

City of Charles City City Council Agenda Council Chambers, City Hall

1. Meeting Date And Time

A. July 18, 2016 7:00 P.m.

2. Call To Order

3. Citizen/Public Comments (Limited To 5 Minutes Per Comment)

An opportunity for citizens, groups or representatives or organizations to address the Governing Body on any issue which is not on the agenda

4. Mayor's Welcome

5. Consider Approval Of The Agenda

Discussion

Motion

6. Consider Approval Of The Minutes

A. Approval Of The Minutes July 5 And 13 Meetings

Discussion

Motion

Documents:

[MINUTES.PDF](#)

7. Consider Approval Of The Consent Calendar

A. Approve 6/16 Financials For The City Of Charles City And CC Public Employees Health Plan

Documents:

[FINANCIALS JUNE 2016.PDF](#)

B. Approve Renewal Of City Tap Class C Liquor License W/Outdoor Service And Sunday Sales

C. Payment Of Claims

Documents:

[CLAIMS.PDF](#)

8. Business Of The Mayor

A. Re-Appoint Jeff Sisson To The North Cedar Aviation Authority

9. Petitions, Public Hearings, Communications, Awards And Requests

A. Request For Street Closure For National Night Out August 2

Documents:

[9A.PDF](#)

- B. Request For Street Closure For Encouragement Cooperation Christian Concert August 27

Documents:

[9B.PDF](#)

10. Ordinances And Resolutions

- A. Consider Resolution No. 60-16 Approving Increase In Library Budget For FY17
 - Discussion
 - Motion

Documents:

[10A.PDF](#)

- B. Consider 3rd And Final Reading Of Ordinance 1095 Amending Section 50.07 Of The Charles City Code Of Ordinances For The Purpose Of Permitting The Posting Of The Subsequent Notices To Abate In A Conspicuous Location On The Property In The Event The Nuisance To Be Abated Is The Growth Of Weeds, Grasses Or Other Vegetation

Discussion

Motion

Consider motion to adopt and publish Ordinance 1095

Discussion

Motion

Documents:

[10B.PDF](#)

- C. Consider Resolution No. 61-16 Approving Memorandum Of Understanding For RCPP Grant

Discussion

Motion

Documents:

[10C.PDF](#)

11. Other Business

- A. Miscellaneous Correspondence
- B. Attorney's Report
- C. City Clerk's Report
- D. City Administrator's Report
- E. Board, Commission or Committee Reports

12. Adjournment

COUNCIL MINUTES
REGULAR SESSION
JULY 5, 2016

Charles City City Council met in regular session on July 5, 2016 at 7:00 p.m. in council chambers. Mayor James Erb presided and the following council members were present: Jerry Joerger, DeLaine Freeseaman, Michael Hammond and Dan Mallaro. Absent: Keith Starr.

Citizen Comments - none

Mayor Erb welcomed everyone to the meeting.

Motion by Freeseaman, second Mallaro to approve the agenda. Ayes - 4

Motion by Joerger, second Freeseaman to approve the minutes of the June 15, 20 and 27 meetings. Ayes - 4

Motion by Joerger, second Hammond to approve the consent calendar. Ayes - 4

Consent calendar consisted of the following: approve outdoor service for Hot Shots Billiards and payment of claims (including those approved by other boards):

Mayor Erb commented that the Federal government is working on funding to help curb problems generated by prescription drug abuse.

Joe Hull from Hot Shots Billiards was present to request use of the city parking lot to the south of his business on July 30 for a bean bag tournament and live music. He has talked to all the abutting business owners and they have given the okay to hold this event. He will utilize a generator for power and will have the music go until midnight or one. Some concern over going past midnight with the music, so he said he could start the music earlier and end at midnight. Motion by Freeseaman, second Hammond to approve the request. Ayes - 4

Craig Hamm presented a request to add another block of street to be closed for the car show by the Trinity church on July 30. He would like to close off the one block of Milwaukee St. on the east side of the church and use the north side as an overflow if necessary. He has talked to the police department about this. Motion by Joerger, second Freeseaman to approve the request. Ayes - 4

Victory Park Improvements project has had preliminary plans drawn up. Bids will be due back by September 15 and a public hearing will be held September 19. Date of completion has been extended to 2017 to help garner more favorable bids. Park and Rec has \$25,000 to put toward this project and outside donations will be sought as well. Council member Freeseaman introduced Resolution No. 58-16 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR VICTORY PARK IMPROVEMENTS AND FIXING A DATE FOR RECEIVING OF BIDS" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Freeseaman, Hammond, Mallaro, Joerger. Nays - none.

Area Development Director Tim Fox has presented a request from MITAS for an amendment to their agreement for an extension on the tax credits. They do not have quite enough qualifying jobs yet, so are asking for an extension to May 2017. The state has approved this already. They have 132 qualifying jobs to date and need to get to 154. Several factors such as time it took to modify the existing building and the pending change in ownership contributed to the inability to meet the requirement. They are confident they will reach the goal this next year. Council member Joerger introduced Resolution No. 59-16 entitled, "RESOLUTION APPROVING AMENDMENT TO CONTRACT 11-IVF/TC-008 BETWEEN MITAS TIRES AND IEDA" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Hammond, Mallaro, Joerger, Freeseaman. Nays - none

Ordinance 1095 AN ORDINANCE AMENDING SECTION 50.07 OF THE CHARLES CITY CODE OF ORDINANCES FOR THE PURPOSE OF PERMITTING THE POSTING OF SUBSEQUENT NOTICES TO ABATE IN A CONSPICUOUS LOCATION ON THE PROPERTY IN THE EVENT THE NUISANCE TO BE ABATED IS THE GROWTH OF WEEDS, GRASSES, OR OTHER VEGETATION was presented for it's second reading. This ordinance will allow city staff to abate nuisances of long grass and vegetation much quicker for multiple violations during a growing season. The first offense abatement notice will be served in the normal manner. Subsequent violations during the same growing season will be served by posting notice on the property in violation giving 48 hours to be mowed. If not done, the city will mow and assess the cost to the property. Motion by Joerger, second Freeseaman to approve the second reading of Ordinance 1095. Ayes - 4. Council member Joerger read the ordinance.

Ordinance 1093 AN ORDINANCE AMENDING SECTION 91.05 OF THE CHARLES CITY CODE OF ORDINANCES BY AMENDING PROVISIONS PERTAINING TO METER SETTINGS was presented for a third

and final reading. This ordinance will require that a shut off valve be installed on both sides of the water meter for new construction only. The ordinance that was approved at the first two readings did not state that this would apply to all new construction so this final version has that language. The city attorney's opinion was that this is not a substantive change so this version can be adopted tonight after the third reading is approved. Motion by Freeseeman, second Hammond to approve the third and final reading. Ayes - 4. Council member Freeseeman read the ordinance. Motion by Freeseeman, second Mallaro to adopt and publish Ordinance 1093. Ayes - 4

The library board is requesting an increase of \$12,500 in their FY17 budget to allow a higher salary and moving expense to be offered to a candidate for the library director position. Heidi Worrall, outgoing library board president, explained that the salary of the library director was quite a bit lower than other libraries our size. The board felt that in order to secure a candidate with all of the qualifications they desired, they would probably have to offer a higher salary than originally planned. The previous director did have a master's degree and some supervisory experience but had never been a library director. Council member Freeseeman asked if the board had considered, going forward, to decrease some other expense line items to make up for this proposed increase and Heidi replied that would be difficult because it would probably mean decreasing materials purchased. So this increase will probably follow through to future budgets. Council member Joerger stated that he was okay with the \$2500 moving expense, but hesitated on the \$10,000 salary increase. Mayor Erb asked if this proposed salary increase had been a unanimous decision by the library board and reply was that this had only been discussed by the hiring committee, but would ultimately go before the full library board for a final vote. Joerger asked if any current library employees could be promoted and Heidi stated that none of the current employees have the level of education and experience that the board is seeking. Motion by Joerger to approve a \$5,000 increase in salary offering and \$2500 for moving expenses. Motion died for lack of a second. Councilmembers would like more information on what other cities' library director salaries are based on so they can make a better comparison. Motion by Freeseeman to increase the library FY17 budget by \$10,000 contingent on library board approval of salary offering. Motion died for lack of a second. Mayor Erb then suggested that more information be gathered and distributed to the council and then have a special meeting possibly after the July 13 planning session to take action on this item. Council member Freeseeman noted that he had talked to Council member Starr, who is the liaison to the library board, and he felt strongly that this would be a good move for the council to approve this increase.

City Clerk O'Donnell stated that an invitation for each council member had been received from MBS Family Farms for an open house at their facilities in September. She also noted that the next planning session will be held July 13 at 7:00 p.m.

City Administrator Diers thanked all of the volunteers for helping make the July 4th festivities such a success this past weekend. We will talk about the Jendro contract at the next planning session as well as the memorandum of understanding for the RCPP grant. The meeting he and the mayor attended last week in Nashua was very good and was well attended.

Council member Hammond commented that he had attended a small city workshop in Nashua recently on water quality and was pleased that Charles City is ahead of the game on these types of issues.

Motion by Mallaro, second Joerger to adjourn. Ayes - 4

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS
JULY 13, 2016

Charles City City Council met in a planning session on July 13, 2016 at 7:00 p.m. in council chambers. Mayor James Erb presided and the following council members were present: DeLaine Freeseaman, Keith Starr, Jerry Joerger, Dan Mallaro and Mike Hammond. Also present was city engineer John Fallis.

Cory Spieker, water superintendent, presented a proposed project to paint the city's water hydrants. He has approached the local high school band director about having the band perform this task as a fundraiser. We would pay \$10 per hydrant for this and we would provide the paint and brushes and also power wash the hydrants ahead of time to help take off the old paint. This has been done previously by other organizations in town, last time was 2008 when we paid \$8 per hydrant. The band director expressed interest in doing this. Some question on whether this may be too big of a project for one group to undertake, so it was suggested to open this up to any other organizations and if someone else is interested, the hydrants could be split between them. Cory will work on getting a notice out and see what response we get back.

A memorandum of understanding for the RCPP grant had been distributed to the council. City Administrator Steve Diers and city attorney Ralph Smith have gone through this agreement and find that it is all in order. There are various requirements of the city included of which the city needs to stay aware. The city will perform general oversight of this program and submit the required reports as needed. Agreements will eventually be executed with affected farmers to perform various conservation practices, such as buffer strips or cover crops. There were some questions from the council on this and in the absence of the city administrator and city attorney, these questions will be fielded to the city clerk and will be sent to the city attorney prior to the July 18 regular meeting where this item is scheduled for a vote.

Discussion on the request from the library board for an increase in their FY17 budget of \$12,500. The library hiring subcommittee has found a very qualified candidate for the library director position and would like to offer a higher salary than the range currently in place. The candidate has 20 years experience, grant writing experience and a master's degree in library science. The committee feels strongly that given these credentials that the higher salary is in line. Comparing our director salary with other libraries our size, we rank 16 out of 22 going high to low. Keith Starr, who is the council liaison to the library board, expressed his concurrence with the library board's request, stating that this candidate's resume is very good and shows that this would be a good fit for the library. Council member Joerger asked the reason a master's degree in library science is a requirement for the position and Heidi Worrall replied that from what she's been told, there is no bachelor's degree in library science, only a master's. A background check will be conducted post offer and the offer will be contingent on a clean check. Discussion on if the council can approve this increase only if this particular candidate is hired. If one with lesser qualifications is chosen, this increase would not occur. Mayor Erb suggested working with the city attorney to get the wording correct for this action to cover one candidate only.

There being no further business, meeting adjourned.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES
SPECIAL SESSION
JULY 13, 2016

Charles City City Council met in special session on July 13, 2016 at 7:45 p.m. in council chambers following a planning session. Mayor James Erb presided and the following council members were present: DeLaine Freeseaman, Keith Starr, Jerry Joerger, Dan Mallaro and Michael Hammond. Also present was city engineer John Fallis.

Motion by Starr, second Freeseaman to approve the agenda. Ayes - 5

Council member Freeseaman stated his appreciation for the additional information on salaries and such that was provided by the library hiring committee. The board is requesting an increase of \$12,500 for FY17 to allow for an additional \$10,000 in salary offer and a \$2500 moving expense. Council members want to make this increase effective only if this candidate is chosen. Motion by Freeseaman, second Hammond to approve the library board request as presented to increase the FY17 library budget by \$12,500 as presented to be effective only if this candidate is chosen. Council member Starr then reviewed the candidates qualifications which include a master's degree in library science, 20 years experience, grant writing experience and successful oversight and completion of various major building projects. Council member Starr is pleased with the search that was done and how the committee came to their final candidate selection. He feels the salary is in line with the qualifications possessed and with other area libraries similar to us. Ayes - 5

Mayor Erb suggested having the city attorney draft a resolution that stipulates the conditions of this increase.

Motion by Starr, second Freeseaman to adjourn. Ayes - 5

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

FUND#	TITLE	LAST REPORT ON HAND	REVENUE	EXPENSES	THIS MONTH CASH BALANCE
001	GENERAL	953,894.67	1,401,362.07	495,833.06	1,859,423.68
002	PETTY CASH	885.00	.00	.00	885.00
003	POLICE DISPATCH	25,584.59-	30,441.43	47,623.29	42,766.45-
004	K-9 UNIT	.00	.00	.00	.00
005	POLICE SAFETY EDUCATIO	4,892.27	.00	938.70	3,953.57
007	PARK & REC C/I HOTEL/M	43,271.05	52,312.91	25,543.00	70,040.96
009	COMMUNCIATION EQUIP FU	28,297.37	1,200.82	.00	29,498.19
010	HOTEL MOTEL TAX	115,120.70	24,067.24	107,102.10	32,085.84
030	NUISANCE ABATEMENT RES	.00	40,419.00	.00	40,419.00
050	POLICE PURCHASE RESERV	.00	20,000.00	.00	20,000.00
051	FIRE PURCHASE RESERVE	.00	.00	.00	.00
052	STREET PURCHASE RESERV	.00	.00	.00	.00
053	PARK & REC PURCHASE RE	.00	.00	.00	.00
054	ADMIN PURCHASE RESERVE	.00	.00	.00	.00
099	PAYROLL CLEARING	.00	.00	.00	.00
110	ROAD USE TAX	792,310.52	84,782.23	90,751.10	786,341.65
111	STEP GRANT	.00	.00	.00	.00
112	EMPLOYEE BENEFITS	343,961.62	19,892.26	85,323.99	278,529.89
113	CVTC OPERATING FUND	48,503.59	12,088.81	58,912.24	1,680.16
114	FEMA BUYOUT SUBSTANTIA	.00	.00	.00	.00
115	FEMA BUYOUT NON SUBS	.00	.00	.00	.00
116	2008 FLOOD	.00	.00	.00	.00
119	EMERGENCY	66,876.66	692.48	67,569.00	.14
120	WPC FLOOD WAL	.00	.00	.00	.00
121	LOCAL OPTION SALES TAX	3,145,850.59	64,202.32	730,536.76	2,479,516.15
122	2013 FLOOD	6,131.49	.00	6,131.49	.00
125	RIVERSIDE TIF	707,450.97	2,492.66	61,234.80	648,708.83
126	SW BYPASS TIF	1,211,380.53	1,344.95	148,182.83	1,064,542.65
127	SOUTH GRAND TIF	31,352.56	56.29	.00	31,408.85
128	EAST PARK TIF	56,080.15	55.15	18,892.85	37,242.45
129	PARK AVENUE TIF	407,246.73	476.41	112,832.34	294,890.80
139	CARRIE CHAPMAN CATT	.00	.00	.00	.00
160	CW REC TRAIL	.00	.00	.00	.00
163	CEBA GRANT	.00	.00	.00	.00
167	LIBRARY TRUST FUNDS	237,671.01	.00	8,780.37	228,890.64
168	ROUK	.00	.00	.00	.00
170	FGP ADVISORY	10,265.86	184.00	4,682.59	5,767.27
171	FGP FEDERAL ADMINISTRA	29,421.43-	166,325.94	138,422.88	1,518.37-
172	PUBLIC HOUSING SEC DEP	39,676.65	452.19	471.67	39,657.17
173	PUBLIC HOUSING	2,285,514.05	92,035.71	81,000.92	2,296,548.84
174	SECTION 8 VOUCHER	111,216.66	35,206.29	62,405.05	84,017.90
177	POLICE ASSET FORFEITUR	4,224.51	.00	200.00	4,024.51
178	DWELLING STRUCTURE	.00	.00	.00	.00
179	2012 REHAB GRANT	2,133.42-	2,133.42	.00	.00
183	06 CAPITAL FUND	.00	.00	.00	.00
184	07 CAPITAL FUND	.00	.00	.00	.00
185	08 CAPITAL FUND	.00	.00	.00	.00
186	2009 CAPITAL FUND	.00	.00	.00	.00
187	2010 CAPITAL FUND	.00	.00	.00	.00
188	2011 CAPITAL FUND	.00	.00	.00	.00
199	CABLE TV	140,304.35	20.00	4,152.64	136,171.71
200	DEBT SERVICE	479,890.06	680,212.24	1,042,880.34	117,221.96
302	SUSPENSION BR	.00	.00	.00	.00

FUND#	TITLE	LAST REPORT ON HAND	REVENUE	EXPENSES	THIS MONTH CASH BALANCE
303	STREET RELATED C/I	677,702.77-	685,705.86	8,003.09	.00
306	CLARK STREET TRAIL	.00	.00	.00	.00
308	RIVERFRONT PROJECT	15,285.15-	.00	.00	15,285.15-
309	PEDESTRIAN BRIDGE	.00	.00	.00	.00
310	I-JOBS FIRE STATION	.00	.00	.00	.00
313	2005 CDBG HOUSING REHA	.00	.00	.00	.00
314	LAW ENFORCEMENT GRANT	.00	.00	.00	.00
315	2008 CDBG GRANT	.00	.00	.00	.00
316	05 S MAIN	.00	.00	.00	.00
317	2011 PERMEABLE PAVING	.00	.00	.00	.00
318	9TH ST PERMEABLE PAVIN	.00	.00	.00	.00
319	NET ZERO HOUSING PROJE	.00	.00	.00	.00
320	MASTER FACADE PROJECT	.00	.00	.00	.00
321	2011 CAPITAL PROJECT	.00	.00	.00	.00
322	2012 CAPITAL PROJECT	.00	.00	.00	.00
323	2013 CAPITAL FUND	102.82	.00	102.82	.00
324	2014 CAPITAL PROJECT	.20-	117.38	117.18	.00
325	2015 CAPITAL PROJECT	.00	.00	.00	.00
326	2016 CAPTIAL PROJECT	.00	.00	.00	.00
350	CAPITAL PROJECT-MCQUIL	13,000.00-	.00	.00	13,000.00-
600	WATER	2,570,586.89	229,875.59	1,010,235.46	1,790,227.02
602	UTILITY IMPROVEMENTS P	72,516.08	.00	72,516.08	.00
603	WATER METER DEPOSITS	50,673.67	2,160.00	2,611.68	50,221.99
610	SEWER	2,206,922.63	108,626.99	403,307.48	1,912,242.14
611	SEWER IMPROVEMENT	.00	.00	.00	.00
612	UV DISINFECTION PROJEC	1,301,187.63-	.00	45,417.70	1,346,605.33-
613	WWTP EXPANSION FUND	4,200.00-	.00	4,200.00-	.00
670	WASTE FUND	68,555.13	28,125.75	21,524.79	75,156.09
690	TRANSIT	9,135.05	88,380.00	7,638.60	89,876.45
740	STORM WATER	293,188.08	13,778.54	5,159.50	301,807.12
741	FIRE EXTINGUISHER	10,501.91	788.00	487.20	10,802.71
Report Total		14,485,936.69	3,890,014.93	4,973,325.59	13,402,626.03

CITY OF CHARLES CITY
 REVENUE REPORT
 CALENDAR 6/2016, FISCAL 12/2016
 BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,370,941.00	1,401,362.07	4,323,886.64	98.92	47,054.36
	PETTY CASH TOTAL	.00	.00	.00	.00	.00
	POLICE DISPATCH TOTAL	420,433.00	30,441.43	407,186.76	96.85	13,246.24
	K-9 UNIT TOTAL	.00	.00	.00	.00	.00
	POLICE SAFETY EDUCATION TOTAL	5,300.00	.00	5,463.00	103.08	163.00-
	PARK & REC C/I HOTEL/MOTE TOTA	48,750.00	52,312.91	53,101.57	108.93	4,351.57-
	COMMUNCIATION EQUIP FUND TOTA	14,500.00	1,200.82	14,558.62	100.40	58.62-
	HOTEL MOTEL TAX TOTAL	120,750.00	24,067.24	131,803.88	109.15	11,053.88-
	NUISANCE ABATEMENT RESERV TOTA	50,000.00	40,419.00	40,419.00	80.84	9,581.00
	POLICE PURCHASE RESERVE TOTAL	20,000.00	20,000.00	20,000.00	100.00	.00
	FIRE PURCHASE RESERVE TOTAL	.00	.00	.00	.00	.00
	STREET PURCHASE RESERVE TOTAL	.00	.00	.00	.00	.00
	PARK & REC PURCHASE RESER TOTA	.00	.00	.00	.00	.00
	ADMIN PURCHASE RESERVE TOTAL	.00	.00	.00	.00	.00
	ROAD USE TAX TOTAL	877,548.00	84,782.23	945,628.49	107.76	68,080.49-
	EMPLOYEE BENEFITS TOTAL	1,087,882.00	19,892.26	1,122,329.58	103.17	34,447.58-
	CVTC OPERATING FUND TOTAL	121,714.00	12,088.81	85,924.07	70.60	35,789.93

CITY OF CHARLES CITY
 REVENUE REPORT
 CALENDAR 6/2016, FISCAL 12/2016
 BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	FEMA BUYOUT SUBSTANTIAL TOTAL	.00	.00	.00	.00	.00
	FEMA BUYOUT NON SUBS TOTAL	.00	.00	.00	.00	.00
	2008 FLOOD TOTAL	.00	.00	.00	.00	.00
	EMERGENCY TOTAL	65,444.00	692.48	67,569.14	103.25	2,125.14-
	WPC FLOOD WAL TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	660,000.00	64,202.32	744,642.45	112.82	84,642.45-
	2013 FLOOD TOTAL	4,279.00	.00	4,279.04	100.00	.04-
	RIVERSIDE TIF TOTAL	194,373.00	2,492.66	191,431.44	98.49	2,941.56
	SW BYPASS TIF TOTAL	61,500.00	1,344.95	64,449.24	104.80	2,949.24-
	SOUTH GRAND TIF TOTAL	21,329.00	56.29	21,241.70	99.59	87.30
	EAST PARK TIF TOTAL	21,430.00	55.15	20,697.28	96.58	732.72
	PARK AVENUE TIF TOTAL	286,506.00	476.41	164,207.47	57.31	122,298.53
	CARRIE CHAPMAN CATT TOTAL	.00	.00	.00	.00	.00
	CW REC TRAIL TOTAL	.00	.00	.00	.00	.00
	CEBA GRANT TOTAL	.00	.00	.00	.00	.00
	LIBRARY TRUST FUNDS TOTAL	25,719.00	.00	21,188.31	82.38	4,530.69
	ROUK TOTAL	.00	.00	.00	.00	.00

CITY OF CHARLES CITY
 REVENUE REPORT
 CALENDAR 6/2016, FISCAL 12/2016
 BUDGET MTD

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	FGP ADVISORY TOTAL	6,750.00	184.00	4,432.05	65.66	2,317.95
	FGP FEDERAL ADMINISTRATIO TOTA	483,329.00	166,325.94	390,638.40	80.82	92,690.60
	PUBLIC HOUSING SEC DEP TOTAL	7,000.00	452.19	6,525.46	93.22	474.54
	PUBLIC HOUSING TOTAL	742,900.00	92,035.71	764,287.48	102.88	21,387.48-
	SECTION 8 VOUCHER TOTAL	692,500.00	35,206.29	663,836.32	95.86	28,663.68
	POLICE ASSET FORFEITURE TOTAL	1,000.00	.00	4,209.30	420.93	3,209.30-
	DWELLING STRUCTURE TOTAL	.00	.00	.00	.00	.00
	2012 REHAB GRANT TOTAL	133,208.00	2,133.42	133,991.42	100.59	783.42-
	06 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	07 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	08 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	2009 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	2010 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	2011 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	CABLE TV TOTAL	65,045.00	20.00	62,799.77	96.55	2,245.23
	DEBT SERVICE TOTAL	1,070,540.00	680,212.24	3,323,312.60	310.43	2,252,772.60-
	SUSPENSION BR TOTAL	.00	.00	.00	.00	.00

CITY OF CHARLES CITY
 REVENUE REPORT
 CALENDAR 6/2016, FISCAL 12/2016
 BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	STREET RELATED C/I TOTAL	1,191,219.96	685,705.86	1,106,925.52	92.92	84,294.44
	CLARK STREET TRAIL TOTAL	.00	.00	.00	.00	.00
	RIVERFRONT PROJECT TOTAL	43,644.00	.00	30,128.39	69.03	13,515.61
	PEDESTRIAN BRIDGE TOTAL	.00	.00	.00	.00	.00
	I-JOBS FIRE STATION TOTAL	.00	.00	.00	.00	.00
	2005 CDBG HOUSING REHAB TOTAL	.00	.00	.00	.00	.00
	2008 CDBG GRANT TOTAL	.00	.00	.00	.00	.00
	2011 PERMEABLE PAVING TOTAL	.00	.00	.00	.00	.00
	9TH ST PERMEABLE PAVING TOTAL	.00	.00	.00	.00	.00
	NET ZERO HOUSING PROJECT TOTA	.00	.00	.00	.00	.00
	MASTER FACADE PROJECT TOTAL	.00	.00	.00	.00	.00
	2011 CAPITAL PROJECT TOTAL	.00	.00	.00	.00	.00
	2012 CAPITAL PROJECT TOTAL	.00	.00	.00	.00	.00
	2013 CAPITAL FUND TOTAL	53,936.00	.00	53,936.60	100.00	.60
	2014 CAPITAL PROJECT TOTAL	132,829.00	117.38	116,619.50	87.80	16,209.50
	2015 CAPITAL PROJECT TOTAL	30,000.00	.00	.00	.00	30,000.00
	2016 CAPTIAL PROJECT TOTAL	.00	.00	.00	.00	.00

CITY OF CHARLES CITY
 REVENUE REPORT
 CALENDAR 6/2016, FISCAL 12/2016
 BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	CAPITAL PROJECT-MCQUILLEN TOTA	.00	.00	.00	.00	.00
	WATER TOTAL	2,174,901.08	229,875.59	2,269,295.57	104.34	94,394.49-
	UTILITY IMPROVEMENTS PLAN TOTA	.00	.00	.00	.00	.00
	WATER METER DEPOSITS TOTAL	20,000.00	2,160.00	24,120.00	120.60	4,120.00-
	SEWER TOTAL	1,325,017.00	108,626.99	1,357,964.83	102.49	32,947.83-
	SEWER IMPROVEMENT TOTAL	.00	.00	.00	.00	.00
	UV DISINFECTION PROJECT TOTAL	1,469,552.00	.00	.00	.00	1,469,552.00
	WWTP EXPANSION FUND TOTAL	.00	.00	.00	.00	.00
	WASTE FUND TOTAL	336,150.00	28,125.75	339,568.77	101.02	3,418.77-
	TRANSIT TOTAL	101,670.00	88,380.00	107,465.00	105.70	5,795.00-
	STORM WATER TOTAL	168,400.00	13,778.54	168,291.54	99.94	108.46
	FIRE EXTINGUISHER TOTAL	6,000.00	788.00	6,954.48	115.91	954.48-
	TOTAL REVENUE BY FUND	<u>18,733,989.04</u>	<u>3,890,014.93</u>	<u>19,385,310.68</u>	<u>103.48</u>	<u>651,321.64-</u>

CITY OF CHARLES CITY
 BUDGET REPORT
 CALENDAR 6/2016, FISCAL 12/2016

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	4,372,371.00	495,833.06	4,077,894.78	93.27	294,476.22
	PETTY CASH TOTAL	.00	.00	.00	.00	.00
	POLICE DISPATCH TOTAL	469,249.00	47,623.29	423,141.67	90.17	46,107.33
	K-9 UNIT TOTAL	.00	.00	.00	.00	.00
	POLICE SAFETY EDUCATION TOTAL	3,500.00	938.70	3,882.34	110.92	382.34-
	PARK & REC C/I HOTEL/MOTE TOTA	70,695.00	25,543.00	68,436.61	96.81	2,258.39
	COMMUNCIATION EQUIP FUND TOTA	34,100.00	.00	34,038.30	99.82	61.70
	HOTEL MOTEL TAX TOTAL	120,105.00	107,102.10	122,653.13	102.12	2,548.13-
	NUISANCE ABATEMENT RESERV TOTA	.00	.00	.00	.00	.00
	POLICE PURCHASE RESERVE TOTAL	.00	.00	.00	.00	.00
	FIRE PURCHASE RESERVE TOTAL	.00	.00	.00	.00	.00
	STREET PURCHASE RESERVE TOTAL	.00	.00	.00	.00	.00
	PARK & REC PURCHASE RESER TOTA	.00	.00	.00	.00	.00
	ADMIN PURCHASE RESERVE TOTAL	.00	.00	.00	.00	.00
	PAYROLL CLEARING TOTAL	.00	.00	.00	.00	.00
	ROAD USE TAX TOTAL	848,549.00	90,751.10	820,578.97	96.70	27,970.03
	STEP GRANT TOTAL	.00	.00	.00	.00	.00

CITY OF CHARLES CITY
 BUDGET REPORT
 CALENDAR 6/2016, FISCAL 12/2016

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	EMPLOYEE BENEFITS TOTAL	1,060,161.00	85,323.99	1,044,534.88	98.53	15,626.12
	CVTC OPERATING FUND TOTAL	131,214.00	58,912.24	119,335.89	90.95	11,878.11
	FEMA BUYOUT SUBSTANTIAL TOTAL	.00	.00	.00	.00	.00
	FEMA BUYOUT NON SUBS TOTAL	.00	.00	.00	.00	.00
	2008 FLOOD TOTAL	.00	.00	.00	.00	.00
	EMERGENCY TOTAL	65,941.00	67,569.00	67,569.00	102.47	1,628.00-
	WPC FLOOD WAL TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	989,808.00	730,536.76	730,536.76	73.81	259,271.24
	2013 FLOOD TOTAL	.00	6,131.49	35,356.84	.00	35,356.84-
	RIVERSIDE TIF TOTAL	254,893.00	61,234.80	119,585.83	46.92	135,307.17
	SW BYPASS TIF TOTAL	357,000.00	148,182.83	296,365.66	83.02	60,634.34
	SOUTH GRAND TIF TOTAL	2,000.00	.00	.00	.00	2,000.00
	EAST PARK TIF TOTAL	21,180.00	18,892.85	37,785.70	178.40	16,605.70-
	PARK AVENUE TIF TOTAL	132,451.00	112,832.34	21,627.05	16.33	110,823.95
	CARRIE CHAPMAN CATT TOTAL	.00	.00	.00	.00	.00
	LIBRARY TRUST FUNDS TOTAL	18,400.00	8,780.37	27,542.35	149.69	9,142.35-
	FGP ADVISORY TOTAL	13,783.00	4,682.59	17,116.54	124.19	3,333.54-

CITY OF CHARLES CITY
 BUDGET REPORT
 CALENDAR 6/2016, FISCAL 12/2016

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	FGP FEDERAL ADMINISTRATIO TOTA	472,212.00	138,422.88	391,719.97	82.95	80,492.03
	PUBLIC HOUSING SEC DEP TOTAL	7,200.00	471.67	5,927.25	82.32	1,272.75
	PUBLIC HOUSING TOTAL	612,969.00	81,000.92	592,657.80	96.69	20,311.20
	SECTION 8 VOUCHER TOTAL	689,717.00	62,405.05	661,507.37	95.91	28,209.63
	POLICE ASSET FORFEITURE TOTAL	2,000.00	200.00	2,225.27	111.26	225.27-
	DWELLING STRUCTURE TOTAL	.00	.00	.00	.00	.00
	2012 REHAB GRANT TOTAL	34,605.00	.00	34,604.21	100.00	.79
	06 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	07 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	08 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	2009 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	2010 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	2011 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00
	CABLE TV TOTAL	75,375.00	4,152.64	63,232.79	83.89	12,142.21
	DEBT SERVICE TOTAL	3,333,600.96	1,042,880.34	3,328,202.34	99.84	5,398.62
	SUSPENSION BR TOTAL	.00	.00	.00	.00	.00
	STREET RELATED C/I TOTAL	1,135,103.00	8,003.09	1,121,082.50	98.76	14,020.50

CITY OF CHARLES CITY
 BUDGET REPORT
 CALENDAR 6/2016, FISCAL 12/2016

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	CLARK STREET TRAIL TOTAL	.00	.00	.00	.00	.00
	RIVERFRONT PROJECT TOTAL	91,727.00	.00	91,634.92	99.90	92.08
	PEDESTRIAN BRIDGE TOTAL	.00	.00	.00	.00	.00
	I-JOBS FIRE STATION TOTAL	.00	.00	.00	.00	.00
	2005 CDBG HOUSING REHAB TOTAL	.00	.00	.00	.00	.00
	LAW ENFORCEMENT GRANT TOTAL	.00	.00	.00	.00	.00
	2008 CDBG GRANT TOTAL	.00	.00	.00	.00	.00
	05 S MAIN TOTAL	.00	.00	.00	.00	.00
	2011 PERMEABLE PAVING TOTAL	.00	.00	.00	.00	.00
	9TH ST PERMEABLE PAVING TOTAL	.00	.00	.00	.00	.00
	NET ZERO HOUSING PROJECT TOTA	.00	.00	.00	.00	.00
	MASTER FACADE PROJECT TOTAL	.00	.00	.00	.00	.00
	2011 CAPITAL PROJECT TOTAL	.00	.00	.00	.00	.00
	2012 CAPITAL PROJECT TOTAL	.00	.00	.00	.00	.00
	2013 CAPITAL FUND TOTAL	53,936.00	102.82	53,936.60	100.00	.60
	2014 CAPITAL PROJECT TOTAL	132,829.00	117.18	116,619.50	87.80	16,209.50
	2015 CAPITAL PROJECT TOTAL	30,000.00	.00	.00	.00	30,000.00

CITY OF CHARLES CITY
 BUDGET REPORT
 CALENDAR 6/2016, FISCAL 12/2016

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	2016 CAPITAL PROJECT TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECT-MCQUILLEN TOTA	15,600.00	.00	13,000.00	83.33	2,600.00
	WATER TOTAL	1,900,458.00	1,010,235.46	2,003,389.48	105.42	102,931.48-
	UTILITY IMPROVEMENTS PLAN TOTA	72,516.08	72,516.08	72,516.08	100.00	.00
	WATER METER DEPOSITS TOTAL	22,000.00	2,611.68	25,261.36	114.82	3,261.36-
	SEWER TOTAL	1,183,428.00	403,307.48	1,174,887.87	99.28	8,540.13
	SEWER IMPROVEMENT TOTAL	.00	.00	.00	.00	.00
	UV DISINFECTION PROJECT TOTAL	1,128,659.00	45,417.70	1,005,763.22	89.11	122,895.78
	WWTP EXPANSION FUND TOTAL	.00	4,200.00-	.00	.00	.00
	WASTE FUND TOTAL	319,197.00	21,524.79	317,479.39	99.46	1,717.61
	TRANSIT TOTAL	98,470.00	7,638.60	83,803.11	85.11	14,666.89
	STORM WATER TOTAL	246,696.00	5,159.50	215,256.86	87.26	31,439.14
	FIRE EXTINGUISHER TOTAL	7,000.00	487.20	8,387.21	119.82	1,387.21-
	TOTAL EXPENSES BY FUND	<u>20,630,698.04</u>	<u>4,973,325.59</u>	<u>19,451,077.40</u>	<u>94.28</u>	<u>1,179,620.64</u>

**FINANCIAL REPORT
JUNE 2016
CHARLES CITY
PUBLIC EMPLOYEES
HEALTH PLAN**

	MONTHLY TOTALS 6/1/16-6/30/16	PLAN YEAR TOTALS 7/1/15-6/30-16	TOTALS TO DATE 5/1/82-6/30/16
Balance 5/31/16	\$300,542.68	\$327,399.22	\$0.00
RECEIPTS			
Contributions Paid	\$71,725.45	\$852,768.32	\$14,560,612.32
Refunds/Voids/Stop Loss	\$0.00	\$4,364.67	\$2,207,090.48
Interest-checking	\$409.98	\$4,966.54	\$117,013.90
Interest-CD	\$0.00	\$0.00	\$33,066.21
Transfers	\$0.00	\$0.00	\$365,000.00
TOTAL	\$72,135.43	\$862,099.53	\$17,282,782.91
EXPENDITURES			
Premiums/fees/admin.	\$0.00	\$216,664.79	\$4,082,814.66
Claims	\$57,657.42	\$657,813.27	\$12,153,074.26
Refunds-adj./stop loss	\$0.00	\$0.00	\$326,803.27
Transfers	\$0.00	\$0.00	\$255,037.03
Checks/bank fees/investment	\$0.00	\$0.00	\$150,033.00
TOTAL	\$57,657.42	\$874,478.06	\$16,967,762.22
INVESTMENTS			
	\$0.00	\$0.00	\$0.00
Balance 6/30/16	\$315,020.69	\$315,020.69	\$315,020.69
Bank Balance	\$315,020.69		
Add Deposits in Transit	\$0.00		
Less Outstanding Checks	\$0.00		
Add Investments	\$0.00		
Revised Balance	\$315,020.69		

CITY CLAIMS 07/18/16

VENDOR	DESCRIPTION	AMOUNT
PAYROLL	PAYROLL ENDING 07/09/16	\$ 104,341.59
PAYROLL LIABILITIES	PAYROLL LIABILITIES	\$ 40,455.90
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	\$ 1,516.09
CENTURYLINK COMMUNICATIONS	PHONES-CITY DEPTS	\$ 1,868.51
CITY MOTOR PARTS	PARTS/SUPPLIES-CITY DEPTS	\$ 701.72
IDOT-CASHIER'S OFFICE	SUPPLIES-CVTC	\$ 249.32
KWIK TRIP	FUEL-PD/P&R	\$ 2,949.78
SHERWIN-WILLIAMS CO	ACETONE-STREET	\$ 69.70
US POSTAL SERVICE	RESERVE POSTAGE-BUS OFF	\$ 1,000.00
VERIZON WIRELESS	MDT DATA SERVICES-PD	\$ 120.03
AAA RECOVERY SERVICES	RECOVERY SERVICES-WTP	\$ 27.17
ACUSHNET COMPANY	PRO SHOP ITEMS-P&R	\$ 1,277.54
AGSOURCE COOPERATIVE SERVICES	WATER ANALYSIS-WWTP/WTP	\$ 204.00
AHTS ARCHITECTS PLC	VICTORY PARK DESIGN SERV-P&R	\$ 2,800.00
ALAN SCHWICKERATH	UNIFORM ALLOWANCE-DISPATCH	\$ 400.00
DAVID AUCHSTETTER SR	STRIPPED/WAXED FLOORS-CITY HALL	\$ 800.00
AUTOZONE	ARMOR ALL CLEANING WIPES-PD	\$ 8.86
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 167.25
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 749.79
BETTY HANSON (FGP)	MILEAGE-FGP	\$ 11.92
BITUMINOUS MATERIALS & SUPPLY	CRS-2 OIL-STREET	\$ 1,445.90
BLACKHAWK AUTOMATIC SPRINKLERS	TESTING BACKFLOW PREVENTERS-WWTP	\$ 163.00
BRADLEY BILHARZ	UNIFORM ALLOWANCE-PD	\$ 500.00
BRADLEY WORRALL	UNIFORM ALLOWANCE-PD	\$ 500.00
BRANDON FRANKE	UNIFORM ALLOWANCE-PD	\$ 500.00
BROWN SUPPLY CO	SERVICEMATE STROBE LIGHT-STREET	\$ 217.19
BRUENING ROCK PRODUCTS INC	CONCRETE SAND/CHIPS/ROAD ROCK-WTP	\$ 823.63
BRYAN QUADE	UNIFORM ALLOWANCE-STREET	\$ 450.00
BUSINESS CARD	VARIOUS CHARGES-CITY DEPTS	\$ 1,102.93
CARQUEST AUTO PARTS	BRAKE CALIPERS/ROTOR/PAD-HOUSING	\$ 347.72
CASEY MALLORY	UNIFORM ALLOWANCE-PD	\$ 500.00
CHARLES CITY AREA DEV CORP	2016-2017 CITY CONTRIBUTION	\$ 59,500.00
CEDAR RIVER SOFTWARE	SECURITY CAMERAS-PD/DISPATCH	\$ 698.00
CENTURYLINK COMMUNICATIONS	PHONES-CITY DEPTS	\$ 458.00
CERRO GORDO PUBLIC HEALTH	5 PHYSICALS-FGP	\$ 200.00
CHARLES CITY HOUSING	POSTAGE REIMBURSEMENT-HOUSING	\$ 117.18
CHARLES CITY PRESS INC	LEGAL NOTICES-BUS OFF	\$ 817.34
CIRCLE K COMMUNICATIONS INC	ANTENNA/MIRROR MOUNT/LABOR-STREET	\$ 144.30
CODY VANHORN	UNIFORM ALLOWANCE-PD	\$ 500.00
COMMUNITY REVITALIZATION	ANNUAL CITY SUPPORT-TIF	\$ 21,000.00
CORY SPIEKER	UNIFORM ALLOWANCE-WTP	\$ 450.00
CROELL REDI MIX INC	CONCRETE/FUEL CHARGE-WTP	\$ 1,671.75

CURT TEETER	UNIFORM ALLOWANCE-FD	\$	500.00
DANIEL J. RIMROD	UNIFORM ALLOWANCE-WWTP	\$	450.00
DARIEN UETZ	UNIFORM ALLOWANCE-FD	\$	500.00
DAVID J. BAHE	UNIFORM ALLOWANCE-PD	\$	500.00
DAVID SWEET	UNIFORM ALLOWANCE-STREET	\$	450.00
DE LAGE LANDEN	COPIER LEASE-BUS OFF	\$	158.68
DICK'S PETROLEUM COMPANY	PARTS-CVTC	\$	281.78
DIRK UETZ	UNIFORM ALLOWANCE-STREET	\$	450.00
DISH NETWORK	TV SERVICE-P&R	\$	69.01
STATE OF IOWA-ELEVATOR SAFETY	ELEVATOR SAFETY INSPECTION-WWTP	\$	225.00
DON HELTON	UNIFORM ALLOWANCE-STREET	\$	450.00
DON'S REPAIR	BLADES-P&R	\$	185.76
DOYLE D. SCHMIDT	UNIFORM ALLOWANCE-PD	\$	500.00
DUANE OLLENDICK	UNIFORM ALLOWANCE-PD	\$	500.00
ECOLAB	EXTRACTOR LAUNDRY SOAP-FD	\$	297.05
ENVIRONMENTAL RESOURCE ASSOC	QUALITY CONTROL SAMPLES-WWTP	\$	250.89
ERIC WHIPPLE	UNIFORM ALLOWANCE-FD	\$	500.00
ESS BROTHERS AND SONS INC	MANHOLE REPAIR PARTS-SWU/SANI SEWER	\$	11,611.00
ETHANOL PRODUCTS LLC	CO2-WTP	\$	1,111.87
FIRST CITIZENS - CC	CREDIT CARD FEES-P&R	\$	173.75
FLOYD COUNTY ATTORNEY	ASSET FORFEITURE-PD	\$	44.70
FLOYD COUNTY RECORDER	RECORDING FEES-P&Z	\$	34.00
FMC COUNTY LANDFILL	GRIT & BAR SCREENINGS-WWTP	\$	353.70
GHD SERVICES INC	CITY SHARE-SHAW AVE DUMPSITE	\$	1,687.50
GRAHAM KUETHE	TREE WORK-STREET	\$	150.00
GRAINGER	ALARM STROBE LIGHT-WWTP	\$	157.75
GREG KELLOGG	UNIFORM ALLOWANCE-STREET	\$	450.00
GURNEY & ASSOCIATES INC	REPAIR KITS/SOLENOID-WTP	\$	613.35
HAWKINS INC	POOL CHEMICALS-P&R	\$	1,163.30
HD SUPPLY WATERWORKS	PARTS-WTP	\$	1,989.03
HEATHER JOHLAS	UNIFORM ALLOWANCE-DISPATCH	\$	400.00
HEWETT WHOLESALE	LESS FOOD CREDIT #81122-P&R	\$	264.04
HOBERT ELECTRIC	ST MARYS SHELTER ELECTRICAL-P&R	\$	2,085.35
HUGH ANDERSON	UNIFORM ALLOWANCE-PD	\$	500.00
HYDRO KLEAN LLC	MONOFORM MANHOLE REHABS-SANI SEWER	\$	60,225.00
I WIRELESS	PHONE BILL-FGP	\$	72.31
IA DEPT OF NATURAL RESOURCES	ANNUAL WATER SUPPLY FEE-WTP	\$	894.58
IDOT-CASHIER'S OFFICE	FUEL/SUPPLIES-CITY DEPTS	\$	412.75
IMAGETEK INC	RADIX STORAGE-CITY CLERK	\$	355.75
IOWA ONE CALL	UTILITY LOCATES-WTP	\$	83.80
JACQUELINE FERCH (FGP)	MILEAGE-FGP	\$	29.44
JASON WEBSTER	UNIFORM ALLOWANCE-PD	\$	500.00
JEANETTE KLUNDER (FGP)	MILEAGE-FGP	\$	4.00
JEFF HOLZER	UNIFORM ALLOWANCE-WWTP	\$	450.00
JENDRO SANITATION SERVICES	GARBAGE PICKUP-CITY DEPTS	\$	20,217.83
JOEL BRUNER	UNIFORM ALLOWANCE-P&R	\$	450.00
JOHN DEERE FINANCIAL	REPAIR PARTS-WTP	\$	84.71

JOHN G. GOHR	UNIFORM ALLOWANCE-DISPATCH	\$	400.00
KABRICK DISTRIBUTING CO	BEER-P&R	\$	137.50
KABRICK DISTRIBUTING CO	BEER-P&R	\$	288.80
KABRICK DISTRIBUTING CO	BEER-P&R	\$	259.30
KATHERINE SYHLMAN	UNIFORM ALLOWANCE-PD	\$	400.00
KEVIN BEAVER	UNIFORM ALLOWANCE-PD	\$	500.00
KEVIN MARVIN	UNIFORM ALLOWANCE-STREET	\$	450.00
KEYSTONE LABORATORIES	WASTEWATER ANALYSIS-WWTP	\$	801.79
L&J INDUSTRIES INC	ANGLE IRON/EXPANDED METAL-WWTP	\$	44.90
LEAF	COPIER LEASE-PD	\$	126.58
LEISURETIME GOLF CARS	CART RENTAL-P&R	\$	3,480.00
LEONARD LUFT	UNIFORM ALLOWANCE-PD	\$	500.00
LESSIN SUPPLY COMPANY	JUNE BALANCE DUE-CITY DEPTS	\$	255.31
LINN WOLF	UNIFORM ALLOWANCE-STREET	\$	450.00
MAINSTAY SYSTEMS INC	MDT MAINTENANCE-PD/DISPATCH	\$	657.00
MARCO TECHNOLOGIES LLC	COPIER CONTRACT-FD	\$	415.14
MARK MCCOY	UNIFORM ALLOWANCE-WWTP	\$	450.00
MARTIN PARCHER	UNIFORM ALLOWANCE-FD	\$	500.00
MERRITT COMPUTER SERVICE INC	COMPUTER WORK-CITY CLERK	\$	60.00
METERING TECHNOLOGY SOLUTIONS	3/4' M35L METER-WTP	\$	259.75
MICHAEL MCCAULEY	UNIFORM ALLOWANCE-WTP	\$	450.00
MICHEL WENDEL	UNIFORM ALLOWANCE-STREET	\$	450.00
MICK GAGE PLUMBING & HEATING	PLUMBING SUPPLIES-WTP	\$	400.72
MICROFLEX CORP #774353	EXAM GLOVES-SANI SEWER	\$	216.10
MIKE'S C&O TIRE INC	TIRE SERVICE-CITY DEPTS	\$	85.25
MILLS-INC	A/C REPAIRS-COUNCIL CHAMBERS	\$	138.75
MITCHELL SCHWEITZER	UNIFORM ALLOWANCE-PD	\$	500.00
NELSON TIRE & AUTO INC.	FRONT END WORK-CAR #5-PD	\$	836.80
NEWBAUER INC	MAT/TOWEL SERVICE-CVTC	\$	299.93
NIACOG	MEMBERSHIP DUES FY '17-BUS OFF	\$	5,662.48
NOAH, SMITH & SCHUKNECHT PLC	PROFESSIONAL SERVICES-LEGAL	\$	4,821.30
NORTH CEDAR AVIATION AUTHORITY	CITY CONTRIBUTION-AIRPORT	\$	47,998.50
NORTHLAND SECURITIES INC	CONTINUING DISCLOSURE REPORT	\$	1,500.00
PAUL HUGHES	UNIFORM ALLOWANCE-PD	\$	500.00
PERRY NOVAK ELECTRIC INC	CHECK STORAGE BAY FANS-CVTC	\$	690.00
PITNEY BOWES-LEASE ACCT.	POSTAGE MACHINE LEASE-BUS OFF	\$	162.00
POPP EXCAVATING INC	CONCRETE/BLACK DIRT/LABOR-STREET	\$	2,929.00
POSTMASTER	UTILITY BILL POSTAGE	\$	915.00
PROSECUTING ATTORNEYS	ASSET FORFEITURE-PD	\$	200.00
R&R PRODUCTS INC	MOWER BLADES-P&R	\$	516.90
R&S MOWING	WATER PLANT/LAGOONS MOWING-WTP	\$	600.00
RILEY'S INC	GIFT CERTIFICATES-P&R	\$	10.59
ROBERT J HOCKING	UNIFORM ALLOWANCE-DISPATCH	\$	400.00
SARA CHRISTIANS	SOCIAL HALL REFUND-P&R	\$	100.00
SHANE BRUNCHEON	UNIFORM ALLOWANCE-DISPATCH	\$	400.00
SHIELD TECHNOLOGY CORPORATION	SHIELDWARE MAINT-DISPATCH	\$	7,900.00
STEVE REDMOND	UNIFORM ALLOWANCE-HOUSING	\$	450.00

SWARTZROCK IMPLEMENT CO	BUSH HOG MOWER-STREET	\$	14,109.57
T&W GRINDING & COMPOST SERVICE	COMPOSTING CONTRACT-YARD WASTE	\$	6,000.00
TERRI NOVAK	MILEAGE REIMBURSEMENT-P&R	\$	142.02
THAD JOHNSON	UNIFORM ALLOWANCE-WTP	\$	450.00
THOMAS ECKENROD	UNIFORM ALLOWANCE-WTP	\$	450.00
TREASURER, STATE OF IOWA	SALES TAX-CITY DEPTS	\$	7,547.16
UNITED BEVERAGE-MC	BEER-P&R	\$	308.70
UNITED STATES CELLULAR	TABLETS/PHONES-CITY DEPTS	\$	1,042.18
UNITYPOINT HEALTH	BROADNET CONNECT-TIF	\$	1,200.00
USA BLUEBOOK	VERTICAL RESETTER-WTP	\$	816.09
WILLIAM VETTER	UNIFORM ALLOWANCE-PD	\$	500.00
WINDSTREAM	SHERIFF'S NIGHT ANS LINE-DISPATCH	\$	55.55
ZACHARIAH SULLIVAN	UNIFORM ALLOWANCE-WWTP	\$	450.00
ZACHARY ECKENROD	UNIFORM ALLOWANCE-PD	\$	500.00

	TOTAL	\$	487,804.45
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Library
ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

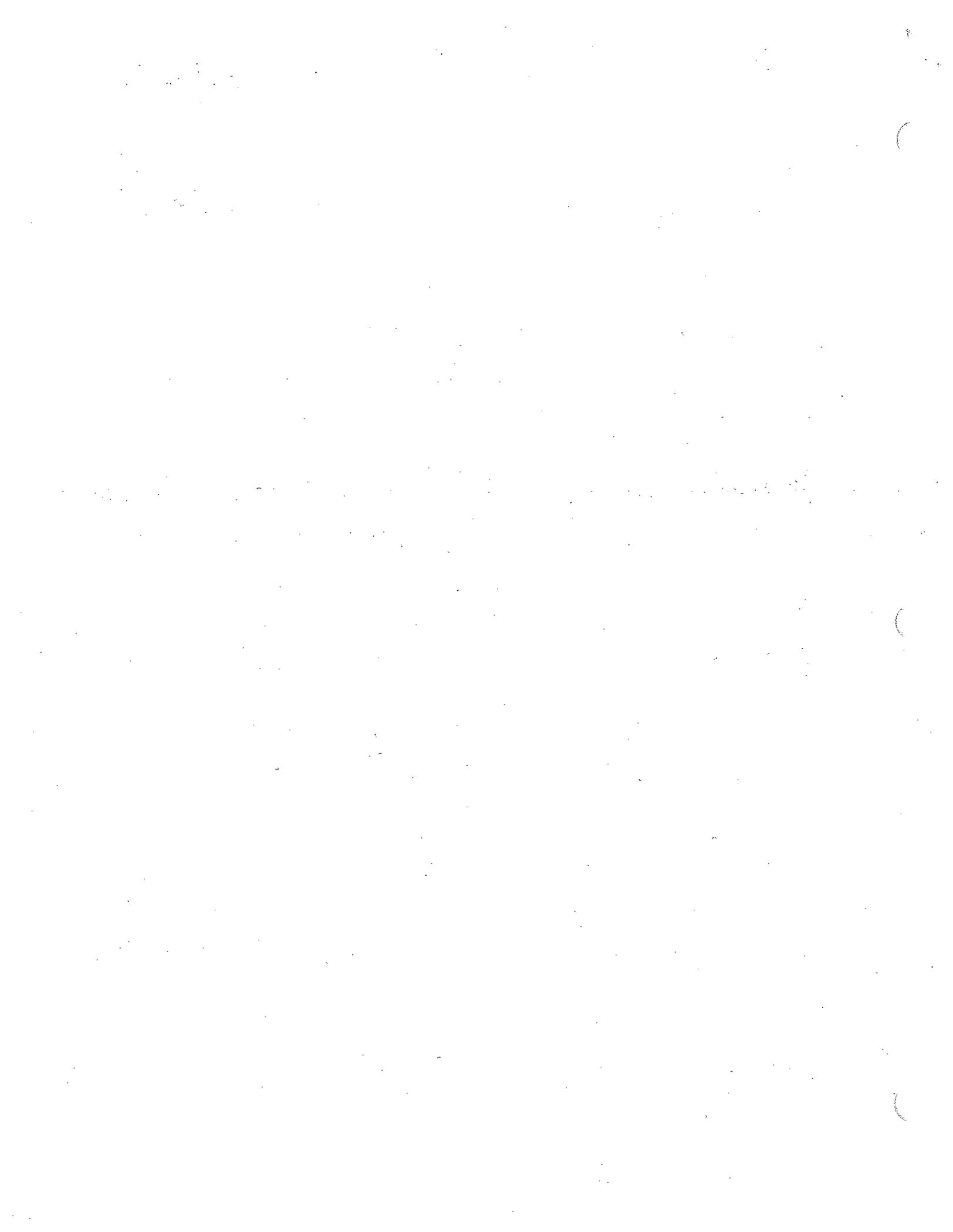
VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
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ACCOUNTS PAYABLE CLAIMS

BAKER & TAYLOR BOOKS,SERV	MEDIA-LIBRARY	3,840.88		
BAKER & TAYLOR ENTERTAIN	MEDIA-LIBRARY	226.09		
CAROL CASE	JANITORIAL-LIBRARY	797.00		
CENTER POINT LARGE PRINT	MEDIA-LIBRARY	285.64		
CHARLES CITY COMMUNITY SCHOOLS	TRANSPORTATION-LIBRARY	315.16		
GALE	MEDIA-LIBRARY	442.24		
HY-VEE INC	SUPPLIES-LIBRARY	56.92		
INGRAM LIBRARY SERVICES	MEDIA-LIBRARY	175.83		
JAMES ZIRBEL	MAINTENANCE-LIBRARY	321.00		
KMART STORE #7767	SUPPLIES-LIBRARY	36.55		
LEAF	LEASE-LIBRARY	77.36		
MASTERCARD	SUPPLIES-LIBRARY	54.11		
MEDIACOM	INTERNET	416.36		
MICK GAGE PLUMBING & HEATING	MAINTENANCE-LIBRARY	621.43		
MIDAMERICAN ENERGY	UTILITIES-LIBRARY	2,011.90		
NEWBAUER INC	MAT SERVICE-LIBRARY	73.75		
PERRY NOVAK ELECTRIC INC	SUPPLIES-LIBRARY	110.40		
POPULAR SUBSCRIPTION SERV	MEDIA-LIBRARY	6,574.03		
SCHOONOVER TUCKPOINTING CO	SERVICE-LIBRARY	7,900.00		
TRENT PARKER	CONTRACT SERVICE-LIBRARY	1,080.00		

**** SCHED TOTAL **** 25,416.65

***** REPORT TOTAL *****
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MEETING DATE: 7/18/16

ITEM: 9A

AGENDA ITEM SUMMARY

Subject: Request for street closure for National Night Out on August 2

Background Summary:

This event is held annually and is coordinated nation- wide. Our local police department sponsors this and they are requesting closure of the 300 block of North Jackson from 4:30 pm to 8:00 pm on August 2 to allow for activities for this event.

We recommend approval of this request.

CITY OF CHARLES CITY

MEETING DATE: 7/18/16

ITEM: 9 B

AGENDA ITEM SUMMARY

**Subject: Request for street closure from Encouragement Corp. for
Christian rock concert on August 27**

Background Summary:

This is a yearly event sponsored by Encouragement Corp and in the last few years has been held in Central Park. They are requesting to have the block of Kelly Street along Central Park closed to place the stage for the band. They have talked to Steve Lindaman about the use of Central Park. We recommend approval of the request.

CITY OF CHARLES CITY

Hello city of Charles City,

We at Encouragement Corp. are requesting the use of central park for August 27, 2016 for our 10th annual Christian concert. The event will start at 7pm and end approx 9:30-10:00

We will start setting up for the concert at 8:00 am. After the concert is over, we will clean up the park and area and should be done about midnight.

We also are requesting to have the block of Kelly St. between central park and the old "Uptown restaurant" building closed for the day of the concert as we would like to put the stage on that street, similar to where the stage sets for Party in the Park.

We are requesting the use of central park for our location for the ~~second~~^{third} year. This location was a great success last year and look forward to another great evening this year.

Thank you for considering this request, Encouragement Corp.

Dave Holschlag

ε
Gary Quint

MEETING DATE: 7/18/16

ITEM: 10A

AGENDA ITEM SUMMARY

Subject: Request from library board for increase of \$12,500 in their FY17 budget

Background Summary:

The library board is requesting an increase in their FY17 budget to allow for a higher salary offering to their prospective candidate for the library director position. They would like to offer an additional \$10,000 in salary plus up to a \$2,500 moving expense due to the excellent qualifications this person possesses. After discussion at the planning session, the council desired to make this increase contingent upon this candidate being hired. If for some reason this person did not get hired, the increase would not happen since the other candidates did not have the level of qualifications this one does. This item was acted upon at the special meeting by motion, but after consulting with Brad Slotter, it was decided to draft a resolution to spell out the conditions of this increase and it will be acted upon at this meeting.

We recommend passage of this resolution.

CITY OF CHARLES CITY

RESOLUTION NO. 60-16

**RESOLUTION APPROVING INCREASE IN CHARLES CITY LIBRARY BUDGET
FOR FY17**

WHEREAS, the Charles City Public Library Board of Trustees ("the Library Board") is in the process of completing interviews for the Library Director position for the Charles City Public Library;

WHEREAS, the Library Board has identified a prospective candidate who holds the qualifications sought by the Library Board;

WHEREAS, the Library Board, in order to provide additional salary and a one-time moving expense to the prospective candidate, has requested that the City Council provide the Library Board with an additional \$12,500.00 in funding for the fiscal year 2016-17 library budget in the event it reaches an agreement with the identified candidate;

WHEREAS, the City Council considered and took action by motion on the Library Board's request at a Special Meeting held on July 13, 2016;

WHEREAS, it is appropriate to approve the Library Board's request by resolution so as to document the action taken by the Council;

NOW, THEREFORE, BE IT RESOLVED that in the event that the Library Board reaches an agreement with its identified prospective candidate, the City of Charles City shall provide the Charles City Public Library with an additional \$12,500.00 in funding for the fiscal year 2016-17 library budget.

Council Member _____ moved adoption of the foregoing Resolution, Council Member _____ seconded the motion to adopt, and on roll call, the voting was as follows:

Ayes: _____

Nays: _____

Passed and approved this _____ day of _____, 2016.

Attest:

James A. Erb, Mayor

Trudy O'Donnell, City Clerk

MEETING DATE: 7/18/16

ITEM: 10B

AGENDA ITEM SUMMARY

Subject: Third reading of Ordinance 1095 amending the method of serving notices for abatement of weeds, long grass or other vegetation and adoption

Background Summary:

This ordinance will allow the code enforcement department to more timely abate the nuisances of long grass or vegetation. It allows a notice to simply be posted on the property for a subsequent nuisance after notice was served for an initial nuisance according to state code. This will speed up the process and hopefully keep lawns from getting out of control.

We recommend approval of the third reading of this ordinance and adoption.

CITY OF CHARLES CITY

ORDINANCE NO. 1095

AN ORDINANCE AMENDING SECTION 50.07 OF THE CHARLES CITY CODE OF ORDINANCES FOR THE PURPOSE OF PERMITTING THE POSTING OF SUBSEQUENT NOTICES TO ABATE IN A CONSPICUOUS LOCATION ON THE PROPERTY IN THE EVENT THE NUISANCE TO BE ABATED IS THE GROWTH OF WEEDS, GRASSES, OR OTHER VEGETATION.

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

1. SECTION 50.07 METHOD OF SERVICE is amended to read as follows:

50.07 METHOD OF SERVICE. The notice to the property owner or occupant may be served by certified mail, by personal service as provided by Iowa Rule of Civil Procedure 1.305, by publication in the manner provided by Iowa Rule of Civil Procedure 1.310 and subject to the conditions of Iowa Rule of Civil Procedure 1.311, or by both ordinary and certified mail and posting the notice at the residence of the person being served or at the building that is the subject of the notice. In the event that the nuisance to be abated is the growth of weeds, grasses, or other vegetation, as described in Section 50.02(8) of this Code of Ordinances and a Notice to Abate has been previously served upon the owner or occupant of the property as provided in this Section, then for all subsequent occasions during the same growing year that similar nuisance conditions arise on the property, the Notice to Abate may be served by posting it in a conspicuous location on the property at least 48 hours prior to the remediation of the nuisance conditions by the City. In such case, the Notice to Abate shall contain a statement notifying the owner or occupant that he or she must abate the nuisance conditions within 48 hours of the posted date or alternatively file a written request for hearing with the City Clerk within this same 48 hour period.

2. 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.

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

Passed by the City Council on this _____ day of _____, 2016.

Approved this ____ day of _____, 2016.

James A. Erb, Mayor

ATTEST:

Trudy O'Donnell, City Clerk

MEETING DATE: 7/18/16

ITEM: 10C

AGENDA ITEM SUMMARY

Subject: Memorandum of Understanding (MOU) – City and USDA-NRCS

Background Summary:

The MOU between the City and the USDA-NRCS office is in regard to our Regional Conservation Partnership Program (RCPP) Grant that was awarded to the City in the spring of 2016. This is the agreement that lays out the conditions of the grant and establishes responsibilities for both entities. City attorney has reviewed the document and generally finds it in order, but did bring up awareness about the various requirements of the City. I have been working with our team partners to verify and establish who will be responsible for each of the provisions in this agreement. The DNR and local NRCS offices and others have been very helpful in addressing the various responsibilities and so I feel confident that the agreement provisions can be met. The City will be acting as the ultimate reporting authority, however all reporting documents on the project will be provided to the city timely from the various entities as needed. Our partners will provide they "boots on the ground" personnel to work directly with the landowners to ensure aspects of the grant are met as required. City will also assist with field days and general oversight of the program.

Ultimately there will be individual agreements with the landowners and the City to perform work and implement conservation practices. Through discussion of this MOU agreement with the City Attorney, we have a better understanding of what provisions will need to be those agreements when that time comes to protect the city from liability as best we can.

A reminder that it sounds like Ralph will not be at the meeting Monday night, so if you have questions, please be sure to let me or Steve know Monday morning so we can research if need be.

I recommend approval of this MOU with the USDA.

CITY OF CHARLES CITY

RESOLUTION NO. 61-16

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING FOR RCPP
GRANT**

WHEREAS, the city is a member of a 28E entity established to address water quality issues along the Cedar River in our area; and

WHEREAS, this entity has been awarded an RCPP grant to install and maintain conservation activities to address priority natural resources concerns; and;

WHEREAS, the city of Charles City has been chosen as the lead entity for this project and will be responsible for the required reporting to the USDA on the status of this grant;

NOW, THEREFORE BE IT RESOLVED that the Memorandum of Understanding between the City of Charles City and USDA, Natural Resources Conservation Service (NRCS) should be approved and the mayor is authorized to execute this agreement on behalf of the City.

Passed and approved this 18th day of July, 2016.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

MEMORANDUM OF UNDERSTANDING

for partnership between the

USDA Natural Resources Conservation Service (NRCS)

And the

City of Charles City

Introduction:

This Memorandum of Understanding is entered into between the U.S. Department of Agriculture (USDA), Natural Resources Conservation Service, henceforth named "NRCS", and the City of Charles City, henceforth named Charles City. NRCS and Charles City are engaged in complementary and compatible activities related to providing financial and technical assistance to agricultural and forest producers through provisions of the Regional Conservation Partnership Program (RCPP). Partnership activities include efforts to encourage conservation of natural resources through technical and financial assistance which may be provided by both parties to the agreement.

I. Authority

This Agreement is entered into in accordance with:

Subtitle I of Title XII of the Food Security Act of 1985 as amended by section 2401 of the Agricultural Act of 2014.

II. Background

RCPP is a voluntary conservation program that establishes specific parameters for working with eligible partner entities to provide financial and technical assistance to producers and landowners of eligible land. The assistance provided through this Memorandum of Understanding enables producers and landowners to install and maintain conservation activities to address priority natural resource concerns. The Secretary of Agriculture has delegated the authority for administration of RCPP to the Chief of NRCS who is Vice President of the Commodity Credit Corporation (CCC). Charles City has submitted a request for NRCS program assistance to address priority natural resource concerns in the Upper Cedar River watershed. Charles City is an eligible partner entity and meets statutory requirements of RCPP to carry out activities specified in this agreement and work with eligible program participants to help implement conservation activities on eligible lands as defined in this agreement.

NRCS is the lead Federal agency for conservation on private land. In carrying out this role, NRCS provides voluntary conservation planning, technical and financial assistance to farmers,

ranchers, and other landowners to address the natural resource concerns on the Nation's private and nonfederal land.

NRCS delivers RCPP assistance through the authorities and rules of the following programs, referred to throughout this agreement as "covered programs": the Environmental Quality Incentives Program (EQIP), Conservation Stewardship Program (CSP), Agricultural Conservation Easement Program (ACEP), and Healthy Forest Reserve Program (HFRP) to eligible program participants within a defined project area.

III. Purpose

The purpose of this agreement is to establish a partnership framework for cooperation between NRCS and Charles City on activities that involve implementation of conservation activities through covered programs on eligible lands within the approved project area.

IV. Responsibilities of Parties

A. NRCS will:

1. Provide on an annual basis, technical and financial assistance through the covered programs as requested by Charles City, and as available, to eligible producers and landowners located within the approved project area. Note: NRCS reserves the right and authority to reduce or discontinue program benefits to support this partner agreement based upon funds availability, changes in agency priorities, or inability of Charles City to deliver resources or provisions of this agreement. ACEP, EQIP, and HFRP program contracts and agreements obligated with producers landowners as a result of this agreement are assured of funding for the entire length of the approved contract or agreement and not subject to provisions of this agreement regarding fund availability. On CSP program contracts, NRCS agrees to provide payment annually, subject to the availability of funds.

3. Implement and administer the covered programs to the extent possible to address identified RCPP project natural resource concerns. Such assistance includes use, as NRCS determines appropriate, of recommendations from Charles City for evaluation and ranking of program applications and expeditious obligation of approved contracts and agreements for eligible producers and landowners to facilitate timely implementation of activities within the project area.

3. Provide annual review and recommendations to Charles City regarding the project to ensure success and implementation of conservation activities related to program contracts and agreements.

B. Charles City will:

1. Complete items in Attachment A - Plan of Work.
2. Comply with the project "Budget" which identifies other funding sources which support technical or financial resources identified in Attachment A - Plan of Work.
3. Provide NRCS with updated estimates of the annual amount of program funding specifically needed to address identified priority natural resource concerns within the project area.
4. Provide NRCS with a list of suggested "ranking criteria" that could be used by the agency for evaluation and ranking of eligible producer program applications. The suggested criteria shall relate to the RCPP project area objectives to address priority natural resource concerns.
5. Provide the NRCS agency representative with semi-annual reports during the project period and a final project report that documents project accomplishments and goals achieved. Such reports shall include activities and services that are provided by Charles City to program participants to help achieve objectives of the agreement. Reports shall also address partner efforts to monitor and evaluate implementation of conservation activities included in NRCS program contracts and activities within the approved project area. Additional report requirements, if appropriate and included in the RCPP proposal, shall include:
 - a. Numbers of NRCS program participants assisted and/or cooperating in the project effort.
 - b. Acres of project area addressed in NRCS program contracts and/or extents of conservation activities implemented in the project area each year and for the final project report.
 - c. Contributions from other agencies or organizations which help implement provisions of the agreement and further project objectives
 - d. Assistance provided to program participants to help meet local, State, and/or Federal regulatory requirements.
 - e. Information related to efforts to address water quality, water conservation, and other natural resource related concerns.
 - f. Efforts to provide innovation in applying conservation methods and delivery of NRCS programs, including new outcome-based performance measures and methods.
 - g. Efforts related to renewable energy production, energy conservation, mitigating effects of climate change, adaptation, or fostering carbon sequestration.

h. Efforts for outreach to, and participation of, beginning farmers or ranchers, socially disadvantaged farmers or ranchers, limited resource farmers or ranchers, Indian Tribes, and veteran farmers and ranchers within the project area.

6. Provide NRCS an assessment of the project's effects and at the conclusion of the project, report to NRCS on the results of the project and the funds leveraged. Such report will also include a summary for the entire project period of the information provided in the annual reports.

7. Privacy Act (Authority: 5 U.S.C. 301 and 552a; 31 U.S.C. 9701) Employee(s) shall not disclose any private or sensitive data which is contained in a system of records NRCS maintains, by any means of communication to any person, or to another agency outside USDA, unless the disclosure is authorized in writing by NRCS. Employees whose duties require handling records in these systems must, at all times, protect the integrity, security, and confidentiality of private and/or sensitive data. Employees must exercise care so that information contained in these files is not inadvertently disclosed to families, friends, or others who have no need to know. Keep all private information in secure areas when not in use during office hours.

Examples of Private Data: Social Security number (SSN); tax identification (ID) number; employee National Finance Center ID; account numbers; and farm, tract, or common land unit numbers.

Examples of Sensitive Data: Name, address, or other geographic indicators; e-mail address; phone number; race; gender; ethnicity; disability; birth date.

C. It is mutually agreed upon by both parties:

1. To cooperate in developing and implementing conservation plans that address priority natural resource concerns in the defined project area.

2. That the designated representative of Charles City and the designated representative of NRCS will cooperate to develop procedures to ensure good communication and coordination at the various levels of each organization.

3. NRCS and Charles City and their respective agencies and offices will manage their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing the objectives of this agreement. Each party will carry out its own separate activities in a coordinated and mutually beneficial manner. Each party therefore agrees that it will assume all risk and liability to itself, its agents or employees, for any injury to person or property resulting in any manner from the conduct of its own operations, and the operations of its agency or employees under this agreement, and for any loss, cost, damage or expense resulting at any time from failure to exercise proper precautions, of itself, its own agency or its own employees, while occupying or visiting the projects under and pursuant to this agreement. The Government's liability shall be governed by the provisions of the Federal Tort Claims Act (28 U.S.C. 2671-80).

4. That nothing in this agreement shall commit either NRCS or Charles City to obligate or transfer any funds or financial assistance that NRCS may provide to eligible program participants. Specific work projects or activities that may involve the transfer of funds, services, or property among Charles City and offices of NRCS will require execution of separate agreements and be contingent upon the availability of appropriated funds or technical services. Such activities must be independently authorized by appropriate statutory authority. This agreement does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

5. That Charles City is responsible, without recourse to NRCS or USDA, for the settlement and satisfaction of all contractual and legal issues arising out of arrangements entered into between Charles City and third parties to carry out project activities.

6. This agreement does not restrict either party from participating in similar activities with other public or private agencies, or organizations, and individuals.

V. Expected Accomplishments and Deliverables

1. Every 6 months the partner will submit a written performance report. Each report will cover:

- a. A comparison of actual accomplishments with the goals and objectives established for the reporting period and, where project output can be quantified, a computation of the costs per unit of output.
- b. The reasons why goals and objectives were not met, if appropriate.
- c. The recipient will submit a final performance report within 90 days after completion of the project.

VI. Technical and Administrative Contacts

A. NRCS Technical and Administrative Contacts:

Technical: Matt Drechsel, ASTC-FO
NRCS
120 North Industrial Parkway, Suite 4
West Union, IA 52175-1612
Phone 563-422-6201 Extension 6
Email matt.drechsel@ia.usda.gov

Administrative: Jaia Fischer, Business Services Specialist
NRCS
Neal Smith Federal Building
210 Walnut Street, Suite 693
Des Moines, IA 50309-2180

Phone 515-284-4525
Email jaia.fischer@ia.usda.gov

B. Charles City Contact:

Steven T. Diers, ICMA-CM
City Administrator
City of Charles City, Iowa
105 Milwaukee Mall
Charles City, IA 50616
Phone 641-257-6300
Email steven.diers@cityofcharlescity.org

VII. Duration

This agreement takes effect upon the signature of NRCS and Charles City and shall remain in effect for 5 years from the date of execution. This agreement may be extended or amended upon request of either NRCS or Charles City as long as the extension or amendment does not extend this agreement beyond 5 years from date of execution, with a single 12-month extension available in the discretion of NRCS. Either NRCS or Charles City may terminate this agreement with a 60 day written notice to the other party. Note: Although this RCPP agreement is limited to a maximum of 5 years, NRCS program contracts and agreements with producers and landowners may extend beyond this period of time.

VIII. List of Documents

Attachment A – Plan of Work

Attachment B – Budget Sheet

IX. Signature

IN WITNESS THEREOF, the parties hereto have executed this Memorandum of Understanding as of the last written date below.

U. S Department of Agriculture, Natural Resources Conservation Service

State Conservationist

Date

<NRCS Agreement Number>

Charles City Authorized Representative

<Title>

Date

Attachment A – Plan of Work

TASK	WORK PRODUCT	TARGET DATE
<p>Conduct biological monitoring of fish and invertebrates at three reference sites (Deer Creek, Headwaters Rock Creek, Rock Creek, Sugar Creek, Spring Creek and the Skunk Creek Little Cedar).</p>	<p>Annual summary report</p>	<p>Annually by January 15</p>
<p>Monthly water quality monitoring at the Cedar River at Janesville (near the outlet of the Upper Cedar watershed).</p>		
<p>Water monitoring for nitrate + nitrite, E. Coli, total phosphorus, pH, temperature and dissolved oxygen throughout the watersheds over the length of the project. Collect monthly water samples from 13 sites from April-October.</p>		
<p>Tile outflow sampling at approximately 16 sites in the Rock Creek Watershed.</p>		
<p>Maintain and collect data from University of Iowa network of stream stage sensors, rain gauges, and soil moisture probes in the Upper Cedar River Watershed.</p>		
<p>Document and report project accomplishments including:</p> <ul style="list-style-type: none"> • Number of practices implemented • Number of stakeholders engaged in each outreach activity • Change in attitudes and awareness of watershed stakeholders, measured through social indicator surveys and questionnaires distributed at outreach events • Estimated load reductions achieved through practice implementation • Changes in water quality parameters such as nutrient concentrations documented through monitoring activities 	<p>Annual summary report</p>	<p>Annually by November 1</p>