

NOTICE IS HEREBY GIVEN THAT THE JESUP CITY COUNCIL WILL MEET IN REGULAR SESSION ON TUESDAY, JULY 19, 2016, AT 7:00 O'CLOCK P.M., JESUP CITY HALL, 791 6<sup>TH</sup> STREET, JESUP, IOWA

PLEASE NOTE: PLEASE SILENCE CELL PHONES, PDA'S, ETC.; THE COUNCIL WILL ADDRESS AGENDA ITEMS AND MAY TAKE ACTION

TENTATIVE AGENDA  
JULY 19, 2016

1. CALL MEETING TO ORDER
  2. PLEDGE OF ALLEGIANCE
  3. ROLL CALL OF COUNCIL
  4. APPROVAL OF AGENDA
  5. APPROVE CONSENT AGENDA: ALL ITEMS ON THE CONSENT AGENDA WILL BE ENACTED BY ONE MOTION, THERE WILL BE NO SEPARATE DISCUSSION OF THOSE ITEMS UNLESS A REQUEST IS MADE PRIOR TO THE TIME THE CITY COUNCIL VOTES ON THE MOTION  
ITEMS
    - A. ACCEPT THE MINUTES OF THE JULY 5, 2016 CITY COUNCIL MEETING
    - B. APPROVE THE CLAIMS AS PRESENTED AND GIVE DIRECTION TO PROCESS AND PAY
- 
6. CITIZEN'S INPUT – PLEASE LIMIT COMMENTS TO 3 MINUTES
  7. FARMERS DAY INC. UPDATE
  8. PUBLIC SAFETY (POLICE, FIRE, AMBULANCE, BUILDING)
    - A. DEPARTMENTAL REPORTS
    - B. ADDENDUM TO EMERGENCY SERVICES ARCHITECTURE CONTRACT
    - C. RESOLUTION RE: UNION GRIEVANCE SETTLEMENT
  9. CULTURE & RECREATION
  10. PUBLIC WORKS (STREETS, WATER, SEWER)
    - A. DEPARTMENTAL REPORTS
    - B. STORM WATER POLLUTION PREVENTION PLAN 5<sup>TH</sup> & CHURCH STREETS PHASE II
  11. ADMINISTRATION
    - A. GOLF CART ORDINANCE & REGULATIONS
    - B. CITIZEN COMPLAINTS
      1. ADDRESS COMPLAINT OF M. SCHARES
      2. ADDRESS COMPLAINT OF C. HACKWELL
    - C. EMPLOYEE EVALUATION AND REVIEW PROCEDURE
    - D. THANK YOU
  12. ADJOURN

# CITY COUNCIL

## JULY 5, 2016

Jesup City Council met in regular session on Tuesday, July 5, 2016, at 7:00 o'clock p.m. in the Jesup City Hall Council Chambers, 791 6<sup>th</sup> Street, Jesup, Iowa.

Mayor Larry Thompson called the meeting to order at 7:00 p.m.

Members present: Russ Solomon, Jill Chemin, Dawn Vogel, Richard Mott and Melissa Trumbauer.

Absent: None

Mayor Thompson requested the agenda be amended to add Farmers Day street closures for discussion. Motion by Trumbauer, seconded by Vogel to approve the agenda as amended. Motion carried 5:0.

Motion by Trumbauer, seconded by Vogel, to approve and adopt the following items on the consent agenda: 1. Approve the minutes of the June 21, 2016 City council meeting. 2. Accept the City Clerk/Treasurer reports, as of June 30, 2016 and place on file. 3. Approve the claims as presented and give direction to process and pay. 4. Approve applications for Waste Collector's Licenses, (Thomas James, Black Hawk Waste, and Waste Management). Roll Call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

### CLAIMS PRESENTED TO THE CITY COUNCIL FOR JULY 5, 2016

#### WARRANTS WRITTEN SINCE THE JUNE 21, 2016 MEETING:

Accounts Payable	Payroll ACH - 7-1-15	15,294.99
Bank Iowa	Payroll taxes - Federal, Medicare, Social Security	5,365.71

#### CLAIMS PRESENTED FOR JULY 5, 2016:

ADVANCED SYSTEMS, INC.	COPIER CONTRACT - LIB	68.84
ADVANTAGE COMPANIES	DIGITIZING NEWSPAPERS - LIB	5,785.00
AECOM	ENGINEERING - 4TH, 5TH, PURDY STREETS	2,377.57
ALLEN OCCUPATIONAL HEALTH	RESPIRATORY FIT TEST - FD	462.00
AMERICAN LEGION	FLAGS - PARKS	297.90
B & B FARMSTORE	MOWERS - PARKS	3,488.00
BAKER & TAYLOR	LIBRARY BOOKS	385.17
BIBLIONIX	ANNUAL CONTRACT - LIB	1,800.00
BLACK HAWK COUNTY TREASURER	HAZMAT CONTRIBUTION - FD	58.50
BMC AGGREGATES	CHIPS - ST	146.36
BRAXTON MORRISON	REIMB DENTAL EXPENSE - PD	175.00
BUCHANAN COUNTY	DISPATCHING SERVICE, 1/2 FY 2017	17,843.00
CITIZEN HERALD	MINUTES, WATER QUALITY - CH, WA	638.13
CITY LAUNDERING	MATS, MOPS, UNIFORMS - CH, WA, WW	476.87
D.A. DAVIDSON & CO.	CONTINUING DISCLOSURE - CH	1,000.00
D & D TIRE	REPLACE TIRE - ST	273.00
D & S PORTABLES	2 MONTHS RENT - PARKS	1,000.00
DISPLAY SALES	MOUNTING BRACKETS - COMM CELEBRATION	110.00
FARMERS MUTUAL TELEPHONE	TELEPHONE SERVICE - ALL	737.25
IOWA LEAGUE OF CITIES	MEMBER DUES - CH	1,438.00
JEDF	ANNUAL DUES - CH	25.00
JESUP CHAMBER OF COMMERCE	CHAMBER DUES - CH	75.00
L. L. PELLING COMPANY	7.37T PREMIX - ST	626.45
MACH 3 ENTERPRISES	HANSON FAMILY PROGRAM - FRIENDS LIB	325.00
MAKE IT UP! FACEPAINTING	FACEPAINTING PROGRAM - FRIENDS LIB	175.00
MAURER TREE SERVICE	REMOVE TREE - ST	700.00
MID AMERICAN ENERGY	UTILITIES - ALL	9,746.30

PETERSON HARDWARE	FILTERS,NUTS,BOLTS,PAINT,BATTERIES-LIB,ST	102.36
PETTY CASH	REPLENISH POSTAGE - LIB	84.16
POWER PLAN	REPLACE CYLINDER, BACKHOE - ST	2,277.37
PRESTO-X	PEST CONTROL - CH	71.38
RACOM CORPORATION	RADIO MAINTENANCE CONTRACT - PD	400.00
RITE PRICE OFFICE SUPPLY	PURCHASE ORDERS - CH, LIB	42.90
SPAHN & ROSE	SHOVELS, LUMBER - AMB	136.96
SUPERIOR WELDING	OXYGEN - AMB	24.25
THE LIBRARY STORE	HANG UP BAGS - LIB	41.73
THOMAS-JAMES	JUNE GARBAGE - ALL	40.00
TREASURER, STATE OF IOWA	JUNE SALES TAX	2,063.00
UTILTIY EQUIPMENT CO	WATER MAIN PARTS - WA	1,487.82
WALMART	TOILET PAPER,DVD'S,SNACKS-LIB,FRIENDS	193.08
WERTJES UNIFORMS	UNIFORM ALLOWANCE - PD	22.00
TOTAL		57,220.35

### **PUBLIC SAFETY**

Allen Wright addressed the council regarding street closures for Farmers Days. Motion by Trumbauer, seconded by Vogel to approve closing Young and 6<sup>th</sup> Street at 12:00 p.m. on Wednesday to allow for equipment set up. Motion carried 5:0.

Motion by Trumbauer, seconded by Chemin to approve the volunteer application of Jordan Kelly. Discussion regarding ambulance by-laws response time requirement. Motion carried 5:0.

Motion by Vogel, seconded by Chemin to accept the Township Agreement and Contract for Fire Protection as written. Discussion regarding time constrictions and budget finalization by the third week in January. The council discussed starting budget workshops in October to have all department budgets set by due date. Roll call: Ayes: Solomon, Chemin, Vogel, Trumbauer. Nays: Mott. Motion carried 4:1.

Motion by Trumbauer seconded by Vogel, to direct Public Works Director Even to contact Michael Maloney to discuss lease –to- purchase options and request Maloney attend the July 21 city council meeting to present lease- to-purchase information. Motion carried 5:0.

Discussion regarding addendum to Emergency Services architecture contract. Council members agreed until the council made a decision regarding a lease-to-purchase options, they did not want to make a decision on altering the current architecture contract. Motion by Trumbauer, seconded by Chemin to table the addendum item until the July 21, 2016 city council meeting. Motion carried 5:0.

Motion by Trumbauer seconded by Chemin, to approve **Resolution No. 2017-01 RESOLUTION SETTING SALARY FOR PART-TIME OFFICER**, Kyle Manternach, \$16.86 per hour. Roll Call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

Motion by Mott, seconded by Vogel, to approve **Resolution No. 2017-02 RESOLUTION HIRING PART-TIME OFFICER AND SETTING SALARY**, Christopher Boos, \$16.86 per hour. Roll Call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

### **CULTURE & RECREATION**

Library Director Lellig thanked Chris and LeAnn Even for decorating the library for Farmers Days.

### **PUBLIC WORKS**

Motion by Trumbauer seconded by Vogel, to approve **Resolution No. 2017-03 RESOLUTION APPROVING PAYMENT 4<sup>TH</sup>, 5<sup>TH</sup>, AND PURDY STREET RECONSTRUCTION PHASE III**. Roll call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

Motion by Trumbauer, seconded by Vogel to approve Grade Crossing Surface Repair Fund Force Account Agreement. Roll call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

### **CITY ADMINISTRATION**

Motion by Vogel, seconded by Solomon to approve **Resolution No. 2017-04 RESOLUTION APPOINTING**

REGISTRAR AND TRANSFER AGENT AND AUTHORIZING EXECUTION OF THE AGREEMENT. Roll call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

Motion by Vogel, seconded by Trumbauer, to approve **Resolution No. 2017-05** RESOLUTION APPROVING AND AUTHROIZING A FORM OF LOAN AGREEMENT AND PROVIDING FOR THE ISSUANCE OF \$1,420,000 GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2016. Roll call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

Motion by Trumbauer, seconded by Vogel, approve Second reading of an Ordinance Amending Code Re: Rezoning Certain Property Roll call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

Motion by Trumbauer, seconded by Vogel to waive Third reading of an Ordinance Amending Code Re: Rezoning Certain Property. Roll call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

Motion by Vogel, seconded by Chemin to adopt an Ordinance Amending Code Re: Rezoning Certain Property Roll call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

Motion by Trumbauer, seconded by Vogel to accept the Commercial Development Agreement with the Overland Group for the Development of the Dollar General property. Roll call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

Motion by Chemin, seconded by Trumbauer to approve the Preliminary Plat of the Overland Addition Roll call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

Motion by Trumbauer, seconded by Chemin to approve the Final Plat of the Overland Addition. Roll call: Ayes: Solomon, Chemin, Vogel, Mott, Trumbauer. Nays: None. Motion carried 5:0.

Motion by Trumbauer, seconded by Chemin, to adjourn the meeting. Motion carried 5:0. Meeting adjourned at 8:03 p.m.

\_\_\_\_\_  
Larry Thompson  
Mayor

Attest:

\_\_\_\_\_  
LeAnn M. Even, CMC, ICMC, CFO  
City Clerk/Treasurer

**EXPENDITURES FOR THE MONTH OF JUNE**

GENERAL	102,489.22
LIBRARY	5,741.42
ROAD USE TAX	253,843.85
EMPLOYEE BENEFIT	17,318.47
EMERGENCY	24,362.39
DEBT SERVICE	499,525.25
LOCAL OPTION SALES TAX	195,411.66
SOUTH ST PHASE III	17,685.50
4 <sup>TH</sup> & 5 <sup>TH</sup> & PURDY ST	25,625.99
6 <sup>TH</sup> STREET RECONSTRUCTION	2,044.63
1 <sup>ST</sup> STREET RAILROAD	78,800.00
5 <sup>TH</sup> & CHURCH STREET	940.00
WATER UTILITY	227,367.16
SEWER UTILITY	250,354.65
UTILITY DEPOSITS/SALES TAX	2,105.76
SELF-INSURANCE	360.48
TOTAL	1,653,976.43

**REVENUES FOR THE MONTH OF JUNE**

GENERAL	53,303.05
LIBRARY	510.00
PARKS	5,000.00
ROAD USE TAX	27,920.96
EMPLOYEE BENEFIT	865.97
EMERGENCY PLANNING	104.93
LOCAL OPTION SALES	17,892.57
DEBT SERVICE	161,566.44
CITY HALL PROJECT	8,959.85
4 <sup>TH</sup> 5 <sup>TH</sup> & PURDY STREET	282,319.63
EMERGENCY SERVICES BUILDING	22,719.29
5 <sup>TH</sup> & CHURCH STREET	338,871.95
WATER UTILITY	30,057.03
SEWER UTILITY	30,634.19
UTILITY DEPOSITS/SALES TAX	1,110.48
TOTAL	984,146.95

CLAIMS PRESENTED TO THE CITY COUNCIL FOR JULY 19, 2016		
WARRANTS WRITTEN SINCE THE JULY 5, 2016 MEETING:		
Jesup Postmaster	July water bills - WA/WW	289.79
Jesup Land Improvement	Pay Req #3 - 4th, 5th and Purdy St Phase III	30,934.33
Black Hawk County Recorder	Record Ordinance #569 - CH	12.00
Ali Schissel	2nd place prize, residential - Comm Dev.	100.00
Jesup Vet Clinic	2nd place prize, commercial - Comm Dev.	100.00
Accounts Payable	Payroll ACH - 7-15-16	15,251.99
IPERS	City & employees share, retirement	6,922.95
Bank Iowa	Payroll taxes - Federal, Medicare, Social Security	5,462.85
Treasurer, State of Iowa	State payroll withholding tax	1,778.00
AFLAC	Employee paid insurance	443.06
Wellmark	City and employee share - Blue Cross Blue Shield	11,178.50
Hartford Life Insurance	Life Insurance	159.76
Teamsters Local 238	Police Union Dues	203.00
CLAIMS PRESENTED FOR JULY 19, 2016		
ADVANCE AUTO PARTS	BATTERIES - ST	461.26
ADVANCED SYSTEMS	COPIER CONTRACT - CH	219.14
AMANDA BIRNDOW	RETURN WATER DEPOSIT - WA	33.75
B & B FARMSTORE	CUTTING WHEEL - ST	329.95
BECKY BURKE	REIMB CLOTHING ALLOWANCE - LIB	74.89
BLACK HAWK COUNTY TREASURER	EDACS FEES - FD,AMB	55.10
BLACK HAWK WASTE DISPOSAL	JUNE CARDBOARD, RECYCLING	697.00
BMC AGGREGATES	WASHED CHIPS - ST	128.53
BROCK EVEN CONSTRUCTION	2016 SIDEWALK PROJECT - ST	3,195.00
CARD SERVICES	LEAGUE,SIGNS,PRINTER-CH,PD,AMB,LIB	2,391.80
CARROT-TOP INDUSTRIES	COLLARS - COMMUNITY CELEBRATION	22.67
CYNTHIA LELLIG	REIMB DENTAL EXPENSE - LIB	110.00
DAIRY KONE	ICE CREAM MIX - FRIENDS LIBRARY	180.00
DISPLAY SALES	BANNER PINS - COMMUNITY CELEBRATION	4.80
EAST CENTRAL IOWA COOP	ROUND UP - WW,PARKS	216.66
EMERGENCY MEDICAL PRODUCT	MEDICAL SUPPLIES - AMB	293.26
FARMERS MUTUAL TELEPHONE	BACKUP - PD	105.60
FEHR GRAHAM	ENGINEERING - 5TH & CHURCH STREETS	1,275.00
GALLS	UNIFORM ALLOWANCE,MORRISON - PD	153.90
HAWKEYE TILE	2016 SIDEWALK PROJECT - ST	435.00
INTER INSTITUTE OF MUN. CLERKS	DUES, MEAD - CH	95.00
IOWA DEPT NATURAL RESOURCES	WATER SUPPLY ANNUAL FEE - WA	293.51
IOWA ONE CALL	LOCATES - WA	68.40
JACOB KRONECKE	RETURN WATER DEPOSIT - WA	118.24
JANE MORGAN	ALLERGIC REACTION CLASS - AMB	50.00
JESUP FARMERS DAY	FRIENDS OF LIBRARY BOOTH - FRIENDS	120.75
JESUP FOOD CENTER	PAPER PLATES - FRIENDS OF LIBRARY	2.35
JESUP MOTOR SUPPLY	WIPER,ZIP TIES,TRAILER BALL-FD,PARK,ST	69.17
KEYSTONE LABORATORIES	WATER/WASTEWATER ANALYSIS - WA,WW	822.00
KWIK TRIP	66 GAL UNL,540 GAL UNP,48 GAL DSL-ALL	1,372.03
LYNCH DALLAS	LEGAL FEES - CH	1,899.84
PAUL NIEMANN CONSTRUCTION	ROCK - ST	272.66
PCC	ELECTRONIC CLAIMS FEES - AMB	505.97
PRECISION CONCRETE CUTTING	SIDEWALK REPAIRS - ST	4,305.08

RADIO AG	RENT RADIOS-COMMUNITY CELEBRATION	400.00
RITE PRICE OFFICE SUPPLY	PAPER - CH	35.95
ROBERTS, STEVEMS, PRENDERGAST	LEGAL FEES-CH,PD,LIB,FD,WA,WW	3,800.00
SCHUMACHER ELEVATOR	ANNUAL MAINTENANCE - CH	1,184.14
SECRETARY OF STATE	RENEW NOTARY - CH	30.00
TERRY SCARBROUGH	GRIND STUMPS - PARKS	450.00
UTILITY EQUIPMENT CO	WATER MAIN PARTS - WA	212.60
TOTAL		26,491.00



## Jesup Ambulance Service

Chief's Report

June 2016

The Jesup Ambulance crew members meeting was held June 29, 2016.  
Meeting was attended by 14 members.

Class covered was anaphylactic emergencies

There were 14 calls from May 25, 2016 thru June 29, 2016 . Of these calls, 10 were Medical, 4 were trauma. 3 were to cover for Area Ambulance in Independence, 1 perry township, 2 barclay township, 1 in Westburg township, 7 in town. From these calls, 2 were cancelled, 2 refusals, and 1 no transport. Were were notified of Jesup Ambulance placed on standby for Independence 3 times.

Shirts have been ordered for Volunteers. These are Dark blue polo's with white Jesup EMS logo. These shirts will be appropriate to wear to Meetings and classes.

Ambulance Board meeting was held 05/26/2016.

Next meeting will be July 27<sup>th</sup> , 2015 at Ambulance Building.

Prepared and submitted by Kandis Ciesielski  
Jesup Ambulance Service

# Addendum to Contract

**AIA B101 – 2007 Owner and Architect dated May 12, 2014**

Date: June 27, 2016

City of Jesup  
 Attn: Mayor Larry Thompson  
 791 6<sup>th</sup> Street  
 Jesup, IA 50648

**Re: New Emergency Services Building, Jesup, IA. (Design Intent)**

We propose to adjust our contract with you for the **New Emergency Services Building, Jesup, IA** as follows:

- Redesign of the Schematic design
  - Review program to see that it is still relevant
  - Review sustainability goals
  - Review site plan
  - Discuss materials and models
  - Preliminary budget
- Design Development
  - Review space use:
    - Materials
    - Outlet/Data locations
    - Lighting type
    - Storage/Casework
    - Water needs
    - Windows
    - Access – Hardware type
  - Develop Preliminary:
    - Sections
    - Plans
    - Elevations
    - Generic Details
    - Design Intent details
    - Diagrammatic building system layouts
    - Outline Specifications
  - Updated Estimate
- End of Services:
  - Use of drawings by City of Jesup to solicit Design/Build Contractor/Developer that would hire an architect of their own to provide drawings, seal, submit to AHJ as required, and assume all liability of construction of building.
  - The drawings created by StruXture shall not be used for construction and the Owner agrees to Remove all liability of Construction, Building design, coded compliance and system performance from StruXture Architects.
  - *Agreement is Architects only – No consultants/sub-consultants are part of this agreement.*

314 East 4th Street  
 Waterloo, IA 50703  
 phone 319.234.1515  
 fax 319.234.1517

ARCHITECTURE  
 INTERIOR DESIGN  
 MASTER PLANNING

[www.struxture.com](http://www.struxture.com)

StruXture agrees to perform the above work and leave project according to the above description  
for a fee of: \$36,540

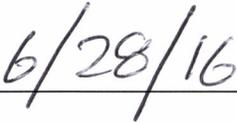
Attest:

Nicholas W. Hildebrandt, AIA, LEED AP, Principal



Nicholas W. Hildebrandt, Principal

Larry Thompson, Mayor of City of Jesup



Date

Date

Resolution approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Larry Thompson, Mayor

ATTEST:

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LeAnn Even, City Clerk

RESOLUTION 2017 - \_\_\_\_\_

RESOLUTION OF THE CITY OF JESUP, IOWA  
REGARDING PROPOSAL FOR  
SETTLEMENT OF GRIEVANCE

WHEREAS, a grievance was filed by the Union, subject to the Collective Bargaining Agreement regarding the issue of new hires being paid above the salary of the current employee; and

WHEREAS, the parties entered into negotiations and have reached a proposed settlement; and

WHEREAS, the City Council hereby proposes to the Union the following proposed settlement:

1. That the Collective Bargaining Agreement be modified to allow the following:  
     “New hires maybe hired above the designated hire rate of pay in Appendix A, depending on years of experience, background, certifications and present pay in relation to the Jesup pay scale. Any such new hire must be discussed with the Union prior to hire and if the Union disagrees, the Union can file a grievance through the grievance procedure.”
2. That Officer Braxton Morrison be moved to the pay range of \$20.06 as of May 10, 2016.
3. That Officer Braxton Morrison will remain at the pay range of \$20.06 until his anniversary date of June 23, 2017, at which time his pay rate will proceed as stated in Appendix A of the Union Contract expiring June 30, 2019.
4. That Officer Braxton Morrison will be paid at said salary range in a lump sum payment for any back pay, and any IPERS back pay will likewise be paid in one lump sum, after July 1, 2016.

BE IT HEREBY RESOLVED that City Council for the City of Jesup, Iowa, makes the above proposal for settlement of the grievance to the Union and authorizes the City Attorney to present this proposed settlement.

Moved by \_\_\_\_\_ to adopt.

Seconded by \_\_\_\_\_.

AYES: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

NAYS: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Resolution approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Larry Thompson, Mayor

ATTEST:

\_\_\_\_\_  
LeAnn Even, City Clerk

APPENDIX A

Wage Schedule Effective July 1, 2015

<u>Classification</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Starting Patrol Officer (uncertified)	\$16.83	\$17.42	\$18.03	\$18.66	\$19.31
Starting Patrol Officer (certified)	\$17.48	\$18.09	\$18.72	\$19.38	\$20.06
After 1 year	\$18.79	\$19.45	\$20.13	\$20.83	\$21.56
After 2 years	\$20.06	\$20.76	\$21.49	\$22.24	\$23.02
Sergeant	\$20.82	\$21.55	\$22.30	\$23.08	\$23.89

Employees will be paid \$.20/hr. for all hours worked from 1430-2230 and \$.25/hour for all hours worked from 2230-0630.

# Public Works Director's Report

Prepared by Chris Even on July 13, 2016

## Water Operational Report (June 1 to June 30)

<u>Water Usage</u>	<u>June 2016</u>	<u>June 2015</u>	<u>% Change</u>
Monthly Average	0.181 MGD	0.164 MGD	10.4 %
12 Month Average	0.156 MGD	0.155 MGD	0.5 %

<u>Testing</u>	<u>June 2016</u>	<u>Limit</u>
Total Coliforms, 6/01/16	Absent	Absent
Total Coliforms, 6/08/16	Absent	Absent
Total Coliforms, 6/15/16	Absent	Absent

## Wastewater Operational Report (June 1 to June 30)

<u>Testing</u>	<u>June 2016</u>	<u>Limit</u>
Flow, average	0.391 MGD	1.210 MGD
Flow, daily max	1.882 MGD	3.024 MGD
CBOD5, 7 day avg	9.0 mg/l	40.0 mg/l
CBOD5, 30 day avg	8.8 mg/l	25.0 mg/l
TSS, 7 day avg	31.0 mg/l	120.0 mg/l
TSS, 30 day avg	23.4 mg/l	80.0 mg/l
Ammonia Nitrogen, 30 day avg	0.3 mg/l	14.0 mg/l
Ammonia Nitrogen, daily max	0.7 mg/l	16.0 mg/l
pH, min	8.1 s.u.	6.0 s.u.
pH, max	9.1 s.u.	9.0 s.u.

Discharge exceeded the permitted daily maximum for pH in June.

## Projects (Thru July 13)

### 4<sup>th</sup>, 5<sup>th</sup>, and Purdy Street Reconstruction Phase III (2016)

- Jesup Land Improvement has completed the installation of all underground improvements on 4<sup>th</sup> Street and has begun to core out the street on 4<sup>th</sup> Street. The water main installation on 5<sup>th</sup> Street has also been completed.
- The project must be completed by September 15, 2016.

### 5<sup>th</sup> & Church Street Water and Sewer Improvements Phase II (2016)

- Ray's Excavating started work on the project on July 18. They are installing the water main on Prospect Street first and will then proceed south on 5<sup>th</sup> Street with the water main. Water main and sidewalk work on Prospect Street must be completed by August 19, 2016.
- The project must be substantially completed by October 28, 2016.

### 1<sup>st</sup> Street Railroad Crossing Improvements (2016)

- The agreement for the State-Aid Grade Crossing Surface Repair has been approved by both the railroad and the city. The railroad has not yet established a construction schedule for the crossing repairs.
- Top Grade Excavating has been hired to install the culverts in the railroad ditch for an amount not to exceed \$54,925.

### Wastewater Flow Monitoring & Plan of Action (2016)

- The original study was planned to be twelve weeks in duration; however, the study was extended an additional four weeks due a lack of significant rainfalls during the initial study period. The flow meters were removed on July 13.
- Over the next couple of months, McClure Engineering will be reviewing the results of the flow study and the other information that I provided to them. They plan to present a plan of action report to the city council in September or October.

# Utility Billing Report

## June 2016

### Accounts Receivable

	Beginning Balance	Billed	Balance Adjustment	Penalties	5/01/2016 thru 5/31/2016 Applied/ Payments	Ending Balance
Grand Total	\$13,382.33					
Billed - Service Charges		\$53,838.21				
Billed - Misc Charges		\$142.50				
Billed - Taxes		\$1,866.32				
Deposit Applied					-\$195.25	
Penalties				\$980.00		
Adjustments - Charges						
Adjustments - Taxes						
Adjustments - Penalties			-\$10.00			
Adjustments - Misc Charges						
Payments					-\$56,675.72	
	\$13,382.33	\$55,847.03	-\$10.00	\$980.00	-\$56,870.97	\$13,328.39

### Billing Summary

	Charges	# of Meters	5/01/2016 thru 5/31/2016 Consumption
County Fees	\$999.00	999	
Sewer Service Fee	\$15,594.19	999	
Sewer Rental Fee	\$12,024.80	994	3,598,730
Sewer Only	\$53.40	2	
Water Usage Fee	\$14,308.18	1035	3,828,530
Water Service Fee	\$10,858.64	1015	
Penalty	\$970.00		
Miscellaneous Charges	\$142.50		
Tax	\$1,866.32		
Deposit Applied	-\$195.25		
<b>Total</b>	<b>\$56,621.78</b>		

### Nonbilled Meters

	ID #	Previous	Present	May 6th Bill Consumption
Jesup Ambulance Building	9501428	658	658	0
Buchanan County Shop	71288616	1136	1145	900
Jesup Fire Station	12601713	2713	2713	0
Jesup City Hall	83347965	1460	1484	2400
Jesup Public Library	5104848	5709	5743	3400
Jesup Public Works Dept	9572107	341	355	1400
Soccer Irrigation	80818875	6035	6067	32000
Soccer Complex	82964061	99967	99973	600

### Total Nonbilled

### Construction Usage

### Bulk Water

Gallons Pumped	3,906,000	
Gallons Metered	3,869,530	
<b>Unaccounted Water</b>	<b>36,470</b>	<b>0.9%</b>

**40700**

**300**

# Utility Billing Report

## July 2016

### Accounts Receivable

	Beginning Balance	Billed	Balance Adjustment	Penalties	6/01/2016 thru 6/30/2016 Applied/ Payments	Ending Balance
Grand Total	\$13,328.39					
Billed - Service Charges		\$59,478.37				
Billed - Misc Charges		\$277.50				
Billed - Taxes		\$2,074.75				
Deposit Applied					-\$393.24	
Penalties				\$990.00		
Adjustments - Charges						
Adjustments - Taxes						
Adjustments - Penalties			-\$10.00			
Adjustments - Misc Charges						
Payments					-\$62,686.83	
	\$13,328.39	\$61,830.62	-\$10.00	\$990.00	-\$63,080.07	\$13,058.94

### Billing Summary

Charges	# of Meters	6/01/2016 thru 6/30/2016 Consumption
County Fees	1003	
Sewer Service Fee	1003	
Sewer Rental Fee	1001	4,269,800
Sewer Only	2	
Water Usage Fee	1055	4,824,600
Water Service Fee	1019	
Penalty		
Miscellaneous Charges		
Tax		
Deposit Applied		
<b>Total</b>		

### Nonbilled Meters

	ID #	Previous	Present	June 6th Bill Consumption
Jesup Ambulance Building	9501428	658	658	0
Buchanan County Shop	71288616	1145	1151	600
Jesup Fire Station	12601713	2713	2718	500
Jesup City Hall	83347965	1484	1520	3600
Jesup Public Library	5104848	5743	5793	5000
Jesup Public Works Dept	9572107	355	372	1700
Soccer Irrigation	80818875	6067	6172	105000
Soccer Complex	82964061	99973	99980	700

### Total Nonbilled

**117100**

### Construction Usage

**400**

### Bulk Water

Gallons Pumped	4,485,000	
Gallons Metered	4,942,100	
<b>Unaccounted Water</b>	<b>(457,100)</b>	<b>-10.2%</b>

**STORM WATER POLLUTION  
PREVENTION PLAN**

**for**

**5<sup>th</sup> & CHURCH STREET WATER AND SEWER  
IMPROVEMENTS - PHASE II / WATER MAIN  
REPLACEMENT  
JESUP, IOWA**



**Project No.: 15-838**

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Fehr Graham  
1919 210<sup>th</sup> Street

Manchester, Iowa **FEBRUARY 5, 2016**

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Prepared for:

City of Jesup

P.O. Box 592

Jesup, Iowa 50648

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APPENDIX 3 - SWPPP CERTIFICATION BY OWNER

APPENDIX 4 - SWPPP CERTIFICATION BY CO-PERMITTEES

APPENDIX 5 - INSPECTION AND MAINTENANCE REPORT FORM

	<p>I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</p> <hr/> <p>Lucas J. Elsbernd, P.E. <span style="float: right;">Date</span>  License Number 18968  My license renewal date is December 31, 2017.  Pages covered by this seal: All Sheets</p>
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## 1.0 INTRODUCTION

This Storm Water Pollution Prevention Plan (SWPPP) covers operations for the construction of 5<sup>th</sup> and Church Street Water and Sewer Improvements - Phase II in Jesup, IA. This plan has been developed as required under Iowa Administration Code 567-Chapter 64 for Storm Water Discharges associated with Construction Activities. This SWPPP describes the project, identifies potential sources of storm water pollution at the facility, recommends appropriate best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in storm water runoff, and provides a periodic review of this SWPPP. BMPs are defined as structural or non-structural measures, practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the site. The plan will be amended whenever there is a change in construction, operation, or maintenance at the project that may affect the discharge of significant quantities of pollutants into the storm water discharge, or if a project inspection indicates that an amendment is needed.

## 2.0 GENERAL FACILITY INFORMATION

### SWPPP Manager

This SWPPP will be managed by Ray's Excavating LLC, the General/Primary Contractor. Their contact information is:

Ray's Excavating, LLC

---

404 East Union Street

---

PO Box 51

---

Edgewood, IA 52042-0051

---

### Project Location

The site is located along 5<sup>th</sup> Street and Church Street in Jesup, IA in the NE Quarter of Section 31, Township 89N, and Range 10W.

### Owner

City of Jesup  
P.O. Box 592  
Jesup, Iowa 50648

### Existing Site Conditions

The site is an urban residential district.

### Project Description & Activities

Extent of the work involved consists of approximately 1700 feet of 6" and 8" diameter water main, 800 feet of storm sewer, 1700 feet of curb and gutter, seal coat street repair, and PCC sidewalk with related subsidiary and incidental work.

### Project Area

The project Area includes approximately 2.5 acres. It is estimated that 1.2 acres will be disturbed by construction activities.

### Soil Types

Based on NRCS Soil Mapping, site soils consist of Readlyn Loam. Readlyn Loam is considered a very low to moderately low draining soil, Type C/D soil. The area of interest that is to be disturbed has an average slope of 2.0%. Proposed slopes will change slightly.

No wetlands or contaminated soils are believed to be present within the area of construction. No water monitoring data for the construction site is available.

### Runoff Coefficient

Post-Construction average Runoff Coefficient (C) for the proposed area of construction is 0.90. The quality of existing discharge from the site is unknown.

### Receiving Waters

Discharge will be from 1 (one) point source. Discharge will travel overland and into street inlets and through storm sewer pipe to an open ditch to Spring Creek.

### 3.0 CONTROLS

The following controls shall be implemented on the site to reduce the erosion and sediments from leaving this site. All co-permittees shall be responsible for the implementation and management of these erosion, sediment, and storm water management control measures specified herein. The work shall be done in accordance with the current edition (2016) of the Urban Standard Specifications for Public Improvements (SUDAS). Modifications may be made and additional items and/or work required as part of this plan as work progresses as determined by the Owner, Engineer, Co-Permittees, or other governmentally regulated agencies after field inspection.

#### Temporary Erosion Controls

1. Not disturbing the natural ground until actual construction begins
2. Temporary seeding within 14 days if construction in the specific area is not planned for at least 21 days
3. Place stone subbase on areas to be paved as soon as possible after grading
4. Place mulch on slopes as required to prevent erosion and aid in establishing vegetation

#### Permanent Erosion Controls

1. Establish vegetation on all unsurfaced disturbed areas
2. Stabilize surfaced areas
3. Rip rap at storm sewer outlets where current may cause erosion, if necessary

#### Temporary Sediment Controls

1. Install silt fence at the perimeter of the project as required
2. Install silt fence at the base of slopes and intermittently on steep slopes as indicated on the Site Map
3. Install silt fence at the base of unstabilized stockpiles, if present
4. Not disturbing existing vegetation until necessary
5. Protect new and existing intakes from sediment entering until surrounding area is surfaced or vegetated.
6. Installation of erosion control devices in accordance with Section 9040 of SUDAS

#### Permanent Sediment Controls

1. Establish vegetation in dry-bottom channels and swales
2. Establish vegetation at perimeter of project

### Structural Practices

Structural practices are in place to divert flows for exposed soils, storm flows, or otherwise limit runoff from exposed areas of the site to the degree attainable.

### Topsoil Requirement

All available onsite topsoil must be stripped and deposited to a design finished depth of 8 inches or as noted in the construction plans.

### Storm Water Management

Ditches and swales will be covered with grass. Rip rap at storm sewer outlets where current may cause erosion.

### Tracking

Any tracking that occurs shall be cleaned as necessary.

### Dust Control

Fugitive dust shall be controlled by watering the grade or other means as approved by the Engineer in accordance with Section 9040 of SUDAS.

### Concrete Washout

Concrete washout on site shall utilize a commercial concrete washout bag. The washout bag will contain the washout water and unused concrete material from entering downstream streams. Concrete shall be removed from the bag once hardened and disposed properly. The washout bag shall be inspected daily to ensure that there are no leaks or tears present in the bag and identify when concrete wastes need to be removed. The washout bag shall be cleaned once the bag is filled to 80 percent capacity. Once construction is complete, the concrete bag shall be removed and the area restored prior to final seeding.

### Construction Dumpsters and Site Waste

Building material dumpsters, if located onsite, shall be kept in an area where contact with storm water discharge will not occur. For this site, these areas are drainage channels and street gutters. All construction waste materials (including, but not limited to, all scrap and debris, rubbish, and trash generated on-site) shall be disposed of by the end of each working day in a dumpster or appropriate size container and shall not be stockpiled on the site unless in a covered and enclosed structure or trailer; that dumpsters on site are inspected daily for leaks and promptly repaired or replaced if found to be leaking; and that dumpsters are emptied by regular waste collection methods before dumpsters overflow. All waste materials hauled off-site shall be covered to prevent littering and spilled material shall be cleaned immediately. All waste containers shall be properly disposed of according to manufacturer's recommendations and local, state, and federal regulations. No construction materials or site waste will be buried on site or in an unapproved landfill.

#### Sanitary Waste

A portable restroom facility shall be located on site at all times. Sanitary facilities shall not be located on or near storm water drains. An approved sanitary waste management Contractor shall collect all sanitary waste from portable unit(s) and dispose waste in accordance with state and local requirements. All sanitary facilities located on site shall be staked to the ground to prevent spillage.

#### Material and Equipment Storage

Material and equipment storage shall be kept in an area where contact with storm water discharge will not occur. These areas are waterways or road ditches. Fuel and petroleum products, paint material and all other materials shall follow the storage requirements listed on their MSDS sheets. It is the intention of this section to keep materials stored in a neat, water tight and orderly area which shall prevent storm water from entering the materials.

#### Equipment Maintenance

Onsite maintenance area shall amount to daily maintenance required by the equipment manufactory only. All major fuel spills shall be cleaned immediately and reported. No cleaning which will require the use of detergents shall be allowed onsite.

#### Construction Parking Area

A designated parking area for vehicles entering and leaving the site daily shall be established within the construction site. The area shall be kept clean and stabilized with 2" clean rock, if needed.

#### **4.0 MAINTENANCE**

The Primary Contractor shall maintain any temporary and permanent control measures. This includes cleaning, repair, or replacement of silt fences, and reseeding throughout the construction period. Silt fence shall be cleaned when filled to half capacity or more to prevent failure.

#### **5.0 INSPECTIONS, RETENTION OF RECORDS AND UPDATES**

The project will be inspected by a designated representative of the owner every seven calendar days (weekly inspection). Silt fences will be inspected for depth of sediment and overall quality and effectiveness. Temporary and permanent seeding and planting will be inspected for bare spots, washouts, and healthy growth. An inspection report shall be completed after each inspection. This plan may be revised and updated upon conclusions derived from inspections, and the Primary Contractor shall be notified and shall implement all revisions and updates as soon as practical but not more than 7 days after notification.

Unless erosion is evident or other conditions warrant them, regular inspections are not required on areas that have sufficient density to preclude erosion.

A copy of this SWPPP, notice of intent, Iowa DNR permit, and all reports or inspection sheets must be kept in a binder organized by date of inspection and remain onsite at all times during construction. Binder shall be kept clean, dry and organized throughout construction. This binder shall be kept for at least three years after final stabilization has been achieved and a Notice of Discontinuation has been submitted to the Iowa DNR.

All inspection reports as well as any other SWPPP documents shall be made available upon request to any government official no later than 3 hours after the request.

This SWPPP shall be updated and revised as necessary, and documentation of all updates and revisions are required. The documentation shall be kept on site with the SWPPP.

## **6.0 NON-STORM WATER DISCHARGES**

Iowa Department of Natural Resources allows the following non-storm water discharges under the condition that no pollutants are allowed to come in contact with the water prior to or after it is discharged from the site:

1. Uncontaminated groundwater from dewatering excavation
2. Potable water from waterline flushing or irrigation
3. Wash water from equipment, buildings, and/or vehicles excluding detergents
4. Pavement wash water where no spills or leaks of toxic or hazardous materials have occurred
5. Air conditioning condensate
6. Springs

Erosion control measures shall be taken to reduce or eliminate the sources of non-storm water discharges that are combined with storm water discharges from the construction site.

## **7.0 SPILL PREVENTION**

The following is a list of possible materials that may be on site during construction activities:

1. Concrete
2. Concrete curing compound
3. Detergents
4. Tar
5. Fertilizers
6. Petroleum based products
7. Solvents
8. Paints
9. Adhesives
10. Fuels
11. Lubricants

To prevent or minimize the risk of spills or accidental exposure of materials to storm water, the co-permittees shall make a good faith effort to store only the products necessary and only enough of the products necessary to do the job. All materials shall be stored in appropriate, labeled containers, and whenever possible, the original manufacturer's packaging and labels.

A list of any materials on site that are not listed here shall be provided by the co-permittee supplying and using those materials, as well as a specific plan to minimize the risk of spills or exposure to storm water discharges. If certification is required to handle certain materials, a list of individuals with the proper certifications and their contact information shall be readily available on site at all times while those materials are present.

In the event of a spill, all contaminated soil, water, or other materials shall be cleaned or disposed of immediately after discovery. Personnel shall wear appropriate protective clothing to prevent injury from contact with contaminants. Spills of hazardous or toxic material shall be reported to the appropriate governmental agency and to the Owner and Primary Contractor, regardless of size.

**APPENDIX 1**

**SITE MAP - SEE PLANS**

**APPENDIX 2**

**PUBLIC NOTICE OF STORM WATER DISCHARGE AND NOTICE OF INTENT**

## PUBLIC NOTICE OF STORM WATER DISCHARGE

The City of Jesup plans to submit a Notice of Intent to the Iowa Department of Natural Resources to be covered under the NPDES General Permit No. 2 “Storm Water Discharge Associated with Industrial Activity for Construction Activities”.

The storm water discharge will be from the construction of 5<sup>th</sup> and Church Street Water and Sewer Improvements - Phase II / Water Main Replacement, along 5<sup>th</sup> Street and Church Street, located in the NE ¼, Section 31, T89N, R10W, City of Jesup, Buchanan County, Iowa. Discharge will be from one point source. Discharge will travel overland and through roadway ditches and into street inlets and proceed through roadway ditches and unnamed water ways to Spring Creek.

Comments may be submitted to the Storm Water Discharge Coordinator, IOWA DEPARTMENT OF NATURAL RESOURCES, Environmental Protection Division, Henry A. Wallace Building, 502 E 9<sup>th</sup> Street, Des Moines, IA 50319-0034. The public may review the Notice of Intent from 8 a.m. to 4:30 p.m., Monday through Friday, at the above address after it has been received by the department.

## **APPENDIX 3**

### **SWPPP CERTIFICATION BY OWNER**

**5<sup>TH</sup> AND CHURCH STREET WATER AND SEWER IMPROVEMENTS - PHASE II / WATER MAIN  
REPLACEMENT, JESUP, IA  
STORM WATER POLLUTION PREVENTION PLAN**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Larry Thompson, Mayor of the City of Jesup

**APPENDIX 4**

**SWPPP CERTIFICATION BY CO-PERMITTEES**

**5<sup>TH</sup> AND CHURCH STREET WATER AND SEWER IMPROVEMENTS - PHASE II  
JESUP, IA  
STORM WATER POLLUTION PREVENTION PLAN**

I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the storm water discharges associated with industrial activity from the construction site identified as part of this certification. Further, by my signature, I understand that I am becoming a co-permittee, along with the owner and other contractors and subcontractors signing such certifications, to the Iowa Department of Natural Resources NPDES General Permit No. 2 for "Storm Water Discharge Associated with Industrial Activity for Construction Activities" at the identified site. As a co-permittee, I understand that I, and my company, are legally required under the Clean Water Act and the Code of Iowa, to ensure compliance with the terms and conditions of the storm water pollution prevention plan developed under the NPDES permit and the terms of this NPDES permit.

**PRIMARY CONTRACTOR**

Company <u>Ray's Excavating LLC</u>	Responsibility <u>General</u>
Address <u>404 E Union Street</u>	Printed Name _____
<u>Edgewood, IA 52042</u>	_____
Phone No. <u>563.928.7290</u>	Signature & Date _____

**SUB CONTRACTORS**

Company <u>B&amp;B Builders &amp; Supply</u>	Responsibility <u>Concrete</u>
Address <u>5728 Sierra Dr</u>	Printed Name _____
<u>Waterloo, IA 50701</u>	_____
Phone No. _____	Signature & Date _____

.....

Company <u>Prairie Road Builders</u>	Responsibility <u>Seal Coat</u>
Address <u>PO Box 210</u>	Printed Name _____
<u>Hazleton, IA 50641</u>	_____
Phone No. _____	Signature & Date _____

.....

Company _____	Responsibility _____
Address _____	Printed Name _____
_____	_____
Phone No. _____	Signature & Date _____

.....

Company _____	Responsibility _____
Address _____	Printed Name _____
_____	_____
Phone No. _____	Signature & Date _____

**APPENDIX 5**

**INSPECTION AND MAINTENANCE REPORT FORM**

REPORT NO. \_\_\_\_\_

**5<sup>TH</sup> AND CHURCH STREET WATER AND SEWER IMPROVEMENTS - PHASE II / WATER MAIN  
REPLACEMENT, JESUP, IA  
STORM WATER POLLUTION PREVENTION PLAN  
INSPECTION AND MAINTENANCE REPORT**

TO BE COMPLETED EVERY 7 DAYS (WEEKLY)

DNR AUTHORIZATION NUMBER: IA 29148 - 28899

INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

INSPECTOR'S TITLE AND/OR QUALIFICATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DAYS SINCE LAST RAINFALL: \_\_\_\_\_ AMOUNT OF LAST RAINFALL: \_\_\_\_\_ INCHES

**STABILIZATION MEASURES**

OUTLET AREA	DATE SINCE LAST DISTURBED	DATE OF NEXT DISTURBANCE	STABILIZED? (YES/NO)	STABILIZED WITH	CONDITION
1					
2					

STABILIZATION REQUIRED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE SILT FENCES PERFORMING AS EXPECTED? (YES/NO) \_\_\_\_\_

GENERAL CONDITION OF SILT FENCES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GENERAL QUALITY OF SEEDING (TEMPORARY AND/OR PERMANENT): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES MUCH SEDIMENT GET TRACKED ONTO ROAD? (YES/NO) \_\_\_\_\_

IF SO, LIST IMPROVEMENTS THAT WILL BE MADE TO ELIMINATE THE PROBLEM:  
\_\_\_\_\_

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DESCRIBE THE OVERALL EFFECTIVENESS OF THE POLLUTION PREVENTION PLAN:

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CHANGES REQUIRED TO THE POLLUTION PREVENTION PLAN: \_\_\_\_\_

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REASONS FOR CHANGES:

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I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

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

CONTRACTORS NOTIFICATION OF DEFICIENCIES:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CONTRACTOR'S REPRESENTATIVE NAME: \_\_\_\_\_

CONTRACTOR'S REPRESENTATIVE SIGNATURE: \_\_\_\_\_

DATE OF CORRECTIVE ACTION (WITHIN 3 DAYS OF INSPECTION)

DATE: \_\_\_\_\_ INSPECTOR'S INITIALS \_\_\_\_\_

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**CHAPTER 78**  
**GOLF CARTS**

78.01 Purpose  
78.02 Definitions  
78.03 Operation of Roadways, Streets, or Highways  
78.04 Equipment Required

78.05 Unlawful Operation  
78.06 Permits and Permit Holders  
78.07 City Celebration Waiver  
78.08 Penalty

**78.01 PURPOSE.** The purpose of this chapter is to permit and regulate the operation of golf carts within the City.

**78.02 DEFINITIONS.** As used in this chapter, unless the context otherwise requires:

1. "Golf cart" means a three- or four-wheeled recreational vehicle generally used for transportation of persons in the sport of golf that is limited in engine displacement of less than 800 cubic centimeters and total dry weight of less than 800 pounds.
2. "Operate" means to ride in or on, other than as a passenger, use or control the operation of a golf cart in any manner, whether or not the golf cart is moving.
3. "Operator" means a person who operates or is in actual physical control of a golf cart.
4. "Roadway" means that portion of a highway improved, designated or ordinarily used for vehicular travel.
5. "Street" or "highway" means that entire width between property lines of every way or place of whatever nature when any part thereof is open to the use of the public, as a matter of right, for the purpose of vehicular travel.

**78.03 OPERATION OF ROADWAYS, STREETS OR HIGHWAYS.**

1. Golf carts shall not be operated on State Highway 939 (South Street) or North Street other than to make a direct crossing.
2. Golf carts may be operated on the streets of the City after first obtaining a permit as provided herein. Persons who obtain a permit as required below are authorized to operate a motorized golf cart on roadways (or portions thereof) within the City.
3. The operation of the golf carts on City streets is to be only by persons possessing a valid driver's license and 18 years of age or older.
4. It is unlawful for any parent, guardian, or other person having the care, custody and control of a minor under the age of 18 years to knowingly permit or allow such a minor to violate the provisions of this chapter.
5. The operation of golf carts on City streets is to be only from sunrise to sunset. They shall not be operated when visibility is such that there is insufficient light to clearly see person and vehicles at a distance of 500 feet.
6. The number of occupants in the motorized golf cart may not exceed the design occupant load.

**78.04 EQUIPMENT REQUIRED.**

1. Golf carts shall be equipped with a bicycle safety flag and reflective slow moving vehicle signage for operation on City streets.
2. Golf carts shall be equipped with adequate brakes to be operated on City streets.
3. Golf carts shall be in good mechanical condition and thoroughly safe for transportation of passengers.
4. Motorized golf carts shall be equipped with a mirror to provide the driver with adequate vision from behind.

**78.05 UNLAWFUL OPERATION.** A person shall not drive or operate a golf cart:

1. In a careless, reckless, or negligent manner as to endanger the person or property of another or cause injury or damage thereto.
2. While under the influence of intoxicating liquor or narcotics or habit-forming drugs.
3. In or on any park, playground, or sidewalk or upon any public property except with the permission of the governing body thereof. Jesup Golf and Country Club golf course is exempt from this requirement.

**78.06 PERMITS AND PERMIT HOLDERS.** For the persons who wish to operate golf carts as mode of transportation within the City, the following shall apply.

1. An application for a permit shall be made on a form supplied by the City.
2. The application shall contain the name and address of the applicant and the make, model, year, and serial number of the golf cart.
3. The applicant shall provide a valid driver's license issued by the Iowa Department of Transportation and be 18 years of age or older on the date of issuance.
4. The applicant shall provide and maintain an owner's policy of liability insurance which is issued by an insurance carrier authorized to do business in the State of Iowa to or for the benefit of the person named in the policy as insured and insuring the person named as insured and any person using the golf cart with the express or implied permission of the named insured against loss from liability imposed by the law for damages arising out of the ownership, maintenance or use of an insured golf cart in the amounts not less than the minimum limits specified for motor vehicles in Section 321A.21 of the *Code of Iowa*.
5. The annual cost for such a permit shall be set by resolution of the Council and is payable at the time the permit is granted. Permits may be granted for one year and will be valid from January 1 through December 31. Permits may be purchased at any time during the year, but will be valid only through December 31.
6. All permits shall be issued for a specific motorized golf cart, except as otherwise stated. Permit holders will be issued a number and will purchase three-inch minimum reflective numbers affixed to the left side of the golf cart near the front.
7. The permit may be suspended or revoked upon finding evidence that the permit holder has violated the conditions of the permit or has abused the privilege of being a permit holder. There will be no refund of the license fee.

**78.07 CITY CELEBRATION WAIVER.** This permit provision will be waived for golf carts used by officials, workers, and volunteers of the City Celebration.

**78.08 PENALTY.** In addition to the suspension or revocation of the permit, a person who violates this chapter is guilty of a simple misdemeanor punishable as a non-scheduled violation under the *Code of Iowa*.

[The next page is 391]

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*CITY OF JESUP*  
*GOLF CART REGULATIONS*

**OPERATION PERMITTED.** Golf carts may be operated upon the streets and alleys of the City of Jesup by person(s) possession a valid Iowa driver's license and at least 18 years of age.

**PROHIBITED STREETS.** Golf carts shall not be operated upon any City street which is a primary road extension through the City (Main and 6<sup>th</sup> Streets). However, golf carts may cross such a primary road extension. Golf carts may not be operated on State Highway 939 (South Street) or North Street.

**EQUIPMENT.** Golf carts shall be equipped with a slow moving vehicle sign and a bicycle safety flag at all times during operation and shall be equipped with adequate brakes.

**HOURS.** Golf carts may be operated only between sunrise and sunset. (Even though your golf cart has lights on it, this does **NOT** permit you to operate after sunset.

**TRAFFIC LAWS APPLICABLE.** While being operated on city streets, golf carts are deemed to be motor vehicles and are subject to all provisions relating to the operation of motor vehicles.

**LIABILITY INSURANCE.** No person shall operate a golf cart on city streets and alleys unless there is in effect for the golf cart an owner's policy of liability insurance.

**REGISTRATION.** All carts need to be registered with the City and display current registration stickers. Registration is annual with registration year extending from January 1 through December 31. There will be refunds or prorated registrations. Registrations are non-transferable.

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**RENEWAL.** After initial registration, renew stickers will be issued upon payment of the renewal fee. The sticker that is issued at Registration is a permanent sticker. **DO NOT REMOVE THIS STICKER.** The renewal stickers will be smaller stickers that will be placed on the original registration sticker, similar to those when renewing your automobile registration.

**SOLD GOLF CART.** If a golf cart is sold, the registered owner shall notify the City Clerk's office and request a cancellation of the registration of the golf cart. Any existing registration for a golf cart shall be deemed cancelled upon it's sale. If the new owner intends to operate the golf cart on any City street or alley, the new owner shall register the golf cart and pay the initial registration fee.

**REVOKE REGISTRATION.** The Chief of Police may revoke the registration of any golf cart in the event of repeated violations, following a notice and an opportunity for a hearing.

**RESPECT PUBLIC PROPERTY.** Golf carts are considered motor vehicles, they are not to be driven on the sidewalks or through the grass. They should be parked on the street or in the parking lots, same as with other vehicles.

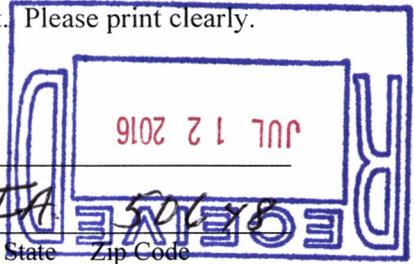
Please complete the following information so that the City can investigate your complaint. Please print clearly.

Date 7/12/16

Name Marie Schares

Address 634 Christopher St Jesup  
Street Address/P.O. Box City

GA 50638  
State Zip Code



Phone Number 319-827-3279  
Home #

319-415-9020  
Cell #

If requested will you attend a City Council meeting to explain your complaint? Yes  No

Nature of Complaint: (include the date, time, place, and facts of your complaint)

May 26 - June 1. I was out of town and came home to find my home filled with city sewer and smelling terrible. tree roots were found in the cities main sewer line.

Explain how you feel the complaint should be resolved:

The city makes sure all costs involved should be paid by the city to clean and put my home back together. And cover my loss of personal property and my hours cleaning and time lost from work.

Should a citation be issued, you may be required to testify to the above complaint in a Court of Law. Do you agree to testify? Yes  No  (If you check No it is very possible that the City will not be able to take action on your complaint.)

Marie Schares  
(Print Name)

7/12/16  
Date

Marie Schares  
Signature

All complaints must be signed and dated to be considered valid.

City Hall Office Use Only		Complaint No. _____
Received by: <u>heAnn Even</u>	_____	Date <u>7/12/16</u>
Copies to: _____	_____	Date <u>7/12/16</u>
Mayor/Mayor Pro Tem: <u>[Signature]</u>	_____	Date _____
City Clerk/Designee: _____	_____	Date _____
Complaint Referred to: _____	_____	Date _____
Follow Up Completed by: _____	_____	Date _____
Communicated By: Letter ___ Phone ___ Verbal ___ In Person ___	_____	Date _____
Comments: _____	_____	_____

Council upon written request of the employee.

3. If disciplinary action is required, the disciplinary procedures laid out in the Employee Handbook will be followed.

4. If the complaint is about an Elected Official, the complaint will be forwarded to the Mayor/Mayor Pro Tem who will determine how to proceed. If legal counsel is required, the Mayor/Mayor Pro Tem will contact the City Attorney.

**MAYOR**

LARRY THOMPSON  
827-6398 (H)  
[jesupmayor@jtt.net](mailto:jesupmayor@jtt.net)

**MAYOR PRO TEM**

DAWN VOGEL  
827-3158 (H)  
[citycouncil3@jtt.net](mailto:citycouncil3@jtt.net)

**COUNCIL**

RUSSELL SOLOMON  
827-6444 (H)  
[citycouncil1@jtt.net](mailto:citycouncil1@jtt.net)

JILL CHEMIN  
827-2973 (H)  
[citycouncil2@jtt.net](mailto:citycouncil2@jtt.net)

RICHARD MOTT  
827-6462 (H)  
[citycouncil4@jtt.net](mailto:citycouncil4@jtt.net)

MELISSA TRUMBAUER  
827-6554 (H)  
[citycouncil5@jtt.net](mailto:citycouncil5@jtt.net)



# Invoice

Date: 6/17/2016  
Invoice #: 15252

**Bill To**

Marie Schares  
634 Christopher Circ.  
Jesup, IA 50648  
USA

**Ship To**

Marie Schares  
634 Christopher Circ.  
Jesup, IA 50648  
USA

Quantity	Description	Rate	Amount
		\$0.00	
1	Water Mitigation	8,681.27	8,681.27
1	Deductible Paid By Customer	-1,000.00	-1,000.00
	Sales Tax	7.00%	0.00

**Payments**

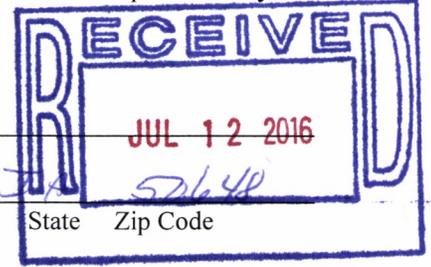
**Total** \$7,681.27

Please complete the following information so that the City can investigate your complaint. Please print clearly.

Date 7-12-16

Name Carolyn Hackwell

Address 244 7<sup>th</sup> St PO Box 300 Jesup  
Street Address/P.O. Box City



Phone Number 319 827 1001  
Home # Cell #

If requested will you attend a City Council meeting to explain your complaint? Yes  No

Nature of Complaint: (include the date, time, place, and facts of your complaint)

*In checking my water and sewer bill for the month of June - May 31, 2016 to June 30, 2016 - it appears the 9% and 3% a total of a 24% raise in rates affected this water sewer bill. Why? Chapters 92 & 99 state the raise will be effective 7-1-16. That should mean my July bill from June 30, 2016 to July 30, 2016 for the water and sewer increase? Right!!*

Explain how you feel the complaint should be resolved:

*Correct and reissue all the bills!  
Give the Jesup Residents an explanation as to why!  
Information given when this increase was approved was a 9% sewer increase + 3% water increase! Nota total of 24%*

Should a citation be issued, you may be required to testify to the above complaint in a Court of Law.

Do you agree to testify? Yes  No  (If you check No it is very possible that the City will not be able to take action on your complaint.) *This statement is very irrelevant to this instance.*

Carolyn T Hackwell  
(Print Name)

7/12/16  
Date

Carolyn Hackwell  
Signature

All complaints must be signed and dated to be considered valid.

City Hall Office Use Only		Complaint No. _____
Received by: <u>Heather Ewen</u>	_____	Date <u>7/12/16</u>
Copies to: _____	_____	Date <u>7/12/16</u>
<del>Mayor</del> Mayor Pro Tem: <u>[Signature]</u>	_____	Date _____
City Clerk /Designee: _____	_____	Date _____
Complaint Referred to: _____	_____	Date _____
Follow Up Completed by: _____	_____	Date _____
Communicated By: Letter <input type="checkbox"/> Phone <input type="checkbox"/> Verbal <input type="checkbox"/> In Person <input type="checkbox"/>	_____	Date _____
Comments: _____	_____	_____

Council upon written request of the employee.

3. If disciplinary action is required, the disciplinary procedures laid out in the Employee Handbook will be followed.

4. If the complaint is about an Elected Official, the complaint will be forwarded to the Mayor/Mayor Pro Tem who will determine how to proceed. If legal counsel is required, the Mayor/Mayor Pro Tem will contact the City Attorney.

**MAYOR**

LARRY THOMPSON

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[jesupmayor@jtt.net](mailto:jesupmayor@jtt.net)

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[citycouncil4@jtt.net](mailto:citycouncil4@jtt.net)

MELISSA TRUMBAUER

827-6554 (H)

[citycouncil5@jtt.net](mailto:citycouncil5@jtt.net)

## CHAPTER 92

# WATER RATES

92.01 Service Charges  
 92.02 Rates For Service  
 92.03 Rates Outside the City  
 92.04 Notice to Discontinue Service  
 92.05 Service for Construction  
 92.06 Use by City  
 92.07 Estimated Bills  
 92.08 Billing for Water Service

92.09 Service Discontinued  
 92.10 Lien for Nonpayment  
 92.11 Lien Exemption  
 92.12 Lien Notice  
 92.13 Customer Deposits  
 92.14 Multiple Dwelling Units  
 92.15 Fee for Miscellaneous Service Calls

**92.01 SERVICE CHARGES.** Each customer shall pay for water service provided by the City based upon use of water as determined by meters provided for in Chapter 91. Each location, building, premises or connection shall be considered a separate and distinct customer whether owned or controlled by the same person or not. The City may adjust charges or defer payments for water service and sewer services where in its judgment such adjustment or deferral is warranted. The City delegates to the Water Superintendent the authority to adjust charges in those cases that meet specific conditions set out in and established by resolution of the City Council. In cases that do not meet the conditions necessary to allow the Water Superintendent to adjust the customer's water service and sewer service charges, a customer may apply in writing to the City Council for consideration of an adjustment or deferral.

*(Code of Iowa, Sec. 384.84)*

**92.02 RATES FOR SERVICE.** Water service shall be furnished at the following rates within the City:

*(Code of Iowa, Sec. 384.84)*

1. Each water account will be charged a monthly water service fee, prorated in days, as specified in the following chart:

Beginning	07/01/2015	07/01/2016	07/01/2017	07/01/2018	07/01/2019
1 meter	\$10.67	\$10.99	\$11.32	\$11.66	\$12.01
2 meters	\$12.79	\$13.18	\$13.57	\$13.98	\$14.40
Each Additional	\$2.12	\$2.19	\$2.25	\$2.32	\$2.39

Residential customers with a second meter on March 27, 2013 shall be billed at the one meter rate for as long as that account remains active.

In addition, water shall be charged a rate of 1,000 gallons, prorated to the nearest 100 gallons, as specified in the following chart:

Beginning	07/01/2015	07/01/2016	07/01/2017	07/01/2018	07/01/2019
0-25,000 gallons	\$3.82	\$3.93	\$4.05	\$4.17	\$4.30
25,001-50,000 gallons	\$3.25	\$3.35	\$3.45	\$3.55	\$3.66
50,001-100,000 gallons	\$2.67	\$2.75	\$2.83	\$2.92	\$3.01
> 100,000 gallons	\$2.10	\$2.16	\$2.23	\$2.29	\$2.36

2. Bulk water, defined as water from supplies other than standard residential or commercial metered services, such as hydrants, stand pipes, or other temporary

connections shall be charged a rate per 1,000 gallons, prorated to the nearest 100 gallons as specified in the following chart:

Beginning	07/01/2015	07/01/2016	07/01/2017	07/01/2018	07/01/2019
	\$4.78	\$4.92	\$5.07	\$5.22	\$5.38

*(Ord. 562 – July 15 Supp.)*

**92.03 RATES OUTSIDE THE CITY.** Water service shall be provided to any customer located outside the corporate limits of the City which the City has agreed to serve at the rates provided in Section 92.02. No such customer, however, will be served unless the customer shall have signed a service contract agreeing to be bound by the ordinances, rules, and regulations applying to water service established by the Council.

*(Code of Iowa, Sec. 364.4 & 384.84)*

**92.04 NOTICE TO DISCONTINUE SERVICE.** Any customer desiring to discontinue the water service to said customer’s premises for any reason must give notice of discontinuance in writing at the business office of the water system; otherwise, the customer shall remain liable for the minimum bill, for all water uses, and service rendered by the City until said notice is received by the City.

**92.05 SERVICE FOR CONSTRUCTION.** Water for building or construction purposes will be furnished by meter measurement, and will be billed at the end of construction at the rate established in Section 92.02.

**92.06 USE BY CITY.** Special terms and conditions may be made where water is used by the City or community for public purposes such as fire extinguishment, public parks, etc.

**92.07 ESTIMATED BILLS.** Where a meter has ceased to register, or meter reading could not be obtained, the quantity of water consumed may be estimated.

**92.08 BILLING FOR WATER SERVICE.** Water service shall be billed as part of a combined service account, payable in accordance with the following:

*(Code of Iowa, Sec. 384.84)*

1. **Meters Read.** Water meters shall be read by the City on a monthly basis near the end of each month.
2. **Bills Issued.** The Clerk shall prepare, date, and issue bills for combined service accounts on or before the sixth day of each month.
3. **Bills Payable.** Bills for combined service accounts shall be due and payable at the City offices by the twentieth day of each month or the next business day if the office is closed on the twentieth.
4. **Late Payment Penalty.** Bills not paid when due shall be considered delinquent. A late payment penalty charge of \$10.00 shall be added to each account delinquent greater than \$30.00.

*(Ord. 562 – July 15 Supp.)*

## CHAPTER 99

### SEWER SERVICE CHARGES

99.01 Sewer Service Charges Required  
99.02 Rate  
99.03 Special Rates  
99.04 Private Water Systems

99.05 Payment of Bills  
99.06 Lien for Nonpayment  
99.07 Special Agreements Permitted  
99.08 Fee for Miscellaneous Service Calls

**99.01 SEWER SERVICE CHARGES REQUIRED.** Every customer shall pay to the City sewer service fees as hereinafter provided.

*(Code of Iowa, Sec. 384.84)*

**99.02 RATE.** Sewer services shall be furnished at the following rates within the City:

*(Code of Iowa, Sec. 384.84)*

1. Each sewer account will be charged a monthly sewer service fee as specified in the following chart:

Beginning	07/01/2015	07/01/2016	07/01/2017	07/01/2018	07/01/2019
Each	\$15.65	\$17.06	\$18.60	\$20.27	\$22.09

In addition, sewer shall be charged a rate per 1,000 gallons, prorated to the nearest 100 gallons, as specified in the following chart:

Beginning	07/01/2015	07/01/2016	07/01/2017	07/01/2018	07/01/2019
0-25,000 gallons	\$3.37	\$3.67	\$4.00	\$4.36	\$4.75
25,001-50,000 gallons	\$2.86	\$3.12	\$3.40	\$3.71	\$4.04
50,001-100,000 gallons	\$2.36	\$2.57	\$2.80	\$3.05	\$3.33
> 100,000 gallons	\$1.85	\$2.02	\$2.20	\$2.40	\$2.61

*(Ord. 563 – July 15 Supp.)*

**99.03 SPECIAL RATES.** Where, in the judgment of the Superintendent and the Council, special conditions exist to the extent that the application of the sewer charges provided in Section 99.02 would be inequitable or unfair to either the City or the customer, a special rate shall be proposed by the Superintendent and submitted to the Council for approval by resolution.

*(Code of Iowa, Sec. 384.84)*

**99.04 PRIVATE WATER SYSTEMS.** Customers whose premises are served by a private water system shall pay sewer charges by metering the water system at the customer's expense or residential contributors only who do not have a metered water service may pay a flat rate as specified in the following chart:

*(Code of Iowa, Sec. 384.84)*

Beginning	07/01/2015	07/01/2016	07/01/2017	07/01/2018	07/01/2019
1 Family	\$26.70	\$29.10	\$31.72	\$34.58	\$37.69
2 Families	\$53.40	\$58.21	\$63.44	\$69.15	\$75.38
Each Additional	\$26.70	\$29.10	\$31.72	\$34.58	\$37.69

*(Ord. 563 – July 15 Supp.)*

**99.05 PAYMENT OF BILLS.** All sewer service charges are due and payable under the same terms and conditions provided for payment of a combined service account as contained in Section 92.08 of this Code of Ordinances. Sewer service may be discontinued in accordance with the provisions contained in Section 92.09 if the combined service account becomes delinquent, and the provisions contained in Section 92.12 relating to lien notices shall also apply in the event of a delinquent account.

**99.06 LIEN FOR NONPAYMENT.** Except as provided for in Section 92.11 of this Code of Ordinances, the owner of the premises served and any lessee or tenant thereof shall be jointly and severally liable for sewer service charges to the premises. Sewer service charges remaining unpaid and delinquent shall constitute a lien upon the premises served and shall be certified by the Clerk to the County Treasurer for collection in the same manner as property taxes.

*(Ord. 531 – Sep. 12 Supp.)*

*(Code of Iowa, Sec. 384.84)*

**99.07 SPECIAL AGREEMENTS PERMITTED.** No statement in these chapters shall be construed as preventing a special agreement, arrangement, or contract between the Council, and any industrial concern whereby an industrial waste of unusual strength or character may be accepted subject to special conditions, rate, and cost as established by the Council.

**99.08 FEE FOR MISCELLANEOUS SERVICE CALLS.** For service calls made by a person to the City relating to the sewer system, there shall be a charge as set by resolution of the City Council to the person requesting the service for time spent after normal business hours (including all time spent on weekends and holidays), if the service call relates to that portion of the sewer system which the person is responsible for under 95.05 of this Code of Ordinances. These charges shall commence at that time it was first determined that the service call related to that portion of the sewer system which the person is responsible for under Section 95.05.

[The next page is 501]

## CHAPTER 99

### SEWER SERVICE CHARGES

99.01 Sewer Service Charges Required  
99.02 Rate  
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In addition, sewer shall be charged a rate per 1,000 gallons, prorated to the nearest 100 gallons, as specified in the following chart:

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> 100,000 gallons	\$1.85	\$2.02	\$2.20	\$2.40	\$2.61

*(Ord. 563 – July 15 Supp.)*

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[The next page is 501]

**Larry Thompson**

---

**From:** Russ W Rock <rrockvii@jtt.net>  
**Sent:** Friday, July 15, 2016 9:10 PM  
**To:** Richard Mott; Dawn Vogel; Council member M. Trumbauer; Larry Thompson; Russ Solomon; Councilmember J. Chemin  
**Subject:** Water and Sewer over billing

Request to Address Jesup City Council

Name Russell W. Rock Date July 19, 2016

Address 534 7th St Phone 319-827-6466

City, State, Zip Jesup, Iowa 50648

     Public Hearing Agenda Item#                     

x Other Agenda Item # Administration "B - 2"

     I wish to speak IN FAVOR of this item

     I wish to speak IN OPPOSITION to this item

x I do not wish to speak; however please record my x SUPPORT      OPPOSITION

Topic of discussion:

. Jesup Ordinance Ch. 92.02 states water rates as follows, Beginning 7/1/2015 the cost of one meter will be \$10.67. Beginning 7/1/2016 the cost will go to \$10.99. The cost of water usage will be \$3.82 per 1000 gal for usage under 25,000 gal., starting on 7/1/2015. Then starting on 7/1/2016, the price will go to \$3.93. The sewer rates are done in a similar fashion.

For the third year in a row, the city has over charged for these items on the 1st of July. You are charging July rates for June usage. July rates apply to usage in July and are billed on the 1st of August.

I managed and wrote tariffs for Farmers Mutual Telephone Company for over 30 years and we would have been fined by the Commerce Commission and told to refund the over charge if we had done what the city does. In the real world what you are doing is called bait and switch. You tell people one price and charge a higher price. All you have to do to get it right for 2017 is start the new rates on the August bill that has the July usage. Over the entire city this year's over billing ran somewhere between \$5,000 to \$10,000 and you have done this at least 3 years.

## Employee Evaluation and Review Procedure

In order to give new City Council Members and the Mayor time to realize Jesup City Employees strengths and weaknesses the evaluations will be completed in November of each year. This also ensures the evaluations are completed prior to budget review time.

- The Mayor will complete each Department Heads Employee Evaluation.
- The Mayor Pro-Tem will complete the Police Chiefs Evaluation.
- Each Department Head will complete the employees' reviews under their supervision. Reference the Organizational Chart if you are not sure who reports to you.
- The reviews will be completed and submitted to the Mayor no later than November 30<sup>th</sup> of each year.
- Forms for the employees to sign to request the employee review discussion to be completed in a special closed session will be handed out by November 30<sup>th</sup> with a brief explanation. If an employee wishes for their review to be completed in an open session with the employee present, Council will complete said review at the next regular City Council Meeting.
- The Mayor and Council will schedule a Closed Council Meeting prior to the 10<sup>th</sup> of December, under Section 21.5 Paragraph 1i to review the Employee Evaluations of any employees requesting to go into closed session.
- Two days prior to the meeting, the Mayor will email a copy of the Employee's Evaluations to all Council Members to review.
- During the review discussion, Council Members may ask for comments to be added to the reviews.
- The Deputy City Clerk will tape record and prepare minutes of the City Clerk's and Public Works Director's reviews.
- The Mayor and Department Heads will review the evaluations with the city employee before the 20<sup>th</sup> of December.
- The employee has 48 hours to add comments, if so desired, and to sign the form.
- If an employee adds comments to their evaluation, the comments will be forwarded to the Mayor and Council.
- Upon signing, the evaluation forms will be placed in the employees personnel file.
- If the employee refuses to sign the form, the Evaluation form will be placed in the personnel file unsigned.

## Employee Request for Closed Review Session

It is in the employee's best interest to have the reviews discussed by council in closed session. The closed session protects the integrity of the employee from public scrutiny.

I hereby request under Section 21.5 paragraph 1i that the Employee Reviews are discussed by the Mayor and City Council in closed session.

Signature:

Date:

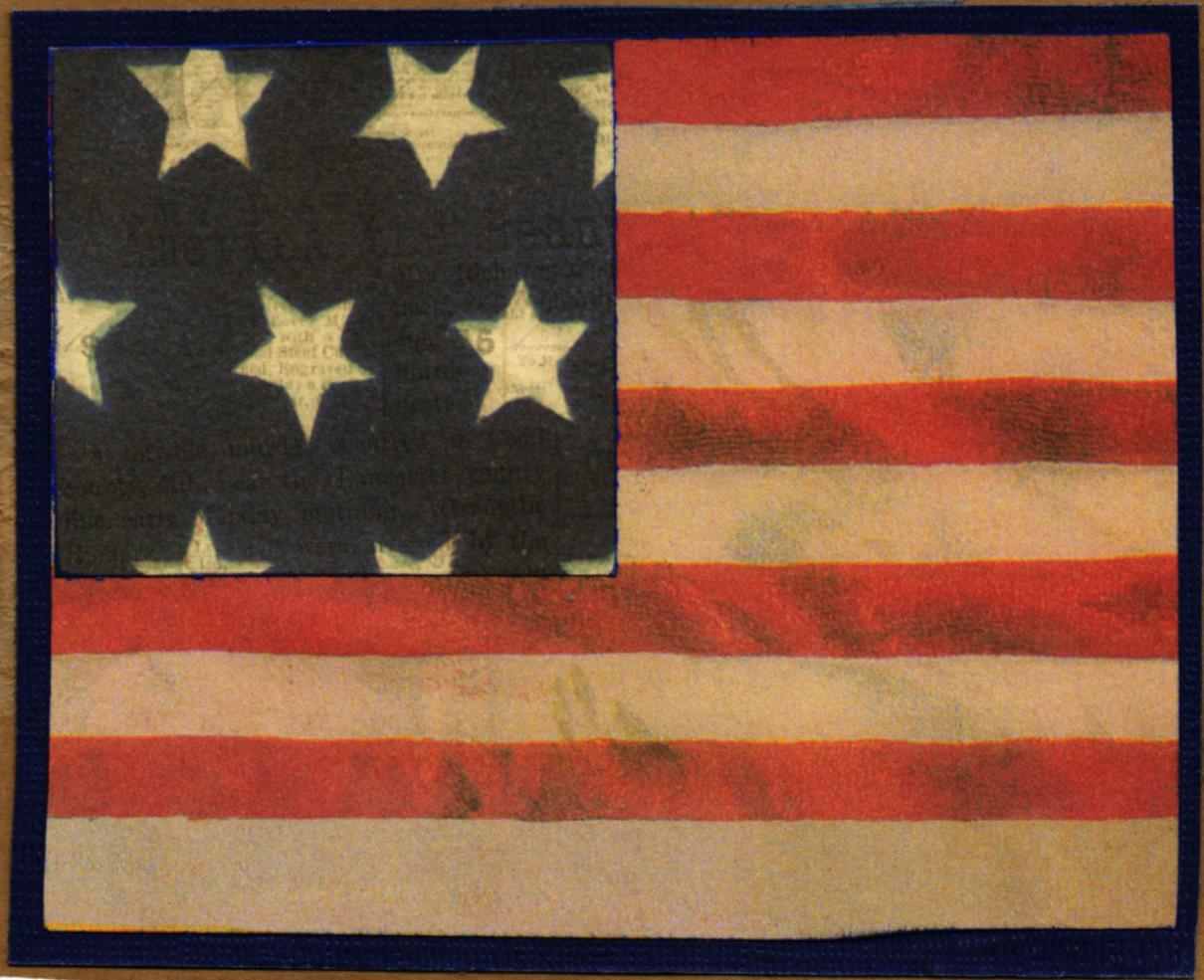
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Printed Name:

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### **21.5 CLOSED SESSION.**

1. A governmental body may hold a closed session only by affirmative public vote of either two-thirds of the members of the body or all of the members present at the meeting. A governmental body may hold a closed session only to the extent a closed session is necessary for any of the following reasons:
  - i. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.



To The Mayor & City Council, Jesup, Ia, July 11, 2018

I am writing to thank the Mayor & Council members for their commitment, dedication and service during our Farmers Day celebration this year. I not only saw the Mayor actively participating offering his own personal resources to the cause but I saw several council members engaged in servant leadership while the 9/11 Never Forget mobile exhibit was on display during Farmers Day. Thank you for making this a FARMERS DAY I WILL NEVER FORGET. Julie Vershuis