



**North Liberty City Council
Work & Regular Sessions
December 8, 2020**



City Administrator Memo



To **Mayor and City Council**
From **Ryan Heiar, City Administrator**
Date **December 4, 2020**
Re **City Council Agenda December 8, 2020**

Meeting Note

Tuesday's meeting will be held virtually via Zoom and live streamed at [Watch Meetings Live](#) as well as available on the website. The City Council and participants will log into the meeting in order to conduct business while the public will be able to watch the debate and decisions being made.

Budget Work Session

Tuesday's meeting will start at 6pm for the purpose of discussing the upcoming FY22 budget. The intent of this session is to ensure staff has a general understanding of the City Council's expectations as the budget development process begins. Specifically, staff will review completed and on-going projects, identify FY21 projects that are on hold, highlight projects included in the FY22 CIP, and review the 2020-2022 Council priorities that were established earlier this year. Further, staff will be looking for guidance on social service, economic development and equity funding and will provide Council with information about the audited FY20 general fund balance as it relates to the Fund Balance Policy. Included in the packet is a FY22 Budget Goal Setting presentation that will be the focal point of Tuesday's conversation.

Consent Agenda

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

- City Council Minutes (11/24/20)
- Claims
- Liquor License Renewal – Johncy's
- Change Order #9, Police Station Project, Tricon General Construction Inc., \$21,854.57

Meetings & Events

Monday, Dec 7 at 6:00p.m.
Communications Commission

Tuesday, Dec 8 at 6:00p.m.
City Council Budget Goal Setting
& Regular Meeting

Friday, Dec 11 at 4:00p.m.
Neighborhood Ambassador Kick-off & Holiday Party

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

Thursday, Dec 24
Christmas Holiday – City Offices
Closed

Friday, Dec 25
Christmas Holiday – City Offices
Closed

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

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

Boundary Line Adjustments

The Red Hawk subdivision in Coralville includes the improvement of Wheaten Road, the northern portion of which is situated in North Liberty. This, in turn, has prompted a joint staff review from both cities to identify and propose sensible minor boundary changes between the two cities. This agreement would begin a joint process of severance and annexation of small portions of land along Forevergreen Road by both cities, with the intention that the changes take effect simultaneously. The changes contemplated in this agreement are intended to minimize confusion as to each city's respective areas of responsibility and liability, without sacrificing input on future development. An identical proposal is on the agenda for the Coralville City Council meeting. Staff recommends approval of Resolution 2020-101.

The University of Iowa, through the state of Iowa, has dedicated right-of-way to North Liberty for the northern half of Wheaten Road. That dedication is not effective until the city formally accepts it by resolution. As part of the 28E agreement listed above, North Liberty agrees to accept this right of way, and then transfer it to Coralville as part of the boundary adjustment. Staff recommends approval of Resolution 2020-102 only if the aforementioned 28E agreement is also approved.

CDBG Funding

The City has previously been awarded CDBG funding for an emergency daycare program and the Summer Lunch and Fun Program. One requirement to receive this money is to hold period public hearings to present program updates. Included in the packet is an update that has been prepared by Assistant City Administrator Mulcahey. Ms. Mulcahey will also provide a verbal update at the public hearings.



Agenda

City Council

December 8, 2020

Work & Regular Session

6:00 p.m.

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus. The public is invited to submit questions and comments in advance of the meeting for consideration submitting them to the City Clerk Tracey Mulcahey via email at tmulcahey@northlibertyiowa.org.

This meeting may be accessed live by the public on the internet at northlibertyiowa.org/live, on Facebook at facebook.com/northliberty or on YouTube at www.youtube.com/channel/UCrCw6ipAPjJnd-olpRgPJcg. You can also attend by phone; call 1 (312) 626 6799 with a touch-tone phone and to enter the meeting ID 864 0400 6733 and six-digit meeting password 420371. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to order
2. Roll call
3. Approval of the Agenda
4. FY 21-22 Budget Worksession
5. Consent Agenda
 - A. City Council Minutes, Regular Session, November 24, 2020
 - B. Claims
 - C. Police Facility Project, Tricon General Construction, Inc., Change Order Number 9, \$21,854.57
 - D. Liquor License Renewal, Johncy's
6. City Engineer Report
7. City Administrator Report
8. Mayor Report

9. Agreements with the City of Coralville
 - A. Resolution Number 2020-101, A Resolution approving the 28E Agreement between the City of North Liberty and the City of Coralville for Shared Corporate Boundary Adjustments
 - B. Resolution Number 2020-102, A Resolution accepting the transfer of ownership of Wheaton Road Right of Way and Utility Easements from the State of Iowa
10. CDBG – COVID-19
 - A. Public Hearing – SOFA – Emergency Childcare Program
 - B. Public Hearing – SOFA – Summer Lunch & Fun Program
11. Old Business
12. New Business
13. Adjournment



FY 22 Budget Worksession



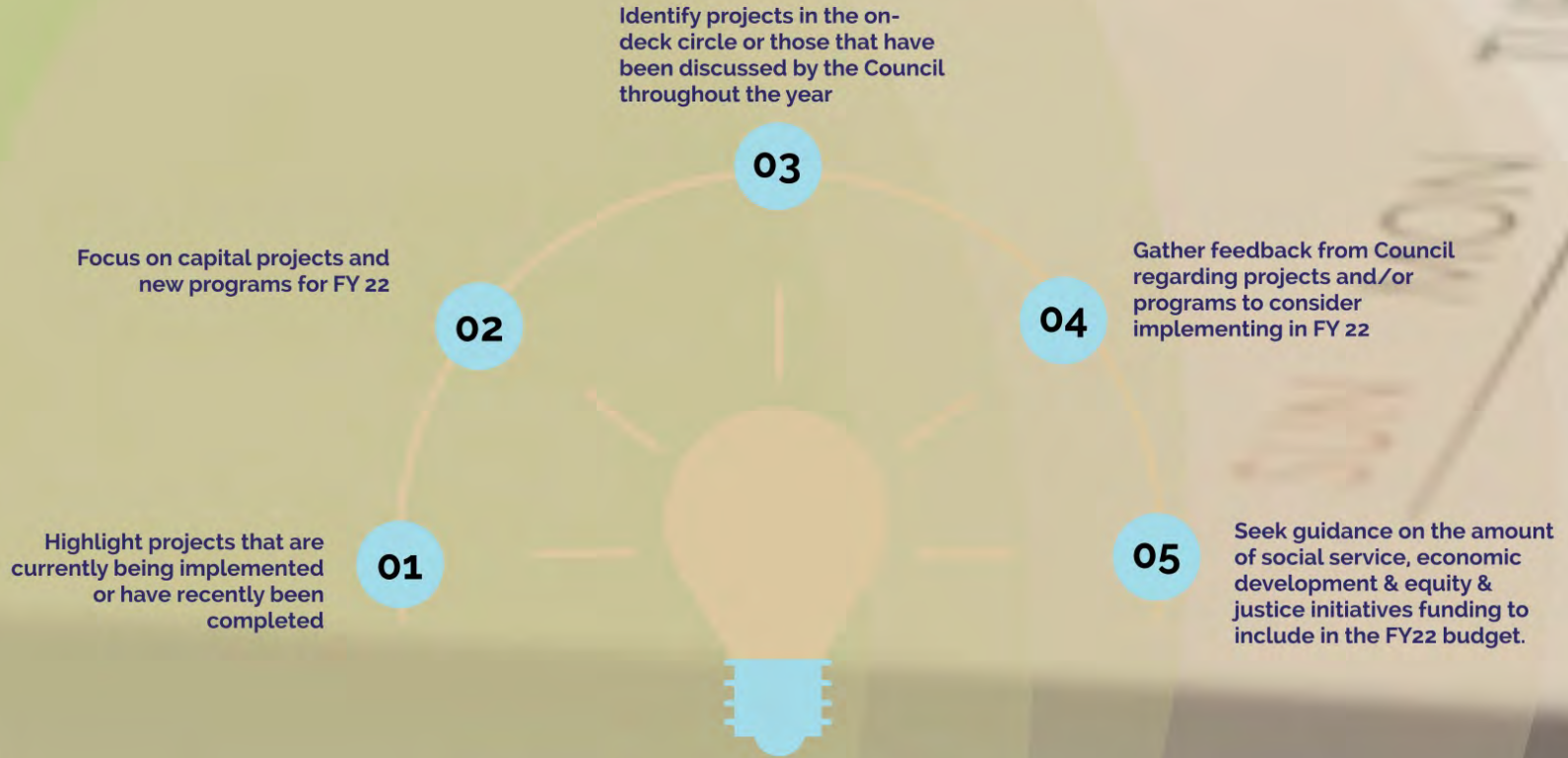
Virtual Meeting due to the COVID-19 Pandemic
December 8, 2020
6:00 PM

FY22 Budget Goal Setting

Budget Timeline

March 31
Final Budget
is due to
State of Iowa

- 11 March 9**
Final Budget Public Hearing & Adoption of FY 22 Budget
- 10 February 25**
Publication of Proposed Budget
- 9 February 23**
Maximum Property Tax Public Hearing
- 8 February 11**
Publication of Maximum Property Tax Public Hearing
- 7 February 9**
Final budget report to City Council
- 6 January 26**
Second Budget Work Session with City Council
- 5 January 19**
First Budget Work Session with City Council
- 4 November 20 - December 13**
Department Head meetings with City Administrator
- 3 December 8**
City Council Work Session - FY 22 Budget Goals
- 2 November 18**
Proposals submitted to City Administrator and Assistant City Administrator
- 1 September 25 - November 18**
Department Heads create budgets, including Capital Projects



Meeting Objectives

Successes

CIP

Projects On
Hold

Ongoing
Projects

Recently
Completed

West Forevergreen Road

\$3,600,000

Reconstructed from Covered Bridge Road to Jones Blvd.

Fire Truck Purchases

\$1,000,000

Replaced 1992 Pumper Truck & 2008 Tanker Truck.

City Branding & Visioning

\$80,000

Community-engaged process to develop a brand and identity, included storytelling and big ideas.

North Liberty Police Station

\$5,800,000

Designed and constructed a new station on civic campus site.

St. Andrews Drive

\$2,750,000

Reconstructed St Andrews Drive from South Jones Boulevard to Kansas Avenue.

Recently Completed Projects

Well #5 - Jordan Aquifer

\$660,000

Lined the well with 1,200 feet of stainless steel casing

Muddy Creek Stabilization

\$100,000

Muddy Creek stabilization in Parkview Neighborhood Park.

Aquatics HVAC Replacement

\$600,000

Replaced the Dectron dehumidification system.

Cyber Security Risk Assessment

\$22,000

Ongoing review of risk assessment and implementation of recommended improvements.

Red Fern Dog Park

\$525,000

Purchased & then improved the property by grading & seeding, as well as adding fencing & parking.

Ongoing Projects

Ranshaw House

\$450,000

Renovate house and property to become community space.

Fire Station Land Purchase

\$250,000

Land for second fire station.

SW Growth Utilities Project

\$5,000,000

Water & sewer mains to the SW corridor.

Storm Water Billing Structure

Staff time

Updating the billing structure to a best practices model.

Dubuque St Phase 1 Design

\$320,000

Includes the intersection of Dubuque, Cherry & Front St.

Ranshaw Way, Phase 5

\$10,000,000

Full build-out between Zeller and Hawkeye Drive.

GIS Mapping Water and Sanitary Sewer

\$175,000

New mapping application.

Projects On Hold



Projects Identified in the draft FY 22 Capital Improvements Plan

(all items are currently under review & subject to change)



**Waste Water
Equipment Storage**
\$100,000



**Community Center &
Aquatic Center**
Maintenance: \$195,000



Storm Warning Siren
Addition of new outdoor
siren: \$50,000



Police Parking Canopy
Canopy with solar over
ten patrol cars for shade &
weather barrier: \$100,000



Stewart Street
Full upgrade and build-
out: \$1,300,000



Police Simulation
Scenario-based judgement
training program on use of
force: \$60,000



Dubuque Street
Full upgrade and build-out
of phase 1: \$3,000,000

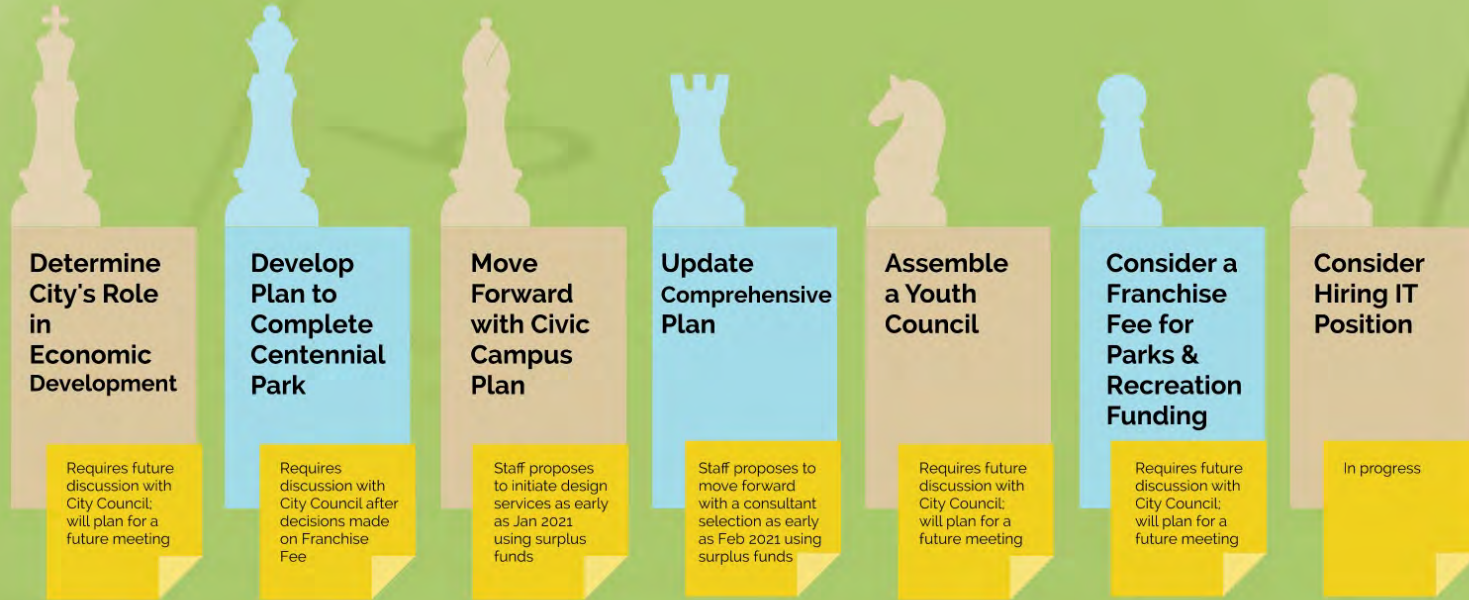


Centennial Park
Pavilion, outdoor
performance venue &
splash pad: \$3,500,000



Storm Water Projects
\$147,000

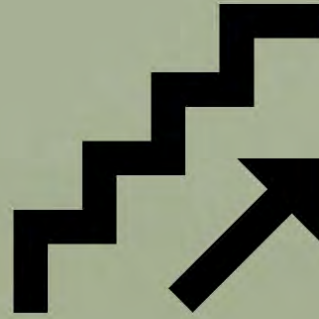




Projects Identified in the 2020-2022 Goals Report

[illegible][illegible][illegible]

Social Services



FY 19

\$135,786 requested

\$105,000 awarded

FY 20

\$212,095 requested

\$117,176 awarded

FY 21

\$131,930 requested

\$125,000 awarded

*How much \$\$\$ would you
like to allocate in FY 22?*



Economic Development

	FY19	FY20	FY21*	FY22^
ICAD	\$75,000	\$75,000	\$75,000	\$75,000
EDC	\$6,500	\$5,000	\$6,500	\$10,000
UNESCO	\$10,000	\$10,000		\$10,000
Blues & BBQ	\$15,000	\$15,000		\$20,000
Sponsorships & Marketing	\$1,000	\$5,035	\$1,000	\$20,000
	-----	-----	-----	-----
	\$107,500	\$110,035	\$82,500*	\$135,000^
			* FY in progress	^ Estimated

Progress-to-Date

Community Outreach ... it takes a village

Listening posts & facilitated discussions
Public access to web courses, like Humanize My Hoodie
Advisory groups, like Great Neighborhoods Initiative & Mayor's Youth Leadership Council
Storytelling & celebrations/events, like embody I embrace

Local Partnerships ... mightier as a whole

Employees serve on various boards and organizations
Social Service organizations, like United Way, invited to work at Ranshaw House
Johnson County Diversity, Equity & Inclusion Municipal Peer Group

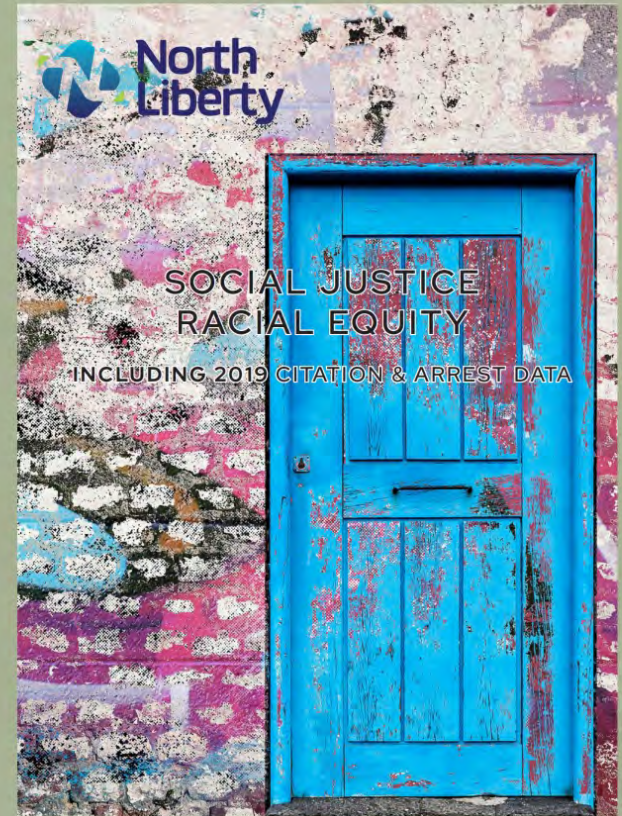
City Workforce ... hiring & training matters

21-Day Equity Challenge & mandatory annual diversity training
Hiring process incorporating inclusive practices & cultural competency
Diversity, Equity & Inclusion team and toolkit

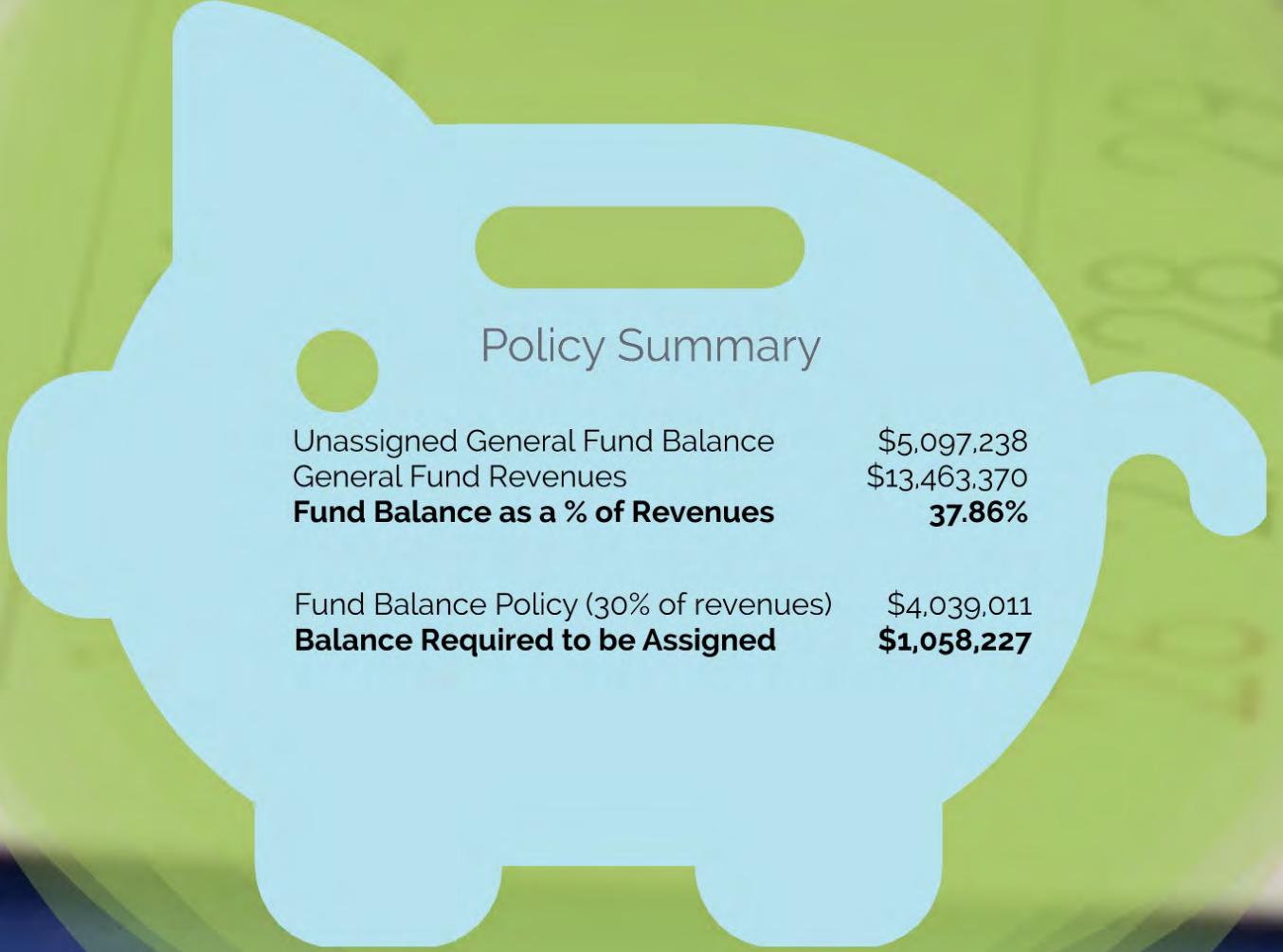
Policing ... expert counsel + data + best practices

Community policing
2019 data presentation
NAACP President guidance

For a full list, see Exhibit A



What are the next steps?



Policy Summary

Unassigned General Fund Balance	\$5,097,238
General Fund Revenues	\$13,463,370
Fund Balance as a % of Revenues	37.86%

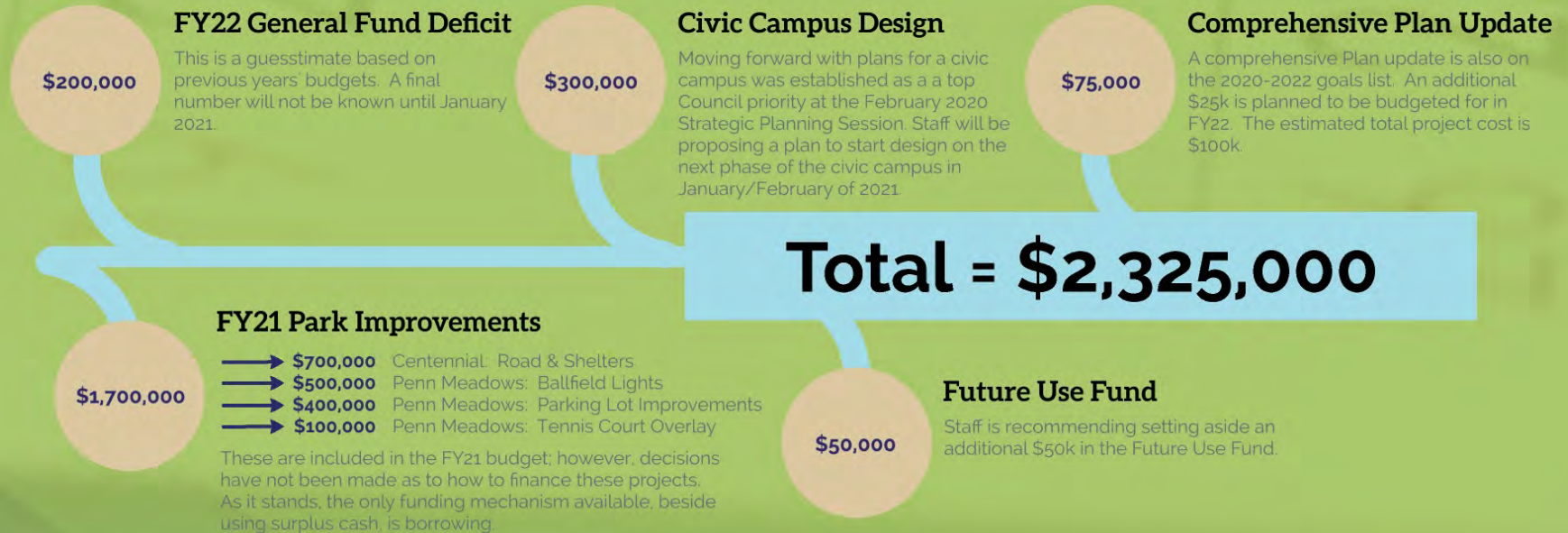
Fund Balance Policy (30% of revenues)	\$4,039,011
Balance Required to be Assigned	\$1,058,227


Fund Balance Policy (30% of revenues)

\$4,039,011

Balance Required to be Assigned

\$1,058,227





Are there other
projects you would
like to propose?



Social Justice & Racial Equity

WHAT ARE THE NEXT STEPS?

Ideas to move the Community forward...

UPDATED: October 23, 2020

- Host a series of community conversations to solicit feedback and ideas as well as provide a space for residents to share their stories
 - [Hosted six listening posts in late July/early August.](#)
- Consider more City outreach opportunities with the community, including training, programming, and/or education opportunities through the library and recreation departments.
 - [Produced Eye on North Liberty: A conversation between City Administrator and Police Chief regarding equity and social justice.](#)
 - [Coordinated public access to the web course "Walking on Eggshells, Stepping on Toes."](#)
 - [Senior Connections Virtual Lunch held four facilitated race relations discussions called "Where are we, where are we going, and what can we do about it?" with lawyer Jeff Milton, including follow up emails with resources.](#)
 - [Offering equity training – Humanize My Hoodie – in partnership with the Business Partnership in January.](#)
 - [Implementing the Great Neighborhoods Initiative: currently recruiting Neighborhood Ambassadors to serve as liaisons between neighborhoods and the City.](#)
 - [Producing a series called I Remember When, a first-person storytelling project to help North Liberty talk about issues or transformative experiences, through which individuals come to a new or an altered sense of identity, are tested or show strength through adversity.](#)
 - [Implemented a new community policing practice where officers are assigned to areas of the community for one-year in order to build relationships and provide a familiar face in the neighborhood.](#)
 - [In partnership with various other groups, coordinating "NESTS" for students who need additional assistance with virtual learning; allocating city resources \(staff, facilities, and vans\) for this program.](#)
 - [Hosted embody|embrace, a conference celebrating diversity and inclusion, in January and planning for the 2021 event, which will focus on international cuisine.](#)

- The Library is seeking grant funds to host quarterly community conversations – training on facilitation. Proposed community conversation dates and topics are:
 - January 2021 – Title TBD (Diversity Roundtable)
 - April 2021 – Spring Into Wellness (Health Roundtable)
 - August 2021 – Back to School Safely (Education Roundtable)
 - December 2021 – 2021 Roundtable Reflections
- Hosting Love, Light, and Lit, a weekly Facebook Live sessions focused on a diverse array of topics such as cultural recognition months, wellness, mindfulness, and celebration of literacy.
- North Liberty employees serve on various boards and in organizations that address equity/inclusion:
 - 100+ Women Who Care
 - 100+ Men Who Care
 - Community Foundation of Johnson County
 - Community Partnership for Protecting Children (CPPC)
 - Disproportionate Minority Contact (DMC) committee:
 - Girls on the Run
 - ICCSD Foundation
 - Johnson County Children’s Movement
 - Johnson County Juvenile Justice & Youth Development Policy Board
 - North Liberty Community Pantry
 - Salvation Army of Johnson County
 - Shop with a Cop
 - Toys for Tots
 - United Way of Johnson and Washington Counties
- The library went fine free in 2020 as such fees disproportionately impact lower-income families and individuals and becomes a barrier to use of a library.
- The library added several titles to its diversity and inclusion in the youth collection and added subjects to make those titles more accessible.
- The library is conducting an in-depth diversity audit of several areas of the library’s collection with the purpose to ensure materials that reflect the diversity in the community and also provide a window to world views are available.
- Regular meetings or open house type events with city departments
 - Great Neighborhood Initiatives program will incorporate city department outreach.
- Provide and require more frequent diversity & inclusion training for staff.

- Currently require one training session for city employees each year; offering numerous non-required training opportunities, and looking to expand required and optional trainings
- PD moved up implicit bias training; new state law requires additional annual PD training
- Police officer attended Implicit Bias instructor school at ILEA.
- Staff has recently participated in the following webinars or training activities:
 - Ryan Dowd Homelessness Training
 - A presentation by Robin DiAngelo, Author of White Fragility
 - Officers & Social Workers
 - Essential Knowledge for Dealing with Systematic Racism
 - Taking a Closer Look at Systematic Racism and Police Reform
 - Culturally Responsive Communication
 - White Privilege by Dr. Eddie More
 - Race and Police/Prosecutors
 - Historical perspective on Anti Black Violence
 - Engaging the Community In Selecting Public Safety Officers
 - Culturally Responsive Communication: An Imperative in the 21st Century
 - Advanced Implicit Bias
 - Race: The Power of An Illusion
 - OUCH! That Stereotype Hurts
 - LGBTQ 101 and 201
 - Humanize My Hoodie Ally Workshop
 - Dealing w/ Racist Family, Friends, Coworkers
 - Anti-Racist & Seeking Repair
 - Toxic Employees-Toxic Workplace
 - Overcoming Unconscious Bias
 - Groundwater workshop
 - Unconscious Bias in Hiring Practices
 - Teaching Black HERstories Through Children's Literature
 - Rural Libraries Create Pathways to Civil Legal Justice
 - Welcoming and Inclusive Libraries: Serving the LatinX Community
 - LGBTQ+ Health information Access: What's lacking, What's Working & How Libraries Can Help (NL staff presented)
 - Changing the Behavior Game (NL staff presented)

- The Inclusive Aquatics Inventory
 - Uncertain Times
 - Equitable Aquatics – Aquatic Accessibility for All.
 - 7 Ways to Disrupt the Normative Narrative in American History
 - Disability Language and Etiquette
 - (Trans)gender-Affirming Library Practices: From
 - Refugees & Libraries
 - Dementia and Alzheimer's: Compassionately and Effectively Working with People with Dementia
 - I want to be an ally: What do I need to know?
 - NAACP's Iowa Summit On Justice & Disparities
 - Confronting Hard History
- Management and various staff are participating in the 21-Day Equity Challenge.
- Partner with local government organizations
 - Staff is currently collaborating with surrounding local government organizations to offer area wide employee equity and inclusionary training
- Collect additional police data with the objective to evaluate and address potential disparities.
 - 2019 data has been collected and presented.
- Develop a regular police data-sharing mechanism, building on existing public monthly reports, for additional transparency.
 - A data sharing mechanism has been created; NLPD will report annually.
- Work with vendor to upgrade police data tracking software.
 - Chief Venenga and other jurisdictions are working with a vendor to enhance tracking capabilities; hopeful for 2021 implementation.
- Contract for an external audit and study of traffic stops and searches.
 - A contract with Dr. Chris Barnum (<https://www.sau.edu/chris-barnum>), analyzing traffic stop data is on the October 27 agenda.
- Enhance partnerships with NAACP and other entities.
 - Chief Venenga has established a relationship with the local NAACP President; the President has agreed to review, mediate and provide guidance when race/equity issues or complaints are received; also discussing other partnership opportunities such as Know Your Rights and juvenile interaction with police officers workshops, city wide diversity training, and a Community Police Relations Ordinance; Chief Venenga has also been communicating with a mother's group known as We Rise Above.

- The local NAACP President accepted an invitation to attend the Police Department's in-house implicit bias and verbal de-escalation training in November.
- Explore ideas and best practices to increase diversity within the City workforce
 - The City's HR Director is exploring best practices with colleagues; the NAACP has agreed to share all city job announcements with their members; to-date three full time job listings have been shared with the NAACP.
 - Staff is developing interview questions around inclusivity and cultural competency to ensure all potential employees share these values.
- Recruit social services organizations to have a location in North Liberty
 - The Ranshaw House construction project is underway and slated to be completed in spring 2021; staff is in discussions with United Way about scheduling social services for the facility; seeking funds to help furnish the building with office furniture.
- Establish a Community Police Review Board to incorporate citizen input on policing practices and review incidents
 - See note above regarding the NAACP assisting in review of issues/complaints.
- Establish a Mayor's Youth Leadership Council.
 - In February, the City Council established a goal to assemble a youth Council. Staff will seek further direction from Council and begin working on this goal in early 2021.
- Consider unarmed Community Service Officers.
 - The Chief is developing a part-time job description for a public relations officer.
 - The Chief is researching other city's community service officer positions and evaluating North Liberty's call volume for these types of calls.
 - The Police Department collaborated with Johnson County and the cities of Iowa City and Coralville in the submission of a grant application to East Central Region for funding for a Law Enforcement Liaison. This trained mental health counselor works closely with law enforcement agencies to intervene and mitigate police calls in which the person is experiencing a brain health crisis.
- Effectively engage diverse communities in planning and participatory budgeting processes and integrate their arts and culture throughout government activities and events.
- Build systems to make better decisions by developing a Diversity, Equity and Inclusion team. Analyze all decisions and practices with a racial equity lens in order to remove barriers and expand opportunities.
- Develop a Diversity, Equity and Inclusion toolkit for staff, and make it available for council and local businesses.
- Establish Inclusionary Zoning for housing.

- Guarantee residents have access to services and are protected from discrimination in employment, housing, and public accommodations.
- Adopt a hate crimes ordinance.
- Consider conducting an independent equity audit.

Note: This is not an all-inclusive list and we anticipate additional items following City Council discussion, feedback from the community through listen posts and further strategy sessions with city staff. The City Council will eventually be asked to select and prioritize action items so that a work plan can be developed.



Consent Agenda



City Council
November 24, 2020
Regular Session

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus.

Call to order

Mayor Terry Donahue called the November 24, 2020 Regular Session of the North Liberty City Council to order at 6:30 p.m. Councilors present: RaQuishia Harrington, Chris Hoffman, Brent Smith and Brian Wayson; absent: Annie Pollock.

Others present: Tracey Mulcahey, Grant Lientz, Ryan Rusnak, Kevin Trom, Jillian Miller, Brian Boelk and other interested parties.

Approval of the Agenda

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

Consent Agenda

Councilor Pollock joined the meeting at 6:31 p.m. Council and staff discussed the St. Andrews Drive Project change order. Pollock moved, Hoffman seconded to approve the Consent City Council Minutes, Regular Session, November 10, 2020; the attached list of Claims; October Revenues; October Treasurers Report; Southwest Growth Utilities, Pay Application Number 3, Boomerang, \$78,480.02; Liquor License Renewal, J & A Tap; Liquor License Renewal, Fiesta Mexican Restaurant; Ranshaw House Renovation Phase 2, Wolfe Contracting, Inc., Change Order Number 2, \$4,532.21; Police Department Construction, Tricon General Construction, Inc., Change Order Number 8, (\$276.46); Aquatic Center HVAC Project, Apex Construction Company, Change Order Number 1, \$6,576.00; and St. Andrews Drive Project, Metro Pavers, Change Order Number 4, Date revision. The vote was all ayes. Consent agenda approved.

City Engineer Report

City Engineer Kevin Trom reported that the Southwest Growth Utilities Project contractor is working on the pump station. The contractor has started on borings. The Dubuque Street, Phase 1 design work and meeting with property owners is well underway with final plans being presented to staff in late December. The Ranshaw House, Phase 2 Project is moving along nicely. Paving is done. The site is being graded this week. Inside, the floors have been exposed with work starting on them next week. Council discussed the report with Trom.

Mayor Report

Mayor Terry Donahue proclaimed Saturday November 28, 2020 as Small Business Saturday. He reminded all that the snow ordinance goes into effect with more than two inches of snow. All vehicles must be removed from the street. He spoke with a small group of high school students. He encouraged all to promote peer based information sharing relating to COVID-19.

Neighborhood Ambassador Program

Jillian Miller presented updated information on the Neighborhood Ambassador Program. Council discussed the report with Miller.

Watts Group Development Rezoning

Pollock moved, Wayson seconded to approve the third consideration and adoption of Ordinance Number 2020-15, An Ordinance amending Chapter 167 of the North Liberty Code of Ordinances by amending the use regulations on property located at the southwest corner of Denison Avenue and Oak Terrace Avenue located in North Liberty, Iowa to those set forth in the Municipal Code for RS-4 PAD Single-Unit Residence Planned Area Development. The vote was: ayes – Hoffman, Smith, Wayson, Harrington, Pollock; nays – none. Motion carried.

The Preserve, Part Five

Lientz presented information on the Developer's Agreement. Hoffman moved, Harrington seconded to approve Resolution Number 2020-95, A Resolution approving the Developer's Agreement for The Preserve - Part Five. The vote was: ayes – Pollock, Harrington, Hoffman, Smith, Wayson; nays – none. Motion carried.

Annual Financial Report

Mulcahey presented information on the Annual Financial Report. Harrington moved, Pollock seconded to accept the Annual Financial Report for FY 2020. The vote was all ayes. Motion carried.

Old Business

Mayor Donahue reported on the MPOJC meeting last week. Councilor Hoffman is serving on the nomination committee for Chair/Vice Chair. Hoffman reported on the updated Severson Challenge for 2020. He reported on the CVB and Joint Emergency Communications Commission meetings.

New Business

Mayor Donahue reported that the EMA has returned to weekly meetings. Councilor Pollock spoke regarding COVID, the small business proclamation and the new Fire Department Training Officer. She asked about the IT Coordinator recruitment process. Councilor Smith updated on Project Better Together and encouraged giving to North Liberty charities. Councilor Wayson provided a COVID-19 update and reported on the Pizza and Politicians event on November 11.

Adjournment

Mayor Donahue adjourned the meeting at 7:08 p.m.

CITY OF NORTH LIBERTY

By: _____
Terry L. Donahue, Mayor

Attest: _____
Tracey Mulcahey, City Clerk



AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
North Liberty Police Facility
North Liberty, Iowa

CONTRACT INFORMATION:
Contract For: General Construction
Date: January 8, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 009
Date: November 17, 2020

OWNER: (Name and address)
City of North Liberty Iowa
3 Quail Creek Circle
North Liberty, IA 52317

ARCHITECT: (Name and address)
Police Facility Design Group
500 Grand Boulevard Suite 201A
Kansas City Missouri 64106

CONTRACTOR: (Name and address)
Tricon General Construction, Inc.
746 58th Avenue Ct. SW
Cedar Rapids, IA 52404

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Changes per the following Change Order Requests from Tricon Construction Group. Refer to attached Exhibits for additional information.

COR-018-R002 (PR-010) North Entrance Canopy Roof Framing Revisions \$16,565.07

COR-025 Added Sunshade Costs \$5,289.50


Total for these COR's is a \$21,854.57.

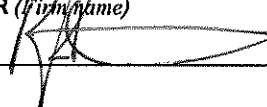
The original Contract Sum was	\$	5,567,000.00
The net change by previously authorized Change Orders	\$	-688,366.56
The Contract Sum prior to this Change Order was	\$	4,878,633.44
The Contract Sum will be increased by this Change Order in the amount of	\$	21,854.57
The new Contract Sum including this Change Order will be	\$	4,900,488.01

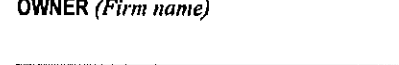
The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be March 18, 2020

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Police Facility Design Group
ARCHITECT (Firm name)

SIGNATURE
Amanda Prince, Project Manager
PRINTED NAME AND TITLE
11/17/2020
DATE

Tricon General Construction, Inc.
CONTRACTOR (Firm name)

SIGNATURE
Ron Richard, Principal
PRINTED NAME AND TITLE
11.17.2020
DATE

City of North Liberty Iowa
OWNER (Firm name)

SIGNATURE
Ryan Heiar, City Administrator
PRINTED NAME AND TITLE

DATE

Applicant License Application (LE0002981)

Name of Applicant: <u>JOHNCY'S LIQUOR STORE INC</u>		
Name of Business (DBA): <u>JOHNCY'S LIQUOR STORE INC</u>		
Address of Premises: <u>585 HIGHWAY 965</u>		
City <u>North Liberty</u>	County: <u>Johnson</u>	Zip: <u>52317</u>
Business <u>(319) 626-2046</u>		
Mailing <u>585 HIGHWAY 965</u>		
City <u>North Liberty</u>	State <u>IA</u>	Zip: <u>52317</u>

Contact Person

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

Classification Class E Liquor License (LE)

Term:12 months

Effective Date: 01/01/2021

Expiration Date: 12/31/2021

Privileges:

Class B Wine Permit

Class C Beer Permit (Carryout Beer)

Class E Liquor License (LE)

Sunday Sales

Status of Business

BusinessType: <u>Privately Held Corporation</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

JOHNCY MENEZES

First Name: JOHNCY

Last Name: MENEZES

City: NORTH LIBERTY

State: Iowa

Zip: 52317

Position: OWNER

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>West Bend Mutual Insurance Company</u>	
Policy Effective Date: <u>01/01/2021</u>	Policy Expiration <u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:



State of Iowa ABD approval statement from the following county department

Legal Name of Applicant:

Name of Business (DBA):

Johncy's Liquor Store

Address of Business:

Business Phone:

Email:

State of Iowa ABD License #:

Johnson County Health Department:

✓ The above referenced business possesses a valid Johnson County Public Health food license.

Name: James Laehta

Title: Env. Health Manager

Date: 10/28/20

Signature:

Date: 11/19/2020

Name of Business: JOHNCY'S LIQUOR STORE

Address: 585 HIGHWAY 965 E NORTH LIBERTY IA 52317



Fire Inspection Form

SITE	Code Section	Yes	No	
1) Address #s are Posted & Visible	IFC 505.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2) Keys in Knox Box are Current	IFC 506.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3) Premise is Free of Waste Accumulation	IFC 304.1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ASSEMBLY OCCUPANCIES	Code Section	Yes	No	N/A
4) Occupant Load Sign(s) are Posted	IFC 1004.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIRE EXTINGUISHERS	Code Section	Yes	No	
5) Fire Extinguishers have Current Annual Inspection Tag	IFC 901.6.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6) Fire Extinguishers have been Visually Checked Monthly (Date & Initial Tag)	NFPA 7.2.1.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7) Fire Extinguishers are Unobstructed & Unobscured	IFC 906.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8) Fire Extinguishers are Mounted on a Bracket or in a Fire Extinguisher Cabinet	IFC 906.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
EMERGENCY & EXIT LIGHTS	Code Section	Yes	No	
9) Emergency Lights Illuminate when Tested (Use Test Button)	IFC 1008.3.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10) Exit Signs are Illuminated	IFC 1013.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11) Exit Signs Illuminate when Tested (Use Test Button)	IFC 1013.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ELECTRICAL	Code Section	Yes	No	N/A
12) Electrical Panels have at least 3 Feet of Clearance in Front of Panel	IFC 605.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13) There is No Exposed Wiring	IFC 605.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14) Extension Cords are Not being Used for Permanent Wiring	IFC 605.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15) Surge Protectors are Mounted/Secured and Plugged Directly into an Outlet	IFC 605.4.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIT ACCESS & DOORS				
16) Exits are Unobstructed Exit Signs are Illuminated	IFC 1031.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17) Corridors & Aisles are Unobstructed	IFC 1003.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18) Exit Doors Open Freely	IFC 1010.1.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
STORAGE	Code Section	Yes	No	N/A
19) Storage is at least 18" below Sprinkler Heads in Sprinklered Buildings	IFC 315.3.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20) Storage is at least 24" below Ceiling in Non-Sprinklered Buildings	IFC 315.3.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21) Kitchen Cleaning Rags are Disposed of in a Non-Combustible Container	IFC 304.3.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPRESSED CYLINDERS	Code Section	Yes	No	N/A
22) Compressed Gas Cylinders are Secured or Chained	IFC 5303.5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Provide Explanation for any "No" Answers Below

Inspection Completed by: Johnny Meneses

Signature: 



North Liberty Police Department

340 N Main St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

November 29, 2020

Liquor License Check

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

Owner: Johncy Menezes (DOB: 1970)

The North Liberty Police Department does not have any documented contacts with the owners or premise in conflict with their liquor license.

I recommend the license be granted.

This record check was conducted by Sergeant Mitch Seymour.





Coralville Agreements

CHAPTER 28E AGREEMENT BETWEEN THE CITY OF CORALVILLE AND THE CITY OF NORTH LIBERTY REGARDING CERTAIN OBLIGATIONS INVOLVING THE MAINTENANCE OF CERTAIN STREETS AND BOUNDARY ADJUSTMENT BETWEEN CITIES IN CERTAIN AREAS.

THIS AGREEMENT is made by and between the City of Coralville, Iowa, a municipal corporation (“Coralville”); and the City of North Liberty, Iowa, a municipal corporation (“North Liberty”).

WHEREAS, Coralville and North Liberty have certain street rights-of-ways that are used as the corporate boundaries between the cities; and

WHEREAS, in order to make the corporate boundary lines more uniform and easier to administer by both cities, the cities have agreed to enter into this 28E Agreement to allow for the shifting of corporate boundaries of said rights-of-ways and to provide for maintenance of the same.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

I. Purpose. The purpose of the agreement is to coordinate the maintenance of certain streets along the shared corporate boundaries of North Liberty and Coralville and to allow for the cities to adjust said corporate boundaries.

II. Consideration. The mutual consideration herein is the execution of this Agreement by the parties.

III. No separate legal entity. No separate legal entity is created by this Agreement. The City Council of each City will administer the City’s duties hereunder.

IV. Streets Affected.

A. Wheaton Road located west of Coral Ridge Avenue and south of Forevergreen Road as shown on Exhibit “A” to this Agreement.

1. North Liberty shall accept the Land Patent of the State of Iowa for the northerly 33 feet of the Wheaton Road right-of-way.

2. At the time of execution of this Agreement, Coralville shall be responsible for the maintenance, repair and reconstruction of Wheaton Road as if the annexation and severance had been already completed.

3. North Liberty shall sever the northerly 33 feet of said Wheaton Road right-of-way and Coralville shall annex the northerly 33 feet of right-of-way of said Wheaton Road pursuant to Chapter 368 of the Code of Iowa. At the completion of the annexation and severance, the new corporate boundaries line will be as shown on Exhibit "A."

4. North Liberty and Coralville will cooperate to set appropriate entrances onto Wheaton Road for the property located to the north to be developed as a medical campus for University of Iowa Health Care. Coralville shall not unreasonably withhold approval of such entrances as proposed by North Liberty.

5. North Liberty and Coralville will cooperate on the location and maintenance of Wheaton Road as it is constructed west of its current terminus in the future.

B. Coral Ridge Avenue located south of its intersection with Forevergreen Road.

1. North Liberty shall sever and Coralville shall annex that certain property shown on Exhibit "B" so that at the end of completion of the annexation and severance, the new corporate boundaries will be as shown on Exhibit "B" attached hereto.

2. At the time of execution of this Agreement, Coralville shall be responsible for the maintenance, reconstruction and repair of said portion of Coral Ridge Avenue as if the annexation and severance has been already completed as shown on Exhibit "A" attached hereto.

C. Intersection of Forevergreen Road and Coral Ridge Avenue.

1. Coralville shall sever and North Liberty shall annex that certain property shown on Exhibit "B" so that at the completion of the annexation and severance, the new corporate boundaries as it pertains to the intersection of Forevergreen Road and Coral Ridge Avenue shall be as shown on Exhibit "B" attached hereto.

2. At the time of execution of this Agreement, North Liberty shall be responsible for the maintenance, reconstruction and repair of the intersection of Coral Ridge Avenue and Forevergreen Road as if the annexation and severance was already completed.

3. Notwithstanding the above, Coralville shall continue to be responsible for the maintenance and upkeep of landscaping improvements and signage within the landscaping easements on the southwest and southeast corners of the intersection of Forevergreen Road and Coral Ridge Avenue, and North Liberty shall continue to be responsible for the maintenance and upkeep of landscaping improvements

and signage within the landscaping easements on the northwest and northeast corners of said intersection.

D. W. Forevergreen Road from its intersection with Coral Ridge Avenue and Ranshaw Way easterly to the 12th Avenue roundabout.

1. North Liberty shall sever and Coralville shall annex that certain property shown on Exhibit “B” so that at the completion of the annexation and severance, the new corporate boundaries as it pertains to said W. Forevergreen Road shall be as shown on Exhibit “B” attached hereto.

2. At the time of execution of this Agreement, Coralville shall be responsible for the maintenance, reconstruction and repair of W. Forevergreen Road as if the annexation and severance had already been completed as shown on Exhibit “B” attached hereto.

3. At such time as any future roundabouts are constructed at the intersection of W. Forevergreen Road and Bernardy Drive/Ridgeway Drive and/or Front Street, North Liberty and Coralville shall enter into a separate 28E Agreement regarding said design and construction.

E. W. Forevergreen Road south of S. Kansas Avenue, adjacent to Johnson County Auditor’s Parcel Numbers 0623327002, and 0622401003

1. Coralville shall sever and North Liberty shall annex that certain property shown on Exhibit “C” so that at the completion of the annexation and severance, the new corporate boundary as it pertains to W. Forevergreen Road shall be as shown on Exhibit “C” attached hereto.

2. At the time of execution of this Agreement, North Liberty shall be responsible for the maintenance, reconstruction, and repair of W. Forevergreen Road as if the annexation and severance described in Paragraph IV(E)(1) above had already been completed as shown on Exhibit “C” hereto.

Coralville and North Liberty shall cooperate on the entrance locations for said Parcel Numbers 0623327002 and 0622401003 and North Liberty, as owner of the road, shall not unreasonably withhold approval of such entrances proposed by Coralville.

V. Legal Descriptions. Coralville shall be responsible at its own cost of obtaining appropriate surveys in order to allow for the contemplated annexation and severances to be completed as contemplated in this Agreement.

VI. Annexation/Severance.

A. In order to commence the annexation and severance proceedings contemplated by this Agreement, after the legal descriptions have been obtained as outlined in Section V above, each respective city council shall approve an application for annexation and an application for severance of the respective properties and forward said applications to the other city. Each city shall cooperate so that these approvals occur at the respective city council meetings on the same day.

B. Once each city has forwarded said applications to the other city, each city shall proceed in strict compliance with Chapter 368 of the Code of Iowa to accomplish each respective annexation and severance, as the case may be. Both cities shall cooperate so that the approvals of each annexation and severance occur at the respective city council meetings on the same day.

C. Once all of the severance and annexation proceedings have been completed by each respective city council meeting, Coralville and North Liberty shall jointly submit the proceedings for annexation and severance to the City Development Board for its approval.

VII. Land Acquisition. Once the annexation and severance has been approved by the City Development Board, each city shall prepare and execute quit claim deeds to transfer ownership of the respective rights-of-way to the appropriate city as contemplated in this Agreement.

VIII. Sidewalk repairs. Each city shall cooperate with the other city to ensure that the sidewalks abutting any of the rights-of-way outlined in this Agreement to enforce each respective city's right to require the adjacent property owner to maintain its sidewalk adjacent to its property as outlined in Section 364.12 of the Code of Iowa, as amended.

IX. Utilities and Utility Easements. Each city shall cooperate with the other city to promptly issue such permits as may be required to install, maintain, upgrade, repair and remove any public utility infrastructure or appurtenant equipment situated in each respective city's right-of-way or public utility easement area, and the issuance of such permits shall not be unreasonably withheld or denied by the issuing city. Notwithstanding the above, each city agrees to allow the other to such perform emergency repairs as may be required from time to time without first seeking a permit to do so, when time is of the essence in performing such emergency repairs.

IX. Filing. The City Clerk of Coralville shall file this Agreement with the Secretary of State as required by law.

SIGNATURE PAGE OF CORALVILLE

Approved by the Coralville City Council on _____, 2020.

John A. Lundell, Mayor

ATTEST:

Thorsten J. Johnson, City Clerk

SIGNATURE PAGE OF NORTH LIBERTY

Approved by the North Liberty City Council on _____, 2020.

Terry L. Donahue, Mayor

ATTEST:

Tracey Mulcahey, City Clerk

EXHIBIT A



EXHIBIT B

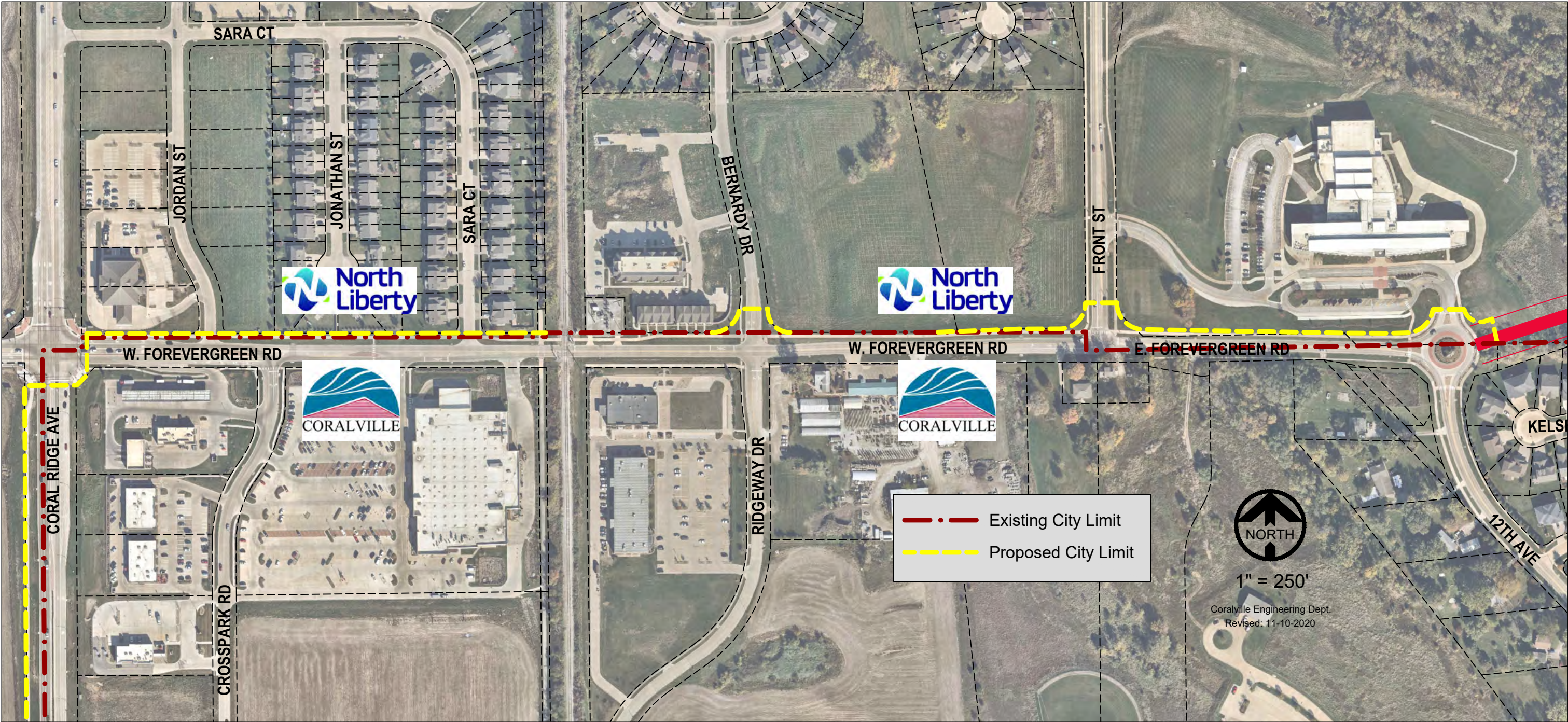


EXHIBIT C



Resolution No. 2020-101

**A RESOLUTION APPROVING THE 28E AGREEMENT
BETWEEN THE CITY OF NORTH LIBERTY AND THE CITY OF
CORALVILLE FOR SHARED CORPORATE BOUNDARY
ADJUSTMENTS**

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

WHEREAS, the City Councils of North Liberty and Coralville desire to enter into a 28E Agreement concerning the adjustment of their shared corporate boundaries along Forevergreen Road, Coral Ridge Avenue, and Wheaton Road, and

WHEREAS, it is the parties' desire to agree and establish, in writing, their understanding concerning the use of the facility.

NOW, THEREFORE, BE IT RESOLVED that that the attached 28E agreement between the City of North Liberty and the City of Coralville is approved.

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

APPROVED AND ADOPTED this 8th day of December, 2020.

CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

ATTEST:

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

TRACEY MULCAHEY, CITY CLERK

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

EASEMENT AGREEMENT

This agreement is made and entered into by and between the Board of Regents, State of Iowa, for the use and benefit of the University of Iowa, owners of the real estate described herein, (hereinafter referred to as "Property Owner," which expression shall include his/her/their/its agents, successors or assigns), and the City of North Liberty, Iowa, a municipal corporation, (hereinafter referred to as "City," which expression shall include its agents, successors or assigns).

IT IS HEREBY AGREED AS FOLLOWS:

For the sum of One Dollar, plus other valuable consideration, the receipt of which is hereby acknowledged, the Property Owner hereby grants and conveys to the City and utility easements (Division I) for the public purpose of extending utility services (the "Project"), under, over, through and across the areas described in the attached Exhibit.

Additionally, as part of the consideration for this agreement,

- A. The Property Owner will not be assessed for any costs for the design and construction of the Project, plans for which are on file at Coralville City Hall, nor shall the Property Owner be responsible for the initial costs of constructing or maintaining the Project; however, connection fees, frontage fees, or other typical and customary fees will be collected by the City at the time any part of the property is developed.
- B. The City shall be responsible for the recording of this Agreement and payment of the costs for the same.
- C. The City shall indemnify and hold harmless the Board of Regents of the State of Iowa, the University of Iowa, and the State of Iowa, and the successors and assigns of each of the foregoing, from and against any loss, damage, expense, cost, third party claims, causes of action, or other liabilities arising out of, or purporting to arise out of, the City's exercise of the rights granted under this Agreement. This indemnification and hold harmless shall include, but

is not limited to, reasonable legal fees and cost of defense incurred by Property Owner.

DIVISION I – PERMANENT UTILITY EASEMENT

Further, the Property Owner and the City agree that:

1. Property Owner hereby grants and conveys to the City the right to install, lay, construct, reconstruct, renew, operate, maintain and remove conduits, cables, pipes, and electric lines below the surface of the ground, and other equipment or appurtenances above the surface of the ground as may be necessary for the purpose of providing water, electricity, gas, and telecommunications services (collectively, the "Facilities"); and also a right of way, with the right of ingress and egress thereto, over and across the area designated as "15.00 Foot Wide Public Utility Easement" as depicted and described on the attached Exhibit A. The rights granted herein expressly include the right to excavate for, install, maintain and operate the Facilities underground and to inspect, locate and make repairs to the Facilities from time. The City shall promptly backfill any trench made by it, and repair any damage caused by it within the easement area. The City may extend the rights described herein to public utility franchise holders authorized to operate within the City of North Liberty, Iowa ("City Franchisees") subject to the same restrictions. To the extent the City extends rights hereunder to City Franchisees, such City Franchisees are intended and shall be a third-party beneficiary of this Agreement.
2. Property Owner reserves the right to use said easement area for purposes that will not interfere with the City's and City Franchisees' full enjoyment of the rights hereby granted, including, but not limited to, agricultural purposes; provided that the Property Owner shall not erect or construct any building, fence, retaining wall, or other structure; plant any trees; drill or operate any well; or construct any reservoir or other obstruction on said easement areas. Further, the Property Owner shall not diminish or substantially add to the ground cover or otherwise landscape on or over said easement areas. Fences and trees placed in the easement area, with or without City approval, may be removed by the City without compensation, replacement, or notice.
3. The City shall not fence any part of the permanent easement area, unless otherwise agreed in writing by the parties.
4. The Property Owner shall not change the grade, elevation or contour of any part of the permanent easement area without obtaining the prior written consent of the City.
5. The City and City Franchisees shall have the right of access to the easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the permanent easement area as herein described, including but not limited to the right to remove, without notice or compensation, any unauthorized obstructions or structures placed or erected on the permanent easement area.
6. City covenants and agrees to remove and stockpile existing topsoil from area to be excavated, to be used in the event of any repair. Following installation of the improvements described herein,

all areas within the easement area which are disturbed will be graded to form a uniform slope, and topsoil shall be replaced and re-spread over disturbed areas, thereby restoring said area substantially to its prior condition, with the exception of the replacement of trees, shrubs and brush.

DIVISION II – GENERAL

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

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

Dated this _____ day of _____, 2020.

PROPERTY OWNER:

CITY:

Signed: _____

Signed: _____

Terry L. Donahue, Mayor

Seen & Approved _____

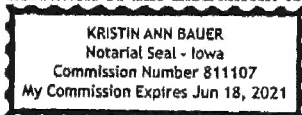
Signed: _____

Tracey Mulcahey, City Clerk

University of Iowa
Business Manager

STATE OF IOWA, Polk COUNTY: ss

On this 29 day of July, 2019, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Mark Braun, Executive Director of the State Board of Regents, to me personally known, who, being by me duly sworn, acknowledged the execution of this instrument to be his voluntary act and deed.



Notary Public in and for said State

STATE OF IOWA, JOHNSON COUNTY: ss

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Terry L. Donahue and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of North Liberty, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation, and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its

City Council, as contained in Resolution No. _____ of the City Council on the _____ day of _____, 20____, and that Terry L. Donahue and Tracey Mulcahey acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

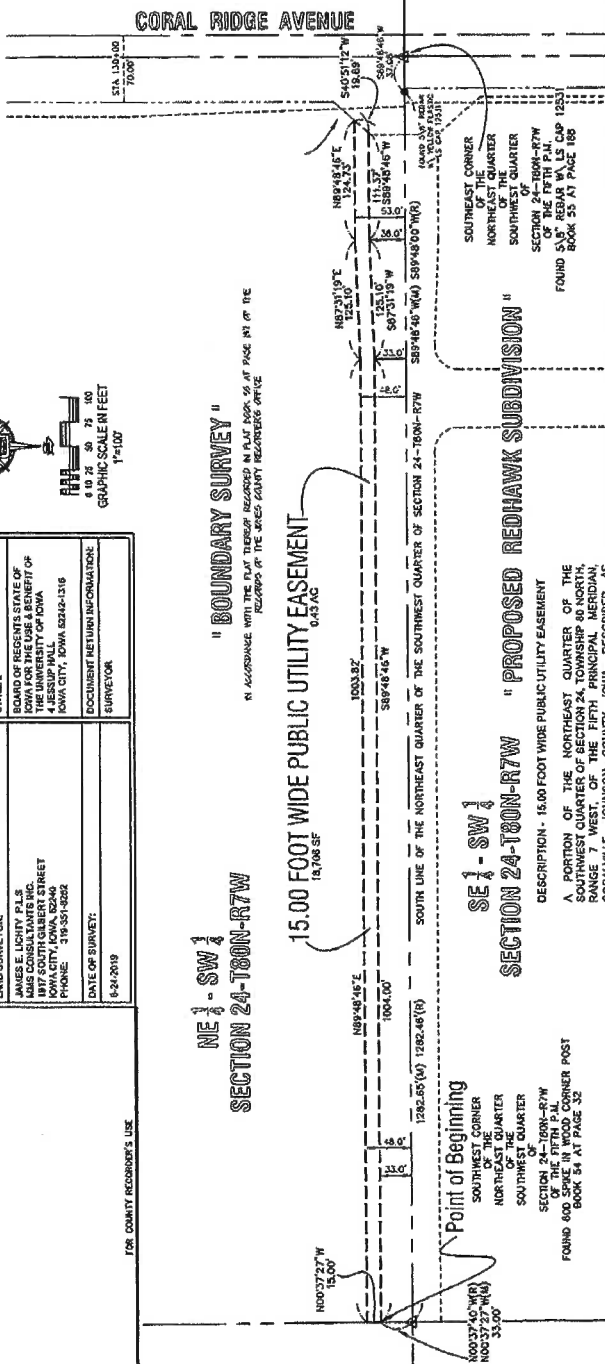
Notary Public in and for the State of Iowa

FOR COUNTY RECORDER'S USE

"BOUNDARY SURVEY"

IN ACCORDANCE WITH THE PLAN THEREOF RECORDED IN PLAT BOOK 58 AT PAGE 147 OF THE
RECORDS OF THE JAMES COUNTY RECORDER'S OFFICE

15.00 FOOT WIDE PUBLIC UTILITY EASEMENT
1A 708 SE 043 AG



SECTION 24-T80N-R7W "PROPOSED REDHAWK SUBDIVISION"

DESCRIPTION - 15.00 FOOT WIDE PUBLIC UTILITY EASEMENT
A PORTION OF THE NORTHEAST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 24, TOWNSHIP 40 NORTH,
RANGE 7 WEST, OF THE FIFTH PRINCIPAL MERIDIAN,
CORALVILLE, JOHNSON COUNTY, IOWA, DESCRIBED AS
FOLLOW:

LEGEND AND NOTES

- COMMISSIONER'S CORNER, FOUND
 - PROPERTY CORNER, FOUND (as noted)
 - PROPERTY CORNER SET
(8" x 10" Flat Top Yellow Plastic LS Cap)
 - PROPERTY CORNER (as noted)
 - PROPERTY S&B BOUNDARY LINES
 - RIGHT-OF-WAY BOUNDARY LINES
 - CENTER LINES
 - LOT LINES, PLATTED OR BY DEED
 - EASEMENT LINES, MORTGAGE PURPOSE NOTED
 - EXISTING EASEMENT LINES, PURPOSE NOTED
 - RECORDED DIMENSIONS
 - CURVE DATA
 - CURVE SEGMENT NUMBER
- UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDS
- C22-1

UNLESS NOTED OTHERWISE ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Iowa.



JAMES E. UICHTY
P.L.S. Iono Ltc. No. 13287
My license renewal date is December 31, 20

Pools or streams covered by this seal:

THE UNIVERSITY OF CHICAGO

— 25 —

Prepared by/Return to: Carroll Reasoner, General Counsel, State University of Iowa, 120 Jessup Hall, Iowa City, Iowa 52242, 319-335-0054

Transfer is between government entities and is tax exempt

State of Iowa

OFFICE OF THE SECRETARY OF STATE

Patent No. **6353**

STATE LAND OFFICE

The **STATE OF IOWA** hereby conveys to **The City of North Liberty, Iowa**, a municipality in the State of Iowa, all the State of Iowa's right, title, interest and claim in the real estate in Johnson County, Iowa, described as:

A PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24, TOWNSHIP 80 NORTH, RANGE 7 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, CORALVILLE, JOHNSON COUNTY, IOWA, DESCRIBED AS FOLLOWS:

Beginning at the Southwest Corner of the Northeast Quarter of the Southwest Quarter Corner of Section 24, Township 80 North, Range 7 West of the Fifth Principal Meridian, Coralville, Johnson County, Iowa; Thence N00°37'27"W, along the West Line of said Northeast Quarter of the Southwest Quarter, 33.00 feet; Thence N89°48'46"E, along a line parallel with and 33.00 feet normally distant Northerly from the South Line of said Northeast Quarter of the Southwest Quarter, 1004.00 feet; Thence N87°31'19"E, 125.10 feet; Thence N89°48'46"E, along a line parallel with and 38.00 feet normally distant Northerly from the South Line of said Northeast Quarter of the Southwest Quarter, 111.37 feet; Thence N40°51'12"E, 49.04 feet; Thence N00°26'08"W, 218.09 feet, to a Point on the Westerly Right-of-Way Line of Coral Ridge Avenue; Thence S02°23'22"E, along said Westerly Right-of-Way Line, 293.30, to a Point on the South Line of said Northeast Quarter of the Southwest Quarter; Thence S89°48'46"W, along said South Line, 1282.65 feet, to the POINT OF BEGINNING.

Said Right-of-Way Acquisition Parcel contains 1.03 Acres, and is subject to easements and restrictions of record.

AUTHORITY/CONSIDERATION: Authority and consideration for issuance of this patent are stated in the certificate of Mark Braun, Executive Director of the Board of Regents, State of Iowa, a copy of which is attached as Exhibit "A" to this Patent and filed with the State Land Office as provided in Iowa Code section 9G.6.

RECITAL: This conveyance is exempt from real estate transfer tax and declaration of value filing requirements pursuant to Iowa Code sections 428A.1 and 428A.2 (6).

I, *Kim Reynolds*, Governor of the State of Iowa, have caused this instrument to issue and the Great Seal of the State of Iowa to be affixed to it at Des Moines, on this 28th day of September, 2020



Kim Reynolds

Kim Reynolds, Governor of Iowa

Paul D. Pate

Paul D. Pate, Iowa Secretary of State

I hereby certify that the foregoing Patent is recorded in
Vol. 18 Page 71 in the State Land Office.

Paul D. Pate

Paul D. Pate, Iowa Secretary of State

Preparer: Carroll Reasoner, General Counsel, State University of Iowa, 120 Jessup Hall, Iowa City, Iowa 52242, 319-335-0054

CERTIFICATE IN SUPPORT OF PATENT REQUEST

EXHIBIT "A"

**TO: THE GOVERNOR AND SECRETARY OF STATE OF THE STATE OF IOWA
OF IOWA**

SUBJECT: SALE OF SUI PROPERTY TO THE CITY OF CORALVILLE

Pursuant to Iowa Code section 9G.6, the Board of Regents, State of Iowa, requests a patent conveying to the City of North Liberty the real estate described as:

A PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24, TOWNSHIP 80 NORTH, RANGE 7 WEST OF THE FIFTH PRINCIPAL MERIDIAN, CORALVILLE, JOHNSON COUNTY, IOWA, DESCRIBED AS FOLLOWS:

Beginning at the Southwest Corner of the Northeast Quarter of the Southwest Quarter Corner of Section 24, Township 80 North, Range 7 West, of the Fifth Principal Meridian, Coralville, Johnson County, Iowa; Thence N00°37'27"W, along the West Line of said Northeast Quarter of the Southwest Quarter, 33.00 feet; Thence N89°48'46"E, along a line parallel with and 33.00 feet normally distant Northerly from the South Line of said Northeast Quarter of the Southwest Quarter, 1004.00 feet; Thence N87°31'19"E, 125.10 feet; Thence N89°48'46"E, along a line parallel with and 38.00 feet normally distant Northerly from the South Line of said Northeast Quarter of the Southwest Quarter, 111.37 feet; Thence N40°51'12"E, 49.04 feet; Thence N00°26'08"W, 218.09 feet, to a Point on the Westerly Right-of-Way Line of Coral Ridge Avenue; Thence S02°23'22"E, along said Westerly Right-of-Way Line, 293.30, to a Point on the South Line of said Northeast Quarter of the Southwest Quarter; Thence S89°48'46"W, along said South Line, 1282.65 feet, to the POINT OF BEGINNING.

Said Right-of-Way Acquisition Parcel contains 1.03 Acres, and is subject to easements and restrictions of record.

Conveyance of fee title to the subject property by State Patent is pursuant to an agreement between the Board of Regents, State of Iowa and the City of North Liberty for the development, construction and maintenance of a new dedicated public municipal street that will be of beneficial use to the Board of Regents, the City of North Liberty, and the general public. The executed original of this certificate will be referenced in the State Patent as Exhibit "A", attached to the State Patent, and delivered to the buyer with the State Patent at closing.

BOARD OF REGENTS, STATE OF IOWA

By: _____

Mark Braun, Executive Director

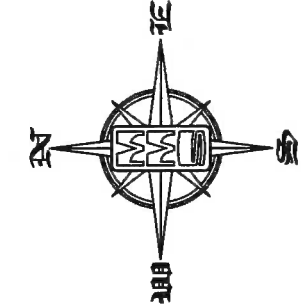
KRISTIN ANN BAUER
Notarial Seal - Iowa
Commission Number 811107
My Commission Expires Jun 18, 2021

STATE OF IOWA, POLK COUNTY: This instrument was acknowledged before me on the 29 day of July, 2020 by Mark Braun, Executive Director of the Board of Regents, State of Iowa.

NOTARY PUBLIC for the State of Iowa

LOCATION:	REQUESTED BY:
A PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24, TOWNSHIP 80 NORTH, RANGE 7 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, CORALVILLE, JOHNSON COUNTY, IOWA.	CORRIDOR PROPERTIES PO BOX 25 HIAWATHA, IOWA 52233
LAND SURVEYOR:	OWNER:
JAMES E. LICHTY P.L.S MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282	BOARD OF REGENTS STATE OF IOWA FOR THE USE & BENEFIT OF THE UNIVERSITY OF IOWA 4 JESSUP HALL IOWA CITY, IOWA 52242-1316
DATE OF SURVEY:	DOCUMENT RETURN INFORMATION:
8-24-2019	SURVEYOR

FOR COUNTY RECORDER'S USE



PLAT OF SURVEY
RIGHT-OF-WAY ACQUISITION
NORTH LIBERTY, JOHNSON COUNTY, IOWA



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

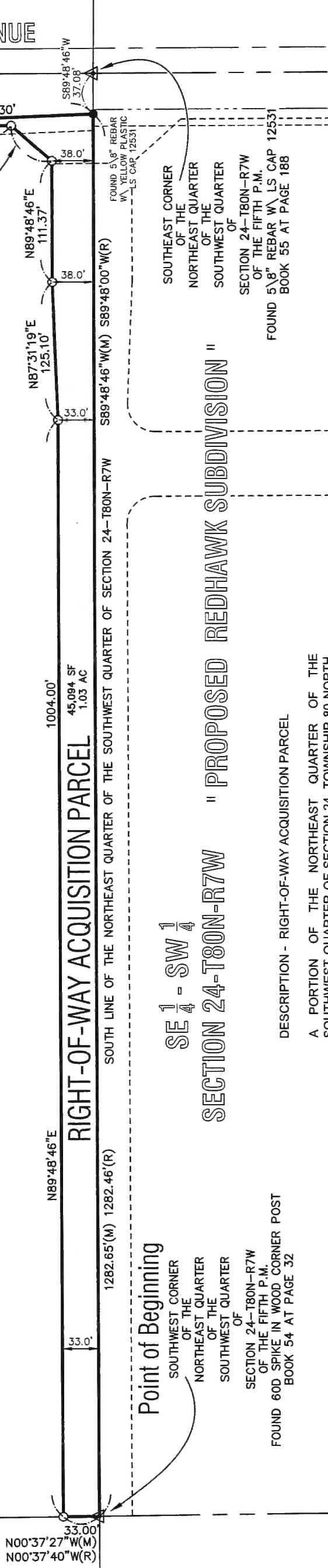
1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

Date	Revision
02-18-2020	PER JEL REVIEW

" BOUNDARY SURVEY "

IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK 55 AT PAGE 187 OF THE RECORDS OF THE JONES COUNTY RECORDER'S OFFICE.

NE $\frac{1}{4}$ - SW $\frac{1}{4}$
SECTION 24-T80N-R7W



SE $\frac{1}{4}$ - SW $\frac{1}{4}$
SECTION 24-T80N-R7W " PROPOSED REDHAWK SUBDIVISION "

DESCRIPTION - RIGHT-OF-WAY ACQUISITION PARCEL

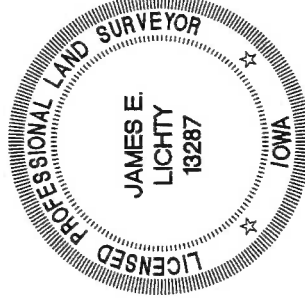
A PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24, TOWNSHIP 80 NORTH, RANGE 7 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, CORALVILLE, JOHNSON COUNTY, IOWA, DESCRIBED AS FOLLOWS:

Beginning at the Southwest Corner of the Northeast Quarter of the Southwest Quarter Corner of Section 24, Township 80 North, Range 7 West, of the Fifth Principal Meridian, Coralville, Johnson County, Iowa; Thence N00°37'27"W, along the West Line of said Northeast Quarter of the Southwest Quarter, 33.00 feet; Thence N89°48'46"E, along a line parallel with and 33.00 feet normally distant Northerly from the South Line of said Northeast Quarter of the Southwest Quarter, 1004.00 feet; Thence N87°31'19"E, 125.10 feet; Thence N89°48'46"E, along a line parallel with and 38.00 feet normally distant Northerly from the South Line of said Northeast Quarter of the Southwest Quarter, 111.37 feet; Thence N40°51'12"E, 49.04 feet; Thence N00°26'08"W, 218.09 feet, to a Point on the South Line of said Westerly Right-of-Way Ridge Avenue; Thence S02°23'22"E, along said Westerly Right-of-Way Line, 293.30, to a Point on the South Line of said Northeast Quarter of the Southwest Quarter; Thence S89°48'46"W, along said South Line, 1282.65 feet, to the POINT OF BEGINNING. Said Right-of-Way Acquisition Parcel contains 1.03 Acres, and is subject to easements and restrictions of record.

LEGEND AND NOTES

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

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

JAMES E. LICHTY
P.L.S. Iowa Lic. No. 13287
My license renewal date is December 31, 20 ____.

Pages or sheets covered by this seal:

SEAL

PLAT OF SURVEY

RIGHT-OF-WAY
ACQUISITION

A PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24, TOWNSHIP 80 NORTH, RANGE 7 WEST, OF THE FIFTH PRINCIPAL MERIDIAN

NORTH LIBERTY
JOHNSON COUNTY
IOWA
MMS CONSULTANTS, INC.

Date: 02-18-2020

Designed by:	JDM	Field Book No:	1237
Drawn by:	RLW	Scale:	1"=100'
Checked by:	JEL	Sheet No:	1
Project No:	IC 10674-001	of:	1

RESOLUTION NO. 2020-102

**A RESOLUTION ACCEPTING THE TRANSFER OF
OWNERSHIP OF WHEATEN ROAD RIGHT OF WAY AND
UTILITY EASEMENTS FROM THE STATE OF IOWA**

WHEREAS, the Cities of Coralville and North Liberty intend to enter into an agreement to make adjustments to their corporate boundaries to improve operational efficiencies and reduce confusion, and

WHEREAS, the agreement contemplates that North Liberty will accept title to right-of-way, and enter into easement agreements for utilities conferred by the State of Iowa and attached hereto.

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

The land patent transferring ownership of right of way along Wheaton Road to the City of North Liberty, and the City's ownership thereof, is accepted. The permanent utility easement agreement for the same area is also accepted. The Mayor and City Clerk are authorized to execute and arrange for the recordation of said agreement.

APPROVED AND ADOPTED this 8th day of December, 2020.

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



COVID – 19 CDBG Projects

Emergency Childcare Program

1. Need for the CDBG project. During the COVID-19 pandemic daycares and child care facilities were closing and/or limiting childcare opportunities.
2. Description of the CDBG funded project & activities. The Emergency Childcare Program offered 8 weeks of free childcare to essential workers.
3. The amount of CDBG funds for the project. \$12,000 was received in the grant.
4. Estimated amount of CDBG assistance that will benefit low- and moderate-income persons. It is hard to estimate with no income survey. The City estimates possibly 30%.
5. The location of project activities. North Liberty Community Center.
6. Any relocation that will have to take place as a result of the CDBG project. Not applicable.
7. City/ County contact information for residents to contact with concerns or complaints regarding the project. Tracey Mulcahey, City Clerk.
8. Community Development and Housing Needs of low to moderate persons in the city/ county and any planned or potential activities to address these needs. A request for input from the Council and community was made. Any responses received will be incorporated into these minutes.
9. Other Community Development and Housing needs and any planned or potential activities to address these needs. A request for input from the Council and community was made. Any responses received will be incorporated into these minutes.

Summer Lunch & Fun Program

1. Need for the CDBG project. During the COVID-19 pandemic, children who typically receive their lunches during the school year from their schools. The Summer Lunch and Fun Program was started six years ago to supplement the summer need for feeding kids. This summer presented a different challenge with the pandemic. The program sought funds to supplement the loss of donations and volunteers. The schools provided the program for kids, but the distribution locations were not proximate to some areas of the greatest food insecurity.
2. Description of the CDBG funded project & activities. Summer Lunch and Fun provided lunches and activity packets for kids age birth to 18 at the Ranshaw House and at school lunch distribution sites.
3. The amount of CDBG funds for the project. \$14,400 was received in the grant.
4. Estimated amount of CDBG assistance that will benefit low- and moderate-income persons. It is hard to estimate with no income survey. The City estimates possibly 30%.
5. The location of project activities. Lunches and activity packets distributed curbside and from the porch of the Ranshaw House. Activity packets were distributed in Deerfield subdivision, at Garner Elementary and at North Bend Elementary.
6. Any relocation that will have to take place as a result of the CDBG project. Not applicable.
7. City/ County contact information for residents to contact with concerns or complaints regarding the project. Tracey Mulcahey, City Clerk.

8. Community Development and Housing Needs of low to moderate persons in the city/ county and any planned or potential activities to address these needs. A request for input from the Council and community was made. Any responses received will be incorporated into these minutes.

9. Other Community Development and Housing needs and any planned or potential activities to address these needs. A request for input from the Council and community was made. Any responses received will be incorporated into these minutes.



Additional Information



To **Mayor and City Council**
CC **City Administrator**
From **Tom Palmer, Building Official**
Date **12/2/2020**
Re **Monthly Report**

November Permit Report:

62 permits were issued in November with estimated construction value of 5.9 million dollars. Nineteen new housing permits were issued with construction value of 5.1 million dollars. Staff completed 342 inspections during the month of November.

Rental/Code Compliance Cases:

One rental permit application received in November. A total of eight code compliance cases were processed in November.

Building Department COVID-19 Procedures:

Building Department inspection team is working remotely. Administrative Assistant is working from her desk to answer phone calls, reply to emails and provide information when needed to inspection staff and the public. We continue to perform onsite inspections for unoccupied structures or units. Permit holders can request virtual inspections for occupied structures and units.

Monthly Permit Tally Report



11/1/2020 - 11/30/2020

Permit #	Permit Type	Type of Improvement	Project Description	Construction Value	Total Fees
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Group:

11347	Demolition	Demo	Tear down existing house	\$8,500.00	\$25.00
				\$8,500.00	\$25.00

Group Total: 1

Group: Accessory Structure

11297	Building	Accessory Structure	an 600 ft storage shed/garage	\$12,000.00	\$209.25
				\$12,000.00	\$209.25

Group Total: 1

Group: Automatic Fire Sprinkler System

11310	Fire	Automatic Fire Sprinkler System	Adjusting location of existing heads and installing/replacing heads to meet NFPA 13R standard.	\$3,067.00	\$95.00
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Monthly Permit Tally Report

11309	Fire	Automatic Fire Sprinkler System	Adjusting location of existing heads and installing/replacing heads to meet NFPA 13R standard.	\$3,067.00	\$91.00
11257	Fire	Automatic Fire Sprinkler System	Adjusting location of existing heads and installing/replacing heads to meet NFPA 13R standard.	\$3,067.00	\$85.00
				\$9,201.00	\$271.00

Group Total: 3

Group: Commercial Alteration

11376	Construction	Commercial Alteration	St. Andrews Drive-Street Improvements	\$4,000.00	\$0.00
11353	Building	Commercial Alteration	reroofing this building	\$305,000.00	\$23.50
11271	Building	Commercial Alteration	Rearrange interior to add another cook line.	\$55,100.00	\$679.45
				\$364,100.00	\$702.95

Group Total: 3

Group: Deck

Monthly Permit Tally Report

11285	Building	Deck	Home Town Restyling is to remove existing deck without affecting the adjoining decks. and building a new 19' x 8' deck	\$7,500.00	\$146.25
11283	Building	Deck	Home Town Restyling is to remove existing deck without affecting the adjoining decks. and building a new 19' x 8' deck	\$4,559.00	\$105.08
11282	Building	Deck	Home Town Restyling is to remove existing deck without affecting the adjoining decks. and building a new 19' x 8' deck	\$5,683.00	\$120.81
				\$17,742.00	\$372.14

Group Total: 3

Group: Fence

11341	Zoning	Fence	Install Backyard Fence	\$1,500.00	\$25.00
11339	Zoning	Fence	4' High Chain Link Fence	\$3,500.00	\$25.00
10835	Zoning	Fence	Chain Link Fence	\$0.00	\$25.00
10834	Zoning	Fence	Chain Link Fence	\$0.00	\$25.00
10833	Zoning	Fence	Chain Link Fence	\$0.00	\$25.00
10832	Zoning	Fence	Chain link fence	\$0.00	\$25.00

Monthly Permit Tally Report

10831	Zoning	Fence	chain link fence	\$0.00	\$25.00
10803	Zoning	Fence	Chain link Fence	\$0.00	\$25.00
				\$5,000.00	\$200.00

Group Total: 8

Group: Kitchen Hood Suppression System

11337	Fire	Kitchen Hood Suppression System	Modify existing kitchen hood suppression system.	\$500.00	\$75.00
				\$500.00	\$75.00

Group Total: 1

Group: Mechanical Electrical Plumbing (MEP)

11357	Building	Mechanical Electrical Plumbing (MEP)	Upgrade Electrical Service, Replace Panel/Breakers, New wire from meter to panel.	\$998.00	\$38.69
11344	Building	Mechanical Electrical Plumbing (MEP)	install standby generator	\$8,200.00	\$156.05
11340	Building	Mechanical Electrical Plumbing (MEP)	Change out leaking water heater 11/11/20	\$1,200.00	\$23.50
11332	Building	Mechanical Electrical Plumbing (MEP)	Install Sump Pump Line	\$400.00	\$23.50

Monthly Permit Tally Report

11296	Building	Mechanical Electrical Plumbing (MEP)	Set and wire Natural Gas Stand-by Generator. Gas piping by others.	\$15,663.64	\$260.54
				\$26,461.64	\$502.28

Group Total: 5

Group: New Multi-Family Dwelling

11317	Building	New Multi-Family Dwelling	New townhome	\$160,000.00	\$2,052.72
11316	Building	New Multi-Family Dwelling	New townhome	\$160,000.00	\$2,052.72
11315	Building	New Multi-Family Dwelling	New townhome	\$160,000.00	\$2,052.72
11314	Building	New Multi-Family Dwelling	New townhome	\$160,000.00	\$2,052.72
11313	Building	New Multi-Family Dwelling	New townhome	\$160,000.00	\$2,052.72
11312	Building	New Multi-Family Dwelling	New townhome	\$160,000.00	\$2,052.72
				\$960,000.00	\$12,316.32

Group Total: 6

Group: New Single Family Dwelling

11349	Building	New Single Family Dwelling	Single family home - New construction	\$284,500.00	\$2,899.92
11319	Building	New Single Family Dwelling	Single story with finished basement and three car garage	\$575,000.00	\$4,462.97
11303	Building	New Single Family Dwelling	New Home Construction	\$290,000.00	\$2,930.72

Monthly Permit Tally Report

11302	Building	New Single Family Dwelling	New Home Construction	\$265,000.00	\$2,790.72
11300	Building	New Single Family Dwelling	New Home Construction	\$280,000.00	\$2,874.72
11298	Building	New Single Family Dwelling	2-story single family home 2-car garage	\$355,000.00	\$3,294.72
11281	Building	New Single Family Dwelling	New Single Family Dwelling	\$450,000.00	\$3,826.72
11280	Building	New Single Family Dwelling	New Single Family Dwelling	\$450,000.00	\$3,826.72
11250	Building	New Single Family Dwelling	New Construction	\$366,000.00	\$3,356.32
				\$3,315,500.00	\$30,263.53

Group Total: 9

Group: New Single Family Dwellings Attached

11193	Building	New Single Family Dwellings Attached	1210 & 1212 Daisy Circle	\$230,025.00	\$2,444.86
11192	Building	New Single Family Dwellings Attached	1210 & 1212 Daisy Circle	\$230,025.00	\$2,594.86
11191	Building	New Single Family Dwellings Attached	1245 & 1247 Chipman Lane	\$230,025.00	\$2,444.86
11190	Building	New Single Family Dwellings Attached	1245 & 1247 Chipman Lane	\$230,025.00	\$2,594.86
				\$920,100.00	\$10,079.44

Group Total: 4

Group: Operational- Temp LPG

Monthly Permit Tally Report

11334	Fire	Operational- Temp LPG	Grand Rail Development submitting permit for "Temp Storage & Use of LPG"	\$0.00	\$50.00
				\$0.00	\$50.00

Group Total: 1

Group: Patio

11336	Zoning	Patio	Backyard patio	\$10,000.00	
				\$10,000.00	

Group Total: 1

Group: Permanent Sign

11345	Zoning	Permanent Sign	Install qty 1 wall sign	\$1,850.00	\$50.00
11293	Zoning	Permanent Sign	Install qty 1 monument sign and qty 1 wall sign	\$7,500.00	\$50.00
11240	Zoning	Permanent Sign	Installing a sign	\$0.00	\$50.00
				\$9,350.00	\$150.00

Group Total: 3

Group: Rental

11256	Rental	Rental	2020 Rental Permit	\$0.00	\$150.00
				\$0.00	\$150.00

Group Total: 1

Group: Residential Addition

Monthly Permit Tally Report

11358	Building	Residential Addition	Deck and Room addition	\$20,000.00	\$321.25
11306	Building	Residential Addition	Bedroom addition, deck extension, additional laundry	\$25,000.00	\$391.25
				\$45,000.00	\$712.50

Group Total: 2

Group: Residential Alteration

11355	Building	Residential Alteration	Re pipe the basement kitchen drain from the main stack in wall to adjust underneath the stairs	\$2,650.00	\$78.35
11350	Building	Residential Alteration	Finish basement storage room	\$5,000.00	\$111.25
11348	Building	Residential Alteration	Adding Solar to Roof	\$26,880.00	\$410.24
11320	Building	Residential Alteration	Installation of roof mounted solar array	\$11,858.00	\$207.26
11295	Building	Residential Alteration	GAS PIPING FOR GENERATOR	\$1,000.00	\$38.75
11173	Building	Residential Alteration	Basement finish	\$12,080.00	\$210.37
				\$59,468.00	\$1,056.22

Group Total: 6

Group: Right of Way

Monthly Permit Tally Report

11367	Construction	Right of Way	Mediacom Fiber Installation	\$7,500.00	\$25.00
11365	Construction	Right of Way	This project includes the placement of 2" inner duct and placing 96 WS FOC at minimum depth of 48" starting from an existing HH on HWY-965	\$46,431.79	\$0.00
10634	Construction	Right of Way	Windstream is proposing to replace aerial fiber with buried fiber along the south side of Penn St because Alliant Energy is removing three poles.	\$0.00	\$23.50
				\$53,931.79	\$48.50

Group Total: 3

Group: Zoning Certificate

11362	Zoning	Zoning Certificate	Retail Furniture Store and Design Studio	\$85,000.00	\$25.00
				\$85,000.00	\$25.00

Group Total: 1

				\$5,901,854.43	\$57,209.13
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Total Records: 62



Permit Summary Report Inspection Type

Inspection Date1/1/2020 TO 11/30/2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Row	Total
* Select Type	0	0	0	0	0	0	0	1	1	0	0	0		2
Inspection request	7	10	15	21	16	16	9	19	31	11	20	0		175
Re-inspection	35	45	29	31	22	46	35	52	32	39	48	0		414
1st SWPPP	1	3	13	10	3	3	13	5	6	8	5	0		70
Above Suspended Ceiling	0	1	1	0	0	1	0	0	0	0	1	0		4
Backflow Preventer	1	1	1	0	0	0	0	0	0	1	0	0		4
Building Sewer	0	0	3	0	0	0	0	0	1	0	0	0		4
Commercial Final	0	0	0	1	1	0	0	0	2	0	1	0		5
Commercial Rough-In	1	0	0	1	3	0	0	0	2	0	2	0		9
Curb Removal	0	0	0	0	0	1	0	0	0	0	0	0		1
Deck, Porch, Sunroom Footings	0	5	8	20	13	12	25	11	18	14	14	0		140
Driveway & Approach	0	0	0	0	0	0	0	0	0	0	1	0		1
Electrical rough-in	0	0	0	0	0	0	0	0	0	0	1	0		1
Final	4	1	10	3	4	9	3	0	4	3	2	0		43
Final (Alterations and additions)	5	5	1	15	18	23	13	11	18	16	12	0		137
Fire - Aboveground Storage Tank for Motor Vehicle Fuel Dispensing	0	1	0	0	0	0	0	0	0	0	0	0		1
Fire - Alternative Automatic Fire Extinguishing System	1	0	0	0	0	0	0	0	0	0	0	0		1
Fire - Automatic Sprinkler System	2	2	1	0	5	2	0	0	2	1	6	0		21
Fire - Automatic Sprinkler System - Preconcealment	0	6	0	0	0	0	0	0	0	0	5	0		11
Fire - Fire Alarm Installation	5	1	1	0	1	4	1	0	5	0	1	0		19
Fire - Fire Dept. Acceptance	4	1	1	2	6	3	0	0	2	1	1	0		21
Fire - Kitchen Hood Suppression System Installation	0	0	0	1	1	1	0	0	0	3	0	0		6
Fire - LP-Gas (Permanent Installation)	0	0	0	0	0	0	0	0	0	1	0	0		1
Fire - LP-Gas (Temporary Installation)	0	0	0	0	0	0	0	0	0	0	1	0		1
Fire - Retail Sales of Fireworks	0	0	0	0	0	2	0	0	0	0	0	0		2
Footings/Slabs	1	4	11	12	4	10	14	9	8	14	11	0		98
Foundation Dampproofing	1	2	9	9	3	4	11	5	7	10	9	0		70
Foundation Wall	1	3	9	11	5	5	12	5	8	13	10	0		82
Framing	0	1	0	0	0	0	1	0	0	0	0	0		2
Gas service release	5	9	10	14	6	5	31	11	21	27	22	0		161
Grading	1	4	8	12	3	4	11	5	7	9	7	0		71
Manufactured Home	1	0	3	0	0	6	0	8	0	3	0	0		21
Meeting	1	1	0	1	0	1	0	0	3	1	0	0		8
Non-Compliance Notice	0	0	0	0	0	0	0	0	1	0	1	0		2
Notice of Termination CSR	1	3	9	9	4	4	10	6	7	8	5	0		66
NPDES Quarterly Erosion Control Inspection	0	4	18	0	0	19	7	0	23	0	1	0		72
Other	86	9	0	4	1	0	1	0	2	0	1	0		104
Permanent Electric Service Release	4	8	12	15	5	6	30	12	23	28	21	0		164
Plumbing below slab	5	4	11	10	6	5	16	7	9	10	10	0		93
Pool (residential)	0	0	0	0	0	1	0	0	1	0	0	0		2
Rental	0	0	1	0	1	1	1	0	0	0	0	0		4
Residential final (New Construction)	1	9	9	15	3	5	30	5	15	16	21	0		129
Residential Photovoltaic (PV) Solar System	0	0	2	2	5	8	4	3	3	12	2	0		41
Residential Rough-in (New Construction)	1	10	10	14	4	5	30	5	15	16	18	0		128
Rough In (Alterations and additions)	2	3	3	8	3	5	4	3	4	10	7	0		52
Rough-in	1	0	4	0	1	0	0	0	0	0	1	0		7
Sewer & Water Service	1	6	10	12	3	5	18	5	14	11	11	0		96
Sidewalk Release	1	3	10	9	3	4	10	5	7	9	5	0		66
Sign location & footings	0	1	0	0	0	0	0	0	0	0	0	0		1
Stormwater Management Facilities-Private Routine	1	0	0	0	0	0	0	0	0	1	0	0		2
Stormwater Quality-Grant Funding Inspection	0	0	0	2	3	0	1	0	1	0	0	0		7
Sump Pump Discharge Line	0	3	9	13	4	5	26	5	13	16	21	0		115
Temporary Electric Service	0	3	10	9	3	5	13	5	8	11	11	0		78
Type One Hood System	0	0	0	0	0	0	0	0	0	1	0	0		1
Water Heater	5	2	0	1	0	0	0	0	1	4	1	0		14
Water Main and Appurtenance	0	0	2	0	0	0	0	0	1	0	0	0		3
Witness air pressure test and piping inspection	5	7	1	2	1	5	49	12	15	21	25	0		143
Zoning Department Acceptance	1	0	4	0	0	2	0	0	2	0	0	0		9
Totals:	192	181	259	289	164	243	429	215	343	349	342	0		3006

Certificate of Occupancy Monthly Report



11/01/2020 - 11/30/2020

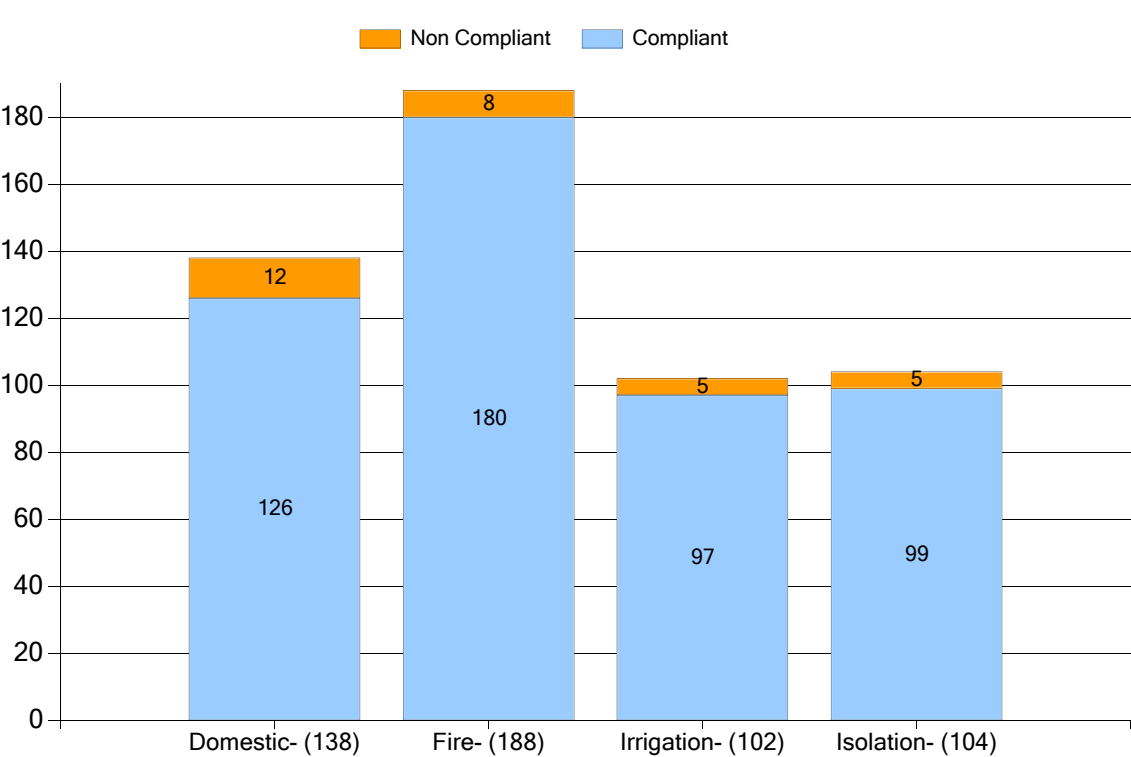
Applicant	Parcel Address	Project Description	Permit Type	Date C.O. Issued
Mix Home Mercantile	565 Cameron Way Suite 105, 106 & 107	Retail Furniture Store and Design Studio	Zoning	11/24/2020
Golfview Estates	155 Golfview Court	2020 Rental Permit	Rental	11/5/2020
Grand Rail Development	565 Cameron Way Suite 105	Tenant Improvement	Building	11/24/2020
Advantage Custom Builders, Inc.	1000 Harrison Street	Construction of Single Family Residence - 1000 Harrison Street	Building	11/18/2020
Golfview Estates	79 Golfview Court	New Manufactured Home Installation	Building	11/6/2020
Golfview Estates	78 Golfview Court	New Manufactured Home Installation	Building	11/19/2020
Golfview Estates	50 Golfview Court	New Manufactured Home Installation	Building	11/30/2020
Dahnovan Builders-Ryan Abraham	1152 Mary Lane	New Duplex construction	Building	11/11/2020
Watts Group	2215 St. Andrews Drive	New 4 Plex Townhouse	Building	11/16/2020
Watts Group	2213 St. Andrews Drive	New 4 Plex Townhouse	Building	11/16/2020
Watts Group	2211 St. Andrews Drive	New 4 Plex Townhouse	Building	11/18/2020

Certificate of Occupancy Monthly Report

Sundblad Properties	1507 Vandello Circle	2020 Rental Permit	Rental	11/13/2020
Powder Joy Properties LLC	1817 Jonathan Street	2020 Rental Permit	Rental	11/1/2020
Watts Group	702 Brook Ridge Avenue	New Zero lot with attached garage	Building	11/10/2020
Erin Arms Partnership LLP	725 N. Highway 965	2020 Rental Permit	Rental	11/26/2020

Total Records: 15

Breakdown of Backflow Preventer Compliance



Fire = Fire Protection / Fire Detector Bypass
Domestic = Domestic / Domestic Bypass
Irrigation = Lawn Irrigation
Isolation = All Others



To **Mayor, City Council, Communications Advisory Commission**
CC **City Administrator Ryan Heiar**
From **Communications Director Nick Bergus**
Date **Dec. 3, 2020**
Re **Communications Staff Report for November**

COVID-19

This month, we worked with the Better Together Project on messaging around encouraging people to not travel for Thanksgiving, wear masks outside of their household and other critically important mitigation. We've also spend time communicating safer options and programming changes due to the pandemic.

Great Neighborhoods

In November, we announced our first 41 volunteer Neighborhood Ambassadors. We continued to recruit more volunteers for areas that did not yet have volunteers as well as finetune parts of the program. Jillian has worked to refocus the website from recruitment to serving neighborhoods, and Joel will be taking headshots of volunteers in December. An online meet-and-greet is scheduled for December. We're excited for this program to take root in our community. More is available at northlibertyiowa.org/BeGreat.

Fall into Cleanup Day

With the cancelation of the annual spring cleanup day, we worked to find an alternative for this fall. We rolled out this program at the beginning November, with a deadline the Monday, Nov. 23. In the end we fielded 227 requests, with about 55 percent for vouchers. On the backend, we were able to automate much of the voucher generation and fulfillment.

Winter Activities

With a long, strange winter expected ahead, we're working collaboratively to identify and highlight in-town opportunities for fun and activity December through March, and, potentially longer. We continue to work with the Recreation Department to offer opportunities to the public, including Make it Mondays, some remote. Much of the work with be done by the Recreation Department, but we also see opportunities with the library team and with Beat the Bitter, which will go forward in a limited, carefully way.

Beat the Bitter

The 2021 edition will look much different, but we're hatching plans for safe community fun, albeit at a smaller scale than previous years. Our announcement timeline will be later than normal because we're not relying on ticket sales to events and our primary driver for programming is things that our community can count on.

Other Items

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

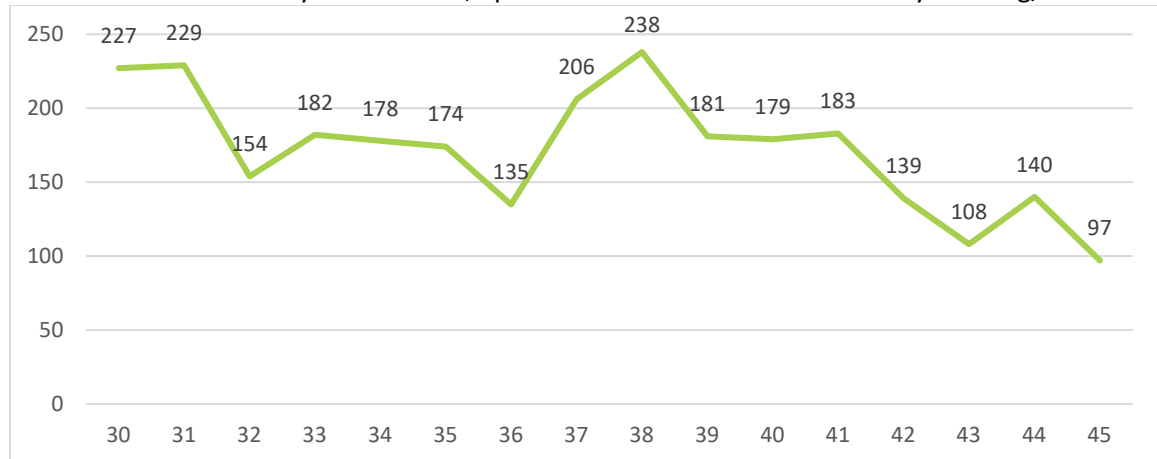
We sent news releases about city programming and service changes, COVID-19 issues, ongoing derecho cleanup, leaf collection, project and more.

Completed Videos

Title	Requested By	Completed	Duration
Communications Advisory Commission	Administration	Nov. 2	0:40
YLaH: Family Dares!	Library	Nov. 1	0:20
Parks and Recreation Commission	Administration	Nov. 5	1:05
Social: Brainfuse HelpNow promo	Library	Nov. 6	0:01
City Council	Administration	Nov. 10	1:08
YLaH: Felt Cozy!	Library	Nov. 12	0:38
Library Board of Trustees	Administration	Nov. 16	0:47
Eye on: Parks	Communications	Nov. 20	0:04
City Council	Administration	Nov. 24	0:40
YLaH: Snowy Mason Jars!	Library	Nov. 30	0:17
YLaH: Salt Painting!	Library	Nov. 30	0:19
Total completed productions: 11	Duration of new video: 6.0 hours		

52317 Podcast

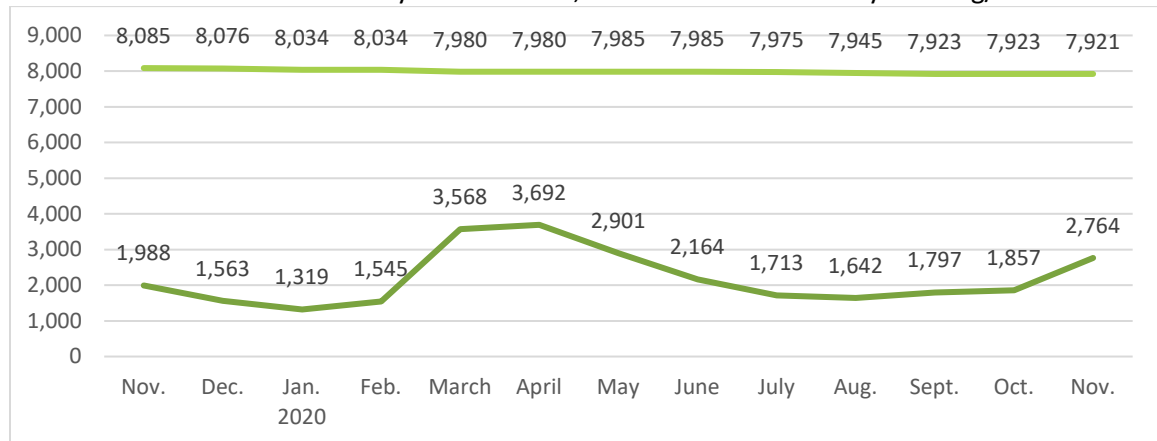
Release schedule is every three weeks; episodes can be found at northlibertyiowa.org/52317.



Downloads is the number times the podcast file was downloaded to a player, including a podcast client, webpage-embedded player or other device since its publication. Numbers are as reported by service provider LibSyn as of the date of this report. **Episodes** 45: The Lounge; 44: Debut Dance; 43: Ice Cube Press; 42: Brown's School of Martial Arts; 41: Salon Ludic; 40: Tamarack 39: Table; 38: Vanilla Beans & Daydreams; 37: North Liberty Fire Department; 36: North Liberty Community Pantry; 35: Realtor Ashley Bermel; 34: We Run; 33: South Slope (archive); 32: Heat Yoga Studio & Spa; 31: New Pioneer Co-op; 30: Learning Begins

North Liberty Bulletin Email Newsletters

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



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

Subject lines Nov: Kindness Matters; Oct: Get your trebuchet ready; Sept: A perfect storm; Aug: It's back? to school season; July: Summer summer summertime; June: Stop and listen; May: How's everyone doing?; April: This is something else; March: Smell that smell; Feb: Mythbuster; Jan: New decade, new us.; Dec: Dreaming of a non-polar vortex winter; Nov: Pretty sure you didn't listen/Let's try this again

Social Media

Month	Facebook		Twitter		Instagram	Nextdoor
	New likes	Reach	New follows	Impressions	Followers	Members
Nov 2020	37	9,978	20	50,600	2,242	4,684
Oct 2020	75	28,920	6	35,000	2,216	4,657
Sept 2020	66	21,472	11	33,500	2,195	4,624
Aug 2020	35	13,370	18	39,500	2,118	4,568
July 2020	35	13,370	18	39,500	2,118	4,568
June 2020	95	37,016	53	81,200	2,080	4,522
May 2020	98	14,541	8	51,800	2,044	4,487
April 2020	43	15,703	25	73,500	1,996	4,455
March 2020	84	25,857	26	47,500	1,961	4,404
Feb. 2020	31	16,868	17	23,800	1,911	4,340
Jan. 2020	72	25,797	34	42,100	1,901	4,321
Dec 2019	34	11,762	12	34,100	1,868	4,280
Nov 2019	73	42,067	24	46,400	1,840	4,240
Oct 2019	104	36,908	23	49,700	1,820	4,219
Sept 2019	81	42,951	7	36,800	1,780	4,143

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

Month	Sessions	Users	Pageviews	Pgs/Session	Avg Session
Nov 2020	19,249	11,438	36,266	1.88	1:07
Oct 2020	26,779	19,448	47,929	1.79	1:10
Sept 2020	23,476	17,070	42,626	1.82	1:12
Aug 2020	19,804	14,379	36,863	1.86	1:16
July 2020	17,231	10,213	35,578	2.06	1:29
June 2020	22,535	15,909	44,379	1.97	1:22
May 2020	14,669	11,451	39,087	1.90	1:10
April 2020	18,727	13,796	34,990	1.36	1:10
March 2020	26,268	18,454	46,350	1.76	1:01
Feb 2020	14,211	10,558	29,875	2.10	1:18
Jan 2020	21,993	15,082	47,300	2.15	1:46
Dec 2019	17,879	12,571	38,918	2.18	1:23
Nov 2019	17,947	12,622	35,334	2.14	1:25

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. **Pgs/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.



TO: City Administrator and City Council
FROM: Jennie Garner, Library Director
DATE Dec 1, 2020
SUBJECT: Monthly Library Report

Library News

With COVID cases again on the rise in Johnson County, we are dialing back services to keep the community and staff as safe as possible. We were checking out laptops to patrons for use with our WiFi in the parking lot but using a laptop in a vehicle in colder months is not ideal and we now people need technology so we have added a second computer to one of our meeting rooms for patron use by appointment with a third computer available in the Teen Lounge. We also continue to offer access to the DMV kiosk by appointment. While the library is not currently open for browsing in an effort to limit contact, we are still providing curbside services and afterhours pick up in the new lockers is going well. The programming team is developing monthly make-and-take crafting kits that have been popular with all ages.

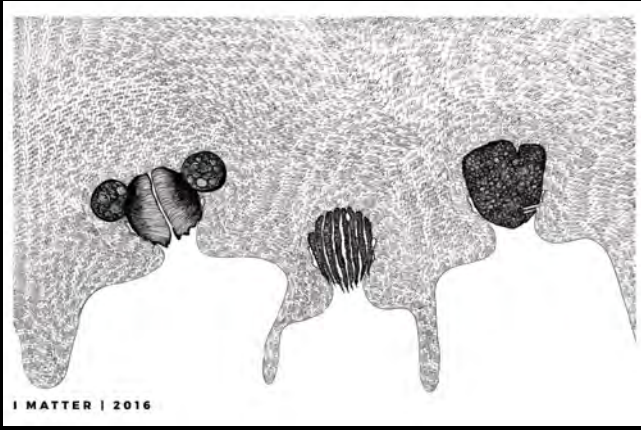
Staff has shifted back to working in three teams, two full-time teams alternating days in the library with working from home and one part-time team covering expanded Saturday hours from 10am-3pm. The full-time staff is fortunate that we are able to work remotely to continue to plan and implement virtual programming, work on the diversity audit of the collection, access professional development courses, and other projects. In order to keep communication channels open, the weekday teams meet twice weekly in Zoom to discuss operations and workflow and the part-time staff meets with Kellee, our Public Services Librarian.

Knowing many were self-quarantined and that holidays can be a difficult time for many, Janet, our Tech Services Assistant Librarian, reached out by phone to some of our patrons last week to check in, wish them well, and let them know about the services we are offering.

The Friends of the Library created a Cookie Kit fund-raiser in lieu of their annual Cookie Walk and it went fairly well. They put together ingredients for four kinds of holiday cookies and sold fifty kits that will be distributed in December in holiday themed/decorated bags.

We've heard from many patrons over the last – very long – nine months how much they miss the library being open. The reverse is also true...it's been incredibly tough for staff to not be able to welcome the public into the library, as it has been for so many community organizations and businesses. The word that comes to mind most often for me this year is *resilience*. The flexibility the staff has shown in pivoting and reinventing our work is remarkable. It is gratifying to work with a cohesive team – both at the library and throughout the city.

FY20 certainly ended very differently than we'd anticipated and FY21 promises to be just as unexpected. Despite the obstacles we all faced this year, we are proud of our accomplishments. I share some of those with you here by including our 2019-2020 Annual Community Report (below). Wishing you all happy holidays and a promising New Year.



NAIMAH THOMAS - FEATURED ART EXHIBIT 2020

A note to our community,

The Library's Annual Community Report is an opportunity to showcase our services and programs and to highlight our accomplishments. One of our biggest honors came in the fall of 2019, when the North Liberty Library became the first library in Iowa to receive the national Family Place Libraries designation (familyplacelibraries.org).

As with many organizations, our story looks very different in Fiscal Year 2020 (FY20) than we'd imagined in July 2019 as we embarked on a new fiscal year. Now as I reflect on the unexpected challenges brought on by the pandemic and by social justice issues during the last quarter of FY20, the words of our library's mission statement spring forth.

We **connect**.

When our physical doors suddenly closed in March and we weren't able to safely provide a space for our community, library staff immediately adapted operations to provide materials and computers through Library Hop - our contactless curbside services - and offer virtual programs. Our website was restructured to include links to community resources, children's activities, and information on the library's adapted services.

We **enrich** and **create**.

With Family Place Library programming and other service initiatives waiting on the horizon, the library staff worked daily to ensure our community members continued to have access to information, technology, and programming in unique and inspiring ways while our physical doors were closed. Staff served our community by working in teams alternating days in the library and working from home.

We **thrive** by being **inclusive** and **equitable**.

The North Liberty Library values and is committed to serving all members of our community in quiet and in uncertain times. Libraries have long been places to empower people through knowledge, and to do so equitably. So as our FY21 story unfolds and we continue to recreate and reinvent how we serve you, our mission holds true:

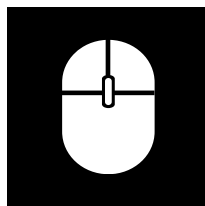
Your Library: A place to be, connect, enrich, create, thrive.

JENNIE GARNER
DIRECTOR





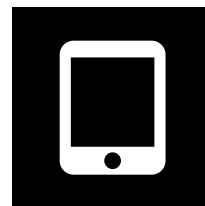
38,455
WEBSITE
VISITS



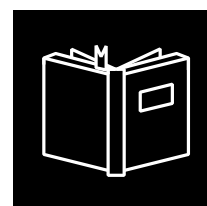
7,938
COMPUTER
SESSIONS



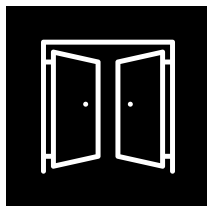
17,216
WIFI USAGE



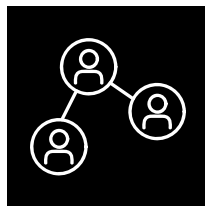
42,283
DIGITAL
CONTENT
CIRCULATION



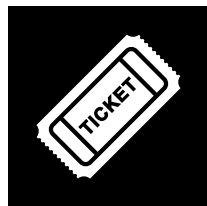
87,590
PHYSICAL
MATERIALS
CIRCULATED



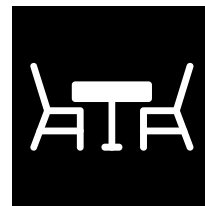
114,096
LIBRARY
VISITS



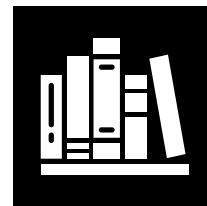
19,306
PROGRAM
ATTENDANCE



937
TOTAL
IN-PERSON
PROGRAMS



9,510
MEETING
ROOM USERS



192,455
TOTAL
CIRCULATION

SERVICES MARCH 16 - JUNE 2020

1,264
INDIVIDUAL
CURBSIDE
REQUESTS

14,791
PHYSICAL
PRINT AND A/V
CHECKOUTS

24,141.37
MINUTES
STREAMED
KANOPY

396
DIGITAL
MAGAZINES

400
VIRTUAL
PROGRAM
VIEWS

82
MASKS
DISTRIBUTED

2,248
JUNE
ACTIVITY KITS
DISTRIBUTED



To **Mayor and City Council**
Parks and Recreation Commission
City Administrator
From **Guy Goldsmith, Director of Parks, Building and Grounds**
Date **December 1, 2020**
Re **Monthly Report**

We performed various building maintenance tasks as needed this month. We continue to work with Shive Hattery and contractors regarding the Ranshaw House project and the Aquatic Center HVAC project. Upcoming projects this winter include the Ranshaw house wood trim cleaning enhancements and installing security doors at the front end of the City Admin building. Work on these projects will be tailored around our park and snow removal responsibilities.

We performed equipment repair and preventative maintenance on equipment as needed this month. We continue to service and install winter equipment as time permits preparing for the upcoming season.

Parks staff harvested prairie seeds from many of our native prairie areas and used the seed to enhance areas of prairie at Centennial Park. Typically, prairie seed takes a minimum of two growing seasons to become established after initial seeding.

All native prairie areas have been cut down for the season and we finished winterizing all City street landscaping areas.

We continue to meet with Shive Hattery offering input and ideas regarding the landscaping design/layout of Ranshaw Way phase 5. This phase includes the future pedestrian tunnel and street landscaping boulevards. We are also working with Shive Hattery regarding the Dubuque street improvement project which includes many improvements to the south side of Penn Meadows Park entrance.

Parks Staff completed a dormant seeding at Red Fern Dog Park to help fill in areas of turf grass that didn't respond well to the August hot and dry weather conditions. We received the new park benches and trash receptacles and will install them yet this fall if we have suitable weather.

Bockenstedt Excavating has just completed the grinding/chipping of the Derecho brush pile located at the Public Works storage area. It was a two week project but went relatively well. The only down time was when an unidentified log chain went through the grinding machine cause some damage to the machine.

The Parks Department is currently split into two separate teams to help deter the spread of Covid-19. Our Park teams are working out of the Parks maintenance building at two different scheduled work times. This arrangement has been working out well and seems to be the most efficient and productive way for us to work at this time preventing cross exposure between the two teams.

We continue to work on the proposed FY2122 Parks operating budget and capital improvement plan to prepare for the next fiscal year.



North Liberty Police Monthly Report November 2020

Training:

- Members attended monthly training for canine, bomb squad, tactical team, and dive team.
- The Chief attended the 8th Annual Inclusion Summit: Rising to the Equity Challenge presented by the United Way. (8 hours)
- All staff completed online training for the administration of Narcan and the use of Stop Sticks to end a pursuit. (25 hours)
- DTF member went to Des Moines to practice safe entry into homes and team movement drills with the drug task force. (8 hours)
- Officer Monroe was sent home from ILEA to test online since the class members were exposed to a COVID positive student. She will start back after a 14-day quarantine.
- Officer Burma is completing his FTO training and will start his final shadow phase of the training.
- A sergeant is attending a webinar on dealing with toxic employees presented by Dolan Consulting Company (8 hours)
- Supervisors attended online training for EEOC grievances, sexual and racial harassment, retaliation, use of force, and internal affairs. (20 hours)

Traffic Contacts	136
Parking Contacts	22
Vehicle Inspections	12
Vehicle Unlocks	21
Crash Investigations	11
Public Assists	274
Assist other Agency	59
Crimes Against Persons Report	7
Crimes Against Property Report	15
Other Reports	18
Arrests	19
Warrants	3
Alcohol/Narcotics Charges	8
Crimes Against Persons Charges	17
Crimes Against Property Charges	3
Other Charges	17
Animal Calls	46
Total Calls for Service	1504
*Total Calls for Service for the year	19055

Public Relations:

- Members were asked to participate in the interviews for a Sergeant and Lieutenant for Coralville PD.
- Participated in the city panel and selection board for the NLFD Training Captain.
- Once again, we have asked staff to participate in the No Shave November Challenge. This is to violate policy by sporting facial hair while in uniform. The members donated \$30 which will be used as a donation for the DVIP toy drive and for the PD sponsored Giving Tree program benefitting local families. This challenge has been extended to have a bright nail polish and if they have tattoos, they can sport them in the summer. For the Giving Tree, applications are available at several city buildings, the Community Pantry and at local schools. The tree is in our lobby along with a collection box for the toy drive.
- The Chief was requested to represent policing for the fall planning for the Kirkwood Criminal Justice Advisory board. This group comes together to make sure the CJ programs are in line with the future of policing.
- Allowed our training room to be utilized by a State agency working an investigation for social distancing.
- Held a meeting with Kevin Saunders, NAACP IC Chapter President for a complaint review.

Equipment:

- We continue to work on getting the patrol car that was crashed back into service by working with the other subject's insurance company to repair and replace our vehicle. The vehicle was hit in the rear and several electrical items are located in the brain box in the patrol car. Equipment is being tested by Keltek to see if it can be installed in the replacement vehicle or if new components will need to be purchased.
- Purchased a recliner for our soft interview room area from McGregor's as they were going out of business.
- Purchased a door mounted digital thermometer that will read staff's temperature as they come in and out of the building.
- Had ICPD's IT person install the software for traffic contact monitoring in all of the patrol cars that links up to our Calls for Service. This program was created to use with the Dr Barnum Study. This involved using the GPS coordinates for the stops.
- A replacement vehicle was marked and put into service.

Enforcement/Crime:

- We were called about an armed robbery at an apartment complex. The victim was held at gunpoint during a person to person transaction of involving the selling of shoes. The suspect fled and was later located by an officer with the described weapon, by an officer. The property that was stolen was also recovered.
- Continue to receive and respond to several suicidal calls and welfare checks. One individual was found by the officers and revived. The holidays can be difficult for individuals, and with the addition of the pandemic, those feelings can be amplified. We encourage those who maybe having difficulties, to reach out to the many resources that are available. For example, the Johnson County Crisis Center has a crisis line that is available to everyone. That number is (319) 351-0140 and it is available 24 hours a day.
- Also, we have seen a steady increase in domestic abuse cases/no contact order violations. Besides 911 another resource is DVIP at (319) 356-9863.

Department Admin:

- We would like to give a big thank you to Alliant Energy for the \$1000 grant we received from them. The funds will be used for the automatic deliberators that are housed in cases at the police department.
- We would like to send a second big thank you to the Parks Department for installing a large decorative rock near our front windows to the side of the parking lot.
- Still working with the contractor to finish up the last-minute items at the new PD (shelving, north entrance, fencing in the sally port are some of the major items).
- Cleaned and removed all the department's items from the old PD.
- The Lt and Chief attended a tour of the Access Center/GuideLink Center that is currently under construction. The tour was provided by the project manager and the new director. They hope to have a soft opening starting in February of 2021.
- Shift Bids went out to all members so the change in rotations will happen in January 2021 by union contract.
- Officers and supervisors also made recommendations for the 2020 Officer of the Year award.

Respectfully Submitted by Chief Diane Venenga and Alisha Ruffcorn 12/3/2020



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **December 1, 2020**
Re **Monthly Report – November 2020**

Just when you thought we could continue striving forward, pandemic numbers rose and we had to dial back, canceling in-person classes and swim lessons which were to start in November. We continued with member use by appointment only. Indoor Pool operations hit another road block in that the heater has failed, as of Nov 30 the indoor pool is closed until further notice. Operations continue to be ready to adapt month to month.

COVID19 Update – November:

All FT Staff remain working Monday-Friday with 6am to 9pm as our facility hours. Since we have dialed backwards, we have also limited part-time staff hours. This will most likely delay our ability to be open on weekends until February, 2021. Most operations have switched to all on-line with members scheduling/reserving own use times, membership purchases and registration for programs on a monthly basis.

Facility Usage:

Facility usage continues to be has been tracked. As the weather begins to change, gets colder, we have seen an uptick in that October we averaged 102 users per day and in November it increased to 160 users per day. This number will now go down with indoor pool closed.

Programs:

Some programs/classes continue to be offered virtually. We will utilize the City website and Recdesk software to promote programs as they are offered. We continued with in-person classes until November 11 and due to rise in COVID positivity we dialed back and canceled all in-person classes.

Leagues:

Sport leagues have concluded until after the New Year. NLC youth basketball which is to begin in January is the next big program decision. Program participation numbers have been limited due to gym space and not being able to use school gymnasiums. Brian is in charge of these leagues if you have direct questions.

BASP: As the ICCSD switched to on-lining learning, we have not halted our After School Program until they return to their hybrid model of learning. We were serving around 26 participants. Part-time staff have been cut hours/work and will continue to evaluate. Matt F will be making decision on if we offer all-day supervision over the holiday break.

Offsite Programs: Schools remain closed for our offsite programs.

Swim Lessons:

The second session of swim lessons was set to begin Week of November 10 but was canceled due to rise in COVID positivity. Ashley is not planning any lessons until March 2021.

Indoor Pool:

Lap swim times for members only, by appointment only, 6 swimmers per time slot continues. We are averaging 39 lap swimmers per day, with highest day in November as 53. Lap swim numbers will decrease now that indoor pool is closed.

Weight & Exercise Area:

Weight & Cardio exercise times for members only, by appointment only, for 20 exercisers per time slot continues. We are averaging 42 users per day, with highest day in November as 56. As word gets out and the weather changes use will increase. Staff will continue to monitor usage and maintain cleaning/disinfecting protocol to meet the potential increase in use.

Track:

Track times for members only, by appointment only, for 10 users per time slot. We are averaging 23 users per day, with highest day in November as 41. We will continue to see a rise as the weather turns colder.

Gymnasiums:

Pickleball, basketball and open volleyball times for members only, by appointment for 12 users per time slot per gymnasium. We are averaging 24 users per day, with highest day in November as 48. Factors that may influence an increase or decrease in use are halting pickleball since they do not play individually. Limiting basketball to shooting hoops only, no one on one or three on three, group play and as the weather turns colder. Staff will monitor all use areas, make changes and review what is working well.

Memberships:

Opening to members only, gives us contact information/communication avenues if things change and if we need to alter operations. We continue to see a spurt in revenue with new or renewed memberships. This month summary: (+) \$2,526.00 in weight & exercise fees; (+) \$2,218.50 in pool pass revenue; and \$700.00 in split membership fees.

Rentals:

Facility remains closed for rentals. We have been getting a lot of requests for gymnasium rental but our programming takes precedence. This will most likely not change until we are allowed back into school sites. We may begin taking small classroom rentals in 2021.

Daily Fees:

Drop-in use for any part of the facility or for classes remain halted due to pandemic. No daily fees to report.

Additional Reports: Recdesk Monthly Revenue, Dashboard Summary, Membership Summary and Organizational Activity follow.

Revenue By Period - GL Account Summary

Start Date: 11/1/2020 12:00 AM End Date: 11/30/2020 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

Regular Revenue

		DEBITS									CREDITS	
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
000 - Household Credit Account												
425.00	425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,749.55	0.00	-1,324.55
010-4-1-4563 - Weight Fees												
2,526.00	2,451.57	71.00	263.00	2,478.00	2,403.57	0.00	0.00	0.00	45.00	0.00	-331.00	0.00
010-4-1-4564 - Class/Programs												
1,890.00	1,796.94	41.00	28.00	3,017.50	2,924.44	0.00	0.00	0.00	156.50	0.00	-1,353.00	0.00
010-4-1-4565 - League Fees												
-1,256.25	-1,256.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,256.25	0.00
010-4-1-4566 - Before/After School												
1,312.50	1,233.75	0.00	0.00	2,625.00	2,546.25	0.00	0.00	0.00	0.00	0.00	-1,312.50	0.00
010-4-1-4572 - Season Pool Pass												
2,218.50	2,158.44	45.00	0.00	1,858.50	1,798.44	0.00	0.00	0.00	541.00	0.00	-226.00	0.00
010-4-1-4574 - Swim Lessons												
-2,517.00	-2,517.91	0.00	0.00	30.00	29.09	0.00	0.00	0.00	0.00	0.00	-2,547.00	0.00
010-4-1-4575 - Aquatic Program/Classes												
-729.00	-753.93	0.00	0.00	750.00	725.07	0.00	0.00	0.00	105.00	0.00	-1,584.00	0.00
010-4-1-4592 - Field Rentals/Tennis Courts												
525.00	514.19	0.00	165.00	360.00	349.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Split - Membership - Black & Gold												
700.00	679.60	0.00	0.00	680.00	659.60	0.00	0.00	0.00	20.00	0.00	0.00	0.00

Revenue By Period - GL Account Summary

Start Date: 11/1/2020 12:00 AM End Date: 11/30/2020 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

5,094.75	4,731.40	157.00	456.00	11,799.00	11,435.65	0.00	0.00	\$0.00	867.50	1,749.55	-8,609.75	-1,324.55
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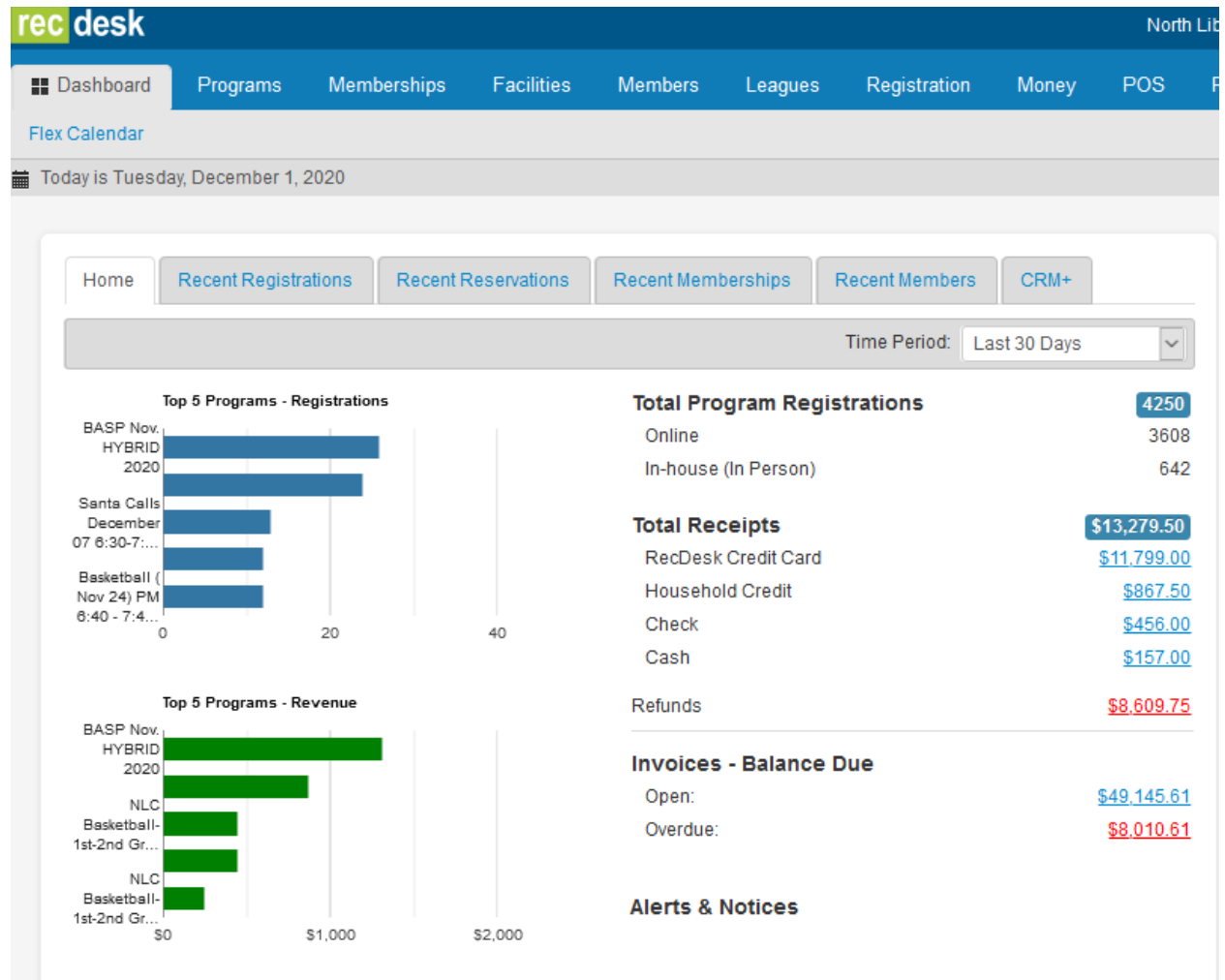
** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Sales Tax

DEBITS											CREDITS	
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
		0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00		0.00

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

RecDesk Dashboard Summary; last 30 days:



Membership Summary by Month

rec deskNorth Liberty Recreation Department

[Dashboard](#) [Programs](#) [Memberships](#) [Facilities](#) [Members](#) [Leagues](#) [Registration](#) [Money](#) [POS](#) [Reports](#) [Admin](#)

[Reports](#) [Activity Counts](#)

Today is Tuesday, December 1, 2020

Memberships By Period

Membership Counts (By Period)

Time Range

From Date

To Date

Apply Filters

Last Month

11/1/2020

11/30/2020

Clear All

List Actions

Summary By Month

Nov, 2020	
New Primaries	175
All New	241
Primary Renewals	21
All Renewals	32
Active Primaries	1973
All Active	2415

Recdesk Organization Activity; last 30 days

rec desk

North L

Dashboard
Programs
Memberships
Facilities
Members
Leagues
Registration
Money
POS

Reports
Activity Counts

Today is Tuesday, December 1, 2020

Time Period:
Last 30 Days

Export to Excel

Organization Activity

From 11/1/2020 to 12/1/2020

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	4239	0	309	1325	351	3
Resident	2873	0	229	743	205	
Non-Resident	1366	0	80	582	146	
No Residency Set	0	0	0	0	0	

Demographics

< 18	775	0	96	60	129	
18 - 65	2570	0	187	801	210	
65+	894	0	26	464	12	
Male	2081	0	143	582	162	
Female	2158	0	166	743	189	
Other Genders	0	0	0	0	0	

Online vs In-House

Online	3597	0	208	N/A	335	
In-Person	642	0	101	N/A	16	



To **Mayor and City Council**
CC **City Administrator Ryan Heiar**
From **Street Superintendent Michael Pentecost**
Date **December 1, 2020**
Re **Street Department Staff Monthly Report for November**

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

- Locating of City Utilities (271 job tickets) ongoing
 - a. This is an increase of 76% from November 2019
- Continued animal control services (14 responses to animal issues)
- Cemetery plot locates (0 in total)
- Projects/Meetings
 - a. St. Andrews Drive Reconstruction project
 - i. Final pedestrian and roadway lights installed along with bike repair station
 - ii. Substantial Completion of project achieved
 - b. Ranshaw Way Phase 5
 - i. Working with utility contractors for relocation
 - ii. Electric conduit for Linn Co REC is currently being installed
 - c. Southwest Growth Project
 - i. Progress meetings held every week
 - ii. Contractor continues increased activity on project
 - d. Dubuque St Phase 1
 - i. Gathering utility data for design team
 - ii. Utility contractor meeting held
 - e. GIS/GPS
 - i. Preconstruction meeting held to start work on sanitary sewer and water distribution system
- Mowing of ROW areas and easement utility routes
- Identification of all non-working street lights
 - a. Lists given to Alliant Energy, Mid-American Energy, and Linn Co REC to make repairs
- A number of sign repairs and new installs including West Forevergreen Rd new speed limit
- Traffic signal maintenance/repairs to detection hardware
- Staff conducted monthly safety inspections for all street equipment and buildings
- Training
 - a. All staff completed required annual hearing testing
- Budget estimates and planning presented to administration staff for review

- Covid-19 preparations
 - a. Continued cleaning and disinfection of all street dept. buildings and equipment
 - b. Regular meetings with management team and staff on updates and procedures
 - c. Daily health reports and visitor information data collected
 - d. Staff delivered semi load of PPE to University of Iowa Hospital at request of Johnson County Emergency Management
 - e. Staff separated into individual positions and teams starting November 12th
 - f. This was done in order to maintain a healthy staff for essential snow clearing operations
 - g. We will continue this staffing plan until January 4th but will continually evaluate
 - h. Essential functions provided by the Street Dept. are current priorities
- Fall Leaf Collection
 - a. Ending date was November 20th but got extended to November 30th for residents
 - b. I will have 2020 totals in December report
- Storm Sewer
 - a. Clearing drainage channels of beaver dams and fallen trees
- Sanitary Sewer
 - a. Inspection and cleaning of problem prone locations
- Derecho Storm Event
 - a. Contractor continued trimming and removing of unsafe trees
 - b. Communication continues with property owners, city staff, and tree clearing company
 - c. Debris haul pile on city site has been mulched
 - d. Staff continues to clean up laydown site
- Snow Operations
 - a. Annual pre-season meeting with staff to discuss routes, expectations, and functions specifically regarding Covid and keeping everyone healthy so we can provide essential snow clearing operations
 - b. Completed install of all winter equipment
 - c. 1 snow event (11-24-20)
 - d. Anti-icing applied:
 - i. 112.2 lane miles covered
 - ii. 7,922 gallons applied
 - iii. Cost of \$633
 - iv. No trucks or sand/salt material needed to be applied



To **City Council, Mayor and City Administrator**
From **Drew Lammers**
Date **Dec. 1, 2020**
Re **November 2020 Water Pollution Control Plant (WPCP) Report**

1. All scheduled preventative maintenance at the plant and lift stations was completed. Staff stayed very busy with numerous operational jobs throughout the month.
2. This month's staff safety meeting was on Ladder and Scaffolding Safety. Employees completed the target solutions tasks including a review of the City's Infectious Disease Action Plan: COVID 19. Staff has dialed back on department staff contact with each other again. WPCP is working in separated teams to allow staff redundancy in case of an exposure or positive case of COVID.
3. WPCP maintenance staff worked with an equipment manufacturer to improve the cleaning of the discharged product on our influent bar screen. Staff has drilled, tapped, installed sprayers, and re-plumbed the equipment. We are currently in a testing phase to see if the changes will have desired results.
4. November 1st was the effective date of our updated NPDES Permit. Additional lab sampling and testing is now required for our facility. Nearly all of the testing is performed in-house with our state certified lab and the treatment process remains in compliance with all updated regulations.
5. WPCP has agreed to partner with a U of I group studying other possible contaminants and effects of wastewater land applied bio solids. Mainly the study of Perfluoroalkyl Substances (PFAS) in runoff areas. WPCP intends to supply bio solids samples for testing along with laboratory data and bio solids hauling records to support the study. PFAS is considered an emerging pollutant and our department is excited to be included in the processes that could help provide future environmental protection.
6. The SW Growth Lift Station Project continues to progress. Contractor crews have been working on the wet well and valve vault installations as well as underground water and sewer boring beneath the interstate. City staff continues to have meetings with engineers, contractors, and inspectors to discuss updates and details of the project.

Drew Lammers

WPCP Superintendent



To **North Liberty Mayor and City Council Members**
CC **City Administrator Ryan Heiar**
From **Water Superintendent Greg Metternich**
Date **December 3, 2020**
Re **Monthly Report – November 2020**

In the month of November, we treated a total of 37,277,000 gallons of water, our average daily flow was 1,243,000 gallons, and our maximum daily flow was 1,475,000 gallons. The total amount of water used in the distribution system was 3.35% higher than November 2019.

We had a busy month with 8,719 accounts read, 33 re-reads, 100 finals, 6 shut-offs (vacant properties), 3 re-connects for water service, 333 shut-off notices delivered, 18 new meter set inspections, 7-meter change outs, 18 MIU change outs, assisted 1 customer with data logging information, and 35 calls for service. We hand delivered notices to delinquent accounts on November 17th, as we will be resuming our shut-off policy starting this month. Notices were sent out in October and November with additional information on payment arrangements regarding the new Iowa Residential Utility Disruption Prevention Program, and community organizations that might be able to help. Our monthly total service work averaged 28 calls per day.

Maguire Iron finished all of the paint repair work on Tower III on Monday November 9th, we had to allow 10 days before we could start filling the tower, it took several days to fill and complete the testing process, the tower was put back into service on Wednesday November 25th.

Our maintenance staff have continued to directional flush hydrants in the distribution system, our goal is to be finished hydrant flushing before the 23rd of December. The crew had to stop flushing hydrants for three days while we filled tower III, during that time they made repairs to 14 mainline valve boxes, these valve boxes were either buried, broken, or misaligned.

We had one valve in the Fox Run area that had to be dug up and repaired. The valve wouldn't stop leaking after it had been closed. We were able to make the repairs without removing the valve it did not require any type of a boil order, we did go ahead and take bacterial tests for our records.

Water Superintendent
Greg Metternich



Parks & Recreation Commission
November 5, 2020, 7:00pm
Regular Session

Board Members Present: Richard Grugin, Craig Sundell, Marcia Ziemer, Jeremy Parrish, Shannon Greene, Amalia Gedney-Lose

Absentees: Megan Lehman

Others Present: Shelly Simpson, Tim Hamer, Guy Goldsmith, Brian Motley

Agenda

November 5, 2020

7 p.m., via Zoom

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus. The public is invited to submit questions and comments in advance of the meeting for consideration submitting them to the City Clerk Tracey Mulcahey via email at tmulcahey@northlibertyiowa.org.

This meeting may be accessed live by the public on the internet at northlibertyiowa.org/live, on Facebook at facebook.com/northliberty or on YouTube at www.youtube.com/channel/UCrCw6ipAPjJnd-olpRgPJcg. You can also attend by phone; call 1 (312) 626 6799 with a touch-tone phone and to enter the meeting ID 864 0729 5089 and nine-digit meeting password 966896104. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to Order

- 7:00 pm by Richard Grugin

2. Approval of Minutes

- October 1, 2020
- Motion by Craig, second by Shannon. Motion carries.

3. Reports

- Parks Report
 - Building and equipment maintenance continued
 - Ranshaw House project continues
 - HVAC project at Aquatic Center is wrapping up.
 - Yoder Roofing from Wellman, IA had lower bid and were able to provide comprehensive repair. Anything that was shingles will be replaced with metal roofing.
 - Installing winter equipment and winterizing after the ball season ended
 - All native prairie areas have been cut down for the winter
 - Street scape is completed

- Fine grading and improvements to Forevergreen Road preparing for dormant seeding. Contractor is hired.
- New park benches at 3 parks, majority were paid by residents and are memorial benches.
- Training for parks staff and recertification classes attended to maintain state pesticide and herbicide use.
- Assisted Iowa DNR with releasing rainbow trout into Liberty Centre Pond. Trout stocking will provide winter fishing all winter long until the water reaches 73+ degrees. Iowa DNR listed it as a fishing location on their website.
- FY21-22 operational budget and capital improvement planning is in progress. There were a lot of delays from this year where COVID impacted planning so some things will be transitioned to the next fiscal year.
- All seasonal help is finished for the season.
- Craig: asked about COVID's impact on planning for projects that were put aside this FY.
 1. Guy anticipates less impact because we know more about COVID-19 from a health/safety and budgetary perspective.
- Recreation/Pool Report
 - October 2020 was different from past years with decreased programming related to Halloween. Overall, there continues to be a different feel from years past. Will continue to plan on a scaled back approach.
 - Facility is opened weekdays 6 am – 9 pm with limited part time staff coming back. They help with programming on Sundays with plan for opening on weekends in January. Onboarding will occur over the next 2 months.
 - Swim lesson numbers were decreased because of limited teachers. November sessions are increasing from October. Anticipate a process for returning to increased staffing levels for 7 days/week of operations.
 - Operations are switching to online where time use can be reserved, and registration can be complete.
 - Continues to be drop ins daily for registration.
 - Tracking facility usage since the pandemic. Starting with lap swimming (34 users per day/June) has grown with weight/exercise room (64 users/day), track opened (53 users), and in September with pool opening (96 users per day). October was around 102 users per day. As weather changes, numbers will increase.
 - In person class sessions started in September.
 - Halloween moonlight walks around Liberty Centre had 350 participants.
 - Community movies at Colony Pumpkin patch with 100 registrants/night and 2 nights.
 - NLC volleyball, flag football completed without issues related to COVID. Tried to limit spectators to parents.
 - Basketball started, asking for reduced spectators. No issues related to COVID.

- Competitive youth basketball with some issues related to COVID positive participants. There are scheduling needs associated with this that require changes.
 1. Temperatures for everyone coming in.
 2. Masking unless they're on the court.
 3. Coaches are masking.
 4. Spectators are masking.
- No offsite programming to report.
- Swim lesson session again in November.
- Lap swimming numbers will vary due to more swim lessons.
- Programming in the gyms will also cause some decreased opportunity for community member use.
- Some increases in revenue.
- Rentals remain closed.
- Weight equipment was ordered for the Rec Center, replacing 13 pieces upstairs that will be swapped in. Things that are getting removed are from 2011.
- Gym divider in Jones gym as the original was from 1997 and is being replaced after a trip across the country due to shipping mishaps.
- Capital projects on the rec side for this fiscal year were focused on the HVAC which is completed.
- Questions or Concerns
 - Amalia asked about COVID response in regard to increasing activity in the community. Shelly and Brian discussed the procedures they have in place, remaining in person if the schools are 100% virtual, and continuing procedures to screen at the door.
 - Richard asked about computer-based information within the rec center.
 - Shannon asked about capacity after the new year and partnering for virtual classes with other systems or discounted rates for established programs. Shelly discussed time slots, facility usage, and instructors to be able to do in person and virtual classes. They are also looking at connections to recreational opportunities that they can offer.

4. Next Meeting

- Thursday, December 3, 2020 at 7:00pm.
Adjourn at 7:37 pm. Motion by Marcia, seconded by Amalia. Motion carries.

Minutes of North Liberty Library Board of Trustees Meeting
Virtual Meeting

DATE: November 16, 2020

PRESENT: Chris Mangrich, Heidi Wood, Laura Hefley, Mike Healy, Scott Clemons.
Library Director Jennie Garner, Public Services Librarian Kellee Forkenbrock.

ABSENT: Jessica Beck

Call to Order

1) Additions/Changes to the Agenda

a) None

2) Public Comment

a) None

3) Approval of Minutes

a) October meeting minutes motion to approve M. Healy; second L. Hefley;
approved voice vote

4) Reports

a) Staff Introduction

a.i) Kellee Forkenbrock, Public Services Librarian

(a.i.1) Onboarding and training adjustments and success during the pandemic

(a.i.2) ALA/ARSL Grant proposal 'Lighthouse in the Library' focusing on facilitating a community-wide conversations on pressing issues

(a.i.2.a) Topics

(a.i.2.a.i) Diversity, Access to Wellness Resources, Education, Vision Board Recap

(a.i.2.b) Proposed Funding Allocations

(a.i.2.b.i) Staffing, Zoom Account, Materials, Refreshments, Marketing, Facilitation Tools

(a.i.3) Love, Light, and Lit Weekly Facebook Webcast

(a.i.4) Stork Storytime podcast

b) Budget

b.i) Overall 32.4% is very near expected 33% for Total Library Services

b.ii) Services and Commodities reflect paying upfront for subscriptions, etc.

b.iii) Personnel Services minor deviation from expected noted

c) Friends

c.i) "Making Memories at Home" Cookie kit fund raiser in progress

d) Director

- d.i) Staffing in three teams again in response to COVID case increase
- d.ii) Expanded hours on Saturday 10:00 a.m – 3:00 p.m
- d.iii) Browsing in library is suspended
- d.iv) DOT kiosk and computers remain available
- d.v) Outdoor lockers for after hour material pick-up are in place
- d.vi) Big Brothers Big Sisters Nest will continue
 - (d.vi.1) Funding being sought for second Nest in North Liberty
- d.vii) Acting in advisory role for Libraries as Second Responders national grant
- d.viii) Serving as beta test for ARSL grant training
- d.ix) Participated in United Way 21 Day Equity Challenge
- d.x) Hosted election voting at NL Community Center building
- e) Staff reports
 - e.i) Amy Golly certified to delivery Laughter as Therapy presentations
 - e.ii) Melanie Harrison looking into bibliotheca cloudLibrary app for users to manage library card, eBooks and audiobooks, and check out physical items on smartphone
 - e.iii) Andrew Frisbie's statistics on October comparison showing 45% of last year during this COVID environment.

5) Policy Review

- a) Library Conduct Policy
- b) Art Display Policy
- c) Motion to approve both policies as is M. Healy; second L. Hefley; approved voice vote

6) Old business

- a) None

7) New business

- a) None

Adjourn

Motion to adjourn by L. Hefley; second M. Healy; approved voice vote

Next meeting date: December 21, 2020 at 6:30 p.m.

Meeting minutes recorded by S. Clemons