

**AGENDA**  
**Dallas Center City Council**  
**December 14, 2021 – 7:00 pm – Memorial Hall**  
**1502 Walnut Street, Dallas Center**

The Council meeting will be held in person in Memorial Hall. The meeting also may be accessed by the public electronically by Zoom at the following Internet link:  
<https://us02web.zoom.us/j/89370579754>. The passcode is 346269. If a Zoom user has the Zoom app, just enter the meeting ID 893 7057 9754 and the passcode is 346269.

Or a member of the public may connect to the meeting by telephone using any of the following numbers (the Meeting ID is 89370579754#, the passcode is 346269: Dial by your location +1 646 558 8656 +1 301 715 8592 +1 312 626 6799 +1 669 900 9128

Depending on the caller's long-distance calling plan, long distance charges may apply.

**PUBLIC HEARING** – on Ordinance No. 560 – amending Code Section 165.43(4) to require a permit for the construction of a parking space or access thereto

Each person will have up to five minutes to address the Mayor and Council on the public hearing

1. Pledge of Allegiance
2. Roll call
3. Action to approve agenda
4. Public Communications and Concerns [Anyone wanting to address the Council 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]
5. Action to approve consent agenda
  - a. Approve minutes of November 9<sup>th</sup> regular meeting and November 16<sup>th</sup> and December 8<sup>th</sup> special meetings
  - b. November Treasurer's Report, Balance Sheet and Budget Report
  - c. November Law Enforcement, Fire/Rescue, Compliance and Water Reports
  - d. Action to approve hiring Darla MacConnell as a seasonal ice-skating rink operator at \$12.50/hr effective December 15<sup>th</sup>
  - e. Action to approve hiring Heather Mitchell as a seasonal ice-skating rink operator at \$12.50/hr, pending background check
  - f. Action to approve hiring fire department volunteer Barak, pending background check
  - g. Accept Daniel Willrich's resignation from the Planning and Zoning Commission effective December 31, 2021, due to his being elected as a Council member
  - h. Accept DoLoras Demaray's resignation as the back-up crossing guard effective December 8, 2021
  - i. Accept Kelly Frett's resignation from the Parks and Recreation Board effective December 5, 2021
  - j. Action to approve Mayor's appointment of Patrick Freeland to the Tree Board to fill Gary Park's vacancy, term expires June 30, 2023
  - k. Action to approve Mayor's appointment of Shelley Horak to the Parks and Recreation Board to fill Kelly Frett's vacancy, term expires December 31, 2022
  - l. Action to approve Mayor's appointment of Sydney Hinders to the Parks and Recreation Board effective January 1, 2022, term expires December 31, 2025
  - m. Approve invoices for payment (review committee Beyer and Coon)

6. Discussion and action to approve Council appointment of citizen to Board of Adjustment to fill Gary Park's vacancy, term expires October 1, 2023
7. Discussion and action to approve Council appointment of citizen to Planning and Zoning Commission effective January 1, 2022 to fill Daniel Willrich's vacancy, term expires October 1, 2023
8. Parks and Recreation Board
  - a. Request to authorize ordering of play equipment near the reservoir from Boland Equipment for \$49,719, with a 25% down payment to be made in early January
  - b. Request to authorize Parks and Recreation Board to join the Iowa Parks and Recreation Association for \$60 each fiscal year, and to authorize annual renewal of membership
9. Planning and Zoning Commission
  - a. Matt Ostanik – report to Council
  - b. Action to approve Ordinance No. 560 – amending Code Section 165.43(4) to require a permit for the construction of a parking space or access thereto, first reading
  - c. Action on Resolution 2021-76 – approving the architectural plan for the construction of the New Burnett Complex Shelter House
10. Public Works
  - a. Director's Report
11. Ed Leedom – Quarterly Compliance Report
12. **7:30 – HEARING APPEAL** – of Alan and Jill Wheeler on Notice of Non-Compliance (off-street parking, unlicensed and/or inoperable or wrecked vehicles, vehicles on grass, tires and debris in back yard) at 1406 Sugar Grove Avenue, and action thereon.
13. Public Safety Committee
  - a. Committee update
  - b. Action on Ordinance No. 561 –reducing the maximum speed limit to 25 miles per hour on 13<sup>th</sup> Street in the vicinity of the elementary school; and allowing parking on a portion of the south side of Linden Street between 9<sup>th</sup> Street and Fair View Drive, second reading
  - c. Action on Ordinance No. 562 – reducing the maximum speed limit to 25 miles per hour on Fair View Drive between Linden Street and the intersection with 250<sup>th</sup> Street, first reading
14. Lyn Crest Estates Plat 4
  - a. Engineer's Report
  - b. City Attorney's Report on required platting documents
  - c. Action to accept written assurance from the developer that remaining items on the "clean up list" will be addressed and completed as expeditiously as possible
  - d. Action on Resolution 2021-69 – accepting the Improvements in Lyn Crest Estates Plat 4
  - e. Action on Resolution 2021-70 – approving the Final Plat of Lyn Crest Estates Plat 4 (including the permanent trail connection easement along the westerly part of Lot 9), subject to the City Attorney's approval of all required platting documents
  - f. Action on Resolution 2021-71 – approving permanent easement across Outlot X of Lyn Crest Estates Plat 2 from Lyn Crest Estates Storm Water Management Association, Inc. (trail connection easement)
  - g. Action on Resolution 2021-75 – holding the owners of land with trail connection easements harmless from any liability issues and confirming City maintenance of the trail connection
  - h. Action on Ordinance No. 563 – adding a stop sign on Birch Street at the intersection of Fair View Drive and providing for no parking on the north side of Birch Street, first reading
15. Action to extend the time in which sidewalks must be completed in Lyn Crest Estates Plat 3 to October 12, 2022
16. Cross Country Estates Plat 6 (John Larson)
  - a. Engineer's Report
  - b. Action on Resolution 2021-72 – approving construction plans
17. Cross Country Estates Private Sanitary Sewer

- a. Engineer's Report – issue of the sewer connection to Plat 6
  - b. Discussion on alternatives, and possible action
- 18. Cross Country Estates and Country Livings Estates roads – discussion and possible action
- 19. Municipal Water System
  - a. Engineer's Report
  - b. Action to approve Partial Payment Estimate No. 4 – Krudico, Inc. - \$62,000.00
- 20. City Engineer – other matters
- 21. Annexation Discussion/Update
- 22. Community Swimming Pool Project
  - a. Action on Resolution 2021-73 – approving Geotechnical Engineering Services agreement with Team Services in the amount of \$7,900.00
  - b. Designation of Project Representatives on behalf of the City - Brian Slaughter (with assistance from Brett Kaszinski and Ken Matteson)
  - c. Discussion on 2022 pool season and hiring a pool manager
- 23. Reorganization of City administrative staff
  - a. Action on Ordinance No. 564 – establishing the position of City Administrator-Finance Director, first reading
  - b. Action to approve Job Description for the position of City Administrator-Finance Director
  - c. Action to approve Job Description for the position of City Clerk
  - d. Action to appoint Cindy Riesselman as City Administrator-Finance Director, effective December 23, 2021
  - e. Action to establish compensation of the City Administrator-Finance Director
  - f. Discussion on pay range of City Clerk
  - g. Action to advertise for the position of City Clerk
  - h. Designation of Cindy Riesselman as City Clerk until the appointment of a new City Clerk
  - i. Action on Resolution 2021-74 – amending the Personnel Policies relating to employee vacation time
- 24. Award of Hazard Mitigation Project Grant (warning sirens)
  - a. Notification of award of federal grant of \$39,561.36 and state grant of \$5,274.84
  - b. Action to commit city funds of \$7,912.28 to the project
  - c. Action on Resolution 2021-77 – approving agreement between Iowa Department of Homeland Security and Emergency Management and City of Dallas Center in connection with the grant for the Hazard Mitigation Grant Program
  - d. Action to designate Cindy Riesselman as the City's representative to Iowa Homeland Security and Emergency Management in connection with the Hazard Mitigation Project
- 25. Action to accept resignation of Council Member Beyer effective at the close of business on December 31, 2021, due to his election as Mayor
- 26. Administration of Oath of Office to Mayor Danny Beyer (term beginning January 1, 2022)
- 27. Administration of Oath of Office to Council Member Amy Strutt (term beginning January 1, 2022)
- 28. Administration of Oath of Office to Council Member Daniel Willrich (term beginning January 1, 2022)
- 29. Action to extend existing farm cash rent lease for area around Public Works building for one additional year to February 28, 2023, under the same terms as current tenant
- 30. Set January Budget Workshops January 3<sup>rd</sup> and 4<sup>th</sup> (tentative - depending on when we receive valuations)
- 31. Council reports
- 32. Mayor's report
- 33. Adjournment

Cindy Riesselman, City Clerk

Claims

A King's Throne, Llc	Dec Serv	\$240.00
Access Systems Leasing	Copier	\$355.36
Access Systems	Copier	\$40.97
Agsources Cooperative Svcs	Tests	\$1,172.50
Ahlers & Cooney, Pc	Nov Serv	\$123.00
Baker & Taylor Co.	Books	\$608.13
Bay Bridge Administrators	Insurance	\$100.42
Brown, Fagen & Rouse	Dec Serv	\$2,725.15
Carroll Construction Supply	Supplies	\$337.90
Center Point Large Print	Books	\$101.93
Centurylink	Nov Serv	\$762.88
Cj Cooper & Associates	Dues	\$270.00
Core & Main	Supplies	\$2,460.00
Culligan Water System	Dec Serv	\$34.91
Dallas County Treasurer	Nov Serv	\$18,165.06
Delta Dental	Insurance	\$33.90
Delta Dental	Insurance	\$576.70
Digital Stew Services	Nov Serv	\$1,716.91
Eftps	Taxes	\$3,598.38
Eftps	Taxes	\$4,211.83
Eftps	Taxes	\$3,212.84
Galls, Llc	Uniforms	\$56.39
Gatehouse	Publications	\$582.87
Gatehouse	Publications	\$490.19
General Traffic Controls,	Repairs	\$340.00
Gis Benefits	Insurance	\$39.88
Gis Benefits	Insurance	\$28.52
Git Insurance	Insurance	\$234.00
Heartland Co-Op	Nov Serv	\$1,216.97
Hsa Cory, Rochelle	Hsa	\$100.00
Hsa Hofland, Joel	Hsa	\$50.00
Hsa Riesselman, Cindy	Hsa	\$275.00
Hsa Scrivner, April	Hsa	\$50.00
Hsa Slaughter, Brian	Hsa	\$200.00
Hsa Steele, Kathy	Hsa	\$200.00
Iowa Concrete Cutting,Inc	Supplies	\$800.00
Iowa Finance Authority	Bonds	\$29,690.00
Iowa Finance Authority	Bonds	\$9,625.34
Iowa One Call	Oct Serv	\$82.80
Ipers	Ipers	\$5,214.97
Iron Mountain	Nov Serv	\$87.18
Karen Mccleary	Nov Serv	\$675.00
Krudico Inc	Repairs	\$62,411.80
Leaf	Copier	\$102.08
Eddie Leedom	Nov Serv	\$375.40

Library Ideas Llc	Books	\$140.82
Linde Gas & Equipment Inc	Oct Serv	\$37.43
Mahon Trucking Llc	Supplies	\$3,004.96
Manatts	Supplies	\$1,532.00
Micromarking Llc	Books	\$124.98
Midamerican Energy	Nov Serv	\$1,252.43
Midamerican Energy	Nov Serv	\$3,754.56
Midamerican Energy	Nov Serv	\$460.55
Midwest Breathing Air Llc	Test	\$189.80
Minburn Communications	Dec Serv	\$54.99
Napa Auto Parts	Supplies	\$281.94
Nationwide Retirement Sol	Deferred Comp	\$450.00
Office Depot	Supplies	\$154.41
Cindy Riesselman	Mileage	\$33.04
Rotary Club Of Dallas Cen	Dues	\$59.00
Treasurer - State Of Iowa	Taxes	\$1,171.36
Treasurer - State Of Iowa	Taxes	\$2,145.64
Sandry Fire Supply	Testing	\$1,488.00
STOREY KENWORTHY/MATT Parrott	Supplies	\$536.33
STRAUSS SECURITY Solutions	Repairs	\$22.58
Umb Bank Na	Bonds	\$35,397.50
Umb Bank Na	Bonds	\$7,296.00
Umb Bank Na	Bonds	\$4,243.73
Uhs Premium Billing	Insurance	\$441.86
Uhs Premium Billing	Insurance	\$8,939.43
Usa Blue Book	Supplies	\$945.52
Veenstra & Kimm	Nov Serv	\$9,970.61
Verizon Wireless	Nov Serv	\$280.07
Treasurer - State of Iowa	Taxes	\$1,113.00
Waste Management	Nov Serv	\$19,826.73
Wells Fargo	Postage/Supplies	\$450.86
Buse & Vrieze Llc	Trees	\$11,700.00
	Total Paid	\$271,277.29
	General	\$75,979.75
	Rut	\$1,726.50
	T&A(Eb)	\$11,439.79
	Debt Service	\$52,318.84
	Water	\$14,206.34
	Water Capital Outlay	\$68,787.70
	Sewer	\$38,545.15
	Storm District	\$8,273.22
	Total Funds	\$271,277.29

Revenues

General Total	\$77,093.33
T&A (Pd) Benevolent Total	\$0.17
T&A(Ft) Total	\$39,783.79
T&A(Sc) Total	\$0.60
Capital Improvement Total	\$86,118.55
T&A(SI) Total	\$1.44
Rut Total	\$16,709.23
T&A(Eb) Total	\$3,551.51
Local Option Sales Tax Total	\$143,589.88
Tif Total	\$3,453.57
Burnett Project Total	\$21.67
T&A(Burnett Cap Imp) Total	\$20.22
Debt Service Total	\$16,951.76
Cap Imprv-Arpa Total	\$472.29
T&A(B) Total	\$0.77
T&A(Y) Total	\$0.77
Water Total	\$45,208.47
Sewer Total	\$38,457.23
Storm District Total	\$4,864.47
Total Revenue by Fund	\$476,299.72

Mayor Kidd opened a public hearing at 7:00 pm on November 9, 2021, as advertised for the purpose of hearing comments on proposed Amendment No. 7 to the Dallas Center Urban Renewal Plan in the City of Dallas Center, Iowa. He asked for written comments, there were none. He asked for oral comments: Bob Haxton stated his opposition to the projects listed in the amendment. Julie Becker stated her concerns regarding TIF use. Mayor Kidd closed the public hearing at 7:04 pm.

The Dallas Center City Council met in regular session November 9, 2021, at 7:04 pm. Mayor Kidd called the meeting to order and led the Pledge of Allegiance. Council members present included Amy Strutt, Ryan Kluss, Ryan Coon, Danny Beyer and Curt Pion.

Riesselman stated numbering issues on the agenda were corrected. Motion by Kluss, 2<sup>nd</sup> by Coon to approve the agenda (with the new numbering). Motion passed 5-0.

### **Public Communications and Concerns**

Julie Becker discussed her values and stated her opinion regarding a possible council appointment to replace Danny Beyer.

Dusty Rauschenberg stated he would like to see a process to address repeat complaints so other citizens don't have to listen to the same complaints each month.

Mike Buckalew congratulated the newly elected officials and stated his opposition to item 17b (4-corner stop at 13<sup>th</sup> and Linden Streets).

Brad Fox discussed his concerns with storm water in regard to a new house being built at 602 Northview Drive.

Bob King (via Zoom) stated his opinion regarding a possible council appointment to replace Danny Beyer.

Linda Licht (via Zoom) stated her concerns in regard to item 17b (she would like the stop sign at the elementary school to not be removed). It was clarified later in the meeting that this stop sign is not being removed.

Motion by Pion, 2<sup>nd</sup> by Kluss to approve consent agenda [approve minutes of October 12<sup>th</sup> regular meeting and October 25<sup>th</sup> special council meeting; October Treasurer's Report, Balance Sheet and Budget Report; October Law Enforcement, Fire/Rescue, Compliance and Water Reports; approve Mayor's reappointment of Mary Werch to the Parks and Recreation Board (term expires December 31, 2024); approve Mayor's reappointment of Bob King to the Parks and Recreation Board (term expires December 31, 2024); 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; approve sidewalk reimbursement for 204 Percival in the amount of \$64.00; approve Seasonal Fun Committee's request for street closing on December 4, 2021; approve invoices for payment (review committee Pion and Coon)]. Motion passed 5-0. Pion stated the City received 477 law enforcement hours last month and 320 hours are required per the contract, he also thanked the Sheriff's department for their good work.

### **Community Swimming Pool Project**

Attorney Brown reported, as stated in the resolution, 483 voters were in favor of the bond issue measure and 102 were opposed with an 82.56% approval.

Dave Schwartz of Waters Edge Aquatic Design, PLC congratulated the city on the vote and stated he has never experienced such a vote pass so overwhelmingly. He stated his firm currently has a concept plan and the next step is to have the site surveyed so they can begin the design. He stated as with everything, this market is also volatile right now and they are experiencing issues with ordering and receiving parts, materials and there is a shortage of skilled labor. He suggested a possible May-June bid with construction tentatively starting in August. Due to the aforementioned shortages, he suggests leaving the completion date open ended and not adding deadlines and penalties. He also stated a new pool should last 50 years. Council discussed the need to decide on the timing very soon so they can determine if they need to hire pool staff for the 2022 pool season.

Motion by Pion, 2<sup>nd</sup> by Strutt to approve Resolution 2021-62 – approving Agreement for Professional Engineering Services with Waters Edge Aquatic Design, PLC of Lenexa, Kansas, for design and engineering services, bidding, construction administration, and post construction services for the new pool.

Motion by Pion, 2<sup>nd</sup> by Strutt to revise the original motion subject to engineer removing item 6.13d (liability clause) from the contract. Roll call all ayes, motion passed.

Motion by Kluss, 2<sup>nd</sup> by Pion to authorize V&K to complete the site survey and oversee Geotech portion of the project. Motion passed 5-0.

Jason Harris with the Friends of the Dallas Center Pool thanked everyone who helped support the pool over the years. He clarified the vote was not to exceed \$2.9M in bond funds so regardless of where the bids come in, the bond would not exceed that amount. He reviewed the mission of the Friends of the Dallas Center Pool and stated they will continue to support the pool and they plan to keep their 501c3 status. Council prefers they continue in an endowment capacity and the City will be responsible for the operation of the pool.

### **Parks and Recreation Board**

Mary Werch gave an overview of the contract and stated the contract price has not increased in several years and they are satisfied overall with the work being performed.

Motion by Kluss, 2<sup>nd</sup> by Coon to approve Resolution 2021-56 – approving contract with TruGreen Commercial. Roll call all ayes, motion passed.

Mary stated they plan to purchase smaller trees which can be hand planted with the Trees Please funds.

Motion by Coon, 2<sup>nd</sup> by Strutt to approve applying for the Trees Please! Grant. Motion passed 5-0.

Motion by Danny, 2<sup>nd</sup> by Kluss to authorize application for the 2021 Tree City USA Certification. Motion passed 5-0.

### **Planning and Zoning Commission**

Matt Ostanik was present via Zoom and stated 277 people responded to the community survey and 93% rated the overall quality of life in Dallas Center as excellent, 89% expect the quality of life to stay the same or improve in the next 5-10 years, and 86% are in favor of growth. The six top take-away items from the survey are: keeping our small town feel as we grow; more retail and small businesses and the importance of those; improving infrastructure; more affordable mid-level and entry-level housing; don't want turn into Grimes or Waukee; and smart, sustainable, planned growth. Other important comments include being proactive with annexation and the impact of hog confinements.

Beyer stated the City has started a preliminary process of annexation in the form of conversation and letters sent to property owners. It was stated we may need to evaluate what land has changed hands.

Ostanik stated work is progressing on the update of the Comprehensive Plan and they are working on the land use map and future growth boundaries and will have one or two more meetings before finalizing that map. He also reported they held a joint meeting with the Parks and Recreation Board regarding planning for future parks and they have had two public workshops with great community feedback.

Council reviewed proposed Ordinance No. 560 – amending Code Section 165.43(4) to require a permit for the construction of a parking space or access thereto.

Motion by Kluss, 2<sup>nd</sup> by Coon to set a public hearing on Ordinance No. 560 for 7 p.m. on December 14, 2021. Motion passed 5-0.

### **Amendment No. 7 to the Dallas Center Urban Renewal Plan (adding Heritage Park Improvements, Downtown Streetscape and Green Corridor, and Walnut Street Improvements as additional projects – no land area added)**

Veenstra stated under Iowa law if you add a project, you must amend the plan and that it is not an indication that the city will use this revenue but gives authorization so the council can decide at a future date whether or not to use TIF funds for a project.

Mayor Kidd reported no other entities showed up for the consultation meeting with affected taxing authorities

Motion by Beyer, 2<sup>nd</sup> by Kluss to approve Resolution 2021-55 – adopting Amendment No. 7 to the Dallas Center Urban Renewal Plan. Roll call all ayes, motion passed.



### **Public Works**

Brian Slaughter stated the restrooms in the parks and the pool have been winterized and closed and that Grimes Asphalt has completed all outstanding items in regard to the street improvements this year. He also stated the water plant filter exchange will start on November 10<sup>th</sup>.

Slaughter gave an update regarding drainage work at the intersection of Fair View Drive and Northview Drive. He stated they have installed a 24" pipe across Northview, they will start building the intake structure and he hopes to have it all completed next week but did state they will have to close Northview again to complete the project. He stated there is only a 50' wide right of way so an easement is needed to put the intake on private property. Slaughter also let council know that a culvert was also installed per a resident's request and that Veenstra had reviewed this before it was done.

### **Municipal Water System**

Engineer Veenstra reported the filter exchange is in progress and the project will be completed soon.

Motion by Beyer, 2<sup>nd</sup> by Pion to approve Partial Payment Estimate No. 3 – Krudico, Inc. - \$107,375.00. Motion passed 5-0.

### **Storm water plan for area around Memorial Park and north of Northview Drive**

Engineer Veenstra reviewed the map that was included in the packet and stated there are three distinct drainage areas that flow easterly. The City is adding additional intakes and we are not changing the flow of any water but giving it another intake to go to. He discussed the history and purpose of the East Dual Purpose Sewer, the detention pond in the area of the maintenance shed and he suggested possible solutions such as extending another pipe to the west (in the park area) and placing another intake in that area to capture storm water in Memorial Park. He stated part 1 of a storm water plan is installing additional intakes on Fair View Drive (which is currently being done), part 2 involves water being captured before it leaves the park and part 3 is a longer-range plan.

Motion by Pion, 2<sup>nd</sup> by Beyer directing Veenstra to work with Brian Slaughter regarding storm water in Memorial Park. Motion passed 5-0.

### **Annual TIF Report**

Council reviewed the annual report but did not take action on Resolution 2021-63 (incurring TIF indebtedness or establishing the TIF revenue request for FY2022-2023. Action will be taken at the November 16<sup>th</sup> budget strategy meeting.

Motion by Pion, 2<sup>nd</sup> by Strutt to approve Resolution 2021-64 – approving 2021 annual report to the State of Iowa. Roll call all ayes, motion passed.

### **Public Safety Committee**

Pion gave a committee update and stated the committee, Sheriff Leonard and School Superintendent Grimes met and discussed the new traffic pattern at the middle school (west on Linden Street, south toward the elementary and east out the gravel drive to 13<sup>th</sup> Street). He also clarified the current stop sign and cross walk at the elementary school are not being removed. Due to the traffic flow at the middle school adding a four-way stop at 13<sup>th</sup> and Linden Street would create a means to stop and slow people down. Kluss stated he appreciates the work but can't support it based on what he has seen and experienced.

Motion by Kluss, 2<sup>nd</sup> by Beyer to amend Ordinance 561 to remove sections 1,2 and 3 relating to the 4-corner stop at Linden and 13<sup>th</sup> Streets and to approve the amended Ordinance No. 561 – reducing the maximum speed limit to 25 miles per hour on 13<sup>th</sup> Street in the vicinity of the elementary school; and allowing parking on a portion of the south side of Linden Street between 9<sup>th</sup> Street and Fair View Drive, first reading. Roll call all ayes, motion passed.

Motion by Beyer, 2<sup>nd</sup> by Coon to approve Ordinance No. 558 – to replace the current yield sign with a stop sign at the intersection of Circle Drive and Vine Street; changing no parking on the east side of Fair View Drive from Sugar Grove Avenue to Vine Street, to from Sugar Grove Avenue to Sycamore Street; and adding no parking

on the east side of Fair View Drive from the center of Linden Street to 70 feet north, second reading. Roll call all ayes, motion passed.

Motion by Kluss, 2<sup>nd</sup> by Coon to waive the third reading of Ordinance 558 - to replace the current yield sign with a stop sign at the intersection of Circle Drive and Vine Street; changing no parking on the east side of Fair View Drive from Sugar Grove Avenue to Vine Street, to from Sugar Grove Avenue to Sycamore Street; and adding no parking on the east side of Fair View Drive from the center of Linden Street to 70 feet north, making it effective upon publication. Roll call all ayes, motion passed.

Council discussed changing the speed limit on Fair View Drive to 25 mph south of Linden Street until beyond the curve to 250<sup>th</sup> Street. Motion by Kluss, 2<sup>nd</sup> by Pion directing Attorney Brown to draft an ordinance. Motion passed 5-0.

Motion by Beyer, 2<sup>nd</sup> by Kluss to approve Resolution 2021-65 – approving FY 2022 budgeted fund transfers. Roll call all ayes, motion passed.

Motion by Beyer, 2<sup>nd</sup> Kluss to approve Resolution 2021-66 – approving the form of the amended Section 125 Cafeteria Plan (last approved by Resolution 2020-81). Roll call all ayes, motion passed.

Motion by Pion, 2<sup>nd</sup> by Coon to approve Resolution 2021-67 – establishing use policies and guidelines for computer laptops and tablets issued by the City for use by elected officials and city employees. Roll call all ayes, motion passed.

Motion by Pion, 2<sup>nd</sup> by Strutt to approve Resolution 2021-68 – amending the personnel policy relating to the clothing allowance for public works employees. Roll call all ayes, motion passed.

Reminder of FY 2022-2023 budget strategy discussion meeting (Tuesday, November 16 at 7 p.m.)

Council reports–Beyer stated Minburn Communications has received grant funds and are looking at additional grant opportunities. If they receive additional funds, they will be looking for an approximately 30' x 50' piece of ground to build an IT building to house equipment. Council is open to Beyer having a discussion with Brian to research potential areas.

The meeting adjourned at 8:49 pm.

Cindy Riesselman, City Clerk

#### Claims

A King's Throne, Llc	Nov Serv	\$240.00
Access Systems Leasing	Copier	\$355.36
Access Systems	Copier	\$40.97
Acco	Supplies	\$302.50
Ventilation Services Of	Repairs	\$618.26
Aetna Behavioral Health, Llc	Dues	\$26.28
Agsources Cooperative Svcs	Tests	\$479.50
Ahlers & Cooney, Pc	Oct Serv	\$235.00
Arnold Auto Supply	Supplies	\$14.19
Baker & Taylor Co.	Books	\$108.70
Bay Bridge Administrators	Insurance	\$100.42
Bomgaars	Supplies	\$117.94
Brenton Arboretum	Trees	\$126.00

Brown, Fagen & Rouse	Nov Serv	\$2,692.00
Mike Buckalew	Sidewalk Reimb	\$64.00
Center Point Large Print	Books	\$199.96
Centurylink	Oct Serv	\$840.31
Cj Cooper & Associates	Drug Testing	\$10.00
Occupational Health Centers	Cdl Dues	\$51.00
Core & Main	Repairs	\$95.00
Culligan Water System	Nov Serv	\$11.95
Dallas County Treasurer	Oct Serv	\$18,165.06
Delta Dental	Insurance	\$33.90
Delta Dental	Insurance	\$576.70
Demco	Supplies	\$54.53
Digital Stew Services	Oct Serv	\$175.37
Eftps	Taxes	\$3,521.95
Eftps	Taxes	\$3,533.87
Elite Electric & Utility	Oct Serv	\$920.99
Emc Insurance Companies	Becker Lawsuit	\$2,000.00
Emergency Medical Products	Supplies	\$105.99
Gatehouse- Db Iowa Holdings	Publications	\$780.92
Gis Benefits	Insurance	\$39.88
Gis Benefits	Insurance	\$28.52
Grainger	Supplies	\$355.45
Gis Workshop, Llc	Software	\$6,425.22
Heartland Co-Op	Oct Serv	\$1,214.38
Hsa Cory, Rochelle	Hsa	\$100.00
Hsa Hofland, Joel	Hsa	\$50.00
Hsa Riesselman, Cindy	Hsa	\$275.00
Hsa Scrivner, April	Hsa	\$50.00
Hsa Slaughter, Brian	Hsa	\$200.00
Hsa Steele, Kathy	Hsa	\$200.00
Interstate Indus. Instr	Repairs	\$246.77
Iowa One Call	Sept Serv	\$45.90
Iowa Rural Water Assn	Dues	\$275.00
Ipers	Ipers	\$5,162.74
Iron Mountain	Oct Serv	\$86.37
I & S Group, Inc.	Oct Serv	\$1,450.00
Jetco Inc	Equip	\$4,463.20
Karen Mccleary	Oct Serv	\$675.00
Kempker's True Value	Repairs	\$82.68
Koch Office Group	Copier	\$147.31
Krudico Inc	Filter Project	\$8,335.00
Krudico Inc	Filter Project	\$107,375.00
Leaf	Copier	\$102.08
Eddie Leedom	Oct Serv	\$324.84
Macqueen Equipment,Llc	Repairs	\$4,433.48
Menards	Repairs	\$915.91
Midamerican Energy	Sept Serv	\$1,251.43

Midamerican Energy	Oct Er	\$3,702.01
Midamerican Energy	Oct Serv	\$38.25
Minburn Communications	Nov Serv	\$54.99
Moss Bros, Inc	Supplies	\$153.94
Municipal Supply Inc	Supplies	\$615.70
Napa Auto Parts	Supplies	\$25.60
Nationwide Retirement Sol	Deferred Comp	\$450.00
Otis Elevator Company	Annual Serv	\$672.24
Dallas Center Post Office	Postage	\$1,400.00
Cindy Riesselman	Training	\$98.56
Treasurer - State of Iowa	Taxes	\$1,188.87
Treasurer - State of Iowa	Taxes	\$2,224.02
April Scrivner	Mileage	\$45.92
South Dallas County Landfill	Annual Fee	\$2,195.00
Kathy Steele	Training	\$31.37
Storey Kenworthy/Matt Parrott	Supplies	\$81.48
Umb Bank Na	Fees	\$600.00
Uhs Premium Billing	Insurance	\$441.86
Uhs Premium Billing	Insurance	\$8,939.43
Veenstra & Kimm	Oct Serv	\$17,298.54
Verizon Wireless	Oct Serv	\$280.07
Treasurer - State of Iowa	Taxes	\$1,108.00
Healthequity, Inc.	Annual Fees	\$485.00
Waste Management	Oct Serv	\$19,698.37
Wells Fargo	Supplies/Postage	\$2,513.80
Xenia Rural Water District	Water For Wass	\$263.50
	Total Paid	\$245,516.30

General	\$81,066.02
Rut	\$1,789.71
T&A(Eb)	\$11,457.31
Debt Service	\$600.00
Water	\$26,384.69
Water Cap Outlay	\$113,311.98
Sewer	\$9,560.17
Storm District	\$1,346.42
Total Funds	\$245,516.30

Revenues

General Total	\$378,452.25
T&A (Pd) Benevolent Total	\$0.14
T&A(Ft) Total	\$2.59
T&A(Sc) Total	\$0.51
Capital Improvement Total	\$5.95
T&A(SI) Total	\$4.08
Rut Total	\$21,117.14
T&A(Eb) Total	\$66,814.19

Local Option Sales Tax Total	\$36,307.79
Tif Total	\$72,127.25
Burnett Project Total	\$18.07
T&A(Burnett Cap Improve) Total	\$16.87
Debt Service Total	\$118,718.72
Cap Imprv-American Rescue Total	\$24.13
T&A(B) Total	\$0.64
T&A(Y) Total	\$0.64
Water Total	\$45,554.96
Sewer Total	\$86,360.36
Storm District Total	\$4,707.36
Total Revenue by Fund	\$830,233.64

The Dallas Center City Council met in special session November 16, 2021, at 7:00 pm. Mayor Kidd called the meeting to order. Council members present included Ryan Coon, Danny Beyer, Curt Pion, Ryan Kluss and Amy Strutt.

Motion by Coon, 2<sup>nd</sup> by Pion to approve the agenda. Motion passed 5-0.

Motion by Pion, 2<sup>nd</sup> by Beyer to accept Kathy Steele's resignation as deputy city clerk effective November 26, 2021. Motion passed 5-0.

Motion by Pion, 2<sup>nd</sup> by Kluss to authorize Beyer and Strutt to conduct an organizational structure study of the City and bring a recommendation to the Council in December. Motion passed 5-0.

Motion by Kluss, 2<sup>nd</sup> by Coon to accept Gary Park's resignation from the Tree Board effective November 12, 2021. Motion passed 5-0.

Motion by Kluss, 2<sup>nd</sup> by Coon to accept Gary Park's resignation from Board of Adjustment effective November 12, 2021. Motion passed 5-0.

Council discussed the 2022 health and dental insurance renewal and increase as well as the market trend. Beyer stated he had reached out to some insurance brokers to review our increase. He stated under the Affordable Care Act our policy has an age structure and due to it being a small plan, commission doesn't factor into the rates. He also stated compared to surrounding cities we are very similar in the benefit structure that is being offered to our employees. Motion by Beyer, 2<sup>nd</sup> by Kluss to approve UnitedHealthCare HSA CO-84 insurance plan for 2022 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 5-0.

#### **Annual TIF Report**

Council reviewed the annual report. Motion by Kluss, 2<sup>nd</sup> by Pion to approve Resolution 2021-63 – incurring TIF indebtedness in the amount of \$4,058 for Dallas County Development dues, \$69,900 for bond payments on the General Obligation Bond – Wastewater Treatment Facility, \$100,000 for Downtown Streetscape and \$50,000 for Walnut Street sidewalks. Roll call all ayes, motion passed.

Motion by Kluss, 2<sup>nd</sup> by Pion to establish TIF revenue request for FY 2022-2023 in the amount of \$190,000.00. Motion passed 5-0.

#### **Budget Strategy Session**

Council discussed the FY23 budget strategy which included trying to maintain the levy rate at \$12.68/1000, they reviewed LOST revenues and bond scenarios and discussed renderings of the public works building. Council discussed budgeting tax relief at 30% and using LOST funds for the Heritage Park pavilion as well as additional work at the Burnett Complex. During the budget workshops council will review water and sewer rates, and updated equipment schedules from the fire and public works departments.

The meeting adjourned at 7:36 pm.

Cindy Riesselman, City Clerk

The Dallas Center City Council met in special session December 8, 2021, at 7:00 pm. Mayor Kidd called the meeting to order. Council members present included Ryan Coon, Danny Beyer, Ryan Kluss and Amy Strutt. Curt Pion was not present.

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

Beyer discussed the research he had done regarding the possible creation of a City Administrator/Finance Director position. He also discussed the job descriptions from other municipalities and shared City Administrator information showing other cities our size as well as other cities around the metro area. Kluss stated the compensation committee has discussed this change for the past several years and he thinks now is the time to make the addition of this position. Brown stated that the City of Granger recently added this position in their city also. Strutt discussed the importance of staff retention and the costs to onboard new employees. Beyer stated that economic development could be a separate component as the city grows and could be added later, as other cities have done. Council also discussed our close proximity to the metro and the need to take that in to account regarding employee retention and compensation. The current recommendation is to add a City Administrator/Finance Director position, keep the City Clerk and Deputy Clerk positions but for the time being leave the Deputy Clerk position vacant.

Motion by Beyer, 2<sup>nd</sup> by Strutt directing Attorney Brown to draft an ordinance adding a City Administrator/Finance Director position. Motion passed 4-0. Council also discussed the designation of a person as City Administrator-Finance Director and Kluss stated it makes sense for Riesselman to fill the position as she is currently fulfilling most of the job duties. Beyer stated a recommended salary of \$80,000 for the new position.

Strutt reviewed the current vacation policy which states regular employees receive one week of vacation upon completion of one year's employment; two weeks of vacation after two years; three weeks after five years and four weeks after fifteen years. Council discussed the need to be more competitive regarding vacation time and also discussed changing the policy to allow one week of vacation up front and another week after six months; three weeks after five years of employment; and four weeks after ten years and beyond. Motion by Kluss, 2<sup>nd</sup> by Beyer directing Attorney Brown to draft a resolution changing the vacation policy. Motion passed 4-0.

The meeting adjourned 7:26 pm.

Cindy Riesselman, City Clerk

**TREASURER'S REPORT**  
**CALENDAR 11/2021, FISCAL 5/2022**

FUND	LAST REPORT ON HAND	REVENUES	EXPENSES	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	838,417.43	77,093.33	208,615.60	.00	706,895.16
011 T&A (PD) BENEVOLENT	786.51	.17	.00	.00	786.68
015 T&A(FT)	329,187.03	39,783.79	.00	.00	368,970.82
021 T&A(SC)	12,806.15	.60	.00	.00	12,806.75
029 CAPITAL IMPROVEMENT	114,627.83	86,118.55	.00	.00	200,746.38
041 T&A(SL)	6,579.96	1.44	.00	.00	6,581.40
110 RUT	94,394.27	16,709.23	1,983.49	.00	109,120.01
112 T&A(EB)	76,747.81	3,551.51	15,380.22	.00	64,919.10
119 EMERGENCY LEVY FUND	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	729,009.10	143,589.88	4,689.00	.00	867,909.98
125 TIF	15,468.39	3,453.57	6,567.92	.00	12,354.04
166 T&A(REC PROGRAM) REV	.00	.00	.00	.00	.00
167 BURNETT PROJECT	624,170.13	21.67	.00	.00	624,191.80
168 T&A(BC)	.00	.00	.00	.00	.00
169 T&A(BURNETT CAP IMPROVE)	315,564.82	20.22	.00	.00	315,585.04
177 T&A(PD)	.00	.00	.00	.00	.00
180 REC TRAIL	.00	.00	.00	.00	.00
200 DEBT SERVICE	225,402.72	16,951.76	42,693.50	.00	199,660.98
301 CAP IMPROVE WASTEWATER	.00	.00	.00	.00	.00
308 CAP IMPROVE - LIBRARY	.00	.00	.00	.00	.00
310 CAP IMPRV-AMERICAN RESCUE	132,424.97	472.29	.00	.00	132,897.26
501 T&A(B)	15,527.12	.77	.00	.00	15,527.89
502 T&A(Y)	13,507.79	.77	.00	.00	13,508.56
600 WATER	423,305.30	45,208.47	36,170.85	.00	432,342.92
602 WATER CAPITAL OUTLAY	475,440.87	.00	113,311.98	.00	362,128.89
610 SEWER	615,894.95	38,457.23	21,985.97	.00	632,366.21
740 STORM DISTRICT	52,036.71	4,864.47	1,346.42	.00	55,554.76
Report Total	5,111,299.86	476,299.72	452,744.95	.00	5,134,854.63



**BALANCE SHEET**  
**CALENDAR 11/2021, FISCAL 5/2022**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING-GENERAL	23,299.14	55,893.53
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
029-000-1115	CHECKING-DEPR FD EQUIP	.00	.00
041-000-1110	CHECKING-T&A(SL)	.00	.00
110-000-1110	CHECKING-RUT	192.78-	192.78-
110-000-1111	CHECKING-DEPR RUT EQUIP	.00	.00
110-000-1112	CHECKING-SIDEWALK PROJ	.00	.00
112-000-1110	CHECKING-T&A(EB)	11,842.15-	3,356.54
119-000-1110	CHECKING-EMERG LEVY	.00	.00
121-000-1110	CHECKING-LOST	38,407.57	38,407.57
121-000-1111	CHECKING-LOST PROP TAX RELIEF	.00	.00
121-000-1112	CHECKING-LOST SWIM POOL	.00	.00
125-000-1110	CHECKING-TIF	.00	.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	9,625.34	9,625.34
305-000-1110	CHECKING-PLAYGROUND EQUIP	.00	.00
307-000-1110	CHECKING-2012 HWY 44 TURN LANE	.00	.00
301-000-1110	CHECKING-CAP IMPROVE SEWER	.00	.00
308-000-1110	CHECKING-CAP IMPROVE - LIBRARY	.00	.00
310-000-1110	CHECKING-CAP IMPRV ARPA	443.36	443.36
501-000-1110	CHECKING-T&A(B)	.00	.00
502-000-1110	CHECKING-T&A(Y)	.00	.00
600-000-1110	CHECKING-WATER	11,889.55-	11,884.08
600-000-1111	CHECKING-WATER SINKING	.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
602-000-1110	CHECKING-WATER CAP OUTLAY	.00	.00
610-000-1110	CHECKING-SEWER	6,657.01-	15,328.68
610-000-1111	CHECKING-SEWER SINKING	29,690.00	29,690.00
610-000-1112	CHECKING-SEWER RESERVE	.00	.00
610-000-1113	CHECKING-SEWER IMPROVEMENT	.00	.00
740-000-1110	CHECKING-STORM DISTRICT	3,507.63	7,854.95
	CHECKING TOTAL	74,391.55	172,291.27
001-000-1120	PETTY CASH	.00	100.00

**BALANCE SHEET**  
**CALENDAR 11/2021, FISCAL 5/2022**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	PETTY CASH TOTAL	.00	100.00
001-000-1160	SAVINGS-GENERAL	154,821.41-	240,901.63
011-000-1160	SAVINGS-T&A(PD) BENEVOLENT	.17	786.68
015-000-1160	SAVINGS-T&A(FT)	39,783.79	53,970.82
021-000-1160	SAVINGS-T&A(SC)	.60	2,806.75
029-000-1160	SAVINGS-DEPR POLICE	.00	.00
029-000-1161	SAVINGS-DEPR NON RUT EQUIP	42,104.05	9,331.99
029-000-1162	SAVINGS-DEPR PARK	2,001.42	6,490.42
029-000-1163	SAVINGS-DEPR SWIM POOL	2.66	12,198.99
029-000-1164	SAVINGS-DEPR P/W BLDG	25,008.95	40,975.51
029-000-1165	SAVINGS-DEPR FIRE	17,001.47	6,749.47
041-000-1160	SAVINGS-T&A(SL)	1.44	6,581.40
110-000-1160	SAVINGS-RUT	10,089.94-	70,570.68
110-000-1161	SAVINGS-DEPR RUT EQUIP	25,008.46	38,742.11
110-000-1162	SAVINGS-SIDEWALK PROJ	.00	.00
112-000-1160	SAVINGS-T&A(EB)	13.44	61,562.56
119-000-1160	SAVINGS-EMERG LEVY	.00	.00
121-000-1160	SAVINGS-LOST	100,477.87	223,821.97
121-000-1161	SAVINGS-LOST PROP TAX RELIEF	.00	.00
121-000-1162	SAVINGS-LOST SWIM POOL	15.44	70,680.44
125-000-1160	SAVINGS-TIF	3,114.35-	12,354.04
166-000-1160	SAVINGS-T&A(REC PROGRAM)	.00	.00
167-000-1160	SAVINGS-T&A(BURNETT REC)	18.33	83,916.86
167-000-1161	SAVINGS-T&A(BURNETT REC/POOL)	3.34	15,274.94
168-000-1160	SAVINGS-T&A(BURNETT LIBRARY)	.00	.00
169-000-1160	SAVINGS-T&A(BURNETT CAP IMP)	20.22	92,585.04
177-000-1160	SAVINGS-T&A(PD)FORFEITURE	.00	.00
180-000-1160	SAVINGS-REC TRAIL	.00	.00
200-000-1160	SAVINGS-DEBT SERV	35,367.08-	190,035.64
305-000-1160	SAVINGS-PLAYGROUND EQUIP	.00	.00
307-000-1160	SAVINGS-2012 HWY 44 TURN LANE	.00	.00
301-000-1160	SAVINGS-CAP IMPROVE SEWER	.00	.00
308-000-1160	SAVINGS-CAP IMPROVE - LIBRARY	.00	.00
310-000-1160	SAVINGS-CAP IMPRV ARPA	28.93	132,453.90
501-000-1160	SAVINGS-T&A(B)	.77	3,527.89
502-000-1160	SAVINGS-T&A(Y)	.77	3,508.56
600-000-1160	SAVINGS-WATER	15,179.03	352,430.52
600-000-1161	SAVINGS-WATER SINKING	5,748.14	53,486.76
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	.00
602-000-1160	SAVINGS-WATER CAP OUTLAY	113,311.98-	362,128.89
610-000-1160	SAVINGS-SEWER	12,013.27	532,636.20
610-000-1161	SAVINGS-SEWER SINKING	18,575.00-	41,368.67
610-000-1162	SAVINGS-SEWER RESERVE	.00	.00
610-000-1163	SAVINGS-SEWER IMPROVEMENT	.00	13,342.66
740-000-1160	SAVINGS-STORM DISTRICT	10.42	47,699.81
	SAVINGS TOTAL	50,836.78-	2,797,463.36

**BALANCE SHEET**  
**CALENDAR 11/2021, FISCAL 5/2022**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1170	CD#47415-GENERAL	.00	410,000.00
001-000-1171	CD-GENERAL	.00	.00
015-000-1170	CD#47614-T&A (FT)	.00	200,000.00
015-000-1171	CD#47415-T&A (FT)	.00	115,000.00
021-000-1170	CD#47614-T&A (SC)	.00	10,000.00
029-000-1170	CD-DEPR POLICE	.00	.00
029-000-1171	CD#47415-DEPR NON RUT EQUIP	.00	25,000.00
029-000-1172	CD-DEPR PARK	.00	.00
029-000-1173	CD#47415-DEPR SWIM POOL	.00	60,000.00
029-000-1174	CD-DEPR P/W BLDG	.00	.00
029-000-1175	CD#47415-DEPR P/W BLDG	.00	40,000.00
029-000-1176	CD#47296-DEPR FIRE	.00	.00
110-000-1170	CD-RUT	.00	.00
110-000-1171	CD-DEPR RUT EQUIP	.00	.00
121-000-1172	CD#47614-LOST SWIM POOL	.00	425,000.00
121-000-1173	CD#47415-LOST SWIM POOL	.00	110,000.00
167-000-1170	CD#47415-T&A(BURNETT REC)	.00	200,000.00
167-000-1171	CD#47415-T&A(BURNETT REC/POOL)	.00	325,000.00
167-000-1172	CD#47296-T&A(BURNETT REC)	.00	.00
168-000-1170	CD#47296-T&A(BURNETT LIBRARY)	.00	.00
169-000-1170	CD#47415-T&A(BURNETT CAP IMPR)	.00	123,000.00
169-000-1171	CD#47614-T&A(BURNETT CAP IMPR)	.00	100,000.00
308-000-1170	CD#47296-CAP IMPROVE LIBRARY	.00	.00
310-000-1170	CD-CAP IMPRV ARPA	.00	.00
501-000-1170	CD#47415-T&A(B)	.00	12,000.00
502-000-1170	CD#47415-T&A(Y)	.00	10,000.00
600-000-1170	CD-WATER	.00	.00
600-000-1171	CD-WATER	.00	.00
610-000-1170	CD-SEWER	.00	.00
	CD'S TOTAL	.00	2,165,000.00
	TOTAL CASH	23,554.77	5,134,854.63

**BUDGET REPORT**  
**CALENDAR 11/2021, FISCAL 5/2022**

**PCT OF FISCAL YTD 41.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
001-110-6010	POLICE-WAGES	.00	.00	.00	.00
001-110-6181	POLICE-CLOTHING	.00	.00	.00	.00
001-110-6210	POLICE-DUES,M'SHIPS, SPE	.00	.00	.00	.00
001-110-6230	POLICE-TRAINING	.00	.00	.00	.00
001-110-6310	POLICE-OFFICE RENTAL/MAI	.00	.00	.00	.00
001-110-6331	POLICE-VEHICLE OPERATION	.00	.00	.00	.00
001-110-6332	POLICE-VEHICLE/EQUIP REP	.00	.00	.00	.00
001-110-6371	POLICE-UTILITIES	.00	.00	.00	.00
001-110-6373	POLICE-TELEPHONE	.00	.00	.00	.00
001-110-6413	PAYMENTS - OTHER AGENCIE	157,564.00	13,130.33	65,103.40	41.32
001-110-6419	POLICE-TECHNOLOGY SERVIC	.00	.00	.00	.00
001-110-6499	POLICE-RESERVE OFFICERS	.00	.00	.00	.00
001-110-6505	POLICE-PIONEER GRANT	.00	.00	.00	.00
001-110-6506	POLICE-OFFICE SUPPLIES	.00	.00	.00	.00
001-110-6507	POLICE-OPERATING SUPPLIE	.00	.00	.00	.00
001-110-6599	POLICE-PUBLIC RELATIONS	.00	.00	.00	.00
011-110-6599	T&A(PD) BENEVOLENT	787.00	.00	.00	.00
029-110-6799	DEPR-POLICE EXPENSE	.00	.00	.00	.00
112-110-6110	POLICE-FICA	9,770.00	814.16	4,025.30	41.20
112-110-6130	POLICE-IPERS	11,890.00	985.51	4,890.26	41.13
112-110-6150	POLICE-GROUP INSURANCE	36,953.00	3,079.44	15,378.25	41.62
112-110-6155	POLICE-CITY SHARE HSA	.00	.00	.00	.00
112-110-6160	POLICE-WORKER'S COMP	1,078.00	89.82	449.10	41.66
112-110-6170	POLICE-UNEMPLOYMENT	190.00	15.80	76.60	40.32
112-110-6181	POLICE-UNIFORM ALLOWANCE	600.00	50.00	200.00	33.33
177-110-6505	T&A(PD) FORFEITURES EXPE	.00	.00	.00	.00
	POLICE TOTAL	218,832.00	18,165.06	90,122.91	41.18
001-150-6010	FIRE DEPT-SALARIES	15,000.00	.00	1,600.00	10.67
001-150-6150	FIRE DEPT-GROUP INSURANC	750.00	.00	.00	.00
001-150-6210	FIRE DEPT-DUES	300.00	.00	391.00	130.33
001-150-6230	FIRE DEPT-TRAINING	3,000.00	.00	.00	.00
001-150-6310	FIRE DEPT-BUILDING MAINT	2,500.00	.00	.00	.00
001-150-6331	FIRE DEPT-VEHICLE OPERAT	3,000.00	126.78	465.20	15.51
001-150-6332	FIRE DEPT-VEHICLE MAINT/	11,000.00	.00	2,177.75	19.80
001-150-6373	FIRE DEPT-TELEPHONE	1,600.00	136.60	688.18	43.01
001-150-6412	FIRE DEPT-HEALTH/FITNESS	1,000.00	.00	.00	.00
001-150-6415	FIRE DEPT-HYDRANT RENT	.00	.00	.00	.00
001-150-6419	FIRE DEPT-TECHNOLOGY SER	4,000.00	178.94	1,123.93	28.10
001-150-6505	FIRE DEPT-PAGERS/REPAIRS	5,000.00	.00	.00	.00
001-150-6507	FIRE DEPT-OPERATING SUPP	3,000.00	105.99	302.66	10.09
001-150-6599	FIRE DEPT-REPAIRS/SUPP N	58,000.00	519.37	2,363.27	4.07
015-150-6505	T&A(FI)-EXPENSES	.00	.00	.00	.00
029-150-6504	DEPR-FD MINOR EQUIPMENT	55,000.00	.00	53,639.00	97.53
112-150-6110	FIRE-FICA	1,148.00	.00	122.47	10.67
112-150-6130	FIRE-IPERS	559.00	.00	12.08	2.16
112-150-6155	FIRE-CITY SHARE HSA	.00	.00	1.08	.00
112-150-6160	FIRE-WORKER'S COMP	6,500.00	.00	.00	.00
	FIRE TOTAL	171,357.00	1,067.68	62,886.62	36.70
001-170-6407	BUILDING INSPECTION FEES	50,000.00	6,598.60	11,877.80	23.76
	BUILDING INSPECTIONS TOT	50,000.00	6,598.60	11,877.80	23.76
001-190-6499	ANIMAL IMPOUNDMENT	500.00	.00	.00	.00

**BUDGET REPORT**  
**CALENDAR 11/2021, FISCAL 5/2022**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	ANIMAL CONTROL TOTAL	500.00	.00	.00	.00
	PUBLIC SAFETY TOTAL	440,689.00	25,831.34	164,887.33	37.42
001-210-6010	STREETS-WAGES	47,376.00	1,614.76	7,780.04	16.42
001-210-6230	STREETS-EDUCATION/TRAINI	700.00	.00	59.00	8.43
001-210-6332	STREETS-VEHICLE MAINT	.00	.00	.00	.00
001-210-6417	STREETS-PROJECTS	115,670.00	.00	115,670.00	100.00
001-210-6419	STREETS-TECHNOLOGY SERV	1,800.00	30.01	750.05	41.67
001-210-6499	STREETS-CONTRACT LABOR	1,000.00	61.00	86.00	8.60
001-210-6507	STREETS-SUPPLIES R16	.00	.00	.00	.00
001-210-6599	STREETS-MISC SUPPLIES	1,500.00	15.00	98.49	6.57
021-210-6417	T&A(SC)-REFUNDS	1,000.00	.00	.00	.00
029-210-6710	DEPR-NON RUT EQUIP	35,000.00	.00	34,033.17	97.24
110-210-6331	RUT-VEHICLE OPERATIONS	3,000.00	322.91	1,200.24	40.01
110-210-6407	RUT-ENGINEERING	.00	.00	.00	.00
110-210-6408	RUT-LIABILITY INSURANCE	.00	.00	.00	.00
110-210-6417	RUT-STREET REPAIRS/MAINT	104,400.00	.00	98,026.63	93.90
110-210-6425	RUT-SIDEWALK IMPROVEMENT	2,000.00	64.00	376.00	18.80
110-210-6490	RUT-FAIR VIEW DR SIDEWAL	13,000.00	.00	8,293.40	63.80
110-210-6504	RUT-STREET EQUIP	.00	.00	.00	.00
110-210-6710	RUT-DEPR EQUIP EXPENSES	35,000.00	.00	34,033.18	97.24
112-210-6110	STREETS-FICA - STREETS	3,624.00	123.54	625.84	17.27
112-210-6130	STREETS-IPERS	4,472.00	151.21	749.97	16.77
112-210-6150	STREETS-GROUP INSURANCE	11,926.00	864.95	4,331.44	36.32
112-210-6155	CITY SHARE- HSA	2,325.00	13.01	74.04	3.18
112-210-6160	STREETS-WORKER'S COMP	5,000.00	.00	.00	.00
112-210-6170	STREETS-UNEMPLOYMENT	.00	.00	.00	.00
112-210-6181	STREETS-UNIFORM ALLOWANC	400.00	.00	400.00	100.00
	ROADS, BRIDGES, SIDEWALK	389,193.00	3,260.39	306,587.49	78.78
110-230-6371	RUT-STREET LIGHTS	22,000.00	1,568.78	8,277.00	37.62
110-230-6509	RUT-STREET SIGNS	2,500.00	27.80	105.30	4.21
	STREET LIGHTING TOTAL	24,500.00	1,596.58	8,382.30	34.21
110-250-6331	RUT-SNOW REM VEHICLE OPE	3,500.00	.00	.00	.00
110-250-6332	RUT-SNOW REM VEHICLE REP	4,000.00	.00	.00	.00
110-250-6499	RUT-SNOW REM CONTRACT LA	4,000.00	.00	.00	.00
110-250-6599	RUT-SNOW REM SUPPLIES	10,000.00	.00	400.00	4.00
	SNOW REMOVAL TOTAL	21,500.00	.00	400.00	1.86
001-290-6010	GARBAGE-WAGES	16,098.00	1,054.25	5,918.02	36.76
001-290-6411	GARBAGE-COURT CLAIMS	2,195.00	2,195.00	2,195.00	100.00
001-290-6418	GARBAGE-SALES TAX	5,000.00	472.97	2,794.22	55.88
001-290-6499	GARBAGE-FEES	231,846.00	19,698.37	99,143.98	42.76
001-290-6506	GARBAGE-OFFICE SUPPLIES	1,200.00	.00	.00	.00
001-290-6508	GARBAGE-POSTAGE	1,500.00	.00	1,400.00	93.33
112-290-6110	GARBAGE-FICA	1,231.00	80.64	452.65	36.77
112-290-6130	GARBAGE-IPERS	1,520.00	99.53	558.72	36.76
112-290-6150	GARBAGE-GROUP INSURANCE	10,552.00	747.05	3,736.42	35.41
112-290-6155	GARBAGE-CITY SHARE HSA	1,850.00	31.25	152.35	8.24
	GARBAGE TOTAL	272,992.00	24,379.06	116,351.36	42.62
001-299-6010	GARAGE-WAGES	29,458.00	2,192.27	10,961.31	37.21

**BUDGET REPORT**  
**CALENDAR 11/2021, FISCAL 5/2022**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
001-299-6310	GARAGE-BUILDING REPAIRS	10,000.00	.00	7,820.00	78.20
001-299-6331	GARAGE-VEHICLE OPERATION	3,500.00	322.91	1,216.91	34.77
001-299-6332	GARAGE-VEHICLE REPAIRS	26,000.00	4,439.10	18,245.20	70.17
001-299-6371	GARAGE-UTILITIES	3,500.00	302.03	635.25	18.15
001-299-6373	GARAGE-TELEPHONE	.00	.00	.00	.00
001-299-6399	GARAGE-MINOR REPAIRS/MAI	4,500.00	81.66	1,348.17	29.96
001-299-6490	STREET TREES	28,000.00	240.00	453.00	1.62
001-299-6507	GARAGE-OPERATING SUPPLIE	5,000.00	479.36	979.85	19.60
029-299-6799	DEPR-P/W BLDG EXPENSE	15,000.00	.00	4,605.67	30.70
112-299-6110	GARAGE-FICA	2,254.00	167.72	838.58	37.20
112-299-6130	GARAGE-IPERS	2,781.00	205.59	1,014.76	36.49
112-299-6150	GARAGE-GROUP INSURANCE	7,884.00	543.63	2,716.01	34.45
112-299-6155	GARAGE-CITY SHARE HSA	1,463.00	29.01	141.44	9.67
112-299-6160	GARAGE-WORKER'S COMP	1,600.00	.00	.00	.00
	OTHER PUBLIC WORKS TOTAL	140,940.00	9,003.28	50,976.15	36.17
	PUBLIC WORKS TOTAL	849,125.00	38,239.31	482,697.30	56.85
001-350-6501	MOSQUITO SPRAYING	8,000.00	.00	.00	.00
	WATER,AIR,MOSQUITO CONTR	8,000.00	.00	.00	.00
001-399-6590	COVID-19 EXPENSES	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV	.00	.00	.00	.00
	HEALTH & SOCIAL SERVICES	8,000.00	.00	.00	.00
001-410-6010	LIBRARY-WAGES	89,269.00	6,180.09	29,937.57	33.54
001-410-6230	LIBRARY-TRAINING/EDUCATI	250.00	.00	.00	.00
001-410-6310	LIBRARY-BLDG REPAIR/MAIN	8,000.00	415.00	3,624.33	45.30
001-410-6320	LIBRARY-GROUNDS MAINT	500.00	.00	.00	.00
001-410-6340	LIBRARY-COMPUTER MAINT	6,000.00	.00	.00	.00
001-410-6371	LIBRARY-UTILITIES	16,000.00	403.73	4,630.02	28.94
001-410-6373	LIBRARY-TELEPHONE	2,500.00	308.17	1,660.33	66.41
001-410-6390	LIBRARY-DALLAS CO FOUND	.00	.00	.00	.00
001-410-6419	LIBRARY-TECHNOLOGY SERV	1,400.00	102.08	510.40	36.46
001-410-6502	LIBRARY-BOOKS	16,000.00	451.95	5,233.82	32.71
001-410-6505	LIBRARY-OFFICE FURNITURE	2,000.00	.00	94.25	4.71
001-410-6507	LIBRARY-SUPPLIES/PROG/DU	6,500.00	333.28	1,331.72	20.49
001-410-6508	LIBRARY-POSTAGE	1,000.00	.00	88.75	8.88
001-410-6599	LIBRARY-EQUIPMENT	.00	.00	.00	.00
041-410-6502	T&A(SL)-EXPENSES	.00	.00	.00	.00
112-410-6110	LIBRARY-FICA	6,829.00	472.78	2,290.28	33.54
112-410-6130	LIBRARY-IPERS	8,427.00	583.40	2,826.04	33.54
112-410-6150	LIBRARY-GROUP INSURANCE	20,688.00	1,804.46	9,034.39	43.67
112-410-6155	LIBRARY-CITY SHARE HSA	5,000.00	100.00	500.00	10.00
112-410-6160	LIBRARY-WORKER'S COMP	250.00	.00	.00	.00
121-410-6770	LOST-CAP OUTLAY LIBRARY	.00	.00	.00	.00
168-410-6721	T&A(BURNETT LIBRARY)-EXP	.00	.00	.00	.00
501-410-6502	T&A BOOKS-EXPENSE	.00	.00	.00	.00
	LIBRARY TOTAL	190,613.00	11,154.94	61,761.90	32.40

**BUDGET REPORT**  
**CALENDAR 11/2021, FISCAL 5/2022**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
001-430-6010	PARKS-WAGES	45,721.00	3,962.17	23,439.10	51.27
001-430-6230	PARKS-EDUCATION/TRAINING	200.00	.00	.00	.00
001-430-6310	PARKS-BLDG MAINT/REPAIR	12,000.00	.00	314.55	2.62
001-430-6320	PARKS-GROUND MAINT/REPAI	12,000.00	843.18	7,897.38	65.81
001-430-6331	PARKS-VEHICLE OPERATION	2,000.00	165.00	1,296.02	64.80
001-430-6350	PARKS-EQUIP REPAIRS	1,000.00	153.94	950.20	95.02
001-430-6371	PARKS-UTILITIES	2,500.00	255.01	987.34	39.49
001-430-6385	PARKS-PRAIRIE MEADOW GRA	.00	.00	.00	.00
001-430-6390	PARKS-DALLAS COUNTY FOUN	5,000.00	.00	.00	.00
001-430-6399	PARKS-PARK EQUIP/MAINT	20,000.00	1,762.36	1,762.36	8.81
001-430-6450	PARKS-TREE MAINT	8,500.00	560.00	8,540.00	100.47
001-430-6460	TREES PLEASE GRANT EXPEN	2,000.00	.00	.00	.00
001-430-6461	TREES FOREVER GRANT EXPE	1,500.00	674.00-	1,265.50	84.37
001-430-6495	PARKS-ACTIVITIES	200.00	.00	.00	.00
001-430-6505	PARKS-WELLMARK GRANT	25,000.00	.00	.00	.00
001-430-6507	PARKS-MISC OPERATING SUP	2,000.00	.00	49.76	2.49
029-430-6720	DEPR-PARK EXPENSES	.00	.00	.00	.00
112-430-6110	PARKS-FICA	3,498.00	303.09	1,793.12	51.26
112-430-6130	PARKS-IPERS	3,523.00	368.75	1,975.13	56.06
112-430-6150	PARKS-GROUP INSURANCE	2,078.00	145.71	738.21	35.53
112-430-6155	PARKS-CITY SHARE HSA	413.00	39.01	183.86	44.52
112-430-6160	PARKS-WORKER'S COMP	675.00	.00	.00	.00
112-430-6181	PARKS-UNIFORM ALLOWANCE	400.00	.00	.00	.00
167-430-6320	T&A(BURNETT REC)-PARK IM	80,000.00	.00	.00	.00
305-430-6505	PLAYGROUND-EXPENSES	.00	.00	.00	.00
	PARKS TOTAL	230,208.00	7,884.22	51,192.53	22.24
001-440-6010	SWIM POOL-WAGES	52,650.00	744.45	19,984.45	37.96
001-440-6230	SWIM POOL-TRAINING	500.00	.00	175.00	35.00
001-440-6310	SWIM POOL-EQUIP/BLDG REP	10,000.00	.00	156.45	1.56
001-440-6350	SWIM POOL-OPER EQUIP REP	1,000.00	.00	.00	.00
001-440-6371	SWIM POOL-UTILITIES	3,500.00	153.66	2,755.80	78.74
001-440-6373	SWIM POOL-TELEPHONE	500.00	28.73	144.70	28.94
001-440-6418	SWIM POOL-SALES TAX	2,500.00	15.96	735.21	29.41
001-440-6501	SWIM POOL-CHEM/INSPEC	6,000.00	.00	811.05	13.52
001-440-6507	SWIM POOL-OPERATING SUPP	3,000.00	144.80	544.59	18.15
029-440-6599	DEPR-POOL DONATION EXPEN	.00	.00	.00	.00
029-440-6710	DEPR-SWIM POOL EXPENSES	.00	.00	.00	.00
112-440-6110	SWIM POOL-FICA	4,028.00	56.93	1,528.83	37.96
112-440-6130	SWIM POOL-IPERS	722.00	69.99	293.20	40.61
112-440-6150	SWIM POOL-GROUP INS	4,015.00	231.33	1,157.24	28.82
112-440-6155	SWIM POOL-CITY SHARE HSA	663.00	12.51	61.63	9.30
112-440-6160	SWIM POOL-WORKER'S COMP	2,000.00	.00	.00	.00
166-440-6599	T&A(REC PROGRAM) EXPENSE	.00	.00	.00	.00
167-440-6801	T&A(BURNETT REC) PRINCIP	.00	.00	.00	.00
169-440-6750	T&A(BURNETT CAP IMPR)-PA	55,000.00	.00	.00	.00
180-440-6320	REC TRAIL-EXPENSES	.00	.00	.00	.00
180-440-6380	REC TRAIL-PROJ MAIN ST G	.00	.00	.00	.00
180-440-6407	ENGINEERING	.00	.00	.00	.00
180-440-6499	REC TRAIL-TRAILHEAD ARTW	.00	.00	.00	.00
180-440-6801	REC TRAIL-BURNETT PRINC	.00	.00	.00	.00
180-440-6851	REC TRAIL-BURNETT INT	.00	.00	.00	.00

**BUDGET REPORT**  
**CALENDAR 11/2021, FISCAL 5/2022**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
502-440-6505	T&A YOUTH-EXPENSES	.00	.00	.00	.00
	RECREATION TOTAL	146,078.00	1,458.36	28,348.15	19.41
	CULTURE & RECREATION TOT	566,899.00	20,497.52	141,302.58	24.93
001-520-6210	ECON DEV-DUES	4,500.00	.00	4,057.50	90.17
001-520-6371	ECON DEV-UTILITIES	150.00	14.67	162.05	108.03
001-520-6402	ECON DEV-ADVERTISING/SIG	1,000.00	.00	.00	.00
001-520-6407	ECON DEV-ENGINEERING	8,000.00	628.00	6,314.00	78.93
001-520-6413	ECON DEV-PAYMENT OTHER A	7,500.00	.00	1,734.00	23.12
001-520-6470	ECON DEV-COMPLIANCE	10,000.00	367.40	1,926.46	19.26
001-520-6490	ECON DEV-MISC EXPENSE	3,000.00	.00	.00	.00
001-520-6495	ECON DEV-ACTIVITIES	.00	1,450.00	7,248.00	.00
001-520-6499	ECON DEV-OTHER PROF SERV	5,000.00	235.00	2,284.00	45.68
001-520-6761	ECON DEV-WALNUT ST INTER	.00	.00	.00	.00
125-520-6411	TIF-LEGAL EXPENSES	.00	.00	.00	.00
125-520-6499	TIF-PIONEER REBATE AGREE	.00	.00	.00	.00
125-520-6799	TIF-STREETSCAPE	.00	.00	.00	.00
169-520-6499	T&A(BURNETT CAP IMP)-WAL	25,000.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOT	64,150.00	2,695.07	23,726.01	36.99
001-540-6371	P&Z-UTILITIES	.00	.00	.00	.00
001-540-6407	P&Z ENGINEERING	15,000.00	4,134.96	12,982.41	86.55
001-540-6414	P&Z-PUBLICATIONS	100.00	.00	.00	.00
001-540-6490	P&Z-MISC	.00	.00	.00	.00
	PLANNING & ZONING TOTAL	15,100.00	4,134.96	12,982.41	85.98
	COMMUNITY & ECONOMIC DEV	79,250.00	6,830.03	36,708.42	46.32
001-610-6010	MAYOR/COUNCIL-WAGES	9,600.00	400.00	2,000.00	20.83
001-610-6210	MAYOR/COUNCIL-DUES	1,500.00	.00	1,169.00	77.93
001-610-6230	MAYOR/COUNCIL-TRAINING	.00	.00	.00	.00
001-610-6401	MAYOR/COUNCIL-AUDITS	10,000.00	.00	.00	.00
001-610-6414	MAYOR/COUNCIL-PUBLICATIO	6,000.00	582.87	2,644.83	44.08
001-610-6419	MAYOR/COUNCIL-TECHNOLOGY	1,500.00	.00	1,200.00	80.00
001-610-6490	MAYOR/COUNCIL-BONDS/DUES	15,000.00	.00	.00	.00
001-610-6599	MAYOR/COUNCIL-MISC EXPEN	14,000.00	84.11	2,950.24	21.07
112-610-6110	MAYOR/COUNCIL-FICA	734.00	5.80	29.00	3.95
112-610-6130	MAYOR/COUNCIL-IPERS	725.00	37.76	188.80	26.04
112-610-6160	MAYOR/COUNCIL-WORKER'S C	.00	.00	.00	.00
	MAYOR/COUNCIL/CITY MGR T	59,059.00	1,110.54	10,181.87	17.24
001-620-6010	CLERK-WAGES	63,957.00	5,217.39	23,865.42	37.31
001-620-6210	CLERK-DUES	150.00	.00	.00	.00
001-620-6230	CLERK-EDUCATION/TRAINING	2,000.00	79.93	1,532.59	76.63
001-620-6350	CLERK-EQUIPMENT REPAIRS	500.00	.00	.00	.00
001-620-6373	CLERK-TELEPHONE/RADIOS	3,100.00	235.50	1,189.54	38.37
001-620-6419	CLERK-TECHNOLOGY SERVICE	15,000.00	2,968.99	4,856.55	32.38
001-620-6490	CLERK-CONTRACT LABOR	1,000.00	.00	93.75	9.38
001-620-6505	CLERK-OFFICE EQUIP PURCH	4,000.00	.00	.00	.00
001-620-6507	CLERK-MISC OPERATING SUP	4,300.00	591.11	1,355.41	31.52



**BUDGET REPORT**  
**CALENDAR 11/2021, FISCAL 5/2022**

**PCT OF FISCAL YTD 41.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
001-620-6508	CLERK-POSTAGE/BOX RENT	1,500.00	2.16	1,188.26	79.22
112-620-6110	CLERK-FICA	4,893.00	399.13	1,825.65	37.31
112-620-6130	CLERK-IPERS	6,038.00	492.53	2,252.96	37.31
112-620-6150	CLERK-GROUP INSURANCE	26,329.00	2,067.93	10,351.35	39.32
112-620-6155	CLERK-CITY SHARE HSA	5,174.00	97.25	513.60	9.93
112-620-6160	CLERK-WORKER'S COMP	375.00	.00	.00	.00
	CLERK/TREASURER/ADM TOTA	138,316.00	12,151.92	49,025.08	35.44
001-630-6403	ELECTIONS-EXPENSES	.00	.00	.00	.00
	ELECTIONS TOTAL	.00	.00	.00	.00
001-640-6405	ATTORNEY-MISC EXP	3,000.00	2,092.00	2,108.20	70.27
001-640-6411	ATTORNEY-RETAINER	31,200.00	2,600.00	13,000.00	41.67
	LEGAL SERVICES/ATTORNEY	34,200.00	4,692.00	15,108.20	44.18
001-650-6310	MEMORIAL HALL-BLDG MAINT	5,000.00	.00	19.76	.40
001-650-6320	MEMORIAL HALL-MISC EXPEN	1,300.00	125.28	688.68	52.98
001-650-6371	MEMORIAL HALL-UTILITIES	6,500.00	618.61	2,422.97	37.28
001-650-6373	MEMORIAL HALL-TELEPHONE	600.00	50.00	250.00	41.67
001-650-6399	MEMORIAL HALL-CAPITAL OU	.00	.00	.00	.00
001-650-6409	MEMORIAL HALL-JANITOR SE	4,300.00	260.00	1,300.00	30.23
001-650-6499	MEMORIAL HALL-ELEV MAINT	1,200.00	672.24	1,147.24	95.60
	CITY HALL/GENERAL BLDGS	18,900.00	1,726.13	5,828.65	30.84
001-660-6408	GENERAL-LIABILITY INSURA	53,000.00	.00	.00	.00
	TORT LIABILITY TOTAL	53,000.00	.00	.00	.00
001-699-6490	MISC UNALLOCATED REIMB	5,000.00	26.51	98.27	1.97
	OTHER GENERAL GOVERNMENT	5,000.00	26.51	98.27	1.97
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>308,475.00</b>	<b>19,707.10</b>	<b>80,242.07</b>	<b>26.01</b>
307-210-6407	ENGINEERING	.00	.00	.00	.00
307-210-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00
200-210-6801	DS PRINC-2005 STREETS	.00	.00	.00	.00
200-210-6802	DS PRINC-TIF FAIRVIEW	.00	.00	.00	.00
200-210-6803	DS PRINC-2011 STREETS	62,000.00	.00	.00	.00
200-210-6851	DS INT-2005 STREETS	.00	.00	.00	.00
200-210-6852	DS INT-TIF FAIRVIEW	.00	.00	.00	.00
200-210-6853	DS INT-2011 STREETS	14,592.00	7,296.00	7,296.00	50.00
200-210-6899	DS BOND REGISTRATION FEE	1,100.00	.00	600.00	54.55
	ROADS, BRIDGES, SIDEWALK	77,692.00	7,296.00	7,896.00	10.16
305-430-6385	PLAYGROUND-PRAIRE MDWS G	.00	.00	.00	.00
305-430-6390	PLAYGROUND-DALLAS CNTY G	.00	.00	.00	.00
	PARKS TOTAL	.00	.00	.00	.00
200-815-6801	DS PRINC-2001 EDS	.00	.00	.00	.00
200-815-6802	DS PRINC-2001 SRF	.00	.00	.00	.00
200-815-6803	DS PRINC-2020 SRF	48,000.00	.00	.00	.00
200-815-6851	DS INT-2001 EDS	.00	.00	.00	.00
200-815-6852	DS INT-2001 SRF	.00	.00	.00	.00
200-815-6853	DS INT-2020 SRF	19,128.00	.00	.00	.00
200-815-6899	DS BOND REGISTRATIONS FE	2,732.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TO	69,860.00	.00	.00	.00
200-865-6801	DS PRINC-2016 SW STORM	145,000.00	.00	.00	.00
200-865-6851	DS INT-2016 SW STORM	70,795.00	35,397.50	35,397.50	50.00

**BUDGET REPORT**  
**CALENDAR 11/2021, FISCAL 5/2022**

**PCT OF FISCAL YTD 41.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
200-865-6899	DS BOND REGISTRATION	600.00	.00	.00	.00
	STORM DISTRICT TOTAL	216,395.00	35,397.50	35,397.50	16.36
	DEBT SERVICE TOTAL	363,947.00	42,693.50	43,293.50	11.90
308-410-6770	CAP IMPROVEMENT-LIBRARY	.00	.00	.00	.00
	LIBRARY TOTAL	.00	.00	.00	.00
310-750-6374	CAP IMPRV ARPA-EXPENSES	132,333.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	132,333.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	132,333.00	.00	.00	.00
600-810-6010	WATER-WAGES	80,856.00	6,146.10	30,646.32	37.90
600-810-6110	WATER-FICA	6,185.00	470.18	2,375.05	38.40
600-810-6130	WATER-IPERS	7,633.00	577.23	2,880.91	37.74
600-810-6150	WATER-GROUP INSURANCE	20,368.00	1,499.65	7,508.65	36.86
600-810-6155	WATER-CITY SHARE HSA	3,763.00	78.51	381.24	10.13
600-810-6160	WATER-WORKER'S COMP	2,500.00	.00	.00	.00
600-810-6181	WATER-UNIFORM ALLOWANCE	400.00	.00	400.00	100.00
600-810-6210	WATER-DUES	1,500.00	275.00	554.95	37.00
600-810-6230	WATER-TRAINING	1,500.00	.00	120.00	8.00
600-810-6310	WATER-EQUIP/REPAIRS/MAIN	25,000.00	5,499.45	17,171.67	68.69
600-810-6320	WATER-WELL MAINTENANCE	25,000.00	.00	.00	.00
600-810-6331	WATER-VEHICLE OPERATIONS	2,000.00	138.39	514.40	25.72
600-810-6332	WATER-VEHICLE REPAIRS	500.00	.00	.00	.00
600-810-6340	WATER-OFFICE EQUIP	.00	.00	.00	.00
600-810-6350	WATER-CAPITAL PROJECTS	.00	.00	.00	.00
600-810-6371	WATER-UTILITIES	22,000.00	2,477.57	11,047.17	50.21
600-810-6373	WATER-TELEPHONE	1,000.00	81.31	357.13	35.71
600-810-6374	T&A(M) DEPOSIT REFUND	13,000.00	2,391.12	8,251.05	63.47
600-810-6401	WATER-AUDIT	.00	.00	.00	.00
600-810-6407	WATER-ENGINEERING	59,000.00	.00	.00	.00
600-810-6408	WATER-INSURANCE	8,200.00	.00	.00	.00
600-810-6411	WATER-LEGAL	20,000.00	.00	9,807.91	49.04
600-810-6418	WATER-SALES TAX EXPENSE	26,000.00	2,145.64	14,037.00	53.99
600-810-6419	WATER-TECHNOLOGY SERVICE	7,000.00	2,190.34	2,992.69	42.75
600-810-6499	WATER-TESTS	5,000.00	43.00	1,885.12	37.70
600-810-6501	WATER-SALT/CHEMICALS	33,000.00	302.50	8,810.16	26.70
600-810-6506	WATER-OFFICE SUPPLIES	1,700.00	22.95	85.95	5.06
600-810-6507	WATER-OPERATING SUPPLIES	3,000.00	161.67	161.67	5.39
600-810-6508	WATER-POSTAGE	1,500.00	1,400.00	1,400.00	93.33
600-810-6599	WATER-MISC EXP	2,500.00	26.51	98.27	3.93
600-810-6780	WATER-CAPITAL IMPROVEMEN	510,000.00	.00	.00	.00
600-810-6801	WATER DEBT-PRINC 1996	.00	.00	.00	.00
600-810-6802	WATER DEBT PRINC 1999	.00	.00	.00	.00
600-810-6803	WATER DEBT-PRINC 2008 WT	.00	.00	.00	.00
600-810-6854	WATER DEPT-INT 2008 WTR	.00	4,243.73	4,243.73	.00
600-810-6805	WATER DEBT-PRINC 2021	110,000.00	.00	.00	.00
600-810-6855	WATER DEBT-INT 2021	9,438.00	.00	.00	.00

**BUDGET REPORT**  
**CALENDAR 11/2021, FISCAL 5/2022**

**PCT OF FISCAL YTD 41.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
600-810-6851	WATER DEBT-INT 1996	.00	.00	.00	.00
600-810-6852	WATER DEBT-INT 1999	.00	.00	.00	.00
600-810-6899	WATER-BOND REGISTRATION	1,063.00	.00	300.00	28.22
602-810-6407	WATER CAP OUTLAY-ENGINEE	.00	5,936.98	10,501.48	.00
602-810-6780	WATER CAP OUTLAY-UTIL SY	.00	107,375.00	156,102.00	.00
	WATER TOTAL	1,010,606.00	143,482.83	292,634.52	28.96
610-815-6010	SEWER-WAGES	76,516.00	5,788.51	28,386.50	37.10
610-815-6110	SEWER-FICA	5,853.00	442.85	2,202.26	37.63
610-815-6130	SEWER-IPERS	7,223.00	543.67	2,670.21	36.97
610-815-6150	SEWER-GROUP INSURANCE	21,730.00	1,639.94	8,210.68	37.78
610-815-6155	SEWER-CITY SHARE HSA	4,349.00	99.45	490.76	11.28
610-815-6160	SEWER-WORKER'S COMP	2,500.00	.00	.00	.00
610-815-6181	SEWER-UNIFORM ALLOWANCE	400.00	.00	400.00	100.00
610-815-6210	SEWER-DUES	350.00	.00	.00	.00
610-815-6230	SEWER-EDUCATION/TRAINING	1,000.00	.00	120.00	12.00
610-815-6310	SEWER-BLDG REPAIR/MAINT	500.00	.00	34.89	6.98
610-815-6320	SEWER-GROUND REPAIR/MAIN	2,500.00	.00	.00	.00
610-815-6331	SEWER-VEHICLE OPERATIONS	1,600.00	138.39	514.39	32.15
610-815-6332	SEWER-VEHICLE REPAIRS	.00	.00	.00	.00
610-815-6340	SEWER-OFFICE EQUIP	.00	.00	.00	.00
610-815-6350	SEWER-OPERATION/MAINT	10,000.00	263.50	778.50	7.79
610-815-6371	SEWER-UTILITIES	23,000.00	2,953.19	12,201.84	53.05
610-815-6373	SEWER-TELEPHONE	.00	.00	.00	.00
610-815-6374	SEWER DEPOSITS	2,000.00	648.66	1,135.88	56.79
610-815-6407	SEWER-ENGINEERING	3,800.00	.00	2,619.84	68.94
610-815-6408	SEWER-INSURANCE	12,000.00	.00	.00	.00
610-815-6411	SEWER-LEGAL	.00	.00	.00	.00
610-815-6418	SEWER-SALES TAX EXPENSE	3,823.00	574.07	3,604.23	94.28
610-815-6419	SEWER-TECHNOLOGY SERVICE	7,000.00	2,245.32	3,212.60	45.89
610-815-6499	SEWER-TESTS	10,000.00	436.50	3,981.00	39.81
610-815-6506	SEWER-OFFICE SUPPLIES	200.00	22.95	85.95	42.98
610-815-6507	SEWER-SUPPLIES	500.00	161.67	161.67	32.33
610-815-6508	SEWER-POSTAGE	1,500.00	.00	.00	.00
610-815-6599	SEWER-ADMIN EXPENSES	2,000.00	27.30	101.23	5.06
610-815-6767	SEWER-FAIR VIEW DR SAN S	.00	.00	.00	.00
610-815-6780	SEWER-CAPITAL OUTLAY PRO	.00	.00	72,854.55	.00
610-815-6801	SEWER DEBT-PRINC-2001 ED	.00	.00	.00	.00
610-815-6802	SEWER DEBT-PRINC 1999	.00	.00	.00	.00
610-815-6803	SEWER DEBT-PRINC WASS	.00	.00	.00	.00
610-815-6804	SEWER DEBT-PRINC 2019 SR	74,000.00	.00	.00	.00
610-815-6851	SEWER DEBT-INT 2001 EDS	.00	.00	.00	.00
610-815-6853	SEWER DEBT-INT WASS	.00	.00	.00	.00
610-815-6852	SEWER DEBT-INT-1999	.00	.00	.00	.00
610-815-6854	SEWER DEBT-INT 2019 SRF	51,958.00	.00	.00	.00
610-815-6899	SEWER DEBT-REGISTRAR FEE	7,422.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TO	333,724.00	15,985.97	143,766.98	43.08
740-865-6379	STORM DISTRICT-MAINT/REP	15,000.00	1,208.06	5,177.19	34.51
740-865-6407	STORM DISTRICT-ENGINEER	.00	.00	.00	.00
740-865-6411	STORM DISTRICT-LEGAL	.00	.00	.00	.00
740-865-6418	STORM DISTRICT-SALES TAX	1,300.00	108.36	650.16	50.01
740-865-6419	STORM DISTRICT-TECH SERV	1,000.00	30.00	750.02	75.00

**BUDGET REPORT**  
**CALENDAR 11/2021, FISCAL 5/2022**

**PCT OF FISCAL YTD 41.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
740-865-6765	STORM DISTRICT-CAPITAL P	.00	.00	.00	.00
740-865-6801	STORM DISTRICT DEBT-PRIN	.00	.00	.00	.00
740-865-6851	STORM DISTRICT DEBT-INTE	.00	.00	.00	.00
740-865-6899	STORM DISTRICT DEBT-REGI	.00	.00	.00	.00
	STORM DISTRICT TOTAL	17,300.00	1,346.42	6,577.37	38.02
	ENTERPRISE FUNDS TOTAL	1,361,630.00	160,815.22	442,978.87	32.53
001-910-6910	GENERAL-TRANSFERS OUT	104,772.00	114,874.01	114,874.01	109.64
029-910-6910	DEPR-TRANSFER OUT	.00	.00	.00	.00
110-910-6910	RUT-TRANSFERS OUT	.00	.00	.00	.00
112-910-6910	T&A(EB)-TRANSFER OUT	.00	.00	.00	.00
119-910-6910	EMERGENCY-TRANSFER OUT	.00	.00	.00	.00
121-910-6910	LOST-TRANSFER OUT	189,489.00	4,689.00	23,445.00	12.37
125-910-6910	TIF-TRANSFER OUT	141,237.00	6,567.92	78,403.60	55.51
167-910-6910	T&A(BURNETT REC)-TRANSFE	.00	.00	.00	.00
168-910-6910	T&A(BURNETT LIB)-TRANSFE	.00	.00	.00	.00
169-910-6910	T&A(BURNETT CAP IMP) TRA	.00	.00	.00	.00
180-910-6910	REC TRAIL-TRANSFER OUT	.00	.00	.00	.00
200-910-6910	TRANSFER OUT	.00	.00	.00	.00
307-910-6911	TRANSFER OUT - TIF	.00	.00	.00	.00
301-910-6910	CAP IMPR WASTEWTR-TRANSF	.00	.00	.00	.00
308-910-6910	CAP IMPROVE LIBRY-TRANSF	.00	.00	.00	.00
310-910-6910	CAP IMPRV ARPA-TRANSFER	.00	.00	.00	.00
600-910-6910	WATER-TRANSFERS OUT	6,000.00	6,000.00	6,000.00	100.00
602-910-6910	WATER CAP OUTLAY-TRANSFE	.00	.00	.00	.00
610-910-6910	SEWER-TRANSFERS OUT	6,000.00	6,000.00	6,000.00	100.00
740-910-6910	STORM DISTRICT-TRANSFER	.00	.00	.00	.00
	TRANSFERS TOTAL	447,498.00	138,130.93	228,722.61	51.11
	TRANSFER OUT TOTAL	447,498.00	138,130.93	228,722.61	51.11
	TOTAL EXPENSES BY FUNCTI	4,557,846.00	452,744.95	1,620,832.68	35.56

## November Dallas Center CFS Summary

Create Date/Time	Call Type	Location
11/1/2021 9:17	MEDICAL/AMBULANCE TRIP	1107 SUGAR GROVE AVE 6, DALLAS CENTER
11/1/2021 21:10	TRAFFIC STOP	2500 240TH ST, DALLAS CENTER
11/2/2021 4:24	EXTRA WATCH	1201 WALNUT ST, DALLAS CENTER
11/2/2021 4:29	EXTRA WATCH	802 PERCIVAL AVE, DALLAS CENTER
11/2/2021 9:22	ANIMAL COMPLAINT	600 HICKORY CT, DALLAS CENTER
11/2/2021 12:08	MEDICAL/AMBULANCE TRIP	1400 VINE ST, DALLAS CENTER
11/2/2021 15:31	TRAFFIC STOP	2500 240TH ST, DALLAS CENTER
11/2/2021 15:41	TRAFFIC STOP	1202 SUGAR GROVE AVE, DALLAS CENTER
11/3/2021 8:08	TRAFFIC STOP	240TH ST / FAIRVIEW DR, DALLAS CENTER
11/3/2021 11:29	EXTRA WATCH	304 HATTON AVE, DALLAS CENTER
11/4/2021 19:00	TRAFFIC COMPLAINT	1202 SUGAR GROVE AVE, DALLAS CENTER
11/5/2021 8:32	PROPERTY REPORT	703 LINDEN ST, DALLAS CENTER
11/5/2021 8:33	RETURN PHONE CALL	130 LAKE SHORE DR, DALLAS CENTER
11/5/2021 9:31	VEHICLE UNLOCK	1204 LINDEN ST, DALLAS CENTER
11/5/2021 14:17	911 MISDIAL	240 <sup>th</sup> ST / ORDER DR, DALLAS CENTER
11/5/2021 19:35	ANIMAL CONTROL	240TH ST / FAIRVIEW DR, DALLAS CENTER
11/5/2021 23:11	MEDICAL/AMBULANCE TRIP	1204 LINDEN ST, DALLAS CENTER
11/6/2021 10:37	WELFARE CHECK	409 10TH ST, DALLAS CENTER
11/6/2021 12:53	RETURN PHONE CALL	409 10TH ST, DALLAS CENTER
11/6/2021 17:55	911 MISDIAL	240 <sup>th</sup> ST / ORDER DR, DALLAS CENTER
11/6/2021 21:40	SUSPICIOUS	1404 SUGAR GROVE AVE, DALLAS CENTER
11/7/2021 0:59	SUSPICIOUS	4 NORTH STAR LN, DALLAS CENTER
11/7/2021 12:14	911 HANGUP	1400 SYCAMORE ST, DALLAS CENTER
11/7/2021 13:48	BROADCAST	SUGAR GROVE AVE / QUINLAN AVE, DALLAS CENTER
11/8/2021 8:47	MVC-HIT & RUN	506 14TH ST, DALLAS CENTER
11/8/2021 8:54	CIVIL PAPER	1407 WALNUT ST A, DALLAS CENTER
11/8/2021 14:07	TRAFFIC STOP	WALNUT ST / HATTON AVE, DALLAS CENTER
11/8/2021 16:26	WELFARE CHECK	595 SUGAR GROVE AVE, DALLAS CENTER
11/9/2021 0:05	EXTRA PATROL	1201 WALNUT ST, DALLAS CENTER
11/9/2021 0:08	EXTRA PATROL	304 HATTON AVE, DALLAS CENTER
11/9/2021 10:06	911 HANGUP	SUGAR GROVE AVE / QUINLAN AVE, DALLAS CENTER
11/9/2021 17:02	TRAFFIC STOP	2500 240TH ST, DALLAS CENTER
11/9/2021 17:31	K-9 SNIFF	2500 240TH ST, DALLAS CENTER
11/9/2021 18:16	TRAFFIC STOP	2400 240TH ST, DALLAS CENTER
11/9/2021 18:24	TRAFFIC STOP	2500 240TH ST, DALLAS CENTER
11/9/2021 20:07	TRAFFIC STOP	2500 240TH ST, DALLAS CENTER
11/10/2021 4:14	EXTRA PATROL	802 PERCIVAL AVE, DALLAS CENTER
11/10/2021 4:19	EXTRA WATCH	304 HATTON AVE, DALLAS CENTER

11/11/2021 15:16	TRAFFIC COMPLAINT	1100 8TH ST, DALLAS CENTER
11/11/2021 22:01	MOTORIST ASSIST	2500 240TH ST, DALLAS CENTER
11/12/2021 7:55	MEDICAL/AMBULANCE TRIP	1205 13TH ST, DALLAS CENTER
11/12/2021 13:03	911 HANGUP	1006 LINDEN ST, DALLAS CENTER
11/13/2021 6:47	911 HANGUP	240 <sup>TH</sup> ST / ORDER DR, DALLAS CENTER
11/13/2021 7:41	INFORMATION	1806 LINDEN ST, DALLAS CENTER
11/13/2021 19:29	911 HANGUP	700 HATTON AVE, DALLAS CENTER
11/13/2021 19:38	HAZMAT	1107 SYCAMORE ST, DALLAS CENTER
11/14/2021 15:14	DISTURBANCE	1202 SUGAR GROVE AVE, DALLAS CENTER
11/14/2021 17:08	CONTROLLED BURN	2415 240TH ST, DALLAS CENTER
11/14/2021 17:46	ANIMAL COMPLAINT	1405 WALNUT ST, DALLAS CENTER
11/14/2021 19:09	TRAFFIC STOP	KELLOGG AVE / VINE ST, DALLAS CENTER
11/14/2021 21:36	MEDICAL TRANSPORT	1204 LINDEN ST, DALLAS CENTER
11/15/2021 1:26	PREMISES CHECK	1400 VINE ST, DALLAS CENTER
11/15/2021 1:40	PREMISES CHECK	1205 13TH ST, DALLAS CENTER
11/15/2021 2:04	SUSPICIOUS	1205 13TH ST, DALLAS CENTER
11/15/2021 7:27	TRAFFIC STOP	240TH ST / ORDER DR, DALLAS CENTER
11/15/2021 16:31	RETURN PHONE CALL	1202 SUGAR GROVE AVE, DALLAS CENTER
11/16/2021 3:02	EXTRA WATCH	304 HATTON AVE, DALLAS CENTER
11/16/2021 3:09	EXTRA PATROL	802 PERCIVAL AVE, DALLAS CENTER
11/16/2021 9:33	OPEN DOOR/WINDOW	1404 WALNUT ST, DALLAS CENTER
11/16/2021 15:03	911 MISDIAL	1204 LINDEN ST, DALLAS CENTER
11/16/2021 16:31	TRAFFIC STOP	SUGAR GROVE AVE / HATTON AVE, DALLAS CENTER
11/17/2021 6:13	FIRE ALARM	810 SUGAR GROVE AVE D, DALLAS CENTER
11/18/2021 5:32	EXTRA WATCH	903 VINE ST, DALLAS CENTER
11/18/2021 5:37	EXTRA WATCH	1201 WALNUT ST, DALLAS CENTER
11/19/2021 1:44	PREMISES CHECK	304 HATTON AVE, DALLAS CENTER
11/19/2021 1:51	EXTRA PATROL	1201 WALNUT ST, DALLAS CENTER
11/19/2021 7:49	CIVIL PAPER	1408 WALNUT ST 2, DALLAS CENTER
11/19/2021 9:41	RETURN PHONE CALL	1400 VINE ST, DALLAS CENTER
11/19/2021 11:31	THEFT	1204 LINDEN ST, DALLAS CENTER
11/20/2021 5:01	EXTRA PATROL	802 PERCIVAL AVE, DALLAS CENTER
11/20/2021 5:07	EXTRA PATROL	1201 WALNUT ST, DALLAS CENTER
11/20/2021 9:26	ANIMAL COMPLAINT	401 13TH ST, DALLAS CENTER
11/20/2021 17:20	911 HANGUP	240 <sup>TH</sup> ST / ORDER DR, DALLAS CENTER
11/20/2021 17:59	SEX OFFENDER CHECK	207 14TH ST, DALLAS CENTER
11/20/2021 22:22	MEDICAL/AMBULANCE TRIP	300 14TH ST, DALLAS CENTER
11/21/2021 13:56	TRAFFIC STOP	595 SUGAR GROVE AVE, DALLAS CENTER
11/21/2021 14:51	ALARM	590 SUGAR GROVE AVE, DALLAS CENTER
11/21/2021 15:39	911 HANGUP	600 PERCIVAL AVE, DALLAS CENTER
11/22/2021 7:07	911 HANGUP	240 <sup>TH</sup> ST / ORDER DR, DALLAS CENTER

11/22/2021 12:31	MEDICAL/AMBULANCE TRIP	703 VINE ST, DALLAS CENTER
11/22/2021 12:52	RETURN PHONE CALL	903 VINE ST, DALLAS CENTER
11/22/2021 13:11	911 MISDIAL	240 <sup>TH</sup> ST / ORDER DR, DALLAS CENTER
11/22/2021 17:54	TRAFFIC STOP	506 14TH ST, DALLAS CENTER
11/22/2021 21:47	TRAFFIC STOP	FAIRVIEW DR / 240TH ST, DALLAS CENTER
11/23/2021 7:12	CIVIL PAPER	1408 WALNUT ST 2, DALLAS CENTER
11/23/2021 8:06	FOLLOW UP INVESTIGATION	300 14TH ST, DALLAS CENTER
11/23/2021 12:01	VEHICLE UNLOCK	1502 WALNUT ST, DALLAS CENTER
11/23/2021 16:33	TRAFFIC STOP	FAIRVIEW DR / 240TH ST, DALLAS CENTER
11/23/2021 17:24	TRAFFIC STOP	27000 240TH ST, DALLAS CENTER
11/23/2021 21:38	PUBLIC ASSIST	LAT: 41.6838; LON: -93.9667
11/24/2021 2:50	PREMISES CHECK	1400 VINE ST, DALLAS CENTER
11/24/2021 8:44	911 HANGUP	1300 SYCAMORE ST, DALLAS CENTER
11/24/2021 9:44	FOLLOW UP INVESTIGATION	903 VINE ST, DALLAS CENTER
11/24/2021 15:12	TRAFFIC STOP	QUINLAN AVE / 240TH ST, DALLAS CENTER
11/24/2021 19:13	TRAFFIC STOP	2500 240TH ST, DALLAS CENTER
11/25/2021 7:48	911 MISDIAL	300 MAPLE ST, DALLAS CENTER
11/25/2021 13:13	MEDICAL TRANSPORT	1204 LINDEN ST, DALLAS CENTER
11/26/2021 2:19	EXTRA PATROL	304 HATTON AVE, DALLAS CENTER
11/26/2021 2:24	EXTRA PATROL	1201 WALNUT ST, DALLAS CENTER
11/26/2021 8:22	TRAFFIC STOP	2468 240TH ST, DALLAS CENTER
11/26/2021 13:35	911 MISDIAL	240 <sup>TH</sup> ST / ORDER DR, DALLAS CENTER
11/26/2021 16:05	TRAFFIC STOP	SYCAMORE ST / FAIRVIEW DR, DALLAS CENTER
11/26/2021 16:42	TRAFFIC STOP	14TH ST / WALNUT ST, DALLAS CENTER
11/26/2021 21:09	TRAFFIC STOP	10TH ST / SUGAR GROVE AVE, DALLAS CENTER
11/26/2021 23:37	INTOXICATED PERSON	307 14TH ST C, DALLAS CENTER
11/27/2021 0:13	EXTRA WATCH	304 HATTON AVE, DALLAS CENTER
11/27/2021 0:18	EXTRA WATCH	304 HATTON AVE, DALLAS CENTER
11/27/2021 7:47	MEDICAL/AMBULANCE TRIP	121 LAKE SHORE DR, DALLAS CENTER
11/27/2021 20:08	911 MISDIAL	240 <sup>TH</sup> ST / ORDER DR, DALLAS CENTER
11/28/2021 23:33	MEDICAL/AMBULANCE TRIP	306 12TH ST, DALLAS CENTER
11/29/2021 9:07	MEDICAL TRANSPORT	1204 LINDEN ST, DALLAS CENTER
11/29/2021 9:08	911 HANGUP	1204 LINDEN ST, DALLAS CENTER
11/29/2021 11:13	MEDICAL/AMBULANCE TRIP	1303 ASH ST, DALLAS CENTER
11/30/2021 12:27	MEDICAL/AMBULANCE TRIP	1204 LINDEN ST, DALLAS CENTER
11/30/2021 14:47	TRAFFIC STOP	240TH ST / QUINLAN AVE, DALLAS CENTER
11/30/2021 16:55	TRAFFIC STOP	LINDEN ST / 12TH ST, DALLAS CENTER
11/30/2021 19:11	911 MISDIAL	240 <sup>TH</sup> ST / ORDER DR, DALLAS CENTER
11/30/2021 20:26	SEX OFFENDER CHECK	207 14TH ST, DALLAS CENTER
Total		118

## FIRE & EMS REPORT

November 2021

Total calls : 23

### **FIRE 6 total**

2 Fire Alarm

1 Mutual aid Adel

1 structure fire turned into controlled burn

1 outside fire

1 MVC

### **EMS 17 Total**

17 calls for service (11 City/6 Rural)



# NOVEMBER 2021 CODE ENFORCEMENT REPORT DALLAS CENTER

CASE #	ADDRESS	VIOLATION	DATE OF VIOLATION	REINSPECT DATE	COMMENTS	COMPLIED
2017-051	1600 Linden	Property Maintenance BEGIN 2017	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	
2019-042	1401 Walnut	Property Maintenance BEGIN 2019	4/24/2019	5/28/2019 6/20/19	Advisory/ 5/20/19 Certified 7/21/21 new owner Advisory	
2019-065	1201 Walnut	Junk & Vehicles	5/29/2019	6/13/2019 8/2/19 9/30/21	Advisory 6/19/19 sent new pictures- 7/17/19 Certified - 9/10/21 Certified	
2020-139	804 Fairview	Junk BEGIN-2020	10/20/2020	10/27/2020 11/18/20 12/18/20 1/4/21 6/17/21 7/8/21	M- 11/2/20 Advisory-12/1/20 Certified- 12/21/20 FINAL 5/26/21 new violations Cert.- 6/22/21 FINAL 8-2-21 Refer to city	

2020-166	1506 Cherry	Junk	12/10/2020	12/15/2020 1/2/21 1/21/21 2/18/21 3/18/21 7/8/21	M- 12/17/20 Advisory- 1/5/21 Certified- 2/2/21 FINAL- 3/1/21 FINAL ii	
		<b>BEGIN 2021</b>				
2021-021	1201 Vine	Junk & Vehicles	2/22/2021	3/4/2021 3/18/21 5/14/21 6/17/21	M- 3/1/21 Advisory- 4/28/21 Certified- 5/26/21 FINAL	
2021-046	1000 Walnut	Vehicle	4/28/2021	5/14/2021 6/17/21 7/8/21	Advisory- 5/26/21 Certified- 6/22/21 FINAL	
2021-070	400-13	Junk & Vehicles	6/8/2021	6/24/2021 8/6/21 11/11/21	Advisory- 7/21/21 Certified 101/26/21 FINAL	
2021-090	702 Oak Ct	Grass	7/21/2021	7/29/2021	Advisory	
2021-091	700 Oak Ct	Grass	7/21/2021	7/29/2021	Advisory	
2021-093	1205 Walnut	Grass	8/3/2021	8/11/2021	Advisory	
2021-095	1200 Ash	F.Y.P.	8/3/2021	8/10/2021 9/23/21 11/11/21	M- 9/10/21 Advisory- 10/26/21 Certified	11/23/2021
2021-113	1607 Laurel	Vehicle & Parking	8/31/2021	9/16/2021 11/11/21 12/9/21	Advisory- 10/26/21 Certified- 11/23/21 FINAL	
2021-119	1406 Sugar Grove	Parking	9/16/2021	10/4/2021 12/9/21	Advisory- 10/26/21 Talked to Brian-11/23/21 Certified	
2021-121	1506 Sycamore	Vehicle & Parking	10/12/2021	10/29/2021	Advisory	
2021-122	307-10	Grass	10/26/2021	11/9/2021	M	
2021-123	1006 Vine	JUNK R.O.W.	10/26/2021	11/9/2021	M	
2021-124	1004 Walnut	Junk	10/26/2021	11/9/2021	Talked to owner	11/23/2021

2021-125	302-14	Grass		10/26/2021	11/9/2021	Advisory	
2021-126	1709 Laurel	JUNK R.O.W.		10/26/2021	11/9/2021	M	
2021-127	1906 Laurel	Junk		10/26/2021	11/11/2021	Advisory	11/23/2021
2021-128	1304 Sycamore	Vehicle		11/9/2021	11/23/2021	M	11/23/2021
2021-129	1507 Cherry	Junk		11/9/2021	11/23/2021	M	11/23/2021
2021-130	1500 Vine	Junk		11/9/2021	11/23/2021	M	11/23/2021
2021-131	602 Vine	Junk		11/23/2021	12/7/2021	M	
2021-132	1005-8	Junk		11/23/2021	12/7/2021	M	
2021-133	704-9	Junk		11/23/2021	12/7/2021	M	
2021-134	903 Vine	Junk		11/23/2021	12/7/2021	M	
2021-135	1229 Maple	Junk		11/23/2021	12/9/2021	Advisory	
2021-136	104 Percival	Junk		11/23/2021	12/7/2021	M	
2021-137	107 Percival	Junk		11/23/2021	12/9/2021	Advisory	
2021-138							

# Monthly Water Report

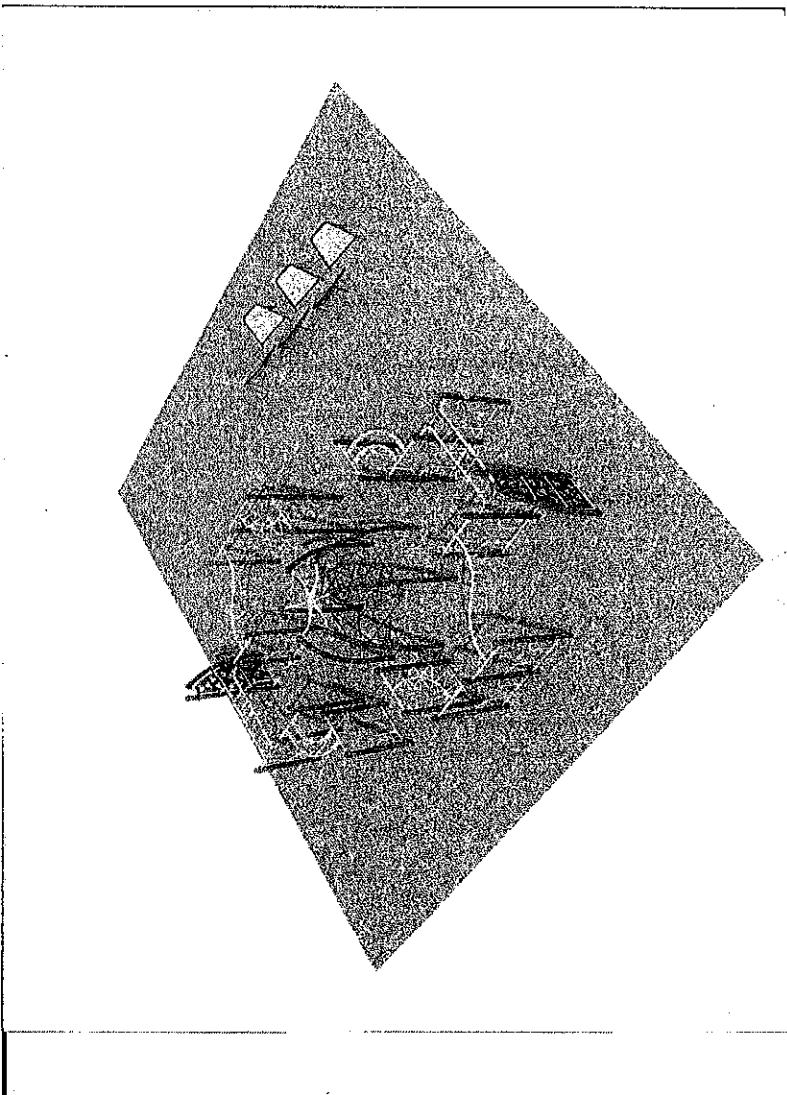
Date	Nov-21																				
Water Plant																					
Total Gal.>	3,835,700	Max	163,500	Min	102,300	Avg	127,900	Gpm	255												
Total Hrs.>	252.2	Max	10.7	Min	6.5	Avg	8.41														
Last Month.>	4,803,500	Max	292,500	Min	61,700	Avg	155,000	Gpm	253												
Last Year.>	4,069,900	Max	181,200	Min	108,600	Avg	135,700	Gpm	257												
Lbs.of Chlorine	566	Lbs of Fluoride	38	Gallons of salt brine	2,762																
Chlorine.Mg/l	0.73	Fluoride.Mg/l	0.5	Hardness. Mg/l	124	Iron. Mg/l	0.1	Nitrate.Mg/l													
Well																					
Date	11/4/2021																				
	S	R	DD	Gpm	S	R	DD	Gpm	S	R	DD	Gpm	S	R	DD	Gpm	S	R	DD	Gpm	
Well # 7	36	20	16	110																	
Well # 9	36	26	10	100																	
Well # 10	24	12	12	100																	
Well # 11	32	26	8	240																	
Water Meters	New Installs				Read In																
	Replace Meter				Read Out																
	Replace Radio				Shut off For nonpayment																
	Read																				
	Repair																				
Fire Hydrants	New Install				Flush Hyd				Repair Hyd												
Water Plant	Installed new Iron Filters and media																				
Water Tower																					
Reservoir																					
Dist. System																					
Wells	11/4/2021 - Tested wells 7-9-10-11 with no issues.																				
Other																					

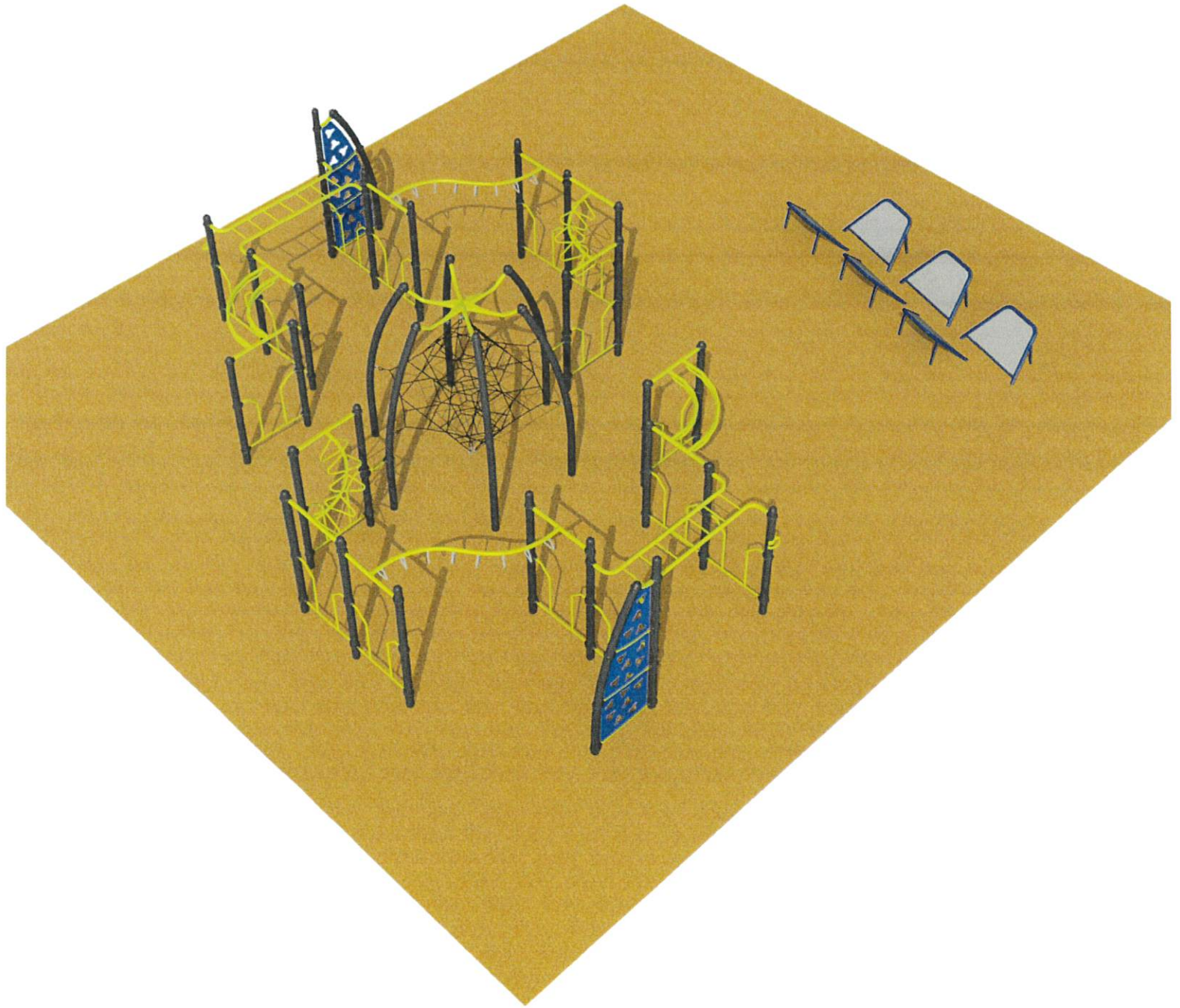
Request from Parks and Recreation

In this budget year we have included \$14,000 for the beginning of a basketball court in Mound Park. This amount is in the general fund under Parks equipment. At this time the court will not be started in this fiscal year.

The Board would like to replace the play equipment near the reservoir (all but the merry-go-round). This will be in the 2022-2023 budget request. We have received a quote from Boland Recreation for the equipment we would like to have installed of \$49,719. This cost can be locked in if the order is placed within the next week but a down payment of 25% would need to be paid in early January. We would like to use approximately \$12,500 of the funds earlier designated for the basketball court as this down payment.

We would like council approval to make this order and the down payment. The equipment had a delivery time of approximately 22 weeks from the time the order is placed. A picture of the equipment is attached. This will be an area for older youth.





In researching salaries for life guards and talking to several area cities, it has been recommended that we could benefit from the resources offered by the Iowa Parks and Recreation Association.

After talking to them the suggestion is that an advocate membership would best suit our situation at this time. The cost of this membership is \$60 for a fiscal year. There would be enough benefits to start the membership now and not wait until July. The Board motioned to recommend this membership with me (Mary Werch) as the advocate and I would let other Board members and the city clerk know of any workshops or classes that would be of benefit to us. We would like permission to join this organization.

P&Z Report – November 23, 2021

The Honorable Michael Kidd  
and Members of the City Council  
Dallas Center, IA 50063

Dear Mr. Mayor and Members of the Council:

The Dallas Center Planning & Zoning Commission met Tuesday, November 23, 2021 at 6:30 P.M. at Memorial Hall with the following Commission members present: Abby Anderson, Kari Boscaljon, Perry Gruver, Linda Licht, Thomas Strutt, Daniel Willrich and Matt Ostanik. Also participating were City Attorney Ralph Brown and City Engineer Bob Veenstra.

### **Public Communications**

Julie Becker and Bob Haxton stated concerns about proposed new developments and residential architectural standards.

### **Proposed New Burnett Complex Shelter House**

The Commission reviewed and discussed a proposed new shelter house in the Burnett Recreation Complex. The dollar amount for the project is below the threshold that requires a formal site and architectural plan review, but because the shelter house is owned by the City, it was voluntarily submitted for review. The shelter house appears to meet all of our architectural requirements.

After discussion, Kari Boscaljon moved and Linda Licht seconded to recommend approval of the proposed shelter house to City Council. The motion passed 7-0.

### **Architectural Standards for Residential Properties**

The Commission continued discussion about possible architectural standards for residences. This is a complex topic. The only nearby example that we are aware of is the City of Des Moines' requirements for residential properties, which are very complex and burdensome. Some Commission members expressed concern about designing residential standards that would be appropriate for our smaller community. No action was taken.



### **Possible Changes to Residential Zoning Districts**

The Commission continued discussion about revisions to our residential zoning districts including reviewing draft language from the City Attorney that would create new R-1 options with different widths and a mixed/flexible width option. For the flex option, we requested minor changes in the proposed language to limit the number of consecutive lots that can be the same size. No decisions were made and we will continue discussion at a future meeting.

### **Comprehensive Plan Update**

The Commission discussed community feedback received at our October and November public workshops.

The Commission then continued discussion about our future land use plan. We reviewed an updated version of the land use plan with changes that had been discussed in our last meeting. After discussion, all of the Commission members agreed that we approve the proposed land use plan. The City Engineer recommended that we do not yet take a formal vote on it but instead vote to recommend it once the other parts of the comprehensive plan are complete.

The City Engineer distributed copies of policy statements that were included in the 2008 comprehensive plan. Commission members will review and further discuss these statements at our next meeting.

Respectfully submitted,  
Matt Ostanik  
P&Z Commission Chair

**ORDINANCE NO. 560**

**AN ORDINANCE AMENDING SECTION 165.43(4) OF THE CODE OF ORDINANCES OF THE CITY OF DALLAS CENTER, IOWA, AS AMENDED, (ZONING CODE) BY REQUIRING A PERMIT FOR THE CONSTRUCTION OF A PARKING SPACE OR ACCESS THERETO**

**WHEREAS**, the City Council of the City of Dallas Center conducted a public hearing at 7 p.m. on December 14, 2021, on a proposed amendment to Section 165.43(4) of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, by requiring a permit for the construction of a parking space or access thereto.

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

**SECTION 1.** Section 165.43(4) of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, is hereby amended by adding the following new Subsection C:

**165.43 OFF-STREET PARKING AND LOADING AREAS.**

4. Access Drives. Access drive requirements are as follows:

C. No person shall construct, reconstruct or resurface a parking space or access thereto, as described in Subsections A and B, without first obtaining a permit therefor from the Clerk. Before any permit is issued, the person who makes the application shall pay \$50 to the Clerk to recover the costs of issuing the permit, supervising, and inspecting the work. However, no fee shall be charged for a person requesting a permit solely for the purpose resurfacing a parking space or access thereto.

**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 there of 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.

Passed by the City Council on the 14th day of December, 2021, and approved the 14th day of December, 2021.

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Michael A. Kidd, Mayor

ATTEST:

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Cindy Riesselman, City Clerk

## RESOLUTION NO. 2021-76

### A RESOLUTION APPROVING THE ARCHITECTURAL PLAN FOR THE CONSTRUCTION OF THE NEW BURNETT COMPLEX SHELTER HOUSE IN DALLAS CENTER

**WHEREAS**, the Dallas Center Parks and Recreation Board has submitted an Architectural Plan pursuant to Chapter 158 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, for the construction of the New Burnett Complex Shelter House in Dallas Center, Iowa, which plans were reviewed by the Planning and Zoning Commission on November 23, 2021; and

**WHEREAS**, Section 158.01 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, requires a Site Plan when certain new construction with a building permit value of \$25,000 or more is undertaken; the total cost of the Shelter House is under \$25,000; and therefore, a Site Plan is not required; and

**WHEREAS**, Section 158.07 of the Code of Ordinances provides that Architectural Plans for buildings shall be submitted simultaneously with the Site Plan, suggesting that an Architectural Plan is not required if a Site Plan is not required; and

**WHEREAS**, the Planning and Zoning Commission determined that since the proposal is for the construction of a City-owned structure on City-owned property that it would be prudent for the Commission to review the plans and report its recommendations to the Council; and

**WHEREAS**, the Planning and Zoning Commission has reported to the Council that the proposed shelter house appears to meet the City's required architectural standards.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, IOWA**, that the Council accepts the recommendations of the Planning and Zoning Commission; and that the Architectural Plan submitted by the applicant is therefore approved.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Dallas Center, Iowa, on this 14<sup>th</sup> day of December, 2021.

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Michael A. Kidd, Mayor

ATTEST:

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Cindy Riesselman, City Clerk

## City Hall

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**From:** Bob King  
**Sent:** Saturday, November 6, 2021 1:25 PM  
**To:** 'Matt Ostanik'  
**Cc:** 'Amy Jarnagin'; 'Kelly'; 'Ken Matteson'; 'Gary'; 'Mary Werch'; 'Robert King'; 'Ryan Coon'; 'Ryan Kluss'; 'Nadine'; City Hall  
**Subject:** Request for approval to build a new shelterhouse  
**Attachments:** East side of proposed shelter.JPG; Northside of proposed shelter.JPG; Interior of proposed shelter.JPG

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Chairperson Matt Ostanik:

The Parks and Recreation Board would like to build a new shelter house to the south of the current concession stand, north of the new sidewalk, and to the west of the current electric pole in the Burnett Recreation complex. It would be built over a 4" thick reinforced concrete pad that is 25' (east to west) x 18' (north to south).

We propose that the shelter would be 21' feet east to west and 16' north to south and wired for lights and an electrical outlet.

The attached photos show the shelter that we would like to use. This shelter is currently in the east end of the Burnett complex (south of the school parking lot). This shelter is 16' x 16' over a concrete pad that is 18' x 18'. The shelter we propose would be built on 4 equally spaced posts on the north and south sides (to allow the extra 5' of east to west roof) and would use the same rafter design and north to south dimensions as pictured.

We ask for the Planning and Zoning Board's approval for this design so that we can request bids for constructing this shelter next spring.

Thank you for your consideration,

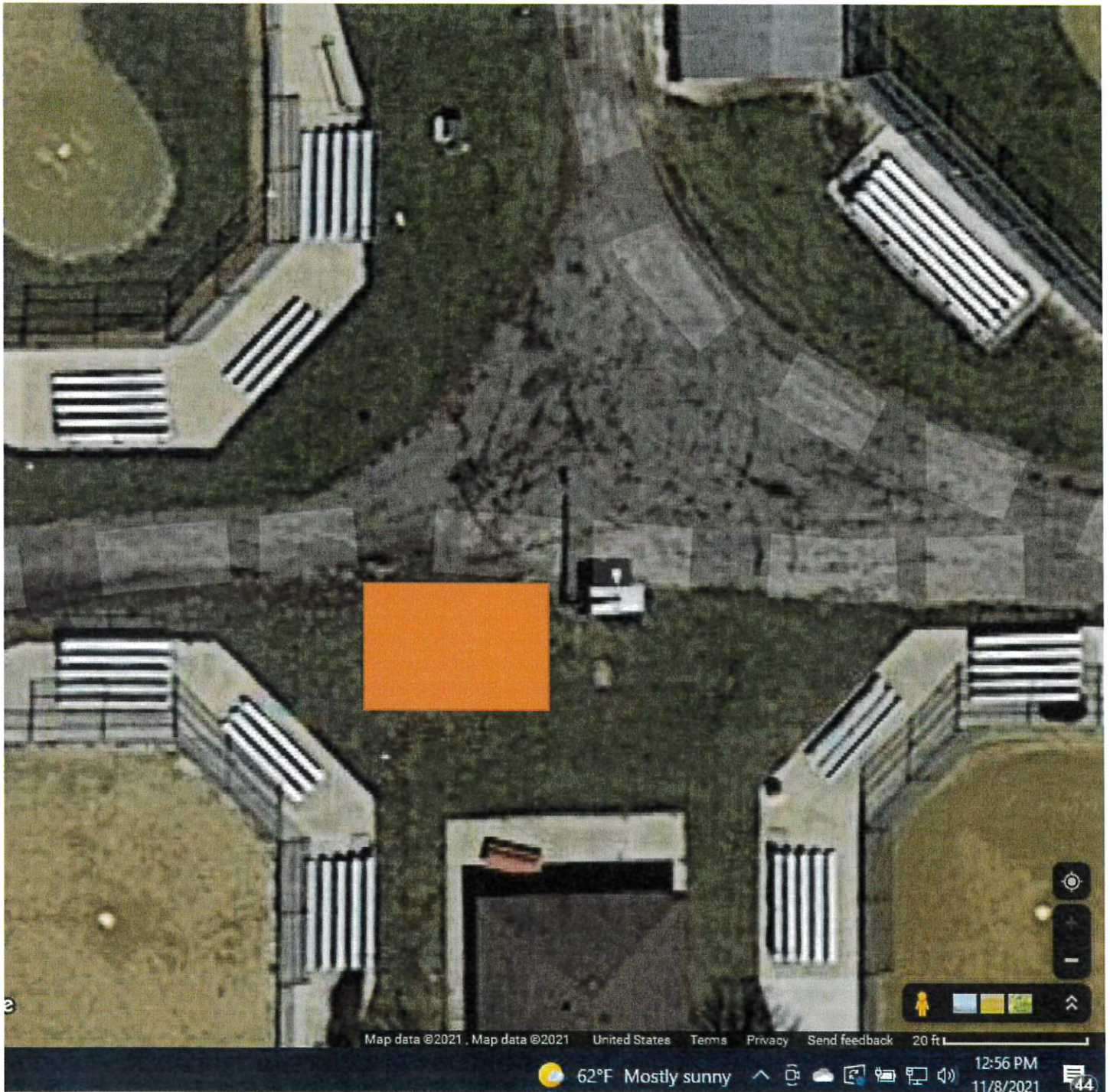
Bob King  
Copies: P&R Board and City Staff












Above is the approximate location and size of the proposed new shelter in the Burnett Complex. I could not find a more current Google map of the location.

The shelter house is intended to butt up against (and to be at the same height as the new sidewalk to its north and to be near the electrical pole shown near its northeast corner. The concrete pad (and approximate roof line of the shelter-house) would be 18' from north to south and 25' from east to west.

In the photo, the concession stand (with a red bench) is to the south of the shelter-house. The new north-south sidewalk which will connect to two accessible concrete parking spots will travel north from the northwest corner of the shelter-house near the bleachers shown in upper left corner.

**BEFORE THE CITY COUNCIL  
OF THE CITY OF DALLAS CENTER, IOWA**

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IN THE MATTER OF THE	:	
NOTICE TO ABATE A NUISANCE	:	FINDINGS OF FACT
UNLICENSED AND/OR INOPERABLE	:	AND ORDER OF COUNCIL
(WRECKED) VEHICLES, VEHICLES ON	:	
GRASS; AND TIRES AND DEBRIS IN	:	CASE NO. 2021-119
REAR YARD AT 1406 SUGAR GROVE	:	
DIRECTED TO:	:	
	:	December 14, 2021
Allan and Jill Wheeler	:	
	:	
	:	
	:	

---

FACTUAL BACKGROUND

On November 25, 2021, Code Enforcement Officer Ed Leedom sent to Allan and Jill Wheeler an Advisory Notice to Abate a Nuisance of unlicensed and/or inoperable (wrecked) vehicles, vehicles on grass, and tires and debris in the rear yard at 1406 Sugar Grove Avenue, and an Advisory Notice to Comply with the requirements of Section 165.41(5) of the Dallas Center Code of Ordinances, as amended, relating to off-street parking.

The Notice referred to inspections (following a complaint) on September 16, 2021, and November 23, 2021, which described the issues noted above and cited Sections 165.41 (now 165.42), 51.01, and 51.02 of the Code of Ordinances. A prior Advisory Notice dated September 17, 2021, was sent to the owners. Photographs of the property and items on the property were included with the Notice.

The property owned by Allan and Jill Wheeler appears to be leased to Brown Automotive, L.L.C. d/b/a BAM Motors of Dallas Center.

The Notice was given pursuant to the provisions of Chapters 50 and 165 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended.

The Dallas Center City Code of Ordinances, as amended, provides, in part, as follows:

**51.01 DEFINITIONS.** For use in this chapter, the following terms are defined:

1. "Junk" means all old or scrap copper, brass, lead, or any other non-ferrous metal; old or discarded rope, rags, batteries, paper, trash, rubber, debris, waste or used lumber, or salvaged wood; broken, discarded or worthless things; old, dilapidated, obsolete, inoperable or dismantled vehicles, tractors, machinery and appliances or parts of such vehicles, tractors, machinery or appliances; iron, steel or other old or scrap ferrous materials; old or discarded glass, tinware, plastic; old or discarded household goods or hardware, used building materials, tanks, cans, barrels, boxes, drums, piping, bottles, hair, mattresses, beds or bedding; or any other kind of scrap or waste material which is stored, kept, handled or displayed for barter, resale, reuse, salvage, stripping, or trade. Neatly stacked firewood located on a side yard or a rear yard is not considered junk.

2. "Junk vehicle" means any vehicle located within the corporate limits of the City and not capable of being driven from the place of its location under its own power without the addition of parts or repairs thereon, or any vehicle not equipped with four inflated tires, or any vehicle not licensed for the current year. "Junk vehicle" also includes any vehicle which has become the habitat for rats, mice, snakes, or any other vermin or insects or any vehicle which, because of its defective or obsolete condition, in any other way constitutes a threat to the public health and safety. Mere licensing of such vehicle shall not constitute a defense to the finding that the vehicle is a junk vehicle.

3. "Vehicle" means every device in, upon, or by which a person or property is or may be transported or drawn upon a highway or street, excepting devices moved by human power or used exclusively upon stationary rails or tracks, and includes without limitation a motor vehicle, automobile, truck, motorcycle, tractor, buggy, wagon, farm machinery, or any combination thereof.

4. "Refuse" means any material that has lost its value for the original purpose for which it was created or manufactured, or for its redesigned use, whether putrescible or non-putrescible, combustible or non-combustible, which is not securely stored in a building or legal outdoor storage yard for prompt disposal or resale, including but not limited to junk; paper or cardboard; plastic; metals; glass; yard clippings, leaves, woody vegetative trimmings, and other plant wastes which have not been properly composted; vegetable or animal waste resulting from the handling, processing, storage, preparation, serving or consumption of food; crockery, bedding, furniture, or appliances; offal, rubbish; ashes or incinerator residue; construction debris; or accumulation of animal feces on non-agricultural property.

**51.02 JUNK, JUNK VEHICLES AND REFUSE PROHIBITED.** It is unlawful for any person to store, accumulate, or allow to remain on any private property within the corporate limits of the City any junk, junk vehicle or refuse.

**51.03 JUNK, JUNK VEHICLES AND REFUSE A NUISANCE.** It is hereby declared that any junk, junk vehicle or refuse located upon private property, unless excepted by Section 51.04, constitutes a threat to the health and safety of the citizens and is a nuisance within the meaning of Section 657.1 of the Code of Iowa. If any junk, junk vehicle or refuse is kept upon private property in violation hereof, the owner of or person occupying the property upon which it is located shall be prima facie liable for said violation.

**51.04 EXCEPTIONS.** The provisions of this chapter do not apply to any junk, junk vehicles or refuse stored within a garage or other enclosed structure or to any junk or junk stored within an auto salvage yard or junk yard lawfully operated within the city.

**165.42 OFF-STREET PARKING AND LOADING AREAS.** It is the intent of this section to prevent traffic congestion and to provide for proper traffic safety by preserving the public thoroughfares for the unimpaired movement of pedestrian and vehicular traffic. The requirements of this section are minimum and in the certain uses of land, these requirements may be inadequate. Where review of the site plans and intended land use indicate through the application of proven standards or experienced statistics that the requirements herein are inadequate for the specific land use adaptation, a greater requirement for off-street parking space is justified and may be required to preserve the intent of this section.

5. Surfacing Requirements. All off-street parking and loading areas and access roadways shall be paved with asphaltic or Portland cement concrete pavement. Offstreet parking, except in the "C-1" Traditional Central Business District, of automobiles, vans, campers, trucks, trailers, tractors, recreational vehicles, boats, construction equipment, and any other motor vehicle equipped for street and highway travel shall be on an asphaltic or Portland cement concrete paved parking area that extends the entire length of the vehicle. Driveways for individual single-family detached or attached townhouse style residences on private property shall be asphaltic concrete or Portland cement concrete, and shall connect to the public (or private) street. The Council may waive or modify to a lesser requirement any provision or requirement contained in this subsection with respect to any new subdivision platted in an "E" District, after review by the Planning and Zoning Commission and provided such change adequately safeguards the general public and the surrounding property.

Mr. Leedom's letter also stated:

The purpose of this letter is just to make you aware that the above is a violation and to let you know that in order to avoid further action, the City requires that the identified violation be corrected within fourteen (14) days from the date of this notice, or submit to the Code Enforcement Officer in writing a schedule for compliance to be reviewed. The city appreciates property owners may not be aware there is a problem prior to receiving this notification and is confident that once you are aware, the issue can be addressed.

On December 1, 2021, Allan Wheeler requested a hearing before the City Council, which convened at [ ] o'clock p.m. on Tuesday, December 14, 2021, in the Legion Hall in Dallas Center, Iowa. Council Members Beyer, Coon, Kluss, Pion, and Strutt were present.

The Council is required to hold a hearing on a nuisance complaint under the provisions of Section 50.08 of the Code of Ordinances.

Mr. Leedom was present and stated his reasons for issuing the Notice to Abate Nuisance and requirement to comply with the Off-Street Parking requirements relating to surfacing requirements.

{Mr. and Mrs. Wheeler} were present, and presented their position on the matter.

FINDINGS OF FACT

The Council FINDS:

1. Chapter 51 of the Code of Ordinances provides that any junk, junk vehicles, or refuse located upon private property (unless stored within a garage or other enclosed structure, or any junk or junk vehicle stored within an auto salvage yard or junk yard lawfully operated within the City) constitutes a threat to the health and safety of the citizens and is a nuisance within the meaning of Section 657.1 of the Code of Iowa; and a person occupying the property upon which it is located shall be prima facie liable for the violation.

2. Chapter 51 of the Code of Ordinances provides that it is unlawful for any person to store, accumulate or allow to remain on any private property any junk, junk vehicle or refuse. A junk vehicle is any vehicle that is not licensed for the current year or is not capable of being driven from its location under its own power without the addition of parts or repairs.

3. Section 165.42 (5) of the Code of Ordinances requires that offstreet parking, except in the "C-1" Traditional Central Business District, of automobiles, vans, campers, trucks, trailers, tractors, recreational vehicles, boats, construction equipment, and any other motor vehicle equipped for street and highway travel shall be on an asphaltic or Portland cement concrete paved parking area that extends the entire length of the vehicle.

4. The following are located upon the property located at 1406 Sugar Grove Avenue: \_\_\_\_\_, and are [found] [not found] to constitute a nuisance under the Code of Ordinances.

5. The following [is] [is not] found to be a violation of the surfacing requirements of Section 165.42(5) of the Code of Ordinances; \_\_\_\_\_.

ORDER BY THE COUNCIL

[     ]  
[     ]

BY ORDER OF THE COUNCIL OF THE CITY OF DALLAS CENTER, IOWA,  
this 14<sup>th</sup> day of December, 2021, on a vote of \_\_\_ in favor, \_\_\_  
opposed, and \_\_\_ absent.

---

Cindy Riesselman  
City Clerk

SEAL



**DALLAS CENTER**  
( *Quietly* PROGRESSIVE )

## NOTICE OF NON-COMPLIANCE

Date of Inspection: 9/16/21 & 11/23/21

Date of Notice: 11/25/21

Allan & Jill Wheeler  
[REDACTED]

**Case: 2021-119**

The purpose of this letter is to make you aware of a violation of City Code that exists at the property **1406 Sugar Grove Ave. Dallas Center, Iowa**. The City is actively enforcing its nuisance code to regulate minimum requirements for property maintenance.

An inspection on 9/16/21 & 11/23/21 indicated violations including but not limited to: **Unlicensed and/or inoperable (wrecked) vehicles, Vehicle(s) on grass, tires and debris in back yard** that will either need to be removed or brought into compliance with the ordinance below. The Dallas Center city code states the following:

### Chapter 165.41: OFF-STREET PARKING AND LOADING AREAS.

**5. Surfacing Requirements. All off-street parking and loading areas and access roadways shall have a durable and dustless surface paved with asphaltic or portland cement concrete pavement. Off-street parking, except in "C-1", Traditional Central Business District, of automobiles, vans, campers, trucks, trailers, tractors, recreational vehicles, boats, construction equipment, and any other motor vehicle equipped for street and highway travel in the front yard between the building and public (or private) street right-of-way shall be on an asphaltic or portland cement concrete paved parking area. Driveways for individual single-family detached or attached townhouse style residences on private property shall be asphaltic concrete or portland cement concrete, and shall connect to the public (or private) street. The Council may waive or modify to a lesser requirement any provision or requirement contained in this subsection with respect to any new Zoning Commission and provided such change adequately safeguards the general public and the surrounding property. (Ord. 290 Sept-03 Supp.)**

CITY HALL

1502 Walnut St, PO Box 396, Dallas Center, Iowa 50063 | p 515.992.3725 | f 515.992.3764 | cityhall@dallascenter.com  
dallascenter.com





**DALLAS CENTER**  
{ *Quietly* PROGRESSIVE }

**51.02 JUNK, JUNK VEHICLES AND REFUSE PROHIBITED.** It is unlawful for any person to store, accumulate, or allow to remain on any private property within the corporate limits of the City any junk, junk vehicle or refuse.

*(Ord. 318 – Sept-03 Supp.)*

**51.01 DEFINITIONS. For use in this chapter, the following terms are defined:**

1. “Junk” means all old or scrap copper, brass, lead, or any other non-ferrous metal; old or discarded rope, rags, batteries, paper trash, rubber debris, waste or used lumber, or salvaged wood; broken, discarded or worthless things; old, dilapidated, obsolete inoperable or dismantled vehicles, tractors, machinery and appliances or parts of such vehicles, tractors, machinery or appliances; iron, steel or other old or scrap ferrous materials; old or discarded glass, tinware, plastic; old or discarded household goods or hardware, used building materials, tanks, cans, barrels, boxes, drums, piping, bottles, hair, mattresses, beds or bedding; or any other kind of scrap or waste material which is stored, kept, handled or displayed for barter, resale, reuse, salvage, stripping, or trade. Neatly stacked firewood located on a side yard or a rear yard is not considered junk.

4. “Refuse” means any material that has lost its value for the original purpose for which it was created or manufactured, or for its redesigned use, whether putrescible or non-putrescible, combustible or non-combustible, which is not securely stored in a building or legal outdoor storage yard for prompt disposal or resale, including but not limited to junk; paper or cardboard plastic;.....or accumulations of animal feces.....

The purpose of this letter is just to make you aware that the above is a violation and to let you know that in order to avoid further action, the City requires that the identified violation be corrected within **fourteen (14) days** from the date of this notice or submit to the Code Enforcement Officer in writing a schedule for compliance to be reviewed. The City appreciates property owners may not be aware that there is a problem prior to receiving this notification and is confident that once you are aware, the issue can be addressed.

Please contact me if you have questions or wish to discuss this matter further. I can be reached at 515-238-4485 or [eleedom@dallascenter.com](mailto:eleedom@dallascenter.com). I would be more than welcome to setting up a time to visit as well. The Code Enforcement Officer position is a contract position so I do not have an office at City Hall. Thank you, in advance, for your timely response to the correction of this matter.

Respectfully,

Ed Leedom  
Code Enforcement Officer  
515-238-4485  
[eleedom@dallascenter.com](mailto:eleedom@dallascenter.com)

**Pictures have been attached to help in identifying your violation(s). However the pictures may or May not include all the violations on your property at the time of the inspection. At the time of re-inspection we will include not only these violations but also any additional accumulations of illegal materials.**

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[dallascenter.com](http://dallascenter.com)



**DALLAS CENTER**  
( Quietly PROGRESSIVE )  
**ADVISORY NOTICE**

Date of Inspection: 9/16/21

Date of Notice: 9/17/21

Allan & Jill Wheeler  
[REDACTED]

**Case: 2021-119**

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**DALLAS CENTER**  
{ Quietly PROGRESSIVE }

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Respectfully,

Ed Leedom

Code Enforcement Officer

515-238-4485

[eleedom@dallascenter.com](mailto:eleedom@dallascenter.com)

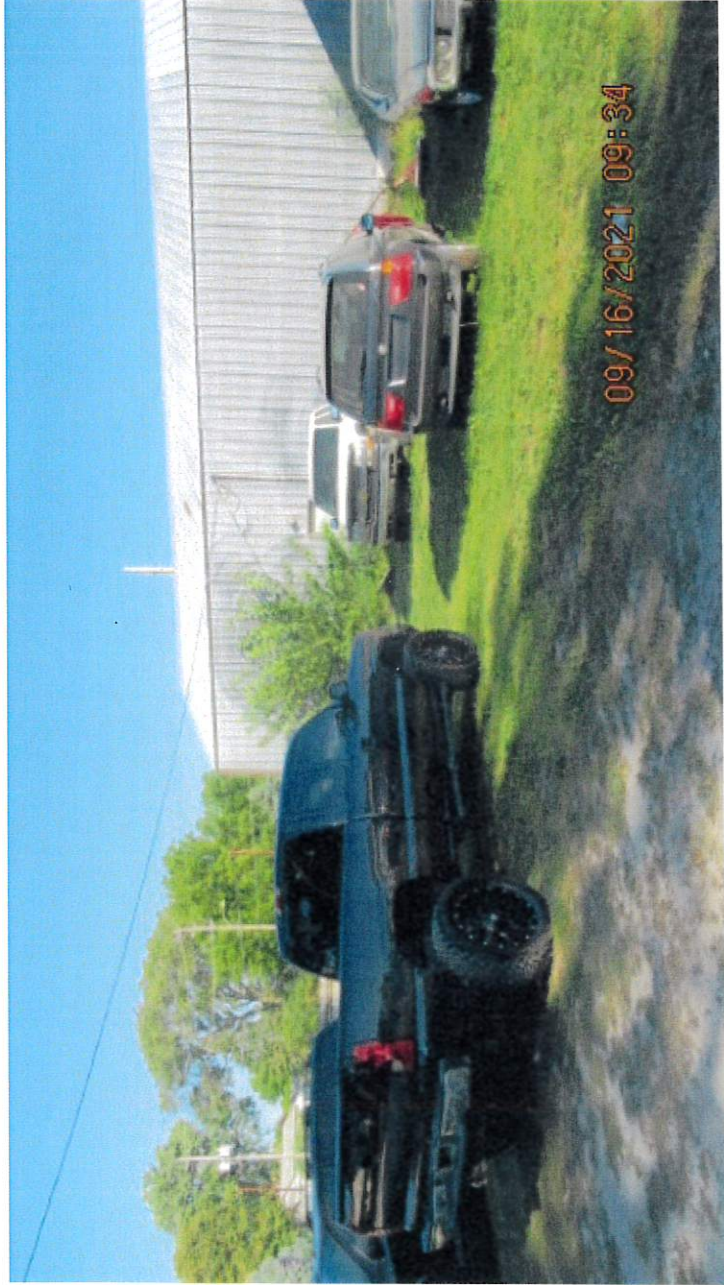
**Pictures have been attached to help in identifying your violation(s). However the pictures may or May not include all the violations on your property at the time of the inspection. At the time of re-inspection we will include not only these violations but also any additional accumulations of illegal materials.**

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## **Photos Taken**

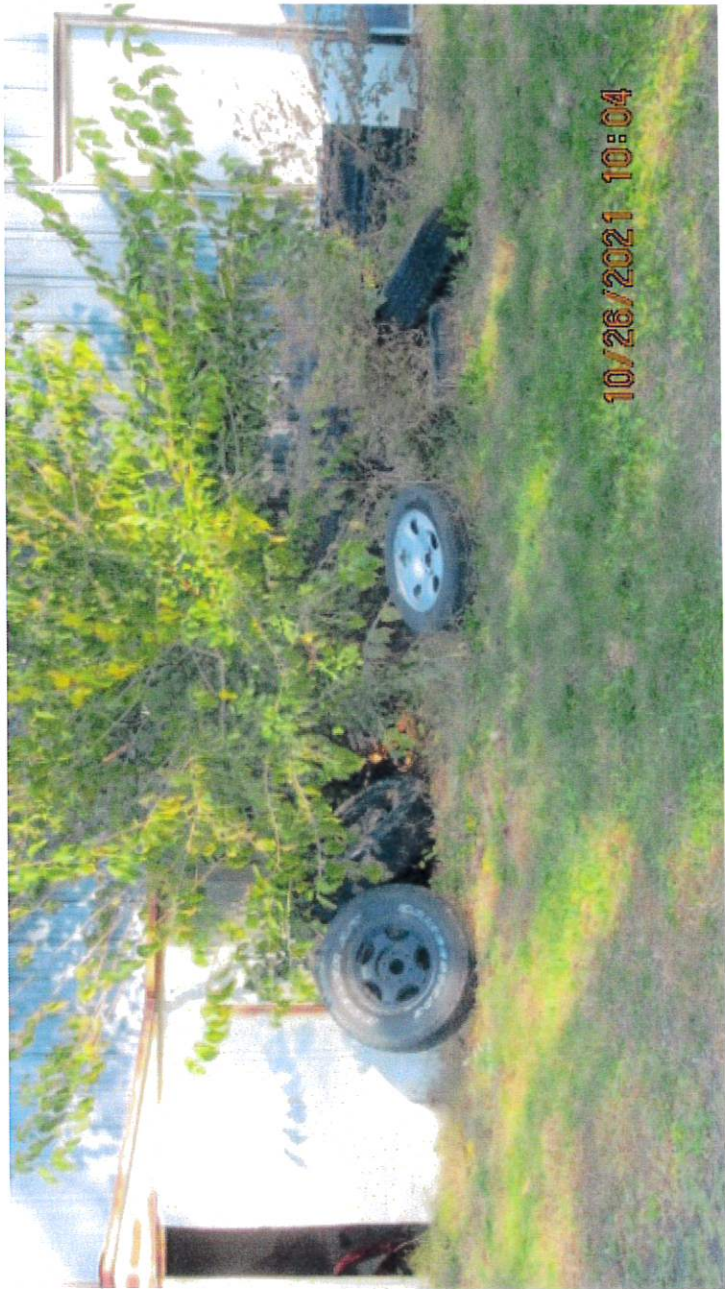
**September 16, 2021**



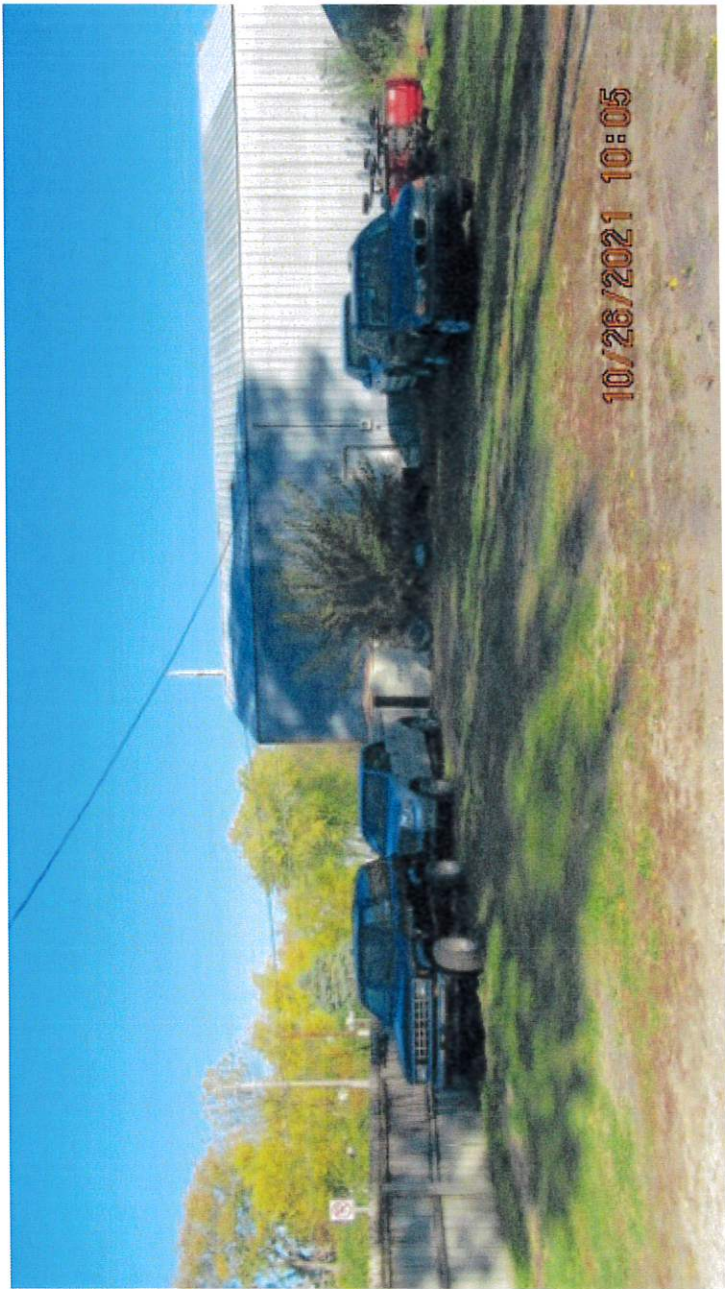


## **Photos Taken**

**October 26, 2021**

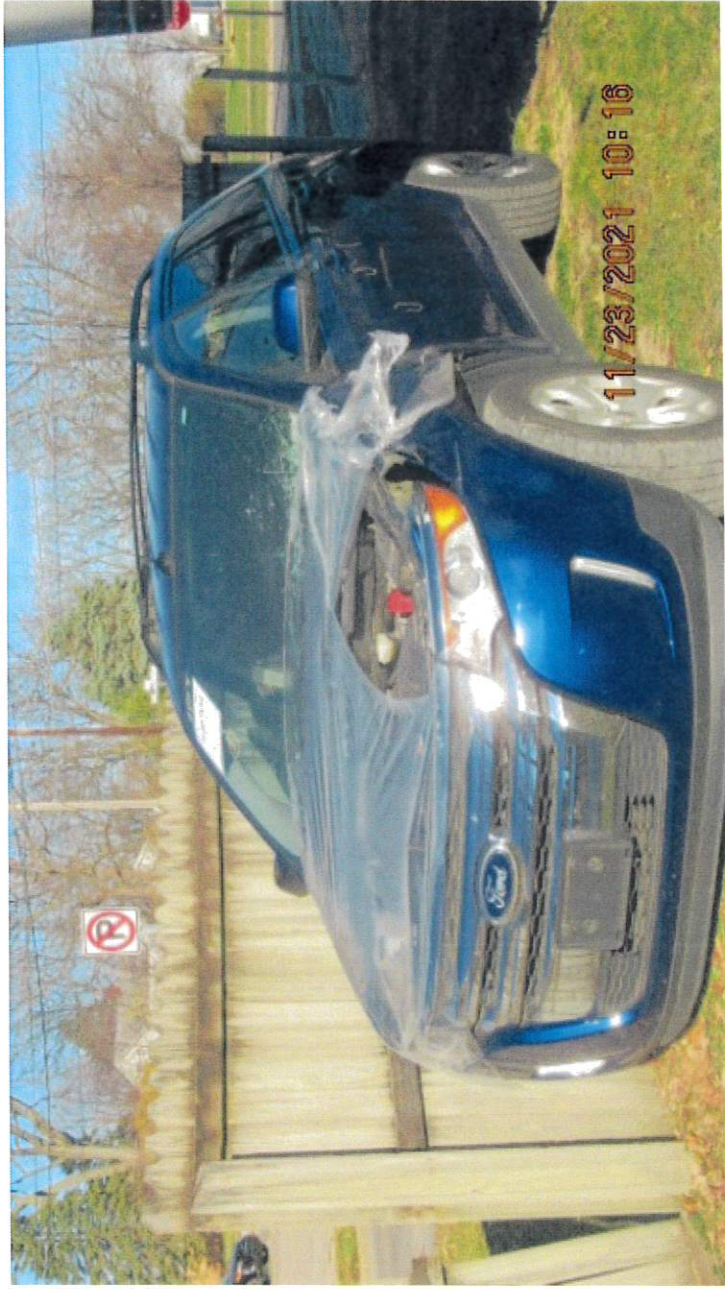




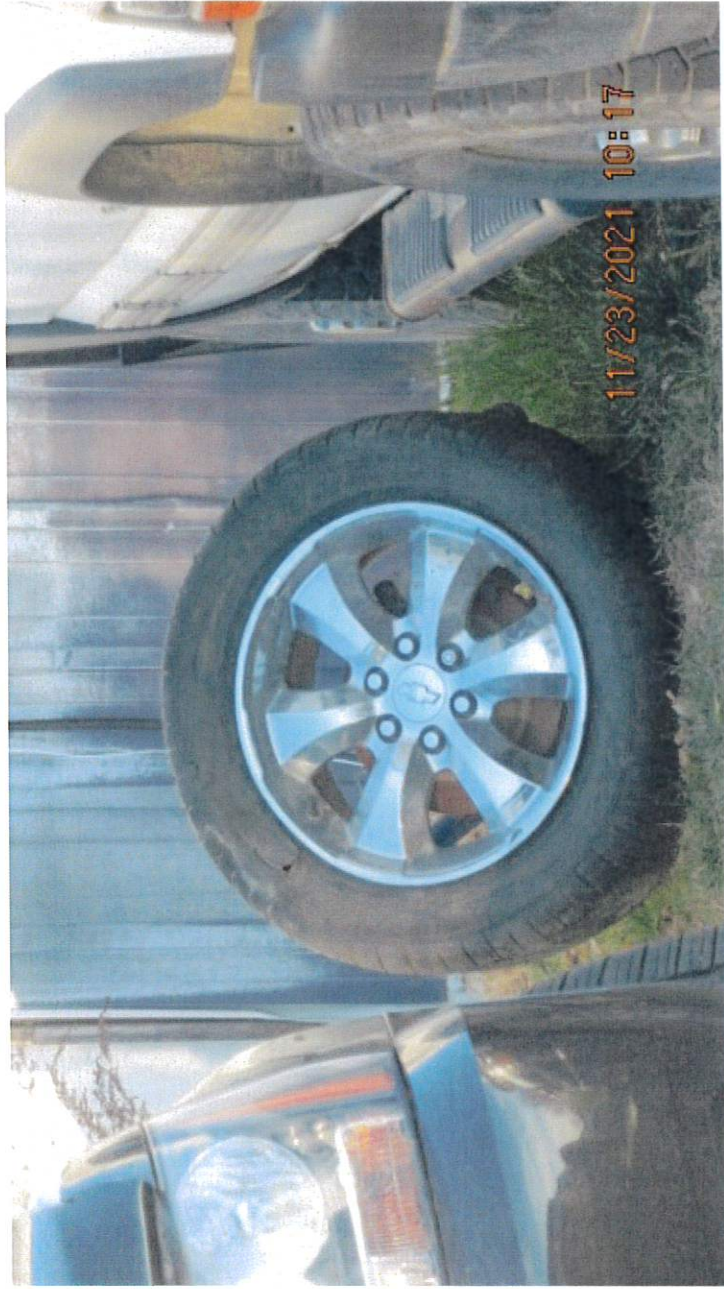


## **Photos Taken**

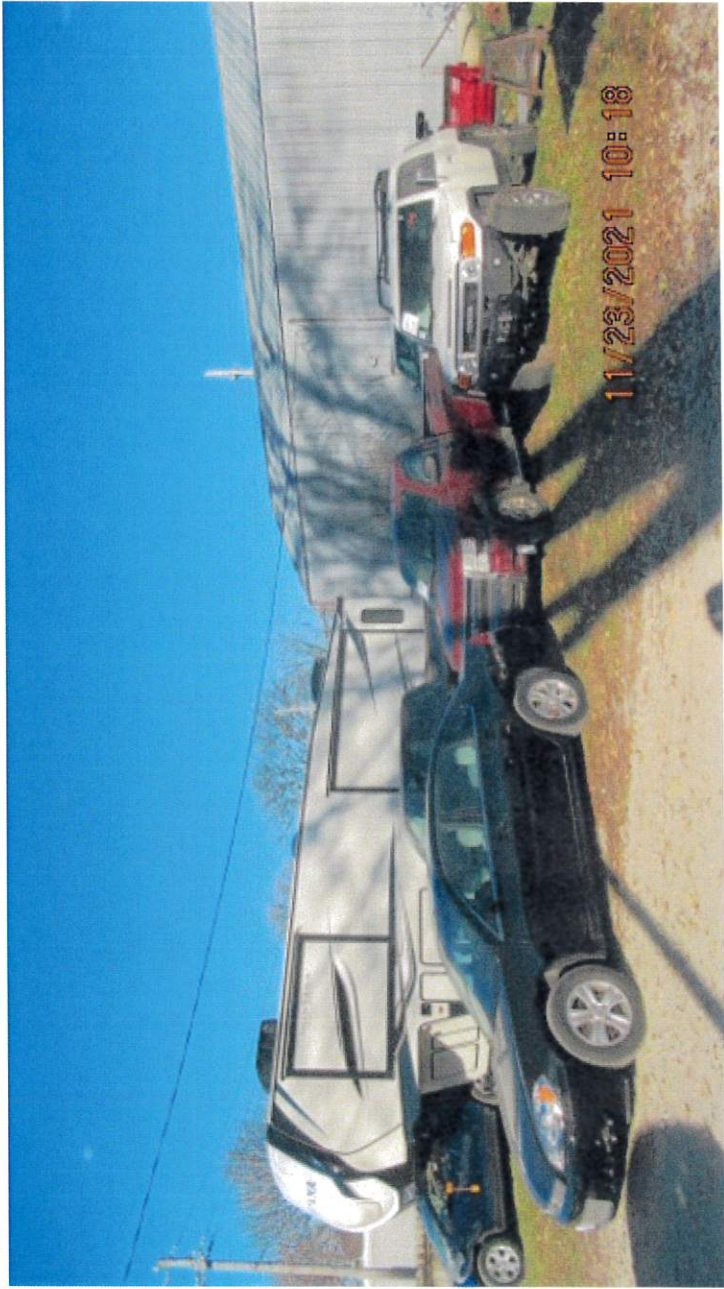
**November 23, 2021**







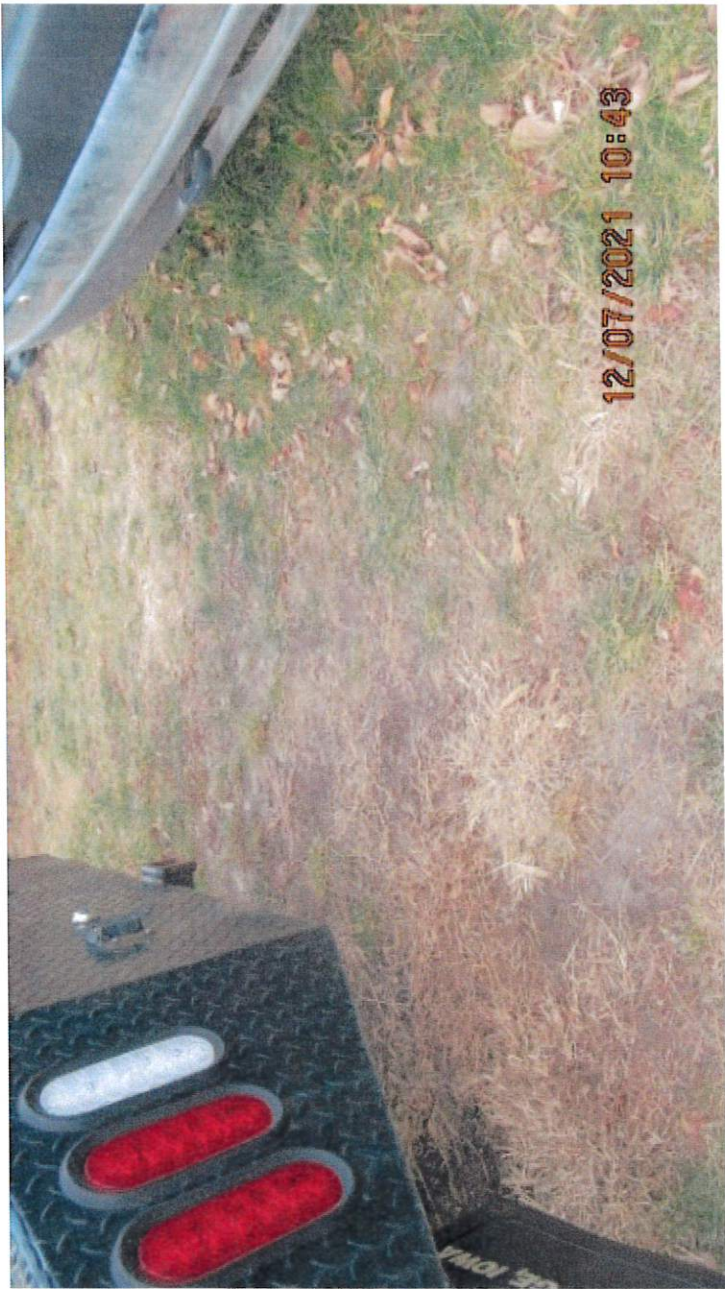


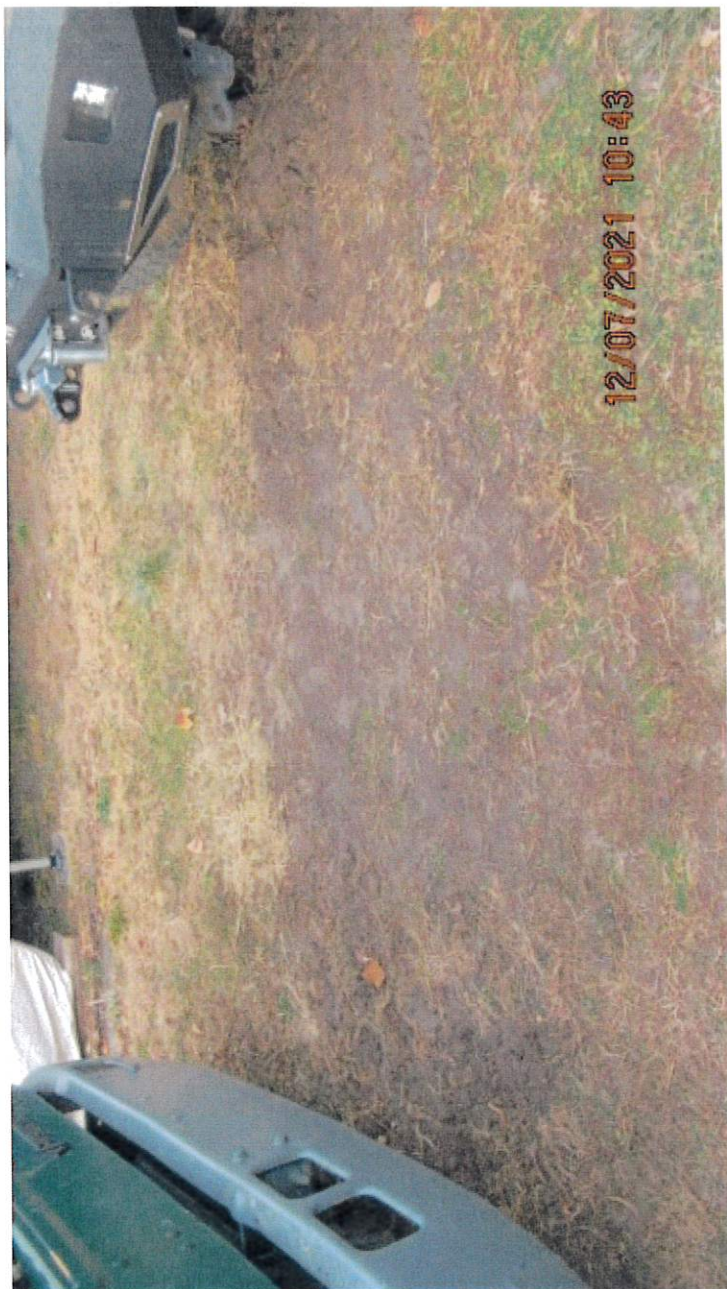


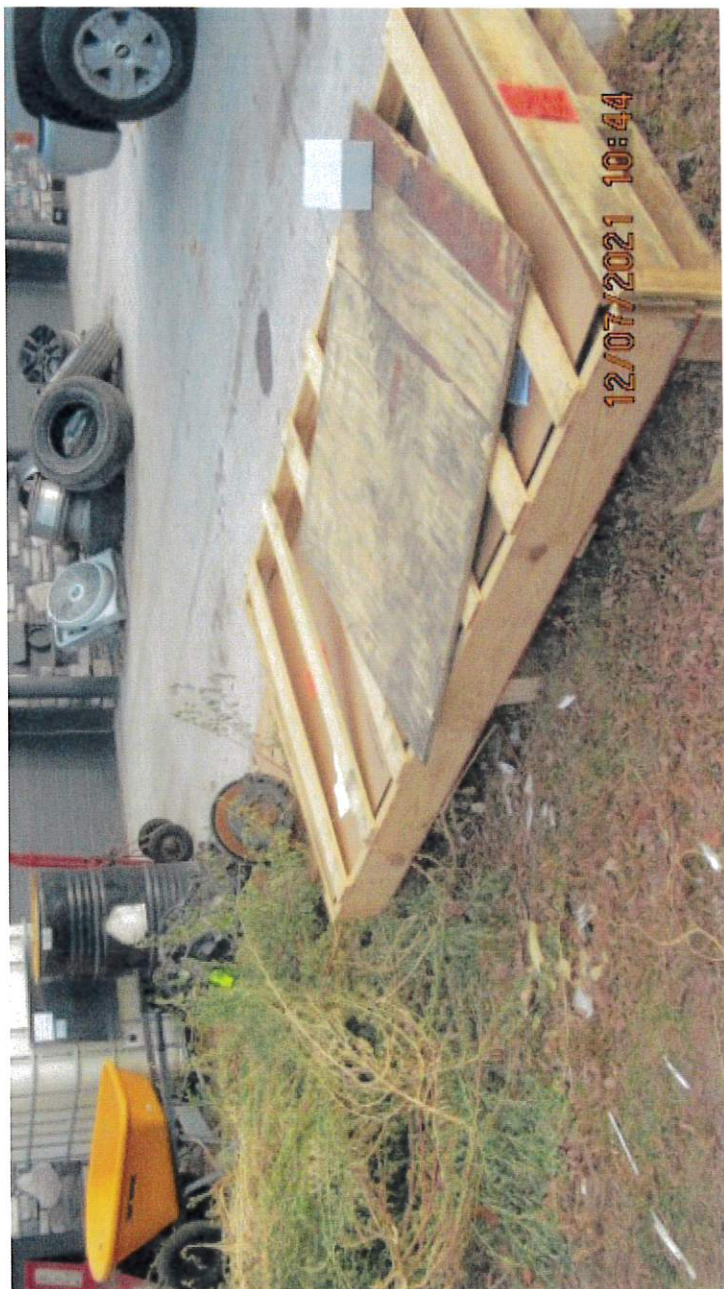
## **Photos Taken**

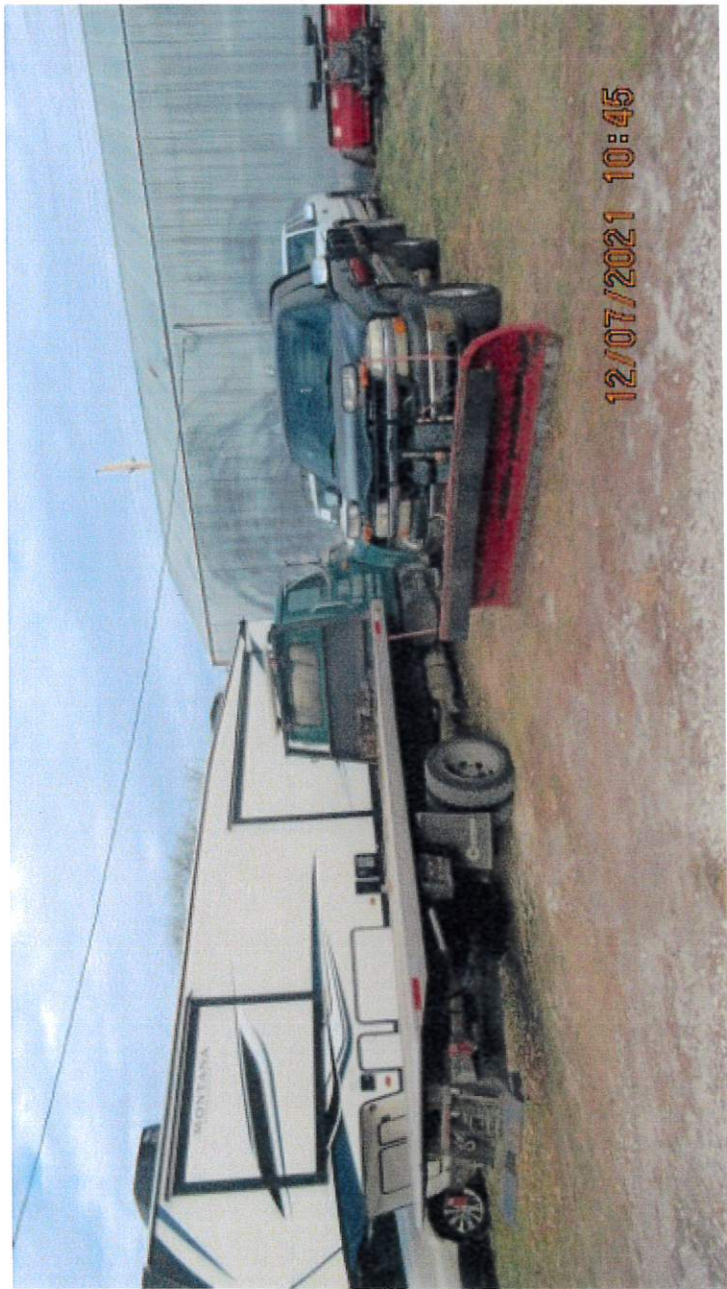
**December 7, 2021**











ORDINANCE NO. 561

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF DALLAS CENTER, IOWA, AS AMENDED, REDUCING THE MAXIMUM SPEED LIMIT TO 25 MILES PER HOUR ON THIRTEENTH STREET IN THE VICINITY OF THE ELEMENTARY SCHOOL; AND ALLOWING PARKING ON A PORTION OF THE SOUTH SIDE OF LINDEN STREET BETWEEN NINTH STREET AND FAIR VIEW DRIVE

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

SECTION 1. Section 63.04(2) of the Code of Ordinances of the City of Dallas Center, Iowa as amended, (Speed Regulations) is amended to read as follows:

2. Speed Limits on Thirteenth Street. Speeds in excess of the following limits on Thirteenth Street (and R Avenue in the County) are unlawful:

A. On the east side, from a point 2,345 feet south of the centerline of Linden Street to a point 2,850 feet south of the centerline of Linden Street, 45 miles per hour.

B. On the east side, from a point 1,640 south of the centerline of Linden Street to a point 2,345 feet south of the centerline of Linden Street, 35 miles per hour.

C. On the east side, from a point at the center of Linden Street to a point 2,345 feet south of the centerline of Linden Street, 25 miles per hour.

D. On the west side, from a point at the center of Linden Street to a point 2,345 feet south of the centerline of Linden Street, 25 miles per hour.

E. On the west side, from a point beginning 2,345 feet south of the centerline of Linden Street continuing to a point 2,850 feet south of the centerline of Linden Street, 45 miles per hour.

**SECTION 2.** Section 69.08(19) of the Code of Ordinances of the City of Dallas Center, Iowa, as amended (No Parking Zones) is amended to read as follows:

19. Linden Street from Twelfth Street to Thirteenth Street on the north side; from Ninth Street easterly to Fair View Drive on the north side; and from Ninth Street easterly to a point 181 feet west of the centerline of Eighth Street on the south side.

**SECTION 3. Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4. 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 5. Effective.** This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

Passed by the City Council on the 14<sup>th</sup> day of December, 2021, and approved the 14<sup>th</sup> day of December, 2021.

\_\_\_\_\_  
Michael A. Kidd, Mayor

ATTEST:

\_\_\_\_\_  
Cindy Riesselman, City Clerk

ORDINANCE NO. 562

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF DALLAS CENTER, IOWA, AS AMENDED, PROVIDING THAT A SPEED IN EXCESS OF 25 MILES PER HOUR ON FAIR VIEW DRIVE BETWEEN LINDEN STREET AND THE INTERSECTION WITH 250<sup>TH</sup> STREET IS UNLAWFUL

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

**SECTION 1.** Section 63.04(3) of the Code of Ordinances of the City of Dallas Center, Iowa as amended, (Speed Regulations) is amended to read as follows:

3. Speed Limits on Fair View Drive. A speed in excess of 35 miles per hour on Fair View Drive between Sugar Grove Avenue and the north boundary of the Memorial Park, and a speed in excess of 25 miles per hour on Fair View Drive between the north boundary of the Memorial Park and the intersection of 250<sup>th</sup> Street and Fair View Drive is unlawful.

**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. Effective.** This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

Passed by the City Council on the 14<sup>th</sup> day of December, 2021, and approved the 14<sup>th</sup> day of December, 2021.

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Michael A. Kidd, Mayor

ATTEST:

---

Cindy Riesselman, City Clerk



**VEENSTRA & KIMM INC.**

3000 Westown Parkway  
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000  
www.v-k.net

December 10, 2021

Cindy Riesselman  
City Clerk  
City of Dallas Center  
1502 Walnut Street  
P.O. Box 396  
Dallas Center, Iowa 50063

DALLAS CENTER, IOWA  
LYN CREST ESTATES PLAT 4  
FINAL PLAT

The writer has completed a review of the final plat of Lyn Crest Plat 4. Based on review of the final plat the following comments are offered:

1. Lyn Crest Estates Plat 4 is a replat of Outlot ZZ of Lyn Crest Estates Plat 5.
2. Lot A is the 60 foot wide right-of-way of Birch Street that will be conveyed to the City.
3. The final plat shows the existing sanitary sewer and water main easement adjacent to the east boundary of the plat.
4. The final plat shows the existing public utility easement adjacent to the east boundary of the plat.
5. The final plat shows the existing storm sewer and overland flowage easement along the west boundary of the plat.
6. Lyn Crest Estates Plat 4 adds an additional 5 feet of storm sewer and overland flowage easement on Lot 8 adjacent to the east boundary of the existing storm sewer and overland flowage easement.
7. On Lot 9 the Lyn Crest Estates Plat 4 overlaps a new trail easement over the existing storm sewer and overland flowage easement. It is within this overlapping trail easement where the City will need to construct the trail access from Birch Street southerly. Although not directly related to the final plat, the writer would remind the City the construction of the trail in the existing easement will require modifications of the existing storm sewer and overland flowage from Birch Street south into Outlot X of Lyn Crest Estates Plat 2 where the detention facility is located.



8. The final plat is adding a sanitary sewer easement along the southerly side of Birch Street. Generally, the easement is 5 feet in width but widens on Lot 9 as Birch Street curves northerly to adjoin the right-of-way of 8<sup>th</sup> Street.
9. A 10 foot wide public utility easement is shown adjacent to the north right-of-way line of Lot A (Birch Street).
10. A 10 foot wide public utility easement is shown along the south side of Birch Street. The public utility easement is located adjacent to the south line of the 5 foot wide sanitary sewer easement.
11. On Lot 15, Lot 12, and Lot 10 there is a small 5 foot by 5 foot public utility easement that overlaps the sanitary sewer easement and effectively connects the public utility easement to the right-of-way of Birch Street.
12. On Lot 9 there is a 5 foot wide public utility easement that extends north and connects to a public utility easement in the northwestern corner of Lot 9 that adjoins the south right-of-way of Birch Street.
13. On Lot 9 any utility utilizing the public utility easement would need to locate its facilities relatively distant from the right-of-way of Birch Street in the curve of Birch Street. It may be logical to include the area north of the sanitary sewer easement in the public utility easement. This would provide utilities the option to locate their facilities closer to the right-of-way line of Birch Street.
14. The final plat indicates the zoning is Lyn Crest Estates PUD. The final plat includes the applicable bulk regulations.
15. The final plat shows both the front yard and rear yards setback lines.
16. Note 2 indicates in any area where public utility overlaps a designated City of Dallas Center utility easement the use of the public utility easement is subordinate to the City's use of its designated easement. This note is satisfactory.
17. Note 3 indicates all designated storm sewer easements are public and all overland flowage easements are private. This note is satisfactory.

18. Note 4 indicates there is a separate Exhibit A is filed with the plat documents establishing Minimum Protection Elevations (MPE's) for lots within Lyn Crest Estates Plat 4. Abaci Consulting indicates MPE's will be established as part of the plat. Under the current requirements of the Iowa Board of Engineering and Land Surveying Examiners information on Minimum Protection Elevations cannot be included on the final plat as that information is viewed as engineering information and cannot be certified by a land surveyor. The procedure of establishing Minimum Protection Elevations by separate document is now the standard procedure in light of the requirements relative to information that can be included on the plat.
19. Between Lot 14 and Lot 15 there is a storm sewer and overland flowage easement that extends from Lot A (Birch Street) to the south plat boundary. In this easement there is both a storm sewer that outlets near the south plat boundary and an overland flowage swale. The overland flowage swale is designed to convey runoff in excess of the capacity of the storm sewer system in rainfall events larger than the design capacity of the storm sewer. Especially near the south end of the plat there is very little cover over the storm sewer. Any erosion in the bottom of the overland flowage channel could expose the storm sewer. While it might be preferable to offset the storm sewer and overland flowage channel that is not possible with the design concept. The 14 foot wide easement encompasses the side yard setback on both sides of the common lot line between Lot 14 and Lot 15. Any additional easement would encroach within the buildable area of Lot 14 and/or Lot 15. Based on the grade of Birch Street the storm sewer outlet and overland flow channel can't be shifted easterly or westerly to avoid this condition.

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000, or [bveenstra@v-k.net](mailto:bveenstra@v-k.net).

VEENSTRA & KIMM, INC.



H. R. Veenstra Jr.

HRVJr:rdp  
212

Cc: Ralph Brown, Brown, Fagen & Rouse  
Dan DeCoup, Abaci Consulting



**WRITTEN ASSURANCES AND AGREEMENT  
OF THE OWNER AND DEVELOPER  
WITH RESPECT TO SIDEWALK CONSTRUCTION**

**Lyn Crest Estates Plat 4**

TO: The City Council  
Dallas Center, Iowa

The undersigned developer and owner of Lyn Crest Estates Plat 4, a subdivision in the City of Dallas Center, in consideration of the Council's agreement to not require the construction of the sidewalks along the Street in the subdivision before the acceptance of the improvements,

HEREBY AGREES AS FOLLOWS:

1. Individual home builders in Lyn Crest Estates Plat 4 will install the sidewalk, without the requirement of a Maintenance Bond.
2. Any sidewalk in Lyn Crest Estates Plat 4 not completed by 46 months after the approval of the Final Plat on December 14, 2021, will be constructed by the owner and developer prior to the end of 48 months after the approval of the Final Plat.

Dated this \_\_\_ day of December, 2021.

Mitchell Land Development, L.L.C.

By \_\_\_\_\_  
Victor L. Mitchell, Manager

Subscribed and sworn to before me by Victor L. Mitchell,  
this \_\_\_ day of December, 2021.

\_\_\_\_\_  
Notary Public

**WRITTEN ASSURANCES OF DEVELOPER  
TO COMPLETE "CLEAN-UP" LIST  
FOR LYN CREST ESTATES PLAT 4  
CITY OF DALLAS CENTER, IOWA**

TO: The City Council  
Dallas Center, Iowa

The undersigned developer of Lyn Crest Estates Plat 4, a subdivision in the City of Dallas Center, Iowa, (the "Plat") has received the Punch List Walk Thru Listing ("Clean-Up List") for the Plat dated December 3, 2021, a copy of which is attached as Exhibit A.

The undersigned developer states that it is endeavoring to complete as many items on the Clean-Up List as possible prior to the Dallas Center City Council meeting on December 14, 2021, at which time the developer requests that the Council approve a Resolution approving the Final Plat of the Plat.

In consideration of the Council's approval of the Final Plat, the undersigned developer HEREBY AGREES that any items on the Clean-Up List not completed by the Final Plat's acceptance will be completed as expeditiously as possible, recognizing that some of the items (such as seeding) cannot be completed until the spring of 2022.

Dated this \_\_\_\_ day of December, 2021.

Mitchell Land Development, L.L.C.

By \_\_\_\_\_  
Victor L. Mitchell, Manager

Subscribed and sworn to before me by Victor L. Mitchell, this \_\_\_\_ day of December, 2021.

\_\_\_\_\_  
Notary Public

Lyn Crest Estate Plat 4 - Punch List Walk Thru  
 12/3/2021

Attendance: Callin Hornsby & Will Eklund (Veenstra & Kimm)  
 Brian Slaughter (Dallas Center)  
 Dan DeCamp (Abaci)  
 Vic Mitchell (Developer)  
 Rick Kunzie, Tom Frerk, Matt DeDencker (Vanderpool)  
 Brad Freeman (Sternquist)

Birch Street	
St-8 S of Birch 0+00 Sheet 7	Grout south collar Install silt sock around intake opening
St-9 N of Birch 1+98.8 Sheet 7	Grout north collar Clean out debris from invert Install silt sock around intake opening
S-4 Adj Rim 2.4' 5+85 LT Sheet 7	Install adjusting rings as needed to bring casting to grade Install external chimney seal, casting may be reused
S-1 Adj Rim 4.5' 5+85 RT Sheet 7	OK
WV (Ex) Adj Rim 5+80 LT Sheet 7	OK
WV (Ex) Adj Rim 5+78 LT Sheet 7	OK
Hydrant 5+72 LT Sheet 7	Adjust valve to final grade City to inspect week of 12/6
St-7 Cleanout 5+50 RT Sheet 7	Vacuum debris from bend
St-2 Int 503 4+45.3 RT Sheet 6	Seal expansion joints at intake boxout Remove top adjusting ring to lower casting closer to curb height Chisel out excess concrete between casting and BOC so grass can grow Verify overflow grading and outlet pipe elevation (why was grading shifted E)

St-3 Int 501 4+45.3 LT Sheet 6	Grout west side of pipe and under hood if casting at curb Clean out debris from invert
St-1 FES S of Lots 4+45.3 RT Sheet 6	OK
St-4 Int 503 2+35.4 RT Sheet 6	Clean out debris from invert
St-5 Int 501 2+35.4 LT Sheet 6	OK
Hydrant 2+35.4 LT Sheet 6	Adjust valve to final grade City to inspect week of 12/6
S-2 Adj Rim 2.1' 2+07.6 RT Sheet 6	OK
St-6 Cleanout 0+64.3 RT Sheet 6	OK
S-3 Adj Rim 0.2' 0+44.8 RT Sheet 6	Adjust shifted casting. Install new adjusting ring, chimney seal, & clean invert
8th Street Driveway 0+20 RT	OK
Misc. Comments	Submit televising videos & report for review Install intake baskets at all 4 intakes located in street Seed all disturbed areas of project Seal transverse joints at beginning of project (8th Street connection) City will look into north curb missing at beginning of project to west City will inspect watermain items and complete conductivity testing week of 12/6 Abaci to submit as-built drawings to V&K

PREPARED BY: Ralph R. Brown, 502 15<sup>th</sup>, P.O. Box 250, Dallas Center, IA 50063 (515) 992-3728

## RESOLUTION NO. 2021-69

### **A RESOLUTION FORMALLY ACCEPTING THE IMPROVEMENTS IN LYN CREST ESTATES PLAT 4, A SUBDIVISION IN THE CITY OF DALLAS CENTER, DALLAS COUNTY, IOWA.**

**WHEREAS**, the City Engineer has reported pursuant to Section 170.10(1) of the Code of Ordinances that the required improvements within Lyn Crest Estates Plat 4 have been constructed and that they meet all City specifications and Ordinances or other requirements, and all agreements between the subdivider and the City; and the City Engineer has recommended to the Council that the improvements contained within the Subdivision be accepted, subject to the construction of all sidewalks in the Subdivision; and

**WHEREAS**, the City Attorney has advised the Council that the owner has filed in proper form maintenance bonds for the concrete paving, storm sewers and appurtenances, sanitary sewers and appurtenances, and water mains and appurtenances, which maintenance bonds cover all construction being dedicated to the City, except for sidewalks; and

**WHEREAS**, the City Attorney has further advised the Council that the owner and developer has filed a written assurance and agreement that individual home builders in the Subdivision will install the sidewalk, but that any sidewalk in the Subdivision not completed by forty-six (46) months after the approval of Final Plat, will be constructed by the owner and developer prior to the end of forty-eight (48) months after the approval of the Final Plat.



**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Dallas Center, Iowa, that the maintenance bonds for concrete paving, storm sewers and appurtenances, sanitary sewers and appurtenances, and water mains and appurtenances, are hereby approved; and that the written assurance and agreement of the owner and developer with respect to the construction of sidewalks is accepted.

**IT IS FURTHER RESOLVED** by the City Council of the City of Dallas Center, Iowa, in accord with Chapter 170 of the Code of Ordinances, as amended, that the required improvements contained within the subdivision are hereby accepted by the City of Dallas Center, Iowa, subject to the agreement of the owner and developer that any sidewalk not completed within forty-six (46) months after the approval of the Final Plat will be constructed by the owner and developer prior to the end of forty-eight (48) months after the approval of the Final Plat.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Dallas Center, Iowa, on the 14<sup>th</sup> day of December, 2021

---

Michael A. Kidd, Mayor

ATTEST:

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Cindy Riesselman, City Clerk

## CERTIFICATE OF MAYOR AND CLERK

We, the undersigned Mayor and Clerk of the City of Dallas Center, Iowa, hereby certify that at a meeting of the City Council of the City of Dallas Center, Iowa, and with a quorum of said City Council being present, the foregoing and attached Resolution No. 2021-69 was presented and by a motion duly made and seconded, was duly adopted by the Council.

Dated at Dallas Center, Iowa, the 14<sup>th</sup> day of December, 2021.

---

Michael A. Kidd, Mayor

---

Cindy Riesselman, City Clerk

PREPARED BY: Ralph R. Brown, 502 15<sup>th</sup>, P.O. Box 250, Dallas Center, IA 50063 (515) 992-3728

## RESOLUTION NO. 2021-70

### **A RESOLUTION APPROVING THE FINAL PLAT OF LYN CREST ESTATES PLAT 4, AN OFFICIAL PLAT INCLUDED IN AND FORMING A PART OF THE CITY OF DALLAS CENTER, DALLAS COUNTY, IOWA.**

**WHEREAS**, Mitchell Land Development, L.L.C. has caused to be platted certain real estate lying within the corporate limits of the City of Dallas Center, Dallas County, Iowa, legally described as:

ALL OF OUTLOT "ZZ", LYN CREST ESTATES PLAT 5, AN OFFICIAL PLAT, CITY OF DALLAS CENTER, DALLAS COUNTY, IOWA, CONTAINING 4.49 ACRES

and said plat is known as Lyn Crest Estates Plat 3; and

**WHEREAS**, the owner has complied with the requirements of Chapter 170 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, as it relates to subdivision regulations; and

**WHEREAS**, after Notice published in the Northeast Dallas County Record the Plan and Zoning Commission conducted a Public Hearing on the Phased Preliminary Plat on October 28, 2014, recommended to the Council the approval of the Phased Preliminary Plat, which encompasses Lynn Crest Estates Plat 4; and

**WHEREAS**, the Final Plat includes a Trail Easement (which overlaps an existing storm sewer and overland flowage easement) across the westerly portion of Lot 9; and

**WHEREAS**, after Notice published in the Northeast Dallas County Record on October 30, 2014, the Dallas Center City Council conducted a Public Hearing on the Phased Preliminary Plat on November 11, 2014, and on that date approved the Phased Preliminary Plat; and

**WHEREAS**, the Final Plat has been filed by the owner, and it is accompanied by (1) the Owner's Consent to Plat; (2) Warranty Deed conveying to the City Lot A intended as a public street; (3) Declaration of Residential Covenants, Conditions and Restrictions; (4) an Opinion by an Attorney who has examined the Abstract of Title of the land being platted; and (5) a Certificate of the County Treasurer that the land is free from certified taxes and certified special assessments; and

**WHEREAS**, the Developer previously submitted to the City for review (a) Articles of Incorporation of Lyn Crest Estates Storm Water Maintenance Association, Inc. (the "Association"), (2) Bylaws of Lyn Crest Estates Storm Water Maintenance Association, Inc., and (3) Declaration of Covenants, Conditions and Restrictions for Lyn Crest Estates in connection with the Association.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Dallas Center, Iowa, that Final Plat of Lyn Crest Estates Plat 4 be and the same is hereby approved in accord with Section 354.8 of the Code of Iowa, as amended, and Chapter 170 of the Code of Ordinances, as amended.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Dallas Center, Iowa, on the 14<sup>th</sup> day of December, 2021.

---

Michael A. Kidd, Mayor

ATTEST:

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Cindy Riesselman, City Clerk

## CERTIFICATE OF MAYOR AND CLERK

We, the undersigned Mayor and Clerk of the City of Dallas Center, Iowa, hereby certify that at a meeting of the City Council of the City of Dallas Center, Iowa, and with a quorum of said City Council being present, the foregoing and attached Resolution No. 2021-70 was presented and by a motion duly made and seconded, was duly adopted by the Council.

Dated at Dallas Center, Iowa, the 14<sup>th</sup> day of December, 2021.

---

Michael A. Kidd, Mayor

---

Cindy Riesselman, City Clerk

**RESOLUTION NO. 2021-71**

**A RESOLUTION PROVIDING FOR ACQUIRING PERPETUAL SIDEWALK AND TRAIL EASEMENT ACROSS A PORTION OF OUTLOT X IN LYN CREST ESTATES PLAT 2; APPROVING THE EASEMENT FORM THEREOF; ACCEPTING SAID EASEMENT ON BEHALF OF THE CITY OF DALLAS CENTER, IOWA; AND AUTHORIZING PAYMENT OF COMPENSATION TO THE PROPERTY OWNER.**

**WHEREAS**, it is necessary and required that the City procure from a certain owner of real estate a perpetual sidewalk and trail easement for a future sidewalk and trail connection to the Raccoon River Valley Trail from residential properties in the Lyn Crest Estate Plats and the Trail View Pointe Plat over, under, through, and across certain land as hereinafter described; and

**WHEREAS**, the City has entered into negotiations with the owner of said certain real estate for the perpetual easements; and

**WHEREAS**, the Engineer's project plan proposes and provides for the procuring of a perpetual easement to the following tract of real estate from the owner thereof as follows, to-wit: a Permanent Easement over real estate (4,179 square feet) owned by Lyn Crest Estates Storm Water Management Association, Inc. attached hereto as Easement 1, with compensation in the amount of one dollar (\$1.00); and

**WHEREAS**, the proposed Easement to a tract of real estate shall read, provide and be in substance as in Easement 1 attached hereto and made a part hereof, has been duly executed by the grantor, and should be approved.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Dallas Center, Iowa:

1. That the form and provisions of said Easement, as set forth in the attached Easement 1 be and the same is hereby approved.

2. That the Mayor and Clerk be and they hereby are authorized, directed, and empowered on behalf of the City of

Dallas Center, Iowa, to accept the Easement to the tract of real estate by the owner of said described real estate, so given and granted unto the City of Dallas Center, Iowa.

3. That the Clerk shall file the easement for record in the office of the Recorder of Dallas County, Iowa.

4. That there is hereby appropriated as a part of the future cost and expense of the trail connection project all such funds necessary and required for the cause and expense of acquiring (for the compensation set forth in this Resolution) and recording said Easement and the Clerk is hereby directed to issue proper warrants therefor.

Passed, signed and adopted the 14<sup>th</sup> day of December, 2021.

---

Michael A. Kidd, Mayor

ATTEST:

---

Cindy Riesselman, City Clerk

Prepared By: Travis J. Paul, Veenstra & Kimm, Inc., 3000 Westown Parkway, West Des Moines, IA 50266 (515) 225-8000  
Return To: Veenstra & Kimm, Inc., 3000 Westown Parkway, West Des Moines, IA 50266 (515) 225-8000

Easement No. 1

### PERPETUAL SIDEWALK AND TRAIL EASEMENT

KNOW ALL MEN BY THESE PRESENT:

That we, the undersigned, Lyn Crest Estates Storm Water Management Association, Inc., a corporation organized and existing under the laws of the State of Iowa, of the County of Dallas, State of Iowa, in consideration of \$ 1.00 in hand paid by the CITY OF DALLAS CENTER, IOWA, the receipt of which is hereby acknowledged do hereby sell, grant and convey unto the City of Dallas Center, Iowa, a municipal corporation, in the County of Dallas, State of Iowa, an easement under, through and across the following described real estate:

Outlot X in Lyn Crest Estates Plat 2, an Official Plat, now included in and forming a part of the City of Dallas Center, Dallas County, Iowa.

**Perpetual Trail Easement (see Drawing EAS-01)**

Beginning at the Northwest corner of said Outlot X; thence South 89°30'21" East along the North line of said Outlot X, 25.00 feet; thence South 00°32'38" West, 53.46 feet; thence South 35°04'48" East, 135.00 feet; thence South 54°55'12" West, 20.00 feet to the Southwesterly line of said Outlot X; thence North 35°04'48" West along said Southwesterly line, 150.00 feet to the Southwest corner of said Outlot X; thence North 00°32'38" East along the West line of said Outlot X, 52.89 feet to the point of beginning.

Containing 4,179 square feet or 0.10 acres, more or less.



That said easement is granted unto the City of Dallas Center, Iowa, for the purpose of the construction, installation and maintenance of the following described public improvement:

Sidewalk and Trail

In connection herewith it is specifically agreed that by this easement, the City of Dallas Center shall have the right to enter upon said premises as shall be necessary to construct, reconstruct, inspect, repair, operate and maintain and service any and all of said improvements and all appurtenances thereto, together with the right to use and operate said improvements as it deems necessary.

The said municipal corporation shall restore said described land to a satisfactory condition after construction and/or maintenance in substantially the same condition as prior to entry.

It is further agreed that no permanent improvement shall be built or placed upon the above described perpetual easement, and that if such improvements are built or constructed, in violation of this easement, the City of Dallas Center shall in no way be responsible for any damages thereto resulting from the construction, reconstruction, maintenance or repair of the aforesaid improvements.

That the grantors do hereby covenant with the said grantee, and successors in interest, that said grantors hold said real estate by title and fee simple; that they have good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever except as may be hereinabove stated; that said grantors covenant to warrant and defend the said premises against the lawful claims of all persons whomsoever, except as may be above stated.

IN WITNESS WHEREOF WE have hereunto affixed our hands this \_\_\_\_\_ day of  
December \_\_\_\_\_, 20 21 .

\_\_\_\_\_  
Lyn Crest Estates Storm Water  
Management Association, Inc.

By \_\_\_\_\_  
Victor L. Mitchell, Sole Director

STATE OF IOWA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_\_ day of December, 20 21, before me, the undersigned, a  
Notary Public in and for the State of Iowa, personally appeared  
Victor L. Mitchell and \_\_\_\_\_, to me  
known, who, being by me duly sworn, did say that they are the  
the sole Director and \_\_\_\_\_,  
respectively, of the corporation executing the foregoing instrument; that (no seal has been  
procured by) (the seal affixed thereto is the seal of the corporation); that said instrument  
was signed (and sealed) on behalf of the corporation by authority of this Board of Directors;  
that Victor L. Mitchell and \_\_\_\_\_  
acknowledged the execution of the instrument to be the voluntary act and deed of the  
corporation, by it and by them voluntarily executed.  
him

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_, 20 \_\_\_\_\_

# EASEMENT DRAWING

EAS-01

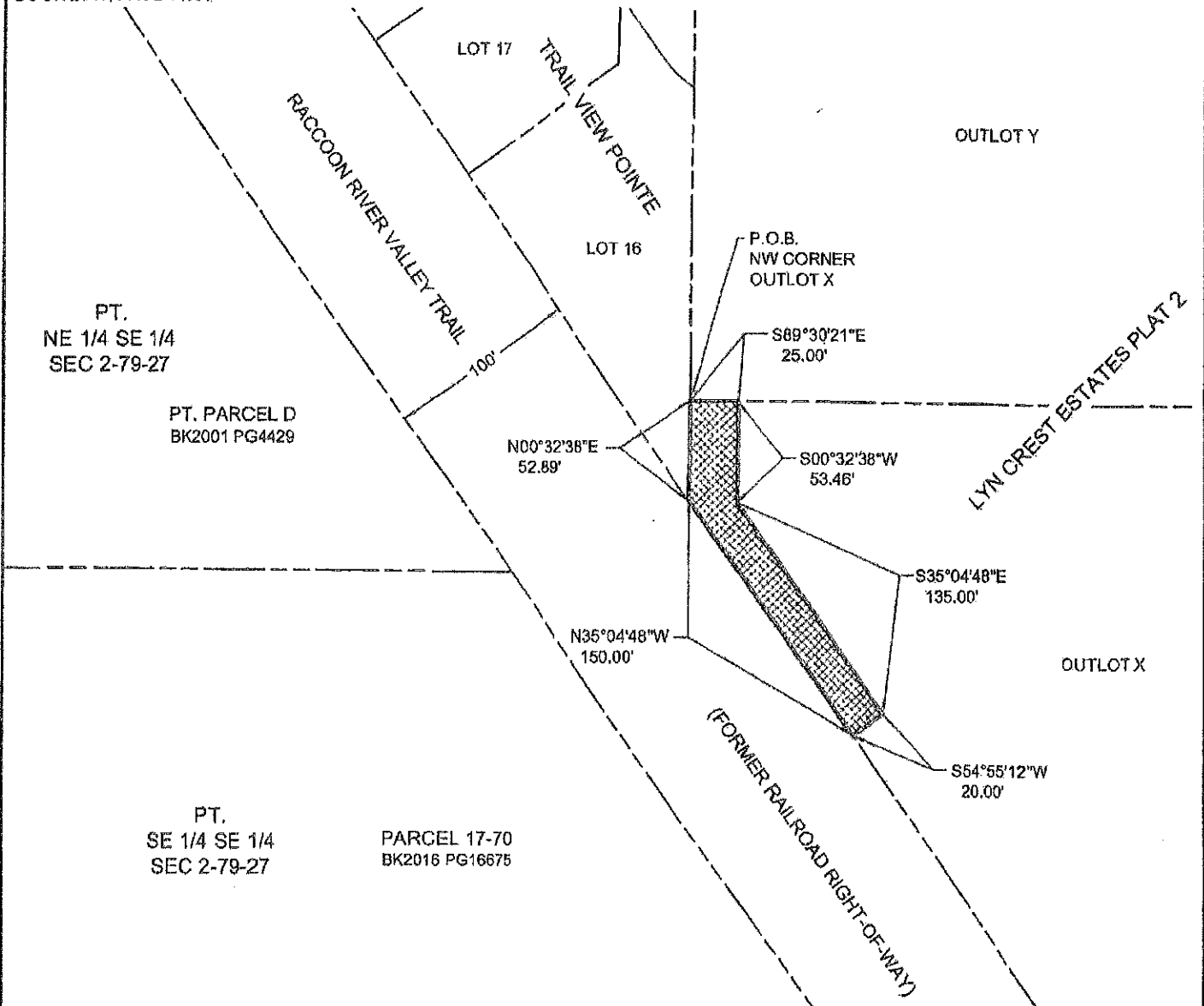
**PROPERTY OWNER:**

LYN CREST ESTATES  
STORM WATER MANAGEMENT  
ASSOCIATION, INC.  
PO BOX 84  
GRIMES, IA 50111  
BOOK 2015, PAGE 14989


FOR PERPETUAL SIDEWALK AND TRAIL BEING CONVEYED TO  
THE CITY OF DALLAS CENTER, IOWA

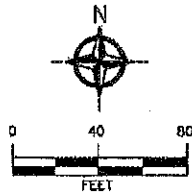
PARCEL ID:  
1102430017

PHYSICAL ADDRESS:  
NA



**LEGEND**

- SECTION LINE
- PROPERTY LINE
-  PERPETUAL EASEMENT 4,179 SQ.FT



**SURVEY FOR:**  
CITY OF DALLAS CENTER  
1502 WALNUT STREET  
DALLAS CENTER, IA 50063  
PHONE: (515) 992-3725

V&K PROJECT NUMBER 212 \_\_\_\_\_ DATE: 12-02-21



SHEET  
1 OF 1

## RESOLUTION NO. 2021-75

### A RESOLUTION HOLDING HARMLESS THE GRANTORS OF EASEMENTS TO THE CITY FOR SIDEWALK AND TRAIL CONNECTION EASEMENTS, AND PROVIDING FOR CITY CONSTRUCTION AND MAINTENANCE OF THE FUTURE TRAIL CONNECTION

**WHEREAS**, by the adoption of Resolution No. 2021-70 the Council has approved the Final Plat of Lyn Crest Estates Plat 4, which includes the dedication to the City of a Trail Easement across the westerly portion of Lot 9 by the developer, Mitchell Land Development, L.L.C.; and

**WHEREAS**, by the adoption of Resolution No. 2021-71 the Council has approved the acquisition of a Permanent Sidewalk and Trail Easement across a portion of Outlot X in Lyn Crest Estates Plat 2 owned by Lyn Crest Estates Storm Water Management Association, Inc.; and

**WHEREAS**, the City of Dallas Center plans to construct, at City expense, a sidewalk and trail connection to the Raccoon Valley Trail over, through, and across the acquired easements; and

**WHEREAS**, it is appropriate that the City of Dallas Center shall fully defend, indemnify, and hold harmless Mitchell Land Development, L.L.C. and Lyn Crest Estates Storm Water Management Association, Inc., and their successors and assigns, from any and all claims, lawsuits, demands, causes of action, liability, loss, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of the City of Dallas Center, its elected and appointed officials, personnel, employees, agents, contractors, invitees, or volunteers in connection with the construction, maintenance, and utilization of the aforescribed sidewalk and trail connection to the Raccoon River Valley Trail over, through, and across the aforescribed easements. This

indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to Mitchell Land Development, L.L.C. and Lyn Crest Estates Storm Water Management Association, Inc., and their successors and assigns, by the City of Dallas Center, Iowa, for all legal fees, expenses, and costs incurred by said entities and their successors and assigns; and

**WHEREAS**, it is appropriate for the City of Dallas Center, Iowa, to affirm that it is and will be responsible for all costs of the construction and maintenance of the aforescribed sidewalk and trail connection to the Raccoon River Valley Trail.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Dallas Center, Iowa, that the City of Dallas Center, Iowa, shall fully defend, indemnify, and hold harmless Mitchell Land Development, L.L.C. and Lyn Crest Estates Storm Water Management Association, Inc., and their successors and assigns, from any and all claims, lawsuits, demands, causes of action, liability, loss, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of the City of Dallas Center, its elected and appointed officials, personnel, employees, agents, contractors, invitees, or volunteers in connection with the construction, maintenance, and utilization of the aforescribed sidewalk and trail connection to the Raccoon River Valley Trail over, through, and across the aforescribed easements. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to Mitchell Land Development, L.L.C. and Lyn Crest Estates Storm Water Management Association, Inc., and their successors and assigns, by the City of Dallas Center, Iowa, for all legal fees, expenses, and costs incurred by said entities and their successors and assigns.

**IT IS FURTHER RESOLVED** by the City Council of the City of Dallas Center, Iowa, that the City of Dallas Center, Iowa, is and will be responsible for all costs of the construction and maintenance of the aforescribed sidewalk and trail connection to the Raccoon River Valley Trail.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Dallas Center, Iowa, on the 14<sup>th</sup> day of December, 2021

---

Michael A. Kidd, Mayor

ATTEST:

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Cindy Riesselman, City Clerk

**ORDINANCE NO. 563**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF DALLAS CENTER, IOWA, AS AMENDED, TO PROVIDE FOR A STOP SIGN AT THE ENTRANCE OF BIRCH STREET TO FAIR VIEW DRIVE AND TO PROVIDE FOR NO PARKING ON THE NORTH SIDE OF BIRCH STREET**

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

**SECTION 1.** Section 65.01(13) of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, is amended to read as follows:

**13. Fair View Drive.**

- A. Intersection of Fair View Drive and Linden Street - three corner stop signs.
- B. Intersection of Fair View Drive and Vine Street - three corner stop signs.
- C. Sycamore Street, Northview Drive, Hickory Court, Elm Court, Oak Court, and Birch Street entrances to Fair View Drive - stop signs.

**SECTION 2.** Section 69.08 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, is amended by adding the following new subsection:

54. Birch Street from the west property line of 705 Birch Street east to Fair View Drive on the north side.

**SECTION 3. Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4. 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 5. Effective.** This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

Passed by the City Council on the 14<sup>th</sup> day of December, 2021 and approved the 14<sup>th</sup> day of December, 2021.

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Michael A. Kidd, Mayor

ATTEST:

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Cindy Riesselman, City Clerk



## RESOLUTION NO. 2021-72

### A RESOLUTION APPROVING THE CONSTRUCTION PLANS FOR CROSS COUNTRY ESTATES PLAT 6

**WHEREAS**, Cross Country Estates, L.L.C. and J. Larson Homes have submitted to the City Engineer construction plans for public improvements in Cross Country Estates Plat 6 (previously identified by the Developer as Cross Country Estates, and so identified in Resolution No. 2021-50 approving the Preliminary Plat), for the development of said Plat; and

**WHEREAS**, upon review the City Engineer has submitted review comments to the City under letter dated November 19, 2021, a copy of which has been provided to the Developer's engineers, Snyder & Associates, Inc., and which is attached hereto as a part of Exhibit "A"; and

**WHEREAS**, Snyder & Associates, Inc. responded to the comments by correspondence and revised construction plans dated November 29, 2021, and on the same date the City Engineer advised the City that all of his comments were fully addressed in the revised construction plans, all of which is attached hereto as a part of Exhibit "A"; and

**WHEREAS**, the City Engineer has noted, however, that the connection of the low pressure sewer system in Cross Country Estates Plat 6 to the City's sewer system must be separately addressed by the City Council and resolved prior to the completion of the low pressure sewer system in Cross County Estates Plat 6.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Dallas Center, Iowa, that the construction plans submitted by the owner and developer for Cross Country Estates Plat 6 are approved, subject to the City's resolution of the connection of the low pressure sewer system in Cross County Estates Plat 6 to the City's sewer system.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Dallas Center, Iowa, on this 14<sup>th</sup> day of December, 2021.

\_\_\_\_\_  
Michael A. Kidd, Mayor

ATTEST:

\_\_\_\_\_  
Cindy Riesselman, City Clerk



**VEENSTRA & KIMM, INC.**

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WIS)

November 19, 2021

Cindy Riesselman  
City Clerk  
City of Dallas Center  
1502 Walnut Street  
P.O. Box 396  
Dallas Center, Iowa 50063

DALLAS CENTER, IOWA  
CROSS COUNTRY ESTATES PLAT 6  
CONSTRUCTION PLANS

Enclosed is a set of the construction plans submitted by Snyder & Associates, Inc. for the Cross Country Estates Plat 6 project. The Cross Country Estates Plat 6 plans show the public improvements and associated private improvements in the 15 lot development. Based on review of the construction plans the following is noted:

1. The construction plans show North Star Lane to be paved as a 26-foot wide portland cement concrete pavement street with an urban section.
2. The pavement is 7-inch thick portland cement concrete pavement.
3. The construction plans show a 2-foot wide shoulder on each side of the paved section.
4. The right-of-way width is 70 feet to accommodate the drainage ditches along both sides of North Star Lane.
5. The construction plans show the details for the intersection paving and the cul-de-sac.
6. It is requested the plan drawings show the radius of the cul-de-sac.
7. The tangent grades on North Star Lane range from 1.00% to 2.25%. For the majority of North Star Lane the tangent grades are 1.00% and 1.25%. The tangent grades are satisfactory.
8. The construction plans show the low pressure sewer to be located along the westerly side of North Star Lane.
9. The construction plans show air release valves at the two high points on the low pressure sewer.

West Des Moines, IA • Coralville, IA • Dubuque, IA • Mason City, IA • Sioux City, IA  
Cedar Rapids, IA • Rock Island, IL • Springfield, IL • Liberty, MO • Rochester, MN

**Exhibit "A"**

10. The construction plans show the detail for the air release valve. The detail is a standard detail and considered satisfactory.
11. The low pressure sewer ranges in size from 2-inch diameter at the south end to 4-inch diameter at the north end.
12. The generally accepted sizing guide for a low pressure sewer is as follows:

<u>Pipe Diameter</u> (in)	<u>Number of Connected Grinders</u>
2"	1 to 3
3"	4 to 9
4"	10 to 18

The sizing of the low pressure sewer is satisfactory based on the generally accepted sizing criteria.

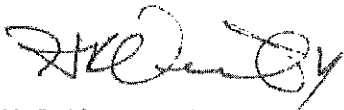
13. The construction plans show the low pressure sewer connecting to the existing low pressure sewer on Prairie Lane. The connection is shown to be located on the north side of Prairie Lane west of North Star Lane. The exact location and details of the existing stub are unknown. Brian Slaughter reports the system was not constructed fully in accordance with the plan layout drawing provided to the developer. No as-constructed information was ever provided by the developer.
14. The issue of ownership of the low pressure sewer still remains unclear. The developer has requested the City take ownership of the low pressure sewer as there does not appear to be a private entity that could be responsible for the low pressure sewer. The low pressure sewer in Cross Country Estates is privately owned. Currently, there are no provisions to allow the City to connect a public sewer to the private sewer.
15. The construction plans show the private services for the low pressure sewer. The location of the private service stubs on the low pressure sewer are satisfactory.
16. The construction plans show a typical installation of a grinder pump. The grinder pump installations are private.
17. The construction plans indicate a grinder pump is to be a progressing-cavity grinder pump or approved equal. Historically, the City has not established criteria for private grinder pumps. However, the grinder pump should have a relatively vertical pump curve and should have the capability of pumping against at least 150 feet of head with no more than a 40% decrease in the pumping head from a nominal pumping head.

18. The plans show the ditch drainage along both sides of North Star Lane.
19. The grading shows an overland flow outlet to the southwest along the common lot line between Lot 8 and Lot 9.
20. The grading plan shows an overland flow outlet to the west along the common lot line between Lot 13 and Lot 14.
21. The grading plan shows an overland flow outlet to the east along the common lot line between Lot 2 and Lot 3.
22. The construction plans show several drainage easements. In accordance with City policy overland flowage easements are considered private drainage easements. The final plat will need to label these easements as private drainage easements even though they serve the drainage outlet from the public right-of-way. It would be preferable if this notation was included on the construction plans, but the notation is not required at this time.
23. The construction plans show the location of the Xenia water main along the easterly side of North Star Lane. The water main is shown to be located in a 30-foot wide easement adjacent to the public utility easement.
24. The construction plans show the location of water service stubs on the westerly side of North Star Lane. Because these service stubs cross the right-of-way of North Star Lane they would be considered binding unless the City approves otherwise.
25. The construction plans do not show service stubs for the water main to the lots on the east side of North Star Lane. Because the water main and stubs are all located on private property the City does not require the service stubs on the east side of North Star Lane to be shown on the plan drawings.
26. The construction plans show the location of the City required shadow conduit on both sides of North Star Lane.
27. The shadow conduits are located in the 15-foot wide public utility easement along each side of North Star Lane.
28. It appears on Lot 15 a portion of the low pressure sewer is located in the public utility easement along the north side of Lot 15. If this sewer is determined to be public there will need to be a public sanitary sewer easement in addition to the public utility easement.

29. The final plat will need to include a notation indicating any use of a public utility easement is subordinate to the City's use of a designated utility easement and any user of the public utility easement in conflict with the City's use of its designated easement will need to relocate at no cost to the City in the event of a conflict with the City's use of its designated easement.
30. The shadow conduits are intended for use of a private utility rather than being used by a City utility. The City has not addressed the issue whether its shadow conduits would have priority of other users of the public utility easement in the same manner the City has determined its use of a designated utility easement takes priority over users within a public utility easement.
31. The City's policy has established a priority of a Xenia rural water easement in relationship to a public utility easement. However, the City has a shadow conduit in the public utility easement that overlaps the water main easement. In conjunction with deciding whether there will be a priority of the shadow conduit in the public utility easement the City needs to decide whether the shadow conduit will have priority over the use of the water main easement by Xenia Rural Water.

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000, or [bveenstra@v-k.net](mailto:bveenstra@v-k.net).

VEENSTRA & KIMM, INC.



H. R. Veenstra Jr.

HRVJr:paj

212

Enclosure

Cc: Ralph Brown – w/enclosure  
Brent Culp, Snyder & Associates, Inc.



**VEENSTRA & KIMM INC.**

3000 Westown Parkway  
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000  
www.v-k.net

November 29, 2021

Cindy Riesselman  
City Clerk  
City of Dallas Center  
1502 Walnut Street  
P.O. Box 396  
Dallas Center, Iowa 50063

DALLAS CENTER, IOWA  
CROSS COUNTRY ESTATES PLAT 6  
CONSTRUCTION PLAN RESUBMITTAL

Enclosed is a copy of a letter dated November 29, 2021 from Snyder & Associates, Inc. transmitting the resubmittal of the construction plans for Cross Country Estates Plat 6. Also enclosed is a copy of the revised construction plans.

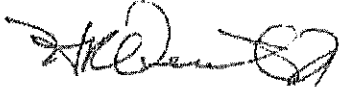
The revised construction plans address all of the comments in the writer's letter of November 19, 2021.

As noted in both the writer's letter of November 19, 2021 and the November 29, 2021 letter from Snyder & Associates, Inc., the issue of ownership of the low pressure sewer in Cross Country Estates needs to be addressed as part of the project. The writer would recommend the agenda of the December 14, 2021 City Council meeting include approval of the construction plans for Cross Country Estates Plat 6 as well as items to discuss moving forward with the ownership and improvements to the streets in Cross Country Estates and the issue relating to the ownership of the low pressure sewer system in Cross Country Estates.

Cindy Riesselman  
November 29, 2021  
Page 2

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000, or [bveenstra@v-k.net](mailto:bveenstra@v-k.net).

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read "H. R. Veenstra Jr.", with a stylized flourish at the end.

H. R. Veenstra Jr.

HRVJr:paj

212

Enclosure

Cc: Ralph Brown – w/enclosure



November 29, 2021

Ms. Cindy Riesselman  
City Clerk / Treasurer  
Dallas Center City Hall  
1502 Walnut Street  
P.O. Box 396  
Dallas Center, IA 50063

RE: CROSS COUNTRY ESTATES PLAT 6  
CONSTRUCTION PLAN RESUBMITTAL  
SE ¼ SECTION 31 – T80N - R27W  
S&A PROJECT NO. 121.0529.01

Dear Ms. Riesselman:

On behalf of J Larson Homes, LLC, attached are ten (10) revised copies of the Construction Plans for the above referenced project. The following are our written responses to the November 19, 2021, V&K comments letter (note: responses only address comments that require revision or explanation):

- Comment 1: As a note, the comment indicates “urban section”, we are proposing a “rural section”.
- Comment 6: The cul-de-sac radius is now shown.
- Comment 13: A note has been added to the construction plans indicating the location is unknown and the contractor is responsible to locate and connect onto the existing system.
- Comment 14: The Developer will work with the City to resolve ownership of the low-pressure sewer.
- Comment 22: The drainage easements are labeled as “private” and that label will carry through to the final plat.
- Comment 28: A public sanitary sewer easement was added to a portion of the north side of Lot 15 for the low-pressure system.
- Comment 29: A note will be added regarding the public utility easement.

Please contact me at your convenience with any questions or comments. Thank you.

Sincerely,  
SNYDER AND ASSOCIATES, INC.

Brent K. Culp

Enclosures

cc: John Larson, J Larson Homes, LLC (electronic enclosures emailed)  
Bob Veenstra, Veenstra & Kimm, Inc. (electronic enclosures emailed)  
Gary Benjamin, Xenia Rural Water (electronic enclosures emailed)  
File (electronic)



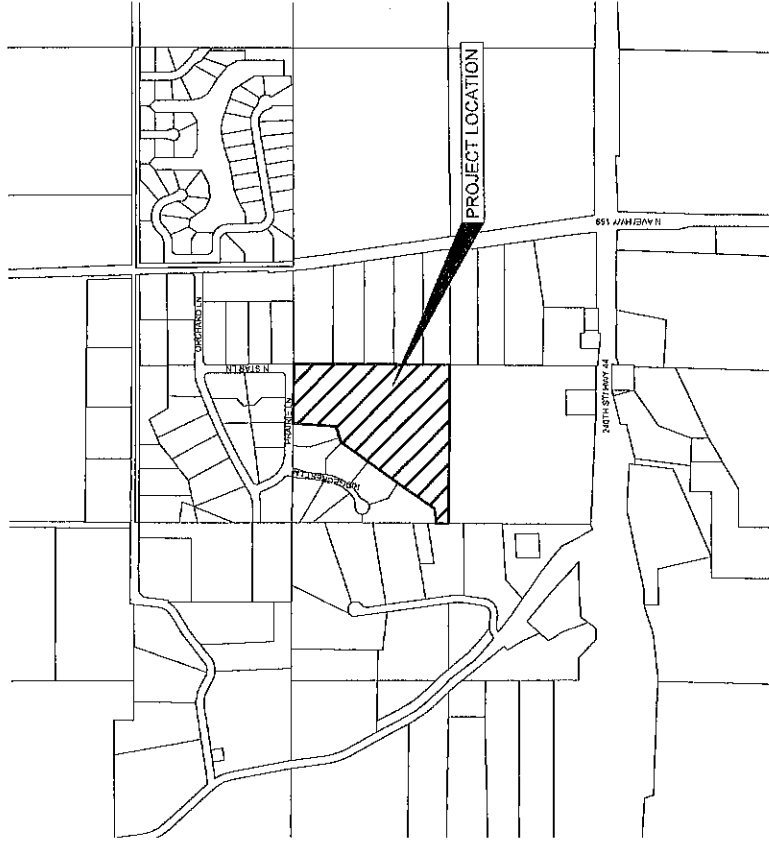
CONSTRUCTION DOCUMENTS

FOR

CROSS COUNTRY ESTATES PLAT 6

SINGLE-FAMILY RESIDENTIAL DEVELOPMENT

CITY OF DALLAS CENTER, DALLAS COUNTY, IOWA



VICINITY MAP  
DALLAS CENTER, IOWA



INDEX OF SHEETS

- C100
- C101
- C200
- C300
- C400
- C500
- C600
- C601

- PROJECT INFORMATION
- OVERALL LAYOUT
- GRADING & EROSION CONTROL PLAN
- WATER MAIN IMPROVEMENTS
- SANITARY SEWER & PAVEMENT PLAN AND PROFILE
- INTERSECTION & MISCELLANEOUS DETAILS
- MISCELLANEOUS DETAILS

Project No. 121.0529.01	Sheet C100
Client: SNYDER & ASSOCIATES, INC.	Project: CROSS COUNTRY ESTATES PLAT 6
City: DALLAS CENTER, IOWA	Scale: 1" = 40'
Drawn By: J. LARSON	Checked By: J. LARSON
Date: 11-28-21	Scale: 1" = 40'
Revised Per City Comments	Scale: 1" = 40'

**CROSS COUNTRY ESTATES PLAT 6**

**TITLE SHEET**

**DALLAS CENTER, IOWA**

**3727 S.W. BRIDEN BLVD**  
AMENET 507A 50023  
11594-0001 WWW.SNYDER-ASSOCIATES.COM

**SNYDER & ASSOCIATES, INC.**

**SNYDER & ASSOCIATES**

Project No. 121.0529.01

Sheet C-100

**REGISTERED PROFESSIONAL ENGINEER**

State of Iowa

Engineer's Name: JOHN LARSON

License Number: 191870

Expiration Date: December 31, 2023

Place of Jobs Covered by this License: IOWA

C500 & C601

---

**REGISTERED PROFESSIONAL ENGINEER**

State of Iowa

Engineer's Name: JOHN LARSON

License Number: 191870

Expiration Date: December 31, 2021

Place of Jobs Covered by this License: IOWA

C100-C601







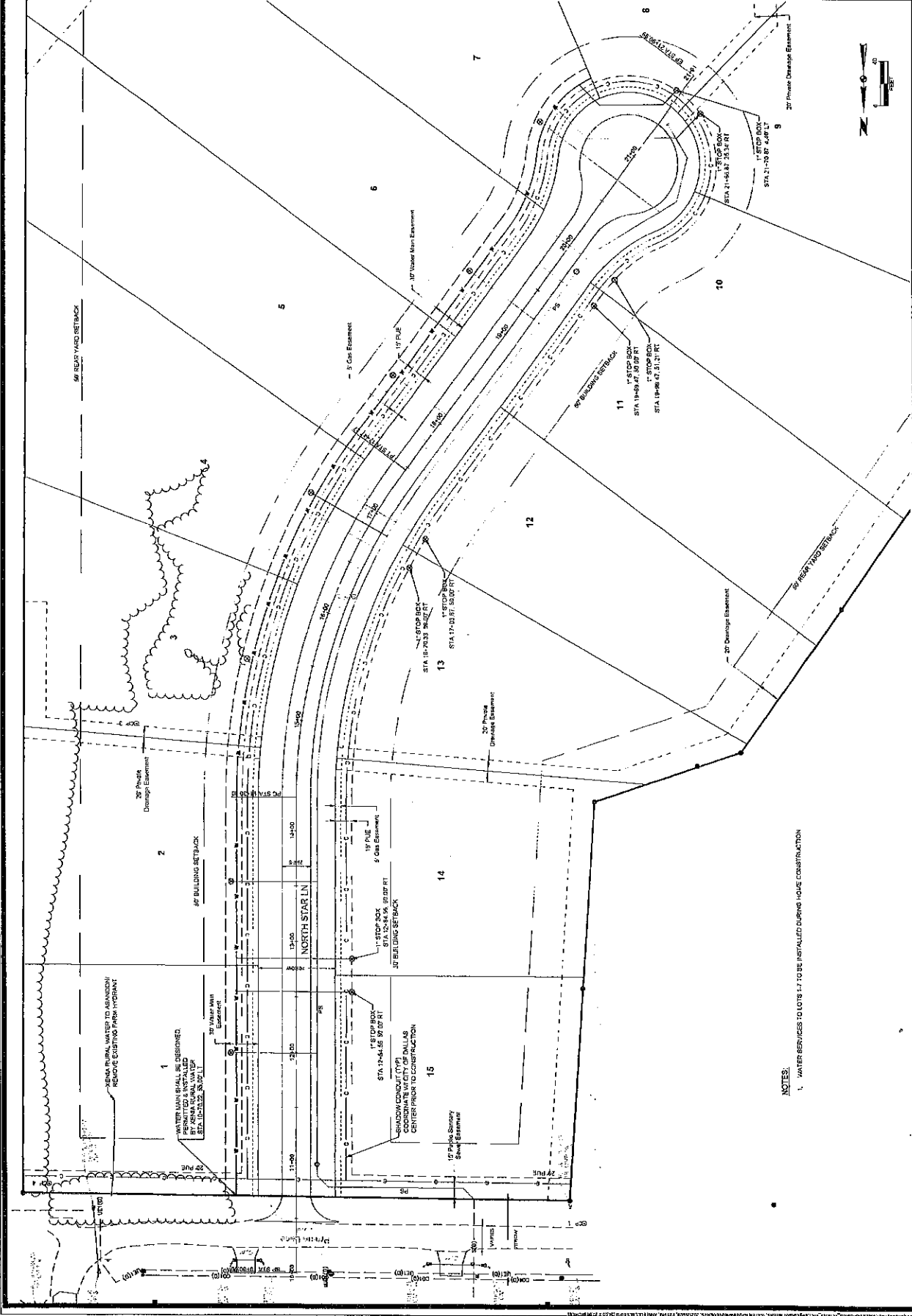


**SNYDER & ASSOCIATES**  
 Project No. 121.0528.01  
 Sheet C-400

**CROSS COUNTRY ESTATES PLAT 6**  
**WATER MAIN IMPROVEMENTS**  
**DALLAS CENTER, IOWA**

227 S.W. SNYDER BLVD  
 AMES, IA 50010  
 515-944-2200 | WWW.SNYDER-ASSOCIATES.COM

Sheet C400	Project No. 121.0529.01
Revision	Checked By BMO
DATE	DATE 11-16-21
BY	DATE 11-16-21
1	REVISION PER CITY COMMENTS
2	REVISION PER CITY COMMENTS



**NOTES:**  
 1. WATER SERVICES TO LOTS 1-7 TO BE INSTALLED DURING HOME CONSTRUCTION



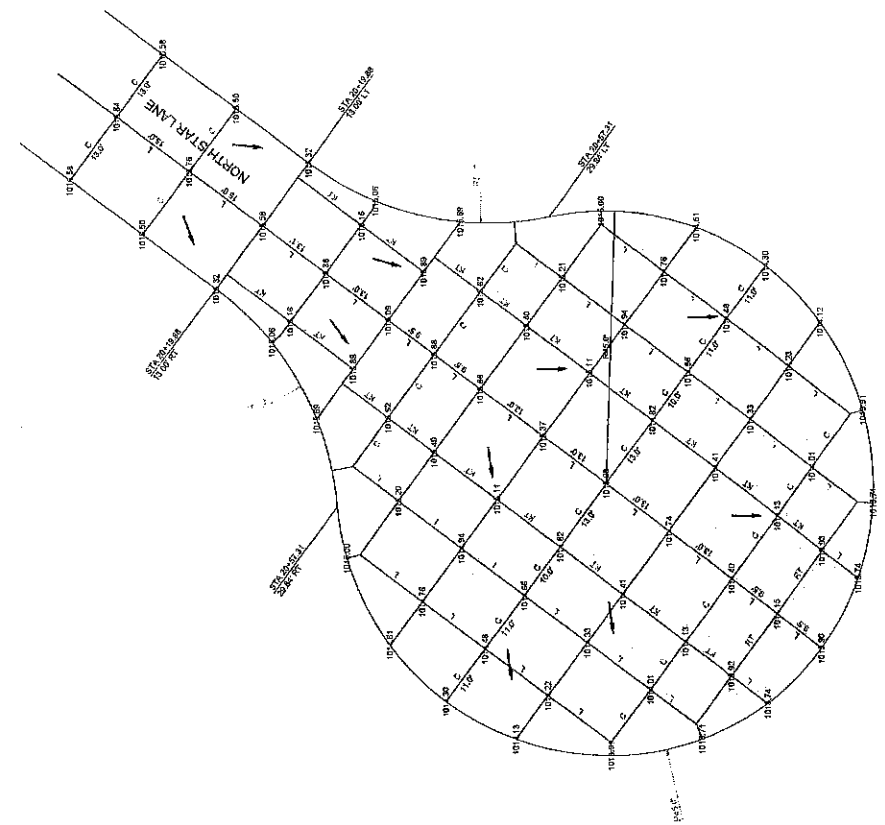
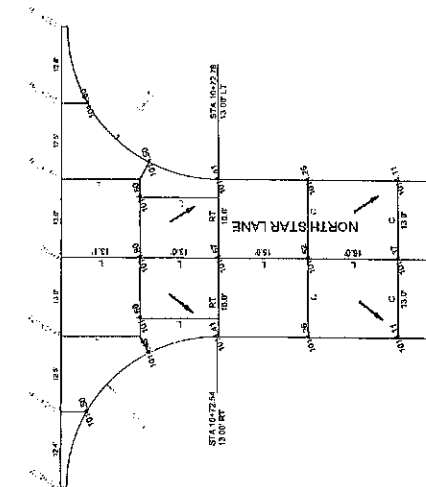


Project No. 121.0528.01  
Sheet C600

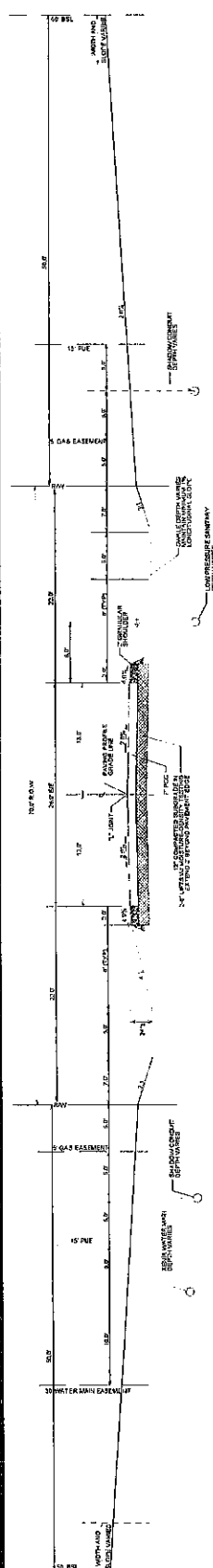
**CROSS COUNTRY ESTATES PLAT 6**  
**INTERSECTION & MISCELLANEOUS DETAILS**  
**DALLAS CENTER, IOWA**

227 N SNYDER BLVD  
40611V MO/IA 50223  
319-644-0202 | WWW.SNYDER-ASSOCIATES.COM

1	REVISION PER CITY COMMENTS	11/28/21	LM
2	REVISION		AV
3	CHECKED BY: BKC		
4	DATE: 11-18-21		
5	DESIGNED BY: BKC		
6	SCALE: 1" = 40'		
7	PROJECT NO: 121.0528.01		
8	SHEET NO: C600		



TYPICAL STREET CROSS SECTION









**VEENSTRA & KIMM INC.**

3000 Westown Parkway  
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000  
www.v-k.net

December 7, 2021

Cindy Riesselman  
City Clerk  
City of Dallas Center  
1502 Walnut Street  
P.O. Box 396  
Dallas Center, Iowa 50063

DALLAS CENTER, IOWA  
WATER TREATMENT PLANT FILTER REPLACEMENT  
PARTIAL PAYMENT ESTIMATE NO. 4

Enclosed is a copy of Partial Payment Estimate No. 4 between the City of Dallas Center and Krudico, Inc. for the Water Treatment Plant Filter Replacement project. Partial Payment Estimate No. 4 covers work during the month of November 2021.

Partial Payment Estimate No. 4 is in the amount of \$62,000.00. Veenstra & Kimm, Inc. has reviewed Partial Payment Estimate No. 4 and would recommend its approval and payment.

The work during the month of November 2021 primarily involved the filter installation. The filter equipment itself had been paid for in previous partial payment estimates. Although there was a significant amount of work during the month of November the only payment was for the labor and equipment costs associated with installation.

As of the end of November 2021 the project is approximately 88% complete. The work remaining to be completed is primarily associated with the change out of the softener media.

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000, or at [bveenstra@v-k.net](mailto:bveenstra@v-k.net).

VEENSTRA & KIMM, INC.

H. R. Veenstra Jr.

HRVJr:paj  
212178  
Enclosure

Cc: Ralph Brown, Brown, Fagen, & Rouse



# VEENSTRA & KIMM, INC.

3000 Westown Parkway West Des Moines, Iowa 50266-1320

515-225-8000 515-225-7848(FAX) 800-241-8000 (WATS)

Date: Decemberr 7, 2021

PAY ESTIMATE NO. 4

Project Title	Water Treatment Plant Filter Replacement Dallas Center, Iowa		Contractor	Krudico, Inc. 308 E. 4th St. Auburn, IA 51433	
Original Contract Amount & Date	\$248,542.00	May 11, 2021	Pay Period	November 1, 2021 - November 30, 2021	

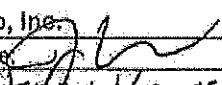

### BID ITEMS

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1	Filter Replacement	LS	1	\$ 248,542.00	\$ 248,542.00	87.75%	\$218,102



SUMMARY		
	Contract Price	Value Completed
Original Contract Price	\$248,542.00	\$ 218,102.00
Approved Change Orders (list each)		
TOTAL ALL CHANGE ORDERS	\$ -	\$ -
Revised Contract Price	\$ 248,542.00	\$ 218,102.00
Materials Stored		\$ -
Value of Completed Work and Materials Stored		\$ 218,102.00
Less Retained Percentage (0%)		
Net Amount Due This Estimate		\$ 218,102.00
Less Estimate(s) Previously Approved		
No.1	\$ 40,392.00	
No.2	\$ 8,335.00	
No.3	\$ 107,375.00	
No.4		
No.5		
No.6		
No.7		
No.8		
No.9		
No.10		
No.11		
No.12		
Less Total Pay Estimates Previously Approved		\$ 156,102.00
Amount Due This Estimate		\$ 62,000.00

The amount \$ 62,000.00 is recommended for approval for payment in accordance with the terms of the contract.

Quantities Complete Submitted By:	Recommended By:	Approved By:
Krudico, Inc.	Veenstra & Kimm, Inc.	City of Dallas Center
Signature: 	Signature: 	Signature:
Name: JERRY V. KRUSE	Name: HR DEUSTINE	Name:
Title: PRESIDENT	Title: Project Manager	Title:
Date: 12-7-2021	Date: 12/7/2021	Date:

**RESOLUTION NO. 2021-73**

**A RESOLUTION APPROVING A PROPOSAL FOR PROFESSIONAL GEOTECHNICAL ENGINEERING SERVICES SUBMITTED BY TEAM SERVICES OF DES MOINES, IOWA, FOR THE COMMUNITY SWIMMING POOL PROJECT**

**WHEREAS**, by the adoption of Resolution No. 2021-62 the Council approved the Agreement for Professional Engineering Services with Waters Edge Aquatic Design, PLC for the new community swimming pool, which Agreement requires that the City provide geotechnical engineering services; and

**WHEREAS**, at its November 9, 2021, meeting the Council asked the City Engineer to request proposals for such geotechnical engineering services; and

**WHEREAS**, the City Engineer has submitted to the City a proposal for such geotechnical engineering services from Team Services of Des Moines, Iowa, in the amount of \$7,900, a copy of which proposal is attached as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Dallas Center, Iowa, that the proposal submitted by Team Services is accepted and approved, and the Mayor is authorized to sign and accept the proposal on behalf of the City.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Dallas Center, Iowa, on the 14<sup>th</sup> day of December, 2021

---

Michael A. Kidd, Mayor

ATTEST:

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Cindy Riesselman, City Clerk

November 24, 2021



City of Dallas Center  
c/o Veenstra & Kimm, Inc.  
3000 Westown Parkway  
West Des Moines, IA 50063

Re: Proposal for Subsurface Exploration  
Outdoor Aquatic Center  
Dallas Center, Iowa  
TEAM Proposal No. 3-5925

Dear City of Dallas Center Representative,

Thank you for giving us the opportunity to provide our professional geotechnical engineering services for the proposed project. This proposal documents our understanding of the project and presents a detailed estimate of our scope of services, projected schedule, and fees.

**Project Information** – Project information has been provided by Mr. H.R. Veenstra Jr. P.E. with Veenstra & Kimm, Inc. through email correspondence with our office. The project includes subsurface exploration for a new outdoor aquatic center in Dallas Center, Iowa. Information provided to our office and prepared by Waters Edge Aquatic Design included a site plan with proposed boring locations and an RFP detailing the requirements for subsurface explorations. Construction of the aquatic center will include a pool, water slides, underground water tanks, associated buildings, concrete decks and sidewalks, and a parking lot. The project site currently houses the existing municipal pool. It has been reported that the pool vessel has a settlement tolerance of 1/4 inch, and soils beneath the pool should have less than 2% free swell. It is understood that drainage is planned for below-grade structures. Pools and basins will be up to about 15 feet deep.

**Scope of Services** – As requested, we propose to drill eight (8) borings at the project site to a depth of about 20 feet below the existing grade, or to auger refusal, whichever is less. Sampling will be in accordance with our standard procedures wherein a representative number of Shelby tube samples (ASTM D 1587) are obtained in cohesive soils, and split barrel samples (ASTM D 1586) are obtained in other cohesive soil intervals, granular soil, miscellaneous fill, and weathered rock or other very stiff or hard materials. Soil samples will be obtained at approximately 2½ foot

Page 1 of 3

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717 S.E. 6<sup>th</sup> St, Des Moines, IA 50309 (515) 282-8818 [www.teamsservices.com](http://www.teamsservices.com) [staff@teamsservices.com](mailto:staff@teamsservices.com)  
Des Moines • Fort Dodge • Spirit Lake • Mason City • Cedar Rapids • Cedar Falls • Davenport • Dubuque • Council Bluffs

Exhibit "A"

intervals in the upper 10 to 20 feet (depending on area bearing depth) and at 5-foot intervals thereafter. Groundwater levels will be obtained during drilling operations. Borings will be backfilled with auger cuttings after obtaining water levels.

Samples will be tested in accordance with our laboratory testing program where hand penetrometer, water content, and density tests will be performed on representative portions of Shelby tube samples. Water content tests will be performed on split-barrel samples. Atterberg limits tests and swell tests will be conducted on select soil samples. Up to three swell tests have been budgeted for this project.

All tests and drilling operations will be performed in general accordance with the applicable ASTM procedures. A report will be prepared under the supervision of a licensed engineer addressing our exploratory and laboratory testing procedures and results, subsurface materials encountered, and geotechnical recommendations concerning design and construction of the proposed pool and associated structures, as well as the decks and sidewalks.

**Fees** – We will perform the above geotechnical services for a lump-sum fee of \$7,900.00. An invoice will be submitted upon completion of our services. Unless otherwise instructed, invoices will be submitted to your attention.

**Conditions** – Items to be provided by the client include the right of entry to conduct the exploration and the location of any private utilities existing in the area. We will call Iowa One Call for public utility location. Utilities not owned by subscribers to Iowa One Call should be identified to us. If there are any other restrictions or special requirements regarding this site or exploration, these should also be known prior to commencing field work. Our terms and conditions are attached and should be considered a part of our proposal for services.

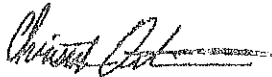
**Performance Schedule** – We anticipate starting the field work within 10 to 15 working days of receipt of our signed proposal, weather permitting. Laboratory testing would take 2 to 3 weeks to complete due to the swell testing requirement. The final report would be submitted within 5 working days of completion of field work and laboratory testing. This time frame will not meet the desired timeframe of completing geotechnical work before mid-December. Upon request, preliminary results and recommendations can be provided prior to issuance of the report.

Proposal for Subsurface Exploration  
Outdoor Aquatic Center – Dallas Center, Iowa  
TEAM Proposal No. 3-5925  
November 24, 2021

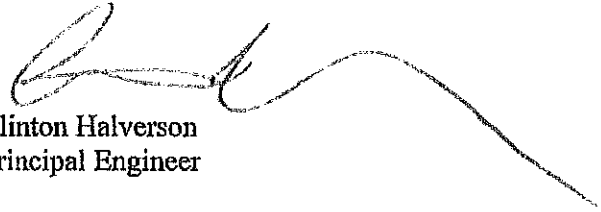
TEAM Services

If in agreement with the outlined services, please sign below and return this proposal letter to our office for notice to proceed. Thank you for the opportunity to submit this proposal. If there are any questions regarding this proposal, please do not hesitate to contact us.

Sincerely,  
TEAM Services



Christopher Ostheimer  
Staff Engineer



Clinton Halverson  
Principal Engineer

Enclosure: TEAM Services General Terms & Conditions

ACCEPTANCE

BY: \_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)

FOR: \_\_\_\_\_  
(Name of Firm)

DATE: \_\_\_\_\_



TEAM SERVICES  
TERMS AND CONDITIONS

**PAYMENT TERMS** \_ Payment is due upon receipt of our invoice. If payment is not received within thirty days from the invoice date, Client agrees to pay a finance charge on the principal amount of the past due account of one and one-half percent per month. If one and one-half percent per month exceeds the maximum allowed by law, the charge shall automatically be reduced to the maximum legally allowable. Client agrees to pay all costs associated with collection of overdue invoices, including reasonable attorney's fees.

In the event Client requests termination of the services prior to completion, a termination charge in an amount not to exceed thirty per cent of all charges incurred through the date services are stopped plus any shutdown costs may, at the discretion of TEAM Services be made. If during the execution of the services, TEAM Services is required to stop operations as a result of changes in the scope of services such as requests by the Client or requirements of third parties, additional charges will be applicable.

**INSURANCE** \_ TEAM Services maintains Workers' Compensation and Employer's liability Insurance in conformance with applicable state law. In addition, we maintain Comprehensive General Liability Insurance and Automobile Liability Insurance with limits of \$1,000,000/\$1,000,000. A certificate of insurance can be supplied evidencing such coverage which contains a clause providing that ten days written notice be given prior to cancellation. Cost of the above coverage is included in our quoted fees. If additional coverage or increased limits of liability are required, TEAM Services will endeavor to obtain the requested insurance and charge separately for costs associated with additional coverage or increased limits. TEAM Services shall maintain professional and pollution liability insurance in the amount of \$1,000,000 (claims made basis).

**STANDARD OF CARE** \_ The only warranty or guarantee made by TEAM Services in connection with the services performed hereunder, is that we will use that degree of care and skill ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality. No other warranty, expressed or implied, is made or intended by our proposal for consulting services or by our furnishing oral or written reports.

**LIMITATION OF LIABILITY** \_ Client agrees that TEAM Services' liability of any damage on account of any error, omission or other professional negligence will be limited to a sum not to exceed \$50,000 or TEAM Services fee, whichever is greater. If client prefers to have higher limits on professional liability TEAM Services agrees to increase the limits up to a maximum of \$1,000,000 upon Client's written request at the time of accepting our proposal provided that Client agrees to pay an additional consideration of two percent of our total fee, or \$200, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not strictly a charge for additional professional liability insurance.

**SAMPLING OR TESTING LOCATION** \_ The fees included in this proposal do not include costs associated with surveying of the site or the accurate horizontal and vertical locations of tests. Field tests or boring locations described in TEAM Services' report or shown on sketches are based on specific information furnished by others or estimates made in the field by our technicians. Such dimensions, depths or elevations should be considered as approximations unless otherwise stated in the report.

**RIGHT\_OF\_ENTRY** \_ Unless otherwise agreed, Client will furnish right of entry on the property for us to make the planned borings, surveys, tests, and/or explorations. We will take reasonable precautions to minimize damage to the property caused by our operations, but we have not included in our fee the cost of restoration of damage which may result. If Client desires us to restore the property to its former condition, we will accomplish this and add the cost to our fee.

**DAMAGE TO EXISTING MANMADE OBJECTS** \_ It shall be the responsibility of the Client or his duly authorized representative to disclose the presence and accurate location of all hidden or obscure man-made objects relative to field tests or boring locations. TEAM Services' field personnel are trained to recognize clearly identifiable stakes or markings in the field and without special written instructions to initiate field testing drilling and/or sampling within a reasonable distance of each designated location. If TEAM Services is cautioned, advised or given data in writing that reveal the presence or potential presence of underground or overground obstructions, such as utilities, TEAM Services will give special instructions to its field personnel. As evidenced by Client's acceptance of this proposal, Client agrees to indemnify and save harmless from all claims, suits, losses, personal injuries, death and property liability resulting from unusual subsurface conditions or damages to subsurface structures, owned by Client or third parties, occurring in the performance of the proposed services, whose presence and exact locations were not revealed to TEAM Services in writing, and to reimburse TEAM Services for expenses in connection with any such claims or suits, including reasonable attorney's fees.

**SAMPLE DISPOSAL AGREEMENT** \_ Unless otherwise requested, test specimens or samples will be disposed of immediately upon completion of tests and drilling samples or other specimens will be disposed of 60 days after submission of our report. Upon written request, TEAM Services will retain test specimens or drilling samples for a mutually acceptable storage charge and period of time.

**OWNERSHIP OF DOCUMENTS** \_ All documents, including, but not limited to, drawings, specifications, reports, boring logs, field notes, laboratory test data, calculations and estimates, prepared by TEAM Services are instruments of service pursuant to this Agreement, shall be the sole property of TEAM Services. Client agrees that all documents of any nature furnished to Client or Client's agents or designees, if not paid for, will be returned upon demand and will not be used by Client for any purpose whatsoever. Client further agrees that under no circumstances shall any documents produced by, pursuant to this Agreement, be used at any location or for any project not expressly provided for in this Agreement without the written permission of TEAM Services. At the request and expense of Client, TEAM Services will provide Client with copies of documents created in the performance of the work for a period not exceeding five years following submission of the report contemplated by this Agreement.

**SAFETY** \_ Should TEAM Services provide periodic observations or monitoring services at the job site during construction, Client agrees that in accordance with generally accepted construction practices, the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's procedures conducted by TEAM Services is not intended to include review of the adequacy of the contractor's safety measures in, on, adjacent to, or near the construction site.

**SITE VISITS** \_ Client agrees that TEAM Services will not be expected to make exhaustive or continuous on-site inspections but that periodic observations appropriate to the construction stage shall be performed. It is further agreed that TEAM Services will not assume responsibility for the contractor's means, methods, techniques, sequences or procedures of construction, and it is understood that field services provided by TEAM Services will not relieve the contractor of his responsibilities for performing the work in accordance with the plans and specifications. The words "supervision," "inspection," or "control" are used to mean periodic observation of the work and the conducting of tests by TEAM Services to verify substantial compliance with the plans, specifications and design concepts. Continuous inspections by our employees does not mean that TEAM Services is observing placement of all materials. Full-time inspections mean that an employee of TEAM Services has been assigned for eight-hour days during regular business hours.

**GOVERNING LAW** \_ This agreement shall be governed in all respects by the laws of the State of Iowa.

## ORDINANCE NO. 564

### AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF DALLAS CENTER BY ADDING A NEW CHAPTER ESTABLISHING THE POSITION OF CITY ADMINISTRATOR-FINANCE DIRECTOR

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

SECTION 1. The Code of Ordinances of the City of Dallas Center, Iowa, as amended, is amended by adding the following new Chapter:

#### CHAPTER 17A CITY ADMINISTRATOR-FINANCE DIRECTOR

**17A.01 APPOINTMENT AND TERM.** The City Administrator-Finance Director shall be appointed by a majority vote of all members of the Council, shall hold office at the discretion of the Council, and shall be subject to removal and termination by majority vote of all members of the Council, subject to the provisions and protections of Section 372.15 of the Code of Iowa.

**17A.02 COMPENSATION.** The City Administrator-Finance Director shall receive such annual salary and benefits as the Council shall from time to time determine, and payment shall be made in the manner provided for the payment of compensation and allocation of benefits to other officers and employees of the City.

**17A.03 QUALIFICATIONS.** The City Administrator-Finance Director shall be a person competent by education and/or experience to perform the duties imposed upon such person by this chapter. The City Administrator:

1. Shall either possess a college degree in accounting, finance, public administration, or a related field, or have five (5) years of related experience in municipal government, or have an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the work.
2. Following appointment, shall reside within the Dallas Center-Grimes Community School District or within ten miles of the city limits of the City of Dallas Center.

3. Shall devote full time to the diligent and faithful performance of the duties hereunder and shall not, during the term as City Administrator-Finance Director, engage in any other employment or self-employment activities or endeavors or hold any other office or position, except with approval of the Council, by motion.
4. Shall not, during the term as City Administrator-Finance Director, hold any position as officer or director of any "for-profit" organization which does business or carries on any activities in the City, or own more than five percent (5%) of the outstanding stock of any corporation which does business or carries on activities within the City.

**17A.04 DUTIES.** The duties of the City Administrator-Finance Director are as follows:

1. Attends meetings of the City Council, staff meetings, and other conferences and meetings as directed.
2. Ensures that Council directives and approved operational policies of the City are enforced, executed, or delegated for compliance.
3. Consults with and advises other City employees to assist in prioritizing work items, resolving problems, and communicating needs and activities of the City.
4. Regularly communicates with and reports problems and needs to the Mayor and Council.
5. Oversees work activities of all City departments, including risk management programs; oversees human resource activities and coordination of administrative support from other department staff, including approving the use of leave and the administration of all disciplinary action up to but not including discharge; performs duties of the City Clerk in their absence.
6. Participates in all interviews of full-time personnel and makes hiring recommendation to the Mayor and Council.
7. Coordination of City budget, budget amendments, including development of budget forms and instructions, compilation of budget figures, performance of budget analysis, preparation of budget documents, and monitors budget compliance throughout the fiscal year.

8. Oversees payroll, utility billing, investment of City funds, accounts payable, and collection of all money and fees due the City.
9. Coordination of financial aspects of the Capital Improvement Planning process, including oversight of project expenditures within the plan.
10. Oversees the preparation of a variety of financial reports summarizing revenues and expenditures as well as budget and fund balances. Monitors actual receipts, expenditures, and cash position of each fund.
11. Coordinates and supervises the year-end closing in accordance with City financial policies, including year-end report preparation and coordination of annual audit.
12. Oversees internal audit of City financial policies and procedures and develops and monitors internal controls over City financial operations.
13. Coordinates and manages financial accounting software, implementation, updates, and departmental training.
14. Manages City's treasury including cash flow analysis, banking operations, investment of funds, and credit card services.
15. Manages the City's relationship with banking and financial institutions.
16. Supervises City-wide purchasing system, coordinates City-wide purchasing opportunities, purchasing policies, and purchasing systems.
17. Develops, writes, and manages City financial policies and procedures; establishes and maintains internal control procedures and assures that required accounting procedures are maintained.
18. Coordinates bond activities and the issuance of bonded indebtedness including assisting in bond rating preparation and meetings, debt analysis, and producing debt reports and summaries as required.
19. Supervises bond principal and interest payments. Prepares and maintains debt related reports as required.
20. Manages the City's tax increment financing incentive and rebate programs, including processing of payments for programs and annual reporting requirements.
21. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and

- evaluates assigned staff; reviews progress and directs changes as needed.
22. Performs many duties involving confidential data; responsible for informing the City Council of legal and ethical issues involved with the use of confidential data.
  23. Assists in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
  24. Performs the duties of City Treasurer as specified in the Code of Iowa and the Code of Ordinances of the City of Dallas Center.
  25. Plans, formulates, and recommends short and long-range processes and programs that will improve departmental effectiveness and efficiency.
  26. Recommends and assists in establishing City policies and guidelines for various municipal programs.
  27. Supervises and assists in the maintenance and updating of a variety of reports, files, and records.
  28. Supervises the enforcement and execution of City ordinances and resolutions and applicable State and Federal laws and regulations within the City.
  29. Supervises the performance of all contracts for work to be done for the City, supervise all purchases of material, supplies and equipment, and ensures that such material, supplies, and equipment are received and are of the quality and character called for by the contract.
  30. Represents the City as directed by the Council in all negotiations and relations with employees, contractors, consultants, other governmental units, and civic organizations in which the City may have an interest.
  31. Assists and advises all City departments, boards, and commissions, and assists them in the preparation, administration, and operation of the City's annual budget.
  32. Advises, assists, and consults with the City Attorney on all City legal matters.
  33. Formulates and recommends employment and personnel policies, compensation schedules and benefits, and prepares and maintains job descriptions for all City employees, all with the approval of the Council.

34. Performs such other duties as the Mayor or Council may direct.

**SECTION 2.** Section 19.01 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, is amended to read as follows:

**19.01 APPOINTMENT.** The City Administrator-Finance Director is the Treasurer and performs all functions required of the position of Treasurer.

**SECTION 3.** Section 19.02 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, is amended to read as follows:

**19.02 COMPENSATION.** The City Administrator-Finance Director receives no additional compensation for performing the duties of the Treasurer.

**SECTION 4. Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 5. 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 6. Effective.** This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

Passed by the City Council on the 14<sup>th</sup> day of December, 2021, and approved the 14<sup>th</sup> day of December, 2021.

\_\_\_\_\_  
Michael A. Kidd, Mayor

ATTEST:

\_\_\_\_\_  
Cindy Riesselman, City Clerk

**City of Dallas Center  
Job Description**

**Title:** City Administrator/Finance Director

**FLSA Classification:** Non-exempt

**Facility and Work Area:** Dallas Center City Hall

**JOB SUMMARY**

Under general administrative direction of the Mayor and Council; to oversee the work of all city employees and departments in the daily operation of the City; major functional areas covered are: Administration, Finance, City Clerk, Human Resources, budgeting, payroll, accounts payable, account receivable, utilities, debt issuance, investments, purchasing, and related work as required. Supervises staff, including training and evaluation of subordinates. Implements City Council strategic goals and plans pertaining to all of the departments.

**JOB FUNCTIONS**

**Examples of Essential Job Functions**

- Attends meetings of the City Council, staff meetings, and other conferences and meetings as directed.
- Ensures that council directives and approved operational policies of the city are enforced, executed, or delegated for compliance.
- Consults with and advises other city employees to assist in prioritizing work items, resolving problems, and communicating needs and activities of the city.
- Regularly communicates with and reports problems and needs to the mayor and council.
- Oversees work activities of all city departments, including risk management programs; oversees human resource activities and coordination of administrative support from other department staff including approving the use of leave and the administration of all disciplinary action up to but not including discharge; performs duties of the City Clerk in their absence.
- Participates in all interviews of full-time personnel and makes hiring recommendation to the mayor and council.
- Coordination of City budget, budget amendments, including development of budget forms and instructions, compilation of budget figures, performance of budget analysis, preparation of budget documents, and monitors budget compliance throughout the fiscal year.
- Oversees payroll, utility billing, investment of City funds, accounts payable, and collection of all money and fees due the City.
- Coordination of financial aspects of the Capital Improvement Planning process, including oversight of project expenditures within the plan.
- Oversees the preparation of a variety of financial reports summarizing revenues and expenditures as well as budget and fund balances. Monitors actual receipts, expenditures and cash position of each fund.
- Coordinates and supervises the year-end closing in accordance with City financial policies, including year-end report preparation and coordination of annual audit.
- Oversees internal audit of City financial policies and procedures, and develops and monitors internal controls over City financial operations.

- Coordinates and manages financial accounting software, implementation, updates, and departmental training.
- Manages City's treasury including cash flow analysis, banking operations, investment of funds, and credit card services. Manages the City's relationship with banking and financial institutions.
- Supervises city-wide purchasing system, coordinates city-wide purchasing opportunities, purchasing policies, and purchasing systems.
- Develops, writes, and manages City financial policies and procedures; establishes and maintains internal control procedures and assures that required accounting procedures are maintained.
- Coordinates bond activities and the issuance of bonded indebtedness including assisting in bond rating preparation and meetings, debt analysis, and producing debt reports and summaries as required.
- Supervises bond principal and interest payments. Prepares and maintains debt related reports as required.
- Manages the City's tax increment financing incentive and rebate programs, including processing of payments for programs and annual reporting requirements.
- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Performs many duties involving confidential data; responsible for informing City Council of legal and ethical issues involved with the use of confidential data.
- Assists in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Performs duties of City Treasurer as specified in the Code of Iowa and the Dallas Center Code of Ordinances.
- Plans, formulates and recommends short and long-range processes and programs that will improve departmental effectiveness and efficiency.
- Recommends and assists in establishing City policies and guidelines for various municipal programs.
- Supervises and assists in the maintenance and updating of a variety of reports, files and records.
- Supervises the enforcement and execution of City ordinances and resolutions and applicable State and Federal laws and regulations within the City.
- Supervises the performance of all contracts for work to be done for the City, supervise all purchases of material, supplies and equipment, and ensures that such material, supplies, and equipment are received and are of the quality and character called for by the contract.
- Represents the City as directed by the Council in all negotiations and relations with employees, contractors, consultants, other governmental units, and civic organizations in which the City may have an interest.
- Assists and advises all City departments, boards, and commissions, and assists them in the preparation, administration, and operation of the City's annual budget.
- Advises, assists, and consults with the City Attorney on all City legal matters.
- Formulates and recommends employment and personnel policies, compensation schedules and benefits, and prepares and maintains job descriptions for all City employees, all with the approval of the Council.



- Performs such other duties as the Mayor or Council may direct.

#### Other Job Functions

- Attends workshops and seminars as approved to further develop knowledge, skills, and abilities in order to maintain, enhance, or achieve certification in various areas of expertise.
- Answers phones and greets persons as necessary.
- Performs other duties or assumes other responsibilities as apparent or assigned.

#### PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

##### Required Physical Activities

Sitting, grasping, feeling, talking, hearing, reaching, repetitive motions.

##### Physical Characteristics of the Job

Light work exerting up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

##### Environmental Conditions

The work is performed primarily in an office environment. The job requires sitting for extended periods of time and the work may expose the employee to visual strain, unpleasant social situations, irregular work hours and significant work pace pressure.

##### Equipment and Materials Used

Network computer, computer software and hardware, general office equipment, calculator, personnel policy manual, Code of Iowa, Dallas Center Code of Ordinances, telephone, mobile devices, fax machine, copier machine.

#### EMPLOYMENT STANDARDS

##### Required Knowledge, Skills and Abilities

- Ability to follow written, verbal or diagrammatic instructions with several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to report, write or edit articles for publication; ability to review deeds and contracts;
- Ability to have substantial contact with people; ability to evaluate technical data.
- Knowledge of the organization, functions and problems of municipal government; knowledge of the principles and methods of public administration and public finance.
- Ability to utilize computers for financial and word processing functions.
- Comprehensive knowledge of the principles, practices, liabilities and methods of staff supervision and direction.
- Considerable knowledge of municipal, county, state and federal community-related statutes.
- Ability to develop policies, plans and procedures.
- Ability to establish and maintain an effective working relationship with the Mayor, City Council, co-workers, subordinates, the press, and the general public.

- Knowledge of the principles and practices of municipal accounting, auditing, taxation, budgetary processes, and revenue management.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.

#### **QUALIFICATIONS**

Shall either possess a college degree in accounting, finance, public administration, or a related field, or have five (5) years of related experience in municipal government, or have an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the work.

Education Preferred: Certified Municipal Finance Officer Training

Shall be bondable and shall generally be available for off-hour emergencies.

The City of Dallas Center retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual

**City of Dallas Center  
Job Description**

**Title:** City Clerk  
**Department:** City Clerk's Office  
**FLSA Classification:** Non-exempt  
**Facility and Work Area:** Dallas Center City Hall  
**Position reports to:** City Administrator/Finance Director

**JOB SUMMARY**

Under general administrative direction of the City Administrator/Finance Director, pursuant to the Code of Iowa, performs a variety of complex and specialized supervisory, professional, financial, budgetary, and administrative duties which require accuracy, proficiency, confidentiality and limited independent judgment. Performs other duties as required.

**JOB FUNCTIONS**

**Examples of Essential Job Functions**

- Prepares, posts agendas and other notices and submits publications as required by Iowa Code for all boards and commissions.
- Prepares and disseminates documentation packets for City Council meetings; prepares council meeting space for meetings.
- Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings; prepares and publishes minutes; oversees proper procedures; performs research as requested by council; recommends actions as necessary; and maintains necessary confidentiality.
- Ensures record retention pursuant to regulatory requirements and space limitations
- Serves as custodian of official City records and public documents; retrieves public records for the general public and staff; provides information for open record requests; attests and certifies official documents and copies.
- Administers the issuance of various regulatory licenses as assigned, in accordance with applicable city ordinance and other regulations.
- Compiles all monthly reports for City Council and City departments and boards.
- Tracks the terms for all elected and appointed city personnel and board members
- Accepts and processes zoning request changes; maintains accurate city maps.
- Answers phone, makes copies, answers questions, handles complaints, accepts payments and forwards messages while maintaining necessary confidentiality.
- Records accounts receivable receipts and accounts payable invoices, generates bills, prints checks, and reconciles bank statements.
- Calculates hours from timecards, performs data entry, generates payroll checks, fulfills monthly, quarterly and annual reporting requirements including federal taxes, unemployment, FICA, Medicare, retirement and job service.
- Assists the utility billing clerk with maintaining utility records, generating bills for water, sewer and garbage charges, and payments, balance reports, completing daily deposits and filing.
- Types correspondence, meeting agendas and minutes, code changes, resolutions, ordinances and public notices. Maintains and develops spreadsheets as needed.

- Serves as notary public.
- Prepares monthly newsletter.
- Updates and maintains the city's web page.
- Process building permit applications, collects fees, monitors projects, facilitates variance request procedures, forwards records to county auditor.

**Discretionary Tasks:**

- Assist with research as requested
- File tax refund forms with IRS and the State of Iowa
- Maintain computer system – purchase and install software, delete files as necessary, develop necessary forms; recommend hardware changes
- File paperwork and variety of documentation to allow for efficient retrieval
- Perform inventory of office supplies and order as necessary
- Make copies on copy machine for citizens as needed
- Sign for deliveries and distribute to recipient
- Organize and box records for storage
- General sorting of expired materials

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Required Physical Activities

Sitting, grasping, feeling, talking, hearing, reaching, repetitive motions.

Physical Characteristics of the Job

Light work exerting up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

Environmental Conditions

The work is performed primarily in an office environment. The job requires sitting for extended periods of time and the work may expose the employee to visual strain, unpleasant social situations, irregular work hours and significant work pace pressure.

**EQUIPMENT AND MATERIALS USED**

Network computer, computer hardware and software, general office equipment, calculator, personnel policy manual, Dallas Center City Code, Code of Iowa, telephone, mobile devices, fax machine, copier machine.

**EMPLOYMENT STANDARDS**

Required Knowledge, Skills and Abilities

- Ability to follow written, verbal or diagrammatic instructions with several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to report, write or edit articles for publication; ability to have substantial contact with people; ability to evaluate technical data.

- Knowledge of the organization, functions and problems of municipal government; knowledge of the principles and methods of public administration and public finance.
- Ability to utilize computers for financial and word processing functions.
- Comprehensive knowledge of the principles, practices, liabilities and methods of staff supervision and direction.
- Considerable knowledge of municipal, county, state and federal community-related statutes.
- Ability to develop policies, plans and procedures.
- Ability to establish and maintain an effective working relationship with the City Administrator/Finance Director, co-workers, the press and the general public.
- Knowledge of the basic principles and practices of municipal accounting, auditing, taxation, budgetary processes.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.

## **EDUCATION, TRAINING AND EXPERIENCE**

### Required Education

Associates Degree in business or public administration, and three years of responsible municipal government experience, or equivalent combination of education and experience which provides the knowledge, skills, and abilities necessary to perform the work.

### Preferred Education

Bachelor's Degree in business or public administration. Certification as Municipal Clerk from the International Institute of Municipal Clerks preferred upon hire and required within three years of hire.

### Required Experience

At least three years related experience in municipal government; including supervisory experience.

### Required Qualifications

- Shall be bondable.
- Shall generally be available for off-hour emergencies.
- Shall possess or be able to obtain a valid Iowa Driver's License and have a good driving record for the past three years.

The City of Dallas Center retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

## RESOLUTION NO. 2021-74

### A RESOLUTION AMENDING THE PERSONNEL POLICY AND PROCEDURE MANUAL FOR EMPLOYEES OF THE CITY OF DALLAS CENTER, IOWA, RELATING TO VACATION TIME

**WHEREAS**, the City of Dallas Center, State of Iowa, is a duly organized municipal corporation; and

**WHEREAS**, Section 17.02(6) of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, provides for the authorization by resolution of the Council the number, duties and compensation of City employees; and

**WHEREAS**, the Council on May 10, 2005, by Resolution No. 2005-10 adopted a Personnel Policy and Procedure Manual for Employees of the City of Dallas Center, which Resolution was further amended by Resolution No. 2006-8 adopted by the Council on March 14, 2006, by Resolution 2008-27 adopted by the Council on May 13, 2008, by Resolution 2010-06 adopted by the Council on February 9, 2010, by Resolution 2015-09 adopted by the Council on March 10, 2015, by Resolution 2016-20 adopted by the Council on July 12, 2016, by Resolution 2017-1 adopted by the Council on January 10, 2017, by Resolution 2021-38 adopted by the Council on July 13, 2021, and by Resolution 2021-68 adopted by the Council on November 9, 2021; and

**WHEREAS**, the Council has determined that Chapter 4, Section 411 of the personnel policies established by Resolution should be amended by modifying the provisions for vacation time for City employees

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Dallas Center, Iowa, that Chapter 4, Section 411 of the Personnel Policy and Procedure Manual is hereby amended to read as follows:

**411. Vacations.** Regular employees upon their initial hiring shall receive one week of vacation based upon the hours of the work week. After six months the new employee shall receive one additional week of vacation based upon the hours of the work week.

After the first full year of employment, regular employees shall receive two (2) full weeks of vacation; after the fifth full year of employment, regular employees shall receive three (3) full weeks of vacation; and after the tenth full year of employment, regular employees shall receive four (4) full weeks of vacation.

The maximum number of vacation hours that may be carried over on the anniversary date of the employee's initial employment date is one week's worth of vacation time. Any vacation time in excess of this amount shall be forfeited. In cases where City operations have made it impractical for any employee to use vacation time, the City Administrator may authorize accrual of vacation time beyond this limit, but exceptions will be granted only under truly exceptional circumstances. Employees will be paid for unused vacation time upon the termination of employment.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Dallas Center, Iowa, on this 14<sup>th</sup> day of December, 2021.

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Michael A. Kidd, Mayor

ATTEST:

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Cindy Riesselman, City Clerk

2021-77

**SUBAWARD AGREEMENT**

**Between**

**Iowa Department of Homeland Security and Emergency Management**

**And**

**City of Dallas Center**

**PROJECT TITLE: Dallas Center-Warning Sirens**

**SUBAWARD AGREEMENT NO: HMGP-DR-4557-0037**

**DUNS NUMBER: 48862841**

**FEDERAL AWARD IDENTIFICATION NUMBER (FAIN): 4557DRIAP00000375**

**FEDERAL AWARD DATE: 11/30/2021**

**PERFORMANCE PERIOD START DATE: 11/30/2021**

**PERFORMANCE PERIOD END DATE: 11/29/2022**

**FEDERAL FUNDS OBLIGATED AMOUNT: \$39,561.36**

**I. SCOPE OF WORK:**

This Subaward Agreement (AGREEMENT) is to provide the **City of Dallas Center** (SUBRECIPIENT) with federal assistance from the Hazard Mitigation Grant Program (HMGP) Disaster 4557. The total subaward is **\$52,748.48**. The federal share shall not exceed **\$39,561.36** or **(75%)** of actual allowable subaward costs, whichever is less. The state share shall not exceed **\$5,274.85** or **(10%)** of the actual allowable subaward costs, whichever is less. The SUBRECIPIENT shall provide at least **\$7,912.27** or **(15%)** through local non-federal (cash and/or in-kind) sources for actual allowable subaward costs. These funds are to assist the SUBRECIPIENT with completing the approved scope of work in accordance with the work schedule, milestones, and budget that were submitted to and approved by Iowa Department of Homeland Security and Emergency Management (HSEMD) and the Federal Emergency Management Agency (FEMA). Any modifications to the approved scope and/or budget must be submitted to and approved by HSEMD prior to executing the changes. This includes all change orders. The SUBRECIPIENT is required to obtain all necessary permits before any construction begins.



## II. AGREEMENTS

HSEMD will provide financial oversight and management in the role of recipient/pass-through entity based on the grant guidance in 2 CFR, Part 200, Subpart D, Section 200.331, the grant financial guide and other state and federal guidelines. HSEMD will provide technical assistance and direction to the SUBRECIPIENT on programmatic and financial requirements. HSEMD will provide all appropriate documents and forms and make payments to the SUBRECIPIENT to complete the approved scope of work.

HSEMD is responsible for monitoring the SUBRECIPIENT's activities to provide reasonable assurance that the SUBRECIPIENT administers this subaward in compliance with federal and HSEMD requirements. Responsibilities include reviewing the SUBRECIPIENT's records that support receipts and expenditures, financial records are maintained and adequate for audit, proper cash management, and expenditures are eligible and allowable. A pre-award risk assessment is completed for each subrecipient to assist HSEMD in determining the minimum level of monitoring that will be needed throughout the life of this subaward in accordance with 2 CFR, Part 200, Section 200.205.

Additionally, the SUBRECIPIENT will be monitored periodically by HSEMD to ensure that the program goals, objectives, timelines, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, and administrative records relative to each program, and will identify areas where technical assistance and other support may be needed.

The SUBRECIPIENT will allow HSEMD and auditors to access any necessary records and financial information as indicated in 2 CFR, Part 200, Subpart D, Section 200.336 and Section 200.337.

The SUBRECIPIENT will pass appropriate resolutions to assure HSEMD that it is participating, and will continue to participate, in the National Flood Insurance Program, if mapped.

The SUBRECIPIENT must disclose in writing any potential conflicts of interest to HSEMD in accordance with applicable FEMA policy and 2 CFR, Part 200, Subpart D, Section 200.112.

The SUBRECIPIENT must disclose in writing to HSEMD all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal subaward. Failure to make required disclosures can result in any of the remedies described in 2 CFR, Part 200, Subpart D, Section 200.338, Remedies for noncompliance, including suspension or debarment. (See also 2 CFR, Part 180 and 31 U.S.C. 3321.)

The SUBRECIPIENT and the SUBRECIPIENT's authorized representative agree to provide all supervision, inspection, accounting, and other services necessary to complete the scope of work from inception to closeout with the requirements set forth below.

### III. PERIOD OF PERFORMANCE

The approved Period of Performance for this subaward is from *11/30/2021 through 11/29/2022*. All work must be completed prior to the end of the Period of Performance. HSEMD will not reimburse the SUBRECIPIENT for costs that are obligated or incurred outside of the Period of Performance.

**If a time extension is needed, one must be requested at least 90 days prior to the end of the Period of Performance.** All requests must be supported by adequate justification submitted to HSEMD in order to be processed. This justification is a written explanation of the reason or reasons for the delay; an outline of remaining funds available to support the extended performance period; milestones that are unmet; and a description of performance measures necessary to complete the subaward. The Hazard Mitigation Time Extension Request Form will be made available to the SUBRECIPIENT. Without the justification, time extension requests will not be processed.

### IV. AUTHORITIES AND REFERENCES

The SUBRECIPIENT shall comply with all applicable laws and regulations. A non-exclusive list of laws and regulations commonly applicable to FEMA grants follows hereto for reference only.

- 2 CFR, Part 200 - [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq.
- Title 44 of the Code of Federal Regulations (CFR) - Part 80-Property Acquisition and Relocation for Open Space, if applicable
- Title 44 of the Code of Federal Regulations (CFR) - Part 9-Floodplain Management and Protection of Wetlands
- Title 44 of the Code of Federal Regulations (CFR)- Part 201- Mitigation Planning
- Title 44 of the Code of Federal Regulations (CFR)- Part 206-Federal Disaster Assistance
- Title 31 CFR 205.6 Funding Techniques
- Hazard Mitigation Assistance Guidance, February 27, 2015- if applicable
- SUBRECIPIENT's application that was received and approved by HSEMD and FEMA
- Any other applicable Federal Statutes including the Transparency and Recovery Act

### V. GRANT MANAGEMENT SYSTEM

To ensure federal funds are awarded and expended appropriately, the SUBRECIPIENT will establish and maintain a grant management system as outlined in 2 CFR, Part 200, Subpart D, Section 200.302 and internal controls in section 200.303. The standards for SUBRECIPIENT organizations stem from the Office of Management and Budget's (OMB) uniform administrative requirements and the cost principles in 2 CFR, Part 200, Subpart E. State, local and tribal organizations must follow the uniform administrative requirements standards in 2 CFR Part 200. These standards combined with the audit standards provided within 2 CFR, Part 200, Subpart F

plus the requirements of the Generally Accepted Accounting Principles constitute the basis for all policies, processes and procedures set forth in this grant management system for the SUBRECIPIENT.

The SUBRECIPIENT's grant management system must include:

- internal controls based on the American Institute for Certified Public Accountants (AICPA) definitions and requirements in the government-wide administrative requirements and cost principles
- a chart of accounts that includes a separate cost center, fund, or accounting codes for each federal grant, program, or funding source
- procedures to minimize cash on hand in compliance with the Cash Management Improvement Act (CMIA) and good business processes
- the ability to track expenditures on a cash or accrual basis
- the ability to track expenditures in both financial and program budgets
- procedures to document all grant-related expenditures, broken down by budget line items
- procedures to ensure expenditures are eligible and allowable
- the ability to fulfill government-required financial reporting forms

## VI. PROCUREMENT

This AGREEMENT requires that all procurement be executed by the SUBRECIPIENT within the guidelines of 2 CFR, Part 200 Subpart D, Section 200.318 through Section 200.326 including Appendix II. Procurement standards must be in accordance with the written adopted procedures of the SUBRECIPIENT, provided that the local procurement standards conform to applicable State and Federal law and the standards identified in 2 CFR, Part 200. The SUBRECIPIENT must maintain written standards of conduct covering conflicts of interest as outlined in 2 CFR, Part 200 Subpart D, Section 200.318. The SUBRECIPIENT will ensure that every purchase order or other contract includes clauses required by Federal statutes and executive orders and their implementing regulations. **The SUBRECIPIENT must submit copies of its own written procurement guidelines, written conflict of interest guidelines, bid documents and contract documents to HSEMD prior to awarding or executing contracts. No contract will be accepted without HSEMD's prior review.**

## VII. AUDIT

The SUBRECIPIENT must comply with the requirements of the Single Audit Act Amendments of 1996 and 2 CFR, Part 200, Subpart F. Reference: Catalog of Federal Domestic Assistance (CFDA) Number: 97.039, Hazard Mitigation Grant Program.

## VIII. PAYMENT REQUEST PROCESS

The SUBRECIPIENT may submit a payment request up to 30 days prior to an anticipated expenditure or disbursement. The SUBRECIPIENT must be able to account for the receipt, obligation, and expenditure of funds. If interest is earned, the SUBRECIPIENT agrees to comply with the federal requirements from 2 CFR, Part 200, Subpart D, Section 200.305. The SUBRECIPIENT may keep interest earned on Federal grant funds up to \$500 per fiscal year.

This maximum limit is not per subaward; it is inclusive of all interest earned as a result of all federal grant program funds received per year. Subrecipients are required to report all interest earned at least quarterly to HSEMD. HSEMD will provide instructions to the SUBRECIPIENT for the disposition of reported interest earned.

Payments to subrecipients are based on eligible expenditures that are specifically related to the approved subaward budget and scope of work. The SUBRECIPIENT has two options available to them when requesting payments from HSEMD. Subrecipients can request **Reimbursement** for allowable expenditures already paid, or request an **Advance** for expenditures to be paid within 30 days.

Payments shall be limited to the documented cash requirements submitted by the SUBRECIPIENT. The SUBRECIPIENT must submit a completed Payment Request Form and provide supporting documentation of eligible subaward costs to receive payment of funds.

- **Reimbursement** requests must include payment verification (i.e. paid invoices, receipts, payroll records with personnel activity reports, cancelled checks, general ledger print outs, etc.). HSEMD reserves the right to request that the SUBRECIPIENT submit additional expenditure documentation upon request.
- **Advance** payment requests must include the detailed costs the SUBRECIPIENT is obligated to pay (i.e. invoices, accepted quotes, executed contracts, or other documents). Payment verification documents (same documents required for a Reimbursement request) for the advance must be submitted to HSEMD within 30 days after the advance, and before future advances are made. If the SUBRECIPIENT is unable to demonstrate; the willingness to maintain written procedures that minimize the time elapsing between the transfer of funds and disbursement by HSEMD; a financial management system that meets the standards for fund control and accountability as established in 2 CFR, Part 200; or is considered a High Risk subrecipient; then reimbursement requests will be required.

No more than thirty (30) days should elapse between the date of receipt of a warrant and pay out of the funds by the SUBRECIPIENT. All supporting documentation must be submitted to HSEMD immediately following the SUBRECIPIENT's pay out of the funds.

**Required documents prior to payments from HSEMD.** Payment of funds will not be made to the SUBRECIPIENT until HSEMD has on file the following documents:

- FEMA Award Notification (attached to this AGREEMENT)
- Pre-Award Risk Assessment (attached to this AGREEMENT)
- Signed Subaward Agreement
- Substitute W9/Vendor Update Form (if not already on file at HSEMD)
- Chart of Accounts verifying that unique revenue and expenditure accounts, cost centers or account codes have been established within the SUBRECIPIENT's cash management/accounting system for each program included in this AGREEMENT.

- Procurement documents: written procurement and conflict of interest documents, method of procurement, bid specifications reviewed by HSEMD, copy of approved and executed contracts between the SUBRECIPIENT and contractor.
- Signed certification from the SUBRECIPIENT's authorized representative for the payment request as outlined in 2 CFR, Part 200, Subpart D, Section 200.415.

Expenditures must be in accordance with the approved scope of work and budget and in accordance with 2 CFR, Part 200, Subpart D, Section 200.29, Section 200.306 and Section 200.434. The SUBRECIPIENT contributions must be verifiable from the SUBRECIPIENT'S records, reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

Cash match can be money contributed to the SUBRECIPIENT by the SUBRECIPIENT, other public agencies and institutions, private organizations and individuals as long as it comes from a non-federal source. Cash spent must be for allowable subaward costs in accordance with the SUBRECIPIENT's approved scope of work and budget and must be applicable to the period to which the cost sharing or matching requirement applies. Documentation can be copies of the SUBRECIPIENT's checks to the third parties and a copy of the SUBRECIPIENT's general ledger for revenues and expenses clearly showing the federal and non-federal cash sources.

In-kind match must comply with the requirements of 2 CFR, Part 200, Subpart D, Section 200.306 entitled "Cost sharing or matching". The value of in-kind contributions is also applicable to the period to which the cost sharing or matching requirement applies. The in-kind match provided must be documented by the third party contributing the in-kind services. The in-kind match must be specifically stated in the SUBRECIPIENT's scope of work and budget before in-kind match will be allowed to match this subaward. Documentation can be a letter (on letterhead) from the third party stating the scope of their work, what is being contributed as it relates to the scope of work, dates of service/donation, record of donor, the value (rates of staffing, equipment usage, supplies, etc.) a statement to the effect that the value is normally charged, deposit slips for cash contributions and a statement that the value is being waived on behalf of the SUBRECIPIENT to meet the matching requirements to the SUBRECIPIENT's subaward. Such documentation must be kept on file by the SUBRECIPIENT.

If the local match is insufficient to satisfy the local match requirements for receiving all available federal funds, the awarded federal funds will be reduced accordingly so as not to exceed the maximum federal share allowed under this subaward.

The SUBRECIPIENT must maintain records and documentation showing how the value placed on third-party in-kind contributions is derived. Regulations are in 2 CFR, Part 200, Subpart D, sections 200.306 and 200.434.

## **IX. PROGRAM INCOME**

Any program income generated must comply with 2 CFR, Part 200, Subpart D, Section 200.80 and Section 200.307. Program income must be deducted from the subaward's total allowable costs. All program income must be reported in the quarterly financial progress reports.

## **X. REPORTING REQUIREMENTS**

Quarterly programmatic and financial reports are required on the progress relative to the approved scope of work as outlined in 2 CFR, Part 200, Subpart D, Section 200.328. Subrecipients are required to complete the quarterly progress report forms that are provided by HSEMD and submit them by the due dates stated by HSEMD. **Due dates are January 15, April 15, July 15, and October 15. The first report is due following the end of the reporting period in which the subaward was awarded by FEMA. The reporting periods are January-March, April-June, July-September, and October-December.**

## **XI. CLOSE OUT**

The SUBRECIPIENT must prepare and submit by the end of the Period of Performance, and/or within 60 days of the completion of the approved scope of work, whichever comes first, all required financial, performance and other reports as outlined in 2 CFR, Part 200 Subpart D, Section 200.343 and Section 200.344. The SUBRECIPIENT must liquidate all obligations incurred under the subaward by the end of the Period of Performance. The SUBRECIPIENT must dispose of property purchased with subaward funds and dispose of or return government-furnished property no longer being used for subaward-related activities. All accounts must be settled, including reimbursements for any remaining allowable costs and refunds to HSEMD of any unobligated cash that was advanced.

## **XII. RECORD RETENTION**

The SUBRECIPIENT must retain records pertinent to the Federal subaward for three years after the date of the final expenditure report is submitted as outlined in 2 CFR Part 200, Subpart D, section 200.333.

## **XIII. WAIVERS**

No conditions or provisions of this AGREEMENT can be waived unless approved by HSEMD and the SUBRECIPIENT, in writing. Unless otherwise stated in writing, HSEMD's failure to insist upon strict performance of any provision of this AGREEMENT, or to exercise any right based upon a breach, shall not constitute a waiver of any right or obligation specified under this AGREEMENT.

#### **XIV. AMENDMENTS AND MODIFICATIONS**

This AGREEMENT may be amended or modified in reference to the subaward funds provided, administrative procedures, or any other necessary matter, but not to take effect until approved, in writing, by HSEMD and the SUBRECIPIENT.

#### **XV. COMPLIANCE, TERMINATION AND OTHER REMEDIES**

Unless otherwise stated in writing, HSEMD requires strict compliance by the SUBRECIPIENT and its authorized representative(s) with the terms of this AGREEMENT, and the requirements of any applicable local, state and federal statute, rules, regulations; particularly those included in the Assurances in the Application which was submitted to FEMA by HSEMD.

HSEMD may suspend or terminate any obligation to provide funding or demand return of any unused funds, following notice from HSEMD, if the SUBRECIPIENT fails to meet any obligations under this AGREEMENT or fails to make satisfactory progress toward administration or completion of said subaward. The SUBRECIPIENT is responsible for repayment of funds as a result of subsequent refunds, corrections, overpayments, or disallowed costs for ineligible expenditures.

The SUBRECIPIENT understands and agrees that HSEMD may enforce the terms of this AGREEMENT by any combination or all remedies available to HSEMD under this AGREEMENT, or under any other provision of law, common law, or equity.

#### **XVI. INDEMNIFICATION**

It is understood and agreed by HSEMD and the SUBRECIPIENT and its agents that this AGREEMENT is solely for the benefit of the parties to this subaward and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT.

The SUBRECIPIENT, on behalf of itself and its successors and assigns, agrees to protect, save, and hold harmless HSEMD and the State of Iowa, and their authorized agents and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the negligent acts, errors, or omissions of the SUBRECIPIENT or its authorized representative, its contractors, subcontractors, assigns, agents, licensees, arising out of or in connection with any acts or activities authorized by this AGREEMENT. The SUBRECIPIENT's obligation to protect, save, and hold harmless as herein provided shall not extend to claims or causes of action for costs, damages, or expenses caused by or resulting from the negligent acts, errors, or omissions of HSEMD, the State of Iowa, or any of their authorized agents or employees.

The SUBRECIPIENT further agrees to defend HSEMD, the State of Iowa, and their authorized agents and employees against any claim or cause of action, or to pay reasonable attorney's fees incurred in the defense of any such claim or cause of action, as to which the SUBRECIPIENT is required to protect, save, or hold harmless said parties pursuant to paragraph 2 of this part. The SUBRECIPIENT's obligation to defend, or to pay attorney's fees for the defense of such claims or causes of action as herein provided, shall not extend to claims or causes of action for costs,

damages, or expenses caused by or resulting from the negligent acts, errors, or omissions of HSEMD, the State of Iowa, or any of their authorized agents or employees.

**XVII. ACKNOWLEDGMENTS**

The SUBRECIPIENT shall include, in any public or private release of information regarding the activities supported by this subaward, language that acknowledges the funding contribution by HSEMD and FEMA.

**XVIII. INDEPENDENT CONTRACTOR STATUS OF APPLICANT**

The SUBRECIPIENT, its officers, employees, agents and council members shall all perform their obligations under this AGREEMENT as an independent contractor and not in any manner as officers, employees or agents of HSEMD or the State of Iowa. All references herein to the SUBRECIPIENT shall include its officers, employees, city council/board members, and agents. HSEMD shall not withhold on behalf of any such officer, employee, city council/board member, or agent, or pay on behalf of any such person, any payroll taxes, insurance, or deductions of any kind from the funds paid to the SUBRECIPIENT for administrative purposes.

**XIX. GOVERNING LAW, VENUE AND SEVERABILITY**

The laws of Iowa shall govern this AGREEMENT and venue for any legal action hereunder shall be in the Polk County District Court of Iowa. If any provision under this AGREEMENT or its application to any person or circumstances is held invalid by any court of rightful jurisdiction, said invalidity does not affect other provisions of this AGREEMENT which can be given effect without the invalid provision.

**XX. NOTICES**

The SUBRECIPIENT shall comply with all public notices or notices to individuals as required by applicable state and federal laws, rules, and regulations and shall maintain a record of such compliance.

**XXI. RESPONSIBILITY FOR SUBAWARD**

While HSEMD undertakes to provide technical assistance to the SUBRECIPIENT and its authorized representative in the administration of the subaward, said subaward remains the sole responsibility of the SUBRECIPIENT in accomplishing subaward objectives and goals. HSEMD undertakes no responsibility to the SUBRECIPIENT, or any third party, other than what is expressly set out in this AGREEMENT.



**XXII. NOTICES AND COMMUNICATIONS BETWEEN HSEMD AND  
SUBRECIPIENT**

All written notices and communications to the SUBRECIPIENT by HSEMD shall be to:

**Robert King  
Grant Coordinator  
City of Dallas Center  
P.O. Box 396  
Dallas Center, IA 50063**

Or the Alternate Point of Contact,

**Cindy Riesselman  
City Clerk  
City of Dallas Center  
P.O. Box 396  
Dallas Center, IA 50063**

All written communications to HSEMD by the SUBRECIPIENT and its authorized representative shall be to:

**Aimee Bartlett  
Mitigation Bureau Chief  
Iowa Department of Homeland Security and Emergency Management  
7900 Hickman Road, Suite 500  
Windsor Heights, IA 50324**

**ENTIRE SUBAWARD AGREEMENT**

This AGREEMENT sets forth the entire AGREEMENT between HSEMD and the SUBRECIPIENT with respect to subject matter hereof. Commitments, warranties, representations and understandings or agreements not contained, or referred to, herein or amended thereto shall not be binding on either HSEMD or the SUBRECIPIENT. Except as may be expressly provided herein, no alteration of any of the terms or conditions of this AGREEMENT will be effective without written consent of both parties.

IN WITNESS WHEREOF, HSEMD and the SUBRECIPIENT have executed this AGREEMENT by the signatures of authorized persons of both entities and on the dates indicated below:

**Iowa Department of Homeland Security City of Dallas Center:  
and Emergency Management:**

\_\_\_\_\_  
Dennis Harper, Alternate GAR

\_\_\_\_\_  
Michael Kidd, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative (optional)

\_\_\_\_\_  
Date

Attachments: Exhibit A: FEMA Award Notification  
Exhibit B: Scope of Work  
Exhibit C: Pre-Award Risk Assessment

Exhibit A: FEMA Award Notification

FEMA Award Letter



## STATE OF IOWA

**KIM REYNOLDS**  
GOVERNOR

**ADAM GREGG**  
LT. GOVERNOR

IOWA DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT  
JOHN BENSON, DIRECTOR

December 13, 2021

Robert King  
Grant Coordinator  
City of Dallas Center  
P.O. Box 396  
Dallas Center, IA 50063

**SUBJECT: HMGP DR-4557-IA-0037**  
**Dallas Center-Warning Sirens**

Dear Mr. King,

The City of Dallas Center has been awarded federal assistance under the Hazard Mitigation Grant Program, DR-4557, in accordance with the scope of work and budget that were included in the application package submitted to and approved by Iowa Department of Homeland Security and Emergency Management (HSEMD) and the Federal Emergency Management Agency (FEMA).

I have included one original subaward agreement for review, approval and signature. Please scan and email the signed copy to your project officer (Dan Schmitz, [Dan.Schmitz@iowa.gov](mailto:Dan.Schmitz@iowa.gov)) and mitigation finance officer (Adrienne Ricehill, [Adrienne.Ricehill2@iowa.gov](mailto:Adrienne.Ricehill2@iowa.gov)).

Any modifications to the scope of work or budget must have prior approval by HSEMD and FEMA. Please notify me if there are any anticipated changes.

If you have any questions or need assistance, please do not hesitate to call me at 515-314-1603, or e-mail me at [Adrienne.Ricehill2@iowa.gov](mailto:Adrienne.Ricehill2@iowa.gov).

Sincerely,

**Adrienne  
Ricehill**

Digitally signed by  
Adrienne Ricehill  
Date: 2021.12.13  
08:08:39 -06'00'

Adrienne Ricehill  
Mitigation Finance Officer

Enclosure

## Exhibit B: Scope of Work

### Scope of Work from Application

**Scope of Work:** With the approval of this proposal, we will take competitive bids to accomplish the following. We plan to install two electro-mechanical rotating sirens that are comparable to the Federal Signal 2001 Series siren and the supportive digital controllers, transformer rectifiers, antennas, and backup batteries. We will need one new wooden pole for the new siren. We believe the existing pole adjacent to City Hall will be adequate for the second siren. We will procure for the siren company to do the installation, including the attainment of all permits and provision of operating instructions.

**Description of the Proposed Project:** One small old siren in town has stopped working and can only be repaired temporarily. A new section of town to our northwest has over 70 lots, most of which already have homes. Developers are considering adding another 150 homes to our northeast and/or to our south. None of these current nor anticipated new homes are covered by storm warning systems, and each section would require a new siren for coverage. This project asks for money to help cover 2 sirens - replacing the old, and adding one more. We propose replacing the siren that has stopped working in the west-central part of town with a new and more powerful siren that can reach the homes on the west half of Dallas Center. As our second priority, we would like to add a siren in our north-west growing addition with 60+ homes. We have received preliminary bids from two companies, and will seek competitive bids if we are approved for this grant. We estimate that each siren will cost about \$25,000 to install.

### Budget

Cost Type	Description	Amount
Warning Siren	Warning Sirens	\$52,748.48
<b>Total Award</b>		<b>\$52,748.48</b>

Exhibit C: Pre-Award Risk Assessment

Conducted by HSEMD

**STATE OF IOWA  
DESIGNATION OF APPLICANT'S AUTHORIZED REPRESENTATIVE**

Cindy Riesselman \_\_\_\_\_ is hereby authorized to execute on behalf of  
(Name of Representative)

City of Dallas Center \_\_\_\_\_ this mitigation project and to file it with  
(Applicant Entity)

Iowa Homeland Security and Emergency Management (HSEMD) for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended) and the Code of Iowa, Chapter 29c.

Signed this \_\_\_\_\_ Day Of \_\_\_\_\_, 2021\_.

\_\_\_\_\_  
Chief Executive Officer  
(Print Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Applicant's Authorized Representative  
(Print Name and Title)

\_\_\_\_\_  
(Signature)

Attested: \_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Signature)