



Agenda

City Council Meeting
20 Second Avenue SW, Oelwein
6:00 PM

December 09, 2019
Oelwein, Iowa

Mayor: Peggy Sherrets

Mayor Pro Tem: Matt Weber

Council Members: Renee Cantrell, Darin Christensen, Lou Ann Milks, Warren Fisk

Pledge of Allegiance

Call to Order

Roll Call

Additions or Deletions

Citizens Public Comments - See Guidelines for Public Comments Below

Consent Agenda

- [1.](#) Consideration of a motion approving November 25, 2019 Council Minutes

Ordinances

- [2.](#) Consideration of an Ordinance Deleting Section 22-101 - third and final reading

Resolutions

- [3.](#) A Resolution Amending the Oelwein Rental Inspection Policy
- [4.](#) Consideration of a Resolution filling the vacancy in the office of Council at Large by Appointment and the Publication of Notice Thereof

Motions

- [5.](#) Consideration of a motion authorizing signatures on Task Order with Fox Engineering for Oelwein 2020 Watermain Improvements project
- [6.](#) Consideration of a motion approving Pay Request No. 7 (final) in the amount of \$9,393.50 to Flynn Company, Inc. and authorizing signatures on Statement of Completion and Final Acceptance of Work for Old Road Paving Improvements project
7. Consideration of a motion directing staff on the next steps for working on the West Side Odor

Committee Reports

Council Updates

Mayor's Report

City Attorney's Report

- [A.](#) City Attorney's Report

City Administrator's Report

- [A.](#) Administrator's Memo

Adjournment

- [ii.](#) Additional Items
- [iii.](#) Additional items
- [iv.](#) Additional Items

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 319-283-5440



Minutes

City Council Meeting
20 Second Avenue SW, Oelwein
November 25, 2019 - 6:00 PM

Pledge of Allegiance

Call to Order

Roll Call Present: Fisk, Christensen, Milks, Weber, Cantrell
Absent: None
Also Present: Mulfinger, Ridgon, Dillon

Additions or Deletions

A motion was made by Weber, seconded by Fisk to adopt the agenda as amended. All voted aye.

Motion Carried

Citizens Public Comments

Steve Koch, 906 West Charles spoke to council regarding defensive odor a week ago Sunday. He visited with the Manager of DCW immediately that day. He was told it was an accident on their part (DCW) the smell went through the sewer. Koch requested the property owners be able to work with the City Attorney to get this resolved. Koch would also like the city to submit bills to DCW for the city labor and expenses. Utility Director Kane and Oelwein Police were also present Sunday.

Consent Agenda

1. Consideration of a motion approving November 12, 2019 Council Minutes
2. Claims Resolution in the amount of \$457,482.16
3. Consideration of a motion approving Class 'B' Beer Permit Renewal for Oelwein Chamber and Area Development
4. Consideration of Pay Request No. 14 to Portzen Construction in the amount of \$47,024.05 for work completed on Disinfection and 42 Well Improvements project

A motion was made by Christensen, seconded by Fisk to adopt the Consent Agenda. All voted aye.

Motion Carried

Ordinances

5. Consideration of an Ordinance Deleting Section 22-101 - Second Reading

A motion was made by Milks, seconded by Fisk to adopt the second reading.

Ayes: Fisk, Christensen, Milks, Weber, Cantrell

Nays: None

Motion Carried

Resolutions

6. Consideration of a Resolution of the City of Oelwein, Iowa Adopting Policies Compliant to the 2019 CDBG Grant for Water/Sewer Improvements

A motion was made by Milks, seconded by Cantrell to adopt Resolution No. 5129-2019.

Ayes: Fisk, Christensen, Milks, Weber, Cantrell

Nays: None

Motion Carried

COUNCIL MINUTES, NOVEMBER 25, 2019, PAGE 2

- 7. Consideration of a Resolution of the City Council of Oelwein, Iowa Authorizing the Development and Implementation of a Home Rehabilitation Revolving Loan Fund Program and the Expenditure of Funds to be allocated to the program operations and development.

The City is in the preliminary stages of starting a new low interest loan program to homeowners.

A motion was made by Milks, seconded by Cantrell to adopt Resolution No. 5130-2019.

Ayes: Fisk, Christensen, Milks, Weber, Cantrell

Nays: None

Motion Carried

- 8. Consideration of a Resolution of the City Council of Oelwein, Iowa Authorizing the Submission of a Home Application to the Iowa Finance Authority and the Expenditure of Funds to be applied to Local Match for a Home Application.

UERPC Housing Director Katie Nolte replaced Lori Brockway explained this is an owner occupied grant application to Iowa Finance Authority. If approved it will provide \$24,000 assistance for acquisition and rehabilitation for five property owners with the city contributing \$3,000 per property.

A motion was made by Fisk, seconded by Weber to adopt Resolution No. 5131-2019.

Ayes: Fisk, Christensen, Milks, Weber, Cantrell

Nays: None

Motion Carried

Motions

- 9. Consideration of a motion authorizing signatures on Contract for Services between Upper Explorerland Regional Planning Commission and the City of Oelwein for CDBG Water/Sewer project.

A motion was made by Weber, seconded by Milks authorizing signatures. All voted aye.

Motion Carried

- 10. Consideration of a motion setting December 23, 2019 at 6:00 p.m. for Public Hearing on Oelwein Street Department Building Addition and Rehabilitation Project.

A motion was made by Milks, seconded by Weber to set the hearing. All voted aye.

Motion Carried

- 11. Consideration of a motion approving Urban Renewal Report re: Fiscal Year 2018-2019 TIF Debt Outstanding.

A motion was made by Milks, seconded by Weber approving the Urban Renewal Report. All voted aye.

Motion Carried

- 12. Consideration of a motion authorizing signatures on Change Order No. 1 in the amount of \$4,350.41 to Blacktop Service Company for Oelwein 2019 Seal Coat Improvements.

A motion was made by Fisk, seconded by Weber authorizing signatures. All voted aye.

Motion Carried

- 13. Consideration of a motion approving Pay Request No. 1 from Blacktop Services in the amount of \$164,728.28 for work completed on Oelwein 2019 Seal Coat Improvements project.

A motion was made by Weber, seconded by Fisk approving Pay Request No. 1. All voted aye.

Motion Carried

COUNCIL MINUTES, NOVEMBER 25, 2019, PAGE 3

- 14. Consideration of a motion approving Pay Request No. 2 (final) in the amount of \$8,669.91 from Blacktop Services for work completed on Oelwein 2019 Seal Coat Improvements project.

A motion was made by Weber, seconded by Fisk approving Pay Request No. 2 (final). All voted aye.

Motion Carried

- 15. Consideration of a motion authorizing signatures on Engineers Statement of Completion re: Oelwein 2019 Seal Coat Improvements project.

A motion was made by Milks, seconded by Weber authorizing signatures. All voted aye.

Motion Carried

Committee Reports

- 16. Report from Cantrell on November Park and Recreation Commission meeting. Cantrell reported a Senior Seminar project build two benches for inside of the Dog Park. Trees Forever \$5,000 grant provided 54 tree plantings in the street boulevard. Wings Park Trail new bridge was installed and paid for through a grant. The Pool received \$5,000 grant from McElroy Trust for new umbrellas. Turkey Shoot Out was held Saturday. Cantrell shared the new Dog Park brochure design.

- 17. Report from Fisk on Housing Committee meeting. The Committee recommended options to council to start a housing revolving loan fund. The City has \$125,000 available for three years with UERPC administering the program for the city. Discussion on 50 ft. non-conforming lots and what kind of home could be built on them. Fisk said the city needs all options open when one house is torn down another needs to be built to replace it. Current code does not allow for building on 50 ft. lots. The committee is reviewing changes in the code.

Council Updates

Cantrell reported dogs are still running loose on the trails.

Fisk would like council to discuss bringing traffic cameras to Oelwein. Cedar Rapids, Cedar Falls, Waterloo and now Independence all have traffic cameras and it is not hurting their retail business which was the biggest concern why Oelwein denied cameras prior.

Public Safety Committee met at 5:30 today to review unattended trailers in city code.

Adjournment

A motion was made by Fisk, seconded by Weber to adjourn at 6:32 P.M. All voted aye.

Motion Carried

Peggy Sherrets, Mayor

ATTEST:

Dylan Mulfinger, City Administrator

I, Dylan Mulfinger, City Administrator in and for the City of Oelwein, Iowa do hereby certify that the above and foregoing is a true accounting of the Council Proceedings held November 25, 2019 and copy of said proceedings was furnished to the Register November 26, 2019.

Dylan Mulfinger, City Administrator

The regular meeting was followed by a Work Session with Aaron Olson, T.P. Anderson & Co. on Fiscal Year 2019 Audit Review

ORDINANCE NO. _____

AN ORDINANCE DELETING SECTION 22-101

BE IT ORDAINED by the City Council of the City of Oelwein, Iowa, as follows:

Section 1. That the General Ordinances of the City of Oelwein adopted July 1, 2012, be amended by deleting Section 22-101 Parking Vehicles on Alternate Sides of Streets After Snowstorm in its entirety.

Section 2. That all Ordinances or parts thereof in conflict herewith be and the same are hereby repealed. This Ordinance Shall become effective upon its passage.

First reading – November 12, 2019
Second reading – November 25, 2019
Third reading – December 9, 2019

Passed and adopted by the City Council of the City of Oelwein, Iowa, this _____ day of _____, 2019.

Peggy Sherrets, Mayor

Attest:

Dylan Mulfinger, City Administrator

Recorded _____, 2019.

Dylan Mulfinger, City Administrator

First Reading on November 12, 2019: It was moved by Milks and seconded by Christensen_ that the Ordinance as read be adopted, and upon roll call there were:

AYES NAYS ABSENT ABSTAIN

Milks
Weber
Cantrell
Fisk
Christensen

Second Reading on November 25, 2019. It was moved by Milks and seconded by Fisk_ that the Ordinance as read be adopted (or to suspend the rules), and upon roll call there were:

AYES NAYS ABSENT ABSTAIN

Milks
M Weber
Cantrell
Fisk
Christensen

Third Reading on December 9, 2019. It was moved by _____ and seconded by _____ that the Ordinance as read be adopted (or to suspend the rules) and upon roll call there were:

AYES NAYS ABSENT ABSTAIN

Milks
M Weber
Cantrell
Fisk
Christensen

Resolution No. _____

A Resolution Amending the Oelwein Rental Inspection Policy

WHEREAS, city staff has worked through a year on the rental inspection program and has areas in the policy that can be clarified and improved; and

WHEREAS, no significant changes come this year as staff is working through the first initial three years to inspect all properties; and

WHEREAS, continued improvement is needed to ensure that the program provides a product that ensures safe homes for tenants; and

WHEREAS, this policy is used by staff to ensure the program is successful;

NOW, THEREFORE, BE IT RESOLVED, Oelwein Rental Inspection Policy has been amended.

Passed and approved this 9 of December, 2019.

Attest:

Dylan Mulfinger, City Administrator

Recorded _____, 2019.

Dylan Mulfinger, City Administrator

Mayor

It was moved by _____ and seconded by _____ that the Resolution as read be adopted, and upon roll call there were:

AYES NAYS ABSENT ABSTAIN

M Weber
Christensen
Cantrell
Milks
Fisk

Rental Property Registration

All rental units in the City of Oelwein shall be registered on an annual basis as outlined in Chapter 25 of the Oelwein Municipal Code. Annual registration shall be required to be able to provide and ensure that the City has the most current contact and ownership information. At registration, the owner or owner’s representative shall be required to attest that the rental unit(s) meets building regulations identified in Oelwein Municipal Code, Chapter 25. Additionally, by filing a registration form with the City, the owner is granting its consent to an inspection of the rental property by the City for the purpose of determining compliance with this Rental Housing Inspection Program.

Registration of new and/or converted property or properties which changes ownership shall be completed within thirty (30) days of such activity. Registration forms shall be provided and records maintained by the City of Oelwein. **New or converted properties shall be registered and inspected before occupied. Failure to register a new and/or converted property shall be subject to the same late penalties as any other properties.**

The property owner shall be responsible for renewal rental registration by March 1 annually, at which time the registration fee is due. Properties not registered by March 1 shall be considered non-complaint with this Rental Housing Inspection Program and may be subject to penalties described in the Violations section below.

In addition, city staff will monitor utility billing signups for rental units or properties and compare their known rental units and/or properties with those records in the Building Inspector’s office to ensure that accurate records are maintained in both areas. The owners of rental units and /or properties that are determined to be unregistered shall be contacted by certified letter, which will provide them with a registration form. Property owners will have thirty (30) calendar days to register their rental property, failure to do so shall be considered non-compliant with this Rental Housing Inspection Program and may be subject to penalties described in the Violations section below.

The fees, as established by the city’s Fee Resolution, shall be paid by the owner or owner’s representative at the time of registration. Failure to pay the rental registration fee by March 1 shall result in a penalty per day per rental property as established by the city’s Fee Resolution. The City of Oelwein shall send a past due notice and reminder to the property owner by March 8 by certified mail for any rental units or property(s) that are not yet paid by that date providing notice that they are past due and payment must be received by April 1 or they will be considered non-complaint to this rental inspection program. A non-compliant property may have its Certificate of Occupancy revoked and/or the owner may be prosecuted for municipal infractions, as described in Oelwein Municipal Code, Chapter 25 and in the Violations section below. A receipt of registration will be provided to the property owner or owner’s representative at the time of registration.

Transfer of Ownership

Rental property that is transferred from one owner to a different owner shall have thirty (30) calendar days in which to re-register the rental units or property(s) under the new owner’s name. No refunds shall be given to property owners for a partial year’s registration. ~~Additionally, provided that the new owner registers the rental units in their name within thirty (30) calendar days of the transfer of ownership they shall not be required to pay a second registration fee.~~ **Failure to register the transferred property within 30 days will result in a \$10 per day penalty up to \$300.**^[A1]

Rental Units Out of Service

Should an owner desire to take his/her rental unit or property out of service for a minimum of sixty (60) days they may file with the City ~~a written notice of the~~ **an Out-of-Service form provided by the city to notify that a rental unit or property is** being taken out of service.

While the unit is taken out of service they shall not rent or allow anyone to live within the rental unit or property until such time as the unit is re-registered with the City of Oelwein.

~~Once the rental unit or property is registered with the City the owner shall pay a new rental registration fee and the property shall be inspected within sixty (60) calendar days of being re-registered.~~ **is put back into service, it will need to be re-registered (with all applicable fees) and shall be inspected within fourteen (14) calendar days of being re-registered.**^[A2]

Inspection Schedule

In 2019 the City of Oelwein will work to inspect all rental properties. After this year, units will be placed on a three year rotation starting in 2020.

All rental properties shall be inspected at least once every three (3) years. Inspection scheduling shall be provided by the Community Development office or designee, including follow up inspections.

Newly registered rental properties shall be inspected ~~within six (6) months of the property being registered with the City.~~ **before the property is occupied.** Subsequent inspection shall be in accordance with the standard scheduling process outlined previously.

As this Rental Inspection Program begins implementation in 2019, it will take significant time to work through the initial inspection of all rental properties in Oelwein. Likely, it will take substantially more time than the six (6) months after registration stated above. In order to provide a systematic method, staff shall select properties for inspection in the following order:

The city will be divided into thirds with 1/3 of the rentals being inspected each year. The following guidelines will serve as the boundaries outlining the city for rental inspections.

- 2019- Northwest section of Oelwein with the southern boundary being 4th ST SW and the eastern boundary being Frederick Ave
- 2020-North East section of Oelwein with the western border being Frederick Ave and the southern border being 3rd St
- 2021- The Southern Half of Oelwein with the border being south of 4th St and 3rd St

The inspector shall schedule inspections at least fourteen (14) business days in advance of the inspection. Notice of the inspection shall be sent to the registered owner and owner’s representative (if provided during registration) as indicated on the rental inspection registration form for that year at least fourteen (14) calendar days in advance of the inspection, as defined by the postmark date on the mailing. In addition, the owner or owner’s representative may elect to have electronic notification sent to their email address by providing the City with their email address at the time of registration. The inspector will not perform an inspection if the tenant has not been notified of the inspection by the owner or owner’s representative, if the owner or owner’s representative does not show up for the inspection, or if the owner’s representative is not at least 18 years of age.

It is the responsibility of the OWNER or OWNER’S REPRESENTATIVE to notify the City of Oelwein if the inspection time and date does not work for them. Notice of a need to change the inspection by the owner or owner’s representative shall be provided at least two (2) business days (excluding weekends and holidays) in advance of the inspection time or the City shall continue the inspection process and the OWNER or OWNER’S REPRESENTATIVE shall be responsible for any late or no-show fees as outlined in the Violations section below.

Properties will NOT be inspected as a part of a contingency for a real estate sales transaction. The City shall not be responsible for late or misdirected notifications, either by US Mail or by email.

The “Inspection Notice” shall consist of the following items:

- Letter stating the following minimum items:
 - Date and Time of the inspection;
 - Address of property to be inspected including number of unit(s) to be inspected; and
 - Notice that if the time and date of the inspection does not work for the owner or owner’s representative that it is the owner’s or owner representative’s responsibility to reschedule the inspection at least two (2) business days in advance of the inspection date and time.
 - Copy of the Rental Inspection Checklist and the Rental Inspection Form.

Follow up inspections, as required, shall be scheduled at the time of the initial inspection by the inspector. The Rental Housing Inspection Office shall keep records of properties requiring re-inspection.

Inspections

The inspector shall conduct the inspection in-person and shall visually inspect all exterior and interior spaces of the rental property. The inspector shall inspect all sides of the exterior structure and the grounds of the property. The inspector shall inspect every room in the rental property. The inspection shall be focused on regulations identified in Oelwein Municipal Code, Chapters 12 and 25. A rental property is considered to have “passed” the inspection once the inspector completes an inspection, finds no violations of Oelwein Municipal Code, and signs the Rental Housing Inspection Form. The completed and signed Rental Housing Inspection Form will remain on file with the City of Oelwein. A copy of the completed form will be provided to the property owner or owner’s representative and shall be on display in the dwelling.

It is the Inspector’s responsibility to determine if a violation constitutes a major violation. If a major violation – summarized, but not limited to, the list below – is found, a mandatory re-inspection is required

within forty-eight (48) hours. If a major violation is identified, the inspector may deem the rental property or rental unit uninhabitable until corrections are made and a re-inspection has been completed.

Major Violations Which Require a Mandatory 48-Hour Reinspection

1. Smoke detectors and carbon monoxide detectors (if applicable) that are missing, inoperable, or are improperly placed.
2. Storage of flammable liquids in a dwelling.
3. Fuel fired equipment with missing or inoperable flues.
4. Electrical cords or wiring that shows signs of failure.
5. Inoperable heating system during winter months, generally considered between November and March.
6. Other life safety issues or items as determined by the designated city inspector.

If the above items are not corrected prior to re-inspection, the property shall be considered non-complaint **compliant** with this Rental Housing Inspection Program and may be subject to penalties described in the Violations section below. In accordance with Oelwein Municipal Code Section 25-6, immediate vacation of the property may be required.

Violations Which Require a Sixty (60) Day Reinspection

All other violations shall be corrected within sixty (60) calendar days. If the violations are not corrected prior to re-inspection, the property **the second inspection, the rental unit(s)** ^[A4] shall be considered non-complaint **compliant** ^[A5] with this Rental Housing Inspection Program and may be subject to penalties described in the Violations section below. This may include the revocation of the Certificate of Occupancy and the immediate vacation of the rental property and/or rental units.

Once the cycle of inspecting units in all three sectors is completed, reinspections will allow thirty (30) days to correct violations. ^[A6]

Re-Inspections and No Shows

The initial inspection following registration of all rental properties shall be conducted as part of the registration fee with no additional costs. The inspection required every three years is considered an initial inspection. For properties found with a violation(s) during the initial inspection, ~~the first re-inspection also shall be conducted at no cost.~~ **there is no charge for the next inspection unless it fails.** The property owner shall be assessed a fee for each subsequent re-inspection. **Fees are listed in the City of Oelwein Fee Schedule.** ^[A7]

In the first year of the program to assist landlords, city council will allow a second inspection at no charge.

The designated inspector shall meet the owner or the owner’s representative at the scheduled date, time, and location. The property owner shall be assessed a “No Show” fee as established by the city’s Fee Resolution for each time the owner or owner’s representative fails to be at a scheduled inspection.

Consideration will be given to property owners who contact the City of Oelwein a minimum of two (2) business days prior to the date of the inspection to reschedule a rental inspection due to an inability to

get a contractor onsite to correct the violations. This shall not apply to violations which require a forty-eight (48) hour follow up inspection. If a rental inspection is rescheduled more than once, a “No Show” fee as established by the city’s Fee Resolution will be assessed to the property owner for each rescheduling.

The inspector will not perform an inspection if the tenant has not been notified of the inspection, if the owner or owner’s representative does not show up for the inspection, or if the owner’s representative is not at least 18 years of age. In each of these cases, a “No Show” fee as established by the city’s Fee Resolution will be assessed to the property owner.

Habitual Violator

If a property fails their third inspection, their certificate of occupancy for the dwelling will be revoked. Once their certificate of occupancy is revoked the property owner will not be allowed to rent the property for six months from the time the property is vacated. [A8] After the six-month period the property will be inspected. (insert paragraph break here) Failing a third inspection will also declare the property owner a habitual violator and will result in annual inspection of the property for three years. A landlord who is declared a habitual violator will result in all their properties being inspected annually for three years. If they do not fail an inspection on any of their properties in the three years they will no longer be declared a habitual violator.

Complaints

Only current tenants of a rental property or unit(s) may file complaints of violation regarding a rental housing property. Complaints shall be made in writing or verbally with assistance from a designated City of Oelwein Inspector(s) using the Rental Housing Complaint Form. Inspections based on a complaint will not be conducted if the Rental Property Complaint Form is not completed.

At the time the complaint is made, city staff will ask the tenant for any other type of documentation s/he may have – for example any pictures or letters they may have sent to the landlord. The tenant shall be required to certify that s/he has registered a complaint with the owner or owner’s representative at least fourteen (14) days prior to filing the complaint with the city, unless the complaint is regarding a major violation. The tenant will be advised that the landlord will be notified regarding the complaint and a determination will be made on the validity and severity of the complaint and if an inspection is warranted. City staff will contact the owner or owner’s representative by phone within two (2) business days if a complaint falls under the purview of this Rental Housing Inspection Program.

If a complaint is within the purview of this program, city staff will conduct an inspection within ten (10) business days of the complaint. If violations exist at the time of the inspection, the inspector will document utilizing the same procedures as if a ~~non-complaint~~ rental inspection was performed. The tenant will be contacted by phone regarding the outcome of the inspection. The inspection form shall be made available to the tenant upon request.

Complaints regarding major violations, which would require a mandatory forty-eight (48) hour re-inspection during a normal rental inspection, will require that an inspection be scheduled within forty-eight (48) hours of receipt of the complaint, excluding weekends or holidays.

If the complaint is regarding an item not covered by the Rental Housing Inspection Program, the tenant shall be informed of such and no further action shall be taken.

The City of Oelwein shall maintain the record of each complaint and the outcome of the complaint as a part of the rental program.

Any complaint that requires an onsite inspection shall have an associated re-inspection fee as established by the city’s Fee Resolution. If the complaint is found to have merit and violations are found in the rental property, the property owner will be responsible for paying the fee. If the complaint is found to have no merit and violations are not found in the rental property, the tenant filing the complaint will be responsible for paying the re-inspection fee.

Appeals

The Housing Appeals Board, as defined in Oelwein Municipal Code, Chapter 25, serves as the appeals board for disputes regarding notices of violations issued during a rental inspection, in accordance with Oelwein Municipal Code section

An owner or owner’s representative of a property who wish to make an appeal regarding a notice of violation of their rental property or unit(s) shall complete an appeal form provided by the City of Oelwein. This appeal must be filed with the City within sixty (60) days of the initial inspection. The Housing Appeals Board shall then schedule a hearing within thirty (30) days of receiving the appeal. City staff shall compile information related to the inspection and identified violation. At the Housing Appeals Board hearing, City staff shall present evidence of the violation and the rental property owner will be provided an opportunity to state his/her perspective on the need to reconsider the inspector’s decision. The Housing Appeals Board shall provide a ruling within ten (10) after the hearing. If the owner is not satisfied with the ruling, the owner may file a request with the city manager’s office for a public hearing with the Oelwein City Council. This request must be filed within ten (10) days following the Housing Appeals Board ruling. At the next regularly scheduled meeting, the City Council shall schedule a public hearing and provide a ruling.

Violations

Rental properties and/or rental units that fail to comply with the rental housing inspection program, shall be referred to the City Building Official and Attorney for prosecution as a municipal infraction. Failure to comply with this program, including but not limited to failure to register a property, may result in the revocation of a Certificate of Occupancy.

Annual Training Program

As a part of the annual rental registration process, the City of Oelwein shall provide for a minimum of ~~three~~ **two** separate Rental Housing Inspection training sessions. This training sessions will provide property owners with information about the program including, but not limited to, common violations, changes in the rental housing code, and allow for feedback from the landlords.

These annual training programs shall be offered on ~~three~~ **two** different dates with at least one session during the evening hours (defined as 5:00PM or later).

Annual Report

The city of Oelwein shall provide an annual report to the Oelwein City Council. The report shall provide data on the number of housing units in the City and the frequency and type of violations that have been found in the previous year. The report shall be prepared in July of each calendar year showing the reporting period beginning July 1 of the previous year and running through June 30 of the current year.

Sidewalk and Driveway Extension

In an effort to work with the Landlords of Oelwein, the Oelwein City Council is extending the enforcement of Code Section 25-32(c) Sidewalks and Driveways until 2023. The City of Oelwein will be starting a sidewalk program for the entire city and be focused on repairing and completing a sidewalk network. All rental properties will need to comply with Code Section 25-32(c) by July 1 of 2023.

Multifamily Units

City Council worked with the landlords to create a fee schedule for multifamily units, because they share several building components that will not require multiple inspections. The definition of a multifamily unit is a property consisting of one or more units in a single structure. The fee will be assessed with an initial unit cost covering the first unit, and each subsequent unit having an additional fee.

RESOLUTION NO. _____

RESOLUTION FILLING THE VACANCY IN THE OFFICE OF COUNCIL AT LARGE BY APPOINTMENT AND THE PUBLICATION OF NOTICE THEREOF

WHEREAS, Matt Derifield was elected to the office of Council at Large Councilperson.

WHEREAS, Matt Derifield submitted written notice of his resignation to serve as the Council at Large Councilperson on November 12, 2019, which was acknowledged as effective immediately.

WHEREAS pursuant to Iowa Code 372.13 a vacancy in an elective office may be filled by appointment at the Council's option. When the Council chooses to proceed to appointment, it shall publish notice in the manner prescribed by Iowa Code 362.3 stating the Council intends to fill the vacancy by appointment.

THEREFORE, BE IT RESOLVED by the City Council of the City of Oelwein, Iowa:

Section 1. The Council intends to fill the Council vacancy by appointment at the regular council meeting on December 23, 2019 at 6:00 P.M. at Oelwein City Hall, 20 2nd Avenue SW, Oelwein, Iowa. The Clerk is directed to publish notice in the manner prescribed by Iowa Code 362.3 in the Oelwein Daily Register, a newspaper of General Circulation in the City of Oelwein, Iowa, stating the Oelwein City Council's intent to fill the vacancy by appointment and further advising the electors of the City of Oelwein of the right to file a petition requiring that the vacancy be filled by a Special Election shall be caused to be published.

Section 2. This Resolution shall be in effect upon its passage and approval as provided by law.

Passed and approved by the City Council of the City of Oelwein, Iowa this 9th day of December, 2019.

Peggy Sherrets, Mayor

Attest:

Dylan Mulfinger, City Administrator

Recorded _____, 2019.

City Administrator

It was moved by _____ and seconded by _____ that the Resolution as read be adopted, and upon roll call there were:

AYES NAYS ABSENT ABSTAIN

M Weber
Christensen
Cantrell
Milks
Fisk

This is Task Order No. 3406-18A-1, consisting of 4 pages.

Task Order

In accordance with paragraph 1.01 of the Master Agreement between Owner and Engineer for Professional Services dated September 15, 2008 ("Agreement"), Owner and Engineer agree as follows:

Specific Project Data

- A. **Title: Oelwein 2020 Watermain Improvements** (SRF #FS-33-19-DWSRF-030)
- B. **Description:** Portions of the City of Oelwein’s existing water distribution system have experienced numerous water main breaks at several locations and a number of water mains are 4-inch (current IDNR minimum is 6-inch). The City applied and received CDBG funding in the amount of \$600,000. The following is the summary of the total project budget for the five (5) priority water main replacement projects:

PROJECT AREA	TOTAL PROJECT BUDGET	PROJECT AREA DESCRIPTION
PROJECT #1	\$81,000	1st ST SE (Hillside Dr E to 12th AVE SE)
PROJECT #2	\$343,000	12 AVE SE (E Charles ST to Water Tower)
PROJECT #3	\$309,000	1st ST NE (8th AVE NE to 13th AVE NE)
PROJECT #4	\$333,000	5th ST SE (5th AVE NE to 9th AVE NE)
PROJECT #5	\$195,000	6th AVE SE (5th ST SE to 7th ST SE)

Total Project Budget is \$1,286,544 of which CDBG will cover \$600,000. Oelwein Project Budget is \$686,544. This Task Order is for final design, bidding, and construction administration services.

- 1. **Services of Engineer** - Basic Services of Engineer shall be as per Exhibit A except as modified below:
 - a. **A1.01 (Study and Report Phase)** – Completed (Task Order 3406-18A)
 - b. **A1.02 (Preliminary Design Phase)** – Not required.
 - c. **A1.03 (Final Design Phase)** - As per exhibit A, but with the following additions:
 - 1. Include the following as part of Final Design Phase:
 - a. Topographic survey for 5 project areas (assumes no Boundary Survey).
 - b. Coordination of Geotechnical Services (if needed).
 - c. Storm Water Pollution Prevention Plan (SWPPP) & NPDES Permit.
 - d. IDNR Water Construction Permit Application (Fee paid by the City, not included in our scope).
 - e. The final design plans will include cover page, specifications, standard notes, details, removal plans, horizontal & vertical profiles for the water main, and traffic control/staging plans. FOX will submit 50%, 90%, and 100% design milestones for City comments and revisions.
 - f. Technical Specifications per Oelwein Standards and SUDAS.
 - g. Opinion of Probable Construction Cost.
 - h. Task Order has been prepared based on one (1) prime construction contract.
 - 2. Meetings
 - a. Staff Meetings (3)
 - b. Utility coordination meeting (1)
 - c. Presentation of project to public
 - d. Presentation of final design to City Council
 - 3. Furnish three (3) paper review copies and an electronic PDF of the construction plans and specifications at 50%, 90%, and 100% milestones.

- d. **A1.04 (Bidding Phase)** - As per exhibit A, but with the following additions:
1. The Engineer shall provide the following additional Bidding or Negotiating Phase tasks or deliverables:
 - a. Prepare Notice of Public Hearing and Invitation to Bid for publication by the Owner.
 - b. Review supplier submittals for pre-approval of base bid equipment and materials.
 - c. Prepare and distribute signatory copies of the Notice of Award and Contract Documents.
 - d. Prepare and distribute signatory copies of the Notice to Proceed.
 2. The Engineer will attend the bid opening, review and tabulate the bids, and write a recommendation of award. The Engineer will attend the Council Meeting for the public hearing and consideration of award of the contract.
 3. Bidding Documents - The Engineer shall prepare and distribute electronic and a sufficient number of paper copies of project documents (including drawings, plans, specifications and addenda) to prospective bidders, subcontractor bidders, suppliers and contractor plan room services.
- e. **A1.05 (Construction Phase)** - As per exhibit A, but with the following additions:
1. The Engineer shall administer the preconstruction meeting and no more than 5 progress meetings & site visits.
 2. RPR Services (as per Exhibit D) shall be full time observation based on an estimated 3.5 months (560 total hours). RPR Services include SWPPP observation services.
 3. The Engineer shall provide all construction staking as per SUDAS.
 4. The Engineer shall prepare the final punchlist and will attend the Council Meeting for substantial and final completion.
 5. The Contractor shall furnish record drawings to the Engineer. The Engineer will add the record information to the plans and submit three (3) paper copies and a digital pdf of the Record Drawings. An electronic version will be made available for incorporation into the Owner's GIS system.
- f. **A1.06 (Post Construction)**
1. The Contractor shall furnish record drawings to the Engineer. The Engineer will add the record information to the plans and submit three (3) paper copies and a digital pdf of the Record Drawings. An electronic version will be made available for incorporation into the Owner's GIS system.
- g. **Part 2 (Additional Services)** - As per exhibit A except for services specifically identified in this document as part of other phases of work.
1. Funding Assistance - Funding Administration will be by others. The Engineer shall provide funding assistance as described in the Master Agreement under A2.01.A.1 and other services required to comply with funding requirements as requested by the Owner. All time and expenses associated with submittal, review and design modifications associated with project funding shall be included in this phase.
 2. Meeting with Property Owners - The Engineer shall prepare property owner exhibits, attend meetings, and provide minutes of said meeting as requested by the Owner.
 3. If requested by Owner, Engineer will prepare for and participate in other public meetings.
2. **Owner's Responsibilities** - As per Exhibit B, but with the following additional responsibilities:
1. The Owner shall be responsible for all property and easement acquisitions as per B.2.01.C.3, if required.
 2. The Owner shall be responsible for obtaining the services of a geotechnical firm for completion of geotechnical investigations.
 3. The Owner shall pay for all permit fees associated with the project. Such fees are not included in this contract.

17

Times for Rendering Services - Engineer and Owner are aware that there are factors outside the Engineer’s control that may affect the Engineer’s schedule for completing the services to be provided under this Agreement. The Engineer shall perform these services with reasonable diligence and expediency consistent with sound professional services. The following schedule is estimated based on a December 9, 2019 signed Agreement:

<u>Phase</u>	<u>Completion Date</u>
Funding Assistance	As required
Final Design Phase	March 31, 2020
Bidding Phase	April 21, 2020 (Bid Date)
Construction Phase	Estimated to occur May 2020 to October 2020
Post-Construction Phase	As required

4. Payments to Engineer - As per Exhibit C and as follows:

Phase	(Hourly/Lump Sum)*	Amount
Final Design Phase Services	Method A: Lump Sum	\$75,000
Bidding Phase Services	Method A: Lump Sum	\$10,000
Bidding Documents	Method C: \$50 Each	\$500 (estimated)
Construction Administration Services	Method A: Lump Sum	\$42,000
Resident Project Representative Services	Method B: Standard Hourly Rates	\$56,000 (estimated)
Construction Staking	Method A: Lump Sum	\$18,000
Post Construction & Record Drawings	Method B: Standard Hourly Rates	\$6,000 (estimated)
Funding Assistance	Method B: Standard Hourly Rates	\$2,000 (estimated)

Notes:

- Iowa Law requires that sufficient paper copies of bidding documents be provided at no cost to bidders, suppliers, and subcontractors who request such paper documents; and all costs associated with the reproduction and distribution of paper and electronic bidding documents are to be paid by the Owner. Engineer will invoice Owner for all such document costs as a Reimbursable Expense.
- Method A Lump Sum fees noted above include appropriate amounts for direct expenses for each item.
- Amounts listed above that are based on Standard Hourly Rates and Reimbursable Expenses are estimates only; actual fees and charges for those items may differ from the estimated amounts, but will not exceed the estimated amount without prior approval by the Owner.
- The total of the lump sum fees is \$145,000.
- The total of the hourly estimated fees is \$64,500.
- The total lump sum and hourly estimated fees is \$209,500.

- Engineer’s Consultants** - None
- Other Modifications to Master Agreement** - None
- Attachments** – 2020 Watermain Replacement Project Overview Map
- Documents Incorporated By Reference** - None

Approval and Acceptance: Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 2019.

Engineer

 12.3.2019
Signature Date

John Gade, P.E.
Name

Project Manager
Title

Designated Representative for Task Order:

John Gade, P.E.
Name

Project Manager
Title

414 S 17th Street (Suite 107), Ames, IA 50010
Address

jmg@foxeng.com
E-Mail Address

515-233-0000
Phone

Owner

Signature Date

Dylan Mulfinger
Name

City Administrator
Title

Designated Representative for Task Order:

Dylan Mulfinger
Name

City Administrator
Title

20 2nd Ave SW, Oelwein, IA 50662
Address

DMulfinger@cityofuelwein.org
E-Mail Address

319-283-5440
Phone

December 3, 2019

City of Oelwein
Attn: Mayor & City Council
20 2nd Ave SW
Oelwein, IA 50662

RE: **Engineering Recommendation for Completion**
Old Road Paving Improvements project
FOX PN: 1022-17A.680

Dear Mayor and City Council,

Flynn Company (Contractor) has satisfactorily completed, in general compliance with the terms, conditions, and stipulations of said Contract, the Old Road Paving Improvements, which had a DOT letting date of March 20, 2018. A signed Statement of Completion and Final Acceptance of Work is attached. FOX has included the following for Council Approval:

1. Progress Payment 7 which releases the project retainage.

The Original Contract Price was \$292,417.48 and there were a total of five (5) previously approved change orders with a total increase of \$20,699.20, for a final construction cost of \$313,116.68. The total amount remaining due to the Contractor for the fulfillment of said contract is \$9,393.50.

This was a DOT project letting with 25 working days. The project started on April 30, 2018, and was completed on June 25, 2018, using 24.5 working days.

The DOT contacted FOX Engineering on December 3, 2019, stating that their audit has been satisfactorily completed. The DOT is currently holding \$11,161.71 in retainage of the City's federal funding. Once the cancelled check and fully signed Progress Payment #7 are available, the City may file the final Claim for Reimbursement of Project costs and the DOT will release the retainage.

This project is on the 2018-2021 Transportation Improvement Plan and is eligible for an 80% federal reimbursement for project costs up to \$314,000. The maximum reimbursement dollar amount is \$251,000. The DOT has moved \$19,418.00 worth of pavement payment to non-participating due to air content values. Moving the \$19,418.00 to non-participating means that \$15,534.40 (80% of \$19,418.00) will not be reimbursed to the City with Federal funds.

FOX believes the air content values are sufficient and will not impact the design life of the pavement. Due to the air content monitoring discrepancy and dispute with the DOT, FOX has enclosed a check for \$15,534.40 to cover the City of Oelwein's cost that will not be reimbursed by Federal funding.

Please contact me with any questions or concerns.

Sincerely,
FOX Engineering Associates, Inc.

Jessica M. B. Fisher

Jessica M.B. Fisher, P.E.

*Enclosures: Pay Application No. 7
Statement of Completion and Final Acceptance of Work
Check to City for \$15,534.40*

CC: Matt Schmitt, Flynn Company

Progress Estimate

Contractor's Application

For (contract): Old Road Paving Improvements DOT Proj. No.: STP-U-5657(613)--70-33 Application Number: 7
 Contractor: Flynn Company, Inc. Engineer's Proj. No.: 1022-17A Application Date: 12/9/2019

A			B					C	D	E	F	G					
Item			Bid Quantity	CO 01	CO 02	CO 03	CO 04	CO 05	Unit	Unit Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in)	Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Item Code	Description															
1	2101-0850001	CLEARING AND GRUBBING	0.1						ACRE	\$ 25,000.00	\$2,500.00	0.1	\$2,500.00		\$2,500.00	100.0%	
2	2102-2625000	EMBANKMENT-IN-PLACE	274			1503.0			CY	\$ 13.00	\$23,101.00	1777	\$23,101.00		\$23,101.00	100.0%	
3	2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW	951			867.0			CY	\$ 6.50	\$11,817.00	1818	\$11,817.00		\$11,817.00	100.0%	
4	2102-2710080	EXCAVATION, CLASS 10, UNSUITABLE OR UNSTABLE MATERIAL	450			-233.0			CY	\$ 9.50	\$2,061.50	217	\$2,061.50		\$2,061.50	100.0%	
5	2105-8425005	TOPSOIL, FURNISH AND SPREAD	202			-202.0			CY	\$ 26.50							
6	2105-8425015	TOPSOIL, STRIP, SALVAGE AND SPREAD	1207			202.0			CY	\$ 6.00	\$8,454.00	1409	\$8,454.00		\$8,454.00	100.0%	
7	2107-0875000	COMPACTION WITH MOISTURE AND DENSITY CONTROL	1172			2154.0			CY	\$ 2.50	\$8,315.00	3326	\$8,315.00		\$8,315.00	100.0%	
8	2115-0100000	MODIFIED SUBBASE	967						CY	\$ 33.00	\$31,911.00	967	\$31,911.00		\$31,911.00	100.0%	
9	2121-7425010	GRANULAR SHOULDERS, TYPE A	340			-163.0			TON	\$ 16.10	\$2,849.70	177	\$2,849.70		\$2,849.70	100.0%	
10	2123-7450020	SHOULDER FINISHING, EARTH STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 7.5 IN.	31.5						STA	\$ 175.00	\$5,512.50	31.5	\$5,512.50		\$5,512.50	100.0%	
11	2301-1033075	PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES	4580						SY	\$ 30.66	\$140,422.80	4580	\$140,422.80		\$140,422.80	100.0%	
12	2301-6911722	REMOVAL OF SIGN	1	-1.0					LS	\$ 500.00							
13	2401-6745910	APRON, CONC, 18"	2		1.0				EACH	\$ 100.00	\$200.00	2	\$200.00		\$200.00	100.0%	
14	2416-0100018	CULVERT, CONCRETE ROADWAY PIPE, 18 IN. DIA	1						EACH	\$ 1,500.00	\$3,000.00	2	\$3,000.00		\$3,000.00	100.0%	
15	2416-1180018	SUBDRAIN, PERFORATED PLASTIC PIPE, 4 IN. DIA.	4			40.0			LF	\$ 105.00	\$4,620.00	44	\$4,620.00		\$4,620.00	100.0%	
16	2502-8212204	SUBDRAIN RISER, 6 IN., AS PER PLAN	3044						LF	\$ 8.52	\$25,934.88	3044	\$25,934.88		\$25,934.88	100.0%	
17	2502-8221006	SUBDRAIN OUTLET, 500-10	6						EACH	\$ 550.00	\$3,300.00	6	\$3,300.00		\$3,300.00	100.0%	
18	2502-8225010	ENGINEERING FABRIC	6						EACH	\$ 200.00	\$1,200.00	6	\$1,200.00		\$1,200.00	100.0%	
19	2507-3250005	REVTMENT, CLASS D	20						SY	\$ 10.00	\$200.00	20	\$200.00		\$200.00	100.0%	
20	2507-6800042	REMOVAL OF PAVEMENT	10			1.3			TON	\$ 45.00	\$508.50	11.3	\$508.50		\$508.50	100.0%	
21	2510-6745850	SAFETY CLOSURES	11						SY	\$ 30.00	\$330.00	11	\$330.00		\$330.00	100.0%	
22	2518-6910000	REMOVE AND REINSTALL SIGN AS PER PLAN	2						EACH	\$ 100.00	\$200.00	2	\$200.00		\$200.00	100.0%	
23	2524-6765010	WOOD POSTS FOR TYPE A OR B SIGNS, 4 IN. X 6 IN.	3						EACH	\$ 150.00	\$450.00	3	\$450.00		\$450.00	100.0%	
24	2524-9275222	TYPE A SIGNS, SHEET ALUMINUM	45					-45.0	LF	\$ 10.00							
25	2524-9325001	PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED	15						SF	\$ 30.00	\$450.00	15	\$450.00		\$450.00	100.0%	
26	2527-9263109	GROOVES CUT FOR PAVEMENT MARKINGS	42.3						STA	\$ 40.00	\$1,692.00	42.3	\$1,692.00		\$1,692.00	100.0%	
27	2527-9270111	TRAFFIC CONTROL	42.3						STA	\$ 51.00	\$2,157.30	42.3	\$2,157.30		\$2,157.30	100.0%	
28	2528-8445110	FLAGGERS	1						LS	\$ 3,400.00	\$3,400.00	1	\$3,400.00		\$3,400.00	100.0%	
29	2528-8445113	PORTABLE DYNAMIC MESSAGE SIGN (PDMS)	4			-2.0			EACH	\$ 462.00	\$924.00	2	\$924.00		\$924.00	100.0%	
30	2528-9290050	MOBILIZATION	6	-6.0					CDAY	\$ 200.00							
31	2533-4980005	MULCHING	1						LS	\$ 14,100.00	\$14,100.00	1	\$14,100.00		\$14,100.00	100.0%	
32	2601-2634100	MULCHING, WOOD CELLULOSE FIBER	0.53			1.7			ACRE	\$ 1,000.00	\$2,200.00	2.2	\$2,200.00		\$2,200.00	100.0%	
33	2601-2634150	SEEDING AND FERTILIZING (RURAL)	1.40			-1.4			ACRE	\$ 1,400.00							
34	2601-2636043		1.93			0.3			ACRE	\$ 800.00	\$1,760.00	2.2	\$1,760.00		\$1,760.00	100.0%	

Progress Estimate

Contractor's Application

For (contract): Old Road Paving Improvements			DOT Proj. No.: STP-U-5657(613)--70-33										Application Number: 7				
Contractor: Flynn Company, Inc.			Engineer's Proj. No.: 1022-17A										Application Date: 12/9/2019				
A			B							C	D	E	F		G		
Item			Bid Quantity	CO 01	CO 02	CO 03	CO 04	CO 05	Unit	Unit Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in)	Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Item Code	Description															
35	2602-0000020	SILT FENCE	925			832.0			LF	\$ 2.00	\$3,514.00	1757	\$3,514.00		\$3,514.00	100.0%	
36	2602-0000071	REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS	925			832.0			LF	\$ 0.50	\$878.50	1757	\$878.50		\$878.50	100.0%	
37	2602-0000101	MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECK	925			-925.0			LF	\$ 2.00							
38	2602-0000150	STABILIZED CONSTRUCTION ENTRANCE	100						LF	\$ 18.75	\$1,875.00	100	\$1,875.00		\$1,875.00	100.0%	
39	2602-0010010	MOBILIZATIONS, EROSION CONTROL	10			-7.0			EACH	\$ 500.00	\$1,500.00	3	\$1,500.00		\$1,500.00	100.0%	
40	2602-0010020	MOBILIZATIONS, EMERGENCY EROSION CONTROL	2			-2.0			EACH	\$ 1,000.00							
8001	2503-0200036	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36"			43.0				LF	\$ 16.00	\$688.00	43	\$688.00		\$688.00	100.0%	
8002	2599-99999101	FREIGHT CHARGES			1.0				LS	\$ 825.00	\$825.00	1	\$825.00		\$825.00	100.0%	
8003	6200-5000081	PRICE ADJUSTMENT NON-COMPLYING TRAFFIC CONTROL				1.0			LS	\$ (500.00)	-\$500.00	1	-\$500.00		-\$500.00	100.0%	
8004		SILT FENCE IMPROPER INSTALLATION					1.0		LS	\$ (500.00)	-\$500.00	1	-\$500.00		-\$500.00	100.0%	
8005		PORTA POTTY NON-COMPLIANCE				1.0			LS	\$ (85.00)	-\$85.00	1	-\$85.00		-\$85.00	100.0%	
8006	2316-0000110	PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT SMOOTHNESS (BY SCHEDULE)					1.0		LS	\$ 900.00	\$900.00	1	\$900.00		\$900.00	100.0%	
8007	2524-9276010	PERFORATED STEEL TUBE POSTS						45.0	LF	\$ 10.00	\$450.00	45	\$450.00		\$450.00	100.0%	
Totals											\$313,116.68		\$313,116.68		\$313,116.68	100.0%	



STATEMENT OF COMPLETION AND FINAL ACCEPTANCE OF WORK

Contractor Flynn Company, Inc Letting Date March 20, 2018

Work Type PCC Pavement - Grade and New Contract ID 33-5657-613

Accounting ID(s) 35071

Project Number(s) STP-U-5657(613)--70-33

Additional Comments

Type of Contract

- Specified Start Date _____
- Approximate Start Date _____
- Late Start Date 8/20/18
- Completion Date Contract _____

Actual Start Date 4/30/18

Field Completion Date _____

Site No.(s)	00				
Working Days Specified:	25				
Working Days Charged:	24.5				
Closure Days Specified:	0				
Closure Days Charged:	0				

Recommended for Acceptance	Iowa DOT Contract Acceptance
Signature <u>Jamie M. B. Fester</u> Project Engineer	Signature _____ District Construction Engineer
Date <u>8/16/19</u>	Date _____

Approved and Work Accepted on Behalf of the Board of Supervisors of

_____ County this _____ Day of _____, _____ Year

Signature _____
County Engineer

For Central Office Use Only

Recorded Finance

Recorded Construction & Materials

NOTE: On county administered projects, the County Engineer is required to sign "Recommended for Acceptance" and "Approved and Work Accepted on Behalf of the Board of Supervisors".

Express Document Signing History

26

Contract: 33-5657-613 Document: 435

This document is in the process of being signed by all required signatories using the Doc Express service. Following are the signatures that have occurred so far.

Date	Signed By
11/19/2019	Jessica Fisher Fox Engineering - Consulting Electronic Signature (Recommended by Engineer)
11/26/2019	Roy A Gelhaus Iowa DOT Electronic Signature (Approved by Administering Office)
	(Approved by FHWA (When applicable))



Dillon Law PC

209 E 1st Street
Sumner, Iowa 50674

City of Oelwein
Attn: Dylan Mulfinger 20 2nd Ave. SW
Oelwein, IA 50662

CityOelwein

Oelwein City Attorney

INVOICE

Invoice # 5436
Date: 12/01/2019
Due Upon Receipt

Type	Date	Notes	Quantity	Rate	Total
Expense	10/30/2019	Reimbursable expenses: Fayette Abstract personal lien search on Davey & Larry Smith	1.00	\$50.00	\$50.00
Service	10/31/2019	call from Williams- re citation and 10 day notice	0.25	\$59.60	\$14.90
Service	10/31/2019	call to regions bank (planter bank re oaks matter-message	0.75	\$59.60	\$44.70
Service	10/31/2019	Deb Kunkle with Oelwein newspaper	0.25	\$133.43	\$33.36
Service	10/31/2019	ct dylan re reporters questions	0.25	\$133.43	\$33.36
Service	11/04/2019	review cases, edit proposed order, emails from officers and building admin, review spreadsheet	1.00	\$59.60	\$59.60
Expense	11/04/2019	Reimbursable expenses: ordered cert copy of judgments x2- Davey	1.00	\$42.00	\$42.00
Service	11/04/2019	call to clerks, ordered judgments	0.25	\$59.60	\$14.90
Service	11/04/2019	letter to hofmeyer re barker property	0.25	\$59.60	\$14.90
Expense	11/04/2019	Reimbursable expenses: Service fee on Heidi Schoultz	1.00	\$35.14	\$35.14
Service	11/04/2019	draft and file motion to dismiss, email to Nathan, Pat, label exhibit	0.30	\$59.60	\$17.88
Service	11/04/2019	draft exhibit list, email correspondence with Nathan, file exhibit and list	0.20	\$59.60	\$11.92
Service	11/04/2019	call from Jay, email to Pat, review email chain	0.25	\$59.60	\$14.90

Service	11/05/2019	review of Bickell matter, draft amendment, email correspondence with Pat	0.50	\$59.60	\$29.80
Service	11/05/2019	draft rec cover sheet, get check, mail to recorders office,	0.25	\$59.60	\$14.90
Expense	11/05/2019	Reimbursable expenses: Fayette County Recorder fee for St. John deed	1.00	\$12.00	\$12.00
Service	11/05/2019	call to johnson plumbing, email to pat, draft directions for service to midland funding, get check, mailed, web search	0.75	\$59.60	\$44.70
Expense	11/05/2019	Reimbursable expenses: service fee to Roanoke County Sheriff on Oakes	1.00	\$75.00	\$75.00
Service	11/05/2019	call waiting for regions bank legal dept. draft directions for service, check, mail for service, update spreadsheet	0.75	\$59.60	\$44.70
Expense	11/05/2019	Reimbursable expenses: Service fee to Polk County Sheriff for Oakes	1.00	\$80.00	\$80.00
Service	11/05/2019	update sheet, email correspondence with Sam	0.25	\$59.60	\$14.90
Service	11/06/2019	review resistance to motion to reconsider	0.25	\$59.60	\$14.90
Service	11/06/2019	call to hofmeyers office, email to hofmeyer to accept service	0.25	\$59.60	\$14.90
Service	11/06/2019	call from Jay, email correspondence with Jay, Pat, Ethan	0.25	\$59.60	\$14.90
Service	11/06/2019	file 2 proposed orders and one motion	0.15	\$59.60	\$8.94
Service	11/07/2019	emails re davey's doings and problems with the same	0.40	\$133.43	\$53.37
Expense	11/07/2019	Reimbursable expenses: certified copy of judgment	1.00	\$20.00	\$20.00
Service	11/07/2019	call to clerks office	0.25	\$59.60	\$14.90
Service	11/07/2019	email from Pat, calls to locate Larry Rahe, data entry, review ON and Petition, file	0.50	\$59.60	\$29.80
Expense	11/07/2019	Reimbursable expenses: filing fee- Rahe and Fink	1.00	\$235.00	\$235.00
Service	11/07/2019	mailed 657A for service, emailed Ted affidavit and service, draft directions for service	0.33	\$59.60	\$19.67
Service	11/07/2019	Flat Rate: 657A Rahe and Fink	1.00	\$350.00	\$350.00
Service	11/07/2019	draft and 10 day notice and affidavit of mailing	0.25	\$59.60	\$14.90
Expense	11/11/2019	Reimbursable expenses: Publication costs for VICI and Nichol	1.00	\$166.02	\$166.02
Service	11/11/2019	draft and file affidavit of mailing, mail change of title order to recorder	0.40	\$59.60	\$23.84

Service	11/11/2019	scan save file, proof of publication x2, set tasks for 10 day notice and application, update spreadsheet,	0.50	\$59.60	\$29.80
Service	11/11/2019	draft and file 4 exhibit lists, file 1 affidavit.	0.50	\$59.60	\$29.80
Service	11/12/2019	calendar event, set task reminders, update spreadsheet, email officer and dispatch	0.20	\$59.60	\$11.92
Service	11/12/2019	calendar event, set task reminders, update spreadsheet, email officer and dispatch	0.20	\$59.60	\$11.92
Service	11/12/2019	email to building guys, officers, dispatch, calendar dates, set tasks reminders, update spreadsheet, save orders	0.50	\$59.60	\$29.80
Service	11/12/2019	email to oelwein daily register re: serving Rahe via publication, mail ON and petition to Rahe, draft and file Aff of mailing	0.40	\$59.60	\$23.84
Service	11/12/2019	attend council meeting	0.40	\$133.43	\$53.37
Service	11/13/2019	review case per pat request Rahe- hold prosecution	0.20	\$59.60	\$11.92
Service	11/14/2019	file return of service x2	0.20	\$59.60	\$11.92
Expense	11/14/2019	Reimbursable expenses: Service on Rahe and Fink and Dehart-Fink	1.00	\$70.00	\$70.00
Service	11/14/2019	email correspondence with Pat, mail Sam recorded deed and beacon invoice for taxes, draft motion to dismiss St. Johns matters	0.40	\$59.60	\$23.84
Service	11/15/2019	review of Helton research from Dustin.	0.50	\$133.43	\$66.72
Expense	11/15/2019	Reimbursable expenses: Recorder fee for Davy Doin's legal desc.	1.00	\$2.00	\$2.00
Service	11/18/2019	draft and file resistance	0.25	\$59.60	\$14.90
Service	11/18/2019	save and file AOS	0.15	\$59.60	\$8.94
Service	11/18/2019	call from Sam, research	0.20	\$59.60	\$11.92
Service	11/18/2019	draft application and order emailed to pat for approval	0.40	\$59.60	\$23.84
Service	11/18/2019	draft letter, mailed to Campbells re rental property	0.33	\$59.60	\$19.67
Service	11/18/2019	correspondence with Jim calls x2, email correspondence with Nathan	0.20	\$59.60	\$11.92
Service	11/18/2019	order lien search	0.10	\$59.60	\$5.96
Expense	11/19/2019	Reimbursable expenses: Certified mail to Campbell	1.00	\$6.85	\$6.85
Service	11/19/2019	file clean up close files	0.25	\$59.60	\$14.90
Service	11/19/2019	file application for default judgment and order	0.25	\$59.60	\$14.90

Expense	11/19/2019	Reimbursable expenses: Plymouth County Sheriff service on Rahe Fink	1.00	\$32.50	\$32.50
Service	11/19/2019	spreadsheet update email to witness notifying of hearing dates, email correspondence with Jill	0.25	\$59.60	\$14.90
Service	11/19/2019	call to Sam email to Pat re Pentecost deed	0.25	\$59.60	\$14.90
Service	11/19/2019	Flat Rate: Completing Audit letter to T P Anderson	1.00	\$100.00	\$100.00
Service	11/19/2019	Attendance at Oelwein P.D. Magistrate Court re: trial and sentencing on 5 cases	1.50	\$133.43	\$200.15
Service	11/19/2019	AARON OLSON from Auditor. Conf re what i will and wont disclose on the atty letter.	0.40	\$133.43	\$53.37
Service	11/19/2019	review magisrate's decision on Leo, email to team, email from Prouty re vacant buildings, email from prouty, email from Davey' sdoings attorney, review legals for daveys, consider dimissal of Fink case, email from Treasurer re tax sale peach grove investments.	1.50	\$133.43	\$200.15
Service	11/20/2019	email notifications to witnesses, update spreadsheet, calendar new dates	0.50	\$59.60	\$29.80
Service	11/20/2019	draft letter to sam mailed with deeds for penecost and anderson	0.30	\$59.60	\$17.88
Service	11/20/2019	email correspondence with Sam re Cranston house	0.25	\$59.60	\$14.90
Expense	11/21/2019	Reimbursable expenses: cert copy of judgment to change title Moritz	1.00	\$20.00	\$20.00
Expense	11/21/2019	Reimbursable expenses: Recording fee for Sauser mortgage	1.00	\$47.00	\$47.00
Service	11/21/2019	email inspector, edit petition, draft original notice, obit research, call to clerk	0.75	\$59.60	\$44.70
Service	11/21/2019	issue with 28E , Issue with Helton.	0.60	\$133.43	\$80.06
Service	11/22/2019	draft motion to continue file in 3 cases	0.25	\$59.60	\$14.90
Service	11/22/2019	email to admin and inspector regarding continuance	0.10	\$59.60	\$5.96
Service	11/22/2019	prep voshell docs, email to Ted regarding affidavit	0.50	\$59.60	\$29.80
Service	11/22/2019	email to ted for affidaivt	0.10	\$59.60	\$5.96
Service	11/22/2019	draft directions for service, sent for service to marshall co	0.20	\$59.60	\$11.92
Service	11/22/2019	packet review	0.50	\$133.43	\$66.72
Service	11/25/2019	attend council meeting.	0.50	\$133.43	\$66.72
Service	11/26/2019	mailed change of title for bickell house to Sam, print off of \$0 taxes owed	0.25	\$59.60	\$14.90

Service	11/26/2019	moritz, draft rec cover sheet, check from Carol, mail to recorder	0.25	\$59.60	\$14.90
Expense	11/26/2019	Reimbursable expenses: Recording fee for Moritz property	1.00	\$22.00	\$22.00
Expense	11/26/2019	Reimbursable expenses: Fayette Co Abstract bill for Davy Doin's legals	1.00	\$400.00	\$400.00
Service	11/26/2019	draft motion to continue x3 file in davey cases, calls x2 from prouty	0.25	\$59.60	\$14.90
Service	11/26/2019	calendar events, save filings, notify officers and dispatch	0.40	\$59.60	\$23.84
Expense	11/26/2019	Reimbursable expenses: Service fee to Marshall County Sheriff	1.00	\$61.00	\$61.00
Service	11/27/2019	case updates, email to lein for hours, draft and file witness lists x4, motion to continue x3	1.00	\$59.60	\$59.60
Service	11/27/2019	draft citation, research campbell	0.50	\$59.60	\$29.80
Service	11/27/2019	file return of service	0.15	\$59.60	\$8.94
Service	11/27/2019	Flat Rate: Draft Davey's Doin's Warranty Deed	1.00	\$200.00	\$200.00
Service	11/27/2019	correspondence to BLDG admin and EMAIL to e epley re same issue.	0.25	\$133.43	\$33.36
Service	11/27/2019	consider path forward on 102 5th AV NW vacant with new address for service.	0.10	\$133.43	\$13.34
Service	11/28/2019	correspondence from jesup city attorney.	0.25	\$133.43	\$33.36

Total	\$4,197.58
Payment (12/01/2019)	-\$142.56
Balance Owing	\$4,055.02

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
5436	12/01/2019	\$4,197.58	\$142.56	\$4,055.02
Outstanding Balance				\$4,055.02
Total Amount Outstanding				\$4,055.02

Please make all amounts payable to: Dillon Law PC

Payment is due upon receipt.



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 12/09/2019

Consent Agenda

1. Consideration of a motion approving November 25, 2019 Council Minutes

Ordinances

2. Consideration of an Ordinance Deleting Section 22-101 - third and final reading
 - Staff continues to work with council on cleaning up the code for the city. This code section contains language about alternative parking in a snow emergency. This section does not work with the newest ordinance and requires removal. The City Administrator recommends approval of the first reading.

Resolutions

3. A Resolution Amending the Oelwein Rental Inspection Policy
 - The Community Development Department has reviewed the Oelwein Rental Inspection Policy and recommends minor changes. The changes are minor and are mostly for staff and landlord clarification. No substantial changes to the program are needed as it enters its second year. The City Administrator recommends approving the resolution.
4. Consideration of a Resolution filling the vacancy in the office of Council at Large by Appointment and the Publication of Notice Thereof
 - With the resignation of Matt Derifield, council has the option to appoint a council member. Staff is going through the requirements of this process and setting up a public notice is required. This notice states that council will appoint by resolution December 23. The City Administrator recommends approving the resolution.

Motions

5. Consideration of a motion authorizing signatures on Task Order with Fox Engineering for Oelwein 2020 Watermain Improvements project
 - The city is moving forward with the project that council approved when staff applied for CDBG funds. This project will cost \$1,286,544 with CDBG covering \$600,000. The city will need to loan for the remaining amount and use the water infrastructure fee to pay for the loan. While the city has cash on hand, it must use that cash to rehabilitate the west water tower, because the city cannot do an SRF for maintenance. The City Administrator recommends approving the task order.



6. Consideration of a motion approving Pay Request No. 7 (final) in the amount of \$9,393.50 to Flynn Company, Inc. and authorizing signatures on Statement of Completion and Final Acceptance of Work for Old Road Paving Improvements project
 - At last this project is coming to an end. This project was paid for using Upper Exploreland funds provided by the DOT. An issue between the contractor and the DOT caused this project to be delayed by a year. The City Administrator recommends approving the pay request.

7. Consideration of a motion directing staff on the next steps for working on the West Side Odor
 - At this point staff is requesting direction on what council wants to do for the next steps to address the odor on the West Side. It is of the opinion of the City Administrator that staff is handling this issue and that DCW is working with staff. Vic Kane has provided information to make sure council is up to date on the process. Staff works at the direction of council and welcomes any input.



Police Department Monthly Report

November

Department News

The Oelwein Police Department received 636 calls for service in the month of November.

In November, officers exited their patrol cars for foot patrol and public visibility activities on one-hundred twenty-two (122) occasions. Activities included in this area are foot patrol, bar checks, stop & talk (exited the patrol car to speak with people that are gathered in an area) & business checks.

Officers attended seven (7) Community Events during November. Officers will, depending on call volume, stop and interact with the public at various public and school events. We see attending these events as another way to show the community that we are a part of the community and that we are glad to be involved. It allows our officers and the community to interact in a positive environment.

Officers randomly exit their patrol car and check the security of businesses. Officers found one (1) business properties with an open doors during the month of November.

Officers conducted ten (10) house checks while people were on vacation.

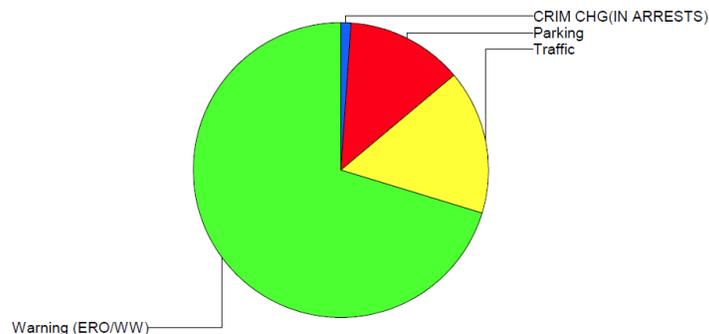
Officers filed four (4) drug charges during this month.

Officers investigated nine (9) property damage vehicle accidents, zero (0) personal injury vehicle accidents and zero (0) fatal vehicle accidents.

Officers continue to address nuisance abatement issues in the community and initiated twenty-four (24) new notices to property owners. In addition, four (4) persons were summoned to court for failure to abate a nuisance.

Officers issued seventy-one (71) warnings for various traffic/equipment violations, two (2) citations for speed, one (1) citation for seat belt, thirteen (13) parking citations and thirteen (13) other citations.

**The warning to citation ratio for November of 2019 = 4.44 warnings to each written citation. This is a key number as you speak with your constituents. Our officers continue to be fair in their enforcement/education efforts. This warning to citation ratio is higher than standard and will be addressed with staff.





City of Oelwein
Airport Board
November 21, 2019

The November 21, 2019 meeting of the City of Oelwein Airport Board was called to order at 6:30 P.M.

PRESENT: Bryan, Tuchscherer, Woodraska, Nations, Bagge
ABSENT: None
ALSO PRESENT: FBO Tegeler

Fuel Pumps Discussion was held on the fuel pumps. It was questioned how Vinton could sell fuel at such a low price (\$4.00 per gallon). It was stated the City of Vinton owns the fuel where in Oelwein the FBO owns the fuel. Vinton does it as not for profit. It was also stated the cities of Independence and Manchester own the fuel. Tegeler indicated if he could purchase in larger quantities the price he pays for fuel would drop. He also believes pilots are happy with self-serve which can reduce the price of fuel. Bryan felt the Board needs to come up with an idea of how to pay for self-serve fuel pumps and make it a priority. Tegeler said fuel is at the expense of the FBO at most of the airports that are manned.

It was noted Independence does not have a mechanic on duty which is a good selling point for Oelwein. Independence however does have a person who offers instruction. Tegeler stated he did lower his price \$0.20 to \$5.05 per gallon.

Approve Minutes A motion was made by Woodraska, seconded by Tuchscherer to approve the minutes of the October 17, 2019 meeting. All voted aye.
Motion Carried

Invoices No invoices were presented for payment.

FBO Not much going on this time of year. He used the lift and performed hangar maintenance – serviced pulleys, replaced belts as needed, etc.

The taxiway project is mostly complete but for the final grading, seeding, etc. which will most likely be done in the spring.

Courtesy Car It was noted a Jeep Cherokee is the new courtesy car. Tegeler said the battery dies when it sets for a couple of weeks. The key switch is worn and can be removed in any position. He will keep an eye on this.

Ladder 16' Warner ladders can be purchased from either Lowes or Home Depot for \$625.00. A Louisville can be purchased from Campbell supply for \$599.00. No decision will be made until a price is received from local supplier Lumber Ridge.

Reappointments Jim Tuchscherer and John Bagge have both been reappointed for another term.

2020-21 Budget Tegeler reviewed monthly expenditure reports and stated at this time of year we should be at 30-33% spent. The equipment line is budgeted at \$1,000 for 2019/20 and \$800 has already been spent. The salary line is used when city employees work at the airport and the office line is for general supplies – copies, postage, etc. The contract line is the FBO contract. Tegeler is requesting a 2.5% increase.

Bryan asked for any suggestions to the budget request. Bagge felt \$2,000 isn't much for building maintenance and repair. Bryan agreed stating maintenance needs to be performed to stay ahead. It was agreed to request the building expense line be increased to \$5,000.

Tegeler would like a new radio for the tractor. The current handheld is hard to hear over the tractor. It was suggested to install an exterior antennae or wire in a speaker. Bryan believed a used aircraft radio could be purchased for \$400-\$500. It was agreed to increase the equipment line to \$2,500 to cover the cost of a radio. The handheld could then be installed in the shop with an auxiliary speaker.

A motion was made by Bagge, seconded by Tuchscherer to approve submittal of the budget request as discussed. All voted aye.

Motion Carried

Next Meeting January 16, 2020 was scheduled for the next meeting date.

Adjourn A motion was made by Tuchscherer, seconded by Nations to adjourn at 7:30 P.M. All voted aye.

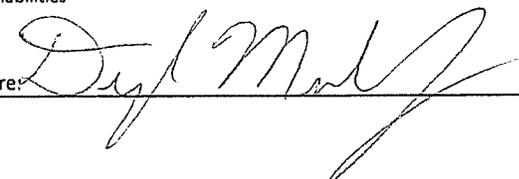
Motion Carried

38

	Beg Balance	Revenue	Expense	Transfers	Fund Balance	BANK BALANCE
General	478,834.76	197,276.84	214,775.91	-	461,335.69	
051 County Emergency Manage	13,699.70	2,997.87	-	-	16,697.57	
110 Road Use Tax	739,930.58	70,371.25	212,898.24	-	597,403.59	
112 Trust and Agency	793,462.66	98,036.04	86,137.55	-	805,361.15	
113 Flex Spending	1,363.99	1,560.94	1,560.94	-	1,363.99	1,363.99
119 Emergency	15,332.66	5,417.20	-	-	20,749.86	
120 Sidewalks Repaired/Replaced	-	-	-	-	-	
121 Sales Tax	227,844.23	8,745.99	-	-	236,590.22	
122 Hotel/Motel Tax	44,706.64	56.96	209.38	-	44,554.22	
123 Gas-Electric Franchise Fee	776,849.30	989.83	29,699.00	(21,148.00)	726,992.13	
124 Library Bequest	366,426.08	550.67	981.78	-	365,994.97	
126 Downtown TIF	13,630.56	10,670.67	-	-	24,301.23	
127 Industrial Park TIF	21,928.18	12,860.70	-	-	34,788.88	
128 Ind Park SubFund TIF East Penn	834,775.62	1,063.64	-	-	835,839.26	
132 DARE	3,785.50	-	-	-	3,785.50	
136 Trees Forever	24,287.82	200.00	5,982.00	-	18,505.82	
146 1st Time Home Buyers Prog	4,775.21	-	-	-	4,775.21	
160 Econ Dev (\$12,500 Wellness Res)	621,697.71	792.15	7,629.16	-	614,860.70	
161 IRP Revolving Loan	172,528.61	116,618.88	1,289.17	-	287,858.32	289,126.37
162 Downtown Business Grants	95,000.00	-	-	-	95,000.00	
166 NSP	-	-	-	-	-	
177 Forfeit Assets	5,384.96	-	-	-	5,384.96	
200 Debt Service	528,123.10	94,699.23	144,928.75	21,148.00	499,041.58	
201 Water Bondsinking	106,546.83	135.76	-	17,005.00	123,687.59	
202 Sewer Bondsinking	306,238.19	390.20	-	53,389.00	360,017.39	
205 Special Assessments	-	-	-	-	-	
214 2016A GO UR ED Bond Ind Pk Land	-	-	-	-	-	
268 Municipal Trust	-	-	-	-	-	
269 Future Proposed Bond Sale	-	-	-	-	-	
278 West Charles Mall	-	-	-	-	-	
282 CDBG Housing Rehab	19,428.20	24.75	-	-	19,452.95	
285 2009 Bond Sale	-	-	-	-	-	
286 2016B GO Bond (Rise City Port)	-	-	-	-	-	
287 2020 GO Bond	(269,288.02)	-	-	-	(269,288.02)	
288 2016D Water Revenue Bond	-	-	-	-	-	
305 Airport Grant	(6,212.76)	-	4,671.00	-	(10,883.76)	
307 Tri Park Trail Extensions	148,988.00	2,184.84	3,019.50	-	148,153.34	
314 Oel Ind Park E Penn/14th St Ext	487,333.12	620.94	-	-	487,954.06	
385 West Water Tower	(435.78)	-	-	-	(435.78)	
386 42 Well Rehab	(77,693.51)	-	48,822.05	-	(126,515.56)	
387 Pave 10th Street SE/Old Road	(59,646.60)	-	15,798.40	-	(75,445.00)	
397 Railroad Grant-Viaduct	78,191.62	-	-	-	78,191.62	
501 Cemetery Perp Care	288,701.60	0.15	-	-	288,701.75	3,701.75
600 Water (2016D Reserve \$67,000)	530,974.33	74,762.62	62,222.25	(17,005.00)	526,509.70	
601 Water Infrastructure Fee	864,550.23	15,916.79	-	-	880,467.02	
620 Customer Water Deposits	118,087.65	3,100.00	2,187.43	-	119,000.22	
640 Fuel	19,515.89	-	522.29	-	18,993.60	
670 Landfill	8,031.59	46,238.76	28,137.72	-	26,132.63	
671 Recycling	(6,808.81)	6,078.74	215.82	-	(945.89)	
672 ROW Trees Utility Fee	31,118.36	5,202.50	9,078.86	-	27,242.00	
680 Wellness Center	6,986.91	15,609.93	16,901.64	-	5,695.20	
698 Wellness Center Reserve	-	-	-	-	-	
700 Sewer/Waste Treatment	898,111.81	108,590.94	66,050.92	(51,709.00)	888,942.83	
701 Sewer Infrastructure Fee	121,224.94	5,248.29	-	(1,680.00)	124,793.23	
706 20th Street Lift Station	95,079.13	121.15	-	-	95,200.28	
	9,493,390.79	907,135.22	963,719.76		9,436,806.25	

Fidelity 999-1003 and Community 999-1004 Money Market Accounts 8,445,507.97
 CD'S Cemetery \$285,000/Water Deposits \$100,000 385,000.00
 Fidelity IRP 999-1001/Flex 999-1002/Cem Perp Bank Ckng 501-1002 292,924.06
 Unapplied Accounts Receivable Hanger rent paid in advance \$5, Funeral Home credit balance \$150 (155.00)
 Balance Checking Account 313,529.22
 Payroll Liabilities -

9,436,806.25 9,436,806.25

Signature:  Date: 12/6/2019