

# 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>5:30 p.m., Monday, August 1, 2016</b>
<b>Web Page:</b>	<b>www.tiptoniowa.org</b>
<b>Posted:</b>	<b>Friday, July 29, 2016 (Front door of City Hall &amp; City Website)</b>

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<b>Mayor:</b>	Bryan Carney	<b>Interim City Manager:</b>	Tim D. Long
<b>Council At Large:</b>	Leanne Boots	<b>City Attorney:</b>	Lynch Dallas, P.C.
<b>Council At Large:</b>	Pam Spear	<b>Finance Director:</b>	Lorna Fletcher
<b>Council Ward #1:</b>	Ross Leeper	<b>City Clerk:</b>	Amy Lenz
<b>Council Ward #2:</b>	Dean Anderson	<b>Dir. of Public Works:</b>	Steve Nash
<b>Council Ward #3:</b>	Tim McNeill	<b>Interim Police Chief:</b>	Set. Lisa Kenford

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- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Agenda Additions/Agenda Approval
- E. Communications:

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.

1.

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 – July 18, 2016
- 2. June Library Board Minutes and Director's Report

G. Public Hearing

H. Ordinance Approval/Amendment

I. Resolutions for Approval

J. Mavoral Proclamation

K. Old Business

L. Motions for Approval

- 1. Discussion and Consideration, Claims Lists
- 2. Discussion and Consideration, Hiring and Appointment Process, Chief of Police, **Tabled 7/18/16**
- 3. Discussion and Consideration, School / Park Facilities 28E Joint Use Agreement, **Tabled 7/18/16**

**(L. Motions for Approval, cont'd.)**

4. Discussion and Consideration, Arc Flash Study
5. Discussion and Consideration, Close North Drive for Drop Box, City Hall, August 10, 2016
6. Discussion and Consideration, Uncollectable Utility Accounts

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

1. Tipton Public Library 2015-16 Annual Report

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

1. Sidewalk Café Tables
2. School-City Football Field / Park Sidewalk Drainage Parking Proposal

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

1. Mayor's Report
2. Council Reports
3. Committee Reports
4. City Manager's Report
5. Water/Wastewater Operator Update (will be once monthly beginning August)
6. City Department Heads
  - i. Park and Recreation: Aquatic Center

**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.**

July 18, 2016  
Tipton Fire Station  
301 Lynn Street  
Tipton, Iowa

The City Council of the City of Tipton, Cedar County, Iowa, met in regular session at 5:30 p.m. Mayor Carney called the meeting to order. Upon roll being called the following named council members were present: Boots, Spear, Leeper, Anderson and McNeill. Also present: Fletcher, Lenz, Kepford, Downs, Beck, Taber, T. Johnson, B. Brennan, K. Johnson, other visitors and the press.

**Agenda:**

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

**Consent Agenda:**

Motion by Spear, second by Anderson to approve the consent agenda which includes the July 6, 2016, Council Meeting Minutes, June Treasurer's & Investment Reports with a correction to a CD number, May 9, 2016, Planning & Zoning Board Minutes, June and July Airport Committee Meeting Minutes, and Liquor License renewal for Family Foods. Following the roll call vote the motion passed unanimously.

**Communications:**

1. Larry Hodgden congratulated Economic Development Director Beck on the outstanding job that she did on planning the 4<sup>th</sup> of July celebration. He also stated that Beck is doing a great job on staying on top of issues that are important to the City.

Hodgden highly recommends Lisa Kepford for the police chief job, and wants the City to strongly consider her. And, he is hoping that the residency requirement will be enforced.

Hodgden also stated that the mayor and council are doing a great job.

**Motions for Approval:**

1. Claims List

ACTION SERVICES INC	PORT A POTTIE SRVCS FOR 4TH	620.00
AIR FILTER SALES & SERVICE	26 FILTERS	468.55
ALBAUGH PHC INC	BLDG MAINT REPAIRS/SUPPLIES	117.27
BARRON MOTOR SUPPLY	LIGHTING #30	304.54
BARTON SOLVENTS INC	DRUM DEPOST RETURN	815.45
BOW TIE AUTOMOTIVE	REPLACE L DOOR PANEL POL CAR	204.75
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	32002.14
CEDAR COUNTY CO-OP	FUEL DISCOUNT	1717.80
CEDAR COUNTY RECORDER	ZONING	12.00
CEDAR COUNTY SOLID WASTE	TRANSFER FEES	2780.00
CINTAS CORPORATION #342	SUPPLIES & UNIFORMS	166.83
CLARENCE LOWDEN SUN-NEWS &	CITY WIDE GARAGE SALES	319.00
CREATIVE PRODUCT SOURCE	BARRICADE TAPE, BIKE LIGHTS	408.12
CREATIVE PRODUCT SOURCING	DARE SUPPLIES	248.29
D & R PEST CONTROL INC	PEST CONTROL	190.99
DAVENPORT AUDIOLOGY & HAC	HEARING TEST FOR NEW OFFICER	50.00

EASTERN IOWA LIGHT & PWR	FLAG LIGHT	1074.29
EITA	ANNUAL MEMBERSHIP DUES	165.00
ELECTRICAL ENGINEERING & E	BATTERIES	33.84
EMERGENCY MEDICAL PRODUCTS	RETURN MEDICAL SUPPLIES	63.05
ENERGY ECONOMICS INC	GAS METER TESTING	1369.60
FAMILY FOODS	CONCESSIONS, OPER SUPPLIES	126.64
FARNER-BOCKEN COMPANY	CONCESSIONS & OPER SUPPLIES	505.48
FRIENDS OF THE ANIMALS	1 DOG	75.00
G & K SERVICES	UNIFORMS	137.28
GRAYBILL COMMUNICATIONS	CHECK SIREN ENCODERS	315.00
H & H AUTO	TIRE REPAIR, SENSOR #53	58.80
H.D. CLINE COMPANY	REPAIR PARTS #124	606.52
HACH COMPANY	SOLUTION KIT, IRON REAGENT	104.14
HAPPY JOE'S	PIZZAS FOR MOVIE IN THE PARK	65.00
HAWKINS INC	BULK CHEMICALS	374.20
IMAGE TREND INC	CLEARING HOUSE SERVICES	148.00
INTEGRATED TECHNOLOGY PART	TECH SERVICES REPAIRS	357.50
IOWA ONE CALL	LOCATES	45.90
JOHNSON COUNTY AMBULANCE	ALS SERVICE	200.00
KEYSTONE LABORATORIES INC	SAMPLE TESTING	50.00
KUNDE OUTDOOR EQUIPMENT	OPERATING SUPPLIES	46.27
MIDWEST BREATHING AIR LLC	EQUIPMENT REPAIR/MAINTENANCE	703.57
MISC. VENDOR	H & H CAR CARE LLC:TOW FEE	240.00
MITCHELL 1	MONTHLY WEB SUBSCRIPTIONS	233.05
MOORE FIREARMS	TRAINING SUPPLIES	1197.14
MUNICIPAL SUPPLY INC	WATER MAIN SUPPLIES	882.60
O'ROURKE MOTORS INC	REPAIRS #67	2114.26
OFFICE EXPRESS	OFFICE SUPPLIES	118.59
PEPSI-COLA	DRINK ORDER	1324.37
PITNEY BOWES INC	LEASING CHARGES 3/30-6/29	417.78
PRAXAIR DISTRIBUTION INC	OXYGEN	275.20
REPUBLIC SERVICES OF IOWA	RECYCLING SORT FEES	781.55
SNAP-ON INDUSTRIAL	SNAP RING PLIERS	53.00
STAATS	145 RIBBONS FOR SWIM MEET	63.59
STATE HYGIENIC LABORATORY	POOL TESTING FEES	37.50
T & M CLOTHING CO.	UNIFORM SUPPLIES	539.00
THOMPSON TRUCK & TRAILER	LOWER HITCH #5	550.00
TIFFINY'S TIPTON BAKERY	MISC SUPPLIES	27.00
TIPTON CONSERVATIVE	GARAGE SALES, 4TH OF JULY	1389.95
TIPTON ELECTRIC MOTORS	FAN PARTS	344.04
TIPTON PHARMACY	PHARMACEUTICALS	422.66
TYLER TECHNOLOGIES INC	UTILITY BILL NOTIFICATION	30.80
USA BLUE BOOK	DRUM PUMP KIT	622.68

WELAND CLINICAL LABORATORI	DRUG SCREEN	125.00
WENDLING QUARRIES INC	4.27 TN MANSAND	42.91
XEROX CORPORATION	MONTHLY BASE CHARGE	1786.86
<b>** TOTAL **</b>		<b>60670.34</b>

FUNDS

001 GENERAL GOVERNMENT	22716.80
600 WATER OPERATING	1498.32
610 WASTEWATER/AKA SEWER REVE	1042.04
630 ELECTRIC OPERATING	249.16
640 GAS OPERATING	1433.23
670 GARBAGE COLLECTION	24313.92
750 CEMETERY ENTERPRISE	32.25
810 CENTRAL GARAGE	5868.85
835 ADMINISTRATIVE SERVICES	3515.77
GRAND TOTAL	60670.34

**City Credit Card Statement**

Card Ttl **14,276.18**

**City Card - Check out card**

Fuel - Git N Go 23.93

**Total Charges**

**23.93**

**Ambulance - One Card**

Training - National Registry EMT, Amazon 160.78

Travel Training - UI Parking 99.10

Misc Supplies - Oriental Trading 146.99

**Total Charges**

**406.87**

**Fire - One Card**

Training - ISU Fire Service 100.00

**Total Charges**

**100.00**

**Electric - One Card**

Misc Supplies - Tipton Country Club 131.31

Inspector Dues - IAEI 120.00

Postage/Shipping - USPS 2.64

**Total Charges**

**253.95**

**Public Works - One Card**

Office Supplies - Walmart 81.26

Repair Parts #8 - The Fabric Stasher 7.70

Small Tools - Harbor Freight Tools 80.22

Operating Supplies - Farm and Fleet 219.99

**Total Charges**

**389.17**

**Gas - One Card**

Equipment Maint/Repair Supplies for FAC - Paypal, Desert 2,202.43

Aire Corp

Misc Supplies - Paypal 40.00

	39.99	
<b>Total Charges</b>		<b>2,282.42</b>
<b>Library - One Card</b>		
Postage/Shipping - USPS	108.68	
Office Supplies - Walmart, Amazon	73.96	
Materials - Amazon	267.90	
Program Supplies - Walmart, Staples	460.13	
Misc Supplies - Family Foods	15.80	
<b>Total Charges</b>		<b>926.47</b>
<b>JKFAC/Recreation - One Card</b>		
Operating Supplies - The Lifeguard Store, Schneider Electric	181.65	
Bldg Maint Supplies - Klinger Paint Co	235.40	
T-Ball Hats - Epic Sports Inc	911.92	
Equipment Maint/Repair Supplies - United Refrigeration	2,213.98	
Office Supplies - Walmart	62.94	
<b>Total Charges</b>		<b>3,605.89</b>
<b>Comm Dev - One Card</b>		
4th of July Supplies - Happy Joes	27.29	
Travel Training - Pepperjax Blue Springs, Texas Roadhouse, Marriott	468.44	
Misc Supplies - Tiffany's Tipton Bakery	18.90	
<b>Total Charges</b>		<b>514.63</b>
<b>Finance Director - One Card</b>		
Operating Supplies - The Gavel Store	60.85	
License Renewal - Microsoft	1,122.00	
	408.00	
	204.00	
	816.00	
	408.00	
	408.00	
	204.00	
	1,326.00	
	816.00	
<b>Total Charges</b>		<b>5,772.85</b>
<b>Statement Total</b>		<b>14,276.18</b>

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

2. Purchase Pickup, Water/Wastewater Department

Motion by Anderson, second by Spear to approve the purchase of a pickup from O'Rourke Motors, in the amount of \$27,450.00. Following the roll call vote the motion passed unanimously.

3. DRIP Grant Application Approval, Total Look

Motion by McNeill, second by Boots to change the agenda item to read DRIP Grant Application Approval, not DRIP Reimbursement. Following the roll call vote the motion passed unanimously.

Motion by Boots, second by Anderson to approve TEDCO's recommendation for the DRIP application for exterior façade improvements, for Total Look, at 120 West 5<sup>th</sup> Street. Following the roll call vote the motion passed unanimously.

4. DRIP Grant Application Approval, Penny's Hair & Nail Studio

Motion by Spear, second by Boots to approve TEDCO's recommendation for the DRIP application for exterior façade improvements, for Penny's Nail & Hair Studio, at 111 East 4<sup>th</sup> Street. Following the roll call vote the motion passed unanimously.

5. DRIP Grant Application Approval, NBC Properties, LLC

Motion by Spear, second by Boots to approve TEDCO's recommendation for the DRIP application for interior façade improvements, for NBC Properties, at 513 Cedar Street. Following the roll call vote the motion passed unanimously.

6. James Kennedy Family Aquatic Center Compressor Purchase

Motion by Leeper, second by McNeill to approve the purchase of a compressor for the pool locker room, from United Refrigeration, in the amount of \$1771.00. Following the roll call vote the motion passed unanimously.

7. Hiring and Appointment Process, Chief of Police

Motion by Boots, second by Anderson to table the hiring and appointment process for the Chief of Police. Following the roll call vote the motion passed unanimously.

8. School/Park Facilities 28E Joint Use Agreement

Motion by Leeper, second by McNeill to table the school/park facilities 28E joint use agreement. Following the roll call vote the motion passed unanimously.

**Reports to be Received/Filed:**

1. Economic Development Director Report, July, 2016

Motion by Leeper, second by Boots to accept the July Economic Development Director Report. Following the roll call vote the motion passed unanimously.

**Discussion Items (No Action):**

1. Sidewalk Café Tables

There was discussion on permitting the placement of food or drink service tables on the public sidewalks in front of food and beverage service establishments. Interim Chief Kepford stated that they would not be able to be placed more than 36 inches from the store front. Kepford recommends that the City write something up, even if it is temporary or seasonal, possibly a contract that would be signed on an annual basis. The City needs to check with the Iowa DOT regarding a possible 10' crash zone, and also need to check with our insurance company and the City attorney. Each business would be required to get their own insurance coverage.

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

**Water/Wastewater Operator, Update on City Operations**

Water/Wastewater Operator Brian Brennan stated that things are going good.

Both the east and west lagoons have been mowed.

Three out of the four dehumidifiers were in non-working condition in the water plant, but they are now repaired and working.

Brennan is going through boxes of inventory and miscellaneous tools and supplies, and sorting and getting everything in order on shelving.

The pot holes have been filled at the two facility driveways.

The Water MOR (Monthly Operating Report) was turned into the Iowa DNR by the 10<sup>th</sup>.

The Wastewater MOR is due by the 15<sup>th</sup> of each month.

The chlorinator started leaking and has been repaired.

The City is operating on brand new NPDES (National Pollutant Discharge Elimination System) permits for the east and west lagoons.

The water tower overflowed due to a controller error which caused loss of water. It was fixed and returned back to normal.

**Adjourn:**

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

Meeting adjourned at 6:28 p.m.

Mayor

Attest:

City Clerk

## Library meeting minutes 6/28/16

Jamie called meeting to order 3:14, in attendance, Jamie Meyer, Jen Schuett, Jen Johnson, Dale Jedlicka, Buffy Johnson and Denise Smith

Dale approved the agenda, Jen J. second, motion carried

Change last minutes date to the 28<sup>th</sup>, Jen J. approved, Dale second, motion carried

No Open forum

Director's Report: lights east side and north are running, summer program attendance records were broken for 0-2<sup>nd</sup> grade, 9-12<sup>th</sup> grade and adult. There was an article in the paper, promoted on twitter/fb sponsors, 25 dozen cookies were ordered for the pool party with 2 weeks left.

Education: USA patriot Act: get terrorist records from the library, software erases everything

Financial reports: lights haven't come out yet, look at the total, claims list

Movie license= to show for public-copyright \$86/yr Dale approved, Jen J second, motion carried

Finance: Meet soon

Personnel: evaluation for Denise by Dec., meet Sept/Oct to get started on it

Maintenance: mulch down sometime, Dale and Jamie to fill in, Jamie sprayed weeds

Friends: meeting 4 o'clock, July 11<sup>th</sup>, happy Joes, Jamie will attend

New: Diane to be FT, Jen S. moves to recommend her to be FT July 1, Dale second, motion carried

Disruptive/safe child: change the requirements in the policies/procedures, they are doing this already and need it in writing, even if the child isn't causing any harm

Jen J motion, Buffy second, motion carried

Misc: July 28<sup>th</sup>, 4:00 next meeting

Adjournment: Dale moved, Jen J. seconded, motion carried

# Library Director's Report June 2016

**Programming**  
Kid's Programs  
 Total 18 Programs 2034 kids

Teen Programs  
 Total 4 programs 124 teens

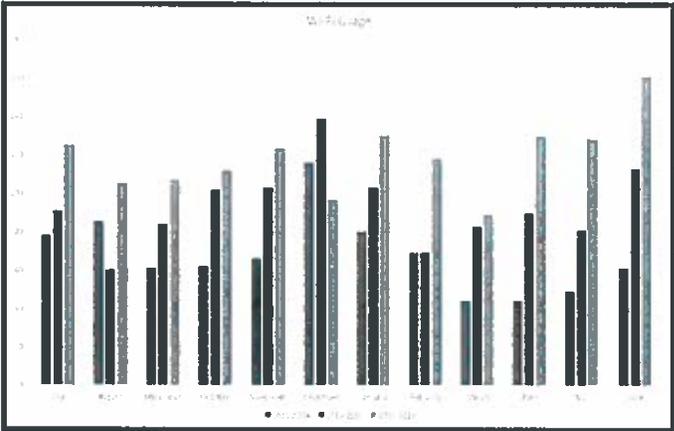
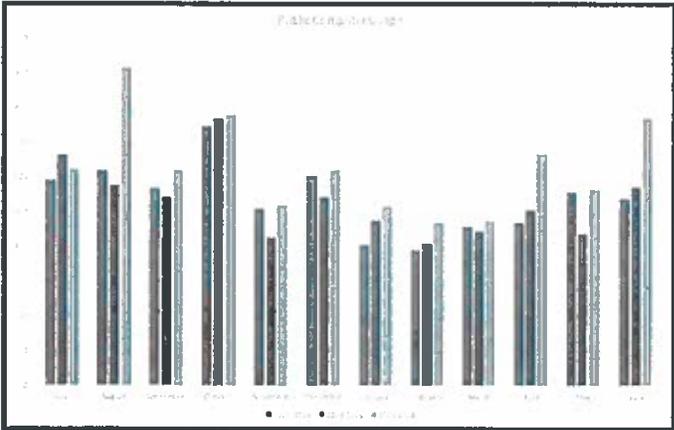
Adult Programs  
 Total 3 programs 9 adults

**Meeting Room Users**  
 Non-profits-1 users  
 Private Individuals-0 users  
 Total: 1 time

Monetary amount spent on:  
 Books: \$865.14  
 CDs: \$146.25  
 DVDs: \$245.78

Transactions written down from 5/31 thru 7/4  
 Copies-271  
 Faxes-20  
 Interlibrary Loans-28  
 Coffee-41  
 Friends of the Library-59

Ebook checkouts: 90  
 Audio checkouts: 56



## Materials

	June	Total FY 15/16
Adult CDs	5	58
Total Audios	5	58
Adult DVD's	19	200
Blue Ray Disc	0	8
Kids DVD's	2	22
Total DVD's	21	230
Adult Fiction	18	304
Adult Non-fiction	3	51
Beginner Readers		34
Biographies	1	15
Board Books	4	33
Christian Fiction	2	15
Easy Readers		3
Kid's B. Chapter	1	28
Kids Fiction	19	368
Kids Nonfiction		22
Kid's Picture Books	14	260
Mystery	2	42
Teen Fiction	11	249
Total books	75	1435
Magazines	38	452
Total Magazines	38	452
Other	10	196
Total Other	10	196
Total	149	2371
Discarded		
Books	222	1579
Magazines	38	473
Audios	3	10
Videos	2	171
Other	36	470
Total	301	2703

PACKET: 02312 Council Mtg 080116 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-0088 ALTORFER INC

I	MO400019677	NEW PP DIESEL FUEL TANK REP AP			R	8/25/2016		782.05	782.05CR	
		G/L ACCOUNT						782.05		
	630 5-821-2-63500	OPERATIONAL EQUIPT MAINT & REP				782.05		NEW PP DIESEL FUEL TANK REPAIR		
								782.05	782.05CR	0.00
								782.05	0.00	

01-0143 AUCA CHICAGO LOCKBOX

I	44593	MATS	AP		R	8/25/2016		69.64	69.64CR	
		G/L ACCOUNT						69.64		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR				69.64		MATS		
I	44603	BLDG MAINT SUPPLIES	AP		R	8/25/2016		165.01	165.01CR	
		G/L ACCOUNT						165.01		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR				165.01		BLDG MAINT SUPPLIES		
I	51704	MATS	AP		R	8/25/2016		69.64	69.64CR	
		G/L ACCOUNT						69.64		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR				69.64		MATS		
								304.29	304.29CR	0.00
								304.29	0.00	

01-0201 BARRON MOTOR SUPPLY

I	14287	SHOP SUPPLIES	AP		R	7/28/2016		36.66	36.66CR	
		G/L ACCOUNT						36.66		
	810 5-899-2-65070	OPERATING SUPPLIES				36.66		SHOP SUPPLIES		
I	14311	SHOP SUPPLIES	AP		R	7/28/2016		23.20	23.20CR	
		G/L ACCOUNT						23.20		
	810 5-899-2-65070	OPERATING SUPPLIES				23.20		SHOP SUPPLIES		
								59.86	59.86CR	0.00
								59.86	0.00	

01-0204 BARTON SOLVENTS INC

I	159620	BARSOL DOWFROST	AP		R	7/26/2016		1,244.73	1,244.73CR	
		G/L ACCOUNT						1,244.73		
	001 5-465-2-65070	OPERATING SUPPLIES				1,244.73		BARSOL DOWFROST		

PACKET: 02312 Council Mtg 080116 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				1,244.73	1,244.73CR	0.00
								1,244.73	0.00	

01-0317 BUSINESS RADIO SALES AND SE

I 64083		RADIOS & PORTABLES FOR A-8	AP		R	8/27/2016		8,711.05	8,711.05CR	
		G/L ACCOUNT						8,711.05		
	001 5-160-3-67280	RADIO EQUIPMENT					8,711.05	RADIOS & PORTABLES FOR A-8		

I 64381		PORTABLE RADIOS	AP		R	8/27/2016		7,194.35	7,194.35CR	
		G/L ACCOUNT						7,194.35		
	001 5-160-3-67280	RADIO EQUIPMENT					7,194.35	PORTABLE RADIOS		

I 64386		RADIO FOR NEW A-7	AP		R	8/27/2016		4,424.00	4,424.00CR	
		G/L ACCOUNT						4,424.00		
	001 5-160-3-67280	RADIO EQUIPMENT					4,424.00	RADIO FOR NEW A-7		

				REG. CHECK				20,329.40	20,329.40CR	0.00
								20,329.40	0.00	

01-0530 CENTRAL IOWA DISTRIBUTING I

I 139453		SHOP SUPPLIES	AP		R	7/28/2016		239.60	239.60CR	
		G/L ACCOUNT						239.60		
	810 5-899-2-65070	OPERATING SUPPLIES					239.60	SHOP SUPPLIES		

				REG. CHECK				239.60	239.60CR	0.00
								239.60	0.00	

01-0580 CINTAS CORPORATION #342

I 342587138		SUPPLIES & UNIFORMS	AP		R	7/26/2016		166.83	166.83CR	
		G/L ACCOUNT						166.83		
	630 5-820-2-65070	OPERATING SUPPLIES					22.69	SUPPLIES & UNIFORMS		
	630 5-820-2-64350	UNIFORMS/EQUIPMENT					106.08	SUPPLIES & UNIFORMS		
	640 5-825-2-64350	UNIFORMS/EQUIPMENT					38.06	SUPPLIES & UNIFORMS		

I 342588838		SUPPLIES & UNIFORMS	AP		R	7/26/2016		174.88	174.88CR	
		G/L ACCOUNT						174.88		
	630 5-820-2-65070	OPERATING SUPPLIES					22.69	SUPPLIES & UNIFORMS		
	630 5-820-2-64350	UNIFORMS/EQUIPMENT					114.13	SUPPLIES & UNIFORMS		
	640 5-825-2-64350	UNIFORMS/EQUIPMENT					38.06	SUPPLIES & UNIFORMS		

				REG. CHECK				341.71	341.71CR	0.00
								341.71	0.00	

PACKET: 02312 Council Mtg 080116 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-0685 CRIST ELECTRICAL SERVICES

I 3564		CITY HALL LIGHT, WELL REPAI AP			R	7/28/2016		646.07	646.07CR	
		G/L ACCOUNT						646.07		
	001	5-650-2-63200	GROUNDS MAINTENANCE & REPAIR				548.57	CITY HALL LIGHT, WELL REPAIRS		
	600	5-810-2-65308	MAINS				97.50	CITY HALL LIGHT, WELL REPAIRS		
			REG. CHECK					646.07	646.07CR	0.00
								646.07	0.00	

01-0697 CUSTOM BUILDERS INC

I 77401		UPS CHARGES	AP		R	8/26/2016		199.01	199.01CR	
		G/L ACCOUNT						199.01		
	001	5-465-2-65080	POSTAGE/SHIPPING				44.54	UPS CHARGES		
	600	5-810-2-65080	POSTAGE/SHIPPING				65.76	UPS CHARGES		
	610	5-815-2-65080	POSTAGE/SHIPPING				73.57	UPS CHARGES		
	630	5-820-2-65080	POSTAGE/SHIPPING				15.14	UPS CHARGES		
			REG. CHECK					199.01	199.01CR	0.00
								199.01	0.00	

01-0859 EICCD

I 1036		PARAMEDIC TUITION-REECE HAL AP			R	7/28/2016		7,087.50	7,087.50CR	
		G/L ACCOUNT						7,087.50		
	001	5-160-1-62300	TRAINING				7,087.50	PARAMEDIC TUITION-REECE HALL		
I 1037		PARAMEDIC TUITION-BRIT ROGE AP			R	7/28/2016		1,987.50	1,987.50CR	
		G/L ACCOUNT						1,987.50		
	001	5-160-1-62300	TRAINING				1,987.50	PARAMEDIC TUITION-BRIT ROGERS		
			REG. CHECK					9,075.00	9,075.00CR	0.00
								9,075.00	0.00	

01-0930 EMERGENCY MEDICAL PRODUCTS

I 1838652		MEDICAL SUPPLIES	AP		R	8/25/2016		661.62	661.62CR	
		G/L ACCOUNT						661.62		
	001	5-160-2-65070	OPERATING SUPPLIES				661.62	MEDICAL SUPPLIES		
I 1839433		MEDICAL SUPPLIES	AP		R	8/25/2016		27.70	27.70CR	
		G/L ACCOUNT						27.70		
	001	5-160-2-65070	OPERATING SUPPLIES				27.70	MEDICAL SUPPLIES		

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VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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				REG. CHECK				689.32	689.32CR	0.00
								689.32	0.00	

01-0970 FARNER-BOCKEN COMPANY

I 4989229		CONCESSIONS	AP		R	8/25/2016		436.88	436.88CR	
		G/L ACCOUNT						436.88		
	001 5-465-2-65031	CONCESSIONS					436.88	CONCESSIONS		

I 5007782		CONCESSIONS	AP		R	8/25/2016		2,181.23	2,181.23CR	
		G/L ACCOUNT						2,181.23		
	001 5-465-2-65031	CONCESSIONS					2,181.23	CONCESSIONS		

				REG. CHECK				2,618.11	2,618.11CR	0.00
								2,618.11	0.00	

01-1020 FLETCHER-PEINHARDT CO.

I 51139383.003		3 STREET LIGHTS	AP		R	8/25/2016		3,007.77	3,007.77CR	
		G/L ACCOUNT						3,007.77		
	630 5-820-2-65303	STREET LIGHTS					3,007.77	3 STREET LIGHTS		

I 51139446.001		METER SEALS	AP		R	8/25/2016		205.76	205.76CR	
		G/L ACCOUNT						205.76		
	630 5-820-2-65300	METERS					205.76	METER SEALS		

I 51140232.001		UNDERGROUND SUPPLIES	AP		R	8/25/2016		136.59	136.59CR	
		G/L ACCOUNT						136.59		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					136.59	UNDERGROUND SUPPLIES		

I 51140232.003		3 METER BASES	AP		R	8/25/2016		635.58	635.58CR	
		G/L ACCOUNT						635.58		
	630 5-820-2-65300	METERS					635.58	3 METER BASES		

I 51140980.001		UNDERGROUND SUPPLIES	AP		R	8/25/2016		982.26	982.26CR	
		G/L ACCOUNT						982.26		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					982.26	UNDERGROUND SUPPLIES		

				REG. CHECK				4,967.96	4,967.96CR	0.00
								4,967.96	0.00	

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VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----										
01-1055	G & K SERVICES									
I 66041		UNIFORMS	AP		R	8/26/2016		45.92	45.92CR	
		G/L ACCOUNT						45.92		
	001	5-210-2-64350	UNIFORMS/EQUIPMENT				15.69	UNIFORMS		
	670	5-840-2-64350	UNIFORMS/EQUIPMENT				7.91	UNIFORMS		
	600	5-810-2-64350	UNIFORMS/EQUIPMENT				6.30	UNIFORMS		
	810	5-899-2-64350	UNIFORMS/EQUIPMENT				7.68	UNIFORMS		
	001	5-299-2-64350	UNIFORMS/EQUIPMENT				8.14	UNIFORMS		
I 66042		SHOP TOWELS	AP		R	8/26/2016		109.31	109.31CR	
		G/L ACCOUNT						109.31		
	810	5-899-2-65070	OPERATING SUPPLIES				109.31	SHOP TOWELS		
I 69309		UNIFORMS	AP		R	8/26/2016		52.44	52.44CR	
		G/L ACCOUNT						52.44		
	001	5-210-2-64350	UNIFORMS/EQUIPMENT				22.41	UNIFORMS		
	670	5-840-2-64350	UNIFORMS/EQUIPMENT				7.91	UNIFORMS		
	600	5-810-2-64350	UNIFORMS/EQUIPMENT				6.30	UNIFORMS		
	810	5-899-2-64350	UNIFORMS/EQUIPMENT				7.68	UNIFORMS		
	001	5-299-2-64350	UNIFORMS/EQUIPMENT				8.14	UNIFORMS		
			REG. CHECK					207.67	207.67CR	0.00
								207.67	0.00	
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01-1117	HACH COMPANY									
I 10011022		1 SAMPLER	AP		R	7/28/2016		4,970.00	4,970.00CR	
		G/L ACCOUNT						4,970.00		
	610	5-815-2-63500	OPERATIONAL EQUIPT MAINT & REP				4,970.00	1 SAMPLER		
I 10016140		4 FLOURIDE REAGENT	AP		R	7/28/2016		137.40	137.40CR	
		G/L ACCOUNT						137.40		
	600	5-810-2-65010	CHEMICALS				137.40	4 FLOURIDE REAGENT		
			REG. CHECK					5,107.40	5,107.40CR	0.00
								5,107.40	0.00	
-----										
01-1141	HAPPY JOE'S									
I 072316HJ		7 PIZZAS FOR CONCESSIONS	AP		R	8/25/2016		111.90	111.90CR	
		G/L ACCOUNT						111.90		
	001	5-465-2-65011	CONCESSIONS				111.90	7 PIZZAS FOR CONCESSIONS		
			REG. CHECK					111.90	111.90CR	0.00
								111.90	0.00	
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VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----										
01-1168	HARRY'S FARM TIRE									
I 118809		TIRE REPAIR #18	AP		R	7/28/2016		181.75	181.75CR	
		G/L ACCOUNT						181.75		
	910 5-899-2-63323	TIRE REPAIR					181.75	TIRE REPAIR #18		
				REG. CHECK				181.75	181.75CR	0.00
								181.75	0.00	
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01-1172	HAWKINS INC									
I 3918084		CHEMICALS	AP		R	7/28/2016		60.00	60.00CR	
		G/L ACCOUNT						60.00		
	600 5-810-2-65010	CHEMICALS					60.00	CHEMICALS		
				REG. CHECK				60.00	60.00CR	0.00
								60.00	0.00	
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01-1289	INTEGRATED TECHNOLOGY PARTN									
I 103923		CABLING/CONNECTORS MNGRS OF AP			R	7/26/2016		816.35	816.35CR	
		G/L ACCOUNT						816.35		
	835 5-899-2-63100	BUILDING MAINTENANCE & REPAIR					816.35	CABLING/CONNECTORS MNGRS OFC		
				REG. CHECK				816.35	816.35CR	0.00
								816.35	0.00	
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01-1270	IOWA ASSOCIATION OF									
I 13844		TESTING	AP		R	8/27/2016		40.00	40.00CR	
		G/L ACCOUNT						40.00		
	640 5-825-1-62300	TRAINING					40.00	TESTING		
				REG. CHECK				40.00	40.00CR	0.00
								40.00	0.00	
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01-1124	IOWA DEPT OF PUBLIC SAFETY									
I 1516IDPS		ONLINE WARRANTS & ARTICLES	AP		R	7/26/2016		1,200.00	1,200.00CR	
		G/L ACCOUNT						1,200.00		
	001 5-110-2-64190	TECHNOLOGY					1,200.00	ONLINE WARRANTS & ARTICLES		
				REG. CHECK				1,200.00	1,200.00CR	0.00
								1,200.00	0.00	
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VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----										
01-1314	IOWA LAW ENFORCEMENT ACADEM									
I 305197		TRAINING MATERIALS	AP		R	8/25/2016		400.00	400.00CR	
		G/L ACCOUNT						400.00		
	001 5-110-1-62300	TRAINING					400.00	TRAINING MATERIALS		
I 305296		2 EVALUATIONS OF MMPI	AP		R	8/25/2016		280.00	280.00CR	
		G/L ACCOUNT						280.00		
	001 5-110-2-64121	HEALTH SERVICES					280.00	2 EVALUATIONS OF MMPI		
		REG. CHECK						680.00	680.00CR	0.00
								680.00	0.00	
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01-1375	IOWA PRISON INDUSTRIES									
I 940695		5 SIGNS	AP		R	8/27/2016		229.90	229.90CR	
		G/L ACCOUNT						229.90		
	001 5-240-2-65070	OPERATING SUPPLIES					229.90	5 SIGNS		
		REG. CHECK						229.90	229.90CR	0.00
								229.90	0.00	
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01-1351	IRST									
I 10728		OIL BARRIUM BOOM OLD PWR PL AP			R	7/26/2016		2,444.95	2,444.95CR	
		G/L ACCOUNT						2,444.95		
	630 5-821-2-63500	OPERATIONAL EQUIPT MAINT & REP					2,444.95	OIL BARRIUM BOOM OLD PWR PLANT		
		REG. CHECK						2,444.95	2,444.95CR	0.00
								2,444.95	0.00	
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01-1407	JAB INK DESIGN									
I 1758		14 DANCE CAMP SHIRTS	AP		R	7/26/2016		109.20	109.20CR	
		G/L ACCOUNT						109.20		
	001 5-446-2-64350	UNIFORMS/EQUIPMENT					109.20	14 DANCE CAMP SHIRTS		
		REG. CHECK						109.20	109.20CR	0.00
								109.20	0.00	
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VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----										
01-1443	KEYSTONE LABORATORIES INC									
I	2200686	WATER TESTING	AP		R	7/28/2016		50.00	50.00CR	
		G/L ACCOUNT						50.00		
	600	5-810-2-64920	TESTING FEES				50.00	WATER TESTING		
			REG. CHECK					50.00	50.00CR	0.00
								50.00	0.00	
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01-1468	EIKUM INC									
I	0316KIMM	COLLECTION EXPENSE	AP		R	7/26/2016		54.22	54.22CR	
		G/L ACCOUNT						54.22		
	630	5-822-2-64040	COLLECTION EXPENSE				13.31	COLLECTION EXPENSE		
	610	5-815-2-64040	COLLECTION EXPENSE				13.80	COLLECTION EXPENSE		
	835	5-899-2-65980	MISCELLANEOUS				27.11	COLLECTION EXPENSE		
			REG. CHECK					54.22	54.22CR	0.00
								54.22	0.00	
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01-1500	KUNDE OUTDOOR EQUIPMENT									
I	10247	REPAIR PART #154, OPER SUPP AP			R	8/27/2016		280.93	280.93CR	
		G/L ACCOUNT						280.93		
	810	5-899-2-63321	REPAIR PARTS				161.58	REPAIR PART #154, OPER SUPP		
	001	5-221-2-65070	OPERATING SUPPLIES				119.35	REPAIR PART #154, OPER SUPP		
			REG. CHECK					280.93	280.93CR	0.00
								280.93	0.00	
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01-1593	LYNCH DALLAS PC									
I	135626	GENERAL MATTERS LEGAL SERVI AP			R	7/26/2016		295.00	295.00CR	
		G/L ACCOUNT						295.00		
	835	5-899-2-64110	LEGAL EXPENSE				295.00	GENERAL MATTERS LEGAL SERVICES		
I	135627	UTILITY EASEMENTS	AP		R	7/26/2016		175.50	175.50CR	
		G/L ACCOUNT						175.50		
	835	5-899-2-64110	LEGAL EXPENSE				175.50	UTILITY EASEMENTS		
I	135628	AMBULANCE LEGAL SERVICES	AP		R	7/26/2016		650.50	650.50CR	
		G/L ACCOUNT						650.50		
	835	5-899-2-64110	LEGAL EXPENSE				650.50	AMBULANCE LEGAL SERVICES		
I	135631	POLICE LEGAL SERVICES	AP		R	7/26/2016		51.00	51.00CR	
		G/L ACCOUNT						51.00		
	835	5-899-2-64110	LEGAL EXPENSE				51.00	POLICE LEGAL SERVICES		

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VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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I 135632		NUISANCE/ENFORCEMENT	AP		R	7/26/2016		622.58	622.58CR	
		G/L ACCOUNT						622.58		
	835 5-899-2-64110	LEGAL EXPENSE					622.58	NUISANCE/ENFORCEMENT		
I 135633		ZONING LEGAL SERVICES	AP		R	7/26/2016		67.50	67.50CR	
		G/L ACCOUNT						67.50		
	835 5-899-2-64110	LEGAL EXPENSE					67.50	ZONING LEGAL SERVICES		
		REG. CHECK						1,862.08	1,862.08CR	0.00
								1,862.08	0.00	
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31-1594	LYNCH'S PLUMBING INC									
I 21892		REPAIR GEO THERMAL LINES	AP		R	7/28/2016		799.10	799.10CR	
		G/L ACCOUNT						799.10		
	001 5-465-2-63500	OPERATIONAL EQUIPT MAINT & REP					799.10	REPAIR GEO THERMAL LINES		
		REG. CHECK						799.10	799.10CR	0.00
								799.10	0.00	
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31-1640	MC CLURE ENGINEERING COMPAN									
I 12946		SANITARY COLL & SYS EVALUAT	AP		R	7/26/2016		32,070.00	32,070.00CR	
		G/L ACCOUNT						32,070.00		
	740 5-865-2-64070	ENGINEERING					32,070.00	SANITARY COLL & SYS EVALUATION		
		REG. CHECK						32,070.00	32,070.00CR	0.00
								32,070.00	0.00	
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31-1697	MEDIACOM									
I 072116M		BUSINESS BASIC IN PD	AP		R	7/27/2016		89.95	89.95CR	
		G/L ACCOUNT						89.95		
	001 5-110-2-63730	TELECOMMUNICATIONS EXPENSE					89.95	BUSINESS BASIC IN PD		
		REG. CHECK						89.95	89.95CR	0.00
								89.95	0.00	
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31-1729	MMTG									
I 1094		MMTG DUES JULY-DECEMBER	AP		R	7/26/2016		1,092.50	1,092.50CR	
		G/L ACCOUNT						1,092.50		
	630 5-820-1-62100	DUES/FEES					1,092.50	MMTG DUES JULY-DECEMBER		

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				REG. CHECK				1,092.50	1,092.50CR	0.00
								1,092.50	0.00	

01-2468 NOELLER TIPTON TIRE & AUTO

I 27022		TIRE REPAIR #30	AP		R	8/27/2016		51.84	51.84CR	
		G/L ACCOUNT						51.84		
	810 5-899-2-63323	TIRE REPAIR					51.84	TIRE REPAIR #30		
				REG. CHECK				51.84	51.84CR	0.00
								51.84	0.00	

01-1838 MUSCATINE POWER & WATER

I PI12970		FAULT LOCATE	AP		R	7/26/2016		482.18	482.18CR	
		G/L ACCOUNT						482.18		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					482.18	FAULT LOCATE		
				REG. CHECK				482.18	482.18CR	0.00
								482.18	0.00	

01-1877 NET MOTION WIRELESS INC

I 10032115		MOBILITY PREMIUM MAINTENANC AP			R	7/26/2016		1,000.00	1,000.00CR	
		G/L ACCOUNT						1,000.00		
	001 5-110-2-61710	TELECOMMUNICATIONS EXPENSE					1,000.00	MOBILITY PREMIUM MAINTENANCE		
				REG. CHECK				1,000.00	1,000.00CR	0.00
								1,000.00	0.00	

01-2568 NEWPORT GROUP INC

I 108912960		CONSULTING SERVICES PAY STU AP			R	7/26/2016		1,320.00	1,320.00CR	
		G/L ACCOUNT						1,320.00		
	835 5-899-2-65980	MISCELLANEOUS					1,320.00	CONSULTING SERVICES PAY STUDY		
				REG. CHECK				1,320.00	1,320.00CR	0.00
								1,320.00	0.00	

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VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----										
01-2019	PEPSI-COLA									
	I 93594910	DRINK ORDER	AP		R	7/27/2016		198.43	198.43CR	
		G/L ACCOUNT						198.43		
		001 5-465-2-65031	CONCESSIONS				198.43	DRINK ORDER		
				REG. CHECK				198.43	198.43CR	0.00
								198.43	0.00	
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01-2074	RK DIXON									
	I 1546288	COPY CHARGES	AP		R	8/25/2016		26.32	26.32CR	
		G/L ACCOUNT						26.32		
		001 5-160-2-64910	CONTRACT SERVICES				26.32	COPY CHARGES		
				REG. CHECK				26.32	26.32CR	0.00
								26.32	0.00	
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01-2199	SHERMCO INDUSTRIES INC									
	I 16-05813	GENERATOR INSTALLATION PROJ	AP		R	7/26/2016		1,000.00	1,000.00CR	
		G/L ACCOUNT						1,000.00		
		630 5-820-2-64070	ENGINEERING				1,000.00	GENERATOR INSTALLATION PROJECT		
				REG. CHECK				1,000.00	1,000.00CR	0.00
								1,000.00	0.00	
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01-2232	SPAHN & ROSE LUMBER CO									
	I 201607275310	BLDG MAINT SUPP CITY HALL	AP		R	8/26/2016		481.76	481.76CR	
		G/L ACCOUNT						481.76		
		001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR				481.76	BLDG MAINT SUPP CITY HALL		
	I 48098846	PAINT AND PAIL	AP		R	8/26/2016		12.98	12.98CR	
		G/L ACCOUNT						12.98		
		001 5-150-2-63100	BUILDING MAINTENANCE & REPAIR				12.98	PAINT AND PAIL		
	I 48099491	150' FENCE WITH DOUBLE GATE	AP		R	8/26/2016		3,605.11	3,605.11CR	
		G/L ACCOUNT						3,605.11		
		810 5-899-2-63200	GROUNDS MAINTENANCE & REPAIR			1,802.55		150' FENCE WITH DOUBLE GATE		
		630 5-820-2-63200	GROUNDS MAINTENANCE & REPAIR			1,802.56		150' FENCE WITH DOUBLE GATE		
				REG. CHECK				4,099.85	4,099.85CR	0.00
								4,099.85	0.00	
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VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	BT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-2240 SPEEDCONNECT

I 08168		WIRELESS SERVICE	AP		R	7/28/2016		60.95	60.95CR	
		G/L ACCOUNT						60.95		
	660 5-835-2-65070	OPERATING SUPPLIES					60.95	WIRELESS SERVICE		
				REG. CHECK				60.95	60.95CR	0.00
								60.95	0.00	

01-2235 SPINUTECH INC

I 24383		JULY EMAIL MARKETING	AP		R	7/26/2016		25.00	25.00CR	
		G/L ACCOUNT						25.00		
	001 5-525-2-64020	ADVERTISING					25.00	JULY EMAIL MARKETING		
				REG. CHECK				25.00	25.00CR	0.00
								25.00	0.00	

01-2353 THERMA-STOR LLC

I 2830321		CONDENSATE PUMP KIT	AP		R	7/28/2016		210.58	210.58CR	
		G/L ACCOUNT						210.58		
	600 5-810-2-63500	OPERATIONAL EQUIPT MAINT & REP					210.58	CONDENSATE PUMP KIT		
				REG. CHECK				210.58	210.58CR	0.00
								210.58	0.00	

01-1713 TIPTON CHAMBER OF COMMERCE

I 16-17TCC		ANNUAL CHAMBER DUES	AP		R	8/25/2016		400.00	400.00CR	
		G/L ACCOUNT						400.00		
	835 5-899-1-62100	DUES/FEEs					400.00	ANNUAL CHAMBER DUES		
				REG. CHECK				400.00	400.00CR	0.00
								400.00	0.00	

01-2410 TIPTON ELECTRIC MOTORS

I 277397		SMALL TOOLS	AP		R	8/26/2016		82.50	82.50CR	
		G/L ACCOUNT						82.50		
	810 5-899-2-65053	SMALL TOOLS					82.50	SMALL TOOLS		
				REG. CHECK				82.50	82.50CR	0.00
								82.50	0.00	

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VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----										
01-2496	TRUCK EQUIPMENT INC									
	I 277954	LED STROBE	AP		R	7/26/2016		363.76	363.76CR	
		G/L ACCOUNT						363.76		
	630 5-820-2-65070	OPERATING SUPPLIES					363.76	LED STROBE		
								363.76	363.76CR	0.00
								363.76	0.00	
-----										
01-2556	USA BLUE BOOK									
	I 1054	NITRILE GLOVES AND WIPES	AP		R	8/27/2016		103.83	103.83CR	
		G/L ACCOUNT						103.83		
	600 5-810-2-65070	OPERATING SUPPLIES					103.83	NITRILE GLOVES AND WIPES		
								103.83	103.83CR	0.00
								103.83	0.00	
-----										
01-2553	UTILITY SALES & SERVICE INC									
	I 14988	40 GAS REGULATORS	AP		R	7/26/2016		1,321.90	1,321.90CR	
		G/L ACCOUNT						1,321.90		
	640 5-825-2-65306	REGULATORS					1,321.90	40 GAS REGULATORS		
								1,321.90	1,321.90CR	0.00
								1,321.90	0.00	
-----										
01-2576	W L CONSTRUCTION SUPPLY INC									
	I 10821	CUTTING & GRINDING WHEEL	AP		R	7/27/2016		219.99	219.99CR	
		G/L ACCOUNT						219.99		
	810 5-899-2-65053	SMALL TOOLS					219.99	CUTTING & GRINDING WHEEL		
								219.99	219.99CR	0.00
								219.99	0.00	
-----										
01-2574	WALMART COMMUNITY									
	I 1310	BATTERIES & OUTLET SURGE	AP		R	8/25/2016		23.91	23.91CR	
		G/L ACCOUNT						23.91		
	001 5-160-2-65070	OPERATING SUPPLIES					13.94	BATTERIES & OUTLET SURGE		
	001 5-160-2-65060	OFFICE SUPPLIES					9.97	BATTERIES & OUTLET SURGE		
	I 401	SUPPLIES FOR THE 4TH	AP		R	8/25/2016		11.70	11.70CR	
		G/L ACCOUNT						11.70		
	001 5-620-2-65315	JULY 4TH CELEBRATION					11.70	SUPPLIES FOR THE 4TH		

PACKET: 02312 Council Mtg 080116 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
I 5913		MISC SUPPLIES	AP		R	8/25/2016		50.00	50.00CR	
		G/L ACCOUNT						50.00		
	001 5-160-2-65980	MISCELLANEOUS					50.00	MISC SUPPLIES		
I 7047		OFFICE SUPPLIES	AP		R	8/25/2016		106.40	106.40CR	
		G/L ACCOUNT						106.40		
	001 5-110-2-65060	OFFICE SUPPLIES					106.40	OFFICE SUPPLIES		
I 9836		MISC SUPPLIES	AP		R	8/25/2016		40.72	40.72CR	
		G/L ACCOUNT						40.72		
	001 5-110-2-65980	MISCELLANEOUS					5.74	MISC SUPPLIES		
	835 5-899-2-65980	MISCELLANEOUS					34.98	MISC SUPPLIES		
		REG. CHECK						232.73	232.73CR	0.00
								232.73	0.00	

01-2640 WENDLING QUARRIES INC

I 645704		27.73 TN RD STONE	AP		R	8/26/2016		262.05	262.05CR	
		G/L ACCOUNT						262.05		
	001 5-210-2-65070	OPERATING SUPPLIES					262.05	27.73 TN RD STONE		
I 646768		18.44 TN RD STONE	AP		R	8/26/2016		174.26	174.26CR	
		G/L ACCOUNT						174.26		
	001 5-210-2-65070	OPERATING SUPPLIES					174.26	18.44 TN RD STONE		
		REG. CHECK						436.31	436.31CR	0.00
								436.31	0.00	

01-2650 WESCO RECEIVABLES CORP

I 424823		UNDERGROUND SUPPLIES	AP		R	8/25/2016		858.73	858.73CR	
		G/L ACCOUNT						858.73		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					858.73	UNDERGROUND SUPPLIES		
		REG. CHECK						858.73	858.73CR	0.00
								858.73	0.00	

PACKET: 02312 Council Mtg 090116 AL

VENDOR SET: 01

\*\*\*\*\* REPORT TOTALS \*\*\*\*\*

FUND DISTRIBUTION

FUND NO#	FUND NAME	AMOUNT
001	GENERAL GOVERNMENT	40,626.49CR
600	WATER OPERATING	737.67CR
610	WASTEWATER/AKA SEWER REVE	5,057.37CR
630	ELECTRIC OPERATING	14,088.73CR
640	GAS OPERATING	1,438.02CR
660	AIRPORT OPERATING	60.95CR
670	GARBAGE COLLECTION	15.82CR
740	STORM WATER	32,070.00CR
810	CENTRAL GARAGE	2,924.34CR
835	ADMINISTRATIVE SERVICES	4,460.52CR
** TOTALS **		101,479.91CR

---- 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		101,479.91	101,479.91CR	0.00
		101,479.91	0.00	
EFT		0.00	0.00	0.00
		0.00	0.00	
NON-CHECKS		0.00	0.00	0.00
		0.00	0.00	
ALL CHECKS		101,479.91	101,479.91CR	0.00
		101,479.91	0.00	

TOTAL CHECKS TO PRINT: 53

ERRORS: 0 WARNINGS: 0

City Credit Card Statement	Card Ttl	3,672.65
<b>City Card - Check out card</b>		
Fuel - Becks 18, Motomart	72.60	
Misc Supplies - Buildasign	10.71	
Travel Training - Expedia, Taco Bell, McDonald's	100.17	
Uniform Equipment - WPSG, Inc.	60.97	
<b>Total Charges</b>		<b>244.45</b>
<b>Ambulance - One Card</b>		
Postage/Shipping - USPS	32.70	
Operating Supplies - Walmart	10.96	
<b>Total Charges</b>		<b>43.66</b>
<b>Fire - One Card</b>		
Misc Supplies - Walmart	31.94	
<b>Total Charges</b>		<b>31.94</b>
<b>Electric - One Card</b>		
Misc Supplies - Walmart	61.02	
Testing Fees - Sensor Link Corp.	75.00	
Small Tools - JL Matthews Inc.	74.84	
<b>Total Charges</b>		<b>210.86</b>
<b>Gas - One Card</b>		
Equipment Maint/Repair Supplies for FAC - Paypal	985.69	
Travel Training - Comfort Suites	132.34	
<b>Total Charges</b>		<b>1,118.03</b>
<b>Library - One Card</b>		
Postage/Shipping - USPS	153.67	
Office Supplies - Walmart, Amazon	255.43	
Materials - Amazon	515.64	
Program Supplies - Walmart, Facebook, Epic Sports, Upstart, Oriental Trading, Tiffany's Bakery, Tipton Pharmacy	485.14	
Misc Supplies - Happy Joes, Tiffany's Bakery	18.40	
<b>Total Charges</b>		<b>1,428.28</b>
<b>JKFAC/Recreation - One Card</b>		
Office Supplies - Walmart	109.91	
Misc Supplies - Walmart	22.67	
Operating Supplies - Swim Outlet	219.49	
Operating Supplies - Swim Outlet	95.41	
Office Supplies - Terminal Depot	53.06	
<b>Total Charges</b>		<b>500.54</b>
<b>Comm Dev - One Card</b>		
4th of July Supplies - Caseys	10.69	
Misc Supplies - Caseys	49.20	
<b>Total Charges</b>		<b>59.89</b>
<b>Finance Director - One Card</b>		
Training - Iowa League of Cities	35.00	
<b>Total Charges</b>		<b>35.00</b>
<b>Statement Total</b>		<b>3,672.65</b>

**AGENDA ITEM # L-2**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	August 1, 2016
<b>AGENDA ITEM:</b>	Discussion and Consideration, Hiring and Appointment Process, Chief of Police
<b>ACTION:</b>	Motion and vote to approve, table or deny

**SYNOPSIS:** The Code of Iowa (*Sec 372.4*) and the Tipton City Code of Ordinances (*Ch 30.06*) state that the Mayor shall appoint and dismiss the Police Chief, subject to the consent of a majority of the Council. The selection of and appointment of the Chief of Police requires that the opening be posted with a deadline for application and consideration be given any person making application, including incumbent interim personnel. We provide here a process which meets the letter and intent of the law, and will provide a process to set the tone and expectations for a Chief of the Police Department of the City of Tipton. I am requesting Council approval of proceeding with the process as set forth. This also acknowledges the Council's stated intention, in the interest of continuity, by providing its current interim Chief foremost opportunity to fulfill the role.

**BUDGET ITEM:** Administration and Public Safety Department Budget Expenditures.

**RESPONSIBLE DEPARTMENT:** Administration and Public Safety

**MAYOR/COUNCIL ACTION:** Motion and vote to approve, table or deny Personnel Committee and staff to proceed.

**ATTACHMENTS:** Process Description

**PREPARED BY:** Tim Long, Interim City Manager

**DATE PREPARED:** 07/14/2016

## Pending City Council Approval:

1. Simultaneously post advertisement of position at City Hall, Library, and advertise in The Tipton Conservative asap, with a deadline for application set a minimum of ten work days following publication. Notice will state that the Interim Chief is an interested candidate for the position. See the attached advertisement following. Interim Chief Kepford must timely file an application under the same terms.
2. Following application deadline, Personnel Committee reviews all applications.
3. With the direction of Personnel Committee, staff will notify any other applicants of the recommendation and of the selection process.
4. Staff will invite expert panel of regional Executive Law Enforcement officials to conduct goals and objectives session with Kepford, Mayor and City Council, and relevant management staff to provide clear and reasonable expectations for the Chief. Law Enforcement Executives who have expressed an interest in contributing to this process include experienced career Chiefs in two or three nearby Police Departments, and Sheriffs from Cedar and Johnson Counties. We think that this will not only provide the Mayor and City Council with experienced and locally knowledgeable law enforcement insight on relevant issues and expectations, but will also strengthen working relationships with area law enforcement.
5. Pending positive understanding of, and agreement to goals and objectives, Mayor Carney to recommend Council approval of his appointment of Kepford as Chief of Police.
6. Council to approve Kepford's appointment as Chief and acceptance of letter of understanding of terms of employment by Council Resolution.

The City of Tipton, Iowa, a community of 3,500, is currently accepting applications for the position of Police Chief. The Chief manages a department of 6 sworn police officers. Candidates must have a successful record of progressively responsible supervisory experience, a minimum of seven years' experience with a public law enforcement agency, or five years comparable experience in public law enforcement and two years of comparable experience or educational training. This position requires possession of or the ability to obtain certification as a law enforcement officer by the Iowa Law Enforcement Academy within 12 months after appointment. For more information regarding duties and responsibilities, contact Lorna Fletcher, 563-886-6187 or by e-mail: [cityoftipton@windstream.net](mailto:cityoftipton@windstream.net). A City of Tipton application and position description may be obtained from Tipton City Hall, 407 Lynn St, Tipton, IA 52772. All applications must be received or postmarked no later than 4:30 p.m. on \_\_\_\_\_, \_\_\_\_\_, 2016.

**\*\*A COMPLETED CITY OF TIPTON EMPLOYMENT APPLICATION IS REQUIRED TO BE SUBMITTED IN ORDER TO BE CONSIDERED FOR THIS POSITION.\*\*** The current Interim Chief of Police is anticipated to be an interested applicant who meets the criteria. Applicants may submit a resume, but it must be accompanied by a completed application. Residency requirement. Pre-employment drug screen required. Assistance provided to disabled individuals upon request. EOE/AA-M/F/D/V.

Job Type: Full-time, Exempt

Required license or certification:

- Certification as a Law Enforcement Officer by the Iowa Law Enforcement Academy

**AGENDA ITEM# L-3**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	August 1, 2016
<b>AGENDA ITEM:</b>	School / Park Facilities 28E Joint Use Agreement
<b>ACTION:</b>	Motion and Roll Call Vote

Near the beginning of the year, School District and City Officials opened a review of the expired facilities use agreement for the recreational facilities shared by both entities. Following a financial analysis of the charges, the School Board President and Superintendent, and Park and Recreation Director Adam Spangler and I concurred with the general terms of the District paying the City at the rate of \$50.00 per hour for use of the JKFAC pool, and set terms for priority of use for both school and park facilities. The City and School District both utilize the legal services of Lynch, Dallas, Cedar Rapids, and agreed to having them prepare this 28E, which is a more thorough and equitable agreement than the previous document. The School District has approved the agreement. Adam noted that the preamble to the agreement cites just the "Swimming Pool" as the facility the City will share with the District; the intent of both parties is that the "Swimming Pool" *and* the "Aquatic Center" are to be used by the District. We will determine if it is necessary to pen in the additional facility on the agreement.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** Park and Recreation, Administration

**MAYOR/COUNCIL ACTION:** Motion and roll-call vote to approve, table or deny approval of the agreement.

**ATTACHMENTS:** 28E Agreement and supporting financial analysis prepared by Park and Rec Director Adam Spangler.

**PREPARED BY:** Tim Long

**DATE PREPARED:** 7/14/16

**AGREEMENT  
BETWEEN THE TIPTON COMMUNITY SCHOOL DISTRICT  
AND THE CITY OF TIPTON, IOWA  
RE: SCHOOL FACILITY USE**

Pursuant to Iowa Code Chapter 28E, the parties, the Tipton Community School District (hereinafter District) and the City of Tipton, Iowa (hereinafter City) agree to provide for the sharing of the District's and the City's facilities for the purposes of fulfilling the needs of the public.

WHEREAS, the District is a school corporation organized and existing under the laws of the State of Iowa and is a public agency as defined in Iowa Code Chapter 28E;

WHEREAS, the City is a municipal corporation organized and existing under the laws of the State of Iowa and is a public agency as defined in Iowa Code Chapter 28E;

WHEREAS, a public agency may enter into an agreement with another public agency for joint and cooperative action pursuant to Iowa Code Chapter 28E;

WHEREAS, the District has the following facilities that the City seeks to use on behalf of the Tipton Recreation Department for practices, games, and other recreation purposes: Tipton Elementary building and grounds, Tipton High School facilities and grounds and Tipton Middle School facilities and grounds.

WHEREAS, the City has the following facilities that the District seeks to use for the benefit of the District's students: Swimming Pool

WHEREAS, the District and the City will mutually benefit from the joint use of these facilities; and

WHEREAS, the sharing of the facilities allows both the District's students and the general public to benefit from the facilities which will be to the District's and the City's mutual advantage.

NOW THEREFORE, the District and the City agree as follows:

1. The purpose of this Agreement is for the District and the City to share facilities.

2. The initial term of this Agreement shall be from July 1, 2016 to June 30, 2017. This Agreement shall automatically renew each year on July 1 thereafter for additional one year terms unless either party give notice of termination prior to the February 1 immediately preceding the Agreement's renewal. Failure to provide proper notice shall cause the Agreement to continue for another year.

3. The District shall not charge the City for use of the District's facilities for practices, games, and other requested recreation purposes. The Tipton Recreation Department, except for men's basketball, will have priority regarding scheduling the use of District facilities over all other non-District uses after all District uses have been met.

4. The City shall charge the District a reduced fee of \$50.00 per hour for use of the City's Aquatic Center for swim teams and physical education classes. The following will be the priority of scheduling for the Aquatic Center's use: (1) already scheduled Aquatic Center classes; (2) District uses including swim teams, physical education, and sports teams; and (3) all other needs.

5. The parties agree that the District will be responsible for the management, operation, maintenance, and repair of the District's facilities and the City will be responsible for the management, operation, maintenance, and repair of the City's facilities.

6. Each employee shall be an employee of either the District or the City based upon which entity hired the employee. The District and the City are

responsible for the evaluation and discipline of their own employees. The District and the City shall be responsible for all withholding taxes, social security, FICA, Medicare, unemployment, and other taxes and workers' compensation insurance coverage for each of their employees.

7. The obligations of the District and the City under this Agreement are several obligations and are not joint obligations.

8. The District and the City each agree to indemnify and hold harmless the other from and against all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.

9. No new or separate legal or administrative entity or other public body is created by this Agreement. The District's Superintendent and the City's City Manager will serve as joint administrators of this Agreement.

10. Neither the District nor the City shall assign its interests under this Agreement without the prior written consent of the other party in each instance.

11. Both the District and the City shall carry appropriate levels of liability insurance coverage for the protection of the District and the City from any liability arising out of any accident or other occurrence causing any injury and/or damage to any person or property upon the premises due directly or indirectly to the use or occupancy thereof by the insured or any person claiming through or under the insured. Such policies shall cover the premises, shall be issued by insurance companies, and shall be on forms satisfactory to the insured.

12. Termination Prior to Expiration of Term. This agreement may be terminated prior to the expiration of its term, as follows: (a) by mutual agreement of the parties; (b) by either party for a material and substantial breach of any of

the terms of this agreement. Termination shall be accomplished by giving written notice to the breaching party specifying the breach and stating that the agreement will be terminated if the breach is not cured within fourteen (14) days. Failure to cure the breach within fourteen (14) days of receipt of this notice shall result in automatic termination of this agreement; (c) in the event of termination, both parties shall be relieved of all further obligations or duties beyond the date of termination. Furthermore, neither party shall be relieved of its duties and obligations under this agreement through the date of termination.

13. If any section, provision of part of this Agreement is declared to be invalid or unconstitutional by a court of competent jurisdiction or administrative tribunal, the remainder of this Agreement shall continue in full force and effect.

14. This Agreement represents the entire agreement between the District and the City. Any subsequent changes or modifications to the terms of this Agreement must be in the form of a duly executed addendum to this Agreement.

15. The terms and provisions of this Agreement shall be construed in accordance with the laws of the State of Iowa.

By their signatures below, the President of the Tipton Community School District Board of Directors and the Mayor of the City of Tipton shall indicate they have the authority vested in them by their Board of Directors and Council, to approve this Agreement.

  
\_\_\_\_\_  
Mayor, City of Tipton, Iowa

Date

  
\_\_\_\_\_  
President of Board of Directors, Tipton Community School District

Date 6.13.16

**AGENDA ITEM L.4**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	<b>Monday, August 1, 2016</b>
<b>AGENDA ITEM:</b>	<b>Arc Flash Study, Electric</b>
<b>ACTION:</b>	<b>Council consideration, motion to approve, table or deny</b>

**SYNOPSIS:** To the Honorable Mayor and Council Members:

This is needed for the safety and wellbeing of the Power Plant Employees and the affected Water and Sewer Plant Operators. The Electric Utility is paying the cost of the study as we are usually the first response with any electrical issues in any of these city facilities. The study determines the safety distances and protective gear needed for operating all electrical switchgear and connections, so as to avoid burns or electrocution for personnel. It meets NFPA safety requirements. The proposal is for a fixed price of \$8,335.00.

**BUDGET ITEM:** This project is budgeted for this year

**RESPONSIBLE DEPARTMENT:** Electric Dept.

**MAYOR/COUNCIL ACTION:** Consideration, motion to approve, table or deny.

**ATTACHMENTS:** July 7, 2016 Proposal from Shermco Industries.

**PREPARED BY:** Floyd Taber

**DATE PREPARED:** 07/25/16



**Corporate Headquarters  
Dallas Service Center**  
2425 East Pioneer Dr.  
Irving, Texas 75061  
p 972.793.5523  
f 972.793.5542  
[Corporate@shermco.com](mailto:Corporate@shermco.com)

July 07, 2016

**Mr. Floyd Taber**  
Tipton Municipal Utilities  
407 Lynn Street  
Tipton, IA 52772

**Austin Service Center**  
1705 Hur Industrial Blvd.  
Cedar Park, Texas 78613  
p 512.267.4800  
f 512.267.4808  
[Austin@shermco.com](mailto:Austin@shermco.com)

**Subject: Arc Flash Hazard Analysis Study Update**  
**Quote No.: SIQ-16586, Rev. 0**

Dear Floyd:

**Cedar Rapids Service Center**  
796 11<sup>th</sup> St.  
Marion, Iowa 52302  
p 319.377.3377  
f 319.377.3399  
[CedarRapids@shermco.com](mailto:CedarRapids@shermco.com)

Shermco Industries is pleased to provide the following Power System Study quotation of your facilities in Tipton, IA.

**Des Moines Service Center**  
2100 Dixon St., Suite A  
Des Moines, Iowa 50316  
p 515.265.3377  
f 972.793.5542  
[DesMoines@shermco.com](mailto:DesMoines@shermco.com)

Shermco is in the business of electrical safety. As a field service operation, we have an advantage over most engineering firms in that not only do we provide information to our customers related to electrical safety and system operations, we actually deal with and implement those same issues within our own organization. Additionally, members of our staff are actively involved in electrical standards, including committee membership participation in NFPA 70E (Standard for Electrical Safety in the Workplace), NFPA 70 (National Electrical Code), NFPA 70B (Recommended Practice for Electrical Equipment Maintenance), the IEEE IAS Electrical Safety Workshop, and many other industry-related committees and organizations.

**San Antonio Service Center**  
12000 Network Blvd.  
Building D, Suite 410  
San Antonio, Texas 78249  
p 512.267.4800  
[SanAntonio@shermco.com](mailto:SanAntonio@shermco.com)

While there are many site-specific components that need to be evaluated to properly incorporate NFPA 70E into a comprehensive electrical safety program, we have listed most of the necessary components to an effective program in the following pages. This information is sectionalized so that you may choose specific items that Shermco may assist you with.

**Sweetwater Service Center**  
1301 Hailey St.  
Sweetwater, Texas 79556  
p 325.236.9900  
f 325.236.8192  
[Sweetwater@shermco.com](mailto:Sweetwater@shermco.com)

**PRICE.....fixed price..... \$ 8,335.00**  
Applicable taxes not included, terms net 30 days. All sales subject to Shermco Industries terms and conditions form SI-100995.

**Tulsa Service Center**  
4510 South 86<sup>th</sup> East Ave.  
Tulsa, Oklahoma 74145  
p 918.234.2300  
f 918.234.2306  
[Tulsa@shermco.com](mailto:Tulsa@shermco.com)

**WORKSCOPE**

Shermco will perform a Short Circuit and Arc Flash Study of the electrical distribution system. This includes a site visit to collect all necessary data, one site visit to affix the labels and all expenses to and from the customer's facility. Only electrical equipment relevant to the study will be modeled. For this customer this includes the electrical distribution equipment pertinent to the Electric Utility Buildings, as well as the remote water and sewage switchgear. Once finished with the Arc Flash Study, one-lines for the Electric Utility, Water and Sewage will be developed in Auto-Cad. As an option we have provided pricing to perform a protective device coordination study in conjunction

**EU Sales Office**  
Boulevard Saint-Michel 47  
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f +32 (0) 2 400 00 32  
[Brussels@shermco.com](mailto:Brussels@shermco.com)



with the arc flash study. A customer representative, familiar with the facilities, must be made available to assist in removing panel covers/doors and data collection.

**\*\*\*Electrical Distribution System – Municipal Utility \*\*\***As part of the short circuit analysis and arc flash study, several locations at varying distances from the distribution system switchgear will be modeled to give the line crews a way of determining the available fault current at different points in the municipal's distribution. Furthermore large transformers belonging to the municipal on the distribution system can also be modeled at the direction of the municipal.\*\*\*

There are many components to properly incorporate arc flash safety into your electrical safety program. As a multi-step process, it is important to execute the project in such a manner as to be efficient on completion, as well as achieving the overall goal of implementing an effective and useful study. This study includes the following:

1. Gathering of Site Data; Please review *Attachment No. 1* for the detail data collection
2. Perform a Short Circuit / Arc Flash Study
3. Supply and Install NFPA70E Arc Flash Warning Labels
4. Perform a Device Coordination Study
5. Build and Supply Professional One-Line Drawing

Shermco is pleased to provide the following items in reference to the listed price above:

1. Gathering of Site Data/ System modeling:

- Gathering of available one-line diagrams and other pertinent electrical prints and information.
- On-site physical data collection for the components of the electrical distribution system according to *Attachment No. 1*.
- Input of collected data into the SKM Power Tools for Windows software to create a database and the system one-line diagram.

2. Short Circuit / Arc Flash Study:

Shermco will provide an arc flash study detailing the Flash hazard boundaries, incident energies at the specific cal/cm<sup>2</sup> at appropriate distances, hazard class of clothing required, shock hazards, limited approach distances, restricted approach distances, and prohibited approach distances. We would provide the study from the Utility service entrance and will include the items as shown on the supplied electrical one-line diagram. *Attachment No. 1* shows the typical equipment that will be included in the study. *Attachment No. 2* shows typical arc flash labels.

3. Provide Hazard Warning Labels:

Shermco recommends and uses Dura style warning labels, printing by thermal transfer type. The arc flash labels will detail the Flash Hazard Boundaries, incident energy range cal/cm<sup>2</sup> at appropriate distances, hazard class of clothing required, shock hazards, limited approach distances, restricted approach distances, and prohibited approach distances (see *Attachment No. 2*.) Shermco will provide and install labels up to the first category zero devices. Additional labels can be provided at the cost of \$1.50 per label. Shermco will supply these additional labels for the customer to install.



4. Device Coordination Study:

Shermco will perform and supply a coordination study to determine the settings for the protective device studied and that will provide acceptable protection during periods of overload and under fault conditions for all equipment and conductors. The study will review equipment operation for a fault on each bus, describe any unacceptable coordination conditions and propose improvements and practical corrections. A protective device settings table with recommended settings for all protective devices identified in this study will be provided. We recommend the testing of the circuit breakers and protective relays either during acceptance testing or the next scheduled maintenance testing interval to verify they trip within the recommend time per the study. This quote does not cover setting changes or testing of the protective devices.

**Project deliverables:**

- Input data Information
  - Software Input data report
- Short-Circuit current analysis Information
  - Short-Circuit current output report
  - One-line drawing with Short-Circuit current / Arc Flash values
- Protective Device Coordination study
  - Time-Current Characteristics (TCC) curves
  - Software generated protective devices recommended settings
- Arc-Flash Hazard Analysis
  - Report with detailed arc-flash information
  - Simplified one-line with short-circuit / arc flash values
- Arc-Flash Warning Labels
  - Dura label arc-flash warning labels.
  - Upon request generic worst case labels will be provided for 480V combination starters if 100A or larger and 480V OEM control panels.
  - Affixing of arc-flash warning labels to equipment.
- Drafting Services
  - Draft and supply professional one-line drawing for Tipton MU

**Optional items to consider include all below:**

5. Changing Protective Device Settings:

It is difficult to provide a price to change the protective device settings until a study has been performed; however we will estimate typical costs so it is not overlooked during the budgeting phase of a project. Typically, the settings can be changed under this budget number for a facility of your size; however the best option is to test all circuit breakers and protective relays either during acceptance testing or the next scheduled maintenance testing interval to verify



they trip within the recommend time per the study. This budget number does not cover testing of the devices; it only covers changing the settings. The estimated cost is at \$ 1,600.00 a day and a facility like yours typically takes about one (1) day to complete.

6. Develop Safety Procedures in Areas of High Incident Energy:

Your site will likely have several areas with high incident energy. The estimated cost is at \$ 850.00 per area. While this can create issues for plant personnel who need to interact with the equipment, it is quite often that innovative ways can be provided to deal with the hazards. This can be either through procedural changes on how facility personnel interact with the equipment or through equipment operational techniques. Shermco will provide written procedures on how to work within these portions of the power system as safely as possible.

**REPORT**

The results of the protective device coordination, short circuit and arc flash hazard analysis studies shall be summarized in a final report, one (1) electronic copy.

The report shall include the following sections:

1. Executive Summary including Introduction, Scope of work and results/ recommendations.
2. Short-Circuit methodology analysis results and recommendations.
3. Electrical equipment evaluation output report.
4. Protective device coordination methodology analysis results and recommendations.
5. Time-current coordination curves and recommendations. (TCC drawings in 11x17 page format.)
6. Arc Flash hazard methodology analysis results and recommendations, including the details of the incident energy and flash protection boundary calculations, along with Arc Flash boundary distances, working distances, Incident energy levels and personal protection equipment levels.
7. One-line system diagram shall be computer generated and will clearly identify individual equipment buses, bus numbers used in the short-circuit analysis, cable and bus connections between the equipment, calculated maximum short-circuit current at each bus location, device numbers used in the time-current coordination analysis and other information pertinent to the computer analysis.

**GENERAL CONDITIONS**

Work performed by Shermco Industries will be in accordance with the following:

1. The Shermco services will include all tools, test apparatus, associated equipment, expenses and transportation cost to and from customer's premises.
2. This quotation is effective for 30 days from quotation date, unless otherwise authorized by Shermco Industries.
3. Cancellations, which may include weather-related issues, will be assessed with a mobilization and or project management/completion charge based on expenses incurred.
4. An on-site representative, familiar with the facility, must be made available to assist in removing panel covers/doors and data collection.



5. The price is based on normal working hours (M-F 7am-4pm).
6. The equipment / Manufacturer shall be specified prior to the study.
7. Unless requested, the study will be based on the recommended settings of the Short Circuit, Coordination and Arc Flash study.
8. The arc flash study will be performed with the existing and recommended settings if required. The arc flash labels will be provided as the system exists presently unless requested differently. Once the recommended (mitigation) settings are implemented the newer labels can be provided at an additional cost.
9. Cable sizes will be verified on energized equipment only if the inspection can be safely performed. Otherwise equipment must be de-energized. If de-energization is not desirable, cable sizes will be taken from the existing one line.
10. Protective devices will be physically verified on energized equipment only when inspection can be safely performed. Otherwise equipment must be de-energized. Customer drawings and other records may be used in lieu of physical inspection where appropriate.
11. The customer is responsible for providing Shermco all facility one-line drawings/ diagrams, control schematics, and equipment drawings. Shermco will require as much site information on the distribution system (old one line diagrams, known changes to the system, etc.) prior to the beginning of the project, during the pricing and submittal phase of the project.
12. This proposal assumes that the customer will provide Shermco's engineering department with the relay set point files in the event they have to be modified. If the customer would prefer a Shermco engineer to visit the customer site and download/ upload the necessary data files, additional fees will be assessed; Shermco will provide additional pricing information as requested.

Thank you for this opportunity to be of service. Should you have any questions please do not hesitate to give me a call.

Respectfully Submitted  
Shermco Industries, Inc.

Brad Webb  
Account Manager  
Engineering Services Division  
[bwebb@shermco.com](mailto:bwebb@shermco.com)  
(319) 804-5612 (Mobile)

Copy: Teresa Smart – Inside Sales Representative



**PURCHASE ORDER AUTHORIZATION**

Your signature below confirms your acceptance of the Proposal No. SIQ-16586, Rev. 0, and will act as your purchase order, unless so stated, to Shermco Industries for the services and/or equipment described herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Purchase Order Number



## Attachment 1

### EQUIPMENT THAT WILL BE SURVEYED FOR DATA COLLECTION

1. Utility
2. Low and medium voltage service transformers.
3. Service equipment overcurrent protective devices.
4. Service equipment conductors.
5. Feeder conductors from service equipment.  
Document the information from ALL conductors fed by the service equipment.
6. Main overcurrent protective device from *Qualified Equipment\** (other than service equipment).  
Document the information of the main overcurrent protective device of qualified equipment\*.
7. Overcurrent protective device feeding *Qualified Equipment\**.  
Document the information of the overcurrent protective device feeding qualified equipment\*.
8. 3-phase transformers with secondary voltage of 480V.
9. 3-phase transformers with secondary voltage below 480V (i.e. 208V or 120V) only if the capacity is 125 kVA or larger.
10. 480V busways (busducts).
11. Motors equal or greater than 50HP.

\*Qualified Equipment: Large 480V power panels (circuit breaker panels), 480V MCCs, 480V busways (busducts), 480V secondary 3-phase transformers, and lower than 480V secondary 3-phase transformers if equal or greater than 125 kVA. 480V disconnects if 100A or larger. 480V combination starters if 100A or larger. 480V OEM control panels. Lighting panels fed by transformers of 208/120V larger than 125 kVA. Examples of non-qualified equipment: fused or non-fused switches smaller than 100A, combination motor starters smaller than 100A, junction boxes, tap boxes, motors smaller than 50HP, transformers with secondary voltages of 240V or smaller and less than 125 kVA, lighting panels fed by transformers of less than 125 kVA, etc.



Attachment 2

			<b>WARNING</b>		
			<b>Qualified Persons Only</b>		
<b>Arc Flash and Shock Hazard</b>					
42 inch Flash Protection Boundary		<b>Cat.1</b>		1.2-4 cal/cm <sup>2</sup> Flash Hazard at 18 inches	
480 VAC	Shock Hazard	<b>PPE REQUIRED</b>			
0	Glove Class	Long Sleeve Shirt with Pants - (FR at 4cal/cm <sup>2</sup> ), Safety Glasses, Hardhat, Electric Hazard Safety Foot Wear, Voltage Rated Gloves with Leather Protector, Arc-Rated Face Shield or Hood, Hearing Protection			
42 inch	Limited Approach				
12 inch	Restricted Approach				
1 inch	Prohibited Approach				
		Shermco Industries 2425 E. Pioneer Drive, Irving, TX 75061 www.shermco.com		July 2011	

			<b>DANGER</b>		
			<b>NO SAFE PPE EXISTS</b>		
<b>ENERGIZED WORK PROHIBITED</b>					
No Safe FP Boundary Flash Protection Boundary		<b>DANGEROUS!</b>		> 40 cal/cm <sup>2</sup> Flash Hazard at 18 inches	
480 VAC	Shock Hazard	<b>PPE REQUIRED</b>			
0	Glove Class	<b>NO SAFE PPE EXISTS</b>			
42 inch	Limited Approach				
Avoid Contact	Restricted Approach				
Avoid Contact	Prohibited Approach				
		Shermco Industries 2425 E. Pioneer Drive, Irving, TX 75061 www.shermco.com		July 2011	

**AGENDA ITEM L-5**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	7/26/2016
<b>AGENDA ITEM:</b>	Driveway to drop off box for utility bills be blocked off for event on 8/10/16
<b>ACTION:</b>	Move to Approve, Table or Deny

**SYNOPSIS:** Support our Local Law Enforcement Event

On August 10, 2016 from 10:00 a.m. – 2:00 p.m. a special event entitled: “Support our Local Law Enforcement” will take place at City Hall. Cedar County Sheriff’s Department has also been invited to participate. Awaiting to hear back.

I would also like to challenge other communities in Cedar County to do a chalk walk for their local Police Department.

The objective of this event is to support Law Enforcement. Chalk to decorate or write on sidewalks at City Hall and Cedar County Sheriff’s Department will be provided to all participants. Two pop-up canopy tents with cookies and water will be provide. (This will be donated). One at City Hall and the other at the Sheriff’s Department.

Blue bows (donated by Tipton Greenhouse) will be put up at City Hall during this event.

*I request the driveway to drop off box for utility bills be blocked off during this time for safety.*

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** Economic Development – Linda Beck

**MAYOR/COUNCIL ACTION:** Approve, deny or table

**ATTACHMENTS:** None

**PREPARED BY:** Linda Beck

**DATE PREPARED:** 7/26/16



## **Chalk The Walk For Our Officers**

**When: Wednesday, August 10<sup>th</sup>**

**Time: 10:00 a.m. – 2:00 p.m.**

**Where: Tipton City Hall ~ 407 Lynn Street  
and  
Cedar County Law Enforcement Center ~ 711 E  
South Street**

**Support Tipton Police and Cedar County Sheriff Departments! Stop by both sites to 'Chalk The Walk For Our Officers!' Chalk will be provided to write positive messages or draw pictures on the sidewalks at Tipton City Hall and Cedar County Law Enforcement Center. Our Officers are never off duty! They are dedicated public servants who all work very hard to protect us. Let's show our appreciation, support and respect!**

**AGENDA ITEM # L-6**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	August 1, 2016
<b>AGENDA ITEM:</b>	Uncollectable Utility Accounts
<b>ACTION:</b>	Motion

**SYNOPSIS:** Attached is a list of utility accounts that we are requesting approval to adjust the amounts on utility funds affected. All of the accounts have been through the collection process and are deemed uncollectable.

**BUDGET ITEM:** Utility Accounts

**RESPONSIBLE DEPARTMENT:** Finance and Administration

**MAYOR/COUNCIL ACTION:** Motion

**ATTACHMENTS:** Supporting Documents

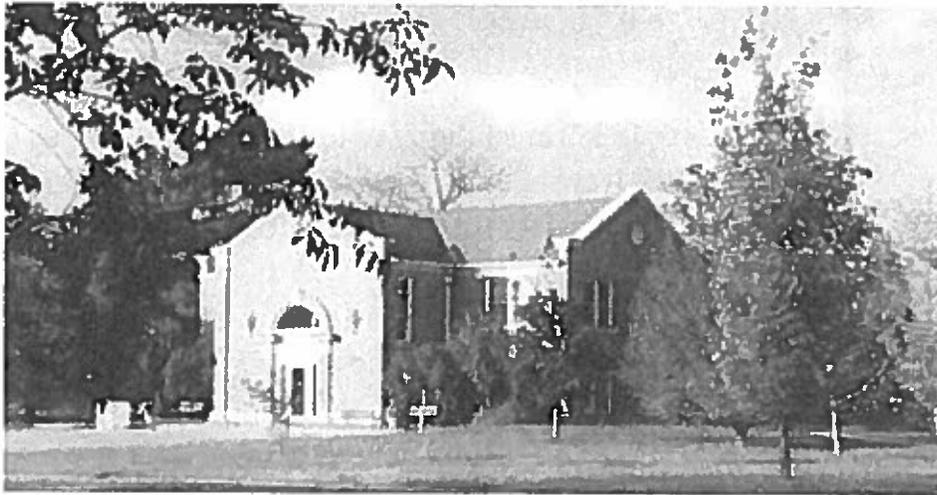
**PREPARED BY:** Lorna Fletcher

**DATE PREPARED:** 07/29/16

**Accounts To Be Written Off**

Mail Returned	ACCOUNT	FILING DATE	AMOUNT FILED	TOTAL UTILITIES
	03-0250-26			369.32
	03-1940-15			50.03
	06-0700-10	7/26/13	43.96	43.96
	08-1430-23	07/26/13	141.08	141.08
	08-0450-02	10/08/13	470.50	470.5
	10-2290-03	10/08/13	501.88	501.88
	02-0310-03	10/08/13	302.92	302.92
	07-0400-06	10/21/13	1020.53	1020.53
	07-0470-04	12/21/13	392.32	392.32
	05-0870-10	08/08/14	70.67	70.67
deceased	07-0900-00	DECEASED		76.41
deceased	08-0940-00	DECEASED		94.95
deceased	03-0110-00	DECEASED		628.17
deceased	11-0496-03	DECEASED		309.07
	06-1280-01	2014		200.17
	10-0120-11			1.81
Bankruptcy	08-0310-09	BANKRUPTCY		1980.07
	AR-8625			90.00
deceased	04-0850-06	DECEASED		581.90
	02-0670-00	03/01/15	925.45	925.45
	03-1980-20			219.57
	03-1870-18			295.91
	10-2370-05	05/20/15	1777.74	1777.74
	04-0110-02			649.60
	02-0130-10	03/01/15	671.59	671.59
deceased	11-0492-04	DECEASED		304.38
	01-0810-07	03/01/15	986.32	986.32
bankruptcy	05-0550-07	BANKRUPTCY	2509.93	2509.93
bankruptcy	AR-8623	BANKRUPTCY		335.00
deceased	01-0970-04	DECEASED		175.85
	07-0692-01	03/01/15	648.61	648.61
	08-0640-79	03/01/15	947.37	947.53
	01-0400-08	03/01/15	1613.12	1613.12
	07-0650-10	03/01/15	1017.12	1017.12
bankruptcy	AR-8627	BANKRUPTCY		1015.00
deceased	04-0850-07	DECEASED		69.57
	10-4540-10			2.72
deceased	AR-8259	DECEASED		71.77
	USDA			0.00
	06-0090-19			2.80
	07-0990-00	8-19-14		3106.30
	01-0020-00			5.78
Bankruptcy	08-0450-01	BANKRUPTCY		346.37
deceased	07-0890-00	DECEASED		42.33
	AR-8609			15.00
		TOTAL		25081.12

*Tipton Public Library*  
*2015-2016 Annual Report*



*Prepared by Denise Smith*

*Library Director*

*To*

*Mayor Carney, Council Members and City Manager*

*July 2016*

# Tipton Public Library FY15-16

Thank you for allowing me to present this annual report.

Several questions could be asked of someone of the community such as: Where can one go to make copies, send faxes, or scan important documents to email? Where is there free internet/computer access? Where can you go to get the latest DVD releases that do not cost you anything? Where can you go to get that "old" book that no one else wants to read, but you do? Where can you pick up the new and hot-test titles to read? Where do you go if you need a place to meet with either a friend or with set up supervised visits? Where does one go to get the daily news if one prefers to not have to purchase their own subscription to the three local papers? Where do the 20-30 kids go after school or on early out Wednesdays or spend their summer days? The answer would be the Tipton Public Library!

Since February 2016, the Tipton Public Library has had...

- ◆ 1,193 Transactions written down for copies made
- ◆ 87 Transactions written down for faxes sent
- ◆ 126 Transactions written down for Interlibrary Loan material pick-up
- ◆ 213 Transactions written down for drinks from the Keurig
- ◆ 249 Transactions written down for book sale for Friends.

To truly get an understanding of what the library means to the community of Tipton and surrounding counties, the library invites you to attend a program, spend an afternoon at the library or follow us on our website at [www.tipton.lib.ia.us](http://www.tipton.lib.ia.us) or on Facebook.

Please look over the following information to see how the library serves you and our community. If you have any questions or concerns, please contact the library. Thank you for your time, attention and continued support of the Tipton Public Library.

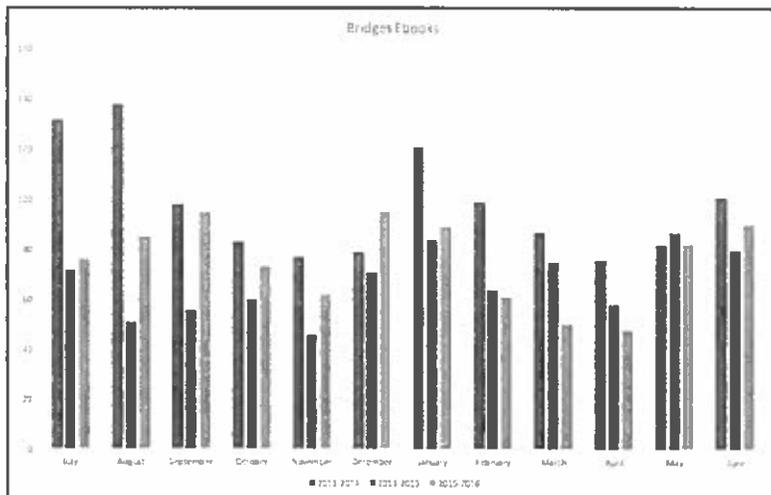
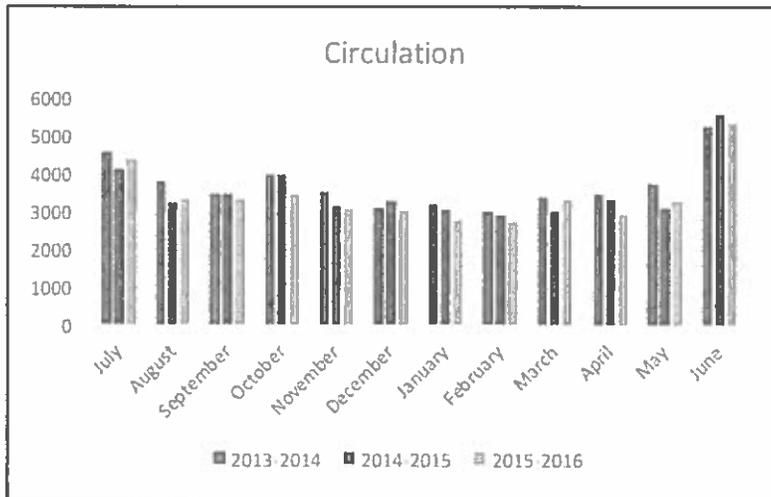
Denise Smith  
Library Director  
(563)886-6266  
[denises@tipton.lib.ia.us](mailto:denises@tipton.lib.ia.us)

## Statistics FY 15/16

Total Circulation	41,546
Computer Use	7,530
WiFi Usage	1,424
Number of Attendance at Programs Held (Transactions since February)	6,679
Transactions for Copies made	1,193
Transactions for Faxes Sent	87
Transactions for ILL checked out	126
Transactions for Keurig Drinks	213
Transactions for Friends of Library	249

### Circulation of Materials

	FY14/15	FY15/16
Books	28,250	28,186
Magazine	857	716
DVDs	12,278	11,128
Audios	875	868
Other materials	554	648



### Library Staff

Denise Smith  
*Director*

Diane Wallick  
*Assistant Director*

Kathleen Humphrey  
*Library Assistant*

Amber Jasperson  
*Library Assistant*

Tryeann Schultz  
*Library Assistant*

J.W. Wartick  
*Library Assistant*

Schuyler Macdonald  
*Library Assistant*

Cindy Kunde  
*Library Assistant Sub*

Jill Gaul  
*Library Assistant Sub*

Karree Bandfield  
*Library Assistant Sub*

John Barnum  
*Custodian*

### Library Board of Trustees

Jamie Meyer

Dale Jedlicka

Buffy Johnson

Erik Tucker-resigned 2/10/2016

Heather Sloma-Weber

Jennifer Johnson

Jennifer Schuett

Marcus Hertert

Jim McCollough

Shirley Kepford-Finishing term

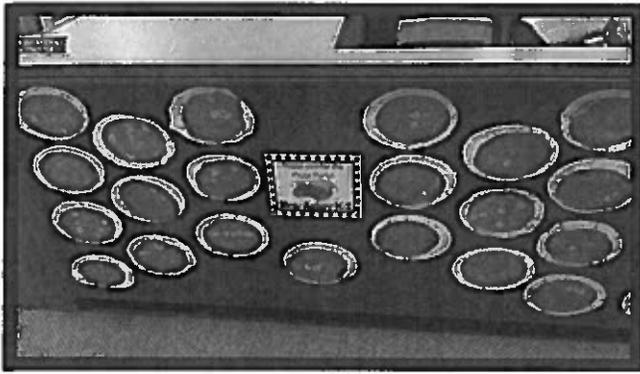
# Highlights for FY 15/16

- 2016 Summer Reading Program was a major success with 824 participants; 416 kids (age 0 thru entering 5th grade), 178 teens (entering 6th thru 12th grade) and 230 adults. 537 completed the program. A total of 2,970 people attended the 36 programs that were offered.
- The Library worked along with all three of the kindergarten classes and preschools this year to help promote reading and the library. This is the Library's eighth year in working with classes at the school.
- Direct State Aid monies were used to finance the fixing of the air conditioning and heating units.
- Had 25 individual businesses help sponsor the 2016 summer reading program. Those businesses were Cedar County Cooperative, J & L Pipeline Services, Inc., D.S. Webb & Company, P.C., Keller's Home Furnishings, Liberty Trust and Savings Bank, Matt McCall Insurance Agency, Inc., Dozer's Flowers and Coffee Shop, Friends of the Tipton Public Library, UnityPoint Clinic-Tipton, CarePro Tipton Pharmacy, Cedar Ridge Dental, Community State Bank, Tipton Adaptive Daycare, LLC, Tiffany's Tipton Bakery, Rotary Club of Tipton, Gaul & Associates, P.C., Tipton Casey's General Store, Cummins Mfg. Inc., Family Foods, Mi Tierra Mexican Grill, Vision Center, P.C., The Fabric Stasher, Hills Bank and Trust, Citizens Bank and Tipton Subway.
- Partnered with KCRG TV9 in gathering winter coats for the community.

## Upcoming Events

You can learn about all the events at the library from our website, [www.tipton.lib.ia.us](http://www.tipton.lib.ia.us) or follow us on Facebook, Twitter and Instagram.





Adopt-a-Class Reading Challenge



After School Hangout



4th-6th Grade Book Chat



Teen Mystery Night



Crocheting Class



Peanuts Movie

# Friends of the Tipton Public Library

## Contributions in response to library staff requests

- Teen Night
- Fall Family Night
- Halloween story time
- Baby Day
- Valentines Day story time
- Spring Family Night at the Library
- National Library Week
- Special Preschool Story time
- Kindergarten Adopt-a-classes
- Summer Reading Program materials -bookmarks, bulletin board set, posters, floor decals, window clings, pencils, tattoos; cash prizes; rental of St. Mary's Hall; Juggling Jeff; Iowa State Extension; Macbride Raptor Project; Science Center of Iowa; Baby Day; Ben's Bubble Show; Hanson Family; 4th-8th grade Book Chat; Creative Spirits painting Class; Bob Windt; Blank Park Zoo; Dan Kaercher; Dino O'Dell; Lunch Bunch Supplies; Teen Game Afternoon; Chamber Bucks for Bonus Round; 6th-8th Grade Candy for SRP visit; Pool Rental; Cash for pool party prizes.



## Things the Friends do for library

- Book chat postage
- Staff holiday party
- Backpack Buddies

### Upcoming Events for 2016-2017

- 2016 Fall Book Sale
- 2016 Membership Drive 2016 Spring Book Sale

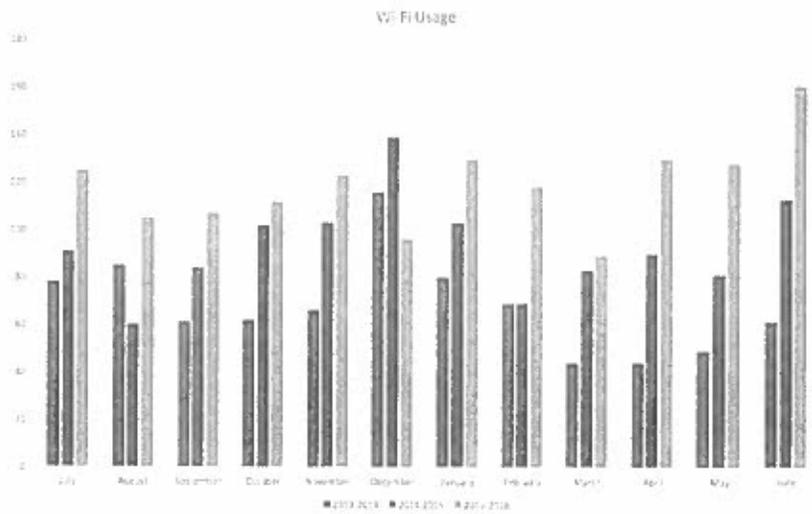
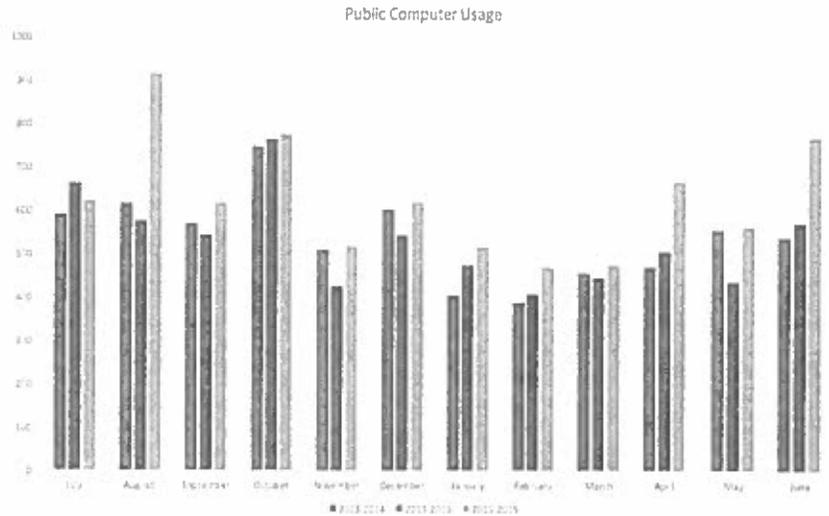
### Join the Friends

Stop by the library and pick up a membership form to fill out. Memberships are just \$2.00 for a student, \$5.00 for an individual, \$10.00 for a family, and \$25.00 for a supporting membership.

Materials Added	Total FY 15/16
Adult CDs	58
Total Audios	58
Adult DVD's	200
Blue Ray Disc	8
Kids DVD's	22
Total DVD's	230
Adult Fiction	304
Adult Non-fiction	51
Beginner Readers	34
Biographies	15
Board Books	33
Christian Fiction	15
Easy Readers	3
Kid's B. Chapter	28
Kids Fiction	368
Kids Nonfiction	22
Kid's Picture Books	260
Mystery	42
Teen Fiction	249
Total books	1435
Magazines	452
Total Magazines	452
Other	196
Total Other	196
Total Added	2371
Materials Discarded	
Books	1579
Magazines	473
Audios	10
Videos	171
Other	470
Total	2703

### Monies Spent on Library Materials

Books	\$15,769.95
DVDs	\$3,655.58
CDs	\$1,937.25
Magazines/newspapers	\$1,815.55



### Inventory Medium Report as of 7/14/16

Books	12,969
DVDs	1,445
Audios	360
Magazines	268
Other	38
Total	15,080

## RESOURCES

### **Budget**

\$220,761.62

### **Taxes**

\$183,656.24

### **Direct State Aid/Enrich Iowa**

\$3,162.68

### **Rural Funding**

\$22,890.00

### **Fines and Fees**

\$4,766.76

### **Donations**

\$3,061.57

### **Reimbursements**

\$3,46.00

### **Refunds**

\$315.43

### **Miscellaneous**

\$2,562.94

## USE OF RESOURCES

### **Staff Salaries**

\$96,997.96

### **Staff Benefits**

\$20,603.38

### **Materials**

\$22,361.28

### **Building Maintenance**

\$15,982.90

### **Grounds Maintenance**

\$1,375.72

### **Technology**

\$4,818.97

### **Programming**

\$3,402.78

### **Miscellaneous**

\$47,080.98



### **Get a Library Card**

Your tax dollars entitle you to a free library card. With it, you can take home books, DVDs, videos, compact discs and access NEIBORS FREE (if you are a resident of Tipton or live in rural Cedar County.) Just stop in at the library circulation desk and ask for your free library card.

**AGENDA ITEM# N-1**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	August 1, 2016
<b>AGENDA ITEM:</b>	Sidewalk Café Tables
<b>ACTION:</b>	Discussion Only, Provision for Permitting Café or Bistro Tables on City Sidewalks

We are adding to the discussion on a permitting process for sidewalk café tables as an addition to an existing food service establishment. I had a conversation with the Planner for the City of Whitewater, Wisconsin. Their experience has been positive. She advises that the permits be restricted to a central business-type commercial district, and that the permit holders be regularly inspected to make sure that they are not encroaching on the determined pedestrian space, that the tables and chairs and fences be taken down at the close of business, and that fences required for alcohol-serving establishments be well-maintained and safe. Note, the Iowa ABD requires that fencing be maintained to separate alcohol service from pedestrian traffic.

We have attached Whitewater's enabling legislation for another model of the issues that should be prudently considered before setting up a permit process. The images are of two Whitewater cafes that have sidewalk café permits – one with and one without alcohol service.

We hope to have a discussion with the City of Cedar Rapids Public Works Dept on their experience with sidewalk cafes prior to Monday's meeting.

**BUDGET ITEM:** N/A

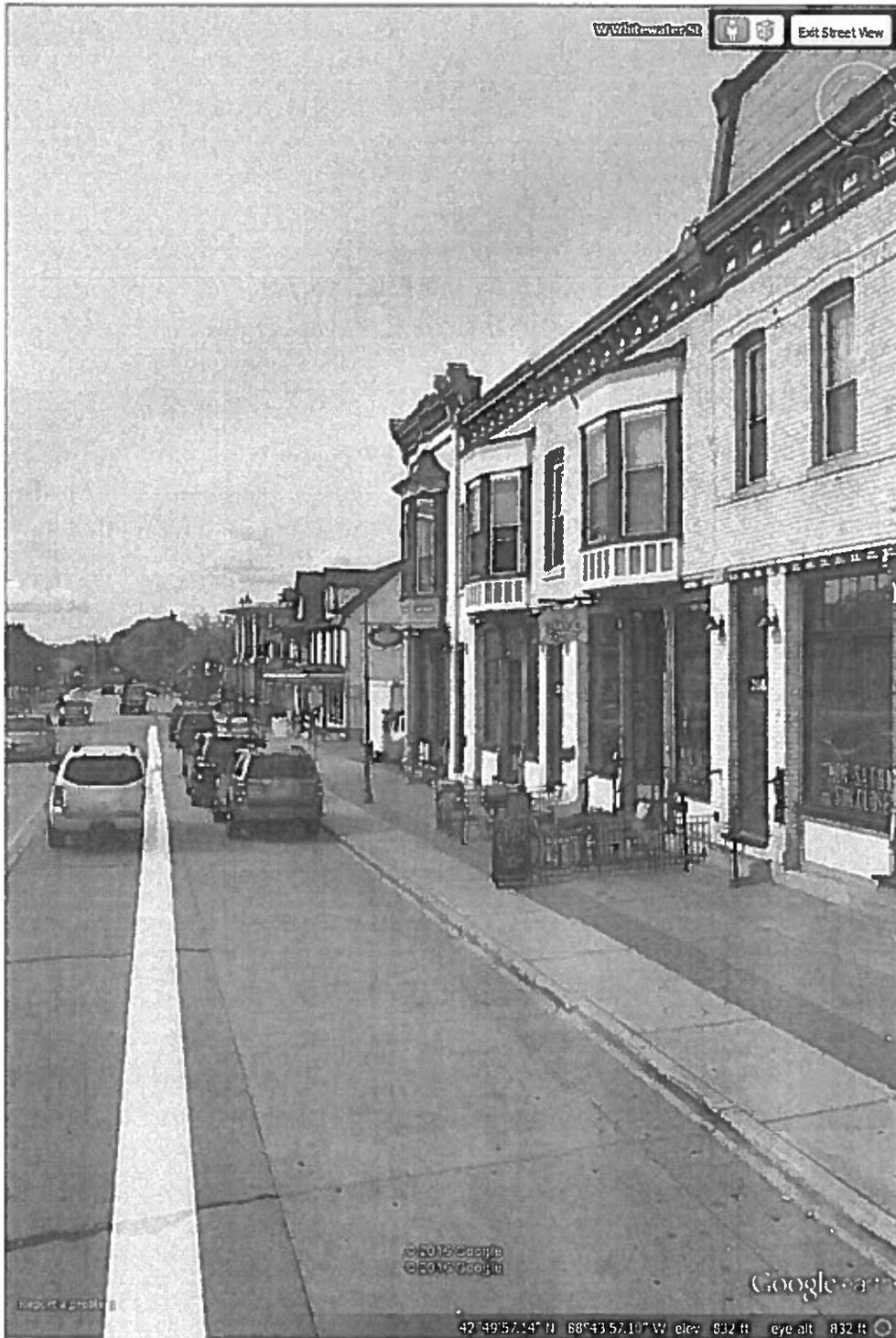
**RESPONSIBLE DEPARTMENT:** Public Works, Administration

**MAYOR/COUNCIL ACTION:** Discussion Only.

**ATTACHMENTS:** Supporting Documents from City of Whitewater, Wisconsin

**PREPARED BY:** Tim Long

**DATE PREPARED:** 7/28/16



**Blackwater Café, Whitewater, WI  
Fence Required for Alcohol Service**



Sweet Spot Café, Whitewater, WI  
No Alcohol Service, No Fence

**ORDINANCE AMENDING CHAPTER 5.19  
SIDEWALK CAFE PERMIT**

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do hereby ordain as follows:

**Section 1:** Whitewater Municipal Code, Chapter 5.19 shall be amended to read as follows:

A. **Purpose:** To further encourage the revitalization of the downtown and other areas of the city, including the development of social and economic activity, the city council finds and determines:

1. That there exists a need for outdoor eating facilities in certain areas of the city to provide a unique environment for relaxation, social interaction, and food consumption.

2. That sidewalk cafes will permit enhanced use of the available public rights of way, will complement restaurants operating from fixed premises, and will promote economic activity in the area.

3. That the existence of sidewalk cafes encourages additional pedestrian traffic but their presence may impede the free and safe flow of pedestrians. Therefore, a need exists for regulations and standards for the existence and operation of sidewalk cafes to ensure a safe environment.

4. That the establishment of permit conditions and safety standards for sidewalk cafes is necessary to protect and promote public health, safety, and welfare.

B. **Definitions.**

1. "Sidewalk cafe" shall mean an expansion of a full service restaurant creating an outdoor dining facility on part of the public right of way that immediately adjoins the licensed premises for the purpose of consuming food or beverages prepared at the full service restaurant adjacent thereto. "Full service restaurant" shall mean an establishment requiring a State of Wisconsin restaurant license, and whose food sales are greater than twenty (20) percent of its gross receipts.

C. **Permit required.**

1. A full service restaurant may apply to the neighborhood services director or his or her designee for a permit to allow a restaurant to operate a sidewalk cafe. The neighborhood services director or designee may approve, approve with conditions or restrictions, or deny a permit where necessary to protect the public health, safety or welfare, to prevent a nuisance from developing or continuing, or due to violation of this section, the city code of ordinances, or applicable state or federal law.

2. Before a permit may be issued, the application and site plan shall be reviewed for approval by the city fire department and city building inspector.

3. Each permit shall be effective for one year from July 1<sup>st</sup> until June 30.

4. The permit issued may be transferred to a new owner only for the location and area listed in the permit. The transferred permit shall be valid only for the remainder of the period for which it was originally issued. A new certificate of insurance must be filed with the city before the permit transfer.

D. **Permit application.** Application for a permit to operate a sidewalk cafe shall be submitted to the department of public works and shall include at least the following information:

1. Completed city application form.

2. Copy of a valid restaurant license issued by the State of Wisconsin.

3. Copy of a current certificate of commercial liability insurance in the amount of at least \$100,000 per occurrence.

4. A general layout drawing, which accurately depicts the dimensions of the existing sidewalk area and adjacent private property, the proposed location of the sidewalk cafe, size and number of tables, chairs, steps, planters, and umbrellas, location of doorways, trees, parking meters, sidewalk benches, trash receptacles, light poles and any other sidewalk obstructions, either existing or proposed, within the pedestrian area. This layout shall be submitted on 8-1/2" x 11" paper, suitable for reproduction.

5. Photographs, drawings, or manufacturer's brochures fully describing the appearance and dimensions of all proposed tables, chairs, umbrellas, barriers or other objects related to the sidewalk cafe.

6. A copy of the menu showing food choices available in the sidewalk café.

E. Permit fees.

There shall be no application fee or renewal of permit fee for sidewalk café permits.

F. Sidewalk cafe standards. The following standards, criteria, conditions, and restrictions shall apply to all sidewalk cafes, provided, however, that the neighborhood services director or designee may impose additional conditions and restrictions to protect and promote the public health, safety, or welfare, to prevent a nuisance from developing or continuing, and to comply with this section, the city of Whitewater code of ordinances, and all applicable state and federal laws.

1. Sidewalk cafes are restricted to the public right of way immediately adjacent to the licensed full service restaurant to which the permit is issued.

2. Tables, chairs, umbrellas or other fixtures in the sidewalk cafe:

a. Shall not be placed within five feet of fire hydrants, alleys, or bike racks. Shall not be placed within five feet of a pedestrian crosswalk or corner curb cut.

b. Shall not block designated ingress, egress, or fire exits from or to the restaurant, or any other structures.

c. Shall be readily removable and shall not be physically attached, chained or in any manner affixed to any structure, tree, signpost, light pole, or other fixture, curb, or sidewalk.

d. Shall be removed when the sidewalk cafe is not in operation.

e. Shall be maintained in a clean, sanitary and safe manner.

3. Sidewalk cafes shall be located in such a manner that a distance of not less than four feet is maintained at all times as a clear and unobstructed pedestrian path. For the purpose of the minimum clear path, parking meters, traffic signs, trees, light poles and all similar obstacles shall be considered obstructions.

4. The sidewalk cafe, along with the sidewalk and roadway immediately adjacent to it, shall be maintained in a neat and orderly manner at all times. Debris shall be removed as required during the day and again at the close of each business day.

5. Plant tubs may be located in the sidewalk cafe with the approval of the neighborhood services director or designee. Plant tubs shall be maintained in a safe, neat, clean, and presentable manner.

6. Umbrellas and other decorative material shall be made of treated wood, canvas, cloth, or similar material that is manufactured to be fire-resistant. No portion of an umbrella shall be less than six feet eight inches above the sidewalk.

7. Signs to be used in the sidewalk cafe shall be in accordance with chapter 19.54 of the

city code of ordinances. However, the neighborhood services director may allow temporary easel signs.

8. No food preparation, food or beverage storage, refrigeration apparatus, or equipment shall be allowed in the sidewalk cafe.

9. No amplified entertainment shall be allowed in the sidewalk cafe unless authorized as part of a special event.

10. A copy of the site plan, as approved in conjunction with the current sidewalk cafe permit, shall be maintained on the permittee's premise and shall be available for inspection by city personnel at all times.

11. The sidewalk cafe permit covers only the public right of way described in the permit. Tables and chairs on private property will be governed by other applicable regulations.

12. Sidewalk cafes may only operate from 7:00 a.m. to 10:00 p.m. Alcohol may only be served from 8:00 a.m. to 8:00 p.m.

13. The use of a portion of the public right of way as a sidewalk cafe shall not be an exclusive use. All public improvements, including, but not limited to trees, light poles, traffic signals, pull boxes, or manholes, or any public initiated maintenance procedures, shall take precedence over said use of the public right of way at all times. The City Manager, Chief of Police, the neighborhood services director or their designees may temporarily order the removal of the sidewalk cafe for special events, including but not limited to, parades, sponsored runs or walks, or for public health and safety reasons.

14. If alcohol will be offered for consumption in the sidewalk café, the area encompassing the sidewalk café shall be roped off or otherwise enclosed by a freestanding barrier. The barrier shall be at least three feet high. The neighborhood services director shall approve the barrier to assure that it is safe and visually appealing. Any alcohol to be consumed in the sidewalk café area must be served to the patron by an employee of the establishment within the sidewalk café area. Alcohol may not be taken by patrons from the tavern to the sidewalk café area. Any patron consuming alcohol in the sidewalk cafe area must be seated.

15. The city, its officers and employees, shall not be responsible for sidewalk cafe fixtures that are relocated or damaged.

#### G. Alcohol licensing and service of alcohol beverages.

1. A permittee may sell and serve alcohol beverages in an outdoor cafe only if the permittee complies with all the requirements for obtaining an alcohol beverage license, and the sidewalk cafe is listed on the alcohol beverage license application as being an part of the licensed premises.

2. Alcohol may be served at sidewalk cafes under the following conditions:

a. The permittee has a valid and appropriate retail alcohol beverage license for the principal premises.

b. The retail alcohol beverage license premises description includes the sidewalk cafe in the description of the licensed premises as an extended area.

c. The retail alcohol beverage license permits the sale of the type of alcohol beverages to be served in the sidewalk cafe.

d. Alcohol beverages are sold and served by the licensee or licensee's employees and sold or served only to patrons seated at tables in the sidewalk cafe.

e. Alcohol beverages are served by the licensee or the licensee's employees in compliance with alcohol beverage laws, ordinances and regulations.

f. Alcohol beverages may only be served at the sidewalk cafe when food service is available through the licensed establishment.

g. The permittee shall be responsible for policing the sidewalk cafe area to prevent underage persons from entering or remaining in the sidewalk cafe, except when underage persons are allowed to be present on the licensed premises under applicable laws.

h. The permittee shall not allow patrons of the sidewalk cafe to bring alcohol beverages into the sidewalk cafe from another location, nor to carry open containers of alcohol beverages about in the sidewalk cafe area, nor to carry open containers of alcohol beverages served in the sidewalk cafe outside the sidewalk cafe area.

i. The bar from which the alcohol beverages are dispensed shall be located indoors and shall not be located in the sidewalk cafe area.

j. At times of closing or during times when consumption of alcohol beverages is prohibited, permittee shall remove from the sidewalk cafe area all containers used for or containing alcohol beverages. No container of alcohol beverages shall be present in the sidewalk cafe between 8:00 p.m. and 8:00 a.m.

H. Liability and insurance. By obtaining the sidewalk cafe permit, the permittee agrees to indemnify, defend, save, and hold harmless the City, its officers and employees, from any and all claims, liability, lawsuits, damages, and causes of action, which may arise out of the permit or the permittee's activity on the sidewalk cafe. The permittee shall sign an indemnification agreement approved by the city attorney prior to operation of the sidewalk cafe.

1. The permittee shall maintain in full force and effect commercial liability insurance in the amount of at least \$100,000 per occurrence for bodily injury and property damage, with the city of Whitewater named as an additional insured, shall show that the coverage extends to the area used for the sidewalk cafe.

2. The permittee shall provide the city with an original certificate of insurance as evidence that the requirements set forth in this section have been met prior to commencing operations.

1. Revocation or suspension. The approval of a sidewalk cafe permit is conditional at all times. A sidewalk cafe permit may be revoked or suspended by the neighborhood services director or designee where necessary based on a violation of this ordinance or to protect the public health, safety, or welfare, to prevent a nuisance from developing or continuing, in emergency situations, or due to noncompliance with this section, the city code of ordinances, or applicable state or federal law.

J. Appeal. A revocation, suspension, or denial of a permit may be appealed by the permittee to the alcohol licensing committee. If the neighborhood services director's decision is appealed, the alcohol licensing committee shall hold a hearing and either grant, grant with conditions, or deny the permit. The permittee holder or applicant shall be notified of the alcohol licensing committee appeal meeting and shall have the right to be heard prior to a decision. The alcohol licensing committee's decision shall be final and shall not be appealable to the full council.

K. Penalty. The penalty for violation of this section shall be a forfeiture of not less than \$50 or more than \$200 per day for each violation, together with the costs of prosecution.

It was moved by Olsen and seconded by Taylor to amend the ordinance amending Chapter 5.19 "sidewalk café" permits to add that: 1) a copy of the menu be submitted with the application. 2) the establishment must have at least 20% of their revenue come from food sales and 3) the hours

of outdoor service would be limited to 8:00 AM to 8:00 PM. AYES: Olsen, Taylor, Winship, Singer, Stewart. NOES: Binnie, Kienbaum.

It was moved by Olsen and seconded by Taylor to approve the ordinance as amended at this meeting. AYES: Olsen, Taylor, Winship, Singer, Stewart, Binnie. NOES: Kienbaum.

It was moved by Taylor and seconded by Olsen to suspend the rules for second reading for the ordinance amending chapter 5.19 "Sidewalk Café" permits as just approved. AYES: Olsen, Taylor, Winship, Binnie, Singer, Kienbaum. NOES: Stewart. ADOPTED: July 7, 2009.

Kevin M. Brunner, City Manager

Michele R. Smith, City Clerk

**AGENDA ITEM# N-2**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	August 1, 2016
<b>AGENDA ITEM:</b>	School-City Football Field / Park Sidewalk Drainage Parking Proposal
<b>ACTION:</b>	Discussion

Early this summer, there were discussions with the School District about improving the condition of the sidewalk leading from the City Park parking area to the High School football field. There is a drainage structure in the sidewalk which has contributed to the settling in the walk and is part of a system which drains the low graveled area that serves as a parking lot for the football field and tennis courts. School and City staff determined it would be prudent to consider a more comprehensive approach to address not just the sidewalk and accessibility questions, but also current and future drainage and future parking.

This discussion is to explore the value of this area as future parking, and comprehensive planning for its future development, and a cooperative relationship with the Tipton School District.

**BUDGET ITEM:** N/A, Future General Capital Project

**RESPONSIBLE DEPARTMENT:** Park and Recreation, Public Works, Administration

**MAYOR/COUNCIL ACTION:** Informal discussion, determination of general consensus to proceed with proposal for future consideration.

**ATTACHMENTS:** Memorandum, aerial photo.

**PREPARED BY:** Tim Long

**DATE PREPARED:** 7/28/16

Memorandum

From: Tim Long, Interim City Manager

To: Mayor Bryan Carney, Council members

Dr. Marlene Johnson, Superintendent, Tipton Community School District

Re: Proposed Improvements, Tipton School Football Field and City Park Sidewalk, Drainage, Parking

July 26, 2016

**Summary**

Earlier this summer, City and School staff met to discuss the issues with drainage and accessibility due to the settling of the sidewalk leading from the unpaved parking area to the Tipton football field and City tennis and basketball courts. We determined that simply re-pouring the sidewalk without addressing the related drainage, accessibility, and parking issues would not be the most prudent use of funds or time. The School Superintendent expressed an interest in partnering with the City in developing a comprehensive plan to provide for the more immediate correction of the walk, and a longer-range plan that would ultimately provide for paved parking at this site. Pending review and approval of a proposal for engineering services to develop plans and alternatives, the School and City would determine an appropriate sharing of construction costs and establish a project agreement to that affect. I recommend proceeding by bringing this proposal to our governing boards.

**Process and Recommendations**

The fiscal threshold for projects requiring an engineered set of plans and the formal bid process is currently \$50,000 for those projects considered "Horizontal Infrastructure". The a committee of the Iowa DOT reviews and re-establishes this threshold every- or every other year. The current thresholds are published at: [http://www.iowadot.gov/local\\_systems/publications/bid\\_limits.htm](http://www.iowadot.gov/local_systems/publications/bid_limits.htm) .

The definitions for "Horizontal Infrastructure" and "Vertical Infrastructure" can be found on the above-cited page; a summary of those definitions can be found on slide 4 of the Powerpoint presentation (attached) from a presentation at the Iowa League of Cities 2012 Conference, "*To Engineer or Not to Engineer...*". This proposed project meets the definition for both types of infrastructure; however,

Whether or not the project exceeds the thresholds, and engineering and bid processes are lawfully required, the impacts to the City's stormwater system alone are such that engineering evaluation is necessary and prudent before expending time and money. The City is expending significant resources to improve stormwater and flooding problems in the community, and does not wish to unintentionally aggravate any existing problems. We also expect and will require that the project will be designed to

SUDAS (Iowa’s “Statewide Urban Design and Specification”) standards, which are recommended by the State of Iowa for public projects, and required by the Code for the City of Tipton.

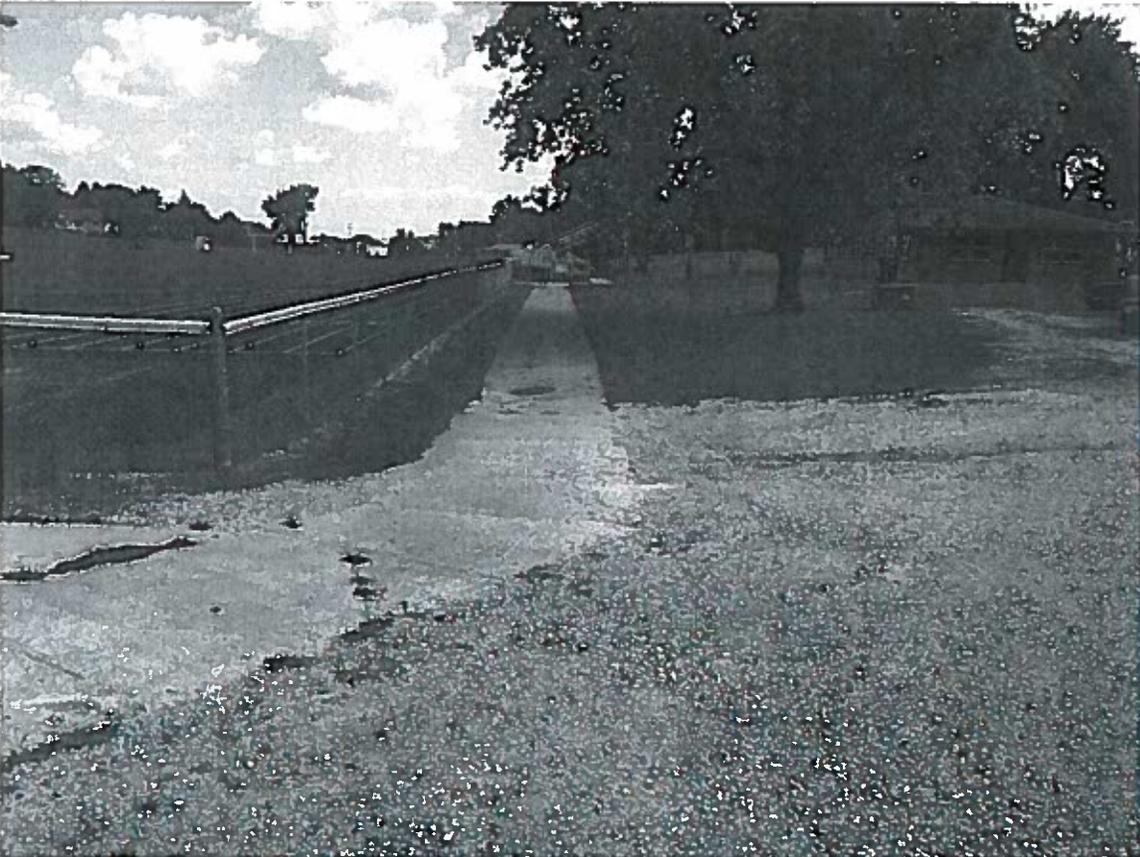
The back-of-the-envelope cost estimate provided by City Engineer Jack Pope, Garden Associates, for the grading, accessibility, sidewalk and stormwater improvements approaches \$100,000 with the addition of paved parking in that area available. I anticipate that the paving and addressing the resulting increase in stormwater will be the greatest share of the cost. We will have valid estimates with the engineer’s preparation of plans and proposals, with alternates for consideration as they have proposed below.

I recommend that we:

1. Review this project proposal with the Mayor and City Council at their Monday, August 1 meeting and with the School Board at their first August meeting.
2. Pending Council and School Board general agreement, we will present a formal engineering proposal to from Garden Associates to prepare plans and specifications (see below) at a subsequent meeting, along with an intergovernmental 28E agreement for sharing of the engineering costs and responsibilities for plans and specifications. I propose that engineering costs be shared equally at this point.
3. From the plans and specifications, the City and School will determine and allocate the costs and phasing of the project, and supplement the above-proposed 28E agreement to formalize those understandings.
4. The project will be phased as necessary, and bid to meet budgeting needs, facility utilization schedules and obtain the most competitive bids.

*The preliminary proposal from Garden Associates for engineering is as follows:*

Topographic survey of site and preliminary drafting of data collected:	\$2,500
Design of proposed improvements and alternates with estimated costs:	\$3,500
Staking for Construction:	<u>\$1,200</u>
	<i>Subtotal</i>
	<i>\$7,200</i>
Preparation of Bid Specifications, Conducting Bid Process:	\$1,500
	<i>Grand Total, est'd</i>
	<i>\$8,700</i>



**TO ENGINEER OR NOT TO ENGINEER Definitions (con't):**

- Repair or Maintenance** – preservation of a building, sewer, or other public facility or structure so that it remains in sound condition, including minor replacements and additions needed to restore it to its original condition with the same design. (26.2)
- Vertical Infrastructure** – buildings and all appurtenant structures, utilities, incidental street improvements, sidewalks, site development, recreational trails, and parking facilities. Does not include work constructed in conjunction with highway, street, bridge or culvert projects. (IAC 761-180.3).
- Horizontal Infrastructure** – road, bridge, culvert, and utility work not meeting the definition of vertical infrastructure

