

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

## **1. Meeting Date And Time**

- A. September 19, 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. Minutes Of September 6 Meeting
  - Discussion
  - Motion

Documents:

[MINUTES SEPT 19.PDF](#)

## **7. Consider Approval Of The Consent Calendar**

- A. Approve 8/16 Financials For City Of Charles City And CC Public Employees Health Plan

Documents:

[FINANCIALS.PDF](#)

- B. Payment Of Claims

Documents:

[CLAIMS SEPT 19.PDF](#)

## **8. Business Of The Mayor**

- A. Appoint Mary Ann Townsend To Replace Jari Sinwell On Historic Preservation Commission

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

- A. Public Hearing On 2016 Victory Park Improvement Project
  - I. Open hearing
  - ii. Filing of affidavit of publication - 9/2/16
  - iii. Written comments or objections
  - iv. Oral comments or objections

- v. Close hearing
- vi. Consider Resolution No. 69-16 approving final plans and specs for 2016 Victory Park Improvement Project
  - Discussion
  - Motion
- vii. Consider Resolution No. 70-16 awarding contract for 2016 Victory Park Improvement project
  - Discussion
  - Motion

Documents:

[PUBHEARING VICTORY PARK PROJECT.PDF](#)

- B. Request For Street Closures For Charles City School Homecoming Parade On September 30
  - Discussion
  - Motion

Documents:

[HOMEVOMING.PDF](#)

#### **10. Ordinances And Resolutions**

- A. Consider Resolution No. 71-16 Approving 2016 Street Finance Report
  - Discussion
  - Motion

Documents:

[10A.PDF](#)

- B. Consider Resolution 72-16 Approving Facade Application From Staci And Stacy Ackerson
  - Discussion
  - Motion

Documents:

[10B.PDF](#)

- C. Consider Resolution 73-16 Approving Facade Application From Cedar River Pizza
  - Discussion
  - Motion

Documents:

[10C.PDF](#)

- D. Consider Resolution 74-16 Approving Contract And Bond For 2016 House Demolition Project
  - Discussion
  - Motion

Documents:

[10D.PDF](#)

- E. Consider Resolution 75-16 Approving Contract With Midland GIS
  - Discussion
  - Motion

Documents:

[SKMBT\\_50116091916520.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  
SEPTEMBER 6, 2016

Charles City City Council met in regular session on September 6, 2016 at 7:00 p.m. in council chambers. Mayor Pro Tem Jerry Joerger presided and the following council members were present: Keith Starr, DeLaine Freeseaman, Mike Hammond and Dan Mallaro. Also present were city administrator Steve Diers, assistant city attorney Brad Slotter and city engineer John Fallis.

Citizen comments - none

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

Motion by Freeseaman, second Hammond to approve the minutes of the August 10, 15 and 22 meetings. Ayes - 5

Motion by Hammond, second Mallaro to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: approval of special Class C liquor license w/ Outdoor service and Sunday Sales for HyVee Farm to Fork dinner September 25, approve renewal of Class C liquor license w/ Sunday Sales for Lucky Dragon, approve filing a lien for unpaid utility bill: acct5007370007 \$180.82 and payment of claims (including those approved by other boards):

Mayor Pro Tem Joerger opened the public hearing on the 2016 House Demolition project. Affidavit of publication dated 8/26/16 was informally filed. Mayor Pro Tem Joerger asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Hammond, second Starr to close the hearing. Ayes - 5. This house demolition is for 1911 Clark Street. This is a nuisance property that the city recently purchased and the structure needs to be demolished. Two addendums were issued during the bidding process. One clarified the bond requirements for the contract and provided additional bid requirements for the tree removals and the second provided information on the coordination of work with MidAmerican's tree trimming contractor. These addendums did not change the scope of the project, so the final plans essentially match the preliminary plans. Council member Hammond introduced Resolution No. 65-16 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2016 HOUSE DEMOLITION PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

Bids for the 2016 House Demolition project were opened on September 2 and four were received with Sargent Trucking and Excavating of Floyd, Iowa being low at \$10,324.00. Completion for this project is end of October 2016. Council member Freeseaman introduced Resolution No. 66-16 entitled, "RESOLUTION AWARDED CONTRACT FOR THE 2016 HOUSE DEMOLITION PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro, Starr. Nays - none

Ordinance 1096 AN ORDINANCE AMENDING SECTION 136.04 OF THE CHARLES CITY CODE OF ORDINANCES BY CLARIFYING THE PROVISION THEREIN THAT AUTHORIZES A PROPERTY OWNER TO FILE AN APPLICATION WITH THE CITY COUNCIL FOR REMOVAL OF A SIDEWALK was presented for a second reading. This ordinance will amend Section 136.04 of the city code with language that was inadvertently left out during the recodification process last year. When text was added pertaining to property owners being liable for damages caused by failure to maintain the sidewalk, the following text was mistakenly omitted: "a property owner may file an application with the city council to remove the sidewalk if the following conditions exist". The conditions were included in both the 2005 and the 2015 versions of the code, but that preceding sentence was omitted by mistake. Motion by Freeseaman, second Mallaro to approve the third reading of Ordinance 1096. Ayes - 5. Council member Freeseaman read the ordinance. Motion by Hammond, second Freeseaman to adopt and publish Ordinance 1096. Ayes - 5

The city's Façade program has been reviewed by Chamber director Mark Wicks and city administrator Steve Diers and the following updates to the language are being recommended: change language on approving process to match current practice of design committee making recommendation to the city council for funding consideration, change work to be completed and bills submitted prior to one year anniversary of grant award date instead of two year, include Chamber Director as final inspector, and adding emergency roof repair as an eligible item for extreme cases of roof failure and adding adjacent

sidewalk projects as ineligible item for funding. Motion by Freeseeman, second Starr to approve this revised language for the Façade program. Ayes-5

The cultural and entertainment program was also reviewed by Mark Wicks and city administrator Steve Diers with the following recommendations: change wording on funding cycle to allow applications based on a case by case basis through the year, change expected work to be completed from not to exceed 24 months an ddue on December 31 to due 12 months from award date, change consultation with Tim Reinders from Main Street Iowa to the Main Street Iowa current consultant in general, keep June 15<sup>th</sup> as deadline between funding cycles and remove all other various deadlines to keep in line with operating on a case by case basis. Motion by Hammond, second Starr to approve the revisions to the language as presented. Ayes - 5

The 2015 PCC Paving and Water Repair project is completed and ready for acceptance. This project consisted of replacing leaking water main on Kelly Street between Illinois and Howard Streets and the water main at the intersection of South main and Fourth Street. PCC pavement removal and replacement was also required as part of the water main reconstruction. Settled pavements on Boulder Avenue between Southgate Drive and the Hog Slats building and on Park Avenue south of First Avenue were removed, settled areas filled and the pavements replaced. Pavement work was also done in the city owned parking lots near Lidd and Cordray store, First Security bank and HyVee Food Store. The total cost of the project was \$229,350.17 and the original bid price submitted by Heartland Asphalt was \$222,371.55. The overrun resulted primarily in additional underground work on the Kelly Street portion of the project and additional pavement removal and replacement quantity on Fourth Street at South Main which was necessary to properly connect the new pavement to the existing pavement slab. Council member Freeseeman introduced Resolution No. 67-16 entitled, "RESOLUTION ACCEPTING THE 2015 PCC PAVING AND WATER REPAIR PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Mallaro, Starr, Joerger, Freeseeman, Hammond. Nays - none

HyVee has made a request to install a "superhero" parking sign in the parking lot near their store for veterans and active-duty military personnel. Other HyVees have installed these and since this is a city owned parking lot, city permission is required to install this sign. These signs would be unenforceable by police officers. Motion by Freeseeman, second Hammond to allow this parking sign in the HyVee parking lot. Ayes - 5

Due to the opening of the new middle school, the school board has requested the installation of stop signs at the intersections of First Avenue at L Street and at Highland Avenue. To do this, an engineering study should be conducted to justify the need for such signs. Since a final traffic patterns has yet to be established and the school officials are still evaluation the traffic circulation, it's too early to conduct a traffic study. Per the MUTCD, portable stop signs are allowed per Iowa Code section 321.249 through establishing a school zone. This would allow time for the school to finalize their traffic flow plan and then allow the city time to complete a traffic study. The proposed school zone will include Salsbury Avenue from the north right of way line of Clark Street to First Avenue and will include First Avenue from Salsbury Avenue to the school districts east property line. Council member Freeseeman introduced Resolution No. 68-16 entitled, "RESOLUTION APPROVING THE DESIGNATION OF A SCHOOL ZONE ON SALSBUARY AVENUE AND FIRST AVENUE AT THE CHARLES CITY HIGH SCHOOL/MIDDLE SCHOOL CAMPUS" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseeman, Hammond, Mallaro, Starr. Nays - none

City Clerk O'Donnell reported that the planning session next week will be held on Tuesday, September 13 at 7:00 due to the League of Cities conference held Wednesday through Friday.

City Administrator Diers reported that he will be attending the League conference next week. Testing supplies are being shipped to city hall for Goulder and Associates testing of the Shaw Avenue dump site.

Motion by Freeseeman, second Mallaro to adjourn. Ayes - 5

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Jerry Joerger, Mayor Pro Tem

Attest:

Trudy O'Donnell, City Clerk

FUND#	TITLE	LAST REPORT ON HAND	REVENUE	EXPENSES	THIS MONTH CASH BALANCE
001	GENERAL	1,546,744.16	91,626.71	257,117.54	1,381,253.33
002	PETTY CASH	885.00	.00	.00	885.00
003	POLICE DISPATCH	37,094.61-	42,008.08	32,333.14	27,419.67-
004	K-9 UNIT	.00	.00	.00	.00
005	POLICE SAFETY EDUCATIO	3,953.57	.00	331.11	3,622.46
007	PARK & REC C/I HOTEL/M	65,804.05	92.11	1,671.90	64,224.26
009	COMMUNCIATION EQUIP FU	30,707.69	1,211.03	.00	31,918.72
010	HOTEL MOTEL TAX	32,173.85	45.62	.00	32,219.47
030	NUISANCE ABATEMENT RES	40,419.00	.00	.00	40,419.00
050	POLICE PURCHASE RESERV	20,000.00	.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	804,595.80	104,646.40	133,205.51	776,036.69
111	STEP GRANT	.00	.00	.00	.00
112	EMPLOYEE BENEFITS	220,436.04	.00	70,526.31	149,909.73
113	CVTC OPERATING FUND	30,554.20	36.41	9,739.72	20,850.89
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	703.88	.00	.00	703.88
120	WPC FLOOD WAL	.00	.00	.00	.00
121	LOCAL OPTION SALES TAX	2,544,055.81	64,096.08	.00	2,608,151.89
122	2013 FLOOD	.00	.00	.00	.00
125	RIVERSIDE TIF	650,464.87	922.21	.00	651,387.08
126	SW BYPASS TIF	1,066,065.86	1,511.44	.00	1,067,577.30
127	SOUTH GRAND TIF	31,453.57	44.59	.00	31,498.16
128	EAST PARK TIF	37,295.47	52.88	.00	37,348.35
129	PARK AVENUE TIF	295,384.73	415.15	5,131.33	290,668.55
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	228,759.44	40,000.00	71.25	268,688.19
168	ROUK	.00	.00	.00	.00
170	FGP ADVISORY	5,514.13	8.00	33.76	5,488.37
171	FGP FEDERAL ADMINISTRA	3,082.70-	1,283.76	13,167.56	14,966.50-
172	PUBLIC HOUSING SEC DEP	39,751.46	625.15	200.00	40,176.61
173	PUBLIC HOUSING	2,304,342.84	66,787.31	79,353.25	2,291,776.90
174	SECTION 8 VOUCHER	88,733.57	60,596.30	53,158.61	96,171.26
177	POLICE ASSET FORFEITUR	4,382.11	.00	200.00	4,182.11
178	DWELLING STRUCTURE	.00	.00	.00	.00
179	2012 REHAB GRANT	.00	.00	.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	136,172.71	15,460.42	9,736.95	141,896.18
200	DEBT SERVICE	121,542.29	.00	.00	121,542.29
302	SUSPENSION BR	.00	.00	.00	.00

FUND#	TITLE	LAST REPORT ON HAND	REVENUE	EXPENSES	THIS MONTH CASH BALANCE
303	STREET RELATED C/I	.00	.00	403.11	403.11-
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	.00	.00	.00	.00
324	2014 CAPITAL PROJECT	.00	.00	.00	.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	1,895,862.03	178,294.23	93,010.53	1,981,145.73
602	UTILITY IMPROVEMENTS P	.00	.00	.00	.00
603	WATER METER DEPOSITS	49,158.41	2,160.00	2,630.00	48,688.41
610	SEWER	1,944,778.52	120,059.10	57,683.57	2,007,154.05
611	SEWER IMPROVEMENT	.00	.00	.00	.00
612	UV DISINFECTION PROJEC	53,658.67	66,035.40	10,616.50	109,077.57
613	WWTP EXPANSION FUND	.00	.00	.00	.00
670	WASTE FUND	75,210.35	29,794.99	21,163.25	83,842.09
690	TRANSIT	90,636.85	1,674.60	10,503.25	81,808.20
740	STORM WATER	290,663.82	14,369.75	9,537.60	295,495.97
741	FIRE EXTINGUISHER	10,802.71	208.50	663.60	10,347.61
Report Total		14,693,205.00	904,066.22	872,189.35	14,725,081.87

CITY OF CHARLES CITY  
 REVENUE REPORT  
 CALENDAR 8/2016, FISCAL 2/2017  
 BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,623,689.00	91,626.71	215,367.19	5.94	3,408,321.81
	PETTY CASH TOTAL	.00	.00	.00	.00	.00
	POLICE DISPATCH TOTAL	443,806.00	42,008.08	89,644.59	20.20	354,161.41
	K-9 UNIT TOTAL	.00	.00	.00	.00	.00
	POLICE SAFETY EDUCATION TOTAL	2,500.00	.00	.00	.00	2,500.00
	PARK & REC C/I HOTEL/MOTE TOTA	48,750.00	92.11	163.40	.34	48,586.60
	COMMUNCIATION EQUIP FUND TOTA	14,500.00	1,211.03	2,420.53	16.69	12,079.47
	HOTEL MOTEL TAX TOTAL	120,600.00	45.62	133.63	.11	120,466.37
	NUISANCE ABATEMENT RESERV TOTA	5,000.00	.00	.00	.00	5,000.00
	POLICE PURCHASE RESERVE TOTAL	20,000.00	.00	.00	.00	20,000.00
	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	918,240.00	104,646.40	175,860.44	19.15	742,379.56
	EMPLOYEE BENEFITS TOTAL	1,146,003.00	.00	11,484.46	1.00	1,134,518.54
	CVTC OPERATING FUND TOTAL	121,006.00	36.41	30,347.62	25.08	90,658.38

CITY OF CHARLES CITY  
 REVENUE REPORT  
 CALENDAR 8/2016, FISCAL 2/2017  
 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	66,855.00	.00	703.74	1.05	66,151.26
	WPC FLOOD WAL TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	655,000.00	64,096.08	128,635.74	19.64	526,364.26
	2013 FLOOD TOTAL	.00	.00	.00	.00	.00
	RIVERSIDE TIF TOTAL	188,452.00	922.21	2,678.25	1.42	185,773.75
	SW BYPASS TIF TOTAL	108,819.00	1,511.44	3,034.65	2.79	105,784.35
	SOUTH GRAND TIF TOTAL	250.00	44.59	89.31	35.72	160.69
	EAST PARK TIF TOTAL	20,589.00	52.88	105.90	.51	20,483.10
	PARK AVENUE TIF TOTAL	126,116.00	415.15	909.08	.72	125,206.92
	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	6,808.00	40,000.00	40,223.47	590.83	33,415.47-
	ROUK TOTAL	.00	.00	.00	.00	.00

CITY OF CHARLES CITY  
 REVENUE REPORT  
 CALENDAR 8/2016, FISCAL 2/2017  
 BUDGET MTD BALANCE

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	FGP ADVISORY TOTAL	12,400.00	8.00	24.00	.19	12,376.00
	FGP FEDERAL ADMINISTRATIO TOTA	442,362.00	1,283.76	7,079.12	1.60	435,282.88
	PUBLIC HOUSING SEC DEP TOTAL	7,000.00	625.15	1,169.44	16.71	5,830.56
	PUBLIC HOUSING TOTAL	750,500.00	66,787.31	129,796.77	17.29	620,703.23
	SECTION 8 VOUCHER TOTAL	697,700.00	60,596.30	116,005.74	16.63	581,694.26
	POLICE ASSET FORFEITURE TOTAL	1,000.00	.00	447.00	44.70	553.00
	DWELLING STRUCTURE TOTAL	.00	.00	.00	.00	.00
	2012 REHAB GRANT TOTAL	.00	.00	.00	.00	.00
	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	65,000.00	15,460.42	15,480.42	23.82	49,519.58
	DEBT SERVICE TOTAL	908,180.00	.00	4,320.33	.48	903,859.67
	SUSPENSION BR TOTAL	.00	.00	.00	.00	.00

CITY OF CHARLES CITY  
 REVENUE REPORT  
 CALENDAR 8/2016, FISCAL 2/2017  
 BUDGET MTD BALANCE

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	STREET RELATED C/I TOTAL	200,000.00	.00	.00	.00	200,000.00
	CLARK STREET TRAIL TOTAL	.00	.00	.00	.00	.00
	RIVERFRONT PROJECT TOTAL	5,000.00	.00	.00	.00	5,000.00
	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	.00	.00	.00	.00	.00
	2014 CAPITAL PROJECT TOTAL	.00	.00	14,576.00	.00	14,576.00
	2015 CAPITAL PROJECT TOTAL	105,174.00	.00	54,673.30	51.98	50,500.70
	2016 CAPTIAL PROJECT TOTAL	135,000.00	.00	.00	.00	135,000.00

CITY OF CHARLES CITY  
 REVENUE REPORT  
 CALENDAR 8/2016, FISCAL 2/2017  
 BUDGET MTD

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	CAPITAL PROJECT-MCQUILLEN TOTA	.00	.00	.00	.00	.00
	WATER TOTAL	1,928,245.00	178,294.23	362,376.37	18.79	1,565,868.63
	UTILITY IMPROVEMENTS PLAN TOTA	.00	.00	.00	.00	.00
	WATER METER DEPOSITS TOTAL	20,000.00	2,160.00	4,230.00	21.15	15,770.00
	SEWER TOTAL	1,365,593.00	120,059.10	245,113.18	17.95	1,120,479.82
	SEWER IMPROVEMENT TOTAL	.00	.00	.00	.00	.00
	UV DISINFECTION PROJECT TOTAL	.00	66,035.40	1,466,299.40	.00	1,466,299.40
	WWTP EXPANSION FUND TOTAL	.00	.00	.00	.00	.00
	WASTE FUND TOTAL	344,200.00	29,794.99	57,366.84	16.67	286,833.16
	TRANSIT TOTAL	105,022.00	1,674.60	2,435.00	2.32	102,587.00
	STORM WATER TOTAL	162,950.00	14,369.75	27,895.79	17.12	135,054.21
	FIRE EXTINGUISHER TOTAL	6,000.00	208.50	208.50	3.48	5,791.50
	TOTAL REVENUE BY FUND	<u>14,898,309.00</u>	<u>904,066.22</u>	<u>3,211,299.20</u>	<u>21.55</u>	<u>11,687,009.80</u>

CITY OF CHARLES CITY  
 BUDGET REPORT  
 CALENDAR 8/2016, FISCAL 2/2017

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,440,595.00	257,117.54	693,537.54	20.16	2,747,057.46
	PETTY CASH TOTAL	.00	.00	.00	.00	.00
	POLICE DISPATCH TOTAL	443,806.00	32,333.14	74,297.81	16.74	369,508.19
	K-9 UNIT TOTAL	.00	.00	.00	.00	.00
	POLICE SAFETY EDUCATION TOTAL	1,000.00	331.11	331.11	33.11	668.89
	PARK & REC C/I HOTEL/MOTE TOTA	35,595.00	1,671.90	5,980.10	16.80	29,614.90
	COMMUNCIATION EQUIP FUND TOTA	25,000.00	.00	.00	.00	25,000.00
	HOTEL MOTEL TAX TOTAL	120,105.00	.00	.00	.00	120,105.00
	NUISANCE ABATEMENT RESERV TOTA	.00	.00	.00	.00	.00
	POLICE PURCHASE RESERVE TOTAL	37,500.00	.00	.00	.00	37,500.00
	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	816,881.00	133,205.51	186,165.40	22.79	630,715.60
	STEP GRANT TOTAL	.00	.00	.00	.00	.00

CITY OF CHARLES CITY  
 BUDGET REPORT  
 CALENDAR 8/2016, FISCAL 2/2017

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	EMPLOYEE BENEFITS TOTAL	1,096,614.00	70,526.31	140,104.62	12.78	956,509.38
	CVTC OPERATING FUND TOTAL	113,806.00	9,739.72	11,176.89	9.82	102,629.11
	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	66,855.00	.00	.00	.00	66,855.00
	WPC FLOOD WAL TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	416,020.00	.00	.00	.00	416,020.00
	2013 FLOOD TOTAL	.00	.00	.00	.00	.00
	RIVERSIDE TIF TOTAL	259,693.00	.00	.00	.00	259,693.00
	SW BYPASS TIF TOTAL	419,500.00	.00	.00	.00	419,500.00
	SOUTH GRAND TIF TOTAL	12,000.00	.00	.00	.00	12,000.00
	EAST PARK TIF TOTAL	28,275.00	.00	.00	.00	28,275.00
	PARK AVENUE TIF TOTAL	153,864.00	5,131.33	5,131.33	3.33	148,732.67
	CARRIE CHAPMAN CATT TOTAL	.00	.00	.00	.00	.00
	LIBRARY TRUST FUNDS TOTAL	18,600.00	71.25	425.92	2.29	18,174.08
	FGP ADVISORY TOTAL	12,000.00	33.76	302.90	2.52	11,697.10

CITY OF CHARLES CITY  
 BUDGET REPORT  
 CALENDAR 8/2016, FISCAL 2/2017

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	FGP FEDERAL ADMINISTRATIO TOTA	442,323.00	13,167.56	20,527.25	4.64	421,795.75
	PUBLIC HOUSING SEC DEP TOTAL	7,250.00	200.00	650.00	8.97	6,600.00
	PUBLIC HOUSING TOTAL	666,507.00	79,353.25	134,568.71	20.19	531,938.29
	SECTION 8 VOUCHER TOTAL	701,697.00	53,158.61	103,852.38	14.80	597,844.62
	POLICE ASSET FORFEITURE TOTAL	2,000.00	200.00	289.40	14.47	1,710.60
	DWELLING STRUCTURE TOTAL	.00	.00	.00	.00	.00
	2012 REHAB GRANT TOTAL	.00	.00	.00	.00	.00
	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	70,375.00	9,736.95	9,755.95	13.86	60,619.05
	DEBT SERVICE TOTAL	890,535.00	.00	.00	.00	890,535.00
	SUSPENSION BR TOTAL	.00	.00	.00	.00	.00
	STREET RELATED C/I TOTAL	200,000.00	403.11	403.11	.20	199,596.89

CITY OF CHARLES CITY  
 BUDGET REPORT  
 CALENDAR 8/2016, FISCAL 2/2017

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	CLARK STREET TRAIL TOTAL	.00	.00	.00	.00	.00
	RIVERFRONT PROJECT TOTAL	.00	.00	.00	.00	.00
	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	.00	.00	.00	.00	.00
	2014 CAPITAL PROJECT TOTAL	.00	.00	14,576.00	.00	14,576.00-
	2015 CAPITAL PROJECT TOTAL	105,174.00	.00	54,673.30	51.98	50,500.70

CITY OF CHARLES CITY  
 BUDGET REPORT  
 CALENDAR 8/2016, FISCAL 2/2017

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	2016 CAPTIAL PROJECT TOTAL	135,000.00	.00	.00	.00	135,000.00
	CAPITAL PROJECT-MCQUILLEN TOTA	.00	.00	.00	.00	.00
	WATER TOTAL	2,016,186.00	93,010.53	171,457.66	8.50	1,844,728.34
	UTILITY IMPROVEMENTS PLAN TOTA	.00	.00	.00	.00	.00
	WATER METER DEPOSITS TOTAL	20,000.00	2,630.00	5,763.58	28.82	14,236.42
	SEWER TOTAL	1,352,631.00	57,683.57	150,201.27	11.10	1,202,429.73
	SEWER IMPROVEMENT TOTAL	.00	.00	.00	.00	.00
	UV DISINFECTION PROJECT TOTAL	.00	10,616.50	10,616.50	.00	10,616.50
	WWTP EXPANSION FUND TOTAL	.00	.00	.00	.00	.00
	WASTE FUND TOTAL	326,747.00	21,163.25	48,680.84	14.90	278,066.16
	TRANSIT TOTAL	101,780.00	10,503.25	10,503.25	10.32	91,276.75
	STORM WATER TOTAL	166,212.00	9,537.60	34,206.94	20.58	132,005.06
	FIRE EXTINGUISHER TOTAL	6,000.00	663.60	663.60	11.06	5,336.40
	TOTAL EXPENSES BY FUND	<u>14,728,126.00</u>	<u>872,189.35</u>	<u>1,888,843.36</u>	<u>12.82</u>	<u>12,839,282.64</u>

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

	MONTHLY TOTALS 8/1/16-8/31/16	PLAN YEAR TOTALS 7/1/16-6/30/17	TOTALS TO DATE 5/1/82-6/30/17
<b>Balance 7/31/2016</b>	\$343,061.73	\$315,020.69	\$0.00
<b>RECEIPTS</b>			
Contributions Paid	\$83,504.70	\$150,641.90	\$14,711,254.22
Refunds/Voids/Stop Loss	\$181.24	\$181.24	\$2,207,271.72
Interest-checking	\$426.10	\$833.32	\$117,847.22
Interest-CD	\$0.00	\$0.00	\$33,066.21
Transfers	\$0.00	\$0.00	\$365,000.00
<b>TOTAL</b>	<b>\$84,112.04</b>	<b>\$151,656.46</b>	<b>\$17,434,439.37</b>
<b>EXPENDITURES</b>			
Premiums/fees/admin.	\$17,919.35	\$36,588.70	\$4,119,403.36
Claims	\$50,471.42	\$71,305.45	\$12,224,379.71
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
<b>TOTAL</b>	<b>\$68,390.77</b>	<b>\$107,894.15</b>	<b>\$17,075,656.37</b>
<b>INVESTMENTS</b>			
	\$0.00	\$0.00	\$0.00
<b>Balance 8/31/2016</b>	<b>\$358,783.00</b>	<b>\$358,783.00</b>	<b>\$358,783.00</b>
Bank Balance	\$358,783.00		
Add Deposits in Transit	\$0.00		
Less Outstanding Checks	\$0.00		
Add Investments	\$0.00		
Revised Balance	\$358,783.00		

CITY CLAIMS 09/19/16

VENDOR	DESCRIPTION	AMOUNT
PAYROLL	PAYROLL ENDING 09/03/16	\$ 84,034.40
PAYROLL LIABILITIES	PAYROLL LIABILITIES	\$ 41,543.03
BREITBACH CHIROPRACTIC OFFICE	DRUG SCREENING-KEVIN MARVIN-STREET	\$ 55.00
CINTAS CORPORATION #762	MAT/TOWEL SERVICE-WTP	\$ 108.70
I WIRELESS	PHONE BILL-FGP	\$ 72.34
KWIK TRIP INC	FUEL-PD/P&R	\$ 2,382.70
WINDSTREAM	SHERIFF'S NIGHT ANSWER LINE-DISPATCH	\$ 55.57
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	\$ 1,298.29
AGSOURCE COOPERATIVE SERVICES	SAMPLES ANALYSIS-WTP/WWTP	\$ 341.50
AGVANTAGE FS	LP GAS-P&R	\$ 606.89
AHLERS & COONEY PC	LABOR RELATIONS-LEGAL	\$ 50.00
AMY SHANNON	SHELTER RESERVATION REFUND-P&R	\$ 25.00
APRIL BIRCHEAT	OVERPAYMENT REFUND-WTP	\$ 252.43
AUTO-JET MUFFLER CORP	MUFFLER/PARTS-STREET	\$ 288.40
AMERICAN WATER WORKS ASSOC	PROCEDURES UPDATES-WTP	\$ 419.44
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 46.39
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 55.00
BETTY HANSON (FGP)	MILEAGE-FGP	\$ 21.76
BLUE TARP FINANCIAL	NORTHSTAR SEMI-TRASH W-WTP/STREET	\$ 535.31
BRIAN TANK MASONRY	HIGHLAND AVE STREET PATCH-ST	\$ 1,800.00
BRUENING ROCK PRODUCTS INC	ROAD ROCK-STREET	\$ 288.37
BUSINESS CARD	VARIOUS CHARGES-CITY DEPTS	\$ 323.88
CARQUEST AUTO PARTS	THERMOSTAT GASKET-P&R	\$ 0.51
CENTURYLINK COMMUNICATIONS	PHONE BILLS-CITY DEPTS	\$ 682.00
CHARLES CITY ELECTRONICS	ON-SITE VALERO RADIO-WTP	\$ 79.95
CHARLES CITY PRESS INC	LEGALS/MINUTES-BUS OFF	\$ 348.30
CITY MOTOR PARTS LTD	PARTS/SUPPLIES-CITY DEPTS	\$ 967.93
CITY OF CHARLES CITY	WATER/SEWER-CVTC	\$ 207.28
CLAREY'S SAFETY EQUIPMENT	CALIBRATION AIR MONITOR-WWTP	\$ 90.69
CLASSIC CLEANERS INC	UNIFORM CLEANING-PD	\$ 19.67
COMPUTRONICS	BATTERY/SURGE SUPPRESSOR-WWTP	\$ 205.00
CROELL REDI MIX INC	CONCRETE/FIBER/FOAM-WTP, SANI SEWER	\$ 2,005.75
DE LAGE LANDEN	COPIER LEASE-BUS OFF	\$ 317.36
DISH NETWORK	TV SERVICE-P&R	\$ 69.01
DON'S REPAIR	MOWER REPAIR PARTS-P&R	\$ 359.09
ELECTRICAL ENG & EQUIP CO	GENERATOR SERVICE-EMERGENCY	\$ 2,646.34
ETHANOL PRODUCTS LLC	CO2-WTP	\$ 1,181.52
FAREWAY STORE	FOOD-P&R	\$ 22.01
FIRST CITIZENS - CC	CREDIT CARD FEES-P&R	\$ 148.90
FLOYD COUNTY AG CENTER	DUST CONTROL-STREET	\$ 247.50
FLOYD COUNTY RECORDER	MURRAY HARRIS DEED RECORDING FEES	\$ 22.00
FMC COUNTY LANDFILL	18900#'s GRIT-SEWER LINES CLEANING-WWTP	\$ 737.10

FOX ENGINEERING INC	NUTRIENT STUDY/FACIL PLAN-WWTP	\$ 14,650.00
GARDINER THOMSEN	FINANCIAL AUDIT-CITY DEPTS	\$ 13,875.00
HARRISON TRUCK CENTERS	REPLACE E-2 FUEL PUMP-FD	\$ 5,311.25
HAWKEYE COMMUNITY COLLEGE	MODULE F-HUNTER ORTMAYER-RESERVE PD	\$ 85.00
HAWKINS INC	CHLORINE-WTP	\$ 918.00
HEARTLAND ASPHALT INC	1/2' 300K TYPE A-WTP	\$ 96.20
HEWETT WHOLESALE	FOOD-P&R	\$ 85.98
HUFFMAN AUTO BODY, INC	2014 CHEV TAHOE REPAIRS-PD	\$ 8,568.15
IDOT-CASHIER'S OFFICE	FUEL/SUPPLIES-CITY DEPTS	\$ 2,231.61
IMAGETEK INC	RADIX STORAGE-CITY CLERK	\$ 355.75
IOWA ONE CALL	UTILITY LOCATES-WTP	\$ 81.10
JACKSON STREET PRESS	BLUEPRINT-WTP	\$ 5.00
JACQUELINE FERCH (FGP)	MILEAGE-FGP	\$ 21.76
JEANETTE KLUNDER (FGP)	MILEAGE-FGP	\$ 10.40
JENDRO SANITATION SERVICES	GARBAGE PICKUP-CITY DEPTS	\$ 20,343.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES-CITY DEPTS	\$ 331.41
KABRICK DISTRIBUTING CO	BEER/CUPS-P&R	\$ 98.30
KABRICK DISTRIBUTING CO	BEER-P&R	\$ 117.60
LESSIN SUPPLY COMPANY	PARTS/SUPPLIES-CITY DEPTS	\$ 731.69
MARCO TECHNOLOGIES LLC	CONTRACT OVERAGE-BUS OFF	\$ 85.08
MERRITT COMPUTER SERVICE INC	MARSHA'S PRINTER-CITY CLERK	\$ 57.00
METERING TECHNOLOGY SOLUTIONS	METER/ENCODER/FLANGE SET-WTP	\$ 5,646.99
MICK GAGE PLUMBING & HEATING	705 10TH AVE CURBSTOP REPAIRS	\$ 957.55
MID-WEST ROOFING COMPANY	CONTROL BLDG ROOF REPAIR-WWTP	\$ 158.19
MIDAMERICAN ENERGY	UTILITIES-CVTC	\$ 1,352.35
MIKE'S C&O TIRE INC	TIRE SERVICE-CITY DEPTS	\$ 147.59
MILLS-INC	INSTALL WATER HEATER-CHAMBER BUILDING	\$ 1,274.21
NEWBAUER INC	MAT SERVICE-CVTC	\$ 193.25
NORTHERN SAFETY CO INC	CONFINED SPACE PULLEY-WTP	\$ 193.77
PERRY NOVAK ELECTRIC INC	ELECTRICAL SERVICES-CITY DEPTS	\$ 1,508.01
PITNEY BOWES-LEASE ACCT	POSTAGE MACHINE LEASE-BUS OFF	\$ 162.00
POSTMASTER	UTILITY BILL POSTAGE	\$ 910.00
PRODUCTIVITY PLUS ACCOUNT	TRACTOR LOADER REPAIRS-P&R	\$ 107.22
R&S MOWING	MOW PLANT & LAGOONS-WTP	\$ 750.00
RISE BROADBAND	EXTRA EMAIL-CABLE	\$ 19.00
RYAN W WOLFE	TAPED MEETINGS-CABLE	\$ 120.00
SALT	BOOTH RENTAL-FGP	\$ 15.00
SCHUETH ACE HARDWARE	SUPPLIES-CITY DEPTS	\$ 528.90
SHERWIN-WILLIAMS CO	ACETONE/PAINT-STREET/WWTP	\$ 183.12
SISSON & ASSOCIATES INC	1911 CLARK ST VACANT DWELLING	\$ 43.00
SNAP-ON TOOLS/DUANE KAY	THREAD CHASERS-CVTC	\$ 175.40
STEVEN ZIMMER	TAPED MEETINGS-CABLE	\$ 150.00
SUPERIOR LUMBER INC	LUMBER/SUPPLIES-CITY DEPTS	\$ 563.72
TREASURER, STATE OF IOWA	SALES TAX-CITY DEPTS	\$ 9,006.25
UNITED BEVERAGE-MC	BEER-P&R	\$ 64.00
UNITED STATES CELLULAR	PHONES/TABLETS-CITY DEPTS	\$ 954.07
UNITYPOINT HEALTH	SEPT BROADNET CONNECT-TIF	\$ 1,200.00

US POSTAL SERVICE	RESERVE POSTAGE-BUS OFF	\$ 1,000.00
USA BLUEBOOK	MANHANDLER HOIST/WINCH-WTP	\$ 1,710.95
VAN METER INC	6-LIGHT BALLASTS-WWTP	\$ 80.65
ZACHARY ECKENROD	K-9 VET BILL REIMBURSEMENT-PD	\$ 108.50
	<b>TOTAL</b>	<b>\$ 242,305.28</b>

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

*Housing*

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
ACCOUNTS PAYABLE CLAIMS				
ANITA SULLIVAN	SEC DEP REFUND-HOUSING	200.00		
APRIL BIRCHEAT	SEC DEP REFUND-HOUSING	45.00		
BUSINESS CARD	SUPPLIES-HOUSING	159.93		
C. NABER & ASSOCIATES	SERVICE-HOUSING	1,140.00		
CHARLES CITY HOUSING	SEC DEP REFUND HELD-HOUSING	1,127.00		
CHARLES CITY PRESS INC	ADVERTISING-HOUSING	168.00		
CINTAS CORPORATION #762	SERVICE-HOUSING	141.34		
CITY OF CHARLES CITY	WATER	3,197.19		
DON'S REPAIR	MAINTENANCE-HOUSING	133.55		
EMC INSURANCE COMPANIES	CLAIM #1153481 LEGAL FEES	3,000.00		
GLOBAL EQUIPMENT COMPANY	SUPPLIES-HOUSING	4,144.50		
HOCKENSON PLUMBING	SERVICE-HOUSING	83.95		
HOUEK FLOORCOVERING	SERVICE-HOUSING	347.50		
IDOT-CASHIER'S OFFICE	FUEL-HOUSING	160.29		
JENDRO SANITATION SERVICES	TERRACES TRASH	611.00		
L&J INDUSTRIES INC	PARTS-HOUSING	38.25		
ARTHUR MEHMEN	SERVICE-HOUSING	135.00		
MIDAMERICAN ENERGY	UTILITIES-HOUSING	6,695.65		
PITNEY BOWES	LEASE-HOUSING	54.09		
PLUNKETT'S PEST CONTROL	SERVICE-HOUSING	125.00		
RACHEL HUTTER	SEC DEP REFUND-HOUSING	28.00		
SCHUETH ACE HARDWARE	SUPPLIES-HOUSING	236.37		
STAPLES DIRECT	SUPPLIES-HOUSING	141.87		
T-J SERVICE INC	SUPPLIES-HOUSING	1,403.90		
TRENT PARKER	SERVICE-HOUSING	157.50		
UNITED STATES CELLULAR	SERVICE-HOUSING	91.05		
WELLS FARGO VENDOR FIN SE	LEASE-HOUSING	265.03		
YARDI RESIDENT SCREENING	SERVICE-HOUSING	73.50		
**** SCHED TOTAL ****		24,104.46		
***** REPORT TOTAL *****		24,104.46		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

*Library*

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
ACCOUNTS PAYABLE CLAIMS				
AUTOMATIC DOOR GROUP INC.	SERVICE-LIBRARY	422.20		
BAKER & TAYLOR BOOKS, SERV	MEDIA-LIBRARY	2,460.22		
BAKER & TAYLOR ENTERTAIN	MEDIA-LIBRARY	198.59		
CAROL CASE	JANITORIAL-LIBRARY	818.00		
CC PUBLIC EMP HEALTH PLAN	HEALTH INSURANCE	1,319.64		
DREES CO	SERVICE-LIBRARY	1,411.00		
GALE	MEDIA-LIBRARY	369.46		
HY-VEE INC	SUPPLIES-LIBRARY	53.49		
INFOGROUP	MEDIA-LIBRARY	175.00		
INGRAM LIBRARY SERVICES	MEDIA-LIBRARY	121.29		
JAMES ZIRBEL	MAINTENANCE-LIBRARY	329.00		
KEITH STARR	REIMBURSEMENT-LIBRARY	113.10		
KOCH BROTHERS INC	COPIES-LIBRARY	23.79		
LEAF	LEASE-LIBRARY	77.36		
MARTIN BROS DISTRIBUTING CO	SUPPLIES-LIBRARY	601.99		
MEDIACOM	INTERNET	169.85		
MICK GAGE PLUMBING & HEATING	SERVICE-LIBRARY	711.34		
MIDAMERICAN ENERGY	UTILITIES-LIBRARY	2,033.22		
NEUBAUER INC	SERVICE-LIBRARY	73.75		
ORKIN PEST CONTROL	SERVICE-LIBRARY	610.56		
PERRY NOVAK ELECTRIC INC	MAINTENANCE-LIBRARY	481.70		
RECORDED BOOKS LLC	MEDIA-LIBRARY	157.94		
VISA	MEDIA-LIBRARY	41.67		
**** SCHED TOTAL ****		12,774.16		
***** REPORT TOTAL *****		<u>12,774.16</u>		

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## AGENDA ITEM SUMMARY

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**Subject: Consider approving the final plans and specifications and awarding bid for the 2016 Victory Park Improvements Project**

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Recommendation: Approve Resolution No. 69-16 approving final plans and specifications and delay awarding the bid for the 2016 Victory Park Improvements Project

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**Background Summary:**

The City Council approved the preliminary plans and specifications for this project and authorized taking bids for the construction work at the July 5<sup>th</sup> meeting.

The park improvements include sidewalks, plantings, benches, irregular rock walls, and other ground covers and will enhance the new Victory Park and compliment the sculpture highlighting the historic swinging bridge which was destroyed during the 2008 flood.

One addendum was issued during the bidding process. This addendum delayed the bid letting date one day, revised the quantities for two bid items, and provided additional dimensions for the detail of the irregular limestone blocks. Since the addendum did not change the scope of the project, the final construction documents essentially match the previously approved preliminary plans and specifications.

I recommend approval of Resolution 69-16 approving the final plans and specifications.

Bids were opened on September 16<sup>th</sup>, and we received a single bid from Building & Grounds, LLC dba Super Landscapes from Ossian, Iowa. Super Landscapes submitted a bid for the project in the amount of \$72,932.00. Since this amount is higher than the budgeted funds, we recommend that the Council does not award the contract at the bid amount and allow the City Staff to work with the Contractor to reduce the scale of the project to lower the overall cost of the project.

**RESOLUTION NO. 69-16**

*RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2016 VICTORY PARK IMPROVEMENT PROJECT, CHARLES CITY, IOWA*

WHEREAS, the City Council of the City of Charles City, Iowa directed the preparation of plans, specifications and contract documents for the 2016 Victory Park Improvement Project, set forth in the preamble hereof, and

WHEREAS, a hearing has been held and there were no written or oral objections to the plans, specifications, and form of contract for said project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa meeting in regular session on this 19<sup>th</sup> day of September, 2016, that the final plans, specifications and form of contract are here and the same approved for the 2016 Victory Park Improvement Project.

COUNCIL MEMBER moved the 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 19<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
James A. Erb, Mayor

Attest:

\_\_\_\_\_  
Trudy O'Donnell, City Clerk

**RESOLUTION NO. 70-16**

*RESOLUTION AWARDING CONTRACT FOR THE 2016 VICTORY PARK  
IMPROVEMENT PROJECT, CHARLES CITY, IOWA*

WHEREAS, the City Council of the City of Charles City, Iowa has by prior resolution published notice of letting on the 2016 Victory Park Improvement Project, set forth in the preamble hereof, and

WHEREAS, there were no written or oral objections at said hearing and Building and Grounds LLC d/b/a Super Landscapes of Ossian, Iowa was the best bidder in the amount of \$72,932.00 ; and

WHEREAS, it is in the best interest of the citizens of the City of Charles City, that said improvements be completed.

NOW, THEREFORE, BE IT RESOLVED by the City of Charles City, Iowa meeting in regular session on this 19<sup>th</sup> day of September, 2016, that a contract is hereby awarded to Building and Grounds, LLC d/b/a Super Landscapes of Ossian, Iowa in the amount of \$72,932.00 for the 2016 Victory Park Improvement Project.

COUNCIL MEMBER moved the 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 19<sup>th</sup> day of September, 2016.

---

James A. Erb, Mayor

Attest:

---

Trudy O'Donnell, City Clerk

MEETING DATE: 9/19/2016

ITEM: 9B

## AGENDA ITEM SUMMARY

---

**Subject: Request for street closing for Homecoming parade**

---

**Recommendation: Approve request**

---

### **Background Summary:**

The Charles City School is requesting street closures for the Homecoming parade scheduled for September 30 from 3:00 to 4:15. Line up will be on Ferguson Street and parade will travel to Main Street, turn on Main Street and proceed to Riverside, ending down by The Pub.

We recommend approval of this request.

CITY OF CHARLES CITY

MEETING DATE: 9/19/16

ITEM: 10A

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## AGENDA ITEM SUMMARY

---

**Subject:** Annual street finance report for FY 15-16

---

**Recommendation:** Approve Resolution No. 71-16

---

**Background Summary:**

This report is required by the Iowa DOT to be done each year. It is basically a summary of street related revenues and expenses. It also includes an inventory listing of all street related equipment, debt associated with streets, and current street-related projects. I am only including the summary sheet in your packets, but will have the full detailed report at the meeting if you want to see it. If this report is not filed with the state by September 30, they withhold the Road Use Tax payments to the city until it is filed.

I recommend approval of this resolution.

**RESOLUTION NO. 71-16**

*RESOLUTION APPROVING THE ANNUAL STREET FINANCE REPORT  
FOR FISCAL YEAR ENDING JUNE 30, 2016*

WHEREAS, to comply with the Code of Iowa Section 312.14, an Annual Street Finance Report is to be submitted by September 30, 2016, and

WHEREAS, to comply with the Code of Iowa Section 312.14, copies of said report are to be submitted to the Iowa Department of Transportation enabling said department to certify to the State Treasurer compliance by the City of Charles City, Iowa, and

WHEREAS, the City Clerk has compiled the receipts and expenditures relating to the Municipal Street activities as required by law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa, meeting in regular session on this 19<sup>th</sup> day of September, 2016, that said report be accepted and submitted to the Iowa Department of Transportation.

COUNCIL MEMBER moved the 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 19<sup>th</sup> day of September, 2016.

---

James A. Erb, Mayor

Attest:

---

Trudy O'Donnell, City Clerk



Form 517007 (5-2016)  
Office of Local Systems  
Ames, IA 50010

City Name
CHARLES CITY
City Number
1242

## City Street Financial Report

9/14/2016 1:36 PM
Fiscal Year
2016
2 of 9

### Summary Statement Sheet

Column 1    Column 2    Column 3    Column 4  
Road use    Other Street    Street Debt    Totals  
Tax Fund    Monies

Round Figures to Nearest Dollars

Column 1    Column 2    Column 3    Column 4  
Road use    Other Street    Street Debt    Totals  
Tax Fund    Monies

Round Figures to Nearest Dollars

<b>A. BEGINNING BALANCE</b>				
	Column 1	Column 2	Column 3	Column 4
	Road use	Other Street	Street Debt	Totals
	Tax Fund	Monies		
1. July 1 Balance	\$661,292	\$0	\$0	\$661,292
2. Adjustments (Note on Explanation Sheet)	\$0	\$0	\$0	\$0
3. Adjusted Balance	\$661,292	\$0	\$0	\$661,292
<b>B. REVENUES</b>				
	Column 1	Column 2	Column 3	Column 4
	Road use	Other Street	Street Debt	Totals
	Tax Fund	Monies		
1. Road Use Tax	\$945,628			\$945,628
2. Property Taxes		\$580,645	\$0	\$580,645
3. Special Assessments		\$0	\$0	\$0
4. Miscellaneous		\$759,304	\$0	\$759,304
5. Proceeds from Bonds, Notes, and Loans		\$1,755,000	\$0	\$1,755,000
6. Interest Earned		\$0	\$0	\$0
<b>7. Total Revenues (Lines B1 thru B6)</b>	\$945,628	\$3,094,949	\$0	\$4,040,577
<b>C. Total Funds Available (Line A3 + Line B7)</b>	\$1,606,920	\$3,094,949	\$0	\$4,701,869

<b>EXPENSES</b>				
	Column 1	Column 2	Column 3	Column 4
	Road use	Other Street	Street Debt	Totals
	Tax Fund	Monies		
<b>D. Maintenance</b>				
1. RoadWay Maintenance	\$526,560	\$404,952	\$0	\$931,512
2. Snow and Ice Removal	\$89,872	\$17,136	\$0	\$107,008
<b>E. Construction, Reconstruction and Improvements</b>				
1. Engineering	\$0	\$32,451	\$0	\$32,451
2. Right of Way Purchased	\$0	\$0	\$0	\$0
3. Street/Bridge Construction	\$0	\$421,371	\$0	\$421,371
4. Traffic Services	\$78,842	\$4,909	\$0	\$83,751
<b>F. Administration</b>				
	\$0	\$0	\$0	\$0
<b>G. Equipment</b>				
	\$125,305	\$0	\$0	\$125,305
<b>H. Miscellaneous</b>				
		\$0	\$0	\$0
<b>J. street Debt</b>				
1. Bonds, Notes and Loans -Principal Paid	\$0	\$2,157,000	\$0	\$2,157,000
2. Bonds, Notes and Loans - Interest Paid	\$0	\$57,130	\$0	\$57,130
<b>TOTALS</b>				
<b>K. Total Expenses (Lines D thru J)</b>	\$820,579	\$3,094,949	\$0	\$3,915,528
<b>L. Ending Balance (Line C-K)</b>	\$786,341	\$0	\$0	\$786,341
<b>M. Total Funds Accounted For (K + L = C)</b>	\$1,606,920	\$3,094,949	\$0	\$4,701,869

MEETING DATE: 09/19/16

ITEM: 10B

## AGENDA ITEM SUMMARY

---

**Subject:** Consider approval of Resolution 72-16 approving Façade application from Staci and Stacy Ackerson

---

### **Background Summary:**

The Façade committee has reviewed an application from Staci and Stacy Ackerson for Façade funding on their project located at 1006 N. Grand. Project includes replacing some brick, putting on a deck and adding awnings. The total cost of the project is \$12,235.65 and they are applying for \$6,117.83 (half of that total). The committee is recommending council approval of this application.

We recommend approval of this resolution.

CITY OF CHARLES CITY

**RESOLUTION NO. 72-16**

*RESOLUTION APPROVING FUNDING FOR A PROJECT AT 1006 N. GRAND AVENUE SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM*

WHEREAS, the City Council of the City of Charles City, Iowa has included funding for a local Façade program in the current fiscal year budget, and

WHEREAS, the Charles City Community Revitalization Design Committee has reviewed applications for this program, and

WHEREAS, they are recommending approval of \$6, 117.83 funding for Stacy and Staci Ackerson's building located at 1006 N. Grand Avenue for their Façade project,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa, meeting in regular session on this 19<sup>TH</sup> day of September, 2016, that Façade program funding of \$6,117.83 is approved for property located at 1006 N. Grand Avenue.

COUNCIL MEMBER moved the 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 19<sup>th</sup> day of September, 2016.

---

James A. Erb, Mayor

Attest:

---

Trudy O'Donnell, City Clerk

COMMUNITY REVITALIZATION  
FACADE IMPROVEMENT GRANT APPLICATION

Date of application 8/16/16

Applicant's name Stacy + Staci Ackerson

Mailing address 401 Water St. Bussett IA 50645

Telephone (641) 530-3608 (641) 228-7436

Project address 1006 N. Grand Ave. Charles City IA 50616  
(Home) (Work)

Does the applicant own the building? Yes  No

If no, who does own the building? \_\_\_\_\_

Owner's address \_\_\_\_\_

Owner's telephone \_\_\_\_\_

Describe proposed project specifically: (attach additional sheets if necessary)

- ① Cut out + replace "new" brick on 47. wall/ exterior. Used to be dept door - closed off years ago + brick doesn't match - we have enough original brick leftover from roof/rear exterior job to replace w/ original brick. See picture. \$600.
- ② add awnings to front windows + entry door - this was an original facade feature # 3646-21 <sup>+ signs</sup>
- ③ balcony/deck for n. side apartment # 7989-38

Proposed starting date: October 1, 2016

Proposed completion date: Nov 1, 2016

Amount of funds requested: \$6,117.83

Estimated cost of project \$12,235.65

Provide a brief outline of project costs Cut out + replace blonde brick on N. side w/ original dark red bricks. Add awnings + signs, build deck on N. side on 2nd floor. The deck was an add on after the roof was completed. It seemed like a great aesthetic feature as well as creating a wonderful extension to the living space in that apartment.

List current assessed valuation of project property \$ 320,000 when complete  
Currently @ \$200,000.

Please list the source and amount of all other funds to be supplied by the applicant or other public or private sources

<u>Source</u>	<u>Amount</u>
<u>Shankland Insurance</u>	<u>5,000.-</u>
<u>owners</u>	<u>1,117.83</u>

- financing for majority has been w/ First Citizens  
Main St. Challenge Grant \$55,000 - + design asst.  
Facade 2015 \$10,000

If the project property has been vacant, state how long we've been in and rehabbing  
since fall 2015

Is the project property properly zoned for the business? yes

If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application.

done

Number of years the applicant has been in business

4

Names and addresses of contractors and/or architect used for the proposed project.

Cedar River Signs, Alternative Building Concepts

Jordan Apel (brick - he did all the tuckpointing)

Number of new jobs (if any) the proposed project will create 3

Number of existing jobs proposed project will preserve 1

Applicant should be aware that additional financial data may be required if requested by the Facade Improvement Review Committee. Applicant should also be aware that no application will be considered if expenditures are incurred prior to approval of the application.

It is understood that the Applicant will actively support and/or participate in the programs and activities of Community Revitalization.

The undersigned applicant affirms that the information submitted herein is true and accurate to the best to my (our) knowledge. I (we) have read and understand the conditions of the Community Revitalization Facade Improvement Program and agree to abide by its conditions and guidelines.

Steve Anderson

Signature of Applicant

8/16/16

Date

[Signature]

Signature of Applicant

8/16/16

Date

Cedar River Signs, Inc.  
 1207 S. Grand Ave.  
 Charles City IA 50616  
 United States  
 Phone: 641-330-5022  
<http://www.cedarriversigns.com>



**Quote 1610 - Awnings and Sign for New Building**

**Expiration Date : 09/11/2016**

<b>Quote for</b>	<b>Contact</b>	<b>Shipping/Install</b>
<b>Shankland Insurance</b> 708 Kelly St. Charles City Iowa 50616	<b>Staci</b> Phone : (641) 228-7436 Mobile : (641) 220-3608 Email : <a href="mailto:staci@shanklandinsurance.com">staci@shanklandinsurance.com</a> Address : 708 Kelly St. Charles City Iowa 50616	

<b>Quote #</b>	<b>Quote Date</b>	<b>Sales Rep</b>	<b>Payment Terms</b>	<b>PO</b>	<b>PO Date</b>
1610	08/12/2016		Due on receipt		

**Items**

#	Item	Qty	Unit Price	Total	Tax
1	<b>Composite Aluminum Sign</b> W:192.0 in. X H:16.0 in. , Single Sided Black/Beige "ackerson insurance services"  includes install and hardware	1	\$267.73	\$267.73	\$18.74
2	<b>Ashford Forest Awnings</b> 7 total  3) 52" wide, 32" tall, 32" projection slant style with Sunbrella Ashford Forest pattern  4) 44" wide, 32" tall, 32" projection slant style with Sunbrella Ashford Forest pattern  includes install and hardware	1	\$3,140.00	\$3,140.00	\$219.80

**Total**

<b>Sub Total</b>	<b>Total Tax(%)</b>	<b>Final Price</b>
<b>\$3,407.73</b>	<b>\$238.54 (7.0%)</b>	<b>\$3,646.27</b>

**Downpayment (0.0 %)** \$0.00

for **Shankland Insurance**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

We agree to your terms and conditions. Please proceed with the order.

# ESTIMATE

Date August 16 2016  
Invoice # [100]



Jordan Apel, Bricklayer

Jordan Apel, Bricklayer  
2505 Underwood Avenue  
[Charles City IA 50616]  
641-220-2799  
[E-mail address]

TO Staci and Stacy Ackerson  
401 Water Street  
Charles City, IA 50616

Customer ID N. Grand Project, 1006 N. Grand

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Remove existing brick, and replace with original brick on Railway Station building	600.00	600.00

Customer will supply mortar, colorant and brick

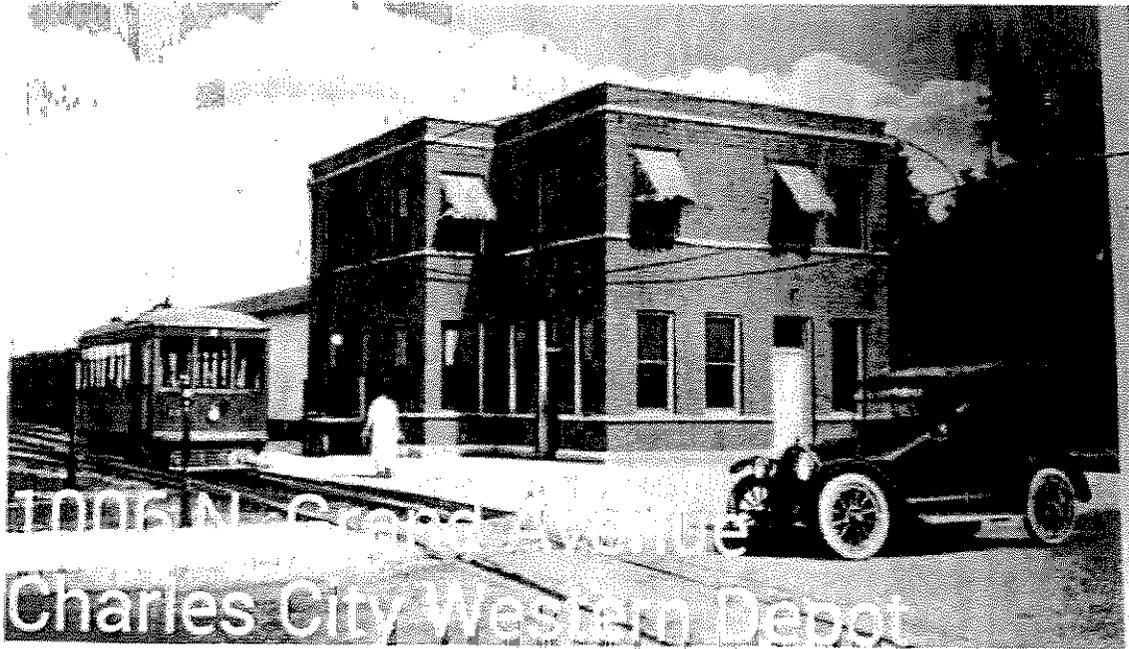
SUBTOTAL	600.00
SALES TAX	
TOTAL	600.00

Make all checks payable to Jordan Apel



→ This is the brick that I want to replace —

Current Condition (2015)



add back awnings

Charles City Western Railway, 1917



# ALTERNATIVE BUILDING CONCEPTS, LLC.

Construction Using Earth's Resources  
 Certified Green Builder by cosc

401 Water Street  
 Bassett, IA 50645  
 641.220.4126

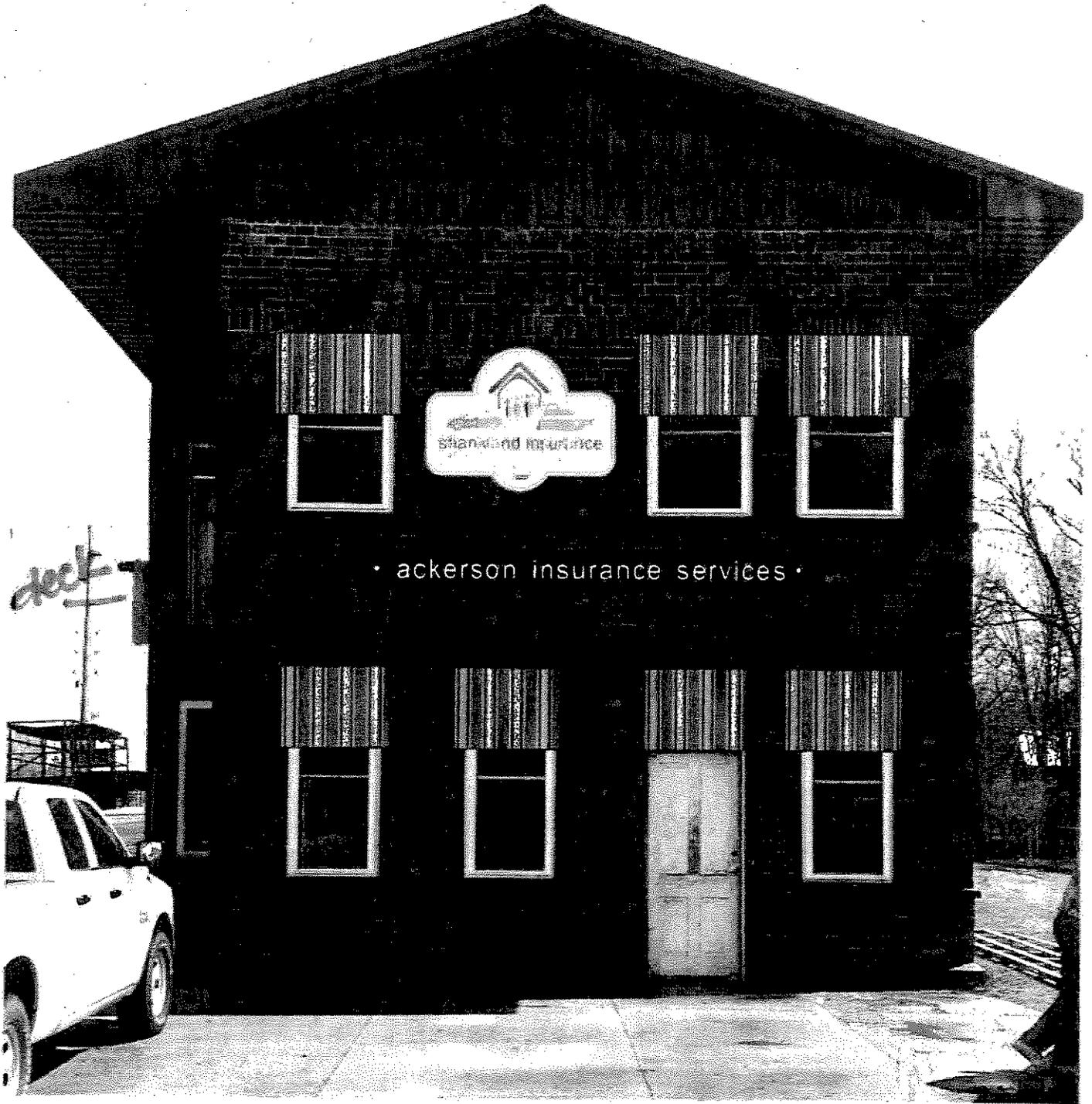
## Estimate

Date	Estimate #
4/7/2016	306

Name / Address
Staci & Stacy Ackerson 1006 North Grand Avenue Charles City, IA 50616

			Project
Description	Qty	Cost	Total
6x6x16	6	146.33	877.98
2x12x16	4	75.80	303.20
2x8x12	13	28.38	368.94
Railing kit	1	648.34	648.34
Decking	18	33.33	599.94
Spindles	70	7.25	507.50
Hurricane straps	30	3.56	106.80
Edge board	2	69.68	139.36
Post sleeve	4	68.41	273.64
Misc screws and fasteners	1	150.00	150.00
Concrete bags	12	9.89	118.68
Labor	75	45.00	3,375.00
Concrete	80	6.50	520.00
		<b>Total</b>	<b>\$7,989.38</b>

Customer Signature \_\_\_\_\_



Standard Insurance

• Ackerson Insurance Services •

deck

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## AGENDA ITEM SUMMARY

---

**Subject: Consider approval of Resolution 73-16 approving Façade application from Cedar River Pizza**

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**Background Summary:**

Joel Biggerstaff, owner of Cedar River Pizza, has submitted a Façade application for improvements to his business located at 103 N. Main that include the following: remove and replace picture window on west side, frame out over head door and entry door on garage, painting exterior of the building and add signage.

Total estimated cost of this project is \$15,279.97 and they are asking for \$7639.98 (half of the cost)

The Façade committee has reviewed this application and is recommending council approval of it.

We recommend approval of the resolution.

**RESOLUTION NO. 73-16**

*RESOLUTION APPROVING FUNDING FOR A PROJECT AT 105 N. MAIN STREET  
SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM*

WHEREAS, the City Council of the City of Charles City, Iowa has included funding for a local Façade program in the current fiscal year budget, and

WHEREAS, the Charles City Community Revitalization Design Committee has reviewed applications for this program, and

WHEREAS, they are recommending approval of \$7,639.98 funding for Cedar River Pizza located at 105 N. Main for their Façade project,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa, meeting in regular session on this 19<sup>TH</sup> day of September, 2016, that Façade program funding of \$7,639.98 is approved for property located at 105 N. Main Street.

COUNCIL MEMBER moved the 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 19<sup>th</sup> day of September, 2016.

---

James A. Erb, Mayor

Attest:

---

Trudy O'Donnell, City Clerk

COMMUNITY REVITALIZATION  
FACADE IMPROVEMENT GRANT APPLICATION

Date of application 08/30/2016

Applicant's name Joel Biggerstaff dba: Cedar River Pizza Company

Mailing address 105 N. Main St

Telephone (712) 577-0002 (641) 228-3590  
cell (Home) (Work)

Project address 105 N Main St

Does the applicant own the building? Yes \_\_\_\_\_ No X

If no, who does own the building? Todd Prichard

Owner's address 103 N Main St (Prichard Law)

Owner's telephone (641) 228-4500

Describe proposed project specifically: (attach additional sheets if necessary)

See Attached Section (A) 1

Proposed starting date: as soon as possible

Proposed completion date: 08/01/2017

Amount of funds requested: 7639.98

Estimated cost of project 15279.97

Provide a brief outline of project costs

See attached (B)\* & (A) 2

List current assessed valuation of project property \$ 58,000

Please list the source and amount of all other funds to be supplied by the applicant or other public or private sources

<u>Source</u>	<u>Amount</u>
<u>see attached (C)</u>	

If the project property has been vacant, state how long N/A

Is the project property properly zoned for the business? yes

If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application.  
N/A

Number of years the applicant has been in business  
one

Names and addresses of contractors and/or architect used for the proposed project.  
see attached (B)

Number of new jobs (if any) the proposed project will create N/A in phase 1  
Phase 2 → 2+

Number of existing jobs proposed project will preserve 12

Applicant should be aware that additional financial data may be required if requested by the Facade Improvement Review Committee. Applicant should also be aware that no application will be considered if expenditures are incurred prior to approval of the application.

It is understood that the Applicant will actively support and/or participate in the programs and activities of Community Revitalization.

The undersigned applicant affirms that the information submitted herein is true and accurate to the best to my (our) knowledge. I (we) have read and understand the conditions of the Community Revitalization Facade Improvement Program and agree to abide by its conditions and guidelines.

[Signature] Signature of Applicant 8/30/16 Date

Signature of Applicant Date

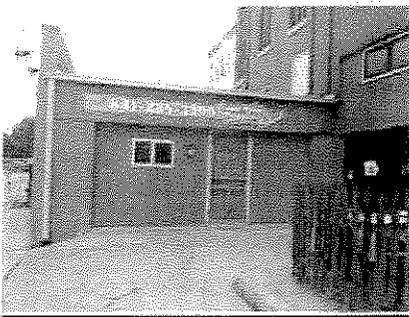
**(A) Project Description:**

1- This proposed project is submitted by Cedar River Pizza Co. at 105 N. Main Street in Charles City, IA. This project is inclusive of phase one façade improvement and restoration of the back garage area of Cedar River Pizza Company. The overall intent is to add a Riverview dine-in eating option to our business & to benefit the overall aesthetics while maximizing River view frontage in Charles City. This project is the first step that will lead to our river view dining. Phase 2 is interior design and dining addition, which is not included in this proposal. Main Street Iowa has generously provided a concept drawing of the exterior & interior space. We are utilizing those concept drawings to refurbish/redesign the façade area.

2- Project Includes:

- Restoration of picture window on west side of building.
- Addition of Commercial Glass Garage Door to enhance and capture a river view for dining.
- Addition of a Commercial Door Customer Entrance.
- Painting of the exterior to define the business as a separate entity.
- South Side Building Signage.

**Current Pictures of Garage – Proposed Project**



South Side of Building. Prior garage door area boarded over.



South Side of Building. Original picture window boarded over.

**Façade Grant Sources of Funds & Contractors**

**(B) Contracted Workers**

Construction: Scott's Carpentry & More (Scott Girkin) \$7647.78  
2007 Addison Ave.  
Ionia, IA 50645  
Ph: (641) 228-6820

\*remove & replace picture window (west side); frame out overhead door & entry door; materials, labor and waste disposal

Exterior Painting: Mallory Painting (Dennis Mallory) \$1979.50  
907 S. Johnson St.  
Charles City, IA 50616  
(641)228-4838

\*paint exterior of garage building

Commercial Glass Garage Door:  
Overhead Door Co. of Mason City (Sean Wells) \$4715.00  
225 18<sup>th</sup> SE  
Mason City, IA 50401  
(641) 424-4114

\*Overhead glass garage door plus install.

Signage: Cedar River Signs, Inc. (Cory Mutch) \$ 937.69  
1207 S. Grand Ave.  
Charles City, IA 50616  
(641) 330-5022

\*South Side Signage update, as reflected in Main Street Iowa Concept design (attached).

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**Project Estimate Total = \$ 15,279.97**

**(C) Sources of Funds:**

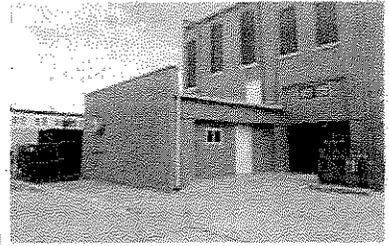
50% Owner Cash Contribution: \$7,639.99

50% Façade Grant Funding: \$7,639.98

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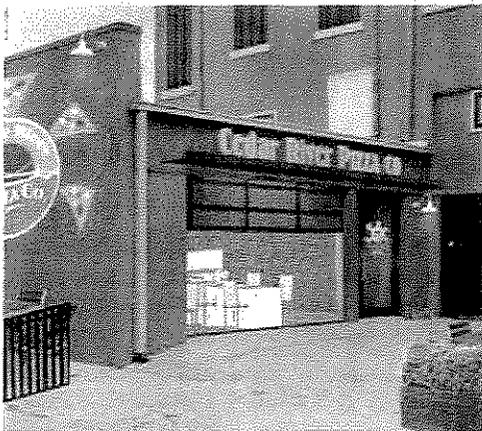
**Project Estimate Total = \$ 15,279.97**

Main Street Iowa  
Proposed Building Rehabilitation  
Cedar River Pizza Company  
Charles City, Iowa  
Project Number: 11315  
December 16, 2015



Existing

Proposed



Notes:

- > This design proposal presents an expansion option to provide indoor and outdoor dining space for the Cedar River Pizza Company.
- > Address the existing roof issues and make any repairs necessary before continuing with interior improvements.
- > Maximize natural light within the space by restoring the structure's original openings. A garage-style door on the front façade allows for ample daylight and river views, and can be opened in nice weather (see image at left). The window opening on the side wall should also be restored, matching the size, material, and character of the original window as much as possible.
- > Use paint in a contrasting color to give the business its own unique identity and separate it from the adjoining building. Shown here is Benjamin Moore # 1602.
- > Work with the city and neighboring building owners to activate the existing sidewalk/parking area and increase outdoor seating space. Simple fences and greenery that provide a buffer from traffic and the adjacent lots can help to define a seating area. Explore the possibility of relocating the air conditioning units to the roof, or at the least, conceal them with fencing.
- > Utilize signage to maximize visibility. A graphic mural of the logo along the side wall adds visibility as well as visual interest and color to the building. A flat awning over the garage door provides a base for lettered signage. Coordinated vinyl graphic signage on the door adds pedestrian-scaled signage and highlights the entry.
- > Add exterior lighting to illuminate the entrance and outdoor dining areas.

Scott's Carpentry & More

Scott Girkin Owner

2007 Addison Ave.

Ionia, Ia. 50645

(641-228-6820)



Date: 8-28-2016

To: CEDAR RIVER PIZZA

N. MAIN ST

CHARLES CO, IA 50616

# Estimate



REMOVE + REPLACE 5'x5' PICTURE WINDOW ON WEST SIDE OF Bldg. - PELLA WINDOW FIBERGLASS FRAME, BLACK IN + OUT w/GRILLS. NON OPERING \$759.78

LABOR + MATERIALS TO INSTALL + TRIM IN + OUT + DISPOSAL \$1598<sup>00</sup>

TOTAL = \$2357.78

FRAME SOUTH WALL FOR OVERHEAD DOOR + NEW ENTRY DOOR 3-0 - GLASS ENTRY DOOR w/BLACK FRAME LOCK + CLOSER \$1795<sup>00</sup>

MATERIALS + LABOR TO DEMO, FRAME + INSTALL WALL + DOOR + DISPOSE OF DEBRIS \$3495<sup>00</sup>

TOTAL = \$5290<sup>00</sup>

Estimated Amount: \$7647.78

Thank You For Your Business!

Deposit Received: \_\_\_\_\_

Remaining Estimate Balance Amount: \_\_\_\_\_

Payment Is Expected Upon Completion, Unless Prior Arrangements Were Made. Written Estimates will be honored for 30 days.

# Quote



Date: 07/16/2016  
Quote No.: 10015

**Mallory Painting**  
907 S. Johnson St.  
Charles City, Iowa 50616  
641-228-4838  
MalloryPainting.com

**Bill To:**  
Cedar River Pizza Company  
105 N. Main St  
Charles City, IA 50616

**Ship To:**  
105 N. Main St  
Charles City, IA 50616

Hrs	Description	Unit Price	Total
1	Powerwash, patching holes, spot primer, paint (2 finish coats)	\$1,850.00	\$1,850.00

Subtotal \$1,850.00  
Sales Tax \$129.50  
Total \$1,979.50

Paint and supplies included.

Please contact us for more information about payment options.

Thank you for your business.

**OVERHEAD DOOR CO. OF MASON CITY**

225 18TH S.E.  
 BOX 710  
 MASON CITY, IA 50401  
 1-641-424-4114  
 1-641-424-4116 FAX

The Genuine. The Original.



Proposal #: 1-12959  
 Q 21179

PROPOSAL SUBMITTED TO: CEDAR RIVER PIZZA CO.					Date 6/14/2016		Attention		
STREET 105 N. MAIN STREET					Job Name CEDAR RIVER PIZZA CO.				
City CHARLES CITY			State IA	ZipCode 50616		Job Location CHARLES CITY			
Phone Number 641-228-3590			Fax Number			Job Phone 641-228-3590			
ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	HEAD ROOM	JAMB TYPE
1	1	521	11' 2"	7' 7"	11' 0"	7' 6"	MANUAL		

**FURNISH AND INSTALL:**

The above sized 521 series sectional door(s), as manufactured by the Overhead Door Corporation. Door standard features to include the following:  
 Sections will be constructed using 204R1 clear anodized rails and stiles extruded from 6063-T6 aluminum, .050 anodized aluminum panels. 2 5/8" center stiles, 3 1/2" end stiles, 2 1/8" intermediate rails, and up to 3 3/4" top rails and up to 4 1/2" bottom rails. Hinges and fixtures will be galvanized steel.

**PROPOSAL TO INCLUDE THE FOLLOWING:**

Item 1 above to feature the following:

- (1) Solid Sections, Deduct for Open bottom section.
- (4) Tempered Glazing For Sash Sections, 1/2".
- (11.17) Weatherseal, Top Seal, dual flap #408972.
- (1) Track 12" radius.
- (7.58) Track, 2", Continuous Angle In (#2) STEEL JAMB (STD).
- (11.17) Solid Shaft, 1" In Lieu Of Tubing.
- (15.17) J140 BRUSH W/STRIP.
- (4) Powder Coat Paint (Aluminum Sash Section Only).

Price includes all applicable state and local taxes. Pricing subject to inspection of opening. Openings including spring and operator mounting pads by others.

IF SCREEN AN OPERATOR ARE CHOSEN ALL ELECTRICAL WOULD BE BY OTHERS

Down payment required before ordering. \$2300.00

**ALTERNATE:**

TO FIT A LIFESTYLE SCREEN IN PLACE THE DOOR SIZE WOULD HAVE TO BE ALTERED TO 7'3" AND A TROLLEY OPERATOR WOULD HAVE TO BE ADDED

ADD \$2700.00

LIFESTYLE SCREEN WITH RSX TROLLEY OPERATOR ADD \$2,700.00 TO QUOTE TOTAL

THE DARKEST COLOR THE LIFESTYLE FRAME COMES IN IS DARK BROWN THE SCREENING WOULD BE HEAVY BLACK SCREEN FOR DURABILITY

We hereby propose to complete in accordance with above specification, for the sum of:

**Four Thousand Seven Hundred Fifteen Dollars and No Cents**

**4,715.00**

Signature Sean Wells  
SEAN WELLS

Direct Dial:

**TERMS AND CONDITIONS**

Payment to be made as follows:

Prices subject to change if not accepted in 30 days.

**FULL PAYMENT TO BE MADE AS FOLLOWS: NET 15 DAYS**

**BY OTHERS:** Jambs, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. The Seller shall be entitled to full and final payment on the Purchase Order. There shall be a 1 1/2% service charge per month for all payments due and owing after 15 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: \_\_\_\_\_

Signature

Title

Date of Acceptance

Cedar River Signs, Inc.  
 1207 S. Grand Ave.  
 Charles City IA 50616  
 United States  
 Phone: 641-330-5022  
 http://www.cedarriversigns.com



**Quote 1617 - Formed Letters**

**Expiration Date : 09/29/2016**

<b>Quote for</b>	<b>Contact</b>	<b>Shipping/Install</b>
Cedar River Pizza Co. 105 N. Main Charles City IA 50616	Joel Biggerstaff Phone : (641) 228-3590 Address : 105 N. Main Charles City IA 50616	

<b>Quote #</b>	<b>Quote Date</b>	<b>Sales Rep</b>	<b>Payment Terms</b>	<b>PO</b>	<b>PO Date</b>
1617	08/30/2016		Due on receipt		

**Items**

#	Item	Qty	Unit Price	Total	Tax
1	12" channel letters "Cedar River Pizza Co."	1	\$876.35	\$876.35	\$61.34

for above addition as proofed

**Total**

<b>Sub Total</b>	<b>Total Tax(%)</b>	<b>Final Price</b>
\$876.35	\$61.34 (7.0%)	\$937.69

**Downpayment (0.0 %)** \$0.00

for Cedar River Pizza Co.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

We agree to your terms and conditions. Please proceed with the order.

MEETING DATE: 09/19/16

ITEM: 10D

## AGENDA ITEM SUMMARY

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**Subject: Approve contract and bond for the 2016 House Demolition Project**

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Recommendation: Consider Resolution No. 74-16 approving contract and performance bond for Sargent Trucking and Excavating, LLC for the 2016 House Demolition Project

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### **Background Summary:**

The 2016 Sanitary Sewer Lining Project was awarded to Sargent Trucking and Excavating at the September 6<sup>th</sup> City Council meeting. Their total bid for the project was \$10,324.00. This project involves the demolition of the house located at 1911 Clark Street. The project also includes terminating the water and sanitary sewer services at their respective mains in the Clark Street right-of-way.

Following the Council's approval of the contract and bond, we will schedule a meeting with the contractor, utilities, and other interested parties. The demolition and project work will occur this fall, and the contract has a final completion date on or before October 31, 2016.

We recommend approval of the contract and performance bond for this project.

CITY OF CHARLES CITY

**RESOLUTION NO. 74-16**

*RESOLUTION APPROVING A CONTRACT AND BOND FOR THE 2016 HOUSING  
DEMOLITION PROJECT, CHARLES CITY, IOWA*

WHEREAS, heretofore this City through this Council did award a contract to Sargent Trucking and Excavating of Floyd, Iowa for the 2016 Housing Demolition project, and

WHEREAS, the contract has been duly executed by the contractor and by this action, the Mayor and City Clerk and is accompanied by an appropriate bond, and

WHEREAS, the contract has been duly examined by this Council;

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

- Section 1. That the contract referred to in the preamble hereof between the City and Sargent Trucking and Excavation of Floyd, Iowa, dated the 19<sup>th</sup> day of September, 2016, in the amount of \$10,324.00 be and the same is hereby approved.
- Section 2. That the bond accompanying such contract, wherein appears as principal in like amount, be and the same is hereby approved.
- Section 3. That all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, to the extent of such conflict.

COUNCIL MEMBER moved the 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 19<sup>th</sup> day of September, 2016.

---

James A. Erb, Mayor

Attest:

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Trudy O'Donnell, City Clerk

MEETING DATE: 09/19/2016

ITEM: 10E

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## AGENDA ITEM SUMMARY

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**Subject: Consider Resolution 75-16 approving contract with Midland GIS Solutions for GIS software**

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**Background Summary:**

During the FY17 budget process we allocated funding to address the geographical informational system (GIS) associated with the water department. Presently all of our information on mains, hydrants, valves and etc. are stored on outdated paper mapping. Utilizing Midland GIS Solutions will allow us to have cloud based storage of all of our water distribution system which will be updated and readily available whether in the office or in the field.

Erin Allen was present at the last planning session and gave a short demonstration on their system and how it could benefit the city.

You previously received notes from Water Superintendent Cory Spieker and a copy of the contract, so those are not included here.

Beehive Industries included some mapping when the City first implemented the software but we chose not to physically locate the various water, sewer and storm sewer systems. The data we currently have via the Beehive system therefore is limited as the information is not accurate. Overall our experience with Beehive has been declining the recent years as customer service has been lacking and it would appear that their focus is moving away from the Midwest. We have an existing agreement with Beehive Industries which can be terminated upon notice by either party, and I have recently mailed Beehive expressing our intent to discontinue services.

Annual licensing of the Beehive product costs \$8,000/year. The Beehive software is installed on several computers in the City and so we pay a license fee to use it. Midland GIS is web-based and can be accessed from anywhere so instead there is a web hosting fee that we will have on an annual basis. The annual web hosting fee is: \$3,600 and all the information entered by the City within either of the systems is property of the City. Once we discontinue with Beehive we'll transfer information to the Midland site.

Total costs for this proposal include:

Water Utility Network locating and data collection: \$24,200; Website Development and implementation= \$2,000; Year of Website Hosting= \$3,600;

**Grand Total = \$29,800** (All water related fees will come from Water Dept., annual and setup fees split between Water/Sewer/Storm Sewer/Code Enforcement)

I recommend approval of this contract.

CITY OF CHARLES CITY

**RESOLUTION NO. 75-16**

*RESOLUTION APPROVING CONTRACT WITH MIDLAND GIS SOLUTIONS FOR ASSET AND INFRASTRUCTURE MANAGEMENT SOFTWARE AND SERVICES*

WHEREAS, city staff desires to implement a GIS system to help manage our infrastructure and other assets, and;

WHEREAS, city staff are recommending switching to software from Midland GIS that is more user friendly and offers better features than our current software, and

WHEREAS, the costs for the proposal include: Water Utility Network locating and data collection - \$24,200; Website Development and implementation - \$2,000; Year of Website Hosting - \$3,600 for a grand total of \$29,800. Annual web hosting fee is \$3,600 per year,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa, meeting in regular session on the 19<sup>th</sup> day of September, 2016, that the contract between the City of Charles City and Midland GIS Solutions be approved.

COUNCIL MEMBER moved the adoption of the foregoing Resolution;

COUNCIL MEMBER seconded the motion to adopt, and on Roll call voting was as follows:

AYES:

NAYS:

Passed and approved this 19<sup>th</sup> day of September, 2016.

---

James A. Erb, Mayor

Attest:

---

Trudy O'Donnell, City Clerk

**CONTRACT AGREEMENT**

**AND**

**SCOPE OF SERVICES**

**FOR**

**PROFESSIONAL GIS MAPPING SERVICES**

**FOR**

**CHARLES CITY, IA**

**BY**

**MIDLAND GIS SOLUTIONS, LLC.**

**Submittal Date: July 1, 2016**

## **CONTRACT AGREEMENT**

This agreement made and entered this \_\_\_\_\_ day of \_\_\_\_\_, **2016**, by and between the City of Charles City, Iowa, hereinafter referred to as the "CITY" and Midland GIS Solutions, LLC. whose principal place of business is located at 501 North Market, Maryville, Missouri, hereinafter referred to as the "COMPANY"

### **WITNESSETH**

WHEREAS, the Company shall provide all qualified personnel and materials as required for the implementation of a utility GIS program for the City, and;

WHEREAS, the Company has prior experience in this and/or other related mapping projects and therefore has a complete understanding of the needs and purpose of this utility GIS program and;

WHEREAS, the City desires to utilize the GIS services of the Company;

NOW HEREWITH, the Company agrees to execute this program and provide the services as outlined in the attached specifications, herein made a part of this agreement.

### **PURPOSE AND INTENT**

This agreement covers the data collection, creation and construction of a utility GIS program for the City, including the development of all utility features in accordance with the attached Scope of Services for a water network GIS Implementation Program.

## **SECTION ONE**

### **GENERAL PROVISIONS**

- 1.1 Whenever the term "City" is used, it shall mean Charles City, Iowa.
- 1.2 Whenever the terms "Company", "MGIS", or "Midland GIS Solutions" are used, it shall mean Midland GIS Solutions, LLC.
- 1.3 Whenever the term "GIS" is used, it shall mean Geographic Information System.
- 1.4 This contract between the City and the Company shall be deemed a Missouri contract and shall be governed by the Laws of the State of Missouri. It is specifically understood by the parties that this contract is not a contract with the State of Missouri. The Company shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or any resulting agreement or its rights, title, or interest therein, or its power to execute such agreement, to any other person, company, or corporation, without the previous written approval of the City.
- 1.5 At the conclusion of this contract or in the event this agreement terminates, all work products of any kind and description shall become the property of the City.
- 1.6 This document and all attachments and addendum herein referred to shall constitute the full and complete contract between the parties except as amended according to Section 11 of this agreement.
- 1.7 This contract will become effective upon the execution of both parties following the approval of the Charles City Council.
- 1.8 The Company agrees to save and hold harmless the City and its agents, servants, and employees from, any and all liabilities, expenses, causes of action, damages and attorney's fees resulting from any of the Company's business or operations or resulting from any act or omission of the Company's agents, servants or employees.
- 1.9 The Company shall comply with all applicable laws, ordinances, codes, and regulations, including all applicable OSHA regulations, in the performance of this contract. If the Company is contacted by any federal, state, county, or city agency, or any private agency, regarding any aspect of this contract, the Company shall promptly contact the City and shall not respond to the agency without being expressly authorized by the City to do so.

## **SECTION TWO**

### **ADDITIONAL PROVISIONS**

- 2.1 The City Administrator shall designate the City employees to be trained by the Company. The training provided by the Company shall be sufficient to familiarize the employees of the City to operate and work within the project.
- 2.2 The Company shall provide at its expense, and subject to the approval of the City Administrator, who shall have full editing authority, news media reports to broaden the understanding of the GIS Implementation program to the general public.
- 2.3 The Company shall, at the request of the City, prepare and present to the City Administrator a progress report for each phase of the project.
- 2.4 The City shall, within three months of receipt of written request of the Company, uncover and assist in locating utility features deemed inaccessible during the Company's initial field investigation. In the event, the City does not uncover these inaccessible features within three months of receiving written request, the Company reserves the right to bill on a time and materials basis for any work to locate and/or inspect these remaining features once uncovered by the city. In the case of inclement weather delays, the City will notify the company and request an extension of the three-month time period, which shall not be unreasonably withheld. In the event the parties agree to an extension, the Company waives its right to bill on a time and materials basis for the duration of the extension period.

## **SECTION THREE**

### **STARTING AND COMPLETION DATES**

- 3.1 The project as identified within the attached Scope of Services shall commence once a project schedule is approved by the City.
- 3.2 Final delivery of all approved items as identified in the Scope of Services shall be made to the City by the Company within twenty (20) weeks from the commencement date defined in the project schedule approved by the City.
- 3.3 No extension time shall be granted to the Company unless the request for an extension is made in writing fifteen (15) days prior to the expiration date of this contract. The request must be approved by the City and must be based on one or more of the following:
  - 3.3.1 Acts of nature that directly affects the Company's ability to perform.

3.3.2 Acts of government agencies that may affect the Company's performance.

3.3.3 Circumstances beyond the control of the Company and not due to any negligence on the part of the Company or its employees (fire, floods, emergencies, or delays brought about by others, etc.)

## **SECTION FOUR**

### **GIS IMPLEMENTATION FEE**

- 4.1 For the performance of the agreement by the Company, the City shall pay the Company the sum of \$29,800.00.
- 4.2 The City reserves the right to request additional work and changes where unforeseen conditions require changes and work beyond the scope of the project. In this event, a supplement to this agreement shall be executed and submitted for the approval of the City prior to performing the additional or changed work or incurring any additional costs therefore. Any change in compensation shall be covered in the supplement agreement. The Company shall not be compensated for work the City does not require that is performed without the prior written approval of the City.

## **SECTION FIVE METHOD**

### **OF PAYMENT**

- 5.1 The total contract price of \$29,800.00 will be invoiced as follows:  
Invoices will be submitted to the City on a monthly basis throughout the duration of the project. Invoices will be submitted based upon a percent completion basis. The City shall remit payment on invoices submitted by the Company within 30 calendar days.

## **SECTION SIX**

### **TERMINATION OF CONTRACT**

- 6.1 If, for any reason, the Company shall fail to fulfill its obligation in a timely and proper manner under this contract, or, if the Company shall violate any of the covenants, agreements, or stipulations of this contract, or, if a petition in bankruptcy or for reorganization under the Bankruptcy Code is filed by or against the Company, or an order is entered adjudicating the Company bankrupt or insolvent, or a trustee, receiver or custodian is appointed for the Company, or an assignment for the benefit of creditors of the Company is made, the City shall thereupon have the right to terminate this agreement on ten (10) days written notice by the City Administrator.
- 6.2 Notwithstanding Section 6.1, the City may terminate this agreement at any time by giving written notice to the Company of such termination and specifying the effective date thereof, at least sixty (60) calendar days before the effective date of such termination. In that event, all furnished or unfinished work product prepared or furnished by the Company under this Agreement shall become the City's property (as set forth in Sections 1.5 and 9.1). If the

agreement is terminated by the City as provided herein in this Section 6.2, the Company shall be paid for all work which has been authorized, provided, and approved up to the effective date of termination. The City will not be subject to any termination fees from the Company.

## **SECTION SEVEN**

### **OFFICE SPACE/HARDWARE AND SOFTWARE**

- 7.1 The Company shall provide the City with a minimum of ten (10) days' notice of the need for said office space and internet connection availability on location at Charles City in order to deliver and train the City on the web-based GIS program and deliver the final products to City staff. The Company is not responsible for set-up or support of City-side hardware, software, or internet necessary to connect and utilize the web-based GIS program.

## **SECTION EIGHT**

### **PERSONNEL**

- 8.1 The Company shall use competent employees in the performance of this contract. All employees must have sufficient skill and experience to properly perform the work assigned.
- 8.2 Employees with the responsibility of carrying out highly technical portions of this contract shall have sufficient education, training or experience in such work to perform it properly and satisfactorily in the manner outlined in these specifications.
- 8.3 It is understood and agreed that all personnel, except as provided elsewhere in this agreement, shall be employees of the Company. It is understood and agreed that the City may require the Company to remove from the project any person the City considers being incompetent or negligent in the performance of his or her duties or who is guilty of misconduct, and such person shall not be re-employed on the project.
- 8.4 The Company assigns Kirk Larson, Vice President as the project manager for this project. The project manager will administer and schedule the GPS field locations and installation of the GIS for the City and confirm that the utility GIS mapping system is operational.

## **SECTION NINE**

### **OWNERSHIP OF MATERIAL**

- 9.1 Ownership of all materials involved herein shall belong to the City.
- 9.2 No copyright of any nature shall be granted to the Company by the City relative to any material or product resulting from this agreement and GIS Implementation program.

## **SECTION TEN**

### **PROSECUTION OF WORK**

- 10.1 The Company shall commence the work to be performed under this contract after acceptance by the City and a project schedule is agreed upon by the City.
- 10.2 The Company shall carry on the GIS Implementation program without interruption

and shall make available to the City all work that has been completed and approved by the City to be used by the City during and at the completion of this contract agreement.

- 10.3 The City will provide all help needed to expedite the field collection process. City staff shall be available as needed to work directly with the Company field crews and shall pre-locate utilities where it is anticipated that locates will be helpful. Additionally, City staff will be available to answer questions from the Company as soon as possible during the field collection process. Notwithstanding the foregoing, the City shall be not be required to dedicate more than five (5) staff members to carrying out the provisions of this subsection.

## **SECTION ELEVEN**

### **CONTRACT AMENDMENTS OR ADDITIONS**

- 11.1 No amendments or additions shall be made to this agreement without a written and signed agreement by both the City and the principal or principals of the Company under contract.
- 11.2 Troy Hayes, President, Matt Sorensen, VP and Kirk Larson, VP are the appointed individuals with the Company that have the authority to make amendments or additions to the contract.
- 11.3 The City Administrator will oversee and accept the completed work by the Company for the City as work proceeds under this contract.

## **SCOPE OF WORK**

### **GEODATABASE DESIGN**

Midland GIS will work with Charles City staff to design a utility geodatabase model to meet the City's current and future utility asset management needs, as well as identify and define the logical structure for the geodatabase model.

When creating the overall design of the geodatabase for Charles City, Midland GIS Solutions will take into consideration the best model and structure to meet the needs of the City. The geodatabase will also be based on Midland's previous models, the published Esri utility model and future GIS needs, as identified by Charles City. Developing an accurate and functional geodatabase will allow Charles City to:

- Store all GIS-related data in a centralized location
- Apply rules and relationships to the data
- Create a consistent and accurate database of spatial data
- Define relationship classes and topological enforcement rules
- Work in an environment that supports multi-user access and editing

Midland's upfront design process enables field personnel to collect data in a rule-based environment. This minimizes field coding errors by pre-defining the attribute tables that are used in the field and also keeps the data collection process consistent.

### **DIGITAL AERIAL PHOTOGRAPHY INTEGRATION**

Midland GIS Solutions will integrate digital aerial photography of the City of Charles City (provided by Charles City) into the GIS program. The raster datasets created will be viewed as a seamless image across the entire City.

After the datasets are created, the aerial photography will be adjusted for color and contrast to meet specifications set by Charles City. Midland GIS Solutions will provide Quality Assurance and Quality Control (QA/QC) on the provided aerial photography. This process will involve "heads-up" on-screen visual inspection of the photography by trained GIS Specialists. Midland GIS Solutions will immediately notify the City if any visual banding, warping, gaps, or distortions are discovered. Unless otherwise

requested by Charles City, Midland GIS Solutions will not be performing any additional field ground control checks in relation to the spatial accuracy of the aerial photography.

### **INCORPORATE COUNTY GIS DATA LAYERS**

Midland GIS Solutions will incorporate Floyd County cadastral map data layers into the GIS program upon request. Charles City is responsible for any cost associated with acquiring the GIS data from Floyd County.

### **GPS PROJECT PLANNING**

Midland GIS will employ its in-house mission planning process and software for the Charles City utility GIS project. Mission planning for GPS surveys includes the evaluation of satellite ephemeris data (data showing where GPS satellites are located) for the best satellite coverage and minimizing down time.

### **WATER NETWORK GPS DATA COLLECTION**

Through Real-Time Kinematic (RTK) GPS methods, Midland GIS will locate the water network contained within the defined project limits. Captured features through GPS surveys will include all features designated by Charles City during the planning phase of the project.

After thorough investigation by Midland GIS field staff, a report containing all waterline network features that were not found or that were determined to be inaccessible will be submitted to the City of Charles City. Midland GIS will work with City staff to locate utility features during the cleanup phase of the project. This will allow Midland GIS to collect features in a quicker and more efficient manner, translating into cost savings for Charles City and minimizing the impact on City staff.

GPS surveys will be referenced to the Iowa State Plane Coordinate System to allow for direct insertion into the GIS program developed for Charles City. Horizontal (x,y) coordinates and vertical (z) elevations will be obtained in the field for the water facilities.

### **DATA COLLECTION SPECIFICATIONS:**

- Midland GIS Solutions will GPS field locate the hydrants, valves and hydrant valves for the water network within the project limits. (The exact project boundary will be agreed upon before commencement of the project).
- The water network GPS field data will be collected using survey grade RTK methods.
- Midland GIS Solutions will download and process the GPS field data to prepare the data for proper insertion into the GIS mapping program. GPS data collected is verified each day against the existing aerial photography.
- All data collected will be downloaded nightly and transferred via the internet to Midland's home office in Maryville, MO.

- All transferred data is backed up nightly in the Maryville office.
- Any water features that are inaccessible by GPS due to tree cover or satellite visibility will be noted and shot utilizing traditional survey methods. All data will be coded as to the method of collection utilized.
- Curb stop shutoffs and meters are NOT included in the pricing or scope of work for this contract.

## **GIS FEATURE CREATION**

Midland GIS Solutions will develop an ESRI ArcDesktop 10.x geodatabase file for the water distribution network for the City of Charles City. Unique feature class data layers will be created for the layers that are defined during the Geodatabase Design Workshop portion of the project.

Custom domains (pre-defined menus) will be built for each layer during the Geodatabase Design Workshop. These custom domains will be added to Midland GIS Solutions' custom field inspection application to ensure that field staff will collect clean and consistent data throughout the utility survey project. These domains will also be utilized by Charles City staff for future management of the geodatabase to help simplify the editing and data management processes.

Midland GIS will acquire copies of all available existing mapping records for Charles City's waterline utility infrastructure. These records may include historical maps, as-built records, an existing GIS dataset, and AutoCAD drawings. All hard-copy maps will be scanned so that they may be returned to the City in a timely manner.

Water distribution mains will be developed by combining exact GPS locations of above ground features with as-built and AutoCAD drawings to determine the best representation of Charles City's water distribution network. Individual water main segments will have diameter and material attributes associated with them. All lines will be checked in a quality assurance process to ensure a clean network.

## **QUALITY ASSURANCE & QUALITY CONTROL**

Quality Control and Cost Control issues involved with this project are of paramount importance to Midland GIS Solutions and to the overall integrity of the proposed project. These issues range from GPS accuracy and data development precision to successful database integration, which potentially affect every aspect of the project. Through the combined efforts of our project team, an emphasis on quality control will remain at the highest level of importance during the development and implementation of the City's GIS program. Our efforts to ensure the highest quality products and services to The City of Charles City, IA include:

- Custom QA/QC ArcGIS tools
- "Heads-up" QA/QC against base data or aerial photography
- Digital and hard copy checks against field notes and as-built drawings
- 5% redundancy check of all GPS collected data
- Printed check plots for review by Charles City staff
- Assurance that end product shows complete connectivity

## **GPS REDUNDANCY CHECK**

As part of the quality control process, Midland GIS Solutions will GPS locate five (5) percent of the features previously shot during the project. This process is part of the Midland GIS field protocol and will be employed during the Charles City project. Midland GIS will compile and process the results against the other data set and verify the required accuracy tolerance is being met.

## **PROJECT STATUS REPORTS**

Midland GIS Solutions will issue a "Project Status Map" to Charles City on a bi-weekly basis illustrating the progress accomplished. These maps are also kept on file by the GIS Project Manager for project progress reference.

## **INTEGRITY WEB GIS SOLUTIONS**

Built on ESRI technology, Integrity™ powered by Geocortex® is Midland's software solution to edit, maintain, and analyze your GIS data. With built in workflows for daily operations and asset management, this easy to use tool lets users access their mapping and information on any computer or mobile device, increasing efficiency and operational awareness.

The desktop and mobile viewer for HTML5 provides advanced Web mapping capabilities and is geared towards simple, targeted web-mapping applications for tablets and a broad array of handheld devices.

## **INTEGRITY™ CORE COMPONENTS & FUNCTIONALITY**

Production quality reports, non-spatial data, enhanced security, and search features can be easily incorporated into your applications. You can print large-format, high-resolution maps with data and mark-up using pre-defined print templates. Tailor custom reports to meet your evolving needs. Easily visualize and search data from third-party systems not traditionally accessible to spatial applications.

## **DATA LINKING**

Link to external non-spatial databases, files, or web services and embed this data in reports, searches, and forms. Data Linking also provides the ability to retrieve data from external data sources and link it to attributes of spatial data, extending the reach and capability of your applications.

## **PRINT, REPORT & QUERY**

You can invoke normal or large format, high-resolution template-based printing and reporting. Template-based printing allows you to create printable maps using customized and out-of-the box layouts.

Template-based reporting and advanced queries enable the user to easily generate standard and customized reports that have been pre-configured by the administrator. Each template defines a standard layout for reporting on the layer's features, attributes, linked and computed data.

## **SEARCH**

Customize your searches by creating your own search forms and query tasks.

## **LAYER LIST**

The Layer List provides layer organization and collapsible categorization. You can also

control map service transparency, layer visibility control, view a dynamic legend (reflects currently visible layers), and filter/find layers with text input. Having such a wide range of controls will enable you to have greater control over your layers, and in turn, over what data that is accessible to you.

## **FORMS**

Forms provide a simple way to create dialogs that prompt end-users for input through web or mobile applications. A form designer allows you to add input items such as text boxes, auto-complete entries, date pickers and drop-downs, then, associate validation rules and control the forms layout.

## **EDITING**

Built-in features enable end users to create new features, edit geometry of existing features, and modify attribute data and much more. The editing tools are intuitive and include highly dynamic snapping capabilities. Users can edit data belonging to versioned geodatabase layers exposed in the application.

## **INTEGRATION**

Bi-directional integration allows you to launch from other applications or have other applications launch a viewer. The URL Integration feature supports a variety of options, such as; zoom to a specific extent, or zoom to and highlight a particular feature. Common types of applications which are integrated include document management, permitting, assessment, and other non-spatial business applications.

## **ONLINE HELP & TUTORIALS**

Online-help and tutorials for administrators and users are provided through a Resource Center, as well as a Discussion Forum where you can post questions and suggestions.

## **WEB PAGE DOMAIN NAME REGISTRATION**

Midland GIS Solutions will register an SSL domain name for the GIS website through GoDaddy.com. [SSL stands for Secure Sockets Layer and is the industry standard in security technology for establishing an encoded link between a web server and a browser to ensure that all data that passes between the server and browser remains private and protected.]

Midland GIS Solutions will route the DNS (Domain Name Service) numbers to our dedicated web servers. Midland GIS Solutions will test the domain name once transferred to our web server for quality control purposes.

## **GIS WEBSITE DESIGN AND DEVELOPMENT**

Midland GIS Solutions will setup a customized Integrity HTML5 GIS website Mobile GIS website for the City of Charles City, IA. The HTML 5 mobile GIS website will allow the City to access the website via tablet and handheld devices. (i.e. iOS Apple, Android, & Windows mobile devices). Midland GIS Solutions will utilize the existing "GIS ready" shapefile data and aerial photography provided by the City of Charles City, along with all specified data to be converted and/or integrated by Midland GIS Solutions for the GIS website(s).

## **GIS WEBSITE HOSTING**

Midland GIS Solutions will host the GIS website and GIS data on a Dell PowerEdge R710 web server. Midland GIS Solutions will set up a scheduled batch program that will automatically copy updated GIS data from the City's GIS server to our secured ftp server on a weekly basis.

Midland GIS Solutions maintains a secured, climate controlled server room with a dedicated fifty(50) Mb upload and fifty (50) Mb download speed fiber Ethernet connection. The server room is connected to a gas-powered generator to keep the web servers up and running in case of a power outage.

In addition, Midland GIS Solutions provides a failover backup service for the GIS website, in the result of a catastrophic event to our web servers.

### **TRAINING & SUPPORT**

Midland GIS Solutions provides comprehensive training and support for every level of service provided, including onsite and remote training for Midland's Integrity™ GIS solutions. Training and technical support provided for the GIS website(s) will include one (1) day of onsite training to City staff as part of this project.

### **ADDITIONAL TRAINING & SUPPORT**

Midland GIS Solutions will be available to provide additional training and support as needed after project completion. Additional remote or onsite training can be arranged for \$85.00/hour.

### **DELIVERABLES**

After the staff at The City of Charles City, IA has reviewed and approved all GPS located and attributed data, Midland GIS will present a full set of deliverables to the City. These deliverables will be both physical and electronic and will give Charles City the full potential to utilize the new GIS as well as maintain it into the future.

### **PROPOSED DELIVERABLES INCLUDE:**

ESRI ArcDesktop 10.x Geodatabase containing datasets for the water

utility ESRI Map Documents (.mxd)

11x17 Truck Book Map Documents for the water utility

36x36 100-scale Map Documents for the water utility

(3) Sets of bound 11x17 Truck Books

(1) Full system 42" high gloss wall map

Onsite Training for staff on Integrity Web GIS

(6) Months free Tech Support that includes:  
Phone Support

Remote Web Support  
Email Response  
Dedicated Project Contact

On-going hosting and user support and security of Integrity Web GIS.

**FEE SCHEDULE**

**GPS DATA COLLECTION & GIS DEVELOPMENT**

Water Utility Network \_\_\_\_\_ \$24,200.00

*Fees are based on the number of utility features as provided to Midland GIS Solutions by The City of Charles City, IA.*

**INTEGRITY WEB GIS DEVELOPMENT**

Website Development and Implementation \_\_\_\_\_ \$2,000.00

Year of Web Hosting \_\_\_\_\_ \$3,600.00/Annually

**TOTAL PROPOSED FEE** \_\_\_\_\_ **\$29,800.00**

**IN WITNESS WHEREOF**, the parties hereto have set their hand to duplicates hereto this \_\_\_\_\_ day of \_\_\_\_\_ **2016**.

APPROVED BY: **City of Charles City, Iowa**

By: \_\_\_\_\_

Attest: \_\_\_\_\_

APPROVED BY: **MIDLAND GIS SOLUTIONS**

By: \_\_\_\_\_

Kirk Larson

Vice President