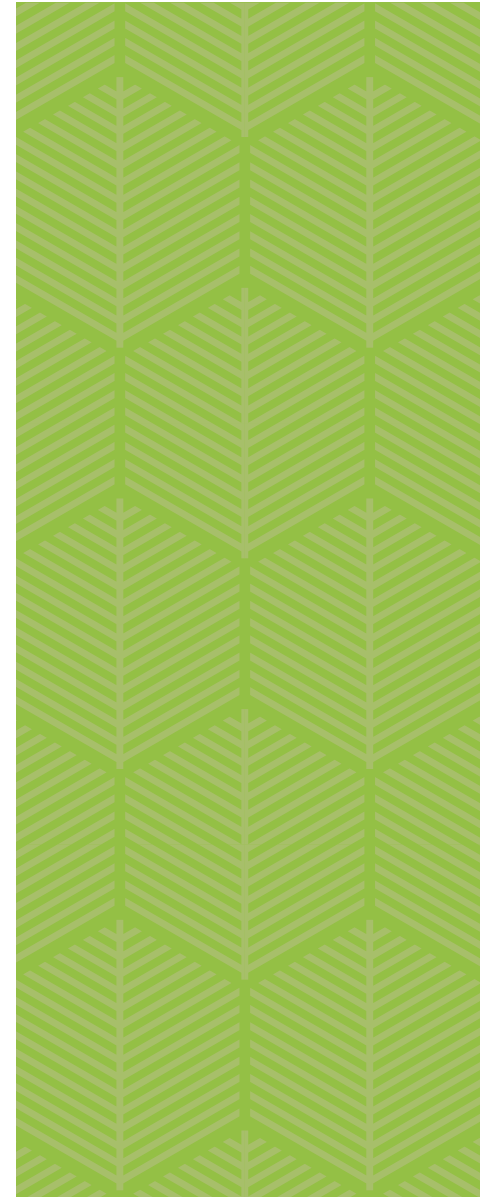
When asked what events survey respondents would like to see downtown, 31%, 25%, and 24% indicated with markets, festivals, and live music respectively. Other options also received votes, such as pop-up shops and food trucks, indicating a variety of events are desired downtown. Events bring a community together and will go great lengths in repairing the diminished identity and pride experienced in the years since Electrolux’s departure.⁵³ This number may seem high but becomes much less daunting with a couple of adjustments such as a year-round farmers market, weekly concerts and weekly movies at the amphitheater between June and August, and weekly sidewalk sales between May and October. These four events executed over the periods of time expressed would account for over 100 event days in a given year.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D3.1 – EXPAND THE EXISTING FARMERS MARKET THROUGH JANUARY 1ST IN AN INDOOR LOCATION SUCH AS THE ELKS LODGE OR OLD POST OFFICE, PENDING RENOVATION	Chamber of Commerce, Promotion Committee	★★	SHORT-TERM	\$\$
	An excellent alternative use for vacant spaces in the downtown is to create and house a weekly winter farmers market through January 1st. This will provide space for small scale holiday products to be bought and sold. This expansion can account for approximately 35 total events if held weekly between May and January. If demand is high enough, this can be expanded to the other winter months and become a year-round farmers market. This would increase to a total of 52 events per year. A full list of different event options can be seen in Appendix C.			



CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D3.2 – CREATE A NETWORK OF VOLUNTEERS STARTING WITH THOSE THAT SIGNED UP AT THE SPRING OPEN HOUSE	Promotion Committee, Community Vitality Department	★★★	LONG-TERM	\$
	Some events are relatively easy to execute and still impactful, such as sidewalk sales, while others can be large undertakings that require highly coordinated volunteer bases, such as concerts or parades. A list of individuals interested in helping the community was started at the spring open house. This should be the first step in building a strong network of dedicated residents to pull off particularly larger events which may attract the attention of visitors from outside Webster City.			
D3.3 – MEASURE THE IMPACT OF DOWNTOWN EVENTS	Promotion Committee	★★	LONG-TERM	\$
	Attributes of successful events can be used as a base for creating new events. Attributes to record may include time of year, time of day, day of week, weather, location, type of event, or local promotions. Success can be measured on attendance, increased downtown business revenue, or a simple request for feedback via a Facebook post after the event. Further, recording visitor attendance (individuals that came from outside of Webster City specifically for the event) would be valuable in assessing the economic impact of the event on downtown.			



CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

Objective 4: Develop a unified promotional strategy

Similar to sharing the same brand, the downtown should promote itself as a cohesive unit. Feedback from the fall 2018 business owner focus groups demonstrated significant interest in advertising the downtown collectively. Unified advertisement of Downtown Webster City should be executed through a variety of mediums at both local and regional levels. The downtown will be stronger and more resilient if the businesses believe in the collective capabilities of the whole downtown and support one another.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D4.1 – MAINTAIN A DOWNTOWN SPECIFIC FACEBOOK PAGE	Promotion Committee	★★★	SHORT-TERM	\$
	Based on common marketing practices, at least two Facebook posts with a picture or video promoting the downtown should be published weekly. Boosting the post with a paid placement to a more specific audience costs as little as \$1 and should be considered. All downtown events should have a supplemental event created on Facebook.			
D4.2 – DEVELOP COORDINATED BUSINESS HOURS AND ENCOURAGE BUSINESSES TO PROMOTE ONE ANOTHER	Promotion Committee, Chamber of Commerce, Downtown business owners	★★	SHORT-TERM	\$
	The public survey reported that over 40% of respondents rated shopping hours "Very Poor" and only 8% reported them to be "Excellent". Unified and consistent shopping hours could encourage more use of downtown commercial storefronts. Motivating a small group of business owners to start staying open late once a week, such as a "Downtown, Up Late" initiative, may eventually lead a large base of businesses to stay open later into the evening. Additionally, businesses can support each other because those that remain open later can catch overlap-customers between one another.			

Peer city, Centerville, hosted a workshop for business owners which resulted in owners liking, sharing, and cross promoting each other's businesses on social media. This type of collaboration and collective thinking helps the downtown economy as a whole. During the business owner meeting in Webster City, many owners met one another for the first time but expressed interest in unity and quickly understood its importance.

CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

Objective D5: Recognize excellence in business and community pride

Recognizing business and community excellence is important to help boost enthusiasm within the community and should be promoted towards individuals outside of the community. It can serve as an invitation for others to visit and enjoy the marketed excellence. Concern regarding promoting competition among businesses was brought to light during the spring open house so respect of all downtown players should always be maintained.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D5.1 – PROFILE ONE INTERESTING BUSINESS, INDIVIDUAL, OR PROJECT RELATED TO DOWNTOWN ON FACEBOOK THE FIRST WEDNESDAY OF EACH MONTH WITH #WEBSTERCITYWEDNESDAY	Chamber of Commerce, Promotion Committee	★ ★	SHORT-TERM	\$
	Using quotations and pictures of community members for the posts makes them authentic, personable, and sharable. Businesses will appreciate the free publicity and be excited to engage. Each #WebsterCityWednesday post should be boosted in order to gain a strong following, particularly early on in the campaign. A similar approach is used by the City of East Moline with its #EastMolineMonday posts.			



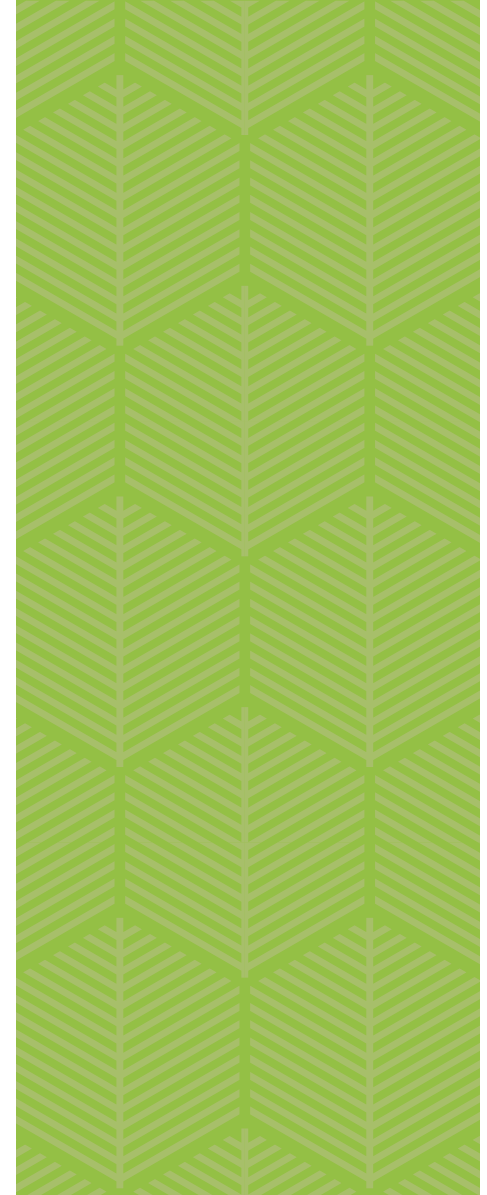
Figure 104: Post from East Moline, Illinois's Facebook page advertising the city's weekly #EastMolineMonday.

East Moline, Illinois uses a weekly hashtag to profile a community individual, business, or project which engages hundreds, sometimes thousands, of Facebook users.

Source: [East Moline, Iowa. Facebook](#)

CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D5.2 – CREATE AWARDS FOR DIFFERENT DOWNTOWN CATEGORIES THAT CAN BE VOTED ON BY THE PUBLIC EACH YEAR	Chamber of Commerce, Business owners, The Daily Freeman-Journal, Promotion Committee	★	MEDIUM-TERM	\$
<p>A bracket system every March to emulate “March Madness” can be set up for best customer service among downtown businesses. It can be posted and voted on through Facebook. Other, more specific, awards can be given out biannually. To ensure a diversity of winners from year to year, preemptively set up rules for a variety of contestants. The focus should be on recognizing multiple diverse entities to overcome the concerns stated previously. This could be facilitated by the Chamber of Commerce or Promotion Committee with help from The Daily Freeman-Journal in reaching out and posting results.</p> <p>“Best of Des Moines” has dozens of categories such as best local place to watch a sporting event, best local dog walker, best local insurance agent, local bar/restaurant with best beer selection, best local bathroom facility. The awards are printed on 8.5x11 printer paper but displayed with pride in winning establishments. More information can be found here. Options for Webster City could include best local place to shop for the family, best date night location, best local radio segment, most improved storefront appearance.</p>				



Objective D6: Create a central hub for information

Through public engagement events, particularly the business owner meeting in the fall, the planning team discovered a lack of communication between residents, business owners, and public officials. Creating a central location for a multitude of information such as financial incentives for businesses, available buildings for sale or rent, general resident or visitor inquiries will connect these parties and keep everyone informed. Lines of communication should be clear and easily accessible through all mediums (phone, email, in-person, social media, paper mail).

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D6.1 – ENCOURAGE THE USE OF LOCABLE.COM THROUGHOUT THE COMMUNITY	Community Vitality Director, Downtown business owners	★	MEDIUM-TERM	\$\$
A subscription to services provided by Locable.com was purchased by the City of Webster City in January 2019. Its main function is to serve as an online community calendar and can have a profound effect if all members of the community are engaged. It should be advertised on the City of Webster City's website and Facebook. Keeping residents up to date on events allows attendees to plan ahead for a recreational event (possibly purchase tickets if necessary) or prepare for a public meeting (possibly generate questions for officials). The current community calendar on the chamber of commerce website should be maintained until the community is fully engaged on Locable.com.				

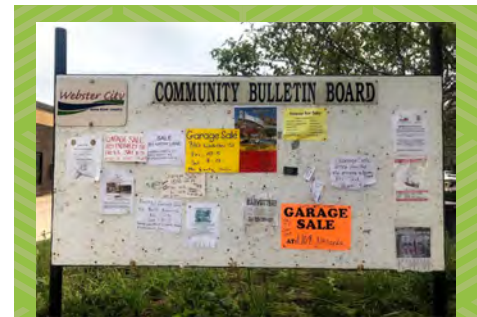


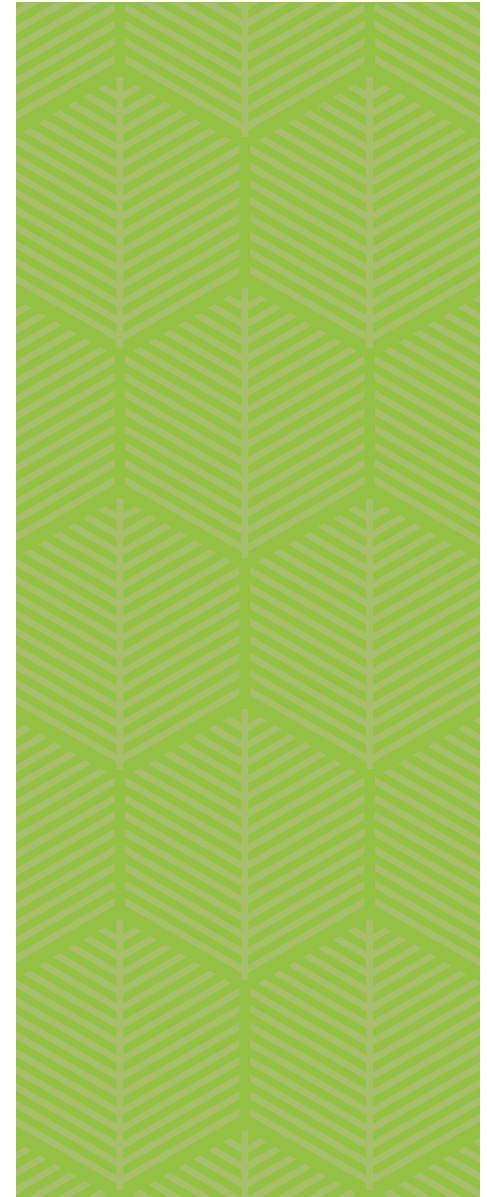
Figure 105: Community bulletin board outside of Webster City City Hall

The community bulletin board outside of City Hall is a good idea but should be updated to an online version with interactive and engaging features. Locable.com will accomplish this.

Image Source: Author

CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D6.2 – PUBLIC OFFICIALS AND STAFF AT THE CHAMBER OF COMMERCE SHOULD BE AVAILABLE FOR COMMUNITY QUESTIONS AND COMMENTS ONLINE, OVER THE PHONE, AND IN PERSON	Chamber of Commerce, City	★ ★ ★	SHORT-TERM	\$
	Public employees and officials should be held to the same standard of quality customer service and responsiveness that businesses are held to. This requires them to be easily accessible by all forms of communication. Questions and comments via Facebook (inbox or posts) should be taken seriously and responded to within 24 hours. Transparency builds confidence in the relationship between all parties involved. Further, office hours should be held by the mayor, city manager, community vitality director, and chamber of commerce director once each week to provide individuals the opportunity to share ideas and have questions answered.			



CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

Objective D7: Provide a unique experience from the rest of the community or region

What sets the downtown apart from other areas of Webster City and the region? Expanding on the strengths and opportunities provided in the SWOT analysis is the primary attribute of this objective. The downtown is historic with potential to be reinvigorated through restored facades. A mixture of services and products can be purchased downtown and the chance of running in to a friend is reason enough to stroll the tree-lined streets.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D7.1 – UPDATED WAYFINDING SIGNAGE SHOULD BE INCORPORATED THROUGHOUT DOWNTOWN IN HIGH TRAFFIC AREAS	Community Vitality Director, City (Public Works)	★★	MEDIUM-TERM	\$\$
	Design of cohesive signage indicating current location and easy direction to engaging locations throughout downtown such as the amphitheater, public space next to the Elks Lodge, Fuller Hall Recreation Center, and City Hall should be created and posted along light poles for pedestrians and visitors. Similar signage has been used in the past and can be leveraged for future action. This signage will help differentiate downtown from the rest of Webster City and allow for greater convenience of visitors.			
D7.2 – PROVIDE MAPS OF DOWNTOWN WITH BUSINESS HOURS OF OPERATION AT CITY HALL AND CHAMBER OF COMMERCE	Promotion Committee, Chamber of Commerce	★★	SHORT-TERM	\$
	Informative maps of downtown with engaging locations highlighted and business hours displayed should be created and made available at the Chamber of Commerce building and City Hall for visitors. An interactive map marketed as a treasure hunt can be created particularly for families as an engaging activity.			



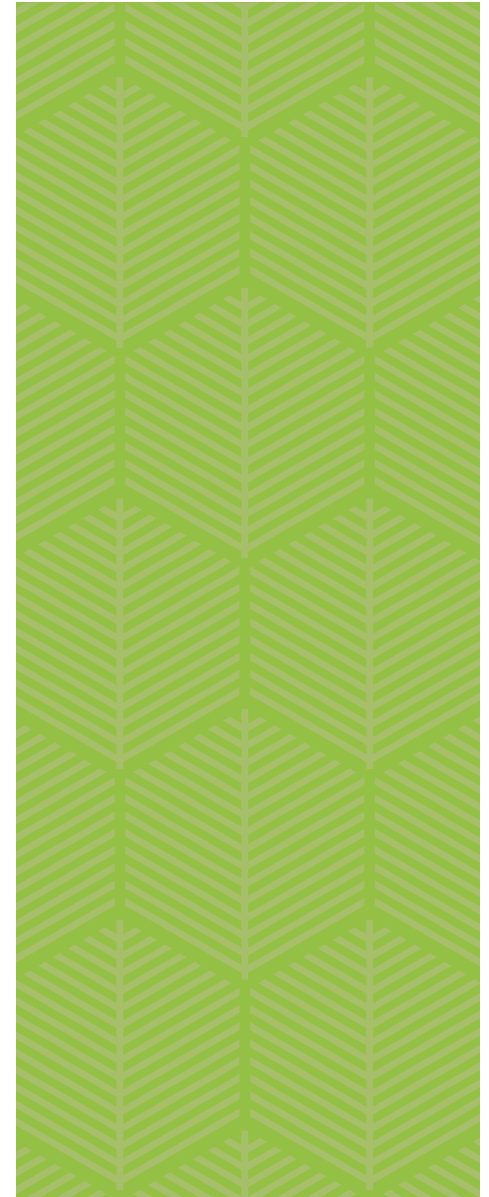
Figure 106: Current wayfinding signage in Downtown Webster City with old logo.

The current wayfinding signage is adequate in content but not style. The new downtown brand should be used in conjunction with new signs.

Image Source: Author

CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

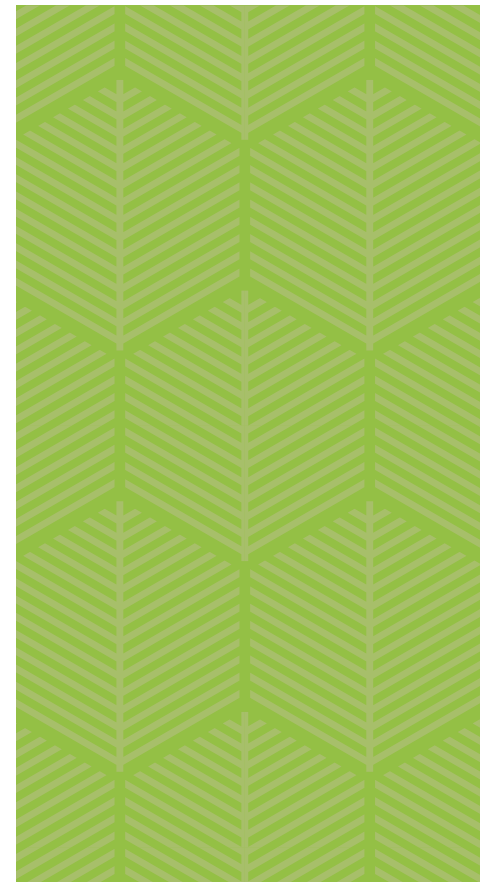
STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D7.3 – CREATE AND SELL A “DOWNTOWN PASSPORT” WHICH PROVIDES DRINK AND DINING SPECIALS FOR MULTIPLE ESTABLISHMENTS	Chamber of Commerce, Downtown business owners, PSI, inTANDEM	★	SHORT-TERM	\$
	Design and print small booklets, possibly marketed as passports and printed by the local firm PSI. Each page should be dedicated to a local establishment where a drink or dining discount can be applied. When the booklet is presented by the patron, it should be stamped by the establishment to track progress. The booklet may only be valid for a certain amount of time (i.e. one year) and a small prize can be provided to the first person to get a stamp from all establishments, possibly a free booklet the following year. This is a way to engage residents and visitors through the same action while promoting downtown businesses, as well.			



Objective D8: Celebrate diverse cultures

Celebrating diverse cultures is important within the community but it can also serve as an attraction to bring visitors with different cultures to downtown. A Hispanic grocery store and restaurant and Asian restaurant are well recognized downtown. These should be considered alongside other successful downtown entities. The owners should be highlighted and communication should be established with these ambitious individuals to serve as representatives of their respective cultural communities throughout Webster City. Greater understanding and appreciation of different cultures is at the core of this objective.

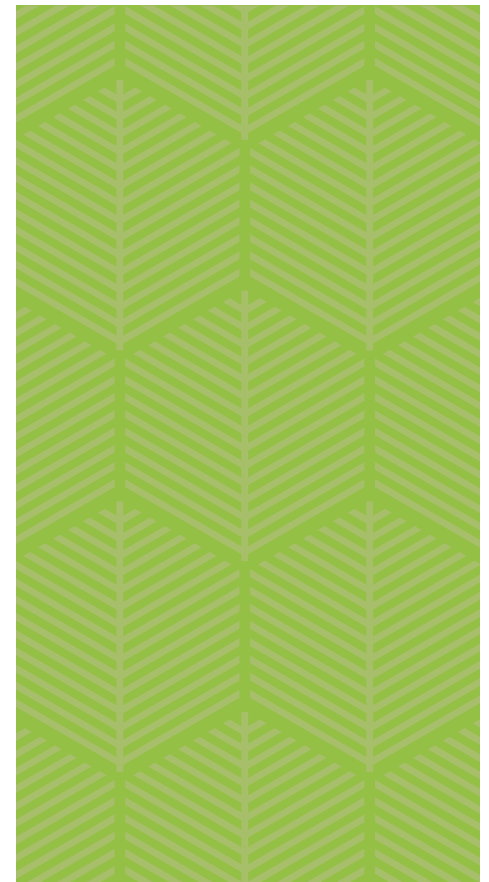
STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D8.1 – INCLUDE CULTURAL EVENTS IN THE 250 DAY EVENT CALENDAR	Promotion Committee, ACE	★ ★ ★	LONG-TERM	\$ \$
	Cultural holidays should be celebrated alongside all currently established events. As well, a welcoming atmosphere of inclusion for all cultures should be created at every event. This can be created by promoting cultural art as part of a community art festival or holding the Staff Chat at minority owned businesses. (Refer to Appendix for more information on these two events.)			
D8.2 – EMBRACE NEW IMMIGRANT AND MINORITY RESIDENTS	Chamber of Commerce, ACE	★ ★	LONG-TERM	\$
	Translate all material in the welcome basket to the native language of new residents if different than English and include contact information for a representative mentor from ACE. This will make newcomers feel particularly welcomed and help them find basic information about living in Webster City such as utility set up, shopping locations, and local events.			



Objective D9: Improve public-private partnerships

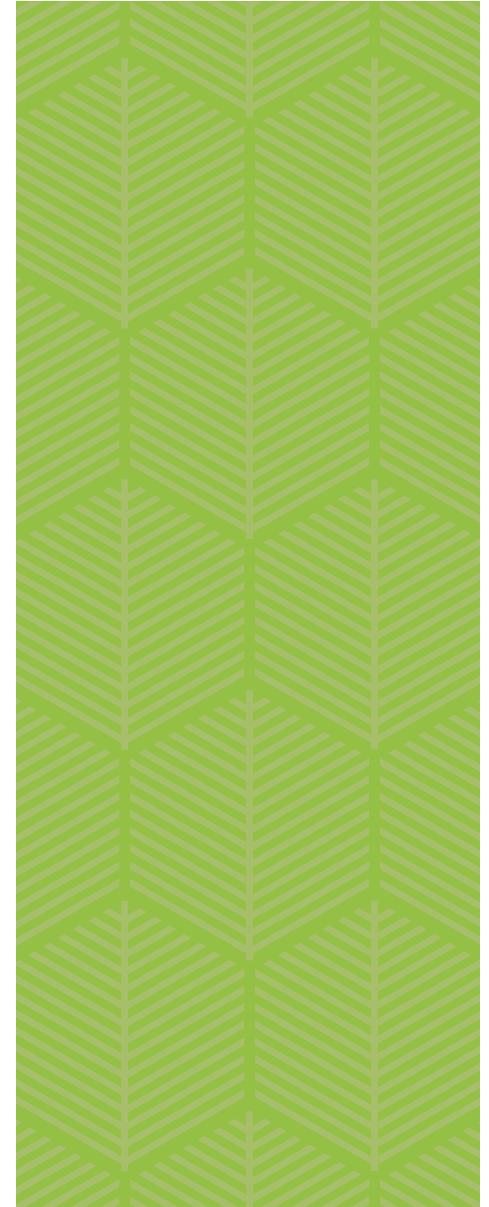
A common theme throughout the public engagement events was a lack of communication between public officials and business owners. A distrust existed as well as lack of dialogue between both parties. This relationship has room to grow and multiple projects may be on the horizon to incorporate this approach where both can benefit, especially with events and other ways to make downtown a destination. Progress has already been made such as the recent approval to continue SSMID.

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D9.1 – ESTABLISH CLEAR LINES OF COMMUNICATION	Business owners, City	★ ★ ★	LONG-TERM	\$
	Transparency is important for trust between business owners and the City of Webster City. Both parties are responsible with keeping the other well informed and this starts with clear communication. A monthly or quarterly business news letter sent from the City could be established or an annual survey of business owners could be conducted to gauge feelings and find ways to adapt to changing economic conditions.			
D9.2 – PROVIDE ADVERTISEMENT OPPORTUNITIES FOR BUSINESSES AT EVERY EVENT DURING THE 250 DAY EVENT CALENDAR	Promotion Committee, Chamber of Commerce	★	SHORT-TERM	\$
	Advertisement opportunities are a way for local businesses to show support for public events and are mutually beneficial for both the businesses and Promotion Committee. Extra funding can be obtained by the Promotion Committee to execute an event in exchange for low cost advertisement for businesses.			



CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

STRATEGY	KEY PARTNERS	PRIORITY	TIME	COST
D9.1 – UTILIZE LOCAL BUSINESSES FOR DOWNTOWN PROJECTS	Chamber of Commerce, Business owners, City	★ ★	LONG-TERM	\$
	As much as possible, all projects described in this report and any others that may occur should be sourced from local businesses. Local food and drink vendors should be used at events, local construction companies should be used for structural needs, and local banks and accountants should be used for financial needs.			



CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

EXAMPLE ACTION TABLE

STRATEGY D1.1- CREATE A BRAND SPECIFIC FOR DOWNTOWN WEBSTER CITY

Creating a brand around the downtown strategically communicates positive attributes that residents and visitors might not be aware of or take advantage of without. The brand should be crafted to evoke feelings of pride and participation, define the community, and ultimately, encourage individuals to take action by visiting Downtown Webster City.

PRIORITY: ★★ ★

MEDIUM-TERM

COST: \$\$

KEY PARTNERS: Promotion Committee, Community Vitality Director, inTANDEM Marketing

Action Steps	Responsible Party	Timeline	Funding Sources
Write a creative brief. This document illustrates the brand goal, target audience, style considerations, current perceptions, and desired perceptions.	Member #1	1st Month	N/A
Circulate the creative brief among business owners and residents in the downtown via email and organize the input.	Member #2	1st Month	Downtown Committee
Update the creative brief with comments provided from the public.	Members #1-2	2nd Month	N/A
Write a request for proposal (RFP) to create a downtown brand including a logo and slogan, as well as a timeline for the project. Other additions can be considered such as social media, print, and video material to accompany the brand.	Community Vitality Director and Member #3	2nd and 3rd Month	N/A
Directly send the request for proposal to familiar marketing agencies such as inTANDEM Marketing.	Member #3	3rd Month	N/A

CHAPTER 6: ESTABLISH DOWNTOWN WEBSTER CITY AS A DESTINATION

Action Steps	Responsible Party	Timeline	Funding Sources
Write and submit a press release that advertises the RFP in the Des Moines, Ames, Waterloo, and Cedar Rapids media markets. (Television: KCCI, WHO, KWWL, KCRG; Print: The Des Moines Register, The Cedar Rapids Gazette)	Member #4	3rd Month	N/A
Collect, review, and narrow down the top RFP submissions.	Full Promotion Committee	4th Month	N/A
Invite agencies with top submissions to Webster City for an interview.	Member #5	5th Month	N/A
Hire firm that will best execute brand goals. Provide the creative brief for additional context.	Full Promotion Committee	5th and 6th Month	Downtown Committee
Collaborate with firm throughout the project with quick responsiveness to any inquiries.	Members #5-6	6th and 7th Month	N/A
Approve downtown brand by vote of downtown committee.	Full Promotion Committee	8th Month	N/A
<p>Additional Notes: Use this space to add any additional information, for example: Peer city, Independence, Iowa, successfully navigated a rebrand which started in 2015. Below are the four steps the committee followed in collaboration with the marketing agency, Bluespace Creative, from nearby Denison, Iowa.</p> <ol style="list-style-type: none"> 1. Research Phase – Brand Assessment and Strategy 2. Tagline Phase – Positioning Statement 3. Logo Mark Phase – Logo Identity 4. Brand Standards Guide – Overall guidelines for use of logo, color scheme, design elements, font usage, etc. <p>Source: The City of Independence Iowa Branding Project</p>			

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APPENDIX A

Webster City Budget

	FY 2020 Budgeted	FY 2019 Budgeted	FY 2018
Revenues			
Taxes Levied on Property	\$ 3,750,743	\$ 3,659,683	\$ 3,554,999
TIF Revenues	\$ 256,752	\$ 233,437	\$ 296,625
Other City Taxes	\$ 897,729	\$ 837,310	\$ 783,147
Licenses & Permits	\$ 124,430	\$ 107,460	\$ 104,810
Use of Money and Property	\$ 700,516	\$ 440,933	\$ 420,904
Intergovernmental	\$ 1,239,650	\$ 1,709,166	\$ 1,245,530
Charges for Fees & Services	\$ 15,723,626	\$ 16,272,304	\$ 14,398,871
Special Assessments	\$ -	\$ -	\$ -
Miscellaneous	\$ 2,184,189	\$ 2,435,086	\$ 1,670,267
Other Financing Sources	\$ -	\$ 35,000,000	\$ 35,000,000
Transfers In	\$ 4,264,244	\$ 22,853,260	\$ 21,848,052
Total Revenue and Other Sources	\$ 29,141,879	\$ 83,548,639	\$ 79,323,205
Expenditures			
Public Safety	\$ 2,529,810	\$ 2,523,733	\$ 2,490,359
Public Works	\$ 1,881,579	\$ 1,684,905	\$ 1,529,564
Health and Social Services	\$ 57,235	\$ 65,135	\$ 65,135
Culture and Recreation	\$ 1,817,597	\$ 1,689,265	\$ 1,271,448
Community and Economic Development	\$ 315,568	\$ 312,438	\$ 276,054
General Government	\$ 384,415	\$ 351,593	\$ 297,610
Debt Service	\$ 818,501	\$ 802,763	\$ 756,855
Capital Projects	\$ 1,480,411	\$ 969,900	\$ 1,875,203
Total Government Activities Expenditures	\$ 9,285,116	\$ 8,399,732	\$ 8,562,228
Business Type / Enterprises	\$ 15,893,924	\$ 34,441,315	\$ 32,983,421
Total ALL Expenditures	\$ 25,179,040	\$ 42,841,047	\$ 41,545,649
Transfers Out	\$ 4,264,244	\$ 22,853,260	\$ 21,848,052
Total ALL Expenditures / Transfers Out	\$ 29,443,284	\$ 65,694,307	\$ 63,393,701
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	\$ (301,405)	\$ 17,854,332	\$ 15,929,504

Source: Iowa Department of Management

Survey



English ▼

Thank you for giving us a few minutes of your time today. We invite you to participate in a survey being conducted by students in the University of Iowa School of Urban and Regional Planning in collaboration with the City of Webster City. The purpose of this survey is to gather information for the forthcoming downtown plan for Webster City. Your input is very valuable and greatly appreciated!

This survey should take about 4 minutes to complete. All answers are completely anonymous and voluntary. You can choose to skip any question. Progress is shown on the bar below.

This survey is part of a partnership between the City of Webster City and the University of Iowa's Office of Outreach and Engagement. For more information, please visit <https://outreach.uiowa.edu/>

If you have any questions, please contact Travis Kraus, Director of Economic Development & Sustainability in the Office of Outreach and Engagement at 319.335.2798 or travis-kraus@uiowa.edu.

>>

English ▼

Rate downtown Webster City on the following attributes:

	Excellent	Satisfactory	Very Poor
Attractiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleanliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sense of Community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friendliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking Convenience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Traffic Flow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shopping Hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Variety of Goods and Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Events and Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pedestrian and Bike Friendliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<<

>>

English ▼

How frequently do you visit Downtown Webster City for the following?

	Daily	1-2 times per week	1-2 times per month	1-2 times per year	Never
Shopping (non grocery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grocery Shopping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restaurants/ Bars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Government	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services (banking, insurance, hair)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Passing Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

◀ ▶

What types of business missing from Downtown Webster City, if there, would you utilize?

If you lived downtown, which kind of housing would you like to live in?

Select one of the following:

☐ Renting

☐ Owning

Select one of the following

☐ 1-2 bedrooms

☐ 3+ bedrooms

Select one of the following

☐ Historically renovated

☐ Newly-built

**What attributes would you like to see more of in
Downtown Webster City?**

Select all that apply

☐ Bike lanes

☐ Public art

☐ Outdoor restaurants

☐ Parks and greenspace

☐ Other

**What type of physical changes would you like to see
in Downtown Webster City?**

**What events would you like to see in Downtown
Webster City?**

Select all that apply

☐ Live music

☐ Markets (farmers markets, craft markets, etc.)

☐ Festivals (holiday, music, etc.)

☐ Pop-up shops

☐ Other

**Is there anything else you would like us to know
about Webster City's downtown?**

Where do you live

English ▼

- ☐ Downtown Webster City
- ☐ Within Webster City city limits, but outside of downtown
- ☐ Outside of Webster City (please provide name of town)

What is your age range?

- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65+

What is your gender?

- ☐ Female
- ☐ Male
- ☐ Other



Thank you for completing the survey for downtown Webster City. As the planning team moves forward, please know your responses will be taken into account.

The original link to the survey can be found [here](#).

Survey Stratification

The survey experienced a substantial overrepresentation of female respondents relative to the town's current population distribution. According to the 5 year ACS estimate for 2017, Webster City's population is 52% female and 48% male. However, in the survey, the percentage of female respondents was 77% and the percentage for males was 23%. The reason for this difference is unknown but possibly due to a higher online participation rate by females. The survey was advertised on Facebook and available to complete online. Post stratification was required to correct the difference. A weight greater than two was assigned to all male answers while a weight of less than one was assigned to all female answers. This means each male answer was worth over twice as much each female answer to make up for the lack of male answers. The weights for males and females were calculated by dividing the population proportions by the sample proportions of each gender. Post stratification only slightly altered the survey results. The overall analysis of each result remained the same.

Focus group invitation for business owners



YOU'RE INVITED

**TO JOIN US FOR A DISCUSSION
WITH LOCAL BUSINESS OWNERS**

Our team would like to extend a special invitation to you to join us for a discussion session about downtown Webster City.

We are working to help create a more active and resilient downtown. We cannot do it without input from business owners like you.

Help establish a vision for the future of Webster City.

Let us know what's important to you!

RSVP at WCDiscussions@gmail.com or 319-382-6704

Monday
November 12th
Refreshments will be served at 5:00
Discussion from 5:30-6:30
in
The Sampson Room
at
Fuller Recreation Center
625 Bank Street

For more information visit: iisc.uiowa.edu/webster-city-downtown-strategic-plan

Fall open house flier in English



JOIN THE CONVERSATION AT A COMMUNITY OPEN HOUSE

We are working to help create a more active and resilient downtown.
Help establish a vision for the future of Webster City.
Let us know what's important to you!

Monday
November 12th
7:00-8:30
in
The Sampson Room
at
Fuller Recreation Center
625 Bank Street

Refreshments will be served

For more information visit: iisc.uiowa.edu/webster-city-downtown-strategic-plan
Reach us at 319-382-6704 or WCDiscussions@gmail.com

Fall open house flier in Spanish



ÚNASE A LA CONVERSACIÓN EN UN EVENTO ABIERTO A TODA LA COMUNIDAD

Trabajamos para ayudar a crear un centro de la ciudad más animado y energético.
Ayúdenos a crear una visión para el futuro para Webster City.
¡Queremos saber lo que es importante para usted!

Lunes
12 de Noviembre
7:00-8:30 pm
en el salón
The Sampson Room
del
Fuller Recreation Center
625 Bank Street

Se servirán refrescos

Para más información, visite: iisc.uiowa.edu/webster-city-downtown-strategic-plan
Contacte con nosotros en el 319-382-6704 o WCDiscussions@gmail.com

Welcome poster for fall focus group and open house



WELCOME TO WEBSTER CITY DOWNTOWN DISCUSSIONS

WHO WE ARE

Hello! We are Emily, Jess, Jasmine, Ryan, and Reuben.

We're a team from the University of Iowa that is partnering with the City of Webster City and the Iowa Initiative for Sustainable Communities. Our group is tasked with developing a downtown plan that will be heavily influenced by community input and research.



WHY WE'RE HERE

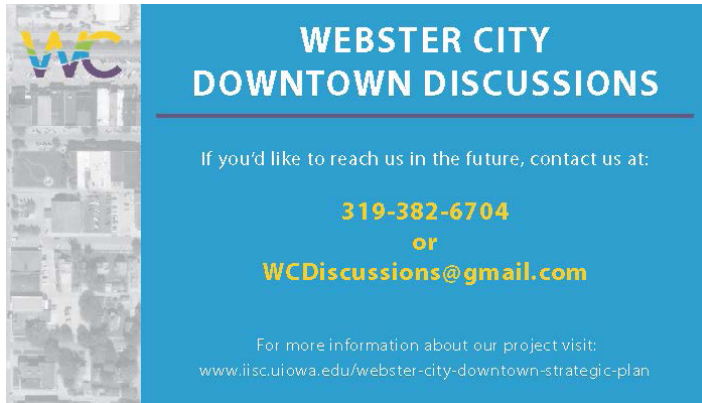
We are in the early stages of developing a plan that aims to revitalize the downtown commercial district through small business growth, building improvements, residential development, and strategies to attract residents and visitors to the area.

Our group is interested in your input and insight, as a resident of Webster City. Your contribution will help drive the vision of the plan for your town. With your guidance, we can help create a more active and resilient downtown Webster City.

THANK YOU FOR JOINING US!



Contact card



APPENDIX B

Sheet filled out by business owners that attended the focus group

1. Name of owner; name and address of business _____
2. How long have you been in operation? _____
3. Do you currently own or rent the building your business is in? _____
Do you prefer owning or renting? _____
4. If there is a second story to your building, what is it used for? _____
5. How many full-time employees do you have? _____
6. Which of the following strategies do you use to increase your sales during less busy days/hours?
 - a. Advertise
 - b. Product promotion
 - c. Extended hours
 - d. Change of product/service
 - e. Nothing
 - f. Other _____
7. Do you have succession plans in place for your business? _____
8. Would you be willing to discuss your business more at a later date? If yes, please provide a phone number we can call. _____

When you're finished, please leave this with one of the planning team members.

If you have any comments for us, please share them here: _____

When you're finished, please leave this with one of the planning team members.

Spring open house: Economic Hub Poster

Establish Webster City's Downtown as a Vibrant Economic Hub

A Attract businesses to downtown

Form a team of "Downtown Ambassadors" to engage outside businesses and attract them to Webster City. Downtown Ambassadors would be equipped with details about the available commercial spaces within the downtown and target businesses that would be beneficial to our people and economy or carry out a targeted marketing campaign.



B Increase the number of occupied commercial spaces

Through partnerships with community service groups, work towards incremental improvements to building exteriors. Consider forming partnerships with the local high school and community college technical and construction programs for work towards this goal. Consider alternative uses for spaces that had previously been used strictly for retail. Consider setting a vacancy fee for storefronts that are not used.



C Support existing businesses

Offer both technical and financial support to existing businesses. Examples of technical support includes assistance with developing plans for the future of a business, access to an online business resource toolkit, or leadership training. Financial support could include an online resource that lists potential funding sources or improving access to small scale lending or small financing options. Other support could include sponsoring public WiFi and increasing internet speed.



D Cultivate a pro-business ecosystem

Hosting events where class for new businesses are pitched or workshops where business improvement strategies are discussed. Information is made easily accessible for those interested in starting a business within Webster City's downtown, including who to contact with questions and available financial resources. Create a business membership program for those seeking guidance in business endeavors.



E Encourage downtown living

To ensure that all spaces within the downtown are being used to their full potential, promote downtown living. Consider allowing selling landlords to post their vacancies in a central location on the city's website and social media outlets. Include key details like photos, price, and contact information. Encourage the conversion of underutilized spaces to be used for housing. Connect those wanting to make improvements to their housing to information about loans and financing that are specifically meant for housing.



Spring open house: Beautify and Activate Poster

Beautify and Activate Downtown

A **Fix downtown buildings**

Provide incentives and resources to rehabilitate downtown buildings, including facade and structural improvements. This could be achieved by establishing guidelines for facade enhancements and creating financial incentives for building owners. Building code violations could be enforced quickly and equitably to ensure that no buildings are neglected or improperly used. Additionally, demonstrated excellence in enhancements should be recognized and celebrated by the community.



B **Encourage extended business hours**

Keep the downtown active later in to the evening. This could benefit businesses as well as shoppers or diners.



C **Improve the look and function of signage**

Develop guidelines to enhance the overall appearance and materials used on the downtown signs and create a cohesive look for business signage within the downtown. Guidelines for informational signage, such as business hours or wayfinding, could also be created.



D **Increase foot traffic**

Encourage people to walk around our downtown through several methods, including making sure that all crosswalk locations are clearly displayed, offering more outdoor seating, or highlighting the downtown's connection to the surrounding multi-use trails. Motivate those traveling along the trails to stop in the downtown by creating maps that show what is in the area or providing improved bike infrastructure.



E **Maintain streetscapes**

Uphold the improvements that have been made to the sidewalks, planters, trees, and greenways. Where possible, expand those improvements beyond Second Street.



F **Embrace and encourage the arts**

Sculptures, murals, photography, video projection or other types of public art could be placed throughout the downtown. Art could be displayed on sidewalks, street corners, sides of buildings, or inside of empty storefronts.



G **Develop a historic preservation committee**

Consider creating a committee devoted to historic preservation in order to assist downtown buildings in applying for registration on the National Register of Historic Places. Designation as a historic property would help secure financial support for building improvements. Having multiple sites that are registered with the National Register could help develop a sense of place and an appreciation of Webster City's historic elements.



Spring open house: Destination Poster

Make Downtown a Destination

A Establish a downtown brand

Introduce visual elements like banners and signage to differentiate downtown from the surrounding community. Make advertisements specific to downtown and its interests.



B Greet visitors so they feel welcomed in the downtown

Consider preparing a small welcome package or brochure for visitors that can be kept at anchor storefronts and buildings. Equip individual businesses to support other businesses and community events. Offer customer service or welcoming training for interested business owners. Consider to design and maintain an inviting downtown atmosphere for visitors.



C Increase the number of events hosted in downtown

Enable the downtown area to be a centralized location for regular community events and serve as the heart of the community. This could include already established events like DineOutDay, Days and Saturdays, or addition to new events like a summer movie series, weekend sales and pop-up festivals, food and wine festivals, and sponsored Farmers' Markets.



D Develop a unified promotional strategy

Downtown business owners could coordinate to advertise their operations collectively in increasing social media or local news outlets and agree to similar business hours to help each other gain visiting customers. Collaboration between business owners could also include advertising shared events like festivals or other events. There may also be an opportunity to join an established group supporting downtowns regionally.



E Recognize excellence in business and community pride

Regularly present awards for downtown businesses in the community that have demonstrated exceptional work. Categories could include service, retail history of the town, or WhiteStar City pride. The awards could feature a banner to display in their storefront.



F Celebrate diverse cultures

Embrace the diversity that exists in our community by ensuring public events are inclusive to our diverse population. Develop new events that could unite the community about shared segments of WhiteStar City's demographics. Consider providing city materials in English and Spanish.



G Create a central hub for information

Keep visitors informed of important events to your community. Use local radio station website that is updated for the community for the most up-to-date information on WhiteStar City including current events, resources and opportunities.



H Enhance the experience of being downtown

Make maps specific to the downtown area and include downtown businesses, City Hall, Fuller Memorial Center and the Arnold Young Library. Create a method for anonymous feedback regarding the downtown that residents and visitors can make suggestions for improvements. Consider making recommendations for downtown businesses and services to encourage visitation and engagement.



I Improve public-private relations

Create open lines of communication between residents and public officials to address any concerns or questions regarding the downtown and its future. Update the City's website to alert residents to the proper person to handle their concerns or questions. Encourage transparency by hosting regular open-house discussions open to the public to discuss topics of interest.



Spring open house: Feedback sheet

Webster City Downtown

Rank the strategies listed below. Please share any comments or thoughts you have about them. If you have questions about any of the strategies, feel free to come talk with us. If you feel a strategy should not be pursued at all, you can indicate that.

Establish Webster City as a Vibrant Economic Hub

Please rank #1-#5, #1 indicating the highest rank

Priority	Strategies	Comments
A	Attract businesses to downtown	
B	Increase the number of occupied commercial spaces	
C	Support existing businesses	
D	Cultivate a pro-business ecosystem	
E	Encourage downtown living	

Beautify and Activate Downtown

Please rank #1-#7, #1 indicating the highest rank

Priority	Strategies	Comments
A	Fix downtown buildings	
B	Encourage extended business hours	
C	Improve the look and function of signage	
D	Increase foot traffic	
E	Maintain streetscapes	
F	Embrace and encourage the arts	
G	Develop a historic preservation committee	

OVER →

Webster City Downtown

Please rank #1-#9, #1 indicating the highest rank

Priority	Strategies	Comments
A	Establish a downtown brand	
B	Greet visitors so they feel welcomed in the downtown	
C	Increase the number of events hosted in downtown	
D	Develop a unified promotional strategy	
E	Recognize excellence in business and community pride	
F	Celebrate diverse cultures	
G	Create a central hub for information	
H	Enhance the experience of being downtown	
I	Improve public-private relations	

Any other comments or feedback?

Spring open house: Sign up sheet

How can you help make Downtown Webster City into a vibrant place?

- ☐ Create marketing content (i.e. logos)
- ☐ Mentor new entrepreneurs and business owners
- ☐ Conduct a workshop
- ☐ Take high quality photos of the downtown and events
- ☐ Commit to spending \$50 every month at a downtown business
- ☐ Serve on a committee
- ☐ Clean up public and green spaces downtown
- ☐ Donate supplies or building space for events
- ☐ Provide music for events
- ☐ Welcome newcomers and visitors to town
- ☐ Manage online data
- ☐ Host a roundtable discussion or meetup
- ☐ Assist with light construction projects
- ☐ Write posts about downtown events
- ☐ Attend meetup events and discussions
- ☐ Download and use the Locable community events calendar
- ☐ Contribute to public art
- ☐ Look to local goods and service providers first
- ☐ Translate English documents into Spanish
- ☐ Create social media content
- ☐ Assist with regular landscape maintenance
- ☐ Decorating for holidays and events (setup or teardown)
- ☐ Organize volunteers
- ☐ Paint walls or sides of buildings
- ☐ Help organize and plan a downtown event
- ☐ Sponsor events
- ☐ Donate services to business startups
- ☐ Stay open late once a week (for retailers)
- ☐ Be positive and enthusiastic about Webster City
- ☐ Buy products from the Farmer's Market
- ☐ Attend downtown events
- ☐ Give community tours
- ☐ Share posts and events on social media
- ☐ Do you have other ideas? _____

Thank you for your input! How can we contact you?

Name and phone number: _____

Market Analysis- Leakage and Surplus Factor by Industry Group

2017 Leakage/Surplus Factor by Industry Group




Example of Building Inventory Report Card for a parcel


Building Inventory - Parcel Detail

Property Location: 723 Seneca Street


Map



Facade



Interior



<p>Doing Business As The Produce Station and County Attorney</p>	<p>Prior Assessed Values</p> <p>2015 \$36,460</p> <p>2010 \$36,460</p> <p>2005 \$38,610</p> <p>2000 \$26,720</p>
<p>Deed Holder Newcastle Properties, LLC</p>	<p>Monthly Lease \$1,200</p>
<p>Classification Comercial</p>	<p>ADA Accessible Yes</p>
<p>Property Value \$26,470</p>	<p>Facade Quality Excellent</p>
<p>Total Value \$32,720</p>	<p>Interior Quality Good</p>
<p>Year Built 1850</p>	<p>Construction Timber</p>
<p>Building Area 2,258 sq. ft.</p>	<p>HVAC Multi-stage, zoned</p>

Appendix C: List of possible events for downtown

List of possible downtown events. Some of these events lend themselves well to have a portion of the downtown streets blocked off to encourage foot traffic and more family attendance.

- **Downtown, Up Late:** businesses in the downtown district commit to staying open until 9:00pm once a week.
- **Community art festival:** annual or bi-annual event spotlighting local artists and their craft. This could include classes, demonstrations, and opportunities to buy goods.
- **Wine Walk:** annual or bi-annual event where residents can pay for an engraved wine glass and walk in downtown businesses to get refills of different local wines. Each business could sponsor a different vineyard. Other activities could include wine education classes, grape smashing, or 'sip and make' instructional classes. Here is an example from [Village of East Davenport](#).
- **Doodle Bug Days:** although this event already takes place annually, it could be moved to the downtown area to attract more visitors. Other attractions at the event could include food trucks, mechanic classes on scooter maintenance, or bouncy houses.
- **Staff Chat:** monthly event at a local coffee shop, like Morning Glory, or restaurant where a city staff member makes themselves available for informal conversation with the public.
- **Sidewalk Sales:** annual or bi-annual multi-day event where all downtown merchants display some goods on their sidewalks that may be at a discounted rate. Shutting down Second Street for the event would provide merchants extra space to display goods. Here is an example from [Iowa City](#).
- **Holiday Light Walk:** annual event where downtown stores display lights in their storefronts and possibly offer specials or discounts. Residents walk the downtown streets to view the lights. This could also be a contest for the best light displays. Here is an example from [San Antonio](#).
- **Summer Movie Series:** a weekly or bi-weekly event in the summer months. Residents can bring lawn chairs and snacks to enjoy family-friendly movies displayed on the side of the old bakery or a similar building. Here is an example from [Grand Rapids](#).
- **Taste of Webster City:** annual event where local bakeries, coffee shops, and restaurants are showcased by offering sample portions on the sidewalks and streets. Shutting down Second Street for the event would provide vendors more space for their food items and allow residents to walk around to each vendor. Here is an example from [Iowa City](#).
- **Food Truck Festival:** annual event showcasing local food trucks. Other activities could include crafts for children, a beer garden for 21+ residents, live music, and other things that would encourage different segments of the population to attend. Here are examples from [Cedar Rapids](#) and [Altoona](#).
- **Second Street Songs:** annual event of musical performances. A variety

of music from locals and visitors can be played at different stations down second Street. Allowing different performances to play simultaneously allows visitors to walk freely without missing a beat. Here is an example from [North Liberty](#).

- **Date Night Downtown:** monthly event with specials on alcoholic beverages, dinners, goods, and services ideal for couples. Other specials could be offered by Shanti Rejuvenation Center, Spa Nails, Flower Cart, or Morning Glory. Here is an example from [Washington DC](#).
- **Dub City Block Party:** annual event with an activity for every age group of the population. Some events can occur at a scheduled time like a sand volleyball tournament, vacant building tour, fashion show, children's story hour, or a concert, while others could go on continuously throughout the day like mini golf, silent disco, or dueling pianos. Residents aged 21+ can purchase a cup and openly drink alcohol purchased from participating vendors. This could be a free event or cost a small fee to take part in the activities. Here is an example from [Iowa City](#).

Blank Action Table

STRATEGY

PRIORITY:

____-TERM

COST:

KEY PARTNERS:

Action Steps	Responsible Party	Timeline	Funding Sources

Business Recruitment Scorecard: Blank

The following table as referenced in strategy E2.2 can be used understand potential viability for businesses downtown. Each question refers to a different part of the market analysis and public input process.

While this is a guide, as always this has no guarantee of viability or compatibility for an area. Also because of the sensitive information, this tool is for internal purposes only.

BUSINESS RECRUITMENT SCORECARD			
Business Name			Date
Main product		Current Location	
Category	Description	Evidence	Yes, No, or Unknown
Target Customer Segment	Is their target customer in Webster City according to the segmentation analysis? If so, which?		
Market Potential	What is the industry gap according to the gap analysis? The higher the number in green from the gap analysis the better.		
Public Input	Do Webster City residents want this type of business as seen in the survey?		
Available Space	Is there a commercial space available for the prospective business?		
Peer City	Does a peer city have this business or a similar one? This can be found on the Chamber of Commerce website.		
Good fit? Yes, No or Maybe			
Comments:			

APPENDIX C

Business Recruitment Scorecard: Example

The following table as referenced in strategy E2.2 can be used understand potential viability for businesses downtown. Each question refers to a different part of the market analysis and public input process.

While this is a guide, as always this has no guarantee of viability or compatibility for an area. Also because of the sensitive information, this tool is for internal purposes only.

BUSINESS RECRUITMENT SCORECARD - SAMPLE			
Business Name: Brown's Shoe Fit			Date: May X, 20XX
Main product: Shoes		Current Location: Fort Dodge	
Category	Description	Evidence	Yes, No, or Unknown
Target Customer Segment	Is their target customer in Webster City according to the segmentation analysis? If so, which?	Heartland Communities and Traditional Living	Yes
Market Potential	What is the industry gap according to the gap analysis? The higher the number in green from the gap analysis the better. This should be given the <i>highest</i> weight	+\$414,401	Maybe
Public Input	Do Webster City residents want this type of business as seen in the survey?	20 respondents	Yes
Available Space	Is there a commercial space available for the prospective business?	XX 2 nd Street has 1000 square feet, the average size for a brown's shoe fit store	yes
Peer City	Does a peer city have this business or a similar one? This can be found on the Chamber of Commerce website.	Mount Pleasant	Yes
Good fit: Yes, No or Maybe			Maybe
Comments: while the public obviously wants this type of business and the square foot requirements are met, the retail gap is small, suggesting that the demand for shoes may not be as large as originally expected.			

Murals planned for the downtown



APPENDIX C

Murals planned for the downtown



Webster City Area Chamber of Commerce

Attn: Anna Woodward

PO Box 310

628 Second Street

Webster City, Iowa 50595

Dear Anna,

Thank you for contacting the Downtown Resource Center at the Iowa Economic Development Authority and requesting a downtown assessment visit. As you know, the assessment visit is scheduled in Webster City on February 7-9, 2023.

In order for the downtown assessment visit to be successful, it is critical that your organization do the following:

- Coordinate the visit per the downtown assessment visit format which will be provided;
- Schedule interviews with a broad-based representation of the community;
- Be the timekeeper so that we don't get behind schedule;
- Encourage and enlist attendees for interviews.

The assessment team will be comprised of 4-5 downtown development professionals. The team will participate in a familiarization tour of the community and a walking tour of downtown. The team will conduct interviews with local community leaders and representatives. A pre-visit survey will be implemented approximately six weeks prior to the visit. The team will assess the current state of downtown and develop observations and recommendations specific to your downtown. This information will be shared at a community meeting on the final day of the visit. A written report will follow within approximately six weeks after the visit.

The cost of the downtown assessment visit is \$2,500. Your organization will be billed for this service after delivery of the written report.

Thank you for requesting a downtown assessment visit. This letter spells out the terms of our agreement with your organization. If you agree to these terms, please sign and date this letter and return it to us. We look forward to working with you to plan and implement this important service.

Sincerely,

Jim Engle, Director

Iowa Downtown Resource Center

We agree with the above referenced terms and agree to pay for this service within 30 days of billing by IEDA.

Signature(s)

Webster City Area Chamber of Commerce

date



MEMORANDUM

TO: Mayor and City Council

FROM: Daniel Ortiz-Hernandez, City Manager

DATE: October 17, 2022

RE: Adopt a Resolution Approving and Authorizing Execution of A Conditional Electric Infrastructure Loan Agreement with Sparrow Properties, LLC, D/B/A Automatic Machine Products, Also Known As Perin Machining Company

SUMMARY: Conditional electric infrastructure loan agreement between the City and Sparrow Properties, LLC, (also known as Perin Machine Products) would provide for electric infrastructure and 3-phase transformer to serve facility located at 1941 James Street that Sparrow wishes to expand to.

PREVIOUS COUNCIL ACTION: The Council approved a conditional loan agreement with Perin Industries, Inc., owned by Jonathan Perin, back on July 2, 2018. The conditional loan agreement provided a loan for the electric infrastructure and 3-phase pad mount transformer that would serve the Perin Industries facility at 1941 James Street. The conditional loan provided terms for the loan to be forgiven if Perin industries achieved specific employment and wage projection over a ten-year period. Perin Industries ceased operating in May of 2022, defaulting on the original conditional loan. Terms of the conditional loan agreement stipulated that in event of default the City would remove the infrastructure and 3-phase transformer provided under the loan agreement.

BACKGROUND/DISCUSSION: David Perin, owner of Sparrow Properties, LLC and Perin Machining, addressed the City Council on July 5, 2022 during public comment. Mr. Perin informed the City Council that he desired to expand his manufacturing business into a facility located at 1941 James Street. He indicated that his expansion would entail new additional machines.

The facility at 1941 James Street was previous leased and operated by Perin Industries, Inc. The facility had been unused since Perin Industries shut down in the spring of 2022. In 2018, the City entered into loan agreement with economic development incentive with Perin Industries that provided for the cost and installation a 300 kVA 3-phase transformer and associated electric infrastructure to serve said facility. The shut down of Perin Industries triggered the default provisions of the agreement which specified that that transformer and the electric infrastructure would be removed by the City. It is unclear if specific employment projects were achieved. The amount remaining on the conditional loan was \$7,884.42 after prorating the number of months Perin Industries was in business.

David Perin expressed an interest in utilizing the facility to expand Sparrow Properties' manufacturing business. The proposed expansion would include acquiring new machines and equipment to locate at the 1941 James Street facility. The expansion will aid Sparrow's ability to retain employees that would be needed to operate at the new facility. The proposed expansion will require the availability of the 3-phase transformer and electric infrastructure to serve the facility.

The proposed conditional electric infrastructure loan agreement with Sparrow Properties, LLC provides for terms and conditions necessary to comply with Iowa Code Chapter 15A (Use of Public Funds to Aid Economic Development). It will permit for the 3-phase transformer and electric infrastructure to remain place in order to serve Sparrow's manufacturing operations at the location contingent. If Sparrow remains in business and maintains manufacturing operations that result in the retention of jobs for a minimum period of five years, the loan of \$7,884.42 would be forgiven. Payments would be deferred during the five-year period.

Cost of new a 300 kVA 3-phase transformer costs upwards of \$16,000. Used transformers currently have a high resale value. In lieu removing and considering selling the transformer that previously served the prior business at the facility, the agreement with Sparrow provides a means to support the expansion of a local manufacturing business while remaining compliant with applicable laws.

FINANCIAL IMPLICATIONS: \$7,884.42 would be forgiven if Sparrow fulfills terms of agreement. Funds originally came from the Electric Utility.

RECOMMENDATION: Staff recommends approval of conditional electric infrastructure loan agreement with Sparrow Properties, LLC.

RESOLUTION NO. 2022 -

**A RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF A CONDITIONAL ELECTRIC INFRASTRUCTURE LOAN AGREEMENT BY AND
BETWEEN THE CITY OF WEBSTER CITY AND SPARROW PROPERTIES, LLC D/B/A AUTOMATIC MACHINE
PRODUCTS, ALSO KNOWN AS PERIN MACHINING COMPANY,**

WHEREAS, Iowa Code Chapter 15A authorizes cities to make loans and grants for economic development, and to appropriate such funds and make such expenditures as may be necessary to carry out the purposes of said Chapter; and

WHEREAS, on July 5, 2022, David Perin, owner of Sparrow Properties, LLC addressed the City Council regarding his plans to expand into a fourth location in Webster City and requested the electric infrastructure improvements made by the City to the building at 1941 James Street under a conditional loan agreement with a previously existing business operating at said location remain in place and not be removed; and

WHEREAS, the electric infrastructure improvements made to manufacturing facility at 1941 James Street consisted of electric utility infrastructure, equipment, and installation of a 300 kVA 3-phase pad mount transformer that would be removed upon default of the conditional loan agreement by the business previously operating at said location; and

WHEREAS, the previous business that operated at said location defaulted on a conditional loan agreement with in an estimated balance of \$7,884.42 remaining; and

WHEREAS, Mr. Perin wishes to expand his manufacturing business into the now vacant facility at 1941 James Street and requires the 3-phase electric infrastructure and transformer to serve the new equipment and machines he wishes to locate at said facility; and

WHEREAS, Automatic Machine Products was first incorporated by Mr. Perin in 1987 with a principal place of business in Webster City and now presently operates out of three locations in Webster City; and

WHEREAS, Sparrow wishes to expand its manufacturing operations to 1941 James Street in order to accommodate new additional equipment and machines; and

WHEREAS, Sparrow's expansion will assist their ability to retain employees and create new job opportunities in the future; and

WHEREAS, it is the desire of the City Council of the City of Webster City to help promote economic development in Webster City; and,

WHEREAS, the City of Webster City, Iowa has as one of its primary goals the expansion of industry and retention of jobs in the community; and,

WHEREAS, in lieu of removing electric infrastructure and transformer from 1941 James, the City Council of the City of Webster City, Iowa, desires to enter into a Conditional Electric Infrastructure Loan Agreement with Sparrow Properties, LLC with provisions for the forgiveness of said loan, as an economic

incentive for the expansion of Sparrow’s manufacturing business and retention of jobs located within the City; and,

WHEREAS, provisions and terms are outlined in the Conditional Electric Infrastructure Loan Agreement regarding the electrical infrastructure and transformer serving said facility, and the provisions for the forgiveness of said loan.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Webster City, Iowa, that the Mayor and City Clerk are hereby authorized and directed to enter into a Conditional Electric Infrastructure Loan Agreement with Sparrow Properties, LLC.

Passed and approved this 17th day of October, 2022.

John Hawkins, Mayor

ATTEST: _____
Karyl K. Bonjour, City Clerk

CONDITIONAL ELECTRIC INFRASTRUCTURE LOAN AGREEMENT

THIS AGREEMENT, made and entered into on this 17th day of October 2022, by and between Sparrow Properties, LLC d/b/a Automatic Machines, also known as Perin Machining Company, with offices located at 1931 Industrial Park Road, Webster City, Iowa, hereinafter referred to as “Sparrow” and the City of Webster City, Iowa, located at 400 Second Street, Webster City, Iowa, hereinafter referred to as “City”.

WITNESSETH:

WHEREAS, Sparrow is seeking economic incentives relating to the retention of jobs in Webster City, Iowa; and,

WHEREAS, the City is willing to provide a conditional loan with provisions for the forgiveness of said loan to Sparrow as an economic incentive for the retention of said jobs in Webster City, Iowa, in an amount up to, but not to exceed, \$7,884.42, as outlined below; and,

WHEREAS, Sparrow operates two manufacturing facilities in Webster City and is seeking to expand to a third facility at 1941 James Street; and,

WHEREAS, the facility at 1941 James Street was utilized by another manufacturing business until June of 2022 and had obtained a conditional loan in an amount up to \$13,140.46 from the City for electric infrastructure, equipment, and installation at the location; and

WHEREAS, the City is willing to enter into a conditional electric infrastructure loan agreement with Sparrow in lieu of removing said electrical infrastructure; and

WHEREAS, the parties have reached an agreement on the terms and provisions for the conditional loan with provisions for forgiveness and wish to herein reduce their agreement to writing for formal execution and acknowledgement.

IT IS THEREFORE AGREED as follows, to-wit:

1. **JOB RETENTION**: To encourage job retention within the City of Webster City, Iowa, the City herein agrees to loan Sparrow \$7,884.42, which is the estimated cost remaining of the electric infrastructure, equipment, and installation consisting of a 300 kVA 3-phase pad mount transformer, provided to the manufacturing facility located at 1941 James Street, Webster City, Iowa, subject to the terms herein. Said loan payment will be made directly to Webster City Municipal Utilities, whom will be providing the additional electrical infrastructure and service equipment, which is already located at said manufacturing facility.

Further, payments will be deferred for a period of five (5) years following execution of this Agreement, contingent upon Sparrow continuing to operate said manufacturing facility located at 1941 James Street, Webster City, Iowa as a manufacturing facility related to their current business

operations and continuing to retain jobs and employees related to said current business, the City herein agrees to forgive the entire loan amount of \$7,884.42 at the end of said five (5) year period.

However, in the event that Sparrow fails to continue to operate said manufacturing facility located at 1941 James Street, Webster City, Iowa as a manufacturing facility related to their current business operations and/or fails to continue to retain jobs and employees related to said current business in City of Webster City, as required herein, the City shall be allowed and able to remove the above-described electrical infrastructure and service equipment, by giving Sparrow a ten (10) day written notice of the City's intention to remove said equipment. To ensure compliance herein, Sparrow further agrees to provide the City with updates, when requested, as to the current operations taking place within said manufacturing facility.

2. ENTIRE AGREEMENT: This Agreement contains the complete Agreement between the parties and shall, as of the effective date of this Agreement, supersede all other Agreements between the parties. The parties stipulate that neither has made any representations including the execution and delivery of this Agreement except such representations as are specifically set forth in this Agreement, and each of the parties acknowledges he/it has relied on its own judgment in entering into this Agreement. The parties further acknowledge that any payments or representations that may have been made by either to the other prior to the date of executing this Agreement are of no effect and that neither has relied on such payments or representations in connection with his or its dealings with the other.

3. MODIFICATION OF AGREEMENT: Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party.

4. EFFECT OF PARTIAL INVALIDITY: The validity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid by a court of competent jurisdiction, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the holding of the invalid provision.

5. GOVERNING LAW: This Agreement and rights and duties hereunder shall be construed in accordance with the laws of the State of Iowa.

6. NO WAIVER: The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

7. SECTION HEADINGS: The titles to the Sections of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aide in the interpretation of the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto sign and execute this agreement on this _____ day of October, 2022.

SPARROW PROPERTIES, LLC
D/B/A AUTOMATIC MACHINES

CITY OF WEBSTER CITY, IOWA

By: _____
David Perin, President

By: _____
John Hawkins, Mayor

ATTEST:

Karyl Bonjour, City Clerk

STATE OF IOWA, COUNTY OF HAMILTON: ss

On this _____ day of October, 2022, before me, a Notary Public in and for the State of Iowa, personally appeared David Sparrow, to me personally known, and, who, being by me duly sworn, did say that he is the Manager of Sparrow Properties, LLC d/b/a Automatic Machines; and that the instrument was signed and sealed on behalf of the entity, by authority of its members, and that David Sparrow acknowledged the execution of the instrument to be his voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

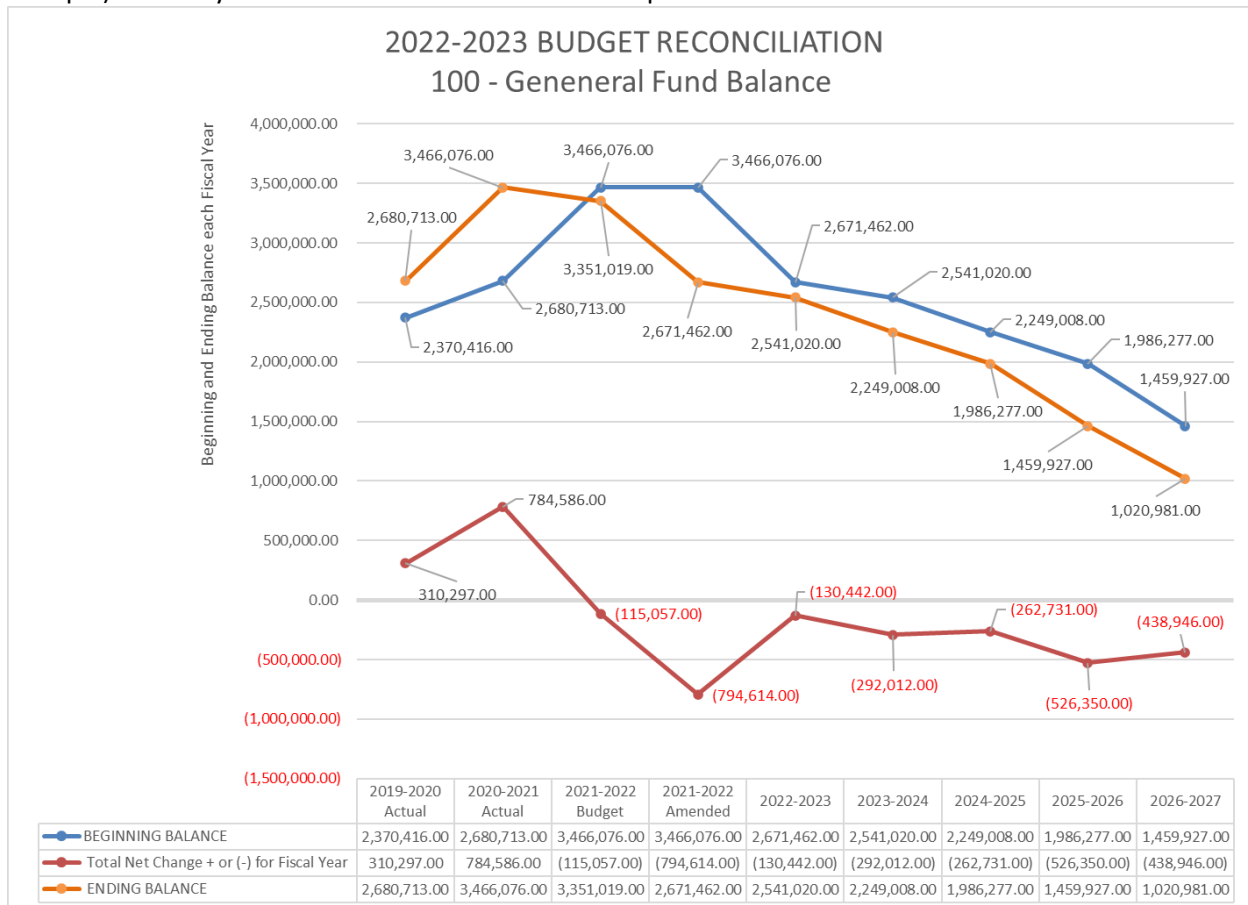
Notary Public in and for the State of Iowa.



MEMORANDUM

TO: Mayor and City Council
FROM: Daniel Ortiz-Hernandez, City Manager
DATE: October 17, 2022
RE: Work Session Regarding Wilson Brewer Park Proposed Expansion and Financial Impact

The City's General Fund has a deficit caused by expenses exceeding anticipated and available revenues. Based on the Fiscal Year 2022-2023 budget reconciliation, the General Fund will lose approximately 61.7% (\$1,650,481) of its balance by the end of Fiscal Year 2026-2027. This trend is not sustainable. The budget reconciliation is developed each year as part of the annual operating budget setting process for the upcoming year. It reflects past two budget years, and takes into account anticipated revenues and expenses for upcoming and future years. The graph below depicts the beginning and ended balance of the General Fund. The worksheet included in the council's information shows key revenues (listed as receipts) will likely remain at about the same while expenses and transfers out will increase.



There considerable needs that must be bet by the General Fund. While expenses can be adjusted as has been done in the past, there are priorities and initiatives that the City is unable to defer much longer. These include but are not limited to:

- Public safety equipment and vehicles
 - Current version police body and dash camera system will no longer be supported by vendor. Requires costly system upgrade or vendor change.
 - Digital radio and fire pager upgrade
 - Fire department tanker and pumpers trucks to be replaced
 - Replacement of high mileage vehicles
 - Breathing air module
 - Dispatch/EOC improvements
- Public Grounds and Recreation
 - Mower replacements
 - Aerator and sprayer
 - Trailer
 - Cemetery tiling
 - Outdoor pool filter and plumbing system
 - Splash pad prioritized in most recent council goal setting
 - Park shelters
 - Fence at Kendal Young park

With regard to proposed plans involving the Wilson Brewer Historic Park complex and desire to add additional facilities and expand operations, an overview of expenses associated with the Wilson Brewer Historic Park with the same information regarding the city General Fund had been included in the Wilson Brewer Historic Park Commission packet and discussed at their meeting in July, 2022. Some of the key information and points addressed in the overview provided included:

- Expenses in the City's General Fund exceed incoming revenues in current and upcoming years.
- The General Fund is the primary source of funds for non-utility operations which include Police, Fire, Recreation and Public Grounds.
- There are several projects that are dependent on the availability of financial resources and grants to be pursued. In the longer-range capital improvement plan and capital equipment plan, there are items that are continually listed with the assumption that if the City is awarded a federal grant or other external funding it can proceed with acquisition.
- A summary of City and natural gas utility expenses through May 2022 for the Wilson Brewer Park was included. This does not include trash services or telephone that may serve the park. 2021 was the highest year for utility expenses with \$5,870.10, compared to \$3,407.21 in 2014.
- Utility cost will increase with additional utility needs due to additional HVAC systems or new facilities/structures.
- The Depot is served with natural gas. Usage and cost have increased. Summary and chart included.
- Currently the expenses associated with overall maintenance of the Wilson Brewer Park, including mowing and snow removal, are factored into the broader Recreation and Public Grounds budget. This includes labor, including the public grounds department's full-time and seasonal staff, their benefits, insurance, equipment and vehicles allocated to maintain the Wilson Brewer Park, etc.

- 28e agreements presented were prepared by Gary Groves.
 - City management were not consulted before their development.
- Agreement presented to Wilson Brewer Historic Park commission was different from one presented to the Park and Recreation Board.
- Agreements are vague on details but mandated specific requirements of the City, including but not limited to:
 - Agreement #1, presented to Wilson Brewer Historic Park Commission in July, stipulated the formation of Board of Trustees
 - *"The City, as owner of the Park, will continue to maintain the Park."*
 - *"The City shall not change, alter or revoke the Board of Trustees as established herein for the oversight, management and operation of the Park without the mutual consent of the parties."*
 - County would donate land where a new building would be constructed with donated funds.
 - Maintenance responsibility would still be burden of the City.
 - County would contribute \$180,000 to toward the completion of the renovation of the original Hamilton County Courthouse located on the Park grounds.
 - City would be responsible for utilities, maintenance, etc.
 - This would include any additional expenses incurred due to expansion of the park, added operations, or additional services the Board of Trustees would see fit.
 - *"Except for the above stated obligations, the County shall have no further required financial responsibility to the City for the operation and maintenance of the Park, without County consent and approval."*
 - Agreement #2, presented to the Park and Recreation Board in August. The Park and Recreation Commission did not make a motion for approval or recommendation for the 28E agreement (meeting minutes attached).
 - Agreement also stipulated formation of a Board of Trustees to oversee and manage the park.
 - *"...the City acknowledged the conditions and agrees to honor the same through agreements with the Board of Trustees of the Foundation in reference to utilities, insurance and maintenance of the Park, excluding any costs other than insurance coverage on the real estate being donated by the County."*
 - *States that the City Council would have to also approve agreements with the new Board of Trustees that have yet to be determined.*
 - County would donate land to non-profit foundation established, not the City, where Hamilton County History & Heritage Center would be constructed.
 - *"the County will be open to negotiation with the Foundation on any costs that may result from the operation of the said Hamilton County History and Heritage Center."*
 - Language pertaining to Courthouse renovation
 - Both agreements specify "City Manager shall be the primary point of contact for the City", but the City Manager is not privy to discussions, details, or consulted on development of 28e agreements.
 - Both agreements also stipulate that the 28e agreement "cannot be changed or revoked without the mutual consent of the parties herein."

- Provision would appear to violate recent Iowa Supreme Court ruling in Landowners v. S. Central Regional Airport Agency. *See slides from municipal legal update by law firm Lynch Dallas, P.C.
 - Issue was previously raised at the Wilson Brewer Park Commission meeting in July.
- There are many questions and unknowns that impact the ability to accurately determine long term cost, including but not limited to:
 - Depot has been closed during COVID and while mold remediation and HVAC improvements were performed. It is unclear what the utilities cost will be for the depot moving forward with the expected HVAC systems and dehumidifier needed to control temperature and humidity in the building? Will there be increased cost when reopen on a weekly basis?
 - It was originally stated that a curator position would be created and partially funded by an endowment established. The \$1 million dollar endowment was estimated the generate \$50,000 in a good market year. The fully loaded cost of a full-time curator with salary and benefits is estimate to be up to \$85,0000. The difference was expected to be paid by the City.
 - This idea changed when presented at the Park and Recreation Board Commission and is now anticipated to be a 9-month position hired by the Board of Trustees.
 - Unclear what limitations are placed on “maintenance” and whether expanded operations would require additional City personnel.
 - Exterior grounds or interior facilities also included?
 - Would the City be responsible for major maintenance and repair items such as painting, siding, roof replacement, etc.?
 - It was stated at the Wilson Brewer Park Commission meeting in July that a new building would be constructed by members of the Amish community on land donated by the County. It is unclear if engineering plans will be prepared or provided for building code review and permitting.
 - Is permitting expected to be waived for said building?
 - Is donated land and new building owned by the Board of Trustees to be maintained by the City under aforementioned agreement stated in 28e agreement #2?
 - Will set a precedent City Council will have to address with other non-profits and third parties such as the fairgrounds?
 - The complete cost for the Court house renovation is unclear. Verbal estimates provided construction cost between \$180,000 - \$200,000. Unclear where difference will come from. Also have not received confirmation what engineering cost will be and where funds to cover them will come from despite engineering work being done.

Perception of conflict of interest

- Agreements prepared by Gary Groves creates a public perception question as to whether a conflict of interest may exist given that Gary was the City’s former City Attorney and remains an active partner of the Groves and Chizek Law Office.
- It is unclear whether Gary is representing and negotiating on behalf of the City, the City’s Wilson Brewer Historic Park commission, or parties interested in the park. His preparation of the 28e agreements rather than the City Attorney adds further confusion and complexity between serving as Chair of the Wilson Brewer Historic Park commission and partner of the law firm the City Attorney is from.

- 28e agreement is not merely a guide or template. It is a legal agreement spelled out in Iowa Code 2022, Chapter 28E, Joint Exercise of Governmental Powers.
- It is unclear if a “Chinese Wall”, or the practice within law firms to separate information and communication to prevent a conflict of interest, applies in this matter.
- It is unclear whether Iowa’s Chapter 32 would apply, such as Rule 32:1.11 “Special Conflicts of Interest for Former and current Government Officers and Employees”.
- Webster City’s Municipal Code Specifies the appointment and responsibilities of the City Attorney
 - Sec. 2-207. - Attorney for city.
 - The city attorney shall act as attorney for the city in all matters affecting the city's interest and appear on behalf of the city before any court, tribunal, commission or board. The city attorney shall prosecute or defend all actions and proceedings when so requested by the mayor or council.
 - Sec. 2-210. - Review and comment.
 - The city attorney shall, upon request, make a written report to the council and interested department heads, giving an opinion on all contracts, documents, resolutions, or ordinances submitted to or coming under the city attorney's notice.
 - Sec. 2-211. - Opinion on contracts.
 - The city attorney shall, at the request of the council, offer a written opinion on and recommend alterations pertaining to contracts involving the city before they become binding upon the city.
 - Sec. 2-212. - Provide legal opinion.
 - The city attorney shall, upon request, give a legal opinion in writing upon all questions of law relating to city matters submitted by the council, any board or the head of any city department.
 - Sec. 2-214. - Prepare documents.
 - The city attorney shall, upon request, formulate drafts for contracts, forms and other writings which may be required for the use of the city.
 - Sec. 2-215. - Other services.
 - In addition, the city attorney shall perform the following extraordinary legal services on behalf of the city:
 - (1) Counsel with city officials, including council members, the city manager, clerk and department heads and provide legal advice in regard to city matters.
 - (2) Assist bond attorneys retained by the city in the assimilation and preparation of materials for the issuance of municipal bonds.
 - (3) Provide any other legal services required or requested in the administration of the governmental functions of the city.

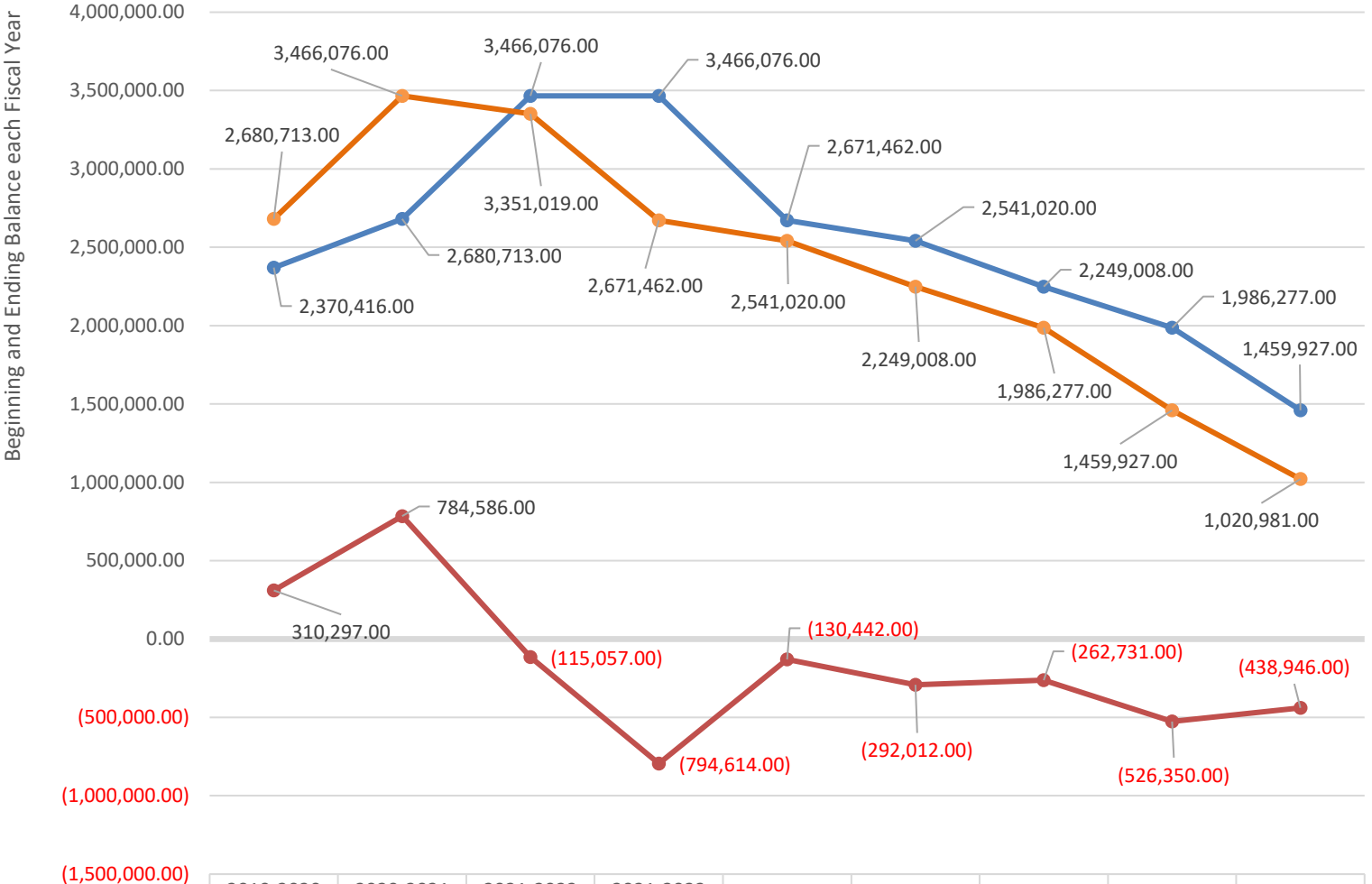
Should the City Council wish to proceed with considering either of the 28e agreements prepared by Gary Groves, or wishes ask questions or seek legal counsel on the matter pertaining to the proposed plans of the Wilson Brewer Historic Park that would require the City Attorney to review fellow law office partner’s work, it is recommended the City retain an independent law firm to assist with this matter in order to avoid the appearance of conflict or questions that may arise.

CITY OF WEBSTER CITY, IOWA									
100-GENERAL FUND									
2022-2023 BUDGET RECONCILIATION									
	2019-2020	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Amended Budget</u>	<u>Original Request</u>	<u>Original Request</u>	<u>Original Request</u>	<u>Original Request</u>	<u>Original Request</u>
BEGINNING BALANCE	2,370,416	2,680,713	3,466,076	3,466,076	2,671,462	2,541,020	2,249,008	1,986,277	1,459,927
RECEIPTS									
Property Taxes	2,076,967	2,361,347	2,167,675	2,167,675	2,200,363	2,203,992	2,207,807	2,209,433	2,216,964
Licenses & Permits	163,968	195,277	161,250	161,250	123,830	168,830	113,830	93,830	93,830
Intergovernmental	281,776	103,880	357,076	120,243	81,235	74,751	68,043	61,334	54,626
Charges for Services	428,927	420,963	411,950	411,950	404,050	404,050	404,050	404,050	404,050
Fines and Forfeits	7,061	11,313	7,820	7,820	40,000	40,000	40,000	40,000	40,000
Contributions	6,389	19,607	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Refunds/Reimbursements	53,267	45,195	52,000	12,000	12,000	12,000	12,000	12,000	12,000
Miscellaneous	39,400	49,160	39,000	39,000	24,472	23,968	23,464	22,959	22,581
Use of Money & Property	169,544	174,396	178,443	178,443	180,526	183,465	186,465	189,524	192,645
Interest on Investments	139,546	62,013	63,500	63,500	57,000	57,000	57,000	57,000	57,000
Accrual Adjustment	-	-	-	-	-	-	-	-	-
Total Receipts	3,366,845	3,443,151	3,441,214	3,164,381	3,125,976	3,170,556	3,115,159	3,092,630	3,096,196
Proceeds of Long Term Debt (2020A/2021A)	121,854	960,708							
Proceeds from Sale of Capital	140,505	22,911	100,000	50,000	50,000	50,000	50,000	50,000	50,000
EXPENDITURES									
Public Safety	1,911,275	1,864,640	1,970,928	1,970,928	1,993,750	2,079,782	2,122,973	2,166,258	2,211,935
Public Works	910,783	821,420	466,880	466,880	461,901	465,167	468,071	469,911	471,891
Health & Social Services	19,680	36,245	69,949	69,949	48,274	48,027	48,107	48,188	48,270
Culture & Recreation	959,149	795,474	1,043,547	936,617	1,065,115	1,082,274	1,098,880	1,115,338	1,124,112
Community & Economic Development	144,342	214,085	159,700	159,700	203,748	209,103	186,626	189,203	191,990
General Government	153,758	202,571	258,094	258,094	282,804	273,434	280,025	283,704	287,560
Debt Service	42,961	47,884							
Accrual Adjustment	-	-	-	-	-	-	-	-	-
Total Disbursements	4,141,948	3,982,319	3,969,098	3,862,168	4,055,592	4,157,787	4,204,682	4,272,602	4,335,758
CAPITAL PROJECTS (BEGIN FY22 AMEND LESS P&R)			901,290	47,290	125,244	20,000	20,000	20,000	-
CWIP	1,340	211,917							
CULTURE & RECREATION	49,905	310,510							
TRANSFERS IN									
Fr Elect (5.5% begin FY17) - Begin FY23-6%	632,905	633,570	620,688	620,688	693,411	705,060	714,353	721,496	728,711
Fr Water (5.25% FY16) - Begin FY23-6%	98,890	92,870	90,462	90,462	114,254	134,127	162,225	164,623	167,068

CITY OF WEBSTER CITY, IOWA									
100-GENERAL FUND									
2022-2023 BUDGET RECONCILIATION									
	2019-2020	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Amended Budget</u>	<u>Original Request</u>	<u>Original Request</u>	<u>Original Request</u>	<u>Original Request</u>	<u>Original Request</u>
Fr Sewer (5.25% FY16) - Begin FY23-6%	99,303	99,209	91,807	91,807	114,721	114,000	114,432	116,721	119,055
FR ED Sub-fund			508,167	-	25,000	25,000	25,000	25,000	25,000
Fr Sewer (Reimburse Sewer Line/Cemetery)	16,597	-	-	-					
Fr Emergency Levy	62,906	69,242	70,865	70,865	69,033	69,033	69,033	69,033	69,033
Total Transfers In	910,601	894,891	1,381,989	873,822	1,016,419	1,047,220	1,085,043	1,096,873	1,108,867
TRANSFERS OUT									
To Airport	37,500		35,000	35,000					
To Parks & Recreation Improvements				106,930	57,500	297,500	203,750	388,750	273,750
To Capital Equipment - Fire Townships		32,872	32,872	32,872	34,501	34,501	34,501	34,501	34,501
To Capital Equip - Police Radios (2021A)				231,894					
To: Str Mtc-Parking Lot (2021A)	-	212,151		207,138					
To: Remaing proceeds spend/transfer				309,525					
To DARE/CDBG /Seized Prop/CH Plaza	155	-	-	-	-	-	-	-	-
Total Transfers Out	37,655	245,023	67,872	923,359	92,001	332,001	238,251	423,251	308,251
Audit Adjustment - Prior Yr Correction	-	777							
Total Net Change + or (-) for Fiscal Year	310,297	784,586	(115,057)	(794,614)	(130,442)	(292,012)	(262,731)	(526,350)	(438,946)
ENDING BALANCE	2,680,713	3,466,076	3,351,019	2,671,462	2,541,020	2,249,008	1,986,277	1,459,927	1,020,981
Fund balance as % of projected disbursements	65%	87%	84%	69%	63%	54%	47%	34%	24%

2022-2023 BUDGET RECONCILIATION

100 - Geneneral Fund Balance



	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Amended	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
● BEGINNING BALANCE	2,370,416.00	2,680,713.00	3,466,076.00	3,466,076.00	2,671,462.00	2,541,020.00	2,249,008.00	1,986,277.00	1,459,927.00
● Total Net Change + or (-) for Fiscal Year	310,297.00	784,586.00	(115,057.00)	(794,614.00)	(130,442.00)	(292,012.00)	(262,731.00)	(526,350.00)	(438,946.00)
● ENDING BALANCE	2,680,713.00	3,466,076.00	3,351,019.00	2,671,462.00	2,541,020.00	2,249,008.00	1,986,277.00	1,459,927.00	1,020,981.00

Municipal Government Legal Update

Notable Developments in Iowa and the Eighth
Circuit

IOWA SUPREME COURT

Landowners v. S. Central Regional Airport Agency,
--- N.W.2d --- (Iowa 2022).

- Two cities and a county signed a 28E agreement to create an airport authority.
- Landowners and newly-elected county supervisors opposed the project and sought to withdraw the county from the airport authority.
- Agreement did not allow county to withdraw without the consent of the cities due to voting requirements (county only had one vote on six-member board)

The 28E agreement stated that “a party may not amend or terminate the Agreement without the approval of the governing boards of each party.” Effectively, a party could not unilaterally withdraw.

IOWA SUPREME COURT

Landowners v. S. Central Regional Airport Agency,
--- N.W.2d --- (Iowa 2022).

- **Holding:** A municipality may not bind its successors in legislative matters.
- If a local government delegates governmental functions to another entity (ex. 28E), it must be free to revoke or change the delegation of power.

1. The 28E agreement unlawfully bound the County's board of supervisors to the decisions of an earlier-elected board regarding the exercise of governmental functions.
2. The 28E unlawfully restricted the County from terminating its delegation of powers to the airport authority.



MEMORANDUM

TO: Wilson Brewer Historic Park Commission

FROM : Daniel Ortiz-Hernandez, City Manager

DATE: July 14, 2022

RE: Wilson Brewer Park Expenses Overview

Over the past several years the Wilson Brewer Park has seen a number of projects and improvements to the park grounds and buildings therein completed. There is a desire to pursue further enhancements and new structures that have the potential of increasing the operational expenses associated with maintaining the Wilson Brewer Park complex. To better understand the impact recent improvements have had on operational expenses to the park and evaluate the ability to pursue further projects, a financial review of expenses incurred in recent years was performed and compared to the City's overall General Fund.

Attached is the preliminary analysis gathered of expenses associated with the Wilson Brewer Park complex. This encompasses the depot, courthouse, Mulberry Center Church, cabins, school house, and grounds. There are several points and questions the analysis raises outlined below with the caveat that this is a preliminary review and further information gathering and analysis is needed.

1. Expenses in the City's General Fund exceed incoming revenues in current and upcoming years. The General Fund is the primary source of funds for non-utility operations. This largely includes Police, Fire, Recreation and Public Grounds. Information is from the spring when the FY 22/23 budget was adopted. The chart for the general fund (page 1 of the attachment) shows the difference between expenses over revenues. This may not include all applicable capital projects or equipment. There are several projects and projects that are dependent on the availability of financial resources and grants to be pursued. In the longer-range capital improvement plan and capital equipment plan, there are items that are continually listed such as the fire department pumper tanker with the assumption that if the City is awarded a federal grant or other external funding it can proceed with acquisition. At the end of the general fund spreadsheet (page 2) shows the ending balance for the general fund projected through 2026-2027. Financial stability is vitally important to maintaining the essential services supported by the general fund.
2. Page 4 provides a summary of City and natural gas utility expenses for the Wilson Brewer Park. This does not include trash services or telephone that may serve the park. 2021 was the highest year for utility expenses with \$5,870.10, compared to \$3,407.21 in

2014. Utility cost will increase with additional utility needs due to additional HVAC systems or new facilities/structures.

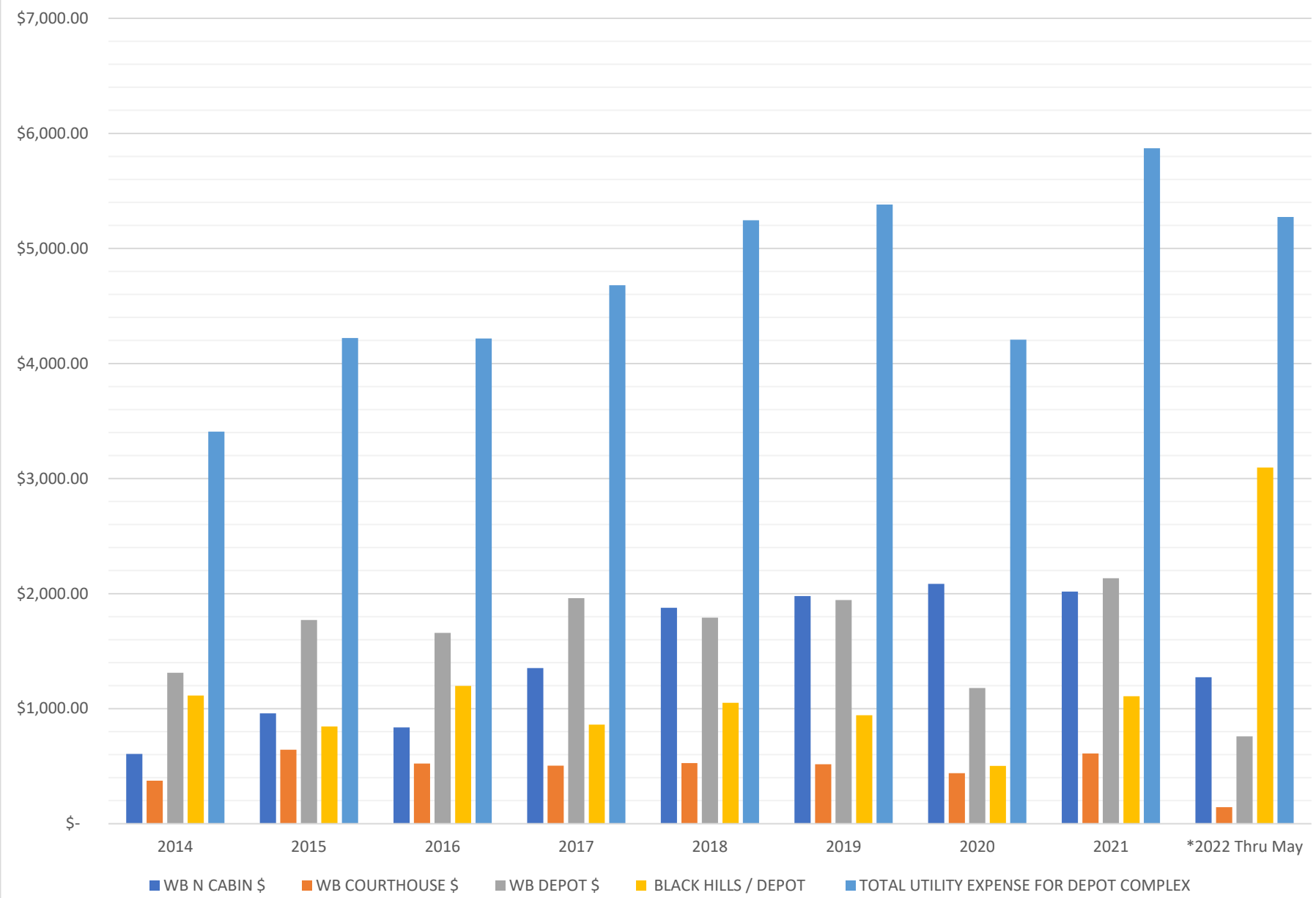
3. The Depot is served with natural gas. Usage and cost have increased. Part of the cost is attributed to Black Hills Energy new rates and cost recovery for the polar vortex. \$3,095.69 has been spent through May 2022 alone compared to a low of \$503.42 in 2020 and \$846.01 in 2015.
4. Chart on page 10 shows a summary of depot expenses. Payroll line item only includes partial expenses associated with the facility maintenance technician and part-time staff in past years. It also doesn't not include payroll taxes and insurance which are accounting for separately. This line item is not an accurate representation of the actual cost to maintain and support the overall park.
5. Currently the expenses associated with overall maintenance of the Wilson Brewer Park, including mowing and snow removal, are factored into the broader Recreation and Public Grounds budget. This includes labor including the public grounds department's full-time and seasonal staff, their benefits, insurance, equipment and vehicles allocated to maintain the Wilson Brewer Park, etc. We will need to calculate the approximate payroll allocated to maintaining the Wilson Brewer Park.

The significant takeaway thus far is the financial position of the City's General Fund and increasing utility expenses at the park. The City's General Fund simply cannot support additional operational expenses and new long-range capital needs and maintenance for which there are no equal and sustainable revenues to offset it. This the guidance that has been presented to the City Council during the budget review and would be reiterated to the City Council.

CITY OF WEBSTER CITY, IOWA										
100-GENERAL FUND										
2022-2023 BUDGET RECONCILIATION										
	2018-2019	2019-2020	2020-2021	2021-2022	2021-2022 Amended	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
		2019-2020	2020-2021	2021-2022	Amended	Original	Original	Original	Original	Original
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Request</u>	<u>Request</u>	<u>Request</u>	<u>Request</u>	<u>Request</u>
BEGINNING BALANCE	938,781	2,370,416	2,680,713	3,466,076	3,466,076	2,721,462	2,641,020	2,399,008	2,186,277	1,709,927
RECEIPTS										
Property Taxes		2,076,967	2,361,347	2,167,675	2,167,675	2,200,363	2,203,992	2,207,807	2,209,433	2,216,964
Licenses & Permits		163,968	195,277	161,250	161,250	123,830	168,830	113,830	93,830	93,830
Intergovernmental		281,776	103,880	357,076	120,243	81,235	74,751	68,043	61,334	54,626
Charges for Services		428,927	420,963	411,950	411,950	404,050	404,050	404,050	404,050	404,050
Fines and Forfeits		7,061	11,313	7,820	7,820	40,000	40,000	40,000	40,000	40,000
Contributions		6,389	19,607	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Refunds/Reimbursements		53,267	45,195	52,000	12,000	12,000	12,000	12,000	12,000	12,000
Miscellaneous		39,400	49,160	39,000	39,000	24,472	23,968	23,464	22,959	22,581
Use of Money & Property		169,544	174,396	178,443	178,443	180,526	183,465	186,465	189,524	192,645
Interest on Investments		139,546	62,013	63,500	63,500	57,000	57,000	57,000	57,000	57,000
Accrual Adjustment		-	-	-	-	-	-	-	-	-
Total Receipts	3,213,885	3,366,845	3,443,151	3,441,214	3,164,381	3,125,976	3,170,556	3,115,159	3,092,630	3,096,196
Proceeds of Long Term Debt (2020A/2021A)		121,854	960,708	-	-	-	-	-	-	-
Proceeds from Sale of Capital		140,505	22,911		50,000	50,000	50,000	50,000	50,000	50,000
										-
TRANSFERS IN										
Fr Elect (5.5% begin FY17) - Begin FY23-6%		632,905	633,570	620,688	620,688	693,411	705,060	714,353	721,496	728,711
Fr Water (5.25% FY16) - Begin FY23-6%		98,890	92,870	90,462	90,462	114,254	134,127	162,225	164,623	167,068
Fr Sewer (5.25% FY16) - Begin FY23-6%		99,303	99,209	91,807	91,807	114,721	114,000	114,432	116,721	119,055
FR ED Sub-fund				508,167	-	25,000	25,000	25,000	25,000	25,000
Fr Sewer (Reimburse Sewer Line/Cemetery)		16,597	-	-	-					
Fr Emergency Levy		62,906	69,242	70,865	70,865	69,033	69,033	69,033	69,033	69,033
Total Transfers In	823,618	910,601	894,891	1,381,989	873,822	1,016,419	1,047,220	1,085,043	1,096,873	1,108,867
TOTAL GENERAL FUND REVENUE AND TRANSFERS IN	4,037,503	4,661,659	6,282,369	4,823,203	4,088,203	4,192,395	4,267,776	4,250,202	4,239,503	4,255,063
EXPENDITURES										
Public Safety		1,911,275	1,864,640	1,970,928	1,970,928	1,993,750	2,079,782	2,122,973	2,166,258	2,211,935
Public Works		910,783	821,420	466,880	466,880	461,901	465,167	468,071	469,911	471,891
Health & Social Services		19,680	36,245	69,949	69,949	48,274	48,027	48,107	48,188	48,270
Culture & Recreation		959,149	795,474	1,043,547	936,617	1,065,115	1,082,274	1,098,880	1,115,338	1,124,112
Community & Economic Development		144,342	214,085	159,700	159,700	203,748	209,103	186,626	189,203	191,990
General Government		153,758	202,571	258,094	258,094	282,804	273,434	280,025	283,704	287,560
Debt Service		42,961	47,884							
Accrual Adjustment		-	-	-	-	-	-	-	-	-
Total Disbursements	3,682,770	4,141,948	3,982,319	3,969,098	3,862,168	4,055,592	4,157,787	4,204,682	4,272,602	4,335,758
CAPITAL PROJECTS (BEGIN FY22 AMEND LESS P&R)	55,110			901,290	47,290	125,244	20,000	20,000	20,000	-
CWIP		1,340	211,917							
CULTURE & RECREATION		49,905	310,510							
TRANSFERS OUT										
To Airport		37,500		35,000	35,000					
To Parks & Recreation Improvements					106,930	57,500	297,500	203,750	388,750	273,750
To Capital Equipment - Fire Townships			32,872	32,872	32,872	34,501	34,501	34,501	34,501	34,501
To Capital Equip - Police Radios (2021A)					231,894					
To: Str Mtc-Parking Lot (2021A)		-	212,151		207,138					
To: Remaining proceeds spend/transfer					309,525					
To DARE/CDBG /Seized Prop/CH Plaza		155	-	-	-	-	-	-	-	-
Total Transfers Out	84,550	37,655	245,023	67,872	923,359	92,001	332,001	238,251	423,251	308,251
TOTAL GENERAL FUND EXPENSES AND TRANSFERS OUT	3,822,430	4,230,848	4,749,769	4,938,260	4,832,817	4,272,837	4,509,788	4,462,933	4,715,853	4,644,009
Audit Adjustment - Prior Yr Correction	942,610	-	777							
Net + or (-)	215,073	310,297	784,586	(115,057)	(744,614)	(80,442)	(242,012)	(212,731)	(476,350)	(388,946)
ENDING BALANCE	2,096,464	2,680,713	3,466,076	3,351,019	2,721,462	2,641,020	2,399,008	2,186,277	1,709,927	1,320,981

CITY OF WEBSTER CITY, IOWA										
100-GENERAL FUND										
2022-2023 BUDGET RECONCILIATION										
	2018-2019	2019-2020	2020-2021	2021-2022	2021-2022 Amended	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
		2019-2020	2020-2021	2021-2022	Amended	Original	Original	Original	Original	Original
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Request</u>	<u>Request</u>	<u>Request</u>	<u>Request</u>	<u>Request</u>
Fund balance as % of projected disbursements	57%	65%	87%	84%	70%	65%	58%	52%	40%	30%

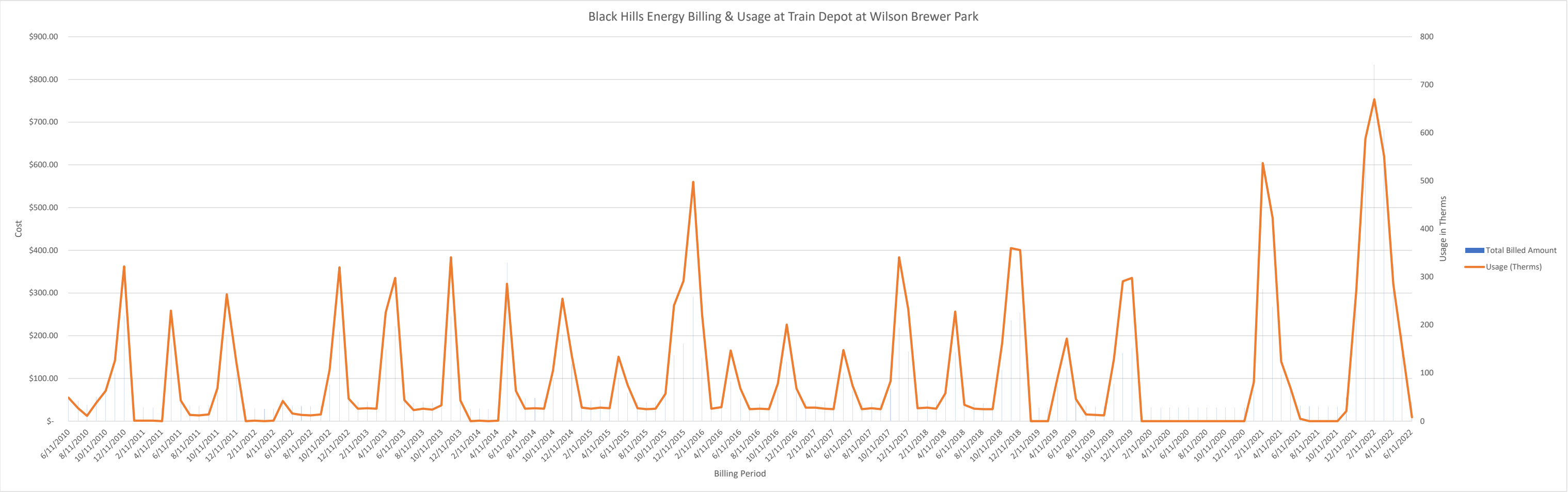
Wilson Brewer Complex Utility Summary



Wilson Brewer Complex Utility Summary

CUST #		<u>2014</u>		<u>2015</u>		<u>2016</u>		<u>2017</u>		<u>2018</u>		<u>2019</u>		<u>2020</u>		<u>2021</u>		<u>*2022 Thru May</u>	
1870710001	WB N CABIN \$	\$	606.29	\$	960.00	\$	837.34	\$	1,352.57	\$	1,876.65	\$	1,977.74	\$	2,084.07	\$	2,017.30	\$	1,273.44
1870800001	WB COURTHOUSE \$	\$	374.91	\$	643.79	\$	522.29	\$	504.68	\$	526.96	\$	515.89	\$	439.83	\$	610.23	\$	144.48
1870730001	WB DEPOT \$	\$	1,311.67	\$	1,770.84	\$	1,659.57	\$	1,960.39	\$	1,790.39	\$	1,944.41	\$	1,180.14	\$	2,133.80	\$	759.27
	BLACK HILLS / DEPOT	\$	1,114.34	\$	846.01	\$	1,197.25	\$	862.10	\$	1,050.18	\$	943.83	\$	503.42	\$	1,108.77	\$	3,095.69
	TOTAL UTILITY EXPENSE FOR DEPOT COMPLEX	\$	3,407.21	\$	4,220.64	\$	4,216.45	\$	4,679.74	\$	5,244.18	\$	5,381.87	\$	4,207.46	\$	5,870.10	\$	5,272.88

*Through May 2022

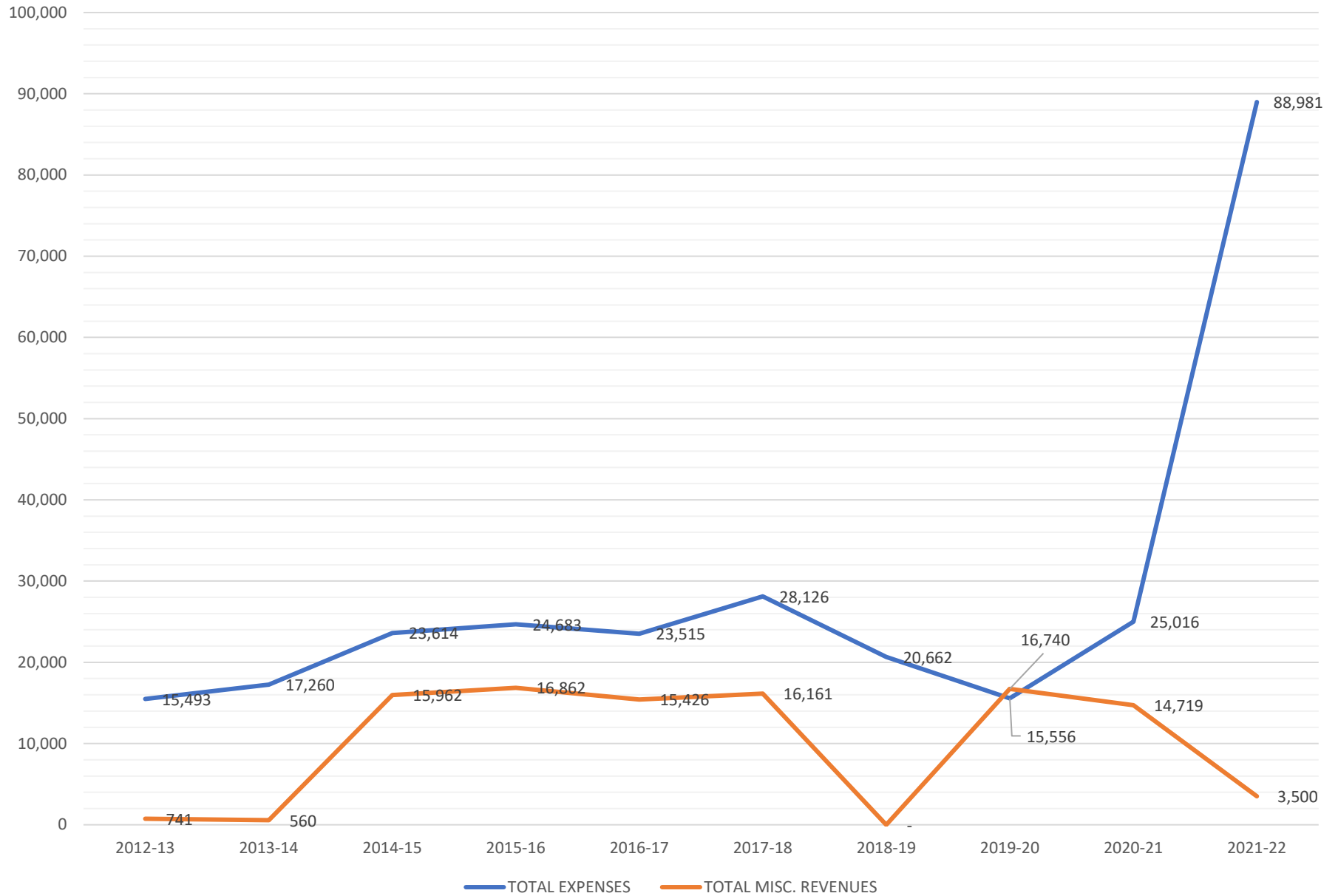


Date	Total Billed Amount	Usage (Therms)	BHE Charges	PGA + Other Charges		
6/14/2022	\$ 44.67	8	\$36.11	\$ 8.56	(Started Jan 2022) Customer Charge Base Rate (per therm)	Current BHE Rates - Commercial \$35 \$0.13905
5/13/2022	\$ 206.54	154	\$56.41	\$ 150.13		
4/14/2022	\$ 368.61	285	\$74.63	\$ 293.98		
3/15/2022	\$ 683.27	552	\$111.76	\$ 571.51		Old BHE Rates - Commercial Customer Charge Base Rate (per therm)
2/11/2022	\$ 833.96	670	\$128.16	\$ 705.80		
1/13/2022	\$ 660.52	588	\$116.76	\$ 543.76		
12/14/2021	\$ 298.12	271	\$60.53	\$ 237.59		
11/12/2021	\$ 55.84	21	\$31.44	\$ 24.40		
10/14/2021	\$ 35.00	0	\$29.00	\$ 6.00		
9/14/2021	\$ 35.00	0	\$29.00	\$ 6.00	Other Charges Include: PGA (Purchased Gas Adjustment) Energy Efficiency 2021 Polar Vortex Farm Tap Tracker SSMA	
8/13/2021	\$ 35.00	0	\$29.00	\$ 6.00		
7/14/2021	\$ 35.00	0	\$29.00	\$ 6.00		
6/14/2021	\$ 35.90	5	\$29.58	\$ 6.32		
5/13/2021	\$ 86.01	70	\$37.14	\$ 48.87		
4/13/2021	\$ 108.24	124	\$43.43	\$ 64.81		
3/16/2021	\$ 267.51	423	\$78.22	\$ 189.29		
2/12/2021	\$ 309.52	537	\$91.48	\$ 218.04		
1/14/2021	\$ 73.68	81	\$38.42	\$ 35.26		
12/14/2020	\$ 31.53	0	\$29.00	\$ 2.53		
11/12/2020	\$ 31.53	0	\$29.00	\$ 2.53		
10/13/2020	\$ 31.53	0	\$29.00	\$ 2.53		
9/14/2020	\$ 31.53	0	\$29.00	\$ 2.53		
8/14/2020	\$ 31.53	0	\$29.00	\$ 2.53		
7/15/2020	\$ 31.51	0	\$29.00	\$ 2.51		
6/15/2020	\$ 31.46	0	\$29.00	\$ 2.46		
5/13/2020	\$ 31.50	0	\$29.00	\$ 2.50		
4/14/2020	\$ 31.54	0	\$29.00	\$ 2.54		
3/16/2020	\$ 31.54	0	\$29.00	\$ 2.54		
2/13/2020	\$ 31.54	0	\$29.00	\$ 2.54		
1/14/2020	\$ 31.54	0	\$29.00	\$ 2.54		
12/13/2019	\$ 171.27	298	\$63.67	\$ 107.60		
11/13/2019	\$ 159.96	291	\$62.86	\$ 97.10		
10/15/2019	\$ 87.12	129	\$44.01	\$ 43.11		
9/13/2019	\$ 35.47	12	\$30.40	\$ 5.07		
8/15/2019	\$ 34.58	13	\$30.51	\$ 4.07		
7/16/2019	\$ 35.94	14	\$30.63	\$ 5.31		
6/13/2019	\$ 52.79	46	\$34.35	\$ 18.44		
5/14/2019	\$ 122.81	172	\$49.01	\$ 73.80		
4/15/2019	\$ 81.33	93	\$39.82	\$ 41.51		
3/14/2019	\$ 31.35	0	\$29.00	\$ 2.35		
2/13/2019	\$ 31.35	0	\$29.00	\$ 2.35		
1/17/2019	\$ 31.35	0	\$29.00	\$ 2.35		
12/13/2018	\$ 254.72	356	\$70.42	\$ 184.30		
11/13/2018	\$ 235.56	360	\$70.89	\$ 164.67		
10/15/2018	\$ 119.84	162	\$47.85	\$ 71.99		
9/14/2018	\$ 43.58	25	\$31.91	\$ 11.67		
8/15/2018	\$ 41.56	25	\$31.91	\$ 9.65		
7/16/2018	\$ 42.50	26	\$32.03	\$ 10.47		
6/14/2018	\$ 49.73	34	\$32.96	\$ 16.77		
5/15/2018	\$ 162.06	228	\$55.53	\$ 106.53		
4/13/2018	\$ 67.39	58	\$35.75	\$ 31.64		
3/14/2018	\$ 49.24	26	\$32.03	\$ 17.21		
2/13/2018	\$ 48.67	28	\$32.26	\$ 16.41		
1/12/2018	\$ 46.63	27	\$32.14	\$ 14.49		
12/13/2017	\$ 162.87	233	\$56.11	\$ 106.76		
11/13/2017	\$ 219.03	341	\$68.68	\$ 150.35		
10/16/2017	\$ 76.31	83	\$38.66	\$ 37.65		
9/14/2017	\$ 43.17	25	\$31.91	\$ 11.26		
8/15/2017	\$ 42.82	27	\$32.14	\$ 10.68		
7/14/2017	\$ 43.75	25	\$31.91	\$ 11.84		
6/14/2017	\$ 71.92	74	\$37.61	\$ 34.31		
5/15/2017	\$ 113.34	148	\$46.22	\$ 67.12		
4/13/2017	\$ 44.71	25	\$31.91	\$ 12.80		
3/15/2017	\$ 45.27	26	\$32.03	\$ 13.24		
2/13/2017	\$ 47.38	28	\$32.26	\$ 15.12		
1/12/2017	\$ 46.87	28	\$32.26	\$ 14.61		
12/13/2016	\$ 67.53	68	\$36.91	\$ 30.62		
11/11/2016	\$ 139.32	201	\$52.39	\$ 86.93		
10/13/2016	\$ 72.91	78	\$38.08	\$ 34.83		
9/14/2016	\$ 42.45	25	\$31.91	\$ 10.54		

8/15/2016	\$	40.50	26	\$32.03	\$	8.47
7/13/2016	\$	39.28	25	\$31.91	\$	7.37
6/13/2016	\$	53.22	68	\$36.91	\$	16.31
5/12/2016	\$	93.06	147	\$46.10	\$	46.96
4/12/2016	\$	45.47	29	\$32.37	\$	13.10
3/10/2016	\$	44.41	26	\$32.03	\$	12.38
2/9/2016	\$	147.72	220	\$54.60	\$	93.12
1/11/2016	\$	291.48	498	\$86.94	\$	204.54
12/10/2015	\$	181.81	292	\$62.97	\$	118.84
11/9/2015	\$	153.79	241	\$57.04	\$	96.75
10/12/2015	\$	59.35	57	\$35.63	\$	23.72
9/10/2015	\$	44.66	26	\$32.03	\$	12.63
8/11/2015	\$	44.31	25	\$31.91	\$	12.40
7/13/2015	\$	44.54	27	\$32.14	\$	12.40
6/11/2015	\$	66.64	75	\$37.73	\$	28.91
5/12/2015	\$	100.83	134	\$44.59	\$	56.24
4/13/2015	\$	46.66	27	\$32.14	\$	14.52
3/13/2015	\$	49.40	28	\$32.26	\$	17.14
2/11/2015	\$	48.60	26	\$32.03	\$	16.57
1/12/2015	\$	51.63	28	\$32.26	\$	19.37
12/11/2014	\$	133.17	134	\$44.59	\$	88.58
11/10/2014	\$	203.53	255	\$58.67	\$	144.86
10/10/2014	\$	98.14	105	\$41.22	\$	56.92
9/11/2014	\$	50.81	26	\$32.03	\$	18.78
8/12/2014	\$	54.36	27	\$32.14	\$	22.22
7/11/2014	\$	53.95	26	\$32.03	\$	21.92
6/11/2014	\$	105.61	63	\$36.33	\$	69.28
5/13/2014	\$	371.23	286	\$62.28	\$	308.95
4/14/2014	\$	29.90	1	\$29.12	\$	0.78
3/13/2014	\$	29.00	0	\$29.00	\$	-
2/12/2014	\$	29.72	1	\$29.12	\$	0.60
1/14/2014	\$	29.00	0	\$29.00	\$	-
12/12/2013	\$	56.75	43	\$34.00	\$	22.75
11/11/2013	\$	244.95	341	\$68.68	\$	176.27
10/11/2013	\$	49.62	33	\$32.84	\$	16.78
9/11/2013	\$	43.89	24	\$31.79	\$	12.10
8/12/2013	\$	44.83	26	\$32.03	\$	12.80
7/12/2013	\$	43.75	23	\$31.68	\$	12.07
6/12/2013	\$	58.43	44	\$34.12	\$	24.31
5/13/2013	\$	221.43	298	\$63.67	\$	157.76
4/12/2013	\$	167.61	226	\$55.30	\$	112.31
3/13/2013	\$	44.78	26	\$32.03	\$	12.75
2/11/2013	\$	45.46	27	\$32.14	\$	13.32
1/11/2013	\$	45.06	26	\$32.03	\$	13.03
12/12/2012	\$	57.48	47	\$34.47	\$	23.01
11/12/2012	\$	210.23	320	\$66.23	\$	144.00
10/11/2012	\$	85.72	107	\$41.45	\$	44.27
9/12/2012	\$	36.55	14	\$30.63	\$	5.92
8/10/2012	\$	35.31	12	\$30.40	\$	4.91
7/11/2012	\$	35.34	13	\$30.51	\$	4.83
6/11/2012	\$	35.91	16	\$30.86	\$	5.05
5/11/2012	\$	52.67	42	\$33.89	\$	18.78
4/11/2012	\$	29.65	1	\$29.12	\$	0.53
3/12/2012	\$	29.00	0	\$29.00	\$	-
2/9/2012	\$	29.66	1	\$29.12	\$	0.54
1/11/2012	\$	29.00	0	\$29.00	\$	-
12/12/2011	\$	110.08	121	\$43.08	\$	67.00
11/10/2011	\$	198.19	264	\$59.72	\$	138.47
10/11/2011	\$	72.50	69	\$37.03	\$	35.47
9/12/2011	\$	37.89	14	\$30.63	\$	7.26
8/11/2011	\$	36.57	12	\$30.40	\$	6.17
7/13/2011	\$	37.11	13	\$30.51	\$	6.60
6/13/2011	\$	55.36	43	\$34.00	\$	21.36
5/12/2011	\$	182.98	230	\$55.76	\$	127.22
4/13/2011	\$	31.03	0	\$29.00	\$	2.03
3/14/2011	\$	31.78	1	\$29.12	\$	2.66
2/11/2011	\$	31.76	1	\$29.12	\$	2.64
1/12/2011	\$	31.76	1	\$29.12	\$	2.64
12/10/2010	\$	247.59	322	\$66.46	\$	181.13
11/10/2010	\$	112.25	126	\$43.66	\$	68.59
10/11/2010	\$	70.66	63	\$36.33	\$	34.33

9/10/2010	\$	56.70	38	\$33.42	\$	23.28
8/11/2010	\$	38.71	11	\$30.28	\$	8.43
7/13/2010	\$	47.83	27	\$32.14	\$	15.69
6/11/2010	\$	57.65	49	\$34.70	\$	22.95

Depot Expenses



		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
MISC. REVENUES											
Account Number	Account Title	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
100-18-42-4221-710	DONATIONS FROM PRIVATE SOURCES	-		-	-	597	360	-	-	-	-
100-18-42-4221-725	REBATE FROM CITY - CHRISTMAS LIGHTS									250	
100-18-42-4221-725	SOLD WALNUT TREE DAMAGED IN STORM					250					
100-18-42-4221-725	SOLD SCRAP METAL/OLD PRESS						47				1,000
100-18-42-4221-725	HOTEL/MOTEL GRANT			15,345	16,660	14,579	15,714		16,619	14,469	2,500
100-18-42-4221-735	MERCHANDISE SALES	<u>741</u>	<u>560</u>	<u>617</u>	<u>202</u>	<u>-</u>	<u>40</u>	<u>-</u>	<u>121</u>	<u>-</u>	<u>-</u>
	TOTAL MISC. REVENUES	741	560	15,962	16,862	15,426	16,161	-	16,740	14,719	3,500
EXPENDITURES:											
100-22-42-5221-110	PAYROLL	4,998	6,837	8,955	10,971	10,475	11,182	11,103	6,210	0	9,805
100-22-42-5221-121	CITY SHARE FICA	0	0	0	0	0	0	0	0	0	0
100-22-42-5221-122	CITY SHARE MEDICARE	0	0	0	0	0	0	0	0	0	0
100-22-42-5221-123	CITY SHARE IPERS	0	0	0	0	0	0	0	0	0	-482
100-22-42-5221-129	WORKERS' COMPENSATION INSURANCE	0	0	0	0	0	0	0	0	0	0
100-22-42-5221-130	CLOTHING ALLOWANCE	0	0	0	0	0	0	0	0	0	0
100-22-42-5221-132	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	0	0
100-22-42-5221-133	MEDICAL INSURANCE CONTRIBUTION	0	0	0	0	0	0	0	0	0	0
100-22-42-5221-215	DUES, MEMBERSHIPS, AND SUBSCRIPTIONS	5	150	150	55	70	97	140	50	55	55
100-22-42-5221-216	INSURANCE-PROPERTY	1,067	1,043	1,243	1,271	1,179	1,167	1,245	1,356	1,584	1,802
100-22-42-5221-217	INSURANCE-LIABILITY	554	572	565	562	619	654	700	788	818	981
100-22-42-5221-225	RENTS & LEASES-VEHICLES & OTHER	0	0	0	0	0	0	0	0	100	742
100-22-42-5221-226	REPAIR & MAINTENANCE-BUILDINGS	95	0	2,000	2,513	76	761	255	0	12,017	59,452
100-22-42-5221-227	REPAIR & MAINTENANCE-VEHICLES	0	0	0	0	0	0	0	0	0	0
100-22-42-5221-230	TELEPHONE, FAX, RADIO, TV	616	678	644	672	611	534	359	359	359	60
100-22-42-5221-233	UTILITY SERVICES-CITY	3,161	3,460	3,328	3,422	2,655	4,896	4,270	4,095	3,844	5,178
100-22-42-5221-234	UTILITY SERVICES-GAS	1,040	1,096	953	1,205	774	990	1,052	699	1,070	3,292
100-22-42-5221-236	UTILITY SERVICES-GARBAGE	0	0	0	0	0	0	0	0	0	0
100-22-42-5221-299	MISCELLANEOUS CONTRACTUAL SERVICES	1,351	1,335	1,218	1,161	4,159	2,019	912	1,106	711	2,582
100-22-42-5221-310	BUILDINGS & GROUNDS REPAIR & MAINTENANCE	27	230	1,748	889	183	1,244	274	166	8	5,480
100-22-42-5221-312	UNIFORMS & SAFETY EQUIPMENT	0	0	0	0	0	0	0	0	0	0
100-22-42-5221-316	OFFICE SUPPLIES	405	572	155	402	0	227	0	0	0	0
100-22-42-5221-318	OPERATING MATERIALS & SUPPLIES	1,995	1,135	2,443	1,476	2,270	225	352	727	391	34
100-22-42-5221-323	MERCHANDISE FOR RESALE	179	152	212	84	444	0	0	0	0	0
100-22-42-5221-880	OTHER FACILITIES & IMPROVEMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,130</u>	<u>0</u>	<u>0</u>	<u>4,059</u>	<u>0</u>
	TOTAL EXPENSES	15,493	17,260	23,614	24,683	23,515	28,126	20,662	15,556	25,016	88,981



Wilson Brewer Park – Webster City, Iowa

***Donated to Webster City in 1932 by Frank Bonebright and Harriett Bonebright
to create a perpetual memorial to their grandfather, Wilson Brewer -
the first settler and founder of what is now Webster City.***



**Frank Bonebright – Sarah Brewer Bonebright – Harriet Bonebright
in front of their summer cabin in 1923**

In 1932 the family of Wilson Brewer conveyed a nine acre tract from the Brewer homestead to the City of Webster City in exchange for the promise to forever preserve the land, its buildings and any subsequent additions in the name of the Wilson Brewer Park.



**Wilson Brewer – Jackson Groves Cabins
Built 1852 and 1856
Reconstructed by Frank Bonebright about
1931-1932**



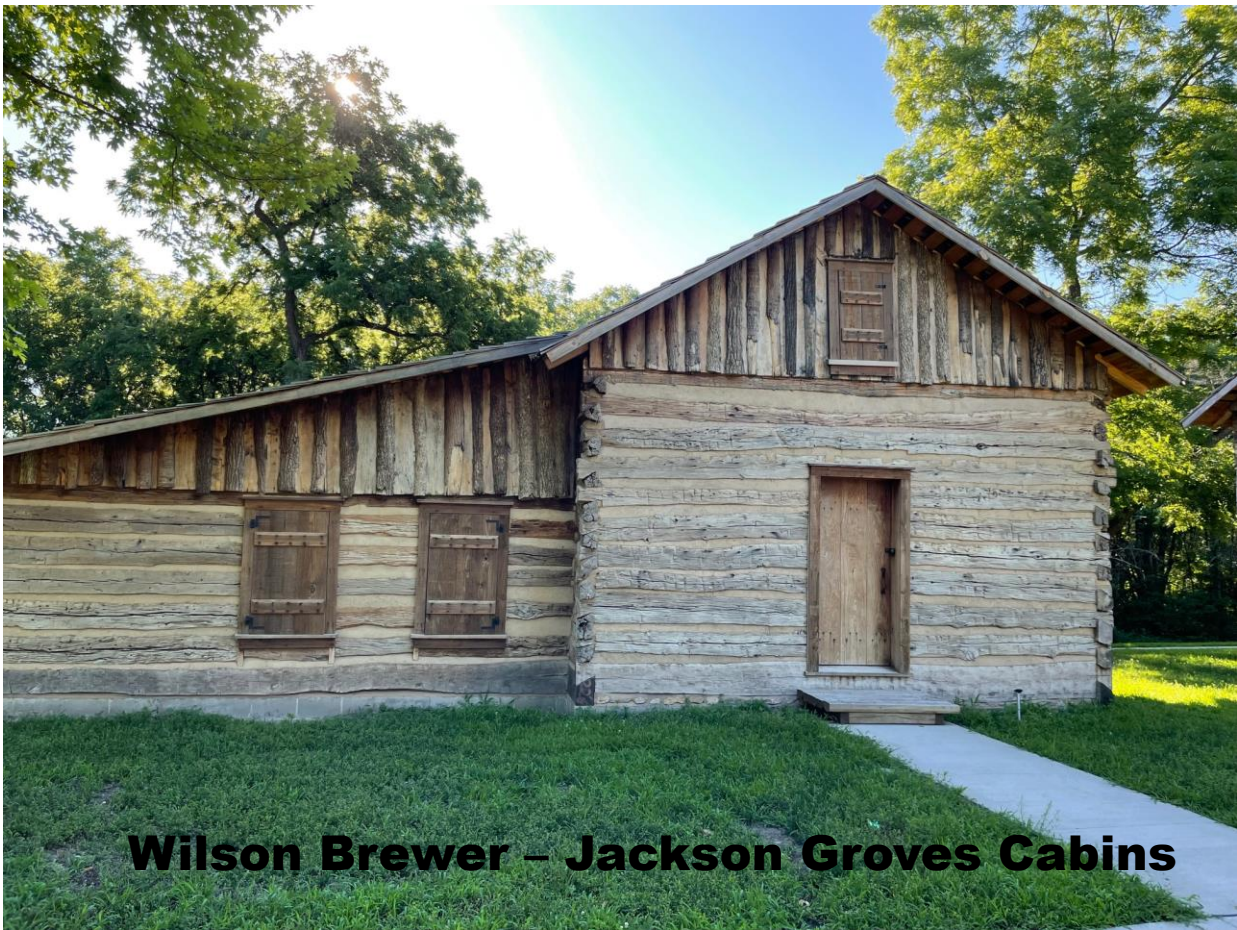
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**Jamison Cabin – constructed about 1860
Moved to Park in early 1930's.**



**Wilson Brewer – Jackson Groves Cabins
& Jamison Cabin were disassembled,
cleaned, treated/sealed and rebuilt on new
concrete foundations at new locations on the
east side of the park. Work took place
between 2018-2021.**



Wilson Brewer – Jackson Groves Cabins



Jamison Cabin

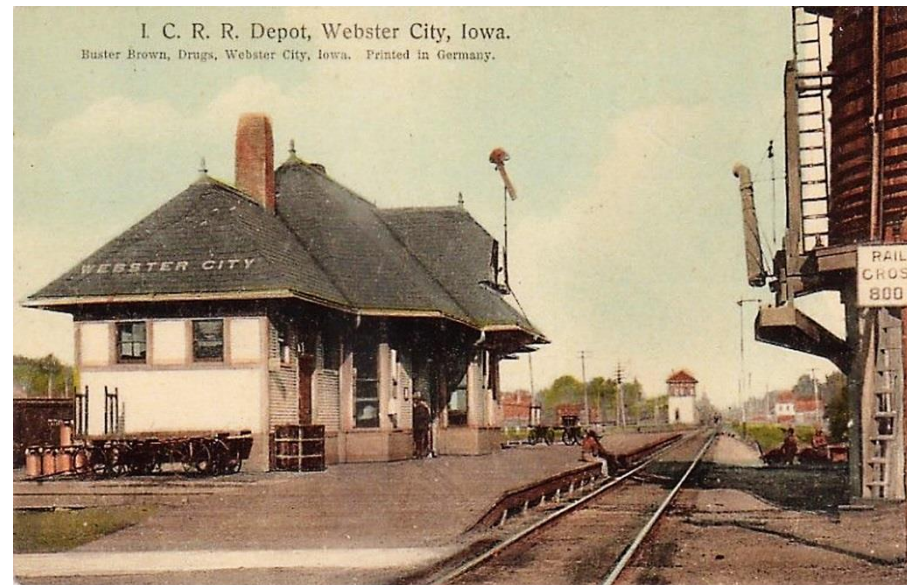


Wilson Brewer Family Burial Mound created 1934

**Illinois Central Railroad Depot
was built in 1901-1902.**

**Illinois Central Railroad ended passenger service
to Webster City in 1967. The railroad gave the
building to the City.**

**Illinois Central Railroad Depot was added to the
Wilson Brewer Park in 1971.**





Illinois Central Railroad Caboose was added to the Wilson Brewer Park in 2020.





Harmony Center School was built in 1914. The building was donated and relocated to Wilson Brewer Park in 1977



1st Hamilton County Courthouse

This building was used from 1866-1876 until a more elaborate structure was built.

The building was moved to Wilson Brewer Park in 1985 where it was refurbished for use as a museum.

The 1st Hamilton County Courthouse is proposed to be renovated to represent the actual courthouse in 1866-1876. The work is proposed to be completed in 2022/2023.

The 1st Hamilton County Courthouse is one of two original courthouses remaining in Iowa. The other being located in Keokuk.



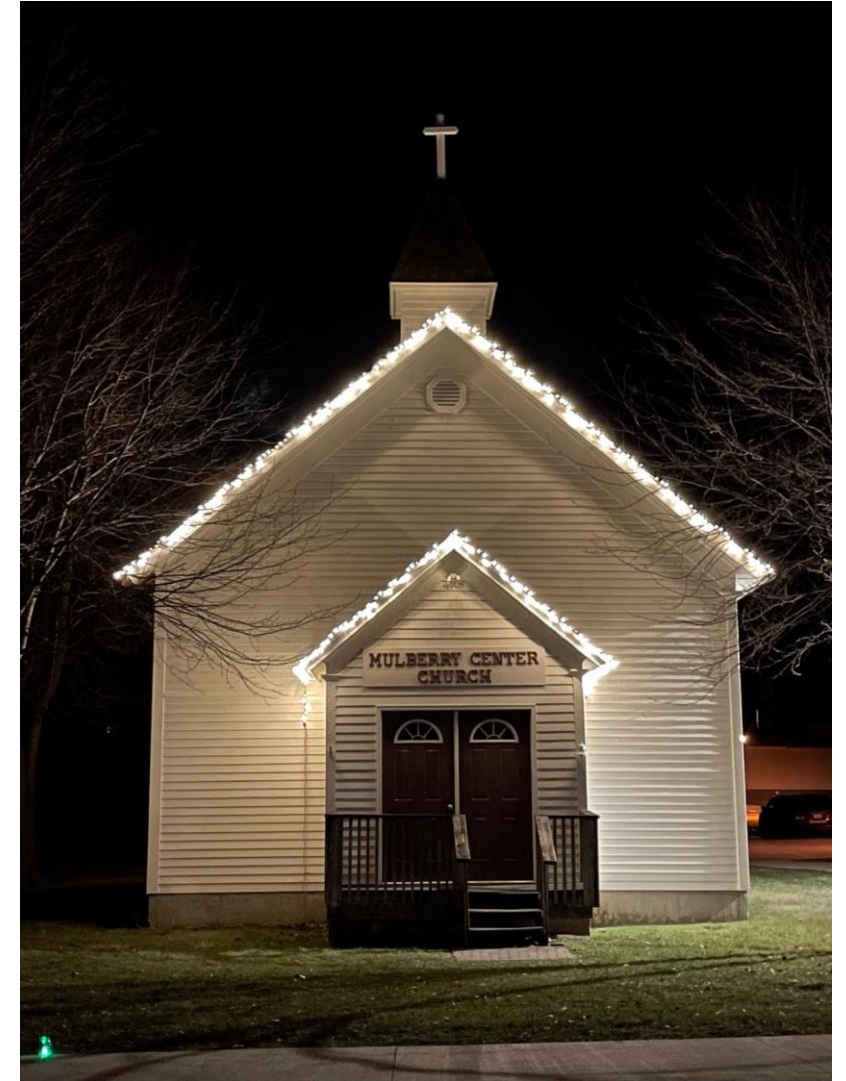


**The Mulberry Center Church was donated and relocated to
Wilson Brewer Park in 1995.**



The Mulberry Center Church is the site for weddings, memorial services, social gathers, educational programs as well as housing church memorabilia from around the county.

447 of 479





Limestone benches



***Domed boulder
from Bonebright farmstead***



Plaque boulder



***Stout, Mills & Temple
Water Turbine***



Glacial iron ore



Mill grindstones



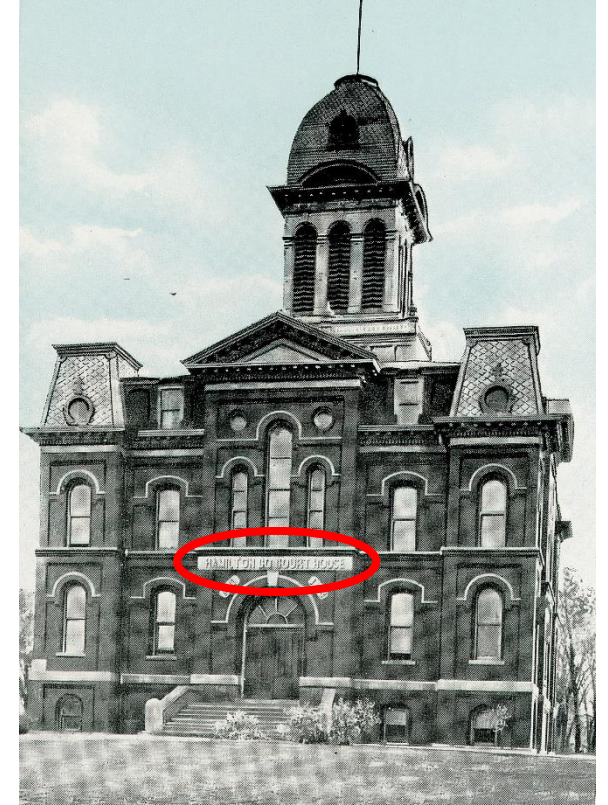
***Bonebright Armory
memorial stays in
place to honor all
veterans***



***Well pump from the
Brewer-Bonebright
farmstead stays
in front of
Harmony Center
School House***



***Homer Bell Tower
moves to Path
Garden between
Jamison Cabin
and Mulberry
Center Church***



***Limestone lettering
preserved from 1876-1976
Courthouse becomes
seating on the Plaza on
east side of Depot***



Benches

18 benches have been purchased and donated to the park. Each bench cost \$6,500.

Currently two more spaces are available for benches to be installed.



Picnic Tables

6 – 6' Picnic Tables

2 – 8' Handicap Accessible Picnic Tables

(Tables will be permanently installed on concrete patio area)

	<u>Cabins</u>	<u>Site-Grounds</u>	<u>Courthouse</u>	<u>Church</u>	<u>School</u>	<u>Depot</u>	<u>Caboose</u>	<u>Trail</u>	<u>General</u>	<u>Benches</u>	<u>Total</u>
Expenses	207,785.47	249,894.15	28,295.91	23,573.25	20,016.71	33,379.23	64,778.92	5,366.00		23,595.38	656,685.02
Drawdown 02/19							(40,000.00)				(40,000.00)
Drawdown 6/19		(36,500.00)	(20,500.00)								(57,000.00)
Drawdown 7/29				(15,000.00)							(15,000.00)
Drawdown 7/29					(7,500.00)						(7,500.00)
Drawdown 9/19							(25,000.00)				(25,000.00)
Drawdown 5/21	(176,198.87)	(35,919.68)	(13,351.29)		(5,016.71)	(13,890.65)		(5,366.00)		(1,435.95)	(251,179.15)
Hotel/Motel	(25,000.00)										(25,000.00)
Private Donations		(2,600.00)		(800.00)						(15,083.33)	(18,483.33)
City Contribution		(40,000.00)									(40,000.00)
Interest Earned		(79.11)									(79.11)
Balance	6,586.60	134,795.36	(5,555.38)	7,773.25	7,500.00	19,488.58	(221.08)	-	-	7,076.10	177,443.43

Enhance Hamilton County Fund Balance: \$254,283.51

-

City of Webster City Drawdown (FY22): \$177,443.43

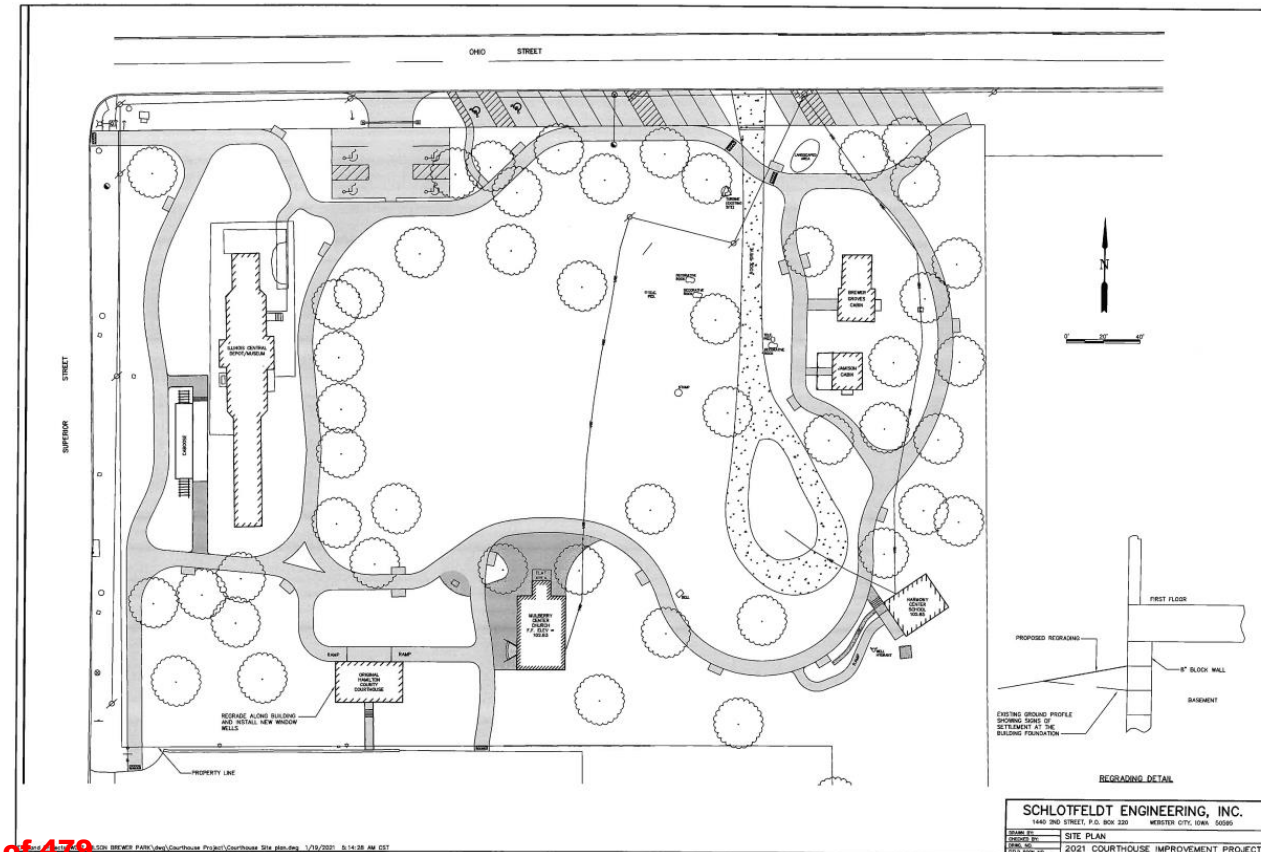
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**Current Balance of Wilson Brewer Park Fund
Charitable Donations: \$76,840.08**

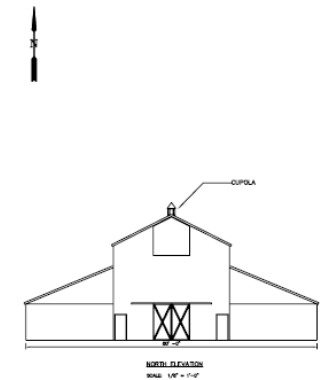
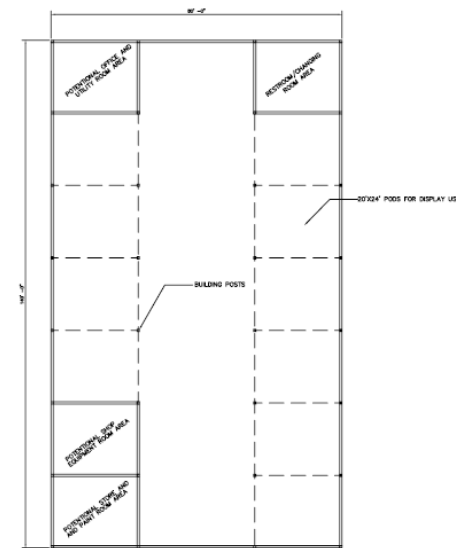
Remaining monies are planned for picnic table concrete surface
installation and deck platform around the Depot building.

Remaining projects to be completed at Wilson Brewer Park:

1. Renovation of Hamilton County Courthouse
2. Renovation of Depot
3. Depot platform
4. Concrete surface for picnic tables
5. Entrance Sign into handicap parking
6. Installation of bollards on gravel driveway
7. Installation of retaining wall and steps along Harmony Center School sidewalk
8. Installation of Mulberry Center Church paver area



Site plan for the proposed Heritage Center. The plan shows a large rectangular building footprint with a central "PROPOSED HERITAGE CENTER" area. To the left is a "PROPOSED NEW PROPERTY LINE" and a "LIGHTPOLE W/BASE". To the right is an "EXISTING PROPERTY LINE" and a "RURAL WALKER". The plan includes various parking areas, including a "PROPOSED 10-SPACE PARKING LOT" and an "EXISTING 10-SPACE PARKING LOT". A "PROPOSED DRIVEWAY FOR UNLOADING" is shown. The plan also indicates "EXISTING TRAIL", "EXISTING PROPERTY LINE", "EXISTING ROAD POLES (TYP.)", "DECORATIVE BARRIER FENCE", "MINI-WALL", and "RURAL WALKER". A "NEW ACCESS" is shown at the bottom. The plan is labeled "HAMILTON COUNTY" and "SURFACE STREET".



FLOOR PLAN
SCALE: 1/8" = 1'-0"

NORTH ELEVATION
SCALE: 1/8" = 1'-0"

PLANS BY	HERITAGE CENTER BARN
DESIGNED BY	
JOINT BY	PRELIMINARY SITE PLAN
FIELD BOOK NO.	

SCHLOTFELDT ENGINEERING, INC.	
1440 2ND STREET, P.O. BOX 830 MENARD, OKLA. 73450	
Phone (505) 883-1111	HERITAGE CENTER BARN
Telex 154240	10000 S. BARNER RD., P.O. BOX 10000, S. BARNER, OKLA.
Circle 56	



Proposed Location for the Hamilton County Heritage Center



Proposed creation of a Board of Trustees for the Wilson Brewer Park:

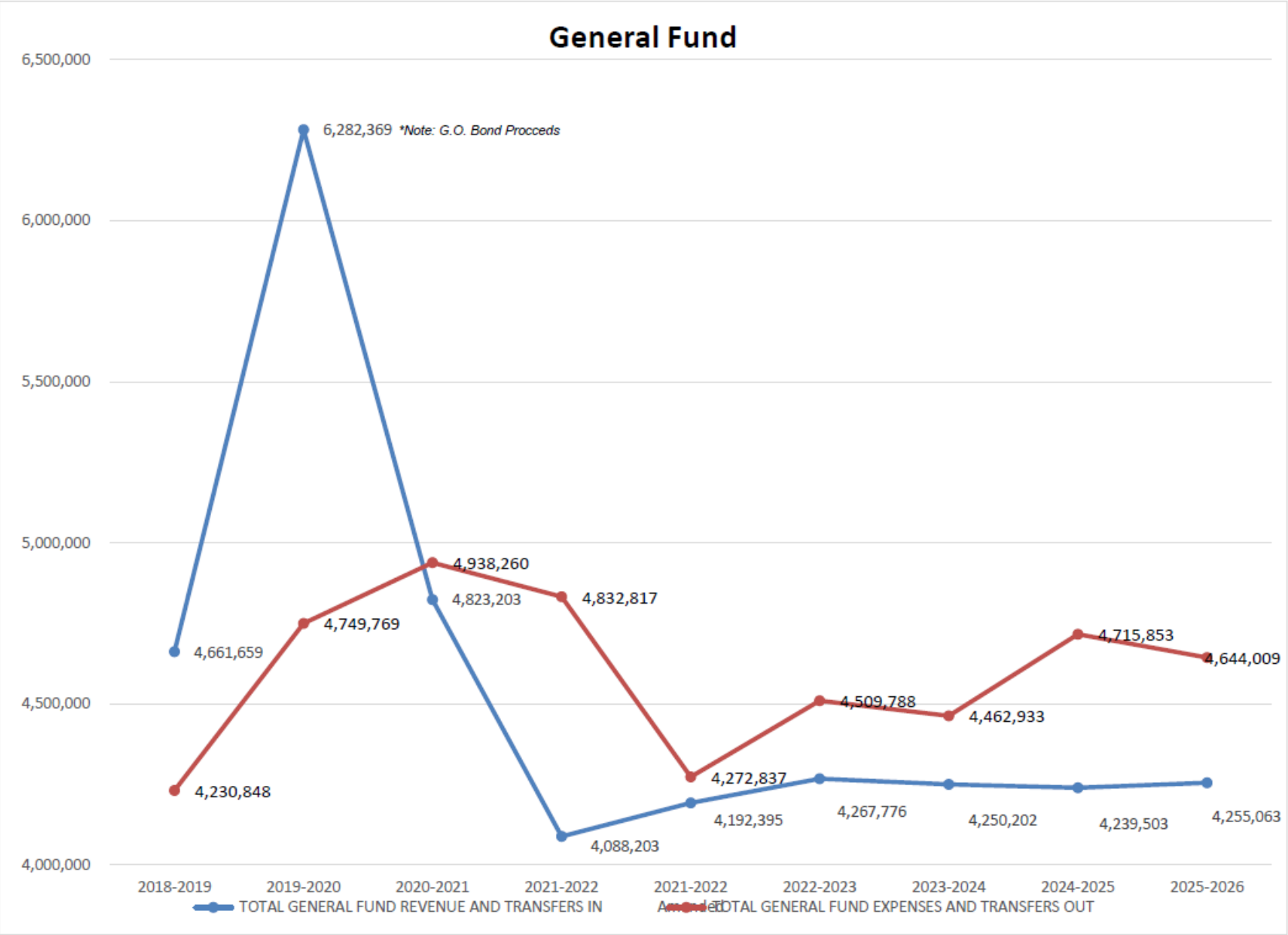
City of Webster City – appoint 2 city residents

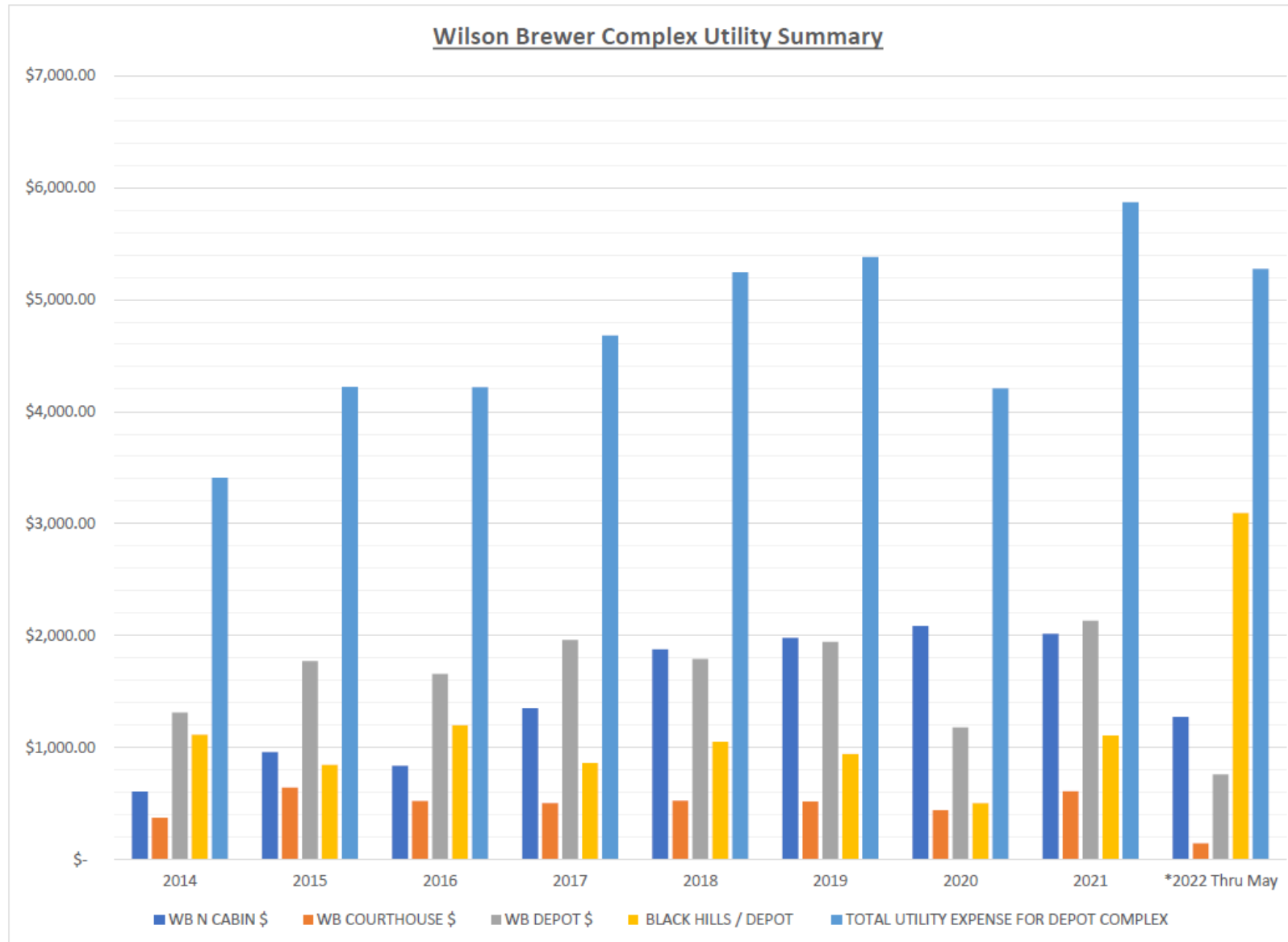
Hamilton County – appoint 2 county residents

City of Webster City & Hamilton County – appoint 1 city or county resident; this individual will act as chairperson of the board

The initial board shall serve until November 2023 general election when at that time there will be two (2) members elected for two (2) year term and three (3) members elected for a four (4) year term.

- City's General Fund lacks capacity for additional expenses and financial commitments where there are no sustainable revenues to offset.
- *See City Manager's preliminary analysis of Wilson Brewer Park Expenses Overview







Wilson Brewer Park – Webster City, Iowa

...Let Us Tell You The Story

August 9, 2022

Recreation and Park Grounds
City of Webster City
P.O. Box 217
Webster City, Iowa 50595

Dear Larry and Breanne:

We have reviewed the potential energy usage and associated energy bill for the Courthouse at the Willson Brewer Park.

We reviewed the energy usage at the Mulberry Church. The energy efficiency of both structures were assumed to be similar, but several items were factored into our estimate.

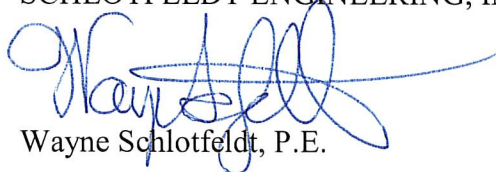
They include:

1. Increased square footage of the courthouse.
2. Increased amount of window area of the courthouse.
3. Increased potential use of the courthouse during summer months. This item is the most subjective item as there is no track record developed for what the increased use would amount to.
4. Use of the building would be limited to 9 months.
5. A similar average interior temperature during non-use times would be maintained.

Using the above information we would estimate in 2022 dollars a yearly energy cost would be \$2,000 to \$2,300.

If you have any questions please contact our office.

Sincerely,
SCHLOTFELDT ENGINEERING, INC.


Wayne Schlotfeldt, P.E.

WS/mm

CONFIDENTIAL TO ALL READERS

To: Rick Young, Chairman of the Hamilton County Board of Supervisors; and
John Hawkins, Mayor of the City of Webster City, Iowa

From: Gary J. Groves, Chairman of the Wilson Brewer Historic Park Committee

Date: April 15, 2022

Statement of Understanding

During the past several months, ongoing discussions have been taking place between members of the Hamilton County Board of Supervisors through its chairman, Rick Young, and Wilson Brewer Historic Park Committee members, Gary J. Groves and Doug Bailey, acting on behalf of the City of Webster City with full knowledge and consent of the Mayor John Hawkins and with the express purpose of exploring various options that further enhance the usage of Wilson Brewer Park to the benefit of all communities and residents of Hamilton County, Iowa.

The intent of this document is to merely set forth in writing the understanding that exists between the parties with the full knowledge that this is meant to express an intent for action that can occur only with formal approval by both the Hamilton County Board of Supervisors and the City Council of Webster City to be legally binding upon the parties.

On this date as hereinabove stated, the following represents the understanding of the parties, to-wit.

- 1) That the City of Webster City is the owner of the Wilson Brewer Park with certain restrictions that provide the land upon which the park is located can never

be sold and further the City is responsible for the operation and maintenance of the park.

- 2) That the City Council established the Wilson Brewer Historic Park Committee in 2012 to serve as a Historic Advisory Administrative Agency.
- 3) That the Wilson Brewer Park/Depot Foundation was established in 2007 and reinstated with the office of the Iowa Secretary of State effective May 11, 2015 and remains active with the timely filings of the Bi-Annual Reports.
- 4) That the Wilson Brewer Park/Depot Foundation qualified as a tax-exempt charitable organization under Section 501(c) of the Internal Revenue Code under date of April 7, 2015.
- 5) That Hamilton County owns a parcel of land located South and immediately adjacent to the Wilson Brewer Park.
- 6) That the parties have been approached by a private donor to construct a building on the east 230 feet of the land owned by Hamilton County upon condition that the land serve as an addition to the Wilson Brewer Park.
- 7) Hamilton County expects to donate the eastern 230 feet more or less to the Wilson Brewer Park/Depot Foundation upon condition that the said Foundation is a viable and 501(c) charitable organization and that the proposed building with dimensions of 80 feet wide (east and west) by 140 feet long (north and south) be funded by private donations and utilized as the Hamilton County Heritage Center that provides all residents of Hamilton County a facility to celebrate together their common heritage and history.

- 8) Subject to paragraph six (6) above, Hamilton County will allow the Foundation a first option to purchase the remaining parcel of land, including the building currently leased to the State of Iowa, should the County decide to sell the same.
- 9) The donation of real estate as set forth in paragraph seven (7) above is conditioned upon the City of Webster City establishing a Board of Trustees for the Wilson Brewer Park/Depot Foundation, consisting of five (5) members elected at large by residents of Hamilton County with no more than three (3) members being residents of Webster City nor three (3) members being residents of Hamilton County residing outside of Webster City, to oversee the management and operation of Wilson Brewer Park.
- 10) The Board of Trustees established by the City cannot be changed or revoked by the City without the mutual consent of the City of Webster City and Hamilton County.
- 11) The land donated to the Foundation shall always remain a part of the Wilson Brewer Park that shall not be sold without mutual consent of the City of Webster City and Hamilton County.
- 12) That Hamilton County has budgeted funds for the renovation of the 1869 original Hamilton County Courthouse which is scheduled for construction this year (2022).

We are now at that point in time where representatives of the City and of the County need to decide as to whether or not to proceed forward with a formal agreement. There remain several matters for further discussion and clarification as follows:

- 1) The County prefers to directly donate the land to the Foundation rather than to the City. The City prefers to have the land conveyed to the City primarily for insurance purposes.
- 2) Also, some individual donors prefer to make their donation directly to the Foundation with certain conditions attached as to the use of the gift.
- 3) Although the Foundation is an active and viable non-profit organization under its Articles of Incorporation filed with the State of Iowa and has been acknowledged as a 501(c) charitable organization with a Tax ID number, the Foundation has not been filing its Annual Form 990 with the Internal Revenue Service for the past three or four years. The Foundation has retained the services of Troy Hassebrock as CPA to update past filings to assure potential donors that gifts made to the Foundation are in fact tax deductible as a 501(c) organization.
- 4) The individual donor desires the building to be constructed in 2022 using an Amish construction company from Hazelton, Iowa.
- 5) Communication with the officials of all communities within Hamilton County should be strongly considered in gaining political and financial support in making the concept of a Hamilton County Heritage Center a reality.

Prepared and submitted to Rick Young and John Hawkins on the 15th day of April 2022 by Gary J. Groves, Chairman of the Wilson Brewer Historic Park Committee.

Prepared By and Return To: Zachary Chizek, 1620 Superior Street, Unit 1, Webster City, IA 50595 T. (515) 832-2885

A 28E AGREEMENT BETWEEN THE CITY OF WEBSTER CITY, IOWA AND HAMILTON COUNTY, IOWA PERTAINING TO WILSON BREWER PARK LOCATED IN WEBSTER CITY, IOWA.

WHEREAS, the City of Webster City, Iowa (“City”) is a municipal corporation duly formed and existing pursuant to the laws of the State of Iowa; and

WHEREAS, Hamilton County, Iowa (“County”) is a political subdivision duly formed and existing pursuant to the laws of the State of Iowa; and

WHEREAS, Wilson Brewer Park (the “Park”) is a City owned public park consisting of nine (9) acres more or less and located within the limits of the City being East of Superior Street and South of Ohio Street with an address of 1800 Superior Street, Webster City, Iowa; and

WHEREAS, the County owns a parcel of land located South and immediately adjacent to the Park with an address of 1900 Superior Street, Webster City, Iowa; and

WHEREAS, the City and the County (Collectively referred to as the “Parties”) wish to enter into an agreement wherein a portion of the real estate owned by the County is to be conveyed to the City as an addition to the Park with certain provisions set forth as to the use and operation of the Park; and

WHEREAS, the Parties desire to work collectively to jointly participate in such agreement pursuant to the terms set forth herein.

THEREFORE, BE IT HEREBY RESOLVED in consideration of mutual covenants contained herein and for other good and valuable consideration, the receipt, adequacy and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Purpose.** The purpose of this Agreement is to set forth obligations and responsibilities of the parties to further enhance the use of the Park by providing all residents of Hamilton County a venue to celebrate together their common heritage and history.

2. **Term of this Agreement.** This Agreement shall continue in full force and effect and cannot be changed or revoked without the mutual consent of the parties hereto.

3. **Responsibilities.**

- a. **City of Webster City Responsibilities.** The City will establish a Board of Trustees for the Wilson Brewer Park/Depot Foundation (“Foundation”) consisting of five (5) members elected at large by residents of Hamilton County with no more than three (3) members being residents of the City nor no more than three (3) members being residents of the County residing outside of the City, to oversee the management and operation of the Park.

The Initial Board of Trustees will consist of two (2) members appointed by the City and two (2) members appointed by the County with the fifth (5th) member appointed by joint and mutual consent of the parties. The Initial Board shall serve until the November 2023 general election when at that time there will be two (2) members elected for a two (2) year term and three (3) members elected for a four (4) year term.

The City, as owner of the Park, will continue to maintain the Park.

The City shall not change, alter or revoke the Board of Trustees as established herein for the oversight, management and operation of the Park without the mutual consent of the parties.

Likewise, the City shall not sell, assign, convey or transfer any portion of the real estate donated by the County and described herein without the mutual consent and agreement of the parties.

- b. **Hamilton County Responsibilities.** With the establishment of the Board of Trustees for the Foundation, by the City, the County will transfer to the City a parcel of land located at 1900 Superior Street, Webster City, Iowa and legally described by survey, as follows:

A PARCEL OF LAND, BEING THE EAST 230.00 FEET (AS MEASURED ALONG THE PROPERTY LINES) OF A PARCEL OF LAND AS DESCRIBED IN THE WARRANTY DEED RECORDED AS DOCUMENT 2016 1062 IN THE HAMILTON COUNTY RECORDER'S OFFICE, LOCATED IN A PART OF LOT 8 OF THE SW FRL. 1/4 OF THE SW FRL. 1/4 OF SECTION 6, TOWNSHIP 88 NORTH, RANGE 25 WEST OF THE 5TH P.M., CITY OF WEBSTER CITY, HAMILTON COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 6; THENCE NORTH 00°15'08" WEST 769.30 FEET ON THE WEST LINE OF THE SW1/4-SW1/4 OF SAID SECTION 6 TO THE SOUTHWEST CORNER OF THE SAID PARCEL OF LAND AS DESCRIBED IN DOCUMENT 2016 1062; THENCE SOUTH 89°33'38" EAST 192.23 FEET ON THE SOUTH LINE OF SAID PARCEL TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°33'38" EAST 230.00 FEET ON SAID SOUTH LINE TO THE SOUTHEAST CORNER THEREOF; THENCE NORTH 00°19'59" WEST 200.00 FEET ON THE EAST LINE OF SAID PARCEL TO THE NORTHEAST CORNER THEREOF; THENCE NORTH 89°33'36" WEST 230.00 FEET ON THE NORTH LINE OF SAID PARCEL; THENCE SOUTH 00°19'59" EAST 200.00 FEET TO THE POINT OF BEGINNING, CONTAINING 1.06 ACRES AND IS SUBJECT TO ANY AND ALL EASEMENTS, BE THEY OF RECORD OR NOT.

FOR THIS SURVEY THE WEST LINE OF THE SW1/4-SW1/4 OF SAID SECTION 6 WAS ASSUMED TO BEAR NORTH 00°15'08" WEST.

Which shall be included and remain always a part of the Park that cannot be sold or transferred without the mutual consent of the parties.

In addition to the donation of land above-described, the County will contribute the sum of \$180,000.00 toward the completion of the renovation of the original Hamilton County Courthouse located on the Park grounds payable as follows: \$90,000.00 on or before June 30, 2022 and \$90,000.00 on or before July 15, 2022.

In addition, the County will grant and convey to the City the right of ingress and egress across the existing entrance from Superior Street, legally described as follows:

A PARCEL OF LAND AS DESCRIBED IN THE WARRANTY DEED RECORDED AS DOCUMENT 2016 1062 IN THE HAMILTON COUNTY RECORDER'S OFFICE, LOCATED IN A PART OF LOT 8 OF THE SW FRL. 1/4 OF THE SW FRL. 1/4 OF SECTION 6, TOWNSHIP 88 NORTH, RANGE 25 WEST OF THE 5TH P.M., CITY OF WEBSTER CITY, HAMILTON COUNTY, IOWA, EXCEPT THE EAST 230.00 FEET (AS MEASURED ALONG THE PROPERTY LINES) WITH THE SAID EAST 230.00 FEET MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 6; THENCE NORTH 00°15'08" WEST 769.30 FEET ON THE WEST LINE OF THE SW1/4-SW1/4 OF SAID SECTION 6 TO THE SOUTHWEST CORNER OF THE SAID PARCEL OF LAND AS DESCRIBED IN DOCUMENT 2016 1062; THENCE SOUTH 89°33'38" EAST 192.23 FEET

ON THE SOUTH LINE OF SAID PARCEL TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°33'38" EAST 230.00 FEET ON SAID SOUTH LINE TO THE SOUTHEAST CORNER THEREOF; THENCE NORTH 00°19'59" WEST 200.00 FEET ON THE EAST LINE OF SAID PARCEL TO THE NORTHEAST CORNER THEREOF; THENCE NORTH 89°33'36" WEST 230.00 FEET ON THE NORTH LINE OF SAID PARCEL; THENCE SOUTH 00°19'59" EAST 200.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 0.88 ACRES, INCLUSIVE OF A PUBLIC ROADWAY EASEMENT OF 0.19 ACRES AND IS SUBJECT TO ANY AND ALL OTHER EASEMENTS, BE THEY OF RECORD OR NOT.

FOR THIS SURVEY THE WEST LINE OF THE SW1/4-SW1/4 OF SAID SECTION 6 WAS ASSUMED TO BEAR NORTH 00°15'08" WEST.

In the event the County should decide to sell the real estate, legally described above, including the existing building lying west of the said property at 1900 Superior Street, the City is granted the first option to purchase the said real estate.

Except for the above stated obligations, the County shall have no further required financial responsibility to the City for the operation and maintenance of the Park, without County consent and approval.

4. **Point of Contacts.** The City Manager shall be the primary point of contact for the City, and the Chairperson of the Board of Supervisors shall be the primary point of contact for the County.
5. **Effective Date.** This Agreement shall become effective upon the signatures being affixed to this document and shall continue until the agreement expires and/or is terminated pursuant to the terms outlined in Paragraph 2 above.
6. **Notices.** All notices which the parties are authorized or required to provide one another shall be in writing and delivered to the following addresses:
 - a. City: City Manager, City of Webster City, 400 2nd Street, Webster City, IA 50595
 - b. County: Chairperson, Board of Supervisors, Hamilton County Courthouse, 2300 Superior Street, Suite 3, Webster City, IA 50595
7. **Severability.** If any section, provision, or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole, nor shall such finding be held to affect any other section, provision, or part thereof which is not found to be invalid or unconstitutional.

8. **Modification of Agreement.** Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party.
9. **Entire Agreement.** This Agreement contains the complete Agreement between the parties and shall, as of the effective date of this Agreement, supersede all other Agreements between the parties. The parties stipulate that neither has made any representations including the execution and delivery of this Agreement except such representations as are specifically set forth in this Agreement, and each of the parties acknowledges he/it has relied on its own judgment in entering into this Agreement. The parties further acknowledge that any representations that may have been made by either to the other prior to the date of executing this Agreement are of no effect and that neither has relied on such representations in connection with his or its dealings with the other.
10. **Governing Law.** This Agreement and rights and duties hereunder shall be construed in accordance with the laws of the State of Iowa.
11. **No Waiver.** The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.
12. **Section Headings.** The titles to the Sections of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aide in the interpretation of the provisions of this Agreement.

WITNESS THEREOF, the parties hereto have set their hands for the purpose herein expressed.

Date

Hamilton County, Iowa

Rick Young, Chairman

ATTEST: _____
Kim Schaa, Auditor

Date

City of Webster City, Iowa

John Hawkins, Mayor

ATTEST: _____
Karyl Bonjour, City Clerk

Prepared By and Return To: Zachary Chizek, 1620 Superior Street, Unit 1, Webster City, IA 50595 T. (515) 832-2885

REVISED PROPOSAL TO THE 28E AGREEMENT BETWEEN THE CITY OF WEBSTER CITY, IOWA AND HAMILTON COUNTY, IOWA PERTAINING TO THE ENHANCEMENT OF WILSON BREWER PARK LOCATED IN WEBSTER CITY, IOWA.

WHEREAS, the City of Webster City, Iowa (“City”) is a municipal corporation duly formed and existing pursuant to the laws of the State of Iowa; and

WHEREAS, Hamilton County, Iowa (“County”) is a political subdivision duly formed and existing pursuant to the laws of the State of Iowa; and

WHEREAS, Wilson Brewer Park (the “Park”) is a City owned public park consisting of nine (9) acres more or less and located within the limits of the City being East of Superior Street and South of Ohio Street with an address of 1800 Superior Street, Webster City, Iowa; and

WHEREAS, the Wilson Brewer Park/Depot Foundation (“Foundation”) is a legally established and active Foundation as recognized by the office of the Iowa Secretary of State with a Board of Trustees consisting of five (5) appointed members who oversee all donations made for the benefit of the Park; and

WHEREAS, the Foundation has on file with the United States Internal Revenue Services an application for tax exempt status a charitable organization pursuant to Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, the County owns a parcel of land located South and immediately adjacent to the Park having an address of 1900 Superior Street, Webster City, Iowa; and

WHEREAS, the City and the County (Collectively referred to as the “Parties”) wish to enter into an agreement wherein the Parties will convey with certain restrictions to the Foundation the Park now owned by the City and the Parcel of land located south of the Park owned by the County with certain provisions set forth as to the use and operation of the Park; and

WHEREAS, the Parties desire to work collectively to jointly participate in such agreement pursuant to the terms set forth herein.

THEREFORE, BE IT HEREBY RESOLVED that in consideration of mutual covenants contained herein and for other good and valuable consideration, the receipt, adequacy and sufficiency of which is hereby acknowledged, the Parties herein agree as follows, to-wit:

1. **Purpose.** That the purpose of this Agreement is to set forth the obligations and responsibilities of each Party to the further enhancement of Wilson Brewer Park by providing to all residents of Hamilton County a venue to celebrate together their common history and heritage.
2. **Term of this Agreement.** This Agreement shall continue in full force and effect and cannot be changed or revoked without the mutual consent of the parties herein.
3. **Board of Trustees.** The Parties herein agree that upon the approval and execution of this Agreement that the City shall appoint two (2) residents of the City of Webster City to serve on the Board of Trustees of the Wilson Brewer Park/Depot Foundation and the County shall likewise appoint two (2) residents of Hamilton County who reside outside of the City to the said Board of Trustees. A fifth (5th) member to the Board of Trustees shall be appointed by the joint and mutual consent of the Parties herein.

The Parties further agree that the appointments herein made to the Board of Trustees shall terminate at the time of the November 2023 general election, when upon such time all 5 members to the Board of Trustees shall be elected at large by a County wide vote; however, there shall be no more than three (3) members elected as residents of the City or residents of the County who live outside of the City's limits. The election of November 2023 shall elect two (2) members for a term of two (2) years and three (3) members for a term of four (4) years.

4. **City of Webster City Responsibilities.**

- a. At such time as the Wilson Brewer Park/Depot Foundation has obtained from the United States Internal Revenue Services a tax-exempt status as a charitable organization pursuant to Section 501(c)(3) of the Internal Revenue Code, the City will convey by a Warranty Deed to the Foundation title to the Wilson Brewer Park consisting of nine (9) acres more or less with these restrictions: (a) the Foundation cannot convey or transfer title to any person or organization without the consent of the City, and (b) should the property cease to be used as a Park, then title therein shall revert back to the City.
- b. That pursuant to the conditions attached to the acceptance of title for the Park from the heirs of Wilson Brewer in 1932-33, the City acknowledged the conditions and agrees to honor the same through agreements with the Board of Trustees of the Foundation in reference to utilities, insurance and maintenance of the Park, excluding any costs other than insurance coverage on the real estate being donated by the County.

5. Hamilton County Responsibilities.

- a. At such time as the Wilson Brewer Park/Depot Foundation has obtained from the United States Internal Revenue Services a tax-exempt status as a charitable organization pursuant to Section 501 (c)(3) of the Internal Revenue Code, the County will convey by Warranty Deed to the said Foundation a parcel of land located at 1900 Superior Street, Webster City, Iowa and legally described by survey, as follows:

A PARCEL OF LAND, BEING THE EAST 230.00 FEET (AS MEASURED ALONG THE PROPERTY LINES) OF A PARCEL OF LAND AS DESCRIBED IN THE WARRANTY DEED RECORDED AS DOCUMENT 2016 1062 IN THE HAMILTON COUNTY RECORDER'S OFFICE, LOCATED IN A PART OF LOT 8 OF THE SW FRL. 1/4 OF THE SW FRL. 1/4 OF SECTION 6, TOWNSHIP 88 NORTH, RANGE 25 WEST OF THE 5TH P.M., CITY OF WEBSTER CITY, HAMILTON COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 6; THENCE NORTH 00°15'08" WEST 769.30 FEET ON THE WEST LINE OF THE SW1/4-SW1/4 OF SAID SECTION 6 TO THE SOUTHWEST CORNER OF THE SAID PARCEL OF LAND AS DESCRIBED IN DOCUMENT 2016 1062; THENCE SOUTH 89°33'38" EAST 192.23 FEET ON THE SOUTH LINE OF SAID PARCEL TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°33'38" EAST 230.00 FEET ON SAID SOUTH LINE TO THE SOUTHEAST CORNER THEREOF; THENCE NORTH 00°19'59" WEST 200.00 FEET ON THE EAST LINE OF SAID PARCEL TO THE NORTHEAST CORNER THEREOF; THENCE NORTH 89°33'36" WEST 230.00 FEET ON THE NORTH LINE OF SAID PARCEL; THENCE SOUTH 00°19'59" EAST 200.00 FEET TO THE POINT OF BEGINNING, CONTAINING 1.06 ACRES AND IS SUBJECT TO ANY AND ALL EASEMENTS, BE THEY OF RECORD OR NOT.

FOR THIS SURVEY THE WEST LINE OF THE SW1/4-SW1/4 OF SAID SECTION 6 WAS ASSUMED TO BEAR NORTH 00°15'08" WEST.

The only restriction to this conveyance is that the property be included as a part of the Wilson Brewer Park and cannot be sold or transferred without the consent of the County.

- b. In addition to the above, the County will grant and convey to the Foundation the right of ingress and egress across the existing entrance from Superior Street, legally described as follows:

A PARCEL OF LAND AS DESCRIBED IN THE WARRANTY DEED RECORDED AS DOCUMENT 2016 1062 IN THE HAMILTON COUNTY RECORDER'S OFFICE, LOCATED IN A PART OF LOT 8 OF THE SW FRL. 1/4 OF THE SW FRL. 1/4 OF SECTION 6, TOWNSHIP 88 NORTH, RANGE 25 WEST OF THE 5TH P.M., CITY OF WEBSTER CITY, HAMILTON COUNTY, IOWA, EXCEPT THE EAST 230.00 FEET (AS MEASURED ALONG THE PROPERTY LINES) WITH THE SAID EAST 230.00 FEET MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 6; THENCE NORTH 00°15'08" WEST 769.30 FEET ON THE WEST LINE OF THE SW1/4-SW1/4 OF SAID SECTION 6 TO THE SOUTHWEST CORNER OF THE SAID PARCEL OF LAND AS DESCRIBED IN DOCUMENT 2016 1062; THENCE SOUTH 89°33'38" EAST 192.23 FEET ON THE SOUTH LINE OF SAID PARCEL TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°33'38" EAST 230.00 FEET ON SAID SOUTH LINE TO THE SOUTHEAST CORNER THEREOF; THENCE NORTH 00°19'59" WEST 200.00 FEET ON THE EAST LINE OF SAID PARCEL TO THE NORTHEAST CORNER THEREOF; THENCE NORTH 89°33'36" WEST 230.00 FEET ON THE NORTH LINE OF SAID PARCEL; THENCE SOUTH 00°19'59" EAST 200.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 0.88 ACRES, INCLUSIVE OF A PUBLIC ROADWAY EASEMENT OF 0.19 ACRES AND IS SUBJECT TO ANY AND ALL OTHER EASEMENTS, BE THEY OF RECORD OR NOT.

FOR THIS SURVEY THE WEST LINE OF THE SW1/4-SW1/4 OF SAID SECTION 6 WAS ASSUMED TO BEAR NORTH 00°15'08" WEST.

- c. In the event the County should decide to sell the real estate, legally described above, including the existing building lying west of the said property at 1900 Superior Street, the Foundation is granted the first option to purchase the said real estate.
- d. Should the proposed Hamilton County History & Heritage Center be established on the County donated parcel of land herein above described, the County will be open to negotiation with the Foundation on any costs that may result from the operation of the said Hamilton County History and Heritage Center.
6. **Point of Contacts.** The City Manager shall be the primary point of contact for the City, and the Chairperson of the Board of Supervisors shall be the primary point of contact for the County.

7. **Effective Date.** This Agreement shall become effective upon the signatures being affixed to this document and shall continue until the agreement expires and/or is terminated pursuant to the terms outlined in Paragraph 2 above.
8. **Notices.** All notices which the parties are authorized or required to provide one another shall be in writing and delivered to the following addresses:
 - a. City: City Manager, City of Webster City, 400 2nd Street, Webster City, IA 50595
 - b. County: Chairperson, Board of Supervisors, Hamilton County Courthouse, 2300 Superior Street, Suite 3, Webster City, IA 50595
9. **Severability.** If any section, provision, or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole, nor shall such finding be held to affect any other section, provision, or part thereof which is not found to be invalid or unconstitutional.
10. **Modification of Agreement.** Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party.
11. **Entire Agreement.** This Agreement contains the complete Agreement between the parties and shall, as of the effective date of this Agreement, supersede all other Agreements between the parties. The parties stipulate that neither has made any representations including the execution and delivery of this Agreement except such representations as are specifically set forth in this Agreement, and each of the parties acknowledges he/it has relied on its own judgment in entering into this Agreement. The parties further acknowledge that any representations that may have been made by either to the other prior to the date of executing this Agreement are of no effect and that neither has relied on such representations in connection with his or its dealings with the other.
12. **Governing Law.** This Agreement and rights and duties hereunder shall be construed in accordance with the laws of the State of Iowa.
13. **No Waiver.** The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.
14. **Section Headings.** The titles to the Sections of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aide in the interpretation of the provisions of this Agreement.

WITNESS THEREOF, the parties hereto have set their hands for the purpose herein expressed.

Date

Hamilton County, Iowa

Rick Young, Chairman

ATTEST: _____
Kim Schaa, Auditor

Date

City of Webster City, Iowa

John Hawkins, Mayor

ATTEST: _____
Karyl Bonjour, City Clerk

WEBSTER CITY PARK & RECREATION COMMISSION MEETING MINUTES
Webster City, Iowa **August 18, 2022**

The Webster City Park and Recreation Commission met in regular session at Fuller Hall Sampson Room at 5:15 p.m. on August 18, 2022 upon call of the Chairperson and advance agenda. The meeting was called to order and roll being called there were present and the following named Park and Recreation Commission members: Chris Kehoe, Allison Appel, Ann Kness, Zoami Sosa and Ty Wohlford. Also present were Gary Groves, Doug Bailey, Larry Flaws and Breanne Leshner.

Approval of Agenda

It was moved by Sosa and seconded by Wohlford to approve the agenda.

ROLL CALL: Kehoe, Appel, Kness, Sosa and Wohlford voting aye.

A. PETITIONS – COMMUNICATIONS – REQUESTS

1. Public Information

None presented.

B. MINUTES

It was moved by Kness and seconded by Appel to approve the minutes of the July 21, 2022 meeting.

ROLL CALL: Kehoe, Appel, Kness, Sosa and Wohlford voting aye.

C. GENERAL AGENDA

1. Reports

It was moved by Appel and seconded by Sosa to approve the reports.

ROLL CALL: Kehoe, Appel Kness, Sosa and Wohlford voting aye.

2. Wilson Brewer Park

Groves and Bailey gave the commission an overview of the past park renovations and the future projects that are proposed to be completed.

- Hamilton County donation of land and \$180,000 to assist with First Hamilton County Courthouse renovation
- Original 28E agreement
- New 28E agreement:
 - Creation of foundation for Wilson Brewer Park
 - Hamilton County deeding the donated land to the foundation
 - 3 entities would be involved: city, county and foundation
 - City of Webster City would still maintain costs for all utilities
 - If foundation/board of trustees would dissolve all land would go back to original owners
- Endowment – monies generated from endowment would be used to hire a full-time curator. The curator would be working directly for the Board of Trustees. Approximately \$50,000 salary.
- Hamilton County Heritage Center:
 - 1900s barn built by builders from the Amana Colonies

- The monies for the structure to be built will be donated by Dean Bowden
 - Proposing that the City's financial responsibilities would be the following: insurance, utilities, groundskeeping/snow removal/mowing
- The Park and Recreation Commission did not make a motion for approval or recommendation for the 28E agreement.
- 3. Recreation and Public Grounds Finances

Leshner and Flaws discussed the budget cuts that would take place if the 28E agreement is approved. Cuts for the outdoor pool will occur, cutting the days of operation due to the additional expenses that will be incurred by the Wilson Brewer Park.
- 4. Boone River Trail

Leshner discussed the CDBG (Community Development Block Grant) monies that will be used towards concrete replacement on the Boone River Trail. Due to the installation of rip rap to assist with erosion control on the river bank, heavy equipment was used and broke up the concrete trail. These monies will go towards concrete replacement.
- 5. Fuller Hall Summer Programs
 - Youth Volleyball: 3rd-6th grade; practice will be at Jeff Gym and games will be at Fuller Hall
 - Flag Football: 3rd- 4th grade
 - Tour de Webster City: 26 miles bike ride; Sunday, August 28th; race will be dedicated to Kent Harfst.
 - Fall/Winter Hours to be implemented:
 - Monday-Friday 6:00am – 9:00pm
 - Saturday 7:00am – 9:00pm
 - Sunday 1:00pm-9:00pm
- 6. Outdoor Pool
 - Currently, there are 3 days remaining of being open
 - Slide structure to be repaired this fall

D. Adjournment

It was moved by Sosa and seconded by Wohlford to adjourn the meeting.
 ROLL CALL: Kehoe, Appel, Kness, Sosa and Wohlford voting aye.

The meeting stood adjourned at approximately 6:35 p.m.

Next Meeting: September 15, 2022 @ 5:15 p.m. @ West Twin Park Shelter

Respectfully Submitted By:

Breanne Leshner, Recreation & Public Grounds Assistant Director



Wilson Brewer Park Fund (#177735)

Fund Opened: November 5, 2015

Last Updated: October 13, 2022

Fund Balance: \$67,295.91

***Total Donations Received To Date:* \$661,699.76**

Change in Market Value: \$85,965.91

Distributions: -\$662,592.58

Admin Fees: -\$17,777.18

Wilson Brewer Depot/Foundation Endowment Fund (#125356)

Fund Opened: November 5, 2015

Last Updated: October 13, 2022

Fund Balance: \$43,682.58

\$2,666.28 available for 2022 distribution

***Total Donations Received To Date:* \$39,045.51**

Change in Market Value: \$7,276.20

Distributions: -\$231.42

Admin Fees: -\$2,407.71