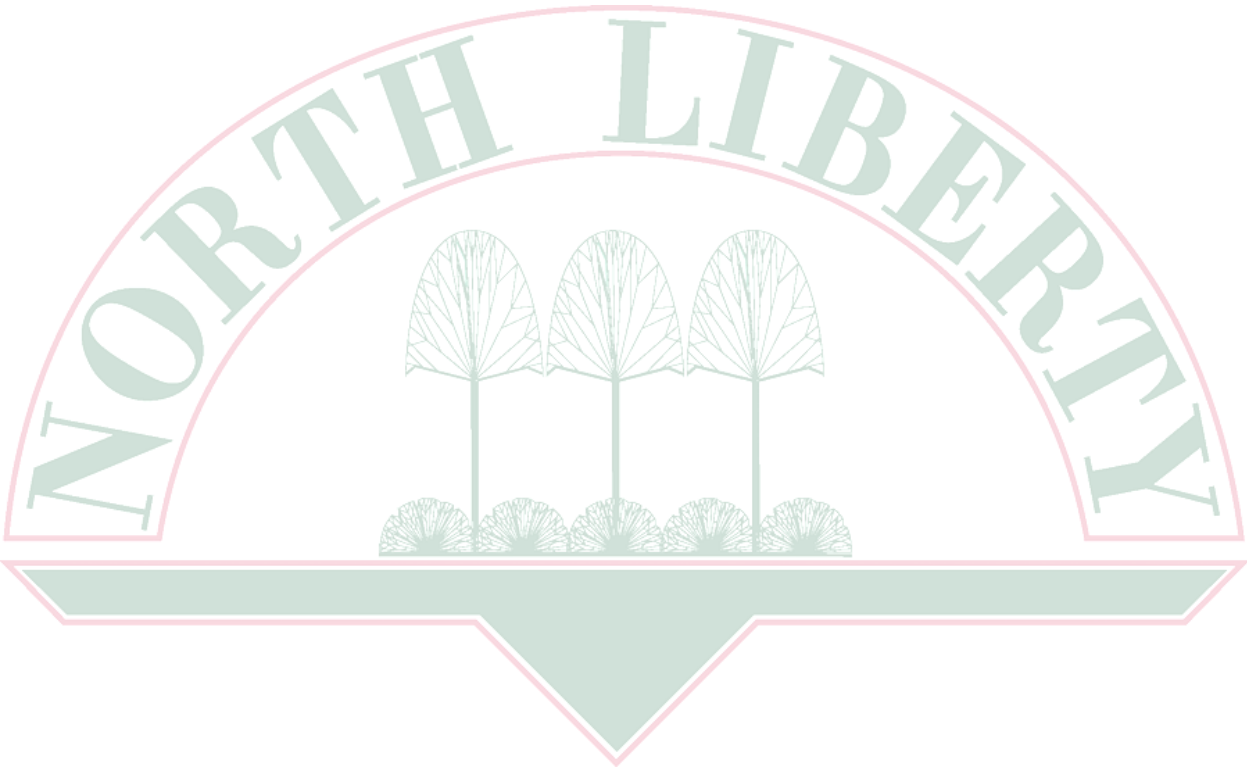




North Liberty City Council  
Regular Session  
June 11, 2019

# City Administrator Memo





# City Council Memo

for June 11, 2019

from the desk of Ryan C. Heiar

## Meetings & Events

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**Tuesday, Jun 11 at 6:30p.m.**  
City Council

**Monday, Jun 17 at 7:00p.m.**  
Library Board

**Tuesday, Jun 25 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 (05/28/19)
- Claims
- Liquor License - North Liberty Blues & BBQ Event
- Change Order #2, Main Street Project, Schrader Group, \$1,181.10
- Pay Application #2, Main Street Project, Schrader Group, \$155,987.80
- Pay Application #11, Highway 965, Phase 3, Streb Construction Co. Inc., \$5,694.05

## Board & Commission Appointments

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The Mayor is currently reviewing applications and will submit his appoints to Council early next week. Current vacancies include:

Planning Commission (2); Board of Adjustment (1); Parks & Recreation Commission (3); Tree & Storm Water Board (2); Library Board (2); Communications Commission (1); Cemetery Board (1); Board of Appeals (4).

## Tin Roost: Amended Site Plan

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This request it to permit Tin Roost with limited use of a large lawn area beyond the patio currently used for outside eating. The original outside eating area was approved in 2016 as part of the original restaurant plans.

The Zoning Ordinance specifies provisions that apply to every outdoor eating accessory use; however, this new proposed area would not be considered an outdoor eating area. This area would be much less formal, and is described by the owner as follows:

*The intention of Tin Roost is to extend our ability for guests to be able to take advantage of our lawn area while enjoying alcoholic beverages. We have recently purchased adult and kid friendly yard games, as examples: such as giant checkers, ladder toss (golf toss) and bags*

**Ryan C. Heiar, City Administrator**

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

*(cornhole) etc. We are not planning on any permanent structure in the lawn area. We are planning on putting up the signs that say no alcohol beyond this point at the entrance of our sidewalk to the East and south (that connects the city sidewalk with our sidewalk) and along our East property line along our sidewalk next to the parking lot.*

It is accurate to report that the City has needed to deal with several complaints about loud music over the past 18 months. The owners have assured staff that they have shifted the nature of their outside music from loud multi-instrument acts to more acoustic offerings, and have limited the hours of music to end at 9:00 PM rather than the previous 10:00 PM.

Staff and the Planning Commission have recommended approval, subject to a number of conditions found in the included staff report.

### **Colony Pumpkin Patch: Conditional Use Application**

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The owners of the Colony Pumpkin Patch have submitted a conditional use application to Johnson County that varies from the previous two applications. The most significant change is that this seasonal event is now being proposed to operate from late-June to early November. Staff is concerned with how this revised operation, which if located in the City would require a commercial zoning, could impact the abutting residential neighborhoods and traffic on Front Street. The City Council has the option to provide comment or not to the Johnson County Board of Adjustment. Included in the packet is the conditional use application along with a staff memo, furthering outlining the concerns of the pumpkin patch transitioning into a commercial operation.

### **North Liberty Blues & BBQ: Special Event Permit**

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The Blues and BBQ Committee is requesting use of Centennial Park the weekend of July 13 for the 2019 event, which will mark 13 years of this celebration. In addition to approving the use of the park, the resolution is approving the use of City equipment, property and staff time. Additional information about this year's event can be found at <http://northlibertyblues.org/>. Staff recommends approval of the permit.

### **Property Vacation**

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In an effort to finalize the right-of-way adjustment on North Liberty Road adjacent to the dog park, the agenda includes a resolution setting a public hearing for Tuesday, June 25. The June 25 Council meeting agenda will include a public hearing and resolution approving the property vacation, where the City is vacating property to itself (from right-of-way to park ground) as a result of the 2017 North Liberty Road project. The Planning Commission reviewed this vacation at their April meeting and recommended approval.

### **Zoning Ordinance Correction: Third Reading**

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This amendment corrects a previous ordinance that inadvertently left out unchanged sections of the code (169.06 Location of Accessory Building and Uses & 171.03 Temporary Uses), effectively deleting these laws. This amendment does not propose any new or modified provisions; rather it simply adds back to the code what was previously and unintentionally deleted.

### **Building & Fire Code Amendments: Second Reading**

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Every three years, the International Code Council updates the International Building Codes. The City of North is currently using the 2015 codes and is ready to adopt the 2018 version. The Board of Appeals recently held a public hearing and Code Official Tom Palmer has communicated the proposed changes and asked for feedback from the Iowa City Area Home Building Association (HBA). Staff and the Board

of Appeals are recommending approval of the 2018 Codes, with the exception of the various amendments identified in the included ordinance.

Below is a link to a YouTube video providing additional information about the International Code Council and building codes in general: <https://youtu.be/nP1F32bPXYc>

### **Water & Sewer Rate Adjustments: First Reading**

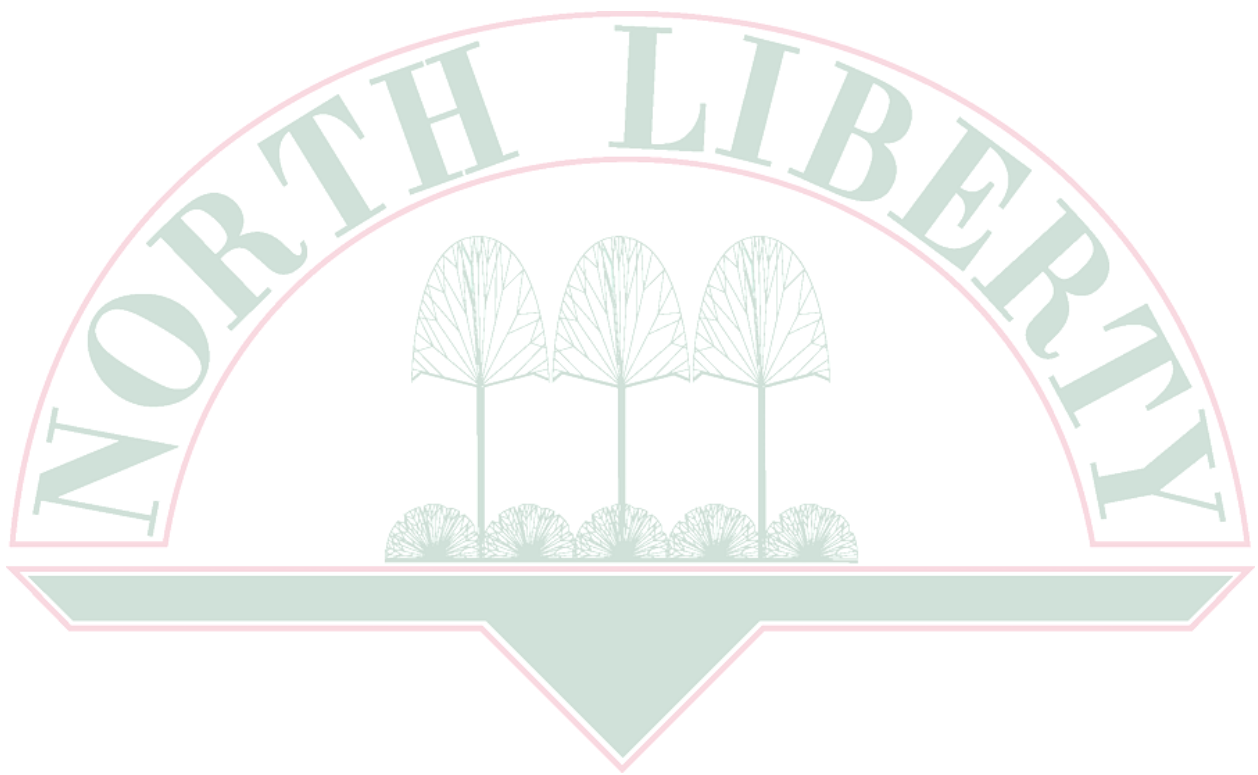
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Included in the packet are updated models for the water and wastewater fund, using the most recently available data for projections. The wastewater fund remains strong, with a healthy reserve balance that will help offset projected negative operational balances over the next few years as a result of new bond payments coming on line. Staff is recommending a 1% rate increase in the wastewater fund.

The water fund currently has a healthy balance; however, with the new water plant bond payments ramping upwards and planning for the future payment of the unexpected well casing project, the model shows the fund balance drastically shrinking over the next handful of years. As such, staff is recommending a 3% rate increase in this fund in order to ensure the fund balance remains positive. Additionally, moving forward staff will be reevaluating capital costs, potentially delaying some purchases, in order to preserve the fund balance.

Also included in the packet are spreadsheets identifying how this proposed rate increase will impact utility bills for various users.

# Agenda





## Agenda

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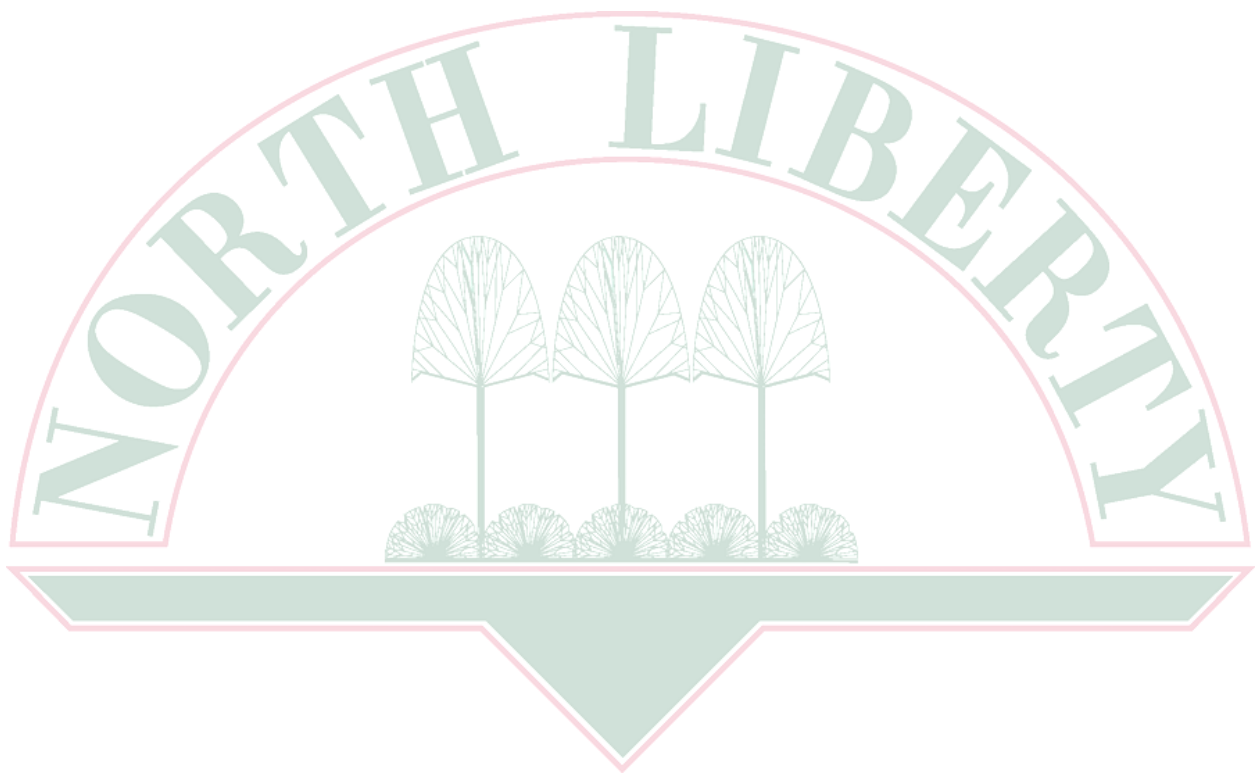
North Liberty City Council  
June 11, 2019  
Regular Session  
6:30 p.m.  
City Council Chambers  
1 Quail Creek Circle

1. Call to order
2. Roll call
3. Approval of the Agenda
4. Consent Agenda
  - A. City Council Minutes, Regular Session, May 28, 2019
  - B. Claims
  - C. Liquor License Application, Iowa Craft Beer Tent, Blues and BBQ, July 9 - 13, 2019
  - D. Main Street Project, Change Order Number 2, Schrader Group, \$1,181.10
  - E. Main Street Project, Pay Application Number 2, Schrader Group, \$155,987.80
  - F. Highway 965, Phase 3, Pay Application Number 11, Streb Construction Co., Inc., \$5,694.05
5. Public Comment
6. City Planner Report
7. City Engineer Report
8. City Attorney Report
9. City Administrator Report
10. Mayor Report
11. Board and Commission Appointments
  - A. Discussion and possible action on Mayor's appointments to Boards and Commissions

12. Tin Roost Amended Site Plan
  - A. Staff and Commission recommendations
  - B. Applicant presentation
  - C. Resolution Number 2019-65, A Resolution approving the Revised Development Site Plan for Liberty Centre – Part One, Lot 12, North Liberty, Iowa
13. Colony Pumpkin Patch
  - A. Discussion and possible action regarding Colony Pumpkin Patch Conditional Use Permit
14. Blues and BBQ Special Event Permit
  - A. Resolution Number 2019-65, A Resolution authorizing the use of Centennial Park and City equipment for North Liberty Blues & BBQ
15. Dog Park Property Vacation
  - A. Resolution Number 2019-67, A Resolution setting a public hearing on the disposition of real estate owned by the City of North Liberty
16. Zoning Code Ordinance Amendment
  - A. Third consideration and adoption of Ordinance Number 2019-07, An Ordinance adding various sections of the North Liberty Code of Ordinances
17. Building Code Ordinance Amendment
  - A. Second consideration of Ordinance Number 2019-08, An Ordinance amending the Code of Ordinances of the City of North Liberty, Iowa, adopting the 2018 International Building Code and 2018 International Residence Code, as revised
18. Fire Code Ordinance Amendment
  - A. Second consideration of Ordinance Number 2019-09, An Ordinance amending the Code of Ordinances of the City of North Liberty, Iowa adopting the 2018 International Fire Code, as revised
19. Water Rate Ordinance Amendment
  - A. Public Hearing regarding proposed revisions to water rates
  - B. First consideration of Ordinance Number 2019-10, An Ordinance amending Chapter 92.02 entitled “Rates for Service,” of the Municipal Code of North Liberty by adopting a new section 92.02 to increase the charges for water used
20. Sewer Rate Ordinance Amendment
  - A. Public Hearing regarding proposed revisions to sewer rates
  - B. First consideration of Ordinance Number 2019-11, An Ordinance amending Chapter 99.02 entitled, “Rate,” of the Municipal Code of North Liberty by adopting a new Section 99.02 to increase the charges for sanitary sewer services
21. Old Business
22. New Business
23. Adjournment



# Consent Agenda





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

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North Liberty City Council  
May 28, 2019  
Regular Session  
City Council Chambers  
1 Quail Creek Circle

### **Call to order**

Mayor Terry Donahue called the May 28, 2019 Regular Session of the North Liberty City Council to order. Councilors present: RaQuishia Harrington, Chris Hoffman, Sarah Madsen and Annie Pollock.

Others present: Ryan Heiar, Grant Lientz, Tracey Mulcahey, Kevin Trom, Joel Miller, Tom Palmer, Chief Brian Platz, Assistant Chief Bryan Hardin, Josh Schamberger, Monica Nieves, Cindy Wade, Candy Evans, Don Lund, Brent Smith, Josey Bathke, Brian Wayson, David Maffo, Bob Dunkin, Abdouramane Bila, and Matt Zacek and other interested parties.

### **Approval of the Agenda**

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

### **Consent Agenda**

Council discussed the Consent Agenda. Hoffman moved, Madsen seconded to approve the Consent Agenda including the City Council Minutes from the Regular Session on May 14, 2019; the attached list of Claims; April Revenues; April Treasurer's Report; Johncy's Liquor Store – Special Event, June 1, 2019; Sushiya Liquor License Renewal; Casey's Store #2479 Liquor License Renewal with ownership change; Smokin' Joe's Liquor License Renewal; Kum N Go Liquor License Renewal; and the Kansas Avenue RISE Improvements, Change Order Number 6, Streb Construction, \$34,150.60. The vote was all ayes. Consent Agenda approved.

### **Public Comment**

Josh Schamberger & Monica Nieves from ICCVB thanked the City for their help with Run CRANDIC. Nieves thanked specific City staff and presented 2019 Run Crandic finisher medals for the Police Department and the City, generally. The half marathon public safety trophy will reside with North Liberty this year as Officer Travis Clubb finished first.

Cindy Wade, 102 Golfview, reported on the town hall meeting with Havenpark. She expressed concerns about things said about the city particular to rezoning of the mobile home park property.

Candy Evans, from Golfview, spoke regarding the townhall meeting with Havenpark including the lease is not Iowa compliant.

Don Lund, 176 Golfview, reported that Havenpark plans on raising fees 3 -5% per year ongoing.

**City Planner Report**

No report was offered.

**City Engineer Report**

City Engineer Kevin Trom reported that projects have been slowed due to rain. The Penn and Front Street Project has switched traffic to the east side by Southslope. The paved phase 1 of the Main Street Project will be open to local traffic soon. Phase 2 will be paved soon. North Bend Drive, Phase 2 is open to traffic. The Sewer Upgrades Project may need utility relocation. The SW Growth Utilities Project will have the first staff review in two to three weeks. The right of way and acquisition plats for St. Andrews Drive have been completed. Council discussed the report with Trom.

**City Attorney Report**

City Attorney Grant Lientz reported on final transition meeting with former City Attorney Scott Peterson. He thanked Peterson for his assistance.

**Assistant City Administrator Report**

Assistant City Administrator Tracey Mulcahey reported that the Summer Lunch and Fun Program begins on Monday, June 3. The official kick off event will be held on Monday, June 10. Council discussed the report for the vacancies.

**City Administrator Report**

City Administrator Ryan Heiar reported that Council received an email from the Human Resources Director Deb Hilton regarding evaluations. They are due by noon on June 3. Staff is evaluating water and sewer rates for discussion and consideration at the next City Council meeting.

**Mayor Report**

Mayor Terry Donahue reported on the Joint EMA meeting regarding the hazard mitigation plan.

**Council Vacancy**

Council candidates presented their position on why they should be appointed. Candidates were: Brent Smith, Josey Bathke, Brian Wayson, David Maffo, Bob Dunkin, Abdouramane Bila, and Matt Zacek. Council discussed the applications. Madsen moved, Hoffman seconded to appoint Brent Smith to the vacant Council seat. After discussion, the vote was: ayes – Pollock, Hoffman, Harrington, Madsen; nays – none. Motion carried.

Council recessed at 7:52 p.m. and reconvened at 7:59 p.m.

Mulcahey swore in the newly appointed Councilor, Brent Smith. Lientz presented information on the appointment and length of term.

**2019 Trail Network Improvements Project**

Pollock moved, Hoffman seconded to approve Resolution Number 2019-61, A Resolution accepting the bid and authorizing execution of the contract for the 2019 Trail Network Improvements Project, North Liberty, Iowa. The vote was: ayes – Harrington, Smith, Pollock, Hoffman, Madsen; nays – none. Motion carried.

**Hazard Mitigation Plan**

Madsen moved, Smith seconded to approve Resolution Number 2019-62, A Resolution of the City Council adopting the finalized Johnson County, Iowa Countywide Hazard Mitigation Plan (CHMP); providing an effective date and for other purposes. After discussion, the vote was: ayes – Madsen, Harrington, Pollock, Smith, Hoffman; nays – none. Motion carried.

**FY 19 Budget Amendment**

At 8:04 p.m., Mayor Donahue opened the Public Hearing regarding the proposed second FY 19 Budget Amendment. No oral or written comments were received. The public hearing was closed.

Hoffman moved, Harrington seconded to approve Resolution Number 2019-63, A Resolution amending the Current Budget for the Fiscal Year ending June 30, 2019 (as amended last on 9/11/18). After discussion, the vote was: ayes – Madsen, Hoffman, Smith, Pollock, Harrington; nays – none. Motion carried.

**Well 5 Casing Project**

At 8:06 p.m., Mayor Donahue opened the public hearing regarding plans, specifications, and estimate of cost for the Well 5 Casing Project. Heiar presented information on the project. No oral or written comments other than that information was received. The public hearing was closed.

Madsen moved, Pollock seconded to approve Resolution Number 2019-64, A Resolution finally approving and confirming plans, specifications, and estimate of cost for the Well 5 Casing Project. The vote was: ayes – Hoffman, Madsen, Harrington, Smith, Pollock; nays – none. Motion carried.

**Zoning Code Amendment**

Hoffman moved, Madsen seconded to approve the second consideration of Ordinance Number 2019-07, An Ordinance adding various sections of the North Liberty Code of Ordinances. After discussion, the vote was: ayes – Pollock, Harrington, Hoffman, Madsen, Smith; nays – none. Motion carried.

**Building Code Ordinance**

Tom Palmer presented information on the updated building code. At 8:14 p.m., Mayor Donahue opened the Public Hearing regarding proposed amendments to the Building Code. Josey Bathke spoke regarding the Board of Appeals reviewed the code. No oral or written comments were received. The public hearing was closed.

Harrington moved, Hoffman seconded to approve the first consideration of Ordinance Number 2019-08, An Ordinance amending the Code of Ordinances of the City of North Liberty, Iowa, adopting the 2018 International Building Code and 2018 International Residence Code, as revised. The vote was: ayes – Smith, Hoffman, Madsen, Harrington, Pollock; nays – none. Motion carried.

**Fire Code Ordinance**

Assistant Fire Chief Bryan Hardin presented information on the amendments. At 8:17 p.m., Mayor Donahue opened the Public Hearing regarding proposed amendments to the Fire Code. No oral or written comments were received. The public hearing was closed.

Smith moved, Pollock seconded to approve the first consideration of Ordinance Number 2019-09, An Ordinance amending the Code of Ordinances of the City of North Liberty, Iowa adopting the

2018 International Fire Code, as revised. The vote was: ayes – Madsen, Pollock, Smith, Harrington, Hoffman; nays – none. Motion carried.

**Old Business**

Councilor Pollock thanked the Optimists for all that they do for the community.

**New Business**

Councilor Hoffman reported that the Iowa Arena is in construction mode. ICCVB has attracted group events to use the arena. Check out Xtreme Arena.com to watch construction progress. Councilor Pollock reminded that CLP applications are due June 14. Councilor Madsen reported on the 2018 Water Quality Report.

**Adjournment**

At 8:20 p.m., Mayor Donahue adjourned the meeting.

**CITY OF NORTH LIBERTY**

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

Attest:

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

**Applicant License Application ( )**

<b>Name of Applicant:</b>	<u>Tap This Concessions LLC</u>				
<b>Name of Business (DBA):</b>	<u>Iowa Craft Beer Tent</u>				
<b>Address of Premises:</b>	<u>1565 St. Andrews Drive</u>				
<b>City</b>	<u>North Liberty</u>	<b>County:</b>	<u>Johnson</u>	<b>Zip:</b>	<u>52317</u>
<b>Business</b>	<u>(515) 875-4838</u>				
<b>Mailing</b>	<u>309 Court Avenue #838</u>				
<b>City</b>	<u>Des Moines</u>	<b>State</b>	<u>IA</u>	<b>Zip:</b>	<u>50309</u>

**Contact Person**

<b>Name</b>	<u>Steve Linn</u>				
<b>Phone:</b>	<u>(515) 577-3094</u>	<b>Email</b>	<u>Contact@IowaCraftBeerTent.com</u>		

**Classification** Class B Beer (BB) (Includes Wine Coolers)

**Term:**5 days

**Effective Date:** 07/09/2019

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

**Privileges:**

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

**Status of Business**

<b>BusinessType:</b>	<u>Limited Liability Company</u>				
<b>Corporate ID Number:</b>	<u>XXXXXXXXXX</u>	<b>Federal Employer ID</b>	<u>XXXXXXXXXX</u>		

**Ownership**

**Scott Carlson**

**First Name:** Scott **Last Name:** Carlson

**City:** Des Moines **State:** Iowa **Zip:** 50309

**Position:** President

**% of Ownership:** 100.00% **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	<u>Cincinnati Specialty Underwriters</u>				
<b>Policy Effective Date:</b>	<u>07/09/2019</u>	<b>Policy Expiration</b>	<u>07/14/2019</u>		
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>				
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>				
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>				

**PROPERTY USAGE AND RELEASE AGREEMENT**

The undersigned owner ("Owner") hereby grants permission to use real property, improvements and adjacent areas located at:

1565 St Andrews Dr. North Liberty, IA 52317

("The Premises") for the purpose of selling beer for the use of Tap This Concessions ("Operator") and others. Said permission shall include but not be limited to the right to bring personnel, equipment and property onto the Premises, and the right to remove same from the Premises after completion of work. Owner agrees not to interfere with Operator's work on the Premises.

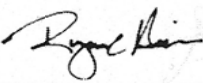
The above permission is granted for one or more days, as may be necessary, for the following consideration:

*Donation to the city of North Liberty*

The Premises will be used, commencing on or about the following 7/11/2019, and currently scheduled to end on 7/14/2019.

Operator agrees to restore the Premises to the condition in which they were delivered, reasonable wear and tear excepted. Operator agrees to use reasonable care to prevent damage to the Premises, and will maintain standard liquor liability and DRAM shop insurance to protect Owner and Operator against claims or demands of any person arising out of personal injuries, death or property damage caused by the negligence of Operator's employees, agents or equipment in connection with the use of the Premises. Operator agrees to make available to Owner copies of its insurance upon request. Operator shall not be liable for any indirect, incidental, or consequential damages including, but not limited to, loss of business, loss of use and loss of profits of any party, including Owner.

Owner represents that Owner owns the Premises or otherwise has full authority from the Owner to enter into this Agreement.

Owner   
Digitally signed by Ryan Heier  
DN: cn=Ryan Heier, ou=City of North  
Liberty, ou=City Administrator,  
email=rheiar@northlibertyiowa.org, c=US  
Date: 2019.05.06 09:09:30 -05'00'

Agreed to by:   
Operator

Address City of North Liberty  
3 Quail Creek Circle, North Liberty, IA  
52317

Address 309 COURT AVE #838  
DES MOINES, IA 50309

Date May 6, 2019

Date 5/6/19

APPLICANT

I hereby declare that all information contained in the E-license Application is true and correct. I understand that misrepresentation of material fact in the Application is a serious misdemeanor crime and grounds for denial of the license or permit under Iowa law. Please submit this form to your local authority.

*[Handwritten Signature]*

Applicant's Signature

4/26/19

Date

NOTARY

State of IOWA

County of Polk

Signed and sworn to before me on April 26, 2019  
Date

By SCOTT CARLSON  
Print Name of Applicant

*[Handwritten Signature]*  
Signature of Notary

4/26/19

Date





Andrews Dr

St Andrews Dr

St Andrews Dr



ENTRANCE

BEER

SEATING

BEER

BATHROOMS

STAGE

Date of Issuance:	Effective Date: 6/11/19
Owner: City of North Liberty	Owner's Contract No.: N/A
Contractor: Schrader Group	Contractor's Project No.: N/A
Engineer: Shive-Hattery, Inc.	Engineer's Project No.: 1181520
Project: Main Street Improvements	Contract Name: -


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

Description:

- 1) As described in ITC 05 pavement marking removals were needed to install additional pavement markings in the parking lot along Dubuque Street. **1 LS at \$181.50**
- 2) As described in ITC 04 additional thickened edge sidewalk was added to the project which resulted in extra material and labor costs for the added thickened edge. **1 LS at \$999.60**

Attachments: *Schrader CR 02 & CR 03*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: <u>\$ 730,248.67</u>	Original Contract Times: Substantial Completion: <u>60 Working Days</u> Ready for Final Payment: <u>15 Working Days</u>
Increase from previously approved Change Order No.: 1  <u>\$2350.00</u>	Increase from previously approved Change Orders:  Substantial Completion: <u>N/A</u> Ready for Final Payment: _____
Contract Price prior to this Change Order:  <u>\$732,618.67</u>	Contract Times prior to this Change Order: Substantial Completion: <u>60 Working Days</u> Ready for Final Payment: <u>15 Working Days</u>
Increase of this Change Order:  <u>\$1,181.10</u>	Increase of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u>
Contract Price incorporating this Change Order:  <u>\$733,799.77</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>60 Working Days</u> Ready for Final Payment: <u>15 Working Days</u>

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u></u>	By: _____	By: _____
Engineer	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Construction Administrator</u>	Title: _____	Title: <u>Vice President</u>
Date: <u>5/30/19</u>	Date: _____	Date: <u>5/30/2019</u>

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702

PAGE 1 OF 4 PAGES

**TO OWNER:**  
 City of North Liberty  
 Quail Creek Circle  
 North Liberty, IA 52317

**PROJECT:**  
 North Liberty Main St Improvements

**APPLICATION:** 2

**Distribution to:**

X

**PERIOD TO:** May 31, 2019

**PROJECT NOS:** 1181520

**FROM CONTRACTOR:**  
 Schrader Excavating & Grading Co.

**CONTRACT DATE:**

**CONTRACT FOR:**

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	732,092.67
2. Net change by Change Orders	\$	15,090.10
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	747,182.77
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	359,635.34

**RETAINAGE:**

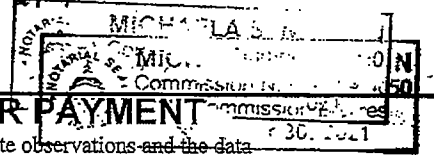
b. 5 % of Completed Work (Column I on G703)	\$	17,981.77
Total 5a and 5b	\$	17,981.77
5. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	341,653.57
6. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	185,665.77
7. CURRENT PAYMENT DUE	\$	155,987.80
8. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	405,529.20

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$2,350.00	\$0.00
Total approved this Month	\$12,740.10	
<b>TOTALS</b>	<b>\$15,090.10</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$15,090.10</b>	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:**

By: Kyle Nordman Date: 6/5/19  
 Kyle Nordman, Vice President  
 State of: Iowa County of: Winn  
 Subscribed and sworn to before me this 12/5/19 day of June  
 Notary Public: Michaela...  
 My Commission expires: Nov. 30, 2021



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 155,987.80

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:**

By: [Signature] Date: 6/5/2019

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Line #	Description	Quantity	UM	Unit Price	Total Price	Previous Quantity	Current			Completed		
							Quantity	Amount	%	Quantity	Amount	%
0010 D	CLEARING & GRUBBING	89.000	UN	\$ 125.00	\$ 11,125.00	89.000	0.040	\$ 5.00	0.04%	89.040	\$ 11,130.00	100.04%
0020 S	SP BACKFILL IOWA DOT GRAD #21 WASHED	45.000	TN	\$ 27.50	\$ 1,237.50	53.570	-	\$ -	0.00%	53.570	\$ 1,473.18	119.04%
0030 S	SP BACKFILL IOWA DOT GRAD #3 WASHED	270.000	TN	\$ 30.00	\$ 8,100.00	208.800	-	\$ -	0.00%	208.800	\$ 6,264.00	77.33%
0040 D	EMBANKMENT-IN-PLACE	7,837.000	CY	\$ 18.00	\$ 141,066.00	7,837.000	-	\$ -	0.00%	7,837.000	\$ 141,066.00	100.00%
0050 D	EXCAVATION, CL 10, ROADWAY & BORROW	4,538.000	CY	\$ 8.00	\$ 36,304.00	4,594.000	-	\$ -	0.00%	4,594.000	\$ 36,752.00	101.23%
0060 D	TOPSOIL, STRIP, SALVAGE & SPREAD	3,685.000	CY	\$ 10.00	\$ 36,850.00	3,685.000	-	\$ -	0.00%	3,685.000	\$ 36,850.00	100.00%
0070 D	SPECIAL COMPACTION OF SUBGRADE	24.150	STA	\$ 660.00	\$ 15,939.00	24.150	-	\$ -	0.00%	24.150	\$ 15,939.00	100.00%
0080	MODIFIED SUBBASE	2,006.000	CY	\$ 35.00	\$ 70,210.00	2,077.770	18.010	\$ 630.35	0.90%	2,095.780	\$ 73,352.30	104.48%
0090 D	SHOULDER CONSTRUCTION, EARTH	47.460	STA	\$ 375.00	\$ 17,797.50	47.460	-	\$ -	0.00%	47.460	\$ 17,797.50	100.00%
0100 D	SHOULDER FINISHING, EARTH	45.510	STA	\$ 290.00	\$ 13,197.90	45.510	-	\$ -	0.00%	45.510	\$ 13,197.90	100.00%
0110 D	MACADAM STONE BASE	122.000	TN	\$ 25.00	\$ 3,050.00	130.000	-	\$ -	0.00%	130.000	\$ 3,250.00	106.56%
0120 A	RELOCATION OF MAIL BOXES	1.000	EA	\$ 600.00	\$ 600.00	-	-	\$ -	0.00%	-	\$ -	0.00%
0130	PCC PAVEMENT, CLASS C3 DURABILITY, 8"	860.000	SY	\$ 57.00	\$ 49,020.00	949.800	-	\$ -	0.00%	949.800	\$ 54,138.60	110.44%
0140	PCC PAVEMENT, CLASS C3 DURABILITY, 10"	8,236.000	SY	\$ 60.00	\$ 494,160.00	8,266.230	-	\$ -	0.00%	8,266.230	\$ 495,973.80	100.37%
0150	PAYMENT ADJ PCC PAVEMENT THICKNESS	7,412.000	EA	\$ 1.00	\$ 7,412.00	14,879.210	-	\$ -	0.00%	14,879.210	\$ 14,879.21	200.74%
0160 P	HMA MIX, COMM MIX (ASPHALT BINDER)	60.000	TN	\$ 241.00	\$ 14,460.00	78.420	-	\$ -	0.00%	78.420	\$ 18,899.22	130.70%
0170 D*	TEMPORARY PAVEMENT	265.000	SY	\$ 53.00	\$ 14,045.00	238.810	-	\$ -	0.00%	238.810	\$ 12,656.93	90.12%
0180	GRAN SURF ON ROAD, CL A CRUSHED STONE	200.000	TN	\$ 30.00	\$ 6,000.00	242.720	-	\$ -	0.00%	242.720	\$ 7,281.60	121.36%
0190 N	REMOVAL OF LIGHT POLES	7.000	EA	\$ 200.00	\$ 1,400.00	6.000	-	\$ -	0.00%	6.000	\$ 1,200.00	85.71%
0200 D*	REMOVALS, AS PER PLAN	1.000	LS	\$ 16,000.00	\$ 16,000.00	1.000	-	\$ -	0.00%	1.000	\$ 16,000.00	100.00%
0210 O	ORNAMENTAL METAL RAILING	638.000	LF	\$ 215.00	\$ 137,170.00	638.000	-	\$ -	0.00%	638.000	\$ 137,170.00	100.00%
0220 S	APRONS, CONCRETE, 15" DIA.	1.000	EA	\$ 625.00	\$ 625.00	1.000	-	\$ -	0.00%	1.000	\$ 625.00	100.00%
0230 S	APRONS, CONCRETE, 18" DIA.	2.000	EA	\$ 692.00	\$ 1,384.00	2.000	-	\$ -	0.00%	2.000	\$ 1,384.00	100.00%
0240 S	APRONS, CONCRETE, 24" DIA.	2.000	EA	\$ 812.00	\$ 1,624.00	2.000	-	\$ -	0.00%	2.000	\$ 1,624.00	100.00%
0250 C	MOD BLOCK RETAINING WALL (HEAVY)	2,728.000	SF	\$ 41.62	\$ 113,539.36	3,336.000	-	\$ -	0.00%	3,336.000	\$ 138,844.32	122.29%
0260 S	MANHOLE, STORM SEWER, SW-401, 48"	1.000	EA	\$ 3,023.00	\$ 3,023.00	1.000	-	\$ -	0.00%	1.000	\$ 3,023.00	100.00%
0270 S	MANHOLE, STORM SEWER, SW-401, 60"	3.000	EA	\$ 4,149.00	\$ 12,447.00	3.000	-	\$ -	0.00%	3.000	\$ 12,447.00	100.00%
0280 S	MANHOLE, STORM SEWER, SW-401, 72"	1.000	EA	\$ 5,155.00	\$ 5,155.00	1.000	-	\$ -	0.00%	1.000	\$ 5,155.00	100.00%
0290 S	INTAKE, SW-501	3.000	EA	\$ 2,137.00	\$ 6,411.00	3.000	-	\$ -	0.00%	3.000	\$ 6,411.00	100.00%
0300 S	INTAKE, SW-505	1.000	EA	\$ 2,924.00	\$ 2,924.00	1.000	-	\$ -	0.00%	1.000	\$ 2,924.00	100.00%
0310 S	INTAKE, SW-508 MODIFIED	2.000	EA	\$ 3,945.00	\$ 7,890.00	2.000	-	\$ -	0.00%	2.000	\$ 7,890.00	100.00%
0320 S	INTAKE, SW-510	14.000	EA	\$ 3,528.00	\$ 49,392.00	14.000	-	\$ -	0.00%	14.000	\$ 49,392.00	100.00%
0330 S	INTAKE, SW-510 MODIFIED	6.000	EA	\$ 4,304.00	\$ 25,824.00	6.000	-	\$ -	0.00%	6.000	\$ 25,824.00	100.00%
0340 S	INTAKE, SW-512, 18"	5.000	EA	\$ 710.00	\$ 3,550.00	5.000	-	\$ -	0.00%	5.000	\$ 3,550.00	100.00%
0350 S	INTAKE, SW-512, 24"	3.000	EA	\$ 837.00	\$ 2,511.00	1.000	-	\$ -	0.00%	1.000	\$ 837.00	33.33%
0360 S	INTAKE, SW-512, 30"	2.000	EA	\$ 954.00	\$ 1,908.00	5.000	-	\$ -	0.00%	5.000	\$ 4,770.00	250.00%
0370 S	MANHOLE ADJUSTMENT, MAJOR	7.000	EA	\$ 1,357.00	\$ 9,499.00	5.000	-	\$ -	0.00%	5.000	\$ 6,785.00	71.43%
0380 S	SUBDRAIN, LONGITUDINAL, (SHOULDER) 6" DIA	1,204.000	LF	\$ 9.90	\$ 11,919.60	1,263.000	-	\$ -	0.00%	1,263.000	\$ 12,503.70	104.90%
0390 S	SUBDRAIN, PERF PLASTIC PIPE, 6" DIA	210.000	LF	\$ 10.00	\$ 2,100.00	280.000	-	\$ -	0.00%	280.000	\$ 2,800.00	133.33%
0400 S	SUBDRAIN RISER, 6", AS PER PLAN	7.000	EA	\$ 280.00	\$ 1,960.00	7.000	-	\$ -	0.00%	7.000	\$ 1,960.00	100.00%
0410 S	SUBDRAIN OUTLET, DR-303	17.000	EA	\$ 339.00	\$ 5,763.00	15.000	5.000	\$ 1,695.00	29.41%	20.000	\$ 6,780.00	117.65%
0420 S	STORM SEWER GRAVITY MAIN, TRENCHED, PVC 8"	44.000	LF	\$ 24.00	\$ 1,056.00	38.000	-	\$ -	0.00%	38.000	\$ 912.00	86.36%
0430 S	SS GRAVITY MAIN, TRENCHED, RCP, 2000D (CL III), 15"	813.000	LF	\$ 40.00	\$ 32,520.00	778.000	-	\$ -	0.00%	778.000	\$ 31,120.00	95.69%
0440 S	SS GRAVITY MAIN, TRENCHED, RCP, 2000D (CL III), 18"	1,211.000	LF	\$ 42.00	\$ 50,862.00	1,142.000	-	\$ -	0.00%	1,142.000	\$ 47,964.00	94.30%
0450 S	SS GRAVITY MAIN, TRENCHED, RCP, 2000D (CL III), 24"	424.000	LF	\$ 53.00	\$ 22,472.00	258.000	-	\$ -	0.00%	258.000	\$ 13,674.00	60.85%
0460 S	SS GRAVITY MAIN, TRENCHED, RCP, 2000D (CL III), 30"	431.000	LF	\$ 69.00	\$ 29,739.00	540.000	-	\$ -	0.00%	540.000	\$ 37,260.00	125.29%
0470 S	SS GRAVITY MAIN, TRENCHED, RCP, 2000D (CL III), 36"	259.000	LF	\$ 89.00	\$ 23,051.00	243.000	-	\$ -	0.00%	243.000	\$ 21,627.00	93.82%
0480 S	SS GRAV MN, TRENCH, 2000D LOW CLEAR CONC PIPE, = DIA 36"	64.000	LF	\$ 121.50	\$ 7,776.00	60.000	-	\$ -	0.00%	60.000	\$ 7,290.00	93.75%
0490 S	REMOVE STORM SEWER PIPE >= TO 36"	835.000	LF	\$ 21.50	\$ 17,952.50	839.000	-	\$ -	0.00%	839.000	\$ 18,038.50	100.48%
0500 S	REVELTMENT, CLASS E	225.000	TN	\$ 34.00	\$ 7,650.00	92.440	-	\$ -	0.00%	92.440	\$ 3,142.96	41.08%
0510 D	REMOVAL OF PAVEMENT	5,397.000	SY	\$ 8.00	\$ 43,176.00	5,556.407	0.012	\$ 0.10	0.00%	5,556.419	\$ 44,451.35	102.95%
0520 S	REMOVAL OF INTAKES & UTILITY ACCESSES	4.000	EA	\$ 256.00	\$ 1,024.00	6.000	-	\$ -	0.00%	6.000	\$ 1,536.00	150.00%
0530	RECREATIONAL TRAIL, PCC, 6"	2,252.000	SY	\$ 34.00	\$ 76,568.00	2,252.000	-	\$ -	0.00%	2,252.000	\$ 76,568.00	100.00%
0540 D	SPECIAL COMP OF SUBGRADE FOR REC TRAIL	19.100	STA	\$ 425.00	\$ 8,117.50	19.100	-	\$ -	0.00%	19.100	\$ 8,117.50	100.00%
0550 D	REMOVAL OF SIDEWALK	1,130.000	SY	\$ 8.00	\$ 9,040.00	997.885	-	\$ -	0.00%	997.885	\$ 7,983.08	88.31%
0560	SIDEWALK, PCC, 5"	853.000	SY	\$ 50.00	\$ 42,650.00	857.666	-	\$ -	0.00%	857.666	\$ 42,883.30	100.55%
0570	DETECTABLE WARNINGS	362.000	SF	\$ 125.00	\$ 45,250.00	348.000	-	\$ -	0.00%	348.000	\$ 43,500.00	96.13%
0580	CURB & GUTTER, PCC, 2.5 FT.	376.000	LF	\$ 25.00	\$ 9,400.00	401.000	-	\$ -	0.00%	401.000	\$ 10,025.00	106.65%
0590 O	PCC RETAINING WALL	28.000	CY	\$ 1,050.00	\$ 29,400.00	26.000	0.500	\$ 525.00	1.79%	26.500	\$ 27,825.00	94.64%
0600 A	SAFETY CLOSURE	12.000	EA	\$ 150.00	\$ 1,800.00	12.000	-	\$ -	0.00%	12.000	\$ 1,800.00	100.00%
0610 A	FENCE, SAFETY	365.000	LF	\$ 6.00	\$ 2,190.00	368.000	-	\$ -	0.00%	368.000	\$ 2,208.00	100.82%

Line #	Description	Quantity	UM	Unit Price	Total Price	Previous Quantity	Quantity	Current Amount	%	Quantity	Completed Amount	%
0620 N	ELECTRICAL CIRCUITS	8,450.000	LF	\$ 14.00	\$ 118,300.00	8,450.000	-	\$ -	0.00%	8,450.000	\$ 118,300.00	100.00%
0630 N	H&HOLES & JUNCTION BOXES	25.000	EA	\$ 900.00	\$ 22,500.00	25.000	-	\$ -	0.00%	25.000	\$ 22,500.00	100.00%
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	EA	\$ 7,750.00	\$ 62,000.00	8.000	-	\$ -	0.00%	8.000	\$ 62,000.00	100.00%
0660 A	REMOVAL OF TYPE A SIGN ASSEMBLY	26.000	EA	\$ 75.00	\$ 1,950.00	25.000	-	\$ -	0.00%	25.000	\$ 1,875.00	96.15%
0670 A	PERFORATED SQUARE STEEL TUBE POSTS	200.000	LF	\$ 7.00	\$ 1,400.00	372.500	14.000	\$ 98.00	7.00%	386.500	\$ 2,705.50	193.25%
0680 A	PERF SQ STEEL TUBE POST ANCH, BREAK-AWAY SOIL INST	15.000	EA	\$ 75.00	\$ 1,125.00	25.000	3.000	\$ 225.00	20.00%	28.000	\$ 2,100.00	186.67%
0690 A	PERF SQ STL TUBE POST ANCH, BREAK-AWAY CONC INST	3.000	EA	\$ 250.00	\$ 750.00	3.000	-	\$ -	0.00%	3.000	\$ 750.00	100.00%
0700 A	TYPE A SIGNS, SHEET ALUMINUM	265.000	SF	\$ 16.00	\$ 4,240.00	222.900	9.000	\$ 144.00	3.40%	231.900	\$ 3,710.40	87.51%
0710 N	TRAFFIC SIGNALIZATION	1.000	LS	\$ 102,000.00	\$ 102,000.00	0.9742	-	\$ -	0.00%	0.974215686	\$ 99,370.00	97.42%
0720 A	PAINTED PAVEMENT MARKINGS, DURABLE	219.520	STA	\$ 42.15	\$ 9,252.77	206.110	-	\$ -	0.00%	206.110	\$ 8,687.54	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	-	\$ -	0.00%	137.400	\$ 6,870.00	99.52%
0760 A	SYMBOLS & LEGENDS REMOVED	47.000	EA	\$ 110.00	\$ 5,170.00	47.000	-	\$ -	0.00%	47.000	\$ 5,170.00	100.00%
0770 A	TRAFFIC CONTROL	1.000	LS	\$ 15,000.00	\$ 15,000.00	0.950	-	\$ -	0.00%	0.950	\$ 14,250.00	95.00%
0780 A	FLAGGERS	40.000	EA	\$ 462.00	\$ 18,480.00	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	CY	\$ 70.00	\$ 72,520.00	1,035.300	-	\$ -	0.00%	1,035.300	\$ 72,471.00	99.93%
0820 S	VALVE BOX EXTENSION	3.000	EA	\$ 225.00	\$ 675.00	3.000	-	\$ -	0.00%	3.000	\$ 675.00	100.00%
0830 V	HYDRAULIC SEEDING	3.300	AC	\$ 1,200.00	\$ 3,960.00	4.880	-	\$ -	0.00%	4.880	\$ 5,856.00	147.88%
0840 S*	FIRE HYDRANT RELOCATION	1.000	EA	\$ 1,012.97	\$ 1,012.97	1.000	-	\$ -	0.00%	1.000	\$ 1,012.97	100.00%
0850 N	LIGHT ASSEMBLY - L1 - HIGHWAY LIGHT	12.000	EA	\$ 6,500.00	\$ 78,000.00	12.000	-	\$ -	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	20.000	-	\$ -	0.00%	20.000	\$ 104,000.00	100.00%
0870 N	LIGHT ASSEMBLY - L3 - PED LIGHT	19.000	EA	\$ 5,000.00	\$ 95,000.00	-	-	\$ -	0.00%	-	\$ -	0.00%
0880 N	LIGHT ASSEMBLY - L4 - BOLLARD LIGHT	22.000	EA	\$ 3,800.00	\$ 83,600.00	20.000	-	\$ -	0.00%	20.000	\$ 76,000.00	90.91%
0890 N	LIGHT ASSEMBLY - LR1 - TUNNEL LIGHT	4.000	EA	\$ 1,600.00	\$ 6,400.00	4.000	-	\$ -	0.00%	4.000	\$ 6,400.00	100.00%
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	97.91%
0910 JE*	PCC SEATWALLS WITH TREATMENTS	19.000	EA	\$ 12,900.00	\$ 245,100.00	19.000	-	\$ -	0.00%	19.000	\$ 245,100.00	100.00%
0920 C	PERN PLANTS, 1 GAL, FURN & INST (WARRANTY)	3,067.000	EA	\$ 12.50	\$ 38,337.50	3,087.000	-	\$ -	0.00%	3,087.000	\$ 38,587.50	100.65%
0930 A	RETROREF REM SYMBOLS & LEGENDS	18.000	EA	\$ 300.00	\$ 5,400.00	9.000	-	\$ -	0.00%	9.000	\$ 2,700.00	50.00%
0940 C	SHRUBS 3 GAL, FURN & INST (WARRANTY)	60.000	EA	\$ 35.00	\$ 2,100.00	60.000	-	\$ -	0.00%	60.000	\$ 2,100.00	100.00%
0950 C	SHRUBS 5 GAL, FURN & INST (WARRANTY)	52.000	EA	\$ 46.75	\$ 2,431.00	56.000	-	\$ -	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	-	\$ -	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	-	\$ -	0.00%	9.000	\$ 4,500.00	100.00%
0980 C	LIMESTONE EDGER 4" HEIGHT	1,869.000	LF	\$ 10.00	\$ 18,690.00	1,879.600	-	\$ -	0.00%	1,879.600	\$ 18,796.00	100.57%
0990 C	REM & REINST LIMESTONE EDGER	97.000	LF	\$ 10.70	\$ 1,037.90	25.000	23.500	\$ 251.45	24.23%	48.500	\$ 518.95	50.00%
1000 LN	CHERRY ST LIGHTED BRIDGE PANELS	1.000	LS	\$ 75,300.00	\$ 75,300.00	1.000	-	\$ -	0.00%	1.000	\$ 75,300.00	100.00%
1010 O	CONC BOX CULVERT EXTENSION 8' x 4'	1.000	LS	\$ 40,000.00	\$ 40,000.00	1.000	-	\$ -	0.00%	1.000	\$ 40,000.00	100.00%
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	\$ 244,000.00	1.000	-	\$ -	0.00%	1.000	\$ 244,000.00	100.00%
1040 C	WATERING FOR PLANTS	70.000	MGAL	\$ 365.25	\$ 25,567.50	9.000	-	\$ -	0.00%	9.000	\$ 3,287.25	12.86%
1050 C*	LIMESTONE OUTCROPPING	607.000	SF	\$ 70.00	\$ 42,490.00	560.750	-	\$ -	0.00%	560.750	\$ 39,252.50	92.38%
1060 V	BIO EROSION CONTROL BLANKET	771.000	SQ	\$ 16.00	\$ 12,336.00	787.020	-	\$ -	0.00%	787.020	\$ 12,592.32	102.08%
1070	PCC BANDING 8" THICK	789.000	SY	\$ 75.00	\$ 59,175.00	789.000	-	\$ -	0.00%	789.000	\$ 59,175.00	100.00%
1080 C	PCC PAVERS 8 CM W/ BIT SETTING BED	1,255.000	SY	\$ 96.30	\$ 120,856.50	547.141	-	\$ -	0.00%	547.141	\$ 52,689.68	43.60%
1090	SUBSLAB PCC 4" FOR PCC PAVERS	728.000	SY	\$ 45.00	\$ 32,760.00	672.926	0.448	\$ 20.16	0.06%	673.374	\$ 30,301.83	92.50%
1100	SUBSLAB PCC 6" FOR PCC PAVERS	527.000	SY	\$ 47.00	\$ 24,769.00	527.000	-	\$ -	0.00%	527.000	\$ 24,769.00	100.00%
1110 C	DECORATIVE ROCK MULCH	144.000	TON	\$ 300.00	\$ 43,200.00	122.480	-	\$ -	0.00%	122.480	\$ 36,744.00	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	101.21%
1130 V	SODDING	66.000	SQ	\$ 60.00	\$ 3,960.00	66.000	-	\$ -	0.00%	66.000	\$ 3,960.00	100.00%
1140 V	STABILIZING CROP - SEED & FERT (URBAN)	3.300	AC	\$ 400.00	\$ 1,320.00	-	-	\$ -	0.00%	-	\$ -	0.00%
1150 V	SILT FENCE	2,385.000	LF	\$ 1.50	\$ 3,577.50	563.000	-	\$ -	0.00%	563.000	\$ 844.50	23.61%
1160 V	REM OF SILT FENCE & FOR DITCH CHECKS	2,385.000	LF	\$ 0.10	\$ 238.50	178.000	-	\$ -	0.00%	178.000	\$ 17.80	7.46%
1170 V	MAINT OF SILT FENCE & FOR DITCH CHECK	600.000	LF	\$ 0.10	\$ 60.00	34.000	-	\$ -	0.00%	34.000	\$ 3.40	5.67%
1180 V	PERIM & SLOPE SED CONTROL DEVICE, 9" DIA.	7,760.000	LF	\$ 1.70	\$ 13,192.00	8,267.000	-	\$ -	0.00%	8,267.000	\$ 14,053.90	106.53%
1190 V	REM OF PERIM & SLOPE SED CONTROL DEVICE	7,760.000	LF	\$ 0.50	\$ 3,880.00	8,237.000	-	\$ -	0.00%	8,237.000	\$ 4,118.50	106.15%
1200 V	MOBILIZATIONS, EROSION CONTROL	12.000	EA	\$ 500.00	\$ 6,000.00	13.000	-	\$ -	0.00%	13.000	\$ 6,500.00	108.33%
1210 V	MOBILIZATIONS, ER EROSION CONTROL	3.000	EA	\$ 1,000.00	\$ 3,000.00	-	-	\$ -	0.00%	-	\$ -	0.00%
1211 I	REINFORCING STEEL	726.000	LB	\$ 2.00	\$ 1,452.00	726.000	-	\$ -	0.00%	726.000	\$ 1,452.00	100.00%

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

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

PAY APP# 11  
 DATE 5/30/2019  
 PAGE 3 OF 3

Line #	Description	Quantity	UM	Unit Price	Total Price	Previous Quantity	Quantity	Current Amount	%	Quantity	Completed Amount	%
1212 OL**	CONCRETE DRILLED SHAFT, 24" DIA	144.000	LF	\$ 625.00	\$ 90,000.00	149.000	-	\$ -	0.00%	149.000	\$ 93,125.00	103.47%
1220	CRITICAL CLOSURE ACTIVITY INC/DIS PYMT SITE # 01	1.000	CDAY	\$ 3,000.00	\$ 3,000.00	2.000	-	\$ -	0.00%	2.000	\$ 6,000.00	200.00%
Original Contract Cost					\$ 4,520,000.00							
Value of Work Completed					\$ 4,295,541.11			\$ 3,594.06	0.08%	\$ 4,299,135.16 95.11%		
CO 6	Materials Stored on Site - Neumiller			\$ 1.00	\$ 83,411.26	\$ -	-	\$ -	0.00%	\$ -	\$ -	0.00%
Value of Work Completed and Materials Stored					\$ 4,295,541.11			\$ 3,594.06		\$ 4,299,135.16		
Approved Change Orders												
CO 1 N	LIGHT ASSEMBLY - L3 - PED LIGHT	19.000	EA	\$ 5,385.00	\$ 102,315.00	-	-	\$ -	0.00%	-	\$ -	0.00%
CO 1 s	IRRIGATION LINE REMOVAL	1.000	LS	\$ 3,470.50	\$ 3,470.50	1.00	-	\$ -	0.00%	1.000	\$ 3,470.50	100.00%
CO 1 c	PCC PAVERS 8 CM W/ SAND SETTING BED	728.000	SY	\$ 84.50	\$ 61,516.00	755.04	-	\$ -	0.00%	755.039	\$ 63,800.80	103.71%
CO 2 a	BUSINESS SIGNAGE	1.000	EA	\$ 2,145.00	\$ 2,145.00	1.00	-	\$ -	0.00%	1.000	\$ 2,145.00	100.00%
CO 3 d	EXC CL 10 UNSTABLE OR UNSUITABLE	71.780	CY	\$ 16.00	\$ 1,148.48	71.78	-	\$ -	0.00%	71.780	\$ 1,148.48	100.00%
CO 5	LIGHT ASSEMBLY - L3 - PED LIGHT	19.000	EA	\$ 4,535.00	\$ 86,165.00	18.00	-	\$ -	0.00%	18.000	\$ 81,630.00	94.74%
CO 5	PRECAST TRAIL SLAB	4,218.500	LS	\$ 1.00	\$ 4,218.50	4,218.50	-	\$ -	0.00%	4,218.500	\$ 4,218.50	100.00%
CO 5	CONCRETE GROUT FOR REVETMENT OR GABION	8.000	CY	\$ 381.00	\$ 3,048.00	8.00	-	\$ -	0.00%	8.000	\$ 3,048.00	100.00%
CO 7 ST CO 9	PARTIAL DEPTH PATCHES	229.000	SF	\$ 134.02	\$ 30,690.58	229.00	-	\$ -	0.00%	229.000	\$ 30,690.58	100.00%
CO 7 ST CO 10	ITC 19 - AMENDED SOIL	1.000	LS	\$ 5,170.00	\$ 5,170.00	1.00	-	\$ -	0.00%	1.000	\$ 5,170.00	100.00%
CO 7 ST CO 11	INSTALLATION OF DRAIN TILE	1.000	LS	\$ 1,486.93	\$ 1,486.93	1.00	-	\$ -	0.00%	1.000	\$ 1,486.93	100.00%
CO 7 ST CO 10	TRAIL DRAIN TILE	1.000	LS	\$ 1,100.00	\$ 1,100.00	1.00	-	\$ -	0.00%	1.000	\$ 1,100.00	100.00%
CO 8 N	ELECTRICAL EQUIPMENT PURCHASE	13,015.000	LS	\$ 1.00	\$ 13,015.00	13,015.00	-	\$ -	0.00%	13,015.000	\$ 13,015.00	100.00%
CO 8 s	NONCOMPLIANCE PENALTY	(1,603.460)	LS	\$ 1.00	\$ (1,603.46)	(1,603.46)	-	\$ -	0.00%	(1,603.460)	\$ (1,603.46)	100.00%
CO 8 Ca	(PRICE ADJ) SLUMP TEST DEVIATION	1.000	LS	\$ (2,100.00)	\$ (2,100.00)	1.00	(1.000)	\$ 2,100.00	-100.00%	-	\$ -	0.00%
CO 8 s*	(PRICE ADJ) AIR TEST DEVIATION	1.000	LS	\$ (211.92)	\$ (211.92)	1.00	-	\$ -	0.00%	1.000	\$ (211.92)	100.00%
CO 8 Cu	RETAINING WALL OVER EXCAVATION & BACKFILL	5,335.730	LS	\$ 1.00	\$ 5,335.73	5,335.73	-	\$ -	0.00%	5,335.730	\$ 5,335.73	100.00%
CO 8 CF	PATCHES, PARTIAL DEPTH PCC FINISH	11.750	SY	\$ 100.00	\$ 1,175.00	11.75	-	\$ -	0.00%	11.750	\$ 1,175.00	100.00%
CO 9 c	BIOCELL EROSION REPAIRS	1.000	LS	\$ 869.05	\$ 869.05	1.00	-	\$ -	0.00%	1.000	\$ 869.05	100.00%
Total Change Orders					\$ 318,953.39	\$ 214,388.19			\$ 2,100.00	0.66%	\$ 216,488.19 67.87%	
Original Contract Cost & Change Orders					\$ 4,838,953.39							
Value of Work Completed, Materials Stored & Change Orders					\$ 4,509,929.30			\$ 5,694.06	0.12%	\$ 4,515,623.35 93.32%		
Less Retainage 3.00%					\$ 30,000.00			\$ -		\$ 30,000.00 capped		
Net Amount Due Including This Statement					\$ 4,479,929.30			\$ 5,694.06		\$ 4,485,623.35		
Less Previous Payments					\$ 4,479,929.30			\$ -		\$ 4,479,929.30		
Balance Due This Request					\$ -			\$ -		\$ 5,694.05		

CONTRACTOR:

STREB CONSTRUCTION CO., INC.

*Steven M. Streb*

Steven M. Streb

Title: Vice President

6/4/19

ENGINEER:

SHIVE-HATTERY, INC.

*Josiah Bilskemper*

Josiah Bilskemper

Title: Project Engineer

Date:

6/5/19

OWNER:

CITY OF NORTH LIBERTY

Ryan Hejar  
 Title: City Administrator

Date:

# Board and Commission Appointments



Appointment Schedule  
For Positions on Boards and Commissions  
For terms beginning 7/1/2019

- April 22 --Notice on NLTV website
- April 25 --Notice published in newsletter in North Liberty Leader
- May 23 --Applications due at City Administration Office
- May 28 --Applications sent to City Council for review
- May 28- June 6-- Mayor interviews for recommendation of appointments
- June 11 --Board and Commission appointments made at Council meeting

***Board Terms beginning July 1, 2019***

Planning and Zoning Commission (2 positions)

Gender Balance of appointments: F- 3; M- 2(7-member board)

1. Barry A'Hearn
2. Josey Bathke
3. Jennifer Bleil (I)
4. Michael Burrill
5. Nicholas Gulick
6. Michael J. Healy
7. Jason Heisler(I)
8. Derrick Parker
9. Robert Strickland
10. Tyler Telford
11. Matt Zacek

Board of Adjustment (1 position)

Gender Balance of appointments: F-1; M- 3(5-member board)

1. Michael Burrill

Parks & Recreation Commission (3 positions)

Gender Balance of appointments: F- 2; M- 2(7-member board)

1. Michael Burrill
2. Ann Graziano
3. Michael J. Healy
4. Derrick Parker
5. Robert Strickland
6. Tyler Telford
7. Marcia Ziemer



Tree/Stormwater (2 positions)

Gender Balance of appointments: F- 1; M- 2(5-member board)

1. Darice Baxter (I)
2. Michael Burrill
3. Derrick Parker (I)

Library Board (2 positions)

Gender Balance of appointments: F- 4; M- 0(6-member board)

1. Scott Clemons
2. Michael J. Healy
3. Jillian Hernan
4. Randy J. Langner
5. Lindsay Moen
6. Linda Ruggles

Communications Advisory (1 position)

Gender Balance of appointments: F- 1; M- 3(5-member board)

1. Keshia Fields (I)
2. Michael J. Healy
3. Lydia Sax

Cemetery Board (1 position)

Gender Balance of appointments: F- 1; M- 1(3-member board)

1. Jeremy Ziemer (I)
2. Marcia Ziemer

Board of Appeals (4 positions)

Gender Balance of appointments: F- 1; M- 0(5-member board)

# Planning and Zoning Commission



URF ERROR - Incomplete Session by time out

POSITION : 0x4aff (19199)

Application for  
BOARD or COMMISSION  
Appointment

SYSTEM : h6fwsim/os\_hook

LINE Name: Barry A'Hearn

VERSION Address: 520 Lockmoor Ave

ERROR Phone: 3195330207 Email: barrypahearn@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Parks & Recreation Commission

Board of Appeals

Planning & Zoning Commission

Cemetery Board

Telecommunications Commission

Citizen Task Force

Tree and Storm Water Board

Library Board of Trustees

Place of employment and position:

Marcus & Millichap Real Estate Investment Svcs of Iowa, Real Estate Broker

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 12 years

Please give a brief statement of why you would like serve on this Board or Commission:

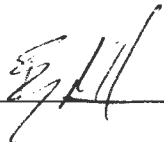
**I'm a real estate geek and like to contribute. Those facts, coupled with my knowledge, experience and independent thinking, draw me to such a position. I grew up around real estate development and construction, practiced both in Cedar Rapids, and now facilitate real estate investment across Iowa.**

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

**My wife and I own a rental unit at 870 W. Cherry St, #8.**

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

**I see firsthand every day the lasting effects of P&Z decisions all over the state of Iowa.**

Signature of Applicant:  Date: 5/2/19

Application for  
BOARD or COMMISSION  
Appointment

Name: Josey Bathke

Address: 1307 Logan Court, NL

Phone: 319-430-4401 Email: joseyathke@hotmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

University of Iowa Director of Risk Management

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 6 years

Please give a brief statement of why you would like serve on this Board or Commission:

I believe my previous experience on the Coralville P&Z commission from 2008-2012 along with my education and professional experience would be very helpful to NL city government and I believe we must all help out where our strengths can be best used.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

primary residence only

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

currently on NL Board of Appeals; formerly volunteered for NL Blues & BBQ and NL Comm Pantry

Signature of Applicant: Josey Bathke Digitally signed by Josey Bathke  
Date: 2019.03.26 11:35:44 -05'00' Date: 3/26/19

Application for  
BOARD or COMMISSION  
Appointment

Name: Jennifer Bleil

Address: 775 Chukar Circle

Phone: 319-331-0946 Email: jennhigg@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Van Meter, Inc. - Learning & Development Manager

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 10 years

Please give a brief statement of why you would like serve on this Board or Commission:

I have had the privileged of serving on the Planning and Zoning Commission for two terms. During my tenure, I have worked to support the growing needs of the community through design and planning the supports our needs today and into the future. I am passionate about serving as an advocate to ensure the great things about our community continue while supporting continued

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

N/A

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Outside of my service to this council, I served on several commissions with the City of Cedar Rapids during my residency there

Signature of Applicant: Jennifer Bleil Digitally signed by Jennifer Bleil  
Date: 2019.05.24 12:44:30 -05'00' Date: 5/3/19

Application for  
BOARD or COMMISSION  
Appointment

Name: Michael Burrill

Address: 890 Augusta Cir, North Liberty IA 52317

Phone: 319-594-0042 Email: burrill202@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:  
Collins Aerospace - Sr. Buying Specialist

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 10 years

Please give a brief statement of why you would like serve on this Board or Commission:

I would like to be civically engaged in the development of North Liberty.

Please see attached document labeled City of North Liberty Volunteer.docx

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

None

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Please see attached document labeled City of North Liberty Volunteer.docx

Signature of Applicant: 

Date: 5/22/2019

To Mayor Terry Donahue and City Council Members,

First, I'd like to thank you for taking the time to review my application for the following volunteer positions; Planning and Zoning Commission, Tree and Stormwater Advisory Board, Board of Adjustment, and Parks and Recreation Commission. If possible, I would like to be considered for these positions in the order presented above. I would absolutely love to serve on the Planning and Zoning Commission but I would also enthusiastically embrace the opportunity to serve for these other positions as well.

I would like to serve on the Planning and Zoning Commission because I care deeply about land use and the growth of North Liberty. Briefly, I worked as Subdivision Coordinator for Washington County where I worked closely with developers, engineering and surveying companies, regulatory agencies and the public. I'm experienced at reading plat maps, survey maps and parcel information. I also interacted with county engineers to help develop a comprehensive plan for future growth and land use. A lot of our work involved subdivision expansion and coordination with local stakeholders. Ultimately, I understand the importance of local regulations and codes to ensure sustainable growth moving forward.

I graduated from the University of Iowa with a degree in Geography with an emphasis in Geographical Information Systems (GIS). This has prepared me to work in a variety of fields. That said, my career path has taken a me in a different route but I'm still passionate about urban development and city planning. A lot of my studies involved issues related to transportation, housing and land use. This would be an ideal opportunity for me to work in a field I enjoy and have an impact on the future of North Liberty. Most importantly, I'm always willing to learn and I have the interpersonal skills to work closely with others. I think that I would be a great fit to serve on any board that I've applied for.

I've lived in North Liberty for almost 10 years, a homeowner for 4 years and soon to be father in October 2019. Currently I'm working at Collins Aerospace in Cedar Rapids where I'm serving in a Senior Buyer role. Previously I've worked as a Subdivision Coordinator and managed a two local restaurants simultaneously. My family has invested in North Liberty for the long term and will take that perspective while balancing the short term issues that will likely arise while serving on the Planning and Zoning Commission.

My personal hobbies include home renovation, landscaping, reading and other outdoor activities such as golf and fishing. Basically, I enjoy anything that allows me to be active and outdoors. I especially love to play with my golden doodle puppy named Pepper. My wife is a Cyclone as she graduated from Iowa State but I'm definitely an Iowa Hawkeyes fan. I also like watching the Cubs and Bears when I have time. Most of all, I want to have a positive impact on North Liberty for my family and future generations to come. Please consider me for any of the positions above as I would love to serve in any role possible.

Thank you.

Kind Regards,

Michael

Application for  
BOARD or COMMISSION  
Appointment

Name: Nicholas Gulick

Address: 245 Elm Ridge Dr.

Phone: 319.621.9795 Email: nicgulickrealtor@gmail.com

I would like to volunteer to serve on the:

- Board of Adjustment
- Board of Appeals
- Cemetery Board
- Transit Task Force
- Library Board of Trustees
- Citizen Task Force
- Parks & Recreation Commission
- Planning & Zoning Commission
- Telecommunications Commission
- Tree & Stormwater Board

Place of employment and position: Encompass Real Estate Group - Realtor

Length of residence in North Liberty: 4 years

Please give a brief statement of why you would like serve on this Board or Commission:

I'd like to be involved in helping out community grow in a way that keeps future needs/goals in mind.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

I sell residential real estate throughout the Iowa City and Cedar Rapids areas. I don't have any specific interests other than working with the citizens of our community to try to keep drawing thriving and growth minded individuals moving into our community.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I applied for this commission three times now and was not given the privilege to join. I'd love the opportunity to do more for my community. I ran for the open city council seat Spring of 2017 and was advised by many of the current city council members to stay active and involved in the community by joining one of these boards/commissions. I feel like it is my time to do that again.

Signature of Applicant: Nicholas Gulick dotloop verified 05/06/19 4:20 PM CDT WBSY-QHZL-KMMT-6CSM Date: 5/2/19



Application for  
BOARD or COMMISSION  
Appointment

Name: Michael J. Healy

Address: 545 Locust Drive, North Liberty

Phone: 5638804030 Email: mike4030healy@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Retired (former K-12 School Superintendent, Principal, Teacher, Coach)

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4 years

Please give a brief statement of why you would like serve on this Board or Commission:

My family (daughters, sons-in-law, grandchildren) live in North Liberty and I want to help the community grow and prosper, providing everyone with a tremendous quality of life. I spent my life helping people develop and excel, as a school administrator, as a teacher and coach, as a service club volunteer (Kiwanis, Rotary, and now Optimists).

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

No connections.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Managed 200+ employees, \$9 million operating budget, \$7+ million capital improvements, negotiated contracts. developed 1-to-1 laptop computers for all students grades 5-12.

Signature of Applicant: Michael J. Healy Date: 05/22/2019

Application for  
BOARD or COMMISSION  
Appointment

Name: Jason J. Heisler

Address: 1710 Stone Creek Cir, North Liberty, Iowa 52317

Phone: 319-325-9910 Email: jheisler@thehawkeyegroup.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Hawkeye Real Estate Investment Co.; Operations Manager

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 16 years

Please give a brief statement of why you would like serve on this Board or Commission:


I would like to continue to be part of the Planning Commission to help guide the future of N. Liberty

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

I manage the 64-unit Green Meadow Court apartment complex in North Liberty for my company

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I feel my career in commercial and residential management, leasing and development gives me an insight into reviewing applications for planning review that would be beneficial to the City of North Liberty. 

Signature of Applicant:  Digitally signed by Jason J. Heisler  
Date: 2019.04.23 14:45:02 -05'00' Date: 4/23/2019

Application for  
BOARD or COMMISSION  
Appointment

Name: Derrick Parker

Address: 115 Bayberry Ln

Phone: 563 554 3971 Email: handparker@mchsi.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Collins Aerospace in Cedar Rapids. Programs Manager for Stage and Airshow product lines

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 15

Please give a brief statement of why you would like serve on this Board or Commission:

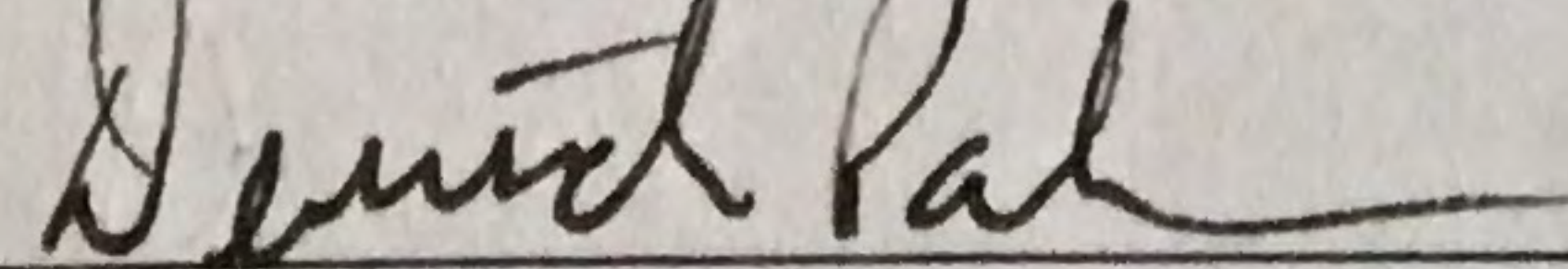
I have been serving on the Tree and Stormwater board and have enjoyed being able to support the city in the work that is required to run a well run governmental body. Having input into the direction and knowing the goals of the city have been beneficial. I would be glad to serve on other boards.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

N/A

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I am the president of the Friends of Coralville Lake (FoCL), responsible for the snowmobile trail management in the city. prior part of the Iowa Biking Coalition & coached baseball in NL rec league.

Signature of Applicant:  Date: 4/14/2019

Application for  
BOARD or COMMISSION  
Appointment

Name: Robert Strickland

Address: 60 Vixen Circle

Phone: 6303804520 Email: trainerstrick@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Steindler Orthopedic Clinic as an Orthopedic Technician

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 2 years

Please give a brief statement of why you would like serve on this Board or Commission:


I'd like to serve on these commissions to continue my civic service with the city, and ensure that we are moving in the right direction as a rapidly expanding city.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

My wife and I have a website/digital marketing business as a side business with local clients

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I'm currently serving on the Board of Adjustment, and just want to do more to help the city I live in.

Signature of Applicant: 

Date: 4/24/19

Application for  
BOARD or COMMISSION  
Appointment

Name: Tyler Telford

Address: 1325 Ashley Place, North Liberty, IA 52317

Phone: 319-400-1140 Email: tylertheinsuranceguy@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Skogman Realty(Realtor) & Telford Insurance Agency(Insurance Agent)

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4 years

Please give a brief statement of why you would like serve on this Board or Commission:

I am a licensed insurance agent and realtor in the state, have lived in this amazing city for around 4 years now. I love it here and want to become a part of the city to help give back my time in anyway I can.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

I do not own any property within the city, but I do manage a rental property on Heritage Drive. I am licenesed Realtor in the state of Iowa.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I thank you for taking the time to review the application. Have a great day!

Signature of Applicant:  Date: 4/28/19

Application for  
BOARD or COMMISSION  
Appointment

Name: Matt Zacek

Address: 1930 Robin Dr

Phone: 319-899-9998 Email: zaceks1@southslope.net Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Chef/Owner of Z's Catering and BBQ, Director of Worth Our Weight 2 Culinary Educational Non Profit

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 10yr

Please give a brief statement of why you would like serve on this Board or Commission:

I would like to be a part of shaping the growth of North Liberty. I used to be part of a general contracting company and I have built out two businesses in North Liberty so I am familiar with many of the contractors working in North Liberty and I understand the needs of both sides.

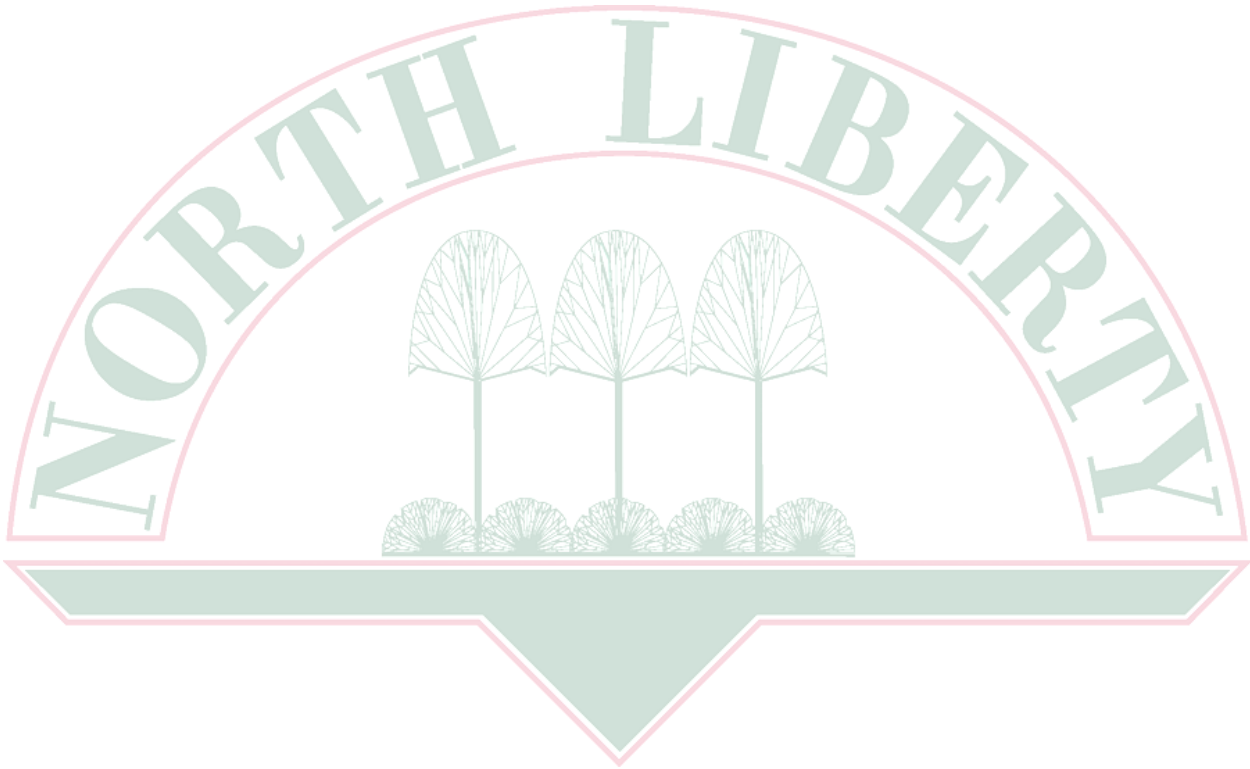
Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

As above Z's Catering and BBQ

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Signature of Applicant: Matt Zacek  Digitally signed by Matt Zacek  
Date: 2019.05.10 11:58:15 -05'00' Date: 10 May 2019

# Board of Adjustment



Application for  
BOARD or COMMISSION  
Appointment

Name: Michael Burrill

Address: 890 Augusta Cir, North Liberty IA 52317

Phone: 319-594-0042 Email: burrill202@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:  
Collins Aerospace - Sr. Buying Specialist

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 10 years

Please give a brief statement of why you would like serve on this Board or Commission:

I would like to be civically engaged in the development of North Liberty.

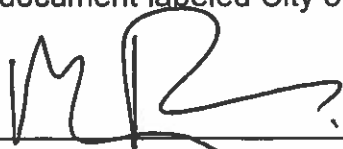
Please see attached document labeled City of North Liberty Volunteer.docx

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

None

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Please see attached document labeled City of North Liberty Volunteer.docx

Signature of Applicant: 

Date: 5/22/2019



To Mayor Terry Donahue and City Council Members,

First, I'd like to thank you for taking the time to review my application for the following volunteer positions; Planning and Zoning Commission, Tree and Stormwater Advisory Board, Board of Adjustment, and Parks and Recreation Commission. If possible, I would like to be considered for these positions in the order presented above. I would absolutely love to serve on the Planning and Zoning Commission but I would also enthusiastically embrace the opportunity to serve for these other positions as well.

I would like to serve on the Planning and Zoning Commission because I care deeply about land use and the growth of North Liberty. Briefly, I worked as Subdivision Coordinator for Washington County where I worked closely with developers, engineering and surveying companies, regulatory agencies and the public. I'm experienced at reading plat maps, survey maps and parcel information. I also interacted with county engineers to help develop a comprehensive plan for future growth and land use. A lot of our work involved subdivision expansion and coordination with local stakeholders. Ultimately, I understand the importance of local regulations and codes to ensure sustainable growth moving forward.

I graduated from the University of Iowa with a degree in Geography with an emphasis in Geographical Information Systems (GIS). This has prepared me to work in a variety of fields. That said, my career path has taken a me in a different route but I'm still passionate about urban development and city planning. A lot of my studies involved issues related to transportation, housing and land use. This would be an ideal opportunity for me to work in a field I enjoy and have an impact on the future of North Liberty. Most importantly, I'm always willing to learn and I have the interpersonal skills to work closely with others. I think that I would be a great fit to serve on any board that I've applied for.

I've lived in North Liberty for almost 10 years, a homeowner for 4 years and soon to be father in October 2019. Currently I'm working at Collins Aerospace in Cedar Rapids where I'm serving in a Senior Buyer role. Previously I've worked as a Subdivision Coordinator and managed a two local restaurants simultaneously. My family has invested in North Liberty for the long term and will take that perspective while balancing the short term issues that will likely arise while serving on the Planning and Zoning Commission.

My personal hobbies include home renovation, landscaping, reading and other outdoor activities such as golf and fishing. Basically, I enjoy anything that allows me to be active and outdoors. I especially love to play with my golden doodle puppy named Pepper. My wife is a Cyclone as she graduated from Iowa State but I'm definitely an Iowa Hawkeyes fan. I also like watching the Cubs and Bears when I have time. Most of all, I want to have a positive impact on North Liberty for my family and future generations to come. Please consider me for any of the positions above as I would love to serve in any role possible.

Thank you.

Kind Regards,

Michael

# **Parks and Recreation Commission**



Application for  
BOARD or COMMISSION  
Appointment

Name: Michael Burrill

Address: 890 Augusta Cir, North Liberty IA 52317

Phone: 319-594-0042 Email: burrill202@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:  
Collins Aerospace - Sr. Buying Specialist

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 10 years

Please give a brief statement of why you would like serve on this Board or Commission:

I would like to be civically engaged in the development of North Liberty.

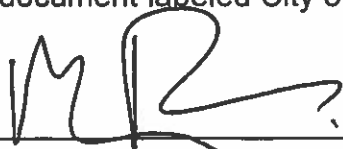
Please see attached document labeled City of North Liberty Volunteer.docx

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

None

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Please see attached document labeled City of North Liberty Volunteer.docx

Signature of Applicant:  Date: 5/22/2019

To Mayor Terry Donahue and City Council Members,

First, I'd like to thank you for taking the time to review my application for the following volunteer positions; Planning and Zoning Commission, Tree and Stormwater Advisory Board, Board of Adjustment, and Parks and Recreation Commission. If possible, I would like to be considered for these positions in the order presented above. I would absolutely love to serve on the Planning and Zoning Commission but I would also enthusiastically embrace the opportunity to serve for these other positions as well.

I would like to serve on the Planning and Zoning Commission because I care deeply about land use and the growth of North Liberty. Briefly, I worked as Subdivision Coordinator for Washington County where I worked closely with developers, engineering and surveying companies, regulatory agencies and the public. I'm experienced at reading plat maps, survey maps and parcel information. I also interacted with county engineers to help develop a comprehensive plan for future growth and land use. A lot of our work involved subdivision expansion and coordination with local stakeholders. Ultimately, I understand the importance of local regulations and codes to ensure sustainable growth moving forward.

I graduated from the University of Iowa with a degree in Geography with an emphasis in Geographical Information Systems (GIS). This has prepared me to work in a variety of fields. That said, my career path has taken a me in a different route but I'm still passionate about urban development and city planning. A lot of my studies involved issues related to transportation, housing and land use. This would be an ideal opportunity for me to work in a field I enjoy and have an impact on the future of North Liberty. Most importantly, I'm always willing to learn and I have the interpersonal skills to work closely with others. I think that I would be a great fit to serve on any board that I've applied for.

I've lived in North Liberty for almost 10 years, a homeowner for 4 years and soon to be father in October 2019. Currently I'm working at Collins Aerospace in Cedar Rapids where I'm serving in a Senior Buyer role. Previously I've worked as a Subdivision Coordinator and managed a two local restaurants simultaneously. My family has invested in North Liberty for the long term and will take that perspective while balancing the short term issues that will likely arise while serving on the Planning and Zoning Commission.

My personal hobbies include home renovation, landscaping, reading and other outdoor activities such as golf and fishing. Basically, I enjoy anything that allows me to be active and outdoors. I especially love to play with my golden doodle puppy named Pepper. My wife is a Cyclone as she graduated from Iowa State but I'm definitely an Iowa Hawkeyes fan. I also like watching the Cubs and Bears when I have time. Most of all, I want to have a positive impact on North Liberty for my family and future generations to come. Please consider me for any of the positions above as I would love to serve in any role possible.

Thank you.

Kind Regards,

Michael

Application for  
BOARD or COMMISSION  
Appointment

Name: Ann Graziano  
Address: 205 N. George St NC 52317  
Phone: 319-855-3213 Email: ajd.graziano@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Adjustment       | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Board of Appeals          | <input type="checkbox"/> Planning & Zoning Commission             |
| <input type="checkbox"/> Cemetery Board            | <input type="checkbox"/> Telecommunications Commission            |
| <input type="checkbox"/> Citizen Task Force        | <input type="checkbox"/> Tree and Storm Water Board               |
| <input type="checkbox"/> Library Board of Trustees |   |

Place of employment and position:

St. Luke's Hospital - RN, WITC RN

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4 years

Please give a brief statement of why you would like serve on this Board or Commission:

*As a mother of three children (9, 5, 3 years), I often comment on the need for an increase in programs and facilities. Instead of feeling frustrated and doing nothing, I'd like a chance to get involved!*

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest: None

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

*Besides my RN, I also have an undergraduate degree in politics and government. I would be a level headed, open minded addition to the board.*

Signature of Applicant: *Ann Graziano* Date: 5/9/19

Application for  
BOARD or COMMISSION  
Appointment

Name: Michael J. Healy

Address: 545 Locust Drive, North Liberty

Phone: 5638804030 Email: mike4030healy@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Retired (former K-12 School Superintendent, Principal, Teacher, Coach)

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4 years

Please give a brief statement of why you would like serve on this Board or Commission:

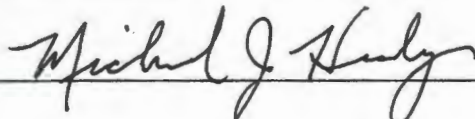
My family (daughters, sons-in-law, grandchildren) live in North Liberty and I want to help the community grow and prosper, providing everyone with a tremendous quality of life. I spent my life helping people develop and excel, as a school administrator, as a teacher and coach, as a service club volunteer (Kiwanis, Rotary, and now Optimists).

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

No connections.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Managed 200+ employees, \$9 million operating budget, \$7+ million capital improvements, negotiated contracts. developed 1-to-1 laptop computers for all students grades 5-12.

Signature of Applicant:  Date: 05/22/2019

Application for  
BOARD or COMMISSION  
Appointment

Name: Derrick Parker

Address: 115 Bayberry Ln

Phone: 563 554 3971 Email: handparker@mchsi.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Collins Aerospace in Cedar Rapids. Programs Manager for Stage and Airshow product lines

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 15

Please give a brief statement of why you would like serve on this Board or Commission:

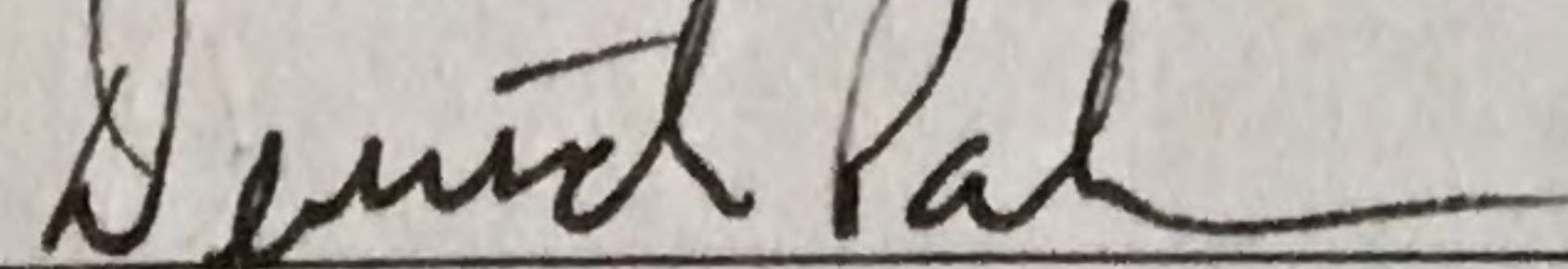
I have been serving on the Tree and Stormwater board and have enjoyed being able to support the city in the work that is required to run a well run governmental body. Having input into the direction and knowing the goals of the city have been beneficial. I would be glad to serve on other boards.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

N/A

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I am the president of the Friends of Coralville Lake (FoCL), responsible for the snowmobile trail management in the city. prior part of the Iowa Biking Coalition & coached baseball in NL rec league.

Signature of Applicant:  Date: 4/14/2019

Application for  
BOARD or COMMISSION  
Appointment

Name: Robert Strickland

Address: 60 Vixen Circle

Phone: 6303804520 Email: trainerstrick@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Steindler Orthopedic Clinic as an Orthopedic Technician

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 2 years

Please give a brief statement of why you would like serve on this Board or Commission:

I'd like to serve on these commissions to continue my civic service with the city, and ensure that we are moving in the right direction as a rapidly expanding city.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

My wife and I have a website/digital marketing business as a side business with local clients

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I'm currently serving on the Board of Adjustment, and just want to do more to help the city I live in.

Signature of Applicant:  Date: 4/24/19



Application for  
BOARD or COMMISSION  
Appointment

Name: Tyler Telford

Address: 1325 Ashley Place, North Liberty, IA 52317

Phone: 319-400-1140 Email: tylertheinsuranceguy@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Skogman Realty(Realtor) & Telford Insurance Agency(Insurance Agent)

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4 years

Please give a brief statement of why you would like serve on this Board or Commission:


I am a licensed insurance agent and realtor in the state, have lived in this amazing city for around 4 years now. I love it here and want to become a part of the city to help give back my time in anyway I can.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

I do not own any property within the city, but I do manage a rental property on Heritage Drive. I am licenesed Realtor in the state of Iowa.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I thank you for taking the time to review the application. Have a great day!

Signature of Applicant:  Date: 4/28/19

Application for  
BOARD or COMMISSION  
Appointment

Name: Marcia Ziemer

Address: 1362 Whipple Court

Phone: 847.512.4596 Email: marcia.ziemer@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Adjustment       | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Board of Appeals          | <input type="checkbox"/> Planning & Zoning Commission             |
| <input checked="" type="checkbox"/> Cemetery Board | <input type="checkbox"/> Telecommunications Commission            |
| <input type="checkbox"/> Citizen Task Force        | <input type="checkbox"/> Tree and Storm Water Board               |
| <input type="checkbox"/> Library Board of Trustees |   |

Place of employment and position:  
Transamerica - Strategic Business Planning Manager

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 6 years

Please give a brief statement of why you would like serve on this Board or Commission:

I have enjoyed serving on the Library Board of Trustees for the past 6 years, 3 of which as president, and I would like to continue serving our community through another board, either the Parks & Rec Commission or the Cemetery Board. I'd love the opportunity to represent the young families and be engaged in the broader planning for the whole community on one of these groups..

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

n/a

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Part of my professional role includes strategic planning and organization, which I would happily contribute my skills in these areas for our community.

Signature of Applicant: Marcia Ziemer Date: 4/28/19

# **Tree and Storm Water Board**



Application for  
BOARD or COMMISSION  
Appointment

Name: Darice Baxter

Address: 520 S. Front St.

Phone: 319-321-7068 Email: darice-baxter@uiowa.edu Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

UI- Design & Construction Environmental Services - Stormwater MS4Coordinator

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 13

Please give a brief statement of why you would like serve on this Board or Commission:

I enjoy living in NL. My family & I spend a lot of time outdoors utilizing our cities parks and trails. I would like to see more post construction SW BMP practices implemented in our city to reduce the flash hydrology that is eroding our small stream banks and reducing the blue algae blooms.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

My husband is the VP of Baxter Construction, INC (residential homebuilder)

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I have served in the Tree & SW board for for the last 6 years. I have 13yrs of SW experience.

Signature of Applicant:  Date: 5/1/2019

Application for  
BOARD or COMMISSION  
Appointment

Name: Michael Burrill

Address: 890 Augusta Cir, North Liberty IA 52317

Phone: 319-594-0042 Email: burrill202@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:  
Collins Aerospace - Sr. Buying Specialist

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 10 years

Please give a brief statement of why you would like serve on this Board or Commission:

I would like to be civically engaged in the development of North Liberty.

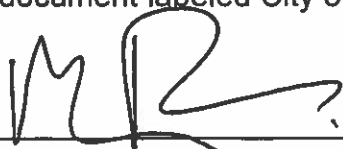
Please see attached document labeled City of North Liberty Volunteer.docx

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

None

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Please see attached document labeled City of North Liberty Volunteer.docx

Signature of Applicant: 

Date: 5/22/2019

To Mayor Terry Donahue and City Council Members,

First, I'd like to thank you for taking the time to review my application for the following volunteer positions; Planning and Zoning Commission, Tree and Stormwater Advisory Board, Board of Adjustment, and Parks and Recreation Commission. If possible, I would like to be considered for these positions in the order presented above. I would absolutely love to serve on the Planning and Zoning Commission but I would also enthusiastically embrace the opportunity to serve for these other positions as well.

I would like to serve on the Planning and Zoning Commission because I care deeply about land use and the growth of North Liberty. Briefly, I worked as Subdivision Coordinator for Washington County where I worked closely with developers, engineering and surveying companies, regulatory agencies and the public. I'm experienced at reading plat maps, survey maps and parcel information. I also interacted with county engineers to help develop a comprehensive plan for future growth and land use. A lot of our work involved subdivision expansion and coordination with local stakeholders. Ultimately, I understand the importance of local regulations and codes to ensure sustainable growth moving forward.

I graduated from the University of Iowa with a degree in Geography with an emphasis in Geographical Information Systems (GIS). This has prepared me to work in a variety of fields. That said, my career path has taken a me in a different route but I'm still passionate about urban development and city planning. A lot of my studies involved issues related to transportation, housing and land use. This would be an ideal opportunity for me to work in a field I enjoy and have an impact on the future of North Liberty. Most importantly, I'm always willing to learn and I have the interpersonal skills to work closely with others. I think that I would be a great fit to serve on any board that I've applied for.

I've lived in North Liberty for almost 10 years, a homeowner for 4 years and soon to be father in October 2019. Currently I'm working at Collins Aerospace in Cedar Rapids where I'm serving in a Senior Buyer role. Previously I've worked as a Subdivision Coordinator and managed a two local restaurants simultaneously. My family has invested in North Liberty for the long term and will take that perspective while balancing the short term issues that will likely arise while serving on the Planning and Zoning Commission.

My personal hobbies include home renovation, landscaping, reading and other outdoor activities such as golf and fishing. Basically, I enjoy anything that allows me to be active and outdoors. I especially love to play with my golden doodle puppy named Pepper. My wife is a Cyclone as she graduated from Iowa State but I'm definitely an Iowa Hawkeyes fan. I also like watching the Cubs and Bears when I have time. Most of all, I want to have a positive impact on North Liberty for my family and future generations to come. Please consider me for any of the positions above as I would love to serve in any role possible.

Thank you.

Kind Regards,

Michael

Application for  
BOARD or COMMISSION  
Appointment

Name: Derrick Parker

Address: 115 Bayberry Ln

Phone: 563 554 3971 Email: handparker@mchsi.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Collins Aerospace in Cedar Rapids. Programs Manager for Stage and Airshow product lines

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 15

Please give a brief statement of why you would like serve on this Board or Commission:

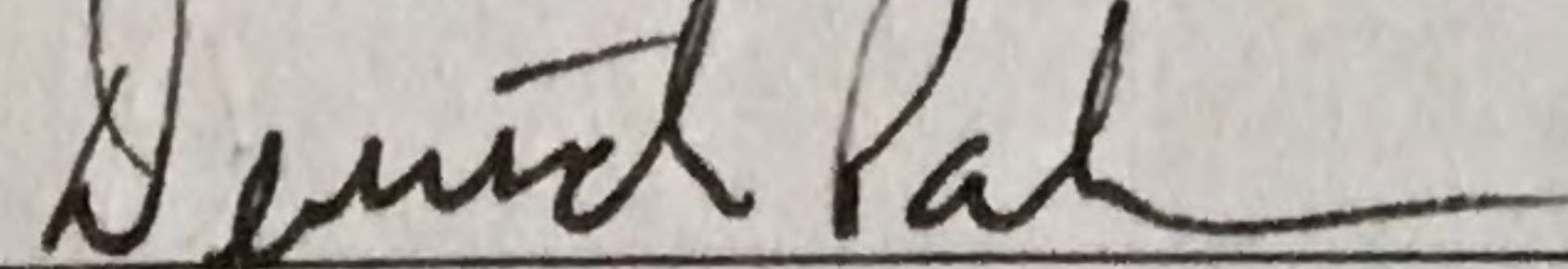
I have been serving on the Tree and Stormwater board and have enjoyed being able to support the city in the work that is required to run a well run governmental body. Having input into the direction and knowing the goals of the city have been beneficial. I would be glad to serve on other boards.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

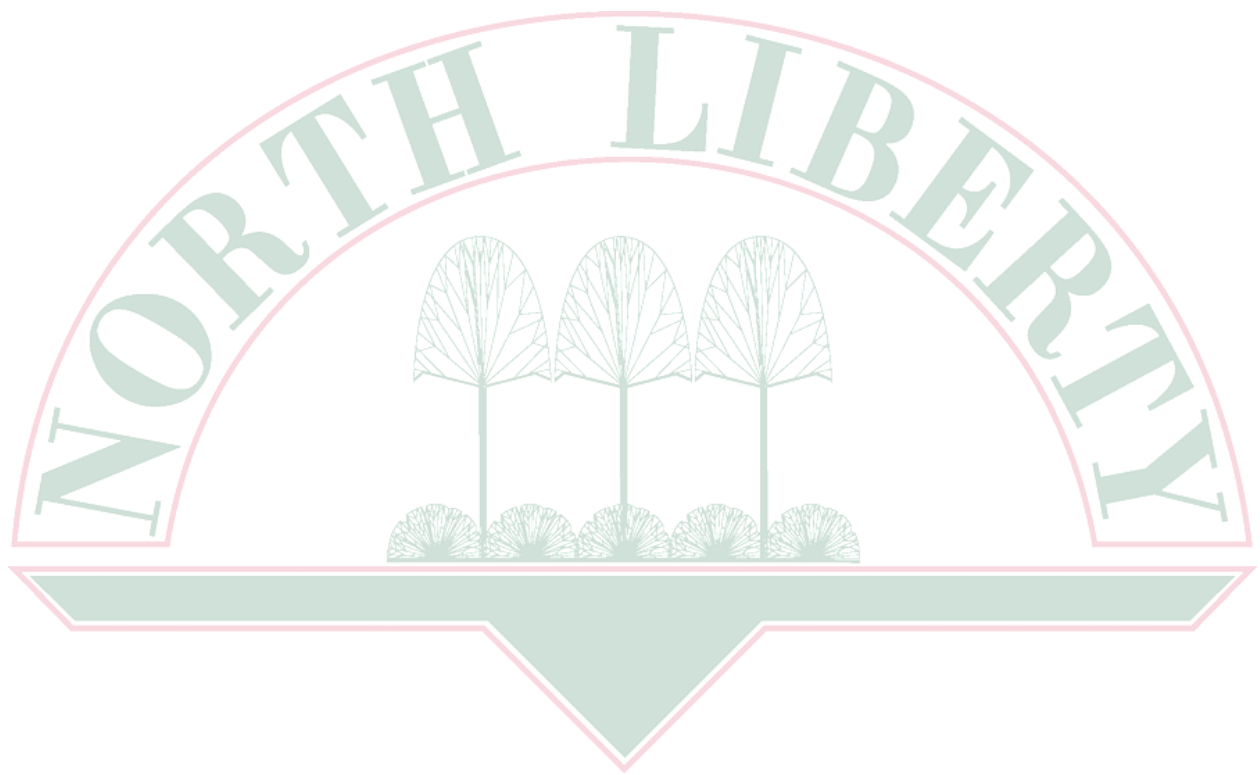
N/A

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I am the president of the Friends of Coralville Lake (FoCL), responsible for the snowmobile trail management in the city. prior part of the Iowa Biking Coalition & coached baseball in NL rec league.

Signature of Applicant:  Date: 4/14/2019

# Library Board





Application for  
BOARD or COMMISSION  
Appointment

Name: Scott Dean Clemons

Address: 1275 S Jones BLVD

Phone: 319-626-2759 Email: scott\_clemons@southslope.net Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

UnityPoint Health, Senior Database Administrator

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 23 years

Please give a brief statement of why you would like serve on this Board or Commission:

I'd like to apply what I know of information technology and what I've learned about library operations to the ongoing stewardship and vision of the library I care about.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

n/a

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I've been a library volunteer on Wednesday evenings for about 20 years.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Application for  
BOARD or COMMISSION  
Appointment

Name: Michael J. Healy

Address: 545 Locust Drive, North Liberty

Phone: 5638804030 Email: mike4030healy@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Retired (former K-12 School Superintendent, Principal, Teacher, Coach)

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4 years

Please give a brief statement of why you would like serve on this Board or Commission:

My family (daughters, sons-in-law, grandchildren) live in North Liberty and I want to help the community grow and prosper, providing everyone with a tremendous quality of life. I spent my life helping people develop and excel, as a school administrator, as a teacher and coach, as a service club volunteer (Kiwanis, Rotary, and now Optimists).

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

No connections.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Managed 200+ employees, \$9 million operating budget, \$7+ million capital improvements, negotiated contracts. developed 1-to-1 laptop computers for all students grades 5-12.

Signature of Applicant: Michael J. Healy Date: 05/22/2019

Application for  
BOARD or COMMISSION  
Appointment

Name: Jillian Hernan

Address: 455 pebble st

Phone: 541-207-7383 Email: jillianhernan81@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Adjustment                  | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Board of Appeals                     | <input type="checkbox"/> Planning & Zoning Commission  |
| <input type="checkbox"/> Cemetery Board                       | <input type="checkbox"/> Telecommunications Commission |
| <input type="checkbox"/> Citizen Task Force                   | <input type="checkbox"/> Tree and Storm Water Board    |
| <input checked="" type="checkbox"/> Library Board of Trustees |  |

Place of employment and position:

Tiffin Pharmacy - pharmacy manager

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 10 years

Please give a brief statement of why you would like serve on this Board or Commission:

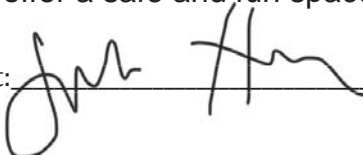
I have been a long time resident of North Liberty and would like to get more involved in the community. Both my son and I are patrons of the library, it's one of our favorite places. I would love to help ours continue to grow and thrive.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

None

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I am pharmacist with an interest in health and wellness. I would love to be a part of the library, helping to offer a safe and fun space for our community to learn and grow together.

Signature of Applicant:  Date: 5/2/19

Application for  
BOARD or COMMISSION  
Appointment

Name: Randy J. Langner

Address: 370 Carlyle Dr., North Liberty, IA 52317

Phone: 319 621-6898 Email: rjlangner@msn.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

VA Hospital Chaplain

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 7 yrs total

Please give a brief statement of why you would like serve on this Board or Commission:

We have two 8 year old children who enjoy using the library and have an annual family membership at the Community Center. My education includes a Bachelor's degree and Master's degree. I am a Navy Veteran who has traveled the world. I feel that I would be able to bring cultural knowledge and experience to the committee and be a great asset to the Library Board if chosen +

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

None

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

It would be an honor to be chosen to serve with the trustees presently serving.

Signature of Applicant: Randy J. Langner 196909 Digitally signed by Randy J. Langner  
196909  
Date: 2019.04.27 09:06:32 -05'00' Date: 4/27/2019

Application for  
BOARD or COMMISSION  
Appointment

Name: Lindsay Moen

Address: 1330 Whipple Ct, North Liberty

Phone: 605-202-1225 Email: lindsay-moen@uiowa.edu Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Public Services Librarian at the University of Iowa Special Collections and University Archives

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4 years

Please give a brief statement of why you would like serve on this Board or Commission:

My experience as an academic librarian in a special collections and archival library would allow me to bring a unique perspective to the Library Board of Trustees. I also served on the Coralville Library Board of Trustees for 3 years until moving to North Liberty, and really enjoyed the experience.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

None.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I'm looking for additional ways to get involved in the community, and believe this would be a great fit.

Signature of Applicant: Lindsay Moen Date: 5-23-19

Application for  
BOARD or COMMISSION  
Appointment

Name: Linda Ruggles

Address: 1316 Nicholas Lane

Phone: 573-694-2847 Email: lruggles2@aol.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:  
Medirevv Patient Representative

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4 yrs on June 30

Please give a brief statement of why you would like serve on this Board or Commission:

I marked 2 that I would be pleased to participate on. I would assume the Tree and Stormwater Board isn't as popular as the Parks & Rec or Library, so I volunteered to serve on it because North Liberty has some very pretty trees that need safe keeping! I also choose the Library as I love BOOKS over electronic reading devices (I was given a Nook- but never use it :-)) and reading. So I put down 2 +

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

none

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I enjoy working on teams, committee's etc. I also enjoy solving problems. I would like to meet people interested in books, preserving nature, gardens, public health concerns and community safety! +

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# Communications Advisory Commission



Application for  
BOARD or COMMISSION  
Appointment

Name: Keshia Fields  
Address: 445 Heritage Place, North Liberty, IA 52317  
Phone: 319.669.9386 Email: keshiafields@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Adjustment       | <input type="checkbox"/> Parks & Recreation Commission  |
| <input type="checkbox"/> Board of Appeals          | <input type="checkbox"/> Planning & Zoning Commission   |
| <input type="checkbox"/> Cemetery Board            | <input checked="" type="checkbox"/> Telecommunications Commission<br><i>Communications Advisory</i> |
| <input type="checkbox"/> Citizen Task Force        | <input type="checkbox"/> Tree and Storm Water Board   |
| <input type="checkbox"/> Library Board of Trustees |   |

Place of employment and position:  
Johnson County Public Health, Administrative Clerk II

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4+

Please give a brief statement of why you would like serve on this Board or Commission:

I have previously served on the commission board and feel I can offer a perspective of the needs of target demographics in the city in regards to effective communication. I have enjoyed being on the advisory board and would like to continue on in hopes of expanding our outreach not just to the majority of residents, but also to the residents who feel forgotten.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

In working at Public Health, I am tasked with goal of reaching out to county residents in different forms to educate and inform of health needs, concerns and opportunities.

Signature of Applicant: *Keshia Fields*

Date: May 23, 2019



Application for  
BOARD or COMMISSION  
Appointment

Name: Michael J. Healy

Address: 545 Locust Drive, North Liberty

Phone: 5638804030 Email: mike4030healy@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Retired (former K-12 School Superintendent, Principal, Teacher, Coach)

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4 years

Please give a brief statement of why you would like serve on this Board or Commission:

My family (daughters, sons-in-law, grandchildren) live in North Liberty and I want to help the community grow and prosper, providing everyone with a tremendous quality of life. I spent my life helping people develop and excel, as a school administrator, as a teacher and coach, as a service club volunteer (Kiwanis, Rotary, and now Optimists).

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

No connections.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Managed 200+ employees, \$9 million operating budget, \$7+ million capital improvements, negotiated contracts. developed 1-to-1 laptop computers for all students grades 5-12.

Signature of Applicant: Michael J. Healy Date: 05/22/2019

Application for  
BOARD or COMMISSION  
Appointment

Name: Lydia Saxe

Address: 215 Autumn Ct, North Liberty, IA 52317

Phone: 319-360-8401 Email: lyd.m.saxe@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Communication  
Advisory

Place of employment and position:

de Novo Marketing, Operations Manager

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 4.5 years

Please give a brief statement of why you would like serve on this Board or Commission:

I'm a young professional living in North Liberty with 10 years of experience working in the marketing + communications field. I believe I could offer valuable insight and ideas for North Liberty's communications initiatives.

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

N/A

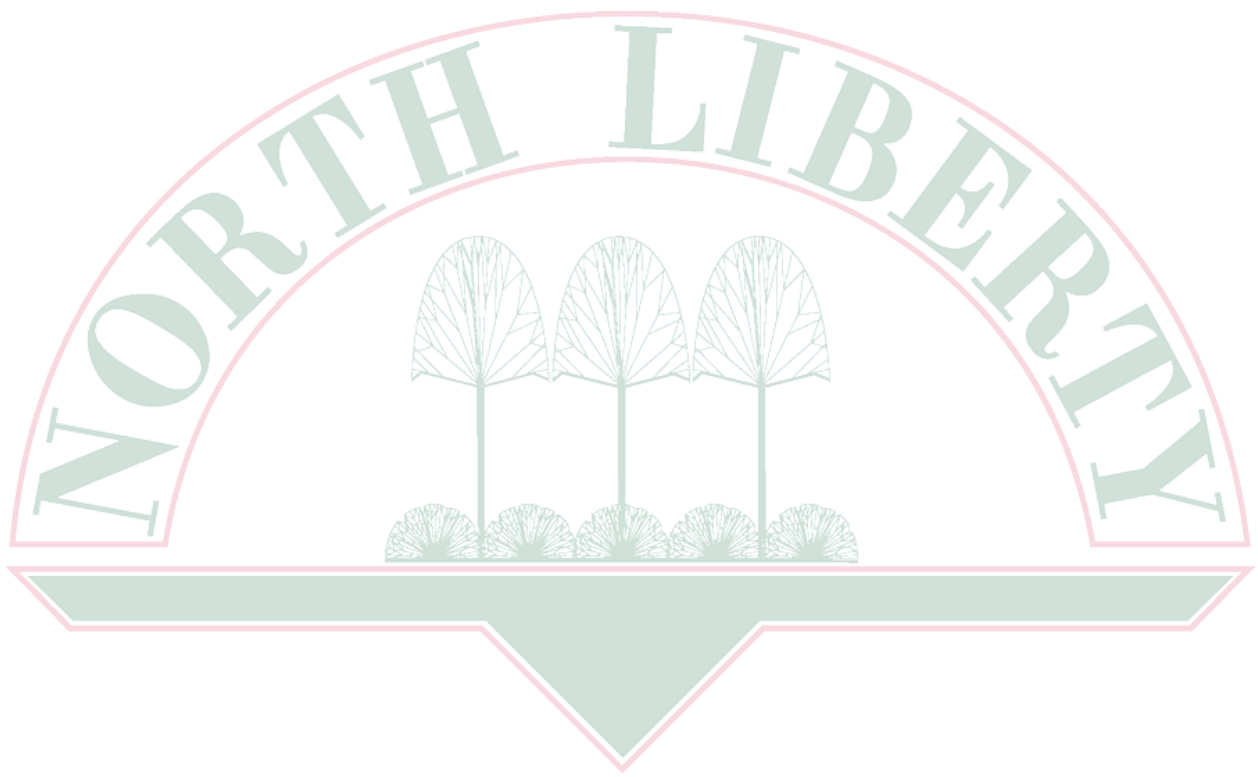
Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I love the community of North Liberty and enjoy living here. I also volunteer with the Local Women's Foundation and the U of IA Women in Business.

Signature of Applicant: [Signature]

Date: 5/22/19

# Cemetery Board



Application for  
BOARD or COMMISSION  
Appointment

Name: Jeremy Ziemer

Address: 1362 Whipple Ct., N. Liberty, IA 52317

Phone: 847-848-2586 Email: jeremywkziemer@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

Board of Adjustment

Board of Appeals

Cemetery Board

Citizen Task Force

Library Board of Trustees

Parks & Recreation Commission

Planning & Zoning Commission

Telecommunications Commission

Tree and Storm Water Board

Place of employment and position:

Transamerica Insurance Company

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 6 yrs

Please give a brief statement of why you would like serve on this Board or Commission:

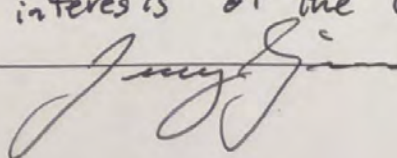
*I would like to continue to serve on this Board. The Board benefits from having a diverse set of opinions. With my background as an actuary and my youthfulness, I can offer perspectives that might not otherwise be heard.*

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

*I do not have any real estate, business, or commercial interests within the City.*

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

*I have served on the Board and have learned the history of the governance of the cemeteries. I am an active Board member who contributes to Board operations and decisions that reflect the interests of the City.*

Signature of Applicant:  Date: 4/29/2014

Application for  
BOARD or COMMISSION  
Appointment

Name: Marcia Ziemer

Address: 1362 Whipple Court

Phone: 847.512.4596 Email: marcia.ziemer@gmail.com Gender:  Male  Female

I would like to volunteer to serve on the:

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Adjustment       | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Board of Appeals          | <input type="checkbox"/> Planning & Zoning Commission             |
| <input checked="" type="checkbox"/> Cemetery Board | <input type="checkbox"/> Telecommunications Commission            |
| <input type="checkbox"/> Citizen Task Force        | <input type="checkbox"/> Tree and Storm Water Board               |
| <input type="checkbox"/> Library Board of Trustees |   |

Place of employment and position:  
Transamerica - Strategic Business Planning Manager

Are you a citizen 18 years of age or older?  YES  NO

Are you a resident of North Liberty?  YES  NO

Length of residence in North Liberty: 6 years

Please give a brief statement of why you would like serve on this Board or Commission:

I have enjoyed serving on the Library Board of Trustees for the past 6 years, 3 of which as president, and I would like to continue serving our community through another board, either the Parks & Rec Commission or the Cemetery Board. I'd love the opportunity to represent the young families and be engaged in the broader planning for the whole community on one of these groups..

Please note any real estate, business or commercial interests within the City, other than your primary residence, for the purpose of identifying any actual or potential conflicts of interest:

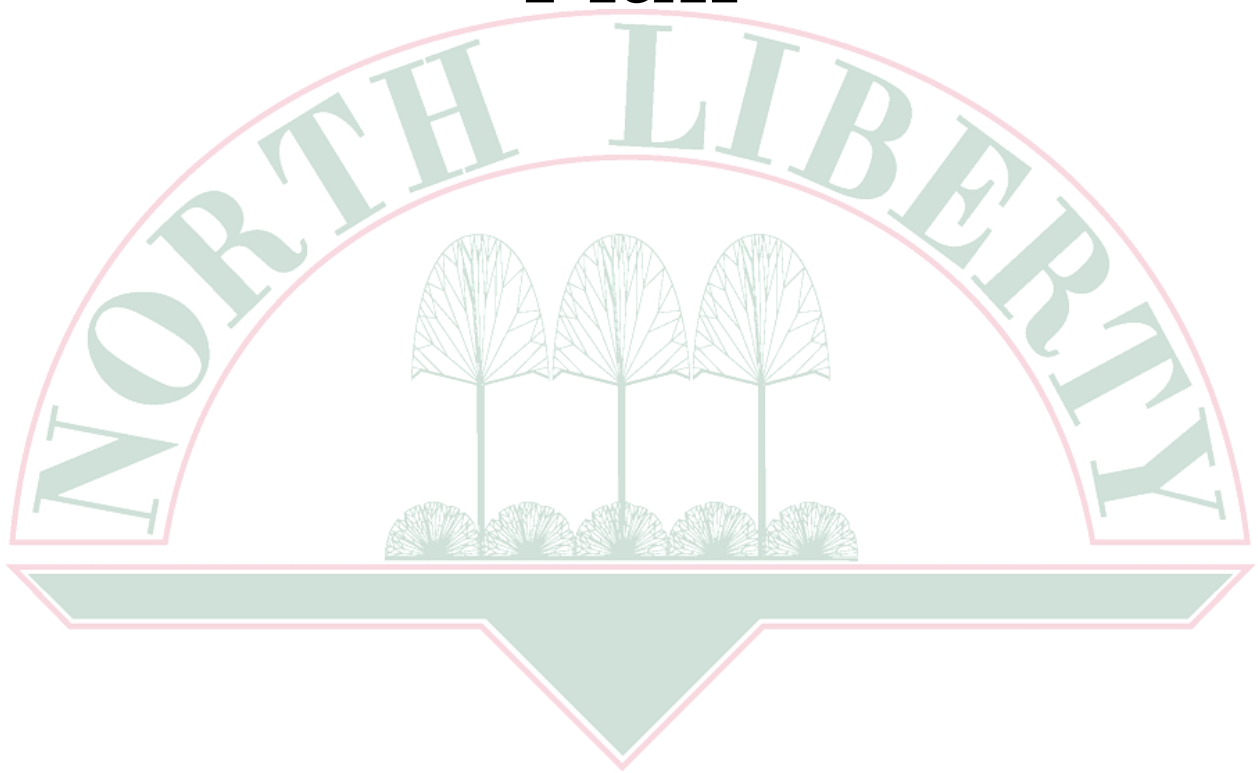
n/a

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

Part of my professional role includes strategic planning and organization, which I would happily contribute my skills in these areas for our community.

Signature of Applicant: Marcia Ziemer Date: 4/28/19

# Tin Roost Amended Site Plan





Recommended for approval with conditions by Planning Commission on 6/4/2019.

May 30, 2019

## **Memo**

To: North Liberty Planning Commission  
From: Dean Wheatley, Planning Director  
Subject: Revised Site Plan for Tin Rooster Restaurant to establish a grassy lawn area for customer use near the current patio  
(Legal: Lot 12 Liberty Centre Part One)

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  
Grant Lientz, City Attorney  
Kevin Trom, City Engineer  
Dean Wheatley, Planning Director

This request, if approved, will permit the establishment and limited use of a large lawn area beyond the patio currently used for outside eating at the Tin Roost restaurant, located at the southwest corner of West Penn Street and Community Drive. The property is zoned C-2-A Commercial, and the proposed fenced lawn area is adjacent to the Liberty Centre Pond. The closest residential buildings are condominiums about 400' to the southwest, then duplexes along Cherry Street, about 900' away.

The original outside eating area was approved in 2016 as part of the original restaurant plans. At that time the staff report noted:

*Although Liberty Centre is a commercial area and the pond was intended for just the sort of use proposed, the level of music amplification will need to be carefully modulated to avoid nuisance levels for nearby residential areas. This outside eating area should be developed as a commercial adult urban space and not a loud venue.*

It is accurate to report that the City has needed to deal with several complaints about loud music over the past 18 months. The owners have assured staff that they have shifted the nature of their outside music from loud multi-instrument acts to more acoustic offerings, and have limited the hours of music to end at 9:00 PM rather than the previous 10:00 PM.

The Zoning Ordinance specifies provisions that apply to every outdoor eating accessory use; however, this new proposed area would not technically be considered the same way an outdoor eating area accessory use as approved for the existing patio. This area would be much less formal, and is described by the owner as follows:

*The intention of Tin Roost is to extend our ability for guests to be able to take advantage of our lawn area while enjoying alcoholic beverages. We have recently purchased adult and kid friendly yard games, as examples: such as giant checkers, ladder toss (golf toss) and bags (cornhole) etc. We are not planning on any permanent structure in the lawn area. We are planning on putting up the signs that say no alcohol beyond this point at the entrance of our sidewalk to the East and south (that connects the city sidewalk with our sidewalk) and along our East property line along our sidewalk next to the parking lot.*


Staff proposes the following conditions to control its limited use:

1. A fence shall be constructed by the owners and maintained around the requested area.
2. There will be no lighting other than that existing for the permanent restaurant.
3. Uses for the lawn area include but are not limited to eating, drinking, various outdoor lawn games such as “bags”, children’s games, and similar uses. Owners will contact the City regarding special events intended to draw a crowd beyond that expected with normal restaurant operations.
4. No kegs, tappers, grills, or other eating or drinking serving equipment, temporary or permanent, shall be used in the lawn area.
5. No permanent tables or chairs are permitted in the lawn area, and no food or alcohol service shall be provided there. Food and drink may be consumed there.
6. No activities are permitted on the lawn area after dark each day, generally defined as one-half hour after sunset.
7. No equipment shall be stored in the lawn area when not in use.
8. No garbage will be allowed to remain on the lawn area when not in use.
9. Placement of typical backyard or playground equipment is to be approved by the City prior to purchase and installation.
10. A building permit will need to be obtained from Building Department for construction of the area.

Staff recommends approval of the revised site plan with the conditions shown above.



## Details of the revised site plan



**2-Rail<sup>®</sup>  
CertaGrain<sup>®</sup> Texture**

Rail Size (White):  
1-1/2" x 5-1/2" Ribbed

Rail Size (Blend Colors\*):  
2" x 6" Ribbed

Ribbed Reinforced Rails

White	Weathered Blend	Arctic Blend	Brazilian Blend	Sierra Blend
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2-Rail CertaGrain Texture in Arctic Blend



**Resolution No. 2019-65**

**RESOLUTION APPROVING THE REVISED DEVELOPMENT  
SITE PLAN FOR LIBERTY CENTRE - PART ONE, LOT 12,  
NORTH LIBERTY, IOWA**

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

**WHEREAS**, the owner, PFS, LLC, has filed with the City Clerk a revised development site plan;

**WHEREAS**, the property is legally described as:

Lot 12, Liberty Centre - Part One, North Liberty, Iowa;

**WHEREAS**, the development site plan was approved on June 14, 2016;

**WHEREAS**, said revised site plan is found to conform with the Comprehensive Plan and the Zoning Ordinance of the City of North Liberty; and

**WHEREAS**, said revised site plan has been examined by the North Liberty Planning and Zoning Commission, which recommended that the site plan be approved with the following conditions:

1. A fence shall be constructed by the owners and maintained around the requested area.
2. There will be no lighting other than that existing for the permanent restaurant.
3. Uses for the lawn area include but are not limited to eating, drinking, various outdoor lawn games such as "bags", children's games, and similar uses. Owners will contact the City regarding special events intended to draw a crowd beyond that expected with normal restaurant operations.
4. No kegs, tappers, grills, or other eating or drinking serving equipment, temporary or permanent, shall be used in the lawn area.
5. No permanent tables or chairs are permitted in the lawn area, and no food or alcohol service shall be provided there. Food and drink may be consumed there.
6. No activities are permitted on the lawn area after dark each day, generally defined as one- half hour after sunset.
7. No equipment shall be stored in the lawn area when not in use.
8. No garbage will be allowed to remain on the lawn area when not in use.
9. Placement of typical backyard or playground equipment is to be approved by the City prior to purchase and installation.
10. A building permit will need to be obtained from Building Department for construction of the area.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of North Liberty, Iowa, does hereby approve the revised development site plan for Liberty Centre – Part One, Lot 12, North Liberty, Iowa.

**APPROVED AND ADOPTED** this 11th day of June, 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

# Colony Pumpkin Patch Conditional Use Permit



# Conditional Use Permit Request

JOHNSON COUNTY BOARD OF ADJUSTMENT - APPLICATION FOR PUBLIC HEARING

Date of Application: 5/15/19

Parcel ID #: 0718351001

Application #: BoA-19-27746

In accordance with Chapter 8:1.20 of the Johnson County Unified Development Ordinance, the undersigned requests consideration and approval of a Conditional Use Permit located on the property herein described:

Colony Farms 2780 Front St. NE North Liberty, IA

**Parcel #: 0718351001**

Proposed Use Seasonal Ag Events at Colony Pumpkin Patch and Corn Maze

Address of Location 2780 Front St. NE North Liberty, IA Penn Township

Owner of Record and Address: Frank E. Colony Trust Peg Colony, trustee - same address

This application shall be filed with the Johnson County Planning, Development and Sustainability Administrator complete with the following information:

1. A location map for the proposed site.
2. A document explaining the proposed use including but not limited to the number of employees, parking facilities, days and hours of operation, provisions for water and wastewater, type of equipment to be used, and signage.
3. 10 copies of the required site plan identifying the access, the structure(s) to be used for the proposed business, and any Supplemental Conditions as required.
4. The names and addresses of all owners of property within 500 feet of the property described in this application.
5. \$250.00 application fee plus a \$10 sign fee (\$260.00 total). Cash or check only. Please make checks payable to the Johnson County Treasurer.
6. Applications within two (2) miles of any city must notify that city.

**Dean and Katie Colony**

Applicant or Representative (Please Print)

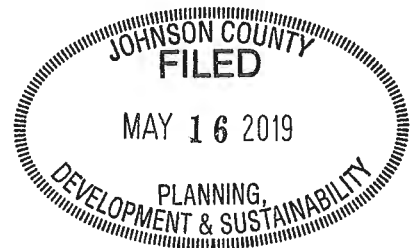
*Dean and Katie Colony*  
Signature of Applicant, owner, contract purchaser, or agent

**1055 Front St NE N Liberty, IA 52317**

Address

**319-626-6091/319-530-0394(D)/319-430-5672(K)**

Telephone number



2019 Seasonal Ag CUP

Proposed Use:

Pick-your-own pumpkin patch, corn maze (day and limited nights), kids activities, hayrack rides, etc. all as done in past years. Also included are events/gatherings associated with the fall season and pumpkin patch ie. fall festival, kids' birthdays, fundraiser 5K, farm dinner. Possibly also adding Friday night movie nights throughout the summer. Limited food available on site + food trucks/NL Optimists throughout season.

Hours: M-F 4-7p + daytime field trips between 9a-2p  
S-S 10a-7p  
Flashlight maze F & S 7-10p in October only

Dates: June 21-July 21=31  
August 23-November 3=73

-# Employees - 2 - 40

-Equipment needed - General farm equipment, concession equipment, coolers, iPads, etc.

-Parking Lot - 4 acre farm field. Paved entrance off of Front St. NE with gravel pathways throughout field.

-Lighting - Portable light generator. Overhead farm lightning. String lighting in the main gathering space. Tractor and utility vehicle lighting. Flashlights.

-Water/Bathroom area - permanent non-potable water is available at the farm. Potable water brought over from city served home. 4+ portable bathrooms + 1 hand washing station located in various areas around the farm. All permitted through JoCo Public health.

-Signage - 4x4 Pumpkin Patch sign at entrance with hours of operation. Other directional signs permitted through City of NL.





PVO Pumpkins

Corn/Soybeans

Sunflowers

Hayrack Trail

Corn Maze

Play Area

Parking

Corn Cannon

Play

Hayrack Exit

Google Earth

© 2018 Google

Front St NE



# North Liberty

Frank Colony Trust Property/  
Colony Pumpkin Patch

JOHNSON COUNTY  
FILED  
MAY 16 2019  
PLANNING  
DEPARTMENT & SUSTAINABLE  
DEVELOPMENT

W Penn St F28

965

© 2016 Google

Kansas Ave NE

ones Blvd

St Andrews Dr

Hauer Dr

Prairie St

Fairview Ln

Augusta Cir

Elm Ridge Dr

Ridge Trail

Sara Ct

Burr Dr

Sadler Dr

Rachel St

Hawkeye Dr

Hocher Dr

Illini Ct

Abigail Ave

Windsor Rd

E Tartan Dr

Juniper St Iowa River Corridor Trail

W Walnut St

W Zeller St

Birch Ct

S Front St

N Dubuque St

Naples Ave NE

North Liberty Rd NE





June 6, 2019

## **Memo**

To: North Liberty City Council  
From: City Staff  
Subject: Colony County Conditional Use Approval Request

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  
Grant Lientz, City Attorney  
Kevin Trom, City Engineer  
Dean Wheatley, Planning Director

**Application and Review.** This request from Colony Farms to approve substantial expansion of their commercial operation at 2780 S Front Street is referred to the City for comment, based on the Fringe Area Agreement between the City and Johnson County. The timeline for commenting to the County dictated that no input was possible from the Planning Commission. The property is situated in what is classified F2, a “Near-Term Urban Growth Area” under the Fringe Area Agreement. The terms of that agreement provide that unincorporated development in an F2 area is strongly discouraged, and that residential, commercial, and industrial land uses are encouraged as recommended and described in the City’s Comprehensive Plan. A comment noting disapproval from the North Liberty City Council would, per Johnson County Ordinance, require a supermajority vote of the Johnson County Board of Adjustment to approve the proposed Conditional Use Permit.

**Report Summary.** The request from Colony Farms proposes to substantially expand on what has up to this time been a fall seasonal event, to include not only expansions in dates open, but also expansions in activities offered at the property. The one-time community-oriented seasonal event has grown over the years to the point where this new proposed expansion creates a true commercial enterprise in the heart of residential neighborhoods of North Liberty.

**Background.** The property is in the County, not in North Liberty, but is surrounded on three sides by North Liberty neighborhoods. In years before 2014, the “Pumpkin Patch” operation at Colony Farms was a low-key community-oriented event featuring a few nights of hayrack rides, a corn maze, and pumpkin purchase staffed by volunteers. Those activities qualified as “seasonal agricultural events” under the County zoning regulations, and special exceptions from some City requirements such as commercial signage were granted by the City in recognition of the community asset. From about 2014 on, significant changes have occurred at the farm and at the event. Commercial activities such as zip lining have been added to increase attendance, commercial lighted signage was added, and large grass and gravel parking lots have been introduced. Colony Farms qualifies these additions as part of the “seasonal agricultural

events”.

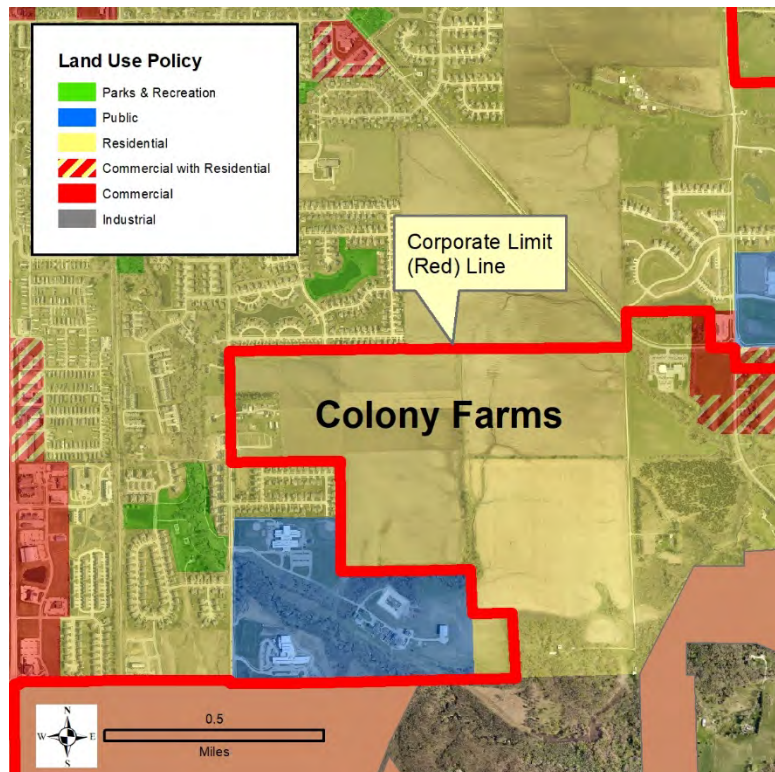


Proposal. Colony Farms proposes to increase the dates open to now include 31 additional days in June and July, in addition to August 23-November 3. As many as 40 employees may be hired for the operation. Uses now are proposed to include festivals, birthday parties, runs, dinners, movies, and food.

Land Use Plan. The Land Use Plan for this area indicates a preference for residential development. It is surrounded on three sides by residential development in North Liberty.

Land Use Plan policies related to this request include the following sections.

- In order to maintain a strong economic and social base for North Liberty, growth and diversification are viewed as positive; however, this growth and diversification needs to be accomplished in an orderly, organized and coordinated fashion in order to preserve North Liberty's reputation for having a "small-town" family-friendly atmosphere. The City should



pursue projects and guide growth in ways that will preserve and encourage the small city character while accommodating additional, orderly development.

- Develop and implement a cohesive, efficient land use pattern that ensures compatibility, functional relationships, and complementary adjacent activities among land uses.
- Protect property values through logical placement of land uses and streets, through protection of natural features and through strong property maintenance regulations.
- Utilize physical barriers, distances, screens, sizing of building units, and/or proper physical orientation of lots and buildings to minimize conflicts from incompatible land uses. Wherever possible, changes in types of land use shall occur either at center, or mid-block points so that similar uses front on the same street, or at borders of areas separated by major man-made or natural barriers.
- Reinforce, maintain, and upgrade the character of individual residential neighborhoods.

In this case, staff asserts that the proposal does not support orderly, cohesive, logical, and compatible land use patterns.

Zoning. In rezoning considerations, *suitability* and *compatibility* are key issues in addition to land use policy, while specifics of proposed development are managed through site plan and plat review.

Addressing those decision points:

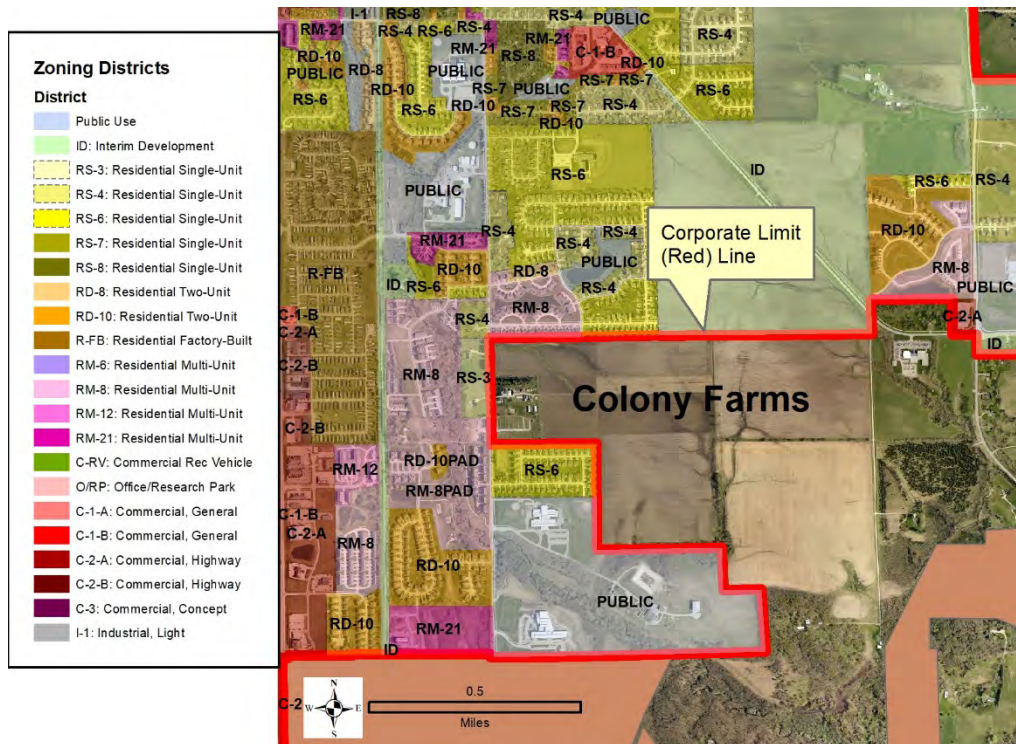
Suitability:

- The site is physically suitable for the uses proposed.
- The suitability of North Front Street for commercial traffic in this area is unknown. If approved, a traffic study should be completed to determine whether some sort of traffic control is warranted.

Compatibility:

- This is clearly a commercial use with commercial characteristics, and is not compatible with surrounding residential neighborhoods or with planned future city development. Impacts include:
  - Traffic congestion.
  - Nighttime overhead lighting.
  - Noise from events.
  - Dust and mud tracking from on-site parking.

This type of commercial expansion into residential neighborhoods is one reason why cities have zoning and segregate incompatible uses from each other.



County Agricultural Uses. Through the expansion of the Pumpkin Patch, Colony Farms has incrementally converted this property into a commercial business over multiple years. The two questions related to this are: Is this truly operating as Seasonal Agricultural Events any longer, and is this an appropriate location for a growing commercial use? For reference, if this use was under consideration within North Liberty, commercial zoning would be required and the following commercial requirements would need to be met:

- Hard-surface all parking and driveways.
- Provide storm water management.
- Provide adequate parking for employees and visitors, at rates specified in the Zoning Ordinance.
- Fire and Building Code requirements would need to be met for all structures used on the site, and for site access.
- ADA requirements would need to be met.

Staff cannot recommend approval of this request, based on objective data outlined above. If Council is inclined to recommend approval to the County, we strongly suggest that Colony Farms be required to meet commercial standards similar to all businesses in the city, as noted in the preceding paragraph.



# Blues and BBQ Special Event Permit



# Special Events Permit Application

---

EVENT NAME \_\_\_\_\_

1. EVENT APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

2. EVENT DESCRIPTION: Check the appropriate box and describe your event.

Parade  Festival  Block Party  Walk/Run  Fund Raiser  Other

Describe event: \_\_\_\_\_

3. EVENT LOCATION \_\_\_\_\_

4. EVENT DATE \_\_\_\_\_ EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

5. SET UP DATE & TIME \_\_\_\_\_ TAKE DOWN DATE & TIME \_\_\_\_\_

6. RAIN DATE & TIME \_\_\_\_\_

7. PARKING AND TRAFFIC PLAN \_\_\_\_\_

8. PARTIAL STREET CLOSURE  YES (ATTACH MAP)  NO LOCATION(S) \_\_\_\_\_

9. SIZE OF EVENT (estimated number of people on-site at one time)

( ) 24 or less ( ) 251 - 500 ( ) 1501 - 2000 ( ) 7501 - 10,000  
( ) 25 - 100 ( ) 501 - 1000 ( ) 2001 - 5000 ( ) 10,001 or more  
( ) 101 - 250 ( ) 1001 - 1500 ( ) 5001 - 7500

---

10. EVENT CONTACT PERSON(S):

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

11. EMERGENCY WEATHER CONTACT PERSON(S):

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**12. ON-SITE CONTACT PERSON(S):**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**13. PORTABLE TOILETS NEEDED**  YES  NO **NUMBER OF TOILETS** \_\_\_\_\_

**LOCATION(S) OF TOILETS** (Please indicate on site plan)

**14. TYPES OF ACTIVITIES/VENUES**

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**a. NON-FOOD VENDORS, CONCESSIONAIRES, RIDES**

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**b. FOOD VENDORS**

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**c. TENTS (size, type, and purpose of each tent. Please indicate on the site plan)**

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**15. LIST OF EQUIPMENT NEEDING UTILITIES**

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a. ELECTRICAL SOURCE \_\_\_\_\_

Name of State of IA Master A Electrical Contractor: \_\_\_\_\_

Electrical Permit Number (if known): \_\_\_\_\_

b. WATER SOURCE \_\_\_\_\_

**NOTE: ELECTRICAL SOURCE MUST MEET THE NEEDS OF THE EQUIPMENT TO BE USED.**

**16. ALCOHOLIC BEVERAGES SERVED**

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ALCOHOLIC BEVERAGE LICENSE OBTAINED?  YES  NO

NAME LICENSE IS (OR WILL BE) APPLIED UNDER \_\_\_\_\_

**17. SECURITY PLANS INCLUDE SECURITY PROVIDER NAME AND CONTACT INFORMATION:**

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a. HAVE THE POLICE BEEN CONTACTED ABOUT  
CROWD OR TRAFFIC CONTROL?

YES  NO

b. Name of Officer contacted: \_\_\_\_\_ Date: \_\_\_\_\_

18. SITE PLAN ATTACHED?

YES  NO

19. WEATHER PLAN ATTACHED?

YES  NO

20. INDEMNITY AGREEMENT SIGNED AND ATTACHED?\*

YES  NO

21. ADA COMPLIANT?

YES  NO

22. INSURANCE CERTIFICATE ATTACHED?

YES  NO

23. PERMIT FEE INCLUDED? (\$50.00)

YES  NO

24. DAMAGE DEPOSIT INCLUDED (AMOUNT \$ \_\_\_\_\_)

YES  NO

\* Not required for events held on private property.

***I have read this Special Event Agreement and Permit Application booklet and have accurately and truthfully completed the application to the best of my knowledge. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the booklet.***

Jillian Miller  
Signature

5.30.19

Date

# **Indemnity Agreement**

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In consideration for the granting of permission by the City of North Liberty, Iowa to the undersigned for the use of the following described property:

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For the following purpose only: \_\_\_\_\_

On the following date(s): \_\_\_\_\_

The undersigned agrees to defend, indemnify and hold harmless the City of North Liberty, its agents, officers and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property.

The undersigned further agrees upon receipt of notice from the City of North Liberty to defend at its own expense the City of North Liberty, its agents, officers and employees from any action or proceeding against the City of North Liberty, its agents, officers or employees arising out of or caused by the use of such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of North Liberty, its agents, officers and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers and employees in the action.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: *Jillian Miller*

Title: \_\_\_\_\_

## Site Plan

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If submitting a hardcopy of the application, please create the site plan using the instructions below and include with the application pages.

If submitting an online application, please create the site plan, save as a pdf and attach to the online application.

### Instructions for creating the site plan:

#### **Site Maps:**

Site maps are recommended such as those obtained from [www.maps.google.com](http://www.maps.google.com) and [www.mapquest.com](http://www.mapquest.com).

Please include a detailed layout of the event area and indicate the location of all of the following, (if applicable):

- Stages
- Tents
- Power and water sources
- Rides
- Food vendors
- Retail vendors
- Alcohol sales
- Portable toilets
- Temporary traffic control devices (barricades, cones, etc.)
- Proposed parking
- Fire vehicle and residential traffic access

**Please note:** Run/Walk (road races) events require the use of the City's preapproved route. The detailed map should include the location of other uses and activities during the event. This map should include the following:

- Start/Finish location
- Location of where safety personnel will be stationed during the event
- Location of temporary traffic control devices (if applicable)
- Any items on the above list that apply

## **Weather Plan**

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If submitting a hardcopy of the application; please complete and include this page with the application pages.

If submitting an online application; please complete this page, save as a pdf and attach to the online application.

**1. How do you plan to track inclement weather?**

Please see attached weather plan

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Examples include:

- National Oceanic Atmospheric Administration (NOAA) weather radio or other weather monitoring device(s).
- Cell phone notification to on-site contact person(s).

**2. Who is responsible for getting the word out to attendees regarding inclement weather conditions and how will they do it?**

Please see attached weather plan

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**3. Where will your attendees seek shelter and has permission been granted for the space(s)?**

Please see attached weather plan

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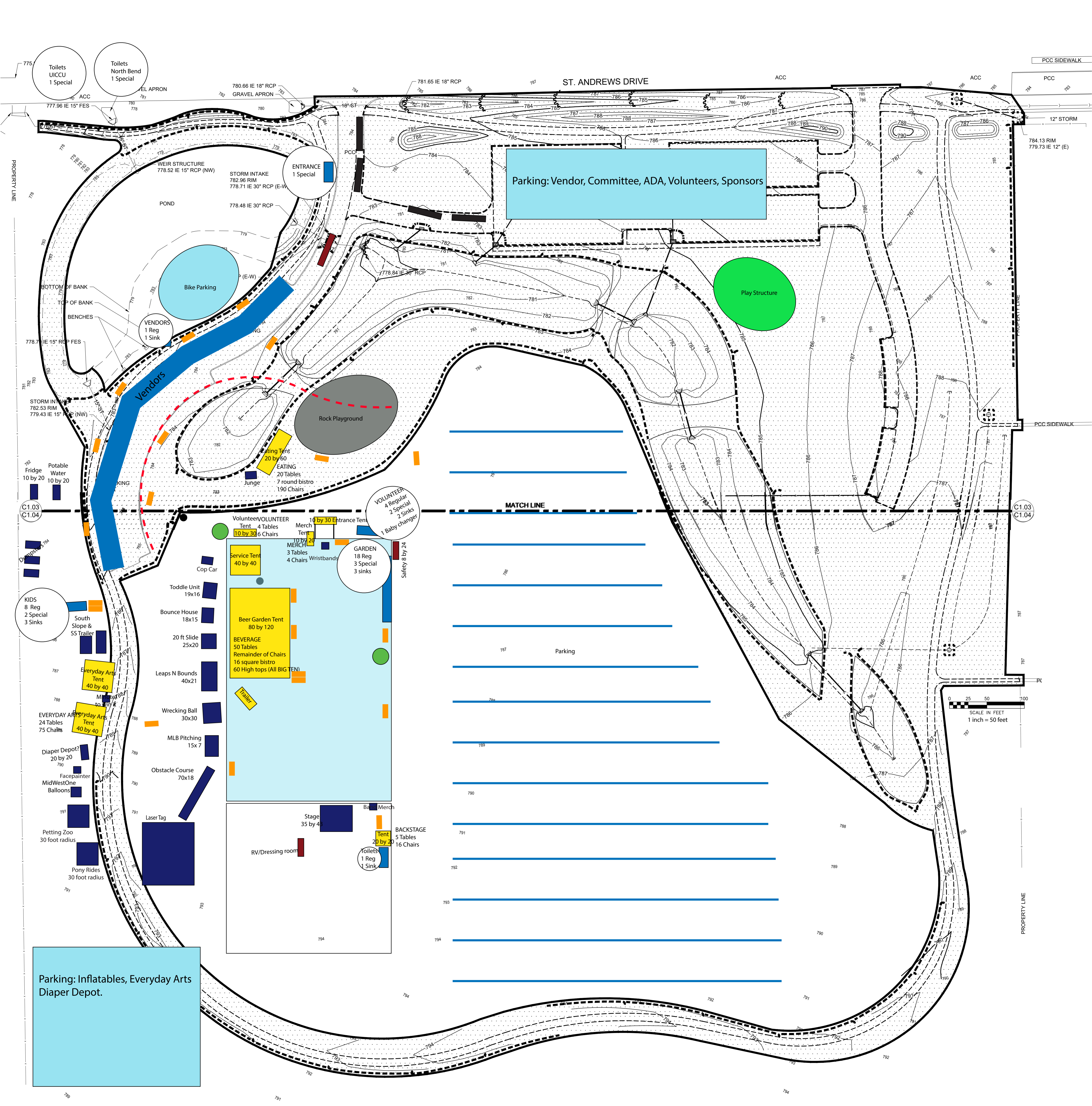
**4. Alternative rain date and/or contingent weather plan:**  
(Cancellation of event, rescheduling, rain delay, etc.)

Event will not be rescheduled

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**5. Other related information:**

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Parking: Vendor, Committee, ADA, Volunteers, Sponsors

Play Structure

Vendors

Rock Playground

Volunteer Tent  
4 Tables  
10 by 30  
6 Chairs

Merch Tent  
20 by 20

Service Tent  
40 by 40

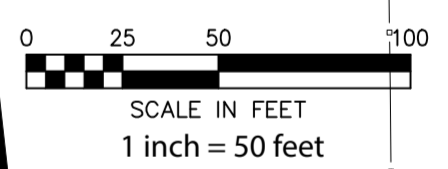
BEVERAGE  
50 Tables  
Remainder of Chairs  
16 square bistro  
60 High tops (ALL BIG TEN)

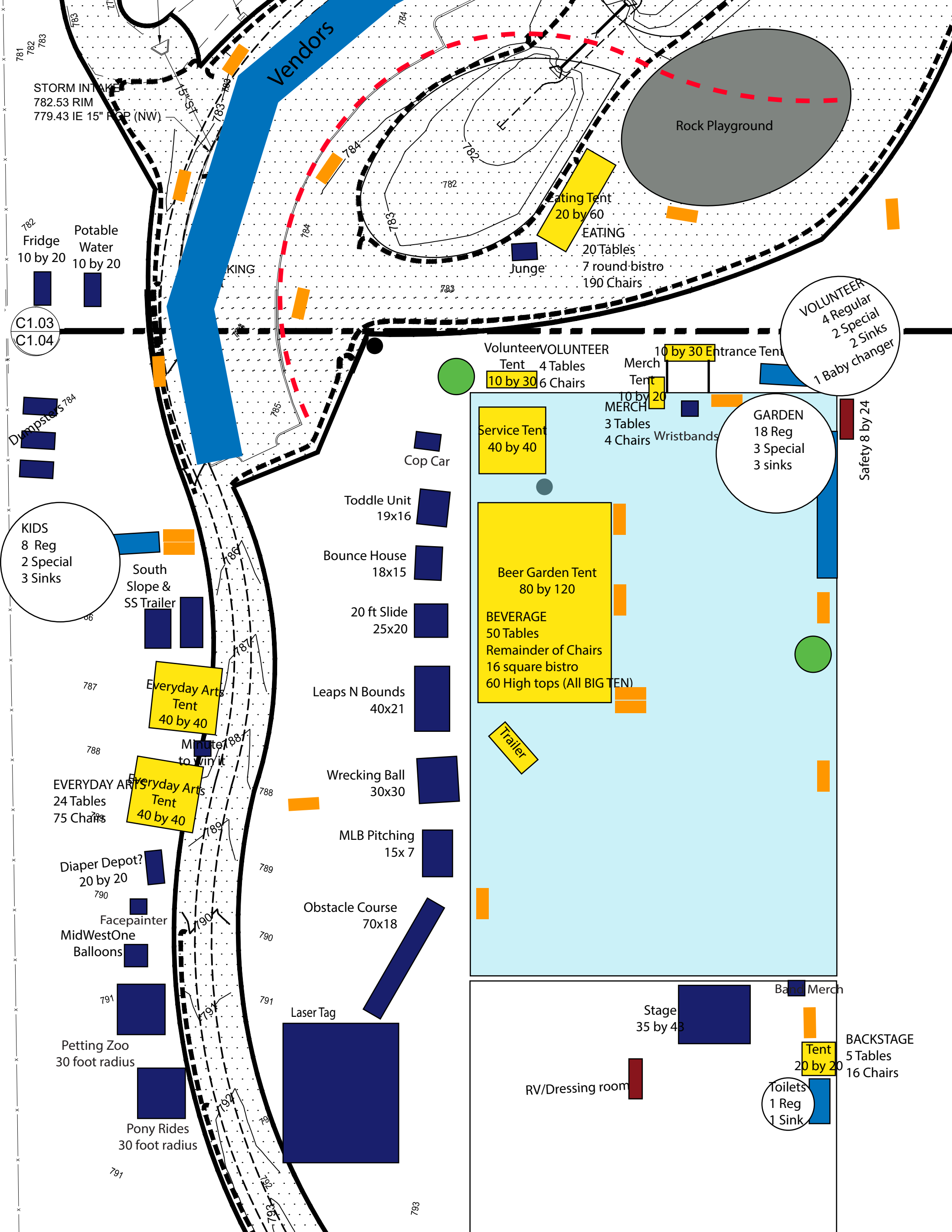
Trailer

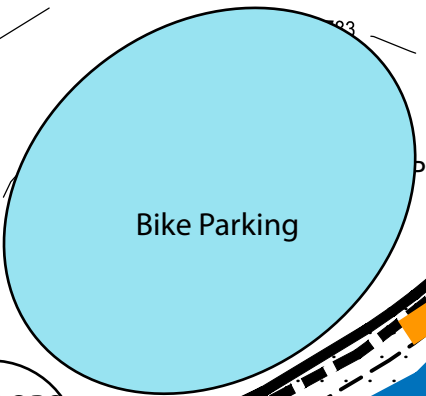
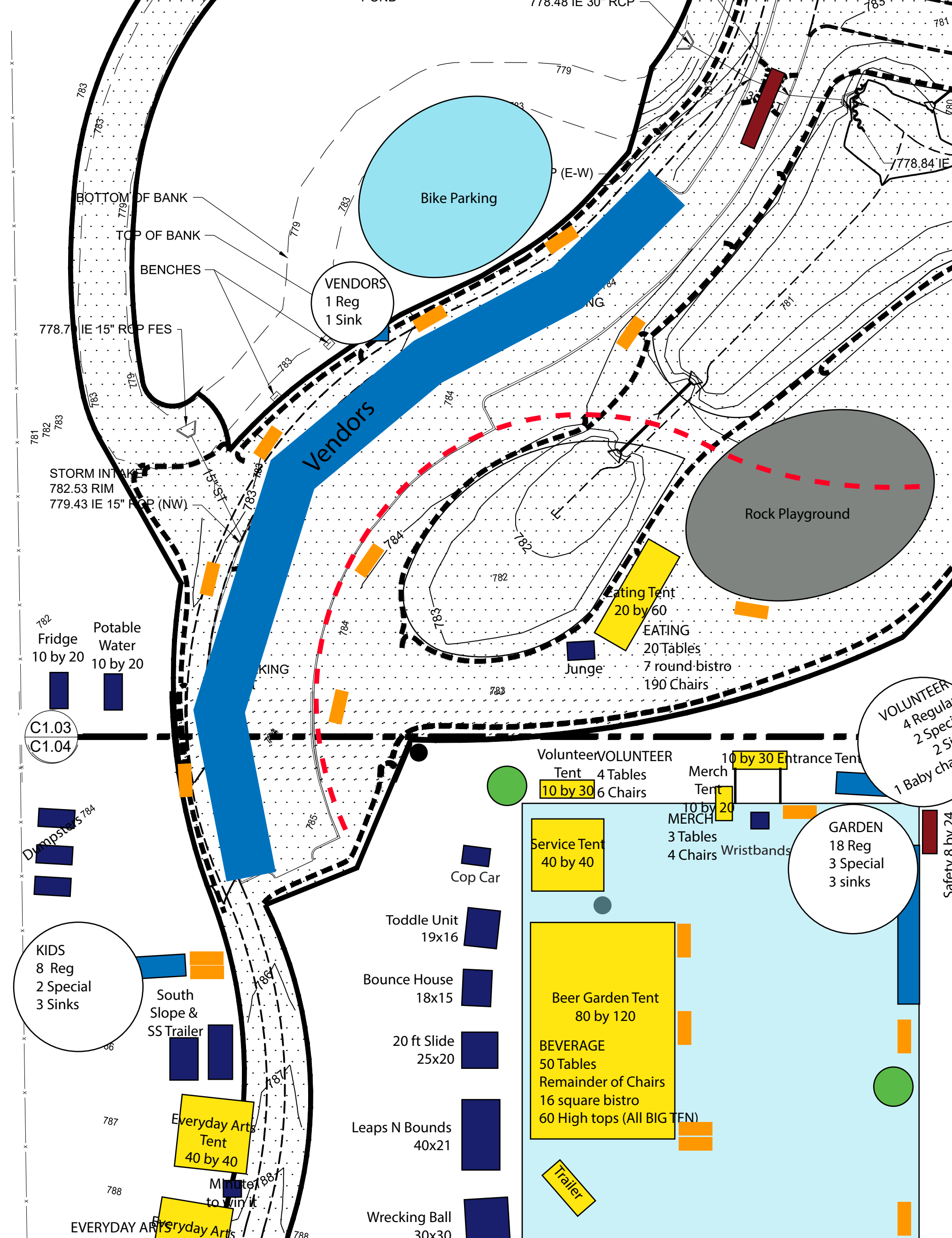
GARDEN  
18 Reg  
3 Special  
3 sinks

VOLUNTEER  
4 Regular  
2 Special  
2 Sinks  
1 Baby changer

Parking: Inflatables, Everyday Arts, Diaper Depot.

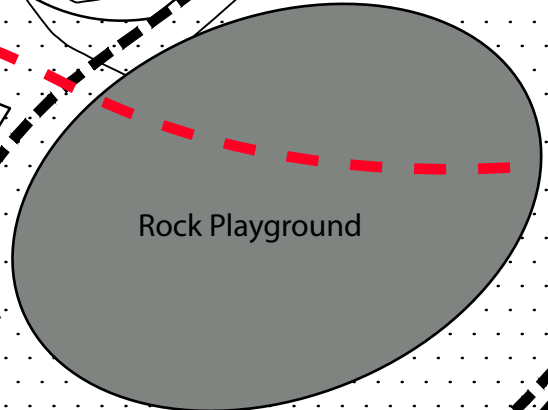






**VENDORS**  
1 Reg  
1 Sink

**Vendors**



**Eating Tent**  
20 by 60

**EATING**  
20 Tables  
7 round-bistro  
190 Chairs

**Junge**

**VOLUNTEER**  
4 Regular  
2 Special  
2 St...  
1 Baby ch...

**Volunteer**  
Tent 4 Tables  
10 by 30 6 Chairs

**10 by 30 Entrance Tent**

**GARDEN**  
18 Reg  
3 Special  
3 sinks

**Service Tent**  
40 by 40

**Merch Tent**  
10 by 20  
3 Tables  
4 Chairs  
Wristbands

**Beer Garden Tent**  
80 by 120  
**BEVERAGE**  
50 Tables  
Remainder of Chairs  
16 square bistro  
60 High tops (All BIG TEN)

**Trailer**

**BOTTOM OF BANK**  
**TOP OF BANK**  
**BENCHES**

778.7 IE 15" RCP FES

**STORM INTAKE**  
782.53 RIM  
779.43 IE 15" RCP (NW)

**Fridge**  
10 by 20  
**Potable Water**  
10 by 20

**C1.03**  
**C1.04**

**Dumpsters**

**KIDS**  
8 Reg  
2 Special  
3 Sinks

**South Slope & SS Trailer**

**Everyday Arts Tent**  
40 by 40

**EVERYDAY ARTS**  
**Everyday Arts**

**Toddle Unit**  
19x16

**Bounce House**  
18x15

**20 ft Slide**  
25x20

**Leaps N Bounds**  
40x21

**Wrecking Ball**  
30x30

**Safety 8 by 24**



# NORTH LIBERTY BLUES & BBQ

## Crisis Management & Emergency Operations Plan

### I. Purpose:

The purpose of this plan is to establish an understanding of the command structure, emergency operations guidance and crisis management for North Liberty Blues & BBQ on July 13, 2019 in the City of North Liberty's Centennial Park. This plan also outlines the procedures by which information will be released to the media and public.

This emergency operations plan shall be utilized for warning North Liberty Blues & BBQ participants and attendees of approaching severe weather or other danger, to identify a location of safety where attendees may seek shelter and protection and to establish the method for the coordinated release of information.

This plan and command structure will be utilized within the Centennial Park. Emergency incidents outside of festival grounds in Centennial Park will be handled through the normal dispatch of responders and resources.

### II. Definitions:

#### North Liberty Blues & BBQ areas and venues:

Areas designated for North Liberty Blues & BBQ.

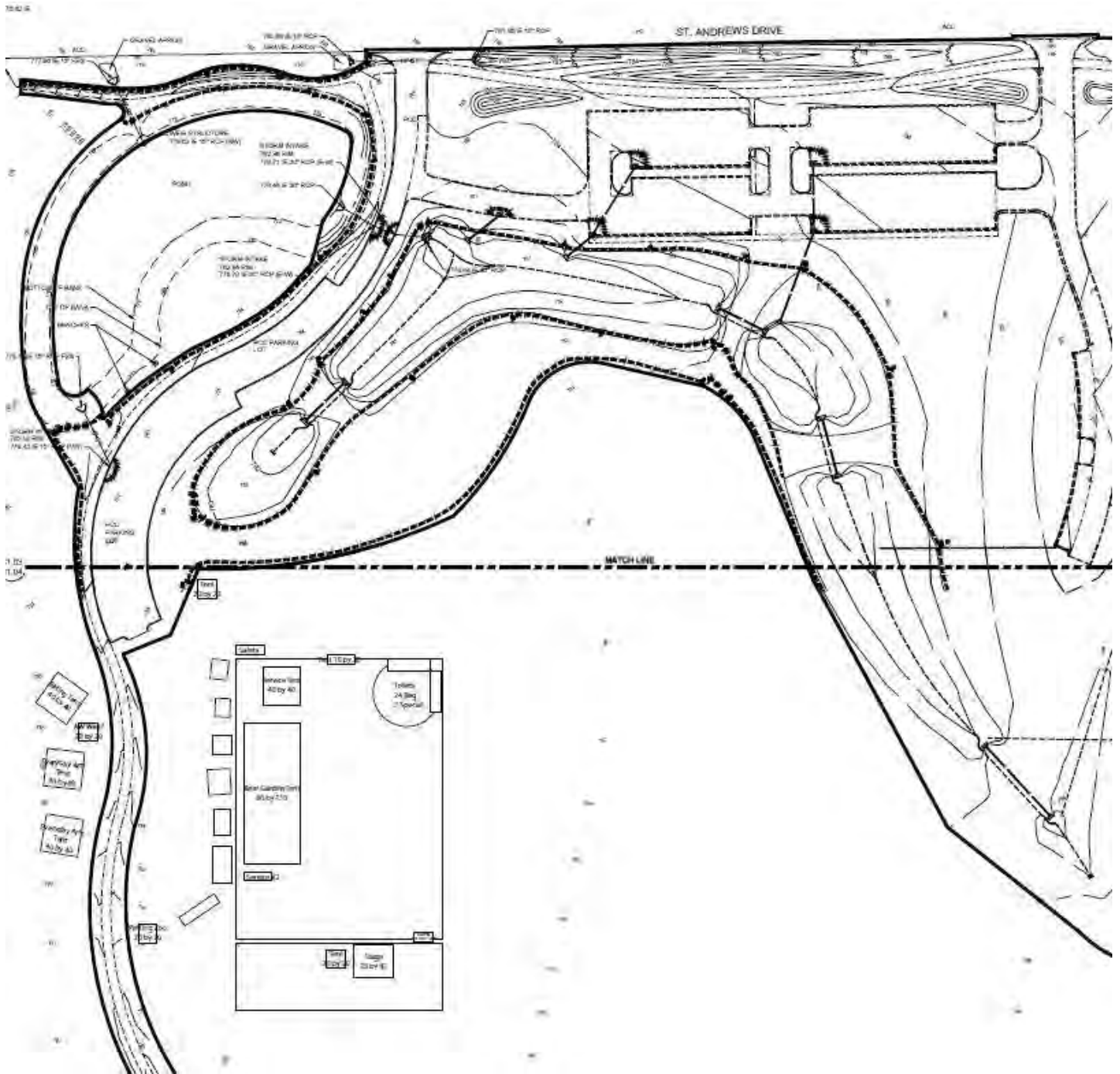
#### North Liberty Blues & BBQ command:

The command post will be an RV in Centennial Park at 1565 St Andrews Drive. The Communications Department Office at 520 W Cherry Street will also serve as a command post if necessary. City of North Liberty resources related to North Liberty Blues & BBQ will be managed from these locations.

#### **Command Post Hours of Operation:**

Event Duration: July 13th 1000 until approximately 0000 (midnight)

Map A



Since there is no shelter on site, all attendees would be directed to walk or ride buses to nearby North Bend Elementary School (see Map B below). For rain without the threat of lightning or high winds, participants may find shelter under tents. However, if any lightning is detected by command and/or local weather partners, committee members and volunteers should direct attendees to North Bend Elementary School.

### Map B



### **Communications:**

Communications between North Liberty Blues & BBQ committee members, volunteers, service providers and city staff is critical to the success and safety of all.

The command post will have radio communication capability with the following agencies, departments and committees:

- North Liberty Police Department
- North Liberty Fire Department
- North Liberty Parks
- North Liberty Public Works
- Johnson County Joint Emergency Communications Center (JECC)
- North Liberty Blues & BBQ Committee Chairs

In addition, a list of phone and contact information will be maintained in the command post for North Liberty Blues & BBQ committee members, City of North Liberty staff, and agencies or organizations that do not have radio communications.

Non-emergency radio communications shall be managed by the North Liberty Blues & BBQ committee chairs using handheld portable radios assigned to committee volunteers.

Public Safety Communications will adhere to the ICS 205 Communications Plan.

### III. Transportation Options

Due to improvements and construction in Centennial, parking will be extremely limited in the park. Shuttles have been contracted by North America Central School Busing to provide continuous transportation between UICCU and Centennial Park and North Bend Elementary and Centennial Park. Four buses will operate between 10a.m.-4p.m. and six buses will operate from 4p.m.-11:30p.m.

In the event of a weather watch or warning, a Blues & BBQ Committee Chair will call bus vendor's On-Call representative to notify drivers to transport people as quickly from the park to North Bend as possible (still clockwise on route, see next page), and to stop transportation service inbound to the park.

#### **Published Public Information**

##### Walk & Bike

North Liberty's network of trails and sidewalks makes getting to Centennial Park on foot or by bike snap. And St. Andrews Drive will be pedestrian-, bike- and bus-only from North Bend Elementary and Prairie Street during the festival to make it easy to get there. We'll have plenty of bike parking by the pond on site, too.

##### Shuttle

Shuttle buses to and from the festival grounds will run from 10 a.m. to 11 p.m., leaving approximately every 10 minutes. Catch the Yellow Route from the University of Iowa Community Credit Union (2355 Landon Road) or the Blue Route from North Bend Elementary (2230 St Andrews Drive).

##### Parking

We'll have parking available at Mar Lee Park (595 Kansas Avenue) and North Bend Elementary near the corner of Kansas Avenue and St. Andrews Drive, and the University of Iowa Community Credit Union (2355 Landon Road). We'll have limited, weather-dependent parking at Centennial Park, accessible from Jones Boulevard on the east



#### **IV. Weather**

The command post, in cooperation with the Johnson County Joint Emergency Communications Center, National Weather Service (Davenport) and Emergency Management, will monitor weather conditions for North Liberty Blues & BBQ on Saturday, July 13, 2019.

The Command Post will make appropriate notifications of weather watches and warnings when such conditions occur.

#### **Definitions**

A **watch** means that conditions are favorable for the formation of severe weather. Preparations should be made to protect yourself and others around you.

A **warning** means that a severe thunderstorm, dangerous hail or a tornado has been spotted in the area. Immediate evacuation to a place of safety is necessary.

The **operations supervisor** is the individual designated to direct which messages will be communicated to attendees. For North Liberty Blues & BBQ 2018 the operations supervisor is Lt. Tyson Landsgard.

The **key holder** is the individual responsible for unlocking North Bend Elementary School for shelter. For North Liberty Blues & BBQ 2019 the key holder is Chief Diane Venenga or Tyson Landsgard.

#### **Concept:**

The concept of the weather warning and safety plan for Centennial Park during North Liberty Blues & BBQ is to:

- Provide for the monitoring of weather conditions in the area.
- Provide a means of communicating potential weather problems to the command post.
- Provide a means for alerting participants and others in the area to the potential for severe weather.
- Provide for the sheltering of people in the event of severe weather.

#### **Monitoring Weather Conditions:**

Command will have access to weather monitoring throughout the event through the following redundancies:

- Computer Radar or cell phone application
- Public Safety Radio at the Johnson County Joint Emergency Communications Center or Emergency Management
- Telephone at the National Weather Service (Davenport) 563-386-3815, Joint Emergency Communications Center 319-356-6800, Emergency Management (319) 356-6761
- Email (non-emergent) at [weather-cbs2iowa@sbgvtv.com](mailto:weather-cbs2iowa@sbgvtv.com).

Command post staff is charged with maintaining periodic contact with the National Weather Service and for monitoring any weather development that could potentially affect this area.

If the potential for severe weather is declared for this area, the following monitoring components will be put into place by the designated Operations Supervisor:

1. Direct Communications will be established with the National Weather Service, either through on-site personnel or by calling 563-386-3815. The Operations Supervisor will continuously monitor the potential for severe weather.
2. Police, Fire, Parks, Public Works, EMS and North Liberty Blues & BBQ committee members will be notified of the potential for severe weather.
3. The designated Key Holder for North Bend Elementary School will restrict their movements to the areas surrounding the school and be prepared to open should the need arise suddenly.

**Severe Weather Watch Procedure:**

1. The Operations Supervisor will advise all emergency and operations personnel working the event of any severe weather watch issued that encompasses the North Liberty area.
2. The North Liberty Blues & BBQ Committee shall be notified of any severe weather watch issued for the area.
3. The nature and scope of the watch will be broadcast on the Volunteers' communications network.
4. The Operations Supervisor, Lt. Tyson Landsgard, will notify Police, Fire, Parks, Public Works, EMS and North Liberty Blues & BBQ Committee that a watch for the North Liberty area has been issued and its effective time.
5. A Blues & BBQ Committee Chair will call North America Central School Busing On-Call or talk to one of the shuttle drivers directly to notify all drivers not to bring any more attendees to the park.
6. Periodic contact shall be made with the National Weather Service at (563) 386-3815 for current projections on the potential for severe weather development in the area and storm movement.
7. If the watch is issued during event times, the Command Post will request an announcement be made regarding the weather watch at the event stage(s).
8. If the watch is cancelled, a Blues & BBQ Committee Chair will contact North America Central School Busing to resume bringing guests to the park.

**Severe Weather Warning Procedure:**

1. The Operations Supervisor will advise all emergency and operations personnel working the event, including the North Liberty Blues & BBQ Committee Chairs, of the severe weather warning that has been issued affecting the North Liberty area.
2. Assigned key holder, Chief Diane Venenga, will immediately move to North Bend Elementary School.
3. A message notifying volunteer workers and other Blues & BBQ committee members

7

shall be broadcast on the volunteer communications network.

4. Blues & BBQ Committee Chair will call North America Central School Busing On-Call or talk to one of the shuttle drivers directly to notify all drivers not to bring any more attendees to the park and shift focus to transporting park guests back to the parking lots.
5. An announcement shall be made at the venue stage and attendees will be directed to North Bend Elementary School via walking on St. Andrews Blvd or shuttling.
6. Contact shall be made with the Davenport office of the National Weather Service at (563) 386-3815 for projections on the movement and severity of the storm.
7. The tornado warning sirens in the City shall be activated using the normal activation procedures.
8. The “all clear” announcement will be broadcast from the command post over all communications frequencies and committee members will circulate the message throughout North Bend Elementary School.
9. A Blues & BBQ Committee Chair will give North America Central School Busing the “all clear” to proceed with shuttling normally.
10. The outdoor warning system does not sound an “all clear.”

#### **V. Dangerous Situations, Crisis or Incidents:**

If a dangerous situation, crisis or incident develops which potentially affects participants and attendees of Blues & BBQ, the command post and operations supervisor shall be informed of the nature of the emergency and local law enforcement and emergency personnel will respond as necessary.

The Operations Supervisor, will immediately notify North Liberty Police Chief Diane Venenga of the nature and scope of the emergency. Chief Venenga can be reached through the police department (319) 626-5724 or through the volunteer communications network radio.

Chief Venenga will notify the North Liberty Blues & BBQ committee members at her discretion.

Communications Director Nick Bergus or his designee will act as Public Information Officer (PIO) for all Blues & BBQ related incidents. All media inquiries and requests for specific information, such as the names of those involved, shall be referred to the PIO. Mr. Bergus can be reached by cell (319) 541-7258, through the communications department (319) 626-5726 or through the volunteer communications network radio.

In the event of an emergency declaration, response will be in accordance with the Johnson County multi-hazard plan.

Other routine information and announcements concerning the situation, crisis or incident will be broadcast on the volunteer communications network.

## **VI. Phone and Contact Information for Key Personnel:**

### **Command Post Phone:**

### **Emergency Communications Center:**

**Emergency** 911  
 Non-emergency Number 319-356-6800

### **Fire Department:** 319-626-5717

Chief Brian Platz [bplatz@northlibertyiowa.org](mailto:bplatz@northlibertyiowa.org)

### **City Parks & Public Works:** 319-626-5720

Guy Goldsmith [ggoldsmith@northlibertyiowa.org](mailto:ggoldsmith@northlibertyiowa.org)

### **Johnson County Sheriff:** 319-356-6020

### **Police Department:** 319-626-5724

Chief Diana Venenga [dvenenga@northlibertyiowa.org](mailto:dvenenga@northlibertyiowa.org)

Lt. Tyson Landsgard [tlandsgard@northlibertyiowa.org](mailto:tlandsgard@northlibertyiowa.org)

### **Weather Monitoring:**

National Weather Service: 563-386-3815

KCRG First Alert Weather: <http://www.kcrg.com/weather/>.

**North America Central  
 School Busing Services On-  
 Call:** Don't have yet

### **Volunteer Coordinators:**

Jean Keeley [jeanmkeeley@gmail.com](mailto:jeanmkeeley@gmail.com)

Katie Colony [kcolony@hotmail.com](mailto:kcolony@hotmail.com)



**Food Vendor Coordinators:**

Kevin Crall kcrall@midwestone.com

**Electrical:**

Dean Colony deancolony@alliantenergy.com

**Additional North Liberty Blues & BBQ Committee Members:**

Dave Moore dmoore@beisserlumber.com

Allison Bates Allison\_Bates@hillsbank.com

Erek Sittig ereksittig@gmail.com

Jennie Garner jgarner@northlibertyiowa.org

Robbie Deckard rdeckard@uiccu.org

Tim Hamer thamer@northlibertyiowa.org

Nick Bergus 319-541-7258 nbergus@northlibertyiowa.org

Jillian Miller 847-703-0253 jlmiller@northlibertyiowa.org





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/10/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AW Welt Ambrisco Insurance, Inc. 24 Westside Drive  Iowa City IA 52246		<b>CONTACT NAME:</b> Kristi Nielson, CIC, CISR <b>PHONE (A/C, No, Ext):</b> (319) 887-3700 <b>FAX (A/C, No):</b> (319) 887-3701 <b>E-MAIL ADDRESS:</b> info@awwelt.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> West Bend Mutual Insurance	<b>NAIC #</b> 15350
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	
<b>INSURED</b> North Liberty Community Betterment PO Box 77  North Liberty IA 52317			

**COVERAGES**

CERTIFICATE NUMBER: 2019-2020 Master

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		1334838	05/04/2019	05/04/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		1334838	05/04/2019	05/04/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

If required by written contract, the below listed Certificate Holder is automatically included as an Additional Insured on the General Liability and Auto Liability.

**CERTIFICATE HOLDER****CANCELLATION**

Musco Lighting 100 1st Ave  Oskaloosa IA 52577	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

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### EVENT WEATHER INSURANCE APPLICATION

#### PRODUCER INFORMATION

**Name & Address:**

AW Welt Ambrisco Insurance Inc  
24 Westside Dr, Iowa City, IA 52246

**Contact Name:** Kristi Nielson  
**Phone & Fax:** 319.887.3756  
**Email Address:** knielson@awwelt.com

Producer licensed in applicant state: Yes  No

#### APPLICANT INFORMATION

**Name of insured/Address:**

North Liberty Community Betterment  
North Liberty Blues & BBQ  
PO Box 77, North Liberty, IA 52317

**Type of Event:** Music & BBQ event  
**Location of Event:** \_\_\_\_\_  
Address City State Zip Code

**Limit of Insurance:** \_\_\_\_\_

#### EVENT INFORMATION

Date(s) of Event	Hours of Event	Hours of Coverage	Limit Per Day
July 13, 2019	9 a.m. to 11 p.m.	5 p.m. to 10 p.m.	\$ 50,000

(Attach additional sheet for multiple dates)

#### COVERAGE OPTIONS

[Select desired option(s)]

- Incremental Rainfall (please select one):  
\_\_\_ 1/10 (.10") \_\_\_ 1/5 (.20") \_\_\_ 1/4 (.25")  1/3 (.33") \_\_\_ 1/2 (.50") \_\_\_ 3/4 (.75") \_\_\_ 1 (1.0") \_\_\_ Other
- Dry Hours: Guaranteeing \_\_\_ "X" hours out of \_\_\_ "Y" hours \_\_\_ will be dry.  
Dry hour defined as:  1/100 (.01")  3/100 (.03")  5/100 (.05") of rainfall occurring in an o'clock hour.
- Temperature (please select one):  minimum \_\_\_°F  maximum \_\_\_°F  average \_\_\_°F
- Adverse Weather causing cancellation  Lightning causing cancellation
- Snowfall: \_\_\_\_\_ (inches)  Other: (please specify) \_\_\_\_\_

#### CLAIM VERIFICATION

[Select desired option]

- Closest Hourly National Weather Station nearest the event location (determined by the underwriter at the time of quote)
- Independent Weather Observer (at your expense and subject to Underwriters' acceptance)  
IWO Qualification Sheet must be completed prior to acceptance

#### PREVIOUS INSURANCE

Previous Insurance Carrier: Beazley Insurance Policy #: W1F4AE170101

Loss History: On file with Beazley Insurance  
(Attach additional sheet if necessary)

NO COVERAGE WILL BE PROVIDED FOR WEATHER INSURANCE UNTIL THIS APPLICATION AND PAYMENT IN FULL ARE RECEIVED AND APPROVED BY THE COMPANY AT LEAST 7 DAYS PRIOR TO THE EVENT. ONCE COVERAGE IS BOUND, IT CANNOT BE CANCELLED. SHOULD A POLICY BE ISSUED, THE APPLICATION SHALL BE ATTACHED TO AND MADE PART OF THE POLICY. COVERAGE CHANGES CANNOT BE MADE LESS THAN 10 DAYS PRIOR TO THE EVENT.

THE UNDERSIGNED AUTHORIZED EMPLOYEE OF THE APPLICANT DECLARES THAT THE STATEMENTS SET FORTH HEREIN ARE TRUE. THE UNDERSIGNED AUTHORIZED EMPLOYEE AGREES THAT IF THE INFORMATION SUPPLIED ON THIS APPLICATION CHANGES BETWEEN THE DATE OF THIS APPLICATION AND THE EFFECTIVE DATE OF THE INSURANCE, HE/SHE WILL, IN ORDER FOR THE INFORMATION TO BE ACCURATE ON THE EFFECTIVE DATE OF THE INSURANCE, IMMEDIATELY NOTIFY THE UNDERWRITER OF SUCH CHANGES, AND THE UNDERWRITER MAY WITHDRAW OR MODIFY ANY OUTSTANDING QUOTATIONS OR AUTHORIZATIONS OR AGREEMENTS TO BIND THE INSURANCE. FOR NEW HAMPSHIRE APPLICANTS, THE FOREGOING STATEMENT IS LIMITED TO THE BEST OF THE UNDERSIGNED'S KNOWLEDGE, AFTER REASONABLE INQUIRY. IN MAINE, THE UNDERWRITERS MAY MODIFY BUT MAY NOT WITHDRAW ANY OUTSTANDING QUOTATIONS OR AUTHORIZATIONS OR AGREEMENTS TO BIND THE INSURANCE.

SIGNING OF THIS APPLICATION DOES NOT BIND THE APPLICANT OR THE UNDERWRITER TO COMPLETE THE INSURANCE, BUT IT IS AGREED THAT THIS APPLICATION SHALL BE THE BASIS OF THE CONTRACT SHOULD A POLICY BE ISSUED, AND IT WILL BECOME PART OF THE POLICY.

ALL WRITTEN STATEMENTS AND MATERIALS FURNISHED TO THE INSURER IN CONJUNCTION WITH THIS APPLICATION ARE HEREBY INCORPORATED BY REFERENCE INTO THIS APPLICATION AND MADE A PART HEREOF. FOR NORTH CAROLINA, UTAH, AND WISCONSIN APPLICANTS, SUCH APPLICATION MATERIALS ARE PART OF THE POLICY, IF ISSUED, ONLY IF ATTACHED AT ISSUANCE.

#### **FRAUD STATEMENT**

**Please read the statement applicable to your state, and the final statement. Then sign, date and return with your application.**

#### **FRAUD WARNING DISCLOSURE**

ANY PERSON WHO KNOWINGLY OR WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON FILES AN APPLICATION OR A CLAIM FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS THE PERSON TO CRIMINAL AND (NY: SUBSTANTIAL) CIVIL PENALTIES." (NOT APPLICABLE IN CO, HI, NE, OH, OK, OR, VT,) IN DC, LA, ME, TN AND VA, INSURANCE BENEFITS MAY ALSO BE DENIED.

NOTICE TO ALABAMA, ARKANSAS, LOUISIANA, NEW MEXICO AND RHODE ISLAND APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

NOTICE TO COLORADO APPLICANTS: IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE, AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICYHOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICYHOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AGENCIES.

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: WARNING: IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT.

NOTICE TO FLORIDA APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY IN THE THIRD DEGREE.

NOTICE TO KANSAS APPLICANTS: ANY PERSON WHO, KNOWINGLY AND WITH INTENT TO DEFRAUD, PRESENTS, CAUSES TO BE PRESENTED OR PREPARES WITH KNOWLEDGE OR BELIEF THAT IT WILL BE PRESENTED TO OR BY AN INSURER, PURPORTED INSURER, BROKER OR AGENT THEREOF, ANY WRITTEN STATEMENT AS PART OF, OR IN SUPPORT OF, AN APPLICATION FOR THE ISSUANCE OF, OR THE RATING OF AN INSURANCE POLICY FOR PERSONAL OR COMMERCIAL INSURANCE, OR A CLAIM FOR PAYMENT OR OTHER BENEFIT PURSUANT TO AN INSURANCE POLICY FOR COMMERCIAL OR PERSONAL INSURANCE WHICH SUCH PERSON KNOWS TO CONTAIN MATERIALLY FALSE INFORMATION CONCERNING ANY FACT MATERIAL THERETO; OR CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT.

NOTICE TO MAINE, TENNESSEE, VIRGINIA AND WASHINGTON APPLICANTS: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.

NOTICE TO MARYLAND APPLICANTS: ANY PERSON WHO KNOWINGLY OR WILLFULLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY OR WILLFULLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.  
SIGNATURE SECTION

NOTICE TO KENTUCKY, NEW JERSEY, NEW YORK, OHIO AND PENNSYLVANIA APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIMS CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES. (IN NEW YORK, THE CIVIL PENALTY IS NOT TO EXCEED FIVE THOUSAND DOLLARS (\$5,000) AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION.)

SIGNATURE OF APPLICANT *Jillian Miller*

SIGNATURE OF PRODUCER *Craig A. Schroeder*

DATE 4.18.19

DATE \_\_\_\_\_

If this **Application** is completed in Florida, please provide the Insurance Agent's name and license number as designated.

If this **Application** is completed in Iowa or New Hampshire, please provide the Insurance Agent's name only.

Craig Schroeder

\_\_\_\_\_

Name of Insurance Agent

License Identification No.

*Craig A. Schroeder*

Authorized Representative

# Dog Park Property Vacation



**Resolution No. 2019-67**

**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, North Liberty, and legally described as:

all of the public right-of-way labeled as "OLD RIGHT-OF-WAY (BY EASEMENT) NOT PRESENTLY VACATED" within said Plat of Survey.

**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 25th day of June, 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 June, 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



**INDEX LEGEND**

LOCATION: SW ¼ SECTION 8-80-6, JOHNSON COUNTY, IOWA  
 REQUESTOR: THE CITY OF NORTH LIBERTY  
 PROPRIETOR: SCANLON FAMILY, L.L.C.  
 SURVEYOR: JONATHON BAILEY, P.L.S.  
 SURVEY: SHIVE-HATTERY, INC.  
 COMPANY: 2839 NORTHGATE DR., IOWA CITY, IA 52245  
 RETURN TO: THE CITY OF NORTH LIBERTY

**PLAT OF SURVEY  
 AUDITOR'S PARCEL 2018060**  
 A PART OF THE SOUTHWEST QUARTER OF SECTION 8-80-6  
 JOHNSON COUNTY, IOWA

THIS SPACE RESERVED FOR RECORDER'S USE

**SHIVE-HATTERY**  
 ARCHITECTURE + ENGINEERING  
 4125 Westown Pkwy, Suite 100 | West Des Moines, Iowa 50266  
 515.223.8104 | fax: 515.223.0622 | www.shive-hattery.com  
 Iowa | Illinois | Indiana Illinois Firm Number: 184-000214

- LEGEND**
- ▲ SECTION CORNER AS NOTED
  - FOUND 5/8" IRON ROD WITH YELLOW CAP #12531 UNLESS NOTED
  - SET 5/8" IRON ROD WITH YELLOW CAP #12531

**DESCRIPTION**

That part of the Southwest Quarter of Section 8, Township 80 North, Range 6 West of the 5th, P.M., Johnson County, Iowa described as follows:

Commencing as a point of reference at the Northwest Corner of said Southwest Quarter;

thence North 89°02'00" East 923.68 feet along the north line of said Southwest Quarter (assumed bearing for this description only) and along the south line of the Emil Novey Property Survey 5 (recorded in Plat Book 12, Page 11 at the Johnson County Recorder's Office), and along the south line of Emil Novey Property Survey 4 (recorded in Plat Book 12, Page 11 at the Johnson County Recorder's Office), to the point of beginning;

thence continuing North 89°02'00" East 726.31 feet along said north line, said south line of Emil Novey Property Survey 4 and along the south line of the property described in the warranty deed recorded in Book 352, Page 384 at the Johnson County Recorder's Office to the southeast corner of the property described in said warranty deed;

thence South 41°15'00" East 326.17 feet;

thence South 22°55'00" East 156.88 feet;

thence southwesterly 275.00 feet along the arc of a 1525.00 foot radius curve concave northwesterly (chord bearing South 31°39'35" West 274.63 feet);

thence North 82°23'30" West 181.21 feet;

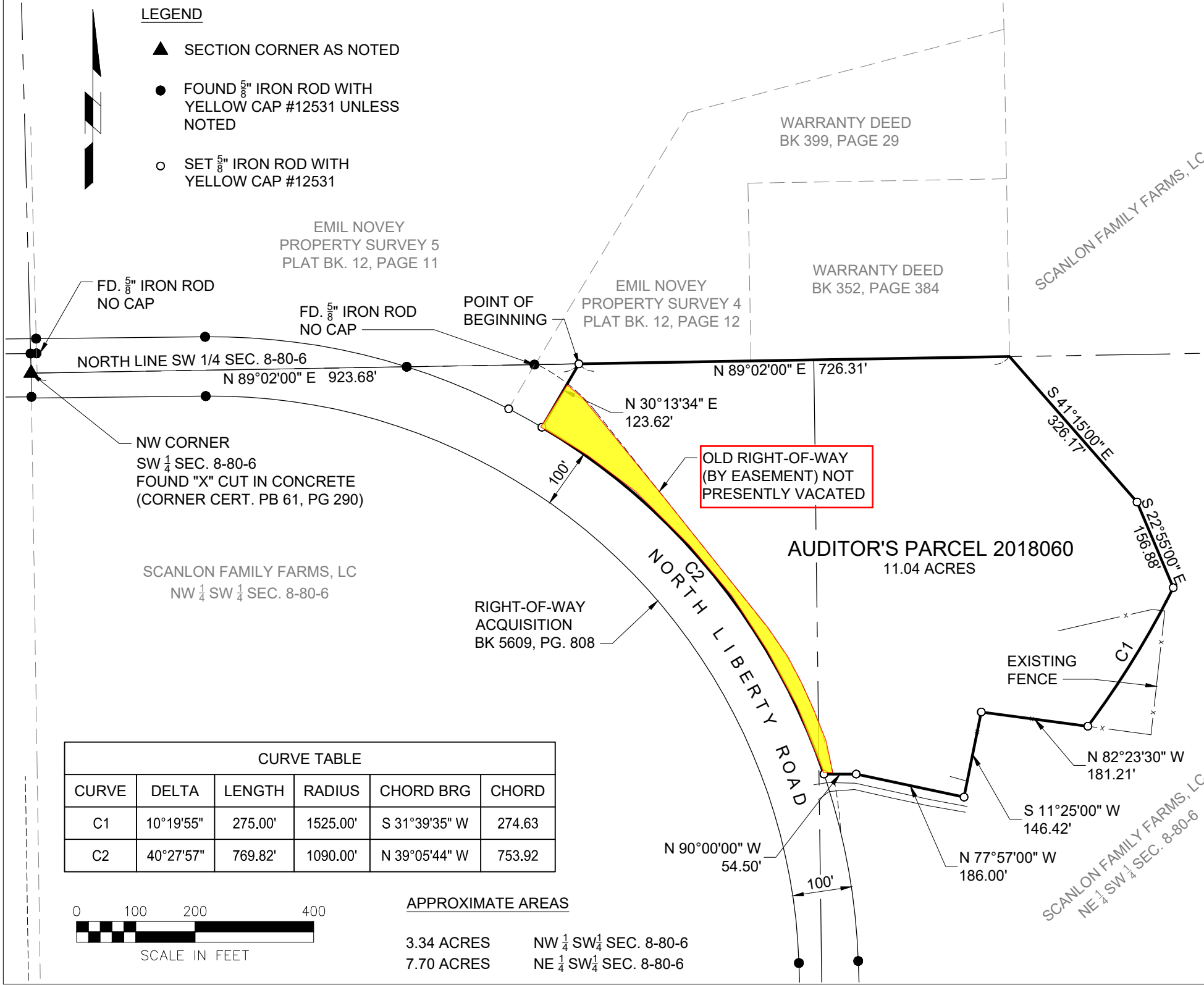
thence South 11°25'00" West 146.42 feet;

thence North 77°57'00" West 186.00 feet;

thence North 90°00'00" West 54.50 feet to a point of intersection with the westerly right-of-way of North Liberty Road;

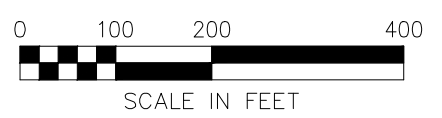
thence northwesterly 769.82 feet along said westerly right-of-way and along the arc of a 1090.00 foot radius curve concave southwesterly (chord bearing North 39°05'44" West 753.92 feet);

thence North 30°13'34" East 123.62 feet to the point of beginning and containing 11.04 acres more or less.



**CURVE TABLE**

CURVE	DELTA	LENGTH	RADIUS	CHORD BRG	CHORD
C1	10°19'55"	275.00'	1525.00'	S 31°39'35" W	274.63
C2	40°27'57"	769.82'	1090.00'	N 39°05'44" W	753.92



**APPROXIMATE AREAS**

3.34 ACRES	NW ¼ SW ¼ SEC. 8-80-6
7.70 ACRES	NE ¼ SW ¼ SEC. 8-80-6

ONLY THESE COPIES OF THIS DOCUMENT SIGNED AND DATED IN CONTRASTING INK COLOR ARE TO BE CONSIDERED CERTIFIED OFFICIAL COPIES PER IOWA ADMINISTRATION CODE 193C-6.1(5)

**PROFESSIONAL LAND SURVEYOR**  
 JONATHON BAILEY  
 12531  
 IOWA

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 LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

SIGNATURE: \_\_\_\_\_  
 NAME: JONATHON BAILEY  
 DATE: \_\_\_\_\_ LICENSE NUMBER: 12531  
 MY LICENSE RENEWAL DATE IS: DECEMBER 31, 2018  
 PAGES, SHEETS OR DIVISIONS COVERED BY THIS SEAL: 1 of 1

PLAT OF SURVEY AUDITOR'S PARCEL 2018060  
A PART OF THE SW ¼ SEC. 8-80-6  
 JOHNSON COUNTY, IOWA

DATE	DRAWN	APPROVED	SCALE	FIELD BOOK	REVISION
7/25/18	JSB	JSB	AS SHOWN	-	-

PROJECT NO. 118250-0

SHEET NO. 1 of 1

7/26/2018 2:34:03 PM

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# Zoning Code Ordinance Amendment



**ORDINANCE NO. 2019-07**

**AN ORDINANCE ADDING VARIOUS SECTIONS OF THE NORTH LIBERTY CODE OF ORDINANCES**

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

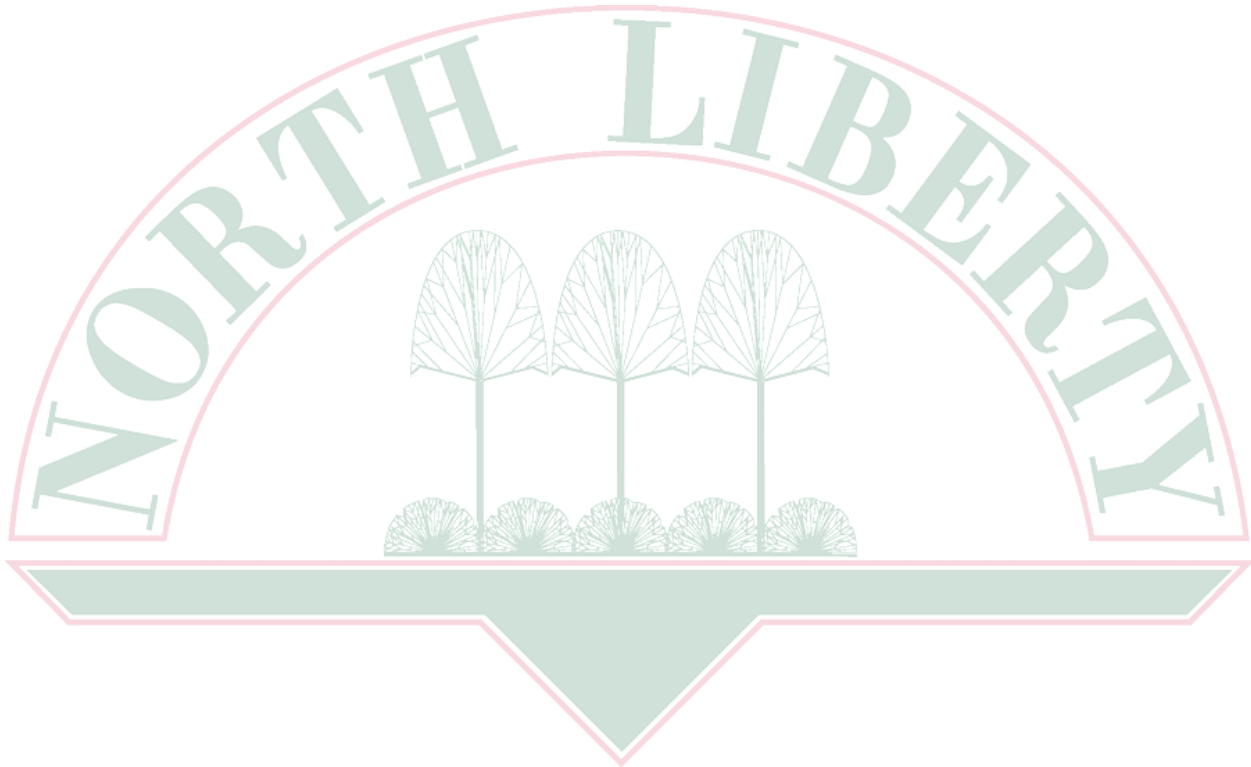
**SECTION 1. AMENDMENTS.**

A. Chapter 169, Zoning Code – Development Regulations, of the North of the North Liberty Code of Ordinances (2017) is hereby amended by revising Section 169.06, Location of Accessory Buildings and Uses, Yards, to read as follows:

**169.06 LOCATION OF ACCESSORY BUILDINGS AND USES.** Accessory buildings and uses shall occupy the same lot as the main use or building. No lot shall have an accessory building or use without the principal use. No accessory building shall be used as a dwelling unit.

1. Separation from Main Building. All accessory buildings shall be separated from the main building by 10 feet.
2. Private Garages. No detached garage shall be located within the front yard area of any lot. An accessory building used as a private garage may be located in any portion of the rear or side yard under the following conditions:
  - A. Maximum one private garage per lot.
  - B. A maximum square feet gross building area not to exceed 30% of the rear yard area with a maximum size of 850 square feet.
  - C. No portion of the structure located in a rear yard area shall be located in any of the following areas:
    - (1) Less than four feet from an adjoining property line.
    - (2) Less than 20 feet from a public or private alley.
    - (3) Within any easement.
  - D. No portion of the structure located in a side yard area shall be located in any of the following areas:
    - (1) Less than the required side yard setback for the main building.
    - (2) Within any easement.
    - (3) Maximum building height of 15 feet.
3. Storage Buildings. All accessory buildings used for storage or other similar use may be located in any portion of the rear yard under the following conditions:
  - A. Maximum 200 square feet gross building size.

# Building Code Ordinance Amendment



Chapter 157

NORTH LIBERTY-  
BUILDING CODE

~~157.01 Short Title~~

~~157.02 International Building Codes Adopted~~

~~157.03 Amendments of the  
International Building  
Code and the  
International Residential  
Code~~

~~157.04 Availability of the Building Code~~

~~157.05 Board of Appeals~~

~~157.01 Short Title.~~

~~The ordinance codified in this chapter shall be known as the "North Liberty Building Code," may be cited as such, and will be referred to as such herein in this chapter. Any higher standards in the state statute or city ordinance shall be applicable.~~

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF NORTH LIBERTY, IOWA, ADOPTING THE 2018 INTERNATIONAL BUILDING CODE AND 2018 INTERNATIONAL RESIDENCE CODE, AS REVISED

BE IT ENACTED by the City Council of the City of North Liberty, Iowa:

SECTION 1. AMENDMENT. Section 157.02 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

~~15.017.020~~ INTERNATIONAL BUILDING CODES ADOPTED.

Except as hereafter modified, that certain building codes known as the International Building Code, 2018 Edition, including Appendix H titled "Signs", the International Residential Code, 2018 Edition, including Appendices E titled "Manufactured Housing Used as Dwellings," F titled "Radon Controlled Methods," H titled "Patio Covers" and K titled "Sound Transmission" as published by the International Code Council in cooperation with the International Conference of Building Officials, which codes are specifically incorporated by reference shall be known as the building code. The provisions of said building code shall control the design, construction, quality of materials, erection, installation, addition, alteration, repair, location, relocation, replacement, removal, demolition, use and maintenance of buildings and other structures within the incorporated limits of North Liberty, Iowa.

**SECTION 2. AMENDMENT. Section 157.03 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:**

157.03 ~~Amendments of~~**AMENDMENTS TO THE INTERNATIONAL BUILDING CODE AND THE INTERNATIONAL RESIDENTIAL CODE.** ~~the International Building Code and the International Residential Code.~~

Certain sections and portions of sections, of the International Building Code, 2018 Edition (hereinafter IBC) and the International Residential Code for One- and Two-Family Dwellings, 2018 Edition (hereinafter IRC), are modified as set forth in this section.

1. Delete the following Sections from Chapter One of the IBC and insert in lieu thereof the following:

101.1 Title.

These regulations shall be known as the Building Code of North Liberty, hereinafter referred to as "this code."

101.4 Referenced codes.

The other codes listed in Sections 101.4.1 through 101.4.8 and referenced elsewhere in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

101.4.1 Electrical.

The provisions of the Electrical Code adopted by the State of Iowa Electrical Board shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings, and appurtenances thereto.

101.4.2 Gas.

The provisions of the 2018 International Fuel Gas Code shall apply to the installation of gas piping from the point of delivery, gas appliances, and related accessories as covered in this code. These requirements apply to gas piping systems extending from the point of delivery to the inlet connections of appliances and the installation and operation of residential and commercial gas appliances and related accessories.

101.4.3 Mechanical.

The provisions of the 2018 International Mechanical Code shall apply to the installation, alterations, repairs and replacement of—\_mechanical systems, including equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy related systems.

101.4.4 Plumbing.

The provisions of the Plumbing Code adopted by the State of Iowa Department Public Health shall apply to the installation,—\_alteration, repair and replacement—\_of plumbing systems, including—\_equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system

and all aspects of medical gas system.—

#### 101.4.5 Property maintenance.

The provisions of the 2018 International Property Maintenance Code shall apply to existing structures and premises; equipment and facilities; light, ventilation, space heating, sanitation, life and fire safety hazards; responsibilities of owners, operators and occupants; and occupancy of existing premises and structures.

#### 101.4.6 Fire prevention.

The provisions of the 2018 International Fire Code and as amended in Chapter 158 shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction, extension, repair, alteration or removal of fire suppression and alarm systems or fire hazards in the structure or on the premises from occupancy or operation.

#### 101.4.7 Energy.

The provisions of the State of Iowa Energy Conservation Code shall apply to all matters governing the design and construction of buildings for energy efficiency.

#### 101.4.8 Existing buildings.

The provisions of the 2018 International Existing Building Code shall apply to matters governing the repair, alteration, change of occupancy, addition to and relocation of existing buildings.

105.1 Required. Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

105.1.1 Issuance of permits.—No permit shall be issued to any individual who does not have a valid license to perform such work, wherever such license is required by law.

105.1.2 Licenses required - general. The following licenses are required to



perform work of the kind associated therewith.

- a. North Liberty commercial general contractor license (Class A), North Liberty residential general contractor license (Class B), and/or North Liberty specialty contractor license (Class C).
- b. State of Iowa electrical contractor license held by a class A master electrician for all electrical work, as defined by the State of Iowa contractor licensing program.
- c. State of Iowa master license for hydronic, mechanical, medical gas and plumbing work as defined by the State of Iowa contractor licensing program.
- d. National Institute for Certification in Engineering Technologies (NICET) Level III for any person designing a water-based fire protection system.
- e. National Institute for Certification in Engineering Technologies(NICET) Level III for any person designing any fire alarm system.
- f. City of North Liberty sewer and water installer license.

#### 105.1.3 License required.

##### A. General Building Contractor Licensing.

- 1. No person, or entity shall engage in general building contracting in the city without having a valid building contractor's license.
- 2. For the purposes of Section 105.1, the term "general building contracting" shall be defined as being engaged in the performance or supervision of work regulated by provisions of the IBC and/or IRC and shall include the business of contracting such work for hire.
- 3. A corporation desiring to engage in general building contracting shall, by affidavit of the president or secretary of the corporation, appoint one or more of the corporate officers to act for the corporation to apply for and be licensed as an individual under the terms of this chapter. Such officers or directors shall be actively engaged in conducting the affairs of the corporation and shall be directly in charge of the planning and supervision of any and all construction work done by that corporation. Such corporation may continue in the business of general building contracting only so long as it has at least one officer or director so licensed and engaged. In case of sudden or unexpected severance from employment by the corporation of the licensee, the corporation may continue to operate for thirty days, and within the thirty days shall accomplish appointment, examining and licensing of another director or officer to act as above.
- 4. A partnership desiring to engage in general building contracting shall, by affidavit of all the partners, appoint one or more partners to act for the partnership to apply for, be examined as an individual under the terms of this chapter. Such partners shall be actively engaged in conducting the affairs of the partnership and shall be directly in charge

of the planning and supervision of any and all work done by that partnership. Such partnership may continue in the business of general building contracting only so long as it has at least one active partner so licensed and engaged. In case of sudden or unexpected severance from the partnership of the licensee, the partnership may continue to operate for thirty days, and within the thirty days shall accomplish appointment, examining and licensing of another partner to act as above.

5. An individual desiring to engage in general building contracting shall apply for and be licensed as an individual under the terms of this chapter. Such person shall be actively engaged in conducting the affairs of the business and shall be directly in charge of the planning and supervision over any and all work done as a part of that business. If at any time he or she sells his or her interest in the business, or ceases to be active in the business, that business may continue no more than thirty days as a contractor, unless another individual who obtains an interest in and is active in that business obtains an individual license as required herein.

B. A commercial contractor shall obtain a Class A license. A commercial building contractor is a general building contractor engaged in the performance or supervision of work regulated by the IBC and/or IRC, including but not limited to commercial, residential, and specialty work. Such work is not exclusively limited to work described in this subsection or exclusively limited to a line of work contemplated in subsection C hereunder and may include the moving or demolition of buildings.

C. A residential contractor shall obtain a Class B license. A residential contractor is a general building contractor engaged in the performance or supervision of work regulated by the IRC, limited to the construction, remodeling or demolition of one- or two- family residences or of auxiliary facilities including car ports and garages intended for one-family or two-family residential uses.

D. A specialty contractor shall obtain a Class C license. A specialty contractor is a contractor performing work regulated by the IBC and/or IRC whose scope of work is limited to a specialty but does not include construction or construction supervision of a building or addition thereto. Such work shall include the performance or installation of the following items: metal awnings and canopies, decks, concrete, roofing, signs, siding, and swimming pools.

#### 105.1.4 Application for licenses.

A. Any person who desires to be licensed as a general building contractor as defined in this chapter shall make application to the Building Official. The Building Official shall provide application forms for this purpose. The completed forms shall include the name of the applicant and the applicant's employer, if any, applicant's home and business addresses, employer's address and a brief resume of training and experience. The

completed forms must be accompanied or supplemented by affidavits and other documentation requested by the Building Official.

B. Any person aggrieved by the Building Official's decision may appeal to the Building Board of Appeals.

#### 105.1.5 Issuance of license, fees and renewals.

A. General building contractor licenses and renewals shall be issued by the Building Official. All fees shall be paid to the City. Initial licenses shall be issued on approval by the Building Official. Renewal licenses shall be issued on presentation of a renewal application, a receipt for renewal fee and a certification by the Building Official that the applicant is in compliance with all applicable provisions of the City code and all lawful orders of the City's Building Department.

B. All licenses shall expire on three years from the date of issue. Renewals may be secured in the thirty days preceding the expiration date. After the license has elapsed without license renewal, a new application must be submitted

C. Application, license and registration fees shall be charged according to a schedule set by resolution of the City Council.

D. In all cases where licenses and registrations are not renewed timely, as set forth above, and the licensee has performed work regulated by this chapter after expiration of the license, a penalty of one-half the annual fee shall be added to the annual fee.

E. No license may be loaned, rented, assigned or transferred. No holder of a valid license shall obtain a permit under his license and then subcontract, sell or otherwise assign the work covered by the permit to a person or firm who does not have a valid license.

#### 105.1.6 Liability insurance required. A Class A licensee shall maintain general and complete operations liability insurance in the amount of at least \$1,000,000 for all work performed that requires commercial contractor licensing pursuant Section 105.1.3. A Class C licensee shall maintain general and complete operations liability insurance in the amount of at least \$300,000 for all work performed that requires specialty contractor licensing pursuant Section 105.1.3.

A. The carrier of any insurance coverage maintained by the licensee to meet this requirement shall notify the Building Official thirty days prior to the effective date of cancellation or reduction of the coverage.

B. The licensee shall cease operation immediately if the insurance coverage required by this rule is no longer in force and other insurance coverage meeting the requirements of this rule is not in force. A licensee shall not initiate any work which cannot reasonably be expected to be completed prior to the effective date of the cancellation of the insurance coverage required by this rule and of which the licensee has received notice, unless new insurance coverage meeting the requirements of this rule has been obtained and will be in force upon cancellation of the prior coverage.

#### 105.1.7. Applicant Standing.

- A. All applicants for general building contractor licenses are presumed to be in good standing with the City and therefore have a right to submit applications for permits in accordance with the processes and standards set forth in this chapter. However, the City Administrator has the authority to place any application, including but not limited to licensing, construction plans, building permits, or certificates of occupancy, on hold indefinitely or to withdraw the City's consent at any stage in the respective process by providing written notice of the same by regular mail, in the event the general building contractor has not fulfilled any significant obligations to the City with respect to current or previous building activities within the City. For the purposes of this section, "building activities" include activities and actions related to construction plans, building permits, certificates of occupancy, and site plans.
- B. For the purposes of this section, "applicant" means any individual, firm, corporation, association, partnership, limited liability company, or any other business entity or proprietor of land who has applied or is applying for a general building contractor's license. Any individual person or business entity with a five percent interest or more in the ownership or development of any particular property, whether previously approved or currently proposed, is an "applicant" for the purpose of enforcement of this section.
- C. In the event the City Administrator exercises the discretion and authority set forth in this section by placing an application on hold or withdrawing a permit, any applicant may appeal that decision to the City Council within ten days of the date of the notice. The City Council shall hear and decide the appeal of the City Administrator's decision within thirty days after the applicant provides written notice of appeal to the City Administrator. If the City Council decides the appeal in favor of the applicant, the City Administrator shall immediately lift the administrative hold and ensure that the application is processed or the permit is reissued in accordance with the City's ordinances, processes, and procedures.

#### 105.1.2 Licenses required.

- ~~a) North Liberty commercial/residential general contractor license and specialty contractor license—~~
- ~~b) State of Iowa electrical contractor license with a class A master—  
—electrician for all electrical work defined by the State of Iowa  
—contractor licensing program.~~
- ~~c) State of Iowa master license for hydronic, mechanical, 'medical gas and plumbing work defined by State of Iowa contractor licensing program.~~

~~d) National Institute for certification in Engineering Technologies (NICET) Level III for any person designing water based fire protection system.~~  
~~e) National Institute for certification in Engineering Technologies (NICET) Level III for any person designing fire alarm system.~~ f) City of North Liberty sewer & water installer license.

### 110.3 Required inspections.

The building official, upon notification, shall make the inspections set forth in Sections 110.3.1 through 110.3.108.

#### 110.3.1 Footing and foundation inspection.

Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.

#### 110.3.2 Concrete slab and under-floor inspection.

Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary ~~equipment item~~equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

#### 110.3.3 Lowest floor elevation.

In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in Section 1612.5-4 shall be submitted to the building official.

#### 110.3.4 Frame inspection.

Framing inspections shall be made after the roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

#### 110.3.5 Fire-resistant penetrations.

Protection of joints and penetrations in fire resistance-rated assemblies shall not be concealed from view until inspected and approved.

#### 110.3.6 Other inspections.

In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to

ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

110.3.7 Special inspections.

For special inspections, see Section 1704.

110.3.8 Final inspection.

The final inspection shall be made after all work required by the building permit is completed.

110.3.9 – 110.3.11 [Reserved]

2. Delete the following Section from Chapter Five of the IBC and insert in lieu thereof the following:

~~504~~2.12 Address numbers. Address numbers shall be installed in accordance with the fire code.

3. ~~Delete Section 1008 of Amend the following Sections from~~ Chapter Ten of the IBC ~~in its entirety and insert in lieu thereof the following: by insert the following:~~

—1008 Means of Egress Illumination.

— Fire Code shall govern the means of egress illumination.

—

4. Delete Section 1013 of Chapter Ten of the IBC in its entirety and insert in lieu thereof the following:

1013 Exit Signs.

Fire Code shall govern the installation of exit signs.—

~~45~~. Delete the following Section from Chapter Thirteen of the IBC and insert in lieu thereof the following:

1301.1.1 Criteria.

Buildings shall be designed and constructed in accordance with the

State of Iowa Energy Conservation Code.

~~56~~. Delete the following Sections from Chapter One of the IRC and insert in lieu thereof the following:

#### R101.1 Title.

These provisions shall be known as the Residential Code for One- and Two-Family Dwellings of North Liberty, and shall be cited as such and will be referred to herein as is "this code".

R105.1 Required. Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

R105.1.1 Issuance of permits. ~~No~~ permit shall be issued to individual who does not have a valid license to perform such work, except for state's exemption for a homeowner that qualifies for a Homestead Tax Exemption.

#### R105.1.2 Licenses required - generally. The following licenses are required to perform work of the kind associated therewith.

- c. North Liberty North Liberty residential general contractor license (Class B), and/or North Liberty specialty contractor license (Class C).
- d. State of Iowa electrical contractor license held by a class A master electrician for all electrical work, as defined by the State of Iowa contractor licensing program.
- c. State of Iowa master license for hydronic, mechanical, medical gas and plumbing work as defined by the State of Iowa contractor licensing program.
- d. National Institute for Certification in Engineering Technologies (NICET) Level III for any person designing a water-based fire protection system.
- e. National Institute for Certification in Engineering Technologies(NICET) Level III for any person designing any fire alarm system.
- g. City of North Liberty sewer and water installer license.

#### R105.1.3 Licenses required - residential building contractors and specialty contractors.

- A. Residential Building Contractors Licensing.
  - 1. No person, firm or corporation shall engage in residential building contracting in the city without having a valid building contractor's license.
  - 2. For the purposes of Section R105.1, the term "residential building contracting" shall be defined as being engaged in the performance or supervision of work regulated by provisions of the residential building code and shall include the business of contracting such work for hire.

3. A corporation desiring to engage in residential building contracting shall, by affidavit of the president or secretary of the corporation, appoint one or more of the corporate officers to apply for and be licensed as an individual under the terms of this chapter. Such officers or directors shall be actively engaged in conducting the affairs of the corporation and shall be directly in charge of the planning and supervision of any and all construction work done by that corporation. Such corporation may continue in the business of residential building contracting only so long as it has at least one officer or director so licensed and engaged. In case of sudden or unexpected severance from employment by the corporation of the licensee, the corporation may continue to operate for thirty days, and within the thirty days shall accomplish appointment, examining and licensing of another director or officer to act as above.
  4. A partnership desiring to engage in residential building contracting shall, by affidavit of all the partners, appoint one or more partners to act for the partnership to apply for and be licensed as an individual under the terms of this chapter. Such partners shall be actively engaged in conducting the affairs of the partnership and shall be directly in charge of the planning and supervision of any and all work done by that partnership. Such partnership may continue in the business of residential building contracting only so long as it has at least one active partner so licensed and engaged. In case of sudden or unexpected severance from the partnership of the licensee, the partnership may continue to operate for thirty days, and within the thirty days shall accomplish appointment, examining and licensing of another partner to act as above.
  5. An individual desiring to engage in residential building contracting shall apply for and be licensed as an individual under the terms of this chapter. Such person shall be actively engaged in conducting the affairs of the business and shall be directly in charge of the planning and supervision over any and all work done as a part of that business. If at any time he or she sells his or her interest in the business, or ceases to be active in the business, that business may continue no more than thirty days as a contractor, unless another individual who obtains an interest in and is active in that business obtains an individual license as required herein.
- B. A residential building contractor shall obtain a Class B license. A "residential building contractor" is a contractor limited to the construction, remodeling or demolition of one- or two- family residences or of auxiliary facilities including car ports and garages intended for one-family or two-family residential uses.
  - C. A specialty contractor shall obtain a Class C license. A specialty contractor is a contractor performing work regulated by the IRC whose scope of work is limited to a specialty but does not include construction or construction supervision of a building or addition thereto. Such work shall include the



performance or installation of the following items: metal awnings and canopies, decks, concrete, roofing, signs, siding, and swimming pools.

D. No residential building contractor license is required for a person who has legal title and ownership for a building or structure and occupies the same. Owners may perform general contracting work on such properties. The scope of work allowed under this exception shall be limited to work pertaining to new construction, remodeling or renovation. This exception shall not apply to work pertaining mechanical, electrical or plumbing installations nor shall this exception pertain to the licensing requirements for mechanical, plumbing and electrical contractors.

#### R105.1.4 Application for licenses.

A. Any person who desires to be licensed as a residential building contractor as defined in this chapter shall make application to the Building Official. The Building Official shall provide application forms for this purpose. The completed forms shall include the name of the applicant and the applicant's employer, if any, applicant's home and business addresses, employer's address and a brief resume of training and experience. The completed forms must be accompanied or supplemented by affidavits and other documentation requested by the Building Official.

B. Any person aggrieved by the Building Official's decision may appeal to the Building Board of Appeals.

#### R105.1.5 Issuance of license, fees and renewals.

A. Building contractor licenses and renewals shall be issued by the Building Official. All fees shall be paid to the City. Initial licenses shall be issued on approval by the Building Official. Renewal licenses shall be issued on presentation of a renewal application, a receipt for renewal fee and a certification by the Building Official that the applicant is in compliance with all applicable provisions of the City code and all lawful orders of the City's Building Department.

B. All licenses shall expire on three years from the date of issue. Renewals may be secured in the thirty days preceding the expiration date. After the license has elapsed without license renewal, a new application must be submitted

C. Application, license and registration fees shall be charged according to a schedule set by resolution of the City Council.

D. In all cases where licenses and registrations are not renewed timely, as set forth above, and the licensee has performed work regulated by this chapter after expiration of the license, a penalty of one-half the annual fee shall be added to the annual fee.

E. No license may be loaned, rented, assigned or transferred. No holder of a valid license shall obtain a permit under his license and then subcontract, sell or otherwise assign the work covered by the permit to a person or firm who does not have a valid license.

R105.1.6 Liability insurance required.

A Class B or Class C licensee shall maintain general and complete operations liability insurance in the amount of at least \$300,000 for all work performed that requires contractor licensing pursuant Section R105.1.3.

- A. The carrier of any insurance coverage maintained by the licensee to meet this requirement shall notify the Building Official thirty days prior to the effective date of cancellation or reduction of the coverage.
- B. The licensee shall cease operation immediately if the insurance coverage required by this rule is no longer in force and other insurance coverage meeting the requirements of this rule is not in force. A licensee shall not initiate any work which cannot reasonably be expected to be completed prior to the effective date of the cancellation of the insurance coverage required by this rule and of which the licensee has received notice, unless new insurance coverage meeting the requirements of this rule has been obtained and will be in force upon cancellation of the prior coverage.

R105.1.7. Applicant Standing.

- A. All applicants for residential building contractor licenses are presumed to be in good standing with the City and therefore have a right to submit applications for permits in accordance with the processes and standards set forth in this chapter. However, the City Administrator has the authority to place any application, including but not limited to licensing, construction plans, building permits, or certificates of occupancy, on hold indefinitely or to withdraw the City's consent at any stage in the respective process by providing written notice of the same by regular mail, in the event the residential building contractor has not fulfilled any significant obligations to the City with respect to current or previous building activities within the City. For the purposes of this section, "building activities" include activities and actions related to construction plans, building permits, certificates of occupancy, and site plans.
- B. For the purposes of this section, "applicant" means any individual, firm, corporation, association, partnership, limited liability company, or any other business entity or proprietor of land who has applied or is applying for a residential building contractor's license. Any individual person or business entity with a five percent interest or more in the ownership or development of any particular property, whether previously approved or currently proposed, is an "applicant" for the purpose of enforcement of this section.
- C. In the event the City Administrator exercises the discretion and authority set forth in this section by placing an application on hold or withdrawing a permit, any applicant may appeal that decision to the City Council within ten days of the date of the notice. The City Council shall hear and decide the appeal of the City Administrator's decision

within thirty days after the applicant provides written notice of appeal to the City Administrator. If the City Council decides the appeal in favor of the applicant, the City Administrator shall immediately lift the administrative hold and ensure that the application is processed or the permit is reissued in accordance with the City's ordinances, processes, and procedures.

~~R105.1.2 Licenses required:~~

- ~~a) North Liberty residential contractor license or specialty contractor license~~
- ~~b) State of Iowa electrical contractor license with a class A master electrician for all electrical work defined by the State of Iowa contractor licensing program.~~
- ~~c) State of Iowa master license for hydronic, mechanical, medical gas and plumbing work defined by State of Iowa contractor licensing program.~~
- ~~d) National Institute for certification in Engineering Technologies (NICET) Level III for any person designing water based fire protection system.~~
- ~~e) National Institute for certification in Engineering Technologies (NICET) Level III for any person designing fire alarm system.~~
- ~~f) City of North Liberty sewer & water installer license.~~

~~R105.2 Work exempt from permit:~~

~~Permits shall not be required for the following. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Zoning permits are required for driveways sheds, fences and pools. Permits shall not be required for the following.~~

~~Building:~~

- ~~1. One-story detached accessory structures, provided that the floor area does not exceed 200 square feet (18.58 m<sup>2</sup>).~~
- ~~2. Fences not over 7 feet (2134 mm) high. )~~
- ~~3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.~~
- ~~4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.~~
- ~~5. Sidewalks and driveways.~~
- ~~6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.~~

- ~~7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.~~
- ~~8. Swings and other playground equipment.~~
- ~~9. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.~~
- ~~10. Decks not exceeding 200 square feet (18.58 m<sup>2</sup>) in area, that are not more than 30 inches (762 mm) above *grade* at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.~~
- ~~11. Reapplication of shingles and roof sheathing provided less than 50% of the sheathing is replaced and other structural alterations are not required.~~
- ~~12. Reapplication of siding.~~
- ~~13. Window replacement provided window opening sizes are not altered and conforming rescue and escape windows are present in all sleeping rooms.~~

#### R108.3 Building permit valuation.

The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. The building official shall verify the applicant's valuation by using the most current Building Valuation Data Table published in Building Safety Journal to determine the permit value. Final building permit valuation shall be set by the building official.

#### 7. The introductory paragraph of Section R.105.2 is amended to read as follows:

##### R105.2 Work exempt from permit.

Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Zoning permits are required for driveways sheds, fences and pools. Permits shall not be required for the following:

#### 8. The first subsection of Section R.105.2, entitled "Building:" is amended to read as follows:

##### Building:

1. One-story detached accessory structures, provided that the floor area does not exceed 200 square feet (18.58 m<sup>2</sup>).
2. Fences not over 7 feet (2134 mm) high.

)

3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon *grade* if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet (18.58 m<sup>2</sup>) in area, that are not more than 30 inches (762 mm) above *grade* at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.
11. Reapplication of shingles and roof sheathing provided less than 50% of the sheathing is replaced and other structural alterations are not required.
12. Reapplication of siding.
13. Window replacement provided window opening sizes are not altered and conforming rescue and escape windows are present in all sleeping rooms.

69. Modify Amend, modify, or delete the following Sections from Chapter Three of the IRC and inserting theas followings:

R301.2 Climatic and geographic design criteria.

Buildings shall be constructed in accordance with the provisions of this code as limited by the provisions of this section. Additional criteria shall be established by the local jurisdiction and set forth in Table R301.2 (1).

Ground Snow Load	Wind (mph)	Seismic Design Category	Subject to Damage From				Winter Design Temp (e)	Ice Shield Underlayment Required (h)	Flood Hazards (g)	Air Freezing Index (i)	Mean Annual Temp (j)
			Weathering (a)	Frost Line depth (b)	Termite (c)	Decay (d)					
25	115	A	Severe	42"	M-H	S-M	-5° F	Yes	8/22/2002	2000	50°F

R302.5.1 Opening protection.

Openings from a private garage directly into a room used for sleeping

purposes shall not be permitted. Other openings between the garage and residence shall be equipped with solid wood doors not less than 13/8 inches in thickness, solid or honeycomb core steel doors not less than 13/8 inches thick, or 20-minute fire-rated doors.

Delete R302.13 Fire protection of Floors.

Delete R309.5 Fire sprinklers.

Delete R312.2 Window fall protection.

R313.1 Townhouse automatic fire sprinkler systems.

An automatic residential fire sprinkler system shall be installed in townhouses with five or more units.

Exceptions:

An automatic residential fire sprinkler system shall not be required when additions or alterations are made *to* existing townhouses that do not have an automatic residential fire sprinkler system installed.

~~Section R313.2 One- and two-family dwellings automatic fire systems.~~

~~—Amend—~~

~~Section R314.4 of the IRC is to include the following by adding an Exception as follows:~~

~~Exception:—~~ Interconnection of smoke alarms in existing areas shall not be required where alterations or repairs do not result in removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection without the removal of interior finishes.

**710.** Modify the following Sections from Chapter four of the IRC and inserting the following

Add the following alternative foundation table to section 404.1.

Minimum Vertical Reinforcement for 8-inch Thick Concrete Wall

Wall	Vertical Reinforcement Bar Size and Spacing
Less than 6-ft	Not
6-ft to 8-	#4@_32"
9 -ft_ to 10-	#4@ 10" o.c. #5 @ 16" -_#6@_22" o.c.
Greater than 10-ft	Design

**SECTION 3. AMENDMENT.** Section 157.04 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

157.04 ~~Availability of the Building Code~~**AVAILABILITY OF THE BUILDING CODE.**

An official copy of the building code, including a certificate by the city clerk as to its adoption and effective date thereof, is on file in the office of the city clerk in the administration building, and shall be kept there on file. Copies shall be available at the department of building safety for public inspection. Additionally the International Building Code, 2018 Edition, the International Residential Code for One- and Two-Family Dwellings, 2018 Edition, will be made are available in the North Liberty public library.  
~~Edition, will be made are available in the North Liberty public library.~~

**SECTION 4. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 5. 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.~~157.05 Board of Appeals.~~

**SECTION 6. 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**

~~1. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the North Liberty Building Code, there is hereby established a Board of Appeals consisting of five (5) members who are residents of North Liberty and qualified and experienced in training to pass on matters pertaining to building construction and who are not employees or officials of the City. The terms of office for the members of the Board shall be staggered five-year terms, such that only one regular term expires each year so as to provide continuity in policy and personnel. Each term shall commence on July 1. The Board of Appeals shall be appointed by the Mayor with City Council approval.~~

**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 \_\_\_\_\_ in the *North Liberty Leader* on \_\_\_\_\_.

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

~~2. Any person affected by any written notice or order of the Building Official may appeal to the Board of Appeals. The appeal must be made in writing and filed-~~



~~with the office of the City Clerk within seven (7) days of the written notice or order from which the appeal is taken. The Board of Appeals shall have no authority to waive the requirements of the Building Code.~~

~~3. The Board of Appeals shall conduct a hearing following the filing of a written notice of appeal within the established time limits. The Board shall set a time and place for the hearing. Notice of such hearing shall be posted and be open to the public in compliance with the Iowa open meetings law. The applicant will be advised, in writing of such time and place of hearing at least seven (7) days prior to the date of the hearing. At the hearing, the applicant shall have an opportunity to testify and present evidence to show cause why the notice or order should be modified, extended or revoked. The Board of Appeals may sustain, overrule, modify or revoke a notice or order. A hearing may be continued from time to time for good cause at the request of the applicant, City or the Board. The burden of proof shall be on the applicant.~~



- B. No portion of the structure shall be located in any of the following areas:
    - (1) Less than four feet from any adjoining property line.
    - (2) Less than 10 feet from a public or private alley.
    - (3) Within any easement.
  - C. Maximum building height of 10 feet.
4. Other accessory uses.
- A. Swimming pools. No swimming pool shall be located within the front yard area of any lot, or closer than four feet from any adjoining property line.
  - B. Play and recreational structures. No clubhouse, swing set, gazebo, slide, or similar uses or equipment shall be located within the front yard area of any lot.
5. Front Yard Area. No private garage or storage buildings shall be located in a front yard area.
6. Accessory Uses in RS and RD Districts.
- A. Storage of wood, lumber, and other material where the land occupied by such storage is confined to one location in the rear yard area with a maximum area of one hundred square feet, provided that there are at least eight inches of free air space under such storage.
  - B. Keeping of small animals commonly housed in a dwelling, but not for sale purposes. Dog runs constructed solely for the purpose of confining dogs for exercising and feeding may be located in a residential zone, provided that they shall not be located in a front yard or side yard or closer than 10 feet to any lot line.
7. Miscellaneous Parking and Storage. No person shall park, keep or store, or permit the parking or storage of an inoperable vehicle, vehicle component parts, or miscellaneous junk and debris on any public or private property, in any zoning district, unless it shall be in a completely enclosed building. This regulation does not apply to legitimate businesses operating in a lawful place and manner, in accordance with the zoning regulations, provided however, that any outside areas used for parking and storage shall be screened from public view if required by the regulations of the zoning district within which they are located.
8. Accessory Uses in All Other Zones. A conditional use permit is required for outdoor storage or display of any kind, except that 100 square feet or less of merchandise associated with the principal use may be displayed outdoors.
9. Guard Dogs in all C, O/RP and I-1 Zone Districts. Guard dogs may be allowed in all C, O/RP and I-1 Districts and dog runs constructed solely for the purpose of confining said watchdogs for exercising and feeding of the same, may be located in said

districts provided that they shall not be located in a front yard, or side yard, nor closer than 10 feet to a lot line.

10. Food Pantry. One accessory building to provide services as a food pantry is allowed as an accessory use only under the following conditions:

- A. Permitted only as an accessory use for places of worship.
  - B. A maximum of one accessory use building is allowed on the lot with the principal use structure in addition to one storage building or garage associated with the principal use structure.
  - C. Commercial for-profit uses are expressly disallowed.
  - D. Any type of housing, including transient housing, is expressly disallowed.
  - E. The accessory use building and underlying land shall remain at all times in the same ownership as the principal use on the lot.
  - F. Parking shall be provided in accordance with code requirements.
  - G. Maximum accessory use signage: 1 sign, ground or wall, not larger than 8 square feet.
  - H. Maximum accessory building height: 1 floor.
  - I. Principal structure setback requirements are to be observed for the accessory building described herein.
  - J. Maximum size of the accessory building is to be 2,500 square feet, but in no case larger than the square foot total of the principal structure.
  - K. Design standards apply to the accessory building as well as the principal building.
  - L. A conditional use approval is required.
- B. Chapter 171, Zoning Code – Nonconforming, Conditional and Temporary Uses, of the North of the North Liberty Code of Ordinances (2017) is hereby amended by revising Section 171.03, Temporary Uses, to read as follows:

**171.03 TEMPORARY USES.** These regulations are intended to prescribe the conditions under which activities of limited duration may be conducted. The intent is to prevent the creation of nuisances or annoyances to the occupants of adjacent buildings, premises, or property, and to the general public. Considerations for all types of temporary uses listed herein shall include: compatibility with adjacent uses; potential adverse effects to the surrounding neighborhood because of odor, noise, dust, or other nuisances, especially as they may relate to the consumption of alcohol; parking needs, if applicable; and potential traffic increases and resulting impacts on the surrounding neighborhood or city at large. Temporary uses are categorized into the following three types: Minor Temporary Uses, Special Events, and Zoning Temporary Uses, as defined and restricted herein; and several special uses.

1. Minor Temporary Uses. Minor temporary uses are those very minor events or uses that are generally short in duration and have negligible effects on surrounding properties. No signage is allowed for these uses and no permit is required. Examples include:
  - A. Events held inside existing structures.

- B. One-day gatherings on private property, such as graduation parties, reunions, and block parties, that do not include amplified music and are not arranged or held as commercial ventures.
  - C. Model homes.
  - D. Construction offices, trailers, and other equipment but only on active construction sites and as provided for in a construction permit.
  - E. Garage sales, but see restrictions identified later in this section.
2. Special Events. Special events are those minor events or uses that are generally not more than five days in duration and occur infrequently except as noted. A permit is required, subject to approval by the City Administrator and issuance by the City Clerk. The following general regulations apply to these events and will be further defined and restricted in any permit issued:
- A. Each special event shall be described in a permit issued by the City Clerk prior to commencement of the event. This permit shall be in addition to all other licenses, permits, or approvals otherwise required by any governmental entity. The City Administrator may impose such conditions on a special event permit as are necessary to meet the purposes of this chapter and protect the public health, safety and welfare, and adjacent uses. Conditions and limitations that may be imposed may include, but are not limited to:
    - (1) Yard setback and open space requirements;
    - (2) Parking;
    - (3) Fences, walls or other screening;
    - (4) Number and placement of signs;
    - (5) Vehicular and pedestrian ingress and egress;
    - (6) Property maintenance during the course of the activity;
    - (7) Control of illumination, noise, odor, vibration or other nuisances; and
    - (8) Hours of operation.
  - B. Proof of ownership or a signed letter from either the property owner or said owner's authorized representative for the property on which the activity is to take place shall be presented at the time the temporary permit is requested, as well as other contact information for individuals and groups involved.
  - C. All unimproved parking areas and main walk areas shall be maintained to prevent mud tracking or dust entrainment.
  - D. Sanitary facilities, either portable or permanent, shall sufficient in quantity and be made available to all employees, attendants and participants of the activity during its operation hours.
  - E. A bond or cash deposit of up to \$1,000.00, to be set by the City Administrator, shall be provided to the City to be used for reimbursement of costs for cleanup and repair of public property, police services, and any other damages to the City or its property resulting from the special event; however, the requirement for said bond

or cash deposit shall be waived by the City Administrator for typical noncommercial “block parties” privately arranged by and for residents of a street or neighborhood and lasting less than six hours.

- F. All sites shall be completely cleaned of debris and temporary structures, including but not limited to trash receptacles, signs, stands, poles, electrical wiring, or any other fixtures and appurtenances or equipment connected therewith, within 48 hours after the termination of the special event.
  - G. The following activities are prohibited unless specifically approved in the permit:
    - (1) Use of public property including streets and rights-of-way.
    - (2) Consumption of alcohol.
    - (3) Amplified music.
    - (4) Signage, either on-site or off-site.
    - (5) Temporary structures or uses located within setback areas established within this ordinance.
  - H. A permit fee shall be set by the City and collected prior to issuance of the permit.
  - I. Examples of special events requiring a permit issued by the City Clerk include:
    - (1) Annual seasonal events such as Christmas tree sales, Halloween haunted houses, and community-sponsored events, permitted only in commercial and industrial zones.
    - (2) Nonprofit events such as runs, walks, bike rides, and similar.
    - (3) Temporary outdoor eating establishments, permitted only in commercial zones.
    - (4) Parking lot sales, sidewalk sales (private sidewalks only), permitted only in commercial zones.
3. Zoning Temporary Uses. Zoning temporary uses are those events or uses that are generally more than five but not more than 90 days in duration and occur not more than once per year. The following general regulations apply to these events and will be further defined in any permit issued:
- A. Each use shall be described in a permit issued by the Code Official prior to commencement of the event. This permit shall be in addition to all other licenses, permits, or approvals otherwise required by any governmental entity. The Code Official may impose such conditions on a temporary use permit as are necessary to meet the purposes of this chapter and protect the public health, safety and welfare, and adjacent uses. Conditions which may be imposed may include but are not limited to:
    - (1) Yard setback and open space requirements.
    - (2) Parking.
    - (3) Fences, walls or other screening.

- (4) Signs.
  - (5) Vehicular and pedestrian ingress and egress.
  - (6) Property maintenance during the course of the activity.
  - (7) Control of illumination, noise, odor, vibration or other nuisances.
  - (8) Hours of operation.
- B. Proof of ownership or a signed letter from either the property owner or said owner's authorized representative for the property on which the activity is to take place shall be presented at the time the temporary permit is requested, as well as other contact information for individuals and groups involved.
  - C. All unimproved parking areas and main walk areas shall be maintained to prevent mud tracking or dust entrainment. Use of unimproved areas may be prohibited for those uses that are permitted for a longer duration to avoid damaging those areas.
  - D. Sanitary facilities, either portable or permanent, shall be made available to all employees, attendants and participants of the activity during its operation hours.
  - E. A bond or cash deposit of up to \$1,000.00, to be set by the City Administrator, shall be provided to the City to be used for reimbursement of costs for cleanup and repair of public property, police services, and any other damages to the City or its property resulting from the zoning temporary use.
  - F. All sites shall be completely cleaned of debris and temporary structures, including but not limited to trash receptacles, signs, stands, poles, electrical wiring, or any other fixtures and appurtenances or equipment connected therewith, within 48 hours after the termination of the special event.
  - G. The following activities are prohibited unless specifically approved in the permit:
    - (1) Use of public property including streets and rights-of-way.
    - (2) Consumption of alcohol.
    - (3) Amplified music.
    - (4) Signage, either on-site or off-site.
    - (5) Temporary structures or uses located within setback areas established within this ordinance.
  - H. A permit fee shall be set by the City and collected prior to issuance of the permit.
  - I. Examples of zoning temporary uses permitted include:
    - (1) Stands for the sales of agricultural products.
    - (2) Retail sales of nursery materials.
    - (3) Other similar uses described in the definition of this type of use.
4. Temporary Portable Storage Containers. A permit is required prior to placement of any temporary portable storage containers, to be obtained from the Building Department. Requirements of the permit include the following:

- A. Maximum duration of use is no more than 30 days in any calendar year.
  - B. No container shall be more than 8 feet in height, nor more than 16 feet in length in residential districts or 40 feet in length in all other districts.
  - C. Containers shall not be stacked vertically.
  - D. Containers shall be located totally on the owner's lot, and no part of any container shall be located on any public property.
5. Commercial Dumpsters. Commercial dumpsters located on a private lot for more than 7 consecutive days are permitted only as part of another permit issued by the Building Department, such as a building permit or demolition permit; or through the commercial dumpster permit listed in item B of this section. Commercial dumpsters located on a private lot for 7 consecutive days or less do not require a permit.
- A. Commercial dumpsters permitted with issuance of another permit are subject to the following requirements:
    - (1) Containers shall not be stacked vertically.
    - (2) Containers shall be located totally on the owner's lot, and no part of any container shall be located on any public property.
  - B. Commercial dumpsters permitted by commercial dumpster permit are subject to the following requirements: Containers shall not be stacked vertically.
    - (1) Containers shall be located totally on the owner's lot, and no part of any container shall be located on any public property.
    - (2) Maximum duration of use is no more than 30 days in any calendar year. No container shall be more than 8 feet in height, nor more than 16 feet in length in residential districts or 40 feet in length in all other districts.
- 6 Garage Sales. Garage sales are restricted to no more than one three-day event per 180-day period. Garage sales occurring more frequently shall be considered a commercial retail sales business in a residential zone, which is prohibited. Permits are not required, but temporary sign regulations as specified in section 173.13 apply.

**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 May 14, 2019.  
 Second reading on May 28, 2019.  
 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. 2019-07 in the North Liberty *Leader* on the \_\_\_ day of \_\_\_\_\_, 2019.

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

# Building Code Ordinance Amendment



**Ordinance No. 2019-08**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF  
THE CITY OF NORTH LIBERTY, IOWA, ADOPTING THE 2018  
INTERNATIONAL BUILDING CODE AND 2018  
INTERNATIONAL RESIDENTIAL CODE, AS REVISED**

BE IT ENACTED by the City Council of the City of North Liberty, Iowa:

**SECTION 1. AMENDMENT.** Section 157.02 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

157.02 INTERNATIONAL BUILDING CODES ADOPTED.

Except as hereafter modified, that certain building codes known as the International Building Code, 2018 Edition, including Appendix H titled "Signs", the International Residential Code, 2018 Edition, including Appendices E titled "Manufactured Housing Used as Dwellings," F titled "Radon Controlled Methods," H titled "Patio Covers" and K titled "Sound Transmission" as published by the International Code Council in cooperation with the International Conference of Building Officials, which codes are specifically incorporated by reference shall be known as the building code. The provisions of said building code shall control the design, construction, quality of materials, erection, installation, addition, alteration, repair, location, relocation, replacement, removal, demolition, use and maintenance of buildings and other structures within the incorporated limits of North Liberty, Iowa.

**SECTION 2. AMENDMENT.** Section 157.03 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

157.03 AMENDMENTS TO THE INTERNATIONAL BUILDING CODE AND THE INTERNATIONAL RESIDENTIAL CODE.

Certain sections and portions of sections, of the International Building Code, 2018 Edition (hereinafter IBC) and the International Residential Code for One- and Two-Family Dwellings, 2018 Edition (hereinafter IRC), are modified as set forth in this section.

1. Delete the following Sections from Chapter One of the IBC and insert in lieu thereof the following:

101.1 Title.

These regulations shall be known as the Building Code of North Liberty, hereinafter referred to as "this code."

#### 101.4 Referenced codes.

The other codes listed in Sections 101.4.1 through 101.4.8 and referenced elsewhere in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

##### 101.4.1 Electrical.

The provisions of the Electrical Code adopted by the State of Iowa Electrical Board shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings, and appurtenances thereto.

##### 101.4.2 Gas.

The provisions of the 2018 International Fuel Gas Code shall apply to the installation of gas piping from the point of delivery, gas appliances, and related accessories as covered in this code. These requirements apply to gas piping systems extending from the point of delivery to the inlet connections of appliances and the installation and operation of residential and commercial gas appliances and related accessories.

##### 101.4.3 Mechanical.

The provisions of the 2018 International Mechanical Code shall apply to the installation, alterations, repairs and replacement of mechanical systems, including equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy related systems.

##### 101.4.4 Plumbing.

The provisions of the Plumbing Code adopted by the State of Iowa Department Public Health shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of medical gas system.

##### 101.4.5 Property maintenance.

The provisions of the 2018 International Property Maintenance Code shall apply to existing structures and premises; equipment and facilities; light, ventilation, space heating, sanitation, life and fire safety hazards; responsibilities of owners, operators and occupants; and occupancy of existing premises and structures.

##### 101.4.6 Fire prevention.

The provisions of the 2018 International Fire Code and as amended in Chapter 158 shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosion arising from the storage,

handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction, extension, repair, alteration or removal of fire suppression and alarm systems or fire hazards in the structure or on the premises from occupancy or operation.

#### 101.4.7 Energy.

The provisions of the State of Iowa Energy Conservation Code shall apply to all matters governing the design and construction of buildings for energy efficiency.

#### 101.4.8 Existing buildings.

The provisions of the 2018 International Existing Building Code shall apply to matters governing the repair, alteration, change of occupancy, addition to and relocation of existing buildings.

105.1 Required. Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

105.1.1 Issuance of permits. No permit shall be issued to any individual who does not have a valid license to perform such work, wherever such license is required by law.

105.1.2 Licenses required - general. The following licenses are required to perform work of the kind associated therewith.

- a. North Liberty commercial general contractor license (Class A), North Liberty residential general contractor license (Class B), and/or North Liberty specialty contractor license (Class C).
- b. State of Iowa electrical contractor license held by a class A master electrician for all electrical work, as defined by the State of Iowa contractor licensing program.
- c. State of Iowa master license for hydronic, mechanical, medical gas and plumbing work as defined by the State of Iowa contractor licensing program.
- d. National Institute for Certification in Engineering Technologies (NICET) Level III for any person designing a water-based fire protection system.
- e. National Institute for Certification in Engineering Technologies (NICET) Level III for any person designing any fire alarm system.

- f. City of North Liberty sewer and water installer license.

### 105.1.3 License required.

#### A. General Building Contractor Licensing.

1. No person, or entity shall engage in general building contracting in the city without having a valid building contractor's license.
2. For the purposes of Section 105.1, the term "general building contracting" shall be defined as being engaged in the performance or supervision of work regulated by provisions of the IBC and/or IRC and shall include the business of contracting such work for hire.
3. A corporation desiring to engage in general building contracting shall, by affidavit of the president or secretary of the corporation, appoint one or more of the corporate officers to act for the corporation to apply for and be licensed as an individual under the terms of this chapter. Such officers or directors shall be actively engaged in conducting the affairs of the corporation and shall be directly in charge of the planning and supervision of any and all construction work done by that corporation. Such corporation may continue in the business of general building contracting only so long as it has at least one officer or director so licensed and engaged. In case of sudden or unexpected severance from employment by the corporation of the licensee, the corporation may continue to operate for thirty days, and within the thirty days shall accomplish appointment, examining and licensing of another director or officer to act as above.
4. A partnership desiring to engage in general building contracting shall, by affidavit of all the partners, appoint one or more partners to act for the partnership to apply for, be examined as an individual under the terms of this chapter. Such partners shall be actively engaged in conducting the affairs of the partnership and shall be directly in charge of the planning and supervision of any and all work done by that partnership. Such partnership may continue in the business of general building contracting only so long as it has at least one active partner so licensed and engaged. In case of sudden or unexpected severance from the partnership of the licensee, the partnership may continue to operate for thirty days, and within the thirty days shall accomplish appointment, examining and licensing of another partner to act as above.
5. An individual desiring to engage in general building contracting shall apply for and be licensed as an individual under the terms of this chapter. Such person shall be actively engaged in conducting the affairs of the business and shall be directly in charge of the planning and supervision over any and all work done as a part of that business. If at any time he or she sells his or her interest in the business, or ceases to be active in the business, that business may continue no more than thirty days as a contractor, unless another individual who obtains an

interest in and is active in that business obtains an individual license as required herein.

- B. A commercial contractor shall obtain a Class A license. A commercial building contractor is a general building contractor engaged in the performance or supervision of work regulated by the IBC and/or IRC, including but not limited to commercial, residential, and specialty work. Such work is not exclusively limited to work described in this subsection or exclusively limited to a line of work contemplated in subsection C hereunder and may include the moving or demolition of buildings.
- C. A residential contractor shall obtain a Class B license. A residential contractor is a general building contractor engaged in the performance or supervision of work regulated by the IRC, limited to the construction, remodeling or demolition of one- or two- family residences or of auxiliary facilities including car ports and garages intended for one-family or two-family residential uses.
- D. A specialty contractor shall obtain a Class C license. A specialty contractor is a contractor performing work regulated by the IBC and/or IRC whose scope of work is limited to a specialty but does not include construction or construction supervision of a building or addition thereto. Such work shall include the performance or installation of the following items: metal awnings and canopies, decks, concrete, roofing, signs, siding, and swimming pools.

#### 105.1.4 Application for licenses.

- A. Any person who desires to be licensed as a general building contractor as defined in this chapter shall make application to the Building Official. The Building Official shall provide application forms for this purpose. The completed forms shall include the name of the applicant and the applicant's employer, if any, applicant's home and business addresses, employer's address and a brief resume of training and experience. The completed forms must be accompanied or supplemented by affidavits and other documentation requested by the Building Official.
- B. Any person aggrieved by the Building Official's decision may appeal to the Building Board of Appeals.

#### 105.1.5 Issuance of license, fees and renewals.

- A. General building contractor licenses and renewals shall be issued by the Building Official. All fees shall be paid to the City. Initial licenses shall be issued on approval by the Building Official. Renewal licenses shall be issued on presentation of a renewal application, a receipt for renewal fee and a certification by the Building Official that the applicant is in compliance with all applicable provisions of the City code and all lawful orders of the City's Building Department.
- B. All licenses shall expire on three years from the date of issue. Renewals may be secured in the thirty days preceding the expiration date. After the license has elapsed without license renewal, a new application must

- be submitted
- C. Application, license and registration fees shall be charged according to a schedule set by resolution of the City Council.
  - D. In all cases where licenses and registrations are not renewed timely, as set forth above, and the licensee has performed work regulated by this chapter after expiration of the license, a penalty of one-half the annual fee shall be added to the annual fee.
  - E. No license may be loaned, rented, assigned or transferred. No holder of a valid license shall obtain a permit under his license and then subcontract, sell or otherwise assign the work covered by the permit to a person or firm who does not have a valid license.

105.1.6 Liability insurance required. A Class A licensee shall maintain general and complete operations liability insurance in the amount of at least \$1,000,000 for all work performed that requires commercial contractor licensing pursuant Section 105.1.3. A Class C licensee shall maintain general and complete operations liability insurance in the amount of at least \$300,000 for all work performed that requires specialty contractor licensing pursuant Section 105.1.3.

A. The carrier of any insurance coverage maintained by the licensee to meet this requirement shall notify the Building Official thirty days prior to the effective date of cancellation or reduction of the coverage.

B. The licensee shall cease operation immediately if the insurance coverage required by this rule is no longer in force and other insurance coverage meeting the requirements of this rule is not in force. A licensee shall not initiate any work which cannot reasonably be expected to be completed prior to the effective date of the cancellation of the insurance coverage required by this rule and of which the licensee has received notice, unless new insurance coverage meeting the requirements of this rule has been obtained and will be in force upon cancellation of the prior coverage.

105.1.7. Applicant Standing.

- A. All applicants for general building contractor licenses are presumed to be in good standing with the City and therefore have a right to submit applications for permits in accordance with the processes and standards set forth in this chapter. However, the City Administrator has the authority to place any application, including but not limited to licensing, construction plans, building permits, or certificates of occupancy, on hold indefinitely or to withdraw the City's consent at any stage in the respective process by providing written notice of the same by regular mail, in the event the general building contractor has not fulfilled any significant obligations to the City with respect to current or previous building activities within the City. For the purposes of this section, "building activities" include activities and actions related to construction plans, building permits, certificates of occupancy, and site plans.



- B. For the purposes of this section, “applicant” means any individual, firm, corporation, association, partnership, limited liability company, or any other business entity or proprietor of land who has applied or is applying for a general building contractor’s license. Any individual person or business entity with a five percent interest or more in the ownership or development of any particular property, whether previously approved or currently proposed, is an “applicant” for the purpose of enforcement of this section.
- C. In the event the City Administrator exercises the discretion and authority set forth in this section by placing an application on hold or withdrawing a permit, any applicant may appeal that decision to the City Council within ten days of the date of the notice. The City Council shall hear and decide the appeal of the City Administrator’s decision within thirty days after the applicant provides written notice of appeal to the City Administrator. If the City Council decides the appeal in favor of the applicant, the City Administrator shall immediately lift the administrative hold and ensure that the application is processed or the permit is reissued in accordance with the City’s ordinances, processes, and procedures.

### 110.3 Required inspections.

The building official, upon notification, shall make the inspections set forth in Sections 110.3.1 through 110.3.8.

#### 110.3.1 Footing and foundation inspection.

Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.

#### 110.3.2 Concrete slab and under-floor inspection.

Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

#### 110.3.3 Lowest floor elevation.

In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in Section 1612.4 shall be submitted to the building official.

#### 110.3.4 Frame inspection.

Framing inspections shall be made after the roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents

to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

#### 110.3.5 Fire-resistant penetrations.

Protection of joints and penetrations in fire resistance-rated assemblies shall not be concealed from view until inspected and approved.

#### 110.3.6 Other inspections.

In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

#### 110.3.7 Special inspections.

For special inspections, see Section 1704.

#### 110.3.8 Final inspection.

The final inspection shall be made after all work required by the building permit is completed.

#### 110.3.9 – 110.3.11 [Reserved]

2. Delete the following Section from Chapter Five of the IBC and insert in lieu thereof the following:

502.1 Address numbers. Address numbers shall be installed in accordance with the fire code.

3. Delete Section 1008 of Chapter Ten of the IBC in its entirety and insert in lieu thereof the following:

1008 Means of Egress Illumination. Fire Code shall govern the means of egress illumination.

4. Delete Section 1013 of Chapter Ten of the IBC in its entirety and insert in lieu thereof the following:

1013 Exit Signs. Fire Code shall govern the installation of exit signs.

5. Delete the following Section from Chapter Thirteen of the IBC and insert in lieu thereof the following:

#### 1301.1.1 Criteria.

Buildings shall be designed and constructed in accordance with the State of Iowa Energy Conservation Code.

6. Delete the following Sections from Chapter One of the IRC and insert in lieu thereof the following:

R101.1 Title.

These provisions shall be known as the Residential Code for One- and Two-Family Dwellings of North Liberty, and shall be cited as such and will be referred to herein as is "this code".

R105.1 Required. Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

R105.1.1 Issuance of permits. No permit shall be issued to individual who does not have a valid license to perform such work, except for state's exemption for a homeowner that qualifies for a Homestead Tax Exemption.

R105.1.2 Licenses required - generally. The following licenses are required to perform work of the kind associated therewith.

- c. North Liberty North Liberty residential general contractor license (Class B), and/or North Liberty specialty contractor license (Class C).
- d. State of Iowa electrical contractor license held by a class A master electrician for all electrical work, as defined by the State of Iowa contractor licensing program.
- c. State of Iowa master license for hydronic, mechanical, medical gas and plumbing work as defined by the State of Iowa contractor licensing program.
- d. National Institute for Certification in Engineering Technologies (NICET) Level III for any person designing a water-based fire protection system.
- e. National Institute for Certification in Engineering Technologies (NICET) Level III for any person designing any fire alarm system.
- g. City of North Liberty sewer and water installer license.

R105.1.3 Licenses required – residential building contractors and specialty contractors.

- A. Residential Building Contractors Licensing.
  - 1. No person, firm or corporation shall engage in residential building contracting in the city without having a valid building contractor's license.
  - 2. For the purposes of Section R105.1, the term "residential building

contracting" shall be defined as being engaged in the performance or supervision of work regulated by provisions of the residential building code and shall include the business of contracting such work for hire.

3. A corporation desiring to engage in residential building contracting shall, by affidavit of the president or secretary of the corporation, appoint one or more of the corporate officers to apply for and be licensed as an individual under the terms of this chapter. Such officers or directors shall be actively engaged in conducting the affairs of the corporation and shall be directly in charge of the planning and supervision of any and all construction work done by that corporation. Such corporation may continue in the business of residential building contracting only so long as it has at least one officer or director so licensed and engaged. In case of sudden or unexpected severance from employment by the corporation of the licensee, the corporation may continue to operate for thirty days, and within the thirty days shall accomplish appointment, examining and licensing of another director or officer to act as above.
  4. A partnership desiring to engage in residential building contracting shall, by affidavit of all the partners, appoint one or more partners to act for the partnership to apply for and be licensed as an individual under the terms of this chapter. Such partners shall be actively engaged in conducting the affairs of the partnership and shall be directly in charge of the planning and supervision of any and all work done by that partnership. Such partnership may continue in the business of residential building contracting only so long as it has at least one active partner so licensed and engaged. In case of sudden or unexpected severance from the partnership of the licensee, the partnership may continue to operate for thirty days, and within the thirty days shall accomplish appointment, examining and licensing of another partner to act as above.
  5. An individual desiring to engage in residential building contracting shall apply for and be licensed as an individual under the terms of this chapter. Such person shall be actively engaged in conducting the affairs of the business and shall be directly in charge of the planning and supervision over any and all work done as a part of that business. If at any time he or she sells his or her interest in the business, or ceases to be active in the business, that business may continue no more than thirty days as a contractor, unless another individual who obtains an interest in and is active in that business obtains an individual license as required herein.
- B. A residential building contractor shall obtain a Class B license. A "residential building contractor" is a contractor limited to the construction, remodeling or demolition of one- or two- family residences or of auxiliary facilities including car ports and garages intended for one-family or two-family residential uses.
  - C. A specialty contractor shall obtain a Class C license. A specialty contractor

is a contractor performing work regulated by the IRC whose scope of work is limited to a specialty but does not include construction or construction supervision of a building or addition thereto. Such work shall include the performance or installation of the following items: metal awnings and canopies, decks, concrete, roofing, signs, siding, and swimming pools.

- D. No residential building contractor license is required for a person who has legal title and ownership for a building or structure and occupies the same. Owners may perform general contracting work on such properties. The scope of work allowed under this exception shall be limited to work pertaining to new construction, remodeling or renovation. This exception shall not apply to work pertaining mechanical, electrical or plumbing installations nor shall this exception pertain to the licensing requirements for mechanical, plumbing and electrical contractors.

#### R105.1.4 Application for licenses.

- A. Any person who desires to be licensed as a residential building contractor as defined in this chapter shall make application to the Building Official. The Building Official shall provide application forms for this purpose. The completed forms shall include the name of the applicant and the applicant's employer, if any, applicant's home and business addresses, employer's address and a brief resume of training and experience. The completed forms must be accompanied or supplemented by affidavits and other documentation requested by the Building Official.
- B. Any person aggrieved by the Building Official's decision may appeal to the Building Board of Appeals.

#### R105.1.5 Issuance of license, fees and renewals.

- A. Building contractor licenses and renewals shall be issued by the Building Official. All fees shall be paid to the City. Initial licenses shall be issued on approval by the Building Official. Renewal licenses shall be issued on presentation of a renewal application, a receipt for renewal fee and a certification by the Building Official that the applicant is in compliance with all applicable provisions of the City code and all lawful orders of the City's Building Department.
- B. All licenses shall expire on three years from the date of issue. Renewals may be secured in the thirty days preceding the expiration date. After the license has elapsed without license renewal, a new application must be submitted
- C. Application, license and registration fees shall be charged according to a schedule set by resolution of the City Council.
- D. In all cases where licenses and registrations are not renewed timely, as set forth above, and the licensee has performed work regulated by this chapter after expiration of the license, a penalty of one-half the annual fee shall be added to the annual fee.
- E. No license may be loaned, rented, assigned or transferred. No holder

of a valid license shall obtain a permit under his license and then subcontract, sell or otherwise assign the work covered by the permit to a person or firm who does not have a valid license.

**R105.1.6 Liability insurance required.**

A Class B or Class C licensee shall maintain general and complete operations liability insurance in the amount of at least \$300,000 for all work performed that requires contractor licensing pursuant Section R105.1.3.

- A. The carrier of any insurance coverage maintained by the licensee to meet this requirement shall notify the Building Official thirty days prior to the effective date of cancellation or reduction of the coverage.
- B. The licensee shall cease operation immediately if the insurance coverage required by this rule is no longer in force and other insurance coverage meeting the requirements of this rule is not in force. A licensee shall not initiate any work which cannot reasonably be expected to be completed prior to the effective date of the cancellation of the insurance coverage required by this rule and of which the licensee has received notice, unless new insurance coverage meeting the requirements of this rule has been obtained and will be in force upon cancellation of the prior coverage.

**R105.1.7. Applicant Standing.**

- A. All applicants for residential building contractor licenses are presumed to be in good standing with the City and therefore have a right to submit applications for permits in accordance with the processes and standards set forth in this chapter. However, the City Administrator has the authority to place any application, including but not limited to licensing, construction plans, building permits, or certificates of occupancy, on hold indefinitely or to withdraw the City's consent at any stage in the respective process by providing written notice of the same by regular mail, in the event the residential building contractor has not fulfilled any significant obligations to the City with respect to current or previous building activities within the City. For the purposes of this section, "building activities" include activities and actions related to construction plans, building permits, certificates of occupancy, and site plans.
- B. For the purposes of this section, "applicant" means any individual, firm, corporation, association, partnership, limited liability company, or any other business entity or proprietor of land who has applied or is applying for a residential building contractor's license. Any individual person or business entity with a five percent interest or more in the ownership or development of any particular property, whether previously approved or currently proposed, is an "applicant" for the purpose of enforcement of this section.
- C. In the event the City Administrator exercises the discretion and authority set forth in this section by placing an application on hold or

withdrawing a permit, any applicant may appeal that decision to the City Council within ten days of the date of the notice. The City Council shall hear and decide the appeal of the City Administrator's decision within thirty days after the applicant provides written notice of appeal to the City Administrator. If the City Council decides the appeal in favor of the applicant, the City Administrator shall immediately lift the administrative hold and ensure that the application is processed or the permit is reissued in accordance with the City's ordinances, processes, and procedures.

#### R108.3 Building permit valuation.

The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. The building official shall verify the applicant's valuation by using the most current Building Valuation Data Table published in Building Safety Journal to determine the permit value. Final building permit valuation shall be set by the building official.

7. The introductory paragraph of Section R.105.2 is amended to read as follows:

#### R105.2 Work exempt from permit.

Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Zoning permits are required for driveways sheds, fences and pools. Permits shall not be required for the following:

8. The first subsection of Section R.105.2, entitled "Building:" is amended to read as follows:

#### Building:

1. One-story detached *accessory structures*, provided that the floor area does not exceed 200 square feet (18.58 m<sup>2</sup>).
2. Fences not over 7 feet (2134 mm) high.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon *grade* if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways.

6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet (18.58 m<sup>2</sup>) in area, that are not more than 30 inches (762 mm) above *grade* at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.
11. Reapplication of shingles and roof sheathing provided less than 50% of the sheathing is replaced and other structural alterations are not required.
12. Reapplication of siding.
13. Window replacement provided window opening sizes are not altered and conforming rescue and escape windows are present in all sleeping rooms.

9. Amend, modify, or delete the following Sections from Chapter Three of the IRC as follows:

**R301.2 Climatic and geographic design criteria.**

Buildings shall be constructed in accordance with the provisions of this code as limited by the provisions of this section. Additional criteria shall be established by the local jurisdiction and set forth in Table R301.2 (1).

Ground Snow Load	Wind (mph)	Seismic Design Category	Subject to Damage From				Winter Design Temp (e)	Ice Shield Underlayment Required (h)	Flood Hazards (g)	Air Freezing Index (i)	Mean Annual Temp G
			Weathering (a)	Frost Line depth (b)	Termite (c)	Decay (c)					
25	115	A	Severe	42"	M-H	S-M	-5° F	Yes	8/22/2002	2000	50°F

**R302.5.1 Opening protection.**

Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and residence shall be equipped with solid wood doors not less than 13/8 inches in thickness, solid or honeycomb core steel doors not less than 13/8 inches thick, or 20-minute fire-rated doors.

Delete R302.13 Fire protection of Floors.



Delete R309.5 Fire sprinklers.

Delete R312.2 Window fall protection.

R313.1 Townhouse automatic fire sprinkler systems.

An automatic residential fire sprinkler system shall be installed in townhouses with five or more units.

Exceptions:

An automatic residential fire sprinkler system shall not be required when additions or alterations are made *to* existing townhouses that do not have an automatic residential fire sprinkler system installed.

Delete Section R313.2 One- and two-family dwellings automatic fire systems.

Amend Section R314.4 of the IRC is to include the following Exception:

Exception: Interconnection of smoke alarms in existing areas shall not be required where alterations or repairs do not result in removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection without the removal of interior finishes.

10. Modify the following Sections from Chapter four of the IRC and inserting the following

Add the following alternative foundation table to section 404.1.

Minimum Vertical Reinforcement for 8-inch Thick Concrete Wall

Wall Height	Vertical Reinforcement Bar Size and Spacing
Less than 6-ft	Not Required
6-ft to 8-ft	#4@ 32" o.c.
9 -ft to 10-ft	#4@ 10" o.c. #5 @ 16" #6@ 22" o.c.

Greater than 10-ft	Design Required by Engineer
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**SECTION 3. AMENDMENT.** Section 157.04 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

157.04 AVAILABILITY OF THE BUILDING CODE.  
 An official copy of the building code, including a certificate by the city clerk as to its adoption and effective date thereof, is on file in the office of the city clerk in the administration building, and shall be kept there on file. Copies shall be available at the department of building safety for public inspection. Additionally, the International Building Code, 2018 Edition, the International Residential Code for One- and Two-Family Dwellings, 2018 Edition, will be made are available in the North Liberty public library.

**SECTION 4. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 5. 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 6. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on May 28, 2019.  
 Second reading on \_\_\_\_\_.  
 Third and final reading on \_\_\_\_\_.

**CITY OF NORTH LIBERTY**

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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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TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance \_\_\_\_\_ in the *North Liberty Leader* on \_\_\_\_\_.

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TRACEY MULCAHEY, CITY CLERK

# **Fire Code Ordinance Amendment**



ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF NORTH LIBERTY, IOWA,  
ADOPTING THE 2018 INTERNATIONAL FIRE CODE, AS REVISED

BE IT ENACTED by the City Council of the City of North Liberty, Iowa:

**SECTION 1. AMENDMENT.** Section 158.01 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

~~**CITY OF NORTH LIBERTY ADOPTION OF THE INTERNATIONAL FIRE CODE ORDINANCE**~~

~~An ordinance of the City of North Liberty adopting the 2018 edition of the International Fire Code, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the City of North Liberty; providing for the issuance of permits and collection of fees therefor; repealing Chapter 15.03 of the City of North Liberty Municipal Code and all other ordinances or parts of laws in conflict therewith. The City Council of the City of North Liberty does ordain as follows:~~

~~**Section I. 158.01 INTERNATIONAL FIRE CODE ADOPTED.** Except as hereinafter modified, ~~That a certain document, one (1) copy of which are on file in the office the City Clerk of the City of North Liberty being marked and code,~~ designated *International Fire Code*, 2018 edition, including Appendix Chapters B, C, D, E, F, G, H, I, K, N as published by the International Code Council, which code is specifically incorporated by reference, be and is hereby adopted as the Fire Code of the City of North Liberty, in the State of Iowa. The provisions of said Fire Code shall regulate and govern the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; provide for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the City of North Liberty are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, ~~if any,~~ prescribed in the following Sections ~~2 of this ordinance of this Chapter.~~~~

~~**Section II 158.02. AMENDMENTS TO THE INTERNATIONAL FIRE CODE.** That ~~the~~ the following sections are hereby revised as stated below:~~

~~Section 101.1. “[NAME OF JURISDICTION]” is amended to “City of North Liberty”. Insert: City of North Liberty~~

~~Section 110.4. Insert: Municipal Infraction, as prescribed in City of North Liberty Municipal Code, Chapter 1.18; Municipal Infraction.~~

~~Section 112.4. Insert: \$500, repeat offense \$750.~~

~~Section 1103.5.3. Insert: Five years from date of notification.~~

~~**Section III.** That the geographic limits referred to in certain sections of the 2018 *International Fire Code* are hereby established as follows:~~

~~Section 5704.2.9.6.1 The storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited in~~

~~the entire City of North Liberty, Iowa.~~

~~Exceptions: I-1 and I-2 Zoning Districts and/or as approved by the Fire Chief.~~

~~Section 5706.2.4.4 The storage of Class I and Class II liquids in above-ground tanks is prohibited in the entire City of North~~

~~Liberty, Iowa.~~

~~Exceptions: I-1 and I-2 Zoning Districts and/or as approved by the Fire Chief.~~

~~Section 5806.2 The storage of flammable cryogenic fluids in stationary containers is prohibited in the entire City of North~~

~~Liberty, Iowa. Exceptions: As approved by the Fire Chief.~~

~~Section 6104.2 The storage of liquefied petroleum gas is prohibited in the entire City of North Liberty~~

~~Exceptions: I-1 and I-2 Zoning Districts and/or as approved by the Fire Chief.~~

Section 104.12 Add a new section to read as follows: The code official is authorized to order an operation or use stopped or the evacuation of any premises, building, or vehicle or portion thereof which has or is a fire, life safety or health hazard.

Section 105.2 Add a sentence to the end of the section to read as follows: Application for an operational permit shall be submitted with all required information not less than 14 days prior to the event requiring a permit.

Section 105.4 Add a sentence to the end of the section to read as follows: The fire code official at their discretion shall send plans to an outside agency for review. The fire code official shall choose the plans review agency. The applicant shall pay all fees associated with the plan review directly to the outside agency. A certificate of occupancy shall not be issued until the review fees have been paid.

Section 105.6 Add a sentence to the end of the section to read as follows: The fire code official at their discretion shall send plans for operational permits requests to an outside agency for review. The fire code official shall choose the plans review agency. The applicant shall pay all fees associated with the plan review directly to the outside agency. The permit shall not be issued until the review fees have been paid.

Section 109 Delete in its entirety. See City of North Liberty Ordinance 99.18; Boards of Appeals.

Section 110.4. Delete the section and replace with: Person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a Municipal Infraction, as prescribed in City of North Liberty Municipal Code.

Section 112.4. Delete the section and replace with: Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable as provided for in a municipal infraction, as prescribed in City of City of North Liberty Municipal Code.

Section 202 Add a new definition to read as follows: CODE OFFICIAL. The Fire Chief, the Assistant Fire Chief, or the Chief's authorized representative.

Section 307 See also City of North Liberty Ordinance 8.12.020, Section O, Open

Burning. Section 312.3 Delete the words: or visually deter.

Section 401.9 Add a new section to read as follows: Building evacuation. Upon activation of the building fire alarm system or upon notification by other means of detecting and reporting unwanted fire, all building occupants shall promptly evacuate the building. Building employees and tenants shall implement the appropriate emergency plan and procedures. Exception: When the emergency evacuation plan, as approved by the fire code official, does not require the immediate total evacuation of the building.

Section 405.2 Add to the end of the section as follows: Fire and evacuation drills in Group E occupancies, excluding daycares and preschools shall be conducted in accordance with Section 100.31 of the Code of Iowa. Emergency evacuation/fire drills shall be conducted at least four times a year. Not less than two drills shall be conducted between July

1 and December 31 of each year and not less than two drills shall be conducted between January 1 and June 30 of each year. The North Liberty Fire Department shall conduct one of the two drills during July 1 and December 31 and one of the two drills during January 1 and June 30 of each year.

Section 405.2 Table Add footnote e. as follows: Group E occupancies, excluding Preschools and Daycares shall conduct fire and evacuation drills at least four times a year in accordance with Section 100.31 of the Code of Iowa. Footnote shall be added to Group E occupancy frequency.

Section 503.1.1 Delete exception 1.1 and replace with: The dimension can be increased up to 200 feet if the building is equipped throughout with an approved NFPA 13 automatic sprinkler system.

Section 505.1 Delete the section and replace with: Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background. Address numbers and exterior suite numbers shall be in Arabic numerals or alphabet letters a minimum of 4 inches in height with a minimum stroke width of 1/2 inch. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Exterior address location for commercial buildings shall be determined by the Code Official.

Exceptions:

1. Monument signs shall have the address installed a minimum of 36 inches from the ground.
2. Addresses located 100 to 199 feet from the street shall have a minimum of 6 inches in height with a minimum stroke width of 1/2 inch. Addresses located 200 to 299 feet from the street shall have a minimum of 8 inches in height with a minimum stroke width of 1 inch. For each additional 100 feet from the street, the number shall increase by an additional 2 inches in height with the stroke increased proportionally. Measurements to determine the minimum number or letter size shall be measured from the approved address location to the center line of the street for which the premise is addressed. Minimum height and minimum stroke may be increased by the Code Official.
3. Interior suite numbers shall be a minimum of 3 inches in height.

Section 505.3 Add a new section to read as follows: Addresses for Buildings under Construction. All new commercial and residential buildings under construction shall have plainly visible addresses from the street. The temporary address sign shall be approved and issued by the City of North Liberty Building Department and be placed no further than 10 from the street. Additional address signage may be required at the discretion of the code official.

Section 506.1 Add a sentence to the end of the section to read as follows: An approved key box shall be installed in accordance to the City of North Liberty Ordinance 15.34, Key Lock Box.

Section 507.3 Delete the section and replace with: Fire flow. Fire flow requirements for buildings or portions of buildings shall be determined by "Appendix B" of this code.

Section 507.5.1 Delete exceptions 1 & 2.

Section 507.5.1.1 Delete section and add a new section to read as follows: Fire Sprinkler System & Standpipe System Support. A fire hydrant shall be located no more than 100 feet from a fire sprinkler or standpipe system connection on hard surface, easily accessible by fire apparatus and meeting the approval of the Code Official.

Section 507.5.7 Add a new section to read as follows: Fire Hydrant Installation

Section 507.5.7.1 Add a new section to read as follows: Fire hydrant outlet direction: All fire hydrants shall be positioned so that the four and one-half (4 1/2) inch connection is facing the street or driveway accessible to fire department apparatus.

Section 507.5.7.2 Fire hydrants threads: All new fire hydrants within the limits of the city of North Liberty shall have National Standard Threads (NST) on the two and one-half (2 1/2) inch connections and the four and one-half (4 1/2) inch connection will have a Storz connection.

Section 507.5.7.3 Flow: The minimum flow requirements for a water main serving a fire hydrant is the rate of water flow, at a residual pressure of twenty pounds per square inch (20psi) and for a specified duration, as specified in appendix B of this code.

Section 507.5.7.4 Add a new section to read as follows: Fire Hydrant height: Fire hydrants shall be installed a minimum of eighteen (18) inches from the nominal ground level to the center of the lowest water outlet.

Section 510.1 Delete exceptions 1 & 2.

Section 604.10 Delete the section and replace with: Portable, electric, space heaters. Portable electric space heaters shall comply with Sections 604.10.1 through 604.10.6. space heaters that by design have no external surfaces that reach temperatures capable of igniting materials placed against the surface.

Section 606.7. Add a sentence to the end of the section to read as follows: The required elevator keys shall be secured in an approved elevator key box in an approved location by the Fire Code Official.

Section 607.4 Delete the last sentence and replace with: Movement of new and existing cooking appliances with caster(s) under a Type I hood shall be limited by an approved floor mounted restraining device and flexible gas connector installed in accordance with the connector and appliance manufacturer's instructions.

Section 607.5 Add a new section to read as follows: Required separation. All deep-fat fryers shall be installed with at least 16 inches space between the fryer and surface flames from adjacent cooking equipment. Where a steel or tempered glass baffle plate is installed at a minimum 8-inch height between the fryer and surface flames to the adjacent appliance, the requirement for a 16-inch space shall not apply.

Section 607.6 Add a new section to read as follows: Kitchen Hood Exhaust Fan Requirement. New and existing Type I hood kitchen hood exhaust/up blast fans shall be installed with listed hinges, weatherproof electrical cable and hold open retainer for servicing and cleaning.

Section 803.16 Add a new section to read as follows: Maintenance. The interior finish of buildings shall be maintained in accordance with the conditions of original approval. Any change to the interior finish that is regulated by the provisions of this code or the building code shall be made in accordance with all applicable requirements.

Section 806.1 Add a sentence to the end of the section to read as follows: Natural or resin-bearing cut trees and natural decorative vegetation used in buildings open to the general public shall be properly treated with an approved flame retardant.

Section 807.5.2.1 Delete

exception 2. Section 807.5.5.1



## Delete exception 2.

Section 901.2 (a) Add a new section to read as follows: Water-based fire protection systems. Working plans submitted to the fire department for water-based fire protection systems shall be stamped and approved by a qualified person to be in compliance with applicable NFPA standards and the North Liberty Fire Code. Any changes to the working plans shall be approved by a qualified person. A qualified person shall have a minimum National Institute for Certification in Engineering Technologies [NICET] Level III certification for Automatic Sprinkler System Layout OR be a licensed engineer with experience in life safety system design. Other qualifications may be approved by the code official.

Section 901.2 (b) Add a new section to read as follows: Fire alarm systems. Working plans submitted to the fire department by a qualified person for fire alarm systems shall be stamped and approved by a qualified person to be in compliance with applicable NFPA standards and the North Liberty Fire Code. Any changes to the working plans shall be approved by a qualified person. A qualified person shall have a minimum National Institute for Certification in Engineering Technologies [NICET] Level III certification for Fire Alarm Systems OR be a licensed engineer with experience in life safety system design. Other qualifications may be approved by the code official.

Section 901.6.3.2 Add a new section to read as follows: Inspection Record Submission. Contractors who perform installation, inspection, testing and/or maintenance services on fire and life safety systems are required to electronically submit all installation and compliant & non-compliant inspection reports to the Fire Department via a method approved by the Fire Code Official within 30 calendar days of the installation/inspection date. Reports submitted after 30 calendar days may incur late fees.

Section 901.7 Add a sentence to the end of the section to read as follows: A person assigned to firewatch must walk through the building at least once every 30 minutes checking for fire or smoke. A firewatch must be continued until the fire alarm system and/or fire protection system has been restored to normal operating condition or the building has been evacuated. A competent adult familiar with the building must conduct the firewatch. If a fire is discovered, call 911 and immediately evacuate the building.

Section 903.3.1.1.2 Delete the section and replace with: Bathrooms. Sprinkler protection shall be provided in all bathrooms in NFPA 13 & NFPA 13R systems regardless of the bathroom size.

Section 903.3.5.3 Add a new section to read as follows: Water supply safety margin: The fire sprinkler system hydraulically calculated demand per NFPA 13 or NFPA 13R including required hose stream allowances, and domestic water demand if required by section 903.3.5.2 must be a minimum 10%, but not less than 5 psi below the water supply flow test curve, the flow test must have been conducted within 90 days of fire sprinkler plan submittal to the city and third party reviewer (if applicable). The base of riser psi at the time of acceptance test shall also be 10% but not less than 5 psi above the most demanded hydraulically calculated pressure.

Section 903.3.5.4 Add a new section to read as follows: Fire Sprinkler Riser & Fire Pump Room. Fire sprinkler riser room shall be separated from electrical room and have no electrical panels inside the rooms other than electrical power required for the use of the fire alarm and fire protection equipment. Unless otherwise approved by the fire code official, the fire sprinkler riser room with one sprinkler riser shall have a minimum area of sixteen (16) square feet with a minimum dimension of four (4) feet providing at least three (3) feet clearance in front of the sprinkler, fire alarm control panel and fire pump equipment. If additional sprinkler risers are installed, the room size shall be increased to provide at least three (3) feet of clearance in front of each riser. The fire sprinkler riser room shall have an exterior access door, floor drain and supervised room temperature control. The room shall have a hard cleanable walk-in from the fire department access road.

Section 903.4.2 Delete the section and replace with: Alarms. An approved weatherproof horn/strobe device shall be mounted directly above the fire department connection between seven (7) and ten (10) feet in

height above grade. The water-flow alarm device shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Approved and supervised audible visual notification appliances shall be installed throughout each level of the interior of the building as required by the fire code official and NFPA 72.

Section 903.5 Add a sentence to the end of the section to read as follows: An inspector's test valve is required at the most remote location in each fire sprinkler system or tenant/floor control valve space, for use at the acceptance test and to remove air from the system after maintenance work is done on the system.

Section 903.7 Add a new section to read as follows: Zones. Automatic sprinkler system zones shall not exceed the area permitted by NFPA 13 or NFPA 13R and shall provide a sprinkler control valve and water flow device for each normally occupied floor or normally occupied space in a multi-tenant building. Except by approval of the fire code official, all control valves shall be located in the sprinkler riser room or in the stairwell of a multi-story building provided with standpipes, mounted no higher than 6 feet from floor.

Section 903.8 Add a new section to read as follows: Fire sprinkler for exterior projections. An exterior projection as outlined in NFPA 13 attached to a building shall be required to have fire sprinklers installed underneath for protection throughout if the exterior projection extends more than 4 feet from the building and is 12 feet or less in height from the ground regardless of whether the exterior projection is combustibile or noncombustibile. Canopies that are attached to or within ten (10) feet of the building and have vehicle access under them with openings into the building shall be required to have fire sprinklers coverage installed under the canopy regardless of whether the canopy is combustibile or non-combustibile. Exception: If the code does not require a building to have a fire sprinkler system, section 903.8 does not apply.

Section 904.12.6 Add a new section to read as follows: System Annunciation. Commercial cooking automatic fire extinguishing systems installed in buildings that do not have a fire alarm system, shall be connected to an approved audible and visible emergency notification device to warn of system discharge. The horn/strobe and signage shall be installed in a location approved by the fire code official, typically in the kitchen.

Section 904.12.7 Add a new section to read as follows: Ventilation Operation. The ventilation system shall shut down the make-up air to the hood and continue to exhaust upon activation of the hood fire extinguishing system. Supply air openings other than part of the hood system shall be a minimum of 6 feet from any part of a Type 1 Hood. Supply air openings closer than 6 feet must shut down upon activation of the extinguishing system. Exception: Section 904.12.6.6 may be revoked if the fire extinguishing agent will not perform to specifications due to exhausting requirements.

Section 905.1.1 Add a new section to read as follows: Delete all references to class II standpipe system and replace with class III standpipe systems.

Section 905.3.9 Add a new section to read as follows: Additional Standpipe Systems: Additional standpipe systems may be added to new buildings or structures as deemed necessary by the Code Official.

Section 905.4 Requirement #1 Delete the section and replace with: In every required interior exit stairway, a hose connection shall be provided for each story above and below grade plane. Hose connections shall be located at intermediate landing between stories, unless otherwise approved by the fire code official.

Section 905.9 Delete exception 2 without

substitution. Section 906.1 Delete exceptions 1 & 2

without substitution.

Section 906.3 Add a sentence to the end of the section to read as follows: The minimum size and rating of any required portable fire extinguisher for Class A, Class B, or Class C hazard shall be 5lb. 2-A, 10-B C.

Section 907.1.4 Add a new section to read as follows: Fire alarm control panels and Fire alarm annunciator panels. Installation of fire alarm control panels and fire alarm annunciator panels shall be installed in accordance with section 907.1.4.1 through 907.1.4.5

Section 907.1.4.1 Add a new section to read as follows: Fire Alarm Panel Height: Installation of fire alarm panels shall not exceed 6 feet in height measured from the floor to the top of the panel. Exception: Panel height may be altered by the code official.

Section 907.1.4.2 Add a new section to read as follows: Number of Fire Alarm Control Panels in Buildings: Only one listed fire alarm control panel shall be allowed per building and shall lock in the alarm until the system is reset and shall not be canceled by the operation of an audible – alarm silencing switch. This control panel shall only receive alarm signals from fire protection equipment.

Section 907.1.4.3 Add a new section to read as follows: Combination Fire/Security Alarm System Panels. A listed combination fire/security alarm system panel that meets all the requirements of this code and amendments may be permitted by approval of the fire code official. The fire/security panel shall be capable of providing a signal that can differentiate between the fire and security alarm.

Section 907.1.4.4 Add a new section to read as follows: Password/PIN Protection Prohibited: Fire alarm control panels and/or fire alarm annunciator panels that require a password/PIN to silence an alarm/supervisory/trouble signal and/or to reset an alarm/supervisory/trouble signal shall be prohibited.

Section 907.1.4.5 Add a new section to read as follows: Fire Alarm Annunciator Panels: The fire code official can require addition fire alarm annunciator panels based on the size of building and access to the building, these panels shall meet the requirements of 907.1.4 and 907.2.

Section 907.2 Delete the section and replace with: Where required new buildings and structures. An approved and addressable manual, automatic or manual and automatic fire alarm system installed in accordance with the provisions of this code and NFPA 72 shall be provided in new buildings and structures in accordance with Sections 907.2.1 through 907.2.23 and provide occupant notification in accordance with 907.10, unless other requirements are provided by another section of this code. A minimum of one manual fire alarm box shall be provided in an approved location to initiate a fire alarm signal for fire alarm system employing automatic fire detectors or water-flow devices. Where other sections of this code allow elimination of fire alarm boxes due to sprinklers, a single fire alarm box shall be installed.

Exception

s:

- 1) The manual fire alarm box is not required for fire alarm systems dedicated to elevator recall control and supervisory service.
- 2) The manual fire alarm box is required for Group R-2 occupancies to provide a means for fire watch personnel to initiate an alarm during a sprinkler system impairment event. The manual fire alarm box shall not be located in an area that is accessible to the public.
- 3) Multi-tenant buildings required to have a manual/automatic fire alarms system shall install one manual pull station per tenant space.

Section 907.2.1.3 Add a new section to read as follows: Group A Occupancies. In Group A occupancies, the activation of the fire alarm or fire sprinkler system, shall automatically shut-down or stop music, sound systems and visual distractions.

Section 907.2.10.2 Modify by adding a fourth location requirement as follows: 4) Supervised smoke detectors shall be installed in all common corridors and at the top and bottom of all stairway enclosures in Groups R-2, R-4 and I-1 occupancies. In corridors, detectors shall be located within fifteen (15) feet of the end of the corridor and in such a way that one detector is located for each thirty (30) feet of corridor length or spaced as allowed by the code.

Section 907.4.2 Add a sentence to the end of the section to read as follows: Where in the opinion of the code official manual fire alarm boxes may be used to cause false fire alarms, the code official is authorized to modify the requirements for manual fire alarm boxes.

Section 907.6.4.3 Add a new section to read as follows: Zone and address location labeling. Fire alarm and/or annunciator panels shall have all zones and address points plainly and permanently labeled as to their location on the outside of the panel if no display is present.

Section 907.6.6 Delete the section and replace with: Monitoring. Fire alarms required by this chapter, the International Building Code, or the Code Official, an approved UL listed Central Station service in accordance with NFPA 72 shall monitor fire alarm systems to provide for the immediate and automatic notification of the Fire Department.

Exception: Monitoring by a supervising station is not required for:

1. Single- and multiple-station smoke alarms required by Section 907.2.11.
2. Smoke detectors in Group I-3 occupancies.
3. Automatic sprinkler systems in one- and two-family dwellings
4. Fire alarm systems in one- and two-family dwellings

Section 907.6.6.3 Add a new section to read as follows: Each address point id shall have an alpha/numeric descriptor location. Alpha/numeric descriptor locations are required to be reported to the Emergency Communications/Dispatch Center upon activation of a water-flow tamper and/or alarm conditions as specified by the fire code official.

Section 907.7.4 Add a new section to read as follows: A legible fire alarm device map shall be provided in or near the fire alarm control panel and documentation cabinet if more than 100 initiating devices are installed on the fire alarm system or as required by the fire code official, showing the location of all initiating devices.

Section 907.11 Add a new section to read as follows: Approved hold-open devices. When installed in buildings that have a fire alarm system and/or sprinkler system, all approved hold open devices shall release upon activation of a fire alarm and sprinkler water-flow activation.

Section 912.4.1 Delete the sentence and replace with: Locking fire department connections caps. Locking fire department connections caps approved by the fire department are required for all new construction that have a water-based fire protective system and existing structures that have a water-based fire protective system immediately after conducting the five year obstruction and maintenance testing or if one or more of the fire department caps are missing.

Section 912.8 Add a section to read as follows: Fire Department Connection Height. The fire department connection shall be located not less than 18 inches from the bottom of the cap(s) and not more than 3 feet

from the top of the cap(s) above the level of the adjacent grade or access level. Deviation from this height may be granted by the Code Official for just cause.

Section 912.9 Add a section to read as follows: Size. Minimum fire department connection size shall be 2 1/2" National Standard Thread.

Section 1008.3.1 Delete the section and replace with: General. In the event of power supply failure in buildings, rooms and spaces that require one or more means of egress an emergency electrical system automatically illuminate all of the following areas:

1. Aisle.

2. Corridors.

3. Exit access stairways and ramps.

Section 1008.3.3 Delete number 5 and replace with: 5. Public restrooms with an area greater than 50 square feet. Section 1008.3.3 Add number 6: Fire sprinkler riser rooms.

Section 1008.3.6 Add a new section to read as follows. Additional emergency lights: Emergency lights may be required at the discretion of the code official for illumination in the event of a power failure.

Section 1013.6.2 Delete the section and replace with: Exit Sign Illumination. In new construction, or if an exit sign is replaced, exit signs shall use an LED lighting system and be illuminated internally. Exit signs shall have a battery backup unless an on-site generator set is used. Luminance on the face of an exit sign shall have an intensity of not less than 5.0 foot-candles (53.82 lux).

Section 1013.7 Add a new section to read as follows. Combination Lights: In new construction, combination exit sign/emergency light devices shall not be allowed.

Section 1013.8 Add a new section to read as follows: Separation of Emergency Lighting. In new construction, emergency lighting shall be separated from the exit sign by a minimum of 6 feet.

Section 1013.9 Add a new section to read as follows: Self-luminous and Photoluminescent exit signs. Self-luminous and photoluminescent exit signs are not allowed.

Exception: Approved self-luminous and/or photoluminescent exit may be allowed in tents by approval of the Code Official.

Section 1013.10 Add a new section to read as follows: Self-Testing Exit Signs and Emergency Lights. Exit signs and/or emergency lights mounted higher than 8 1/2 feet from floor level to the bottom of the exit sign or emergency light or if the exit sign or emergency light is mounted in a location where it cannot be manually tested, the exit sign and/or emergency light shall be self-testing and have a visual diagnostic indicator.

Section 1013.11 Add a new section to read as follows: Exit Signs and Emergency Lights. Exit signs and/or emergency lights shall be on an electrical lighting circuit.

Section 1013.12 Add a new section to read as follows. Additional Exit Signs: Exit signs may be required at the discretion of the code official to clarify an exit or exit access.

Section 1103.1.2 Add a new section to read as follows: Existing fire alarm systems monitoring requirements. Existing

fire alarms systems that are currently not monitored by an approved UL listed Central Station shall become monitored within 1 year from receiving notice in accordance with section 907.6.6.

Section 1103.1.3 Add a new section to read as follows: Existing sprinkler systems monitoring requirements. Existing sprinkler systems shall have all valves controlling the sprinkler system and water flow electrically supervised and monitored by an approved UL listed Central Station in accordance with sections 903.4 and 903.4.1 within 1 year from receiving notice.

Section 1103.5.3. “[DATE BY WHICH SPRINKLER MUST BE INSTALLED]” is amended to “Five years from date of notification.”

Section 5003.5 Add a sentence to the end of the section to read as follows: Signs shall also comply with the requirements of the Iowa Right to Know law.

Section 5704.2.9 Add a sentence to the end of the section to read as follows: For above ground storage tanks of 276 gallons capacity or more, the minimum distance between such above ground tanks and any Residential Zone boundary must be at least 100 feet. If the above ground tank is located in an approved vault, the minimum separation distance from a Residential Zone boundary may be reduced to no less than 50 feet.

The text of Section 5704.2.9.6.1 is stricken, and the following language is inserted in lieu thereof: “The storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited in the entire City of North Liberty, Iowa.

Exceptions: I-1 and I-2 Zoning Districts and/or as approved by the Fire Chief.”

Section 5704.2.11.1 Add a #4 to the end of the section to read as follows:

4. A minimum distance of ten (10) feet shall be maintained between underground tanks and any Residential Zone boundary.

Section 5704.2.13.2.4 Add a section to read as follows: Existing above-ground tank hazards. Existing above-ground tank installations, even if previously approved, that are determined to constitute a hazard by the fire code official, shall not be continued in service. Unsafe tanks shall be removed as required by the fire code official and in accordance with this code.

The text of Section 5706.2.4.4 is stricken, and the following language is inserted in lieu thereof: “The storage of Class I and Class II liquids in above-ground tanks is prohibited in the entire City of North Liberty, Iowa.

Exceptions: I-1 and I-2 Zoning Districts and/or as approved by the Fire Chief.”

The text of Section 5806.2 is stricken, and the following language is inserted in lieu thereof: “The storage of flammable cryogenic fluids in stationary containers is prohibited in the entire City of North Liberty, Iowa.

Exceptions: As approved by the Fire Chief.”

The text of Section 6104.2 is stricken, and the following language is inserted in lieu thereof: “The storage of liquefied petroleum gas is prohibited in the entire City of North Liberty.

Exceptions: I-1 and I-2 Zoning Districts and/or as approved by the Fire Chief.”

Section 45 Referenced Standards. Amend the NFPA referenced standards list to reflect the most current NFPA editions. Appendix D, Fire Apparatus Roads, Table D103.4. Delete 96’ Diameter Cul-de-sac and

replace with Public and private

turnarounds shall be a minimum eighty (80) foot diameter cul-de-sac with no obstructions or parking within the cul-de-sac.

Appendix D, Multiple-Family Residential Developments. Add section D106.4 Multi-family dwelling units are defined in this section any dwelling unit constructed under the International Building/Fire Code.

Appendix D, One- or Two Family Residential Developments. Add section D107.3 One- or Two Family dwellings units are defined in this section as any dwelling unit constructed under the International Residential Code.

**Section IV158.03** Fees. Fees for inspections, re-inspections, plans review, acceptance testing, permits and other services related to enforcement of this Code shall be established by the City Council by resolution and paid to the Fire Department.

**Section V.** Amendments to the Fire Code. The following sections are amended to read as follows:

~~Section 104.12 Add a new section to read as follows: The code official is authorized to order an operation or use stopped or the evacuation of any premises, building, or vehicle or portion thereof which has or is a fire, life safety or health hazard.~~

~~Section 105.2 Add a sentence to the end of the section to read as follows: Application for an operational permit shall be submitted with all required information not less than 14 days prior to the event requiring a permit.~~

~~Section 105.4 Add a sentence to the end of the section to read as follows: The fire code official at their discretion shall send plans to an outside agency for review. The fire code official shall choose the plans review agency. The applicant shall pay all fees associated with the plan review directly to the outside agency. A certificate of occupancy shall not be issued until the review fees have been paid.~~

~~Section 105.6 Add a sentence to the end of the section to read as follows: The fire code official at their discretion shall send plans for operational permits requests to an outside agency for review. The fire code official shall choose the plans review agency. The applicant shall pay all fees associated with the plan review directly to the outside agency. The permit shall not be issued until the review fees have been paid.~~

~~Section 109 Delete in its entirety. See City of North Liberty Ordinance 99.18; Boards of Appeals.~~

~~Section 110.4. Delete the section and replace with: Person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a Municipal Infraction, as prescribed in City of North Liberty Municipal Code.~~

~~Section 112.4. Delete the section and replace with: Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable as provided for in a municipal infraction, as prescribed in City of City of North Liberty Municipal Code.~~

~~Section 202 Add a new definition to read as follows: CODE OFFICIAL. The Fire Chief, the Assistant Fire Chief, or the Chief's authorized representative.~~

~~Section 307 See also City of North Liberty Ordinance 8.12.020, Section O, Open Burning. Section 312.3 Delete the words: or visually deter.~~

~~Section 401.9 Add a new section to read as follows: Building evacuation. Upon activation of the building fire alarm system or upon notification by other means of detecting and reporting unwanted fire, all building occupants shall promptly evacuate the building. Building employees and tenants shall implement the appropriate emergency plan and procedures. Exception: When the emergency evacuation plan, as approved by the fire code official, does not require the immediate total evacuation of the building.~~

~~Section 405.2 Add to the end of the section as follows: Fire and evacuation drills in Group E occupancies, excluding daycares and preschools shall be conducted in accordance with Section 100.31 of the Code of Iowa. Emergency evacuation/fire drills shall be conducted at least four times a year. Not less than two drills shall be conducted between July 1 and December 31 of each year and not less than two drills shall be conducted between January 1 and June 30 of each year. The North Liberty Fire Department shall conduct one of the two drills during July 1 and December 31 and one of the two drills during January 1 and June 30 of each year.~~

~~Section 405.2 Table Add footnote e. as follows: Group E occupancies, excluding Preschools and Daycares shall conduct fire and evacuation drills at least four times a year in accordance with Section 100.31 of the Code of Iowa. Footnote shall be added to Group E occupancy frequency.~~

~~Section 503.1.1 Delete exception 1.1 and replace with: The dimension can be~~



~~increased up to 200 feet if the building is equipped throughout with an approved NFPA 13 automatic sprinkler system.~~

~~Section 505.1 Delete the section and replace with: Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background. Address numbers and exterior suite numbers shall be in Arabic numerals or alphabet letters a minimum of 4 inches in height with a minimum stroke width of 1/2 inch. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Exterior address location for commercial buildings shall be determined by the Code Official Exceptions:~~

- ~~1. Monument signs shall have the address installed a minimum of 36 inches from the ground.~~
- ~~2. Addresses located 100 to 199 feet from the street shall have a minimum of 6 inches in height with a minimum stroke width of 1/2 inch. Addresses located 200 to 299 feet from the street shall have a minimum of 8 inches in height with a minimum stroke width of 1 inch. For each additional 100 feet from the street, the number shall increase by an additional 2 inches in height with the stroke increased proportionally. Measurements to determine the minimum number or letter size shall be measured from the approved address location to the center line of the street for which the premise is addressed. Minimum height and minimum stroke may be increased by the Code Official with a minimum stroke width of 1 inch. For each additional 100 feet from the street, the number shall increase by an additional 2 inches in height with the stroke increased proportionally. Measurements to determine the minimum number or letter size shall be measured from the approved address location to the center line of the street for which the premise is addressed. Minimum height and minimum stroke may be increased by the Code Official.~~
- ~~3. Interior suite numbers shall be a minimum of 3 inches in height.~~

~~Section 505.3 Add a new section to read as follows: Addresses for Buildings under Construction. All new commercial and residential buildings under construction shall have plainly visible addresses from the street. The temporary address sign shall be approved and issued by the City of North Liberty Building Department and be placed no further than 10 from the street. Additional address signage may be required at the discretion of the code official.~~

~~Section 506.1 Add a sentence to the end of the section to read as follows: An approved key box shall be installed in accordance to the City of North Liberty Ordinance 15.34, Key Lock Box.~~

~~Section 507.3 Delete the section and replace with: Fire flow. Fire flow requirements for buildings or portions of buildings shall be determined by "Appendix B" of this code.~~

~~Section 507.5.1 Delete exceptions 1 & 2.~~

~~Section 507.5.1.1 Delete section and add a new section to read as follows: Fire Sprinkler System & Standpipe System Support. A fire hydrant shall be located no more than 100 feet from a fire sprinkler or standpipe system connection on hard surface, easily accessible by fire apparatus and meeting the approval of the Code Official.~~

~~Section 507.5.7 Add a new section to read as follows: Fire Hydrant Installation~~

~~Section 507.5.7.1 Add a new section to read as follows: Fire hydrant outlet direction:~~

~~All fire hydrants shall be positioned so that the four and one-half (4 1/2) inch connection is facing the street or driveway accessible to fire department apparatus.~~

~~Section 507.5.7.2 Fire hydrants threads: All new fire hydrants within the limits of the city of North Liberty shall have National Standard Threads (NST) on the two and one-half (2 1/2) inch connections and the four and one-half (4 1/2) inch connection will have a Storz connection.~~

~~Section 507.5.7.3 Flow: The minimum flow requirements for a water main serving a fire hydrant is the rate of water flow, at a residual pressure of twenty pounds per square inch (20psi) and for a specified duration, as specified in appendix B of this code.~~

~~Section 507.5.7.4 Add a new section to read as follows: Fire Hydrant height: Fire hydrants shall be installed a minimum of eighteen (18) inches from the nominal ground level to the center of the lowest water outlet.~~

~~Section 510.1 Delete exceptions 1 & 2.~~

~~Section 604.10 Delete the section and replace with: Portable, electric, space heaters. Portable electric space heaters shall comply with Sections 604.10.1 through 604.10.6.~~

~~Section 604.10.6 Add a new section to read as follows: Fully enclosed. Portable, electric space heaters shall be fully enclosed space heaters that by design have no external surfaces that reach temperatures capable of igniting materials placed against the surface.~~

~~Section 606.7. Add a sentence to the end of the section to read as follows: The required elevator keys shall be secured in an approved elevator key box in an approved location by the Fire Code Official.~~

~~Section 607.4 Delete the last sentence and replace with: Movement of new and existing cooking appliances with caster(s) under a Type I hood shall be limited by an approved floor mounted restraining device and flexible gas connector installed in accordance with the connector and appliance manufacturer's instructions.~~

~~Section 607.5 Add a new section to read as follows: Required separation. All deep-fat fryers shall be installed with at least 16 inch space between the fryer and surface flames from adjacent cooking equipment. Where a steel or tempered glass baffle plate is installed at a minimum 8-inch height between the fryer and surface flames to the adjacent appliance, the requirement for a 16-inch space shall not apply.~~

~~Section 607.6 Add a new section to read as follows: Kitchen Hood Exhaust Fan Requirement. New and existing Type I hood kitchen hood exhaust/up blast fans shall be installed with listed hinges, weatherproof electrical cable and hold open retainer for servicing and cleaning.~~

~~Section 803.16 Add a new section to read as follows: Maintenance. The interior finish of buildings shall be maintained in accordance with the conditions of original approval. Any change to the interior finish that is regulated by the provisions of this code or the building code shall be made in accordance with all applicable requirements.~~

~~Section 806.1 Add a sentence to the end of the section to read as follows: Natural or resin-bearing cut trees and natural decorative vegetation used in buildings open to the general public shall be properly treated with an approved flame retardant.~~

~~Section 807.5.2.1 Delete exceptions 2. Section 807.5.5.1 Delete exceptions 2.~~

~~Section 901.2 (a) Add a new section to read as follows: Water based fire protection systems. Working plans submitted to the fire department for water based fire protection systems shall be stamped and approved by a qualified person to be in compliance with applicable NFPA standards and the North Liberty Fire Code. Any changes to the working plans shall be approved by a qualified person. A qualified person shall have a minimum National Institute for Certification in Engineering Technologies [NICET] Level III certification for Automatic Sprinkler System Layout OR be a licensed engineer with experience in life safety system design. Other qualifications may be approved by the code official.~~

~~Section 901.2 (b) Add a new section to read as follows: Fire alarm systems. Working plans submitted to the fire department by a qualified person for fire alarm systems shall be stamped and approved by a qualified person to be in compliance with applicable NFPA standards and the North Liberty Fire Code. Any changes to the working plans shall be approved by a qualified person. A qualified person shall have a minimum National Institute for Certification in Engineering Technologies [NICET] Level III certification for Fire Alarm Systems OR be a licensed engineer with~~

Section 604.10.6 Add a new section to read as follows: Fully enclosed. Portable, electric space heaters shall be fully enclosed ~~experience in life safety system design. Other qualifications may be approved by the code official.~~

~~Section 901.6.3.2 Add a new section to read as follows: Inspection Record Submission. Contractors who perform installation, inspection, testing and/or maintenance services on fire and life safety systems are required to electronically submit all installation and compliant & non-compliant inspection reports to the Fire Department via a method approved by the Fire Code Official within 30 calendar days of the installation/inspection date. Reports submitted after 30 calendar days may incur late fees.~~

~~Section 901.7 Add a sentence to the end of the section to read as follows: A person assigned to firewatch must walk through the building at least once every 30 minutes checking for fire or smoke. A firewatch must be continued until the fire alarm system and/or fire protection system has been restored to normal operating condition or the building has been evacuated. A competent adult familiar with the building must conduct the firewatch. If a fire is discovered, call 911 and immediately evacuate the building.~~

~~Section 903.3.1.1.2 Delete the section and replace with: Bathrooms. Sprinkler protection shall be provided in all bathrooms in NFPA 13 & NFPA 13R systems regardless of the bathroom size.~~

~~Section 903.3.5.3 Add a new section to read as follows: Water supply safety margin: The fire sprinkler system hydraulically calculated demand per NFPA 13 or NFPA 13R including required hose stream allowances, and domestic water demand if required by section 903.3.5.2 must be a minimum 10%, but not less than 5 psi below the water supply flow test curve, the flow test must have been conducted within 90 days of fire sprinkler plan submittal to the city and third party reviewer (if applicable). The base of riser psi at the time of acceptance test shall also be 10% but not less than 5 psi above the most demanded hydraulically calculated pressure.~~

~~Section 903.3.5.4 Add a new section to read as follows: Fire Sprinkler Riser & Fire Pump Room. Fire sprinkler riser room shall be separated from electrical room and have no electrical panels inside the rooms other than electrical power required for the use of the fire alarm and fire protection equipment. Unless otherwise approved by the fire code official, the fire sprinkler riser room with one sprinkler riser shall have a minimum area of sixteen (16) square feet with a minimum dimension of four (4) feet providing at least three (3) feet clearance in front of the sprinkler, fire alarm control panel and fire pump equipment. If additional sprinkler risers are installed, the room size shall be increased to provide at least three (3) feet of clearance in front of each riser. The fire sprinkler riser room shall have an exterior access door, floor drain and supervised room temperature control. The room shall have a hard cleanable walking from the fire department access road.~~

~~Section 903.4.2 Delete the section and replace with: Alarms. An approved weatherproof horn/strobe device shall be mounted directly above the fire department connection between seven (7) and ten (10) feet in height above grade. The water flow alarm device shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Approved and supervised audible visual notification appliances shall be installed throughout each level of the interior of the building as required by the fire code official and NFPA 72.~~

~~Section 903.5 Add a sentence to the end of the section to read as follows: An inspector's test valve is required at the most remote location in each fire sprinkler system or tenant/floor control valve space, for use at the acceptance test and to remove air from the system after maintenance work is done on the system.~~

~~Section 903.7 Add a new section to read as follows: Zones. Automatic sprinkler system zones shall not exceed the area permitted by NFPA 13 or NFPA 13R and shall provide a sprinkler control valve and water flow device for each normally occupied floor or normally occupied space in a multi-tenant building. Except by approval of the fire code official, all control valves shall be located in the sprinkler riser room or in the stairwell of a multi-story building provided with standpipes, mounted no higher than 6 feet from floor.~~

~~Section 903.8 Add a new section to read as follows: Fire sprinkler for exterior projections. An exterior projection as outlined in NFPA 13 attached to a building shall be required to have fire sprinklers installed underneath for protection throughout if the exterior projection extends more than 4 feet from the building and is 12 feet or less in height from the ground regardless of whether the exterior projection is~~

~~combustible or noncombustible. Canopies that are attached to or within ten (10) feet of the building and have vehicle access under them with openings into the building shall be required to have fire sprinklers coverage installed under the canopy regardless of whether the canopy is combustible or non-combustible. Exception: If the code does not require a building to have a fire sprinkler system, section 903.8 does not apply.~~

~~Section 904.12.6 Add a new section to read as follows: System Annunciation. Commercial cooking automatic fire extinguishing systems installed in buildings that do not have a fire alarm system, shall be connected to an approved audible and visible emergency notification device to warn of system discharge. The horn/strobe and signage shall be installed in a location approved by the fire code official, typically in the kitchen.~~

~~Section 904.12.7 Add a new section to read as follows: Ventilation Operation. The ventilation system shall shut down the make-up air to the hood and continue to exhaust upon activation of the hood fire extinguishing system. Supply air openings other than part of the hood system shall be a minimum of 6 feet from any part of a Type 1 Hood. Supply air openings closer than 6 feet must shut down upon activation of the extinguishing system. Exception: Section 904.12.6.6 may be revoked if the fire extinguishing agent will not perform to specifications due to exhausting requirements.~~

~~Section 905.1.1 Add a new section to read as follows: Delete all references to class II standpipe system and replace with class III standpipe systems.~~

~~Section 905.3.9 Add a new section to read as follows: Additional Standpipe Systems: Additional standpipe systems may be added to new buildings or structures as deemed necessary by the Code Official.~~

~~Section 905.4 Requirement #1 Delete the section and replace with: In every required interior exit stairway, a hose connection shall be provided for each story above and below grade plane. Hose connections shall be located at intermediate landing between stories, unless otherwise approved by the fire code official.~~

~~Section 905.9 Delete exception 2 without substitution. Section 906.1 Delete exceptions 1 & 2 without substitution.~~

~~Section 906.3 Add a sentence to the end of the section to read as follows: The minimum size and rating of any required portable fire extinguisher for Class A, Class B, or Class C hazard shall be 5lb. 2-A, 10-B-C.~~

~~Section 907.1.4 Add a new section to read as follows: Fire alarm control panels and Fire alarm annunciator panels. Installation of fire alarm control panels and fire alarm annunciator panels shall be installed in accordance with section 907.1.4.1 through 907.1.4.5~~

~~Section 907.1.4.1 Add a new section to read as follows: Fire Alarm Panel Height: Installation of fire alarm panels shall not exceed 6 feet in height measured from the floor to the top of the panel. Exception: Panel height may be altered by the code official.~~

~~Section 907.1.4.2 Add a new section to read as follows: Number of Fire Alarm Control Panels in Buildings: Only one listed fire alarm control panel shall be allowed per building and shall lock in the alarm until the system is reset and shall not be canceled by the operation of an audible — alarm silencing switch. This control panel shall only receive alarm signals from fire protection equipment.~~

~~Section 907.1.4.3 Add a new section to read as follows: Combination Fire/Security Alarm System Panels. A listed combination fire/security alarm system panel that meets all the requirements of this code and amendments may be permitted by approval of the fire code official. The fire/security panel shall be capable of providing a signal that can differentiate between the fire and security alarm.~~

~~Section 907.1.4.4 Add a new section to read as follows: Password/PIN Protection Prohibited: Fire alarm control panels and/or fire alarm annunciator panels that require a password/PIN to silence an alarm/supervisory/trouble signal and/or to reset an alarm/supervisory/trouble signal shall be prohibited.~~

~~Section 907.1.4.5 Add a new section to read as follows: Fire Alarm Annunciator Panels: The fire code official can require addition fire alarm annunciator panels based on the size of building and access to the building, these panels shall meet the requirements of 907.1.4 and 907.2.~~



~~Section 907.2 Delete the section and replace with: Where required new buildings and structures. An approved and~~

~~addressable manual, automatic or manual and automatic fire alarm system installed in accordance with the provisions of this code and NFPA 72 shall be provided in new buildings and structures in accordance with Sections 907.2.1 through 907.2.23 and provide occupant notification in accordance with 907.10, unless other requirements are provided by another section of this code. A minimum of one manual fire alarm box shall be provided in an approved location to initiate a fire alarm signal for fire alarm system employing automatic fire detectors or water-flow devices. Where other sections of this code allow elimination of fire alarm boxes due to sprinklers, a single fire alarm box shall be installed.~~

~~Exceptions:~~

- ~~1) The manual fire alarm box is not required for fire alarm systems dedicated to elevator recall control and supervisory service.~~
- ~~2) The manual fire alarm box is required for Group R-2 occupancies to provide a means for fire watch personnel to initiate an alarm during a sprinkler system impairment event. The manual fire alarm box shall not be located in an area that is accessible to the public.~~
- ~~3) Multi-tenant buildings required to have a manual/automatic fire alarms system shall install one manual pull station per tenant space.~~

~~Section 907.2.1.3 Add a new section to read as follows: Group A Occupancies. In Group A occupancies, the activation of the fire alarm or fire sprinkler system, shall automatically shut down or stop music, sound systems and visual distractions.~~

~~Section 907.2.10.2 Modify by adding a fourth location requirement as follows: 4) Supervised smoke detectors shall be installed in all common corridors and at the top and bottom of all stairway enclosures in Groups R-2, R-4 and I-1 occupancies. In corridors, detectors shall be located within fifteen (15) feet of the end of the corridor and in such a way that one detector is located for each thirty (30) feet of corridor length or spaced as allowed by the code.~~

~~Section 907.4.2 Add a sentence to the end of the section to read as follows: Where in the opinion of the code official manual fire alarm boxes may be used to cause false fire alarms, the code official is authorized to modify the requirements for manual fire alarm boxes.~~

~~Section 907.6.4.3 Add a new section to read as follows: Zone and address location labeling. Fire alarm and/or annunciator panels shall have all zones and address points plainly and permanently labeled as to their location on the outside of the panel if no display is present.~~

~~Section 907.6.6 Delete the section and replace with: Monitoring. Fire alarms required by this chapter, the International Building Code, or the Code Official, an approved UL listed Central Station service in accordance with NFPA 72 shall monitor fire alarm systems to provide for the immediate and automatic notification of the Fire Department.~~

~~Exception: Monitoring by a supervising station is not required for:~~

- ~~1. Single and multiple station smoke alarms required by Section 907.2.11.~~
- ~~2. Smoke detectors in Group I-3 occupancies.~~
- ~~3. Automatic sprinkler systems in one- and two-family dwellings~~
- ~~4. Fire alarm systems in one- and two-family dwellings~~

~~Section 907.6.6.3 Add a new section to read as follows: Each address point id shall~~

Section 905.1.1 Add a new section to read as follows: Delete all references to class II standpipe system and replace with ~~have an alpha/numeric descriptor location. Alpha/numeric descriptor locations are required to be reported to the Emergency Communications/Dispatch Center upon activation of a water flow tamper and/or alarm conditions as specified by the fire code official.~~

Section 907.7.4 Add a new section to read as follows: A legible fire alarm device map shall be provided in or near the fire alarm control panel and documentation cabinet if more than 100 initiating devices are installed on the fire alarm system or as required by the fire code official, showing the location of all initiating devices.

Section 907.11 Add a new section to read as follows: Approved hold open devices. When installed in buildings that have a fire alarm system and/or sprinkler system, all approved hold open devices shall release upon activation of a fire alarm and sprinkler water flow activation.

~~Section 912.4.1 Delete the sentence and replace with: Locking fire department connections caps. Locking fire department connections caps approved by the fire department are required for all new construction that have a water-based fire protective system and existing structures that have a water-based fire protective system immediately after conducting the five year obstruction and maintenance testing or if one or more of the fire department caps are missing.~~

~~Section 912.8 Add a section to read as follows: Fire Department Connection Height. The fire department connection shall be located not less than 18 inches from the bottom of the cap(s) and not more than 3 feet from the top of the cap(s) above the level of the adjacent grade or access level. Deviation from this height may be granted by the Code Official for just cause.~~

~~Section 912.9 Add a section to read as follows: Size. Minimum fire department connection size shall be 2 1/2" National Standard Thread.~~

~~Section 1008.3.1 Delete the section and replace with: General. In the event of power supply failure in buildings, rooms and spaces that require one or more means of egress an emergency electrical system automatically illuminate all of the following areas:~~

~~1 Aisle~~

~~2 Corridors.~~

~~3 Exit access stairways and ramps.~~

~~Section 1008.3.3 Delete number 5 and replace with: 5. Public restrooms with an area greater than 50 square feet. Section 1008.3.3 Add number 6: Fire sprinkler riser rooms.~~

~~Section 1008.3.6 Add a new section to read as follows. Additional emergency lights: Emergency lights may be required at the discretion of the code official for illumination in the event of a power failure.~~

~~Section 1013.6.2 Delete the section and replace with: Exit Sign Illumination. In new construction, or if an exit sign is replaced, exit signs shall use an LED lighting system and be illuminated internally. Exit signs shall have a battery backup unless an on-site generator set is used. Luminance on the face of an exit sign shall have an intensity of not less than 5.0 foot-candles (53.82 lux).~~

~~Section 1013.7 Add a new section to read as follows. Combination Lights: In new construction, combination exit sign/emergency light devices shall not be allowed.~~

~~Section 1013.8 Add a new section to read as follows: Separation of Emergency Lighting. In new construction, emergency lighting shall be separated from the exit sign by a minimum of 6 feet.~~

~~Section 1013.9 Add a new section to read as follows: Self luminous and Photoluminescent exit signs. Self-luminous and photoluminescent exit signs are not allowed.~~

~~Exception: Approved self-luminous and/or photoluminescent exit may be allowed in tents by approval of the Code Official.~~

~~Section 1013.10 Add a new section to read as follows: Self-Testing Exit Signs and Emergency Lights. Exit signs and/or emergency lights mounted higher than 8 1/2 feet from floor level to the bottom of the exit sign or emergency light or if the exit sign or emergency light is mounted in a location where it cannot be manually tested, the exit sign and/or emergency light shall be self-testing and have a visual diagnostic indicator.~~

~~Section 1013.11 Add a new section to read as follows: Exit Signs and Emergency Lights. Exit signs and/or emergency lights shall be on an electrical lighting circuit.~~

~~Section 1013.12 Add a new section to read as follows. Additional Exit Signs: Exit signs may be required at the discretion of the code official to clarify an exit or exit access.~~

~~Section 1103.1.2 Add a new section to read as follows: Existing fire alarm systems monitoring requirements. Existing fire alarms systems that are currently not monitored by an approved UL listed Central Station shall become monitored within 1 year from receiving notice in accordance with section 907.6.6.~~

~~Section 1103.1.3 Add a new section to read as follows: Existing sprinkler systems monitoring requirements. Existing sprinkler systems shall have all valves controlling the sprinkler system and water flow electrically supervised and monitored by an approved UL listed Central Station in accordance with sections 903.4 and 903.4.1 within 1 year from receiving notice.~~

~~Section 5003.5 Add a sentence to the end of the section to read as follows: Signs shall also comply with the requirements of the Iowa Right to Know law.~~

~~Section 5704.2.9 Add a sentence to the end of the section to read as follows: For above ground storage tanks of 276 gallons capacity or more, the minimum distance between such above ground tanks and any Residential Zone boundary must be at least 100 feet. If the above ground tank is located in an approved vault, the minimum separation distance from a Residential Zone boundary may be reduced to no less than 50 feet.~~

~~Section 5704.2.11.1 Add a #4 to the end of the section to read as follows:  
4. A minimum distance of ten (10) feet shall be maintained between underground tanks and any Residential Zone boundary.~~

~~Section 5704.2.13.2.4 Add a section to read as follows: Existing above-ground tank hazards. Existing above-ground tank installations, even if previously approved, that are determined to constitute a hazard by the fire code official, shall not be continued in service. Unsafe tanks shall be removed as required by the fire code official and in accordance with this code.~~

~~Section 45 Referenced Standards. Amend the NFPA referenced standards list to reflect the most current NFPA editions. Appendix D, Fire Apparatus Roads, Table D103.4.~~

~~Delete 96' Diameter Cul-de-sac and replace with Public and private turnarounds shall be a minimum eighty (80) foot diameter cul-de-sac with no obstructions or parking within the cul-de-sac.~~

~~Appendix D, Multiple Family Residential Developments. Add section D106.4 Multi-family dwelling units are defined in this section any dwelling unit constructed under the International Building/Fire Code.~~

~~Appendix D, One or Two Family Residential Developments. Add section D107.3 One or Two Family dwellings units are defined in this section as any dwelling unit constructed under the International Residential Code.~~

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

**SECTION VII. SEVERABILITY.** That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City of North Liberty City Council hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared

~~Section 900321. DeAd the restriction to replace follows. Existing fire alarm systems can be replaced with new systems and existing fire alarm systems can be replaced with new systems. This Ordinance is necessary and proper and is not an unconstitutional taking of private property. This Ordinance is necessary and proper and is not an unconstitutional taking of private property.~~

~~That nothing in this legislation or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 4 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.~~

~~**SECTION VIII. EFFECTIVE DATE.** This Ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted shall be in full force and effect after its final passage, approval and publication, as provided by law. PASSED AND APPROVED this XX day of XXXX, 2019.~~

**Ordinance No. 2019-09**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF  
THE CITY OF NORTH LIBERTY, IOWA, ADOPTING THE 2018  
INTERNATIONAL FIRE CODE, AS REVISED**

BE IT ENACTED by the City Council of the City of North Liberty, Iowa:

**SECTION 1. AMENDMENT.** Section 158.01 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

**158.01 INTERNATIONAL FIRE CODE ADOPTED.** Except as hereinafter modified, that certain code, designated *International Fire Code*, 2018 edition, including Appendix Chapters B, C, D, E, F, G, H, I, K, N as published by the International Code Council, which code is specifically incorporated by reference, is adopted as the Fire Code of the City of North Liberty, in the State of Iowa. The provisions of said Fire Code shall regulate and govern the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; provide for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the City of North Liberty are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, prescribed in the following Sections of this Chapter.

**SECTION 2. AMENDMENT.** Section 158.02 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

**158.02. AMENDMENTS TO THE INTERNATIONAL FIRE CODE.** The following sections and appendices of the Fire Code are hereby revised as stated below:

Section 101.1. “[NAME OF JURISDICTION]” is amended to “City of North Liberty”.

Section 104.12 Add a new section to read as follows: The code official is authorized to order an operation or use stopped or the evacuation of any premises, building, or vehicle or portion thereof which has or is a fire, life safety or health hazard.

Section 105.2 Add a sentence to the end of the section to read as follows: Application for an operational permit shall be submitted with all required information not less than 14 days prior to the event requiring a permit.

Section 105.4 Add a sentence to the end of the section to read as follows: The fire code official at their discretion shall send plans to an outside agency for review. The fire code official shall choose the plans review agency. The applicant shall pay all fees associated with the plan review directly to the outside agency. A certificate of occupancy shall not be issued until the review fees have been paid.

Section 105.6 Add a sentence to the end of the section to read as follows: The fire code official at their discretion shall send plans for operational permits requests to an outside agency for review. The fire code official shall choose the plans review agency.

The applicant shall pay all fees associated with the plan review directly to the outside agency. The permit shall not be issued until the review fees have been paid.

Section 109 Delete in its entirety. See City of North Liberty Ordinance 99.18; Boards of Appeals.

Section 110.4. Delete the section and replace with: Person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a Municipal Infraction, as prescribed in City of North Liberty Municipal Code.

Section 112.4. Delete the section and replace with: Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable as provided for in a municipal infraction, as prescribed in City of City of North Liberty Municipal Code.

Section 202 Add a new definition to read as follows: CODE OFFICIAL. The Fire Chief, the Assistant Fire Chief, or the Chief's authorized representative.

Section 307 See also City of North Liberty Ordinance 8.12.020, Section O, Open Burning.

Section 312.3 Delete the words: or visually deter.

Section 401.9 Add a new section to read as follows: Building evacuation. Upon activation of the building fire alarm system or upon notification by other means of detecting and reporting unwanted fire, all building occupants shall promptly evacuate the building. Building employees and tenants shall implement the appropriate emergency plan and procedures. Exception: When the emergency evacuation plan, as approved by the fire code official, does not require the immediate total evacuation of the building.

Section 405.2 Add to the end of the section as follows: Fire and evacuation drills in Group E occupancies, excluding daycares and preschools shall be conducted in accordance with Section 100.31 of the Code of Iowa. Emergency evacuation/fire drills shall be conducted at least four times a year. Not less than two drills shall be conducted between July 1 and December 31 of each year and not less than two drills shall be conducted between January 1 and June 30 of each year. The North Liberty Fire Department shall conduct one of the two drills during July 1 and December 31 and one of the two drills during January 1 and June 30 of each year.

Section 405.2 Table Add footnote e. as follows: Group E occupancies, excluding Preschools and Daycares shall conduct fire and evacuation drills at least four times a year in accordance with Section 100.31 of the Code of Iowa. Footnote shall be added to Group E occupancy frequency.



Section 503.1.1 Delete exception 1.1 and replace with: The dimension can be increased up to 200 feet if the building is equipped throughout with an approved NFPA 13 automatic sprinkler system.

Section 505.1 Delete the section and replace with: Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background. Address numbers and exterior suite numbers shall be in Arabic numerals or alphabet letters a minimum of 4 inches in height with a minimum stroke width of 1/2 inch. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Exterior address location for commercial buildings shall be determined by the Code Official.

Exceptions:

1. Monument signs shall have the address installed a minimum of 36 inches from the ground.
2. Addresses located 100 to 199 feet from the street shall have a minimum of 6 inches in height with a minimum stroke width of 1/2 inch. Addresses located 200 to 299 feet from the street shall have a minimum of 8 inches in height with a minimum stroke width of 1 inch. For each additional 100 feet from the street, the number shall increase by an additional 2 inches in height with the stroke increased proportionally. Measurements to determine the minimum number or letter size shall be measured from the approved address location to the center line of the street for which the premise is addressed. Minimum height and minimum stroke may be increased by the Code Official.
3. Interior suite numbers shall be a minimum of 3 inches in height.

Section 505.3 Add a new section to read as follows: Addresses for Buildings under Construction. All new commercial and residential buildings under construction shall have plainly visible addresses from the street. The temporary address sign shall be approved and issued by the City of North Liberty Building Department and be placed no further than 10 from the street. Additional address signage may be required at the discretion of the code official.

Section 506.1 Add a sentence to the end of the section to read as follows: An approved key box shall be installed in accordance to the City of North Liberty Ordinance 15.34, Key Lock Box.

Section 507.3 Delete the section and replace with: Fire flow. Fire flow requirements for buildings or portions of buildings shall be determined by "Appendix B" of this code.

Section 507.5.1 Delete exceptions 1 & 2.

Section 507.5.1.1 Delete section and add a new section to read as follows: Fire Sprinkler System & Standpipe System Support. A fire hydrant shall be located no more

than 100 feet from a fire sprinkler or standpipe system connection on hard surface, easily accessible by fire apparatus and meeting the approval of the Code Official.

Section 507.5.7 Add a new section to read as follows: Fire Hydrant Installation

Section 507.5.7.1 Add a new section to read as follows: Fire hydrant outlet direction: All fire hydrants shall be positioned so that the four and one-half (4 1/2) inch connection is facing the street or driveway accessible to fire department apparatus.

Section 507.5.7.2 Fire hydrants threads: All new fire hydrants within the limits of the city of North Liberty shall have National Standard Threads (NST) on the two and one-half (2 1/2) inch connections and the four and one-half (4 1/2) inch connection will have a Storz connection.

Section 507.5.7.3 Flow: The minimum flow requirements for a water main serving a fire hydrant is the rate of water flow, at a residual pressure of twenty pounds per square inch (20psi) and for a specified duration, as specified in appendix B of this code.

Section 507.5.7.4 Add a new section to read as follows: Fire Hydrant height: Fire hydrants shall be installed a minimum of eighteen (18) inches from the nominal ground level to the center of the lowest water outlet.

Section 510.1 Delete exceptions 1 & 2.

Section 604.10 Delete the section and replace with: Portable, electric, space heaters. Portable electric space heaters shall comply with Sections 604.10.1 through 604.10.6.

Section 604.10.6 Add a new section to read as follows: Fully enclosed. Portable, electric space heaters shall be fully enclosed space heaters that by design have no external surfaces that reach temperatures capable of igniting materials placed against the surface.

Section 606.7. Add a sentence to the end of the section to read as follows: The required elevator keys shall be secured in an approved elevator key box in an approved location by the Fire Code Official.

Section 607.4 Delete the last sentence and replace with: Movement of new and existing cooking appliances with caster(s) under a Type I hood shall be limited by an approved floor mounted restraining device and flexible gas connector installed in accordance with the connector and appliance manufacturer's instructions.

Section 607.5 Add a new section to read as follows: Required separation. All deep-fat fryers shall be installed with at least 16 inches space between the fryer and surface flames from adjacent cooking equipment. Where a steel or tempered glass baffle plate is installed at a minimum 8-inch height between the fryer and surface flames to the adjacent appliance, the requirement for a 16-inch space shall not apply.

Section 607.6 Add a new section to read as follows: Kitchen Hood Exhaust Fan Requirement. New and existing Type I hood kitchen hood exhaust/up blast fans shall

be installed with listed hinges, weatherproof electrical cable and hold open retainer for servicing and cleaning.

Section 803.16 Add a new section to read as follows: Maintenance. The interior finish of buildings shall be maintained in accordance with the conditions of original approval. Any change to the interior finish that is regulated by the provisions of this code or the building code shall be made in accordance with all applicable requirements.

Section 806.1 Add a sentence to the end of the section to read as follows: Natural or resin-bearing cut trees and natural decorative vegetation used in buildings open to the general public shall be properly treated with an approved flame retardant.

Section 807.5.2.1 Delete exception 2.

Section 807.5.5.1 Delete exception 2.

Section 901.2 (a) Add a new section to read as follows: Water-based fire protection systems. Working plans submitted to the fire department for water-based fire protection systems shall be stamped and approved by a qualified person to be in compliance with applicable NFPA standards and the North Liberty Fire Code. Any changes to the working plans shall be approved by a qualified person. A qualified person shall have a minimum National Institute for Certification in Engineering Technologies [NICET] Level III certification for Automatic Sprinkler System Layout OR be a licensed engineer with experience in life safety system design. Other qualifications may be approved by the code official.

Section 901.2 (b) Add a new section to read as follows: Fire alarm systems. Working plans submitted to the fire department by a qualified person for fire alarm systems shall be stamped and approved by a qualified person to be in compliance with applicable NFPA standards and the North Liberty Fire Code. Any changes to the working plans shall be approved by a qualified person. A qualified person shall have a minimum National Institute for Certification in Engineering Technologies [NICET] Level III certification for Fire Alarm Systems OR be a licensed engineer with experience in life safety system design. Other qualifications may be approved by the code official.

Section 901.6.3.2 Add a new section to read as follows: Inspection Record Submission. Contractors who perform installation, inspection, testing and/or maintenance services on fire and life safety systems are required to electronically submit all installation and compliant & non-compliant inspection reports to the Fire Department via a method approved by the Fire Code Official within 30 calendar days of the installation/inspection date. Reports submitted after 30 calendar days may incur late fees.

Section 901.7 Add a sentence to the end of the section to read as follows: A person assigned to firewatch must walk through the building at least once every 30 minutes checking for fire or smoke. A firewatch must be continued until the fire alarm system and/or fire protection system has been restored to normal operating condition or the building has been evacuated. A competent adult familiar with the building must

conduct the firewatch. If a fire is discovered, call 911 and immediately evacuate the building.

Section 903.3.1.1.2 Delete the section and replace with: Bathrooms. Sprinkler protection shall be provided in all bathrooms in NFPA 13 & NFPA 13R systems regardless of the bathroom size.

Section 903.3.5.3 Add a new section to read as follows: Water supply safety margin: The fire sprinkler system hydraulically calculated demand per NFPA 13 or NFPA 13R including required hose stream allowances, and domestic water demand if required by section 903.3.5.2 must be a minimum 10%, but not less than 5 psi below the water supply flow test curve, the flow test must have been conducted within 90 days of fire sprinkler plan submittal to the city and third party reviewer (if applicable). The base of riser psi at the time of acceptance test shall also be 10% but not less than 5 psi above the most demanded hydraulically calculated pressure.

Section 903.3.5.4 Add a new section to read as follows: Fire Sprinkler Riser & Fire Pump Room. Fire sprinkler riser room shall be separated from electrical room and have no electrical panels inside the rooms other than electrical power required for the use of the fire alarm and fire protection equipment. Unless otherwise approved by the fire code official, the fire sprinkler riser room with one sprinkler riser shall have a minimum area of sixteen (16) square feet with a minimum dimension of four (4) feet providing at least three (3) feet clearance in front of the sprinkler, fire alarm control panel and fire pump equipment. If additional sprinkler risers are installed, the room size shall be increased to provide at least three (3) feet of clearance in front of each riser. The fire sprinkler riser room shall have an exterior access door, floor drain and supervised room temperature control. The room shall have a hard, cleanable walk-in from the fire department access road.

Section 903.4.2 Delete the section and replace with: Alarms. An approved weatherproof horn/strobe device shall be mounted directly above the fire department connection between seven (7) and ten (10) feet in height above grade. The water-flow alarm device shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Approved and supervised audible visual notification appliances shall be installed throughout each level of the interior of the building as required by the fire code official and NFPA 72.

Section 903.5 Add a sentence to the end of the section to read as follows: An inspector's test valve is required at the most remote location in each fire sprinkler system or tenant/floor control valve space, for use at the acceptance test and to remove air from the system after maintenance work is done on the system.

Section 903.7 Add a new section to read as follows: Zones. Automatic sprinkler system zones shall not exceed the area permitted by NFPA 13 or NFPA 13R and shall provide a sprinkler control valve and water flow device for each normally occupied floor or normally occupied space in a multi-tenant building. Except by approval of the fire code official, all control valves shall be located in the sprinkler riser room or in the stairwell of a multi-story building provided with standpipes, mounted no higher than 6 feet from floor.

Section 903.8 Add a new section to read as follows: Fire sprinkler for exterior projections. An exterior projection as outlined in NFPA 13 attached to a building shall be required to have fire sprinklers installed underneath for protection throughout if the exterior projection extends more than 4 feet from the building and is 12 feet or less in height from the ground regardless of whether the exterior projection is combustible or noncombustible. Canopies that are attached to or within ten (10) feet of the building and have vehicle access under them with openings into the building shall be required to have fire sprinklers coverage installed under the canopy regardless of whether the canopy is combustible or non-combustible. Exception: If the code does not require a building to have a fire sprinkler system, section 903.8 does not apply.

Section 904.12.6 Add a new section to read as follows: System Annunciation. Commercial cooking automatic fire extinguishing systems installed in buildings that do not have a fire alarm system, shall be connected to an approved audible and visible emergency notification device to warn of system discharge. The horn/strobe and signage shall be installed in a location approved by the fire code official, typically in the kitchen.

Section 904.12.7 Add a new section to read as follows: Ventilation Operation. The ventilation system shall shut down the make-up air to the hood and continue to exhaust upon activation of the hood fire extinguishing system. Supply air openings other than part of the hood system shall be a minimum of 6 feet from any part of a Type 1 Hood. Supply air openings closer than 6 feet must shut down upon activation of the extinguishing system. Exception: Section 904.12.6.6 may be revoked if the fire extinguishing agent will not perform to specifications due to exhausting requirements.

Section 905.1.1 Add a new section to read as follows: Delete all references to class II standpipe system and replace with class III standpipe systems.

Section 905.3.9 Add a new section to read as follows: Additional Standpipe Systems: Additional standpipe systems may be added to new buildings or structures as deemed necessary by the Code Official.

Section 905.4 Requirement #1 Delete the section and replace with: In every required interior exit stairway, a hose connection shall be provided for each story above and below grade plane. Hose connections shall be located at intermediate landing between stories, unless otherwise approved by the fire code official.

Section 905.9 Delete exception 2 without substitution.

Section 906.1 Delete exceptions 1 & 2 without substitution.

Section 906.3 Add a sentence to the end of the section to read as follows: The minimum size and rating of any required portable fire extinguisher for Class A, Class B, or Class C hazard shall be 5lb. 2-A, 10-B C.

Section 907.1.4 Add a new section to read as follows: Fire alarm control panels and Fire alarm annunciator panels. Installation of fire alarm control panels and fire alarm

annunciator panels shall be installed in accordance with section 907.1.4.1 through 907.1.4.5.

Section 907.1.4.1 Add a new section to read as follows: Fire Alarm Panel Height: Installation of fire alarm panels shall not exceed 6 feet in height measured from the floor to the top of the panel. Exception: Panel height may be altered by the code official.

Section 907.1.4.2 Add a new section to read as follows: Number of Fire Alarm Control Panels in Buildings: Only one listed fire alarm control panel shall be allowed per building and shall lock in the alarm until the system is reset and shall not be canceled by the operation of an audible – alarm silencing switch. This control panel shall only receive alarm signals from fire protection equipment.

Section 907.1.4.3 Add a new section to read as follows: Combination Fire/Security Alarm System Panels. A listed combination fire/security alarm system panel that meets all the requirements of this code and amendments may be permitted by approval of the fire code official. The fire/security panel shall be capable of providing a signal that can differentiate between the fire and security alarm.

Section 907.1.4.4 Add a new section to read as follows: Password/PIN Protection Prohibited: Fire alarm control panels and/or fire alarm annunciator panels that require a password/PIN to silence an alarm/supervisory/trouble signal and/or to reset an alarm/supervisory/trouble signal shall be prohibited.

Section 907.1.4.5 Add a new section to read as follows: Fire Alarm Annunciator Panels: The fire code official can require addition fire alarm annunciator panels based on the size of building and access to the building, these panels shall meet the requirements of 907.1.4 and 907.2.

Section 907.2 Delete the section and replace with: Where required new buildings and structures. An approved and addressable manual, automatic or manual and automatic fire alarm system installed in accordance with the provisions of this code and NFPA 72 shall be provided in new buildings and structures in accordance with Sections 907.2.1 through 907.2.23 and provide occupant notification in accordance with 907.10, unless other requirements are provided by another section of this code. A minimum of one manual fire alarm box shall be provided in an approved location to initiate a fire alarm signal for fire alarm system employing automatic fire detectors or water-flow devices. Where other sections of this code allow elimination of fire alarm boxes due to sprinklers, a single fire alarm box shall be installed.

Exceptions:

- 1) The manual fire alarm box is not required for fire alarm systems dedicated to elevator recall control and supervisory service.
- 2) The manual fire alarm box is required for Group R-2 occupancies to provide a means for fire watch personnel to initiate an alarm during a sprinkler system impairment event. The manual fire alarm box shall not be located in an area that is accessible to the public.

3) Multi-tenant buildings required to have a manual/automatic fire alarms system shall install one manual pull station per tenant space.

Section 907.2.1.3 Add a new section to read as follows: Group A Occupancies. In Group A occupancies, the activation of the fire alarm or fire sprinkler system, shall automatically shut-down or stop music, sound systems and visual distractions.

Section 907.2.10.2 Modify by adding a fourth location requirement as follows: 4) Supervised smoke detectors shall be installed in all common corridors and at the top and bottom of all stairway enclosures in Groups R-2, R-4 and I-1 occupancies. In corridors, detectors shall be located within fifteen (15) feet of the end of the corridor and in such a way that one detector is located for each thirty (30) feet of corridor length or spaced as allowed by the code.

Section 907.4.2 Add a sentence to the end of the section to read as follows: Where in the opinion of the code official manual fire alarm boxes may be used to cause false fire alarms, the code official is authorized to modify the requirements for manual fire alarm boxes.

Section 907.6.4.3 Add a new section to read as follows: Zone and address location labeling. Fire alarm and/or annunciator panels shall have all zones and address points plainly and permanently labeled as to their location on the outside of the panel if no display is present.

Section 907.6.6 Delete the section and replace with: Monitoring. Fire alarms required by this chapter, the International Building Code, or the Code Official, an approved UL listed Central Station service in accordance with NFPA 72 shall monitor fire alarm systems to provide for the immediate and automatic notification of the Fire Department.

Exception: Monitoring by a supervising station is not required for:

1. Single- and multiple-station smoke alarms required by Section 907.2.11.
2. Smoke detectors in Group I-3 occupancies.
3. Automatic sprinkler systems in one- and two-family dwellings
4. Fire alarm systems in one- and two-family dwellings

Section 907.6.6.3 Add a new section to read as follows: Each address point id shall have an alpha/numeric descriptor location. Alpha/numeric descriptor locations are required to be reported to the Emergency Communications/Dispatch Center upon activation of a water-flow tamper and/or alarm conditions as specified by the fire code official.

Section 907.7.4 Add a new section to read as follows: A legible fire alarm device map shall be provided in or near the fire alarm control panel and documentation cabinet if more than 100 initiating devices are installed on the fire alarm system or as required by the fire code official, showing the location of all initiating devices.

Section 907.11 Add a new section to read as follows: Approved hold-open devices. When installed in buildings that have a fire alarm system and/or sprinkler system, all approved hold open devices shall release upon activation of a fire alarm and sprinkler water-flow activation.

Section 912.4.1 Delete the sentence and replace with: Locking fire department connections caps. Locking fire department connections caps approved by the fire department are required for all new construction that have a water-based fire protective system and existing structures that have a water-based fire protective system immediately after conducting the five year obstruction and maintenance testing or if one or more of the fire department caps are missing.

Section 912.8 Add a section to read as follows: Fire Department Connection Height. The fire department connection shall be located not less than 18 inches from the bottom of the cap(s) and not more than 3 feet from the top of the cap(s) above the level of the adjacent grade or access level. Deviation from this height may be granted by the Code Official for just cause.

Section 912.9 Add a section to read as follows: Size. Minimum fire department connection size shall be 2 ½" National Standard Thread.

Section 1008.3.1 Delete the section and replace with: General. In the event of power supply failure in buildings, rooms and spaces that require one or more means of egress an emergency electrical system automatically illuminate all of the following areas:

1. Aisle.
2. Corridors.
3. Exit access stairways and ramps.

Section 1008.3.3 Delete number 5 and replace with: 5. Public restrooms with an area greater than 50 square feet.

Section 1008.3.3 Add number 6: Fire sprinkler riser rooms.

Section 1008.3.6 Add a new section to read as follows. Additional emergency lights: Emergency lights may be required at the discretion of the code official for illumination in the event of a power failure.

Section 1013.6.2 Delete the section and replace with: Exit Sign Illumination. In new construction, or if an exit sign is replaced, exit signs shall use an LED lighting system and be illuminated internally. Exit signs shall have a battery backup unless an on-site generator set is used. Luminance on the face of an exit sign shall have an intensity of not less than 5.0 foot-candles (53.82 lux).

Section 1013.7 Add a new section to read as follows. Combination Lights: In new construction, combination exit sign/emergency light devices shall not be allowed.

Section 1013.8 Add a new section to read as follows: Separation of Emergency Lighting. In new construction, emergency lighting shall be separated from the exit sign by a minimum of 6 feet.



Section 1013.9 Add a new section to read as follows: Self-luminous and Photoluminescent exit signs. Self-luminous and photoluminescent exit signs are not allowed.

Exception: Approved self-luminous and/or photoluminescent exit may be allowed in tents by approval of the Code Official.

Section 1013.10 Add a new section to read as follows: Self-Testing Exit Signs and Emergency Lights. Exit signs and/or emergency lights mounted higher than 8 1/2 feet from floor level to the bottom of the exit sign or emergency light or if the exit sign or emergency light is mounted in a location where it cannot be manually tested, the exit sign and/or emergency light shall be self-testing and have a visual diagnostic indicator.

Section 1013.11 Add a new section to read as follows: Exit Signs and Emergency Lights. Exit signs and/or emergency lights shall be on an electrical lighting circuit.

Section 1013.12 Add a new section to read as follows. Additional Exit Signs: Exit signs may be required at the discretion of the code official to clarify an exit or exit access.

Section 1103.1.2 Add a new section to read as follows: Existing fire alarm systems monitoring requirements. Existing fire alarms systems that are currently not monitored by an approved UL listed Central Station shall become monitored within 1 year from receiving notice in accordance with section 907.6.6.

Section 1103.1.3 Add a new section to read as follows: Existing sprinkler systems monitoring requirements. Existing sprinkler systems shall have all valves controlling the sprinkler system and water flow electrically supervised and monitored by an approved UL listed Central Station in accordance with sections 903.4 and 903.4.1 within 1 year from receiving notice.

Section 1103.5.3. “[DATE BY WHICH SPRINKLER MUST BE INSTALLED]” is amended to “Five years from date of notification.”

Section 5003.5 Add a sentence to the end of the section to read as follows: Signs shall also comply with the requirements of the Iowa Right to Know law.

Section 5704.2.9 Add a sentence to the end of the section to read as follows: For above ground storage tanks of 276 gallons capacity or more, the minimum distance between such above ground tanks and any Residential Zone boundary must be at least 100 feet. If the above ground tank is located in an approved vault, the minimum separation distance from a Residential Zone boundary may be reduced to no less than 50 feet.

The text of Section 5704.2.9.6.1 is stricken, and the following language is inserted in lieu thereof: “The storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited in the entire City of North Liberty, Iowa.

Exceptions: I-1 and I-2 Zoning Districts and/or as approved by the Fire Chief.”

Section 5704.2.11.1 Add a #4 to the end of the section to read as follows:

4. A minimum distance of ten (10) feet shall be maintained between underground tanks and any Residential Zone boundary.

Section 5704.2.13.2.4 Add a section to read as follows: Existing above-ground tank hazards. Existing above-ground tank installations, even if previously approved, that are determined to constitute a hazard by the fire code official, shall not be continued in service. Unsafe tanks shall be removed as required by the fire code official and in accordance with this code.

The text of Section 5706.2.4.4 is stricken, and the following language is inserted in lieu thereof: "The storage of Class I and Class II liquids in above-ground tanks is prohibited in the entire City of North Liberty, Iowa.

Exceptions: I-1 and I-2 Zoning Districts and/or as approved by the Fire Chief."

The text of Section 5806.2 is stricken, and the following language is inserted in lieu thereof: "The storage of flammable cryogenic fluids in stationary containers is prohibited in the entire City of North Liberty, Iowa.

Exceptions: As approved by the Fire Chief."

The text of Section 6104.2 is stricken, and the following language is inserted in lieu thereof: "The storage of liquefied petroleum gas is prohibited in the entire City of North Liberty.

Exceptions: I-1 and I-2 Zoning Districts and/or as approved by the Fire Chief."

Section 45 Referenced Standards. Amend the NFPA referenced standards list to reflect the most current NFPA editions.

Appendix D, Fire Apparatus Roads, Table D103.4. Delete 96' Diameter Cul-de-sac and replace with Public and private turnarounds shall be a minimum eighty (80) foot diameter cul-de-sac with no obstructions or parking within the cul-de-sac.

Appendix D, Multiple-Family Residential Developments. Add section D106.4 Multi-family dwelling units are defined in this section any dwelling unit constructed under the International Building/Fire Code.

Appendix D, One- or Two-Family Residential Developments. Add section D107.3 One- or Two-Family dwellings units are defined in this section as any dwelling unit constructed under the International Residential Code.

**SECTION 3. AMENDMENT.** Section 158.03 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

**158.03 Fees.** Fees for inspections, re-inspections, plans review, acceptance testing, permits and other services related to enforcement of this Code shall be established by the City Council by resolution and paid to the Fire Department.

**SECTION 4. REPEALER.** Sections 158.04 and 158.05 of the Code of Ordinances of the City of North Liberty, Iowa, and all other Ordinances and parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 5. 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 6. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on May 28, 2019.

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 \_\_\_\_\_ in the *North Liberty Leader* on \_\_\_\_\_.

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

# **Water Rate Ordinance Amendment**



# Water Utility Budget & Forecast

Water Rate Increase Analysis														
	Monthly Water Costs Based on Usage													
	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	
Consumption in Gallons	3,000	\$ 28.15	\$ 29.14	\$ 30.01	\$ 30.91	\$ 31.84	\$ 32.80	\$ 33.78	\$ 34.80	\$ 35.84	\$ 36.91	\$ 38.02	\$ 39.16	\$ 39.16
	5,000	\$ 40.73	\$ 42.16	\$ 43.43	\$ 44.73	\$ 46.07	\$ 47.45	\$ 48.88	\$ 50.34	\$ 51.85	\$ 53.41	\$ 55.01	\$ 56.66	\$ 56.66
	8,000	\$ 59.60	\$ 61.69	\$ 63.54	\$ 65.45	\$ 67.41	\$ 69.43	\$ 71.52	\$ 73.66	\$ 75.87	\$ 78.15	\$ 80.49	\$ 82.91	\$ 82.91
	11,000	\$ 78.47	\$ 81.22	\$ 83.66	\$ 86.17	\$ 88.75	\$ 91.42	\$ 94.16	\$ 96.98	\$ 99.89	\$ 102.89	\$ 105.98	\$ 109.15	\$ 109.15
	15,000	\$ 103.63	\$ 107.26	\$ 110.48	\$ 113.79	\$ 117.21	\$ 120.72	\$ 124.35	\$ 128.08	\$ 131.92	\$ 135.88	\$ 139.95	\$ 144.15	\$ 144.15
	3,000		\$ 0.99	\$ 0.87	\$ 0.90	\$ 0.93	\$ 0.96	\$ 0.98	\$ 1.01	\$ 1.04	\$ 1.08	\$ 1.11	\$ 1.14	\$ -
	5,000		\$ 1.43	\$ 1.26	\$ 1.30	\$ 1.34	\$ 1.38	\$ 1.42	\$ 1.47	\$ 1.51	\$ 1.56	\$ 1.60	\$ 1.65	\$ -
	8,000		\$ 2.09	\$ 1.85	\$ 1.91	\$ 1.96	\$ 2.02	\$ 2.08	\$ 2.15	\$ 2.21	\$ 2.28	\$ 2.34	\$ 2.41	\$ -
	11,000		\$ 2.75	\$ 2.44	\$ 2.51	\$ 2.59	\$ 2.66	\$ 2.74	\$ 2.82	\$ 2.91	\$ 3.00	\$ 3.09	\$ 3.18	\$ -
	15,000		\$ 3.63	\$ 3.22	\$ 3.31	\$ 3.41	\$ 3.52	\$ 3.62	\$ 3.73	\$ 3.84	\$ 3.96	\$ 4.08	\$ 4.20	\$ -
	3,000		\$ 11.88	\$ 10.49	\$ 10.81	\$ 11.13	\$ 11.46	\$ 11.81	\$ 12.16	\$ 12.53	\$ 12.90	\$ 13.29	\$ 13.69	\$ -
	5,000		\$ 17.17	\$ 15.18	\$ 15.63	\$ 16.10	\$ 16.59	\$ 17.08	\$ 17.60	\$ 18.12	\$ 18.67	\$ 19.23	\$ 19.80	\$ -
	8,000		\$ 25.09	\$ 22.21	\$ 22.88	\$ 23.56	\$ 24.27	\$ 25.00	\$ 25.75	\$ 26.52	\$ 27.31	\$ 28.13	\$ 28.98	\$ -
	11,000		\$ 33.02	\$ 29.24	\$ 30.12	\$ 31.02	\$ 31.95	\$ 32.91	\$ 33.90	\$ 34.91	\$ 35.96	\$ 37.04	\$ 38.15	\$ -
	15,000		\$ 43.59	\$ 38.61	\$ 39.77	\$ 40.97	\$ 42.19	\$ 43.46	\$ 44.76	\$ 46.11	\$ 47.49	\$ 48.92	\$ 50.38	\$ -

# Water Utility Budget & Forecast

	FY18 Actual	FY19 Budget	FY20 Budget	FY21 Estimated	FY22 Estimated	FY23 Estimated	FY24 Estimated	FY25 Estimated	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated	FY30 Estimated
<b>Budget Inflation Rate</b>		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Number of Accounts	8,745	8,920	9,098	9,280	9,466	9,655	9,848	10,045	10,246	10,451	10,660	10,873	11,091
Gallons Sold	369,829,000	365,000,000	372,300,000	379,746,000	387,340,920	395,087,738	402,989,493	411,049,283	419,270,269	427,655,674	436,208,788	444,932,963	453,831,623
<b>Proposed Rate Increase</b>	5%	3.5%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	0%
Base Rate	\$ 15.57	\$ 16.12	\$ 16.60	\$ 17.10	\$ 17.61	\$ 18.14	\$ 18.69	\$ 19.25	\$ 19.83	\$ 20.42	\$ 21.03	\$ 21.66	\$ 21.66
Rate/1000 Gallons	\$ 6.29	\$ 6.51	\$ 6.71	\$ 6.91	\$ 7.11	\$ 7.33	\$ 7.55	\$ 7.77	\$ 8.01	\$ 8.25	\$ 8.49	\$ 8.75	\$ 8.75
<b>Revenues</b>													
Water Sales	\$ 3,348,619	\$ 3,484,832	\$ 3,657,116	\$ 3,838,118	\$ 4,028,279	\$ 4,228,062	\$ 4,437,954	\$ 4,658,466	\$ 4,890,137	\$ 5,133,529	\$ 5,389,238	\$ 5,657,886	\$ 5,769,443
Sales Tax	\$ 215,449	\$ 213,275	\$ 224,410	\$ 230,287	\$ 241,697	\$ 253,684	\$ 266,277	\$ 279,508	\$ 293,408	\$ 308,012	\$ 323,354	\$ 339,473	\$ 346,167
Connection Fees/Permits	\$ 172,712	\$ 150,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000
Use of Money	\$ 869	\$ 28,785	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 4,051	\$ 5,500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Receivable/Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Water Utility Revenues</b>	<b>\$ 3,741,700</b>	<b>\$ 3,882,392</b>	<b>\$ 3,992,026</b>	<b>\$ 4,176,905</b>	<b>\$ 4,378,476</b>	<b>\$ 4,590,246</b>	<b>\$ 4,812,731</b>	<b>\$ 5,046,474</b>	<b>\$ 5,292,045</b>	<b>\$ 5,550,041</b>	<b>\$ 5,821,092</b>	<b>\$ 6,105,859</b>	<b>\$ 6,224,110</b>
<b>Expenditures</b>													
<b>Budget Inflation Rate</b>		4.01%	1.74%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 545,101	\$ 666,561	\$ 669,961	\$ 703,459	\$ 738,632	\$ 775,564	\$ 814,342	\$ 855,059	\$ 897,812	\$ 942,702	\$ 989,838	\$ 1,039,329	\$ 1,091,296
Services & Commodities	\$ 1,247,587	\$ 1,327,565	\$ 1,315,832	\$ 1,381,624	\$ 1,450,705	\$ 1,523,240	\$ 1,599,402	\$ 1,679,372	\$ 1,763,341	\$ 1,851,508	\$ 1,944,083	\$ 2,041,287	\$ 2,143,352
Capital	\$ 1,908	\$ -	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ -
<b>Transfers</b>													
Equipment Revolving	\$ 173,356	\$ 237,000	\$ 130,000	\$ 29,500	\$ 75,000	\$ 39,000	\$ 152,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Capital Reserve	\$ 300,000	\$ 80,000	\$ 165,000	\$ 325,235	\$ 83,750	\$ 280,000	\$ 280,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
Revenue Debt	\$ 824,409	\$ 969,285	\$ 1,034,275	\$ 1,725,555	\$ 1,524,255	\$ 1,501,168	\$ 1,272,818	\$ 1,601,848	\$ 1,603,588	\$ 1,653,760	\$ 1,654,160	\$ 1,654,020	\$ 1,654,020
GO Debt	\$ 388,738	\$ 390,900	\$ 393,350	\$ 320,600	\$ 319,800	\$ 243,900	\$ 249,400	\$ 249,700	\$ 249,900	\$ -	\$ -	\$ -	\$ -
Billing & Accounting	\$ 356,855	\$ 320,546	\$ 303,049	\$ 275,774	\$ 245,015	\$ 210,490	\$ 221,015	\$ 232,065	\$ 243,669	\$ 255,852	\$ 268,645	\$ 282,077	\$ 296,181
<b>Upcoming Projects</b>													
SW Growth Utilities	\$ -	\$ -	\$ -	\$ -	\$ 143,603	\$ 143,103	\$ 144,542	\$ 143,792	\$ 144,943	\$ 143,863	\$ 144,653	\$ 143,165	\$ 143,561
Control Building & Maintenance Facility Addition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 159,114	\$ 160,715	\$ 159,880	\$ 161,161	\$ 159,595
Plant Expansion & Well(s)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 359,884	\$ 359,884
<b>Total Water Utility Expenditures</b>	<b>\$ 3,837,954</b>	<b>\$ 3,991,857</b>	<b>\$ 4,061,467</b>	<b>\$ 4,836,747</b>	<b>\$ 4,655,760</b>	<b>\$ 4,791,465</b>	<b>\$ 4,808,519</b>	<b>\$ 5,041,836</b>	<b>\$ 5,342,367</b>	<b>\$ 5,288,400</b>	<b>\$ 5,441,259</b>	<b>\$ 5,885,924</b>	<b>\$ 6,052,889</b>
<b>Net Change in Fund Balance</b>	<b>\$ (96,254)</b>	<b>\$ (109,465)</b>	<b>\$ (69,441)</b>	<b>\$ (659,841)</b>	<b>\$ (277,284)</b>	<b>\$ (201,219)</b>	<b>\$ 4,212</b>	<b>\$ 4,638</b>	<b>\$ (50,322)</b>	<b>\$ 261,641</b>	<b>\$ 379,834</b>	<b>\$ 219,935</b>	<b>\$ 171,221</b>
Beginning Fund Balance	\$ 1,596,245	\$ 1,499,991	\$ 1,390,526	\$ 1,321,085	\$ 661,243	\$ 383,959	\$ 182,740	\$ 186,952	\$ 191,590	\$ 141,268	\$ 402,909	\$ 782,743	\$ 1,002,678
<b>Ending Fund Balance</b>	<b>\$ 1,499,991</b>	<b>\$ 1,390,526</b>	<b>\$ 1,321,085</b>	<b>\$ 661,243</b>	<b>\$ 383,959</b>	<b>\$ 182,740</b>	<b>\$ 186,952</b>	<b>\$ 191,590</b>	<b>\$ 141,268</b>	<b>\$ 402,909</b>	<b>\$ 782,743</b>	<b>\$ 1,002,678</b>	<b>\$ 1,173,899</b>
% Reserved	39.08%	34.83%	32.53%	13.67%	8.25%	3.81%	3.89%	3.80%	2.64%	7.62%	14.39%	17.04%	19.39%
Total Personnel Costs	\$ 545,101	\$ 666,561	\$ 669,961	\$ 703,459	\$ 738,632	\$ 775,564	\$ 814,342	\$ 855,059	\$ 897,812	\$ 942,702	\$ 989,838	\$ 1,039,329	\$ 1,091,296
% of Water Utility Expenditures	14.20%	16.70%	16.50%	14.54%	15.86%	16.19%	16.94%	16.96%	16.81%	17.83%	18.19%	17.66%	18.03%
<b>Debt Service Coverage</b>													
Net Revenue/All Revenue Debt	2.36	1.95	1.89	1.17	1.39	1.48	1.83	1.52	1.59	1.62	1.70	1.50	1.48
Required Coverage	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
Desired Coverage	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Difference (Actual vs. Required)	<b>1.16</b>	<b>0.75</b>	<b>0.69</b>	<b>(0.03)</b>	<b>0.19</b>	<b>0.28</b>	<b>0.63</b>	<b>0.32</b>	<b>0.39</b>	<b>0.42</b>	<b>0.50</b>	<b>0.30</b>	<b>0.28</b>

Loan Payment for the Well #5 recasing project (tentative 8-year repayment schedule).

**Ordinance No. 2019-10**

**AN ORDINANCE AMENDING CHAPTER 92.02, ENTITLED "RATES FOR SERVICE," OF THE MUNICIPAL CODE OF NORTH LIBERTY BY ADOPTING A NEW SECTION 92.02 TO INCREASE THE CHARGES FOR WATER USED**

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

**SECTION 1. AMENDMENT** Chapter 92.02 "Rates for Service," of the Municipal Code of North Liberty be, and the same is hereby amended, by repealing Section 92.02 therein, and enacting in lieu thereof new sections to be codified the same to read as follows:

**92.02 RATES FOR SERVICE.**

Gallons Used Per Month	Rate
First 1,000 gallons	\$ 16.60
All over 1,000 gallons	\$ 6.71

Service to industrial establishments may be by contract, if the City finds such an arrangement to be in the best interest of the City.

**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 \_\_\_\_\_.  
Second reading \_\_\_\_\_.  
Third and final reading \_\_\_\_\_.

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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TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2019-10 in *The Leader* on the \_\_\_ day of \_\_\_\_\_, 2019.

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TRACEY MULCAHEY, CITY CLERK



# **Sewer Rate Ordinance Amendment**



# Utility Rate Analysis

<b>Waste Water Rate Increase Analysis</b>				
	FY19	FY20	Difference	
Base Rate	\$ 30.93	\$ 31.24	\$	0.31
Rate/1000 gallons	\$ 5.57	\$ 5.63	\$	0.06
Consumption (in gallons)	Cost per Month		FY20 Increase	
	FY19	FY20	%	\$
3,000	\$ 42.07	\$ 42.50	1%	\$ 0.43
5,000	\$ 53.21	\$ 53.76	1%	\$ 0.55
8,000	\$ 69.92	\$ 70.65	1%	\$ 0.73
11,000	\$ 86.63	\$ 87.54	1%	\$ 0.91

<b>Water Rate Increase Analysis</b>				
	FY19	FY20	Difference	
Base Rate	\$ 16.12	\$ 16.60	\$	0.48
Rate/1000 gallons	\$ 6.51	\$ 6.71	\$	0.20
Consumption (in gallons)	Cost per Month		FY20 Increase	
	FY19	FY20	%	\$
3,000	\$ 29.14	\$ 30.02	3%	\$ 0.88
5,000	\$ 42.16	\$ 43.44	3%	\$ 1.28
8,000	\$ 61.69	\$ 63.57	3%	\$ 1.88
11,000	\$ 81.22	\$ 83.70	3%	\$ 2.48

<b>Storm Water Rate Increase Analysis</b>				
	FY19	FY20	Difference	
Base Rate	\$ 2.00	\$ 2.00	\$	-
Rate/1000 gallons	\$ -	\$ -	\$	-
Consumption (in gallons)	Cost per Month		FY20 Increase	
	FY19	FY20	%	\$
3,000	\$ 2.00	\$ 2.00	0%	\$ -
5,000	\$ 2.00	\$ 2.00	0%	\$ -
8,000	\$ 2.00	\$ 2.00	0%	\$ -
11,000	\$ 2.00	\$ 2.00	0%	\$ -

<b>Utility Rates Increase Analysis</b>				
Consumption (in gallons)	Cost per Month		FY19 to FY20 Increase	
	FY19	FY20	%	\$
3,000	\$ 73.21	\$ 74.52	2%	\$ 1.31
5,000	\$ 97.37	\$ 99.20	2%	\$ 1.83
8,000	\$ 133.61	\$ 136.22	2%	\$ 2.61
11,000	\$ 169.85	\$ 173.24	2%	\$ 3.39

# Waste Water Utility Budget & Forecast

Waste Water Rate Increase Analysis														
	Monthly Waste Water Costs Based on Usage													
	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	
Consumption in Gallons	3,000	\$ 40.85	\$ 42.08	\$ 42.50	\$ 42.92	\$ 43.35	\$ 43.78	\$ 43.78	\$ 43.78	\$ 43.78	\$ 43.78	\$ 43.78	\$ 43.78	\$ 43.78
	5,000	\$ 51.67	\$ 53.22	\$ 53.75	\$ 54.29	\$ 54.83	\$ 55.38	\$ 55.38	\$ 55.38	\$ 55.38	\$ 55.38	\$ 55.38	\$ 55.38	\$ 55.38
	8,000	\$ 67.90	\$ 69.94	\$ 70.64	\$ 71.34	\$ 72.06	\$ 72.78	\$ 72.78	\$ 72.78	\$ 72.78	\$ 72.78	\$ 72.78	\$ 72.78	\$ 72.78
	11,000	\$ 84.13	\$ 86.65	\$ 87.52	\$ 88.40	\$ 89.28	\$ 90.17	\$ 90.17	\$ 90.17	\$ 90.17	\$ 90.17	\$ 90.17	\$ 90.17	\$ 90.17
	15,000	\$ 105.77	\$ 108.94	\$ 110.03	\$ 111.13	\$ 112.24	\$ 113.37	\$ 113.37	\$ 113.37	\$ 113.37	\$ 113.37	\$ 113.37	\$ 113.37	\$ 113.37
	3,000		\$ 1.23	\$ 0.42	\$ 0.42	\$ 0.43	\$ 0.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	5,000		\$ 1.55	\$ 0.53	\$ 0.54	\$ 0.54	\$ 0.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	8,000		\$ 2.04	\$ 0.70	\$ 0.71	\$ 0.71	\$ 0.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	11,000		\$ 2.52	\$ 0.87	\$ 0.88	\$ 0.88	\$ 0.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	15,000		\$ 3.17	\$ 1.09	\$ 1.10	\$ 1.11	\$ 1.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	3,000		\$ 14.71	\$ 5.05	\$ 5.10	\$ 5.15	\$ 5.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	5,000		\$ 18.60	\$ 6.39	\$ 6.45	\$ 6.51	\$ 6.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	8,000		\$ 24.44	\$ 8.39	\$ 8.48	\$ 8.56	\$ 8.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	11,000		\$ 30.29	\$ 10.40	\$ 10.50	\$ 10.61	\$ 10.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	15,000		\$ 38.08	\$ 13.07	\$ 13.20	\$ 13.34	\$ 13.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Waste Water Utility Budget & Forecast

	FY18 Actual	FY19 Budget	FY20 Budget	FY21 Estimated	FY22 Estimated	FY23 Estimated	FY24 Estimated	FY25 Estimated	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated	FY30 Estimated
<b>Budget Inflation Rate</b>	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Number of Accounts	8,492	8,662	8,835	9,012	9,192	9,376	9,563	9,755	9,950	10,149	10,352	10,559	10,770
Gallons Sold	366,756,000	362,000,000	369,240,000	376,624,800	384,157,296	391,840,442	399,677,251	407,670,796	415,824,212	424,140,696	432,623,510	441,275,980	450,101,500
<b>Proposed Rate Increase</b>	5%	3%	1%	1%	1%	1%	0%	0%	0%	0%	0%	0%	0%
Base Rate	\$ 30.03	\$ 30.93	\$ 31.24	\$ 31.55	\$ 31.87	\$ 32.19	\$ 32.19	\$ 32.19	\$ 32.19	\$ 32.19	\$ 32.19	\$ 32.19	\$ 32.19
Rate/1000 Gallons	\$ 5.41	\$ 5.57	\$ 5.63	\$ 5.68	\$ 5.74	\$ 5.80	\$ 5.80	\$ 5.80	\$ 5.80	\$ 5.80	\$ 5.80	\$ 5.80	\$ 5.80
<b>Revenues</b>													
Waste Water Sales	\$ 4,460,433	\$ 4,604,773	\$ 4,743,837	\$ 4,887,101	\$ 5,034,691	\$ 5,186,739	\$ 5,290,474	\$ 5,396,283	\$ 5,504,209	\$ 5,614,293	\$ 5,726,579	\$ 5,841,111	\$ 5,957,933
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection Fees/Permits	\$ 46,775	\$ 40,000	\$ 35,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Use of Money	\$ 748	\$ 40,000	\$ 20,000	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Miscellaneous	\$ 1,913	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Receivable/Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Waste Water Utility Revenues</b>	<b>\$ 4,509,869</b>	<b>\$ 4,690,773</b>	<b>\$ 4,804,837</b>	<b>\$ 4,918,401</b>	<b>\$ 5,065,991</b>	<b>\$ 5,218,039</b>	<b>\$ 5,321,774</b>	<b>\$ 5,427,583</b>	<b>\$ 5,535,509</b>	<b>\$ 5,645,593</b>	<b>\$ 5,757,879</b>	<b>\$ 5,872,411</b>	<b>\$ 5,989,233</b>
<b>Expenditures</b>													
<b>Budget Inflation Rate</b>		25.29%	15.00%	10.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Personnel Services	\$ 573,973	\$ 773,502	\$ 712,183	\$ 783,401	\$ 822,571	\$ 863,700	\$ 906,885	\$ 952,229	\$ 999,841	\$ 1,049,833	\$ 1,102,324	\$ 1,157,441	\$ 1,215,313
Services & Commodities	\$ 626,104	\$ 1,017,475	\$ 1,025,975	\$ 1,128,573	\$ 1,185,001	\$ 1,244,251	\$ 1,306,464	\$ 1,371,787	\$ 1,440,376	\$ 1,512,395	\$ 1,588,015	\$ 1,667,416	\$ 1,750,786
Capital	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers</b>													
Equipment Revolving	\$ 12,000	\$ 87,000	\$ 65,000	\$ 80,000	\$ 84,750	\$ 90,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Capital Reserve	\$ 205,500	\$ 485,500	\$ 530,388	\$ 565,083	\$ 370,000	\$ 370,000	\$ 370,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Revenue Debt	\$ 1,837,468	\$ 1,828,789	\$ 1,725,139	\$ 1,777,283	\$ 1,779,164	\$ 1,780,726	\$ 1,782,472	\$ 1,785,516	\$ 1,786,354	\$ 1,789,735	\$ 1,557,153	\$ 1,575,477	\$ 1,576,119
GO Debt	\$ 370,145	\$ 476,400	\$ 472,350	\$ 473,200	\$ 468,800	\$ 469,300	\$ 469,600	\$ 469,650	\$ 469,450	\$ 139,050	\$ -	\$ -	\$ -
Billing & Accounting	\$ 356,855	\$ 320,546	\$ 303,049	\$ 275,774	\$ 245,015	\$ 210,490	\$ 221,015	\$ 232,065	\$ 243,669	\$ 255,852	\$ 268,645	\$ 282,077	\$ 296,181
<b>Upcoming Projects</b>													
Sewer Lines & Generator	\$ -	\$ -	\$ -	\$ 71,540	\$ 71,885	\$ 72,159	\$ 72,367	\$ 72,484	\$ 70,819	\$ 70,787	\$ 72,339	\$ 72,044	\$ 71,651
SW Growth Utilities	\$ -	\$ -	\$ -	\$ -	\$ 281,879	\$ 280,851	\$ 283,131	\$ 281,670	\$ 283,449	\$ 281,415	\$ 282,567	\$ 283,308	\$ 283,670
Mid/Long Term Projects	\$ -	\$ -	\$ -	\$ 206,550	\$ 206,675	\$ 206,638	\$ 206,438	\$ 206,438	\$ 206,438	\$ 206,438	\$ 206,438	\$ 206,438	\$ 206,438
<b>Total Waste Water Utility Expenditures</b>	<b>\$ 3,982,045</b>	<b>\$ 4,989,212</b>	<b>\$ 4,884,084</b>	<b>\$ 5,361,404</b>	<b>\$ 5,515,740</b>	<b>\$ 5,588,115</b>	<b>\$ 5,693,372</b>	<b>\$ 5,846,839</b>	<b>\$ 5,975,396</b>	<b>\$ 5,780,505</b>	<b>\$ 5,552,481</b>	<b>\$ 5,719,200</b>	<b>\$ 5,875,158</b>
<b>Net Change in Fund Balance</b>	<b>\$ 527,824</b>	<b>\$ (298,439)</b>	<b>\$ (79,247)</b>	<b>\$ (443,003)</b>	<b>\$ (449,749)</b>	<b>\$ (370,076)</b>	<b>\$ (371,598)</b>	<b>\$ (419,256)</b>	<b>\$ (439,887)</b>	<b>\$ (134,912)</b>	<b>\$ 205,398</b>	<b>\$ 153,210</b>	<b>\$ 114,075</b>
Beginning Fund Balance	\$ 3,685,993	\$ 4,213,817	\$ 3,915,378	\$ 3,836,131	\$ 3,393,128	\$ 2,943,379	\$ 2,573,303	\$ 2,201,705	\$ 1,782,449	\$ 1,342,562	\$ 1,207,651	\$ 1,413,049	\$ 1,566,259
<b>Ending Fund Balance</b>	<b>\$ 4,213,817</b>	<b>\$ 3,915,378</b>	<b>\$ 3,836,131</b>	<b>\$ 3,393,128</b>	<b>\$ 2,943,379</b>	<b>\$ 2,573,303</b>	<b>\$ 2,201,705</b>	<b>\$ 1,782,449</b>	<b>\$ 1,342,562</b>	<b>\$ 1,207,651</b>	<b>\$ 1,413,049</b>	<b>\$ 1,566,259</b>	<b>\$ 1,680,334</b>
% Reserved	105.82%	78.48%	78.54%	63.29%	53.36%	46.05%	38.67%	30.49%	22.47%	20.89%	25.45%	27.39%	28.60%
<b>Total Personnel Costs</b>	<b>\$ 573,973</b>	<b>\$ 773,502</b>	<b>\$ 712,183</b>	<b>\$ 783,401</b>	<b>\$ 822,571</b>	<b>\$ 863,700</b>	<b>\$ 906,885</b>	<b>\$ 952,229</b>	<b>\$ 999,841</b>	<b>\$ 1,049,833</b>	<b>\$ 1,102,324</b>	<b>\$ 1,157,441</b>	<b>\$ 1,215,313</b>
<b>% of Waste Water Utility Expenditures</b>	<b>14.41%</b>	<b>15.50%</b>	<b>14.58%</b>	<b>14.61%</b>	<b>14.91%</b>	<b>15.46%</b>	<b>15.93%</b>	<b>16.29%</b>	<b>16.73%</b>	<b>18.16%</b>	<b>19.85%</b>	<b>20.24%</b>	<b>20.69%</b>
<b>Debt Service Coverage</b>													
Net Revenue/All Revenue Debt	1.80	1.59	1.68	1.63	1.65	1.68	1.68	1.67	1.67	1.66	1.88	1.85	1.92
Required Coverage	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
Desired Coverage	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Difference (Actual vs. Required)	<b>0.60</b>	<b>0.39</b>	<b>0.48</b>	<b>0.43</b>	<b>0.45</b>	<b>0.48</b>	<b>0.48</b>	<b>0.47</b>	<b>0.47</b>	<b>0.46</b>	<b>0.68</b>	<b>0.65</b>	<b>0.72</b>

**Ordinance No. 2019-11**

**AN ORDINANCE AMENDING CHAPTER 99.02 ENTITLED "RATE," OF THE MUNICIPAL CODE OF NORTH LIBERTY BY ADOPTING A NEW SECTION 99.02 TO INCREASE THE CHARGES FOR SANITARY SEWER SERVICES**

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

**SECTION 1. AMENDMENT** Chapter 99.02 "Rate," of the Municipal Code of North Liberty be, and the same is hereby amended, by repealing Section 99.02 therein, and enacting in lieu thereof new sections to be codified the same to read as follows:

99.02 RATE.

Gallons Used Per Month	Rate
First 1,000 gallons	\$ 31.24
All over 1,000 gallons	\$ 5.63

Service to industrial establishments may be by contract, if the City finds such an arrangement to be in the best interest of the City.

**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 \_\_\_\_\_.  
Second reading \_\_\_\_\_.  
Third and final reading \_\_\_\_\_.

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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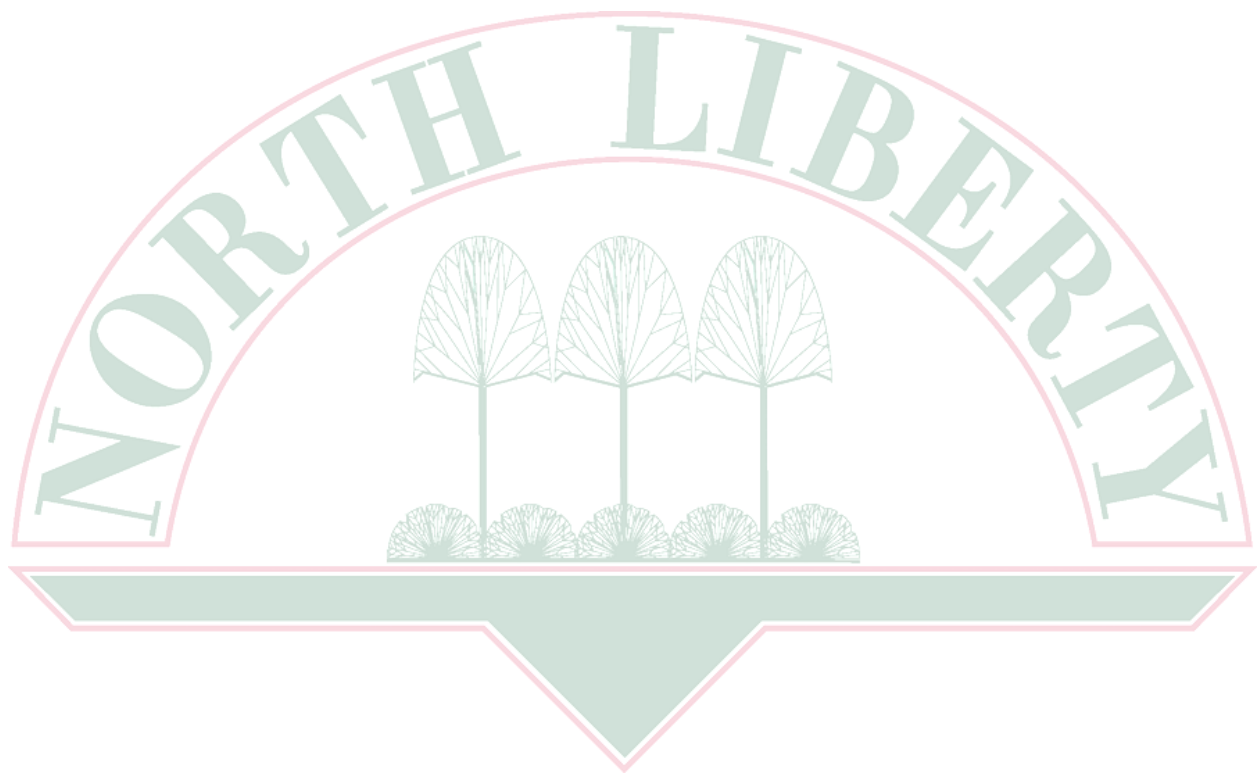
TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2019-11 in *The Leader* on the \_\_\_ day of \_\_\_\_\_, 2019.

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TRACEY MULCAHEY, CITY CLERK

# Additional Information



**To: Mayor and City Council**  
**From: Tom Palmer, Building Official**  
**CC: City Administrator**  
**Date: 6/5/2019**  
**Re: Monthly Report**

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**May Permit Report:**

One hundred forty-five permits were issued in May with estimated construction value of \$17,795,071.00. Permits included ten permits new single family dwelling units, Liberty High School addition and North Liberty Police Station. Staff completed 374 inspections.

**Certificate of Occupancy:**

Thirty-six certificates were issued for various projects including new dwelling units, commercial unit, rental units and several renovation projects.

**Rental/Code Enforcement:**

Five rental permit applications were received in May. Nine rental inspections were completed along with sixty-three code enforcement complaints were handled in May.

**Liberty High School Construction Phase Three:**

McComas Lacina Construction Company has started Liberty High School building addition project. Included in phase three project are satellite bus depot to serve the northern part of the district, classroom addition on the east side of the building, a fully secure "hard-scaped" courtyard and an additional activity parking lot on the far western portion of campus.





**May 2019  
 Monthly Permit Report**

Code	Permit Purpose	Permits	Construction Value	Permit Fees	Bldgs.	Units	Notes
1	New Single Family Dwelling	4	\$1,155,837.00	\$11,699.56	4	4	
2	New Single Family Dwelling Attached	6	\$996,000.00	\$12,967.92	3	6	
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	\$1,550,000.00	\$11,567.47	0	0	
6	New Industrial	0	\$0.00	\$0.00	0	0	
7	School	0	\$0.00	\$0.00			
8	Residential Alteration	10	\$821,873.00	\$4,322.02			
9	Residential Addition	0	\$0.00	\$0.00			
10	Commercial Alteration	5	\$102,500.00	\$1,464.50			
11	Commercial Addition	0	\$0.00	\$0.00			
12	Industrial Alteration	2	\$1,500.00	\$25.00			
13	Industrial Addition	0	\$0.00	\$0.00			
14	Other	107	\$92,361.97	\$2,836.66			
15	Public	2	\$13,051,000.00	\$28,607.40			High School & NLPD
16	Manufactured Home	8	\$24,000.00	\$800.00	8	8	
	<b>Totals</b>	<b>145</b>	<b>\$17,795,071.97</b>	<b>\$74,290.53</b>	<b>15</b>	<b>18</b>	

SFD Attached are zero lot line units  
 Townhouse are 3 or more units with shared side walls and have a rear yard area





## Certificate of Occupancy

05/01/2019 - 05/31/2019

Applicant	Parcel Address	Permit Type	Date C.O. Issued
Inspire Athlectis LLC-Beth Rissman	2910 Stoner Court Unit 8	Zoning Certificate	5/30/2019
Doug Lee	1135 & 1137 Leann Circle	Rental	5/24/2019
Collin Bruegge	835 Prospect Court	Building	5/30/2019
Archie's Rent-a-Ride LLC-Ron Mace	760 Nathan Avenue Unit 11	Zoning Certificate	5/15/2019
Briana Evans-Holiday Mobile Homes	42 Holiday Lodge Road	Manufactured Home	5/31/2019
Tomasz Korwel	835 Blue Sky Drive Unit 101	Rental	5/13/2019
Ron Gaskill	1350 Kennel Court Building A-2	Zoning	5/14/2019
Advantage Holdings LLC-Chad Kuene	760 Liberty Way	Zoning Certificate	5/6/2019
Holiday Mobile Homes-Briana Evans	258 Holiday Lodge Road	Manufactured Home	5/21/2019
Holiday Mobile Homes-Briana Evans	221 Holiday Lodge Road	Manufactured Home	5/21/2019

North Liberty Smiles PLLC	2 Hawkeye Drive Unit 104	Zoning Certificate	5/3/2019
Thomas Gehl	145 Birch Street	Building	5/28/2019
Hometown Restyling	60 N. Colton Drive	Building	5/17/2019
Boyd Crosby Construction	1875 Cypress Ridge	Building	5/30/2019
Adam Gent	145 Locust Drive	Building	5/7/2019
Springfever LLC	650 Pacha Parkway Suite 3	Building	5/17/2019
H & H Homebuilders	1360 Salm Drive	Building	5/17/2019
Super Sweet Construction-Dusty Overman	565 Cameron Way Unit 104	Building	5/9/2019
Watts Group	1330 E. Tartan Drive	Building	5/16/2019
Hochstedler Building & Development	980 Pheasant Lane	Building	5/23/2019
Josh & Stacie Grimm	660 Berkshire Lane	Building	5/20/2019
Jeff Moreland-Arlington Development	330 Whitman Avenue	Building	5/3/2019
Ben Dahl-Dahl Custom Homes	1465 Salm Drive	Building	5/30/2019
Duane Musser-Watts Group	1335 Franklin Street	Building	5/23/2019

Watts Group-Duane Musser	1340 E. Tartan Drive	Building	5/2/2019
Dylan Robson-Robson Homes	720 Pace Court	Building	5/24/2019
Advantage Development Inc.	760 Liberty Way	Building	5/22/2019
Josh Johnson	95 Augusta Court	Building	5/16/2019
Ryan Abraham	1270 Exchange Street	Building	5/30/2019
Dahnovan Builders LLC	1219 Ronald Way	Building	5/29/2019
Dahnovan Builders LLC	1217 Ronald Way	Building	5/30/2019
Dahnovan Builders LLC	1215 Ronald Way	Building	5/16/2019
Tyler & Molly McDowell	35 Lily Pond Road	Building	5/6/2019
Scallon Custom Homes LLC	1315 Franklin Drive	Building	5/6/2019
Doug Lee Construction	1137 Leann Circle	Building	5/30/2019
Doug Lee Construction	1135 Leann Circle	Building	5/30/2019

**Total Records: 36**



## New Business Report

**05/01/2019 - 05/31/2019**

<b>Tenant Name</b>	<b>Parcel Address</b>	<b>Project Description</b>
Inspire Athlects LLC-Beth Rissman	2910 Stoner Court Unit 8	Inspire Athlects
North Liberty Smiles	2 Hawkeye Drive Unit 104	Private dental practice

**Total Records: 2**

# Code Enforcement Report

05/01/2019 - 05/31/2019

Case Date	Case #	Complaint
5/1/2019	3540	not mowing yard
5/3/2019	3541	Failed to comply with the building code requirement for the installation carbon monoxide
5/3/2019	3542	mowing
5/3/2019	3543	mowing
5/3/2019	3544	mowing
5/3/2019	3545	two tv's in driveway approach right of way left behind by the tenant that moved out
5/6/2019	3546	added a rock driveway
5/8/2019	3547	failure to mow
5/8/2019	3548	vehicle parked on the landscaped area of the property
5/9/2019	3549	failure to mow grass and weeds on the three lots at N Madison Ave
5/9/2019	3550	failure to mow
5/10/2019	3551	illegal signs on property
5/10/2019	3552	illegal sign on property
5/10/2019	3553	past due annual backflow preventer test report
5/10/2019	3554	failure to mow
5/10/2019	3555	failure to mow
5/10/2019	3556	failure to mow
5/10/2019	3557	failure to mow
5/10/2019	3558	failure to mow
5/10/2019	3559	failure to mow
5/10/2019	3560	failure to mow
5/10/2019	3561	failure to mow
5/10/2019	3562	failure to mow
5/10/2019	3563	failure to mow
5/10/2019	3564	illegal storage of materials on the landscaped area of the property
5/10/2019	3565	illegal sign on property
5/10/2019	3566	illegal sign on property
5/16/2019	3567	not mowing
5/16/2019	3568	failure to mow

5/16/2019	3569	failure to mow
5/16/2019	3570	mowing
5/17/2019	3571	past due annual backflow preventer test report
5/17/2019	3572	past due annual backflow preventer test report
5/17/2019	3573	past due annual backflow preventer test report
5/20/2019	3574	past due annual backflow preventer test report
5/20/2019	3575	past due annual backflow preventer test report
5/20/2019	3576	past due annual backflow preventer test report
5/20/2019	3577	not mowing
5/20/2019	3578	not mowing
5/20/2019	3579	past due annual backflow preventer test report
5/22/2019	3580	not mowing
5/22/2019	3581	dishwasher on exterior of the property
5/22/2019	3582	washer and dryer and other misc. junk stored in the driveway
5/22/2019	3583	miscellaneous junk in the drive
5/22/2019	3584	not mowing
5/23/2019	3585	not mowing behind building in and around the detention pond
5/23/2019	3586	sidewalk trip hazards
5/23/2019	3587	constructed a shed without the required permits
5/23/2019	3588	stormwater leakage into building sewer
5/24/2019	3589	not mowing
5/24/2019	3590	Renting property without a required permit
5/24/2019	3591	unattended trailer in the City's street
5/24/2019	3592	Constructing deck without the required permit
5/28/2019	3593	Renting property without a required permit
5/29/2019	3594	tree overhanging onto sidewalk/street
5/29/2019	3595	parts of tree overhanging onto sidewalk
5/29/2019	3596	POD storage container on property without the required permits
5/29/2019	3597	commercial dumpster on property more than 7 consecutive days w/o the required permits
5/30/2019	3598	unattended trailer left in the street
5/30/2019	3599	failure to mow
5/31/2019	3600	failure to mow
5/31/2019	3601	failure to mow
5/31/2019	3602	failure to mow



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

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

Date: June 4, 2019

Re: Monthly Report

We performed various building maintenance tasks as needed this month. We repaired plumbing at the Ranshaw house and everything is now usable for the summer lunch program.

A great deal of time was spent mowing and trimming this past month. It has been a challenge due to the cooler temperatures and abundance of rain. We continue to mow approximately 275 acres weekly.

The 92 planter boxes at Liberty Centre pond have been planted with flowers and hand watered daily. Landscape maintenance continues on Highway 965, Penn Street, Dubuque Street Roundabout, Kansas Street Roundabout, Golf View Drive, St. Andrews Drive intersections, Rec Center, Zeller Street, Old Town Park, Penn Meadows Park and rain gardens and the Centennial Park bio-swale and parking lot landscaping. We have been trimming and pruning trees as needed. We completed the annual EAB treatment of our Parks inventory of ash trees.

We continue to maintain ball fields and facilities this month. NLCBS, Babe Ruth League and Liberty High are now playing games. We continue to make improvements to the Babe Ruth field in preparation of Liberty High Baseball and the Babe Ruth League. Park staff continues to maintain ball fields on weekends in support of weekend tournaments.

Parks staff continues to maintain and paint lines on the soccer fields in support of the soccer program. The program runs through the end of May.

We installed the Liberty Centre Pond fountain aerator and completed preventive maintenance to the waterfall area.

Parks staff completed preventive maintenance to the Penn Meadows Splash Pad in preparation of the Memorial Day Opening. Everything is working great.

There are a number of projects currently underway and I have been attending progress meetings regarding the dog park, the new roundabouts and new trails projects that will be completed this summer and fall.

I would like to thank Heritage Christian School and students for their service work completed in our Parks on May 10<sup>th</sup>. They distributed 80 cubic yards of mulch around 300 trees and removed tree limbs and sticks at Cornerstone Park. Much appreciated!

The grading phase at the Dog Park has been completed. The area is now ready for Shive Hattery to survey and provide the needed information to go out to bid for the concrete parking lot, sidewalks/trail and fencing.

Planning and preparation continue for the July 13<sup>th</sup> Blues & BBQ celebration.

We currently have all of our Seasonal Parks Maintenance Worker on staff and working now.



# North Liberty Police Monthly Report May 2019

## Training:

- Bomb squad, dive team, and SERT training was attended by members this month (48 hours)
- Three officers attended a week long bike patrol school in East Moline. (96 hours)
- The canine and handler attended a certification course in Des Moines (40 hours).
- Jacob Minick has completed 6 weeks of the ILEA academy training. (240 hours)
- Ames Helzer is still completing the Field Training for our department. He is assigned to train with another officer each shift.
- One Sergeant completed the salvage vehicle inspector training. (8 hours)
- Officer Miller left for a 6-week FBI course for his bomb squad certification in Alabama.
- Chief attended a peer support program for Chief Executive Officers (8 hours)
- Supervisor completed online training for Performance Evaluation training, and Early Intervention and PTSD (10 hours)
- Supervisors attended the Chief's Conference in Coralville in regards to leadership and risk management topics. (64 hours)

Traffic Contacts	517
Parking Contacts	32
Vehicle Inspections	27
Vehicle Unlocks	27
Crash Investigations	26
Public Assists	402
Assist Other Agency	121
Crimes Against Persons Report	6
Crimes Against Property Report	19
Other Reports	11
Arrests	32
Warrants	7
Alcohol/Narcotics Charges	15
Crimes Against Persons Charges	5
Crimes Against Property Charges	3
Other Charges	18
Animal Calls	60
Total Calls for Service	2362
*Total Calls for Service for the year	<b>11380</b>

## Public Relations:

- Officers attended the Johnson County Police Officer Memorial celebration in Iowa City.
- Officers worked school sponsored events and after prom. Overtime was paid for by the school.
- Officers worked graduation for Liberty. Overtime was paid for by the School.
- Hosted two groups of 2<sup>nd</sup> graders from Garner at the PD. The 80 kids learned what a police officer does, got to ask the officer any questions they had and toured a patrol car.
- Completed 5 child safety seat inspections by our certified technician.
- Golfview Mobile Home Court requested two officers to work a neighborhood meeting. The officers worked overtime which was paid by Golfview MHC.

## Equipment:

- A new Dodge Charger was put into service. The old one is stripped, and we will use as a court/training car for the summer.
- Purchased a new police mountain bike.

**Enforcement:**

- Officers spent time assisting parties for dissolution of marriage/property.
- Worked a joint project on I380 under the GTSB with other agencies for the move over law for vehicles flashing their hazards.
- Continue to handle reports of missing juveniles. All the juveniles have been found and some have taken off again.

**Department Admin:**

- Ames Helzer is still completing his field training this month.
- One officer is gone on his two week AT military leave.
- Meeting with contractor for the PD construction, they found an old oil tank on the site and removed it. They are putting the footings in for the building.

*Respectfully Submitted by Chief Diane Venenga and Alisha Ruffcorn 6/4/2019*

To: Mayor, City Council and City Administrator  
From: Shelly Simpson, Recreation Director  
Date: June 3, 2019

### **Monthly Report – May 2019**

#### **Recreation Update:**

May was a busy as we began the process of setting up our new operations software – RecDesk. Staff is entering all information on Summer programs, memberships, POS, and facility reservations in preparations to make the switch July 1. This work will continue through the month of June as well.

We had two bike special events planned for this month. The Bile2SchoolsCool event on May 8 was canceled due to weather. We had 44 students signed up. This event was coordinated with Troy Carter with Safe Routes to School to which there was not an alternate date. The Bike Rodeo/Slow Roll event was scheduled for May 18 was rescheduled to June 1<sup>st</sup> due to weather.

Done Done Services was awarded the bid to remodel the women's locker room. Work has not yet begun. Waiting to hear when work will begin.

Matt F prepared for the start of Summer Camp. We have approximately 70-75 participants each week.

#### **Pool Update:**

May is always the month dedicated for Outdoor Pool preparations and opening. This is the first year since 2004 that we have not made Saturday of Memorial Day Weekend our opening day. The delay was due to installation of new play feature, cure time versus weather and staffing due to longer school session for local schools.

Opening day was Friday, May 31 from 5-9pm; Outdoor Pool Hours are:  
Week of June 1-5 was 5-9pm  
Starting week of June 10; normal hours open at 12(Noon).

Summer session of swim lessons begins week of June 10.

#### **Miscellaneous:**

See attached reports for more information.

Submitted by Shelly Simpson

**To: Mayor and City Council**

**From: Michael Pentecost, Street Superintendent**

**Re: May 2019 Monthly Report**

**June 3, 2019**

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

- Locating of City Utilities (443 job tickets) ongoing
  - a. This is a 11% decrease from May 2018
- Continued animal control services (6 responses to animal issues)
- Cemetery plot locates (1 in total)
- Projects
  - a. Forevergreen Rd (West of Covered Bridge Rd)
    - i. Work continues to the west and managed by IDOT
  - b. Forevergreen Rd (East of Covered Bridge Rd)
    - i. Pavement installed up to Keystone / Carroll Ct
    - ii. Storm / Sanitary are being installed along with removal of current road
  - c. Kansas Ave Project
    - i. Finishing punch list items
  - d. Penn St / Front St Corridor Improvement Project
    - i. Weather has caused project to fall behind
    - ii. Contractor is creating revised schedule to aggressively make up lost time
  - e. Main St Project
    - i. 51.9% complete
  - f. North Bend Drive Project
    - i. 83.4% complete
  - g. Ranshaw Way/Cherry St sewer upgrade Project
    - i. Preconstruction meeting and utility depth located
- A large amount of time was spent working with contractors, utility companies, and property owners on projects this month
- Staff completed restoration work in ROW areas and concrete curbs damaged by snow removal along with areas damaged by city hired contractors repairing city utilities
- Sign installation, repair, and replacement on Ranshaw Way and Penn St (faded signs on traffic signals)
- Blues and BBQ banners installed on Ranshaw Way, Dubuque St and Kansas Ave roundabouts
- Staff training
  - a. Operation and troubleshooting new Adaptive Traffic Control Systems
  - b. Confined Space Team meeting and training
  - c. Drug and Alcohol training for employees / supervisors with Commercial Drivers License (CDL)
- Roadways with gravel shoulders were groomed, graded, and rocked
- ROW ditch areas mowed only by edge of road. Staff will complete once ditches dry out.
- Storm sewer repairs, cleaning, and monitored during and after large rain events

- Staff conducted monthly safety inspections for all street equipment and buildings
- All 8 civil defense warning sirens were monthly tested
  - a. Units are powered by deep cell batteries charged by solar panels. All batteries are replaced every 4 years to insure reliability
- Forevergreen Rd mailbox relocation
  - a. Staff communicated with homeowners and the Post Office to relocate 9 mailboxes from north side to south side of road for easier snowplowing operations and safer crossing for residents when I380 interchange is complete this fall



**Old faded sign and new replacement sign before being installed**



**Blues & BBQ Banners installed on Ranshaw Way**



**Warning Siren Cabinet. Heavy Duty batteries at bottom power sirens to eliminate power outage failure**

# **Communications Department Report**

Submitted to the North Liberty City Council  
May 30, 2019, for the month of May 2019

## **Blues & BBQ**

Preparations continue for the July 13 event. On May 1, we announced the music lineup in cooperation with The Englert. The stage lineup features three-time Grammy-nominee Shemekia Copeland with support from Southern Culture on the Skids, Gloria Hardiman and the Monday Night All-Stars, Kevin Burt, Joe and Vicki Price and Brian Johannesen. We met with selected food vendors, as we do each year, to make sure they have the information they need and we're all on the same page. We'll begin meeting with the planning committee more frequently in the coming month. Reds will host the second annual volunteer recruitment party on June 13. Festival details are available at [northlibertyblues.org](http://northlibertyblues.org) as they're released.

## **Community Visioning**

Following the city council's approval moving forward with the community visioning, branding and streetscapes project, Nick met with project leaders to begin planning for the kickoff. The kickoff meeting with stakeholders (all elected officials should have received an invitation, as did some staff and community members) is on June 4 at 1 p.m. in the library.

## **End of Fiscal Year**

We have done our annual assessment of capital projects and worked to complete several in-progress ones, namely desktop replacements and final council chamber work, prior to the end of the fiscal year.

## **Placemates**

Jillian matched registered households, and made introductions via email, for 14 concurrent potlucks on Thursday, June 20. We'll send out a survey after the event to see how they went, think about changes, and talk about next steps.

## **Other items**

Staff had interviews with KCJJ, the Gazette and the Iowa City Press-Citizen about various city projects and updates.

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

Staff represented the city in meetings and events with Run CRANDIC, the Iowa City Area Chamber of Commerce, United Way of Johnson and Washington Counties and the joint FilmScene/Englert Strengthen Grow Evolve campaign.



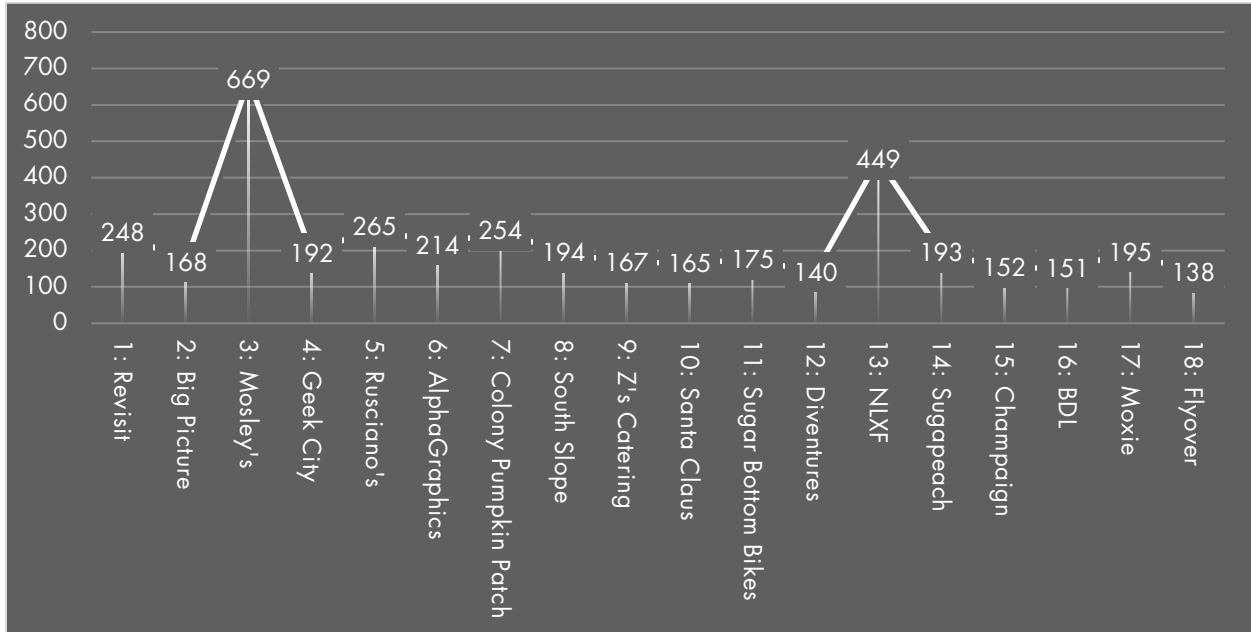
We sent news releases about staff awards, holiday hours, a delayed pool opening, council vacancy and appointment, new recreation registration platform and more.

### Completed Videos

<b>Title</b>	<b>Requested By</b>	<b>Date Completed</b>	<b>Duration</b>
<b>Promo: Blues &amp; BBQ</b>	Communications	May 1	0:01
<b>Parks and Recreation Commission</b>	City Administration	May 2	0:19
<b>Promo: Pig &amp; Pint</b>	Communications	May 6	0:01
<b>Communications Advisory Commission</b>	City Administration	May 6	0:27
<b>Social: 52317 Podcast</b>	Communications	May 7	0:01
<b>Planning and Zoning Commission</b>	City Administration	May 7	0:15
<b>(un)Official Minutes</b>	Communications	May 14	0:01
<b>City Council</b>	City Administration	May 14	1:37
<b>Library Board of Trustees</b>	City Administration	May 20	1:01
<b>Social: North Liberty Community Fund</b>	Communications	May 23	0:02
<b>(un)Official Minutes</b>	Communications	May 28	0:01
<b>City Council</b>	City Administration	May 28	1:44
<b>Metropolitan Planning Organization</b>	Communications	May 29	0:41
<b>Eye on North Liberty: Budget</b>	Communications	May 29	0:07
<b>Total completed productions: 14</b>	<b>Duration of new video: 6.3 hours</b>		

## 52317 Podcast

Release schedule is every three weeks; episodes can be found at [northlibertyiowa.org/52317](http://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 since its publication. 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](http://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.

## Social Media

Month	Facebook new likes	Facebook reach	Twitter new follows	Twitter impressions	Instagram new follows	Nextdoor members
May 2019	51	24,463	28	39,500	71 (1668)	3,793
April 2019	81	30,549	16	47,400	94 (1597)	3,746
March 2019	44	29,403	35	37,600	36 (1503)	3,571
Feb 2019	138	47,462	26	42,500	34 (1503)	3,443
Jan 2019	139	51,797	35	59,800	56 (1469)	3,391
Dec 2018	65	40,942	31	36,700	47 (1413)	3,344
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)	

**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 to a user. **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 able to receive our agency messages.

## Website Statistics (Current month and preceding 12)

Month	Sessions	Users	Pageviews	Pages/Session	Avg. Session
May 2019	22,546	15,171	50,184	2.27	1:27
April 2019	21,682	9,835	50,265	2.32	1:34
March 2019	18,133	8,395	43,353	2.39	1:40
Feb 2019	19,034	13,083	45,011	2.36	1:36
Jan 2019	25,585	16,481	58,191	2.27	1:26
Dec 2018	18,985	13,284	44,524	2.35	1:26
Nov 2018	14,768	10,616	34,895	2.36	1:30
Oct 2018	17,086	11,993	39,449	2.31	1:31
Sept 2018	18,665	12,756	40,576	2.17	1:24
Aug 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

**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.

# Water Pollution Control Plant



**Iowa**

TO: City Council, Mayor and City Administrator

FROM: Drew Lammers

DATE: June 1, 2019

SUBJECT: May 2019 Water Pollution Control Plant (WPCP) Report

1. All scheduled preventative maintenance at the plant and lift stations was completed. Staff also stayed very busy with numerous operational jobs throughout the month.
2. This month's staff safety meeting was on excavation/trenching and shoring as well as forklift operation. Employees completed the target solutions tasks as well as reviewed safety training topics and procedures as a group.
3. Staff completed a valve repair at West Penn Lift Station. This was a permit required confined space entry. All safety procedures were in place and the repair went well.
4. Suez sent a representative to the plant to help investigate our newest cassettes in train 4. These cassettes run an upgraded air diffuser call LEAP air which reduces energy by 30%. The membranes were removed, diffusers cleaned and reinstalled. The air diffusers have been improving cleaning quality of the membranes with a few minor adjustment.
5. Annual hoist inspections were complete this month. Staff followed up on all equipment repairs.
6. Annual lift station pump inspection has been completed. All pump fluids were changed and impeller clearances were verified. No issues were found at any of the 10 lift stations.
7. Most of the wastewater staff attended the annual Region 6 wastewater conference in Iowa City.
8. Fox Engineering received an Engineering Excellence Award for the Phase 2 expansion project design (image below). I attended the awards banquet to accept the award along with Fox Engineering P.E. Jennifer Ruddy. Fox has been outstanding to work with on several wastewater projects. I feel like we have developed a very good partnership and look forward to North Liberty's future with their expertise.

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

# Water Pollution Control Plant



**Iowa**



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](http://northlibertyiowa.org)

To: Mayor and City Council

From: Greg Metternich, Water Superintendent

Re: Monthly Report

June 5, 2019

We read 8,452 radio reads last month. We had to re-read approximately 19 accounts.

We had a very busy month with 252 finals, 74 water shut-offs, 77 re-connects for water service, 222 notices delivered, 20 new meter set inspections, 31-meter change outs, 27 MIU change outs, assisted 13 customers, and 62 calls for service. Our monthly total service work averaged 35 calls per day.

For the month of May, we treated a total of 36,908,000 gallons of water. Our average daily flow was 1,191,000 gallons, and our maximum daily flow was 1,526,000 gallons. The total amount of water used in the distribution system was 3.5% lower than last May.

We finished another round of lead and copper sampling. Our new operating permit has us doing sixty samples every six months, now that we've passed two consecutive sets of samples, we'll have one more round of sixty over the next twelve months, then we should be able to go on reduced monitoring (thirty samples every three year's).

Construction projects are keeping us busy. Maxwell Construction has finished all of the water main connections on the Front Street project, they should be finished testing the last section of water main later this week. The Main Street project has all of the water main installed and tested, they are currently connecting the service lines to the new main.

Our seasonal person started on the 17<sup>th</sup>, he's taking care of the mowing, helping with valve exercising, and painting fire hydrants, with our new hydrant cleaning equipment we've been able to paint about 20 hydrants a day.

We gave plant tours to all of the 3<sup>rd</sup> grade students from Garner Elementary, 120 students total over a four-day period.

Water Superintendent,  
Greg Metternich

**North Liberty Parks & Recreation Committee Meeting**  
**Thursday, June 6, 2019**  
**Proposal of Agenda**  
**7:00PM**

**NEW BUSINESS:**

1. Approve minutes: Approve May 2 meeting minutes.
2. Public Comments/Concerns: Guest introduction and concern.
3. Board Member Applications: Matt, Troy, Jami – have not submitted applications.  
Mayor to appoint board members - June 11<sup>th</sup>.  
New members will start at July meeting.
4. Building & Grounds Report: Parks Monthly Report
5. Summer Preparations: Summer Programs in progress  
Outdoor Pool: Opened May 31; 5-9pm
6. RecDesk Software: Public asked to set up new accounts online.  
We also have computer stations set up in the main lobby; to ease process.  
Full transition to Recdesk targeted for July 1
7. Upcoming Events:

Free Fishing Weekend	June 8
Outdoor Yoga	Sat. mornings; June 8, 22
Swim Lessons – First session	June 10
Placemates	June 20
Starry Eyed Yoga	Thurs. nights, June 20
Great American Backyard Campout	June 22
POUND the Pool Deck	Sat. morning June 29
CR Kernels Game	June 29
8. Any new issues not on agenda?

**OLD BUSINESS:**

1. Recreation Monthly Report: Recreation Review from previous month.
2. Any old issues not on agenda?

**CONCLUSION:**

1. Next Meeting: Next month meeting falls on July 4<sup>th</sup>; alternate date: \_\_\_\_\_  
7:00pm at City Council Chambers; 1 Quail Creek Circle

## North Liberty Parks & Recreation Committee Meeting

Thursday, May 2, 2019

**Board Members Present:** Jami Maxson, Megan Lehman, Amalia Gedney-Lose, Richard Grugin

**Others Present:** Shelly Simpson, Guy Goldsmith, Tim Hamer

**Meeting called to order: 7:00 pm**

### NEW BUSINESS:

- 1. Approve minutes:** Minutes from April 4 meeting approved.
- 2. Board Member Terms:** Terms for Matt and Troy ending June 30, Jami resigning effective June 30. Submit renewals or applications by May 23.
- 3. Building and Grounds Report:** Installed security camera at fire station. Did landscape work, field maintenance, improvements to Babe Ruth Field, maintained soccer fields, tilled garden plots, graded and seeded along trail at Penn Meadows. Graded at dog park, hoping for summer 2020 opening. Will do start up at splash pad, if no need for repairs hope to open Memorial Day weekend.
- 4. Summer Preparations:** Getting ready for summer camp, Knight Riders. Installation of new play feature at outdoor pool. Many field rentals, Garden plots have 32/40 rented.
- 5. Rec Desk Software:** Staff has begun switching to new operations software, public will be asked to set up new accounts. Target date of July 1 for full transition.
- 6. Memorial Day weekend hours:** Rec Center/Indoor Pool open 8am-6pm  
Outdoor Pool - noon-6pm, dependent on weather, equipment installation and water chemistry.
- 7. Upcoming Events:**

Bike2SchoolsCool (please register)	May 8
Bike Rodeo/Sow Roll	May 18
Indoor Disc Golf Challenge	May 18
Summer Free Lunch & Fun	June 3
Summer Camp/Knight Riders	June 3
Youth tennis lesson	June 4
Jr High Disc Golf	June 6
Free Fishing Weekend	June 8
Swim lessons first session	June 10

### OLD BUSINESS:

- 1. Recreation Monthly Report:** April busy, esp with registrations for summer programs. Another successful Easter Egg Hunt.

### CONCLUSION:

- 1. Next Meeting** **Thursday, June 6, 2019 at 7:00PM**  
Location: City Council Chambers at 1 Quail Creek Circle

2. Adjourned at 7:17 pm

Minutes submitted by Jami Maxson



**To: Park & Recreation Commission Board Members  
Mayor, City Council and City Administrator**  
**From: Shelly Simpson, Recreation Director**  
**Date: June 3, 2019**  
**Re: Monthly Report – May 2019**

### Program Summaries – May

#### Swim Lessons:

Adult Lessons: Next session begins Week of June 10  
Parent Tot: Next session begins Week of June 10  
Tadpoles: Next session begins Week of June 10  
Level 1: Next session begins Week of June 10  
Level 2: Next session begins Week of June 10  
Level 3: Next session begins Week of June 10  
Level 4: Next session begins Week of June 10  
Level 5: Next session begins Week of June 10  
Level 6: Next session begins Week of June 10  
Private - T: Next session begins Week of June 10  
TH: Next session begins Week of June 10  
Totaling; Next session begins Week of June 10

#### Pool Programs:

Early Bird Aqua Aerobics: 4 participants, plus drop-ins.  
Easy Does It: 4 participants, plus drop-ins.  
Water Resistance AM: 3 participant, plus drop-ins.  
Aqua Boot Camp: 2 participants, plus drop-ins.  
Arthritis Foundation Aqua: 23 participants, plus drop-ins.  
Noodle Triathlon Workout: Drop-ins only.  
Aqua Zumba AM: 3 participants, plus drop-ins.  
“ “ PM: 4 participants, plus drop ins.  
Aqua Aerobics, Toning: 3 participants, plus drop-ins.  
Blended Lifeguard Class: 12 participants

#### Preschool:

Kids Campsite: This month; 764 participants  
Lucky Duck: This month \$ 58.00 collected  
Kinder Club - T: 14 participants, plus drop-ins.  
TH: 10 participants, plus drop-ins.  
Tippi Toes: Baby Ballet Classes resume in June.  
Ballet Tap Jazz: Classes resume in June.  
Hip Hop Jazz: Classes resume in June.  
Toddler & Me: Classes resume in June.  
Princess Camp: Classes resume in June.

#### Youth Programs:

Recsters AM = 12 participants; PM = 70 participants; totals 82  
Parents Night Out (May 10) 13 participants

#### Youth Sports:

Tae Kwon Do M/TH: canceled by instructor, no enrollment  
Tae Kwon Do T/W: 3 participants

**Adult Sports/Programs:**

Women's Doubles Tennis	8 participants
Co-ed Volleyball League:	Resumes in Fall
Men's Basketball:	Resumes in Fall

**Adult Fitness:**

Cardio Pump:	4 participants, plus drop-ins.
Kickboxing:	1 participant, plus drop-ins.
Boot Camp/Cross:	Drop-ins only.
BKP:	3 participants, plus drop-ins.
Body Blast:	Drop-ins only.
Body Sculpt:	4 participants, plus drop-ins.
Yoga Sculpt:	Canceled by instructor, no enrollment.
Pop Pilates AM:	1 participant, plus drop-ins.
Pop Pilates PM:	Drop-ins only.
Hatha/Vinyasa Yoga 1:	Canceled by instructor, no enrollment.
Hatha/Vinyasa Yoga 2:	Canceled by instructor, no enrollment.
Pound:	Canceled by instructor, no enrollment.
Pound/Zumba Fuse:	2 participants, plus drop-ins.
Strong by Zumba:	Canceled by instructor, no enrollment.

**Senior Citizens:**

Senior Dining:	May 3	26
	May 10	19
	May 17	22
	May 24	20
	May 31	28
	Total for month:	115 participants

**Special Events:**

Bike2Schools Cool:	May 8 – had 44 participants but canceled due to weather.
Bike Rodeo/Slow Roll:	May 18 – rescheduled to June 1 due to weather.
Indoor Disc Golf Challenge:	May 18 Canceled due to lack of enrollment.

**ActiveNet Totals:** Gross Income = \$ 50,907.88

**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

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 May 1, 2019 through May 31, 2019  
 Revenue Site: North Liberty Recreation Department

Account Name	Account #	Regular Sales +	POS Sales +	Total Deposits -	Total Discount =	Total Income	Total Refs/ Credits/ - Paid-Outs -	Total Expense =	Net Revenue	Other Information			
										Unpaid Amounts	Paid Amounts	Deferred Revenue	POS QTY
Aquatic Programs/ Classes	010-4-1-4575	\$3,999.50	\$1,316.00	\$0.00	\$0.00	\$5,315.50	(\$605.00)	\$0.00	\$4,710.50	\$0.00	\$4,710.50	\$0.00	380
Before/After School	010-4-1-4566	\$16,655.00	\$0.00	\$0.00	(\$540.00)	\$16,115.00	(\$2,335.00)	\$0.00	\$13,780.00	\$0.00	\$13,780.00	\$0.00	
Classes/Programs	010-4-1-4564	\$3,974.00	\$2,843.00	\$0.00	\$13.32	\$6,830.32	(\$373.94)	\$0.00	\$6,456.38	\$0.00	\$6,456.38	\$0.00	584
Daily Pool Fees	010-4-1-4573	\$0.00	\$5,089.00	\$0.00	\$0.00	\$5,089.00	\$0.00	\$0.00	\$5,089.00	\$0.00	\$5,089.00	\$0.00	1461
Donations/ Misc.	010-4-2-4705	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$65.00	\$0.00	2
League Fees	010-4-1-4565	\$540.00	\$0.00	\$0.00	\$0.00	\$540.00	\$0.00	\$0.00	\$540.00	\$0.00	\$540.00	\$0.00	
Membership	010-4-1-4572/010-4-1-4563	\$0.00	\$24.00	\$0.00	\$0.00	\$24.00	\$0.00	\$0.00	\$24.00	\$0.00	\$24.00	\$0.00	12
Pool Concessions	010-4-1-4576	\$0.00	\$180.50	\$0.00	\$0.00	\$180.50	\$0.00	\$0.00	\$180.50	\$0.00	\$180.50	\$0.00	146
Pool Passes	010-4-1-4572	\$9,940.50	\$0.00	\$0.00	\$0.00	\$9,940.50	(\$669.00)	\$0.00	\$9,271.50	\$0.00	\$9,271.50	\$0.00	
Rec. Rentals	010-4-1-4589	\$0.00	\$7.50	\$0.00	\$0.00	\$7.50	\$0.00	\$0.00	\$7.50	\$0.00	\$7.50	\$0.00	15
Swim Lessons	010-4-1-4574	\$2,705.00	\$0.00	\$0.00	\$0.00	\$2,705.00	(\$1,260.00)	\$0.00	\$1,445.00	\$0.00	\$1,445.00	\$0.00	
Weight Fees	010-4-1-4563	\$7,579.50	\$1,789.00	\$0.00	\$0.00	\$9,368.50	(\$30.00)	\$0.00	\$9,338.50	\$0.00	\$9,338.50	\$0.00	457
Grand Total:		\$45,393.50	\$11,314.00	\$0.00	(\$526.68)	\$56,180.82	(\$5,272.94)	\$0.00	\$50,907.88	\$0.00	\$50,907.88	\$0.00	3057

\* Linked account credits

**Recreation Revenue Summary; May 1-31, 2019**

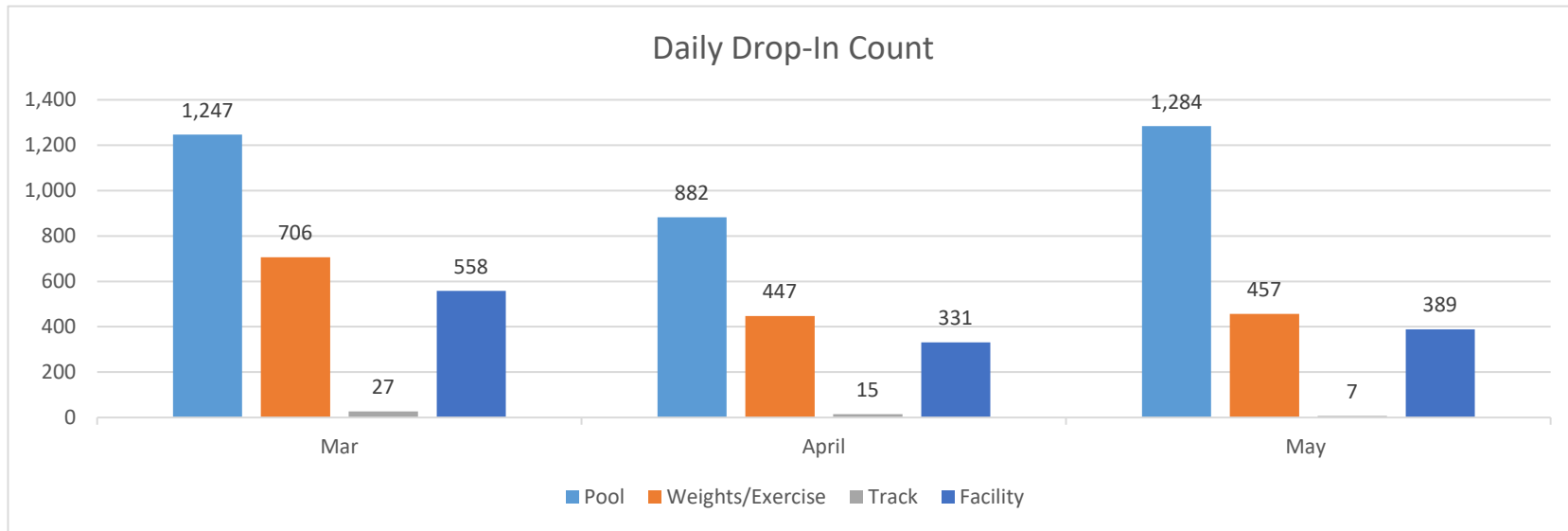
<b>Date</b>	<b>Class/Prgms</b>	<b>Weight Fees</b>	<b>BASP</b>	<b>League Fees</b>	<b>Rentals</b>	<b>Park Fees</b>	<b>GCC Fees</b>	<b>BB / SB</b>	<b>Misc/Don</b>	<b>Totals</b>
Wed., May 1	\$ 458.77	\$ 511.50	\$ 10,390.00	\$ 50.00	\$ 100.00	\$ 20.00	\$ -	\$ -	\$ -	\$ 11,530.27
Thurs., May 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fri., May 3	\$ 113.50	\$ 383.00	\$ 1,325.00	\$ 40.00	\$ 32.50	\$ -	\$ -	\$ -	\$ -	\$ 1,894.00
Sat., May 4	\$ 59.00	\$ 167.00	\$ -	\$ -	\$ 32.00	\$ -	\$ -	\$ -	\$ 4.50	\$ 262.50
Sun., May 5	\$ 36.00	\$ 207.00	\$ -	\$ 40.00	\$ 21.65	\$ -	\$ -	\$ -	\$ -	\$ 304.65
Mon., May 6	\$ 77.00	\$ 457.00	\$ 630.00	\$ -	\$ (20.00)	\$ 15.00	\$ -	\$ -	\$ -	\$ 1,159.00
Tues., May 7	\$ 155.50	\$ 185.00	\$ 420.00	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 820.50
Wed., May 8	\$ 280.00	\$ 108.00	\$ 495.00	\$ -	\$ 135.00	\$ -	\$ -	\$ -	\$ (24.00)	\$ 994.00
Thurs., May 9	\$ 437.00	\$ 363.00	\$ 560.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 1,410.00
Fri., May 10	\$ 126.00	\$ 221.00	\$ 420.00	\$ -	\$ 240.50	\$ -	\$ -	\$ -	\$ (4.00)	\$ 1,003.50
Sat., May 11	\$ 116.00	\$ 176.00	\$ 210.00	\$ 80.00	\$ 65.50	\$ -	\$ -	\$ -	\$ -	\$ 647.50
Sun., May 12	\$ 74.00	\$ 218.50	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342.50
Mon., May 13	\$ 78.00	\$ 184.00	\$ (280.00)	\$ -	\$ (40.00)	\$ 20.00	\$ 640.00	\$ -	\$ -	\$ 602.00
Tues., May 14	\$ 326.50	\$ 380.00	\$ -	\$ 40.00	\$ 25.00	\$ -	\$ -	\$ 18.75	\$ -	\$ 790.25
Wed., May 15	\$ 112.00	\$ 585.00	\$ 150.00	\$ 80.00	\$ 2.00	\$ -	\$ -	\$ -	\$ 17.00	\$ 946.00
Thurs., May 16	\$ 164.50	\$ 201.50	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ 391.00
Fri., May 17	\$ 47.00	\$ 261.00	\$ 150.00	\$ -	\$ 110.50	\$ -	\$ -	\$ 45.00	\$ -	\$ 613.50
Sat., May 18	\$ 595.00	\$ 396.00	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ 2.00	\$ 1,033.00
Sun., May 19	\$ 236.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.00	\$ 343.00
Mon., May 20	\$ 143.50	\$ 361.00	\$ -	\$ -	\$ 810.00	\$ 15.00	\$ -	\$ -	\$ -	\$ 1,329.50
Tues., May 21	\$ 311.00	\$ 543.00	\$ -	\$ 40.00	\$ 127.50	\$ -	\$ -	\$ -	\$ -	\$ 1,021.50
Wed., May 22	\$ 90.50	\$ 535.00	\$ -	\$ 40.00	\$ 230.50	\$ 20.00	\$ -	\$ -	\$ -	\$ 916.00
Thurs., May 23	\$ 82.00	\$ 258.00	\$ -	\$ -	\$ 420.00	\$ (5.00)	\$ -	\$ -	\$ -	\$ 755.00
Fri., May 24	\$ 265.00	\$ 402.00	\$ -	\$ 40.00	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 737.00
Sat., May 25	\$ 298.50	\$ 297.50	\$ (140.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 456.00
Sun., May 26	\$ 76.00	\$ 54.00	\$ 280.00	\$ -	\$ 266.50	\$ -	\$ -	\$ -	\$ -	\$ 676.50
Mon., May 27	\$ 172.00	\$ 63.00	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275.00
Tues., May 28	\$ 94.00	\$ 285.50	\$ (405.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25.50)
Wed., May 29	\$ 386.00	\$ 311.50	\$ (210.00)	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ 507.50
Thurs., May 30	\$ 35.00	\$ 378.50	\$ -	\$ -	\$ 140.00	\$ 5.00	\$ -	\$ -	\$ (14.00)	\$ 544.50
Fri., May 31	\$ 373.00	\$ 343.00	\$ -	\$ -	\$ 2.00	\$ 20.00	\$ -	\$ -	\$ 50.00	\$ 788.00
<b>Totals</b>	<b>\$ 5,818.27</b>	<b>\$ 8,941.50</b>	<b>\$ 13,995.00</b>	<b>\$ 540.00</b>	<b>\$ 2,876.15</b>	<b>\$ 110.00</b>	<b>\$ 640.00</b>	<b>\$ 63.75</b>	<b>\$ 83.50</b>	<b>\$ 33,068.17</b>

**Pool Revenue Summary; May 1-31, 2019**

<b>Date</b>	<b>Pool Passes</b>	<b>Daily Fees</b>	<b>Swim Lessons</b>	<b>Aqua Prgms</b>	<b>Concessions</b>	<b>Rentals</b>	<b>Misc/Don</b>	<b>Totals</b>
Wed., May 1	\$ 231.50	\$ 86.00	\$ 336.25	\$ 599.00	\$ -	\$ -	\$ -	\$ 1,252.75
Thurs., May 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fri., May 3	\$ 79.00	\$ 94.00	\$ 35.00	\$ 148.50	\$ -	\$ -	\$ -	\$ 356.50
Sat., May 4	\$ 207.00	\$ 234.00	\$ 90.00	\$ 366.00	\$ -	\$ -	\$ -	\$ 897.00
Sun., May 5	\$ 289.00	\$ 74.00	\$ -	\$ 24.00	\$ -	\$ -	\$ -	\$ 387.00
Mon., May 6	\$ 636.00	\$ 76.00	\$ (85.00)	\$ 175.50	\$ -	\$ 190.00	\$ -	\$ 992.50
Tues., May 7	\$ 234.00	\$ 84.00	\$ 9.00	\$ 119.00	\$ -	\$ -	\$ -	\$ 446.00
Wed., May 8	\$ 171.00	\$ 100.00	\$ 75.00	\$ 323.00	\$ -	\$ -	\$ -	\$ 669.00
Thurs., May 9	\$ 537.00	\$ 52.00	\$ -	\$ 235.00	\$ -	\$ -	\$ -	\$ 824.00
Fri., May 10	\$ (179.00)	\$ 125.00	\$ 30.00	\$ 225.00	\$ -	\$ -	\$ -	\$ 201.00
Sat., May 11	\$ 27.00	\$ 266.00	\$ (60.00)	\$ 16.00	\$ -	\$ -	\$ -	\$ 249.00
Sun., May 12	\$ 82.50	\$ 158.00	\$ 60.00	\$ 236.25	\$ -	\$ -	\$ -	\$ 536.75
Mon., May 13	\$ 361.00	\$ 50.00	\$ 125.00	\$ 84.00	\$ -	\$ -	\$ -	\$ 620.00
Tues., May 14	\$ (35.00)	\$ 73.00	\$ 125.00	\$ 110.00	\$ -	\$ -	\$ -	\$ 273.00
Wed., May 15	\$ 172.00	\$ 92.00	\$ 5.00	\$ 271.50	\$ -	\$ (190.00)	\$ -	\$ 350.50
Thurs., May 16	\$ 67.50	\$ 89.00	\$ 135.00	\$ 86.00	\$ -	\$ -	\$ -	\$ 377.50
Fri., May 17	\$ -	\$ 137.00	\$ (120.00)	\$ 58.00	\$ -	\$ 380.00	\$ -	\$ 455.00
Sat., May 18	\$ 108.00	\$ 121.00	\$ 100.00	\$ 32.00	\$ -	\$ -	\$ -	\$ 361.00
Sun., May 19	\$ -	\$ 248.00	\$ -	\$ 286.00	\$ -	\$ 90.00	\$ -	\$ 624.00
Mon., May 20	\$ 277.00	\$ 67.00	\$ 140.00	\$ 129.00	\$ -	\$ -	\$ -	\$ 613.00
Tues., May 21	\$ 415.00	\$ 145.00	\$ 60.00	\$ 147.00	\$ -	\$ -	\$ -	\$ 767.00
Wed., May 22	\$ 374.00	\$ 70.00	\$ -	\$ 130.00	\$ -	\$ -	\$ -	\$ 574.00
Thurs., May 23	\$ 171.00	\$ 149.00	\$ (60.00)	\$ (42.50)	\$ -	\$ -	\$ -	\$ 217.50
Fri., May 24	\$ 423.00	\$ 456.00	\$ -	\$ 113.00	\$ -	\$ -	\$ -	\$ 992.00
Sat., May 25	\$ 906.50	\$ 334.00	\$ -	\$ 68.00	\$ -	\$ -	\$ -	\$ 1,308.50
Sun., May 26	\$ 337.00	\$ 343.00	\$ 30.00	\$ 20.00	\$ -	\$ -	\$ -	\$ 730.00
Mon., May 27	\$ 214.00	\$ 403.00	\$ 30.00	\$ 23.00	\$ -	\$ -	\$ -	\$ 670.00
Tues., May 28	\$ 310.50	\$ 26.00	\$ 30.00	\$ 167.00	\$ -	\$ -	\$ -	\$ 533.50
Wed., May 29	\$ 328.50	\$ 117.00	\$ 177.00	\$ 131.00	\$ -	\$ -	\$ -	\$ 753.50
Thurs., May 30	\$ 465.50	\$ 93.00	\$ 87.00	\$ 154.00	\$ -	\$ 190.00	\$ -	\$ 989.50
Fri., May 31	\$ 1,863.75	\$ 460.00	\$ 135.00	\$ 59.00	\$ 180.50	\$ -	\$ -	\$ 2,698.25
<b>Totals</b>	<b>\$ 9,074.25</b>	<b>\$ 4,822.00</b>	<b>\$ 1,489.25</b>	<b>\$ 4,493.25</b>	<b>\$ 180.50</b>	<b>\$ 660.00</b>	<b>\$ -</b>	<b>\$ 20,719.25</b>

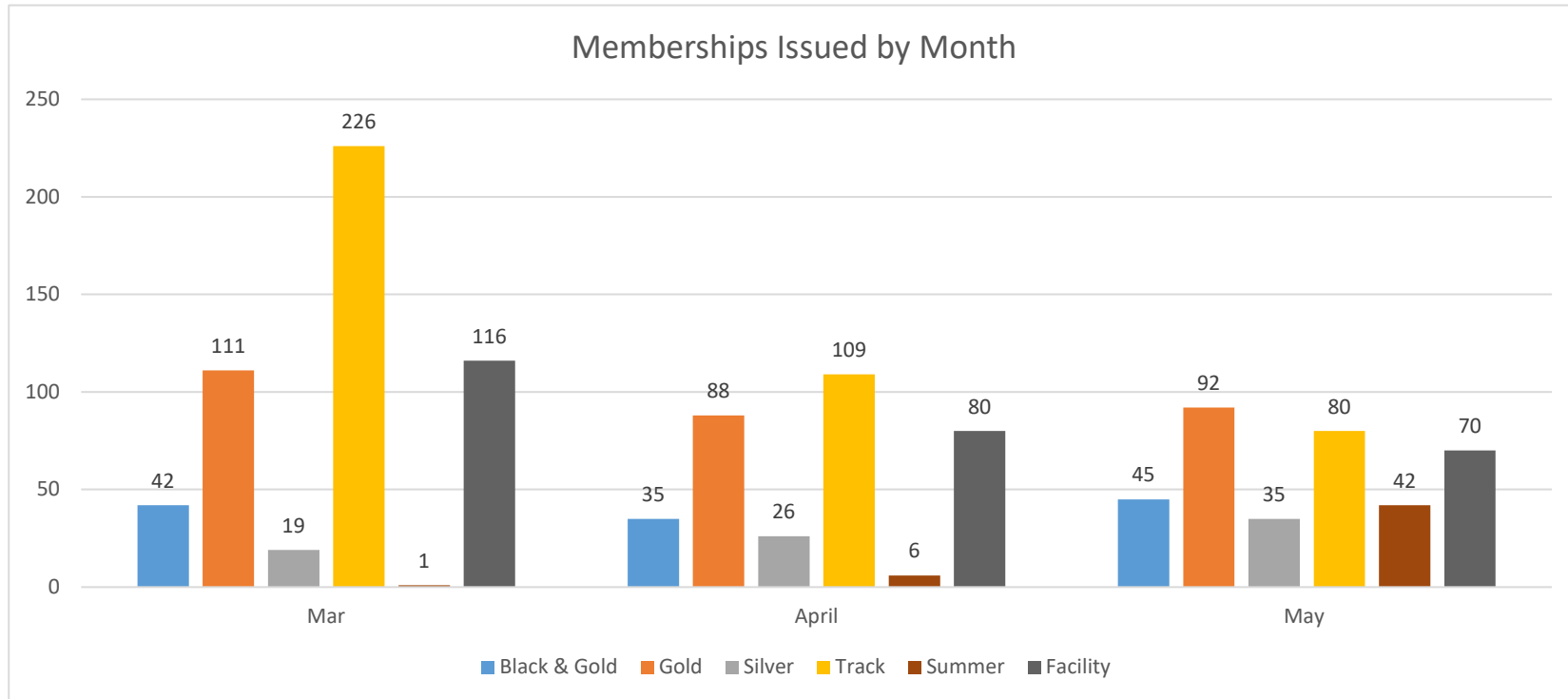
### Daily Drop-in Count by Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Pool	8,776	6,545	1,452	962	626	922	1,045	923	1,247	882	1,284	
Weights/Exercise	902	853	625	412	490	646	809	718	706	447	457	
Track	0	0	0	8	31	26	30	55	27	15	7	
Open Gym Activities	359	376	368	0	0	0	0	0	0	0	0	
Facility	0	0	0	276	524	765	872	534	558	331	389	
Total	10,037	7,774	2,445	1,658	1,671	2,359	2,756	2,230	2,538	1,675	2,137	



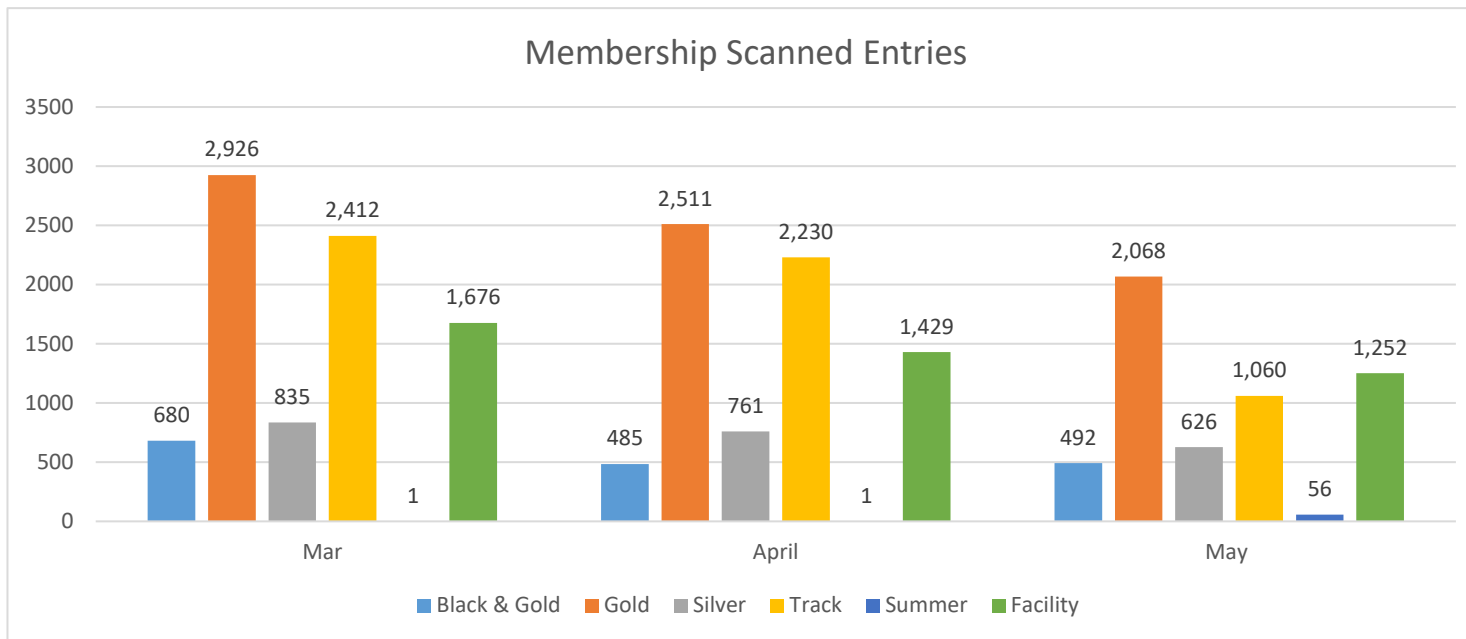
### Memberships by Package: Count Issued

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Black & Gold	43	49	27	52	27	43	60	41	42	35	45	
Gold	82	83	90	116	110	117	134	115	111	88	92	
Silver	126	45	50	21	26	19	30	36	19	26	35	
Track	72	63	127	126	240	215	305	202	226	109	80	
Basketball	4	4	2	0	0	0	0	0	0	0	0	
Pickleball	20	22	13	0	0	0	0	0	0	0	0	
Volleyball	0	0	0	0	0	0	0	0	0	0	0	
Summer	1	0	0	0	0	0	0	1	1	6	42	
Facility	0	0	0	259	161	158	149	91	116	80	70	
<b>Total</b>	<b>348</b>	<b>266</b>	<b>309</b>	<b>574</b>	<b>564</b>	<b>552</b>	<b>678</b>	<b>486</b>	<b>515</b>	<b>344</b>	<b>364</b>	



### Membership Usage by Month: Scanned entries

	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Black & Gold	445	500	504	665	622	680	485	492				
Gold	2,119	2,342	2,704	3,016	2,561	2,926	2,511	2,068				
Silver	833	849	741	809	779	835	761	626				
Track	2,105	3,130	3,350	2,345	2,539	2,412	2,230	1,060				
Summer	0	0	0	0	0	1	1	56				
Facility	0	1,469	1,791	2,026	1,454	1,676	1,429	1,252				
<b>Total</b>	<b>5,502</b>	<b>8,290</b>	<b>9,090</b>	<b>8,861</b>	<b>7,955</b>	<b>8,530</b>	<b>7,417</b>	<b>5,554</b>				







## **NORTH LIBERTY PLANNING COMMISSION**

Minutes

June 4, 2019

North Liberty City Council Chambers, 1 Quail Creek Circle

### **Roll Call**

Chair Ronda Detlefsen called the June 4, 2019 Planning Commission meeting to order at 6:30 p.m. Commission members present: Jennifer Bleil, Ronda Detlefsen, Adam Gebhart, Jason Heisler, Rebecca Keogh, Kylie Pentecost and Patrick Staber.

Others present: Dean Wheatley, Ryan Heiar, Grant Lientz, Tracey Mulcahey, Kevin Trom, Joel Miller, Loren Hoffman, Joe Selix and other interested parties.

### **Agenda Approval**

Staber moved, Bleil seconded to approve the agenda. The vote was all ayes. Agenda approved.

### **Greenbelt Trail LLC Rezoning**

#### *Staff Presentation*

Wheatley presented the request of Greenbelt Trail, LLC to approve a single-family residential rezoning for property located on the west side of North Liberty Road, directly north of the Dahnovan Estates neighborhood. Staff recommends approval of the application with no conditions. The Commission was provided with emails relating to the rezoning.

#### *Applicants Presentation*

Loren Hoffman, Hall and Hall Engineers, was present on behalf of the applicant and offered additional information on the development.

#### *Public Comments*

No public comments were offered.

#### *Questions and Comments*

The Commission discussed the application including the plan for development on North Liberty Road to the north of this application, concerns for development of the property, the discussion at the Good Neighbor meeting, stormwater management, and the type of housing planned.

#### *Recommendation to the City Council*

Pentecost moved, Keogh seconded to recommend approval of the rezoning request for Green Belt Trail, LLC with no conditions. The vote was: ayes – Staber, Keogh, Gebhart, Bleil, Pentecost, Heisler, Detlefsen; nays – none. Motion carried.

### **Tin Roost Restaurant Revised Site Plan**

#### *Staff Presentation*

Wheatley presented the request of Tin Roost restaurant to approve a revised site plan that will establish a new outside lawn area for customer use. Staff recommends approval of the revised site plan with the following conditions:

1. A fence shall be constructed by the owners and maintained around the requested area.
2. There will be no lighting other than that existing for the permanent restaurant.
3. Uses for the lawn area include but are not limited to eating, drinking, various outdoor lawn games such as “bags”, children’s games, and similar uses. Owners will contact the City regarding special events intended to draw a crowd beyond that expected with normal restaurant operations.
4. No kegs, tappers, grills, or other eating or drinking serving equipment, temporary or permanent, shall be used in the lawn area.
5. No permanent tables or chairs are permitted in the lawn area, and no food or alcohol service shall be provided there. Food and drink may be consumed there.
6. No activities are permitted on the lawn area after dark each day, generally defined as one- half hour after sunset.
7. No equipment shall be stored in the lawn area when not in use.
8. No garbage will be allowed to remain on the lawn area when not in use.
9. Placement of typical backyard or playground equipment is to be approved by the City prior to purchase and installation.
10. A building permit will need to be obtained from Building Department for construction of the area.

#### *Applicants Presentation*

Joe Selix was present on behalf of the applicant and offered to answer questions.

#### *Public Comments*

No public comments were offered.

#### *Questions and Comments*

The Commission discussed the application including the need for the space, what will be included in the area, special event process, storage of equipment, trash in the space, the trail that goes through the property and inclusion of the conditions in the motion

#### *Recommendation to the City Council*

Staber moved, Heisler seconded to recommend approval of the revised site plan that includes the conditions recommended. The vote was: ayes – Detlefsen, Keogh, Pentecost, Gebhart, Staber, Heisler, Bleil; nays – none. Motion carried.

#### **Approval of previous minutes**

Staber moved, Heisler seconded to approve the minutes of the May 7, 2019 Planning Commission meeting. The vote was all ayes. Minutes approved.

#### **Old Business**

No old business was presented.

#### **New Business**

Wheatley reported that the Commission will elect officers next month.

#### **Adjournment**

At 6:53 p.m., Staber moved, Gebhart seconded to adjourn. All ayes. Meeting adjourned.