

City of Tipton, Iowa

Meeting: Tipton City Council Meeting
Place: Tipton Fire Station, 301 Lynn Street, Tipton, Iowa 52772
Date/Time: Monday, December 1, 2025, 5:30 p.m.
Web Page: www.tiptoniowa.org
Posted: Wednesday, November 26, 2025 (Front door of City Hall & City Website)

Please join my meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/642904677>

You can also dial in using your phone.

Access Code:

642-904-677

United States (Toll Free):

[1 866 899 4679](tel:18668994679)

Mayor: Tammi Goerdts

Council at Large: Abby Cummins-VanScoy
Council Ward #1 Kevin Koob
Council Ward #3 Luke Johnston
City Manager: Brian Wagner
Finance Director: Melissa Armstrong
City Clerk: Amy Lenz
Dir. Of Public Works: Steve Nash
Police Chief: Lisa DuFour
Park & Recreation: Adam Spangler

Council At Large: Jason Paustian
Council Ward #2 Mike Helm
City Attorney: Lynch Dallas, P.C.
Gas Supt: Darren Lenz
Electric Supt: Jon Walsh
Water & Sewer Supt: Brian Brennan
Ambulance Svc Dir: Brad Ratliff
Economic Dev. Dir. Linda Beck
Library Director: Denise Smith

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 and give your name and address for the public record before discussing your item. Scheduled communications are allowed to speak up to five minutes. Unscheduled communications are allowed to speak up to three minutes.

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 – Council Meeting Minutes, November 17, 2025
2. Approval – Brothers Market tobacco permit.
3. Approval – Downtown Revitalization Incentive Program request, Scott Edwards DBA Brothers Market, 610 Cedar Street
4. Approval – Library Minutes, October 15, 2025
5. Approval – Library Director's Report, October 2025
6. Approval – FY 26-27 Proposed Budget Schedule
7. Approval – Utility service body for 1-ton pickup in electric department.

8. Approval – Claims Register which includes claims paid under the current Purchase Policy

G. City Business

1. Discussion and possible action concerning Request for Proposals for Advanced Metering Infrastructure system to seek install contractor bid. (*Brian Brennan will present this item.*)
2. Discussion and possible action to select a preliminary most favored proposal for each of five city owned residential lots with each proposal being the subject of a public hearing and final decision at the December 15th council meeting.

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

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

I. 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.

November 17, 2025
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 Goerdt called the meeting to order. Upon roll being called the following named council members were present: Koob, Helm, Johnston, Cummins, and Paustian. Also present: Armstrong, DuFour, Walsh, B. Brennan, Beck, Smith, other visitors, and the press.

Agenda:

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

Consent Agenda:

Motion by Paustian, second by Cummins to approve the consent agenda which includes November 3rd Council Meeting Minutes, Brothers Market liquor license, Tipton Revitalization Incentive Program reimbursement for Dean Challis DBA Challis Restoration at 300 East 7th Street in the amount of \$7,500, final TIF Report, purchase of locator for gas department, Pay Application No. 1 for the Airport Rehabilitate Apron and Runway Project to Heuer Construction in the amount of \$154,002.35, Change Order No. 10 for the Hwy 38 Project, -\$7,320 (credit), bid to purchase fire truck and the following claims list. Following the roll call vote the motion passed unanimously.

AFLAC	AFLAC AFTER TAX PY W/HOLDING	584.78
AGILITI HEALTH INC	CUFF REPAIR	340.00
ALLIANCE ELECTRIC SERVICES	REPLACE BAD RECEPTACLE	181.86
ASCENDANCE TRUCK CENTERS	SUPPLIES AND PARTS	122.64
AT&T MOBILITY	WIRELESS	405.62
AXA EQUI-VEST PROCESSING	DEF. COMP PRETAX	275.00
B & R ENTERPRISES LLC	SIREN MAINTENANCE	3542.04
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	1186.18
BRAND NEW ENGINES	OPERATING SUPPLIES	7.99
CASCADE ENGINEERING	GARBAGE & RECYCLING CONTAINERS	6044.10
CEDAR COUNTY COOP	233.63 GL FUEL	831.60
CEDAR COUNTY ENGINEER	DSL	1721.24
CEDAR COUNTY SOLID WASTE	TRANSFER FEES	4149.00
CENTRAL IOWA DISTRIBUTING	MISC SUPPLIES	61.00
CINTAS	UNIFORMS	1238.07
CINTAS CORPORATION	FIRST AID SUPPLIES	517.30
CITY OF TIPTON FUNDS	FIREARM REIMB.	37.27
CITY UTILITIES	CITY UTILITIES	5191.09
CJ COOPER & ASSOCIATES INC	SPECIMEN	120.00
CLIFTON LARSON ALLEN LLP	AUDIT & TAX CREDIT	3255.00
COLLECTION SERVICES CENTER	CHILD SUPPORT	59.52
COMMUNITY INSURANCE	LIABILITY & WORKERS COMP 24-25	11512.00
CUSTOM BUILDERS INC	AC UNIT SLEEVES	675.00
D & R PEST CONTROL	D & R PEST CONTROL	270.60
DANIEL LILIENTHAL	CEU	77.06
DINGES FIRE COMPANY	FIRE GEAR REPAIRS	169.92
DURANT AMBULANCE SERVICE	TIERING SERVICES	200.00

EASTERN IOWA EXCAVATING	PAY APP NO 2	51269.76
EASTERN IOWA LIGHT & POWER	UTILITIES	1253.80
ELECTRIC PUMP	COMMUNICATION INSTALL	4238.00
EMC INSURANCE COMPANIES	WORKERS COMP 070125-070126	13227.00
ESBECK MASONRY	DEMO OF DAMAGED BRICK CITYHALL	1900.00
FAMILY FOODS	MISC SUPPLIES	71.35
FELD FIRE	SUPPLIES	431.00
GRASSHOPPER LAWN CARE	CONTRACT PAY 1016-1115	3083.33
GRAYBILL COMMUNICATIONS	STOCK PARTS	1989.00
HASTY AWARDS	56 MEDALS	148.20
HAWKINS INC	CHEMICALS	1064.59
HINSON CONSULTING LLC	CITY MANAGER SEARCH	5931.38
HOLIDAY INN DES MOINES AIR	TRAVEL TRAINING	237.44
I.R.S.	FEDERAL WITHHOLDING	27228.58
IOWA ONE CALL	LOCATES	133.20
IOWA UTILITIES COMMISSION	ASSESSMENT	3484.00
IPERS	IPERS WITHHOLDING	17449.49
JOHN DEERE FINANCIAL	SUPPLIES	824.00
JOHNSON COUNTY AMBULANCE	ALS SERVICE	600.00
KELLY TREE FARM LLC	3 TREES FOR DOWNTOWN	620.00
KILBURG EQUIPMENT LLC	JOYSTICK #35	1524.22
KIRKWOOD COMMUNITY COLLEGE	TRAINING	290.00
KLUESNER CONSTRUCTION INC	ASPHALT REPAIRS	4500.24
KOONS GAS MEASUREMENT	SUPPLIES	1642.86
LECTRONICS INC	ALARM SERVICE	120.00
LIQUIDSPRING LLC	REPAIR PARTS #66	1410.00
LISBON-MT VERNON AMBULANCE	PARAMEDIC INTERCEPT	200.00
MANATTS INC	MANHOLE FLAGGERS	1116.48
MC CLURE ENGINEERING	AIRPORT APRON & RUNWAY	19216.61
MELISSA ARMSTRONG	MILEAGE	135.80
MIDWEST BREATHING AIR LLC	QUARTERLY AIR TEST	194.00
MIDWEST WHEEL COMPANIES	REPAIR PARTS	38.17
MISC. VENDOR	MISC VENDORS	7701.58
MITCHELL 1	WEB SUBSCRIPTION	329.02
MPH INDUSTRIES INC	REPAIR PARTS	304.67
MUNICIPAL SUPPLY INC	MARKING PAINT	171.00
NAPA AUTO PARTS	BATTERIES	562.68
NILES CHIROPRACTIC	DRUG SCREEN	40.00
OFFICE EXPRESS	OFFICE SUPPLIES	196.23
OFFICE MACHINE CONSULTANTS	WIRELESS ACCESS POINT	20070.42
PROGRESSIVE REHABILITATION	PRE WORK SCREENS	312.00
QUADIENT FINANCE USA INC	POSTAGE	1000.00
QUADIENT LEASING USA INC	POSTAGE MACHINE LEASE	969.84

RAY'S PLUMBING HEATING & AIR	TOILET & INSTALL	430.00
REPUBLIC SERVICES OF IOWA	RECYCLING SORT FEES	1086.76
SCHUMACHER ELEVATOR	MONTHLY MAINTENANCE	262.15
SPAHN & ROSE LUMBER CO	GREENSPACE SUPPLIES	4388.46
STATE HYGIENIC LABORATORY	TESTING FEES	62.00
STOREY KENWORTHY	ENVELOPES	1236.99
STUART C IRBY CO	MARKING PAINT	57.14
T & M CLOTHING	66 BASKETBALL T-SHIRTS	495.00
TEST INC	WASTEWATER TESTING	1739.00
THE HARTFORD	LONG TERM DISABILITY PAYROLL	948.32
TIPTON CONSERVATIVE	ADS, PRINTING & PUBLISHING	2392.23
TIPTON ELECTRIC MOTORS	UPS CHARGES, SUPPLIES	95.22
TIPTON PHARMACY	PHARMACEUTICALS	424.18
TOTAL MAINTENANCE INC	MONTHLY SERVICE	1138.00
TREASURER, STATE OF IOWA	STATE WITHHOLDING	2995.69
VERMEER IOWA & N. MISSOURI	PARTS	79.98
VESTIS	MATS	189.17
WATERLOO TENT & TARP	TABLES & UMBRELLAS	8175.00
WENDLING QUARRIES INC	18.07 TN CHIPS	1032.80
WINDSTREAM	MONTHLY SERVICES	1043.92
ZOLL MEDICAL CORPORATION	MEDICAL SUPPLIES	219.00
** TOTAL **		268496.83
FUND TOTALS		
001 GENERAL GOVERNMENT		45321.42
110 ROAD USE TAX FUND		51470.24
160 ECONOMIC/INDUSTRIAL DEV		7097.19
317 GO CP 2023		1116.48
600 WATER OPERATING		2587.85
610 WASTEWATER/AKA SEWER REV		11477.30
630 ELECTRIC OPERATING		15629.98
640 GAS OPERATING		6039.34
660 AIRPORT OPERATING		19216.61
670 GARBAGE COLLECTION		12665.52
740 STORM WATER		71.51
810 CENTRAL GARAGE		9204.89
835 ADMINISTRATIVE SERVICES		56540.65
860 PAYROLL ACCOUNT		30057.85
GRAND TOTAL		268496.83

4. Ordinance No. 598: Ordinance amending Chapter 69, Parking Regulations, Section 69.08, No Parking Zones
(*Final Reading*)

Motion by Helm, second by Cummins to approve the third and final reading of Ordinance No. 598, the ordinance amending Chapter 69, Parking Regulations, Section 69.08, No Parking Zones. The motion passed with the following vote:

Aye: Cummins, Paustian, Koob, Helm

Abstain: Johnston

Adjourn:

With no further business to come before the council a motion to adjourn was made by Paustian, second by Helm.

Following the roll call vote the motion passed unanimously.

Meeting adjourned at 5:39 p.m.

Mayor _____

Attest: _____

City Clerk

AGENDA ITEM

AGENDA INFORMATION

TIPTON CITY COUNCIL COMMUNICATION

DATE:	12/1/2025
AGENDA ITEM:	DRIP Program Request
ACTION:	Motion to approve, deny or table

SYNOPSIS:

Downtown Revitalization Incentive Program (DRIP) requests to begin project.

Applicant: Scott Edwards DBA Brothers Market

Building location: 610 Cedar Street

Commission corresponded via email (but couldn't legally vote). However, there weren't any objections via email to proceed with granting approval with this project. The Commission is asking the City Council to make final decision regarding this application.

Total amount of project: \$20,028.04.

Amount suggested to be approved by the Commission: \$5,000 to begin project and reimbursement after project is completed.

Project Summary:

- Project is to replace existing signage "Family Foods" with "Brothers Market" due to the sale of store.

BUDGET ITEM: 160-5-599-2-64996

RESPONSIBLE DEPARTMENT: Economic Development – Linda Beck

MAYOR/COUNCIL ACTION: Approve, Deny or Table

ATTACHMENTS: Pictures

DATE PREPARED: 11/17/2025



10301 Dennis Drive | Phone: 515-967-6100 | Fax: 515-967-7468 | www.signarama.com/ia-urbandale

Job Number:

Customer Contact:

Sales Rep:

Designer:

-

-

Eric Johnston

Billy Melton

Custom Art For: Brothers Market - Tipton IA

Proof Date: 11/11/25

Version: 1

Building Channel Letters

Brothers MARKET

60"

411.4 in



Please Read Carefully: PROOF REVIEWER WILL BE RESPONSIBLE FOR FINDING ALL ERRORS AT THE PROOFING STAGE. ONCE A PROOF HAS BEEN APPROVED, WE CONSIDER IT READY FOR PRINT. ANY ARTWORK, COPY AND/OR LAYOUT ERRORS DISCOVERED AFTER PRINTING, WILL BE THE PROOF REVIEWERS RESPONSIBILITY. PLEASE DO NOT APPROVE THIS PROOF IF THERE ARE ANY ERRORS. THANK YOU!



Order Details:

Qty: 1

Size: 411.4"W x 60"H

CUSTOMER CHECKLIST

☐ Quantity

☐ NOT APPROVED

☐ APPROVED BY:

Please Annotate Changes Above

By signing you confirm the design show is satisfactory and hereby accepted. All names and spelling are correct.



10301 Dennis Drive | Phone: 515-967-6100 | Fax: 515-967-7468 | www.signarama.com/ia-urbandale

Job Number:

Customer Contact:

Sales Rep:

Designer:

-

-

Eric Johnston

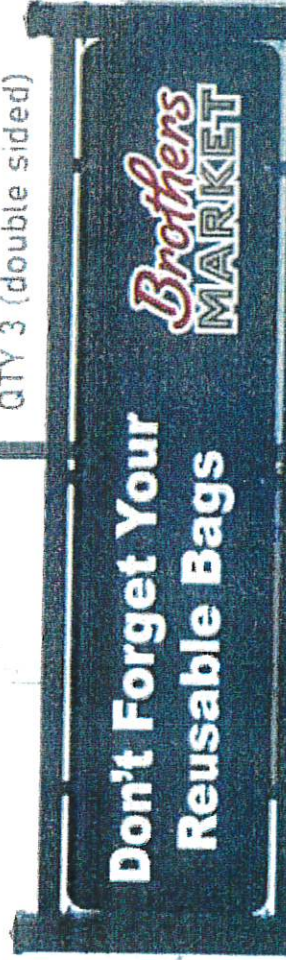
Billy Melton

Custom Art For: Brothers Market - Tipton IA

Proof Date: 11/11/25

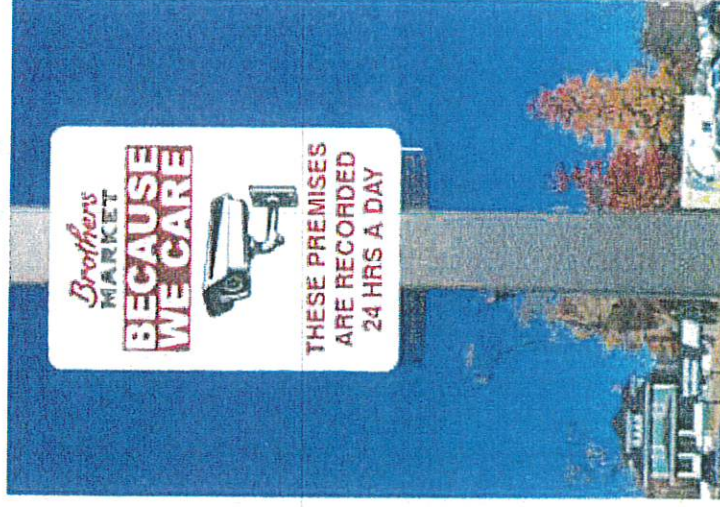
Version: 1

QTY 3 (double sided)



Parking Lot Signage

12x18" QTY 6



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Urbandale, IA

10301 Dennis Drive | Phone: 515-967-6100 | Fax: 515-967-7468 | www.signarama.com/ia-urbandale

Job Number: _____

Customer Contact: _____

Sales Rep: _____

Designer: _____

Eric Johnston

Billy Melton

Custom Art For: Brothers Market - Tipton IA

Proof Date: 11/11/25

Version: 1

Aisle Signage



Please Read Carefully: PROOF REVIEWER WILL BE RESPONSIBLE FOR FINDING ALL ERRORS AT THE PROOFING STAGE. ONCE A PROOF HAS BEEN APPROVED, WE CONSIDER IT READY FOR PRINT. ANY ARTWORK, COPY AND/OR LAYOUT ERRORS DISCOVERED AFTER PRINTING, WILL BE THE PROOF REVIEWERS RESPONSIBILITY. PLEASE DO NOT APPROVE THIS PROOF IF THERE ARE ANY ERRORS. THANK YOU!

Order Details:

Qty: multiple

Size: to fit (45 x 10.5" approx)

Type: Overlay Decals

CUSTOMER CHECKLIST

☐ Quantity

☐ Colors

☐ Spelling

☐ NOT APPROVED Please Annotate Changes Above

☐ APPROVED BY: _____

By signing you confirm the design shows a satisfactory and hereby accepted. All names and spelling are correct. Signarama is authorized to do the work as specified. Any changes made after the approved will be charged for. This design and drawing submitted for your review and approval are the exclusive property of Signarama. It may not be re-produced, copied, exhibited or used for any purpose in part or whole without the written consent of Signarama.





10301 Dennis Drive | Phone: 515-967-6100 | Fax: 515-967-7468 | www.signarama.com/ia-urbandale

Job Number:

Customer Contact:

Sales Rep:

Designer:

Eric Johnston

Billy Melton

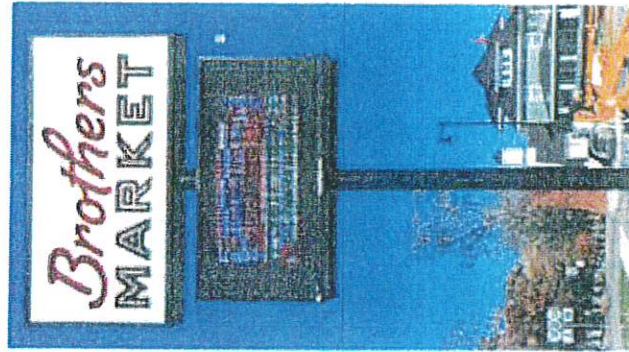
Custom Art For: Brothers Market - Tipton IA

Proof Date: 11/11/25

Version: 1



Sign Post



Please Read Carefully: PROOF REVIEWER WILL BE RESPONSIBLE FOR FINDING ALL ERRORS AT THE PROOFING STAGE. ONCE A PROOF HAS BEEN APPROVED, WE CONSIDER IT READY FOR PRINT. ANY ARTWORK, COPY AND/OR LAYOUT ERRORS DISCOVERED AFTER PRINTING, WILL BE THE PROOF REVIEWERS RESPONSIBILITY. PLEASE DO NOT APPROVE THIS PROOF IF THERE ARE ANY ERRORS. THANK YOU!

Order Details:

Qty: 1 set (2 total)
Size: 120"W x 61.5"H
Type: Lexan Panels

CUSTOMER CHECKLIST

☐ Quantity
☐ Colors
☐ Spelling

☐ NOT APPROVED Please Annotate Changes Above

☐ APPROVED BY: _____

By signing you confirm the design shows a satisfactory and hereby accepted. All names and spelling are correct. Signarama is authorized to do the work as specified. Any changes made after the approved will be charged for. This design and drawing submitted for your review and approval are the exclusive property of Signarama. It may not be reproduced, copied, exhibited or utilized for any purpose in part or whole without the written consent of Signarama.

Tipton Library
Board of Trustees Meeting
October 15th, 2025 at 4:30 pm

The regular meeting of the Tipton Library Board of Trustees was called to order at 4:30 pm on October 15th at the library by Amanda Fonteyne.

Present

Amanda Fonteyne, Board President	Michala Becthold, Vice President
Maggie Helmold, Secretary	Laura Woods, Board Member
Karen Anderson, Board Member	Bill Ostola, Board Member
Denise Smith, Library Director	
Becky Knoche, Assistant Director/Youth Services Librarian	

Absent

Tanya Demmel, Public Service Librarian - Working

Approval of Agenda

Agenda for the meeting was read and approved by a motion from Michala Becthold and seconded by Karen Anderson, motion passed.

Approval of Minutes

Minutes from the prior meeting motion to approve by Karen Anderson, seconded by Bill Ostola, motion passed.

Communication

None at this time.

Financial Report

Maggie Helmold motions to accept the financial report, seconded by Michala Becthold.

Director's Report

Discussed directors report.

Trustee Handbook

Chapter 5 - Approving and Monitoring the Budget

Chapter 6 - Developing and Adopting Policies

Unfinished Business

- a. Review, discuss and approve the revisions of the Service Policy.

Laura Woods motion to approve Service Policy, Karen Anderson seconded, motion passed.

- b. Update on new board member possibilities???

No new member possibilities at this point. We will continue to seek out potential board members and bring those names to the table.

New Business

a. Discuss and make ready the Capital Improvement Plan (CIP) for Melissa Oct. 20th
Denise received bids from TMI and HomeTown for the replacement of the boiler. Discussion was had on the amount that we project will need to be spent on the potential expenditure of replacing the boiler. This amount needs to be reflected on the CIP. The board decided that we were more comfortable putting \$50,000 on the CIP since that will more likely reflect the cost of replacing the boiler. Karen Anderson motion to approve the new amount, Bill Ostola seconded motion passed.

Miscellaneous Items

- a. Budget - Lawn Care - advertise now for when our contract is up in June.
- b. Next meeting - November 19th at 4:30

Adjournment

The meeting was adjourned at 5:27 by Maggie Helmold, seconded by Laura Woods, motion passed. The next meeting will be held November 19th at 4:30 p.m at the Tipton Public Library.

Minutes submitted by: Maggie Helmold



Director's Report

Denise Smith

October 2025

Library Grounds/Building

- Lawncare ad was put in the paper and posted at City Hall and the library.
- TMI was here on October 29th to look at the heater at the bottom of the steps. New parts have been ordered.
- Ray's Plumbing was here on October 29th to take out the old toilet in the men's restroom and ordered an ADA-compliant toilet. A new toilet was installed October 30th.

Library Staff/Services

- Tanya added date due slips to the audio books, and has started adding them to the DVDs to make keeping track of circulation easier and saving money on slip printer and paper. Receipts may be printed as requested by patrons. We will be adding slips to books after the book sale, and those sections have been weeded.
- Denise had a one-on-one meeting with the consulting firm in charge of hiring the next City Manager on October 17th. The results of the staff/City Council interviews will be summarized at the November 3rd Council meeting.
- October 5th thru the 11th was Banned Book Week.
- Denise attended the Cedar County Library Association meeting on October 15th. The libraries are asking for an additional \$5,000 for next year's budget.
- October 19th through the 25th was Friends of the Library week.
- On October 23rd, Denise and Becky attended the Learning Circuit in Coralville. Program planning and measuring results was the topic.
- On October 23rd, the library learned that it will receive a \$10,000 gift to commemorate the 250th anniversary of the Declaration of Independence, made possible through a special initiative by the Carnegie Corporation of New York. Press releases and flyers were made available to announce such a gift.
- Becky Heil has asked Becky and I to do a breakout session on the history/celebration of the library's 125th Anniversary at the Innovative Libraries Online Conference on Jan. 29, 2026.
- Denise has been working on cleaning up the unnecessary notes on patrons' accounts and adding additional users to accounts so that the name may be searchable.

Programs

- **TPL Book Club:** The TPL Book Club met on October 10th and discussed *Tom Lake* by Ann Patchett. The November selection is *The Lovely Bones* by Alice Sebold.
- The Library held a Pumpkin decorating contest for all ages. There were 27 entries. A medal was given to the winner of each age group.

Recurring Library Events/Activities

- **Storytime** - Tuesday @ 10:30 am
- **Preschool Outreach:** Library visits to Sycamore Bees and Miss Sara at Sycamore Center, Taylor Tots and Little Friends monthly (during school year only)
- **TPL Book Club** - Second Friday of each month @10:00 am
- **Crafternoons**-Personal Development Days at the Tipton school

Library Staff

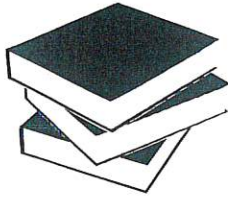
Library Director: Denise Smith • Assistant Director/Youth Services Librarian: Becky Knoche
Public Services Librarian: Tanya Demmel

Library Board of Trustees

Amanda Fonteyne, President • Michala Becthold, Vice President • Maggie Helmold, Secretary
Bill Ostola • Karen Anderson • Laura Woods

October 2025

Circulation

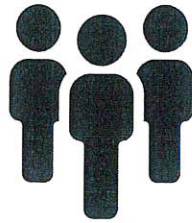


Physical Items

Oct. 2025:
1,573
October 2024:
1,229

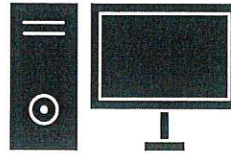
Bridges
Oct. 2025:
506
October 2024:
501

Visitors



Oct. 2025:
2,373
October 2024:
2,227

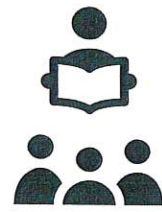
Computer Use



Oct. 2025
Computers: 100
October 2024:
82

WiFi: 316
October 2024:
366

Programs



Number of Programs
Oct. 2025:
11
Number of Attendees
Oct. 2025:
155

Monthly Items

July

- ☒ ~~First meeting for new board members~~

September

- ☐ Director evaluation
- ☐ Director salary proposed

November

- ☐ Board gives final approval to budget proposal

March

- ☐ Advertise for lawn care bids

April

- ☐ Award bid for lawn care (Current contract good through 06/30/26)

June

- ☐ Last meeting for outgoing board members

Policies

- ☒ ~~Collection Development (Reviewed 03/25)~~
- ☒ ~~Service (Reviewed 10/25)~~
- ☒ ~~Conduct (Reviewed 05/25)~~
- ☒ ~~Internet and Technology (Reviewed 02/25)~~
- ☐ Personnel (Reviewed 09/23)
- ☒ ~~Meeting Room (Reviewed 05/25)~~

Strategic Plan

- ☒ ~~5 year plan 12/12/2023-12/12/2027~~

Library Accreditation

- ☒ ~~07/01/2024 through 06/30/2027~~

July

Chapter 1 and Chapter 2

- ☒ ~~First Things First~~
- ☒ ~~Culture of Learning~~

August

Chapter 3 and Chapter 4

- ☒ ~~Five Primary Responsibilities of Boards~~
- ☒ ~~Hiring a Library Director~~

September

Chapter 5

- ☒ ~~Approving and Monitoring the Budget~~

October

Chapter 6

- ☒ ~~Developing and Adopting Policies~~

November

Chapter 7

- ☒ ~~Planning for the Library's Future~~

December

Chapter 8

- ☐ Evaluating Service and Advocating for Advancements

2023-2024 Strategic Plan Items

January

Chapter 9

- ☐ Board Relationships with Director, Staff and City

February

Chapter 10

- ☐ Evaluating the Library Director

March

Chapter 11

- ☐ Effective Board Meetings

April

Chapter 12 and Chapter 13

- ☐ Problem Solving and Decision Making
- ☐ Library Law and Legal Matters

May

Chapter 14 and Chapter 15

- ☐ Public Library Standards
- ☐ Intellectual Freedom

June

Chapter 16

- ☐ Library Buildings



IOWA LIBRARY TRUSTEE'S HANDBOOK

STATE LIBRARY
OF IOWA
IOWA STATE BOARD OF CWA TPO

Spring 2026

- ☒ ~~Spring 2023: Determine if there are any organizations providing training on career and job opportunities~~
- ☒ ~~Utilize social media more regularly to promote library services~~
- ☒ ~~Guest column in the paper to promote library services~~
- ☒ ~~Fall of 2023: Collaborations for programming outreach for all adults on financial information and other topics of interest~~
- ☒ ~~Fall of 2024: Provide outreach for seniors~~

2024/2025

- ☒ ~~Discuss modernizing the historical space~~
- ☒ ~~Look into utilizing students (Silver Cord)~~

By Fall of 2025

- ☒ ~~Look into a new electronic sign to be placed in/near the current sign on Cedar Street~~

- ☐ ~~Provide drop in technology fair for senior utilizing volunteers to provide technology instruction~~
- ☐ ~~Make outside of library more appealing to users~~
 - ☐ Adding more benches
 - ☐ Removing bushes, adding flowers and fixing bricks in the parking lot area
 - ☐ Promote new outdoor sitting area

Fall 2027

- ☒ ~~Look into different seating for teens and children~~
- ☒ ~~Look into new youth furniture~~

AGENDA ITEM:

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	12/01/2025
AGENDA ITEM:	FY 26-27 Proposed Budget Schedule
ACTION:	Motion to Approve, Deny or Table

SYNOPSIS: Attached is the proposed FY 26-27 budget schedule showing the proposed Council meeting dates for February through April as well as the specific budget actions that will be needed during some of those meetings. Please let me know if you will have any scheduling conflicts with any of the proposed dates.

One thing to note on the budget schedule include:

- 1) The Council meetings in March and April are proposed to be moved from the 1st & 3rd Monday of the month to the 2nd & 4th to accommodate the budget publication requirements.

BUDGET ITEM: Not Applicable

RESPONSIBLE DEPARTMENT: Administration

MAYOR/COUNCIL ACTION: Consideration, motion and roll call vote to approve, table or deny


ATTACHMENTS: FY 26-27 Proposed Budget Schedule Calendar & Timeline


PREPARED BY: MA


DATE PREPARED: 12/01/25

FY 26-27 Proposed Budget Schedule

S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
FEBRUARY							MARCH							APRIL						
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					26	27	28	29	30		

 Denotes the Holidays City Offices are Closed

 Regularly scheduled Council meetings

 Budget Workshop

February 2nd – Regular Council Meeting

February 12th - Budget Workshop: Department heads present proposed FY 26-27 budgets.

February 23th – Regular Council Meeting (Set tax statement public hearing for March 23rd).

March 5th – Deadline for levy information to be submitted to County Auditor

March 9th – Regular Council Meeting

March 11th – Publish the tax statement public hearing requirement (4/20-day requirement)

March 23rd - Regular Council Meeting for the hearing on the tax statement. No Council action is required at this meeting except to hold the hearing.

March 23rd - Hold a second Regular Council Meeting (the same night). Council sets the budget public hearing & the preliminary FY26-27 budget for April 13th (Need to have a 15–30-minute time frame to make them separate and distinct)

April 1st – Publish the public hearing requirement for the notice of hearing on adoption of the FY26-27 Budget (4/20-day requirement)

April 13th - Regular Council Meeting (Hold the budget public hearing and adoption of final budget resolution)

April 30th - The state budget certification deadline.

AGENDA ITEM

AGENDA INFORMATION TIPTON CITY COUNCIL COMMUNICATION

DATE: 11/24/2025

AGENDA ITEM: Utility Service Body for 1-Ton Pickup

ACTION: Discussion and/or Approval

SYNOPSIS: I am looking to purchase and have installed a utility service body for the 1-Ton pickup. I have sold the 2015 F-150 for \$13,050 and would like to use that money for this. Klay has gone out and received 2 quotes. One quote is for a steel service body priced at \$15,388.24, and the other is for an aluminum service body priced at \$11,060.25. I'd like to move forward with an aluminum service body. This truck will also be in the gas department once we replace it in the future (roughly 5 yrs.) and they also would like a service body.

BUDGET ITEM: No but can be covered by the sale of another pickup.

RESPONSIBLE DEPARTMENT: Electric

MAYOR/COUNCIL ACTION: Discussion and Possible Approval

ATTACHMENTS: Yes 2

PREPARED BY: Jon Walsh

DATE PREPARED: 11/20/2025.



Cedar Rapids, IA 52404

Ph 319-730-3800

Email: www.futureline.com

Website: brett@futureline.com

Sales Quotation

Quotation Number:	51145
Date	9/5/2025

Customer

CITY OF TIPTON
Klay Thompson
407 Lynn St
Tipton, IA 52772

Ship To

CITY OF TIPTON
Klay Thompson
407 Lynn St
Tipton, IA 52772

VIN#	Terms	Sales Rep	Lead Time	Customer PO #
	Net 30	RE		

Item	Description	Qty	Rate	Total
ASVB0878	FL ALUM. SERVICE BODY, 8' X 78" - WHITE PAINTED TOOLBOXES..(Price includes Mount)	1.00	8,353.00	8,353.00T
BMK-2022	BODY MOUNTING KIT - UNIVERSAL	1.00	0.00	0.00T
55062-fl-2020	Light adapter GM 2020	1.00	44.00	44.00T
Install Service Body	Labor to install service body	1.00	1,348.00	1,348.00T
Labor (Cost)	Install Labor Remove Pickup Box	2.00	110.25	220.50T
Labor (Cost)	Install Labor Relocate OEM Camera	2.00	110.25	220.50T
ASBB1872	18x72 ALUMINUM SERVICE BODY BULKHEAD	1.00	764.00	764.00T
Labor (Cost)	Fabricate Strobe Bracket On Bulkhead			
	Install Labor Install Bulkhead	1.00	110.25	110.25T
	2023 Chevy 3500 Reg Cab SRW 56" CA			

This quotation is valid for 30 days. Quotations do not include shipping (if applicable) or shop supplies. A 2% processing fee for Credit Card payments exceeding \$2,500 may be applied. For questions on this quote, call 319-730-3800 or email sales@futureline.com

Phone: 319-730-3800

Subtotal \$11,060.25

Sales Tax (0.0%) \$0.00

Total \$11,060.25



Cedar Rapids, IA 52404

Ph 319-730-3800

Email: www.futureline.com

Website: brett@futureline.com

Sales Quotation

Quotation Number:	51144
Date	9/5/2025

Customer

CITY OF TIPTON
Klay Thompson
407 Lynn St
Tipton, IA 52772

Ship To

CITY OF TIPTON
Klay Thompson
407 Lynn St
Tipton, IA 52772

VIN#	Terms	Sales Rep	Lead Time	Customer PO #
	Net 30	RE		

Item	Description	Qty	Rate	Total
Labor (Cost)	Install Labor REMOVE PICKUP BOX	2.00	110.25	220.50T
696-2	KNAPHEIDE 696 STEEL SERVICE BODY PF WHITE	1.00	10,350.00	10,350.00T
34861613	Bumper AY GG78 W/REC20GMW&GRKT	1.00	1,099.989	1,099.99T
35394496	Installation Kit for Steel Service Body w/ 6" Understructure, 2023+ GM 2500HD/3500HD 56" CA with Factory Hi	1.00	608.32725	608.33T
35362071	GM 2023 & Newer 42"/56" 2500/3500HD 6-Circuit Wire Harness A	1.00	116.6655	116.67T
34360468	Universal Fuel Fill Cup Kit, Ford F250-F550/GM 2500-6500/Ram 2500-5500 - Loose	1.00	124.99875	125.00T
FREIGHT-TRUCK	Freight - Inbound - TRUCK	1.00	425.00	425.00
Install Service Body	Labor to install service body	1.00	1,348.00	1,348.00T
ASBB1872	18x72 ALUMINUM SERVICE BODY BULKHEAD	1.00	764.00	764.00T
	Fabricate Strobe Bracket On Bulkhead			
Labor (Cost)	Install Labor Install Bulkhead	1.00	110.25	110.25T
Labor (Cost)	Install Labor Relocate OEM Camera 2023 Chevy 3500 Reg Cab SRW 56" CA	2.00	110.25	220.50T

This quotation is valid for 30 days. Quotations do not include shipping (if applicable) or shop supplies. A 2% processing fee for Credit Card payments exceeding \$2,500 may be applied. For questions on this quote, call 319-730-3800 or email sales@futureline.com

Phone: 319-730-3800

Subtotal \$15,388.24

Sales Tax (0.0%) \$0.00

Total \$15,388.24

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE DEPARTMENT	GENERAL GOVERNMENT	AUREON COMMUNICATIONS	PHONE, INTERNET, CIRCUIT	36.25
		LYNCH DALLAS PC	LEGAL SERVICES	140.00
		MUNICIPAL ELECTRONICS DIVISION LLC	RADAR CERTIFICATION	90.00
		VERIZON	TOUGHBOOKS	80.04
		CITY OF TIPTON FUNDS	Repay Admin Services	6,336.13
			PSF payment	393.94
			TRANSFERS	416.67
		CITY UTILITIES	City Hall	5.04
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	4,184.86
			TOTAL:	11,682.93
FIRE DEPARTMENT	GENERAL GOVERNMENT	AUREON COMMUNICATIONS	PHONE, INTERNET, CIRCUIT	36.25
		FELD FIRE	9 HELMETS	3,656.00
			SUPPLIES	2,404.19
		TIPTON CONSERVATIVE	TRUCK FOR SALE	188.80
		CITY OF TIPTON FUNDS	Repay Admin Services	1,323.64
			TRANSFERS	416.67
		CITY UTILITIES	CITY UTILITIES	506.82
			CITY UTILITIES	76.72
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	1,565.98
			TOTAL:	10,175.07
AMBULANCE	GENERAL GOVERNMENT	AUREON COMMUNICATIONS	PHONE, INTERNET, CIRCUIT	36.25
		BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	14.25
			MEDICAL SUPPLIES	220.99
		IOWA GEMT PAYMENT PROGRAM	DECEMBER STATE SHARE PAYME	1,636.84
		PROGRESSIVE REHABILITATION ASSOCIATES	PRE WORK SCREEN	78.00
		WING PC	MEDICAL DIRECTOR	500.00
		CITY OF TIPTON FUNDS	Repay Admin Services	4,323.29
			PSF payment	135.06
			TRANSFERS	1,448.67
		CITY UTILITIES	CITY UTILITIES	262.22
			CITY UTILITIES	43.09
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	1,262.40
			TOTAL:	9,690.94
STREET DEPARTMENT	GENERAL GOVERNMENT	CINTAS	UNIFORMS	42.88
			UNIFORMS	159.22
		CITY OF TIPTON FUNDS	Central Stores services pa	2,641.12
			PSF payment	278.57
			TRANSFERS	1,539.25
		CITY UTILITIES	CITY UTILITIES	15.00
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	3,360.15
			TOTAL:	8,036.19
SIDEWALKS	GENERAL GOVERNMENT	CITY OF TIPTON FUNDS	Central Stores services pa	43.94
			TOTAL:	43.94
TREES	GENERAL GOVERNMENT	CITY OF TIPTON FUNDS	Central Stores services pa	179.80
			TOTAL:	179.80
CEMETERY	GENERAL GOVERNMENT	CEDAR COUNTY VFW POST 2537	FLAG	30.00
		ERIC STORJOHANN	2 BURIALS	900.00
			TOTAL:	930.00
GENERAL ADMINISTRATION	GENERAL GOVERNMENT	CINTAS	UNIFORMS	20.11

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
LIBRARY	GENERAL GOVERNMENT	CITY OF TIPTON FUNDS	UNIFORMS	20.11
			Central Stores services pa	1,309.47
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	PSF payment	52.39
			vehicle/equipment charges	1,372.46
			TOTAL:	2,774.54
LIBRARY	GENERAL GOVERNMENT	AUREON COMMUNICATIONS	PHONE, INTERNET, CIRCUIT	144.70
			SOLO PUBLIC LIBRARY:FEE	8.99
			AUGUST MOWING	500.00
			SEPTEMBER MOWING	500.00
		LYNCH DALLAS PC	OCTOBER MOWING	500.00
			NOVEMBER MOWING	500.00
			LEGAL SERVICES	280.00
		OFFICE MACHINE CONSULTANTS INC	TECH SERVICES	101.25
			MONTHLY SERVICES	182.45
			PSF payment	7.90
		CITY OF TIPTON FUNDS	CITY UTILITIES	402.91
			TOTAL:	3,128.20
PARK	GENERAL GOVERNMENT	AT&T MOBILITY	WIRELESS	15.00
			AMY NEWTON:PARK SHELTER RE	25.00
		MISC. VENDOR	Repay Admin Services	376.70
			PSF payment	0.40
		CITY OF TIPTON FUNDS	vehicle/equipment charges	344.31
			TOTAL:	761.41
RECREATION DEPARTMENT	GENERAL GOVERNMENT	ACCESS SYSTEMS LEASING	COPIER AGREEMENT	101.10
			WIRELESS	15.00
		AT&T MOBILITY	Repay Admin Services	343.41
			PSF payment	3.95
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	124.61
			TOTAL:	588.07
ADULT RECREATION	GENERAL GOVERNMENT	BRAD DOERRING	REF ADULT BB	70.00
			REF ADULT BB	70.00
			TOTAL:	140.00
YOUTH RECREATION	GENERAL GOVERNMENT	MISC. VENDOR	MARISSA PHILLIPS:BSKTBL RE	50.00
			RENAE CARNEY:BSKTBL REFUND	50.00
			SHAYNA FUEHRING:BSKTBL REF	50.00
			STACI WILLSON:BSKTBL REFUN	50.00
			TIFFANY SANDER:BSKTBL REFU	50.00
			TOTAL:	250.00
FAMILY AQUATIC CENTER	GENERAL GOVERNMENT	ACCESS SYSTEMS LEASING	COPIER AGREEMENT	101.10
			PHONE, INTERNET, CIRCUIT	150.52
			WIRELESS	15.00
			WIRELESS	39.43
		MISC. VENDOR	JAMIE KOBER:SWIM LESSONS R	75.00
			MOLLY HAUB:PARENT TOT REFU	30.00
			MCKENNA BECK:SWIM LSNS REF	45.00
		HAWKINS INC	CHEMICALS	1,179.66
			Repay Admin Services	3,276.35
			PSF payment	3.95
		CITY OF TIPTON FUNDS	vehicle/equipment charges	79.15
			TOTAL:	4,995.16

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ECONOMIC DEVELOPMENT	GENERAL GOVERNMENT	AT&T MOBILITY	WIRELESS	44.99
		MARCIA MEYERS	DECEMBER RENT	600.00
		CITY OF TIPTON FUNDS	PSF payment	7.90
			TOTAL:	652.89
FINANCE & ADMINISTRATIVE	GENERAL GOVERNMENT	GOERDT INSPECTION AND CONSULTATION SER	CONTRACT PAY	2,500.00
		LYNCH DALLAS PC	LEGAL SERVICES	80.00
		CITY OF TIPTON FUNDS	Repay Admin Services	1,131.41
			PSF payment	32.33
		CITY UTILITIES	City Hall	204.04
			City Hall	9.24
			CITY UTILITIES	3,050.28
			TOTAL:	7,007.30
BUILDING MAINTENANCE	GENERAL GOVERNMENT	VESTIS	MATS	189.17
			TOTAL:	189.17
AMBULANCE TRUST	GENERAL GOVERNMENT	CITY OF TIPTON FUNDS	TRANSFERS	1,448.67
			TOTAL:	1,448.67
TRANSFER-COMM/LOCAL AC	GENERAL GOVERNMENT	CITY OF TIPTON FUNDS	TRANSFERS	1,666.67
			TOTAL:	1,666.67
STREET DEPARTMENT	ROAD USE TAX FUND	CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	2,291.55
			TOTAL:	2,291.55
TRAFFIC SERVICE MAINT.	ROAD USE TAX FUND	CITY OF TIPTON FUNDS	Central Stores services pa	39.35
			PSF payment	0.24
		CITY UTILITIES	CITY UTILITIES	47.56
			TOTAL:	87.15
SNOW AND ICE REMOVAL	ROAD USE TAX FUND	CITY OF TIPTON FUNDS	Central Stores services pa	776.12
			PSF payment	77.84
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	1,345.83
			TOTAL:	2,199.79
STREET CLEANING	ROAD USE TAX FUND	CITY OF TIPTON FUNDS	Central Stores services pa	140.28
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	820.00
			TOTAL:	960.28
TRANSFER/OTHER SOURCES	ROAD USE TAX FUND	CITY OF TIPTON FUNDS	TRANSFERS	2,920.00
			TOTAL:	2,920.00
TRANSFERS/OTHER SOURCE	TRUST AND AGENCY F	CITY OF TIPTON FUNDS	TRANSFERS	48,441.75
			TOTAL:	48,441.75
TRANSFERS/OTHER SOURCE	LOCAL OPTION TAX	CITY OF TIPTON FUNDS	TRANSFERS	27,637.33
			TOTAL:	27,637.33
TRANSFERS/OTHER SOURCE	TIF SPECIAL REVENUE	CITY OF TIPTON FUNDS	TRANSFERS	7,022.58
			TRANSFERS	15,000.00
			TOTAL:	22,022.58
REVOLVING LOAN PRGRM	ECONOMIC/INDUSTRIA MISC.	VENDOR	DEAN CHALLIS	7,500.00
			TOTAL:	7,500.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
TRANSFERS/OTHER SOURCE FIRE ENTERPRISE TR	CITY OF TIPTON FUNDS		TRANSFERS	5,369.75
			TOTAL:	5,369.75
WATER DISTRIBUTION	WATER OPERATING	AUREON COMMUNICATIONS CINTAS	PHONE, INTERNET, CIRCUIT UNIFORMS	36.25 0.00
		IOWA ONE CALL	UNIFORMS	0.00
		MUNICIPAL SUPPLY INC	LOCATES	79.20
		CITY OF TIPTON FUNDS	SUPPLIES	1,863.89
			Repay Admin Services	4,301.71
			PSF payment	412.31
		CITY UTILITIES	City Hall	5.04
			CITY UTILITIES	522.97
			CITY UTILITIES	555.62
			CITY UTILITIES	962.52
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	267.12
			TOTAL:	9,006.63
WATER BILL/COLLECT	WATER OPERATING	CITY OF TIPTON FUNDS	Repay Admin Services	288.54
			PSF payment	3.95
			TOTAL:	292.49
TRANSFER/OTHER SOURCES WATER OPERATING	CITY OF TIPTON FUNDS		TRANSFERS	4,133.33
			TRANSFERS	2,834.09
			TOTAL:	6,967.42
WASTEWATER/AKA SEWER	WASTEWATER/AKA SEW	CITY OF TIPTON FUNDS	Repay Admin Services	1,961.65
			PSF payment	378.07
		CITY UTILITIES	City Hall	5.04
			CITY UTILITIES	4,424.00
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	1,108.63
			TOTAL:	7,877.39
TRANSFER/OTHER SOURCES WASTEWATER/AKA SEW	CITY OF TIPTON FUNDS		TRANSFERS	3,866.67
			TRANSFERS	48,212.25
			TOTAL:	52,078.92
ELECTRIC DISTRIBUTION	ELECTRIC OPERATING	AUREON COMMUNICATIONS AT&T MOBILITY CEDAR COUNTY TREASURER	PHONE, INTERNET, CIRCUIT WIRELESS	36.25 294.53
			TAXES	202.00
			TAXES	170.00
		CINTAS	TAXES	206.00
			UNIFORMS, SHOP TOWELS, MAT	104.59
			UNIFORMS, SHOP TOWELS, MAT	62.09
			UNIFORMS, SHOP TOWELS, MAT	106.71
			UNIFORMS, SHOP TOWELS, MAT	62.09
		CRESCENT ELECTRIC SUPPLY CO	OPERATING SUPPLIES	523.17
		DR DARLENE A EHLERS	DECEMBER RENT	575.00
		IOWA ONE CALL	LOCATES	79.20
		MUNICIPAL SUPPLY INC	SUPPLIES	4,590.00
		CITY OF TIPTON FUNDS	Repay Admin Services	10,107.60
			PSF payment	3,044.81
		CITY UTILITIES	City Hall	6.30
			CITY UTILITIES	236.00
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	1,851.95
			TOTAL:	22,258.29

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ELECTRIC POWER PLANT	ELECTRIC OPERATING	THOMAS HEATING & AIR CITY OF TIPTON FUNDS	SUPPLIES	28.00
			Repay Admin Services	1,381.67
			PSF payment	1.58
			CITY UTILITIES	131.04
			CITY UTILITIES	1,134.87
ELECTRIC POWER PLANT	ELECTRIC OPERATING	CITY UTILITIES	CITY UTILITIES	1,012.97
			CITY UTILITIES	42.00
			vehicle/equipment charges	223.13
			TOTAL:	3,955.26
ELECTRIC BILL/COLLECT	ELECTRIC OPERATING	CITY OF TIPTON FUNDS	Repay Admin Services	636.56
			PSF payment	148.88
			vehicle/equipment charges	156.19
			TOTAL:	941.63
LOUISA GENERATING STAT	ELECTRIC OPERATING	MIDAMERICAN ENERGY COMPANY	EST CASH REQUEST	17,850.00
			EST CASH REQUEST	29,580.00
			EST CASH REQUEST	510.00
			EST CASH REQUEST	3,060.00
			TOTAL:	51,000.00
TRANSFER/OTHER SOURCES	ELECTRIC OPERATING	CITY OF TIPTON FUNDS	TRANSFERS	26,579.00
			TRANSFERS	34,529.25
			TRANSFERS	7,320.34
			TOTAL:	68,428.59
GAS DISTRIBUTION	GAS OPERATING	AUREON COMMUNICATIONS AT&T MOBILITY CINTAS	PHONE, INTERNET, CIRCUIT	36.25
			WIRELESS	84.42
			UNIFORMS, SHOP TOWELS, MAT	50.83
			UNIFORMS, SHOP TOWELS, MAT	50.83
			POLLARDWATER:LOCATOR	5,700.00
			CALIBRATION KIT	381.25
			UPDATE DIMP PROGRAM	1,242.30
			LOCATES	79.20
			SUPPLIES	57.00
			DIRECTIONAL BORE	1,500.00
			Repay Admin Services	13,310.92
			PSF payment	405.53
			City Hall	6.30
			CITY UTILITIES	78.66
			vehicle/equipment charges	1,465.54
			TOTAL:	24,449.03
GAS BILL/COLLECT	GAS OPERATING	CITY OF TIPTON FUNDS	Repay Admin Services	363.28
			PSF payment	4.74
			TOTAL:	368.02
GAS PEAK SHAVING PLANT	GAS OPERATING	CITY UTILITIES	CITY UTILITIES	84.00
			TOTAL:	84.00
TRANSFER/OTHER SOURCES	GAS OPERATING	CITY OF TIPTON FUNDS	TRANSFERS	13,838.00
			TOTAL:	13,838.00
AIRPORT	AIRPORT OPERATING	AUREON COMMUNICATIONS HEUER CONSTRUCTION INC WRIGHT LAWN CARE	PHONE, INTERNET, CIRCUIT	36.25
			PAY APP NO 1	154,002.35
			CONTRACT PAY DECEMBER	358.33

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
INT SRVC-OTHER BUSINES	CENTRAL GARAGE	CITY UTILITIES	CITY UTILITIES	117.02
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	164.58
			TOTAL:	154,678.53
TRANSFER/OTHER SOURCES	AIRPORT OPERATING	CITY OF TIPTON FUNDS	TRANSFERS	362.17
			TOTAL:	362.17
GARBAGE COLLECTION	GARBAGE COLLECTION	CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	20,333.62
		CINTAS	UNIFORMS	21.94
			UNIFORMS	21.94
		CITY OF TIPTON FUNDS	Repay Admin Services	2,612.42
			Central Stores services pa	5,708.72
			PSF payment	527.62
			City Hall	5.04
RECYCLING	GARBAGE COLLECTION	CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	1,805.54
			TOTAL:	31,036.84
TRANSFER OUT/SINKING F	GARBAGE COLLECTION	CITY OF TIPTON FUNDS	PSF payment	310.46
		CITY UTILITIES	CITY UTILITIES	27.67
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	1,203.68
STORM WATER	STORM WATER		TOTAL:	1,541.81
OTHER SOURCES	STORM WATER	CITY OF TIPTON FUNDS	TRANSFERS	3,532.33
			TRANSFERS	413.50
			TOTAL:	3,945.83
INT SRVC-OTHER BUSINES	CENTRAL GARAGE	CITY OF TIPTON FUNDS	Repay Admin Services	1,194.33
			PSF payment	61.46
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	109.65
INT SRVC-OTHER BUSINES	CENTRAL GARAGE		TOTAL:	1,365.44
INT SRVC-OTHER BUSINES	CENTRAL GARAGE	AUREON COMMUNICATIONS	TRANSFERS	685.50
		AT&T MOBILITY	TRANSFERS	4,377.83
		CINTAS	TOTAL:	5,063.33
		MISC. VENDOR	PHONE, INTERNET, CIRCUIT	36.25
		H & H AUTO	WIRELESS	268.91
			UNIFORMS	19.44
			UNIFORMS	19.44
			SUPPLIES	166.31
		ELDON C STUTSMAN	ELDON C STUTSMAN:PARTS	1,430.00
			TIRES	1,034.00
			REPAIRS	519.50
		MITCHELL 1	WEB SUBSCRIPTION	329.02
		OLD DOMINION BRUSH	REPAIR PARTS #163	105.32
		SADLER POWER TRAIN	SHOP SUPPLIES	89.95
INT SRVC-OTHER BUSINES	ADMINISTRATIVE SER	CITY OF TIPTON FUNDS	Repay Admin Services	2,569.92
			PSF payment	3.95
		CITY UTILITIES	CITY UTILITIES	249.22
			CITY UTILITIES	42.00
			CITY UTILITIES	63.70
INT SRVC-OTHER BUSINES	ADMINISTRATIVE SER		TOTAL:	6,946.93
INT SRVC-OTHER BUSINES	ADMINISTRATIVE SER	ACCESS SYSTEMS LEASING	COPIER AGREEMENT	1,429.28
		ALLIANCE ELECTRIC SERVICES	ROUGH IN GREENSPACE	653.81
		AUREON COMMUNICATIONS	PHONE, INTERNET, CIRCUIT	665.08

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		AT&T MOBILITY	WIRELESS	534.71
		KONNIE DAUFELDT	FALL SHIRTS	117.81
		LYNCH DALLAS PC	LEGAL SERVICES	340.00
			LEGAL SERVICES	1,329.72
			LEGAL SERVICES	580.00
		OFFICE EXPRESS	OFFICE SUPPLIES	446.94
		SPEER FINANCIAL INC	TIF SERVICES	350.00
		THOMAS HEATING & AIR	SERVICE CALL	1,262.00
		CITY OF TIPTON FUNDS	PSF payment	7.66
		CITY OF TIPTON-REVOLVING CENTRAL GARAG	vehicle/equipment charges	9.17
			TOTAL:	7,726.18

===== FUND TOTALS =====	
001 GENERAL GOVERNMENT	64,340.95
110 ROAD USE TAX FUND	8,458.77
112 TRUST AND AGENCY FUND	48,441.75
121 LOCAL OPTION TAX	27,637.33
125 TIF SPECIAL REVENUE FUND	22,022.58
160 ECONOMIC/INDUSTRIAL DEVEL	7,500.00
192 FIRE ENTERPRISE TRUST	5,369.75
600 WATER OPERATING	16,266.54
610 WASTEWATER/AKA SEWER REVE	59,956.31
630 ELECTRIC OPERATING	146,583.77
640 GAS OPERATING	38,739.05
660 AIRPORT OPERATING	155,040.70
670 GARBAGE COLLECTION	36,524.48
740 STORM WATER	6,428.77
810 CENTRAL GARAGE	6,946.93
835 ADMINISTRATIVE SERVICES	7,726.18

GRAND TOTAL:	657,983.86

CITY CREDIT CARD STATEMENT		cr	999		1010			Card Ttl	-10,465.73
City Card									
Building Maint & Repair	Walmart	dr	001	5	650	2	63100	103.06	
							Total Charges		103.06
Finance Director									
Training	Iowa League of Cities	dr	835	5	899	1	62300	60.00	
Travel Training	Texas Roadhouse, Doordash	dr	835	5	899	1	62980	56.19	
							Total Charges		116.19
Economic Development									
Miscellaneous	Theisen's, Pandora CloudCover	dr	001	5	525	2	65980	223.86	
							Total Charges		223.86
Library									
Building Supplies	Amazon	dr	001	5	410	2	63101	23.86	
Technology	Amazon	dr	001	5	410	2	64190	52.85	
Library Materials	Amazon, Walmart	dr	001	5	410	2	65020	1,824.23	
Programming	Amazon, Walmart	dr	001	5	410	2	65021	162.33	
Office Supplies	Amazon, Demco	dr	001	5	410	2	65060	810.11	
Postage/Shipping	USPS	dr	001	5	410	2	65080	7.10	
							Total Charges		2,880.48
Ambulance									
Dues/Fees		dr	001	5	160	1	62100	580.00	
Building Maint & Repair	Lenoch & Cilek	dr	001	5	160	2	63100	111.90	
Advertising	Indeed	dr	001	5	160	2	64020	120.00	
Technology	Amazon, SupportSignNow	dr	001	5	160	2	64190	197.69	
Operating Supplies	Live Action Safety	dr	001	5	160	2	65070	380.97	
Miscellaneous	Tipton Greenhouse, ADI, Sam's Club	dr	001	5	160	2	65980	262.97	
Building Maint & Repair	UI.com	dr	001	5	430	2	63100	165.86	
Operating Supplies	ADI	dr	001	5	465	2	65070	404.98	
Operating Supplies	Ebay	dr	810	5	899	2	65070	19.21	
Miscellaneous	Ebay, Amazon	dr	835	5	899	2	65980	1,670.04	
							Total Charges		3,913.62
Fire									
Small Tools	American Power Equipment	dr	001	5	150	2	65053	223.62	
Miscellaneous	Walmart, Amazon	dr	001	5	150	2	65980	328.87	
							Total Charges		552.49
Police									
Uniforms/Equipment	Taser Self Defense	dr	001	5	160	2	64350	190.97	
Operating Supplies	Sirchie	dr	001	5	110	2	65070	63.00	
Postage/Shipping	USPS	dr	001	5	110	2	65080	16.00	
							Total Charges		269.97
Gas									
Dues/Fees	American Public Gas Assoc.	dr	640	5	825	1	62100	1,370.60	
							Total Charges		1,370.60
Electric									
Safety	Ariat	dr	630	5	820	2	65100	175.55	
							Total Charges		175.55
Public Works									
Repair Parts	Etrailer	dr	810	5	899	2	63321	170.18	

AGENDA ITEM

AGENDA INFORMATION TIPTON CITY COUNCIL COMMUNICATION

DATE: 12/1/2025

AGENDA ITEM: AMI RFP Approval to Seek Install Contractor Bid

ACTION: Discussion/Possible Action

SYNOPSIS:

Tipton has prepared for the installment of an Advanced Metering Infrastructure system since pre-covid. This three-utility system (water, gas and electric) will make meter reading autonomous, instant, and direct to City Office via radio signal and software technology. This project is both planned for and funded via budget and CIP across all utilities involved including sewer. Post covid meter production delays and supply issues were major factors in pushing this project back. Those delays have finally subsided.

The attached RFP (Request for Proposal) document is designed to solicit bids from install contractors. If you accept and approve to advance this RFP, we will come back to Council with pricing information and a contract proposal in January 2026.

BUDGET ITEM: Budget and CIP Planned

RESPONSIBLE DEPARTMENT: Water, Sewer, Gas, and Electric

MAYOR/COUNCIL ACTION:

ATTACHMENTS: RFP

PREPARED BY: Brian Brennan / Brad Ratliff

DATE PREPARED: November 2025

City of Tipton, Iowa

Request for Proposals (RFP) Advanced Metering Infrastructure (AMI) System

RFP responses are due at City Hall, 407 Lynn Street, Tipton, IA 52772, by 12 p.m on January 9th, 2026, in sealed envelopes that are marked "Tipton AMI Project." The City reserves the right to reject all RFP responses, waive formalities, and make a decision that best suits the interests of the citizens of Tipton.

Table of Contents

1. Introduction
2. Project Commencement
3. Scope of Work
4. Vendor Coordination
5. Vendor Responsibilities
6. Written Warranty and Support
7. Compliance and Safety
8. Project Management and Communication
9. Staging and Equipment Storage
10. Removal and Disposal
11. Training and Support
12. Inspections
13. Bonds and Insurance Requirements
14. Payment and Billing
15. Proposal Submission
16. Evaluation Criteria
17. References (see Exhibit C)
18. Dispute Resolution
19. Timeline and Penalties
20. Exhibits
21. Vendor Submission Checklist
22. Contacts and Questions
23. Deadlines
24. Proposal's Length of Time
25. Exceptions
26. Signature

1. Introduction

The City of Tipton, Iowa ("City"), a municipal corporation located at 407 Lynn Street, Tipton, IA, owns and operates its own electric, gas, and water utilities. For over a century, Tipton has provided dependable utility services to its residents.

To continue improving operational efficiency, accuracy, and customer service, the City seeks to implement an Advanced Metering Infrastructure (AMI) system. The AMI system will provide reliable data collection, outage management, leak detection, and integration with the City's Tyler Technologies/Sensus Encode billing software.

2. Project Commencement

Commencement of the Project may begin after a "Notice to Proceed" is issued on behalf of the City. A Notice to Proceed will only be issued when all forms required for the Project are received and on file at Tipton City Hall.

3. Scope of Work

3.1 Equipment and Meter Installation

3.1.1 The City will provide AMI-compatible meters for water, gas, and electric services, including all required smart points. The vendor shall furnish all labor and materials necessary to complete the installation.

3.1.2 Vendor shall furnish all necessary materials, fittings, pipe, wiring, incidentals and skilled labor.

3.1.3 Vendor shall coordinate installations for resident's dependent on electricity, gas, or water for life-saving medical equipment (e.g., ventilators, dialysis). **The City will assist with providing contact information for property owners; however, the City will not provide information identifying persons who require life-sustaining equipment. The vendor is responsible for determining immediate life-saving dependence, not the City.** Service bypass may be required to ensure uninterrupted service.

3.1.4 Vendor shall notify property owners at least 1 day prior to installation unless otherwise agreed. Vendor must make at least 2 direct contact attempts before requesting City assistance.

3.1.5 Vendor shall perform a leak test after each gas meter installation.

3.1.6 Vendor shall maintain sole responsibility for actions of employees and subcontractors. Personnel must be competent, experienced, and courteous.

3.1.7 Vendor or designee shall verify functionality of all installed meters, including relighting pilot lights as necessary.

3.1.8 Vendor shall report to the City of Tipton any concerns regarding faulty, defective, unsafe, or gross code-violating equipment prior to beginning new meter installation. No installation shall proceed until such concerns are addressed in writing with the City.

3.1.9 Vendor shall coordinate meter swaps with billing staff during business hours.

3.1.10 Vendor shall report ending/starting readings, perform data downloads, and provide serial numbers for each meter swap to the City's billing staff. Vendor shall also be responsible for all inaccuracies.

3.1.11 Vendor shall provide weekly electronic uploads (on a mutually agreed upon date) of all completed work (including all data elements required by this RFP) in a format compatible with the City's CIS/billing systems (e.g., API, flat file, or other mutually acceptable format), with next-business-day availability.

3.1.13 Customer Communications & Field Protocols: Vendor shall supply and deliver door hangers and notices with City approved language and materials; leave completion door tags when customers are not present; and follow "do not proceed" rules for unsafe or non-compliant conditions (with immediate City notification).

3.1.14 Operating Hours & Scheduling: Standard installation hours shall be 8:00 AM–8:00 PM, Monday–Friday (non-holiday), unless otherwise approved by the City. Vendor shall provide the City 48 hours' notice of days crews will or will not be working.

3.1.15 Contact Attempts: For electric meter exchanges and where access constraints apply, Vendor shall make up to three contact attempts (no more than one per 24 hours) before elevating to the City for direction, in addition to the two direct requests required in Section 5.1.1.

3.1.16 The vendor shall activate all meters and smart points at their designated installation location to ensure accurate GPS synchronization and correct geolocation within the AMI system.

4. Vendor Coordination

4.1 Vendor shall be responsible for staging, site security, transport, inventory, and associated fees. The City will waive permitting fees, but vendor must obtain necessary permits. Vendor shall coordinate installations and notify customers.

4.2 Additional Coordination Requirements:

4.2.1 Work with City staff to verify operational functionality of all antennas and broadcasting hardware.

4.2.2 Identify incoming water service line material, create inventory, and provide to the City Water Superintendent with photographs of:

- Incoming water service line material

- Each installed meter (gas, water, electric) before and after installation
- Building from street view

4.3 Data Collection and Reporting (Vendor Requirement):

4.3.1 Vendor shall identify incoming water service line material at each property entered, create an inventory, and submit to City Water Superintendent.

4.3.3 Vendor shall use City-provided database link for submissions and is required to supply their own reporting devices with connectivity.

5. Vendor Responsibilities

5.1 Communications and Notifications

5.1.1 Vendor must make two direct requests to property owners before City assistance.

5.1.2 City may provide contact info and addresses upon request.

5.1.3 Ensure life-saving utility-dependent customers are coordinated appropriately.

5.2 Professionalism and Identification

5.2.1 Vendor personnel or designees shall wear professional attire.

5.2.2 Vendor personnel shall wear identifiable clothing and badges.

5.2.3 Vehicles shall be clearly marked and easily identifiable.

5.2.4 All vendor personnel and subcontractors must be properly licensed/certified, and all work shall comply with City Code, local, state, and manufacturer requirements. (Water meters do not require plumbing license).

5.2.5 Background Screening & Fitness for Duty: Prior to assignment, all personnel shall pass, at Vendor's expense, MVR, nationwide criminal, and sex offender registry checks, and a 7-panel drug test; disqualifying results shall result in immediate removal. Vendor shall maintain and provide a current roster of cleared personnel upon request

6. Written Warranty and Support

6.1 Vendor shall provide its own written warranty for labor, installation, and materials for 36 months post-project completion.

6.2 Vendor shall provide optional extended warranty/support options.

6.3 Project warranty shall commence after City acceptance of final meter installation.

6.4 Vendor or contracted designee is required to verify functionality of all installed meters and ensure utilities are working.

6.5 Training Documentation: Upon request by the City of Tipton, Vendor shall provide documented proof of technical training and consumer-contact training for all assigned personnel on AMI hardware, software, and meter forms/classes.

7. Compliance and Safety

7.1 Installations must comply with City Code, state/local/manufacture requirements, OSHA, and Iowa Utilities Commission standards. Vendor is solely responsible for compliance.

8. Project Management and Communication

8.1 Vendor shall coordinate work with all relevant City departments as necessary.

8.2 Vendor shall communicate effectively with City staff to minimize service interruptions.

8.3 Project Manager & Status: Vendor shall assign a Project Manager and on-site lead; provide weekly status updates (call or meeting) covering production, exceptions, corrective actions, schedule for next two weeks, and risk items.

9. Staging and Equipment Storage

9.1 Vendor shall be solely responsible for locating, arranging, and maintaining suitable staging and storage facilities for all project-related equipment and materials.

9.2 Vendor shall ensure security of the staging site(s) and stored equipment, including implementing appropriate safeguards to prevent theft, vandalism, or damage.

9.3 Vendor shall insure all products, equipment, and materials under their possession and control for the duration of the project.

9.4 The City of Tipton shall not be liable for the storage, security, or insurance of any products, equipment, or materials.

9.5 Warehouse & Access: Vendor shall maintain a physical warehouse suitable for receiving new meters and staging activities; where practicable, within a reasonable distance of City operations (e.g., within ~15 miles). Vendor shall provide City access upon request for audits and inventory checks.

10. Removal and Disposal

10.1 Vendor shall be responsible for the transportation, disposal, and all associated fees related to discarded materials.

10.2 All refuse generated by this project shall be disposed of at the **Cedar Transfer Station**, located at 1202 240th St, Tipton, IA 52772. Phone: (563) 886-6437.

10.3 City may request salvage of specific parts.

10.4 Removed Meter Handling: Unless otherwise directed in writing by the City to salvage specific units, removed meters shall be disposed of per Section 10.2. If the City directs salvage/audit, Vendor shall catalog and return removed meters to the City at an interval of every 1–2 weeks, with box labels matching electronic records (address and serial). Vendor remains responsible for loss or damage of any meters/modules in its possession.

11. Training and Support

11.1 Training shall include utility staff across electric, gas, and water departments as designated by the City.

11.2 Vendor shall work cooperatively with the City of Tipton to ensure full integration with **Tyler Technologies, Sensus technology, and Encode software**, verifying that AMI functionality is fully operational and optimized.

12. Inspections

12.1 City reserves the right to inspect all work.

12.2 At least 10% of all sites will be inspected for craftsmanship, installation, and functionality before acceptance.

12.3 The City also reserves the right to bring in an independent party to inspect all sites, or a representative sample, for craftsmanship, installation, code compliance, manufacturer compliance, and functionality prior to final acceptance.

13. Bonds and Insurance Requirements

13.1 Performance and Payment Bonds

The awarded vendor shall furnish a **Performance Bond** and a **Payment Bond**. Please be advised that your proposal must include the cost of Performance and Payment bonds that must be in effect before work is started. However, you do not have to obtain such bonds as a condition for submitting a proposal. Upon award of the contract, but before the "Notice to Proceed" is issued, the successful vendor must provide these bonds in a form that is acceptable to the City. The successful vendor is advised not to incur any Project costs until bonds have been approved and the "Notice to Proceed" is issued.

13.2 Certificates of Insurance

All quotes **MUST** be accompanied with a copy of the RFP respondent's certificate of liability insurance in a minimum of \$1 million for each occurrence.

During the term of the Project, the Contractor shall maintain, at its sole expense, the following insurance policies:

- a.) Worker's Compensation as required by the laws of Iowa.
- b.) Comprehensive general liability and property damage with a combined single limit of not less than \$1 million per each occurrence and not less than \$2 million general aggregate.
- c.) Auto liability and property damage, including hired, rented, owned, and non-owned automobiles and vehicles with a combined single limit per each occurrence of \$1 million for bodily injury and property damage.

With respect to "b" and "c" above, the City must be given an insurance certificate that names the City as an **additional insured** prior to the contractor's commencement of the Project.

14. Payment and Billing

The successful bidder(s) may bill the City for work done as the Project progresses, but 3% of each such payment up to the cost of the bid price will be retained according to Iowa Law and until the Project passes its final inspection and lien waivers for all subcontractors, if any, have been submitted. Upon satisfaction of these requirements, the 3% final retainage will be released according to the laws of Iowa. Additionally, payments are only issued after approval by the Tipton City Council. The Tipton City Council meets on the first and third Monday of each month and invoices to be paid must be submitted to Tipton City Hall on the Wednesday prior to a Council meeting to be approved at the Council meeting.

If the RFP respondent wishes to propose an alternative to this, it can be done in the “Exceptions” section of the Quote Form.

Itemized invoices are required for milestone tasks, integration, testing, and documentation.

15. Proposal Submission

Proposals must include:

- Signed checklist (Section 20)
 - Itemized pricing with not-to-exceed clause
 - Unit pricing schedule (per meter type, labor hour, materials)
 - Timeline and staffing plan
 - References
-

16. Evaluation Criteria

Proposals evaluated on compliance, experience, cost, schedule, training/support, emergency responsiveness.

17. References (see Exhibit C)

The City reserves the right not to award the contract to any vendor who does not furnish evidence of prior relevant experience and current capabilities, including manpower and equipment, necessary to enable the contractor to pursue the Project and to successfully complete the work in the time allowed to complete this Project.

18. Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the Cedar County District Court, and all parties to this Agreement waive any objection to the jurisdiction of the district court, whether based on convenience or otherwise. The prevailing party shall be entitled to obtain judgment for costs and attorney fees.

19. Timeline and Penalties

19.1 Vendor must guarantee a completion date.

19.2 Financial penalties will apply for late completion as follows:

- 0–7 days late: \$50/day
- 8+ days late: \$100/day

19.3 Penalties are cumulative and may be withheld from vendor payments.

19.4 Vendors are advised to carefully consider the proposed schedule to avoid delays and penalties.

19.5 If the Vendor claims inability to perform due to extraordinary circumstances (such as acts of God, natural disasters, or declared emergencies), the Vendor must provide written documentation demonstrating the significant impact on project delivery. If the Vendor cannot demonstrate such impact to the City's satisfaction, the City reserves the right to impose **significantly higher daily penalties** as necessary to compel timely completion.

19.6 If the Vendor ceases work or fails to make continuous, good-faith progress on the Project without cause or without written authorization from the City, the Vendor shall forfeit any payments during the stoppage period and the City shall reserve the right to terminate the contract for cause or impose additional penalties.

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20. Exhibits

- Exhibit A: Final Contract
 - Exhibit B: Vendor Proposal / RFP Response (Provided by vendor)
 - Exhibit C: References
 - Exhibit D: Meter Specifications and Quantities
 - Exhibit E: Vendor Checklist
-

21. Vendor Submission Checklist

- Company profile and references
 - Itemized and unit pricing
 - Timeline and staffing plan
 - Warranty and support terms
 - Signed confirmation of performance/payment bonds
 - Signed acknowledgment that proposal covers full scope
-

22. Contacts and Questions

General Project:

Brian Brennan, Water Superintendent

bbrennan@tiptoniowa.org | 563-886-4877

Gas:

Darren Lenz, Gas Superintendent

llenz@tiptoniowa.org | 563-886-6187

Electric:

Jon Walsh, Electric Superintendent

jwalsh@tiptoniowa.org | 563-886-6187

Software:

Melissa Armstrong, CFO

marmstrong@tiptoniowa.org | 563-886-6187

23. Deadlines

Proposals must be received by [January 9th, 2026].

24. Proposal's Length of Time

All proposals and pricing with them shall be good for 45 days after opening the RFP responses.

25. Exceptions

Although, this RFP provides a section where respondents can propose exceptions or alternatives, the City maintains the sole ability to adopt any, all, or none of them.

26. Signature

This section must be signed and submitted by the potential contractor/vendor:

"In submitting this proposal, it is understood and agreed by the undersigned that the City has the right to reject any or all proposals or to waive informalities and irregularities and to make a contractual decision that best suits the interests of the citizens of Tipton."

"By signing below, and except for any exceptions I have written in the space that's been provided, I am stating that I understand the Project that I am quoting and agree to comply with its requirements. I also understand that this RFP Instructions Form will be added to the Agreement as Exhibit ____ with its requirements being added to the requirements of the Agreement."

Your signature: _____

Your name and/or company's name: _____

Address: _____

Phone #: _____ Email: _____

Date: _____

Exhibit C

References

Name / Organization	
Phone Number	
Type of Project	Gas Water Electrical Other
Year of Project	
Approximate Cost	\$
Special Notes about this project	

Vendor shall make copies of this sheet for each additional reference*

Exhibit D

Inventory of Water, Gas and Electric Accounts

The City of Tipton has made its best effort to compile an accurate inventory of all water, gas, and electric meters and associated SmartPoints that will be furnished by the City for this Project. The Vendor shall provide installation pricing only, as the City will supply all meters and SmartPoints. The Vendor is responsible for providing all materials necessary to complete the installation—such as fittings, connectors, wiring, mounting hardware, and any other supplies required for proper installation in accordance with industry standards and manufacturer requirements. The City recognizes that actual field quantities may vary slightly; therefore, the Vendor must also provide unit installation pricing for any additional meters or SmartPoints that may be required to complete the Project.

Water Components

All smart points shall be installed with their antennas located on the exterior of the building*

- (430) Complete 5/8" or 3/4" IPERL Water Meter
- (430) 3 Wire SmartPoint's
- (1110) Install Touch Coupler SmartPoint over oval Touchpad

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Gas Components

- (949) 100GM-A
- (53) 100GM-B
- (139) 300GM
- (20) 500GM
- (1) 600GM
- (27) 700GM For all rotary meters with PTZ heads
- Replace all Sprague & Schlumberger meters as follows (City will provide) ...
- (343) SonixIQ250
- (9) SonixIQ425
- Other Gas Items Needed for Rotary Meters
- (21) AdEM-PTZ To replace current heads on Dresser Rotary Meters
- (21) Click Kit Bracket to go from Dresser/ROOTS to AdEM Head
- (21) Pressure Kit for PTZ

Electric Components

- (1120) 2s Electric Meter Installation and Activation
- (9) 3s Electric Meter Installation and Activation
- (6) 4s Electric Meter Installation and Activation
- (7) 6s CL 200 480v Electric Meter Installation and Activation
- (57) 9s Electric Meter Installation and Activation
- (17) 12s Electric Meter Installation and Activation
- (40) 16s Electric Meter Installation and Activation

Exhibit E

Vendor Check List

- ☐ Company Profile (including legal name, address, and contact information)
- ☐ Evidence of Prior Relevant Experience (with references)
- ☐ Itemized Pricing Proposal (with not-to-exceed clause)
- ☐ Unit Pricing Schedule (per meter type, labor hour, and materials)
- ☐ Timeline and Staffing Plan
- ☐ Warranty and Support Terms (minimum 36-month warranty)
- ☐ Certificate of Liability Insurance (minimum \$1M per occurrence, naming City as additional insured)
- ☐ OSHA and Iowa Utilities Commission Compliance Statement
- ☐ Signed Acknowledgment of All Vendor Responsibilities (Section 5 of RFP)
- ☐ Signed Acknowledgment of All Safety and Compliance Requirements (Section 7 of RFP)
- ☐ Signed RFP Instructions Form (Section 26: Signature)
- ☐ Completed "Exceptions" Section (if applicable)
- ☐ Confirmation of Ability to Provide Performance and Payment Bonds **(only required upon award of the project; cost of bonds must be reflected in proposal pricing, but bonds themselves are not required at submission)**
- ☐ Confirmation of Ability to Coordinate with Tyler Technologies, Sensus, and Encode software
- ☐ Completed Contact Information Sheet for Vendor's Project Manager and Support Staff

VENDOR SIGNATURE REQUIRED

By signing below, the undersigned affirms that:

- The pricing provided is accurate and complete.
- All work will be performed in accordance with the RFP requirements.
- The total project cost will not exceed the amount stated above.

Authorized Representative (print)	
Signature	
Date	

AGENDA INFORMATION

DATE: Council meeting of December 1, 2025

AGENDA ITEM: Discussion/possible action to select a preliminary most favored proposal for each of five city-owned residential lots with each proposal being the subject of a public hearing and final decision at the Council meeting on Dec 15.

SYNOPSIS:

What follows are the results of the RFP process for the five residential lots that the City is offering for sale. Each is being sold “as is” and with a minimum price:

302 5 th Street	(Rehab with conditions)	\$66,900
615 W. 8 th Street	(Good condition)	\$74,640
215 W 6 th Street	(East foundation needs replacing)	\$68,520
310 W. 7 th Street	(No issues)	\$73,584
701 Inland Road	(Must be demolished)	\$ 3,508

The proposals listed below aren’t based on a preferred order. I was only trying to keep them in a consistent order. I asked Amy to omit some of the redundant pages from some of the proposals.

For the December 1 meeting, the Council’s role is (if possible) to select what it believes to be the best proposal for each lot by taking into consideration what price a prospective owner is offering for the lot along with their plan for the lot’s future.

However, please note that in approving the resolution for this particular process, the Council added this:

“AND, WHEREAS, the while the City Council reserves the right to select a winning proposal based on any single criterion or any combination of criteria, the Council now intends to make the RFP respondents’ proposed purchase price the primary factor for consideration when awarding a parcel.”

We will run an updated version of the public hearing notice in the newspaper’s Dec 10 edition for the Dec 15 Council meeting. The new notice will list the Council’s preliminary selections for each lot.

I’ll let all of the potential candidates know about the December 1 Council meeting in case they want to attend and present information on their proposals.

The proposals for each lot are highlighted and numbered within. These include the price as set by the Council.

302 5th Street

(Rehab with conditions)

\$66,900

This property received 1 response.

1.) Brad and Blakely Wurr.

	<u>Purchase</u>	<u>Rehab Cost</u>
Wurr	\$70,000	\$8,500

***Note:** The rehab estimate includes roof replacement, window replacement, foundation tuck pointing, and flooring.

****Special Note:** Cassandra Venteicher & Colton Lord initially made but later withdrew their proposals to purchase 615 W 8th Street and/or 310 W 7th Street. After the bid deadline and when they withdrew their two proposals, they asked if they could make a proposal on 302 W 5th Street.

I told them that they could withdraw their two proposals, but I couldn't approve their request to make a proposal on 302 W 7th after the deadline. I told them that the only option I could think of would be if they approach the Council during your Dec 1 meeting. But, by then, Brad and Blakely Wurr's proposal will be public info, and they could object to allowing a proposal after the deadline.

Below: 323 W 5th Street. Parcel #048011061050050. The lot is 115' X 75' +/-
Rehab with conditions. Minimum bid price is \$66,900.



615 W. 8th Street

(Good condition)

\$74,640

2.) Randall Shumaker

~~3.) Cassandra Venteicher & Colton Lord~~

	<u>Purchase</u>	<u>Improvements</u>
Shumaker	\$48,750	\$39,200
Venteicher/Lord	\$75,000	

***Note:** Shumaker's proposed improvements include remodeling of kitchen and dining room areas and the construction of a new 24' X 32' garage.

***Note:** Venteicher/Lord came by City Hall on Nov 20 and withdrew their proposal.

Below: 615 W 8th Street. Parcel # 048006364820030. The lot is 100' X 142' +/-
Good condition. Minimum bid price is \$74,640.



215 W 6th Street (East foundation needs replacing) **\$68,520**

3.) Randall Shumaker

	<u>Purchase</u>	<u>Improvements</u>
Shumaker	\$56,500	\$38,900

***Note:** The proposed improvements are to replace the failing foundation wall and replace the roof on the house and garage.

Below: 215 W 6th Street. Parcel # 048010012790090. The lot is 142' X 50' +/-
East foundation is failing and needs replacing. Minimum bid price is \$68,520.



310 W. 7th Street (No issues) **\$73,584**

4.) Randall Shumaker

~~6.) Cassandra Venteicher & Colton Lord~~

	<u>Purchase</u>	<u>Improvements</u>
Shumaker	\$53,000	\$21,900

~~Venteicher/Lord~~ \$75,000

***Note:** Shumaker's proposed improvements would be either a single car or two car garage.

***Note:** Venteicher/Lord came by City Hall on Nov 20 and withdrew their proposal.

Below: 310 W 7th Street. Parcel # 048007313590080. The lot is 50' X 142' +/-
No issues. Minimum bid price is \$73,584.



701 Inland Road (Must be demolished) \$ 3,508

5.) Jared & Whitney Gehrs

	<u>Purchase</u>	<u>Improvements</u>
Gehrs	\$5,000	\$186,000-\$226,000

***Note:** The proposed improvements include the demolition of the existing home and construction of a new 1500-1800 square foot home and attached two stall garage to be completed by Nov 2026.

Below: 701 Inland Road. Parcel # 048011062540010. The lot is 50' X 150' +/- **Demolition is required.** Minimum bid price is \$3507.50.



Response to Request for Proposals City of Tipton Properties

By signing below, I am stating that I understand the terms of this RFP and agree with its requirements.

Address of the property to which this proposal applies:

302. W 5th Street

Your signature(s):

Blakely Wurr *BWurr*

Printed name(s):

Brad + Blakely Wurr

Buyer Name / Business, if applicable:

Address:

711 Orange St Tipton

Phone #:

(319) 432-1250

Date:

11/18/25

Email:

blakelywurr@gmail.com

Your proposals are due at City Hall by not later than 11:00 a.m. on November 20.

Please remember: You must use a separate "Response to Request for Proposals" form for each property that you are interested in.

Within, also please note that the City Council has set minimum bid prices for each property.

Acknowledgements

To proceed with the submittal of a proposal, you must be able to answer "Yes" to each of the acknowledgements listed below, and if so please **initial each line**.

1.) I Acknowledge that the Property is being sold as is, including all personal property and contents located at the property at the time of sale:

BW *[Signature]*

2.) I Acknowledge that the closing on the transaction will be scheduled to occur within thirty (30) days of the acceptance of the successful proposal:

BW *[Signature]*

3.) I Acknowledge that the Property, if submitting a proposal related to 701 Inland Road must be demolished within sixty (60) days of closing, demolition to include complete demolition of all structures, foundations, driveways, and sidewalks that are outside of the right of way, and removal of all of same from the lot, with any cavity created by the demolition to be completely filled, unless said cavity is to be used shortly thereafter for new construction, in which case it shall be appropriately fenced off to prevent access.

Or, I Acknowledge that the Property, if submitting a proposal related to 302 W 5th Street, 615 W 8th Street, 215 W 6th Street, or 310 W 7th Street, must be renovated (if such renovation is specified herein) to a condition that is fully compliant with the City of Tipton Code of Ordinances, including the International Property Maintenance Code as adopted by the City and code compliant to the satisfaction of the City Building Inspector and within one-hundred-twenty days, inside and out, shall be code compliant to the satisfaction of the City Building Inspector.

BW *[Signature]*

4.) I Acknowledge that the City has not performed any inspections of the Property, including but not limited to inspections for asbestos, lead, or any other potential hazard, and makes no representations regarding the presence or absence of said materials:

BW *[Signature]*

5.) I Acknowledge that while the City will provide an abstract to the property, that the property will be transferred by the City by Quit Claim Deed:

BW *[Signature]*

6.) I Acknowledge that the successful bidder will be required to execute a Purchase Agreement with the City within seven (7) days of the Council approval of the sale, and a Right of Reversion Agreement that will provide for the automatic reversion of any property purchased that has not been demolished and/or improved within the approved deadlines:

BW *[Signature]*

7.) I Acknowledge that this Proposal is not contingent upon the occurrence of any event or circumstance, such as financing or appraisal. (A buyer may make the purchase of one parcel contingent on the approved purchase of another parcel by the same buyer.):

BW *[Signature]*

Written Proposals for 302 W. 5th St:

- a. Proposed purchase bid of \$70,000
- b. We are proposing to invest in additional rental properties within the city and bring them up to a standard that supports Tipton families. Our goal is simple. Provide safe, updated, and family friendly rentals while keeping them affordable for the community. We have hands-on rental management experience and understand the responsibilities that come with long-term property ownership. Our background includes maintenance, tenant communication, and providing dependable housing. This allows us to take older properties and improve them in a way that benefits both the tenant and the neighborhood.

Our improvement plan includes: Updating the most important issues first- roof, windows, and tuck pointing of the foundation, and flooring. Addressing safety features and all necessary repairs. Enhancing curb appeal to support neighborhood value

- c. Project Cost Estimate:

Roof replacement- \$5000

Window replacement- \$1000

Foundation tuck pointing- \$1000

Flooring-\$1500

- d. Remodel work will begin after closing. We intend to do much of the work ourselves with the assist of our family. Roof replacement will be hired out and completed most likely in the spring.
- e. We currently own one rental and are looking to expand our portfolio, possibly 3 or four more rentals in the future. We are very hands on and like to work on projects. Our goal is to provide quality rentals to residents at affordable prices.
- f. We are pre-approved for a loan and have finances to complete needed projects.



PO Box 800, North Liberty, IA 52317-0800 | GreenStateCU.org | 1-800-397-3790

GreenState
CREDIT UNION

September 12, 2025

Blakely & Brad Wurr
711 Orange St.
Tipton, IA 52772

Pre-Approval Letter

Dear Blakely & Brad,

Thank you for giving GreenState Credit Union the opportunity to assist you with your mortgage loan. We are pleased to inform you that you are pre-approved for the purchase of a home. Please note that final approval will be subject to a satisfactory purchase agreement, satisfactory appraisal and home condition, loan underwriting, and verification of all information provided on your loan application.

Please contact us PRIOR to changing or altering current employment, substantially increasing your credit card balances OR taking out any additional new credit (auto/boat/ATV loans, credit cards, furniture or student loans etc.) as doing so may invalidate your pre-approval.

We look forward to working with you. If you have any questions, please contact me at (319) 341-2213. Thank you for choosing GreenState Credit Union!

Sincerely,

Pete Johnson
Mortgage Loan Officer
GreenState Credit Union
500 Iowa Ave.
Iowa City, IA 52240
O: (319) 341-2213
C: (319) 400-1975
E: petejohnson@greenstate.org
NMLS# 421779

2.

Response to Request for Proposals City of Tipton Properties

By signing below, I am stating that I understand the terms of this RFP and agree with its requirements.

Address of the property to which this proposal applies:

615 W. 8th St

Your signature(s): Randy Shumaker

Printed name(s): RANDALL D. SHUMAKER

Buyer Name / Business, if applicable: RDS Construction LLC

Address: 209. W. South St Tipton, IA 52772

Phone #: (563) 357-3682 Date: 11/2/25

Email: randy@custombuildersiowa.com

Please be advised: At the Oct 20, 2025 City Council meeting, the members decided to make the RFP respondents' proposed purchase price the primary factor for consideration when awarding a parcel.

Your proposals are due at City Hall by not later than 11:00 a.m. on November 20.

Please remember: You must use a separate "Response to Request for Proposals" form for each property that you are interested in.

Within, also please note that the City Council has set minimum bid prices for each property.

Acknowledgements

To proceed with the submittal of a proposal, you must be able to answer "Yes" to each of the acknowledgements listed below, and if so please **initial each line**.

1.) I Acknowledge that the Property is being sold as is, including all personal property and contents located at the property at the time of sale: RS

2.) I Acknowledge that the closing on the transaction will be scheduled to occur within thirty (30) days of the acceptance of the successful proposal: RS

3.) I Acknowledge that the Property, if submitting a proposal related to 701 Inland Road must be demolished within sixty (60) days of closing, demolition to include complete demolition of all structures, foundations, driveways, and sidewalks that are outside of the right of way, and removal of all of same from the lot, with any cavity created by the demolition to be completely filled, unless said cavity is to be used shortly thereafter for new construction, in which case it shall be appropriately fenced off to prevent access.

Or, I Acknowledge that the Property, if submitting a proposal related to 302 W 5th Street, 615 W 8th Street, 215 W 6th Street, or 310 W 7th Street, must be renovated (if such renovation is specified herein) to a condition that is fully compliant with the City of Tipton Code of Ordinances, including the International Property Maintenance Code as adopted by the City and code compliant to the satisfaction of the City Building Inspector and within one-hundred-twenty days, inside and out, shall be code compliant to the satisfaction of the City Building Inspector. RS

4.) I Acknowledge that the City has not performed any inspections of the Property, including but not limited to inspections for asbestos, lead, or any other potential hazard, and makes no representations regarding the presence or absence of said materials: RS

5.) I Acknowledge that while the City will provide an abstract to the property, that the property will be transferred by the City by Quit Claim Deed: RS

6.) I Acknowledge that the successful bidder will be required to execute a Purchase Agreement with the City within seven (7) days of the Council approval of the sale, and a Right of Reversion Agreement that will provide for the automatic reversion of any property purchased that has not been demolished and/or improved within the approved deadlines: RS

7.) I Acknowledge that this Proposal is not contingent upon the occurrence of any event or circumstance, such as financing or appraisal. (A buyer may make the purchase of one parcel contingent on the approved purchase of another parcel by the same buyer.): RS

***RDS Construction LLC
209 W. South St.
Tipton, IA 52772***

To: City of Tipton, IA

RE: RFP for 615 W. 8th St

Proposed Purchase Price: \$48,750.00

Proposed Use of Property: This will continue to be used as a dwelling for Visa workers for RDS Construction. This residence is currently set up for the H2A worker program and is inspected by the State of Iowa every January for that use.

Property Improvements Planned:

1) Remodel Kitchen and Dining Area

-RDS Construction will demo the existing kitchen and dining area
and replace it with new

PROJECTED COST: \$17,100

TIMEFRAME: Jan-April 2026

2) Build a 24'x32' Detached Garage behind house

-RDS Construction will build a new 24'x32' garage in the rear yard

PROJECTED COST: \$22,100

TIMEFRAME: September 2026

3.

Response to Request for Proposals City of Tipton Properties

By signing below, I am stating that I understand the terms of this RFP and agree with its requirements.

Address of the property to which this proposal applies:

215 W. 6th St

Your signature(s):

Randy D. Schumaker

Printed name(s):

RANDY D. SCHUMAKER

Buyer Name / Business, if applicable:

RDS Construction LLC

Address:

209. W. South St. Tipton, IA 52172

Phone #:

(563) 357-3682

Date:

11/2/25

Email:

randy@custombuildersiowa.com

Please be advised: At the Oct 20, 2025 City Council meeting, the members decided to make the RFP respondents' proposed purchase price the primary factor for consideration when awarding a parcel.

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7.) I Acknowledge that this Proposal is not contingent upon the occurrence of any event or circumstance, such as financing or appraisal. (A buyer may make the purchase of one parcel contingent on the approved purchase of another parcel by the same buyer.): ADS

RDS Construction LLC
209 W. South St.
Tipton, IA 52772

To: City of Tipton, IA

RE: RFP for 215 W. 6th St

Proposed Purchase Price: \$56,500.00

Proposed Use of Property: This will continue to be a Single Family Dwelling. The intent is to make the necessary repairs, and then sell it to an employee of RDS Construction that currently lives in this property.

Property Improvements Planned:

1) Replace failing foundation wall

- Pedersen Land Improvement will excavate and backfill
- KE Flatwork will do footing and wall, fill in basement floor
- RDS Construction will shore up house will under construction

PROJECTED COST: \$16,800

TIMEFRAME: April-May 2026

2) Replace roof on house and garage

- RDS Construction will tear off existing roof, repair any roof damage,
Install new 29 ga Architectural Steel Roof and trims

PROJECTED COST: \$22,100

TIMEFRAME: June 2026

Response to Request for Proposals City of Tipton Properties

By signing below, I am stating that I understand the terms of this RFP and agree with its requirements.

Address of the property to which this proposal applies:

310 W. 7th St.

Your signature(s):

Randy Stunaker

Printed name(s):

RANDY D. STUNAKER

Buyer Name / Business, if applicable:

RDS Construction LLC

Address:

209 W. South St. Tipton, IA 52772

Phone #:

(563) 357-3682

Date:

11/2/25

Email:

randy@custombuildersiowa.com

Please be advised: At the Oct 20, 2025 City Council meeting, the members decided to make the RFP respondents' proposed purchase price the primary factor for consideration when awarding a parcel.

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RDS Construction LLC
209 W. South St.
Tipton, IA 52772

To: City of Tipton, IA

RE: RFP for 310 W. 7th St

Proposed Purchase Price: \$53,000.00

Proposed Use of Property: This will continue to be used as a single family dwelling.

This would be a rental unit.

Property Improvements Planned:

1) Add a garage in the back yard

-RDS Construction would build either a single car attached garage or
a two-car detached garage in the rear yard

PROJECTED COST: \$21,900

TIMEFRAME: July 2026

5.

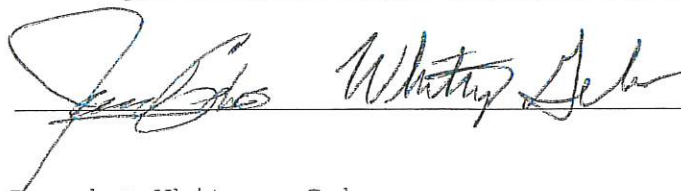
Response to Request for Proposals City of Tipton Properties

By signing below, I am stating that I understand the terms of this RFP and agree with its requirements.

Address of the property to which this proposal applies:

701 Inland Road, Tipton, IA 52772

Your signature(s):



Printed name(s): Jared & Whitney Gehrs

Buyer Name / Business, if applicable: Jared & Whitney Gehrs

Address: 545 E 4th Street, Tipton, IA 52772

Phone #: 319-541-0101 (Jared cell) Date: 11/11/2025

Email: jaredwhitney27@gmail.com

Please be advised: At the Oct 20, 2025 City Council meeting, the members decided to make the RFP respondents' proposed purchase price the primary factor for consideration when awarding a parcel.

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3.) I Acknowledge that the Property, if submitting a proposal related to 701 Inland Road must be demolished within ~~sixty (60)~~ days of closing, demolition to include complete demolition of all structures, foundations, driveways, and sidewalks that are outside of the right of way, and removal of all of same from the lot, with any cavity created by the demolition to be completely filled, unless said cavity is to be used shortly thereafter for new construction, in which case it shall be appropriately fenced off to prevent access. **ninety (90)**

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7.) I Acknowledge that this Proposal is not contingent upon the occurrence of any event or circumstance, such as financing or appraisal. (A buyer may make the purchase of one parcel contingent on the approved purchase of another parcel by the same buyer.):

Property Purchase and Redevelopment Proposal

Proposal to Purchase and Redevelop **701 Inland Road, Tipton, IA 52772**

1. Proposed Purchase Price

We propose purchasing the above-referenced property for the total amount of five thousand dollars (\$5,000)

2. Proposed Demolition of Condemned Property Structure

This proposal includes the complete demolition and removal of the existing 1,341-square-foot single-family home with a full basement, located on the project property. All demolition work will be performed by an area demolition contractor specializing in residential teardown, debris hauling, and site restoration. The demolition will comply with all City of Tipton permitting requirements, safety standards, and environmental regulations.

2.1 Permits, Documentation & Pre-Demolition Requirements

Prior to commencing demolition, the following steps will be completed:

a. Demolition Permit & City Approvals

- A Demolition Permit will be obtained from the City of Tipton.
- All required inspections, site reviews, and notifications will be completed prior to issuance.
- Demolition plans will be submitted for city review, including contractor information, equipment list, haul-out plan, and safety procedures.

b. Environmental & Hazardous Material Compliance

- A licensed environmental inspector will examine the home for:
 - Asbestos-containing materials (ACMs)
 - Lead-based paint hazards (if required by City)
 - Other regulated substances
- Any identified hazardous materials will be removed and remediated before demolition, in accordance with state and federal regulations.

c. Utility Disconnections

All utilities will be properly disconnected, locked, and capped by certified technicians:

- Water service shutoff and disconnection
- Sewer line cap at main
- Electrical disconnect at pole or transformer
- Gas service termination and capping
- Confirmation documents from each utility provider will be submitted to the City.

2.2 Structure Demolition Process

1. Removal of remaining interior materials left after environmental remediation.
2. Mechanical demolition of structure from roof downward to foundation.
3. Crushing and removal of foundation walls and full basement slab.
4. Excavation of basement cavities to remove debris, flooring, and non-soil material.
5. Sorting of recyclable materials (concrete, metal) if required.
6. Hauling of all debris to approved landfill or recycling facility.

2.3 Hauling, Dump Fees & Material Disposal

- Load all demolition debris into company or contracted trucks.
- Haul debris to a licensed landfill or recycling station.
- Pay all tipping/dump fees, which are included in the demolition cost.
- Maintain tickets/receipts documenting disposal quantities and locations for City compliance.

2.4 Basement Backfill, Fill Dirt & Grading

After foundation removal, the open basement cavity will be professionally backfilled and compacted:

a. Fill Dirt

- Clean, compactable fill dirt will be imported to the site as needed.
- Layered placement to ensure proper compaction.

b. Compaction

- Backfill will be compacted in lifts to prevent settling.

c. Rough Grading

- Final rough grade will match surrounding lot conditions.
- Proper slope will be established for stormwater runoff and drainage away from future structures.
- Additional topsoil may be added depending on final site plan requirements.

3. Proposed Use of the Property After Demolition

We propose to construct a single-family residential home on the property site following the complete demolition of the existing structure. The intent is to create a permanent, comfortable, and accessible home for my elderly parents that meets their current and future needs, while also contributing positively to the neighborhood's aesthetic and value.

The new home will be a single-story, energy-efficient residence designed with accessibility and aging-in-place principles in mind. The house will feature:

- Approximate Size: 1,500–1,800 sq. ft.
- Bedrooms: 3 (one master suite, two guest bedrooms)
- Bathrooms: 2 full bathrooms
- Kitchen: Open-concept layout connected to dining and living areas, with energy-efficient appliances
- Living Room: Central open space for family gatherings
- Garage: Attached 2-car garage
- Accessibility Features:
 - Zero-step entry
 - Wide doorways and hallways
 - Walk-in shower with grab bars
 - Lever handles instead of knobs
- Covered front porch
- Small backyard patio for relaxation and gardening
- Utilities & Infrastructure:
 - Solar panels brought from my parent’s existing home
 - High-efficiency HVAC system
 - LED lighting throughout

The design will be aligned with local zoning and building codes, and we are prepared to submit floor plans, elevations, and site layout upon request or as required by city ordinance.

This new home will:

- Replace a deteriorated or vacant structure with a new, attractive, permanent residence.
- Improve curb appeal and potentially raise surrounding property values.
- Support the community by ensuring the continued occupancy and care of the property by long-term, respectful residents (my parents).

This project is rooted in personal commitment, community pride, and long-term investment in the area. I aim to ensure that my parents are safely and comfortably housed in a well-constructed home that will last for decades.

4. Post-Demolition Project Cost Estimates

Item/Work Description	Estimated Cost
Demolition & Site Preparation	\$15,000 - \$18,000
New Construction	\$160,000 - \$185,000
Landscaping	\$5,000 - \$10,000
Utility Installation	\$5,000 - 10,000
Permits & Fees	\$1,000 - \$3,000
Total Estimated Cost	\$186,000 to \$226,000

5. Proposed Project Schedule

Phase	Estimated Start	Estimated Completion
Demolition	03/16/2026	03/30/2026
Site Preparation & Utilities	04/01/2026	05/01/2026
Construction/Improvements	05/01/2026	10/1/2026
Final Inspection/Completion	10/1/2026	11/1/2026

6. Bidder's Experience & Execution Plan

a. Relevant Experience:

While I do not have direct experience in residential construction, I have worked as a commercial door & hardware project detailer for the past 10 years, overseeing multimillion-dollar developments that required coordination of complex timelines, contractor teams, budgets, and quality control measures. My role has equipped me with a deep understanding of construction best practices, project planning, vendor management, and municipal code compliance. These skills are directly transferrable and will allow me to manage this residential project with the same level of professionalism and attention to detail.

In addition to my professional background, my **parents bring extensive experience in residential real estate and home improvement**. Over the past 70 years, they have:

- **Owned and renovated four (4) residential homes**, personally managing design changes, upgrades, and contractor coordination.
- **Built one (1) custom home from the ground up**, navigating everything from site acquisition and budgeting to material selection and construction oversight.

Their hands-on experience and strong understanding of the residential building process will be instrumental in ensuring the success of this project. While they are not licensed contractors, their practical knowledge and historical involvement in home building will complement my project management expertise.

Together, our combined experience—my formal background in commercial construction and my parent's residential construction insight—forms a well-rounded foundation for the successful execution of this home build.

b. Work to be Performed By:

We plan to contract a licensed, experienced builder for the new single-family house. We will personally manage the scheduling, budgeting, and oversight of the entire project, ensuring it meets all city, safety, and code requirements.

7. Financial Capacity

We have the financial capability to fund the full scope of the proposed project.

Sources of funds include:

- Personal Capital and Assets: \$75,000+
- Parent's Personal Capital and Assets: \$500,000+
- Construction Loan (if needed): up to \$225,000


Statement of Understanding and Commitment

We acknowledge that:

- The City Council reserves the right to reject or negotiate all proposals.
- If selected, we agree to negotiate in good faith a development agreement including a more detailed project description, timeline, set performance standards, and other applicable terms.

Thank you for considering our proposal!

Sincerely,


Jared & Whitney Gehrs

