

# City of Tipton, Iowa

<b>Meeting:</b>	<b>Tipton Regular City Council Meeting</b>
<b>Place:</b>	<b>Tipton City Hall, 407 Lynn Street, Tipton, Iowa 52772</b>
<b>Date/Time:</b>	<b>January 3, 2011 – 5:30 PM</b>
<b>Web Page:</b>	<b>www.tiptoniowa.org</b>
<b>Posted:</b>	<b>December 30, 2010 (website &amp; front door of City Hall)</b>

<b>Mayor:</b>	Shirley Kepford	<b>City Manager:</b>	Doug Boldt
<b>Council At Large:</b>	David Fry	<b>City Attorney:</b>	Lowell Dendinger
<b>Council At Large:</b>	Donald McGlaughlin	<b>City Clerk/Finance Officer:</b>	Lorna Fletcher
<b>Council Ward #1:</b>	Robert Klemme	<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 and Reports:**

### **1. Unscheduled**

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**

## **G. Public Hearing**

### **1.**

## **H. Ordinance Approval/Amendment**

### **1.**

## **I. Resolutions for Approval**

- 1. Resolution 010311A – Resolution Naming Depositories for City Funds**
- 2. Resolution 010311B – Resolution Setting the Salaries for the Appointed Officers and Employees of the City of Tipton, for Fiscal Year 2010-2011**
- 3. Resolution 010311C – Resolution Accepting Work Covering the Downtown Sidewalk/Streetscape Project Phase 2 – 2010**
- 4. Resolution 010311D – Resolution Adopting Final Assessment Schedule for the Downtown Sidewalk/Streetscape Project Phase 2 – 2010 and Amending, Confirming and Levying the Assessments**

## **J. Mayoral Proclamation**

### **1.**

## **K. Old Business**

### **1.**

**L. Motions for Approval**

1. Consideration of Claims List – Motion to Approve
2. Appointment and Approval of Mayor Pro-Tem
3. Consideration of Mayoral Committee Appointments and Council Action as Needed
4. Consideration of Reimbursement Payment for Tipton Pharmacy for Commercial Interior Grant – Motion to Approve
5. Consideration of Reimbursement Payment for Stueland Auto Center for Exterior Facade Grant – Motion to Approve
6. Consideration of Reimbursement Payment for Fabric Stasher for Commercial Interior Grant – Motion to Approve
7. Discussion and Update of New Fire Station and Council Action as Needed
8. Discussion and Consideration of Recommendation from Policy and Administration Committee from the 5% – 10% Departmental Cost Savings Proposals and Council Action as Needed

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

- 1.

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

1. Council Reports
2. Mayor's Report
3. City Manager's Report

**O. 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.**

## **F: Consent Agenda**

November 20, 2010  
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, Siech, Anderson, McGlaughlin and Klemme. Also present: Boldt, Fletcher, Lenz, Nash, Packwood, Spangler, Penrod, Hembry, Holub, other visitors and the press. The Mayor introduced a special guest, Kalyn Howe.

Mayor Kepford led the meeting in the Pledge of Allegiance.

**Agenda:**

Motion by Fry, second by McGlaughlin to approve the agenda as presented. Motion carried by the following roll call vote;

Aye: McGlaughlin, Klemme, Siech, Fry, Anderson  
Nay: None

**Communications & Reports:**

Jeff Kaufman – Annual Legislative Update

Representative Kaufman thanked the City for the feedback. Kaufman said he hopes the legislative session can present a more sustainable budget. He also stated the house plans to work on the commercial tax rate. Kaufman said he will guard the small towns and county seat courthouses. The council thanked Kaufman for the update.

**Consent Agenda:**

Motion by Anderson, second by Siech to approve the consent agenda which include the minutes from 12/06/10 council meeting, Tiger Mart liquor license renewal, garbage exemption at 419 South Street, Clerk's/Investment reports, November Airport Committee minutes, December Library Board minutes and December CCEDCO minutes. Motion carried by the following roll call vote;

Aye: Klemme, Siech, Fry, Anderson, McGlaughlin  
Nay: None

**Resolutions:**

Resolution 122010A, Updating and Approving the FY 2012 Five-Year Capital Improvement Program and Airport Improvement Program Data Sheet

Motion by Siech, second by Klemme to approve Resolution 122010A, Updating and Approving the FY 2012 Five-Year Capital Improvement Program and Airport Improvement Program Data Sheet. Motion carried by the following roll call vote;

Aye: Siech, Fry, Anderson, McGlaughlin, Klemme  
Nay: None

### **Motion for Approval:**

#### **1. Claims list**

ALEXIS FIRE EQUIPMENT	AUTO EJECT VEHICLE REPAIRS	144.00
ALLIANCE WATER RESOURCES I	MONTHLY CONTRACT OPERATIONS	23173.75
ARAMARK UNIFORM SERVICE	BLDG MAINT SUPPLIES	197.59
ARROW QUICK SOLUTIONS	WEB/EMAIL HOSTING	31.95
BOW TIE AUTOMOTIVE	EPOXY COAT BANNER SOCKETS	192.00
BUSINESS RADIO SALES AND S	PAGER REPAIRS	96.83
CEDAR COUNTY CO-OP	FUEL DISCOUNT	19847.74
CEDAR COUNTY ENGINEER	215.9 GL DSL	2622.67
CEDAR COUNTY SOLID WASTE	TRANSFER FEES	2688.00
CENTRAL PETROLEUM EQUIPMEN	2 ROLLS THERMAL CARD SCAN	368.10
CITY CARTON CO INC	SORT FEES	446.25
CITY ELECTRIC SUPPLY	UNDERGROUND & STLT RPLCMT SUPP	500.19
CLARENCE LOWDEN SUN-NEWS &	BB CLINIC,SWIMMTG,FACSCHEDULE	116.25
CONTROL INSTALLATIONS OF I	REPROGRAM CONTROLS	167.84
D & N FENCE CO	FENCE & GATE AT SUBSTATION	2150.00
EASTERN IOWA LIGHT & PWR	LAGOON UTILITIES	903.86
FLETCHER-REINHARDT CO.	6 PEDESTAL KITS	217.63
FORMAN FORD GLASS CO - CED	RPR DOUBLE DOOR ENTRANCES	1066.00
FOSTER COACH SALES INC.	CHROME LOCK LATCH	54.06
FRIENDS OF THE ANIMALS	1 CAT	50.00
FROHWEIN OFFICE PLUS	DESK,CPU HOLDER,KEYBOARDSHELF	494.97
GAZETTE COMMUNICATIONS	COMM DEV DIRECTOR JOB AD	660.88
GENERAL PEST CONTROL INC	PEST CONTROL	161.03
GRASSHOPPER LAWN CARE DBA	MOWING & TRIMMING 218 W 7TH	25.00
HYGIENIC LABORATORY	POOL TESTING FEES	11.00
IOWA PRISON INDUSTRIES	4 SIGNS	43.10
J & R SUPPLY INC	5 JACKETS, 7 MESH VESTS	475.00
JIM YAUKOVITZ	RECEPTICAL FOR WASTE ALUMINUM	380.00
KOFRON BUILDERS	REPAIR CITY HALL DOORS	280.17
KORDICK SURVEYING & ENGINE	CONSTRUCTION STAKING-ST SEW	100.00
L L PELLING CO INC	COLD PATCH WA MAIN ST REPAIR	735.30
LANDS' END BUSINESS OUTFIT	SHIRTS & EMB FOR OFFICE STAFF	492.80
LAWSON PRODUCTS INC	MISC SHOP SUPPLIES	143.86
MISC. VENDOR	LEE ENTERPRISES:AD COMM DEV	782.50
MOELLER TIPTON TIRE AND AU	TIRE REPAIR #55	25.00
NORTH AMERICAN SALT CO	49.52 TON BULK SALT DELIVERIES	3205.39
O'ROURKE MOTORS	SERVICE 2010 AMBULANCE	158.88

P & E ENGINEERING CO	SFTWRE,CMPTR,DSGN & PROGRAM	14805.46
PETERSON INDUSTRIAL ENGINE	BACKUP PISTON ASSEMBLY	4450.00
PHYSIO-CONTROL INC	ANNUAL MAINTENANCE AGREEMENT	1849.92
POOL TECH MIDWEST INC	LADDER BOLT SET	75.76
STAPLES BUSINESS ADVANTAGE	OFFICE & OPERATING SUPPLIES	89.71
TERRY DURIN COMPANY	10 SPLICE BOXES	588.50
TIPTON CONSERVATIVE	MINUTES, ANNUAL FINANCIAL RPRT	1384.02
TRITECH EMERGENCY MEDICAL	BILLING SERVICE	1017.50
TRUCK COUNTRY OF CEDAR RAP	REPAIR PARTS #33 & #43	434.34
UTILITY EQUIPMENT COMPANY	BRASS DISC	2697.42
VWR INTERNATIONAL LLC	LAB EQUIPMENT/SUPPLIES	1379.84
WENDLING QUARRIES	6.79 TN ROAD STONE	898.13
WINGFOOT COMMERCIAL TIRE	FRONT TIRES FOR #43	309.57
XEROX CORPORATION	BASE CHARGE & METER CHARGES	1554.48

** TOTALS **		94744.24
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#### FUND TOTALS

001 GENERAL GOVERNMENT	16,087.16
002 COMMUNICATIONS - LOCAL AC	9.95
306 69 KV SUBSTATION PROJECT	8,307.73
311 ADDTNL GENERATION PRJCT	6,652.70
600 WATER OPERATING	12,870.05
610 WASTEWATER/AKA SEWER REVE	12,036.94
630 ELECTRIC OPERATING	27,154.39
640 GAS OPERATING	141.16
660 AIRPORT OPERATING	368.1
670 GARBAGE COLLECTION	3,449.76
750 CEMETERY ENTERPRISE	29.89
810 CENTRAL GARAGE	5,165.34
835 ADMINISTRATIVE SERVICES	2,471.07

GRAND TOTAL	94,744.24
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Motion by Klemme, second by Fry to approve the claims list as presented. Motion carried by the following roll call vote;

Aye: Fry, Anderson, McGlaughlin, Klemme, Siech  
Nay: None

## 2. Pay Application #2, Arensdorf Excavating & Trucking Inc.

Motion by Anderson, second by McGlaughlin to approve pay application #2 to Arensdorf Excavating & Trucking Inc. in the amount of \$55,510.41 for work on the airport hangar construction. Motion carried by the following roll call vote;

Aye: Anderson, McGlaughlin, Klemme, Siech, Fry  
Nay: None

### 3. Consideration of Support of Cultural Center

Annette Shipley addressed the council regarding the City's support of a Cultural Center for the Tipton Community. Shipley discussed the information she shared with the council that describes funding streams, developing a cultural/community affairs program and developing a cultural district in Tipton. Shipley stated there are plans to have a community meeting in January and would like representation from City Council.

### 4. Update of New Fire Station

Fire Chief Curt Woode addressed the council on the concerns with the timeframe on the construction of the new fire station in regards to the status of the FEMA Safe Room Grant. Woode said that construction costs are up approximately 10% from last year. With the grant application process delays the fire department has concerns that if the safe room grant is not approved, the 1.9 million dollar bond referendum will not be enough to build the fire station that they need. On behalf of the fire department Woode asked for the council's approval to proceed with the fire station project without a safe room. Boldt said the City's grant application is still in the review process and there is no definite time frame for the FEMA grant. It could take six month before the City could receive notification on the grant application. Boldt said currently there is a safe room grant for another municipality waiting approval and that FEMA has approved eight other City's safe room grant applications in Iowa. Councilperson Klemme suggested waiting until the next meeting and getting community input. Councilperson Siech said she would like to find out if the grant application for the other City is approved or if FEMA is looking at schools versus City's for safe room funding. Siech said there has been talk of adding one for the high school building. Councilperson Anderson said he would like to know what it would take to reverse the resolution the council approved to proceed with the FEMA safe room grant and then be ready to move quickly. It is the consensus of the council to have this item on the agenda for the next council meeting.

### 5. Set Public Hearing date of January 3, 2011, Prohibited Parking Ordinance Amendment

Councilperson Klemme said he is ready to throw the whole odd/even parking amendment out. Councilperson Fry said he received a phone call from a previous councilperson suggesting the council stay away from this ordinance amendment, saying it was mess when they tried this before. Fry said he hadn't received too many calls, but what he had received were two to one against the change. Councilperson Siech suggested rather than spending an hour debating this issue, to send it to committee for review. Siech added that the people who had written to the council or attended the meetings should have their concerns addressed even if this amendment is not approved. It is the consensus of the council to send this to the Policy and Administration Committee for review.

### 6. Sale of Heat Exchanger from 1965 Engine No. 1

Electric Superintendent John Packwood said Lyons, Nebraska is in need of a heat exchanger like the one the City has in storage. Packwood said they have offered \$3,000 for the exchanger. Motion by Anderson, second by Klemme to approve the sale of the heat exchanger from the

1965 engine No. 1 to the city of Lyons, Nebraska in the amount of \$3,000. Motion carried by the following roll call vote;

Aye: Fry, Siech, Anderson, McGlaughlin, Klemme  
Nay: None

### **Reports to be received and filed:**

#### **1. Monthly Water Report**

Motion by McGlaughlin, second by Siech to accept the monthly Water Report. Motion carried by the following roll call vote;

Aye: Anderson, McGlaughlin, Klemme, Fry, Siech  
Nay: None

### **Reports of Mayor/Council/Manager**

**Council Reports -** 5-10% Departmental Cost Savings Update  
Anderson said this is working and it is worthwhile, functioning like they want it to. Siech said the City is not being affected by this or how the City departments work, working at top efficiency. Siech urged the other council persons to visit with the department heads after reviewing the reports, said they were impressive.

Councilperson McGlaughlin would like to remind the citizens to clean their sidewalks.

**Mayor's Report -** Kalyn Howe, local winner of "If I Were Mayor" essay contest, read her essay. Mayor Kepford presented Howe with \$50.00 in Chamber Bucks. Mayor Kepford would like to make this an annual event for 7<sup>th</sup> grade.

**Manager's Report -** Budget calendar in packet, review dates for any conflicts  
Tentative date of interviews for Community Development Director is January 8, 2011.  
January 19<sup>th</sup> is the goal setting session, questionnaires will be sent out soon.  
Some interest and requests have been received for putting a star on the new water tower. Some funding may be available.

### **Adjourn:**

With no further business to come before the council a motion to adjourn was made by Siech, second by Anderson. Motion carried. Meeting adjourned by Miss Kalyn Howe at 7:01 p.m.



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Mayor

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

City Clerk/Finance Officer

### **REVENUE RECEIVED - September 2010**

Property Taxes	96,466.15
Local Option Sales Service Tax	17,956.92
Licenses & Permits	325.00
Use of Money and Property	34,696.08
Intergovernmental	37,895.94
Charge for Services	613,526.25
Special Assessment	292.00
Miscellaneous	37,982.64
Sale of Fixed Assets	
<b>TOTAL</b>	<b>\$839,140.98</b>

### **REVENUE RECEIVED - October 2010**

Property Taxes	411,299.53
Local Option Sales Service Tax	17,956.92
Licenses & Permits	800.00
Use of Money and Property	26,249.17
Intergovernmental	30,627.70
Charge for Services	596,802.84
Special Assessment	2,757.00
Miscellaneous	30,705.53
Sale of Fixed Assets	
<b>TOTAL</b>	<b>\$1,117,198.69</b>

### **REVENUE RECEIVED - November 2010**

Property Taxes	116,115.50
Local Option Sales Service Tax	35,754.38
Licenses & Permits	700.00
Use of Money and Property	23,078.42
Intergovernmental	98,113.86
Charge for Services	543,631.11
Special Assessment	6,686.00
Miscellaneous	33,217.08
Sale of Fixed Assets	
<b>TOTAL</b>	<b>\$857,296.35</b>

# **I. Resolutions for Approval**

**RESOLUTION NO. 010311A**

**RESOLUTION NAMING DEPOSITORIES FOR CITY FUNDS**

RESOLVED, that Lorna Fletcher, City Clerk/Finance Officer utilize the services of Community State Bank, Citizens Savings Bank, Liberty Trust and Savings Bank and US Bank, all of Tipton, Iowa, for the deposit of public funds belonging to the City of Tipton, Cedar County, Iowa, or coming into its possession, pursuant to a Custodial Agreement. The maximum amount that may be thus deposited in any one depository without further approval of this Council is \$7,000,000.

RESOLVED, that Lorna Fletcher, City Clerk/Finance Officer is hereby authorized and directed to execute the necessary agreements and other documents and correspondence regarding any accounts of the City of Tipton at Depositories.

NAME	OFFICE	TERM EXPIRES
Shirley Kepford	Mayor	January 1, 2012
Dean Anderson	Mayor, Pro-Tem	January 1, 2014
Lorna Fletcher	City Clerk/Finance Officer	January 1, 2012
Amy Lenz	Deputy City Clerk	N/A

RESOLVED, that the officers described above are hereby authorized and directed to take such action, and execute such documents and agreements as may be necessary to secure the repayment of the deposits of public funds authorized hereunder, including, but not limited to: Security Agreements, Notices and any documents or instruments supplemental or incidental thereto.

RESOLVED, that the City Clerk/Finance Officer forward a certified copy of this resolution to the Depositories, and any other parties which may request it for purpose of effectuating the deposit of public funds authorized hereunder or any security therefore, together with a certificate attesting to the names and signatures of the present incumbents of the offices described above, and that the City Clerk/Finance Officers further certify to Depositories or other parties from time to time the signatures of any successors in office of any of the present incumbents.

PASSED AND APPROVED this 3<sup>rd</sup> day of January, 2011.

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

ATTEST:

\_\_\_\_\_  
Lorna Fletcher, City Clerk/Finance Officer

\_\_\_\_\_  
Dean Anderson, Mayor Pro-Tem

\_\_\_\_\_  
Amy Lenz, Deputy City Clerk

**RESOLUTION 010311B**

**RESOLUTION SETTING THE SALARIES FOR THE APPOINTED OFFICERS  
AND EMPLOYEES OF THE CITY OF TIPTON, FOR FISCAL YEAR 2010-2011.**

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

SECTION 1. The following persons and positions shall be paid salaries or wages indicated and the City Clerk is authorized to issue warrants less legally required authorized deductions from the amounts set out below, bi-weekly or monthly; and make such contributions to IPERS and FICA and other purposes as required by law or authorization of the Council, subject to audit and review by the City Council:

<u>Public Works:</u>	Base	Total Wage
Nash, Steve	\$52,565	\$52,565
 <u>Electric Department</u>		
Packwood, John	\$71,662	\$71,662
 <u>Gas Department</u>		
Penrod, Virgil	\$53,452	\$53,452
 <u>Administration:</u>		
Boldt, Doug	\$70,486	\$70,486
Fletcher, Lorna	\$47,507	\$47,507
Amy Lenz	\$37,169	\$37,169
 <u>Parks, Recreation &amp; Pool:</u>		
Spangler, Adam	\$39,125	\$39,125

This Resolution shall be effective as of the first pay date in January.

PASSED AND APPROVED this 3<sup>rd</sup> day of January, 2011.

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

ATTEST:

\_\_\_\_\_  
Lorna Fletcher, City Clerk/Finance Officer

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

Accepting work covering the Downtown Sidewalk/Streetscape Project Phase 2 - 2010

WHEREAS, the Project Engineers for the Downtown Sidewalk/Streetscape Project Phase 2 - 2010 (the "Project") in the City of Tipton, Iowa, have duly filed a certificate in accordance with Section 384.58 of the Code of Iowa showing that they have inspected completed work for the Downtown Sidewalk/Streetscape Project Phase 2 - 2010 (the "Project") and that the same has been performed in compliance with the terms of the contract and showing the total cost thereof;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Tipton, Iowa, as follows:

Section 1. It is hereby found and determined that the work of constructing the Project has been duly and fully completed by the contractor in accordance with the terms of the contract, and the same is hereby accepted and approved.

Section 2. It is hereby found and determined that the total cost of said Project is in the total amount of \$\_\_\_\_\_, of which the sum of \$\_\_\_\_\_ shall be assessed against private property within the assessable district.

Section 3. Except for the amount being retained by the City pursuant to Chapter 573 of the Code of Iowa, which shall be paid to the contractor not less than 30 days after the acceptance of the work, the amount due the contractor is hereby ordered paid from available funds from which payment for the work may be made.

Section 4. The Project Engineers are hereby instructed to prepare the final schedule of assessments, as provided in Section 384.59 of the Code of Iowa.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved January 3, 2011.

\_\_\_\_\_  
Mayor

Attest:

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

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

Adopting Final Assessment Schedule for the Downtown Sidewalk/Streetscape Project Phase 2 - 2010 and Amending, Confirming and Levying the Assessments

WHEREAS, heretofore and in strict compliance with Chapter 384 of the Code of Iowa, the City Council of the City of Tipton, Iowa, did, pursuant to a Resolution of Necessity duly adopted, order the construction of the Downtown Sidewalk/Streetscape Project Phase 2 - 2010, such improvement having been duly completed, the work accepted and the Project Engineers having filed the final assessment schedule, which has been fully considered by this Council;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Tipton, Iowa, as follows:

Section 1. The final assessment schedule filed by the Project Engineers covering the Downtown Sidewalk/Streetscape Project Phase 2 - 2010 is hereby amended as follows:

(Insert the word "none" or list amendments to plat and schedule of assessments).

Section 2. The aforementioned final assessment schedule, as amended, is hereby approved and adopted.

Section 3. Each and all of the assessments upon the benefited property in the amounts and upon the various lots and tracts described in such final assessment schedule are hereby confirmed and levied.

Section 4. Each of such assessments in the amount of One Hundred Dollars (\$100.00) or more is hereby divided into 10 equal installments, as near as may be.

Section 5. All unpaid installments shall bear interest at the rate of 3% per annum from January 3, 2011 (that being the date of acceptance of the work); provided, however, that any such assessments may be paid in full or in part without interest within 30 days after the date of the first publication of the Notice of Filing of the Final Assessment Schedule with the County Treasurer, such payments to be made at the office of the City Clerk.

Section 6. The first installment of the unpaid assessments shall be due and payable at the office of the County Treasurer of Cedar County on the first day of July, 2011, and shall become delinquent from October 1, 2011, and then bear the same interest with the same penalties as ordinary taxes.

Section 7. Succeeding installments shall become due and payable in like manner on the first day of July in each of the years 2012 to 2020, inclusive.

Section 8. All assessments in the amount of less than One Hundred Dollars (\$100.00) shall become due and payable in full on the first day of July, 2011.

Section 9. All unpaid installments of any assessment may be paid in full on any date, in which case interest shall be computed on the outstanding balance to the first day of December following the date of such payment; and additional annual installments may be paid after the current installment has been paid before December 1 without interest.

Any property owner may elect to pay one half or all of the next annual installment of principal and interest of the special assessment prior to the delinquency date of the installment.

Section 10. The City Clerk is hereby authorized and directed to certify and file the final assessment schedule, herein referred to, with the County Treasurer of Cedar County.

The City Clerk shall thereupon give notice of such certification and filing by publication once each week for two successive weeks in a legal newspaper printed wholly in the English language, published at least once weekly and of general circulation in Tipton, Iowa, the first publication to be not more than 15 days after the date of filing of the said schedule with said County Treasurer.

The City Clerk shall also mail said notice, by ordinary mail, to each property owner whose property is subject to assessment for said improvement, such notice to be mailed on or before the second publication of the notice.

Section 11. Such notice shall be in form substantially as follows:

NOTICE OF FILING OF FINAL ASSESSMENT SCHEDULE FOR THE  
DOWNTOWN SIDEWALK/STREETSCAPE PROJECT PHASE 2 - 2010

TIPTON, IOWA

TO WHOM IT MAY CONCERN: Take notice that the City Council of the City of Tipton, Iowa, has adopted the final assessment schedule covering the Downtown Sidewalk/Streetscape Project Phase 2 - 2010, which was duly certified to the County Treasurer of Cedar County, Iowa, on the \_\_\_\_ day of \_\_\_\_\_, 2011, all in accordance with Section 384.60 of the Code of Iowa.

It is considered that property within the following boundaries will be benefited by this improvement and shall be specially assessed:

Beginning at the Northwest Corner of Lot 1 in Block 9 of the Original Plat of the City of Tipton; thence East 142 feet to the Northeast Corner of Lot 1 of said Block 9; thence South 105 feet to the Northeast Corner of Lot 6 in Block 24 of the Original Plat; thence East 225 feet to a point on the north line of Block 25; said point being 5 feet West of the Northwest Corner of Lot 9 in Block 25 of the Original Plat; thence South 142 feet to the Southeast Corner of Lot 9 of said Block 25; thence West 100 feet to the Southwest Corner of Lot 11 in said Block 25; thence South 158 feet to the Southeast Corner of Lot 6 of said Block 25; thence West 205.32 feet to a point on the south line of Block 24 of the Original Plat; said point being 75.32 feet West of the Southeast Corner of Lot 7 in said Block 24; thence North 66.33 feet to a point on the south line of the North 33.67 feet of Lot 2 in said Block 24; thence West 66.56 feet to the Southwest Corner of the North 33.67 feet of Lot 2 of said Block 24; thence North 338.67 feet to the Point of Beginning, such property abutting upon the segments of streets and sidewalks to be improved.

Any assessment may be paid in full or in part without interest within 30 days after the date of the first publication of this notice, such payments to be made at the office of the City Clerk. Assessments in the amount of One Hundred Dollars (\$100.00) or more which are not paid in full within that time period will be divided into 10 equal annual installments due on the first day of July, commencing July 1, 2011. All unpaid special assessments will draw annual interest at 3% computed initially from the date of acceptance of the work on the Downtown Sidewalk/Streetscape Project Phase 2 - 2010 to December 1, 2011, and thereafter computed from the December 1 immediately preceding the due dates of the respective installments to the December 1 next following the due dates of the respective installments. Each installment will be delinquent from the October 1 following its due date and will draw additionally the same delinquent interest and the same penalties as ordinary taxes.

Any property owner may elect to pay one half or all of the next annual installment of principal and interest of the special assessment prior to the delinquency date of the installment.

All unpaid installments of any assessment may be paid in full on any date, in which case interest shall be computed on the outstanding balance to the first day of December following the



date of such payment; and additional annual installments may be paid after the current installment has been paid before December 1 without interest.

Reference is hereby made to said final assessment schedule for a description of the particular lots or tracts and the amounts of the final assessments thereon, as determined and fixed by the Council.

By order of the City Council of the City of Tipton, Iowa.

Lorna Fletcher  
City Clerk

**SPECIAL ASSESSMENT STATEMENT  
TIPTON, IOWA  
Downtown Sidewalk/Streetscape Project Phase 2 - 2010**

I, the undersigned, City Clerk of the City of Tipton, Iowa, do hereby certify that the status of the assessments levied on the 3rd day of January, 2011, for the Downtown Sidewalk/Streetscape Project Phase 2 - 2010, more fully described in the resolution making said levy, adopted by the Council on said date, is as follows:

1. Total amount of assessments confirmed  
by Council (do not include deficiencies) \$ \_\_\_\_\_
2. Total amount of assessments paid in  
cash (including assessments of less than \$100.00) \$ \_\_\_\_\_
3. Total amount of unpaid assessments  
of less than \$100.00 \$ \_\_\_\_\_
4. Total amount of unpaid assessments on agricultural  
property for which deferments have been requested \$ \_\_\_\_\_
5. Sum of items 2 through 4 \$ \_\_\_\_\_
6. Total amount of unpaid assessments to be paid  
in future installments and not included  
above (item 1 less item 5) \$ \_\_\_\_\_

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2011.

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

**(NOT TO BE EXECUTED UNTIL 30 DAYS AFTER THE DATE OF THE FIRST  
PUBLICATION OF THE NOTICE OF FILING OF FINAL ASSESSMENT SCHEDULE.)**

December 29, 2010

**Via Email**

Doug Boldt  
City Manager/City Hall  
Tipton, Iowa

Re: Downtown Sidewalk/Streetscape Project Phase 2 - 2010  
Our File No. 419554-25

Dear Doug:

We have prepared and attached proceedings for use by the City Council in accepting the work and levying the special assessments for the Downtown Sidewalk/Streetscape Project Phase 2. As you requested, these proceedings have been prepared to allow the City to charge interest on unpaid assessments at the rate of 3%.

The proceedings attached include the following items:

1. Resolution accepting the work.

The total cost of the project and the amount which is to be assessed must be inserted in Section 2 of the resolution.

Please be certain that the Project Engineers' certificate of completion and final estimate of cost are on file prior to the adoption of this resolution.

In addition, please attach a copy of the Project Engineers' final estimate of cost and certificate of completion to the completed transcript which you return.

2. Resolution adopting the final assessment schedule and amending, confirming and levying the special assessments, directing that they be certified to the County Treasurer and directing publication and mailing of notice.

Section 11 of this resolution includes the Notice of Filing of Final Assessment Schedule. Please have the Project Engineers carefully check the legal description of the property being assessed before this notice is published and mailed.

The schedule of assessments should be prepared on the basis of current property owners, and the Project Engineers should carefully check the records in the office of the County Auditor to obtain the names of current owners.

Page 2

3. Certificate attesting the transcript.
4. Certificate attesting to the filing of the final assessment schedule and the date of the same.
5. Certificate regarding the giving of notice. The publisher's original affidavit, with a clipping of the notice as published attached thereto, as well as a duplicate of the notice as mailed, must be attached to this certificate.
6. Special Assessment Statement to be completed after the 30-day collection period.

After the City Council approves the final schedule of assessments and levies the assessments, the following actions need to be taken:

- a. File a copy of the final schedule of assessments with the County Treasurer, attaching a certificate to the schedule certifying that it is a true and correct copy of the schedule approved by the City Council.
- b. Obtain the Treasurer's signature on the certificate attesting to the filing of the schedule of assessments.
- c. Arrange for the publication of the Notice of Filing of the Final Assessment Schedule. (Please print an extra copy of the notice for delivery to the newspaper). Please make sure to include in the first paragraph the date that the schedule was filed with the County Treasurer.

**The notice must be published on the same day of the week for two consecutive weeks, and the first publication must be not more than 15 days after the date the schedule was filed with the County Treasurer.**

- d. Mail the notice, by regular mail, to each property owner whose property is subject to assessment. (A sample form of the notice which should be mailed to each property owner is also enclosed.) **The mailing must take place on or before the second publication of the notice.**
- e. Return an executed copy of each portion of the proceedings, as completed. Please return the certificate attesting to the publication of the notice after you have received the publisher's affidavit and the Special Assessment Statement following the required waiting periods.

Assessments may be paid at your office, in full or in part, without interest, within 30 days after the date of the first publication of the Notice of Filing the Final Assessment Schedule. Payments of any amount may be made during this 30-day period.

Page 3

Within a reasonable time following the 30-day period in which assessments may be paid in cash, a list of the unpaid assessments should be filed with the County Treasurer. Section 384.60 of the Code of Iowa provides that all unpaid assessments in excess of \$100 must be divided into equal installments, plus interest. We have prepared these materials on the assumption that the City Council will allow for the standard 10 installments for unpaid assessments. Please let me know if you would like to change this. And, pursuant to Section 384.65 of the Code of Iowa: (a) each installment of a special assessment shall be calculated to the nearest whole dollar; (b) interest on unpaid installments and interest penalties added for delinquencies shall also be calculated to the nearest whole dollar; and (c) the minimum interest or interest penalty amount is one dollar. Many County Treasurers will calculate the assessment installments. However, if your County Treasurer will not do this for you, let us know, and we will assist you in making these calculations.

If you have any questions, please contact me.

Best regards,

John P. Danos

Attachments

cc: Garden & Associates, LTD

## **L. Motions for Approval**

PACKET: 00952 Council Mtg 1/3/11 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----									
01-0010	A M E SERVICES								
I 469	2 APPLIANCES PICKED UP	AP	R	12/29/2010		20.00	20.00CR		
	G/L ACCOUNT					20.00			
	630 5-820-2-64970	REBATES				20.00	2 APPLIANCES PICKED UP		
	VENDOR TOTALS	REG. CHECK				20.00	20.00CR		0.00
						20.00	0.00		
-----									
01-0031	ABSOLUTE SERVICES CORPORATI								
I 2392	REPLACEMENT OF MOTHERBOARD	AP	R	12/29/2010		85.00	85.00CR		
	G/L ACCOUNT					85.00			
	630 5-820-2-63400	OFFICE EQUIPMENT MAINT & REPAI				85.00	REPLACEMENT OF MOTHERBOARD		
	VENDOR TOTALS	REG. CHECK				85.00	85.00CR		0.00
						85.00	0.00		
-----									
01-0024	ADEL WHOLESALEERS INC								
I 1525051	AIR VALVE REPAIR KIT	AP	R	1/28/2011		311.10	311.10CR		
	G/L ACCOUNT					311.10			
	001 5-465-2-63500	OPERATIONAL EQUIPT MAINT & REP				311.10	AIR VALVE REPAIR KIT		
	VENDOR TOTALS	REG. CHECK				311.10	311.10CR		0.00
						311.10	0.00		
-----									
01-1	ALLEN HERMSEN								
I 359951	ENGINE RPR/MAINT	AP	R	12/29/2010		138.00	138.00CR		
	G/L ACCOUNT					138.00			
	001 5-150-2-63310	VEHICLE OPERATIONS				138.00	ALLEN HERMSEN:ENGINE RPR/MAINT		
	VENDOR TOTALS	REG. CHECK				138.00	138.00CR		0.00
						138.00	0.00		
-----									
01-0074	ALLIANT ENERGY								
I 11/10-12/13	NONMETER EXCESS FACILITIES	AP	R	1/28/2011		195.30	195.30CR		
	G/L ACCOUNT					195.30			
	630 5-820-3-67890	SUBSTATION				195.30	NONMETER EXCESS FACILITIES		
	VENDOR TOTALS	REG. CHECK				195.30	195.30CR		0.00
						195.30	0.00		

PACKET: 00952 Council Mtg 1/3/11 AL

VENDOR SET: 01

## VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----									
01-0338	CAHOY PUMP SERVICE								
I 022815		REPAIR & PUMP WORK WELL #5	AP		R	12/29/2010	37,614.00	37,614.00CR	
		G/L ACCOUNT					37,614.00		
	600 5-810-2-65309	WELLS				37,614.00	REPAIR & PUMP WORK WELL #5		
		VENDOR TOTALS		REG. CHECK			37,614.00	37,614.00CR	0.00
							37,614.00	0.00	
-----									
01-0530	CENTRAL IOWA DISTRIBUTING I								
I 70116		GLASS CLEANER	AP		R	12/29/2010	44.55	44.55CR	
		G/L ACCOUNT					44.55		
	810 5-899-2-65070	OPERATING SUPPLIES				44.55	GLASS CLEANER		
		VENDOR TOTALS		REG. CHECK			44.55	44.55CR	0.00
							44.55	0.00	
-----									
01-0702	DAN'S OVERHEAD DOORS 1								
I 345917		REPAIR BOTTOM SECTION OF D	AP		R	12/29/2010	275.00	275.00CR	
		G/L ACCOUNT					275.00		
	810 5-899-2-63100	BUILDING MAINTENANCE & REPAIR				275.00	REPAIR BOTTOM SECTION OF DOOR		
		VENDOR TOTALS		REG. CHECK			275.00	275.00CR	0.00
							275.00	0.00	
-----									
01-0808	DON'S TRUCK SALES INC								
I 423811		GAS TANK FOR #16	AP		R	12/29/2010	847.45	847.45CR	
		G/L ACCOUNT					847.45		
	810 5-899-2-63321	REPAIR PARTS				847.45	GAS TANK FOR #16		
		VENDOR TOTALS		REG. CHECK			847.45	847.45CR	0.00
							847.45	0.00	
-----									
01-0920	ELLIOTT EQUIPMENT CO								
I 109835		REPAIR PARTS FOR ARM #33	AP		R	1/28/2011	143.41	143.41CR	
		G/L ACCOUNT					143.41		
	810 5-899-2-63321	REPAIR PARTS				143.41	REPAIR PARTS FOR ARM #33		
I 109871		ON/OFF ACTUATOR	AP		R	1/28/2011	467.29	467.29CR	
		G/L ACCOUNT					467.29		
	810 5-899-2-63321	REPAIR PARTS				467.29	ON/OFF ACTUATOR		



PACKET: 00952 Council Mtg 1/3/11 AL

VENDOR SET: 01

## VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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VENDOR TOTALS			REG. CHECK			610.70	610.70CR	0.00
						610.70	0.00	

01-1 ENTENMANN-ROVIN CO

I 0066931	BADGES	AP		R	12/29/2010	163.73	163.73CR	
	G/L ACCOUNT					163.73		
001 5-110-2-64350	UNIFORMS/EQUIPMENT				163.73	ENTENMANN-ROVIN CO:BADGES		
VENDOR TOTALS			REG. CHECK			163.73	163.73CR	0.00
						163.73	0.00	

01-1020 FLETCHER-REINHARDT CO.

I S1034872.001	GROUND WIRE SETS,CLAMPS,STU	AP		R	1/28/2011	582.94	582.94CR	
	G/L ACCOUNT					582.94		
630 5-820-2-65302	OVERHEAD SUPPLIES				582.94	GROUND WIRE SETS,CLAMPS,STUDS		
I S1035608.001	3 100 WATT FIXTURES	AP		R	1/28/2011	139.64	139.64CR	
	G/L ACCOUNT					139.64		
630 5-820-2-65303	STREET LIGHTS				139.64	3 100 WATT FIXTURES		
VENDOR TOTALS			REG. CHECK			722.58	722.58CR	0.00
						722.58	0.00	

01-1048 FOSTER COACH SALES INC.

I 9792	CHROME LOCK LATCH FREIGHT	AP		R	1/28/2011	8.90	8.90CR	
	G/L ACCOUNT					8.90		
001 5-160-2-63500	OPERATIONAL EQUIPT MAINT & REP				8.90	CHROME LOCK LATCH FREIGHT		
VENDOR TOTALS			REG. CHECK			8.90	8.90CR	0.00
						8.90	0.00	

01-1055 G&amp;K SERVICES

I 1184467361	OPERATING SUPPLIES	AP		R	1/28/2011	116.50	116.50CR	
	G/L ACCOUNT					116.50		
810 5-899-2-65070	OPERATING SUPPLIES				116.50	OPERATING SUPPLIES		
I 1184470167	OPERATING SUPPLIES	AP		R	1/28/2011	67.40	67.40CR	
	G/L ACCOUNT					67.40		
630 5-821-2-65070	OPERATING SUPPLIES				67.40	OPERATING SUPPLIES		

PACKET: 00952 Council Mtg 1/3/11 AL

VENDOR SET: 01

## VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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VENDOR TOTALS			REG. CHECK					183.90	183.90CR	0.00
								183.90	0.00	

01-1066 GARDEN &amp; ASSOCIATES INC

I 28114	2011 ST IMPROVEMENT PROJECT AP		R	1/28/2011				7,403.95	7,403.95CR	
	G/L ACCOUNT							7,403.95		
	305 5-754-2-64070	ENGINEERING				7,403.95	2011 ST IMPROVEMENT PROJECT			
VENDOR TOTALS			REG. CHECK					7,403.95	7,403.95CR	0.00
								7,403.95	0.00	

01-1115 H &amp; H AUTO

I 19787	2 WHEEL ALIGNMENT	AP	R	1/28/2011				36.50	36.50CR	
	G/L ACCOUNT							36.50		
	810 5-899-2-63320	VEHICLE REPAIRS				36.50	2 WHEEL ALIGNMENT			
VENDOR TOTALS			REG. CHECK					36.50	36.50CR	0.00
								36.50	0.00	

01-1171 HARVEY'S PUMP SERVICE

I 4937	PUMP HOIST	AP	R	1/28/2011				170.00	170.00CR	
	G/L ACCOUNT							170.00		
	600 5-810-2-65309	WELLS				170.00	PUMP HOIST			
I 4942	WORK ON SEWER LINE	AP	R	1/28/2011				1,041.34	1,041.34CR	
	G/L ACCOUNT							1,041.34		
	307 5-760-3-67600	DWNTN ST SCAPE PRJCT PHASE 2				1,041.34	WORK ON SEWER LINE			
VENDOR TOTALS			REG. CHECK					1,211.34	1,211.34CR	0.00
								1,211.34	0.00	

01-1157 HAWKEYE INTERNATIONAL TRUCK

I 165577A	SENSOR #29	AP	R	1/28/2011				160.51	160.51CR	
	G/L ACCOUNT							160.51		
	810 5-899-2-63321	REPAIR PARTS				160.51	SENSOR #29			
VENDOR TOTALS			REG. CHECK					160.51	160.51CR	0.00
								160.51	0.00	

PACKET: 00952 Council Mtg 1/3/11 AL

VENDOR SET: 01

## VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----										
01-1176	HENDERSON PRODUCTS INC									
I 54-04708		NUTS & BOLTS #26	AP		R	12/29/2010		37.45	37.45CR	
		G/L ACCOUNT						37.45		
	810 5-899-2-63321	REPAIR PARTS						37.45	NUTS & BOLTS #26	
		VENDOR TOTALS		REG. CHECK				37.45	37.45CR	0.00
								37.45	0.00	
-----										
01-1270	IOWA ASSOCIATION OF									
I 1606		OQ GRADE/RECORD KEEPING	AP		R	1/28/2011		240.00	240.00CR	
		G/L ACCOUNT						240.00		
	640 5-825-1-62300	TRAINING						240.00	OQ GRADE/RECORD KEEPING	
		VENDOR TOTALS		REG. CHECK				240.00	240.00CR	0.00
								240.00	0.00	
-----										
01-1308	IOWA DEPARTMENT OF TRANSPOR									
I 84234		REPAIR PARTS FOR #26 & #29	AP		R	1/28/2011		1,138.34	1,138.34CR	
		G/L ACCOUNT						1,138.34		
	810 5-899-2-63321	REPAIR PARTS						1,138.34	REPAIR PARTS FOR #26 & #29	
		VENDOR TOTALS		REG. CHECK				1,138.34	1,138.34CR	0.00
								1,138.34	0.00	
-----										
01-1332	IOWA ONE CALL									
I 127644		LOCATES	AP		R	1/28/2011		44.10	44.10CR	
		G/L ACCOUNT						44.10		
	600 5-810-2-65307	SERVICE LINES						14.70	LOCATES	
	630 5-820-2-65301	POLES						14.70	LOCATES	
	640 5-825-2-65307	SERVICE LINES						14.70	LOCATES	
		VENDOR TOTALS		REG. CHECK				44.10	44.10CR	0.00
								44.10	0.00	
-----										
01-1426	JOHNSON COUNTY AMBULANCE									
I AG072379		ALS SERVICE CHARGE	AP		R	1/28/2011		200.00	200.00CR	
		G/L ACCOUNT						200.00		
	001 5-160-2-64130	PAYMENT TO OTHER AGENCIES/FUND						200.00	ALS SERVICE CHARGE	

PACKET: 00952 Council Mtg 1/3/11 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					200.00	200.00CR	0.00
								200.00	0.00	

01-1438 KAPLAN HIGHER EDUCATION COR

I 12438	HAZMAT TRAINING	AP		R	12/29/2010			1,320.00	1,320.00CR	
	G/L ACCOUNT							1,320.00		
	001 5-150-1-62300	TRAINING - FIRE DEPT				1,320.00		HAZMAT TRAINING		
VENDOR TOTALS			REG. CHECK					1,320.00	1,320.00CR	0.00
								1,320.00	0.00	

01-1580 LONGLEY SYSTEMS INC

I 11120	TIME CARDS	AP		R	1/28/2011			53.00	53.00CR	
	G/L ACCOUNT							53.00		
	835 5-899-2-65070	OPERATING SUPPLIES				53.00		TIME CARDS		
VENDOR TOTALS			REG. CHECK					53.00	53.00CR	0.00
								53.00	0.00	

01-1766 MONROE TRUCK EQUIPMENT INC

I 5178135	OIL FILTERS #16	AP		R	1/28/2011			70.02	70.02CR	
	G/L ACCOUNT							70.02		
	810 5-899-2-63321	REPAIR PARTS				70.02		OIL FILTERS #16		
VENDOR TOTALS			REG. CHECK					70.02	70.02CR	0.00
								70.02	0.00	

01-1831 MUNICIPAL PIPE TOOL CO LLC

I 23199-0	JET CLEANING CEDAR & LYNN	AP		R	12/29/2010			1,044.00	1,044.00CR	
	G/L ACCOUNT							1,044.00		
	001 5-290-2-64910	CONTRACT SERVICES				1,044.00		JET CLEANING CEDAR & LYNN		
VENDOR TOTALS			REG. CHECK					1,044.00	1,044.00CR	0.00
								1,044.00	0.00	

PACKET: 00952 Council Mtg 1/3/11 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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01-2147 RVM LANDSCAPING

I 2010RVM		LANDSCAPING REPAIRS	AP		R	1/28/2011		950.00	950.00CR	
		G/L ACCOUNT						950.00		
	640 5-825-2-65308	MAINS					510.00	LANDSCAPING REPAIRS		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					440.00	LANDSCAPING REPAIRS		
		VENDOR TOTALS	REG. CHECK					950.00	950.00CR	0.00
								950.00	0.00	

01-2502 SIMPLEXGRINELL

I 74045690		FIRE ALARM INSPECTION	AP		R	1/28/2011		350.00	350.00CR	
		G/L ACCOUNT						350.00		
	001 5-465-2-63100	BUILDING MAINTENANCE & REPAIR					350.00	FIRE ALARM INSPECTION		
		VENDOR TOTALS	REG. CHECK					350.00	350.00CR	0.00
								350.00	0.00	

01-2209 SNYDER &amp; ASSOCIATES INC

I 109.0790.01-12		AIRPORT HANGAR AND APRON	AP		R	1/28/2011		459.00	459.00CR	
		G/L ACCOUNT						459.00		
	660 5-835-2-64070	ENGINEERING					459.00	AIRPORT HANGAR AND APRON		
		VENDOR TOTALS	REG. CHECK					459.00	459.00CR	0.00
								459.00	0.00	

01-2232 SPAHN &amp; ROSE LUMBER CO

I 4808661		PAINTING SUPPLIES	AP		R	1/28/2011		21.24	21.24CR	
		G/L ACCOUNT						21.24		
	001 5-110-2-63100	BUILDING MAINTENANCE & REPAIR					21.24	PAINTING SUPPLIES		
I 4907551		PLEXIGLASS	AP		R	1/28/2011		31.84	31.84CR	
		G/L ACCOUNT						31.84		
	630 5-821-2-63100	BUILDING MAINTENANCE & REPAIR					31.84	PLEXIGLASS		
I 4908249		OPERATING SUPPLIES	AP		R	1/28/2011		2.99	2.99CR	
		G/L ACCOUNT						2.99		
	001 5-221-2-65070	OPERATING SUPPLIES					2.99	OPERATING SUPPLIES		
I 4908459		NAILS	AP		R	1/28/2011		12.00	12.00CR	
		G/L ACCOUNT						12.00		
	001 5-210-3-67500	BUILDINGS					12.00	NAILS		

PACKET: 00952 Council Mtg 1/3/11 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				68.07	68.07CR	0.00
								68.07	0.00	

01-2240 SPEEDCONNECT

I 201012292968		WIRELESS SERVICE	AP		R	12/29/2010		41.45	41.45CR	
		G/L ACCOUNT						41.45		
	660 5-835-2-65070	OPERATING SUPPLIES					41.45	WIRELESS SERVICE		
		VENDOR TOTALS		REG. CHECK				41.45	41.45CR	0.00
								41.45	0.00	

01-2317 T &amp; M CLOTHING CO.

I 5732		2 SHIRTS,1 JACKET,EMB,PRINT AP			R	1/28/2011		166.10	166.10CR	
		G/L ACCOUNT						166.10		
	001 5-465-2-64350	UNIFORMS/EQUIPMENT					29.80	2 SHIRTS,1 JACKET,EMB,PRINTING		
	001 5-440-2-64350	UNIFORMS/EQUIPMENT					29.80	2 SHIRTS,1 JACKET,EMB,PRINTING		
	835 5-899-2-64350	UNIFORMS/EQUIPMENT					79.00	2 SHIRTS,1 JACKET,EMB,PRINTING		
	001 5-110-2-64350	UNIFORMS/EQUIPMENT					27.50	2 SHIRTS,1 JACKET,EMB,PRINTING		
		VENDOR TOTALS		REG. CHECK				166.10	166.10CR	0.00
								166.10	0.00	

01-2340 TERRY DURIN COMPANY

I 256848		24 250 WATT BULBS	AP		R	1/28/2011		182.60	182.60CR	
		G/L ACCOUNT						182.60		
	630 5-820-2-65303	STREET LIGHTS					182.60	24 250 WATT BULBS		
		VENDOR TOTALS		REG. CHECK				182.60	182.60CR	0.00
								182.60	0.00	

01-2410 TIPTON ELECTRIC MOTORS

I 243617		REPAIR WELL #5 MOTOR	AP		R	1/28/2011		940.30	940.30CR	
		G/L ACCOUNT						940.30		
	600 5-810-2-65309	WELLS					940.30	REPAIR WELL #5 MOTOR		
I 243664		2 18V BATTERIES	AP		R	1/28/2011		216.00	216.00CR	
		G/L ACCOUNT						216.00		
	600 5-810-2-65053	SMALL TOOLS					216.00	2 18V BATTERIES		
		VENDOR TOTALS		REG. CHECK				1,156.30	1,156.30CR	0.00
								1,156.30	0.00	

PACKET: 00952 Council Mtg 1/3/11 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----									
01-2435	TIPTON GREENHOUSE								
I 29066	7 CENTERPIECES	AP	R	1/28/2011		107.50	107.50CR		
	G/L ACCOUNT					107.50			
	630 5-820-2-65980	MISCELLANEOUS				21.50	7 CENTERPIECES		
	640 5-825-2-65980	MISCELLANEOUS				21.50	7 CENTERPIECES		
	600 5-810-2-65980	MISCELLANEOUS				21.50	7 CENTERPIECES		
	610 5-815-2-65980	MISCELLANEOUS				21.50	7 CENTERPIECES		
	670 5-840-2-65980	MISCELLANEOUS				21.50	7 CENTERPIECES		
	VENDOR TOTALS	REG. CHECK				107.50	107.50CR		0.00
						107.50	0.00		
-----									
01-2556	USA BLUEBOOK								
C 298598	DIAPHRAM	AP	R	12/29/2010		83.00CR	83.00		
	G/L ACCOUNT					83.00CR			
	001 5-465-2-63500	OPERATIONAL EQUIPT MAINT & REP				83.00CR	DIAPHRAM		
I 294159	DIAPHRAM	AP	R	1/28/2011		96.01	96.01CR		
	G/L ACCOUNT					96.01			
	001 5-465-2-63500	OPERATIONAL EQUIPT MAINT & REP				96.01	DIAPHRAM		
I 2984198	2 STENNER PUMPS	AP	R	1/28/2011		644.00	644.00CR		
	G/L ACCOUNT					644.00			
	001 5-465-2-63500	OPERATIONAL EQUIPT MAINT & REP				644.00	2 STENNER PUMPS		
	VENDOR TOTALS	REG. CHECK				657.01	657.01CR		0.00
						657.01	0.00		
-----									
01-2574	WALMART COMMUNITY								
I 001277	OPERATING SUPPLIES	AP	R	1/28/2011		26.85	26.85CR		
	G/L ACCOUNT					26.85			
	001 5-110-2-65070	OPERATING SUPPLIES				5.97	OPERATING SUPPLIES		
	630 5-821-2-65070	OPERATING SUPPLIES				5.97	OPERATING SUPPLIES		
	835 5-899-2-65070	OPERATING SUPPLIES				14.91	OPERATING SUPPLIES		
	VENDOR TOTALS	REG. CHECK				26.85	26.85CR		0.00
						26.85	0.00		

PACKET: 00952 Council Mtg 1/3/11 AL

VENDOR SET: 01

## VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----										
01-2640	WENDLING QUARRIES									
I 428908		56.40 TN MANSAND	AP		R	1/28/2011		507.60	507.60CR	
		G/L ACCOUNT						507.60		
		001 5-250-2-65070	OPERATING SUPPLIES				507.60	56.40 TN MANSAND		
I 428909		18.56 TN MANSAND	AP		R	1/28/2011		167.04	167.04CR	
		G/L ACCOUNT						167.04		
		001 5-250-2-65070	OPERATING SUPPLIES				167.04	18.56 TN MANSAND		
		VENDOR TOTALS	REG. CHECK					674.64	674.64CR	0.00
								674.64	0.00	
-----										



PACKET: 00952 Council Mtg 1/3/11 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	4,996.68CR
305	GO ST IMPROVEMENT 08	7,403.95CR
307	STREETSCAPE PROJECT	1,041.34CR
600	WATER OPERATING	38,976.50CR
610	WASTEWATER/AKA SEWER REVE	21.50CR
630	ELECTRIC OPERATING	1,786.89CR
640	GAS OPERATING	786.20CR
660	AIRPORT OPERATING	500.45CR
670	GARBAGE COLLECTION	21.50CR
810	CENTRAL GARAGE	3,337.02CR
835	ADMINISTRATIVE SERVICES	146.91CR
** TOTALS **		59,018.94CR

## ----- 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		59,018.94	59,018.94CR	0.00
		59,018.94	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		59,018.94	59,018.94CR	0.00
		59,018.94	0.00	

TOTAL CHECKS TO PRINT: 39

ERRORS: 0

WARNINGS: 0

**City One Card Purchases****Statement Date****12/30/2010 9:09 AM****11/26/10****Card Total****City - One card (employee check-out travel card)**

Travel Training (Don Drager) - Holiday Inn, Culvers

213.48

**Total Charges****213.48****Electric - One Card**

Fuel - Tiger Mart

27.88

Office Equipment/Supplies - Walmart

23.90

Locator - Bates &amp; Associates

5417.04

Misc Supplies - Christmas Light Source, National Flag &amp; Flagpole

966.20

Bldg Maint Supplies - Amazon

35.08

Small Tools - McMaster-Carr, Walmart

150.05

Operating Supplies - National Fire Protection

126.75

Gas Detector - Industrial Battery Service

434.95

**Total Charges****7181.85****Ambulance - One Card**

Operating Supplies - EMP, Walmart, Praxair

2020.89

**Total Charges****2020.89****Public Works - One Card**

Repair Parts - Certified Power Inc.

36.56

**Total Charges****36.56****Library - One Card**

Postage/Shipping - USPS

127.26

Office Supplies - Demco, Wal-mart

236.54

Materials - Wal-mart, Amazon

524.94

Misc Supplies - Walmart

38.88

Bldg Maint Supplies - Wal-Mart

122.86

**Total Charges****1050.48****Family Aquatic Center/Recreation - One Card**

Travel Training - McDonalds, Fire Lake Rest, D Brians Deli, Panera, Ah Sa

Wan, Taco Johns, Perkins, The Jo Stop, Subway, Radisson

698.01

Fuel - Holiday Stationstore

29.58

**Total Charges****727.59****Gas - One Card**

Equipment Maint/Repair Supplies - M.A. Selmon

85.67

Equipment Maint/Repair Supplies (for FAC) - Johnson Controls, Paypal

Speedrack, Paypal DTEMyers, United Refrigeration, McMaster-Carr

2370.38

Repair Parts (split between electric &amp; gas) - Gemplers

174.80

Small Tools - McMaster-Carr

140.93

**Total Charges****2771.78****Finance & Admin - One Card - (Lorna's)**

Storage Cabinet (for electric dept) - Staples

329.99

Training - Iowa League of Cities

60.00

Laptop - Dell

763.00

Operating Supplies - Staples

9.62

Computer Supplies - Staples

96.28

Garbage Service - Waste Management

10061.92

**Total Charges****11320.81****TOTAL****Card & Statement Total****25323.44**

## CITY OF TIPTON COUNCIL, COMMITTEES, COMMISSIONS & BOARDS - 2011

**MAYOR:** Shirley Kepford      **MAYOR PRO-TEM:** Dean Anderson

**COUNCIL:** Dean Anderson, David Fry, Bob Klemme, Don McGlaughlin, Dawn Siech

### **COUNCIL COMMITTEES**

**POLICY & ADMINISTRATION:** Dean Anderson, Dawn Siech, Doug Boldt

Includes: Finance, Insurance, Ordinance Review, Personnel, Tax Increment Financing and Technology

**EQUIPMENT COMMITTEE:** David Fry, Don McGlaughlin, Steve Nash, Klay Johnson

**AQUATIC CENTER COMMITTEE:** Bob Klemme, Mike Herring, Stuart Werling  
Ron Hembry, Adam Spangler

### **APPOINTED COMMISSIONS & BOARDS**

#### **CEMETERY BOARD OF TRUSTEES**

Keith Wood      Elmer Kunde  
Bob Klemme

#### **BOARD OF ADJUSTMENT**

(5 YR TERM)

(Appointed by Mayor, Council approval)

Gordon Esbeck	05/01/10
Ken Muller	05/01/11
Reno Droll, Chairman	05/01/12
Keith Fields	05/01/13
Jim Ehresman	05/01/14

#### **PARK & RECREATION COMMISSION**

(4 YR TERM)

(Appointed by Mayor, Council approval)

Dave Hill	09/01/07
Tom Ehresman	09/01/08
Stacy Emrich	09/01/09
Adam Spangler	09/01/09
Steve Nash	09/01/09

#### **PLANNING & ZONING COMMISSION**

(5 YR TERM)

(Selected by Council)

vacant	05/01/10
Mike Cook	05/01/10
Kevin Kofron	05/01/10
Maureen Peck	05/01/11
Terry Goerd	05/01/12
Bev Tripp	05/01/13
Rod Daebelliehn	05/01/13

#### **LIBRARY BOARD**

(6 YR TERM)

(Appointed by Mayor, Council approval)

Cindy Kunde	07/01/11
Katie Ryan	07/01/11
Penny Webb	07/01/11
Jane Moen	07/01/13
Jamie Meyer	07/01/13
Dale Jedlicka	07/01/13
Ryan Stonebraker	07/01/14
Nancy Hipple	07/01/14
Andrew Owen	07/01/14

#### **ZONING ADMINISTRATOR**

Marv Miller

#### **REGIONAL HOUSING (ECIA)**

Phillip Benge	06/06/14
Renee Crock	06/06/14

#### **DEVELOPMENT COMMISSION**

(6 YR TERM)

(Appointed by Mayor, Council approval)

Bob Klemme	07/01/10
Todd Miller	07/01/10
Paul Stueland	07/01/10
David Tripp	07/01/12
Mike Pelzer	07/01/12
Dean Anderson	07/01/14
Jeff Meyer	07/01/14

#### **AIRPORT COMMITTEE**

(6 YR TERM)

vacant	07/01/10
Ed Mellecker	07/01/10
Jim Rohlf	07/01/10
Klay Johnson	07/01/12
Dave Kruse	07/01/12
Tim Wynkoop	07/01/12
Mike Moes	07/01/14
Max Coppess III	07/01/14
Jerry Goldsmith	07/01/14

### **REPRESENTATIVES TO OTHER COMMISSIONS & BOARDS**

#### **TIPTON ECONOMIC DEVELOPMENT CORPORATION**

Shirley Kepford      Dean Anderson      Doug Boldt

#### **TIPTON CHAMBER OF COMMERCE BOARD**

Shirley Kepford      Doug Boldt (City Representatives, non-voting)

#### **CEDAR COUNTY ECONOMIC DEVELOPMENT**

Don McGlaughlin

#### **TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**

Doug Boldt

#### **EAST CENTRAL INTERGOVERNMENTAL AGENCY**

Doug Boldt      Shirley Kepford

#### **LABOR MANAGEMENT COMMITTEE**

Dawn Siech

## Doug Boldt

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**To:** Michael Pelzer  
**Subject:** RE: DRIP Reimbursement

**From:** Michael Pelzer [mailto:mikep@cifs-tipton.com]  
**Sent:** Wednesday, December 29, 2010 4:09 PM  
**To:** 'Doug Boldt'  
**Subject:** FW: DRIP Reimbursement

Doug,

Here are the submitted reimbursement requests.

Tipton Pharmacy	Project Total	\$30,397.65
	Total Requested	\$6,900 (\$5/ sq. ft. x 1380 sq. ft.)
	Amount Approved	\$3,548

All Work Completed, amount to pay \$3,548.00

Stueland Auto Center	Project Total	\$25,880.10
	Total Requested	\$7,500
	Amount Approved	\$3,871
	All Work Completed,	\$3,871.00

Fabric Stasher

	Project Total	\$11,760
	Total Requested	\$5,880
	Amount Approved	\$3,065

Project total completed and paid  $\$6065.46 \times .5 = 3032.73$   
Amount to reimburse \$ 3032.73.

Mike Pelzer

PRESIDENT,  
COMMUNITY INSURANCE & FINANCIAL SERVICES  
TIPTON, IA 52772  
PH: 563-886-6191  
FAX: 563-886-2317

**AGENDA ITEM # L-7**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** December 30, 2010

**AGENDA ITEM:** Discussion and Update of New Fire Station and Council Action as Needed

**ACTION:** Discussion and Possible Motion

FILE:: mgr/c/mydocuments/city/reports to Council/CapitalProjects/Fire Station Safe Room

**SYNOPSIS:** I only have a couple of updates concerning this issue. First of all, Jennifer Jones, the State Mitigation Project Officer in charge of the safe room grant, has been out of the office since the last council meeting but is scheduled to return on Monday. I have left her a message to call me on Monday before the council meeting. Second, I did receive a phone call from Dick Grimoskas asking whether or not the City would be interested in possibly filing a joint application for a safe room. The Mayor and I have a meeting scheduled with him after he returns from the holiday break. Lastly, unless the Iowa Homeland Security Office would require something formal, the resolution the council passed in March to proceed with the safe room grant would simply become on 'non-issue' if the City would proceed in a different direction.

**BUDGET ITEM:**

**MAYOR/COUNCIL ACTION:** Discussion and Possible Motion

**ATTACHMENTS:**

**PREPARED BY:** Doug Boldt

**DATE PREPARED:** December 30, 2010

**AGENDA ITEM # L-8**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** December 30, 2010

**AGENDA ITEM:** Discussion and Consideration of Recommendation from Policy and Administration Committee from the 5% - 10% Departmental Cost Savings Proposals and Council Action as Needed

**ACTION:** Discussion and Possible Motion

FILE:: mgr/c/mydocuments/city/reports to Council/Admin/5-10% Cost Savings Recommendation

**SYNOPSIS:** Attached are the proposals that were included in the previous packet from the Department Heads in reference to their recommendations for the 5% – 10% cost savings. Also included in the packet is a resolution adjusting the salaries of those individuals by 1.25%. Councilperson's Anderson and Siech will again give a brief summary of the proposals and each Department Head will be available to further explain what they've recommended or to answer any questions. Please note that you do not have a proposal from Lorna, Amy and I. The committee discussed the fact that something in the 5% – 10% range for that department might be hard to accomplish since it is basically a 'personnel' department. However, the things we are going to work on are monitoring and adjusting our printing costs and evaluating how we can make City Hall a more energy efficient building.

**BUDGET ITEM:**

**MAYOR/COUNCIL ACTION:** Discussion and Possible Motion

**ATTACHMENTS:** Attachments

**PREPARED BY:** Doug Boldt

**DATE PREPARED:** December 30, 2010

## Savings for Budget – 2010-11

### Recreation Department

- Get more Silver Cord volunteers to referee
  - Just this past season we saved –
    - Flag Football - \$170
    - Volleyball - \$368
- Kirkwood – Called and left a voicemail and e-mail with Kristi Black to talk about work study in lieu of the \$2 per registration.
- Host tournaments – 3 v 3 Basketball or 2 v 2 Sand Volleyball (July 4<sup>th</sup>)
  - We would charge \$30 per team to be in the tourney
    - Expenses
      - Medals
      - Referee fees – Try to get volunteers
- Try to get more Sponsors for teams
  - New Body Fitness
  - Community Insurance
  - Subway
  - Cedar Ridge Dental
  - Country Club
  - Progressive Rehab
  - Tipton Pharmacy
  - Challis Lawncare
  - Crist Electric
  - Vermeer – Calling next month due to Mgr. Out of town in India
  - Niles Chiro
  - Tesar Chiro
  - Ehler Chiro
  - Van Den Berghe Chiro
- Disc Golf course – Improve course and do a tourney? (A & B course?)

### Aquatic Center

- Myself Lifeguard during the day over the school year
  - 34 weeks (doesn't include Xmas break & summer - \$1,250
- Over the school year cut some front desk hours / Angie
  - Monday & Tuesday – Angie wouldn't come in (34 wks.) - \$4,896
  - Thursday – Amme wouldn't come in (34 wks.) - \$1,530
  - Mon-Fri – Diane – (34 wks.) - \$1,275
- Do more projects ourselves for around the aquatic center such as:
  - Painting – With paint and supplies - \$5,636.89
  - Renegotiate contract with NorthWest Mechanical
    - Filters – I change out filters all 4x/year instead of twice
    - Pumps – Cody/Virgil – servicing pumps and if major repair then we call NorthWest Mechanical
- Reduce staff in concessions stand
  - Two staff during the day and one staff during the night shift
    - Savings of \$3,412.50
- Closing the pool early during the school year
  - Saturday at 6 pm instead of 8 pm – Savings of \$993
  - Sunday at 5 pm instead of 8 pm – Savings of \$1,314
- Continue to use pool vacuum as much as possible to cut cost on employees
  - Using our automatic vacuum for the rec. pool and manual for the lazy river
    - Savings of \$744 (During Summer months)
    - Savings of \$16,052.40 throughout year for using automatic vacuum for indoor pool every evening instead of two staff manually vacuuming.

## **Cost Saving Efforts in Public Works**

Arriving at numbers to qualify the efficiency efforts in Public Works can be in the form of hard cash numbers or in projected savings because of the perceived value of more available employee time. In both cases I will try to be realistic about the actual bottom line for the monetary savings. However, I still believe there are benefits beyond the fiscal, with respect to increased moral, positive attitude development and building a sense of significance with our work.

The following issues are ones that I have either previously addressed or are currently implementing. Each changed procedure, operation or program will have a savings value as I see it. I have split the list into changes before 2010 and changes we have implemented this year.

### **CHANGES BEFORE 2010**

- Garbage- Introduced one man automated garbage pickup. Reduced manpower by one fulltime employee. Savings-\$50,000  
We regained about 110 commercial & downtown accounts, which reduced our monthly payment significantly and gave us the profit from those accounts.
- Cardboard Recycling- Hours at the cardboard recycling were changed from every day 1:00 – 3:00 to adding Monday morning 7:30 – 12:30pm. We were paying our help from 1:00-4:00 (15 hours/week) and then having them do building cleanup the last hour. This new schedule allows business owners one morning a week that they can deliver cardboard. It also allows for our employee to be bailing cardboard the entire 15 hours they are paid for. This has increased our production, probably by \$100 -\$200 per week.
- Locates- Instead of rotating our on-call person to do our daily locates; I've given that responsibility to our most proficient and experienced employee. This helps clarify direction for the entire crew every morning. Cost savings relates to the benefits of faster, accurate locates and then on to our other ongoing projects.



- Tree Maintenance- We've accomplished this completely within the Department, reducing our line item budget by over \$10,000 annually. We have probably doubled the amount of work accomplished in both the pruning and removal areas. Commercially, this additional work could easily be in the \$20,000 -\$30,000 range of savings.
- Purchase of Brush Chipper-This goes hand in hand with the tree work. From an efficiency standpoint, we can do storm cleanup with one man and about seven times the material by running it through the chipper, compared to hauling brush. Savings depends on the number of storms and cleanup time required. It also gives the community a product for use on landscapes and around trees at no cost to them.
- Concrete work- We've increased our Department involvement, for example the island at the Industrial Park which we removed and replaced. Net savings was about \$10,000 vs. the commercial contractor bid.
- Leaf Pickup Changes- A.) We do not waste time weighing- through negotiation of an annual flat fee for dumping. B.)We have a second crew that fills in on lunch breaks when the leaf drop is heavy, so we can get more done during our eight hours. C.)We've increased the capacity of our leaf box by about 40% so we don't have to dump as often. Savings comes from increased efficiency during the time we have. The sooner we finish with the leaf vac the sooner we can do another needed project.
- Salt/Sand and Brine Usage- We're increasing the use of the brine in our operation because of cost. We can cover the entire town with brine (2 scopes of salt) with one man during our regular working hours. (no overtime) This takes care of the first ½ to 1 inch of snow and provides safe travel when the snowfall starts. The savings of using brine could easily be \$500.00 per snow event, depending on the time of day and amount of snow.
- Central Garage Concept- Re-established the concept with the hiring of a new Head Mechanic. Since that time we've done all of our repair work on the trucks and equipment in house, with one exception. ( automated arm rebuild).From 12-1-09 to 12-1-10 Klay has recorded 749.7 hours of billable

time at \$40.00 per hour to all the various pieces of equipment the City of Tipton owns. This time at a commercial shop would be billed out at a rate of \$80.00 per hour, minimum. Additionally, the parts he used totaled \$8,382.89 which we buy at a discounted cost of about 70% of retail, saving the City of Tipton at least \$3600.00. The additional savings from not shuttling a truck to and from a truck shop, which takes two men a total of four hours, amounts to at least \$150.00 of labor lost to windshield time. Klay's hourly wage plus benefits are probably around \$20.00 per hour. The 750 hours of billable time plus the difference in cost of parts alone, save the City of Tipton almost \$50,000.00. We have all these numbers documented with our Tatum's Fleet Maintenance Program.

- Changed lunch Schedule- To increase our efficiency at the end of the work day, we've moved our lunch break to 11:15 – 12:00. This allows us to have our afternoon break at 2:00 pm instead of 3:00 pm. I've found it a challenge to get much accomplished between 3:15 and 4:00 using the old break schedule. Savings would certainly be in the form of productivity, which is difficult to put a dollar figure on.
- Buying Good Used Trucks- Instead of buying new dump trucks/snow plows for a cost of around \$125,000 to \$140,000; our direction has gone towards well maintained units that larger municipalities have purchased new. Our truck last year totaled about \$37,000 to get it on the street. This year's purchase from the City of Clive was about ready to put on the street at \$50,000. Obviously, we now have used trucks that will require more maintenance sooner, however, our reduced capital outlay should compensate for that over the next ten years. Savings could be argued at around \$100,000 depending on how well these trucks perform.

### Changes in 2010

- Water Main Construction-We have recently replaced an old 4" water main on Plum Street, with a new 12". This could have been a Capital Project done by outside contractors. However, with the addition of another employee with great background and experience in water

*Contract Change*

main installation, we were able to complete the actual 12" main in about 15 working days. It took an additional 15 days to connect service lines and do restoration work on the streets and driveways. That translates to about \$14,400.00 in payroll and benefits for three men. The material cost was less than \$60,000. I believe the engineers estimate was \$212,000 for the entire project. The city's savings on the project was well over \$100,000 largely because of the personnel and equipment that we are able to utilize.

- Changing City of Tipton Recycling to One Day- This allows us to utilize my driver on other projects for an entire day. Before this change he was only available for short periods of time late in the afternoon. I can now schedule him to work with me on Thursdays all day. He still has truck maintenance responsibility most of the day Wednesday. More importantly, the truck is available for repair work, which takes more than a day. Savings to the City of Tipton would be in the form of increased availability of personnel and more production. If we gain one man all day; that helps us to the extent of 20% of his payroll, whatever that is per year.

**The above list is in no way a conclusive summary of our changes. It is, I believe, an indication of the attitude and direction that we've adopted to become the best we can be for the community, with the personnel and facilities that we've been given.**

**Once again, I believe one of the most important aspects of a working department or crew is team moral. In making changes that show we are interested in becoming a better group of workers, I feel that employee attitude and moral have moved in a positive direction to the greater good for all of us.**

## Cost saving ideas

Tipton budgeted for gas purchases (account # 640-5-825-2-64950) \$1,681,918.00. This figure includes \$154,839.00 for transportation and \$1,527,079.00 for purchasing gas. Tipton was able to secure two separate gas contracts with an averaged price of \$5.05 per MMBTU for 75% of the winter predicted demand, the amount budgeted (due to market prices at the time) was \$7.81 per MMBTU for gas purchases. The actual amount needed for 75% of Tipton's gas needs will be \$384,130 less than budgeted.

Tipton gas dept. has the entire distribution system on a GPS map and is continually updating the mains and service lines as they are added to the system. The Trimble unit the City has now is accurate to within a foot. This improves locate accuracy and helps with damage prevention and when a GPS corrected aerial photo is available, an overlay can be done to show accurate utility locations for property all owners.

The gas dept. performs most tasks in house. Cathodic protection surveys, leak surveys, valve maintenance and the public awareness programs are performed by Tipton employees. Tipton used to pay \$6,000 to \$10,000 annually for a leak surveys. Tipton purchased a dp4 leak detector 12 years ago for \$6,000. Tipton employees found 8 leaks on mains the first year with the new detector that were undetected by contractors in previous years.

Main extensions and new service lines are installed Tipton employee's with the exception of directional boring (Tipton has no directional boring equipment). This is a task we will continue to do for the foreseeable future and with a directional boring machine could probably do more. For comparison purposes, contracting one person and equipment from IAMU for one day to help during Highway 38 Reconstruction Project (2009 billing) was \$2,081.00.

## Aquatic Center Repairs by Gas Department

- \*Moved all geo thermal pumps to vertical position
- \*Replaced all seals and bearings on motors of all geo thermal pumps
- \*Replaced seals on geo pumps 1,2 and 3 again with correct glycol seals
- \*Replaced compressor A on DHU-2
- \*Repaired broken palm tree in outdoor pool
- \*Installed access ladder to roof
- \*Repaired broken power switch on concession deep freeze
- \*Removed palm tree leaves to prevent damage during winter
- \*Repaired boiler for indoor pool prior to replacement
- \*Replaced faulty flow switch on indoor pool boiler
- \*Rewired safety loop on indoor pool boiler to original condition
- \*Removed air circulation blower motor in NE corner of indoor pool and replaced motor bearings
- \*Replaced spark igniter on indoor pool boiler
- \*Replaced indoor pool boiler
- \*Replaced all flange gaskets on geo thermal pumps
- \*Installed new steel reducer on geo pump to replace plastic one originally installed
- \*Replaced outdoor temperature sensor on HRU-1
- \*Reconnected wire in electric panel on HRU-1 that prevented gas fired heating units from working
- \*Repaired Aquatic Center computer
- \*Repaired condensation line for roof units and installed heat tape to prevent refreezing
- \*Welded land line reel
- \*Worked on Mini Max pool vacuum
- \*Repaired basketball hoop height adjustor
- \*Replaced O-ring gasket on filter assembly for geo thermal system
- \*Diagnosed and replaced power supply used for transmitters for west end geo pumps

- \*Repaired shorted wire and replaced temp sensor on HP-5
- \*Replaced compressor on HP-1
- \*Found temp sensors for locker room heat units and restarted computer because they were locked up
- \*Restarted HRU-2 that had stopped working because of flame failure
- \*Adjusted and cleaned spark plug on HRU-2 causing flame failures
- \*Diagnosed low voltage problem on HRU and DHU computer and replaced faulty transformer
- \*Found loose connection micro switch on modulating motor for HRU-1 causing flame failure

# **Cost Reduction Efforts in Electric Operating**

**John C. Packwood**  
**Electric Superintendent**

## **Definitions\***

LGS: Louisa Generating Station  
kWh: kilowatt hours  
kW: kilowatt  
MISO: Midwest Independent System Operator  
FERC: Federal Energy Regulatory Commission  
Tag: kWh designated for point to point delivery the next day  
Gennode: a point in the electric grid at which energy enters  
RPGI: Resale Power Group of Iowa  
Loadzone: an area of the grid with customer designated power delivery points  
MEC: MidAmerican Energy Company  
IT: Information Technology Specialists  
AMR: Automatic Meter Reading

## **Scope**

The operating portion of the Electric Department budget for Fiscal Year 2010-11 is about \$3,200,000. Thus, a 5% to 10% reduction amounts to from \$160,000 to \$320,000, a formidable reduction.

I believe we have accomplished the goal for 2010 and more. I will refer to the Calendar Year 2010 because everything is tabulated in this manner in the electric industry. Furthermore, it is clear these savings are sustainable.

## **History**

For decades, Iowa Electric Light & Power, then IES, and finally Alliant Energy, supplied Tipton's electric power. They delivered Tipton's LGS\* energy to Tipton, giving Tipton full credit for all kWh\* and kW\* capacity. Tipton enjoyed this relationship until 2004 when MISO\* took control of scheduling all transmission and generation facilities within its footprint as the result of a FERC\* Mandate.

Prior to 2004 Tipton's energy purchase costs were reasonable at 2.5¢ or less. Beginning in 2004 MISO changed the manner in which wholesale energy had always been supplied – forever. Our costs have continued to rise since then, to 5.7¢ in 2009 because we could no longer have our LGS energy and capacity delivered to Tipton.

## **The Plan: Phase I**

I negotiated with MISO for a "Grandfathered" Agreement and, with some help from friends in the electric utility industry, Tipton was granted this agreement. It allows Tipton to Tag\* as much of its LGS energy as we believe we can use. MISO then pays us market prices for all of our LGS energy sold into the market at the LGS Gennode\* and

allows Tipton to purchase the energy that was tagged, back at market prices at the RPGI\* Loadzone\*. As part of the Agreement, MISO also refunds all Transmission losses and congestion charges to Tipton. The beauty of this arrangement is, the revenue versus expense is a wash, whether the market is high or low, unlike last year when market prices were so low that we barely broke even on operating expenses, realized no revenue to offset RPGI billing, while paying for Energy from RPGI at prices they contracted from Ameren Energy over a year prior when market prices were high.

It isn't easy to anticipate our needs a day ahead, especially because we must tag in even 1,000 kWh blocks, and any energy tagged in excess of the Tipton actual hourly load is lost so we're fairly conservative in our forecast. I developed an algorithm to make these decisions and it seems to work quite well. Our forecasts have been hitting well above 90% in accuracy.

Since we don't have real time dispatching capability and are not a MISO member we have had to arrange for others to actually perform the above functions. I contracted MEC to dispatch and Tag our LGS into the market. I contracted RPGI as our agent to purchase the Tagged energy out of the market, provide credit on our monthly bill for all qualified kWh and for the LGS capacity available at the time of the RPGI monthly peak.

## Phase I Results

I'm pleased to report all of the above efforts to be extremely successful for 2010. The chart below shows what our power purchases would have been, including all RPGI expenses, LGS Sales, Tipton Plant sales and RPGI capacity credits as in prior years. The actual power purchases include the same expenses, sales and credits plus the credits that result from the Grandfathered Agreement with MISO, the arrangements described above, and related expenses. I hope you are as pleased as I am.

	Without Agreement	With Agreement	Reduction	% Savings
Total kWh	27,865,553	27,865,553	----	----
Net Expense	\$1,502,081	\$905,714	\$596,367	39.70%
Cost/kWh	\$0.05390	\$0.03250	\$0.02140	39.70%
2009 Cost/kWh	\$0.05653	----	\$0.02403	57.50%

## The Plan: Phase II

While the savings outlined in Phase I are very favorable and capture the lion's share of savings available, that statement in itself indicates there are additional savings available and that would be true. There are additional savings available from the demand charges we pay RPGI.

We are charged for each kW of demand for the town load for the hour ending when RPGI hits their hourly peak for the month. Whatever the LGS Output is for that hour ending, Tipton receives the equivalent capacity credit against the town load. At present, we have no way to know when the RPGI peak hour occurs or what the LGS output was at that time until the month is over. When we receive our bill from RPGI the following month, we may find that at the time of RPGI's peak monthly hour, MISO had dialed LGS



back to 50% for system reasons and we were short 1775 kW of our 3775 kW capacity with translates to a capacity credit loss for Tipton that month of over \$18,000. I felt these were dollars I should find a way to capture.

A plan has been developed to use an algorithm similar to the one used to develop the tagging schedule to select a range of probable RPIG peaks each month. A computer program will continuously track LGS output levels, provided by MEC IT\*, and RPIG load levels provided by RPIG IT. When the RPIG load reaches the predetermined level that could be a peak for the month, the program will look at the current LGS output and if it translates to substantially less than Tipton's LGS full load share, the program will start up as much of Tipton's new generation needed to make up the difference. The operating expense will be small to run at this differential level occasionally for an hour or two. It will also be good exercise for the system to verify readiness to pick up town load in an outage. This effort will pay back an additional \$50,000 to \$200,000 annually.

### **The Plan: The Next Cost Reduction**

We use Landis & Gyr (formerly Duncan, Lafayette, IN) as our standard kWh meter due to value, reliability, and innovation. I was recently introduced to an AMR system they have developed for use with their meters. In the past I've been lukewarm on AMR systems for a number of reasons. After reviewing this system I believe it is tailored for smaller utilities such as Tipton at a much higher cost to benefit ratio. I believe this system bears further investigation at the very least, which I plan to pursue.

Week	Month	Dates		LGS Weekly MWh	Tipton Weekly kWh	Monthly Production	Weekly Sales	Monthly Sales	Avg kWh Value	MEC Tagging Charge	RPGI kWh Rate	RPGI kWh Gross	LGS kWh Credit	TPP Market kWh Sold	RPGI kW Demand	LGS kW Credit	RPGI Cap Purch	RPGI Cap Sold		Cust. Chg	Louisa Exp	Tipton Plant Exp	Monthly Net	Net Cost per kWh	RPGI Cost Without Louisa Grandfathered Agreement		New Generation Capcity Makup	Value		
		Start	End								PCA	Cost	Value	Rate	Rate	Value	Rate	Tipton Capacity	LGS Capacity						Net Expense	Net ¢/kWh				
											Total Rate		Market Cost					%	%											
																		Value	Value										Net Cost	Value
1	Jan	01/02/10	01/08/10	98,113	490,565	2,035,835	\$23,834	\$81,261	\$0.03992	\$170.00	\$0.03400	2,706,014	2,044,462	0	4,785	3,184	5,163	4,660	3,725	\$200	\$29,170	\$29,545	\$110,269	\$0.04075	\$139,407	\$0.05152	541	\$5,469		
2		01/09/10	01/15/10	98,200	491,000		\$21,708				\$0.00812	\$86,113				65.94%	65.94%													
3		01/16/10	01/22/10	103,217	516,085		\$16,515				\$0.04212	\$113,977	\$89,520	\$0.00000	\$10.2750	\$32,716	\$3.80	3,073	2,456											
4		01/23/10	01/29/10	107,637	538,185		\$19,204				\$0	\$49,166	\$32,716	\$19,619	\$11,677	\$9,334														
5	Feb	01/30/10	02/05/10	104,096	520,480	2,110,065	\$20,162	\$81,783	\$0.03876	\$170.00	\$0.03400	2,348,815	1,987,663	161,000	4,203	2,407	5,163	4,660	3,725	\$200	\$46,987	\$3,408	\$31,359	\$0.01335	\$75,821	\$0.03228	1,318	\$13,323		
6		02/06/10	02/12/10	105,039	525,195		\$21,829				\$0.01558	\$98,548	\$0.31826	\$10.2750	\$24,732	\$3.80	3,073	2,456												
7		02/13/10	02/19/10	106,096	530,480		\$20,025				\$0.04958	\$116,454	\$78,649	\$0.31826	\$10.2750	\$51,241	\$43,186	\$24,732	\$19,619										\$11,677	\$9,334
8		02/20/10	02/26/10	106,782	533,910		\$19,767				\$0	\$49,166	\$24,732	\$19,619	\$11,677	\$9,334														
9	Mar	02/27/10	03/05/10	107,893	539,465	2,266,765	\$21,420	\$67,880	\$0.02995	\$170.00	\$0.03400	2,310,884	1,774,215	21,000	3,883	3,709	5,163	4,660	3,725	\$200	\$40,896	\$0	\$45,300	\$0.01960	\$96,920	\$0.04194	16	\$164		
10		03/06/10	03/12/10	102,070	510,350		\$15,046				\$0.00488	\$68,981	\$0.22143	\$10.2750	\$38,110	\$3.80	3,073	2,456												
11		03/13/10	03/19/10	53,638	268,190		\$6,804				\$0.03888	\$89,847	\$55,302	\$0.22143	\$10.2750	\$4,650	\$39,898	\$38,110	\$19,619										\$11,677	\$9,334
12		03/20/10	03/26/10	89,140	445,700		\$12,743				\$0	\$49,166	\$38,110	\$19,619	\$11,677	\$9,334														
13	03/27/10	04/02/10	100,612	503,060	\$11,868	\$0	\$49,166	\$38,110	\$19,619	\$11,677	\$9,334																			
14	Apr	04/03/10	04/09/10	99,097	495,485	2,033,555	\$12,381	\$56,697	\$0.02788	\$170.00	\$0.03400	2,081,132	1,880,047	0	3,730	3,714	5,163	4,660	3,725	\$200	\$40,615	\$763	\$44,434	\$0.02135	\$110,742	\$0.05321	11	\$111		
15		04/10/10	04/16/10	99,732	498,660		\$15,247				\$0.00873	\$80,334	\$0.00000	\$10.2750	\$38,161	\$3.80	3,073	2,456												
16		04/17/10	04/23/10	103,456	517,280		\$15,863				\$0.04273	\$88,927	\$52,018	\$0.00000	\$10.2750	\$38,161	\$3.80	3,073	2,456											
17		04/24/10	04/30/10	104,426	522,130		\$13,206				\$0	\$49,166	\$38,161	\$19,619	\$11,677	\$9,334														
18	May	05/01/10	05/07/10	100,799	503,995	1,855,165	\$14,960	\$56,558	\$0.03049	\$170.00	\$0.03400	2,347,663	1,772,677	2,000	6,141	3,000	7,383	4,660	3,725	\$200	\$40,615	\$2,957	\$102,180	\$0.04352	\$150,481	\$0.06410	725	\$7,329		
19		05/08/10	05/14/10	83,076	415,380		\$11,429				\$0.00896	\$76,154	\$0.03237	\$10.2750	\$30,825	\$3.80	4,194	3,353												
20		05/15/10	05/21/10	79,650	398,250		\$11,648				\$0.04296	\$100,856	\$58,508	\$0.03237	\$10.2750	\$65	\$63,099	\$30,825	\$28,055										\$15,938	\$12,740
21		05/22/10	05/28/10	107,508	537,540		\$18,520				\$0	\$49,166	\$30,825	\$28,055	\$15,938	\$12,740														
22	Jun	05/29/10	06/04/10	106,932	534,660	2,622,205	\$13,173	\$82,452	\$0.03144	\$190.00	\$0.03400	2,810,790	2,159,141	21,000	6,006	3,348	7,383	4,660	3,725	\$200	\$59,452	\$0	\$102,092	\$0.03632	\$150,997	\$0.05372	377	\$3,874		
23		06/05/10	06/11/10	105,878	529,390		\$14,378				\$0.00794	\$90,554	\$0.24647	\$10.2750	\$5,176	\$61,712	\$34,401	\$28,055	\$15,938										\$12,740	
24		06/12/10	06/18/10	105,437	527,185		\$15,979				\$0.04194	\$117,885	\$75,861	\$0.24647	\$10.2750	\$5,176	\$61,712	\$34,401	\$28,055										\$15,938	\$12,740
25		06/19/10	06/25/10	101,427	507,135		\$21,426				\$0	\$49,166	\$34,401	\$28,055	\$15,938	\$12,740														
26	06/26/10	07/02/10	104,767	523,835	\$17,496	\$0	\$49,166	\$34,401	\$28,055	\$15,938	\$12,740																			
27	Jul	07/03/10	07/09/10	104,132	520,660	2,108,415	\$17,355	\$83,019	\$0.03937	\$190.00	\$0.03400	3,224,412	2,368,074	0	7,206	3,643	7,530	4,660	3,725	\$200	\$44,777	\$3,794	\$134,221	\$0.04163	\$177,622	\$0.05509	82	\$829		
28		07/10/10	07/16/10	104,976	524,880		\$20,589				\$0.00890	\$101,590	\$0.00000	\$10.2750	\$37,432	\$3.80	4,258	3,404												
29		07/17/10	07/23/10	104,424	522,120		\$22,581				\$0.04290	\$138,327	\$95,431	\$0.00000	\$10.2750	\$0	\$74,042	\$37,432	\$28,614										\$16,180	\$12,933
30		07/24/10	07/30/10	108,151	540,755		\$22,493				\$0	\$49,166	\$37,432	\$28,614	\$16,180	\$12,933														
31	Aug	07/31/10	08/06/10	108,537	542,685	2,607,920	\$24,654	\$101,471	\$0.03891	\$190.00	\$0.03400	3,181,737	2,334,198	29,000	7,162	3,243	7,530	4,660	3,725	\$200	\$44,709	\$17,142	\$131,672	\$0.04138	\$183,154	\$0.05756	482	\$4,953		
32		08/07/10	08/13/10	103,713	518,565		\$26,010				\$0.01525	\$114,959	\$0.24886	\$10.2750	\$7,217	\$73,590	\$33,322	\$28,614	\$16,180										\$12,933	
33		08/14/10	08/20/10	106,309	531,545		\$20,878				\$0.04925	\$156,701	\$96,609	\$0.24886	\$10.2750	\$7,217	\$73,590	\$33,322	\$28,614										\$16,180	\$12,933
34		08/21/10	08/27/10	105,017	525,085		\$16,295				\$0	\$49,166	\$33,322	\$28,614	\$16,180	\$12,933														
35	08/28/10	09/03/10	98,008	490,040	\$13,634	\$0	\$49,166	\$33,322	\$28,614	\$16,180	\$12,933																			
36	Sep	09/04/10	09/10/10	35,725	178,625	1,643,765	\$2,936	\$40,880	\$0.02487	\$190.00	\$0.03400	2,334,293	1,717,213	112,000	4,697	3,000	7,530	4,660	3,725	\$200	\$38,837	\$0	\$61,823	\$0.02648	\$122,323	\$0.05240	725	\$7,329		
37		09/11/10	09/17/10	101,962	509,810		\$12,628				\$0.00963	\$74,922	\$0.22715	\$10.2750	\$30,825	\$3.80	4,258	3,404												
38		09/18/10	09/24/10	102,020	510,100		\$14,340				\$0.04363	\$101,845	\$45,057	\$0.22715	\$10.2750	\$25,441	\$48,262	\$30,825	\$28,614										\$16,180	\$12,933
39		09/25/10	10/01/10	89,046	445,230		\$10,975				\$0	\$49,166	\$30,825	\$28,614	\$16,180	\$12,933														
40	Oct	10/02/10	10/08/10	88,148	440,740	1,880,470	\$8,388	\$44,710	\$0.02378	\$190.00	\$0.03400	2,239,646	1,956,330	0	3,911	3,720	7,530	4,660	3,725	\$200	\$49,181	\$0	\$71,576	\$0.03196	\$155,399	\$0.06939	5	\$51		
41		10/09/10	10/15/10	102,922	514,610		\$13,456				\$0.01558	\$96,995	\$0.00000	\$10.2750	\$38,223	\$3.80	4,258	3,404												
42		10/16/10	10/22/10	90,878	454,390		\$10,869				\$0.04958	\$111,042	\$51,205	\$0.00000	\$10.2750	\$0	\$40,186	\$38,223	\$28,614										\$16,180	\$12,933
43		10/23/10	10/29/10	94,146	470,730		\$11,996				\$0	\$49,166	\$38,223	\$28,614	\$16,180	\$12,933														
44	Nov	10/30/10	11/05/10	103,820	519,100	2,578,190	\$13,167	\$63,174	\$0.02450	\$190.00	\$0.03400	2,280,167	2,002,881	0	4,760	3,747	5,163	4,660	3,725	\$200	\$58,454	\$6,402	\$70,788	\$0.03105	\$139,216	\$0.06106	22	\$226		
45		11/06/10	11/12/10	102,609	513,045		\$13,095				\$0.00539	\$78,893	\$0.00000	\$10.2750	\$38,500	\$3.80	3,073	2,456												
46		11/13/10	11/19/10	101,921	509,605		\$11,912				\$0.03939	\$89,816	\$48,777	\$0.00000	\$10.2750	\$0	\$48,909	\$38,500	\$19,619										\$11,677	\$9,334
47		11/20/10	11/26/10	107,672	538,360		\$12,500				\$0	\$49,166	\$38,500	\$19,619	\$11,677	\$9,334														
48	11/27/10	12/03/10	99,616	498,080	\$12,500	\$0	\$49,166	\$38,500	\$19,619	\$11,677	\$9,334																			
49	Dec	12/04/10	12/10/10		0	1		\$0	\$0.00000	\$190.00	\$0.03400									\$200			\$0	\$0.00000	\$0	\$0.00000	0	\$0		
50		12/11/10	12/17/10		0		\$0.01558					\$0																		
51		12/18/10	12/24/10		0		\$0.04958				\$0																			
52		12/25/10	12/31/10		0																									

# **N. Reports of Mayor / Council / Manager**

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**CITY OF TIPTON  
CITY MANAGER  
REPORT TO THE CITY COUNCIL  
December 30, 2010**

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- On Monday night at 5:00 p.m. we will have a short tour of the new Standby Generation Building. Please simply meet at the building at 5:00 p.m.
- Mike Pelzer is continuing to set up the process for the face-to-face interviews for the Community Development Director's position. As of right now, the committee has selected five finalists who will interview on Saturday, January 8, 2011.
- Just a friendly reminder that our first Budget Work Session will be on Monday, January 17<sup>th</sup>, immediately following the City Council Meeting. We will review last year's goals and determine this year's budget priorities.
- Just a reminder our goal setting session is scheduled for Wednesday, January 19, 2011, at 5:00 p.m. Doug Herman, City Administrator in Monticello, will be our facilitator. Please be sure to return your questionnaires to either the Mayor or myself by Wednesday, January 5<sup>th</sup>.