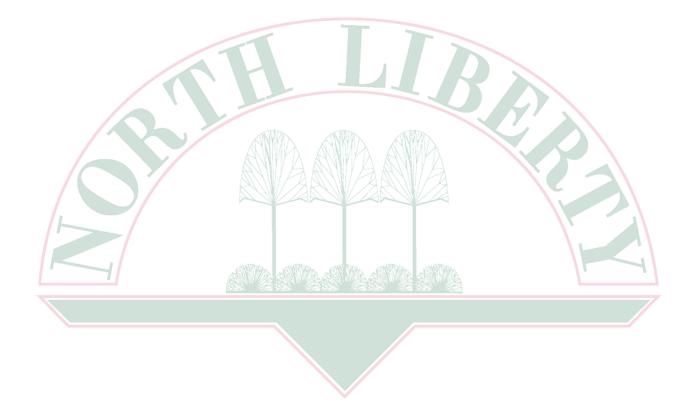


North Liberty City Council Work Session and Regular Session December 11, 2018

City Administrator Memo





Meetings & Events

Tuesday, Dec 11 at 6:00p.m. City Council

Monday, Dec 24 Christmas Holiday – City Offices Closed

Tuesday, Dec 25 Christmas Holiday – City Offices Closed

Monday, Dec 31 New Year's Holiday – City Offices Closed

Tuesday, Jan 1 New Year's Holiday – City Offices Closed

Tuesday, Jan 8 at 6:30p.m. City Council

Note: Second City Council Meeting in December Canceled

City Council Memo

for December 11, 2018 from the desk of Ryan C. Heiar

Consent Agenda

The following items are on the consent agenda and included in the packet:

- City Council Minutes (11/27/18)
- Claims
- Change Order #4, Kansas Avenue RISE Project, Streb Construction Co., \$3,605.50
- Pay Application #8, Kansas Avenue RISE Project, Streb Construction Co., \$279,967.48
- Change Order #8, Hwy 965, Phase 3 Project, Streb Construction Co., \$845.35
- Pay Application #8, Hwy 965, Phase 3 Project, Streb Construction Co., \$95,385.82
- Pay Application #25, Water Treatment Plant Project Division 1: Water Plant, Portzen Construction, \$11,573.58
- Liquor License Renewals
 - o Red's Alehouse
 - o SugaPeach
 - o Johncy's
 - o Café Muse

Police Station Project: Update

Included in your packet is an email that was sent to the City Council on December 6 with a detailed update and recommendations for the police station project. In summary, after working with the architect and contractor, examining over 90 cost reduction options, staff is recommending approximately \$700k in project cuts. It is staff's opinion that these recommendations do not substantially impact the scope and integrity of the project, and when completed will still provide the police department with an efficient, safe and professional facility.

Even with the proposed \$700k in cost reductions, in order to move forward with the project additional funding is needed. Below is a proposed revised budget:

Ryan C. Heiar, City Administrator

rheiar@northlibertyiowa.org • office (319) 626-5700 • fax (319) 626-3288 • cell (319) 541-8404

\$5,567,000.00
(\$700,000.00)
\$4,867,000.00
\$410,000.00
\$400,000.00
\$5,677,000.00
\$5,000,000.00
\$677,000.00

Police Station Project - Revised Budget

Chief Venenga will be at Tuesday's meeting to discuss the project with the City Council. It is anticpated that a change order will be ready within the next week or two, at which time Council will be asked to consider a contract with Tricon Construction Group. And finally, also included in the packet is a memo from James Estes offering his perspective as to why the bids received were higher than the architect's estimated project cost.

Economic Development Protocol

Since 2014 the city managers/administrators from Iowa City, Coralville and North Liberty, along with Mark Nolte at ICAD have been discussing the idea of formalizing a communication plan/protocol when dealing with economic development matters, specifically when it comes to incentivizing a business relocation from one neighboring city to another. The intent of a formalized plan is to prevent a business from leveraging one city against another, limit a city from luring a business away from a neighbor through the use of incentives, to provide guidance to ICAD when they are contacted by a local business looking to relocate and, generally speaking, to protect the economic vitality of the region.

After on-again, off-again discussions over the last four years, the included document is what each city manager/administrator is recommending for approval to their respective City Councils. The heart of the plan identifies the steps to be taken when a business in one community contacts another community requesting incentives to move.

These types of documents are becoming the norm in metro areas in Iowa. The Des Moines metro currently uses what they call a "Fair Play" agreement, while Cedar Rapids/Marion/Hiawatha, the Quad Cities and Mason City/Clear Lake also have similar documents in place. And while the state code dictates use of incentives for businesses relocating within Iowa, these documents provide another layer of communication and build trust and goodwill between neighboring cities. Further, a document such as this better defines expectations not only for the neighboring cities, but for current and future businesses as well.

As it stands, the three city managers have a very good working relationship with one another so the adoption of this communication plan will not change current operations. That said, as staff and elected officials change it is a good idea to have this document in place for continuity purposes.

The ICAD Board, which consists of area business representatives, approved the plan at their November meeting and the Iowa City City Council approved this document at their November 21st meeting. Coralville will be considering the communication protocol at their December 11 meeting. Staff recommends approval of the protocol.

Fire Department Strategic Plan

Included in the packet is the Fire Department's proposed strategic plan for 2018-2023. Chief Platz and his team, along with outside stakeholders, have been working on this document since the beginning of the year. Chief Platz will be at Tuesday's meeting to present the strategic plan and will be asking the City Council to accept the report.

Main Street Vacation - 3rd and Final Reading

With the design of the police station and the Main Street improvements projects happening concurrently, staff and consultants determined that the right-of-way in front of the Police Station property could be reduced without any negative impacts to the roadway and to the benefit of the police station project. Staff recommends vacating 10 feet of the street right-of-way (going from 80 feet to 70) to the adjacent police station site.

DERS 380 LLC, Moyna Rezoning, 2nd Reading

This request is to rezone property to permit a wide variety of commercial uses on property long-planned for commercial development. No site plan is prepared for this rezoning, and that is considered acceptable because the property is large, and the owner is attempting to market the site for multiple lots/businesses; and a formal site plan will be required prior to any development on the property. The property is shown as "Commercial" on the Land Use Plan, and so the request is consistent with that policy. Commission and staff recommend approval of the rezoning.

Project Funding: Forevergreen Road and Police Station

The agenda includes public hearings and a resolution authorizing the City to enter into loan agreements. The first loan agreement is for the Forevergreen Road project, currently being constructed by the IDOT. Traditional borrowing from a lending institute is not needed for this project because the IDOT has agreed to front the project costs. The City has formally agreed to repay the IDOT for a portion of this project over time, thus resulting in a form of non-traditional borrowing. The City's bond counsel, Dorsey Whitney, is recommending the City Council take action similar to the traditional borrowing process to ensure compliance with the law.

The second potential loan agreement is for the Police Station project and adds \$1 million in borrowing authority. After the project bids came in \$1+ million above the architect's estimate, staff has been and continues to work with the architect and builder to evaluate options to reduce costs. Various cost cutting measures have been identified; however, in order for this project to move forward without significant reductions to the scope, additional funding is necessary. Staff recommends that Council approve the resolution, which will provide the City with additional borrowing authority for this project. Approval of the resolution will <u>not</u> require the Council to borrow all or even some of the addition money; rather, this action will provide Council another option to consider when evaluating project funding.

Penn and Front Street Corridor Improvements

The Penn and Front Street Corridor Improvements project includes the construction of two full-sized roundabouts (one at Penn and Front Streets and the other at Front Street and North Bend Drive) and various sight distance improvements on Penn Street, and requires a handful of easements and acquisitions. Below is a summary of the easements and acquisition included on this agenda:

			Temporary	
			Construction	Permanent
Property Owner	Property Address	Acquisition	Easement	Easement
South Slope	980 N. Front Street	\$0.00	\$0.00	\$0.00
Penn Meadows Condominium Units	610-705 Jules Ct	TBD	TBD	TBD
BSquare Properties	15 E. Penn Street	\$33.60	\$0.00	\$1,404.00
Stone Ridge Investments	585 N. Front Street	\$224.00	\$0.00	\$1,242.00

It is anticipated that the remaining easements and acquisitions will be on the January 8 Council meeting.

Accounts Payable Policy

With no second Council meeting scheduled for December, staff is seeking permission from Council to pay bills that may occur a late fee before the January 8 meeting. Staff recommends approval of a resolution authoring the payment of certain bills in the month of December.

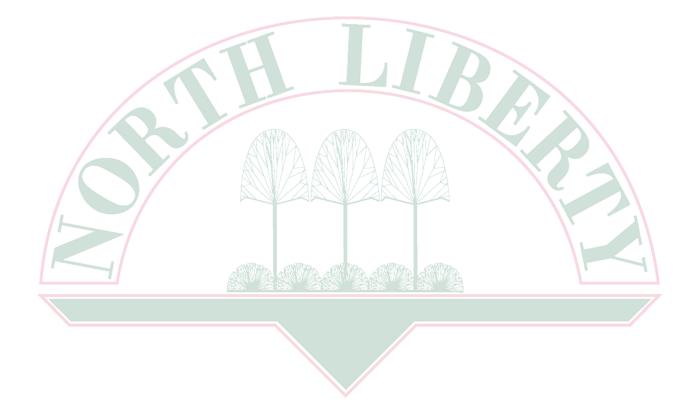
Delinquent Accounts: Assessment Resolution

Staff is recommending approval of an assessment resolution, assessing the costs of sidewalk repairs to the respective property owners. Numerous property owners were served notice in August to repair trip hazards that were reported by a citizen. A few property owners complied with the request while others did not. After two notices, the City contracted the repairs and now is assessing the costs.

Streetlight Resolution

Alliant Energy is requesting a resolution to remove three street lights in the Penn and Front Street corridors (map included). The upcoming roundabout and sight distance project in these corridors will replace the lighting that is being removed. Staff recommends approval.







Agenda

North Liberty City Council December 11, 2018 Joint Session – Johnson County Board of Supervisors 6:00 p.m. Regular Session 6:30 p.m. City Council Chambers 1 Quail Creek Circle

- 1. Call to order
- 2. Roll call
- 3. Approval of the Agenda
- 4. Joint Session with the Johnson County Board of Supervisors
 - A. Update on Highway 965 construction, from North Liberty to the bridge over the Iowa River
 - B. Update from North Liberty
 - C. Update from Lynette Jacoby, Social Services Director
 - D. Update on the Behavioral Health Urgent Care Center

5. Consent Agenda

- A. City Council Minutes, Work and Regular Session, November 20, 2018
- B. Claims
- C. Kansas Avenue RISE Project, Change Order Number 4, Streb Construction Co., Inc., \$3,605.50
- D. Kansas Avenue RISE Project, Pay Application Number 7, Streb Construction Co., Inc., \$279,967.48
- E. Highway 965, Phase 3, Change Order Number 8, Streb Construction Co., Inc., \$845.35
- F. Highway 965, Phase 3, Pay Application Number 8, Streb Construction Co., Inc., \$
- G. Water Treatment Plant Project, Pay Application Number 25, Portzen Construction, \$ 11,573.58
- H. Liquor License Renewal, Red's Alehouse
- I. Liquor License Renewal, SugaPeach

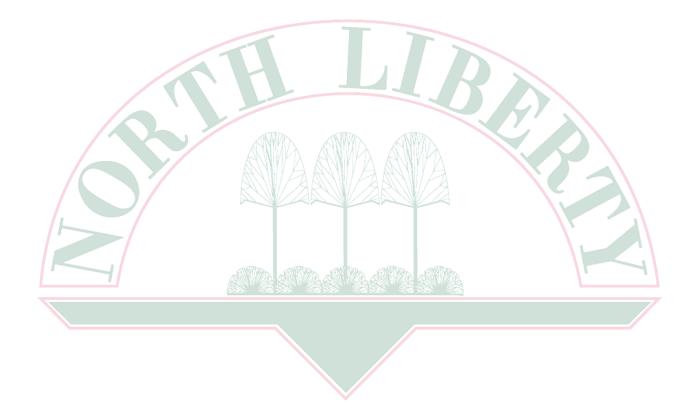
- J. Liquor License Renewal, Johncys
- K. Liquor License Renewal, Café Muse
- 6. Public Comment
- 7. City Planner Report
- 8. City Engineer Report
- 9. Assistant City Administrator Report
- 10. City Administrator Report
- 11. Mayor Report
- 12. Police Department Project
 - A. Project Update
- 13. Economic Development Protocol
 - A. Resolution Number 2018-151, A Resolution approving the Economic Development Communication Plan between the Iowa City Area Development Group and participating cities
- 14. Fire Department Strategic Plan
 - A. Fire Department Strategic Plan presentation by Chief
 - B. Discussion and possible action
- 15. Main Street Right of Way Vacation
 - A. Third consideration and adoption of Ordinance Number 2018-11, An Ordinance vacating a portion of right-of-way in North Liberty, Iowa
 - B. Resolution Number 2018-152, A Resolution setting the Public Hearing on the disposition of real estate owned by the City of North Liberty

16. DERS 380 LLC, Moyna North LLC Rezoning

- A. Second consideration of Ordinance Number 2018-12, An Ordinance amending Chapter 167 of the North Liberty Code of Ordinances by amending the use regulations on property owned by DES 380 LLC, Moyna North LLC to those set forth in the Municipal Code for the C-2-A Commercial District
- 17. Project Funding
 - A. Public hearing on proposal to enter into an Essential Purpose Loan Agreement
 - B. Public hearing on proposal to enter into a Supplemental Urban Renewal Loan Agreement
 - C. Resolution Number 2018-153, Resolution taking additional action on proposals to enter into General Obligation Loan Agreements and combining Loan Agreements

- 18. Penn Street and Front Street Project
 - A. Resolution Number 2018-154, A Resolution approving the Public Easement Agreement between Stone Ridge Investments LLLP and the City of North Liberty
 - B. Resolution Number 2018-155, A Resolution approving the Warranty Deed from Stone Ridge Investments, LLLP to the City of North Liberty for the establishment of Right-of-Way
 - C. Resolution Number 2018-156, A Resolution approving the Public Easement Agreement between B Square Properties, LLC and the City of North Liberty
 - D. Resolution Number 2018-157, A Resolution approving the Warranty Deed from B Square Properties, LLC to the City of North Liberty for the establishment of Right-of-Way
 - E. Resolution Number 2018-158, A Resolution approving the Public Easement Agreement between South Slope Cooperative Telephone Company and the City of North Liberty
 - F. Resolution Number 2018-159, A Resolution approving the Warranty Deed from South Slope Cooperative Telephone Company to the City of North Liberty for the establishment of Right-of-Way
 - G. Resolution Number 2018-160, A Resolution approving the Public Easement Agreement between Penn Meadows Condominiums and the City of North Liberty
 - H. Resolution Number 2018-161, A Resolution approving the Warranty Deed from Penn Meadows Condominiums to the City of North Liberty for the establishment of Rightof-Way
- 19. Policy regarding payables for Council meeting
 - A. Resolution Number 2018-162, A Resolution establishing the policy for the payment of claims due to the cancellation of the second City Council meeting in December 2018
- 20. Delinquent accounts
 - A. Resolution Number 2018-163, A resolution assessing sidewalk repair fees owed to the City of North Liberty, Iowa to individual property taxes
- 21. Streetlight Resolution
 - A. Resolution Number 2018-164, A Resolution approving the removal of street lights according to the terms set forth in the existing Street Light Contract
- 22. Old Business
- 23. New Business
- 24. Adjournment

Consent Agenda





Minutes

North Liberty City Council November 27, 2018 Work Session Regular Session City Council Chambers 1 Quail Creek Circle

<u>Call to order</u>

Mayor Terry Donahue called the November 27 Work and Regular Sessions of the North Liberty City Council to order at 6:00 p.m. Councilors present: Jennifer Goings, Chris Hoffman, Sarah Madsen, and Jim Sayre; absent: Annie Pollock.

Others present: Ryan Heiar, Tracey Mulcahey, Kevin Trom, Dean Wheatley, Joel Miller and other interested parties.

<u>Approval of the Agenda</u>

Madsen moved, Hoffman seconded to approve the agenda. The vote was all ayes. Agenda approved.

FY 2020 Budget Work Session

Council held the goal setting for FY 2020 Budget. Heiar presented information regarding the upcoming budget process. Council discussed the projects with City Staff. Councilor Pollock joined the meeting at 6:11 p.m. by phone.

Council moved out of the work session and into regular session at 6:31 p.m.

<u>Consent Agenda</u>

Goings moved, Madsen seconded to approve the Consent Agenda including the City Council Minutes from the Regular Session on November 13, 2018; the attached list of Claims; October Revenues; October Treasurer's Report; and the Liquor License Application for The Leaderboard. The vote was all ayes. Consent Agenda approved.

<u>Public Comment</u>

No public comment was offered.

Pollock arrived at 6:32 p.m.

<u>City Planner Report</u>

City Planner Dean Wheatley reported that the Planning Commission will not meet in December. The only agenda items were ordinance amendments which will be delayed for a month. The dog park land was annexed by the Community Development Board last week. The final will be granted within thirty days. Wheatley presented information regarding the staff committee that reviews parking and stop signs. Council discussed the process with staff. Wheatley provided Council with the latest street map.

<u>City Engineer Report</u>

City Engineer Kevin Trom reported that he had a conference call today with IDOT regarding Forevergreen Road. The contractor is pretty much done for the year. The second project will be let in January. The Highway 965 Project is almost complete. The Kansas Avenue Project is pretty much shut down for the winter. Council discussed the report with Trom.

Assistant City Administrator Report

Assistant City Administrator Tracey Mulcahey reported on the update to Alliant Energy bills. Starting Jan 1, there will be a listing in the charges for Energy Efficiency programs. This is not a new charge, rather a split out on billing per law change. Highway 965/Ranshaw Way construction speed limit has been lifted. The original speed limit of 35 mph is back in place.

City Administrator Report

City Administrator Ryan Heiar reported that staff continues to work with the architect on the Police Station Project to evaluate cost savings. Additional funding will be required to make this project work. If no additional funding is approved, the project will need to be rebid. Additional information on this item will be presented at the December 11 Council meeting. Chief Venenga, Michael Pentecost and Heiar met with the cat trap and release group. Staff is doing additional research. This item will be held until after the first of the year for discussion. The Transit RFP was sent out last week. It was distributed directly to local cab companies, Uber, Lyft and IDOT. It is on the City website ass well. The responses are due by December 14. Heiar reminded Council that there will only be one meeting in December.

<u>Mayor Report</u>

Mayor Terry Donahue reported that the Iowa League of Cities Legislative Day is February 19. Alphagraphics 10 year anniversary open house is Thursday.

Fund Balance Policy

Mulcahey presented the draft Fund Balance Policy. Hoffman moved, Sayre seconded to approve Resolution Number 2018-145, A Resolution approving the General Fund Financial Reserve Policy for the City of North Liberty, Iowa. The vote was: ayes – Goings, Pollock, Madsen, Hoffman, Sayre; nays – none. Motion carried.

Main Street Right of Way Vacation

Pollock moved, Goings seconded to approve the second consideration of Ordinance Number 2018-11, An Ordinance vacating a portion of right-of-way in North Liberty, Iowa. The vote was: ayes - Pollock, Goings, Hoffman, Madsen, Sayre; nays – none. Motion carried.

DERS 380 LLC, Moyna North LLC Rezoning

At 6:56 p.m., Mayor Donahue opened the Public Hearing regarding rezoning application of property from I-D Interim Development to C-2-A Commercial. Wheatley presented information on the application. Planning Commission and Staff recommended approval of this application. No oral or written comments were received on the application. The public hearing was closed at 6:58 p.m.

Goings moved, Madsen seconded to approve the first consideration of Ordinance Number 2018-12, An Ordinance amending Chapter 167 of the North Liberty Code of Ordinances by amending the use regulations on property owned by DES 380 LLC, Moyna North LLC to those set forth in the Municipal Code for the C-2-A Commercial District. The vote was: ayes- Sayre, Madsen, Goings, Pollock, Hoffman; nays – none. Motion carried.

2019 Trail Network Upgrades

Heiar presented information on the agreement. Pollock moved, Heiar seconded to approve Resolution Number 2018-146, A Resolution approving the Services Agreement between the City of North Liberty and Shive-Hattery for the 2019 Trail Network Upgrades Project. The vote was: ayes - Pollock, Madsen, Hoffman, Goings, Sayre; nays – none. Motion carried.

<u>Project Funding</u>

Heiar presented information on this resolution. Goings moved, Hoffman seconded to approve Resolution Number 2018-147, A Resolution setting the date for public hearings on proposals to enter into General Obligation Loan Agreements and to borrow money thereunder. The vote was: ayes – Pollock, Hoffman, Madsen, Sayre, Goings; nays – none. Motion carried.

Annual Appropriations FY 20

Heiar presented information on the Annual Appropriations resolutions. Pollock moved, Madsen seconded to approve Resolution Number 2018-148, A Resolution obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year (Spotix, Inc.). After discussion, the vote was: ayes – Sayre, Madsen, Pollock, Goings; nays – none; abstain - Hoffman. Motion carried.

Madsen moved, Goings seconded to approve Resolution Number 2018-149, A Resolution obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year (A & M Development). The vote was: ayes – Hoffman, Pollock, Madsen, Sayre, Goings; nays – none. Motion carried.

Goings moved, Madsen seconded to approve Resolution Number 2018-150. A Resolution obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year (Corridor Media Properties, LLC). The vote was: ayes – Madsen, Sayre, Goings, Pollock; nays – none; abstain - Hoffman. Motion carried.

FY 20 Annual Urban Renewal Draw

Mulcahey presented information on the draw request. Hoffman moved, Goings seconded to approve the Annual Urban Renewal funds request. The vote was all ayes. Motion approved.

FY 18 Annual Urban Renewal Report

Mulcahey presented information on the report. Madsen moved, Pollock seconded to accept the FY 18 Annual Urban Renewal Report. The vote was all ayes. Report accepted.

<u>Old Business</u>

No old business was presented.

<u>New Business</u>

Councilor Pollock reported that the Library Cookie Walk is Saturday, December 8 from 9-12. Councilor Hoffman reported that the CVB's annual lunch is December 11 from 11:45 -1.

<u>Adjournment</u>

At 7:56 p.m., Mayor Donahue adjourned the meeting.

CITY OF NORTH LIBERTY

By: _____

Terry L. Donahue, Mayor

Attest:

Tracey Mulcahey, City Clerk



Change Order No. 4

Date of Issu	ance:		Effective Date: 12/11/18	
Owner:	City of North Liberty		Owner's Contract No.:	NA
Contractor:	Streb Construction	A.	Contractor's Project No.:	18-078-2
Engineer:	Shive-Hattery, Inc.		Engineer's Project No.:	1172280
Project:	Kansas Avenue RISE Improvements		Contract Name:	9 4 .

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

Description:

- 1) Waterborne pavement markings were used for temporary striping of the roundabout area in order to open it up to traffic. The epoxy markings could not be placed due to the cold temperatures. The breakdown of the cost associated with this work is attached. Add \$2,008.00
- 2) Field tiles were encountered and required repair while they roadway and storm sewer were constructed. A cost breakdown for the associated field tile repairs is attached. Add \$1,597.50

	CHANGE IN CONTRACT P	PRICE		CHANGE IN CONTRACT TIMES							
Origina	al Contract Price:			Original Contract	Times:						
				Substantial Comp	letion:	100 Working Days					
\$ 3,880	0,275.00			Ready for Final Pa	yment:	20 Working Days					
Increas	se from previously approved Cha	nge Orde	r No.:1 -3	Increase from pre	viously	approved Change Orders:					
				Substantial Comp	letion:	N/A					
\$66,48	8.35			Ready for Final Pa	yment:	*					
Contra	ct Price prior to this Change Orde	er:		Contract Times pr	rior to th	nis Change Order:					
				Substantial Completion: 100 Working Days							
\$ <u>3,94</u> 6	<u>5,763.02</u>			Ready for Final Pa	yment:	20 Working Days					
					1	days or dates					
Increas	se of this Change Order:			Increase of this Change Order:							
				Substantial Completion: 0							
\$3,605	.50			Ready for Final Payment: <u>0</u>							
Contra	ct Price incorporating this Change	e Order:		Contract Times w	ith all ap	oproved Change Orders:					
				Substantial Comp	letion:	100 Working Days					
\$3,946	,763.02			Ready for Final Pa	yment:	20 Working Days					
	RECOMMENDED:		ACCE	PTED:		ACCEPTED:					
By:	Mit al	By:			By: 🔨	Tordo					
	Engineer		Owner (Auth	norized Signature)		Contractor (Authorized Signature)					
Title:	Project Engineer	Title:			Title:	V f.					
Date:	12/04/18	Date			Date	12.4.18					

Attachments: Streb CR-03, Streb CR-10

EJCDC [*] C-941, Change Order.
Prepared and published 2013 by the Engineers Joint Contract Documents Committee.
Page 1 of 1

		·												DAIL		AGE 1 OF :	_
Line								Γ	Previous	:	Curre	nt				oleted	-
#		Description	Quantity	UM		Unit Price	Total F	and the second diversion of th	Quantity	Quantity		ount	%	Quantity		Amount	%
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. –	P	ROADWAY AND BORROW	57,023.000		\$	5.25	•	370.75	50,523.000	4,500.000		3,625.00	7.89%	55,023.000		288,870.75	96.49%
	P	TOPSOIL, STRIP, SALVAGE AND SPREAD	9,520.000	CY	\$	4.30		936.00	6,700.000	1,620.000		6,966.00	17.02%	8,320.000		35,776.00	87.39%
4	_	SUBGRADE TREATMENT	26,350.000	SY	\$	0.55		492.50	26,350.000		\$		0.00%	26,350.000		14,492.50	100.00%
-	P	MODIFIED SUBBASE	4,680.000	CY	\$	25.75		510.00	4,000.000	680.000		7,510.00	14.53%	4,680.000			100.00%
r -	P	SHOULDER CONSTRUCTION, EARTH	119.000	STA		150.00	• • •	850.00	55.000	10.000		1,500.00	8.40%	65.000		9,750.00	54.62%
	M	MACADAM STONE BASE	330.000	TON	\$	27.00	•	910.00	328,590	91.370		2,466.99	27.69%	419.960		11,338.92	127.26%
9	A	RELOCATION OF MAIL BOXES	3.000	EA	\$	375.00		125.00	00 505 000			1,125.00	100.00%	3.000		1,125.00	100.00%
-	Р	STD / S-F. PCC PAVEMENT, CLASS C, CLASS 3DURABILITY, 10 IN. TEMPORARY PAVEMENT	22,715.000	SY	\$ \$		\$ 1,056,	3	22,525.000	68.000		3,162.00	0.30%	22,593.000			99.46%
11	٣	PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT THICKNESS	1,650.000 20,444.000	SY EA	ծ Տ	51.75 1.00	-	387.50	1,650.000	-	\$ \$	- -	0.00%	1,650.000		85,387.50	100.00%
12		PATMENT AUJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT THICKNESS PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT SMOOTHNESS	17,810.000	EA	ф \$	1.00	•	444.00 810.00	-		\$	-	0.00%	-	\$	-	0.00%
13		GRANULAR SURFACING ON ROAD, CLASS & CRUSHED STONE	55.000	TON	э \$	17.00	-	935.00	55,000	-	\$	-	0.00% 0.00%	55 000	\$	-	0.00%
14		SURFACING, DRIVEWAY, CLASS & CRUSHED STONE	1,028.000	TON	\$	17.00	•	476.00	128.090	484.880		8,242.96	47.17%		\$	935.00	100.00%
	P	REMOVALS, AS PER PLAN	1.000	LS	\$	2,500.00		500.00	1,000	404.000	\$	0,242.80	0.00%	612.970 1.000	э \$	10,420.49 2,500.00	59.63%
	м	PRECAST CONCRETE BOX CULVERT, 10 FT. X 3 FT.	115,000	LF	\$	745.00		675.00	115.000		S	-	0.00%	115.000		2,500.00	100.00% 100.00%
	M	PRECAST CONCRETE BOX CULVERT STRAIGHT END SECTION, 10 FT. X 3 FT.	2,000	ĒA	\$	4,000.00	•	000.00	2.000	_	\$	-	0.00%	2,000		8,000.00	100.00%
	M	APRONS, CONCRETE, 18 IN, DIA.	4,000	EA	ŝ	800.00		200.00	2.000			1,600.00	50.00%	4.000		3,200.00	100.00%
	M	APRONS, CONCRETE, 24 IN. DIA.	11.000	EA	ŝ	915.00		065.00	11.000	2.000	\$	-	0.00%	11.000		10,065.00	100.00%
	м	APRONS, CONCRETE, 30 IN. DIA.	2.000	EA	\$	1,100.00	•	200.00	2.000	*	Š	_	0.00%	2.000	-	2,200.00	100.00%
	M	APRONS, CONCRETE, 36 IN. DIA.	1,000	EA	Š	1,270.00		270.00	1.000	· •	S	-	0.00%	1.000		1,270.00	100.00%
	M	MANHOLE, SANITARY SEWER, SW-301, 48 IN.	2.000	EA	Ś	4,300.00		600.00	2,000	-	s	<u> -</u>	0.00%		\$	8,600.00	100.00%
	М	MANHOLE, STORM SEWER, SW-401, 48 IN.	2.000	EA	Ŝ	2,700.00	-,	400.00	2.000	-	S	-	0.00%	2,000		5,400,00	100.00%
	M	MANHOLE, STORM SEWER, SW-401, 60 IN.	2.000	EA	\$	4,250.00		500.00	2.000	-	\$	-	0.00%	2.000		8,500.00	100.00%
25	M	INTAKE, SW-505	1.000	EA	\$	4,500.00		500.00	1.000	-	\$	-	0.00%	1,000	•	4,500.00	100.00%
26	M	INTAKE, SW-510	45.000	EA	\$	4,000.00	•	000.00	44.500	0.500		2,000.00	1.11%	45.000		80,000.00	100.00%
27	М	INTAKE, SW-512, 30-IN.	1.000	EA	\$	1,850.00	\$ 1,	850.00	1.000	-	\$	· -	0.00%	1,000		1,850.00	100.00%
28	M	SUBDRAIN, LONGITUDINAL, (SHOULDER) 6 IN. DIA.	8,912.000	LF	\$	7.00	\$ 62,	384.00	8,912.000	-	\$	-	0.00%	8,912.000	\$	62,384.00	100.00%
29	М	TILE, 10 IN. DIA.	104.000	LF	\$	27.00	\$ 2,1	808.00	104.000	-	\$	-	0.00%	104.000	\$	2,808.00	100.00%
30	М	SUBDRAIN RISER, 6 IN., AS PER PLAN	15.000	ΕA	\$	325.00	\$ 4,8	875.00	8.000	8,000	\$	2,600.00	53.33%	16,000	\$	5,200.00	106.67%
	M	SUBDRAIN OUTLET, DR-303	63.000	EA	\$	110.00	\$ 6,9	930.00	63.000	-	S	-	0.00%	63.000	\$	6,930.00	100.00%
	M	SUBDRAIN OUTLET, DR-305	1.000	EA	\$	350.00	\$;	350.00	1.000	1.000	\$	350.00	100.00%	2.000	\$	700.00	200.00%
	М	STORM SEWER GRAVITY MAIN, TRENCHED, (RCP), 2000D (CLASS III), 15 IN	1,306.000	LF	\$	40.00	\$ 52,2	240.00	1,306.000	+	\$	-	0.00%	1,306.000	\$	52,240.00	100.00%
	М	STORM SEWER GRAVITY MAIN, TRENCHED, (RCP), 2000D (CLASS III), 18 IN.	2,005.000	LF	\$	45.50		227.50	1,970.000	35,000	S	1,592.50	1.75%	2,005.000	\$	91,227.50	100.00%
	M	STORM SEWER GRAVITY MAIN, TRENCHED, (RCP), 2000D (CLASS III), 24 IN.	1,833.000	LF	\$	54.50	•	898.50	1,833.000		5	-	0.00%	1,833.000		99,898.50	100.00%
	М	STORM SEWER GRAVITY MAIN, TRENCHED, (RCP), 2000D(CLASS III), 30 IN.	164.000	LF	\$	84.00		776.00	164.000		\$	-	0.00%	164.000		13,776.00	100.00%
	M	STORM SEWER GRAVITY MAIN, TRENCHED, (RCP), 2000D (CLASS III), 36 IN.	378.000	LF	\$	90.00		020.00	378.000		\$	•.	0.00%	378.000		34,020.00	100.00%
	M	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	1,322.000	LF	\$	6.00	•	932.00	1,289.000		\$	198.00	2.50%	1,322.000		7,932.00	100.00%
	M	SANITARY SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN	127.000	LF	\$	65.00		255.00	127.000		\$	-	0.00%	127.000		8,255.00	100.00%
	M	REMOVE SANITARY SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	167.000	LF	\$	25.00		175.00	167.000		\$	-	0.00%	167.000		4,175.00	100.00%
	M M		499.000	LF	\$	7.00		493.00	499.000		\$	-	0.00%		\$	3,493.00	100.00%
	P	REVETMENT, CLASS E EROSION STONE	614.000		\$	45.00		630.00	560.910	153.710		6,916.95	25.03%	714.620		32,157.90	116.39%
	P	REMOVAL OF PAVEMENT	580.000	TON SY	\$ \$	31.00		980.00	-		\$		0.00%		\$	-	0.00%
	M	REMOVAL OF PAVEMENT REMOVAL OF INTAKES AND UTILITY ACCESSES	4,485.000 7.000	EA	ֆ Տ	3.75		818.75	2,531.000			6,843.75	40.69%	4,356.000		16,335.00	97.12%
	na P⊳	REMOVAL OF SIDEWALK	653.000	SY	\$	600.00 2.25		200.00	7.000 653,000		\$	-	0.00% 0.00%	7,000		4,200.00	100.00%
40	1	SIDEWALK, P.C. CONCRETE, 6IN.	5,300,000	SY	ф \$	50.00		1	96.000		\$ 5	-	0.00%	653.000 96.000		1,469.25	100.00%
48		DETECTABLE WARNINGS	224.000	SF	ф S	42.00		408.00	160.000		э 5	-	0.00%	160.000		4,800.00 6,720.00	1.81% 71.43%
49		DRIVEWAY, P.C. CONCRETE, 6 IN.	394.000	SY	ф \$	42.00		790.00	138,000			4.620.00	33.50%		,	9,450.00	68,53%
50		DRIVEWAY, P.C. CONCRETE, 7 IN.	356.000		\$	37.00	• • • • •	172.00	138.000	220.000	•	4,020.00 8,140.00	61.80%	220.000		9,450.00 8,140.00	61.80%
	s	FENCE, FIELD	2,835.000	LF	φ \$	9.90		066.50	780.000			7,623.00	27.16%			15,345.00	54.67%
	s	GATE, FIELD FENCE, 20 FT.	1.000		\$	500.00		500.00	100.000		\$	1,020.00	0.00%		Ψ \$	15,545.00	0.00%
	ŝ	GATE, FIELD FENCE, 24 FT.	1.000		\$	550.00		550.00	_		š.	-	0.00%		\$ \$	-	0.00%
	s	REMOVAL OF FENCE, FIELD	4,632.000	LF	ŝ	1.25		790.00	5,417.000		\$	-	0.00%		\$	6,771.25	116,95%
	N	ELECTRICAL CIRCUITS	1,830.000	LF	\$			960.00	1,274.344		\$	_	0.00%	1,274.344440	•	15,292.13	69.64%
	N	HANDHOLES AND JUNCTION BOXES	5,000	ĒA	ŝ	750.00		750.00	()=()-()-(-)-(-)-(-)-(-)-(-)-(-)-(-)-(-)	5.000		3,750.00	100.00%	5.000		3,750.00	100.00%
	N	CONTROL CABINET	1.000	EA	\$	9,500.00		500.00	1.000		ંડુ	2,730.00 	0.00%	1.000		9,500.00	100.00%
	N	LIGHT POLES	11.000	EA	\$	4,950.00		450.00	10.000			4,950.00	9.09%	11.000		54,450.00	100.00%
	A	REMOVAL OF TYPE A SIGN ASSEMBLY	10.000		\$	100.00		00.00	10.000		ŝ	.,000.00	0.00%	10.000		1,000.00	100.00%
	A	REMOVE AND REINSTALL SIGN, AS PER PLAN	4.000		\$	125.00		500.00	,0.000	1.000		125.00	25.00%	1.000		125.00	25.00%
	A	PERFORATED SQUARE STEEL TUBE POSTS	390.000	LF	\$	8.00		120.00		390.000		3,120.00	100.00%				100.00%
• •					•				I.			-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			•	51,120.00	100100101

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TO: CITY OF NORTH LIBERTY FROM: STREB CONSTRUCTION CO., INC.

NORTH LIBERTY KANSAS RISE IMPROVEMENTS

ine									N -1					PAGE 2 OF	3
#		Description	Quantity	UM		Link Onlan		Total Dates	Previous	A	Current			Completed	
	A	PERFORATED SQUARE STEEL TUBE POST ANCHOR, BREAK-AWAY SOIL INSTALLATION	16.000	EA	S	Unit Price 85.00		Total Price	Quantity	Quantity	Amount	%	Quantity	Amount	%
	Ā	PERFORMED SOURCE STEEL TUBE POST ANCHOR, BREAK-AWAY SOLLINSTALLATION PERFORATED SQUARE STEEL TUBE POST ANCHOR, BREAK-AWAY CONCRETE INSTALLATION	12.000	EA	\$ \$			1,360.00	- 1	16.000		100.00%	16.000	\$ 1,360.00	100.0
64	Ā	TYPE A SIGNS, SHEET ALUMINUM	238.000	SF	-	200.00		2,400.00	-		\$ -	0.00%	-	\$-	0.0
65	Ā	PAINTED PAVEMENT MARKINGS, DURABLE			\$	16.00	-	3,808.00	-	238.000	\$ 0,000.00	100.00%	238,000	\$ 3,808.00	100.0
66	Ā	PAINTED FAVEMENT MARKINGS, DURABLE	165.000	STA	\$	75.00		12,375.00	-		•	0.00%	-	\$-	0.0
67	Â	MET RETROPERIE COTINE DEMONSTRATE TARE MARKINGS	10.000	EA	\$	225.00		2,250.00	-		•	0.00%	÷	\$ <u> </u>	0.0
68	AP*	WET RETROREFLECTIVE REMOVEABLE TAPE MARKINGS	24.000	STA	and a second	135.00	1. P. L. N. W.	3,240.00	- 1	- 1	•	0.00%	-	\$ -	0.
69		MOBILIZATION	1.000	LS	\$	22,000.00		22,000.00	0.173	0.330	\$ 7,260.00	33.00%	0.503	\$ 11,066.00	50.
70	S		1.000	LS	\$	133,000.00		133,000.00	1.000	-	\$-	0.00%	1.000	\$ 133,000.00	100.
70 71	-	BIODEGRADABLE EROSION CONTROL BLANKET	3,155.000	SQ	\$	16.00		50,480.00	-	-	\$ -	0.00%	÷	\$-	0.
	S	PERMANENT SEEDING, FERTILIZING AND HYDRAULIC EROSION CONTROL - TYPE 1	6.100	AC	\$	3,600.00		21,960.00	· -		\$-	0.00%	- ÷	\$ -	0.
	S	PERMANENT SEEDING, FERTILIZING AND HYDRAULIC EROSION CONTROL - TYPE 2	5.700	AC	\$	3,200.00		18,240.00	e 1		\$ -	0.00%	-	\$-	0.
	S	STABILIZING CROP, FERTILIZING AND HYDRAULIC EROSION CONTROL - TYPE 4	11.800	AC	\$	800.00	\$	9,440.00	1.000	6.900	\$ 5,520.00	58.47%	7.900	\$ 6,320,00	66.
	s	PERMEABLE DITCH CHECKS	185.000	٤F	\$	8.00	\$	1,480.00	4	- :	5 -	0.00%		\$ -	0
	S	COMPOST FILTER TUBE (8-IN.DIA.) OR SILT FENCE	21,115.000	LF	\$	1.50	\$	31,672.50	4,624.000	11,256.000	\$ 16,884.00	53.31%	15,880,000	\$ 23,820,00	75
	s	REMOVAL OF COMPOST FILTER TUBE, SILT FENCE, OR DITCH CHECKS	21,300.000	LF	\$	0.15	\$	3,195.00	-		5 -	0.00%	•	\$ -	Ő
	S	MAINTENANCE OF COMPOST FILTER TUBE, SILT FENCE OR DITCH CHECKS	21,300.000	LF	\$	0.05	\$	1,065.00	-	· 	\$.	0.00%	-	\$ -	Ċ
	Р	TEMPORARY SEDIMENT CONTROL BASIN	9.000	EA	\$	570.00	\$	5,130.00	÷ '	- 1	5 -	0.00%	-	\$ -	Č
79	P	REMOVAL OF TEMPORARY SEDIMENT CONTROL BASIN	9.000	EA	\$	1,435,00	\$	12,915.00	1 I		- 6 -	0.00%	-	\$ -	i
30	Р	MAINTENANCE OF TEMPORARY SEDIMENT CONTROL BASIN	9.000	EA	\$	285.00	\$	2,565.00	. 1		•	0.00%	_	\$ -	Ċ
B1	S*	INTAKE PROTECTION BAG ORFILTER SACK	1.000	EA	\$	158.53	\$	158.53	_	-	-	0.00%		\$ -	Ċ
82	s	MOBILIZATIONS, EROSIONCONTROL	6.000	EA	\$	300.00		1.800.00	2.000	3,000	•	50.00%	5,000	\$ 1,500,00	83
83	S	MOBILIZATIONS, EMERGENCY EROSION CONTROL	2.000	EA	\$	500.00	•	1,000.00				0.00%		\$ 1,500,00	(
34	С	PCC PAVERS, 8 CM, W/BITUMINOUS SETTING BED	1,054,000	SY	Ŝ	145,40		153,251.60	421.600	632,400		60.00%		\$ 153.251.60	
35		PCC PAVER EDGER, 1.5 FT	378.000	LF	ŝ	28.00	-	10,584,00	378.000			0.00%			100
36		SUBSLAB, PCC, 4 IN. FOR PCCPAVERS	1,054,000	SY	ŝ	45.00		47,430.00	1,054.000			0.00%			100
37	с	AMENDED SOIL	320.000	CY	ŝ	59.00		18.880.00	1,004.000		*	0.00%	1,004.000	\$ 47,430.00 \$ -	100
88	с	ORNAMENTAL GRASSES, 1GAL., FURMISHED AND INSTALLED (WITHWARRANTY)	276.000	ĒA	ŝ	13.00		3,588.00			-	1	-	ф -	(
	c	PERENNIAL PLANTS, 1 GAL , FURNISHED AND INSTALLED (WITH WARRANTY)	260.000	EA	Š.	12.50		3,250.00	-	;	-	0.00%	-	\$ -	9
0	c	SHRUBS, 3 GAL., FURNISHEDAND INSTALLED (WITH WARRANTY)	212.000	EA	\$	24.55	•	5,204.60	-		-	0.00%	•	\$ -	3
	-	TREES, 6'-8' HGT., FURNISHED AND INSTALLED (WITH WARRANTY)	15.000	EA	\$	309,50	•	4.642.50	- 1		> •	0.00%	-	\$ -	ĩ
	Č+	WATERING FOR PLANTS	22.000	MGAL	- -	433.66	•		•	-	-	0.00%	-	\$ -	(
		LIMESTONE OUTCROPPING	365.000	SF	э \$			9,540.52	÷ .	- \$		0.00%		\$ -	(
		DECORATIVE ROCK MULCH	45.000	TON	ф \$	86.80		31,682.00	-	365.000	01,002.00	100.00%		\$ 31,682.00	100
		WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.			\$	300.00		13,500.00		12.670		28.16%	12.670		- 28
			6,480.000	LF	-	31.00	•	200,880.00	5,850.000	÷ \$		0.00%	5,850.000		90
-		WATER MAIN, TRENCHLESS, POLYVINYL CHLORIDE PIPE (PVC), 12 (N. FITTINGS BY COUNT, DUCTILE IRON.	120.000	LF	\$	83.00		9,960.00	120.000	- \$	•	0.00%	120.000		100
		VALVE, GATE, DIP, 12 IN.	17.000	EA	\$	525.00		8,925.00	16.000	- 5		0,00%	16.000	\$ 8,400.00	94
-			14.000	EA	\$	2,275.00	,	31,850.00	12.000	- 4		0.00%		\$ 27,300.00	85
99	м	FIRE HYDRANT ASSEMBLY, WM-201	16.000	EA	\$	4,300.00	\$	68,800.00	15.000	- 9	-	0.00%	15.000	\$ 64,500.00	93
		Original Contract Cost					\$ 3	3,880,275.00	L.						
		Value of Work Completed							\$ 2,976,044.68		282,193.11	7.27%	-	\$3,258,237,79	02
		Materials Stored on Site			\$	1,00	\$	_	S	- 3		0.00%		A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	83
		Value of Work Completed and Materials Stored			*		Ŧ		\$ 2,976,044.68			0.0070		\$ \$3,258,237.79	0.

TO: CITY OF NORTH LIBERTY

	FR	OM: STREE CONSTRUCTION CO., INC.											DATI		11/30/2018	
							 								PAGE 3 OF :	3
Line	9							Previous		C	urrent			Com	pleted	
#		Description	Quantity	UM		Unit Price	 Total Price	Quantity	Quantity		Amount	%	Quantity		Amount	%
		Approved Change Orders														
100) CO#3	Streb CO #1 Painted Pavement Markings, Waterborne	24.280	STA	S	71,50	1,736.02	24.280	-	\$	-	0.00%		1000 C M. 10	1,736.02	100.00%
101	CO#1	ITC #3 / Streb CO #2 Sanitary Sewer	1.000	LS	\$	25,546.78	\$ 25,546.78	1.000	-	\$	-	0.00%	1.000		25,546.78	100.00%
102	2 CO#2	ITC #7 / Streb CO #7 Intake Revision	1.000	LS	\$	5,313.61	\$ 5,313.61	1.000	-	\$	-	0.00%	1.000		5,313.61	100.00%
103	CO#2	ITC #8 Revise Subdrain	1.000	LS	\$	8,904.00	\$ 8,904.00	<u>-</u>	1.000	·\$	8,904.00	100.00%	1.000	\$	8,904.00	100.00%
104	CO#3	Streb CO #9 Substitute Castings	1.000	LS	\$	1,256.20	\$ 1,256.20	1.000	-	\$	-	0.00%			1,256.20	100.00%
105	5 CO#3	Streb CO #5 Temporary Access Road	450,860	ΤN	\$	23.10	\$ 10,414.87	450,860	-	\$	- .	0.00%	450.860	\$	10,414.87	100.00%
106	6 CO#3	ITC #4 / Streb CO #6 Over Excavation	1,001.000	CY	\$	16.54	\$ 16,556.54	1,001.000	-	\$		0.00%	1,001.000	\$	16,556.54	100.00%
107	EWO#	2 TEMPORARY PAINT	1.000	LS	\$	2,008.00	\$ 2,008.00	-	1.000	\$	2,008.00	100.00%	1.000	\$	2,008.00	100.00%
108	3 CO #4	FIELD TILE REPAIR	1.000	LS	\$	1,597.50	\$ 1,597.50		1.000	\$	1,597.50	100.00%	1.000	\$	1,597.50	100.00%
		Total Change Orders					\$ 73,333.52	\$ 60,824.02		\$	12,509.50	17.06%		\$	73,333.52	100.00%
		Original Contract Cost & Change Orders					\$ 3,953,608,52	•			·		-			
		Value of Work Completed, Materials Stored & Change	Orders					\$ 3,036,868.70		\$		7.45%			331,571.31	84.27%
		Less Retainage	5.00%					\$ 151,843.44		\$	14,735.13				166,578.57	
		Net Amount Due Including This Statement						\$ 2,885,025.26		\$	279,967.48			\$3	164,992.74	I
		Less Previous Payments						\$ 2,885,025,26						\$2	885,025.26	
		Balance Due This Request						\$ -						\$	279,967.48	
								••••••••••••••••••••••••••••••••••••••					1			l

CONTRACTOR:

STREB CONSTRUCTION CO., INC.

Steven M. Streb Title: Vice President

12-104/18 Date:

ENGINEER:

SHIVE-HATTERY, INC. 11 Michael J Janechek

1 Title: Civil Engineer

Date:

OWNER:

CITY OF NORTH LIBERTY

PAY APP#_

D.

Ryan Heiar Title: City Administrator

Date:



CHANGE ORDER

For Local Public Agency Projects

	No.: 8		Non-Substantia	al: 🔀	
			Substantial:		Administering Office Concurrence Date
Accounting ID No. (5-digit number):34983		Project Number: \underline{ST}	P-U-5557(61	8)70-52	
Kind of Work: PCC Pavement- Grade/Rep+		Local Public Agency	: North Liber	ty	
Contractor: Streb Construction Co., Inc.		Date Prepared: No	vember 30, 20	018	

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made: 0710 DECREASE item for "Traffic Signalization".

0880 DECREASE item for "Light Assembly - L4 - Bollard Light".

8006 DECREASE item for "Light Assembly - L3 - Pedestrian Light".

8013 - ADD an item for "Electrical Equipment Purchase". Work consists of several items that do not need to be installed, but the items are being purchased by the City. As part of the Traffic Signalization lump sum item, four (4) wind dampeners and two (2) detection pucks were not installed. There is one (1) L3 pedestrian light pole not being installed, and two (2) L4 bollard lights not being installed. Method of Measurement: Item will not be measured separately for payment. Basis of Payment: Lump sum. This payment is full compensation to account for the materials being purchased.

8014 - ADD an item for "Non-compliance Penalty". Additional project costs were incurred due to a non-compliant installation of an intake along Frontage Road. Penalty amount is equal to the additional costs incurred and summarized in Non-Compliance Notice 004. Method of Measurement: Item will not be measured separately for payment. Basis of Payment: Lump sum. This payment is full compensation for the additional project costs incurred.

8015 - ADD an item for "(Price Adjust) Slump Test Deviation".

8016 - ADD an item for "(Price Adjust) Air Test Deviation".

8017 - ADD an item for "Retaining Wall Over-Excavation and Backfill". Stabilization measures were taken at the subgrade elevation for the retaining wall along the BCI property. Perform over-excavation of unsuitable soils per Standard Specification 2402. Excavated materials become property of the Contractor to dispose of. Backfill the over-excavation with Special Backfill (Gradation 30) meeting Standard Specification 4132. Method of Measurement: Item will not be measured separately for payment. Basis of Payment: Lump Sum. This payment is full compensation for all labor, materials and equipment needed to perform the work.

8018 - ADD an item for "Patches, Partial Depth PCC Finish". Specification for the work is Standard Specification 2530 (Partial Depth Finish Patches), shall utilize Class C patching material, and a minimum 36-hour cure time.

B - Reason for change:

0710, 0880, 8006, 8013 - Portions of work items in the Traffic Signalization bid item, and installation of two types of lights were removed from the project. These changes document the project credits for the non-installed equipment and the City's purchase of the equipment. City initiated changes to the signal mast arms prevented installation of the wind dampeners as specified. Two of the detection pucks were installed by City staff as part of a city-wide puck installation for the adaptive signal project with the Iowa DOT. The bid quantity of L3 pedestrian light poles shown was one more than actually shown in the plans for installation. The bid quantity of L4 bollard lights shown was two more than actually shown in the plans for installation.

8014 - Non-compliance was issued (Non-Compliance Notice 004) for an intake installed at the incorrect elevation resulting in additional project costs. Penalty amount is the value of the additional project costs incurred.

8015 - On 6/25/18, 8 CY of concrete retaining wall was installed with a non-compliant slump (see Non-Compliance Notice 001).

8016 - On 6/27/18 & 7/18/18, 4.66 SY & 47.95 SY (respectively) of concrete was placed with non-compliant air content (see Non-Compliance Notices 002 and 003).

8017 - Unsuitable & unstable soils were observed in the subgrade of the retaining wall along the BCI property. Over-excavation and stabilization measures were recommended.

8018 - Additional partial depth patches were installed above the previously approved quantity for Item 8009, but the existing unit price for Item 8009 included traffic control and subcontractor mobilization costs in the unit cost. This item is intended to compensate the contractor for the additional patching quantity at the change request unit cost for the patching work excluding traffic control and mobilization costs.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G: 0710 - Contract Unit Price.

0880 - Contract Unit Price.

8006 - Contract Unit Price.

8013 - Agreed Lump Sum Price.

8014 - Agreed Lump Sum Credit.

8015 - Agreed Unit Price Credit.

- 8016 Agreed Unit Price Credit.
- 8017 Agreed Lump Sum Price.

8018 - Agreed Unit Price.

D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):

8013 - An agreed upon lump sum price for the equipment purchase was established. Cost considered reasonable based on bid costs less labor costs submitted by the Contractor.

8014 - An agreed upon lump sum credit for the work was established. Cost considered reasonable based on established unit costs and measured quantities of materials installed.

8015 - Pay adjustment per Table B in the Construction Manual Chapter 2 Appendix 2-34(B)

8016 - Pay adjustment per Table C1 in the Construction Manual Chapter 2 Appendix 2-34(C)

8017 - An agreed upon lump sum price for the work was established. Cost is considered reasonable based on material, labor and equipment used to complete the over-excavation and backfill. Cost includes 10% Prime Contractor markup per Standard Specification 1109.03.B.3.

8018 - An agreed upon unit cost for the work was established based on approved estimate of materials, equipment and labor.

E - Contract time adjustment:

No Working Days added

Working Days added: Unknown at this time

Justification for selection:

Work items affected were not controlling items, or working days were not affected.



Change Order No.:8

F - Items included in contract:

Partici	pating			For deductions enter as "-x.xx"				
Federal- aid	State- aid	Line Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx		
Х		0710	Traffic Signalization	\$1.00	-2,630.000	-\$2,630.00		
Х		0880	Light Assembly - L4 - Bollard Light	\$3,800.00	-2.000	-\$7,600.00		
Х		8006	Light Assembly - L3 - Pedestrian Light	\$4,535.00	-1.000	-\$4,535.00		
		•	Add Row Delete Row	ТО	TAL	-\$14,765.00		

G - Items not included in contract:

Partici	pating							ons enter as .xx"	
Federal- aid	State- aid	Change Number		Item	Descrip	tion	Unit Price .xx	Quantity .xxx	Amount .xx
		8013	2599-9999	010: Electrical I	Equipme	nt Purchase	\$1.00	13,015.000	\$13,015.00
Х		8014	2599-9999	010: Non-comp	oliance P	enalty	\$1.00	-1,603.460	-\$1,603.46
Х		8015	6200-5000	021: (PRICE AD	JUST) Slu	ump Test Devia	-\$2,100.00	1.000	-\$2,100.00
Х		8016	6200-5000	031: (PRICE AD	JUST) Ai	r Test Deviation	-\$211.92	1.000	-\$211.92
		8017	2599-9999	010: Retaining	Wall Ove	er-Excavation &	\$1.00	5,335.730	\$5,335.73
		8018	2530-5070	210: Patches, P	artial De	pth PCC Finish	\$100.00	11.750	\$1,175.00
		•		Add Row		Delete Row	TO	TAL	\$15,610.35

H. Signatures Agreed: Contractor Date Recommended: Project Engineer Date Approved: Person in Responsible Charge Other (optional) Title Date Date Contracting Authority (optional) Date Other (optional) Title Date Iowa DOT Administering Office Date

Approval is contingent upon funds being available under the existing project agreement or upon additional Federal-aid funds being made available by a modified project agreement.

FHWA Concurrence:

Federal Highway Division Administration Date (if required)

DISTRIBUTION (after fully executed on LPA projects): Original - Finance; Copies - Contractor, Project Engineer, Contracting Authority, Administering Office.

Date distributed: _____ Initials: ____

Doc Express Document Signing History Contract: 52-5557-618 Document: CO 08

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

Date	Signed By
12/05/2018	Jennifer Carlsen Streb Construction Co., Inc. Electronic Signature (Approved by Contractor (Optional))
12/05/2018	Josiah Bilskemper Shive-Hattery, Inc Electronic Signature (Recommended by Engineer / Approved)
	(Approved by PIRC (when applicable))
	(Approved by Administering Office or designee)
	(Approved by FHWA (when applicable))

HWY 965 PHASE 3 (ZELLER TO PENN) STP-U-5557(618)--70-52 CONTRACT 52-5557-618

PAY APP#<u>8</u>

					CONT	RACT 52-5557	-618					PAGE 1 O	F 3
Line							Previous		Current			Completed	
#	Description	Quantity	UM	Unit Price	-	Total Price	Quantity	Quantity	Amount	%	Quantity	Amount	%
0010 D	CLEARING & GRUBBING	89.000	UN		0\$		89.000		\$	0.00%	89.000	• 11* 272 27 17 17 17 17	100.0
0020 s	SP BACKFILL IOWA DOT GRAD #21 WASHED	45.000	TN		0\$		53.570	3.#C	\$	0.00%	53.570		119.0
0030 s	SP BACKFILL IOWA DOT GRAD #3 WASHED	270.000	TN	\$ 30.0	0\$	8,100.00	208.800		\$ -	0.00%	208.800	\$ 6,264.00	77.3
0 040 D	EMBANKMENT-IN-PLACE	7,837.000		\$ 18.0	0 \$	141,066.00	7,837.000	22	\$ -	0.00%	7,837.000	\$ 141,066.00	100.0
0 050 D	EXCAVATION, CL 10, ROADWAY & BORROW	4,538.000	CY	\$ 8.0	0 \$	36,304.00	4,594.000		\$ -	0.00%		\$ 36,752.00	101.2
0 060 D	TOPSOIL, STRIP, SALVAGE & SPREAD	3,685.000	CY	\$ 10.0	0\$	36,850.00	3,685.000	(m)	5 -	0.00%	3,685.000		100.0
0 070 D	SPECIAL COMPACTION OF SUBGRADE	24.150	STA	\$ 660.0	0 \$	15,939.00	24.150	25	\$ -	0.00%	24.150	\$ 15,939.00	100.0
0800	MODIFIED SUBBASE	2,006.000	CY	\$ 35.0	0 \$	70,210.00	2,077.770	200	\$ 🖂	0.00%	2,077.770	\$ 72,721.95	103.5
0090 D	SHOULDER CONSTRUCTION, EARTH	47.460	STA	\$ 375.0	0 \$	17,797.50	47.460	245	\$	0.00%	47.460	\$ 17,797.50	100.0
0100 D	SHOULDER FINISHING, EARTH	45.510	STA	\$ 290.0	0 \$	13,197.90	45.510	227	\$	0.00%	45.510	\$ 13,197.90	100.0
0110 D	MACADAM STONE BASE	122.000	TN	\$ 25.0	0 \$	3,050.00	130.000	10	\$ -	0.00%	130.000	\$ 3,250.00	106.5
0120 A	RELOCATION OF MAIL BOXES	1.000	EA	\$ 600.0	0 \$	600.00		876	\$ -	0.00%		\$ -	0.0
0130	PCC PAVEMENT, CLASS C3 DURABILITY, 8"	860.000	SY	\$ 57.0	0 \$	49,020.00	949.800		\$ *	0.00%	949.800	\$ 54,138.60	110.4
0140	PCC PAVEMENT, CLASS C3 DURABILITY, 10"	8,236.000	SY	\$ 60.0	0 \$	494,160.00	8,266.230	(2)	\$ -	0.00%	8,266.230	\$ 495,973.80	100.3
0150	PAYMENT ADJ PCC PAVEMENT THICKNESS	7,412.000	EA	\$ 1.0	0 \$	7,412.00	14,879.210	227	\$ 👙	0.00%	14,879.210	\$ 14,879.21	200.7
0160 р	HMA MIX, COMM MIX (ASPHALT BINDER)	60.000	TN	\$ 241.0	0 \$	14,460.00	78.420	-	\$	0.00%	78.420	\$ 18,899.22	130.7
0170 D⁺	TEMPORARY PAVEMENT	265.000	SY	\$ 53.0	0 \$	14,045.00	238.810		\$ =	0.00%	238.810	\$ 12,656.93	90.1
0180	GRAN SURF ON ROAD, CL A CRUSHED STONE	200.000	TN	\$ 30.0	0 \$	6,000.00	242.720	199	\$ -	0.00%	242.720	\$ 7,281.60	121.3
0190 N	REMOVAL OF LIGHT POLES	7.000	EA	\$ 200.0	0 \$		6.000	(#C	5 😑	0.00%	6.000		85.7
0200 D*	REMOVALS, AS PER PLAN	1.000	LS	\$ 16,000.0		'	1.000	540	5 🛸	0.00%	1.000		100.0
0210 0	ORNAMENTAL METAL RAILING	638.000	LF	\$ 215.0			<u> </u>	95.000	\$ 20,425.00	14.89%	95,000		14.8
0220 s	APRONS, CONCRETE, 15" DIA.	1.000	EA	\$ 625.0		1	1.000		\$.	0.00%	1.000		100.0
0230 s	APRONS, CONCRETE, 18" DIA.	2.000	EA	\$ 692.0			2.000		5 x	0.00%	2.000		100.0
0240 s	APRONS, CONCRETE, 24" DIA.	2.000	EA	\$ 812.0			2.000	1.000	6 😑	0.00%	2.000		100.0
0250 C	MOD BLOCK RETAINING WALL (HEAVY)	2,728.000	SF		2 \$		3,336.000		•	0.00%	3,336.000		122.3
260 s	MANHOLE, STORM SEWER, SW-401, 48"	1.000	EA	\$ 3,023.0		,	1.000		*	0.00%	1.000		100.0
0270 s	MANHOLE, STORM SEWER, SW-401, 60"	3.000	EA	\$ 4,149.0			3.000			0.00%	3.000		100.0
)280 s	MANHOLE, STORM SEWER, SW-401, 72"	1.000	EA	\$ 5,155.0			1.000		5 -	0.00%	1.000		100.0
290 s	INTAKE, SW-501	3.000	EA	\$ 2,137.0		,	3.000		•	0.00%	3.000		100.
0300 s	INTAKE, SW-505	1.000	EA	\$ 2,924.0			1.000			0.00%	1.000		100.0
)310 s	INTAKE, SW-508 MODIFIED	2.000	EA	\$ 3,945.0			2.000		•	0.00%	2.000		100.
)320 s	INTAKE, SW-510	14.000	EA	\$ 3,528.0			14.000		*	0.00%	14.000		100.0
0330 s	INTAKE, SW-510 MODIFIED	6.000	EA	\$ 4,304.0	•	,	6.000			0.00%	6.000		100.0
0340 s	INTAKE, SW-512, 18"	5.000		\$ 710.0			5.000			0.00%	5.000		100.0
0350 s	INTAKE, SW-512, 24"	3.000		\$ 837.0		,	1.000	-		0.00%	1.000		33.
)360 s	INTAKE, SW-512, 30"	2.000	EA	\$ 954.0		,	5.000			0.00%	5.000		250.0
)370 s	MANHOLE ADJUSTMENT, MAJOR	7.000	EA	\$ 1,357.0		•	5.000			0.00%	5.000		
380 s	SUBDRAIN, LONGITUDINAL, (SHOULDER) 6" DIA	1,204.000	LF		0\$		1,263.000			0.00%	1,263.000		71.4
390 s	SUBDRAIN, PERF PLASTIC PIPE, 6" DIA	210.000	LF	•	0\$		280.000	-		0.00%	280.000		104.9
400 s	SUBDRAIN, FERT FEASTION FILE, O'DIA	7.000	EA	\$ 280.0			7.000			0.00%			133.
1410 s	SUBDRAIN OUTLET, DR-303	17.000	EA	\$ 230.0				1	·				100.
420 s	STORM SEWER GRAVITY MAIN, TRENCHED, PVC 8"	44.000	LF		υφ 0\$		15.000			0.00%	15,000		88.
430 s							38.000			0.00%	38.000		86.
430 S 440 S	SS GRAVITY MAIN, TRENCHED, RCP, 2000D (CL III), 15"	813.000	LF LF		0\$		778.000	170		0.00%	778.000	. ,	95.
440 S 450 S	SS GRAVITY MAIN, TRENCHED, RCP, 2000D (CL III), 18" SS GRAVITY MAIN, TRENCHED, RCP, 2000D (CL III), 24"	1,211.000	LF	•	0\$		1,142.000	1.00		0.00%	1,142.000		94.3
450 S 460 S		424.000			0\$		258.000			0.00%	258.000		60.
460 S 470 S	SS GRAVITY MAIN, TRENCHED, RCP, 2000D (CL III), 30" SS GRAVITY MAIN, TRENCHED, RCP, 2000D (CL III), 36"	431.000	LF		0\$		540.000			0.00%	540.000		125.
		259.000	LF		0\$		243.000	2		0.00%	243.000		93.
480 s	SS GRAV MN, TRENCH, 2000D LOW CLEAR CONC PIPE, = DIA 36"	64.000	LF	\$ 121.5			60.000	170 (0.00%	60.000		93.
490 s	REMOVE STORM SEWER PIPE >= TO 36"	835.000	LF		0\$		839.000	(77)		0.00%	839.000		100.
500 s	REVETMENT, CLASS E	225.000	TN		0\$,	92.440	-	6	0.00%	92.440	. ,	41.
510 D		5,397.000	SY	\$ 8.0			5,556.407	-		0.00%	5,556.407		102.
520 s	REMOVAL OF INTAKES & UTILITY ACCESSES	4.000	ΕA	\$ 256.0			6.000		6 -	0.00%	6.000		150.
530	RECREATIONAL TRAIL, PCC, 6"	2,252.000	SY		0\$		2,252.000	÷	6	0.00%	2,252.000		100.
40 D	SPECIAL COMP OF SUBGRADE FOR REC TRAIL	19.100		\$ 425.0		8,117.50	19.100		5 to 2	0.00%	19.100		100
50 D	REMOVAL OF SIDEWALK	1,130.000	SY	\$ 8.0		9,040.00	997,885		5 - C-	0.00%	997.885	\$ 7,983.08	88
60	SIDEWALK, PCC, 5"	853.000	SY		0\$	42,650.00	857.666	- 3	5	0.00%	857.666	\$ 42,883.30	100
570	DETECTABLE WARNINGS	362.000	SF	\$ 125.0	0\$	45,250.00	348.000	- 9	12	0.00%	348.000	,	96.
580	CURB & GUTTER, PCC, 2.5 FT.	376.000	LF		0 \$	9,400.00	401.000	- 9	-	0.00%	401.000		106.
i90 o	PCC RETAINING WALL	28.000		\$ 1,050.0		29,400.00	26.000	- 5	-	0.00%	26.000		92
600 A	SAFETY CLOSURE	12.000	EA	\$ 150.0		1,800.00	12.000	- 9		0.00%	12.000	a second a second a second second	100
610 A	FENCE, SAFETY	365.000			o s		368.000	- 9		0.00%	368.000		100.
620 N	ELECTRICAL CIRCUITS	8,450.000	LF		0\$		8,165.000	285.000		3.37%	8,450.000		100.
630 N	H&HOLES & JUNCTION BOXES	25.000		\$ 900.0			25.000	205.000 4		0.00%	25.000		100.
		20.000		- 000.0	- V	22,000.00	20.000		N.5.1	0.0070	20.000		

TO: CITY OF NORTH LIBERTY FROM: STREB CONSTRUCTION CO., INC.

HWY 965 PHASE 3 (ZELLER TO PENN) STP-U-5567(618)--70-52 CONTRACT 52-5557-618

PAY APP#<u>8</u> DATE<u>11/30/2018</u> PAGE 2 OF 3

				CO	NTRACT 52-555	7-618					PAGE 2 0	/F 3
Line						Previous		Current			Completed	
#	Description	Quantity	UM	Unit Price	Total Price	Quantity	Quantity	Amount	%	Quantity	Amount	%
0640 N	CONTROL CABINET	1.000	EA	\$ 21,000.00	\$ 21,000.00	1.000	-	\$ -	0.00%	1.000	\$ 21,000.00	100,00
0650 N	REM & REIN LIGHT POLE & LUMINAIRE	8.000		\$ 7,750.00	Contract of the Contract of Contract	8.000		\$ -	0.00%	8.000		100.00
0660 A								*				
	REMOVAL OF TYPE A SIGN ASSEMBLY	26.000	EA	-		25.000		\$	0.00%	25.000		96.15
0670 A	PERFORATED SQUARE STEEL TUBE POSTS	200.000		\$ 7.00	. ,	372.500		\$	0.00%	372.500		186.25
0680 A	PERF SQ STEEL TUBE POST ANCH, BREAK-AWAY SOIL INST	15.000	EA	\$ 75.00	\$ 1,125.00	25.000		\$ -	0.00%	25.000	\$ 1,875.00	166.67
0690 A	PERF SQ STL TUBE POST ANCH, BREAK-AWAY CONC INST	3.000	EA	\$ 250.00	\$ 750.00	3.000	-	S -	0.00%	3.000	\$ 750.00	100.00
0700 A	TYPE A SIGNS, SHEET ALUMINUM	265.000		\$ 16.00		222.900		\$ -	0.00%	222.900		84.11
0710 N	TRAFFIC SIGNALIZATION	1.000		\$ 102,000.00		0.9000		\$ 7,570.00	7.42%			
										0.974215686		97.42
0720 A	PAINTED PAVEMENT MARKINGS, DURABLE	219.520		\$ 42.15		206.110	1	\$	0.00%	206.110		93.89
0730 A	WET RETROREFL REM TAPE MARKINGS	100.000	STA	\$ 115.00	\$ 11,500.00	60.110		\$	0.00%	60.110	\$ 6,912.65	60.11
0740 A	PAINTED SYMBOLS & LEGENDS, DURABLE	64,000	EA	\$ 185.00	\$ 11,840.00	63.000		\$	0.00%	63.000	\$ 11,655.00	98.44
0750 A	PAVEMENT MARKINGS REMOVED	138.060	STA	\$ 50.00	\$ 6,903.00	137,400		s -	0.00%	137,400		99,52
0760 A	SYMBOLS & LEGENDS REMOVED	47.000		\$ 110.00		47.000		Ś 🛁	0.00%	47.000	, , , , , , , , , , , , , , , , , , , ,	100.00
0770 A	TRAFFIC CONTROL				• • • • • • • • • • •			+				
		1.000		\$ 15,000.00		0.900		\$ 750.00	5.00%	0.950		95.00
0780 A	FLAGGERS	40.000		\$ 462.00		8.000		\$ -	0.00%	8.000	\$ 3,696.00	20.00
0790 A	PORTABLE DYNAMIC MESSAGE SIGN (PDMS)	36.000	CDAY	\$ 90.00	\$ 3,240.00	57.500		\$ =	0.00%	57,500	\$ 5,175.00	159.72
0800 ACDLNOPS	MOBILIZATION	1.000	LS	\$ 480,000.00	\$ 480,000.00	0.9416667		\$ -	0.00%	0.9416667	\$ 452,000.02	94.17
0810 D	AMENDED SOIL	1,036.000		\$ 70.00		1,035.300		S =	0.00%	1,035.300		99.93
0820 s	VALVE BOX EXTENSION	3.000		\$ 225.00		· ·		\$				
				•		3.000		+	0.00%	3.000		100.009
0830 V	HYDRAULIC SEEDING	3.300		\$ 1,200.00		3.340		\$ -	0.00%	3.340		101.219
0840 s*	FIRE HYDRANT RELOCATION	1.000		\$ 1,012.97	\$ 1,012.97	1.000		\$ -	0.00%	1.000	\$ 1,012.97	100.009
0850 N	LIGHT ASSEMBLY - L1 - HIGHWAY LIGHT	12.000	EA	\$ 6,500.00	\$ 78,000.00	12.000	72	\$	0.00%	12.000	\$ 78,000.00	100.00
0860 N	LIGHT ASSEMBLY - L2 - PED LIGHT W/ RECEPT	20.000	EA	\$ 5,200.00	\$ 104,000.00	18.000	2.000	\$ 10,400.00	10.00%	20.000	\$ 104,000.00	100.009
0870 N	LIGHT ASSEMBLY - L3 - PED LIGHT	19.000		\$ 5,000.00		(41)		\$ -	0.00%		\$ =	0.00
0880 N	LIGHT ASSEMBLY - L4 - BOLLARD LIGHT										•	
		22.000		\$ 3,800.00		20.000		Ŷ	0.00%	20.000		90.919
0890 N	LIGHT ASSEMBLY - LR1 - TUNNEL LIGHT	4.000		\$ 1,600.00		4.000		\$	0.00%	4.000		100.009
0900 C	ORN GRASSES, 1 GAL, FURN & INST (WARRANTY)	383.000	EA	\$ 13.00	\$ 4,979.00	375.000		\$	0.00%	375.000	\$ 4,875.00	97.919
0910 JE*	PCC SEATWALLS WITH TREATMENTS	19.000	EA	\$ 12,900.00	\$ 245,100.00	19.000		\$	0.00%	19.000	\$ 245,100.00	100.009
0920 C	PERN PLANTS, 1 GAL, FURN & INST (WARRANTY)	3,067.000	EA	\$ 12.50		3,087.000		S =	0.00%	3,087.000		100.659
0930 A	RETROREF REM SYMBOLS & LEGENDS	18.000		\$ 300.00		9.000		\$ 4	0.00%			
								*		9.000		50.00%
0940 C	SHRUBS 3 GAL, FURN & INST (WARRANTY)	60.000		\$ 35.00	• -,•••••	60.000		\$	0.00%	60.000		100.009
0950 C	SHRUBS 5 GAL, FURN & INST (WARRANTY)	52.000	EA	\$ 46.75	\$ 2,431.00	56.000	0.70	\$	0.00%	56.000	\$ 2,618.00	107.69%
0960 c	TREES 1.5" CAL, FURN & INST (WARRANTY)	30.000	EA	\$ 364.50	\$ 10,935.00	30,000	(18)	\$ =	0.00%	30.000	\$ 10,935.00	100.00%
0970 c	TREES 2.0" CAL, FURN & INST (WARRANTY)	9.000	EA	\$ 500.00	\$ 4,500.00	9.000	0.000	\$ +	0.00%	9.000	\$ 4,500.00	100.00%
0980 c	LIMESTONE EDGER 4" HEIGHT	1,869.000		\$ 10.00		1,879.600	0.22	\$ =	0.00%	1,879.600		100.57%
0990 c	REM & REINST LIMESTONE EDGER	97.000		\$ 10.70		· ·		\$ -				
						25.000		•	0.00%	25.000		25.77%
1000 LN	CHERRY ST LIGHTED BRIDGE PANELS	1.000		\$ 75,300.00		0.071		\$ 69,953.70	92.90%	1.000		100.00%
1010 o	CONC BOX CULVERT EXTENSION 8' x 4'	1.000	LS	\$ 40,000.00		1.000	(e)	\$ =	0.00%	1.000	\$ 40,000.00	100.009
1020 o	ELEVATED SIDEWALK	1.000	LS	\$ 160,000.00	\$ 160,000.00	1.000	-	\$ ×	0.00%	1.000	\$ 160,000.00	100.00%
1030 OJ**	ELEVATED TRAIL	1.000	LS	\$ 244,000.00		1.000	S24	\$ 9	0.00%	1.000		100.009
1040 c	WATERING FOR PLANTS	70.000	MGAL			9.000		\$	0.00%	9.000		
								+	100 C			12.869
1050 C*		607.000		\$ 70.00		560.750		\$ =	0.00%	560.750		92.38%
1060 V	BIO EROSION CONTROL BLANKET	771.000		\$ 16.00		787.020		\$ =	0.00%	787.020		102.089
1070	PCC BANDING 8" THICK	789.000	SY	\$ 75.00	\$ 59,175.00	789.000	181	\$	0.00%	789.000	\$ 59,175.00	100.009
1080 c	PCC PAVERS 8 CM W/ BIT SETTING BED	1,255.000	SY	\$ 96.30	\$ 120,856.50	547.141	783	\$ =	0.00%	547.141		43.609
1090	SUBSLAB PCC 4" FOR PCC PAVERS	728.000		\$ 45.00		672.926		\$	0.00%	672.926		92.43
1100	SUBSLAB PCC 6" FOR PCC PAVERS							+				
		527.000		\$ 47.00		527.000		\$	0.00%	527.000		100.009
1110 c	DECORATIVE ROCK MULCH	144.000	-	\$ 300.00	,,	116.710		\$ 1,731.00	4.01%	122.480	, , , , , , , , , , , , , , , , , , , ,	85.06%
1120 v	MULCHING, BONDED FIBER MATRIX	3.300	AC	\$ 2,500.00	\$ 8,250.00	3.340		\$	0.00%	3.340	\$ 8,350.00	101.219
1130 v	SODDING	66.000	SQ	\$ 60.00		59,500		\$ 390.00	9.85%	66.000		100.009
1140 v	STABILIZING CROP - SEED & FERT (URBAN)	3.300		\$ 400.00	• • • • •	00.000		\$ 000.00 \$ =	0.00%		\$ 0,000.00	0.009
1150 V						500 000		+				
	SILT FENCE	2,385.000		\$ 1.50		563.000		\$	0.00%	563.000		23.61%
1160 V	REM OF SILT FENCE & FOR DITCH CHECKS	2,385.000		\$ 0.10			178.000	\$ 17.80	7.46%	178.000		7.469
1170 v	MAINT OF SILT FENCE & FOR DITCH CHECK	600,000	LF	\$ 0.10	\$ 60.00	34.000		\$ *	0.00%	34.000	\$ 3.40	5,679
1180 v	PERIM & SLOPE SED CONTROL DEVICE, 9" DIA.	7,760.000	LF	\$ 1.70		8,267,000		\$ -	0.00%	8,267.000		106.539
	REM OF PERIM & SLOPE SED CONTROL DEVICE	7,760.000			\$ 3,880.00	3.515.000		\$ 585.00	15.08%	4,685.000	23	60.37%
	MOBILIZATIONS, EROSION CONTROL											
		12.000		\$ 500.00	- C.	10.000		\$ 500.00	8.33%	11.000		91.679
	MOBILIZATIONS, ER EROSION CONTROL	3.000		\$ 1,000.00	\$ 3,000.00	2	(7.)	\$	0.00%		\$ -	0.00%
1 21 1 I	REINFORCING STEEL	726.000	LB	\$ 2.00	\$ 1,452.00	726.000	1.000 C	\$ -	0.00%	726.000	\$ 1,452.00	100.009
1212 OL**	CONCRETE DRILLED SHAFT, 24" DIA	144.000			\$ 90,000.00	149.000		\$ -	0.00%	149.000	PG /	103.479
	CRITICAL CLOSURE ACTIVITY INC/DIS PYMT SITE # 01		CDAY		\$ 3,000.00	2.000		\$ =	0.00%	2.000	100 · · · · · · · · · · · · · · · · · ·	
	STATUSTIC OF COURTE HOT ATT FINOLOGIE THAT BITE # 01	1.000	JUAI	φ 3,000.00		2.000	2 - 2	Ψ -	0.00%	2.000	\$ 6,000.00	200.00%
	Original Operation of Operat			16								
	Original Contract Cost				\$ 4,520,000.00		12			_		

FROM	ITY OF NORTH LIBERTY I: STREB CONSTRUCTION CO., INC.				STF	P-U-C	E 3 (ZELLEF 5557(618)7(ACT 52-5557)-52 -618				D	PAY APP# ATE11/30/2018 PAGE 3 0	
Line #	Description	Quantity	uм		Unit Price	-	Intel Delen	Previous	Quantity	Current Amount	04	Quantity	Completed Amount	
*	Value of Work Completed	Quantity	UN		Unit Price		otal Price	Quantity \$ 4,057,859.61	Quantity	116,312,50	% 2.57%	Quantity	\$ 4,174,172.11	% 92.35
0 0	Materials Stored on Site - Neumiller			8	1.00	\$	83,411.26	\$ 42,308.84	(42,308.840) \$	(42,308,84)	-50,72%	s .	\$ 4,174,172,11	0.00
	Value of Work Completed and Materials Stored Approved Change Orders			Ŷ			4914111884	\$ 4,100,168.45	\$	74,003.66			\$ 4,174,172.11	0.01
001 N	LIGHT ASSEMBLY - L3 - PED LIGHT	19.000	EA	\$	5,385.00	\$	102,315.00		- \$		0.00%	.*.	\$ •	0.00
CO 1 a	IRRIGATION LINE REMOVAL	1.000	LS	\$		\$	3,470.50	1.00	- \$		0.00%	1.000	\$ 3,470.50	100.00
0010	PCC PAVERS & CM W/ SAND SETTING BED	728.000	SY	\$	84,50	\$	61,516.00	747.92	7.122 \$	601,81	0.98%	755.039		103.7
CO 2 a	BUSINESS SIGNAGE	1.000	EA	-	2,145.00	\$	2,145.00	1.00	- \$		0.00%	1.000	\$ 2,145.00	100.0
CO 3 d	EXC CL 10 UNSTABLE OR UNSUITABLE	71.780	CY	-	16.00	\$	1,148.48	71.78	- \$	•	0.00%	71.780		100,00
00 5	LIGHT ASSEMBLY - L3 - PED LIGHT	19.000	EA	4	4,535.00	-	86,165.00	18,00	* \$		0.00%	18.000	\$ 81,630.00	94,7
005	PRECAST TRAIL SLAB	4,218.500	LS	-	1,00	a.	4,218.50	4,218.50	- 5		0.00%	4,218.500	\$ 4,218.50	100.0
CO5 CO7 ST CO 9	CONCRETE GROUT FOR REVETMENT OR GABION PARTIAL DEPTH PATCHES	8.000	CY		361.00	4	3,048.00	8,00	- 3		0.00%	8.000	\$ 3,048.00 \$ 30,690,58	100.0
	PARTIAL VEPTH PATCHED	229,000	ər		134.02		30,690.58	229.00	* *		0.00%	229.000	\$ 30,690.58	100.0
	TC 19 - AMENDED SOIL	1.000	LS	\$	5,170.00	\$	5,170.00		1.000 \$	5,170.00	100,00%	1.000	\$ 5,170.00	100.0
O7 ST CO 11		1.000	LS	\$	11.100.000	\$	1,486.93	1.00	- \$	*	0.00%	1,000		100.0
	TRAIL DRAIN TILE	1,000	LS	\$	1,100.00	串	1,100.00	1,00	- 5		0.00%	1,000		100.0
08	ELECTRICAL EQUIPMENT PURCHASE	13,015.000	LS	\$	1.00	5	13,015.00		13,015.000 \$	13,015.00	100.00%	13,015.000	\$ 13,015.00	100.0
08	NONCOMPLIANCE PENALTY	(1,603.460)	LS	\$	1.00	部	(1,603,46)	*	(1,603,460) \$	(1,603.46)	100.00%	(1,603.460)		100.0
08	(PRICE ADJ) SLUMP TEST DEVIATION	1,000	LS	4	(2,100.00)		(2,100.00)		1.000 \$	(2,100.00)	100.00%	1.000	a destruction of	100.0
08	(PRICE ADJ) AIR TEST DEVIATION RETAINING WALL OVER EXCAVATION & BACKFILL	1.000 5,335,730	LS	4	(211.92)	() ()	(211.92)		1,000 \$	(211,92)	100.00%	1.000		100,0
08	PATCHES, PARTIAL DEPTH PCC FINISH	11.750	SY	9 51	1.00	0	5,335,73		5,335.730 \$	5,335.73	100.00%	5,335.730	\$ 5,335.73	100.0
	PATCHES, PARTIAL DEPTH PCC FINISH	11.700	ar	क	100.00	\$	1,175.00		11.750 \$	1,175.00	100.00%	11.750	\$ 1,175.00	100.0
	Total Change Orders Original Contract Cost & Change Orders				-		318,084,34 ,838,084,34	\$ 192,136.98	\$	21,382.16	6.72%		\$ 213,519.14	67.1
	Value of Work Completed, Materials Stored & Change	Orders						\$ 4,292,305.43	\$	95,385.82	1.97%		\$ 4,387,691.25	90,6
	Less Retainage	3.00%						\$ 30,000.00	\$				\$ 30,000.00	capped
	Net Amount Due Including This Statement							\$ 4,262,305.43	\$	95,385.82			\$ 4,357,691.25	
	Less Previous Payments						1	\$ 4,262,305.43	- Contraction -				\$ 4,262,305.43	
	Balance Due This Request							8 -					\$ 95,365.82	
7669787 <u>6</u> /10121910-001200-001200-00	CONTRACTOR:			EN	GINEER:	*****	*****	lannen er ander er an	0	WNER:			****	
	STREB CONSTRUCTION CO., INC.			SH	IVE-HATTER	Y, IN	IC.		C	TY OF NORTH	LIBERTY			

Steven M. Streb Title: Vice President

Date: 11/06/18

Joslah Bilskemper Title: Project Engineer Date: 12/6/18 Date:

Ryan Heiar Title: City Administrator

Date:

EJ(DC重			Co	ontractor's App	lication for	Payment No	25
	ITS COMMITTEE			Application Period:	12/31/20	18	Application Date:	12/5/2018
To (Owner):	City of North Liberty Quail Creek Circle Liberty, Iowa 52317		3 North	From (Contractor):	Portzen Construction, Inc. Stone Valley Drive Iowa 52003	205 Dubuque,	Via (Engineer):	FOX Engineering 414 South 17th Street, Suite 107 Ames, Iowa 50010
Project:	Phase 1 Water System Improv Water Treatment Plant	vements Division 1	-	Contract:			*	
Owner's C	ontract No.:	None		Contractor's P	roject No.;	#16-29	Engineer's Project No.:	3373-15A

Application For Payment

	Change Order Summary		
Approved Change Orders			1. ORIGINAL CONTRACT PRICE
Number	Additions	Deductions	2. Net change by Change Orders
CORI	\$26,585.00	\$1,805.00	3. Current Contract Price (Line 1 ± 2)
COR 2	\$24,352.00		4. TOTAL COMPLETED AND STORED TO DATE
COR 3		\$41,737.00	
COR 4		\$61,625,00	(Column F total on Progress Estimates)
COR5	\$20,635.00		
COR 6	\$40,414.00	\$20,384.00	
COR 7	\$8,895,00		
COR8	\$4,026,00		c. Total Retainage (Line 5.a + Line 5.b)
COR 9	\$5,385.00		6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)
COR 10	\$38,108.00		
COR 11	\$48,385.00		<u> </u>
COR12	\$37,759.00		·····
COR 13	\$9,931.00	\$3,459.00	
COR 14	\$17,495.00		
TOTALS	\$281,970.00	\$129,010.00	7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)
NET CHANGE BY CHANGE ORDERS	\$152,¢	960.00	AMOUNT DUE THIS APPLICATION S

Contractor's Certification

and is not defective.

Contractor Signature

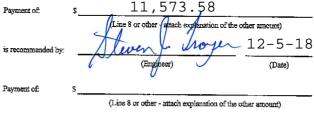
Jayme Kluesner, Cont

By:

The undersigned Contractor certifies, to the best of its knowledge, the following: (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 the Work covered by prior Applications for Payment, (2) File to 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 the Work covered by this Application for Payment is in accordance with the Contract Documents



(Date)

(Date)



EICDC® C-620 Contractor's Application for Payment © 2013 National Society of Professional Engineers for EICDC. All rights reserved. Page 1 of 1

Applicant Lic	ense Application (LC0036590)				
Name of Applican	t: <u>Chrisma, Inc</u>					
Name of Business (DBA): Reds Alehouse						
Address of Premises: 405 N. Dubuque						
City North Liberty	County: Johnson	Zip : <u>52</u>	<u>317</u>			
Business	(319) 626-2100					
Mailing	18 Fairview Knoll					
City <u>Iowa City</u>	State <u>IA</u>	Zip : <u>52</u>	240			

Contact Person

Name Faye Swift		
Phone: (319) 331-7418	Email	fpswiftia@gmail.com

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 01/05/2019

Expiration Date: 01/04/2020

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType	: <u>Privat</u>	ely Held Corpora	<u>ition</u>			
Corporate ID N	Number:	<u>XXXXXXXXXX</u>	Federal Em	ployer ID	<u>XXXXXXXXXX</u>	
Ownership						
Faye Swift						
First Name:	<u>Faye</u>		Last Name:	<u>Swift</u>		
City:	<u>Coralville</u>		State:	<u>lowa</u>	Zip:	<u>52241</u>
Position:	President					
% of Ownership	: <u>63.00%</u>		U.S. Citizen: `	Yes		
Matthew Swift						
First Name:	Matthew		Last Name:	<u>Swift</u>		
City:	<u>Iowa City</u>		State:	<u>lowa</u>	Zip:	<u>52240</u>
Position:	Secretary					
% of Ownership	: <u>37.00%</u>		U.S. Citizen: `	Yes		

Insurance Company Information

Insurance Company:	Society insurance					
Policy Effective Date:	01/05/2019	Policy Expiration	01/05/2020			
Bond Effective		Dram Cancel Date:				
Outdoor Service Effec	tive	Outdoor Service Expiration				
Temp Transfer Effectiv	/e	Temp Transfer Expiration Date:				

City of North Liberty Alcoholic Beverage Permit Chapter 120 of the Municipal Code

The Municipal Code requires approval from the following City and County Departments.

egal Name of Applicant:	Red's Alehouse
Name of Business (DBA):	Red's Alehosue
Address of Business:	405 N. Dubuque Street N. Liberty IA
Business Phone & Email:	319-331-7418

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

City Official

North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Health	Official		10/30/18
State of Iowa ABD License:	North Liberty Permit:	License Expirat	on Date:

City of North Liberty Alcoholic Beverage Permit Chapter 120 of the Municipal Code

The Municipal Code requires approval from the following City and County Departments.

Legal Name of Applicant:	Red's Alehouse
Name of Business (DBA):	Red's Alehosue
Address of Business:	405 N. Dubuque Street N. Liberty IA
Business Phone & Email:	319-331-7418

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

City Official	Tom Palmer Digitally signed by Tom Palmer DN: cn=Tom Palmer; o=City of North Digitally signed by Tom Palmer; o=City of North Digitally signed by Tom Palmer; Digitally signed by Tom Palmer; D	
---------------	---	--

North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Health Official

State of Iowa ABD License: _____ North Liberty Permit: _____ License Expiration Date: ____

City of North Liberty Alcoholic Beverage Permit Chapter 120 of the Municipal Code

The Municipal Code requires approval from the following City and County Departments.

Legal Name of Applicant:	Red's Alehouse
Name of Business (DBA):	Red's Alehosue
Address of Business:	405 N. Dubuque Street N. Liberty IA
Business Phone & Email:	319-331-7418

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

City Official

North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector	 11/201.5

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Health Official

State of Iowa ABD License: ______ North Liberty Permit: ______License Expiration Date: ______



North Liberty Police Department

5 E Cherry St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

November 12, 2018

Liquor License Check

Business: Red's Alehouse 405 N. Dubuque Street North Liberty, IA 52317

Owners:	Matthew Swift	(DOB: 1982)
	Faye Swift	(DOB: 1952)

A record check of the above business and owners shows no calls or contacts within the past year that would be related to their liquor license.

I would recommend the council renew the liquor license permit.

Completed by Sergeant Chris Shine



Form: General Fire Inspection Checklist 1.3

North Liberty Fire Department

Occupancy: Red's Ale House Occupancy ID: EBTA01 Address: 405 N Dubuque ST Building #612411001 North Liberty IA 52317

Inspection Type: Liquor License Inspection Inspection Date: 11/29/2018 By: Hardin, Bryan E (01-1022) Time In: 10:26 Time Out: 10:58 Authorized Date: Not Author By:

Next Inspection Date: 12/29/2018 Reinspection

Inspection Description:

ORDER TO COMPLY:

You must correct the violations noted upon receipt of this notice. An inspection to determine compliance with this Notice will be conducted on or after 30 days from the date of inspection.

This initial and the first re-inspection are at no charge. If subsequent re-inspections are needed to ensure compliance, you will be charged the current fee schedule.

If you fail to comply with this notice, you may be liable for the penalties provided for by law for such violations.

Inspection Topics:

Emergency Lights & Exit Signs

Emergency Lighting - Illumination

1008.3.4 Duration. The emergency power system shall provide power for a duration of not less than 90 minutes and shall consist of storage batteries, unit equipment or an on-site generator.

Status: FAIL

Notes: Dining side, bulb out.



Electrical Rooms / Electrical Wiring

Electrical Panels, Junction Boxes & Outlet Boxes - No Openings or Exposed Wiring

605.6 Unapproved conditions. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.

Status: FAIL

Notes: Add heavy duty outdoor cover to outlets.

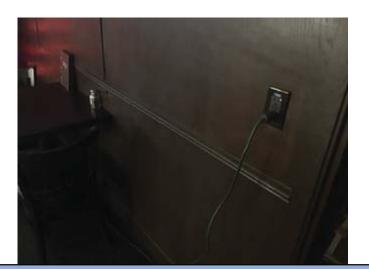


No Extension Cords

605.5 Extension cords. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

Status: FAIL

Notes: Remove extension cord to Christmas tree.



Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time

Notes: No Additional time recorded

Total Additional Time: 0 minutes Inspection Time: 32 minutes Total Time: 32 minutes

Summary:

Overall Result: Correction Notice Issued

Inspector Notes:

Closing Notes:

Above is the results of your Fire Inspection conducted by the North Liberty Fire Department Department. If you have any questions, please feel free to contact Fire Marshal Bryan Hardin at (319) 626-5709. If you had any violations, please reply back when all corrections are made so we may close out your inspection. Thank you for your time and attention.

Inspector:

Name: Hardin, Bryan E Rank: Assistant Chief Work Phone(s): None on file Email(s): bhardin@northlibertyiowa.org Hardin, Bryan E:

Signed on: 11/29/2018 10:59

Date

Signature

Representative Signature:

Signature of: Stephanie Breitbach on 11/29/2018 11:00

Signature

Date

Applicant	icense Application (BW0095371)	
Name of Applic	ant: SUGAPEACH Chicken & Fish Fry		
Name of Busine	ess (DBA): SUGAPEACH Chicken & Fish Fry		
Address of Prei	mises: <u>650 Pacha Parkway</u>		
City North Libert	County: Johnson	Z	(ip: <u>52317</u>
Business	<u>(319) 826-1809</u>		
Mailing	650 Pacha Parkway		
City North Libert	⊻ State <u>IA</u>	Z	i p : <u>52317</u>

Contact Person

Name Chad Simmons		
Phone: (773) 531-7051	Email	info@iowasoulfood.com

Classification Special Class C Liquor License (BW) (Beer/Wine)

Term: 12 months

Effective Date: 01/11/2019

Expiration Date: 01/10/2020

Privileges:

Special Class C Liquor License (BW) (Beer/Wine)

Sunday Sales

Status of Business

BusinessType: Limited Liability Company						
Corporate ID Number: <u>XXXXXXXXX</u>			Federal Employer ID XXXXXXXXX			
Ownership						
Chad Simmons						
First Name:	<u>Chad</u>		Last Name:	<u>Simmons</u>		
City:	North Libe	erty	State:	<u>lowa</u>	Zip:	<u>52317</u>
Position:	<u>Owner</u>					
% of Ownership:	<u>90.00%</u>		U.S. Citizen: Y	es		

Insurance Company Information

Insurance Company: West Bend Mutual Insurance		<u>ce Company</u>	
Policy Effective Date:	01/11/2019	Policy Expiration	01/11/2020
Bond Effective		Dram Cancel Date:	
Outdoor Service Effective		Outdoor Service Expiration	
Temp Transfer Effective		Temp Transfer Expiration Date:	



North Liberty Police Department

5 E Cherry St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

November 12, 2018

Liquor License Check

Business: Sugapeach Chicken & Fish Fry 650 Pacha Parkway North Liberty, IA 52317

Owner: Chad Simmons (DOB: 1966)

North Liberty Police does not have any documented calls involving the owner or the business within the past year regarding the liquor license. I recommend the license to be granted.

This records check was completed by Sergeant Chris Shine



The Municipal Code requires approval from the following City and County Departments.

Legal Name of Applicant:	SugaPeach
Name of Business (DBA):	
Address of Business:	650 PachaParkway #1 North Liberty IA
Business Phone & Email:	773-531-7051 info@iowasoulfood.com

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

Tom Palmer City Official

Digitally signed by Tom Palmer DN: cn=Tom Palmer, o=City of North Liberty, ou=Building Safety, email=tpalmer@ci.north-liberty.ia.us, c=US Date: 2018.10.30 14:52:26 -05'00'

North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Health Official

State of Iowa ABD License: _

The Municipal Code requires approval from the following City and County Departments.

Name of Business (DBA):Address of Business:650 PachaParkway #1 North Liberty IA	Legal Name of Applicant:	SugaPeach
Address of Business: 650 PachaParkway #1 North Liberty IA	Name of Business (DBA):	
	Address of Rusiness	650 PachaParkway #1 North Liberty IA
Business Phone & Email: 773-531-7051 info@iowasoulfood.com		773-531-7051 info@iowasoulfood.com

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

City Official

North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector

State of Iowa ABD License: _____

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Health Official	Jans &	11/18
	\bigcirc	

North Liberty Permit: _____License Expiration Date: ____

The Municipal Code requires approval from the following City and County Departments,

Legal Name of Applicant:	SugaPeach
Name of Business (DBA):	
Address of Business:	650 PachaParkway #1 North Liberty IA
Business Phone & Email:	773-531-7051 info@iowasoulfood.com

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

City Official

North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector	11/29/18
and the second sec	

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Health Official

State of Iowa ABD License: ______ North Liberty Permit: _____ License Expiration Date: _____



Form: General Fire Inspection Checklist 1.3

North Liberty Fire Department

Occupancy: SugaPeach Occupancy ID: SWEE02 Address: 650 Pacha PKY Apt/Suite #1 & 2 North Liberty IA 52317

Inspection Type: Liquor License InspectionInspection Date: 11/29/2018By: Hardin, Bryan E (01-1022)Time In: 11:03Time Out: 11:25Authorized Date: Not AuthorBy:

Next Inspection Date: 12/29/2018 Reinspection

Inspection Description:

ORDER TO COMPLY:

You must correct the violations noted upon receipt of this notice. An inspection to determine compliance with this Notice will be conducted on or after 30 days from the date of inspection.

This initial and the first re-inspection are at no charge. If subsequent re-inspections are needed to ensure compliance, you will be charged the current fee schedule.

If you fail to comply with this notice, you may be liable for the penalties provided for by law for such violations.

Inspection Topics:

Emergency Lights & Exit Signs

Emergency Lighting - Illumination

1008.3.4 Duration. The emergency power system shall provide power for a duration of not less than 90 minutes and shall consist of storage batteries, unit equipment or an on-site generator.

Status: FAIL

Notes: Above main entrance, during last inspection emergency light had error code. Emergency light was replaced. Needs to be self testing emergency light.

Miscellaneous

No Other Unsafe Conditions

110.4 Abatement. The owner, the owner's authorized agent, operator or occupant of a building or premises deemed unsafe by the fire code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other approved corrective action.

Status: FAIL

Notes: Exit doors are hard to open, appears to be a balance issue with the HVAC and the kitchen exhaust hood.

Additional Time Spent on Inspection:		
Category	Start Date / Time	End Date / Time

Notes: No Additional time recorded

Total Additional Time: 0 minutes Inspection Time: 22 minutes

Total Time: 22 minutes

Summary:

Overall Result: Correction Notice Issued

Inspector Notes:

Closing Notes:

Above is the results of your Fire Inspection conducted by the North Liberty Fire Department Department. If you have any questions, please feel free to contact Fire Marshal Bryan Hardin at (319) 626-5709. If you had any violations, please reply back when all corrections are made so we may close out your inspection. Thank you for your time and attention.

Inspector:

Name: Hardin, Bryan E Rank: Assistant Chief Work Phone(s): None on file Email(s): bhardin@northlibertyiowa.org Hardin, Bryan E:	
A	Signed on: 11/29/2018 11:26
Signature	Date
Representative Signature:	
Signature of: Chad Simmons on 11/29/2018 11:26	
Signature	Date

Applicant L	icense Application(LE0002981)
Name of Applica	ant: JOHNCY'S LIQUOR STORE INC	
Name of Busine	ss (DBA): JOHNCY'S LIQUOR STORE INC	
Address of Prer	nises: <u>585 HIGHWAY 965</u>	
City North Liberty	County: Johnson	Zip: <u>52317</u>
Business	<u>(319) 626-2046</u>	
Mailing	585 HIGHWAY 965	
City North Liberty	State <u>IA</u>	Zip: <u>52317</u>

Contact Person

Name JOHNCY MENEZES		
Phone: (319) 440-7176	Email	jlstore2003@yahoo.com

Classification Class E Liquor License (LE)

Term: 12 months

Effective Date: 01/01/2019

Expiration Date: <u>12/31/2019</u>

Privileges:

<u>Class B Wine Permit</u> <u>Class C Beer Permit (Carryout Beer)</u> <u>Class E Liquor License (LE)</u> <u>Sunday Sales</u>

Status of Business

BusinessType: Privately Held Corporation							
Corporate ID Number: XXXXXXXXX Federal Employer ID XXXXXXXXX							
Ownership	Ownership						
JOHNCY MENEZE	ES						
First Name:	JOHNCY	—	Last Name:	<u>MENEZES</u>			
City:	<u>NORTH I</u>	<u>_IBERTY</u>	State:	<u>lowa</u>	Zip: <u>52317</u>		
Position:	Position: <u>OWNER</u>						
% of Ownership: 100.00% U.S. Citizen: Yes							
Insurance Company Information							
Insurance Com	Insurance Company: West Bend Mutual Insurance Company						
Policy Effective	Date: (01/01/2019	Poli	cy Expiration	01/01/1900		
Bond Effective		<u>2</u>	Drar	n Cancel Date:			

Outdoor Service Effective

Outdoor Service Expiration



North Liberty Police Department

5 E Cherry St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

November 4, 2018

Liquor License Check

Business: Johncy's 585 S. Hwy 965 Suite E North Liberty, IA 52317

Owner: Johncy Menezes (DOB: 1970)

A record check of the above business and owners shows no past incidents with the North Liberty Police Department that could affect the liquor license. This department does not have any concerns with the renewal of the liquor license.

I recommend the license be granted.

Sergeant Chris Shine





Form: General Fire Inspection Checklist 1.3

North Liberty Fire Department

Occupancy: Johncy's Liquor Store Occupancy ID: JOHN01 Address: 585 S Highway 965 Building #613284003 Apt/Suite #Suite #E North Liberty IA 52317

Inspection Type: Liquor License InspectionInspection Date: 11/29/2018By: Hardin, Bryan E (01-1022)Time In: 10:00Time Out: 10:21Authorized Date: Not AuthorBy:

Next Inspection Date: 12/29/2018 Reinspection

Inspection Description:

ORDER TO COMPLY:

You must correct the violations noted upon receipt of this notice. An inspection to determine compliance with this Notice will be conducted on or after 30 days from the date of inspection.

This initial and the first re-inspection are at no charge. If subsequent re-inspections are needed to ensure compliance, you will be charged the current fee schedule.

If you fail to comply with this notice, you may be liable for the penalties provided for by law for such violations.

Inspection Topics:

Fire Extinguishers

Fire Extinguisher Monthly Inspection - Initial & Date Tag

NFPA 10: Standard for Portable Fire Extinguishers, 2013 Edition, Section 7.2.1.2 Fire extinguishers and Class D extinguishing agents shall be visually inspected at intervals not exceeding 31 days. Documentation of the visual inspection shall be recorded on the backside of the inspection tag (Date & Initials) or on a log book.

Status: FAIL

Notes:

Electrical Rooms / Electrical Wiring

Electrical Equipment - 3 Feet Clearance in Front of Panel

605.3 Working space and clearance. A working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches, the working space shall be not less than the width of the equipment. Storage of materials shall not be located within the designated working space.

Status: FAIL

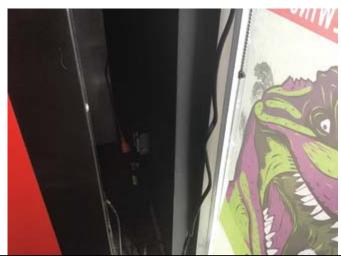
Notes:



No Extension Cords

605.5 Extension cords. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

Status: FAIL Notes:



Combustible, General & Outside Storage

Proper Clearance from Heating Appliance

315.3 Storage in buildings. Storage of materials in buildings shall be orderly and stacks shall be stable. Storage of combustible materials shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.

Status: FAIL

Notes:



Additional Time Spent on Inspection:		
Category	Start Date / Time	End Date / Time
Notes: No Additional time recorded		
	Total A	Additional Time: 0 minutes

Inspection Time: 21 minutes Total Time: 21 minutes

Summary:

Overall Result: Correction Notice Issued

Inspector Notes:

Closing Notes:

Above is the results of your Fire Inspection conducted by the North Liberty Fire Department Department. If you have any questions, please feel free to contact Fire Marshal Bryan Hardin at (319) 626-5709. If you had any violations, please reply back when all corrections are made so we may close out your inspection. Thank you for your time and attention.

Inspector:

Name: Hardin, Bryan E Rank: Assistant Chief Work Phone(s): None on file Email(s): bhardin@northlibertyiowa.org Hardin, Bryan E:	
B	Signed on: 11/29/2018 10:23
Signature	Date
Representative Signature:	
Signature of: Johncy Menezes on 11/29/2018 10:24	
Signature	Date

The Municipal Code requires approval from the following City and County Departments.

Legal Name of Applicant:	Johncy's
Name of Business (DBA):	Johncy's
Address of Business:	585 S. Highway Suite E North Liberty IA 52317
Business Phone & Email:	319-626-2046 jlstore2003@yahoo.com

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.



North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Health Official

State of Iowa ABD License: ____

The Municipal Code requires approval from the following City and County Departments.

Legal Name of Applicant:	Johncy's
Name of Business (DBA):	Johncy's
Address of Business:	585 S. Highway Suite E North Liberty IA 52317
Business Phone & Email:	319-626-2046 jlstore2003@yahoo.com

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

City Official

North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Heal	th Official	10/17/18
	O <	
State of Iowa ABD License:	North Liberty Permit:	License Expiration Date:

The Municipal Code requires approval from the following City and County Departments.

Legal Name of Applicant:	Johncy's
Name of Business (DBA):	Johncy's
Address of Business:	585 S. Highway Suite E North Liberty IA 52317
Business Phone & Email:	319-626-2046 jlstore2003@yahoo.com

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

City Official

North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector	A	11/291.8

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Health Official

State of Iowa ABD License: _____ North Liberty Permit: _____License Expiration Date: _____

Applicant L	icense Application (LC0043159)	
Name of Applica	ant: Cafe Project LLC		
Name of Busine	ess (DBA): <u>Cafe Muse</u>		
Address of Pren	nises: <u>565 Cameron Way</u>		
City North Liberty	County: lowa	Zip: <u>52317</u>	
Business	<u>(706) 726-6144</u>		
Mailing	1015 Pheasant Ln		
City North Liberty	State <u>IA</u>	Zip: <u>52317</u>	

Contact Person

Name Chengjie Huang		
Phone: (706) 726-6144	Email	chengjie.huang@gmail.com

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: <u>12/26/2018</u>

Expiration Date: 12/25/2019

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType: Limited Liability Company							
Corporate ID Number: XXXXXXXXX Federal Employer ID XXXXXXXXX							
Ownership	Ownership						
Chengjie Huang							
First Name:	<u>Chengjie</u>		Last Name:	<u>Huang</u>			
City:	North Libe	rty	State:	<u>lowa</u>	Zip:	<u>52317</u>	
Position:	<u>Owner ma</u>	nager					
% of Ownership: 50.00% U.S. Citizen: Yes							
Nastaran Moradi Shahmansouri							
First Name:	<u>Nastaran</u>		Last Name:	Moradi Shahmanso	<u>uri</u>		
City:	North Libe	rty	State:	<u>lowa</u>	Zip:	<u>52317</u>	
Position:	<u>Owner ma</u>	nager					
% of Ownership: 50.00% U.S. Citizen: No							

Insurance Company Information

Insurance Company:	Society insurance		
Policy Effective Date:	12/26/2018	Policy Expiration	12/26/2019
Bond Effective		Dram Cancel Date:	
Outdoor Service Effective		Outdoor Service Expiration	
Temp Transfer Effective		Temp Transfer Expiration Date:	

The Municipal Code requires approval from the following City and County Departments.

Legal Name of Applicant:	Cafe Muse
Name of Business (DBA):	Cafe Muse
Address of Business:	565 Cameron Way Unit 108 N. Liberty IA 52317
Business Phone & Email:	CJ@cafemuseiowa.com 706-726-6144

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

City Official	Tom Palmer DN: cn=Tom Palmer; o=Cly of North Units on Palmer; o=Cly of North Units on Palmer; o=Cly of North Units of North Un	
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North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Health Official

State of Iowa ABD License: _____ North Liberty Permit: _____ License Expiration Date: ____

The Municipal Code requires approval from the following City and County Departments.

Legal Name of Applicant:	Cafe Muse
Name of Business (DBA):	Cafe Muse
Address of Business:	565 Cameron Way Unit 108 N. Liberty IA 52317
Business Phone & Email:	CJ@cafemuseiowa.com 706-726-6144

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

City Official

North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

Johnson County Public Health O	fficial Jours		10/17/18
	\bigcirc	\bigcirc	
State of Iowa ABD License:	_ North Liberty Permit:	License Expiration D	ate:

The Municipal Code requires approval from the following City and County Departments.

Legal Name of Applicant:	Cafe Muse
Name of Business (DBA):	Cafe Muse
Address of Business:	565 Cameron Way Unit 108 N. Liberty IA 52317
Business Phone & Email:	CJ@cafemuseiowa.com 706-726-6144

City of North Liberty:

The above referenced property is located within a zoning district that permits the sale or consumption of alcoholic beverage.

City Official

North Liberty Fire Department:

The above referenced property currently complies with International Fire Code. .

Fire Inspector

Johnson County Health Department:

The above referenced property currently complies with Johnson County Public Health requirements.

11/20/18

Johnson County Public Health Official

State of Iowa ABD License: ______ North Liberty Permit: _____ License Expiration Date: _____



North Liberty Police Department

5 E Cherry St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

October 17, 2018

Liquor License Check

- Business: Café Muse 565 Cameron Way #108 North Liberty, IA 52317
- Owners:Chengjie Huang(DOB: 1985)Nastaran Moradi Shahmansouri(DOB: 1985)

The North Liberty Police department does not have any documented contacts for the above owners or business within the past year.

I recommend the license be granted.

Sergeant Chris Shine





Form: General Fire Inspection Checklist 1.3

North Liberty Fire Department

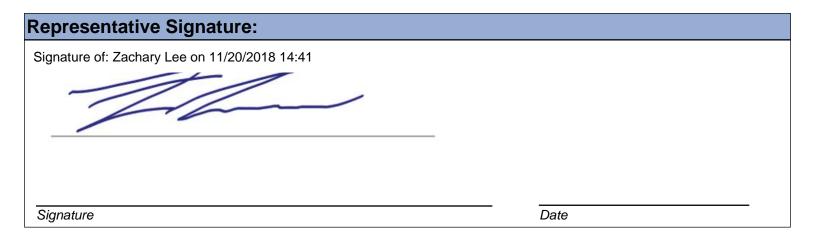
Occupancy: Cafe Muse Occupancy ID: CAFE01 Address: 565 Cameron WAY Apt/Suite #108 North Liberty IA 52317

Inspection Type: Liquor License InspectionInspection Date: 11/20/2018By: Hardin, Bryan E (01-1022)Time In: 14:25Time Out: 14:40Authorized Date: 11/20/2018By: Hardin, Bryan E (01-1022)

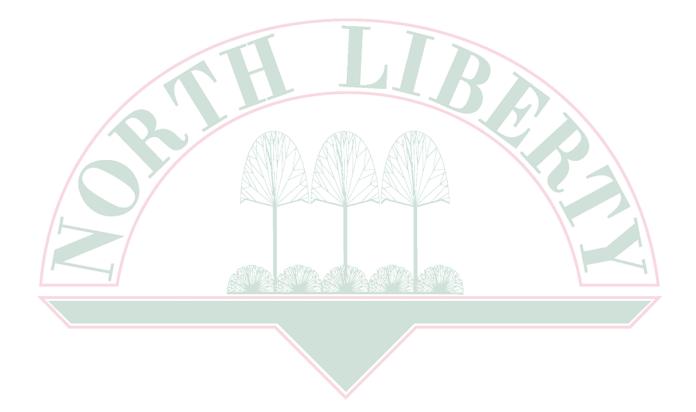
Next Inspection Date: No Inspection Scheduled

Inspection Description:		
ORDER TO COMPLY: You must correct the violations noted upon receipt of this notice. A conducted on or after 30 days from the date of inspection. This initial and the first re-inspection are at no charge. If subseque charged the current fee schedule. If you fail to comply with this notice, you may be liable for the pen	ent re-inspections are needed to	ensure compliance, you will be
Inspection Topics:		
Additional Time Spent on Inspection:		
Category	Start Date / Time	End Date / Time
Notes: No Additional time recorded		
		Additional Time: 0 minutes spection Time: 15 minutes Total Time: 15 minutes
Summary:		
Overall Result: Passed		
Inspector Notes:		
Closing Notes:		
Above is the results of your Fire Inspection conducted by the Nor questions, please feel free to contact Fire Marshal Bryan Hardin a back when all corrections are made so we may close out your ins	at (319) 626-5709. If you had ar	y violations, please reply
Inspector:		
Name: Hardin, Bryan E Rank: Assistant Chief Work Phone(s): None on file Email(s): bhardin@northlibertyiowa.org Hardin, Bryan E:		
	Signed on: 11/20/2	2018 14:40
Signature	Date	

Printed on 11/20/18 at 15:07:26



Police Department Project



Ryan Heiar
Annie Pollock; anniepollock4nl@gmail.com; Alert Chris Hoffman; Terry Donahue; Jennifer Goings; Jim Sayre;
Sarah Madsen; Sarah Madsen (sarahemilymadsen@gmail.com)
Tracey Mulcahey; Diane Venenga
PD Update
Thursday, December 6, 2018 8:03:13 AM

Good morning,

We continue to work with the architect and contactor to explore cost reduction options for this project. To-date, Chief Venenga and I, along with the design team have examined over 90 cost reduction options, some feasible, some not. In looking at all of these potential alternatives we have evaluated every piece of the project, including the site, building shell, interior materials, mechanical and HVAC, and equipment and furnishings. We weighed options such as leaving rooms unfinished (gravel floor), eliminating windows and glazing, reducing the number of bathrooms and/or substituting other plumbing fixtures, removing interview rooms, shrinking the size of the sally port, eliminating doors, using smaller lettering on the building, eliminating parking spaces and numerous other ideas.

As we evaluated all of the potential reductions our goal was to protect the building and its function first and foremost. We took this approach for two reasons. One, we believe it is imperative to keep the building size as designed so that on day one we are not moving into an already undersized facility. The facility as designed does accommodate some future growth; however, shrinking it by any size will essentially eliminate those growth accommodations. Two, if we start substantially impacting the scope of the project and footprint of the building, the law would require us to rebid the project.

Outlined below is a summary of the recommended changes, resulting in a cost reduction of approximately \$700k. We believe that these recommendations do not substantially impact the scope and integrity of the project, and when completed will still provide the police department with an efficient, safe and professional facility.

Summary of Reductions

(NOTE: We are stilling finalizing numbers with the architect and builder. Once the numbers are firm we can identify the cost reduction for each change).

Site

- Eliminate Dubuque Street Entrance
- Eliminate site piping (deferred until City Hall project)
- Eliminate decorative fence & replace with black vinyl (except on Cherry)
- Eliminate covered parking

Shell

- Change stone to brick
- Reduce the number of window sunshades
- Revise barriers and insulation type
- Reduce height of sally port

Interiors

- Reduce casework
- Reduce bullet resistant paneling
- Revise finishing materials

Mechanical/HVAC

- Modify sally port exhaust system
- Modify exterior lighting package
- Eliminate hood in break room
- Reduce the size of the generator

Furnishings

- Delete cast iron plaque
- Delete two flag poles (keep one)
- Delete 5 fire extinguishers and 2 AED cases

In order to move forward with the project as described above, the new project budget would look like this:

Bid Amount Project Reductions	\$5,567,000.00 (\$700,000.00)
	\$4,867,000.00
A&E Fees	\$410,000.00
Furnishings	\$400,000.00
Total	\$5,677,000.00
Total Current Bond Proceeds	\$5,677,000.00 \$5,000,000.00

Staff will be recommending to Council approval of the project changes and revised budget. Unfortunately, these changes will not be ready for the 12/11 meeting; instead, they should be available later this month. I will be visiting with the Mayor about a special meeting. That being said, a project update is still planned for the 12/11 meeting where Chief Venenga and I will review the information included in this email and provide any new information that may become available between now and then. In addition, a memo from the architect offering his perspective of why the bids came in much higher than his estimate should be included in your council packet this week. We have not received the memo yet, but anticipate having it tomorrow or Friday.

After you've had a chance to digest the information in this email, if you have questions or are looking for additional information, please be sure to contact me.

Thank you for your continued patience as we work through this challenge.

Ryan Heiar City Administrator City of North Liberty

319.626.5700 (P) 319.626.3288 (F) www.northlibertyiowa.org

Messages to and from this account may become public record.



December 6, 2018

City of North Liberty

Ryan Heiar, City Administrator 3 Quail Creek Circle North Liberty, IA 52317

RE: North Liberty Police Department

Dear Mr. Heiar:

I am providing this correspondence in response to our analysis of our pre-bid project estimates considering the actual bid received by Tricon on November 1, 2018 was significantly higher. Our targeted project budget at the completion of design was \$5,000,000, with a construction hard cost of \$4.2 - \$4.5 million. (The noted disparity recognized that we did not know the precise amount for project soft costs at the time). The corresponding bid received was \$5,567,000; \$1,067,000 above our estimate, or 23% over budget. I will attempt herein to shed some light on the methodology we utilize to establish our cost estimates and what factors contributed to the higher than expected bid cost.

There are three primary drivers of cost in this type of building project; square footage, or size of the building; complexity of the building and site design; and market demand. We can manipulate the square footage and design complexity to control cost within reason. Though we cannot control market demand; we can - and do - monitor and forecast market demand on each project to be bid. This market evaluation starts with the earliest programming efforts and continues up to the bid date.

In evaluating market demand, we utilize industry resources that project trends in materials and labor cost pressure and how these impact current cost. One such resource we utilize is Turner Cost Index that evaluates construction cost on a national basis and utilizes an index to show change in cost over a lengthy period as well as analysis on expectations for future cost change. Additionally, we will poll regional contractors and material suppliers to gain understanding of the local labor markets, most specifically, other projects of significance that could impact the supply of labor and contractor interest relevant to our project. As much as we would like this market analysis to be scientifically precise, the potential inaccuracy can readily be seen on a typical bid day when multiple contractors, all with the exact same set of construction documents, arrive at differing opinions on what the project will cost to build. The greatest challenge in estimating can be in ascertaining cost fluctuation related to contractor profit related to how "hungry" the bidders are for new work at the precise time we bid the project, and how open they are in providing us with an accurate assessment.

We know to the penny what these projects cost historically. We know what goes into each project that forms these historic costs and how well past costs are tracking with regard to projected cost escalation prior to these past projects being bid. We utilize this knowledge as the basis of our estimating procedures in the earliest project phases. In police facility design, the building construction type, the details, and the products and materials that go into each one of them share a commonality that can be quantified in construction terms. We utilize this to develop average square footage costs that can be applied during the early development of the building program. By applying this average cost to the square footage that is developed in

the programming phase, we can establish costs for the police building we are planning early in the process.

Typically, in the earliest stages of programming, we would determine all of the police department needs for the current day and add in the projected building needs to some given point in time. Most often, this point in time is 20-years into the future. Building a facility intended to support this growth period would drive the construction cost. A quick calculation of North Liberty's rapid population growth and the likely growth of police personnel to serve that population indicated a facility need that approached 20,000 square feet and would cost at least \$6.5 million. Given the targeted budget of \$4.5 million for construction, it was opted to target a facility size that would meet the department's growth needs for the next ten years. (It should be pointed out this method represents a theoretically perfect fit in 10-years with a number of years after that whereby the department would progressively outgrow the building before any expansion or renovation would be required). This is to point out that given the pre-established budget we had to work with, it was difficult to restrict the addition of much needed building space as the design progressed.

At the start of the project programming phase, our assessment of cost placed square footage estimates for the North Liberty Police Facility at \$274. This was based on our extensive database for police projects, including recently bid projects in a four-state region. Within the database of recently bid projects that averaged \$274, the highest of these bid at \$291 per square foot, with the lowest at \$224. (\$224 was an outlier). Using the average square footage cost, we planned on a building program of 15,741 resulting in \$4.3 million for the building and another \$200,000 in site costs related to carports and security fencing for a total of \$4.5 million.

As we moved from programming to the design phase, through efficient design layout, we were able to reduce the building size to 15,400 square feet without any loss of operational programmed space. This resulted in a square footage cost estimate increase up from \$274 to \$279 per square foot. Though we had confidence that this was a good cost figure, we believed a worst-case scenario would only see a building cost at \$292 per square foot (the highest cost for a police building in our data base), resulting in \$4.5 million; still within the high range of our budget, but potentially requiring the need to eliminate the carports and security fencing.

As the design construction drawings progressed, space needs deemed critical to the project long term did increase the building size by 856 square feet to a final size of 16, 257 square feet. In hindsight, we believe this is one obvious element that added to the higher overall bid cost. But at the time we still felt the cost of the project when it bid would be \$274 per square foot and below the threshold of \$4.5 million, and that adding the space now in light of the Department's growth was prudent. Again, utilizing hindsight and the actual bid, this area increase added about \$250,000 to the project cost.

In trying to identify obvious impacts to the budget, another would be the carports and security fencing. Elements such as carports and security fencing can be extremely beneficial to police departments but are not frequently part of the base bid calculation. They are frequently bid as add alternates. Given that, throughout the design phase, we were hopeful that a lower base bid would have allowed us to accommodate these elements. Per the bid tabulation sheet, these elements added about \$300,000 to the project cost.

Even with the increased building size, carports, and security fencing we remained optimistic with regard to the budget. This is because at each phase of the design, we worked to develop a highly functional building but one that is very cost efficient to build. The design is relatively simple in its construction. We minimized cost by utilizing a one-story building thus saving a half-million dollars in stairs and elevators. The single story semi-flat roof structure is also cost effective in its utilization of slab-on grade floor construction and roof top mounted HVAC systems. The rectangular shape of the building is relatively simple, and the lack of complex pitched roofs yields a cost-efficient structural framing layout. There is relatively minimal ornate design to the building, again saving cost.

In further reviewing the bid tabulation sheets and with the corporation of the low bidder, we identified another group of miscellaneous design elements adding about \$200,000 to the construction cost that, while not critical to the design function, add to the quality of the design. These include stone exterior surfaces and sunshades among others. Given the numerous measures to design cost efficiently, it is hard to calculate how these could not have been absorbed into the building design within budget and so we are not considering them an unexpected overrun cost.

The last item that we can look at post bid, that appears unusual is the electrical sub-bid. In police building after police building, we see electrical costs comprising about 9 - 10% of the project bid cost. In the bid tabulation sheet, it is stated as \$914,000 which is 16% of the bid total. Our detailed estimate had this subdivision of work at \$568,000. The actual electrical bid per the tabulation sheet is at least \$300,000 above what we estimated or would have expected based on past projects.

In conclusion, if we, 1) placed the carports and security fencing into a separate category and take them out of the base bid number, 2) reduced the building size to the initial design square footage of 15,400 square feet, and 3) received an electrical bid in line with past projects, we would likely have seen a project of 15,400 square feet that bid at around \$4.7 million, equating to \$306 per square foot. This is still substantially more than all of our cost indicators predict. In fact, almost twelve percent more than the average of \$274 for current police facility design. It is; however, only five percent higher than what we believed at the time was a "highest range" reasonably indicated.

Given that we strongly believe the design size is very appropriate to support a substantial period of growth for the Department, and thereby serve the community well into the future, and that the design is not over-stated or opulent by any measure, regrettably, we can only attribute the higher than expected cost beyond what we have identified above to the ever changing market demands.

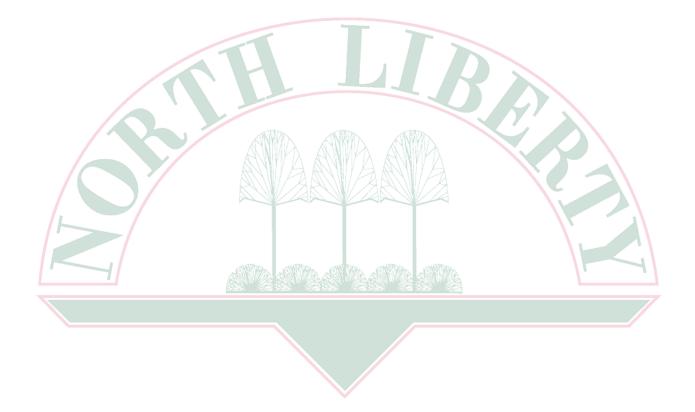
The design team in conjunction with the low bidder has presented multiple options for reducing the project to a figure within the original budget. It is my sincere hope that we have provided you with the information necessary to assist you in making appropriate choices for the City of North Liberty regarding the budget and the potential compromise to cutting project scope.

We stand by ready to further assist in bringing the project to fruition.

Respectfully submitted,

James Estes, NCARB, Principal Police Facility Design Group, PA 500 Grand Boulevard, Suite 201A Kansas City, Missouri 64106 816-298-6700, x 302

Economic Development Protocol



Purpose

The Iowa City Area Development Group (ICAD) and the undersigned member communities (hereinafter "communities" or "participating communities") join in the prospect of promoting economic development throughout the region. Working together, these communities seek to highlight the region's strengths and focus on maintaining an attractive environment for business startup and expansion. The communities seek to expand business opportunities within their own municipal boundaries, but do not wish to do so at the expense of those participating in this plan.

Inevitably, for various reasons, businesses may seek to migrate from one community to another. In such cases, this document outlines a communication plan for ICAD and participating communities that aims to promote collaborative communication at all stages of an economic development project.

Definitions

For the purposes of this plan, "relocation" means the closure or substantial reduction of an enterprise's existing operations in one participating community and the initiation of substantially the same operation in another participating community. This plan does not prohibit an enterprise from expanding its operations in another participating community provided that existing operations of a similar nature are not closed or substantially reduced. Relocation includes the process of reducing operations in one community while simultaneously applying for assistance from another community. A reduction in operations within six months before an application for assistance is filed is presumed to be a reduction in operations while simultaneously applying for assistance.

Economic Development Principles

In the interest of promoting economic well-being and growth of our communities and greater region, we, the undersigned, agree to the following principles:

Business Attraction and Retention. The regional economy will grow stronger and be more attractive for business growth if communities work together on economic development, rather than in competition with one another. The communities and ICAD seek to grow the regional economy knowing that regional growth will translate into jurisdictional growth. The participating communities are committed to attracting new businesses, retaining or expanding existing businesses, and promoting their cities as good places for business. While business migration will occur, the communities are dedicated to refraining from actively encouraging business migration from one city to another.

Active Pursuit. When a business has not taken the initiative to express an interest in moving from one city to another, ICAD and the communities will not actively pursue that business to encourage it to relocate. "Actively pursue" means to initiate contact with the business directly, with the intent of luring the business through phone calls, visits, mail solicitations, marketing, or through a third party. This does not preclude ICAD or the communities from marketing themselves as a good place to do business, generally

promoting the benefits of starting, expanding, or locating a business in their city, or responding to questions and requests for information posed by a business. It further does not preclude ICAD from performing company site visits and related retention efforts, such as Synchronist (or other similar) surveys and interviews with businesses in any participating cities.

If a community provides incentives for public infrastructure that supports private development or incentives that directly support speculative buildings (tenants for future project unknown at time of incentive), the community agrees to discourage developers, realtors and others involved with the project from recruiting businesses from the other participating communities. Moreover, each participating community shall incorporate language into development agreements prohibiting developers from actively pursuing businesses located in participating communities.

Sample Development Agreement Language

Developer agrees that in marketing space in the Project [or other term used to describe the development project in the development agreement], the Developer shall not actively pursue a business located in the cities of ______ and _____ [other participating communities] and encourage it to relocate. "Actively pursue" means to initiate contact with the business directly, with the intent of luring the business through phone calls, visits, mail solicitations, marketing, through a third party or otherwise. This does not preclude Developer from generally promoting the benefits of the Project [or other term used to describe the development project in the development agreement], or responding to questions and requests for information posed by a business. Developer acknowledges that it has received a copy of the Agreement Establishing an Economic Development Protocol between the lowa City Area Development Group and Participating Cities and agrees to act consistently with the principles articulated therein. This provision shall be binding upon Developer's successors and assigns.

Businesses located in an incubator (designated space for business incubation), co-working or other similar facilities supported in whole or in part by ICAD or the University of Iowa are not subject to the principals of this plan when it relates to the relocation of a business from one of the above described facilities in one participating community to another participating community.

Economic Development Communication Plan

In the event a business residing in a different community ("the home community") contacts ICAD or another community ("the contacted community") to discuss possible relocation, or in the event a business desires to consolidate its operations (already established in two or more of the participating communities) to the contacted community, whether that contact be directly or through a representative, the following communication protocol will be implemented:

- 1. ICAD and/or the contacted community, or its third party representative, will advise the business of this communication plan.
- 2. ICAD and/or the contacted community, or its third party representative, will ask the business whether it has advised the home community that it is considering relocation, and if not, whether it objects to ICAD or the contacted community advising the home community of the

inquiry. If ICAD has not been involved in the initial communication, then the contacted community will also inquire if the business objects to the contacted community advising ICAD of the inquiry.

- 3. If the home community and/or ICAD has not been advised and the business does not object, the contacted community, or its third party representative, will promptly notify the point of contact from the home community and ICAD in writing of the inquiry.
- 4. If the home community and/or ICAD has not been advised and the business does object, the contacted community, or its third party representative, will inform the company of this plan and applicable state law, and that no further discussions regarding relocation or consolidation will take place until the home community is notified. This does not preclude the contacted community from providing basic information on zoning, land use regulations, utility fees and other similar items that are publicly available and commonly communicated to any prospective business.
- 5. ICAD and/or the communities, or their third party representatives, will not propose or offer incentives, including required matches to State of Iowa incentive programs, to the business in support of its relocation or consolidation until the home community has approved in writing that incentives can be used. This does not preclude ICAD from informing businesses about available State of Iowa incentive programs.
- 6. In the event that ICAD or participating communities learn of a business considering relocation or consolidating operations from a participating community to a non-participating community, it will be the responsibility of those participating communities to immediately inform each other of such.

Priority of this Communication Plan

The provisions of this plan cannot be superseded by agreements for confidentiality or other contracts between a local government or nonprofit economic development organizations and a business. Local business will be made aware of this plan immediately upon contacting a local government or ICAD about relocating within the participating communities.

Addition of Participants

ICAD and the participating communities strongly encourage other communities within the region to participate in this plan. Upon request, the communities will consider the addition of other participating communities.

Point of Contact

For the purposes of this agreement, the points of contacts for the participating communities are as follows:

- 1. Iowa City: City Manager.
- 2. Coralville: City Administrator.
- 3. North Liberty: City Administrator.
- 4. ICAD: President.

Term and Review

The plan shall be effective when signed by all communities and shall remain in effect until terminated in accordance with subparagraph 1 of the General Provisions below. In order to continually remind the participating communities of this plan and review its effectiveness, ICAD shall be responsible for outlining the terms and reporting on the usage of the communication protocol at its regular annual update meetings with the City Council in each of the participating communities.

Non-Substitution

This plan shall not constitute a "written agreement concerning the general use of economic incentives to attract commercial or industrial development" for purposes of Iowa Code Section 403.19(9)(a)(1).

General Provisions of the Communication Plan

- 1. **Termination:** Any community can end its participation in this plan by providing at least 180 days written notice to the other communities. Such termination shall be effective 180 days from the date stated on such a notice. In the event only one participating community remains, the plan shall no longer be in effect.
- 2. **Amendment or Modification:** This plan may be amended or modified by ICAD or the participating communities, provided that any such modification or amendment shall only be effective upon formal approval of the governing bodies of all participating communities and ICAD.

Mayor, City of Iowa City	Date	
Attest:		
City Clerk, City of Iowa City	Date	
Mayor, City of Coralville	Date	
Attest:		
City Clerk, City of Coralville	Date	
Mayor, City of North Liberty	Date	
Attest:		
City Clerk, City of North Liberty	Date	
President of the Board, Iowa City Area Development Group	Date	

Resolution No. 2018-151

RESOLUTION APPROVING THE ECONOMIC DEVELOPMENT COMMUNICATION PLAN BETWEEN THE IOWA CITY AREA DEVELOPMENT GROUP AND PARTICIPATING CITIES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

WHEREAS, the Iowa City Area Development Group (ICAD) and Iowa City, Coralville and North Liberty join in the prospect of economic development;

WHEREAS, businesses may seek to migrate from one community to another; and

WHEREAS, the Economic Development Communication Plan outlines the communication plan for ICAD and communities to promote cooperation and collaboration in economic development.

NOW, THEREFORE, BE IT RESOLVED that the Economic Development Communication Plan be approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are authorized to execute said plan.

APPROVED AND ADOPTED this 11th day of December, 2018.

CITY OF NORTH LIBERTY:

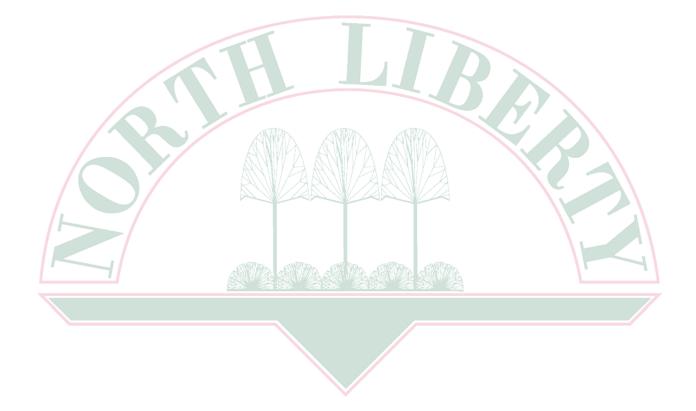
TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

Fire Department Strategic Plan





NORTH LIBERTY FIRE DEPARTMENT

STRATEGIC PLAN 2018-2023



Forward - Fire Chief Brian Platz

I am pleased to present the North Liberty Fire Department 2018—2023 Strategic Plan. The contents of this document are the culmination of many ideas and months of work. External stakeholders, citizens and business partners, shared with us their thoughts and expectations. Internal stakeholders considered this valuable input, articulated who we are, and started to chart a course for our future. Department members also identified the organization's core programs and associated support services. An analysis was then conducted which uncovered our strengths, weaknesses, threats to the organization and any opportunities that lie ahead. These processes were linked together to uncover performance gaps and determine where we need to concentrate efforts related to formalizing goals and objectives.



The North Liberty Fire Department is embarking on a model of continuous improvement. In doing so, we will connect the current version of our organization to what we believe we need to look like in order to meet the community's expectations. Along the way, goals and objectives included in this document will help us navigate that path.

My thanks to all those involved to include survey participants (community) and the members of the department. My gratitude extends to the families of our members who sacrificed by allowing them to give up many hours to participate in this process. Additionally, my thanks to city administration and city council for their support in this endeavor.

We are committed to reviewing our strategic plan every six months to ensure that the organization is moving forward and adjusting appropriately. This will be formalized through command staff meetings and documented by using a tracking guide. I have total faith that this organization will embrace the direction forged by this process and put forth effort in order to create the new North Liberty Fire Department.

The achievements of an organization are the results of the combined effort of each individual. - Vince Lombardi

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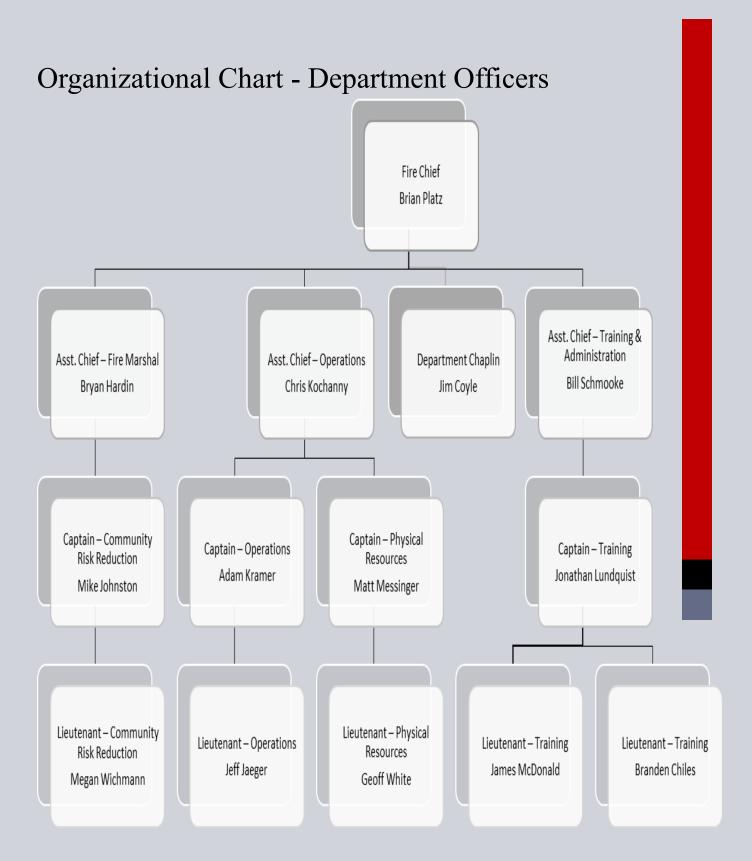
Acknowledgements:

Thank you to those that were gracious with their time and input to produce this product. Internal stakeholders that participated during one or more sessions are as follows.

FF Mallory Barney	Lt. Ryan Brumm	FF Lynn Burleson
FF Rob DuBay	Assistant Chief Bryan	Lt. Jeff Jaeger
	Hardin	
FF Brad Keitel	FF Jessica Kelchen	Assistant Chief Chris
		Kochanny
Capt. Jonathon	Lt. James McDonald	Capt. Matt Messinger
Lundquist		
Lt. Jordan Miller	Fire Chief Brian Platz	FF Richard Reasner
FF Bryan Rennekamp	FF Brian Ropp	PFF Phillip Schellenberg
Assistant Chief Bill	FF Austin Schoening	Lt. Geoff White
Schmooke		

The department administration would also like to thank the community and business members that participated in this process via the community expectation survey. This investment in your fire department is very much appreciated.





"What lies behind us and what lies before us are tiny matters compared to what lies within us." - Ralph Waldo Emerson

Our Story

The North Liberty Fire Department (NLFD) provides fire suppression, emergency medical services (non-transport), rescue, hazardous materials mitigation, loss prevention (code enforcement & public education) and emergency preparedness within the city limits of North Liberty as well as Penn and Madison Townships. The response district consists of roughly 56 square miles with a population, including the two townships, of approximately 23,000 residents. The North Liberty area is one of the fastest growing areas in the State of Iowa. Its proximity to the University of Iowa and its location between two larger metro areas makes it an attractive place to live, work, and relax.

The department provides services with a mostly volunteer force. The NLFD is comprised of 43 volunteers, two part-time assistant chiefs and a full-time fire chief. Volunteer members are compensated per event (incidents/outreach/meetings). Volunteers are currently required to attend monthly training sessions and indicate their availability to respond to calls during the overnight hours.

Call volume continues to increase annually at a rate of 10%. In 2017, the department responded to 1269 calls for service, making it the busiest volunteer fire department in the county. First responder or EMS calls attributed to the majority of responses at 51%. The second most responded to type was the category of "good intent". This category includes responses such as cancellations, controlled burning, smoke scare, etc. The "cancelled" category equates to 258 calls throughout 2017. Compared to other fire departments, this is a significant portion of the overall call volume. The department believes this is mostly attributed to our lengthy turnout times which allows the responding ambulance to arrive before first responders (NLFD) and handle the incident without receiving our assistance. Paging volunteers back to the station to respond to calls for service can be difficult for many reasons. The city boundaries continue to expand with department members living further and further away from the station. Additionally, the increasing installation of traffic control lights and traffic congestion negatively impacts the ability of volunteers to respond to the station. The department is working to better track these elements to determine the necessary adjustments to the deployment of resources.

The NLFD is currently rated a class 04/4Y fire department by the Insurance Services Organization (ISO). ISO is an insurance industry risk advisory body which helps carriers set appropriate premiums. To accomplish this, the ISO conducts evaluations of municipal fire protection efforts as well as water and communications systems. According to ISO, of the roughly 48,000 fire departments rated by ISO, only 7,264 departments across the United States had a rating of 4 or better. Of the 11,599 fire departments rated by ISO in Iowa, only 64 departments had a rating of 4 or better. The NLFD has been rated at a 4 for many years, just barely keeping that rating during this most recent inspection. Attaining certain objectives within this document will position the department to realize an improved rating which will positively impact community insurance premiums.

Our Story (continued)

As evident by this strategic planning process, the department has adopted a mindset of continual improvement. In addition to striving for improved ISO ratings, the NFLD works to comply with OSHA regulations as well as professional standards. The NLFD holds high the importance of respiratory protection and firefighter safety. The National Fire Protection Association (NFPA) authors the prevalent industry best practice standards. Current fire response vehicles are designed to comply with NFPA 1901, turnout gear is specified to comply with NFPA 1851, and NFPA 1720 is the cornerstone for the deployment of personnel and resources.

The NLFD participates within the Johnson County Mutual Aid Association's Mutual Aid Box Alarm System (MABAS). This is a system which allows each fire department in the county to divide their fire districts up into "boxes". Each box will have up to five alarms and resources from neighboring departments are assigned to an appropriate alarm depending on their location. Additionally, the NLFD has an automatic aid agreement with the Solon Fire Department for all building fires. In the event a building fire occurs within certain areas of the response district, both departments are sent automatically. Additional partnerships will be considered with other neighboring fire departments to further augment initial resource deployment.

An important tenet of the fire service is the ability to respond quickly, with highly trained responders. The external stakeholder information related to this strategic planning process indicates that our citizens expect this from their fire department. An expedient response time is important because a fire can double every minute. Also, brain death occurs within six minutes of cardiac arrest, which translates to the importance of every minute during an emergency response.

This expectation can be a daunting proposition with a volunteer staff in a rapidly developing community. Total response times are divided up into three elements; call processing time, turnout time, and travel time. Call processing elements are outside the control of the NLFD and fall under the responsibility of the Johnson County Emergency Communications Center. Turnout and travel times however, are impacted by the actions and established response model of the fire department. Over the course of 2017, the average turnout time for the department was 5 minutes and 19 seconds where the average travel time was 3 minutes and 18 seconds. It can't be overstated that this is an average, with half of the times better and half the times worse. In an effort to measure a complete response picture, the fire service looks at response times at the 90th percentile. In other words, a figure at the 90th percentile means that 90 percent of the responses are better than the figure provided. Considering this, over the course of 2017, the 90th percentile *turnout time* for the department was 9 minutes and 54 seconds where the 90th percentile *travel time* was 6 minutes and 41 seconds.

By combining turnout time, travel time, and call processing time, we start to paint the picture of needed improvement. The department will be considering these elements as it adjusts in the years to come. This issue will be of the highest priority.



Recent Accomplishments

Record Call Volume - 1269 in 2017

Purchase of units 115,112, 111, & 110

New SCBA

Website Redesign

SAFER Grant Recipient (twice)

Established the Firefighters Foundation

Created a Memorial Site

New AED's & Lucas Device

Fight for Air Climb/MDA/Burn Camp

New Weight Room Equipment

Established a Paid Per Call Program

23 Certified Firefighter 2's

8 Fire Instructor 1's

Established the Bob Parker Scholarship

Dave Hubler - 25 Years of Service

Hired a Full Time Fire Chief

Salute to Summer Event

Established a Referral Program

Established a Continuous Improvement Program

Created a Temporary Station Bunk Room

Solar Panels on the Fire Station

Automatic Aid Agreement - Solon

35 Certified Firefighter 1's

26 Emergency Medical Technicians

6 Paramedics

20 College Level Certs/Degrees

The Community-Driven Strategic Planning Process

The specific steps of the process are as follows:

- 1. Define the programs provided to the community.
- 2. Establish the community's service program priorities.
- 3. Establish the community's expectations of the organization.
- 4. Identify any concerns the community may have about the organization.
- 5. Identify the aspects of the organization that the community views positively.
- 6. Revise the Mission Statement, giving careful attention to the services and programs currently provided, and which logically can be provided in the future.
- 7. Revise the Values of the organization's membership.
- 8. Identify the Strengths of the organization.
- 9. Identify the Weaknesses of the organization.
- 10. Identify areas of Opportunity for the organization.
- 11. Identify potential Threats to the organization.
- 12. Identify the organization's critical issues.
- 13. Identify the organization's service gaps.
- 14. Determine strategic initiatives for organizational improvement.
- 15. Establish realistic goals and objectives for each initiative.
- 16. Identify implementation tasks for the accomplishment of each objective.
- 17. Determine the Vision of the future.
- 18. Develop organizational and community commitment to accomplishing the plan.
- 19. Develop a tracking guide to ensure that the plan remains contemporary.



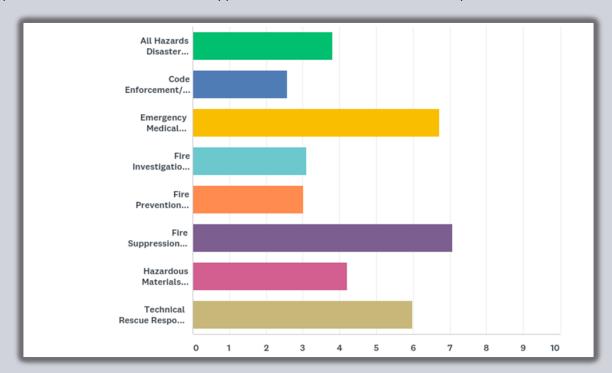
The department is committed to its community in terms of providing services and ensuring satisfaction. In January of 2018, a survey was distributed via social media in an effort to garner feedback from our community stakeholders. The target of the survey was both citizens and business owners. The feedback provided insight as to what the community expects of the department as well as how the department is viewed. The survey concentrated on services offered, priorities, concerns related to the department, strengths of the department, weakness or opportunities for improvement, and any other comments that should be considered.

The survey was offered for two weeks and garnered 686 responses. Of those responses, 91.3% were citizens, 2.5% represented business owners, and 6.2% represented both. 87% of those responding were property owners with 9.8% renting their place of residence. Those that responded fell into the following age categories:

18-29 7.3% 30-39 36.5% 40-49 30.26% 50-59 11.11% 60-69 11.11% >70 3.65%

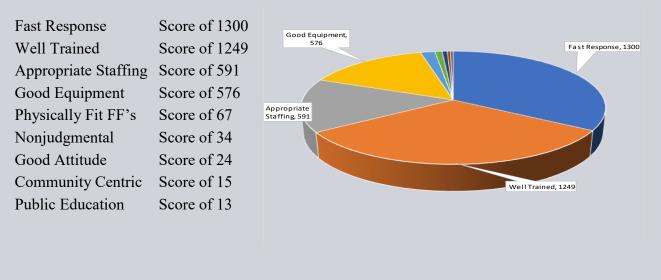
Services Offered:

In order to dedicate time, energy, and resources on the services most desired by the community, the NLFD must understand what the citizens consider to be their priorities. The external stakeholders were asked to prioritize the programs offered by the department through a process of direct comparison. The top three services desired were fire suppression, EMS, and technical rescue response.



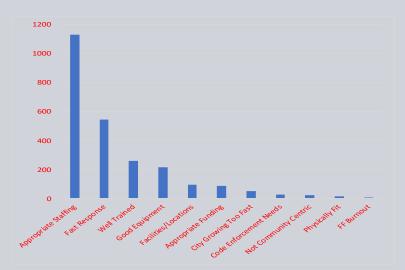
Community Expectations:

Having explicit knowledge of what the community expects of its fire department is critically important to developing a long-range perspective. With this knowledge, internal emphasis may need to be changed or bolstered to fulfill the community needs. Survey participants were asked of their top three expectations. Answers that were listed as a first priority were given the score of three, a second priority assigned a score of two, and a third priority was scored as a one. The scores of all survey responses were then added together to determine expectations, which are listed below.



Area of Community Concern:

A community driven strategic planning process would be incomplete without an expression from the community regarding concerns about the department. Some areas of concern may in fact be a weakness within the delivery system, while some weaknesses may also be misperceptions based upon a lack of information or incorrect information. A scoring matrix as described above was utilized. Concerns scoring the highest are found below.



Appropriate Staffing Score of 1130
Fast Response Score of 543
Well Trained Score of 259
Good Equipment Score of 214
Facilities/Locations Score of 93
Appropriate Funding Score 85
City Growing Too Fast Score of 50
Code Enforcement Needs Score of 25
Not Community Centric Score of 21
Physically Fit Score of 13
Firefighter Burnout Score of 7

Department Strengths:

The following is an abbreviated list of positive comments/strengths taken from the external stakeholder survey. This question garnered over 475 comments. This is a sampling of those comments.

- I think they do a fine job.
- North Liberty is lucky to have volunteers willing to serve in the fire department.
- Thankfully I have not needed their services but like how they are so involved in the community.
- They are so nice and helpful.
- I believe the NLFD has done an amazing job, especially with the substantial growth of the community.
- Very open and friendly. Love that they are out in the public at events and very friendly with kids.
- Volunteers are amazing as they commit their time and risk personal hazard to help others.
- I feel we have an excellent fire department.
- Thanks for all you do, its appreciated.
- Committed and reliable staff willing to commit in supporting ours and surrounding cities.
- We love our fire department, we used them for when our smoke alarms wouldn't stop going off.
- I am appreciative of their hard work and how it has been going within the limits they currently have. This survey will hopefully help move the fire service in the right direction for our growing community.
- We loved your open house! Very informative and engaging for the whole family.
- The fire department is very active in our community. They do a fantastic job of community outreach.
- Excellent volunteers!
- I live at the NL Living Center and have seen them come many times. They are always kind, considerate, gracious & helpful.
- Positive role models in the community.
- Hard working staff.
- Fire Marshal is extremely knowledgeable and friendly.
- Savings to the tax payer.
- I come from a family with a long history of volunteer firefighters. I know dedication when I see it and our fire department has it.
- Very friendly, great community leaders.
- Community-focused and committed.
- A strength is that they manage to do all the things they do with volunteers.
- Your dedication to the NL citizens and businesses is phenomenal even more so being a volunteer department. Hopefully that changes soon and you will be compensated with more than kind words.
- Impeccable leadership.
- The NLFD is a tremendous asset to our community! The level of service and community outreach done with an all volunteer staff is amazing. I would like to see the department be able to staff more with paid firefighters and realize that my taxes would need to increase for that. It would be worth it.
- They get out into the community and show off a positive vibe.
- The staff makes do with what they have.

Department Weaknesses or Opportunities for Improvement:

The following is an abbreviated list of weaknesses or opportunities for improvement taken from the external stakeholder survey. This question garnered over 380 comments. This is a sampling of those comments.

- Just need a new station.
- Initial response times.
- May need to have some full time staff with continued city growth in both population and radius.
- A lot to ask of volunteers.
- I would like a better looking fire station.
- With the size of North Liberty, it is time to move from a volunteer fire department.
- As a fellow first responder, your constant need for numerous pages to respond is beyond horrid.
- I was under the impression that we have paid firefighters on staff but found out recently that was not true.
- I think the volunteers get burned out and are spread thin based on the number of calls averaged per day/week/month over the year. A few doing the work of many.
- Not having paid staff means they cant be present at community events as often. They are unable to come out to businesses to teach fire safety or send reminders abut smoke detectors or fire extinguishers.
- The department lacked leadership for some time. A solid 5 or 10 year plan with actionable items from council will go a long way.
- Needs more personnel, equipment, and a larger facility or additional facilities to provide service for a rapidly growing community.
- Response time sometimes can be long and sometimes not at all.
- Response time needs improvement.
- Response time was not speedy when our son had a medical emergency. 10 to 15 minutes.
- Not large enough for a growing population.
- North Liberty is a fast growing community and I believe we need to provide quicker response times for medical and fire response. Full time staff would help.
- Given the size and continued growth of our city, I think we might need another station and more personnel. While being centrally located is good, as the town grows it gets father from the service.
- They are not always available to respond.
- As a citizen I would always want the fastest response time and well equipped, highly trained staff.
- More visible presence at community events.
- Services need to grow with the community.
- A volunteer department in a town where almost no one works during the day may cause a delay in response time.
- Would like to see a transition to a paid staff.
- They have difficulty responding quickly.
- I'm not sure that how long the city can rely on volunteer staffing.
- The limitation of the building they are in.

Additional Comments:

The following is an abbreviated list of additional comments taken from the external stakeholder survey. This question garnered over 290 comments. This is a sampling of those comments.

- Keep up the good work!
- The first responders were great when my step dad needed assistance.
- Thanks for doing a job that is so hard to do...
- Good luck trying to keep with the growth of the city while still exercising fiscal constraint.
- Thank you for your service.
- Very appreciative of all the volunteers!
- The current city infrastructure needs improvement.
- The fire marshal is nice to work with.
- Thanks for the survey, great way to get feedback.
- Currently happy with how the fire department is ran. Obviously because of growth, changes should be in the planning stages to be ahead of the future needs.
- I think that the current space they have is good but could be better. We need to support them by providing the equipment needed to do their job and that means a facility that can handle the growth North Liberty is seeing. I think a second location may also be needed.
- Decrease the response time!
- Having the right number of trained personnel, equipment and response times comes at a high cost.
- Just not sure how to get there without taxing people to death.
- North Liberty has had substantial growth over the past 30 years. It seems that every city department besides the fire department has grown. It is time for the city to put money into the fire department in order for them to catch up to today's citizen's needs.
- Yes, I'm willing to pay higher taxes to support it.
- Thank you for all you do with the limited budget you work with. I would whole-heartedly support a tax increase to increase your resources.
- Thanks for all that you do and giving up your free time and giving back to the community.



Organizational Mission

The purpose of our mission statement is to answer the following questions:

- Who are we?
- Why do we exist?
- What do we do?
- For whom?

A work group of the NLFD's internal stakeholders met to review the existing mission and offered multiple ideas. These samples were then vetted through the organization and the department collectively agreed to the following:

The North Liberty Fire Department is devoted to the protection and preservation of life and property in the City of North Liberty and the townships of Penn and Madison.



Organizational Motto

The organization believes in establishing a motto or phrase that encompasses, very briefly, our ideals and beliefs. Because of its brevity, it can be injected into the organization in ways mission and vision statements are unable.

A work group of the NLFD's internal stakeholders met to review the existing motto and offered multiple ideas. These samples were then vetted through the organization and the department collectively agreed to the following:

Service Over Self

Organizational Values

Establishing values and associated statements embraced by all members of an organization is extremely important. They recognize those features and considerations that make up the personality of the organization. The NLFD internal stakeholders agreed to the following values and supporting statements:

Pride

We strive to deliver a service that is looked upon in high regard.

We will celebrate the achievements and successes of those within our ranks.

Professionalism

We strive for competence in service delivery.

We treat each other and those we serve with a high degree of integrity.

Inclusiveness

We're accepting of each member of our organization.

We will respond in a manner that is nonjudgmental and provide exceptional service to anyone in need.

Family

We will lift up those around you.

We treat all with high moral standards.

We are accountable to each other.

Programs and Services

The NLFD internal stakeholders identified the following core programs provided to the community, as well as the services and agencies that enable the agency to deliver those programs.

Core Programs:

•	Fire Suppression	Emergency Medical	Hazardous Materials
•	Rescue	Loss Prevention	Community Outreach
•	Public Assistance		

Support Services:

Citizens	 Mutual Aid/Auto Aid 	• JCOM	NLPD/JCSO/IHP
• DNR	• JCAS	City Council	City Administration
• City Departments (Public Works)	• State Legislature	Utility Companies	Red Cross
• NFPA	• Training	Township Trustees	Insurance Companies
Hospitals	Regulatory (OSHA)	Families	Local Businesses
NLFF Foundation	Medical Examiner	• Jo. Co. Public Health	 IDOT/Secondary Roads
CISD/Chaplin Services	• FEMA	 Iowa Dept. of Public Health 	Fire Service Training Bureau
Kirkwood/UIHC EMS LRC	• Air Care	State Fire Marshal	International Code Commission
• Jo. Co. EMA	Army Corps of Engineers	• Media	CSS Consulting

S.W.O.T. Analysis

The Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis is designed to guide an agency to candidly identify its positive as well as less-than-desirable attributes. The NLFD participated in this activity to record their strengths and weaknesses, as well as the possible opportunities and potential threats.

Strengths:

It is important for any organization to identify its strengths in order to assure that it is capable of providing the services expected by the community and to ensure that strengths are consistent with the issues facing the organization. Often, identification of organizational strengths leads to the channeling of efforts toward primary community needs that match those strengths. Programs that do not match organizational strengths, or the primary function of the organization, should be seriously reviewed to evaluate the rate of return on staff time. Through a consensus process, the internal stakeholders identified the strengths of the NLFD as follows:

Members are here for the right reason	Great apparatus & equipment
Solid recruitment process & numerous applications	Strong social media outreach
The NLFD is involved in the community	Great community support - fund raising
Solid relationship with city administration	Department leadership
High interest in development/training	Department pride and dedication
Growing community with safe building practices	Knowledgeable & organized fire marshal
Fire prevention and education	Inclusive nature of members
Relationship with area fire departments	Performance standards
Third party services	Family support and support services
Open to change - continuous improvement	Professional

Weaknesses:

Performance or lack of performance within an organization depends greatly on the identification of weaknesses and how they are confronted. While it is not unusual for these issues to be at the heart of the organization's overall concerns, it is unusual for organizations to be able to identify and deal with these issues effectively on their own.

For any organization to either begin or to continue to move progressively forward, it must not only be able to identify its strengths, but also those areas where it functions poorly or not at all. These areas of needed enhancements are not the same as threats to be identified later in this document; but rather those day-to-day issues and concerns that may slow or inhibit progress. The following items were identified by the internal stakeholders as weaknesses:

Long response times	Lack of staffing to respond	Members don't live close to FD
Lack of experience / retention	Communications (CAD/ JCOM)	Low budget comparisons to like sized communities
FSTB - Credentialing	Outgrowing our aging facility	Large geographical coverage
Various levels of training	Undefined roles/crew makeup	Length of development time
Increased work load / commitment	An increase in citizen assist requests	Lack of empathy - breakdown of trust
Lack of preparedness & interagency training	Archaic institutional systems	City infrastructure playing catchup
Weak ISO rating	No wellness initiatives	Recruitment
Lack of training facility	Low number of trained driver/operators	Relationship with school district
Appropriate apparatus	Lack of uniforms	Morale
Hydrant testing/ID	Historical disconnect with the city as a department	Target Solution assignments
Burnout	No response situations	Day to day accountability
No risk assessment	Awareness of mission	Member entitlement

Opportunities:

The opportunities for an organization depend on the identification of strengths and weaknesses and how they can be enhanced. The focus of opportunities is not solely on existing service, but on expanding and developing new possibilities both inside and beyond the traditional service area. The internal stakeholders identified the following potential opportunities:

Joint training	Obtaining community feedback	Being part of the community
Additional partnerships	Seat at the city table	Adjust station - bunkroom
Leveraging availability	Openness to change	Leveraging all experience
Expansion of services - second fire station	Potential training facility	Relationships with local businesses
Increase public good will	Grants	Developing community
Relationships with HOA's	Technology	Wellness facilities
Retention & training of new firefighters	Partner with private entities	Public education outreach
Recruitment - targeted outreach	Community risk reduction	Improve ISO rating
Explorer/cadet program	Social media	Organizational rebuilding
Apparatus functionality	Public good will	

Coming together is a beginning. Keeping together is progress. Working together is success. - Henry Ford

Threats:

To draw strength and gain full benefit of any opportunity, the threats to the organization, with their new risks and challenges, must also be identified in the strategic planning process. By recognizing possible threats, an organization can greatly reduce the potential for loss. Fundamental to the success of any strategic plan is the understanding that threats are not completely and/or directly controlled by the organization. Some of the current and potential threats identified by the internal stakeholders were as follows:

Decreasing or flatlined budget	Constant road construction	Lack of support from the Fire Service Training Bureau
Burnout	Lack of public confidence	Lack of self confidence
Aging fleet	Government regulations	City infrastructure
Ambulance/EMS coverage in the city limits	Community unwilling to volunteer	Breakdown of mutual aid partnerships
Increasing call volume	Aging equipment	Lengthy response times
Worsening ISO rating	Lightweight construction	Increased traffic
Decrease of federal funds	Catastrophic events	Inadequate response
Population and land increase	Facilities	

Critical Issues and Service Gaps

After reviewing the NLFD's core programs and support services, and identifying the internal strengths and weaknesses along with external opportunity and threats, the internal stakeholders identified their primary critical issues and service gaps as the foundation for the development of goals and objectives in order to meet their future vision.

Staffing Model	Training Program	Planning
Risk Assessment	Community Outreach	Public Education
Long Response Times	Increasing Call Volume	Physical Resources

Strategic Initiatives

Having reviewed the agency's critical issues and service gaps, the following strategic initiatives were identified to guide the agency in establishing goals and objectives.

Staffing and Deployment	Training	Community Preparedness
Public Education &	Physical Resources	Risk Assessment
Community Outreach		



Goals and Objectives

The Community-Driven Strategic Planning Process, to this point, has dealt with establishing the Mission, Values, Motto, S.W.O.T., Critical Issues and Service Gaps, and Strategic Initiatives of the NLFD. In order to achieve the mission of the NLFD, realistic goals and objectives must be established to enhance strengths, address identified weaknesses, provide individual members with clear direction, and address the concerns of the community.

Leadership of the NLFD will establish work groups to meet periodically to review progress toward these goals and objectives and adjust timelines as needs and the environment change. Goals and objectives are management tools. They should be updated on an on-going basis to identify what has been accomplished and to note changes within the organization and community. The attainment of a performance target should be recognized and celebrated to provide a sense of organizational accomplishment.

The goals and objectives should now become the focus of the efforts of the agency. By following these goals and objectives carefully, the agency can be directed into its desired future while having reduced the obstacles and distractions along the way.

Goal 1

Reduce Overall Emergency Response Time

Objective 1A	Evaluate existing staffing options and determine best model for NLFD. Shared concern with City of North Liberty 2018 Goal Setting document.		
Timeframe	Four Months	Assigned to	Fire Chief Platz
Critical Tasks	 Establish a working group. Evaluate past two years of data related to call type, call location, call time, participation times & response times. Consider full time/part time/paid per call/volunteer models. Consider financial implication of potential models. Consider burnout and negative implications of potential models. Consider overall benefits and impacts to potential models. Propose model to city administration. 		
Funding	Capital Costs: \$0		Operational Costs: \$2,000 - \$4,000/yr.
Estimate	Personnel Costs: \$0 - \$900,00.00/yr.		

Objective 1B	Determine all human resource components related to new staffing model.				
Timeframe	Four Months	Assigned to	Assistant Chief Schmooke		
Critical Tasks	 Consult with HR Director to consi Create a position description in c 	 Consider components related to fire service best practice entrance exams. Consult with HR Director to consider department of labor regulations. Create a position description in conjunction with city organizational format. 			
Funding	Capital Costs: \$0		Operational Costs: \$0		
Estimate	Personnel Costs: \$0				

Objective 1C	Determine all operational needs related to new staffing model.		
Timeframe	Six Months	Assigned to	Assistant Chief Kochanny
Critical Tasks	 Establish a working group. Consider uniform needs. Determine appropriate deployment model related to staffing model. Consider daily duties of any new positions. Determine how to best page staff and volunteer staff. Determine response expectations outside of shift hours. 		
Funding Estimate	Capital Costs: \$8,000 - \$15,000/yr. Personnel Costs: \$0		Operational Costs: \$2,000 - \$4,000/yr.

Goal 1	Reduce Overall Response Time			
Objective 1D	Determine timeline to realize consistent 24/7 coverage with new model. Shared concern with City of North Liberty 2018 Goal Setting document.			
Timeframe	Six Months	Assigned to	Fire Chief Platz	
Critical Tasks	 Establish a working group. Consider overall city budget implications. Consider department budgetary needs. Craft a sustainable budget that will support a timeline to increase coverage. Determine a balanced timeline that will increase coverage. Propose model to city administration. Adjust model where appropriate. 			
Funding	Capital Costs: \$0		Operational Costs: \$0	
Estimate	Personnel Costs: \$0			

Objective 1E	Determine best option related to traf	Determine best option related to traffic pre-emption for reduced travel times.			
Timeframe	Two Years	Assigned to	Fire Chief Platz		
Critical Tasks	 Consult other internal and extern Consider overall city budget impli Craft a sustainable budget that w Choose a traffic pre-emption system 	 Identify working group. Explore existing systems used within emergency services. Consult other internal and external stakeholders (NLPD/JCAS/CVFD). Consider overall city budget implications. Craft a sustainable budget that will support a timeline to implement traffic pre-emption. Choose a traffic pre-emption system. Propose system to city administration. 			
Funding	Capital Costs: \$10,000 - \$70,000/yr.	Capital Costs: \$10,000 - \$70,000/yr. Operational Costs: \$2,000/yr.			
Estimate	Personnel Costs: \$0				

Objective 1F	Retain 50% of new personnel beyond their three year anniversary.				
Timeframe	Five Years Assigned to Assistant Chief Schmooke				
Critical Tasks	 Identify current requirements of membership. Explore best practice, contemporary requirements used within emergency services. Explore means to retain existing members. Track data related to member start and retirement dates. Report program needs and adjustments to department administration. Incorporate needs into operational budget and/or grant opportunities. 				
Funding	Capital Costs: \$0		Operational Costs: \$0		
Estimate	Personnel Costs: \$0				

Goal 2	Ensure No Calls for Service Go Unanswered			
Objective 2A	Evaluate existing paid per call program and adjust accordingly. Shared staffing issue with City of North Liberty 2018 Goal Setting document.			
Timeframe	Four Months Assigned to Fire Chief Platz			
Critical Tasks	 Establish working group. Identify all events to be paid. Identify pay scales. Identify rules and parameters in which payment is appropriate. Determine how the paid per call program parallels the new staffing model. Present new pay program to Human Relations. 			
Funding	Capital Costs: \$0		Operational Costs: \$0	
Estimate	Personnel Costs: \$80,000-\$120,000 C	urrent \$100,000		

Objective 2B	Establish automatic aid agreements with neighboring agencies. Stated as an opportunity within City of North Liberty 2018 Goal Setting document.		
Timeframe	Four Months	Assigned to	Fire Chief Platz
Critical Tasks	 Identify which agencies are appro- Consult with neighboring agencie Report to city administration. Formalize agreements with appro- Approval through city council. Ensure remaining box alarm assig Advise the Johnson County Emerge box alarm assignments. 	s to determine abi opriate documenta nments are appro	ility and interest. ation.
Funding	Capital Costs: \$0		Operational Costs: \$0
Estimate	Personnel Costs: \$0		

What you get by achieving your goals is not as important as what you become by achieving your goals. - Zig Ziglar

Goal 3	Improve the Protection of Personnel from Occupational Hazards			
Objective 3A	Implement procedures and practices that protect from cancer exposures.			
Timeframe	Six Months Assigned to Assistant Chief Kochanny			
Critical Tasks	 Establish working group. Evaluate the need as well as best practices specific to cancer exposure protection. Report needs to operations and administration for budget approval. Purchase necessary equipment. Provide appropriate training. Document processes in organizational guidelines. 			
Funding	Capital Costs: \$5,000 Operational Costs: \$500		Operational Costs: \$500	
Estimate	Personnel Costs: \$0			
Objective 3B	Review the initial and annual physica	al evaluation con	mponents.	

Timeframe	12 Months	Assigned to	Assistant Chief Schmooke
Critical Tasks	 Review current physical evaluation Research best practices related to Schedule a meeting with Dr. Hart Propose adjustments to fire depa Propose adjustments to City of Na Incorporate new elements into th Document the process within an additional sectors. 	o physical evaluat ley to review and rtment administr orth Liberty Hum ne process.	collaborate. ation. an Resources.
Funding	Capital Costs: \$0		Operational Costs: \$10,000 - \$15,000/
Estimate	Personnel Costs: \$0		vr.

Objective 3C	Establish a turnout gear replacement program.		
Timeframe	Four Months	Assigned to	Assistant Chief Kochanny
Critical Tasks	 Identify working group. Evaluate current and best practice programs. Craft a process that will allow for replacement of turnout gear in conjunction with the requirements of the NFPA 1851 standard. Propose adjustments to fire department administration. Request budget authority to initiate the program. 		
Funding	Capital Costs: \$18,500/yr.		Operational Costs: \$0
Estimate	Personnel Costs: \$0		

<u>Cast</u>	I			
Goal 4	Improve the Delivery of Emergency Medical Services			
Objective 4A	Promote the positioning of a transport responders.	ort ambulance to	more efficiently tier with first	
Timeframe	Four Years	Assigned to	Fire Chief Platz	
Critical Tasks	 Communicate community needs with the Johnson County Ambulance Service (JCAS). Determine JCAS intentions related to positioning of ambulances. Report vision to city administration. Create a plan to ensure greater effectiveness and reduce response times. Incorporate plan. Evaluate effectiveness related to response times and availability. 			
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$0	
Objective 4B	Ensure the NLFD is being requested f	or legitimate cal	Is for service.	
Timeframe	Two Years	Assigned to	Assistant Chief Kochanny	
Critical Tasks	 Establish working group. Evaluate emergency medical dispatching (EMD) and fire response protocols. Consider recommendations that build efficiency and effectiveness into the response model. Meet with mutual aid partners to gain support and guidance. Meet with the Johnson County Emergency Communications Center to discuss feasibility. 			
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs:\$0	
Objective 4C	Improve the communications process between the NLFD and the Johnson County Emergency Communications Center.			
Timeframe	One Year	Assigned to	Fire Chief Platz	
Critical Tasks	 Identify working group. Evaluate the current process and Form recommendations. Provide recommendations to peer 			

Funding	Capital Costs: \$0	Operational Costs: \$0
Estimate	Personnel Costs: \$0	

Goal 5	Improve Departmental Administrative Support Functions				
Objective 5A	Evaluate the need for administrative	support positior	15.		
Timeframe	Two Years	Assigned to	Fire Chief Platz		
Critical Tasks	 Establish working group. Consider data related to any support functions. Determine current and future demands. Incorporate needs into staffing timeline specific to Staffing and Deployment Objective 1D. Report results to city administration. Adjust timeline as needed. 				
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0 - \$50,000		Operational Costs: \$0		
Objective 5B	Update equipment needs related to a	Update equipment needs related to administrative support.			
Timeframe	One Year	Assigned to	Assistant Chief Schmooke		
Critical Tasks	 Establish working group. Evaluate administrative equipment shortcomings. Prepare a priority list with associated costs. Create a timeline to compliment future operating budgets. 				
Funding Estimate	Capital Costs: \$5,000 Personnel Costs: \$0		Operational Costs: \$3,000/yr.		

Objective 5C	Update facility needs related to administrative support.			
Timeframe	Two Years Assigned to Fire Chief Platz			
Critical Tasks	 Establish working group. Evaluate facility/space shortcomings and needs. Form recommendations via a priority list. Report to city administration. Incorporate into future facility improvement plans. 			
Funding Estimate	Capital Costs: \$40,000 Personnel Costs: \$0		Operational Costs: \$0	

Goal 1	Improve Workforce Training Through Continual Program Development				
Objective 1A	Evaluate the current training program and recommend changes. Shared concern with City of North Liberty 2018 Goal Setting document.				
Timeframe	Six Months	Assigned to	Assistant Chief Schmooke		
Critical Tasks	 Formalize committee structure to efficiently exercise department training program. Identify instructor core & provide direction related to new processes. Evaluate the department training schedule quarterly to ensure it remains contemporary. Monitor personnel for attendance. Inventory existing training props. Recommend additional needs related to props. Request funds for props through future operational budgets and potential grants. Evaluate training policy annually. Recommend program adjustments to department administration. 				
Funding Estimate	Capital Costs: \$0 - \$3,000 Personnel Costs: \$0		Operational Costs: \$3,000/yr.		

Two Years	Assigned to	Assistant Chief Schmooke
Itilize training committee and sch		
 Utilize training committee and schedule meetings as necessary. Evaluate current facilities related to training delivery. Determine needs related to facilities. Report to department and city administration. Include facility needs within overall facility improvement plan and deployment plan specific to Staffing and Deployment, Objective 1D. 		
Capital Costs: \$0 - \$400,000		Operational Costs: \$20,000
	 Determine needs related to facilit Report to department and city ad Include facility needs within overa to Staffing and Deployment, Obje 	 Determine needs related to facilities. Report to department and city administration. Include facility needs within overall facility improv to Staffing and Deployment, Objective 1D. Capital Costs: \$0 - \$400,000

Objective 1C	Develop training opportunities with neighboring agencies.			
Timeframe	Ten Months Assigned to Assistant Chief Schmooke			
Critical Tasks	 Utilize training committee and schedule meetings as necessary. Identify and evaluate any existing arrangements. Consider new arrangements with associated benefits. Approach agencies and initiate partnership discussions. Craft training courses with schedules. Annually evaluate schedules and future opportunities. 			
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$0	

Goal 1	Improve Workforce Training Through Continual Program Development				
Objective 1D	Incorporate outside training opportunities into the training program. Shared concern with City of North Liberty 2018 Goal Setting document.				
Timeframe	One Year	One Year Assigned to Assistant Chief Schmooke			
Critical Tasks	 Utilize training committee. Evaluate existing/future opportunities and compare to department needs. Prepare a plan that identifies courses in priority order along with budget implications. Identify all expectations to personnel related to attending outside training. Update training policy to include adjustments as needed. 				
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$2,000 - \$6,000/yr.		

Goal 2	Develop/Improve Training Programs that will Enhance Service Delivery				
Objective 2A	Evaluate the current department trai	Evaluate the current department training program and recommend changes.			
Timeframe	Three Months	Three Months Assigned to Assistant Chief Schmooke			
Critical Tasks	 Utilize training committee and schedule meetings as necessary. Consider an annual training schedule with identified facilitators. Evaluate the department training schedule quarterly to ensure it remains contemporary. Monitor personnel for attendance. Evaluate training policy annually. Recommend program adjustments to department administration. 				
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$0		

Objective 2B	Develop a driver/operator training program.			
Timeframe	Six Months Assigned to Assistant Chief Schmooke			
Critical Tasks	 Utilize the training committee and schedule meetings as necessary. Research fire service best practices. Develop a program to include coursework, schedule, instructors, & forms. Report to department administration. Add language to training policy. Deploy program to include all personnel. Evaluate the program annually. 			
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$1,000	

Goal 2	Develop/Improve Training Programs that will Enhance Service Delivery			
Objective 2C	Develop a post-traumatic stress disor	rder training prog	gram.	
Timeframe	One Year	Assigned to	Assistant Chief Schmooke	
Critical Tasks	 Utilize training committee and schedule meetings as necessary. Research fire service best practices. Develop a course related to PTSD. Report to department administration. Deploy program to all personnel. Evaluate the program annually. 			
Funding Estimate	Capital Costs: \$0Operational Costs: \$250Personnel Costs: \$0			
Objective 2D	Evaluate the orientation program for	new personnel.		
Timeframe	One Year	Assigned to	Assistant Chief Schmooke	
Critical Tasks	 Utilize training committee and schedule meetings as necessary. Research the current curriculum and process. Determine adjustments to the current process. Report to department administration. Prioritize needs specific to budget implications. Deploy approved program adjustments. Evaluate the program annually. 			
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$0	



Goal 3

Improve the Training Environment

Objective 3A	Improve the training culture of the department		
Timeframe	One Year	Assigned to	Assistant Chief Schmooke
Critical Tasks	 Determine the core tenants and training philosophy. Provide detailed guidance to committee and instructor core. Evaluate instructors on their delivery in relation to philosophy. 		
Funding	Capital Costs: \$0		Operational Costs: \$0
Estimate	Personnel Costs: \$0		

Objective 3B	Develop a mentor program for new candidates.						
Timeframe	Three Years	Three Years Assigned to Assistant Chief Schmooke					
Critical Tasks	Utilize training committee and schedule meetings as necessary. Consider fire service best practices. Develop core group of mentors. Develop program that includes formal aspects. Report to department administration. Evaluate the program annually.						
Funding	Capital Costs: \$0		Operational Costs: \$250				
Estimate	Personnel Costs: \$0						



Goals & Objectives - Physical Resources

Goal 1 Provide Facilities, Services, and Materials in Support of NLFD's Current and Future Organizational Demands

Objective 1A	Utilize a space needs analysis of current station related to new deployment model.			
Timeframe	Two Years	Assigned to	Assistant Chief Kochanny	
Critical Tasks	 Establish working group. Identify a mechanism to quantify needs. Compare and study current station to best practices. Create a plan to address items in priority order to include ADA, sprinkler protection, drainage, station alerting, safety, oxygen generation, office needs, etc. Present results to department administration. Include facility needs within overall facility improvement plan and deployment plan specific to Staffing and Deployment, Objective 1D. 			
Funding Estimate	Capital Costs: \$0 - \$125,000 Personnel Costs: \$0		Operational Costs: \$2,000/yr.	

Objective 1B	Utilize a space needs analysis of additional response facilities related to new deployment model. Listed within the New Initiatives—Appendix A of the City of North Liberty 2018 Goal Setting document.		
Timeframe	Two Years	Assigned to	Assistant Chief Kochanny
Critical Tasks	 Establish working group. Identify a mechanism to quantify needs. Consider various concerns related to call volume, street arterials, volunteer residences, city growth patterns, relationship to neighboring fire stations, etc. Present results to department administration. Present results to department administration. Include facility needs within overall facility improvement plan and deployment plan specific to Staffing and Deployment, Objective 1D. 		
Funding	Capital Costs: \$3,000,000 - \$4,000,00	0	Operational Costs: \$43,500/yr.
Estimate	Personnel Costs: \$0		



Goals & Objectives - Physical Resources

Goal 2 Improve Apparatus and Equipment Capabilities to Better Meet the Mission of the NLFD **Objective 2A** Evaluate existing apparatus, the current response matrix, and inefficiencies related to emergency response. Timeframe One Year Assigned to Assistant Chief Kochanny Establish working group. • Identify an evaluation mechanism. • **Critical Tasks** Review response data. • Develop adjustments to response matrix. • Standardize apparatus construction and layout. Develop apparatus replacement schedule. • • Present results to department administration. • Include needs within operational budget in future budget cycles. Funding Capital Costs: \$0 Operational Costs: \$0 Estimate Personnel Costs: \$0 **Objective 2B** Evaluate existing equipment and needs related to any changes to apparatus or response matrix. Two Years Timeframe Assigned to Assistant Chief Kochanny Establish working group. • Identify an evaluation mechanism. • **Critical Tasks** • Research best fire service practices. Report results and initiatives to department administration. • Adjust equipment location as needed. • • Create a list of needed equipment for inclusion in future budgets. Adjust inventory sheets.

	 Develop a transparent and clear procurement process. Develop an equipment replacement schedule specific to consumables and large expense items. Include needs within operational and capital improvement budget. 	
Funding	Capital Costs: \$0	Operational Costs: \$2,000

Estimate	Personnel Costs: \$0	•

Goal 1 Increase the Operational Effectiveness Related to Large Scale or Mass Casualty Incidents

Objective 1A	Develop or update an emergency res	Develop or update an emergency response plan for the City of North Liberty.			
Timeframe	Two Years	Assigned to	Fire Chief Platz		
Critical Tasks	 Identify working group. Consider current plan & determine Identify an appropriate location for Identify specific positions within a provide appropriate training to identify equipment needs related forms, etc. Document the process within a performer the plan. 	or a command po the ICS framewor lentified individua I to a command p	ost. k and assign positions. als. post specific to communications, signage,		
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$1,000		

Objective 1B	Develop a formalized response to an active shooter incident.				
Timeframe	One Year	Assigned to	Assistant Chief Kochanny		
Critical Tasks	 framework. Determine roles for law/EMS/fire Determine equipment needs for law/EMS/fire Establish local reunification cente Formalize an operational guidelin Conduct joint training sessions. Communicate the plan with local 	 Determine roles for law/EMS/fire. Determine equipment needs for law/EMS/fire. Establish local reunification centers. Formalize an operational guideline. 			
Funding	Capital Costs: \$0		Operational Costs: \$2,000		
Estimate	Personnel Costs: \$0				



Goal 1 Increase the Operational Effectiveness Related to Large Scale or Mass Casualty Incidents

Objective 1C	Develop a formulated response to ai	Develop a formulated response to aircraft emergencies.				
Timeframe	Three Years	Assigned to	Assistant Chief Kochanny			
Critical Tasks	 Coordinate with other agencies to include JCMAA, NLPD, JCSO, & the Eastern Iowa Airport. Determine roles and response matrix for law/EMS/fire. Determine any equipment needs. Formalize an operational guideline. Conduct joint training sessions. Annually review the plan. 					
Funding Estimate	Capital Costs: \$0 Operational Costs: \$0 Personnel Costs: \$0					
Objective 1D	Develop a formalized response to lar	Develop a formalized response to large scale hazmat emergencies.				
Timeframe	Four Years	Assigned to	Assistant Chief Kochanny			
Critical Tasks	 Coordinate with other agencies to include NLPD, JCSO, and JCHMRT. Determine roles for NLFD. Determine equipment needs. Formalize an operational guideline. Conduct training sessions. Review and alter the plan if needed. 					
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$0			



Ensure Effective Communications During Community Crisis Goal 2 **Objective 2A** Improve communications with peer response agencies. Timeframe **Three Years** Assigned to **Fire Chief Platz** Assemble appropriate groups for one large or multiple one on one meetings. • Consider communication options with agencies within the county. • **Critical Tasks** Consider communication options with agencies outside of the county. • Document the process in related operational guidelines. • Deploy new methods. • Funding Capital Costs: \$0 **Operational Costs: \$0** Estimate Personnel Costs: \$0

Objective 2B	Improve communications with the general public.		
Timeframe	Three Years	Assigned to	Fire Chief Platz
Critical Tasks	 Assemble core group and schedule meetings as appropriate. Identify communications options related to Reverse 911. Identify communications options related to social media. Identify communications options specific to city resources. Identify communications options that allow the public to communicate with the NLFD. Document any processes within an administrative policy. Train on the new processes. 		
Funding	Capital Costs: \$0		Operational Costs: \$500
Estimate	Personnel Costs: \$0		



Goal 3	Preplan for Emergencies to Realize Operational Effectiveness				
Objective 3A	Establish a building preplan process.				
Timeframe	Three Years	Assigned to	Fire Marshal Hardin		
Critical Tasks	 Establish working group. Obtain an existing community building inventory. Establish a prioritized list of buildings to preplan. Determine a structured process to include timelines and points of information. Document the plans and store for easy retrieval. Document the process in administrative policy form. Train personnel on the use of the preplan. 				
Funding Estimate	Capital Costs: \$500 - \$5,000 Operational Costs: \$2,000/yr. Personnel Costs: \$0 Operational Costs: \$2,000/yr.				
Objective 3B	Establish preplans for developments	Establish preplans for developments specific to needed water supply for fire suppression.			
Timeframe	Two Years	Assigned to	Assistant Chief Chris Kochanny		
Critical Tasks	 Identify working group. Establish a list of developments with an identified water supply issue. Prioritize developments to preplan. Determine a structured process to include timelines and points of information. Determine appropriate draft sites. Determine appropriate fill sites. Determine appropriate apparatus positioning. Document development preplans and store them for easy retrieval. Document the process in administrative policy form. Train on the use of preplans. 				
Funding	Capital Costs: \$0		Operational Costs: \$500		
Estimate	Personnel Costs: \$0				
Objective 3C	Establish an event preplan process.				

Objective 3C	Establish an event preplan process.		
Timeframe	Three Years	Assigned to	Fire Chief Platz
Critical Tasks	 Identify working group. Establish a list of community events. Prioritize ongoing events that require preplanning. Select a process that includes consistent forms and processes. Event dependent, bring together agencies that will fulfill roles. Document the preplan and distribute to the involved agencies. Document the process within an administrative policy. Exercise the preplan. 		
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$500

Goals & Objectives - Public Education and Community Outreach

Goal 1	Provide Citizens Education Related to Fire Safety & Risk Reduction		
Objective 1A	Determine which existing community risk reduction programs are effective.		
Timeframe	One Year	Assigned to	Fire Marshal Hardin
Critical Tasks	 Establish working group. Identify current program offerings (child safety seat checks, station tours, FPW, etc.). Evaluate current programs specific to time commitment, impact, and cost. Identify the gaps within the community via data analysis. Identify which current programs are viable. Document viable programs within a public education policy. 		
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$0

Objective 1B	Determine which new community risk reduction programs are needed.			
Timeframe	Two Years	Assigned to	Fire Marshal Hardin	
Critical Tasks	 Determine any new program optibattery up, smoke detector givea Identify potential outside funding Identify needed equipment. Prioritize programs and seek bud 	 Utilize the gap analysis from Objective 1A (above) to identify outreach needs. Determine any new program options (juvenile fire setter, bike safety, community CPR, battery up, smoke detector giveaway, street crossing, health awareness for elderly, etc.). Identify potential outside funding opportunities. 		
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$1,500	

Objective 1C	Evaluate fire prevention week school programs.			
Timeframe	One Year	Assigned to	Fire Marshal Hardin	
Critical Tasks	 Approach school districts about a Identify program adjustments to Schedule all school events. Identify needed materials. Deliver program. Evaluate program. 	 Evaluate current program to ensure consistent delivery. Approach school districts about ability to gain audience and determine expectations. Identify program adjustments to ensure a contemporary message. Schedule all school events. Identify needed materials. Deliver program. Evaluate program. 		
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$1,500	

Goals & Objectives - Public Education and Community Outreach

Goal 2	Improve Operational Capabilities with Community Outreach			
Objective 2A	Provide education to the public relation needs.	ed to operationa	l response capability and response	
Timeframe	Three Years	Assigned to	Fire Marshal Hardin	
Critical Tasks	drives, chirping smoke detector isIdentify the appropriate means to	 Identify which topic areas via qualitative information (low hanging branches over private drives, chirping smoke detector issues, Adopt-A-Hydrant, pull to the right, etc.). Identify the appropriate means to deliver the messages. Report information to department administration. Deliver messages to the public. 		
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$300	

Objective 2B	Provide education to the public following an emergency incident experience.			
Timeframe	Four Years	Assigned to	Fire Marshal Hardin	
Critical Tasks	 Develop or secure appropriate in Develop a means or process to pr Identify needed equipment or ma 	 Determine gaps or needs related to emergency follow up. Develop or secure appropriate information to provide. Develop a means or process to provide the information. 		
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Consumable Costs: \$500	

Objective 2C	Evaluate all dry hydrants and development hydrants within the fire district.		
Timeframe	Two Years	Assigned to	Assistant Chief Kochanny
Critical Tasks	 Establish working group. Inventory all dry hydrants and residential development hydrant systems in the fire district. Evaluate and flow each system. Determine viable and nonviable systems. Communicate the results with development associations. Document findings in an operational guideline. Train personnel on the system locations and their use. 		
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0		Operational Costs: \$0

Goal 1	Conduct a Risk Assessment of the Community					
Objective 1A	Determine the best tool to conduct t	Determine the best tool to conduct the risk assessment.				
Timeframe	Two Years	Assigned to	Fire Chief Platz			
Critical Tasks	 Schedule meetings with the fire marshal. Research fire service best practices. Choose a process that works for the North Liberty Fire Department. Determine an appropriate timeline to conduct the assessment. Present results to department administration. 					
Funding Estimate	Capital Costs: \$0Operational Costs: \$0Personnel Costs: \$0					
Objective 1B	Exercise the assessment tool to determine risk.					
Timeframe	Three Years Assigned to Fire Chief Platz					
Critical Tasks	 Establish working group. Secure building & occupancy inventory within the response district. Review data related to call types and frequency of events. Categorize various risks. Determine critical tasking for various categories and levels. Develop a scoring mechanism. Report findings to city administration. 					
Funding	Capital Costs: \$0 Operational Costs: \$0					



Goal 2	Develop a Community Standard of Cover (SOC)						
Objective 2A	Gather information related to community baselines.						
Timeframe	Five Years Assigned to Fire Chief Platz						
Critical Tasks	 Establish working group. Research community baselines to include; Historical and contemporary data Accomplishments and achievements Station locations and staffing Governance model Current levels of service Compile information and document in SOC format. 						
Funding Estimate	Capital Costs: \$0Operational Costs: \$0Personnel Costs: \$0Operational Costs: \$0						
Objective 2B	Establish perceived community risk a	long with stand	ards, goals and objectives.				
Timeframe	Five Years	Assigned to	Fire Chief Platz				
Critical Tasks	 Establish working group. Fold in risk assessment from Risk Assessment, Goal 2, objective 2A. Based on risks, describe the level of service currently being offered. Compile information and document in SOC format. 						
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0 Capital Costs: \$0						
Objective 2C	Establish the critical tasks capability objectives.	Establish the critical tasks capability of the department along with future service level					
Timeframe	Five Years Assigned to Fire Chief Platz						
	Establish working group.						

Critical Tasks	 Establish working group. Establish critical tasks as compared to incident type Establish service level objectives for the department Evaluate the ability of the department to handle m Compile information and document in SOC format. 	nt moving forward. ultiple occurring incidents.				
Funding	Capital Costs: \$0 Operational Costs: \$500					
Estimate	Personnel Costs: \$0					

Goal 3	Ensure Investigative Techniques are Supporting the Mission of the Fire Department					
Objective 3A	Ensure redundancy in operational ab	Ensure redundancy in operational ability related to fire cause and determination.				
Timeframe	Four Years	Assigned to	Fire Marshal Hardin			
Critical Tasks	 Establish working group. Identify program framework. Identify appropriate personnel to assign tasks. Identify training means. Identify equipment needs. Provide appropriate training. Evaluate the feasibility of sharing this type of service with other emergency response agencies. Document the program in an administrative policy. 					
Funding	Capital Costs: \$1,000 Operational Costs: \$2,000/yr.					
Estimate	Personnel Costs: \$0					
Objective 3B Develop a guideline related to the fire investigative process.						
Timeframe	One Year Assigned to Fire Marshal Hardin					
Critical Tasks	 Establish working group. Research best practice processes that will ensure a consistent approach to investigating fire cause and origin. Document the process in an administrative policy. Train personnel on the process. 					
Funding	Capital Costs: \$0 Operational Costs: \$0					



NORTH LIBERTY FIRE DEPARTMENT STRATEGIC PLAN 2018-2023

Estimate

Personnel Costs: \$0

Goal 4	Provide Timely Response to Plans Review and Inspection Commitments			
Objective 4A	Evaluate the personnel needs to ensure site plans are reviewed within 14 days of submission. Shared regulatory concern with City of North Liberty 2018 Goal Setting document.			
Timeframe	Six Months	Assigned to	Fire Marshal Hardin	
Critical Tasks	 Establish working group. Evaluate duties/deadlines/future growth related to fire prevention bureau functions. Consider options related to staffing models. Consider financial implications of potential models. Consider overall benefits and impacts to potential models. Propose model to fire chief. Propose model to city administration. 			
Funding	Capital Costs: \$0		Operational Costs: \$0	
Estimate	Personnel Costs: \$0 - \$40,000/yr.			
Objective 4B	Consider adopting a business licensir	ng program.		
Timeframe	Four Years	Assigned to	Fire Marshal Hardin	
Critical Tasks	 Establish working group. Evaluate current process related community. Consider options and best practice Consult senior building official. Draft a model that will work with Propose model to fire chief. 	ces.		

	Propose model to city administration.		
Funding	Capital Costs: \$0	Operational Costs: \$0	
Estimate	Personnel Costs: \$0		

Objective 4C	Evaluate the need for operational permits specific to high risk operations. Included are hot works, dipping, spraying, cryogenics, and compressed gases.							
Timeframe	Four Years Assigned to Fire Chief Platz							
Critical Tasks	 Establish working group. Evaluate best practice options. Consult the senior building official. Draft proposal that would work within the current North Liberty process. Submit to the fire chief. Submit to city administration. Draft ordinance. Present ordinance to city council. 							
Funding	Capital Costs: \$0 Operational Costs: \$0							
Estimate	Personnel Costs: \$0							

Goal 5 Ensure Ordinances are Supporting the Mission of the Fire Department						
Objective 5A	Evaluate the Current Prairie Grass Bu	Evaluate the Current Prairie Grass Burning Ordinance.				
Timeframe	Six Months	Assigned to	Fire Marshal Hardin			
Critical Tasks	 Establish working group. Compare current ordinance with industry best practices. Adjust existing or create new language. Propose updates to city administration. Finalize updates and submit to council. 					
Funding Estimate	Capital Costs: \$0Operational Costs: \$0Personnel Costs: \$0					
Objective 5B	Evaluate the Current Fire Departmer	nt Fee Structure.				
Timeframe	One Year	Fire Marshal Hardin				
Critical Tasks	 Establish working group. Evaluate current fee structure and compare to industry best practices. Propose updated structure to the fire chief. Propose updated structure to city administration. Finalize updates and submit to council. 					
Funding Estimate	Capital Costs: \$0 Personnel Costs: \$0 Capital Costs: \$0					
Objective 5C	Objective 5C Establish a Fire Alarm Ordinance Shared regulatory concern with City of North Liberty 2018 Goal Setting document.					
Timeframe	Three Years	Assigned to	Fire Marshal Hardin			
Critical Tasks	 Establish working group. Evaluate industry best practice options. Draft an ordinance. Present to the fire chief. Present to city administration. Finalize updates and submit to council. 					
Funding	Capital Costs: \$0 Operational Costs: \$0					

Personnel Costs: \$0

Estimate

Our Vision

The members of the North Liberty Fire Department envision an organization that embraces continuous improvement through numerous, specific initiatives. These initiatives will be guided by our values of professionalism, family, pride, and inclusiveness.

A priority of this organization's is to develop operational goals. As outlined in this document, we will explore alternative deployment models with the intent of reducing response times to emergencies. The NLFD will research best practice models in order to identify and develop a model which works for our community. We will assist in guiding this process as well as help direct other initiatives sought out by the department. Utilizing a best practice approach can yield ideas, data, and operational models that the NLFD can tailor to match the projected needs of our growing community.

The NLFD places the highest value on the preparation of our members to meet the challenges of the mission and the expectations of the community we serve. We are committed to developing and implementing a high-quality training program that ensures top level performance from our members. The NLFD will promote skill acquisition and education through various in-house training opportunities, grant funding for scholarships, and local and regional training offerings.

Providing the community with proactive messages, outreach, and risk assessment, can prevent the occurrence of emergencies. The department will employ measures which provide contemporary information and risk reduction strategies that will reduce the need for emergency services. An ounce of prevention is worth a pound of cure.

Lastly, the NLFD envisions exploring various means of collaboration. We will continue to collaborate internally towards continuous improvement of the organization and turn externally to explore best practices in the delivery of fire and emergency medical services. We will collaborate and share resources and information with local fire, police, and ambulance services. As a cohesive team of public servants, collectively we can find operational opportunities that provide the highest level of service to the community.



Performance Measurement & Exercising the Plan

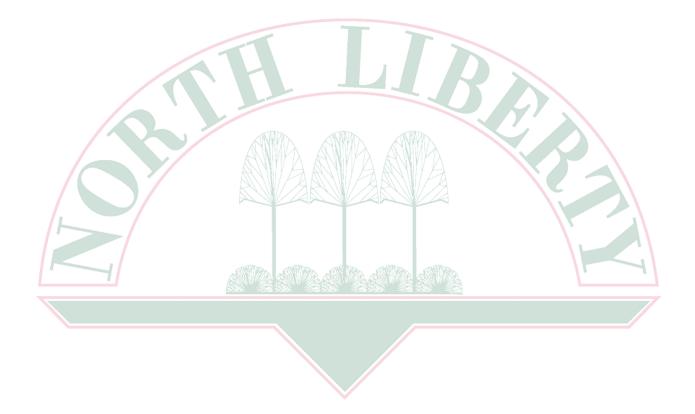
As forecasting results can be difficult, the organization must focus on the assessment of progress toward achieving the desired output. In order to ensure that the NLFD's strategic plan is achieving results, performance measuring will take place every six months. This will be facilitated by utilizing a tracking guide fore each objective. Its important that this document remain contemporary and exercised. The external and internal stakeholders that provided input deserve for this process to be an integral guide to this departments future. The success of this strategic plan will not only depend upon the implementation of the goals and their related objectives, but from support received from the authority having jurisdiction, membership of the organization, and the community at-large.

The Success of the Strategic Plan

The NLFD strategic plan creates a platform for a wide range of beginnings. This plan will come to life by being shared, debated, and implemented in the context of organizational realities. The final step in the community-driven strategic planning process is to develop organizational and community commitment to the plan. Everyone who has a stake in the present and the future of the NLFD, has a role and responsibility in this strategic plan.



Main Street Right of Way Vacation



Ordinance No. 2018-11

AN ORDINANCE VACATING A PORTION OF RIGHT OF WAY IN NORTH LIBERTY, IOWA

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

SECTION 1. PURPOSE. The purpose of this ordinance is to vacate a portion of right of way as described on the attached plat and convey it to the adjoining property owner, the City. Such vacation has been approved by the Planning and Zoning Commission.

SECTION 2. FINDINGS. The City Council of North Liberty, Iowa, hereby makes the following findings:

A. That the City of North Liberty held a public hearing on the proposal to vacate of the public land on the attached exhibits, which is comprised of right of way of Main Street.

B. The right of way described above is not needed for the use of the public, and, therefore, its maintenance at public expense is no longer justified.

C. The proposed vacation will not deny owners of property abutting it reasonable access to their property.

D. That under the provisions stated above, the above-described property is hereby vacated and declared no longer a part of the public streets and grounds of North Liberty, Iowa, upon the conveyance of the property.

SECTION 3. REPEALER. All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 4. SEVERABILITY. If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on November 13, 2018. Second reading on November 27, 2018. Third and final reading on _____.

CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

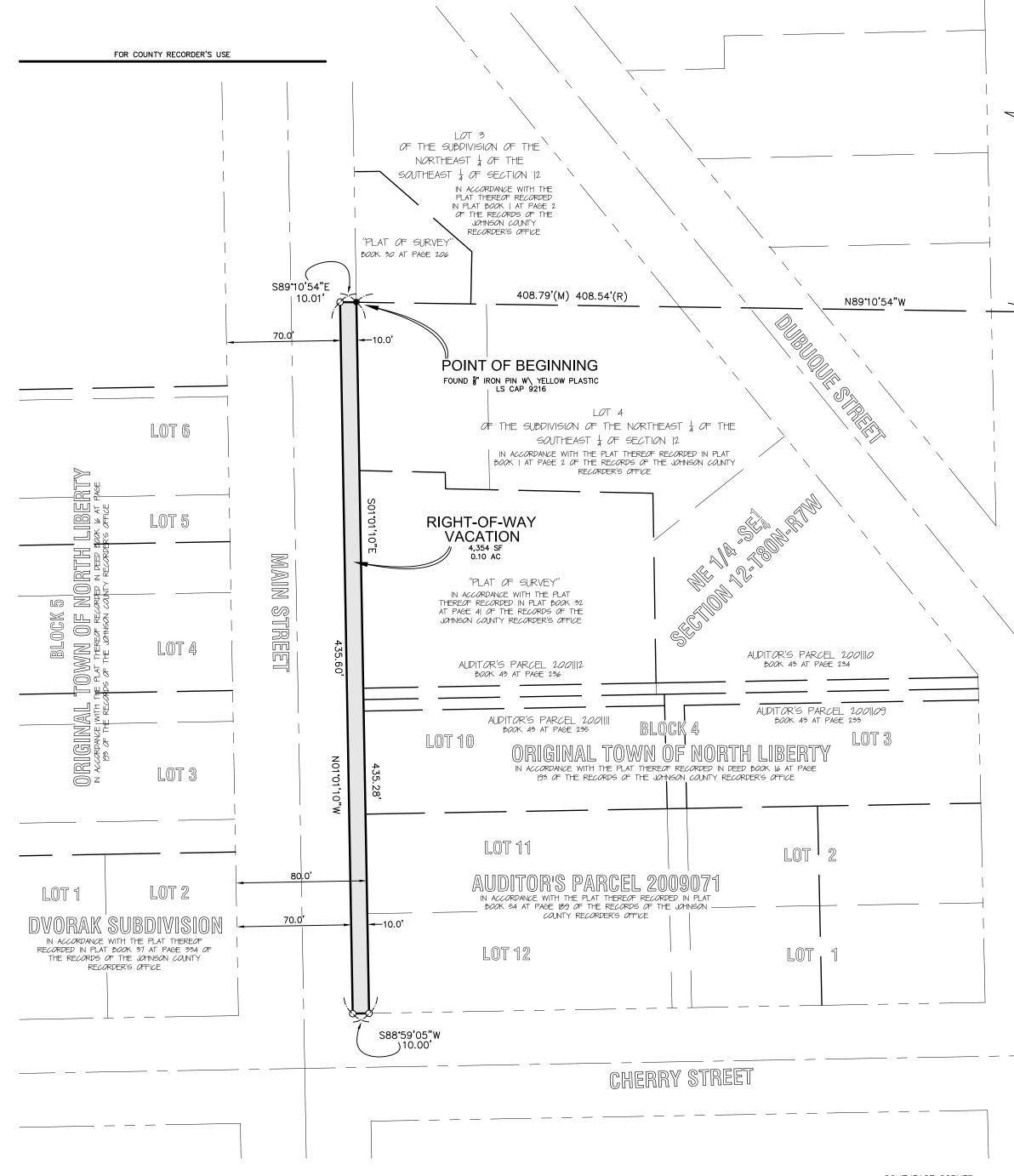
ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2018-11 in the *North Liberty Leader* on _____.

PLAT OF SURVEY **Right-of-Way Vacation** NORTH LIBERTY, JOHNSON COUNTY, IOWA



SEC	ST QUARTER CORNER OF CTION 12-T80N-R7W OF THE FIFTH P.M. FOUND CUT "X" OK 57 AT PAGE 154	LOCATION: A PORTION OF MAIN STREET IN QUARTER OF THE SOUTHEAST TOWNSHIP 80 NORTH, RANGE 7 PRINCIPAL MERIDIAN, NORTH LI LAND SURVEYOR, INCLUDING F GLEN D. MEISNER P.L.S MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282 DOCUMENT RETURN INFORMAT LAND SURVEYOR	QUARTER OF SECTION 12-, WEST, OF THE FIFTH BERTY, IOWA.	SURVEY REQUESTED BY: CITY OF NORTH LIBERTY PO BOX 77 NORTH LIBERTY, IOWA 52317-0077 PROPRIETOR OR OWNER: CITY OF NORTH LIBERTY PO BOX 77 NORTH LIBERTY, IOWA 52317-0077 DATE OF SURVEY: 04-13-2018		
			0 5 25 GRAPHIC SCALE 1"=50'	TE TE 50 IN FEET		CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS ENVIRONMENTAL SPECIALISTS 1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319) 351-8282
FRONT STREET		LEGEN	- CONGRE - CONGRE - CONGRE - PROPER (5/8" I embos - CUT "X" - PROPER - CUT "X" - PROPER - CUT "X" - CONGRE -	TY &/or BOUNDARY LINES SSIONAL SECTION LINES DF-WAY LINES LINES ES, INTERNAL ES, PLATTED OR BY DEED NT LINES, WIDTH & PURPOSE NOTED EASEMENT LINES, PURPOSE NOTE ED DIMENSIONS ED DIMENSIONS SEGMENT NUMBER		www.mmsconsultants.net Date Revision 08-29-2018 PER GDM REVIEW - RLW
S01'14'52"E 1812.80'	A PORTION OF MA SECTION 12-, TOWN LIBERTY, IOWA, DES Commencing at the Ea Meridian, North Libert Quarter of the Souther of the "Subdivision of the Records of the Jol a distance 408.79 feet along the Easterly Rig of Cherry Street; The feet; Thence N01°01'1 Right-of-Way Line of I of said Lot 4; Thence	ISHIP 80 NORTH, RANGE CRIBED AS FOLLOWS: ast Quarter Corner of Section ty, Johnson County, Iowa; ast Quarter of said Section the Northeast $\frac{1}{4}$ of the South nnson County Recorder's O t, to the Northwest Corner of ht-of-Way of Main Street, 4 nce S88°59'05"W, along th 0"W, along a line parallel w Main Street, 435.60 feet, to S89°10'54"E, along said V	Thence S01°14'52"E 27 WEST, OF THE 20 12, Township 80 N Thence S01°14'52"E 12, a distance of 837 20 12", 21 24 of Section 12", 22 36 feet, to its inter- 25 28 feet, to its inter- 25 28 feet, to its inter- 26 4 10.00 feet nor 27 4 10.00 feet nor 28 5 10.00 feet nor 29 5 10.00 feet nor 20	OF THE SOUTHEAST QUA FIFTH PRINCIPAL MERIDIAN orth, Range 7 West, of the Fift , along the East Line of the .00 feet, to the Northeast Corn as Recorded in Plat Book 1 at 54"W, along the North Line of Point of Beginning; Thence SO section with the North Right-of of said North Right-of-Way L mally distant Westerly from Sai he Westerly Projection of the I 0.01 feet, to the Point of Begin sements and restrictions of reco	I, NORTH h Principal Northeast er of Lot 4 Page 2 of said Lot 4, 1°01'10"E, -Way Line ine, 10.00 d Easterly North Line ning. Said	PLAT OF SURVEY RIGHT-OF-WAY VACATION A PORTION OF MAIN STREET IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 12-, TOWNSHIP 80 NORTH, RANGE 7 WEST, OF THE FIFTH PRINCIPAL
		GLEN D. MEISNER 8165	the related survey work personal supervision an Surveyor under the law GLEN D. MEISNER L.S. Iowa Lic. No. 816	20. 5 e is December 31, 20	ny direct ssional Land	MERIDIAN NORTH LIBERTY JOHNSON COUNTY IOWA MMS CONSULTANTS, INC. Date: 08-27-2018 Designed by: LCN Field Book No: 1216 Drawn by: Scale: 1"=50' Checked by: GDM Project No: IOWA CITY 10482-001 of: 1

*o*f: 1

Resolution No. 2018-152

RESOLUTION SETTING PUBLIC HEARING ON THE DISPOSITION OF REAL ESTATE OWNED BY THE CITY OF NORTH LIBERTY

WHEREAS, the City of North Liberty has an interest in certain real estate locally known as the vacated right of way of North Liberty Road and Penn Street, North Liberty, and legally described as:

A PORTION OF MAIN STREET IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 12-, TOWNSHIP 80 NORTH, RANGE 7 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, NORTH LIBERTY, IOWA, DESCRIBED AS FOLLOWS:

Commencing at the East Quarter Corner of Section 12, Township 80 North, Range 7 West, of the fifth Principal Meridian, North Liberty, Johnson County, Iowa; Thence S01°14'52"E, along the East Line of the Northeast Quarter of the Southeast Quarter said Section 12, a distance of 837.00 feet, to the Northeast Corner of Lot 4 of the "Subdivision of the Northeast ¼ of the Southeast ¼ of Section 12", as Recorded in Plat Book 1 at Page 2 of the Records of the Johnson County Recorder's Office; Thence N89°10'54"W, along the North Line of said Lot 4, a distance 408.79 feet, to the Northwest Corner of said Lot 4, and the Point of Beginning; Thence S01°01'10"E, along the Easterly Right-of-Way of Main Street, 435.28 feet, to its intersection with the North Right-of-Way Line of Cherry Street; Thence S88°59'05"W, along the Westerly Projection 10.01 feet, to the Point of Beginning. Said Right-of-Way Vacation contains 4,354 square feet, and is subject to easements and restrictions of record;

WHEREAS, the City Council of the City of North Liberty must hold a public hearing on any proposal to dispose of an interest in real estate held by the City, pursuant to Section 364.7 of the Code of Iowa; and

WHEREAS, the City Council of the City of North Liberty wishes to set such a public hearing on the proposed disposition of interests in real property.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council of the City of North Liberty does hereby set a public hearing on the proposal to transfer vacated rights-of-way to the City of North Liberty for 6:30 p.m. on the 8th day of January, 2019, in the City Council Chambers at 1 Quail Creek Circle.

2. The City Clerk is directed to publish notice of said public hearing as required by Section 362.3(2) of the Code of Iowa.

APPROVED AND ADOPTED this 11th day of December, 2018

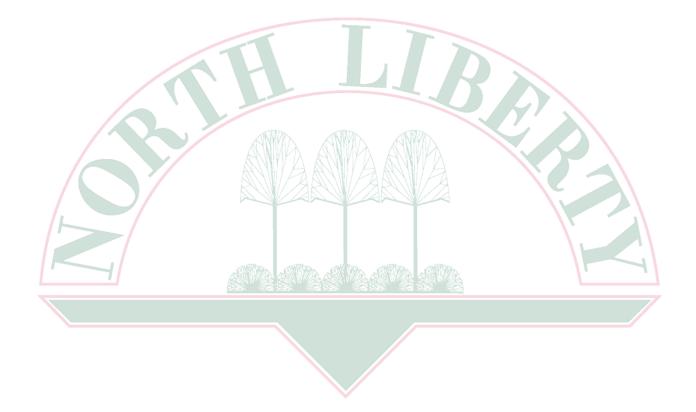
CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

DERS 380 LLC, Moyna North LLC Rezoning





October 16, 2018

<u>Memo</u>

To: North Liberty Planning Commission From: Dean Wheatley, Planning Director Subject: Request from Ders 380 LLC, Moyna North LLC to approve a commercial rezoning for a 55 acre property located at the northwest intersection of Forevergreen Road and I-380, from ID to C-2-A. (Legal: lengthy)

Your North Liberty city staff has reviewed the subject submission, and offer comments presented in this memo. The staff review team includes the following personnel:

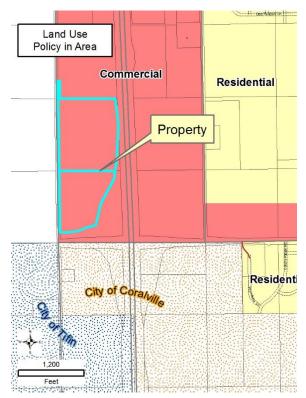
Ryan Heiar, City Administrator Tracey Mulcahey, Assistant City Administrator Tom Palmer, City Building Official City Attorney Kevin Trom, City Engineer Dean Wheatley, Planning Director

Background and Statistics

This request is to rezone property to permit a wide variety of commercial uses on property longplanned for commercial development. A Good Neighbor meeting was held to allow any interested party an opportunity to comment on this rezoning prior to submission, and one adjacent property owner was concerned about stormwater runoff in the future, when the property is developed. Other comments related to perceived ill treatment of owners of development land in Tiffin by the petitioner in this application. No site plan is prepared for this rezoning, and that is considered acceptable for these reasons:

- 1. The property is large, and the owner is attempting to market the site for multiple lots/businesses.
- 2. A formal site plan will be required prior to any development on the property.

The property is shown as "Commercial with



Residential" on the Land Use Plan, and so the request is consistent with that policy. A concept plan for development on the property is not required and has not been submitted.

Subdivision Ordinance Provisions Affecting This Development

All standard and potentially special conditions related to subdivision of land will be applied to this property as the next step in the development process.



Zoning Ordinance Provisions Affecting This Development

The requested district, C-2-A, offers the greatest number of potential uses of the City's commercial districts, and is also the most common. It is named "Highway Commercial," which is appropriate for this location.

Staff Comments Regarding the Proposed Zoning

Storm water impacts. This land is not part of another storm water management system, so the subdivision plat will require on-site management.

Street/Traffic impacts. Jasper Avenue will need to be improved to City standards prior to development on this property.

Land use impacts and adjacent properties.

This general area best-suited for urban-scale commercial uses of the highest intensity, due to its

location immediately adjacent to I-380 and on/off ramps.

Land use and zoning recommendation. In rezoning considerations, *suitability* and *compatibility* are key issues in addition to land use policy. In this case, the site is physically suitable for the development proposed, subject to municipal improvements, and the commercial zone proposed is compatible with logical future surrounding uses.

Staff recommends approval of the rezoning request.

Ordinance No. 2018-12

AN ORDINANCE AMENDING CHAPTER 167 OF THE NORTH LIBERTY CODE OF ORDINANCES BY AMENDING THE USE REGULATIONS ON PROPERTY OWNED BY DERS 380 LLC, MOYNA NORTH LLC LOCATED IN NORTH LIBERTY, IOWA TO THOSE SET FORTH IN THE MUNICIPAL CODE FOR THE C-2-A COMMERCIAL DISTRICT

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

SECTION 1. AMENDMENT. Chapter 167 Zoning Code Definitions of the North Liberty Code of Ordinances (2013) is hereby amended by amending the zoning on property legally described as:

C-2-A Zoning

A PORTION OF THE WEST ONE-HALF OF THE NORTHEAST QUARTER OF SECTION 22 AND A PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15 ALL OF TOWNSHIP 80 NORTH, RANGE 7 WEST OF THE FIFTH PRINCIPAL MERIDIAN, NORTH LIBERTY, JOHNSON COUNTY, IOWA DESCRIBED AS FOLLOWS:

Beginning at the North Quarter Corner of Section 22, Township 80 North, Range 7 West, of the Fifth Principal Meridian, North Liberty, Johnson County, Iowa; Thence N00°38'06"W, along the West Line of the Southwest Quarter of the Southeast Quarter of Section 15, Township 80 North, Range 7 West, of the Fifth Principal Meridian, 330.00 feet; Thence N89°10'59"E, 66.00 feet; Thence S00°38'06"E, 330.00 feet, to a Point on the North Line of the West One-Half of the Northeast Ouarter of said Section 22; Thence N89°10'59"E, along said North Line, 1009.24 feet, to its intersection with the West Rightof-Way Line of US Interstate No. 380; Thence S07°26'46"E, along said West Right-of-Way Line 397.82 feet; Thence S02°23'55"E, along said West Right-of-Way Line, 130.00 feet; Thence S02°51'19"W, along said West Right-of-Way Line, 436.84 feet; Thence S02°21'54"W, along said West Right-of-Way Line, 180.62 feet; Thence S08°25'28"W, along said West Right-of-Way Line, 346.16 feet; Thence S28°45'39"W, along said West Right-of-Way Line, 502.49 feet; Thence S12°20'21"W, along said West Right-of-Way Line, 412.83 feet, to its intersection with the North Right-of-Way Line of Forevergreen Road; Thence S77°53'29"W, along said North Right-of-Way Line, 172.52 feet; Thence S67°44'16"W, along said North Right-of-Way Line, 186.84 feet; Thence S82°44'15"W, along said North Right-of-Way Line 206.52 feet; Thence S89°41'25"W, along said North Right-of-Way Line, 90.00 feet; Thence S54°48'31"W, along said North Right-of-Way Line, 25.83 feet; Thence S89°41'25"W, 33.00 feet, to a Point on the West Line of said West One-Half of the Northeast Quarter of said Section 22; Thence N00°44'44"W, along said West Line 2431.07 feet, to the Point of Beginning. Said Rezoning Parcel contains 55.00 Acres and is subject to easements and restrictions of record.

SECTION 2. REPEALER. All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. SEVERABILITY. If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on November 27, 2018. Second reading on _____. Third and final reading on _____.

CITY OF NORTH LIBERTY:

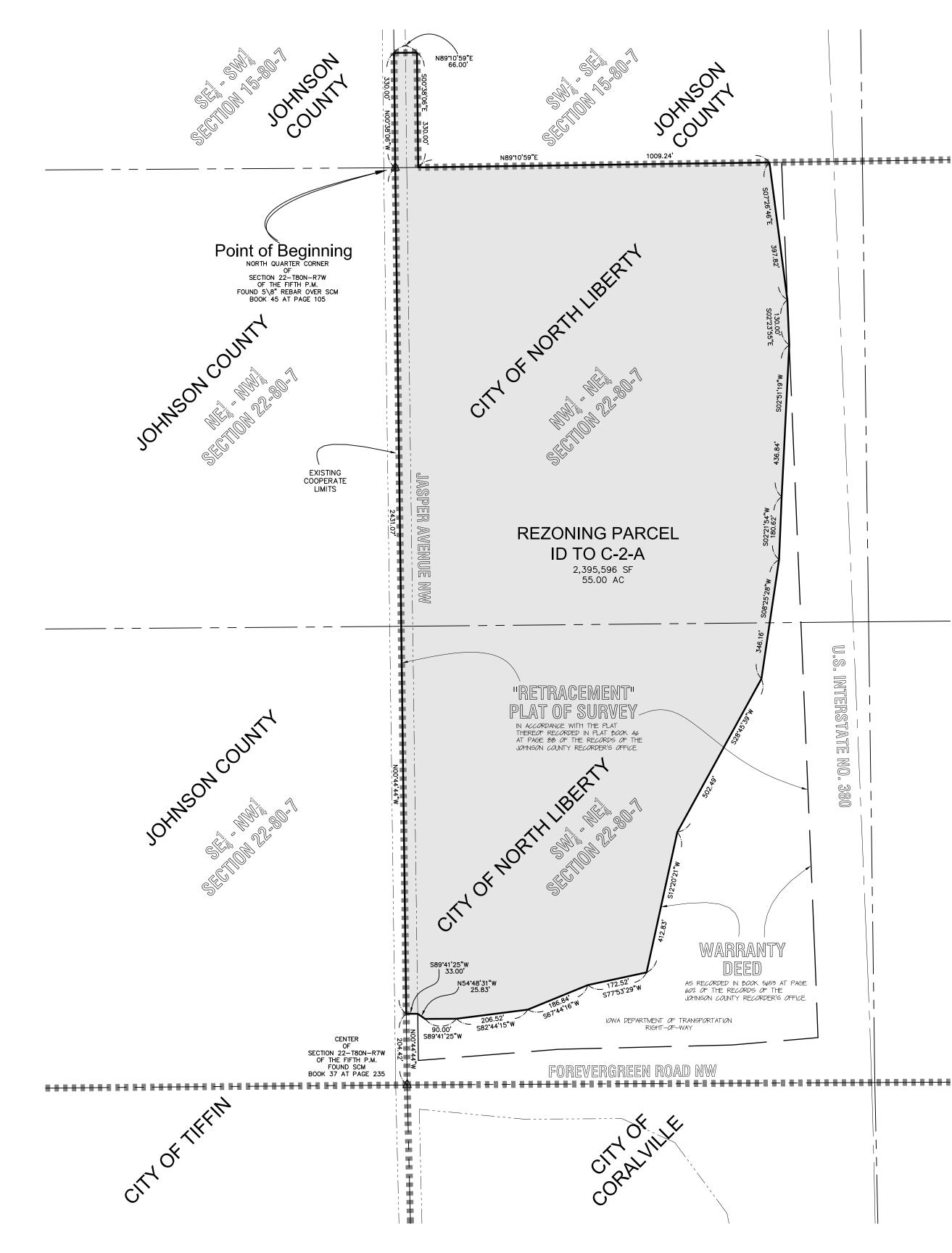
TERRY L. DONAHUE, MAYOR

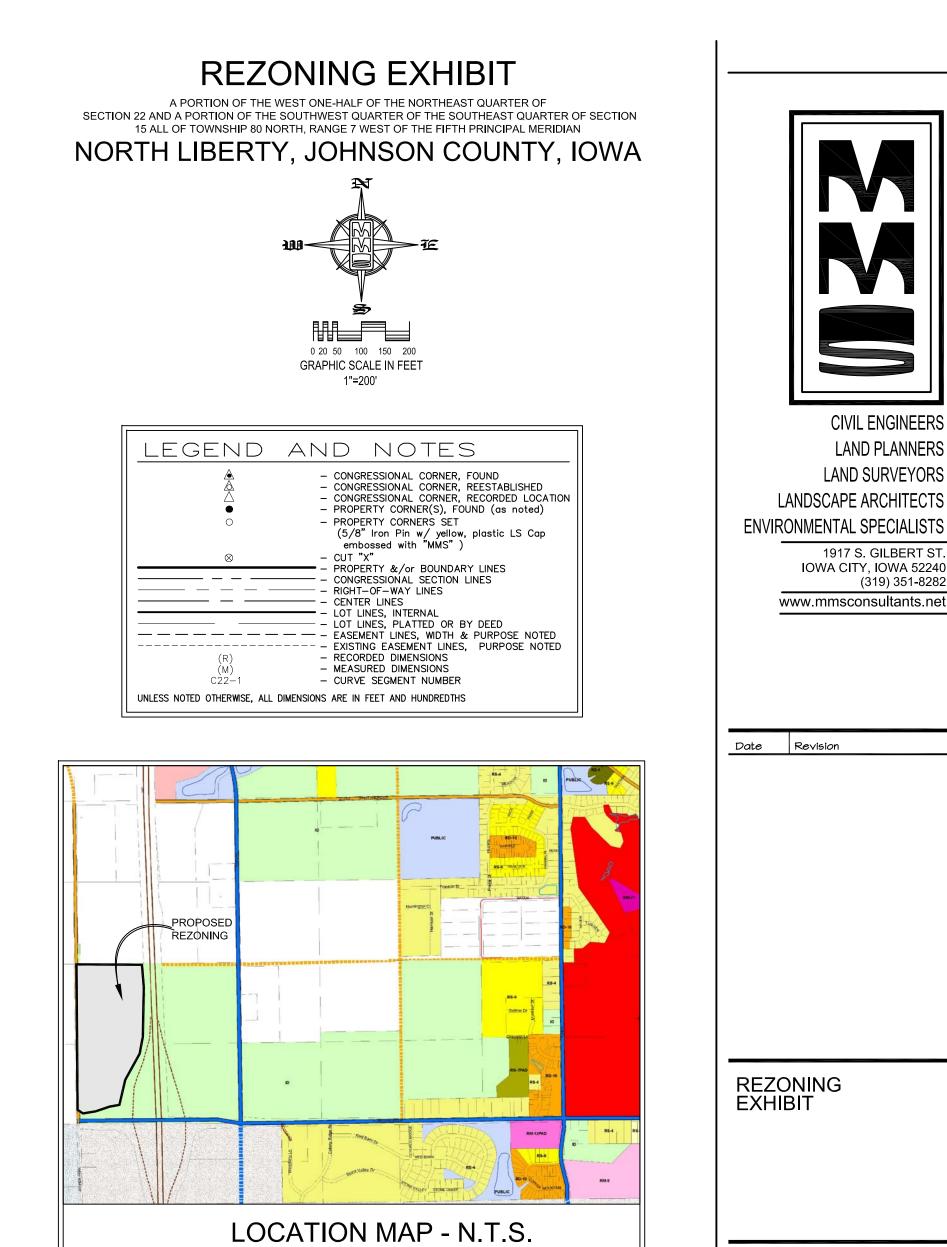
ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2018-12 in the North Liberty Leader on





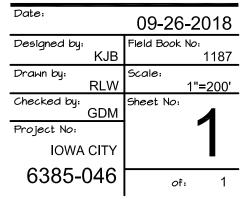
DESCRIPTION - REZONING PARCEL (ID TO C-2-A)

A PORTION OF THE WEST ONE-HALF OF THE NORTHEAST QUARTER OF SECTION 22 AND A PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15 ALL OF TOWNSHIP 80 NORTH, RANGE 7 WEST OF THE FIFTH PRINCIPAL MERIDIAN, NORTH LIBERTY, JOHNSON COUNTY, IOWA, DESCRIBED AS FOLLOWS:

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A PORTION OF THE WEST ONE-HALF OF THE NORTHEAST QUARTER OF SECTION 22 AND A PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15 ALL OF TOWNSHIP 80 NORTH, RANGE 7 WEST OF THE FIFTH PRINCIPAL MERIDIAN NORTH LIBERTY JOHNSON COUNTY IOWA

MMS CONSULTANTS, INC.



Project Funding



MINUTES TO HOLD HEARINGS ON GENERAL OBLIGATION LOAN AGREEMENTS AND COMBINE LOAN AGREEMENTS

421033-72

North Liberty, Iowa

December 11, 2018

The City Council of the City of North Liberty, Iowa, met on December 11, 2018, at ______ o'clock ___.m. at the ______, North Liberty, Iowa. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: _____

Absent: ______.

This being the time and place specified for taking action on the proposal to enter into the Essential Purpose Loan Agreement, as defined in the attached resolution, and to borrow money thereunder in a principal amount not to exceed \$5,150,000, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor declared the public hearing closed.

This also being the time and place specified for taking action on the proposal to enter into the Supplemental Urban Renewal Loan Agreement, as defined in the attached resolution, and to borrow money thereunder in a principal amount not to exceed \$1,000,000, the City Clerk announced that no petition had been filed asking that the question of entering into the loan agreement be submitted to the registered voters of the City, and that the City Council may proceed with the authorization of the loan agreement. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor declared the public hearing closed.

After due consideration and discussion, Council Member ______ introduced the following resolution and moved its adoption, seconded by Council Member ______. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

Resolution No. 2018-153

RESOLUTION TAKING ADDITIONAL ACTION ON PROPOSALS TO ENTER INTO GENERAL OBLIGATION LOAN AGREEMENTS AND COMBINING LOAN AGREEMENTS

WHEREAS, the City of North Liberty (the "City"), in Johnson County, State of Iowa, heretofore proposed to enter into a loan agreement (the "Essential Purpose Loan Agreement"), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$5,150,000 for the purpose of paying the costs, to that extent, of constructing street and bridge improvements, and pursuant to law and a notice duly published, the City Council has held a public hearing on such proposal on December 11, 2018; and

WHEREAS, the City previously proposed to enter into a loan agreement (the "Original Urban Renewal Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$5,000,000 for the purpose of paying the cost, to that extent, of constructing, furnishing and equipping a municipal police station, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of June 27, 2017, no petition had been filed with the City asking that the question of entering into the Original Urban Renewal Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City also proposed to enter into a loan agreement (the "Supplemental Urban Renewal Loan Agreement," and together with the Essential Purpose Loan Agreement, the "Loan Agreements"), and to borrow money thereunder in a principal amount not to exceed \$1,000,000 pursuant to the provisions of Section 384.24A and Section 384.24(3)(q) of the Code of Iowa, for the purpose of paying the costs, to that extent, of constructing, furnishing and equipping a municipal police station (such amount being supplemental of and additional to the \$5,000,000 previously authorized for this purpose by the City Council under the Original Urban Renewal Loan Agreement), has published notice of the proposed action and has held a hearing thereon, on December 11, 2018, and as of such date, no petition had been filed with the City asking that the question of entering into the Supplemental Urban Renewal Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, pursuant to the provisions of Section 384.28 of the Code of Iowa, the City Council intends to combine the Loan Agreements in to a single loan agreement (the "Loan Agreement");

NOW, THEREFORE, Be It Resolved by the City Council of the City of North Liberty, Iowa, as follows:

Section 1. The Loan Agreements are hereby combined into the Loan Agreement. The City Council hereby determines to enter into the Loan Agreement in the future and orders that General Obligation Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the "additional action" required by Section 384.24A of the Code of Iowa.

Section 2. Further action with respect to the Loan Agreements is hereby adjourned to a future City Council meeting.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

APPROVED AND ADOPTED this 11th day of December, 2018

CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

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At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

TERRY L. DONAHUE, MAYOR

Attest:

ATTESTATION CERTIFICATE

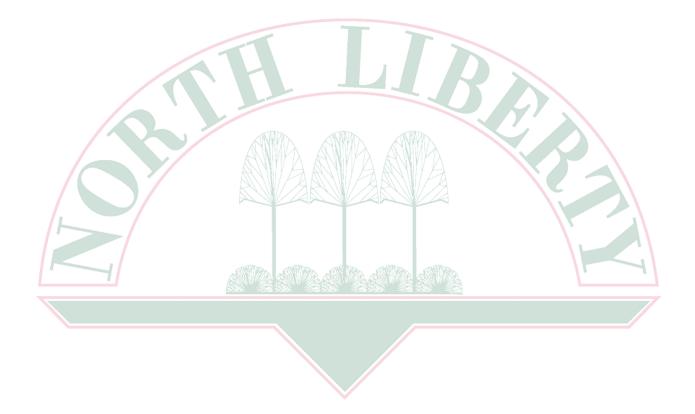
STATE OF IOWA COUNTY OF JOHNSON CITY OF NORTH LIBERTY

SS:

I, the undersigned, City Clerk of the City of North Liberty, do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records relating to the authorization of certain Loan Agreements and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this _____ day of _____, 2018.

Penn Street and Front Street Project



Prepared by and Return to: City of North Liberty, 3 Quail Creek Circle, P.O. Box 77, North Liberty, IA 52317 319-626-5767

PUBLIC EASEMENT AGREEMENT

This agreement is made and entered into by and between STONE RIDGE INVESTMENTS LLLP, an Iowa corporation, owner of the real estate described herein, (hereinafter referred to as "the Property Owner," which expression shall include its agents, successors or assigns), and the CITY OF NORTH LIBERTY, IOWA, a municipal corporation, (hereinafter referred to as "the City," which expression shall include its agents, successors or assigns).

IT IS HEREBY AGREED AS FOLLOWS:

For the sum of one thousand two hundred and forty-two dollars (\$1,242.00) plus other valuable consideration, the receipt of which is hereby acknowledged, the Property Owner hereby grants and conveys to the City a permanent easement (Division I) and a temporary construction easement (Division II) related to the public purpose of reconstructing in 2019-20 and maintaining the intersection of Penn Street and Front Street and public infrastructure, including water, sanitary sewer, storm sewer, and storm water management facilities, ("the Project") under, over, through and across the areas described in the attached exhibits.

Additionally, as part of the consideration for this agreement,

- A. The Property Owner will not be assessed for any costs for the design and construction of the Project, plans for which are on file at City Hall, nor shall the Property Owner be responsible for the initial costs of constructing or maintaining the Project.
- B. The City shall be responsible for the recording of this Agreement and payment of the costs for the same.
- C. The City shall indemnify and hold harmless the Property Owner, its successors and assigns, from and against any loss, damage, expense, cost, third party claims, causes of action, or other liabilities arising out of, or purporting to arise out of, the City's exercise of the rights granted under this Agreement. This indemnification and hold harmless shall include, but is not limited to, reasonable legal fees and cost of defense incurred by Property Owner.

DIVISION I – PERMANENT EASEMENT

Further, the Property Owner and the City agree that:

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- 1. The Property Owner hereby grants and conveys to the City a permanent utility easement with the right to install, lay, construct, reconstruct, renew, operate, maintain and remove public sanitary sewer infrastructure; public water infrastructure; public storm sewer infrastructure; and conduits, cables, pipes, electric lines below the surface of the ground, and other equipment or appurtenances above the surface of the ground as may be necessary for the purpose of serving the Property Owner's property and other property with electricity, gas, and communication services, along with all necessary appurtenances in connection with said use, as the City shall from time to time elect; and the right to trim, cut down and remove such trees, brush, saplings and bushes as may interfere with the proper construction, maintenance, operation or removal of said facilities, equipment and appurtenances over, under and across the area as depicted and described on the attached Exhibit A, and referred to herein as the "permanent easement area".
- 2. The City has the right to construct and maintain the Project with such structures as the City shall from time to time elect. The City shall promptly backfill any trench made by it, and repair any damage caused by the City within the permanent easement area.
- 3. Property Owner reserves the right to use the permanent easement area for purposes that will not interfere with the City's full enjoyment of the rights hereby granted, provided that the Property Owner shall not erect or construct any building, fence, retaining wall, or other structure; plant any trees; or construct any obstruction on the permanent easement area. Further, the Property Owner shall not diminish or substantially add to the ground cover or otherwise landscape on or over said permanent easement area. Fences and trees placed in the permanent easement area, with or without City approval, may be removed by the City without compensation or replacement.
- 4. The City shall not fence any part of the permanent easement area, unless otherwise agreed in writing by the parties.
- 5. The Property Owner shall not change the grade, elevation or contour of any part of the permanent easement area without obtaining the prior written consent of the City Engineer
- 6. The City shall have the right of access to the permanent easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the permanent easement area as herein described, including but not limited to the right to remove any unauthorized obstructions or structures placed or erected on the permanent easement area.
- 7. Following installation of the improvements described herein the City shall restore the permanent easement area to substantially the same condition as existed prior to the commencement of construction operations., with the exception of the replacement of trees, shrubs and brush, except as necessary for the completion of the Project.

DIVISION II – TEMPORARY EASEMENT

The Property Owner and the City further agree that:

- 1. The Property Owner hereby grants and conveys to the City a temporary construction easement for the purpose of facilitating the City's construction of the Project as depicted and legally described on Exhibit B, which is attached and fully incorporated herein, and referred to herein as "the temporary construction easement area".
- 2. The Property Owner shall not erect any landscaping, fences, or structures over, under or within the temporary construction easement area during the construction of the Project, without obtaining the prior written approval of the City Engineer.
- 3. The Property Owner shall not change the grade, elevation or contour of any part of the temporary construction easement area without obtaining the prior written consent of the City Engineer during the same timeframe.
- 4. The City shall have the right of access to the temporary construction easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the easement area as herein described, including but not limited to the right to remove any unauthorized obstructions or structures placed or erected on the easement area.
- 5. Following the construction and installation of the Project and final acceptance by the City, the City shall restore the temporary construction easement area to substantially the same condition as existed prior to the commencement of construction operations.
- 6. The City covenants and agrees that driveways, fences and other site features that are removed or disturbed shall be replaced by the City consistent with the final construction plans, which the City Engineer shall make available to the Property Owner upon request. The City further agrees that all grassed areas disturbed by the construction shall be seeded within a reasonable time after construction is complete. The Property Owner agrees that trees, shrubs and brush that are removed or disturbed will not be replaced by the City.
- 7. The rights as described above in the temporary construction easement area shall commence upon execution hereof and shall cease and terminate following the completion of the construction of the Project, but no later than October 1, 2020.

DIVISION III – GENERAL

The Property Owner does hereby covenant with the City that the Property Owner holds said real estate described in this easement by title in fee simple; that the Property Owner has good and lawful authority to convey the same; and that the Property Owner covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the

respective parties hereto, and all covenants shall apply to and run with the land.

Dated this day of , 20 .

PROPERTY OWNER:

CITY:

Signed: Ju h Dasta Signe Stone Ridge Investments General Partner

Signed:

:_____ Terry Donahue, Mayor

Signed: Tracey Mulcahey, City Clerk

STATE OF IOWA, JOHNSON COUNTY: ss

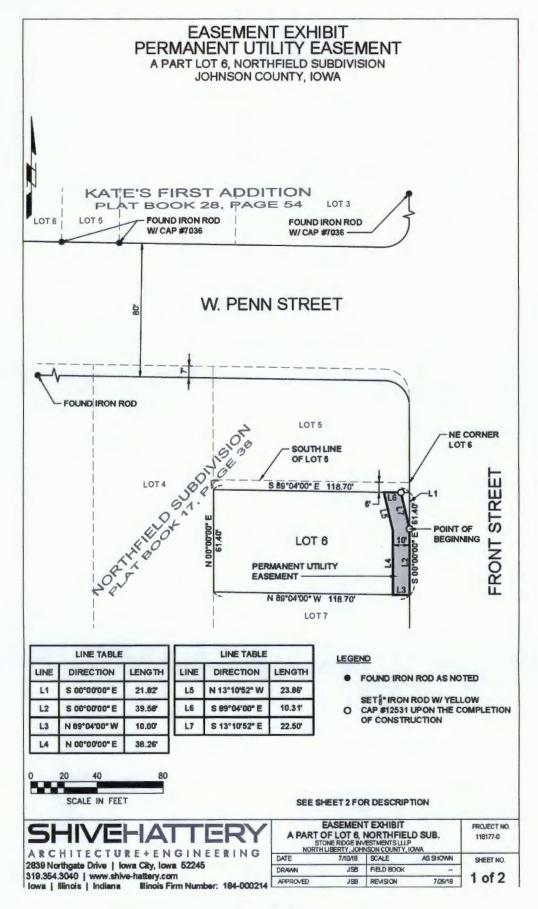
On this 27 day of <u>November</u>, 2018, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared <u>Sill Gaster</u>, to me personally known, who, being by me duly sworn, did say that he/she is the General Partner of Stone Ridge Investments LLLP, an Iowa corporation, and that the instrument was signed on behalf of the corporation by the authority of its members, and that dill Gaster acknowledged the execution of the instrument to be his/her voluntary act and deed and the voluntary act and deed of the corporation, by it and by him/her voluntarily executed.

STACEY ANN HOUSE Commission Number 791093 Notary Public in and for the State of Iowa My Commission Expires 4wo

STATE OF IOWA, JOHNSON COUNTY: ss

On this _____ day of _____, 20___, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Terry Donahue and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of North Liberty, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation, and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. of the City Council on the day of , 20 , and that Terry Donahue and Tracey Mulcahey acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa



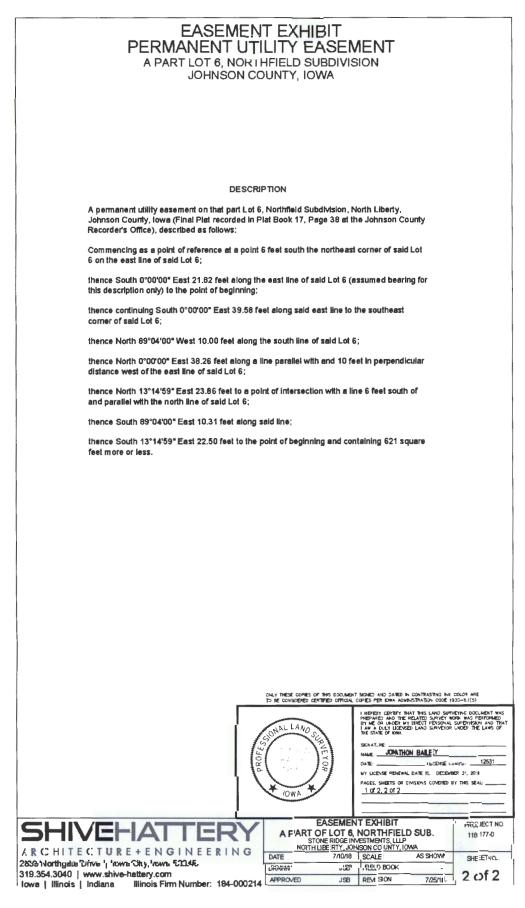
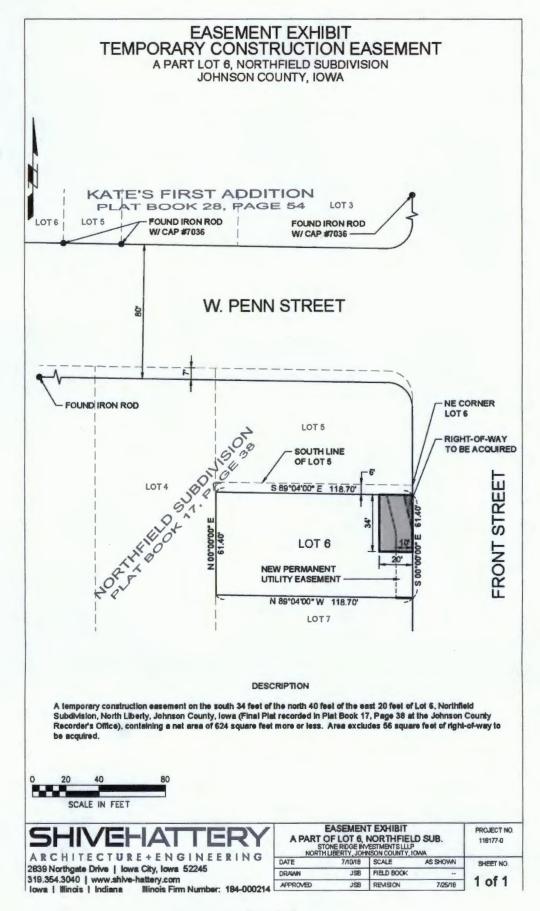


EXHIBIT B

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Resolution No. 2018-154

A RESOLUTION APPROVING THE PUBLIC EASEMENT AGREEMENT BETWEEN STONE RIDGE INVESTMENTS LLLP AND THE CITY OF NORTH LIBERTY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

WHEREAS, the City of North Liberty is planning the Penn Street and Front Street Project adjacent to Stone Ridge Investments LLLP;

WHEREAS, a temporary construction easement is necessary for the project;

WHEREAS, the value of the easement for the project was determined to be \$1,242.00; and

WHEREAS, it is the parties' desire to agree and establish, in writing, their understanding concerning the agreement for the project.

NOW, THEREFORE, BE IT RESOLVED that that the attached agreement between the City of North Liberty and Stone Ridge Investments LLLP is approved for the Penn Street and Front Street Project, North Liberty, Iowa.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 11th day of December, 2018.

CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

Prepared by and Return to: City of North Liberty, PO Box 77, North Liberty, IA 52317 (319) 626-5767 Address Tax Statement: City of North Liberty, Iowa, PO Box 77, North Liberty, IA 52317

WARRANTY DEED

For the consideration of One Dollar(s) and other valuable consideration, Stone Ridge Investments, LLLP, an Iowa corporation, does hereby convey to the City of North Liberty, Iowa, a municipal corporation, for right-of-way purposes, the real estate in Johnson County, Iowa, described and shown on the attached Exhibit A.

Grantor(s) do/does hereby covenant with grantee, and successors in interest, that grantor(s) hold(s) the real estate by title in fee simple; that he/she/they/it has/have good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances except as may be above stated; and grantor(s) covenant(s) to warrant and defend the real estate against the lawful claims of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

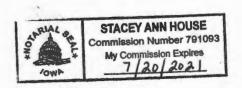
STONE RIDGE INVESTMENTS, LLLP

Dated: 11/27/18

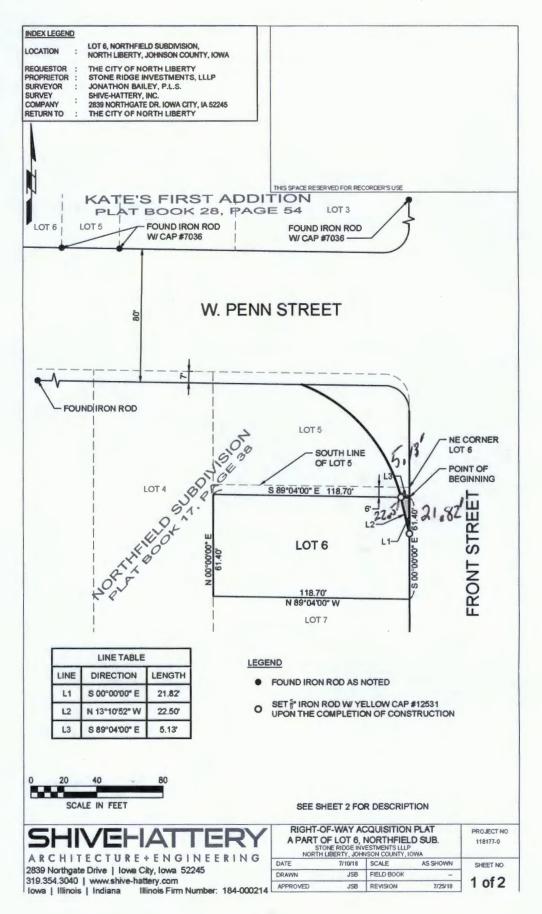
By: Jue h Laster Stone Ridge In verticenty General Partner

STATE OF IOWA, JOHNSON COUNTY: ss

On this <u>27</u> day of <u>November</u>, 20<u>18</u>, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared <u>) ill (aester</u>, to me personally known, who, being by me duly sworn, did say that he/she is the <u>General Pactner</u> of Stone Ridge Investments, LLLP, an Iowa corporation, and that the instrument was signed on behalf of the partnership by the authority of its members, and that <u>) ill General</u> acknowledged the execution of the instrument to be his/her voluntary act and deed and the voluntary act and deed of the corporation, by it and by him/her voluntarily executed.

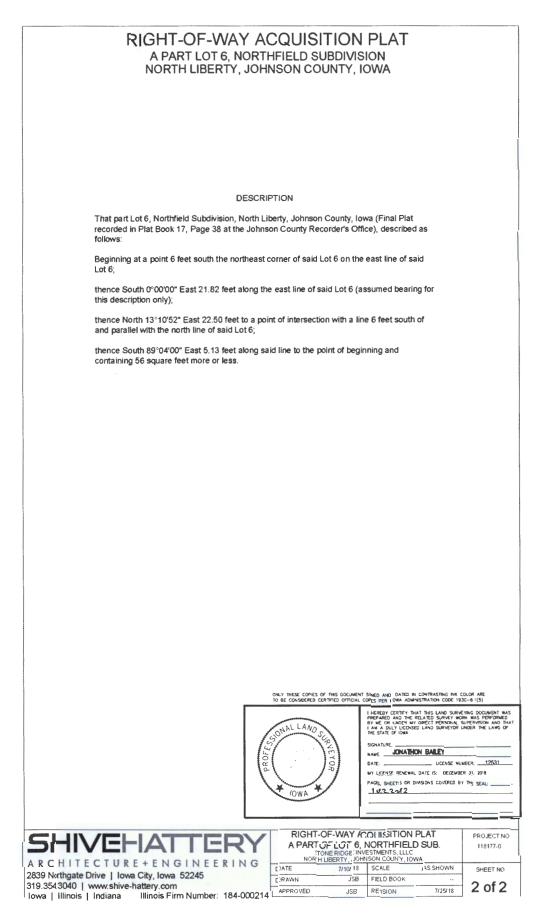


here Notary Public in and for the State of Iowa



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Resolution No. 2018-155

A RESOLUTION APPROVING THE WARRANTY DEED FROM STONE RIDGE INVESTMENTS, LLLP TO THE CITY OF NORTH LIBERTY FOR THE ESTABLISHMENT OF RIGHT OF WAY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

WHEREAS, the City Council desires to create a right of way on property that is owned by Stone Ridge Investments, LLLP;

WHEREAS, a deed from Stone Ridge Investments, LLLP to the City of North Liberty has been prepared, copy of said deed is attached hereto and by this reference made a part hereof;

WHEREAS, said deed has been examined and is found to be in proper form; and

WHEREAS, the City of North Liberty agrees to purchase the property for the rightof-way and compensation for damage to the remainder of the property in the total amount of \$224.00.

NOW, THEREFORE, BE IT RESOLVED that that the attached Warranty Deed to establish right of way on property owned by Stone Ridge Investments, LLLP, is authorized and approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 11th day of December, 2018.

CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

Prepared by and Return to: City of North Liberty, 3 Quail Creek Circle, P.O. Box 77, North Liberty, IA 52317 319-626-5767

PUBLIC EASEMENT AGREEMENT

This agreement is made and entered into by and between BSQUARE PROPERTIES, LLC, an Iowa corporation, owner of the real estate described herein, (hereinafter referred to as "the Property Owner," which expression shall include its agents, successors or assigns), and the CITY OF NORTH LIBERTY, IOWA, a municipal corporation, (hereinafter referred to as "the City," which expression shall include its agents, successors or assigns).

IT IS HEREBY AGREED AS FOLLOWS:

For the sum of one thousand four hundred and four dollars (\$1,404) plus other valuable consideration, the receipt of which is hereby acknowledged, the Property Owner hereby grants and conveys to the City a permanent easement (Division I) and a temporary construction easement (Division II) related to the public purpose of reconstructing in 2019-20 and maintaining the intersection of Penn Street and Front Street and public infrastructure, including water, sanitary sewer, storm sewer, and storm water management facilities, ("the Project") under, over, through and across the areas described in the attached exhibits.

Additionally, as part of the consideration for this agreement,

- A. The Property Owner will not be assessed for any costs for the design and construction of the Project, plans for which are on file at City Hall, nor shall the Property Owner be responsible for the initial costs of constructing or maintaining the Project.
- B. The City shall be responsible for the recording of this Agreement and payment of the costs for the same.
- C. The City shall indemnify and hold harmless the Property Owner, its successors and assigns, from and against any loss, damage, expense, cost, third party claims, causes of action, or other liabilities arising out of, or purporting to arise out of, the City's exercise of the rights granted under this Agreement. This indemnification and hold harmless shall include, but is not limited to, reasonable legal fees and cost of defense incurred by Property Owner.

DIVISION I – PERMANENT EASEMENT

Further, the Property Owner and the City agree that:

- 1. The Property Owner hereby grants and conveys to the City a permanent utility easement with the right to install, lay, construct, reconstruct, renew, operate, maintain and remove public sanitary sewer infrastructure; public water infrastructure; public storm sewer infrastructure; and conduits, cables, pipes, electric lines below the surface of the ground, and other equipment or appurtenances above the surface of the ground as may be necessary for the purpose of serving the Property Owner's property and other property with electricity, gas, and communication services, along with all necessary appurtenances in connection with said use, as the City shall from time to time elect; and the right to trim, cut down and remove such trees, brush, saplings and bushes as may interfere with the proper construction, maintenance, operation or removal of said facilities, equipment and appurtenances over, under and across the area as depicted and described on the attached Exhibit A, and referred to herein as "the permanent easement area."
- 2. The City has the right to construct and maintain the Project with such structures as the City shall from time to time elect. The City shall promptly backfill any trench made by it, and repair any damage caused by the City within the permanent easement area.
- 3. Property Owner reserves the right to use the permanent easement area for purposes that will not interfere with the City's full enjoyment of the rights hereby granted, provided that the Property Owner shall not erect or construct any building, fence, retaining wall, or other structure; plant any trees; on the permanent easement area. Further, the Property Owner shall not diminish or substantially add to the ground cover or otherwise landscape on or over the permanent easement area. Fences and trees placed in the permanent easement area, with or without City approval, may be removed by the City without compensation or replacement.
- 4. The City shall not fence any part of the permanent easement area, unless otherwise agreed in writing by the parties.
- 5. The Property Owner shall not change the grade, elevation or contour of any part of the permanent easement area without obtaining the prior written consent of the City Engineer.
- 6. The City shall have the right of access to the permanent easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the permanent easement area as herein described, including but not limited to the right to remove any unauthorized obstructions or structures placed or erected on the permanent easement area.
- 7. Following installation of the improvements described herein, the City shall restore the permanent easement area to substantially the same condition as existed prior to the commencement of construction operations, with the exception of the replacement of trees, shrubs and brush, except as necessary for the completion of the Project.

DIVISION II – TEMPORARY EASEMENT

The Property Owner and the City further agree that:

- 1. The Property Owner hereby grants and conveys to the City a temporary construction easement for the purpose of facilitating the City's construction of the Project as depicted and legally described on Exhibit B, which is attached and fully incorporated herein, and referred to herein as "the temporary construction easement area."
- 2. The Property Owner shall not erect any landscaping, fences, or structures over, under or within the temporary construction easement area during the construction of the Project, without obtaining the prior written approval of the City Engineer.
- 3. The Property Owner shall not change the grade, elevation or contour of any part of the temporary construction easement area without obtaining the prior written consent of the City Engineer during the same timeframe.
- 4. The City shall have the right of access to the temporary construction easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the easement area as herein described, including but not limited to the right to remove any unauthorized obstructions or structures placed or erected on the easement area.
- 5. Following the construction and installation of the Project and final acceptance by the City, the City shall restore the temporary construction easement area to substantially the same condition as existed prior to the commencement of construction operations.
- 6. The City covenants and agrees that driveways, fences and other site features that are removed or disturbed shall be replaced by the City consistent with the final construction plans, which the City Engineer shall make available to the Property Owner upon request. The City further agrees that all grassed areas disturbed by the construction shall be seeded within a reasonable time after construction is complete. The Property Owner agrees that trees, shrubs and brush that are removed or disturbed will not be replaced by the City.
- 7. The rights as described above in the temporary construction easement area shall commence upon execution hereof and shall cease and terminate following the completion of the construction of the Project, but no later than October 1, 2020.

DIVISION III – GENERAL

The Property Owner does hereby covenant with the City that the Property Owner holds said real estate described in this easement by title in fee simple; that the Property Owner has good and lawful authority to convey the same; and that the Property Owner covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever.

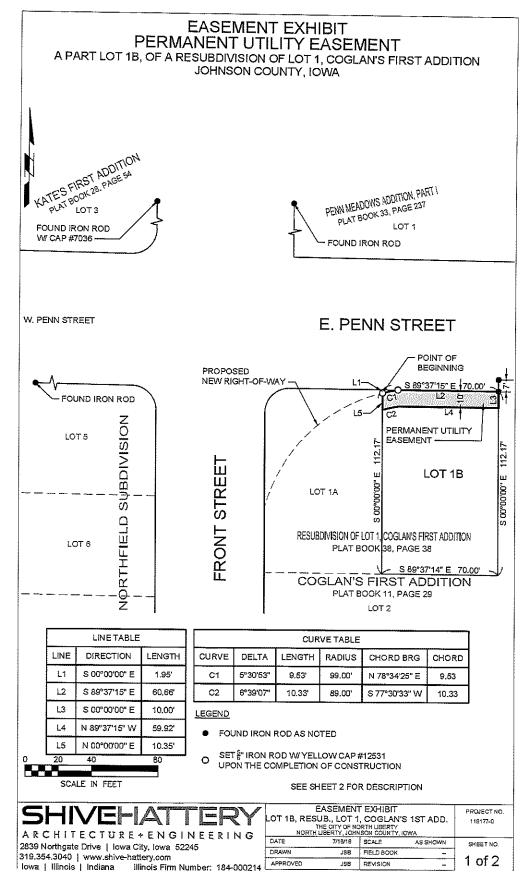
The provisions hereof shall inure to the benefit of and bind the successors and assigns of the

respective parties hereto, and all covenants shall apply to and run with the land.

Dated this	_day of	, 20
PROPERTY OWN	ER:	CITY:
Signed:		Signed:
Brian Meyer,	Manager	Terry Donahue, Mayor
Signed:		Signed:
Brian Stevens	s, Manager	Tracey Mulcahey, City Clerk
On this <u></u> a Notary Public in Stevens, to me pers Managers, of BSquar on behalf of the corp Stevens acknowledge voluntary act and dee	onally known, who, by re Properties, LLC, an I poration by the authori ad the execution of the ad of the corporation, by	cember , 20 before me, the undersigned, lowa, personally appeared Brian Meyer and Brian eing by me duly sworn, did say that they are the lowa corporation, and that the instrument was signed ty of its members, and that Brian Meyer and Brian instrument to be their voluntary act and deed and the vit and by them voluntarily executed.
STATE OF IOWA, J	OHNSON COUNTY:	SS

On this ______ day of ______, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Terry Donahue and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of North Liberty, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation, and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. ______ of the City Council on the ______ day of ______, 20____, and that Terry Donahue and Tracey Mulcahey acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa



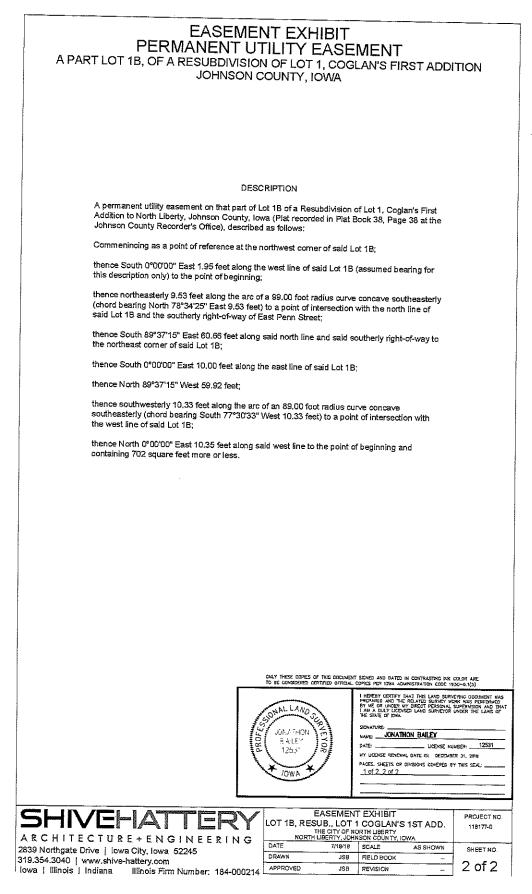
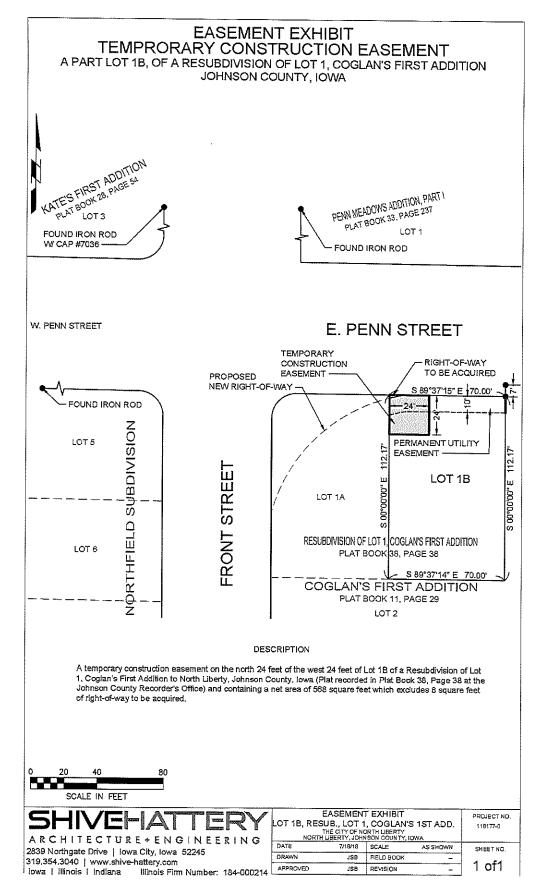


EXHIBIT B



Resolution No. 2018-156

A RESOLUTION APPROVING THE PUBLIC EASEMENT AGREEMENT BETWEEN B SQUARE PROPERTIES, LLC AND THE CITY OF NORTH LIBERTY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

WHEREAS, the City of North Liberty is planning the Penn Street and Front Street Project adjacent to B Square Properties, LLC;

WHEREAS, a temporary construction easement is necessary for the project;

WHEREAS, the value of the easement for the project was determined to be \$1,404.00; and

WHEREAS, it is the parties' desire to agree and establish, in writing, their understanding concerning the agreement for the project.

NOW, THEREFORE, BE IT RESOLVED that the attached agreement between the City of North Liberty and B Square Properties, LLC is approved for the Penn Street and Front Street Project, North Liberty, Iowa.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 11th day of December, 2018.

CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

Prepared by and Return to: City of North Liberty, PO Box 77, North Liberty, IA 52317 (319) 626-5767 Address Tax Statement: City of North Liberty, Iowa, PO Box 77, North Liberty, IA 52317

WARRANTY DEED

For the consideration of One Dollar(s) and other valuable consideration, BSquare Properties, LLC, an Iowa corporation, does hereby convey to the City of North Liberty, Iowa, a municipal corporation, for right-of-way purposes, the real estate in Johnson County, Iowa, described and shown on the attached Exhibit A.

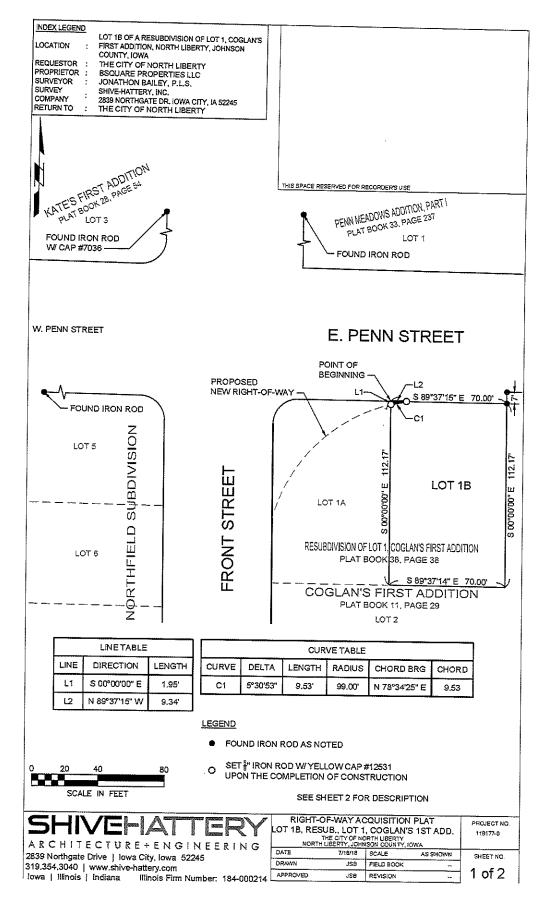
Grantor does hereby covenant with grantee, and successors in interest, that grantor holds the real estate by title in fee simple; that it has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances except as may be above stated; and grantor covenants to warrant and defend the real estate against the lawful claims of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

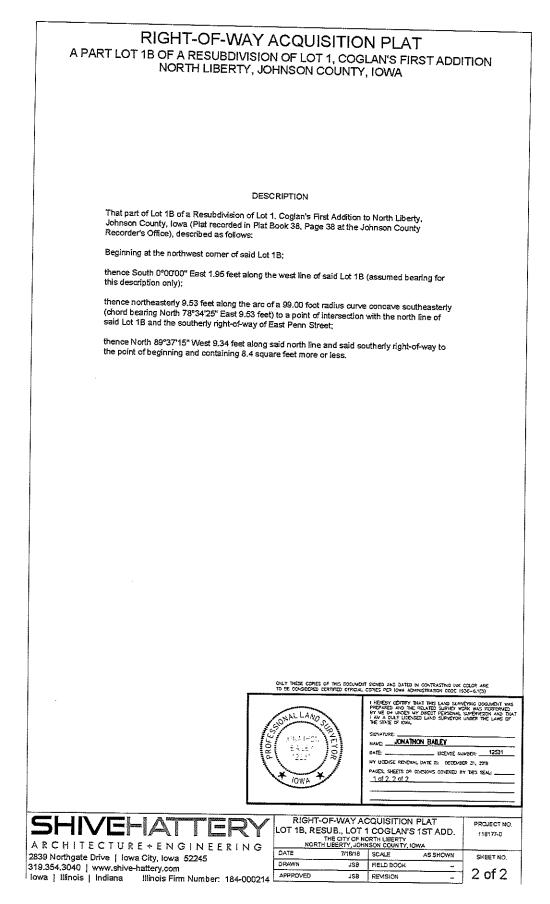
	BSQUARE PROPERTIES, LLC
Dated: <u>12-3-18</u>	By: Brian Meyer, Manager
Dated: 12-3-19	By: Brian Stevens, Manager
STATE OF IOWA, JOHNSON COUNTY: 55	
On this 3 no day of 3	<u>ember</u> , 20 <u>8</u> , before me, the undersigned,
a Notary Public in and for the State of lov	va, personally appeared Brian Meyer and Brian
Stevens, to me personally known, who, bein	g by me duly sworn, did say that they are the
Managers of BSquare Properties, LLC, an Iow	a corporation, and that the instrument was signed

on behalf of the corporation by the authority of its members, and that Brian Meyer and Brian Stevens acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa



Page 3 of 4



Resolution No. 2018-157

A RESOLUTION APPROVING THE WARRANTY DEED FROM B SQUARE PROPERTIES, LLC TO THE CITY OF NORTH LIBERTY FOR THE ESTABLISHMENT OF RIGHT OF WAY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

WHEREAS, the City Council desires to create a right of way on property that is owned by B Square Properties, LLC;

WHEREAS, a deed from B Square Properties, LLC to the City of North Liberty has been prepared, copy of said deed is attached hereto and by this reference made a part hereof;

WHEREAS, said deed has been examined and is found to be in proper form; and

WHEREAS, the City of North Liberty agrees to purchase the property for the rightof-way and compensation for damage to the remainder of the property in the total amount of \$33.60.

NOW, THEREFORE, BE IT RESOLVED that that the attached Warranty Deed to establish right of way on property owned by B Square Properties, LLC, is authorized and approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 11th day of December, 2018.

CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

Prepared by and Return to: City of North Liberty, 3 Quail Creek Circle, P.O. Box 77, North Liberty, IA 52317 319-626-5767

PUBLIC EASEMENT AGREEMENT

This agreement is made and entered into by and between SOUTH SLOPE COOPERATIVE TELEPHONE COMPANY, an Iowa cooperative, owner of the real estate described herein, (hereinafter referred to as "Property Owner," which expression shall include its agents, successors or assigns), and the CITY OF NORTH LIBERTY, IOWA, a municipal corporation, (hereinafter referred to as "City," which expression shall include its agents, successors or assigns).

IT IS HEREBY AGREED AS FOLLOWS:

For the sum of one dollar plus other valuable consideration, the receipt of which is hereby acknowledged, the Property Owner hereby grants and conveys to the City a permanent easement (Division I) and a temporary construction easement (Division II) for the public purpose of improving the intersection of North Bend Drive and Front Street (the "Project"), under, over, through and across the real estate legally described in the exhibits, which are attached hereto.

Additionally, as part of the consideration for this agreement,

- A. The Property Owner will not be assessed for any costs for the design and construction of the Project, plans for which are on file at City Hall, nor shall the Property Owner be responsible for any costs of constructing or maintaining the Project.
- B. The City shall be responsible for the recording of this Agreement and payment of the costs for the same.
- C. The City shall indemnify and hold harmless the Property Owner, its successors and assigns, from and against any loss, damage, expense, cost, third party claims, causes of action, or other liabilities or expenses arising out of, or purporting to arise out of, the City's exercise of the rights granted under this Agreement. This indemnification and hold harmless shall include, but is not limited to, reasonable legal fees and cost of defense incurred by Property Owner.

DIVISION I – PERMANENT EASEMENT

Further, the Property Owner and the City agree that:

- 1. Property Owner hereby grants and conveys to the City a permanent easement for the purposes of excavating, installing, and maintaining, all at the City's expense, pedestrian light fixtures and splitter island landscaping, along with all necessary appurtenances in connection with said use; with the right of reasonable ingress and egress thereto, over and across the areas designated as "Permanent Landscape and Pedestrian Lighting Easement" as depicted and legally described on Exhibit A attached hereto and incorporated herein by reference, referred to herein as the "easement area."
- 2. The City has the right to construct and maintain the Project with such structures as the City shall from time to time elect. The City shall promptly backfill any trench made by it, and repair any damage caused by the City within the easement area.
- 3. Property Owner reserves the right to use said easement area for purposes that will not interfere with the City's full enjoyment of the rights hereby granted; provided that the Property Owner shall not erect or construct any building, fence, retaining wall, or other structure or plant any trees; or construct any other obstruction on said easement area. Further, the Property Owner shall not diminish or substantially add to the ground cover or otherwise landscape on or over said easement area. Fences and trees placed in the easement area, with or without City approval, may be removed by the City without compensation or replacement.
- 4. The City shall not permanently fence any part of the permanent easement area, unless otherwise agreed in writing by the parties.
- 5. The Property Owner shall not change the grade, elevation or contour of any part of the permanent easement area without obtaining the prior written consent of the City Engineer, which consent shall not be unreasonably withheld.
- 6. Prior to construction work commencing, the Property Owner shall remove and store their existing address sign and the two light fixtures that illuminate the sign. The City will reinstall the sign and lights in the east landscape bed of the east splitter island during construction of the Project, at the City's sole expense. The City will install a temporary address sign near the Property Owner's entrance drive during construction, at the City's sole expense.
- 7. The Property Owner shall abandon portions of their existing underground irrigation system located within and adjacent to the easement area as reasonably necessary for the Project and which will be removed by the City, at the City's sole expense, for construction of the Project. Prior to construction work commencing, the Property Owner will separate these portions of the irrigation system from the remaining lines, in order to preserve functionality of the remaining system. Property Owner agrees that the abandoned portions of the irrigation

system will not be replaced by the City.

8. The City shall have the right of access to the permanent easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the permanent easement area as herein described, including but not limited to the right to remove any unauthorized obstructions or structures placed or erected on the permanent easement area.

DIVISION II – TEMPORARY EASEMENT

The Property Owner and the City further agree that:

- 1. The temporary easement area being granted and conveyed by this Agreement is depicted on and legally described in Exhibit B which is attached and fully incorporated herein, and referred to herein as "temporary construction easement area."
- 2. The Property Owner does hereby grant and convey to the City a temporary construction easement over and across the temporary construction easement area for the purpose of facilitating the City's construction of the Project described above.
- 3. The Property Owner shall not erect any landscaping, fences, or structures over, under or within the temporary construction easement area during the construction of the Project, without obtaining the prior written approval of the City Engineer.
- 4. The Property Owner shall not change the grade, elevation or contour of any part of the temporary construction easement area during the construction of the project without obtaining the prior written consent of the City Engineer, which consent shall not be unreasonably withheld.
- 5. Prior to construction work commencing, the Property Owner shall temporarily shut down portions of their existing underground irrigation system located within the temporary construction easement area. Property Owner agrees to reinstall new irrigation heads if needed to bring these portions of the irrigation system back online after completion of the Project.
- 6. The City shall have the right of reasonable access to the temporary construction easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the easement area as herein described, including but not limited to the right to remove any unauthorized obstructions or structures placed or erected on the easement area.
- 7. Following the construction and installation of the Project and final acceptance by the City, the City shall restore the temporary construction easement area to substantially the same condition as existed prior to the commencement of construction operations.
- 8. The City covenants and agrees that driveways, fences and other site features that are removed or disturbed shall be replaced by City consistent with the final construction plans, which the

City Engineer shall make available to the Property Owner upon request. The City further agrees that all grassed areas disturbed by the construction shall be seeded within a reasonable time after construction is complete. City agrees that one tree that is removed or disturbed will be replaced by City, as shown on the plans.

9. The rights as described above in the temporary construction easement area shall commence upon execution hereof and shall cease and terminate following the completion of the construction of the Project, but no later than October 1, 2020.

DIVISION III – GENERAL

The Property Owner acknowledges that the Project may temporarily limit access to the Property Owner's property. In no event shall any activity of the City on the Property Owner's property arising out of this agreement unreasonably interfere with the Property Owner's use and enjoyment of its real estate located adjacent to the Project area.

The Property Owner does hereby covenant with the City that the Property Owner holds said real estate described in this easement by title in fee simple; that the Property Owner has good and lawful authority to convey the same; and that the Property Owner covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated this ______ day of ______, 2018.

PROPERTY OWNER:

South Slope Cooperative Telephone Company

Signed:_____

Chuck Deisbeck, CEO

CITY:

City of North Liberty, Iowa

Signed:

Terry Donahue, Mayor

Signed:

Tracey Mulcahey, City Clerk

STATE OF IOWA, JOHNSON COUNTY: ss

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared ______, to me personally known, who, being by me duly sworn, did say that he/she is the ______ of South Slope Cooperative Telephone Company, an Iowa corporation, and that the instrument was signed on behalf of the corporation by the authority of its members, and that ______

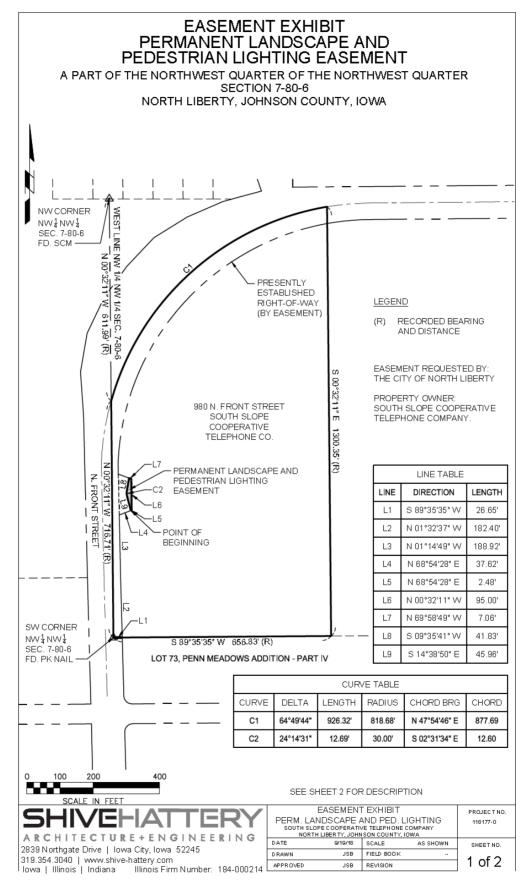
acknowledged the execution of the instrument be his/her voluntary act and deed and the voluntary act and deed of the corporation, by it and by him/her voluntarily executed.

Notary Public in and for the State of Iowa

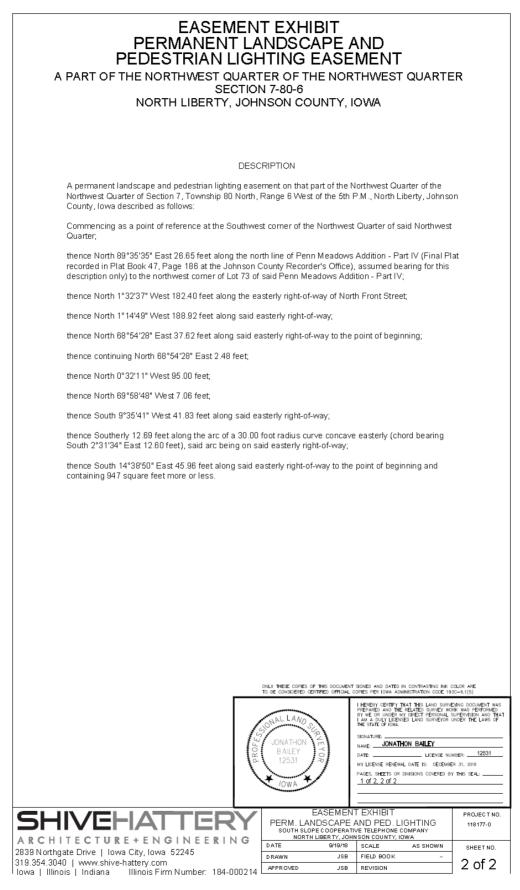
STATE OF IOWA, JOHNSON COUNTY: ss

On this ______ day of ______, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Terry Donahue and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of North Liberty, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation, and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. ______ of the City Council on the ______ day of ______, 20____, and that Terry Donahue and Tracey Mulcahey acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

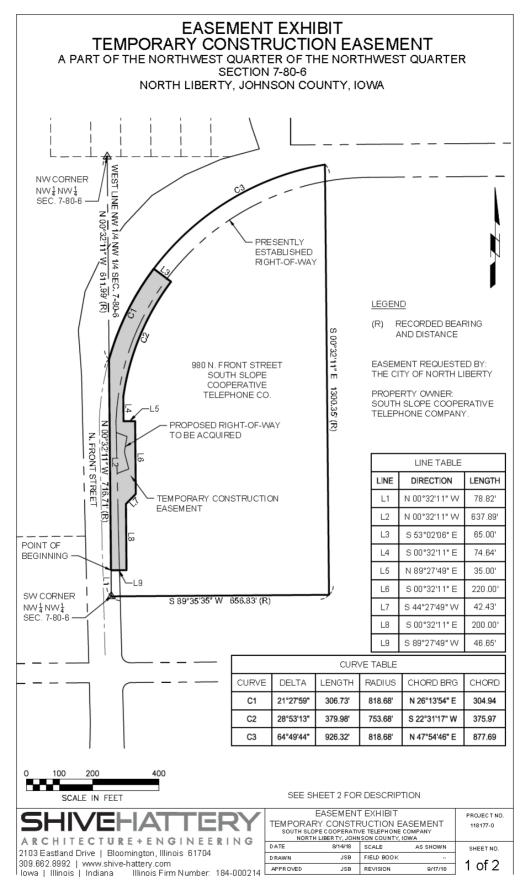
Notary Public in and for the State of Iowa



Page 6 of 9



Page 7 of 9



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EXHIBIT B

EASEMENT EXHIBIT TEMPORARY CONSTRUCTION EASEMENT A PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER SECTION 7-80-6								
NORTH LIBERTY, JOHN	SON COUNTY, K	AWC						
DESC	RIPTION							
	A temporary construction easement on that part of the Northwest Quarter of the Northwest Quarter of Section 7, Township 80 North, Range 6 West of the 5th P.M., North Liberty, Johnson County, Iowa described as follows:							
Commencing as a point of reference at the Southwest co	Commencing as a point of reference at the Southwest corner of the Northwest Quarter of said Northwest Quarter;							
thence North 0°32'11" West 78.82 feet along the west lin description only) to the point of beginning;	thence North 0°32'11" West 78.82 feet along the west line of said Northwest Quarter (assumed bearing for this description only) to the point of beginning;							
thence continuing North 0°32'11" West 637.89 feet along	thence continuing North 0°32'11" West 637.89 feet along said west line;							
thence northeasterly 306.73 feet along the arc of a 818.6 North 26°13'54" East 304.94 feet);	thence northeasterly 306.73 feet along the arc of a 818.68 foot radius curve concave southeasterly (chord bearing North 26°13'54" East 304.94 feet);							
thence South 53°02'06" East 65.00 feet;								
thence southwesterly 379.88 feet along the arc of a 753. South 22°31'17" West 375.97 feet;	68 foot radius curve cond	cave southeasterly (chor	d bearing					
thence South 0°32'11" East 74.64 feet;								
thence North 89°27'49" East 35.00 feet;								
thence South 0°32'11" East 220.00 feet;								
thence South 44°27'49" West 42.43 feet,	thence South 44°27'49" West 42.43 feet;							
thence South 0°32'11" East 200.00 feet;	thence South 0°32'11" East 200.00 feet,							
thence South 89°27'49" West 46.65 feet to the point of beginning containing a net area of 0.51 acres which excludes the presently established right-of-way and proposed right-of-way to be acquired.								
SHIVEHATTERY	EASEMENT TEMPORARY CONSTR SOUTH SLOPE COOPERATIV NORTH LIBERTY, JOHN	RUCTION EASEMENT	PROJECTNO. 118177-0					
2103 Eastland Drive Bloomington, Illinois 61704	DATE 8/14/18 DRAWN JSB	SCALE AS SHOWN FIELD BOOK	SHEET NO.					
1309.662.8992 Liwww.shive-hattery.com	APPROVED JSB	REVISION 9/17/18	_ 2 of 2					

Resolution No. 2018-158

A RESOLUTION APPROVING THE PUBLIC EASEMENT AGREEMENT BETWEEN SOUTH SLOPE COOPERATIVE TELEPHONE COMPANY AND THE CITY OF NORTH LIBERTY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

WHEREAS, the City of North Liberty is planning the Penn Street and Front Street Project adjacent to South Slope Cooperative Telephone Company;

WHEREAS, a temporary construction easement is necessary for the project;

WHEREAS, the value of the easement for the project was determined to be \$0.00; and

WHEREAS, it is the parties' desire to agree and establish, in writing, their understanding concerning the agreement for the project.

NOW, THEREFORE, BE IT RESOLVED that the attached agreement between the City of North Liberty and South Slope Cooperative Telephone Company is approved for the Penn Street and Front Street Project, North Liberty, Iowa.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 11th day of December, 2018.

CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

Prepared by and Return to: ______, City of North Liberty, PO Box 77, North Liberty, IA 52317 (319) 626-5767 Address Tax Statement: City of North Liberty, Iowa, PO Box 77, North Liberty, IA 52317

WARRANTY DEED

For the consideration of One Dollar(s) and other valuable consideration, South Slope Cooperative Telephone Company, an Iowa cooperative, does hereby convey to the City of North Liberty, Iowa, a municipal corporation, for right-of-way purposes, the following described real estate in Johnson County, Iowa:

See Exhibit A, attached hereto and incorporated herein by reference.

Grantor does hereby covenant with grantee, and successors in interest, that grantor holds the real estate by title in fee simple; that it has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances except as may be above stated; and grantor covenants to warrant and defend the real estate against the lawful claims of all persons except as may be above stated.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

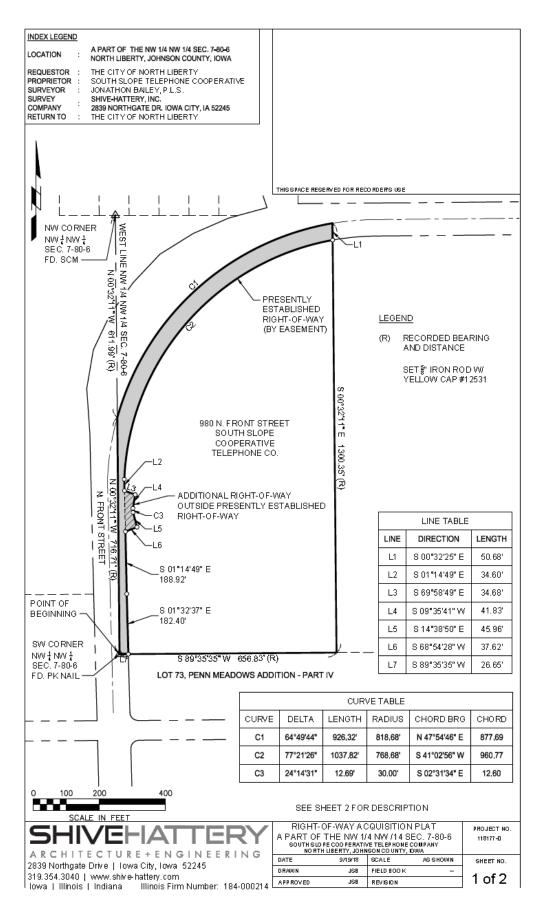
Dated: _____

_____, Title

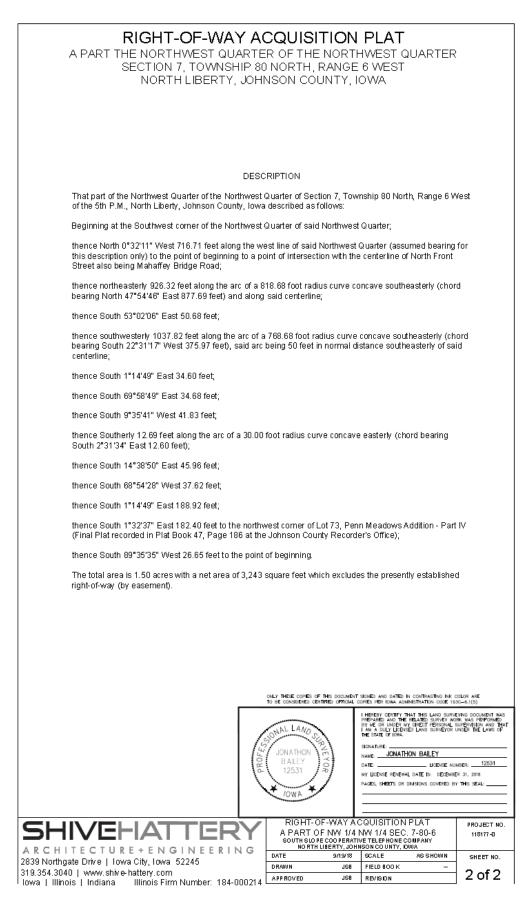
STATE OF IOWA, JOHNSON COUNTY: ss

This record was acknowledged before me on the ____ day of ____, 2018, by _____, as ______of South Slope Cooperative Telephone Company.

Notary Public in and for the State of Iowa



Page 2 of 3



Resolution No. 2018-159

A RESOLUTION APPROVING THE WARRANTY DEED FROM SOUTH SLOPE COOPERATIVE TELEPHONE COMPANY TO THE CITY OF NORTH LIBERTY FOR THE ESTABLISHMENT OF RIGHT OF WAY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

WHEREAS, the City Council desires to create a right of way on property that is owned by South Slope Telephone Cooperative;

WHEREAS, a deed from South Slope Cooperative Telephone Company to the City of North Liberty has been prepared, copy of said deed is attached hereto and by this reference made a part hereof;

WHEREAS, said deed has been examined and is found to be in proper form; and

WHEREAS, the City of North Liberty agrees to purchase the property for the rightof-way and compensation for damage to the remainder of the property in the total amount of \$0.00.

NOW, THEREFORE, BE IT RESOLVED that that the attached Warranty Deed to establish right of way on property owned by South Slope Cooperative Telephone Company, is authorized and approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 11th day of December, 2018.

CITY OF NORTH LIBERTY:

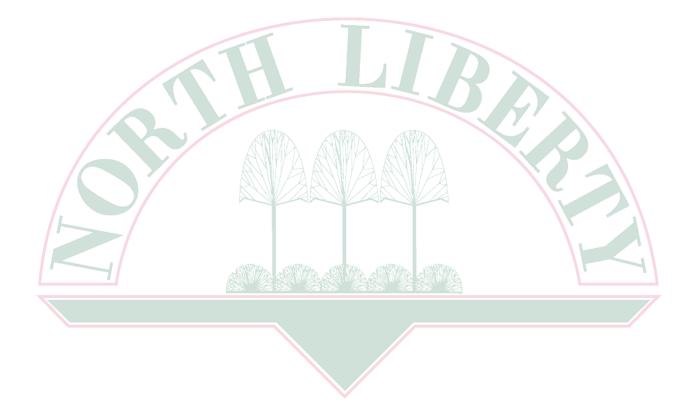
TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

Policy on Payables



Resolution No. 2018-162

RESOLUTION ESTABLISHING THE POLICY FOR PAYMENT OF CLAIMS DUE TO THE CANCELLATION OF THE SECOND CITY COUNCIL MEETING IN DECEMBER, 2018

WHEREAS, the North Liberty City Council meets on the second and fourth Tuesdays of each month, and

WHEREAS, the fourth Tuesday in December, 2018 is a holiday, December 25, and

WHEREAS, the City Council is unable to schedule a second meeting for the month, and

WHEREAS, certain warrants are required to be paid including those that would incur fees or penalties, and routine bills, and

WHEREAS, this is a one-time action. Claims will be reviewed by the Payables Clerk. Claims will be approved for payment by the City Administrator. No claims over \$5,000.00 will be paid without Council approval unless a fee or penalty will be assessed. Claims that are approved for payment will be paid on December 21, 2018, and

WHEREAS, all claims paid on December 21, 2018 will be on the City Council Claims list on January 8, 2019 for Council review and consideration and will be published in the next list of claims in compliance with standard policy.

NOW, THEREFORE, BE IT RESOLVED by the North Liberty City Council that claims can be paid on December 21, 2018 in compliance with the terms of this resolution and compliance with standard claim payment procedures.

APPROVED AND ADOPTED this 11th day of December, 2018.

CITY OF NORTH LIBERTY:

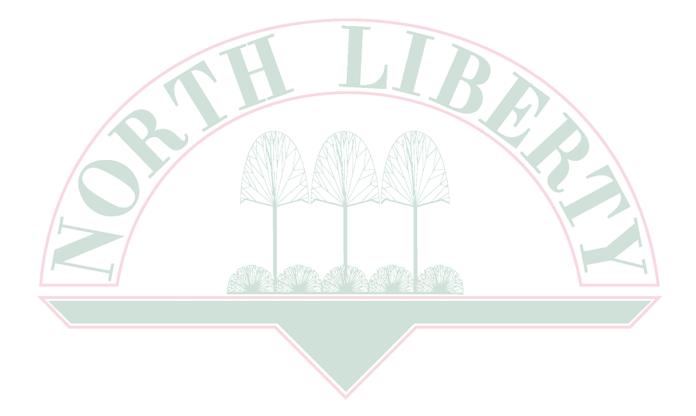
TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

Sidewalk Repair Assessment



Resolution No. 2018-163

RESOLUTION ASSESSING SIDEWALK REPAIR FEES OWED TO THE CITY OF NORTH LIBERTY, IOWA TO INDIVIDUAL PROPERTY TAXES

WHEREAS, the following individuals have not paid the amounts listed below which are due and payable to the City of North Liberty, Iowa as follows:

<u>Name</u> BLBS Properties 100 Heritage Drive	<u>Properties</u> 0613131018	<u>Amount</u> \$240.00	<u>Description</u> Sidewalk repair
Chris Yerington 230 Heritage Drive	0613131032	\$462.00	Sidewalk repair
Elizabeth Verdinez 110 E. Zeller Street	0707381006	\$1,212.00	Sidewalk repair
Dan Brown 185 Heritage Drive	0613134014	\$300.00	Sidewalk repair

WHEREAS, diligent effort has been made to collect said amount; and

WHEREAS, under the terms of the Municipal Code of North Liberty, Iowa, this amount is delinquent and should be certified pursuant to said Municipal Code.

NOW, THEREFORE, BE IT RESOLVED THAT that the City Clerk is hereby authorized and directed to certify to the Johnson County Treasurer the above and foregoing delinquent amount to the appropriate real property in North Liberty, Johnson County, Iowa, as hereinbefore described.

APPROVED AND ADOPTED this 11th day of December, 2018

CITY OF NORTH LIBERTY:

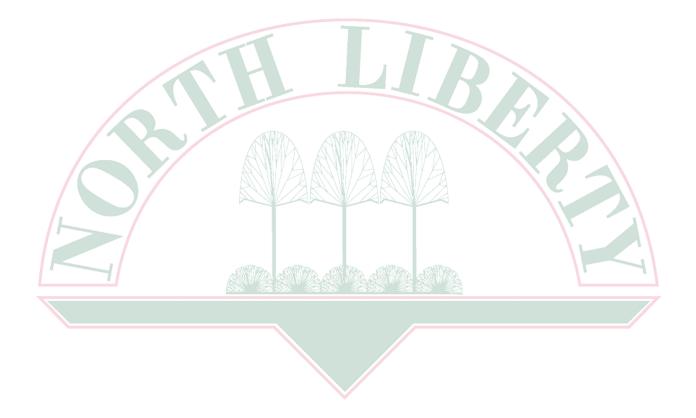
TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

Streetlight Resolution



Resolution No. 2018-164

RESOLUTION APPROVING THE REMOVAL OF STREET LIGHTS ACCORDING TO THE TERMS SET FORTH IN THE EXISTING STREET LIGHT CONTRACT

BE IT RESOLVED by the City Council of the City of North Liberty, Iowa that Alliant Energy is hereby directed to make the following changes to the existing system, at the locations described herein (or shown on attached map made part of this Resolution) according to the terms expressed in the existing street light contract.

<u>NEW INSTALLATION OR CHANGES IN EXISTING SYSTEM (Alliant Energy)</u>

Add Number	Delete Number	Wattage	Style of Luminaire	Type and Height of Pole	Wiring OH/UG
Number	Number		Lummane	fieight of Fole	011/00
	1	80W			
	2	135W LI	ED		

LOCATION OF CHANGES

1. See attached map.

APPROVED AND ADOPTED this 11th day of December, 2018.

CITY OF NORTH LIBERTY:

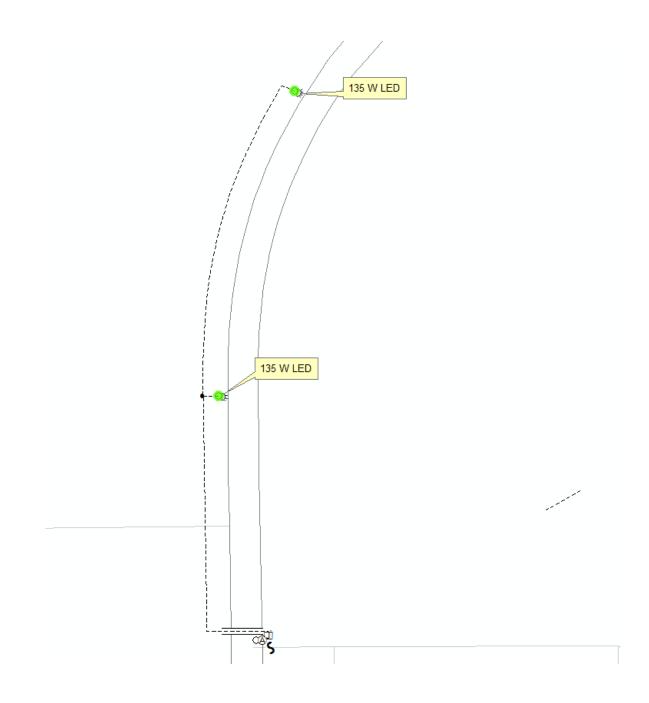
TERRY L. DONAHUE, MAYOR

ATTEST:

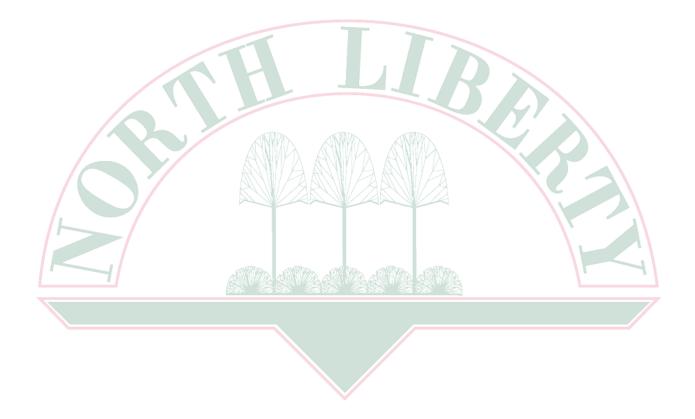
I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK





Additional Information



To: Mayor and City Council
From: Tom Palmer, Building Official
CC: City Administrator
Date: 12/4/2018

Re: Monthly Report

November Permit Report:

Sixty-three permits were issued in November with estimated construction value of 6.1 million dollars. Staff completed 333 inspections.

Certificate of Occupancy:

Eleven certificates were issued for new dwelling units, twelve certificates for modification to existing residential units and two certificates for commercial units.

Rental/Code Enforcement:

Fifteen rental permit applications were received in November. Twenty-three rental inspections were completed along with forty-nine code enforcement complaints were handled in November.

Liberty Executive Park:

Construction crew has completed foundation for building #1 and in the process of installing foundation for building #2. The elevator tower installation and first floor steel framing has been completed in building #1.



North Elevation of Building #1



Department of Building Safety 319-626-5713 www.northlibertyiowa.org

November 2018 Monthly Permit Report

Code	Permit Purpose	Permits	Construction Value	Permit Fees	Bldgs.	Units	Notes
1	New Single Family Dwelling	3	\$993,062.00	\$9,481.31	3	3	
2	New Single Family Dwelling Attached	0	\$0.00	\$0.00	0	0	
3	New Townhouse	0	\$0.00	\$0.00	0	0	
4	New Multi-Family Housing	0	\$0.00	\$0.00	0	0	
5	New Commercial	1	\$4,800,000.00	\$39,944.88	1	28	Mix use
6	New Industrial	0	\$0.00	\$0.00	0	0	
7	School	0	\$0.00	\$0.00			
8	Residential Alteration	18	\$225,988.92	\$2,595.60			
9	Residential Addition	1	\$25,500.00	\$396.30			
10	Commercial Alteration	3	\$61,000.00	\$1,578.47			
11	Commercial Addition	0	\$0.00	\$0.00			
12	Industrial Alteration	0	\$0.00	\$0.00			
13	Industrial Addition	0	\$0.00	\$0.00			
14	Other	36	\$4,230.00	\$2,068.00			
15	Public	1	\$66,836.00	\$0.00			Fire Station
16	Manufactured Home	0	\$0.00	\$0.00			
	Totals	63	\$6,109,780.92	\$56,064.56	4	31	

SFD Attached are zero lot line units

Townhouse are 3 or more units with shared side walls and have a rear yard area



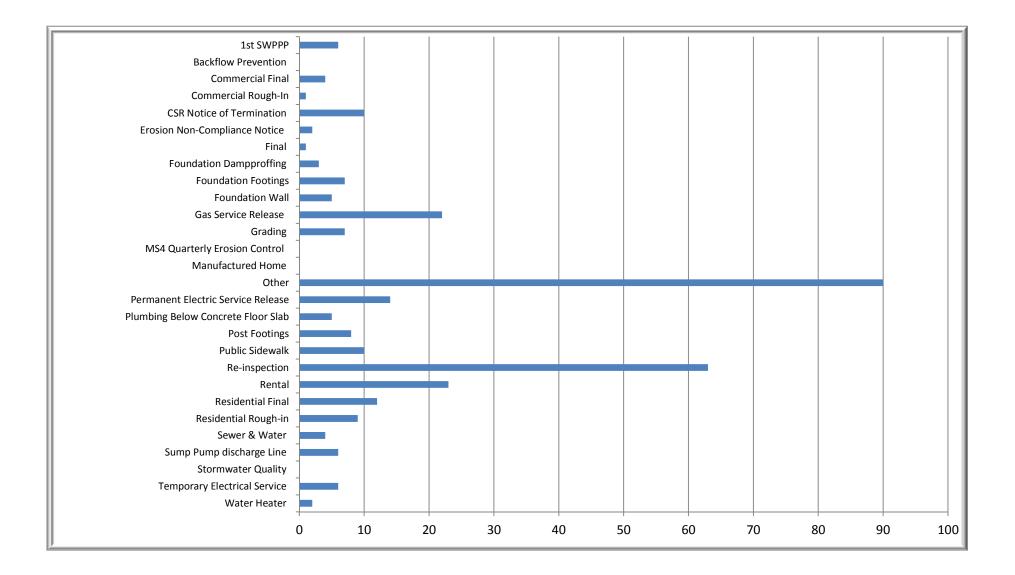
New Business Report

11/01/2018 - 11/30/2018

Project	Parcel	Owner	Owner	Owner City	Owner State	Owner Zip
Description	Address	Name	Address			
Storage-	920 Club	Widow Maker	1615 Blain	Swisher	IA	52338
assembly &	House Road	Lure-Brian	Cemetary			
package		Oberfeoell	Road			
fishina lures						
Office for	40 Sugar	Pinnacle	PO Box 696	North Liberty	IA	52317
Pinnacle	Creek Lane	Restaurants				
Restaurants	Suite 2					
Inc. Unit 2						

Total Records: 2

12/3/2018



Code Enforcement Report

Case Date	Case #	Complaint				
11/1/2018		illegal placement of signs				
11/1/2018		Renting property without a valid rental permit				
11/1/2018	3116	elevator to second floor is not working				
11/1/2018	3117	Renting property without a valid rental permit				
11/1/2018	3118	accumulation of rubbish or garbage on the property				
11/2/2018	3119	unable to see around trees at intersection				
11/5/2018	3120	real estate sign has exceeded the maximum size requirements				
11/5/2018	3121	mowing				
11/5/2018	3122	unsafe structure due to fire damage				
11/5/2018	3123	No Zoning Compliance permit application				
11/6/2018	3124	unpaid rental fee, failure to respond to numerous requests to schedule a rental inspection and provide tenant information				
11/7/2018	3125	have failed to allow access to the rental units				
11/8/2018	3126	have left a trailer unattended in the City's public street				
11/8/2018	3127	Renting property without a valid rental permit				
11/8/2018	3128	trailer parked on the landscaped area of the property				
11/8/2018	3129	vehicle parked on the landscaped area of the property				
11/8/2018	3130	Renting property without a valid rental permit				
11/8/2018	3131	Final stabilization				
11/9/2018	3132	Renting property without a valid rental permit				
11/12/2018	3133	Renting property without a valid rental permit				
11/12/2018	3134	Renting property without a valid rental permit				
11/13/2018	3135	old van and unused satellite dishes stored in the back yard				
11/14/2018	3136	Required inspections not completed and				
11/14/2018	3137	Renting property without a valid rental permit				
11/14/2018	3138	Renting property without a valid rental permit				
11/14/2018	3139	Renting property without a valid rental permit				
11/14/2018	3140	have allowed sump pump to discharge across the public sidewalk				
11/15/2018	3141	Renting property since 6/30/2017 without a required permit				
11/15/2018	3142	Renting property without a valid rental permit				
11/16/2018	3143	enting property without a valid rental permit				
11/16/2018	3144	Renting property without a valid rental permit				
11/16/2018	3145	Stormwater basin maintenance				
11/16/2018	3146	Stormwater basin maintenance				
11/19/2018	3147	There are no CO/Smoke detectors in the building				
11/19/2018	3148	Renting property without a valid rental permit				

11/01/2018 - 11/30/2018

Case Date	Case #	Complaint
11/19/2018	3149	have left a trailer unattended in the City's public street
11/20/2018	3150	have failed to correct the items listed on the zoning certificate inspection
11/20/2018	3151	illegal placement of signs (specifically the temporary Sugar Salon sign at the end of the parking lot)
11/20/2018	3152	accumulation of rubbish or garbage on the property
11/20/2018	3153	multiple boats being stored on the south side of the home
11/26/2018	3154	accumulation of rubbish or garbage on the property as well as outside storage
11/26/2018	3155	storage and parking of work vehicles and trailers on the City's public street
11/26/2018	3156	prairie grass on property has not been maintained
11/27/2018	3157	Failed to upload annual BF test report
11/28/2018	3158	renting property without a valid rental permit
11/30/2018	3159	No heat in the home due to furnace not working
11/30/2018	3160	appliances removed from one of the units and are being stored in the back yard area
11/30/2018	3161	utv / atv parked on the landscaped area of the property
11/30/2018	3162	camper stored on the City's public street

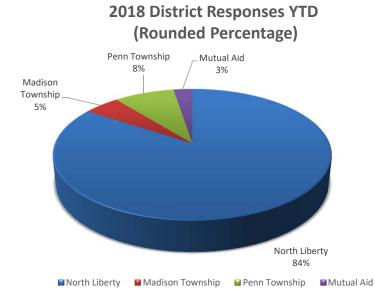


North Liberty Fire Department Responses By Fire District

LIBERTY				i ty i	II C L	epa	i tine	int ne.	sponses	by the	District		Year	Percent
	January	February	March	April	May	June	July	August	September	October	November	December	To Date	To Date
North Liberty	99	83	93	91	97	107	103	105	73	81	79		1011	84.25%
Madison Township	7	2	4	5	4	6	5	8	4	8	6		59	4.92%
Penn Township	4	8	9	12	11	16	13	7	10	5	4		99	8.25%
Mutual Aid	2	2	3	5	4	2	4	2	2	2	3		31	2.58%
Total Responses	112	95	109	113	116	131	125	122	89	96	92		1200	

North Liberty Fire Department Responses By Type of Incident

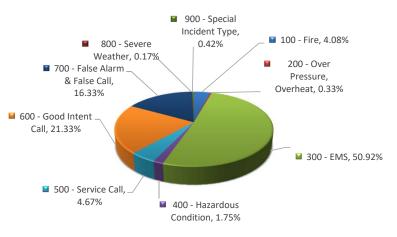
													icui	rereent
	January	February	March	April	May	June	July	August	September	October	November	December	To Date	To Date
100 - Fire	4	2	7	7	4	6	4	4	4	5	2		49	4.08%
200 - Over Pressure, Overheat	1		1	1	1								4	0.33%
300 - EMS	50	59	47	61	60	71	61	59	54	44	45		611	50.92%
400 - Hazardous Condition	5	2	3	1		3	3		2		2		21	1.75%
500 - Service Call	4	5	8	1	4	8	7	10	3	5	1		56	4.67%
600 - Good Intent Call	23	13	25	18	30	30	28	24	19	20	26		256	21.33%
700 - False Alarm & False Call	24	13	18	22	17	13	21	25	7	20	16		196	16.33%
800 - Severe Weather										2			2	0.17%
900 - Special Incident Type	1	1		2			1						5	0.42%
Total Responses	112	95	109	113	116	131	125	122	89	96	92		1200	



2018 Type of Incidents YTD (Percentage)

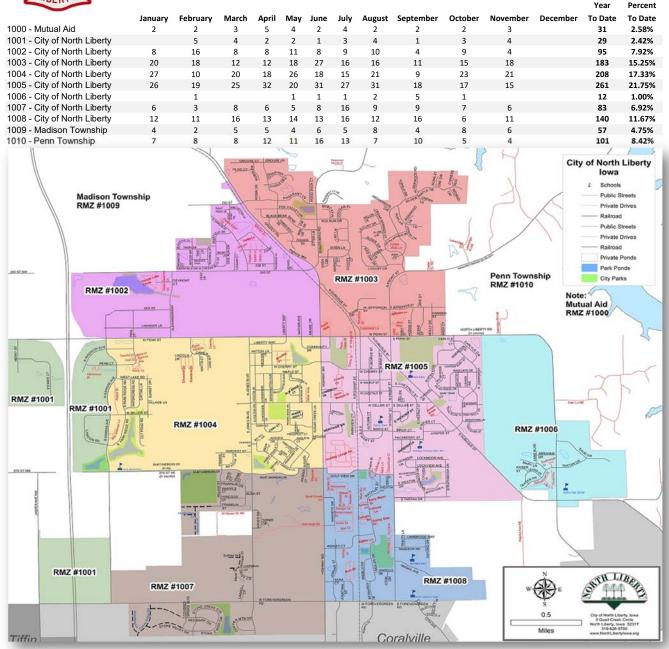
Year

Percent



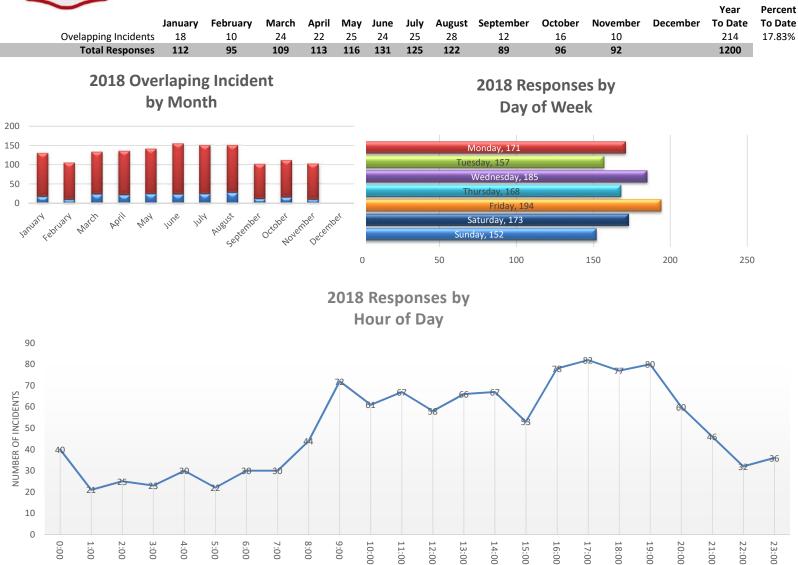


North Liberty Fire Department Responses By Risk Management Zone





North Liberty Fire Department Overlapping Incidents





North Liberty Fire Department 2018 Monthly/YTD Response Report 2014 - 2018 Monthly Incident Response Comparison

January February March April May June July August September October November December



Member Responses By Month

				wich in		spons							Year	Percent
	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec		To Date
Responses for Month	112	95	109	113	116	131	125	122	89	96	92		1200	
Barney, Mallory	17	19	22	18	19	11	7	26	11	10	8		168	14.00%
Burleson, Lynn	5	17	13	13	19	32	18	18	5	16	12		168	14.00%
Chiles, Branden	2	2	6	4	3	3	3	1	4	1	4		33	2.75%
Coleman. Leah	6	6	5	8	1	0	0	0	0	0	0		26	2.17%
Coyle, Jim*	1	0	0	0	0	0	0	0	0	0	0		1	0.08%
Dolezal, Dan	3	1	5	14	6	4	9	15	1	5	8		71	5.92%
DuBay, Rob	20	21	31	5	5	8	3	2	17	16	19		147	12.25%
English, Joseph	22	17	18	16	12	26	17	16	18	17	15		194	16.17%
Hardin. Brvan	14	16	15	24	13	21	10	12	11	7	10		153	12.75%
Jaeger, Jeff	34	15	32	29	21	36	24	40	16	19	31		297	24.75%
Johnston, Mike	18	3	8	11	7	15	12	7	8	5	15		109	9.08%
Keitel, Brad	8	11	33	39	10	11	8	23	6	1	6		156	13.00%
Kelchen, Jessica	18	13	17	26	18	7	7	19	7	5	3		140	11.67%
Kochanny, Chris	30	27	28	43	30	23	26	27	18	23	26		301	25.08%
Kramer, Adam	5	9	6	20	10	8	5	4	5	9	6		87	7.25%
Lundguist, Jonathan	0	0	25	15	21	18	12	23	7	12	14		147	12.25%
Marks, Isaac	14	16	18	22	12	1	23	19	20	20	15		180	15.00%
McDonald, James	26	22	29	35	20	31	15	25	10	15	23		251	20.92%
Messinger, Matt	20	10	26	11	30	13	22	15	10	5	16		178	14.83%
Miller, Jordan	24	23	41	26	21	24	15	23	22	19	18		256	21.33%
Moliterno, Brad	19	11	18	9	6	7	13	3	11	6	5		108	9.00%
Newkirk, Richard	12	8	13	24	29	16	16	7	7	10	9		151	12.58%
Pecora, Tyler	14	11	20	31	6	14	20	28	26	22	10		202	16.83%
Place, Alexander	0	0	0	0	5	11	12	3	8	21	19		79	6.58%
Platz, Brian	42	39	36	37	43	45	27	18	22	31	32		372	31.00%
Reasner, Richard	14	0	0	0	4	4	11	15	3	10	7		68	5.67%
Rennekamp, Bryan	16	18	17	14	19	14	23	24	10	14	3		172	14.33%
Rhomberg, Peter	27	5	11	16	2	7	10	8	2	6	1		95	7.92%
Schellenberg, Phillip	38	14	4	10	17	13	12	14	6	15	9		152	12.67%
Schmooke, Bill	25	19	28	16	23	15	18	12	17	12	18		203	16.92%
Schoening, Austin	21	14	14	14	19	36	28	33	15	9	18		221	18.42%
Schultz, Christine	20	12	22	18	9	13	13	9	12	7	5		140	11.67%
Scott, Sam	16	9	15	21	11	11	16	7	9	9	13		137	11.42%
Smith, Landon	56	25	50	30	33	39	30	34	26	21	17		361	30.08%
Story, Carson	14	12	14	20	7	12	12	18	13	17	9		148	12.33%
Voparil, Craig	12	10	14	11	16	12	4	6	14	9	7		115	9.58%
Welter, Jonathan	20	7	17	23	12	11	8	4	0	0	0		102	8.50%
White, Austin	43	25	43	29	54	25	14	9	4	20	11		277	23.08%
White, Geoffery	29	7	38	39	30	23	20	24	14	15	9		248	20.67%
White, Saver	13	12	9	12	13	5	9	10	12	3	0		98	8.17%
Wichmann, Megan	16	5	13	11	2	0	4	20	12	10	8		101	8.42%
Williams, Justin	16	8	13	9	10	9	7	12	7	8	13		112	9.33%
* Fire Dent Chanlain														

* Fire Dept. Chaplain



Top 5 Calls Made by Members by Month

	Jan		Feb		Mar		Apr		May		Jun	
1	Smith	56	Platz	39	Smith	50	Kochanny	43	White, A	54	Ropp	47
2	White, A	43	Ropp	36	White, A	43	Keitel White <i>,</i> G	39	Platz	43	Platz	45
3	Platz	42	Kochanny	27	Miller	41	Platz	37	Smith	33	Smith	39
4	Ropp	39	Smith White <i>,</i> A	25	White, G	38	McDonald	35	Kochanny Messinger White, G	30	Jaeger Schoening	36
5	Schellenberg	38	Miller	23	Platz Ropp	36	Pecora	31	Newkirk	29	Burleson	32
	Jul		Aug		Sept		Oct		Nov		Dec	
1	Smith	30	Jaeger	40	Pecora Smith	26	Platz	31	Platz	32		
2	Schoening	28	Smith	34	Miller Platz	22	Kochanny	23	Jaeger	31		
3	Platz	27	Schoening	33	Marks	20	Pecora	22	Kochanny	26		
4	Kochanny	26	Ropp	29	English Kochanny	18	Place Smith	21	McDonald	23		
5	Jaeger Ropp	24	Pecora	28	DuBay Schmooke	17	Marks White, A	20	DuBay Place	19		

	2018 - Top 5 Calls Made by Year-To-Date								
1	Platz	372	31.00%						
2	Smith	361	30.08%						
3	Kochanny	301	25.08%						
4	Jaeger	297	24.75%						
5	White, A	277	23.08%						



TO: City Administrator and City Council FROM: Jennifer Jordebrek, Assistant Library Director DATE: Dec. 6, 2018 SUBJECT: Library Monthly Report

At a Glance

Computer Usage	2,747
Database Use	6,768
Meeting Room Use	897
Door Count	13,819

Library News

We were thrilled to host an author visit from Kate DiCamillo on Nov. 17. Her books have been awarded the Newbery Medal, the Newbery Honor, the Boston Globe Horn Book Award and the Theodor Geisel Medal and honor. She is a National Ambassador for Young People's Literature Emerita, appointed by the Library of Congress. 575 guests enjoyed her wonderful talk. Books were available to purchase from Prairie Lights, who generously donated 10 percent of the proceeds from the event to the library. Ms. DiCamillo stayed until everyone had gotten an autograph and picture taken with her. A local elementary school class attended and one of the excited students said, "This is a once in a lifetime chance!"

B.F.Burt & A Perfectly Good Guitar was an author and music event the library hosted at Tin Roost on Nov. 29. This event featured a blues performance by local icon, B.F. Burt. Chuck Holley, an Iowa born author of the book *A Perfectly Good Guitar*, shared stories from his book on musicians and their favorite guitars with the 70 people who attended. Enjoy a video of the program at: <u>https://vimeo.com/304458424</u>.

The monthly Stork Storytime Talks podcasts (<u>https://soundcloud.com/nlibertylibrary</u>) are geared toward new and expecting parents and caregivers. The most recent sessions include Connecting with Local Moms and Safe Sleeping with the Iowa SIDS Foundation. These podcasts can also be accessed by clicking on the orange cloud icon in the upper right corner of our main library web page at <u>https://northlibertylibrary.org/</u>.

I'd like to invite you and your family to attend our Noon Year's Eve Party on Dec. 28. We will kick off the New Year family style, complete with a balloon drop at noon, crafts, snacks, music and dancing. Registration is required for this event on Eventbrite.

November Program Highlights



Author Visit: Kate DiCamillo. See more pictures on our Facebook page. Like us: @NLibertyLibrary







Newest book: "Louisiana's Way Home"



B.F.Burt & A Perfectly Good Guitar



To: Mayor and City Council Parks and Recreation Commission City Administrator

From: Guy Goldsmith, Director of Parks, Building and Grounds

Date: December 3, 2018

Re: Monthly Report

We performed various building maintenance tasks as needed this month.

We continue to pick up trash and pet waste stations as needed this month.

We finished mowing and trimming all City parks and grounds for the season. We mowed down all natural prairie areas for the season and finished all landscape winterization and pond maintenance for the season.

We continue to perform equipment repairs and preventative maintenance as needed this month. We continue to prepare for the winter season by installing and servicing winter equipment as time permits.

We winterized the Liberty Centre Park/Pond water fountain and water fall area for the season.

Harding Concrete has about 100 feet of remaining trail to complete at Penn Meadows Park. More than likely the Trails Improvement Project will not be completed until spring due to the cold weather. The Parks Department continues to haul black dirt and grade along the edges of the new concrete. We will complete the finish grade and seeding next spring.

We hauled black dirt and graded around a new water inlet tile at Koser Park. This should divert water away from the bordering park residents and help dry up the outfield. We will seed in the spring.

We attended the Ornamental & Turf Pest Management Applicator Re-Certification Class on November 7th at the Johnson County Extension Office. This is required annually to maintain our state pesticide and herbicide licenses.

We reinstalled 10 park benches at various parks. The benches were removed and repainted under factory warranty.

We assisted with the Rec Center outside sewer line problems and repairs.

Parks staff installed the ice rink at the tennis courts and filled with water. The tennis courts will remain locked until the rink freezes over and is safe for skating.

Parks staff relocated the payment drop boxes at the Fire Department from the east side parking lot to the west side parking lot. This should help with traffic flow.

We completed and submitted the proposed Parks operating budget and capital improvement plan to prepare for the next fiscal year.



North Liberty Police Monthly Report November 2018

Training:

- Officers attended SERT, Canine, Bomb, and Dive team training this month (24 hours). The canine team passed their annual certification test.
- Four officers attended a day long training for First Line Supervisor at Ankeny Police Department (32 hours)
- Three officers attended Crowd Control Management training in Grinnell. (24 hours)
- One officer attended an in-service training at ILEA for mandatory training requirements (12 hours)
- One officer got recertified as a defensive tactics instructor (8 hours)
- One Standardize Field Sobriety Testing instructor was recertified at ILEA (8 hours).
- A supervisor attended a free 2 hour session at the Grinnell Police Department on responding to suicidal subjects and the law enforcement mission presented by a law firm out of Cedar Rapids.
- Officers attended an online seminar presented by MedPharm. This was a specific training for law enforcement on the manufacturing, transportation, issuance, security protocols, and candidates for cannabidiol oil use and possession. Officers saw what the creams, oils and capsule containers look like and the identification that will be in their possession. (5 hours)
- Two officers attended free training on drug interdiction and patrol tactics at Camp Dodge in Des Moines. (48 hours)

Public Relations:

- Officer Miller assisted with a public safety talk about the Johnson County Metro Bomb Squad and their responsibilities. Picture below.
- Chief presented certificates to graduates of the 8th grade Leadership classes.
- We participated in our 5th Annual No Shave November. Officers donate \$30 to violate department policy to have beards and goatees. The money donated goes to our Presents with Police program next month and the DVIP Holiday Toy Drive.
- Officers worked two of the Iowa Football games. The department was reimbursed for their time.
- An officer served a Thanksgiving meal at North Bend Elementary.
- Violent Intruder drills were conducted at North Bend Elementary for their teacher in-service annual training.
- An officer served muffins at North Bend Elementary's Maids and Muffin event.
- An officer attended the youth empowerment steering committee meeting hosted by the FD while on duty.
- Lt Landsgard attended the ICCSD safety committee meeting.

Traffic Contacts	573
Parking Contacts	28
Vehicle Inspections	28
Vehicle Unlocks	31
Crash Investigations	27
Public Assists	256
Assist Other Agency	109
Crimes Against Persons Report	8
Crimes Against Property Report	19
Other Reports	38
Arrests	33
Warrants	7
Alcohol/Narcotics Charges	25
Crimes Against Persons Charges	1
Crimes Against Property Charges	5
Other Charges	13
Animal Calls	26
Total Calls for Service	2089
*Total Calls for Service for the year	22516

Equipment:

- We are testing and looking at replacing our body worn cameras again. Since last April, we were promised a new camera system from L-3. The new cameras arrived, but heated up while on the docking station and were immediately returned because of the fire hazard. Each month L3 has pushed back the release date of the cameras. We are now looking at a completely different system. We are reviewing the cost, reliability, customer experience/satisfaction before moving forward. We will request a refund check from L3, if we need to purchase a different system.
- All in- car radar units were calibrated by a certified technician. This is an annual occurrence.

Enforcement:

- Have had several reports of missing or runaway juveniles this month. All have been located and returned. One has since left again and is on the run.
- Conducted our annual Tobacco Compliance Checks with a minor. Only one business sold to the 16 year old.

Department Admin:

- Work continues on the PD design with Architects. We are currently working on value engineered items to cut to get the project within budget.
- Testing was held for the current vacant officer position. 16 applicants showed up at the Rec Center to participate in the physical and written testing. Out of the 16, we narrowed our list down to 8 candidates to participate in interviews. The interviews were panel style and consisted of members from the department and City staff that reside in NL. We are currently in the process of doing background investigations.
- Sergeant interest packets were sent to those that qualify. The due date for the completed packets was this month with interviews taking place next month.
- Planning continues for the Presents with Police program next month. We are currently accepting applications for shoppers and have received donations from the community for the event.
- The union recertified their membership.
- Chief was asked to donate a purse for the "Pursenality" event put on by the American Red Cross benefitting their Go Red campaign. A handy red, white and blue backpack was donated that contained personal safety items, a roadside safety pack, support the blue and NLPD items.
- Received nominations from department members for Officer of the Year candidates. This will be awarded next month at the City's Holiday party.
- Lt. Landsgard completed his 4 year degree in 25 months of continuous online education and heavy class schedule.

Respectfully Submitted by Chief Diane Venenga and Alisha Ruffcorn 12/5/2018



To: Mayor, City Council and City Administrator

From: Shelly Simpson, Recreation Director

Date: December 3, 2018

Monthly Report – November 2018

Recreation Update:

November is a slower month unless the weather turns cold fast. Like this year in which many had to retreat inside due to early snow & cold. Regular monthly programs were held with no special events to report on.

"Kids Campsite" usage for this month totaled 841 participants. Other preschool classes continuing for the month were Tippi Toes Dance, Kinder Club, Music & Movement and Wiggle Worms.

Youth classes included taekwondo, our "Recsters" BASP monthly program had 87 participants while 15 participants took part in one non-schools day during the month. Youth Competitive Basketball Leagues continue to play with the boys division having 30 teams and girls division having 16 teams, leagues end middle of December.

Senior Dining was offered on Fridays except for Nov 23 which was a city holiday and facility was closed. A total of 81 participants were served this month.

Our adult leagues continued with Co-ed Volleyball having 9 teams, Men's Basketball having 16 teams in competition. Ongoing aerobics classes include Body Blast, Body Sculpt, Boot Camp/Cross Train, and Cardio Pump which have strong attendance by the month or through drop-in participation.

Pool Update:

Indoors, swim lessons continued with group lessons having 177 participants this session. Other programs include Lucky Duck, special swims and water exercise classes such as Aqua Boot Camp, Arthritis Aqua, Aqua Zumba, Early Bird, Easy Does It, Water Resistance and Noodle Triathlon which have strong attendance by the month or through drop-in participation.

We offer a recreational swim team, each class Tuesday and Thursday has 9 participants, totaling 18 participants.

See attached reports for more information.

Submitted by Shelly Simpson

To: Mayor and City Council

From: Michael Pentecost, Street Superintendent

Re: November 2018 Monthly Report

December 1, 2018

The following items took place in the month of **November** that involved the Streets Department.

- Locating of City Utilities (184 job tickets) ongoing
 - a. This is a 39% decrease from November 2017
- Continued animal control services (3 responds to animal issues)
 - a. Cedar Valley Humane Society was at full capacity much of the month
- Cemetery plot locates (1 in total)
- Fall leaf collection concluded
 - a. 7 weeks with an add extension of 1 week (Oct 8-Nov 26)
 - b. 41 large loads collected for a total of 815 cubic yards
 - c. 17.5% increase over 2017 season
- Projects
 - a. Kansas Avenue RISE Project
 - i. Project is at 81% complete
 - ii. Much of the remaining work will be completed in spring of 2019
 - b. Ranshaw Way Phase 3 Project
 - i. Project is at 95% complete
 - c. Coralville Coral Ridge Ave/Ranshaw Way Project
 - i. Current plan is to open northbound lane at Forevergreen Rd in December
 - d. Adaptive Traffic Control hardware install continues
 - e. Forevergreen Rd/I380 has concluded for season because of weather and is not open to traffic
 - f. Penn St / Front St Corridor Improvement Project design at 100% complete
 - i. Owner review meeting scheduled for 2nd week in December
 - g. Main St Project is at 75% design complete
 - i. Owner review meeting $\mathbf{1}^{st}$ week in December
 - ii. Contractor removed 6 trees in preparations for work in Spring 2019
 - h. New subdivision review by staff
 - i. Initial SW Growth meeting to discuss sanitary sewer design and locations
- A large amount of time was spent working with contractors and property owners on project work again this month
- Training
 - a. Winter Maintenance Training by APWA for 2 new staff members
 - b. Annual hearing tests for all street staff
- Conducted monthly safety inspections for all street equipment and buildings
- Several sign repairs and installs including Stop signs at Dubuque/Zeller St, Jefferson/Molly, Jessie, Hodge, and Camden St in preparations for detour routes next year
- Snow equipment installed on the remaining fleet

- a. Annual pre-season meeting with staff to discuss safety, routes, expectations, and questions
- b. Snow/ice events on November 9, 17, 25, 30th that staff plowed and/or applied material
- c. 6000 gallons of Anti-icing (brine) applied on November 16^{th}
- Staff installed 43 new holiday decorations along Ranshaw Way
- Finalized work on next year budget planning
- Sanitary sewer system
 - a. 2nd month for pilot study on lower H2S levels
 - b. Contractor began manhole rehabilitation
- Set up and tear down for backup power systems to 5 traffic signals for electric power outage
- Gave update on KXIC radio about current and next year road projects along with public service announcement about winter driving actions that benefit them and snow removal crews



Staff working on leaf collection after a snow event



Staff filling brine application trailer

Communications Department Report

Submitted to the North Liberty City Council Nov. 30, 2018, for the month of November 2018

Beat the Bitter

Beat the Bitter details were unveiled early in the month, with registration opening on Nov. 19. Registrations are where about what we expected: the Snuggie Crawl sold out in two days (a day faster than the year before), and are good for the Igloo Jam, a new adult-focused event, and registration for winter games is where it has been in previous years. Ticket prices increase Dec. 1 for Igloo Jam and Jan. 1 for others.

The affiliated event calendar is also strong and diverse, with options for families (such as a skatein movie, board games), kids (break dancing, storytime, cookie decorating) adults (fireworks and trivia, a luau) and senior (pickleball, tech talk, lecture). In all, we have about 20 affiliated events, with some additional ones that may be added.

The festival will run from Sunday, Jan. 27, 2019, through Saturday, Feb. 2, and details are available at beatthebitter.com.

Public Input

We've registered about 325 people to the Public Opinion Panel and will continue to do outreach and marketing to add additional folks with the goal of building a representative sample of our community, including folks who aren't heavy users of digital media. Our first survey, seeking feedback on service levels, was released this month, focusing on levels of need for city-provided services. The panel is open to all stakeholder, who can register at northlibertyiowa.org/pop.

Presentation Productions

The team had a heavy month of full-length program video productions, including a completed productions of Veterans' Day WWI presentation and Kate DiCamillo's author visit, and inproduction programs of the annual economic development lunch and Kevin BF Burt and the Perfect Guitar, with more coming in the coming month.

Business & BBQ

With the fiscal support of the Iowa City Area Chamber of Commerce, we organized and hosted Business & BBQ at Mosley's new location to celebrate another year of success and growth in our business community. Attendance was about 150, with which we were pleased. It was an opportunity to show off North Liberty to the wider business community, meet and greet others in our local business community and introduce local economic development organizations.

Infrastructure Projects

While we're wrapping up this year's projects, we're getting ready for next year's disruption with the construction of two roundabouts along Front Street. Because this project will be particularly disruptive, we're planning additional public engagement surrounding the work, planning to host a public open house focused on this project in February or March.

Other items

Staff represented the city at Think Iowa City's Event Planner's Association and Business & BBQ event co-hosted with the Iowa City Area Chamber of Commerce.

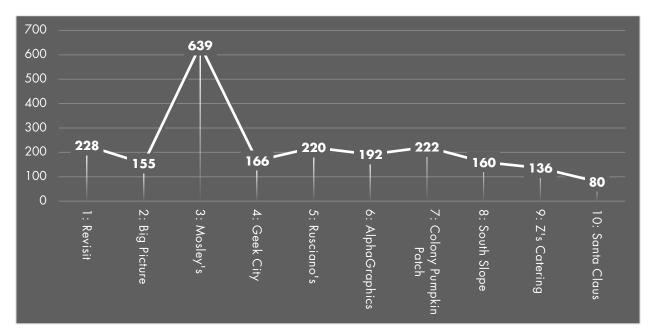
We submitted produced City Council meetings to the Iowa City government channel.

In addition to our own podcast, we help produce the library's Stork Storytime Talks podcast. This month, Nick lead a "dad's dish" episode of that series, which will be released in January.

We produced the thrice annual North Liberty activity guide, featuring programs and events from January through April 2019.

We sent news releases about the Public Opinion Panel, Citizen Police Academy, Beat the Bitter, snow reminders and more.

52317 Podcast

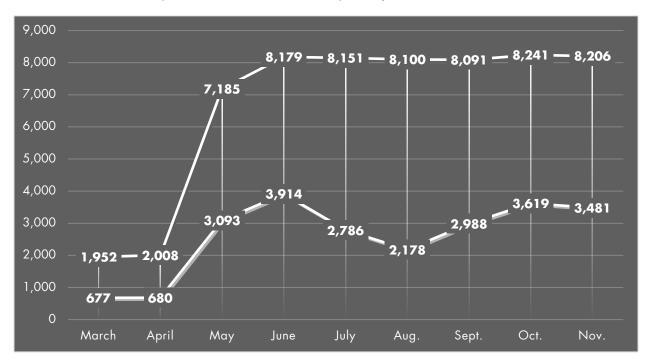


Release schedule is every three weeks; episodes can be found at northlibertyiowa.org/52317.

Downloads is the number times the podcast file was downloaded to a player, including a podcast client, webpage-embedded player or other device. Numbers are as reported by service provider LibSyn as of the date of this report.

North Liberty Bulletin Email Newsletters

Release schedule is first Thursday of the month; subscribe at northlibertyiowa.org/subscribe.



Recipients is the number of email addresses to which an issue of the Bulletin was sent and is represented by the top line. **Opens** is the number of unique recipients who opened the Bulletin and is represented by the bottom line; the standard open rate for government is 25.4%. Numbers are as reported by service provider MailChimp.

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Month	Facebook new likes	Facebook reach	Twitter new follows	Twitter impressions	Instagram new follows	Nextdoor members
Nov 2018	105	24,841	25	131,000	30 (1366)	3,308
Oct 2018	108	29,171	42	48,200	44 (1336)	3,294
Sept 2018	51	22,594	34	42,200	38 (1292)	
Aug 2018	74	37,607	16	47,900	64 (1254)	
July 2018	66	37,754	38	38,900	41 (1190)	
June 2018	187	45,976	37	52,800	28 (1149)	
May 2018	93	34,878	43	35,800	15 (1121)	
April 2018	378	45,215	51	33,300	17 (1106)	
March 2018	134	33,026	35	29,000	19 (1089)	
Feb 2018	71	20,416	48	48,400	6 (1070)	
Jan 2018	87	32,521	30	28,600	10 (1064)	
Dec 2017	224	86,779	24	28,700	17 (1054)	
Nov 2017	57	25,611	24	20,500	2 (1037)	

Facebook new likes is the net number of new users liking the city's Facebook page; it does not include new followers. Facebook reach is the number of unique users who saw any of the city's Facebook content, reported on a 28-day period. Twitter new follows is the net number of new users following the city on Twitter. Twitter impressions is the total number of times a tweet from the city was shown. Instagram new follows is the net number of new users liking the city's Instagram account. Nextdoor members is the number of verified North Liberty residents who are users and received our agency messages.

Month	Sessions	Users	Pageviews	Pages/Session	Avg. Session
November 2018	14,768	10,616	34,895	2.36	1:30
October 2018	17,086	11,993	39,449	2.31	1:31
September 2018	18,665	12,756	40,576	2.17	1:24
August 2018	20,367	14,238	47,348	2.31	1:37
July 2018	25,344	17,206	57,350	2.26	1:33
June 2018	28,979	18,652	69,385	2.39	1:41
May 2018	27,326	18,336	53,837	1.97	1:30
April 2018	25,779	17,159	49,636	1.93	1:34
March 2018	13,074	8,620	37,250	2.03	1:34
February 2018	15,930	11,181	33,857	2.13	1:34
January 2018	21,025	15,098	42,369	2.02	1:19
December 2017	18,941	13,550	37,510	1.98	1:17
November 2017	16,921	11,883	33,819	2.00	1:26

Website Statistics	Current month and	preceding 12)

Sessions is the number of time-bound user interactions with the website. **Users** is the number of unique devices loading the site in that month. **Pageviews** is the total number of pages loaded or reloaded. **Pages/Session** is the number of pages loaded per session. **Avg. Session** is the average length, in minutes and seconds, of user interactions. All stats are monthly.

Completed Videos

Title	Requested By	Date Completed	Duration	
Social: Controlled House Burn	Communications	Nov. 1	0:02	
Parks and Recreation Commission	City Administration	Nov. 1	1:31	
Communications Advisory Commission	City Administration	Nov. 5	0:24	
Planning and Zoning Commission	City Administration	Nov. 6	0:06	
Beat the Bitter Promo: Hype	Communications	Nov. 7	0:01	
City Council	City Administration	Nov. 13	0:52	
Social: Kalona Brewing	Communications	Nov. 13	0:01	
Eye on North Liberty: Streets Departments	Communications	Nov. 14	0:04	
Social: Elf Hunt	Recreation	Nov. 19	0:01	
Library Board of Trustees	City Administration	Nov. 19	1:03	
Train Operations During WWI	Library	Nov. 20	1:14	
Happy Thanksgiving from North Liberty	Communications	Nov. 21	0:10	
Social: Kate DiCamillo	Communications	Nov. 26	0:01	
Kate DiCamillo	Library	Nov. 26	0:37	
City Council	City Administration	Nov. 27	1:58	
Total completed productions: 15	Duration of new video: 8.1 hours			

Water Pollution Control Plant



TO: City Council, Mayor and City Administrator

FROM: Drew Lammers

DATE: Dec. 1, 2018

SUBJECT: November 2018 Water Pollution Control Plant (WPCP) Report

- 1. All scheduled preventative maintenance at the plant and lift stations was completed. Staff stayed very busy with numerous operational jobs throughout the month. All submersible pumps at the plant were pulled and thoroughly inspected and tested.
- 2. This month's staff safety meeting was on emergency evacuation plans. Employees completed the target solutions tasks as well as reviewed safety training topics and procedures as a group. We also reviewed general shop and ladder safety as well.
- 3. We continue to work with contractors and engineers on a few warranty items from the expansion project but progress is being made in efforts to resolve all issues.
- 4. On-call staff made repairs to our plant emergency generator over the Thanksgiving holiday. Spare parts were on-site and equipment was back to 100% after a couple of hours. I am very appreciative to have qualified and dedicated staff to find, troubleshoot and make these repairs when needed.
- 5. Operations staff has made several processes changes in anticipation of saving valuable bio-solids storage space as we await the hauling contractors to apply our bio-solids to local farm fields. Wet fields and soft ground has delayed our normal hauling schedule.
- 6. Wastewater and Collections management met with engineers to begin discussions about a new West Growth lift station project. This was a preliminary meeting to discuss city specifications and general utility needs for this project.

Drew Lammers WPCP Superintendent



City of North Liberty 3 Quail Creek Circle PO Box 77 North Liberty, IA 52317

Phone: 319-626-5738 Fax: 319-626-5739 northlibertyiowa.org To: Mayor and City Council

From: Greg Metternich, Water Superintendent

Re: Monthly Report

December 3, 2018

We read 8,408 radio reads last month that's an increase of 29 accounts. We had to re-read approximately 29 accounts.

We had a very busy month with 124 finals, 64 water shut-offs, 31 re-connects for water service, delivered 226 notices, did 7 new meter set inspections, had 2-meter change outs, 10 MIU change outs, assisted 6 customers, and 63 calls for service, our monthly total service work averaged 27 calls per day.

In the month of November, we treated a total of 39,532,000 gallons of water, our average daily flow was 1,118,000 gallons, and our maximum daily flow was 1,770,000 gallons. The total for the month was 0.84% higher than last November.

We had the water towers cleaned and inspected last month, both towers were in good shape, tower three will need some areas of the tank repainted, that work will have to be completed next spring or early summer. The towers are cleaned and inspected every three years.

Portzen and several of their sub-contractors have been finishing the last items on the punch list. The additional liquid chlorine storage tank was delivered and moved into the building last week. Pinnacle Engineering will be making some changes to the SCADA system to give the operator better control over the well fields.

We finished collecting our 60 Lead and Copper samples, all of the results were much lower than we have ever had in the past. We'll have to collect another 60 samples after January.

I gave two treatment plant tours last month, Heritage 5th grade class was learning about salts and water density, and the Boy Scouts from troop 212, both groups had lots of question about water treatment.

Water Superintendent,

Greg Metternich

North Liberty Parks & Recreation Committee Meeting Thursday, November 1, 2018

Board Members Present: Matthew Eckhardt, Jami Maxson, Troy Carter, Jerry Schimmel, Megan Lehman Others Present: Shelly Simpson, Guy Goldsmith, Tim Hamer Meeting called to order: 7:00 pm

NEW BUSINESS:

1. Approve minutes: Minutes from Sept 6 meeting approved. (no meeting in Oct)

2. Priority Project listing - Parks Dept - Reviewed listing of completed projects and new Priority 1-5 projects. New projects yet to prioritize discussed, including new park land, new equipment in parks, items such as frisbee golf and splash pads, trails and trail lighting. Consensus of members present is that acquisition of new park land is top priority, followed very closely by new equipment and amenities (such as structures where none exist and things such as splash pads), then new features (such as Frisbee golf), followed by safety features or concerns (such as trail lighting).

3. Priority Project listing - Aquatics and Recreation - Reviewed prior discussions and priority listing for pools and Rec Center. Outdoor pool has some priorities budgeted/planned for spring (floating wall, play structure) and looking at items such as shade areas, second (outdoor) gate. Indoor pool needs new Dectron unit, otherwise may accommodate changes as budget items. Recreation priorities include women's locker room renovation (in budget) as well as usual weight and exercise equipment. Soon will be need for big ticket items such as large scale building maintenance items (painting) and vehicle replacement. Many of the possible improvement and expansion plans hinge upon room for structure expansion and increased parking, highlighting need for likely land acquisition. Community needs and facility use also impacted by recreation plans in nearby communities.

4. Building and Grounds Report: briefly reviewed. New concrete at Penn Meadows Park, including all trails, path from north lot, under bleacher areas. Winterized landscaping (consumes much time).

5. Upcoming Events:	Elf on the Shelf Scavenger Hunt	Nov 26-Dec 20
	Holiday Vendor Fair	Dec 8
	Breakfast with Santa	Dec 8
	Recsters Holiday Camp	Dec 26-28, Jan 2-5

6. Winter/Spring 2019 Brochure: Staff has begun working on programming.

OLD BUSINESS:

1. Rec Fees/Membership update: New fees began Oct 1, reviewed numbers of packages, daily fees

2. Recreation Monthly Report: October busy with programing (fall and Halloween events)

CONCLUSION:

- 1. Next Meeting Thursday, December 6, 2018 at 7:00PM Location: City Council Chambers at 1 Quail Creek Circle
- 2. Adjourned at 8:30 pm

Minutes submitted by Jami Maxson

North Liberty Parks & Recreation Committee Meeting Thursday, December 6, 2018 Proposal of Agenda 7:00PM

NEW BUSINESS:

1. Approve minutes:	Nov 1 meeting minutes	
2. Public Comments/Concerns:	Guest introduction and concern.	
3. Open Space Discussion:	Continue to discuss how other cities ol acquisition from developers.	btains/plans for future park land
4. Winter/Spring Registration:	Registration started this week for prog Day one totaled \$ 54,192	rams offered January-April.
5. Building & Grounds Report:	Parks Monthly Report	
6. Upcoming Events:	Holiday Vendor Fair Breakfast With Santa Bingo Night Recsters Holiday Camp	Dec 8 Dec 8 Dec 21 Dec 26-28 and Jan 2-5
7. Holiday Hours:	Facility Holiday Hours: Mon. & Tues., Dec 24 & 25 – Facility C Mon., Dec 31: Limited hours; 7am-6p Tues., Jan 1, 2019 – Facility Closed	
8. Any new issues not on agenda?		
OLD BUSINESS:		
1. Recreation Monthly Report:	Recreation Review from previous mon	th.
2. Any old issues not on agenda?		
CONCLUSION:		

1. Next Meeting:Thursday, January 3, 2019 at 7:00 PMLocation: City Council Chambers at 1 Quail Creek Circle

2. Adjourn

North Liberty Parks & Recreation Committee Meeting Thursday, November 1, 2018

Minutes will be provided at meeting for approval.

- To: Park & Recreation Commission Board Members
- Mayor, City Council and City Administrator
- From: Shelly Simpson, Recreation Director

Date: December 3, 2018

Re: Monthly Report – November 2018

Program Summaries – November

Swim Lessons:

Adult Lessons:	5 participants this session
Parent Tot:	19 participants this session
Tadpoles:	14 participants this session
Level 1:	15 participants this session
Level 2:	15 participants this session
Level 3:	15 participants this session
Level 4:	16 participants this session
Level 5:	12 participants this session
Level 6:	15 participants this session
Private - T:	25 participants this session
TH:	26 participants this session
Totaling;	177 participants learning to swim.

Pool Programs:

-	
Early Bird Aqua Aerobics:	4 participants, plus drop-ins.
Easy Does It:	4 participants, plus drop-ins.
Water Resistance AM:	5 participants, plus drop-ins.
Aqua Boot Camp:	3 participants, plus drop-ins.
Arthritis Foundation Aqua:	24 participants, plus drop-ins.
Noodle Triathlon Workout:	Drop-ins only.
Aqua Zumba:	2 participants, plus drop-ins.
Rec Swim Team - T:	9 participants this session
TH:	9 participants this session

Preschool:

Kids Campsite:		This month; 841 participants
Lucky Duck:		This month \$ 64.00 collected
Wiggle Worms:		3 participants, plus drop-ins.
Music & Mover	nent:	2 participants, plus drop-ins.
Kinder Club -	T:	9 participants, plus drop-ins.
	TH:	7 participants, plus drop-ins.
Tippi Toes:	Baby Ballet	12 participants
	Ballet Tap Jazz:	12 participants
	Hip Hop Jazz:	2 participants
	Toddler & Me:	6 participants

Youth Programs:

Recsters (Nov)	AM	15 participants
	ΡM	72 participants
All Day (Nov 16)		15 participants

Holiday Crafts: AM Class - Canceled; PM Class 7 participants

Youth Sports:

Tae Kwon Do M/TH:3 participantsTae Kwon Do T/W:5 participants

Competitive Basketball Leagues: Leagues began in October and ends middle of December.

	Boys:	Girls:
Gr 7	10 teams	-0-
Gr 8	5 teams	-0-
Gr 5	8 teams	8 teams
Gr 6	7 teams	8 teams
Total	30 teams	16 teams

Adult Sports/Programs:

Co-ed Volleyball League: League began in Sept and ends middle of December. A League has 4 teams; B League has 5 teams competing.

Mens Basketball:	League began in Sept and ends middle of December.
	League has 16 teams competing.

Adult Fitness:

Cardio Pump:	3 participants, plus drop-ins.
Boot Camp/Cross:	Drop-ins only.
Body Blast:	1 participant, plus drop-ins.
Body Sculpt:	Drop-ins only.

Senior Citizens:

Senior Dining:	November 2	24 participants
	November 9	18 participants
	November 16	21 participants
	November 23	canceled – city holiday
	November 30	18 participants
	Total for month:	81 participants

Special Events:

Family Open Gym:	Free, 1 st & 3 rd Tuesdays, 2 nd & 4 th Fridays each month Seeing a return of families coming to shoot hoops.
Pogular Open Cym:	From 2nd & 4th Tuesdays 1st & 2rd Eridays each month

Regular Open Gym: Free, 2nd & 4th Tuesdays, 1st & 3rd Fridays each month Regular shooting baskets times in gymnasium.

ActiveNet Totals: Gross Income (November) = \$ 54,173.91

See additional attached reports:

ActiveNet Monthly Revenue Rec & Pool Revenue Monthly Summary Daily Drop-ins Count Memberships Issued Memberships Scanned Recreation, Pool and Community Center Expenditures

Net Revenue Report By Account Name

Dec 4, 2018 9:04 AM

GL Account: Aquatic Programs/ Classes, Baseball/ Softball, Before/After School, Classes/Programs, Conf. Center Rental, Daily Pool Fees, Donations/ Misc., Field Rental, Gerdin CC Rental, Gym Rentals, League Fees, Membership, Park/ Special Event Fees, Pool Concessions, Pool Passes, Pool Programs, Pool Rentals, Rec. Rentals, Swim Lessons, Weight Fees Transaction Date/Time: From Nov 1, 2018 through Nov 30, 2018 Revenue Site: North Liberty Recreation Department

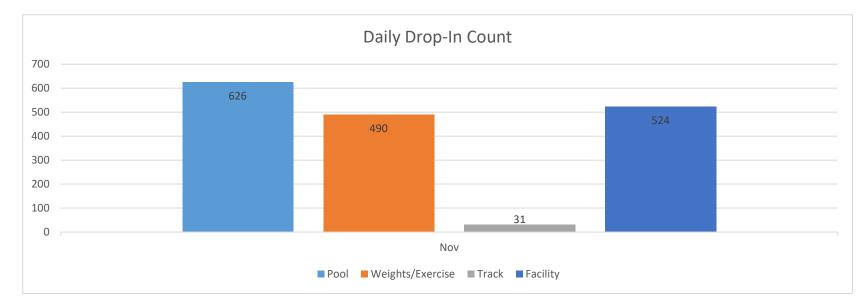
									Other Info	ormation	
Account Name	Account #	Regular Sales	POS + Sales +	Total Deposits	Total Tota - Discount = Income		Total Expense =	Net Revenue	Unpaid Paid Amounts Amounts	Deferred Revenue	
Aquatic Programs/ Classes	010-4-1-4575	\$2,074.50	\$1,041. 00	\$0.00	\$0.00 \$3,115.50	(\$159.50)	\$0.00	\$2,956.00	\$0.00 \$2,956.00	\$0.00	312
Before/After School	010-4-1-4566	\$17,245.00	\$0.00	\$0.00	(\$675.00) \$16,570.00	(\$300.00)	\$0.00	\$16,270.00	\$0.00 \$16,270. 00	\$0.00	
Classes/Programs	010-4-1-4564	\$8,577.45	\$2,901. 00	\$0.00	\$0.00 \$11,478.45	(\$1,079.25)	\$0.00	\$10,399.20	\$0.00 \$10,399. 20	\$0.00	711
Daily Pool Fees	010-4-1-4573	\$0.00	\$2,494. 00	\$0.00	\$0.00 \$2,494.00	\$0.00	\$0.00	\$2,494.00	\$0.00 \$2,494.00	\$0.00	679
Donations/ Misc.	010-4-2-4705	\$0.00	\$60.00	\$0.00	\$0.00 \$60.00	\$0.00	\$0.00	\$60.00	\$0.00 \$60.00	\$0.00	1
Membership	010-4-1-4572/010-4- 1-4563	\$0.00	\$24.00	\$0.00	(\$18.00) \$6.00	\$0.00	\$0.00	\$6.00	\$0.00 \$6.00	\$0.00	12
Pool Passes	010-4-1-4572	\$3,380.00	\$0.00	\$0.00	\$0.00 \$3,380.00	(\$22.50)	\$0.00	\$3,357.50	\$0.00 \$3,357.50	\$0.00	
Rec. Rentals	010-4-1-4589	\$165.00	\$8.00	\$0.00	\$0.00 \$173.00	(\$15.00)	\$0.00	\$158.00	\$0.00 \$158.00	\$0.00	16
Swim Lessons	010-4-1-4574	\$1,048.50	\$0.00	\$0.00	\$0.00 \$1,048.50	(\$259.25)	\$0.00	\$789.25	\$0.00 \$789.25	\$0.00	
Weight Fees	010-4-1-4563	\$16,029.70	\$1,923. 00	\$0.00	\$0.00 \$17,952.70	(\$268.74)	\$0.00	\$17,683.96	\$0.00 \$17,683. 96	\$0.00	490
	Grand Total	\$48,520.15	\$8,451. 00	\$0.00	(\$693.00) \$56,278.15	(\$2,104.24)	\$0.00	\$54,173.91	\$0.00 \$54,173. 91	\$0.00	222 1

* Linked account credits

RS II

Daily Drop-in Count by Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Pool	8776	6545	1452	962	626							
Weights/Exercise	902	853	625	412	490							
Track	0	0	0	8	31							
Open Gym Activities	359	376	368	0	0							
Facility	0	0	0	276	524							
Total	10037	7774	2445	1658	1671							



Memberships by Package: Count Issued

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Black & Gold	43	49	27	52	27							
Gold	82	83	90	116	110							
Silver	126	45	50	21	26							
Track	72	63	127	126	240							
Basketball	4	4	2	0	0							
Pickleball	20	22	13	0	0							
Volleyball	0	0	0	0	0							
Summer	1	0	0	0	0							
Facility	0	0	0	259	161							
Total	348	266	309	574	564							



Membership Usage by Month: Scanned entries

	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Black & Gold	445	500							
Gold	2119	2342							
Silver	833	849							
Track	2105	3130							
Summer	0	0							
Facility	0	1469							
Total	5502	8290							

