



City Council Regular Business Meeting Agenda  
Thursday, May 19, 2016, 6:00 p.m.  
City Hall – 705 North Avenue

COUNCIL MEETINGS

City Hall  
Council Chambers  
1<sup>st</sup> and 3<sup>rd</sup>  
Thursdays at  
6:00 P.M.

Tom Phillips  
Mayor

Council Members:

Erika Isley  
Ed Kuhl  
David Lester  
Jaki Livingston  
Stephanie Riva

Vacant  
City Manager

Jean Furler  
Finance Director

Jodi Eddleman  
City Clerk

Ryan Coburn  
Fire Chief

Greg Staples  
Police Chief

Tim Hoskins  
Public Works Director

Nancy Kuehl  
Parks & Recreation  
Director

Wade Wagoner  
Planning and  
Economic  
Development Director

Holly Sealine  
Library Director

Jim Dougherty  
City Attorney

1. Call to order.
2. Approval of agenda.
3. Presentation(s)-  
Cross Roads Library presentation.  
RDG Gateway Sign.
4. Welcome of guests and public comment.  
(3 minute limit, no action)
5. Approval of minutes –  
May 5 regular City Council meeting.  
May 9 special City Council meeting.
6. Consent agenda –
  - a) Expenditures.
  - b) Tax abatements.
  - c) Liquor license application Gateway Market at Wright Place.
  - d) Liquor license application Blue Jay Café & Bistro.
  - e) Street closure application for Soap Box Derby – June 11.
  - f) Block party application 1400 – 1700 block of Parkhill Drive.
  - g) Block party application Valencia Court – cul-de-sac.
  - h) Resolution ordering construction, approving preliminary plans, setting public hearing and taking bids for the Beardsley Regional Detention Facility Phase 2 Grading.
  - i) Resolution approving revised pay structure for the Norwalk Fire Department.
  - j) Receive and file monthly department reports for April.
7. Public hearing for FY 15/16 budget amendment #2.
8. Resolution approving budget amendment #2 for fiscal year 2016.
9. Public hearing on proposal to enter into a General Obligation Refunding Loan Agreement.
10. Public hearing on proposal to enter into a General Obligation Swimming Pool Loan Agreement.
11. Resolution taking additional action to enter into General Obligation Loan Agreements, combining Loan Agreements and authorizing the use of a preliminary official statement for the sale of Bonds.
12. Resolution authorizing adoption of Policies and Procedures regarding Municipal Securities Disclosure.
13. Resolution approving the preliminary plat of Twin Lakes Plat 4.
14. Discussion and possible action regarding request for urban chickens – Tom Dye.
15. Council Inquiries and staff updates.
16. Adjournment



## Capital Crossroads:

### Local Government Collaboration Project 2015

#### **Purpose of Project:**

As public employees we think and act in terms of what is best for tax payers in the community we serve; for Capital Crossroads initiatives to be successful we must broaden that viewpoint and think what is best for the tax payers in the region. The purpose of the Capital Crossroads project is to discuss and consider future opportunities to plan for collaboration between communities.

#### **Project Description:**

Two groups were created from the Metro Library representatives.

- Group 1: Researched and designed a model for shared training day for metro-wide library staff.
- Group 2: Researched whether or not a shared catalog or resource would be feasible between metro libraries. This would enable easier access for patrons or staff to locate (in real-time) if items are available for check-out and potentially even allow patrons to place holds on items and then go pick them up.

#### **Project Results:**

- Group 1 is moving forward with a tentative date of metro wide training in early Spring 2017 that will focus on front-line staff concerns (circulation staff).
- Group 2 is still in a research phase. It looks like this will be something that includes many unknown variables and will take multiple years to design and implement. Norwalk Library is a step closer to being able to participate with the recent migration to a new, more robust Integrated Library System (Circulation System).

#### **Questions?**

#### **Contact:**

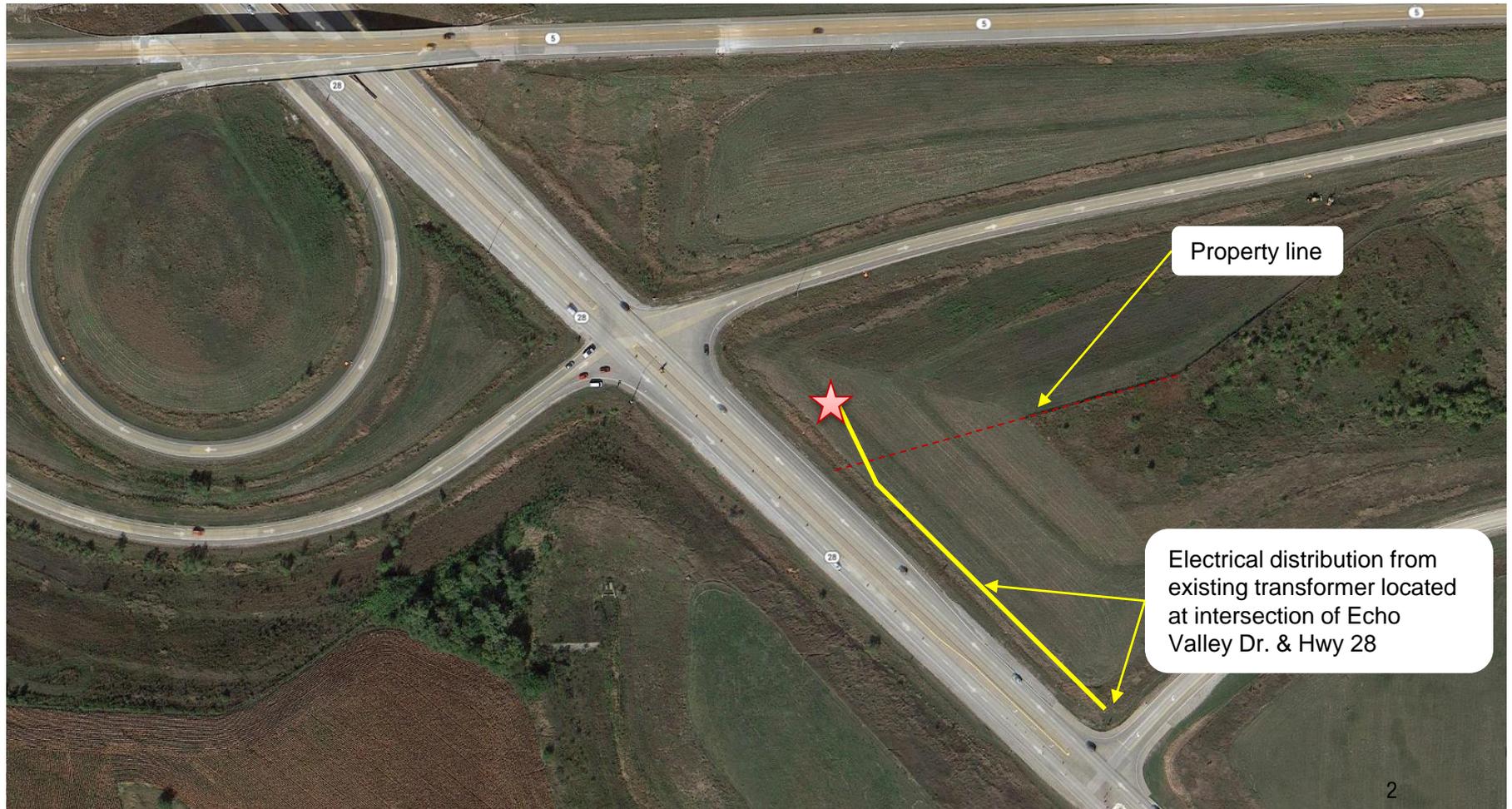
Holly Sealine, Director  
Norwalk Easter Public Library  
(p)515-981-0217 (menu option 5)  
(cell)515-681-6466  
(e) hsealine@norwalk.iowa.gov

# City of Norwalk Community Gateway Sign - Update

May 19, 2016



# Norwalk Gateway Sign > Project Location & Overview



# Norwalk Gateway Sign > Gateway Conceptual Design

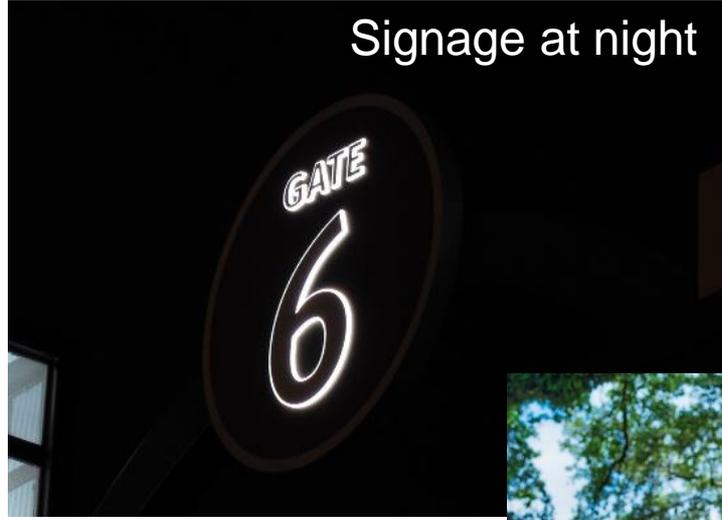


**Norwalk Gateway Sign > Gateway Final Design for Approval**

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# Norwalk Gateway Sign > Materials – sign construction



# Norwalk Gateway Sign > Materials - planting



## Norwalk Gateway Sign > Opinion of Probable Cost

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- General Conditions \$ 13,500
- Gateway Sign \$111,000
- Arches\* \$ 25,500
- Landscape \$ 2,000
  
- Const. Contingency (10%) \$ 15,000
- **Total Construction Cost \$167,000**

\* previous council discussions had considered bidding the arches as an alternate



## Norwalk Highway 28 Gateway Sign

Hwy 28 & Hwy 5 Bypass

May 19, 2016

Item No.	Description	QTY	Unit	Unit Cost	Extended Cost	Notes
1.0	General Conditions	1	LS	\$ 13,500.00	\$ 13,500.00	
1.1	Site Preparation	1	LS	\$ 5,000.00	\$ 5,000.00	
1.2	Excavation & Haul off-site	35	CY	\$ 75.00	\$ 2,625.00	
	<b>Sign</b>					
1.3	Foundation (PCC Concrete)	40.24	CY	\$ 315.00	\$ 12,675.60	
1.4	Stem Wall (CMU, Reinforced, Filled)	364	SF	\$ 16.00	\$ 5,824.00	
1.5	Cast Cultured Stone (Field)	190	SFF	\$ 28.00	\$ 5,320.00	
1.6	Cast Cultured Stone (Corners)	50	LF	\$ 45.00	\$ 2,250.00	
1.7	Cast Cultured Stone (Ledgestone)	42.1	SF	\$ 25.50	\$ 1,073.55	
1.8	Sign Panel w/ letters	1	LF	\$ 54,000.00	\$ 54,000.00	
1.9	Cast Stone Column Cap	1	EA	\$ 2,500.00	\$ 2,500.00	
2.0	Cast Stone Caps	29.2	LF	\$ 75.00	\$ 2,190.00	
2.1	Column Letters (Est. 1900)	1	LS	\$ 2,500.00	\$ 2,500.00	
2.2	Electrical Service	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 110,958.15
	<b>Arches</b>					
2.3	Arch foundations	6	EA	\$ 800.00	\$ 4,800.00	
2.4	Arches	3	EA	\$ 6,750.00	\$ 20,250.00	\$ 25,050.00
	<b>Landscape</b>					
2.5	Prairie Dropseed	17	EA	\$ 20.00	\$ 340.00	
2.6	Cardinal Redtwig Dogwood	28	EA	\$ 40.00	\$ 1,120.00	
2.6	Magnus" Purple Coneflower	37	EA	\$ 13.20	\$ 488.40	\$ 1,948.40
<b>3</b>	<b>Sub-Total:</b>				\$ 151,456.55	\$ 137,956.55
<b>4</b>	Contingency - 10%			10%	\$ 15,145.66	
<b>5</b>	<b>Total Construction Cost</b>				<b>\$ 166,602.21</b>	

CONSTRUCTION DOCUMENTS

PROJECT NUMBER: 2014.406.00

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DATE: APRIL 25, 2016

DRAWING INDEX: LANDSCAPE ARCHITECTURAL  
 L2.01 SITE LAYOUT PLAN  
 L5.01 SITE DETAILS  
 L5.02 SITE DETAILS  
 L5.03 SITE DETAILS  
 L5.04 SITE DETAILS  
 L5.05 SITE DETAILS

ELECTRICAL  
 ES1.1 SITE ELECTRICAL PLAN



PRELIMINARY - NOT FOR CONSTRUCTION

LANDSCAPE ARCHITECTURAL

I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly licensed professional landscape architect under the laws of the state of Iowa.

Landscape Architect June 30, 2008

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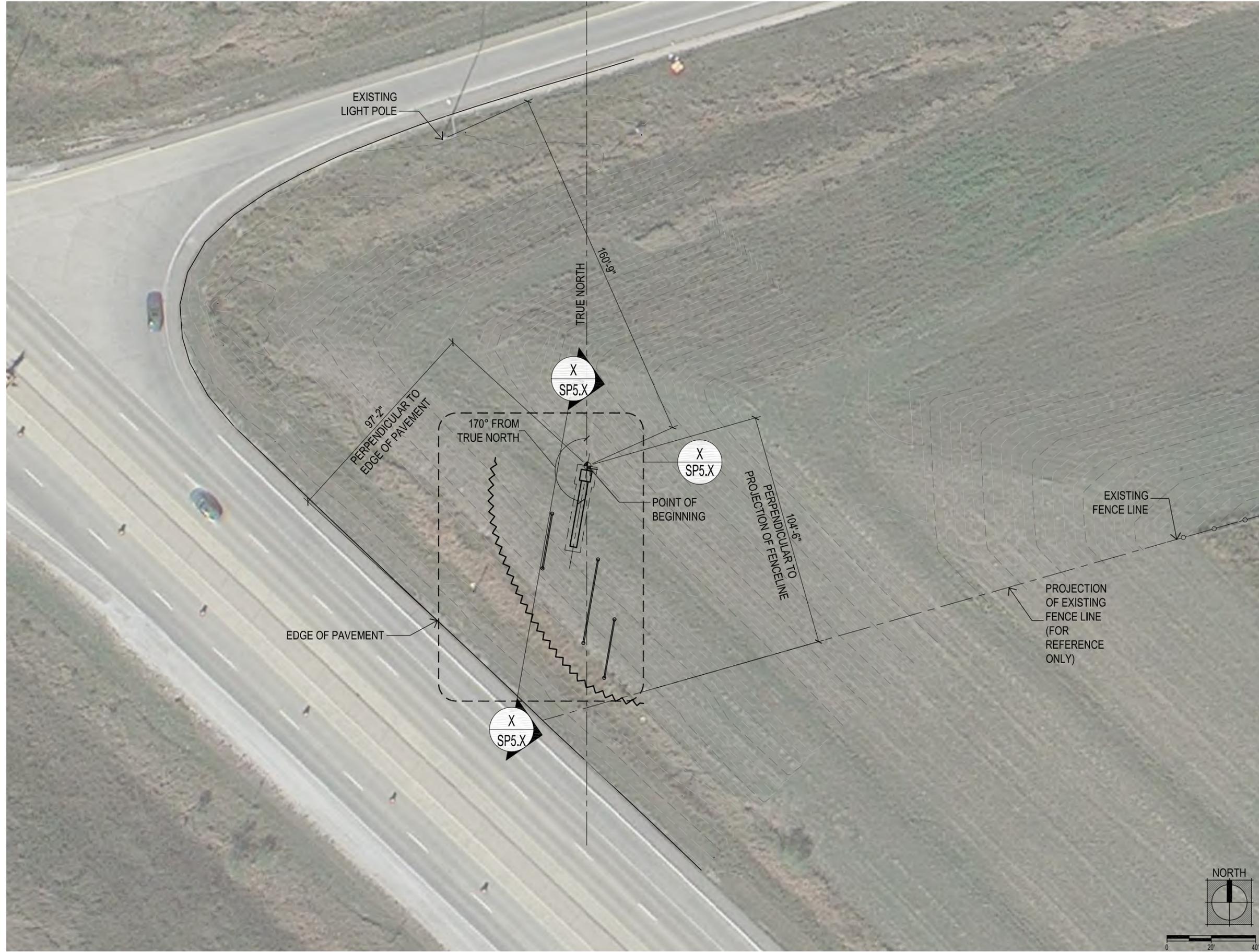
Project Name: \_\_\_\_\_ Iowa REG # 302 Date: \_\_\_\_\_

Pages or sheets covered by this seal: \_\_\_\_\_

As filed above: \_\_\_\_\_







**A1** SITE CONTEXT PLAN  
1" = 60'

**GATEWAY SIGNAGE**      **PRELIMINARY - NOT FOR CONSTRUCTION**      **95% CONSTRUCTION DOCUMENTS**



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**ELECTRICAL ENGINEER**  
RDG Planning & Design  
301 Laurel Avenue, Suite 200  
Norwalk, IA 52256  
515-298-3141  
515-298-8831

**LANDSCAPE ARCHITECT**  
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515-298-8831

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CITY OF NORWALK, IOWA

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KEY PLAN

REV	DATE	DESCRIPTION

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ISSUED: APRIL 25, 2016  
PROJECT NO: 2014.006.00

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**SITE LAYOUT PLAN**

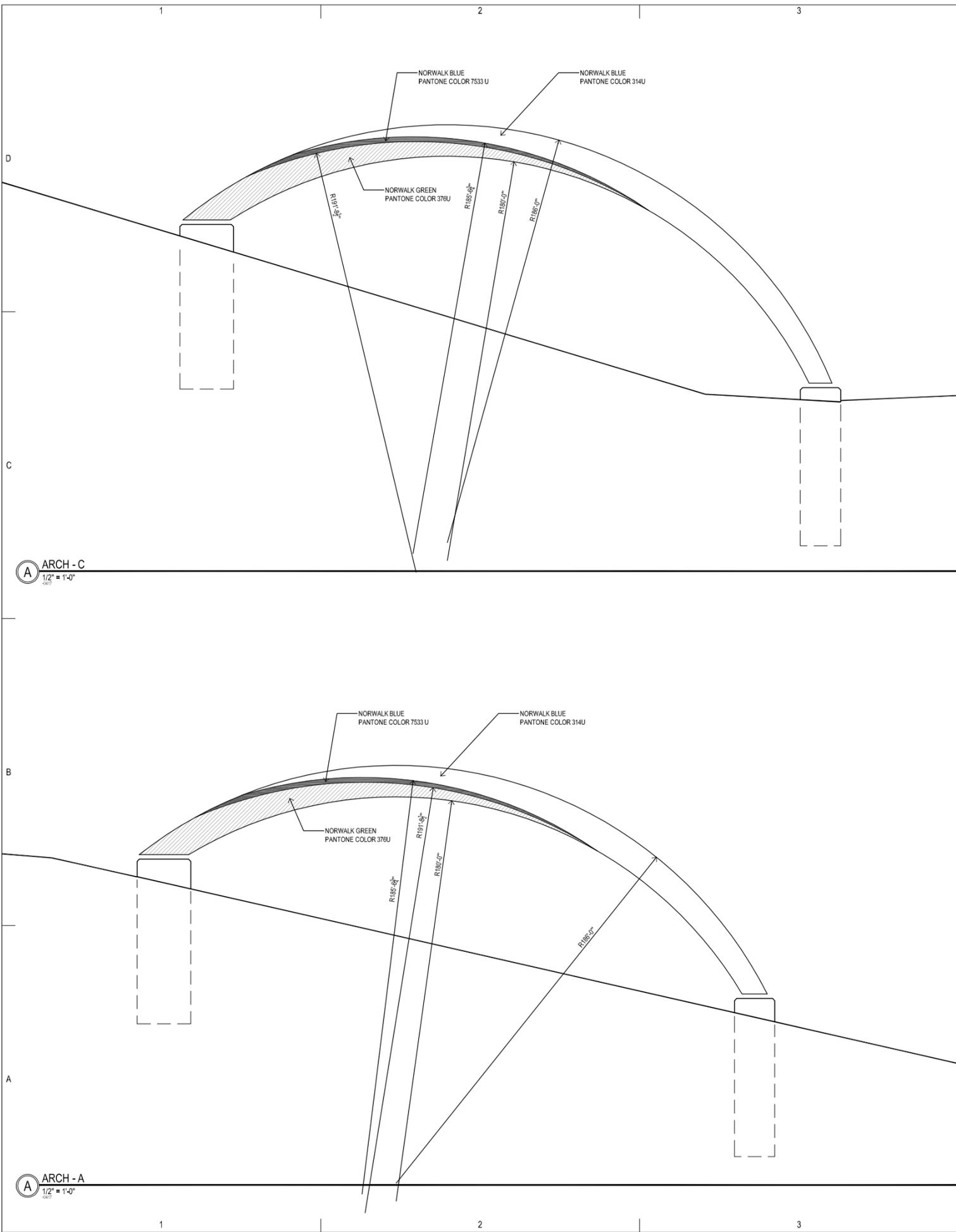
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**L2.01**



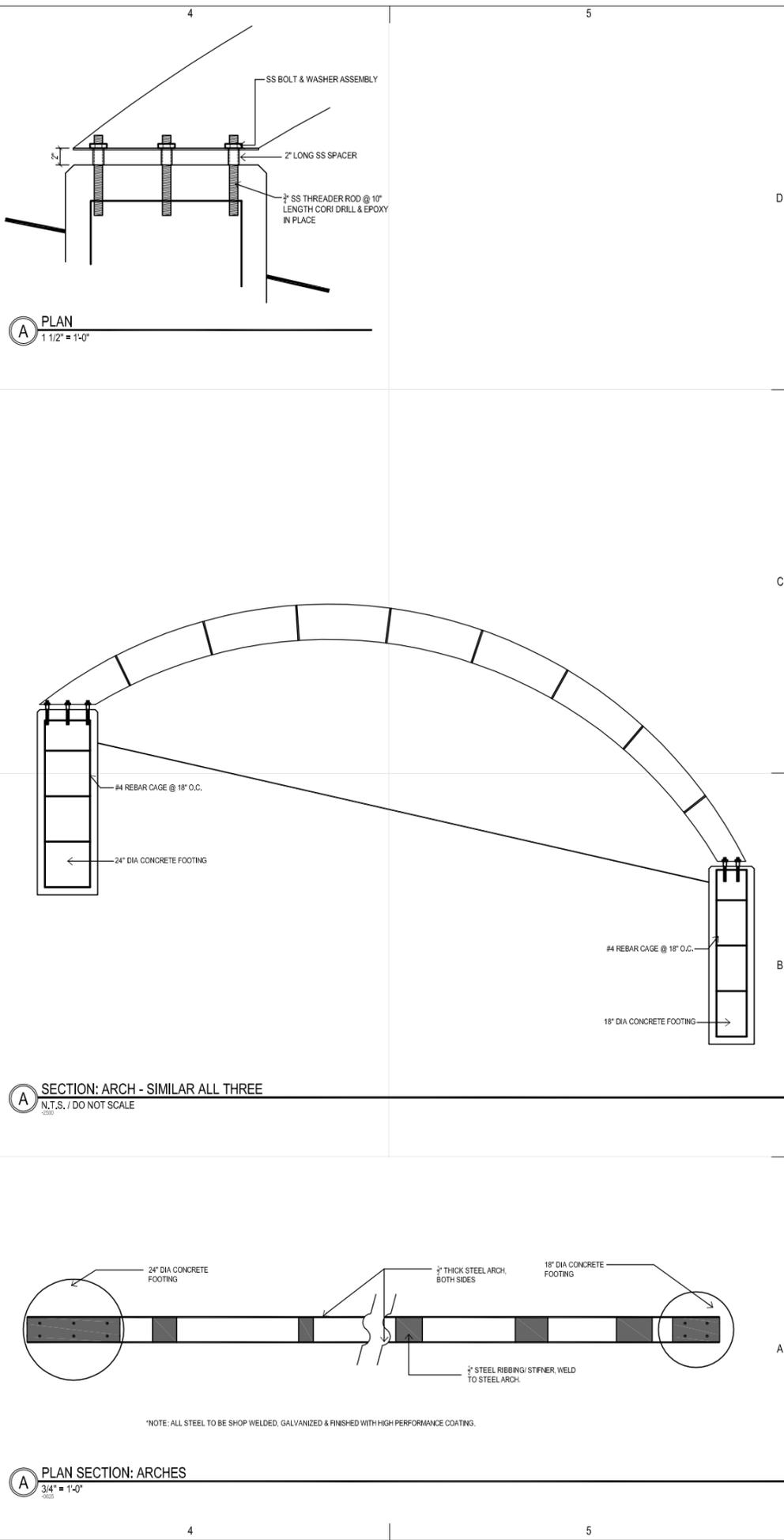






**A** ARCH - C  
1/2" = 1'-0"

**A** ARCH - A  
1/2" = 1'-0"



**A** PLAN  
1 1/2" = 1'-0"

**A** SECTION: ARCH - SIMILAR ALL THREE  
N.T.S. / DO NOT SCALE

**A** PLAN SECTION: ARCHES  
3/4" = 1'-0"

GATEWAY SIGNAGE PRELIMINARY - NOT FOR CONSTRUCTION 95% CONSTRUCTION DOCUMENTS

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PLANNING • DESIGN

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CITY OF NORWALK, IOWA

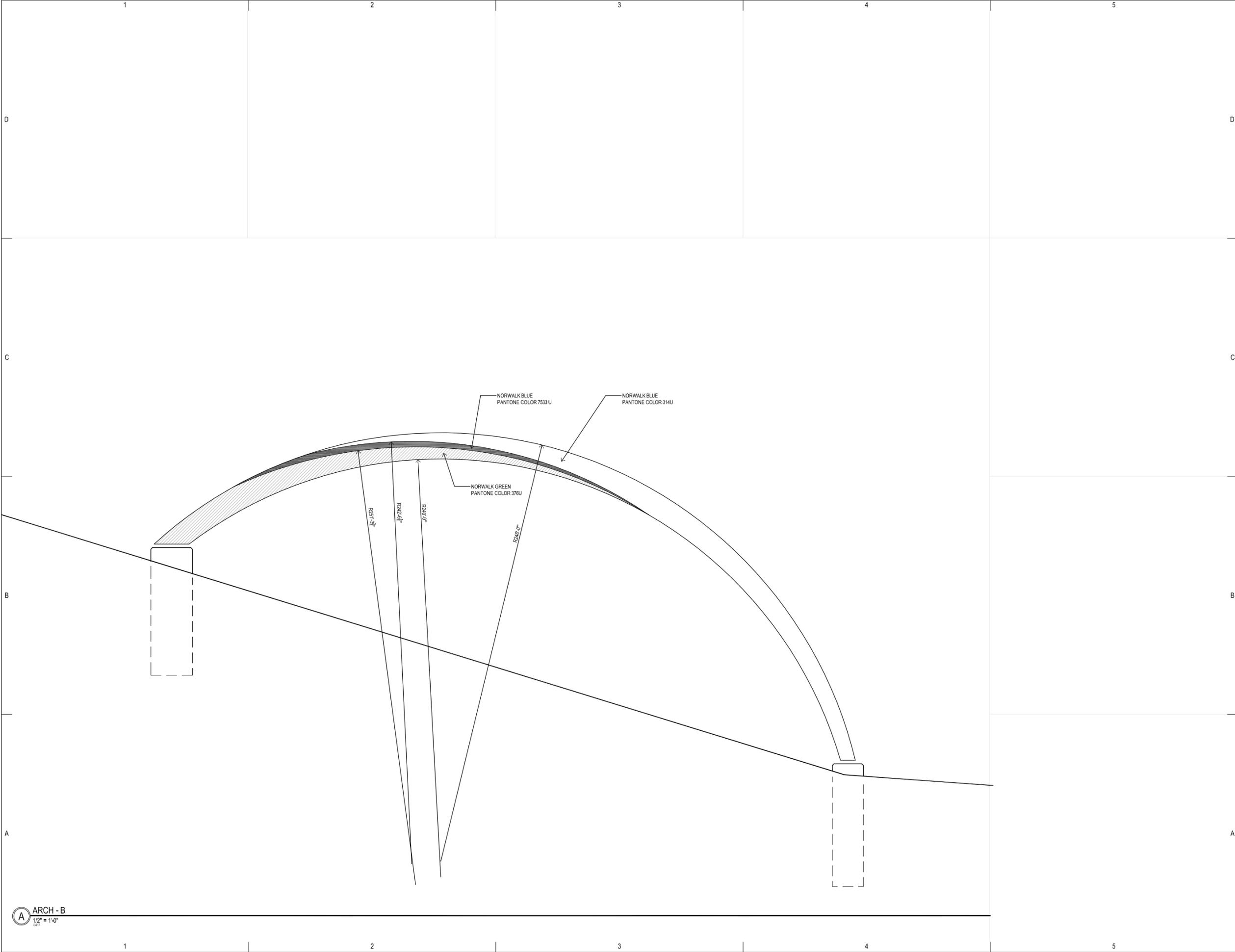
KEY PLAN

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**SITE DETAILS**

**L5.03**



ARCH - B  
1/2" = 1'-0"  
04/17

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CITY OF NORWALK, IOWA

KEY PLAN

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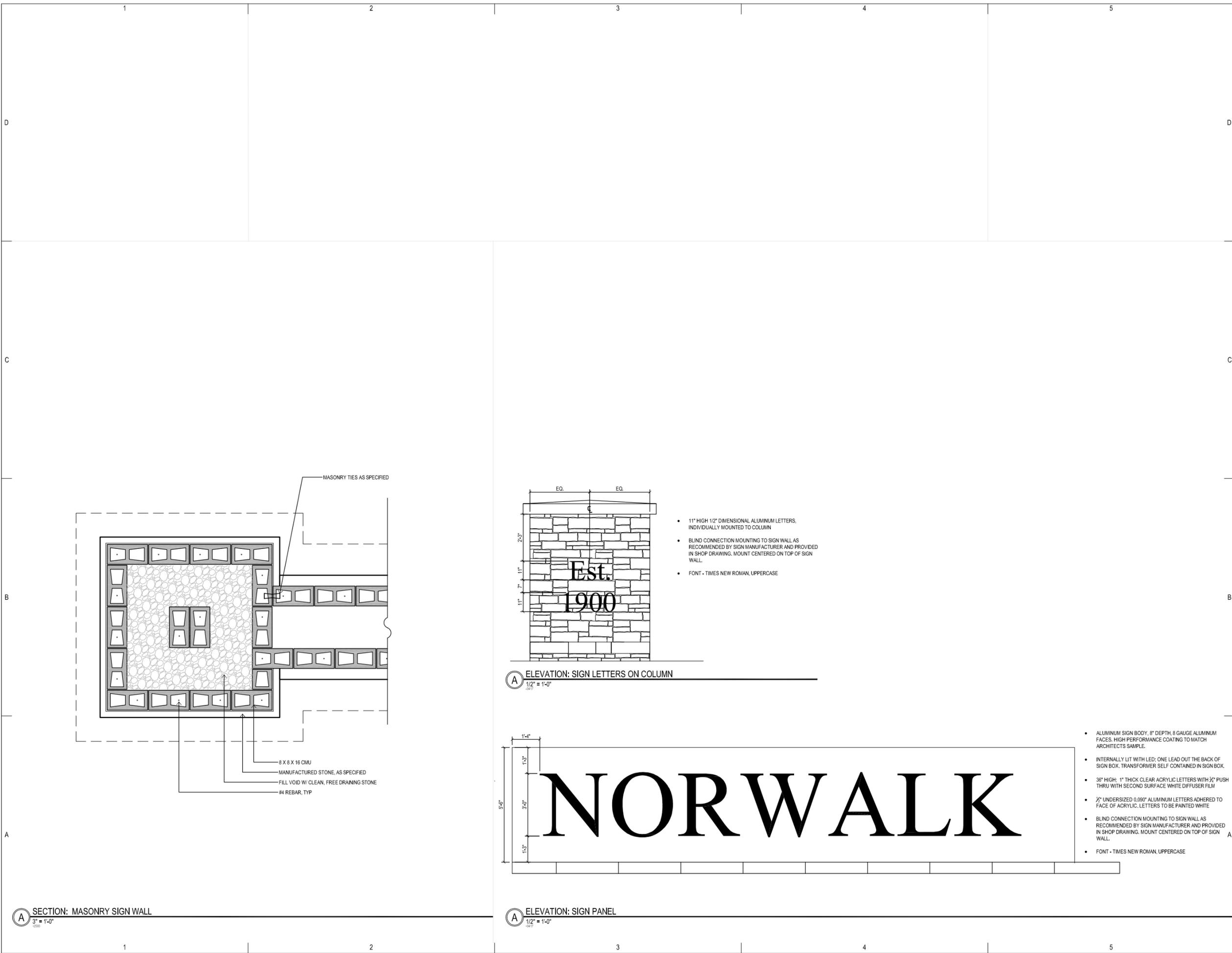
SITE DETAILS

L5.04

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PLANNING • DESIGN



GATEWAY SIGNAGE PRELIMINARY - NOT FOR CONSTRUCTION 95% CONSTRUCTION DOCUMENTS



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CITY OF NORWALK, IOWA  
 KEY PLAN

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REV	DATE	DESCRIPTION

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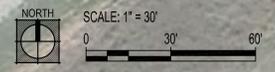
SITE DETAILS

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L5.05



A1 FLOOR PLAN - ELECTRICAL  
1/8" = 1'-0"



**GATEWAY SIGNAGE**      **PRELIMINARY - NOT FOR CONSTRUCTION**      **95% CONSTRUCTION DOCUMENTS**



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 515-289-6051

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 RDG Planning & Design  
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 515-289-6051

CITY OF NORWALK, IOWA

KEY PLAN

REV	DATE	DESCRIPTION
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**SITE PLAN**  
**- ELECTRICAL**

**ES.01**



**MINUTES OF THE NORWALK CITY COUNCIL MEETING ON 05-05-16**  
(Unabridged)

Mayor Phillips called the City Council meeting to order at 6:00 p.m.

Present at roll call: David Lester, Erika Isley, Stephanie Riva, Ed Kuhl. Absent, Jaki Livingston.  
(RC = roll call vote)

Staff present included: Jodi Eddleman, City Clerk; Jean Furler, Finance Director; Tim Hoskins, Public Works Director; Nancy Kuehl, Parks and Recreation Director; Luke Parris, City Planner; Planning Greg Staples, Police Chief; Wade Wagoner, Planning and Economic Development Director; Ryan Coburn, Fire Chief; and Jim Dougherty, City Attorney.

Mayor Phillips requested item E is removed from the consent agenda and added to the May 9<sup>th</sup>, 2016 council agenda.

16-072 Motion by Isley, seconded by Riva to approve the **agenda** as amended. Voice vote carried unanimously.

**Welcome of Guests and Public Comment**

16-073 Motion by Lester and seconded by Riva to approve the minutes of the April 21 2016 regular council meeting. Voice vote carried unanimously.

Consent included **tax abatements, liquor license for Tacos Andreas, proclamations for EMS week, Public Works week, Police week and NALC food drive; setting date of public hearing for May 19<sup>th</sup> on the FY 15/16 budget amendment; approval of an agreement for municipal services with Public Financial management; approval of an engagement letter with Dorsey & Whitney for 2016 series GO swimming pool and refunding bonds; Resolution No 0505-16-040 setting the public hearing for May 19<sup>th</sup> on proposal to enter into General Obligation Loan Agreements and to borrow money thereunder in a principal amount not to exceed \$9,545,00; Resolution No 0505-16-041 accepting improvements known as the Beardsley Regional Detention Facility Phase 1 – clearing; Resolution No 0505-16-042 accepting improvements known as the Founders District Water Main Replacement Phase 1; Resolution 0505-16-043 accepting improvements known as the Southeast Trunk Sewer Phase 2; Resolution 0505-16-044 appointing Jean Furler as interim city manager and expenditures:**

4 IM PRINT	BADGE	312.01	GREGG YOUNG	MAINT	294.42
ACME TOOLS	SUPPLIES	106.16	GRIMES ASPHALT	COLD MIX	256.96
ADVENTURE LIGHT	LED	100.63	HP INC	COMPUTER	751.56
AFFINITYCARE,	EAP ANNUAL FEE	1,400.00	INDOFF INC	PAPER	453.26
AIA CORP	FD SHIRTS	148.00	INTERSTATE ALL	PARTS	31.49
AIRPORT SIGNS	COMPLEX	961.96	IOWA DEPT OF INSPECT	2016 LICENSE	67.50
ALLEGRA	MAILBOXS	461.30	IOWA EMS ALLIANCE	ALS TREAT	200.00
AMERICAN PLAN	ANNUAL DUES	379.00	JACKSON CREEK	FOUNDERS	83,464.29
ANIMAL RESCUE LEAGUE	ANIMAL INTAKE	125.00	JAMES OIL	DYED DIESEL	7,013.04
ANKENY SANITATION	ANIMAL INTAKE	52.50	KABEL BUSINESS SERVI	HRA REIM	8,307.79
BEACON ATHLETICS	BASES	1,239.00	KFD TRAINING	TRAINING	339.00
BOBS CUSTOM	NAME PLATES	87.35	LANDS END	CLOTHING	215.70
BOUND TREE MEDICAL,	SUPPLIES	406.75	LEESA O'NAUGHTON	REFUND	40.00
BROWN EQUIP	MOWER	83.00	MARYJANE SHARP	FITNESS CLASSES	943.25
BSN PASSONS	BALL CAPS	1,347.49	MEDICAP PHARMACY	SUPPLIES	631.69
BUSINESS PUB	PUBLICATION	69.95	MENARDS	SUPPLIES	382.44
CALHOUN BURNS	DESIGN PLANS	2,962.40	MERCY COLLEGE	MT B CLASS	1,450.00
CAPITAL CITY	ARTS	205.58	MERCY COLLEGE	ECARDS	297.50
CAPITAL SANITARY	SUPPLIES	395.34	METRO WASTE	TURF GOLD	308.00
ELAN	SERVICES	4,114.55	MIDIOWA FOUNE	REPAIR	1,014.50
CARPENTER	DELKER UNIFORM	505.94	MUNICIPAL SUPPLY	MXU AND PARTS	4,180.30
CHANNING BETE	BLS INSTRUCTOR	119.95	NANCY KUEHL	MTG/CONF	82.31
CNM EQUIP	XMARK MOWER	328.58	NOBLE FORD	P133 KEYS	55.30
CONFLUENCE	SUB AREA	10,841.24	NWTC	3/31 MINUTES	369.90
CONTRACT SPEC	CHALK	482.50	NORWALK HARDWARE	SUPPLIES	252.90
DAVIS EQUIP	PARTS	333.00	NORWALK READY	PARKHILL CHERRY	4,786.25
DSM WW	LAB ANALYSIS	305.00	POHLM EIER CONS	RETAINAGE	15,367.97

ELLIOTT EQUIP	PARTS	165.92	SANDSTONE MANAGE	PART PYMT	92,283.12
EMERGENCY	REPAIR	4,038.29	SHIVE HATTERY INC	CEDAR STREET	5,832.46
EMSAR -	REPAIR	163.00	SPRINGER PEST SOLUTI	PEST CONTROL	68.00
FAREWAY	SUPPLIES	148.11	TIM HILDRETH CO	REPAIR	380.00
FIRE SERVICE TRAIN	DARST INSTR	550.00	TYLER TECHNOLOGIES	MAINTENANCE	115.00
FREEDOM TIRE	BLUETRUCK TIRES	1,107.12	UNITED RENTALS (NORT	CONCRETE SAW	306.37
FUELMASTER	MAINTENANCE	1,149.75	VEENSTRA & KIMM INC	ORCHARD VIEW	8,508.02
			ZIEGLER INC.	PARTS	4.96

16-074 Motion by Riva, seconded by Isley to approve the consent agenda passed unanimously RC.

**Public hearing Orchard View PUD zoning amendment**

Mayor Phillips opened the Public hearing on the Orchard View PUD zoning amendment at 6:06 p.m. Eddleman reported receiving an email from Carl Morton.

Chad Ross of 518 Pine Avenue spoke in opposition of the request for the zoning amendment.

Phillips closed the public hearing at 6:11 p.m.

**Public hearing on amending the Urban Revitalization plan (tax abatement)**

Mayor Phillips opened the Public hearing on amending the Urban Revitalization plan at 6:12 p.m.

Eddleman reported receiving no comments; Phillips closed the public hearing at 6:12 p.m.

**Resolution amending the urban revitalization plan**

16-075 Motion by Lester, seconded by Isley to adopt Resolution 0505-16-045 adopting amendment #4 to the Norwalk Urban Revitalization Plan passed unanimously RC.

**Consideration of second reading of an ordinance amending the master plan and rules, regulations and guidelines for the Dobson PUD**

16-076 Motion by Isley, seconded by Kuhl to approve consideration of the **second reading** of an ordinance amending the master plan and rules, regulations and guidelines for the Dobson PUD. Passed 3-1 with Riva voting nay, RC.

16-077 Motion by Lester, seconded by Riva to **adjourn** at 6:20 p.m. passed unanimously on a voice vote.

\_\_\_\_\_  
Tom Phillips, Mayor

Attest: \_\_\_\_\_

Jodi Eddleman, City Clerk

**MINUTES OF THE NORWALK CITY COUNCIL MEETING ON 05-09-16**  
(Unabridged)

Mayor Phillips called the City Council meeting to order at 7:00 p.m.

Present at roll call: David Lester, Erika Isley, Stephanie Riva, Ed Kuhl and Jaki Livingston. (RC = roll call vote)

Staff present included: Jean Furler, Finance Director; Holly Sealine, Library Director; Tim Hoskins, Public Works Director; Nancy Kuehl, Parks and Recreation Director; Luke Parris, City Planner; Planning Greg Staples, Police Chief; Wade Wagoner, Planning and Economic Development Director; Ryan Coburn, Fire Department; and Jim Dougherty, City Attorney.

Mayor Phillips indicated that Item 16 would be moved to item 5 if there was no objection. A motion was made by Livingston, second by Isley to approve the **agenda** as amended. Voice vote carried unanimously.

Arlen Schrum of Shull & Company presented the city's FY14/15 cash basis audit.

**Welcome of Guests and Public Comment**

Richard Glade, 612 Sawgrass spoke on behalf of the Legacy Village Homeowners association regarding their private street. They are responsible for their own snow removal, street cleaning, street lighting, etc. They did not understand fully when they purchased their townhomes that all maintenance would be the responsibility of the homeowner's association. They admit they should have done more research throughout the process. Mr. Glade asked that the city not allow private streets in Norwalk in the future to avoid these pitfalls. The city did indicate that the homeowner's association would be able to put up a gate to disallow public traffic on their private street.

**Consideration of third reading of an ordinance amending the master plan and rules, regulations and guidelines for the Dobson PUD**

Mayor Phillips indicated this area is currently zoned C-2, however the parcel is too narrow to have buffers and parking on this piece of property. The developer is asking for R-1 zoning to allow single-family development. On a motion made by Livingston and second by Isley the re-zoning request was approved 4-1 with Riva voting nay, RC.

**Ordinance amending Orchard View PUD**

Luke Parris presented the information and related requests. Parris indicated the proposal does not change the uses but requests the following:

- Setbacks from private roadways are identified on the attached Master Plan for Parcel 3.
- Change the required setback for the complex from 30' to 35' and to allow for a 15' buffer to overlap the 35' setback.
- The requirement for "owner occupied units" be deleted

Riva presented some history regarding the project as a P&Z member. She indicated that the developer at the time requested R-3 zoning owner-occupied housing, which was tabled by P&Z. Developer came back to P&Z and agreed to include 8 units per acre owner-occupied. The intention was always that the units would be townhomes and that they would be owner-occupied. P&Z approved the R-3 request with lower density requirements. Riva indicated she wasn't sure the city should be in a position to enforce rental vs owner-occupied.

Lester asked if the builder was intending on building to own or rent. Staff did not ask the developer that question. Livingston had concern regarding the validity of the ordinance if we change the requirements. Isley supported leaving the buffer requirements as stated by the city. Riva concurred.

Daugherty indicated that the council could approve some or all of the requests by the developer depending on their preference.

Chad Ross, P&Z Chair spoke regarding the PUD and his reasons why the P&Z approved the original PUD. Concerned about making changes after agreement reached, however he understands the property has been sold.

John Larson, developer from Grimes, Iowa spoke in favor of the proposed changes to the PUD. He showed pictures of the potential townhomes and landscaping. Larson indicated that the plan is to build the townhomes prior to any other development as long as the preliminary plat is approved. Larson emphasized the units are for sale and that is the intent. They would like the non-rental language removed to help sales.

Livingston indicated she was not interested in modifying the rules to encourage residential building and believes Norwalk is growing at a rate fast enough to not have to make exceptions. She also did not support the concept of private streets. Larson indicated they would be willing to turn the responsibility of the streets over to the city upon acceptance.

Melissa Hills, Civil Engineering Consultants (CEC) spoke in favor of the PUD. She indicated the private streets are a loop and will not be affected similar to the Legacy Village area discussed earlier. In addition, as far as landscaping one of the options is to put up a solid buffer wall without setback requirements. However, for aesthetic reasons the developer would rather put in a 50 foot landscape buffer.

Allyson Seymour, 702 Hickory Drive spoke against amending the PUD.

Richard Glade, 612 Sawgrass asked why the need for a buffer in this development. Melissa Hills, CEC responded that the intent of the buffer is to comply with city code.

Carl Morton, 610 Tangelo Circle spoke against amending the PUD.

Craig King, Commercial Broker spoke regarding the original PUD indicating the owner-occupied language was a compromise between the owner at the time and the city.

Chandler Tice, formerly 118 West Pine, currently building a home at 105 Orchard Place Trail spoke against amending the PUD.

Livingston, Isley and Riva all agreed they are not interested in removing the owner-occupied language.

The Ordinance amending the Orchard View PUD failed for lack of motion.

### **Resolution approving Norwalk Orchard View townhomes**

Resolution approving Norwalk Orchard View Townhomes was removed from the agenda.

On a motion by Livingston and second by Riva **2nd reading of ordinance amending the master plan and rules, regulations and guidelines for the Echo Valley Community Planned Unit Development as contained in Ordinance No 03-08** passed with Isley voting nay, RC.

Scott McMurray indicated minutes need to be revised to accurately reflect first reading motion. The motion was to restrict the commercial zoning to allowable C-2 uses only (nothing in the C-3 category) and to lift the restrictions on the R-4.

Chad Ross, P&Z Chair stated his reason for voting no is he felt the density levels were tight. He did indicate he thought it was a good project.

On a motion by Livingston and second by Lester the **3rd reading of ordinance amending the master plan and rules, regulations and guidelines for the Echo Valley Community Planned Unit Development as contained in Ordinance No 03-08 was waived** with Isley voting nay, RC.

On a motion by Livingston and second by Lester the **Resolution approving the preliminary plat for Market Place at Echo Valley** passed unanimously, RC.

Isley was concerned about the street name and McMurray indicated they would concede the street name to Hy-Vee.

### **Discussion and possible action request for urban chickens**

Luke Parris presented information regarding the request for urban chickens. City code allows this, however zoning codes do not. Staff would like to bring a formal process back to council.

Stacey Squiers, 1313 Main Street requested the ability to raise urban chickens at her home in the city limits. Squiers indicated she raises chickens as part of educating her first grade classroom and asked that she be able to maintain no more than 4 hens on her property.

On a motion made by Livingston and second by Kuhl the request was approved unanimously, RC.

#### **Consider request by Herb Eckhouse LaQuercia**

Kathy Eckhouse, owner of LaQuercia spoke regarding the American Wine and Cheese Festival that will be held July 26, 2016. LaQuercia would like to host an outdoor event in conjunction with the festival. LaQuercia is requesting the council approve this request and allow the Norwalk School District provide bus service.

Lester questioned why the council is approving this request as opposed to the school district. Mayor Phillips indicated the city has to designate the use of the buses as a "public purpose" based on Iowa code. The school will provide the bus drivers and LaQuercia will reimburse expenses.

On a motion made by Isley and second by Livingston the request was approved unanimously.

On a motion by Livingston and second by Riva **the Resolution amending the Holland Park Farms development agreement** passed unanimously, RC.

Wade Wagoner spoke regarding the amendment and outlined the benefits of the amended development agreement and park redesign.

- Eliminates expensive excess soils export costs.
- Improves the park and creates a trail head/parking lot
- Improves value of Commercial pad sites for seller and for future tax revenues
- Expedites commercial development in Norwalk

On a motion by Livingston and second by Isley the **Resolution approving the FY 16/17 salary schedule** passed unanimously, RC.

Livingston supported 2%. Kuhl supported maintaining union and non-union consistency. Riva indicated she would like to see a merit/performance system put in place.

The city council approved a 2% cost-of-living adjustment/general wage increase for all non-union employees effective July 1, 2016.

On a motion by Lester and second by Isley **a resolution prohibiting tobacco use in the city parks passed** with Kuhl voting nay, RC.

Nancy Kuehl, Park & Recreation Director presented the resolution prohibiting tobacco use in all city parks. The Parks & Recreation Commission supported the resolution unanimously. The American Lung Association will provide the signs to the city.

Jim Daugherty indicates state law allows the city to prohibit smoking in public areas including parks.

Brian Vanderheyden, American Lung Association introduced himself and indicated surrounding communities are also participating in this program.

#### **Fire Department reorganization discussion**

Fire Chief, Ryan Coburn presented a re-organization plan for the fire department that would include eliminating the assistant chief job and establishing three captain positions. Coburn indicated this would create more balance and eliminate another layer in the organization.

On a motion by Lester and second by Kuhl city council unanimously **approved the FY 14/15 audit for the City of Norwalk.**

**Staff Reports**

Jean Furler reported the audit responses outlined in the final pages of the FY15 audit was put together by staff and she feels comfortable the recommendations will remedy any deficiencies listed in the report.

Holly Sealine reported the library received the warren county philanthropic grant for information technology updates. Nancy Kuehl reported that the dog park committee received a warren county philanthropic grant as well.

Greg Staples gave a brief update of events in his department.

Ryan Coburn indicated staff hours will be expanded in his department beginning July 1, 2016.

Wade Wagoner gave a brief community development update.

The Mayor gave a brief summary regarding Norwalk community events and indicated he would be attending the Greater Des Moines Partnership annual DC trip May 11-13. Community chat will be held Saturday, May 14 at 10:00 am.

Motion by Lester second by Riva to **adjourn** at 9:02 p.m. passed unanimously on a voice vote.

\_\_\_\_\_  
Tom Phillips, Mayor

Attest: \_\_\_\_\_

Jodi Eddleman, City Clerk



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 06  
For Meeting of 05/19/2016

**Item Title:** Consent Agenda  
**Contact Person:** Jodi Eddleman, City Clerk

**Expenditures**

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

**Tax abatements**

The following tax abatement applications were submitted for approval:

Hubbell Homes	2011 Wethersfield Dr	SFR	\$461,000.
Hubbell Homes	2047 Wethersfield Dr	SFR	\$560,000.
Hubbell Homes	303 West High Rd	SFR	\$298,800.
Hall of Fame Home	2023 Wethersfield Dr	SFR	\$495,000.
Greenland Homes	410 Orchard Hills Dr	SFR	\$236,131.

**Liquor license renewals**

This item is on the agenda for approval per the attached request.

Orchestrated management V Gateway Market MLK for an event on June 4 2016 at the Wright Place.

Blue Jay Café & Bistro 1400 Sunset Dr

**Street closures**

Soap Box Derby

**Block parties**

1400 -1700 block of Parkhill Drive  
Valencia Court Cul-de-sac

**Resolutions**

Ordering construction approving construction approving preliminary plans and setting public hearing and taking bids for the Beardsley Regional detention facility phase 2 grading.

Approving revised pay structure for the Norwalk Fire Department.

**Receive and file monthly reports**

**Staff Recommendation:** Approve consent agenda on a roll call vote.

PACKET: 03617 COUNCIL 05/19/16  
 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
=====						
01-000542 KELLY CORTUM INC						
I-201605172317		BEARDSLEY REG DET FAC PH 1	54,962.24			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		BEARDSLEY REG DET FAC PH 1		420 5-599-2-6407	ARCHITECTURE & ENGINEERI	54,962.24
=== VENDOR TOTALS ===			54,962.24			
=====						
01-003725 KELSEY CLARK						
I-201605112305		KELSEY CLARK	34.50			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		KELSEY CLARK		001 5-440-2-6420	REFUNDS	34.50
=== VENDOR TOTALS ===			34.50			
=====						
01-001646 LARUE DISTRIBUTING INC						
I-201605112301		MEETING/CONF	122.43			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		MEETING/CONF		001 5-110-2-6413	PAYMENT FOR SERVICES	122.43
=== VENDOR TOTALS ===			122.43			
=====						
01-000427 MATHESON TRI-GAS, INC.						
I-13273398		SUPPLIES	290.98			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-160-2-6507	OPERATING SUPPLIES	290.98
=== VENDOR TOTALS ===			290.98			
=====						
01-005608 MEDICAP PHARMACY						
I-042816		SUPPLIES	36.95			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-160-2-6530	MEDICAL SUPPLIES	36.95
=== VENDOR TOTALS ===			36.95			
=====						
01-000644 MENARDS						
I-20836		SUPPLIES	22.84			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		610 5-815-2-6504	MINOR EQUIPMENT	22.84
I-21672 2		NYLON LOCK NUTS	3.49			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		NYLON LOCK NUTS		001 5-299-2-6504	MINOR EQUIPMENT	3.49

PACKET: 03617 COUNCIL 05/19/16

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003275 ANKENY SANITATION						
I-270959		TRASH SERVICES	53.50			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		TRASH SERVICES		001 5-460-2-6415	RENTS & LEASES	53.50
		=== VENDOR TOTALS ===	53.50			
=====						
01-003727 ASH CREEK SOLUTIONS						
I-11710		TOILETS	140.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		TOILETS		001 5-460-2-6507	OPERATING SUPPLIES	140.00
		=== VENDOR TOTALS ===	140.00			
=====						
01-002346 BARCO MUNICIPAL PRODUCTS						
I-219950		ASPHALT	848.62			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		ASPHALT		110 5-210-2-6417	STREET MAINTENANCE SUPPL	848.62
		=== VENDOR TOTALS ===	848.62			
=====						
01-001923 BEACON ATHLETICS						
I-457135		SUPPLIES	132.24			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-440-2-6507	OPERATING SUPPLIES	132.24
		=== VENDOR TOTALS ===	132.24			
=====						
01-002948 BEN LEWISTON						
I-201605112298		REIMBURSE	104.98			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		REIMBURSE		001 5-110-1-6181	ALLOWANCES - UNIFORMS	104.98
		=== VENDOR TOTALS ===	104.98			
=====						
01-003056 BLUE TARP FINANCIAL						
I-0791046252		EQUIPMENT	399.99			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		EQUIPMENT		110 5-210-2-6417	STREET MAINTENANCE SUPPL	399.99
		=== VENDOR TOTALS ===	399.99			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001904	BOBS CUSTOM TROPHIES					
I-16008		NAME PLATE	14.95			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		NAME PLATE		001 5-650-2-6310	BUILDING MAINTENANCE/REP	14.95
		=== VENDOR TOTALS ===	14.95			
=====						
01-001500	BOBS TOOLS					
I-201605112300		EQUIPMENT	499.99			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		EQUIPMENT		001 5-110-2-6310	BUILDING MAINTENANCE/REP	499.99
		=== VENDOR TOTALS ===	499.99			
=====						
01-002800	BOUND TREE MEDICAL, LLC					
I-82138364		SUPPLIES	68.50			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-160-2-6530	MEDICAL SUPPLIES	68.50
		=== VENDOR TOTALS ===	68.50			
=====						
01-001436	BSN PASSONS GSC CONLIN SPORTS					
I-97858378		EQUIPMENT	1,059.94			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		EQUIPMENT		001 5-440-2-6507	OPERATING SUPPLIES	1,059.94
		=== VENDOR TOTALS ===	1,059.94			
=====						
01-000140	CAPITAL CITY EQUIPMENT CO					
I-63690		EQUIPMENT	104.40			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		EQUIPMENT		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	104.40
		=== VENDOR TOTALS ===	104.40			
=====						
01-000113	CARPENTER UNIFORM					
I-409516	409517	UNIFORM ALLOW	255.96			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		UNIFORM ALLOW		001 5-150-1-6181	ALLOWANCES - UNIFORMS	255.96
		=== VENDOR TOTALS ===	255.96			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003724	CARRIE NIMROD					
I-201605112304		REFUND	40.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		REFUND		001 5-440-2-6420	REFUNDS	40.00
		=== VENDOR TOTALS ===	40.00			

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01-003330	CITY OF DES MOINES					
I-22833		MO CIP / DEBT SVC / OPER	85,850.50			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		REPAIR REPLACEMENT - MO CIP		610 5-817-4-6801	PRINCIPAL PAYMENT	5,472.00
		DEBT SVC & SURCHARGE PAYMENT		610 5-817-4-6801	PRINCIPAL PAYMENT	58,275.30
		OPERATIONS - NORWALK		610 5-817-4-6801	PRINCIPAL PAYMENT	22,103.20
		=== VENDOR TOTALS ===	85,850.50			

=====						
01-005092	OCCUPATIONAL HEALTH CENTERS OF					
I-201605112311		TESTING	43.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		TESTING		001 5-170-1-6182	ALLOWANCES	43.00
		=== VENDOR TOTALS ===	43.00			

=====						
01-000957	CONFLUENCE					
I-12783		SUB AREA 3/21 - 4/20	4,648.39			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUB AREA 3/21 - 4/20		001 5-599-2-6490	CONSULTANT & PROFESSIONA	4,648.39
		=== VENDOR TOTALS ===	4,648.39			

=====						
01-002394	CONNER ELECTRIC					
I-4169		SERVICE CALL	125.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SERVICE CALL		740 5-865-2-6507	OPERATING SUPPLIES	125.00
		=== VENDOR TOTALS ===	125.00			

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01-001490	CONSTRUCTION & AGGREGATE					
I-282912		EQUIPMENT	143.37			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		EQUIPMENT		600 5-810-2-6507	OPERATING SUPPLIES	143.37
		=== VENDOR TOTALS ===	143.37			

PACKET: 03617 COUNCIL 05/19/16

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000500		CONTRACT SPECIALTY LC				
I-38551		CHEMICALS	1,182.80			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		CHEMICALS		001 5-460-2-6501	CHEMICALS	1,182.80
I-38573		CHEMICALS	520.80			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		CHEMICALS		001 5-460-2-6501	CHEMICALS	520.80
		=== VENDOR TOTALS ===	1,703.60			

=====						
01-000690		CONTROL INSTALLATIONS OF IOWA				
I-58659		BLDG REPAIR	513.68			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		BBLDG REPAIR		001 5-110-2-6310	BUILDING MAINTENANCE/REP	513.68
I-58662		BLDG MAINT	70.54			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		BLDG MAINT		001 5-110-2-6310	BUILDING MAINTENANCE/REP	70.54
		=== VENDOR TOTALS ===	584.22			

=====						
01-003558		DAVIS EQUIPMENT CORPORATION				
I-08603		MOWER REPAIR	43.42			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		MOWER REPAIR		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	43.42
		=== VENDOR TOTALS ===	43.42			

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01-003709		DCI GROUP				
I-35003		DETENTION POND PH1 AND PH2	2,191.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		DETENTION POND PH1 AND PH2		420 5-599-2-6490	CONSULTING & PROFESSIONA	2,191.00
		=== VENDOR TOTALS ===	2,191.00			

=====						
01-000614		DOORS INC				
I-224678		BLDG MAINT	63.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		BLDG MAINT		001 5-650-2-6310	BUILDING MAINTENANCE/REP	63.00
		=== VENDOR TOTALS ===	63.00			

PACKET: 03617 COUNCIL 05/19/16

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000216		ELECTRICAL ENGINEERING & EQUIP				
I-2364		SSUPPLIES	13.54			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SSUPPLIES		740 5-865-2-6507	OPERATING SUPPLIES	13.54
		=== VENDOR TOTALS ===	13.54			
=====						
01-003565		EXPENSE REDUCTION SERVICES				
I-201605092297		EXP REDUCT SERV	981.78			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		EXP REDUCT SERV		001 5-650-2-6413	PAYMENT FOR SERVICES	981.78
		=== VENDOR TOTALS ===	981.78			
=====						
01-001973		FAREWAY				
I-77011		SUPPLIES	12.06			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-150-2-6507	OPERATING SUPPLIES	12.06
		=== VENDOR TOTALS ===	12.06			
=====						
01-003321		FARMERS COOPERATIVE COMPANY				
I-27152		SUPPLIES	59.80			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-110-1-6607	DRUG DOG	59.80
		=== VENDOR TOTALS ===	59.80			
=====						
01-003047		FIREHOUSE SOFTWARE				
I-1262116		SOFTWARE SUPPORT	1,256.25			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SOFTWARE SUPPORT		001 5-160-2-6507	OPERATING SUPPLIES	1,256.25
		=== VENDOR TOTALS ===	1,256.25			
=====						
01-001079		GRIMES ASPHALT AND PAVING CO				
I-10433		COLD MIX	397.12			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		COLD MIX		110 5-210-2-6417	STREET MAINTENANCE SUPPL	397.12
		=== VENDOR TOTALS ===	397.12			

PACKET: 03617 COUNCIL 05/19/16

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000133		INDIANOLA FIRE DEPARTMENT				
I-1603		SERVICES/BILLING	805.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SERVICES/BILLING		001 5-160-2-6413	PAYMENT FOR SERVICES	805.00
I-1607		BILLING/SERVICE	2,555.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		BILLING/SERVICE		001 5-160-2-6413	PAYMENT FOR SERVICES	2,555.00
I-1612		SERVICES/BILLING	2,730.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SERVICES/BILLING		001 5-160-2-6413	PAYMENT FOR SERVICES	2,730.00
		=== VENDOR TOTALS ===	6,090.00			

=====						
01-000143		INDOFF INC				
I-2792767		SUPPLIES	15.43			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-150-2-6506	OFFICE SUPPLIES	15.43
I-2794134		SUPPLIES	23.12			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-110-2-6506	OFFICE SUPPLIES	23.12
I-2794135		SUPPLIES	28.25			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-110-2-6506	OFFICE SUPPLIES	28.25
I-2795941		SUPPLIES	30.18			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-599-2-6506	OFFICE SUPPLIES	6.06
		SUPPLIES		001 5-650-2-6506	OFFICE SUPPLIES	24.12
		=== VENDOR TOTALS ===	96.98			

=====						
01-003722		INSIDE THE TAPE				
I-201605112299		TRAINING	295.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		TRAINING		001 5-110-1-6230	EDUCATION AND TRAINING	295.00
		=== VENDOR TOTALS ===	295.00			

PACKET: 03617 COUNCIL 05/19/16

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000032	IOWA DEPARTMENT OF PUBLIC SAFE					
I-201605112302		PAYMENT FOR SERVICES	1,391.52			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		PAYMENT FOR SERVICES		001 5-180-2-6413	PAYMENTS TO OTHER AGENCI	1,391.52
		=== VENDOR TOTALS ===	1,391.52			
=====						
01-002230	IOWA LIVING MAGAZINE					
I-APRIL		CHAMBER DIRECTORY	3,856.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		CHAMBER DIRECTORY		160 5-520-2-6413	PAYMENT FOR SERVICES	3,856.00
		=== VENDOR TOTALS ===	3,856.00			
=====						
01-002839	IOWA WINDOW SERVICE INC					
I-77928		CITY HALL EXTERIOR	85.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		CITY HALL EXTERIOR		001 5-650-2-6310	BUILDING MAINTENANCE/REP	85.00
		=== VENDOR TOTALS ===	85.00			
=====						
01-002671	JAMES OIL COMPANY LLC					
I-54693	54694	FUEL	5,647.51			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		FUEL		110 5-210-2-6333	FUEL	5,647.51
		=== VENDOR TOTALS ===	5,647.51			
=====						
01-003697	JEAN FURLER					
I-201605112313		REIMBURSEMENT	24.84			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		REIMBURSEMENT		001 5-610-1-6182	ALLOWANCES	24.84
		=== VENDOR TOTALS ===	24.84			
=====						
01-003728	JULIE THATCHER					
I-201605112312		REFUND DOG LICENSE	10.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		REFUND DOG LICENSE		001 5-190-2-6507	OPERATING SUPPLIES	10.00
		=== VENDOR TOTALS ===	10.00			

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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
=====						
01-003725	KELSEY CLARK					
I-201605112305		KELSEY CLARK	34.50			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		KELSEY CLARK		001 5-440-2-6420	REFUNDS	34.50
		=== VENDOR TOTALS ===	34.50			
=====						
01-001646	LARUE DISTRIBUTING INC					
I-201605112301		MEETING/CONF	122.43			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		MEETING/CONF		001 5-110-2-6413	PAYMENT FOR SERVICES	122.43
		=== VENDOR TOTALS ===	122.43			
=====						
01-000427	MATHESON TRI-GAS, INC.					
I-13273398		SUPPLIES	290.98			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-160-2-6507	OPERATING SUPPLIES	290.98
		=== VENDOR TOTALS ===	290.98			
=====						
01-005608	MEDICAP PHARMACY					
I-042816		SUPPLIES	36.95			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-160-2-6530	MEDICAL SUPPLIES	36.95
		=== VENDOR TOTALS ===	36.95			
=====						
01-000644	MENARDS					
I-20836		SUPPLIES	22.84			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		610 5-815-2-6504	MINOR EQUIPMENT	22.84
I-21672 2		NYLON LOCK NUTS	3.49			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		NYLON LOCK NUTS		001 5-299-2-6504	MINOR EQUIPMENT	3.49
I-26626		SUPPLIES	203.86			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		110 5-210-2-6507	OPERATING SUPPLIES	203.86
I-26853		SUPPLIES	46.87			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		110 5-210-3-6728	CAPITAL IMPROVEMENTS	46.87

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000644	MENARDS	( ** CONTINUED ** )				
I-26971		SUPPLIES	133.94			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		110 5-210-3-6728	CAPITAL IMPROVEMENTS	133.94
		=== VENDOR TOTALS ===	411.00			
=====						
01-003342	MERCY COLLEGE TRAINING CENTER					
I-22568		CARDS	25.50			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		CARDS		001 5-160-2-6520	TRAINING SUPPLIES	25.50
I-22600		CPR CARDS	26.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		CPR CARDS		001 5-160-2-6520	TRAINING SUPPLIES	26.00
		=== VENDOR TOTALS ===	51.50			
=====						
01-005343	METRO WASTE AUTHORITY					
I-201605112309		COMPOSIT TOTES	318.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		COMPOSIT TOTES		001 5-290-2-6404	COLLECTION COSTS	318.00
		=== VENDOR TOTALS ===	318.00			
=====						
01-000605	MID IOWA ASSOC. OF LOCAL GOVT					
I-201605112308		MIALG DUES	391.99			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		MIALG DUES		001 5-610-1-6210	ASSOCIATION DUES	391.99
		=== VENDOR TOTALS ===	391.99			
=====						
01-000618	MUNICIPAL SUPPLY					
I-620773		COUPLING/SUPPLIES	1,865.90			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		COUPLING/SUPPLIES		600 5-810-3-6728	CAPITAL IMPROVEMENTS	1,865.90
I-620774		WATER METERS	60,640.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		WATER METERS		600 5-810-3-6728	CAPITAL IMPROVEMENTS	60,640.00
		=== VENDOR TOTALS ===	62,505.90			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001502	NANCY KUEHL					
I-201605112307		REIMBURSEMENT	93.95			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		REIMBURSEMENT		001 5-440-2-6507	OPERATING SUPPLIES	93.95
		=== VENDOR TOTALS ===	93.95			
=====						
01-000656	NORTH WARREN TOWN & COUNTY NEW					
I-201605112306		PUBLICATIONS	46.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		PUBLICATIONS		001 5-440-2-6507	OPERATING SUPPLIES	46.00
I-201605162316		OFFICIAL PUBLICATIONS	179.02			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		MINUTES		001 5-650-2-6402	ADVERTISING & LEGAL PUBL	69.75
		PUBLIC HEARING		001 5-650-2-6402	ADVERTISING & LEGAL PUBL	74.40
		GENERAL OBLIGATION		001 5-650-2-6402	ADVERTISING & LEGAL PUBL	19.37
		GENERAL OBLIGATION		001 5-650-2-6402	ADVERTISING & LEGAL PUBL	15.50
		=== VENDOR TOTALS ===	225.02			
=====						
01-000664	NORWALK READY-MIXED CONCRETE,					
I-172206		LIMESTONE	628.50			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		LIMESTONE		110 5-210-2-6417	STREET MAINTENANCE SUPPL	628.50
I-172555		LIMESTONE	384.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		LIMESTONE		110 5-210-2-6417	STREET MAINTENANCE SUPPL	384.00
		=== VENDOR TOTALS ===	1,012.50			
=====						
01-002146	PAINT PUMP PROS					
I-41374		EQUIPMENT	274.99			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		EQUIPMENT		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	274.99
		=== VENDOR TOTALS ===	274.99			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000744 PEPSI-COLA						
I-29222660		CONF/MTG	294.26			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		CONF/MTG		001 5-150-2-6504	MINOR EQUIPMENT	294.26
=== VENDOR TOTALS ===			294.26			
=====						
01-000753 PLUMB SUPPLY						
I-201605112315		BLDG MAINT	111.81			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		BLDG MAINT		001 5-110-2-6310	BUILDING MAINTENANCE/REP	111.81
=== VENDOR TOTALS ===			111.81			
=====						
01-002750 RUDOLF INVESTMENTS L.C.						
I-4		814 E 17TH ST	60.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		814 E 17TH ST		001 5-599-2-6413	PAYMENT FOR SERVICES	60.00
I-5		816 E 17TH ST	60.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		816 E 17TH ST		001 5-599-2-6413	PAYMENT FOR SERVICES	60.00
=== VENDOR TOTALS ===			120.00			
=====						
01-002833 SAM'S CLUB / SYNCHRONY BANK						
I-201605112314		SUPPLIES	212.21			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		SUPPLIES		001 5-460-2-6507	OPERATING SUPPLIES	212.21
=== VENDOR TOTALS ===			212.21			
=====						
01-001676 SHRED IT						
I-9410470569		MAINTENANCE	50.24			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		MAINTENANCE		001 5-110-2-6413	PAYMENT FOR SERVICES	50.24
=== VENDOR TOTALS ===			50.24			

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 VENDOR SET: 01 CITY OF NORWALK  
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003723		SYMBOL ARTS				
I-257133		MINOR EQUIP	430.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		MINOR EQUIP		001 5-110-2-6504	MINOR EQUIPMENT	430.00
		=== VENDOR TOTALS ===	430.00			
=====						
01-000956		TERMINIX INTERNATIONAL				
I-354550553		BLDG MAINT	67.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		BLDG MAINT		001 5-650-2-6310	BUILDING MAINTENANCE/REP	67.00
		=== VENDOR TOTALS ===	67.00			
=====						
01-001869		THE GRAPHIC EDGE				
I-981895 987232		EQUIPMENT	851.15			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		EQUIPMENT		001 5-440-2-6507	OPERATING SUPPLIES	851.15
		=== VENDOR TOTALS ===	851.15			
=====						
01-002082		THRASHER SERVICE				
I-143907		EQUIPMENT	1,252.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		EQUIPMENT		001 5-460-2-6350	OPERATIONAL EQUIPMENT RE	1,252.00
I-144114		POOL EQUIPMENT	85.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		POOL EQUIPMENT		001 5-499-2-6350	OPERATIONAL EQUIPMENT RE	85.00
		=== VENDOR TOTALS ===	1,337.00			
=====						
01-003623		UNITYPOINT HEALTH				
I-30201747		EXAMS	259.80			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		EXAMS		110 5-210-1-6230	EDUCATION AND TRAINING	99.96
		EXAMS		610 5-815-1-6230	EDUCATION AND TRAINING	59.94
		EXAMS		600 5-810-1-6230	EDUCATION AND TRAINING	59.94
		EXAMS		740 5-865-1-6230	EDUCATION AND TRAINING	39.96
		=== VENDOR TOTALS ===	259.80			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001052 VEENSTRA & KIMM INC.						
I-14267 046		ORCHARDVIEW TOWNHOMES	84.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		ORCHARDVIEW TOWNHOMES		001 5-599-2-6490	CONSULTANT & PROFESSIONA	84.00
=====						
I-14267047		WESTGROVE VILLAS	186.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		WESTGROVE VILLAS		001 5-599-2-6490	CONSULTANT & PROFESSIONA	186.00
=====						
I-14267048		LEGACY 19	186.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		LEGACY 19		001 5-599-2-6490	CONSULTANT & PROFESSIONA	186.00
		=== VENDOR TOTALS ===	456.00			
=====						
01-003545 WADE WAGONER						
I-201605112310		MILEAGE REIMBURSE	95.04			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		MILEAGE REIMBURSE		160 5-520-1-6240	MEETING & CONFERENCES	95.04
		=== VENDOR TOTALS ===	95.04			
=====						
01-003721 WOOD ROOFING COMPANY						
I-5979		REPAIR	339.00			
5/19/2016	AP	DUE: 5/19/2016 DISC: 5/19/2016		1099: N		
		REPAIR		600 5-810-2-6310	BUILDING MAINTENANCE/REP	339.00
		=== VENDOR TOTALS ===	339.00			
		=== PACKET TOTALS ===	189,729.19			

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 VENDOR SET: 01 CITY OF NORWALK  
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 DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 189,729.19  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

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BATCH TOTALS 189,729.19

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

					=====LINE ITEM=====		=====GROUP BUDGET=====	
BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2015-2016		001-2020	ACCOUNTS PAYABLE	25,213.98-*				
		001-5-110-1-6181	ALLOWANCES - UNIFORMS	104.98	14,950	754.48		
		001-5-110-1-6230	EDUCATION AND TRAINING	295.00	13,000	711.93-	Y	
		001-5-110-1-6607	DRUG DOG	59.80	1,500	345.48		
		001-5-110-2-6310	BUILDING MAINTENANCE/REP	1,196.02	40,000	14,086.13		
		001-5-110-2-6413	PAYMENT FOR SERVICES	172.67	15,000	4,981.69		
		001-5-110-2-6504	MINOR EQUIPMENT	430.00	5,000	2,002.27-	Y	
		001-5-110-2-6506	OFFICE SUPPLIES	51.37	4,500	2,123.65		
		001-5-150-1-6181	ALLOWANCES - UNIFORMS	255.96	6,000	638.89-	Y	
		001-5-150-2-6504	MINOR EQUIPMENT	294.26	4,300	2,235.30		
		001-5-150-2-6506	OFFICE SUPPLIES	15.43	1,250	459.07		
		001-5-150-2-6507	OPERATING SUPPLIES	12.06	4,500	32.20		
		001-5-160-2-6413	PAYMENT FOR SERVICES	6,090.00	13,500	204.50		
		001-5-160-2-6507	OPERATING SUPPLIES	1,547.23	1,800	520.95-	Y	
		001-5-160-2-6520	TRAINING SUPPLIES	51.50	500	141.00		
		001-5-160-2-6530	MEDICAL SUPPLIES	105.45	24,000	13,033.21		
		001-5-170-1-6182	ALLOWANCES	43.00	0	366.67-	Y	
		001-5-180-2-6413	PAYMENTS TO OTHER AGENCI	1,391.52	226,000	39,791.78		
		001-5-190-2-6507	OPERATING SUPPLIES	10.00	300	19.98-	Y	
		001-5-290-2-6404	COLLECTION COSTS	318.00	440,000	11,958.87-	Y	
		001-5-299-2-6504	MINOR EQUIPMENT	3.49	2,500	2,138.34		
		001-5-440-2-6420	REFUNDS	74.50	3,000	2,190.40		
		001-5-440-2-6507	OPERATING SUPPLIES	2,183.28	30,000	1,264.55-	Y	
		001-5-460-2-6350	OPERATIONAL EQUIPMENT RE	1,252.00	5,000	2,028.96		
		001-5-460-2-6415	RENTS & LEASES	53.50	500	394.00		
		001-5-460-2-6501	CHEMICALS	1,703.60	12,500	8,230.00		
		001-5-460-2-6507	OPERATING SUPPLIES	352.21	1,500	672.30-	Y	
		001-5-499-2-6350	OPERATIONAL EQUIPMENT RE	85.00	3,000	5,059.33-	Y	
		001-5-599-2-6413	PAYMENT FOR SERVICES	120.00	3,000	2,910.23-	Y	
		001-5-599-2-6490	CONSULTANT & PROFESSIONA	5,104.39	55,000	7,646.90		
		001-5-599-2-6506	OFFICE SUPPLIES	6.06	1,400	2,455.92-	Y	

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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
		001-5-610-1-6182	ALLOWANCES	24.84	750	412.98-	Y	
		001-5-610-1-6210	ASSOCIATION DUES	391.99	4,000	221.07		
		001-5-650-2-6310	BUILDING MAINTENANCE/REP	229.95	6,000	2,393.76-	Y	
		001-5-650-2-6402	ADVERTISING & LEGAL PUBL	179.02	2,500	1,172.18-	Y	
		001-5-650-2-6413	PAYMENT FOR SERVICES	981.78	4,000	2,411.57-	Y	
		001-5-650-2-6506	OFFICE SUPPLIES	24.12	2,250	1,602.98-	Y	
		110-2020	ACCOUNTS PAYABLE	9,213.18-*				
		110-5-210-1-6230	EDUCATION AND TRAINING	99.96	1,500	70.88-	Y	
		110-5-210-2-6333	FUEL	5,647.51	90,000	46,068.41		
		110-5-210-2-6350	OPERATIONAL EQUIPMENT RE	422.81	12,000	21,037.62-	Y	
		110-5-210-2-6417	STREET MAINTENANCE SUPPL	2,658.23	80,000	9,470.12		
		110-5-210-2-6507	OPERATING SUPPLIES	203.86	15,000	8,955.41		
		110-5-210-3-6728	CAPITAL IMPROVEMENTS	180.81	33,000	22,405.41		
		160-2020	ACCOUNTS PAYABLE	3,951.04-*				
		160-5-520-1-6240	MEETING & CONFERENCES	95.04	16,000	13,800.39		
		160-5-520-2-6413	PAYMENT FOR SERVICES	3,856.00	56,988	988.00-	Y	
		420-2020	ACCOUNTS PAYABLE	2,191.00-*				
		420-5-599-2-6490	CONSULTING & PROFESSIONA	2,191.00	0	2,191.00-	Y	
		600-2020	ACCOUNTS PAYABLE	63,048.21-*				
		600-5-810-1-6230	EDUCATION AND TRAINING	59.94	1,000	179.94-	Y	
		600-5-810-2-6310	BUILDING MAINTENANCE/REP	339.00	2,000	1,247.09		
		600-5-810-2-6507	OPERATING SUPPLIES	143.37	65,000	48,816.41		
		600-5-810-3-6728	CAPITAL IMPROVEMENTS	62,505.90	332,000	248,817.92-	Y	
		610-2020	ACCOUNTS PAYABLE	85,933.28-*				
		610-5-815-1-6230	EDUCATION AND TRAINING	59.94	1,200	307.41-	Y	
		610-5-815-2-6504	MINOR EQUIPMENT	22.84	9,000	8,034.49		
		610-5-817-4-6801	PRINCIPAL PAYMENT	85,850.50	948,000	82,757.76-	Y	
		740-2020	ACCOUNTS PAYABLE	178.50-*				
		740-5-865-1-6230	EDUCATION AND TRAINING	39.96	1,250	910.04		
		740-5-865-2-6507	OPERATING SUPPLIES	138.54	8,500	7,928.73		
		999-1300	DUE FROM 001-GENERAL FUN	25,213.98 *				
		999-1303	DUE FROM 110-ROAD USE TA	9,213.18 *				
		999-1307	DUE FROM 160-ECONOMIC DE	3,951.04 *				
		999-1317	DUE FROM 600-WATER FUND	63,048.21 *				
		999-1324	DUE FROM 740-STORM WATER	178.50 *				
		999-1331	DUE FROM 610-SEWER FUND	85,933.28 *				
		999-1405	DUE FROM 420 STORM WATER	2,191.00 *				
			** 2015-2016 YEAR TOTALS	189,729.19				

PACKET: 03617 COUNCIL 05/19/16  
VENDOR SET: 01 CITY OF NORWALK  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
001	5/2016	25,213.98
110	5/2016	9,213.18
160	5/2016	3,951.04
420	5/2016	2,191.00
600	5/2016	63,048.21
610	5/2016	85,933.28
740	5/2016	178.50

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 03607 0502 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
=====						
01-000657	CENTURYLINK					
I-201605022290		TELEPHONE SERVICE	1,075.86			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		TELEPHONE SERVICE		001 5-650-2-6373	TELECOMMUNICATIONS EXPEN	626.09
		TELEPHONE SERVICE		001 5-410-2-6373	TELECOMMUNICATIONS EXPEN	158.35
		TELEPHONE SERVICE		610 5-816-2-6373	TELECOMMUNICATIONS EXPEN	76.00
		TELEPHONE SERVICE		600 5-811-2-6373	TELECOMMUNICATIONS EXPEN	74.00
		TELEPHONE SERVICE		001 5-110-2-6373	TELECOMMUNICATIONS EXPEN	141.42
		=== VENDOR TOTALS ===	1,075.86			

=====						
01-003353	DELAGÉ LANDEN					
I-49587424		PD & LIB COPIER LEASES	263.51			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		PD & LIB COPIER LEASES		001 5-110-2-6413	PAYMENT FOR SERVICES	263.51
I-49893232		DEV SVC COPIER LEASE	125.00			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		DEV SVC COPIER LEASE		001 5-599-2-6413	PAYMENT FOR SERVICES	125.00
I-49903589		PW, FD & CH COPIER LEASES	312.57			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		PW, FD & CH COPIER LEASES		001 5-650-2-6413	PAYMENT FOR SERVICES	149.75
		PW, FD & CH COPIER LEASES		001 5-150-2-6413	PAYMENT FOR SERVICES	104.87
		PW, FD & CH COPIER LEASES		110 5-210-2-6417	STREET MAINTENANCE SUPPL	57.95
		=== VENDOR TOTALS ===	701.08			

=====						
01-000158	DES MOINES WATER WORKS					
I-201605022293		COUNTYLINE & HWY 28	29,330.28			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		COUNTYLINE & HWY 28		600 5-811-2-6413	PAYMENT FOR SERVICES	29,330.28
I-201605022294		746 COUNTYLINE RD	177.37			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		746 COUNTYLINE RD		600 5-811-2-6413	PAYMENT FOR SERVICES	177.37
I-201605022295		HWY 28 & SW 80TH	75.00			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		HWY 28 & SW 80TH		600 5-811-2-6413	PAYMENT FOR SERVICES	75.00
		=== VENDOR TOTALS ===	29,582.65			

PACKET: 03607 0502 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
=====						
01-000329		KABEL BUSINESS SERVICES				
I-COBR1604475		MAY COBRA FEES	61.25			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		MAY COBRA FEES		001 5-620-2-6490	CONSULTANT/PROFESSIONAL	61.25
		=== VENDOR TOTALS ===	61.25			

=====						
01-005343		METRO WASTE AUTHORITY				
I-201605022291		COMPOST IT JAN - APR	11,970.00			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		COMPOST IT JAN - APR		001 5-290-2-6404	COLLECTION COSTS	11,970.00
I-70006870		MONTHLY CURB IT	8,761.97			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		MONTHLY CURB IT		001 5-290-2-6404	COLLECTION COSTS	8,761.97
		=== VENDOR TOTALS ===	20,731.97			

=====						
01-002600		PITNEY BOWES				
I-1925926-MR16		LIB POSTAGE METER LEASE	349.00			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		LIB POSTAGE METER LEASE		001 5-410-2-6415	RENTS & LEASES	349.00
		=== VENDOR TOTALS ===	349.00			

=====						
01-002846		PRINCIPAL PLIC				
I-MAY INSURANCE		MAY INSURANCE	5,643.61			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		MAY INSURANCE		112 5-110-1-6150	GROUP INSURANCE	868.19
		MAY INSURANCE		112 5-160-1-6150	GROUP INSURANCE	161.99
		MAY INSURANCE		112 5-290-1-6150	GROUP INSURANCE	32.48
		MAY INSURANCE		112 5-299-1-6150	GROUP INSURANCE	5.28
		MAY INSURANCE		112 5-410-1-6150	GROUP INSURANCE	167.44
		MAY INSURANCE		112 5-430-1-6150	GROUP INSURANCE	29.59
		MAY INSURANCE		112 5-440-1-6150	GROUP INSURANCE	56.19
		MAY INSURANCE		112 5-499-1-6150	GROUP INSURANCE	48.57
		MAY INSURANCE		112 5-599-1-6150	GROUP INSURANCE	5.57
		MAY INSURANCE		112 5-620-1-6150	GROUP INSURANCE	28.99
		MAY INSURANCE		112 5-650-1-6150	GROUP INSURANCE	2.49
		MAY INSURANCE		112 5-170-1-6150	GROUP INSURANCE	22.37
		MAY INSURANCE		112 5-460-1-6150	GROUP INSURANCE	24.66
		MAY INSURANCE		112 5-210-1-6150	GROUP INSURANCE	428.64
		MAY INSURANCE		112 5-430-1-6150	GROUP INSURANCE	12.11
		MAY INSURANCE		112 5-440-1-6150	GROUP INSURANCE	12.11
		MAY INSURANCE		112 5-599-1-6150	GROUP INSURANCE	12.11
		MAY INSURANCE		112 5-620-1-6150	GROUP INSURANCE	24.37
		MAY INSURANCE		112 5-650-1-6150	GROUP INSURANCE	49.45
		MAY INSURANCE		112 5-170-1-6150	GROUP INSURANCE	130.95

PACKET: 03607 0502 AP

VENDOR SET: 01 CITY OF NORWALK

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-002846	PRINCIPAL PLIC				( ** CONTINUED ** )
	MAY INSURANCE		112 5-460-1-6150	GROUP INSURANCE	24.21
	MAY INSURANCE		160 5-520-1-6150	GROUP INSURANCE	20.89
	MAY INSURANCE		600 5-810-1-6150	GROUP INSURANCE	105.16
	MAY INSURANCE		600 5-811-1-6150	GROUP INSURANCE	38.36
	MAY INSURANCE		610 5-815-1-6150	GROUP INSURANCE	146.12
	MAY INSURANCE		610 5-816-1-6150	GROUP INSURANCE	91.19
	MAY INSURANCE		740 5-865-1-6150	GROUP INSURANCE	126.63
	MAY INSURANCE		001 2160	HEALTH INSURANCE CLEARIN	1,752.24
	MAY INSURANCE		112 2160	HEALTH INSURANCE CLEARIN	726.18
	MAY INSURANCE		160 2160	HEALTH INSURANCE CLEARIN	9.42
	MAY INSURANCE		600 2160	HEALTH INSURANCE CLEARIN	63.19
	MAY INSURANCE		610 2160	HEALTH INSURANCE CLEARIN	266.85
	MAY INSURANCE		740 2160	HEALTH INSURANCE CLEARIN	149.62
	=== VENDOR TOTALS ===		5,643.61		

01-002017 RYAN COBURN

I-201605022292	GAS & MEALS REIMBURSEMENT	306.05			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016	1099: N		
	GAS & MEALS REIMBURSEMENT		001 5-150-1-6230	EDUCATION AND TRAINING	306.05
	=== VENDOR TOTALS ===	306.05			

01-002167 VERIZON WIRELESS

I-9763194355	CELL SERVICE	1,754.15			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016	1099: N		
	CELL SERVICE		001 5-110-2-6373	TELECOMMUNICATIONS EXPEN	701.10
	CELL SERVICE		001 5-440-2-6373	TELECOMMUNICATIONS EXPEN	167.23
	CELL SERVICE		001 5-170-2-6373	TELECOMMUNICATIONS EXPEN	187.18
	CELL SERVICE		001 5-650-2-6373	TELECOMMUNICATIONS EXPEN	124.16
	CELL SERVICE		110 5-210-2-6373	TELECOMMUNICATIONS EXPEN	20.70
	CELL SERVICE		600 5-811-2-6373	TELECOMMUNICATIONS EXPEN	20.69
	CELL SERVICE		610 5-816-2-6373	TELECOMMUNICATIONS EXPEN	20.69
	CELL SERVICE		110 5-210-2-6373	TELECOMMUNICATIONS EXPEN	62.08
	CELL SERVICE		610 5-816-2-6373	TELECOMMUNICATIONS EXPEN	52.08
	CELL SERVICE		600 5-811-2-6373	TELECOMMUNICATIONS EXPEN	80.02
	CELL SERVICE		610 5-816-2-6373	TELECOMMUNICATIONS EXPEN	11.01
	LEWISTON PHONE		001 5-110-2-6373	TELECOMMUNICATIONS EXPEN	307.21
	=== VENDOR TOTALS ===	1,754.15			

PACKET: 03607 0502 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

01-001662 WELLMARK BLUE CROSS AND BLUE S

I-MAY2016		PREMIUMS	46,637.28		
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N	
		PREMIUMS		112 5-110-1-6150	GROUP INSURANCE 12,746.76
		PREMIUMS		112 5-160-1-6150	GROUP INSURANCE 3,185.36
		PREMIUMS		112 5-299-1-6150	GROUP INSURANCE 40.86
		PREMIUMS		112 5-410-1-6150	GROUP INSURANCE 3,000.87
		PREMIUMS		112 5-430-1-6150	GROUP INSURANCE 332.08
		PREMIUMS		112 5-440-1-6150	GROUP INSURANCE 495.51
		PREMIUMS		112 5-460-1-6150	GROUP INSURANCE 253.42
		PREMIUMS		112 5-499-1-6150	GROUP INSURANCE 457.69
		PREMIUMS		112 5-599-1-6150	GROUP INSURANCE 121.45
		PREMIUMS		112 5-620-1-6150	GROUP INSURANCE 302.55
		PREMIUMS		112 5-650-1-6150	GROUP INSURANCE 1,255.33
		PREMIUMS		112 5-170-1-6150	GROUP INSURANCE 1,518.12
		PREMIUMS		112 5-290-1-6150	GROUP INSURANCE 317.71
		PREMIUMS		112 5-210-1-6150	GROUP INSURANCE 9,338.83
		PREMIUMS		110 5-210-1-6150	GROUP INSURANCE 121.45
		PREMIUMS		112 5-110-1-6150	GROUP INSURANCE 1,214.49
		PREMIUMS		112 5-430-1-6150	GROUP INSURANCE 102.14
		PREMIUMS		112 5-440-1-6150	GROUP INSURANCE 102.14
		PREMIUMS		112 5-460-1-6150	GROUP INSURANCE 204.27
		PREMIUMS		112 5-599-1-6150	GROUP INSURANCE 242.90
		PREMIUMS		112 5-620-1-6150	GROUP INSURANCE 340.37
		PREMIUMS		112 5-170-1-6150	GROUP INSURANCE 242.90
		PREMIUMS		160 5-520-1-6150	GROUP INSURANCE 425.07
		PREMIUMS		600 5-810-1-6150	GROUP INSURANCE 1,915.88
		PREMIUMS		600 5-811-1-6150	GROUP INSURANCE 387.01
		PREMIUMS		610 5-815-1-6150	GROUP INSURANCE 3,375.04
		PREMIUMS		610 5-816-1-6150	GROUP INSURANCE 387.01
		PREMIUMS		740 5-865-1-6150	GROUP INSURANCE 1,899.54
		PREMIUMS		001 2160	HEALTH INSURANCE CLEARIN 1,219.43
		PREMIUMS		112 2160	HEALTH INSURANCE CLEARIN 626.86
		PREMIUMS		160 2160	HEALTH INSURANCE CLEARIN 22.37
		PREMIUMS		600 2160	HEALTH INSURANCE CLEARIN 143.85
		PREMIUMS		610 2160	HEALTH INSURANCE CLEARIN 198.03
		PREMIUMS		740 2160	HEALTH INSURANCE CLEARIN 99.99

=== VENDOR TOTALS === 46,637.28

=== PACKET TOTALS === 106,842.90

PACKET: 03607 0502 AP  
VENDOR SET: 01 CITY OF NORWALK  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 106,842.90  
DEBIT MEMO TOTALS 0.00  
CREDIT MEMO TOTALS 0.00

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BATCH TOTALS 106,842.90

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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	27,475.81-*				
	001-2160		HEALTH INSURANCE CLEARIN	2,971.67				
	001-5-110-2-6373		TELECOMMUNICATIONS EXPEN	1,149.73	21,000	1,841.45		
	001-5-110-2-6413		PAYMENT FOR SERVICES	263.51	15,000	5,222.36		
	001-5-150-1-6230		EDUCATION AND TRAINING	306.05	6,750	4,031.58		
	001-5-150-2-6413		PAYMENT FOR SERVICES	104.87	200	265.17-	Y	
	001-5-170-2-6373		TELECOMMUNICATIONS EXPEN	187.18	1,500	2,783.47-	Y	
	001-5-290-2-6404		COLLECTION COSTS	20,731.97	440,000	11,640.87-	Y	
	001-5-410-2-6373		TELECOMMUNICATIONS EXPEN	158.35	2,500	353.75		
	001-5-410-2-6415		RENTS & LEASES	349.00	3,000	61.56-	Y	
	001-5-440-2-6373		TELECOMMUNICATIONS EXPEN	167.23	3,500	1,756.62		
	001-5-599-2-6413		PAYMENT FOR SERVICES	125.00	3,000	2,706.06-	Y	
	001-5-620-2-6490		CONSULTANT/PROFESSIONAL	61.25	8,000	7,643.25		
	001-5-650-2-6373		TELECOMMUNICATIONS EXPEN	750.25	15,000	2,486.89-	Y	
	001-5-650-2-6413		PAYMENT FOR SERVICES	149.75	4,000	1,404.79-	Y	
	110-2020		ACCOUNTS PAYABLE	262.18-*				
	110-5-210-1-6150		GROUP INSURANCE	121.45	0	732.56-	Y	
	110-5-210-2-6373		TELECOMMUNICATIONS EXPEN	82.78	1,500	591.19		
	110-5-210-2-6417		STREET MAINTENANCE SUPPL	57.95	80,000	17,516.75		
	112-2020		ACCOUNTS PAYABLE	39,316.55-*				
	112-2160		HEALTH INSURANCE CLEARIN	1,353.04				
	112-5-110-1-6150		GROUP INSURANCE	14,829.44	172,000	21,519.02		
	112-5-160-1-6150		GROUP INSURANCE	3,347.35	39,954	2,819.28		
	112-5-170-1-6150		GROUP INSURANCE	1,914.34	16,732	91.22		
	112-5-210-1-6150		GROUP INSURANCE	9,767.47	61,310	12,677.04-	Y	
	112-5-290-1-6150		GROUP INSURANCE	350.19	1,895	1,091.95-	Y	
	112-5-299-1-6150		GROUP INSURANCE	46.14	4,148	2,994.82		
	112-5-410-1-6150		GROUP INSURANCE	3,168.31	42,620	7,358.02		
	112-5-430-1-6150		GROUP INSURANCE	475.92	4,180	281.72		
	112-5-440-1-6150		GROUP INSURANCE	665.95	1,228	12,206.52-	Y	
	112-5-460-1-6150		GROUP INSURANCE	506.56	10,754	6,968.88		

PACKET: 03607 0502 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
		112-5-499-1-6150	GROUP INSURANCE	506.26	2,952	742.74- Y		
		112-5-599-1-6150	GROUP INSURANCE	382.03	15,410	5,886.96		
		112-5-620-1-6150	GROUP INSURANCE	696.28	8,876	3,910.24		
		112-5-650-1-6150	GROUP INSURANCE	1,307.27	25,686	5,382.81		
		160-2020	ACCOUNTS PAYABLE	477.75-*				
		160-2160	HEALTH INSURANCE CLEARIN	31.79				
		160-5-520-1-6150	GROUP INSURANCE	445.96	0	1,794.52- Y		
		600-2020	ACCOUNTS PAYABLE	32,410.81-*				
		600-2160	HEALTH INSURANCE CLEARIN	207.04				
		600-5-810-1-6150	GROUP INSURANCE	2,021.04	40,146	14,451.69		
		600-5-811-1-6150	GROUP INSURANCE	425.37	14,867	6,302.16		
		600-5-811-2-6373	TELECOMMUNICATIONS EXPEN	174.71	2,500	504.03		
		600-5-811-2-6413	PAYMENT FOR SERVICES	29,582.65	445,000	73,955.77		
		610-2020	ACCOUNTS PAYABLE	4,624.02-*				
		610-2160	HEALTH INSURANCE CLEARIN	464.88				
		610-5-815-1-6150	GROUP INSURANCE	3,521.16	28,349	8,779.80- Y		
		610-5-816-1-6150	GROUP INSURANCE	478.20	27,168	18,143.99		
		610-5-816-2-6373	TELECOMMUNICATIONS EXPEN	159.78	7,500	5,152.27		
		740-2020	ACCOUNTS PAYABLE	2,275.78-*				
		740-2160	HEALTH INSURANCE CLEARIN	249.61				
		740-5-865-1-6150	GROUP INSURANCE	2,026.17	17,719	1,170.28- Y		
		999-1300	DUE FROM 001-GENERAL FUN	27,475.81 *				
		999-1303	DUE FROM 110-ROAD USE TA	262.18 *				
		999-1304	DUE FROM 112-SPECIAL REV	39,316.55 *				
		999-1307	DUE FROM 160-ECONOMIC DE	477.75 *				
		999-1317	DUE FROM 600-WATER FUND	32,410.81 *				
		999-1324	DUE FROM 740-STORM WATER	2,275.78 *				
		999-1331	DUE FROM 610-SEWER FUND	4,624.02 *				
			** 2015-2016 YEAR TOTALS	106,842.90				

PACKET: 03607 0502 AP  
VENDOR SET: 01 CITY OF NORWALK  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
001	5/2016	27,475.81
110	5/2016	262.18
112	5/2016	39,316.55
160	5/2016	477.75
600	5/2016	32,410.81
610	5/2016	4,624.02
740	5/2016	2,275.78

NO ERRORS                      NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0    TOTAL WARNINGS: 0

PACKET: 03610 0502 AP2

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
=====						
01-000410		MIDAMERICAN ENERGY				
I-MAY2016		MIDAMERICAN ENERGY	14,906.32			
5/02/2016	AP	DUE: 5/02/2016 DISC: 5/02/2016		1099: N		
		MIDAMERICAN ENERGY		110 5-230-2-6371	ELECTRIC/GAS EXPENSE	9,099.73
		MIDAMERICAN ENERGY		001 5-110-2-6371	ELECTRIC/GAS EXPENSE	2,261.57
		MIDAMERICAN ENERGY		600 5-810-2-6371	ELECTRIC/GAS EXPENSE	24.09
		MIDAMERICAN ENERGY		110 5-240-2-6371	ELECTRIC/GAS EXPENSE	64.51
		MIDAMERICAN ENERGY		610 5-815-2-6371	ELECTRIC/GAS EXPENSE	508.94
		MIDAMERICAN ENERGY		001 5-430-2-6371	ELECTRIC/GAS EXPENSE	85.94
		MIDAMERICAN ENERGY		001 5-299-2-6371	ELECTRIC/GAS EXPENSE	958.95
		MIDAMERICAN ENERGY		001 5-499-2-6371	ELECTRIC/GAS EXPENSE	151.67
		MIDAMERICAN ENERGY		001 5-410-2-6371	ELECTRIC/GAS EXPENSE	1,150.36
		MIDAMERICAN ENERGY		001 5-460-2-6371	ELECTRIC/GAS EXPENSE	181.38
		MIDAMERICAN ENERGY		001 5-650-2-6371	ELECTRIC/GAS EXPENSE	419.18
		=== VENDOR TOTALS ===	14,906.32			
		=== PACKET TOTALS ===	14,906.32			

PACKET: 03610 0502 AP2  
 VENDOR SET: 01 CITY OF NORWALK  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 14,906.32  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 14,906.32

\*\* 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	5,209.05-*				
		001-5-110-2-6371	ELECTRIC/GAS EXPENSE	2,261.57	32,000	1,258.85		
		001-5-299-2-6371	ELECTRIC/GAS EXPENSE	958.95	22,500	9,775.69		
		001-5-410-2-6371	ELECTRIC/GAS EXPENSE	1,150.36	20,000	3,582.11		
		001-5-430-2-6371	ELECTRIC/GAS EXPENSE	85.94	2,500	392.68		
		001-5-460-2-6371	ELECTRIC/GAS EXPENSE	181.38	4,500	1,679.73		
		001-5-499-2-6371	ELECTRIC/GAS EXPENSE	151.67	11,000	3,170.98		
		001-5-650-2-6371	ELECTRIC/GAS EXPENSE	419.18	6,800	1,014.41		
		110-2020	ACCOUNTS PAYABLE	9,164.24-*				
		110-5-230-2-6371	ELECTRIC/GAS EXPENSE	9,099.73	115,000	19,836.64		
		110-5-240-2-6371	ELECTRIC/GAS EXPENSE	64.51	900	172.83		
		600-2020	ACCOUNTS PAYABLE	24.09-*				
		600-5-810-2-6371	ELECTRIC/GAS EXPENSE	24.09	2,000	1,513.39		
		610-2020	ACCOUNTS PAYABLE	508.94-*				
		610-5-815-2-6371	ELECTRIC/GAS EXPENSE	508.94	9,000	2,308.80		
		999-1300	DUE FROM 001-GENERAL FUN	5,209.05 *				
		999-1303	DUE FROM 110-ROAD USE TA	9,164.24 *				
		999-1317	DUE FROM 600-WATER FUND	24.09 *				
		999-1331	DUE FROM 610-SEWER FUND	508.94 *				
		** 2015-2016 YEAR TOTALS		14,906.32				

PACKET: 03610 0502 AP2

VENDOR SET: 01 CITY OF NORWALK

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
001	5/2016	5,209.05
110	5/2016	9,164.24
600	5/2016	24.09
610	5/2016	508.94

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

## Liquor license summary for May 19 council meeting

Name of Applicant/Corp, Sole Proprietor/Partnership:	Orchestrate Management V, LLC
Name of Business:	Gateway Market MLK
Address of Premises:	The Wright Place, 340 Wright Road, Norwalk IA
License #	LC V 65559
License And Privileges:	5 day
Type of Request:	5 day
Dates:	06/04/2016
Sketch on file	x
Lease, Final Sales Contract or Warranty deed on file	x
Premises Address correct	x
Notarized Statement	x
Dram Shop: provided by applicants insurance company.	x
Police background check run:	x
Fire Inspection Done:	x
Premise zoned correctly	x
City Clerks office:	x

Name of Applicant/Corp, Sole Proprietor/Partnership:	Matt Elliott
Name of Business:	Blue Jay Café & bistro
Address of Premises:	1400 Sunset Dr
License #	
License And Privileges:	Special Class C liquor license (BW Beer/Wine)
Type of Request:	12 mo
Dates:	05/25/2016
Sketch on file	x
Lease, Final Sales Contract or Warranty deed on file	x
Premises Address correct	x
Notarized Statement	x
Dram Shop: provided by applicants insurance company.	x
Police background check run:	x
Fire Inspection Done:	pending
Premise zoned correctly	x
City Clerks office:	x

cc: Chief Staples  
cc: Chief Coburn  
cc: Planning and Zoning

City Clerks office requires:  
Lease agreemnt/contract  
Sketch/drawing of premises  
Notarized statement

Dram shop: provided by applicants insurance company

Zoning: Development office



## CITY OF NORWALK STREET CLOSURE APPLICATION

(to request temporary closing and use of public streets or public property)

Submit this completed form to the City Clerk's Office no less than 30 days prior to the proposed event.

Application must include:

- Petition signed by not less than 75% of the properties (residential and commercial) affected by the closure.
- Map of the specific area to be used.
- Except for neighborhood block parties, Certificate of Insurance showing \$1,000,000 in liability coverage with the City of Norwalk as additional insured. (if permission is granted to serve alcoholic beverages, liquor liability insurance is also required.)

Street closures are limited to (6) hours; between 9:00 a.m. and 11:00 p.m. Sunday through Thursday, or between 9:00 a.m. and 12:30 a.m. on Friday and Saturday.

Standard barricades are required to be erected sufficient so as to completely close the street.

CONTACT INFORMATION			
Promoter's Name: <i>Des Moines Soapbox Derby Association</i>		Alternate Contact Person: <i>Craig Lankford</i>	
Signature: 		Signature: 	
Address: <i>1009 Main St. Norwalk, IA 50211</i>		Address: <i>Norwalk, IA 50211</i>	
Phone Number:	Cell Phone: <i>515-971-5177</i>	Phone Number:	Cell Phone: <i>515-480-5198</i>
PD requested:    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Signed petition attached:    Yes <input type="checkbox"/> No <input type="checkbox"/>	
PW requested:    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Preliminary map attached:    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Liquor license required:    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Insurance Certificate attached:    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

EVENT INFORMATION	
Date of Event: <i>6-11-16</i>	Rain Date of Event: <i>N/A</i>
Street closing time: <i>9:00 am</i>	Street opening time: <i>3:00 pm</i>
Event starting time: <i>9:00 am</i>	Event finishing time: <i>2:30 pm</i>

**EVENT INFORMATION CONTINUED**

Location of Event (name streets, parks, cross intersections, etc.):

Main St. North Ave, South Ave, School Ave, Pine Ave, ELM Ave

LAYOUT OF THE PROPERTY INCLUDING LOCATION OF BARRICADES: Map attached Drawing below \*If the map does not accurately show the area, then a drawing should also be included.

**FOR OFFICE USE ONLY**

Date received:

Date of council meeting:

Date distributed to Department Heads:

Permit issued:

Signed off on prior to council meeting by:

City Clerk: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Police Chief: \_\_\_\_\_

Public Works Director: \_\_\_\_\_

ABD agent (if applicable): \_\_\_\_\_

City Council Approved on: \_\_\_\_\_

\_\_\_\_\_  
Mayor

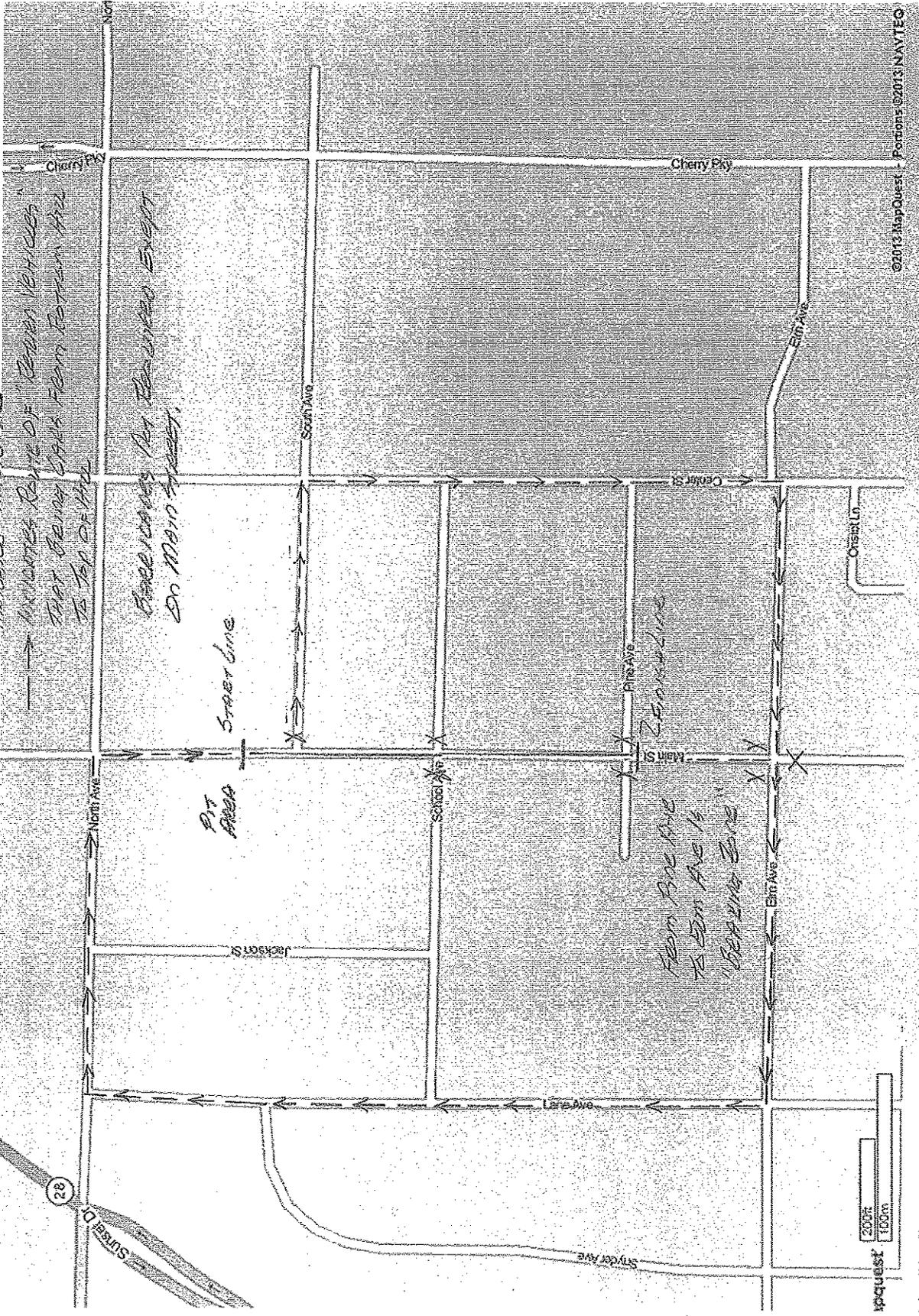
X Indicates Where I/O

→ Arrows Point to "Reading Vehicles" That Being Cars From Bottom Hill To Top of Hill

Americans At Bus Stop Except Do Main Street

BT Area Street Line

From Pine Ave To 5th Ave 1/2 Wayline Zone



2013 request 100m



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/08/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MARSH USA INC. 200 PUBLIC SQUARE, SUITE 1000 CLEVELAND, OH 44114-1824 Attn: cleveland.certrequest@marsh.com  782373-STND-GAX-15-16	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> International Soap Box Derby, Inc. PO Box 7225 Akron, OH 44306-7225	<b>INSURER A:</b> Philadelphia Indemnity Insurance Company      NAIC # 18058	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CLE-005071989-05      **REVISION NUMBER:** 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK1422429	11/18/2015	11/18/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1422429	11/18/2015	11/18/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS \$10,000			PHUB522099	11/18/2015	11/18/2016	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder(s) named below shall be an additional insured as pertains to the licensee, sponsorship or running of your All American Soap Box Derby Event to be run on the following date(s): RALLY/RACE DATE(S): 6/11/2016

**CERTIFICATE HOLDER**      **CANCELLATION**

Greater Des Moines Soapbox Derby Association 1009 Main St. Norwalk, IA 50211	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Marie Burge <i>Marie Burge</i>
--	---

### CITY OF NORWALK PETITION FOR Neighborhood Block Party

We, the undersigned business owner/residents of the 1400-1700 block of Parkhill Drive in the City of Norwalk, request consent to the use of this street between the hours of 4P and 10pm on June 4<sup>th</sup> 2016 for the propose of a block party and do hereby pefition the Norwalk City Council to grant a permit for us to use the said portion of said street for said purpose and do hereby agree to abide by the guidelines and requirements set by the City of Norwalk.

We designate Sarah Cople as the responsible person or persons who shall sign an application for a Block Party Permit on our behalf.

SIGNATURES	ADDRESS	DATE	PHONE
<u>Sarah Cople</u>	<u>1405 Parkhill</u>	<u>4/19/16</u>	<u>515 210-9743</u>
<u>Yvona Zeman</u>	<u>1413 Parkhill Dr</u>	<u>4/19/16</u>	<u>515 890 0232</u>
<u>(Shirley K. Luman)</u>	<u>1509 Parkhill Dr.</u>	<u>4-19-16</u>	<u>515-666-3200</u>
<u>Jenny White</u>	<u>1409 Parkhill Dr.</u>	<u>4-19-16</u>	<u>515-981-5383</u>
<u>Glenn Clark</u>	<u>1512 Parkhill Dr</u>	<u>4-19-16</u>	<u>515 224-1128</u>
<u>Jane Smith</u>	<u>1608 Parkhill Dr</u>	<u>4-19-16</u>	<u>515-701-5915</u>
<u>Jenny Sweet</u>	<u>1408 Parkhill Dr</u>	<u>4-24-16</u>	<u>515-494-7745</u>
<u>Michelle Rico</u>	<u>1617 Parkhill DR.</u>	<u>4-24-16</u>	<u>515 666-3866</u>
<u>Shirley K. Luman</u>	<u>1627 Parkhill Dr</u>	<u>4/24/16</u>	<u>515 991 8479</u>
<u>Shirley K. Luman</u>	<u>1626 Parkhill Dr</u>	<u>4/24/16</u>	<u>515 991-8032</u>
<u>Shirley K. Luman</u>	<u>1614 Parkhill</u>	<u>4/24/16</u>	<u>515 666 027</u>
<u>Shirley K. Luman</u>	<u>1501 Parkhill DR</u>	<u>5/1/16</u>	<u>515-720-7462</u>
<u>Shirley K. Luman</u>	<u>1500 Parkhill Dr</u>	<u>5/1/16</u>	<u>98-7231</u>
<u>Shirley K. Luman</u>	<u>1404 Parkhill Dr</u>	<u>5/1/16</u>	<u>321-3989</u>

(If additional signatures are required, use another sheet of paper and attach)

I, Sarah Cople am acquainted with all the persons who have signed the foregoing petition and know them to be business owners/residents over eighteen (18) years old of the area proposed to be closed. I further certify the foregoing petition contains the appropriate number of signatures of the business owners/residents of the said area.

Sarah Cople  
Signature of Circulator  
(515) 210-9743  
Contact phone number



**NEIGHBORHOOD BLOCK PARTY**

Completion of the City's Block Party Application and submission of the application must be made to the City Clerk's Office at least 7 days prior to the event.

NOTE: A Block Party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; alcoholic beverages are not sold; where a street is not closed more than six (6) hours; where the use of kybos/porta potties is not necessary; and where no street closure permit is needed. See Chapter 141.02 Street Closures.

Neighborhood block parties are limited to six (6) hours; between the hours of 10 A.M. and 11 P.M.

The applicant must comply with all federal, state, county, and city laws, ordinances and regulations including all regulations adopted and established by the City,

The application must be accompanied by a petition designating the proposed areas of the street to be used and the time of the proposed use. The petition shall be signed by owners representing not less than seventy-five percent (75%) of the affected properties (commercial and residential) abutting the area of the street to be closed.

Barricades are required: The City can provide barricades for Block Parties if available. Arrangements must be made with the Public Works Department for pickup and return.

Cleanup: Event sponsors are responsible for the collection and cleanup of trash from the event. Groups who leave the street in a condition that requires clean up will be charged for the cost of cleanup.

I understand that if all requirements are not met the event can be cancelled by the City at any time including at the start of or during the event.

In the event that an organization is the applicant, I hereby certify that I have the legal authority to represent the applicant and/or the participants, and I have read the above requirement, understand the provisions, and freely and voluntarily sign it. It is further understood the Norwalk City Council has the authority to grant or deny permission for this event.

[Signature]  
Applicant Signature  
(515) 210-9743  
Contact phone number

5/1/16  
Date

Acknowledgement:  
City Clerk \_\_\_\_\_  
Fire Chief \_\_\_\_\_  
Police Chief \_\_\_\_\_  
Public Works Director \_\_\_\_\_  
City Manager \_\_\_\_\_

City Council Approval (date): \_\_\_\_\_



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*Kim Evers*

Applicant Signature

5-8-16

Date

457-8149 (H) 554-1883

Contact phone number

Acknowledgement:

City Clerk \_\_\_\_\_

Fire Chief \_\_\_\_\_

Police Chief \_\_\_\_\_

Public Works Director \_\_\_\_\_

City Manager \_\_\_\_\_

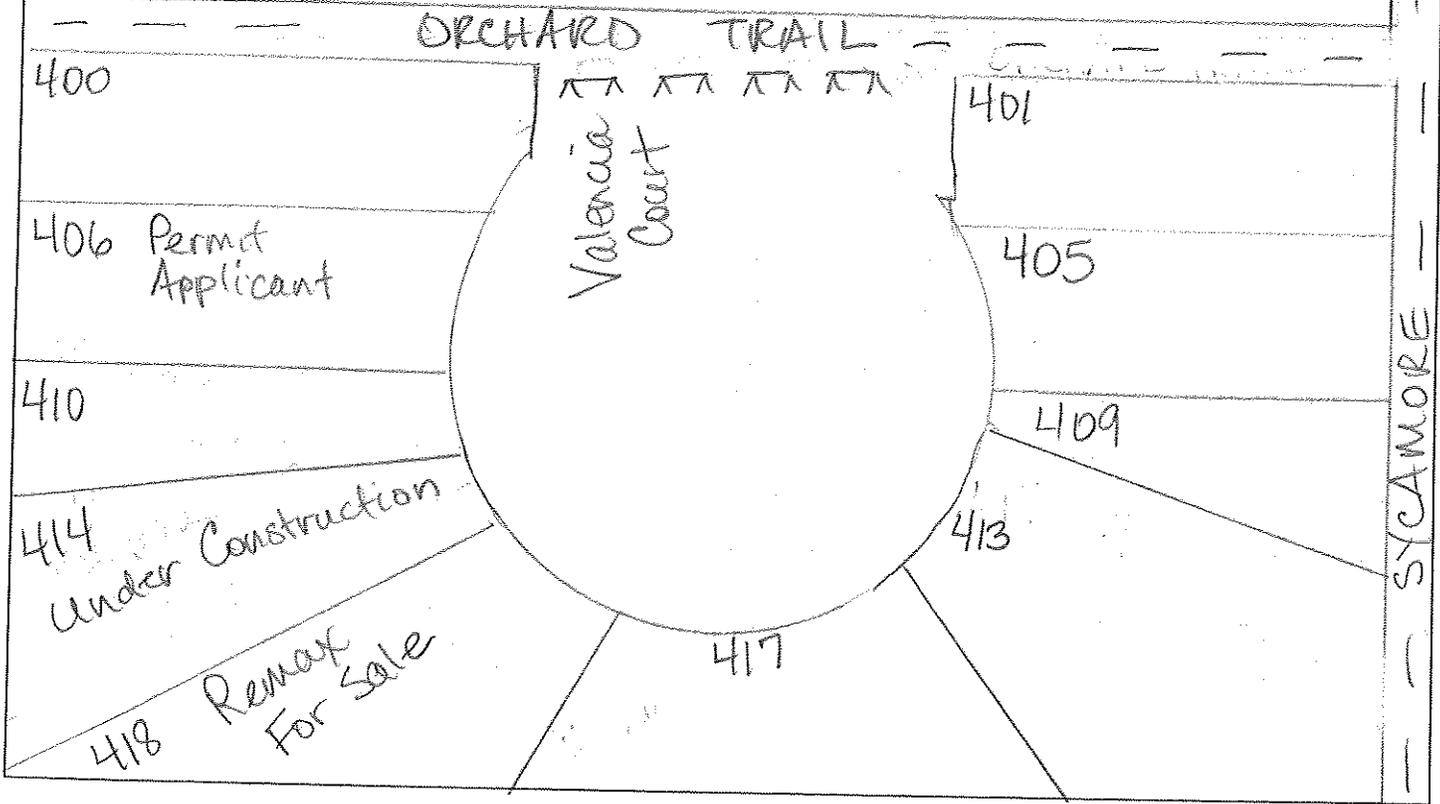
City Council Approval (date): \_\_\_\_\_

**EVENT INFORMATION CONTINUED**

Location of Event (name streets, parks, cross intersections, etc.):

*Valencia Court (Cul de sac)*

LAYOUT OF THE PROPERTY INCLUDING LOCATION OF BARRICADES: Map attached Drawing below \*If the map does not accurately show the area, then a drawing should also be included.



**FOR OFFICE USE ONLY**

Date received:	Date of council meeting:	Date distributed to Department Heads:	Permit issued:
----------------	--------------------------	---------------------------------------	----------------

Signed off on prior to council meeting by:

City Clerk: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Police Chief: \_\_\_\_\_

Public Works Director: \_\_\_\_\_

ABD agent (if applicable): \_\_\_\_\_

City Council Approved on: \_\_\_\_\_

\_\_\_\_\_  
Mayor

MARCH 5, 2015

PETITION

NAME

ADDRESS

TRAVIS KAGLE

416 Valencia Court

Kristi Bentz

401 Valencia Court

Bruce Hanson

413 Valuer Ct

Carla Hanson

413 Valuer Ct

Erica Douglas

405 Valencia Ct

Tony Douglas

405 Valencia Ct

Sam I. Corbett

400 Valencia Ct

Cassie Erickson

417 Valencia Ct.





**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 6h  
For Meeting of 05.19.2016

**ITEM TITLE:** Consideration of a Proposed Resolution Ordering Construction of Public Improvements, Approving Plans and Specifications and Fixing a Date for Public Hearing and taking of bids for the Beardsley Regional Detention Facility Phase 2 Grading

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

**SUMMARY EXPLANATION:** This project is the grading and excavation portion of the Regional Storm Water Detention Basin project that will take place between Beardsley and Colonial Parkway and just east of Sunset Dr. The project engineers have prepared preliminary plans and specifications, and estimated costs of the work, and a project schedule. This resolution establishes that this project is determined to be necessary and in the best interest of the City and its citizens to proceed with the Project. The project will consist of the grading, excavation and placement of soils identified in the bid documents.

<p><input checked="" type="checkbox"/> Resolution    <input type="checkbox"/> Ordinance    <input type="checkbox"/> Contract    <input type="checkbox"/> Other (Specify) _____</p> <p>Funding Source: <u>TIF/Connection Fees</u></p> <p>APPROVED FOR SUBMITTAL _____</p>
--

**STAFF RECOMMENDATION:** Approval of the proposed resolution

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

**RESOLUTION ORDERING CONSTRUCTION  
OF CERTAIN PUBLIC IMPROVEMENTS,  
APPROVING PRELIMINARY PLANS, AND FIXING A DATE FOR  
HEARING THEREON AND TAKING OF BIDS THEREFOR FOR  
IMPROVEMENTS KNOWN AS THE  
BEARDSLEY REGIONAL STORMWATER DETENTION  
FACILITY PHASE 2 – GRADING AND DRAINAGE**

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the BEARDSLEY REGIONAL STORMWATER DETENTION FACILITY PHASE 2 – GRADING AND DRAINAGE, and has caused to be prepared preliminary plans, specifications and form of contract, together with estimate of cost, on file in the office of the Clerk for public inspection, for the construction of said public improvements, and said preliminary plans, specifications and form of contract are deemed suitable for the making of said public improvements; and

WHEREAS, before said preliminary plans, specifications, form of contract and estimate of cost may be adopted, and contract for the construction of the public improvements entered into, it is necessary, pursuant to Division VI of Chapter 384 of the Code of Iowa, to hold a public hearing and to advertise for bids,

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

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the BEARDSLEY REGIONAL STORMWATER DETENTION FACILITY PHASE 2 – GRADING AND DRAINAGE in the manner set forth in the preliminary plans and specifications and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the published Notice of Hearing and Letting, said public improvements being more generally described as follows:

All labor, materials, and equipment necessary for the construction of the proposed improvements as follows:

Construct Beardsley Regional Stormwater Detention Facility, Phase 2 – Grading and Drainage project including all labor, materials and equipment necessary to construct two permanent pool detention ponds including approximately 174,100 cubic yards of excavation, impervious clay seal, hauling and spreading excess excavation of approximately 156,000 cubic yards on adjacent properties, approximately 78 linear feet of 6-foot x 6-foot RCBC, 68 linear feet of 8-foot x 5-foot RCBC, 63 feet of 42-inch RCAP, 9 RCP culverts varying from 15-inch to 24-inch diameter in open cut with area intakes, 9 manhole adjustments, 6 spillway structures, overflow structure, excavation, backfill, gabion lined drainage swales, rip-rap, erosion stone, erosion control, surface restoration, mobilization, t traffic control and miscellaneous associated work including cleanup.

Section 2. That the amount of bid security to accompany each bid shall be in an amount which shall conform to the provisions of the notice to bidders approved as a part of said specifications; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice to bidders once in a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City. Publication shall be not less than four clear days nor more than twenty days prior to June 9, 2016, which is hereby fixed as the date for receiving bids. Said bids are to be filed prior to 10:00 a.m. on said date; and,

BE IT FURTHER RESOLVED, that bids shall be received and opened at a public meeting as provided in the public notice and the results of said bids shall be considered at a meeting of this Council on July 7, 2016 at 6:00 o'clock p.m.; and,

BE IT FURTHER RESOLVED, that the City Clerk is hereby designated as the authority to receive and open said bids on behalf of the City of Norwalk, Iowa; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice of hearing once in said newspaper, said publication to be not less than four clear days nor more than twenty days prior to the date hereinafter fixed as the date for a public hearing on the final plans, specifications, form of contract and estimate of costs for said project, said hearing to be at 6:00 o'clock p.m. on July 7, 2016.

PASSED and ADOPTED this 19<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Tom Phillips, Mayor

ATTEST:

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

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

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

**Resolution Approving Pay structure for the Norwalk Fire Department.**

WHEREAS, the City of Norwalk is a duly organized municipality; and,

WHEREAS, The Norwalk Fire Department is organized and comprised of Full-time and part-time staff members currently staffing Monday-Thursday 6am-5pm, and Friday 6am to Monday at 6am. Providing Advanced Level EMS care to the citizens of Norwalk and the surrounding jurisdiction.

WHEREAS, Current staffing level leaves several vacant officer and duty officer positions vacated.

WHEREAS, the Norwalk Fire Department has researched and recommends that Fire medic Jenn Vetterick be promoted to the level of Captain with a base pay of 55,000.03. Fire medic Chet Darst be promoted to Training Captain with a base salary of 44,990.40. Lieutenant Brian Onstot be promoted to Captain, with increase as per city ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwalk, Iowa that a change in the hourly pay rates of staff member s be made for 12 hour night shifts.

PASSED AND APPROVED this 19th day of May, 2016.

\_\_\_\_\_  
Tom Phillips, Mayor

ATTEST:

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

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

CITY HALL –  
Clerk's / Finance Office  
APRIL, 2016



### Water Department

Data for April is unavailable.

**Utility Advisory Commission** did not meet in April. The UAC meeting agendas and minutes can be viewed on the website at:

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

### City Hall Administration

Year to date 130 premium **Compost it!** stickers have been sold for the 2016 season.

No **Parking tickets** were paid at City Hall in April and no citations, written more than 30 days ago, were returned to the Police Department for non-payment processing.

There were 59 **dog licenses** issued during the month of April, 791 year-to-date. Animal Control was called out for 5 unidentified, loose dogs this month.

Also at the front counter, during April, approximately 30 **new residents** came in to sign up for service and received a detailed explanation of the new resident packet. This information can also be found on our website at:

<http://www.norwalk.iowa.gov/HowDoI/ApplyFor/CityServices>.

April included the usual monitoring of facebook pages; updates to the City website; preparation of Norwalk Living and Norwalk Notes publications. Media releases can be viewed at:

<http://www.norwalk.iowa.gov/AboutNorwalk/NewsItems.aspx>.

**City Council** held the regular 1st and 3rd Thursday meetings. Agendas, packets and minutes for each of these meetings can be viewed on the City website at: <http://www.norwalk.iowa.gov/YourGovernment/AgendasandMinutes.aspx>.

Art Davis of Waters & Company reported that 10 applicants have already inquired about the **City Manager** search procedure, most from Iowa and half current City Managers/Administrators. Once brochure is approved they will reach out to around 2500 City Managers and Assistants from cities around the country with populations of 5,000 and up.

### **Finance Office**

**Iowa Income Offset** data is unavailable for April.

The city's bank accounts were **balanced and reconciled** for the current month.

### **Employee Appreciation**

**Breakfast** was held at the Public Safety Complex where service awards were given to the following employees:

- 10 years - Officer Randy Hutchinson, Utility Billing Clerk Jo Snyder and Building Official Tony Stravers
- 15 years - Jeremy Baker from Public Works
- 20 years - Peggy Croat from the Police Department

# Norwalk Community Development April 2016 Monthly Report



## Planning & Economic Development:

### Trees Please!

On Saturday, April 30<sup>th</sup>, Tony Stravers (CBO) and Chris Campbell (Building Inspector) worked in conjunction with the Norwalk football team and planted 13 trees on Cherry Parkway. Staff applied for a grant through MidAmerican Energy's Tree Planting Program Trees Please! On December 15, 2015 the City was notified that we were awarded a grant in the amount of \$1,000.

Approximately 30 football players and coaches showed up Saturday morning in the pouring rain. This project was directed by Stravers and with the help of the football team, Bedwell Gardens and City staff, we now have another stretch of beautiful trees that complete the Cherry Parkway medians.



**Holland Farms Development Agreement Addendum (Jim Dougherty).**

Staff continues to work on an addendum to the Holland Farms development agreement related to the construction of Elizabeth Holland Park. The benefits of the new development agreement and park redesign are:

- Eliminates expensive excess soils export costs.
- Improves the park and created a trail head/parking lot
- Improves value of commercial pad sites for seller and for future tax revenues
- Expedites commercial development in Norwalk



**City's Branding Standards – Norwalk Nexus App logo**

The City's logo standards are very critical in providing a uniform brand for the community. The Planning and Economic Development Department staff is charged with marketing the City and ensuring proper use of the City logo. Staff recently worked with members of the Chamber of Commerce and the School Board to come up with the following logo for the Norwalk Nexus App. This logo uses a portion of the City's logo and the School's logo to communicate exactly what the App is trying to achieve: Connecting our Citizens to our City and Schools.



## **Urban Revitalization Plan**

Staff has been working on potential amendments to the City's Urban Revitalization Plan that provides tax abatement for development. Instead of a blanket tax abatement plan, the City is working to be more targeted about the incentives provided to businesses. The amendment seeks to improve the City's budget and avoid incenting duplication of services already provided to Norwalkians.



## **Request to Co-Sponsor LaQuercia Event**

Herb Eckhouse, with LaQuercia, has requested that the City to co-sponsor an event on July 26, 2016 at the LaQuercia facility. The City, in a joint effort with the school is assisting Mr. Eckhouse with a special event he's having on July 26 to showcase his specialty meats during the American Cheese Festival. Staff feels that part of any good economic development strategy is the retention and customer service to existing businesses and the co-sponsoring of this event helps bring business owners into the community to see what Norwalk has to offer.

## **Planning and Zoning Commission**

The Planning Commission met on April 25, 2016 and discussed the following items:

1. Public hearing and consideration of a request from Norwalk Land Co to amend the setbacks, buffer requirements, and ownership requirement of Parcel 3 of the Orchard View Planned Unit Development
2. Request from Norwalk Land Co to approve the Preliminary Plat & Site Plan of the Norwalk Orchard View Townhomes
3. Request from Estates on the Ridge, LLC to approve the Final Plat of the Estates on the Ridge Plat 2
4. Request from Hubbell Realty Company to approve the Final Plat of the Legacy Plat 19
5. Request from Hubbell Realty Company to approve the Final Plat of the West Grove Villas
6. Discussion on Sign Ordinance memo
7. Discussion on Subdivision Regulations memo

## **Board of Adjustment**

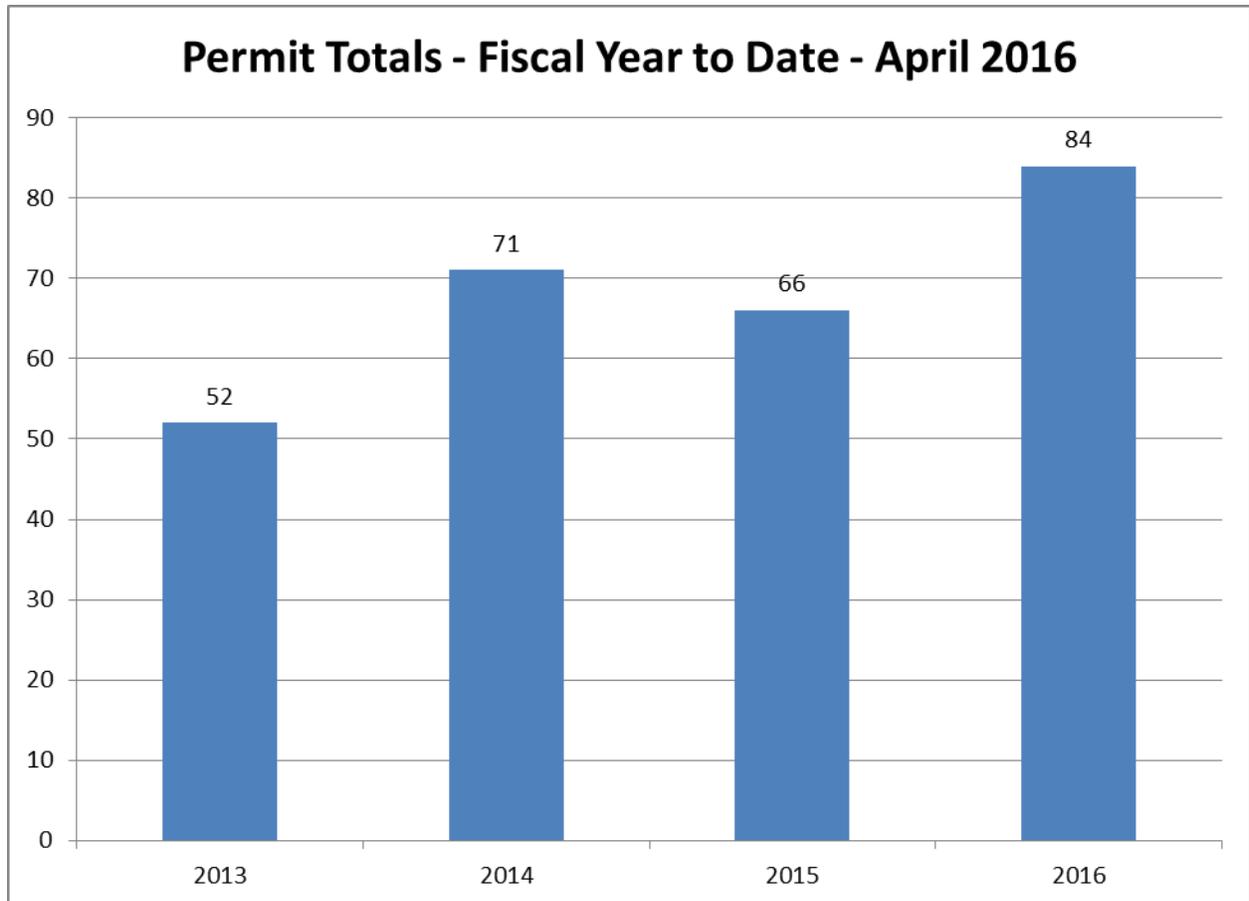
The Board of Adjustment did not meet in April.

## **Code Enforcement**

The City has ongoing code enforcement issues it continues to work through.

## Building Department - Permit Information:

City of Norwalk - April New Construction Building Permits								
BP Issued	Single Family	Value	Townhome	Value	Multi-Family	Value	Commercial	Value
<b>2016</b>								
This month	12	\$ 2,851,541	0	\$ -	0	\$ -	0	\$ -
YTD	33	\$ 7,903,356	0	\$ -	0	\$ -	3	\$ 582,736
FYD	84	\$ 21,678,533	13	\$ 2,987,492	0	\$ -	3	\$ 582,736
<b>2015</b>								
This month	8	\$ 2,884,839	0	\$ -	0	\$ -	0	\$ -
YTD	32	\$ 9,671,881	12	\$ 2,481,492	0	\$ -	0	\$ -
FYD	66	\$ 20,331,760	18	\$ 4,037,888	5	\$ 13,574,770	1	\$ 345,864
<b>2014</b>								
This month	12	\$ 3,582,199	0	\$ -	0	\$ -	0	\$ -
YTD	25	\$ 8,540,087	0	\$ -	2	\$ 6,945,179	1	\$ 4,072,969
FYD	71	\$ 22,989,430	21	\$ 5,516,923	2	\$ 6,945,179	1	\$ 4,072,969
<b>2013</b>								
This month	13	\$ 2,952,441	2	\$ 605,643	0	\$ -	1	\$ 747,262
YTD	21	\$ 5,784,342	2	\$ 605,643	0	\$ -	2	\$ 2,267,654
FYD	52	\$ 13,606,398	14	\$ 2,431,310	0	\$ -	1	\$ 1,471,204



Building Permit Revenue Report			
PERMIT TYPE	MONTHLY TOTAL	APRIL REVENUE	FYD REVENUE
Apartment Building	0	\$ -	\$ -
Commercial Addition	0	\$ -	\$ -
Commercial Building	0	\$ -	\$ 3,180.24
Commercial Remodel	0	\$ -	\$ 4,052.56
Deck	1	\$ 25.00	\$ 500.00
Demolition	0	\$ -	\$ 200.00
Driveway	3	\$ 75.00	\$ 500.00
Electrical	10	\$ 585.00	\$ 7,693.70
Fence	10	\$ 250.00	\$ 1,225.00
Garage	1	\$ -	\$ 1,574.32
Misc	0	\$ -	\$ 268.99
Mechanical	3	\$ 179.00	\$ 7,547.00
Plumbing	7	\$ 380.00	\$ 7,650.00
Porch	1	\$ 108.90	\$ 519.87
Pool	0	\$ -	\$ 40.00
Residential (Single Family)	12	\$ 28,250.36	\$ 200,416.46
Residential Addition	0	\$ -	\$ 309.38
Residential Remodel	4	\$ 671.91	\$ 4,577.47
Shed	0	\$ -	\$ 200.00
Sidewalk	4	\$ 100.00	\$ 300.00
Sign	1	\$ 91.84	\$ 518.69
Townhome	0	\$ -	\$ 31,009.53
	<b>57</b>	<b>\$ 30,717.01</b>	<b>\$272,283.21</b>

**Together Tony and Chris averaged over 8 inspections a day during the 21 working days in April.**

The Building Department continues to get busier with permit processing as we gear up for a busy summer. We already have 8 permits for the month of May, and this was written the first business day of May.

APRIL BUILDING INSPECTIONS	
Deck	8
Electrical	19
Final	35
Footing	10
Foundation Drain	0
Foundation Wall	7
Framing	18
Mechanical	17
Plumbing	18
Sheer Wall	7
Sidewalk/Approach	24
Tar/Tile/Gravel	6
<b>TOTAL INSPECTIONS</b>	<b>169</b>

FY 15-16 Budget	
\$120,000	<b>\$ 152,283.21</b>

### Construction Board of Appeals

The Construction Board of Appeals met on April 19, 2016 and discussed the following items:

1. Standing Rules and City Code review.
2. Election of Chair, Vice-Chair and Secretary.
3. Permit Refund Policy
4. Next meeting was set for June 21, 2016 at 6 p.m. with an additional meeting scheduled for October 18, 2016 at 6 p.m.

Due to the added staff in the Building Department, we are very happy to be able to get back into regular meetings for the Board. Prior to this meeting, a meeting had not been held since 2011. Staff would like to thank Council for their help with this.





**TO:** HONORABLE MAYOR AND MEMBERS OF COUNCIL  
**FROM:** RYAN COBURN, FIRE CHIEF  
**SUBJECT:** MONTHLY REPORT – APRIL 2016  
**DATE:** MAY 9, 2016

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### **Significant Incidents**

- There were no significant incidents in the month of April to report.

### **Training**

- Norwalk Fire Department hosted EMS training with the topic of Stroke Emergencies.
- Fire training for the month of April was wildland and grass firefighting tactics and skills. This training was taught by Jenn Vetterick.

### **Statistical Reporting**

- Total number of responses for February - 74
- Fire - 23
- EMS - 51
- Mutual Aid Responses – 10

During the Month of April the Norwalk Fire Department was able to send 5 individuals to the Fire Department Instructors Conference (FDIC). This is an annual conference that is the largest convention and trade show in the fire service, worldwide. Our focus on this trip was to meet with vendors and start the process of spec'ing a new fire engine for the city of Norwalk. This show provided a unique opportunity for us to be able to see many vendors under one roof.

Additionally during the month of April the Firehouse Cloud software project was completed moving all of the Fire and EMS data to the Cloud and freeing the server space on the Public Safety Server. This project also allows the department to take our Records management, and inspection program completely paperless with the use of Ipads.





**Board of Trustees  
Fiscal Year 2016**

**Board of Trustees**

Tom Dunn  
President

Andrea Johnson  
Treasurer

Cindy Gavin  
Secretary

Dyann Vilez

Elizabeth Thompson

Judy Corcoran

Steve Clarke

Holly Sealine  
Director

**Norwalk Easter Public Library  
Monthly Director's Report  
May 2016**

**Monthly Statistics (Used for Annual Report to State Library):**

- Library Visitors during previous month: 5,013
- Circulation of items during previous month:
  - 4,600 (items within library)
  - 564 (Bridges items)
  - 59 (Zinio items)
  - **5,223 Total**
- New Accounts during previous month:
  - 43 adult accounts
  - 8 juvenile accounts
- Meeting Room Rentals during previous month:
  - 15 rentals
- Reference Interactions during previous month:
  - 20 @ Circulation Desk
  - 25 @ Youth Services Desk
  - **45 Total**
- Library Volunteers during the previous month:
  - 3 participants
  - 5 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	21	491
Teen	1	4
Adult	2	9
Adult Outreach	4	20
Technology Help Sessions	1	1
Exam Proctoring	0	0

**Youth Services:**

In April we did a series of four children’s music classes where children got to explore simple music concepts, play with shakers, bells, and rhythm sticks, and try out guitars and ukuleles. We also had our regular story times and after school programs, a teen movie night, and did outreach at the Warren County Toddlerfest. In May we’ll be busy planning for summer. Summer reading event brochures are now available!

**Adult Services:**

It was a slow month with only 2 programs and 9 participants.

- 1) Trending Topics: Kevin Spire from the Iowa Genealogical Society gave a 2 hour class on beginning genealogy.
- 2) Craft Night - Barb Desenberg shared her resources and talent making tiny greeting cards with stamps and button accents
- 3) Outreach presentation with the Chamber Board
- 4) Outreach presentation with Norwalk Women’s Club – giving out materials and promoting future events.

I also began recruiting individual businesses and groups for partners in summer read and Caddy Stacks. I had one tech tutoring for 1 hr. 40 min on using windows 10.

**Assistant Director:**

This month Annette has been extremely busy learning the new ILS system and cataloging all of the new materials ordered for the adult nonfiction collection. In addition, she has now weeded the remaining adult nonfiction items out of the system. We removed over 2400 items that were either in poor condition, not being used, or contained out of date information! She has done a great job at catching up on those items, as well as continuing to order her normal monthly new materials. In the new system we are now able to see a list of items scroll across the top of the online catalog. During the month of May, our plan is to continue working through cataloging and preparing everything for summer reading.

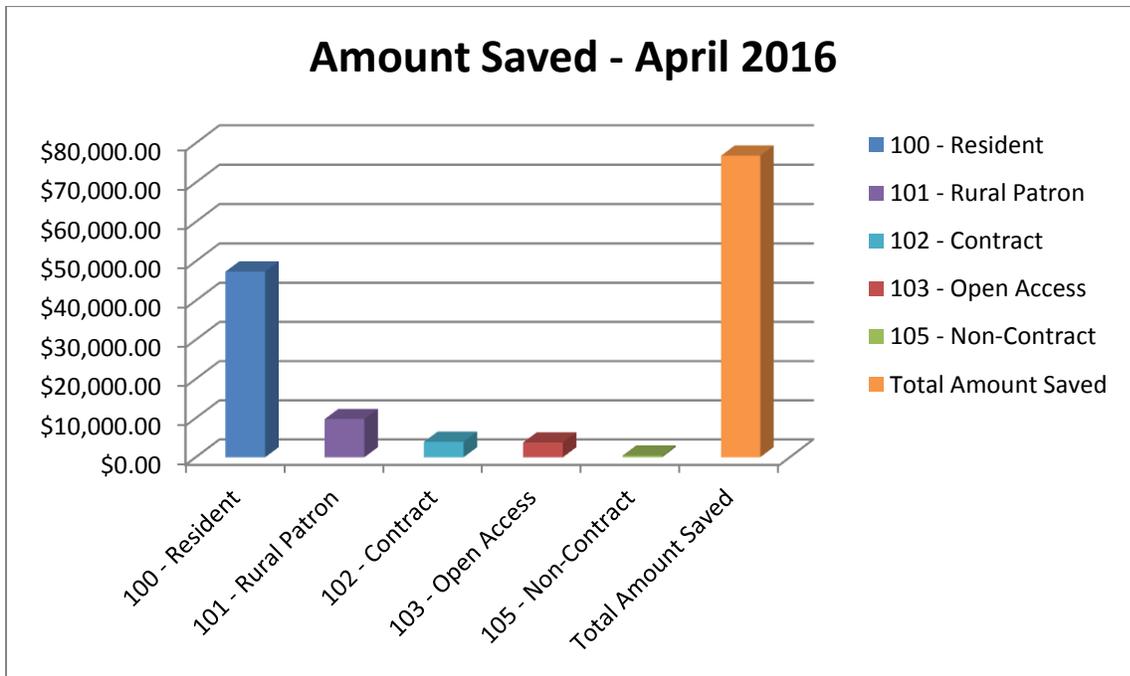
<b>April Stats:</b>	
Total # of Items Added	358
Total # of Items Withdrawn	1,088

**General Library / Director’s Activities:**

Director Sealine spent a good portion of April helping Annette weed the adult nonfiction items as well as helping library staff learn the new circulation system. In general it has been a smooth transition with only minor issues. Apollo’s tech support has been extremely supportive and helpful thus far. We have been asked, by Apollo, to pilot a program change in the next few weeks. I am looking forward to helping Apollo continue to improve usability over the next few

years. Director also attended a variety of Leadership and Privacy workshops/webinars as well as completing a continuing education class on Public Library Management through the State of Iowa. I am very excited to see how we can continue to improve services and resources within Norwalk Easter Public Library. Finally, I have been encouraging all staff members to submit their final year-end bills for May's meetings so that we do not have a lot of outstanding bills in June. I have moved forward on replacing the fencing around the garbage enclosure with end-of-the-year savings as well as ordering the new shelving pieces that are the final step in cleaning up the adult nonfiction section. In the next month, I will be working on coordinating some volunteers to help us with cleaning up and staining the Gazebo, working to help finalize plans and fundraising efforts for Summer Reading, and working through staff yearly evaluations.

Below is a graph of money that library patrons have saved by using Norwalk Easter Public Library for their book/print material checkouts. This does not include online resources such as eBooks or digital audio, nor does it include the savings from using the library's internet/wireless, or attending programs offered at the library. I was thrilled with this new feature in Apollo for being able to track such savings with our customers.



## April 2016 Parks and Recreation Activities

### April Highlights

April showers brought on a few rescheduling issues, which has extended our soccer season an extra week. We completed a session of fitness classes and started the next right away. The weekends have been packed with both baseball and softball tournaments.

### Park Commission Board

The board met on April 6. Five members were present along with the Parks Director, Mayor and Council representative. The pool renovation, Holland Park, Tournament rentals, Tobacco Free Parks and Bike Trail grant were the topics of discussion.

### Staff

It was a chilly and damp day for this year's Live Healthy Iowa Kids Track Meet (formerly Hershey Track Meet). Our staff was involved with the meet of approximately 650 students participating from the Lakewood Elementary school.

Activity	Team	Participants
Baseball 3-5grade	4	39
Softball 3-5grade	2	24
Baseball 1-2grade	4	35
Softball 1-2grade	4	38
Family Law		4
OPALS		13
Fitness: Cir		9
Fitness: EB		18
Fitness: Step		11
LHI Track Meet		650

Submitted by  
Nancy Kuehl, Director



**TO:** HONORABLE MAYOR AND MEMBERS OF COUNCIL  
**FROM:** GREG STAPLES, CHIEF OF POLICE  
**SUBJECT:** MONTHLY REPORT – APRIL 2016  
**DATE:** MAY 19, 2016  
**CC:**

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### **Significant Incidents**

- On the 17<sup>th</sup> several mailboxes and a gravestone were damaged. It appears that someone hit them with an object similar to a baseball bat. Several suspects have been interviewed and the investigation is continuing
- A 17 year old runaway was reported. The child walked away from home and was gone for 5 days. She was located in Polk County. The child's adult boyfriend has been charged with harboring
- A burglary was reported at High Point Apartments. Cody Gabriel was later charged with Burglary in the third degree
- Chief Staples was elected to a Board of Directors position on the Warren County Child Abuse Prevention Council
- The Community Impact Officer position started. Officer Lewiston completed 11 investigations, several community policing activities and patrolled for 40 hours
- Police calls for service continued the upward trend seen over the last years. Calls are up **39.7%** year to date over 2015
- April 2016 represents the 13<sup>th</sup> straight month where calls for service increased over the same month during the previous year

### **Community Policing / Involvement**

- An application for the National Law Enforcement Traffic Safety Challenge Award was submitted to the International Association of Chiefs of Police. Results will be posted in July
- On the 4<sup>th</sup> Chief Staples attended a safe and drug free school SIAC meeting
- Officer Lewiston and Criswell completed a safety plan for Main Street Montessori School
- On the 7<sup>th</sup> Chief Staples spoke to the student body about bike helmet safety at the Brain Injury Assembly
- On the 9<sup>th</sup>, Chief Staples attend Community Chat
- On the 12<sup>th</sup>, Chief Staples and Officer Criswell attended the SIAC yearend meeting
- On the 19<sup>th</sup> Chief Staples attended the Child Abuse Prevention Council meeting
- On the 20<sup>th</sup>, 22<sup>nd</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, and 29<sup>th</sup> Chief Staples held Lunch With the Chief sessions with second graders at Oviatt

- On the 22<sup>nd</sup>, 25<sup>th</sup> and 29<sup>th</sup> Officers, Hutchinson, Palmer, Criswell, Albers, Lewiston and Assistant Chief Westvold held NPD Reads sessions with the first graders at Oviatt
- Officer Lewiston meet with local banks to coordinate their involvement in a local crime prevention group
- Officer Lewiston facilitated a panic alarm test at the Lakewood Village Office
- Officer Lewiston gave tours of the facility to preschoolers.
- The bike patrol operated for 10 hours and answered 3 calls for service

### Training

- Officers Criswell and Lewiston attended bicycle patrol officer refresher training – 4 hours
- Officer Albers attended property room management training– 16 hours
- Half of the department received firearms training and qualified on the patrol rifles – 8 hours. The remaining officers will complete this training in May and June
- Officer Lewiston attended crime free multi-housing – 16 hours
- Officers Palmer and Spurr attended civil rights and policing in the 21<sup>st</sup> century – 8 hours

### Statistical Reporting

#### Traffic and General Activities

	Apr	Apr	
<b>Traffic Related</b>	2015	2016	Change
Traffic Stops	121	185	64
Moving Violations	38	31	-7
<i>Speeding</i>	31	28	-3
Impaired Driving	3	2	-1
Equipment / License Citations	15	36	21
<i>Occupant Protection</i>	2	13	11
Written Warnings	53	90	37
Crash Investigations	5	5	0
<b>General Activities</b>	2015	2016	Change
Drug Investigations	2	5	3
Officer Initiated Incidents	5	6	1
Public Service Calls	54	59	5
Calls For Service	462	548	86

Calls for service increased 18.6% over April 2015

## Criminal Incidents

	Apr	Apr	
Crimes Against Person	2015	2016	Change
Assault Offenses	1	3	2
Sexual Assault Forcible	0	0	0
Sexual Assault Non-Forcible	0	0	0
Robbery	0	0	0
Homicide	0	0	0
<i>Subtotal</i>	1	4	3
Crimes Against Property	2015	2016	Change
Burglary	0	1	1
Fraud / Forgery / Embezzle	5	0	-5
Theft / Larceny	8	7	-1
Motor Vehicle Theft	0	0	0
Property Damage	2	14	12
<i>Subtotal</i>	15	22	7
<b>Total</b>	16	26	10

9 of the 14 property damage incidents occurred on April 17<sup>th</sup> when several mailboxes and a gravestone were damaged

### Out and About With the NPD

Lewiston reading to first graders



Staples having lunch with Ms. Clark's 2<sup>nd</sup> grade class



Brain Injury Assembly at Lakewood



Blue bows at Public Safety in support of Child Abuse Prevention

# MEMORANDUM

**TO:** Tom Phillips, Mayor; Norwalk City Council  
**FROM:** Tim Hoskins, Public Works Director  
**DATE:** May 19, 2016  
**RE:** Public Works Activity Report  
**Period:** April, 2016

## WATER ACTIVITIES:

- Daily master pit readings
- Installation of meters in new structures as well as change-outs
- Responded to high water consumption complaints
- Responded to 283 Iowa One call utility locates
- Perform chlorine samples as required for IDNR reporting
- Complete Monthly Operating Report for IDNR
- Transport bacterial tests to DMWW Lab

## WASTEWATER ACTIVITIES:

- Perform lift station daily checks and recording
- Clean lift station grit baskets-weekly
- Clean and inspect collection system

## BUILDING & BOUNDS:

- Perform monthly inspections
- Raise and lower flags as required

## ANIMAL CONTROL:

- Pick up dogs
- Clean-up dead animals
- Tend to dogs held in kennel
- Clean and sanitize kennel

## REQUESTS FOR SERVICE:

DATE	NAME	DEPT.	TYPE	VEHICLE	COMPLAINT
04/01/2016	Nancy	Parks and Rec	building	NA	Toilet is leaking at base, need resealed
04/01/2016	Mike Schultz	PW	Trans	1046	leaking spool valve on center pedestal
04/04/2016	Holly	Library	building	NA	Lock on security gate is not working
04/04/2016	Louise	Parks and Rec	building	NA	Install pieces of playground equipment
04/04/2016	Peggy	Police DP	building	NA	Three lights out in lobby of PD Can lights
04/04/2016	Kirk	Police DP	building	NA	Clean carpet/ Remove stains
04/04/2016	Paul S	PW	Trans	43	Tailgate is not releasing/broken
	Gary	Fire Public Safety	building		Broken belt on HVAC unit repair
	Holly	Library	Building	NA	Please repair lock on cabinet in break room
	Gary L	PW	Trans		Flashing stop lights on Main
04/04/2016	PD	Police	Trans	P132	Check engine light, No power, No downshift
04/04/2016	Louise	Parks and Rec	building	NA	Inspect all of the playground equip for missing piece
04/05/2016	Gary	PW	Trans	1036	Check oil light is on. Oil level appears to be fine
04/05/2016		PW	Building	NA	Re-install pressure washer hose and reel on build

	Kirk	Public Safety	building	NA	Trash in bushes, weeds and grass in flower beds
04/06/2016		PW	Trans	1031	Passenger side brake light is burnt out
04/11/2016	Holly	Library	building		inspect vacuum cleaner , look at shelving options
04/12/2016	Louise	Pool	building		install valve for backflow device at pool
	Gary	Public Safety	building		PVC pipe for blow off valves upstairs
	Gary	Library	build		new bolts, emergency light install
	Holly	Library	build	na	Counter tops, auto flush, doors sticking, benches in gazebo
	Peggy	PD/PS/FD	Build	na	Fix door on dispatch window
	Louise	Park and Rec	build		Toilet repair, stall latch
04/13/2016	Louise	Park and Rec	Build		Repair Cupolas
	Louise	Parks and Rec	Trans	BLUE	Truck engine is missing and smoking
04/15/2016	Paul S	PW	Trans	Bobcat	Front glass was broken, Replace
	Louise	Parks and Rec	build	Windflower	Men's bathroom door is broken/lock/ also double doors
	Holly	Library	Build		Caps for old soap dispenser and bad elec. Outlet east
	Martin	Police	Trans	P132	Drivers side rear tire is flat and needs repaired
	Paul S	PW	Build		Door number 9 will only operate manually
	Staff	CH	Build		Ballast is out hanging light- Amy's desk
	Joe	PW	Build		Tall drinking fountain is loose from wall and low flow
04/20/2016	Joe	PW	Build		Above #16 door there is a roof leak. Insulation...
04/21/2016	Martin	PD	Trans	P132	P132 check engine light is on(see WO)
04/21/2016	Rafe	PD	Trans	P130	Oil Change and maintenance checks
	PW	PW	Build		battery at Lakewood lift station
	Holly	Library	Build		Cabinet door is falling off and needs repaired
	Tim	City Hall	Build		Lights out in council chambers
04/22/2016	Chris	City Hall	Build		Front door lock is sticking. Hard to open
04/26/2016	Nancy	Park and Rec	Build		Playground equipment inspection
04/25/2016	PW	PW	Trans		Replace boat trailer tires
04/26/2016	Louise	Park and Rec	Build		Install new soap dispensers at complex
04/26/2016	Staff	PW	Trans	1032	Check battery. Is dead every time used
04/27/2016	Peggy	PD	Build	NA	Roof leak in lobby area PD
04/28/2016	Brad	PD	Trans	P125	Check battery, will not stay charged
04/29/2016	Jeremy	PW	Trans	1027	LOF and maint. Checks
04/29/2016	Rafe	PD	Trans	P127	LOF and maint. Checks
04/29/2016	Louise	Parks and Rec	Build	NA	Please remove specified equipment from park area

#### NUISANCE ABATEMENTS:

- 11 Nuisance complaints addressed

04/05/2016	2217 WINDFLOWER	MOMOA, CONI L	VEHICLE ON LAWN
04/18/2016	ORCHARD HILLS PLAT 1 LOT 3	ST.JOHNS CATHOLIC CHURCH	GRASS/WEEDS
04/21/2016	820 ELM AVE	COONS, MARY B	VEHICLE ON LAWN
04/21/2016	814 ELM AVE	TILTON, DONALD E/LORETTA J//BUI,THO	JUNK CAR ON LAWN
04/26/2016	213 MAIN ST	GRIFFITH, RITA K/JEFFREY A	GRASS/WEEDS

04/27/2016	521 SNYDER AVAE	WARD, BRIDGET	JUNK CAR ON LAWN
04/27/2016	422 SNYDER AVE	WAHL, MICHAEL DEWAYNE	JUNK VEHICLE
04/28/2016	814 E 17TH ST	LEFF,SCOTT ROTH 401K	GRASS/WEEDS
04/28/2016	816 E 17TH ST	LEFF,SCOTT ROTH 401K	GRASS/WEEDS
04/28/2016	1312 MAIN ST	SHEFFLER, MATTHEW	GRASS/WEEDS
04/28/2016	909 HUNTER DR	LINKS PROPERTIES, LLC	GRASS/WEEDS

**ROADWAY RELATED ACTIVITIES:**

- Fill pot holes
- Right of way clean-up
- Street sweeping
- Cherry Parkway Beautification
- Mow and trim Right of Way
- Pavement repairs Elm Ave.
- Install signage new subdivisions

**STORMWATER INSPECTIONS AND REPORTING:**

- Perform inspections as required
- Random intake inspections
- Inspections performed meeting MS4 requirements on the City

**Storm Inspections**

DATE	LOCATION	PERMIT HOLDER	VIOLATION	INSPECTION
04/01/2016	1202 SILVERADO DR	TEAL CREEK HOMES	CONTROLS//WASH-OUT	RANDOM
04/01/2016	330 GEORGETOWN PLACE	HAPPE HOMES		RANDOM
04/01/2016	LEGACY PLAT 19	HUBBELL		RANDOM
04/01/2016	SILVERADO RANCH ESTATES PLAT 2	SILVERADO JV 15 LLC		RETURN COMPLIANCE
04/04/2016	ORCHARD TRAIL PLAT 4	STEVE BRUERE	CONTRALS//WASH-OUT	QUARTERLY
04/04/2016	ORCHARD VIEW REGIONAL DETENTION PROJECT	CITY OF NORWALK	PROJECT NOT STARTED	QUARTERLY
04/04/2016	FOUNDERS DEVELOPMENT WATER MAIN REPLACEMENT	CITY OF NORWALK		QUARTERLY
04/04/2016	ORCHARD TRAIL PLAT 3	DILLIGENT		QUARTERLY
04/04/2016	2053 WETHERSFIELD DR	HUBBELL	POTTY	RANDOM
04/04/2016	200 HIGH RD	ORTON HOMES	STABILIZED	RANDOM
04/04/2016	196 HIGH RD	ORTON HOMES	STABILIZED	RANDOM
04/04/2016	HOLLY DR RECONSTRUCTION	CITY OF NORWALK	SEEDED	QUARTERLY
04/06/2016	304 BRAEBURN DR	COVENANT CONSTRUCTION SERVICES	EROSION CONTROLS	RANDOM
04/06/2016	226 W HIGH RD	DESTINY HOMES	STABILIZED	RANDOM
04/06/2016	121 W HIGH RD	HAPPE HOMES	STABILIZED	RANDOM
04/07/2016	BEARDSLEY REGIONAL DETENTION FACILITY PHASE 1	CITY OF NORWALK	EROSION CONTROLS	QUARTERLY
04/08/2016	LEGACY DEVELOPMENTS	HUBBELL	INTAKE WRAP/CLEAN STREET	QUARTERLY
04/08/2016	WEST GROVE VILLAS	HUBBELL	FINISH SWPPP/GP2	QUARTERLY
04/13/2016	MEADOW RIDGE PLAT 4	WESTOWN LAND CO	POTTY	QUARTERLY
04/13/2016	ARBOR GLYNN TOWNHOMES	KBK INVESTMENTS		QUARTERLY

04/13/2016	ORCHARD VIEW 1,2 & 3	NORWALK LAND COMPANY	CONTROLS/WASH-OUT/STREET	QUARTERLY
04/13/2016	ROLLING GREEN PLATS 5, 6 & 7	DAVE ALBRIGHT	CONTROLS/INTAKES	QUARTERLY
04/13/2016	126 W HIGH RD	ORTON HOMES		QUARTERLY
04/13/2016	330 GEORGETOWN PLACE	HAPPE HOMES	WASH-OUT	QUARTERLY
04/13/2016	122 W HIGH RD	ORTON HOMES		QUARTERLY
04/13/2016	114 W HIGH RD	ORTON HOMES		QUARTERLY
04/14/2016	ESTATES ON THE RIDGE	VISTA	EROSION CONTROLS	QUARTERLY
04/14/2016	THE RIDGE AT ECHO VALLEY PLAT 2	VISTA	14-21/WASHOUT/DEBRIS	QUARTERLY
04/18/2016	LEGACY POINTE PLAT 3	R.M. MADDEN		QUARTERLY
04/18/2016	2734 SHADY LANE DR	ALLEGIANH HOMES	STABILIZED	RANDOM
04/18/2016	1712 DORCHESTER	HUBBELL	STABILIZED	RANDOM
04/18/2016	1716 DORCHESTER	HUBBELL	STABILIZED	RANDOM
04/18/2016	1722 DORCHESTER	HUBBELL	STABILIZED	RANDOM
04/18/2016	1802 DORCHESTER	HUBBELL	STABILIZED	RANDOM
04/18/2016	1927 WETHERSFIELD DR	WOLF CONSTRUCTION	STABILIZED	RANDOM
04/18/2016	509 ORCHARD HILLS DR	HAPPE HOMES	STABILIZED	RANDOM
04/18/2016	504 ORCHARD HILLS DR	HAPPE HOMES	STABILIZED	RANDOM
04/18/2016	ORCHARD VIEW 1,2 & 3	NORWALK LAND COMPANY	EROSION CONTROLS	RETURN COMPLIANCE
04/18/2016	629, 633, 637, 641 & 645 NEWPORT	HUBBELL	POTTY	RANDOM
04/18/2016	330 GEORGETOWN PLACE	HAPPE HOMES	WASH-OUT	RETURN COMPLIANCE
04/19/2015	1024 NORWOOD CT	HAPPE HOMES	STABILIZED	RANDOM
04/19/2016	CEDAR ST & BEARDSLEY ST IMPROVEMENTS	CITY OF NORWALK	REMOVE UNNEEDED CONTROLS	QUARTERLY
04/19/2016	WAKONDA DR RESURFACING W/ STOCKPILE SPOILS	CITY OF NORWALK	SEEDING NEEDED	QUARTERLY
04/19/2016	THE VILLAGE ON THE RIDGE	ECHOVALLEY REALTY LLC	STREETS/CONTROLS	QUARTERLY
04/19/2016	SILVERADO RANCH ESTATES PLAT 2	SILVERADO JV 15 LLC	RECOMMEND ADDED CONTROLS	QUARTERLY
04/19/2016	MARKET PLACE AT ECHO VALLEY	UNITED PROPERTIES INVESTMENT CO	RUBBISH & DEBRIS/ EROSION CONTROLS/ TEMPORARY STABILIZATION	QUARTERLY
04/20/2016	OLD SCHOOL PLAT 1&2	SAVANNAH HOMES	CONTROLS//WASH-OUT	QUARTERLY
04/19/2016	317-321 W WRIGHT RD	GROUNDBREAKER HOMES		RANDOM
04/19/2016	105 ORCHARD TRAIL	FLYNN DEVELOPMENTS		RANDOM
04/19/2016	128 ORCHARD TRAIL	JERRY'S HOMES		RANDOM
04/19/2016	204 ORCHARD TRAIL	JERRY'S HOMES		RANDOM
04/19/2016	418 VALENCIA CT	JERRY'S HOMES		RANDOM
04/19/2016	414 VALENCIA CT	DAVID MORAWSKI		RANDOM
04/19/2016	409 VALENCIA CT	GROUNDBREAKER HOMES		RANDOM
04/19/2016	505 ORCHARD HILLS DR	TOP NOTCH		RANDOM

04/19/2016	501 ORCHARD HILLS DR	HAPPE HOMES		RANDOM
04/19/2016	520 HICKORY DR	HAPPE HOMES		RANDOM
04/19/2016	708 HICKORY DR	HAPPE HOMES		RANDOM
04/25/2016	414 VALENCIA CT	DAVID MORAWSKI	DUMPING PAINT	COMPLAINT
04/25/2016	326 BRAEBURN DR	BRILL HOMES	POTTY	RANDOM
04/25/2016	520 HICKORY DR	HAPPE HOMES	WASH-OUT	RANDOM
04/25/2016	220 W HIGH RD	GRAYHAWK HOMES	POTTY	RANDOM
04/25/2016	2053 WETHERSFIELD DR	HUBBELL	POTTY	RANDOM
04/25/2016	LEGACY LANDING	HUBBELL		RETURN COMPLIANCE
04/28/2016	2054 WETHERSFIELD DR	HUBBELL		RANDOM
04/28/2016	LEGACY PLAT 19	HUBBELL		RANDOM
04/28/2016	113 BRAEBURN CIR	ELSE CONSTRUCTION	PUMPING TO STREET/ TRACKING	RANDOM
04/28/2016	708 HICKORY DR	HAPPE HOMES	DIRT ON STREETS/ WASHOUT	RANDOM
04/28/2016	507 ORCHARD HILLS DR	HAPPE HOMES		RANDOM
04/28/2016	MARKET PLACE AT ECHO VALLEY	UNITED PROPERTIES INVESTMENT CO		RANDOM
04/28/2016	9301 BOTTLEBRUSH RD	JHE CONSTRUCTION		RANDOM

**ADMINISTRATIVE:**

- Prepare documents for council meetings
- Attend City Council meetings
- Participate in development review meeting
- Hold Orchard View Detention preconstruction meeting
- Attend Department Head meetings
- Prepare requested documents in support of upcoming trial
- Attend WRA Tech Committee meeting
- Attend Beardsley Stormwater Detention progress meeting
- Participate in pre-bid and review meeting for pool repairs
- Participate in Sub Area 1 planning session
- Attend MPO webinar for design of residential streets
- Attend Iowa Chapter American Public Works Association Spring Conference
- Attend Water Reclamation Authority Board meeting
- Participate in construction progress meeting
- Attend Metro Waste Authority Board meeting
- Meet with Des Moines Water Works Engineering for planning of western transmission water main
- Conduct intern interviews
- Attend new postmaster's installation
- Attend CIRDWC meeting
- Attend monthly Public Works Manager's meeting

**SAFETY & STAFF DEVELOPMENT:**

- Staff attends annual safety training by IAMU
- Staff attends bucket truck safety class
- Staff members received Hepatitis shots
-



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 8  
For Meeting of 05.19.2016

**ITEM TITLE:** Public Hearing and consideration of Resolution adopting the City of Norwalk Budget Amendment #2 for fiscal year 2015-2016

**CONTACT PERSON:** Jean Furler, Finance Director

**SUMMARY EXPLANATION:**

Following is a summary of the proposed 2015-2016 final budget amendment for the City of Norwalk. Expenses will need to be amended \$722,000 due to the following:

- \$104,000 in public safety for Westcom (911 Communication) expenses, fire department day room re-model (these were remaining expenses from prior fiscal year paid in current fiscal year) and police department wages for overtime and holiday pay. Keep in mind the city receives 50% of wages and benefits (\$47,961 last year) from the school district for the Resource Officer and will receive \$68,300 this fiscal year from the COPS grant program to help offset the police department wages.
- \$51,400 in public works for garbage & recycling costs. Revenues will cover these increased costs.
- \$75,000 in general government due to \$30,000 consulting fees and an additional \$45,000 for legal expenses.
- \$426,400 in debt service due to \$253,875 for bond refinancing and underwriting costs and \$172,500 for the short-term ambulance loan. \$195,600 of the debt service increase is due to the current refunding of the 2008A bonds that will be paid off. This is figured into the \$750,000 savings.
- \$65,200 in the Enterprise Fund area due to the increased operation and maintenance costs of sewer per the Water Reclamation Authority budget amendment for FY2016.

<p><input checked="" type="checkbox"/> Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____</p> <p>Funding Source: _____</p> <p>APPROVED FOR SUBMITTAL _____</p>
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**STAFF RECOMMENDATION:** Approve Amendment #2 for Fiscal Year 2016.

**NOTICE OF PUBLIC HEARING  
AMENDMENT OF CURRENT CITY BUDGET**

The City Council of Norwalk in WARREN & POLK County, Iowa  
will meet at 705 North Avenue  
at 6 p.m. on 5/19/2016  
*(hour)* *(Date)*

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2016  
*(year)*

by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.  
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	5,051,796		5,051,796
Less: Uncollected Property Taxes-Levy Year	2	0		0
<b>Net Current Property Taxes</b>	3	5,051,796	0	5,051,796
Delinquent Property Taxes	4	0		0
TIF Revenues	5	1,912,609		1,912,609
Other City Taxes	6	332,869		332,869
Licenses & Permits	7	169,300		169,300
Use of Money and Property	8	99,182		99,182
Intergovernmental	9	1,067,503		1,067,503
Charges for Services	10	4,398,292		4,398,292
Special Assessments	11	0		0
Miscellaneous	12	549,082		549,082
Other Financing Sources	13	0		0
Transfers In	14	4,593,018		4,593,018
<b>Total Revenues and Other Sources</b>	15	18,173,651	0	18,173,651
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	3,011,079	104,000	3,115,079
Public Works	17	1,480,659	51,400	1,532,059
Health and Social Services	18	10,438		10,438
Culture and Recreation	19	1,178,752		1,178,752
Community and Economic Development	20	1,138,412		1,138,412
General Government	21	659,329	75,000	734,329
Debt Service	22	2,025,179	426,400	2,451,579
Capital Projects	23	6,161,346		6,161,346
Total Government Activities Expenditures	24	15,665,194	656,800	16,321,994
Business Type / Enterprises	25	4,164,615	65,200	4,229,815
<b>Total Gov Activities &amp; Business Expenditures</b>	26	19,829,809	722,000	20,551,809
Transfers Out	27	4,618,777		4,618,777
<b>Total Expenditures/Transfers Out</b>	28	24,448,586	722,000	25,170,586
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year</b>	29	-6,274,935	-722,000	-6,996,935
Beginning Fund Balance July 1	30	9,626,664		9,626,664
<b>Ending Fund Balance June 30</b>	31	3,351,729	-722,000	2,629,729

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Public safety increase for Westcom (911) expenses, fire dept capital expenses & police department wages.  
Public works increase for garbage & recycling costs. General government increase for consulting & legal fees.  
Debt service increase for bond refinancing & ambulance short-term loan. Business type activities increase for sewer expenses per the Water Reclamation Authority amended FY16 budget.

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There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Jean Furler

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City Clerk/ Finance Officer Name



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Items: 9-12  
For Meeting of 05.19.2016

**ITEM TITLE:** General Obligation Swimming Pool and Refunding Bonds, Series 2016

**CONTACT PERSON:** Jean Furler, Finance Director

**SUMMARY EXPLANATION:** The city has the opportunity to re-finance the 2008A, 2010A, 2010B, 2010D General Obligation Bonds and 2014 Sewer Revenue bonds and realize a total savings of approximately \$750,000 over a 10 year period. In addition, the pool financing of \$700,000 will also be a part of this process. I have indicated to the financial advisor that we do not want to finance this portion longer than 10 years. Highlights of this process include:

- The City is being responsible with taxpayer dollars by combining the financing of six separate purposes into a single bond issue, instead of issuing six separate bond issues.
- Structuring the debt as a combined issue, with larger block size (maturity amounts) greatly enhances the attractiveness of the bond issue in the market.
- The bond will first be offered to Norwalk-area and central Iowa banks. This process optimistically will enhance local business opportunities by attempting to retain the funds within our community.
- Assumes a rating from Standard & Poor's of "A+" but hoping for "AA-" rating (current rating is Moody's A1).
- The present value savings as a Percentage of the Refunded Par Amount is **9.63%** which far exceeds the typical target range of 3.0% to 4.0%.
- Net funding provided for Pool Improvements is \$707,000 to \$709,000.
- Estimated True Interest Cost is 1.88% (estimated range of 1.80% to 1.90%) dated date of June 16, 2016.
- The Final maturity is June 1, 2030, however the average life of the debt is 7.926 years (average amount of time debt is outstanding).
- The City will have the option the call the debt on or after June 1, 2023.
- The city is utilizing a hybrid approach working with Public Financial Management (PFM) as financial advisor and UMB Bank as the underwriter. Generally my philosophy is to go to the competitive market however UMB agreed to allow the city to reject any rates that are not approved by the city or PFM with no liability or fees. In addition, UMB is not charging any fees other than what they would normally receive as the underwriter. John Danos, Bond Attorney for Dorsey Whitney approved UMB's disclosure letter and has been providing legal guidance throughout the process. I spoke with Mayor Phillips and indicated my preference to utilize this approach for the refinancing and if successful possibly discuss if this is a process the city would want to look at for future issues. In addition, Public Financial Management has been reviewing the numbers as the city's financial advisor. This is breaking new ground for the city and all the players have been extremely professional and helpful in making this a successful process.

Resolution \_\_\_\_\_ Ordinance \_\_\_\_\_ Contract \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Funding Source: \_\_\_\_\_

APPROVED FOR SUBMITTAL \_\_\_\_\_

**STAFF RECOMMENDATION:** Approve resolution taking additional action to enter into General Obligation Loan Agreements, combining Loan Agreements and authorizing the use of a preliminary official statement for the sale of Bonds.

Approve resolution authorizing adoption of Policies and Procedures regarding Municipal Securities Disclosure.



SOURCES AND USES OF FUNDS

City of Norwalk, Iowa  
General Obligation Swimming Pool and Refunding Bonds, Series 2016

Sources:	Swimming Pool Portion	Current Refunding of Series 2008A	Proposed Advance Refunding of Series 2010A	Proposed Advance Refunding of Series 2010B	Proposed Advance Refunding of Series 2010D	Current Refunding of Series 2014 Sewer Notes
Bond Proceeds:						
Par Amount	700,000.00	195,000.00	3,460,000.00	3,570,000.00	1,095,000.00	335,000.00
Premium	20,311.60	3,548.65	82,607.15	85,629.10	25,980.80	10,105.40
	<u>720,311.60</u>	<u>198,548.65</u>	<u>3,542,607.15</u>	<u>3,655,629.10</u>	<u>1,120,980.80</u>	<u>345,105.40</u>
Uses:						
Project Fund Deposits:						
Project Fund	710,360.82					
Refunding Escrow Deposits:						
Cash Deposit		195,000.00	0.12	0.67	0.80	340,000.00
SLGS Purchases			3,492,592.00	3,604,204.00	1,106,650.00	
		<u>195,000.00</u>	<u>3,492,592.12</u>	<u>3,604,204.67</u>	<u>1,106,650.80</u>	<u>340,000.00</u>
Delivery Date Expenses:						
Cost of Issuance	5,050.78	1,406.99	24,965.26	25,758.96	7,900.85	2,417.16
Underwriter's Discount	4,900.00	1,365.00	24,220.00	24,990.00	7,665.00	2,345.00
	<u>9,950.78</u>	<u>2,771.99</u>	<u>49,185.26</u>	<u>50,748.96</u>	<u>15,565.85</u>	<u>4,762.16</u>
Other Uses of Funds:						
Additional Proceeds		776.66	829.77	675.47	-1,235.85	343.24
	<u>720,311.60</u>	<u>198,548.65</u>	<u>3,542,607.15</u>	<u>3,655,629.10</u>	<u>1,120,980.80</u>	<u>345,105.40</u>

Note: Pricing received from UMB Bank as of 05/11/2016

SOURCES AND USES OF FUNDS

City of Norwalk, Iowa  
 General Obligation Swimming Pool and Refunding Bonds, Series 2016

Sources:	Total
<hr/>	
Bond Proceeds:	
Par Amount	9,355,000.00
Premium	228,182.70
	<hr/>
	9,583,182.70
<hr/> <hr/>	
Uses:	Total
<hr/>	
Project Fund Deposits:	
Project Fund	710,360.82
Refunding Escrow Deposits:	
Cash Deposit	535,001.59
SLGS Purchases	<hr/> 8,203,446.00
	8,738,447.59
Delivery Date Expenses:	
Cost of Issuance	67,500.00
Underwriter's Discount	<hr/> 65,485.00
	132,985.00
Other Uses of Funds:	
Additional Proceeds	1,389.29
	<hr/>
	9,583,182.70
<hr/> <hr/>	

Note: Pricing received from UMB Bank as of 05/11/2016

**BOND SUMMARY STATISTICS**

City of Norwalk, Iowa  
General Obligation Swimming Pool and Refunding Bonds, Series 2016

Dated Date	06/16/2016
Delivery Date	06/16/2016
Last Maturity	06/01/2030
Arbitrage Yield	1.736592%
True Interest Cost (TIC)	1.879312%
Net Interest Cost (NIC)	1.903841%
All-In TIC	1.977803%
Average Coupon	2.121730%
Average Life (years)	7.982
Weighted Average Maturity (years)	7.954
Duration of Issue (years)	7.303
Par Amount	9,355,000.00
Bond Proceeds	9,583,182.70
Total Interest	1,584,300.00
Net Interest	1,421,602.30
Total Debt Service	10,939,300.00
Maximum Annual Debt Service	856,600.00
Average Annual Debt Service	783,711.04
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	7.000000
Total Underwriter's Discount	7.000000
Bid Price	101.739152

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	9,355,000.00	102.439	2.122%	7.982	5,166.25
	9,355,000.00			7.982	5,166.25

	TIC	All-In TIC	Arbitrage Yield
Par Value	9,355,000.00	9,355,000.00	9,355,000.00
+ Accrued Interest			
+ Premium (Discount)	228,182.70	228,182.70	228,182.70
- Underwriter's Discount	-65,485.00	-65,485.00	
- Cost of Issuance Expense		-67,500.00	
- Other Amounts			
Target Value	9,517,697.70	9,450,197.70	9,583,182.70
Target Date	06/16/2016	06/16/2016	06/16/2016
Yield	1.879312%	1.977803%	1.736592%

BOND PRICING

City of Norwalk, Iowa  
 General Obligation Swimming Pool and Refunding Bonds, Series 2016

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)
Bond Component:									
	06/01/2017	140,000	2.000%	0.650%	101.287				1,801.80
	06/01/2018	665,000	2.000%	0.800%	102.326				15,467.90
	06/01/2019	650,000	2.000%	0.950%	103.055				19,857.50
	06/01/2020	675,000	2.000%	1.050%	103.673				24,792.75
	06/01/2021	680,000	2.000%	1.200%	103.839				26,105.20
	06/01/2022	705,000	2.000%	1.300%	104.000				28,200.00
	06/01/2023	725,000	2.000%	1.450%	103.627				26,295.75
	06/01/2024	740,000	2.000%	1.600%	102.623 C	1.647%	06/01/2023	100.000	19,410.20
	06/01/2025	715,000	2.000%	1.700%	101.960 C	1.762%	06/01/2023	100.000	14,014.00
	06/01/2026	740,000	2.000%	1.800%	101.302 C	1.856%	06/01/2023	100.000	9,634.80
	06/01/2027	760,000	2.250%	1.900%	102.270 C	2.018%	06/01/2023	100.000	17,252.00
	06/01/2028	700,000	2.250%	2.000%	101.616 C	2.096%	06/01/2023	100.000	11,312.00
	06/01/2029	720,000	2.250%	2.050%	101.290 C	2.135%	06/01/2023	100.000	9,288.00
	06/01/2030	740,000	2.250%	2.150%	100.642 C	2.196%	06/01/2023	100.000	4,750.80
		9,355,000							228,182.70

Dated Date	06/16/2016	
Delivery Date	06/16/2016	
First Coupon	12/01/2016	
Par Amount	9,355,000.00	
Premium	228,182.70	
Production	9,583,182.70	102.439152%
Underwriter's Discount	-65,485.00	-0.700000%
Purchase Price	9,517,697.70	101.739152%
Accrued Interest		
Net Proceeds	9,517,697.70	

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**SUMMARY OF REFUNDING RESULTS****City of Norwalk, Iowa  
General Obligation Swimming Pool and Refunding Bonds, Series 2016**

Dated Date	06/16/2016
Delivery Date	06/16/2016
Arbitrage yield	1.736592%
Escrow yield	0.498914%
Value of Negative Arbitrage	95,719.70
Bond Par Amount	8,655,000.00
True Interest Cost	1.891427%
Net Interest Cost	1.915766%
Average Coupon	2.127052%
Average Life	8.054
Par amount of refunded bonds	8,615,000.00
Average coupon of refunded bonds	3.619194%
Average life of refunded bonds	8.237
PV of prior debt to 06/16/2016 @ 1.736592%	9,567,255.43
Net PV Savings	826,758.41
Percentage savings of refunded bonds	9.596731%
Percentage savings of refunding bonds	9.552379%

MINUTES FOR HEARINGS ON LOAN AGREEMENTS AND TO COMBINE LOAN AGREEMENTS AND AUTHORIZING OFFICIAL STATEMENT FOR BONDS

443891-46

Norwalk, Iowa

May 19, 2016

The City Council of the City of Norwalk, Iowa, met on May 19, 2016, at 6:00 p.m., at the City Hall, Norwalk, Iowa.

The meeting was called to order by the Mayor, and the roll being called, the following named Council Members were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

This being the time and place specified for taking action on the proposal to enter into a General Obligation Refunding Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$8,845,000, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor declared the public hearing closed

This also being the time and place specified for taking action on the proposal to enter into a General Obligation Swimming Pool Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$700,000, the City Clerk announced that no petition had been filed asking that the question of entering into said Loan Agreement be submitted to the registered voters of the City, and that the City Council may proceed with the authorization of the loan agreement. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor closed the public hearing.

After due consideration and discussion, Council Member \_\_\_\_\_ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member \_\_\_\_\_. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

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

Resolution taking additional action to enter into General Obligation Loan Agreements, combining Loan Agreements and authorizing the use of a preliminary official statement for the sale of Bonds

WHEREAS, the City of Norwalk (the "City"), in Warren County, State of Iowa, previously issued its \$780,000 General Obligation Corporate Purpose Bonds, Series 2008A, dated October 15, 2008 (the "2008A Bonds"), a portion of which currently remains outstanding maturing on such dates and in such amounts and bearing interest at such rates as follows as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2016	\$95,000	3.70%
2017	\$95,000	3.75%
2018	\$100,000	3.85%

;and

WHEREAS, pursuant to the resolution (the "2008A Bond Resolution") authorizing the issuance of the 2008A Bonds, the City reserved the right to call the portion of the 2008A Bonds maturing in the years 2017 and 2018 (the "Callable 2008A Bonds"), inclusive, for early redemption on any date on or after June 1, 2016, subject to the provisions of the 2008A Bond Resolution; and

WHEREAS, the City also previously issued its \$4,685,000 General Obligation Urban Renewal Bonds, Series 2010A, dated August 25, 2010 (the "2010A Bonds"), a portion of which currently remains outstanding maturing on such dates and in such amounts and bearing interest at such rates as follows as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2016	\$190,000	2.00%	2024	\$260,000	3.25%
2017	\$200,000	2.00%	2025	\$270,000	3.40%
2018	\$205,000	2.20%	2026	\$285,000	3.50%
2019	\$210,000	2.40%	2027	\$295,000	3.60%
2020	\$220,000	2.60%	2028	\$310,000	3.75%
2021	\$230,000	2.75%	2029	\$325,000	3.90%
2022	\$240,000	3.00%	2030	\$340,000	4.00%
2023	\$250,000	3.10%			

;and

WHEREAS, pursuant to the resolution (the "2010A Bond Resolution") authorizing the issuance of the 2010A Bonds, the City reserved the right to call the portion of the 2010A Bonds

maturing in the years 2018 through 2030 (the “Callable 2010A Bonds”), inclusive, for early redemption on any date on or after June 1, 2017, subject to the provisions of the 2010A Bond Resolution; and

WHEREAS, the City also previously issued its \$5,320,000 General Obligation Corporate Purpose Bonds, Series 2010B, dated August 25, 2010 (the “2010B Bonds”), a portion of which currently remains outstanding maturing on such dates and in such amounts and bearing interest at such rates as follows as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2016	\$305,000	3.00%	2024	\$270,000	3.75%
2017	\$315,000	3.00%	2025	\$280,000	3.75%
2018	\$210,000	3.00%	2026	\$295,000	4.00%
2019	\$220,000	3.00%	2027	\$305,000	4.00%
2020	\$230,000	3.00%	2028	\$320,000	4.00%
2021	\$235,000	3.25%	2029	\$335,000	4.00%
2022	\$245,000	3.50%	2030	\$350,000	4.00%
2023	\$255,000	3.50%			

;and

WHEREAS, pursuant to the resolution (the “2010B Bond Resolution”) authorizing the issuance of the 2010B Bonds, the City reserved the right to call the portion of the 2010B Bonds maturing in the years 2018 through 2030 (the “Callable 2010B Bonds”), inclusive, for early redemption on any date on or after June 1, 2017, subject to the provisions of the 2010B Bond Resolution; and

WHEREAS, the City also previously issued its \$1,475,000 General Obligation Urban Renewal Bonds, Series 2010D, dated October 21, 2010 (the “2010D Bonds”), a portion of which currently remains outstanding maturing on such dates and in such amounts and bearing interest at such rates as follows as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2016	\$60,000	2.20%	2024	\$80,000	3.20%
2017	\$60,000	2.20%	2025	\$85,000	3.30%
2018	\$65,000	2.40%	2026	\$90,000	3.40%
2019	\$65,000	2.60%	2027	\$95,000	3.50%
2020	\$70,000	2.75%	2028	\$100,000	3.60%
2021	\$70,000	3.00%	2029	\$105,000	3.70%
2022	\$75,000	3.00%	2030	\$110,000	3.80%
2023	\$80,000	3.10%			

;and

WHEREAS, pursuant to the resolution (the “2010D Bond Resolution”) authorizing the issuance of the 2010D Bonds, the City reserved the right to call the portion of the 2010D Bonds maturing in the years 2018 through 2030 (the “Callable 2010D Bonds”), inclusive, for early redemption on any date on or after June 1, 2017, subject to the provisions of the 2010D Bond Resolution; and

WHEREAS, the City also previously issued its \$425,000 Sewer Revenue Note, dated November 18, 2014 (the “2014 Note”), a portion of which currently remains outstanding maturing on such dates and in such amounts and bearing interest at such rates as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2016	\$42,500	2.90%	2021	\$42,500	2.90%
2017	\$42,500	2.90%	2022	\$42,500	2.90%
2018	\$42,500	2.90%	2023	\$42,500	2.90%
2019	\$42,500	2.90%	2024	\$42,500	2.90%
2020	\$42,500	2.90%			

; and

WHEREAS, pursuant to the resolution (the “2014 Note Resolution”) authorizing the issuance of the 2014 Note, the City reserved the right to prepay principal of the 2014 Note in whole or in part at any time prior to and in any order of maturity, subject to the provisions of the 2014 Note Resolution; and

WHEREAS, the City now proposes to enter into a General Obligation Refunding Loan Agreement (the “Refunding Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$8,845,000 for the purpose of paying the costs, to that extent, of (1) current refunding the Callable 2008A Bonds; (2) advance refunding the Callable 2010A Bonds; (3) advance refunding the Callable 2010B Bonds; (4) advance refunding the Callable 2010D Bonds; and (5) current refunding the outstanding balance of the 2014 Note, and pursuant to law and a notice duly published, the City Council has held a public hearing on such proposal on May 19, 2016;

WHEREAS, pursuant to the provisions of Section 384.24A of the Code of Iowa, the City also proposes to enter into a General Obligation Swimming Pool Loan Agreement (the “Swimming Pool Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$700,000 for the purpose of paying the cost, to that extent, of constructing repairs and improvements to the municipal swimming pool, and as of May 19, 2016, no petition had been filed with the City asking that the question of entering into the Swimming Pool Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, pursuant to Section 384.28 of the Code of Iowa, the City Council intends to combine the Refunding Loan Agreement and Swimming Pool Loan Agreement into a single loan agreement (the “Loan Agreement”) and to issue General Obligation Swimming Pool and Refunding Bonds, Series 2016 (the “Bonds”) in evidence of its obligations thereunder; and

WHEREAS, a Preliminary Official Statement (the "P.O.S.") has been prepared to facilitate the sale of the Bonds in evidence of the obligation of the City under the Loan Agreement, and it is now necessary to make provision for the approval of the P.O.S. and to authorize its use by UMB Bank. n.a. (the "Underwriter");

NOW, THEREFORE, Be It Resolved by the City Council of the City of Norwalk, Iowa, as follows:

Section 1. The Refunding Loan Agreement and the Swimming Pool Loan Agreement are hereby combined into the Loan Agreement and the City Council hereby determines to enter into the Loan Agreement in the future orders that the Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the "additional action" required by Section 384.24A of the Code of Iowa.

Section 2. The City Clerk is hereby authorized to take such action as shall be deemed necessary and appropriate with the assistance Dorsey & Whitney, LLP as disclosure counsel (the "Disclosure Counsel") and the Underwriter to prepare the P.O.S. describing the Bonds and providing for the terms and conditions of their sale, and all action heretofore taken in this regard is hereby ratified and approved.

Section 3. The use by the Underwriter of the P.O.S. relating to the Bonds in substantially the form as has been presented to and considered by the City is hereby approved, and the Underwriter, together with Disclosure Counsel is hereby authorized to prepare and use a final Official Statement for the Bonds substantially in the form of the P.O.S. but with such changes therein as are required to conform the same to the terms of the Bonds and the resolution, when adopted, providing for the sale and issuance of the Bonds, and the City Clerk is hereby authorized and directed to execute a final Official Statement for the Bonds, if requested. The P.O.S. as of its date is deemed final by the City within the meaning of Rule 15(c)(2)-12 of the Securities and Exchange Commission.

Section 4. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved May 19, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

••••

On motion and vote, the meeting adjourned.

---

Mayor

Attest:

---

City Clerk

STATE OF IOWA  
WARREN COUNTY  
CITY OF NORWALK

SS:

I, the undersigned, City Clerk of the City of Norwalk, do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records relating to the authorization of certain Loan Agreements, combining Loan Agreements and the approval of a preliminary official statement, and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

I further certify that no petition was filed in my office asking that the question of entering into the General Obligation Swimming Pool Loan Agreement be submitted to the registered voters of the City.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk

MINUTES AUTHORIZING ADOPTION OF  
POLICIES AND PROCEDURES RE: MUNICIPAL  
SECURITIES DISCLOSURE

443891

Norwalk, Iowa

May 19, 2016

The City Council of the City of Norwalk, Iowa, met on May 19, 2016, at 6 o'clock p.m. at the 705 North Avenue, Norwalk, Iowa. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

.....

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

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

Resolution authorizing adoption of Policies and Procedures Regarding Municipal Securities Disclosure

WHEREAS, pursuant to the laws of the State of Iowa, the City of Norwalk, Iowa (the "City") has publicly offered, and likely will issue and publicly offer in the future, its notes, bonds or other obligations (the "Bonds"); and

WHEREAS, the City deems it necessary and desirable to adopt certain Policies and Procedures Regarding Municipal Securities Disclosure to be followed in connection with the issuance and on-going administration of publicly offered Bonds; and

WHEREAS, the proposed Policies and Procedures Regarding Municipal Securities Disclosure are attached hereto as Exhibit A (the "Disclosure Policies and Procedures"); and

NOW, THEREFORE, Be It Resolved by the City Council of the City of Norwalk, Iowa, as follows:

Section 1. The Disclosure Policies and Procedures attached hereto as Exhibit A are hereby adopted and shall be dated as of the date hereof.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved May 19, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

STATE OF IOWA  
COUNTY OF WARREN  
CITY OF NORWALK

SS:

I, the undersigned, City Clerk of the City of Norwalk, Iowa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to the City's adoption of the Policies and Procedures Regarding Municipal Securities Disclosure.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk

## Exhibit A

### Norwalk

#### **Policies and Procedures Regarding Municipal Securities Disclosure**

As an issuer of municipal securities (bonds, notes and/or other obligations, referred to herein as “Bonds”), the City of Norwalk, Iowa (the “Issuer”) has adopted the policies and procedures set forth herein (collectively, the “Disclosure Policy”) to guide the Issuer’s actions with respect to (1) the disclosure document (often referred to as the “official statement”) for publicly-offered Bonds and (2) ongoing disclosure requirements associated with outstanding Bonds (also known as “continuing disclosure”).

This Disclosure Policy includes the following elements: (1) disclosure training for officials responsible for producing, reviewing and approving disclosure documents; (2) establishment of procedures for review of relevant disclosure requirements, and (3) ensuring that any procedures established are followed.

#### **Background**

The anti-fraud provisions of federal securities laws apply to municipal securities such as the Issuer’s Bonds. The U.S. Securities and Exchange Commission (the “SEC”) can bring enforcement actions against the Issuer, members of its governing body, government employees and officials, and professionals working on the bond transaction. This Disclosure Policy is designed to provide the necessary policy framework and accompanying procedures for compliance by the Issuer with its disclosure responsibilities.

When Bonds are issued and publicly offered, an official statement will be prepared on behalf of the Issuer. The official statement is the disclosure document that sets forth the terms associated with the Bonds, and this document will be used to market and sell the Issuer’s Bonds.<sup>1</sup> In addition, for transactions larger than \$1 million in size that include an official statement, the Issuer enters into a continuing disclosure certificate, agreement or undertaking (the “CDC”). The CDC is a contractual obligation of the Issuer, pursuant to which the Issuer agrees to provide certain financial information filings (at least annually) and material event notices to the public. The CDC is necessary to allow the bond underwriters comply with SEC Rule 15c2-12. As noted below, filings under the CDC must be made electronically at the Electronic Municipal Market Access (EMMA) portal ([www.emma.msrb.org](http://www.emma.msrb.org)).

Accordingly, this Disclosure Policy addresses the following three aspects of disclosure: (1) preparation and approval of official statements in connection with new Bonds; (2) on-going continuing disclosure requirements under a CDC; and (3) education of staff and elected officials with respect to disclosure matters.

#### **1. Primary (New) Offerings of Bonds – Official Statements of the Issuer**

---

<sup>1</sup> Under federal law issuers of municipal securities are primarily responsible for the content of their disclosure documents (the official statement), regardless of who prepared the document. An issuer does not discharge its disclosure obligations by hiring professionals to prepare the official statement. An issuer has “an affirmative obligation” to know the contents of its official statement, including the financial statements. Finally, executing an official statement without first reading the official statement to ascertain whether it is accurate may be reckless (the basis for certain anti-fraud causes of action by the SEC).

In connection with issuance of its publicly-offered Bonds (Bonds sold via the public market, through a broker-dealer known as an “underwriter”), the Issuer will prepare (or cause its hired professionals to prepare) a disclosure document commonly known as an “official statement.” This official statement is the document that describes the issuance of the Bonds to the marketplace and as such, *under federal law, the official statement cannot contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading.*

To ensure the Issuer’s official statements are properly prepared and reviewed, the Issuer adopts the procedures set forth in Appendix I hereto.

## **2. Continuing Disclosure Compliance (CDC Compliance)**

The Issuer has entered into, or may in the future enter into, CDCs in connection with its bond issues. Under these contractual agreements, the Issuer agrees to provide to the marketplace certain financial information and notices of material events. The Issuer will file, or cause to be filed, necessary items under the CDCs in a searchable electronic format at the Electronic Municipal Market Access (EMMA) portal ([www.emma.msrb.org](http://www.emma.msrb.org)).

To ensure compliance with its contractual continuing disclosure obligations, the Issuer adopts the procedures set forth in Appendix II hereto.

## **3. Systematic Training of Staff and Governing Body Members**

In addition to the specific procedures adopted under this Disclosure Policy, the Issuer understands that on-going training of both necessary staff and members of the governing body is essential to successful compliance with the Issuer’s disclosure obligations. Accordingly, the Issuer has implemented the following training procedures (which may be implemented with the assistance of counsel to the Issuer):

A. *Annual Training.* Necessary Issuer employees are required to attend annual training regarding disclosure and financial reporting requirements of the federal securities laws. Such training shall include a complete review of this Disclosure Policy, all current CDCs, Rule 15c2-12 and the material events required to be reported pursuant to such Rule, and a complete overview of the Issuer’s obligations under the federal securities laws. The City Clerk is responsible for coordinating the annual training, and not later than six months after the end of each fiscal year, the City Clerk shall provide written certification to the City Council that the annual disclosure training has been completed.

B. *Specific Training.* When appropriate, the City Clerk shall conduct (or cause to be conducted) training with individuals on those persons’ specific roles and responsibilities in the disclosure and financial reporting process.

C. *Governing Body Training.* Not less than once every two years, the members of the Issuer’s governing body are required to attend annual training on this Disclosure Policy and the disclosure and financial reporting requirements of the federal securities laws. The City Clerk is responsible for coordinating this training.

## Appendix I

### Written Procedures for Preparing Official Statements

1. At the commencement of a financing, the City Clerk shall develop or cause its finance team to develop a plan for preparation of the official statement and a schedule that allows sufficient time for all required work, including appropriate review and participation by members of the financing team and knowledgeable Issuer staff.
2. The City Clerk shall be responsible for managing the preparation process for the official statement, and shall obtain the assistance of other participants within the Issuer and legal and financial professionals, as necessary and appropriate.
3. The City Clerk shall be responsible for developing a program for coordinating staff review of the disclosure information and obtaining formal sign-off from staff on the disclosure documents.
4. The City Clerk shall ensure that any previous failure to fully comply with continuing disclosure obligations during the prior five year period is disclosed in the official statement.
5. Members of the City Council, the City Clerk and any other key officials, shall review the official statement and shall be given not less than 7 days to review an official statement prior to being asked to vote on its approval, absent extenuating circumstances. Members of the City Council responsible for reviewing the official statement, shall contact the City Clerk during the review period to discuss potential issues, questions or comments with respect to the official statement.

## Appendix II

### Written Procedures Regarding Continuing Disclosure

1. The City Clerk shall be responsible for compliance with the Issuer's obligations under continuing disclosure agreements, undertakings or certificates (the "CDC"), including without limitation annual filings, material event notice filings, voluntary filings and other filings required by the CDC.
2. Prior to execution of a CDC in connection with a bond issue, the CDC shall be discussed with bond counsel, the underwriter and financial advisor to ensure a full understanding of Issuer obligations.
3. The City Clerk shall have primary responsibility for ensuring that statements or releases of information relating to the Issuer's finances to the public that are reasonably expected to reach investors and the financial markets, including website updates, press releases and market notices, are accurate and not misleading in any material respect. The City Clerk shall work to ensure that all public statements and information released by the Issuer are accurate and not misleading in all material respects.
4. The City Clerk shall be responsible for compiling and maintaining a list of all outstanding bond issues subject to continuing disclosure, noting the applicable filing dates [see attached table format, Part I, for tracking this information (the "Disclosure Table")].
5. The City Clerk shall be responsible for assembling and maintaining copies of the final CDC and final Official Statements for each applicable bond issue, together with any third-party Dissemination Agent Agreements, if applicable.
6. The City Clerk shall document and track the required information to be filed, including dates such information is filed [see attached Disclosure Table, Part II].
7. The City Clerk shall be responsible for registering for continuing disclosure filing email reminders from the "EMMA" website (<http://emma.msrb.org>).
8. At least 30 days prior to the earliest filing deadline listed on the Disclosure Table, the City Clerk shall begin the process of compiling necessary information required by the CDCs (and coordinate with outside professionals hired to compile this information, if applicable).
9. At least 10 days prior to each filing deadline, the City Clerk shall determine whether all necessary items have been compiled for filing pursuant to the CDC requirements (including review with outside professionals if applicable).
10. At least 3 days prior to each filing deadline, the City Clerk shall file (or cause any Dissemination Agent to file) the necessary items on the EMMA website. After filing, the City Clerk shall confirm that all items have, in fact, been filed on EMMA as required, and shall note the filing date on the Disclosure Table.
11. In addition to the continuing disclosure filings, the City Clerk shall be responsible for determining whether any of the following "listed events" has taken place and if so, discuss the same with its external legal and financial professionals and cause the filing of notice to be made on EMMA within ten business days of such events:

- a. Principal and interest payment delinquencies;
  - b. Non-payment related defaults, if material;
  - c. Unscheduled draws on debt service reserves reflecting financial difficulties;
  - d. Unscheduled draws on credit enhancements reflecting financial difficulties;
  - e. Substitution of credit or liquidity providers, or their failure to perform;
  - f. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
  - g. Modifications to rights of security holders, if material;
  - h. Bond calls, if material, and tender offers;
  - i. Defeasances;
  - j. Release, substitution, or sale of property securing repayment of the securities, if material;
  - k. Rating changes;
  - l. Bankruptcy, insolvency, receivership or similar event of the obligated person;
  - m. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
  - n. Appointment of a successor or additional trustee or the change of name of a trustee, if material.
12. The City Clerk shall be the primary contact person for responding to inquiries from investors and for maintaining the investor relations portion of the Issuer's website, if any.
  13. The City Clerk shall be responsible for coordinating and filing any voluntary information with EMMA, after consultation with the Issuer's legal and financial professionals.

**Form of Disclosure Table**

Part I – Master Tracking Table (list of deadlines for all bond issues)

Name of Bond Issue	Date of Issue	Final Maturity Date	Dissemination Agent?	CUSIP for Final Maturity	Deadline for Annual Report

Part II – Separate Table for Each Bond Issue (tracks details of filings for each issue)

[Name of Bonds][date of issue]	Reporting Periods [inset date info was filed on EMMA]			
	FY2013	FY2014	FY2015	FY2016
Description of Financial Information / Operating Data to file on EMMA				
[audit]				
[list applicable tables in Official Statement]				
[unaudited financials, if audit not available by deadline]				
[other information]				



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 13  
For Meeting of 5.19.2016

- REQUEST:** Request from Locust Center, LTD to approve the Preliminary Plat of the *Twin Lakes Plat 4*
- STAFF CONTACT:** Luke Parris, AICP  
City Planner
- APPLICANT(S):** Locust Center, LTD                      Veenstra & Kimm, INC.  
303 Locust St, Suite 150                      3000 Westown PKWY  
Des Moines, Iowa 50309                      West Des Moines, Iowa 50266
- GENERAL DESCRIPTION:** This request would create 8 lots east of 80<sup>th</sup> Avenue that are outside Norwalk city limits.
- Under Norwalk's subdivision regulation section 16.05(8) the division of land within unincorporated areas within two (2) miles of the corporate limits of the City shall be reviewed in accordance with an established by agreement with Warren County pursuant to Chapter 28E of the Code of Iowa. The Subdivision Regulations state that proposed plats within two miles shall be reviewed under the City's normal plat review procedure.
- IMPACT ON NEIGHBORHOOD:** This is an extension of a private cul-de-sac street with undeveloped ground to the north and east and an existing rural subdivision to the south. The street is an 18' wide private road, similar to the existing private streets in the development
- VEHICULAR & PEDESTRIAN TRAFFIC:** The plat shows the extension of a private cul-de-sac, Boston Trail.
- TRAIL PLAN:** N/A
- ZONING HISTORY FOR SITE AND IMMEDIATE VICINITY:** The Preliminary Plat for Twin Lakes Plat 4 is located outside of Norwalk City limits and is not currently zoned. If the city of Norwalk were to annex this land, the future land use plan identifies the area as medium density residential and any future zoning of this area would likely be RE-1.

<b>BUFFERS REQUIRED/ NEEDED:</b>	No buffers are required since this is outside Norwalk city limits.
<b>DRAINAGE:</b>	The County handles drainage requirements and does not require detention for small, low impact developments.
<b>DEVELOPMENT HISTORY:</b>	This Preliminary Plat is a replat of lots 9-14 of Twin Lakes Plat 3 which will go from 6 to 8 lots, the pond originally to be located in the northern part of Plat 3 is to be removed and realignment of the street farther to the south.
<b>FLOODPLAIN:</b>	None of the proposed lots are located within a floodplain.
<b>PARKLAND:</b>	No parkland dedication is required.
<b>UTILITIES: WATER, SANITARY SEWER, STORM SEWER.</b>	<ul style="list-style-type: none"> <li>• An 8" water main is provided under Boston Trail.</li> <li>• Each lot will have their own septic tank for sanitary sewer usage.</li> <li>• One Hydrant is shown on Boston Trail at the end of the cul-de-sac, additional hydrants will be needed on lots as they develop to ensure adequate lot coverage.</li> </ul>
<b>RELATIONSHIP TO COMPREHENSIVE LAND USE PLAN:</b>	The future annex land use plan for the majority of this area will be RE-1.
<b>STAFF ANALYSIS– ZONING ORDINANCE:</b>	The Preliminary Plat consists of a replating of 6 residential lots to 8 residential lots. The plat consists of 13.60 acres of land east of 80 <sup>th</sup> Avenue. The preliminary plat is outside of Norwalk's city limits and is not currently zoned. If the city of Norwalk were to annex this land, future land use planning would zone this area as RE-1.
<b>STAFF ANALYSIS– SUBDIVISION ORDINANCE:</b>	The Subdivision Ordinance requires that Preliminary Plat submissions details on lot design, street layout, sanitary sewer layout, water main layout, grading, and storm water management. All information has been submitted by the applicant.
<b>STAFF RECOMMENDATION:</b>	<p>Therefore, staff recommend that the request for the Preliminary Plat of Twin Lakes Plat 4 be approved for the following conditions:</p> <ul style="list-style-type: none"> <li>• That the applicant provides all supporting documentation required within the Norwalk Subdivision Regulations.</li> <li>• That any significant modifications to the final plat be reviewed and approved by the Planning &amp; Zoning Commission and City Council.</li> </ul>
<b>ATTACHMENTS:</b>	Attachment "A" – Twin Lakes Plat 4 Preliminary Plat Attachment "B" – Twin Lakes Plat 4 Vicinity Map

<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Contract	<input type="checkbox"/> Other (Specify)
Funding Source:	NA		
APPROVED FOR SUBMITTAL:			
	Planning & Economic Development Director		

RESOLUTION NO. \_

**A RESOLUTION APPROVING THE TWIN LAKES PLAT 4 PRELIMINARY PLAT**

WHEREAS, the Planning & Zoning Commission reviewed this request at their regular meeting on May 9, 2016 and recommends approval of the Preliminary Plat; and

WHEREAS, that the applicant provides all supporting documentation required within the Norwalk Subdivision Regulations; and

WHEREAS, that any significant modifications to the plat be reviewed and approved by the Planning & Zoning Commission and City Council; and

NOW, THEREFORE, BE IT RESOLVED: That the City Council does hereby approve the Preliminary Plat for the Twin Lakes Plat 4 as described and shown in Attachment "A" attached hereto and made a part thereof by reference.

PASSED AND APPROVED this 19th day of May, 2016.

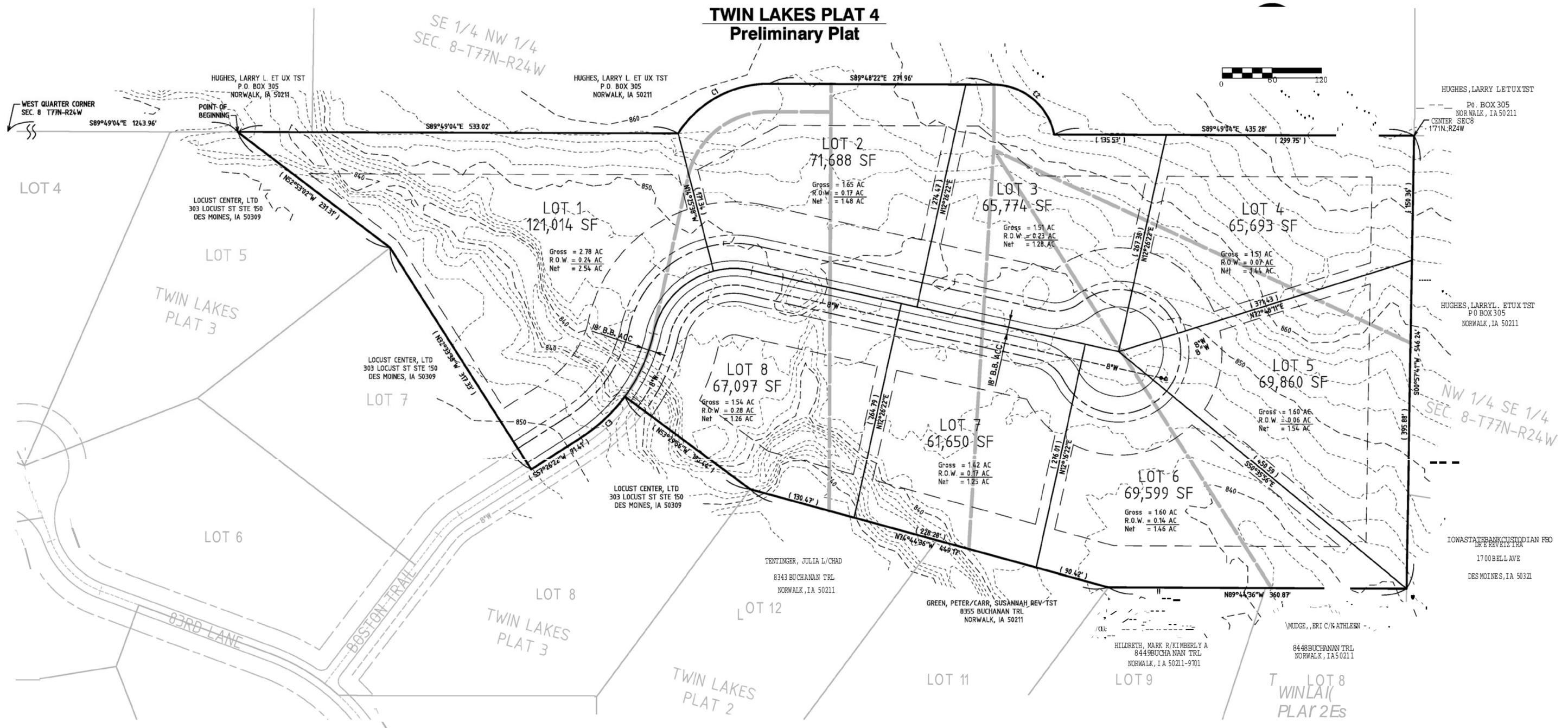
\_\_\_\_\_  
Tom Phillips-Mayor

ATTEST:

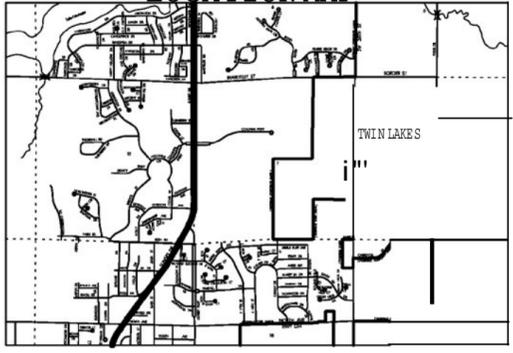
\_\_\_\_\_  
JODI EDDLEMAN, CITY CLERK

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

# TWIN LAKES PLAT 4 Preliminary Plat



### LOCATION MAP



**NOTES:**

STREET EASEMENT WIDTH IS 60 FEET. CUL-DE-SACS HAVE A DIAMETER OF 150 FEET  
CUL-DE-SACS HAVE AN ASPHALT SURFACE DIAMETER OF 108 FEET.  
STREET EASEMENT ALSO SERVES AS PUBLIC UTILITY EASEMENTS, IN ADDITION TO THE ID P.U.E.

**PROPERTY OWNER:** GERLEMAN, BRUCE W IDEED1  
303 LOCUST STREET, SUITE 150  
DES MOINES, IOWA 50309

**AREAS:** 24,254 SQ. FT. 1056 AC1  
NE 1/4 SW 1/4 8-77-24  
58,124 SQ. FT. U304 AC1

**BUILDING SETBACK:** REAR YARD = 50'  
SIDE YARD = 12'

**PROPOSED UTILITIES:** WATER - DES MOINES WATER WORKS  
SANITARY - ON SITE TREATMENT SYSTEM  
ONE ACH LOT AS APPROVED

**ZONING:** R-1 RESIDENTIAL

### LEGEND

- PLAT BOUNDARY
- BUILDING SETBACK LINE
- 60 FOOT STREET EASEMENT
- 10 FOOT PUBLIC UTILITY EASEMENT
- MEASURED
- WATER MAIN
- HYDRANT
- WATER VALVE

CURVE	DELTA	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
CI	57° 25' 21"	130.00'	130.29'	71.21'	124.90'	N61° 27' 57" E

### LEGAL DESCRIPTION

A REPLAT OF LOTS 9 THROUGH 14 OF TWIN LAKES PLAT 3 LOCATED IN THE NORTH HALF OF THE SOUTHWEST QUARTER AND IN THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 77 NORTH, RANGE 24 WEST OF THE 5TH P.M., WARREN COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

5TH P.M., WARREN COUNTY, IOWA;  
THENCE SOUTH 89°49'04" EAST, 1243.96 FEET ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID LINE OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 8; THENCE NORTHEASTERLY 130.29 FEET ALONG A 130.00 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY, WITH A CHORD OF NORTH 61°27'57" EAST, 124.90 FEET; THENCE SOUTH 89°48'22" EAST, 271.96 FEET; THENCE SOUTHEASTERLY 102.71 FEET ALONG A 75.00 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY, WITH A CHORD OF SOUTH 50°35'24" EAST, FEET TO THE CENTER OF SAID SECTION 8; THENCE SOUTH 00°57'41" WEST, 546.24 FEET ALONG THE EAST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 8; THENCE NORTH 89°44'36" WEST, 360.87 FEET; THENCE NORTH 74°44'36" WEST, 449.17 FEET; THENCE NORTH 53°29'56" WEST, 188.44 FEET; THENCE SOUTHWESTERLY 73.09 FEET ALONG AN 200.00 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY WITH A CHORD 329.33'38" WEST, 317.33 FEET; THENCE NORTH 52°53'02" WEST, 231.31 FEET TO THE POINT OF BEGINNING.

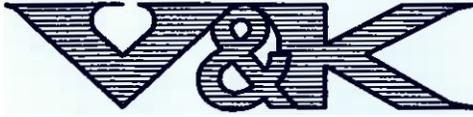
DATE	REVISIONS	SCALE	AS NOTED
		DRAWN	CLV
		CHECKED	HRV
		APPROVED	HRV
		DATE	4-29-16
		A.C.	



**PRELIMINARY PLAT  
TWIN LAKES PLAT 4  
WARREN COUNTY, IOWA**

3000 Westown Parkway • West Des Moines, Iowa 50266-1320  
515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

DWG. NO. **PP-1**  
PROJ ECT 234689



April 29, 2016

Luke Parris, AICP  
City Planner  
City of Norwalk  
705 North Avenue  
Norwalk, Iowa 50211

TWIN LAKES PLAT 4  
PRELIMINARY PLAT SUBMITTAL

Enclosed is a copy of the preliminary plat of Twin Lakes Plat 4. Twin Lakes Plat 4 is a replat of the northeast portion of the already platted Twin Lakes Plat 3. The property owner Bruce Gerleman is proposing to replat a portion of the undeveloped area of Plat 3 to better utilize the area.

Under the proposed Plat 4 the six lots on the easterly side of the creek in Plat 3 will be replatted to eight lots. The pond originally to be located in the northern part of Plat 3 is being deleted and the street is being realigned to shift the street farther to the south. With this change there will be eight lots of a more regular shape compared to the original seven lots.

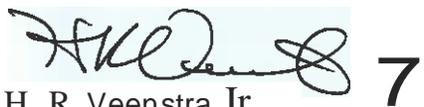
Water service is provided by the Des Moines Water Works as a continuation of the water service in the existing Twin Lakes Plat 1, 2 and 3. The roadway will be an 18-foot HMA pavement. The road is a continuation of the road design. The road would be a rural design with no storm sewer system provided in the plat. The plat would be developed with minimal lot grading. Sanitary sewer service would be provided by onsite treatment systems as a continuation of the design in the existing Twin Lakes.

Twin Lakes Plat 4 involves no additional area not included in Twin Lakes Plat 3. The only change is the alignment of the road to delete the pond and to increase the number of lots from six to eight. In all other respects the design for the existing Twin Lakes development is continued in Twin Lakes Plat 4.

Luke Parris  
April 29, 2016  
Page 2

If you have any questions or comments concerning the project, please contact the writer at 225-8000.

VEENSTRA & KIMM, INC.



H. R. Veenstra Jr.

HRVjr:pjh  
234689  
Enclosure  
cc: Bruce Gerleman

HOLLYDR  
HOLLYDR  
MAIN ST  
MAIN ST  
MAIN ST  
LAURELPL  
SUNNINGDALE DR  
GORDON AVE  
EDGEMONT PL  
CHERRY PKWY  
TURNBERRYDR  
SUNSETDR  
CEGAR ST  
MASTELLER RD

E 19TH ST

E 20TH ST

HUNTER DR

SWITCHGRASS TR

E 27TH ST

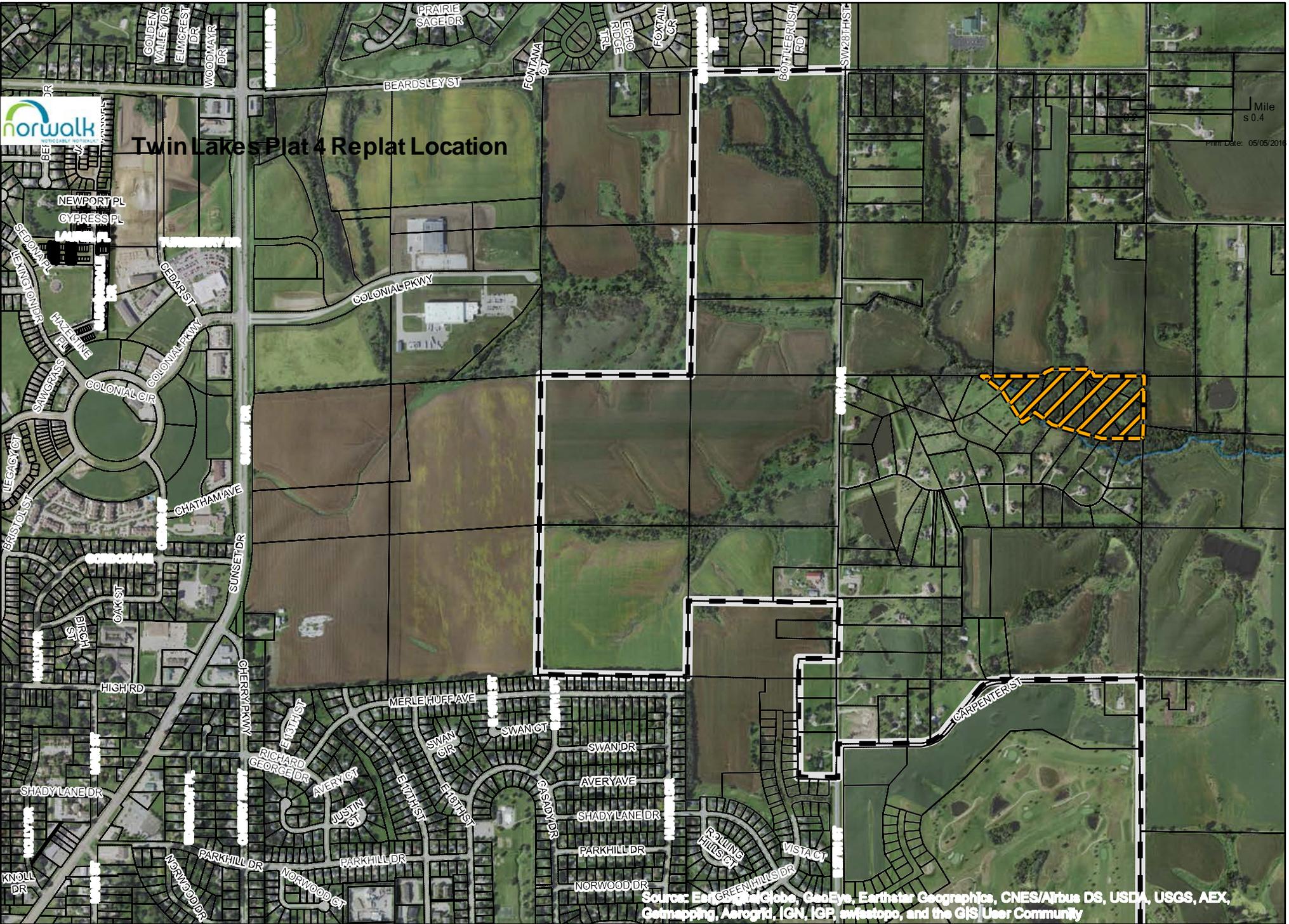
80TH AVE



# Twin Lakes Plat 4 Replat Location

Mile s 0.4

Print Date: 05/05/2016



Source: Esri, DeLorme, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



May 12, 2016

Luke Parris, AICP  
City Planner  
City of Norwalk  
705 North Avenue  
Norwalk, Iowa 50211

TWIN LAKES PLAT 4  
STREET WIDTH

This letter is a follow up to the recommendation by the Norwalk Plan & Zoning Commission to require Twin Lakes Plat 4 to construct the street in Plat 4 to a 24-foot width. The writer has discussed the Plan & Zoning Commissions recommendation with the developer, Bruce Gerleman.

Bruce Gerleman has a significant concern regarding the requirement for a 24-foot width street in Plat 4 given the other streets in the plat are constructed of an 18-foot wide pavement. The street in Plat 4 will be one of the least heavily traveled streets within the Twin Lakes development.

At the meeting there was discussion about the steepness of the streets and accessibility for emergency vehicles and others during winter conditions. There was discussion about the implications of widening the street at a future date if the area were to be annexed into the City of Norwalk and the streets converted to public streets.

As discussed at the Plan & Zoning Commission meeting, the street within Plat 4 has a relatively modest slope. The steepest part of the street is located in Plat 3 and is not covered by the preliminary plat of Plat 4.

Bruce Gerleman requested the writer to discuss with the City of Norwalk a possible compromise to address some of the concerns regarding the street width and the steepness of the street. The proposed compromise would be as follows:

1. The street in Plat 4 would be graded to allow for a 26-foot rural top section. The initial pavement would be 18-foot wide and the street would be designed in a manner that would allow for a 4-foot widening on each side of the street.

2. In the steep area of the street on Boston Circle located in Plat 3 the design would be modified to widen the street pavement to 24 feet and to steepen the slope of the street to a maximum of 14%. With this steeper slope the roadway would nearly follow the existing ground slope. This would eliminate the elevated fill area for the roadway. This change would provide a wider street for vehicle travel in adverse weather conditions. By matching the street grade the large fill area along the edge of the road would be eliminated.

With the original design there were areas where a vehicle sliding off the paved surface would traverse a several foot high fill section, potentially resulting in overturning of the vehicle. With the new profile the roadway would approximately match the adjoining area. If a vehicle were to slide off the road it would not have the potential to overturn and could be pulled back on the road surface.

The writer recognizes this compromise does not provide a 24-foot initial paving in Plat 4. However, the compromise actually improves the street pavement in Plat 3 to address some of the Plan & Zoning Commission members concerns and return allows the 18-foot pavement in Plat 4 to match the existing street pavement and provides an easy method to widen the pavement in Plat 4 if the area were to be annexed and the streets converted to public streets.

If you have any questions or comments concerning the project, please contact the writer at 225-8000.

VEENSTRA & KIMM, INC.



H. R. Veenstra Jr.

HRVJr:pjh

234689

cc: Bruce Gerleman



## MEMO

---

TO: Jean Furler  
FROM: Wade Wagoner  
DATE: May 18, 2016  
RE: Extraterritorial review of plats

*Dear Jean: Below are the code sections pertaining to extraterritorial review of plats. Our review for this started in 2002. In 2004 we passed another ordinance allowing for the administrative waiver without going to council or P&Z. It's important to note that the council can impose our standards (it's not merely a suggestion)*

### **354.8 Review and approval by governing bodies.**

1. A proposed subdivision plat lying within the jurisdiction of a governing body shall be submitted to that governing body for review and approval prior to recording. Governing bodies shall apply reasonable standards and conditions in accordance with applicable statutes and ordinances for the review and approval of subdivisions. The governing body, within sixty days of application for final approval of the subdivision plat, shall determine whether the subdivision conforms to its comprehensive plan and shall give consideration to the possible burden on public improvements and to a balance of interests between the proprietor, future purchasers, and the public interest in the subdivision when reviewing the proposed subdivision and when requiring the installation of public improvements in conjunction with approval of a subdivision. The governing body shall not issue final approval of a subdivision plat unless the subdivision plat conforms to sections 354.6, 354.11, and 355.8.

2. If the subdivision plat and all matters related to final approval of the subdivision plat conform to the standards and conditions established by the governing body, and conform to this chapter and chapter 355, the governing body, by resolution, shall approve the plat and certify the resolution which shall be recorded with the plat. **The recorder shall refuse to accept a subdivision plat presented for recording without a resolution from each applicable governing body approving the subdivision plat or waiving the right to review.**

3. As used in this section, the term "*subdivision improvements*" means any fixture, structure, or other improvement to land required to be constructed or installed by the proprietor as a condition of the governing body's approval of a subdivision plat.

4. a. For a city with a population equal to or greater than fifty thousand, if the proprietor or the contractor for the construction of subdivision improvements has provided the name and facsimile number or electronic mail address of the contractor, the city shall notify the contractor, either by facsimile or electronic mail, not less than forty-eight hours in advance of the date on which the city will consider the acceptance of subdivision improvements constructed by the contractor.

b. For a city with a population equal to or greater than twenty-five thousand but less than fifty thousand, a proprietor or the contractor for the construction of subdivision improvements may request that the city notify the contractor, either by facsimile or electronic mail, not less than forty-eight hours in advance of the date on which the city will consider the acceptance of subdivision improvements constructed by the contractor. Upon the receipt of such a request to notify the contractor, the city shall provide such notice.

c. A city's failure to provide notice pursuant to paragraph "a" or "b" shall not impose any responsibility on the city for the payment of any amounts owed by a proprietor to a contractor.

**5. A city may establish jurisdiction to review subdivisions or plats of survey outside its boundaries pursuant to the provisions of section 354.9. In the case of a city, the provisions of this section apply to the review by the city of both subdivision plats and plats of survey.**

### 354.9 Review of plats within two miles of a city.

1. If a city, which has adopted ordinances regulating the division of land, desires to review subdivision plats or plats of survey for divisions or subdivisions outside the city's boundaries, then the city shall establish by ordinance specifically referring to the authority of this section, the area subject to the city's review and approval. The area of review may be identified by individual tracts, by describing the boundaries of the area, or by including all land within a certain distance of the city's boundaries, which shall not extend more than two miles distance from the city's boundaries. The ordinance establishing the area of review or modifying the area of review by a city, shall be recorded in the office of the recorder and filed with the county auditor.

2. If a subdivision lies in a county, which has adopted ordinances regulating the division of land, and also lies within the area of review established by a city pursuant to this section, then the subdivision plat or plat of survey for the division or subdivision shall be submitted to both the city and county for approval. The standards and conditions applied by a city or county for review and approval of the subdivision shall be the same standards and conditions used for review and approval of subdivisions within the city limits or shall be the standards and conditions for review and approval established by agreement of the city and county pursuant to chapter 28E. **Either the city or county may, by resolution, waive its right to review the subdivision or waive the requirements of any of its standards or conditions for approval of subdivisions, and certify the resolution which shall be recorded with the plat.**

3. If cities establish overlapping areas of review outside their boundaries, then the cities shall establish by agreement pursuant to chapter 28E reasonable standards and conditions for review of subdivisions within the overlapping area. If no agreement is recorded pursuant to chapter 28E, then the city which is closest to the boundary of the subdivision shall have authority to review the subdivision.

4. For purposes of this section, "*subdivision*" also includes a declaration for the establishment of a horizontal property regime under chapter 499B. A declaration of a horizontal property regime that is proposed to be located within the area of review established by a city pursuant to this section shall be subject to review and approval in the same manner as a subdivision.

90 Acts, ch 1236, §23

2002 Acts, ch 1132, §3, 11

; 2010 Acts, ch 1051, §1

; 2013 Acts, ch 30, §79



## MEMO

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TO: Jean Furler  
FROM: Wade Wagoner  
DATE: May 18, 2016  
RE: Minutes excerpt from last P&Z meeting on May 9, 2016

*Dear Jean: Attached are the not yet approved minutes excerpt from the last P&Z meeting regarding the Twin Lake Plat.*

Request from Locust Center LTD to approve the Preliminary Plat of Twin Lakes Plat 4 (a subdivision outside of City limits within 2 miles) – 16-26 Parris gave the staff report and explained that it had been awhile since the Commission dealt with a similar request. The City has a 28E agreement with the County to allow City review of plats within two miles. If you recall, we waived one south of town on the old Rolling Hills golf course because it's outside of our planned growth area. This plat however is within a likely annexation area. It does not have City Zoning, but if brought into the City it would likely be RE-1, which allows rural cross sections.

Bob Veenstra spoke on behalf of the applicant. Veenstra was asked many questions about the 18 foot wide street. Wagoner indicated that if this were a City development, the minimum private street width would be 24' wide.

Veenstra was asked if the 28E agreement the City has with the county would allow the City to impose our standard or if this is just a suggestion. Veenstra thought the City could impose, but said there is already a portion of the street out there that is developed at 18' wide and that widening to 24' on the last phase of the development would be of little value. McConnell expressed concerns about the street width not meeting our minimums. She and Grant were also specifically concerned about public safety vehicles being able to navigate the streets since it would be very narrow for fire trucks, has steep slopes, only one way in - one way out on a long cul-de-sac.

McConnell asked about draining indicating that the Commission has been burned on drainage matters far too often. Veenstra responded to McConnell that there wouldn't be a problem given the size of the lots and a house would add relatively little impervious surface and plenty of ground left to handle runoff. Also variable topography would make it hard to have onsite detention.

***Motion by Grant, seconded by McConnell to approve the plat as submitted, but to offer the suggestion (not mandate) that the streets be 24' wide. Approved 6-0.***



## MEMO

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TO: Mayor Tom Phillips  
City Council Members  
Wade Wagoner, Planning & Economic Development Director

FROM: Luke Parris, City Planner

DATE: May 18, 2016

RE: Regulating Urban Chickens in Norwalk

Recently the City has been considering the allowance of urban chickens on a case by case basis decided by the City Council. The City Staff has been receiving an increasing number of requests for the City Council to consider allowance of urban chickens on specific property. At the May 5, 2016 City Council meeting, the City Council directed staff develop a proposal for a formal process to regulate urban chickens.

### **CURRENT PRACTICES**

The City currently regulates urban chickens in the City Code and the City Zoning Ordinance. The City Code defines livestock as "an animal belonging to the bovine, caprine, equine, ovine or porcine species, ostriches, rheas and emus; farm deer as defined in Section 170.1 of the Code of Iowa; or **poultry**." Chapter 55.05 of the City Code regulates livestock by stating:

It is **unlawful for a person to keep livestock** within the City except by **written consent of the Council** or except **in compliance with the City's zoning** regulations.

The City's Zoning Ordinance defines Agriculture as "the use of land for agricultural purposes, including animal husbandry, apiculture, dairying, farming, floriculture, forestry, groves, horticulture, orchards, **poultry husbandry**, ranching, viticulture, and the necessary accessory uses for packing, treating or storing the produce; however, the operation of the accessory uses shall be subordinate to that of the normal agricultural activities."

The City's Zoning Ordinance allows agricultural activities as a principal use in the Agricultural Reserve District (A-R). The City's residential districts (RE-1, R-1, R-2, R-3, and R-4) only allow for crops and private gardens, with the exception that the Single-Family Rural Estates District (RE-1) allows for stables and the keeping of horses. **The City's Zoning Ordinance does not currently allow for the keeping of chickens in any residential district.**

Recent requests have been brought forward under Chapter 55.05 because the City's Zoning Ordinance does not allow the keeping of chickens in residential districts. This allowance is similar to the issuance of a special use permit which is traditionally a responsibility of the City's Board of Adjustment. Because of the recent increase in requests, it is Staff's opinion that the City Council's role in this matter, with recommendation from the Planning & Zoning Commission, should be setting the legislation going forward, and then letting the issue be regulated as they determine in the legislation.

## **ALTERNATIVE PRACTICES**

The City has several options to consider in regulating urban chickens:

1. Determine that chickens are not appropriate in residential districts.
  - This would likely still require an amendment to Chapter 55.05 of the City Code to remove the current loophole that allows for Council to give written consent.
2. Determine that chickens should be allowed by right in residential districts.
  - This would require an amendment to Chapter 55.05 to remove the current loophole
  - This would require an amendment to the Zoning Ordinance to allow the keeping of chickens in whichever residential districts the City felt appropriate.
    - Staff would recommend limiting chickens to no more than 4 egg laying hens, no roosters, and limiting them to the RE-1 and R-1 districts. Staff does not feel that chickens are an appropriate accessory use in the multi-family districts.
3. Determine that chickens should be allowed chickens by special use permit in residential districts.
  - This would require an amendment to Chapter 55.05 to remove the current loophole
  - This would require an amendment to the Zoning Ordinance to allow the keeping of chickens, by special use permit, in whichever residential districts the City felt appropriate.
    - The special use permits are issued by the Board of Adjustment.
    - Staff would recommend limiting chickens to no more than 4 egg laying hens, no roosters, and limiting them to the RE-1 and R-1 districts. Staff does not feel that chickens are an appropriate accessory use in the multi-family districts.

## **OTHER CONSIDERATIONS**

The City may also want to visit the issue of other agricultural activities in urban areas. Recent trends have seen more and more requests for different types of minor agricultural activities in urban areas throughout the Country. In addition to chicken requests, Staff has received inquiries regarding peacocks, goats, potbelly pigs, and bee keeping. As part of the process to develop amendments for urban chickens, the City could also explore the option of allowing other minor agricultural activities as allowed accessory uses to single family homes. As part of the process, the City could also prescribe any limitations that were believed necessary.