

**AGENDA**  
**Dallas Center City Council**  
**January 8, 2019 –7:00 pm – Legion Hall**

1. Pledge of Allegiance
2. Roll call
3. Action to approve agenda
4. Action to approve consent agenda
  - a. Approve minutes of December 11<sup>th</sup> regular meeting
  - b. December Treasurer's Report
  - c. December Law Enforcement, Fire/Rescue, Compliance and Water Reports
  - d. Approve invoices for payment (review committee Coon and Beyer)
  - e. Approve Dallas County Foundation grant application
  - f. Approve Trees Forever grant application
  - g. Approve K&E Distributing Street Closing Request
5. Public Communications and Concerns [Anyone wanting to speak about a matter not on the Agenda should raise your hand, and the Mayor will acknowledge you. Please stand, state your name, address and topic. You will have two minutes to address the Mayor and Council.]
6. Shelly Cory – request to move Veteran's Memorial Monument from current location behind the library to the front area of Memorial Hall/Legion Hall per approval from Legion and Auxiliary members on November 12, 2018
7. Bob King – request that City assist SAILDC to cover a portion of the liability insurance in the amount of \$1500
8. Public Works Report
9. Water Treatment Plant Backwash Improvements Project – Engineer's Report
10. Engineer's Report – other matters
11. Action on Resolution 2019-1 – updating and establishing policies and procedures for the examination and copying of public records maintained by the City of Dallas Center
12. Action to approve Ordinance No. 529 - increasing the fees for the commercial solid waste removal rate to a minimum of \$ 21.43 each month effective April 16, 2019, first reading
13. Action to set public hearing on the FY 2018-2019 budget amendment for February 12, 2019 at 7:00 PM
14. Council reports
15. Mayor's report
  - a. Reminder of budget workshops on January 15<sup>th</sup> and 16<sup>th</sup> at 6 p.m.
  - b. Sale completed on 204 15<sup>th</sup> Street
  - c. Discussion on annexation
16. Adjournment

Cindy Riesselman, City Clerk

**Claims**

Access Systems Leasing	Jan Serv	\$258.27
Acco Unlimited Corp	Chemicals	\$149.80
Ventilation Services Of	Jan Serv	\$568.00
Agsource Cooperative	Tests	\$524.50
Ahlers & Cooney, Pc	Jan Serv	\$1,442.73
Alley Auto Sales	Repairs	\$25.00

Andy Schmitz	Trees	\$480.00
Ascap	Annual Fee	\$357.00
Automatic Door Group Inc	Repairs	\$196.70
Baker & Taylor Co.	Books	\$608.96
Mmit Business Solutions Group	Jan Serv	\$99.93
Bay Bridge Administrators	Insurance	\$100.42
Brown, Fagen & Rouse	Jan Serv	\$2,250.00
Center Point Large Print	Books	\$121.40
Centurylink	Dec Serv	\$538.95
Cintas Corporation #762	Dec Serv	\$104.18
Civicplus, Inc	Website	\$4,500.01
Core & Main	Repairs	\$15.00
Culligan Water System	Jan Serv	\$11.95
Dallas County Treasurer	Jan Serv	\$16,970.48
Data Technologies	Supplies	\$141.06
Delta Dental	Insurance	\$29.36
Delta Dental	Insurance	\$474.68
Digital Stew Services	Jan Serv	\$383.25
Dmc Welding & Repair Llc	Repairs	\$188.90
Iowa Dept Of Transportation	Posts	\$198.71
Ed Leedom	Dec Serv	\$411.73
Eftps	Fed/Fica Tax	\$3,320.50
Eftps	Fed/Fica Tax	\$3,533.14
Elite Electric & Utility	Repairs	\$23,545.00
Gatehouse Media Iowa	Publications	\$525.87
Gis Benefits	Insurance	\$39.88
Gis Benefits	Insurance	\$28.52
Grainger	Supplies	\$352.34
Heartland Co-Op	Dec Serv	\$698.46
Heartland Fiber Co	Programming	\$375.00
House Beautiful	Subscription	\$14.97
Hsa Cory, Rochelle	Hsa	\$3,900.00
Hsa Hofland, Joel	Hsa	\$1,950.00
Hsa Riesselman, Cindy	Hsa	\$3,900.00
Hsa Scrivner, April	Hsa	\$1,950.00
Hsa Slaughter, Brian	Hsa	\$3,983.33
Hsa Steele, Kathy	Hsa	\$3,900.00
Iowa Prison Industries	Signs	\$756.40
Ipers	Ipers	\$5,023.36
Iron Mountain	Dec Serv	\$53.39
Karen's Quality Cleaning	Dec Serv	\$475.00
Kempker's True Value	Repairs	\$17.93
Leaf	Jan Serv	\$102.08
Menards	Repairs/Supplies	\$2,959.52

Midamerican Energy	Dec Serv	\$5,237.13
Municipal Emergency Services	Supplies	-\$53.31
Napa Auto Parts	Repairs	\$55.51
Nationwide Retirement Sol	Deferred Comp	\$350.00
Office Depot	Supplies	\$186.74
Omnisite	Repairs	\$135.72
Petty Cash-City	Postage	\$6.41
Plumb Supply Company	Repairs	\$81.03
Praxair Distribution	Dec Serv	\$29.75
Rhinehart Excavating, Inc	Dec Serv	\$980.00
Treasurer - State of Iowa	Taxes	\$793.62
Treasurer - State of Iowa	Taxes	\$1,838.75
Sandry Fire Supply	Repairs	\$139.00
Storey Kenworthy/Matt Parrott	Supplies	\$144.96
Usa Blue Book	Supplies	\$290.13
Veenstra & Kimm	Dec Serv	\$4,760.12
Verizon Wireless	Dec Serv	\$120.05
Treasurer - State of Iowa	Taxes	\$1,151.00
Waste Management	Dec Serv	\$16,559.55
Waste Solutions of IA	Dec Serv	\$95.40
Wellmark Bcbs	Insurance	\$320.14
Wellmark Bcbs	Insurance	\$7,542.15
Wells Fargo	Supplies/Postage	\$354.25

Report Total \$133,673.76

General \$71,697.07  
T&A(SI) \$375.00  
Rut \$2,936.22  
T&A(Eb) \$10,391.16  
Water \$14,056.78  
Sewer \$9,105.97  
Storm District \$25,111.56

Total By Fund \$133,673.76

#### Revenues

General Total \$60,037.06  
T&A (Pd) Benevolent Total \$1.29  
T&A(Ft) Total \$6.34  
T&A(Sc) Total \$21.00  
Capital Improvement Total \$1,523.44  
T&A(SI) Total \$173.60  
Rut Total \$18,422.65

T&A(Eb) Total	\$7,132.01
Emergency Levy Fund Total	\$712.54
Local Option Sales Tax Total	\$24,813.88
Tif Total	\$2,364.10
Burnett Project Total	\$8,363.97
T&A(Bc) Total	\$196.36
T&A(Burnett Cap Improve) Total	\$8,236.33
Debt Service Total	\$10,904.44
T&A(B) Total	\$4.86
T&A(Y) Total	\$4.98
Water Total	\$38,601.85
Sewer Total	\$30,358.24
Storm District Total	\$4,906.92
Total Revenue by Fund	\$216,785.86

**Mayor Kidd opened a public hearing** December 11, 2018 at 7:00 pm as advertised for the purpose of hearing comments on the proposal to dispose of and sell the vacated portion of Cherry Street west of 11<sup>th</sup> Street, subject to easements. He asked if we had received any written comments, there were none. He asked for oral comments, there being none he declared the hearing closed at 7:01 pm.

The Dallas Center City Council met in regular session December 11, 2018 at 7:02 pm. Mayor Kidd called the meeting to order and led the pledge of allegiance. Council members present included David Bagby, Ryan Coon, Danny Beyer, and Curtis Pion. Ryan Kluss was not present.

Motion by Beyer, 2<sup>nd</sup> by Coon to approve agenda. Motion passed 4-0.

Motion by Coon, 2<sup>nd</sup> by Beyer to approve consent agenda. Pion stated each month two council members review each invoice before approval [approve minutes of November 13<sup>th</sup> regular meeting and November 27<sup>th</sup> special meeting; November Treasurer's Report; November Law Enforcement, Fire/Rescue, Compliance and Water Reports; approve invoices for payment (review committee Bagby and Pion); approve reappointment of Mark Hersch to the E911 Board; approve reappointment of Mike Howell as an alternate to the E911 Board; approve reappointment of Mark Hersch as the Mayor's alternate to the Dallas County Emergency Management Board; accept Kathy Pantzar's resignation from the Park and Recreation Board, term expires December 31, 2019. Motion passed 4-0

**Public Communications and Concerns-**

- Jackie Freeland-stated her overall support/satisfaction with city and council
- Bob Haxton-stated his concerns regarding LOST/pool and Burnett Rec/pool
- Mary Werch-stated park and recreation board opinion on Burnett Rec/pool
- Julie Becker-stated her concerns regarding LOST/pool
- Bob King-stated his support on LOST/pool and his opinion on Burnett Rec/pool
- Jon Weddle-stated his support on LOST/pool
- Megan Roberts-stated her support on LOST/pool and Burnett Rec/pool
- Mary Werch-clarified female needed on Park and Recreation Board
- Bill Ellerman-stated his support for using LOST for infrastructure
- Wayne Haines-discussed the infrastructure of the current pool
- Dusty Rauschenberg-discussed city audits, support of officials/staff, healthy community

Motion by Beyer, 2<sup>nd</sup> by Pion to approve Resolution 2018-54 – 701 Hickory Court agreement regarding waiver to easement restriction and related matters which has been signed by the property owner. Roll call all ayes, motion passed.

Ammon Taylor with Waste Management discussed the city's relationship with WM and the extension of the contract.

Motion by Pion, 2<sup>nd</sup> by Coon to approve Resolution 2018-55 – extending Waste Management Recycling and Waste Agreement for the period April 1, 2019, to March 31, 2024. Roll call all ayes, motion passed.

Motion by Coon, 2<sup>nd</sup> by Bagby to approve agreement with A King's Throne. Motion passed 4-0.

**Sale of city-owned property - Vacated Portion of Cherry Street**

Motion by Beyer, 2<sup>nd</sup> by Bagby to approve Resolution 2018-56 – disposing of and selling the vacated portion of Cherry Street west of 11<sup>th</sup> Street, subject to easements, to Heartland Co-op. Roll call all ayes, motion passed.

### **Lynn Crest Estates Plat 5**

Veenstra gave the engineer's report

Brown gave a report on required platting documents

Motion by Pion, 2<sup>nd</sup> by Coon to approve Resolution 2018-57 – accepting the Improvements in Lyn Crest Estates Plat 5. Roll call all ayes, motion passed.

Motion by Coon, 2<sup>nd</sup> by Bagby to approve Resolution 2018-58 – approving the Final Plat of Lyn Crest Estates Plat 5. Roll call all ayes, motion passed.

Julie Becker-city clerk's decision to stop audio recording city council meetings. Council took no action.

### **Local Option Sales Tax**

Pion reviewed the capital improvement project and revenue sources. Council plans to budget to intentionally spend down a portion of the general fund balance, with this money to be spent on streets.

Motion by Bagby, 2<sup>nd</sup> by Pion to allocate 75% of the FY 2018-2019 LOST receipts and 75% of the FY 2019-2020 LOST receipts to a new swimming pool (construction of recreational facilities). Motion passed 4-0.

Motion by Beyer, 2<sup>nd</sup> by Pion to establish LOST subaccounts for Property Tax Relief (25%) and Swimming Pool (75%). Motion passed 4-0.

Motion by Coon, 2<sup>nd</sup> by Pion to allocate \$300,000 of the Burnett Trust recreation fund to a new swimming pool. Motion passed 4-0.

Slaughter gave the public works report listing some of the items completed in the past month: Walnut Streetlights have been replaced with LED lights, snow removal, tree removal, pot hole patching. Street prioritization map will be available at the budget sessions.

Veenstra gave the Water Treatment Plant Backwash Improvements Project update-contracts and bonds are back, waiting on schedule, no action.

Veenstra gave the Wastewater Treatment Plant Project update-working on design with DNR.

Motion by Pion, 2<sup>nd</sup> by Coon to approve Resolution 2018-59 – Agreement for design and construction engineering services with Veenstra & Kimm for the Fairview Drive Sanitary Sewer Extension Project. Roll call all ayes, motion passed. He recommends trying to time this with Hatton stormwater project to save mobilization costs.

Motion by Pion, 2<sup>nd</sup> by Bagby to approve Resolution 2018-60 – approving further revised 28E Agreement between the City and Dallas County to establish sewer rates (modifying County Building names and addresses). Roll call all ayes, motion passed.

Beyer gave council an update on the website selection process. Motion by Beyer, 2<sup>nd</sup> by Pion to approve moving forward with Civic Plus in an amount not to exceed \$5000 annual for the first three years. Motion passed 4-0.

Council had discussion on updating costs for copies of public records. Council directed Attorney Brown to draft a resolution with updated costs.

Council had discussion on 2019 health and dental insurance renewal. Motion by Beyer, 2<sup>nd</sup> by Coon to approve renewal to myBlue HDHP Gold health insurance plan for 2019 with all employee contributions remaining the same. The City will contribute \$5,000/family and \$2,500/single into each employee's HSA account; and approving Delta Dental Premier Plan B Plus with the City paying the same percentage as health coverage. Motion passed 4-0.

Council reports-will continue to work with Economic Development Committee regarding grants.

Mayor's report- clerk made council aware she was able to negotiate another increase in interest rates (money market and cd) with the bank. Budget workshops were scheduled for January 15 and 16 at 6:00 pm.

Meeting adjourned at 8:34 pm.

Cindy Riesselman, City Clerk

#### Claims

Access Systems Leasing	Dec Lease	\$258.27
Adel Tv & Appliance Co	Repairs	\$600.95
Agsources Cooperative Svcs	Tests	\$548.50
Ahlers & Cooney, Pc	Nov Serv	\$63.00
Aztec	Website Renewal	\$108.00
Baker & Taylor Co.	Books	\$937.84
Bankers Trust	Go Interest	\$18,055.00
Bankers Trust	Go Interest	\$38,077.50
Mmit Business Solutions Group	Oct Serv	\$99.93
Bay Bridge Administrators	Insurance	\$100.42
Brown, Fagen & Rouse	Dec Serv	\$2,284.00
Capital City Equipment Co	Repairs	\$62.62
Central Salt, Llc	Salt	\$1,666.09
Centurylink	Dec Serv	\$535.89
Cintas Corporation	Nov Serv	\$124.88
Cj Cooper & Associates	Dec Serv/Ann Fee	\$90.00
Culligan Water System	Dec Serv	\$45.30
Dallas County Treasurer	Dec Serv	\$16,970.48
Delta Dental	Insurance	\$29.36
Delta Dental	Insurance	\$462.08
Digital Stew Services	Dec Serv	\$1,492.50
Ed Leedom	Nov Serv	\$411.19
Eftps	Taxes	\$3,327.33
Eftps	Taxes	\$4,010.29
Electronic Engineering	Supplies	\$10,639.63
Frontier Technology, Llc	Nov Serv/Camera	\$5,249.00
Gis Benefits	Insurance	\$39.88
Gis Benefits	Insurance	\$28.52
Heartland Co-Op	Nov Serv	\$961.34
Hsa Cory, Rochelle	Hsa	\$100.00
Hsa Riesselman, Cindy	Hsa	\$100.00
Hsa Scrivner, April	Hsa	\$50.00
Hsa Slaughter, Brian	Hsa	\$158.33
Hsa Steele, Kathy	Hsa	\$100.00
Interstate Indus. Instr	Repairs	\$176.96
Iowa Finance Authority	Go Bond	\$770.00
Iowa Finance Authority	Go Bond	\$306.25
Iowa Finance Authority	Go Bond	\$8,400.00

Iowa One Call	Oct Serv	\$53.10
Ipers	Ipers	\$4,640.79
Iron Mountain	Nov Serv	\$53.59
J-W Tree Service	Trees	\$600.00
Jetco Inc	Nov Serv	\$356.65
Karen's Quality Cleaning	Nov Serv	\$475.00
Kimball Midwest	Repairs	\$24.50
Koch Office Group	Copies	\$190.19
Leaf	Nov Serv	\$102.08
Menards	Repairs	\$426.91
Merrit Company	Supplies	\$168.70
Midamerican Energy	Nov Serv	\$3,137.97
Midamerican Energy	Oct Serv	\$1,268.67
Midwest Breathing Air Llc	Qtrly Tests	\$182.40
Moss Bros, Inc	Repairs	\$13.51
Municipal Emergency Services	Supplies	-\$53.31
Nationwide Retirement Sol	Deferred Comp	\$350.00
Office Depot	Supplies	\$123.74
Praxair Distribution	Nov Serv	\$29.36
Treasurer - State Of Iowa	Taxes	\$778.18
Treasurer - State Of Iowa	Taxes	\$1,905.49
Sandry Fire Supply	Repairs	\$1,443.54
Strauss Safe & Lock Co.	Jan Serv	\$110.85
Usa Blue Book	Supplies	\$406.36
Van Wall Equipment	Repairs	\$122.74
Vanderpool Construction	Nov Serv	\$1,807.50
Veënstra & Kimm	Oct Serv	\$26,323.06
Verizon Wireless	Nov Serv	\$120.07
Treasurer - State Of Iowa	Taxes	\$1,159.00
Waste Management	Nov Serv	\$16,461.88
Waste Solutions Of Ia	Nov Serv	\$95.40
Wellmark Bcbs	Insurance	\$320.14
Wellmark Bcbs	Insurance	\$6,053.36
Wells Fargo	Training/Supplies	\$465.89

\*\*\*\*\* Report Total \*\*\*\*\* \$187,158.64

General	\$93,952.53
Rut	\$3,425.70
T&A(Eb)	\$9,500.47
Debt Service	\$56,438.75
Water	\$16,137.14
Sewer	\$7,605.77
Storm District	\$98.28

Total By Fund \$187,158.64



**Revenues**

General Total	\$103,731.86
T&A (Pd) Benevolent	\$0.80
T&A(Ft) Total	\$26,254.60
T&A(Sc) Total	\$13.03
Capital Improvement	\$83,134.54
T&A(SI) Total	\$774.68
Rut Total	\$18,196.46
T&A(Eb) Total	\$9,027.32
Emergency Levy Fund	\$906.12
Local Option Sales Tax	\$24,725.68
Tif Total	\$2,643.25
Burnett Project Total	\$112.12
T&A(Bc) Total	\$121.86
T&A(Burnett Cap Improve	\$138.23
T&A(Pd) Total	\$0.00
Rec Trail Total	\$0.00
Debt Service Total	\$12,540.70
T&A(B) Total	\$15.66
T&A(Y) Total	\$13.63
Water Total	\$40,511.61
Sewer Total	\$28,631.03
Storm District Total	\$4,775.10
 Total Revenue By Fund	 \$356,268.28

**TREASURER'S REPORT**  
**CALENDAR 12/2018, FISCAL 6/2019**

FUND		LAST REPORT ON HAND	REVENUES	EXPENSES	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	925,263.57	60,037.06	107,747.27	.00	877,553.36
011	T&A (PD) BENEVOLENT	759.97	1.29	.00	.00	761.26
015	T&A(FT)	253,735.68	6.34	.00	.00	253,742.02
021	T&A(SC)	12,373.44	21.00	.00	.00	12,394.44
029	CAPITAL IMPROVEMENT	337,726.18	1,523.44	.00	.00	339,249.62
041	T&A(SL)	18,035.64	173.60	.00	.00	18,209.24
110	RUT	233,399.71	18,422.65	4,240.36	.00	247,582.00
112	T&A(EB)	73,689.16	7,132.01	14,464.99	.00	66,356.18
119	EMERGENCY LEVY FUND	906.12	712.54	.00	.00	1,618.66
121	LOCAL OPTION SALES TAX	96,635.24	24,813.88	.00	.00	121,449.12
125	TIF	6,871.47	2,364.10	895.58	.00	8,339.99
166	T&A(REC PROGRAM) REV	.00	.00	.00	.00	.00
167	BURNETT PROJECT	606,446.31	8,363.97	.00	.00	614,810.28
168	T&A(BC)	743,694.14	196.36	.00	.00	743,890.50
169	T&A(BURNETT CAP IMPROVE)	631,240.04	8,236.33	.00	.00	639,476.37
177	T&A(PD)	.00	.00	.00	.00	.00
180	REC TRAIL	.00	.00	.00	.00	.00
200	DEBT SERVICE	144,214.63	10,904.44	56,438.75	.00	98,680.32
501	T&A(B)	14,864.40	4.86	.00	.00	14,869.26
502	T&A(Y)	12,936.57	4.98	.00	.00	12,941.55
600	WATER	563,661.90	38,601.85	21,191.14	.00	581,072.61
610	SEWER	870,570.26	30,358.24	13,542.77	.00	887,385.73
740	STORM DISTRICT	197,252.68	4,906.92	98.56	.00	202,061.04
Report Total		5,744,277.11	216,785.86	218,619.42	.00	5,742,443.55

# BALANCE SHEET

## CALENDAR 12/2018, FISCAL 6/2019

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING-GENERAL	1,221.97	14,842.94
011-000-1110	CHECKING-T&A(PD) BENEVOLENT	.00	.00
015-000-1110	CHECKING-T&A(FT)	.00	.00
021-000-1110	CHECKING-T&A(SC)	.00	.00
029-000-1110	CHECKING-DEPR POLICE	.00	.00
029-000-1111	CHECKING-DEPR NON RUT EQUIP	.00	.00
029-000-1112	CHECKING-DEPR PARK	.00	.00
029-000-1113	CHECKING-DEPR SWIM POOL	.00	.00
029-000-1114	CHECKING-DEPR P/W BLDG	.00	.00
041-000-1110	CHECKING-T&A(SL)	756.48-	.00
110-000-1110	CHECKING-RUT	14,932.62-	.00
110-000-1111	CHECKING-DEPR RUT EQUIP	.00	.00
110-000-1112	CHECKING-SIDEWALK PROJ	.00	.00
112-000-1110	CHECKING-T&A(EB)	5,418.87-	5,418.87-
119-000-1110	CHECKING-EMERG LEVY	906.12-	.00
121-000-1110	CHECKING-LOST	.00	24,649.86
121-000-1111	CHECKING-LOST PROP TAX RELIEF	.00	.00
121-000-1112	CHECKING-LOST SWIM POOL	.00	.00
125-000-1110	CHECKING-TIF	2,638.79-	.00
166-000-1110	CHECKING-T&A(REC PROGRAM)	.00	.00
167-000-1110	CHECKING-T&A(BURNETT REC)	.00	.00
167-000-1111	CHECKING-T&A(BURNETT REC/POOL)	.00	.00
168-000-1110	CHECKING-T&A(BURNETT LIBRARY)	.00	.00
169-000-1110	CHECKING-T&A(BURNETT CAP IMP)	.00	.00
177-000-1110	CHECKING-T&A(PD) FORFEITURE	.00	.00
180-000-1110	CHECKING-REC TRAIL	.00	.00
200-000-1110	CHECKING-DEBT SERVICE	56,438.75-	.00
305-000-1110	CHECKING-PLAYGROUND EQUIP	.00	.00
307-000-1110	CHECKING-2012 HWY 44 TURN LANE	.00	.00
501-000-1110	CHECKING-T&A(B)	.00	.00
502-000-1110	CHECKING-T&A(Y)	.00	.00
600-000-1110	CHECKING-WATER	5,130.96-	25,315.48
600-000-1111	CHECKING-WATER SINKING	8,400.00-	.00
600-000-1112	CHECKING-T&A(M)	.00	.00
600-000-1113	CHECKING-WATER IMPROVEMENT	.00	.00
600-000-1114	CHECKING-WATER RESERVE	.00	.00
610-000-1110	CHECKING-SEWER	4,899.57-	24,331.04
610-000-1111	CHECKING-SEWER SINKING	770.00-	.00
610-000-1112	CHECKING-SEWER RESERVE	.00	.00
610-000-1113	CHECKING-SEWER IMPROVEMENT	.00	.00
740-000-1110	CHECKING-STORM DISTRICT	4,473.47	4,413.19
	CHECKING TOTAL	94,596.72-	88,133.64
001-000-1120	PETTY CASH	.00	100.00
	PETTY CASH TOTAL	.00	100.00
001-000-1160	SAVINGS-GENERAL	158,932.18-	452,610.42

# BALANCE SHEET

## CALENDAR 12/2018, FISCAL 6/2019

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
011-000-1160	SAVINGS-T&A(PD) BENEVOLENT	1.29	761.26
015-000-1160	SAVINGS-T&A(FT)	49,993.66-	3,742.02
021-000-1160	SAVINGS-T&A(SC)	21.00	12,394.44
029-000-1160	SAVINGS-DEPR POLICE	14,196.62-	1,995.37
029-000-1161	SAVINGS-DEPR NON RUT EQUIP	49.83	29,410.50
029-000-1162	SAVINGS-DEPR PARK	14.29	8,431.92
029-000-1163	SAVINGS-DEPR SWIM POOL	44,344.62-	9,079.60
029-000-1164	SAVINGS-DEPR P/W BLDG	19,999.44-	332.23
041-000-1160	SAVINGS-T&A(SL)	930.08	18,209.24
110-000-1160	SAVINGS-RUT	29,114.91	148,401.17
110-000-1161	SAVINGS-DEPR RUT EQUIP	.00	29,180.83
110-000-1162	SAVINGS-SIDEWALK PROJ	.00	.00
112-000-1160	SAVINGS-T&A(EB)	1,914.11-	71,775.05
119-000-1160	SAVINGS-EMERG LEVY	1,618.66	1,618.66
121-000-1160	SAVINGS-LOST	24,813.88	96,799.26
121-000-1161	SAVINGS-LOST PROP TAX RELIEF	.00	.00
121-000-1162	SAVINGS-LOST SWIM POOL	.00	.00
125-000-1160	SAVINGS-TIF	4,107.31	8,339.99
166-000-1160	SAVINGS-T&A(REC PROGRAM)	.00	.00
167-000-1160	SAVINGS-T&A(BURNETT REC)	108,363.97	214,810.28
167-000-1161	SAVINGS-T&A(BURNETT REC/POOL)	.00	.00
168-000-1160	SAVINGS-T&A(BURNETT LIBRARY)	196.36	115,890.50
169-000-1160	SAVINGS-T&A(BURNETT CAP IMP)	8,236.33	139,476.37
177-000-1160	SAVINGS-T&A(PD)FORFEITURE	.00	.00
180-000-1160	SAVINGS-REC TRAIL	.00	.00
200-000-1160	SAVINGS-DEBT SERV	10,904.44	98,680.32
305-000-1160	SAVINGS-PLAYGROUND EQUIP	.00	.00
307-000-1160	SAVINGS-2012 HWY 44 TURN LANE	.00	.00
501-000-1160	SAVINGS-T&A(B)	11,995.14-	2,869.26
502-000-1160	SAVINGS-T&A(Y)	9,995.02-	2,941.55
600-000-1160	SAVINGS-WATER	26,147.22	449,411.09
600-000-1161	SAVINGS-WATER SINKING	4,794.45	29,604.48
600-000-1162	SAVINGS-T&A(M)	.00	4,053.88
600-000-1163	SAVINGS-WATER IMPROVEMENT	.00	10,487.68
600-000-1164	SAVINGS-WATER RESERVE	.00	62,200.00
610-000-1160	SAVINGS-SEWER	18,769.71	432,965.96
610-000-1161	SAVINGS-SEWER SINKING	3,715.33	33,510.14
610-000-1162	SAVINGS-SEWER RESERVE	.00	83,235.93
610-000-1163	SAVINGS-SEWER IMPROVEMENT	.00	13,342.66
740-000-1160	SAVINGS-STORM DISTRICT	334.89	197,647.85
	SAVINGS TOTAL	69,236.84-	2,784,209.91
001-000-1170	CD-GENERAL	110,000.00	410,000.00
001-000-1171	CD-GENERAL	.00	.00
015-000-1170	CD-T&A (FT)	.00	200,000.00
015-000-1171	CD-T&A (FT)	50,000.00	50,000.00
021-000-1170	CD-T&A (SC)	.00	.00
029-000-1170	CD-DEPR POLICE	15,000.00	65,000.00
029-000-1171	CD-DEPR NON RUT EQUIP	.00	40,000.00

**BALANCE SHEET**  
**CALENDAR 12/2018, FISCAL 6/2019**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
029-000-1172	CD-DEPR PARK	.00	.00
029-000-1173	CD-DEPR SWIM POOL	45,000.00	85,000.00
029-000-1174	CD-DEPR P/W BLDG	.00	80,000.00
029-000-1175	CD-DEPR P/W BLDG	20,000.00	20,000.00
110-000-1170	CD-RUT	.00	.00
110-000-1171	CD-DEPR RUT EQUIP	.00	70,000.00
167-000-1170	CD-BC RECREATION	400,000.00-	100,000.00
167-000-1171	CD-T&A(BURNETT REC/POOL)	300,000.00	300,000.00
168-000-1170	CD-BC LIBRARY	.00	628,000.00
169-000-1170	CD-BC CAP IMPROVE	.00	500,000.00
501-000-1170	CD-T&A (B)	12,000.00	12,000.00
502-000-1170	CD-T&A (Y)	10,000.00	10,000.00
600-000-1170	CD-WATER	.00	.00
600-000-1171	CD-WATER	.00	.00
610-000-1170	CD-SEWER	.00	300,000.00
		-----	-----
	CD'S TOTAL	162,000.00	2,870,000.00
		=====	=====
	TOTAL CASH	1,833.56-	5,742,443.55
		=====	=====

## FIRE & EMS REPORT

December 2018

Total calls : 13

### **FIRE 1 total**

1 Alarm call

### **EMS 12 Total**

12 calls for service (11 City/ 1 Rural)



## December Dallas Center Calls



DATE/TIME	INCIDENT	LOCATION
2018-12-01 12:33	CIVIL DISPUTE	1221 MAPLE ST, DALLAS CENTER
2018-12-02 00:19	PREMISES CHECK	1308 WALNUT ST, DALLAS CENTER
2018-12-03 07:31	MEDICAL/AMBULANCE TRIP	201 13TH ST, DALLAS CENTER
2018-12-03 08:16	TRESPASS	1501 LINDEN ST, DALLAS CENTER
2018-12-04 08:14	BROADCAST	13TH ST / SYCAMORE ST, DALLAS CENTER
2018-12-04 16:36	911 TRANSFER	FAIRVIEW DR / VINE ST, DALLAS CENTER
2018-12-05 13:23	911 HANGUP	FAIRVIEW DR / VINE ST, DALLAS CENTER
2018-12-05 13:31	MEDICAL ALARM	1107 SUGAR GROVE AVE, Apt. 3, DALLAS CENTER
2018-12-05 14:48	MEDICAL/AMBULANCE TRIP	1107 SUGAR GROVE AVE, Apt. 2, DALLAS CENTER
2018-12-05 16:12	FORGERY/FRAUD	105 PERCIVAL AVE, DALLAS CENTER
2018-12-06 14:38	TRAFFIC COMPLAINT	607 OAK CT, DALLAS CENTER
2018-12-07 10:35	ESCORT	1504 WALNUT ST, DALLAS CENTER
2018-12-07 18:39	ANIMAL CONTROL	607 LINDEN ST, DALLAS CENTER
2018-12-07 19:27	VEHICLE UNLOCK	1806 LINDEN ST, Apt. 3, DALLAS CENTER
2018-12-08 14:11	CIVIL DISPUTE	1506 SYCAMORE ST, DALLAS CENTER
2018-12-08 15:55	ALARM	1400 VINE ST, DALLAS CENTER
2018-12-08 16:32	INFORMATION	705 PERCIVAL AVE, DALLAS CENTER
2018-12-08 18:27	TRAFFIC STOP	KELLOGG AVE / LAUREL ST, DALLAS CENTER
2018-12-08 23:45	TRAFFIC STOP	2521 240TH ST, DALLAS CENTER
2018-12-09 02:36	SUSPICIOUS	1202 SUGAR GROVE AVE, DALLAS CENTER
2018-12-09 19:14	TRAFFIC STOP	VINE ST / HATTON AVE, DALLAS CENTER
2018-12-10 09:56	MOTORIST ASSIST	2400 240TH ST, DALLAS CENTER
2018-12-10 14:57	911 HANGUP	QUINLAN AVE / LINDEN ST, DALLAS CENTER
2018-12-11 11:02	RETURN PHONE CALL	1402 SYCAMORE ST, DALLAS CENTER
2018-12-11 12:19	CIVIL PAPER	607 HATTON AVE, DALLAS CENTER
2018-12-11 14:20	TRESPASS	1506 SYCAMORE ST, DALLAS CENTER
2018-12-11 17:50	911 HANGUP	FAIRVIEW DR / VINE ST, DALLAS CENTER
2018-12-11 18:39	TRAFFIC STOP	240TH ST / FAIRVIEW DR, DALLAS CENTER
2018-12-11 19:31	TRAFFIC STOP	12TH ST / WALNUT ST, DALLAS CENTER
2018-12-11 20:02	911 MISDIAL	FAIRVIEW DR / VINE ST, DALLAS CENTER
2018-12-12 01:37	MEDICAL/AMBULANCE TRIP	906 LINDEN ST, DALLAS CENTER
2018-12-12 07:23	CIVIL PAPER	607 HATTON AVE, DALLAS CENTER
2018-12-12 15:28	MEDICAL/AMBULANCE TRIP	201 13TH ST, DALLAS CENTER
2018-12-12 21:56	THEFT	605 VINE ST, DALLAS CENTER
2018-12-13 08:56	CONTROLLED BURN	2476 240TH ST, DALLAS CENTER
2018-12-13 15:22	WELFARE CHECK	1205 13TH ST, DALLAS CENTER
2018-12-13 16:57	FOLLOW UP INVESTIGATION	1506 SYCAMORE ST, DALLAS CENTER
2018-12-15 21:22	TRAFFIC COMPLAINT	303 PERCIVAL AVE, DALLAS CENTER
2018-12-15 21:27	ALARM	1202 SUGAR GROVE AVE, DALLAS CENTER
2018-12-16 10:30	MEDICAL TRANSPORT	1204 LINDEN ST, DALLAS CENTER

2018-12-16 11:47	MEDICAL ALARM	1107 SUGAR GROVE AVE, Apt. 3, DALLAS CENTER
2018-12-16 21:09	ANIMAL CONTROL	FAIRVIEW DR / VINE ST, DALLAS CENTER
2018-12-17 16:48	MOTORIST ASSIST	27000 240TH ST, DALLAS CENTER
2018-12-17 20:34	MOTORIST ASSIST	1500 WALNUT ST, DALLAS CENTER
2018-12-17 21:44	TRAFFIC STOP	13TH ST / SUGAR GROVE AVE, DALLAS CENTER
2018-12-18 14:53	MEDICAL/AMBULANCE TRIP	1506 SYCAMORE ST, DALLAS CENTER
2018-12-19 00:09	MEDICAL/AMBULANCE TRIP	1204 LINDEN ST, DALLAS CENTER
2018-12-19 09:01	MOTORIST ASSIST	27000 240TH ST, DALLAS CENTER
2018-12-19 09:49	MEDICAL/AMBULANCE TRIP	1506 SYCAMORE ST, DALLAS CENTER
2018-12-19 13:20	TRAFFIC STOP	27000 240TH ST, DALLAS CENTER
2018-12-19 14:12	MEDICAL ALARM	202 10TH ST, DALLAS CENTER
2018-12-20 11:15	911 HANGUP	QUINLAN AVE / LINDEN ST, DALLAS CENTER
2018-12-21 07:54	CIVIL PAPER	307 14TH ST, Apt. A, DALLAS CENTER
2018-12-21 12:02	INFORMATION	2400 240TH ST, DALLAS CENTER
2018-12-21 13:13	WELFARE CHECK	1001 SYCAMORE ST, DALLAS CENTER
2018-12-21 14:06	ANIMAL COMPLAINT	KELLOGG AVE / SUGAR GROVE AVE, DALLAS CENTER
2018-12-21 20:27	TRAFFIC STOP	27000 240TH ST, DALLAS CENTER
2018-12-21 23:53	TRAFFIC STOP	14TH ST / VINE ST, DALLAS CENTER
2018-12-22 00:39	PUBLIC ASSIST	1206 VINE ST, DALLAS CENTER
2018-12-22 08:37	911 HANGUP	QUINLAN AVE / LINDEN ST, DALLAS CENTER
2018-12-22 08:38	911 HANGUP	FAIRVIEW DR / VINE ST, DALLAS CENTER
2018-12-22 08:49	MEDICAL/AMBULANCE TRIP	1506 SYCAMORE ST, DALLAS CENTER
2018-12-22 16:33	911 HANGUP	FAIRVIEW DR / VINE ST, DALLAS CENTER
2018-12-22 18:38	TRAFFIC STOP	240TH ST / QUINLAN AVE, DALLAS CENTER
2018-12-22 23:40	MOTORIST ASSIST	QUINLAN AVE / LINDEN ST, DALLAS CENTER
2018-12-23 21:37	911 HANGUP	FAIRVIEW DR / VINE ST, DALLAS CENTER
2018-12-25 12:22	THEFT	13 ORCHARD LN, DALLAS CENTER
2018-12-26 06:39	MEDICAL/AMBULANCE TRIP	2500 240TH ST, DALLAS CENTER
2018-12-26 09:22	SUSPICIOUS	1206 SUGAR GROVE AVE, DALLAS CENTER
2018-12-26 10:11	ALARM	1202 SUGAR GROVE AVE, DALLAS CENTER
2018-12-26 11:32	MEDICAL TRANSPORT	507 14TH ST, DALLAS CENTER
2018-12-27 18:41	WELFARE CHECK	126 LAKE SHORE DR, DALLAS CENTER
2018-12-27 18:48	MEDICAL/AMBULANCE TRIP	201 PERCIVAL AVE, DALLAS CENTER
2018-12-28 07:20	MOTORIST ASSIST	27000 240TH ST, DALLAS CENTER
2018-12-28 10:20	PUBLIC ASSIST	1107 SUGAR GROVE AVE, Apt. 10, DALLAS CENTER
2018-12-29 05:34	INFORMATION	2500 240TH ST, DALLAS CENTER
2018-12-29 19:32	WELFARE CHECK	1711 SUGAR GROVE AVE, DALLAS CENTER
2018-12-29 20:22	911 HANGUP	2468 240TH ST, DALLAS CENTER
2018-12-29 22:36	911 HANGUP	2468 240TH ST, DALLAS CENTER
2018-12-30 00:02	911 HANGUP	2468 240TH ST, DALLAS CENTER
2018-12-30 01:25	TRAFFIC STOP	1107 SUGAR GROVE AVE, DALLAS CENTER
2018-12-30 03:50	911 HANGUP	2468 240TH ST, DALLAS CENTER
2018-12-30 06:35	FIRE ALARM	1406 WALNUT ST, Apt. A, DALLAS CENTER
2018-12-30 13:11	INFORMATION	1503 SUGAR GROVE AVE, DALLAS CENTER
2018-12-30 18:22	TRAFFIC STOP	240TH ST / ORDER DR, DALLAS CENTER
2018-12-30 18:40	TRAFFIC STOP	2500 240TH ST, DALLAS CENTER
<b>Grand Total</b>	<b>86</b>	



# Monthly Water Report

Date	Dec-18																				
	<b>Water Plant</b>																				
	Total Gal.>	4,263,800	Max	453,500	Min	47,800	Avg	137,500	Gpm	265											
	Total Hrs.>	263.5	Max	11.39	Min	4.9	Avg	8.5													
	Last Month.>	3,775,800	Max	252,500	Min	800	Avg	125,900	Gpm	260											
	Last Year.>	4,625,700	Max	747,600	Min	76,500	Avg	149,200	Gpm	288											
	Lbs.of Chlorine	531	Lbs of Fluoride	29	Gallons of salt brine	2,058															
	Chlorine.Mg/l	0.67	Fluoride.Mg/l	0.5	Hardness. Mg/l	97	Iron. Mg/l	0.01	Nitrate.Mg/l												
	Well																				
	<b>Date</b>	12/26/208																			
		S	R	DD	Gpm	S	R	DD	Gpm	S	R	DD	Gpm	S	R	DD	Gpm	S	R	DD	Gpm
	Well # 7	36	24	12	140																
	Well # 8	35	22	13	100																
	Well # 9	35	26	9	90																
	Well # 10	30	16	14	130																
	Test Well																				
	<b>Water Meters</b>	New Installs				Read In															
		Replace Meter				Read Out															
		Replace Radio Read				Shut off For nonpayment															
		Repair																			
	<b>Fire Hydrants</b>	New Install				Flush Hyd				Repair Hyd											
	Water Plant	12/12/18 - Backwashed iron filters 1-2-3																			
	Water Tower																				
	Reservoir																				
	Dist. System	12/28/2018 - Water main break 4" main 9th and Sycamore																			
	Wells	12/26/2018 - tested wells 7-8-9-10 no issues																			
	Other																				

## **YEAR END TOTALS 2018**

Cases Opened	160 plus 11 carry over
Cases Complied	161
Carry-over cases	10
Notices sent out	140
Door Hangers	39

# DECEMBER 2018 CODE ENFORCEMENT REPORT

## DALLAS CENTER

CASE #	ADDRESS	VIOLATION	DATE OF VIOLATION	REINSPECT DATE	COMMENTS	COMPLIED
		BEGIN 2016				
		BEGIN 2017				
2017-051	1600 Linden	Property Maintenance	5/24/2017	7/26/2017 10/11/17 12/6/17 1/26/18 5/2/18 8/8/18 12/20/18	Advisory / Will have financing in October 11/1/17 Certified 1/3/18 FINAL NOTICE-- 1-17-18 New contractor will finish in spring 6/20/18 reminder 11/6/18 REMINDER	
		BEGIN 2018				
2018-035	500 Blk of Kellogg	Junk&Vehicle&Bldg Complaint	4/4/2018	6/30/2018 Junk 12/31/18 Bldg 1/31/19	Advisory//5-8-18 Council gave extensions	
2018-141	1200 Ash	Junk	10/29/2018	11/5/2018 12/11/18	Advisory	12/11/2018
2018-142	300 Percival	R.O.W. Junk	10/29/2018	11/5/2018 12/11/18	Advisory	12/11/2018
2018-149	602 Vine	Junk	11/13/2018	11/20/2018 12/11/18	M/Advisory	12/11/2018
2018-150	1501 Linden	Junk	11/13/2018	12/5/2018	Advisory	
2018-151	1007 Vine	Vehicle	11/20/2018	12/5/2018	Advisory	12/11/2018
2018-153	600-15	Junk	11/27/2018	12/21/2018	Advisory	12/18/2018

2018-154	107 Percival	Junk	12/11/2018	12/18/2018 1/3/19	Card	
2018-155	1506 Cherry	Junk	12/11/2018	12/28/2018 1/14/19	Advisory/ 12/23/18 Certified	
2018-156	1600 Linden	Junk	12/18/2018	1/4/2019	Advisory	
2018-157	201 Percival	Vehicle	12/18/2018	1/3/2019	Card	
2018-158	301-10	Junk R.O.W.	12/23/2018	1/2/2019	M	
2018-159	1200 Ash	Junk	12/23/2018	1/2/2019	M	
2018-160	607 Hatten	Junk	12/23/2018	1/2/2019	M	
2018-161						
2018-162						



## CITY OF DALLAS CENTER STREET CLOSING PERMIT REQUEST

This request must be submitted 30 days prior to the event.

Applicant/Organization: K + E Distributing

Address: 1501 Walnut St + 400 15<sup>th</sup> St.

Phone: (515) 942-3328

Contact Person: Jordan Krueger

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Event: 4/4/19 Time: 8:00 am to 4:00 pm

Nature of Activities: 50<sup>th</sup> Anniversary Party/open house

Streets/Intersections Requested to Be Blocked Off:

15<sup>th</sup> St. from 400 15<sup>th</sup> St. to Walnut St.

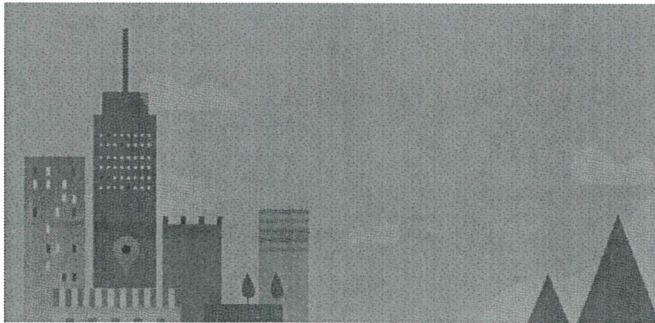
Possible band. Vendor Booths + trailers present

[Signature] Date 11/6/18  
Signature of Applicant

City Council \_\_\_\_\_ Approved  
\_\_\_\_\_ Denied

Copies to: PD ☐  
FD ☐  
PW ☐

Google Maps 41°41'06.3"N 93°57'43.5"W



41°41'06.3"N 93°57'43.5"W

41.685084, -93.962091

1102142003, Dallas Center, IA 50063

M2PQ+25 Dallas Center, Iowa

## **RESOLUTION NO. 2019-1**

### **RESOLUTION UPDATING AND ESTABLISHING POLICIES AND PROCEDURES FOR THE EXAMINATION AND COPYING OF PUBLIC RECORDS MAINTAINED BY THE CITY OF DALLAS CENTER, IOWA.**

**WHEREAS**, Section 22.2(1) of the Code of Iowa provides that every person shall have the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in the public record; and

**WHEREAS**, Section 22.1(3)(a) of the Code of Iowa defines "public records" to include all records, documents, tape, or other information, stored or preserved in any medium of or belonging to a city; and

**WHEREAS**, Section 22.3 of the Code of Iowa provides that such examination and copying shall be done under the supervision of the lawful custodian of the records or the custodian's authorized deputy. This Section further provides that the lawful custodian may adopt and enforce reasonable rules regarding the examination and copying of the records and the protection of the records against damage or disorganization; that the lawful custodian shall provide a suitable place for such work, but if it is impractical to do such work in the office of the lawful custodian, the person desiring to examine or copy shall pay any necessary expenses of providing a place for such work; that all expenses of such work shall be paid by the person desiring to examine or copy; that the lawful custodian may charge a reasonable fee for the services of the lawful custodian or the custodian's authorized designee in supervising the examination and copying of the records during such work; that the lawful custodian shall provide any person a reasonable number of copies of any public record in the custody of the office upon the payment of a fee; that the fee for the copying service as determined by the lawful custodian shall not exceed the cost of providing the service; that actual costs shall include only those expenses directly attributable to supervising the examination of and making and providing copies of public records; and

**WHEREAS**, Section 22.7 of the Code of Iowa currently sets forth seventy-three (73) separate categories of public records which shall be kept confidential, unless otherwise ordered by a Court, by the lawful custodian of the records; and

**WHEREAS**, Section 22.7(65) of the Code of Iowa provides that the following specific public records shall be kept confidential, unless otherwise ordered by a court: "Tentative, preliminary, draft, speculative, or research material, prior to its completion for the purpose for which it is intended and in a form prior to the form in which it is submitted for use or used in the actual formulation, recommendation, adoption, or execution of any official policy or action by a public official authorized to make such decisions for the governmental body or the government body. This subsection shall not apply to public records that are actually submitted for use or are used in the formulation, recommendation, adoption, or execution of any official policy or action of a governmental body or a government body by a public official authorized to adopt or execute official policy for the governmental body or the government body."

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, IOWA**, that the City of Dallas Center, as the lawful custodian of public records of the City, hereby designates (a) the Fire Chief as the lawful custodian of fire records; (b) the Dallas County Sheriff as the lawful custodian of law enforcement records; and (c) the City Clerk as the lawful custodian of all other city records (with the Deputy City Clerk as the authorized custodian in the absence or unavailability of the City Clerk).

**IT IS FURTHER RESOLVED** that the following statement of policy with respect to public records is adopted:

It is the policy of the City of Dallas Center to meet all requests for information and documents within the constraints of Chapter 22 of the Iowa Code. The City of Dallas Center recognizes the right of the public to access public records maintained by the City in accordance with state law. The City also recognizes that certain records maintained by the City are not public records or may be exempt from public disclosure and that a request to access public records may require a balance of the right of the public to access the records, individual privacy rights, governmental interests, confidentiality issues, and privilege



issues. Additionally, when the City responds to requests to inspect or copy records, costs are incurred by the City. This policy is adopted to balance these competing interests, to establish an orderly and consistent procedure for responding to public records requests and to support the establishment of equitable fees designed to reimburse the City and its taxpayers for the actual costs incurred in responding to public records requests. This policy is not intended to preclude verbal responses to routine requests for information.

**IT IS FURTHER RESOLVED** that:

1. Requests for records should be made to the lawful custodian of such records. Any request for access to public records maintained by the City of Dallas Center, with the exception of fire and law enforcement records, shall be referred to the City Clerk for review of the request.
2. Persons seeking public records maintained by the City of Dallas Center, Iowa, may examine such records at the Dallas Center City Hall between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday, except legal holidays, under the supervision of the City Clerk or Deputy City Clerk, providing such records are not required to be kept confidential under Section 22.7 of the Code of Iowa. The City Clerk is authorized to implement reasonable rules for the examination of public records, and to do all things reasonably necessary for the protection of public records against damage or disorganization, all in accord with Section 22.3 of the Code of Iowa. Persons seeking the City's law enforcement public records maintained by the Dallas County Sheriff should contact the Sheriff. Persons seeking the City's public fire records should contact the Fire Chief, who will arrange a time and place for the examination or copying of such records, and who is authorized to implement reasonable rules for the examination of public records in the same manner as the City Clerk.

3. In connection with a person's examination of paper public records, a person may photograph a public record or scan a public record to that person's personal scanning device, without charge.
4. After examination (or without an examination) persons seeking copies of public records may specifically and clearly indicate which records are requested by completing the "Request for Copies of Public Records" Form (attached hereto as "Appendix A") and submitting the Form to the custodian, or persons may make a verbal, written, or emailed request. The purpose of the form is to allow the City to seek clarification of public records requests as the City is unable to provide a response if a request is vague or if the City cannot reasonably determine what records have been requested.
5. No original public records or documents can be removed from the premises at which they are stored. Persons requesting the inspection of public records may do so at a date and time during regular City business hours that is established by the custodian and in an on-premise room or space as arranged by the custodian.
6. All records requests that are responded to by electronic media (such as e-mailing to the recipient or downloading to a flash drive) shall be done in a manner to ensure the document may not be altered. Any public record in draft form that has not yet been approved by the Council in final form shall be watermarked as preliminary or with a similar notation.
7. The City will attempt to fulfill the request for records, but is not required by law to do research, analyze data, or create records in response to a request. If a requested document does not actually exist in the City's records, a document will not be created for the requestor.

8. The custodian may consult with other City staff concerning requests for records that may include privileged or confidential records, such as medical records, personnel files, documents concerning litigation, documents containing personal identifiable information, documents related to library patrons, etc., which privileged or confidential information will be redacted before examination or copying. Any request for these types of records may be referred to the City Attorney for review and response as necessary.
9. The custodian, or other city staff designated by the custodian, shall make and deliver copies at the rate of 10 cents for each black and white page and 20 cents for each color page. The rate for documents transmitted by facsimile to a non-long distance number will be 10 cents for each black and white page. Documents emailed to a requestor or downloaded to the requestor's USB storage drive shall be provided to the requestor without charge. The costs shall be computed and paid in advance. City staff shall be afforded sufficient time to make and deliver said copies once documents have been identified and located, and considering the staff's other work responsibilities. City staff should not be expected to abandon or neglect their regular public duties to comply with record requests and thus need sufficient time to make and deliver any requested information.
10. If staff time in fulfilling a records request or supervising a records examination exceeds ten minutes, an additional charge will be imposed equal to the employee's hourly rate calculated in ten minute increments. This charge shall be assessed even though a records examination does not result in the assessment of any charge, and shall be assessed for providing documents that would otherwise be provided without charge.
11. Based on the scope of the request and estimated costs to fulfill the request, a deposit may be required as determined by the custodian of the records. If a deposit is required, no work will begin on the request until the deposit is received.

12. The requesting party shall receive the requested documents after all costs have been paid. No copies shall be released until full payment is received by the custodian.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Dallas Center, Iowa, on this 8th day of January, 2019.

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Michael A. Kidd, Mayor

ATTEST:

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Cindy Riesselman, City Clerk

Appendix "A" is attached hereto and made a part hereof.

**REQUEST FOR COPIES OF PUBLIC RECORDS**  
**City of Dallas Center, Iowa**

**TO:   The Record Custodian**  
**Dallas Center, Iowa**

The undersigned, pursuant to the provisions of Chapter 22 of the Code of Iowa, requests photocopies of the following public records (**please be as detailed as possible; include names, dates, subjects, meeting dates, resolution and ordinance numbers, project names, key words, etc.**) within the control of the City of Dallas Center, and which are not otherwise required by the City of Dallas Center to be kept confidential:

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The cost of the copies will be paid for in advance. The cost is 10 cents for each black and white copy and 20 cents for each color copy; and 10 cents for each black and white copy transmitted by facsimile to a non-long distance telephone number. Documents emailed to a requestor, or downloaded to the requestor's USB storage device shall be provided without charge. However, additional charges will be assessed if staff time in fulfilling a request exceeds ten minutes.

Copies will be made by the Clerk or other city staff designated by the Clerk, who shall be afforded sufficient time to make and deliver the copies once documents have been identified and located. City staff should not be expected to abandon or neglect their regular public duties to comply with record requests and thus need sufficient time to make and deliver any requested information. If the requested information potentially contains confidential or privileged information or is otherwise exempt from disclosure, additional time may be required for review and possible redacting of the material. All requests will be processed in accordance with applicable procedures and rules. **If a deposit is required, no work will begin on the request until the deposit is received.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**REQUEST RECEIVED BY:**

\_\_\_\_\_  
City Personnel

\_\_\_\_\_  
(requestor's signature)  
Printed Name: \_\_\_\_\_  
Printed Address : \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email: \_\_\_\_\_

**DETAILS OF REQUEST**  
For Office Use Only

1. Request Received By:	<input type="checkbox"/> In Person/Verbal	<input type="checkbox"/> Email	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail
2. Requesting:	<input type="checkbox"/> Paper Copies <input type="checkbox"/> In-Person Examination <input type="checkbox"/> Other: _____			
3. Request Submitted on:	_____			
4. Date Request Reviewed:	_____			
5. Date City Attorney's Opinion Sought (if applicable):	_____			

**EXAMINATION AND COPY FEES**  
For Office Use Only

Copy Charges: \_\_\_\_\_ copies at \$0.10/page = \$ \_\_\_\_\_  
 \_\_\_\_\_ copies at \$0.20/page = \$ \_\_\_\_\_

Fax Charges \_\_\_\_\_ copies at \$0.10/page = \$ \_\_\_\_\_

Documents Scanned to Email \_\_\_\_\_ copies at \$0.00/page = \$ \_\_\_\_\_

Documents Downloaded to USB Device \_\_\_\_\_ copies at \$0.00/page = \$ \_\_\_\_\_

Staff Services for search and retrieval to fulfill request or supervise records examination [Employee's hourly rate in ten minute increments If time involved exceeds 10 minutes]

Name of Employee \_\_\_\_\_ /6th hours at \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Name of Employee \_\_\_\_\_ /6th hours at \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Legal Services of City Attorney (if necessary) actual cost = \$ \_\_\_\_\_

Other \_\_\_\_\_ actual cost = \$ \_\_\_\_\_

Postage Charge actual cost = \$ \_\_\_\_\_

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TOTAL OF ALL FEES \$ \_\_\_\_\_

Less deposit received (if any) \$ \_\_\_\_\_

Balance: ☐ owed at pickup ☐ to be refunded \$ \_\_\_\_\_

Deposit Received on \_\_\_\_\_ (date and time)

Amount of Deposit \$ \_\_\_\_\_ received by \_\_\_\_\_

Final Payment Received on \_\_\_\_\_ by \_\_\_\_\_

## **ORDINANCE NO. 529**

### **AN ORDINANCE AMENDING SECTION 106.08 OF THE CODE OF ORDINANCES OF THE CITY OF DALLAS CENTER, IOWA, AS AMENDED, INCREASING THE FEES FOR THE COLLECTION AND DISPOSAL OF SOLID WASTE FOR COMMERCIAL PREMISES.**

**BE IT ENACTED** by the City Council of the City of Dallas Center, Iowa, that:

**SECTION 1.** Section 106.08(1) of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, is hereby amended to read as follows:

1. Schedule of Fees. The fees for solid waste collection and disposal service, used or available, are:
  - A. For each residential premises - \$19.50 per month, including single-stream recycling.
  - B. For commercial, industrial and institutional premises (including premises with one or more apartments) requiring once or twice-weekly collection -- a minimum of \$21.43 per month for each premises, with such additional monthly fees based on the quantity of solid waste and recyclables collected as may be established by the Clerk and approved by the Council.

**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 full force and effect from and after its passage and publication as provided by law for all services provided on and after April 16, 2019.

Passed by the City Council on the 8<sup>th</sup> day of January, 2019, and approved the 8<sup>th</sup> day of January, 2019.

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Michael A. Kidd, Mayor

ATTEST:

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Cindy Riesselman, City Clerk