



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 06  
For Meeting of 03.03.16

**ITEM TITLE:** Consent Agenda

**CONTACT PERSON:** Marketa George Oliver, City Manager

**Expenditures**

This item is on the agenda for the approval of payment per the attached claims list.

**Tax abatement**

The following tax abatement application was submitted for approval:

Grayhawk Homes of Iowa Inc	214 W High Road	SFR	\$341,500.
Savannah Homes	802 School Avenue	SFR	\$198,500.
Savannah Homes	808 School Avenue	SFR	\$204,900.
Covenant Construction Services	304 Braeburn Drive	SFR	\$390,000.
Happe Homes LLP	520 Northside Drive	SFR	\$298,150.

**Resolutions**

The attached resolutions are on the agenda for consideration:

Resolution renaming Northside Drive to Hickory Drive.  
Pre-levy resolution for pool renovation.

**Action items**

These items are on the agenda for approval by council:

Approval of update of position descriptions for Administration department.  
Confirmation of Construction Board of Appeals appointment.  
Approval of LED lighting proposal for Library.  
Approval of job description for City Manager position.  
Two year contract with Norwalk Living Magazine.

**Receive and file**

The attached reports are submitted for informational purposes:

Receive and file annual storm water report.

**STAFF RECOMMENDATION:** Approve consent agenda on a roll call vote.

PACKET: 03540 0304 COUNCIL AP  
VENDOR SET: 01 CITY OF NORWALK  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003260		ADVENTURE LIGHTING				
I-055249A		REPLACEMENT FIXTURES	129.42			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		REPLACEMENT FIXTURES		110 5-210-2-6417	STREET MAINTENANCE SUPPL	129.42
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I-55041		FLAG POLE LIGHTING	68.56			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		FLAG POLE LIGHTING		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	17.14
		FLAG POLE LIGHTING		001 5-650-2-6310	BUILDING MAINTENANCE/REP	51.42
		=== VENDOR TOTALS ===	197.98			
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01-002890 ALADTEC INC						
I-12753		ANNUAL WORKFORCE SUPPORT	1,570.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		ANNUAL WORKFORCE SUPPORT		001 5-150-1-6220	SUBSCRIPTIONS & EDUCATIO	1,570.00
		=== VENDOR TOTALS ===	1,570.00			
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01-001294 ANIMAL RESCUE LEAGUE OF IOWA						
I-41		LIVE INTAKE	125.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		LIVE INTAKE		001 5-190-2-6490	CONSULTANT & PROFESSIONA	125.00
		=== VENDOR TOTALS ===	125.00			
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01-000417 AUDITOR, STATE OF IOWA						
I-201602252148		FY 2015 AUDIT	625.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		FY 2015 AUDIT		001 5-650-2-6401	ACCOUNTING & AUDITING	625.00
		=== VENDOR TOTALS ===	625.00			
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01-003056 BLUE TARP FINANCIAL						
I-0791038329		ARROW BOARD FENDERS	59.98			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		ARROW BOARD FENDERS		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	59.98
		=== VENDOR TOTALS ===	59.98			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001904		BOBS CUSTOM TROPHIES				
I-15327		SERVICE AWARDS AND NAME PLATE	105.05			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		SERVICE AWARDS AND NAME PLATES		001 5-599-2-6508	POSTAGE AND SHIPPING	105.05
		=== VENDOR TOTALS ===	105.05			

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01-002800		BOUND TREE MEDICAL, LLC				
I-82041128		MEDICAL SUPPLIES	783.04			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		MEDICAL SUPPLIES		001 5-160-2-6530	MEDICAL SUPPLIES	783.04
I-82042590		SOLU-MEDROL	8.75			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		SOLU-MEDROL		001 5-160-2-6530	MEDICAL SUPPLIES	8.75
I-82056631		EPINEPHRINE	69.90			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		EPINEPHRINE		001 5-160-2-6530	MEDICAL SUPPLIES	69.90
		=== VENDOR TOTALS ===	861.69			

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01-000140		CAPITAL CITY EQUIPMENT CO				
I-60746D		BOBCAT	593.20			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		BOBCAT		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	593.20
		=== VENDOR TOTALS ===	593.20			

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01-000113		CARPENTER UNIFORM				
I-407608		DOWNING UNIFORMS	49.99			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		DOWNING UNIFORMS		001 5-110-1-6181	ALLOWANCES - UNIFORMS	49.99
		=== VENDOR TOTALS ===	49.99			

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01-005092		OCCUPATIONAL HEALTH CENTERS OF				
I-255510980		RANDOM TESTING	86.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		RANDOM TESTING		110 5-210-2-6490	CONSULTANT & PROFESSIONA	86.00
		=== VENDOR TOTALS ===	86.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001490	CONSTRUCTION & AGGREGATE					
I-0280095-IN		TOOLS	153.35			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		TOOLS		110 5-250-2-6350	OPERATIONAL EQUIPMENT RE	153.35
		=== VENDOR TOTALS ===	153.35			

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01-003690	COURTNEY WESTVOLD					
I-201602252159		TOBACCO COMPLIANCE	200.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		TOBACCO COMPLIANCE		001 5-110-2-6413	PAYMENT FOR SERVICES	200.00
		=== VENDOR TOTALS ===	200.00			

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01-000201	CRESCENT ELECTRIC SUPPLY CO					
I-S501594045001		THERMOSTAT	42.46			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		THERMOSTAT		001 5-110-2-6310	BUILDING MAINTENANCE/REP	42.46
I-S501598307001		OUTLET GRILL COVER	11.84			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		OUTLET GRILL COVER		001 5-110-2-6310	BUILDING MAINTENANCE/REP	11.84
		=== VENDOR TOTALS ===	54.30			

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01-000186	DANKO EMERGENCY EQUIPMENT					
I-72858		PARTS	821.79			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		PARTS		001 5-150-2-6331	VEHICLE OPERATIONS	821.79
		=== VENDOR TOTALS ===	821.79			

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01-003558	DAVIS EQUIPMENT CORPORATION					
I-JI05523		JAC MOWER	438.66			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		JAC MOWER		001 5-299-2-6350	OPERATIONAL EQUIPMENT RE	438.66
		=== VENDOR TOTALS ===	438.66			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000170		DES MOINES IRON				
I-1904593990		PLOW REPAIR	24.84			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		PLOW REPAIR		110 5-250-2-6350	OPERATIONAL EQUIPMENT RE	24.84
I-194593989		TOOLS	29.33			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		TOOLS		110 5-250-2-6350	OPERATIONAL EQUIPMENT RE	29.33
		=== VENDOR TOTALS ===	54.17			

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01-005631		DOUGHERTY LAW FIRM				
I-4144		LEGAL FEES SEP 13 - JAN 16	41,377.50			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		LEGAL FEES SEP 13 - JAN 16		001 5-640-2-6411	LEGAL SERVICES	41,377.50
		=== VENDOR TOTALS ===	41,377.50			

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01-000216		ELECTRICAL ENGINEERING & EQUIP				
I-4577154-00		LIGHTS	69.87			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		LIGHTS		001 5-110-2-6310	BUILDING MAINTENANCE/REP	57.02
		LIGHTS		110 5-210-2-6507	OPERATING SUPPLIES	12.85
I-4580479-00		PHOTOEYE CELL	19.69			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		PHOTOEYE CELL		001 5-110-2-6310	BUILDING MAINTENANCE/REP	19.69
		=== VENDOR TOTALS ===	89.56			

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01-003672		EXTERIOR SHEET METAL, INC.				
I-201602262160		LIBRARY ROOF PROJECT	9,146.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		LIBRARY ROOF PROJECT		001 5-410-3-6728	CAPITAL IMPROVEMENTS	9,146.00
		=== VENDOR TOTALS ===	9,146.00			

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01-001312		GE CAPITAL				
I-64027421		LEASES	520.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		LEASE		001 5-150-2-6415	RENTS & LEASES	260.00
		LEASE		001 5-650-2-6415	RENTS & LEASES	260.00
		=== VENDOR TOTALS ===	520.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001079		GRIMES ASPHALT AND PAVING CO				
I-10039		COLD MIX	153.30			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		COLD MIX		110 5-210-2-6417	STREET MAINTENANCE SUPPL	153.30
		=== VENDOR TOTALS ===	153.30			
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01-003306		HOLMS AMERICAN RADIATOR LLC				
I-63550		DUMP TRUCK	60.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		DUMP TRUCK		110 5-210-2-6332	VEHICLE REPAIR	60.00
I-64028		DUMP TRUCK	375.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		DUMP TRUCK		110 5-210-2-6332	VEHICLE REPAIR	375.00
		=== VENDOR TOTALS ===	435.00			
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01-002464		HOTSY CLEANING SYSTEMS				
I-0165229-IN		FLEETWASH	440.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		FLEETWASH		110 5-210-2-6507	OPERATING SUPPLIES	440.00
		=== VENDOR TOTALS ===	440.00			
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01-000143		INDOFF INC				
I-2756318		OFFICE SUPPLIES	292.49			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		OFFICE SUPPLIES		001 5-299-2-6506	OFFICE SUPPLIES	53.22
		OFFICE SUPPLIES		600 5-811-2-6506	OFFICE SUPPLIES	102.62
		OFFICE SUPPLIES		610 5-816-2-6506	OFFICE SUPPLIES	102.62
		OFFICE SUPPLIES		001 5-650-2-6506	OFFICE SUPPLIES	12.54
		OFFICE SUPPLIES		001 5-170-2-6506	OFFICE SUPPLIES	21.49
I-2756319		OFFICE SUPPLIES	7.71			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		OFFICE SUPPLIES		001 5-440-2-6506	OFFICE SUPPLIES	7.71
I-2756320		OFFICE SUPPLIES	82.14			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		OFFICE SUPPLIES		001 5-110-2-6506	OFFICE SUPPLIES	82.14
I-2758388		OFFICE SUPPLIES	48.31			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		OFFICE SUPPLIES		001 5-650-2-6506	OFFICE SUPPLIES	15.37
		OFFICE SUPPLIES		001 5-170-2-6506	OFFICE SUPPLIES	32.94

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-000143	INDOFF INC	( ** CONTINUED ** )				
I-2759923		PRINTER INK	162.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		OFFICE SUPPLIES		001 5-440-2-6506	OFFICE SUPPLIES	162.00
I-2760276		SIT N STAND	429.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		SIT N STAND		001 5-170-3-6727	CAPITAL EQUIPMENT	429.00
I-2761651		SIT N STAND	429.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		SIT N STAND		001 5-650-3-6727	CAPITAL EQUIPMENT	429.00
		=== VENDOR TOTALS ===	1,450.65			
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01-000193	INTERSTATE ALL BATTERY CENTER					
I-1924602017863		REPAIR	62.50			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		REPAIR		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	27.55
		REPAIR		001 5-650-2-6310	BUILDING MAINTENANCE/REP	34.95
		=== VENDOR TOTALS ===	62.50			
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01-001369	IOWA DEPARTMENT OF PUBLIC HEAL					
I-201602252155		2016 REGISTRATION	105.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		2016 REGISTRATION		001 5-499-2-6413	PAYMENT FOR SERVICES	105.00
		=== VENDOR TOTALS ===	105.00			
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01-000675	IOWA FIRE CHIEFS ASSOCIATION					
I-201602252157		2016 ASSOCIATION	25.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		2016 ASSOCIATION		001 5-150-1-6210	ASSOCIATION DUES	25.00
		=== VENDOR TOTALS ===	25.00			
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01-000551	IOWA LEAGUE OF CITIES					
I-MLA2016		PHILLIPS AND KUHL MLA	150.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		PHILLIPS AND KUHL MLA		001 5-610-1-6240	MEETING & CONFERENCES	150.00
		=== VENDOR TOTALS ===	150.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-002839	IOWA WINDOW SERVICE INC					
I-77531		CITY HALL WINDOWS	85.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		CITY HALL WINDOWS		001 5-650-2-6310	BUILDING MAINTENANCE/REP	85.00
		=== VENDOR TOTALS ===	85.00			
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01-002671	JAMES OIL COMPANY LLC					
I-54124		FUEL	3,011.60			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		FUEL		110 5-210-2-6331	VEHICLE OPERATIONS	3,011.60
I-54125		GAS	3,064.63			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		GAS		110 5-210-2-6331	VEHICLE OPERATIONS	3,064.63
		=== VENDOR TOTALS ===	6,076.23			
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01-000329	KABEL BUSINESS SERVICES					
I-HRA1601297		JANUARY HRA CHECKS	7,136.24			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		JANUARY HRA CHECKS		113 5-660-1-6152	SELF FUNDING REIMBURSEME	7,136.24
		=== VENDOR TOTALS ===	7,136.24			
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01-003689	KILEY WESTHOFF					
I-201602252153		VOLLEYBALL REF	60.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		VOLLEYBALL REF		001 5-440-2-6413	PAYMENT FOR SERVICES	60.00
		=== VENDOR TOTALS ===	60.00			
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01-000013	LANDS END BUSINESS OUTFITTERS					
I-5923170		CITY LOGO APPARREL	747.91			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		CITY LOGO APPARREL		001 5-599-1-6181	ALLOWANCE CLOTHING	227.60
		CITY LOGO APPARREL		001 5-170-1-6181	ALLOWANCES - UNIFORMS	167.60
		CITY LOGO APPARREL		001 5-150-1-6181	ALLOWANCES - UNIFORMS	77.00
		CITY LOGO APPARREL		001 5-650-1-6182	ALLOWANCES	183.19
		CITY LOGO APPARREL		110 5-210-1-6181	ALLOWANCES - UNIFORMS	53.90
		CITY LOGO APPARREL		001 5-610-1-6182	ALLOWANCES	38.62
I-5925365		CITY LOGO ORDER	96.73			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		CITY LOGO ORDER		001 5-599-1-6181	ALLOWANCE CLOTHING	96.73
		=== VENDOR TOTALS ===	844.64			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001646	LARUE DISTRIBUTING INC					
I-2700:2733995		COFFEE SERVICE	99.62			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		COFFEE SERVICE		001 5-110-2-6413	PAYMENT FOR SERVICES	99.62
		=== VENDOR TOTALS ===	99.62			

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01-000399	MARY JANE SHARP					
I-FEB2016		REGISTRATIONS	891.80			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		REGISTRATIONS		001 5-440-2-6413	PAYMENT FOR SERVICES	891.80
		=== VENDOR TOTALS ===	891.80			

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01-002215	MCHS EMS PROGRAM					
I-201602252156		CEH 3/9/16	10.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		CEH 3/9/16		001 5-160-1-6230	EDUCATION AND TRAINING	10.00
		=== VENDOR TOTALS ===	10.00			

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01-001252	MEDIACOM					
I-201602252142		INTERNET SERVICE	7.50			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		INTERNET SERVICE		001 5-650-2-6373	TELECOMMUNICATIONS EXPEN	7.50
		=== VENDOR TOTALS ===	7.50			

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01-005608	MEDICAP PHARMACY					
I-12242015-1		MEDICATIONS	49.98			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		MEDICATIONS		001 5-160-2-6530	MEDICAL SUPPLIES	49.98
		=== VENDOR TOTALS ===	49.98			

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01-000093	MENARDS					
I-35952		PAINT SUPPLIES	125.54			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		PAINT SUPPLIES		110 5-210-2-6417	STREET MAINTENANCE SUPPL	125.54
		=== VENDOR TOTALS ===	125.54			

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=====						
01-000644 MENARDS						
I-19118		SUPPLIES	82.47			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		SUPPLIES		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	82.47
I-19124		REFLECTIVE TAPE	29.22			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		REFLECTIVE TAPE		110 5-250-2-6350	OPERATIONAL EQUIPMENT RE	29.22
I-19774		PAINT	27.98			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		PAINT		001 5-650-2-6310	BUILDING MAINTENANCE/REP	27.98
I-20173		FURNACE REPAIR	21.85			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		FURNACE REPAIR		001 5-650-2-6310	BUILDING MAINTENANCE/REP	21.85
		=== VENDOR TOTALS ===	161.52			
=====						
01-002554 MERCY COLLEGE OF HEALTH SCIENC						
I-150116		MICHELS ECARD	8.50			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		MICHELS ECARD		001 5-160-2-6413	PAYMENT FOR SERVICES	8.50
I-202162		ERBES ECARD	8.50			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		ERBES ECARD		001 5-160-2-6413	PAYMENT FOR SERVICES	8.50
I-70116		PEMBERTON ECARD	8.50			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		PEMBERTON ECARD		001 5-160-2-6413	PAYMENT FOR SERVICES	8.50
		=== VENDOR TOTALS ===	25.50			
=====						
01-005343 METRO WASTE AUTHORITY						
I-40026541		YARD WASTE STICKERS	250.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		YARD WASTE STICKERS		001 5-290-2-6404	COLLECTION COSTS	250.00
I-70006671		EXTRA AND LARGE ITEM STICKER	600.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		EXTRA AND LARGE ITEM STICKERS		001 5-290-2-6404	COLLECTION COSTS	600.00
		=== VENDOR TOTALS ===	850.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-002078	MIDWEST K-9 DETECTION & CONSUL					
I-201602252158		ZENA CERTIFICATION	75.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		ZENA CERTIFICATION		001 5-110-1-6230	EDUCATION AND TRAINING	75.00
		=== VENDOR TOTALS ===	75.00			
=====						
01-003687	MORGAN TAYLOR					
I-201602252152		VOLLEYBALL REF	60.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		VOLLEYBALL REF		001 5-440-2-6413	PAYMENT FOR SERVICES	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-000629	MPH INDUSTRIES INC.					
I-668827		RADAR REPAIR	121.25			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		RADAR REPAIR		001 5-110-2-6350	OPERATIONAL EQUIPMENT RE	121.25
		=== VENDOR TOTALS ===	121.25			
=====						
01-000618	MUNICIPAL SUPPLY					
I-0614230-IN		METERS	6,064.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		METERS		600 5-810-3-6728	CAPITAL IMPROVEMENTS	6,064.00
		=== VENDOR TOTALS ===	6,064.00			
=====						
01-001502	NANCY KUEHL					
I-201602252154		REIMBURSEMENT	100.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		BOYS NIGHT OUT WITH MOM EVENT		001 5-440-2-6507	OPERATING SUPPLIES	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-000654	NOBLE FORD					
I-426531		AMBLUANCE SERVICE	200.34			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		AMBLUANCE SERVICE		001 5-150-2-6331	VEHICLE OPERATIONS	200.34
		=== VENDOR TOTALS ===	200.34			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000656 NORTH WARREN TOWN & COUNTY NEW						
I-201602252143		MINUTES	40.30			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		MINUTES		001 5-650-2-6402	ADVERTISING & LEGAL PUBL	40.30
I-201602252144		MINUTES	74.40			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		MINUTES		001 5-650-2-6402	ADVERTISING & LEGAL PUBL	74.40
I-201602252145		BUDGET HEARING	69.75			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		BUDGET HEARING		001 5-650-2-6402	ADVERTISING & LEGAL PUBL	69.75
I-201602252146		BID AND HEARING NOTICE	106.12			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		BID AND HEARING NOTICE		001 5-650-2-6402	ADVERTISING & LEGAL PUBL	106.12
I-201602252147		3RD HEARING NOTICE	15.50			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		3RD HEARING NOTICE		001 5-599-2-6402	ADVERTISING & LEGAL PUBL	15.50
		=== VENDOR TOTALS ===	306.07			

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01-005010 O'HALLORAN INTERNATIONAL						
I-X100225055:01		DUMP TRUCK	141.80			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		DUMP TRUCK		110 5-210-2-6332	VEHICLE REPAIR	141.80
I-X100225232:01		DUMP TRUCK	151.58			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		DUMP TRUCK		110 5-210-2-6332	VEHICLE REPAIR	151.58
		=== VENDOR TOTALS ===	293.38			

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01-000753 PLUMB SUPPLY						
I-3735586		SALLYPORT WATER VALVE	111.90			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		SALLYPORT WATER VALVE		001 5-110-2-6310	BUILDING MAINTENANCE/REP	111.90
		=== VENDOR TOTALS ===	111.90			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003686	RUTH JOINER					
I-201602252151		SOCCER REFUND	216.45			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		SOCCER REFUND		001 5-440-2-6420	REFUNDS	216.45
		=== VENDOR TOTALS ===	216.45			

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01-001676	SHRED IT					
I-9409324593		SHRED IT	50.27			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		SHRED IT		001 5-110-2-6413	PAYMENT FOR SERVICES	50.27
		=== VENDOR TOTALS ===	50.27			

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01-005848	STANDRIDGE GROUP					
I-13774		BUSINESS CARDS	234.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		FURLER		001 5-650-2-6414	PRINTING & PUBLISHING EX	12.00
		GEORGE		001 5-440-2-6414	PRINTING & PUBLISHING EX	12.00
		STRAVERS		001 5-170-2-6507	OPERATING SUPPLIES	60.00
		CAMPBELL		001 5-170-2-6507	OPERATING SUPPLIES	60.00
		KUHL		001 5-650-2-6414	PRINTING & PUBLISHING EX	30.00
		LESTER		001 5-650-2-6414	PRINTING & PUBLISHING EX	30.00
		RIVA		001 5-650-2-6414	PRINTING & PUBLISHING EX	30.00
I-13788		BUSINESS CARDS	108.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		BUSINESS CARDS		001 5-110-2-6507	OPERATING SUPPLIES	108.00
		=== VENDOR TOTALS ===	342.00			

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01-001897	STOREY KENWORTHY					
I-66720		COUNCIL CHAIR	480.18			
2/26/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		COUNCIL CHAIR		001 5-650-3-6721	FURNITURE & FIXTURES	480.18
		=== VENDOR TOTALS ===	480.18			

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01-002355	STRAUSS SECURITY SOLUTIONS					
I-947258-000		REPLACE DOOR LOCK	104.80			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		REPLACE DOOR LOCK		001 5-110-2-6310	BUILDING MAINTENANCE/REP	104.80
		=== VENDOR TOTALS ===	104.80			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003483		TREAT AMERICA FOOD SERVICES				
I-499884		RIFLE SCHOOL LUNCH	15.74			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		RIFLE SCHOOL LUNCH		001 5-110-1-6230	EDUCATION AND TRAINING	15.74
I-500318		FIREARM SCHOOL LUNCH	7.87			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		FIREARM SCHOOL LUNCH		001 5-110-1-6230	EDUCATION AND TRAINING	7.87
		=== VENDOR TOTALS ===	23.61			

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01-005630		TRUCK EQUIPMENT INC				
I-276845		BUCKET TRUCK	182.78			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		BUCKET TRUCK		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	182.78
		=== VENDOR TOTALS ===	182.78			

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01-002435		TYLER TECHNOLOGIES				
I-025-148268		HOSTING AND MAINTENANCE	115.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		HOSTING AND MAINTENANCE		001 5-650-2-6413	PAYMENT FOR SERVICES	25.00
		HOSTING AND MAINTENANCE		600 5-811-2-6413	PAYMENT FOR SERVICES	90.00
I-025-148551		LASERFICHE SET UP	62.50			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		LASERFICHE SET UP		001 5-670-2-6490	CONSULTANT & PROFESSIONA	62.50
		=== VENDOR TOTALS ===	177.50			

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01-001660		U S POSTAL SERVICE				
I-50831262		PD POSTAGE	300.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		PD POSTAGE		001 5-110-2-6508	POSTAGE AND SHIPPING	300.00
		=== VENDOR TOTALS ===	300.00			

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01-003671		UNITYPOINT CLINIC				
I-201602252149		POWELL CLINICALS IMMUNIZATION	261.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		POWELL CLINICALS IMMUNIZATION		001 5-150-1-6182	ALLOWANCES	261.00
		=== VENDOR TOTALS ===	261.00			

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=====						
01-001052	VEENSTRA & KIMM	INC.				
I-14267-033	2	LEGACY PLAT 19	214.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		LEGACY PLAT 19		001 5-599-2-6490	CONSULTANT & PROFESSIONA	214.00
I-14267-041	2	SILVERADO RANCH ESTATES PLAT	186.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		SILVERADO RANCH ESTATES PLAT 2		001 5-599-2-6490	CONSULTANT & PROFESSIONA	186.00
I-14267-043	2	CORT LANDING PLAT 1	214.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		CORT LANDING PLAT 1		001 5-599-2-6490	CONSULTANT & PROFESSIONA	214.00
I-14267-044	1	OLD SCHOOL PLAT 2	186.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		OLD SCHOOL PLAT 2		001 5-599-2-6490	CONSULTANT & PROFESSIONA	186.00
I-14283	4	WATER DIST SYS UPGRADES	646.04			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		WATER DIST SYS UPGRADES		600 5-810-3-6728	CAPITAL IMPROVEMENTS	646.04
I-14284	3	WATER DIST SYS RESIDENT REVIE	3,436.80			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		WATER DIST SYS RESIDENT REVIEW		600 5-810-3-6728	CAPITAL IMPROVEMENTS	3,436.80
I-14286	3	BEARDSLEY	461.74			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		BEARDSLEY		305 5-210-2-6407	ENGINEERING EXPENSE	461.74
I-14287	- 3	BEARDSLEY PHASE 1	2,566.12			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		BEARDSLEY PHASE 1		420 5-865-2-6407	ARCHITECTURE & ENGINEER	2,566.12
		=== VENDOR TOTALS ===	7,910.70			
=====						

01-002167 VERIZON WIRELESS

I-9759916840		CELL SERVICE	1,431.12			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		CELL SERVICE		001 5-110-2-6373	TELECOMMUNICATIONS EXPEN	684.58
		CELL SERVICE		001 5-440-2-6373	TELECOMMUNICATIONS EXPEN	167.54
		CELL SERVICE		001 5-170-2-6373	TELECOMMUNICATIONS EXPEN	187.22
		CELL SERVICE		001 5-650-2-6373	TELECOMMUNICATIONS EXPEN	124.45
		CELL SERVICE		110 5-210-2-6373	TELECOMMUNICATIONS EXPEN	20.62
		CELL SERVICE		600 5-811-2-6373	TELECOMMUNICATIONS EXPEN	20.74
		CELL SERVICE		610 5-816-2-6373	TELECOMMUNICATIONS EXPEN	20.74
		CELL SERVICE		110 5-210-2-6373	TELECOMMUNICATIONS EXPEN	62.10
		CELL SERVICE		610 5-816-2-6373	TELECOMMUNICATIONS EXPEN	52.10
		CELL SERVICE		600 5-811-2-6373	TELECOMMUNICATIONS EXPEN	40.01
		CELL SERVICE		600 5-811-2-6373	TELECOMMUNICATIONS EXPEN	40.01
		CELL SERVICE		610 5-816-2-6373	TELECOMMUNICATIONS EXPEN	11.01

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01-002167 VERIZON WIRELESS ( \*\* CONTINUED \*\* )

=== VENDOR TOTALS === 1,431.12

01-003545 WADE WAGONER

I-201602252150		MILEAGE AND MEALS	54.93			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		MILEAGE AND MEALS		001 5-599-1-6240	MEETING & CONFERENCES	54.93

=== VENDOR TOTALS === 54.93

01-002226 WASHER SYSTEMS OF IOWA

I-139673		SHOP CAR WASH	36.10			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		SHOP CAR WASH		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	36.10

=== VENDOR TOTALS === 36.10

01-001349 WAYNE DENNIS SUPPLY

I-956032-000		PARTS	179.40			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		PARTS		001 5-299-2-6504	MINOR EQUIPMENT	159.38
		PARTS		001 5-650-2-6310	BUILDING MAINTENANCE/REP	20.02

=== VENDOR TOTALS === 179.40

=== PACKET TOTALS === 95,457.02

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\*\* T O T A L S \*\*

INVOICE TOTALS 95,457.02  
DEBIT MEMO TOTALS 0.00  
CREDIT MEMO TOTALS 0.00

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BATCH TOTALS 95,457.02

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\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2015-2016		001-2020	ACCOUNTS PAYABLE	65,541.93-*				
		001-5-110-1-6181	ALLOWANCES - UNIFORMS	49.99	14,950	2,777.37		
		001-5-110-1-6230	EDUCATION AND TRAINING	98.61	13,000	2,749.82		
		001-5-110-2-6310	BUILDING MAINTENANCE/REP	347.71	40,000	19,764.72		
		001-5-110-2-6350	OPERATIONAL EQUIPMENT RE	121.25	2,000	889.99		
		001-5-110-2-6373	TELECOMMUNICATIONS EXPEN	684.58	21,000	3,751.52		
		001-5-110-2-6413	PAYMENT FOR SERVICES	349.89	15,000	9,133.37		
		001-5-110-2-6506	OFFICE SUPPLIES	82.14	4,500	2,774.46		
		001-5-110-2-6507	OPERATING SUPPLIES	108.00	17,000	5,338.07		
		001-5-110-2-6508	POSTAGE AND SHIPPING	300.00	1,300	97.14- Y		
		001-5-150-1-6181	ALLOWANCES - UNIFORMS	77.00	6,000	473.30		
		001-5-150-1-6182	ALLOWANCES	261.00	500	175.00		
		001-5-150-1-6210	ASSOCIATION DUES	25.00	1,000	646.00		
		001-5-150-1-6220	SUBSCRIPTIONS & EDUCATIO	1,570.00	4,500	1,475.00		
		001-5-150-2-6331	VEHICLE OPERATIONS	1,022.13	9,000	4,575.03		
		001-5-150-2-6415	RENTS & LEASES	260.00	3,120	329.28		
		001-5-160-1-6230	EDUCATION AND TRAINING	10.00	5,800	5,533.50		
		001-5-160-2-6413	PAYMENT FOR SERVICES	25.50	13,500	6,494.50		
		001-5-160-2-6530	MEDICAL SUPPLIES	911.67	24,000	14,871.30		
		001-5-170-1-6181	ALLOWANCES - UNIFORMS	167.60	400	112.40		
		001-5-170-2-6373	TELECOMMUNICATIONS EXPEN	187.22	1,500	1,839.71- Y		
		001-5-170-2-6506	OFFICE SUPPLIES	54.43	400	1,702.61- Y		
		001-5-170-2-6507	OPERATING SUPPLIES	120.00	600	229.57		
		001-5-170-3-6727	CAPITAL EQUIPMENT	429.00	0	2,177.70- Y		
		001-5-190-2-6490	CONSULTANT & PROFESSIONA	125.00	1,500	875.00		
		001-5-290-2-6404	COLLECTION COSTS	850.00	440,000	113,634.64		
		001-5-299-2-6350	OPERATIONAL EQUIPMENT RE	438.66	4,500	2,439.58		
		001-5-299-2-6504	MINOR EQUIPMENT	159.38	2,500	2,163.78		
		001-5-299-2-6506	OFFICE SUPPLIES	53.22	500	14.16- Y		
		001-5-410-3-6728	CAPITAL IMPROVEMENTS	9,146.00	0	9,146.00- Y		
		001-5-440-2-6373	TELECOMMUNICATIONS EXPEN	167.54	3,500	1,990.89		

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\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		001-5-440-2-6413	PAYMENT FOR SERVICES	1,011.80	40,000	12,370.41		
		001-5-440-2-6414	PRINTING & PUBLISHING EX	12.00	0	39.00-	Y	
		001-5-440-2-6420	REFUNDS	216.45	3,000	2,257.15		
		001-5-440-2-6506	OFFICE SUPPLIES	169.71	800	262.48		
		001-5-440-2-6507	OPERATING SUPPLIES	100.00	30,000	10,030.30		
		001-5-499-2-6413	PAYMENT FOR SERVICES	105.00	2,000	1,364.00		
		001-5-599-1-6181	ALLOWANCE CLOTHING	324.33	400	75.67		
		001-5-599-1-6240	MEETING & CONFERENCES	54.93	3,200	190.03-	Y	
		001-5-599-2-6402	ADVERTISING & LEGAL PUBL	15.50	1,000	439.37		
		001-5-599-2-6490	CONSULTANT & PROFESSIONA	800.00	55,000	31,747.53		
		001-5-599-2-6508	POSTAGE AND SHIPPING	105.05	400	130.31-	Y	
		001-5-610-1-6182	ALLOWANCES	38.62	750	186.74-	Y	
		001-5-610-1-6240	MEETING & CONFERENCES	150.00	4,000	1,670.00-	Y	
		001-5-640-2-6411	LEGAL SERVICES	41,377.50	30,000	32,377.50-	Y	
		001-5-650-1-6182	ALLOWANCES	183.19	850	321.05		
		001-5-650-2-6310	BUILDING MAINTENANCE/REP	241.22	6,000	1,848.47-	Y	
		001-5-650-2-6373	TELECOMMUNICATIONS EXPEN	131.95	15,000	2,123.13		
		001-5-650-2-6401	ACCOUNTING & AUDITING	625.00	12,000	11,375.00		
		001-5-650-2-6402	ADVERTISING & LEGAL PUBL	290.57	2,500	395.56-	Y	
		001-5-650-2-6413	PAYMENT FOR SERVICES	25.00	4,000	77.60		
		001-5-650-2-6414	PRINTING & PUBLISHING EX	102.00	7,000	6,059.55		
		001-5-650-2-6415	RENTS & LEASES	260.00	5,000	813.75		
		001-5-650-2-6506	OFFICE SUPPLIES	27.91	2,250	929.74-	Y	
		001-5-650-3-6721	FURNITURE & FIXTURES	480.18	0	3,212.18-	Y	
		001-5-650-3-6727	CAPITAL EQUIPMENT	429.00	0	429.00-	Y	
		001-5-670-2-6490	CONSULTANT & PROFESSIONA	62.50	43,000	18,038.91		
		110-2020	ACCOUNTS PAYABLE	9,124.30-*				
		110-5-210-1-6181	ALLOWANCES - UNIFORMS	53.90	4,550	328.85-	Y	
		110-5-210-2-6331	VEHICLE OPERATIONS	6,076.23	37,000	14,142.54		
		110-5-210-2-6332	VEHICLE REPAIR	728.38	18,000	11,783.31		
		110-5-210-2-6350	OPERATIONAL EQUIPMENT RE	999.22	12,000	15,871.31-	Y	
		110-5-210-2-6373	TELECOMMUNICATIONS EXPEN	82.72	1,500	756.77		
		110-5-210-2-6417	STREET MAINTENANCE SUPPL	408.26	80,000	25,135.78		
		110-5-210-2-6490	CONSULTANT & PROFESSIONA	86.00	5,000	359.00		
		110-5-210-2-6507	OPERATING SUPPLIES	452.85	15,000	9,646.02		
		110-5-250-2-6350	OPERATIONAL EQUIPMENT RE	236.74	12,000	6,581.63		
		113-2020	ACCOUNTS PAYABLE	7,136.24-*				
		113-5-660-1-6152	SELF FUNDING REIMBURSEME	7,136.24	39,000	6,437.52		
		305-2020	ACCOUNTS PAYABLE	461.74-*				
		305-5-210-2-6407	ENGINEERING EXPENSE	461.74	0	1,148.50-	Y	
		420-2020	ACCOUNTS PAYABLE	2,566.12-*				
		420-5-865-2-6407	ARCHITECTURE & ENGINEER	2,566.12	26,750	132,255.25-	Y	
		600-2020	ACCOUNTS PAYABLE	10,440.22-*				
		600-5-810-3-6728	CAPITAL IMPROVEMENTS	10,146.84	332,000	119,819.79		
		600-5-811-2-6373	TELECOMMUNICATIONS EXPEN	100.76	2,500	927.46		

PACKET: 03540 0304 COUNCIL AP  
VENDOR SET: 01 CITY OF NORWALK  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		600-5-811-2-6413	PAYMENT FOR SERVICES	90.00	445,000	162,857.52		
		600-5-811-2-6506	OFFICE SUPPLIES	102.62	150	2,076.88-	Y	
		610-2020	ACCOUNTS PAYABLE	186.47-*				
		610-5-816-2-6373	TELECOMMUNICATIONS EXPEN	83.85	7,500	5,587.23		
		610-5-816-2-6506	OFFICE SUPPLIES	102.62	4,000	2,377.20		
		999-1300	DUE FROM 001-GENERAL FUN	65,541.93 *				
		999-1303	DUE FROM 110-ROAD USE TA	9,124.30 *				
		999-1317	DUE FROM 600-WATER FUND	10,440.22 *				
		999-1331	DUE FROM 610-SEWER FUND	186.47 *				
		999-1339	DUE FROM 305-STREET PROJ	461.74 *				
		999-1343	DUE FROM 113 T A SELF FU	7,136.24 *				
		999-1405	DUE FROM 420 STORM WATER	2,566.12 *				
			** 2015-2016 YEAR TOTALS	95,457.02				

PACKET: 03540 0304 COUNCIL AP  
VENDOR SET: 01 CITY OF NORWALK  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
001	2/2016	480.18
001	3/2016	65,061.75
110	3/2016	9,124.30
113	3/2016	7,136.24
305	3/2016	461.74
420	3/2016	2,566.12
600	3/2016	10,440.22
610	3/2016	186.47

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 6c  
For Meeting of 3.03.2016

**ITEM TITLE:** Approval of updated position descriptions for the Administration Department

**CONTACT PERSON(S):** Marketa Oliver, City Manager

**SUMMARY EXPLANATION**

The attached position descriptions have been updated to reflect what members of the Administration Department actually do on a daily basis and also to reflect the changes recently made in reporting and supervision.

_____Resolution _____ Ordinance ____ Contract _____ Other (Specify)_____
Funding Source _____
APPROVED FOR SUBMITTAL _____  City Manager

**STAFF RECOMMENDATION:** Approve updated descriptions.

**City of Norwalk**  
**Job Description and Specifications**

Job Title: Deputy City Clerk  
Department: Administration  
Union Status: Non-Union  
Residency Requirement: Must live within 30 minutes response time area

Reports to: City Clerk  
FLSA Status: Non-exempt  
Date:  
Pay Range: On file with the City Clerk

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Job Function:

Under general administrative direction of the City Clerk, Deputy City Clerk, performs administrative, financial, office and clerical duties which require accuracy, proficiency, confidentiality and independent judgment. Responsible for maintaining standards of excellence necessary to ensure compliance with local, state and federal regulations. Provides services to the community and support to staff members and elected officials in the most effective and efficient manner. Performs other duties as may be required.

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Equipment Used:

General office equipment and potentially a fleet vehicle to attend regional or out-of-town meetings.

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Principal Duties and Responsibilities:

- General accounting/bookkeeping activities related to accounts payable and data collections including entry of municipal information, that provides for adequate segregation of duties.
  - Prepares and schedules vendor claims for approval by the Council; prepares checks/warrants for payment and distribution to vendors.
  - Oversees petty cash disbursements per the City of Norwalk purchasing policy.
  - Assists in the collection and reconciliation of daily revenues; prepares bank deposits and enter balance sheet data.
  - Assists with telephone support, directing calls to appropriate staff; customer service at the counter, addressing citizen inquiries, comments or complaints; communicate with citizens and other employees personally, over the telephone or in writing.
  - Assists in locating information for citizens, department heads, other employees or consultants as necessary.
  - Indexes and Laserfiches signed ordinances, resolutions and contracts in coordination with City Clerk.
  - Maintains record of required publications.
  - Processes certain permits, licenses and applications as directed by City Clerk.
  - Prepares monthly, quarterly and annual reports.
  - Assists City Manager and other departments as requested.
  - Attends Council meetings or other meetings as assigned.
  - Attend workshops and seminars as approved to further develop knowledge, skills and abilities.
  - Performs and fulfills the day-to-day functions of the City Clerk in his/her absence; including payroll processing as required.
  - Performs related office support tasks during absences of regular support staff as assigned.
  - Comply with all safety rules and attend safety training as directed.
- 

Entry Requirements and Skills:

Graduation from high school or GED equivalency and four years of general office experience involving the keeping of accounting records, public contact and office equipment operation. College course work may be substituted for experience. Associate's Degree is strongly preferred.

Must have the ability to acquire and maintain an Iowa Driver's License and a good driving record. The successful applicant must have the ability to be bonded and be available for off- hour work assignments, meetings and activities.

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Required Special Qualifications:

- Knowledge of basic bookkeeping and accounting procedures as related to the receipt and disbursement of funds.
  - Strong organizational and detail-oriented skills.
  - Ability to set up, maintain and retrieve municipal files accurately and consistently.
  - Effectively using information technology including specialized municipal financial software.
  - Ability to follow written, verbal or diagrammatic instructions with several concrete variables.
-

Working Conditions:

- Works indoors in an office setting.
- 

Physical Requirements/Essential Functions:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Ability to read, speak, write and understand English to effectively communicate with citizens, City Manager, elected officials and employees by telephone, in written form or face-to-face.
- Must be able to operate computer keyboard, calculator, telephone and similar office machines.
- Must be able to use office software technology including spreadsheet and word programs.
- Ability to perform mathematics necessary for accounting and bookkeeping.

**Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements. The City of Norwalk reserves the right to change this job description at any time. The City of Norwalk is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.**

**City of Norwalk**  
**Job Description and Specifications**

Job Title: Utility Billing Coordinator  
Department: Administration  
Union Status: Non-Union  
Residency Requirement: Must live within 30 minutes response time area

Reports to: Finance Director  
FLSA Status: Non-exempt  
Date:  
Pay Range: On file with the City Clerk

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Job Function:

Under general supervision of Finance Director performs job duties associated with the administrative and financial records of the municipal utilities. The job will require mathematical abilities, account management and support that requires a commitment to customer service. A working knowledge of utility billing software, the ability to plan and organize a comprehensive and ongoing review including the coordination of meter reading, billing, scheduling and conducting municipal utility operations. The position is also designed to implement procedures initiated by the City auditors.

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Equipment Used:

General office equipment and handheld meter readers for the purpose of retrieving billing data.

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Principal Duties and Responsibilities:

- Prepare, enter, receipt, reconcile and keep updated customer accounts for the financial administration of the city for the utility consumer.
  - Coordinate work related activities associated with the water department and financial administration of the city as required by policy or ordinances of the city or state.
  - Prepare utility books/worksheets, including work orders for water maintenance and the monthly reading of water meters that are incorporated into the city system or as contracted for by neighboring utilities.
  - Enter numerical readings into computer for analysis and preparation of monthly bills and updates, changes, notifies delinquencies and terminations of service, printing and preparation of bills for delivery to the postal service.
  - Monitoring of all activities associated with utility data programming for internal and external review and coordination with municipal cash flow and financial status.
  - Coordination of activities leading up to the preparation of timely deposits; delivery of same to appropriate financial institution and backups receipting and related activities to the billing process.
  - Completion of all necessary account posting and reconciliation's to keep the system updated and in compliance with auditing comments and development of audit trails.
  - Receive in person or other forms of communication inquiries and complaints related to the utility billing; be able to respond to the customer or refer to the appropriate staff person, all such activities based on current State of Iowa policies or ordinances.
  - Complete all necessary administrative utility duties in an efficient and timely manner.
  - Prepare financial, statistical or other operational reports when assigned or directed and assists various city officials in data collection for projects.
  - Knowledgeable of various city and state codes and general office operations and work to gain knowledge of other city data processing programming.
  - Serve as secretary to the Utility Advisory Commission and assist as need to fill in for other city boards and commissions.
  - Telephone support; customer service at the counter, addressing citizen inquiries, comments or complaints; communicate with citizens and other employees personally, over the telephone or in writing.
  - Attend workshops and seminars as approved to further develop knowledge, skills and abilities.
  - Comply with all safety rules and attend safety training as directed.
  - Performs related office support tasks during absences of regular support staff or as assigned; utilize cross training to assist in this support. Perform other duties as apparent or assigned.
- 

Entry Requirements and Skills:

Graduation from high school or GED equivalency and six years of general office experience involving the keeping of accounting and consumer records, public contact and office equipment operation. College course work may be substituted for experience and an Associate's Degree is strongly preferred.

Must have the ability to acquire and maintain an Iowa Driver's License and a good driving record. The successful applicant must have the ability to be bonded and be available for off- hour work assignments, meetings and activities.

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Required Special Qualifications:

- Knowledge of basic bookkeeping and accounting procedures as related to the receipt, posting and disposition of customer accounts.
  - Strong organizational and detail-oriented skills.
  - Ability to set up, maintain and retrieve municipal files accurately and consistently.
  - Ability to follow written, verbal or diagrammatic instructions with several concrete variables.
- 

Working Conditions:

- Works indoors in an office setting.
- 

Physical Requirements/Essential Functions:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Ability to read, speak, write and understand English to effectively communicate with citizens, City Manager, elected officials and employees by telephone, in written form or face-to-face.
- Must be able to operate computer keyboard, calculator, telephone and similar office machines.
- Must be able to use office software technology including spreadsheet and word programs.
- Ability to perform mathematics necessary for accounting and bookkeeping.

**Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements. The City of Norwalk reserves the right to change this job description at any time. The City of Norwalk is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.**

Communications Specialist  
City of Norwalk, Iowa

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Adopted Date:  
FLSA Status: Non-Exempt  
Job Status: Full Time  
Residency: None

Department: City Hall  
Reports To: Finance Director  
Pay Range: On file

**Purpose of Position:** Under general supervision of the Finance Director, performs a variety of administrative and clerical duties and develops messaging for customer service as well as for other departments throughout the city. Serves as person with primary responsibility for the daily financial transactions including receipt of payments. Responsible for maintaining standards of excellence in all facets of customer service and support for other staff members.

**Essential Duties of Position:** Job functions are identified. Job functions may be expanded, reduced, reassigned, combined or changed by the City of Norwalk through its personnel activities. The following items are examples of the types of job functions associated with this position.

- Receives payments for fees, permits, licenses, utility connections, utility bills, etc.
- Serves as customer service representative assisting customers, guests or walk in traffic.
- - Assists in answering the telephone directing calls to appropriate staff.
- Develops and manages the writing, design, and production of monthly City of Norwalk Newsletter.
- Manages the City of Norwalk website, including content and vendor relationships relating to the site.
- Writes news releases, develops story ideas, and writes copy to promote the City of Norwalk and its programs and services.
- Designs, writes, and distributes City of Norwalk brochures, newsletters, flyers, fact sheets, and briefing papers for internal and external customers.
- Assists other staff by providing communications expertise related to special projects, promotions, workshops, etc.
- Initiates media contacts and responds to media inquiries; serves as one of the City's official spokespeople with the media; develops, writes, edits, and distributes media materials.
- Develops communication strategies for effective promotion of City programs and services.
- Processes permits, licenses and certain applications.
- Prepares miscellaneous bills to customers.
- Performs administrative support during absences of regular support staff or as assigned; utilize cross training to assist in this support.
- Type letters, forms, reports, etc.
- Assists with other clerical and office work as necessary. .
- Comply with all safety rules and attend safety training as directed.
- Perform other duties as apparent or assigned

**Required Knowledge, Skills and Abilities:**

- Thorough knowledge of clerical accounting practices.
- Good knowledge of office terminology, procedures and equipment.
- Good knowledge of business arithmetic.
- Ability to handle the Cities daily financial transactions including receipt of payments and bank deposits.
- Ability to perform a wide variety of clerical financial tasks.
- Ability to prepare various reports, which require the use of independent judgment.
- Ability to deal courteously and tactfully with the public.
- Ability to deal with customer complaints in a mature and responsible manner.
- Ability to be trained in Accounts Payable, Payroll and Utility Billing.

**Minimum Training & Experience Required to Perform Essential Job Functions:**

Graduation from high school or GED equivalency and two years of general office experience involving the keeping of customer records, customer service, public contact and office equipment operating. College course work may be substituted for experience. Associate's Degree strongly preferred.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions.**

Physical activities: Sitting, fingering, grasping, feeling, talking, hearing, reaching, kneeling, repetitive motions.

Physical characteristics of the job: Sedentary work exerting up to twenty-five (25) pounds of force occasionally and or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects and at times irregular work hours.

Environment characteristics: Work is performed in an office environment. The job requires sitting for extended periods of time and work may expose the employee to visual strain, sometimes-unpleasant social situations and a fast paced work environment. Assignments could include occasional travel, work outside the office and participation at meetings.

Cognitive Demands, Skills and Abilities: Complete working knowledge of standard practices, methods, and equipment used in an administrative office. Equipment operated includes network computer, personal computer, computer printer, scanner, general office equipment, typewriter, calculator, postage machine, telephone, fax machine, copy machine.

Language Ability and Interpersonal Communications: Requires effective communication skills and the ability to provide assistance to employees. Requires the ability to speak the English language clearly, distinctly and effectively with citizens and other employees in normal settings. Read English and compare similarities and differences between words and numbers, apply common sense knowledge to processes and procedures and be able to follow written, verbal or visual information.

The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements.

The City of Norwalk reserves the right to change this job description at any time.

Staff requests the Mayor to appoint Anthony Samuelson to the Construction Board of Appeals. Mr. Samuelson put in an Application to Serve on a City Board or Commission which he requested Planning & Zoning Commission. In reviewing the applications, staff noticed Mr. Samuelson's profession and felt this would be a good fit for the Construction Board of Appeals. Staff contacted Mr. Samuelson and asked if he would be interested in serving on the Construction Board of Appeals, which he was. This seat was vacated by a member who moved out of the area.

Anthony Samuelson is a Project Manager/Structural Engineer by profession and has been a resident of Norwalk for a few months. Mr. Samuelson feels that as a new resident of Norwalk and having experience in this profession that he can bring a unique perspective to the Construction Board of Appeals. He has spent 12 years as an engineer and has knowledge in the building community that can benefit this board and the City of Norwalk.



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No.6e  
For Meeting of 03.03.16

**ITEM TITLE:** Receive and file the annual storm water report.

**CONTACT PERSON:** Tim Hoskins, Public Works Director

**SUMMARY EXPLANATION:**

The Iowa Department of Natural Resources (IDNR) has issued the City a National Pollutant Discharge Elimination System (NPDES) permit on January 1, 2015. Annually the City of Norwalk is required to provide the IDNR an annual report on the activities of the City in meeting the requirements of the permit and the progress being made in addressing outstanding items. The attached report represents the overview of the documents less the attachments. As the detailed attachments makes the document several hundred pages long, we can offer the final and full document to anyone wishing to review it. It will be on file at City Hall and at the Library for review by the public.

<p>____ Resolution _____ Ordinance ____ Contract ___Other (Specify) <u>Receive &amp; File</u></p> <p>Funding Source _____ N/A _____</p> <p>APPROVED FOR SUBMITTAL _____</p> <p style="text-align: right;">City Manager</p>
--

**STAFF RECOMMENDATION:** Receive and file.

**CITY OF NORWALK, IOWA**  
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM  
PERMIT NO. 91-64-0-02  
**ANNUAL REPORT 2015**



Prepared by:

City of Norwalk  
Public Works Department  
2626 North Avenue  
Norwalk, Iowa 50211  
(515)981-0228 ext. 2406

## INTRODUCTION

The Iowa Department of Natural Resources (IDNR) renewed the City of Norwalk, National Pollutant Discharge Elimination System (NPDES) Permit No. 91-64-0-02 on January 1, 2015. The EPA number for this permit is IA0078913.

The Permit outlines development of a Stormwater Pollution Prevention and Management Program which includes efforts related to the following six minimum stormwater management control measures:

- A. Public Education and Outreach on stormwater impacts
  - 1. General Storm Water Education Brochure
  - 2. Telephone Hotline Number
  - 3. Storm Water Website
  - 4. Educational Articles
  - 5. Site Design Workshop
  
- B. Public Involvement and Participation
  - 1. Storm Water Advisory Committee
  
- C. Illicit Discharge Detection and Elimination
  - 1. Illicit Discharge Prohibition Ordinance
  - 2. Illicit Discharge Detection and Elimination Program
  
- D. Construction Site Stormwater Runoff Control
  - 1. Construction Site Runoff Control Ordinance
  - 2. Construction Site Review and Inspection Program
  - 3. BMP Manual
  
- E. Post-Construction Stormwater Runoff Control
  - 1. Post-Construction Site Runoff Control Policy Ordinance
  - 2. Site Plan Review of Post-Construction Runoff Controls
  - 3. Inspection of Runoff Control Devices
  - 4. Watershed Assessment Program
  
- F. Pollution Prevention and Good Housekeeping
  - 1. Operation and Maintenance of MS4
  - 2. Pesticide and Fertilizer Management Program
  - 3. Training For Municipal Employees
  - 4. City Facilities Best Management Practices (BMP's)

The City of Norwalk has worked diligently to ensure successful management of the Stormwater Management Plan. These efforts have included development of a stormwater website; forming a Stormwater Advisory Committee; and development of illicit discharge, construction site runoff control, and post-construction stormwater management policies and ordinances.

In accordance with Part III of the Permit, the following is the Annual Stormwater Report of the City of Norwalk for the period from January 1, 2015 through December 31, 2015. This report summarizes the status of implementing the various control measures identified in the permit and other various activities undertaken by the City of Norwalk related to the above referenced stormwater management control measures.

**1. *Status of implementing the components of the stormwater pollution prevention and management plan***

All required tasks through 2015 reporting period were either in the process of completion or completed.

**2. *Status of compliance with any compliance requirement established by the Permit***

- *Part II.A.1 – Storm Water Education Brochure*

The City of Norwalk has multiple brochures available in the Development Services department in City Hall and the Public Works Department office. The brochures are disseminated to parties on an as needed basis to new residents to the City as well as builders and developers. Attachment “A” to this document is a storm water management brochure developed and distributed by the City. The City amends the brochure as necessary on a yearly basis.

- *Part II.A.2 – Telephone Hotline Number*

The City of Norwalk has a stormwater hotline that can be located on the City website (515-981-9530) (Attachment B). In addition, the city also created an online violation reporting form which includes contact information of staff responsible for storm water compliance. Whenever a violation is suspected, members of the community have easy access to City staff.

- *Part II.A.3 – Educational Articles (at least one article shall be developed and published each year of the permit).*

The Norwalk Living Magazine, a community- wide publication, carried educational articles published in several of the monthly issues. Included are copies from the February 2015, April 2015 and May 2015 issues. These articles are labeled as Attachment “C” to this document. Additional articles were also developed and published throughout this reporting period.

- *Part II.A.4 – Storm Water Website*

The City has established a “Stormwater Management” webpage which provides educational materials as well as links to other important resources. The webpage can be found at:

<http://www.norwalk.iowa.gov/Departments/DevelopmentServices/StormwaterManagement.aspx>

- *Part II.A.5 – Storm Drain Labeling*

*All new Storm Drain Intakes are labeled for use and most existing Intakes are marked with further labeling to be done as soon as weather permits.*

- *Part II.B.1 – Site Design Workshop*

The City of Norwalk held a site design and general stormwater awareness workshop on December 8, 2015. An invitation letter/email was sent to all builders, developers and contractors who work within the city. Notice of the meeting was also posted at City Hall as well as published in the local weekly newspaper, inviting any interested resident as well as builders, developers and contractors. Besides those in the construction field this meeting also was attended by one city resident. Attachment “D” to this document is the supporting documentation from the workshop.

- *Part II.B.2 – Establish Storm Water Advisory Committee*

The City of Norwalk’s Utility Advisory Committee acts as the community’s stormwater advisory committee. The Utility Advisory Committee agenda and minutes from the meeting in which the Committee discussed storm water issues is labeled as Attachment “E” to this document.

- *Part II.C.1 – Illicit Discharge Prohibition Ordinance*

The City of Norwalk approved and adopted its Illicit Discharge Prohibition Ordinance on March 16, 2006. A copy of this ordinance is provided as Attachment “F” to this document.

- *Part II.C.2 – Illicit Discharge Detection and Elimination Program*

The illicit discharge detection and elimination process is detailed within the City of Norwalk’s Illicit Discharge Ordinance. The ordinance was adopted in March of 2006. Periodic illicit discharges inspections are being implemented.

- *Part II.C.3– Storm Sewer system map*

*As development in the community continues and new lines are added to the system the Stormwater Map is updated.*

Enclosed is the latest Stormwater Sewer System map as Attachment “G.”

- *Part II.D.1 – Construction Site Runoff Control Ordinance*

The City of Norwalk approved and adopted its Construction Site Runoff Control Ordinance on January 4, 2007. A copy of this ordinance is provided as Attachment “G” to this document.

- *Part II.D.2 – Construction Site Review and Inspection Program*

The construction site review and inspection program is detailed in the City of Norwalk’s Construction Site and Erosion Control ordinance and was adopted in January of 2007. All Construction sites are inspected on a regular basis. A copy of this ordinance is provided as Attachment “H” to this document.

- *Part II.D.3 – BMP Manual*

The City of Norwalk has adopted the Statewide Urban Design Standards (SUDAS) as its BMP Manual for stormwater related issues and storm water facilities design and engineering. The manual is available at City Hall and the Public Works Office.

- *Part II.E.1 – Post-Construction Site Runoff Control Policy Ordinance*

The City of Norwalk approved and adopted its Post-Construction Site Runoff Control Policy Ordinance on February 7, 2008. A copy of this ordinance is provided as Attachment “I” to this document.

- *Part II.E.2 – Site Plan Review of Post-Construction Runoff Controls*

As part of the development review and approval process, all projects approved must comply with the Post-Construction Site Runoff Control Policy Ordinance adopted on February 7, 2008

- *Part II.E.3 – Inspection of Runoff Control Devices*

Inspection of runoff control devices has been occurring since February 2008. An inspection of runoff control devices policy is currently being addressed with random, storm related, and complaint driven inspections, as well as Quarterly Inspections being done. The City has an Iowa Certified Construction Site Pollution Prevention Inspector (ICCSPPPI) who is responsible for storm water inspections and general compliance with the permit.

- *Part II.E.4 – Watershed Assessment Program (no later than February 1, 2009).*

A watershed assessment and management plan was completed for the City of Norwalk in September of 2007. Further watershed assessment and programming occurred as part of the 2013 Comprehensive Plan Update. Future updates are being planned. See Attachment “J”

- *Part II.F.1 – Operation and maintenance of MS4*

The City has established a street sweeping program for all paved city streets within the corporate city limits. The City is divided up into four quadrants which are swept according to need which is determined by a windshield survey of the city. All streets are swept a minimum of two times per year on average. The street sweeper zones are illustrated in Attachment “K”. All Storm Water Intakes have been inventoried and are cleaned at least annually. Outfalls are being monitored for signs of pollution (Attachment “L”) Construction sites are inspected for erosion control and BMP’s on a regular basis. In times of rain, construction sites are checked daily for BMP violations including tracking of mud onto city streets. City Facilities are inspected for BMP’s twice a year.

- *Part II.F.2 – Pesticide and Fertilizer Management Program*

The City of Norwalk provides a pesticide and fertilizer management program which provides educational materials to the general public on a variety of fertilizer, mixing, storage, and cleaning operations. The minimum amount necessary to achieve desired results is being used. The City trains staff on acceptable application of fertilizer on City owned ground. The City is also continuing to explore application options of phosphorus free fertilizers to improve storm water quality. A staff employee maintains an applicators license and is responsible for all such activities. A copy of this license is provided as Attachment “M”.

- *Part II.F.3 – Training for Municipal Employees*

The City of Norwalk has provided training opportunities for those employees whom are involved with enforcement and maintenance of the MS4. On February 5, 2015, training was provided for Public Works employees. A sign in sheet from the training is provided as Attachment “N”.

- *Part II.F.4 – City Facilities BMP*

The City continues to inspect all City Facilities to ensure that Best Management Practices are being observed and adhered to. Inspections of all municipal facilities were conducted twice during the year and corrective measures were made as necessary. Documentation for the April Inspection is shown as Attachment “O”

### **PART III. REPORTING REQUIREMENTS**

**1. *The status of implementing the components of this permit. Any modifications developed by the permittee and approved by the Department or required by the Department shall also be addressed.***

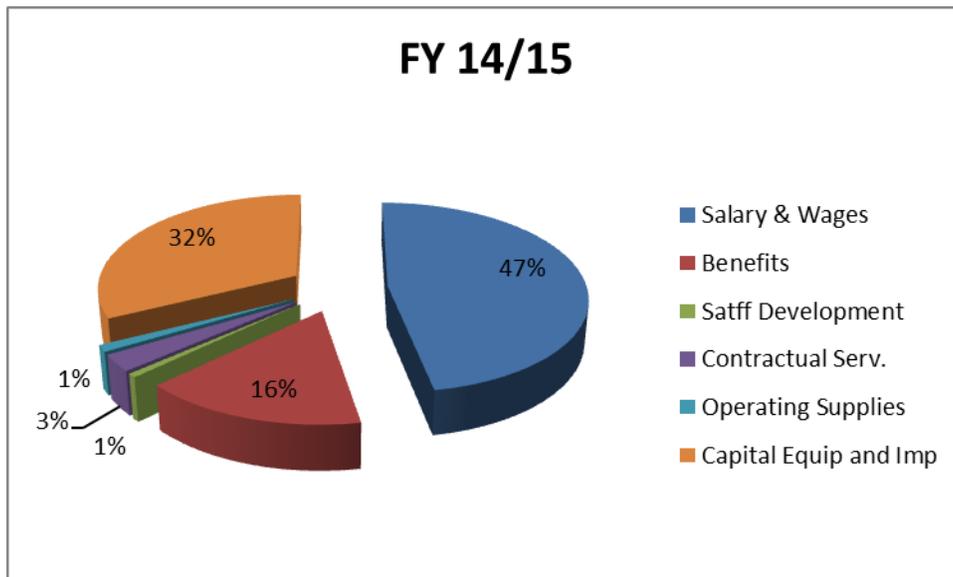
No modifications to the approved management plan were made during the reporting period.

**2. *A summary of the data, including monitoring data if it exists, that is generated within the reporting period including a narrative description of storm water quality improvements or degradation. This is not to be construed as a requirement to conduct monitoring except in cases where an illicit discharge is suspected.***

- Channel inspections for 2015 showed improvement as the year progressed in the overall condition of the drainage ways which were inspected during the 2014 reporting period. Outfalls were found to be in relatively good condition
- Material removed by sweeping operations has increased from that which was collected in 2014. Approximately 2800 lane miles of street were swept with approximately 1256 cubic yards of material disposed of.
- A concerted effort was made to remind contractors and developers of their obligation to maintain and inspect their NPDES General Permit No. 2 authorizations. All sites were inspected at least quarterly and weekly Outfalls inspections were done on active sites with violations noted to the contractor/developer for prompt attention. Follow-up inspections were done to confirm compliance.

**3. An estimate of the previous fiscal year's expenditures for implementation of the requirements of this permit and the budget for the current fiscal year.**

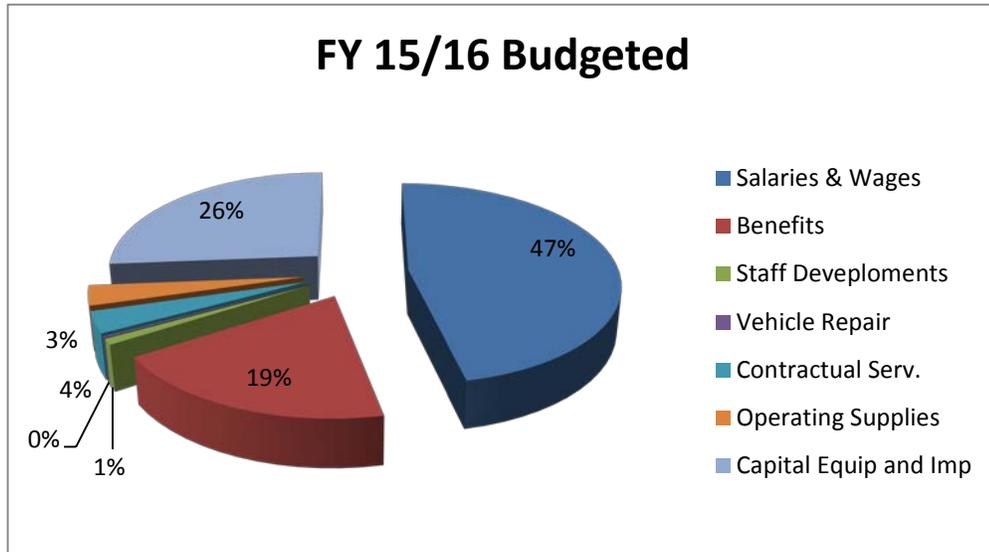
The city spent in excess of \$233,000 performing tasks associated with stormwater related items during the fiscal year 2014/2015 as outlined in the chart below. The primary expense was for employee related expenses.



The current year's budget (FY 2015-2016) is somewhat similar to the previous year's budget with a majority of the expenses associated with staff time and efforts.

**FY 15/16**

Salary & Wages	\$124,248
Benefits	\$51,466
Staff Development	\$2,500
Vehicle Repair	\$600
Contractual Serv.	\$9,000
Operating supplies	\$8,500
Capital Equip and Imp	\$70,000
<b>Total:</b>	<b>\$233,460</b>



**4. A summary describing the number and nature of inspections, enforcement actions, illicit discharges discovered, ordinances adopted, public education programs conducted, components of the MS4 cleaned, stream restoration activities, meetings held and any other actions taken by the permittee required by the permit during the reporting period.**

- Most of the requirements as defined in Part 2 of the Permit are addressed and detailed earlier in this report.
- Street sweeping operations were conducted from March 11, 2015 thru December 16, 2015. During this time approximately 1256 cubic yards of material was removed.
- Approximately 603 inspections related to construction site erosion and sediment control were performed by the Storm Water Inspector at single family, townhome, condo, and commercial developments requiring a building permit. A sampling of inspection documentation from random inspections and quarterly inspections has been provided as Attachment "P".
- Last year one illicit discharge was reported by the public or identified by City Staff during normal operations. After inspection by DNR and the Norwalk staff, this illicit discharge was determined to be unfounded. The City has continued to monitor this reported area throughout this past year with no illicit discharge being found.
- Throughout this last year the City has been aggressively cleaning and rebuilding of intakes which are in need of repair. Approximately 14 intakes were rebuilt and most of the rest of the intakes were cleaned out with our Jet/Vac truck. The City has been using its Sewer Camera to inspect sanitary lines and storm lines.

- BMP training provided City staff an opportunity to learn about new Best Management Practices and to discuss municipal facilities maintenance as it pertains to the City's NPDES Permit. The City also has a Best Management Practices DVD for any municipal employee to view at any time.
- A BMP/Site Design training was held for all builders, developers, contractors and interested community residents.
- A Foundation Drain Removal ordinance was passed and adopted in 2008 which eliminates foundation tile connection to the sanitary sewer system throughout the city beginning with the areas that experienced sewer backup during the rains in the spring of 2008. The installation of sump pumps has been increased along with educating residents with proper ways to discharge groundwater to either the appropriate storm sewer system or a well vegetated area. 234 buildings were inspected for illegal foundation drain connections during this reporting period.

## **CERTIFICATION**

I certify under penalty of law that this document and all attachments were prepared under my direct supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete, I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Report prepared by:

Alan D. Waugh, ICCSPPI  
Storm Water Inspector  
City of Norwalk



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 6f  
For Meeting of 3.3.2016

**ITEM TITLES:** Consideration of the resolution approving the renaming of North Side Drive to Hickory Drive.

**CONTACT PERSONS:** Wade R. Wagoner, AICP LEED GA, Planning and Economic Development Director  
Luke D. Parris, AICP, City Planner

**SUMMARY EXPLANATION**

On January 16, 2014, the City of Norwalk approved a preliminary plat for the Orchard View subdivision, which included a street identified as Northside Drive. On October 15, 2015, the City of Norwalk subsequently approved a final plat for a portion of the Orchard View subdivision, titled Norwalk Orchard View Plat 2. This final plat mistakenly labeled the street as North Side Drive (with a space between North and Side). Once the final plat was approved and recorded at the County, the official name for the street became North Side Drive.

In January 2016, a property owner that had purchased a lot requested that the City verify the correct name for the street. After review, City staff determined that the street was recorded as North Side Drive. Subsequent discussion resulted in staff identifying a need to change and clarify the street name. Due to possible confusion of the location of the street within the City, staff feels it is appropriate to deviate from anything utilizing "North" as part of the name. After discussion with the developer, staff proposes that the street be renamed to Hickory Drive.

<p><input checked="" type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____</p> <p>Funding Source: <u>NA</u></p> <p>APPROVED FOR SUBMITTAL  _____</p> <p style="text-align: center;">City Manager</p>
---

**STAFF RECOMMENDATION:** Approve resolution on a roll call vote.

RESOLUTION NO

**Approving the renaming of North Side Drive to Hickory Drive**

WHEREAS, Chapter 140 of the Code of Ordinances for the City of Norwalk has established the regulations for renaming streets; and

WHEREAS, Chapter 140 provides the City Council the authorization to change the name of City streets through a Council resolution; and

WHEREAS, the street name was recorded as North Side Drive on the final plat of Norwalk Orchard View Plat 2, approved by the City of Norwalk in Resolution No. 1015-15-116;

NOW THEREFORE, BE IT RESOLVED: That the City Council does hereby approve the renaming of North Side Drive to Hickory Drive on the final plat of Norwalk Orchard View Plat 2, approved by the City of Norwalk in Resolution No. 1015-15-116.

PASSED AND APPROVED this 3rd day of March, 2016.

\_\_\_\_\_  
Tom Phillips - Mayor

ATTEST:

\_\_\_\_\_  
Jodi Eddleman, City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>
Kuhl	—	—
Lester	—	—
Isley	—	—
Riva	—	—
Livingston	—	—

RESOLUTION NO

Resolution relating to financing of a proposed project to be undertaken by the City of Norwalk, Iowa; establishing compliance with reimbursement regulations under the Internal Revenue Code

BE IT RESOLVED by the City Council (the “Council”) of the City of Norwalk, Iowa (the “City”), as follows:

Section 1. Recitals.

(a) The Internal Revenue Service has issued Section 1.150-2 of the Income Tax Regulations (the “Regulations”) dealing with the issuance of bonds, all or a portion of the proceeds of which are to be used to reimburse the City for project expenditures made by the City prior to the date of issuance.

(b) The Regulations generally require that the City make a prior declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently issued borrowing and that the borrowing occur and the reimbursement allocation be made from the proceeds of such borrowing within a certain period after the payment of the expenditure or the date the project is placed in service; and

(c) The City desires to comply with requirements of the Regulations with respect to a certain project hereinafter identified.

Section 2. Official Intent Declaration.

(a) The City proposes to undertake the following project and to make original expenditures with respect thereto prior to the issuance of bonds, notes or other obligations (the “Bonds”) and reasonably expects to issue the Bonds for such project in the maximum principal amount shown below:

<u>Project</u>	<u>Maximum Amount of Bonds Expected to be Issued for Project</u>
Pool Improvements	\$750,000

(b) Other than (i) expenditures to be paid or reimbursed from sources other than the Bonds or (ii) expenditures made no earlier than sixty days prior to the date of this Resolution or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Project have heretofore been made by the City for which the City will seek reimbursement from the proceeds of the Bonds.

(c) This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 3. Budgetary Matters.

As of the date hereof, there are no City funds reserved, allocated on a long term basis or otherwise set aside (or reasonably expected to be reserved, allocated on a long term basis or otherwise set aside) to provide permanent financing for the expenditures related to the Project, other than pursuant to the issuance of the Bonds. This resolution, therefore, is determined to be consistent with the City's budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof, all within the meaning and content of the Regulations.

Section 4. Reimbursement Allocations.

The City's financial officer shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the Bonds to reimburse the source of temporary financing used by the City to make payment of the prior costs of the Project. Each allocation shall be evidenced by an entry on the official books and records of the City maintained for the Bonds, shall specifically identify the actual prior expenditure being reimbursed or, in the case of reimbursement of a fund or account, the fund or account from which the expenditure was paid, and shall be effective to relieve the proceeds of the Bonds from any restriction under the bond resolution or other relevant legal documents for the Bonds, and under any applicable state statute, which would apply to the unspent proceeds of the Bonds.

Section 5. Repealer.

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

Passed and approved March 3, 2016.

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Mayor

Attest:

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City Clerk



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 6h  
For Meeting of 03.03.2016

**ITEM TITLE:** Consideration of Proposed Resolution to enter into an Agreement with Ultra Green Lighting for the installation of Light Emitting Diode (LED) Lighting in the Norwalk Easter Public Library.

**CONTACT PERSON:** Holly Sealine, Library Director  
Tim Hoskins, Public Works Director

**SUMMARY EXPLANATION:** At the August 6, 2015 council meeting, approval was given to enter into agreements for the transition to LED lighting at the Safety Complex, City Hall, and the Public Works Facility. Each of those projects is nearing completion. The proposal for transition to LED at the Public Library provides an estimated annual savings of \$5,225.84 and a 3.18 year pay back after rebates from MidAmerican Energy. The project cost is:

Materials	\$17,248.68
Estimated Install	<u>\$ 7,500.00</u>
Total Cost	\$24,748.68

The funding for this project would come from the fund balance in the library capital fund that also supported the roof project.

<p><input checked="" type="checkbox"/> Resolution    <input type="checkbox"/> Ordinance    <input type="checkbox"/> Contract    <input type="checkbox"/> Other (Specify) _____</p> <p>Funding Source: <u>Library Bond for Roof Replacement</u></p> <p>APPROVED FOR SUBMITTAL _____    Marketa Oliver, City Manager</p>
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**STAFF RECOMMENDATION:** Approval of the resolution.

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

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH  
ULTRA GREEN LIGHTING FOR THE INSTALLATION OF LIGHT  
EMITTING DIODE LIGHTING WITHIN THE  
NORWALK EASTER PUBLIC LIBRARY**

WHEREAS, light emitting diode (LED) lighting provides lower lighting rates, fewer outages, lower maintenance, and environmental benefits; and

WHEREAS, Ultra Green Lighting is a provider of LED lighting transition programs utilizing MidAmerican Company (MEC) rebate incentives to provide the City with a package for the Norwalk Public Library; and

WHEREAS, Ultra Green Lighting is providing agreements where installation costs are identified as well as transition savings.

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

Section 1. That the City enters into agreements with Ultra Green Lighting for the transition of internal lighting to LED lighting.

PASSED and ADOPTED this 3<sup>rd</sup> day of March, 2016

\_\_\_\_\_  
Erika Isley, Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
Jodi Eddleman, City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Isley	___	___	___
Kuhl	___	___	___
Lester	___	___	___
Livingston	___	___	___
Riva	___	___	___

Proposal Prepared For:

DID YOU KNOW?

LED lighting not only reduces operating costs and lasts longer, it uses 80% less energy than traditional lighting and has a higher color rendering than fluorescent.

# Public Library Norwalk

ANNUAL SAVINGS	UPGRADE COST	INSTANT CASH FLOW
\$5,225.84 Annually	\$335.92 Monthly	\$99.57 Monthly
Why are you giving your money away?	One low payment with no money down.	Receive positive cash flow from the savings.

Finance your LED lighting retrofit using a portion of the monthly energy savings as the payments. The remaining savings become immediate cash flow to your business's bottom line.

**Program Benefits:**

- ✓ MONTHLY PAYMENT FROM THE ENERGY SAVINGS
- ✓ NOTHING OUT-OF-POCKET
- ✓ NO ADDITIONAL COLLATERAL
- ✓ FAST AND EASY APPLICATION PROCESS

**TOTAL SAVINGS**  
over estimated life span of the light

**\$124,678.73**

## Crossover Analysis

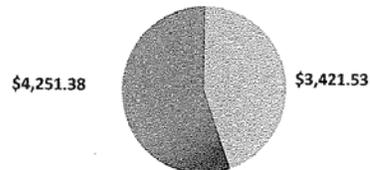
Use existing capital to create cash flow. With this option you can turn the savings into immediate cash flow. The requirement for this option is an initial cash outlay, which give you 100% monthly savings.

### Current Lighting Expense



■ Current Lighting Expense

### Lighting Expense After



■ Proposed Lighting ■ Identified Savings

### Chart Data

Energy	Proposed kWh Use	34,215
	Proposed Energy Cost	\$3,421.53
	Existing kWh Use	71,399
	Existing Energy cost	\$7,672.91
Savings	Annual kWh Savings	37,184
	Annual Energy Savings	\$4,251.38
	Annual Maintenance Savings	\$974.46
	Electric System Load Reduction	50.37%
Return	Total Return Over Each Month	\$435.49
	Total Return Over 1 Year	\$5,225.84
	Total Return Over 5 Years	\$26,129.20
	Total Return Over 10 Years	\$60,400.90
	Total Return Over 20 Years	\$120,801.80

### Rebates and Incentives

Utility Energy Rebate	\$8,142.50
Tax Incentive <small>(Consult your tax advisor.)</small>	\$0.00
Payback Period in Years Before Rebates and Incentives	4.74
Payback Period in Years After Rebates and Incentives	3.18

**DID YOU KNOW?**

LED Lighting consumes 85% less energy than incandescent and 50% less energy than fluorescent and it is one of very few green products that actually produces cost savings

**OPTION 1: DO NOTHING**



**OPTION 2: UPGRADE - CASH**



**OPTION 3: UPGRADE - FINANCED**



*\*\*Figures or percentages indicated in this proposal are considered to be generated on the best efforts basis, based on certain stipulated conditions concerning blended kWh electricity rate; hours of operation; existing lighting system data, and proposed lighting system data. All calculations or figures are estimates or based on estimated information.*

LED lighting is a registered trademark of Philips Lighting. © 2014 Philips Lighting North America Corporation. All rights reserved.



- Pricing Valid for 30 days
- Figures or percentages indicated in this proposal are considered to be generated on the best efforts basis, based on certain stipulated conditions concerning blended kWh electricity rate; hours of operation; existing lighting system data, and proposed lighting system data. **All calculations or figures are estimates or based on estimated information.**
- HVAC operating hours source: Controlling Energy Consumption in Single Buildings, U.S. Department of the Navy, Naval Civil Engineering Lab, CR82.028, 1982
- HVAC savings calculated using formulas created by Rundquist Associates, using data from ASHARE, validated by DOE-2 Computer modeling. Available at <http://www.lightsearch.com/resources/lightguides/hvac.html>

## PROPOSAL ACCEPTANCE

Investments	
Product, Sales Tax and Shipping	\$17,248.68
Estimated Installation	\$7,500.00
<b>Total Proposed Amount</b>	<b>\$24,748.68</b>

Ultragreen proposes hereby to furnish materials and services as specified herein:

### Cash

Standard cash payment is due with approval and customer purchase order. With regard to miscellaneous project costs and change orders (if any), a final invoice will be issued and due on receipt of invoice. All major credit cards accepted.

### Finance/Lease

Lessee will approve and sign off on payment being made by Leasing Company to Ultragreen upon availability of funds.

*\*Acceptance of proposal: The prices, specifications and terms contained herein are satisfactory and are hereby accepted. I accept and agree to the items selected above. Ultragreen is authorized to proceed with the project and to provide the products and services as specified. Payments will be made as outlined above. I have read and agree to the terms, conditions, and statements contained herein. Ultragreen is not affiliated with, or represent, any utility company. Any and all presented rebate programs and rebate amounts are solely based on information given to Ultragreen from the utility company directly. All rebate matters are handled directly between the customer and the utility company.*

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Purchase Order#:** \_\_\_\_\_

**Ultragreen Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**City Manager**  
**City of Norwalk, Iowa**

**Job Description/Acknowledgement Form**

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Please Read the following statements and circle your answer

Yes No I have been provided a copy of the job description, or the job functions/requirements have been explained to me.

Yes No I understand the job requirements

Yes No I can perform all of the functions of this job

Yes No I understand a post job offer drug test and physical exam are required

Yes No I understand that within six (6) months I must have residency within the city limits of Norwalk

A negative response will not preclude your being considered for this particular job. If the answer to one of the above questions is "NO", please identify each and every function or task included with the job description which you are unable to perform, with or without reasonable accommodation.

**Please sign and return this acknowledgement form with your completed application. Thank you.**

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## City Manager City of Norwalk, Iowa

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**Adopted Date:**

**FLSA Status:** Exempt

**Job Status:** Full Time, Salaried, Management

**Residency:** Within City Limits of Norwalk

**Department:** Administration

**Reports To:** Mayor and Council

**Pay Range:** Council Determination

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**Purpose of Position:** The Office of City Manager as conferred on the Norwalk City Council by the Code of Iowa, Chapter 372 is created by ordinance. The City Manager is a direct employee of the City Council but works at the direction of the Mayor and City Council. The City Manager is the chief administrative officer of the City;

**Appointment, Term and Compensation:** The City manager shall be appointed by a majority vote of the Council at a regular meeting of such body. The City manager shall hold office at the discretion of the Council and shall be subject to removal by a majority vote thereof. The Council shall from time to time, determined by resolution set the salary of the City Manager. The City Council will also approve any employment agreement or revisions to same at a regular Council meeting.

**Essential Duties of Position:** The City Manager is the chief administrative Officer of the City. The City Manager is under general direction of the Mayor and City Council to perform a variety of administrative duties as required by the Code of Iowa, Norwalk Municipal Code or as directed by the Mayor or Council for the efficient, effective, accountable, transparent operation of the City of Norwalk and include:

- A. Ensures that all resolutions, ordinances, laws, Council and Mayoral directives and approved operational policies are either faithfully enforced and executed or referred to the proper official for compliance with the action.
- B. The Manager shall act as administrative assistant to the Mayor and perform duties in the coordination of all phases of municipal activity as directed by the Mayor and Council.
- C. Attends all Council meetings unless otherwise excused by the Mayor or Council. Shall ensure the meetings of the Council occur in an orderly and professional fashion by;
  - 1. Ensuring preparation of all City Staff involved in the meeting,
  - 2. Preparation of an orderly agenda and supporting documentation.
  - 3. Provision of resources to the Council so it has the opportunity to become fully informed of issues prior to Council action.

4. Providing for the efficient use of technology available to the Council during meetings.
  5. Ensure the location of the meeting is prepared to accommodate the Council and public.
- D. Conducts continuous study of procedures, organization and municipal, advises and recommends programs to the Mayor and City Council as the City Manager deems necessary or expedient for good local government and the welfare of the residents of Norwalk.
- E. Supervises and directs the administration, operations and functions of the following departments, offices, functions and services and is directly responsible to the Mayor and Council for the proper function of the same.
1. City Clerk/Finance Officer
  2. Fire/EMS Department(subject to the Mayor's authority)
  3. Police Department(subject to the Mayor's authority)
  4. Development Services, Planning and Building Department
  5. Public Works Department
  6. Parks and Recreation Department
  7. Library (subject to the Board of Trustees authority)
  8. Personnel/Human Resources
  9. Budget control and fiscal matters
  10. Insurance and public bonds
  11. Economic Development
  12. Capital Improvements
- F. Maintains liaisons with residents, businesses, developers, builders, engineers, other governmental or quasi public agencies or ventures.
- G. Is responsible for the supervision and performance of all contracts for work and services to be done for the city, except as specified otherwise in said construction or service program involved.
- H. Serves as the official who maintains accounting of all obligations, agreements, contracts, covenants, franchises and commitments of the City of Norwalk and monitors same with regular reporting to the Mayor and Council on inconsistencies or deviations or issues related to same.
- I. Develops and directs all policies and programs related to the purchase of commodities, materials, supplies, services and capital outlay for all departments of the City that have been budgeted and appropriated by Council resolution, and enforce programs to determine that such purchases are received and are of the quality and character called for by the City.

1. The City Manager shall require that the taking of bids, determination of procedures to acquire services and other matters which the manager deems advisable, is required by law or as directed by the Council.
  2. When time is of the essence and to maintain City operations, the CityManager may approve the purchase of unbudgeted items costing less then \$5,000 or budgeted items costing less than \$15,000 without prior approval of the Council. Amounts over these two limits need to approved by the City Council prior to the expenditure. This authority can include change orders.
- J. The manager has the power to appoint or employ all officers and employees to fill authorized positions with the exception of the Library Director, City Attorney Police Chief, Fire Chief or City Clerk. The appointment or employment of officers or employees at the department head level is subject to Council approval.
- K. The manager administers the City personnel policy, bargaining unit contracts and has the power to suspend or discharge employees as outlined in said procedures, provided that as it relates to veterans, Chapter 35C of the Code of Iowa is followed.
- L. Evaluates the performances of those that the manager is responsible for under the actions allowed by this description, and develop measures and tools to carry out through the organization.
- M. Has the authority to hire any person for emergency purposes as deemed necessary for the benefit and welfare of the City. Such appointments are subject to approval by the Council as soon as possible after the event or a procedure is in place that pre authorizes such action.
- N. Supervises the management of all buildings, structures, facilities and land under jurisdiction of the City and be charged with the care and preservation of all city owned equipment, tools, machinery, appliances, supplies and commodities under the control of city employees or departments.
- O. Keeps the Mayor and Council apprised of the City fiscal condition.
- P. Prepares and submits an annual budget to the Mayor and Council that meets all requirements of the Code of Iowa.
- Q. See that all business affairs of the City are conducted by modern approved methods in an efficient manner and audited. Knowledge of modern business operations, communications and ever changing technological advances.

- R. Is responsible at all times for the maintenance of accurate and current records of all affairs of the departments under the jurisdiction of the City Manager , and in a form acceptable to the Council and accessible to the public as required by law. Ensures continuity of services by providing continuous operation of the City government in the event of disaster, including document and records preservation.
- S.
- T. Assists standing or ad hoc committees of the City in the execution of their assignments, investigations, reviews, reports or recommendations and provide necessary administrative support in the functioning of their objectives.
- U. Communicates and represents the City at public speaking engagements, public information, with the media and others that seek information about the City. Represents the City at official, governmental or civic matters, legislative matters and disseminates City goals, objectives and image.
- V. Performs other duties as directed by the Mayor or City Council.

### **Job Specifications:**

The following requirements are representative of the knowledge, skill and ability for the position.

- A. Education and Experience
  - 1. Masters Degree (MA) in Public Administration, Political Science, Business Administration, Personnel Management or related areas of study and at least five years of responsible experience in municipal government management. An equivalent combination of education and experience may be acceptable.
  - 2. Knowledge of the principles and methods of public administration, public finance including existing and alternative revenues such as tax increment financing, local option sales taxes, taxable levies, bonding and borrowing options.
  - 3. Knowledge of the operations and management of a local government organization, its differences, functions and problems of a public entity.
  - 4. Knowledge of applicable local, state or federal laws or regulations and statutes

5. Knowledge of economic development practices and local and state programs and regulations including local land use, zoning and planning matters.
6. Significant experience in human resource management, contracts and policy development.
7. Shall possess or be able to acquire a valid Iowa Drivers license.
8. Shall be bondable for the faithful performance of duties in favor of the City
9. Has the language and cognitive abilities to carry out the functions of this job and be able to adapt to the work environment, safety programs and physical demands of the position.

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties associated with this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the job.

Customer Name/Number City of Norwalk

# ADVERTISING AGREEMENT



In consideration of the Advertiser's agreement to advertise according to the following terms and conditions, the Publisher and Advertiser agree:

## 1. Advertising commitment in

- Cityview  Iowa Living magazines  Iowa Momentum  Relish
- Internet  Electronic  Events
- Custom publishing  Other

Frequency Commitment 4 Color Placement Charge  
24 ads within a 24 mo. period @ \$ \_\_\_\_\_ /ad % \_\_\_\_\_ Fee / Position  
 to begin on March, 2016

Center Spread \_\_\_\_\_ Back Page \_\_\_\_\_ Full Page 2 pages 1/2 Page \_\_\_\_\_  
 1/4 Page \_\_\_\_\_ 1/8 Page \_\_\_\_\_ Other \_\_\_\_\_

Other Information Two Full Pages - \$525 each, \$1050 total monthly

Inserts \_\_\_\_\_ page(s) within a \_\_\_\_\_ mo. period @ \$ \_\_\_\_\_ per thousand insert. Number of inserts \_\_\_\_\_

## 2. Advertising schedule

as listed below or  attached

Date	Publication	Ad Size	Price	Date	Publication	Ad Size	Price
1. March	Norwalk	2 pages	\$ 1050	13. March	Norwalk	2 pages	\$ 1050
2. April			\$	14. April			\$
3. May			\$	15. May			\$
4. June			\$	16. June			\$
5. July			\$	17. July			\$
6. Aug			\$	18. Aug			\$
7. Sept			\$	19. Sept			\$
8. Oct			\$	20. Oct			\$
9. Nov			\$	21. Nov			\$
10. Dec			\$	22. Dec			\$
11. Jan <sup>17</sup>			\$	23. Jan <sup>18</sup>			\$
12. Feb			\$	Total investment Feb			\$ 25,200

## 3. Payment Terms (All new customers must pre-pay until credit is approved.)

- Prepaid check attached
- To pay within 30 days with approved credit after invoice
- VISA/Mastercard \_\_\_\_\_
- Exp. Date \_\_\_\_\_ 3-Digit Security Code \_\_\_\_\_
- If billing address is different than below.

If account balance exceeds 90 days past due, the entire balance may be charged to this credit card.

## 4. Conditions

A. The rates to be charged by the Publisher for space used by the Advertiser will match the terms of this agreement; applicable discounts and the terms and conditions of this Agreement shall be those contained herein only. Such rates, discounts, terms and conditions are subject to revisions. The Advertiser may, by written notice to the Publisher, terminate this contract on either (a) the effective date of such revision or (b) ten days after the Advertiser has received notice of such revision, whichever is later, without liability for unused space and without short rate. If the Advertiser does not terminate this Agreement, then upon the effective date of such revision, the rates, discounts, terms and conditions of this Agreement shall be those contained herein and in a new revised rate card.

B. All new Advertisers must pay cash in advance until credit is established with the Publisher. Once credit is established, the Advertiser agrees to pay for advertising upon receipt of invoice. Payment will become past due 30 days thereafter. If, at any time, the Publisher determines that the financial responsibility of the Advertiser is not satisfactory, the Publisher can require cash or check in advance. A service charge of 18% per year will be charged on all accounts past due. Fifty dollars will be charged for all returned checks. Advertisers with past due balances more than 90 days may be sent to a collection agency, small claims court or other options to ensure payment.

C. The number of ads specified in the frequency contract identified in paragraph 1 must be scheduled and run within that frequency period. If the terms of the frequency agreement are not met, the Publisher reserves the right to bill the Advertiser at the adjusted rate, according to the actual advertising space used.

D. The Publisher may terminate this Agreement if the Advertiser fails to pay any amount when due or otherwise fails to perform in accordance with this Agreement; and, in the event the Publisher so terminates the Agreement, the Advertiser, upon being billed by the Publisher, shall promptly pay for space actually used during the contract period based on the Advertiser's actual performance at the applicable contract rates in effect when space was used.

E. To induce BGUM to approve this credit application and purchase agreement and in consideration of its so doing, we, the undersigned, do hereby jointly, severally and personally guarantee the above Individual Corporation or Partnership Purchasers full performance of said Purchase Agreement and hereby agree to indemnify BGUM against all damages, loss, expense (including Attorney fees) and/or liability sustained by BGUM by reason of, or related to, the above Purchasers failure to perform or to pay when due, charges incurred in accordance with the above Agreement. The above Purchase Agreement may be modified by BGUM and the Purchaser executing same without notice to the undersigned and without affecting the Indemnity and Guarantee. BGUM may enforce this Agreement against the undersigned or any of them, jointly or severally, whether or not any action is ever taken by it against the aboved named Purchaser.

F. No specified page or position is guaranteed (unless noted in paragraph 1).

G. The Advertiser shall defend and indemnify the Publisher against any claim or liability established against the Publisher by reason of the publication of any advertisement or any part thereof submitted by or published at the direction of the Advertiser. All advertising matter submitted by the Advertiser is subject to the approval of the Publisher, who reserves the option to insert above or below any copy the word "advertisement." If no space is available, the Publisher shall be relieved of all obligations to publish, and of all liability for failure to publish, such advertisement. All approved copy shall be published at the date specified by the Advertiser. The liability of the Publisher for failure to publish an advertisement in the issue specified shall be limited to publishing the advertisement in a subsequent issue.

H. The Publisher shall not be liable for slight changes or typographical errors which do not lessen the value of the advertisement. In the event of an error in an advertisement for which the Publisher is liable, its liability shall be limited to (a) republishing the advertisement or (b) refunding such proportion of the entire cost of the advertisement as the space occupied by the error bears to the whole space occupied by such advertisement, whichever the Publisher elects.

I. Every attempt will be made by the Publisher to hold events as planned regardless of weather or unforeseen incidents. Due to substantial pre-event promotion, event sponsors will be held accountable for payment regardless of outcome of event.

## 5. Authorization

### Advertiser

Date 2-11-16

Company Name City of Norwalk

Company Phone 981-0228 Fax \_\_\_\_\_

Address 705 North Ave.

City Norwalk State IA ZIP 50211

Name (PRINT) Jodi Eddeleman Title City Clerk

Signature \_\_\_\_\_

E-mail address \_\_\_\_\_

### Publisher

5619 N.W. 86th St., Suite 600

Johnston, Iowa 50131

Phone 515-953-4822 Fax 515-953-1394

Account Exec. E. Senger Date 2-11-16

Sales Manager \_\_\_\_\_ Date \_\_\_\_\_

Publisher \_\_\_\_\_ Date \_\_\_\_\_

Contract not valid until signed by all parties.