

City of Hills

Council Members

Bruce Endris
Steve Harris
Merle Hill
Thom Kirkpatrick
Cathy Knebel

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Mayor

Tim Kemp
City Administrator
Cathy Fitzmaurice-Hill
Deputy Clerk
Donna Hicks

Hills City Council
Regular Meeting
Hills Fire Department Meeting Room @ 7:00 PM
September 12, 2016

CANCELLED DUE TO LACK OF QUORUM

Hills City Council
Special Meeting
Hills Fire Department Meeting Room @ 8:00 PM
September 11, 2016

1. Consent Agenda:

- a. Agenda
- b. Minutes: August 22, 2016 Council Meeting.
- c. Scheduled list of Claims
- d. Receipts from August 20, 2016 thru September 9, 2016
- e. Treasurer's Report

2. Public Comments

3. Business:

- a. Resolution No. 2016-18 authorizing the Mayor to execute Change Order No. 19 to the Contract with Dave Schmitt Construction Co. Inc., for Hills Municipal Water System - Division 1.
- b. Resolution No. 2016-19 authorizing the Mayor to execute the Engineer's Statement of Completion to the Contract with Dave Schmitt Construction Co. Inc., for Hills Municipal Water System - Division 1.
- c. Resolution No. 2061-20 approving and authorizing the Mayor to sign Contractor's Application for Payment No. 20 to the Contract with Dave Schmitt Construction Co. Inc., for Hills Municipal Water System - Division 1.
- d. Resolution No. 2016-21 of acceptance of Public Improvements.
- e. Resolution No. 2016-22 adopting the Record Retention Manual for Iowa Cities as a guideline for the Management of Records for the City of Hills, Iowa.

- f. Possible Closed Session pursuant to Iowa Code Section 21.5(1)(j) to discuss acquisition of wastewater easements.

4. Reports:

- a. Mayor
- b. Attorney
- c. City Administrator
- d. Maintenance
- e. Fire Department
- f. Sewer
- g. Water

5. Adjournment

Hills City Council Meeting
August 22, 2016
7:00 PM
Hills Fire Station Meeting Room

The regular Hills City Council meeting was called to order by Mayor Tim Kemp at 7:00 p.m. on Monday, August 22, 2016 at the Hills Fire Station Meeting Room.

Council members present were: Steve Harris, Merle Hill, Thom Kirkpatrick and Cathy Knebel. Absent: Bruce Endris. Also present: Cathy Fitzmaurice-Hill, City Administrator, Erek Sittig, City Attorney, and Matt Pantel, Assistant Fire Chief.

Consent Agenda: A Motion was made by Knebel and seconded by Kirkpatrick to approve the consent agenda approving Agenda items, minutes from the Meeting of August 8, 2016, Scheduled list of claims, receipts from August 6, 2016 thru August 19, 2016 and Casey's Liquor Permit renewal. Ayes:4. Motion carried.

Public Comment: None.

Business:

Assistant Fire Chief, Matt Pantel, reported that the Department had completed testing of all hoses on August 14th. There were about 9 that did not meet service testing and will need to be replaced. The Department will also need to add 4" hose to be used with the hydrants. The City received an estimate of \$9,552.00 from Danko for hoses and blades. A Motion was made by Kirkpatrick and seconded by Hill to approve the purchase of replacement hoses and blades. Ayes: 4. Motion carried.

Resolution 2016-16 was presented approving the Street Financial Report for FY 15-16. The report is required to show how Road Use funds were spent. The starting balance from last year was \$-17,555. The Road Use balance as of June 30, 2016 to be reported to the State is \$0. A Motion was made by Hill and seconded by Harris to approve Resolution 2016-16. A roll call vote was taken. Ayes: 4. Absent: Endris. Resolution 2016-16 passed.

Reports:

Attorney: Erek reported that he is working on negotiating easements for the Wastewater Facility Project and will need to meet in closed session at the next meeting to discuss.

Fire Chief: No additional report.

Maintenance: No report.

Sewer: No report.

Administrator: Cathy reported that she met with Johnson County Planning to review the Fringe Area Agreement. She gave them information on the proposed changes to the Future Land Use map as recommended by P&Z. They indicated they were open to amending the Agreement. The Council directed her to move forward with the process. She informed the Council that crossing signs are in and Ron will install prior to school. The Hills Elementary PTO will be donating \$1000 towards all signage. Councilor Knebel requested that the City obtain estimates to install sidewalks along the North side of Main Street from Casey's to the Railroad tracks to follow up on all recommendations of MPO.

Mayor: No report.

A Motion was made by Knebel and seconded by Harris to adjourn the meeting at 7:30 p.m. Ayes:4. Motion carried.

Tim Kemp, Mayor

Cathy Fitzmaurice-Hill, City Administrator

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				HILLS BANK & TRUST GENERAL			
456236	1	9/12/16	9/12/16	1399 ACCESS SYSTEMS COPIES	143.52	001 001-650-6414	1
				INVOICE TOTAL	143.52		
				VENDOR TOTAL	143.52		
722772	1	9/12/16	9/12/16	1426 ALLIED 100 ELECTRODE PADS	103.95	1115 001-150-6505	1
				INVOICE TOTAL	103.95		
				VENDOR TOTAL	103.95		
SEPT16	1	9/12/16	9/12/16	1423 BRENDA GIOVANELLI TRAINING REIMBURSEMENT	208.67	1115 001-150-6230	1
				INVOICE TOTAL	208.67		
				VENDOR TOTAL	208.67		
SEPT16	1	9/12/16	9/12/16	1361 CATHY FITZMAURICE-HILL INSURANCE REIMBURSEMENT	343.66	001 001-620-6183	1
				INVOICE TOTAL	343.66		
				VENDOR TOTAL	343.66		
41817	1	9/12/16	9/12/16	1013 CITY OF IOWA CITY LIBRARY CONTRACT	966.92	001 001-410-6430	1
				INVOICE TOTAL	966.92		
				VENDOR TOTAL	966.92		
SEPT16	1	9/12/16	9/12/16	1025 DATA TECHNOLOGIES USER GROUP MEETING	95.00	001 001-620-6230	1
				INVOICE TOTAL	95.00		
				VENDOR TOTAL	95.00		
007695	1	9/12/16	9/12/16	1027 DISPLAY SALES BANNERS	2,290.00	001 001-499-6440	1
				INVOICE TOTAL	2,290.00		
				VENDOR TOTAL	2,290.00		
1399	1	9/12/16	9/12/16	1424 FOUNTAIN OF FLOWERS AND GIFTS MEMORIAL FLOWERS	69.55	1115 001-150-6515	1
				INVOICE TOTAL	69.55		
				VENDOR TOTAL	69.55		
90616	1	9/12/16	9/12/16	1046 GAZETTE COMMUNICATIONS PUBLICATIONS	93.42	001 001-650-6414	1
				INVOICE TOTAL	93.42		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				VENDOR TOTAL	93.42		
171453	1	9/12/16	9/12/16	1389 HOLLAND MICHAEL RAIBER SITTIG LEGAL SERVICES	149.50	001 001-640-6411	1
				INVOICE TOTAL	149.50		
				VENDOR TOTAL	149.50		
SEPT16	1	9/12/16	9/12/16	1068 I WIRELESS CELL PHONE	47.16	001 001-650-6373	1
				INVOICE TOTAL	47.16		
				VENDOR TOTAL	47.16		
62334	1	9/12/16	9/12/16	1071 IMWCA WORKERS COMP	592.00	001 001-650-6160	1
				INVOICE TOTAL	592.00		
				VENDOR TOTAL	592.00		
1922801003	1	9/12/16	9/12/16	1360 INTERSTATE ALL BATTERY CE BATTERY #87	109.95	1115 001-150-6332	1
				INVOICE TOTAL	109.95		
				VENDOR TOTAL	109.95		
SEPT16	1	9/12/16	9/12/16	1101 JOHNSON COUNTY SHERIFF POLICE PROTECTION	2,278.92	001 001-110-6420	1
				INVOICE TOTAL	2,278.92		
				VENDOR TOTAL	2,278.92		
SEPT16	1	9/12/16	9/12/16	1022 JOHNSON COUNTY CITY OF GOVERN MPOJC	585.97	001 001-650-6210	1
				INVOICE TOTAL	585.97		
				VENDOR TOTAL	585.97		
137887	1	9/12/16	9/12/16	1173 PAUL'S DISCOUNT TRIMMER LINE	18.98	001 001-430-6321	1
				INVOICE TOTAL	18.98		
				VENDOR TOTAL	18.98		
SEPT16	1	9/12/16	9/12/16	1193 SHARON TELEPHONE 1/2 FIRE STATION 224	37.87	1115 001-150-6373	1
	2			1/2 FIRE STATION 224	37.88	001 001-650-6373	1
	4			CLERK 513	139.20	001 001-650-6373	1
	5			MAINT BLDG	37.85	001 001-650-6373	1
	7			COM CENTER 200	36.74	001 001-650-6373	1
				INVOICE TOTAL	289.54		
				VENDOR TOTAL	289.54		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
113454	1	9/12/16	9/12/16	1347 STAR LEASING L.L.C. COPIER LEASE	106.48 106.48	001 001-650-6504	1
				INVOICE TOTAL	106.48		
				VENDOR TOTAL	106.48		
35237	1	9/12/16	9/12/16	1203 STUTSMAN INC FUEL	108.75 108.75	1115 001-150-6331	1
				INVOICE TOTAL	108.75		
				VENDOR TOTAL	108.75		
AUG1616	1	9/12/16	9/12/16	1216 U S POST OFFICE NEWSLETTER	72.16 72.16	001 001-650-6508	1
				INVOICE TOTAL	72.16		
				VENDOR TOTAL	72.16		
SEPT16	1	9/12/16	9/12/16	1219 VISA TROPHIES, BATTERIES	272.81 272.81	1115 001-150-6505	1
				INVOICE TOTAL	272.81		
				VENDOR TOTAL	272.81		
				GENERAL	8,946.91		
				ROAD USE TAX			
SEPT16	1	9/12/16	9/12/16	1010 CASEY'S GENERAL STORE CORPORAT FUEL	159.33 159.33	110 110-210-6331	1
				INVOICE TOTAL	159.33		
				VENDOR TOTAL	159.33		
2287	1	9/12/16	9/12/16	1425 KREIDER EXCAVATING STORM DRAIN WORK	5,298.45 5,298.45	110 110-865-6765	1
				INVOICE TOTAL	5,298.45		
				VENDOR TOTAL	5,298.45		
35238	1	9/12/16	9/12/16	1203 STUTSMAN INC FUEL	79.46 79.46	110 110-210-6331	1
				INVOICE TOTAL	79.46		
				VENDOR TOTAL	79.46		
				ROAD USE TAX	5,537.24		
				WATER			
40396	1	9/12/16	9/12/16	1261 FOX ENGINEERING ENGINEER FEE	2,120.00 2,120.00	600 600-810-6490	1
				INVOICE TOTAL	2,120.00		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				VENDOR TOTAL	2,120.00		
10071104	1	9/12/16	9/12/16	1001 HACH COMPANY CHEMICALS	215.11	600 600-810-6501	1
				INVOICE TOTAL	215.11		
10081046	1	9/12/16	9/12/16	CHEMICALS	24.84	600 600-810-6501	1
				INVOICE TOTAL	24.84		
				VENDOR TOTAL	239.95		
SEPT16	6	9/12/16	9/12/16	1193 SHARON TELEPHONE TREATMENT PLANT 2439	135.78	600 600-810-6373	1
				INVOICE TOTAL	135.78		
				VENDOR TOTAL	135.78		
88830	1	9/12/16	9/12/16	1289 STATE HYGIENIC LABORATORY WATER TESTS	12.50	600 600-810-6380	1
				INVOICE TOTAL	12.50		
				VENDOR TOTAL	12.50		
SEPT16	1	9/12/16	9/12/16	1348 STEVE FLAKE WATER CONTRACT WAGES	2,425.00	600 600-810-6010	1
				INVOICE TOTAL	2,425.00		
				VENDOR TOTAL	2,425.00		
SEPT16	3	9/12/16	9/12/16	1216 U S POST OFFICE UTILITY POSTAGE	43.74	600 600-810-6508	1
				INVOICE TOTAL	43.74		
				VENDOR TOTAL	43.74		
				WATER	4,976.97		
				SEWER			
27370N	1	9/12/16	9/12/16	1015 CITY SEWER SERVICE SEWER REPAIRS	1,100.00	610 610-815-6350	1
				INVOICE TOTAL	1,100.00		
				VENDOR TOTAL	1,100.00		
171454	1	9/12/16	9/12/16	1389 HOLLAND MICHAEL RAIBER SITTIG LEGAL - WASTEWATER	184.00	610 610-815-6411	1
				INVOICE TOTAL	184.00		
				VENDOR TOTAL	184.00		
1207161	1	9/12/16	9/12/16	1287 KEYSTONE LABORATORIES SEWER TESTS	58.68	610 610-815-6380	1
				INVOICE TOTAL	58.68		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
1207654	1	9/12/16	9/12/16	SEWER TESTS	61.38	610	610-815-6380	1
				INVOICE TOTAL	61.38			
1207656	1	9/12/16	9/12/16	SEWER TESTS	78.38	610	610-815-6380	1
				INVOICE TOTAL	78.38			
				VENDOR TOTAL	198.44			
SEPT16	3	9/12/16	9/12/16	1193 SHARON TELEPHONE LIFT STATION 2107	37.55	610	610-815-6373	1
				INVOICE TOTAL	37.55			
				VENDOR TOTAL	37.55			
SEPT16	1	9/12/16	9/12/16	1216 U S POST OFFICE UTILITY POSTAGE	43.75	610	610-815-6508	1
				INVOICE TOTAL	43.75			
				VENDOR TOTAL	43.75			
				SEWER	1,563.74			
				LANDFILL/GARBAGE				
SEPT16	1	9/12/16	9/12/16	1014 CITY OF IOWA CITY LANDFIL FIRST MONDAY	115.46	670	670-840-6491	1
				INVOICE TOTAL	115.46			
				VENDOR TOTAL	115.46			
89482	1	9/12/16	9/12/16	1100 JOHNSON COUNTY REFUSE, INC GARBAGE COLLECTION	1,263.50	670	670-840-6492	1
				INVOICE TOTAL	1,263.50			
SEPT16	1	9/12/16	9/12/16	YEARLY TAGS	2,365.00	670	670-840-6535	1
				INVOICE TOTAL	2,365.00			
				VENDOR TOTAL	3,628.50			
SEPT16	2	9/12/16	9/12/16	1216 U S POST OFFICE UTILITY POSTAGE	43.75	670	670-840-6508	1
				INVOICE TOTAL	43.75			
				VENDOR TOTAL	43.75			
				LANDFILL/GARB	3,787.71			
				HILLS BANK & TRUST TOTAL	24,812.57			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	24,812.57		
				GRAND TOTALS	24,812.57		

GENERAL LEDGER REVENUE HISTORY
 FROM 08/20/2016 TO 9/09/2016

ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO REF/DESCRIPTION	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID		
001-150-4475	TOWNSHIP CONTRIBUTIONS		
8/31/16	GL1552 PLEASANT VALLEY	TOWNSHIP CONTRI	5,100.00
	ACCOUNT TOTAL		5,100.00
001-460-4310	RENT- COM CENTER		
8/31/16	GL1552 IOWA STATE BRIDGE LEAGUE	DONATIONS	375.00
	ACCOUNT TOTAL		375.00
001-950-4120	BUILDING/CONTRUCT PERMIT		
8/23/16	GL1548 IOWA VALLEY HABITAT	BUILDING PERMIT	350.00
	ACCOUNT TOTAL		350.00
001-950-4160	FRANCHISE FEES		
8/23/16	GL1548 SHARON TELEPHONE	FRANCHISE FEE	1,351.40
	ACCOUNT TOTAL		1,351.40
001-950-4180	URBAN CHICKEN PERMIT		
8/23/16	GL1548 MCCLURE	URBAN CHIKENS	5.00
8/31/16	GL1552 PETERS	URBAN CHIKENS	5.00
	ACCOUNT TOTAL		10.00
001-950-4300	INTEREST		
8/31/16	GL1552 HILLS BANK AND TRUST	CD INT - GEN 10151413	100.82
8/31/16	GL1554 HILLS BANK AND TRUST	CHECKING INT	141.74
	ACCOUNT TOTAL		242.56
110-210-4300	INTEREST		
8/23/16	GL1548 HILLS BANK AND TRUST	CD INT - ROADS 10218352	226.85
8/31/16	GL1552 HILLS BANK AND TRUST	CD INT - ROADS 10100949	88.22
8/31/16	GL1552 HILLS BANK AND TRUST	CD INT - ROADS 10163707	176.44
	ACCOUNT TOTAL		491.51
121-950-4090	LOCAL OPTION TAX		
9/01/16	GL1555 STATE OF IOWA	LOCAL OPTION TX	19,688.39
	ACCOUNT TOTAL		19,688.39
121-950-4300	INTEREST		
9/06/16	GL1556 CD INTEREST		172.86
	ACCOUNT TOTAL		172.86
600-810-4500	CHARGES/FEES FOR SERVICES		

GENERAL LEDGER REVENUE HISTORY
 FROM 08/20/2016 TO 9/09/2016

ACCOUNT NUMBER	ACCOUNT NAME	DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	AMOUNT
8/22/16	UB3492 SA CASH POSTING				290.00
8/22/16	UB3492 WA CASH POSTING				1,232.85
8/22/16	UB3492 WA CASH POSTING				22.49
8/22/16	UB3494 SA CASH POSTING				162.55
8/22/16	UB3494 WA CASH POSTING				716.92
8/22/16	UB3494 WA CASH POSTING				23.00
8/22/16	UB3497 WA PENALTY CALC				28.62-
8/22/16	UB3497 SA PENALTY CALC				30.00
8/22/16	UB3497 WA PENALTY CALC				578.95-
8/22/16	UB3497 WA PENALTY CALC				390.02
8/26/16	UB3504 SA CASH POSTING				70.00
8/26/16	UB3504 WA CASH POSTING				236.23
8/26/16	UB3504 WA CASH POSTING				.45
9/01/16	UB3508 SA CASH POSTING				83.34
9/01/16	UB3508 WA CASH POSTING				504.96
9/01/16	UB3508 WA CASH POSTING				128.14
9/06/16	UB3519 SA CASH POSTING				260.00
9/06/16	UB3519 WA CASH POSTING				1,239.38
9/06/16	UB3519 WA CASH POSTING				5.00
9/09/16	UB3526 SA CASH POSTING				20.00
9/09/16	UB3526 SA CASH POSTING				266.20
9/09/16	UB3526 WA CASH POSTING				568.88
9/09/16	UB3526 WA CASH POSTING				1,251.74
9/09/16	UB3526 WA CASH POSTING				20.00
9/09/16	UB3526 WA CASH POSTING				22.56-
ACCOUNT TOTAL					6,892.02
600-810-4550	MISC CHARGE FOR SERVICES				
8/22/16	UB3492 WA CASH POSTING				40.00
8/22/16	UB3497 WA PENALTY CALC				4.96
9/01/16	UB3508 WA CASH POSTING				40.00
9/09/16	UB3526 WA CASH POSTING				8.00
ACCOUNT TOTAL					92.96
600-810-4560	SALES TAXES COLLECTED				
8/22/16	UB3492 WA CASH POSTING				89.09
8/22/16	UB3494 WA CASH POSTING				50.76
8/22/16	UB3497 WA PENALTY CALC				3.11
8/22/16	UB3497 WA PENALTY CALC				9.68
8/26/16	UB3504 WA CASH POSTING				20.87
9/01/16	UB3508 WA CASH POSTING				28.44
9/06/16	UB3519 WA CASH POSTING				86.77
9/09/16	UB3526 WA CASH POSTING				39.82
9/09/16	UB3526 WA CASH POSTING				92.02
ACCOUNT TOTAL					420.56
600-810-4730	DEPOSITS				
8/26/16	UB3502 WA CASH POSTING				110.00
9/06/16	UB3517 WA CASH POSTING				300.00
9/09/16	UB3524 WA CASH POSTING				100.00

GENERAL LEDGER REVENUE HISTORY
 FROM 08/20/2016 TO 9/09/2016

ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO REF/DESCRIPTION	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID		
600-810-4730	DEPOSITS		
	ACCOUNT TOTAL		510.00
610-815-4300	INTEREST		
8/31/16	GL1552 HILLS BANK AND TRUST	CD INT - SEWER 10100964	26.47
9/07/16	GL1557 CD INTEREST		262.08
	ACCOUNT TOTAL		288.55
610-815-4500	CHARGES/FEES		
8/22/16	UB3492 SW CASH POSTING		1,241.29
8/22/16	UB3494 SW CASH POSTING		685.48
8/22/16	UB3497 SW PENALTY CALC		20.55
8/22/16	UB3497 SW PENALTY CALC		135.00
8/26/16	UB3504 SW CASH POSTING		227.51
8/26/16	UB3504 SW CASH POSTING		20.00
9/01/16	UB3508 SW CASH POSTING		395.27
9/01/16	UB3508 SW CASH POSTING		60.00
9/06/16	UB3519 SW CASH POSTING		1,204.45
9/06/16	UB3519 SW CASH POSTING		20.00
9/09/16	UB3526 SW CASH POSTING		581.67
9/09/16	UB3526 SW CASH POSTING		1,224.45
9/09/16	UB3526 SW CASH POSTING		40.00
	ACCOUNT TOTAL		5,855.67
610-815-4560	SALES TAX COLLECTED		
9/09/16	UB3526 SW CASH POSTING		40.72
	ACCOUNT TOTAL		40.72
670-840-4300	INTEREST		
9/09/16	GL1558 HILLS BANK AND TRUST	CD INT - GARB 10206092	268.44
	ACCOUNT TOTAL		268.44
670-840-4501	GARBAGE FEES		
8/22/16	UB3492 GB CASH POSTING		90.40
8/22/16	UB3492 GB CASH POSTING		20.00
8/22/16	UB3494 GB CASH POSTING		52.25
8/22/16	UB3494 GB CASH POSTING		40.00
8/22/16	UB3497 GB PENALTY CALC		14.25
8/26/16	UB3504 GB CASH POSTING		19.45
8/26/16	UB3504 GB CASH POSTING		100.00
9/01/16	UB3508 GB CASH POSTING		23.23
9/01/16	UB3508 GB CASH POSTING		100.00
9/06/16	UB3519 GB CASH POSTING		109.25
9/06/16	UB3519 GB CASH POSTING		40.00
9/09/16	UB3526 GB CASH POSTING		106.10
9/09/16	UB3526 GB CASH POSTING		40.00

GENERAL LEDGER REVENUE HISTORY
 FROM 08/20/2016 TO 9/09/2016

ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO REF/DESCRIPTION	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID		
570-840-4501	GARBAGE FEES		
	ACCOUNT TOTAL		754.93
570-840-4502	GARBAGE BAGES		
8/22/16	UB3492 UNIQUE MC GL DIST PMT: GBTAG		130.00
8/23/16	GL1548 RESIDENT	GARBAGE TAGS	6.25
8/23/16	GL1548 RESIDENT	GARBAGE TAGS	5.00
8/23/16	GL1548 RESIDENT	GARBAGE TAGS	11.25
8/23/16	GL1548 RESIDENT	GARBAGE TAGS	17.50
8/23/16	GL1548 BYLER	GARBAGE TAGS	12.50
8/23/16	GL1548 RESIDENT	GARBAGE TAGS	12.50
8/23/16	GL1548 RESIDENT	GARBAGE TAGS	2.50
8/31/16	GL1552 WOLFE	GARBAGE TAGS	50.00
8/31/16	GL1552 PETERS	GARBAGE TAGS	6.25
8/31/16	GL1552 MELLINGER	GARBAGE TAGS	112.50
8/31/16	GL1552 DLOUHY	GARBAGE TAGS	12.50
9/09/16	GL1558 WITTENBURG	GARBAGE TAGS	7.50
9/09/16	GL1558 RESIDENT	GARBAGE TAGS	20.00
9/09/16	GL1558 OLSON	GARBAGE TAGS	25.00
9/09/16	GL1558 RESIDENT	GARBAGE TAGS	1.25
9/09/16	UB3526 UNIQUE MC GL DIST PMT: GBTAG		77.50
	ACCOUNT TOTAL		510.00
	REPORT TOTAL		43,415.57

TREASURER'S REPORT FOR THE MONTH OF AUGUST 2016

FUND	BEGINNING BALANCE	DEPOSITS	DISBURSED	ENDING BALANCE	INVESTMENTS END OF MONTH	TOTAL FUND BALANCE
General *	469160.54	6289.7	22285.12	453165.12	435000	888165.12
Fire	95977.72	5100	637.13	100440.59	16000	116440.59
Road Use *	-300742.34	10105.52	3194.27	-293831.09	305000	11168.91
Debt Service	0	0	0	0	0	0
LOST **	73846.95	47933.17	0	121780.12	68578.84	190358.96
WATER	20044.6	22688.45	5493.19	37239.86		37239.86
SEWER	385778.26	17025.17	6310.77	396492.66	132638.63	529131.29
GARBAGE ***	22972.15	4271.08	7962.37	19280.86	70000	89280.86
Total Treasurer's Balance	767037.88	113413.09	45882.85	834568.12	1027217.47	1861785.59
Total Outstanding (All funds)				15812.85		
Total Clerk's Balance				818755.27		

* Corrective action: Transfer from General to Roads \$739.23 on 6-30-16 reversed. Beginning balance adjusted.
 ** Corrective action: Disbursement \$739.23 taken from Roads reversed. Funds disbursed from LOST. Beginning balance adjusted.
 *** NSF payment reversed. Beginning balance adjusted.

RESOLUTION NO. 2016-18

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE CHANGE ORDER NO. 19 TO THE CONTRACT WITH DAVE SCHMITT CONSTRUCTION CO INC FOR HILLS MUNICIPAL WATER SYSTEM - DIVISION 1

WHEREAS, the voters of the City of Hills approved the establishment of a new water utility in November 2012; and

WHEREAS, the City Council of the City of Hills has chosen to establish and move forward with the construction of said water system; and

WHEREAS, the City Council of the City of Hills awarded the bid for Hills Municipal Water System - Division 1 to Dave Schmitt Construction Co Inc.; and

WHEREAS, Dave Schmitt Construction Co Inc. has submitted a Change Order that extends the final completion date to August 30, 2016.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF HILLS, IOWA, that the City Council authorizes the Mayor to execute Change Order No. 19 to the contract with Dave Schmitt Construction Co Inc. for Hills Municipal Water System - Division 1, extending the final completion date to August 30, 2016

Motion made by _____, seconded by _____ to approve Resolution No. 2016-18

YES:

NO:

ABSTAIN:

ABSENT:

Resolution No. 2016-18 Passed and Approved on September 11, 2016.

Tim Kemp
Mayor

ATTEST:

Cathy Fitzmaurice-Hill
City Administrator/Clerk

Change Order No. 19

Project: Hills Municipal Water System – Division 1	Date of Contract: June 2, 2014
Owner: City of Hills, Iowa	Owner's Contract No.:
Engineer: FOX Engineering	Engineer's Project No.: 3395-11A
Contractor: Dave Schmitt Construction Co., Inc.	Date of Issuance:

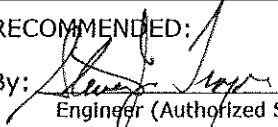
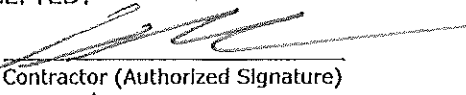
The Contract Documents are modified as follows upon execution of this Change Order:

DESCRIPTIONS:

Item 1 *Extend the Final Completion Date to August 30, 2016.* Contractor requested extension of the final completion date to August 30, 2016. This allow time to complete the punch list items and installation of the flow switch on the antiscalant feed system.

Attachments: email from Dave Schmitt Construction Proposal dated 08/31/16

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$4,352,237.00	Original Contract <input type="checkbox"/> Working <input checked="" type="checkbox"/> Calendar Substantial completion: November 28, 2015 Ready for final payment: December 23, 2015
<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease from previously approved Change Orders: \$54,362.47	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease from previously approved Change Orders: Substantial completion: 5 days Ready for final payment: 60 days
Contract Price prior to this Change Order: \$4,406,599.47	Contract Times prior to this Change Order: Substantial completion: December 3, 2015 Ready for final payment: February 21, 2016
<input type="checkbox"/> Increase <input type="checkbox"/> Decrease of this Change Order: No Change in Price	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease of this Change Order: Substantial completion: 0 days Ready for final payment: 191 days
Contract Price Incorporating this Change Order: \$4,406,599.47	Contract Times with all approved Change Orders: Substantial completion: December 3, 2015 Ready for final payment: August 30, 2016

<p>RECOMMENDED:</p> <p>By:  Engineer (Authorized Signature)</p> <p>Date: <u>9-6-16</u></p>	<p>ACCEPTED:</p> <p>By: _____ Owner (Authorized Signature)</p> <p>Date: _____</p>	<p>ACCEPTED:</p> <p>By:  Contractor (Authorized Signature)</p> <p>Date: <u>9/6/16</u></p>
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RE: Hills Municipal Water System - Project Closeout

From : Shaun Kukuzke <Shaun@daveschmittconstruction.com>

Wed, Aug 31, 2016 02:13 PM

Subject : RE: Hills Municipal Water System - Project Closeout

To : Steve Troyer <stroyer@foxeng.com>

Steve

Only for paper work reasons, we should extend the time extension given in Change Request #18 due to the following reasons:

The switch was originally installed 2/17/16 but took a few weeks to figure out it was installed backwards. This then opened up a pandora's box on getting the switch turned around. Once this was done on 2/25/16, I was told it was complete. However there were emails going back and forth with Steve Flake and Primex (that I was not aware of) on getting the programming to work. Thru the months of March and April numerous attempts were made to get the switch to work with no success. It was finally determined that the vendor Primex purchased the switch from calibrated it incorrectly. It was sent back in April to get recalibrated. For reasons I cannot explain, it took until 6/27/16 to get the switch to Neumiller Electric to install. After it was installed it worked, then did not work off and on. Over the next couple of months of unsuccessful remote applications of programming the switch would not work correctly. I finally called an onsite meeting for August 30, 2016. At this meeting we got the switch to work and concluded that Change request #18 is finally complete.

Due to all this Dave Schmitt is requesting a change request to extend the project completion date to August 30, 2016 due to unforeseen programming issues with the Anti-Scalant Flow Switch installation with no cost increase/decrease to the project. In my opinion I don't see any issues with this as the anti-scalent switch did not affect the overall project anyway nor did it affect the overall function of the water treatment plant or the City's water supply.

The Statement of Completion should be August 30, 2016 assuming change request 19 will be granted. The final summary looks accurate.

Thanks, Shaun

From: Steve Troyer [mailto:stroyer@foxeng.com]

Sent: Wednesday, August 31, 2016 11:14 AM

To: Shaun Kukuzke

Subject: Hills Municipal Water System - Project Closeout

Shaun,

Attached is a draft statement of completion, with the final completion date left blank. Please let me know the date you are requesting final completion. It also shows the final amounts due.

Last spring, we had discussed issuing another change order to extend the completion date to allow time to complete the work this spring. Do you still want to do that?

Let me know if you have questions. Thanks.

Steve Troyer, P.E.

RESOLUTION NO. 2016-19

**RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE ENGINEER'S STATEMENT OF COMPLETION
TO THE CONTRACT WITH DAVE SCHMITT CONSTRUCTION CO INC FOR HILLS MUNICIPAL WATER
SYSTEM - DIVISION 1**

WHEREAS, the voters of the City of Hills approved the establishment of a new water utility in November 2012, and

WHEREAS, the City Council of the City of Hills has chosen to establish and move forward with the construction of said water system, and

WHEREAS, the City Council of the City of Hills awarded the bid for Hills Municipal Water System - Division 1 to Dave Schmitt Construction Co Inc., and

WHEREAS, Fox Engineering has submitted an Engineer's Statement of Completion stating all work has been satisfactorily completed in general compliance with the terms, conditions and stipulations of said Contract.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF HILLS, IOWA, that the City Council authorizes the Mayor to execute the Engineer's Statement of Completion to the Contract with Dave Schmitt Construction Co Inc. for Hills Municipal Water System - Division 1.

Motion made by _____, seconded by _____

to approve Resolution No. 2016-19.

YES:

NO:

ABSTAIN:

ABSENT:

Resolution No. 2016-19 Passed and Approved on September 11, 2016.

Tim Kemp
Mayor

ATTEST:

Cathy Fitzmaurice-Hill
City Administrator

Engineer's Statement of Completion

Project: Hills Municipal Water System – Division 1	Date of Contract: June 2, 2014
Owner: City of Hills, Iowa	Owner's Contract No.:
Engineer: FOX Engineering	Engineer's Project No.: 3395-11A
Contractor: Dave Schmitt Construction Co., Inc.	

I hereby state that the construction of **Hills Municipal Water System - Division 1 - Water Distribution System and Water Plant** project by a Contract dated **June 2, 2014** has been satisfactorily completed in general compliance with the terms, conditions, and stipulations of said Contract.

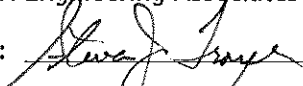
The work was completed on **August 30, 2016**. The Contract completion date was **August 30, 2016**.

I further state that the final contract amount due to the Contractor for the fulfillment of said Contract is **\$4,406,599.47**. The derivation of this total amount is tabulated on the attached sheet.

A total of **\$4,378,843.73** has been paid previously, leaving **\$27,755.74** due as of the date of this document. Of the total amount due, **\$7,425.77** should be paid after the acceptance of the construction by resolution of the City Council. The remaining **\$20,329.97** is retainage that shall then be paid no sooner than thirty (30) days following formal acceptance of the construction by the City Council provided that no unpaid claims exist in connection with this Contract. The Contractor will receive interest on any unpaid balance at the maximum legal rate from and after thirty (30) days following acceptance of the project by the City Council.

Signed:

FOX Engineering Associates

By: 

Iowa Registration No.: 14665

Date: 9-6-16

FOX PN: 3395-11A

Accepted by:

Owner: _____

Resolution: _____

Date: _____

Signed: _____

Title: _____

Attest: _____

Distribution:

- Engineer
- Contractor
- Owner
- IDNR

Summary Derivation of Final Contract Amount
Hills Municipal Water System
Division 1 - Water Distribution System and Water Treatment Plant
Hills, Iowa
FOX PN 3395-11A.680

Calculation of Final Contract Amount

Original Contract Amount	\$	4,352,237.00
Change Order 1	\$	(61,025.00)
Change Order 2	\$	26,146.00
Change Order 3	\$	9,440.00
Change Order 4	\$	(3,928.00)
Change Order 5	\$	3,171.00
Change Order 6	\$	2,860.98
Change Order 7	\$	11,099.00
Change Order 8	\$	893.45
Change Order 9	\$	12,075.66
Change Order 10	\$	718.20
Change Order 11	\$	3,650.00
Change Order 12	\$	1,695.38
Change Order 13	\$	3,336.33
Change Order 14	\$	25,515.00
Change Order 15	\$	6,791.87
Change Order 16	\$	15,000.00
Change Order 17	\$	(8,963.00)
Change Order 18	\$	5,885.60
Change Order 19	\$	-
Final Contract Amount	\$	4,406,599.47

Amount Paid on Previous Pay Applications

Pay Request 1	\$	41,156.61
Pay Request 2	\$	346,992.74
Pay Request 3	\$	461,361.78
Pay Request 4	\$	286,090.60
Pay Request 5	\$	331,933.40
Pay Request 6	\$	134,763.04
Pay Request 7	\$	291,132.63
Pay Request 8	\$	234,645.18
Pay Request 9	\$	68,498.80
Pay Request 10	\$	364,728.28
Pay Request 11	\$	143,878.45
Pay Request 12	\$	295,837.03
Pay Request 13	\$	343,611.39
Pay Request 14	\$	230,111.18
Pay Request 15	\$	228,787.47
Pay Request 16	\$	271,755.43
Pay Request 17	\$	86,844.60
Pay Request 18	\$	16,137.20
Pay Request 19	\$	200,577.92
Total Amount Paid (Pay Requests 1 - 19)	\$	4,378,843.73

Final Amount Due

Remaining Amount Due Pay Request 20 **\$** **27,755.74**

RESOLUTION NO. 2016-20

RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO SIGN CONTRACTOR'S APPLICATION FOR PAYMENT NO. 20 TO THE CONTRACT WITH DAVE SCHMITT CONSTRUCTION CO INC FOR HILLS MUNICIPAL WATER SYSTEM - DIVISION 1

WHEREAS, the voters of the City of Hills approved the establishment of a new water utility in November 2012, and

WHEREAS, the City Council of the City of Hills has chosen to establish and move forward with the construction of said water system, and

WHEREAS, the City Council of the City of Hills awarded the bid for Hills Municipal Water System - Division 1 to Dave Schmitt Construction Co Inc., and

WHEREAS, Dave Schmitt Construction Co Inc. has submitted an Application for Payment to the City of Hills in the amount \$27,755.74.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF HILLS, IOWA, that the City Council approves and authorizes the Mayor to sign the Contractor's Application for Payment No.20 to the contract with Dave Schmitt Construction Co Inc. for Hills Municipal Water System - Division 1, in the amount of \$27,755.74.

Motion made by _____, seconded by _____

to approve Resolution No. 2016-20.

YES:

NO:

ABSTAIN:

ABSENT:

Resolution No. 2016-20 Passed and Approved on September 11, 2016.

Tim Kemp
Mayor

ATTEST:

Cathy Fitzmaurice-Hill
City Administrator/Clerk

Contractor's Application for Payment No. 20

Lump Sum Contract

Project: Hills Municipal Water System - Division 1 From (Contractor): Dave Schmitt Construction Application Date: 9/6/2015
 To (Owner): City of Hills, Iowa Owner's Project No.: Period From: 1/22/2016
 Via (Engineer): FOX Engineering Engineers Proj. No.: 3395-11A Period To: 9/6/2016

Approved Change Order Summary:		
No.	Date Approved	Amount
1	9/8/2014	-\$61,025.00
2	8/21/2014	\$26,146.00
3	9/22/2014	\$9,440.00
4	9/22/2014	-\$3,928.00
5	9/22/2014	\$3,171.00
6	10/13/2014	\$2,860.98
7	12/10/2014	\$11,099.00
8	6/17/2015	\$893.45
9	8/10/2015	\$12,075.66
10	9/14/2015	\$718.20
11	9/14/2015	\$3,650.00
12	9/14/2015	\$1,695.38
13	10/12/2015	\$3,336.33
14	11/19/2015	\$25,515.00
15	12/2/2015	\$6,791.87
16	12/3/2015	\$15,000.00
17	12/7/2015	-\$8,963.00
18	12/11/2015	\$5,885.60
19	9/6/2016	0
TOTALS		\$128,278.47
Contractor's CE/BI/CHANGE BY CHANGE ORDERS		\$54,362.47

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and ~~is not defective~~.

By: _____

1. ORIGINAL CONTRACT PRICE..... \$ 4,352,237.00

2. Net change by Change Orders..... \$ 54,362.47

3. Current Contract Price (Line 1 + 2)..... \$ 4,406,599.47

4. TOTAL COMPLETED AND STORED TO DATE..... \$ 4,406,599.47

(Column F on Progress Estimate)

5. RETAINAGE:

a. 5% Work Completed..... \$

b. 5% Stored Material..... \$

c. Less Total Retainage Released Early..... \$

d. Total Retainage (Line 5a + Line 5b - Line 5c)..... \$ 4,406,599.47

6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5d)..... \$ 4,378,843.73

7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 27,755.74

8. AMOUNT DUE THIS APPLICATION..... \$

9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)..... \$

Payment o \$ 27,755.74 (Line 8 or other - attach explanation of the other amount)

Is recommended by: [Signature] (Engineer) 9-6-16 (Date)

Payment o \$ (Line 8 or other - attach explanation of the other amount)

Is approved by: _____ (Owner) _____ (Date)

RESOLUTION 2016-21

RESOLUTION OF ACCEPTANCE OF PUBLIC IMPROVEMENTS

WHEREAS, CITY OF HILLS, Hills, Iowa has entered into an Agreement with Dave Schmitt Construction, CO., Inc., Cedar Rapids, Iowa, dated June 2, 2014, for the construction of certain public improvements described as Hills Municipal Water System – Division 1 – Water Distribution System and Water Plant - Hills, Iowa, and referred to as the Project, and;

WHEREAS, FOX Engineering Associates, Inc., the Engineer for said Project, has stated the Project has been completed in general compliance with the terms, conditions, and stipulations of said Contract as per attached Engineer’s Statement of Completion.

NOW, THEREFORE, BE IT RESOLVED, that the City of Hills City Council, Hills, Iowa, hereby accepts the Project subject to warranties and Maintenance Bond provisions provided under the Agreement between the Owner and Contractor, and approves total payment in the amount of **Four Million Four-Hundred Six Thousand Five-Hundred Ninety-Nine Dollars and Forty-Seven Cents (\$4,406,599.47)**. Ninety-five percent (95%) of this amount, plus previously released retainage, is to be paid within thirty (30) days of the date of this Resolution of Acceptance. The final five percent (5%), less previously released retainage, shall be paid no sooner than thirty (30) days from the date of the Resolution provided that no unpaid claims exist in connection with this Contract.

Motion made by _____ and seconded by _____ to approve Resolution 2016-21.

AYES:

NAYS:

ABSTAIN:

ABSENT:

Resolution 2016-21 Passed and Approved this 11th day of September, 2016.

Tim Kemp, Mayor

ATTEST:

Cathy Fitzmaurice-Hill, City Administrator

RESOLUTION NO. 2016-22

RESOLUTION ADOPTING THE RECORD RETENTION MANUAL FOR IOWA CITIES AS A GUIDELINE FOR THE MANAGEMENT OF RECORDS FOR THE CITY OF HILLS, IOWA

WHEREAS, the Iowa League of Cities, the Iowa Municipal Finance Officers Association and the State Historical Society of Iowa's State Archives and Records Bureau have combined to develop a Record Retention Manual for Iowa Cities; and

WHEREAS, the manual was developed as a record retention and record disposal schedule as a statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for said records; and

WHEREAS, the recommended retention periods take into account requirements of the *Code of Iowa*, the *Iowa Administrative Code*, and federal law; and

WHEREAS, the City of Hills accumulates records of official business as it is transacted, and the accumulation of records of transacted business can overwhelm available storage space and hamper retrieval of both active and inactive business records; and

BE IT THEREFORE RESOLVED, that the City Council of Hills, Iowa, adopts the Records Retention Manual for Iowa Cities as a guide to determine the length of time records need to be retained for audit, legal, administrative and historical use;

BE IT FURTHER RESOLVED that this Resolution be effective immediately upon its passage and approval by the Hills City Council.

Motion made by _____ and seconded by _____ to approve Resolution 2016-22.

YES:

NO:

ABSTAIN:

ABSENT:

RESOLUTION 2016-22 PASSED AND APPROVED this 11th day of September, 2016.

Tim Kemp, Mayor

ATTEST:

Cathy Fitzmaurice-Hill, City Administrator