

# City of Tipton, Iowa

<b>Meeting:</b>	<b>Tipton City Council Meeting</b>
<b>Place:</b>	<b>Tipton Fire Station, 301 Lynn Street, Tipton, Iowa 52772</b>
<b>Date/Time:</b>	<b>December 7, 2015 – 5:30 PM</b>
<b>Web Page:</b>	<b>www.tiptoniowa.org</b>
<b>Posted:</b>	<b>December 4, 2015 (Front door of City Hall &amp; City Website)</b>

<b>Mayor:</b>	Shirley Kepford	<b>City Manager:</b>	Chris Nosbisch
<b>Council At Large:</b>	David Fry	<b>City Attorney:</b>	Lynch Dallas, P.C.
<b>Council At Large:</b>	Pam Spear	<b>City Clerk:</b>	Lorna Fletcher
<b>Council Ward #1:</b>	Ross Leeper	<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**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. Agenda Additions/Agenda Approval**
- E. Communications:**
  - 1. Unscheduled
  - 2. David Fry – Letter of Resignation
  - 3. Presentation of “If I Were Mayor Contest” – Grace Bunge
  - 4. Betty Emrich and Bobby Kaufman – Senior Center
  - 5. Michelle Fitch – Friends of the Animals

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. None
- H. Ordinance Approval/Amendment**
  - 1. None
- I. Resolutions for Approval**
  - 1. None
- J. Mayoral Proclamation**
  - 1. None

**K. Old Business**

1. Discussion and Consideration of Clothing Contract – Council Action as Needed  
(tabled, October 5, 2015)

**L. Motions for Approval**

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of City Manager Hiring Process – Council Action as Needed
3. Discussion and Consideration of AED Maintenance Contract – Council Action as Needed
4. Discussion and Consideration of Publishing the City Council’s Notice of Intent to Fill the City Council Vacancy for and At-Large Seat by Appointment – Council Action as Needed
5. Discussion and Consideration of Petersen Industrial Engine Service, Inc. - Electric Department – Council Action as Needed
6. Discussion and Consideration of Reimbursement to Dave Annen – Council Action as Needed
7. Discussion and Consideration of Street Closure – 5<sup>th</sup> Street from Cedar to Lynn – Council Action as Needed
8. Discussion and Consideration of Changing March City Council Meeting Dates – Council Action as Needed
9. Discussion and Consideration of One Time Water and Sewer Exemption – 406 W. 7<sup>th</sup> Street – Council Action as Needed

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

1. None

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

1. Video Recording of Council Meetings

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

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

**P. 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.**

## **E. Communications**



*Fry*  
Funeral Home

A difference you will notice and appreciate.

November 20, 2015

To Mayor Shirley Kepford, City Manager Chris Noshish & the Tipton City Council,

I have always said that you need to do two things at one point during your life. First, you need to work as a waiter or waitress so you know what it's like on the other side of the counter and, second, you need to be involved in your community by serving in local government or in organizations like Lions or Rotary. You need to be a 'giver' who is positive and not a 'taker' who is negative.

I was asked to serve the remaining term for Councilperson Warren Wethington and then decided run for election when my term expired, a decision that I did not take lightly. I have learned that there are always two sides to every issue and as a city council person you have to balance what is fair to the individual and to the City. I have such a huge appreciation for those have given countless hours to the betterment of our community by becoming involved and contributing.

When I ran for re-election I was serving as District Governor for the Iowa Funeral Directors Association. I am now serving as the Secretary/Treasurer and will assume the position of President Elect next year. My duties at that level will increase to the point where I will be more involved at the National level. Because of the increased demands on my time and attention I do not feel that it would be fair to my fellow Councilpersons and to the citizens who elected me to represent them if I continue on as Councilperson At-large. Therefore, I am resigning my duties as At-Large Councilperson effective December 13, 2015.

I want to express my most sincere gratitude to all of you for the dedication and the countless hours that each of you have invested into the governance and management of our City. It is most often a thankless job. We live and work in a community that we call "Home". The word "Home" for me means a place where you feel safe and protected. I often tell my fellow funeral directors who live all across this country that I feel like I live in Mayberry USA because of the caring and loving people that I associate and neighbor with every day.

I want to express my greatest appreciation to Mayor Shirley Kepford for the years of total dedication and service that you have freely given to Tipton. I want to acknowledge and thank my fellow councilpersons who have worked hard for the continued betterment of our community. To those of you who work for the City I can only tell you 'thank you' for the quality of work and you're 'always being there' when we need help. Chris Noshish, thank you for your level of professionalism that you have always exhibited even under the most challenging and grueling of circumstances. I hate to see you go and Mt. Vernon will surely be the benefactor of bringing you onboard. I wish only good things for those who are coming onboard to serve our City.

Respectfully,

  
David M. Fry, At-Large Tipton City Councilperson

220 East 6th Street  
PO Box 30  
Tipton, IA 52772  
phone: 563.886.6336  
fax: 563.886.6806  
[www.fryfuneralhome.com](http://www.fryfuneralhome.com)

## If I Were Mayor for a Day

Grace Bunge

7-2

If I were mayor for a day, I wouldn't change much about our town. I have always liked the atmosphere of Tipton. If you ever need anything, your neighbors will help you out.

If I could be mayor for one day, I would like to see more restaurants being brought into our town. I enjoy having a family friendly restaurant so I can feel safe. I really like The Tipton Family Restaurant because it provides a safe friendly environment to eat and hangout with your family. It would be nice to have more restaurants like that.

I think it would be nice to have a STEM learning center. Over the summer I babysat my sisters and I needed something fun to do. It would be nice to have a learning center that interests kids. It would be fun to have science experiments for kids.

Over the summer I rode my scooter down the sidewalks and fell multiple times because of the sidewalks. I would try to work with some homeowners to get the sidewalks fixed. Also I would like to see more roads being fixed.

I still enjoy Tipton without all these features, but it would be nice to have these things done. I think having a STEM center would encourage more kids to become engineers and scientists. I love riding my bike and having a safe sidewalk would be nice. I like restaurants that are quiet and family friendly. Thank you for taking time to read this paper.

Friends of the Animals  
PO Box 383  
Tipton, IA 52772  
Tel (563)886-2361  
Friendsoa@yahoo.com  
Friends-of-the-animals.com



DECEMBER 2, 2015

**Tipton City Council:**  
407 Lynn St. Tipton, IA 52772

Dear Member of the City Council,

Due to the recent complaints, both to us and also to the city council, on the fines paid by the residents of Tipton when their animals are brought to us by the Tipton Police Department, we have discussed beginning a registration process at our shelter.

Friends of the Animals is willing to purchase tags for animals to help the Tipton Police Department identify the family a pet may belong to. Residents of Tipton would have the option to register and purchase one of these tags from our shelter. While registering the animals, we will also obtain information in regards to rabies vaccinations. This will help officers to determine if the rabies vaccination is up-to-date or if the animal is due for their shots. Friends of the Animals would then in-turn, share with the City of Tipton the full list of registered owners. When an officer has to pick up an animal, if the animal has one of these tags on it, they will be able to attempt to return the animals to the owner before bringing it into our shelter.

There would be a small fee for registering pets at our shelter. This fee would be divided with the City of Tipton.

We hope that this plan will not only benefit the residents of Tipton but the shelter and the city as well. We look forward to speaking with you further on this plan or any other plan the city may have in mind.

Thank you,

A handwritten signature in cursive script that reads 'Michelle Fitch'.

**Michelle Fitch**

BOARD TREASURER

## **F. Consent Agenda**

November 16, 2015  
Tipton Public Library  
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, Spear and Leeper. Also present: Nosbisch, Fletcher, Holub, Nash, Taber, Walsh, Smith, Downs, Beck, Coppess, Pearson, other visitors and the press.

Mayor Kepford led the meeting in the Pledge of Allegiance.

**Agenda:**

Motion by Spear, second by Anderson to approve the agenda with the following correction, the closed session listed as Chapter 21.5 (1)C, should be listed as Chapter 20, Exempt Session, Employee Relations. Following the roll call vote the motion passed unanimously.

**Communications:**

Deb Schwitzer - Schwitzer stated that the minutes do not contain enough information. The minutes discussing the police contract and the stipend had two sentences. Schwitzer said that the leaf pickup is not free as City Manager Nosbisch had said. There are labor and equipment costs involved, so it is not free. Nosbisch said this is a service that is not billed to the citizens of Tipton. Schwitzer then asked why the board of trustee's doesn't put the cemetery information online rather than using a kiosk, it would be cheaper. Schwitzer asked if anyone knows how to pour concrete in town, stating that there are cracks in the concrete at the cemetery, at City Hall and at the fire station, and the aquatic center didn't turn out like it was supposed to.

Maureen Peck, Thank you

My name is Maureen Peck and I am a resident of the First Ward here in Tipton. I am here to extend sincere thanks to those members of our city council who will be leaving, as well as to our city manager.

During her years as council person for First Ward, Shirley Kepford was always available to hear and discuss suggestions, frustrations and concerns regarding city government and city operations. Shirley was always willing to research every issue handed to her and to provide her constituents with a response. Her job was done with care and with courtesy to those she was serving.

During her years as council person Shirley frequently offered to step aside if anyone else were interested in running for her position, but finding no takers, continued to willingly serve Ward 1. I believe that no one stepped forward because we felt well represented by Shirley.

When Shirley moved out of Ward 1 Leanne Zearley was elected as our representative. Leanne moved from Tipton midterm leaving a vacancy which Beau Holub agreed to step forward and fill, an action that Ward 1 was grateful to him for doing, and that many of us hoped would have opened the door for him to serve a full term of his own. Beau brought to his position a strong business sense, as well as vitality, and a desire to serve his city.

As Mayor, Shirley was in the "driver's seat" of our city Council. She provided experience with council, knowledge of how the city got "here" and a love and concern for her city and its people; all strong attributes for a mayor.

Shirley is a special person--her vivaciousness and charm, as well as her genuine concern for people, have made her a woman who many in Tipton, including myself and my family, have come to regard as a friend, as someone we respect, admire, and are deeply grateful to for her years of service to our community.

I would also like to note that Dawn Siech has brought much energy and effort to her council seat, spending time not only with council meetings, but actively engaged attending classes and participating in multiple committee meetings throughout the city.

And last, but far from least, I would like to address Chris Nosbisch who has played a very important role in getting our city headed back on a path to fiscal stability. Chris's talents, tact, and charming smile will certainly be greatly missed!! I will miss Shirley, Beau, Dawn, and Chris representing me, representing our wards, and leading our city, and wish to extend a sincere **thank you** for a job well done to each of them.

Welcome aboard and God Speed to Mr. Carney, Mr. Leeper, and Mr. McNeill you have some big footprints to step into!

Dave Annen – Annen said last week during the storm with the wind his two dogs got loose and were picked up. The dogs were taken to Friends of the Animals and it cost him \$200.00, to get the dogs released. Annen said because this was weather related he thought the charges were excessive. Nobsisch explained that Friends of the Animals charge the City \$75.00, per animal when the police delivers animals to them. This is a pass through charge for the City to the animal owner when the animal is released. Nobsisch said Annen could speak to the police and bring this back to the council for a waiver of the \$50.00 charge.

**Consent Agenda:**

Motion by Fry, second by Siech to approve the consent agenda which includes the November 2, 2015, Council Meeting Minutes, Clerk’s/Investment Report, Cedar Lanes liquor license renewal, October Library Board Minutes and Directors Report. Following the roll call vote the motion passed unanimously.

**Old Business:**

1. Clothing Contract, Tabled, October 5, 2015.

This item remains tabled.

2. Change Order No. 2, Illowa Investment Inc.

Motion by Spear, second by Anderson to remove change order No. 2, from Illowa Investment Inc., from the table.

Following the roll call vote the motion passed unanimously. Motion by Spear, second by Siech to approve change order No. 2, in the amount of \$2,153.25, to Illowa Investment Inc. for Water Main, Sanitary Sewer and Street Improvements, Division 1: Street Improvements. Following the roll call vote the motion passed unanimously.

**Motions for Approval:**

1. Claims list -

ALLIANCE WATER RESOURCES I	CONTRACT SERVICES NOV	24,904.29
AUS WATERLOO MC LOCKBOX	MATS CITY HALL	207.28
BARRON MOTOR SUPPLY	SOLENOID	57.45
CEDAR COUNTY CO-OP	FUEL DISCOUNT	2,039.58
CEDAR COUNTY EMS ASSOCIATI	EMS DUES	200.00
CEDAR COUNTY ENGINEER	187.4 GL DSL	1,961.56
CEDAR COUNTY RECORDER	EASEMENT	12.00
CEDAR COUNTY SOLID WASTE	TRANSFER FEES	2,785.00
CLIFTON LARSON ALLEN LLP	PROGRESS BILLING FOR AUDIT	12,500.00
CUSTOM BUILDERS INC	UPS CHARGES	24.50
D & R PEST CONTROL INC	PEST CONTROL	190.99
EASTERN IOWA LIGHT & PWR	CEMETERY	1,036.94
ELECTRICAL ENGINEERING & E	CITY HALL LIGHTING SUPPLIES	350.44
EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	320.90
EMERGENCY SERVICES MARKETI	ONE YEAR SUBSCRIPTION	850.00
FAMILY FOODS	MISC SUPPLIES	297.01
FOSTER COACH SALES INC.	SPEAKER	200.28
FRIENDS OF THE ANIMALS	1 DOG	75.00
G & K SERVICES	UNIFORMS PUBLIC WORKS	267.25
GRAINGER	SWITCH #163, SAFETY GLASSES	83.45
H & H AUTO	MOUNT & BALANCE 4 TIRES #52	64.00
HASTY AWARDS	49 BASKETBALL MEDALS	133.14
HOLIDAY INN DES MOINES AIR	TRAVEL TRAINING-LORNA	380.80
INTEGRATED TECHNOLOGY PART	DOMAIN REGISTRATION	3,116.27
IOWA ASSOCIATION OF	TRAINING	40.00
IOWA ONE CALL	LOCATES	42.30
IOWA UTILITIES BOARD	REMAINDER ANNUAL ASSESSMENT	3,419.88
LANDS' END BUSINESS OUTFIT	20 SHIRTS-LIB,COMMDEV,OFFICE	639.29
LONGLEY SYSTEMS INC	TIME CARDS FAC	60.00
MIDWEST BREATHING AIR LLC	AIR QUALITY CHECK	116.20
MITCHELL 1	WEB SUBSCRIPTIONS	228.48
MUNICIPAL EMERGENCY SERVIC	REPLACE CONTAMINATED EQUIPMENT	12,904.00
MUNICIPAL SUPPLY INC	WATER MAIN SUPPLIES	1,585.80

O'ROURKE MOTORS INC	EGR COOLER REPLACEMENT #67	1,333.18
PITNEY BOWES INC	RENTAL CHARGES	271.00
POOL TECH MIDWEST INC	2 PRESSURE GAUGES	96.44
POWER PLANT COMPLIANCE	2 ENGINES COMPLIANCE TEST	10,000.00
RESCO	BUCKET TRUCK HOOKS	42.53
RMB COMPANY INC	COMPRESSOR	2,057.00
SPINUTECH INC	NOV EMAIL MARKETING	25.00
STATE HYGIENIC LABORATORY	POOL TESTING FEES	25.00
SWICK CABLE CONTRACTOR'S I	DIRECTIONAL BORE PLUM ST	1,540.00
T & M CLOTHING CO.	2 SHIRTS WITH EMBROIDERY	419.60
TERRY DURIN COMPANY	2 ROAD FOCUS LED SHORT	350.00
THE PARADIGM ALLIANCE INC	COLLABORATIVE PROGRAM GAS	1,091.58
TIPTON COMMUNITY SCHOOLS	23 HRS USE OF SCHOOL GYM	460.00
TIPTON CONSERVATIVE	TRUNK OR TREAT	170.40
TIPTON GREENHOUSE	12 BLUE BOWS FOR DOWNTOWN	24.00
TIPTON PHARMACY	PHARMACEUTICALS	896.60
TRANS-IOWA EQUIPMENT INC	FREIGHT FOR REPAIR PART #25	60.00
TRUCK COUNTRY OF IOWA	BRAKE SHOES, SPRING BRAKE #26	271.83
UTILITY SALES & SERVICE IN	SUPPLIES FOR GAS SERVICE LINES	234.84
WESCO RECEIVABLES CORP	UNDERGROUND SUPPLIES	912.28
XEROX CORPORATION	BASE & METER CHARGES	1,235.50
TOTALS		92,610.86

FUND TOTALS		21,828.56
001 GENERAL GOVERNMENT		13,254.45
600 WATER OPERATING		12,468.41
610 WASTEWATER/AKA SEWER REVE		18,017.44
630 ELECTRIC OPERATING		3,014.14
640 GAS OPERATING		2,820.63
670 GARBAGE COLLECTION		51.84
750 CEMETERY ENTERPRISE		5,802.64
810 CENTRAL GARAGE		15,352.75
835 ADMINISTRATIVE SERVICES		92,610.86
GRAND TOTAL		

City Credit Card Statement

City - One Card (employee check out card)		
Travel Training-Famous Daves, Jethros, Bennigans,	267.21	
Popeye's Buffalo Wild Wings, Wendy's, Holiday Inn		
Total Charges		267.21
Police - One Card		
Misc Supplies - Family Foods	15.37	
Fleece pullover - Tactical Store	49.99	
K-9 subscription - Terry Fleck	40.00	
Total Charges		105.36
Ambulance - One Card		
Misc Supplies - Mi Tierra	21.92	
Training - National Registry EMT	70.00	
Total Charges		91.92
Gas - One Card		
Operating Supplies - Emedco	199.21	
Equipment Supplies (FAC) - eBay	20.05	
Dues - APGA Security & Integrity	395.00	
Total Charges		614.26
Electric - One Card		
Misc Supplies (City Hall) - Walmart	32.31	
Operating Supplies - ULINE	224.64	
Bldg. Maint Supplies (Fire) - ULINE	436.87	
Underground Supplies - ULINE	188.47	
Misc Supplies - UI Parking	4.20	
Total Charges		886.49

Public Works - One Card		
Misc Supplies (Garbage) - Jethro N Jakes	29.04	
Fuel - Mills Gas Mart	84.01	
Operating Supplies - Harbor Freight Tools	42.69	
Small Tools - Reliable Machine	105.84	
Operating Supplies (Cemetery) - Eaton Brothers Corp,	288.15	
Operating Supplies - Paypal Flagpoles	118.00	
Total Charges		667.73
Library - One Card		
Postage/Shipping - USPS	179.40	
Office Supplies - Walmart, Holiday Signs	204.02	
Materials - Walmart, Amazon	459.69	
Program Supplies - Walmart	49.66	
Training Supplies – Casey’s	12.83	
Misc Supplies - Walmart	17.82	
Periodicals - Gazette	296.40	
Total Charges		1,219.82
JKFAC/Recreation - One Card		
Operating Supplies - Walmart, Scrimmage Vests, Anthem Sport	294.64	
Training - Iowa Park & Recreation	530.00	
Total Charges		824.64
Deputy City Clerk - One Card		
Misc Supplies - Ava’s Flowers	62.92	
Misc Supplies - Target	38.46	
Total Charges		101.38
City Clerk - One Card		
Technology - Microsoft (email account)	17.16	
Training - Iowa League of Cities	250.00	
Total Charges		267.16
City Manager - One Card		
Parking - Cedar Rapids 5 Season	5.00	
Total Charges		5.00
Statement Total		5,050.97

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

## 2. Annual Urban Renewal Report, FY 2014-2015

Motion by Siech, second by Fry to approve fiscal year 2014-2015 Annual Urban Renewal Report. Following the roll call vote the motion passed unanimously.

## 3. Annual TIF Debt Certification

Motion by Spear, second by Siech to approve the Annual TIF Debt Certification which is due to the state December 1<sup>st</sup>, certifying \$162,676.00, for three developments and two existing projects. The motion passed by the following the roll call vote. Aye: Anderson, Spear, Siech, Fry. Nay: Leeper

## 4. One-time Water, Sewer Exemption, 1101 Plum Street

Motion by Anderson, second by Fry to approve the one time water and sewer exemption at 1101 Plum Street, reducing the water and sewer portion each to \$18.91, with a total credit of \$235.46. The motion passed by the following the roll call vote. Aye: Spear, Siech, Fry, Anderson. Nay: Leeper

## 5. Pay Application No. 2, Triple B Construction

Motion by Siech, second by Spear to approve pay application No. 2, to Triple B Construction, in the amount of \$5,441.40, for water and sewer work at 3<sup>rd</sup> and Plum Streets, on the Water Main, Sanitary Sewer and Street Improvements, Division 2: Water Main and Sanitary Sewer. The motion passed by the following the roll call vote. Aye: Siech, Fry, Anderson, Spear. Nay: Leeper

**6. Innerduct, Wire Purchase**

Motion by Anderson, second by Fry to approve the purchase of one 4,000' reel of 2" innerduct from Terry Durin Company in the amount of \$2,792.00, and two sizes of 600V wire from Wesco, in the amount of \$3,350.00, to restock the electric departments depleted inventory. Following the roll call vote the motion passed unanimously.

**7. Pole Attachment Agreement, Windstream Communications**

Motion by Siech, second by Spear to approve the staff recommended five year pole attachment agreement with Windstream Communication, allowing access on the City utility poles and has been reviewed by the City attorney. Following the roll call vote the motion passed unanimously.

**8. Airport Federal CIP Application, FY 2017**

Motion by Spear, second by Anderson to approve the federal CIP application for fiscal year 2017, for the Mathews Memorial Airport, as required in the event that the project moves forward next fiscal year. The motion passed by the following the roll call vote. Aye: Anderson, Spear, Siech, Fry. Nay: Leeper

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

**Mayor's Report**

Will attend two meetings on Thursday, the TEDCO meeting and meeting with the Conservation Board regarding the Freedom Rock Project.

**Manager's Report:**

We had a meeting with NewCom regarding the City's GIS capabilities. NewCom is working on the maintenance and training proposals. It appears that the City has not been paying annual maintenance costs for the SeeCity and ArcView programs, so it's likely that upgrades will be necessary in the near future.

There was a meeting with fire department representatives regarding meeting times and use of the facility. There will be further discussion on this when the new councilmembers are seated. The December Council Meetings will be at the fire station.

The Iowa League of Cities hosts the Municipal Leadership Academy around the state for all council members and mayors. The two closest locations are Hiawatha, Saturday, December 5, from 10 a.m. to 2 p.m., and Ottumwa, Thursday, December 10, from 4 p.m. to 8 p.m. The training costs will be covered by the City.

Just a reminder that Small Business Saturday is November 28, 2015. The lighting of the holiday tree will take place at 5 p.m.

**Closed Session:**

Closed Session: Adjourn from Regular Session to Closed Session Pursuant to Chapter 20, Exempt Session, Employee Relations.

Motion by Fry, second by Spear to adjourn from regular session to closed session pursuant to Chapter 20, Exempt Session, Employee Relations, at 6:03 p.m. The motion passed by the following the roll call vote. Aye: Fry, Siech, Leeper, Spear, Anderson

**Regular session:**

The council reconvened to regular session from closed session at 6:42 p.m. No action was taken.

**Adjourn:**

With no further business to come before the council a motion to adjourn was made by Anderson, second by Spear. Following the roll call vote the motion passed unanimously.

Meeting adjourned at 6:43 p.m.

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Mayor

Attest: \_\_\_\_\_  
City Clerk/Finance Officer

**REVENUE RECEIVED**

**October, 2015**

Property Taxes	572,620.68
Local Option Sales Service Tax	21,218.99
Licenses & Permits	675.00
Use of Money and Property	21,651.34
Intergovernmental	41,886.41
Charge for Services	616,020.39
Special Assessment	5,406.00
Miscellaneous	706,853.21
Sale of Fixed Assets	0.00
<b>TOTAL</b>	<b>\$1,986,332.02</b>

## **K. Old Business**

**AGENDA ITEM # K – 1**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** December 7, 2015

**AGENDA ITEM:** Clothing Contract

**ACTION:** None

**SYNOPSIS:** Staff is asking that this item remain tabled.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** Possible Motion

**ATTACHMENTS:** None

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/2/15

## **L. Motions for Approval**

PACKET: 02147 Council Mtg 110715 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----										
01-0088	ALTORFER INC									
I	PC100280042	HOSE & CAP #17	AP		R	1/03/2016		31.99	31.99CR	
		G/L ACCOUNT						31.99		
	810 5-899-2-63321	REPAIR PARTS					31.99	HOSE & CAP #17		
I	V2137001	EQUIPMENT RENTAL	AP		R	1/03/2016		469.00	469.00CR	
		G/L ACCOUNT						469.00		
	630 5-820-2-64150	EQUIPMENT/VEHICLE RENT RF					469.00	EQUIPMENT RENTAL		
		REG. CHECK						500.99	500.99CR	0.00
								500.99	0.00	
-----										
01-0143	AUS WATERLOO MC LOCKBOX									
I	6522397	MATS CITY HALL	AP		R	1/03/2016		86.25	86.25CR	
		G/L ACCOUNT						86.25		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR					86.25	MATS CITY HALL		
I	6522401	BLDG MAINT SUPPLIES	AMB BL AP		R	1/03/2016		121.03	121.03CR	
		G/L ACCOUNT						121.03		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR					121.03	BLDG MAINT SUPPLIES AMB BLDG		
		REG. CHECK						207.28	207.28CR	0.00
								207.28	0.00	
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01-0201	BARRON MOTOR SUPPLY									
I	9344	SOLENOID #163	AP		R	12/04/2015		25.35	25.35CR	
		G/L ACCOUNT						25.35		
	810 5-899-2-63321	REPAIR PARTS					25.35	SOLENOID #163		
		REG. CHECK						25.35	25.35CR	0.00
								25.35	0.00	
-----										
01-0247	BORDER STATES ELECTRIC SUPP									
I	910423212	300 KVA & 500 KVA TRANSFORM AP	AP		R	12/04/2015		21,130.88	21,130.88CR	
		G/L ACCOUNT						21,130.88		
	630 5-820-2-65305	TRANSFORMERS					21,130.88	300 KVA & 500 KVA TRANSFORMERS		
I	910431352	75 KVA TRANSFORMER	AP		R	12/04/2015		8,068.76	8,068.76CR	
		G/L ACCOUNT						8,068.76		
	630 5-820-2-65305	TRANSFORMERS					8,068.76	75 KVA TRANSFORMER		

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				REG. CHECK				29,199.64	29,199.64CR	0.00
								29,199.64	0.00	

01-0390 CEDAR COUNTY AUDITOR

I 110315CCA		CITY ELECTION	AP		R	1/03/2016		2,273.96	2,273.96CR	
		G/L ACCOUNT						2,273.96		
	001 5-630-2-65070	OPERATING SUPPLIES					2,273.96	CITY ELECTION		
				REG. CHECK				2,273.96	2,273.96CR	0.00
								2,273.96	0.00	

01-0430 CEDAR COUNTY ENGINEER

I 1115AMB		194.1 GL DSL AMB	AP		R	1/03/2016		395.96	395.96CR	
		G/L ACCOUNT						395.96		
	810 5-899-2-65075	FUEL					395.96	194.1 GL DSL AMB		
I 1115FIRE		61.2 GL DSL FIRE	AP		R	1/03/2016		124.85	124.85CR	
		G/L ACCOUNT						124.85		
	810 5-899-2-65075	FUEL					124.85	61.2 GL DSL FIRE		
I 1115PW		953.4 GL DSL PUBLIC WORKS	AP		R	1/03/2016		1,944.94	1,944.94CR	
		G/L ACCOUNT						1,944.94		
	810 5-899-2-65075	FUEL					1,944.94	953.4 GL DSL PUBLIC WORKS		
				REG. CHECK				2,465.75	2,465.75CR	0.00
								2,465.75	0.00	

01-1701 CITY OF MECHANICSVILLE

I 090515COM		MUTUAL AID	AP		R	1/03/2016		100.00	100.00CR	
		G/L ACCOUNT						100.00		
	001 5-160-2-64130	PAYMENT TO OTHER AGENCIES/FUND					100.00	MUTUAL AID		
				REG. CHECK				100.00	100.00CR	0.00
								100.00	0.00	

01-0337 CJ COOPER & ASSOC INC

I 53165		ANNUAL ADMIN FEE FOR 2016	AP		R	1/03/2016		35.00	35.00CR	
		G/L ACCOUNT						35.00		
	640 5-825-2-65100	SAFETY					8.75	ANNUAL ADMIN FEE FOR 2016		

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VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
	630	5-820-2-65100	SAFETY			8.75		ANNUAL ADMIN FEE FOR 2016		
	810	5-899-2-65100	SAFETY			8.75		ANNUAL ADMIN FEE FOR 2016		
	835	5-899-2-65980	MISCELLANEOUS			8.75		ANNUAL ADMIN FEE FOR 2016		
				REG. CHECK				35.00	35.00CR	0.00
								35.00	0.00	

01-0620 CLIFTON LARSON ALLEN LLP

I 1146170		PROGRESS BILLING FOR AUDIT	AP		R	1/03/2016		1,500.00	1,500.00CR	
		G/L ACCOUNT						1,500.00		
	835	5-899-2-64010	ACCOUNTING & AUDITING EXPENSE			1,500.00		PROGRESS BILLING FOR AUDIT		
				REG. CHECK				1,500.00	1,500.00CR	0.00
								1,500.00	0.00	

01-0673 CORTEZ TRUCK EQUIPMENT

I 2315A		CUTTING EDGES & BOLTS #15	AP		R	1/03/2016		171.04	171.04CR	
		G/L ACCOUNT						171.04		
	810	5-899-2-63321	REPAIR PARTS			171.04		CUTTING EDGES & BOLTS #15		
				REG. CHECK				171.04	171.04CR	0.00
								171.04	0.00	

01-1076 D & R PEST CONTROL INC

I 11103		CITY HALL	AP		R	1/03/2016		35.00	35.00CR	
		G/L ACCOUNT						35.00		
	001	5-650-2-63100	BUILDING MAINTENANCE & REPAIR			35.00		CITY HALL		
I 11104		OLD POWER PLANT	AP		R	1/03/2016		31.03	31.03CR	
		G/L ACCOUNT						31.03		
	630	5-821-2-63500	OPERATIONAL EQUIPT MAINT & REP			31.03		OLD POWER PLANT		
I 11105		FIRE STATION	AP		R	1/03/2016		25.00	25.00CR	
		G/L ACCOUNT						25.00		
	001	5-150-2-63100	BUILDING MAINTENANCE & REPAIR			25.00		FIRE STATION		
I 11106		AMB BLDG	AP		R	1/03/2016		25.00	25.00CR	
		G/L ACCOUNT						25.00		
	001	5-160-2-63100	BUILDING MAINTENANCE & REPAIR			25.00		AMB BLDG		
I 11219		AQUATIC CENTER	AP		R	1/03/2016		45.00	45.00CR	
		G/L ACCOUNT						45.00		
	001	5-465-2-63100	BUILDING MAINTENANCE & REPAIR			45.00		AQUATIC CENTER		

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I 42148		NEW POWER PLANT	AP		R	1/03/2016		29.96	29.96CR	
		G/L ACCOUNT						29.96		
	630 5-821-2-63100	BUILDING MAINTENANCE & REPAIR					29.96	NEW POWER PLANT		
				REG. CHECK				190.99	190.99CR	0.00
								190.99	0.00	
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01-0905	ELECTRICAL ENGINEERING & EQ									
I 4487821-00		PARTS FAC	AP		R	12/04/2015		90.90	89.08CR	
		G/L ACCOUNT				12/04/2015		90.90	1.82CR	
	001 5-465-2-63500	OPERATIONAL EQUIPT MAINT & REP					90.90	PARTS FAC		
				REG. CHECK				90.90	89.06CR	0.00
								90.90	1.82CR	
-----										
01-1020	FLETCHER-REINHARDT CO.									
I 51129090.001		UTILITY FLOOD LED	AP		R	1/03/2016		465.45	465.45CR	
		G/L ACCOUNT						465.45		
	630 5-820-2-65070	OPERATING SUPPLIES					465.45	UTILITY FLOOD LED		
I 51129101.001		MACHINE BOLTS	AP		R	1/03/2016		133.75	133.75CR	
		G/L ACCOUNT						133.75		
	630 5-820-2-65302	OVERHEAD SUPPLIES					133.75	MACHINE BOLTS		
				REG. CHECK				599.20	599.20CR	0.00
								599.20	0.00	
-----										
01-1051	FRIENDS OF THE ANIMALS									
I 111215		4 DOGS, 1 CAT	AP		R	1/03/2016		275.00	275.00CR	
		G/L ACCOUNT						275.00		
	001 5-190-2-64910	CONTRACT SERVICES					275.00	4 DOGS, 1 CAT		
I 12115		4 DOGS	AP		R	1/03/2016		300.00	300.00CR	
		G/L ACCOUNT						300.00		
	001 5-190-2-64910	CONTRACT SERVICES					300.00	4 DOGS		
				REG. CHECK				575.00	575.00CR	0.00
								575.00	0.00	
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001 5-299-2-64350 UNIFORMS/EQUIPMENT 13.00 UNIFORMS PUBLIC WORKS

I 453645 UNIFORMS EL & GAS AP R 1/03/2016 111.02 111.02CR

G/L ACCOUNT 111.02

630 5-820-2-64350 UNIFORMS/EQUIPMENT 84.14 UNIFORMS EL & GAS

640 5-825-2-64350 UNIFORMS/EQUIPMENT 26.88 UNIFORMS EL & GAS

I 456979 UNIFORMS PUBLIC WORKS AP R 1/03/2016 45.21 45.21CR

G/L ACCOUNT 45.21

670 5-840-2-64350 UNIFORMS/EQUIPMENT 8.29 UNIFORMS PUBLIC WORKS

600 5-810-2-64350 UNIFORMS/EQUIPMENT 6.49 UNIFORMS PUBLIC WORKS

001 5-210-2-64350 UNIFORMS/EQUIPMENT 9.36 UNIFORMS PUBLIC WORKS

810 5-899-2-64350 UNIFORMS/EQUIPMENT 8.07 UNIFORMS PUBLIC WORKS

001 5-299-2-64350 UNIFORMS/EQUIPMENT 13.00 UNIFORMS PUBLIC WORKS

I 456980 UNIFORMS EL & GAS AP R 1/03/2016 111.02 111.02CR

G/L ACCOUNT 111.02

630 5-820-2-64350 UNIFORMS/EQUIPMENT 84.14 UNIFORMS EL & GAS

640 5-825-2-64350 UNIFORMS/EQUIPMENT 26.88 UNIFORMS EL & GAS

REG. CHECK 704.48 704.48CR 0.00

704.48 0.00

01-1066 GARDEN & ASSOCIATES INC

I 33660 STREET IMPROVEMENTS 2015 AP R 1/03/2016 1,382.81 1,382.81CR

G/L ACCOUNT 1,382.81

300 5-756-2-64070 ENGINEERING 1,382.81 STREET IMPROVEMENTS 2015

REG. CHECK 1,382.81 1,382.81CR 0.00

1,382.81 0.00

01-1 GLOBAL

I 100763021 4 SOAP DISPENSERS FAC AP R 12/04/2015 124.20 124.20CR

G/L ACCOUNT 124.20

001 5-465-2-65070 OPERATING SUPPLIES 124.20 GLOBAL:4 SOAP DISPENSERS FAC

REG. CHECK 124.20 124.20CR 0.00

124.20 0.00

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01-1106	GROEBNER & ASSOCIATES									
I 113603	10	REGULATOR SPRINGS GAS	AP		P	1/03/2016		60.88	60.88CR	
		G/L ACCOUNT						60.88		
	640	5-825-2-65306	REGULATORS					60.88	10 REGULATOR SPRINGS GAS	
								60.88	60.88CR	0.00
								60.88	0.00	
-----										

01-1115 H & H AUTO

I 11265		TIRE PATCH #21	AP		E	1/03/2016		15.00	15.00CR	
		G/L ACCOUNT						15.00		
	810	5-899-2-63323	TIRE REPAIR					15.00	TIRE PATCH #21	
								15.00	15.00CR	0.00
								15.00	0.00	
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01-1289 INTEGRATED TECHNOLOGY PARTN

I 101657		DATTO MONTHLY SERVICE	AP		P	12/04/2015		427.70	427.70CR	
		G/L ACCOUNT						427.70		
	835	5-899-2-64190	TECHNOLOGY					427.70	DATTO MONTHLY SERVICE	
I 101762		SETUP GOOGLE CHROME BROWSER	AP		E	12/04/2015		42.50	42.50CR	
		G/L ACCOUNT						42.50		
	001	5-525-2-64190	TECHNOLOGY					42.50	SETUP GOOGLE CHROME BROWSER	
I 101868		UPDATE RECPRO	AP		P	12/04/2015		127.50	127.50CR	
		G/L ACCOUNT						127.50		
	001	5-465-2-64190	TECHNOLOGY					127.50	UPDATE RECPRO	
I 101939		MONTHLY MANAGED NETWORK SRV	AP		P	12/04/2015		2,310.00	2,310.00CR	
		G/L ACCOUNT						2,310.00		
	001	5-110-2-64190	TECHNOLOGY					770.00	MONTHLY MANAGED NETWORK SRVCS	
	001	5-160-2-64190	TECHNOLOGY					70.00	MONTHLY MANAGED NETWORK SRVCS	
	001	5-465-2-64190	TECHNOLOGY					140.00	MONTHLY MANAGED NETWORK SRVCS	
	001	5-525-2-64190	TECHNOLOGY					70.00	MONTHLY MANAGED NETWORK SRVCS	
	630	5-820-2-64190	TECHNOLOGY					350.00	MONTHLY MANAGED NETWORK SRVCS	
	640	5-825-2-64190	TECHNOLOGY					140.00	MONTHLY MANAGED NETWORK SRVCS	
	810	5-899-2-64190	TECHNOLOGY					210.00	MONTHLY MANAGED NETWORK SRVCS	
	835	5-899-2-64190	TECHNOLOGY					560.00	MONTHLY MANAGED NETWORK SRVCS	
I 101968		DATTO MONTHLY SERVICE	AP		E	12/04/2015		427.70	427.70CR	
		G/L ACCOUNT						427.70		
	835	5-899-2-64190	TECHNOLOGY					427.70	DATTO MONTHLY SERVICE	

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				REG. CHECK				3,335.40	3,335.40CR	0.00
								3,335.40	0.00	

01-1270 IOWA ASSOCIATION OF

I 10813		7 00 TESTS GAS	AP		R	1/03/2016		105.00	105.00CR	
		G/L ACCOUNT						105.00		
		640 5-825-1-62300 TRAINING					105.00	7 00 TESTS GAS		
				REG. CHECK				105.00	105.00CR	0.00
								105.00	0.00	

01-1309 IOWA LEAGUE OF CITIES

I 12-2015160C		HANDBOOK-CLERK/FINANCE OFFI	AP		R	1/03/2016		20.00	20.00CR	
		G/L ACCOUNT						20.00		
		835 5-899-1-62300 TRAINING					20.00	HANDBOOK-CLERK/FINANCE OFFICER		
				REG. CHECK				20.00	20.00CR	0.00
								20.00	0.00	

01-1349 IOWA PAPER INC

I 133492		FOAM WASH FOR SCRUBBER FIP	AP		R	12/04/2015		119.16	119.16CR	
		G/L ACCOUNT						119.16		
		001 5-150-2-65070 OPERATING SUPPLIES					119.16	FOAM WASH FOR SCRUBBER FIRE		
				REG. CHECK				119.16	119.16CR	0.00
								119.16	0.00	

01-1426 JOHNSON COUNTY AMBULANCE

I 110715JCA		ALS SERVICE	AP		R	1/03/2016		200.00	200.00CR	
		G/L ACCOUNT						200.00		
		001 5-160-2-64130 PAYMENT TO OTHER AGENCIES/FUND					200.00	ALS SERVICE		
				REG. CHECK				200.00	200.00CR	0.00
								200.00	0.00	

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01-1439 KELLY TREE FARM

I 8999		30 TREES SUBSTATION,1 TREE	AP		R	12/04/2015		1,285.00	1,285.00CR	
		G/L ACCOUNT						1,285.00		
630	5-821-2-63200	GROUNDS MAINTENANCE & REPAIR				1,170.00		30 TREES SUBSTATION,1 TREE	GS	
835	5-899-2-65980	MISCELLANEOUS				115.00		30 TREES SUBSTATION,1 TREE	GS	
								REG. CHECK		
								1,285.00	1,285.00CR	0.00
								1,285.00	0.00	

01-1468 KINUN INC

I 1015AMB		COLLECTION EXPENSE	AMB	AP		R	12/04/2015	65.76	65.76CR	
		G/L ACCOUNT						65.76		
001	5-160-2-64040	COLLECTION EXPENSE				65.76		COLLECTION EXPENSE	AMB	
I 1015K		COLLECTION EXPENSE	UTILITI	AP		R	12/04/2015	25.00	25.00CR	
		G/L ACCOUNT						25.00		
630	5-822-2-64040	COLLECTION EXPENSE				17.09		COLLECTION EXPENSE	UTILITIES	
670	5-840-2-64040	COLLECTION EXPENSE				7.91		COLLECTION EXPENSE	UTILITIES	
								REG. CHECK		
								90.76	90.76CR	0.00
								90.76	0.00	

01-1493 KLOCKE'S EMERGENCY VEHICLES

I 1053		2016 SUPERLINER AMBULANCE	AP			R	12/04/2015	137,073.00	137,073.00CR	
		G/L ACCOUNT						137,073.00		
001	5-160-3-67990	OTHER CAPITAL OUTLAY				137,073.00		2016 SUPERLINER AMBULANCE		
								REG. CHECK		
								137,073.00	137,073.00CR	0.00
								137,073.00	0.00	

01-1484 KOCH ELECTRIC

I 3134		ELECTRIC INSTALL FOR AC	AM	AP		R	1/03/2016	567.59	567.59CR	
		G/L ACCOUNT						567.59		
001	5-160-2-63100	BUILDING MAINTENANCE & REPAIR				567.59		ELECTRIC INSTALL FOR AC	AMB	
								REG. CHECK		
								567.59	567.59CR	0.00
								567.59	0.00	

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01-1500 KUNDE OUTDOOR EQUIPMENT

I 9275		STARTER, SAFETY GLASSES	TR	AP		R 1/03/2016		52.80	52.80CR	
		G/L ACCOUNT						52.80		
	001 5-221-2-65070	OPERATING SUPPLIES						52.80		STARTER, SAFETY GLASSES TREES
								52.80	52.80CR	0.00
								52.80	0.00	

01-1514 LANDS' END BUSINESS OUTFIT

I SIN3285416		3 B/O SHIRTS & EMBROIDERY		AP		R 12/04/2015		74.90	74.90CR	
		G/L ACCOUNT						74.90		
	835 5-899-2-64350	UNIFORMS/EQUIPMENT					26.95	3 B/O SHIRTS & EMBROIDERY		
	001 5-525-2-65980	MISCELLANEOUS					21.00	3 B/O SHIRTS & EMBROIDERY		
	630 5-822-2-64350	UNIFORMS/EQUIPMENT					5.39	3 B/O SHIRTS & EMBROIDERY		
	600 5-811-2-64350	UNIFORMS/EQUIPMENT					5.39	3 B/O SHIRTS & EMBROIDERY		
	640 5-826-2-64350	UNIFORMS/EQUIPMENT					5.39	3 B/O SHIRTS & EMBROIDERY		
	610 5-815-2-64350	UNIFORMS/EQUIPMENT					5.39	3 B/O SHIRTS & EMBROIDERY		
	670 5-840-2-64350	UNIFORMS/EQUIPMENT					5.39	3 B/O SHIRTS & EMBROIDERY		
								74.90	74.90CR	0.00
								74.90	0.00	

01-1592 LOVEWELL FENCING INC

I 32566		BACKSTOP WORK ON 2 BALL FIE		AP		R 12/04/2015		6,360.00	6,360.00CR	
		G/L ACCOUNT						6,360.00		
	001 5-430-3-67990	OTHER CAPITAL OUTLAY					6,360.00	BACKSTOP WORK ON 2 BALL FIELDS		
								6,360.00	6,360.00CR	0.00
								6,360.00	0.00	

01-1593 LYNCH DALLAS PC

I 128901		LEGAL SERVICES 9/3-10/16		AP		R 12/04/2015		669.50	669.50CR	
		G/L ACCOUNT						669.50		
	835 5-899-2-64110	LEGAL EXPENSE					669.50	LEGAL SERVICES 9/3-10/16		
I 129580		LEGAL SERVICES 10/20-11/13		AP		R 12/04/2015		943.50	943.50CR	
		G/L ACCOUNT						943.50		
	835 5-899-2-64110	LEGAL EXPENSE					943.50	LEGAL SERVICES 10/20-11/13		
I 129581		LEGAL SERVICES 9/12		AP		R 12/04/2015		13.50	13.50CR	
		G/L ACCOUNT						13.50		
	835 5-899-2-64110	LEGAL EXPENSE					13.50	LEGAL SERVICES 9/12		

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				REG. CHECK				1,626.50	1,626.50CR	0.00
								1,626.50	0.00	

01-1717 METERING & TECHNOLOGY SOLUT

I 5089	24 ELECTRIC METERS	AP		R	12/04/2015			1,258.82	1,258.82CR	
	G/L ACCOUNT							1,258.82		
	630 5-820-2-65300 METERS					1,258.82		24 ELECTRIC METERS		
				REG. CHECK				1,258.82	1,258.82CR	0.00
								1,258.82	0.00	

01-1748 MITCHELL I

I IB18291892	MONTHLY WEB SUBSCRIPTIONS	AP		R	12/04/2015			228.42	228.42CR	
	G/L ACCOUNT							228.42		
	810 5-899-2-65065 COMPUTER SUPPLIES					228.42		MONTHLY WEB SUBSCRIPTIONS		
				REG. CHECK				228.42	228.42CR	0.00
								228.42	0.00	

01-1830 MUTUAL WHEEL CO

I 6186407	REPAIR PARTS #30	AP		R	1/03/2016			53.02	53.02CR	
	G/L ACCOUNT							53.02		
	810 5-899-2-63321 REPAIR PARTS					53.02		REPAIR PARTS #30		
				REG. CHECK				53.02	53.02CR	0.00
								53.02	0.00	

01-1920 GDB COMPANY

I 0082673-IN	BEARING BOOM SUPPORT #163	AP		R	12/04/2015			91.60	91.60CR	
	G/L ACCOUNT							91.60		
	810 5-899-2-63321 REPAIR PARTS					91.60		BEARING BOOM SUPPORT #163		
				REG. CHECK				91.60	91.60CR	0.00
								91.60	0.00	

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01-2048 POOL TECH MIDWEST INC

I 0219295-IN		PUMP SEAL KIT FAC	AP		R	1/03/2016		236.88	236.88CR	
		G/L ACCOUNT						236.88		
	001 5-465-2-63500	OPERATIONAL EQUIPT MAINT & REP					236.88	PUMP SEAL KIT FAC		
I 0219296-IN		PRESSURE SWITCH FAC	AP		R	1/03/2016		94.08	94.08CR	
		G/L ACCOUNT						94.08		
	001 5-465-2-63500	OPERATIONAL EQUIPT MAINT & REP					94.08	PRESSURE SWITCH FAC		
		REG. CHECK						330.96	330.96CR	0.00
								330.96	0.00	

01-2057 PRAXAIR DISTRIBUTION INC

I 54311156		OXYGEN	AP		R	1/03/2016		39.90	39.90CR	
		G/L ACCOUNT						39.90		
	001 5-160-2-65070	OPERATING SUPPLIES					39.90	OXYGEN		
		REG. CHECK						39.90	39.90CR	0.00
								39.90	0.00	

01-1 PSC DISTRIBUTION

I 51389712 001		SMALL TOOLS	AP		R	12/04/2015		86.68	86.68CR	
		G/L ACCOUNT						86.68		
	600 5-810-2-65053	SMALL TOOLS					86.68	PSC DISTRIBUTION:SMALL TOOLS		
		REG. CHECK						86.68	86.68CR	0.00
								86.68	0.00	

01-2112 RESCO

C 629265-00		UNDERGROUND SUPPLIES	AP		R	12/04/2015		609.90CR	609.90	
		G/L ACCOUNT						609.90CR		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					609.90CR	UNDERGROUND SUPPLIES		
I 201512045068		ELECTRIC UNDERGROUND SUPPLI	AP		R	1/03/2016		45.45	45.45CR	
		G/L ACCOUNT						45.45		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					45.45	ELECTRIC UNDERGROUND SUPPLIES		
I 627620-00		2 FR HEAVYWEIGHT SWEATSHIRT	AP		R	1/03/2016		236.31	236.31CR	
		G/L ACCOUNT						236.31		
	640 5-825-2-64350	UNIFORMS/EQUIPMENT					236.31	2 FR HEAVYWEIGHT SWEATSHIRTS		

PACKET: 02147 Council Mtg 110715 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
I 629033-00		ELECTRIC OVERHEAD SUPPLIES	AP		R	1/03/2016		738.30	738.30CR	
		G/L ACCOUNT						738.30		
	630 5-820-2-65302	OVERHEAD SUPPLIES					738.30	ELECTRIC OVERHEAD SUPPLIES		
				REG. CHECK				410.16	410.16CR	0.00
								410.16	0.00	
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01-2147	RVN LANDSCAPING LLC									
I 111815RVML		SOD INSTALL & LABOR	AP		R	1/03/2016		350.00	350.00CR	
		G/L ACCOUNT						350.00		
	630 5-821-2-63200	GROUNDS MAINTENANCE & REPAIR					350.00	SOD INSTALL & LABOR		
				REG. CHECK				350.00	350.00CR	0.00
								350.00	0.00	
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01-2232	SPAIN & ROSE LUMBER CO									
I 48085327		INSTALLER BIT POWER PLANT	AP		R	1/03/2016		14.76	14.76CR	
		G/L ACCOUNT						14.76		
	630 5-821-2-65053	SMALL TOOLS					14.76	INSTALLER BIT POWER PLANT		
I 48085551		BLDG MAINT SUPPLIES	AMB AP		R	1/03/2016		21.03	21.03CR	
		G/L ACCOUNT						21.03		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR					21.03	BLDG MAINT SUPPLIES AMB		
I 48086117		PAINT THINNER STREETS	AP		R	1/03/2016		8.99	8.99CR	
		G/L ACCOUNT						8.99		
	001 5-210-2-65070	OPERATING SUPPLIES					8.99	PAINT THINNER STREETS		
I 48086158		BLDG MAINT SUPPLIES	AMB AP		R	1/03/2016		4.30	4.30CR	
		G/L ACCOUNT						4.30		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR					4.30	BLDG MAINT SUPPLIES AMB		
I 48086306		FENCE SCREEN PARK	AP		R	1/03/2016		10.36	10.36CR	
		G/L ACCOUNT						10.36		
	001 5-430-2-63100	BUILDING MAINTENANCE & REPAIR					10.36	FENCE SCREEN PARK		
I 48086371		NAIL ADHESIVE CITY HALL	AP		R	1/03/2016		2.79	2.79CR	
		G/L ACCOUNT						2.79		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR					2.79	NAIL ADHESIVE CITY HALL		
I 48086570		QUICKRETE ELECTRIC OVERHEA	AP		R	1/03/2016		23.48	23.48CR	
		G/L ACCOUNT						23.48		
	630 5-820-2-65302	OVERHEAD SUPPLIES					23.48	QUICKRETE ELECTRIC OVERHEAD		

PACKET: 02147 Council Mtg 110715 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM #	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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				REG. CHECK				85.71	85.71CR	0.00
								85.71	0.00	

01-2235 SPINUTECH INC

I 22115		OCT EMAIL MARKETING	AP		R	12/04/2015		25.00	25.00CR	
		G/L ACCOUNT						25.00		
	001 5-525-2-64020	ADVERTISING					25.00	OCT EMAIL MARKETING		
				REG. CHECK				25.00	25.00CR	0.00
								25.00	0.00	

01-2247 STAPLES ADVANTAGE

I 8036754564		OFFICE SUPPLIES	AP		R	1/03/2016		82.04	82.04CR	
		G/L ACCOUNT						82.04		
	835 5-899-2-65060	OFFICE SUPPLIES					54.25	OFFICE SUPPLIES		
	001 5-525-2-65060	OFFICE SUPPLIES					27.79	OFFICE SUPPLIES		
				REG. CHECK				82.04	82.04CR	0.00
								82.04	0.00	

01-2318 SUMMIT COMPANIES

I 1013155C		FIRE EXTINGUISHER SERVICE	AP		R	12/04/2015		29.70	29.70CR	
		G/L ACCOUNT						29.70		
	001 5-150-2-63500	OPERATIONAL EQUIPT MAINT & REP					29.70	FIRE EXTINGUISHER SERVICE		
I 1110155C		FIRE EXTINGUISHER SERVICE	AP		R	12/04/2015		29.70	29.70CR	
		G/L ACCOUNT						29.70		
	001 5-150-2-63500	OPERATIONAL EQUIPT MAINT & REP					29.70	FIRE EXTINGUISHER SERVICE		
				REG. CHECK				59.40	59.40CR	0.00
								59.40	0.00	

01-2317 T & M CLOTHING CO.

I 1327		3 TACTICAL COATS POLICE	AP		R	1/03/2016		215.00	215.00CR	
		G/L ACCOUNT						215.00		
	001 5-110-2-64350	UNIFORMS/EQUIPMENT					215.00	3 TACTICAL COATS POLICE		
I 1331		EMBROIDERY ON 6 FR SWEATSHI	AP		R	1/03/2016		24.00	24.00CR	
		G/L ACCOUNT						24.00		
	630 5-820-2-64350	UNIFORMS/EQUIPMENT					16.00	EMBROIDERY ON 6 FR SWEATSHIRTS		

PACKET: 02147 Council Mtg 110715 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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	640	5-825-2-64350						0.00	EMBROIDERY ON 6 FR SWEATSHIRTS	
				REG. CHECK				239.00	239.00CR	0.00
								239.00	0.00	
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01-2340	TERRY DURIN COMPANY									
I 333161		4000' INNERDUCT	AP		R	1/03/2016		2,792.00	2,792.00CR	
		G/L ACCOUNT						2,792.00		
	630	5-820-2-65304					2,792.00	4000' INNERDUCT		
				REG. CHECK				2,792.00	2,792.00CR	0.00
								2,792.00	0.00	
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01-2348	THOMAS HEATING & AIR									
I 1011		CHANGE SWITCH ON FURNACE	E AP		R	12/04/2015		111.55	111.55CR	
		G/L ACCOUNT						111.55		
	630	5-820-2-63500					111.55	CHANGE SWITCH ON FURNACE	EL	
				REG. CHECK				111.55	111.55CR	0.00
								111.55	0.00	
-----										
01-2400	TIPTON CONSERVATIVE									
I 201512045069		YOUTH REC	AP		R	1/03/2016		85.20	85.20CR	
		G/L ACCOUNT						85.20		
	001	5-446-2-64020					85.20	YOUTH REC		
I 201512045070		NPDES PERMIT-WASTEWA DISCHA	AP		R	1/03/2016		30.42	30.42CR	
		G/L ACCOUNT						30.42		
	610	5-815-2-65980					30.42	NPDES PERMIT-WASTEWA DISCHARGE		
I 201512045071		MINUTES	AP		R	1/03/2016		208.94	208.94CR	
		G/L ACCOUNT						208.94		
	835	5-899-2-64140					208.94	MINUTES		
I 201512045072		FAC	AP		R	1/03/2016		252.05	252.05CR	
		G/L ACCOUNT						252.05		
	001	5-465-2-64020					252.05	FAC		
I 201512045073		UTILITY CLERK JOB OPENING	AP		R	1/03/2016		117.60	117.60CR	
		G/L ACCOUNT						117.60		
	630	5-822-2-64020					23.52	UTILITY CLERK JOB OPENING		
	600	5-811-2-64020					23.52	UTILITY CLERK JOB OPENING		



PACKET: 02147 Council Mtg 110715 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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				REG. CHECK				51.57	51.57CR	0.00
								51.57	0.00	

01-2640 WENDLING QUARRIES INC

I 619426		81.2 TN ROAD ROCK SOUTH SPR AP			R	1/03/2016		816.06	816.06CR	
		G/L ACCOUNT						816.06		
		001 5-210-2-65070 OPERATING SUPPLIES					816.06	81.2 TN ROAD ROCK SOUTH SPRUCE		
				REG. CHECK				816.06	816.06CR	0.00
								816.06	0.00	

01-2650 WESCO RECEIVABLES CORP

I 220687		15 LAMPS FOR FAC	AP		R	1/03/2016		312.48	312.48CR	
		G/L ACCOUNT						312.48		
		001 5-465-2-63500 OPERATIONAL EQUIPT MAINT & REP					312.48	15 LAMPS FOR FAC		
I 225002		1000' BRENAU, 2000' SWEETBR AP			R	1/03/2016		3,777.10	3,777.10CR	
		G/L ACCOUNT						3,777.10		
		630 5-820-2-65304 UNDERGROUND SUPPLIES					3,777.10	1000' BRENAU, 2000' SWEETBRIAR		
				REG. CHECK				4,089.58	4,089.58CR	0.00
								4,089.58	0.00	

01-2668 WHITFIELD & EDDY PLC

I 214308		FAC CONSTRUCTION CLAIM	AP		R	12/04/2015		235.00	235.00CR	
		G/L ACCOUNT						235.00		
		315 5-776-2-64110 LEGAL EXPENSE					235.00	FAC CONSTRUCTION CLAIM		
				REG. CHECK				235.00	235.00CR	0.00
								235.00	0.00	

PACKET: 02147 Council Mtg 110715 AL

VENDOR SET: 01

----- REPORT TOTALS -----

FUND DISTRIBUTION

FUND NO#	FUND NAME	AMOUNT
001	GENERAL GOVERNMENT	151,503.04CR
300	GO ST IMPROVEMENT PROJECT	1,382.81CR
315	JMPAC CP	235.00CR
600	WATER OPERATING	141.55CR
610	WASTEWATER/AYA SEWER REVE	59.33CR
630	ELECTRIC OPERATING	41,255.64CR
640	GAS OPERATING	668.49CR
660	AIRPORT OPERATING	29.93CR
670	GARBAGE COLLECTION	69.98CR
810	CENTRAL GARAGE	4,027.34CR
835	ADMINISTRATIVE SERVICES	4,975.79CR
** TOTALS **		204,348.90CR

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---- 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		204,348.90	204,347.08CR	0.00
		204,348.90	1.82CR	
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		204,348.90	204,347.08CR	0.00
		204,348.90	1.82CR	

TOTAL CHECKS TO PRINT: 56

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ERRORS: 0 WARNINGS: 0

**AGENDA ITEM # L – 2**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	December 7, 2015
<b>AGENDA ITEM:</b>	City Manager Hiring Process
<b>ACTION:</b>	None

**SYNOPSIS:** Please see attached memo.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Memo

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/2/15

# Memorandum

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**To:** Tipton City Council  
**From:** Chris Nosbisch, City Manager  
**Date:** 12/3/2015  
**Re:** City Manager Hiring Process

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I want to start by stating that this memo is not all inclusive and there may be other avenues to look at when hiring a new City Manager. At this time I am going to focus on two.

- 1.) Maintaining the hiring process in-house. In this instance, you can put together a job posting and start advertising tomorrow. This is the process that was used when I was hired, although former City Manager Doug Boldt was acting interim City Manager and helped the City through the process. With Doug's help, the City was able to follow a similar hiring practice that is utilized by one of the search firms listed below.

The obvious advantage to this method is cost. The major expense leading to the interviews will be the advertising costs for placing the job adds. The downside is identifying someone who will have the time and expertise to complete the required tasks (advertising the position, setting interviews, travel for candidates, contract negotiation, resume review and disseminating information). One major component of this will be maintaining confidentiality throughout the process as candidates do not want their name made public until they have made the top five or six and will be interviewing for the position (standard practice in the management field).

- 2.) Hire an outside consultant to complete the process for you or at least steer the process in the right direction (some search firms will reduce their cost if the community is involved in the process). There are a number of firms that operate in this area. Pat Callahan, Brimeyer Fursman, Vorhees, David Brown, Springstead are a few that I am familiar with.

The disadvantage to using a firm is the overall cost, which will likely range from \$6,000 up to \$20,000 depending on the firm and the services requested. As I

stated before, some firms will itemize their fee and work with the community to keep the cost as low as possible.

The advantages to this process are quite large in my opinion. The City will have someone dedicated to the hiring process that is quite familiar with human resources. They will have contacts with other City Managers/Administrators that they have worked with in the past and will be able to help the City find the best fit for the community. They have negotiated a number of contracts and will be able to lead the Council through the process. The consultant may be able to provide you with an interim Manager while going through this process.

One suggestion I would offer is to not rush this process. You will definitely want to settle the open seat that will be left by Councilperson Fry as most new Managers will want as much stability as possible before taking the position. I would suggest utilizing an interim manager if you are able, especially if a special election is chosen for the open Council seat. There are more advantages and disadvantages that may be further discussed at the meeting on Monday.

**AGENDA ITEM # L - 3**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	December 7, 2015
<b>AGENDA ITEM:</b>	AED Maintenance Contract
<b>ACTION:</b>	Motion

**SYNOPSIS:** Please see the attached contract as it relates to the upkeep of the City's AED equipment. The contract proposal is from Physio Control and is in the amount of \$9,513.30. In the past, the maintenance of the AED's was paid through the Ambulance Department as part of a larger contract. As the AED's listed in this contract serve are not part of the Ambulance Department, I have asked that the contracts be split.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documentation

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/2/15

# TECHNICAL SERVICE SUPPORT AGREEMENT



Contract Number:

End User # 13411701  
CITY OF TIPTON  
407 LYNN  
TIPTON, IA 52772

Bill To # 13411701  
CITY OF TIPTON  
407 LYNN  
TIPTON, IA 52772

This Technical Service Support Agreement begins on 12/1/2015 and expires on 11/30/2018.

The designated Covered Equipment and/or Software is listed on Schedule A. This Technical Service Agreement is subject to the Terms and Conditions on the reverse side of this document and any Schedule B, if attached. If any Data Management Support and Upgrade Service is included on Schedule A then this Technical Service Support Agreement is also subject to Physio-Control's Data Management Support and Upgrade Service Terms and Conditions, rev 7/99-1.

Price of coverage specified on Schedule A is \$9,513.30 per term, payable in Annual in arrears installments.

## Special Terms

15% DISCOUNT ON ACCESSORIES  
15% DISCOUNT ON ALL ELECTRODES  
ZONE TRAVEL CHARGE: \$600  
lsletcher@tiptoniowa.org

Accepted: Physio-Control, Inc.

Customer:

By:

By:

Title:

Print:

Date:

Title:

Date:

Purchase Order Number:

Territory Rep: WEMM62  
Mark Lehto  
Phone:  
FAX: 800-772-3340

Customer Contact:  
Contact Lorna Sletcher  
Phone: 563-886-6187  
FAX: lsletcher@tiptoniowa.o

Reference Number: R87-0594  
Printed: 11/23/2015

Renewal  
Page 1 of 7

**PHYSIO-CONTROL, INC.**  
**TECHNICAL SERVICE SUPPORT AGREEMENT TERMS AND CONDITIONS**

Customer's signature on this Agreement or a valid purchase order referencing this Technical Service Support Agreement is required prior to Physio-Control's acceptance and performance of this Agreement. This Agreement covers only the equipment listed on Schedule A ("Covered Equipment"). These terms constitute the complete agreement between the parties and they shall govern over any other documents, including Customer's purchase order. These terms may not be revised in any manner without the prior written consent of Physio-Control.

**SERVICES.** The Services provided under this Agreement are set forth on Schedule A. Physio-Control strives, but does not guarantee, to return service calls within two (2) hours and to resolve service issues within twenty-four (24) hours. Following Services, Physio-Control will provide Customer with a written report of actions taken or recommended and identification of any materials replaced or recommended for replacement. The following Services are available and further described as they relate to each specific Physio-Control device on Schedule B:

*"Repair Plus Service" or "Repair Only Service"* means repairs, Battery Replacement Service, parts and labor necessary to restore Covered Equipment to original specifications, subject to Exclusions (as set forth below).

*"Preventative Maintenance" or "Inspection Only Service"* means inspection and adjustment to maintain Covered Equipment in satisfactory operating condition. Inspections include tests, measurements, and a thirty-point evaluation of Covered Equipment. Covered Equipment is properly calibrated, mechanical operations are checked and adjusted, if necessary, and output measurements are verified to function properly. Electrical safety checks are also performed in accordance with National Fire Protection Association (NFPA) guidelines. Preventative Maintenance and Inspection Only Service are subject to Exclusions.

*"Comprehensive Service" or "Repair & Inspect Service"* means repairs, Battery Replacement Service, parts and labor necessary to restore Covered Equipment to original specifications, and inspections to verify proper device calibration, mechanical operations and output measurements, electrical safety check in accordance with NFPA guidelines, and Updates (as set forth below), subject to Exclusions.

*"Battery Replacement Service"* means replacement of batteries on a one-for-one, like-for-like basis, up to the number of batteries and/or devices listed in Schedule A. Only batteries manufactured or distributed by Physio-Control are eligible for replacement. Battery replacement is available upon Customer notification to Physio-Control of the occurrence of: (i) battery failure as determined by Customer's performance testing and evaluation in accordance with the applicable Operating Instructions; or (ii) as recommended in the applicable device's Operating Instructions.

At the discretion of Physio-Control, battery replacement shall be effected by shipment to Customer and replacement by Customer, or by on-site delivery and replacement by a Physio-Control Service Technician. Upon Customer's receipt of a replacement battery, the battery being replaced shall become the property of Physio-Control, and Customer must return the battery being replaced to Physio-Control for proper disposal. In the event that Physio-Control does not receive the battery being replaced, Physio-Control will invoice Customer the then-current rate for the replacement battery.

*"On-Site Service"* means that a Physio-Control factory-trained technician will provide Services at Customer's location. Services will be performed between 8:00am and 5:00pm local time, Monday through Friday, excluding holidays. Customer is to ensure Covered Equipment is available for Services at scheduled times. Some Services may not be completed On-Site. Physio-Control will cover travel and/or round-trip freight for Covered Equipment that must be sent to our designated facility for repair.

*"Ship-In Service"* means that Services will be performed at Physio-Control's designated facility. Physio-Control will cover round-trip freight for Covered Equipment that is sent to our designated facility for Services.

If Covered Equipment is not available when Services are scheduled or Customer requests services or goods not covered by this Agreement or outside of designated Services frequency or hours, Physio-Control will charge Customer for such services at 10% off Physio-Control's standard rates (including overtime, if appropriate) and applicable travel costs in addition to the contract price. Repair parts required for such repairs will be made available at 15% off the then-current list price.

**EXCLUSIONS.** Unless otherwise specified, Services do not include the following Exclusions:

- supply or repair of accessories or disposables
- repair of damage caused by misuse, abuse, abnormal operating conditions, operator errors, acts of God, and use of batteries, electrodes, or other products not distributed by Physio-Control
- case changes
- repair or replacement of items not originally distributed or installed by Physio-Control
- Upgrades, and installation of Upgrades
- battery maintenance, performance testing, evaluation, removal, and recycling

**LOANERS.** If Covered Equipment must be removed from use to complete Services, Physio-Control will strive to provide Customer with a similar loaner device until the Covered Equipment is returned. Customer assumes complete responsibility for the loaner and shall return the loaner at Customer's expense to Physio-Control in the same condition as received, upon the earlier of the return of the

removed Covered Equipment or Physio-Control's request.

**UPDATES.** "Update" means a change to a device to enhance its current features, stability, or software. If Comprehensive Service or Repair & Inspect Service is designated for Covered Equipment on Schedule A, Physio-Control will install Updates at no additional cost, provided such Updates are installed at the time of regularly scheduled Services. Updates installed on Covered Equipment designated on Schedule A as Repair Plus Service, Repair Only Service, Preventative Maintenance Service, Inspection Only Service, or at a time other than regularly scheduled Comprehensive Service or Repair & Inspect Service, will be billed on a separate invoice at 20% off the then-current list price of the Update. For all Service plans, if parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 30% off the then-current list price.

**UPGRADES.** "Upgrade" means a major, standalone version of software or the addition of features or capabilities to a device. For all Service plans, Upgrades must be purchased separately and are not provided under this Agreement. Upgrades are available at a rate of 17% off the then-current list price.

**PRICING.** Pricing is set forth on the first page of this Agreement, on the Quote for Services, and/or on the Invoice for the Services purchased. Prices do not include taxes. Sales, service or use taxes will be invoiced in addition to the price of the goods and Services covered by this Agreement unless Physio-Control receives a copy of a valid exemption certificate. If the number or configuration of Covered Equipment changes during the Term, pricing shall be pro-rated accordingly. For Preventative Maintenance Service, Inspection Only Service, Comprehensive Service, and Repair & Inspect Service, no pricing deduction will be made for removal of Covered Equipment if preventative maintenance and inspection have already been performed during the Term and no further preventative maintenance and inspection are scheduled to occur. Discounts may not be combined with other special terms, discounts, and/or promotions.

**PAYMENT.** Payment is due within thirty (30) days of invoice date.

**WARRANTY.** Physio-Control warrants Services performed under this Agreement and repair/replacement parts provided in performing such Services against defects in material and workmanship for ninety (90) days from the date Services were performed or a repair/replacement part was provided. Customer's sole remedy shall be reservicing the affected Covered Equipment and/or replacement of any part determined to be defective, without additional charge, provided Customer notifies Physio-Control of any allegedly defective condition within ten (10) calendar days of its discovery by Customer. Physio-Control makes no other warranties, express or implied, including, without limitation, **NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO-CONTROL BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR OTHER DAMAGES.**

**TERM.** The Term of this Agreement is set forth on the first page of this document, or in the Quote and/or Invoice for the Services purchased. This Agreement shall automatically renew unless terminated by either party with written notice thirty (30) days prior to the expiration of the then-current Term. Prices are subject to change upon renewal.

**TERMINATION.** Either party may terminate this Agreement for material breach by the other party by providing thirty (30) days' written notice to the other party, and provided such breach is not cured within the notice period. In addition, either party may terminate this Agreement at any time upon sixty (60) days' prior written notice to the other party. In the event of such early termination by Customer, Customer shall be responsible for the portion of the designated price which corresponds to the portion of the Term prior to the effective date of termination and the list-price cost of any preventative maintenance, inspections, or repairs rendered during the Term.

**DELAYS.** Physio-Control will not be liable for any loss or damage of any kind due to its failure to perform or delays in its performance resulting from any cause beyond its reasonable control, including, but not limited to, acts of God, labor disputes, labor shortages, the requirements of any governmental authority, war, civil unrest, delays in manufacture, obtaining any required license or permit, and Physio-Control's inability to obtain goods from its usual sources. Any such delay shall not be considered a breach of Physio-Control's obligations and the performance dates shall be extended for the length of such delay.

**DEVICE INSPECTION BEFORE ACCEPTANCE.** Any device that is not covered by either a Physio-Control Limited Warranty or a current Physio-Control Technical Service Support Agreement must be inspected and repaired (if necessary) to meet original specifications at customer's cost at the then-current list prices prior to being covered under a Technical Service Support Agreement. Physio-Control reserves the right to refuse to support any device that has been remanufactured by a company other than Physio-Control.

**MISCELLANEOUS.** (a) During the Term of this Agreement and for one (1) year following its expiration, without Physio-Control's prior written consent, Customer agrees to not to solicit or offer employment to anyone who is employed by Physio-Control to provide Services such as those described in this Agreement; (b) this Agreement, and any related obligation of other party, may not be assigned in whole or in part without the prior written consent of the other party; (c) this Agreement shall be governed by the laws of the State in which the Services are provided; (d) all costs and expenses incurred by the prevailing party related to the enforcement of its rights under this Agreement, including reasonable attorney's fees, shall be reimbursed by the other party.

**PHYSIO-CONTROL, INC.**  
**TECHNICAL SERVICE SUPPORT AGREEMENT**  
**SCHEDULE A**

Contract Number:

Servicing Rep: Mark Lehto, WEMM62

District: MIDWEST

Phone:

FAX: 800-772-3340

Equipment Location: CITY OF TIPTON, 13411701  
 407 LYNN  
 TIPTON, IA 52772

Scope Of Service On Site Preventative Maintenance

Model	Part Number	Serial Number	Ref. Line	Effective Date	Expiration Date	Total Inspections
LIFEPAK® 1000	320371500245	38458588	1	12/1/2015	11/30/2018	3
LIFEPAK® 1000	320371500245	38458589	2	12/1/2015	11/30/2018	3
LIFEPAK® 1000	320371500245	38458590	3	12/1/2015	11/30/2018	3
LIFEPAK® 1000	320371500245	38458591	4	12/1/2015	11/30/2018	3
LIFEPAK® 1000	320371500245	38458592	5	12/1/2015	11/30/2018	3
LIFEPAK® 1000	320371500245	38458593	6	12/1/2015	11/30/2018	3
LIFEPAK® CR PLUS	3200731-002	34472289	9	12/1/2015	11/30/2018	3

Scope Of Service On Site Preventative Maintenance w Lithium Battery

Model	Part Number	Serial Number	Ref. Line	Effective Date	Expiration Date	Total Inspections
LIFEPAK® 500	3011790-000113	14324477	7	12/1/2015	11/30/2016	1
LIFEPAK® 500	3011790-000113	14324479	8	12/1/2015	11/30/2016	1

Scope Of Service On Site Preventative Maintenance with No Batteries

Model	Part Number	Serial Number	Ref. Line	Effective Date	Expiration Date	Total Inspections
LIFEPAK® 500	3011790-000113	14324477	10	12/1/2016	11/30/2018	2
LIFEPAK® 500	3011790-000113	14324479	11	12/1/2016	11/30/2018	2

\*\* Denotes an inventory line that has changed since the last contract revision or addendum.

**PHYSIO-CONTROL, INC.**  
**TECHNICAL SERVICE SUPPORT AGREEMENT**  
**SCHEDULE B**

**LIFEPAK® 1000 Automated External Defibrillator Services**

**LIFEPAK® 1000 AED Comprehensive Service**

- Preventative maintenance and inspections at intervals set forth on Schedule A
- Parts and labor necessary to restore device to original specifications, subject to Exclusions
- QUIK-COMBO® Patient Simulator repair or replacement of one for each LIFEPAK 1000 AED listed on Schedule A and as determined necessary by Physio-Control
- LIFEPAK 1000 Defibrillator Battery Charger repair or replacement of one for each LIFEPAK 1000 AED listed on Schedule A and as determined necessary by Physio-Control
- Battery Replacement Service
  - o For each LIFEPAK 1000 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 1000 Defibrillator rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure; or
  - o For each LIFEPAK 1000 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 1000 Defibrillator non-rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure
- Updates installed at no additional cost, provided such Updates are installed at the time of regularly scheduled Services. If parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 30% off the then-current list price.

**LIFEPAK® 1000 AED Repair Plus Service**

- Parts and labor necessary to restore device to original specifications, subject to Exclusions
- QUIK-COMBO® Patient Simulator repair or replacement of one for each LIFEPAK 1000 AED listed on Schedule A and as determined necessary by Physio-Control
- LIFEPAK 1000 Defibrillator Battery Charger repair or replacement of one for each LIFEPAK 1000 AED listed on Schedule A and as determined necessary by Physio-Control
- Battery Replacement Service
  - o For each LIFEPAK 1000 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 1000 Defibrillator rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure; or
  - o For each LIFEPAK 1000 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 1000 Defibrillator non-rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure
- Updates installed at 20% off the then-current list price provided such Updates are installed at the time of regularly scheduled Services. If parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 30% off the then-current list price.

**LIFEPAK® 1000 AED Preventative Maintenance Service**

- Preventative maintenance and inspections at intervals set forth on Schedule A
- Battery Replacement Service
  - o For each LIFEPAK 1000 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 1000 Defibrillator rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure; or
  - o For each LIFEPAK 1000 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 1000 Defibrillator non-rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure
- Updates installed at 20% off the then-current list price provided such Updates are installed at the time of regularly scheduled Services. If parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 30% off the then-current list price

**PHYSIO-CONTROL, INC.**  
**TECHNICAL SERVICE SUPPORT AGREEMENT**  
**SCHEDULE B**

**LIFEPAK CR& Plus Automated External Defibrillator Services**

**LIFEPAK CR& Plus AED Preventative Maintenance**

- Preventative maintenance and inspections at intervals set forth on Schedule A
- 15% discount off then-current list price for the purchase of a new LIFEPAK CR Plus AED if the Covered Equipment is damaged, cannot be repaired, and is not covered by warranty
- 15% discount off the then-current list price for the purchase of CR Plus CHARGE-PAK™ Battery Charger and QUIK-PAK™ Electrodes
- Replacement of up to one (1) CR Plus CHARGE-PAK™ Battery Charger and two (2) QUIK-PAK™ Electrodes at the time scheduled preventative maintenance is performed, if needed due to expiration or failure
- Updates installed at 20% off the then-current list price provided such Updates are installed at the time of regularly scheduled Services. If parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 30% off the then-current list price.

**PHYSIO-CONTROL, INC.**  
**TECHNICAL SERVICE SUPPORT AGREEMENT**  
**SCHEDULE B**

**LIFEPAK® 500 Automated External Defibrillator Services**

**LIFEPAK® 500 AED Comprehensive Service**

- Preventative maintenance and inspections at intervals set forth on Schedule A
- Parts and labor necessary to restore device to original specifications, subject to Exclusions
- QUIK-COMBO® Patient Simulator repair or replacement of one for each LIFEPAK 500 AED listed on Schedule A and as determined necessary by Physio-Control
- LIFEPAK 500 Defibrillator battery charger repair or replacement of one for each LIFEPAK 500 listed on Schedule A and as determined necessary by Physio-Control
- Battery Replacement Service
  - o For each LIFEPAK 500 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 500 rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure; or
  - o For each LIFEPAK 500 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 500 non-rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure
- Updates installed at no additional cost, provided such Updates are installed at the time of regularly scheduled Services.
  - o If parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 30% off the then-current list price.

**LIFEPAK® 500 AED Repair Plus Service**

- Parts and labor necessary to restore device to original specifications, subject to Exclusions
- QUIK-COMBO® Patient Simulator repair or replacement of one for each LIFEPAK 500 AED listed on Schedule A and as determined necessary by Physio-Control
- LIFEPAK 500 Defibrillator battery charger repair or replacement of one for each LIFEPAK 500 AED listed on Schedule A and as determined necessary by Physio-Control
- Battery Replacement Service
  - o For each LIFEPAK 500 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 500 rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure; or
  - o For each LIFEPAK 500 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 500 non-rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure
- Updates installed at 20% off the then-current list price provided such Updates are installed at the time of regularly scheduled Services. If parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 30% off the then-current list price.

**LIFEPAK® 500 AED Preventative Maintenance Service**

- Preventative maintenance and inspections at intervals set forth on Schedule A
- Battery Replacement Service (if applicable)
  - o For each LIFEPAK 500 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 500 non-rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure; or
  - o For each LIFEPAK 500 AED listed on Schedule A, replacement of up to one (1) LIFEPAK 500 non-rechargeable battery pak in accordance with the device Operating Instructions, or upon battery failure
- Updates installed at 20% off the then-current list price provided such Updates are installed at the time of regularly scheduled Services. If parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 30% off the then-current list price.

**AGENDA ITEM # L - 4**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	December 7, 2015
<b>AGENDA ITEM:</b>	Notice of Intent
<b>ACTION:</b>	Motion

**SYNOPSIS:** This item has been placed on the agenda in light of Councilperson Fry's letter of resignation. It has been past practice for this Council to appoint a new member to the Council if there is interest in the position. Two members of the public, having heard of the resignation, have already submitted their names to the City (all letters of interest will be provided at the December 21<sup>st</sup> meeting if you chose the appointment process). If the Council chose to appoint, the attached notice to the paper would be placed in the Conservative the week of the 14<sup>th</sup> with a possible appointment on the 21<sup>st</sup> of December (required by law).

The Council does not have to appoint and may choose to fill the position by special election. A petition for a special election could be filed at any point by the public between the 16<sup>th</sup> of December and the 4<sup>th</sup> of January. Having spoken with the Auditor's office, the estimate for a special election would be in the neighborhood of \$1,500 to \$2,000.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/2/15

## **PUBLIC NOTICE**

The City Council of the City of Tipton is electing to fill the Council seat for an At-Large seat by appointment. The At-Large Council seat will be open on December 14, 2015. All interested residents of the City of Tipton may submit a letter of interest to City Hall, 407 Lynn Street, Tipton, IA, 52772 prior to the close of business on Monday, December 21, 2015. Residents wishing to fill the position by special election may submit a petition requesting the special election with fourteen days of publication and/or fourteen days from the time of the appointment. The petition may be submitted to City Hall at the address listed above. The City Council has elected to make the appointment at their regular Council meeting on Monday, December 21, 2015 at 5:30 p.m. and may conduct interviews if multiple letters of interest are received. If any resident of Tipton has questions regarding this notice, please contact City Hall at (563) 886-6564.

**AGENDA ITEM # L - 5**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	December 7, 2015
<b>AGENDA ITEM:</b>	Petersen Industrial Engine Invoice
<b>ACTION:</b>	Motion

**SYNOPSIS:** There are actually three invoices that total \$16,160.28. Gary Petersen was in the City to begin diagnosing issues with the OP. There is additional work that will need to be done, and staff continues to believe that repairs will be estimated around \$50,000 to \$75,000.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Invoices and Supporting Documents

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/2/15

PETERSON INDUSTRIAL  
 ENGINE SERVICE, INC.  
 1801 BLUESTEM LANE  
 SALINA, KANSAS 67401  
 MAIN OFFICE: (913) 825-5166

# INVOICE

PO # F Taber

DATE: 11/6/2015

TO: City of Tipton

407 Lynn ST.

Tipton, Iowa

Parts for the FM 38 DDT 8 1/8

SHIP TO:

For the exhaust and turbo on the OP

SALESPERSON	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Gary P.				30 days

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
24	exhaust belt gaskets 16706603-p	\$12.01	\$288.24
16	Flex gaskets 16706602-p	\$13.56	\$216.96
3	Turbo exhaust inlet gaskets 16601610	\$23.88	\$71.64
48	water bypass gaskets 16102122-p	\$2.01	\$96.48
56	Water gland o-rings 16702206-p	\$0.83	\$46.48
1	Turbo gasket 10555171-p	\$11.54	\$11.54
1	Gasket high Temp. Material 63"x65" by 1/16	\$228.99	\$228.99
	to make gaskets turbo that are not ordered		\$0.00
1	UPS charges on above	\$93.88	\$93.88
150	No use or Sales tax charged to direct account of above		\$0.00
			<b>\$1,054.21</b>

Cust  
Office  
Acct.

VNO      DATE      INV

AMT      DIS      NET

CPA

PETERSON INDUSTRIAL  
 ENGINE SERVICE, INC.  
 1801 BLUESTEM LANE  
 SALINA, KANSAS 67401  
 MAIN OFFICE: (913) 825-5166

# INVOICE

PO # F. Taber

DATE: 11/5/2015

TO: City of Tipton

407 lynn street  
 Tipton, Iowa

Parts for the FM and the Enterprise

SHIP TO:

In July and Aug.

SALESPERSON	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Gary P.				30 days

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
4	Amots 1096x155	\$151.99	\$607.96
1	shipping overnite freight	\$112.34	\$112.34
1	above is for enterprise engine		\$0.00
1	the following is for FM		\$0.00
30	Nozzle standard tips 16102 147 p	\$37.50	\$1,125.00
36	nozzle gasket 1670177-p	\$1.98	\$71.28
36	injector gaskets 1670172-p	\$2.41	\$86.76
36	stop needle gaskets 16102238-p	\$4.39	\$158.04
1	overnight UPS charges	\$85.90	\$85.90
146	No use or Sales tax charged to direct account of above		\$0.00
			<b>\$2,247.28</b>

Cust  
Office  
Acct.

VNO

DATE

INT

Gary Peterson

AMT

DIS

NET

GLNO

PETERSON INDUSTRIAL  
 ENGINE SERVICE, INC.  
 1801 BLUESTEM LANE  
 SALINA, KANSAS 67401  
 MAIN OFFICE: (913) 825-5166

# INVOICE

PO # F. Tabers

DATE: 11/7/2015

TO: City of Tipton

407 Lynn St  
 Tipton, Iowa

Labor at Power Plant

SHIP TO:

SALESPERSON	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS	
Gary P.				30 days	

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	labor for the week 7-26-15	\$432.49	\$432.49
1	labor for the week 8-2-15	\$4,159.50	\$4,159.50
1	labor for the week 8-9-15	\$3,668.50	\$3,668.50
1	labor for the week of 8-15-15	\$4,598.30	\$4,598.30
			\$0.00
	see day sheets for details		\$0.00
			\$0.00
			\$0.00
			\$0.00
4	No use or Sales tax charged to direct account of above		\$0.00
			<b>\$12,858.79</b>

Cust  
Office  
Acct.

VNO      DATE      INV

AMT      DIS      NET

TLNO

PETERSON INDUSTRIAL  
ENGINE SERVICE, INC.  
1801 BLUESTEM LANE  
SALINA, KANSAS 67401

785-825-5166

FAX: (785) 825-5892

# Weekly Time Sheet

Labor for Gary Peterson

	CUSTOMER CONTACT		PETERSON ENGINE CONTACT			PER DIEM
	DAY		MOTEL RATE	MILEAGE	RATE	MEALS
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun	Sun, July 26, 2015		\$59.99			\$35.00
	<b>TOTAL HOURS &amp; EXPENSES</b>		\$59.99	0	\$0.00	\$35.00

	HOURS ON DUTY			OFF DUTY	TOTAL WORK HOURS
	DAYS	WORK	Travel	Standby	
Mon					0
Tue					0
Wed					0
Thur					0
Fri					0
Sat					0
Sun	Sun, July 26, 2015		4.5		0
	Total Travel Cost	\$337.50	0	STANDBY TOTAL	
	Total Work Cost	\$0.00	MILEAGE RATE \$0.00	TOTAL HOURS	337.5

HOURLY RATE	\$75.00		
Travel	\$75.00	Grand Total	\$432.49
Standby	\$75.00		

DATE	Sunday, July 26, 2015	CUSTOMER P.O. #	F Taber
CUSTOMER	City of Tipton		
LOCATION	Tipton, Iowa		
JOB NUMBER			
JOB DESCRIPTION	Problems with F-M op		
ENGINE/COMP. MTG./TYPE	38 DDT 8-1/8		

**PETERSON INDUSTRIAL  
ENGINE SERVICES, INC.**

**DAILY CREW TIME LOGS**

SHOP OFFICE (785) 655-3950  
MAIN OFFICE (785) 825-5166  
FAX (785) 825-5892

1801 BLUESTEM LANE  
SALINA, KS 67401

DAY WORK     CONTRACT     EXTRA WORK

Customer

*Tipton*

Location

Job No.

Lot No.

Job Description

Date *July*  
Day *Sun*

Engine / Comp. Mfg. / Type

Customer P.O. #

Description of Planned Work Completed Today	Customer Contact			Peterson Eng. Contact			Off Duty		Hours on Duty			Personal Expenses Check One Only			Total Hours	Total
	Name	Emp. No.	Rate	Motel Rate	Mileage	Rate	Hours	Work	Travel	Standby	Actual Cost	Per Diem Regular	Rate	Hours		
<i>Drive to Leg Leamon, Ia</i>	<i>Gary</i>			<i>59.95</i>					<i>4 1/2</i>							
TOTAL HOURS & EXPENSES	→															

Description of Unplanned (Extra) Work

Emp. No. \_\_\_\_\_

Planned Work Hours \_\_\_\_\_

Emp. No. \_\_\_\_\_

Extra Work Hours \_\_\_\_\_

Peterson Engine Representative Signature \_\_\_\_\_

Project Manager Signature \_\_\_\_\_

**CUSTOMER COPY**

I hereby acknowledge the above work and hours are correct.

Customer Representative \_\_\_\_\_

PETERSON INDUSTRIAL  
ENGINE SERVICE, INC.  
1801 BLUESTEM LANE  
SALINA, KANSAS 67401

785-825-5166

FAX: (785) 825-5892

# Weekly Time Sheet

Labor for Gary Peterson

	CUSTOMER CONTACT		PETERSON ENGINE CONTACT			PER DIEM
	DAY		MOTEL RATE	MILEAGE	RATE	MEALS
Mon	Mon, July 27, 2015		\$58.00	510	\$0.85	\$35.00
Tue	Tue, July 28, 2015		\$58.00			\$35.00
Wed	Wed, July 29, 2015		\$58.00			\$35.00
Thur	Thu, July 30, 2015		\$58.00			\$35.00
Fri	Fri, July 31, 2015		\$58.00			\$35.00
Sat	Sat, August 01, 2015		\$58.00			\$35.00
Sun	Sun, August 02, 2015		\$58.00			\$35.00
<b>TOTAL HOURS &amp; EXPENSES</b>			<b>\$406.00</b>	<b>510</b>	<b>\$0.85</b>	<b>\$245.00</b>

	DAYS	HOURS ON DUTY			OFF DUTY	TOTAL WORK HOURS
		WORK	Travel	Standby	HOURS	
Mon	Mon, July 27, 2015	4.5	4.5			4.5
Tue	Tue, July 28, 2015	8				8
Wed	Wed, July 29, 2015	8				8
Thur	Thu, July 30, 2015	8				8
Fri	Fri, July 31, 2015	8				8
Sat	Sat, August 01, 2015	0				0
Sun	Sun, August 02, 2015	0				0
Total Travel Cost		\$337.50	0	STANDBY TOTAL		
Total Work Cost		\$2,737.50	MILAGE RATE \$433.50	TOTAL HOURS	374	36.5
HOURLY RATE		\$75.00	Grand Total		\$4,159.50	
Travel		\$75.00				
Standby		\$75.00				

DATE	Sunday, August 02, 2015	CUSTOMER P.O. #	F. Taber
CUSTOMER	City of Tipton		
LOCATION	Power Plant		
JOB NUMBER			
JOB DESCRIPTION			
ENGINE/COMP. MTG./TYPE	38 DDT 8 1/8		

**PETERSON INDUSTRIAL  
ENGINE SERVICES, INC.**

**DAILY CREW TIME LOGS**

SHOP OFFICE (785) 655-3950  
MAIN OFFICE (785) 825-5166  
FAX (785) 825-5892

1801 BLUESTEM LANE  
SALINA, KS 67401

Location

Job No.

Lot No.

Date July  
Day Mon

Engine / Comp. Mfg. / Type

Customer P.O. #

Customer

Tipton

Customer Contact

Peterson Eng. Contact

Off Duty

Hours on Duty

Personal Expenses  
Check One Only

Name

Emp. No.

Rate

Motel Rate

Mileage

Rate

Hours

Work

Travel

Standby

Actual Cost

Per Diem Regular

Rate

Total Hours

Total

Gary

58.00

510

4 1/2

4 1/2

TOTAL HOURS & EXPENSES →

Description of Planned Work Completed Today

Finished drive to Tipton

Free up fuel pump and started engine

Still will not pull load

Description of Unplanned (Extra) Work

Emp. No.

Emp. No.

Planned Work Hours

Extra Work Hours

Peterson Engine Representative Signature

Project Manager Signature  
CUSTOMER COPY

Customer Representative

I hereby acknowledge the above work and hours are correct.

**PETERSON INDUSTRIAL  
ENGINE SERVICES, INC.**

**DAILY CREW TIME LOGS**

SHOP OFFICE (785) 655-3950  
MAIN OFFICE (785) 825-5166  
FAX (785) 825-5892

1801 BLUESTEM LANE  
SALINA, KS 67401

Customer *Tipton*

Location

Job No.

Lot No.

Date *July*

Day *Tue*

Job Description

Engine / Comp. Mfg. / Type

Customer P.O. #

Customer Contact	Name	Emp. No.	Rate	Peterson Eng. Contact		Mileage	Rate	Hours	Work	Hours on Duty			Personal Expenses		Total Hours	Total
				Motel Rate	Rate					Standby	Actual Cost	Per Diem Regular	Rate	Check One Only		
	<i>Gary July 28</i>			<i>5.00</i>					<i>8</i>							
	<i>Gary 11 29</i>			<i>5.00</i>					<i>8</i>							
TOTAL HOURS & EXPENSES																

Description of Planned Work Completed Today

*Started replacing exhaust gaskets on control side  
Fuel removed #3 fuel pump on control side  
Replaced 5 control rack bearings  
Val Install #3 fuel pump install 5 control rack bearings  
The*

Description of Unplanned (Extra) Work

Emp. No. \_\_\_\_\_ Planned Work Hours \_\_\_\_\_

Emp. No. \_\_\_\_\_ Extra Work Hours \_\_\_\_\_

Peterson Engine Representative Signature

Protect Manager Signature  
CUSTOMER COPY

Customer Representative  
I hereby acknowledge the above work and hours are correct.

**PETERSON INDUSTRIAL  
ENGINE SERVICES, INC.**

**DAILY CREW TIME LOGS**

SHOP OFFICE (785) 655-3950  
MAIN OFFICE (785) 825-5166  
FAX (785) 825-5892

1801 BLUESTEM LANE  
SALINA, KS 67401

Customer

*Tipton*

Location

Job No.

Lot No.

Date *Tues & Friday*

Job Description

Day

Engine / Comp. Mfg. / Type

Customer P.O. #

Customer Contact	Name	Emp. No.	Rate	Peterson Eng. Contact		Off Duty	Hours on Duty				Personal Expenses		Total Hours	Total	
				Motel Rate	Mileage		Rate	Hours	Work	Travel	Standby	Actual Cost			Per Diem Regular
<i>Gary Tipton</i>	<i>Thurs 30-15</i>			<i>5800</i>				<i>8</i>							
<i>Gary Tipton</i>	<i>Friday 31-15</i>			<i>5800</i>				<i>8</i>							
<i>Sat</i>	<i>Aug 1</i>			<i>5800</i>				<i>0</i>							
<i>Sun</i>	<i>Aug 2</i>			<i>5800</i>				<i>0</i>							
TOTAL HOURS & EXPENSES															

Description of Planned Work Completed Today

*Started engine drain water out air cleaner Run bad*

*Removed Injection physics*

*Rebuilt 18 soaking*  
*Rebuilt 6 12 soaking*

Planned Work Hours

Emp. No.

Emp. No.

Extra Work Hours

Peterson Engine Representative Signature

Project Manager Signature  
CUSTOMER COPY

Customer Representative

I hereby acknowledge the above work and hours are correct.

PETERSON INDUSTRIAL  
ENGINE SERVICE, INC.  
1801 BLUESTEM LANE  
SALINA, KANSAS 67401

785-825-5166

FAX: (785) 825-5892

# Weekly Time Sheet

Labor for Gary Peterson

	CUSTOMER CONTACT		PETERSON ENGINE CONTACT			PER DIEM
	DAY		MOTEL RATE	MILEAGE	RATE	MEALS
Mon	Mon, August 03, 2015		\$58.00		\$0.85	\$35.00
Tue	Tue, August 04, 2015		\$58.00			\$35.00
Wed	Wed, August 05, 2015		\$58.00			\$35.00
Thur	Thu, August 06, 2015		\$58.00			\$35.00
Fri	Fri, August 07, 2015		\$58.00			\$35.00
Sat	Sat, August 08, 2015		\$58.00			\$35.00
Sun	Sun, August 09, 2015		\$58.00			\$35.00
<b>TOTAL HOURS &amp; EXPENSES</b>			\$406.00	0	\$0.85	\$245.00

	DAYS	HOURS ON DUTY			OFF DUTY	TOTAL WORK HOURS
		WORK	Travel	Standby	HOURS	
Mon	Mon, August 03, 2015	8				8
Tue	Tue, August 04, 2015	8				8
Wed	Wed, August 05, 2015	8				8
Thur	Thu, August 06, 2015	8				8
Fri	Fri, August 07, 2015	8.5				8.5
Sat	Sat, August 08, 2015	0				0
Sun	Sun, August 09, 2015	0				0
Total Travel Cost		\$0.00	0	STANDBY TOTAL		
Total Work Cost		\$3,037.50	MILEAGE RATE \$0.00	TOTAL HOURS	40.5	40.5
HOURLY RATE		\$75.00	Grand Total		\$3,688.50	
Travel		\$75.00				
Standby		\$75.00				

DATE	Sunday, August 09, 2015	CUSTOMER P.O. #	F. Taber
CUSTOMER	City of Tipton		
LOCATION	Power Plant		
JOB NUMBER			
JOB DESCRIPTION			
ENGINE/COMP. MTG./ TYPE	38 DTT 8 1/8		



**PETERSON INDUSTRIAL  
ENGINE SERVICES, INC.**

1801 BLUESTEM LANE  
SALINA, KS 67401

**DAILY CREW TIME LOGS**

DAY WORK     CONTRACT     EXTRA WORK

SHOP OFFICE (785) 655-3950  
MAIN OFFICE (785) 825-5166  
FAX (785) 825-5892

Customer: \_\_\_\_\_ Location: \_\_\_\_\_ Job No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description: \_\_\_\_\_ Engine / Comp. Mfg. / Type: \_\_\_\_\_ Customer P.O. #: \_\_\_\_\_

Name	Emp. No.	Rate	Motel Rate	Mileage	Ratio	Hours	Off Duty	Hours on Duty			Personal Expenses Check One Only		Total Hours	Total
								Work	Travel	Standby	Actual Cost	Per Diem Regular Rate		
Gary Aug 4								8	0	0				
Gary Aug 5								8	0	0				
Gary Aug 6								5 1/2	0	0				
Gary Aug 7								0	0	0				
Gary Aug 8								0	0	0				
Gary Aug 9								0	0	0				
TOTAL HOURS & EXPENSES														

Description of Planned Work Completed Today:  
 Ran #1 had vibration of 1500RPM  
 Ran #2 to check oil temp problem about 5 1/2 hrs  
 one down air cleaner was not oiling right  
 Turbos have had dirt ran through an air side  
 Chang #2 water inlet valve  
 Ran Enter prise

Description of Unplanned (Extra) Work: \_\_\_\_\_  
 Emp. No.: \_\_\_\_\_  
 Planned Work Hours: \_\_\_\_\_  
 Extra Work Hours: \_\_\_\_\_

Peterson Engine Representative Signature: \_\_\_\_\_  
 Project Manager Signature: \_\_\_\_\_  
 Customer Representative: \_\_\_\_\_

I hereby acknowledge the above work and hours are correct.

PETERSON INDUSTRIAL  
ENGINE SERVICE, INC.  
1801 BLUESTEM LANE  
SALINA, KANSAS 67401

785-825-5166

FAX: (785) 825-5892

# Weekly Time Sheet

Labor for Gary Peterson

	CUSTOMER CONTACT		PETERSON ENGINE CONTACT			PER DIEM
	DAY		MOTEL RATE	MILEAGE	RATE	MEALS
Mon	Mon, August 10, 2015		\$58.00		\$0.85	\$35.00
Tue	Tue, August 11, 2015		\$58.00			\$35.00
Wed	Wed, August 12, 2015		\$58.00			\$35.00
Thur	Thu, August 13, 2015		\$58.00			\$35.00
Fri	Fri, August 14, 2015		\$58.00			\$35.00
Sat	Sat, August 15, 2015			498	\$0.85	\$35.00
Sun						
<b>TOTAL HOURS &amp; EXPENSES</b>			\$290.00	498	\$0.85	\$210.00

	DAYS	HOURS ON DUTY			OFF DUTY	TOTAL WORK HOURS
		WORK	Travel	Standby	HOURS	
Mon	Mon, August 10, 2015	8				8
Tue	Tue, August 11, 2015	8				8
Wed	Wed, August 12, 2015	8				8
Thur	Thu, August 13, 2015	8				8
Fri	Fri, August 14, 2015	8				8
Sat	Sat, August 15, 2015		9			0
Sun						0
Total Travel Cost		\$675.00	0	STANDBY TOTAL		
Total Work Cost		\$3,000.00	MILAGE RATE	\$423.30	TOTAL HOURS	715
HOURLY RATE		\$75.00	Grand Total		\$4,598.30	
Travel		\$75.00				
Standby		\$75.00				

DATE Saturday, August 15, 2015 CUSTOMER P.O. #

CUSTOMER City of Tipton

LOCATION Power Plant

JOB NUMBER

JOB DESCRIPTION

ENGINE/COMP. MTG./ TYPE



**PETERSON INDUSTRIAL  
ENGINE SERVICES, INC.**

1801 BLUESTEM LANE  
SALINA, KS 67401

**DAILY CREW TIME LOGS**

DAY WORK     CONTRACT     EXTRA WORK

SHOP OFFICE (785) 655-3950  
MAIN OFFICE (785) 825-5166  
FAX (785) 825-5892

Location

Customer

*Tipton*

Job No.

Lot No.

Date

Job Description

Day

Engine / Comp. Mtg. / Type

Customer P.O. #

Customer Contact			Peterson Eng. Contact			Off Duty			Hours on Duty			Personal Expenses Check One Only		
Name	Emp. No.	Rate	Motel Rate	Mileage	Rate	Hours	Work	Travel	Standby	Actual Cost	Per Diem Regular	Rate	Total Hours	Total
<i>Aug 11-15</i>							<i>8</i>							
TOTAL HOURS & EXPENSES →														

Description of Planned Work Completed Today

*Aug 11-15 Filled Rad with water Ran Enterprise Amot  
Was sticking it Ran Hot at 325 RW*

Description of Unplanned (Extra) Work

Emp. No.

Emp. No.

Planned Work Hours

Extra Work Hours

Peterson Engine Representative Signature

Project Manager Signature  
**CUSTOMER COPY**

Customer Representative

I hereby acknowledge the above work and hours are correct.

**PETERSON INDUSTRIAL  
ENGINE SERVICES, INC.**  
1801 BLUESTEM LANE  
SALINA, KS 67401

**DAILY CREW TIME LOGS**

SHOP OFFICE (785) 655-3950  
MAIN OFFICE (785) 825-5166  
FAX (785) 825-5892

DAY WORK     CONTRACT     EXTRA WORK

Customer: \_\_\_\_\_ Job No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Job Description: \_\_\_\_\_ Day: \_\_\_\_\_  
 Engine / Comp. Mfg. / Type: \_\_\_\_\_ Customer P.O. #: \_\_\_\_\_

Customer Contact	Peterson Eng. Contact		Off Duty		Hours on Duty			Personal Expenses Check One Only		Total Hours		
	Name	Emp. No.	Rate	Mileage	Hours	Work	Travel	Standby	Actual Cost		Per Diem Regular	Rate
Aug 12-15 <del>2004</del>						8.0						
" 13-15 JWC												
" 14-15 FC												
" 15-15 SGT				488								
<b>TOTAL HOURS &amp; EXPENSES</b> →												
Description of Planned Work Completed Today												

NO33 test gaskets 30 cr  
 Appt 4  
 Exhaust gasket and sheet

Description of Unplanned (Extra) Work: \_\_\_\_\_  
 Emp. No.: \_\_\_\_\_  
 Planned Work Hours: \_\_\_\_\_  
 Extra Work Hours: \_\_\_\_\_

Peterson Engine Representative Signature: \_\_\_\_\_ Project Manager Signature: \_\_\_\_\_  
 Customer Representative Signature: \_\_\_\_\_  
 I hereby acknowledge the above work and hours are correct.

**AGENDA ITEM # L - 6**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	December 7, 2015
<b>AGENDA ITEM:</b>	Reimbursement to Dave Annen
<b>ACTION:</b>	Motion

**SYNOPSIS:** This is in reference to the comments made by Mr. Annen at the previous Council meeting. It was suggested that the City waive its fees of \$50 for dogs at large due to the circumstances of their escape.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** None

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/2/15

**AGENDA ITEM # L – 7**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** December 7, 2015

**AGENDA ITEM:** Street Closure

**ACTION:** None

**SYNOPSIS:** The City is being asked to close 5<sup>th</sup> Street from Cedar to Lynn Street for the Tour of Lights Celebration. The closure will occur on Saturday, December 12, 2015 from 4-9 p.m.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** None

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/2/15

**AGENDA ITEM # L – 8**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** December 7, 2015

**AGENDA ITEM:** Meeting Change

**ACTION:** None

**SYNOPSIS:** As has been the tradition for the last couple of years, staff is seeking to change the City Council meeting dates for the month of March. The budget must be approved and submitted to the State by March 15, 2015. The regular meeting dates for March are the 7<sup>th</sup> and the 21<sup>st</sup> and staff is asking for the Council to change them to the 14<sup>th</sup> and 28<sup>th</sup> of March.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** None

**AGENDA ITEM # L - 9**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	December 7, 2015
<b>AGENDA ITEM:</b>	One Time Water and Sewer Exemption
<b>ACTION:</b>	Motion

**SYNOPSIS:** Attached are a letter and a current utility bill from Lisa Gerard requesting a one-time water and sewer adjustment for her property located 406 W. 7<sup>th</sup> 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 \$49.41 to \$11.58 and the sewer portion of the bill from \$49.41 to \$11.58. Total credit is \$75.66.

92.13 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 99.08 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

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Exemption Request

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/3/15

City of Tipton  
Regarding Water Bill  
Lisa Gerard  
406 W 7<sup>th</sup> Street  
Tipton

Acct #03-1490-05  
Service Dates  
From: 9/16/15  
To: 10/15/15

I am requesting a one time water exemption on a portion of my water bill at the above named address.

This house of which I own was unoccupied at the time that this occurred.

There are no leaks in the house as that has been checked and my bill this month has returned to normal which is half the amount of the bill stated above.

Thank you for considering this.

Lisa Gerard

A handwritten signature in black ink that reads "Lisa Gerard". The signature is written in a cursive style with a large, looping initial "L" and a long, sweeping tail that loops back under the name.

Account Number - 03-1490-04 SISSEL, SHANNA Service Address: 406 WEST 7TH ST

Service: 300 WA RESIDENTIAL WATER Meter: 68785530

Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Year : 2015 Total 9									
Sep	07/27/2015	1374	1389	150			Regular	Service Order	04
Aug	07/16/2015	1337	1374	370			Regular	Hand Held	04
Jul	06/15/2015	1305	1337	320			Regular	Hand Held	04
Jun	05/15/2015	1267	1305	380			Regular	Hand Held	04
May	04/16/2015	1232	1267	350			Regular	Hand Held	04
Apr	03/15/2015	1194	1232	380			Regular	Hand Held	04
Mar	02/13/2015	1154	1194	400			Regular	Hand Held	04
Feb	01/15/2015	1108	1154	460			Regular	Hand Held	04
Jan	12/15/2014	1066	1108	420			Regular	Hand Held	04
Year : 2014 Total 8									
Dec	11/14/2014	1032	1066	340			Regular	Hand Held	04
Nov	10/16/2014	994	1032	380			Regular	Hand Held	04
Oct	09/15/2014	966	994	280			Regular	Hand Held	04
Sep	08/15/2014	929	966	370			Regular	Hand Held	04
Aug	07/16/2014	896	929	330			Regular	Hand Held	04
Jul	06/15/2014	854	896	420			Regular	Hand Held	04
Jun	05/17/2014	814	854	400			Regular	Hand Held	04
May	04/16/2014	781	814	330			Regular	Hand Held	04
				Avg 358					

Account Number - 03-1490-05 GERARD, LISA Service Address: 406 WEST 7TH ST

Service: 300 WA RESIDENTIAL WATER Meter: 68785530

Month	Date	Read		Total Consumption	Demand		Reading		Occupant
		Previous	Current		Read	Consumption	Flag	Source	
Year : 2015 Total 3									
Nov	10/16/2015	1394	1522	1280			Regular	Hand Held	05
Oct	09/16/2015	1392	1394	20			Regular	Hand Held	05
Sep	08/17/2015	1389	1392	30			Regular	Hand Held	05

Avg 443



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

Account Number	Amount Due
03-1490-05	\$305.80
Due Date	After Due Date Pay
12/02/2015	\$308.95
Service Address	
406 WEST 7TH 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.

LISA GERARD  
105 WALNUT 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	
LISA GERARD		406 WEST 7TH ST			03-1490-05	
Status	Service Dates		Number of Days	Bill Date	Penalty Date	Due Date
	From	To				
ACTIVE	09/16/2015	10/15/2015	29	11/11/2015	12/03/2015	12/02/2015

PREVIOUS BALANCE 95.40  
PENALTIES 1.44

-----CURRENT-----		-----PREVIOUS-----	
DATE	READING	DATE	READING
10/16/2015	2321	09/16/2015	1995
10/16/2015	1522	09/16/2015	1394
10/16/2015	3922	09/16/2015	3919

USAGE	PAST DUE AMOUNT	
326	RESIDENTIAL ELECTR	33.37
	ENERGY ADJ 0.0155	5.08
1280	RESIDENTIAL WATER	11.58 <del>49.41</del>
3	RESIDENTIAL GAS	0.57
	GAS COST 0.6600	1.98
1280	RESIDENTIAL SEWER	11.58 <del>49.41</del>
	R - GARBAGE 64 GAL	22.25
	R-GAS BASIC CHARGE	5.00
	R-EL BASIC CHARGE	6.00
	R-WTR BASIC CHARGE	13.00
	R-SWR BASIC CHARGE	13.00
	STORM WATER FEE -	5.00
	SALES TAX	4.89

ELEC USAGE - PREV YEAR : 468  
WATER USAGE - PREV YEAR : 380  
GAS USAGE - PREV YEAR : 14

CURRENT BILL ~~\$208.96~~  
**\$133.30**  
AMOUNT DUE ~~\$305.80~~  
AMOUNT DUE AFTER 12/02/2015 **\$308.95**

ACCOUNT	SERV/TBL	CHARGE	PREVIOUS	CURRENT	CONS	SERV/TBL	CHARGE	SERVICE INFO	
03-1490-05	ARRRBS	208.96	2341	2568		400-SR SE	11.58		
GERARD, LISA	100-REI EL	25.28			247	500-RGR GT	22.25	STEP: 01	
406 WEST 7TH ST	100-FUEL-ADJ	3.85				600-BGR BC	5.00	STEP: 01	
	100-REI TAX	0.29				600-BGR TAX	0.05		
	300-WA WA	11.58	1522	1552	300 s	600-BER BC	5.00	STEP: 01	
	300-WA TAX	0.81				600-BER TAX	0.06		
	200-RG1 G	0.76	3922	3926	4	600-BMR BC	13.00	STEP: 01	
	200-FUEL-ADJ	3.16				600-BMR TAX	0.91		
	200-RG1 TAX	0.04				600-BSR BC	13.00	STEP: 01	
						550-SMR SM	5.00	STEP: 01	
						PENALTY	1.84		
							*TOTAL*	331.58	

\*\*\* END OF REPORT \*\*\*

Adjust off \$37.83 sewer = \$75.66  
 \$37.83 water

Current Bill - \$208.94  
 water/sewer Adj - -75.66  
 \$133.30 amount of adjusted  
 Bill if approved.

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

**AGENDA ITEM # N – 1**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** December 7, 2015

**AGENDA ITEM:** Video Recording

**ACTION:** None

**SYNOPSIS:** I had brought this to the City Council a little more than a month ago and received lukewarm responses. I have since been asked by a few members of the community to bring this item back to the Council. As I stated originally, my plan would be to video the meetings and place them on the website similar to the Council packet. If the Council is interested in moving this project forward, research would need to be conducted on the cost and feasibility of any video feeds for the meetings.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** Agreement

**PREPARED BY:** Chris Nosbisch

**DATE PREPARED:** 12/2/15

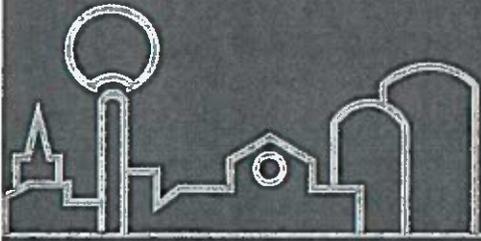
## **O. Reports Mayor/Council/Manager**

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**CITY OF TIPTON  
CITY MANAGER  
REPORT TO THE CITY COUNCIL  
December 7, 2015**

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- Staff has included the annual Iowa League of Cities Budget Special Report. This document will run through items that have a net effect on the City of Tipton budget (ex. Rollback, IPERS contributions, road use tax, etc.).
- Staff has also included a notification that was received by the Mayor from the Iowa DOT regarding work to take place in the vicinity of IA130 and Plum Street.
- Just a quick reminder that the Tour of Lights Celebration will take place on Saturday, December 12, 2015. Festivities will be occurring throughout the downtown and any questions regarding the event can be directed towards the Economic Development office.
- Staff will have this reminder at the next meeting also, but garbage will be picked up on Wednesday, December 23, 2015 for those residents that have normal pickup on Friday. The City offices will be closed on Christmas Eve and Christmas Day.



Iowa League of Cities

# Special Report

## Budget Special Report for Fiscal Years (FY) 2016-17

Reminder: All city budgets must be completed using the file provided by the Iowa Department of Management (IDOM) and submitted electronically as prescribed by IDOM. The budget form must also be filed with the county auditor. Forms can be found at [www.dom.state.ia.us/local/city/index.html](http://www.dom.state.ia.us/local/city/index.html).

500 SW 7th Street, Suite 101  
Des Moines, IA 50309  
Phone (515) 244-7282  
Fax (978) 367-9733  
[www.iowaleague.org](http://www.iowaleague.org)



Significant changes to Iowa’s property tax system along with other economic factors will continue to impact the ability of city governments across the state to provide needed services while maintaining a responsible budget.

Information in this special report details the key issues needed to prepare your city budget and serves as a starting point for the upcoming budget process. It is also important to note that several topics covered in this report are not only important to this city budget process, but are also likely to be major issues in the future.

Many of the figures included in this report are projections only and may be subject to change based on actions by the legislature and the Governor. If the League becomes aware of changes to the numbers in this report the information will be posted at [www.iowaleague.org](http://www.iowaleague.org).

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• City revenues continue to be affected by recent changes to the property tax system, including the implementation of the new Multi-Residential property class.	
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• The FY 2017 IPERS contribution rates for regular members will remain the same with a 5.95 percent contribution rate for employees and 8.93 percent contribution rate for the employer. The contribution rate for protection class members will also remained unchanged.	
• The cost of many raw materials, goods and services has been stagnant over the last year as the Consumer Price Index for All Urban Consumers (CPI-U) was unchanged from September 2014 to September 2015.	
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• A review of legislation passed in 2015 that may affect city budgets.	
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## Revenues

**Assessment Limitation Order – Rollback and Major Changes to Iowa’s Property Tax System**  
 The January 1, 2015 property valuation serves as the basis for calculating property taxes in fiscal year (FY) 2017.

Rollback Figures				
Property Class	FY 2017	FY 2016	FY 2015	FY 2014
Agricultural	46.1068%	44.7021%	43.3997%	59.9334%
Commercial	90%	90%	95%	100%
Industrial	90%	90%	95%	100%
Railroad	90%	90%	95%	100%
Residential	55.6259%	55.7335%	54.4002%	52.8166%
Multi-Residential	86.25%	*Begins FY 2017		

Since 1978, residential and agricultural property has been subject to an assessment limitation order, or “rollback”, that limits annual growth of property values (all other classes of property were eventually added). Prior to the 2013 overhaul of the property tax system, property value growth was limited to 4 percent per year for agricultural, commercial, industrial and residential properties. If property values grew by more than 4 percent, the taxable value was rolled back to comply with the assessment limitation system.

In addition, the rollback included a formula that tied the growth of residential property to that of agricultural property. This connection is commonly referred to as “coupling” and limited the valuation of either property class to the smaller of the two. Since the law’s inception, residential property has always been subject to significant rollbacks while the other property classes did not grow as much and were usually taxed at or near their full assessed value.

While the property tax rollback system remains in place, several major changes were made during the 2013 legislative session. For each assessment year beginning in 2013, residential and agricultural property value growth is now capped at 3 percent, or whichever is lowest between the two classes (the coupling provision remains).

Commercial, industrial and railway property now have their own rollback, which began at 95 percent for valuations established during the 2013 assessment year (affecting FY 2015) and 90 percent for the 2014 assessment year and thereafter. The rollback percentage for these properties will remain fixed at 90 percent regardless of how fast or slow valuations grow.

The legislature created a standing appropriation, beginning in FY 2015, to reimburse local governments for the property tax reductions resulting from the new rollback for commercial and industrial property (railroad not included). The “backfill” was funded at 100 percent by the legislature for FY 2015 and FY 2016 and cities receive the funds in a similar manner as property tax revenue. Future backfill appropriations will be capped at the FY 2017 level. These funds should be recorded as intergovernmental revenue from the state. For those using the standard Chart of Accounts the account number will be 4464: Commercial/Industrial Replacement Claim Payments.

A new property class was established for multi-residential property, which first takes effect in FY 2017 and will likely have long-term impacts for many cities around the state. The definition of multi-residential property is broad and includes:

- Mobile home parks
- Manufactured home communities
- Land-leased communities
- Assisted living facilities
- Property primarily used or intended for human habitation containing three or more separate living quarters

- For buildings that are not otherwise classified as residential property, that portion of a building that is used or intended for human habitation can be classified as a multi-residential property, even if human habitation is not the primary use of the building and regardless of the number of dwelling units located in the building

Multi-Residential Property Rollback Schedule	
FY 2017	86.25%
FY 2018	82.50%
FY 2019	78.75%
FY 2020	75%
FY 2021	71.25%
FY 2022	67.50%
FY 2023	63.75%
FY 2024 (and beyond)	Equal to residential

Excluded properties include, hotels, motels and other buildings where rooms or dwelling units are typically rented for less than one month. Multi-residential properties will be subject to a separate rollback schedule for eight years, as shown in the table to the left, before reaching the residential rollback percentage. Unlike the rollback for commercial and industrial properties, there will be no backfill funding to offset revenue reductions for the multi-residential property rollback.

A new exemption for telecommunications companies was created that is based on “the actual value that is used by the companies in the transaction of telegraph and telephone business.”

The actual value for telecommunication companies focuses primarily on the lines used to operate telegraph and telephone services. Once the properties have been assessed, they will receive partial property tax exemptions based on their total value as detailed below:

- 40 percent of the actual value of the property that exceeds \$0 but does not exceed \$20 million.
- 35 percent of the actual value of the property that exceeds \$20 million but does not exceed \$55 million.
- 25 percent of the actual value of the property that exceeds \$55 million but does not exceed \$500 million.
- 20 percent of the actual value of the property that exceeds \$500 million.

With the sweeping changes to the property tax system, it may be difficult for cities to accurately forecast how their budget will be affected. The League will continue to study the impact of these changes and provide additional resources for cities to use, including the Property Tax Model which allows cities to enter in their own property tax valuations and see how their budget is affected. Please visit [www.iowaleague.org](http://www.iowaleague.org) to use the model and view other property tax resources.

**Property Tax Levies**

Cities may levy up to \$8.10 per \$1,000 of taxable value on residential, commercial and industrial property and up to \$3.00375 per \$1,000 on the taxable value of agricultural property for their general fund (*Code of Iowa* Section 384.1). If a city is unable to meet the essential costs for services within the \$8.10/\$1,000 levy limit, there are several other levies available.

- A city may levy for the city’s contribution under the Federal Insurance Contributions Act (FICA), the Iowa Public Employees’ Retirement System (IPERS), the Municipal Fire and Police Retirement System of Iowa (MFPRSI) and certain other employee benefits. On the state budget forms, these are shown in the special revenues fund column of the Revenues Detail (Form 631B). The expense would be shown on the Expenditures Schedule (Form 631A) under the appropriate activity in the special revenues fund (column D). Alternatively, the city may need to transfer the benefits into the general fund where the expenses are recorded.
- Insurance premiums, including workers’ compensation, necessary for the operation of the city and the costs of self-insurance or risk pools may also be levied outside the \$8.10/\$1,000 limit. The levy rate is the actual cost of the premiums divided by the total property tax base.

Insurance costs on projects or improvements covered by revenue bonds and insurance on proprietary fund activities may not be levied, as these activities should fund themselves. These revenues are typically credited to the general fund even though they are restricted.

- An emergency levy rate of up to \$0.27/\$1,000 of taxable valuation that can be used for any governmental purpose (Section 384.8). This is a special revenue that must be transferred to the general fund for expenditure prior to the end of the fiscal year.
- A city may levy to cover principal and interest payments on general obligation bonds under debt service. Provided proper procedures were followed on lease-purchase or loan agreements, the annual principal and interest payments may also be levied under debt service. The debt service levy is the dollars needed to cover the annual debt obligations divided by the total property tax base.

Section 384.12 lists several other levies available to a city for specific purposes, some requiring a referendum. Non-voted levy activities include funding for the operation and maintenance of a publicly owned transit system; liability, property and self-insurance costs; a joint county-city building lease and rent; support of a local Emergency Management Commission; and operation and maintenance of a city-owned civic center. Activities requiring a voted levy include funding for instrumental or vocal music groups, memorial buildings, symphony orchestras, cultural and scientific facilities, aid to public transportation companies, library services and emergency medical districts.

#### Employee Benefits Levy

Cities may levy for the city's contribution to certain employee benefits. The definition of employee benefits includes:

- Retiree hospital/medical/prescription benefits pursuant to *Code* Section 364.25
- Workers' compensation cost or insurance premiums
- Employer's share of employee benefit plan costs for employees and their dependents which would include only:
  - Hospital/medical/prescription benefits
  - Dental benefits
  - Disability insurance benefits
  - Life insurance benefits
  - Long-term care insurance benefits
  - Vision benefits
- Deferred compensation programs for city managers, fire chiefs and police chiefs who do not participate in either IPERS or MFPRSI
- Employee wellness programs that are a part of or included in a document approved by the city council
- Employee assistance programs providing free counseling for employees and their dependents
- Occupational Safety and Health Administration (OSHA) required tests
- Regularly-scheduled, city-required post-employment physicals for employees, police reserves and volunteer firefighters

#### Utility Replacement Tax

The Utility Replacement Excise Tax is collected on the generation, distribution and delivery of electricity and natural gas. This tax replaced the taxation on utility property in 1999. Cities are required to calculate their property tax revenues with and without utility property valuations. The difference that is calculated is necessary to establish the General Property Tax Equivalents, the basis for determining the distribution of the excise tax. The Iowa Department of Revenue calculates the amount of revenue that a city will receive and includes this information with the budget packet cities receive from the Iowa Department of Management.

**Franchise Fee Legislation**

In 2009, the state legislature passed a bill that legalized the collection of gas and electric franchise fees not to exceed five percent of the franchisee’s gross revenues “without regard to the city’s cost of inspecting, supervising, and otherwise regulating the franchise.” Revenue from franchise fees can only be used for certain purposes outlined in the bill, but does include such items as public improvements, property tax relief, public safety, energy conservation and economic development activities. A bill approved during the 2015 legislative session requires cities to hold public hearings prior to increasing or amending a franchise fee.

■ For more information, please read the League’s special report on franchise fees at [www.iowaleague.org](http://www.iowaleague.org).

IDOT RUTF Per Capita Forecast	
Fiscal Year	Current IDOT Per Capita Forecast
FY 2016	\$120.50
FY 2017	\$121.00
FY 2018	\$121.00
FY 2019	\$122.00
FY 2020	\$123.00

*\*includes gas tax increase*

**Road Use Tax Fund**

The Road Use Tax Fund (RUTF) is accumulated through motor vehicle registration fees, motor vehicle fuel taxes, an excise tax imposed on the rental of automobiles and a use tax on trailers. The state legislature approved a League-supported gas tax increase in 2015 that will bring additional funding to the system for critical road infrastructure needs. The per gallon tax increase of 10 cents is estimated to add \$215 million annually to the fund, from which cities receive per capita distributions to pay for the construction, repair and maintenance of road infrastructure.

Cities are reminded that economic instability and fluctuating fuel consumption and costs can result in immediate changes in the fund. The Iowa Department of Transportation (IDOT) issues per capita forecasts only and cities are only entitled to receive their share of the amount actually collected. The estimates are subject to dramatic changes and cities should consider using a conservative estimate.

Also, the estimates are based on current law regarding specific revenue to and disbursement from the RUTF. Any change in the law could change the per capita amount to be distributed to cities.

### **Transfer of Road Jurisdiction: Cities Under 500**

In 2004, counties in Iowa assumed responsibility for maintenance of Farm-to-Market (FM) roads in cities with a population less than 500. A transfer of RUTF money based on the total length of the FM roads in each of these cities was also transferred to the respective county. Many cities have entered into 28E agreements with the county to return a portion or all of the responsibility for the road back to the city, along with a corresponding amount of RUTF funds. The State Auditor's Office has stated that funds transferred back to the city from the county are still restricted in the same manner as all Road Use Tax revenue, because road use tax funds are restricted to be spent for roads by Article VII (8), Iowa Constitution. As such, the revenue received under the 28E agreement should be recorded in the city's Special Revenue Fund as:

- Intergovernmental
- Local grants and Reimbursements

This revenue should not be recorded as road use tax revenue by the city since it is already recorded as road use tax revenue when received by the county. The money must also be spent in accordance with the *Code of Iowa* Chapter 312 and any terms and conditions of the 28E agreement.

■ *FY 2016 farm-to-market RUTF estimates are available online at [www.iowaleague.org](http://www.iowaleague.org).*

### **Local Option Sales Tax**

Cities in Iowa are allowed to establish a Local Option Sales Tax (LOST) upon approval by its citizens. Rates are limited to one percent and cities must specify on the ballot the purposes of the revenue, including any that will be used for property tax relief.

The Iowa Department of Revenue (IDR) is required to send an estimate of the monthly tax revenues each city will receive for the year by August 15 of each fiscal year. Ninety-five percent of estimated tax receipts are paid to the city monthly. A final payment of any remaining tax due to a city for the fiscal year will be made before the due date of the first payment of the next fiscal year. If an overpayment to a city exists for a previous fiscal year, the first and/or second payment of the subsequent fiscal year will be adjusted to deduct the overpayment.

The FY 2016 statewide LOST estimate is \$313,905,492, an increase from the FY 2015 estimate of \$298,538,961. The IDR has several helpful files regarding LOST, including a history of revenues for each city, monthly estimates, and a tool that shows how distributions would be impacted by a city approving or rescinding a LOST. Those files can be accessed at [tax.iowa.gov/local-option-tax-information-local-government](http://tax.iowa.gov/local-option-tax-information-local-government).

■ *More detailed information may be obtained by contacting the IDR at (800) 367-3388 or [tax.iowa.gov](http://tax.iowa.gov).*

### **Hotel/Motel Tax**

A city may impose a hotel/motel tax at a rate not to exceed 7 percent after successful approval of a simple majority vote within the city. State law requires that 50 percent of such revenues are used for acquiring, improving, operating or improving recreational, cultural or entertainment facilities. The remaining revenues may be spent on any other lawful purpose.

■ *The IDR has additional information, including files showing rates and quarterly payment distributions, at [tax.iowa.gov/iowa-hotel-motel-tax](http://tax.iowa.gov/iowa-hotel-motel-tax).*

### Enrich Iowa Funds for Libraries

The Enrich Iowa Program includes Direct State Aid, Open Access and Interlibrary Loan.

- Direct State Aid is a direct payment to public libraries and is intended to be used to improve and enhance library services.
- Open Access provides a partial reimbursement to participating libraries to make it possible for patrons to check out materials at other participating libraries.
- Interlibrary Loan provides partial reimbursement for interlibrary loans among all types of libraries.

■ *Additional information on these programs is available at the State Library of Iowa Web site, [www.statelibraryofiaowa.org/ld/e/enrich-ia](http://www.statelibraryofiaowa.org/ld/e/enrich-ia).*

### Fuel Tax Refunds

Cities are eligible for refunds from both federal and state governments for taxes paid on gasoline. In most cases, cities must pay the fuel taxes at the pump and then file for a refund with the state and federal governments. Cities on a modified accrual accounting basis should not consider payment of the tax as an expenditure nor should they consider the refund as revenue. However, cities on a cash accounting basis should charge the tax as an expense and receipt the refund as revenue.

In order to receive a refund from the state, the city must:

- 1) Have a refund number
- 2) Keep a record of gallons purchased (cities are not required to send the actual invoices with the refund request)
- 3) Apply for the refund within one year of purchase

Cities may apply for a refund number and obtain forms necessary for filing the refund by contacting the Iowa Department of Revenue at (800) 367-3388 or download the forms by visiting [tax.iowa.gov/other-iowa-motor-fuel-tax-information](http://tax.iowa.gov/other-iowa-motor-fuel-tax-information). Cities may also file for a refund by telephone and request direct deposit of their refunds.

If your city is entitled to a federal refund of \$750 or more per quarter for tax paid on gasoline purchases, you may file quarterly for a refund. If the refund is less than \$750 per quarter, you must file annually. To receive the refund on the gas tax, a refund request must be filed on Internal Revenue Service (IRS) Form 8849. See IRS Publication 510 Fuel Tax Credits and Refunds for further information.

■ *You may request IRS forms by calling (877) 829-4933 or download the forms at [www.irs.gov/Forms-&Pubs](http://www.irs.gov/Forms-&Pubs).*

## Expenditures

### U.S. Consumer Price Index

The U.S. Consumer Price Index (CPI) is a measure of the changes in retail prices of a fixed market grouping of consumer goods and services. The CPI for all urban consumers (not seasonally adjusted) for September 2015 is unchanged from September 2014. The CPI-U is based on the major expenditure categories of food and beverages, housing, clothing, transportation and energy, medical care, recreation, education and communication as well as other goods and services.

Closer to home the Midwest Region CPI decreased .8 percent from September 2014 to September 2015, largely attributable to declines in fuel prices.

■ *The most recent CPI figures and more information can be obtained by visiting [www.bls.gov/cpi/](http://www.bls.gov/cpi/).*

**FICA Deductions**

The city (employer) and the employee each contribute 7.65 percent of wages for Social Security and Medicare. The maximum taxable earnings subject to the Social Security portion (6.2 percent) of the Federal Insurance Contributions Act (FICA) is currently \$118,500 and is projected to remain the same in 2016. There is no limit on the salary covered for the Medicare portion (1.45 percent) of FICA. Please note that rates may change during the fiscal year. Questions on FICA may be directed to the Des Moines office of the Social Security Administration (SSA) at (800) 772-1213.

■ You can also visit the SSA Web site at [www.ssa.gov](http://www.ssa.gov) for questions, publications and other information.

IPERS Contribution Rates Regular Class Members			
Regular Class Members	July 1, 2014	July 1, 2015	July 1, 2016
Employee Rate	5.95%	5.95%	5.95%
Employer Rate	8.93%	8.93%	8.93%
Combined Rate	14.88%	14.88%	14.88%

IPERS Contribution Rates Protection Class Members			
Protection Class Members	July, 2014	July 1, 2015	July 1, 2016
Employee Rate	6.76%	6.56%	6.56%
Employer Rate	10.14%	9.84%	9.84%
Combined Rate	16.90%	16.40%	16.40%

**Iowa Public Employees' Retirement System (IPERS)**

IPERS contribution rates have held steady the past couple of years after significant increases were previously necessary to keep the system fully funded due to market instability leading to investment losses several years ago. In addition, important changes for current and newly vested members were made in 2010 to help protect and grow the fund in the future. City officials are also encouraged to consult with an IPERS representative should they have any questions about their retirement account.

Employer and employee contribution rates are posted to the IPERS Web site at [www.ipers.org/about-us/contribution-rates](http://www.ipers.org/about-us/contribution-rates).

Important Note: All part-time elected officials must be covered by IPERS unless they specifically opt out of coverage. All employers will be audited on a regular cycle, based on the number of employees.

■ Questions may be directed to the IPERS office at (800) 622-3849 or visit their Web site at [www.ipers.org](http://www.ipers.org) for more information.

MFPRSI Contribution Rates			
MFPRSI City Contribution Rates	July 1, 2014	July 1, 2015	July 1, 2016
Employee Rate	9.40%	9.40%	9.40%
Employer Rate	30.41%	27.77%	25.92%
Combined Rate	39.81%	37.17%	35.32%

**Municipal Fire and Police Retirement System of Iowa (MFPRSI)**

The MFPRSI contribution rate formula is established in *Code of Iowa* Chapter 411 and currently sets the employee rate at a fixed 9.40 percent. Each year, the MFPRSI Board of Trustees sets the employer rate after the completion of an annual actuarial valuation.

The city's contribution rate, effective July 1, 2016, will be 25.92 percent, a slight decrease from the current rate. Recent actuarial projections show that future employer contribution rates could continue to decline slightly.

### **Mileage**

Cities may reimburse city officials and employees using their own vehicles up to the amount allowable under Internal Revenue Service (IRS) rules. While cities are not required to use the IRS rate, any changes made in the city reimbursement rate should be done by resolution. The current IRS rate of 57.5 cents per mile is valid until December 31, 2015. Rates for 2016 have not yet been determined and will be available at [www.irs.gov](http://www.irs.gov) in December.

### **Minimum Wage Rate**

Both the state and federal minimum wage have remained the same for several years. The state hourly wage is \$7.25 and the hourly wage for youth employees working less than 90 days is \$6.35 (the lower rate only applies to employees under the age of 20). The federal minimum wage is also \$7.25 per hour. As a reminder, if there is a disparity between the federal and state minimum wage rate, employers are required to pay the higher of the two.

### **Unemployment Compensation**

Most cities are reimbursable for unemployment compensation upon application, unless they elect to be contributory by completing an additional form stating such. Cities must reimburse the state for actual unemployment benefits paid out by Iowa Workforce Development (IWD) within 30 days following the billing for any quarter in which the state has made payments to the city's former employees. If a city anticipates the possibility of layoffs during a fiscal year, they may want to budget for the expense of reimbursing unemployment benefits.

Contributory tax rates are based on the extent that tax payments made by the city are in excess of benefits paid out by IWD, and this reserve balance is then divided by the average taxable payroll. The tax due is found by taking the percentage calculated for the city multiplied by the first \$27,300 of each employee's gross salary. IWD will mail tax rate notices giving the percentage for each city in November. The city has 30 days from the Rate Notice Date on the form to appeal their contribution rate.

All cities have the option to change their status to contributory or reimbursable. Cities can change their status by December 1 for the next calendar year by contacting IWD for the appropriate forms in advance of the deadline. However, if a city opts to switch from contributory to reimbursable, it is required to pay to IWD any deficit that may be due to claims against its current account in excess of contributions.

 *Information regarding IWD can be found at [www.iowaworkforcedevelopment.gov](http://www.iowaworkforcedevelopment.gov).*

### **Workers' Compensation Insurance**

Premium for workers' compensation coverage can be estimated using the audited payroll from the previous year with adjustments for cost of living and other increases, taking into consideration anticipated changes in personnel and/or operations. Once payroll has been adjusted for each class code, apply the rate for each code per \$100 of payroll. The city should check with its agent to see if any rate changes will go into effect prior to its renewal.

### **General Liability and Property Insurance**

Liability coverage contribution is based on several factors such as number of employees, number and types of automobiles and expenditures. However, the easiest way to project cost of liability coverage is to apply the current inflation factor. Premium for liability coverage is based on the number of employees and a five percent increase to the entity's total budget. Rating for property and auto physical damage coverage is based solely on the total insured value (TIV) of the schedule. A simple way to project cost is to calculate the TIV of the previous year, divide it into last year's contribution and apply the factor to this year's TIV.

## *Legislation*

When re-estimating revenues and expenditures for FY 2016 and budgeting for FY 2017, cities should keep in mind recent legislative actions that may have a significant fiscal impact on the city. Full coverage of the laws passed by the 2015 General Assembly is included in the New Laws of Interest to Iowa Cities report, which can be found on the League Web site at [www.iowaleague.org](http://www.iowaleague.org).

### **HF 616 – Primary Use Related to Multi-Use Properties**

Strikes the “primary use” language from *Code of Iowa* Section 441.21 that was put in place by the property tax reform law, SF295, in the 2013 legislative session. Creates dual classification for properties that have three or more units of habitation, instead of determining the primary use before the tax assessment for the building. Amends Sections 426C, 441.21 and 441.26.

### **HF 626 – Property Assessment Appeal Board**

Extends the future repeal of the Property Assessment Appeal Board to 2021, and provides for the future repeal of the State Board of Tax Review no later than July 1, 2016. Amends Section 441.28.

### **HF 660 – Public Hearing for Franchise Fee**

Requires a city hold a public hearing before adopting or amending an ordinance imposing a franchise fee or increase to the rate of the fee. Also, requires that notice of the hearing be published at least once, not less than four nor more than 20 days before the date of the hearing, and that the publication must be in a newspaper published at least once weekly and having general circulation in the city. Does not impact the ability for a city to have a franchise fee or to increase the fee. Amends Section 364.2.

### **SF 257 – Gas Tax Increase**

Increases the state gas tax by 10 cents per gallon. This is estimated to provide \$215 million additional revenue to the Road Use Tax Fund (RUTF), from which cities receive per capita distributions to pay for the construction, repair and maintenance of road infrastructure. Amends Section 452A.3.

### **HF 507 – Delinquent Sewer Accounts**

Allows wastewater providers, who do not also provide water services, to contract with water providers to allow the water provider to discontinue service to a customer who has a delinquent sewer account. Allows cutoff only for new customers, not existing customers that have already entered into a contract. Amends Section 384.84.

### **SF 499 – Iowa Economic Development Authority Omnibus Bill – Abandoned Nuisance Properties**

Includes language that helps cities address abandoned nuisance properties – properties that the owner no longer wants and are expensive to clean up. Division VI of the bill creates a loan program under IEDA for cities to access low-interest capital to address these properties, provides additional due process and enhanced notification to the property owner, and also extends the current process under Section 657A.10A to purely commercial properties, such as abandoned gas stations and warehouses. Amends Section 657A.10A.

#### **HF 650 – Rebuild Iowa Infrastructure Fund**

- Appropriates \$5 million to the Community Attraction and Tourism (CAT) Grants fund. The CAT fund is one of three funds that comprise the Vision Iowa Program. The CAT fund was created to assist projects that will provide recreational, cultural, entertainment and educational attractions.
- Appropriates \$1 million to the Iowa Great Places Fund. The Iowa Great Places Fund seeks to have a transformative impact on community vitality and quality of life for Iowans.

#### **SF 510 – Standing Appropriations**

- Appropriates \$416,702 for FY 2015-2016 for operational support grants and community cultural grants under Section 99F.11.
- Appropriates \$208,351 for FY 2016-2017 for operational support grants and community cultural grants under Section 99F.11.
- Workforce Housing Tax Incentives Program – Amends certain provisions of the program that was created along with the High Quality Jobs Program, and creates a 10 percent buffer if there is an overage on costs per unit. This will assist developers as they work to revitalize core neighborhoods.

### *Other Budget Issues*

#### **City Budget Form Changes**

The Iowa Department of Management (IDOM) has updated the city budget form that is filed with the state. The Long Term Debt Schedule has been revised to include information that will better assist the County Auditor in tracking the debt service of each city. A column has been added for denoting if the debt is a General Obligation (GO) or a Non-General Obligation (Non-GO) of the city. Another column has been added which will require the reporting of the resolution number of the resolution that approved the debt. The FY 2017 city budget form was also revised to include a space at the top of the Adoption of Budget and Certification of City Taxes form for the resolution number of the resolution which approved the city budget.

The budget amendment form has also been updated to include a Transfer In line under the revenue section and a calculator that shows the timeframe for publishing the public hearing notice. Also of note, the IDOM will pre-fill actual year data from each city's Annual Financial Report into the city budget form. As a reminder, the budget form must be filed with IDOM and the county auditor by March 15.

#### **Affordable Care Act**

Cities are reminded to be in compliance with applicable provisions of the Affordable Care Act (ACA) or they could be subject to penalties for employers and individuals. With that in mind, cities need to know how the ACA affects them and their employees and prepare for any coming changes. The various aspects of the ACA could impact cities in many different ways and cities are encouraged to consult with their health care advisors to determine the best course of action.

■ *Additional information is available at [www.iowaleague.org](http://www.iowaleague.org).*

### **Annual Urban Renewal Report**

Legislation approved in 2012 requires all cities that have an urban renewal area to submit the Annual Urban Renewal Report. Cities must provide a variety of information for each of their urban renewal areas, including urban renewal plans, maps, tax increment financing ordinances, debt and financing data, and urban renewal projects.

The report is due December 1 of each year and must be completed and filed using the IDOM online reporting system ([www.dom.state.ia.us/local/tif/index.html](http://www.dom.state.ia.us/local/tif/index.html)). The system requires users to upload associated documents in PDF format. City councils must approve the form prior to submittal. Failure to file the report by the deadline will result in the city being unable to certify their budget and being placed on a list sent to the legislature.

■ *The League and IDOM recorded training webinars on how to complete the report. Those webinars and other helpful information can be found at [www.iowaleague.org](http://www.iowaleague.org) and [www.dom.state.ia.us](http://www.dom.state.ia.us).*

### **Certification of TIF Debt**

Cities must certify debt payable with Tax Increment Financing (TIF) funds on or before December 1. *Code of Iowa* Section 403.19 requires cities to certify to the county auditor the amount of any “loans, advances, indebtedness, or bonds” that qualify for payment from TIF revenue from a TIF district. This certification of TIF debt is only required once. However, due to the unique nature of many TIF financing programs, some cities may need to file on an annual basis.

The auditor is responsible for collecting and distributing the funds available from the increment in subsequent years until the entire certified amount is paid into the city’s tax increment fund. However, if additional debt is incurred, that amount must be certified by the following December 1 in order for the county auditor to make the proper distribution in the next fiscal year. Failure to certify the debt before December 1 will delay payments to the city by one year. IDOM and the State Auditor’s Office have developed a TIF Debt Certification form that cities may use when certifying their debt to the county auditor.

■ *The League and IDOM recorded training webinars on how to complete the report. Those webinars and other helpful information can be found at [www.iowaleague.org](http://www.iowaleague.org) and [www.dom.state.ia.us](http://www.dom.state.ia.us).*

**Bid and Quote Thresholds for Iowa Cities**

The bid and quote thresholds for qualifying public improvement projects as defined in Chapter 26 of the Code of Iowa can be seen in the following tables.

■ For a detailed explanation of construction bidding and quotation procedures please visit the Member Resources section at [www.iowaleague.org](http://www.iowaleague.org).

<b>Current Bid/Quote Thresholds</b>		
<i>Horizontal Infrastructure – Roads, streets, bridges, culverts</i>		
	<b>Cities Less Than or Equal to 50,000</b>	<b>Cities Greater Than 50,000</b>
Competitive Bid Required	\$50,000	\$72,000
Competitive Quote Required	N/A	N/A

<b>Current Bid/Quote Thresholds</b>		
<i>Vertical Infrastructure – Buildings, parking facilities, utilities, trails</i>		
	<b>Cities Less Than or Equal to 50,000</b>	<b>Cities Greater Than 50,000</b>
Competitive Bid Required	\$135,000	\$135,000
Competitive Quote Required	\$55,000	\$75,000

**W-2 and 1099 Forms**

Cities are reminded that W-2 and 1099 forms are due to employees and vendors, respectively, by January 31 of each year. Completed paper forms must be filed with the state and federal governments by February 29, 2016 while electronic forms have a deadline of March 31, 2016. For employees that claim exemption from federal income taxes, they must file a new form W-4 with the city by February 15.

The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan on an employee’s Form W-2 in Box 12 using Code DD. For cities filing fewer than 250 W-2 forms this requirement is optional, although the IRS may lower this threshold in the future. Additional information on this requirement can be found at [www.irs.gov/Affordable-Care-Act/Form-W-2-Reporting-of-Employer-Sponsored-Health-Coverage](http://www.irs.gov/Affordable-Care-Act/Form-W-2-Reporting-of-Employer-Sponsored-Health-Coverage).

**GASB 45**

Governmental Accounting Standards Board Statement 45 (GASB 45) requires many public entities to reflect the value of post-employment benefits (health, life, dental, etc.) that are provided to retired employees in your future audited financial statements. Your auditor has likely informed you when (and if) your city will meet the requirements for compliance with this accounting standard.

**GASB 54**

Governmental Accounting Standards Board Statement Number 54 (GASB 54) provides guidance for fund balance categories and classifications and governmental fund type definitions. In Iowa, the Annual Financial Report, sent to the State Auditor’s office by December 1 of each year, has been changed due to GASB 54. This means all cities in Iowa are impacted.

GASB 54 changed the way we look at cash balances, specifically reporting what cash balances, by major governmental fund type, are or are not available for public purposes. Additional information can be found at [www.iowaleague.org/members/Pages/GASB54FundBalanceClassifications.aspx](http://www.iowaleague.org/members/Pages/GASB54FundBalanceClassifications.aspx).

### **GASB 68**

Governmental Accounting Standards Board Statement Number 68 (GASB 68) requires state and local government to make significant changes to how they account and report finances related to pension plans. This includes new requirements for reporting pension-related liabilities and obligations. The State Auditor's Office has created a variety of resources to help cities prepare for the new requirements, which can be found at [www.auditor.iowa.gov/pension/index.html](http://www.auditor.iowa.gov/pension/index.html).

### **GASB 77**

Governmental Accounting Standards Board Statement 77 (GASB 77) issues new requirements for cities to disclose information regarding tax abatement programs. Cities must report the purpose of any tax abatement program, tax being abated, dollar amount of taxes abated, provisions for recapturing abated taxes and other commitments made in a tax abatement agreement, such as to build infrastructure assets. The new disclosures also require information about tax abatements entered into by other governments that reduce the reporting government's tax revenues, including the name of the government entering into the tax abatement, the tax being abated and the dollar amount of the reporting government's taxes abated.

### **Red Flag Rules**

The Fair and Accurate Credit Transactions (FACT) Act of 2003 requires utilities and government entities to implement identity theft prevention programs. These provisions are known more commonly as the Red Flags Rule. Municipal utilities, local governments and any entity that can broadly be classified as a creditor should develop and implement a written identity theft prevention program. More information regarding this policy is available at [www.business.ftc.gov/privacy-and-security/red-flags-rule](http://www.business.ftc.gov/privacy-and-security/red-flags-rule).

### **Proposed Rule Change for Exempt Employees under Fair Labor Standards Act**

The U.S. Department of Labor issued a proposed rule change for exempt employees as defined by the Fair Labor Standards Act (FLSA). Currently, exempt employees are subject to a salary basis test which requires a minimum salary of at least \$455/week or \$23,660/year in order to qualify as exempt. The proposed rule change increases the annual salary to \$47,892 beginning in 2016 (please keep in mind there are other standards an employee must meet under the FLSA in order to be classified as exempt). At the time of this writing this is only a proposed rule. If approved, it is expected to take effect in early 2016.

### **Training Costs**

The League and others offer several training events directed at city officials throughout the year. Be sure to check [www.iowaleague.org](http://www.iowaleague.org) throughout the year to get information about these events and the associated registration fees.

### **Consumer Confidence Report**

Cities are required to complete a Consumer Confidence Report, which is designed to inform consumers of their local water quality. A copy of the report must be mailed or otherwise directly delivered to each customer annually by July 1. A city with a population less than 10,000 with no violations during the past year may use a mailing waiver. If these cities choose to use the mailing waiver:

- For a city with a population less than 500, the mailing waiver must provide notice at least once per year to their customers by mail, door-to-door delivery or posting that the report is available upon request.
- For a city between 500 and 10,000 in population, the mailing waiver must inform customers that the report will not be mailed. The cities must publish the report in the newspaper and make the report available upon request.

**Single Audit Act**

Cities that expend a total of \$750,000 or more in federal assistance in a fiscal year must comply with the Single Audit Act, which requires a single or program-specific audit of city financial records.

***Budget Calendar***

The following schedule is an example for cities to follow during the budgeting process. The following information assumes the city has a Thursday newspaper with a Tuesday deadline and the council meets on the first and third Monday. Cities should adopt a calendar that meets their specific circumstances. *\*Dates noted by an asterisk are statutory deadlines or requirements.*

**Typical Budget Timeline**

- City elected officials and staff members meet to hold preliminary budget discussions and schedule formal work sessions and budget adoption dates..... November and December
- City department heads give budget and proposals to city finance officer..... January 4
- Budget work session(s) with staff members and city council ..... January 18 (and February 1)
- Council receives and adopts final proposed budget and orders notice of hearing..... February 15
- Notice of hearing on adoption of final budget published ..... February 25

**Notice Requirement:** Notice of the budget hearing must be given not more than 20\* days nor less than 10\* days before the date of the hearing.

**Detailed Budget:** The detailed budget must be available for public inspection at least 10\* days before the final budget hearing and 20\* days before final date for certification, and is to be available at the clerk’s and mayor’s offices and the public library, or posted at three places designated by ordinance if there is no library.

*\* Cities might find that they need to exceed the general fund levy limit set by statute (\$8.10 per \$1,000 of taxable property value). If so, a city may appeal to the IDOM/City Finance Committee and use a unique schedule and set of guidelines. Please contact the League for assistance with such schedules.*

- Budget hearing.....March 7
- Adoption of final budget.....March 7
- Certified budget to county auditor .....March 15\*
- Persons affected by the budget have 10 days after the date of certification to file a written protest.....March 25\*
- IDOM certifies taxes back to county auditor ..... June 15\*
- Budget takes effect.....July 1\*

## ***One-Stop Web References***

**Iowa League of Cities** - [www.iowaleague.org](http://www.iowaleague.org)

*The League's Web site has numerous reports on budget matters*

### **Snapshot of Tax Increment Finance**

[www.iowaleague.org/members/Publications/TIF%20Report\\_2015.pdf](http://www.iowaleague.org/members/Publications/TIF%20Report_2015.pdf)

*Requires login to League's Members Only section*

### **Franchise Fees Special Report**

[www.iowaleague.org/members/Publications/FranchiseFees2015.pdf](http://www.iowaleague.org/members/Publications/FranchiseFees2015.pdf)

*Requires login to League's Members Only section*

### **Law Enforcement Special Report (including sample Training Reimbursement contract)**

[www.iowaleague.org/members/Publications/law%20enforcement%20special%20report\\_2014\\_UPDATE.pdf](http://www.iowaleague.org/members/Publications/law%20enforcement%20special%20report_2014_UPDATE.pdf)

*Requires login to League's Members Only section*

### **Index of Iowa Laws** - [www.iowaleague.org/members/Pages/IndexofIowaLaws.aspx](http://www.iowaleague.org/members/Pages/IndexofIowaLaws.aspx)

*Requires login to League's Members Only section*

### **Code of Iowa** - [www.legis.iowa.gov](http://www.legis.iowa.gov)

*Requires Entry of Chapter and Section numbers*

### **Iowa Department of Revenue Fuel Tax Refund Forms**

[tax.iowa.gov/other-iowa-motor-fuel-tax-information](http://tax.iowa.gov/other-iowa-motor-fuel-tax-information)

### **Iowa Public Employees' Retirement System** - [www.ipers.org](http://www.ipers.org)

### **Iowa Workforce Development** - [www.iowaworkforcedevelopment.gov](http://www.iowaworkforcedevelopment.gov)

### **Internal Revenue Service** - [www.irs.gov](http://www.irs.gov)

### **Local Option Sales Tax Information** - [tax.iowa.gov/local-option-tax-information-local-government](http://tax.iowa.gov/local-option-tax-information-local-government)

### **Minimum Wage**

The Iowa Division of Labor | [www.iowaworkforce.org/labor](http://www.iowaworkforce.org/labor)

The U.S Department of Labor | [www.dol.gov](http://www.dol.gov)

### **Municipal Fire & Police Retirement System of Iowa** - [www.mfprsi.org](http://www.mfprsi.org)

### **Publication Rates** - [www.inanews.com](http://www.inanews.com)

### **Social Security Administration** - [www.ssa.gov](http://www.ssa.gov)

### **State Library of Iowa Enrich Iowa Funds** - [www.statelibraryofiowa.org/ld/c/enrich-ia](http://www.statelibraryofiowa.org/ld/c/enrich-ia)

### **U.S. Department of Labor** - [www.dol.gov](http://www.dol.gov)

### **U.S. Department of Labor Consumer Price Index information** - [www.bls.gov/cpi](http://www.bls.gov/cpi)



SMARTER | SIMPLER | CUSTOMER DRIVEN

[www.iowadot.gov](http://www.iowadot.gov)

District 6 Office | Highway Division

5455 Kirkwood Blvd. SW, Cedar Rapids, IA 52404

Phone: (319) 364-0235 | Fax (319) 364-9614 | Email: [jim.schnoebelen@dot.iowa.gov](mailto:jim.schnoebelen@dot.iowa.gov)

November 12, 2015

County Jackson

Project No. NHSN-000-S(657)--2R-00

Notification Letter No. 2016-M-095

The Honorable Shirley Kepford  
Mayor of Tipton  
407 Lynn Street  
Tipton, IA 52772-1633

RE: Portland Cement Concrete (PCC) Sidewalk/Trail on  
Iowa 62

Dear Mayor Kepford:

This is official notification to your City Council that the Iowa Department of Transportation (DOT) proposes to let PCC sidewalk/trail project on December 15, 2015. This project lies within the city and includes addressing the pedestrian curb ramp within the existing highway right-of-way in the northwest quadrant of the intersection of IA130 (E 7<sup>th</sup> St) and Plum Street upgrading that portion of the existing sidewalk system into compliance with ADA.

The work will be done in accord with the current Form 810034 "Agreement for Primary Road Extension Maintenance and Operation". Project costs will be paid from the Primary Road Fund and no charges will be made against the City. The project is proposed for construction during 2016.

Subject to the approval of, and without expense to the DOT, the City agrees to perform (or cause private utilities to perform), all relocations, alterations, adjustments or removals of existing utility facilities including but not limited to power, telephone and telegraph lines, natural gas pipelines, water mains and hydrants, curb boxes, utility accesses, sanitary sewers, and related poles, installations and appurtenances, whether privately or publicly owned, and all other facilities or obstructions which are located within the limits of an established street or alley and which will interfere with construction of the project, all in accordance with the Utility Accommodation Policy of the DOT.

Senior Engineering Technician, Mike Ross, telephone number 515-239-1080, will advise you of the contractor's proposed schedule when the information is available.

We would appreciate this project notification being included on your next City Council meeting agenda as a matter of information for the Council members.

If you have any questions concerning the work involved, please contact this office as soon as possible in order to expedite any possible changes.

Sincerely,

James R. Schnoebelen, P. E.  
District 6 Engineer

JRS/hmb  
cc: Deanne Popp  
Mike Ross