

**AGENDA**

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of the December 1, 2015 agenda
5. Mayors Presentation of the Bunger Middle School Students of the Month – October 2015: Emily Chandler, Raul Tapia, Avion Moffet, Daniel Landin, Jade Cox, Payne Geiger, and Keilei Reyes. November 2015: Ariana Vogel, Shakhia Cook, Anthony Barillas, Neveah Jones, Juan Escobar, Danica Sheridan, and Trevor Averhoff
6. Approval of the Consent Agenda – All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.
  - a. Approval of November 17, 2015 regular meeting minutes.
  - b. Resolution 5898 authorizing payment of bills and transfers.
  - c. Liquor license renewal:
    - i. Casey's General Store #2864, River Forest Road—expires 12-27-2015
7. Public Hearing-Proposal for Owner Occupied Housing Rehabilitation Technical Services
8. Resolution 5899 approving bid and form of contract for the proposal for Owner Occupied Housing Rehabilitation Technical Services with INRCOG, Waterloo, IA, in the amount of \$44,000 (reimbursable by the CDBG program) and authorize Mayor and City Clerk to sign said contract
9. Resolution 5900 levying assessments for nuisance abatement costs
10. Resolution 5901 setting date of public hearing concerning weed, mowing and/or clean-up of yard fees and repair assessments
11. Request from Shoff Engineering to have Myers Lake storm water outlet, as required by the Corps of Engineers, and River Forest Road storm sewer televised by Central Iowa Televising of McCallsburg, IA in the amount of \$4,200
12. Request from Public Works to purchase a set of tires from D and D Tire, Raymond, IA for the 2003 Sterling Dump truck in an amount not to exceed \$2,640
13. Discussion: Bunger Park Swinging Bridge
14. Discussion
15. Adjournment

CITY HALL  
EVANSDALE, IOWA, NOVEMBER 17, 2015  
CITY COUNCIL  
DOUG FAAS, MAYOR, PRESIDING

The City Council of the City of Evansdale, Iowa met in regular session, according to law, the rules of said Council and prior notice given each member thereof, in the Council Chambers of City Hall of Evansdale, Iowa at 6:00 P.M. on the above date. Council members present in order of roll call: Seible, Dewater, Loftus, Walker, and Nichols. Quorum present.

Dewater/Loftus to approve the November 17, 2015 agenda. Ayes-Five. Motion carried.

Seible/Dewater to approve the following items on the November 17, 2015 consent agenda with the exception of item b) Resolution 5890 authorizing payment of bills and transfers: a) Approval of November 4, 2015 regular meeting minutes. c) Accept and place on file the minutes and reports from the following Departments, Boards, and Commissions: Ambulance & Fire Report (Oct), Building Inspection Report (Oct), Clerk/Treasurer Report (Sept), Parks & Rec Dept. (Oct), Police Dept. (Oct), Library (Oct), Water Works (Oct), Evansdale Municipal Housing (Oct), and Planning & Zoning (n/a). Roll call vote: Ayes-Five. Motion carried.

Seible/Walker to approve Resolution 5890 authorizing payment of bills and transfers. Councilman Seible questioned the purchase of tires for squad vehicles. Police Chief, Jeff Jensen stated that the average mileage on a set of tires for a squad vehicle is approximately 30,000 miles and that continual maintenance on the vehicles is required for safety purposes.

Dewater/Loftus to approve Resolution 5891 authorizing City Clerk to certify TIF Debt with County Auditor. Roll call vote: Ayes-Five. Motion carried.

Dewater/Seible to approve Resolution 5892 approving FY2015 Urban Renewal Report. Roll call vote: Ayes-Five. Motion carried.

Loftus/Walker to approve Resolution 5893 appointing Jeff Jensen as full time Police Chief. Roll call vote: Ayes-Five. Motion carried.

Walker/Loftus to approve Resolution 5894 approving the FY2015 Annual Financial Report and authorizing publication. Roll call vote: Ayes-Five. Motion carried.

Loftus/Walker to approve Resolution 5895 approving an Agreement with the University of Iowa to perform an Architectural Reconnaissance Assessment for the proposed River Forest Road Reconstruction Project STP-U-2432(613)-07-07 in an amount not to exceed \$3,393. Councilman Nichols questioned the need for the assessment. Mayor Faas stated that the assessment is required as a part of the federal-aid agreement. Council Dewater stated that the University of Iowa will provide a statement on the historical aspects of the area. Nichols also questioned if we have held a public hearing on the River Road reconstruction project. Mayor Faas responded no, that the council has only approved the preliminary plans proposing the two lane road reconstruction. We will approve the construction final plans, set date of hearing and bid letting sometime in early 2016. Seible questioned the width of River Forest Road after construction. Mayor Faas responded 31 feet. Loraine Atkins, 625 River Forest Rd., questioned why all citizens in Evansdale were not informed of the proposed project. Mayor Faas responded that the city publicized all the meetings in the Evansdale News, City Hall, placed notices at six major businesses in town, and also sent letters to all affected addresses in construction area notifying them of public information meeting. We also place all agenda's and minutes on our website for the public to review. Roll call vote: Ayes-Five. Motion carried.

Loftus/Seible to approve Resolution 5896 authorizing the installation of a street light at the intersections of Norma Avenue and Brooklyn Manor Place for a monthly charge of \$7.44. Roll call vote: Ayes-Five. Motion carried.

Walker/Dewater to table request to approve a one-time payment to salaried positions of Chief of Police (\$3,999.05), City Clerk (\$2,697.70), and Mayor (\$2,505.60) for unused comp time, vacation, and/or casual days. Mayor Faas stated that Councilman Loftus had requested the agenda item and turned the meeting over to him. Councilman Loftus explained that this is a one-time payment for time that was accumulated and hasn't been used for the Police Chief, City Clerk, and Mayor. Police Chief Jensen was short staffed and had to work extra hours to provide coverage for the city. City Clerk Kobliska was short staffed and had a lot of changes in her first year of service. Mayor Faas has been with the city two years and has only utilized 1 week of vacation. Councilman Nichols stated that the Mayors salary is set and if he didn't utilize his vacation, then it's gone. He also stated the other two staff members are salaried employees in a supervisory position where they are not paid for additional hours worked. Loftus questioned who was going to cover for these people if they took the time off. Walker stated that he has reviewed the policy and believes that the time needs to be paid out. Councilman Seible stated that if we are obligated to pay the time that we should. However, he also stated that in the manual only 40 hours of comp time can be accumulated. Police Chief Jensen stated that most of the comp time he has accumulated was before he was appointed acting police chief. City Attorney, Craig Ament stated that it is not illegal to pay the mayor for unused vacation time when you have already established that he receives vacation time and that he can take the time or be paid not to take the time. He also stated that the time in question could be an accumulation of vacation, comp time, and casual days. Councilman Dewater stated that we just clarified the mayor's salary and paid time off. He also stated we are not just asked to approve these amounts, but to change policy on this request. Sharon Loftus, 309 Morrell Avenue, stated that the Water Works had a similar situation and granted an extension of time to allow the employee to utilize their paid time off. After an extended discussion the council asked for additional time to consider the request and asked that staff provide additional information. Roll call vote: Ayes-Five. Motion carried.

Dewater/Walker to approve request from Public Works Director to purchase snowplow blade for pick-up truck, in an amount not to exceed \$5,748.06. The plow blade shall be shared with Street, Water, and Sewer Departments with an equal amount of \$1,916.02 being shared by each department. Councilman Seible stated that the street dept. does a great job of snow removal and is opposed to the purchase of additional equipment. Councilman Loftus stated that he had requested the agenda item be brought back as he believed that the city needs the equipment. Roll call vote: Ayes-Three. Nays: Two (Seible and Nichols). Motion carried.

Public Discussion: Mayor Faas expressed his concern with issues at the Waste Water Plant. Two blowers have just went down and we have a tear in the lagoon liner. The last time it was replaced in 2009 it was in excess of \$100,000. Councilman Dewater questioned if the blowers need to be engineered. Mayor Faas stated the Waste Water Plant is simply aging out and the mechanical components have reached their lifespan and will keep council members abreast of any developments.

Councilman Dewater questioned if we could pursue legal options on the Billy Howard project, located at 1108 Lake Shore Place. Mayor Faas stated that Brian Wirtz, Building Inspector has been working with him and he is making attempts to finish the project. He will have Brian follow up with him tomorrow.

Loraine Atkins, 625 River Forest Rd., stated that the garage that recently burned down on Colleen Ave. was not in compliance and would hope that when they rebuild that we insure it is within our code.

There being no further discussion, Loftus/Walker to adjourn the meeting at 7:20 p.m. Motion carried.

**ATTEST:**

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**Doug Faas, Mayor**

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**DeAnne Kobliska, City Clerk**

**RESOLUTION 5898**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVANSDALE, IOWA, THAT  
THE FOLLOWING BILLS BE PAID AND THE TRANSFERS ARE HEREBY ALLOWED.**

AMENT LAW FIRM	OCTOBER ATTORNEY FEES	656.25
BANKERS TRUST	9/16/10 GO BOND INTEREST	5,231.25
	9/16/10 GO BOND FEES	250.00
	1/3/12 EWW/PY BOND INTEREST	2,105.00
	1/3/12 EWW/PY BOND FEES	250.00
	7/2/13 SR/HA BOND INTEREST	9,921.25
	7/2/13 SR/HA BOND FEES	250.00
	5/5/15 HA/EH/NW/EWW BOND INTEREST	30,191.88
	5/5/15 HA/EH/NW/EWW BOND FEES	250.00
	<b>TOTAL</b>	<b>48,449.38</b>
BARCO MUNICIPAL PRODUCTS INC	RU-2 NO OUTLET SIGNS/30 HRDWR	505.05
BLACK HAWK ELECTRICAL CO.	OSHA REPAIRS/AUTO LIGHT TIMERS	683.89
BMC AGGREGATES L.C.	FD-ROCK	14.66
<b>COMPASS MINERALS</b>	<b>RU-BULK STREET SALT</b>	<b>2,293.51</b>
	<b>RU-BULK STREET SALT</b>	<b>6,139.40</b>
	<b>RU-BULK STREET SALT</b>	<b>2,073.15</b>
	<b>RU-BULK STREET SALT</b>	<b>8,635.94</b>
	<b>TOTAL</b>	<b>19,142.00</b>
COURIER COMMUNICATIONS	PY-11/04 MINUTES/BILLS	133.63
CREATIVE IMPACT	FD-POSTCARDS	39.95
	BI-150 ORANGE HANG TAGS	55.00
	<b>TOTAL</b>	<b>94.95</b>
<b>DONS TRUCK SALES, INC</b>	<b>RU-14 CUTTING EDGE BLADES</b>	<b>3,861.00</b>
ELECTRICAL ENGINEERING & EQUIP	RU-FLASH STICKERS/ELEC PANELS	134.16
FAREWAY STORES	SR-BLEACH	7.56
GENERAL SHEET METAL WORKS, INC.	FD-ALUM HANDLE/AMBULANCE COT	50.00
HARRISON TRUCK CENTERS, INC	RU-FUEL TANK SUPPORT #58	49.94
	RU-INSULATOR/FUEL TANK #58	49.05
	<b>TOTAL</b>	<b>98.99</b>
IOWA LAW ENFORCEMENT ACADEMY	PD-INSTRUCTIONAL CREDIT	(50.00)
	PD-MMPI	140.00
	PD-RIFLE INSTRUCTION	125.00
	<b>TOTAL</b>	<b>215.00</b>
JENSEN, JEFFREY	PD-REIMB CELL PHONE-DEC	64.00
MENARDS INC	SR-CLEANER/DISINFECTANT	29.90
	SR-LEAD CHECK KITS	15.76
	SR-PLASTIC/GLOVES	37.96
	SR-SPK PLUG/WRENCH/OIL FILTER	16.93
	<b>TOTAL</b>	<b>100.55</b>
METLIFE SMALL BUSINESS CENTER	EMHA-LIFE INSURANCE	30.40
MID IOWA SALES	FD-VEHICLE WASH SUPPLIES/SOAP	230.54
	PD-CAR WASH SUPPLIES/SOAP	99.43
	<b>TOTAL</b>	<b>329.97</b>
MILLER FENCE & FLAG CO., INC.	RU-FENCE RAIL-REPR MEYERS	30.29
NORTH CENTRAL LABORATORIES	SR-SENSOR/MEMBRANE CAPS	241.08
<b>NUTRI-JECT SYSTEMS, INC.</b>	<b>SR-PUMP &amp; HAUL BIOSOLIDS</b>	<b>18,287.72</b>
QUAM TRUCKING, LLC	FD-HAUL RIVER ROCK	297.50
RITEPRICE OFFICE SUPPLY, INC.	CH-DESK CALCULATOR	27.49
SAMS CLUB - POLICE ACCOUNT	PD-PAPER/ENVELOPES	73.46

Approved by Council  
06/02/15

Approved by Council  
11/04/15

Approved by Council  
10/20/15

See attached Agreement

SHOFF CONSULTING ENGINEERS LC.	CIP-RVR FRST RECON DP#1	3,595.50
	CIP-RVR FRST RECON DP#2	31,110.75
	<b>TOTAL</b>	<b>34,706.25</b>
<b>SUPERIOR WELDING SUPPLY CO.</b>	<b>FD-CYLINDER DEPOSIT</b>	<b>904.00</b>
STOCKS, PHIL	SR-GRADE III SERVICES	400.00
TESTAMERICA LABORATORIES, INC.	SR-LAB TESTING	41.50
THE CTK GROUP	PD-CLASS INTERVIEW/INTERROGATION	325.00
U.S. CELLULAR	BI- CELL PHONE	64.85
	PK-OCTOBER CELL PHONE	7.21
	RU- CELL PHONE	185.39
	SR- CELL PHONE	75.68
	<b>TOTAL</b>	<b>333.13</b>
WATERLOO MILLS COMPANY	RU-GRASS SEED	252.00
WEBER PAPER	PD-TISSUE/SANITIZER/DUST REFL	153.05
WINDSTREAM	PD-PHONE	104.16
	FD-PHONE	75.63
	LIB-PHONES	37.97
	CH-PHONE	79.69
	RU-PHONE	36.94
	SR-ARBUTUS PHONE	36.94
	SR-LAFAYETTE PHONE	36.94
	SR-EAST END PHONE	36.94
	SR-PLANT PHONE	36.94
	<b>TOTAL</b>	<b>482.15</b>
	001 GENERAL FUND	4,080.20
	002 CAPITAL IMPROVEMENT	312.16
	110 ROAD USE TAX	24,245.82
	112 EMPLOYEE BENEFIT	30.40
	200 DEBT SERVICE	48,449.38
	302 2015 CAPITAL PROJECTS	34,706.25
	610 SEWER FUND	19,301.85
	<b>TOTAL</b>	<b>131,126.06</b>
<b>PREPAYS</b>		
78544 ABDO PUBLISHING	LIB-BOOKS	295.20
78545 CAPITAL ONE BANK	LIB-POSTAGE	16.50
78545 CAPITAL ONE BANK	LIB-HALLOWEEN DISPLAY/CANDY	40.00
78546 CENTURION TECHNOLOGIES	LIB-ANTI VIRUS RENEWAL	64.75
78547 CHERRY LAKE PUBLISHING	LIB-BOOKS	377.10
78548 GARETH STEVENS, INC	LIB-BOOKS	371.13
78549 INGRAM LIBRARY SERVICES	LIB-BOOKS/DVDS	551.17
78551 JENSEN, JEFFREY	PD-REIMB CELL PHONE	64.00
78552 SCHOLASTIC LIBRARY PUBLISHING	LIB-BOOKS	51.91
78553 THE CHILDS WORLD	LIB-BOOKS	281.25
78554 UPSTART	LIB-DESK CALENDAR	20.95
78555 COLLECTION SERVICES CENTER	PAYROLL LIABLILITY	188.80
78556 AFLAC	INSURANCE	208.46
78557 IBEW LOCAL 288	UNION DUES	155.00
78558 IPERS	REG IPERS/FIRE/POLICE IPERS	7,930.08
78563 MEDIACOM	INTERNET	75.90
78566 METLIFE SMALL BUSINESS CENTER	LIFE/DENTAL/VISION	2,651.83
78568 MFPRSRI	941 MFSPSRI	9,688.84

78569	POLICE ASSOCIATION	POLICE ASSN	80.00
78570	TREASURER-STATE OF IOWA	STATE W/H	3,320.00
78572	TEAMSTERS LOCAL 238	DUES	346.00
78573	VALIC	JEFF JENSEN	50.00
78575	WELLMARK BC/BS	HEALTH INSURANCE	13,715.33
		<b>TOTAL PREPAYS</b>	<b>40,544.20</b>

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF EVANSDALE, IOWA, ON THIS 1ST DAY OF DECEMBER 2015.**

**ATTEST:**

\_\_\_\_\_  
**Doug Faas, Mayor**

\_\_\_\_\_  
**DeAnne Kobliska, City Clerk**



# ***EVANSDALE FIRE RESCUE***

Presently we are paying \$200 per year for our oxygen tank rental. I talked to Superior Welding who supplies the oxygen tanks and they said they have a 1 time refundable deposit for our oxygen tanks that would cost \$904.00 for the tanks we need.

Less than 5 years the deposit would pay for itself and would be refundable when we no longer wanted the tanks from them.

Ryan Phillips

# SUPERIOR WELDING SUPPLY CO.

P.O. Box 690, Waterloo, Iowa 50704

CYLINDER DEPOSIT AGREEMENT: November 9, 2015

AGREEMENT NO: 14498

Superior Welding Supply Co., an Iowa Corporation with its main office at 900 Commercial Street, P.O. Box 690, Waterloo, Iowa 50704, is hereinafter referred to as the "Owner".  
I have reviewed the attached invoice and recommend payment of \$ 909.00 for the following:

City of Evansdale Fire Dept / Ryan Phillips  
911 S Evans Rd; Evansdale, IA 50707

001-5-1050-6501

Is hereinafter referred to as the "User".

The Owner and User recognize that cylinders are a separable part of the distribution of industrial gases. They further recognize that the surrender of the cylinder to the User is at considerable risk to the Owner having the investment in the cylinder. The User understands that this agreement does not transfer title to the cylinder(s).  
*Ryan Phillips* 11-13-15  
date

To minimize the Owner's possible loss, and to enhance the probability of return of the cylinders, the User and the Owner agree as follows:

1. User will pay a deposit in cash to the Owner. The deposit amount determined by the Owner will be sufficient to offset the cylinder investment and to encourage the recognition by the User of the costs related to the cylinders. Payment of deposit constitutes User's acceptance of this agreement.
2. Owner will furnish cylinders equal to the number stated in the agreement, and will maintain a stock of full cylinders to provide equal exchange of fulls for empties.
3. User will control the Owner's cylinders until recall or return pursuant to this agreement. User will ensure that maintenance, repair, retest or refill of the rented cylinders will not be done by anyone other than the Owner without Owner's consent in writing.
4. Owner will have the right to recall the cylinders by giving User 30 days advance notice of the recall date; notice by certified mail to the last known address of the User is proper notice for recall. When recall has been established, Owner shall have the right to enter User's property to retrieve Owner's cylinders pertaining to the recall. There is no obligation by the Owner for the payment of unused contents.
5. Upon return AND inspection of the cylinders, the User is entitled to a refund of the original deposit only, without interest. Any damage found on cylinders at time of inspection will result in forfeiture of User's deposit. There is no obligation by the Owner for the payment of unused contents. Owner shall also have the option to sell, and the User agrees to buy, the subject cylinders for an amount equal to the cylinder deposit. Owner and/or User has the right to exchange the cylinder transferred under this option to a cylinder of like type, size and purpose to one in which private ownership is readily recognizable. If ownership is transferred a Bill of Sale will be issued at that time.
6. The User hereby grants the Owner the right to apply the refund to which the User is otherwise entitled under the provisions of this agreement to pay any outstanding indebtedness owed by the User to the Owner.

The cylinders and deposits under this agreement are shown below as follows:

2 - 244 Therapy Oxygen @ \$265.00 ea \$ 530.00

2 - 122 Therapy Oxygen @ \$187.00 ea \$ 374.00

TOTAL \$ 904.00

Signed

*Ryan Phillips*  
(For the User)

*Jeremy Robbins*  
(For the Owner)

Date

11-13-15

Date

11-9-15

**AMENT LAW FIRM**

311 EAST 4TH STREET  
 P.O. BOX 325  
 WATERLOO, IOWA 50704-0325  
 319-232-2700 • Fax: 319-232-2788

# STATEMENT

CITY OF EVANSDALE  
 123 N EVANS RD  
 EVANSDALE, IA 50707

Statement Date: 11/09/2015

Page No. 1

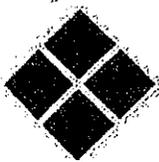
Professional Services:

		Rate	Hours	
10/05/2015	Review 10/6 Council packet.	125.00	0.50	62.50
10/06/2015	Appearance at Council meeting	125.00	2.25	281.25
10/07/2015	Research reconsideration of an Ordinance - Pay. Telephone call to Mayor- left message. Resend 8/10 email.	125.00	0.50	62.50
10/20/2015	Review tonight's council packet	125.00	0.25	31.25
	Attend Council meeting	125.00	1.25	156.25
10/28/2015	Receive and print email and attachments from Mayor on "Separate Legal Entity". Reply to Mayor.	125.00	0.25	31.25
10/29/2015	Return telephone call to Mayor- Chapter 155- Uniform Building Code References addition- by second meeting in November.	125.00	0.25	31.25
	For Current Services Rendered		5.25	656.25
	Previous Balance			\$1,500.00
	Total Current Work			656.25

Payments

10/06/2015	Payment check #78226			-718.75
	Balance Due			<u>\$1,437.50</u>

*Paid \$781.25 1/4 CL # 78430*



# SHOFF CONSULTING ENGINEERS

Civil • Environmental • Transportation • Land Surveying

5106 Nordic Drive  
Cedar Falls, Iowa 50613-6967

Phone: (319) 266-0258

Fax: (319) 266-1515

jshoff@shoffengineering.com

## INVOICE TRANSMITTAL

To: DeAnne Kobliska, City Clerk  
Joelle Strader, Deputy Clerk  
Mayor Doug Faas  
City of Evansdale, IA

Date: November 12, 2015

Sent via E-mail

8 Pages including cover sheet

RE: Engineering Services Invoices

DeAnne, Joelle and Mayor attached are Invoices for the following projects.

1. **Phase 1 – Corridor Master Planning and Recommended Improvements Plan**

**River Forest Road – Reconstruction**

Invoice No. 15 - Road - \$3,595.50

Time Period: December 30, 2014 through September 25, 2015

302-5-7500-6762

2. **River Forest Road Reconstruction Project**

**Design Phase**

Invoice No. 1 - \$31,110.75

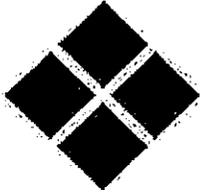
Time Period: September 23 through October 27, 2015

302-5-7500-6762

Sincerely,



Jerry Shoff, PE, PLS



# SHOFF CONSULTING ENGINEERS, L. C.

5106 Nordic Drive  
Cedar Falls, Iowa 50613-6967

- Civil • Environmental • Wastewater • Municipal • Water •
- Industrial • Structural • Construction Management • Transportation •
- Electrical • Land Surveying • Land Development • Insurance Claim Investigation •

Phone: (319) 266-0258  
Fax: (319) 266-1515  
jshoff@shoffengineering.com

**IN ACCOUNT WITH:**

City of Evansdale, Iowa  
City Hall  
123 North Evans Drive  
Evansdale, IA 50707

November 12, 2015

**INVOICE No. 15 -FINAL**

Attn: DeAnne Kobliska, City Clerk  
Joelle Strader, Deputy City Clerk

**PAYABLE TO:**

Shoff Consulting Engineers, L.C.  
5106 Nordic Dr.  
Cedar Falls, Iowa 50613

**PROJECT:**

**River Forest Road Reconstruction**  
**Phase 1 Engineering**  
City of Evansdale, Iowa  
Project No. 845

**INVOICE PERIOD:**

December 30 through December 31, 2014  
January 1 through September 25, 2015

**PROJECT DESCRIPTION:**

Provided Professional Consulting Engineering Services to the City of Evansdale related to **the Reconstruction of River Forest Road from Central Avenue to Lafayette Road and the Construction of the River Levee Dike Trail from Deerwood Park to Lafayette Road.** Work this period is for the River Forest Road Reconstruction project only:

1. Continued work on Summary of Initial Findings Report and documentation;
2. Worked on
  - a. Corridor Master Plan Tasks 1
  - b. Concept Statement Submittal & Environmental Review Coordination Task 1
3. Near completion of preliminary topography survey including storm and sanitary sewers field locations and surveys.

Name	Hours	Description	Amount Due
Jerry Shoff, PE, PLS	13.00	Project Administration / Design @ \$96.00/hr	\$1,248.00
Bill Wright, PE	18.00	Project Administration / Design @ \$96.00/hr	1,728.00
Phillip O'Loughlin, PE	3.25	Professional Engineer @ \$85.00/hr	276.25
Aaron Mueller, PLS	2.50	Professional Land Surveyor @ \$89.00/hr	222.50
Ryan Fischer	.75	Field Engineer @ \$70.00/hr	52.50
Beth Kirkevold	<u>1.75</u>	Administration @ \$39.00/hr	<u>68.25</u>
	39.25	TOTAL HOURS WORKED:	\$3,595.50

**TOTAL AMOUNT DUE FOR RIVER FOREST ROAD RECONSTRUCTION**

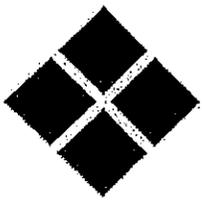
**PHASE 1 ENGINEERING INVOICE NO. 15 – FINAL ..... \$3,595.50**

SHOFF CONSULTING ENGINEERS, LC

Time by Job Detail

December 30, 2014 through September 25, 2015

Date	Item	Billing Stat...	Duration	Notes
<b>Evansdale, City of:Rvr Forest Rd/Levee Trail Ph 1 Eng 845-13</b>				
<b>Aaron L. Mueller</b>				
09/22/2015	Design (Surv / Sr. Tech)...	Unbilled	2:00	met w/ JS, BW, & PO re proj; prep & sent topo survey to NB & MS dir to do Exist Cond; dwg
09/23/2015	Design (Surv / Sr. Tech)...	Unbilled	0:30	Alignment dwgs for Concept Statement
Total Aaron L. Mueller			2:30	
<b>Beth A. Kirkevold</b>				
12/30/2014	Billing	Unbilled	0:30	
12/31/2014	Billing	Unbilled	0:30	
02/24/2015	Billing	Unbilled	0:15	
09/21/2015	Administration	Unbilled	0:30	assist jerry w/ presentation material
Total Beth A. Kirkevold			1:45	
<b>Jerry L. Shoff</b>				
02/16/2015	Design (PE)_\$96.00	Unbilled	2:00	invoicing
02/17/2015	Design (PE)_\$96.00	Unbilled	2:00	eng costs for city bond; proj update; met w/ mayor & DeAnne
09/21/2015	Design - PE	Unbilled	2:00	collect cost & plan data for INRCOG mtg tomorrow; rev project status
09/22/2015	Design (PE)_\$96.00	Unbilled	5:00	prep for & met w/ INRCOG & mayor for conf call w/ IaDOT on funding & federal aid eng
09/25/2015	Design (PE)_\$96.00	Unbilled	2:00	rev of enviro issues and archeology issues
Total Jerry L. Shoff			13:00	
<b>Phillip J. O'Loughlin</b>				
09/22/2015	Design - PE	Unbilled	1:15	RFRD; Discussing project with Aaron, Jerry, Bill
09/23/2015	Design - PE	Unbilled	1:30	Review emails and files
09/24/2015	Design - PE	Unbilled	0:30	Printed IaDOT check list, discuss project with Aaron
Total Phillip J. O'Loughlin			3:15	
<b>Ryan J Fischer</b>				
01/21/2015	Field Eng-RF	Unbilled	0:45	Research
Total Ryan J Fischer			0:45	
<b>William N. Wright</b>				
09/18/2015	Design (PE)_\$96.00	Unbilled	2:30	Research documentation, start concept statement
09/21/2015	Design (PE)_\$96.00	Unbilled	3:00	Researching documentation completed to date, concept statement
09/22/2015	Design (PE)_\$96.00	Unbilled	6:30	Concept statement research and form entries
09/23/2015	Design (PE)_\$96.00	Unbilled	3:30	Researching files, TPMS site, drafting concept statement
09/24/2015	Design (PE)_\$96.00	Unbilled	2:30	Research DOT for archaeological/enviro rev procedures, updt details on concept stmt forms
Total William N. Wright			18:00	
Total Evansdale, City of:Rvr Forest Rd/Levee Trail Ph 1 En...			39:15	
<b>TOTAL</b>			<b>39:15</b>	



# SHOFF CONSULTING ENGINEERS, L. C.

5106 Nordic Drive  
Cedar Falls, Iowa 50613-6967

- Civil • Environmental • Wastewater • Municipal • Water •
- Industrial • Structural • Construction Management • Transportation •
- Electrical • Land Surveying • Land Development • Insurance Claim Investigation •

Phone: (319) 266-0258  
Fax: (319) 266-1515  
jshoff@shoffengineering.com

**IN ACCOUNT WITH:**

City of Evansdale, Iowa  
City Hall  
123 North Evans Drive  
Evansdale, IA 50707

November 12, 2015

**INVOICE No. 1**

Attn: DeAnne Kobliska, City Clerk  
Joelle Strader, Deputy City Clerk

**PAYABLE TO:**

Shoff Consulting Engineers, L.C.  
5106 Nordic Dr.  
Cedar Falls, Iowa 50613

**PROJECT:**

**River Forest Road Reconstruction**  
**Phase 2 Engineering**  
City of Evansdale, Iowa  
Project No. 977

**INVOICE PERIOD:**

September 23 through October 27, 2015

**PROJECT DESCRIPTION:**

Provided Professional Consulting Engineering Services to the City of Evansdale related to **the Reconstruction of River Forest Road from Central Avenue to Lafayette Road** Work this period includes the following: prepare and submit to Iowa Department of Transportation (IaDOT) a conceptual horizontal alignment of the north end of the project at a 30-mph design speed; prepare and submit right-of-way drawing showing separation distance to buildings and right-of-way including required ADA sidewalk layout and horizontal clearance requirements; prepare and submit a Project Concept Statement to the IaDOT for their review and approval; begin environmental, archaeological and historical review process; solicit proposals from Office of the State of Archaeologist (University of Iowa) to perform "Architectural Reconnaissance Assessment" for project corridor; complete on-site field survey of utilities; conduct joint meet on-site with utility companies to document locations; begin preparation of preliminary project plans including roadway horizontal and vertical alignment, stormwater management plan, right-of-way requirements, subgrade and subbase analysis; and review project alignment alternates and costs.

Name	Hours	Description	Amount Due
Jerry Shoff, PE, PLS	33.00	Project Administration / Design @ \$96.00/hr	\$3,168.00
Bill Wright, PE	37.25	Project Administration / Design @ \$96.00/hr	3,576.00
Phillip O'Loughlin, PE	99.50	Professional Engineer @ \$85.00/hr	8,457.50
Aaron Mueller, PLS	59.00	Professional Land Surveyor @ \$89.00/hr	5,251.00
Max Staver	36.75	Engineering Technician @ \$42.00/hr	1,543.50
Nick Brewer	36.50	Engineering Technician @ \$42.00/hr	1,533.00
Kasey Westley	78.75	Engineering Technician @ \$42.00/hr	3,307.50
Jack Nelson	96.00	Engineering Technician @ \$42.00/hr	4,032.00
Gene Wurtzel	5.50	Survey Assistant @ \$42.00/hr	231.00
Beth Kirkevold	<u>.25</u>	Administration @ \$45.00/hr	<u>11.25</u>
	482.50	TOTAL HOURS WORKED:	\$31,110.75

**TOTAL AMOUNT DUE FOR RIVER FOREST ROAD RECONSTRUCTION**

**INVOICE NO. 1..... \$31,110.75**

## Time by Job Detail

September 23 through October 27, 2015

Date	Item	Duration	Notes
<b>Evansdale, City of: River Forest Road Reconstruction (977-15)</b>			
<b>Aaron L. Mueller</b>			
10/01/2015	Design (Surv / Sr. Tech)_ \$89.00	2:45	2, 3, & 4 lane alignment dwgs for concept statement
10/02/2015	Design (Surv / Sr. Tech)_ \$89.00	1:30	2, 3, 4 Ln opts for concept stmt; review concept plans w/ KW; work w/ AM on accompanying dwgs
10/05/2015	Design (Surv / Sr. Tech)_ \$89.00	1:30	topo review
10/13/2015	Design (Surv / Sr. Tech)_ \$89.00	6:30	CL align; download deten topo; inserted in dwg; concept stmt drwg/submittal; Disc w/ PO & JS
10/14/2015	Design (Surv / Sr. Tech)_ \$89.00	2:00	Center Line Alignment
10/15/2015	Design (Surv / Sr. Tech)_ \$89.00	8:45	Proposed alignment & Back of Curb
10/16/2015	Design (Surv / Sr. Tech)_ \$89.00	2:30	started road profile design; Disc progress/next steps w/ BW & PO.
10/17/2015	Design (Surv / Sr. Tech)_ \$89.00	1:00	met NB & MS in Evansdale to plan out day
10/19/2015	Design (Surv / Sr. Tech)_ \$89.00	5:30	corridor model & CL (Center Line) profile design
10/20/2015	Design (Surv / Sr. Tech)_ \$89.00	4:45	CL profile
10/21/2015	Design (Surv / Sr. Tech)_ \$89.00	7:00	CL Profile & Cross Sections
10/22/2015	Design (Surv / Sr. Tech)_ \$89.00	2:30	Q&A; profile; cross sections
10/23/2015	Design (Surv / Sr. Tech)_ \$89.00	7:30	CL Profile; rev Surv needs w/ JS & NB
10/27/2015	Design (Surv / Sr. Tech)_ \$89.00	5:15	Q&A; profile; cross sections
Total Aaron L. Mueller		59:00	
<b>Beth A. Kirkevold</b>			
10/27/2015	Billing	0:15	
Total Beth A. Kirkevold		0:15	
<b>Gene E Wurtzel</b>			
10/13/2015	Technician Survey_ \$42.00	5:30	survey san & storm; Structure survey with Kasey
Total Gene E Wurtzel		5:30	
<b>Jack M. Nelson</b>			
10/07/2015	Tech CAD Drft - Drwg_ \$42.00	1:30	worked on removal tab
10/08/2015	Tech CAD Drft - Drwg_ \$42.00	7:15	produce a removals tabulation and drawing
10/09/2015	Tech CAD Drft - Drwg_ \$42.00	0:15	generate an Excel tabulation of removals
10/12/2015	Tech-Construction_ \$42.00	0:30	Creating removal plan for River Forest Road.
10/13/2015	Tech CAD Drft - Drwg_ \$42.00	4:00	compile and assemble a project area workbook on River Forest Road existing conditions.
10/14/2015	Tech CAD Drft - Drwg_ \$42.00	5:00	assemble and compile a reference information binder of city information
10/15/2015	Tech CAD Drft - Drwg_ \$42.00	8:15	Research orig dwgs fr 1970's. Deed research on 18 parcels w/in RFRD at its northern end.
10/16/2015	Tech CAD Drft - Drwg_ \$42.00	7:45	put together a painting and permanent signing plan
10/19/2015	Tech CAD Drft - Drwg_ \$42.00	7:45	signing and striping plan
10/20/2015	Tech CAD Drft - Drwg_ \$42.00	7:30	signing and striping plan and Excel file for signing and striping tab
10/21/2015	Tech CAD Drft - Drwg_ \$42.00	8:15	signing and striping plan, and Excel tabulation
10/22/2015	Tech CAD Drft - Drwg_ \$42.00	8:45	signing & striping plan shts; traffic control & st. signage; sign tabs, graphics
10/23/2015	Tech CAD Drft - Drwg_ \$42.00	8:00	signing and striping plans J-01 through J-03, and tabulations
10/25/2015	Tech CAD Drft - Drwg_ \$42.00	3:00	signing and striping plan and DOT excel sheets for linking to drawings
10/26/2015	Tech CAD Drft - Drwg_ \$42.00	10:30	inspect site for existing signs enroute, signage and striping plan
10/27/2015	Tech CAD Drft - Drwg_ \$42.00	7:45	signage and striping plan sheets J-03 and J02
Total Jack M. Nelson		96:00	

## SHOFF CONSULTING ENGINEERS, LC

## Time by Job Detail

September 23 through October 27, 2015

Date	Item	Duration	Notes
<b>Jerry L. Shoff</b>			
10/05/2015	Design (PE)_\$96.00	1:30	met w/ mayor to rev concept stmt; 30 mph curve alignment on 2, 3, & 4 lane, letting sched per laDOT
10/09/2015	Design (PE)_\$96.00	1:00	rev proj status
10/12/2015	Design (PE)_\$96.00	1:30	Reviewing concept statement docs with Jerry
10/13/2015	Design (PE)_\$96.00	8:00	prep/submit concept statement enviro clearance doc to laDOT; Met w BW & PO
10/14/2015	Design (PE)_\$96.00	4:00	prelim design; ROW enviro review; Reviews w/ BW & PO
10/15/2015	Design (PE)_\$96.00	6:00	drainage design; rev proj progress w/ PO & AM; rev enviro clearance; alignment & BOC
10/16/2015	Design (PE)_\$96.00	5:30	drainage design; rev proj progress; rev enviro clearance; alignment & BOC
10/21/2015	Design (PE)_\$96.00	4:00	Prel enviro; conf call w/ laDOT SHPO & Enviro personnel; Prel design
10/23/2015	Design (PE)_\$96.00	1:30	rev surv needs w/ AM & M3; design
Total Jerry L. Shoff		33:00	
<b>Kasey N Westley</b>			
10/02/2015	Tech CAD Drft - Drwg_\$42.00	2:15	Annotated Concept Plans (2 Ln, 3 Ln); reviewed concept plans w/ AM
10/05/2015	Tech CAD Drft - Drwg_\$42.00	4:00	mark RFRD CL alignment Rev point rpt; check align is centered on back of curb survey shots.
10/06/2015	Tech CAD Drft - Drwg_\$42.00	0:30	Finished BOC/Alignment check.
10/08/2015	Tech CAD Drft - Drwg_\$42.00	0:15	Extended turn lane on 2-lane concept plan. Pdfd and printed.
10/13/2015	Tech CAD Drft - Drwg_\$42.00	8:45	Structure survey with Genl; measure down date from Phillips to Lafayette.
10/14/2015	Tech CAD Drft - Drwg_\$42.00	7:45	F Bk notes on structure Surv/measure downs. Driveway apron grade tabs. Add prop owner info to base
10/15/2015	Tech CAD Drft - Drwg_\$42.00	3:45	Created Surface for Central Ave/ Ayers Ave Deten Area.
10/15/2015	Tech CAD Drft - Drwg_\$42.00	2:00	Updated Driveway Grade tabulations with Alignment stations.
10/15/2015	Tech CAD Drft - Drwg_\$42.00	2:00	Analyze Deten volumes/overflow. BOC linework through RFRD. 2.5
10/16/2015	Tech CAD Drft - Drwg_\$42.00	6:30	Finished DW grade alignments stn tabs. Driveway Removals Tab/DWG. Started P&P Shts
10/19/2015	Tech CAD Drft - Drwg_\$42.00	8:45	Create P&P Shts, label existing data. Updated driveway tab with proposed distances.
10/20/2015	Tech CAD Drft - Drwg_\$42.00	6:30	Annotated P&P Shts & brought in existing storm sewer structures. Started on a Legend Sheet.
10/21/2015	Tech CAD Drft - Drwg_\$42.00	3:15	Finished Labeling all existing Storm Sewers in P&P Sheets.
10/21/2015	Tech CAD Drft - Drwg_\$42.00	3:00	Created Soil Data Sheets S-01 thru S-06 (Borehole information).
10/21/2015	Tech CAD Drft - Drwg_\$42.00	3:00	Added Existing Sanitary Sewer to P&P Sheets.
10/22/2015	Tech CAD Drft - Drwg_\$42.00	8:45	Update existing pipe network styles; added matchlines in P&P shts. Start on Phasing/Detour plans.
10/23/2015	Tech CAD Drft - Drwg_\$42.00	1:30	Updated Driveway Tab with CL elevation. Updated P&P Sheets with updated design profile.
10/27/2015	Tech CAD Drft - Drwg_\$42.00	6:15	Started X-Section sheets.
Total Kasey N Westley		78:45	
<b>Maxwell D. Staver</b>			
09/23/2015	Tech CAD Drft - Drwg_\$42.00	2:30	Work on original ground surface
09/24/2015	Tech CAD Drft - Drwg_\$42.00	3:00	Work on original ground surface
09/25/2015	Tech CAD Drft - Drwg_\$42.00	2:00	Work on original ground surface
09/27/2015	Tech CAD Drft - Drwg_\$42.00	1:30	Work on base drawing
09/29/2015	Tech CAD Drft - Drwg_\$42.00	2:45	Work on base drawing
10/01/2015	Tech CAD Drft - Drwg_\$42.00	2:30	Work on base drawing
10/02/2015	Tech CAD Drft - Drwg_\$42.00	2:30	Work on base drawing
10/03/2015	Tech CAD Drft - Drwg_\$42.00	1:30	Work on base drawing
10/12/2015	Tech CAD Drft - Drwg_\$42.00	2:15	Create existing sanitary sewer pipe network and add more utilities to base drawing
10/15/2015	Tech CAD Drft - Drwg_\$42.00	0:45	Revised existing sanitary sewer network
10/16/2015	Technician Survey_\$42.00	2:30	measure downs
10/17/2015	Technician Survey_\$42.00	11:00	measure downs
10/18/2015	Technician Survey_\$42.00	2:00	Lafayette measure downs
Total Maxwell D. Staver		36:45	

## SHOFF CONSULTING ENGINEERS, LC

## Time by Job Detail

September 23 through October 27, 2015

Date	Item	Duration	Notes
<b>Nicholas C. Brewer</b>			
10/14/2015	Tech CAD Drft - Drwg_ \$42.00	2:00	Began work on existing storm sewer.
10/15/2015	Tech CAD Drft - Drwg_ \$42.00	4:00	Completed the existing storm sewer network, and sent to Aaron
10/16/2015	Technician Survey_ \$42.00	1:00	Met with Aaron, Max, and Phillip re approach and goals for the project
10/16/2015	Technician Survey_ \$42.00	2:30	Went to Evansdale to start the measure downs.
10/17/2015	Technician Survey_ \$42.00	10:30	Worked on measure downs all day.
10/22/2015	Tech CAD Drft - Drwg_ \$42.00	2:00	Worked on jointing detail for Aaron.
10/23/2015	Tech CAD Drft - Drwg_ \$42.00	5:30	Worked on more of the jointing for Aaron; rev Surv needs w/ JS & AM
10/24/2015	Technician Survey_ \$42.00	9:00	on site, meas downs/GPS shots for the strm sys; shot driveways w/ too steep slopes in design grades
Total Nicholas C. Brewer		36:30	
<b>Phillip J. O'Loughlin</b>			
09/28/2015	Design - PE	0:30	Reviewing existng drawings and creating title sheet.
10/08/2015	Design - PE	5:15	Workign on Scheduling Project.
10/09/2015	Design - PE	3:00	Working on Schedule.
10/13/2015	Design - PE	7:30	Create Sched, Set up drwgs, Rev Concept Stmt App. Met w BW & JS. Disc w AM & JS
10/14/2015	Design - PE	6:30	Proj Sch, discuss Enviro/Historical Reviews w/ BW & JS, Create LiDAR surf for swr network analysis.
10/15/2015	Design - PE	9:45	Analyze drainage area, check existing pipe network drwg, mtg w/ JS & AM. Reviewing Project Schedule
10/16/2015	Design - PE	8:00	Chkd strm swr network, compiled list of needed survey shots; Disc progress/next steps w/ BW & AM.
10/16/2015	Design - PE	0:45	directed Max and Nick on Survey Shots needed.
10/17/2015	Design - PE	1:00	Meet Nick and Max on site, Walked the site.
10/19/2015	Design - PE	8:15	Create Large Base Map (3 HRS), GPS Survey Strm Swr (5 HRS); discuss with Aaron and Bill
10/20/2015	Design - PE	3:45	pulled line work into base drwg. rev survey data, started expanding storm sewer line work.
10/21/2015	Design - PE	9:45	updated existng storm sewer 2d line work, and existng storm sewer network.
10/22/2015	Design - PE	9:30	Editing storm sewer.
10/23/2015	Design - PE	9:00	Working on revising Storm Sewer and Printing Tables and Profiles;
10/26/2015	Design - PE	9:00	Worked on Storm Sewer, Printed drawings, set up Iowa One Call meeting.
10/27/2015	Design - PE	8:00	Started New Storm Sewer, discussed with Aaron.
Total Phillip J. O'Loughlin		99:30	
<b>William N. Wright</b>			
09/25/2015	Design (PE)_ \$96.00	2:00	Review DOT seminar/guidance for enviro & archaeological assessments & documentation
09/28/2015	Design (PE)_ \$96.00	1:00	Concept statement, environmental review, historical review
09/29/2015	Design (PE)_ \$96.00	1:00	Researching additional IM guidance for NEPA, T&E species, archaeological and histoical studies
09/30/2015	Design (PE)_ \$96.00	2:00	Prep request to DNR for environ review for T&E species, starting Environmental Data Sheet
10/01/2015	Design (PE)_ \$96.00	4:30	Concept Stmt, Enviro Data form, discuss drwg need to accompany concept stmt
10/02/2015	Design (PE)_ \$96.00	2:30	Draft Concept Stmt Trmtl ltr, work w/ AM on accompanying drwgs; research SHPO & NEPA issues.
10/05/2015	Design (PE)_ \$96.00	0:30	Concept statement forms, drawings
10/08/2015	Design (PE)_ \$96.00	0:30	Concept statement draft documents
10/09/2015	Design (PE)_ \$96.00	0:30	Assemble review package for Jerry
10/12/2015	Design (PE)_ \$96.00	1:30	Reviewing concept statement docs with Jerry
10/13/2015	Design (PE)_ \$96.00	6:15	Complete Concept Stmt docs and prepare for submission in TPMS; Met w/ & JS.
10/14/2015	Design (PE)_ \$96.00	1:00	Review environmental info submitted to DOT/TPMS; Reviews w/ PO & JS,
10/15/2015	Design (PE)_ \$96.00	1:00	Discuss environmental clearance issues with Jerry, discuss plan design with Phil
10/16/2015	Design (PE)_ \$96.00	0:30	Discuss plan development and storm drainage issues; Disc progress/next steps w/ PO & AM.
10/19/2015	Design (PE)_ \$96.00	2:30	Conf w/ DOT, discuss strm drain issues for design, prep Trmtl to TPMS for USACE & DNR rev
10/21/2015	Design (PE)_ \$96.00	1:00	Discuss w/ JS re historical eval, attempt to contact DOT contact for SHPO issues
10/22/2015	Design (PE)_ \$96.00	2:30	Working historical evaluation issues - communicate with DOT, contact with consultants
10/23/2015	Design (PE)_ \$96.00	3:30	Research consultants; sent RFPs for historical eval, rev plans for potential strm swr adjustments

## SHOFF CONSULTING ENGINEERS, LC

## Time by Job Detail

September 23 through: October 27, 2015

Date	Item	Duration	Notes
10/26/2015	Design (PE)_\$96.00	1:00	Communications with consultants regarding historical evaluation of project area
10/27/2015	Design (PE)_\$96.00	2:00	spoke w/ consultant re historical eval; study existing storm swr layout for updt may be made in proj
Total William N. Wright		37:15	
Total Evansdale, City of:River Forest Road Reco...		482:30	
<b>TOTAL</b>		<b>482:30</b>	

**Applicant License Application ( BC0029504 )**

<b>Name of Applicant:</b> <u>Casey's Marketing Company</u>		
<b>Name of Business (DBA):</b> <u>Casey's General Store #2864</u>		
<b>Address of Premises:</b> <u>1038 River Forest Road</u>		
<b>City</b> <u>Evansdale</u>	<b>County:</b> <u>Black Hawk</u>	<b>Zip:</b> <u>50707</u>
<b>Business</b>	<u>(319) 235-2591</u>	
<b>Mailing</b>	<u>PO Box 3001</u>	
<b>City</b> <u>Ankeny</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>500218045</u>

**Contact Person**

<b>Name</b> Michelle Rogness, Store Operations
<b>Phone:</b> (515) 446-6728 <b>Email</b> michelle.rogness@caseys.com

**Classification** Class C Beer Permit (BC)

**Term:**12 months

**Effective Date:** 12/28/2015

**Expiration Date:** 12/27/2016

**Privileges:**

Class B Native Wine Permit

Class C Beer Permit (BC)

Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Publicly Traded Corporation</u>
<b>Corporate ID Number:</b> <u>184278</u> <b>Federal Employer ID</b> <u>42 1435913</u>

**Ownership**

**42-0935283 Casey's General**

**Stores, Inc.**

**First Name:** 42-0935283

**Last Name:** Casey's General Stores, Inc.

**City:** Ankeny

**State:** Iowa      **Zip:** 50021-804

**Position:** Owner

**% of Ownership:** 100.00%

**U.S. Citizen:** Yes

**Michael Richardson**

**First Name:** Michael

**Last Name:** Richardson

**City:** Pleasant Hill

**State:** Iowa      **Zip:** 50327

**Position:** President

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Robert C. Ford**

**First Name:** Robert C.

**Last Name:** Ford

**City:** Dallas Center

**State:** Iowa      **Zip:** 50063

**Position:** Vice President

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Julia L. Jackowski**

**First Name:** Julia L.

**Last Name:** Jackowski

**City:** Urbandale

**State:** Iowa

**Zip:** 50322

**Position:** Asst Secretary

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**James Pistillo**

**First Name:** James

**Last Name:** Pistillo

**City:** Urbandale

**State:** Iowa

**Zip:** 50323

**Position:** Treasurer

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>



# INRCOG

Iowa Northland  
Regional Council  
Of Governments

229 E. Park Ave.

Waterloo, IA 50703

Phone 319-235-0311

Fax 319-235-2891

November 20, 2015

Honorable Mayor & City Council  
City of Evansdale  
123 N. Evans Rd.  
Evansdale, IA 50707

Honorable Mayor & City Council:

Please find attached a proposal, from the Iowa Northland Regional Council of Governments (INRCOG), offering to provide the Technical Services Administration required for your owner-occupied housing rehabilitation program.

As outlined in Attachment B, over the last 20 years INRCOG has provided similar services to dozens of cities throughout our six county region. These projects together total well over \$18,000,000 of federally funded programs, allowing INRCOG to assist participating communities to rehabilitate well over 518 homes or apartment units with similar program funding.

I would be happy to respond to any inquiries you may have concerning the attached proposal.

Sincerely,

Cindy Knox  
INRCOG Housing Planner

**CITY OF EVANSDALE**

**TECHNICAL SERVICES PROPOSAL**

**2015 OWNER – OCCUPIED HOUSING  
REHABILITATION PROGRAM**

SUBMITTED BY – IOWA NORTHLAND REGIONAL COUNCIL OF  
GOVERNMENTS (INRCOG)

229 E. Park Avenue  
Waterloo, Iowa 50703

*The Iowa Northland Regional Council of Governments is a voluntary public consortium that provides planning, housing, transit, transportation, GIS and safety services to member local governments within a designated six county region. The INRCOG Housing Department, which has drafted this proposal, is currently administering a wide variety of housing programs for low to moderate income citizens in several cities within the INRCOG region.*

Response to Section 3.4 – Instructions to Respondents

Item 3.4 (a) - Business Name

*Iowa Northland Regional Council of Governments (INRCOG).*

Item 3.4 (b) – Federal Tax ID

*INRCOG Federal Tax ID # - 42-0896088*

Item 3.4 (c) - Legal Status of Respondent

*INRCOG is recognized by the State of Iowa as a “Council of Government” formed under Chapter 28 H of the State Code of Iowa. INRCOG was legally incorporated in 1973 and chartered to provide a variety of technical and planning services to local governments in Black Hawk, Bremer, Buchanan, Butler, Chickasaw and Grundy County’s. See Attachment A - INRCOG Mission Statement.*

Item 3.4 (d) – Length of time the respondent has worked with similar housing programs

*INRCOG has written grants and managed and administered owner-occupied housing rehabilitation programs since 1995. As outlined on Attachment B, INRCOG has successfully managed over 18 million dollars of state and federal rehabilitation funds in numerous City’s and counties in the INRCOG six county region.*

Item 3.4 (e) – Name and experience/qualifications of individuals employed by the respondent

*The INRCOG staff has extensive experience administering housing rehabilitation programs. Housing staff available to administer the Evansdale rehabilitation program includes Jim Rodemeyer, Director of Housing, Cindy Knox, Housing Planner II.*

*Jim Rodemeyer has a Bachelor's degree in Political Science/Public Administration and has 33 hours completed toward a Master's degree in Counseling. He currently supervises the housing department staff and directly administers a variety of housing programs in several communities in the region.*

*Cindy Knox is a Housing Planner on the INRCOG staff. She has a Bachelor's degree in Design and The Human Environment from the University of Northern Iowa. She has been with INRCOG since 2005 and helped administer and closeout fourteen CDBG funded housing rehabilitation programs. She also administers a State funded housing repair program helping dozens of homeowners make small or emergency repairs to their homes each year. Cindy is a certified Sampling Technician for lead base paint through the Iowa Department of Public Health.*

Item 3.4 (f) – Lead Safe certificate numbers for all individuals working on the project

- *Cindy Knox – Sampling Technician – 0004772-SAMP. See Attachment C*

Item 3.4 (g) – Office address and telephone number of the respondent

*Iowa Northland Regional Council of Governments (INRCOG) – 229 E. Park Avenue – Waterloo, Iowa 50703 / Telephone Number – 319-235-*

0311 / Fax Number – 319 – 235-2891 / E – Mail –cknox@inrcog.org, web Site – www.inrcog.org

Item 3.4 (h) – Name and telephone number of the individual employed by the respondent who will be responsible for day-to-day operations

*Jim Rodemeyer will be the INRCOG employee who will be responsible for the direct supervision of the project and Cindy Knox will be the Housing Planner responsible for the day to day operations and administration of the Evansdale Rehabilitation program. They can both be reached at 319-235-0311.*

Item 3.4 (i) – Any outstanding litigation that may threaten the viability of the respondent, as well as the frequency and types of litigation for the past five years involving the respondent

*INRCOG is not presently the subject of any outstanding or resolved litigation over the past five years.*

Item 3.4 (j) – A list of all subcontractors the respondent proposes to use and the amount of work to be performed directly by the respondent and each subcontractor shall be submitted.

*As part of the Technical Services administration of the Housing Rehabilitation Contract, INRCOG will utilize the sub-contractor listed below:*

- *Mr. Dick Dewater – Evansdale, Iowa – Mr. Dewater will be employed as a part-time contract employee of INRCOG, on an as needed basis, to perform all initial rehabilitation and lead base paint property inspections. Based on his initial inspections, he will develop a rough draft set of bid specifications that outline the rehabilitation work that will need to be completed to bring the property up to Iowa's Minimum Housing Standards. As part of the development of the rough bid specifications, he will identify those construction items that have the potential to have lead base paint safety implications and also develop an estimate of construction costs for each project. Mr. Dewater will also be the individual responsible for all inspection of work that is performed by the contractors during the construction/rehabilitation phase of the project, including the final inspection. He will also be available to meet with*

*contractors and answer technical questions concerning the bid specifications or to mediate disagreements concerning technical construction issues. Mr. Dewater has been employed as a contract employee with INRCOG doing this type of work on over a dozen CDBG projects. If awarded the Technical Services Contract, INRCOG will sign a separate contract with Mr. Dewater and he will be paid a flat amount for each home he is involved with. The amount that Mr. Dewater will be paid was calculated during the writing of the grant application and has been included as part of the Technical Services budget.*

- *Accurate Analytical Testing, LLC of Belleville, MI - Medtox is a full service accredited Laboratory that is certified to offer a full range of analytical testing for lead, mold and other potential hazardous materials. The State of Iowa requires when funding owner occupied rehabilitation programs that lead base paint safety precautions be implemented when rehabilitation is taking place in homes that were built prior to 1978. These lead base safety precautions include taking dust samples to be analyzed for possible lead base paint contamination. Cindy Knox is certified as Sampling Technicians by the State of Iowa. INRCOG has worked with Accurate Analytical Testing, LLC on previous CDBG projects to provide the necessary analysis of these samples. INRCOG also receives from Accurate Analytical Testing, LLC all of the necessary materials required to complete the dust sample process. The dollars necessary to fund these expenditures has been included as part of the Technical Services budget.*

*All other administrative work will be performed by INRCOG staff.*

Item 3.4 (k) – Provide a list of Housing fund/CDBG single family owner-occupied programs in which both Technical Services and Technical Services Provisions were provided over the past five (5) years

*Presently INRCOG is working with the City of Hazleton on a CDBG Housing Rehabilitation Program that was funded in 2013 and has closed out housing rehabilitation programs for Readlyn, Sumner, Beaman, Tripoli, Independence, and Gilbertville over the last 5 years. We are also administering a Housing Trust Fund home repair program and various disaster assistance programs related to the natural disasters of 2008.*

*Attachment B is a complete list of CDBG housing rehabilitation programs that INRCOG has administered starting in 1995.*

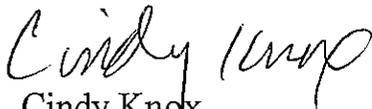
Item 3.4 (l) – Explain familiarity with the City of Evansdale, the pre-applicants and the pre-application process

*Since INRCOG wrote the grant application that is the basis for the City's owner-occupied housing rehabilitation project. INRCOG is very familiar with the City of Evansdale and the pre-application process that took place as part of the grant application process. Because of this familiarity with the pre-application process, INRCOG is in a position to immediately begin the technical services administration of the project once contracts have been signed and the administrative plan has been approved by the City and IEDA. In addition, in its role as a COG, INRCOG is very knowledgeable about the City itself and familiar with the Evansdale City Government.*

Item (m) – Any additional information the respondent believes should be part of the proposal

*INRCOG has many years of experience in the successful management of CDBG owner-occupied Housing Rehabilitation Program funding. The INRCOG record speaks for itself and is illustrated on Attachment B by the hundreds of homes that have been rehabilitated and the millions of taxpayer dollars that have been successfully administered. INRCOG is looking forward to being part of this same success story in the City of Evansdale and is anxious to begin the implementation of the rehabilitation program once the Technical Services contract has been awarded. The INRCOG Housing Staff is available to answer any questions the City might have concerning the information contained herein.*

Signed,



Cindy Knox

INRCOG Housing Planner

## ATTACHMENT A

### INRCOG MISSION STATEMENT

The Iowa Northland Regional Council of Governments is a voluntary association of local governments established by state law serving the member jurisdictions in Black Hawk, Bremer, Buchanan, Butler, Chickasaw and Grundy counties. As a service and planning organization, it is responsible for coordinating, assisting and facilitating programs in Community and Economic Development that will benefit all governmental bodies in the INRCOG region. Emphasis is placed on intergovernmental communication and cooperation, accessing of funds, and the need for continuing, comprehensive planning.

**Housing Fund  
CDBG Projects**  
(unless noted)

**Projects include:  
Owner Occupied and  
Rental Rehabilitations**

		<b># Homes</b>	<b>Grant Amount \$</b>	
	<b>1995</b>			
	Independence	12	\$260,000	
	<b>1998</b>			
	Beaman	6	\$148,200	
	Wellsburg	10	\$239,000	
	Dunkerton	8	\$186,600	
	Hudson	15	\$342,000	
	Janesville	10	\$240,500	
	<b>1999</b>			
	Waverly	12	\$280,320	
	Hazleton	10	\$236,500	
	Winthrop	15	\$361,440	
	LaPorte City	10	\$230,850	
	Lamont	12	\$269,781	
	Parkersburg	10	\$233,280	
	<b>2000</b>			
	Clarksville	12	\$289,500	
	Nashua	15	\$393,700	
	New Hampton	15	\$394,140	
	<b>2001</b>			
	Aplington	10	\$356,000	
	Evansdale	10	\$352,870	
	Hudson	11	\$390,000	HOME FUNDS
	Janesville	10	\$356,050	
	<b>2002</b>			
	Grundy Center	15	\$528,100	
	Jesup	12	\$423,500	
	Parkersburg	12	\$423,300	
	<b>2003</b>			
	Dunkerton	8	\$286,500	
	Lamont	6	\$217,049	HOME FUNDS
Rental Rehab	Private - New Hampton	8	\$203,692	HOME FUNDS
	<b>2004</b>			
	Dumont	7	\$249,522	
	Hazleton	8	\$285,788	HOME FUNDS
Rental Rehab	City - Nashua	6	\$209,394	HOME FUNDS
	Waverly	10	\$358,250	

ATTACHMENT B

	<b>2005</b>			
	Clarksville	8	\$286,840	
	*Dike	6	\$300,030	
	*LaPorte City	9	\$442,548	
	Wellsburg	6	\$215,058	
	*Lead Abatement			
	<b>2006</b>			
	Allison	8	\$295,060	
	<b>2007</b>			
HBA/Rehab	Greene	6	\$221,400	
	Butler/Bremer County	4	\$182,800	HOME FUNDS
	Shell Rock	6	\$213,672	
	<b>2008</b>			
Rental Rehab	Private-Waterloo	24	\$672,000	HOME FUNDS
	<b>2008-2011 (Flood Programs)</b>			
	Federal Jumpstart - Rehabs	19	\$653,800	
	Federal Jumpstart- Rental Units	25	\$460,778	
	<b>2009</b>			
	Aplington	6	\$205,648	
	Nashua	8	\$270,192	
	Reinbeck	6	\$207,169	
	<b>2010</b>			
	Readlyn	6	\$210,269	
	Sumner	8	\$269,269	
	<b>2011</b>			
	Beaman	5	\$176,995	
	Tripoli	7	\$245,893	
	Independence	10	\$348,990	
	<b>2012</b>			
	Gilbertville	6	\$210,594	
	<b>2013</b>			
	Hazleton	6	\$212,994	
	<b>2014</b>			
	Federal Jumpstart-Rental Units	18	\$3,000,000	
	<b>2015</b>			
	Allison	6	\$212,994	
<b>TOTAL NUMBER of UNITS</b>		<b>518</b>	<b>\$18,260,819</b>	



**Iowa Department of Public Health**  
**Promoting and Protecting the Health of Iowans**

---

Gerd W. Clabaugh, MPA  
Director

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

October 1, 2015

Iowa Northland Regional C. O. G.  
229 E. Park Avenue  
Waterloo, IA 50703

Dear Kevin Blanshan:

The department has reviewed the information you submitted and determined that your firm has met the requirements for renewal of your certification in the state of Iowa. Our records indicate the following professionals are associated with your firm:

Knox, Cindy S. - Sampling Technician

Your certification number is 0011019-FIRM. Your current certification will expire on September 16, 2016. By that date, you must renew your certification. You will be sent a renewal form prior to your expiration date.

You must notify our department if the address listed in this letter is no longer your firm's address. Your employees must abide by the appropriate standards of conduct set forth in Iowa Administrative Code 641-Chapter 70.

If you have any questions, please contact our office at the number below.

Bureau of Lead Poisoning Prevention  
Phone: 800-972-2026  
E-mail: [Lead.Bureau@idph.iowa.gov](mailto:Lead.Bureau@idph.iowa.gov)



IOWA DEPARTMENT  
OF PUBLIC HEALTH

Cindy S Knox

Sampling Technician

Certification Number: 0004772-SAMP

Expiration Date: January 6, 2016

Iowa Department of Public Health  
Bureau of Lead Poisoning Prevention

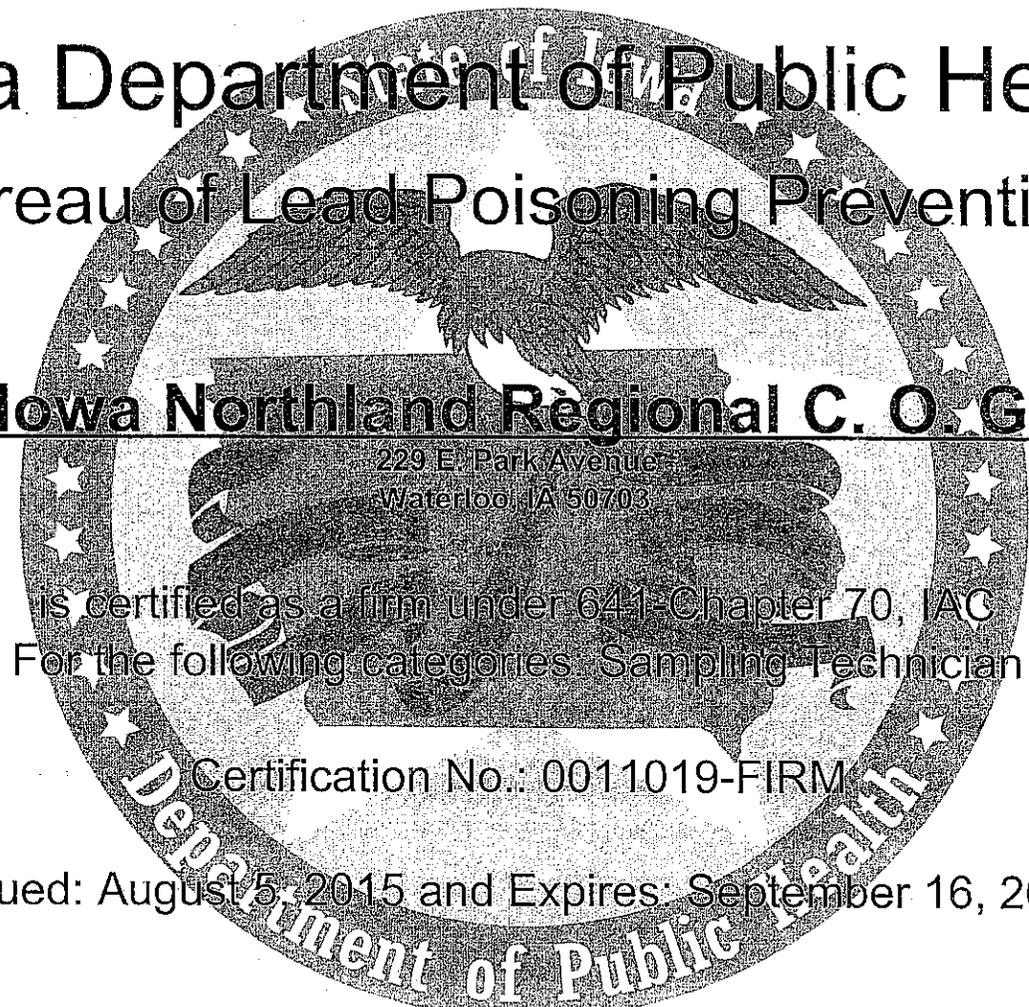
**Iowa Northland Regional C. O. G.**

229 E. Park Avenue  
Waterloo, IA 50703

is certified as a firm under 641-Chapter 70, IAC  
For the following categories: Sampling Technician

Certification No.: 0011019-FIRM

Issued: August 5, 2015 and Expires: September 16, 2016



# IOWA

## SECRETARY OF STATE

CINDY KNOX  
IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS  
229 E PARK AVE  
WATERLOO, IA 50703

*To all to whom these Presents shall come, Greeting.*

*Whereas* CINDY KNOX

*has been duly appointed to the office of NOTARY PUBLIC in and for The State of Iowa for the period beginning July 22, 2014 and ending July 22, 2017 and has duly qualified as required by law. Therefore, Know Ye, That in pursuance of law, I, Matt Schultz, Secretary of State of the State of Iowa, in the name and by authority of the people of the State, do hereby commission the said*

**CINDY KNOX**  
Commission No. 735614

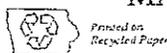
*to said office with full power and authority to execute and fulfill the duties thereof according to law, and to enjoy all the rights, authorities, privileges and emoluments thereto legally appertaining during the period of this appointment, unless the commission be sooner revoked or annulled by lawful authority.*



*In Testimony Whereof, I have hereunto set my hand and Seal of the Secretary of State of Iowa. Done at Des Moines on May 22, 2014.*

A handwritten signature in black ink, appearing to read "Matt Schultz", is written over a horizontal line.

MATT SCHULTZ SECRETARY OF STATE



**RESOLUTION NUMBER 5899**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVANSDALE, IOWA, AUTHORIZING THE MAYOR TO SIGN A CONTRACT WITH THE IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG) FOR THE TECHNICAL SERVICES ADMINISTRATION OF THE COMMUNITY DEVELOPMENT OWNER OCCUPIED HOUSING REHABILITATION CONTRACT WITH THE IOWA ECONOMIC DEVELOPMENT AUTHORITY.**

**WHEREAS**, the City of Evansdale has received funding through the Iowa Economic Development Authority for a Community Development Block Grant; and

**WHEREAS**, one of the provisions of the Block Grant calls for proven ability to deal with the technical administration of the CDBG program, and

**WHEREAS**, INRCOG has the personnel and experience with the Block Grant Programs;

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Evansdale, Iowa, authorizes the Mayor to sign a contract for the Technical Services Administration with the Iowa Northland Regional Council of Governments for the administration of the Community Development Block Grant Owner-Occupied Housing Rehabilitation program – Contract # 15-HSG-006 in the amount not to exceed \$44,000 in turn will be paid by the CDBG grant funds program.

**PASSED AND APPROVED THIS 1<sup>ST</sup> DAY OF DECEMBER 2015.**

**ATTEST:**

\_\_\_\_\_  
**Doug Faas, Mayor**

\_\_\_\_\_  
**DeAnne Kobliska, City Clerk**

CONTRACT FOR TECHNICAL SERVICES ADMINISTRATION BETWEEN THE  
IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)  
AND THE  
CITY OF EVANSDALE, IOWA

THIS CONTRACT, entered into by and between the Iowa Northland Regional Council of Governments (hereinafter called the Planning Agency) and the City of Evansdale, Iowa (hereinafter called the City).

The City hereby requests the Planning Agency's assistance in carrying out this Contract and attached Scope of Services.

TERMS. This contract carries the following terms:

Section 1. Scope of Services

The Planning Agency shall provide and perform the necessary technical services required to carry out the Contract as set out in the Scope of Services attached.

Section 2. Time of Performance

The services of the Planning Agency shall commence on \_\_\_\_\_, 2015 and shall be completed upon completion of the Owner-occupied Housing Rehabilitation Project (IEDA Contract #: 15-HSG-006).

Section 3. Method of Payment

Payment shall be due upon receipt of a monthly bill for actual work performed to rehabilitate up to eight homes within the community as defined by the City's grant agreement with the IEDA. The payment shall be based on the hourly rate plus any associated costs incurred in the administration of this contract. Total payments for Technical Services administration work shall not exceed \$26,400.00. Technical Services Administration costs include but are not limited to work that is done with individual homeowners, contractors, and the City.

Total payments for Temporary Relocation of participants due to lead hazard reduction activities shall not exceed \$8,000. Temporary Relocation include but are not limited to lodging costs, food, stipend reimbursement and other related and eligible expenses that have been incurred.

Total payments for Lead Based Paint Carrying costs shall not exceed \$ 9,600. Lead Based Paint Carrying costs include but are not limited to property inspection, lead testing, preparation of required lead documentation, and other related and eligible expenses that have been incurred.

Section 4. Personnel

The Planning Agency represents that it has, or will acquire, all personnel necessary in performing the services under this Contract.

Section 5. Property

The Planning Agency shall be free to acquire or use existing property, real or personal, as it deems necessary in the performance of work under this agreement.

Section 6. Services to be Furnished to the Planning Agency

All reports, data or other public documents and information necessary to the performance of work under this Contract shall be made available to the Planning Agency.

## Section 7. Access and Maintenance of Records

The Planning Agency shall maintain all required records for five years after final payments are made and all other pending matters are closed.

At any time during normal business hours and as frequently as is deemed necessary, the Planning Agency shall make available to the City, the Iowa Economic Development Authority, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contracts, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract.

In addition, those records which relate to any "Dispute" appeal under a grant agreement, to litigation, to the settlement of claims arising out of such performance, or to costs or items to which an audit exception has been taken shall be maintained and made available until five years after the date of resolution of such appeal, litigation, claim, or exception.

## Section 8. Civil Rights

In connection with the carrying out of this agreement, the City and the Planning Agency agree to comply with the following laws and regulations:

- A. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which generally provides that no person shall be excluded from participation, denied benefits, or subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance. (Further requirements are specified in 24 CFR Part 1.)
- B. Iowa Civil Rights Act of 1965 (Iowa Executive Orders 15 and 34).
- C. Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), which generally provides that no person shall be excluded from participation (including employment), denied program benefits or subjected to discrimination on the basis of race, color, physical or mental disabilities, national origin or sex under any program or activity funded in whole or in part under Title I of this Act. (Further requirements are specified in 24 CFR 570.601.)
- D. The Age Discrimination act of 1975, as amended (42 U.S.C. 6101 et seq.) which generally provides that no person shall be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funds.
- E. Section 504 of the rehabilitation act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794), which generally provides that no otherwise qualified individual shall, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funds.
- F. Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213), which generally provides equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services and telecommunications.
- G. Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended (12 U.S.C. 1701u), which generally provides that, to the greatest extent feasible, opportunities for training and employment that arise through HUD-financed projects shall be given to lower-income residents of the

project area. Section 3 also provides that contracts awarded in connection with such projects be awarded to substantial part, by residents of the project area.

- H. Title VIII of the Civil Rights Act of 1968, as amended, which generally prohibits discrimination in housing on the basis of race, color, religion, sex, handicap, familial status or national origin.
- I. Federal Executive Order 11063, as amended by Executive Order 12259, which generally provides that no person shall, on the basis of race, color, religion, sex or national origin, be discriminated against in housing and related facilities provided with federal assistance or discriminated against in lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government.
- J. Federal Executive Order 11246 and 11375, which provides that:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order Number 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order Number 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order Number 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order Number 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order Number 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order Number 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

K. All amendments and regulations issued thereto which apply to the project.

#### Section 9. Restriction on Lobbying Certification

"The Grantee certifies, to the best of his or her knowledge and belief, that:

- i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding or any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
- iii. The Grantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352 title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

#### Section 10. Lead-Safe Housing Regulations

"The Grantee certifies, to the best of his or her knowledge and belief, that:

24 CFR Part 35 et al., Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance, Final Rule, will be followed to the best of the ability of both parties."

#### Section 11. Termination Clause

Either party assigned hereto shall have the authority to terminate this Contract, with just cause, by notifying the other party by registered mail within thirty (30) days of the effective termination date. The Planning Agency will be paid for the time provided and expenses incurred up to the termination date.

PASSED AND APPROVED:

IOWA NORTHLAND REGIONAL  
COUNCIL OF GOVERNMENTS

CITY OF EVANSDALE

\_\_\_\_\_  
Kevin Blanshan  
Executive Director

\_\_\_\_\_  
Doug Faas  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST:

ATTEST:

\_\_\_\_\_  
Cindy Knox  
Housing Planner

\_\_\_\_\_  
DeAnne Kobliska  
City Clerk

TECHNICAL SERVICES ADMINISTRATION  
SCOPE OF SERVICES

The Planning Agency shall assist the City in maintaining compliance with the Iowa Economic Development Authority (IEDA) program requirements as well as any other federal requirements that might apply to the rehabilitation project; maintenance of required records and documents; and other required actions not specifically listed, but requested by the local government, including but not limited to the following activities:

1. Prepare application materials, process individual applications, and verify income and all other eligibility criteria for each applicant according to the Iowa Economic Development Authority's latest Housing Management Guide.
2. Perform initial inspections to determine what work items are needed to comply with HUD Lead Based Paint standards and Iowa Minimum Housing Rehabilitation Standards.
3. Prepare work specifications and descriptions for public bidding that are within the program budgetary limits. Identify the lead base paint and rehabilitation items for the specifications.
4. Prepare and post as legal notice the Notice to Bid in the local newspaper. Notify the MBE & WBE as listed in the IEDA Housing Management Guide.
5. Conduct pre-bid meeting and issue any addendums.
6. Mail out public bid materials to interested contractors and plan rooms.
7. Prepare line item cost estimates.
8. Prepare any necessary change orders, including cost estimates for the changes.
9. Prepare construction contracts and obtain necessary signatures.
10. Perform ongoing quality control inspections during the construction and write notes in journal. Ensure that the contractor provides quality work.
11. Receive necessary lien waivers and ensure that they are accurate.
12. Provide lead based paint notices to homeowners and educate homeowners on lead base paint issues and relocation requirements.
13. Work with the homeowners on meeting the lead based paint requirements.
14. Ensure that the contractor complies with lead based paint Safe Work Practices.
15. Perform lead based paint clearance testing and provide certified lab results.
16. Prepare contractor and subcontractor Iowa Economic Development Authority eligibility forms.
17. Perform Section 106 Clearance process with State Historical Society of Iowa. Ensure that work fully complies with these expectations. Provide copy of clearance notice and other necessary documentation to IEDA.
18. Schedule and attend housing committee meetings. Prepare record of meeting results.
19. Provide information on expenditures by unit for IEDA quarterly reports.
20. Manage dispute resolution as identified in City's Administrative Plan.
21. Prepare, execute, and file mortgages on the properties.
22. Retain all records for at least 5 years following project completion.
23. Communicate with City and IEDA grant administrator about the status of the projects.
24. Assume responsibility for finding suitable relocation facilities for homeowners and administer processing of payment of all related homeowner relocation expenses.

The above is a general outline, but some areas may have more detailed requirements implied, but not listed. The Planning Agency will assist the City with these requirements unless special requests are made to the Executive Director or governing body of the grantee. The City may request assistance from the Planning Agency that is not specifically designated.

**RESOLUTION 5900**

**A RESOLUTION LEVYING ASSESSMENTS FOR COSTS OF NUISANCE  
ABATEMENT AND PROVIDING FOR PAYMENT THEREOF**

**WHEREAS**, pursuant to its powers and duties as set out in Chapter 364 of the Code of Iowa, the City of Evansdale, after the property owner's failure upon being given notice and opportunity to cure, has performed required action to abate the public nuisance by mowing of grasses and weeds in excess of the height permitted under Section 52.02 and by removal of junk under Section 51.03 of the Evansdale Code of Ordinances and now seeks, as provided in Section 364.12 of the Code of Iowa, to assess the costs of such action against the property set out on the attached schedule for collection in the same manner as a property tax.

**NOW THEREFORE, BE IT RESOLVED**, by the Evansdale City Council of the City of Evansdale, Iowa, that:

1. That the attached Exhibit "A" is hereby approved and adopted with the amounts shown thereon assessed and levied against such property for collection in the same manner as a property tax.
2. That the City Clerk be and is hereby directed to certify said schedule to the County Treasurer, and to publish notice of said certification once each week for two consecutive weeks in the Waterloo Courier, the first publication of said notice to be made within fifteen (15) days from the date of the filing of said schedule with the County Treasurer, and the City Clerk shall send by regular mail to the property owner whose property is subject to assessment a copy of said notice, said mailing to be on or before the date of the second publication of the notice, all as provided and directed by Section 384.60 of the Code of Iowa.

**PASSED AND APPROVED THIS 1<sup>ST</sup> DAY OF DECEMBER 2015.**

**ATTEST:**

---

**Doug Faas, Mayor**

---

**DeAnne Kobliska, City Clerk**

**RESOLUTION 5900 - ATTACHMENT A**

<b>DEED HOLDER</b>	<b>CONTRACT BUYER</b>	<b>ADDRESS</b>	<b>PARCEL #</b>	<b>INVOICE DATE(S)</b>	<b>MOW &amp; CLEAN UP</b>	<b>ADMINN FEE</b>	<b>ASSESS FEE</b>	<b>TOTAL</b>
Darlene Wilkie	NA	812 East End Ave.	8912-32-476-029	07/22/2014	234.00	25.00	2.50	\$261.50
Robert Manahl	NA	3948 Lafayette Rd.	8912-32-477-007	06/29/2015	196.00	25.00	2.50	\$223.50
Federal National Mortgage Assoc.	NA	744 2nd Ave.	8812-05-328-011	06/08/2015 07/27/2015	514.00	25.00	2.50	\$541.50
Robert and Darlene Wilkie	NA	812 East End Ave.	8912-32-476-029	06/08/2015	222.50	25.00	2.50	\$250.00
3430 3434 Kimball, LLC	NA	3765 Lafayette Rd.	8912-32-255-016	07/29/2015	192.00	50.00	2.50	\$244.50
David and Amber Barnett	NA	102 Heather Ave.	8912-33-328-007	10/05/2015	173.00	25.00	2.50	\$200.50
<b>TOTAL</b>								<b>\$1,721.50</b>

**RESOLUTION 5901**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVANSDALE, IOWA, SETTING THE DATE OF PUBLIC HEARING ON THE ASSESSMENT OF UNPAID WEED, MOWING AND/OR CLEAN-UP OF YARD FEES FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2015.**

**WHEREAS**, certain City of Evansdale property owners have neglected to pay weed, mowing and/or clean-up of yard fees; and

**WHEREAS**, previous attempts to collect these delinquent fees have been unsuccessful.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Evansdale, Iowa, that a public hearing be held on December 15, 2015 at 6:00 PM at the Evansdale City Hall to allow affected property owners or other interested persons to appear and be heard concerning the City's intent to assess, as part of the property tax levy, the cost of the delinquent weed, mowing and/or clean-up of yard fees from the calendar year ending December 31, 2015.

**PASSED AND APPROVED THIS 1<sup>ST</sup> DAY OF DECEMBER 2015.**

**ATTEST:**

\_\_\_\_\_  
**Doug Faas, Mayor**

\_\_\_\_\_  
**DeAnne Kobliska, City Clerk**

## **DeAnne Kobliska**

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**From:** Bill Wright <bwright@shoffengineering.com>  
**Sent:** Thursday, November 12, 2015 3:41 PM  
**To:** Doug Faas (evansdalemayor@mchsi.com)  
**Cc:** DeAnne Kobliska (evansdaleclerk@mchsi.com); Jerry Shoff  
**Subject:** Proposal for Storm Sewer Televising for Approval - Meyers Lake Outlet and River Forest Road Storm Sewer  
**Attachments:** Est\_81477\_from\_Central\_Iowa\_Televising\_3620.pdf

Mayor Faas—

Attached is a proposal from Central Iowa Televising for a TV inspection of the Meyers Lake storm sewer outlet, and for TV inspection of selected segments of the existing storm sewer in River Forest Road.

As you know, TV inspection of the Meyers Lake outlet is a Corps requirement. We need to inspect some of the River Forest Road storm sewer to insure it is in suitable condition to reuse it in the River Forest Road reconstruction design.

Please return a signed copy of the proposal to us for forwarding to Central Iowa Televising.

For DeAnne:

The Meyers Lake 36" televising should be charged to levee maintenance.

The other storm sewer televising should be charged to the River Forest Road reconstruction project.

Please call if you have any questions.

Thank you,

William N. (Bill) Wright, PE

 Shoff Consulting Engineers, L.C.  
5106 Nordic Dr.  
Cedar Falls, IA 50613.

Office: 319-266-0258

Fax: 319-266-1515

Cell: 319-269-9445

[bwright@shoffengineering.com](mailto:bwright@shoffengineering.com)



Central Iowa Televising

530 Du Bois

PO Box 203

McCallsburg, Iowa 50154

# Estimate

Date	Estimate #
10/26/2015	81477

Name / Address
City of Evansdale 123 N Evans Rd Evansdale, IA 50707

Project

Description	Qty	Cost	Total
Myers Lake outlet 36" televising.			
Hourly Televising Truck (port to port) Estimated hours to complete job is 6	6	300.00	1,800.00
The City/Contractor will be responsible for any excavation, opening, back filling and/or repair of sewers and/or streets required to remove CIT's equipment caught in the sewer pipe due to sewer defects		0.00	0.00
Televising sanitary sewer Televising 15" to 24" storm sewer (if line is too dirty to televise hourly rate will be charged) Time for above est. will stop and restart after completion of this portion of project.	2,000	1.20	2,400.00
<b>Total</b>			<b>\$4,200.00</b>

Customer Signature \_\_\_\_\_

**From:** Bill Wright [<mailto:bwright@shoffengineering.com>]

**Sent:** Tuesday, November 24, 2015 10:51 AM

**To:** Doug Faas ([evansdalemayor@mchsi.com](mailto:evansdalemayor@mchsi.com))

**Cc:** Jerry Shoff

**Subject:** RFPs for TV Inspection of Meyers Lake Storm Sewer Outlet and for River Forest Road Storm Sewer Inspection

Mayor Faas—

We sent requests for proposals (RFPs) for TV inspection of the storm sewer outlet for Meyers Lake to both Central Iowa Televising (CIT) and to Municipal Pipe and Tool. CIT responded with a proposal, Municipal Pipe and Tool did not respond.

We subsequently determined that it is necessary to do a TV inspection of existing storm sewers in River Forest Road before deciding to reuse the sewer in the street reconstruction project. Since we had not received a response from Municipal Pipe and Tool for Meyers Lake, we assumed they were too busy with other work and only went to CIT to ask them to add a proposal for the River Forest Road work to their proposal.

Please advise if you wish us to take further action.

Thank you,

William N. (Bill) Wright, PE



Shoff Consulting Engineers, L.C

5106 Nordic Dr.

Cedar Falls, IA 50613

Office: 319-266-0258

Fax: 319-266-1515

Cell: 319-269-9445

[bwright@shoffengineering.com](mailto:bwright@shoffengineering.com)

# Memo

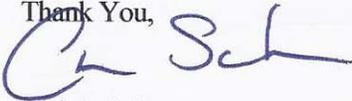
To: Gentlemen of Council  
From: Chris Schares  
Date: 11/17/2015  
Re: Request to purchase Drive tires

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The Public Works Dept. is requesting to purchase eight (8) 11R/22.5 Drive Tires for \$330.00 each. The tires are needed on our 2003 Sterling Dump truck. The current tires on the truck are depleted and need replaced. The truck is currently on the edge of D.O.T. compliance. I ask the council to approve the Drive Tire purchase in the amount of \$2,640.00 from D and D tire, Raymond Iowa.

Request of 8 drive tires as needed.

Thank You,



Chris Schares  
Public Works Director