



City Council Regular Business Meeting Agenda
Thursday, March 3rd, 2016, 6:00 p.m.
City Hall – 705 North Avenue

Please join us at 5:30 p.m. for a reception recognizing outgoing City Manager Marketa Oliver.

COUNCIL MEETINGS

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

Tom Phillips
Mayor

Council Members:
Erika Isley
Ed Kuhl
David Lester
Jaki Livingston
Stephanie Riva

Marketa Oliver
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. Presentations

Norwalk Chamber Presentation

Metro Waste Presentation on yard waste
4. Welcome of guests and public comment.
(3 minute limit, no action)
5. Approve minutes –
February 11th Council study session meeting
February 18th regular council meeting
6. Consent agenda –
 - a) Expenditures
 - b) Tax abatements
 - c) Approval of update position descriptions for Administration Department
 - d) Confirmation of A.J. Samuelson appointment to the Construction Board of Appeals
 - e) Receive and file annual storm water report
 - f) Resolution renaming Northside Drive to Hickory Drive.
 - g) Pre levy resolution for pool renovation.
 - h) Approval of LED lighting proposal for Library.
 - i) Approval of job description for City Manager position.
 - j) Two year contract with Norwalk Living Magazine
7. Public Hearing on proposed urban renewal plan amendment.
8. Resolution approving an agreement with Norwalk Community School District, including annual appropriation tax increment payments in the amount not to exceed \$800,000
9. Public Hearing for approving plans and specifications for Orchard View Regional detention
10. Resolution approving plans and specifications for Orchard View Regional detention
11. Resolution awarding contract for the Orchard View Regional detention facility.
12. Resolution approving contracts and bonds for the Orchard View detention facility.
13. Public Hearing approving the City of Norwalk budget for the fiscal year 2016-2017.

14. Resolution approving the City of Norwalk budget for fiscal year 2016-2017 and certifying the tax levy rate.
15. Consideration of the second and possibly more readings of an ordinance amending the Code of Ordinances of the City of Norwalk, Iowa Chapter 177 – Rates and Fees, by amending existing section 177.01 2. Chapter 24 – Parks and Recreation Fees.
16. Resolution approving the Final Plat of Silverado Ranch Estates Plat 2
17. Consideration of a resolution approving an Administration and Compliance Services Agreement for FMLA between Kabel Business Services and the City of Norwalk.
18. Resolution approving a professional services agreement with search firm for City Manager position.
19. Discussion and possible consideration of a resolution adopting an Open Records Policy and Fee schedule.
20. Continued discussion of possible measures for pool renovations.
21. Council Inquiries and staff updates.
22. Adjournment.



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 3
For Meeting of 03.03.2016

ITEM TITLE: Metro Waste Presentation on Yard Waste

CONTACT PERSON: Tim Hoskins, Public Works Director

SUMMARY EXPLANATION: The City of Norwalk is a member of Metro Waste Authority with a 28E agreement. Over the last year discussions have taken place for the consideration of discontinuing yard waste pickup and allowing for the disposal in the standard waste stream going to the landfill. This simple idea has several ramifications that may contain some unintended consequences. To better understand what is involved with a pending decision, Metro Waste Authority staff will provide a short overview. Upon completion of the presentation, we would like some direction from the council as to their desires on this issue.

<p>____ Resolution ____ Ordinance ____ Contract ____ Other (Specify) <u>Presentation</u></p> <p>Funding Source: <u>NA</u></p> <p>APPROVED FOR SUBMITTAL </p> <p>Marketa Oliver, City Manager</p>

STAFF RECOMMENDATION: Consider and advise

MINUTES OF THE NORWALK CITY COUNCIL STUDY SESSION ON 02-11-16
(Unabridged)

Call to order

The City Council study session which was to discuss the City's Comprehensive Plan and held in conjunction with the Norwalk Planning and Zoning Commission, was held at the Norwalk Public Safety Building, 1100 Chatham Avenue, on Thursday, February 11, 2016. The meeting was called to order at 5:35 P.M. by Chairperson Chad Ross. Those present at roll call were:

Council: Stephanie Riva, Ed Kuhl, and David Lester. Council Members Erika Isley and Jaki Livingston were absent.

Planning and Zoning Commission Members: John Fraser, Chad Ross, Judy McConnell, Donna Grant and Brandon Foldes.

Staff: Marketa Oliver, City Manager; Jim Dougherty, City Attorney; Wade Wagoner, Planning and Economic Development Director; Luke Parris, City Planner; and Brandt Johnson Planning Intern.

Mayor Tom Phillips joined the meeting at 5:43 p.m.

Consultants: Chris Shires and Shannon Gapp of Confluence, Keith Marvin of Marvin Planning Consultants, Bob Olson and Austin Fisher of Olson Consultants.

Guests: Hollie Askey from Warren County Economic Development Corporation and Hank Norem from the Economic Development CIAC committee.

Wagoner introduced the consultants and gave a brief overview of tonight's meeting.

The consultants delivered a power point presentation on the Planning Department outlining the Land Use Plan Update. Wagoner gave an overview of past rezoning's that were met with strong opposition from surrounding property owners (Kruse & Old School.)

Marvin gave a presentation on Comp Planning 101 which is on file in the planning department. The highlights of that presentation included:

- The importance of Comprehensive Planning, Tomorrow Plan, Iowa Smart Planning, and review of Norwalk's 2013 Comprehensive Plan.
- Discussion of Norwalk's population projections and strong economic base.

Review of the City of Norwalk's 2013 Comprehensive Plan Marvin and Shires gave a presentation on and took comments from the Commission and Council on the following:

- High Density Residential discussion – the value of density and various housing styles.
- What amenities does the community want to see?
 - Residential growth policies.
 - Controlled growth – avoid expensive infrastructure.
 - Desire to maintain the character of Norwalk.
 - Concern with current typical apartment complexes.
 - Can 50th Street be a major entry?
 - Use commercial/high density residential to screen Microsoft.
 - Flex zoning for future development.
- What areas need to be re-worked in the Land Use plan?
 - West Rural Estates (off of 50th).
 - Between Norwalk, 50th, and Cummings (Sub Area 3).
 - Concern with large areas designated with HDR / MDR.
 - Break down land use categories (refine/focus land use categories).
 - Add more defined land use policies/aesthetic standards for HDR.
 - Concern with water (Storm water management plan needed).
 - Determine locations/options for regional detention/storm water conveyance).
 - Bike/trail planning as part of the comprehensive plan – future subdivision ordinance. Relate to parkland dedication for future developments.
 - Identify neighborhoods to promote a sense of community ownership.
 - Concern with the size/scale of current apartments being proposed – Can we regulate with zoning?
 - Can we create separate land use designations to separate apartments, townhouses, senior housing, etc. – Set a % standard.
- Thoughts on Sub Area 3?
 - Potential to be a future node – Still viable (add open/public space)
 - Add density and retail.
 - History of concern with apartments near existing single family residential.
 - Refine high density residential locations to be more targeted.

Sub-Area 1 Master Plan Process Update Shires gave a presentation on Sub Area 1 which is on file in the planning department. Highlights of the presentation and comments received are as follows:

- What should be considered for Sub Area 1?
 - Not a line of box retail along highway 28 – will not keep the character of Norwalk.
 - Not Merle Hay Rd – Size limitations of any boxes.
 - A main street/town center – Center of the community gateway.
 - Pedestrian mall with parking on the outside.
 - Professional office space – with retail / restaurants to support.
 - Schools and parks – with good traffic flow.
 - Have a small town Iowa feel and be walkable.
 - Have smaller mixed-use options.
 - Needs to be economically viable/sustainable – be built in phases.

Next Steps:

The next steps will be to hold a public workshop (not a public hearing, those will follow later, but a meeting where the public is invited to give feedback, Planning and Zoning and Council will be invited as well) on March 24, 2016 at 5:30 p.m. at the Public Safety building followed by a meeting of the Steering Committee (City Staff, Stephanie Riva, Mayor, Planning and Zoning representative) on the morning of March 25th, 2016.

The meeting adjourned at 7:34 P.M.

Tom Phillips, Mayor

Attest: _____
Marketa Oliver, City Manager

MINUTES OF THE NORWALK CITY COUNCIL MEETING ON 02-18-16
(Unabridged)

Mayor Tom Phillips called the City Council meeting to order at 6:01 p.m. Present at roll call: David Lester, Erika Isley, Stephanie Riva, Ed Kuhl and Jaki Livingston. (RC = roll call vote)

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

16-07 Motion by Isley, seconded by Riva to approve the **agenda**. Voice vote carried unanimously.

Presentations

Hollie Askey of Warren County Economic Development Corporation thanked the council for the opportunity to speak about WCEDC's activities. WCEDC is projecting 15 to 20 new projects that should be issuing building permits within the next year. Within "Subarea 1" WCEDC is working with a group of investors who are interested in building a large market area, this project would be approximately \$40 million. They will begin negotiations next week. WCEDC has also been involved in a hotel project as well as working with local investors on a couple of retail plazas to be built on Sunset Drive. WCEDC has given back 21,615 to Norwalk to help add commercial business. Askey noted that Warren County is the third fastest growing county in the state and is also the third wealthiest.

Kuhl asked Askey to breakdown the funding they receive. Askey said they are public-private partnerships. WCEDC is funded by cities in Warren county and private investors. Kuhl asked what the biggest challenge is in the near future. Askey said that Warren county land prices are expensive and that WCEDC is constantly working to fill in the gaps to attract developers.

Mayor Phillips presented Askey with the Innovation Award that the City received on the Produce Innovations project in honor of all of the assistance WCEDC provided for that project.

Alan Kemp, Executive Director for the Iowa League of Cities spoke to the council about the League. The League represents 870 of the 944 cities in Iowa. The League is governed by a 19-member board. The League relies on dues, service fees and institutional value payments from various organizations. The League advocates on behalf of cities providing technical assistance to members and ensuring services are available. The League also offers a variety of workshops and trainings throughout the year; they publish various publications and special reports and host an annual conference to members that provides resources and networking. Kemp encouraged council to attend Legislative Day on March 1st and noted that the League will be hosting a reception at city hall for people to attend and visit with legislators.

Welcome of Guests and Public Comment

Mayor Phillips welcomed guests and invited the public to speak to an item that is not on the agenda.

Joseph Best, 1143 Pinehurst Drive had some questions for the council regarding the LOSST tax and tax abatement. Oliver indicated the Council had adopted a resolution that committed the City to spend 25% of the revenue for property tax relief and the rest for public safety and public works operation or maintenance or for any other lawful purpose.

16-028 Motion by Livingston, seconded by Isley to approve the **minutes** of the January 28th council study session and the minutes of the February 4th regular council meeting. Voice vote carried unanimously.

Consent included **tax abatements, planning and zoning commission appointment**, Elizabeth Thompson, **Resolution No 0218-16-021** related to reimbursement regulations under the Internal Revenue Code Cedar Street Project, Pre levy **Resolution 0218-16-022** for police cars short term loan, set date for **public hearing March 3, 2016 for adoption of the City of Norwalk budget** for fiscal year 2016/2017 and certifying tax levy rate, **approval of submittal for Warren county philanthropic grant for police department** body camera equipment, **approval of submittal for Warren county philanthropic grant for library** information resource center, receive and file monthly department reports for January, receive and file Decembers treasurers report and expenditures.

ADVENTURE LIGHT	FLAG POLES	355.87	MATHESON TRI-GAS	EQUIPMENT	93.90
ALLEGRA	SUPPLIES	134.71	MEGHAN ESLICK	REFUND	5.05
ANDY MOGLE	EVENT	100.00	MENARDS	HEATER PARTS	141.14
BLUE TARP	TOOL BOX	99.99	MENARDS	PARTS	90.06
CARPENTER	EQUIPMENT	28.99	METRO ARTS	METRO ARTS	600.00
CONFLUENCE	PLAN UPDATE	4,515.00	MUNICIPAL SUPPLY	SUPPLIES	153.90
CONSTRUCTION AG	BASKET STRAINER	123.43	MURPHY TRACTOR	PARTS	315.84
CREATIVE PRODUCT	DARE T-SHIRTS	522.74	NANCY KUEHL	EVENT	469.74
DES MOINES IRON	SUPPLIES	867.97	NATL REC AND PARK	MEMBERSHIP	165.00
DSM WW	SERVICES	25,677.30	NWTC PAPER	AD	205.58
FARMERS COOP	K9 SUPPLIE	59.80	NORWALK HARDWARE	SUPPLIES	496.88
FREEDOM TIRE	REPAIR TIRES	188.53	NORWALK HS DANCE	DJ FEES	300.00
GARY WIEDMANN	STOP BOX	900.00	WARRIOR CAFE	EVENT	800.00
GRAINGER INC	BOILER REPAIR	708.03	OREILLY AUTO	#618 PARTS	150.87
GREGG YOUNG	RADIATOR LEAK	433.41	PEEK SALES	PARTS	124.35
HARVEYS AUTO	WIPER BLADE	1,217.90	PEPSI-COLA	WATER	255.06
HAWKEYE TRUCK	BLADE GUIDE	93.00	RUDOLF INVEST	1102 HOLLY DR	120.00
INDOFF INC	SUPPLIES	537.25	SAM'S CLUB	RENEWAL	190.00
INTOXIMETERS	EQUIPMENT	231.00	SPRAYER SPECI	PARTS	8.99
IOWA D.A.R.E.	MEMBERSHIP	100.00	SPRINGER PEST	PEST CONTROL	68.00
IOWA DEPT PUBLIC	ACCESS	1,391.52	TERMINIX	PEST CONTROL	67.00
IA LIVING MAG	SUBSCRIPTION	999.00	GREATER DSM PART	ANNUAL DINNER	250.00
IA ONE CALL	IA ONE CALL	416.80	TIM HILDRETH	BOILER REPAIR	110.00
JAMES OIL	FUEL	4,569.57	VANWALL	CACAP-GAS	36.49
KENDRA CANTELOPE	REFUND	57.50	V&K	BEARDSLEY	5,799.98
KOCH BROTHERS	COPIER REPAIR	305.00	VILLAGIO	WORK SESSION	104.00
LANDS END	CITY SHIRTS	66.95	WARREN CO DARE	DARE GOLF	1,864.80
LASER RESOURCES	COPIER REPAIR	411.14	WASHER SYSTEM IA	PARTS	51.76
MAD SCIENCE	SESSION 2	528.00	WAYNE DENNIS	PARTS	938.01
MANAGER PLUS	SOFTWARE	449.00	ZIEGLER INC.	PARTS	22.65

16-029 Motion by Livingston, seconded by Riva to approve the **consent** agenda passed unanimously, RC.

Parks and Recreation Fees

Kuehl is proposing an increase to the rental fee for baseball tournaments to \$40 per game and an increase to the rental fee for softball tournaments to \$35 per game.

John Chapman addressed the council regarding his concern of the rise in cost. He is requesting council stay at the reduced rate for this season because he has already collected the money for the tournaments he has scheduled.

Livingston asked if he held tournaments the entire season and he said he did two.

Lester asked Chapman what happens to the fees that are collected. He said that the money goes into his team to subsidize fees. Lester asked what percentage of kids live in Norwalk. Chapman responded 65%.

Kuehl said that Bob Eggers thinks the fee increase is reasonable.

Livingston stated that because Mr. Chapman booked the tournaments based on the old rates that he should be grandfathered in for this year.

The Mayor asked Kuehl if she knew if Eggers had filled any of his tournaments at the lower rate, if so, then he would also need to be included. Kuehl did not know whether he had or not.

Oliver suggested making the effective date of the rate increase May 5th 2016.

16-030 Motion by Kuhl, seconded by Livingston to pass the first reading of an ordinance amending the Code of Ordinances of the City of Norwalk, Iowa Chapter 177 – Rates and Fees, by amending existing section 177.01 2. Chapter 24 – Parks and Recreation Fees with the effective date of May 5, 2016.

Passed 3 to 2 with Riva and Lester voting nay, RC.

Parks and Recreation Capital Improvement set-aside

Dougherty drafted an ordinance to establish a mandatory capital improvement set aside from certain revenues received by the City of Norwalk. Eligible revenues would include all rental income received from the rental of baseball/softball fields, soccer fields, or other fields or grounds within Norwalk Parks.

16-031 Motion by Livingston, seconded by Isley to pass the first reading of an ordinance providing for Park and Recreation Capital Improvement Set-Aside passed unanimously, RC.

16-032 Motion by Livingston to waive the second and the third readings and adopt Ordinance 16-03 providing for Park and Recreation Capital Improvement Set-aside passed unanimously, RC.

Discussion of speed limit on Echo Valley Drive and East 27th/80th Street

Chief Staples received a request from a concerned resident who lives off of Echo Valley Drive. There are several inconsistent speeds along Echo Valley Drive. Chief Staples has spoken to some of the residents along Echo Valley Drive

and they are in support of lowering the speed limit. Staples has reached out to the City of Des Moines and they told him to submit a letter making the request and then the City of Des Moines would hire an engineer to study their portion of the road.

Livingston has no interest in changing the speed limit along Echo Valley Drive. Staples is asking for direction from the council on what the next step would be. It was the consensus of the council that Staples speak to the homeowners association in that development and find out if any other residents are concerned, if they are not then the speed limit should be left as is.

Livingston is not in favor of lowering the speed limit for a quarter of a mile on 80th Street.

Kuhl asked what the county's thought is. Staples had not approached the county.

Discussion regarding bond in an amount of \$750,000 to renovate the pool

Debbie Jorgensen, 1326 East 17th Street read emails from Sara Coburn supporting the bond issue to revitalize the pool. Hank Norem, 1922 Dorchester St., Norwalk, believes the pool decision should be made after a return on investment scenario is made. Jorgensen feels that the pool adds value to the community that it is a social interaction, helps reduce stress. She is concerned that spending the \$750,000 is just putting a band aid on the pool.

Nate Tagtow, 2840 Georgetown Avenue, Norwalk, commission member said that repairs have been made in the past but it seems to be a recurring issue.

Kuehl raised the issue of a possible leak underneath the pool. Livingston believes that spending the \$750,000 would be a waste if there is an issue underneath the pool that needs to be addressed before the city invests money to refurbish the pool.

The mayor asked Kuehl to provide a report from the leak detection company who conducted the test.

Isley asked if there was water loss while the pool is full. Kuehl did not know what because it is not metered.

Hoskins stated that he will bring an estimate back from an engineer to determine what it would take to bring the pool to a state where it can be here for 10 years at the March 3rd council meeting.

16-03 Motion by Lester, seconded by Riva to **adjourn** at 8:06 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 03.03.16

ITEM TITLE: Consent Agenda

CONTACT PERSON: Marketa George Oliver, City Manager

Expenditures

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

Tax abatement

The following tax abatement application was submitted for approval:

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

Resolutions

The attached resolutions are on the agenda for consideration:

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

Action items

These items are on the agenda for approval by council:

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

Receive and file

The attached reports are submitted for informational purposes:

Receive and file annual storm water report.

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

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

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003260		ADVENTURE LIGHTING				
I-055249A		REPLACEMENT FIXTURES	129.42			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		REPLACEMENT FIXTURES		110 5-210-2-6417	STREET MAINTENANCE SUPPL	129.42
=====						
I-55041		FLAG POLE LIGHTING	68.56			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		FLAG POLE LIGHTING		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	17.14
		FLAG POLE LIGHTING		001 5-650-2-6310	BUILDING MAINTENANCE/REP	51.42
		=== VENDOR TOTALS ===	197.98			
=====						

01-002890 ALADTEC INC						
I-12753		ANNUAL WORKFORCE SUPPORT	1,570.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		ANNUAL WORKFORCE SUPPORT		001 5-150-1-6220	SUBSCRIPTIONS & EDUCATIO	1,570.00
		=== VENDOR TOTALS ===	1,570.00			
=====						

01-001294 ANIMAL RESCUE LEAGUE OF IOWA						
I-41		LIVE INTAKE	125.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		LIVE INTAKE		001 5-190-2-6490	CONSULTANT & PROFESSIONA	125.00
		=== VENDOR TOTALS ===	125.00			
=====						

01-000417 AUDITOR, STATE OF IOWA						
I-201602252148		FY 2015 AUDIT	625.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		FY 2015 AUDIT		001 5-650-2-6401	ACCOUNTING & AUDITING	625.00
		=== VENDOR TOTALS ===	625.00			
=====						

01-003056 BLUE TARP FINANCIAL						
I-0791038329		ARROW BOARD FENDERS	59.98			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		ARROW BOARD FENDERS		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	59.98
		=== VENDOR TOTALS ===	59.98			

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-002078		MIDWEST K-9 DETECTION & CONSUL				
I-201602252158		ZENA CERTIFICATION	75.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		ZENA CERTIFICATION		001 5-110-1-6230	EDUCATION AND TRAINING	75.00
		=== VENDOR TOTALS ===	75.00			

=====						
01-003687		MORGAN TAYLOR				
I-201602252152		VOLLEYBALL REF	60.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		VOLLEYBALL REF		001 5-440-2-6413	PAYMENT FOR SERVICES	60.00
		=== VENDOR TOTALS ===	60.00			

=====						
01-000629		MPH INDUSTRIES INC.				
I-668827		RADAR REPAIR	121.25			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		RADAR REPAIR		001 5-110-2-6350	OPERATIONAL EQUIPMENT RE	121.25
		=== VENDOR TOTALS ===	121.25			

=====						
01-000618		MUNICIPAL SUPPLY				
I-0614230-IN		METERS	6,064.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		METERS		600 5-810-3-6728	CAPITAL IMPROVEMENTS	6,064.00
		=== VENDOR TOTALS ===	6,064.00			

=====						
01-001502		NANCY KUEHL				
I-201602252154		REIMBURSEMENT	100.00			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		BOYS NIGHT OUT WITH MOM EVENT		001 5-440-2-6507	OPERATING SUPPLIES	100.00
		=== VENDOR TOTALS ===	100.00			

=====						
01-000654		NOBLE FORD				
I-426531		AMBLUANCE SERVICE	200.34			
3/03/2016	AP	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		AMBLUANCE SERVICE		001 5-150-2-6331	VEHICLE OPERATIONS	200.34
		=== VENDOR TOTALS ===	200.34			

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

01-002167 VERIZON WIRELESS

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

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

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

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

=== VENDOR TOTALS === 1,431.12

01-003545 WADE WAGONER

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

=== VENDOR TOTALS === 54.93

01-002226 WASHER SYSTEMS OF IOWA

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

=== VENDOR TOTALS === 36.10

01-001349 WAYNE DENNIS SUPPLY

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

=== VENDOR TOTALS === 179.40

=== PACKET TOTALS === 95,457.02

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

** T O T A L S **

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

BATCH TOTALS 95,457.02

** G/L ACCOUNT TOTALS **

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

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

** G/L ACCOUNT TOTALS **

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

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

** G/L ACCOUNT TOTALS **

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

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

** POSTING PERIOD RECAP **

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

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 6c
For Meeting of 3.03.2016

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

CONTACT PERSON(S): Marketa Oliver, City Manager

SUMMARY EXPLANATION

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

<p>____Resolution _____ Ordinance ____ Contract _____ Other (Specify)_____</p> <p>Funding Source _____</p> <p>APPROVED FOR SUBMITTAL _____</p> <p style="text-align: center;"> City Manager</p>
--

STAFF RECOMMENDATION: Approve updated descriptions.

City of Norwalk
Job Description and Specifications

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

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

Job Function:

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

Equipment Used:

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

Principal Duties and Responsibilities:

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

Entry Requirements and Skills:

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

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

Required Special Qualifications:

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

Working Conditions:

- Works indoors in an office setting.
-

Physical Requirements/Essential Functions:

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

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

City of Norwalk
Job Description and Specifications

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

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

Job Function:

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

Equipment Used:

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

Principal Duties and Responsibilities:

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

Entry Requirements and Skills:

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

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

Required Special Qualifications:

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

Working Conditions:

- Works indoors in an office setting.
-

Physical Requirements/Essential Functions:

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

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

Communications Specialist
City of Norwalk, Iowa

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

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

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

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

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

Required Knowledge, Skills and Abilities:

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

Minimum Training & Experience Required to Perform Essential Job Functions:

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

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

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

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

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

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

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

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

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

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

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

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



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No.6e
For Meeting of 03.03.16

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

CONTACT PERSON: Tim Hoskins, Public Works Director

SUMMARY EXPLANATION:

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

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

STAFF RECOMMENDATION: Receive and file.

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



Prepared by:

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

INTRODUCTION

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

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

- A. Public Education and Outreach on stormwater impacts
 - 1. General Storm Water Education Brochure
 - 2. Telephone Hotline Number
 - 3. Storm Water Website
 - 4. Educational Articles
 - 5. Site Design Workshop

- B. Public Involvement and Participation
 - 1. Storm Water Advisory Committee

- C. Illicit Discharge Detection and Elimination
 - 1. Illicit Discharge Prohibition Ordinance
 - 2. Illicit Discharge Detection and Elimination Program

- D. Construction Site Stormwater Runoff Control
 - 1. Construction Site Runoff Control Ordinance
 - 2. Construction Site Review and Inspection Program
 - 3. BMP Manual

- E. Post-Construction Stormwater Runoff Control
 - 1. Post-Construction Site Runoff Control Policy Ordinance
 - 2. Site Plan Review of Post-Construction Runoff Controls
 - 3. Inspection of Runoff Control Devices
 - 4. Watershed Assessment Program

- F. Pollution Prevention and Good Housekeeping
 - 1. Operation and Maintenance of MS4
 - 2. Pesticide and Fertilizer Management Program
 - 3. Training For Municipal Employees
 - 4. City Facilities Best Management Practices (BMP's)

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

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

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

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

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

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

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

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

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

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

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

- *Part II.A.4 – Storm Water Website*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- *Part II.D.3 – BMP Manual*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- *Part II.F.4 – City Facilities BMP*

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

PART III. REPORTING REQUIREMENTS

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

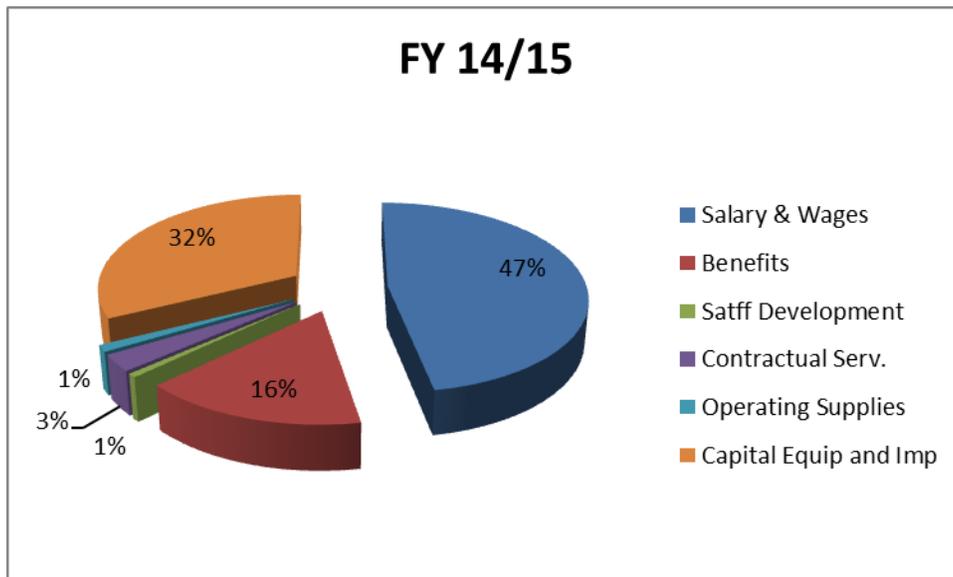
No modifications to the approved management plan were made during the reporting period.

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

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

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

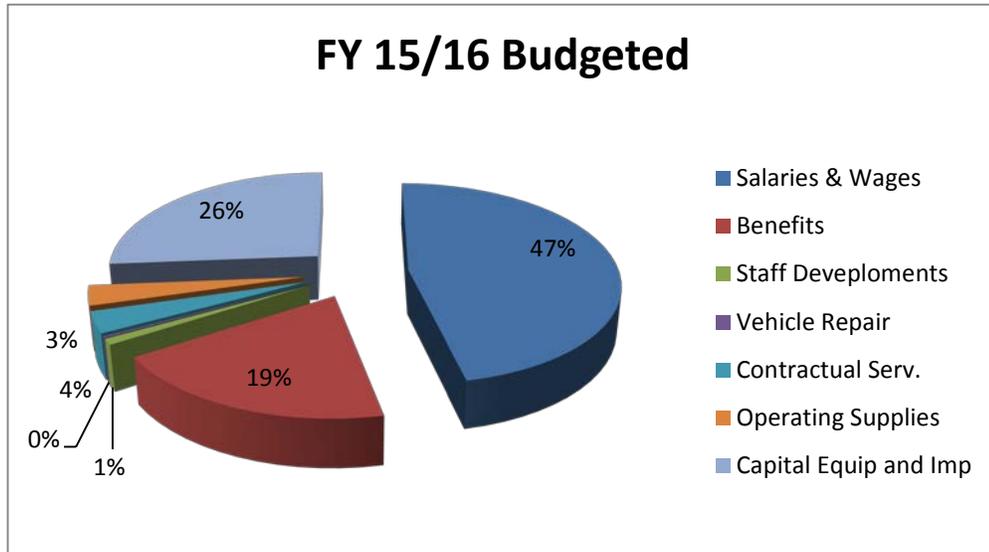
The city spent in excess of \$233,000 performing tasks associated with stormwater related items during the fiscal year 2014/2015 as outlined in the chart below. The primary expense was for employee related expenses.



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

FY 15/16

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



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

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

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

CERTIFICATION

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

Report prepared by:

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



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 6f
For Meeting of 3.3.2016

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

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

SUMMARY EXPLANATION

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

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

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

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

RESOLUTION NO

Approving the renaming of North Side Drive to Hickory Drive

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

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

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

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

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

Tom Phillips - Mayor

ATTEST:

Jodi Eddleman, City Clerk

ROLL CALL VOTE: Aye Nay

Kuhl	—	—
Lester	—	—
Isley	—	—
Riva	—	—
Livingston	—	—

RESOLUTION NO

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

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

Section 1. Recitals.

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

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

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

Section 2. Official Intent Declaration.

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

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

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

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

Section 3. Budgetary Matters.

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

Section 4. Reimbursement Allocations.

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

Section 5. Repealer.

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

Passed and approved March 3, 2016.

Mayor

Attest:

City Clerk



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 6h
For Meeting of 03.03.2016

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

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

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

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

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

<p><input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____</p> <p>Funding Source: <u>Library Bond for Roof Replacement</u></p> <p>APPROVED FOR SUBMITTAL _____  Marketa Oliver, City Manager</p>
--

STAFF RECOMMENDATION: Approval of the resolution.

RESOLUTION NO. _____

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

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

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

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

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

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

PASSED and ADOPTED this 3rd day of March, 2016

Erika Isley, Mayor Pro Tem

ATTEST:

Jodi Eddleman, City Clerk

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

Proposal Prepared For:

DID YOU KNOW?

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

Public Library Norwalk

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

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

Program Benefits:

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

TOTAL SAVINGS
over estimated life span of the light

\$124,678.73

Crossover Analysis

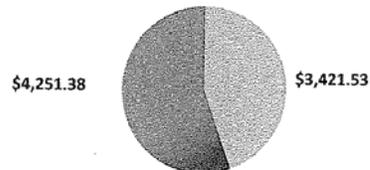
Use existing capital to create cash flow. With this option you can turn the savings into immediate cash flow. The requirement for this option is an initial cash outlay, which give you 100% monthly savings.

Current Lighting Expense



■ Current Lighting Expense

Lighting Expense After



■ Proposed Lighting ■ Identified Savings

Chart Data

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

Rebates and Incentives

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



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

PROPOSAL ACCEPTANCE

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

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

Cash

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

Finance/Lease

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

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

Customer Signature: _____ **Date:** _____
Name: _____ **Email:** _____
Title: _____ **Purchase Order#:** _____

Ultragreen Signature: _____
Name: _____
Date: _____

City Manager
City of Norwalk, Iowa

Job Description/Acknowledgement Form

Please Read the following statements and circle your answer

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

Yes No I understand the job requirements

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

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

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

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

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

Applicant Name (Printed)

Applicant Signature

Date

City Manager City of Norwalk, Iowa

Adopted Date:

FLSA Status: Exempt

Job Status: Full Time, Salaried, Management

Residency: Within City Limits of Norwalk

Department: Administration

Reports To: Mayor and Council

Pay Range: Council Determination

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

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

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

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

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

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

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

Job Specifications:

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

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

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

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

Customer Name/Number City of Norwalk

ADVERTISING AGREEMENT



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

1. Advertising commitment in

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

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

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

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

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

2. Advertising schedule

as listed below or attached

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

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

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

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

4. Conditions

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

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

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

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

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

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

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

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

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

5. Authorization

Advertiser

Date 2-11-16

Company Name City of Norwalk

Company Phone 981-0228 Fax _____

Address 705 North Ave.

City Norwalk State IA ZIP 50211

Name (PRINT) Jodi Eddeleman Title City Clerk

Signature _____

E-mail address _____

Publisher

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

Johnston, Iowa 50131

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

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

Sales Manager _____ Date _____

Publisher _____ Date _____

Contract not valid until signed by all parties.

RESOLUTION NO

A resolution to adopt the Urban Renewal Plan amendment related to providing economic development support to the Norwalk Community School District.

WHEREAS, the City Council of the City of Norwalk (the "City") has previously established the Norwalk Urban Renewal Area (the "Urban Renewal Area") and has adopted urban renewal plan (the "Plan") for the governance of projects and initiatives therein; and

WHEREAS, the City of Norwalk wishes to rebate a portion of the TIF collected for residential properties within the district;

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

Section 1. That TIF revenues are rebated to the school district in accordance with the attached Urban Renewal Plan Amendment

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

Erika Isley – Mayor Pro Tem

ATTEST:

Jodi Eddleman, CITY CLERK

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

DEVELOPMENT AGREEMENT

This Development Agreement (“Agreement”) is entered into between the City of Norwalk, Iowa (the “City”) and the Norwalk Community School District (the “School District”) as of the 3rd day of March, 2016 (the “Commencement Date”).

WHEREAS, the City has established the Norwalk Urban Renewal Area (the “Urban Renewal Area”), and has adopted a tax increment ordinance for the Urban Renewal Area; and

WHEREAS, the City has determined that the School District plays a critical role in the promotion of economic development in the Urban Renewal Area; and

WHEREAS, in order to continue the economic development efforts in the region, the City intends to provide financial assistance to the school in the form of economic development tax increment payments (the “Payments” or individually each, a “Payment”) to be used to assist the School District with the administration and maintenance of quality academic programs, schools and learning opportunities in the City; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW THEREFORE, the parties hereto agree as follows:

A. School District’s Covenants

1. Educational Support. The School District agrees to apply the proceeds from the Payments to the administration and maintenance of quality schools, academic programs and learning opportunities. The School District agrees to use its best efforts to enhance the quality of its educational programs in order to promote economic development in the Urban Renewal Area.

2. School District’s Certifications. The School District agrees to submit documentation to the satisfaction of the City by no later than each October 15 during the Term, as hereinafter defined, commencing with the first October 15 after the first Payment is received by the School District under this Agreement, demonstrating how the proceeds from the Payments are being utilized by the School District.

B. City’s Obligations

1. Determination of Payment Amount/Consultation with School District.

a. Definitions:

(i) For purposes of this Agreement, the “Property” shall mean the real property described on Exhibit A hereto.

(ii) For purposes of this Agreement, “Incremental Property Tax Revenues” for any given taxable parcel shall mean the amount calculated by: (1) determining the consolidated property tax levy (city, county, school, etc.) then in effect with respect to the taxation of the Property; (2) subtracting therefrom (a) the debt service levies of all taxing jurisdictions, (b) the school district instructional support and physical plant and equipment levies and (c) any other levies which may be exempted from such calculation by action of the Iowa General Assembly; (3) multiplying the resulting modified consolidated levy rate times any incremental growth in the taxable valuation of the taxable parcel, as shown on the property tax rolls of Warren County, above and beyond its frozen base valuation (determined in accordance with Section 403.19 of the Code of Iowa; and (4) deducting any property tax credits which may be available with respect to the taxable incremental valuation of the parcel.

(iii) For purposes of this Agreement, “Residential Units” shall mean all constituent taxable parcels of the Property assessed by the Warren County Assessor as “residential” or “multiresidential”, except such parcels in use as a dwelling space in which children under the age of 19 would not ordinarily reside, such as assisted living, eldercare and adult nursing facilities.

b. **Payment Target.** It is intended by the parties that the Payments to be made hereunder shall be in an amount equal to such Incremental Property Tax Revenues as may become available from time to time relative to any Residential Units that may develop on the Property.

c. **Annual Meetings.** The City shall arrange an annual meeting (the “TIF Payment Meeting”) with the School District by no later than 30 days following the conclusion of each fiscal year during the Term, as hereinafter defined, commencing in 2018. At each TIF Payment Meeting, representatives of the City and the School District shall review the assessment classifications, actual use and property taxes paid relative to the parcels comprising the Property in the most recent fiscal year in order to mutually determine an amount (the “Proposed Amount”) of Payment which the School District and the City wish to submit to the City Council for consideration for annual appropriation to fund the Payment in the next succeeding fiscal year. Upon determination of each Proposed Amount, the City and the School District shall prepare a certification (the “TIF Payment Certification”) to be submitted to the City Council by each October 15 during the Term, as hereinafter defined, commencing with the first October 15 after the initial TIF Payment Meeting.

2. Payments. In recognition of the School District’s obligations set out above, the City agrees to make twenty (20) annual economic development tax increment payments (the “Payments”) to the School District during the Term, as hereinafter defined, pursuant to Chapters 15A and 403 of the Code of Iowa, provided however that the aggregate, total amount of the Payments shall not exceed \$800,000 (the “Maximum Payment Total”), and all Payments under this Agreement shall be subject to annual appropriation by the City Council, as provided hereunder

The Payments shall not constitute general obligations of the City, but shall be made solely and only from Incremental Property Tax Revenues received by the City from the Warren County Treasurer attributable to the taxable valuation of the Property.

The Payments will be made on June 1 of each fiscal year, beginning on June 1 of the fiscal year immediately following the fiscal year in which the first Certification of Payment Obligation is submitted under Section B.5 below, and continuing for a total of twenty (20) additional fiscal years thereafter, or until such earlier date upon which total Payments equal to the Maximum Payment Total have been made.

3. Annual Appropriation. Each Payment shall be subject to annual appropriation by the City Council. Prior to December 1 of each year during the Term, as hereinafter defined, commencing in the year in which the City Council receives the first TIF Payment Certification, the City Council shall consider the question of obligating for appropriation to the funding of the Payments due in the following fiscal year, an amount (the "Appropriated Amount") of Incremental Property Tax Revenues to be collected in the following fiscal year equal to or less than the amount most recently calculated Proposed Amount.

In any given fiscal year, if the City Council determines to not obligate the then-considered Appropriated Amount, then the City will be under no obligation to fund the Payments scheduled to become due in the following fiscal year, and the School District will have no rights whatsoever to compel the City to make such Payments or to seek damages relative thereto or to compel the funding of such Payments in future fiscal years. A determination by the City Council to not obligate funds for any particular fiscal year's Payments shall not render this Agreement null and void, and the City and the School District shall make the next succeeding submission of the TIF Payment Certification as called for in Section B.1 above, provided however that no Payment shall be made after the final fiscal year in which the City is able to collect Incremental Property Tax Revenues from the Property pursuant to Section 403.17(10) of the Code of Iowa.

4. Payment Amounts. Each Payment shall be in an amount equal to the Appropriated Amount determined in the fiscal year preceding the fiscal year in which the Payment is to be made.

5. Certification of Payment Obligation. In any given fiscal year, if the City Council determines to obligate the then-considered Appropriated Amount, as set forth in Section B.3 above, then the City Clerk will certify by December 1 of each such year to the Warren County Auditor an amount equal to the most recently obligated Appropriated Amount.

6. Statement of Intent. The City and the School District hereby acknowledge that the Maximum Payment Total has been estimated at \$800,000 based upon preliminary speculation regarding potential amounts of new valuation that may develop on the Property attributable to Residential Units. The parties further acknowledge that actual development on the Property may vary widely from these estimates. To the extent that it becomes evident that the actual new valuation attributable to Residential Units constructed on the Property will cause Incremental Property Tax Revenues from such Residential Units to be available during the Term in an amount greater than \$800,000, then the City and the School District will, in good faith, consider negotiating and authorizing an amendment to this Agreement allowing for a corresponding increase to the Maximum Payment Total.

C. Administrative Provisions

1. **Assignment.** This Agreement may not be amended or assigned by either party without the prior written consent of the other party.

2. **Successors.** Subject to Section C.1. of this Agreement, this Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

3. **Term.** The term (the “Term”) of this Agreement shall commence on the Commencement Date and end on the date on which the last Payment is made by the City to the School District under Section B.2 above.

4. **Choice of Law.** This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

The City and the School District have caused this Agreement to be signed in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF NORWALK, IOWA

By: _____
Mayor

Attest:

City Clerk

NORWALK COMMUNITY SCHOOL DISTRICT

By: _____

Its: _____

EXHIBIT A
LEGAL DESCRIPTIONS OF REAL PROPERTY

Certain property situated in the City of Norwalk, County of Warren, State of Iowa legally described as follows:

TRACT 'A'

A PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST FRACTIONAL QUARTER OF SECTION 6, TOWNSHIP 77 NORTH, RANGE 24 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF NORWALK, WARREN COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 6; THENCE NORTH 86°27'27" EAST ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST FRACTIONAL QUARTER, 47.70 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF IOWA HIGHWAY NO. 28, SAID POINT ALSO BEING ON THE WESTERLY LINE OF AN EXISTING ROADWAY EASEMENT RECORDED IN BOOK 218, PAGES 85-86; THENCE NORTH 0°11'04" WEST ALONG SAID WESTERLY LINE, 27.20 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 0°11'04" WEST ALONG SAID EAST RIGHT-OF-WAY LINE OF IOWA HIGHWAY NO. 28, A DISTANCE OF 495.68 FEET; THENCE NORTH 0°05'52" WEST CONTINUING ALONG SAID EAST RIGHT-OF-WAY LINE, 232.00 FEET; THENCE NORTH 0°07'01" EAST CONTINUING ALONG SAID EAST RIGHT-OF-WAY LINE, 435.51 FEET TO SAID WESTERLY LINE OF AN EXISTING ROADWAY EASEMENT RECORDED IN BOOK 218, PAGES 85-86; THENCE NORTH 89°44'48" EAST ALONG SAID WESTERLY LINE, 147.80 FEET; THENCE SOUTH 0°10'35" EAST CONTINUING ALONG SAID WESTERLY LINE, 352.50 FEET; THENCE SOUTH 1°07'22" EAST CONTINUING ALONG SAID WESTERLY LINE, 75.24 FEET; THENCE SOUTH 86°37'29" WEST CONTINUING ALONG SAID WESTERLY LINE, 19.64 FEET; THENCE SOUTH 0°27'28" EAST CONTINUING ALONG SAID WESTERLY LINE, 99.57 FEET; THENCE SOUTH 0°05'48" EAST CONTINUING ALONG SAID WESTERLY LINE, 627.34 FEET; THENCE SOUTH 86°30'01" WEST CONTINUING ALONG SAID WESTERLY LINE, 131.75 FEET TO THE POINT OF BEGINNING AND CONTAINING 3.68 ACRES (160,315 SQUARE FEET).

PART OF TRACT 'B'

A PART OF THE SOUTH 2 ACRES OF THE NORTHWEST QUARTER OF THE SOUTHWEST FRACTIONAL QUARTER AND A PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST FRACTIONAL QUARTER, ALL IN SECTION 6, TOWNSHIP 77 NORTH, RANGE 24 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF NORWALK, WARREN COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 6; THENCE NORTH 86°27'27" EAST ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST FRACTIONAL QUARTER, 47.70 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF IOWA HIGHWAY NO. 28, SAID POINT ALSO BEING ON THE WESTERLY LINE OF AN EXISTING ROADWAY EASEMENT RECORDED IN BOOK 218, PAGES 85-86 AND THE POINT OF BEGINNING; THENCE NORTH 0°11'04" WEST ALONG SAID WESTERLY LINE, 27.20 FEET; THENCE NORTH 86°30'01" EAST CONTINUING ALONG SAID WESTERLY LINE, 131.75 FEET; THENCE NORTH 0°05'48" WEST CONTINUING ALONG SAID WESTERLY LINE, 627.34 FEET; THENCE NORTH 0°27'28" WEST CONTINUING ALONG SAID WESTERLY LINE, 99.57 FEET; THENCE NORTH 86°37'29" EAST CONTINUING ALONG SAID WESTERLY LINE, 19.64 FEET; THENCE NORTH 1°07'22" WEST CONTINUING ALONG SAID WESTERLY LINE, 75.24 FEET; THENCE NORTH 0°10'35" WEST CONTINUING ALONG SAID WESTERLY LINE, 352.50 FEET; THENCE SOUTH 89°44'48" WEST CONTINUING ALONG SAID WESTERLY LINE, 147.80 FEET TO SAID EAST RIGHT-OF-WAY LINE OF IOWA HIGHWAY NO. 28; THENCE NORTH 0°27'19" EAST ALONG SAID EAST RIGHT-OF-WAY LINE, 80.00 FEET; THENCE NORTH 0°05'45" EAST CONTINUING ALONG SAID EAST RIGHT-OF-WAY LINE, 121.40 FEET TO A POINT ON THE NORTH LINE OF SAID SOUTH 2 ACRES OF THE NORTHWEST QUARTER OF THE SOUTHWEST FRACTIONAL QUARTER, SAID POINT BEING THE SOUTHWEST CORNER OF LOT 1, ECHO VALLEY ESTATES, AN OFFICIAL PLAT IN SAID CITY OF NORWALK; THENCE NORTH 87°39'43" EAST ALONG SAID NORTH LINE AND THE SOUTH LINE OF SAID ECHO VALLEY ESTATES AND THE EASTERLY EXTENSION THEREOF, 1062.67 FEET; THENCE SOUTH 23°08'41" WEST, 493.65 FEET; THENCE SOUTH 15°57'41" WEST, 469.98 FEET; THENCE SOUTH 22°57'40" WEST, 307.87 FEET; THENCE SOUTH 0°02'19" EAST, 207.61 FEET TO SAID SOUTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST FRACTIONAL QUARTER; THENCE SOUTH 86°27'27" WEST ALONG SAID SOUTH LINE, 619.38 FEET TO THE POINT OF BEGINNING AND CONTAINING 21.84 ACRES (951,292 SQUARE FEET)



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 10

For Meeting of 03.03.16

ITEM TITLE: Public Hearing and Consideration of a Resolution Adopting Plans and Specifications for the Orchard View Regional Detention Project.

CONTACT PERSON: Tim Hoskins, Public Works Director

SUMMARY EXPLANATION:

Having previously adopted a resolution on February 4, 2016 ordering construction, approving preliminary plans, and fixing a date of hearing for improvements known as the Orchard View Regional Detention Project, the project engineers have prepared plans and specifications, and estimated cost of the work, and have filed the same with the City Clerk. This resolution then adopts same.

<input checked="" type="checkbox"/> Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____
Funding Source: <u>storm water</u>
APPROVED FOR SUBMITTAL  _____ City Manager

STAFF RECOMMENDATION: Approval of the resolution

RESOLUTION NO

Approving and confirming plans, specifications, form of contract and estimate of cost for the Orchard View Regional Detention Project

WHEREAS, the City Council of the City of Norwalk, Iowa, has heretofore given preliminary approval to the plans, specifications, form of contract and estimate of cost (the "Contract Documents") for the proposed Orchard View Regional Detention Project (the "Project"), as described in the notice of hearing on the Contract Documents for the Project and the taking of bids therefore; and

WHEREAS, a hearing has been held on the Contract Documents;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Norwalk, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby finally approved, and the prior action of the City Council giving preliminary approval is hereby finally confirmed, and the Project, as provided for in the Contract Documents, is necessary and desirable.

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

Passed and approved March 3, 2016.

Erika Isley, Mayor Pro Tem

ATTEST:

Jodi Eddleman, City Clerk

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



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 11
For Meeting of 03.03.16

ITEM TITLE: Consideration and Possible Action on a Resolution Awarding a Construction Contract for the Orchard View Regional Detention Project

CONTACT PERSON: Tim Hoskins, Public Works Director

SUMMARY EXPLANATION:

Veenstra & Kimm Inc. is the City’s engineer for the project known as the Orchard View Regional Detention Project. The engineering estimate for this project is \$259,928.00. A bid letting was held on February 25, 2016 at 2:00 p.m. at the Norwalk City Hall. Veenstra & Kimm, Inc. reviewed the bids and is recommending awarding the construction contract to Sandstone Management as the lowest responsible bidder in the amount of \$296,418.88.

This project will accept and detain storm water in the area of Orchard Hills Drive and West Pine Avenue.

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

STAFF RECOMMENDATION: Staff recommends approval of the resolution.

RESOLUTION NO

Awarding contract for the Orchard View Regional Detention Project

WHEREAS, pursuant to notice duly published in the manner and form prescribed by resolution of the City Council of the City of Norwalk, Iowa, and as required by law, bids and proposals were received by this Council for the Orchard View Regional Detention (the "Project"); and

WHEREAS, all of the said bids and proposals have been carefully considered, and it is necessary and advisable that provision be made for the award of the contract for the Project;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Norwalk, Iowa, as follows:

Section 1. The bid for the Project submitted by the following contractor is fully responsive to the plans and specifications for the Project, heretofore approved by the City Council, and is the lowest responsible bid received, such bid being as follows:

Sandstone Management
PO Box 547
Carlisle IA 50047

Bid Amount: \$296,418.88.

Section 2. The contract for the Project is hereby awarded to such contractor at the total estimated cost set out above, the final settlement to be made on the basis of the unit prices therein set out and the actual final quantities of each class of materials furnished, the said contract to be subject to the terms of the aforementioned resolution, the notice of hearing and letting, the plans and specifications and the terms of the bidder's written proposal.

Section 3. The Mayor and City Clerk are hereby authorized and ordered to enter into a written contract with said contractor for the Project, said contract not to be binding until approved by resolution of this City Council.

Section 4. The amount of the contractor's performance and/or payment bonds is hereby fixed and determined to be 100% of the amount of the contract.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved March 3, 2016.

Erika Isley, Mayor Pro Tem

ATTEST:

Jodi Eddleman, City Clerk

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



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 12
For Meeting of 03.03.16

ITEM TITLE: Consideration and Action on a Resolution Approving Contracts and Bonds for the Orchard View Regional Detention Project

CONTACT PERSON: Tim Hoskins, Public Works Director

SUMMARY EXPLANATION:

A resolution has been approved awarding the construction contract for the Orchard View Regional Detention Project to Sandstone Management. The bid letting was held on February 25, 2016 with this contractor being the lowest responsible bidder. Veenstra & Kimm, Inc. is the City’s project engineer and has reviewed the contractor’s bonds, insurance certificate, and executed contract. Based on their recommendation the documents can now be signed by the Mayor upon approval of the supporting resolution. (Please note that this information will be filled in following the bid opening on Thursday, February 25, 2016.

COST: The contract amount for the public improvement is \$296,418.88

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

STAFF RECOMMENDATION: Staff recommends approval of the construction contract and bond as recommended by the project engineer.

RESOLUTION NO

**RESOLUTION APPROVING CONTRACT AND BOND
FOR ORCHARD VIEW REGIONAL DETENTION PROJECT TO
Sandstone Management**

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

That the construction contract and bond executed and insurance coverage for the construction of certain public improvements described in general as the Orchard View Regional Detention Project and described more specifically in the plans and specifications heretofore approved, and which have been signed by the Mayor and Clerk on behalf of the City be and the same are hereby approved as follows:

Contractor: Sandstone Management
PO Box 547
Carlisle IA 50047

Bonding Co. Merchants National Bonding Inc
Holmes Murphy
PO Box 9207
Des Moines IA 50306

Amount of Bid: \$296,418.88

All labor and materials needed to complete the work identified for the Orchard View Regional Detention Project.

PASSED and ADOPTED this 3rd day of March, 2016

Erika Isley, Mayor Pro Tem

ATTEST:

Jodi Eddleman, City Clerk

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



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 14
For Meeting of 3.03.2016

ITEM TITLE: Public Hearing and Consideration of Resolution Adopting the Annual Budget for Fiscal Year 2016-2017 and certifying the tax levy rate

CONTACT PERSON(S): Jean Furler, Finance Director

SUMMARY EXPLANATION

The notice for the Public Hearing was published 10 days in advance of the hearing, pursuant to the notification requirements set forth by the State.

Attached is a resolution adopting the annual budget and directing the City Clerk to make the appropriate filings required by law. A public informational meeting and Council workshop was held January 28th, 2016 and another budget discussion held at the Council meeting on February 4th, 2016. At the time this was printed, the City had not received any written or oral comments. An article will appear in the Warren Town and County news about the City's budget and the entire budget is on the City's website.

The budget provides the financial plan for all City funds and activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017. The tax levy rate is proposed to be \$15.69499 per thousand dollars of taxable valuation, which is roughly equal to the current levy of \$15.689376.

The City's overall proposed expenditures for FY 17 are \$18,156,491 down from \$23,250,488 in FY16 due mainly to the number of capital projects completed in FY16 including the NCIS projects of Holly and Wakonda. Some of the revenues (bond proceeds) for the FY 16 expenditures were received in FY 15, contributing to the difference between revenues and expenditures in FY 16.

The budget includes the funding necessary to support City operations, purchase capital equipment and continue or undertake capital projects. A full copy of the City's proposed budget is available at: <http://www.norwalk.iowa.gov/YourGovernment/CityFinancialInformation.aspx>.

<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____  City Manager

STAFF RECOMMENDATION: Approve resolution adopting the City's 2016-2017 Fiscal Year Budget plan, including levy rate of \$15.69499 per thousand dollars of taxable valuation (same is prior fiscal year) on a roll call vote.

RESOLUTION NO. _____

**A Resolution Adopting the Annual Budget for the Fiscal Year Ending June 30, 2017, and
Certifying the Proposed Tax Levy Rate**

WHEREAS, State law requires the adoption of the annual budget for the fiscal year July 1, 2016 to June 30, 2017, and all conditions precedent required by State law, including public hearing requirements, have been fulfilled; and

WHEREAS, the budget funding for salaries, benefits and professional development for the 52 regular, full-time and 12 regular, part-time employees, in addition to the paid on call and seasonal employees; budgeted part-time and paid per call City employees; and

WHEREAS, the budget includes expenditures for the following; General Fund totaling \$4,747,800, Special Revenue Fund totaling \$2,676,419, TIF Special Revenues totaling \$3,440,652, Debt Service totaling \$2,393,207, Capital Projects totaling \$1,113,272 and in Proprietary totaling \$3,785,141 for a grand total of \$18,156,491; and

WHEREAS, the budget includes revenues for the following; General totaling \$4,936,997, Special Revenues totaling \$2,484,991, TIF Special Revenues totaling \$2,452,485, Debt Service totaling \$2,473,704, Capital Projects totaling \$3,067,368 and Proprietary totaling \$3,951,242 for a grand total of \$19,366,787; and

WHEREAS, the budget includes, transfers totaling \$1,412,892 which includes \$680,160 from TIF to Debt Service; \$104,700 from TIF to the Economic Development fund for economic development activities and Urban Renewal Areas; \$77,170 from TIF to commercial infrastructure fund; \$136,272 from Special Revenues to General Fund for support given that fund and to transfer the emergency levy collections; \$39,000 from Special Revenues to the Employee Benefits-Self Funded deductible; \$45,000 from Road Use Tax (RUT) to General Fund for support given that fund; \$1,000 from RUT to the Economic Development fund to pay for its portion of the Norwalk Living; \$40,198 from RUT to fund Hwy 28 Corridor Study; \$135,000 (\$45,000 from storm water, water and wastewater) from utility funds to the General Fund for support given that fund; \$2,000 from Stormwater to Economic Development to pay for Norwalk Living magazine ads; \$14,800 from Storm water to RUT for Street Cleaning; \$2,000 from general fund to economic development fund for Norwalk Living; \$83,232 from water operational to water sinking fund; \$52,360 from Sewer to repay \$425K Sewer Loan;

WHEREAS, in an effort to eliminate and prevent deficit balances in some funds, budget amendments are submitted when necessary; an amendment will be necessary for the day room remodel and Hwy 28 Study.

WHEREAS, the budget includes funding for equipment purchases including a fire truck, city hall generator, Public Works dump trucks upgraded storm sirens; and some park equipment; and

WHEREAS, the budget includes funding for capital projects, including Wakonda (section one) and Lakewood Drive (section two) as part of the Norwalk Community Infrastructure Study (NCIS) projects; sump pump removal and manhole rehab; fire hydrant replacement; water meter change outs; a major water main replacement project; and Cherry Parkway tree replacements;

WHEREAS, the budget also includes, among other things, funding for participating in the Greater Des Moines Partnership, Norwalk Chamber of Commerce, Warren County Economic

Development Commission, BRAVO, Des Moines Area Metropolitan Planning Organization, Red Rock services to assist needy residents in paying power bills, Norwalk Cemetery; and

WHEREAS, the FY 16/17 levy rate is determined to be \$15.69499 per thousand dollars of taxable valuation, rounding to \$15.69 which is the same as the levy for the past four fiscal years of \$15.69;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwalk, Iowa, that the annual budget for the fiscal year ending June 30, 2017, as set forth in the attached Budget Summary Certificate and in the detailed budget in support thereof, showing the revenue estimates and appropriate expenditures and allocations to programs and activities for the said fiscal year is adopted, and the City Clerk is hereby directed to make the filings required by law and to establish such accounts in accordance with the summary and details, as adopted.

BE IT FURTHER RESOLVED by the City Council of the City of Norwalk, Iowa, that the City Council hereby and as part of the FY 2016/2017 budget adopts the Capital Plan as set forth in the budget detail and the City of Norwalk Salary Schedule - FY 16/17 and certifies the levy rate of \$15.69499.

PASSED AND APPROVED THIS 3rd DAY OF MARCH 2016.

Erika Isley, Mayor Pro Tem

ATTEST:

Jodi Eddleman, City Clerk

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

**NOTICE OF PUBLIC HEARING
BUDGET ESTIMATE**

FISCAL YEAR BEGINNING JULY 1, 2016 - ENDING JUNE 30, 2017

City of Norwalk, Iowa

The City Council will conduct a public hearing on the proposed Budget at 705 North Avenue (City Hall)
on 3/3/2016 at 7:00 pm

The Budget Estimate Summary of proposed receipts and expenditures is shown below.

Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property . . . 15.69499

The estimated tax levy rate per \$1000 valuation on Agricultural land is 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

515-981-9522

Jean Furler

phone number

City Clerk/Finance Officer's NAME

	Budget FY 2017	Re-est. FY 2016	Actual FY 2015
	(a)	(b)	(c)
Revenues & Other Financing Sources			
Taxes Levied on Property	1 5,338,887	4,933,010	4,423,517
Less: Uncollected Property Taxes-Levy Year	2 0	0	0
Net Current Property Taxes	3 5,338,887	4,933,010	4,423,517
Delinquent Property Taxes	4 0	0	0
TIF Revenues	5 2,452,485	1,955,509	2,575,360
Other City Taxes	6 327,774	451,655	289,151
Licenses & Permits	7 189,300	284,400	389,744
Use of Money and Property	8 218,292	103,735	115,626
Intergovernmental	9 1,454,310	1,198,548	1,006,113
Charges for Services	10 4,575,499	4,659,968	4,505,105
Special Assessments	11 0	0	0
Miscellaneous	12 447,348	482,931	497,259
Other Financing Sources	13 2,950,000	240,000	5,595,125
Transfers In	14 1,412,892	3,946,903	1,786,620
Total Revenues and Other Sources	15 19,366,787	18,256,659	21,183,620
Expenditures & Other Financing Uses			
Public Safety	16 3,429,200	3,284,096	2,529,441
Public Works	17 1,696,300	1,493,600	1,340,641
Health and Social Services	18 10,500	10,500	7,000
Culture and Recreation	19 1,143,049	1,135,725	1,062,658
Community and Economic Development	20 2,811,622	953,554	1,122,235
General Government	21 648,700	671,400	577,963
Debt Service	22 2,393,207	2,197,656	1,841,006
Capital Projects	23 1,113,272	5,365,527	1,773,976
Total Government Activities Expenditures	24 13,245,850	15,112,057	10,254,920
Business Type / Enterprises	25 3,497,749	4,191,528	3,551,747
Total ALL Expenditures	26 16,743,599	19,303,585	13,806,667
Transfers Out	27 1,412,892	3,946,903	1,786,620
Total Expenditures/Transfers Out	28 18,156,491	23,250,488	15,593,287
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29 1,210,296	-4,993,829	5,590,333
Beginning Fund Balance July 1	30 6,548,441	11,542,270	5,951,937
Ending Fund Balance June 30	31 7,758,737	6,548,441	11,542,270



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 15
For Meeting of 03/03/2016

ITEM TITLE: Consideration of the second, and possibly more, readings of an ordinance amending the Code of Ordinances of the City of Norwalk, Iowa Chapter 177 – Rates and Fees, by amending existing section 177.01 2. Chapter 24 – Parks and Recreation Fees.

CONTACT PERSON: Nancy Kuehl, Parks and Recreation Director

SUMMARY EXPLANATION:

Following is a summary of the proposed cost increase for Norwalk-McAninch Sports Complex Tournament Rental Rate

The rental rate for the Norwalk-McAninch for 2016 originally was as follows.

\$30 per **day** per field,
\$10 per team Capital Improvement Fund.
\$100 per **day** reservation fee.

The initial recommended increase was to as follows

\$50 per **day** per field
\$25 per team per **tournament** for the Capital Improvement Fund.
\$100 per **day** reservation fee.

After surveying the Des Moines area metro parks and recreation departments a trend of per game basis has been the method of rental rate for most prestigious sports complexes. Staff met with Bob Egger the gentleman who rents the Norwalk-McAninch Sports Complex most weekends and he agrees the aforementioned method of rental per game is a cleaner way to rent the Norwalk-McAninch Sports Complex as it is the same method used throughout the metro.

At the most recent council meeting, a fee of \$45 per game for baseball and \$35 for softball was discussed. However, following that discussion, the Parks and Recreation Director had additional conversations with the President of USAAA Baseball and Softball, who is also a frequent renter of the Complex. Following those discussions, it is the City of Norwalk Park and Recreation Department's

recommendation to adjust the Norwalk-McAninch Sports Complex Tournament Rental to the following rates.

- \$40 per **game** baseball (2 Hours long)
- \$30 per **game** softball (1.5 Hours long)
- \$250 per **day** deposit (refundable on the final bill but forfeited if tournament cancelled by renter.)

The previous average with field maintenance, capital improvement and field rental rate produced a total fee of \$1,340 per weekend. Using the same numbers for the recommended rental rate (average of 52 games) nets a rental fee of \$2,080 per weekend or an increase of \$740 per weekend.

Also, following the most recent council meeting, the Parks and Recreation Director has had discussions with the director of a non-profit organization, who indicated that this is a substantial increase of fees from one year to the next and would like to request the possibility of a lesser fee for 501(c)(3) non-profit tournament rentals. The suggestion was a \$25 per game (baseball) charge for non-profits. The Council decided at the most recent meeting to charge the following, effective May 5, 2016.

- \$40 per **game** baseball (2 Hours long)
- \$30 per **game** softball (1.5 Hours long)
- \$250 per **day** deposit (refundable on the final bill but forfeited if tournament cancelled by renter.)

The first reading of the ordinance was approved at the February 18th council meeting.

____ Resolution __X__ Ordinance ____ Contract ____ Other (Specify) ____
Funding Source: _____
APPROVED FOR SUBMITTAL _____  City Manager

STAFF RECOMMENDATION: Pass ordinance on one or more readings

ORDINANCE NO. ____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF NORWALK, IOWA,
CHAPTER 177 - RATES AND FEES, BY AMENDING EXISTING SECTION 177.01 2. Chapter 24 –PARKS
AND RECREATION FEES.**

BE IT ENACTED by the City Council of the City of Norwalk, Iowa:

SECTION 1. SECTION MODIFIED. Section 177.01 2. Chapter 24 – Parks and Recreation Fees of the Code of Ordinances of the City of Norwalk, Iowa, is amended read as follows:

Category	Activity	Base Price	Tax	Total
Aquatic	Daily Pass	\$4.00	\$0.23	\$4.00
Aquatic	Daily Pass - evenings	\$2.00	\$0.11	\$2.00
Aquatic	Dog Days	\$4.00	\$0.23	\$4.00
Aquatic	Family Pass - 1 month - res	\$37.10	\$2.10	\$37.10
Aquatic	Family Pass - 1 month - non res	\$42.67	\$2.42	\$42.67
Aquatic	Family Pass - 2 months- res	\$75.26	\$4.26	\$75.26
Aquatic	Family Pass - 2 months - non res	\$86.65	\$4.90	\$86.55
Aquatic	Family Pass - 3 months - res	\$112.36	\$6.36	\$112.36
Aquatic	Family Pass - 3 months - non res	\$129.33	\$7.32	\$129.32
Aquatic	Family Swim	\$4.00	\$0.23	\$4.00
Aquatic	Individual Pass - 1 month - res	\$18.75	\$1.07	\$18.75
Aquatic	Individual Pass - 1 month - non res	\$21.63	\$1.22	\$21.63
Aquatic	Individual Pass - 2 month - res	\$37.63	\$2.13	\$37.63
Aquatic	Individual Pass - 2 month - non res	\$43.28	\$2.45	\$43.28
Aquatic	Individual Pass - 3 month - res	\$56.18	\$3.18	\$56.18
Aquatic	Individual Pass- 3 month- non res	\$64.66	\$3.66	\$64.66
Aquatic	Lap Swim	\$1.00	\$0.06	\$1.00
Aquatic	Swim Lessons - K and up- res	\$30.00		\$30.00
Aquatic	Swim Lessons - K and up- non res	\$34.50		\$34.50
Aquatic	Lifeguard lessons - res	\$165.00		\$140.00
Aquatic	Lifeguard lessons - non res	\$201.25		\$161.00
Aquatic	Parent/Child swim lesson - res	\$20.00		\$20.00
Aquatic	Parent/Child swim lesson - non res	\$23.00		\$23.00
Aquatic	Preschool swim lessons - res	\$25.00		\$25.00
Aquatic	Preschool swim lessons- non res	\$29.00		\$29.00
Aquatic	Pool Party; 1-25	\$100.00	\$6.00	\$106.00
Aquatic	Pool Party; 26-50	\$110.00	\$6.60	\$116.60
Aquatic	Pool Party; 51-75	\$120.00	\$7.20	\$127.20
Aquatic	Pool Party; 76-100	\$130.00	\$7.80	\$137.80
Aquatic	Pool Party; 101-125	\$140.00	\$8.40	\$148.40
Aquatic	Pool Party; 126-150	\$150.00	\$9.00	\$159.00
Aquatic	Pool Party; 151-175	\$160.00	\$9.60	\$169.60
Aquatic	Pool Party; 176-200	\$170.00	\$10.20	\$180.20

Category	Activity	Base Price	Tax	Total
Aquatic	Pool Party; 201-225	\$180.00	\$10.80	\$190.80
Aquatic	Pool Party; 226-250	\$190.00	\$11.40	\$201.40
Aquatic	Splash Bash	\$4.00	\$0.23	\$4.00
Aquatic	Water Aerobics - res	\$56.00		\$56.00
Aquatic	Water Aerobics - non res	\$64.40		\$64.40
Aquatic	Wet & Wild	\$2.50	\$0.14	\$2.50
Art	Art in the Park - res	\$15.00		\$11.50
Art	Art in the Park- non res	\$17.25		\$13.25
Art	Recycled Art in the Park- res	\$12.00		
Art	Recycled Art in the Park – non res	\$13.80		
Babysitting	Babysitting Class - res	\$21.00		\$20.00
Babysitting	Babysitting Class - non res	\$24.00		\$23.00
BB/SB	Adult Slowpitch	\$291.50		
BB/SB	BamBam - res (Pre-K)	\$39.50		\$34.50
BB/SB	BamBam - non res (Pre-K)	\$45.45		\$39.75
BB/SB	Coach Pitch- res (1-2nd grade)	\$46.00		\$41.00
BB/SB	Coach Pitch- non res (1-2nd grade)	\$52.90		\$47.25
BB/SB	Minors - res (3-5th grade)	\$57.00		\$52.00
BB/SB	Minors - non res (3-5th grade)	\$65.55		\$60.00
BB/SB	PeeWee - res (K)	\$46.00		\$41.00
BB/SB	PeeWee - non res (K)	\$52.90		\$47.25
Basketball	Youth (5/6th grade)- res	\$39.50		\$34.50
Basketball	Youth (5/6th grade)- non res	\$45.40		\$39.75
Basketball	Adult Open - res	\$31.80	\$1.80	\$31.80
Basketball	Adult Open - non res	\$36.57	\$2.70	\$37.20
Basketball	Dream Team (1/2 grade) res	\$33.75		\$28.75
Basketball	Dream Team (1/2 grade) non res	\$38.80		\$33.25
Basketball	Family Open Gym- Adult	\$1.00	\$0.07	\$1.25
Basketball	Family Open Gym- Child	\$0.50	\$0.04	\$0.75
Basketball	Little Dribblers (K/PK) res	\$33.75		\$28.75
Basketball	Little Dribblers (K/PK) non res	\$38.80		\$33.25
Basketball	Little Hoopers (3/4 grade) - res	\$33.75		\$28.75
Basketball	Little Hoopers (3/4 grade) - non res	\$38.80		\$33.25
Chess	Chess Camp-res	\$15.00		
Chess	Chess Camp- non res	\$17.25		
Complex	Park Practice Fee (per person)	\$5.00	\$0.30	\$5.30
Complex	Facility Practice Fee (per person)	\$25.00	\$1.20	\$21.20
Complex	Facility Practice Fee (per person)	\$25.00	\$0.60	\$10.60
Complex	Practice Fee (field)	\$10.00	\$0.60	\$10.60
Complex	Rental Fee (field)	\$75.00	\$4.50	\$79.50
Complex	Rental Fee (field) - Baseball	\$40.00	\$4.50	\$79.50
		per game		
Complex	Rental Fee (field) – Softball	\$30.00		
		per game		
Complex	Deposit - refundable on the final bill but forfeited if tournament cancelled by renter	\$250.00		
		per day		
Craft Club	Craft Club - res	\$15.00		\$11.50
Craft Club	Craft Club- non res	\$17.25		\$13.25

Dancing	Ballroom - res	\$109.25		\$109.25
Dancing	Ballroom - non res	\$125.64		\$125.64
Dancing	Line Dancing - res	\$40.00		
Dancing	Line Dancing – non res	\$46.00		
Dancing	Daddy Daughter Dance- res	\$15.00		
Dancing	Daddy Daughter Dance- non res	\$17.25		
Dancing	Mother Son Dance- res	\$15.00		
Dancing	Mother Son Dance – non res	\$17.25		
Disc Golf	Disc Golf - res	\$11.50	\$0.69	\$12.19
Disc Golf	Disc Golf - non res	\$13.23	\$0.79	\$14.02
Disc Golf	Glow Event	\$15.00	\$0.90	\$15.90
Dogs	Dog Obedience School - res			\$80.50
Dogs	Dog Obedience School - non res			\$92.60
Early Out	Bowling - res	\$11.50	\$0.69	\$12.19
Early Out	Bowling - non res	\$13.23	\$0.79	\$14.02
Early Out	Ice Skating- res	\$11.50	\$0.69	\$12.19

Category	Activity	Base Price	Tax	Total
Early Out	Ice Skating - non res	\$13.23	\$0.79	\$14.02
Early Out	Movie Day - res	\$11.50	\$0.69	\$12.19
Early Out	Movie Day - non res	\$13.23	\$0.79	\$14.02
Early Out	Incredible Pizza- res	\$20.00	\$1.20	\$21.20
Early Out	Incredible Pizza - non res	\$23.00	\$1.38	\$24.38
Early Out	Science Center - res	\$12.65	\$0.80	\$13.45
Early Out	Science Center- non res	\$14.55	\$0.87	\$15.42
Egg Hunt	Family Flashlight Easter Egg Hunt	\$5.30	\$0.69	\$12.19
Egg Hunt	Family Flashlight Egg Hunt – non res	\$6.10	\$0.79	\$14.02
Fitness	Step, EB, Circuit- res 1/week	\$24.50		\$24.50
Fitness	Step, EB, Circuit- non res 1/week	\$28.20		\$28.20
Fitness	Step, EB- res 2/week			\$49.00
Fitness	Step, EB - non res 2/week			\$56.40
Fitness	Yoga- res			\$40.25
Fitness	Yoga- non res			\$46.30
Fitness	Bootcamp - res			\$66.50
Fitness	Bootcamp - non res			\$76.50
Fitness	Kettle Bells - res			\$36.00
Fitness	Kettle Bells - non res			\$41.40
Fitness	Zumba - res 1/week			\$73.50
Fitness	Zumba - non res 1/week			\$84.55
Fitness	Zumba - res 2/week			\$128.80
Fitness	Zumba - non res 2/week			\$148.15
Fitness	Monster Dash indiv – res	\$30.00		
Fitness	Monster Dash indiv- non res	\$34.50		
Fitness	Monster Dash family – res	\$100.00		
Fitness	Monster Dash family – non res	\$115.00		
Food	Jr. Chef Club- Res	\$45.00		
Food	Jr. Chef Club- Non Res	\$51.75		
Food	Homebrew	\$30.00		
Football	Youth Flag - res	\$39.50		\$34.50
Football	Youth Flag - non res	\$45.45		\$39.75

Football	Flag PeeWee- res	\$39.50		\$28.75
Football	Flag PeeWee- non res	\$45.45		\$33.25
Football	Men's Flag Team	\$86.25	\$4.88	\$86.25
Golf	Jr. Golf Lessons - res	\$40.00		
Golf	Jr. Golf Lessons- non res	\$46.00		
Guitar	Group Lessons- res			\$60.00
Guitar	Group Lessons- non res			\$69.00
Jr. Fire Acad.	Junior Fire Academy- res	\$23.00		\$23.00
Jr. Fire Acad.	Junior Fire Academy- non res	\$26.50		\$26.50
Jr. Police	Junior Police Academy- res	\$23.00		\$23.00
Jr. Police	Junior Police Academy- non res	\$26.50		\$26.50
Park Shelter	Park Shelter Rental; 1-4 hours	\$15.00		\$15.00
Park Shelter	Park Shelter Rental; 5-8 hours	\$25.00		\$25.00
Park Shelter	Park Shelter w/kitchen (\$25 refundable deposit)	\$50.00		\$10.00
Late Fee	Program Late Fee	\$15.00		\$15.00
Science	Mad Science Camp 2 day res	\$72.00		
Science	Mad Science Camp 2 day non res	\$82.80		
Science	Mad Science Camp 4 day res	\$127.00		
Science	Mad Science Camp 4 day non res	\$146.05		
Soccer	Youth Soccer (1 st -7 th grade)- res	\$51.00		\$46.00
Soccer	Youth Soccer (1 st - 7 th grade) – non res	\$58.65		\$53.00
Soccer	Just For Kicks (PK) - res	\$33.75		\$28.75
Soccer	Just For Kicks (PK) - non res	\$38.80		\$33.25
Soccer	Kindergarten - res	\$39.50		\$34.50
Soccer	Kindergarten - non res	\$45.40		\$39.75
Softball	Adult Coed Slow Pitch	\$275.00	\$16.50	\$291.50
TKD	1st Family Member- res	\$57.50		\$57.50

Category	Activity	Base Price	Tax	Total
TKD	1st Family Member- non res	\$66.25		\$66.25
TKD	2nd Family Member- res	\$28.75		\$28.75
TKD	2nd Family Member- non res	\$33.25		\$33.25
TKD	Little Dragons - res	\$46.00		\$46.00
TKD	Little Dragons - non res	\$53.00		\$53.00
TKD	Maximum Family fee - res	\$115.00		\$115.00
TKD	Maximum Family fee- non res	\$132.25		\$132.25
Tennis	Beginner Tennis- res	\$34.50		\$34.50
Tennis	Beginner Tennis- non res	\$39.75		\$39.75
Tennis	Munchkin Tennis- res	\$29.00		\$29.00
Tennis	Munchkin Tennis- non res	\$33.50		\$33.50
Tennis	Middle School Tennis League- res	\$27.00	\$1.62	\$28.62
Tennis	Middle School Tennis League – non res	\$31.00	\$1.86	\$32.86
Tickets	Adventureland	\$35.00		\$27.00
Tickets	Blank Park -Adult	\$10.50		\$9.00
Tickets	Blank Park- Child	\$7.50		\$4.50
Tickets	Lost Island	\$23.00		\$23.00
Tickets	Ocean of Fun	\$44.00		\$25.00
Tickets	Ride & Slide			\$46.00

Tickets	Worlds of Fun	\$44.00		\$31.00
Triathlon	Youth Triathlon Clinic- res	\$35.00		
Triathlon	Youth Triathlon Clinic – non res	\$42.25		
Volleyball	Adult Coed	\$86.25	\$4.88	\$86.25
Volleyball	Adult Men's	\$32.55	\$1.95	\$34.50
Volleyball	Adult Women's	\$34.50	\$1.95	\$34.50
Volleyball	Youth (4th-6th) - res	\$31.50		\$26.50
Volleyball	Youth (4th-6th)- non res	\$36.25		\$30.50
Wrestling	Beginner Wrestling - res	\$44.00		\$51.75
Wrestling	Beginner Wrestling - non res	\$46.00		\$59.50

This number includes taxes.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the day of , 2016, and approved this day of , 2016.

Tom Phillips – Mayor

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

ATTEST:

City Clerk – Jodi Eddleman

I certify that the foregoing was published as Ordinance No. ____ on the ____ day of _____, 2016.

City Clerk – Jodi Eddleman



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 16
For Meeting of 3.3.2016

- REQUEST:** Review of the Final Plat of *Silverado Ranch Estates Plat 2*
- STAFF CONTACT:** Luke Parris, AICP
City Planner
- APPLICANT(S):** Ryan Wiederstein
Silverado JV15, LLC
987 Tulip Tree Lane
West Des Moines, Iowa 50266
- GENERAL DESCRIPTION:** This request would create 31 single family lots south of the existing Silverado Ranch Estates subdivision.
- IMPACT ON NEIGHBORHOOD:** The request would not appear to have a negative impact on the area. The requested development matches the character of the surrounding neighborhood.
- VEHICULAR & PEDESTRIAN TRAFFIC:** The proposed final plat shows a loop street system that will connect with the Silverado Ranch Estates Plat 1. Both Plat 1 and Plat 2 have one connection onto North Avenue at the intersection of South Orilla Road. During the preliminary plat review, staff had considered requiring a second connection to the south or to the east to eventually provide for a second exit out of the development. Ultimately the Planning and Zoning Commission recommended, and the City Council approved, the preliminary plat with no secondary connection.
- TRAIL PLAN:** A 10' sidewalk/trail easement has been provided to match with a similar easement in Plat 1. There is not a trail or sidewalk currently installed in Plat 1.
- ZONING HISTORY FOR SITE AND IMMEDIATE VICINITY:** The existing Silverado Ranch Estates Plat 1 and this subdivision are both zoned RE-1. Land to the south and west are outside of the City limits. Land to the east is zoned A-R. The City has an annexation agreement with the City of Cumming to not annex farther to the

west. The future land use for the area is High-Density Residential to the west and Low-Density Residential to the south.

**BUFFERS REQUIRED/
NEEDED:**

The Zoning Ordinance does not require buffering for the requested development.

DRAINAGE:

The developer submitted a Storm Water Management Plan that was reviewed by the City Engineer. Storm water is managed in three separate detention areas with three detention ponds (detention ponds do not hold standing water).

DEVELOPMENT HISTORY:

The area was previously preliminary platted with Silverado Ranch Estates Plat 1. The City has a horizon of two years for a preliminary plat to be valid. No work was done on the previous design for Plat 2; therefore a new preliminary plat was required. The City approved the preliminary plat on October 15, 2015. A copy of the approved preliminary plat is attached.

FLOODPLAIN:

None of the proposed lots are located within a floodplain.

PARKLAND:

The subdivision ordinance requires 783 square feet of parkland per single family dwelling unit. The development has 31 lots and is required to provide 0.56 acres of parkland, or the equivalent per Subdivision Regulations, to the City. No park is shown on site. Other methods of parkland dedication are required.

**UTILITIES: WATER,
SANITARY SEWER, STORM
SEWER.**

- The plat shows a 50' front setbacks on most lots.
- Some lots show a greater front setback. The developer had difficulty maintaining the lot width of 125' at the 50' front setback line while achieving the minimum 40,000 square feet necessary for a septic system.
- There are 10' utility easements shown at the front of all proposed lots.
- There are 5' drainage easements shown at the front of all proposed lots.
- Drainage easements are shown throughout the plat along drainage ways.
- Drainage and detention easements are shown at the location of detention ponds 1, 2, and 3.
- A water main easement is shown between lots 10 and 11 to provide future access to water service along Clark Street.

**RELATIONSHIP TO
COMPREHENSIVE LAND
USE PLAN:**

The Future Land Use Map designates the area in question as High Density Residential. The Comprehensive Plan (page 5.12) identifies single family homes as a typical land use in this category; however, the minimum lot size is identified as 5,000 to 7,000 square feet. This proposed plat is for a rural subdivision. The site is zoned RE-1 and is not currently serviceable by City sanitary sewer. Both the RE-1 zoning, and the need for septic systems, dictate that lot sizes be a minimum of 40,000 square feet.

**STAFF ANALYSIS –
ZONING ORDINANCE:**

The Final Plat consists of 31 lots, containing approximately 38.61 acres of land, which is located south of the existing Silverado Ranch Estates Plat 1, on the west side of town (south of G14 along South Orilla Road). The lots vary in size measuring from 40,000 SF to 87,290 SF.

Streets shown will be dedicated to the City for street use upon approval of the Final Plat. The streets have been named Silverado Drive and Colt Lane. Silverado Drive is a continuation of the naming in Plat 1 and Colt Lane is a new street name that does not conflict with other street names in the community. The designated street right-of-way is 60 feet with a 24' rural two-lane road with 3' shoulders on each side.

The required front setback is 50' with a minimum lot width of 125 feet. For some lots, the developer had difficulty maintaining the lot width of 125' at the 50' front setback line while achieving the minimum 40,000 square feet necessary for a septic system. The developer has shown greater front setbacks to ensure buildings have the proper width for their building envelopes. Several lots within Plat 1 also showed similar front setbacks.

**STAFF ANALYSIS –
SUBDIVISION
ORDINANCE:**

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.

**PLANNING AND ZONING
RECOMMENDATION:**

The Planning and Zoning Commission recommends that the request for the Final Plat of Norwalk Orchard View Plat 2 be approved with the following conditions:

- That the applicant provides all supporting documentation required within the Norwalk Subdivision Regulations.
- That any significant modifications to the final plat be reviewed and approved by the Planning & Zoning Commission and City Council.
- That the Planning and Economic Development Director or his designee be authorized to sign off on the plat for recording once public works has indicated the infrastructure is acceptable. In an effort to be developer friendly, the formal (council action) acceptance of the infrastructure and the approval of the final plat needn't occur at the same council meeting.

Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____

Funding Source: _____ NA _____

APPROVED FOR SUBMITTAL _____

City Manager

RESOLUTION NO. ____

A RESOLUTION APPROVING THE SILVERADO RANCH ESTATES PLAT 2 – FINAL PLAT

WHEREAS, the Planning & Zoning Commission reviewed this request at their regular meeting on February 8, 2016 and recommends approval of the Final Plat; and

WHEREAS, that upon final approval of the final plat, the developer adheres to all provisions detailed in the Norwalk Subdivision Regulations and Norwalk Municipal Code of Ordinances; and

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

WHEREAS, the Planning and Economic Development Director, or his designee, is authorized to stamp, sign, and release the final plat if all conditions of the City Subdivision Ordinance are met; and

NOW, THEREFORE, BE IT RESOLVED: That the City Council does hereby approve the Final Plat for the Silverado Ranch Estates Plat 2 as described and shown in Attachment "A" attached hereto and made a part thereof by reference.

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

Erika Isley, Mayor Pro Tem

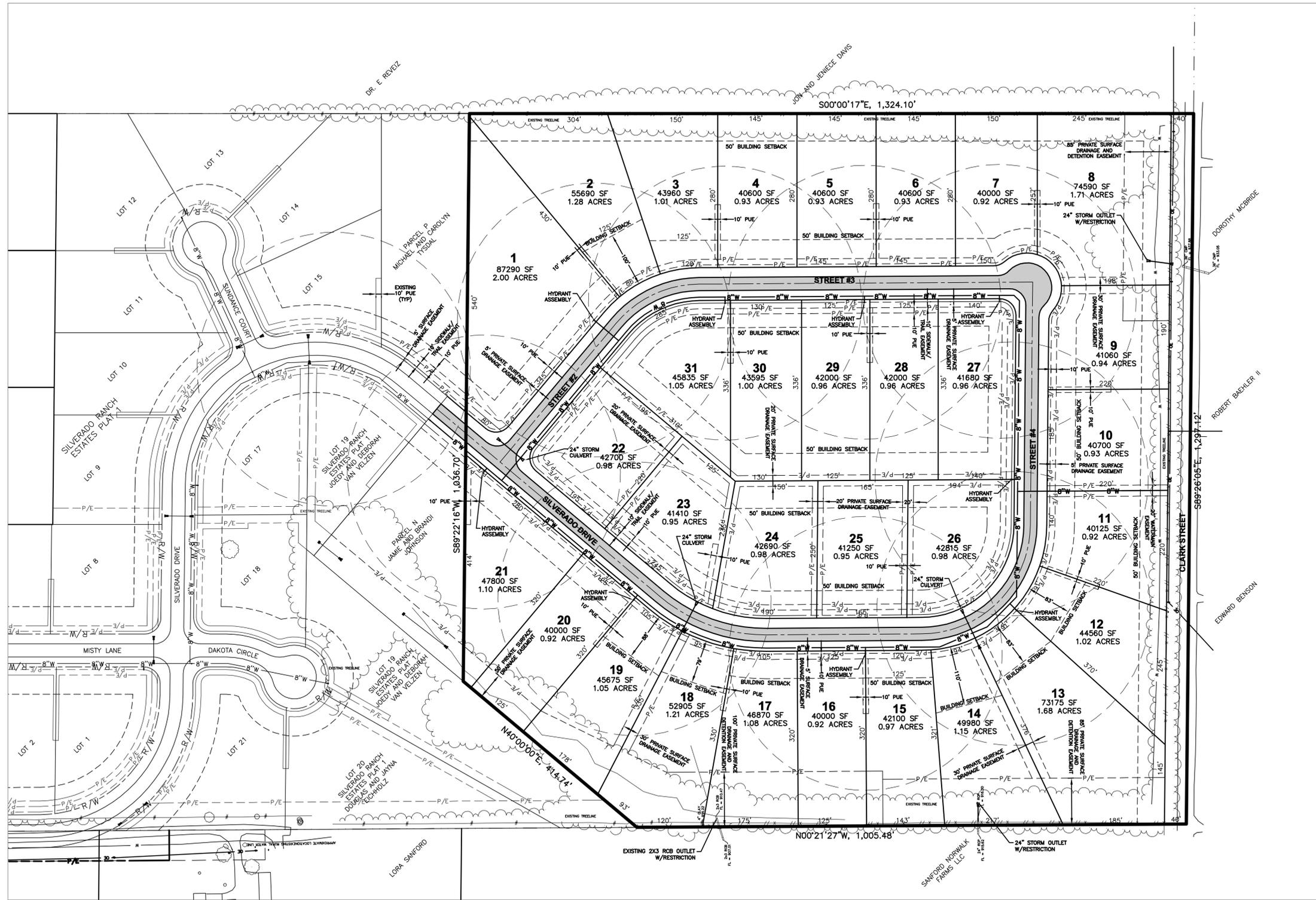
ATTEST:

JODI EDDLEMAN, CITY CLERK

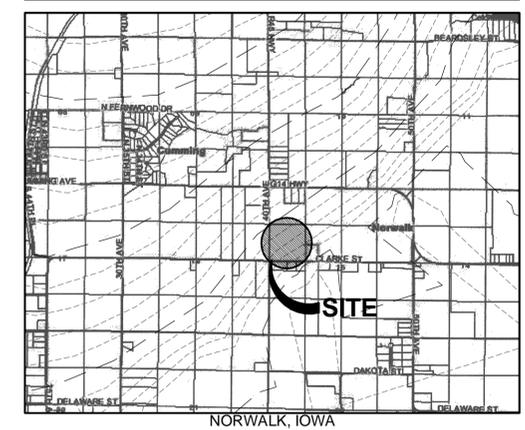
<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>
Kuhl	___	___
Lester	___	___
Isley	___	___
Riva	___	___
Livingston	___	___

PRELIMINARY PLAT FOR: SILVERADO RANCH ESTATES PLAT 2

Attachment "B"



VICINITY MAP



OWNER/ DEVELOPER

SILVERADO JV15 LLC
987 TULIP TREE LANE
WEST DES MOINES, IOWA 50266
PH: 515-554-4543
CONTACT: RYAN WIEDERSTEIN

ENGINEER / SURVEYOR

CIVIL DESIGN ADVANTAGE, LLC
3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PH: 515-369-4400
CONTACT: BRAD KUEHL

ZONING

RE-1: SINGLE FAMILY RURAL ESTATE DISTRICT

BULK REGULATIONS

SETBACKS:
FRONT = 50' MIN
REAR = 50' MIN
SIDE = 20' MIN (SUM OF BOTH = 40')

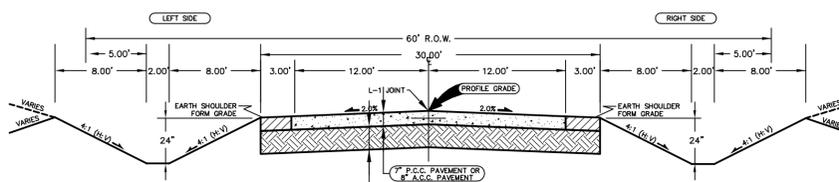
LEGEND

- PROPOSED
- GROUND SURFACE CONTOUR
 - TYPE SW-501 STORM INTAKE
 - TYPE SW-503 STORM INTAKE
 - TYPE SW-505 STORM INTAKE
 - TYPE SW-506 STORM INTAKE
 - TYPE SW-513 STORM INTAKE
 - TYPE SW-401 STORM MANHOLE
 - TYPE SW-402 STORM MANHOLE
 - TYPE SW-301 SANITARY MANHOLE
 - STORM/SANITARY CLEANOUT
 - WATER VALVE
 - FIRE HYDRANT ASSEMBLY
 - SIGN
 - DETECTABLE WARNING PANEL
 - SANITARY SEWER WITH SIZE — 8" S —
 - STORM SEWER — ST —
 - WATERMAIN WITH SIZE — 8" W —

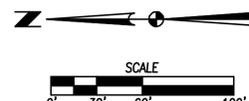
PRELIMINARY PLAT DESCRIPTION

A PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 15, TOWNSHIP 77 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN, IN THE CITY OF NORWALK, WARREN COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 19, SILVERADO RANCH ESTATES PLAT 1, AN OFFICIAL PLAT IN THE CITY OF NORWALK, WARREN COUNTY, IOWA; THENCE NORTH 40°00'00" EAST ALONG THE EASTERLY LINE OF SAID LOT 19 A DISTANCE OF 414.74 FEET; THENCE NORTH 89°22'16" EAST, 1,036.70 FEET TO THE EAST LINE OF SAID WEST HALF OF THE NORTHWEST QUARTER OF SECTION 15; THENCE SOUTH 00°00'17" EAST, 1,324.10 FEET TO THE SOUTH LINE OF SAID WEST HALF; THENCE SOUTH 89°26'05" EAST, 1,297.12 FEET TO THE WEST LINE OF SAID WEST HALF; THENCE NORTH 00°21'27" WEST, 1,005.48 FEET TO THE POINT OF BEGINNING AND CONTAINING 38.61 ACRES (1,681,649 SQUARE FEET).



TYPICAL RURAL SECTION - 24' ROADWAY
SILVERADO RANCH ESTATES



UTILITY WARNING

ANY UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY AND RECORDERS OBTAINED BY THIS SURVEYOR. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL THE UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION SHOWN.

NOTES

- NO STRUCTURES TO BE CONSTRUCTED WITHIN EASEMENTS
- ALL SURFACE DRAINAGE EASEMENTS AND DETENTION EASEMENTS ARE TO BE PRIVATE

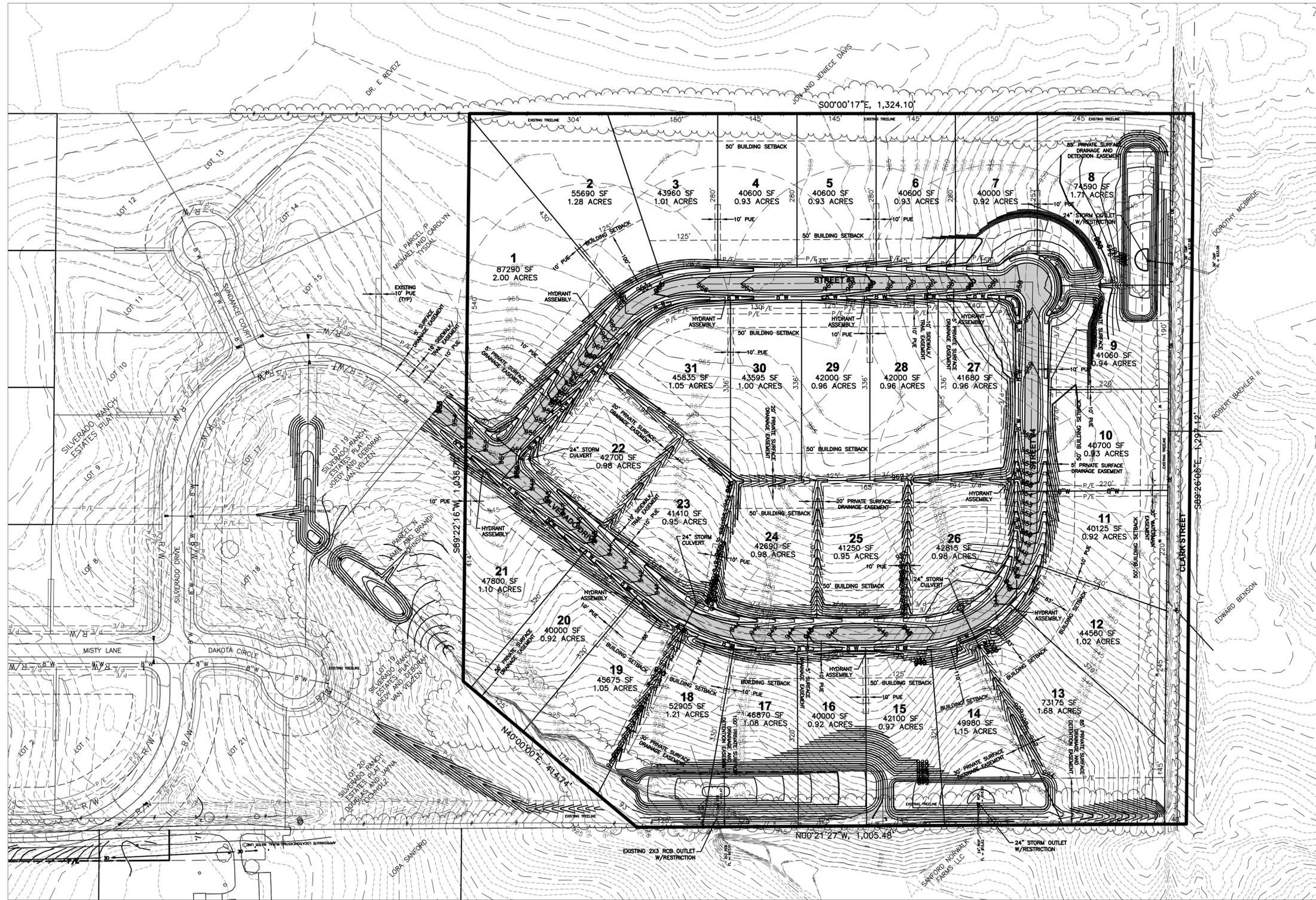
L.L. KUEHL SURVEYING AND CONSULTING, INC.
 FILE NO. 15015
 DATE PLOTTED: 5/26/2015 2:27 PM
 PLOTTED BY: BRAD KUEHL
 TECH:

SILVERADO RANCH ESTATES PLAT 2
 PRELIMINARY PLAT
 ANKENY, IOWA
 CIVIL DESIGN ADVANTAGE

DATE	09/23/15
REVISIONS	09/15/15
THIRD SUBMITTAL	09/15/15
SECOND SUBMITTAL	09/15/15
FIRST SUBMITTAL	09/26/15

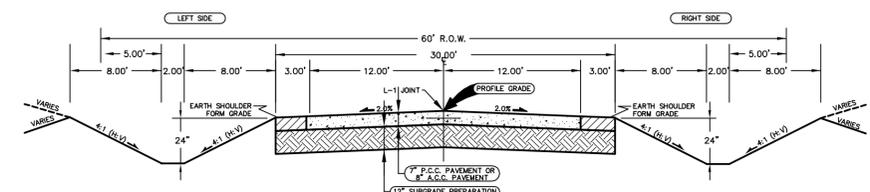
3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410
 ENGINEER:

PRELIMINARY PLAT FOR: SILVERADO RANCH ESTATES PLAT 2

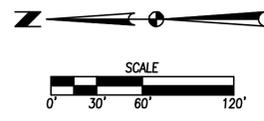


LEGEND

- PROPOSED**
- GROUND SURFACE CONTOUR
 - TYPE SW-501 STORM INTAKE
 - TYPE SW-503 STORM INTAKE
 - TYPE SW-505 STORM INTAKE
 - TYPE SW-506 STORM INTAKE
 - TYPE SW-513 STORM INTAKE
 - TYPE SW-401 STORM MANHOLE
 - TYPE SW-402 STORM MANHOLE
 - TYPE SW-301 SANITARY MANHOLE
 - STORM/SANITARY CLEANOUT
 - WATER VALVE
 - FIRE HYDRANT ASSEMBLY
 - SIGN
 - DETECTABLE WARNING PANEL
 - SANITARY SEWER WITH SIZE — 8" S —
 - STORM SEWER — ST —
 - WATERMAIN WITH SIZE — 8" W —



TYPICAL RURAL SECTION - 24' ROADWAY
SILVERADO RANCH ESTATES



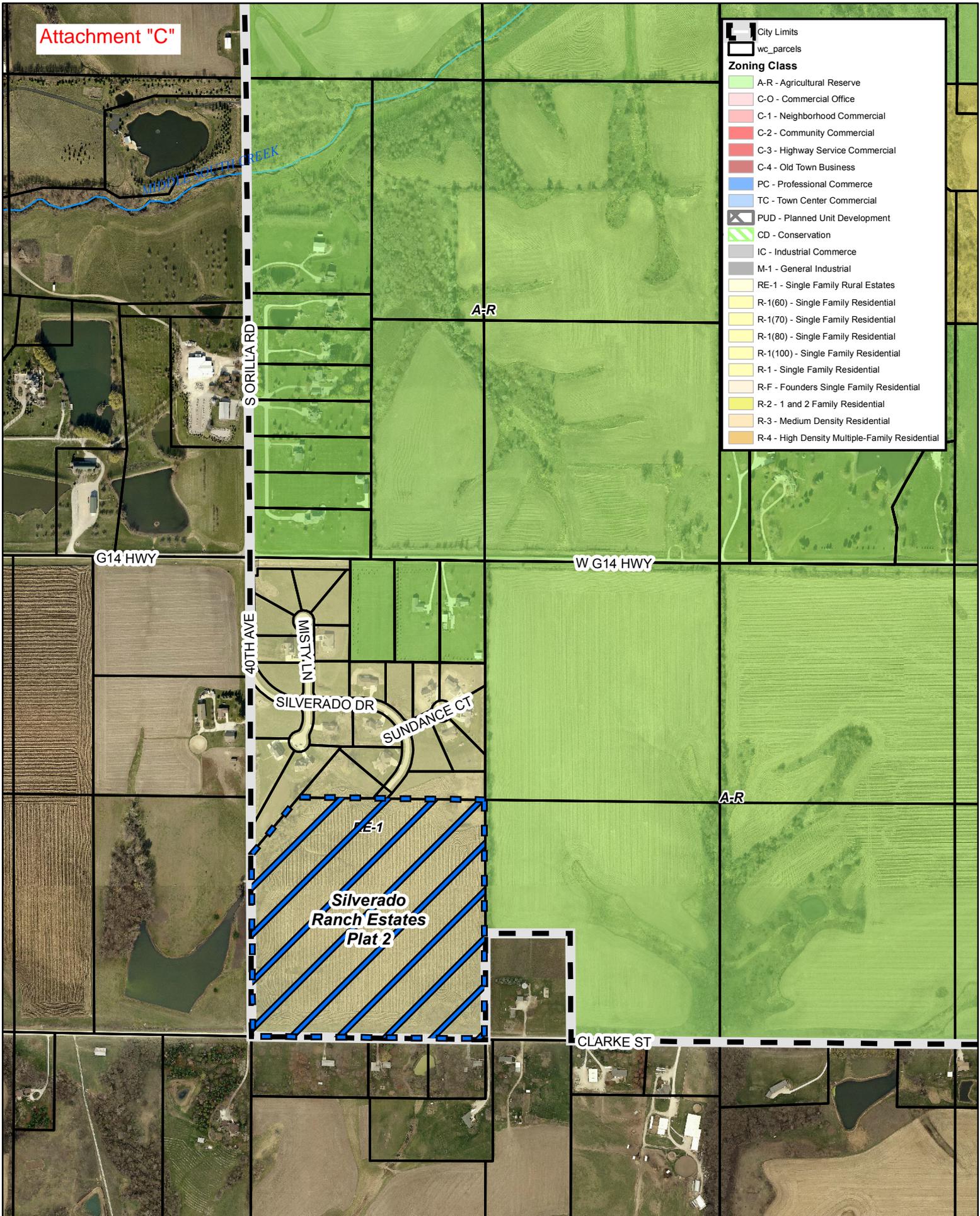
UTILITY WARNING

ANY UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY AND RECORDERS OBTAINED BY THIS SURVEYOR. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL THE UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION SHOWN.

FILE NO. 1507405 (V.M.S.) 1507405 (V.M.S.) 1507405 (V.M.S.)
 FILE DATE: 09/23/15
 PLOTTED BY: BRAD KUEHL, TECH.

DATE		REVISIONS		THIRD SUBMITTAL	09/23/15	SECOND SUBMITTAL	09/15/15	FIRST SUBMITTAL	09/28/15
<p>3405 S.E. CROSSROADS DRIVE, SUITE G GRIMES, IOWA 50111 PHONE: (515) 369-4400 FAX: (515) 369-4410</p>									
								TECH:	
<p>SILVERADO RANCH ESTATES PLAT 2 PRELIMINARY PLAT GRADING PLAN</p>									
<p>ANKENY, IOWA</p>									
<p>1507405</p>									

Attachment "C"





**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 17
For Meeting of 03/03/2016

ITEM TITLE: Consideration of a resolution approving an Administration and compliance service agreement for FMLA between Kabel Business Services and the City of Norwalk

CONTACT PERSON: Jodi Eddleman, City Clerk

BACKGROUND: The City of Norwalk has administrated FMLA to employees in the past. However, because of strict rules and regulations the City has asked Kabel Business Services to administer that service to employees of the City.

DESCRIPTION:

Kabel Business Services is a Third Party Administrator (TPA) that provides outsourcing solutions for a wide range of employee benefits programs. We have been serving our clients for over 20 years, providing peace of mind and compliance assurance to our valued customers. The cost would be as follows.

One time set up Fee (stand-alone)	\$250.00
One time set up fee (if bundled with Cobra)	\$175.00

Includes:

- Consultation to review current leave policies
- Initial establishment of the plan on our software

Annual Renewal Fee	\$100.00
---------------------------	-----------------

Applied to each plan renewal invoice beginning with your second plan year

Per Employee per month fee	\$2.50
-----------------------------------	---------------

Includes:

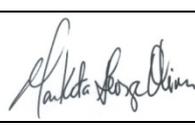
- Manage employee's application for FMLA within required timeframes
- Determine employee's eligibility for FMLA leave under federal and state regulations
- Track FMLA time taken by an individual employee, whether sequential or intermittent
- Toll-free employer and FMLA eligible employee support and consultation

Active Participant takeover Fee (one time charge)	\$30.00
--	----------------

Includes:

- Audit/takeover of current FMLA covered participants

The total anticipated on-going annual cost is \$225.00

<input checked="" type="checkbox"/> Resolution _____ Ordinance ____ Contract ____ Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____  City Manager

STAFF RECOMMENDATION: Approve resolution.

RESOLUTION NO

Resolution Approving an Administration and Compliance Services Agreement for FMLA between Kabel Business Services and the City of Norwalk

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

WHEREAS, Kabel Business Services is a third party administrator that provides outsourcing solutions for a wide range of employee benefits programs.

WHEREAS, The City of Norwalk desires to enter into a continuation of coverage Administration Agreement between the City of Norwalk and Kabel Business Services to allow them to administer FMLA for the City of Norwalk.

WHEREAS, The City of Norwalk desires to enter into a continuation of coverage Administration Agreement between the City of Norwalk and Kabel Business Services to allow them to administer FMLA for the City of Norwalk based on the following associated costs:

One time set up Fee (stand alone) \$250.00
One time set up fee (if bundled with Cobra) \$175.00

Includes:

- Consultation to review current leave policies
Initial establishment of the plan on our software

Annual Renewal Fee \$100.00

Applied to each plan renewal invoice beginning with your second plan year

Per Employee per month fee \$2.50

Includes:

- Manage employee's application for FMLA within required timeframes
Determine employee's eligibility for FMLA leave under federal and state regulations
Track FMLA time taken by an individual employee, whether sequential or intermittent
Toll-free employer and FMLA eligible employee support and consultation

Active Participant takeover Fee (one time charge) \$30.00

Includes:

- Audit/takeover of current FMLA covered participants

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwalk, Iowa that the said agreement be executed.

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

Erika Isley, Mayor Pro Tem

ATTEST:

JODI EDDLEMAN, CITY CLERK

ROLL CALL VOTE: Aye Nay

Table with 3 columns: Name, Aye, Nay. Rows include Kuhl, Lester, Isley, Riva, and Livingston.

Providing Payroll Services, ACA Reporting and Complete Administration of FSA, HSA, HRA, FMLA and COBRA

We understand the burden and costs associated with trying to administer FMLA in-house. Tired of updating spreadsheets, mailing required forms and notices, tracking down leave information or trying to keep up-to-date on the changes to FMLA? We can help!

Why outsource your FMLA?

An HR Specialist can spend enormous amounts of time just handling FMLA claims. Using an FMLA outsourcing provider frees up time and resources to focus on other HR priorities.

Using a third-party FMLA administrator protects businesses from learning detailed information about their employee's health and family lives, lessening the chances that employee's rights under HIPAA will be compromised.

Outsourcing gives companies access to the expertise they need to better manage employee absences. At the same time, it also ensures that employees get the support that they need.

Let us do the work!

- Review of Leave of Absence Policies - providing recommendations for employer FMLA policies document and normal paid leave policies to ensure compliance with current legislative and regulatory changes
- Notify employee of their rights and responsibilities
- Complete review and tracking of FMLA eligibility and entitlement
- Recording and maintaining of documents on all FMLA activity
- Inform employees whether they are eligible under FMLA
- Request any additional information from the employee
- Medical Certification review
- If leave is designated as FMLA-protected, provide the amount of leave counted against the employee's leave entitlement
- If ineligible, provide reason for the ineligibility
- Address any questions or concerns directly with active FMLA participants



Our Guarantee

- With Kabel Business Services you will always work with the same FMLA administrator who's familiar with your company
- We will be quick to respond to requests for FMLA leave
- We have the experience and knowledge to answer your HR regulatory questions related to FMLA administration



FMLA Administration Proposal and Program Information

Prepared For:

Submitted By:

Kabel Business Services is a Third Party Administrator (TPA) that provides outsourcing solutions for a wide range of employee benefits programs. We have been serving our clients for over 20 years, providing peace of mind and compliance assurance to our valued customers.

KBS currently offers the following services to our clients:

- COBRA Administration
- FMLA Administration
- Cafeteria Flex Plan Administration
- Health Savings Account Administration
- Health Reimbursement Arrangement Administration
- Payroll Services
- Time and Attendance
- HR Services
- Background Checks

Our experienced and dedicated staff work hard to uphold our reputation of quality service and reliability. We provide individualized, professional consultation to ensure that our clients are making the best benefit decisions for their organizations, no matter the size.

From two employees to two thousand, let us help you take the pain out of managing your employee benefit programs. Kabel Business Services will help you to attract and keep employees who appreciate their benefits, remain compliant with the ever-changing rules and regulations, and allow you to focus your time and energy on business objectives.

FMLA Administration & Compliance Services

- Plan enrollment and implementation
- Review of Leave of Absence Policies - provide recommendations for employer FMLA policies document and normal paid leave policies to ensure compliance with current legislative and regulatory changes
- Complete review of FMLA eligibility and entitlement
- Recording and maintaining of documents on all FMLA activity
- Establishment of election and payment receipt deadlines
- Maintenance of records on all FMLA correspondence
- FMLA Event and Leave request processing and tracking
- Notify employee of their rights and responsibilities
- Inform employees whether they are eligible under FMLA
- Request any additional information from the employee
- If ineligible, provide reason for the ineligibility
- If leave is designated as FMLA-protected, provide the amount of leave counted against the employee's leave entitlement

We at Kabel Business Services adhere to the highest ethical standards and are fully compliant with all I.R.S., state, and federal regulations. Our staff is fully trained, efficient, and personable. We strive to always live up to our motto: **Service with a personal touch.**

FMLA Administration Proposal

One Time Set up Fee (stand-alone)	\$
--	-----------

One Time Set up Fee (if bundled with COBRA)	\$
--	-----------

Includes:

- Consultation to review current Leave Policies
- Initial establishment of the Plan on our software

Annual Renewal Fee	\$
---------------------------	-----------

Applied to each Plan renewal invoice, beginning with your second Plan Year

Per Employee Per Month Fee	\$
-----------------------------------	-----------

Includes:

- Manage employee's application for FMLA within required timeframes
- Determine employee's eligibility for FMLA Leave under federal and state regulations
- Track FMLA time taken by an individual employee, whether sequential or intermittent
- Toll-free Employer and FMLA Eligible Employee support and consultation

Active Participant Takeover Fee (One-time charge)	\$
--	-----------

Includes:

- Audit/Takeover of current FMLA covered participants

Questions? Please contact
at (515) 224-9400 or by email

This proposal is valid for 30 days from the date of issue



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 18
For Meeting of 03/03/2016

ITEM TITLE: Consideration of a resolution recommending search firm for the City Manager position.

CONTACT PERSON: Stephanie Riva, Council Member
David Lester, Council Member

Summary Explanation: The City of Norwalk has sent out requests for qualifications to executive recruitment firms requesting proposals for executive search services for the City Manager position.

<input checked="" type="checkbox"/> Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL  _____
City Manager

STAFF RECOMMENDATION: Approve resolution.

RESOLUTION NO

Resolution Approving a professional services agreement with Waters & Company for the City Manager executive recruitment.

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

WHEREAS, the City Council has reviewed several proposals from executive search firms to conduct the City Manager executive search.

WHEREAS, The City of Norwalk has selected Waters & Company to conduct the City Manager search.

WHEREAS, The City of Norwalk desires to enter into an Agreement between the City of Norwalk and Waters and Company in an amount not to exceed \$26,000. to conduct the executive search for the City Manager position with the City of Norwalk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwalk, Iowa that the said agreement be executed.

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

Erika Isley, Mayor Pro Tem

ATTEST:

Jodi Eddleman, City Clerk

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



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 19
For Meeting of 3.03.2016

ITEM TITLE: Discussion and possible consideration of a resolution adopting an Open Records Policy and Fee Schedule.

CONTACT PERSON(S): Jean Furler, Finance Director

SUMMARY EXPLANATION

Attached for your review and consideration is a public records policy and fee schedule. The policy was based on a policy that has been examined by the Iowa Public Information Board.

It addresses how the city will handle information requests moving forward and also discusses the fee schedule.

<input checked="" type="checkbox"/> Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____  City Manager

STAFF RECOMMENDATION: Consider adoption after discussion.

RESOLUTION NO. _____

A Resolution Adopting Open Records Policy and Fee Schedule

WHEREAS, State law requires cities to maintain public records; and

WHEREAS, the City receive public information and open records requests on a regular basis; and

WHEREAS, the attached policy addresses how open records requests will be handled and sets a fee schedule.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwalk, Iowa, that the attached City of Norwalk Open Records Policy is adopted.

PASSED AND APPROVED THIS 3rd DAY OF MARCH 2016.

Erika Isley, Mayor Pro Tem

ATTEST:

Jodi Eddleman, City Clerk

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

CITY OF NORWALK

Open Records Policy

1. Purpose. This Open Records Policy defines the procedures and fees associated with handling open records requests made to the City of Norwalk.

2. Background. The City of Norwalk (the City) is subject to Iowa's "Open Meetings" laws (Iowa Code Chapter 21) and "Open Records" laws (Iowa Code Chapter 22). Iowa Code Chapter 22's definition of a "public record" is broad, and includes "all records, documents, tape or other information, stored or preserved in any medium."

There are exceptions that protect certain records and documents from public disclosure. Most exceptions are listed in Iowa Code Section 22.7; others are provided elsewhere in the Iowa Code or by federal law.

The City may incur expenses and staff time to respond to record requests, and the law requires the City to comply with records requests within reasonable time limits and permits the City to charge reasonable fees reflecting the costs to produce copies and for staff to procure and prepare documents.

3. Goals. This policy's goals are to provide direction on the handling of records requests; to standardize fees and costs for complying with record requests; and to promote consistent compliance with the applicable laws.

4. Designated Custodian for Chapter 22 Open Records Matters. Iowa Code Section 22.1(2) requires government bodies to delegate an official or employee as a "lawful custodian" responsible for implementing the requirements of Iowa Code Chapter 22 and to provide that information to public. The City's "lawful custodian" is the City Clerk, or any such employee who is assigned such responsibilities by the City Clerk.

5. Information Needed for Processing an Open Records Request. Record requests can be made via letter, email, fax or verbal request. To accurately and timely process a records request, the City will need to know the full extent of the request and how to contact the requestor (name, address and phone number) in case the Clerk has any questions or concerns. If at all possible, the requestor should put his/her request in writing using the City's Open Records Request Form. Requests for information should identify the requestor, the specific category or type of information sought, a reasonable time period for which such information is sought, and such other information as will allow City staff to accurately identify the records sought and timely respond to the request.

6. Routine and Non-Routine Records Requests.

A. Routine Requests. Routine records requests are those expected to be completed within 15 minutes and involving fewer than 10 pages of material. Routine records requests may be handled directly by the department involved

with notice of the request. Examples of routine records requests include, but are not limited to, a customer's request for copies of his/her own billing records, meeting minutes or agendas, and specific resolutions or ordinances.

B. Non-Routine Requests. Non-routine records requests are expected to take longer than 15 minutes to complete or involve more than 10 pages of material. City staff should provide any non-routine records request to the City Clerk immediately upon receipt. The City Clerk will coordinate the response to all non-routine records requests with affected departments through the chain of command.

7. Requestor's Options for Examining or Copying Records.

A. In-person Examination of Records. Those seeking public records within the control of the City may examine the records at City Hall during normal City business hours. The City requires adequate notice for in-person examinations, as prior review, safekeeping and/or supervision may be required. In-person examinations will be supervised by City staff and conducted in a manner directed by staff to prevent destruction, misappropriation, manipulation or disorganization of the original materials. After examination, persons will need to specifically and clearly indicate any records requested for copying.

B. Personal Review Not Required. Requestors are not required by law to be personally present for the examination of records and may ask that the City examine its records and provide copies of records that correspond to the request in accordance with the terms and conditions of this policy.

8. Form of Response to an Open Records Request – Paper Copies Only. It is City policy to provide paper copies of records. Responses provided in any other media are at City discretion and may incur additional fees.

9. Fees. The City's Open Records Policy Fee Schedule, as updated from time to time, applies to all records requests. The City will provide 15 minutes of City staff time free of charge to respond to each requestor monthly. Under the Fee Schedule, a financial deposit may be required, and if required, no work will begin on a request until the deposit is received.

10. Estimated Response Time.

The City strives to respond to open records requests within 20 calendar days, but unique circumstances may extend that response time. If the requested material potentially contains confidential information or is otherwise exempt from disclosure, additional time may be required to review and potentially redact the material.

11. Exceptions. Any requests for an exception or deviation from this policy must be approved in advance by the City Manager.

12. Confidentiality and Third Party Liability. Although any records produced by the City may be deemed to be “public records” within the meaning of Iowa Code Chapter 22, the City takes no responsibility for all requesters’ obligations to use this information in compliance with any and all local, state, and federal laws, including but not limited to laws relating to privacy, harassment, discrimination, debt collection, libel, slander and tort. If any third party makes a claim against the City of Norwalk for any misuse of this information attributable to any requester(s), the City will pursue all available legal remedies against such requester(s).

Any questions concerning the City’s Open Records Request Guidelines, the City’s Open Records Policy or related procedures or fees should be directed to the records custodian:

City Clerk
City of Norwalk
705 North Avenue
Norwalk, IA 50211

Open Records Policy Fee Schedule

The following fees and costs will be charged pursuant to Iowa Code Chapter 22 for access to and/or copies of public records maintained by the City of Norwalk.

1. Basic Fees.

<u>Service</u>	<u>Guidelines/Conditions</u>	<u>Fee</u>
Copies of paper documents	Photo copies - 8.5 x 11 Oversized copies	\$0.25/page by estimate
Copies transmitted by fax	limit to 10 pages	\$3.00/page (local or toll-free) \$6.00/page (long distance)
City Maps		\$0.25
Additional Maps schedule		See Development Dept. fee
Council packets per page		\$0.25 / maximum \$5.00
Mailing lists for residents		\$25.00
Mailing lists labels		\$40.00
Mailing lists labels for apartments		\$50.00
Returned Check Fee		\$20.00
Recorded meetings		\$5.00
Zoning code copies without maps		\$25.00
Zoning code copies with maps		\$40.00
Comprehensive plan copy		\$40.00
Zoning/land use map copy		\$5.00
Site plan ordinance copy		\$10.00
Postage for Copies Mailed	Prepayment is required for postage cost. All copies are sent certified mail, return receipt requested	Actual Cost
Photocopies from microfiche or other stored or compiled backup or other sources	Prepayment required	Actual Cost

2. Labor. Non-incidentual or supervisory services. The first 15 minutes of non-incidentual or supervisory services provided by City staff in any search, preparation, retrieval, or supervision of examination of open records during a given month will be free of charge. The free 15 minutes is calculated based on time spent fulfilling any request placed in the same month by any one individual. For non-incidentual or supervisory services performed by City staff lasting longer than 15 minutes, requestors will be charged for each additional 15 minutes of services provided. The charge will be based on the actual wages of the employees performing the services. The labor charges will not include the costs of employee benefits, depreciation, maintenance, electricity, or insurance associated with the administration of the office, per Iowa Code §22.3.

All public record examination and copying will be done under the supervision of the lawful custodian of the records or his or her designee. Unless a requestor makes other arrangements with the City, requested records will be available for the requestor's review for a period of one week after notification to the requestor that the originals are available. If the requestor does not review or make other arrangements with the City within one week, the requestor may incur additional charges for any additional time spent to relocate the records.

3. Other Applicable Fees and Deposits.

A. **Additional Costs.** Any costs not covered under the above fee schedule will be charged to the requestor based on the actual costs incurred by the City.

B. **Advance Deposits.** If the estimated fees for the requested services will be greater than ten dollars (\$10.00), the City will require an advance deposit to cover all or part of the estimated fees. If a deposit is required, no work will begin on a request until the deposit is received. Any funds collected by the City in excess of the actual fees will be refunded. No records will be turned over to the requestor unless the full cost of the records request, including any labor and/or copying charge, has been remitted to the City.

C. **Cumulative Charges.** The charges outlined in Section 1 of this Fee Schedule are cumulative, to the extent they reflect the actual cost to the City.

CITY OF NORWALK
PUBLIC RECORDS REQUEST FORM

1. REQUESTER'S INFORMATION:

Name:

Mailing Address:

Fax Number:

Email Address:

Phone:

2. REQUEST INFORMATION:

Please be as detailed as possible; include names, dates, subjects, meeting dates, resolution and ordinance numbers, project names, etc.

3. Is this request for:

Inspection of Public Records

Copying of Public Records

4. If you are requesting copies of public records please fill out the following:

How many copies of the requesting documents do you need?

Color Copies

Black & White Copies

5. How would you like to receive the copies:

In Person

Mail

Fax (only for under 10 pages)

Signature of Requester

Date of Request

FOR CITY STAFF USE ONLY

Details of Request

- 1. Date and Time Request Received:
- 2. Deposit Received: _____ (date) in the amount of \$_____ by _____ (employee.) (Use fee worksheet to calculate deposit.)
- 3. Date and Time Request Processed:

Notification of Records Ready

Requester notified on (date) by: _____ Phone _____ Email _____ In Person

Records are ready for pick up as of (date) _____
Examination of original records scheduled for (date/time) _____
Records mailed/faxed/mailed to requester on (date) _____

FEE WORKSHEET

Description	Quantity	Amount	Total
<i>COPY CHARGES</i>			
Black & White – Single Sided (8.5x11, 8.5x14)	_____	\$0.10/page	_____
Color – Single Sided (8.5x11, 8.5x14)	_____	\$0.25/page	_____
Per fax	_____	\$1.00/fax	_____
<i>POSTAGE CHARGES</i>			
Actual Cost	_____	_____	_____
<i>LABOR CHARGES</i>			
<i>First 15 Minutes</i>	N/A	N/A	No Cost
Each Additional 15 Minute Interval	_____	_____	_____
Total of All Fees			_____
Less Deposit Received (if any)			_____
Balance _____ owed at pickup or _____ to be refunded			_____
Deposit reconciled/payment made on _____			



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 20
For Meeting of 03.03.2016

ITEM TITLE: Discussion Item Relating to the Public Swimming Pool

CONTACT PERSON: Tim Hoskins, Public Works Director

SUMMARY EXPLANATION: In recent years the swimming pool has been maintained on an as needed basis and as funds allow. Due to its age, general deterioration is expected. Daily upkeep has been excellent and has provided an extended life to the facility.

Most recently the future of the facility has come into question with the major issue of cost vs benefit being the major issue. To date the Park and Recreation Director has developed an itemized list of improvements that need to take place. Costs were estimated against that list. A construction manager has become involved for the purposes of coordination activities and scheduling of contractors. They also have in their proposal the acquisition of a swimming pool engineer to provide direction.

Public Works has received a proposal from a swimming pool engineer, Michael Fisher, to provide services within an initial scope:

- Perform a site visit to assess the overall pool condition. (this can be done within the next few weeks)
- Review and consider the suggested staff improvements
- Schedule for review services within two weeks following the site visit
- Prepare a report with recommendations
 - Repairs and upgrades for the pool to last another 10 years
 - Minor repairs needed to last through the 2016 season
 - Assess if the pool closure is warranted

Cost for this service: \$3,500.00

Once this phase is completed and should the council desire an additional phase could be performed that would provide detailed cost estimates for upgrades and repairs based on the above findings that would allow for final decision making.

Information provided includes:

- Construction manager scope of services proposal.
- American Leak Detection work order. (note: this report found that no leaks were detected in the main pool area. Only a line going to the abandoned baby pool.)
- List of renovations as accumulated by staff with estimated costs

It should also be noted that we have reviewed the water usage from the last 4 years and find usage to vary but also reasonable with considerations to climate for each season and the amount of activity contributing to evaporation and tracked out water. We also found that the water usage this last season was the lowest of the last 4.

STAFF RECOMMENDATION: Consider and advise



7982 IL RT. 2 South • Dixon, IL 61021
 Ph: (815) 652-1000 • Fx: (815) 652-1001
 E-mail: americanleak@grics.net
 www.americanleakdetection.com

WORK ORDER FORM

JOB INFORMATION	
DATE: 8-26-15	REFERRAL: _____
TECH: Paul	CLAIM #: _____
DATE OF JOB: 9-2-15	
TIME: 11:00	
SITE	BILLING
NAME: City of Norwalk	NAME: City of Norwalk
CONTACT: Nancy EMAIL: nancyk@norwalk.iowa.gov	CONTACT: _____ EMAIL: _____
ADDRESS: 1112 E. 18th St.	ADDRESS: 805 Main Street
CITY/STATE: Norwalk, IA ZIP: 50211	CITY/STATE: Norwalk, IA ZIP: 50211
C=Cell H=Home O=Office F=Fax	C=Cell H=Home O=Office F=Fax
<input type="checkbox"/> 515-333-7170 <input type="checkbox"/> H	<input type="checkbox"/> O <input checked="" type="checkbox"/> X
<input type="checkbox"/> <input type="checkbox"/> O	<input type="checkbox"/> C <input type="checkbox"/> F
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> MUNICIPAL	
POOL / SPA	
<input checked="" type="checkbox"/> Pool <input type="checkbox"/> Spa <input type="checkbox"/> Pool / Spa Combo <input type="checkbox"/> Complex <input checked="" type="checkbox"/> Other slide/pool _____	
TYPE OF POOL: <input checked="" type="checkbox"/> Gunite <input type="checkbox"/> Vinyl <input type="checkbox"/> Fiberglass <input type="checkbox"/> Indoor <input checked="" type="checkbox"/> Outdoor <input type="checkbox"/> Other _____	
IS POOL / SPA FULL: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cold WATER LOSS WHEN RUNNING: <input type="checkbox"/> More <input type="checkbox"/> Less	
PROBLEM: <input checked="" type="checkbox"/> Water Loss <input type="checkbox"/> Air Leak How much water loss in 24 hours. _____ inches.	
HOW DO THEY KNOW THERE IS A LEAK : <input type="checkbox"/> Meter Running <input type="checkbox"/> Hot Water <input type="checkbox"/> Cold Water <input type="checkbox"/> Radiant Heat <input type="checkbox"/> Water Surfacing	
OTHER	
156,000 gal. zero entry pool. air in lines. 2 pumps. water coming through at caulk line when empty?	

ESTIMATE FOR LEAK DETECTION \$ 2,000 ESTIMATE FOR REPAIRS \$ _____

JOB INFORMATION

Leak detection on pool. Tested entire pool and no leaks noted. Air in return line seems to be the result of chlorinator malfunction. Also located break in line for baby pool near equipment building that was caused during some previous construction.

Thank you,
 Paul Roe

The work is satisfactory and the charges as agreed

Signed _____ Date _____

DETECTION FEE:	\$ 2000
REPAIRS:	\$
TOTAL DUE:	\$ 2000
AMOUNT PAID:	\$ 2000
CHECK NUMBER:	# 086320 10/12/15
<input type="checkbox"/> CREDIT CARD	



November 25, 2015

Nancy Kuehl
Park and Recreation Director
City of Norwalk
1100 Chatham Ave
Norwalk, IA 50211

Re: DCI Group Construction Manager Services Proposal for City of Norwalk Parks and Recreation Swimming Pool Improvements

Dear Ms. Kuehl,

We want to thank you for the opportunity to be considered to provide construction management services for the City of Norwalk Swimming Pool Improvements Project.

DCI Group has reviewed the desired scope and provided a conceptual estimate for the project based on the meeting and site visit conducted 11/20/2015. The conceptual estimate includes the information you already developed with the addition of other cost we view to complete this project.

Along with the conceptual estimate, we have provided a proposal with our scope of services to assist in the various stages of this project.

We look forward to the opportunity to meet and discuss the attached conceptual estimate and proposal at your earliest convenience. Our team is ready to get to work and can be deployed immediately to meet your needs.

Please feel free to contact me with any questions regarding the proposal. Look forward to working with you soon.

Thank you,

A handwritten signature in black ink that reads "Brandon Schulte". The signature is written in a cursive, flowing style.

Brandon Schulte
Senior Construction Manager, DCI Group, Inc.

CC:
Tom Phillips, Mayor, City of Norwalk
Marketa Oliver, City Manager, City of Norwalk
Tim Hoskins, Public Works Director, City of Norwalk
Kevin Kain, President, DCI Group, Inc.
Denis Frischmeyer, CEO, DCI Group, Inc.

Attached:

Conceptual Estimate
DCI Group Proposal

City of Norwalk Swimming Pool Improvements



Project # N/A
Details: Conceptual Estimate
Date: November 25th, 2015

Owner: City of Norwalk
Architect: NA
EST #01
Gross SF:

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	REMARKS
Construction Cost					
Bid Package #1 - Pool Improvements	1	LS	\$ 310,764.00	\$ 310,764	Pool improvements including caulking
Bid Package #2 - Slide Modifications	1	LS	\$ 68,450.00	\$ 68,450	Slide Repair
Bid Package #3 - General & Misc. Work	1	LS	\$ 50,545.00	\$ 50,545	Shingles, Fencing, Windows, Doors, Pergola Removal, Painting, Trenching
Bid Package #4 - Mechanical	1	LS	\$ 15,712.00	\$ 15,712	Shower fixtures and Water Heaters
Bid Package #5 - Electrical	1	LS	\$ 27,950.00	\$ 27,950	Starters
Construction Cost Total				\$ 473,421	
General Requirements					
General Conditions	10	%	\$ 473,421	\$ 47,342	
Design Contingency	15	%	\$ 473,421	\$ 71,013	Conceptual Scope
General Requirements Total				\$ 118,355	
TOTAL CONSTRUCTION COST				\$ 591,776	
Soft Cost					
Construction Management - Designer Procurement	1	LS	\$ 3,898.00	\$ 3,898	
Construction Management - Preconstruction	1	LS	\$ 17,044.00	\$ 17,044	
Construction Management - Construction	1	LS	\$ 48,960.00	\$ 48,960	
Design Fees	1	LS	\$ 52,320.00	\$ 52,320	Based on about 400 hours of design
Construction Contingencies (During Construction)	7	%	\$ 591,776.25	\$ 41,424	
Soft Cost Total				\$ 163,646	
TOTAL PROJECT COST				\$755,423	
Total Project Square Foot Cost				N/A	

Estimate Notes/Assumptions:

Estimate is extremely conceptual in nature, based off a site visit and review of Park and Recreations construction budget. We recommend this estimate be only used for very conceptual look at potential cost.

Construction Manager Budget is based off a projected 12 week construction schedule for construction services.



11/25/2015

City of Norwalk Swimming Pool Improvements Construction Management Services Proposal

As requested, DCI Group shall provide the following scope of services:

1. Provide a conceptual estimate of services for the purposes of evaluating financial feasibility of project. (No Fee)
2. Provide the administration and management for the procurement of design services needed for project. **Estimated cost of \$3898.00.**

Scope Inclusions:

Development, administer and manage the procurement of obtaining a design consultant.

3. Provide preconstruction services for the procurement of work scopes required to complete project. **Estimated cost of \$17,044.00.**

Scope Inclusions:

Administer and development design progression meetings.

Perform budgeting and estimating exercises at schematic, design, and construction development stages.

Perform all scheduling and work sequencing requirements.

Perform constructability and logistics review.

Provide bid packaging and contractual documentation for execution of work.

Perform all duties relates to the construction bid process.

Perform all duties related to the contracting of bid package contractors.

4. Provide construction services for the execution of work scopes required to complete project. **Estimated cost of \$48,960.00. (This is the sum of staff rates and proposed fee)**

Scope Inclusions:

Perform all administration and management duties for execution of work scopes.

Perform all duties related to safety and quality control management of work scopes.

Perform all budget and cost control aspects of project.

Perform all planning and scheduling duties for the execution of work scopes.

Total Cost of Services: \$69,902.00

Upon review and acceptance of scope of services, DCI Group will work with City of Norwalk to develop a form of agreement. Construction services is based on an estimated 12 week schedule and is subject to revision once scope is further developed.

Detail of cost estimate and matrix of anticipated hours is attached for your review.

City of Norwalk Swimming Pool Improvements				
Design RFP Procurement				
Personnel	Hourly Rate	Hours	Total	Notes
Project Executive	\$ 119.00	14	\$ 1,666.00	
Project Manager	\$ 93.00	24	\$ 2,232.00	
Total			\$ 3,898.00	Design RFP Staff Rate
Preconstruction				
Project Executive	\$ 119.00	44	\$ 5,236.00	
Project Manager	\$ 93.00	112	\$ 10,416.00	
Project Superintendent	\$ 87.00	16	\$ 1,392.00	
Total			\$ 17,044.00	Preconstruction Staff Rate
Construction				
Project Executive	\$ 119.00	12	\$ 1,428.00	
Project Manager	\$ 93.00	104	\$ 9,672.00	
Project Superintendent	\$ 87.00	192	\$ 16,704.00	
Project Engineer	\$ 72.00	48	\$ 3,456.00	
Total			\$ 31,260.00	Construction Staff Rate
Fees				
Project Estimate			\$ 590,000.00	Conceptual Estimate Amount
Fee Percentage			3.0%	
Fee Total			\$ 17,700.00	Construction Services Fee
Project Total (Rates + Fee)				
Grand Total			\$ 69,902.00	

Hours Matrix					
Task	Project Executive	Project Manager	Project Superintendent	Project Engineer	Notes
Design RFP Development	6	8			
Design RFP Process (Solicitation, Walkthrough, Review)	4	8			
Design Contracting	4	8			
Design Progression Meetings/Administration/Development	16	32			Attendance in on-site reviews and meetings
Budgeting - SD, DD, CD	8	24			Design Progression Estimates
Scheduling and Sequencing	4	8	4		Develop Preconstruction and Anticipated Construction Schedule
Constructability and Logistics	2	8	4		Review Design Progressions for Constructability Review and Logistics Planning
Bid Packaging and Front End Documents	4	16	8		Scope Development
Construction Bid Process	8	16			Solicitation, Pre-Bid Meeting, Addendums
Construction Contracting	2	8			Develop and Administer Contract Execution
Construction Administration (12 weeks)	12	96	0	32	
Construction Supervision (12 weeks)		0	192		
Construction Closeout		8		16	
Total Hours	70	240	208	0	
Design RFP Total	14	24	0	0	
Preconstruction Total	44	112	16	0	
Construction Total	12	104	192	48	

Pool Renovations list

Main Pool				Completed
Item	Cost	Quote Provider		
Lifeguard seats	\$350	Pool Tech		
Check Diving board	\$2,000	Internet Est.		
Add Additional three lanes	\$6,990	Pool Tech		
Calking in pool & deck	\$20,023.50	Southern Iowa Calking		
New pump motor for main pool	\$1,500	Pool Tech		
Filters for main pool	\$60,000	Pool Tech		
Water heater for main pool	\$15,000	Pool Tech		
Chemical Controller	\$3,000	Pool Tech		
Pump for chlorinator on both pools & solenoid valve	\$1,000	Pool Tech		
Hardware of outlets and inlets in both pools	\$600	Pool Tech		
New plastic cover of gutter system on main pool surface for plunge & main	\$20,000	Pool Tech		
CO2 Regulator	\$130,000	Pool Tech		
CO2 Regulator	\$600	Pool Tech		
Main Pool Total	\$261,063.50			
Plunge Pool				
Tile work in plunge pool	\$2,000	Pool Tech		
New filter for slide pool	\$20,000	Pool Tech		
New pump motor for slide pool	\$300	Pool Tech		
Heater for slide pool	\$8,000	Pool Tech		
Inspect and repair slide pool	\$68,450	Fischer Brothers		
Fix auto fill and fix ball valve	\$400	Pool Tech		
Chemical controller	\$3,000	Pool Tech		
CO2 Regulator	\$600	Pool Tech		
Pump in pit for slide (whole pit needs maintenance)	\$10,000	Pool Tech		
Plunge Pool Total	\$112,750.00			
Baby Pool				
Baby Pool fill in	\$3,312.12	Public Works		
Baby Pool Total	\$3,312.12			
Buildings and Grounds				

Check out leaks under the deck	\$2,000	American Leak Detection	✓
Bathroom & Chemical Room roof	\$16,838.50	Gideon Roofing	
Bathrooms repainted	\$6,500	Quality Painting	
Drainage of deck	\$1,800	Pool Tech	
Outside fence replace	\$10,000	American Fencing	
Double door in pump house so filters can be replaced	\$1,145.04	Public Works	
Shower inspect and replace units	\$6,067.20	Thrasher Service	
Metal windows for basket room (2) and concessions (2)	\$4,150	Adams Doors	
Remove pergola over concession area	\$1,599.36	Public Works	
Electrical work for pool panels and pool lights	\$27,950.00	Conner Electric	
Trench out to creek to remove pressure on pool	\$5,000	Nancy Estimate from recent	
New vacuum	\$3,600	Pool Tech	
Restroom water heaters	\$9,645	Thrasher Service	
Buildings and Grounds Total	\$96,295		
Pool Renovations Total	\$473,420.72		