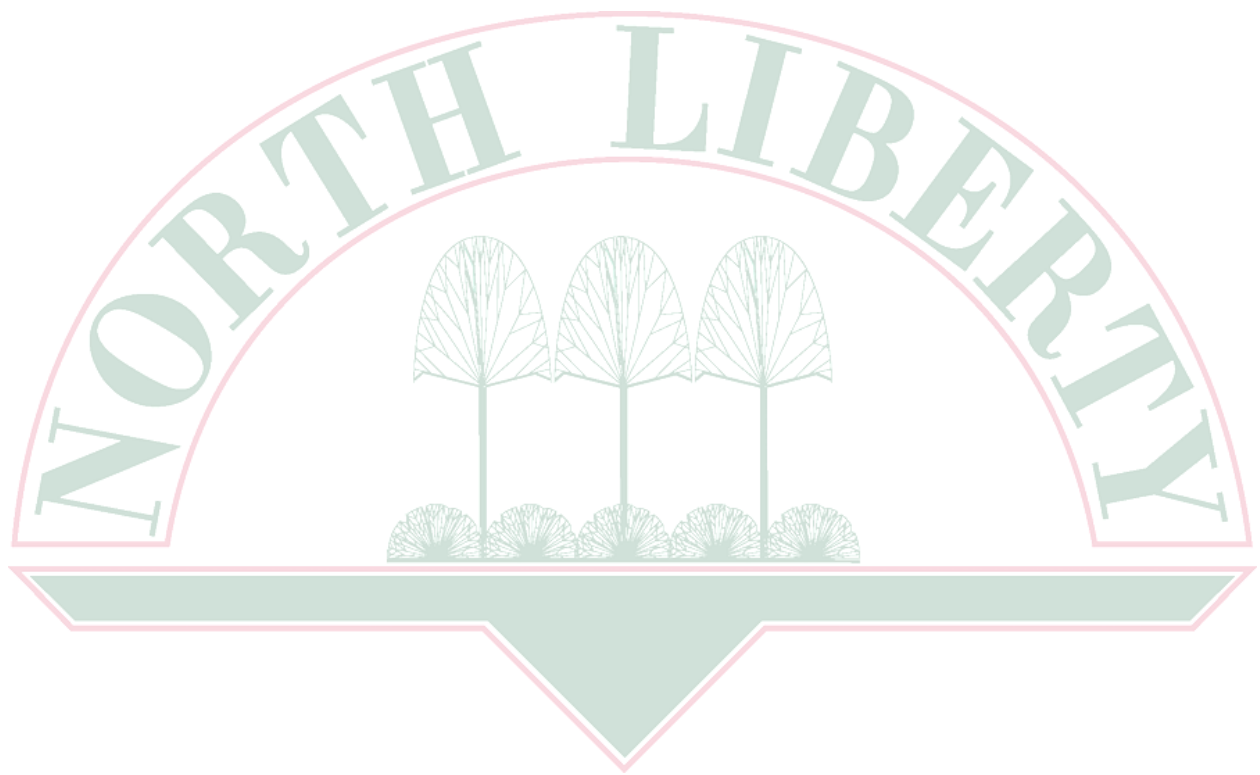




North Liberty City Council  
Regular Session  
January 22, 2019

# City Administrator Memo





# City Council Memo

for January 22, 2019

from the desk of Ryan C. Heiar

## Meetings & Events

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**Tuesday, Jan 22 at 6:30p.m.**  
City Council

**Tuesday, Jan 29 at 6:30p.m.**  
City Council Budget Work  
Session

**Monday, Feb 4 at 6:00p.m.**  
Communications Commission

**Tuesday, Feb 5 at 6:30p.m.**  
Planning Commission

**Thursday, Feb 7 at 7:00p.m.**  
Parks & Recreation  
Commission

**Tuesday, Feb 12 at 6:30p.m.**  
City Council

## Consent Agenda

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

- City Council Minutes (01/08/19 & 01/15/19)
- Claims
- December Revenues
- December Treasurer Report
- Liquor License Application – Hoosier Creek Event

## Penn and Front Street Corridor Improvements: Easements

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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. The easement on this agenda, which is recommending for approval, is a temporary construction easement with ICCSD allowing the City to use a portion of their property to stage and store equipment and materials.

## Main Street Project: Easements

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The Main Street project includes the reconstruction of Main Street between Cherry and Dubuque Streets, including curb, gutter, sidewalks and various other water, sewer and storm water improvements. Below is a summary of the temporary construction easements included on this agenda:

Property Owner	Property Address	Temporary Construction Easement
Hatch Family LLC	355 N. Front Street	\$0.00
Persinger, David	363-413 N. Main Street	\$0.00

**Ryan C. Heiar, City Administrator**

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

## **Main Street Vacation**

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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. This agenda includes a public hearing and a resolution finalizing the vacation.

## **Upcoming Street Projects**

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The agenda includes two public hearings and two resolutions approving the plans and specifications for the Penn and Front Street project and the Main Street project. Bids for both projects will be received in February and it is anticipated that construction will start as soon as weather allows. Staff recommends approval of the resolutions.

## **North Front Street Right-Of-Way Vacation**

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Staff is recommending the vacation of approximately 1.2 acres of right-of-way on the west side of the North Front Street curve, adjacent to the new Christine Grant Elementary School. The existing right-of-way exceeds what the City requires or needs, thus it makes sense to transfer the property to the school district for their use. Included in the packet is an exhibit identifying the proposed property to be vacated as well as an ordinance to vacate the property.

## **City Council Vacancy**

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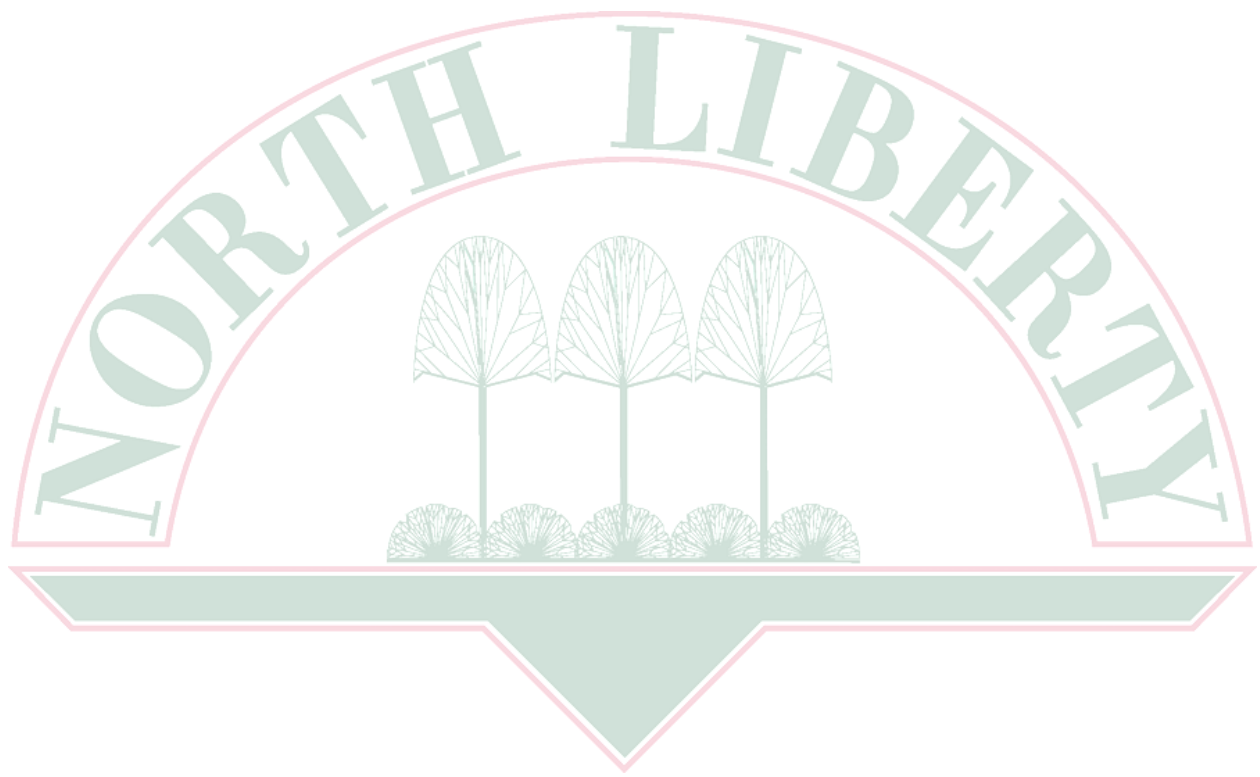
Councilman Jim Sayre has submitted his resignation, effective February 1, 2019 as he and his family are moving to Arizona. The City Council has the option to appoint a new Councilor to serve through the next City election (November 2019) or to hold a special election in which case the newly elected official would serve the remainder of Councilor Sayre's term through December 2019. Included in the packet is a more detailed explanation of the Council's options to fill the upcoming vacancy. Staff is seeking direction from the Council so that a process to fill the soon-to-be vacated seat can begin.

## **FY18 General Fund Balance**

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The FY 18 audit confirms a year-end general fund balance of \$5.8 million, 45% of the City's general fund revenues. The newly adopted Fund Balance policy states that the City Council should allocate any reserve funds in excess of 30% of the next year's revenues, in this case totaling approximately \$1.99 million. Included in the packet is a spreadsheet summarizing the general fund balance in terms of dollars and percentage and identifying potential projects in which to allocate the funding. The projects identified in the red box are those that staff feel are most important from an operational standpoint, while the others are projects that have been identified as a priority or discussed previously. Staff is seeking direction from Council on Tuesday on how to allocate the funding.

# Agenda





## **Agenda**

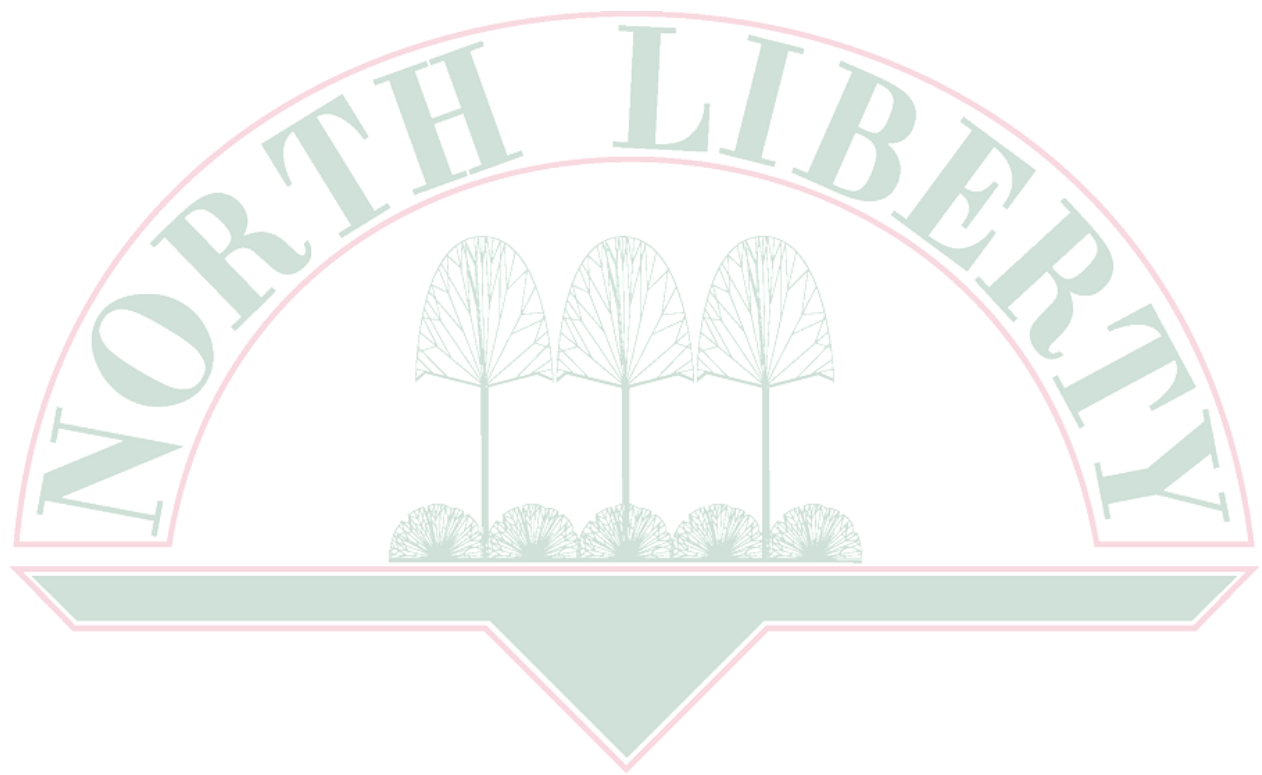
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North Liberty City Council  
January 22, 2019  
Regular Session  
6:30 p.m.  
City Council Chambers  
1 Quail Creek Circle

1. Call to order
2. Roll call
3. Approval of the Agenda
4. Consent Agenda
  - A. City Council Minutes, Work and Regular Session, January 8, 2019
  - B. City Council Minutes, Special Session, January 15, 2019
  - C. Claims
  - D. December Revenues
  - E. December Treasurer Report
  - F. Liquor License Application, Hoosier Creek Event, January 29, 2019
5. Public Comment
6. City Planner Report
7. City Engineer Report
8. Assistant City Administrator Report
9. City Administrator Report
10. Mayor Report
11. Penn Street and Front Street Project Easements

- A. Resolution Number 2019-11, A Resolution approving the Temporary Construction Easement Agreement between Iowa City Community School District and the City of North Liberty
  - 12. Main Street Project Easements
    - A. Resolution Number 2019-19, A Resolution approving the Temporary Construction Easement Agreement between Hatch Family, LLC and the City of North Liberty
    - B. Resolution Number 2019-20, A Resolution approving the Temporary Construction Easement Agreement between David R. Persinger and the City of North Liberty
  - 13. Main Street Right of Way Vacation
    - A. Public Hearing regarding disposal of property as part of Main Street Right-of-Way Vacation
    - B. Resolution Number 2019-21, A Resolution disposing of certain real estate and approving issuance of a deed
  - 14. Penn Street and Front Street Project
    - A. Public hearing regarding plans, specifications and estimate of cost
    - B. Resolution Number 2019-22, A Resolution finally approving and confirming plans, specifications, and estimate of cost for the Penn and Front Corridor Improvements Project
  - 15. Main Street Project
    - A. Public hearing regarding plans, specifications and estimate of cost
    - B. Resolution Number 2019-23, A Resolution finally approving and confirming plans, specifications, and estimate of cost for the Main Street Improvements Project
  - 16. ROW Vacation – North Front Street
    - A. Public Hearing regarding disposal of property on North Front Street
    - B. First consideration of Ordinance Number 2019-01, An Ordinance vacating a portion of Right-of-Way in North Liberty, Iowa
  - 17. Council Vacancy
    - A. Discussion and possible action on vacancy
  - 18. FY 18 Fund Balance Allocation
    - A. Resolution Number 2019-24, A Resolution approving allocation of excess funds from the FY 2018 General Fund Balance according the Fund Balance Policy
  - 19. Old Business
  - 20. New Business
  - 21. Adjournment
- Exempt session pursuant to Iowa Code Section 20.17(3)

# Consent Agenda







## **Minutes (Not official until approved by the City Council)**

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North Liberty City Council  
January 8, 2019  
Regular Session  
City Council Chambers  
1 Quail Creek Circle

### **Call to order**

Mayor Terry Donahue called the January 8, 2019 Regular Session of the North Liberty City Council to order. 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, Diane Venenga, James Estes, Scott Hardwick, Aaron Klosterman, Kevin Digmann and other interested parties.

### **Approval of the Agenda**

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

### **Consent Agenda**

Goings moved, Hoffman seconded to approve the Consent Agenda including City Council Minutes from the Work and Regular Session on December 11, 2018; the attached list of Claims; November Revenues; November Treasurer Report; the Liquor License Renewal for El Cactus Mexican Restaurant; the Liquor License Renewal for Walgreen's; the Liquor License Renewal for The Station II; the Liquor License Applications for Beat the Bitter, January 29, 2019 – February 2, 2019; Highway 965/Ranshaw Way Phase 3, Pay Application Number 9 to Streb Construction in the amount of \$117,614.05 ; Highway 965/Ranshaw Way Phase 3, Change Order Number 9 to Streb Construction in the amount of \$869.05; Phase I Water System Improvements Division I – Water Treatment Plant, Pay Application Number 26 to Portzen Construction, Inc. in the amount of \$6,421.42 ; Phase I Water System Improvements Division II – Water Mains, Change Order Number 2 to Ricklefs Excavating, Ltd. In a deduct amount of \$3,869.00; Phase I Water System Improvements Division II – Water Mains, Pay Application Number 5 to Ricklefs Excavating, Ltd. in the amount of \$74,034.45; Phase I Water System Improvements Division II – Water Mains, Pay Application Number 6 to Ricklefs Excavating, Ltd. in the amount of \$53,917.79; Phase I Water System Improvements Division II – Water Mains, Substantial Completion, Ricklefs Excavating, Ltd.; Kansas Avenue RISE Improvements, Pay Application Number 8 to Streb Construction Co., Inc. in the amount of \$55,421.93. The vote was all ayes. Consent Agenda approved.

### **Public Comment**

No public comment was offered.

### **City Planner Report**

City Planner Dean Wheatley reported on the updated City street map that was included in the Council packet.

### **City Engineer Report**

City Engineer Kevin Trom reported that the last part of the Forevergreen Road project will be bid a week from tomorrow in Ames. The Highway 965, Phase 3 final walk through will be on Monday with IDOT, City staff and the contractor. The Penn and Front Street Project final owner review meeting was held last month. The bid documents will be released tomorrow. Alliant and Mediacom have begun work undergrounding utilities for the project. The public hearing will be held at the next regular Council meeting with construction starting in late March. The Main Street project final owner review meeting is tomorrow. Bid documents will be issued next week. The design work has begun on the 2019 Trail Projects. Council discussed the report with Trom.

### **Assistant City Administrator Report**

Assistant City Administrator Tracey Mulcahey reported that the audit is on tonight's agenda. Cross Park Place Open House is scheduled for Wednesday, January 16.

### **City Administrator Report**

City Administrator Ryan Heiar reported that the City Attorney agreement is in the packet tonight. Colin Smith will be in town tomorrow to do final paperwork. His start date will be provided soon. Meetings in January are January 15 at 5:30 on budget, January 22 regular meeting and January 29 on CIP. The Joint Meeting of Johnson County entities will be hosted by Johnson County on January 14 starting at 4:00 p.m. Heiar reported that a photo of the updated aquatic play feature is in the packet. This is an upgrade to the outdoor pool. The funds are available to make it happen including installation. He requested that the Iowa City Community School District easement agreement be removed from tonight's agenda as the agreement is still being finalized.

### **Mayor Report**

Mayor Terry Donahue reported he attended the Diventures Groundbreaking and the Fire Department Badge and Bugle ceremony. He will be attending the Fair Play economic alliance formal agreement signing on Friday morning at 7:30 a.m. The Transportation Committee meeting minutes and RFP were included in the Council packet. If no questions, the Committee will start working on contract. Councilor Jim Sayre has tendered his resignation. He will be leaving on February 1. Filling Councilor Sayre's position will be on the January 22 agenda.

### **Police Department Project**

Jim Estes and Chief Diane Venenga presented information on the project. Council discussed the project with Estes and Venenga.

Madsen moved, Goings seconded to approve Resolution Number 2019-01, A Resolution accepting the bid and authorizing execution of the contract for the Police Department Project, North Liberty, Iowa. The vote was: ayes - Hoffman, Goings, Sayre, Madsen; nays - none. Motion carried.

Hoffman moved, Sayre seconded to approve Resolution Number 2019-02, A Resolution authorizing execution of Change Order Number One for the Contract with Tricon General Construction for the Police Department Project, North Liberty, Iowa. After discussion, the vote was: ayes - Madsen, Goings, Hoffman, Sayre; nays - none. Motion carried.

### **FY 18 Audit**

Mayor Donahue presented information on the audit. Council discussed the audit. Madsen moved, Hoffman seconded to approve Resolution Number 2019-03, A Resolution accepting the Audit Report for Fiscal Year 2018 as completed by Winkel, Parker & Foster CPA, PC. The vote was: ayes – Hoffman, Sayre, Goings, Madsen; nays – none. Motion carried.

### **City Attorney Contract**

Hoffman moved, Goings seconded to approve Resolution Number 2019-04, A Resolution approving the City Attorney Employment Agreement. The vote was: ayes - Goings, Madsen, Hoffman, Sayre; nays – none. Motion carried.

### **Mickelson Preliminary Plat**

Wheatley presented information on the plat and the agreement and reported that Staff and Planning Commission recommend approval of the Preliminary Plat with no conditions.

Kevin Digmann was present on behalf of the applicant and offered additional information.

Goings moved, Sayre seconded to approve Resolution Number 2019-05, A Resolution approving the Preliminary Plat Agreement between the City of North Liberty and MLDC, Inc. that establishes the terms and conditions under which a Preliminary Plat will be approved for Mickelson Second Addition in the City of North Liberty, Iowa. After discussion, the vote was: ayes - Hoffman, Madsen, Sayre, Goings; nays – none. Motion carried.

Hoffman moved, Madsen seconded to approve Resolution Number 2019-06, A Resolution approving the Preliminary Plat of Mickelson Second Addition, North Liberty, Iowa. After discussion, the vote was: ayes - Goings, Madsen, Hoffman, Sayre; nays – none. Motion carried.

### **Hardwick Conditional Use (County)**

Scott Hardwick was present on behalf of the applicant and offered to answer questions on the application.

Wheatley presented the Staff and Planning Commission recommendations. The Planning Commission recommended approval with the conditions that the use be limited to no more than 24 months, be limited to the current applicant, and retail sales not be allowed. Council discussed the application with staff.

Hoffman moved, Sayre seconded to approve Resolution Number 2019-07, A Resolution regarding the review of the David Scott Hardwick Conditional Use Application, Johnson County, Iowa. The vote was: ayes – Goings, Madsen, Hoffman, Sayre; nays – none. Motion carried.

### **Longsterman Holdings LLC Subdivision Plat (County)**

Aaron Klosterman was present on behalf of the applicant and offered to answer questions.

Wheatley reported on Staff and Planning Commission recommendations. Both recommend deferring approval to the County.

Madsen moved, Goings seconded to approve Resolution Number 2019-08, A Resolution regarding the review of the Longsterman Subdivision Preliminary and Final Plat, Johnson County, Iowa. The vote was: ayes – Madsen, Sayre, Goings, Hoffman; nays – none. Motion carried.

**Main Street Right of Way Vacation**

Hoffman moved, Sayre seconded to approve Resolution Number 2019-09, A Resolution setting the public hearing regarding the disposition of real estate owned by the City of North Liberty. The vote was: ayes – Hoffman, Madsen, Sayre, Goings; nays – none. Motion carried.

**DEERS 380 LLC, Moyna North LLC Rezoning**

Goings moved, Madsen seconded to approve the third consideration and adoption 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, Hoffman; nays – none. Motion carried.

**Penn Street and Front Street Project**

Hoffman moved, Madsen seconded to approve Resolution Number 2019-10, A Resolution approving the Temporary Construction Easement Agreement between Daniel L. Crawford and Krista M. Crawford and the City of North Liberty. The vote was: ayes - Hoffman, Sayre, Goings, Madsen; nays – none. Motion carried.

Hoffman moved, Madsen seconded to approve Resolution Number 2019-12, A Resolution approving the Temporary Construction Easement Agreement between Jeff D. Moses and Bonita L. Moses and the City of North Liberty. The vote was: ayes - Sayre, Madsen, Hoffman, Goings; nays – none. Motion carried.

Heiar presented information on this agreement. Council discussed the agreement. Sayre moved, Madsen seconded to approve Resolution Number 2019-13, A Resolution approving the Public Easement Agreement between Eric J. Cameron and the City of North Liberty. The vote was: ayes – Goings, Madsen, Hoffman, Sayre; nays -none. Motion carried.

**Main Street Project**

Goings moved, Hoffman seconded to approve Resolution Number 2019-14, A Resolution approving the Temporary Construction Easement Agreement between Patricia Curry and the City of North Liberty. The vote was: ayes – Sayre, Madsen, Hoffman, Goings; nays – none. Motion carried.

Sayre moved, Madsen seconded to approve Resolution Number 2019-15, A Resolution approving the Temporary Construction Easement Agreement between Lepic & Lepic, LLC and the City of North Liberty. The vote was: ayes – Sayre, Hoffman, Madsen, Goings; nays – none. Motion carried.

Madsen moved, Goings seconded to approve Resolution Number 2019-16, A Resolution approving the Temporary Construction Easement Agreement between Nelson Weber and Elizabeth Beckman and the City of North Liberty. The vote was: ayes – Hoffman, Madsen, Goings, Sayre; nays – none. Motion carried.

**North Bend Drive**

Heiar presented information on the project and agreement. Madsen moved, Hoffman seconded to approve Resolution Number 2019-17, A Resolution approving the Services Agreement between the City of North Liberty and Shive-Hattery, Inc. for the North Bend Drive Improvements Project. After discussion, the vote was: ayes – Madsen, Sayre, Hoffman, Goings; nays – none. Motion carried.

**Sanitary Sewer Upgrades Project**

Heiar presented information on the agenda item. Hoffman moved, Madsen seconded to approve Resolution Number 2019-18, A Resolution authorizing condemnation of certain real property. After discussion, the vote was: ayes – Goings, Madsen, Hoffman, Sayre; nays – none. Motion carried.

**Old Business**

Councilor Hoffman reported on the Fire Department Pinning Ceremony. He suggested all attend in the future due to the quality of the event.

**New Business**

Councilor Madsen reminded all about the upcoming Beat the Bitter events.

**Adjournment**

At 7:48 p.m., Mayor Donahue adjourned the meeting.

**CITY OF NORTH LIBERTY**

By: \_\_\_\_\_  
Terry L. Donahue, Mayor

Attest:

\_\_\_\_\_  
Tracey Mulcahey, City Clerk



## **Minutes (not official until approved by the City Council)**

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North Liberty City Council  
January 15, 2019  
Special Work Session  
City Council Chambers

### **Call to order**

Mayor Terry Donahue called the January 15, 2019 Special Work Session to order at 5:41 p.m. Councilors present: Jennifer Goings, Chris Hoffman, and Sarah Madsen; absent: Annie Pollock, Jim Sayre.

Others present: Ryan Heiar, Tracey Mulcahey, Chief Diane Venenga, Chief Brian Platz, Tom Palmer, Jennie Garner, Guy Goldsmith, Shelly Simpson, Dean Wheatley, Nick Bergus, Debra Hilton, Michael Pentecost, Greg Metternich, Drew Lammers, Joel Miller, and other interested parties.

### **Approval of the Agenda**

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

### **Budget Presentation – FY 2020**

Heiar presented information on the objectives of this meeting. Staff presented information on the proposed FY 2020 budget. Council discussed the budget proposals with department heads.

Councilor Pollock arrived at 5:50 p.m.

Staff is proposing a property tax increase from \$11.03 to \$11.16 (1.26%) to accommodate a lull in valuation coming on the tax rolls. The next budget meeting will be Tuesday, January 29 to discuss Capital Projects and Social Service funding.

### **Adjournment**

At 7:02 p.m., Mayor Donahue adjourned the meeting.

**CITY OF NORTH LIBERTY**

By: \_\_\_\_\_  
Terry L. Donahue, Mayor

Attest:

\_\_\_\_\_  
Tracey Mulcahey, City Clerk

DECEMBER 31ST, 2018

	MONTH-TO-DATE BALANCE	YEAR-TO-DATE BALANCE
010-GENERAL FUND	468,578.76	6,061,138.49
011-FIRE EQUIPMENT CAPITA	20,600.00	33,415.35
012-LIBRARY CAPITAL FUND	197.50	955.91
013-RECREATION CAPITAL FU	0.00	455.99
014-POLICE CAPITAL FUND	1,737.15	11,015.57
015-TRANSPORTATION IMPACT	0.00	57,063.97
016-STORMWATER IMPACT FEE	0.00	36.25
017-TREE PROGRAM	0.00	0.00
018-PARK CAPITAL FUND	0.00	1,005,250.00
019-YOUTH SPORTS SCHOLARS	406.48	5,311.88
020-EQUIPMENT REVOLVING	0.00	104.08
021-TELECOMMUNICATIONS EQ	0.00	16.53
022-LIBRARY TAG	0.00	0.00
023-LIBRARY ENDOWMENT	0.00	0.00
024-DRUG TASK FORCE	28.15	502.42
025-POLICE SEIZED FUNDS	0.00	0.00
026-HOTEL/MOTEL TAX	0.00	43,773.53
060-ROAD USE TAX FUND	207,711.72	1,293,578.22
061-STREET CAPITAL PROJEC	0.00	2,162,333.96
062-IJOBS STREETS	0.00	0.00
090-TIF FUND	84,570.59	2,261,995.83
110-DEBT SERVICE FUND	11,302.32	715,228.17
210-TRUST AND AGENCY	18,176.65	913,542.16
280-CUSTOMER DEPOSITS	5,950.00	91,110.00
310-COMMUNITY CENTER II C	0.00	0.00
311-FRONT STREET RECONSTR	0.00	0.00
312-CHERRY STREET RECONST	0.00	0.00
313-TIF PROJECTS	297.36	1,247.65
314-ENTRYWAY DEVELOPMENT	0.00	40.83
315-HIGHWAY 965 IMPROVEME	0.00	1,849,741.20
316-COMMUNITY CENTER PHAS	0.00	0.00
317-TRAIL PROJECTS	0.00	0.00
318-EC DEVELOPMENT PROJEC	0.00	88.79
319-PENN STREET IMPROVEME	0.00	1,075,000.00
320-LIBERTY CENTER PROJEC	0.00	0.00
321-LAND/FACILITIES	0.00	0.00
322-LIBRARY BUILDING FUND	10.53	1,077.74
323-LIBERTY CENTRE BLUES/	0.00	0.00
324-RANSHAW HOUSE PROJECT	0.00	200,000.00
510-WATER FUND	294,649.64	2,021,268.72
511-WATER CAPITAL RESERVE	6,666.66	39,999.96
512-WATER SINKING FUND	113,348.75	680,092.50
513-WATER BOND RESERVE	0.00	0.00
514-WATER CAPITAL PROJECT	0.00	1,466,234.00
520-SEWER FUND	370,141.17	2,385,127.21
521-SEWER CAPITAL RESERVE	40,416.67	252,676.02
522-SEWER SINKING FUND	192,099.08	1,152,594.48
523-WASTEWATER TREATMENT	0.00	360,021.10
524-SEWER TRUNK AND I&I	0.00	2,000.00
525-SEWER DEBT SERVICE RE	0.00	0.00
530-STORMWATER MANAGEMENT	17,321.48	105,202.45
532-STORMWATER SINKING FU	0.00	0.00
GRAND TOTAL REVENUE	1,854,210.66	26,249,240.96



	B	C	D	E	F
2	CITY OF NORTH LIBERTY				
3	TREASURER'S REPORT				
4	December 31, 2018				
5	FUNDS	BALANCE FORWARD	REVENUE	EXPENSE	BALANCE ENDING
6					
7		12/01/2018			12/31/2018
8					
9	GENERAL	8,574,367.17	487,781.74	493,854.63	8,568,294.28
10					
11	SPECIAL REVENUE	6,396,195.63	310,458.96	39,992.28	6,666,662.31
12					
13	DEBT SERVICE	917,573.64	11,302.32	340,210.63	588,665.33
14					
15	CAPITAL PROJECTS	-7,933,475.73	307.89	602,352.28	-8,535,520.12
16					
17	WATER ENTERPRISE	4,580,687.56	440,973.53	579,210.39	4,442,450.70
18					
19	WASTEWATER ENTERPRISE	6,712,021.14	615,216.64	874,606.40	6,452,631.38
20					
21	STORM WATER ENTERPRISE	228,621.49	17,115.17	8,516.86	237,219.80
22					
23	<b>TOTAL</b>	<b>19,475,990.90</b>	<b>1,883,156.25</b>	<b>2,938,743.47</b>	<b>18,420,403.68</b>

**Applicant License Application ( )**

**Name of Applicant:** Hoosier Creek Conservation &  
**Name of Business (DBA):** South Slope Cooperative Communications  
**Address of Premises:** 980 N Front St  
**City** North Liberty **County:** Johnson **Zip:** 52317  
**Business** (319) 626-2211  
**Mailing** 1405 Falcon Ave NW  
**City** Swisher **State** IA **Zip:** 52338

**Contact Person**

**Name** Mark Groth  
**Phone:** (319) 560-4933 **Email** HCCRA18@gmail.com

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

**Term:** 5 days

**Effective Date:** 01/25/2019

**Expiration Date:** 01/01/1900

**Privileges:**

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

**Status of Business**

**BusinessType:** Privately Held Corporation  
**Corporate ID Number:** XXXXXXXXXX **Federal Employer ID** XXXXXXXXXX

**Ownership**

**Mark Groth**

**First Name:** Mark **Last Name:** Groth  
**City:** Swisher **State:** Iowa **Zip:** 52338  
**Position:** Board Member  
**% of Ownership:** 0.00% **U.S. Citizen:** Yes

**Insurance Company Information**

**Insurance Company:** Illinois Union Insurance Company  
**Policy Effective Date:** 01/25/2019 **Policy Expiration** 01/30/2019  
**Bond Effective** **Dram Cancel Date:**  
**Outdoor Service Effective** **Outdoor Service Expiration**  
**Temp Transfer Effective** **Temp Transfer Expiration Date:**

# **Penn Street and Front Street Project Easements**



**Prepared by and Return to:**  
**Erek P. Sittig, 123 N Linn St, Ste 300, Iowa City, IA 52245, 319-354-0331**

### **TEMPORARY CONSTRUCTION EASEMENT AGREEMENT**

This agreement is made and entered into by and between IOWA CITY COMMUNITY SCHOOL DISTRICT, a public school corporation, owner of the real estate described herein (hereinafter referred to as “the Property Owner,” which expression shall include its heirs, 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 dollar plus other valuable consideration, the receipt of which is hereby acknowledged, the Property Owner hereby grants and conveys to the City a temporary construction easement for the public purpose of improving the intersection of North Bend Drive and Front Street (the “Project”), under, over, through and across the area described in Exhibit A, which is attached.

Further, the City agrees as part of the consideration noted above that the property will not be assessed for any costs for the design and construction of the project, plans for which are on file at City Hall.

The Property Owner and the City further agree that:

1. The City shall be fully responsible for the costs of designing, constructing and maintaining the Project.
2. During the term of this Easement Agreement, the Property Owner shall not erect any landscaping, fences, or structures over, under or within the easement area without obtaining the prior written approval of the City Administrator.
3. During the term of this Easement Agreement, the Property Owner shall not change the grade, elevation or contour of any part of the easement area without obtaining the prior written consent of the City Administrator.

4. The City shall have the right of access to the 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 easement area to substantially the same condition as existed prior to the commencement of construction operations.
6. The rights as described above in the temporary construction easement shall begin upon execution by both parties and shall cease and terminate following the completion of the construction of the Project upon final acceptance by the City. In no event shall the temporary construction easement extend beyond October 1, 2020, without the authorization of the Property Owner.

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: \_\_\_\_\_  
Janet Godwin, Board President

Signed: \_\_\_\_\_  
Terry Donahue, Mayor

Signed: \_\_\_\_\_  
Craig Hansel, Board Secretary

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 Janet Godwin and Craig Hansel, to me personally known, who, being by me duly sworn, did say that they are the Board President and Board Secretary, respectively, of the Iowa City Community School District, a public school corporation, and that the instrument was signed on behalf of the corporation by the authority of its members, and that Janet Godwin and Craig Hansel 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

STATE OF IOWA, JOHNSON COUNTY: ss

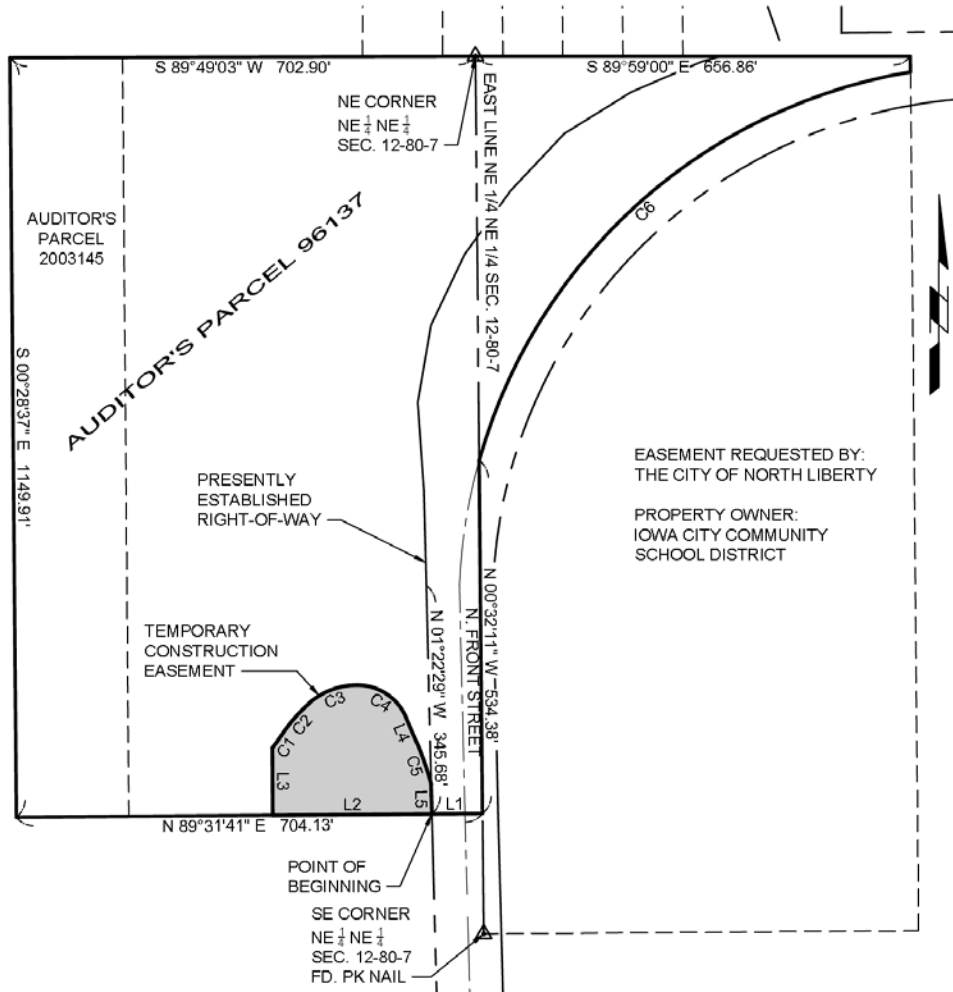
On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Terry Donahue and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the 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

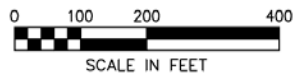
# EXHIBIT A

## EASEMENT EXHIBIT TEMPORARY CONSTRUCTION EASEMENT A PART OF AUDITOR'S PARCEL 96137 NORTH LIBERTY, JOHNSON COUNTY, IOWA



CURVE TABLE					
CURVE	DELTA	LENGTH	RADIUS	CHORD BRG	CHORD
C1	4°48'14"	23.47'	279.90'	N 35°20'43" E	23.46
C2	15°40'03"	64.15'	234.60'	N 40°46'38" E	63.95
C3	41°28'56"	79.64'	110.00'	N 69°21'07" E	77.91
C4	66°35'38"	92.98'	80.00'	S 56°36'35" E	87.84
C5	8°28'05"	68.43'	463.00'	S 19°04'44" E	68.37
C6	64°49'44"	926.32'	818.68'	N 47°54'46" E	877.69

LINE TABLE		
LINE	DIRECTION	LENGTH
L1	S 89°31'41" W	76.58'
L2	S 89°31'41" W	240.00'
L3	N 00°29'40" W	101.41'
L4	S 23°18'46" E	40.08'
L5	S 01°22'29" E	44.72'



SEE SHEET 2 FOR DESCRIPTION

**SHIVEHATTERY**  
ARCHITECTURE+ENGINEERING  
2839 Northgate Drive | Iowa City, Iowa 52245  
319.354.3040 | www.shive-hattery.com  
Iowa | Illinois | Indiana Illinois Firm Number: 184-000214

EASEMENT EXHIBIT TEMPORARY CONSTRUCTION EASEMENT IOWA CITY COMMUNITY SCHOOL DISTRICT NORTH LIBERTY, JOHNSON COUNTY, IOWA		
DATE	9/24/18	SCALE AS SHOWN
DRAWN	JSB	FIELD BOOK --
APPROVED	JSB	REVISION

PROJECT NO.  
118177-0

SHEET NO.

1 of 2

# EXHIBIT A

## EASEMENT EXHIBIT TEMPORARY CONSTRUCTION EASEMENT A PART OF AUDITOR'S PARCEL 96137 NORTH LIBERTY, JOHNSON COUNTY, IOWA

### DESCRIPTION

A temporary construction easement on that part of Auditor's Parcel 96137 (Plat of Survey recorded in Plat Book 37, Page 195 at the Johnson County Recorder's Office), located in the Northeast Quarter of the Northeast Quarter of Section 12, Township 80 North, Range 7 West of the 5th P.M., North Liberty, Johnson County, Iowa, described as follows:

Commencing as a point of reference at the southeast corner of said Auditor's Parcel 96137;

thence South 89°31'41" West 76.58 feet along the south line of said Auditor's Parcel 96137 (assumed bearing for this description only) to a point of intersection with the westerly right-of-way of North Front Street, said point being the point of beginning;

thence continuing South 89°31'41" West 240.00 feet along said south line;

thence North 0°29'40" West 101.41 feet;

thence northeasterly 23.47 feet along the arc of a 279.90 foot radius curve concave northwesterly (chord bearing North 35°20'43" East 23.46 feet);

thence northeasterly 64.15 feet along the arc of a 234.60 foot radius curve concave southeasterly (chord bearing North 40°46'38" East 63.95 feet);

thence northeasterly 79.64 feet along the arc of a 110.00 foot radius curve concave southeasterly (chord bearing North 69°21'07" East 77.91 feet);

thence southeasterly 92.98 feet along the arc of an 80.00 foot radius curve concave southwesterly (chord bearing South 56°36'35" East 87.84 feet);

thence South 23°18'46" East 40.08 feet;

thence southeasterly 68.43 feet along the arc of a 463.00 foot radius curve concave southwesterly (chord bearing South 19°04'44" East 68.37 feet) to a point of intersection with said westerly right-of-way;

thence South 1°22'29" East 44.72 feet along said westerly right-of-way to the point of beginning and containing 0.88 acres more or less.

**SHIVEHATTERY**  
ARCHITECTURE+ENGINEERING

2839 Northgate Drive | Iowa City, Iowa 52245

319.354.3040 | www.shive-hattery.com

Iowa | Illinois | Indiana Illinois Firm Number: 184-000214

EASEMENT EXHIBIT  
TEMPORARY CONSTRUCTION EASEMENT  
IOWA CITY COMMUNITY SCHOOL DISTRICT  
NORTH LIBERTY, JOHNSON COUNTY, IOWA

DATE	9/24/18	SCALE	AS SHOWN
DRAWN	JSB	FIELD BOOK	--
APPROVED	JSB	REVISION	

PROJECT NO.  
118177-0

SHEET NO.

2 of 2



**Resolution No. 2019-11**

**A RESOLUTION APPROVING THE TEMPORARY  
CONSTRUCTION EASEMENT AGREEMENT BETWEEN IOWA  
CITY COMMUNITY SCHOOL DISTRICT 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 property owned by Iowa City Community School District;

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

**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 Iowa City Community School District 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 22nd day of January, 2019.

**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

# **Main Street Project Easements**



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

### TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

This agreement is made and entered into by and between HATCH FAMILY, LLC, an Iowa corporation, owner of the real estate described herein (hereinafter referred to as "Property Owner," which expression shall include its heirs, 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 temporary construction easement for the public purpose of improving Main Street (the "Project"), under, over, through and across the area described as follows:

A temporary construction easement on the east 7 feet of Lot 6, and the east 7 feet of the north half of Lot 5, all in Block 5 of Original Town of North Liberty (Plat recorded in Plat Book 16, Page 192 at the Johnson County Recorder's Office), North Liberty, Johnson County, Iowa and containing 476 square feet more or less.

Further, the City agrees *as part of the consideration noted above that 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.

The Property Owner and the City further agree that:

1. The City shall be fully responsible for the costs of designing, constructing and maintaining the Project.
2. The Property Owner shall not erect any landscaping, fences, or structures over, under or within the easement area without obtaining the prior written approval of the City Administrator.
3. The Property Owner shall not change the grade, elevation or contour of any part of the

easement area without obtaining the prior written consent of the City Administrator.

4. The City shall have the right of access to the 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 easement area to substantially the same condition as existed prior to the commencement of construction operations.
6. The rights as described above in the temporary construction easement shall cease and terminate following the completion of the construction of the Project upon final acceptance by the City. In no event shall the temporary construction easement extend beyond October 1, 2020, without the authorization of the Property Owner.

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. Further, each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share, if any, in and to the interests conveyed by this easement.

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 15<sup>th</sup> day of January, 2019.

**PROPERTY OWNER:**

Signed: Richard A Hatch, Manager  
Richard A Hatch, Manager

**CITY:**

Signed: \_\_\_\_\_  
Terry L. Donahue, Mayor

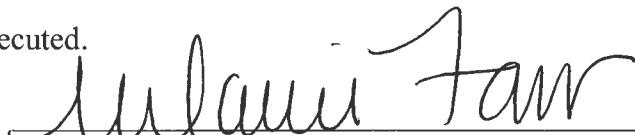
Signed: \_\_\_\_\_  
Tracey Mulcahey, City Clerk

STATE OF IOWA, JOHNSON COUNTY: ss

On this 15<sup>th</sup> day of January, 2019, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Richard A Hatch, to me personally known, who, being by me duly sworn, did say that he is the Manager of Hatch Family, LLC, an Iowa corporation, and that the instrument was signed on behalf of the corporation by the authority of its members, and that Richard A. Hatch acknowledged the execution of the instrument to be his voluntary act and deed and the voluntary act and deed of the

corporation, by it and by him 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

**Resolution No. 2019-19**

**A RESOLUTION APPROVING THE TEMPORARY  
CONSTRUCTION EASEMENT AGREEMENT BETWEEN  
HATCH FAMILY, 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 Main Street Project adjacent to property owned by Hatch Family, LLC;

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

**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 Hatch Family, LLC is approved for the Main 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 22nd day of January, 2019.

**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

### TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

This agreement is made and entered into by and between DAVID R. PERSINGER, owner of the real estate described herein (hereinafter referred to as "Property Owner," which expression shall include his heirs, 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 temporary construction easement for the public purpose of improving Main Street (the "Project"), under, over, through and across the area described as follows:

A temporary construction easement on the east 7 feet of Auditor's Parcel "D" (Plat recorded in Plat Book 34, Page 181 at the Johnson County Recorder's Office), North Liberty, Johnson County, Iowa and containing 2,777 square feet more or less.

Further, the City agrees *as part of the consideration noted above that 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.

The Property Owner and the City further agree that:

1. The City shall be fully responsible for the costs of designing, constructing and maintaining the Project.
2. The Property Owner shall not erect any landscaping, fences, or structures over, under or within the easement area without obtaining the prior written approval of the City Administrator.
3. The Property Owner shall not change the grade, elevation or contour of any part of the

easement area without obtaining the prior written consent of the City Administrator.

4. The City shall have the right of access to the 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 easement area to substantially the same condition as existed prior to the commencement of construction operations.
6. The rights as described above in the temporary construction easement shall cease and terminate following the completion of the construction of the Project upon final acceptance by the City. In no event shall the temporary construction easement extend beyond October 1, 2020.

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. Further, each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share, if any, in and to the interests conveyed by this easement.

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 14<sup>th</sup> day of JANUARY, 2019.

**PROPERTY OWNER:**

Signed: \_\_\_\_\_

David R. Persinger

**CITY:**

Signed: \_\_\_\_\_

Terry L. Donahue, Mayor

Signed: \_\_\_\_\_

Tracey Mulcahey, City Clerk

STATE OF IOWA, JOHNSON COUNTY: ss

On this 14<sup>th</sup> day of January, 2019, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared David R. Persinger, to me personally known, who, being by me duly sworn, did say that he acknowledged the execution of the instrument to be his voluntary act and deed.



Mary J Byers  
Notary Public in and for said State



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 L. 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 L. 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

**Resolution No. 2019-20**

**A RESOLUTION APPROVING THE TEMPORARY  
CONSTRUCTION EASEMENT AGREEMENT BETWEEN DAVID  
R. PERSINGER 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 Main Street Project adjacent to property owned by David R. Persinger;

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

**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 David R. Persinger is approved for the Main 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 22nd day of January, 2019.

**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

# **Main Street Right-of-Way Vacation**



## **Resolution No. 2019-21**

### **RESOLUTION DISPOSING OF CERTAIN REAL ESTATE AND APPROVING ISSUANCE OF A DEED**

**WHEREAS**, pursuant to published notice, a public hearing was held on this date regarding the City's proposed disposition of the real estate described below;

**WHEREAS**, the City Council of the City of North Liberty, Iowa, has resolved to transfer its interest in the real estate described below, to the City of North Liberty for non-right-of-way usage, subject to the City of North Liberty's perpetual right of ingress and egress for the construction, replacement, operation, and maintenance of public utilities and other public improvements as determined appropriate by the City of North Liberty.

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The City Council of the City of North Liberty, Iowa, does hereby confirm the transfer of the following described real estate right-of-way to the City of North Liberty

A PORTION OF MAIN STREEET 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 of said Section 12, a distance of 837.00 feet, to the North east 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 of said North Right-of-Way Line, 10.00 feet; Thence N01°01'10"W, along a line parallel with and 10.00 feet normally distant Westerly from Said Easterly Right-of-Way Line of Main Street, 435.60 feet, to its intersection with the Westerly Projection of the North Line of said Lot 4; Thence S89°10'54"E, along said 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.

2. The proposed deed is hereby approved and the Mayor and the City Clerk are directed to execute the deed and deliver to the transferee.

3. The Mayor and the City Clerk are also directed and authorized to execute any other normal and customary document related to the transfer of the property pursuant to this resolution.

**APPROVED AND ADOPTED** this 22nd day of January, 2019

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

# **Penn and Front Street Project**



## **Resolution No. 2019-22**

### **RESOLUTION FINALLY APPROVING AND CONFIRMING PLANS, SPECIFICATIONS, AND ESTIMATE OF COST FOR THE PENN AND FRONT CORRIDOR IMPROVEMENTS PROJECT**

**WHEREAS**, the City Council of the City of North Liberty, Iowa, has heretofore given preliminary approval to the plans, specifications, and estimate of cost (the "Contract Documents") for the proposed Penn and Front Corridor Improvements Project (the "Project"), as described in the notice of hearing on the Contract Documents for the Project and the taking of bids therefor; and

**WHEREAS**, a hearing has been held on the Contract Documents on January 22, 2019;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of North Liberty, Iowa, as follows:

Section 1. The City Council hereby delegates to the City Clerk and/or the Project Engineer the duty of receiving bids for the Project until 10:00 o'clock a.m. on February 5, 2019 at the City Administration Building in the City. At such time and place the City Clerk and/or the Project Engineer open such bids received and announce the results thereof. The City Council will consider bids received at the City Council meeting to be held on February 12, 2019 at 6:30 p.m. at City Council Chambers in the City.

Section 2. The City Clerk is hereby authorized and directed to give notice of the hearing and taking of bids by publication as required by law, which publication shall be made not less than 4 and not more than 45 days prior to the date for receipt of bids and not less than 4 and not more than 20 days prior to the date of the said hearing. The said notice shall be in the form substantially as attached to this resolution.

Section 3. "Pursuant to Section 1.150-2 of the Income Tax Regulations (the "Regulations") of the Internal Revenue Service, the City declares (a) that it intends to undertake the Project, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the "Bonds"), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Project have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. The Contract Documents referred to in the preamble hereof are hereby finally approved, and the prior action of the City Council giving preliminary approval is hereby finally confirmed, and the Project, as provided for in the Contract Documents, is necessary and desirable.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**APPROVED AND ADOPTED** this 22nd day of January, 2019.

**CITY OF NORTH LIBERTY:**

---

TERRY L. DONAHUE, MAYOR

ATTEST:

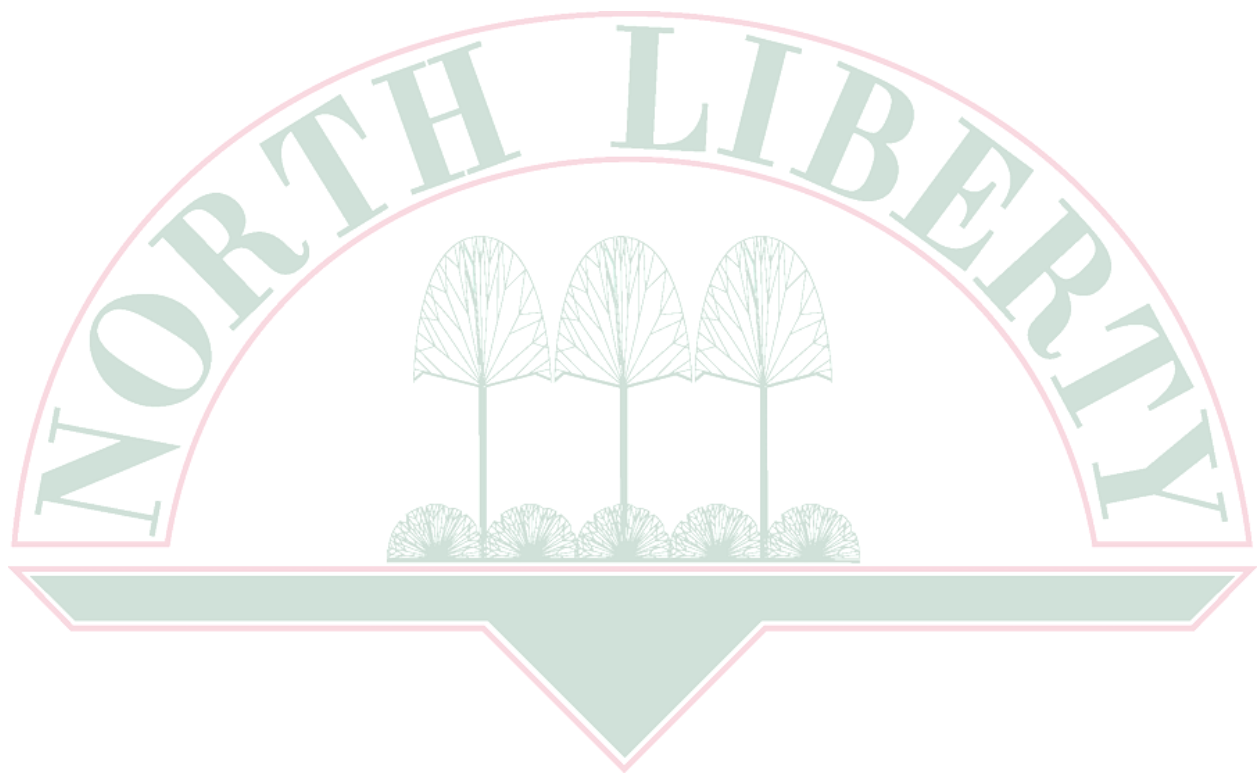
I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

---

TRACEY MULCAHEY, CITY CLERK



# Main Street Project



## **Resolution No. 2019-23**

### **RESOLUTION FINALLY APPROVING AND CONFIRMING PLANS, SPECIFICATIONS, AND ESTIMATE OF COST FOR THE MAIN STREET IMPROVEMENTS PROJECT**

**WHEREAS**, the City Council of the City of North Liberty, Iowa, has heretofore given preliminary approval to the plans, specifications, and estimate of cost (the "Contract Documents") for the proposed Main Street Improvements Project (the "Project"), as described in the notice of hearing on the Contract Documents for the Project and the taking of bids therefor; and

**WHEREAS**, a hearing has been held on the Contract Documents on January 22, 2019;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of North Liberty, Iowa, as follows:

Section 1. The City Council hereby delegates to the City Clerk and/or the Project Engineer the duty of receiving bids for the Project until 11:00 o'clock a.m. on February 12, 2019 at the City Administration Building in the City. At such time and place the City Clerk and/or the Project Engineer open such bids received and announce the results thereof. The City Council will consider bids received at the City Council meeting to be held on February 26, 2019 at 6:30 p.m. at City Council Chambers in the City.

Section 2. The City Clerk is hereby authorized and directed to give notice of the hearing and taking of bids by publication as required by law, which publication shall be made not less than 4 and not more than 45 days prior to the date for receipt of bids and not less than 4 and not more than 20 days prior to the date of the said hearing. The said notice shall be in the form substantially as attached to this resolution.

Section 3. "Pursuant to Section 1.150-2 of the Income Tax Regulations (the "Regulations") of the Internal Revenue Service, the City declares (a) that it intends to undertake the Project, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the "Bonds"), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Project have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. The Contract Documents referred to in the preamble hereof are hereby finally approved, and the prior action of the City Council giving preliminary approval is hereby finally confirmed, and the Project, as provided for in the Contract Documents, is necessary and desirable.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**APPROVED AND ADOPTED** this 22nd day of January, 2019.

**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

# **Right-of-Way Vacation North Front Street**



**Ordinance No. 2019-01**

**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 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 of said Section 12, a distance of 837.00 feet, to the North east 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 of said North Right-of-Way Line, 10.00 feet; Thence N01°01'10"W, along a line parallel with and 10.00 feet normally distant Westerly from Said Easterly Right-of-Way Line of Main Street, 435.60 feet, to its intersection with the Westerly Projection of the North Line of said Lot 4; Thence S89°10'54"E, along said 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, which is comprised of right of way of **North Front 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 \_\_\_\_\_.  
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. 2019-01 in the *North Liberty Leader* on \_\_\_\_\_.

\_\_\_\_\_  
TRACEY MULCAHEY, CITY CLERK





Doc ID: 027281370001 Type: PLA  
Kind: SURVEY  
Recorded: 01/11/2019 at 11:10:13 AM  
Fee Amt: \$7.00 Page 1 of 1  
Johnson County Iowa  
Kim Painter County Recorder

BK 62 PG 341

-PREPARED BY AND RETURN TO: MMS CONSULTANTS, INC. 1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319)351-8282

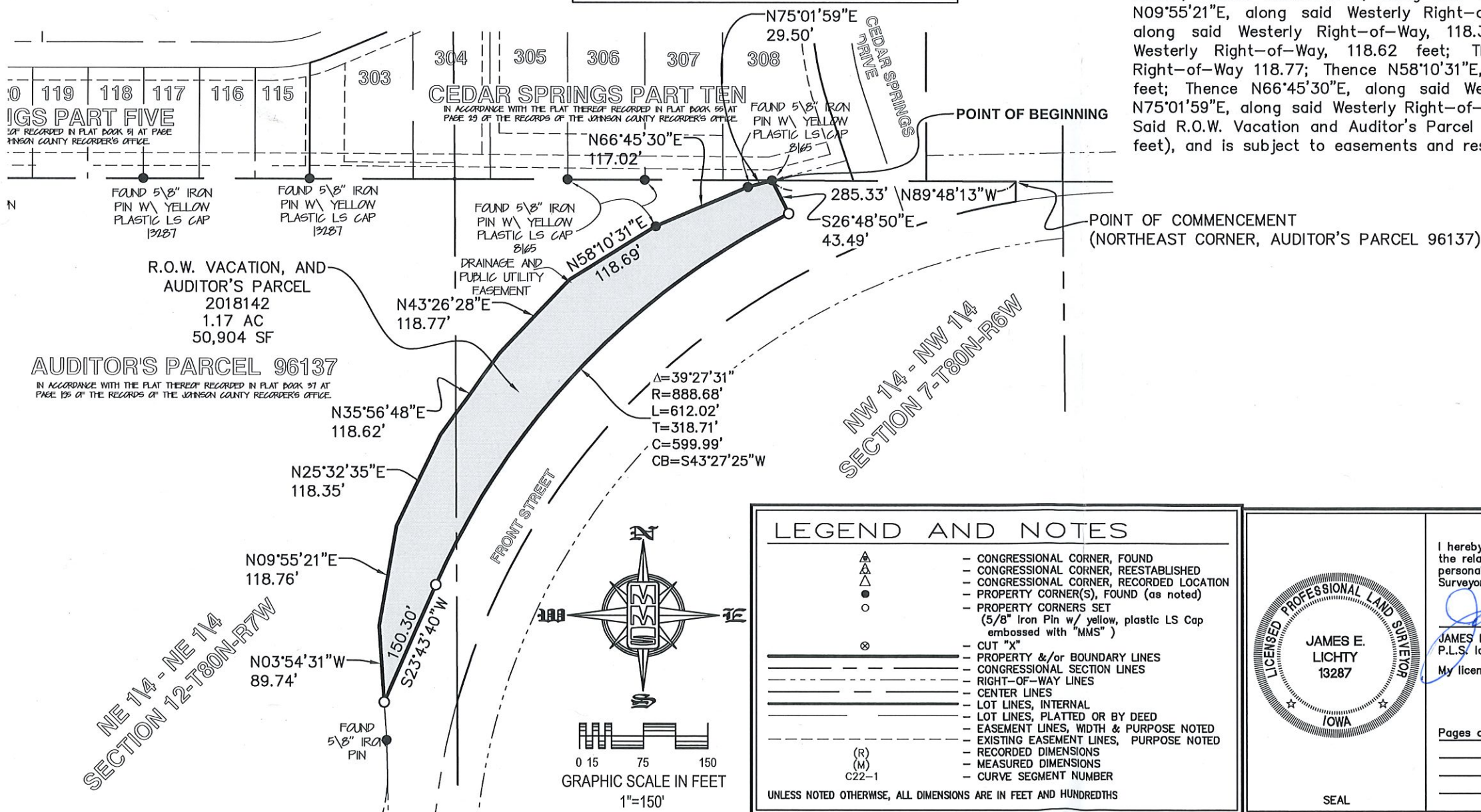
LOCATION:
A PORTION OF AUDITOR'S PARCEL 96137 IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 12, TOWNSHIP 80 NORTH, RANGE 7 WEST, AND A PORTION OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 7, TOWNSHIP 80 NORTH, RANGE 6 WEST, ALL OF THE FIFTH PRINCIPAL MERIDIAN, NORTH LIBERTY, JOHNSON COUNTY, IOWA.
LAND SURVEYOR, INCLUDING FIRM OR ORGANIZATION:
JAMES E. LICHTY P.L.S. MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282
SURVEY REQUESTED BY:
IOWA CITY COMMUNITY SCHOOL DISTRICT 1725 N DODGE STREET IOWA CITY, IOWA 52245
PROPRIETOR OR OWNER:
IOWA CITY COMMUNITY SCHOOL DISTRICT 1725 N DODGE STREET IOWA CITY, IOWA 52245
DOCUMENT RETURN INFORMATION:
LAND SURVEYOR

# PLAT OF SURVEY R.O.W. VACATION, AND AUDITOR'S PARCEL 2018142 NORTH LIBERTY, JOHNSON COUNTY, IOWA

## LEGAL DESCRIPTION - R.O.W. VACATION AND AUDITOR'S PARCEL 2018142

A PORTION OF AUDITOR'S PARCEL 96137 IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 12, TOWNSHIP 80 NORTH, RANGE 7 WEST, AND A PORTION OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 7, TOWNSHIP 80 NORTH, RANGE 6 WEST, ALL OF THE FIFTH PRINCIPAL MERIDIAN, NORTH LIBERTY, JOHNSON COUNTY, IOWA, DESCRIBED AS FOLLOWS:

Commencing at the Northeast Corner of Auditor's Parcel 96137, in accordance with the plat thereof recorded in Plat Book 37, at Page 195 in the Records of the Johnson County Recorder's Office; Thence N89°48'13"W, along the North line of said Auditor's Parcel 96137, a distance of 285.33 feet, to the Point of Beginning; Thence S26°48'50"E, 43.49 feet; Thence Southwesterly, 612.02 feet, along an arc of a 888.68 foot radius curve, concave Southeasterly, whose 599.99 foot chord bears S43°27'25"W; Thence S23°43'40"W, 150.30 feet, to a point on the Westerly Right-of-Way of Front Street; Thence N03°54'31"W, along said Westerly Right-of-Way, 59.74 feet; Thence N09°55'21"E, along said Westerly Right-of-Way, 118.76 feet; Thence, N25°32'35"E, along said Westerly Right-of-Way, 118.35 feet; Thence N35°56'48"E, along said Westerly Right-of-Way, 118.62 feet; Thence, N43°26'28"E, along said Westerly Right-of-Way 118.77; Thence N58°10'31"E, along said Westerly Right-of-Way, 118.69 feet; Thence N66°45'30"E, along said Westerly Right-of-Way, 117.02 feet; Thence, N75°01'59"E, along said Westerly Right-of-Way, 29.50 feet, to the Point of Beginning. Said R.O.W. Vacation and Auditor's Parcel 2018142 contains 1.17 acre (50,904 square feet), and is subject to easements and restrictions of record.



LEGEND AND NOTES	
	- CONGRESSIONAL CORNER, FOUND
	- CONGRESSIONAL CORNER, REESTABLISHED
	- CONGRESSIONAL CORNER, RECORDED LOCATION
	- PROPERTY CORNER(S), FOUND (as noted)
	- PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
	- CUT "X"
	- PROPERTY &/or BOUNDARY LINES
	- CONGRESSIONAL SECTION LINES
	- RIGHT-OF-WAY LINES
	- CENTER LINES
	- LOT LINES, INTERNAL
	- LOT LINES, PLATTED OR BY DEED
	- EASEMENT LINES, WIDTH & PURPOSE NOTED
	- EXISTING EASEMENT LINES, PURPOSE NOTED
	- RECORDED DIMENSIONS
	- MEASURED DIMENSIONS
	- CURVE SEGMENT NUMBER
(R) (M) C22-1	
UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS	

	I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.
	<i>James E. Lichty</i> 1/10/2019 JAMES E. LICHTY P.L.S. Iowa Lic. No. 13287 My license renewal date is December 31, 2020.
SEAL	Pages or sheets covered by this seal: 1



CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.  
IOWA CITY, IOWA 52240  
(319) 351-8282

www.mmsconsultants.net

Date	Revision
12/21/2018	PER JEL REVIEW - CAK

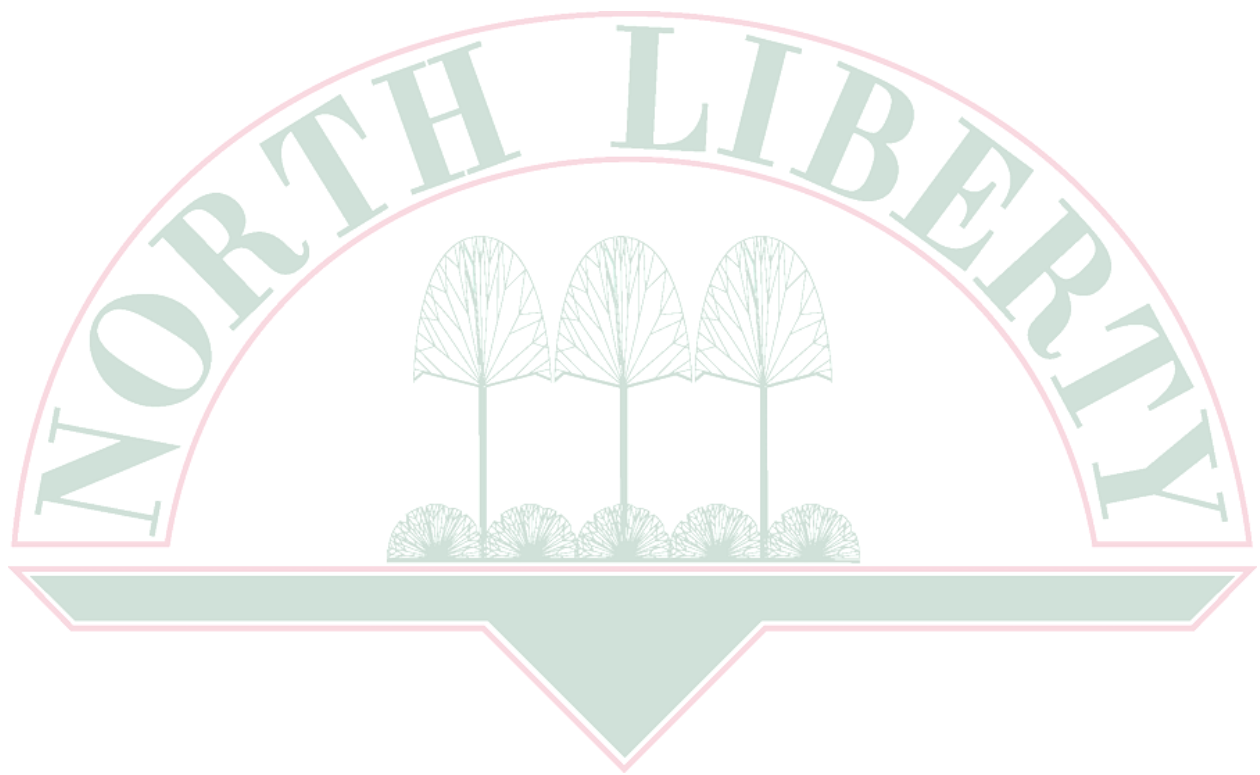
## R.O.W. VACATION AND AUDITOR'S PARCEL 2018142

A PORTION OF AUDITOR'S PARCEL 96137 IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 12, TOWNSHIP 80 NORTH, RANGE 7 WEST, AND A PORTION OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 7, TOWNSHIP 80 NORTH, RANGE 6 WEST, ALL OF THE FIFTH PRINCIPAL MERIDIAN, NORTH LIBERTY, JOHNSON COUNTY, IOWA.  
MMS CONSULTANTS, INC.

Date:	12/19/18
Designed by:	JDM
Field Book No:	1199
Drawn by:	CAK
Scale:	1"=150'
Checked by:	JEL
Sheet No:	1
Project No:	IC 1270-227
of:	1



# Council Vacancy





**From:** [Jim Sayre](#)  
**To:** [Tracey Mulcahey](#)  
**Cc:** [Ryan Heiar](#); [Mayor](#)  
**Subject:** Resignation  
**Date:** Friday, December 28, 2018 3:55:05 PM

---

Tracey,

I'm sending this to serve as my official notice of resignation of office, effective February 1, 2019. I've accepted a new job with the University of Arizona, in Tucson, AZ. I've already informed the mayor, so he's aware in advance of this formal notice.

North Liberty has been incredible to me and my family and we're grateful for having had the opportunity to live, play and work in such a great place.

If you need anything additional from me, please let me know.

Thank you for everything you do for the city.

Jim



## 1. SPECIAL ELECTION

- a. If a majority of the Council decides to call for a special election at the 1/22 meeting, the election date should be included as part of the motion.
- b. There is no requirement for this to be done by resolution, so a motion/second/voice vote is appropriate.
- c. Since the vacancy will not officially exist until February 1, the motion should be that the election is contingent upon the vacancy happening on February 1 and that staff should send notice of the vacancy to the County Auditor on February 1 to make the vacancy official.
- d. If Council chooses that option on 1/22, the earliest day for special election is the first Tuesday 32 days after the seat becomes vacant (February 1) or March 5.
- e. Per Carrie Nierling, the Elections Deputy at the Auditor's office, the following dates are recommended for Council's consideration in order of the Auditor's preference and to remain in line with the "as soon as practicable" clause in the Code:
  1. March 12
  2. March 5
  3. March 26
- f. Nomination papers for the vacant seat will require a minimum of 25 signatures.
- g. The nomination period starts as soon as the County Auditor is notified that an election has been called, February 1.

## 2. APPOINTMENT

- a. If a majority of Council decides to appoint a new Councilor at the 2/12 meeting, the motion and second should be that the Council intends to appoint a new Councilor at the 2/12 meeting.
- b. A decision on 1/22 about council's intent to appoint does not have to specify who might or will be appointed on 2/12.
- c. There is no requirement for this to be done by resolution, so a motion/second/voice vote is appropriate.
- d. 1/25/19: Clerk submits notice to the *Leader* about:
  1. the expected action on 2/12/19; and
  2. the right of citizens to petition for special election through March 1.

- d. 1/31/19: Notice is published in the *Leader* regarding Council's intended action on 2/12 and the additional notice of the right of citizens to file no later than 3/1 a petition calling for a special election.
- e. 2/12: The Council appoints a new Councilor by approval of a motion.
- f. To call for a special election, the petition needs at least 75 valid signatures of eligible electors (validity of signatures to be determined by the City Clerk).
- g. The appointment made on 2/12 remains effective until the regular City election in November 2019 or unless a special election is held. If the appointment stands, the winning candidate in the November election takes office after the official canvas is completed. If a special election is held, the winning candidate in the November election takes office in January 2020 in accordance with the regular timeline and processes laid out by state law.

### 3. MISCELLANEOUS

- a. Paragraphs 1 and 2 are based on the Council making a decision to call for a special election on 1/22 or to act on the Council's intent to appoint on 2/12. If the Council decides to take more time, the dates set out above will need to be adjusted.
- b. The Council has the option to appoint or call for a special election through April 1, 2019. If no decision is made by then, the Auditor is obligated to set a special election.
- c. An appointment of a new Councilor is effective immediately.
- d. Based on a recent estimate from the Auditor's office, a special election is likely to cost between \$2,000 and \$3,000.
- e. Any communications about the vacancy and the two options before the Council are fully subject to Open Meetings (Chapter 21) and Open Records (Chapter 22) laws.

# **FY 18 Fund Balance Allocation**



**Resolution No. 2019-24**

**RESOLUTION APPROVING ALLOCATION OF EXCESS FUNDS  
FROM THE FY 2018 GENERAL FUND BALANCE ACCORDING  
TO THE FUND BALANCE POLICY**

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

**WHEREAS**, the Fund Balance Policy adopted on November 27, 2018 states that when the fund balance reserves exceed 30 percent of the next year's revenue projection, the excess funds can be used for one-time uses that achieve future operating cost reductions, for funding projects in the approved Capital Improvement Plan, for funding projects not included in the Capital Improvements Plan but otherwise deemed a priority or timely by the majority of the City Council, or for funding initiatives identified in the approved City Council Goal Setting Report can be spent by the vote of City Council;

**WHEREAS**, the City Council affirmed the FY 2018 Audit report that reflects a General Fund Unassigned Balance at the end of the fiscal year of \$5,846,853 and projected General Fund Revenues for FY 2019 are \$12,859,468 and 30% of the FY 2019 General Fund Revenues is \$3,857,840;

**WHEREAS**, the excess of \$1,989,000 is available for allocation; and

**WHEREAS**, projects and expenses should be allocated for funding from the excess reserves as shown in Attachment A.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of North Liberty, Iowa, hereby approves the allocation of excess funds from the FY 2018 General Fund Balance according to the Fund Balance Policy.

**APPROVED AND ADOPTED** this 22nd day of January, 2019.

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

# General Fund Reserve Balance

## Allocation of Funds According to Policy

Year Ending June 30, 2018

FY 18 <i>Unassigned</i> GF Reserve (\$)	\$ 5,846,853
FY 18 <i>Unassigned</i> GF Reserve (%)	45%
FY 19 GF Revenues	\$ 12,859,468
FY 18 Required <i>Unassigned</i> Fund Balance (30%)	\$ 3,857,840
<b>Available Funding for Allocation</b>	<b>\$ 1,989,013</b>

### Project Recommendations and Ideas

<b>FY 19 Deficit:</b> Cover the cost of the FY19 budgeted GF deficit.	\$ 143,691
<b>Accounting, Billing &amp; Payroll Software:</b> Upgrade City's accounting software that is currently nearly 12 years old.	\$ 50,000
<b>IT Risk Assessment:</b> Hire a cyber-security consultant to assess the City's risk and security compliance and provide an action plan to implement best practices.	\$ 25,000
<b>Design of New City Hall:</b> Hire consultant to design City Hall with goal to start construction in three years; <b>OR</b>	\$ 250,000
<b>Safety Upgrades at Existing City Hall:</b> If design and construction for a new City Hall is not imminent, design and construct safety upgrades in the existing leased City Hall building.	\$ 100,000
<b>Community Center Maintenance Fund:</b> Set aside funding for future maintenance improvements for the Community Center including updating the women's locker room (men's locker room previously updated).	\$ 100,000
<b>Dectron Unit:</b> Set aside up to \$500k for the replacement of the dehumidification system for the indoor pool.	\$ 250,000

<b>Branding, Visioning &amp; Streetscape Exercise:</b> Work with a marketing consultant and Shive Hattery to develop a community vision, brand and specific streetscape ideas for Penn Street, Kansas Avenue and FGR.	\$ 80,000
<b>Ranshaw House Improvements:</b> Finish improvements to the Ranshaw House, including new siding/painting, interior walls, floor and woodwork, ADA ramp, gutter system, lighting fixtures, and foundation work.	\$ 160,000
<b>Crisis Intervention Facility:</b> Contribute up to \$500k to the construction of the Crisis Intervention Facility.	\$ 500,000

<b>Reduce/Eliminate the FY 20 Tax Rate:</b> Set aside up to \$120k to reduce or eliminate the \$0.13 tax rate increase in FY 20.	\$ 120,000
<b>Subsidize FY20 Social Services:</b> Allocate additional funding for social service programs in FY 20.	\$ 100,000
<b>Future Park Land:</b> Set aside funding for the future purchase of unidentified park land.	\$ -
<b>Future Park Improvements:</b> Set aside funding for future unidentified park projects.	\$ -
<b>Fire Apparatus:</b> Allocate funding for the purchase of fire apparatus (anticipated expenses include \$1 million in FY 20 and \$1.4 million in FY 24, currently programmed to be paid with GO bonds).	\$ -

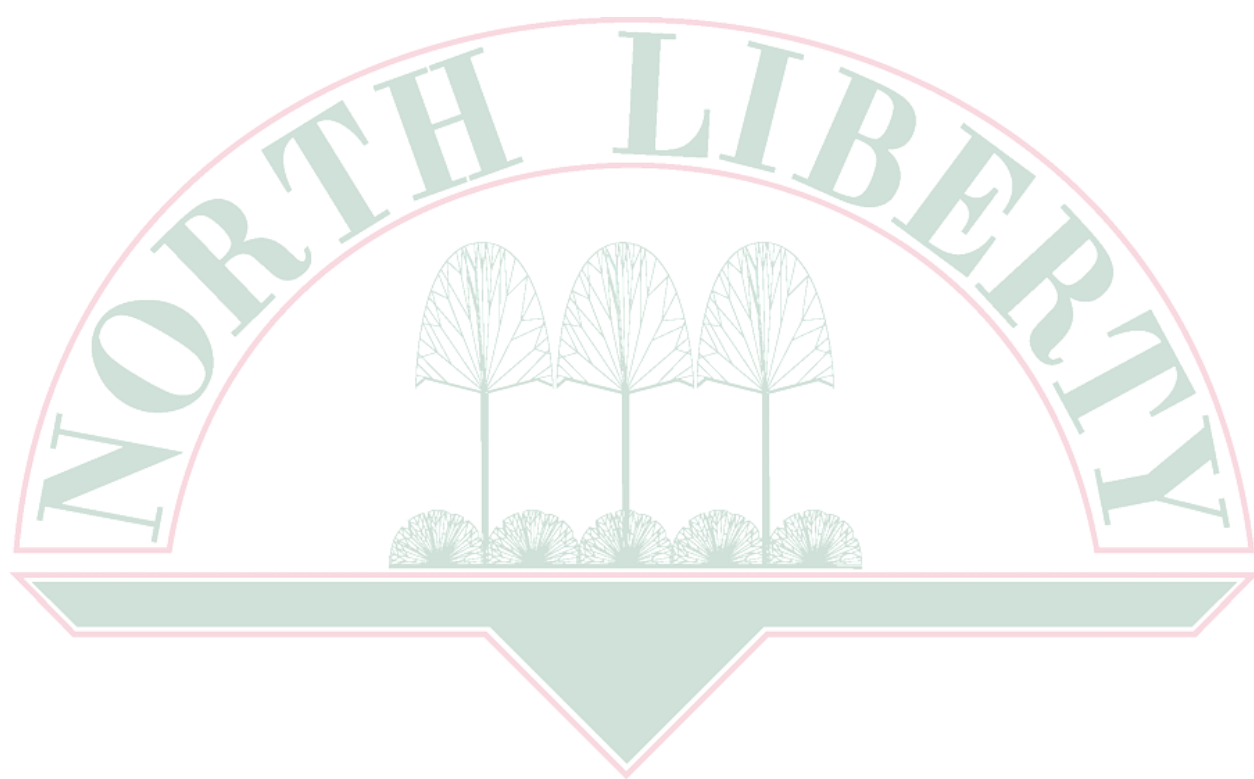
**Total** **\$ 1,878,691**

Projects identified by staff as a priority from an operational standpoint. Staff recommends including these projects in the fund allocation resolution.

Projects identified in the CIP, Goals Report or by general consensus of the Council that do not currently have a funding mechanism.

Other potential projects or programs.

# Additional Information





# North Liberty Community Library Board of Trustee Meeting

City Council Chambers, 1 Quail Creek Drive, North Liberty

December 17, 2018

Meeting Called to Order @ 6:30 p.m.

Present: Marcia Zeimer, Jessica Beck, Heidi Wood, Laura Hefley, Malinda Allen,

Chris Mangrich

Library Director: Jennie Garner

1. Additions/Changes to the Agenda – None
2. Public Comment - None
3. Approval of Minutes for Nov. – Approved
4. Staff Introduction - Jennifer Jordebek, Assistant Library Director

Jennifer gave a general overview of her duties as Assistant Library Director. and also reporting that the library is now fully staffed. Also, giving an overview of her program Stork Story Time and upgrading of the program for new and expectant parents and care givers with podcasts and tool kits to help the families. And continuing on to 1000 Books Before Kindergarten programs. And reaching out to other Libraries in the area and elsewhere, including many other states.

5. Reports.
  - a. Jennie reports that the budget is close to being on pare for this year and may be about 8% over but thinks over all this will even out.
  - b. Donations to the endowment Fund have tripled since 2016.
  - c. Friends are still planning on helping the library with funding for training for Family Library Destination.  
Both the Cookie walk @ Waffle breakfast were successful.
  - d. Also touched on CPR training in conjunction with a city-wide training program.
  - e. Mentioning marketing and social media coverage for the library.

6. Policy review.

Library Access for Sex Offenders against Minors policy.

Last reviewed & approved in Oct. 2017. Reviewed @tonight's meeting and tabled

until Jennie has this policy looked @by the new City Attorney in Jan.

7. Old Business - None
8. New Business – None
9. Adjourned @ 7:29 p.m.

Next meeting: January 21, 2019



## Financial Report

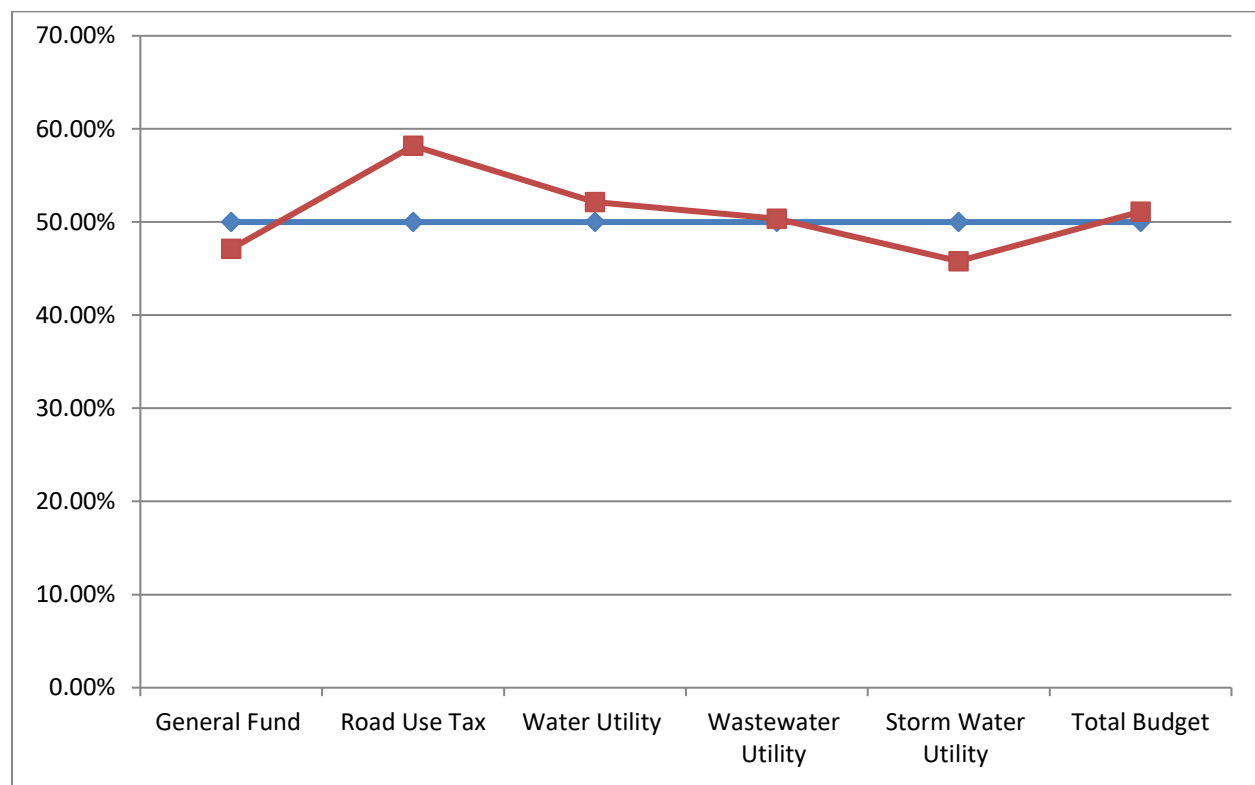
December 31, 2018

City staff are pleased to submit the unaudited monthly financial report for the month of December 2018. At the end of the month, the City was 50% through the budget year. Total revenues received for the month were \$1,854,210.66. Total expenditures for the month were \$2,954,364.44. The total cash balance as of December 31, 2018 was \$18,420,403.68.

The red line indicates the percentage where the budget area is and blue line is the percentage of the budget year. Any particular area falling approximately 10% below or above the percentage of the budget year will be explained below.

### Revenues

The following chart demonstrates the condition of the City's budgeted revenues as of December 31, 2018:

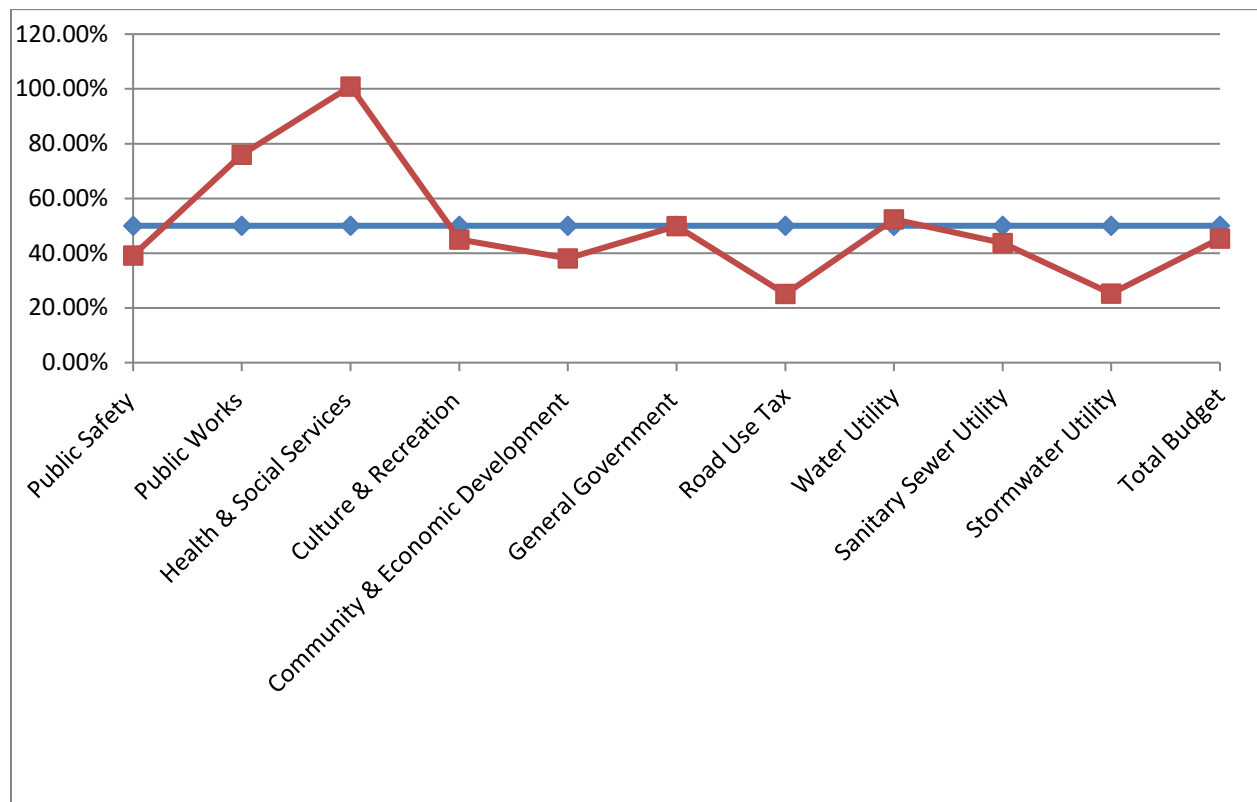


- This chart represents the historical view at the end of the month.
- The General Fund is right where it is expected at 78.13%
- Utility revenues are all on track.
- Overall revenues are above the 50% of the fiscal year principally due to property tax receipts being received in October.

Overall revenues for the fiscal year are \$26,249,240.96, 51.10% of the budgeted amount.

### Expenditures

The following chart demonstrates the condition of the City's budgeted expenditures as of December 31, 2018:



- Health and Social Services is exceeding the percentage of expenditures for the year to date. Grants for social service programs were made in July.
- Public Works is exceeding the budgeted amount due to increased refuse collection fees. These are pass through expenses.
- Road Use Tax and Stormwater Utility expenses are more than 10% below budgeted projections due to many transfers occurring at the end of the fiscal year in June.

Year to date total expenditures are \$28,223,150.29 or 45.33% of the projected budget amounts. This amount is right on par for the portion of the fiscal year completed.

### Treasurer's Report

Following is the Treasurer's Report for December. The General Fund Balance is comprised of more than just the 010 General Fund. For accounting purposes of the budget and reporting, other funds such as Hotel/Motel Tax, Library Capital, Fire Capital and others are incorporated into the General total. The General Fund for operating expenses has a fund balance of \$ 5,951,295.81. The other funds in the total shown here are obligated to specific departments or types of activities. The other funds are separated out to keep those funds obligated for future specific types of expenditures.

#### CITY OF NORTH LIBERTY

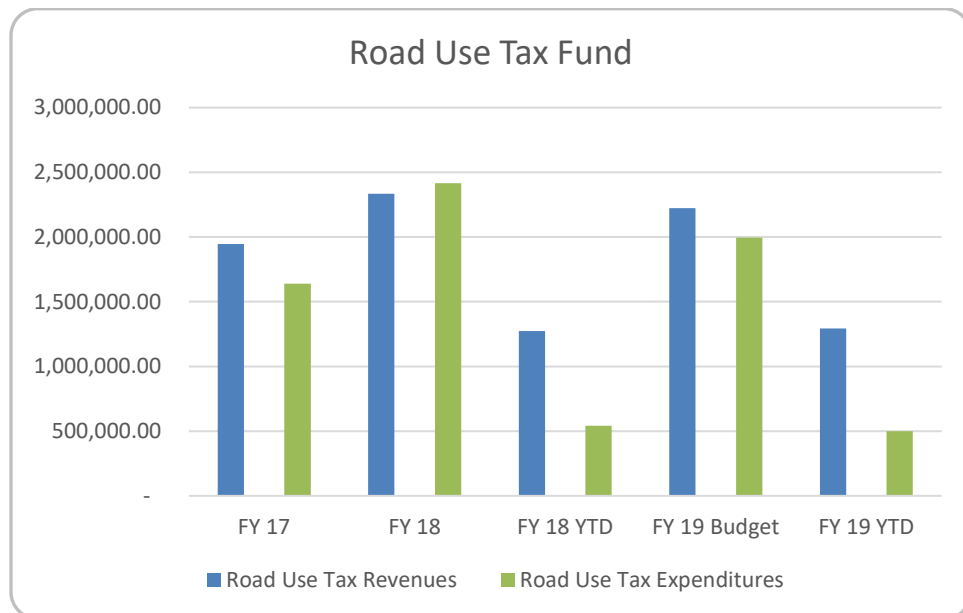
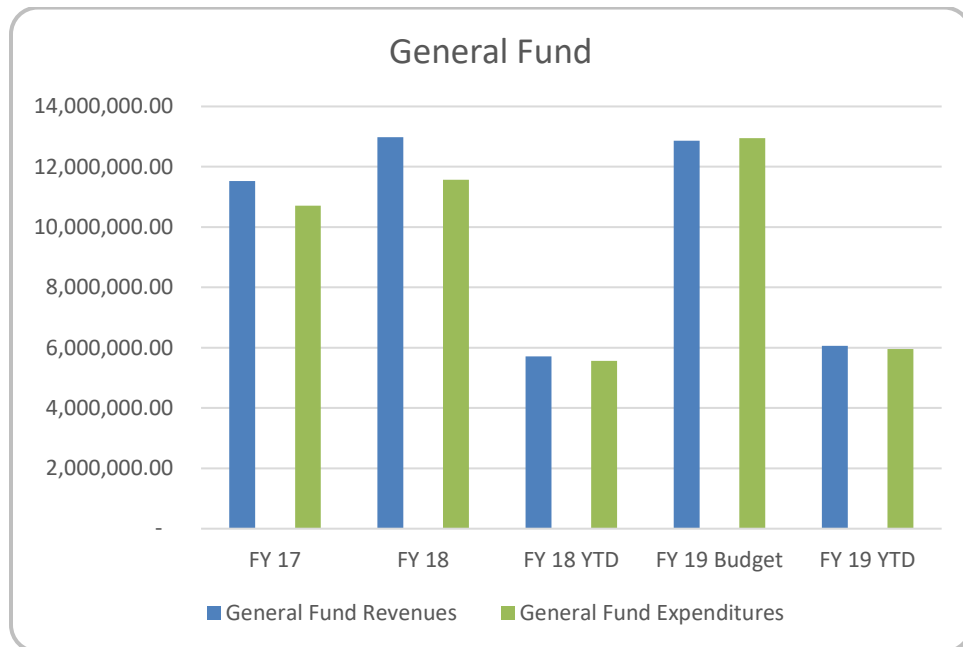
#### TREASURER'S REPORT

December 31, 2018

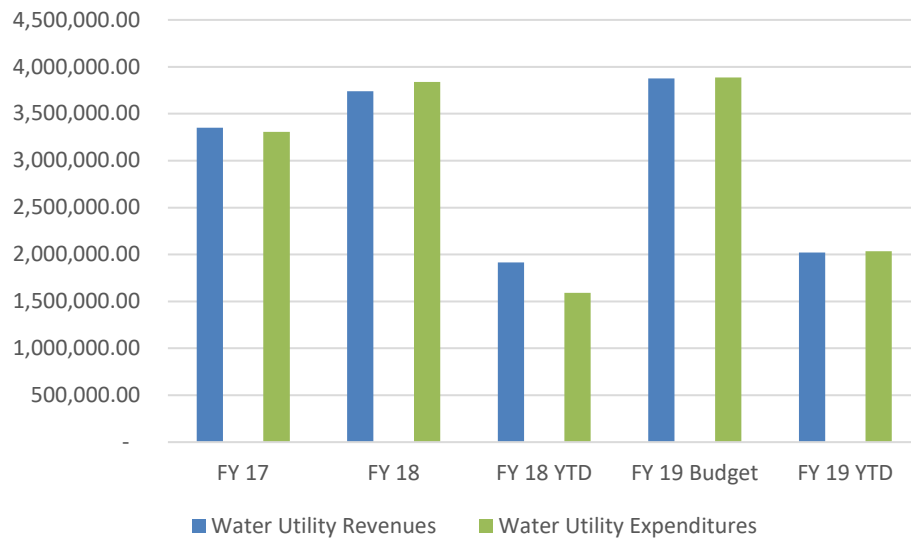
FUNDS	BALANCE FORWARD	REVENUE	EXPENSE	BALANCE ENDING
	12/01/2018			12/31/2018
GENERAL	8,574,367.17	487,781.74	493,854.63	8,568,294.28
SPECIAL REVENUE	6,396,195.63	310,458.96	39,992.28	6,666,662.31
DEBT SERVICE	917,573.64	11,302.32	340,210.63	588,665.33
CAPITAL PROJECTS	-7,933,475.73	307.89	602,352.28	-8,535,520.12
WATER ENTERPRISE	4,580,687.56	440,973.53	579,210.39	4,442,450.70
WASTEWATER ENTERPRISE	6,712,021.14	615,216.64	874,606.40	6,452,631.38
STORM WATER ENTERPRISE	228,621.49	17,115.17	8,516.86	237,219.80
<b>TOTAL</b>	<b>19,475,990.90</b>	<b>1,883,156.25</b>	<b>2,938,743.47</b>	<b>18,420,403.68</b>

## Summary Charts

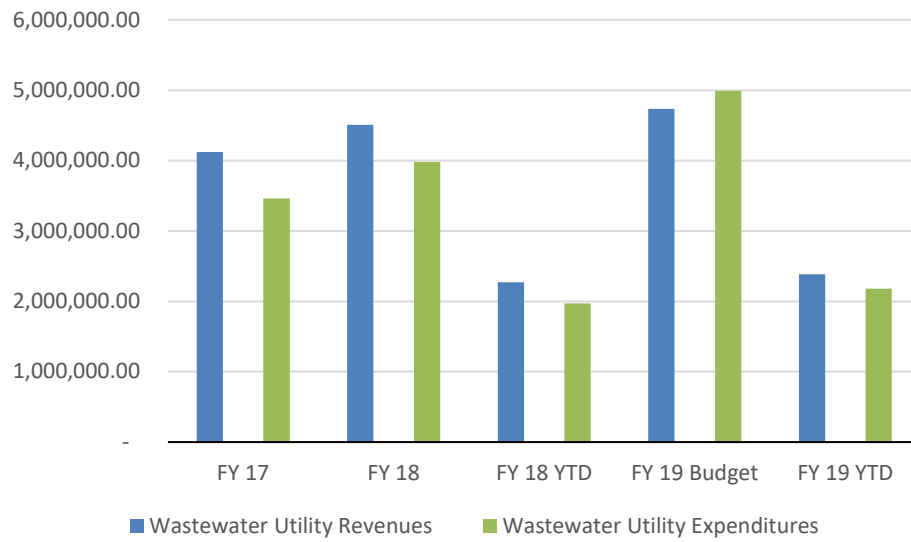
Following are comparison charts of revenues and expenditures for the past two fiscal years, the previous fiscal year to date, this fiscal year's budget and this fiscal year to date.

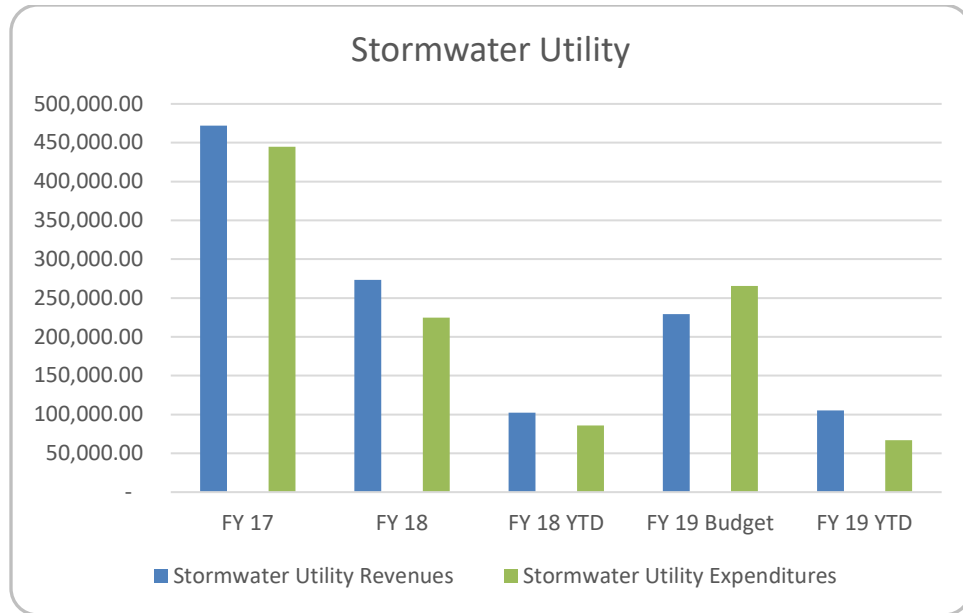


### Water Utility



### Wastewater Utility





If you have questions regarding this document or would like additional information, please contact Tracey Mulcahey.