

# City of Tipton, Iowa

<b>Meeting:</b>	<b>Tipton City Council Meeting</b>
<b>Place:</b>	<b>Tipton City Hall, 407 Lynn Street, Tipton, Iowa 52772</b>
<b>Date/Time:</b>	<b>January 8, 2014 – 5:30 PM</b>
<b>Web Page:</b>	<b>www.tiptoniowa.org</b>
<b>Posted:</b>	<b>January 6, 2014 (Front door of City Hall)</b>

<b>Mayor:</b>	Shirley Kepford	<b>City Manager:</b>	Chris Nosbisch
<b>Council At Large:</b>	David Fry	<b>City Attorney:</b>	Lowell Dendinger
<b>Council At Large:</b>	Pam Spear	<b>City Clerk:</b>	Lorna Fletcher
<b>Council Ward #1:</b>	Leanne Zearley	<b>Deputy City Clerk:</b>	Amy Lenz
<b>Council Ward #2:</b>	Dean Anderson	<b>D. of Public Works:</b>	Steve Nash
<b>Council Ward #3:</b>	Dawn Siech	<b>Chief of Police:</b>	Heath Holub

- A. Call to Order – 5:30 PM**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. Agenda Additions/Agenda Approval**
- E. Communications:**
  - 1. Unscheduled
  - 2. Jim Reeve, State of TEDCO
  - 3. Bobby Kaufman, Pre Legislative Information

If you wish to address the City Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached. If you wish to address the City Council on an item **not** on the agenda, please approach the lectern and give your name and address for the public record before discussing your item.

- F. Consent Agenda**

**Note:** These are routine items and will be enacted by one motion without separate discussion unless a Council Member requests separate consideration.

  - 1. Approval of City Council Minutes
  - 2. Appoint Dean Anderson, Mayor Pro-Tem

- G. Public Hearing**
  - 1. None

- H. Ordinance Approval/Amendment**
  - 1. None

- I. Resolutions for Approval**
  - 1. Resolution Authorizing Internal Advance of funds for the Purchase of Monitor/Defibrillators associated with the City of Tipton, EMT Service
  - 2. Resolution Establishing EMS Fees for the City of Tipton, Iowa

**J. Mayoral Proclamation**

1. None

**K. Old Business**

1. None

**L. Motions for Approval**

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of Alliance Water Resources Monthly Fee and Repair Limit for FY 2014-2015 – Council Action as Needed
3. Discussion and Consideration of Bids for 1500 KVA Three Phase Transformer for the Tipton Business Park – Council Action as Needed
4. Discussion and Consideration of ITC Pole Retirement and Purchase – Council Action as Needed
5. Discussion and Consideration of Reimbursement Payment for Vision Center for Exterior Façade Grant – Council Action as Needed
6. Discussion and Consideration of Reimbursement Payment for John and Joyce Zaruba for Exterior Façade Grant – Council Action as Needed
7. Discussion and Consideration of Reimbursement Payment for Nicole Rock’s School of Dance for Exterior Façade Grant and Acquisition Program– Council Action as Needed
8. Discussion and Consideration of One-time Water and Sewer Adjustment for 508 Plum Street – Council Action as Needed
9. Discussion and Consideration of Full-Time EMS Director Job Description for the City of Tipton – Council Action as Needed
10. Discussion and Consideration of Additional Part-Time Hours for the EMS Department – Council Action as Needed
11. Discussion and Consideration of Estimate #126 – Pedersen Land Improvement – Council Action as Needed

**M. Reports to be Received/Filed**

1. None

**N. Discussion Items (No Action)**

1. None

**O. Reports of Mayor/Council/Manager**

1. Mayor’s Report
2. Council Reports
3. Committee Reports
4. City Manager’s Report

**P. Closed Session** – Pursuant to Chapter 21.5 (1)C, the City Council may enter in closed session, “to discuss strategy with Counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to

prejudice or disadvantage the position of the governmental body in that litigation.”

1. Exit Closed Session - Council Action as Needed

**Q. Closed Session** – Pursuant to Chapter 21.5 (1)C, the City Council may enter in closed session, “to discuss strategy with Counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.”

1. Exit Closed Session - Council Action as Needed

**R. Adjournment**

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

**If anyone with a disability would like to attend the meeting, please call City Hall at 886-6187 to arrange for accommodations/transportation.**

Special Session - Pursuant to Chapter 21.50, the City Council may enter in  
closed session "to discuss matters with a limited number of persons in  
attendance or whose presence is necessary to the conduct of the business of the  
city or to discuss the personnel of the government body in that  
attendance."

Special Session - Closed Session as needed

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closed session "to discuss matters with a limited number of persons in  
attendance or whose presence is necessary to the conduct of the business of the  
city or to discuss the personnel of the government body in that  
attendance."

Special Session - Closed Session as needed

## CONSENT AGENDA

It is the policy of the City of Everett to conduct its business in an open and transparent manner. The City Council will hold public hearings on all proposed actions and decisions. The City Council will also hold public hearings on all proposed actions and decisions.

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# F. Consent Agenda

December 16, 2013  
Council Chambers  
City Hall  
Tipton, Iowa

The City Council of the City of Tipton, Cedar County, Iowa, met in regular session at 5:30 p.m. Mayor Kepford called the meeting to order. Upon roll being called the following named council members were present: Fry, Anderson, Spear and Zearley. Council Member Siech was absent. Also present Nosbisch, Fletcher, Nash, Holub, Wild, Kisling, other visitors and the press.

Mayor Kepford led the meeting in the Pledge of Allegiance.

**Oath of Office:**

Mayor Kepford administered the Oath of Office to re-elected Councilmember Dean Anderson.

**Agenda:**

Motion by Zearley second by Spear to approve the agenda as presented. Following the roll call vote the motion passed unanimously.

**Consent Agenda:**

Motion by Zearley, second by Anderson to approve the consent agenda which includes the December 2, 2013, City Council meeting minutes, Clerk's/Investment reports, December's Economic Development Director's report, October's Library Board minutes and Director's Report, November Water Report and Tree Board appointments of Bob Rickard, Barb Conrad, Ken Muller, Dean Anderson and Ellen Fear. Following the roll call vote the motion passed unanimously.

**Motions for Approval:**

1. Claims list -

ADVOCATE NEWS	SMALL BUSINESS SATURDAY AD	142.80
ALLIANCE WATER RESOURCES I	DECEMBER SERVICES	24,266.50
AUS WATERLOO MC LOCKBOX	BLDG MAINT SUPPLIES CITY HALL	100.66
BARRON MOTOR SUPPLY	REPAIR PART #53	107.40
BUSINESS RADIO SALES AND S	8 BATTERIES	481.30
CBE GROUP INC, THE	COLLECTION EXPENSE	11.25
CEDAR COUNTY AUDITOR	CITY ELECTION	2,192.19
CEDAR COUNTY CO-OP	FUEL DISCOUNT	1,831.49
CEDAR COUNTY ENGINEER	173.5 GL DSL	3,751.01
CEDAR COUNTY SOLID WASTE	TRANSFER FEES	2,625.00
CJ COOPER & ASSOC INC	RANDOM DRUG SCREENS	196.00
CLIFTON LARSON ALLEN LLP	PROGRESS BILLING FOR AUDIT	4,500.00
CREATIVE PRODUCT SOURCE	NITRILE GLOVES	87.21
EASTERN IOWA LIGHT & PWR	UTILITIES CEMETERY	828.86
ECIA	MEMBERSHIP DUES 2ND INTSTALMNT	901.88
EITA	2014 EITA VG AD PLACEMENT	495.00
ELECTRICAL ENGINEERING & E	BLDG MAINT SUPP CITY HALL	41.22
FRIENDS OF THE ANIMALS	5 DOGS	250.00
G & K SERVICES	UNIFORMS PUBLIC WORKS	165.84
GARDEN & ASSOCIATES INC	SEWER POA	2,952.29
GENERAL PEST CONTROL INC	PEST CONTROL	161.03
GRAINGER	SWITCHES #163, SAFETY GLASSES	44.30
HEIMAN FIRE EQUIPMENT	FLOOD/SPOTLIGHT FIRE	1,458.93
INTEGRATED TECHNOLOGY PART	ADD GAS DEPT LAPTOP TO DOMAIN	1,752.50
IOWA ASSOCIATION OF	EIASSO DUES DEC-FEB	3,991.30
IOWA BUSINESS SUPPLY LLC	TONERS, CHAIR ARMS	440.90
IOWA ONE CALL	LOCATES	29.70
KELLER'S HOME FURNISHINGS	FLOORING & SUPPLIES PD	1,180.00
KLUESNER CONSRUCTION INC	ASPHALT REPAIR	4,650.80
LANDS' END BUSINESS OUTFIT	28 SHIRTS-UTL,ADMIN,ABBY,LIB	842.78

MARTENS CONSTRUCTION	38 GRAVE OPENINGS 2012-2013	10,960.00
MIDWEST RADAR	TUNING FORKS	43.00
MIDWEST SAFETY COUNSELORS	CALIBRATION	70.00
MISC. VENDOR	UNIVERSAL LICENSING:FCCLICENSE	139.00
MUNICIPAL SUPPLY INC	WATER MAIN PARTS	3,924.45
MUTUAL WHEEL CO	REPAIR PART	82.16
O'ROURKE MOTORS INC	CLIP	1,153.05
PHYSIO-CONTROL INC	ELECT ASSY-EDGE QUIK AMB	5,178.72
POOL TECH MIDWEST INC	REAGANTS FOR TEST KITS FAC	84.32
PROFESSIONAL DEVELOPERS OF	MEMBERSHIP DUES	310.00
RK DIXON CO	COPIER CONTRACT BASE CHARGE	16.51
SANDRY FIRE SUPPLY LLC	2 COATS, 2 PANTS FIRE	3,089.15
SPINUTECH INC	NEWSLETTER MONTHLY FEE	25.00
SWICK CABLE	206 HRS RENTAL LINK BELT WA	4,326.00
T & M CLOTHING CO.	48 JERSEYS, 8 SHIRTS-YOUTH REC	1,260.00
THOMAS HEATING & AIR	PARTS FOR FURNACES CITY HALL	1,696.75
THOMPSON TRUCK & TRAILER	2 FILTERS #30	54.00
TIPTON CONSERVATIVE	YOUTH REC ADS	1,701.76
TIPTON PHARMACY	MEDS	69.15
TRITECH SOFTWARE SYSTEMS	AMBULANCE BILLING SERVICE	632.50
UNIVERSITY OF IOWA: STATE	POOL TESTING FEES	12.00
VERMEER SALES & SERVICE IN	4 HOUR RENTAL VI035 WA MAINS	336.50
WENDLING QUARRIES INC	45.83 TN RD STONE WATER	687.87
XEROX CORPORATION	COPY CHARGES & BASE CHARGE	1,533.44
	<b>TOTAL</b>	<b>97,865.47</b>

**FUND TOTALS**

001 GENERAL GOVERNMENT	28,082.71	
600 WATER OPERATING	22,489.19	
610 WASTEWATER/AKA SEWER REVE	12,869.91	
630 ELECTRIC OPERATING	3,568.03	
640 GAS OPERATING	552.82	
670 GARBAGE COLLECTION	2,771.35	
750 CEMETERY ENTERPRISE	10,986.88	
810 CENTRAL GARAGE	6,944.51	
835 ADMINISTRATIVE SERVICES	9,600.07	
	<b>GRAND TOTAL</b>	<b>97,865.47</b>

**City Credit Card Statement 10,031.35**

<b>City - One Card (employee check out card)</b>	
Travel Training (Police) - Legends, Texas Roadhouse,	275.55
Burger King, Stoney Creek	
Travel Training (Klay) - USAirways, Toms BBQ, McDonalds,	109.02
Happy Joes	
Fuel - Frys	65.40
<b>Total Charges</b>	<b>449.97</b>
<b>Ambulance - One Card</b>	
Operating Supplies - Tipton Pharmacy, Batteries Plus,	237.37
Tipton Electric Motors	
Misc Supplies - Hy-Vee, Walmart	282.30
Training - IEMSA	2,525.00
<b>Total Charges</b>	<b>3,044.67</b>
<b>Police - One Card</b>	
Fuel - Kum & Go	33.16
Travel Training - McDonalds	8.28
Operating Supplies - Amazon, Walmart	437.09
Uniform/Equipment Supplies - Tactical Gear, Gun Cases,	317.40
Bravo Company	
<b>Total Charges</b>	<b>795.93</b>

<b>Fire - One Card</b>		
Office Supplies - School Outfitters	369.68	
Operating Supplies - Amazon	107.95	
<b>Total Charges</b>		<b>477.63</b>
<b>Library - One Card</b>		
Postage/Shipping - USPS	135.33	
Office Supplies - Walmart	77.81	
Materials - Walmart, Amazon	693.73	
Program Supplies - Highsmith, Walmart	22.37	
Bldg Maint Supp - Walmart	10.50	
<b>Total Charges</b>		<b>939.74</b>
<b>JKFAC/Recreation - One Card</b>		
Operating Supplies (park) - Global Industrial (drinking fountain)	772.01	
Operating Supplies - Walmart	28.97	
<b>Total Charges</b>		<b>800.98</b>
<b>Electric - One Card</b>		
Wire shelving for storage area - Global Industrial	1,073.54	
Air filters - Walmart	3.15	
<b>Total Charges</b>		<b>1,076.69</b>
<b>Gas - One Card</b>		
Integrity Mngmnt Plan - APGA Security & Integrity Foundation	495.00	
Motorola phone - Paypal Jectronics	139.00	
<b>Total Charges</b>		<b>634.00</b>
<b>City Manager - One Card</b>		
Travel Training - Jerseys Pub & Grub, Cedar Rapids	35.91	
Community (parking fees)		
<b>Total Charges</b>		<b>35.91</b>
<b>City Clerk - One Card</b>		
Travel Training - Best Western, Hy-Vee	546.50	
Misc Supplies - Walmart, Tiffany's Bakery	35.69	
Fuel - Hy-Vee	27.20	
Training - Iowa League of Cities	70.00	
Operating Supplies - Walmart	31.14	
Microsoft Office 365 (9 licenses) - Microsoft Corp	648.00	
<b>Total Charges</b>		<b>1,358.53</b>
<b>Deputy City Clerk - One Card</b>		
Travel Training - Chick-Fil-A	4.96	
<b>Total Charges</b>		<b>4.96</b>
<b>Comm Dev - One Card</b>		
Office Supplies - Quill	181.86	
Advertising Expenses Supplies - Target	21.18	
Misc Supplies - A Place To Land	7.38	
Travel Training - Ramada Inn, McDonalds	201.92	
<b>Total Charges</b>		<b>412.34</b>
	<b>Statement Total</b>	<b>10,031.35</b>

Motion by Anderson, second by Spear to approve the claims list as presented. Following the roll call vote the motion passed unanimously.

**2. Contract Amendment, No. 2, Mathews Memorial Airport**

Motion by Spear, second by Anderson to approve contract amendment No. 2, for the appraisal and survey work for the airport expansion, with McClure Engineering, in the amount of \$35,000.00, with the City's share being \$5,000.00. Following the roll call vote the motion passed unanimously.

**3. Truck Purchase, Fire Department**

Motion by Anderson, second by Spear to approve the purchase of two replacement trucks and necessary equipment, pending the deposit of the funds from the sale of No. 188, and with the new purchases not to exceed \$80,000.00. Following the roll call vote the motion passed unanimously.

**Discussion Items:**

**1. EMT Rates, Staffing**

City Manager Nosbisch reviewed the comparisons to other surrounding communities and the proposed rate increases provided by Tom Mackey, Ambulance Director. Mackey briefly reviewed the current list of projects he is working on. Mackey would also like the part-time director position to become full time and would like \$20,000.00, to hire an assistant.

**2. Capital Improvements Plan, Rough Draft**

Nosbisch discussed the process going forward for the CIP and reviewed the projects listed on the spreadsheets.

**Reports of Mayor/Council/Manager:**

**Council Reports**

Councilmembers Spear and Zearley attended the Municipal Leadership Academy at Independence on December 7, 2013. Spear said it was a good session.

**Committee Reports**

Councilmember Spear reported on the CCEDCO board meeting. The City of Lowden has re-joined and West Branch will be re-joining in January.

Councilmember Spear said the Cemetery Committee met and it was a good meeting.

**Manager's Report**

The Electric Superintendent job ad has been posted and have received a few applications.

City Hall will be closed Friday, December 20<sup>th</sup>, from 12:00 to 1:00 p.m., for the employees Christmas potluck.

The Airport CIP has been submitted to the State of Iowa and the FAA.

The delivery of the rough draft of the City Code is expected sometime in January or February.

**Adjourn:**

With no further business to come before the council a motion to adjourn was made by Zearley, second by Anderson. Following the roll call vote the motion passed unanimously. Meeting adjourned at 6:31 p.m.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk/Finance Officer

**Tipton Library Board Meeting Minutes  
December 2nd, 2013**

Members in attendance: Penny Webb, Jim McCollough, Jennifer Schuett, Jess Goodenow,  
Nancy Hipple, Dale Jedlicka, Andy Owen and Denise Smith

Penny called the meeting to order at 6:02pm.

Jen moved to approve the agenda. Andy seconded. Motion carried.

Jess made a motion to approve last meeting's minutes. Dale seconded. Motion carried.

**Librarian's Report**

- Brand new chairs have added new comfort to the upstairs.
- 200 library bags donated to Middle School Activity Night.
- Gift class is filling up. They will be making scarves next week.
- The website is updated.
- Alisha Harper is going to hold computer classes for the public. The library will be sending out a survey on what to cover in that class.
- Denise sent out to letters to chamber businesses for donations for SRP. The following have donated so far:
  - Layers of Life
  - Rug Boyz
  - CDS
  - T&M
  - J&L Pipeline Services
  - Family Foods
  - Webb and Company
  - Community State Bank
  - WalMart
- There is a meeting with supervisors on December 19<sup>th</sup> and 7pm. Dale can go.
- Chris gave Denise the budget for capitol improvement projects. Air conditioning is in for \$60,000.

**Financial Reports**

- Dale moved to approve the financial reports. Jen seconded. Motion carried.

**Committee Reports**

**Finance**—none

**Personnel**—Nancy brought up the issue of approving Denise's salary before presenting her evaluation to the board. We could possibly do the evaluation in June so that there would be enough time to work out the budget with the evaluation included. The personnel committee is overall pleased with her performance.

**Public Relations**—none

**Friends of the Tipton Public Library**

**Maintenance**

- Denise mentioned to Jamie that there are bulbs out in the Christmas lights that Challis put up.

**Old Business**

- Lowell will need to look at the Internet policy.

**New Business**

- The library is closing at 5pm on New Years Eve.
- Disruptive behavior policy was looked at. The board discussed the policy and asked Denise if there was anything that needed to be added. Denise will ask Lowell about a scenario the board discussed on a minor being asked to leave that was dropped off and has no transportation available. The board will table the policy until Lowell gets back to Denise about the Internet policy.

**Miscellaneous**

- Library Christmas party was approved by the friends and a date needs to be set.
- Denise would like to know if the Boy Scouts are non profit. If they are non profit, then they can use the library for free. The library needs a tax ID number in order to use the library without charge.
- Dale asked about the limbs. The city trimmed and picked up the stacks of limbs.
- On the agenda for next meeting, an addition would be to discuss long range goals.

Jim moved to adjourn. Jen seconded. Meeting adjourned at 6:35 pm.

Next meeting will be held Monday, December 30th at 6pm.

# Library Director's Report November 2013

## Programming

Kid's Programs  
Total 13 Programs 232 kids

Teen Programs  
Total 2 programs 219 teens

Adult Programs  
Total 2 programs 69 adults

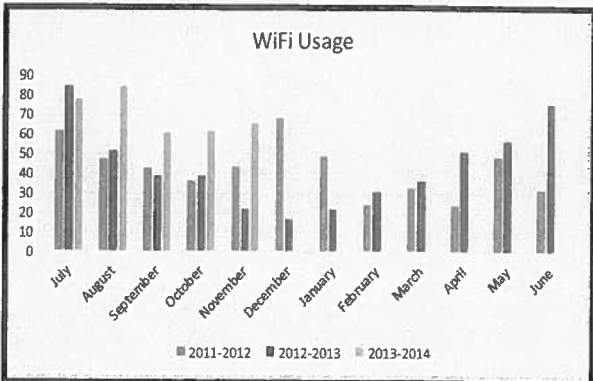
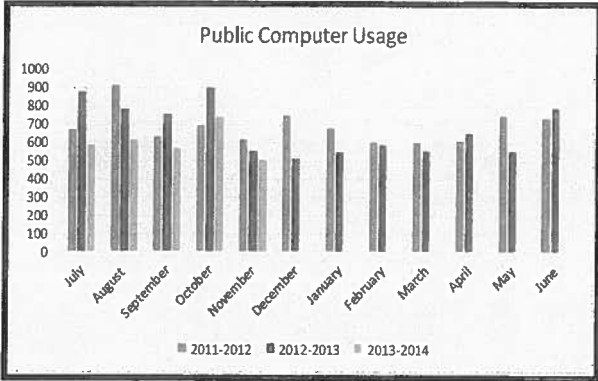
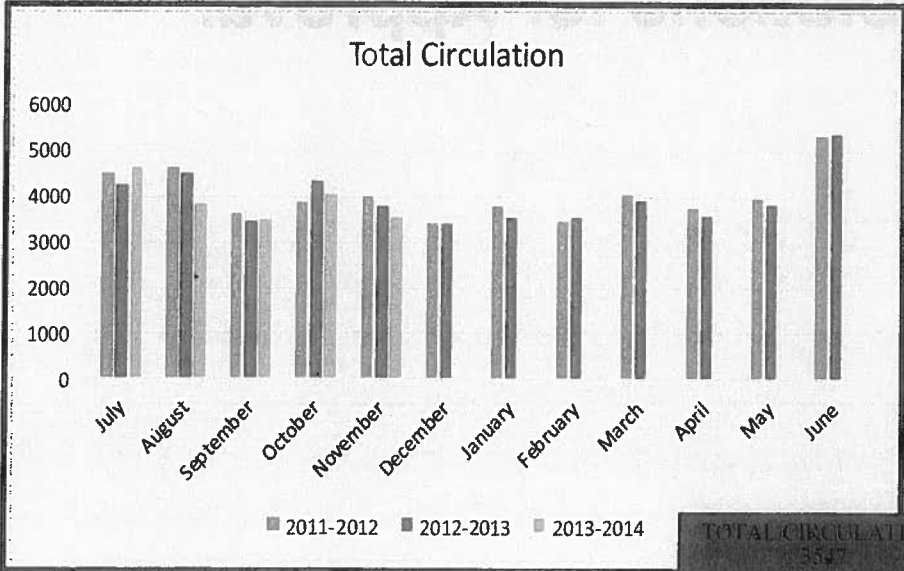


## Materials

Adult Fiction	9
Christian Fiction	5
Easy Readers	1
Beginner Readers	9
Teen Fiction	16
Kids Fiction	12
Kids Nonfiction	1
Kid's Picture Books	31
Large Print	8
Mystery	1
Total books	93
Magazines	43
Total Magazines	43
Adult CDs	2
Total Audios	2
Adult DVD's	10
Kids DVD's	2
Total DVD's	12
Other	6
Total Other	6
<b>Total</b>	<b>156</b>
Discarded	
Books	17
Magazines	68
Audios	0
Videos	5
Other	46
<b>Total</b>	<b>136</b>

**Neighbors: 77 checkouts**

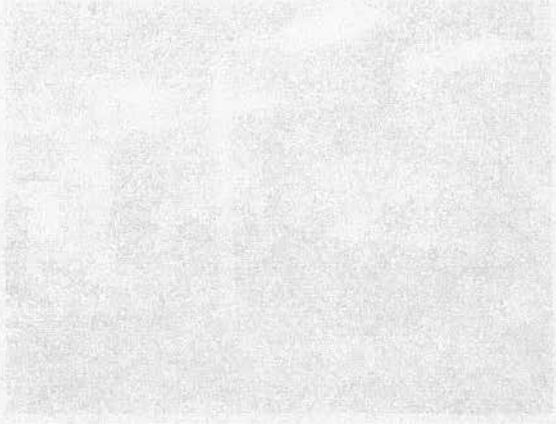
**Meeting Room Users**  
Non-profits-4 users  
Private Individuals-2 users  
Total: 6 time



# Library Director's Report November 2013

## Attendance

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Present	15	15	15	15	15	15	15	15	15	15	15	15	180
Absent	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	15	15	15	15	15	15	15	15	15	15	15	15	180



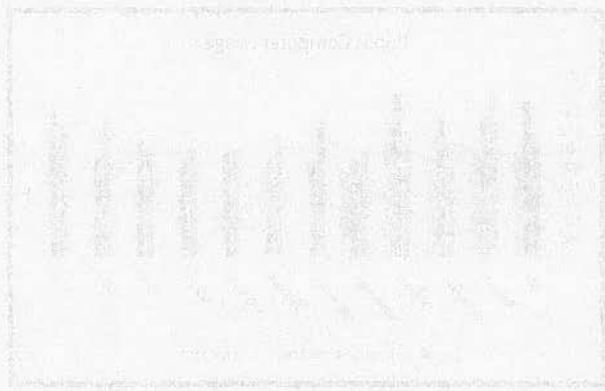
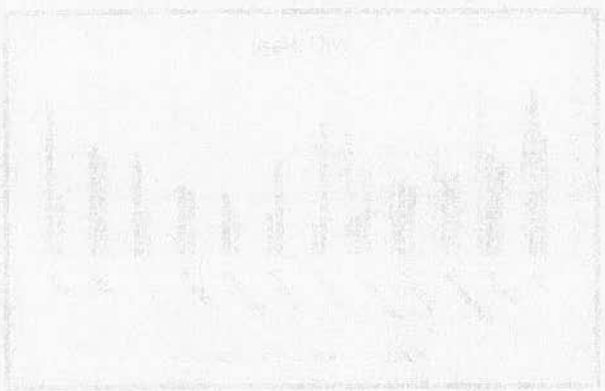
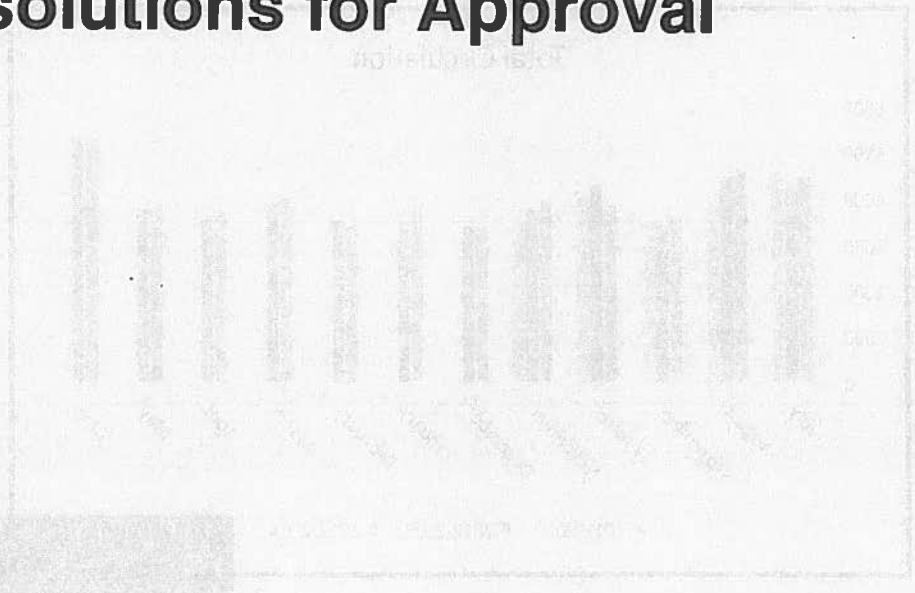
## Programming

Program	Nov 2013	Dec 2013
Nov 1st	100	100
Nov 8th	100	100
Nov 15th	100	100
Nov 22nd	100	100
Nov 29th	100	100
Dec 6th	100	100
Dec 13th	100	100
Dec 20th	100	100
Dec 27th	100	100
Total	1000	1000

Meeting from 1st to 27th  
 Nov 2013 - Dec 2013  
 Total: 1000

## Report 17th Nov

# I. Resolutions for Approval



**AGENDA ITEM # I - 1**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	January 6, 2014
<b>AGENDA ITEM:</b>	Resolution on Internal Advance of Funds
<b>ACTION:</b>	None

**SYNOPSIS:** The EMS Department was looking to borrow \$40,000 from a local lender for the purchase of Monitor/Defibrillator equipment. In an effort to save dollars, the City will complete an inter-fund loan that can be repaid by the EMS service over a five year period. Staff is suggesting that we not require any interest to accrue on this inter-fund loan as they are borrowing from their own funds.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** EMS – City Manager

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** Monitor/Defibrillator Quote

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/31/13

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE INTERNAL  
ADVANCE OF FUNDS FOR THE PURCHASE OF MONITOR/DEFIBRILLATOR  
EQUIPMENT FOR THE CITY OF TIPTON EMS SERVICE**

**WHEREAS**, the City Council hereby directs that an amount of not to exceed \$40,000 be advanced from the \_\_\_\_\_ Fund to the EMT/Fire Rescue Fund for EMT related equipment purchases; and

**WHEREAS**, the advance shall be repaid to the \_\_\_\_\_ fund, without interest, over 5 years from the EMT's at an amount of \$8,000 each year, beginning in FY 2015. Payments are due to the City by June 1, 2015 and thereafter through June 1, 2019; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Tipton, Iowa with this resolution approves the internal loan of \$40,000 for the purchase of monitors/defibrillators for the City of Tipton EMS Service.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**AGENDA ITEM # I - 2**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	January 6, 2014
<b>AGENDA ITEM:</b>	EMS Fee Increase
<b>ACTION:</b>	Motion

**SYNOPSIS:** The enclosed resolution will establish the new fee structure for the EMS service. The fees were discussed at the last meeting and reflect the recommendations from the EMS Director. If the fees being charged are not the minimum being paid by the insurance companies, then the City is losing out on revenue.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** EMS Director

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** Resolution

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/31/13

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL ESTABLISHING EMS FEES FOR THE CITY OF TIPTON, IOWA**

**WHEREAS**, the City Council establishes the following fees for EMS Service to cover the costs of operating the department; and

**WHEREAS**, the fee schedule as shown in Exhibit "A," attached hereto and made a part thereof, shall be the established fees for the City of Tipton;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Tipton does hereby approve the new fee schedule for the City of Tipton EMS service.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**Exhibit "A"**

BLS Non-Emergency	\$240.50
BLS Emergency	\$422.50
ALS Non-Emergency	\$273.00
ALS Emergency	\$487.50
ALS 2	\$617.50
Specialty Care Transfer	\$279.50
Mutual Aid/Tier	\$175.00
Mileage	\$ 15.00
Treatment – No Transport	\$117.00
Deceased Transport	\$130.00

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ACCEPTING WORK FOR THE PROJECT KNOWN AS THE  
TIPTON 69kV SUBSTATION  
FOR  
CONSTRUCTION AND ASSEMBLY  
WITH  
TRI-CITY ELECTRIC.**

WHEREAS, on October 15, 2013 the City of Tipton entered into a contract with Tri-City Electric for CONSTRUCTION AND ASSEMBLY of the 69kV Substation, and

WHEREAS, said contractor has fully completed the construction of said improvements, known as CONSTRUCTION AND ASSEMBLY, in accordance with the terms and conditions of the said contract and plans and specifications, as shown by the Engineer's report, and

WHEREAS, the contractor has completed all delivery and payment has been received.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TIPTON, IOWA:

Section 1. That said report of the P&E Engineering firm is hereby accepted as having been fully completed in accordance with said plans, specifications and contract. The total contract cost of the improvements payable under said contract is hereby determined to be \$927,831.11.

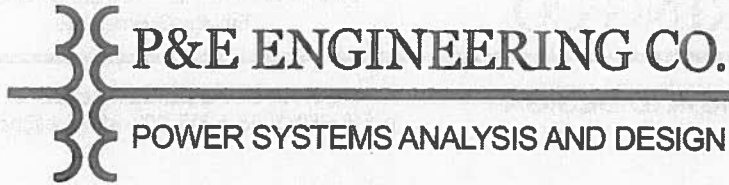
NOW, THEREFORE BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF TIPTON, IOWA: That said retainage of \$46,336.36 be released to Tri-City Electric as shown in the attached pay application.

PASSED and ADOPTED this 6<sup>th</sup> day of January, 2014.

\_\_\_\_\_  
Shirley Kepford, Mayor

ATTEST:

\_\_\_\_\_  
Lorna Fletcher, City Clerk



Allan R. Powers, PE. Richard D. Kline, PE.  
Timothy G. Ernst, PE.

245 S. 5th St., PO Box 620, Carlisle, IA 50047  
p. 515-989-3083 f. 515-989-3138 pe@peengr.com

December 19, 2013

Chris Nosbisch  
City of Tipton  
407 Lynn Street  
Tipton, IA 52772

Re: Substation Construction Application for Payment

Dear Chris:

Enclosed herewith is an application for payment from Tri-City Electric. This is the final Substation Construction application for payment and it is for the amount of the retainage. The application appears to be in order and is approved for payment in the amount of \$46,336.36.

Please contact me at 515-989-3083, if you have any questions.

Sincerely,

P&E Engineering Company

Joel Scott, P.E.

Enclosures: Tri-City's Application and Certificate for Payment dated 11-07-2013

**CERTIFICATE OF FINAL COMPLETION**

Date Issued November 13, 2013  
Owner Tipton Municipal Utilities  
Contractor Tri-City Electric Company of Iowa  
Project Tipton Substation 69kV Conversion

This Certificate of Final Completion applies to all Work under the referenced Contract.

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and that Work is hereby declared to be complete in accordance with the Contract Documents as modified by this Certificate on

November 13, 2013 (Date of Final Completion)

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's General Warranty and Guarantee under Paragraph 6.19 of the General Conditions of the Contract (Section 00700)

Issued by P & E Engineering Co. on November 13, 2013 by Joel Scott  
(Printed Name)

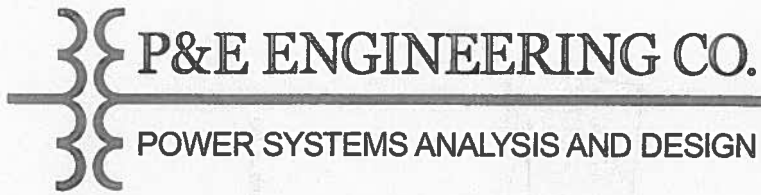
Signed 

Accepted by Contractor on \_\_\_\_\_ by \_\_\_\_\_  
(Printed Name)

Signed \_\_\_\_\_

Accepted by Owner on \_\_\_\_\_ by \_\_\_\_\_  
(Printed Name)

Signed \_\_\_\_\_



Allan R. Powers, P.E. Richard D. Kline, P.E.  
Timothy G. Ernst, P.E.

245 S. 5th St., PO Box 620, Carlisle, IA 50047  
p. 515-989-3083 f. 515-989-3138 pe@peengr.com

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Please contact me at 515-989-3083, if you have any questions.

Sincerely,

P&E Engineering Company

Joel Scott, P.E.

Enclosures: Tri-City's Application and Certificate for Payment dated 11-07-2013

# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 121476

Page 1

To Owner: P & E Engineering Co  
PO Box 620  
Carlisle, IA 50047

Project: 26A67260 P&E Engineering/City of Tipton, Substation Conv.

Application No.: 12  
Application Date: 11/7/2013  
Period To:

Distribution to:  
 Owner  
 Architect  
 Contractor

From Contractor: Tri-City Electric Company of Ma Architect  
6225 N Brady Street  
Davenport, IA 52806

Project Nos:

Contract Date:

Contract For:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet is attached.

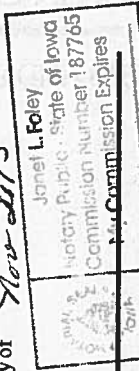
1. Original Contract Sum .....	\$800,847.00
2. Net Change By Change Order .....	\$126,984.11
3. Contract Sum To Date .....	\$927,831.11
4. Total Completed and Stored To Date .....	\$927,831.11
5. Retainage:	
a. 0.00% of Completed Work	\$0.00
b. 0.00% of Stored Material	\$0.00
Total Retainage .....	\$0.00
6. Total Earned Less Retainage .....	\$927,831.11
7. Less Previous Certificates For Payments .....	\$881,494.75
8. Current Payment Due .....	\$46,336.36
9. Balance To Finish, Plus Retainage .....	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Tri-City Electric Company of Iowa

By: [Signature] Date: 11/07/13

State of: Iowa County of: Scott  
 Subscribed and sworn to before me this 7 day of Nov-2013  
 Notary Public: [Signature]  
 My Commission expires: 11-27-14



**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
 In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED \$ 46,336.36

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$126,984.11	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$126,984.11	\$0.00
Net Changes By Change Order	\$126,984.11	

# CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 12

Application Date : 11/7/2013

To:

Architect's Project No.:

Invoice #: 121476 Contract : 26A67260 P&E Engineering/City of Tipton, Substation Conv.

A Item No.	B Description of Work	C Scheduled Value	D		E Work Completed This Period In Place	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	% (G/C)					
1	Bonds & Insurance	5,333.00	5,333.00	0.00	0.00	0.00	5,333.00	100.00%	0.00
2	TCE Overhead	38,833.00	38,833.00	0.00	0.00	0.00	38,833.00	100.00%	0.00
3	TCE Profit	23,300.00	23,300.00	0.00	0.00	0.00	23,300.00	100.00%	0.00
4	Mobilization (TCE)	8,200.00	8,200.00	0.00	0.00	0.00	8,200.00	100.00%	0.00
5	De-Mobilization (TCE)	4,100.00	4,100.00	0.00	0.00	0.00	4,100.00	100.00%	0.00
6	Project Management (TCE)	3,400.00	3,400.00	0.00	0.00	0.00	3,400.00	100.00%	0.00
7	Supervision (TCE)	8,700.00	8,700.00	0.00	0.00	0.00	8,700.00	100.00%	0.00
8	General Conditions (TCE)	4,800.00	4,800.00	0.00	0.00	0.00	4,800.00	100.00%	0.00
9	Temporary Power (TCE)	3,600.00	3,600.00	0.00	0.00	0.00	3,600.00	100.00%	0.00
10	Control & Power Raceway (TCE)	108,993.00	108,993.00	0.00	0.00	0.00	108,993.00	100.00%	0.00
11	Grounding (TCE)	104,701.00	104,701.00	0.00	0.00	0.00	104,701.00	100.00%	0.00
13	Cabling (TCE)	106,783.00	106,783.00	0.00	0.00	0.00	106,783.00	100.00%	0.00
14	Hand Hole (TCE)	7,540.00	7,540.00	0.00	0.00	0.00	7,540.00	100.00%	0.00
15	Switch Gear Room (TCE)	37,650.00	37,650.00	0.00	0.00	0.00	37,650.00	100.00%	0.00
16	Structures & Transformers (TCE)	125,037.00	125,037.00	0.00	0.00	0.00	125,037.00	100.00%	0.00
17	Drilled Piers (Taylor Ridge)	96,730.00	96,730.00	0.00	0.00	0.00	96,730.00	100.00%	0.00
18	Drilled Piers (TCE)	9,300.00	9,300.00	0.00	0.00	0.00	9,300.00	100.00%	0.00
19	Testing & Commissions (Steinmetz)	32,000.00	32,000.00	0.00	0.00	0.00	32,000.00	100.00%	0.00
20	Testing & Commissions (TCE)	6,240.00	6,240.00	0.00	0.00	0.00	6,240.00	100.00%	0.00
21	Permanent Fencing (Lovewell)	13,700.00	13,700.00	0.00	0.00	0.00	13,700.00	100.00%	0.00
22	Permanent Fencing (TCE)	520.00	520.00	0.00	0.00	0.00	520.00	100.00%	0.00
23	Temporary Fencing (Lovewell)	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00%	0.00
24	Survey (Verbeke/Meyer)	2,300.00	2,300.00	0.00	0.00	0.00	2,300.00	100.00%	0.00
25	Excavation 6" Top Soil (Carew)	3,430.00	3,430.00	0.00	0.00	0.00	3,430.00	100.00%	0.00
26	Haul Out Spoils (Carew)	2,720.00	2,720.00	0.00	0.00	0.00	2,720.00	100.00%	0.00
27	Macadam (Carew)	16,050.00	16,050.00	0.00	0.00	0.00	16,050.00	100.00%	0.00
28	Arborvitae (Carew)	3,915.00	3,915.00	0.00	0.00	0.00	3,915.00	100.00%	0.00
29	Oil Containment (Carew)	6,800.00	6,800.00	0.00	0.00	0.00	6,800.00	100.00%	0.00
30	Concrete Driveways (Carew)	4,800.00	4,800.00	0.00	0.00	0.00	4,800.00	100.00%	0.00
31	Soil & Concrete Testing (Tarrcon)	10,625.00	10,625.00	0.00	0.00	0.00	10,625.00	100.00%	0.00
901	Change Order #1 (Verbeke Meyer)	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	100.00%	0.00
902	Change Order #1 (TCE)	214.00	214.00	0.00	0.00	0.00	214.00	100.00%	0.00

# CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No.: 12  
 Application Date: 11/7/2013  
 To:  
 Architect's Project No.:

Invoice #: 121476 Contract : 26A67260 P&E Engineering/City of Tipton, Substation Conv.

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period In Place	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	Work Completed This Period					
903	Change Order #2	1,523.00	1,523.00	0.00	0.00	0.00	1,523.00	0.00	0.00
904	Change Order #3	117,195.88	117,195.88	0.00	0.00	0.00	117,195.88	0.00	0.00
905	Change Order #4	2,846.93	2,846.93	0.00	0.00	0.00	2,846.93	0.00	0.00
906	Change Order #5 (not accepted by Tip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
907	Change Order #6	1,105.62	1,105.62	0.00	0.00	0.00	1,105.62	0.00	0.00
908	Change Order #7	1,545.68	1,545.68	0.00	0.00	0.00	1,545.68	0.00	0.00
<b>Grand Totals</b>		<b>927,831.11</b>	<b>927,831.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>927,831.11</b>	<b>0.00</b>	<b>0.00</b>

## L. Motions for Approval

PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-0075 ALLIED ELECTRONICS INC

I 9002515792		REPAIR PARTS #29	AP		R	1/02/2014		22.12	22.12CR	
		G/L ACCOUNT						22.12		
	810 5-899-2-63321	REPAIR PARTS					22.12	REPAIR PARTS #29		
		VENDOR TOTALS		REG. CHECK				22.12	22.12CR	0.00
								22.12	0.00	

01-0090 ALTEC INDUSTRIES INC

I 5083746		DIELECTRIC TEST #5	AP		R	1/02/2014		262.15	262.15CR	
		G/L ACCOUNT						262.15		
	810 5-899-2-63321	REPAIR PARTS					262.15	DIELECTRIC TEST #5		
I 5085348		DIELECTRIC TEST #8	AP		R	1/02/2014		416.23	416.23CR	
		G/L ACCOUNT						416.23		
	810 5-899-2-63321	REPAIR PARTS					416.23	DIELECTRIC TEST #8		
		VENDOR TOTALS		REG. CHECK				678.38	678.38CR	0.00
								678.38	0.00	

01-0143 AUS WATERLOO MC LOCKBOX

I 6128450		BLDG MAINT SUPPLIES CITY H	AP		R	2/01/2014		78.98	78.98CR	
		G/L ACCOUNT						78.98		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR					78.98	BLDG MAINT SUPPLIES CITY HALL		
		VENDOR TOTALS		REG. CHECK				78.98	78.98CR	0.00
								78.98	0.00	

01-0204 BARTON SOLVENTS INC

I 432460		BARSOL	AP		R	1/02/2014		411.78	411.78CR	
		G/L ACCOUNT						411.78		
	001 5-465-2-65070	OPERATING SUPPLIES					411.78	BARSOL		
		VENDOR TOTALS		REG. CHECK				411.78	411.78CR	0.00
								411.78	0.00	

PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DT	GROSS	PAYMENT	OUTSTANDING
						DISC DT		BALANCE	DISCOUNT	

01-0685 CRIST ELECTRICAL SERVICES

I 2617		FLOWING OF WIRE AT LIBRARY	AP		R	1/02/2014		460.00	460.00CR	
		G/L ACCOUNT						460.00		
	001 5-410-2-63200	GROUNDS MAINTENANCE & REPAIR					460.00	PLOWING OF WIRE AT LIBRARY		
		VENDOR TOTALS		REG. CHECK				460.00	460.00CR	0.00
								460.00	0.00	

01-0854 EASTERN IOWA TIRE

I 310532		4 NEW TIRES #18	AP		R	1/02/2014		2,453.50	2,453.50CR	
		G/L ACCOUNT						2,453.50		
	810 5-899-2-63321	REPAIR PARTS					2,453.50	4 NEW TIRES #18		
		VENDOR TOTALS		REG. CHECK				2,453.50	2,453.50CR	0.00
								2,453.50	0.00	

01-0905 ELECTRICAL ENGINEERING & EQ

I 3757939-00		30 LIGHT BULBS	AP		R	1/02/2014		75.00	75.00CR	
		G/L ACCOUNT						75.00		
	600 5-810-2-63100	BUILDING MAINTENANCE & REPAIR					75.00	30 LIGHT BULBS		
I 3765791-00		BLDG MAINT SUPPLIES	AP		R	1/02/2014		37.71	37.71CR	
		G/L ACCOUNT						37.71		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR					37.71	BLDG MAINT SUPPLIES		
I 3773778-00		BLDG MAINT SUPPLIES	AP		R	1/02/2014		147.23	147.23CR	
		G/L ACCOUNT						147.23		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR					131.45	BLDG MAINT SUPPLIES		
	810 5-899-2-63100	BUILDING MAINTENANCE & REPAIR					15.78	BLDG MAINT SUPPLIES		
		VENDOR TOTALS		REG. CHECK				259.94	259.94CR	0.00
								259.94	0.00	

01-1020 FLETCHER-REINHARDT CO.

I S1092210.001		1 ELECTRIC METER	AP		R	2/01/2014		267.50	267.50CR	
		G/L ACCOUNT						267.50		
	630 5-820-2-65300	METERS					267.50	1 ELECTRIC METER		
I S1092354.001		2000 LOCATE FLAGS	AP		R	2/01/2014		217.32	217.32CR	
		G/L ACCOUNT						217.32		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					217.32	2000 LOCATE FLAGS		

PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
I S1092357.001	6	WARNING SIGNS	AP		R	2/01/2014		156.48	156.48CR	
		G/L ACCOUNT						156.48		
	630 5-820-2-65100	SAFETY					156.48	6 WARNING SIGNS		
		VENDOR TOTALS		REG. CHECK				641.30	641.30CR	0.00
								641.30	0.00	

01-1039 FOR A CLEANER POOL

I 43040		USED PUMP MOTOR FAC	AP		R	1/02/2014		165.00	165.00CR	
		G/L ACCOUNT						165.00		
	001 5-465-2-63500	OPERATIONAL EQUIPT MAINT & REP					165.00	USED PUMP MOTOR FAC		
		VENDOR TOTALS		REG. CHECK				165.00	165.00CR	0.00
								165.00	0.00	

01-1055 G & K SERVICES

I 24182		UNIFORMS PUBLIC WORKS	AP		R	2/01/2014		46.97	46.97CR	
		G/L ACCOUNT						46.97		
	670 5-840-2-64350	UNIFORMS/EQUIPMENT					7.34	UNIFORMS PUBLIC WORKS		
	600 5-810-2-64350	UNIFORMS/EQUIPMENT					6.91	UNIFORMS PUBLIC WORKS		
	001 5-210-2-64350	UNIFORMS/EQUIPMENT					17.46	UNIFORMS PUBLIC WORKS		
	001 5-299-2-64350	UNIFORMS/EQUIPMENT					8.34	UNIFORMS PUBLIC WORKS		
	810 5-899-2-64350	UNIFORMS/EQUIPMENT					6.92	UNIFORMS PUBLIC WORKS		
I 24183		SHOP TOWELS	AP		R	2/01/2014		79.19	79.19CR	
		G/L ACCOUNT						79.19		
	810 5-899-2-65070	OPERATING SUPPLIES					79.19	SHOP TOWELS		
I 24184		UNIFORMS EL & GAS	AP		R	2/01/2014		71.90	71.90CR	
		G/L ACCOUNT						71.90		
	630 5-820-2-64350	UNIFORMS/EQUIPMENT					56.87	UNIFORMS EL & GAS		
	640 5-825-2-64350	UNIFORMS/EQUIPMENT					15.03	UNIFORMS EL & GAS		
I 27298		UNIFORMS PUBLIC WORKS	AP		R	2/01/2014		46.97	46.97CR	
		G/L ACCOUNT						46.97		
	670 5-840-2-64350	UNIFORMS/EQUIPMENT					7.34	UNIFORMS PUBLIC WORKS		
	600 5-810-2-64350	UNIFORMS/EQUIPMENT					6.91	UNIFORMS PUBLIC WORKS		
	001 5-210-2-64350	UNIFORMS/EQUIPMENT					17.46	UNIFORMS PUBLIC WORKS		
	001 5-299-2-64350	UNIFORMS/EQUIPMENT					8.34	UNIFORMS PUBLIC WORKS		
	810 5-899-2-64350	UNIFORMS/EQUIPMENT					6.92	UNIFORMS PUBLIC WORKS		
I 27299		UNIFORMS EL & GAS	AP		R	2/01/2014		71.90	71.90CR	
		G/L ACCOUNT						71.90		
	630 5-820-2-64350	UNIFORMS/EQUIPMENT					56.87	UNIFORMS EL & GAS		

PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
		640 5-825-2-64350						15.03		UNIFORMS EL & GAS
I 27315		SHOP TOWELS	AP		R	2/01/2014		60.78	60.78CR	
		G/L ACCOUNT						60.78		
		630 5-820-2-65070						60.78		SHOP TOWELS
I 30418		UNIFORMS PUBLIC WORKS	AP		R	2/01/2014		46.97	46.97CR	
		G/L ACCOUNT						46.97		
		670 5-840-2-64350						7.34		UNIFORMS PUBLIC WORKS
		600 5-810-2-64350						6.91		UNIFORMS PUBLIC WORKS
		001 5-210-2-64350						17.46		UNIFORMS PUBLIC WORKS
		001 5-299-2-64350						8.34		UNIFORMS PUBLIC WORKS
		810 5-899-2-64350						6.92		UNIFORMS PUBLIC WORKS
I 30419		UNIFORMS EL & GAS	AP		R	2/01/2014		71.90	71.90CR	
		G/L ACCOUNT						71.90		
		630 5-820-2-64350						56.87		UNIFORMS EL & GAS
		640 5-825-2-64350						15.03		UNIFORMS EL & GAS
I 30435		4 DUSTMOPS	AP		R	2/01/2014		46.27	46.27CR	
		G/L ACCOUNT						46.27		
		630 5-820-2-65070						46.27		4 DUSTMOPS
		VENDOR TOTALS		REG. CHECK				542.85	542.85CR	0.00
								542.85	0.00	

01-1115 H & H AUTO

I 26855		4 TIRES #51	AP		R	2/01/2014		834.44	834.44CR	
		G/L ACCOUNT						834.44		
		810 5-899-2-63322		TIRES				834.44		4 TIRES #51
I 26901		TIRE REPAIR #67	AP		R	2/01/2014		13.00	13.00CR	
		G/L ACCOUNT						13.00		
		810 5-899-2-63323		TIRE REPAIR				13.00		TIRE REPAIR #67
		VENDOR TOTALS		REG. CHECK				847.44	847.44CR	0.00
								847.44	0.00	

01-1331 IMFOA

I 1415IMFOA		IMFOA ANNUAL DUES	AP		R	2/01/2014		55.00	55.00CR	
		G/L ACCOUNT						55.00		
		835 5-899-1-62100		DUES/FEES				55.00		IMFOA ANNUAL DUES
		VENDOR TOTALS		REG. CHECK				55.00	55.00CR	0.00
								55.00	0.00	

PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-1265 IOWA BUSINESS SUPPLY LLC

I 0079993-001	3	COLOR TONERS	ELECTRIC	AP		R 2/01/2014		199.47	199.47CR	
		G/L ACCOUNT						199.47		
	630 5-820-2-65060	OFFICE SUPPLIES					199.47	3	COLOR TONERS	ELECTRIC
I 0079993-002	2	BLACK TONERS	ELECTRIC	AP		R 2/01/2014		161.48	161.48CR	
		G/L ACCOUNT						161.48		
	630 5-820-2-65060	OFFICE SUPPLIES					161.48	2	BLACK TONERS	ELECTRIC
I 0080235-001		ERASABLE CALENDER & REFILLS	AP			R 2/01/2014		36.97	36.97CR	
		G/L ACCOUNT						36.97		
	835 5-899-2-65060	OFFICE SUPPLIES					36.97		ERASABLE CALENDER & REFILLS	
I 0080254-001		SELF INKING STAMP	AP			R 2/01/2014		19.00	19.00CR	
		G/L ACCOUNT						19.00		
	630 5-822-2-65060	OFFICE SUPPLIES					3.80		SELF INKING STAMP	
	640 5-826-2-65060	OFFICE SUPPLIES					3.80		SELF INKING STAMP	
	600 5-811-2-65060	OFFICE SUPPLIES					3.80		SELF INKING STAMP	
	610 5-815-2-65060	OFFICE SUPPLIES					3.80		SELF INKING STAMP	
	670 5-840-2-65060	OFFICE SUPPLIES					3.80		SELF INKING STAMP	
		VENDOR TOTALS						416.92	416.92CR	0.00
			REG. CHECK					416.92	0.00	

01-1316 IOWA NATURAL GAS ASSOCIATIO

I 2014NGA		ANNUAL DUES	AP			R 2/01/2014		90.00	90.00CR	
		G/L ACCOUNT						90.00		
	640 5-825-1-62100	DUES/FEES					90.00		ANNUAL DUES	
		VENDOR TOTALS						90.00	90.00CR	0.00
			REG. CHECK					90.00	0.00	

01-1426 JOHNSON COUNTY AMBULANCE

I 111613JCA		ALS SERVICE	AP			R 2/01/2014		200.00	200.00CR	
		G/L ACCOUNT						200.00		
	001 5-160-2-64130	PAYMENT TO OTHER AGENCIES/FUND					200.00		ALS SERVICE	
		VENDOR TOTALS						200.00	200.00CR	0.00
			REG. CHECK					200.00	0.00	

PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-1468 KINUM

I 1203		PURCHASED 100 ACCOUNTS	AP		R	1/02/2014		1,325.00	1,325.00CR	
		G/L ACCOUNT						1,325.00		
	630	5-820-2-64040	COLLECTION EXPENSE			530.00		PURCHASED 100 ACCOUNTS		
	640	5-825-2-64040	COLLECTION EXPENSE			331.25		PURCHASED 100 ACCOUNTS		
	600	5-810-2-64040	COLLECTION EXPENSE			110.51		PURCHASED 100 ACCOUNTS		
	610	5-815-2-64040	COLLECTION EXPENSE			110.50		PURCHASED 100 ACCOUNTS		
	670	5-840-2-64040	COLLECTION EXPENSE			110.50		PURCHASED 100 ACCOUNTS		
	001	5-160-2-64040	COLLECTION EXPENSE			132.24		PURCHASED 100 ACCOUNTS		
		VENDOR TOTALS	REG. CHECK					1,325.00	1,325.00CR	0.00
								1,325.00	0.00	

01-1 LORI STRASBURGER

I 113013FFD		FACE PAINTING	AP		R	1/02/2014		100.00	100.00CR	
		G/L ACCOUNT						100.00		
	001	5-525-2-64020	ADVERTISING			100.00		LORI STRASBURGER:FACE PAINTING		
		VENDOR TOTALS	REG. CHECK					100.00	100.00CR	0.00
								100.00	0.00	

01-1 MANAIRCO INC

I 0064281-IN		20 LIGHT BULBS	AP		R	1/02/2014		87.17	87.17CR	
		G/L ACCOUNT						87.17		
	660	5-835-2-65070	OPERATING SUPPLIES			87.17		MANAIRCO INC:20 LIGHT BULBS		
		VENDOR TOTALS	REG. CHECK					87.17	87.17CR	0.00
								87.17	0.00	

01-1690 MATT PARROTT/STOREY KENWORT

I 0134151		ENVELOPES,1099 & FILING FOR AP	AP		R	2/01/2014		218.43	218.43CR	
		G/L ACCOUNT						218.43		
	835	5-899-2-65060	OFFICE SUPPLIES			218.43		ENVELOPES,1099 & FILING FORMS		
I 0134398		ENVELOPES, 1099 FORMS	AP		R	2/01/2014		61.56	61.56CR	
		G/L ACCOUNT						61.56		
	835	5-899-2-65060	OFFICE SUPPLIES			61.56		ENVELOPES, 1099 FORMS		
I 0134943		6000 #10 REGULAR ENVELOPES	AP		R	2/01/2014		257.44	257.44CR	
		G/L ACCOUNT						257.44		
	835	5-899-2-65060	OFFICE SUPPLIES			257.44		6000 #10 REGULAR ENVELOPES		

PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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		VENDOR TOTALS		REG. CHECK				537.43	537.43CR	0.00
								537.43	0.00	
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01-1639	MCCLURE ENGINEERING COMPANY									
I 7626		AIRPORT PROFESSIONAL SERVIC AP			R	2/01/2014		685.00	685.00CR	
		G/L ACCOUNT						685.00		
	660 5-835-2-64070	ENGINEERING					685.00	AIRPORT PROFESSIONAL SERVICES		
		VENDOR TOTALS		REG. CHECK				685.00	685.00CR	0.00
								685.00	0.00	
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01-1697	MEDIACOM LLC									
I 122113M		INTERNET SERVICE	AP		R	1/02/2014		59.95	59.95CR	
		G/L ACCOUNT						59.95		
	001 5-110-2-63730	TELECOMMUNICATIONS EXPENSE					59.95	INTERNET SERVICE		
		VENDOR TOTALS		REG. CHECK				59.95	59.95CR	0.00
								59.95	0.00	
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01-1731	MIDWEST WHEEL COMPANINES									
C RM315313		REPAIR PARTS	AP		R	1/02/2014		26.80CR	26.80	
		G/L ACCOUNT						26.80CR		
	810 5-899-2-63321	REPAIR PARTS					26.80CR	REPAIR PARTS		
I 3233410037		SEAT COVERS #11 & #13	AP		R	2/01/2014		342.64	342.64CR	
		G/L ACCOUNT						342.64		
	810 5-899-2-63321	REPAIR PARTS					342.64	SEAT COVERS #11 & #13		
		VENDOR TOTALS		REG. CHECK				315.84	315.84CR	0.00
								315.84	0.00	
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01-2044	PITNEY BOWES INC									
I 2312082-DC13		TERM RENTAL	AP		R	2/01/2014		417.78	417.78CR	
		G/L ACCOUNT						417.78		
	835 5-899-2-65080	POSTAGE/SHIPPING					417.78	TERM RENTAL		
		VENDOR TOTALS		REG. CHECK				417.78	417.78CR	0.00
								417.78	0.00	
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PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-2076 RDJ SPECIALTIES INC

I 067412		250 WALLET CARDS	AP		R	1/02/2014		76.50	76.50CR	
		G/L ACCOUNT						76.50		
	001 5-110-2-65070	OPERATING SUPPLIES					76.50	250 WALLET CARDS	DARE	
		VENDOR TOTALS		REG. CHECK				76.50	76.50CR	0.00
								76.50	0.00	

01-2502 SIMPLEXGRINELL

I 76672254		ANNUAL FIRE ALARM TEST	AP		R	2/01/2014		360.00	360.00CR	
		G/L ACCOUNT						360.00		
	001 5-465-2-64820	INSPECTION FEES					360.00	ANNUAL FIRE ALARM TEST		
		VENDOR TOTALS		REG. CHECK				360.00	360.00CR	0.00
								360.00	0.00	

01-2240 SPEEDCONNECT

I 0114SC		WIRELESS SERVICE	AP		R	1/02/2014		60.45	60.45CR	
		G/L ACCOUNT						60.45		
	660 5-835-2-65070	OPERATING SUPPLIES					60.45	WIRELESS SERVICE		
		VENDOR TOTALS		REG. CHECK				60.45	60.45CR	0.00
								60.45	0.00	

01-2247 STAPLES BUSINESS ADVANTAGE

I 3217500665		OFFICE SUPPLIES	AP		R	2/01/2014		334.29	334.29CR	
		G/L ACCOUNT						334.29		
	001 5-110-2-65060	OFFICE SUPPLIES					327.30	OFFICE SUPPLIES		
	630 5-820-2-65060	OFFICE SUPPLIES					6.99	OFFICE SUPPLIES		
I 3217500666		OFFICE SUPPLIES	AP		R	2/01/2014		6.99	6.99CR	
		G/L ACCOUNT						6.99		
	001 5-110-2-65060	OFFICE SUPPLIES					6.99	OFFICE SUPPLIES		
		VENDOR TOTALS		REG. CHECK				341.28	341.28CR	0.00
								341.28	0.00	

PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-2467 TO THE LETTER TYPE & DESIGN

I 23119		DESIGNING WORK COMM DEV	AP		R	1/02/2014		308.50	308.50CR	
		G/L ACCOUNT						308.50		
	001 5-525-2-64020	ADVERTISING					308.50	DESIGNING WORK COMM DEV		
		VENDOR TOTALS		REG. CHECK				308.50	308.50CR	0.00
								308.50	0.00	

01-2488 TRANS-IOWA EQUIPMENT INC

I 6130125		15 300 GL CONTAINERS	AP		R	1/02/2014		5,400.00	5,400.00CR	
		G/L ACCOUNT						5,400.00		
	670 5-840-3-67270	OTHER CAPITAL EQUIPMENT					5,400.00	15 300 GL CONTAINERS		
		VENDOR TOTALS		REG. CHECK				5,400.00	5,400.00CR	0.00
								5,400.00	0.00	

01-2574 WALMART COMMUNITY

I 3185		OFFICE SUPPLIES POLICE	AP		R	2/01/2014		31.48	31.48CR	
		G/L ACCOUNT						31.48		
	001 5-110-2-65060	OFFICE SUPPLIES					31.48	OFFICE SUPPLIES POLICE		
I 5646		MISC SUPPLIES	AP		R	2/01/2014		21.16	21.16CR	
		G/L ACCOUNT						21.16		
	835 5-899-2-65980	MISCELLANEOUS					21.16	MISC SUPPLIES		
I 6605		DARE SUPPLIES	AP		R	2/01/2014		22.73	22.73CR	
		G/L ACCOUNT						22.73		
	001 5-110-2-65051	DARE EQUIPT/SUPPLIES					22.73	DARE SUPPLIES		
I 8073		4 TONERS FIRE	AP		R	2/01/2014		83.92	83.92CR	
		G/L ACCOUNT						83.92		
	001 5-150-2-65060	OFFICE SUPPLIES					83.92	4 TONERS FIRE		
I 8750		OFFICE SUPPLIES POLICE	AP		R	2/01/2014		41.99	41.99CR	
		G/L ACCOUNT						41.99		
	001 5-110-2-65060	OFFICE SUPPLIES					41.99	OFFICE SUPPLIES POLICE		
		VENDOR TOTALS		REG. CHECK				201.28	201.28CR	0.00
								201.28	0.00	

PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	GROSS	PAYMENT	OUTSTANDING
						DISC DT	BALANCE	DISCOUNT	

01-2640 WENDLING QUARRIES INC

I 538133		98.59 TON SAND	AP		R	2/01/2014	936.63	936.63CR	
		G/L ACCOUNT					936.63		
	001 5-250-2-65070	OPERATING SUPPLIES					936.63	98.59 TON SAND	
		VENDOR TOTALS		REG. CHECK			936.63	936.63CR	0.00
							936.63	0.00	

01-2668 WHITFIELD & EDDY PLC

I 168026		SERVICES FOR FAC CLAIM	AP		R	1/02/2014	108.00	108.00CR	
		G/L ACCOUNT					108.00		
	835 5-899-2-64110	LEGAL EXPENSE					108.00	SERVICES FOR FAC CLAIM	
		VENDOR TOTALS		REG. CHECK			108.00	108.00CR	0.00
							108.00	0.00	

01-2735 ZEE MEDICAL INC

I 0158601382		SAFETY SUPPLIES EL & SHOP	AP		R	2/01/2014	272.88	272.88CR	
		G/L ACCOUNT					272.88		
	630 5-820-2-65100	SAFETY					172.38	SAFETY SUPPLIES EL & SHOP	
	810 5-899-2-65100	SAFETY					100.50	SAFETY SUPPLIES EL & SHOP	
		VENDOR TOTALS		REG. CHECK			272.88	272.88CR	0.00
							272.88	0.00	

PACKET: 01674 Council Mtg 010614 AL

VENDOR SET: 01

===== R E P O R T T O T A L S =====

F U N D D I S T R I B U T I O N

FUND NO#	FUND NAME	AMOUNT
001	GENERAL GOVERNMENT	4,050.55CR
600	WATER OPERATING	210.04CR
610	WASTEWATER/AKA SEWER REVE	114.30CR
630	ELECTRIC OPERATING	1,993.08CR
640	GAS OPERATING	470.14CR
660	AIRPORT OPERATING	832.62CR
670	GARBAGE COLLECTION	5,536.32CR
810	CENTRAL GARAGE	4,533.51CR
835	ADMINISTRATIVE SERVICES	1,176.34CR
** TOTALS **		18,916.90CR

----- TYPE OF CHECK TOTALS -----

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00	0.00	0.00
		0.00	0.00	
DRAFTS		0.00	0.00	0.00
		0.00	0.00	
REG-CHECKS		18,916.90	18,916.90CR	0.00
		18,916.90	0.00	
EFT		0.00	0.00	0.00
		0.00	0.00	
NON-CHECKS		0.00	0.00	0.00
		0.00	0.00	
ALL CHECKS		18,916.90	18,916.90CR	0.00
		18,916.90	0.00	

TOTAL CHECKS TO PRINT: 33

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ERRORS: 0                      WARNINGS: 0

**AGENDA ITEM # L - 2**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** January 6, 2014

**AGENDA ITEM:** Alliance Monthly Fee

**ACTION:** Motion

**SYNOPSIS:** Alliance water Resources is proposing a 1.2% increase for the FY 2014-2015. Two years prior they asked for no increase and last year they asked and were granted a 2% increase. They seem to be averaging a 1% increase per year for the last three years. This will increase the monthly payment to \$24,547.17 or \$294,566 for the year. This increase is at the number I have asked all departments to try to maintain (no more than 2% if possible).

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Letter and Memorandum

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/31/13



December 11, 2013

City of Tipton  
407 Lynn Street  
Tipton, Iowa 52722

RE: Alliance Water Resources monthly fee and repair limit for Fiscal year 2013-2014

Dear Mayor, City Council, and City Manager:

Alliance Water Resources, Inc. is proposing an increase in monthly fee for the fiscal year 2014-2015 of approximately 1.2%. The fee for the upcoming fiscal year is \$24,547.17/month (\$294,566/year).

The Alliance Manager and his staff know the City operation, and have assisted City staff with various projects when requested and time allows.

Alliance continues to assist with the operation and maintenance of the control systems at the Aquatic center. We provide additional customer service functions by performing investigations of water complaints and various meter issues. These items are beyond our contractual requirements and provide extra value to the City. These extra services also reduce the need for other contractors, which in turn helps save the City money.

Total chemicals for the Pool are included in the Repair Limit which is refunded if not required to be spent, and are included in the Base Fee paid to Alliance.

Enclosed you will find our Memorandum of Agreement for your consideration, which will formalize the Fee and Repair Limit. Alliance looks forward to serving the City and the Citizens of Tipton for the upcoming year. We will be available to discuss the budget, service agreement, or any other concerns you may have.

Sincerely,

Alliance Water Resources, Inc

A handwritten signature in black ink that reads "Bob Ross".

Robert K. Ross,  
Division Manager

Cc: Richard J. Tuttle  
Mark Wild  
File

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement has been entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between the City of Tipton, a municipal corporation of the state of Iowa (hereinafter referred to as "City"), and Alliance Water Resources, Inc., (hereinafter referred to as "Alliance").

This Memorandum of Agreement has as its purpose to modify the Service Agreement; dated December 21, 1998, and the Memorandum of Agreements dated December 6, 1999, April 16, 2001, May 6, 2002, February 2, 2003, February 16, 2004, February 3, 2005, November 21, 2005, February 19, 2007, April 7, 2008, February 2, 2009, February 2, 2010, January 17, 2011, January 16, 2012, and January 21, 2013 between City and Alliance.

Pursuant to Section 3.6, the Service Agreement is extended and modified under the following sections:

**Section 5.1**

Alliance's Base Fee compensation under this Agreement shall be Twenty Four Thousand Five Hundred Forty Seven Dollars and Seventeen cents (\$24,547.17) per month for the period of July 1, 2014 through June 30, 2015. The Repair Limit for this period shall be Sixteen Thousand Dollars and No Cents (\$16,000.00).

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the first date written above.

Authorized Signature

Authorized Signature

\_\_\_\_\_  
President  
Alliance Water Resources, Inc.

\_\_\_\_\_  
Mayor  
City of Tipton

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Clerk

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement has been entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between the City of Tipton, a municipal corporation of the state of Iowa (hereinafter referred to as "City"), and Alliance Water Resources, Inc., (hereinafter referred to as "Alliance").

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Authorized Signature

Authorized Signature

\_\_\_\_\_  
President  
Alliance Water Resources, Inc.

\_\_\_\_\_  
Mayor  
City of Tipton

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Clerk

**AGENDA ITEM # L - 3**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	January 6, 2014
<b>AGENDA ITEM:</b>	1500 KVA Three Phase Transformer
<b>ACTION:</b>	Motion

**SYNOPSIS:** With the proposed expansion of Cedar Poly, it is necessary to construct a new transformer in the business park. The low bid is for a refurbished model and both the acting Electric Superintendent and myself would like to purchase the new model \$5,700 more. The cost of the transformer will be recaptured through user fees from Cedar Poly. The purchase price for the requested model is \$23,500 from Solomon Corporation.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** Electric

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Bids

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/31/13

When it's on the line.



December 27, 2013

Tipton Municipal Utilities  
Tipton, IA  
Attn: Brian Hudson

Solomon Corporation offers the following quotation for your consideration:

- 1) 1500 KVA Three Phase Padmount Transformer **\$23,500.00**  
HV: 12470Y/7200 (95 KV BIL)  
LV: 480Y/277 (30 KV BIL)  
65 Degree C Rise, OA, 60 Hertz, Standard Impedance  
2-2.5% FCAN & BN Taps  
6) Wells & Inserts Primary Bushings - Loop Feed  
8-Hole Spade Secondary Bushings with Supports  
Bayonet Fusing  
Gauges: Liquid Level, Temperature, Pressure/Vacuum with Bleeder  
Drain Valve with Sampler, Pressure Relief Device  
Standard Padmount Accessories  
New Mineral Oil, Certified Non-PCB

SHIPMENT: 5-6 Weeks ARO

WARRANTY: 36 Months

FOB: Freight Allowed to Iowa

TERMS: Net 30 Days with prior approved credit

**(Unit quoted subject to availability.)**

~ Pricing good for 30 days!

Please call me at 1-800-234-2867 (ext. 193) if you have any questions.

Thank you,

Heath Funston - Territory Manager  
email: [hfunston@solomoncorp.com](mailto:hfunston@solomoncorp.com)  
1-800-234-2867 ext. 193

HF/cdc

When it's on the line.



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**Standard Terms and Conditions of Sale  
Updated, May 2011**

**Terms of Offer:** This quotation constitutes an offer to sell according to the terms included. The offer is good for 30 days from the date of quotation and shall be deemed accepted upon receipt and acceptance of a purchase order. The buyer will be deemed to have assented to all terms and conditions contained herein

**Payment terms:** Standard payment terms are net 30 days, pending credit approval of the buyer. Solomon Corporation reserves the right to require prepayment or progress payments for products and services of substantial size or financial risk. Any extension beyond these standard payment terms must be approved in writing prior to acceptance of an order. In the event Buyer fails to make payment when due, the buyer's entire account becomes immediately due and payable, and all amount are subject to service charges at the maximum contract rate permissible by law.

**Order Cancellation:** Orders cancelled after the acceptance of buyer's purchase order will be subject to appropriate cancellation or re-stocking charges. The charges will be dependent on the amount of labor and material expense, including design, engineering and administrative work, that has been completed at the time of order cancellation.

**Shipments:** All products are shipped FOB buyers designated delivery point unless otherwise specified. Freight charges are included in the purchase price unless otherwise specified in the price quotation. The buyer is responsible for providing labor and equipment to unload Solomon Corporation's truck. Solomon Corporation at its discretion may contract transportation and delivery with outside carriers.

**Rescheduled or delayed shipments:** Buyer may delay or reschedule shipment without penalty if the delay is within 30 days of the original scheduled delivery date. Delays beyond 30 days may require invoicing, payment and storage charges per Solomon Corporation's Storage policy.

Seller will make a good faith effort to complete delivery of the products and services on the scheduled date, but seller assumes no responsibility or liability for inability to deliver for reasons beyond the control of the Seller, unless otherwise agreed to in writing. **The Seller is not liable for any incidental, consequential or liquidated damages arising from delays or failure to give notice of delay.**

**Inspection and acceptance:** the Buyer shall have seven days from the date of delivery to report any damage, defects or nonconformance that is discernable at the time of inspection. After seven days the buyer is deemed to have accepted the product.

**Warranties:** Solomon Corporation warrants, to the original purchaser only, that the products and services provided will be free from defects in material or workmanship. The duration of the warranty is one year from the date of delivery or completion of services, unless otherwise specified in the quotation. In the event that the product or service does not conform to specification or is defective in material or workmanship, Solomon Corporation will make the necessary repairs at its own expense. If Solomon Corporation is unable to successfully resolve the issue after a reasonable number of attempts, Solomon Corporation will provide at its option, replacement products, or a full refund of the purchase price. These are the purchaser's exclusive remedies for breach of warranty.

In the event that all or a portion of the products purchased are manufactured by others, the buyers warranty is with the original manufacturer of those products and subject to the warranty terms and conditions of that manufacturer. Solomon Corporation, as a seller of products manufactured by others, will assist buyer in remediation of warranty claims, but in no circumstance is liable to fulfill the warranty obligation of those manufacturers or to cover expenses that are not covered by original manufacturers' warranty.

Solomon Corporation does not warrant:

- 1) Any product, not manufactured by Solomon Corporation
- 2) That the specification provided by the purchaser are accurate, or fit for a particular use
- 3) Damage caused by failure to provide a suitable installation environment
- 4) Damage caused by use for purposes other than those for which it was designed
- 5) Damage caused by accidents or disasters such as fire, flood, wind and lightning
- 6) Damage caused by unauthorized attachments or modification
- 7) Damage caused by vandalism

**Solomon Corporation shall in no event be liable for incidental or consequential damages.** The seller makes no warranty of the merchantability, or fitness for a particular purpose or any other warranty either expressed or implied.

# # #

## Brian Hudson

---

**From:** Ben Elhoff <belhoff@jerryselectric.com>  
**Sent:** Friday, December 27, 2013 1:09 PM  
**To:** Brian Hudson  
**Subject:** Quotation

Hi Brian,

Three Phase Pads  
12470y/7200-480y/277  
Dead Front - Loop Feed  
200 Amp Wells & Inserts  
Dual Sensing Bayonet Fuse  
8 Hole Spades With Supports  
New Vacuum Filled Mineral Oil  
Gauge Package And Drain Valve  
Three Year Warranty Is Standard  
Less Than 1PPM On Name Plate

Reconditioned:  
1-1500 @ \$17,800.00

Remanufactured:  
1-1500 @ \$25,250.00

Ship 3-5 Weeks  
Delivered Tipton

Thanks,  
Ben Elhoff  
Sales Manager  
Jerry's Electric, Inc.  
PO Box 209  
Colman, SD 57017  
Phone: 800-843-9834  
e-mail: [belhoff@jerryselectric.com](mailto:belhoff@jerryselectric.com)  
Website: [www.jerryselectric.com](http://www.jerryselectric.com)



on units quoted is prepaid and allowed in the contiguous US on our next available truck going to your area.

4. Quoted units are subject to prior sale and results of final test.
5. Pricing is valid for 30 days from date of quote.

If you have any questions or need any additional information please call me at 605-684-2113. You may also email me at [dennis@trelectric.com](mailto:dennis@trelectric.com).

Sincerely,  
**Dennis Van Dam**  
Sales Representative

**AGENDA ITEM # L - 4**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	January 6, 2014
<b>AGENDA ITEM:</b>	ITC Pole Retirement and Purchase
<b>ACTION:</b>	Motion

**SYNOPSIS:** The City of Tipton maintains a service area outside of our city limits to the north (see map). The poles that our line runs on are owned and maintained by ITC as they help feed the old 34.5 lines. Obviously with the upgrade, they no longer have need of the poles and will remove them unless we purchase them. It is our service area and we do have three clients that are fed by that line. Brian's memo that is attached and can explain the purchase amount of the poles.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** Electric

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Memorandum

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/31/13

# Itc Pole Retirement

## BACK GROUND

---

ITC. Has completed upgrades to the city of Tipton for 69kv new substation.

ITC. Is in the process of retirement of the old 34.5kv that runs north of Tipton.

Tipton has rural customers out Logan Ave. the line then turns east to one customer on Hwy 38.

Tipton has lines on 21 poles that is owed by ITC. And will be retired (SEE MAP)

ITC. Would remove poles if Tipton did not have lines on these poles.

ITC. Would like to sale these poles to Tipton at the cost of \$6,629.79

John Packwood and I tried to negotiate this cost down with no results.

I have put together cost of new poles and labor see below.

21 poles x 262.80 = 5518.80

Labor would be 120 hours for two or three employees. 240 x 35 = \$8400

\$5518.80+ \$8400 = \$13,918.80

This does not include any cost for wire that would be needed to complete work with little to no customer power outages.

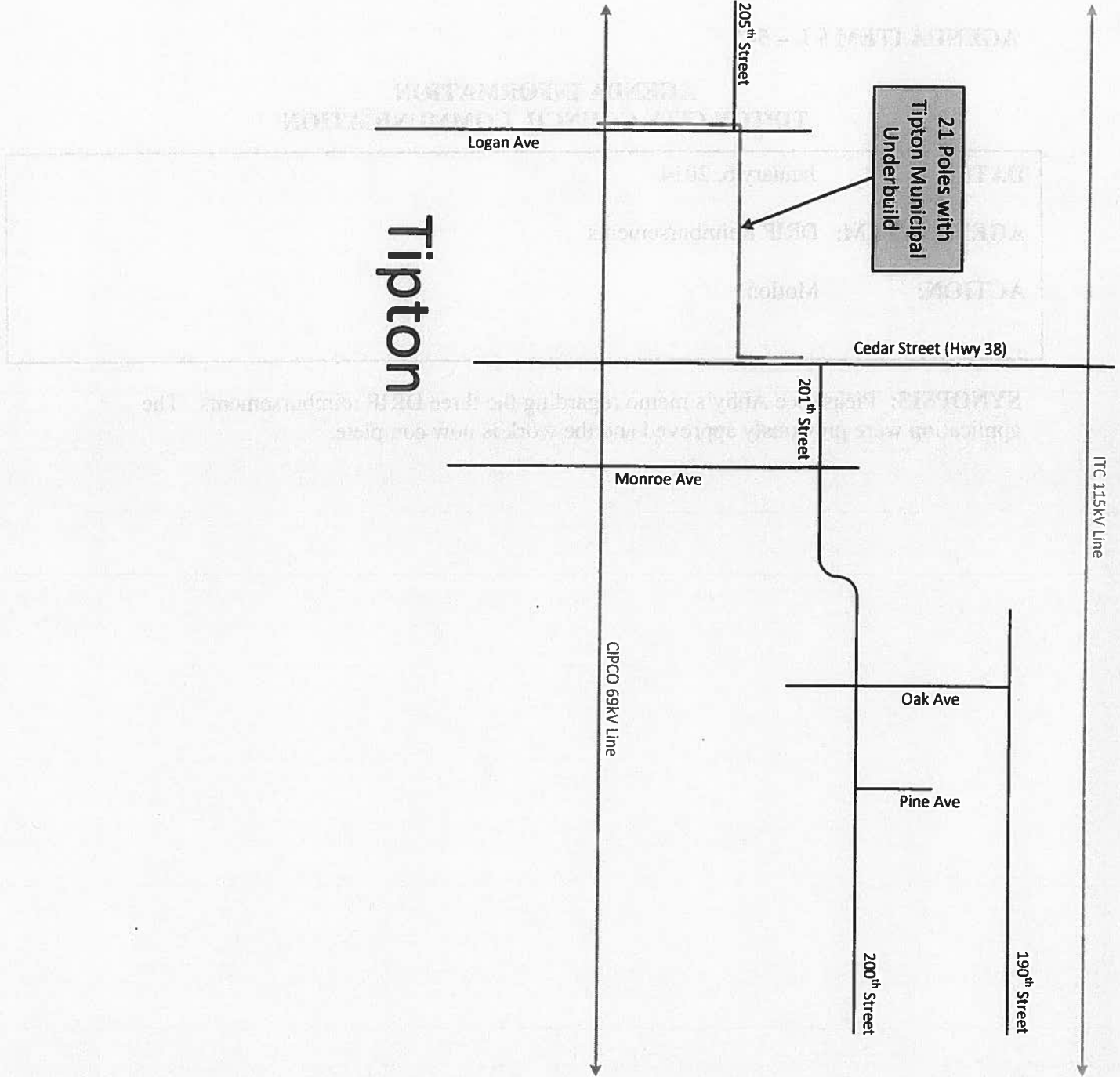
Tipton has only three customers on these 21 poles so payback on this investment is long. But may be faster if Tipton ever grows in this area.

With the schedule this spring being really busy with the upgrades to the industrial park and work on north ave. and ITC. Wanting this work done in early spring I recommend to purchase the 21 poles from ITC. The poles have and averaged age of 24 years and can last up to 40 to 60 years.

Thank You

Brian Hudson

# Tipton



21 Poles with  
Tipton Municipal  
Underbuild

Logan Ave

Cedar Street (Hwy 38)

Monroe Ave

Oak Ave

Pine Ave

CIPCO 69KV Line

ITC 115KV Line

205<sup>th</sup> Street

201<sup>th</sup> Street

200<sup>th</sup> Street

190<sup>th</sup> Street

**AGENDA ITEM # L - 5-7**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	January 6, 2014
<b>AGENDA ITEM:</b>	DRIP Reimbursements
<b>ACTION:</b>	Motion

**SYNOPSIS:** Please see Abby's memo regarding the three DRIP reimbursements. The application were previously approved and the work is now complete.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** Economic Development

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Letter and Supporting Documentation

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/31/13

December 19, 2013

Dear Tipton City Council:

The Tipton Development Commission met on December 17 to consider three Downtown Revitalization Incentive Program (DRIP) reimbursement requests. Reimbursement request invoice receipts are included in your council packet for review. Below are the recommendations from the Tipton Development Commission.

**Reimbursement Request**

***Applicant:*** Vision Center – 301 Cedar Street – Exterior Façade Grant

- **Project Total:** \$16,072.00
- **Reimbursement Amount:** \$7,500.00
- **Recommendation:** The project has met its requirements and is recommended for reimbursement in the above amount.

**Reimbursement Request**

***Applicant:*** John & Joyce Zaruba – 305 Cedar Street – Exterior Façade Grant

- **Project Total:** \$28,139.00
- **Reimbursement Amount:** \$7,500.00
- **Recommendation:** The project has met its requirements and is recommended for reimbursement in the above amount.

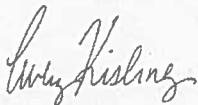
**Reimbursement Request**

***Applicant:*** Nicole Rock's School of Dance – 323 Cedar Street – Exterior Façade Grant & Acquisition Program

- **Exterior Façade Project Total to Date:** \$3,575.44
- **Acquisition Total:** \$630.00
- **Reimbursement Amount:** \$2,417.72
- **Recommendation:** This project has not been completed but the Tipton Development Commission recommends reimbursing the project amount to date. The remaining \$159.97 will be reimbursed at a later date upon completion of the project.

I will be at Monday's meeting to answer any questions you may have.

Respectfully Submitted,



Abby Kisling  
Tipton Economic Development Director

L-5

MONTHLY ESTIMATE & INVOICE  
**C R GLASS COMPANY**  
1012 - 66TH AVENUE SW, CEDAR RAPIDS, IA 52404

Date DEC. 10, 2013

Customer No. 13-657

Affidavit

To:  
VISION CENTER PC  
% CHRIS SCHOLZ  
1700 PARK AVE PO BOX 901  
MUSCATINE, IA 52761

Estimate 1  
State IOWA  
County CEDAR

MARK E. BLOUGH being duly sworn on his oath and says that he is MANAGER of the C R GLASS COMPANY the contractor for the Glass and Glazing for the building erected for VISION CENTER PC on the premises described as follows, to wit TIPTON, IA and that all bills for labor and materials have been paid and all obligations discharged, and he makes this affidavit for the purpose of procuring from VISION CENTER PC FINAL payment of

SIXTEEN THOUSAND SEVENTY TWO Dollars 0 Cents

in accordance with the terms of the contract and change orders for said Glass and Glazing. The said terms as as follows: Progress payment consisting of 100 % of the value of all materials furnished and work performed during the month to be paid on or before the 10th of the following month. Balance in full thirty (30) days after the C R GLASS COMPANY completes its contract.

SUBSCRIBED AND SWORD to before me  
this 10TH day of DEC. AD

2013 Signed by:

Nancy E. Elgin  
Notary Public

[Signature]

CONTRACT RECORD	WORK COMPLETED & PREVIOUS PAYMENTS
Amount of Original Contract <u>\$16,072.00</u>	Value of work done to date Beginning of <u>DEC.</u> <u>\$0.00</u>
ADD Authorized Change Orders	Value of work done in <u>\$16,072.00</u>
No. _____	Total to Date <u>\$16,072.00</u>
No. _____	Less Retainer _____ % _____
No. _____	Net earned on contract to date <u>\$16,072.00</u>
No. _____	Less previous billings <u>\$0.00</u>
No. _____	Net Amount of this request <u>\$16,072.00</u>
Above Contract and Additions Total <u>\$16,072.00</u>	
DEDUCT Authorized Change Orders	
No. _____	
No. _____	
No. _____	
No. _____	
No. _____	
Above Deductions Only Total <u>\$0.00</u>	
Net Contract and Changes to Date <u>\$16,072.00</u>	

# APPLICATION FOR PAYMENT

CAP702  
Page: 1 of 2

**IR:**  
VISION CENTER PC  
1700 PARK AVE  
PO BOX 901  
MUSCATINE, IA 52761

**PROJECT:**  
13-657  
VISION CENTER PC  
TIPTON, IA  
**VIA ARCHITECT:**

CONTRACT FOR:

Application No.:	Application Date:	Period To:	Contract Date:
1	DEC 10, 2013	DEC 31, 2013	DEC 10, 2013
Project Nos:			
Distribution List	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Construction Mgr	
	<input type="checkbox"/> Architect	<input type="checkbox"/> Field	
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other	

## Contractor's Application for Payment

Application is made for payment as shown below, with attached Continuation Sheet.

- Original Contract Amount: \$ 16,072.00
- Net of Change Orders: \$ 0.00
- Net Amount of Contract: \$ 16,072.00
- Total Completed & Stored to Date: \$ 16,072.00
- Retainage Summary:
  - 0.00 % of Completed Work: \$ 0.00
  - 0.00 % of Stored Material: \$ 0.00
 Total Retainage: \$ 0.00
- Total Completed Less Retainage: \$ 16,072.00
- Less Previous Applications: \$ 0.00
- Current Payment Due, This Application: \$ 16,072.00

9. Contract Balance (Including Retainage):		\$	0.00
CHANGE ORDER Activity		Additions	Subtractions
Total previously approved:		0.00	0.00
Total approved this Month:		0.00	0.00
Sub Totals:		0.00	0.00
NET of Change Orders:		0.00	0.00

## CONTRACTOR'S CERTIFICATION:

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that all payments have been made for work on previous Applications for Payment and also that the Current Payment is Due.

(Authorizing Signature)

C R GLASS COMPANY

Date: DEC 10, 2013

State Authorized: Iowa

County of: LINN

Subscribed and sworn to before me this 10th day of Dec, 2013  
Notary Public: NANCY E. ELGIN  
My Commission expires: May 17, 2015

## ARCHITECT'S CERTIFICATION:

The Architect's signature here certifies that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Architect also certifies the Contractor is entitled to the amount certified for payment.

## AMOUNT CERTIFIED:

(Architects Signature) \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION FOR PAYMENT - CONTINUATION SHEET

CAP703

Page 2 of 2 Pages

**From:**  
 C R GLASS COMPANY  
 1012 66TH AVE SW  
 CEDAR RAPIDS, IA 52404

**To:**  
 VISION CENTER PC  
 1700 PARK AVE  
 PO BOX 901  
 MUSCATINE, IA 52761

**Project:**  
 13-657  
 VISION CENTER PC  
 TIPTON, IA

**Application No:** 1  
**Application Date:** 12/10/2013  
**Period To:** 12/31/2013  
**Contract Date:** 12/10/2013  
**Architects Project#:**

A Item No	B Description of Work	C Contract Value	D Work Completed		F Materials Presently Stored (Vol in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G/C)	I Balance To Finish (C - G)	J Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period					
1	ALUMINUM ENT.	1,607.00	0.00	1,607.00	0.00	1,607.00	100	0.00	0.00
2	ALUMINUM S/F	2,315.00	0.00	2,315.00	0.00	2,315.00	100	0.00	0.00
3	GLASS & GLAZING	3,750.00	0.00	3,750.00	0.00	3,750.00	100	0.00	0.00
4	LABOR	8,400.00	0.00	8,400.00	0.00	8,400.00	100	0.00	0.00
		16,072.00	0.00	16,072.00	0.00	16,072.00	100	0.00	0.00

L-5

L-6

# Wiskus Construction Inc

1569 Logan Ave.  
Tipton, IA 52772

Date	Invoice #
11/23/2013	321

<b>Bill To</b>
John Zaruba 1924 Hwy 38 Tipton Ia. 52772

Item Code	Description	Amount
Building Materials	Materials to shim and Sheet front building w/ 3/4" plywood and frame windows and door	2,495.00
Labor--New Const.	Labor to shim, sheet and frame windows and door	2,620.00
Subcontractor Fee	Alum frame door ( 6' x 7' ) and 2- windows ( 6' x 4.5, ) w/ argon and low e (bronze tone)	9,613.00
Building Materials	33' x 3'6" awing wood framed w/ steel sheeting	2,120.00
Labor--New Const.	Labor installing awing	1,280.00
Siding	Siding -- Cement board siding from awning to top of building (customer's choice of color) This is an installed price.	4,827.00
Subcontractor Fee	Stack stone from ground to awning (to be selected by customer)	4,610.00
Drywall Materials	Drywall Materials and insulation	0.00 574.00
It's been a pleasure working with you!		<b>Balance Due</b> \$28,139.00

Phone #
563-886-6816

Marv Glass, Ia City - report L-6

Wiskus Construction Inc  
 1569 Logan Ave.  
 Tipton, IA 52772

# Statement

Date
11/30/2013

To:
John Zaruba 1924 Hwy 38 Tipton Ia. 52772

		Amount Due	Amount Enc.		
		\$10,139.00			
Date	Transaction	Amount	Balance		
10/23/2013	Balance forward		-18,000.00		
11/23/2013	INV #321. Due 11/23/2013.		10,139.00		
	-- Subcontractor Fee \$0.00	28,139.00			
	-- Building Materials \$2,495.00				
	-- Labor--New Const. \$2,620.00				
	-- Subcontractor Fee \$9,613.00				
	-- Building Materials \$2,120.00				
	-- Labor--New Const. \$1,280.00				
	-- Siding \$4,827.00				
	-- Subcontractor Fee \$4,610.00				
	-- Permits \$0.00				
	-- \$0.00				
	-- Drywall Materials \$574.00				
	-- Tax: Sales Tax @ = 0.00				
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	10,139.00	0.00	0.00	0.00	\$10,139.00

L-7

KWM INC dba Ken Morrison Const & Lumber  
1103 N Elm St. Suite 103  
West Liberty IA 52776  
319 627 2521

# Invoice

Date	Invoice #
11/29/2013	13499

Bill To

ROBBIE ROCK  
111 E RAINBOW  
WEST LIBERTY IA 52776

P.O. Number	Terms	Project

Quantity	Item Code	Description	Price Each	Amount
128	2x4	2x4 dimension lbr, per ft.		
2	1/2 OSB	4X8X1/2 oriented strand board	0.45	57.60T
1	3 GALV	3" stardrive	14.20	28.40T
		Sales Tax	3.20	3.20T
			7.00%	6.24
Thank you for your business.			<b>Total</b>	\$95.44

L-7

KWM INC Ken Morrison Const & Lumber  
1103 N Elm St. Suite 103  
West Liberty IA 52776  
319 627 2521

Date	Invoice #
11/27/2013	13495

Bill To
ROBBIE ROCK 111 E RAINBOW WEST LIBERTY IA 52776

P.O. No.
TIPTON

Item	Description	Rate	Amount
CONSTRUCTION-C	REMOVE AND REPLACE STORE FRONT WINDOWS. TRIM INSIDE AND OUT. Sales Tax	3,480.00	3,480.00T
		0.00%	0.00
<b>Total</b>			<b>\$3,480.00</b>

Thank you for your business.

L-7



\*HLP0231\*

Closing Costs  
Nicole Rocks School of Dance

### DISBURSEMENT REQUEST AND AUTHORIZATION

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$34,400.00	09-13-2013	09-15-2018	7600019296	10	498844-01	CLM	

References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "\*\*\*\*\*" has been omitted due to text length limitations.

**Borrower:** ROBERT C ROCK  
 NICOLE R ROCK  
 111 E RAINBOW DR  
 WEST LIBERTY, IA 52776

**Lender:** MidWestOne Bank  
 West Liberty Office  
 305 W Rainbow Drive  
 PO Box 145  
 West Liberty, IA 52776  
 (319) 627-2100

**LOAN TYPE.** This is a Fixed Rate (5.500%) Nondisclosable Loan to two Individuals for \$34,400.00 due on September 15, 2018.

**PRIMARY PURPOSE OF LOAN.** The primary purpose of this loan is for:

- Personal, Family, or Household Purposes or Personal Investment.
- Business (Including Real Estate Investment).

**SPECIFIC PURPOSE.** The specific purpose of this loan is: PURCHASE MIXED-USE COMMERCIAL PROPERTY AT 323 CEDAR ST, TIPTON, IOWA.

**FLOOD INSURANCE.** The property that will secure the loan is not located in an area that has been identified by the Director of the Federal Emergency Management Agency as an area having special flood hazards. Therefore, although flood insurance may be available for the property, no special flood hazard insurance protecting property not located in an area having special flood hazards is required by law for this loan at this time.

**DISBURSEMENT INSTRUCTIONS.** Borrower understands that no loan proceeds will be disbursed until all of Lender's conditions for making the loan have been satisfied. Please disburse the loan proceeds of \$34,400.00, together with funds contributed of \$8,874.10, as follows:

Other Disbursements:	\$43,274.10
\$5,548.00 SELLERS EXPENSES PER SETTLEMENT STATEMENT/HUD	
\$630.00 BUYERS EXPENSES PER SETTLEMENT STATEMENT/HUD	
\$37,096.10 DONNA SCHERRER	
Amount Contributed by Borrower:	(\$8,874.10)
\$500.00 BUYERS EARNEST MONEY DEPOSIT	
\$8,374.10 NET SETTLEMENT DUE AT CLOSING	

Note Principal: \$34,400.00

**CHARGES PAID IN CASH.** Borrower has paid or will pay in cash as agreed the following charges:

Prepaid Finance Charges Paid in Cash:	\$0.00
Other Charges Paid In Cash:	\$630.00
\$5.00 Credit Report	
\$16.00 FLOOD DETERMINATION FEE TO LPS NATIONAL FLOOD/MIDWESTONE BANK	
\$250.00 Abstract or Title Search	
\$110.00 Title Insurance Binder	
\$175.00 Attorney's Fees	
\$74.00 Recording Fees	

Total Charges Paid in Cash:

\$630.00 ← Closing Costs

**AUTOMATIC PAYMENTS.** Borrower hereby authorizes Lender automatically to deduct from Borrower's Demand Deposit - Checking account, numbered 447129, the amount of any loan payment. If the funds in the account are insufficient to cover any payment, Lender shall not be obligated to advance funds to cover the payment. At any time and for any reason, Borrower or Lender may voluntarily terminate Automatic Payments.

**BORROWER ACKNOWLEDGES RECEIPT OF A COMPLETED COPY OF THIS DISBURSEMENT REQUEST AND AUTHORIZATION AND ALL OTHER DOCUMENTS RELATING TO THIS DEBT.**

**FINANCIAL CONDITION.** BY SIGNING THIS AUTHORIZATION, BORROWER REPRESENTS AND WARRANTS TO LENDER THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT AND THAT THERE HAS BEEN NO MATERIAL ADVERSE CHANGE IN BORROWER'S FINANCIAL CONDITION AS DISCLOSED IN BORROWER'S MOST RECENT FINANCIAL STATEMENT TO LENDER. THIS AUTHORIZATION IS DATED SEPTEMBER 13, 2013.

BORROWER:

X COPY  
 ROBERT C ROCK

X COPY  
 NICOLE R ROCK

**AGENDA ITEM # L - 8**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** January 6, 2014  
**AGENDA ITEM:** Sewer and Water Rate Exemption  
**ACTION:** Motion

**SYNOPSIS:** Attached are a letter and a current utility bill from Corina Frymoyer requesting a one-time water and sewer adjustment for her property located 508 Plum Street. For the council's reference, below is the language of the ordinance the council approved in June 2009 and reaffirmed in September 2013. If the council would approve the request, this would reduce the water portion of the bill from \$161.73 to \$35.90 and the sewer portion of the bill from \$161.73 to \$35.90. Total credit is \$323.46.

2-2-33 WATER ADJUSTMENT. Upon application to and at the discretion of the Tipton City Council, each customer or address within the Corporate Limits of the City of Tipton may be allowed a one-time adjustment on the water bill at that address or meter with an adjustment cap of \$250.00. A twelve month average billing amount will be established from the twelve immediate previous billing cycles. The customer will pay no less than the average of those previous twelve months. Tax will be paid on the original full billing amount, regardless of the amount of adjustment. If an adjustment is made to the customer's water bill under this ordinance then the one-time sewer adjustment under 2-4-9 must also be used at the same time. The City Council, at their discretion, may allow additional exemptions to an address or resident due to a change in occupancy or other mitigating circumstance approved by the Council. Failure to correct and/fix a water loss problem shall not be considered a mitigating circumstance.

**BUDGET ITEM:** N/A

**MAYOR/COUNCIL ACTION:** Motion

**RESPONSIBLE DEPARTMENT:** City Manager

**ATTACHMENTS:** Supporting Documentation

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/31/13

City of Tipton,

06-0420-12

I'm asking for my one time  
water forgiveness grant, because I recently  
moved and had a leak in the house which  
is now fixed.

Corinna Frymoyer

Corinna Frymoyer

Account Number - 04-0070-13 FRYMOYER, CORINNA Service Address: 603 LYNN ST 1  
 Service: 300 WA RESIDENTIAL WATER Meter: PULLED

Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Year : 2013 Total 8									
Aug	09/11/2013	8416	8481	650			Regular	N/A	13
Jul	08/14/2013	8325	8416	910			Regular	Hand Held	13
Jun	07/15/2013	8235	8325	900			Regular	Hand Held	13
May	06/14/2013	8143	8235	920			Regular	Hand Held	13
Apr	05/15/2013	8044	8143	990			Regular	Hand Held	13
Mar	04/15/2013	7938	8044	1060			Regular	Hand Held	13
Feb	03/15/2013	7843	7938	950			Regular	Hand Held	13
Jan	02/13/2013	7733	7843	1100			Regular	Hand Held	13

Year : 2012 Total 12									
Dec	01/13/2013	7627	7733	1060			Regular	Hand Held	13
Nov	12/14/2012	7545	7627	820			Regular	Hand Held	13
Oct	11/15/2012	7457	7545	880			Regular	Hand Held	13
Sep	10/15/2012	7373	7457	840			Regular	Hand Held	13
Aug	09/14/2012	7309	7373	640			Regular	Meter Reading Input	13
Jul	08/14/2012	7242	7309	670			Regular	Hand Held	13
Jun	07/13/2012	7172	7242	700			Regular	Hand Held	13
May	06/14/2012	7096	7172	760			Regular	Hand Held	13
Apr	05/14/2012	7012	7096	840			Regular	Hand Held	13
Mar	04/13/2012	6947	7012	650			Regular	Hand Held	13
Feb	03/14/2012	6892	6947	550			Regular	Hand Held	13
Jan	02/13/2012	6827	6892	650			Regular	Hand Held	13

*Previous Location Consumption Average.*

6827	740		Regular	Hand Held	13
Avg 823					

0.00  
 630.00  
 710.00  
 760.00  
 923.00  
 990.00  
 1060.00  
 950.00  
 1100.00  
 1060.00  
 820.00  
 880.00  
 840.00  
 640.00  
 670.00  
 700.00  
 760.00  
 840.00  
 650.00  
 550.00  
 11080.00  
 12.00  
 923.33  
 0.00

930  
0.33



ESTABLISHED 1840 407 Lynn St. Tipton, Iowa 563.886.6187 www.tiptonIowa.org

Account Number	Amount Due
06-0420-12	\$680.58
Due Date	After Due Date Pay
01/08/2014	\$690.79
Service Address	
508 PLUM ST	

There will be a \$20.00 charge on all returned checks.  
Please return this portion with your payment.  
When paying in person, please bring both portions of this bill.

CORINNA FRYMOYER  
508 PLUM ST  
TIPTON IA 52772

CITY OF TIPTON  
407 Lynn St  
Tipton, IA 52772-1699



Please return this portion with your payment. When paying in person please bring both portions of this bill.

**CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS**

Name		Service Address			Account Number	
CORINNA FRYMOYER		508 PLUM ST			06-0420-12	
Status	Service Dates		Number of Days	Bill Date	Penalty Date	Due Date
	From	To				
ACTIVE	10/24/2013	11/22/2013	29	12/18/2013	01/09/2014	01/08/2014

PREVIOUS BALANCE 401.10  
PAYMENTS 405.27-  
PENALTIES 4.17

CURRENT		PREVIOUS	
DATE	READING	DATE	READING
11/23/2013	83220	10/23/2013	81840
11/23/2013	1337	10/23/2013	825
11/23/2013	2419	10/23/2013	2357

**CURRENT BALANCE \$0.00**

USAGE

1380	RESIDENTIAL ELECTR	138.47
	ENERGY ADJ 0.0188	26.01
5120	RESIDENTIAL WATER	197.63
62	RESIDENTIAL GAS	11.78
	GAS COST 0.6100	37.82
5120	RESIDENTIAL SEWER	197.63
	R-EL BASIC CHARGE	6.00
	R-WTR BASIC CHARGE	13.00
	R-SWR BASIC CHARGE	13.00
	R-GAS BASIC CHARGE	5.00
	R - GARBAGE 64 GAL	17.25
	SALES TAX	16.99

ELEC USAGE - PREV YEAR : 565  
WATER USAGE - PREV YEAR : 150  
GAS USAGE - PREV YEAR : 32

**CURRENT BILL \$357.12 \$680.58**

**AMOUNT DUE \$680.58**  
AMOUNT DUE AFTER 01/08/2014 \$690.79

TUESDAY'S RECYCLING ROUTE WILL MOVE TO THURSDAY DECEMBER 26  
NO TRASH CHANGES FOR THIS HOLIDAY WEEK.



**AGENDA ITEM # L - 9**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	January 6, 2014
<b>AGENDA ITEM:</b>	Full Time EMS Director Job Description
<b>ACTION:</b>	Motion

**SYNOPSIS:** As discussed in the last meeting, the EMS Director is requesting that the position move to full time. I have enclosed the proposed description from the EMS Director and will hopefully be able to send you a revised copy in the City of Tipton format. From my initial conversations and input from residents, if this job description is approved to go full time, then the feeling is that it should be opened up for applications again. I have also asked the Mayor to consider making this a Department Head that would answer to either myself or the Police Chief (she has suggested the Police Chief). As Manager, I could concur that the position needs to be full time as the current Director oversees approximately 30 paid volunteers. I would also suggest that the current billing program be made the responsibility of the EMS Director. It currently resides in City Hall and has been met with numerous obstacles due to communication and HIPPA. There is money in the budget to cover the additional expense, although it will severely reduce the amount of money that is utilized for purchases and equipment.

**BUDGET ITEM:** N/A

**MAYOR/COUNCIL ACTION:** Motion

**RESPONSIBLE DEPARTMENT:** EMS Director

**ATTACHMENTS:** Job Description

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/31/13

Job Description for:

## **EMS Director**

### **(Emergency Medical Services)**

**Division:**

Emergency Medical Services

**Reports to:**

Medical Director & City Council

**Supervises:** EMS Data Analyst

#### **Job Definition**

The Emergency Services Program Manager administers and manages all aspects of Emergency Medical Services (EMS) program and performs the highest level of program analysis and management.

This position is accountable to fulfill Cedar County's responsibilities for uniform EMS regulation as

defined in the uniform EMS Ordinance and EMS Interlocal Mutual Aid Agreement and successfully administer the professional

services with the county's Medical Director (Dr Carroll) for clinical oversight of the ambulance personnel,

including certification, training, quality assurance, scope of practice, and standards of equipment.

#### **Distinguishing Characteristics**

The EMS Director is distinguished by the requirement for substantial expertise in and skill in administering the

regulatory and oversight aspects of a large emergency medical services system. The incumbent is responsible for

functional direction of EMS programs, projects, and one staff position. The position is also distinguished. External

contacts developed and maintained by this position are critical to the overall program success and

must exercise significant initiative, resourcefulness and independent judgment when interpreting established

policies, goals and objectives and when addressing sensitive, political, legal and otherwise complex system

issues.

Tipton Ambulance Service has 31 volunteers with varied levels of certifications and skills as well as complex personalities.

**Current projects:**

**new shelving units for supplies, reorganization of supplies**

**heart monitors**

**I/O research**

**intubation equipment research**

**monthly continuing education**

**collaboration of services and training with surrounding services**

**Toughbook and software upgrade and complications**

**Trauma Hawk Iphone app with UIHC**

**New pharmacy agreement and protocols**

**2014 standard operating protocol updates**

**EMT classes and follow up training and testing for past students**

**Narrow band radio complications**

**Essential Job Functions**

must be able to perform the essential functions of the job with or without reasonable accommodation.

Develops, recommends, coordinates and oversees the ambulance provider procurement process.

Develops franchise ambulance contract and oversees volunteers performance.



Oversight of ongoing ambulance contract and compliance; implements and/or changes contract provisions as

required and within legal provisions



Serves as staff to and liaison with the EMS Administrative Board, which provides direction and input on the

ambulance contract's business, finance, and performance



Develops and recommends EMS program goals and objectives



Oversees administration of the EMS Interlocal Agreement with municipalities.



Develops and manages the EMS annual budgets through monitoring expenditures, forecasting funds, identifying

grant sources.



Investigates complaints on volunteer performance issues.



Oversees emergency vehicles, equipment, and supplies inspections for compliance.



Ensures compliance with established rules, ordinances, and regulations; interact regularly with involved jurisdictions, boards, committees, councils and the communication/dispatch center to identify and resolve problems and seek appropriate creative solutions.



Administers the statistical analyses of response time data to evaluate system effectiveness; prepare oral and

written reports; coordinate communications on audit reports.

Participates in evaluating and analyzing quality assurance programs for pre-hospital medical care; attend quality

assurance meetings; evaluate data and make recommendations.

Answers questions and provide information to the public including letter writing, proposal development and

making formal presentations.

Recommends, develops and implements program and policy changes relating to EMS CQI policy and training

Assist, represent and advise the Medical Director and Cedar County EMS Director on issues related to EMS.

Provides input on the development and implementation of Agency policies and procedures.

reviews

staff reports, requests for proposals, project scoping reports and decision packages, including long

term upgrade planning; project research, scoping and cost estimating; and overseeing project implementation

from inception to completion

Prepares and submits grant proposals.

Application of Emergency Medical Services knowledge and expertise in program oversight including broad

knowledge of up-to-date trends, technology, regulations and laws

Administers the program's budgets, grants, and professional services contracts.

Represents the Agency and/or division at meetings; serves on committees as requested.

Provides information and assistance to other departments, outside agencies, and the public on assigned functions.

Performs related duties as assigned. on call for paramedic mutual aid and paramedic aid for our service. also on call to fill in holes in schedule and A8

#### **Qualifications**

##### ***Knowledge of:***

Principles and practices of emergency medical services, public sector organization, program operations, and budgeting.

Principles and practices of project management, contract and grant administration, including research, development and implementation of projects/programs, vendor, contractor and user agency coordination

General medical services, terminology, equipment, and systems

Modern administrative methods and procedures, business correspondence and report preparation, statistical analysis and evaluations

Application and interpretation of Agency policies and procedures as well as local, state and federal laws

and regulations relevant to the program area

**Effective research and record keeping methods and techniques**

*Ability to:*

**Effectively facilitate meetings to achieve consensus**

**Coordinate a comprehensive EMS program for the governmental jurisdictions or regions.**

**Interpret applicable laws and regulations, develop and recommend enforcement alternatives to the appropriate authority**

**Respond, resolve and coordinate resolution of difficult and sensitive citizen inquiries and complaints about the programs**

**Apply critical thinking, problem solving and collaborative approaches to improving program services**

**Analyze situations thoroughly, identify potential problems, and find effective solutions**

**Interpret and apply administrative and departmental policies and procedures**

**Establish and maintain positive and professional working relationships with managers, other Agency staff, other governmental jurisdictions, vendors and the public**

**Effectively communicate and express ideas both orally and in writing.**

Apply appropriate independent initiative, discretion, judgment and organizational skills to a variety of projects, assignments and situations. Understand and execute complex oral and written instructions.

Apply available guidelines, policies or procedures in diverse situations.

Prepare and present written correspondence, reports and materials in clear, correct and comprehensible terms from general notes and concepts.

### **Work Environment**

#### *(Essential functions)*

Work is performed primarily in an office setting, with field work as necessary for functional oversight and with moderate travel to and from local and regional trainings, meetings, conferences or similar. works with personal computers, telephones, and other general office equipment that require detailed dexterity. Work

involves moderately extensive keyboarding and manual dexterity, and also entails general reaching, stretching,

and lifting of standard office supplies and materials, such as paper, binders, and files. Some walking, bending

and carrying light items is required.

### **Mental acuity and alertness:**

Understand, research and respond to complex and varied information and instructions, including broad application of policies, procedures, laws, and regulations under complex circumstances

Manage and accomplish multiple tasks and priorities in a timely manner and with a high level of

accomplishment and accuracy

Think through all aspects relating to issues or problems; identify, recommend and implement solutions

Balance diverse responsibilities utilizing independent initiative, judgment and discretion

Be generally available for on-call and/or irregular hours in case of emergency situations, such as activations of the Emergency Coordination Center

*Lisa Mackey*

**AGENDA ITEM # L - 10**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** January 6, 2014

**AGENDA ITEM:** Additional Paid EMS Hours

**ACTION:** None

**SYNOPSIS:** Part two of the request last week is for additional paid hours for individuals associated with the EMS service for various projects in the Department. I have expressed to Tom and would recommend to the Council that we hold off on allowing this adjustment to the budget. I would like to have at least one year's data on the new revenues (if the fee adjustment is approved) to assure that money is available to cover the expense.

**BUDGET ITEM:** N/A

**MAYOR/COUNCIL ACTION:** Motion

**RESPONSIBLE DEPARTMENT:** City Manager

**ATTACHMENTS:** None

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/31/13

**PEDERSEN LAND IMPROVEMENT  
ZACH PEDERSEN  
1592 KING AVE.  
TIPTON, IA 52772**

# Estimate

DATE	ESTIMATE #
12/7/2013	126

PROPOSED FOR
Mike Moore 1300 North Ave. Tipton, IA 52772

563-889-0703

DESCRIPTION	QTY	RATE	AMOUNT
Tree line removal, and placing trees in a pile	1	1,800.00	1,800.00
(Additional to burn and bury)	1	750.00	750.00

THANK YOU FOR YOUR CONSIDERATION !

Subtotal	2,550.00
5% Tax	
<b>Total</b>	<b>2,550.00</b>

**AGENDA ITEM # L - 11**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	January 6, 2014
<b>AGENDA ITEM:</b>	Estimate #126
<b>ACTION:</b>	None

**SYNOPSIS:** On the west side of the west lagoons, between the City's fence line and the neighbor's fence line, lies a 10-15 foot strip of overgrowth. The neighbor, Mike Moore, has received a quote from Pedersen Land Improvement to clean up the area in the amount of \$2,550. He has asked the City to cover their half and staff is recommending we do so. This area has already cost the City close to \$600 in fence repairs from falling limbs and trees. The City's portion would be \$1, 275, and would be paid with sewer funds.

**BUDGET ITEM:** N/A

**MAYOR/COUNCIL ACTION:** Motion

**RESPONSIBLE DEPARTMENT:** City Manager

**ATTACHMENTS:** Estimate #126

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/31/13

CITY OF ILLINOIS  
CITY MANAGER  
MEMORANDUM TO THE CITY COUNCIL  
January 8, 2014

The New Year weather and it has been cold and snow. David Jay was sworn into office 1 business week and is officially beginning his new relationship with Councilperson Anderson. The City is looking for applications for the Electrical Supervisor position and it hopes to have someone on board by February. The amount of the water tower has been growing and this is a big issue at the top of the tower. Other than that, nothing is going to be done to the base of the tower for maintenance. Staff members are working on the Police Department's report of City Police work to wrap up their portion of construction before starting.

## O. Reports Mayor/Council/Manager

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**CITY OF TIPTON  
CITY MANAGER  
REPORT TO THE CITY COUNCIL  
January 6, 2014**

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- The New Year is here and it has been cold and snowy.
- David Fry was sworn into office Christmas week and is officially beginning his new term along with Councilperson Anderson.
- The City is receiving applications for the Electric Superintendent position and staff hopes to have someone on board by February.
- The star on top of the water tower has been giving staff fits as it has a GFCI reset at the top of the tower. Before next holiday season, staff will be moving the switch to the base of the tower for easier access.
- Small renovations continues on the Police Department's portion of City Hall as we look to wrap up their portion of construction before spring.