

City of Tipton, Iowa

Meeting: Tipton City Council Meeting
Place: Tipton Fire Station, 301 Lynn Street, Tipton, Iowa 52772
Date/Time: 5:30 p.m., Wednesday, January 4, 2017
Web Page: www.tiptoniowa.org
Posted: Friday, December 30, 2016 (Front door of City Hall & City Website)

Mayor: Bryan Carney
Council At Large: Leanne Boots
Council At Large: Pam Spear
Council Ward #1: Ross Leeper
Council Ward #2: Dean Anderson
Council Ward #3: Tim McNeill

Interim City Manager: Tim D. Long
City Attorney: Lynch Dallas, P.C.
Finance Director: Lorna Fletcher
City Clerk: Amy Lenz
Dir. of Public Works: Steve Nash
Police Chief: Lisa Kepford

- 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 regarding an issue, whether on the agenda or something not on the agenda, please approach the lectern at this time, and give your name and address for the public record before discussing your item.

F. Consent Agenda

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

1. Approval - City Council Minutes, December 19, 2016

G. Public Hearing

H. Ordinance Approval/Amendment

I. Resolutions for Approval

1. Resolution 010417A: Iowa Income Offset Collection Program and Appeals Process.

J. Mayoral Proclamation

K. Old Business

L. Motions for Approval

1. Consideration of Claims List.
2. Consideration of Approval of a Quote for City Computer and Telephone Communications System Hardware Upgrades from ITP Partners, Wilton, Iowa in the Amount of \$11,385.52.

Motions for Approval (continued)

3. Consideration of a Proposal from Aureon Communications, West Des Moines, for Telephone and Communications Bandwidth and Dial Tone for City Facilities.
4. Consideration of Authorization to Purchase an 18,000 lb. Garage Hoist for Central Garage for an amount of \$7,470.00, from Tipton NAPA.

M. Reports to be Received/Filed

1. Community Development Director's Report, December 2016.
2. Tipton Police Department Statistics Report for Calendar Year 2016.
3. Iowa Department of Natural Resources Sanitary System Survey, December 8, 2016.

N. Discussion Items (No Action)

1. Christmas Decorations, 2017

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

1. Mayor's Report
2. Council Reports
3. Committee Reports
4. City Manager's Report
5. City Department Heads

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.

December 19, 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: Long, Lenz, Kepford, Nash, Taber, Beck, Walsh, Ratliff, Daufeldt, B. Brennan, Fletcher, Coppess, Spangler, other visitors and the press.

Agenda:

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

Communications:

1. Swan asked the council if they were going to reconsider the vote for the Senior Center. Mayor Carney stated that he has not been asked by a councilmember for it to be put back on the agenda.
2. Hodgden thanked everyone who signed the school board petition at the last council meeting. He thanked Electric Superintendent Taber and his department for getting up the working snowflakes. Hodgden suggested for next year to get a volunteer group together in the summer to help repair the rest of the snowflakes. He appreciates all the work that Economic Director Beck has done.

Consent Agenda:

Motion by Spear, second by Boots to approve the consent agenda which includes the November 30, 2016, and December 5, 2016, Council Meeting Minutes, with a correction to punctuation in the December 5th minutes per councilmember Boots, and the November 2016, Treasurer's and Investment Report. Following the roll call vote the motion passed unanimously.

Motions for Approval:

1.Tipton Emergency Medical Systems Performance and Responsibilities Review

Many spoke on behalf of and in support of the Tipton Ambulance Service needing more volunteers and more advanced care with needed consistency around the clock. With many calls there is a long waiting period to get a crew or another ambulance has to be called for mutual aid.

2.Claims List

ALTORFER INC	RELOCATE ACTUATORS	14372.48
AUCA CHICAGO LOCKBOX	MATS	283.61
BARRON MOTOR SUPPLY	OPERATING SUPPLIES	8.70
BOUND TREE MEDICAL LLC	ET TUBE	4.17
CASCADE ENGINEERING	200 WHEELS FOR CONTAINERS	827.00
CEDAR COUNTY CO-OP	FUEL DISCOUNT	1538.72
CEDAR COUNTY ENGINEER	251.6 GL DSL	1745.40
CEDAR COUNTY SOLID WASTE	TRANSFER FEES	2585.00
CINTAS CORPORATION #342	UNIFORMS, SHOP TOWELS, MATS	461.68
CLARENCE LOWDEN SUN-NEWS &	AQUATIC SUPERVISOR	34.80
CLIFTON LARSON ALLEN LLP	PROGRESS BILLING FOR AUDIT	3000.00
COMMUNITY INSURANCE SERVIC	AIRPORT LIABILITY	3437.00
CUSTOM BUILDERS INC	UPS CHARGES	45.24
D & R PEST CONTROL INC	PEST CONTROL	190.99
DORSEY & WHITNEY LLP	URBAN RENEWAL PLAN AMENDMENT	507.00
EASTERN IOWA LIGHT & POWER	EAST LAGOON	1095.41

ECIA	MEMBERSHIP DUES	998.51
ELECTRICAL ENGINEERING & E	SUPP FOR UNDERGROUND INSTALL	257.25
FAMILY FOODS	OPERATING & MISC SUPPLIES	37.85
FLETCHER-REINHARDT CO.	FLOOD SEAL CONNECTORS	274.78
G & K SERVICES	UNIFORMS	268.52
GARDEN & ASSOCIATES INC	PARK SITE IMPROVEMENTS	4443.62
GRAYBILL COMMUNICATIONS	REPLACED DEFECTIVE SPEAKER	154.46
GROEBNER & ASSOCIATES	2 PRESSURE GAUGES	178.45
HARRY'S FARM TIRE	TIRE REPAIR	181.75
HASTY AWARDS	50 BASKETBALL MEDALS	135.53
HAWKINS INC	WASTEWATER TESTING	691.59
IMAGE TREND INC	CLEARING HOUSE SERVICES	144.00
INTEGRATED TECHNOLOGY PART	SET UP SHARED AMBULANCE	191.10
IOWA DEPARTMENT OF TRANSPOR	36 PAPER ROLLS	88.92
IOWA LAW ENFORCEMENT ACADE	TRAINING	50.00
IOWA ONE CALL	LOCATES	35.10
JOHNSON COUNTY AMBULANCE	ALS INTERCEPT	200.00
KOCH ELECTRIC	SERVICE 609 CRESTVIEW DR	1390.43
LAWSON PRODUCTS INC	OPERATING SUPPLIES	193.47
MARTIN GARDNER ARCHITECTUR	ECONOMIC OFFICE (OLD LEGION)	622.50
MC CLURE ENGINEERING COMPA	SANITARY COLL & SYS EVALUATION	9825.00
METERING & TECHNOLOGY SOLU	ELECTRIC METER SUPPLIES	373.40
MIDWEST SAFETY COUNSELORS	CALIBRATION	85.00
MISC. VENDOR	IOWA PHOTO CO:TRADER CARDS	412.00
MUSCATINE POWER & WATER	LOCATE FAULT FOR WALMART CABLE	375.54
NESPER SIGN ADVERTISING IN	FLAG	41.00
O'ROURKE MOTORS INC	OIL PLUG #53	10.08
OFFICE EXPRESS	OFFICE SUPPLIES	441.28
PEPSI-COLA	DRINK ORDER	278.82
PHYSIO-CONTROL INC	ANNUAL MAINT AGRMNT FOR AED'S	3128.64
PITNEY BOWES INC	LEASING CHARGES	417.78
QC ANALYTICAL SERVICES LLC	CHEMICALS	1744.00
REPUBLIC SERVICES OF IOWA	RECYCLING SORT FEES	771.92
RESCO	STREET LIGHT SUPPLIES	1754.26
SHERMCO INDUSTRIES INC	CAT PROJECT INSTALL	2700.00
SHOTTENKIRK	VALVE ASSEMBLY #51	33.07
SIMPLEXGRINELL	ANNUAL FIRE ALARM TESTING	418.59
SNAP-ON INDUSTRIAL	SMALL TOOLS	21.26
STATE HYGIENIC LABORATORY	POOL & WATER TESTING FEES	50.00
STUART C IRBY CO	OVERHEAD WIRE GRIP	185.09
TIPTON CHAMBER OF COMMERCE	CHAMBER BUCKS	60.00
TIPTON CONSERVATIVE	TRUNK OR TREAT THANK YOU	882.69
TRANSWORLD SYSTEMS INC	COLLECTION EXPENSE	40.31

WESCO RECEIVABLES CORP	STREET LIGHTING SUPPLIES	348.56	
** TOTAL ** -City of Tipton		65073.32	
FUND TOTALS			
001 GENERAL GOVERNMENT		12,079.24	
125 TIF SPECIAL REVENUE FUND		507	
311 ADDTNL GENERATION PRJCT		17,072.48	
600 WATER OPERATING		1,824.45	
610 WASTEWATER/AKA SEWER REVE		1,973.41	
630 ELECTRIC OPERATING		5,848.88	
640 GAS OPERATING		309.93	
660 AIRPORT OPERATING		3,437.00	
670 GARBAGE COLLECTION		4,240.29	
740 STORM WATER		7,575.00	
750 CEMETERY ENTERPRISE		243.92	
810 CENTRAL GARAGE		4,070.47	
835 ADMINISTRATIVE SERVICES		5,891.25	
GRAND TOTAL		65,073.32	
City Card - Check out card			
Fuel - Kum & Go		21.18	
Travel Training - Jethros, Texas Roadhouse, Legends, Pancheros, Stoney Creek, Towneplace Suites		453.74	
Total Charges			474.92
Ambulance - One Card			
Training - Eastern Iowa Comm College, Knightlite Software		263.95	
Office Supplies - Walmart		23.85	
Total Charges			287.80
Fire - One Card			
Misc Supplies - Caseys		64.17	
Total Charges			64.17
Public Works - One Card			
Operating Supplies - Pleasant Valley		867.00	
Operating Supplies - Harbor Freight Tools		171.17	
Operating Supplies - Triangle Fire		78.24	
Repair Parts - Amazon		324.38	
Total Charges			1,440.79
Electric - One Card			
Street Light Supplies - Menards		15.11	
Operating Supplies - Assembled Products		63.11	
Underground Supplies - Van Meter		40.36	
Misc Supplies - Casey's, Walmart		158.56	
Total Charges			277.14
Gas - One Card			
Dues - APGA		395.00	

Supplies for Mains - Full Source	242.16	
Supplies for Lines - Grainger	96.50	
Equipment Maint/Repair Supplies (for FAC) - Paypal	37.80	
Total Charges		771.46
Library - One Card		
Postage/Shipping - USPS	79.36	
Office Supplies - Walmart	9.98	
Materials - Amazon, Walmart, Reading Group Choices	1,461.98	
Program Supplies - Demco, Spreadshirt, Walmart, Amazon,	310.08	
D'Alicias, Dairy Queen, Family Foods		
Misc Supplies - Walmart	53.58	
Bldg Maint Supplies - Walmart	194.00	
Travel Training - Grand Harbor Resort, Tony Roma, Subway	198.35	
Total Charges		2,307.33
JKFAC/Recreation - One Card		
Operating Supplies - Easykeys.com, Walmart	30.73	
Operating Supplies (for Park) - Swingsetmall.com	-32.74	
Dues - Iowa Park and Recreation	-77.50	
	-77.50	
Misc Supplies - Applebees, U-Haul, Custom Apparell	956.82	
(these were unauthorized purchases on Adam's card. The card has been cancelled and the charges have been removed)		
Total Charges		799.81
City Clerk - Card		
Travel Training - McDonalds	8.14	
Fuel - Caseys	22.13	
Total Charges		30.27
Statement Total		6,453.69

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

3. Purchase Reconditioned Surplus Automated External Defibrillator, City Facilities and Vehicles

Motion by Spear, second by Anderson to approve the purchase of reconditioned surplus automated external defibrillator devices for City facilities and vehicles. The cost is \$100.00 per unit. Following the roll call vote the motion passed unanimously.

4. City Council Meetings Schedule, Budget Prep, January through March, 2017

Motion by Boots, second by Leeper to accept the following proposed council meetings schedule:

Wednesday, January 4th, 5:30 p.m.

Monday, January 16th, 5:30 p.m.

Monday, February 6th, 5:30 p.m.

Wednesday, February 22nd, 5:30 p.m.

Monday, March 13th, 5:30 p.m.

Monday, March 27th, 5:30 p.m.

Following the roll call vote the motion passed unanimously.

5. Engineering Contract with McClure Engineering, Prepare Plans and Specifications, Airport Runway Maintenance and Repairs

Motion by Anderson, second by McNeill to approve an engineering contract with McClure Engineering to prepare plans and specifications for maintenance and repairs for the existing airport runway. Following the roll call vote the motion passed unanimously.

6. Request Utilization of an Estimated \$171,495.00, of FAA Funds, with 10% (\$19,055.00), City Match Maintenance and Repair of the Existing Airport, FY18

Motion by Spear, second by Boots to approve the request for utilization of an estimated \$171,495.00 of FAA Funds, and 10% (\$19,055.00), City matching funds for maintenance and repair of the existing runway at Mathews Memorial Airport in FY18. Following the roll call vote the motion passed unanimously.

7. Quote for Replacement of Interior Pool Lighting at James Kennedy Family Aquatic Center with High Efficiency LED Units

Motion by Boots, second by Spear to accept the quote from Roth Electric in the amount of \$2,190.00, for the labor of disposing of the ballasts in the mechanical room, removing the current lights and installing the new ALSET LED lights, with a cost of \$35,000.00, from 3E, at the James Kennedy Family Aquatic Center. Following the roll call vote the motion passed unanimously.

8. DRIP Application for FY17, for The Fabric Stasher in the amount of \$3,782.50

Motion by Leeper, second by Boots to approve TEDCO's recommendation for the DRIP application for interior façade improvements for FY2017, for The Fabric Stasher, at 505 Cedar Street, in the amount of \$3,782.50. Following the roll call vote the motion passed unanimously.

9. Pump Repair, \$7442.00, by Mississippi Valley Pump, Inc

Motion by Spear, second by Leeper to approve Mississippi Valley Pump, Inc., to repair the lift pump at the east wastewater lagoons, in the amount of \$7,442.00. Following the roll call vote the motion passed unanimously.

Reports to be Received/Filed:

1. Equipment Committee Report

Memo

From: Steve Nash, Director of Public Works

To: Tipton City Council

Date: December 16, 2016

Re: Annual Equipment Committee Meeting

On December 16, 2016, the Equipment Committee met with the Department Heads. In attendance were Floyd Taber, Virgil Penrod, Klay Johnson, Brad Ratliff, Lorna Fletcher, Tim Long, Lisa Kepford and Councilman Tim McNeill. The purpose of the meeting was to review the line of equipment owned by the City and determine a direction for upgrading several units because of age, usage and cost of upkeep.

Five units were targeted for upgrading this coming fiscal year, proving they fall into the parameters of what we need and what funds are available. Klay Johnson provided insight into the age and cost of continued maintenance along with the decreasing trade value of some equipment. I've attached his information with this summary. Lorna Fletcher, CFO, reviewed the process we use to procure equipment. The current balance in Central Garage does allow us to seek replacement equipment this year.

The five units we are looking at for replacement are as follows in the order of priority:

1. Digger/Derrick – Electric
2. Backhoe – Public Works, Gas & Electric
3. Skid Steer – Public Works, Gas & Electric
4. ½ Ton Pickup – Public Works
5. ½ Ton Pickup – Electric

We do have some rough budget numbers and have set parameters for what we think will work for the City, and the employees using the equipment. This information will follow after the next meeting sometime in January, as we narrow down our needs.

Motion by McNeill, second by Leeper to accept the Equipment Committee Report. Following the roll call vote the motion passed unanimously.

Discussion Items (no action):

1. 2017-2018 Tax Levy Rate

Finance Director Fletcher would like the council to have in mind what the City will use for a tax rate, so that she can continue on with the budget.

Reports of Mayor/Council/Manager/Department Heads:

Mayor

Mayor Carney stated that the FFA will be picking up Christmas trees the first weekend in January, on Saturday, the 7th.

Council

Councilmember Spear went on the Downtown Walk Around yesterday. There were a lot of positive and good comments.

Interim Manager

Interim Manager Long stated that there are 17 applicants for the Finance Director position. There are very good contenders within the area and the region. The next step is to have the personnel committee review the applications and resumes.

Police Chief

Police Chief Kepford stated they had an audit on Friday, December 16th, that went well. Kepford is working on a juvenile policy.

Electric Superintendent

Electric Superintendent Taber stated that there was a diesel oxidation catalyst test done on the CAT engine and it passed.

The new substation batteries have been installed.

Adjourn:

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

Meeting adjourned at 7:26 p.m.

Mayor

Attest:
City Clerk

Agenda Item I-1

AGENDA INFORMATION TIPTON CITY COUNCIL COMMUNICATION

DATE:	01/04/2017
AGENDA ITEM:	Iowa Income Offset Collection Program and Appeals Process
ACTION:	Motion and second to approve, deny or table recommendation

SYNOPSIS:

Earlier this year, the City Council adopted the Iowa Income Offset Program to assist in capturing fines, fees and unpaid utilities bills through the State's ability to tap Iowa income tax returns, found monies, lottery winnings, etc. We determined that we had not also brought forth an accepted appeals process for individuals who feel that their tax returns or lottery winnings have been incorrectly attached to pay a City of Tipton charge.

Attached is a resolution adopting an appeals process for this situation, fulfilling our lawful obligation to provide recourse to an individual who thinks they have been improperly charged. This resolution was developed from two other model communities' resolutions.

We recommend its approval.

BUDGET ITEM: Revenues for all funds

RESPONSIBLE DEPARTMENT: Administration, Utilities Billing

MAYOR/COUNCIL ACTION: Motion and second to approve, deny or table the Resolution by roll call vote.

ATTACHMENTS: Resolution 10417 A.

PREPARED BY: Tim Long / kd

DATE PREPARED: 12/30/2016

RESOLUTION NO. 10417 A

**RESOLUTION APPROVING THE PARTICIPATION IN THE IOWA INCOME
OFFSET PROGRAM
AND SETTING THE APPEAL PROCESS POLICY**

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

WHEREAS, the City of Tipton is finding the need to be able to collect money due from residents, when it is not possible to certify the bill to the property taxes.

WHEREAS, this policy shall apply in all situations where an individual or entity wishes to appeal the offset, by the City of Tipton, of moneys owed the individual by the State of Iowa that has been held up for payment by the State of Iowa Offset Program pursuant to Chapter 8A of the Iowa Code.

WHEREAS, the purpose of this Policy is to establish procedures to be employed during the appeal of a proposed offset of an individual or entity indebted to the City of Tipton under the Iowa Offset Program.

Iowa Income Offset Program Appeal Process:

Upon the receipt of Notice by the City of Tipton, from the State Offset Program, of a “hit”, meaning that the funds are owed by the State of Iowa to a person or entity whose name was submitted to the State by the City of Tipton as owing money to the City of Tipton:

1. Notify the person/entity in writing at their last known address of the “hit” and of their right to request an appeal with the City of Tipton.
2. In the event written notice of appeal is received the following appeal/hearing process will be followed:
 - a. The Appeal shall be heard by the City within fourteen (14) days of the receipt of the written appeal.
 - b. An attempt will be made to work with the appellant to schedule the appeal hearing on a date and time that will work for them, however, all hearings will be held between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.
 - c. The appellant must provide their current contact information including, but not limited to, current address.
 - d. In the event that the appeal involves a City utility related billing, the appeal shall be heard by the City Manager, the Finance Director, and an Account Clerk. After their consideration of the testimony and/or evidence presented by the appellant a decision shall be made within three (3) days with written notice of the decision being sent to the appellant by regular mail.
 - e. In the event that the appeal involves any other City related billing or debt, the appeal shall be heard by the City Manager, the Finance Director, and one other

City employee or official to be chosen by the Finance Director and City Manager. This will be an employee from the department from which the debt or debts originated from. After their consideration of the testimony and/or evidence presented by the appellant a decision shall be made within three (3) days with written notice of the decision being sent to the appellant by regular mail.

THEREFORE, BE IT RESOLVED by the Tipton City Council of the City of Tipton that this collection procedure with the State of Iowa & the City of Tipton's Appeal Process for this program be adopted for the Iowa Income Offset Program.

PASSED AND APPROVED this ____ day of _____, _____.

Bryan Carney, Mayor

ATTEST:

Amy Lenz, City Clerk

PACKET: 02413 Council Mtg 010417 AL

VENDOR SET: 01

VENDOR SEQUENCE

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

01-0090	ALTEC INDUSTRIES INC								
I 10671259	FILTER #5	AP		R	12/30/2016	49.98	49.98CR		
	G/L ACCOUNT					49.98			
	810 5-899-2-63321	REPAIR PARTS				49.98	FILTER #5		
I 50062963	DIELECTRIC TEST #5	AP		R	12/30/2016	730.50	730.50CR		
	G/L ACCOUNT					730.50			
	810 5-899-2-63321	REPAIR PARTS				730.50	DIELECTRIC TEST #5		
I 50062973	DIELECTRIC TEST #8	AP		R	12/30/2016	1,205.95	1,205.95CR		
	G/L ACCOUNT					1,205.95			
	810 5-899-2-63321	REPAIR PARTS				1,205.95	DIELECTRIC TEST #8		
		REG. CHECK				1,986.43	1,986.43CR		0.00
						1,986.43	0.00		

01-0196	BARCO MUNICIPAL PRODUCTS IN								
I IN-223025	2 BARRICADES	AP		R	1/29/2017	574.15	574.15CR		
	G/L ACCOUNT					574.15			
	001 5-210-2-65070	OPERATING SUPPLIES				574.15	2 BARRICADES		
		REG. CHECK				574.15	574.15CR		0.00
						574.15	0.00		

01-0253	BOUND TREE MEDICAL LLC								
I 82339042	MEDICAL SUPPLIES	AP		R	12/30/2016	67.38	67.38CR		
	G/L ACCOUNT					67.38			
	001 5-160-2-65070	OPERATING SUPPLIES				67.38	MEDICAL SUPPLIES		
I 82350568	MEDICAL SUPPLIES	AP		R	12/30/2016	92.68	92.68CR		
	G/L ACCOUNT					92.68			
	001 5-160-2-65070	OPERATING SUPPLIES				92.68	MEDICAL SUPPLIES		
I 82356831	MEDICAL SUPPLIES	AP		R	12/30/2016	1.50	1.50CR		
	G/L ACCOUNT					1.50			
	001 5-160-2-65070	OPERATING SUPPLIES				1.50	MEDICAL SUPPLIES		
		REG. CHECK				161.56	161.56CR		0.00
						161.56	0.00		

PACKET: 02413 Council Mtg 010417 AL

VENDOR SET: 01

VENDOR SEQUENCE

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

01-0510	CEDAR COUNTY VFW POST 2537									
I 122316VFW	2	FLAGS	AP		R	1/29/2017		98.95	98.95CR	
		G/L ACCOUNT						98.95		
	750	5-280-2-65980	MISCELLANEOUS					98.95	2 FLAGS	
				REG. CHECK				98.95	98.95CR	0.00
								98.95	0.00	

01-0530 CENTRAL IOWA DISTRIBUTING I

I 145049		FLOOR MACHINE WITH TANK	AP		R	12/30/2016		495.00	495.00CR	
		G/L ACCOUNT						495.00		
	810	5-899-2-63100	BUILDING MAINTENANCE & REPAIR					495.00	FLOOR MACHINE WITH TANK	
I 145050		SHOP SUPPLIES	AP		R	12/30/2016		124.00	124.00CR	
		G/L ACCOUNT						124.00		
	810	5-899-2-65070	OPERATING SUPPLIES					124.00	SHOP SUPPLIES	
				REG. CHECK				619.00	619.00CR	0.00
								619.00	0.00	

01-0581 CINTAS CORPORATION

I 5006909269		FIRST AID SUPPLIES	AP		R	12/30/2016		119.76	119.76CR	
		G/L ACCOUNT						119.76		
	001	5-620-2-65980	MISCELLANEOUS					27.54	FIRST AID SUPPLIES	
	810	5-899-2-65100	SAFETY					56.14	FIRST AID SUPPLIES	
	630	5-820-2-65100	SAFETY					18.04	FIRST AID SUPPLIES	
	640	5-825-2-65100	SAFETY					18.04	FIRST AID SUPPLIES	
				REG. CHECK				119.76	119.76CR	0.00
								119.76	0.00	

11-0580 CINTAS CORPORATION #342

I 342627464		UNIFORMS, SHOP TOWELS, MATS	AP		R	12/30/2016		156.91	156.91CR	
		G/L ACCOUNT						156.91		
	630	5-820-2-65070	OPERATING SUPPLIES					29.13	UNIFORMS, SHOP TOWELS, MATS	
	630	5-820-2-64350	UNIFORMS/EQUIPMENT					89.72	UNIFORMS, SHOP TOWELS, MATS	
	640	5-825-2-64350	UNIFORMS/EQUIPMENT					38.06	UNIFORMS, SHOP TOWELS, MATS	
I 342629256		UNIFORMS, SHOP TOWELS, MATS	AP		R	12/30/2016		161.70	161.70CR	
		G/L ACCOUNT						161.70		
	630	5-820-2-65070	OPERATING SUPPLIES					29.13	UNIFORMS, SHOP TOWELS, MATS	

PACKET: 02413 Council Mtg 010417 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
	630	5-820-2-64350	UNIFORMS/EQUIPMENT			94.51		UNIFORMS, SHOP TOWELS, MATS		
	640	5-825-2-64350	UNIFORMS/EQUIPMENT			38.06		UNIFORMS, SHOP TOWELS, MATS		
			REG. CHECK					318.61	318.61CR	0.00
								318.61	0.00	

01-0337 CJ COOPER & ASSOC INC

I 91009		RANDOM & PRE-EMPLOYMENT SCR AP			R	1/29/2017		70.00	70.00CR	
		G/L ACCOUNT						70.00		
	640	5-825-2-65100	SAFETY			35.00		RANDOM & PRE-EMPLOYMENT SCRNG		
	630	5-820-2-65100	SAFETY			35.00		RANDOM & PRE-EMPLOYMENT SCRNG		
			REG. CHECK					70.00	70.00CR	0.00
								70.00	0.00	

01-1055 G & K SERVICES

I 38754		UNIFORMS	AP		R	1/29/2017		59.58	59.58CR	
		G/L ACCOUNT						59.58		
	001	5-210-2-64350	UNIFORMS/EQUIPMENT			29.55		UNIFORMS		
	670	5-840-2-64350	UNIFORMS/EQUIPMENT			7.91		UNIFORMS		
	600	5-810-2-64350	UNIFORMS/EQUIPMENT			3.15		UNIFORMS		
	610	5-815-2-64350	UNIFORMS/EQUIPMENT			3.15		UNIFORMS		
	810	5-899-2-64350	UNIFORMS/EQUIPMENT			7.68		UNIFORMS		
	001	5-299-2-64350	UNIFORMS/EQUIPMENT			8.14		UNIFORMS		
I 42113		UNIFORMS	AP		R	1/29/2017		59.58	59.58CR	
		G/L ACCOUNT						59.58		
	001	5-210-2-64350	UNIFORMS/EQUIPMENT			29.55		UNIFORMS		
	670	5-840-2-64350	UNIFORMS/EQUIPMENT			7.91		UNIFORMS		
	600	5-810-2-64350	UNIFORMS/EQUIPMENT			3.15		UNIFORMS		
	610	5-815-2-64350	UNIFORMS/EQUIPMENT			3.15		UNIFORMS		
	810	5-899-2-64350	UNIFORMS/EQUIPMENT			7.68		UNIFORMS		
	001	5-299-2-64350	UNIFORMS/EQUIPMENT			8.14		UNIFORMS		
			REG. CHECK					119.16	119.16CR	0.00
								119.16	0.00	

01-1066 GARDEN & ASSOCIATES INC

I 34888		PARK SITE IMPROVEMENTS	AP		R	1/29/2017		2,430.00	2,430.00CR	
		G/L ACCOUNT						2,430.00		
	001	5-291-2-64070	ENGINEERING			2,430.00		PARK SITE IMPROVEMENTS		
			REG. CHECK					2,430.00	2,430.00CR	0.00
								2,430.00	0.00	

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	GROSS DISC DT	PAYMENT BALANCE	DISCOUNT	OUTSTANDING
01-1115	H & H AUTO									
I 33798		TIRE REPAIR #14	AP		R	1/29/2017	23.00	23.00CR		
		G/L ACCOUNT					23.00			
	810 5-899-2-63323	TIRE REPAIR					23.00	TIRE REPAIR #14		
I 33855		TIRE REPAIR #13	AP		R	1/29/2017	15.00	15.00CR		
		G/L ACCOUNT					15.00			
	810 5-899-2-63323	TIRE REPAIR					15.00	TIRE REPAIR #13		
		REG. CHECK					38.00	38.00CR		0.00
							38.00	0.00		
01-1270	IOWA ASSOCIATION OF									
I 200003005		SUPERINTENDENT MEETING	AP		R	1/29/2017	345.00	345.00CR		
		G/L ACCOUNT					345.00			
	630 5-820-1-62300	TRAINING					345.00	SUPERINTENDENT MEETING		
		REG. CHECK					345.00	345.00CR		0.00
							345.00	0.00		
01-1468	KINUM INC									
I 1116AMB		COLLECTION EXPENSE	AP		R	12/30/2016	403.25	403.25CR		
		G/L ACCOUNT					403.25			
	001 5-160-2-64040	COLLECTION EXPENSE					403.25	COLLECTION EXPENSE		
		REG. CHECK					403.25	403.25CR		0.00
							403.25	0.00		
01-1470	KIRKWOOD COMMUNITY COLLEGE									
I 20165		CEU TRAINING	AP		R	1/29/2017	80.00	80.00CR		
		G/L ACCOUNT					80.00			
	001 5-160-1-62300	TRAINING					80.00	CEU TRAINING		
		REG. CHECK					80.00	80.00CR		0.00
							80.00	0.00		

PACKET: 02413 Council Mtg 010417 AL

VENDOR SET: 01

VENDOR SEQUENCE

[illegible]

PACKET: 02413 Council Mtg 010417 AL

VENDOR SET: 01

VENDOR SEQUENCE

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

01-1593	LYNCH DALLAS PC								
I 138842	POLICE	AP		R	12/30/2016	112.50	112.50CR		
	G/L ACCOUNT					112.50			
	835 5-899-2-64110	LEGAL EXPENSE				112.50	POLICE		
I 139426	GENERAL MATTERS	AP		R	12/30/2016	363.50	363.50CR		
	G/L ACCOUNT					363.50			
	835 5-899-2-64110	LEGAL EXPENSE				363.50	GENERAL MATTERS		
I 139427	AMBULANCE	AP		R	12/30/2016	1,425.00	1,425.00CR		
	G/L ACCOUNT					1,425.00			
	835 5-899-2-64110	LEGAL EXPENSE				1,425.00	AMBULANCE		
I 139428	ADMINISTRATION	AP		R	12/30/2016	525.50	525.50CR		
	G/L ACCOUNT					525.50			
	835 5-899-2-64110	LEGAL EXPENSE				525.50	ADMINISTRATION		
I 139429	ELECTRIC	AP		R	12/30/2016	25.00	25.00CR		
	G/L ACCOUNT					25.00			
	835 5-899-2-64110	LEGAL EXPENSE				25.00	ELECTRIC		
I 139431	NUISANCE/ENFORCEMENT	AP		R	12/30/2016	248.11	248.11CR		
	G/L ACCOUNT					248.11			
	835 5-899-2-64110	LEGAL EXPENSE				248.11	NUISANCE/ENFORCEMENT		
		REG. CHECK				2,699.61	2,699.61CR		0.00
						2,699.61	0.00		

01-1681	MARTIN GARDNER ARCHITECTURE								
I 5	FEASIBILITY STUDY(OLD LEGIO	AP		R	12/30/2016	55.00	55.00CR		
	G/L ACCOUNT					55.00			
	835 5-899-2-64906	OTHER PROFESSIONAL SERVICES				55.00	FEASIBILITY STUDY(OLD LEGION)		
		REG. CHECK				55.00	55.00CR		0.00
						55.00	0.00		

01-1832	MUNICIPAL SUPPLY INC								
I 0644730-IN	12 WATER METERS	AP		R	12/30/2016	1,440.00	1,440.00CR		
	G/L ACCOUNT					1,440.00			
	600 5-810-2-65300	METERS				1,440.00	12 WATER METERS		
		REG. CHECK				1,440.00	1,440.00CR		0.00
						1,440.00	0.00		

PACKET: 02413 Council Mtg 010417 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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01-1957 O'ROURKE MOTORS INC

I 11810		JET KIT #15	AP		R	1/29/2017		7.60	7.60CR	
		G/L ACCOUNT						7.60		
	810 5-899-2-63321	REPAIR PARTS					7.60	JET KIT #15		
		REG. CHECK						7.60	7.60CR	0.00
								7.60	0.00	

01-1920 ODB COMPANY

I 0098849-IN		OIL SENDING UNIT #163	AP		R	12/30/2016		54.00	54.00CR	
		G/L ACCOUNT						54.00		
	810 5-899-2-63321	REPAIR PARTS					54.00	OIL SENDING UNIT #163		
		REG. CHECK						54.00	54.00CR	0.00
								54.00	0.00	

01-1914 OFFICE EXPRESS

I 0579266-001		OFFICE SUPPLIES	AP		R	12/30/2016		127.88	127.88CR	
		G/L ACCOUNT						127.88		
	001 5-110-2-65980	MISCELLANEOUS					39.95	OFFICE SUPPLIES		
	001 5-525-2-65060	OFFICE SUPPLIES					20.99	OFFICE SUPPLIES		
	835 5-899-2-65980	MISCELLANEOUS					66.94	OFFICE SUPPLIES		
		REG. CHECK						127.88	127.88CR	0.00
								127.88	0.00	

01-2076 RDJ SPECIALTIES INC

I 097979		DARE SUPPLIES	AP		R	12/30/2016		74.17	74.17CR	
		G/L ACCOUNT						74.17		
	001 5-110-2-65051	DARE EQUIPT/SUPPLIES					74.17	DARE SUPPLIES		
		REG. CHECK						74.17	74.17CR	0.00
								74.17	0.00	

01-2112 RESCO

I 661662-01		STREET LIGHTING SUPPLIES	AP		R	1/29/2017		2,782.00	2,778.62CR	
		G/L ACCOUNT				1/29/2017		2,782.00	3.38CR	
	630 5-820-2-65303	STREET LIGHTS					2,782.00	STREET LIGHTING SUPPLIES		

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
<hr/>									
I 664759-00		UNDERGROUND SUPPLIES	AP		R	1/29/2017	109.68	109.68CR	
		G/L ACCOUNT					109.68		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					109.68	UNDERGROUND SUPPLIES	
I 665456-00		UNDERGROUND SUPPLIES	AP		R	1/29/2017	828.18	828.18CR	
		G/L ACCOUNT					828.18		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					828.18	UNDERGROUND SUPPLIES	
		REG. CHECK					3,719.86	3,716.45CR	0.00
							3,719.86	3.38CR	
<hr/>									
01-1	SEAN PAUSTIAN								
I 121016SP		SHELVING	AP		R	12/30/2016	90.00	90.00CR	
		G/L ACCOUNT					90.00		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR					90.00	SEAN PAUSTIAN:SHELVING	
		REG. CHECK					90.00	90.00CR	0.00
							90.00	0.00	
<hr/>									
01-2199	SHERMCO INDUSTRIES INC								
I 16-08610		ARC FLASH STUDY	AP		R	12/30/2016	1,070.00	1,070.00CR	
		G/L ACCOUNT					1,070.00		
	630 5-821-2-64070	ENGINEERING					1,070.00	ARC FLASH STUDY	
I 16-11641		CAT PROJECT	AP		R	12/30/2016	20,000.00	20,000.00CR	
		G/L ACCOUNT					20,000.00		
	311 5-821-2-64070	ENGINEERING					20,000.00	CAT PROJECT	
I 16-12122		CAT PROJECT	AP		R	12/30/2016	2,900.00	2,900.00CR	
		G/L ACCOUNT					2,900.00		
	311 5-821-2-64070	ENGINEERING					2,900.00	CAT PROJECT	
		REG. CHECK					23,970.00	23,970.00CR	0.00
							23,970.00	0.00	
<hr/>									
01-2232	SPAHN & ROSE LUMBER CO								
I 201612305466		BLDG MAINT SUPPLIES	AP		R	1/29/2017	150.74	150.74CR	
		G/L ACCOUNT					150.74		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR					150.74	BLDG MAINT SUPPLIES	
		REG. CHECK					150.74	150.74CR	0.00
							150.74	0.00	

PACKET: 02413 Council Mtg 010417 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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01-2257 STRYKER SALES CORPORATION

I 2064315		MEDICAL SUPPLIES	AP		R	1/29/2017		21.08	21.08CR	
		G/L ACCOUNT						21.08		
	001 5-160-2-65070	OPERATING SUPPLIES						21.08		
				REG. CHECK				21.08	21.08CR	0.00
								21.08	0.00	

01-2410 TIPTON ELECTRIC MOTORS

I 280078		REPAIR BLOWER MOTOR	AP		R	1/29/2017		70.86	70.86CR	
		G/L ACCOUNT						70.86		
	001 5-465-2-63100	BUILDING MAINTENANCE & REPAIR						70.86		
				REG. CHECK				70.86	70.86CR	0.00
								70.86	0.00	

01-2450 TIPTON PHARMACY

I 11167P		PATIENT MEDICATIONS	AP		R	1/29/2017		343.04	343.04CR	
		G/L ACCOUNT						343.04		
	001 5-160-2-65070	OPERATING SUPPLIES						343.04		
				REG. CHECK				343.04	343.04CR	0.00
								343.04	0.00	

01-2501 TRANS IOWA EQUIPMENT

I P01064		REPAIR PARTS #30	AP		R	12/30/2016		773.01	773.01CR	
		G/L ACCOUNT						773.01		
	810 5-899-2-63321	REPAIR PARTS						773.01		
I P01065		REPAIR PARTS #30	AP		R	12/30/2016		267.79	267.79CR	
		G/L ACCOUNT						267.79		
	810 5-899-2-63321	REPAIR PARTS						267.79		
				REG. CHECK				1,040.80	1,040.80CR	0.00
								1,040.80	0.00	

PACKET: 02413 Council Mtg 010417 AL

VENDOR SET: 01

VENDOR SEQUENCE

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

01-2574	WALMART COMMUNITY									
I 4463		MISC SUPPLIES	AP		R	1/29/2017		42.07	42.07CR	
		G/L ACCOUNT						42.07		
	001 5-160-2-65980	MISCELLANEOUS					30.09	MISC SUPPLIES		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR					11.98	MISC SUPPLIES		
I 756		OFFICE SUPPLIES	AP		R	1/29/2017		20.90	20.90CR	
		G/L ACCOUNT						20.90		
	001 5-525-2-65060	OFFICE SUPPLIES					20.90	OFFICE SUPPLIES		
I 9071		BLDG MAINT SUPPLIES	AP		R	1/29/2017		49.18	49.18CR	
		G/L ACCOUNT						49.18		
	001 5-150-2-63100	BUILDING MAINTENANCE & REPAIR					49.18	BLDG MAINT SUPPLIES		
I 9382		BLDG MAINT SUPPLIES	AP		R	1/29/2017		37.64	37.64CR	
		G/L ACCOUNT						37.64		
	001 5-150-2-63100	BUILDING MAINTENANCE & REPAIR					37.64	BLDG MAINT SUPPLIES		
I 9640		OFFICE SUPPLIES	AP		R	1/29/2017		54.76	54.76CR	
		G/L ACCOUNT						54.76		
	001 5-465-2-65060	OFFICE SUPPLIES					54.76	OFFICE SUPPLIES		
		REG. CHECK						204.55	204.55CR	0.00
								204.55	0.00	

PACKET: 02413 Council Mtg 01@417 AL

VENDOR SET: 01

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

FUND DISTRIBUTION

FUND NO#	FUND NAME	AMOUNT
001	GENERAL GOVERNMENT	8,803.01CR
311	ADDITL GENERATION PRJCT	22,900.00CR
600	WATER OPERATING	1,446.30CR
610	WASTEWATER/AKA SEWER REVE	6.30CR
630	ELECTRIC OPERATING	5,430.39CR
640	GAS OPERATING	129.16CR
670	GARBAGE COLLECTION	15.82CR
750	CEMETERY ENTERPRISE	98.95CR
810	CENTRAL GARAGE	3,925.87CR
835	ADMINISTRATIVE SERVICES	2,821.55CR
** TOTALS **		45,577.35CR

----- 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		45,577.35	45,573.97CR	0.00
		45,577.35	3.38CR	
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		45,577.35	45,573.97CR	0.00
		45,577.35	3.38CR	

TOTAL CHECKS TO PRINT: 34

ERRORS:

0

WARNINGS:

0

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	01/04/2017
AGENDA ITEM:	Computer and Telephone System Upgrades, ITP Partners; and, Telephone & Communications Bandwidth and Dial Tone for City Facilities,
ACTION:	Aureon Communications
Motion and second to approve, deny or table recommendation	

SYNOPSIS:

Brad Ratliff solicited quotes for improvements to make the City phone system more efficient and operate at a higher level of functionality at a lower overall cost; and, to rationalize the providers of internet and telephone service to reduce overhead, and, again, to improve functionality. ITP Partners, the City's current IT services provider was the sole responder, and provided a broader, better defined scope of services for maintaining the City network and servers, as well as a scope of work that will remedy and improve inside communications. Aureon Communications, a communications cooperative from West Des Moines, provided a comprehensive package of high speed internet and telephone service, that will improve speed and functionality at a lower cost than the current set of providers.

ITP Partners hardware and installation package is priced at \$11,385.52. Aureon Communications' monthly recurring charge proposed is \$979.12, with a cost of installation of \$489.56.

After reviewing this with EMS Director Brad Ratliff and ITP, I recommend approval of both packages.

BUDGET ITEM: Allocated across Departments

RESPONSIBLE DEPARTMENT: Administration, EMS Director

MAYOR/COUNCIL ACTION: Motion and second to approve, deny or table the recommendations, *each individually, by roll call vote.*

ATTACHMENTS: ITP Partners quote of 12/27/2016; Aureon Communications LLC Service Agreement, City of Tipton Request for Quote.

PREPARED BY: Tim Long / br

DATE PREPARED: 12/30/2016

Integrated Technology Partners

Phone: 563-732-3535

Fax: 563-732-3001

810 W 5th St, PO Box 970

Wilton, IA 52778

**Quote**No.: **14686**Date: **12/27/2016****Prepared for:**

Brad Ratliff (319) 325-5977

City of Tipton (City Hall)

407 Lynn St

Tipton, IA 52772 U.S.A.

Prepared by: Kevin Sandersfeld

Account No.: 1133

Phone: (563) 886-6187

Fax: (563) 886-2759

Quantity	Description	UOM
1	Mitel 5000 Dual T1/E1/PRI (T1M-2)	
5.00	Mitel 2 Port ATA	
10	License IP Phone Cat. F	
1	Chatsworth Ground Bar 19in Rack w/Hardware	
10	Ground Lug L70	
50.00	Ground Wire 12 Gauge Stranded Green	
1	Ditek T1 Protector	
3	Panamax Max 2 Surge Protector	
1	CPI Velocity Vertical Cable Manager	
2	Cable Mgmnt Front/Back Horizontal	
1	Front & Rear Mount Adjust Shelves 17.5"X22.25"	
33	Patch Cord Commscope Cat6 White 7ft	
2	Netgear ProSafe® 52-port Gigabit Smart Switch w/ PoE w/ NETGEAR Lifetime Warranty	
1	Netgear 1 M Prosafe Direct Attach SFP Cable	
1.00	APC SMX3000LV UPS Control Unit	
1.00	APC SMX120BP Battery Pack	
1	APC UPS Network Management Card 2	
1	CommScope 48P Modular Patch Panel	
1	Commscope 24P Modular Patch Panel	
1.00	Shipping & Handling (Estimated)	
1.00	Labor - Wiring	
1.00	Labor - Mitel, Meridian, Avaya, PBX	
1.00	Network Labor - Network Device	

Your Price: **\$11,385.52****Total: \$11,385.52**

QuoteNo.: **14686**

Date: 12/27/2016

Prices are firm until 2/25/2017 Terms: Upon Receipt

Prepared by: Kevin Sandersfeld, kevin@itptechs.com**Date:** 12/27/2016*******Scope of Work*********Phone System :**

- Dual T-1/PRI Framing Unit
- 5 Dual Port ATA devices- City Hall/PD, Ambulance, Public Works, Fire, Aquatic
- 10 Mitel Cat F licenses
- Patch Cords to install said equipment
- T-1 Surge Protection
- Labor to install above mentioned ATA's, test/turn up of PRI and cutover to PRI with programming
- Enable DHCP server for stand alone phone system operation

Data Rack:

- Single sided vertical management
- 2 Horizontal Managers
- 1 Front/Rear mount shelf
- Rack mount ground bar (customer to provide isolated and dedicated earth ground to rack area)
- Ground Netgear switches, Watchguard, Mitel 5000, Dell server, and proposed UPS and Datto
- New 24 and 48 port Patch Panel

Network:

- Install 2 new 48 port PoE smart switch to replace existing 24 port that is full
- Assist with ATA installation (network config)
- Install new rack mount UPS
- 2hrs labor allotted for ISP conversion assistance
- Reprogram VLAN's for mitel DHCP server enable

Replacement UPS Battery Backup:

- APC Control Unit and 1 Battery Pack- Rack or tower configuration
- Configured for 1.5 hour runtime based on proposed ISP Fiber ONT, Datto, Dell Server, Mitel 5000, Watchguard XTM330 and 3 Netgear 48 Port PoE smart switches (current quoted switch and future consideration for 3rd switch that will move from downstairs in the near future)
- Network management card- required for current controlled shutdown of server

** Phone system will be on a different DHCP server and it's own UPS (current server room UPS) but will not be completely segregated from the data network until the new cabling is complete and the switch downstairs is moved upstairs due to man phone locations are sharing cable with pc)

*******Warranty*******

Limited Warranty: Purchase price includes one (1) year warranty on quoted equipment and on labor, unless otherwise noted above.

*******Terms*******

The purchase price shall be paid in the following installment: \$7,500.00 (approximately 70% of quoted price) upon acceptance (must be received before ITP will order equipment); Balance due upon system installation.

To accept this quote, please sign, date and return fax. Thank you for your order.

Quote

No.: **14686**

Date: 12/27/2016

Accepted by: _____

Date: _____

Disclaimer

This quote does not include labor or any applicable taxes unless specifically noted above.

This Agreement is made between Aureon™ Communications, LLC ("Aureon") (Provider) and City of Tipton (Customer)

City of Tipton		Brad Rittliff						
ACCOUNT NAME		BUSINESS CONTACT NAME						
563-886-6187		5638862759						
BILLED TELEPHONE NUMBER		BUSINESS FAX NUMBER						
563-886-6187		42-6005280						
CONTACT NUMBER		Federal ID or Social Security Number						
tiptonambulance@tiptoniowa.org		Ron Schmudlach 515-245-7741 Ron.Schmudlach@aureon.com						
CURRENT E-MAIL ADDRESS		Aureon Representative Name & Telephone Number						
407 Lynn Street		<table border="1"> <tr> <td rowspan="2">Contract Term</td> <td colspan="2">Aureon Office Hours</td> </tr> <tr> <td>36 Months</td> <td>8:00 AM to 5:00 PM</td> </tr> </table>		Contract Term	Aureon Office Hours		36 Months	8:00 AM to 5:00 PM
Contract Term	Aureon Office Hours							
	36 Months	8:00 AM to 5:00 PM						
MAILING ADDRESS								
Tipton	IA							
	52772							
CITY	STATE	Zip Code						
Services Provided by Aureon		Long Distance Rate Per Minute \$0.04						
		Monthly Recurring Rate						
		Installation Charges						
		\$ -	\$ -					
1500 LD minute at 407 Lynn St Tipton Ia 52772		\$ 52.00	\$ 26.00					
Full PRI with 50 DID's at 407 Lynn St Tipton Ia 52772		\$ 422.95	\$ 211.48					
20 x 20 Mb Fiber DIA at 407 Lynn St Tipton Ia 52772		\$ 443.00	\$ 221.50					
1 Analog Line at 407 Lynn St Tipton Ia 52772		\$ 61.17	\$ 30.59					
		\$ -	\$ -					
		\$ -	\$ -					
		\$ -	\$ -					
Total MRC		\$ 979.12	Total NRC \$ 489.58					

TERM. The term of this Agreement, as priced above, commences on the In-Service date. In-Service date is defined as the date that billing begins. This period during the term commencing on the In-Service date and expires based on the contract term as identified above, shall be referred to as a "Contract Period." The Contract Period shall begin on the In-Service date. Thereafter be automatically renewed for successive terms of one (1) year each, subject to the right of either Party to terminate this Agreement by giving the other Party written notice of termination not less than sixty (60) days prior to the expiration date of the then current term.

ACCEPTABLE USE POLICY. Provider's Acceptable Use Policy is available on request and subject to change from time to time.

SERVICE LEVEL AGREEMENT. Provider's Service Level Agreement is available on request and subject to change from time to time.

TERMINATION. Customer may elect to terminate this Agreement for its own convenience upon thirty (30) days prior written notice to Provider. In the event Customer elects to terminate this Agreement prior to the expiration of the term, Customer shall be responsible for an amount constituting liquidated damages. In the event the customer elects to terminate this Agreement, the customer shall be responsible to pay the penalty of 100% of the monthly charges for the remaining portion of Contract Period. Equipment included in the monthly recurring price remains the property of Provider. Upon termination for any reason, this equipment shall be returned to Provider in the same condition as provided to Customer, except for normal wear and tear. If Customer damages equipment provided by Provider, Customer will be billed for replacement of equipment. In the event fiber construction is required to provide service described above and the cost of the fiber construction exceeds 20% of the initial cost due to unforeseen issues and Customer is unwilling to adjust pricing of this Agreement to compensate Provider for these increased costs, either Party has the right to terminate this Agreement immediately. If contract is signed by both parties and Customer wishes to terminate service before in-service date begins, Customer will be responsible for any expenses incurred by Provider directly related to Customer's establishment of service.

CUSTOMER OBLIGATIONS. Customer agrees to conduct business in a courteous and professional manner with Provider and Customer has the following obligations: To permit the installation of monitoring and maintenance software as needed on Customer equipment; To ensure that requests for Services are made as tickets Initiated by Customer calling Provider's primary published phone numbers (and not Provider staff direct phone numbers) or by e-malling Provider's published support email address (and not Provider staff's direct email addresses); To ensure that requests for Service contain sufficient information to enable the problem to be investigated; To ensure that equipment is available (powered on, online, with power saving modes disabled) to Provider for maintenance outside of standard business hours on a regular basis; To ensure the availability and cooperation of reasonably skilled staff on-site to respond to queries from and to implement instructions from Provider; To ensure physical access to the demarcation point and Provider supported equipment as needed; To ensure that staff are reasonably trained in the correct use of equipment or software; Not to seek or use equipment or software outside of their specified functionality; To authorize replacement of Provider supported equipment according to the manufacturer's recommended refresh cycle; To inform Provider reasonably in advance of any proposed system or facility changes, and to obtain advance approval from Provider before carrying out any tasks to supported equipment or software other than normal day to day use. It will be the Customer's responsibility to cancel any services being replaced by Provider's service and Provider will not be responsible for any charges from Customer's current provider.

WARRANTIES AND REMEDIES. Provider warrants that it will perform substantially in accordance with the Services herein. Customer understands that some communication technologies incur overhead at the expense of the advertised speed. Provider retains the right to utilize reasonable network management practices tailored to achieve legitimate network management purposes. Provider retains the right to determine the priority of Services or any request for service from Customer. This warranty is void if Provider's failure to achieve performance targets has resulted from accident, abuse, misapplication, abnormal use, or failure of Customer to fulfill Customer Obligations. Except for any refund elected by Provider, Customer is not entitled to any damages, including but not limited to, consequential damages, to the maximum extent allowed by applicable law, even if any remedy fails of its essential purpose. Except for the aforementioned warranty and the maximum extent permitted by applicable law, Provider provides services as is and with all faults, and hereby disclaims all other warranties and conditions, either express, implied or statutory, including, but not limited to, any (if any) implied warranties, duties or conditions of merchantability, of fitness for a particular purpose, of reliability or availability, or accuracy or completeness of responses, of results, of lack of viruses, of lack of negligence, all with regard to Services, and the provision of or failure to provide support or other services, information, software, and related content through the Services or otherwise arising out of the use of Services.

LIMITATION OF LIABILITY. CUSTOMER HEREBY ACKNOWLEDGES THAT ALL COMPUTER DATA NETWORKS AND BACKUP SYSTEMS INCORPORATE A RISK OF DATA LOSS, DOWNTIME, AND UNAUTHORIZED INTRUSIONS AND THAT PROVIDER IS NOT LIABLE FOR ANY LOSS, CORRUPTION, OR BREACH OF CUSTOMER'S DATA. Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party. Such causes include, but are not limited to, hardware failure, electricity interruptions, any and all other third party interruptions, including, but not limited to, vendor failure, interruption, and bankruptcy, acts of God, acts of civil or military authority, government regulations superimposed after the fact, strikes, lockouts, fires, floods, and other natural disasters.

To the maximum extent permitted by applicable law, in no event shall Provider be liable for any special, incidental, punitive, indirect, or consequential damages whatsoever (including, but not limited to, damages for loss of profits or confidential or other information, for business interruption, for personal injury, for loss of privacy, for failure to meet any duty including of good faith or of reasonable care, for negligence, and for any other pecuniary or other loss whatsoever) arising out of or in any way related to the use of or inability to use Services, the provision of or failure to provide Services, or other services, information, software, and related content through the Services or otherwise arising out of the use of Services, or otherwise under or in connection with any provision of this Agreement, even in the event of the fault, tort (including negligence), strict liability, breach of contract, or breach of warranty of Provider, and even if the Provider has been advised of the possibility of such damages.

Notwithstanding any damages that Customer might incur for any reason whatsoever (including, without limitation, all damages referenced above and all direct or general damages), the entire liability of Provider under any provision of this Agreement and Customer's exclusive remedy for all of the foregoing (except for any remedy or repair elected by Provider with respect to any breach of the warranty) shall be limited to the amount actually paid by Customer to Provider.

MISCELLANEOUS. This Agreement and the Appendices attached hereto contain the entire agreement of the parties with respect to the subject matter of this Agreement, and supersede all prior negotiations, agreements, and understandings with respect hereto. The parties agree that any action in relation to an alleged breach of this Agreement shall be commenced within one (1) year of the date of the breach, without regard to the date the breach is discovered. If any provision of this Agreement is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect. This Agreement is made under and shall be governed and construed in accordance with the laws of the State of Iowa. The place of this contract, its situs and forum, shall be Iowa, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement shall be determined. Customer agrees to provide to INS's contractor in advance of construction a list all known underground obstructions (i.e., sprinkler lines, water lines, utility lines, hazardous materials, subsurface objects, lines/conduits, etc.) within the proposed designed pathway so that disruption or damage to owner property and services during the installation process can be avoided. INS's contractor will attempt to locate all items listed by the Customer. Any damages occurring to unlisted items will be the Customer's responsibility and expense to repair/replace.

E911 NOTIFICATION. ALL USERS OF PROVIDER'S SESSION INITIATION PROTOCOL ("SIP") BASED VOICE OVER INTERNET PROTOCOL ("VOIP") SERVICES ARE REQUIRED TO AGREE THAT THEY HAVE READ AND UNDERSTOOD THE LIMITATIONS ASSOCIATED WITH THE 911 AND E-911 EMERGENCY SERVICES AVAILABLE THROUGH PROVIDER'S CALLING SERVICES. IF THEY HAVE NOT READ OR DO NOT AGREE, THEY ARE NOT AUTHORIZED TO USE ANY OF PROVIDER'S CALLING SERVICES. The 911 calling capabilities associated with VoIP calling services is different from those offered by traditional analog telephone services. Provider's VoIP calling services are not meant to be relied upon in the case of an emergency. While Provider attempts to provide access to emergency service, these VoIP services are not intended to be used to support or to carry emergency calls to any type of hospitals, law enforcement agencies, medical care units, or any other kind of emergency services. **CUSTOMER SHOULD MAINTAIN ALTERNATIVE MEANS OF CALLING EMERGENCY SERVICES SUCH AS ANALOG OR CELLULAR SERVICE.** Electrical outages and internet connectivity problems, including network congestion, may disrupt Provider's VoIP calling service and prevent 911 emergency calling. Service disconnects due to account suspensions, billing issues, or any other reason will prevent 911 emergency calling. VoIP services are technically capable of being used in locations that are not associated with the traditional geographic area of a telephone number. These capabilities can cause 911 problems. All 911 capabilities will only be available in the location that Customer has associated with the Provider assigned direct-inward-dial ("DID") telephone number assigned to the Customer. For E911 to be accurately routed to the appropriate emergency call center, the Customer must provide accurate DID telephone numbers as the call-back telephone number for all 911 calls and accurate address information. Additionally, using the service in a location that uses a different area code than the area code of the DID number provided may not be able to reach emergency personnel or may not reach emergency personnel near Customer's actual physical location. Failure to provide a correct physical address in the correct format may cause 911 emergency calls to be routed to the incorrect local emergency service provider. Use of Provider's VoIP calling service from a location other than the location to which such service was registered may result in 911 emergency calls being routed to the incorrect local emergency service provider. Changes of location submitted to Provider may take up to 48 hours to be reflected accurately in E911 records.

INFORMATION RELEVANT TO DATA CENTER PRODUCT. a. **Data Center Service Location.** Data Center Service will be provided at this address 1661 22nd Street, West Des Moines, IA 50266 or 312 8th Street, Des Moines, IA 50309. b. **Signs.** No sign, notice, advertisement, or other inscription of any kind shall be put in or attached to any part of the Building by Customer. c. **Additions, Fixtures, and Improvements.** Upon the expiration of this Exhibit, or any extension thereof, by lapse of time or otherwise, all additions, fixtures and improvements, except the equipment, made on said Premises by Customer shall belong to, and become the property of Aureon™ as a part of the Premises, without any payment therefore to Customer, and shall be surrendered to Aureon, together with the Premises. The equipment shall remain the property of Customer; however, Customer shall be liable to Aureon for actual costs of any damage to the Premises caused by the removal of the equipment. d. **Access.** Customer will be provided card and/or biometric keys for unattended access to their equipment in the data center. Aureon will conduct an annual review and, at Aureon's discretion, make appropriate changes in the rate charged for floor space and power based on the prevailing economic conditions. In the event that the rate increases more than 25% as a result of the annual review, Customer will have the right to abandon the Aureon Floor Space and Power Schedule and this Exhibit without penalty. Refer to Product Description Schedule Data Center for further information.

By signing, I confirm that I am at least 18 years of age and authorized to accept the terms and conditions outlined in this agreement. Aureon must remain the Local Service Provider on all lines. Customer agrees to repay any and all promotional credits if service is terminated in the first 12-month period.

AGREED TO BY CUSTOMER

Approved by Aureon

By:

By: Mick Herke

Signature:

Signature:

Title:

Title: VP Retail Operations

Date:

Date:

Please read these terms and conditions carefully before signing this Agreement. If more space is needed, please attach additional agreements.

City of Tipton, Iowa

Request for Quote
High Speed Internet and Phone Service

Response From
Aureon

RFQ Schedule	Date
RFQ Issued	12/1/2016
Sealed Proposals Due to Tipton City Hall	12/23/2016 2:00 PM
Sealed Proposals to be Opened	12/27/2016
Awards No Later than	To be determined
Installation of Product	To be determined

Scope of Work

Background and Objectives:

The City of Tipton has a need to improve the performance and reliability of its current internet and phone services. Due to the current speed and latency of the internet, City Employees working capabilities has become limited. In addition, the City of Tipton recognizes that the potential switch from a conventional POTs line to a state-of-art- digital service may provide an overall cost savings.

All equipment provided must be as outlined in the proposed system section of this RF. This is necessary to provide seamless integration with the current infrastructure in place.

All equipment proposed or provided under this contract shall meet or exceed the latest standards of the: FCC, PCI, FIPPS, HIPPA, ANSI/TIA/EIA standards. All equipment provided will be required to meet manufactures published specifications.

Workmanship:

All work performed as a result of this RFQ shall be performed to industry standard. Additionally, all cables installed shall utilize:

- A cable management system (Vendor Provided)
- 19" rack mounted shelving (Standard 19" on center, provided by the City of Tipton)
- Rack mounted trays (Vendor Provided)
- The vendor shall supply a wiring diagram for all work and rack layout
 - Aureon will provide a 19" 1 U rack mounted NID that can be mounted in the Tipton supplied rack that will need to be connected to the Tipton Firewall and Tipton AC 120 Volt power. Aureon will also supply a UPS to support the power for the Aureon NID.

Requested Equipment:

The City of Tipton is requesting quotes from Internet Service Providers and Telephone Companies for a high speed internet connection feed that would be installed on the second floor of Tipton City Hall, located at 407 Lynn Street, Tipton, Iowa. Such internet connection would meet the minimum requirements set forth in the section *Internet Requirements*. Additionally, the City of Tipton seeks information for adding a digital phone service to a new high speed internet connection. The minimum phone requirements are outlined below in the section *Phone Requirements*.

- See below and attached.

Internet Requirements:

The vendor shall be a factory authorized dealer/ distributor of all products proposed, and must be qualified and equipped to offer in-house service, maintenance and technical training assistance including availability of spare parts and replacement units. The proposed internet connection shall be capable of meeting the needs of City of Tipton by meeting the minimum requirements:

- A latency averaging less than or equal to 15 ms for greater than 95% of the time
- Minimum speeds of 15 Mbps Download/ Upload capable of exceeding gigabit speeds if needed in the future.
 - See the attached Aureon SLA that states a less than 20 ms.
 - Aureon will offer internet speed upgrades for \$50.00 NRC, each.
- The vendor shall be able to respond to an outage in four (4) hours or less 24 hours a day, 7 days a week, 365 days a year.
 - See the attached Aureon SLA
- The proposed internet connection shall be capable of providing video conferencing, VOIP and streaming media
 - Up to the 15 x 15 Mb DIA limit per this Agreement.
- The proposed internet connection equipment shall convert to RJ 45 (Will go into Watch Guard fire wall)
 - Aureon will comply.

- The proposed connection shall be capable of being shared by multiple locations which are currently interconnected with Fiber. The vendor(s) shall be responsible for ensuring that all attached IP phone work correctly with new “phone lines.”
 - Per the customer’s firewall, switches, and phone PBX
- Equipment shall be rack mountable in a standard 19-inch, 2 post rack (Interested vendors should call to request additional information).
 - Aureon will comply.
- Maintenance personnel must be able to perform adjustments from a central site.
 - YES the Aureon NOC 24 x 7 1877-777-7128
- Equipment shall include: transmitters, receivers, power supplies (110 V, 20 AMP), interconnection panels and ancillary hardware necessary for a fully operational system
 - Aureon will connect to the customer’s firewall and PBX.
- The vendor shall be responsible for all equipment maintenance from the DMARK or DOD to the “outside world”
 - See the Aureon SLA
- All equipment installed shall be new and unused.
 - Aureon will comply.

Phone Requirements:

The vendor shall be a factory authorized dealer/ distributor of all products proposed, and must be qualified and equipped to offer in-house service, maintenance and technical training assistance including availability of spare parts and replacement units. The proposed phone connection shall be capable of meeting the needs of City of Tipton by meeting the minimum requirements:

- The vendor shall be able to respond to an outage in four (4) hours or less 24 hours a day, 7 days a week, 365 days a year.
 - See the Aureon Voice SLA
- The proposed connection shall be capable of being shared by multiple locations which are currently interconnected with Fiber.
 - Per the customer’s firewall, switches, and phone PBX
- Equipment shall be rack mountable in a standard 19-inch 2 post rack.
 - Aureon will comply.
- Maintenance personnel must be able to perform adjustments from a central site.
 - Yes from the Aureon NOC
- Equipment shall include: transmitters, receivers, power supplies, interconnection panels and ancillary hardware necessary for a fully operational system
 - YES that needs to work with the customer’s firewall, switches, and phone PBX

- Shall be compatible with a Mitel 5000 series IP phone system (currently using POTS lines, no PRI/T1 Handoff card installed)
 - YES Aureon will deliver IP Pots Lines
- Provide at minimum 16 phone lines or equivalent with ability to expand. The need for a full PRI is anticipated
 - YES Aureon will upgrade to PRI equipment with a new agreement.
- Provide at minimum 6 fax lines or equivalent with the ability to expand
 - Yes 6 IP Pots lines with the ability to expand.
- The vendor shall be responsible for all equipment maintenance from the DMARK or DOD to the “outside world”
 - See the Aureon SLA
- All equipment installed shall be new and unused
 - Aureon will comply.
- The vendor shall ensure that all new phone lines, PRI/ERI are configured and in working order
 - YES, Aureon will test all DIA connections IP Pots and IP Fax lines.
- The vender shall be responsible for providing all necessary licenses to be utilized on the Mitel 5000 series IP phone system
 - Aureon is a licensed ISP and Voice provider, but we are not licensed Mitel provider.

Electromagnetic Interference and Surge Suppression:

The internet and phone equipment proposed shall be designed to operate in close proximity to other electronic and communication devices without causing electromagnetic interference to telephones, computers, VHF/700/ 800 MHz radios, Commercial FM and TV broadcast, IP switches and telephone switching equipment.

The equipment proposed shall not emit Radio Frequency Interference (RFQ) to any of the types of equipment mentioned above that causes a measurable degradation of their performance. Any shielding necessary to cause the vendors equipment to meet the above requirement will be the responsibility of the vendor.

All equipment shall be grounded. A ground buss bar shall be supplied by the vendor for the purposed of external grounding as required by the manufacture. An internal ground buss shall be provided by the vendor that is rack mountable on a standard 19-inch rack. Both ground buss bars shall be individual connected to the site ground. All provided equipment inside of the building(s) shall be individually grounded to the internal ground buss bar. Daisy Chair or Loop grounding shall not be allowed.

Aureon owned equipment will meet the standard Radio Frequency Interference and surge protection guidelines.

Backup Power:

All equipment shall be provided a backup power source that will last a minimum of three hours when under a full load. (Vendor Supplied)

Aureon will supply a UPS for the Aureon fiber NID.

Weather Proofing:

All proposed connections/ fiber lines/ copper lines coming into the Tipton City hall shall be placed inside of conduit. All external connectors shall be protected from water intrusion.

Aureon will install fiber underground in conduit but can't guarantee against water intrusion. Aureon will agree to the attached DIA and Voice SLAs.

Instructions to Bidders:

Communications with the City of Tipton:

All vendor communications concerning this acquisition shall be directed to:

Brad Ratliff
407 Lynn ST
Tipton, Iowa 52772
(563) 886-6502
tiptonambulance@tiptoniowa.org

Questions

Questions shall be submitted electronically to Brad Ratliff, tiptonambualnce@tiptoniowa.org no later than the date and time in the Schedule of Events. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Bidder of any responsibilities under this RFQ or any subsequent contract. It is the responsibility of the Bidder to assure that they received responses to the questions if any are issued.

Changes to the RFQ/Addenda

A change may be made by the City of Tipton if, in the sole judgment of the City of Tipton, the change will not compromise the City of Tipton's objectives in this acquisition. A change to this RFQ will be made by formal written addendum issued by the City of Tipton. Addenda issued by the City shall become part of this RFQ specification and will be included as part of the final Contract. It is the responsibility of the interested Vendor to assure that they have received Addenda.

Submittal Requirements

This Section details the procedures for RFQ submittal. Bidders have full responsibility to ensure the response arrives at the City within the deadline. A late submittal may be rejected, unless lateness is waived as immaterial by the City, given specific fact-based circumstances. Late responses may be returned unopened to the submitting firm. The response should be in an 8 ½" by 11" format.

NOTE: The City of Tipton will not accept Fax and CD copies as an alternative to the paper or electronic e-mail copy submittal. If a CD or fax version is delivered to the City, the paper or electronic e-mail copy will be the only official version accepted by the City. Paper Copy Submittal

Submittal Requirements: One (1) original, and (2) copies must be received no later than the date and time specified on the procurement schedule or as otherwise amended.

Paper-copy submittals should be in a sealed box or envelope clearly marked and addressed with the RFQ title. If packages are not clearly marked, the Proposer has all risks of the package being misplaced and not properly delivered.

The submittal may be hand-delivered or must otherwise be received by the City at the address provided, by the submittal deadline. Please note that delivery errors will result without careful attention to the proper address.

Submittals and their packaging (boxes or envelopes) should be clearly marked with the name and address of the Proposer.

Electronic Copy Submittal

In lieu of an official paper copy, Bidders may submit their RFQ documents via an e-mail process described below with all other RFQ requirements remaining the same. The County will use a secure mailbox to receive and protect RFQs.

To submit an electronic copy, Bidders can e-mail their RFQ documents on or before the RFQ opening date and time.

Note: Do not e-mail a copy of your RFQ response to any other e-mail address. Title the e-mail with the RFQ title and company name. Any risks associated with the electronic transmission of the RFQ submittal are borne by the Bidder.

If the Bidder also submits a paper-copy, the City will determine which form takes precedence in the event of discrepancies.

Cost of Preparing RFQ

The City will not be liable for any costs incurred by the Bidder in the preparation and presentation of RFQs submitted in response to this RFQ including, but not limited to, costs incurred in connection with the Bidder's participation in demonstrations and the pre-RFP conference.

Bidder Responsibility

It is the Bidder's responsibility to examine all specifications and conditions thoroughly, and comply fully with specifications and all attached terms and conditions. Bidders must comply with all Federal, State, and County laws, ordinances and rules, and meet any and all registration requirements where required. See the Aurcon SLAs.

Changes in RFQ

Prior to the RFQ submittal closing date and time established for this RFQ, a Bidder may make changes to its bid provided the change is initialed and dated by the Bidder. No change to a bid shall be made after the RFQ closing date and time.

Errors in Proposal

Bidders are responsible for errors and omissions in their Bids. No such error or omission shall diminish the Bidder's obligations to the City of Tipton.

Withdrawal of Proposal

A submittal may be withdrawn by written request of the submitter, prior to Bidding closing. After the closing date and time, the submittal may be withdrawn only with permission by the City of Tipton.

Rejection of Bids and Rights of Award

The City of Tipton reserves the right to reject any or all Bids at any time with no penalty. The City of Tipton also has the right to waive immaterial defects and minor irregularities in any submitted Bid. The City of Tipton reserves the right to cancel this RFQ even after all bids have been collected.

Additional Requirements

Replacement Parts

The Contractor will guarantee that standard replacement parts will be available for a minimum of five (5) years from the date of shipment of the system and that repair or replacement parts will be provided within a reasonable time period from receipt of an order.

Aureon will only guarantee these replacement parts for the term of this agreement and any additional agreements.

Warranty

All equipment delivered will be new, will conform to stated specifications and will be free from mechanical, electrical or other defects for a minimum of two (2) years from the date of installation. Aureon will comply.

If workmanship or design defects cause the system to require modification, repair or replacement, the vendor shall promptly bring the units to satisfactory operating condition at no expense to The City of Tipton.

Aureon will comply.

The Contractor agrees to replace or repair any defective parts during the warranty period. If the Contractor is unable to provide local service they must identify how they intend to provide satisfactory service support that is comparable.

Aureon will comply, for Aureon owned equipment.

Manuals

The vendor shall provide a minimum of one (1) technical manual with each piece of equipment installed. The manuals shall each provide concise information, including schematics, troubleshooting diagrams, layout diagrams, printed circuit board overlays, test and alignment procedures, interconnecting diagrams, part numbers/descriptions and final test procedures used to verify proper system operation.

During the lifetime of the equipment the vendor shall be responsible for upgrading the technical manuals. The vendor shall detail the process that will be used in upgrading the user manuals when engineering/technical changes are made to the equipment.

Aureon will maintain the Aureon owned equipment.

SIP Service Level Agreements and Goals

1 General

Aureon™ will be the sole party to determine whether Aureon has not met any of the Service Level Agreements (SLA) or Service Goals specified herein. Aureon reserves the right to change or discontinue any or all of the SLAs or Service Goals detailed below at any time without notice to the Customer.

1.1.1 SLAs

Service Level Agreements (or SLAs) define availability, performance and other requirements of Service provisioning and delivery. Remedies for Aureon not meeting the requirements are also defined. Customer must at all times cooperate with Aureon in testing, determining and verifying that a qualifying Service outage has occurred.

1.1.2 Goals

Goals define availability, performance and other objectives of Service provisioning and delivery. Goals do not include remedies and failure to meet any Service Goal does not entitle Customer to a Service credit.

1.2 SLA Credit Request Process and Limitations

In order to receive any of the SLA credits (specified herein) for Service, an Authorized Contact must immediately notify Aureon Technical Support of an occurrence within the Aureon Service that results in the inability of the Customer to access Service ("Service Outage"). A Service Outage does not include an outage that occurs during Scheduled Maintenance.

Aureon Technical Support will investigate the reported outage and assign a Trouble Ticket number. Once Aureon determines that the substantiated Service Outage that could qualify Customer for the SLA credit occurred ("Verifiable Trouble Ticket"), then Customer may request a Service Credit within 30 days after the event giving rise to the credit by contacting Aureon Technical Support and asking for an SLA credit escalation. A Verifiable Trouble Ticket must accompany Customer's request for any SLA credit regarding the Service purchased by Customer. Credits should appear on Customer's bill for the Service within two (2) billing cycles, after such SLA credit has been approved by the Aureon representative.

In any calendar year, Customer's aggregated SLA credits may not exceed, for any Service, two (2) months' worth of the monthly Service fee for the affected Service. In any billing month SLA credits may not exceed, for any Service, fifty (50) percent of the monthly Service fee for the affected Service.

For purpose of calculating SLA credits, this monthly Service fee shall mean the monthly recurring charge ("MRC") for such Service, but excluding, in all cases, (i) any monthly recurring fees for the Service features (e.g., domain name hosting or e-mail Service), (ii) all one-time charges, and (iii) at all times excluding the monthly recurring charge attributable to Equipment for such Service.

Credits are exclusive of any applicable taxes or fees charged to the Customer or collected by Aureon.

SLAs dependent on packet size require use of a 64-byte packet to determine SLA eligibility.

1.3 SLA Exclusions

1.3.1 Global SLA Exclusions

SLAs do not apply and Aureon is not responsible for failure to meet an SLA resulting from:

- Misconduct of Customer or Users of Service.
- Failure or deficient performance of power, Equipment, Services or systems not provided by Aureon.
- Delay caused or requested by Customer.
- Service interruptions, deficiencies, degradations or delays due to any access lines, cabling or equipment provided by third parties.
- Service interruptions, deficiencies, degradations or delays during any period in which Aureon or its representatives are not afforded access to the premises where access lines associated with Service are terminated or Aureon Equipment is located.
- Service interruptions, deficiencies, degradations or delays during any period when a Service Component is removed from Service for maintenance, replacement, or rearrangement purposes or for the implementation of a Customer order.
- Customer's election to not release a Service Component for testing and/or repair and to continue using the Service Component.
- Force Majeure conditions such as fire, explosion, lightning, power surges or failures, strikes or labor disputes, water, acts of god, the elements, war, civil disturbances, terror, acts of civil or military authorities, fuel or energy shortages, acts or omissions of suppliers or other causes beyond Aureon's control, whether or not similar to the foregoing.
- Service interruptions, deficiencies, degradations or delays during any period when a Service Component is removed from Service for maintenance, replacement, or rearrangement purposes by Customer staff.
- Service interruptions, deficiencies, degradations or delays in Service caused by any piece of equipment, configuration, routing event or technology not under the management and control of Aureon.
- Failure to adhere to Aureon recommended configurations on unmanaged equipment.

In addition, Service SLAs do not apply:

- If Customer is entitled to other available credits, compensation or remedies under Customer's Purchase Agreement or Service Addendum for the same Service interruption, deficiency, degradation or delay.

- For Service interruptions, deficiencies, degradations or delays not reported by Customer to Aureon.
- Where Customer reports an SLA failure, but Aureon does not find any SLA failure.
- When Service is dependent upon other Service with lower SLA.
- If Customer has over 30 day past due balance on any billing or service with Aureon.
- After date of Service contract termination.
- Downtime required to perform Emergency Maintenance and Scheduled Maintenance.
- Any errors, omissions, delays or failures caused by Customer or any third party outside of Aureon's reasonable control.
- Aureon will not be held responsible for any long distance toll fraud incurred from Customer's equipment.

If Customer elects to use another provider or method to restore Service during the period of interruption, Customer must pay the charges for the alternative Service used.

1.3.2 Service SLA Exclusions

SLAs do not apply and Aureon is not responsible for failure to meet an SLA resulting from:

- Failure to provide suitable secure environment for on premise devices including but not limited to: secure mounting/racking, appropriate cooling and air handling, secure from theft, loose wires bundled neatly, etc.
- Use of Service across any circuit or path not capable of carrying and adhering to industry standard QoS "quality of service" mechanisms. This could include but is not limited to Internet (whether delivered and/or managed by Aureon or not), public peering arrangements, and 3rd party cross connects.

1.4 Availability SLAs and Goals

"Availability" SLAs apply only when service is completely unavailable due to any sort of issue. After Customer opens a ticket on Service Issue Aureon Technical Support will classify the issue. If Aureon Technical Support determines that Customer service is 100% unavailable the issue will be categorized as a "Service Availability" issue and all SLA remedies applicable to Service Availability will apply. Any SLA remedies not specifically defined as "Service Availability" SLAs will not apply to same "Service Availability" issue.

1.4.1 Availability SLA

For purpose of the Availability SLA, the duration of a Service Outage shall be deemed to commence upon the opening of a Verifiable Trouble Ticket by Aureon Technical Support, in response to the Customer request, and ends when the Service Outage ends.

Trouble tickets, where the Service Outage cannot be verified with Aureon's standard diagnostic procedures, do not count towards the Availability SLA.

SLA	Remedy
99.99% availability	Each hour service is unavailable above SLA goal qualifies the Customer for a credit of 5% of MRC up to a maximum of 50% of MRC for affected service.

1.4.2 Service Repair Goal

For purpose of the Service Repair Goal, the duration of a Service Outage shall be deemed to commence upon the determination by Aureon Technical Support that Service Repair is necessary and ends when the Service Repair has been completed.

Aureon will make all reasonable efforts to resolve problems resulting from Customer initiated trouble tickets for this Service based on the Goal below.

Goal	Remedy
2 hours	Failure to meet the goal does not qualify the Customer for any Service credit.

1.5 Performance SLAs and Goals

There are no Performance SLAs or Goals with this Service.

1.6 Other SLAs and Goals

"Other" SLAs apply whenever SLA goal has not been met. "Other" SLA credits will qualify for consideration even when "Service Availability" or "Service Performance" SLA credits are requested against the same Customer issue.

1.6.1 Standard Service Installation Interval Goal

The Standard Service Installation Interval is measured from the date on which the Customer contract is countersigned by Aureon to the Service Activation Date as defined in Section 7.1.

Goal	Objective
30 days	Failure to meet the goal does not qualify the Customer for any Service credit.

1.6.2 Monitoring Goal

The Monitoring Goal is measured from the time an outage is detected by Aureon monitoring systems until such outage is reported to customer by the Aureon notification method. The goal is considered met once the Aureon monitoring system sends a notification to the customer. Receipt of the notification by the customer or lack of receipt will not be considered to be part of goal.

Goal	Objective
15 minutes	Failure to meet the goal does not qualify the Customer for any Service credit.

Aureon Communications, LLC Direct Internet Access SERVICE LEVEL AGREEMENT ("SLA")

1. Service Availability

1.1 Aureon Communications, LLC (AC) Network Availability for an averaged calendar month shall not be less than 99.99%. If the Network Availability is not met in a calendar month, the Customer shall receive a credit equal to one (1) day of the Customer's monthly recurring Internet Access charge. In addition, for each contiguous hour of SLA enforceable downtime, the Customer shall receive credit equal to one (1) day of the Customer's monthly recurring Internet Access charge. The AC network shall not exceed 0.1% average packet loss during a calendar month. If the packet loss guarantee is not met, the Customer shall receive a credit equal to one (1) day of the Customer's monthly recurring Internet Access charge.

1.2 AC will, whenever possible, provide Customer with advance notice of any scheduled downtime or maintenance.

2. Incident Reporting

2.1 In the event of a problem with the Services, AC shall comply with its obligations pursuant to Section 1. In addition, Customer may notify AC of problems with the Services pursuant to this Section 2. AC will respond to 'Critical' problems within 1 hour of receipt of notice from Customer, by outlining to Customer its planned approach to the resolution of the problem. AC shall use commercially reasonable efforts to fix 'Critical' problems within 4 hours of notice. (A 'Critical' problem is defined as causing the Services to be unavailable.) AC will respond to 'Non-Critical' problems within 24 hours of receipt of notice from Customer, by outlining to Customer its planned approach to resolution of the problem. AC shall use commercially reasonable efforts to fix 'Non-Critical' problems within 48 hours of notice. (A 'Non-Critical' problem is defined as affecting the correct functioning of the Services.)

The monitoring of SLA standards is completed by AC by sending Internet Control Message Protocol (ICMP) echo request packet messages every 1 minute. The packets are analyzed by AC to determine packet loss and Customer availability.

3. Security

3.1 In addition to the security provisions set forth in the Agreement, AC and Customer shall ensure that commercially reasonable efforts are made to assess security risks. AC provides physical protection to the equipment room shared with other tenants to Customer and other tenants.

4. Response Times

4.1 The target network delay shall be less than 20 milliseconds per request, where network delay " per request is the time from a packet reaching the Customer's Ethernet port to the time that the response has been delivered to the backbone by AC.

5. Remedies; Term

5.1 If AC breaches this SLA one or more times within any calendar month the Customer must contact one of its account team representatives requesting a credit. The Customer must provide the following information:

- a) Customer Name and Contact Information

- b) Type of AC Internet Connection
- c) Brief description of the characteristics of the failed metric
- d) The trouble ticket number that was given when the initial trouble ticket was opened.

AC will review all claims within ten (10) business days. The Customer will be notified the outcome of the claim. All applicable credits will be applied to the Customer's next available invoice following claim approval.

5.2 Terms and Conditions

- a) The Customer must be contracted for a minimum of 1.5 Mbps Internet Access with AC for a term of no less than one year. The Customer must be in good standing with AC.
- b) One (1) day of credit is defined as 1/30th of the total monthly recurring Internet access charge.
- c) The service levels provided herein do not include failure of telephony access circuits, or failure of Customer premise equipment. Furthermore, the guarantee does not include disruptions due to forces outside of AC control, including but not limited to: Customer caused outages or disruptions, connectivity due to failure of other Internet Service Providers (ISPs), and force majeure.
- d) Network Availability is described as the capability to forward IP packets to Customer's router wide area network (WAN) interface.
- e) Any applicable monthly recurring Telecommunications Access services are not included in this guarantee.
- f) The service guarantees do not include scheduled maintenance.
- g) In the event that Customer identifies that there is lack of Network Availability or "outage," Customer shall open a trouble ticket with AC within 1 hour of the observed event. AC will investigate and document their findings on the open trouble ticket. If the "outage" exceeds 10 minutes and is confirmed by AC on the trouble ticket, the outage is eligible to be requested for credit.
- h) AC is not responsible to provide credits based on outage, failure, or errors of the SLA monitoring system.
- i) The maximum amount of credit provided by this agreement is fifteen (15) days per six (6) months.
- j) If there are fifteen (15) separate "outages" within a six (6) month period the customer can terminate the contract with no penalties.
- k) AC is not responsible for credit due to failures or packet loss caused by congestion on Customer's Internet access circuit.

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: 01/04/2017

AGENDA ITEM: City Garage 18,000# Vehicle Hoist Purchase

ACTION: Motion and second to approve, deny or table recommendation, roll call vote.

SYNOPSIS

As we continue to expand our "in house" maintenance and repair of our equipment and vehicles, the need for additional lifting capacity in the shop has become more apparent. Currently we have an in-floor hoist that was installed when we built the shop. It has a lifting capacity of 12,000 lbs. which is very adequate for most of our equipment including pickups, cars and even the 1 ton trucks. The ambulances are serviced on a regular basis and are my primary concern. The new ambulance is well over the capacity of the hoist, and the older ambulance needs to be unloaded for our hoist to raise it safely. It's right at 12,000 lbs. unloaded. Also, both dump trucks occasionally need work done from beneath. Even though the larger trucks are too heavy to lift, there is an advantage to just driving them up on the ramps for additional clearance to work on brakes, etc.

This month NAPA is running a sale on a four post 18,000 lb. hoist that normally sells for \$16,238. They have it on sale for \$8,470, with a \$1,000 rebate from the manufacturer. The final cost to us after rebate would be \$7,470, which is a savings of \$8,768. We were initially thinking of trying to purchase this equipment over a two-year period at the normal listing of \$16,238, however with this sale price it has moved this purchase to the top of our list. We feel that the City would greatly benefit from this purchase.

We currently have in this year's budget \$6000 for "small equipment" that was intended to go towards a hoist. Additionally, we have \$2000 in "other capital equipment" that we could utilize for the balance. I also believe we can feel good about the quality and quantity of work that Klay does in his role as Fleet Supervisor/Mechanic. This would allow Klay to work on the larger vehicles more efficiently and much safer.

When we designed the shop several years ago, we made provisions for an additional hoist in front of the one currently in place. The new hoist would be placed perpendicular to the current hoist in order to best utilize the mechanic bay. In summary, I recommend that we pursue this purchase based on the great price and the need that exists with our present workload.

If any of you have questions or concerns, either myself or Klay would be glad to visit with you prior to the Council Meeting. Thank You.

Vehicle weights;

Public works dump trucks – 18,000 lbs. completely empty

New Ambulance—14,800 lbs.

Older Blue Ambulance—11,900 lbs. empty

The cost of this unit is: \$7,470.00

BUDGET ITEM: Central Garage 810-5-899-2-65040 & 810-5-899-3-67270

RESPONSIBLE DEPARTMENT: Public Works/Central Garage

MAYOR/COUNCIL ACTION: Motion and second to approve, deny or table, by roll call vote.

ATTACHMENTS: 2 page brochure from NAPA

PREPARED BY: Steve Nash

DATE PREPARED: 12-29-2016

FOUR POST CR18

HEAVY DUTY RUNWAY LIFTS

**18,000
POUNDS
CAPACITY**



Shown:
Model CR18NO-X
18,000 lbs. capacity

Engineering Excellence

Forward's U.S. engineers have over 29 years of combined experience designing automotive lifts for service and repair shops. Forward's philosophy is to own our designs rather than use someone else's off the shelf product.

Product Integrity

21st century design tools allow us to create, control and validate our designs to ensure maximum performance. Forward lifts are rigorously tested to meet quality and durability standards. All product families are proof load tested to 1½ times rated capacity and rigorously cycle tested.



**Four-Post
CR18NO-X
is Gold
Certified**

Engineered to perform... Built to last!

**FORWARD
LIFT**

Forward CR18 18,000 lbs. capacity runway lifts

Single point latch release system releases all four column locks at one time.

The non-skid surface allows a sure grip for tires and a "sure foot" for technicians standing on the lift.

Multi-position lock components allow lift to be level at any lock position

Front wheel stops can easily be replaced by optional drive through ramps

All hydraulics and mechanical lifting components are concealed under the runway.

Optional internal airline connections allow two rolling bridge jacks to operate at the same time

Self chocking approach ramps engage in the rear when the lift is raised

Shown:
Model CR18NO-X
18,000 lbs. capacity
Shown with
optional rolling jacks,
bolt-on alignment kit
and work step



Optional Lift Accessories

- Bolt-On Alignment Kit
- Turning Radius Gauges
- Internal Air Line Kit
- Drive Through Ramps
- Rolling Bridge Jacks
- 30 gallon Oil Drain Pan
- 3-Phase Motors
- Power Unit Cover



Shown:
9,000 lbs. capacity rolling jack
PART # RJ901000BK



Shown:
30 gallon capacity
rolling oil drain pan
PART # 991564



Shown: Bolt-on alignment kit
PART # CR18AK00BL

Specifications	CR18 CR18-3
Max. Wheelbase	194" (4928mm) 230" (5842mm)
Rise	68" (1727mm)
Length Overall	22' 11 3/16" (6990mm) 25' 11 3/16" (7904mm)
Width Overall	11' 5 3/4" (3499mm)
Inside of Columns	121 1/2" (3086mm)
Length Between Columns	212" (5385mm) 248" (6299mm)
Height of Columns	6' 5 3/4" (1975mm)
Width of Runways	22" (559mm)
Height of Runways	7 1/2" (191mm)
Width Between Runways (min/max)	43" (1092mm)/ 46" (1168mm)
Lifting Capacity	18,000 lbs. (8165kg)
Motor	2 HP
Voltage Single Phase *	208v-230v
Time of Full Rise	105 seconds
Min. Bay Size	16' x 27' (4877 x 8230mm) 16' x 30' (4877 x 9144mm)
* Optional 3-phase electrical available. Specifications subject to change without notice or liability	



Forward Lift
996 Industrial Drive
Madison, IN 47250

Phone: 800.423.1722
Fax: 812.273.7329
www.forwardlift.com



Fig. CR18, 2012.01

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1102NDNIC D&V III QPMISNT

520 Cedar Street
Tipton, IA 52822
(563) 886-4597
www.tiptonlowa.org

Tipton Development Report December 2016 - Linda Beck

- Small Business Saturday was held on for November 26th.
- Wal-Mart Foundation received \$2000 grant. \$1,000 went back to the city and \$1000 to the Chamber
- Tour of Lights "Tipton's Winter Express" was held on Saturday, December 10th from 5-8
- Manufacturing Educational meeting was held on December 13th @ 9:00 a.m. - with Stephanie Bredman and Tyler McCarville regarding 260E and 260F and Job training.
- Downtown Walk Around with Jim Engle and Carol Lilly is scheduled for December 19th
- Ribbon cutting with bwa Photo Company - Lindsey Sears on December 8th
- Getting applications in for City Ambassador
- Logan Walsh continues to volunteer in my office
- In Mid-January Kristi Peck's speech class will help me make a video regarding Tipton. This project will take a few months
- Revolving Fund Loans will be completed at the end of this month for the quarter
- Tipton Business Job Fair will be held in April/May at the school - starting to work on arrangements
- Visited 5 businesses for TEDCO
- Working on Educational meeting with the chamber on how to start your own business scheduled for January
- Met with Rod Ness, CCEOCO
- Will be hosting THS Intern through Kirkwood Workplace Learning Connection starting in January

Respectfully Submitted,
Linda Beck

Police Dept. Stats

2016 ARRESTS- ADULT & JUVENILE CHARGES

65 adult arrests

16 juvenile arrests/charges

9 Arrest Warrants served

90 total

Highlights-

13 Domestic Abuse arrests - 37 total Domestic calls

13 Assault arrests - 38 total "fights" & "assault" calls

11 OWI arrests

11 Public Intoxication arrests

11 Drug and/or drug paraphernalia arrests

4 Firearms- related charges

TIPTON POLICE DEPT
Dispatcher Stats

1/1/2016 thru 12/30/2016

Agency	Total Number of Calls	Average Time Difference
AFD	25	04:33
BAM	104	03:16
BFD	21	03:22
CAM	342	02:52
CCC	12	08:40
CCSO	5,917	26:57
CFD	46	13:32
CPD	421	23:52
DAM	809	03:04
DFD	85	03:17
DPD	1,808	40:12
EMA	1	00:00
ISP	178	85:33
JCAM	167	03:36
LFD	87	07:00
LMAM	15	07:12
LSFD	6	07:20
MAM	240	05:07
MFD	74	04:13
MPD	746	83:22
OJAM	1	03:20
SFD	111	02:27
TAM	564	03:45
TED	123	04:34
TPD Tipton Police Dept.	2,761	16:30
WBFD	284	02:45
WBPB	1,223	06:19
WFD	48	03:34
WLAM	90	04:49
WLFD	13	08:20
Total Calls All Dispatchers:		Average Dispatch Time: 28:07

Calls for
Service

Business Checks not included in the Calls for Service

2016 total → 2,032

Calls for service	2,761
+	
Business Checks	2,032
	<u>4,793</u>

TIPTON POLICE DEPT

Call Type Count Responded

1/1/2016 thru 12/30/2016

Call Type	Total	
TPD		
1046	24	
1050ANIM	3	
1050PD	52	Car Accidents → 61
1050PI	5	
1050UNK	4	
ABANDON	5	
ALARM	36	
ANIMAL	68	- Animal Control → 68
ASSAULT	20	
ASSIST	94	
ATL	56	
BURGLARY	6	
BUS	157	
CIVIL	5	
CIVILFAM	8	
COURTORD	2	
CP	4	
CRIMIS	2	
DEBRIS	10	
DISORDER	11	
DOGS	40	- Animal Control → 40
DOMESTIC	37	
DRUGS	2	
FDALARM	2	
FDBRUSH	3	
FDCONTRB	1	
FDGAS	8	
FDOOTHER	9	
FDRESCUE	1	
FDSTRUCT	1	
FDVEHICL	3	
FIGHT*	18	
FIREWORK	5	
FOLUP	42	
FRAUD	10	
HARASS	32	
INTELL	137	
INTOXICA	11	- Alcohol related
JUVENILE	4	
LIFT	3	
MEDCHEST	3	
MEDFALL	26	- Medical (Assist) → 304
MEDICAL	265	
MEDOVERD	5	
MEDSICK	2	
MEET	1	
MENTAL	7	
MISSING	7	
NOISE	19	
NUISANCE	7	
OWI	12	- Alcohol related
PARK - Parking tickets	67	
PROPERTF	10	
PROPERTL	1	
PROPEX	4	
PURSUIT	2	
SEX	2	
SOLICIT	3	
SUSP	64	
SWO	208	
TEST	1	
THEFT	44	
TRAFCONT	28	
TRAFFIC	27	

108

23

Call Type	Total
TRAFFICB	2
TRAINING	1
TRESPASS	4
TS	531
★ UNLOCK - Service to the Public \$4000 Save by public	130
VACATION	3
VANDALIS	8
WARRANT	35
WARRANTS	4
WEAPON	1
TPD	2,475
	<hr/>
	2,475

- Traffic Stops → 531



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF NATURAL RESOURCES
CHUCK GIPP, DIRECTOR

December 15, 2016

Tipton, City of
Attn: Honorable Mayor and Council
407 Lynn Street
Tipton, IA 52772

SUBJECT: Water Supply Sanitary Survey
Tipton Water Supply
Public Water Supply ID #1689022
State ID #310387258

Attn: Honorable Mayor and Council:

Enclosed is the report for the recent sanitary survey conducted on 12/08/2016 for your facility.

As the report indicates, the inspection did not identify any significant or minor deficiencies. Therefore, a written response is not required.

In conclusion, as the owner/operator of a water supply it is your responsibility to be aware of, and to comply with all state and federal laws, ordinances, regulations and other requirements pertaining to the operation of water supply.

If there are any questions regarding the inspection or report, please contact me at 319-653-2135.

Sincerely,

FIELD SERVICES & COMPLIANCE BUREAU

A handwritten signature in black ink, appearing to read "Mark Heiderscheit".

Mark Heiderscheit
Environmental Specialist
Iowa Department of Natural Resources
1023 West Madison, Washington, IA 52353
Phone: 319-653-2135 | Fax: 319-653-2856
Mark.Heiderscheit@dnr.iowa.gov

Encl. Nitrogen Field Evaluation Form

MRH:\ws\inspections\ss\2016\ Tipton - 1689022_12_08_2016
Picture Filename: Tipton - 12-08-2016 - 1 through 36

C: IDNR Water Supply Operations Section
Brian Brennan, 407 Lynn Street, Tipton, IA 52772
Facility File – Municipals, w/enclosure

**IOWA DEPARTMENT OF NATURAL RESOURCES
PUBLIC WATER SUPPLY SANITARY SURVEY**

PWSID#: 1689022

Page 1

PUBLIC WATER SUPPLY INFORMATION

SYSTEM	NAME: Tipton Water Supply		PWS CLASSIFICATION: Community	
	ADDRESS: Tipton, City of, Attn: Honorable Mayor and Council, 407 Lynn Street, Tipton, IA 52772			PHONE: 563-886-1512
	RESPONSIBLE AUTHORITY/OWNER: Tipton, City of			
	ADDRESS: Tipton, City of, Attn: Honorable Mayor and Council, 407 Lynn Street, Tipton, IA 52772			PHONE: 563-886-6187
	TREATMENT GRADE: WT2	DISTRIBUTION GRADE: WD2	WATER USE PERMIT #: 1875M5	

SOURCE/ ENTRY POINT	SDWIS NAME: S/EP From Wells #5 & #6 After Treatment	DESCRIPTION/PHYSICAL LOCATION: Treatment Plant at 302 Lynn Street
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RESPONSIBLE OPERATOR(S)	NAME: Brian Brennan	GRADE: WT2/WD3	CERTIFICATION #: 1624
------------------------------------	-------------------------------	--------------------------	---------------------------------

SURVEY INFORMATION

SURVEY	DATE THIS SURVEY: 12/08/2016	DATE LAST SURVEY: 07/17/2014	PURPOSE: Sanitary Survey	
PERSONS INTERVIEWED	NAME: Brian Brennan ELDON DOWNS		TITLE: Operator in Charge Operator	
CONSUMPTION	PERIOD REVIEWED: 07/17/2014 - 12/08/2016	AVERAGE GPD (MGD): .30	MAXIMUM GPD (MGD): .504	PE @ 100 GPCD: 3000
POPULATION SERVED	TOTAL NUMBER OF SERVICE CONNECTIONS: 1304		POPULATION OUTSIDE CORPORATE LIMITS: One Store, A Church, Museum, and the Fairgrounds are Located Outside of City Limits.	
	CENSUS POPULATION: 3221		TOTAL POPULATION SERVED*: 3221	
	MILES OF PIPE: N/A			

*equals census pop. + population outside corp. limits (2.5 X # of service connections or actual pop.)

ASSESSMENTS	ORGANIC CHEMICAL PHYSICAL VULNERABILITY: Yes
	SOURCE CLASSIFICATION: Ground Water

AUTHENTICATION

INSPECTOR	NAME/TITLE: Mark Heiderscheit, Environmental Specialist <i>Mark Heiderscheit</i>	DATE: December 15, 2016
REVIEWER	NAME/TITLE: Aaron Pickens, Environmental Specialist Senior <i>Aaron Pickens</i>	DATE: 12/20/16

GENERAL DESCRIPTION:

The Tipton Water Supply derives its water from two (2) wells, well #5 (1956) and well #6 (1966). Treatment consists of forced draft aeration, detention, prechlorination with sodium hypochlorite, filtration via two pressure filters with anthracite media, chemical treatment with fluorosilicic acid, post chlorination with sodium hypochlorite for disinfection using free chlorine for compliance purposes, and polyphosphate for corrosion control. Storage and pressure is provided by a 500,000 gallon elevated storage tank (EST)

1. SOURCE: The Tipton Water Supply derives its water from two wells, well #5 (1956) and well #6 (1966).

A. Well #5 (1956) – Tag #1060018:

- ❖ Per the source water tracker/geosam, Wnumber 8081, a driller's log is available for well #5. Per the available information:
 - a. The total depth of the well is reported to be 470 feet.
 - b. Casing – The casing is set at 212 feet.
 - c. Grouting – The well is grouted to 212 feet
 - d. Aquifer – Silurian
 - e. Aquifer determined to be not susceptible to contamination.
 - f. Construction of the well – Per the available information, construction was completed on 12/20/1956.
 - g. Deep or Shallow Well – Based on the driller's log there does appear to be a 5 foot confining layer. Therefore, based on the driller's log, the well will be classified as deep unless further review determines otherwise.

B. Well #6 (1966) – Tag #1060019:

- ❖ Per the source water tracker/geosam, Wnumber 42651, there is no indication that a driller's log is available for well #6. Per the available information:
 - a. The total depth of the well is reported to be 450 feet.
 - b. Casing – The casing is set at 225 feet.
 - c. Grouting – Unknown - There was no grouting information
 - d. Aquifer – Silurian
 - e. Aquifer determined to be not susceptible to contamination.
 - f. Construction of the well – Per the available information, construction was completed on 01/01/1966.
 - g. Deep or Shallow Well – Due to no driller's log being available, the well will be classified as a shallow well until records can be provided to determine otherwise.

Vulnerability and IGW:

Are any of the sources for this water system considered vulnerable to organic chemicals in accordance with Subparagraph 567 IAC 41.5(1)"c"(5)? (TNC) N/A ☐ Yes ☐ No ☒

As Determined on 06/15/1995

Does this source appear to be surface water or a surface water influenced groundwater source in accordance with Paragraph 567 IAC 43.5(1)"b"? Yes ☐ No ☒

As Determined on 06/15/1995

Source Entry Point (S/EP) Designation

Is there a change in Source/Entry Point Designation(s)? Yes ☐ No ☒

General

It is recommended that a contingency plan for the provision of potable water during emergencies be developed and updated on an annual basis.

Well - Well #5 (1956) & Well #6 (1966)

It is recommended that the system obtain a copy of the well log.

Well - Well #6 (1966)

For vertical turbine pumps, Recommended Standards for Water Works 3.2.7.3.a.5 recommends an air release-vacuum release valve be located upstream from the check valve.

2. **TREATMENT:** Treatment consists of:

1. **Aeration (Forced Draft) - Iron Oxidation**
2. **Detention - ~90,000 gallon capacity**
3. **Pre-chlorination - Oxidation**
4. **Iron Filtration (Two (2) Pressure Filters) - Iron Removal**
5. **Fluoridation**
6. **Post Chlorination – Disinfection utilizing free chlorine for compliance purposes**
7. **Polyphosphate - Corrosion Control**

Treatment Plant Info - Plant #2

Plant General Info

Recommended Standards for Water Works 5.1.11.c recommends that the day tank for the chemical solution should not contain more than a 30-hour supply of solution.

Aeration

Provisions should be made for the removal of sludge from the detention tank to ensure that this equipment can operate as designed.

Chlorine

Fe & Mn Removal, Oxidation

A detention basin should be installed to allow completion of the oxidation reaction.

Filtration

Fe & Mn Removal

The filter beds should be regularly inspected for cementing, mud balls, and uniform depth of media.

It is recommended that standard operating procedures be developed for backwash to ensure consistent operation of the plant.

Phosphate Addition

To ensure that the phosphate solution does not become contaminated, the stock solution should be covered with a tight lid and chlorine is added to the solution to an initial concentration of 10 mg/L.

3. **DISTRIBUTION SYSTEM:** The system consists of one distribution system (950) with ~1304 service connections.

Distribution System Info - Distribution System

Maintenance

It is recommended that all valves be exercised annually to ensure that they are in working condition.

It is highly recommended that this system conduct an assessment to determine what percent of water produced by this system is reaching consumers. If it is determined that there is a 10% or greater loss of water, a leak detection program should be immediately instituted. The elimination of leaks not only reduces the cost of producing water, but also eliminates pathways for contaminants to enter the distribution system.

4. **FINISHED WATER STORAGE:** Storage and pressure is provided by one 500,000 gallon elevated storage tank (ST03).

There are no deficiencies or recommendations to report based on observations made at the time of this survey.

5. **PUMP, PUMP FACILITIES, AND CONTROLS:** The Tipton Water Supply has two (2) high service pumps located inside the treatment plant for in plant pumping.

Pump Station Info - Treatment Plant #2

For vertical turbine pumps, Recommended Standards for Water Works 3.2.7.3.a.5 recommends an air release-vacuum release valve be located upstream from the check valve.

6. **MONITORING/REPORTING/DATA VERIFICATION:**

There are no deficiencies or recommendations to report based on observations made at the time of this survey.

7. **WATER SYSTEM MANAGEMENT AND OPERATIONS:**

All new permits, operation and construction, need to be reviewed upon receipt for accuracy, and to determine compliance requirements (Sampling and Daily Monitoring); if there is any discrepancy the permit should be appealed and/or modified.

All data needs to be organized and recorded according to the parameters (format) outlined in the permits; and that the records are maintained on site for the required time period and available for review. If data is submitted to another office for final review and/or completion, ensure that a completed copy is obtained and maintained on site.

All self monitoring requirements that are marked and/or listed under mandatory treatment objectives and operational restrictions needs' to be submitted to the Field Office by the 10th of the following month..

8. **OPERATOR CERTIFICATION COMPLIANCE:**

There are no deficiencies or recommendations to report based on observations made at the time of this survey.

SUMMARY OF REQUIREMENTS

1. **Significant Deficiencies -**

- No significant deficiencies were noted at the time of this survey.

2. **Minor Deficiencies -**

- No minor deficiencies were noted at the time of this survey.

SUMMARY OF RECOMMENDATIONS

- Ensure that all new permits, operation and construction, are reviewed upon receipt for accuracy.
- Ensure that all data (Sampling and Daily Monitoring) is organized and recorded according to the parameters (format) outlined in the permits.

- Ensure that all data required to be submitted monthly is submitted by the 10th of the following month.
- Obtain a copy of the well construction logs, if available, for each well if one has not been obtained. The well contractor who drilled the well should provide a copy of the driller's log. Another source for well information is Geosam located on the DNR website. The web address is as follows:

<http://geosam.ihr.uiowa.edu/>

- The facility may want to consider a contingency plan for the provision of potable water during emergencies.
- Ensure all vertical well & high service turbine pumps are equipped with an air release-vacuum release valve that is located upstream from the check valve.
- An assessment should be conducted to determine what percent of water produced by this system is reaching consumers. If it is determined that there is a 10% or greater loss of water, a leak detection program should be immediately instituted
- Consider exercising valves at least annually to ensure they are in working condition.
- Ensure that the day tanks do not hold more than 30 hours worth, pump time, of chemicals.
- The facility should regularly inspect the filters for cementing, mud balls, and uniform depth of media.
- To ensure the phosphate stock solution does not become contaminated the facility needs to ensure chlorine is added to the solution to an initial concentration of 10 mg/L; or obtain documentation from the supplier that a chlorine has been added
- The facility should consider developing written standard operating procedures for backwashing the filters to ensure consistent operation of the plant.
- Consider developing a plan of action removing sludge from the detention basin on a regular basis.
- During the sanitary survey, it was noted that the injection points for chlorine, fluoride and phosphate addition were within a couple inches of each other.

To get the best value for your chlorine, fluoride, and phosphate solutions, the facility may want to maximize the separation distance between the injection points as much as possible. The recommended separation distance between injection points is 1 foot separation for every inch diameter of discharge piping. If there is a flow meter between injection points you can get by with a shorter length of pipe.

If phosphates are being added for corrosion control, the phosphate injection point should be located after or downstream of the chlorine injection point.

In conclusion, the facility is encouraged to take steps to eliminate any deficiencies, including the recommended, noted above; and to implement procedures that ensure this facility is maintained and operated as efficiently as possible to achieve compliance with the terms and conditions of their permit and standards for water supplies.

Nitrogen Field Evaluation

Water Supply Name: Tipton Water Supply

PWSID No: IA1689022 Date of Sanitary Survey/Staff Action: December 08, 2016

Conducted by/FO: Mark Heiderscheit

Location: Treatment Plant #2 (TP02) **Temperature -- 54 F** **Time: ~1415**

Sampling Results: -

SEP free chlorine residual: 0.55-0.56 mg/L SEP total chlorine residual: 0.83 mg/L

SEP monochloramine: 0.17 SEP free available ammonia: 0.00

Temperature -- F

Time: ~

Distribution system location and approx. water age:

Free chlorine residual: Total chlorine residual:

Monochloramine: Free available ammonia:

Other sampling results or available information (TKN, total ammonia, nitrite, nitrate, free chlorine stable, adding ammonia, etc.):

1. Per SDWIS, there is no indication that the wells have been tested for raw water ammonia. The results obtained was 0.46 mg/L as Nitrogen-Ammonia (as N) for both wells.
2. A review of the nitrate and nitrite samples indicates that the facility has not exceeded MCL's for either nitrates or nitrites.
3. Field test for free chlorine indicate that the free chlorine residuals were stable. Based on these results, it appears that the system is not chloraminating. Therefore, based on the field tests and protocols developed by the department no additional monitoring is required.

Did you recommend additional sampling to the operator? ☐ Yes ☒ No

Disinfectant: ☒ Free Chlorine ☐ Chloramines

Nitrogen Flow Chart Used to Assign Monitoring: ☐ 3a ☐ 3b ☐ 3c ☐ 4 ☐ 5

The DNR has recently developed protocols to identify systems which have a potential for nitrite formation due to sources with high raw water ammonia content; or add ammonia as part of their treatment process.

Assigned Monitoring: Check the parameters to be included and enter the frequency:

Parameter	Frequency	Location	Parameter	Frequency	Location
<input type="checkbox"/> Free chlorine*	Daily	SEP& Dist.	<input type="checkbox"/> Total Ammonia	Annual	SEP
<input type="checkbox"/> Total chlorine*	Daily	SEP& Dist.	<input type="checkbox"/> Nitrite	Annual	SEP
<input type="checkbox"/> Monochloramine*	Daily	SEP & Dist.	<input type="checkbox"/> Nitrite	Annual	Distribution
<input type="checkbox"/> Free Ammonia*	Daily	SEP & Dist.	<input type="checkbox"/> Nitrite MOR*		SEP
<input type="checkbox"/> Total Ammonia MOR*		SEP	<input type="checkbox"/> Nitrite MOR*		Distribution
<input type="checkbox"/> Total Ammonia MOR*		Distribution	* = self monitoring, must be reported on MOR		

Email or send to WSO permit writer following the sanitary survey/staff action.

Date emailed/sent: December 13, 2016