



City of Muscatine

CITY COUNCIL

Thursday, November 17, 2022

Brad Bark, Mayor

Dennis Froelich, 1st Ward
Jeff Osborne, 2nd Ward
Peggy Gordon, 3rd Ward
Nadine Brockert, 4th Ward
John Jindrich, 5th Ward

Angie Lewis, At Large
DeWayne Hopkins, At Large
Carol Webb, City Administrator
Cinda Hilger, Admin. Professional
Brent Hinders, City Attorney

City Council meetings are held at 6:00 p.m. on the 1st and 3rd Thursday of each month, In-depth sessions on the 2nd Thursday of each month. All meetings are available for review on the City of Muscatine YouTube page.

The public is welcome to attend virtually using the information below.

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/CityofMuscatine/city-council-meeting>

You can also dial in using your phone.

United States: 1-669-224-3412

Access Code: 971-499-597

AGENDA

1. **CALL TO ORDER**
2. **INVOCATION - Andy Emmert**
3. **ROLL CALL**

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA AS PRESENTED AND/OR AS AMENDED

6. COMMUNICATIONS - CITIZENS

- A. Swearing in of Firefighter Donald Petersen
- B. Nuisance Abatement Appeal - Phillis Phillips-1244 Dale Street

7. COUNCILMEMBER FOLLOW UP TO CITIZEN COMMUNICATION

8. CONSENT AGENDA * (ITEMS 9-14)

The following items are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered separately.

9. * REVIEW AND POTENTIAL VOTE TO APPROVE MINUTES

10. * PETITIONS AND COMMUNICATIONS

- A. Request for Street Closure on Demorest Avenue for Sewer Line Repair
- B. Request for Road Closure for sewer and water repairs at 604 E. 6th Street

11. * COMMUNICATION – RECEIVE AND FILE

- A. Muscatine County Board of Supervisors Meeting Minutes October 31, 2022
- B. Muscatine County Board of Supervisors Meeting Minutes - November 7, 2022
- C. Request on second reading on a new Class “C” Beer Permit and Sunday Sales for Best Western Pearl City Inn, 305 Cleveland Street – Pearl City Hospitality LLC (pending inspections)
- D. Request for renewal of a Class “C” Liquor License and Sunday Sales for Hubble’s Tap, 214 East 2nd Street – Hubble’s Glenda LLC (pending inspections)
- E. Request for renewal of a Class “E” Liquor, Class “C” Beer Permit, Class “B” Wine Permit and Sunday Sales for Kum & Go #1436, 416 Cedar Street – Kum & Go LC (pending inspections)
- F. Request for renewal of a Class “C” Liquor License, Sunday Sales and Outdoor Service for Las Lomas, 1519 Park Avenue – Juan, Inc. (pending inspections and insurance)

- G. Request for renewal of a Class “C” Liquor License, Sunday Sales and Outdoor Service for Bull Pen Sports Bar, 1201 Grandview Avenue – Bullpen Sports Bar Inc. (pending inspections and insurance)
- H. Request for renewal of a Class “C” Beer Permit and Sunday Sales for New York Dollar Store, 109 East 2nd Street – Antonio Sosa (pending inspections and insurance)
- I. **Request for renewal of a Class “C” Liquor License, Sunday Sales and Outdoor Service for Headquarters Corp, 2108 Grandview Avenue – Headquarters Corp. (pending inspections and insurance)**
- J. Request for Outdoor Service Permit for Missipi Brewing Co., 107 Iowa Avenue on December 2, 2022 – R&D Operations (pending inspection and insurance)
- K. Request for Use of City Property from Missipi Brewing Co. for Mingle and Jingle event to be held on December 2, 2022.

12. * PURCHASE ORDERS

- A. Request to approve the Issuance of a Purchase Order to Emeral Coast Manufacturing for the purchase of a composite sampler.

13. * APPROVAL OF BILLS

It is recommended bills totaling \$2,000,069.22, be approved and that the City Council authorize the Mayor and City Clerk to issue warrants for the same. It should be noted that this listing is subject to the approval of any related agenda item(s).

- A. Bills for Approval 11-17-2022

14. * FROM THE MAYOR

15. PUBLIC HEARING

- A. Public Hearing Regarding the Sale of Property at Lot 1 Arrowhead Lake

16. BOARDS AND COMMISSIONS

17. FROM THE CITY ADMINISTRATOR

- A. Resolutions (6) Approving Internal Advances of Funds for Tax Increment Urban Renewal Projects
 - 1. Resolution Authorizing Internal Advance of Funds for the 2022-2023 Urban Renewal Administration and Professional Support Program

2. Resolution Authorizing Internal Advance of Funds and Economic Development Grant for Greater Muscatine Chamber of Commerce and Industry Support Program
 3. Resolution Authorizing Internal Advance of Funds for Small Business Forgivable Loan Program
 4. Resolution Authorizing Internal Advance of Funds for Forgivable Loan Programs for Code Compliance Improvements
 5. Resolution Authorizing Internal Advance of Funds for the Downtown Facade Improvements Forgivable Loan Program
 6. Resolution Authorizing Internal Advance of Funds for the City Wayfinding Program - Year 1
- B. Resolutions (13) for Annual Appropriation for Tax Increment Financing (TIF) Rebate Obligations
1. Resolution Obligorating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year - Wal-View Developments Limited Company/GSTC Logistics, Inc. (Project #1)
 2. Resolution Obligorating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year - Wal-View Developments Limited Company/GSTC Logistics, Inc. (Project #2).
 3. Resolution Obligorating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Musco Sports Lighting (Project #2)
 4. Resolution Obligorating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Harrison Lofts, LLC
 5. Resolution Obligorating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Riverview Hotel Development.
 6. Resolution Obligorating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – HNI Corporation
 7. Resolution Obligorating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed

obligations which shall come due in the next succeeding fiscal year – White Distribution & Supply LLC

8. Resolution Obligor obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Bush Development, LLC/Hershey Development, LLC - for the Hershey Building Project

9. Resolution Obligor obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year - JNB Oak Park K.L

10. Resolution Obligor obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – NPSW Enterprises, LLC (Arbor Commons)

11. Resolution Obligor obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Fridley Theatres, Inc./Fridley Properties, LLC – Outlot #1

12. Resolution Obligor obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Colorado Senior Lofts LLC

13. Resolution Obligor obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Grandview Senior Lofts LLC.

- C. Resolution Adopting the Iowa League of Cities Record Retention Manual as the Official Record Retention Schedule for the City of Muscatine
- D. Resolution Approving Depository Resolution with Community Bank & Trust
- E. Resolution Accepting Completed Work on the Taxilane Expansion & Authorizing Final Payment
- F. Request for approval to enter into agreement with the Iowa DOT, accepting an ARPA (American Rescue Plan Act) grant for MuscaBus.
- G. Request to Approve Annual Street Finance Report for Fiscal Year 2021/2022

18. MAYOR AND COUNCIL REPORTS

19. ADJOURNMENT



City of Muscatine

ITEM NUMBER 2022-0444

AGENDA ITEM SUMMARY

DATE: 11/17/2022

STAFF

Brian Stineman, Public Works Director

SUBJECT

Request for Street Closure on Demorest Avenue for Sewer Line Repair

EXECUTIVE SUMMARY

Hometown Plumbing requests to temporarily close Demorest Avenue to make sewer repairs for 1707 Demorest. The closure is expected to take five days.

STAFF RECOMMENDATION

Approve the request

BACKGROUND/DISCUSSION

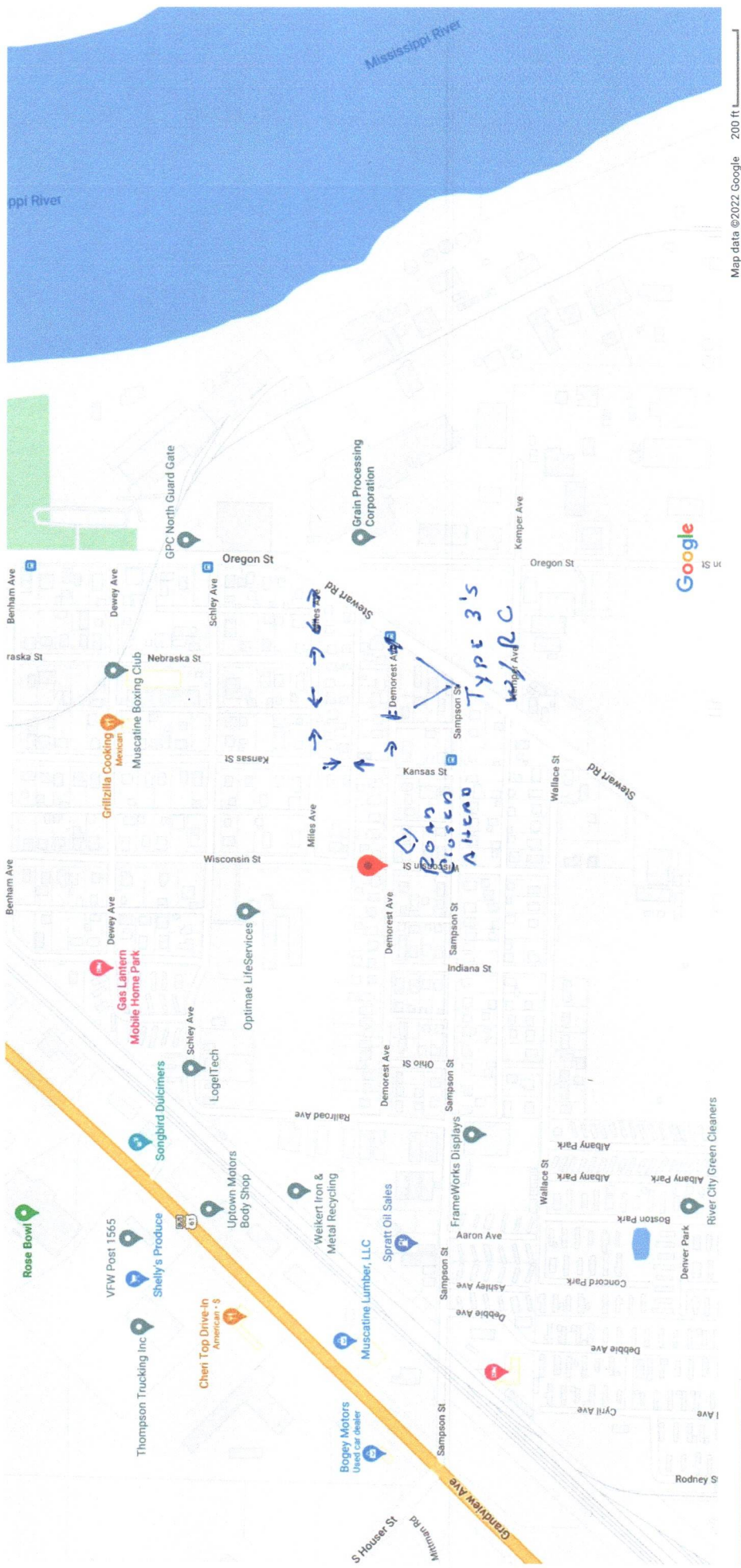
Hometown Plumbing requests to temporarily close Demorest Avenue to make sewer repairs for 1707 Demorest. The closure is expected to take five days. A proposed detour has been provided and approved by the Public Works Department.

CITY FINANCIAL IMPACT

N/A

ATTACHMENTS

1. Temp Demorest



The image is a large, abstract, blue-toned photograph of a person's face in profile, looking down. The face is partially obscured by a dark, textured, and somewhat blurry foreground element, possibly a hand or a piece of fabric. The background is a deep, solid blue. The overall mood is contemplative and artistic.

Hometown w. 11 be working on Demorest
 Between Stewart Rd and Kansas St.
 Delour w. 11 be Kansas to Miles -
 and Miles to Kansas

Demorest Ave

Google Maps



Map data ©2022 Google 100 ft

- ① Type 3 Road Closed
- ② Road Closed ahead
- ③ Detour
Route E 6th, Orange, E 7th, Oak

Sewer + Water Repair

Sewer on Center line
Water on North bound lane

Close dates: 18 Nov through 23 Nov

Louie Brothers

Muscatine County Board of Supervisors
Monday, October 31, 2022

The Muscatine County Board of Supervisors met in regular session at 9:00 A.M. with Holliday, Mather, Sauer, Saucedo and Sorensen present. Chairperson Sauer presiding.

On a motion by Sorensen, second by Mather, the agenda was approved as presented. Ayes: All.

On a motion by Sorensen, second by Saucedo, claims dated October 31, 2022, were approved in the amount \$920,024.81. Ayes: All.

On a motion by Sorensen, second by Saucedo, Drainage District #13 stamped warrants dated October 31, 2022 in the amount of \$15,582.80 were approved. Ayes: All.

On a motion by Mather, second by Sorensen, the Board authorized the Chair to sign a General Accounting Expenditure form requesting Community Development Block Grant (CDBG) reimbursement for 2019 disaster related expenses. Ayes: All.

On a motion by Sorensen, second by Holliday, minutes of the October 24, 2022 regular meeting were approved as written. Ayes: All.

Correspondence:

Mather had discussions with several residents regarding child care options in the county.
Mather received information from Veteran's Affairs Director, Eric Sanders regarding Operation Green Light project from November 7-13, 2022. The project is to light building and structures with green light to show support of veterans. Mather stated City of Muscatine has received a request to light the Norbert F. Beckey bridge green. Sorensen stated the courthouse could be considered.
Saucedo received minutes from the Iowa Women's Foundation meeting held on October 26, 2022.

Committee & Meeting Reports:

Sorensen attended a Housing Council meeting on October 25, 2022
Sorensen attended a Housing Council meeting on October 28, 2022. The Council meeting included individuals discussing the use of 3D printers.
Sorensen attended an Iowa Women's Foundation meeting regarding child care availability and status in Muscatine County.
Saucedo reported the Public Health Lean Leadership meeting was rescheduled due to no quorum present.
Mather attended a Mississippi Valley Workforce Development Board meeting on October 26, 2022.
Mather attended a 7th Judicial District Department of Correctional Services Board meeting on October 28, 2022. Mather stated the annual report was approved.
Saucedo attended a West Liberty Economic Area Development (WELEAD) meeting on October 27, 2022. Saucedo stated Ethan Anderson was nominated and appointed as Mayor of West Liberty, Iowa in a unanimous 5-0 vote during a

special city council meeting.
Holliday attended the Muscatine County Annual Fair Board meeting and regular meeting
on October 25, 2022.

County Treasurer Amy Zybarth presented the Iowa Homeowner Assistance Fund program to the Board. Zybarth stated the program assists eligible Iowa homeowners in avoiding foreclosure by providing financial assistance with mortgage payments and related property expenses. Zybarth stated the homeowner is directed to apply directly with the Iowa Finance Authority and an informational flyer outlining the program is included with the 1200 delinquent tax notices being mailed to parcel owners today.

County Auditor Tibe Vander Linden stated early voting in the Auditor office is now through November 7, 2022. The Auditor office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. and Saturday, November 5, 2022 from 9:00 a.m. to 5:00 p.m. Polls will be open on General Election day, November 8, 2022, from 7:00 a.m. to 8:00 p.m.

The meeting was adjourned at 9:14 A.M.

ATTEST:

Tibe Vander Linden
County Auditor

Scott Sauer, Chairperson
Board of Supervisors

Muscatine County Board of Supervisors
Monday, November 7, 2022

The Muscatine County Board of Supervisors met in regular session at 9:00 A.M. with Holliday, Mather, Saucedo, Sauer, Sorensen present. Chairperson Sauer presiding.

On a motion by Sorensen, second by Mather, the agenda was approved as presented. Ayes: All.

On a motion by Saucedo, second by Sorensen, the Board approved 2022 Family Farm Credit applications, as recommended by the Muscatine County Assessor, with Kelly Crull of the Assessor's Office. Ayes: All.

On a motion by Sorensen, second by Mather, the Board authorized the Chair to sign a time extension agreement with Iowa Department of Homeland Security and Emergency Management for the Muscatine County HMGP 4421 Project. Ayes: All.

On a motion by Saucedo, second by Holliday, the Board approved the following utility permit: Lumen of Des Moines, Iowa – plow and place new hand hole approximately 3792 feet along Vail Avenue, Section 24 & 25-T77N-R01W. Ayes: All.

County Engineer Brian Horesowsky requested the authorization from the Board to proceed with a tandem dump truck order. Horesowsky stated a truck was recently ordered with H & L Mack Truck Sales, Incorporated in Mediapolis, Iowa. H & L sent a letter stating a \$4,000 up charge will be added to the order which is a 2.8% increase to the original order charge, making the total truck delivery charge as \$144,824.00. The Board consensus was to allow the increase in cost for the truck and to proceed with the tandem dump truck order.

On a motion by Sorensen, second by Mather, the minutes of the October 31, 2022 regular meeting were approved as written. Ayes: All.

Correspondence:

Holliday received text messages and emails with questions on where to vote for the General Election on November 8, 2022.

Committee & Meeting Reports:

Sorensen & Saucedo attended a Housing Council meeting and tour of Muscatine Center for Social Action homes on November 1, 2022.

Saucedo attended an Open House for Colorado Senior Lofts on November 2, 2022.

Sorensen, Sauer & Holliday attended a Conference Board meeting on November 1, 2022.

Mather reported the Muscatine Community Health Association meeting scheduled for November 2, 2022 was cancelled.

On a motion by Saucedo, second by Sorensen, the Board authorized the Administration Office to submit a request for Local Assistance & Tribal Consistency Funds (LATCF) to allocate \$100,000 (\$50,000 in FY22 and \$50,000 in FY23). A request must be submitted by January 31, 2023. The

recipients may use these funds on any governmental purpose other than lobbying activity. Ayes: All.

On a motion by Sorensen, second by Saucedo, the Board authorized the Chair to sign an American Recovery Act grant agreement with the Community Foundation of Greater Muscatine Mulberry Corridor Neighborhood Revitalization for a funding amount of \$1,000,000. Ayes: All.

County Auditor Tibe Vander Linden stated the 2022 General Election will be held on November 8, 2022. Polls will be open from 7:00 a.m. to 8:00 p.m. Early voting is available in the Auditor's office today until 4:30 p.m. Absentee ballots that were mailed to voters have a return deadline of November 8, 2022 at 8:00 p.m. Vander Linden recommended that all voters return their ballot in person to the Auditor's office by 8:00 p.m. on November 8, 2022 to insure it is delivered timely. Vander Linden stated a postmarked ballot being delivered after November 8, 2022 will not be accepted.

Administration Services Director Nancy Schreiber stated there will be a Special Board of Supervisors meeting on November 15, 2022 at 9:00 a.m. to canvass the 2022 General Election.

Jim Meredith, 1986 Bayfield Road, stated his appreciation to the Board for their service.

The meeting was adjourned at 9:15 A.M.

ATTEST:

Tibe Vander Linden
County Auditor

Scott Sauer, Chairperson
Board of Supervisors



City of Muscatine

ITEM NUMBER 2022-0446

AGENDA ITEM SUMMARY

DATE: 11/17/2022

STAFF

Jon Koch

SUBJECT

Request to approve the Issuance of a Purchase Order to Emeral Coast Manufacturing for the purchase of a composite sampler.

EXECUTIVE SUMMARY

1. Request to approve the issuance of a purchase order to Emeral Coast Manufacturing, in the amount of \$7,924.00, for the purchase of The Wave composite sampler. There is \$8,000.00 budgeted in the Laboratory budget for this purchase.

STAFF RECOMMENDATION

Staff recommends approving the issuance of a purchase order for this item.

BACKGROUND/DISCUSSION

The current effluent composite sampler is over 10 years old and is no longer repairable. The sampler is used to collect permit required samples from the effluent discharging to the Mississippi to ensure compliance. The old sampler will be retained for parts on the other four samplers in the plant. Two bids were received for this purchase with the lowest bid coming from Emeral Coast Manufacturing.

CITY FINANCIAL IMPACT

This is a budgeted item and the bid is under the budgeted amount.

ATTACHMENTS

1. Wave PFB Memo.221110
2. 10-20-22 City of Muscatine - Optima CVE 16 Vacuum Sampler Quote

3. 102022-RJ Muscatine IA WAVE Sampler



1202 Musser Street
Muscatine, IA 52761-1645
(563) 263-2752
Fax (563) 263-3720

WATER & RESOURCE RECOVERY FACILITY

muscatineiowa.gov

TO: JON KOCH
FROM: PATTI FULLER-BLOECHL
SUBJECT: SAMPLER PURCHASE
DATE: 11/3/2022

The Muscatine WRRF Environmental Laboratory is requesting the purchase of a new sampler. The sampler was intended to replace the oldest sampler in the plant that is currently used for the primary effluent. Due to changes in robustness of the recently purchase samplers, the Effluent sampler will be replaced with a vacuum sampler. The newer to the USA wastewater industry uses vacuum and allows a larger vertical lift. (from 25 feet using peristaltic pump to 29 feet using vacuum pump).

The two vacuum sampler bids are:

Manufacturer	Model	Price
Emerald Coast Manufacturing	The Wave	\$ 7,499 & \$ 425 Shipping
Teledyne ISCO	OPTIMA	\$ 7,361.00 & \$ 631 Shipping

The two systems are very similar, but the Wave has a better line velocity and repeatability. The company is also developing a mobile app for their sampler. My suggestion would be to go with the Emerald Coast Manufacturing Bid for \$ 7,924

"I remember Muscatine for its sunsets. I have never seen any
on either side of the ocean that equaled them" — Mark Twain

Sampler Features/Comparison

Features	Emerald Coast Manufacturing	Teledyne ISCO
Vertical Lift	29'	28'
Lineal Feet	Up To 200'	29'?
Pump	Heavy Duty Piston Vacuum Pump	Heavy Duty Piston Vacuum
Refrigeration Lines Refrigeration Body	Copper Lines Coated Hard Plastic	Copper Lines, Phenolic Coated Fiber glass molded
Temperature Operation Range	-20 F to 120 F	-20 F to 122 F
Line Velocity	>3.75 FPS at 20'	> 3.25 FPS at 20'
Power Requirements	115 VAC. 60 Hz	115 Vac 60 Hz
Repeatability Accuracy	+/- 1 % +/- 3 %	+/- 5 %
App	An App is being developed	N/A
Screen	Color	Black and White



10633 County Road 26
Blair, NE 68008
Phone: 402-571-1303
Orders: office@gpmweb.net

Quotation

DATE: 10-20-2022
QUOTE #IS222010-01E

Quotation Prepared For:

Patti Fuller-Bloechl

Chemist - Lab Supervisor

Muscatine Water & Resource Recovery

1202 Musser Street

Muscatine Iowa 52761

Phone: (563) 263-2752

pfbloechl@muscatineiowa.gov

Please address purchase orders to:
GPM Environmental Solutions, LLC

RE: OPTIMA-CVE-16 REFRIGERATED SAMPLER

Item	Qty	Part Number	Description	Unit Price	Total Price
1	1	682321112	OPTIMA-CVE-16 ALL SEASON REFRIGERATED SAMPLER, 28 FOOT LIFT, 110VAC, SINGLE BOTTLE with fiberglass base and body, suitable for corrosive environments and severe outdoor conditions. This unit has a 28 foot vertical lift, includes controller and equipped for single bottle sampling. To receive a complete system you must also order a bottle and suction line with strainer.	\$7,129.00	\$7,129.00
2	1	WW178	5 Gallon Plastic, Pail Type Container	\$56.00	\$56.00
3	1	609004379	3/8 inch ID x 25 ft. long vinyl suction line with standard weighted polypropylene strainer. Includes tubing coupler.	\$176.00	\$176.00

Subtotal	\$7,361.00
Freight	\$631.00
TOTAL	\$7,992.00

TERMS AND CONDITIONS:

1. Prices Valid 30 Days
2. Freight Quoted Actual
3. Delivery 3-6 weeks

Customer Acceptance (sign below):

x _____
Accepted by: Title: Date: PO#

If you have any questions about this price quote, please contact:
Justin Meader, P. 402-571-1303, justin@gpmweb.net

Thank You For Your Business!



October 20, 2022

Proposal 10.20.2022-RJ

To: City of Muscatine, IA
Patti Fuller

Reference: Wave™ Vacuum Sampler

Emerald Coast Manufacturing, LLC. is pleased to offer the following proposal per your request:

- Qty 1 Wave™ All Season Refrigerated Vacuum Sampler, No Heater
- 115 VAC
 - 29 ft Suction Lift
 - Acrylic/ABS/Fiberglass Enclosure, suitable for corrosive environments and severe outdoor conditions
 - The Wave™ uses patent pending technology that will allow the user to program their sample size using a keypad with high accuracy and repeatability.
 - 7" LCD Color Touchscreen
 - 6 Pin connector w/ 6' cable - 4-20 mA input, pulse input, alarm relay
 - Random time based, constant size sampling programming
 - Time or flow-based sampling programming
 - Data-logging
 - Operation manual

TOTAL: \$7,499.00

Shipping Cost \$425.00

Lead time: 4-6 Weeks ARO Warranty: Two Years

OPTIONS: Shipped with unit if ordered

Heater	Heater in the refrigeration Module.....	\$210.00
AC6004	2.5-Gallon Nalgene Bottle with Lid.....	\$141.00
AC6005	5-Gallon Nalgene Bottle with Lid.....	\$178.00
AC6001	25' 3/8" ID X 5/8" OD Tubing.....	\$50.00
AC6006	PVC Strainer	\$60.00
AC6002	Stainless Steel Strainer	\$103.00
FBS	Full bottle shut-off switch, included 2.5-gallon Nalgene Bottle	\$295.00
AC6016	12 Pin connector w/6 ft cable for Optional Controls; start, start-stop, manual remote, Run status contact	\$81.00

Pricing does not include taxes or installation

4121 Warehouse Lane, Pensacola, FL 32505 USA
(850) 469-1142 | ron@emeraldcoastmfg.com

www.emeraldcoastmfg.com

To approve please sign, date, and return via fax or e-mail

Sincerely,

Ronnie Jones

Ronnie Jones

Acceptance Signature: _____ Date: _____

Terms & Conditions:

Unless otherwise stated in this offering, payment terms from the date of invoice are net thirty (30) days on all equipment. Taxes are not included; all taxes are the customer's responsibility. **All quotes are valid for ninety (90) days.**

Equipment Offering:

This offering is limited to the quantities and items specified, and Emerald Coast Manufacturing, LLC. can assume no responsibility for furnishing any other equipment or material shown in any plan or specifications not called out in above proposal.

Freight:

Freight is not allowed unless specified in the above proposal.

By others, if not specified in the proposal:

- Emerald Coast Manufacturing, LLC. assumes no responsibility for the electrical or control wiring.
- Unloading, loading, or relocating equipment or materials on the job site.
- Start-up, training, or installation.

Accounts Payable

Transactions by Account

User: SMeyer
Printed: 11/15/2022 - 3:35PM
Batch: 00002.11.2022



Account Number	Vendor	Description	GL Date	Check No
1000-00-0000-23550	RELIANCE STANDARD LIFE INS CO PR	Batch 00002.10.2022 Life Insurance	10/28/2022	0
1000-00-0000-23550	RELIANCE STANDARD LIFE INS CO PR	Batch 00002.10.2022 Life Insurance	10/28/2022	0
1000-00-0000-23550	RELIANCE STANDARD LIFE INS CO PR	Batch 00001.10.2022 Life Insurance	10/14/2022	0
Vendor Subtotal:				
1000-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR	Batch 00002.10.2022 Optional Life	10/28/2022	0
1000-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR	Batch 00001.10.2022 Optional Life	10/14/2022	0
Vendor Subtotal:				
1000-01-1111-51400	SYCAMORE PRINTING INC	Name Plate - B Hinders Attorney	11/14/2022	0
Vendor Subtotal:				
1000-01-1121-61210	MUSCATINE COUNTY ATTORNEY	Serving Papers	11/15/2022	0
1000-01-1121-61210	MUSCATINE COUNTY ATTORNEY	Serving Papers	11/15/2022	0
1000-01-1121-61210	MUSCATINE COUNTY ATTORNEY	Serving Papers	11/15/2022	0
1000-01-1121-61210	MUSCATINE COUNTY ATTORNEY	Serving Papers	11/15/2022	0
Vendor Subtotal:				
1000-01-1131-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
1000-01-1131-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
Vendor Subtotal:				

1000-01-1131-61340	TCM BANK NA VISA	Adobe - Adobe ID	11/15/2022	0
1000-01-1131-61340	TCM BANK NA VISA	Adobe - Adobe Subscription	11/15/2022	0
		Vendor Subtotal:		
1000-01-1131-61630	KIM WARREN	Goal Setting	11/14/2022	0
		Vendor Subtotal:		
1000-01-1131-64120	TCM BANK NA VISA	Hampton Inn - Lodging Webb	11/15/2022	0
		Vendor Subtotal:		
1000-01-1131-69400	MUSCATINE CHAMBER OF COMME	Semi-Annual Dues	11/15/2022	0
		Vendor Subtotal:		
1000-01-1132-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
		Vendor Subtotal:		
1000-01-1132-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
		Vendor Subtotal:		
1000-01-1132-69400	ICMA MEMBERSHIP RENEWALS	Membership Dues - S Romagnoli	11/14/2022	0
		Vendor Subtotal:		
1000-01-1144-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
		Vendor Subtotal:		
1000-01-1144-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
		Vendor Subtotal:		

1000-01-1144-61550	TSS INCORPORATED	Random - McKracken	11/14/2022	0
1000-01-1144-61550	TSS INCORPORATED	Random - Hoon	11/14/2022	0
1000-01-1144-61550	TSS INCORPORATED	Random - Adams	11/14/2022	0
1000-01-1144-61550	TSS INCORPORATED	Random - Jens	11/14/2022	0
Vendor Subtotal:				
1000-01-1144-69900	TCM BANK NA VISA	Pack-N-Ship - Lawsuit Copies	11/15/2022	0
Vendor Subtotal:				
1000-05-1141-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
Vendor Subtotal:				
1000-05-1141-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
Vendor Subtotal:				
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN, Public Notice - Snow Removal		11/14/2022	0
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN, Minutes/Bills 10/20/22		11/14/2022	0
Vendor Subtotal:				
1000-05-1143-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
Vendor Subtotal:				
1000-05-1143-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
Vendor Subtotal:				
1000-05-1143-51100	QUILL CORPORATION	2 Pocket Folders w/Fastners White	11/15/2022	0
1000-05-1143-51100	QUILL CORPORATION	2 Pocket Folders w/Fastners Purple	11/15/2022	0
1000-05-1143-51100	QUILL CORPORATION	2 Pocket Folders w/Fastners Gray	11/15/2022	0
1000-05-1143-51100	QUILL CORPORATION	2 Pocket Folders w/Fastners Gray	11/15/2022	0
Vendor Subtotal:				

1000-05-1143-64200	TCM BANK NA VISA	GFOA- GAAP Update McCullough	11/15/2022	0
		Vendor Subtotal:		
1000-05-1143-64200	DAVID HARRIS	Leadership Training - McCullough	11/14/2022	0
		Vendor Subtotal:		
1000-05-1146-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
		Vendor Subtotal:		
1000-05-1146-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
		Vendor Subtotal:		
1000-05-1146-61340	TCM BANK NA VISA	Core Technology - Always Up	11/15/2022	0
1000-05-1146-61340	TCM BANK NA VISA	Jamf Software - Subscription	11/15/2022	0
		Vendor Subtotal:		
1000-05-1146-65240	MUSCATINE POWER & WATER	October Internet - Greenwood	11/14/2022	0
		Vendor Subtotal:		
1000-10-1221-32530	DAVID LITTREL	Refund Permit EP0090-2022	11/15/2022	0
		Vendor Subtotal:		
1000-10-1221-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
		Vendor Subtotal:		
1000-10-1221-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
		Vendor Subtotal:		
1000-10-1221-51100	AMAZON.COM	Shpping Labels/Folder	11/14/2022	0

Vendor Subtotal:				
1000-10-1221-52300	TAMARA WAGNER	Reimb Shoes - T Wagner	11/15/2022	0
Vendor Subtotal:				
1000-10-1221-52890	TCM BANK NA VISA	Uprinting - Heat & Soul Stickers	11/15/2022	0
Vendor Subtotal:				
1000-10-1221-52890	COMMUNITY FOUNDATION OF DU	Phase 2 Training	11/15/2022	0
Vendor Subtotal:				
1000-10-1221-61340	TCM BANK NA VISA	Adobe - Monthly Subscription	11/15/2022	0
Vendor Subtotal:				
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1503 Lucas St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 2203 Lucas St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 615 Mulberry Ave		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 918 Colver St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 619 Oak St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 615 Oak St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 806 E 9th St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1215 Oregon St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 401 7th St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1503 Washington St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 317 Harrison St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 607 E 8th St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 508 E 7th St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 700 Cedar St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 328 W Fulliam Av		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 2 Aaron Drive		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1911 Demorest Av		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1911 Demorest Av		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1211 Oregon St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 211 Bleeker St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 114 W 10th St		11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 2111 Wallace St		11/14/2022	0

1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1718 Miles Ave	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 2117 Wallace St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 205 W 7th St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 404 W 5th St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1244 Dale St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1211 Indiana St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 42 Gas Lantern Sq	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 700 W 8th St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1019 Lincoln Blvd	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 2003 Breese Ave	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1815 Schley Ave	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 5111 W 59th Ave	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1114 Nebraska St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - Parcel 0834328017	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1632 Beach Cir	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 217 Liberty St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 217 Roscoe Ave	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1499 Washington St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1503 Washington St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 706 E 7th St	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 1518 Lincoln Blvd	11/14/2022	0
1000-10-1221-62470	KELLOR & KELLOR LANDSCAPE IN Nuisance Abatement - 404 W 5th St	11/14/2022	0

Vendor Subtotal:

1000-10-1221-64200	TCM BANK NA VISA	Iowa Assoc of Code Enforcement - Traini	11/15/2022	0
1000-10-1221-64200	TCM BANK NA VISA	Iowa Assoc of Code Enforcement - Traini	11/15/2022	0

Vendor Subtotal:

1000-10-1221-65275	VERIZON WIRELESS	Oct Cell Phones	11/14/2022	0
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Vendor Subtotal:

1000-10-1221-65275	TCM BANK NA VISA	Google - Google Voice	11/15/2022	0
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Vendor Subtotal:

1000-10-1221-69850	TCM BANK NA VISA	DNR - 5 Yr Storm Water Permit	11/15/2022	0
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Vendor Subtotal:

1000-15-1311-33435	TCM BANK NA VISA	Iowa Judicial Branch - ATE Filing	11/15/2022	0
1000-15-1311-33435	TCM BANK NA VISA	Iowa Judicial Branch - ATE Filing	11/15/2022	0
1000-15-1311-33435	TCM BANK NA VISA	Iowa Judicial Branch - ATE Filing	11/15/2022	0
1000-15-1311-33435	TCM BANK NA VISA	Iowa Judicial Branch - ATE Filing	11/15/2022	0
1000-15-1311-33435	TCM BANK NA VISA	Iowa Judicial Branch - ATE Filing	11/15/2022	0
1000-15-1311-33435	TCM BANK NA VISA	Iowa Judicial Branch - ATE Filing	11/15/2022	0
1000-15-1311-33435	TCM BANK NA VISA	Iowa Judicial Branch - ATE Filing	11/15/2022	0
1000-15-1311-33435	TCM BANK NA VISA	USPS - ATE Filing Postage	11/15/2022	0
		Vendor Subtotal:		
1000-15-1311-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
		Vendor Subtotal:		
1000-15-1311-46600	RELIANCE STANDARD LIFE INS CO BW LTD Nov		11/15/2022	0
1000-15-1311-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
		Vendor Subtotal:		
1000-15-1311-51300	AMAZON.COM	Envelopes	11/14/2022	0
		Vendor Subtotal:		
1000-15-1311-52300	TCM BANK NA VISA	Balco Uniform - Return	11/15/2022	0
		Vendor Subtotal:		
1000-15-1311-52720	TCM BANK NA VISA	BP - Fuel	11/15/2022	0
		Vendor Subtotal:		
1000-15-1311-52820	TCM BANK NA VISA	Discount Mug - Open House Items	11/15/2022	0
		Vendor Subtotal:		
1000-15-1311-52890	MENARDS (MUSC)	Packing Tape	11/14/2022	0

Vendor Subtotal:				
1000-15-1311-61520	PEORIA-TAZEWEEL PATHOLOGY G Medical C Cabrera DOS 7/8/22		11/14/2022	0
Vendor Subtotal:				
1000-15-1311-61520	UNITY HEALTHCARE - TRINITY	Medical S Wheeler DOS 4/5/22	11/14/2022	0
1000-15-1311-61520	UNITY HEALTHCARE - TRINITY	Medical A Dabit DOS 9/13/22	11/14/2022	0
Vendor Subtotal:				
1000-15-1311-62410	TEMP ASSOCIATES	Temp Employee Week Ending 10/30/22	11/14/2022	0
Vendor Subtotal:				
1000-15-1311-62530	STERICYCLE INC	Shredding	11/15/2022	0
Vendor Subtotal:				
1000-15-1311-62530	JOHNSON COUNTY SHERIFF'S OFFI	Phone Extractions	11/14/2022	0
Vendor Subtotal:				
1000-15-1311-64200	TCM BANK NA VISA	West Liberty Gun Club - Team Membersl	11/15/2022	0
Vendor Subtotal:				
1000-15-1311-64700	DAVID HARRIS	Leadership Training - Jirak/Motto	11/14/2022	0
Vendor Subtotal:				
1000-15-1311-65210	CENTURYLINK	October Phones - Police	11/14/2022	0
Vendor Subtotal:				
1000-15-1311-67320	INTOXIMETERS INC	#22-0080-01 Dry Gas Standard 108 Liter	11/14/2022	0

Vendor Subtotal:				
1000-15-1311-69200	TCM BANK NA VISA	USPS - Postage	11/15/2022	0
1000-15-1311-69200	TCM BANK NA VISA	USPS - Postage	11/15/2022	0
1000-15-1311-69200	TCM BANK NA VISA	USPS - Postage	11/15/2022	0
1000-15-1311-69200	TCM BANK NA VISA	USPS - Postage	11/15/2022	0
Vendor Subtotal:				
1000-15-1311-74200	UNIFORM DEN INC	Vest	11/14/2022	0
Vendor Subtotal:				
1000-15-1312-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
1000-15-1312-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
Vendor Subtotal:				
1000-15-1317-65260	VERIZON WIRELESS	Oct Cell Phones - HIDTA	11/14/2022	0
Vendor Subtotal:				
1000-15-1320-61660	REINFORCEMENT CONSULTING LL	Mental Health Consulting	11/14/2022	0
Vendor Subtotal:				
1000-20-1321-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
1000-20-1321-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
Vendor Subtotal:				

1000-20-1321-51100	AMAZON.COM	Notepads	11/14/2022	0
		Vendor Subtotal:		
1000-20-1321-51100	TCM BANK NA VISA	Wal-Mart - Office Supplies	11/15/2022	0
		Vendor Subtotal:		
1000-20-1321-52300	BERLINS PRO SHOP	T-Shirt	11/14/2022	0
		Vendor Subtotal:		
1000-20-1321-52300	DINGES FIRE COMPANY	Bunker Gear Repairs	11/14/2022	0
		Vendor Subtotal:		
1000-20-1321-52720	TCM BANK NA VISA	Kum & Go - Fuel	11/15/2022	0
		Vendor Subtotal:		
1000-20-1321-52890	RELIANT FIRE APPARATUS	Drug Box Latch - Engine #311	11/14/2022	0
1000-20-1321-52890	RELIANT FIRE APPARATUS	Drug Box Latch - Engine #311	11/14/2022	0
		Vendor Subtotal:		
1000-20-1321-52890	AMAZON.COM	Batteries	11/14/2022	0
1000-20-1321-52890	AMAZON.COM	Storage Case	11/14/2022	0
		Vendor Subtotal:		
1000-20-1321-52890	TCM BANK NA VISA	Flashlight Distributor - Flashlight Parts	11/15/2022	0
		Vendor Subtotal:		
1000-20-1321-61520	UNITY HEALTHCARE - TRINITY	Medical Z Reining DOS 11/10/21	11/14/2022	0
1000-20-1321-61520	UNITY HEALTHCARE - TRINITY	Medical B Danielsom DOS 7/15/22	11/14/2022	0
1000-20-1321-61520	UNITY HEALTHCARE - TRINITY	Medical L Creamer DOS 9/12/22	11/14/2022	0
1000-20-1321-61520	UNITY HEALTHCARE - TRINITY	Medical D Ritchie DOS 11/3/21	11/14/2022	0

Vendor Subtotal:				
1000-20-1321-61550	TMESYS LLC	Prescription - J Barnhart	11/15/2022	0
1000-20-1321-61550	TMESYS LLC	Prescription - J Barnhart	11/15/2022	0
Vendor Subtotal:				
1000-20-1321-61550	WORKERS COMPENSATION RX SOI Prescriptions - J Shryock DOS 10/24/22		11/14/2022	0
Vendor Subtotal:				
1000-20-1321-61630	TCM BANK NA VISA	Hy-Vee - Assessment Center Evaluators &	11/15/2022	0
1000-20-1321-61630	TCM BANK NA VISA	Boonies - Assessment Center Evaluators &	11/15/2022	0
1000-20-1321-61630	TCM BANK NA VISA	Port City Undergroun - Assessment Cente	11/15/2022	0
1000-20-1321-61630	TCM BANK NA VISA	Ave Subs - Assessment Center Evaluators	11/15/2022	0
1000-20-1321-61630	TCM BANK NA VISA	Kum & Go - Assessment Center Evaluato	11/15/2022	0
1000-20-1321-61630	TCM BANK NA VISA	Missipi Brew - Assessment Center Evalua	11/15/2022	0
1000-20-1321-61630	TCM BANK NA VISA	Merrill - Assessment Center Evaluators &	11/15/2022	0
1000-20-1321-61630	TCM BANK NA VISA	The Merrill - Lodging for Assesement Co	11/15/2022	0
1000-20-1321-61630	TCM BANK NA VISA	The Merrill - Lodging for Assesement Co	11/15/2022	0
1000-20-1321-61630	TCM BANK NA VISA	The Merrill - Lodging for Assesement Co	11/15/2022	0
Vendor Subtotal:				
1000-20-1321-62210	PHELPS THE UNIFORM SPECIALIST Laundry - Fire		11/14/2022	0
Vendor Subtotal:				
1000-20-1321-64120	TCM BANK NA VISA	Fairfield - Lodging Ewers	11/15/2022	0
Vendor Subtotal:				
1000-20-1321-64400	TCM BANK NA VISA	The Beerhouse - Meal Ewers	11/15/2022	0
Vendor Subtotal:				
1000-20-1321-64700	DAVID HARRIS	Leadership Training - Janssen	11/14/2022	0

Vendor Subtotal:				
1000-20-1321-65100	TCM BANK NA VISA	Daily Dispatch - Employment Ad	11/15/2022	0
Vendor Subtotal:				
1000-20-1321-67130	CURRY'S RD TRUCK & TRAILER RE	Routine Service to Engine #310 Including	11/14/2022	0
Vendor Subtotal:				
1000-20-1321-69400	TCM BANK NA VISA	Iowa Firefighters Assoc - Membership Fe	11/15/2022	0
1000-20-1321-69400	TCM BANK NA VISA	NFSA - Membership Fees	11/15/2022	0
Vendor Subtotal:				
1000-20-1321-69900	TCM BANK NA VISA	Wal-Mart - Misc	11/15/2022	0
Vendor Subtotal:				
1000-25-1115-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
1000-25-1115-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
Vendor Subtotal:				
1000-25-1115-61550	TCM BANK NA VISA	Armor Up - EAP Armor Up	11/15/2022	0
Vendor Subtotal:				
1000-25-1411-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
1000-25-1411-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0

Vendor Subtotal:				
1000-25-1411-53120	VAN METER INDUSTRIAL INC	Bulbs	11/15/2022	0
Vendor Subtotal:				
1000-25-1411-61660	RALPH J WITTICH RILEY FREER FU	Professional Services to Dispose of Bioha	11/15/2022	0
1000-25-1411-61660	RALPH J WITTICH RILEY FREER FU	Professional Services for William & Bery	11/15/2022	0
1000-25-1411-61660	RALPH J WITTICH RILEY FREER FU	Professional Services for William & Bery	11/15/2022	0
Vendor Subtotal:				
1000-25-1411-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Greenwood	11/15/2022	0
Vendor Subtotal:				
1000-25-1421-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
1000-25-1421-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
Vendor Subtotal:				
1000-25-1421-51100	QUILL CORPORATION	Deposit Books Return	11/15/2022	0
1000-25-1421-51100	QUILL CORPORATION	Deposit Books	11/15/2022	0
Vendor Subtotal:				
1000-25-1421-65210	CENTURYLINK	November Base PRI	11/14/2022	0
Vendor Subtotal:				
1000-25-1423-38620	EMILY GAEDE	Refund	11/15/2022	0
Vendor Subtotal:				

1000-25-1423-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
			Vendor Subtotal:	
1000-25-1423-46600	RELIANCE STANDARD LIFE INS CO BW LTD Nov		11/15/2022	0
1000-25-1423-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
			Vendor Subtotal:	
1000-25-1423-52300	PHELPS CUSTOM IMAGE WEAR	Uniforms - J Limburg	11/14/2022	0
			Vendor Subtotal:	
1000-25-1423-52400	MENARDS (MUSC)	Trash Can/Gloves	11/15/2022	0
			Vendor Subtotal:	
1000-25-1423-52750	ARNOLD MOTOR SUPPLY	Grease/Oil	11/15/2022	0
			Vendor Subtotal:	
1000-25-1423-52750	MUSCATINE LAWN & POWER	Pre-Cleaner	11/15/2022	0
			Vendor Subtotal:	
1000-25-1423-53110	GRAINGER DEPT 802675066	Credit	11/15/2022	0
			Vendor Subtotal:	
1000-25-1423-53110	MENARDS (MUSC)	Photocell/Emergency Light	11/15/2022	0
			Vendor Subtotal:	
1000-25-1423-53120	MENARDS (MUSC)	Bulbs	11/15/2022	0
1000-25-1423-53120	MENARDS (MUSC)	Supplies	11/15/2022	0
			Vendor Subtotal:	

1000-25-1423-53120	VAN METER INDUSTRIAL INC	Driver	11/15/2022	0
1000-25-1423-53120	VAN METER INDUSTRIAL INC	Driver	11/15/2022	0
1000-25-1423-53120	VAN METER INDUSTRIAL INC	Supplies	11/15/2022	0
1000-25-1423-53120	VAN METER INDUSTRIAL INC	Supplies	11/15/2022	0
1000-25-1423-53120	VAN METER INDUSTRIAL INC	Flash Testing	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-53130	MENARDS (MUSC)	GFCI/Decor Plate	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-53140	MENARDS (MUSC)	Rags/Spray Paint/Primer	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-53140	SHERWIN WILLIAMS	Paint	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-53220	ARNOLD MOTOR SUPPLY	Filters	11/15/2022	0
1000-25-1423-53220	ARNOLD MOTOR SUPPLY	Filters	11/15/2022	0
1000-25-1423-53220	ARNOLD MOTOR SUPPLY	Filter Kit	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-53220	MENARDS (MUSC)	Adapter/Theft Receiver Pin	11/15/2022	0
1000-25-1423-53220	MENARDS (MUSC)	Lock Ease/Screws/Stow Away	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-53220	MUSCATINE LAWN & POWER	Switch	11/15/2022	0
1000-25-1423-53220	MUSCATINE LAWN & POWER	Spring	11/15/2022	0
1000-25-1423-53220	MUSCATINE LAWN & POWER	Switch	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-53220	PHILLIPS BROS RENTALS INC	Sharpen Chain	11/15/2022	0
1000-25-1423-53220	PHILLIPS BROS RENTALS INC	Chain Saw/Wrench	11/15/2022	0

Vendor Subtotal:				
1000-25-1423-53220	SINCLAIR	Lock Kit	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Weed Park	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-62250	LAJEK PEST CONTROL SOLUTIONS	Pest Control	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-64200	MUSCATINE COUNTY EXTENSION	Right-of-Way - Bovemeyer/Strong/Baker	11/15/2022	0
1000-25-1423-64200	MUSCATINE COUNTY EXTENSION	Right-of-Way - Limburg	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-65210	CENTURYLINK	November Phones - Weed Park	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-65275	VERIZON WIRELESS	Oct Cell	11/15/2022	0
Vendor Subtotal:				
1000-25-1423-65310	ALLIANT ENERGY	Oct Gas - Pearl City	11/15/2022	0
1000-25-1423-65310	ALLIANT ENERGY	Oct Gas - Harbor	11/15/2022	0
1000-25-1423-65310	ALLIANT ENERGY	Oct Gas - Weed Park	11/15/2022	0
Vendor Subtotal:				
1000-25-1424-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				

1000-25-1424-46600	RELIANCE STANDARD LIFE INS CO BW LTD Nov		11/15/2022	0
1000-25-1424-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
Vendor Subtotal:				
1000-25-1424-52400	MENARDS (MUSC)	Repel Pouches/Fly Swatter/Air Freshener	11/15/2022	0
Vendor Subtotal:				
1000-25-1424-52810	TCM BANK NA VISA	Epic Sports - Reimb Tax	11/15/2022	0
1000-25-1424-52810	TCM BANK NA VISA	Epic Sports - Reimb Tax	11/15/2022	0
Vendor Subtotal:				
1000-25-1424-52890	FASTENAL COMPANY	Hardware	11/15/2022	0
Vendor Subtotal:				
1000-25-1424-62450	A TECH/FREEMAN ALARM	Security 11/1/22 - 1/31/23	11/15/2022	0
Vendor Subtotal:				
1000-25-1424-65210	CENTURYLINK	October Phones - Kent Stein	11/15/2022	0
1000-25-1424-65210	CENTURYLINK	October Phones - Soccer	11/15/2022	0
Vendor Subtotal:				
1000-25-1424-67340	TCM BANK NA VISA	Motor-87531 Hot Dog Roller	11/15/2022	0
1000-25-1424-67340	TCM BANK NA VISA	Shipping	11/15/2022	0
1000-25-1424-67340	TCM BANK NA VISA	Shipping	11/15/2022	0
Vendor Subtotal:				
1000-25-1424-73500	WENDLING QUARRIES INC	Ag Lime - Product Only - Diamond 16 Re	11/15/2022	0
Vendor Subtotal:				
1000-25-1426-67150	FASTENAL COMPANY	Hardware	11/15/2022	0

Vendor Subtotal:			
1000-25-1427-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov	11/15/2022	0
Vendor Subtotal:			
1000-25-1427-46600	RELIANCE STANDARD LIFE INS CO BW LTD Nov	11/15/2022	0
1000-25-1427-46600	RELIANCE STANDARD LIFE INS CO LTD Nov	11/15/2022	0
Vendor Subtotal:			
1000-25-1427-52250	VAN DIEST SUPPLY COMPANY T-Nex	11/15/2022	0
Vendor Subtotal:			
1000-25-1427-53120	PEARL CITY MAINTENANCE LLC New Breaker	11/15/2022	0
1000-25-1427-53120	PEARL CITY MAINTENANCE LLC Diagnose Breaker Issue on Field #4	11/15/2022	0
Vendor Subtotal:			
1000-25-1427-53130	SITEONE LANDSCAPE SUPPLY Marking Flag Orange	11/15/2022	0
Vendor Subtotal:			
1000-25-1427-53220	DAVIS EQUIP CORPORATION 112243-05 Blade Offset	11/15/2022	0
1000-25-1427-53220	DAVIS EQUIP CORPORATION 2192502-03 Blade Cutter	11/15/2022	0
1000-25-1427-53220	DAVIS EQUIP CORPORATION Shipping	11/15/2022	0
Vendor Subtotal:			
1000-25-1427-53220	MTI DISTRIBUTING INC Shaft; 108-4022	11/15/2022	0
1000-25-1427-53220	MTI DISTRIBUTING INC Shipping	11/15/2022	0
1000-25-1427-53220	MTI DISTRIBUTING INC Shaft carrier; 108-4023	11/15/2022	0
Vendor Subtotal:			
1000-25-1427-53220	R & R PRODUCTS INC Overhaul Kit	11/15/2022	0

			Vendor Subtotal:	
1000-25-1427-53220	TCM BANK NA VISA	Draw Rod 474.203.446	11/15/2022	0
1000-25-1427-53220	TCM BANK NA VISA	Shipping	11/15/2022	0
1000-25-1427-53220	TCM BANK NA VISA	Shipping	11/15/2022	0
			Vendor Subtotal:	
1000-25-1427-62210	PHELPS THE UNIFORM SPECIALIST Laundry - Soccer		11/15/2022	0
1000-25-1427-62210	PHELPS THE UNIFORM SPECIALIST Laundry - Soccer		11/15/2022	0
			Vendor Subtotal:	
1000-25-1427-62450	A TECH/FREEMAN ALARM	Security 11/1/22 - 1/31/23	11/15/2022	0
			Vendor Subtotal:	
1000-25-1431-36120	Amy Kindred	Refund	11/15/2022	0
			Vendor Subtotal:	
1000-25-1431-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
			Vendor Subtotal:	
1000-25-1431-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
			Vendor Subtotal:	
1000-25-1431-52810	TCM BANK NA VISA	Wal-Mart - Supplies	11/15/2022	0
1000-25-1431-52810	TCM BANK NA VISA	Wal-Mart - Supplies	11/15/2022	0
			Vendor Subtotal:	
1000-25-1431-64200	TCM BANK NA VISA	IPRA - Fall Workshop Fee	11/15/2022	0
			Vendor Subtotal:	

1000-25-1431-65100	TCM BANK NA VISA	Facebook - Advertising	11/15/2022	0
1000-25-1431-65100	TCM BANK NA VISA	Facebook - Advertising	11/15/2022	0
Vendor Subtotal:				
1000-25-1432-53130	MENARDS (MUSC)	Outlet Plate/Conduit Cap	11/15/2022	0
Vendor Subtotal:				
1000-25-1432-53220	MENARDS (MUSC)	Utility Fan	11/15/2022	0
Vendor Subtotal:				
1000-30-1511-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
1000-30-1511-46600	RELIANCE STANDARD LIFE INS CO LTD	Nov	11/15/2022	0
Vendor Subtotal:				
1000-30-1511-52890	AMAZON.COM	Books	11/14/2022	0
Vendor Subtotal:				
1000-30-1511-61340	TCM BANK NA VISA	Zoom - Monthly Fee	11/15/2022	0
1000-30-1511-61340	TCM BANK NA VISA	Mailchimp - E-Newsletter Monthly Fee	11/15/2022	0
1000-30-1511-61340	TCM BANK NA VISA	Siteground - Intranet Host Fee	11/15/2022	0
1000-30-1511-61340	TCM BANK NA VISA	Big Imprint - Website Monthly Fee	11/15/2022	0
Vendor Subtotal:				
1000-30-1511-61630	POWER RESOURCE CENTER	Disc Assesment for Robert F	11/14/2022	0
Vendor Subtotal:				
1000-30-1511-61660	LUCAS COMMUNICATION INC	Fixed Call Forwarding	11/15/2022	0

Vendor Subtotal:				
1000-30-1511-62370	SYCAMORE PRINTING INC	Business Cards - Fiedler	11/15/2022	0
1000-30-1511-62370	SYCAMORE PRINTING INC	Business Cards - Library	11/14/2022	0
Vendor Subtotal:				
1000-30-1511-62460	AMAZON.COM	Adult Book Club	11/15/2022	0
1000-30-1511-62460	AMAZON.COM	Book Club Supplies	11/14/2022	0
Vendor Subtotal:				
1000-30-1511-62460	TCM BANK NA VISA	Hy-Vee - Supplies Teen Program	11/15/2022	0
1000-30-1511-62460	TCM BANK NA VISA	Hy-Vee - Child's IEP Program	11/15/2022	0
1000-30-1511-62460	TCM BANK NA VISA	Hy-Vee - Spark Plugs	11/15/2022	0
Vendor Subtotal:				
1000-30-1511-64500	FRAN DONELSON	Reimb Mileage 9/30 - 11/9	11/15/2022	0
Vendor Subtotal:				
1000-30-1511-64700	DAVID HARRIS	Leadership Training - Garrett	11/14/2022	0
Vendor Subtotal:				
1000-30-1511-65240	VERIZON WIRELESS	Oct Cell Phones	11/14/2022	0
Vendor Subtotal:				
1000-30-1511-65240	T-MOBILE	Remote Hotspots Oct 2022	11/14/2022	0
Vendor Subtotal:				
1000-30-1511-74400	TCM BANK NA VISA	Enclosed Bulletin Board Cabinet 1-Door	11/15/2022	0
Vendor Subtotal:				

1000-30-1511-74500	LIBRARY SYSTEMS & SERVICES LI	Books/Materials	11/15/2022	0
		Vendor Subtotal:		
1000-30-1511-74500	TCM BANK NA VISA	Wall Street Journal - Monthly fee	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-46600	RELIANCE STANDARD LIFE INS CO LTD	Nov	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-51300	AMAZON.COM	Original HP 131A Black/Cyan/Magenta/Y	11/15/2022	0
1000-35-1521-51300	AMAZON.COM	Toner Cartridge	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-52400	AMAZON.COM	Hand Soap	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-52820	KATY LOOS	Reimb Supplies	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-52820	TCM BANK NA VISA	Wal-Mart - Candy for Pinatas	11/15/2022	0
1000-35-1521-52820	TCM BANK NA VISA	Fun Express - Mini Halloween Nopads/Tr	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-52890	MENARDS (MUSC)	Wood Shims/Nail	11/15/2022	0
		Vendor Subtotal:		

1000-35-1521-52890	AMAZON.COM	Sign Holder	11/15/2022	0
1000-35-1521-52890	AMAZON.COM	Sign Holder	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-61640	VADA BAKER	Teaching Fee Class ID 7021	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-62370	GORDON FLESCH COMPANY	Copier Services	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-64500	LYNN BARTENHAGEN	Reimb Mileage 11/2/22	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-64500	KATY LOOS	Reimb Mileage 11/3/22	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-64500	STEVEN HAMMANN	Reimb October Mileage	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-65210	CENTURYLINK	October Phones - Art Center	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-65210	MUSCATINE POWER & WATER	October Phones - Art Center	11/15/2022	0
		Vendor Subtotal:		
1000-35-1521-65240	MUSCATINE POWER & WATER	October Internet - Art Center	11/15/2022	0
		Vendor Subtotal:		

1000-40-1151-46200	RELiance STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
		Vendor Subtotal:		
1000-40-1151-46600	RELiance STANDARD LIFE INS CO LTD Nov		11/15/2022	0
1000-40-1151-46600	RELiance STANDARD LIFE INS CO BW LTD Nov		11/15/2022	0
		Vendor Subtotal:		
1000-40-1151-52300	KEVIN BUSTER	Reimb Safety Glasses - Buster	11/14/2022	0
		Vendor Subtotal:		
1000-40-1151-52300	PHELPS CUSTOM IMAGE WEAR	Uniforms - S O'Brien	11/14/2022	0
		Vendor Subtotal:		
1000-40-1151-52400	MENARDS (MUSC)	Ajax/Disinfectant Wipes	11/14/2022	0
1000-40-1151-52400	MENARDS (MUSC)	ZEP	11/14/2022	0
		Vendor Subtotal:		
1000-40-1151-52400	TCM BANK NA VISA	Item #331120322 Mfr #120322 - ES Robl	11/15/2022	0
1000-40-1151-52400	TCM BANK NA VISA	Item #331120322 Mfr #120322 - ES Robl	11/15/2022	0
		Vendor Subtotal:		
1000-40-1151-52830	TCM BANK NA VISA	Farm & Fleet - Combo Took Kit	11/15/2022	0
1000-40-1151-52830	TCM BANK NA VISA	Blain #1445107 Mfr #DCK254E2 20V M	11/15/2022	0
		Vendor Subtotal:		
1000-40-1151-52890	MENARDS (MUSC)	1235040 1/2 (15/32 cat) 4 x 8 AC2 Treat	11/14/2022	0
1000-40-1151-52890	MENARDS (MUSC)	1110818 - 2 x 4 - 8' AC2 Green Treated	11/14/2022	0
1000-40-1151-52890	MENARDS (MUSC)	1112201 4 x 4 - 6' Ac2 Green Treated	11/14/2022	0
1000-40-1151-52890	MENARDS (MUSC)	1110805 - 2 x 46' AC2 Green Treated	11/14/2022	0
1000-40-1151-52890	MENARDS (MUSC)	Straw/Star Drive	11/14/2022	0
1000-40-1151-52890	MENARDS (MUSC)	Acid/Moth Balls	11/14/2022	0
1000-40-1151-52890	MENARDS (MUSC)	Caulk	11/14/2022	0
1000-40-1151-52890	MENARDS (MUSC)	Chalk/Square	11/14/2022	0

1000-40-1151-52890	MENARDS (MUSC)	Screws	11/14/2022	0
1000-40-1151-52890	MENARDS (MUSC)	Adhesive/Lumber	11/14/2022	0
Vendor Subtotal:				
1000-40-1151-53120	GRAINGER DEPT 802675066	Sieman's BQ2B030 2P 30A 120/240V CE	11/14/2022	0
Vendor Subtotal:				
1000-40-1151-53120	MENARDS (MUSC)	Bulbs	11/14/2022	0
Vendor Subtotal:				
1000-40-1151-53120	VAN METER INDUSTRIAL INC	Bulbs	11/15/2022	0
1000-40-1151-53120	VAN METER INDUSTRIAL INC	Bulbs	11/14/2022	0
Vendor Subtotal:				
1000-40-1151-53120	TCM BANK NA VISA	SupplyHouse - Inducer Motor for Library	11/15/2022	0
Vendor Subtotal:				
1000-40-1151-53130	PLUMB SUPPLY COMPANY	Gasket	11/14/2022	0
Vendor Subtotal:				
1000-40-1151-53130	TCM BANK NA VISA	SupplyHouse - Gasket for Boiler	11/15/2022	0
Vendor Subtotal:				
1000-40-1151-65210	CENTURYLINK	November Base PRI	11/14/2022	0
1000-40-1151-65210	CENTURYLINK	November Phones - City Hall	11/14/2022	0
1000-40-1151-65210	CENTURYLINK	November Phones - PW	11/14/2022	0
Vendor Subtotal:				
1000-40-1151-65310	ALLIANT ENERGY	Oct Gas - Library	11/15/2022	0
1000-40-1151-65310	ALLIANT ENERGY	September Gas - PSB	11/14/2022	0

Vendor Subtotal:				
1000-40-1151-67320	LUCAS COMMUNICATION INC	Fixed CID Issue	11/15/2022	0
Vendor Subtotal:				
1000-40-1151-67330	TMI INC	Maintenance Nov 22 - Jan 23	11/14/2022	0
Vendor Subtotal:				
1000-40-1151-67330	TCM BANK NA VISA	Brand Browning SKU: VPS-227AH - 1	11/15/2022	0
Vendor Subtotal:				
1000-40-1611-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
1000-40-1611-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
Vendor Subtotal:				
1000-40-1611-61420	BOLTON & MENK INC	General Engineering Services	11/14/2022	0
Vendor Subtotal:				
1000-40-1611-64120	TCM BANK NA VISA	McDonalds - Lunch Stineman/Lynch	11/15/2022	0
1000-40-1611-64120	TCM BANK NA VISA	Fazoli's - Meal Stineman/Lynch	11/15/2022	0
1000-40-1611-64120	TCM BANK NA VISA	Courtyard Marriott - Lodging Lynch	11/15/2022	0
Vendor Subtotal:				
1000-40-1611-65260	US CELLULAR	Cell Phones	11/14/2022	0
Vendor Subtotal:				
1000-40-1611-65275	VERIZON WIRELESS	Oct I-Pads	11/14/2022	0

Vendor Subtotal:			
1000-40-1621-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov	11/15/2022	0
Vendor Subtotal:			
1000-40-1621-46600	RELIANCE STANDARD LIFE INS CO LTD Nov	11/15/2022	0
1000-40-1621-46600	RELIANCE STANDARD LIFE INS CO BW LTD Nov	11/15/2022	0
Vendor Subtotal:			
1000-40-1621-52300	PHELPS CUSTOM IMAGE WEAR Uniforms - C Bilskey	11/14/2022	0
1000-40-1621-52300	PHELPS CUSTOM IMAGE WEAR Uniforms - C Bilskey	11/14/2022	0
Vendor Subtotal:			
1000-40-1621-52300	TCM BANK NA VISA Carhartt Duck Frost Bib - Black (Chris Bi	11/15/2022	0
1000-40-1621-52300	TCM BANK NA VISA Carhartt Unlined Duck Overall Black - 2X	11/15/2022	0
1000-40-1621-52300	TCM BANK NA VISA Carhartt Quick Duck Jacket 2X - (Jason K	11/15/2022	0
1000-40-1621-52300	TCM BANK NA VISA Carhartt Edgewood Work Coat - Black (C	11/15/2022	0
1000-40-1621-52300	TCM BANK NA VISA Carhartt Full Swing Ripstop Insulated Jac	11/15/2022	0
Vendor Subtotal:			
1000-40-1621-52720	PHILLIPS BROS RENTALS INC Moto Mix	11/15/2022	0
Vendor Subtotal:			
1000-40-1621-52720	TCM BANK NA VISA Kum & Go - Fuel	11/15/2022	0
Vendor Subtotal:			
1000-40-1621-52830	MENARDS (MUSC) Bit/Pole	11/14/2022	0
Vendor Subtotal:			
1000-40-1621-53310	RIVER STONE GROUP Hot mix for Green Street/Grandview to be	11/15/2022	0
1000-40-1621-53310	RIVER STONE GROUP Hot Mix for alley between Pond/Gilbert -	11/15/2022	0

Vendor Subtotal:				
1000-40-1621-61550	TSS INCORPORATED	Pre-Employ - Kruse	11/14/2022	0
Vendor Subtotal:				
1000-40-1621-62260	PS3 Enterprises Inc.	Temp Sanitation	11/14/2022	0
Vendor Subtotal:				
1000-40-1621-64700	DAVID HARRIS	Leadership Training - Ordway	11/14/2022	0
Vendor Subtotal:				
1000-40-1621-65210	CENTURYLINK	November Base PRI	11/14/2022	0
Vendor Subtotal:				
1000-40-1621-65260	US CELLULAR	Cell Phones	11/14/2022	0
Vendor Subtotal:				
1000-40-1621-65275	VERIZON WIRELESS	Oct I-Pads	11/14/2022	0
Vendor Subtotal:				
1000-40-1621-65310	ALLIANT ENERGY	Oct Gas - Lower Lot	11/15/2022	0
1000-40-1621-65310	ALLIANT ENERGY	Oct Gas - PW	11/15/2022	0
1000-40-1621-65310	ALLIANT ENERGY	October Gas - Morgan's	11/14/2022	0
1000-40-1621-65310	ALLIANT ENERGY	October Gas - PW	11/14/2022	0
1000-40-1621-65310	ALLIANT ENERGY	October Gas - PW	11/14/2022	0
Vendor Subtotal:				
1000-40-1621-74200	EMAG MUSCATINE CBG LLC	2023 Chevrolet Silverado - 4x4	11/15/2022	0
Vendor Subtotal:				

1000-40-1622-52890	FASTENAL COMPANY	Washer/Bolts	11/15/2022	0
1000-40-1622-52890	FASTENAL COMPANY	Washers	11/15/2022	0
Vendor Subtotal:				
1000-40-1622-64200	TCM BANK NA VISA	ISU - Snow Class (2)	11/15/2022	0
Vendor Subtotal:				
1000-40-1623-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
1000-40-1623-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
Vendor Subtotal:				
1000-40-1623-61520	UNITY HEALTHCARE - TRINITY	Medical B Hoon DOS 9/20/22	11/14/2022	0
Vendor Subtotal:				
1000-40-1624-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
1000-40-1624-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
Vendor Subtotal:				
1000-40-1624-52860	FASTENAL COMPANY	Nylon Insert Lock Nuts - (packs of 100)	11/15/2022	0
1000-40-1624-52860	FASTENAL COMPANY	Finish Hex Cap Screw (Pack of 100)	11/15/2022	0
1000-40-1624-52860	FASTENAL COMPANY	Finish Hex Cap Screw (comes in pack of	11/15/2022	0
Vendor Subtotal:				
1000-40-1624-65310	EASTERN IOWA LIGHT & POWER CO	October Power - Hwy 61 & Mulberry	11/15/2022	0

Vendor Subtotal:				
1000-40-1624-65320	EASTERN IOWA LIGHT & POWER CO	October Power - Hwy 61 & University	11/15/2022	0
1000-40-1624-65320	EASTERN IOWA LIGHT & POWER CO	October Power - 38 & Bidwell	11/15/2022	0

Vendor Subtotal:

1000-40-1641-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
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Vendor Subtotal:

1000-40-1641-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
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Vendor Subtotal:

1000-40-1641-62370	GORDON FLESCH COMPANY	Copies	11/14/2022	0
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Vendor Subtotal:

1000-40-1641-64120	TCM BANK NA VISA	McDonalds - Lunch Stineman/Lynch	11/15/2022	0
1000-40-1641-64120	TCM BANK NA VISA	Kum & Go - Lunch Stineman/Lynch	11/15/2022	0
1000-40-1641-64120	TCM BANK NA VISA	Kum & Go - Fuel	11/15/2022	0
1000-40-1641-64120	TCM BANK NA VISA	Casey's - Meal Stineman	11/15/2022	0
1000-40-1641-64120	TCM BANK NA VISA	Fazoli's - Meal Stineman/Lynch	11/15/2022	0
1000-40-1641-64120	TCM BANK NA VISA	Courtyard Marriott - Lodging Stineman	11/15/2022	0

Vendor Subtotal:

1000-40-1641-65210	CENTURYLINK	November Base PRI	11/14/2022	0
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Vendor Subtotal:

Subtotal for FUND: 1000 1:

3981-30-3981-62460	TCM BANK NA VISA	Squishy Circuits Dough Kit (2)	11/15/2022	0
3981-30-3981-62460	TCM BANK NA VISA	Shipping & Handling	11/15/2022	0
3981-30-3981-62460	TCM BANK NA VISA	Squishy Circuits Group Kit	11/15/2022	0

			Vendor Subtotal:	
3981-30-3983-61340	RELIABLE NETWORK SOLUTIONS I RNS Monthly Fee	11/14/2022		0

Vendor Subtotal:

3981-30-3983-61340	TCM BANK NA VISA	Boxcast - Monthly Streaming Fee	11/15/2022	0
3981-30-3983-61340	TCM BANK NA VISA	Boxcast - Storage Fee	11/15/2022	0
3981-30-3983-61340	TCM BANK NA VISA	Apple - I Cloud Channel 5 Storage	11/15/2022	0

Vendor Subtotal:

Subtotal for FUND: 3981

3991-35-3991-51200	SEAN FITZGIBBON	What Follows is True: Crescent Hotel Hai	11/15/2022	0
3991-35-3991-51200	SEAN FITZGIBBON	What Follows is True: Crescent Hotel Hai	11/15/2022	0

Vendor Subtotal:

Subtotal for FUND: 3991

4195-40-4197-53310	RIVER STONE GROUP	28 Tons Hot Mix for Thursday October 20	11/14/2022	0
4195-40-4197-53310	RIVER STONE GROUP	28 Tons Hot Mix for Thursday October 20	11/14/2022	0

Vendor Subtotal:

4195-40-4197-61420	BOLTON & MENK INC	Grandview Ave Engineering Services	11/14/2022	0
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Vendor Subtotal:

4195-40-4197-73200	HEUER CONSTRUCTION	Grandview Ave Pay App #32	11/15/2022	0
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Vendor Subtotal:

4195-40-4199-61420	BOLTON & MENK INC	Carver Corner Roundabout	11/14/2022	0
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Vendor Subtotal:

Subtotal for FUND: 4195					1'
4276-40-4276-61420	STANLEY CONSULTANTS INC	West Hill Engineering Services Phase 5	11/14/2022	0	
4276-40-4276-61420	STANLEY CONSULTANTS INC	West Hill Engineering Services Phase 6	11/14/2022	0	
Vendor Subtotal:					0
4276-40-4276-61420	BOLTON & MENK INC	West Hill Sewer Separation	11/14/2022	0	
Vendor Subtotal:					0
4276-40-4276-73100	HAGERTY EARTHWORKS	West Hill Phase 5A Pay App #35	11/15/2022	0	
4276-40-4276-73100	HAGERTY EARTHWORKS	West Hill Phase 5B Pay App #18	11/15/2022	0	
Vendor Subtotal:					0
Subtotal for FUND: 4276					1'
4484-10-4484-61420	IMEG CORP	TOPO for RDG	11/15/2022	0	
Vendor Subtotal:					0
Subtotal for FUND: 4484					
4491-00-4495-73500	BOLAND RECREATION INC	Sunset Park Concrete	11/15/2022	0	
Vendor Subtotal:					0
Subtotal for FUND: 4491					
4842-00-4844-62530	SULZCO	Clear/Remove Trees - Mittman Rd.	11/14/2022	0	
Vendor Subtotal:					0
4842-00-4846-68300	MUSCATINE POLICE OFFICER'S ASSOCIATION	Shop With a Cop - Grandview Mini Grant	11/15/2022	0	

Vendor Subtotal:

Subtotal for FUND: 4842

4900-01-4900-61220	DORSEY & WHITNEY LLP	TIF Legal Services - Fridley Outlofts	11/14/2022	0
4900-01-4900-61220	DORSEY & WHITNEY LLP	TIF Legal Services - Love's Development	11/14/2022	0
4900-01-4900-61220	DORSEY & WHITNEY LLP	TIF Legal Services - Kent/McKee Develo	11/14/2022	0

Vendor Subtotal:

Subtotal for FUND: 4900

5211-40-5211-46200	RELiance STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
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Vendor Subtotal:

5211-40-5211-46600	RELiance STANDARD LIFE INS CO LTD Nov		11/15/2022	0
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Vendor Subtotal:

5211-40-5211-52300	TSS INCORPORATED	Duplicate Payment	11/14/2022	0
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Vendor Subtotal:

5211-40-5211-61520	UNITY HEALTHCARE - TRINITY	Medical D Brand DOS 6/6/22	11/14/2022	0
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Vendor Subtotal:

5211-40-5211-61550	TSS INCORPORATED	Pre-Employ - Patchinger	11/14/2022	0
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Vendor Subtotal:

5211-40-5211-65100	ICAN	Advertising	11/14/2022	0
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Vendor Subtotal:

5211-40-5211-65210	CENTURYLINK	November Base PRI	11/14/2022	0
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Vendor Subtotal:				
5211-40-5211-65310	ALLIANT ENERGY	October Gas - Transit	11/14/2022	0
5211-40-5211-65310	ALLIANT ENERGY	October Gas - Transit	11/14/2022	0
5211-40-5211-65310	ALLIANT ENERGY	Oct Gas - Transit	11/15/2022	0
Vendor Subtotal:				
5211-40-5212-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
5211-40-5212-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
Vendor Subtotal:				
Subtotal for FUND: 5211				
5311-00-0000-23550	RELIANCE STANDARD LIFE INS CO	PR Batch 00002.10.2022 Life Insurance	10/28/2022	0
Vendor Subtotal:				
5311-05-5311-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
5311-05-5311-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
5311-05-5311-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
Vendor Subtotal:				
5311-05-5311-52300	MORGAN PENISTON	Reimb Shoes - M Peniston	11/15/2022	0
Vendor Subtotal:				
5311-05-5311-52890	TCM BANK NA VISA	#17863 - Polyvinyl Thermal Paper 3.125 :	11/15/2022	0

Vendor Subtotal:				
5311-05-5311-61550	QUEST DIAGNOSTICS	Pre-Employ Drug Screen - M Peniston	11/14/2022	0
Vendor Subtotal:				
5311-05-5311-74200	POM INCORPORATED	New 2-Hr Meters	11/15/2022	0
Vendor Subtotal:				
Subtotal for FUND: 5311				
5451-25-5451-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
5451-25-5451-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
5451-25-5451-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
Vendor Subtotal:				
5451-25-5451-51300	AMAZON.COM	2975B001 - Canon CL-211XL Tricolor Ir	11/14/2022	0
Vendor Subtotal:				
5451-25-5451-52100	VAN DIEST SUPPLY COMPANY	Brewer	11/15/2022	0
Vendor Subtotal:				
5451-25-5451-52250	D & K PRODUCTS	Vessel	11/15/2022	0
5451-25-5451-52250	D & K PRODUCTS	Sticker	11/15/2022	0
Vendor Subtotal:				
5451-25-5451-52250	VAN DIEST SUPPLY COMPANY	Foam Marker	11/15/2022	0
Vendor Subtotal:				

5451-25-5451-52300	BRETT PARCHER	Reimb Shoes - B Parcher	11/15/2022	0
		Vendor Subtotal:		
5451-25-5451-52890	MENARDS (MUSC)	House Wash/Drano	11/15/2022	0
		Vendor Subtotal:		
5451-25-5451-53220	B & B TECHNOLOGIES INC	Pump for Sprayer	11/15/2022	0
5451-25-5451-53220	B & B TECHNOLOGIES INC	Shipping	11/15/2022	0
		Vendor Subtotal:		
5451-25-5451-53220	DANNY'S SERVICE INC	Test/Repair Leak	11/15/2022	0
		Vendor Subtotal:		
5451-25-5451-53220	DAVIS EQUIP CORPORATION	Left Hand Spinner	11/15/2022	0
5451-25-5451-53220	DAVIS EQUIP CORPORATION	Right Hand Spinner	11/15/2022	0
5451-25-5451-53220	DAVIS EQUIP CORPORATION	Shipping	11/15/2022	0
		Vendor Subtotal:		
5451-25-5451-53220	FASTENAL COMPANY	Hardware	11/15/2022	0
		Vendor Subtotal:		
5451-25-5451-53320	WENDLING QUARRIES INC	USGA #2	11/15/2022	0
5451-25-5451-53320	WENDLING QUARRIES INC	USGA #2	11/15/2022	0
		Vendor Subtotal:		
5451-25-5451-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Golf	11/15/2022	0
5451-25-5451-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Golf	11/15/2022	0
		Vendor Subtotal:		
5451-25-5451-62450	A TECH/FREEMAN ALARM	Security 11/1/22 - 1/31/23	11/15/2022	0

Vendor Subtotal:				
5451-25-5451-65310	ALLIANT ENERGY	Oct Gas - Golf	11/15/2022	0
5451-25-5451-65310	ALLIANT ENERGY	Oct Gas - Golf	11/15/2022	0
Vendor Subtotal:				
5451-25-5451-67130	LAND OF OZ	Ball Machine Maintenance	11/15/2022	0
Vendor Subtotal:				
5451-25-5451-67140	A-1 QUALITY TIRE & CAR CARE	Tire Repair	11/15/2022	0
Vendor Subtotal:				
5451-25-5451-69850	IOWA DEPT OF NATURAL RESOURC	Permit 6855	11/15/2022	0
Vendor Subtotal:				
5451-25-5452-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
5451-25-5452-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
Vendor Subtotal:				
5451-25-5452-52851	7G DISTRIBUTING LLC	Beer for Resale	11/15/2022	0
5451-25-5452-52851	7G DISTRIBUTING LLC	Beer for Resale	11/15/2022	0
Vendor Subtotal:				
5451-25-5452-52852	COCA-COLA BOTTLING COMPANY	Soda for Resale	11/15/2022	0
5451-25-5452-52852	COCA-COLA BOTTLING COMPANY	Soda for Resale	11/15/2022	0
Vendor Subtotal:				

5451-25-5452-52852	PERFORMANCE FOOD SERVICE	Food for Resale	11/15/2022	0
Vendor Subtotal:				
5451-25-5452-52852	TCM BANK NA VISA	Wal-Mart - Food for Resale	11/15/2022	0
5451-25-5452-52852	TCM BANK NA VISA	Wal-Mart - Food for Resale	11/15/2022	0
5451-25-5452-52852	TCM BANK NA VISA	Wal-Mart - Food for Resale	11/15/2022	0
5451-25-5452-52852	TCM BANK NA VISA	Wal-Mart - Food for Resale	11/15/2022	0
5451-25-5452-52852	TCM BANK NA VISA	Wal-Mart - Food for Resale	11/15/2022	0
5451-25-5452-52852	TCM BANK NA VISA	Wal-Mart - Food for Resale	11/15/2022	0
5451-25-5452-52852	TCM BANK NA VISA	Wal-Mart - Food for Resale	11/15/2022	0
5451-25-5452-52852	TCM BANK NA VISA	Wal-Mart - Food for Resale	11/15/2022	0
Vendor Subtotal:				
5451-25-5452-52853	CALLAWAY GOLF COMPANY	Demo's	11/15/2022	0
5451-25-5452-52853	CALLAWAY GOLF COMPANY	Balls	11/15/2022	0
5451-25-5452-52853	CALLAWAY GOLF COMPANY	Return	11/15/2022	0
5451-25-5452-52853	CALLAWAY GOLF COMPANY	Callaway Winter Beanie	11/15/2022	0
5451-25-5452-52853	CALLAWAY GOLF COMPANY	Callaway Pom Beanie	11/15/2022	0
Vendor Subtotal:				
5451-25-5452-52853	TCM BANK NA VISA	GT Golf Supplies - Resale	11/15/2022	0
5451-25-5452-52853	TCM BANK NA VISA	J & M Golf - Resale	11/15/2022	0
5451-25-5452-52853	TCM BANK NA VISA	Bug Soother - Resale	11/15/2022	0
Vendor Subtotal:				
5451-25-5452-63300	HARRIS GOLF CARS	Rental Cars	11/15/2022	0
Vendor Subtotal:				
Subtotal for FUND: 5451				
5642-00-0000-23550	RELIANCE STANDARD LIFE INS CO PR Batch 00002.10.2022 Life Insurance		10/28/2022	0
Vendor Subtotal:				

5642-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR Batch 00002.10.2022 Optional Life		10/28/2022	0
5642-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR Batch 00001.10.2022 Optional Life		10/14/2022	0
		Vendor Subtotal:		
5642-45-5642-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
		Vendor Subtotal:		
5642-45-5642-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
5642-45-5642-46600	RELIANCE STANDARD LIFE INS CO BW LTD Nov		11/15/2022	0
		Vendor Subtotal:		
5642-45-5642-52890	MENARDS (MUSC)	Shed Repair	11/14/2022	0
		Vendor Subtotal:		
5642-45-5642-52890	TCM BANK NA VISA	JJ Kellor & Assoc - Inspection Forms	11/15/2022	0
		Vendor Subtotal:		
5642-45-5642-61550	TSS INCORPORATED	Pre-Employ - Kemper	11/14/2022	0
5642-45-5642-61550	TSS INCORPORATED	Pre-Employ - Barton	11/14/2022	0
		Vendor Subtotal:		
5642-45-5642-62285	MICHAEL WEIKERT JR	Appliance Disposal	11/14/2022	0
		Vendor Subtotal:		
5642-45-5642-65310	ALLIANT ENERGY	October Gas - Transfer Garage	11/14/2022	0
		Vendor Subtotal:		
		Subtotal for FUND: 5642		
5652-00-0000-23550	RELIANCE STANDARD LIFE INS CO PR Batch 00002.10.2022 Life Insurance		10/28/2022	0

		Vendor Subtotal:		
5652-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR Batch 00002.10.2022 Optional Life	10/28/2022	0	
5652-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR Batch 00001.10.2022 Optional Life	10/14/2022	0	
		Vendor Subtotal:		
5652-45-5652-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov	11/15/2022	0	
		Vendor Subtotal:		
5652-45-5652-46600	RELIANCE STANDARD LIFE INS CO LTD Nov	11/15/2022	0	
		Vendor Subtotal:		
5652-45-5652-52890	MENARDS (MUSC) Bucket	11/14/2022	0	
		Vendor Subtotal:		
5652-45-5652-61420	BARKER LEMAR AND ASSOCIATES Annual Services FY 2023	11/14/2022	0	
5652-45-5652-61420	BARKER LEMAR AND ASSOCIATES Regulatory Assistance FY 2023	11/14/2022	0	
		Vendor Subtotal:		
5652-45-5652-62520	JON BRAUNS October Leachate Hauling	11/14/2022	0	
		Vendor Subtotal:		
5652-45-5652-62530	RITTMER INC Fuel Fill Up	11/14/2022	0	
5652-45-5652-62530	RITTMER INC October 2022 Landfill Operations	11/14/2022	0	
		Vendor Subtotal:		
5652-45-5652-65320	EASTERN IOWA LIGHT & POWER CO October Power - Ward	11/14/2022	0	
5652-45-5652-65320	EASTERN IOWA LIGHT & POWER CO October Power - Landfill	11/14/2022	0	
		Vendor Subtotal:		

Subtotal for FUND: 5652

5658-00-0000-24400	SITLER SUPPLIES	Lights for Lower Building	11/15/2022	0
		Vendor Subtotal:		
5658-45-5658-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
		Vendor Subtotal:		
5658-45-5658-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
5658-45-5658-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
		Vendor Subtotal:		
5658-45-5658-51300	BEYOND TECHNOLOGY	CF283X HP #83X Black Toner Cartridge	11/15/2022	0
		Vendor Subtotal:		
5658-45-5658-52830	ARNOLD MOTOR SUPPLY	Socket	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-52830	MENARDS (MUSC)	Auger Bit	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-52840	AMAZON.COM	Circuit Breaker Lockout	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-52890	MARK A DIERCKS	Duplicate Keys	11/14/2022	0
5658-45-5658-52890	MARK A DIERCKS	Duplicate Keys	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-53120	VAN METER INDUSTRIAL INC	Outlet for Fuel Pump	11/14/2022	0

5658-45-5658-53120	VAN METER INDUSTRIAL INC	Bulbs/Socket Reducers for Tunnel	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-53140	MENARDS (MUSC)	Spray Paint	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-61420	BARKER LEMAR AND ASSOCIATES	TS Permit Renewal 2023	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Transfer	11/14/2022	0
5658-45-5658-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Transfer	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-62250	LAJEK PEST CONTROL SOLUTIONS	Pest Control	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-62285	MICHAEL WEIKERT JR	Appliance Disposal	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-62410	TEAM STAFFING SOLUTIONS INC	Temp Employee Week Ending 10/23/22	11/14/2022	0
5658-45-5658-62410	TEAM STAFFING SOLUTIONS INC	Temp Employee Week Ending 10/30/22	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-62450	INTEGRATED TECHNOLOGY PARTNERS	Security	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-62520	JON BRAUNS	October Solid Waste	11/14/2022	0
5658-45-5658-62520	JON BRAUNS	October Fuel Surcharge	11/14/2022	0
		Vendor Subtotal:		

5658-45-5658-65310	ALLIANT ENERGY	October Gas - Transfer	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-69400	TCM BANK NA VISA	SWANA - Member Dues	11/15/2022	0
		Vendor Subtotal:		
5658-45-5658-69850	IOWA DEPT OF AGRICULTURE & L	Scale License	11/14/2022	0
		Vendor Subtotal:		
5658-45-5658-73700	SITLER SUPPLIES	Lights for Lower Building	11/15/2022	0
		Vendor Subtotal:		
		Subtotal for FUND: 5658		
5660-00-0000-23550	RELIANCE STANDARD LIFE INS CO PR Batch 00002.10.2022	Life Insurance	10/28/2022	0
		Vendor Subtotal:		
5660-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR Batch 00002.10.2022	Optional Life	10/28/2022	0
5660-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR Batch 00001.10.2022	Optional Life	10/14/2022	0
		Vendor Subtotal:		
5660-50-5661-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
		Vendor Subtotal:		
5660-50-5661-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
		Vendor Subtotal:		
5660-50-5661-51100	AMAZON.COM	Shipping Lables	11/14/2022	0

Vendor Subtotal:				
5660-50-5661-62370	GORDON FLESCH COMPANY	Copier Services	11/15/2022	0
Vendor Subtotal:				
5660-50-5661-64200	DAVID HARRIS	Leadership Training - Anson	11/14/2022	0
Vendor Subtotal:				
5660-50-5662-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
5660-50-5662-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
5660-50-5662-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
Vendor Subtotal:				
5660-50-5662-52220	JAYNE PRODUCTS	Struvite Remover	11/14/2022	0
Vendor Subtotal:				
5660-50-5662-52300	TCM BANK NA VISA	Farm & Fleet - Coat/Bibs Cook	11/15/2022	0
5660-50-5662-52300	TCM BANK NA VISA	Farm & Fleet - Coat/Bibs Dahnke	11/15/2022	0
Vendor Subtotal:				
5660-50-5662-52400	GREAT WESTERN SUPPLY CO	Envirox Concentrate Cleaner	11/14/2022	0
Vendor Subtotal:				
5660-50-5662-52400	MENARDS (MUSC)	Lysol	11/14/2022	0
Vendor Subtotal:				
5660-50-5662-52740	TCM BANK NA VISA	Farm & Fleet - Oil	11/15/2022	0

Vendor Subtotal:				
5660-50-5662-52830	MENARDS (MUSC)	Cable Ties	11/14/2022	0
Vendor Subtotal:				
5660-50-5662-52830	TCM BANK NA VISA	Dewalt Torque Wrench	11/15/2022	0
Vendor Subtotal:				
5660-50-5662-52840	PHELPS THE UNIFORM SPECIALIST	First Aid Supplies	11/15/2022	0
5660-50-5662-52840	PHELPS THE UNIFORM SPECIALIST	First Aid Supplies	11/14/2022	0
Vendor Subtotal:				
5660-50-5662-52890	MENARDS (MUSC)	Gloves	11/14/2022	0
5660-50-5662-52890	MENARDS (MUSC)	Water	11/14/2022	0
Vendor Subtotal:				
5660-50-5662-53120	MENARDS (MUSC)	Emergency Light	11/14/2022	0
Vendor Subtotal:				
5660-50-5662-53120	AMAZON.COM	Adapter	11/14/2022	0
Vendor Subtotal:				
5660-50-5662-53120	TCM BANK NA VISA	Signal Converter for Blower Controls	11/15/2022	0
Vendor Subtotal:				
5660-50-5662-53210	ENGINEERED EQUIPMENT SOLUTIC	Lamps	11/15/2022	0
5660-50-5662-53210	ENGINEERED EQUIPMENT SOLUTIC	Crystal Tubes	11/15/2022	0
5660-50-5662-53210	ENGINEERED EQUIPMENT SOLUTIC	Shipping	11/15/2022	0
Vendor Subtotal:				

5660-50-5662-53220	GRAINGER DEPT 802675066	Pin & Spring for Chlorine Pump Repairs	11/14/2022	0
		Vendor Subtotal:		
5660-50-5662-53220	PLUMB SUPPLY COMPANY	Union	11/14/2022	0
		Vendor Subtotal:		
5660-50-5662-61520	UNITY HEALTHCARE - TRINITY	Medical J Dahnke DOS 9/28/22	11/14/2022	0
		Vendor Subtotal:		
5660-50-5662-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Rugs WPCP	11/15/2022	0
		Vendor Subtotal:		
5660-50-5662-62250	LAJEK PEST CONTROL SOLUTIONS	Pest Control	11/14/2022	0
		Vendor Subtotal:		
5660-50-5662-65260	VERIZON WIRELESS	Oct Cell	11/15/2022	0
		Vendor Subtotal:		
5660-50-5662-65310	ALLIANT ENERGY	October Gas - Grit Building	11/14/2022	0
5660-50-5662-65310	ALLIANT ENERGY	October Gas - WPCP	11/14/2022	0
		Vendor Subtotal:		
5660-50-5662-67130	CLEAN HARBOR ENVIRONMENTAL	HSW Tank Cleaning	11/15/2022	0
5660-50-5662-67130	CLEAN HARBOR ENVIRONMENTAL	HSW Tank Cleaning	11/15/2022	0
		Vendor Subtotal:		
5660-50-5662-67130	IAS ENGINEERING	#4 Effluent Pump #4 VFD Repair	11/15/2022	0
5660-50-5662-67130	IAS ENGINEERING	#4 Effluent Pump #4 VFD Repair	11/15/2022	0

Vendor Subtotal:				
5660-50-5662-67140	A-1 QUALITY TIRE & CAR CARE	Tire Repairs	11/14/2022	0
Vendor Subtotal:				
5660-50-5662-67200	JOHNSON CONTROLS	Lab MAU Repairs	11/15/2022	0
5660-50-5662-67200	JOHNSON CONTROLS	Lab MAU Repairs	11/15/2022	0
Vendor Subtotal:				
5660-50-5663-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
5660-50-5663-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
5660-50-5663-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
Vendor Subtotal:				
5660-50-5663-65260	VERIZON WIRELESS	Oct Cell	11/15/2022	0
Vendor Subtotal:				
5660-50-5663-65310	ALLIANT ENERGY	Oct Gas - Redwood	11/15/2022	0
5660-50-5663-65310	ALLIANT ENERGY	October Gas - Schley	11/14/2022	0
Vendor Subtotal:				
5660-50-5663-65320	MUSCATINE POWER & WATER	October Electric - Houser	11/15/2022	0
5660-50-5663-65320	MUSCATINE POWER & WATER	October Electric - Spinning Wheel	11/15/2022	0
5660-50-5663-65320	MUSCATINE POWER & WATER	October Electric - Stewart	11/15/2022	0
5660-50-5663-65320	MUSCATINE POWER & WATER	October Electric - Arbor Commons	11/15/2022	0
5660-50-5663-65320	MUSCATINE POWER & WATER	October Electric - Canon	11/14/2022	0
Vendor Subtotal:				
5660-50-5663-65410	MUSCATINE POWER & WATER	October Water - Houser	11/15/2022	0

5660-50-5663-65410	MUSCATINE POWER & WATER	October Water - Stewart	11/15/2022	0
5660-50-5663-65410	MUSCATINE POWER & WATER	October Water - Arbor Commons	11/15/2022	0
5660-50-5663-65410	MUSCATINE POWER & WATER	October Water - Canon	11/14/2022	0
Vendor Subtotal:				
5660-50-5665-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
Vendor Subtotal:				
5660-50-5665-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
5660-50-5665-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
Vendor Subtotal:				
5660-50-5665-52210	AIRGAS USA LLC	Argon	11/15/2022	0
5660-50-5665-52210	AIRGAS USA LLC	Nitrogen	11/14/2022	0
Vendor Subtotal:				
5660-50-5665-52210	GFS CHEMICALS INC.	Deionized Water	11/14/2022	0
5660-50-5665-52210	GFS CHEMICALS INC.	Deionized Water	11/14/2022	0
Vendor Subtotal:				
5660-50-5665-52210	MIDLAND SCIENTIFIC INC	Credit	11/15/2022	0
5660-50-5665-52210	MIDLAND SCIENTIFIC INC	Credit	11/15/2022	0
5660-50-5665-52210	MIDLAND SCIENTIFIC INC	Digestion w/Mercury	11/15/2022	0
5660-50-5665-52210	MIDLAND SCIENTIFIC INC	Replacement OBOD Sensor Cap Kit	11/15/2022	0
5660-50-5665-52210	MIDLAND SCIENTIFIC INC	Hach EZ COD Recycling Service	11/15/2022	0
Vendor Subtotal:				
5660-50-5665-52210	SCP SCIENCE	Multi-Ion Standard	11/14/2022	0
5660-50-5665-52210	SCP SCIENCE	Shipping	11/14/2022	0
Vendor Subtotal:				
5660-50-5665-52210	ULINE	Supplies	11/14/2022	0

Vendor Subtotal:				
5660-50-5665-52210	USA BLUE BOOK	Ethanol	11/14/2022	0
Vendor Subtotal:				
5660-50-5665-52210	TCM BANK NA VISA	Casey's - Ice	11/15/2022	0
Vendor Subtotal:				
5660-50-5665-52210	NORTH CENTRAL LABORATORIES	Lab Supplies	11/14/2022	0
5660-50-5665-52210	NORTH CENTRAL LABORATORIES	Shipping	11/14/2022	0
Vendor Subtotal:				
5660-50-5665-61550	TSS INCORPORATED	Duplicate Payment	11/14/2022	0
Vendor Subtotal:				
5660-50-5665-62510	ENVIRONMENTAL RESOURCE ASSC	Lab Testing	11/15/2022	0
Vendor Subtotal:				
5660-50-5665-63500	PHELPS THE UNIFORM SPECIALIST	Laundry - WPCP Lab Coats	11/15/2022	0
Vendor Subtotal:				
5660-50-5665-69200	PACK-N-SHIP	Shipping	11/14/2022	0
Vendor Subtotal:				
5660-50-5665-74200	USA BLUE BOOK	Digital Reactor COD Block	11/14/2022	0
Vendor Subtotal:				
5660-50-5666-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0

		Vendor Subtotal:		
5660-50-5666-46600	RELIANCE STANDARD LIFE INS CO BW LTD Nov		11/15/2022	0
		Vendor Subtotal:		
5660-50-5666-52740	ARNOLD MOTOR SUPPLY DEF		11/15/2022	0
5660-50-5666-52740	ARNOLD MOTOR SUPPLY DEF		11/14/2022	0
		Vendor Subtotal:		
5660-50-5666-62510	STATE HYGIENIC LABORATORY A- Testing		11/15/2022	0
		Vendor Subtotal:		
5660-50-5666-65320	EASTERN IOWA LIGHT & POWER C October Power - Musser		11/15/2022	0
		Vendor Subtotal:		
5660-50-5666-67130	JON BRAUNS River Dredging		11/14/2022	0
		Vendor Subtotal:		
5660-50-5666-67150	ARNOLD MOTOR SUPPLY Door Handle		11/14/2022	0
		Vendor Subtotal:		
5660-50-5668-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
		Vendor Subtotal:		
5660-50-5668-46600	RELIANCE STANDARD LIFE INS CO BW LTD Nov		11/15/2022	0
		Vendor Subtotal:		
5660-50-5668-67150	ARNOLD MOTOR SUPPLY Hydraulic Hose for Loader		11/14/2022	0

Vendor Subtotal:				
5660-50-5668-69400	JOHN SWAILS	CLD Renewal	11/15/2022	0
Vendor Subtotal:				
Subtotal for FUND: 5660				
5664-00-0000-23550	RELIANCE STANDARD LIFE INS CO PR Batch 00002.10.2022	Life Insurance	10/28/2022	0
Vendor Subtotal:				
5664-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR Batch 00002.10.2022	Optional Life	10/28/2022	0
5664-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR Batch 00001.10.2022	Optional Life	10/14/2022	0
Vendor Subtotal:				
5664-40-5664-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
Vendor Subtotal:				
5664-40-5664-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
5664-40-5664-46600	RELIANCE STANDARD LIFE INS CO BW LTD Nov		11/15/2022	0
Vendor Subtotal:				
5664-40-5664-52300	ERIC EVANS	Reimb Shoes - E Evans	11/14/2022	0
Vendor Subtotal:				
5664-40-5664-52720	TCM BANK NA VISA	Kwik Star - Fuel	11/15/2022	0
Vendor Subtotal:				
5664-40-5664-52840	S.J. SMITH CO.	Safety Glasses	11/15/2022	0
Vendor Subtotal:				

5664-40-5664-53110	GRAINGER DEPT 802675066	Heater Element	11/14/2022	0
		Vendor Subtotal:		
5664-40-5664-65240	IOWA ONE CALLS	One Calls	11/14/2022	0
		Vendor Subtotal:		
5664-40-5664-65260	US CELLULAR	Cell Phones	11/14/2022	0
		Vendor Subtotal:		
5664-40-5664-65275	VERIZON WIRELESS	Oct I-Pads	11/14/2022	0
		Vendor Subtotal:		
5664-50-5667-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
		Vendor Subtotal:		
5664-50-5667-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
		Vendor Subtotal:		
5664-50-5667-62530	PS3 Enterprises Inc.	Temp Sanitation	11/15/2022	0
		Vendor Subtotal:		
		Subtotal for FUND: 5664		
5711-10-5711-53120	RONKEN INDUSTRIES INC	Replacement Capacitors	11/15/2022	0
5711-10-5711-53120	RONKEN INDUSTRIES INC	Freight	11/15/2022	0
		Vendor Subtotal:		
5711-10-5711-62450	FSS INC	Airport Gate Security Cards	11/15/2022	0

Vendor Subtotal:				
Subtotal for FUND: 5711				
5811-00-0000-23550	RELiance STANDARD LIFE INS CO PR Batch 00002.10.2022 Life Insurance	10/28/2022	0	
Vendor Subtotal:				
5811-20-5811-46200	RELiance STANDARD LIFE INS CO Life Ins Nov	11/15/2022	0	
Vendor Subtotal:				
5811-20-5811-46600	RELiance STANDARD LIFE INS CO LTD Nov	11/15/2022	0	
Vendor Subtotal:				
5811-20-5811-51200	TCM BANK NA VISA	NAPA Encore 12-Month Subscription (ve	11/15/2022	0
Vendor Subtotal:				
5811-20-5811-52720	TCM BANK NA VISA	Casey's - Fuel	11/15/2022	0
5811-20-5811-52720	TCM BANK NA VISA	Kum & Go - Fuel	11/15/2022	0
5811-20-5811-52720	TCM BANK NA VISA	Kiwk Shed - Fuel	11/15/2022	0
Vendor Subtotal:				
5811-20-5811-52840	BOUND TREE MEDICAL LLC	Oxygen Nasal Cannula/Oxygen Mask	11/14/2022	0
Vendor Subtotal:				
5811-20-5811-52840	S.J. SMITH CO.	Oxygen/Cylinder Retest	11/14/2022	0
Vendor Subtotal:				
5811-20-5811-52840	TCM BANK NA VISA	API - Enrollement Fee	11/15/2022	0
Vendor Subtotal:				

5811-20-5811-52890	TCM BANK NA VISA	LiveActionSafety.com - Fleece Blankets	11/15/2022	0
		Vendor Subtotal:		
5811-20-5811-62290	STERICYCLE INC	Shredding	11/15/2022	0
		Vendor Subtotal:		
5811-20-5811-64200	TCM BANK NA VISA	Iowa EMS Assoc - Conference Gingerich	11/15/2022	0
5811-20-5811-64200	TCM BANK NA VISA	Iowa EMS Assoc - Conference Hartman	11/15/2022	0
		Vendor Subtotal:		
5811-20-5811-64400	TCM BANK NA VISA	HutHot - Transfer Meal (2)	11/15/2022	0
5811-20-5811-64400	TCM BANK NA VISA	Taco Casa - Transfer Meal (2)	11/15/2022	0
5811-20-5811-64400	TCM BANK NA VISA	Applebees - Transfer Meal (2)	11/15/2022	0
5811-20-5811-64400	TCM BANK NA VISA	Applebees - Transfer Meal (2)	11/15/2022	0
5811-20-5811-64400	TCM BANK NA VISA	Burger Shed - Transfer Meal (2)	11/15/2022	0
5811-20-5811-64400	TCM BANK NA VISA	Burger Shed - Transfer Meal (2)	11/15/2022	0
		Vendor Subtotal:		
5811-20-5811-65260	AT&T MOBILITY	October Cell Phones	11/14/2022	0
		Vendor Subtotal:		
5811-20-5811-67310	ADVANCED BUSINESS SYSTEMS IN	Copier	11/14/2022	0
		Vendor Subtotal:		
		Subtotal for FUND: 5811		
5831-25-5831-61320	TCM BANK NA VISA	Hover - CSK Domain Renewal	11/15/2022	0
		Vendor Subtotal:		
		Subtotal for FUND: 5831		

7625-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR Batch 00001.10.2022 Optional Life		10/14/2022	0
7625-00-0000-23630	RELIANCE STANDARD LIFE INS CO PR Batch 00002.10.2022 Optional Life		10/28/2022	0
Vendor Subtotal:				
7625-40-7625-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov		11/15/2022	0
Vendor Subtotal:				
7625-40-7625-46600	RELIANCE STANDARD LIFE INS CO BW LTD Nov		11/15/2022	0
7625-40-7625-46600	RELIANCE STANDARD LIFE INS CO LTD Nov		11/15/2022	0
Vendor Subtotal:				
7625-40-7625-52400	ARNOLD MOTOR SUPPLY	Gloves	11/15/2022	0
Vendor Subtotal:				
7625-40-7625-52740	ARNOLD MOTOR SUPPLY	Oil	11/15/2022	0
Vendor Subtotal:				
7625-40-7625-52830	TCM BANK NA VISA	New 1/2" Torque Wrench for Shop Use	11/15/2022	0
Vendor Subtotal:				
7625-40-7625-53210	ARNOLD MOTOR SUPPLY	Light	11/14/2022	0
7625-40-7625-53210	ARNOLD MOTOR SUPPLY	Air Filters	11/14/2022	0
7625-40-7625-53210	ARNOLD MOTOR SUPPLY	Connector	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-53210	NAPA OF MUSCATINE	Air Filters	11/14/2022	0
7625-40-7625-53210	NAPA OF MUSCATINE	Filters	11/14/2022	0
7625-40-7625-53210	NAPA OF MUSCATINE	Hyd. Fittings for Stock	11/15/2022	0
Vendor Subtotal:				

7625-40-7625-53210	AMAZON.COM	Connector	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-53220	ALTORFER INC	Radiator Hose and Coolant for 414	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Return	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Return	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Grease	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Pulley/Idler	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Ball Bearing	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Work Lamp	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Work Lamp	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Motor/Solenoid for 172	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Motor/Solenoid for 172	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Work Lamp	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Work Lamp	11/14/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Leaf Spring	11/15/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Leaf Spring Bracket Kit	11/15/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Grease/Oil	11/15/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Wraps	11/15/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Fittings	11/15/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Fittings	11/15/2022	0
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Fittings	11/15/2022	0
Vendor Subtotal:				
7625-40-7625-53220	ELLIOTT EQUIPMENT COMPANY	Arm Rebuild for 439	11/15/2022	0
7625-40-7625-53220	ELLIOTT EQUIPMENT COMPANY	Arm Rebuild for 439	11/15/2022	0
Vendor Subtotal:				
7625-40-7625-53220	FASTENAL COMPANY	Nuts	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-53220	PACK-N-SHIP	Shipping	11/15/2022	0

Vendor Subtotal:				
7625-40-7625-53220	MACQUEEN EQUIPMENT INC	Up/Down Switches for 172	11/14/2022	0
7625-40-7625-53220	MACQUEEN EQUIPMENT INC	Freight	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-53220	NAPA OF MUSCATINE	Socket Set	11/14/2022	0
7625-40-7625-53220	NAPA OF MUSCATINE	Unit #872 - Rear Brakes	11/14/2022	0
7625-40-7625-53220	NAPA OF MUSCATINE	Exact Fit Drivers/Passengers	11/14/2022	0
7625-40-7625-53220	NAPA OF MUSCATINE	Filters	11/14/2022	0
7625-40-7625-53220	NAPA OF MUSCATINE	#702 - Starter	11/14/2022	0
7625-40-7625-53220	NAPA OF MUSCATINE	Starter and Plugs for 253	11/15/2022	0
Vendor Subtotal:				
7625-40-7625-53220	REEVES BATTERY SALES	Batteries for 170	11/14/2022	0
7625-40-7625-53220	REEVES BATTERY SALES	Motor for 172	11/14/2022	0
7625-40-7625-53220	REEVES BATTERY SALES	Battery for 750	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-53220	S.J. SMITH CO.	Tank Rental	11/15/2022	0
Vendor Subtotal:				
7625-40-7625-53220	TITAN MACHINERY INC	Hood Bumpers for RC2	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-53220	SINCLAIR	Thermostat/Gasket	11/14/2022	0
7625-40-7625-53220	SINCLAIR	Fuel Filters	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-53220	TRUCK EQUIPMENT	Clutch for 139a	11/15/2022	0
7625-40-7625-53220	TRUCK EQUIPMENT	Freight	11/15/2022	0

Vendor Subtotal:				
7625-40-7625-53220	TCM BANK NA VISA	Kromminga Motors - Parts for #21 Skidst	11/15/2022	0
7625-40-7625-53220	TCM BANK NA VISA	Creative Bus Sales - Filter Drier	11/15/2022	0
Vendor Subtotal:				
7625-40-7625-53220	CARQUEST OF MUSCATINE	Serpentine Belt	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-53220	EMAG MUSCATINE FD LLC	Tensioner	11/14/2022	0
7625-40-7625-53220	EMAG MUSCATINE FD LLC	Return	11/14/2022	0
7625-40-7625-53220	EMAG MUSCATINE FD LLC	Tensioner	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-61340	NAPA OF MUSCATINE	Annual Subscription for Encore Scan Too	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-62530	SAFETY-KLEEN, INC	Disposal of Antifreeze	11/15/2022	0
Vendor Subtotal:				
7625-40-7625-67130	ALTORFER INC	Repairs to Tracks on 418	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-67130	MILLS CHEVROLET	Repairs to 251	11/14/2022	0
Vendor Subtotal:				
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Repairs to #20	11/14/2022	0
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Repairs on RC15	11/14/2022	0
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Tire for 400	11/14/2022	0
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	RC14 Tire Repairs	11/14/2022	0
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Tire Repair	11/14/2022	0

7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	New Tire for 107	11/14/2022	0	
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Tire Repair	11/14/2022	0	
Vendor Subtotal:					
Subtotal for FUND: 7625					
7650-00-7650-46100	WELLMARK BLUE CROSS & BLUE	October Health Admin	11/15/2022	0	
7650-00-7650-46100	WELLMARK BLUE CROSS & BLUE	October Health Claims	11/15/2022	0	30
7650-00-7650-46100	WELLMARK BLUE CROSS & BLUE	October Stop Loss	11/15/2022	0	
Vendor Subtotal:					40
7650-00-7650-46150	WELLMARK BLUE CROSS & BLUE	October Weekly Deposits	11/15/2022	0	-20
Vendor Subtotal:					-20
Subtotal for FUND: 7650					10
7655-00-7655-46300	WELLMARK BLUE CROSS & BLUE	October Dental Admin	11/15/2022	0	
7655-00-7655-46300	WELLMARK BLUE CROSS & BLUE	October Dental Claims	11/15/2022	0	
Vendor Subtotal:					
Subtotal for FUND: 7655					
7921-00-7921-46400	IMWCA	Work Comp Install #5	11/14/2022	0	
Vendor Subtotal:					
7921-00-7921-69900	BETTENDORF PUBLIC LIBRARY	Reimb Look Book - Moon Rising	11/15/2022	0	
Vendor Subtotal:					
7921-00-7921-69900	RELIANCE STANDARD LIFE INS CO	Opt Life PR Deduct - Ronzheimer	11/15/2022	0	
7921-00-7921-69900	RELIANCE STANDARD LIFE INS CO	Dep Life PR Deduct - Ronzheimer	11/15/2022	0	

Vendor Subtotal:				
7921-00-7921-69900	MUSCATINE COMMUNITY COLLEG	Reimb for Lost Item: A Boy and His Dog	11/15/2022	0
7921-00-7921-69900	MUSCATINE COMMUNITY COLLEG	Reimb for Lost Item: Pride & Ownership:	11/15/2022	0

Vendor Subtotal:				
7921-00-7921-69900	TCM BANK NA VISA	Tip Overage Peterson/Creamer	11/15/2022	0
7921-00-7921-69900	TCM BANK NA VISA	Apple - Tax Charge	11/15/2022	0
7921-00-7921-69900	TCM BANK NA VISA	Amazon - Reimb Limburg	11/15/2022	0
7921-00-7921-69900	TCM BANK NA VISA	Global Industrial - Tax Charge	11/15/2022	0
7921-00-7921-69900	TCM BANK NA VISA	City of Muscatine - Parking Ticket	11/15/2022	0
7921-00-7921-69900	TCM BANK NA VISA	Adobe - Adobe Subscription Tax	11/15/2022	0
7921-00-7921-69900	TCM BANK NA VISA	Amazon - Reimb Amazon Limburg	11/15/2022	0

Vendor Subtotal:				
Subtotal for FUND: 7921				
7940-00-7940-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
7940-00-7940-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
7940-00-7940-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
7940-00-7940-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0
7940-00-7940-46200	RELIANCE STANDARD LIFE INS CO	Life Ins Nov	11/15/2022	0

Vendor Subtotal:				
7940-00-7940-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
7940-00-7940-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
7940-00-7940-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
7940-00-7940-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
7940-00-7940-46600	RELIANCE STANDARD LIFE INS CO	LTD Nov	11/15/2022	0
7940-00-7940-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
7940-00-7940-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0
7940-00-7940-46600	RELIANCE STANDARD LIFE INS CO	BW LTD Nov	11/15/2022	0

Vendor Subtotal:				
7940-00-7940-65210	CENTURYLINK	November Base PRI	11/14/2022	0

		Vendor Subtotal:		
		Subtotal for FUND: 7940		
7942-00-7942-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov	11/15/2022	0	
		Vendor Subtotal:		
7942-00-7942-46600	RELIANCE STANDARD LIFE INS CO LTD Nov	11/15/2022	0	
		Vendor Subtotal:		
		Subtotal for FUND: 7942		
8180-90-8180-46200	RELIANCE STANDARD LIFE INS CO Life Ins Nov	11/15/2022	0	
		Vendor Subtotal:		
8180-90-8180-46600	RELIANCE STANDARD LIFE INS CO LTD Nov	11/15/2022	0	
		Vendor Subtotal:		
		Subtotal for FUND: 8180		
8450-05-8450-74250	AMAZON.COM 7KW75A - HP Color LaserJet Pro M283f	11/14/2022	0	
		Vendor Subtotal:		
		Subtotal for FUND: 8450		
9002-90-9020-41100	CITY OF MUSCATINE HOUSING RE\ Admin Full-Time Wages 11/11/22	11/15/2022	0	
9002-90-9020-41100	CITY OF MUSCATINE HOUSING RE\ Admin Part-Time Wages 11/11/22	11/15/2022	0	
9002-90-9020-41100	CITY OF MUSCATINE HOUSING RE\ Admin Longevity 11/11/22	11/15/2022	0	
		Vendor Subtotal:		

9002-90-9020-41400	TCM BANK NA VISA	National Center for Housing - PIC Trainir	11/15/2022	0
		Vendor Subtotal:		
9002-90-9020-41500	CITY OF MUSCATINE HOUSING RE	Auto Allowance 11/11/22	11/15/2022	0
		Vendor Subtotal:		
9002-90-9020-41902	STAPLES ADVANTAGE	HP 30A (CF230A) Black Standard Yield	11/14/2022	0
		Vendor Subtotal:		
9002-90-9020-41902	AMAZON.COM	HP LaserJet Pro MFP 3101fdwe	11/14/2022	0
		Vendor Subtotal:		
9002-90-9020-41904	CENTURYLINK	November Phones - Clark House	11/14/2022	0
		Vendor Subtotal:		
9002-90-9020-41904	US CELLULAR	November Cell Phones	11/14/2022	0
		Vendor Subtotal:		
9002-90-9020-41910	CROSSROADS INC.	Shredding	11/14/2022	0
		Vendor Subtotal:		
9002-90-9020-41910	TENANT REPORTS.COM LLC	Background Checks	11/14/2022	0
		Vendor Subtotal:		
9002-90-9020-43700	ALLIANT ENERGY	October Gas - Clark House	11/14/2022	0
		Vendor Subtotal:		
9002-90-9020-44100	CITY OF MUSCATINE HOUSING RE	Maint Full-Time Wages 11/11/22	11/15/2022	0
9002-90-9020-44100	CITY OF MUSCATINE HOUSING RE	Maint Part-Time Wages 11/11/22	11/15/2022	0

9002-90-9020-44100	CITY OF MUSCATINE HOUSING RE\	Maint Longevity 11/11/22	11/15/2022	0
Vendor Subtotal:				
9002-90-9020-44201	MENARDS (MUSC)	Bulbs/Pumic/Grill Cleaner	11/14/2022	0
9002-90-9020-44201	MENARDS (MUSC)	Screwdriver/Bleach/Carpet Cleaner	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44201	AMAZON.COM	Stainless Steel Scourers	11/14/2022	0
9002-90-9020-44201	AMAZON.COM	Credit	11/14/2022	0
9002-90-9020-44201	AMAZON.COM	Toilet Cleaning Stick/Pumice Stone/Skin	11/14/2022	0
9002-90-9020-44201	AMAZON.COM	Air Wick	11/14/2022	0
9002-90-9020-44201	AMAZON.COM	Scrubbers/Scratch Cover	11/14/2022	0
9002-90-9020-44201	AMAZON.COM	Plug In's	11/14/2022	0
9002-90-9020-44201	AMAZON.COM	Credit	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44202	CITY OF MUSCATINE HOUSING RE\	October Fuel	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44203	PLUMB SUPPLY COMPANY	Screwdriver	11/15/2022	0
Vendor Subtotal:				
9002-90-9020-44203	AMAZON.COM	Caulk Saver Cap	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44204	MENARDS (MUSC)	CH Shelving - Dakota™ 3/4" x 28-3/16" x	11/14/2022	0
9002-90-9020-44204	MENARDS (MUSC)	CH Shelving - Xtreme Garage® 96" H x 3	11/14/2022	0
9002-90-9020-44204	MENARDS (MUSC)	CH Shelving - Xtreme Garage® 97" W x	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44204	AMAZON.COM	Carbon Monoxide Detector	11/14/2022	0

Vendor Subtotal:				
9002-90-9020-44205	MENARDS (MUSC)	Vanity Light/Bulbs/Clicker Remote/Swite	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44205	VAN METER INDUSTRIAL INC	Bulbs	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44205	AMAZON.COM	Rocker Switch	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44206	HD SUPPLY FACILITIES MAINT	Shower Handle	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44206	PLUMB SUPPLY COMPANY	Drain Cleaner	11/14/2022	0
9002-90-9020-44206	PLUMB SUPPLY COMPANY	Seat	11/15/2022	0
Vendor Subtotal:				
9002-90-9020-44208	AMAZON.COM	Thermostat	11/14/2022	0
9002-90-9020-44208	AMAZON.COM	Thermostat	11/14/2022	0
9002-90-9020-44208	AMAZON.COM	Thermostat	11/14/2022	0
9002-90-9020-44208	AMAZON.COM	Thermostat	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44218	HD SUPPLY FACILITIES MAINT	Drip Bowls	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44218	AMAZON.COM	Burner Switch	11/14/2022	0
Vendor Subtotal:				

9002-90-9020-44301	CITY OF MUSCATINE HOUSING RE	October Refuse	11/15/2022	0
Vendor Subtotal:				
9002-90-9020-44303	SPANN'S PEST CONTROL LLC	Monthly Pest Control	11/14/2022	0
9002-90-9020-44303	SPANN'S PEST CONTROL LLC	Monthly Pest Control	11/14/2022	0
9002-90-9020-44303	SPANN'S PEST CONTROL LLC	Pest Control # 1006	11/14/2022	0
9002-90-9020-44303	SPANN'S PEST CONTROL LLC	CH 900 Initial Bed Bug Treatment	11/14/2022	0
9002-90-9020-44303	SPANN'S PEST CONTROL LLC	CH 900 Infested Furniture Removal	11/14/2022	0
9002-90-9020-44303	SPANN'S PEST CONTROL LLC	Pest Control # 806	11/14/2022	0
9002-90-9020-44303	SPANN'S PEST CONTROL LLC	Pest Control # 804	11/14/2022	0
9002-90-9020-44303	SPANN'S PEST CONTROL LLC	Pest Control # 201	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44307	SCHUMACHER ELEVATOR COMPA	Elevator Maintenance	11/14/2022	0
9002-90-9020-44307	SCHUMACHER ELEVATOR COMPA	Elevator Maintenance	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44308	KELLY HEATING COOLING & PLBG	Replace Heating Coil	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-44313	ZACK STUMBO	October 2022 Lawn Care	11/14/2022	0
Vendor Subtotal:				
9002-90-9020-45103	CITY OF MUSCATINE HOUSING RE	Unemployment 11/11/22	11/15/2022	0
Vendor Subtotal:				
9002-90-9020-45401	CITY OF MUSCATINE HOUSING RE	FICA 11/11/22	11/15/2022	0
Vendor Subtotal:				
9002-90-9020-45402	CITY OF MUSCATINE HOUSING RE	IPERS 11/11/22	11/15/2022	0

Vendor Subtotal:					
9002-90-9020-75200	CARRIAGE HOUSE CARPET ONE	CH 805	Graber 1 Inch Supreme 8 Gauge	11/14/2022	0
9002-90-9020-75200	CARRIAGE HOUSE CARPET ONE	CH 805	Graber 1 Inch Supreme 8 Gauge	11/14/2022	0
9002-90-9020-75200	CARRIAGE HOUSE CARPET ONE	CH 807	Graber 1 Inch Supreme 8 Gauge	11/15/2022	0
9002-90-9020-75200	CARRIAGE HOUSE CARPET ONE	CH 807	Graber 1 Inch Supreme 8 Gauge	11/15/2022	0
9002-90-9020-75200	CARRIAGE HOUSE CARPET ONE	CH 702	Blinds	11/15/2022	0
9002-90-9020-75200	CARRIAGE HOUSE CARPET ONE	CH 702	Blinds Install	11/15/2022	0
Vendor Subtotal:					
Subtotal for FUND: 9002					
9004-90-9040-41100	CITY OF MUSCATINE HOUSING RE\	Admin Full-Time Wages 11/11/22		11/15/2022	0
Vendor Subtotal:					
9004-90-9040-41904	CENTURYLINK	November Phones - Hershey		11/14/2022	0
Vendor Subtotal:					
9004-90-9040-41904	US CELLULAR	November Cell Phones		11/14/2022	0
Vendor Subtotal:					
9004-90-9040-41910	CROSSROADS INC.	Shredding		11/14/2022	0
Vendor Subtotal:					
9004-90-9040-41910	TENANT REPORTS.COM LLC	Background Checks		11/14/2022	0
Vendor Subtotal:					
9004-90-9040-44100	CITY OF MUSCATINE HOUSING RE\	Maint Full-Time Wages 11/11/22		11/15/2022	0
9004-90-9040-44100	CITY OF MUSCATINE HOUSING RE\	Maint Part-Time Wages 11/11/22		11/15/2022	0
9004-90-9040-44100	CITY OF MUSCATINE HOUSING RE\	Maint Longevity 11/11/22		11/15/2022	0

Vendor Subtotal:			
9004-90-9040-44202	CITY OF MUSCATINE HOUSING RE	October Fuel	11/14/2022 0
Vendor Subtotal:			
9004-90-9040-44204	MARK A DIERCKS	Duplicate Keys	11/14/2022 0
Vendor Subtotal:			
9004-90-9040-44204	AMAZON.COM	Carbon Monoxide Detector	11/14/2022 0
Vendor Subtotal:			
9004-90-9040-44206	PLUMB SUPPLY COMPANY	Drain Cleaner	11/14/2022 0
Vendor Subtotal:			
9004-90-9040-44301	CITY OF MUSCATINE HOUSING RE	October Refuse	11/15/2022 0
Vendor Subtotal:			
9004-90-9040-44303	AMAZON.COM	Snake Repelling Granules	11/14/2022 0
Vendor Subtotal:			
9004-90-9040-44303	SPANN'S PEST CONTROL LLC	Monthly Pest Control	11/14/2022 0
9004-90-9040-44303	SPANN'S PEST CONTROL LLC	Monthly Pest Control	11/14/2022 0
9004-90-9040-44303	SPANN'S PEST CONTROL LLC	Pest Control # 304	11/14/2022 0
9004-90-9040-44303	SPANN'S PEST CONTROL LLC	Pest Control # 303	11/14/2022 0
9004-90-9040-44303	SPANN'S PEST CONTROL LLC	Pest Control # 206	11/14/2022 0
9004-90-9040-44303	SPANN'S PEST CONTROL LLC	Pest Control # 205	11/14/2022 0
Vendor Subtotal:			
9004-90-9040-44313	ZACK STUMBO	October 2022 Lawn Care	11/14/2022 0

Vendor Subtotal:				
9004-90-9040-44315	RIVERBEND MAINTENANCE LLC	HM 313 Paint Walls	11/14/2022	0
9004-90-9040-44315	RIVERBEND MAINTENANCE LLC	HM 313 Paint Walls	11/14/2022	0
Vendor Subtotal:				
9004-90-9040-45103	CITY OF MUSCATINE HOUSING RE	Unemployment 11/11/22	11/15/2022	0
Vendor Subtotal:				
9004-90-9040-45401	CITY OF MUSCATINE HOUSING RE	FICA 11/11/22	11/15/2022	0
Vendor Subtotal:				
9004-90-9040-45402	CITY OF MUSCATINE HOUSING RE	IPERS 11/11/22	11/15/2022	0
Vendor Subtotal:				
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 216 Vinyl Cove Base Trim per Linea	11/15/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 216 - Flooring Prep per Hour	11/15/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 216 Accumen II Carpet per yd²	11/15/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 216 Vinyl Cove Base Trim per Linea	11/15/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 216 Accumen II Carpet per yd² Insta	11/15/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 313 Tear Out VCT and Vinyl per ft²	11/14/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 313 Labor Install Vinyl Plank per ft²	11/14/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 313 Floor Prep Labor per Hour	11/14/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 313 Chassis Advantage Vinyl Plank	11/14/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 313 Vinyl Cove Base per Linear ft.	11/14/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 313 Acumen II Carpet per yd²	11/14/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 313 Labor Glue Down Carpet per yd.	11/14/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 313 Floor Prep Materials (10lb. pail)	11/14/2022	0
9004-90-9040-75200	CARRIAGE HOUSE CARPET ONE	HM 313 Labor Install Cove Base per Line	11/14/2022	0
Vendor Subtotal:				
9004-90-9040-75500	DESIGN ENGINEERS, P.C.	Hershey Manor Upgrade	11/15/2022	0
Vendor Subtotal:				

Subtotal for FUND: 9004

9006-90-9060-31100	MUSCATINE POWER & WATER	November Utility Credit L Tatum 2700 C	11/14/2022	0
9006-90-9060-31100	MUSCATINE POWER & WATER	November Utility Credit J Fisher 2708 C	11/14/2022	0
9006-90-9060-31100	MUSCATINE POWER & WATER	November Utility Credit C Howerton 280	11/14/2022	0
9006-90-9060-31100	MUSCATINE POWER & WATER	November Utility Credit R Piaga Howard	11/14/2022	0
9006-90-9060-31100	MUSCATINE POWER & WATER	November Utility Credit A Huscko 2812	11/14/2022	0
9006-90-9060-31100	MUSCATINE POWER & WATER	November Utility Credit B Swanson 2812	11/14/2022	0
9006-90-9060-31100	MUSCATINE POWER & WATER	November Utility Credit I Sherrill 2908 C	11/14/2022	0

Vendor Subtotal:

9006-90-9060-41100	CITY OF MUSCATINE HOUSING RE	Admin Full-Time Wages 11/11/22	11/15/2022	0
9006-90-9060-41100	CITY OF MUSCATINE HOUSING RE	Maint Full-Time Wages 11/11/22	11/15/2022	0
9006-90-9060-41100	CITY OF MUSCATINE HOUSING RE	Admin Part-Time Wages 11/11/22	11/15/2022	0
9006-90-9060-41100	CITY OF MUSCATINE HOUSING RE	Admin Longevity 11/11/22	11/15/2022	0

Vendor Subtotal:

9006-90-9060-41400	TCM BANK NA VISA	National Center for Housing - PIC Trainir	11/15/2022	0
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Vendor Subtotal:

9006-90-9060-41500	CITY OF MUSCATINE HOUSING RE	Auto Allowance 11/11/22	11/15/2022	0
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Vendor Subtotal:

9006-90-9060-41904	US CELLULAR	November Cell Phones	11/14/2022	0
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Vendor Subtotal:

9006-90-9060-41904	TCM BANK NA VISA	Google - Google Voice	11/15/2022	0
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Vendor Subtotal:

9006-90-9060-41905	CITY OF MUSCATINE HOUSING RE	October Postage	11/14/2022	0
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Vendor Subtotal:

9006-90-9060-41910	TEAM STAFFING SOLUTIONS INC	Temp Employee Week Ending 10/30/22	11/14/2022	0
		Vendor Subtotal:		
9006-90-9060-41910	CROSSROADS INC.	Shredding	11/14/2022	0
		Vendor Subtotal:		
9006-90-9060-41910	TENANT REPORTS.COM LLC	Background Checks	11/14/2022	0
		Vendor Subtotal:		
9006-90-9060-44100	CITY OF MUSCATINE HOUSING RE	Maint Part-Time Wages 11/11/22	11/15/2022	0
9006-90-9060-44100	CITY OF MUSCATINE HOUSING RE	Maint Longevity 11/11/22	11/15/2022	0
		Vendor Subtotal:		
9006-90-9060-44202	CITY OF MUSCATINE HOUSING RE	October Fuel	11/14/2022	0
		Vendor Subtotal:		
9006-90-9060-44204	MARK A DIERCKS	Key Cylinders to Match	11/14/2022	0
		Vendor Subtotal:		
9006-90-9060-44204	AMAZON.COM	Carbon Monoxide Detector	11/14/2022	0
		Vendor Subtotal:		
9006-90-9060-44210	SINCLAIR	SS Tractor Snow Plow Blade Wear Bar	11/14/2022	0
		Vendor Subtotal:		
9006-90-9060-44218	PDQ SUPPLY INC	Element	11/14/2022	0
		Vendor Subtotal:		

9006-90-9060-44301	CITY OF MUSCATINE HOUSING RE	October Refuse	11/15/2022	0
		Vendor Subtotal:		
9006-90-9060-44303	AMAZON.COM	Animal Repellent	11/14/2022	0
		Vendor Subtotal:		
9006-90-9060-44303	SPANN'S PEST CONTROL LLC	Monthly Pest Control	11/14/2022	0
9006-90-9060-44303	SPANN'S PEST CONTROL LLC	Monthly Pest Control	11/14/2022	0
		Vendor Subtotal:		
9006-90-9060-45103	CITY OF MUSCATINE HOUSING RE	Unemployment 11/11/22	11/15/2022	0
		Vendor Subtotal:		
9006-90-9060-45401	CITY OF MUSCATINE HOUSING RE	FICA 11/11/22	11/15/2022	0
		Vendor Subtotal:		
9006-90-9060-45402	CITY OF MUSCATINE HOUSING RE	IPERS 11/11/22	11/15/2022	0
		Vendor Subtotal:		
9006-90-9060-75200	SEIFFERT LUMBER CO	SS 2812B Kitchen Merillat Classic Cabin	11/14/2022	0
9006-90-9060-75200	SEIFFERT LUMBER CO	SS 2812B Bathroom Merillat Classic Bas	11/14/2022	0
9006-90-9060-75200	SEIFFERT LUMBER CO	SS 2812B Bathroom Vanity Top Classic	11/14/2022	0
9006-90-9060-75200	SEIFFERT LUMBER CO	SS 2812B Kitchen Countertops VHWillis	11/14/2022	0
9006-90-9060-75200	SEIFFERT LUMBER CO	Bath Cabinet (Merilat Classic)	11/14/2022	0
9006-90-9060-75200	SEIFFERT LUMBER CO	Kitchen Cabinets (Merilat Classic)	11/14/2022	0
9006-90-9060-75200	SEIFFERT LUMBER CO	Bath Vanity Top (Classic Marble)	11/14/2022	0
9006-90-9060-75200	SEIFFERT LUMBER CO	Kitchen Countertops (VH Willis Laminat	11/14/2022	0
		Vendor Subtotal:		
		Subtotal for FUND: 9006		
9007-90-9070-41100	CITY OF MUSCATINE HOUSING RE	Admin Full-Time Wages 11/11/22	11/15/2022	0

9007-90-9070-41100	CITY OF MUSCATINE HOUSING RE\ Admin Part-Time Wages 11/11/22		11/15/2022	0
9007-90-9070-41100	CITY OF MUSCATINE HOUSING RE\ Admin Longevity 11/11/22		11/15/2022	0
Vendor Subtotal:				
9007-90-9070-41400	TCM BANK NA VISA	National Center for Housing - PIC Trainir	11/15/2022	0
Vendor Subtotal:				
9007-90-9070-41500	CITY OF MUSCATINE HOUSING RE\ Auto Allowance 11/11/22		11/15/2022	0
Vendor Subtotal:				
9007-90-9070-41901	AMAZON.COM	Folder	11/14/2022	0
9007-90-9070-41901	AMAZON.COM	Folders	11/14/2022	0
9007-90-9070-41901	AMAZON.COM	Folders	11/14/2022	0
Vendor Subtotal:				
9007-90-9070-41902	AMAZON.COM	Toner	11/14/2022	0
9007-90-9070-41902	AMAZON.COM	Credit	11/14/2022	0
9007-90-9070-41902	AMAZON.COM	Toners	11/14/2022	0
Vendor Subtotal:				
9007-90-9070-41904	CITY OF MUSCATINE HOUSING RE\ MPW Oct Base PRI		11/14/2022	0
Vendor Subtotal:				
9007-90-9070-41905	CITY OF MUSCATINE HOUSING RE\ October Postage		11/14/2022	0
Vendor Subtotal:				
9007-90-9070-41907	TCM BANK NA VISA	Remarkable - Monthly Subscription	11/15/2022	0
Vendor Subtotal:				
9007-90-9070-41908	TCM BANK NA VISA	National Center for Housing - PIC Trainir	11/15/2022	0

Vendor Subtotal:				
9007-90-9070-41910	HAPPY SOFTWARE INC	Section 8 Utility Schedule Renewal \$400	11/14/2022	0
Vendor Subtotal:				
9007-90-9070-41910	IA DEPT OF INSPECTIONS APPEALS	July to September 2022	11/14/2022	0
Vendor Subtotal:				
9007-90-9070-41910	CROSSROADS INC.	Shredding	11/14/2022	0
Vendor Subtotal:				
9007-90-9070-41910	TENANT REPORTS.COM LLC	Background Checks	11/14/2022	0
Vendor Subtotal:				
9007-90-9070-41910	TCM BANK NA VISA	Remarkable - Transaction Fee	11/15/2022	0
Vendor Subtotal:				
9007-90-9070-45103	CITY OF MUSCATINE HOUSING RE	Unemployment 11/11/22	11/15/2022	0
Vendor Subtotal:				
9007-90-9070-45401	CITY OF MUSCATINE HOUSING RE	FICA 11/11/22	11/15/2022	0
Vendor Subtotal:				
9007-90-9070-45402	CITY OF MUSCATINE HOUSING RE	IPERS 11/11/22	11/15/2022	0
Vendor Subtotal:				
9007-90-9070-47150	BASULTO PROPERTIES LLC	New HAP J Kochneff Full November	11/15/2022	0
Vendor Subtotal:				

9007-90-9070-47150	HECTOR OR KIM CASTILLO	New HAP V Wallace November Change	11/15/2022	0
		Vendor Subtotal:		
9007-90-9070-47150	RCN LLC	Full November K McDade Extention	11/15/2022	0
		Vendor Subtotal:		
9007-90-9070-47150	JOSIAH MARK ANDERSON	New HAP P Ahlstrom Augsut - Novembe	11/15/2022	0
9007-90-9070-47150	JOSIAH MARK ANDERSON	New HAP R Hills Augsut - November	11/15/2022	0
		Vendor Subtotal:		
9007-90-9070-47150	JOHN L AND LEAH N TIMM FAMILY	New HAP J Madden Full November	11/15/2022	0
		Vendor Subtotal:		
9007-90-9071-41100	CITY OF MUSCATINE HOUSING RE	Admin Part-Time Wages 11/11/22	11/15/2022	0
		Vendor Subtotal:		
9007-90-9071-41904	TCM BANK NA VISA	Google - Google Voice	11/15/2022	0
		Vendor Subtotal:		
9007-90-9071-45103	CITY OF MUSCATINE HOUSING RE	Unemployment 11/11/22	11/15/2022	0
		Vendor Subtotal:		
9007-90-9071-45401	CITY OF MUSCATINE HOUSING RE	FICA 11/11/22	11/15/2022	0
		Vendor Subtotal:		
9007-90-9071-45402	CITY OF MUSCATINE HOUSING RE	IPERS 11/11/22	11/15/2022	0
		Vendor Subtotal:		

Subtotal for FUND: 9007

Report Total:



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270.64 00022596

200.00 00022596

548.49 00022596

326.38 00022596

32.99 00022596

160.00 00022596

3,292.67

2,100.00

2,100.00

10,947.45

89.00

52.00

112.00

146.00

70.00

79.00

29.00

577.00

1,718.49

2,168.16

82.75

2.60

3,972.00

62.50

62.50

25.00

25.00

20.70

20.70

13.86

13.86

0.57

0.57

351.84

351.84

11.00

11.00

5.00

5.00

77.84

6.17

84.01

29.80

29.80

20.00

20.00

43.80

43.80

206.90 00022715

206.90

38.72

38.72

27.00
27.00
44.19
44.19
50.00
500.00
550.00
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300.12
300.12
382.88
382.88
2,246.75 00022414
216.42 00022414
256.80 00022414
302.86 00022414
216.42 00022403
2,246.75 00022403
256.80 00022403
302.86 00022403
6,045.66
12,814.15
3,236.54

662.00
6.83
3,905.37

125.00

125.00

12.50

12.50

51.46
24.74
49.48

125.68

31.91
-89.80
395.89

338.00

18.77

18.77

321.53

321.53

3.20

3.20

119.99

119.99

550.00 00022516

550.00

931.61

931.61

22.00

22.00

225.00

225.00

0.09

0.09

14.73

14.73

288.20

288.20

368.67

368.67

143.00

143.00

150.00

150.00

1,100.00

1,100.00

1,355.00

1,351.00

2,706.00

705.00

705.00

2,613.21

2,613.21

13.86

13.86

8.10

8.10

193.06

193.06

246.69

246.69

15,249.26

925,122.78

BILLS FOR APPROVAL SUMMARY
November 15, 2022

Computer Bill Lists

Regular Bills 9/18/22		\$	925,122.78
Payroll Vendor Checks 11/11/22			17,474.90
Payroll Vendor ACH Payments 11/11/22			94,969.54
Subtotal		\$	1,037,567.22

ACH Debit Memo Payments

Wellmark Insurance	Health/Dental Insurance November	\$	69,000.00
Wellmark Insurance	Health/Dental Insurance November		69,000.00
Payroll Account	Transfer		442,415.65
IPERS	October Contributions		114,389.00
Treasurer State of Iowa	State Tax Withholding		26,117.67
Internal Revenue Service	Federal Withholding		118,600.68
Subtotal		\$	839,523.00

Voucher Program

Various Landlords	Estimated December Rent	\$	140,000.00
		\$	140,000.00

Voids

Void Checks 10/7/22	Operating	\$	(17,021.00)
	Subtotal	\$	(17,021.00)

Total before Journal Entries	\$	2,000,069.22
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Total Expenditures	\$	2,000,069.22
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11/11/2022	Mission Square ICMA Retirement	11,647.16
11/11/2022	Mission Square ICMA -RC	1,107.53
11/11/2022	Municipal Fire & Police	77,799.85
11/11/2022	Nationwide	4,415.00
11/11/2022	AFA Flex Billing	5,481.42
11/11/2022	AFLAC	687.28
11/11/2022	Allstate American	39.14
11/11/2022	American Fidelity	2,835.83
11/11/2022	City of Muscatine	7,981.29
11/11/2022	Clerk of Court	150.00
11/11/2022	Police & Fire Insurance	194.94
11/11/2022	United Way	105.00



City of Muscatine

ITEM NUMBER

AGENDA ITEM SUMMARY

DATE: 11/17/2022

STAFF

Nancy Lueck, Finance Director

SUBJECT

Resolutions (6) Approving Internal Advances of Funds for Tax Increment Urban Renewal Projects

EXECUTIVE SUMMARY

Cities in Iowa are required to certify the amount of TIF funds to be claimed for each TIF district no later than December 1 of the year prior to the fiscal year for which the funds will be collected. The City must have incurred debt in order to claim the TIF funds to be certified. Debt certified can be in the form of general obligation bonds, tax increment revenue bonds, TIF rebate agreements, or internal advances (loans). In recent years, the City has claimed less than the full amount of incremental taxes available in the City's TIF districts.

There are six Internal Advance Resolutions to be certified prior to December 1, 2022:

1. Resolution Authorizing Internal Advance of Funds for the 2022-2023 Urban Renewal Administration and Professional Support Program
2. Resolution Authorizing Advance of Funds for the Economic Development Grant for the Greater Muscatine Chamber of Commerce and Industry (GMCCI) Support Program
3. Resolution Authorizing the Internal Advance of Funds for the Small Business Forgivable Loan Program
4. Resolution Authorizing the Internal Advance of Funds for the Small Business Forgivable Loan Program for Code Compliance Improvements
5. Resolution Authorizing the Internal Advance of Funds for the Downtown Façade Improvements Forgivable Loan Program
6. Resolution Authorizing the Internal Advance of Funds for the City Wayfinding Program (Year 1)

STAFF RECOMMENDATION

Staff recommends City Council take action to approve each of the six (6) resolutions.

BACKGROUND/DISCUSSION

For the upcoming 2023/2024 fiscal year, the following six internal advances (loans) are proposed to be established:

1. Internal advance for TIF administrative and professional support costs in the amount of \$200,700. This internal advance will fund City staff costs for TIF administration and economic development efforts as well as outside legal fees related to TIF administration. City staff costs reflect allocated costs of the City Administrator, Community Development Director, Assistant Community Development Director, City Planner, Finance Director, Public Works Director, City Engineer, and Communications Manager. Fiscal year 2023/2024 will be the 13th year the City has claimed TIF funds for administrative and professional support costs.
2. Internal advance for the City's budgeted allocation to the Greater Muscatine Chamber of Commerce and Industry (GMCCI) for economic development activities in the amount of \$43,000. Fiscal year 2023/2024 will be the 13th year the City has claimed TIF funds for the GMCCI economic development activities.
3. Internal advance for the City's Small Business Forgivable Loan Program for fiscal year 2023/2024 for an amount not to exceed \$100,000 for the 10th year of this program. Use of tax increment funds for this program will provide forgivable loans to private businesses for the promotion of infill, redevelopment, and facilities enhancements in certain designated areas of the City.
4. Internal advance for the Forgivable Loan Program for Code Compliance Improvements for small businesses in designated areas of the City. This advance is for \$50,000 for the 5th year of this program.
5. Internal advance of \$100,000 for the Downtown Façade Improvements Forgivable Loan Program. The advance for 2023/2024 is for the 4th year of this program.
6. Internal advance of \$150,000 for the City Wayfinding Program. This is the first year of this program.

In order to claim TIF funds for these purposes, resolutions are needed for each of the six internal advance loans listed above. These six internal advances total \$643,700. It is proposed that the Administrative and Professional Support costs and the economic development grant to GMCCI be funded from the Downtown TIF fund. It is proposed that the remaining advances be funded from the Southend TIF fund.

CITY FINANCIAL IMPACT

Funding the above items from TIF funds should again assist during the upcoming budget process in the City's ability to continue to provide funding for General Fund services, provide economic development assistance to small businesses in designated areas of the City, and to continue to promote economic development throughout the City.

ATTACHMENTS

RESOLUTION NO _____

AUTHORIZING INTERNAL ADVANCE OF FUNDS FOR THE
2022-2023 URBAN RENEWAL ADMINISTRATION AND PROFESSIONAL
SUPPORT PROGRAM

WHEREAS, the City of Muscatine, Iowa (the “City”), has established the Consolidated Muscatine Urban Renewal Area (the “Urban Renewal Area”) and has created the Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City has undertaken the 2022-2023 Urban Renewal Administration and Professional Support Program (the “Program”) as an urban renewal project in the Urban Renewal Area, and the City will incur costs (the “Costs”) as set forth on Exhibit A hereto, in connection with the carrying out of such Program;

WHEREAS, in order to cover the Costs and to make such Costs eligible to be recouped from future incremental property tax revenues, it is necessary to facilitate an internal advance of funds;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. It is hereby directed that Two Hundred Thousand Seven Hundred Dollars (\$200,700) be advanced from the General Fund (the “Advance”) in order to fund the Costs. The Advance shall be repaid to the General Fund, out of future incremental property tax revenues received with respect to the Urban Renewal Area. The Advance shall not bear interest.

It is intended that the Advance, shall be repaid in one installment on or before June 1, 2024, provided, however, that repayment of the Advance is subject to the determination of future City Councils that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds to the repayment of the Advance, or to withhold such appropriation, at its discretion.

Section 2. A copy of this Resolution shall be filed in the office of the County Auditor of Muscatine County, Iowa to evidence the Advance. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify, no later than December 1, 2022, the full amount of the Advance.

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

PASSED AND APPROVED this 17th day of November, 2022.

Mayor

Attest:

City Clerk

Exhibit A – Spreadsheet of Costs

City of Muscatine
TIF Administration and Economic Development-Related Staff Cost Worksheet
For FY 2023/2024 Budget

	Budgeted Wages/Long. FY 2022/2023	Budgeted Benefits FY 2022/2023	Total Budgeted Employee Costs	Percent TIF/Economic Development	Allocated FY 2022/2023 TIF/Economic Development
Personnel Costs:					
City Administrator	\$ 175,762	\$ 53,725	\$ 229,487	25%	\$ 57,372
Community Development Director	117,886	44,244	162,130	25%	40,533
Ass't Community Development Director	97,473	40,326	137,799	25%	34,450
Planner	60,457	12,304	72,761	10%	7,276
Finance Director	137,726	33,126	170,852	10%	17,085
Public Works Director	127,645	46,043	173,688	5%	8,684
City Engineer	101,835	41,151	142,986	5%	7,149
Communications Manager	67,857	33,811	101,668	16.67%	16,948
Total Staff Costs For TIF Administration and Economic Development			<u>\$ 1,191,371</u>		\$ 189,497
Prior Year Costs Funded by Internal Advance to be Repaid in FY 24 (Internal Advance November 2022):					11,155
(FY22 Expenses -Legal for Urban Renewal Plan and Development Agreement Amendments)					
Rounding/Misc.					48
Total Administrative and Professional Support					<u>\$ 200,700.00</u>
			Portion from Downtown TIF		\$ 200,700.00
			Portion from Other TIF		-
					<u><u>\$ 200,700.00</u></u>

RESOLUTION NO _____

AUTHORIZING INTERNAL ADVANCE
OF FUNDS AND ECONOMIC DEVELOPMENT GRANT FOR GREATER
MUSCATINE CHAMBER OF COMMERCE AND INDUSTRY
SUPPORT PROGRAM

WHEREAS, the City of Muscatine, Iowa (the “City”), has established the Consolidated Muscatine Urban Renewal Area (the “Urban Renewal Area”) and has created the Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, Chapter 15A of the Code of Iowa (“Chapter 15A”) declares that economic development is a public purpose for which a city may provide grants, loans, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that before public funds are used for grants, loans or other financial assistance, a city council must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

WHEREAS, Chapter 15A requires that, in determining whether funds should be spent, a city council must consider any or all of a series of factors; and

WHEREAS, the City has undertaken the Greater Muscatine Chamber of Commerce and Industry (the “Chamber”) Support Program (the “Program”) as an economic development urban renewal project in the Urban Renewal Area, and the City will incur costs (the “Costs”) in connection with the carrying out of such Program and providing funding support to the Chamber in its 2023 fiscal year; and

WHEREAS, in order to cover the Costs and to facilitate the use of future incremental property tax revenues for the funding of the Program, it is necessary to facilitate an internal advance of funds;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. It is hereby directed that an amount not in excess of Forty-Three Thousand Dollars (\$43,000) be advanced (the “Advance”) from the General Fund in order to fund the Costs. The Advance shall be repaid to the General Fund out of incremental property tax revenues received with respect to the Urban Renewal Area. The Advance shall not bear interest.

It is intended that the Advance, shall be repaid in one annual installment on or before June 1, 2024, provided, however, that repayment of the Advance is subject to the determination of future City Councils that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds to the repayment of the Advance, or to withhold such appropriation, at its discretion.

Section 2. Pursuant to the factors listed in Chapter 15A, the City Council hereby finds that:

- a) The Program will add diversity and generate new opportunities for the Muscatine and Iowa economies;
- b) The Program will generate public gains and benefits, which are warranted in comparison to the amount of the proposed Grant;

Section 3. The City Council further finds that a public purpose will reasonably be accomplished by making the Grant to the Chamber.

Section 4. The Grant in an amount not to exceed \$43,000 is hereby approved. The City staff are hereby authorized and directed to prepare any additional documentation, with the advice of bond counsel, as are deemed necessary to carry out the purposes of this Resolution. The Mayor and the City Clerk are hereby authorized to execute such documents as may be necessary to implement the Grant approved herein.

Section 5. A copy of this Resolution shall be filed in the office of the County Auditor of Muscatine County, Iowa to evidence the Advance. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify, no later than December 1, 2022, the original amount of the Advance.

Section 6. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 17th day of November, 2022.

Mayor

Attest:

City Clerk

RESOLUTION NO _____

AUTHORIZING INTERNAL ADVANCE
OF FUNDS FOR SMALL BUSINESS FORGIVABLE LOAN PROGRAM

WHEREAS, the City of Muscatine, Iowa (the “City”), has established the Consolidated Muscatine Urban Renewal Area (the “Urban Renewal Area”) and has created the Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City has authorized and undertaken the Small Business Forgivable Loan Program (the “Program”) as an urban renewal project in the Urban Renewal Area, and the City will incur costs (the “Costs”), by funding grants under the Program in the City’s 2023 fiscal year; and

WHEREAS, in order to cover the Costs of this Program and to make such Costs eligible to be recouped from future incremental property tax revenues, it is necessary to facilitate an internal advance of funds;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. It is hereby directed that an amount not in excess of One Hundred Thousand Dollars (\$100,000) be advanced (the “Advance”) from the General Fund in order to fund the Costs. The Advance shall be repaid to the General Fund out of incremental property tax revenues received with respect to the Urban Renewal Area. The Advance shall not bear interest.

It is intended that the Advance, shall be repaid in one installment, on or before June 1, 2024, provided, however, that repayment of the Advance is subject to the determination of future City Councils that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds to the repayment of the Advance, or to withhold such appropriation, at its discretion.

Section 2. A copy of this Resolution shall be filed in the office of the County Auditor of Muscatine County, Iowa to evidence the Advance. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify, no later than December 1, 2022, the original amount of the Advance.

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

PASSED AND APPROVED this 17th day of November 2022.

Mayor

Attest:

City Clerk

RESOLUTION NO _____

AUTHORIZING INTERNAL ADVANCE
OF FUNDS FOR FORGIVABLE LOAN PROGRAM FOR CODE
COMPLIANCE IMPROVEMENTS

WHEREAS, the City of Muscatine, Iowa (the “City”), has established the Consolidated Muscatine Urban Renewal Area (the “Urban Renewal Area”) and has created the Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City has authorized and undertaken the Small Business Forgivable Loan Program for Code Compliance Improvements (the “Program”) as an urban renewal project in the Urban Renewal Area, and the City will incur costs (the “Costs”), by funding grants under the Program in the City’s 2023 fiscal year; and

WHEREAS, in order to cover the Program Costs and to make such Costs eligible to be recouped from future incremental property tax revenues, it is necessary to facilitate an internal advance of funds;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. It is hereby directed that an amount not in excess of Fifty Thousand Dollars (\$50,000) be advanced (the “Advance”) from the General Fund in order to fund the Costs. The Advance shall be repaid to the General Fund out of incremental property tax revenues received with respect to the Urban Renewal Area. The Advance shall not bear interest.

It is intended that the Advance, shall be repaid in one annual installment of \$50,000, on or before June 1, 2024, provided, however, that repayment of the Advance is subject to the determination of future City Councils that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds to the repayment of the Advance, or to withhold such appropriation, at its discretion.

Section 2. A copy of this Resolution shall be filed in the office of the County Auditor of Muscatine County, Iowa to evidence the Advance. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify, no later than December 1, 2022, the original amount of the Advance.

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

PASSED AND APPROVED this 17th day of November 2022.

Mayor

Attest:

City Clerk

RESOLUTION NO _____

AUTHORIZING INTERNAL ADVANCE
OF FUNDS FOR THE DOWNTOWN FACADE IMPROVEMENTS
FORGIVABLE LOAN PROGRAM

WHEREAS, the City of Muscatine, Iowa (the “City”), has established the Consolidated Muscatine Urban Renewal Area (the “Urban Renewal Area”) and has created the Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City has authorized and undertaken the Downtown Facade Improvements Forgivable Loan Program (the “Program”) as an urban renewal project in the Urban Renewal Area, and the City will incur costs (the “Costs”), by funding grants under the Program in the City’s 2023 fiscal year; and

WHEREAS, in order to cover the Costs of this Program and to make such Costs eligible to be recouped from future incremental property tax revenues, it is necessary to facilitate an internal advance of funds;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. It is hereby directed that an amount not in excess of One Hundred Thousand Dollars (\$100,000) be advanced (the “Advance”) from the General Fund in order to fund the Costs. The Advance shall be repaid to the General Fund out of incremental property tax revenues received with respect to the Urban Renewal Area. The Advance shall not bear interest.

It is intended that the Advance, shall be repaid in one installment, on or before June 1, 2024, provided, however, that repayment of the Advance is subject to the determination of future City Councils that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds to the repayment of the Advance, or to withhold such appropriation, at its discretion.

Section 2. A copy of this Resolution shall be filed in the office of the County Auditor of Muscatine County, Iowa to evidence the Advance. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify, no later than December 1, 2022, the original amount of the Advance.

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

PASSED AND APPROVED this 17th day of November 2022.

Mayor

Attest:

City Clerk

RESOLUTION NO _____

AUTHORIZING INTERNAL ADVANCE OF FUNDS
FOR THE CITY WAYFINDING PROGRAM - YEAR 1

WHEREAS, the City of Muscatine, Iowa (the “City”), has established the Consolidated Muscatine Urban Renewal Area (the “Urban Renewal Area”) and has created the Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City has undertaken the City Wayfinding Program (the “Project”) as an urban renewal project in the Urban Renewal Area, and the City will incur costs (the “Costs”) in connection with the carrying out of such Project;

WHEREAS, in order to cover the Costs and to make such Costs eligible to be recouped from future incremental property tax revenues, it is necessary to facilitate an internal advance of funds;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. It is hereby directed that One Hundred and Fifty Thousand Dollars (\$150,000) be advanced from the General Fund (the “Advance”) in order to fund the Costs for Year 1 of the City Wayfinding Program. The Advance shall be repaid to the General Fund, out of future incremental property tax revenues received with respect to the Urban Renewal Area. The Advance shall not bear interest.

It is intended that the Advance, shall be repaid in one annual installment, on June 1, 2024, provided, however, that repayment of the Advance is subject to the determination of future City Councils that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds to the repayment of the Advance, or to withhold such appropriation, at its discretion.

Section 2. A copy of this Resolution shall be filed in the office of the County Auditor of Muscatine County, Iowa to evidence the Advance. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify, no later than December 1, 2022, the full amount of the Advance.

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

PASSED AND APPROVED this 17th day of November, 2022.

Mayor

Attest:

City Clerk



City of Muscatine

ITEM NUMBER

AGENDA ITEM SUMMARY

DATE: 11/17/2022

STAFF

Nancy Lueck, Finance Director

SUBJECT

Resolutions (13) for Annual Appropriation for Tax Increment Financing (TIF) Rebate Obligations

EXECUTIVE SUMMARY

Cities in Iowa are required to certify the amount of TIF funds claimed for each TIF district no later than December 1 of the year prior to the fiscal year for which the TIF funds will be collected. This includes TIF rebates that are subject to annual appropriation. The City has thirteen (13) development agreements that include provisions requiring annual appropriation of the TIF rebates.

There are thirteen resolutions approving annual appropriations for TIF rebates for this agenda item:

1. Resolution providing for the appropriation of an amount not to exceed \$360,000 for the Wal-View Developments Project #1 TIF rebate for the fiscal year beginning July 1, 2023.
2. Resolution providing for the appropriation of an amount not to exceed \$175,000 for the Wal-View Developments Project #2 TIF rebate for the fiscal year beginning July 1, 2023.
3. Resolution providing for the appropriation of an amount not to exceed \$64,000 for the Musco Sports Lighting Project #2 TIF rebate for the fiscal year beginning July 1, 2023.
4. Resolution providing for the appropriation of an amount not to exceed \$38,000 for the Harrison Lofts, LLC TIF rebate for the fiscal year beginning July 1, 2023.
5. Resolution providing for the appropriation of an amount not to exceed \$560,000 for the Riverview Hotel Development TIF rebate for the fiscal year beginning July 1, 2023.
6. Resolution providing for the appropriation of an amount not to exceed \$110,000 for the HNI Corporation TIF rebate for the fiscal year beginning July 1, 2023.
7. Resolution providing for the appropriation of an amount not to exceed \$66,000 for the White Distribution & Supply LLC TIF rebate for the fiscal year beginning July 1, 2023.
8. Resolution providing for the appropriation of an amount not to exceed \$72,000 for the Bush Development, LLC/ Hershey Development LLC TIF rebate for the fiscal year beginning July 1, 2023.
9. Resolution providing for the appropriation of an amount not to exceed \$30,000 for the JNB Oak Park, LP TIF rebate for the fiscal year beginning July 1, 2023.

10. Resolution providing for the appropriation of an amount not to exceed \$24,000 for the NPSW Enterprises, LLC TIF rebate for the first phase of the Arbor Commons development for the fiscal year beginning July 1, 2023.
11. Resolution providing for the appropriation of an amount not to exceed \$8,000 for the FridleyTheatres Outlot #1 development for the fiscal year beginning July 1, 2023.
12. Resolution providing for the appropriation of an amount not to exceed \$70,000 for the Colorado Senior Lofts LLC TIF rebate for the fiscal year beginning July 1, 2023.
13. Resolution providing for the appropriation of an amount not to exceed \$17,000 for the Grandview Senior Lofts LLC TIF rebate for the fiscal year beginning July 1, 2023.

STAFF RECOMMENDATION

Staff recommends the approval of the thirteen (13) resolutions for appropriation of the annual TIF rebates for the fiscal year beginning July 1, 2023. These total to an amount not to exceed \$1,594,000.

BACKGROUND/DISCUSSION

The City entered into a Development Agreement with Wal-View Developments Limited Company/GSTC Logistics, Inc. on June 20, 2013. This agreement provides for ten years of TIF rebates to this Company in the percentages specified in the Agreement. The fiscal year 2023/2024 rebate will be the 9th annual rebate under this agreement.

The City entered into a 2nd Development Agreement with Wal-View Developments Limited Company/GSTC Logistics, Inc. on December 18, 2014. This agreement provides for ten years of TIF rebates to this Company in the percentages specified in the Agreement. The fiscal year 2023/2024 rebate will be the 7th annual rebate under this agreement.

The City entered into a 2nd Development Agreement with Musco Sports Lighting on November 21, 2019. This agreement provides for ten years of TIF rebates to this Company in the percentages specified in the Agreement. The fiscal year 2023/2024 rebate will be the 2nd annual rebate under this agreement.

The City entered into a Development Agreement with Harrison Lofts, LLC on October 20, 2016. This agreement provides for fifteen years of TIF rebates to this Company in the percentages specified in the Agreement. The fiscal year 2023/2024 rebate will be 5th annual rebate under this agreement.

The City entered into a Development Agreement with Riverview Hotel Development on June 1, 2017. This agreement provides for twenty years of TIF rebates to this Company in the percentages specified in the Agreement. The fiscal year 2023/2024 rebate will be 5th annual rebate under this agreement.

The City entered into a Development Agreement with HNI Corporation on February 9, 2017.

This agreement provides for ten years of TIF rebates to this Company in the percentages specified in the Agreement. The fiscal year 2023/2024 rebate will be 5th annual rebate under this agreement.

The City entered into a Development Agreement with White Distribution & Supply LLC on April 5, 2018. This agreement provides for ten years of TIF rebates to this Company in the percentages specified in the Agreement. The fiscal year 2023/2024 rebate will be 4th annual rebate under this agreement.

The City entered into a Development Agreement with Bush Development, LLC/ Hershey Development LLC on May 2 2019 for the renovation of the Hershey Building. This agreement was later amended on March 24, 2021. This agreement provides for ten years of 100% TIF rebates to this Company. The fiscal year 2023/2024 rebate will be the 3rd annual rebate under this agreement.

The City entered into a Development Agreement with JNB Oak Park, LP on April 4, 2019. This agreement provides for fifteen years of TIF rebates to this Company in the percentages specified in the Agreement. The fiscal year 2023/2024 rebate will be the 2nd annual rebate under this agreement.

The City entered into the original Development Agreement with NPSW Enterprises, LLC (for the Arbor Commons development) on December 6, 2018. This Agreement was later amended on May 7, 2020 and September 16, 2021. This agreement provides for three phases of TIF rebates for this new housing development with each phase being for 10 years at 75% of the incremental taxes. The fiscal year 2023/2024 rebate will for the 1st annual rebate for phase 1 of the development under this agreement.

The City entered into the original Development Agreement with Fridley Theatres, Inc./Fridley Properties, LLC on June 21, 2012. This Agreement was later amended on March 18, 2021. The agreement provides for 15 years of incremental tax rebates at varying percentages on the Theater parcel in this TIF district. The rebate for the Theater parcel is not subject to annual appropriation. The Agreement provides for 10 years of 50% rebates on the Outlot parcels in this TIF district as they develop. Outlot 1 was the first parcel to be developed and the fiscal year 2023/2024 rebate will for the 1st annual rebate for Outlot #1.

The City entered into a Development Agreement with Colorado Senior Lofts LLC on February 18, 2021. This agreement provides for 10 years of 100% tax rebates for this project. The fiscal year 2023/2024 rebate will be the 1st annual rebate under this agreement.

The City entered into a Development Agreement with Grandview Senior Lofts LLC on February 18, 2021. This agreement provides for 10 years of 100% tax rebates for this project. The fiscal year 2023/2024 rebate will be the 1st annual rebate under this agreement.

Per these agreements, these rebate payments are subject to annual appropriations to be approved by City Council each year.

CITY FINANCIAL IMPACT

Since 2013, the City has been including annual appropriation provisions in all development agreements which provide for TIF rebates. The full amounts of the TIF rebates under each agreement that is subject to annual appropriations are not required to be included as debt in the computation of the City's legal debt margin; only the payments for the fiscal year after the annual appropriations are approved are included in this computation. This allows for more of the City's legal debt margin to be reserved for emergency or other purposes.

ATTACHMENTS

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year - Wal-View Developments Limited Company/GSTC Logistics, Inc. (Project #1)

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Southend Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$360,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with Wal-View Developments Limited Company/GSTC Logistics, Inc. dated June 20, 2013; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$360,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year - Wal-View Developments Limited Company/GSTC Logistics, Inc. (Project #2)

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Southend Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$175,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with Wal-View Developments Limited Company/GSTC Logistics, Inc. dated December 18, 2014; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$175,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Musco Sports Lighting (Project #2)

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Southend Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$64,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with Musco Sports Lighting dated November 21, 2019; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$64,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Harrison Lofts, LLC

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Highway 38 Northeast Urban Renewal Area as Amended (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$38,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with Harrison Lofts, LLC dated October 20, 2016; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$38,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2022.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Riverview Hotel Development

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Iowa Reinvestment District Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$560,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with Riverview Hotel Development dated June 1, 2017; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$560,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – HNI Corporation

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine North University Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$110,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with HNI Corporation dated February 9, 2017; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$110,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – White Distribution & Supply LLC

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine WDS Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$66,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with White Distribution & Supply LLC dated April 5, 2018; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$66,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Bush Development, LLC/Hershey Development, LLC - for the Hershey Building Project

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Hershey Building Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$72,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with Bush Development, LLC/Hershey Development, LLC, dated May 2, 2019; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$72,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – JNB Oak Park LP

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Oak Park Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$30,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with JNB Oak Park, LP dated April 4, 2019; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$30,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – NPSW Enterprises, LLC (Arbor Commons)

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Arbor Commons Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$24,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Amended Development Agreement with NPSW, LLC dated September 16, 2021; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$24,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Fridley Theatres, Inc./Fridley Properties, LLC – Outlot #1

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Fridley Theater Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$8,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the Outlot development provisions in the City’s Development Agreement with Fridley Theatres, Inc./Fridley Properties, LLC originally dated June 21, 2012 and later amended March 18, 2021; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$8,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Colorado Senior Lofts LLC

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Colorado Senior Lofts Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$70,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with Colorado Senior Lofts LLC dated February 18, 2021; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$70,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk

RESOLUTION _____

Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year – Grandview Senior Lofts LLC

WHEREAS, the City of Muscatine, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the City of Muscatine Southend Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has scheduled payments in the amount not to exceed \$17,000 (the “Annual Payment”) which shall come due in the fiscal year beginning July 1, 2023 with respect to the City’s Development Agreement with Grandview Senior Lofts LLC dated February 18, 2021; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2023;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. The City Council hereby obligates an amount not to exceed \$17,000 for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2022 certification of debt payable from the Urban Renewal Tax Revenue Fund and to reflect such amount in the City’s budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved November 17, 2022.

Mayor

Attest:

City Clerk



City of Muscatine

ITEM NUMBER 2022-0466

AGENDA ITEM SUMMARY

DATE: 11/17/2022

STAFF

Cinda Hilger, Administrative Professional
Carol Webb, City Administrator

SUBJECT

Resolution Adopting the Iowa League of Cities Record Retention Manual as the Official Record Retention Schedule for the City of Muscatine

EXECUTIVE SUMMARY

Resolution Adopting the Iowa League of Cities Record Retention Manual as the Official Record Retention Schedule for the City of Muscatine

STAFF RECOMMENDATION

Staff Recommends Adoption of this manual.

BACKGROUND/DISCUSSION

The City of Muscatine maintains multiple records in multiple locations within the City Departments. While most departments follow the retention schedule outlined in the Iowa League of Cities Retention Manual, the adoption of the Manual standardizes the retention processes used within each department. The City Clerk's office is the primary custodian for Public Records; however, the Police and Fire Department are the Custodians for their respective records.

CITY FINANCIAL IMPACT

None

ATTACHMENTS

1. resolution adopting record retention schedule
2. Record Retention Manual

RESOLUTION 2022-

RESOLUTION ADOPTING THE IOWA LEAGUE OF CITIES RECORDS RETENTION MANUAL
“THE MANUAL” AS THE OFFICIAL RECORD RETENTION SCHEDULE FOR THE CITY OF
MUSCATINE

WHEREAS, The City of Muscatine maintains multiple records, both paper and electronic records; and

WHEREAS, The Manual was produced through a combined effort of the Iowa League of Cities, the Iowa Municipal Finance Officers Association and the State Historical Society of Iowa's State Archives and Records Bureau for Iowa Cities; and

WHEREAS, The City Council of the City of Muscatine has reviewed the Manual and has determined that the Manual meets the City's record retention requirement needs; and

WHEREAS, this manual was developed as a record retention and record disposal schedule as a statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the said records; and

WHEREAS, the recommended retention periods take into account requirements of the Code of Iowa, the Iowa Administrative Code and federal law.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MUSCATINE, IOWA, does hereby adopt the Iowa Municipal Records Retention Manual as the city's records retention policy guide to determine the length of time records need to be retained for audit, legal, administrative and historical use.

PASSED, APPROVED, AND ADOPTED by the City Council for the City of Muscatine on this, 3rd day of November, 2022.

BY THE CITY COUNCIL OF THE
CITY OF MUSCATINE, IOWA

Brad Bark, Mayor

ATTEST:

Carol Webb, City Clerk

Iowa League of Cities *Record Retention Manual for Iowa Cities*

Produced by the Iowa
League of Cities, State
Historical Society of
Iowa's State Archives
and Records Bureau and
Iowa Municipal Finance
Officers Association.

This records manual is intended to assist officials in the management of records created and received in the conduct of city business. Ideally, records should facilitate the efficient, economical operation of municipal government, not impede it. This manual suggests methods of controlling records that can help convert a potential liability into an asset.

One method of controlling records is to establish a timetable, or schedule, for destroying records that are no longer needed. The largest section of this manual consists of such schedules for records most commonly found in cities in Iowa. These schedules list categories of records, or series, and indicate minimum periods of time city officials need to keep them for administrative, legal, fiscal or historical purposes. In developing these schedules, no attempt was made to identify all of the records in any one city or to list all records that could possibly exist in all cities. Rather, functional categories common to the majority of Iowa municipalities were identified. The recommended retention periods take into account requirements of the *Code of Iowa*, the Iowa Administrative Code and federal law. In cases where no law exists concerning appropriate retention periods, state and city officials who work with records were consulted.

Record series retention and disposition schedules are only one component of an effective records management program. Inactive storage, historical appraisal, municipal records management ordinances, filing systems, electronic methods of recording and retrieving data, and disaster planning are some other components of record management of importance for municipalities. While these topics are important, they have not been included. This manual is meant to be a beginning from which a complete records program can develop.

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Records Management

Public Records Defined

Code of Iowa Section 22.1(3) defines the term “public records” relative to examination of government records:

“As used in this chapter, “public records” includes all records, documents, tape, or other information, stored or preserved in any medium, of or belonging to this state or any county, city, township, school corporation, political subdivision, nonprofit corporation other than a fair conducting a fair event as provided in Chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering pursuant to Chapter 99D, or tax-supported district in this state, or any branch, department, board, bureau, commission, council, or committee of any of the foregoing.

“Public records” also includes all records relating to the investment of public funds including but not limited to investment policies, instructions, trading orders or contracts, whether in the custody of the public body responsible for the public funds or a fiduciary or other third party.”

Common to both definitions is that:

- Records are information documented in performance of the official business of an organization.
- Record content, not record form, determines whether or not information constitutes a record.

Any information documenting official business, whether recorded on paper or electronically, documented photographically, recorded in video or audio media, or documented using any other medium, constitutes a record.

Record Creation and Maintenance

Records are created and maintained to facilitate memory. City officials cannot reasonably be expected to remember every fact relative to a government’s business. Records, once created or received, must be maintained in unaltered condition in order to afford reliable authority for subsequent business of the government.

Managing Records

Municipal governments conduct a large amount of business that must be recorded. Accumulation of records of already transacted business (inactive records) can overwhelm available storage space and hamper retrieval of both active and inactive records.

Furthermore, records of business already transacted can prove both legally and financially burdensome, since records must be produced when requested. Retrieving records can be difficult if record management is not done properly.

Some records of business already transacted remain permanently valuable to the government due to their content, but most records are of no further use once the documented matter has been transacted and routine audit, legal and administrative uses have been completed.

Management of records allows records to be routinely maintained for legally accountable periods of time and affords documentation that the records were maintained, then destroyed routinely, under those scheduled record retention periods. Records that are managed routinely and consistently

from the time of their creation through their final disposition favor efficient use of those resources allocated for record keeping.

Record series retention and disposition schedules are developed by governmental organizations to ensure records are kept for as long as they are needed, routinely destroyed when no longer needed, and the disposition of records legally accounted for.

The lengths of time for which a series is routinely needed for audit, legal, administrative and historical determine how long records must be retained. In all cases, the longest of the respective periods of need for each record series is used. The record series retention and disposition schedule formally authorizes the retention and ultimate disposition of the record series.

Record Series

A record series is a body of records maintained in performance of an official function and generally filed together due to the relationship of the records. A record series is ongoing in that records are added to the file as long as the official function documented in the record series continues to be performed.

Usually the components of a records series (i.e., files, electronic records, databases, etc.) are filed together and separately from records documenting other functions. For example, claims are generally filed with claims, and minutes of the city council will be filed together in the city council minutes file. Claims and city council minutes would constitute two distinct record series.

Retention and Disposition Schedules

A record series retention and disposition schedule is a formal statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the records. Retention and disposition schedules are developed through analysis of those fiscal, legal, administrative and historical needs for determination of the necessary routine retention. Records are then scheduled for appropriate retention and final disposition.

The record series retention schedule is intended to insure that records are preserved for as long as needed but also, once retention needs have been met, that non-permanent records are destroyed in a routine, timely and legally accountable manner. The retention and disposition schedule is formally adopted by the city to serve as the legal basis for records disposition.

Retention and disposition schedules govern routine records disposition. Where a non-routine need for an extended retention of a specific record series is determined prior to the scheduled destruction (for example, when outstanding or anticipated litigation may require use of the records in question), the records must, of course, be held past the scheduled destruction time. But once the non-routine need is past, the scheduled records can be legally destroyed.

Adherence to the record series retention and disposition schedule allows records to be destroyed routinely, freeing valuable storage space. Additionally, the smaller quantity of records that are scheduled for permanent retention are preserved, and the resources available for permanent preservation of records are applied only to those records series determined to have permanent value to the government.

Using Record Retention and Disposition Schedules

Record series retention and disposition schedules identify record series, and the disposition, expressed as a retention period, applicable to those record series. The record series identified in the schedules in this manual are ones typically created or maintained by Iowa municipalities. In some cities a given record series may be called a different name than the one used in this schedule. Also, some cities may place authority for the same functions under different departments. In order to determine an appropriate schedule for records in each particular city organization, it may be necessary to compare the known purpose of the city's own records with the indicated record series labels. Where no comparable example exists, a schedule should be developed, taking into account the administrative, fiscal, legal and historical values of the record series, and adopted formally by the city.

Record series generally accrue continuously with new records being added to the file as new business is transacted. The retention period must be applied to manageable file increments since it would be unwieldy to individually apply the schedule to each record item (i.e., case file, claim, database record entry, etc.) at the time each record becomes inactive.

The retention schedule for a record series should correspond to the time frame in which that record series actually accrues, whether that be fiscal year or calendar year. Financial information, such as a file of claims, could be cut off at the end of the fiscal year and the retention and disposition schedule applied to that fiscal year's accrual of records. Claims for that entire fiscal year would be retained for five years after the fiscal year, then destroyed, and claims for succeeding fiscal years would be retained for five years after the close of each of those respective fiscal years. In this way, the physical process of destroying records is simplified. The records to be destroyed together are kept together until the scheduled destruction date, and the entire destruction can be documented as having been performed at the appropriate time.

Record Disposition

Disposition is the final outcome of records retention, whether for destruction or permanent retention. Most records are scheduled to be destroyed after all normal legal, administrative and fiscal needs for the record have expired. Those needs expire in very short time for many record series, and for certain other records series those needs continue for much longer periods of time. In either case, the records are to be destroyed once the needs for retaining the records have been met.

For a few records series, however, permanent retention is the scheduled final disposition. Some record series might have long-term legal, administrative or fiscal value, but where a record series also documents the development of policy of the city government or the history of the city itself, the record series may be scheduled for permanent retention. Permanent retention is a commitment to preserve the record series without end. Only a portion of all record series have such historical value.

A record series allowed to accrue for years wastes storage space, is difficult to use and can become a legal liability. Only records scheduled for permanent retention can be allowed to accrue without routine destruction.

Destroying Records

The record series retention and disposition schedule, duly adopted by the city government, formally governs retention and final disposition of records. Adherence to scheduled periods of retention results in consistent, routine disposition of records. Only in instances where exceptional needs can be clearly identified and specified, such as for outstanding or pending litigation for which specific records series are needed, should records be retained beyond the scheduled period of retention.

Permanent Retention

The record series retention and disposition schedule indicates which records series are to be retained permanently as archives of the city government. Generally, records documenting the development of city policy (for example, council minutes) have permanent value for the history of the city organization and also for the history of the geographic area encompassed by the city. Records to be preserved as archives should be protected from extremes of temperature and humidity, light, rough handling, animals and other conditions that may accelerate their deterioration.

Retaining Electronic and Non-Paper Records

The record series retention and disposition schedules apply to all forms of the record. Whether paper or electronic, all records are destroyed or preserved in accordance to the record series retention and disposition schedules. The form of the record does not exempt it from application of the schedule. Content and documentary purpose, rather than the physical form in which the record is maintained, define the record series.

Modifying a Record Retention Plan

The retention periods indicated in the manual are based on reasons city officials in Iowa have found useful for scheduling the indicated record series. If the city's needs are different, it can make specific changes to their schedule to accommodate those needs. Changes should be adopted under the legal mechanism the city has established for modifying municipal ordinances or rules. Once legally adopted, the modified record series retention and disposition schedule governs disposition of the record series, and adherence to the schedule is necessary for legal accountability.

Other records may be used in some cities for which no example in the existing manual provides comparison. In such case, the period of time the record is required to satisfy routine administrative, legal and fiscal needs must be determined, as well as an appraisal of the historical value of the record series, in order to appropriately schedule the series. The State Historical Society of Iowa, State Archives and Records Bureau may be called upon for information concerning the appraisal of a record's historical value. Any resulting schedules should be submitted to the Iowa League of Cities for possible inclusion in updates to the manual.

The Five Steps of Records Management

Records management can be defined as the systematic control of records from the time of their creation or receipt, through their organization and maintenance, to their ultimate disposition. Managing records means keeping only those records that are necessary and keeping them in a way that permits quick and easy access to the important information they contain. As cities continue to see increased documentation and reporting, managing records before they inundate the office is becoming increasingly difficult. Finding enough storage space for these records is one problem; being able to efficiently locate a specific record when needed is another. The application of records management techniques can help solve them.

Major purposes of an efficient records management program are reducing the bulk of records stored by disposing of records that are no longer valuable, preserving the valuable records and making records readily accessible to those who need them. The rewards of such a program are reduced costs for space, equipment, and personnel and an orderly flow of information.

Public records found in city governments require special consideration. First, public records are public property, owned by the citizens, and in most cases they are open to public scrutiny. Second, some public records protect the rights of the city and its citizens, and for this they deserve special

care. Third, public records often have historical value, because they document the development of the community. Therefore, ensuring public access, protecting legal rights and preserving historical information are important goals of a records management program in city government.

How to Begin

The first task in establishing a records management program is the creation of record series retention and disposition schedules that identify records found in the city and indicate how long to keep them. The creation of these schedules requires three steps: inventory, appraisal and scheduling. Making the schedules part of an ongoing program requires two more steps: organization and implementation.

In the preparation of the record series retention and disposition schedules in this manual, the first three steps were followed. Through the combined efforts of the Iowa League of Cities, the Iowa Municipal Finance Officers Association and the State Historical Society, recommended record series retention and disposition schedules have been developed for many of the records found in many cities in Iowa. Officials in individual cities may wish to review and repeat the first three steps when setting up a specific program in their own city hall.

The last two steps, organization and implementation, follow the decision-making and planning of the first three steps and constitute the action part of the program. Throughout all five steps, the process requires cooperation and participation from all city officials.

Step 1: Conduct an Inventory

To begin, a city must find out what records it has stored, not only in active office space, but also in the basements, vaults, computers, mobile devices, servers or any other place where inactive records have been stashed over the years. During the search, information about the records should be written down; specially prepared inventory worksheets can simplify this process. The details recorded at this stage may vary according to each city's needs, but the basic information should include the record's title, the time span the complete record encompasses, a physical description of the record (letters and legal papers, databases, GIS systems, maps, electronic documents, etc.), location of the records, equipment currently used to store the record, the amount of space a record occupies, and the frequency of staff reference to the record.

Most of these items are simply factual descriptions. It is usually most effective to categorize records according to function, subjects or activity into what is called a "record series." For example:

- "Correspondence" is too general a term to be helpful.
- "John Smith's letter to the mayor regarding the bond issue to finance Main Street storm sewers" is too specific.
- "Bond issue correspondence" successfully labels a type of records for most inventory purposes.

If more than one person is conducting the inventory, it is wise to meet often so the record titles are standardized.

Step 2: Appraise the Records

After the inventory is complete, the inventory sheets should be sorted so the information gathered can be classified and appraised. The purpose of this appraisal process is to establish the value of a record series in preparation for the next step, deciding how long to keep it. This step may involve research into statutory and audit requirements as well as interviews with city officials in all departments about the current and future values of records in their areas. In order to appraise records in an orderly manner, the following criteria are used:

Administrative Value

These records establish policy or document operations. Those that document policy (minutes or resolutions for example) usually have a long-term value. Those that document operations (personnel time sheets or monthly reports) usually have value for a relatively short length of time.

Legal Value

These records document the rights and obligations of the city and its citizens. Examples are records showing the basis for an action (legal decisions and opinions), documents representing legal agreements (leases, titles, contracts), and records of action in particular cases (claims, dockets). Retention periods can be dictated by the legal statute of limitations or the term of the agreement, in which case the retention period would be relatively short. If the record documents long-term legal rights and obligations, however, retention is usually permanent.

Fiscal Value

These records document the day-to-day financial transactions of a city, as well as long-term financial planning and policy. Records that show financial transactions generally have a relatively short-term value determined by the audit period or specific law. Records that document financial policy usually have a longer-lasting value.

Historical Value

Records with historical value may have a future research use, despite the fact that the original administrative, legal or fiscal value no longer exists. They are permanently valuable to a city because they document development of policy and/or the growth of the community. The historical value of a record is often the most difficult quality to determine.

Each of these values should be considered when deciding on how long to keep a record. A specific record can have value in more than one category, and, if one does, the retention period must satisfy the longest need.

Step 3: Schedule the Records

After the classification and evaluation of records in the appraisal process, a decision is made on how long to keep each record series. This information is compiled into a record series retention and disposition schedule that names a record series and states its retention period, usually in columns. The following example shows a simple format:

Table 1

Record Title	Retention Period	Reason
Minutes of City Council	Permanent	<i>Code of Iowa</i> , 372.13(5)
Building Permits	Permanent	Continuing administrative value
Purchase Orders	5 years	Fiscal value ends
Dog Licenses	3 years	Administrative and legal values end

More complex formats can be used if directions are to be given about location and form of retention at various stages in the record's lifespan. A more complex format can also address the problem of duplicate copies of the same record. An example of a more complex format follows:

Table 2

Record Title	Active Use	Inactive Storage	Final Disposition
1. Minutes			
a. Official copy in clerk's office	10 years	Permanent	Retain originals
b. Working copies in other offices	As long as administratively useful	None	Destroy
2. Building Permits	3 years	Permanent	Destroy originals
3. Purchase Orders			
a. Official copy in finance office	2 years	2 years	Destroy
b. Office of origin	2 years	2 years	Destroy
4. Dog Licenses	Current year	2 years	Destroy

The schedules in this manual are in the simpler format. As the second example demonstrates, however, schedules tailored for your city can be more detailed, reflecting your city's needs and resources.

Once created, these schedules should be made available to all departments in the city so all offices can use them. Although the record series retention and disposition schedules may be revised in the future, they form the basis of the records management program.

Step 4: Organize the Records

Using the information gathered in the inventory process and decisions made in the appraisal and scheduling steps, city personnel in all departments now can roll up their sleeves and physically organize their records. In the active office area, the filing system used for current records may be adequate, but if changes are needed they should be made during the organization of records. At this time files should be weeded of valueless paper and non-current records should be removed for storage in inactive areas.

The following suggestions can help organize records in this area:

1. Store records of the same record series together.
 - Do not mix payroll records with commission minutes or cancelled checks with dog licenses in the same box.
 - Before moving correspondence files to inactive storage, separate routine, less-valuable letters from those containing information with long-term value.
 - Consolidate information from different departments, and dispose of unnecessary duplicate copies of the same record.
2. Store records with the same retention period together.
3. Destroy valueless records based on the retention and disposition schedules.
4. Label the remaining records in a clear, consistent manner.

- Do not use a term such as “Financial Records” as it is too general. A specific term such as “invoices” or “daily cash receipts” is more helpful.
 - Be consistent in the labeling; choose a term and stick with it. “Claims,” “bills,” or “vouchers,” may all be the same thing, but the different terms can cause confusion.
5. Prepare a list or index identifying what and where records are stored and make this information available to all departments.
 6. Clean the storage area, and make the records easily accessible.

Step 5: Implement the Program

Once the organizational phase of the program is completed, city officials might consider the job done. Certain steps in the process, however, need to be repeated regularly in the future to qualify these records management efforts as a “program” rather than a mere house cleaning.

The inventory process will not have to be repeated if systematic labeling and indexing take place. The appraisal process might only have to be done again on a limited basis, as new records series are created or reassessment of an old series becomes necessary. Schedules form a basis for the program and do not need to be changed often, but they can be amended as needed.

Implementation of the program means repeating the organizational step often. On almost a daily basis, new records will enter the system. They should be adequately labeled and logically filed at that time. On an annual basis, the record series retention and disposition schedules should be checked. Non-current records should be removed from active files, reviewed, consolidated, labeled and indexed before storing them in inactive areas. Records scheduled for destruction should be removed and destroyed. If they are allowed to accumulate, storage areas will become as overcrowded as they were before the program began.

Implementing the steps of the organizational phase on a regular basis will ensure that the considerable amount of time and effort spent in initiating the program will not go to waste. With some effort, city officials can enjoy the benefits that an ongoing records management program can provide.

Managing Electronic Records

It is essential that government agencies manage their electronic records appropriately. Like all other government records, electronic records are subject to requirements of *Code of Iowa* Chapter 22 “Examination of Public Records” and litigation. As with all records, cities must ensure that they are retaining, managing and destroying their electronic records in a proper fashion. This guide is designed to help employees of local governments who create, receive and retain electronic records follow existing procedures and protect themselves and their city.

Electronic Records Defined

An electronic record is information recorded by a computer or other electronic device that is produced or received in the initiation, conduct or completion of a city or individual activity. Examples of electronic records include: email and text messages, word-processed documents, electronic spreadsheets, digital images and databases. Many electronic records are maintained as part of an electronic recordkeeping system, such as geographic information systems (GIS), digital image storage systems, computer aided design (CAD) systems and electronic commerce systems.

Electronic Records as Public Records

Electronic records are public records if they are created or received as part of performing official duties and fall under *Code of Iowa* Chapter 22.

All electronic records that are created, received or stored by a city are the property of the city; they are not the property of its employees, vendors or customers. Employees should have no expectation of privacy when using the city's computers and electronic devices.

Use of Home Computer or Personal Device

Records created in the performance of an official function must be managed the same way as those created and received using government computer resources. This holds true when a home computer or personal device is used to create or receive city records.

Electronic Records Under *Code of Iowa* Chapter 22 and During Litigation

Electronic records might be released in accordance with *Code of Iowa* Chapter 22 or during the discovery process. Computers and electronic devices are provided to employees for conducting public business. Employees should be prepared to provide access to their electronic records to their supervisor or their city's attorney under these circumstances. Electronic records that are created using home computers that are related to public business might also be released in accordance with *Code of Iowa* Chapter 22.

Employee Responsibilities with Electronic Records

Government employees are responsible for organizing their electronic records so they can be located and used. They are also responsible for using an approved record series retention and disposition schedule to identify how long electronic records must be kept and when or if they can be deleted.

Record Retention and Disposition Schedules

The State Historical Society and the Iowa Municipal Finance Officers Association has worked with the Iowa League of Cities to create general record series retention and disposition schedules that can be used by city governments. If the records in an office are not inventoried on a general schedule, a special or specific schedule must be created to cover the records in that office. The Iowa League of Cities is available to advise cities about the process for creating special record series retention and disposition schedules.

Application of Retention and Disposition to Electronic Records

Record series retention and disposition schedules apply to electronic records. You may contact the Iowa League of Cities for information concerning reviewing your electronic recordkeeping systems to determine if any changes are needed to your city's record series retention and disposition schedule.

Storing Electronic Records

Electronic records must be retained in accordance with a record series retention and disposition schedule, so it is very important that the database be listed on a schedule. The schedule will tell you how long to keep the older data and will help you design the new computer system to purge data at the appropriate time. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

Many electronic records need to be kept longer than the original technology that was used to create them. New technology is not always compatible with older technology that cities may have used. Cities are responsible for ensuring that older electronic records remain accessible as technology is upgraded or changed. Each time technology upgrades and changes occur, cities should be aware of the existence and location of older electronic records so they can be migrated to the new technology.

Deleting Electronic Records

Individual employees are responsible for deleting electronic records in accordance with the appropriate record series retention and disposition schedule. Deleted electronic records, however, may be stored on backup systems for several days, weeks or months after they are deleted. Cities need written procedures for ensuring that deleted electronic records are rendered unrecoverable on a regular basis. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

Contact Information

For more information contact:

Iowa League of Cities

500 SW 7th Street, Suite 101
Des Moines, IA 50309
(515) 244-7282
www.iowaleague.org

Iowa Department of Cultural Affairs

State Historical Society of Iowa
State Archives and Records Bureau
600 East Locust
Des Moines, IA 50319
(515) 281-7801

Schedule 1: Administrative and Legal Records

Record Title	Retention Period	Reason
I. Council Proceedings		
A. Minutes		
1. Official Copy	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Working Copies	As long as administratively useful; then destroy	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
4. Audio Recordings of Closed Sessions	1 year from date of meeting; unless required to retain due to pending legislation	<i>Code of Iowa</i> , 21.5(4). Administrative and legal value ends.
5. Agendas	5 years	Administrative value ends
B. Ordinances		
1. Current code	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Superseded Code	Two copies permanent	Continuing historical value
3. Index	Permanent	Continuing administrative and historical value
4. Individual Copies of Ordinances for Disbursement	Until superseded; then destroy	Administrative and legal value ends
C. Resolutions		
1. Official Copy	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative and historical value.
2. Working Copies	As long as administratively useful; then destroy	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
D. Affidavits of Publication		
1. Re: Budget	Until audited or 5 years	Fiscal and legal value ends
2. Re: Ordinances	Until recodification	Fiscal and legal value ends
3. Re: Bond Issues	Permanent	Continuing legal and historical value
4. Others	5 years	Fiscal and legal value ends
E. Oaths of Office	If in writing, add to official copy of council minutes for permanent retention	Continuing legal and historical value
F. City Official Bonds	5 years after expiration	Legal value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
II. Real Property		
A. Title Documents		
1. Deeds	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
2. Title Opinions	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
3. Abstracts and Certificates of Title	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
4. Title Insurance	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
5. Condemnation Proceedings	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
B. Easements and/or Right of Way Agreements	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
C. Plats (legal descriptions, maps, plat books, both current and outdated)	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
D. Vacations/Alterations of Plat	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
E. Annexation Files	Permanent	<i>Code of Iowa, 372.13(5).</i> Also continuing legal, administrative and historical value.
III. Permits and Licenses		
A. Cigarette	5 years	Administrative and legal value ends
B. Dog or Cat	5 years	Administrative and legal value ends
C. Liquor and Beer	5 years	Administrative and legal value ends
D. Restaurant	5 years	Administrative and legal value ends
E. Miscellaneous Business (peddler, taxi, etc.)	5 years	Administrative and legal value ends
F. Special Events (parades, festivals, etc.)	5 years	Administrative and legal value ends
IV. General		
A. Accidents on City Property Involving City		
1. Claims Settled out of Court	10 years after settlement	Legal value ends
2. Court Decisions	Permanent	Continuing legal value
B. Bids		
1. Accepted	5 years	Legal and fiscal value ends
2. Rejected	5 years or 1 year after audit	Legal and fiscal value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
C. Blueprints or Plans for City-Owned Structures	Permanent	Continuing administrative and historical value
D. Cemetery Records, Burial Records	Permanent	Continuing historical value
E. Contracts or Agreements for Services, Purchases of Equipment or Supplies, Concessions	10 years after expirations	Legal value ends
F. Correspondence	As long as administratively useful; appraise for permanent retention	Possible long-term administrative use and historical value
G. Daily Diaries or Logs (appointment calendars, telephone or radio logs, task lists, etc.)	5 years	Administrative value ends
H. Equipment Records		
1. Inventories	While current	Administrative value ends
2. Maintenance History	Life of equipment	Administrative value ends
3. Cost of operation summaries	5 years	Administrative value ends
4. Information Service Records		
<i>a. Computer equipment inventory</i>	While current	Administrative value ends
<i>b. Telephone</i>	5 years	Administrative value ends
<i>c. Depreciation reports and records</i>	5 years	Administrative value ends
<i>d. Vendor information</i>	5 years	Administrative value ends
I. Franchise Agreements	5 years after expiration; appraise for permanent retention	Legal value ends; possible continuing historical and legal value
J. Insurance Policies	5 years after expiration	Legal value ends
K. Leases	7 years after expiration; appraise for permanent retention	Legal value ends; possible continuing historical and legal value
L. Legal Actions		
1. Civil Lawsuits and Administrative Law Proceedings	5 years after closure	Administrative and legal value ends
2. Criminal and Municipal Infraction Cases – Closed	5 years	Administrative value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
3. Civil Case – Closed	5 years	Administrative value ends
4. Citations	5 years	Administrative value ends
M. Legal Opinions		
1. Informal Opinions	5 years	Administrative and legal value ends
2. Formal Opinions	Permanent	Continuing legal value
N. Maps, Current and Outdated (road, street, zoning, park, flood plain, topography, utilities, etc.)	Permanent	Continuing administrative and historical value
O. Minutes of Boards and Commissions	Permanent	Continuing administrative and historical value
P. Notices Sent to Citizens to Comply with Ordinances (including nuisance abatement notices)	5 years after disposition	Administrative and legal value ends
Q. Petitions from Citizens	5 years after issue closed; appraise significant issues for permanent retention	Administrative and legal value ends; possible historical value
R. Promotional Materials		
1. City Newsletters	Permanent	Continuing historical value
2. Advertising Contracts	5 years	Administrative and legal value ends
3. Press Releases	5 years	Administrative value ends
4. Pamphlets, Brochures	Appraise for permanent retention	Possible historical value
5. Newspaper Clippings	Permanent	Continuing historical value
S. Photos, Scrapbooks	Appraise for permanent retention	Possible historical value
T. Reports from Departments		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
U. Studies, Surveys		
1. From an Outside Source	As long as administratively useful	Administrative value ends
2. Pertaining Directly to City	Appraise for permanent retention	Possible historical value
V. Election Records		
1. Precinct Maps, Current and Outdated	Permanent	Continuing historical value
2. City Elections		

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
<i>a. Election Petitions</i>	Permanent	Continuing historical value
<i>b. Abstracts</i>	Permanent	Continuing historical value
V. Police and Fire Retirement Records		
A. Minutes of the Board	Permanent	Continuing administrative, legal and historical value
B. Reports		
1. Actuary	5 years	Fiscal value ends
2. Investment	5 years	Fiscal value ends
3. Fund	5 years	Fiscal value ends
C. Case File (actions, appeals, decisions)	Permanent	Continuing administrative, legal and historical value
VI. Finance/Purchasing Records		
A. Leases		
1. Agreements and Related Documents Acted on by Council	Upon expiration, 5-year minimum	Administrative value ends
2. Agreements not Requiring Council Action	5 years after expiration, 5-year minimum	Administrative value ends
B. Purchase Orders		
1. Purchase Orders	10 years after order date or life of purchase	Administrative value ends
2. Change Orders	10 years after order date	Administrative value ends
C. Bids, Quotes and Proposals		
1. Official Copy, Bid/Proposal RFP	10 years after completion of contract	Administrative value ends
2. Copies of Bids Received and Related Documents for Public Improvement Projects and Acted on by Council	10 years after completion of contract; accepted bids retained permanently	Administrative value ends; continuing administrative value
3. Copies of Bids Received and Related Documents for Fleet Equipment Acted on by Council	Lifetime of equipment; unaccepted bids: 1 year after acceptance of winning bid	Administrative value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
4. Copies of Bids Received and Related Documents for Other Equipment and Service Projects Acted on by Council	10 years after completion of contract; unaccepted bids: 1 year after acceptance of winning bid	Administrative value ends
5. Originals of Bids, Quotes and Proposals Received for Contracts Not Awarded by Council	10 years after completion of contract except: fleet equipment and buses; lifetime of equipment and other capital equipment; 10 years after completion of contract or upon expiration of warranty, whichever is more	Administrative, grant and warranty issues are active until equipment is taken out of service.
D. Printing Charges	5 years	Administrative value ends
E. Central Stores		
1. Stocks of Material Safety Data Sheets for Distribution	30 years after last use	Administrative value ends
2. Issue Slips	After audit completion or at least 5 years	Administrative value ends
F. Materials Inventory Records		
1. Issue Records	5 years	Administrative value ends
2. Receipt Records	5 years	Administrative value ends
3. Catalogued Inventory Physical Count Records	After audit completion or at least 5 years	Administrative value ends
4. Catalogued Inventory Year-End Exception/Adjustment Record	After audit completion or at least 5 years	Administrative value ends
5. Catalogued Inventory Adjustment Record	After audit completion or at least 5 years	Administrative value ends
6. Non-catalogued Inventory Physical Count Record	After audit completion or at least 5 years	Administrative value ends
7. Year-end Materials Inventory Summary	After audit completion or at least 5 years	Administrative value ends
G. Inter-Department Charges		
1. Fax Charges	After audit completion	Administrative value ends
2. City Hall Copier Readings	After audit completion	Administrative value ends

Schedule 2: Financial Records

Record Title	Retention Period	Reason
I. Revenue		
A. Notice of Property Tax Allocation from County	5 years	Fiscal value ends
B. Notice of Liquor Tax Allocation from State	5 years	Fiscal value ends
C. Property Tax Assessment Books	Permanent	Continuing historical value
D. Federal Revenue Sharing Records	5 years	Fiscal value ends
E. Investments (Notice of interest earned or reports of growth, dividends, purchase, sales, etc.)	5 years	Fiscal value ends
F. Parking Revenue		
1. Income from Meters and Lots (daily receipts, monthly summaries, ledgers, deposit slips)	5 years	Fiscal value ends
2. Income from Violations (ticket copies, logs, daily receipts, monthly summaries, deposit slips)	5 years	Fiscal value ends
G. Road Use Tax Funds		
1. Application for Financial Aid (Forms 230001, 230002, agreement, invoices, payment vouchers, certificate of audit)	5 years	Fiscal value ends
2. Annual Street Finance Report	5 years	Fiscal value ends
3. Street Construction Program (Form RUT 1-A, 220001, 220002)	5 years	Fiscal value ends
4. Aerial Street Maps	Permanent	Continuing historical value
H. Claims for Refunds of State Sales Tax	5 years	Fiscal value ends

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
I. Claims for Refunds of State Fuel Tax	5 years	Fiscal value ends
J. Special Assessments		
1. Certified Mail Stubs from Notice to Property Owners	5 years after final payment	Fiscal and legal value ends
2. Assessment Title Searches	5 years	Fiscal and legal value ends
3. Preliminary and Fiscal Assessment Schedules	5 years after final payment	Fiscal and legal value ends
4. Petition and Waiver (agreements to special assessments)	5 years after final payment	Fiscal and legal value ends
5. Assessment Plats	5 years after final payment	Fiscal and legal value ends
6. Certificate of Levy and Final Assessment	5 years after final payment	Fiscal and legal value ends
K. Bond Issues and Proceedings		
1. Bond Certificates	5 years after final recall	Fiscal value ends
2. Redeemed Coupons	5 years after final recall	Fiscal value ends
3. Bond Register	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing administrative, legal and historical value.
4. Proceedings (notice and call of public meeting, minutes and certificate of meeting, certificate of referendum, legal opinions)	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing administrative, legal and historical value
5. Remittance Advice Received with Payments	5 years	Fiscal value ends
L. Records of Federally Funded Public Improvement Projects (applications, contracts, accounting and banking records, payroll, EEO compliance records) Also see Schedule 4, Public Works Records	5 years after final payment, if audited	Fiscal value ends
II. Accounting		

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
A. Source Documents		
1. Accounts Payable		
<i>a. Requisitions</i>	5 years	Fiscal value ends
<i>b. Purchase orders</i>	5 years	Fiscal value ends
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends
<i>d. Claims presented to council</i>	5 years	Fiscal value ends
<i>e. Check/warrant copies or stubs</i>	5 years	Fiscal value ends
<i>f. Vendor ledger cards</i>	5 years	Fiscal value ends
2. Accounts Receivable		
<i>a. Receipt copies or books</i>	5 years	Fiscal value ends
<i>b. Daily cash receipt tabulation (cash register tapes, tallies, etc.)</i>	5 years	Fiscal value ends
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends
B. Books of Original Entry		
1. Receipt Journal	10 years	Fiscal value ends
2. Disbursement Journal	10 years	Fiscal value ends
3. General Journal	10 years	Fiscal value ends
4. Appropriations Journal	10 years	Fiscal value ends
C. Ledgers		
1. General Ledger	Permanent	Continuing fiscal value
2. Subsidiary Revenue Ledger Cards	10 years	Fiscal value ends
3. Subsidiary Appropriation/Expenditure Cards	10 years	Fiscal value ends
III. Banking		
A. Checking Account Statements	5 years	Fiscal value ends
B. Check/Warrant Register (same as Disbursement Journal, above)	10 years	Fiscal value ends
C. Cancelled Checks/Warrants	5 years	Fiscal value ends
D. Savings Account Statements	5 years	Fiscal value ends
E. Reconciliation Worksheets	5 years	Fiscal value ends

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
IV. Financial Reports		
A. Annual Financial Report	Permanent	Continuing fiscal value
B. Treasurer's/Clerk's Report	5 years	Fiscal value ends
C. Sales Tax and Use Tax Reports	5 years	Statute of limitations on audit
D. Grant Reports	5 years after audit; 7 years if not audited; grant terms if not stated therein	Fiscal value ends
V. Audits	Permanent	Continuing fiscal value
VI. Budget		
A. Appropriation Requests from Departments	5 years	Fiscal value ends
B. Annual Budget Forms	5 years	Fiscal value ends
C. Final Budget and Certificate Summary	2 copies permanent	Continuing fiscal and historical value
D. Budget Amendments	2 copies permanent	Continuing fiscal and historical value

Schedule 3: Payroll and Personnel Records

Record Title	Retention Period	Reason
I. Payroll		
A. Payroll Journal (shows name, SSN, earnings, deductions, net pay/period and yearly totals)	60 years	Fiscal value ends (satisfies long-term need for future salary and pension inquiries)
B. Payroll Support Documents	5 years	Fiscal value ends
C. Federal Reporting Forms		
1. W-2, W-3, W-4	5 years	Fiscal value ends
2. 941E Quarterly Report	5 years	Fiscal value ends
3. Copy of Deposit Card	5 years	Fiscal value ends
4. 1099, 1096	5 years	Fiscal value ends
D. State Reporting Forms		
1. Withholding Agents Reports	5 years	Fiscal value ends
2. Job Service Report	5 years	Fiscal value ends
3. Copy of Deposit Card	5 years	Fiscal value ends
4. IPERS	5 years	Fiscal value ends
5. MFPRSI	5 years	Fiscal value ends
II. Payroll		
A. Individual Employee File		
1. Job Description and History	Permanent	Continuing historical value
2. Application and Resume	60 years	Administrative value ends (satisfies long-term need for future inquiries)
3. Civil Service Test, Scores, Placement	60 years	Administrative value ends
4. Evaluations, Discipline, Demotion, Promotion, Awards	60 years	Administrative value ends
5. Continuing Education	60 years	Administrative value ends
6. Medical Information (separate file)	60 years	Administrative value ends
7. Resignations, Reasons for Leaving	60 years	Administrative value ends
8. Claim for IPERS	60 years	Administrative value ends
9. Unemployment Insurance Claims	5 years	Fiscal value ends
10. Garnishments	Through closure plus 1 year	Fiscal value ends

Schedule 3: Payroll and Personnel Records, Continued

Record Title	Retention Period	Reason
11. Enrollment for Direct Deposit, Insurance, Savings Bonds, Etc.	While current	Administrative value ends
B. Applications of Those Not Hired	5 years	Administrative value ends
C. Civil Service Records		
1. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
2. Roster of Eligible Applicants	5 years	Administrative value ends
3. Case Files (actions, appeals, decisions)	10 years	Legal value ends
D. Equal Employment Opportunity		
1. EEO-4 Report	5 years	Administrative value ends
2. Plans		
<i>a. City's</i>	5 years	Administrative value ends
<i>b. Potential contractors'</i>	5 years	Administrative value ends
E. Health Insurance Payments, Claims	5 years	Administrative and fiscal value ends
1. Employer's Report	5 years	Administrative and fiscal value ends
2. OSHA Report	5 years	Administrative and fiscal value ends
3. Workers' Compensation Reports	2 years from date of occurrence which benefits are claimed or 3 years from last payment of weekly compensation benefits	<i>Code of Iowa</i> , 85.26. Legal value ends.
F. Union Records		
1. Negotiations	As long as administratively useful; then appraise for permanent retention	Administrative value ends. Possible historical value.
2. Contracts	Permanent	Continuing administrative and historical value
3. Fact Finding and Arbitration Cases	5 years minimum then appraise for permanent retention	Administrative value ends. Possible historical value.
4. Case Files (actions, appeals, decisions)	10 years then appraise for permanent retention	Legal value ends. Possible historical value.
G. Public Service (PSE) Contracts, Claims, Etc.	5 years	Administrative and fiscal value ends

Schedule 3: Payroll and Personnel Records, Continued

Record Title	Retention Period	Reason
H. Miscellaneous		
1. Classification Studies	5 years	Administrative value ends. Appraise for possible historical value.
2. Compensation Surveys	5 years	Administrative value ends. Appraise for possible historical value.
3. Administrative Studies	5 years	Administrative value ends. Appraise for possible historical value.
4. Job Specifications	Permanent	Continuing historical value
5. Personnel Policies, Pay Plans, Etc.	Permanent	Continuing historical value
6. Internal Investigations	10 years	Administrative and legal value ends. Appraise for possible historical value.

Schedule 4: Public Works Records

Record Title	Retention Period	Reason
I. General Records Common to Engineering and Planning & Zoning Departments		
A. Annexation Files	Permanent	Continuing administrative and historical value
B. Maps, Current and Outdated (road, street, zoning, park, flood plain, topography, utilities, etc.)	Permanent	Continuing administrative and historical value
C. Plats (subdivision, annexation, assessors, legal descriptions, plat books)	Permanent	Continuing administrative and historical value
D. Studies or Surveys		
1. From Outside Source	As long as administratively useful	Administrative value ends
2. Pertaining to City	Appraise for permanent retention	Possible historical value
E. Subdivision Files	Permanent	Continuing administrative and historical value
II. Engineering Records		
A. Blueprints or Plans of City-Owned Structures	Permanent	Continuing administrative and historical value
B. Bridge Records (inspection and maintenance)	Life of structure	Administrative value ends
C. Capital Improvement Projects		
1. Authorization Phase	5 years	Administrative value ends
<i>a. Minutes of Hearing, Clerk's Certificate, Resolutions</i>	Permanent (part of minute and resolution books)	Continuing legal and historical value
<i>b. Specifications</i>	Permanent	Continuing administrative and historical value
<i>c. Notice of Hearing and Letting (instructions to bidders, bid, bid bond, performance bond, certificate of insurance)</i>	5 years after project completed, if audited	Fiscal and legal value ends
<i>d. Contract</i>	Life of structure	Administrative and legal value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
2. Financing Phase	See Schedule 2, Financing Records	
<i>a. Special Assessments, Bond Issues, State or Federal Grants</i>		
3. Pre-Construction Phase		
<i>a. Appraisals</i>	5 years after project completed; if project not initiated, retain as administratively useful	Administrative and fiscal value ends
<i>b. Environmental Impact Surveys</i>	5 years	Administrative value ends
<i>c. Historical Surveys of Buildings</i>	Appraise for permanent retention	Possible historical value
<i>d. Relocation Files</i>	5 years after final payment	Administrative and fiscal value ends
<i>e. Condemnation Files</i>	Permanent	Continuing legal and historical value
<i>f. Demolition Files</i>	Permanent	Continuing legal and historical value
4. Construction Phase		
<i>a. Work Orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>b. Daily Diaries</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>c. Payroll Records</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>d. Change Orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>e. Cement or Other Purchases</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>f. Inspections, Testing</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>g. Progress Reports</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>h. Pay Requests</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>i. Blueprints, Tracings</i>	Permanent	Administrative and fiscal value ends
<i>j. Certificate of Completion and Acceptance</i>	Permanent	Administrative and fiscal value ends
D. Deeds, Easements or Right of Way Agreements	Permanent	Continuing legal and historical value

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
E. Land Survey Results		
1. Field Notes	Permanent	Continuing administrative and historical value
2. Benchmark Books	Permanent	Continuing administrative and historical value
F. Photos, Aerials	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
G. Profile and Grade Books	Permanent	Continuing administrative and historical value
H. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
III. Planning & Zoning Records		
A. Case Files		
1. Zoning Variance Requests and Decisions	10 years after settlement	Administrative and legal value ends
2. Non-compliance Violations	10 years after settlement	Administrative and legal value ends
3. Decisions and Orders	Permanent	Continuing administrative, historical and legal value
B. Community Development		
1. Urban Renewal, HUD Block Grant	See Capital Improvement Projects in this schedule	
2. Public Housing		
<i>a. Applications, Correspondence, Records of Ineligibility, Determinations, Tenant Files</i>	5 years after case closed	Administrative value ends. (Federal Register, Guide to Record Retention Requirements suggests 3 year retention.)
C. General Planning (comprehensive plan, land use, open space, recreation, capital improvements, regional, transportation, etc.)	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
D. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
E. Rosters of Previous Board or Commission Members	Permanent	Continuing historical value

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
F. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
IV. Building Inspection Records		
A. Building/Site Plans		
1. Residential	5 years	Administrative value ends
2. Commercial	Life of structure	Long-term administrative value
3. Rental	5 years	Administrative value ends
B. Case Files, Board of Adjustment	10 years after disposition	Administrative and legal value ends
C. Inspection Records		
1. Card or Address File	5 years	Administrative value ends
2. Reports	5 years	Administrative value ends
3. Log Books	Permanent	Continuing administrative and legal value
D. License Records (electricians, plumbers, mechanical)	60 years	Long-term administrative and legal value
E. Minutes of the Board of Adjustment	Permanent	Continuing administrative and historical value
F. Permits (or application, whichever has most info; building, plumbing, heating, A/C, electrical, sewer, excavation, demolition, occupancy, street, sidewalk)	Permanent	Continuing administrative value
G. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
V. Maintenance of Streets and Grounds		
A. Complaints	5 years after disposition	Administrative value ends
B. Daily Diaries or Logs (appointment calendars, telephone or radio logs, task lists, etc.)	5 years	Administrative value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
C. Equipment		
1. Inventories	While current	Administrative value ends
2. Maintenance	Life of equipment	Administrative value ends
3. Cost of Operation Summaries	5 years	Administrative and fiscal value ends
D. Purchasing	See Schedule 2, Financial Records (Accounts Payable)	
1. Fuel Consumption Records	5 years	Fiscal value ends
2. Fuel, Gravel, Sand, Hauling, etc.	5 years	Fiscal value ends
E. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F. Work Orders	5 years	Administrative value ends

Schedule 5: Fire Department Records

Record Title	Retention Period	Reason
A. Blueprints of Commercial Buildings	As long as administratively useful	Administrative value ends
B. Daily Diaries or Logs (appointment calendars, activity, radio, phone)	5 years	Administrative value ends
C. Equipment Records		
1. Inventories	5 years	Administrative value ends
2. Maintenance and Testing	5 years	Administrative value ends
D. Inspection Records		
1. Card File or Log Book with Results, Violations, Corrections	Life of structure	Administrative and legal value ends
2. Inspector Books, Copies of Inspection Certificates	5 years	Administrative value ends
E. Iowa Incident Reports	Permanent	Continuing administrative and historical value
F. Investigation Files		
1. Arson	Permanent	Continuing administrative and legal value
2. Fire Deaths	Permanent	Continuing administrative and legal value
G. Log Book of Fires	Permanent	Continuing administrative and historical value
H. Maps of Area Served	As long as administratively useful	Administrative value ends
I. Miscellaneous Vehicle Run Reports	5 years	Administrative value ends
J. Roll Call or Minute Books	Permanent	Continuing historical value
K. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
L. Rural Township Contracts	5 years after expiration	Administrative and legal value ends
M. Photos, Department History	Permanent	Continuing historical value
N. State Fire Marshall's Statistics	As long as administratively useful	Administrative value ends

Schedule 6: Parks and Recreation Records

Record Title	Retention Period	Reason
A. General		
1. Contracts, Agreements (concessions, services, equipment, personnel, facility use, projects)	10 years after expiration	Administrative and legal value ends
2. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
3. Facilities, Buildings, Other Structures	Life of building or until sold	Administrative value ends
4. Equipment (inventories, maintenance)	Until equipment retired	Administrative value ends
5. Facilities, Park Maintenance, Pesticide Applicator Licenses	5 years minimum	Administrative value ends
B. Miscellaneous Records		
1. Program Files (class lists, rosters, score books, permission slips)	5 years	Administrative value ends
2. Reservation Records (shelter houses, facilities, building spaces, etc.)	5 years	Administrative value ends
3. State Sales Tax Return	5 years	Fiscal value ends
4. Promotional Materials	5 years; appraise for permanent retention	Possible historical value
5. Photos, Park History	Permanent	Continuing historical value
C. Swimming Pools, Golf Courses and Other Enterprises that Charge Admission		
1. Daily Cash Receipts, Cash Register Tapes, Deposit Slips	5 years	Fiscal value ends
2. Record of Season Ticket Sales	5 years	Fiscal value ends
3. User Statistics	5 years	Administrative value ends
4. Department of Public Health Water Quality Tests	5 years	Administrative value ends
5. Material Safety Data Sheets	30 years after last use	OSHA requirement; administrative value ends
D. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value

Schedule 7: Airport Records

Record Title	Retention Period	Reason
A. Contracts or Leases	10 years after expiration	Administrative value ends
B. Correspondence with Regulatory Agencies, FAA or Iowa DOT (inspections, certification, correction of violations, etc.)	As long as administratively useful or until issue resolved; appraise for permanent retention	Administrative value ends; possible historical value
C. Facilities		
1. Land	See Schedule 1, Administrative and Legal Records, Title Documents	
2. Buildings, Runways, Other Structures	See Schedule 1, Administrative and Legal Records, Title Documents	
3. Equipment (inventories, maintenance)	See Schedule 1, Administrative and Legal Records, Title Documents	
D. Master Plans (5-10 year projections)	Until superseded; appraise for permanent retention	Administrative value ends; possible historical value
E. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
F. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value

Schedule 8: Library Records

Record Title	Retention Period	Reason
A. Circulation Records	5 years	Administrative value ends
B. Contracts for Service with Other Entities	10 years after expiration	Administrative value ends
C. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
D. Purchasing	See Schedule 2, Financial Records, Accounts Payable	
E. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F. Report to State Library Commission	Permanent	Continuing historical value

Schedule 9: Housing Records

Record Title	Retention Period	Reason
A. Planning		
1. Commercial Site Plans	180 days after completion of permitted work	International Building Code
2. Subdivision Plans	5 years after last final plat approval	Administrative value ends
3. PUD, P-C, P-1 Plans	Permanent	Continuing administrative and historical value
4. LUPP Requests	5 years	Administrative value ends; possible historical value
5. Neighborhood Planning (sub-area plans, neighborhood liaison activities)	5 years minimum	Administrative value ends; possible historical value
6. Historic Preservation Files	Permanent	Continuing administrative and historical value
7. Permitted Home Occupation Files	Permanent	Continuing administrative and historical value
B. Affordable Housing		
1. Home Buyer Files (applications, HUD settlement statements, purchase agreements, racial/ethnic documentation, rehabilitation contracts and documentation)	7-30 years or until property is sold	Administrative value ends
2. Grant Program Files (quarterly reports, monthly reports, close-out documents for audits)	5-year minimum after program completion and audit	Administrative value ends
3. Annual	Permanent	Continuing historical value

Schedule 10: Police Records

Record Title	Retention Period	Reason
A. Permits		
1. Noise Permits	5 years	Administrative value ends
2. Keg Permits	5 years	Administrative value ends
B. Personnel		
1. Staff Meeting Minutes and Index	Permanent	Continuing administrative value
2. Personnel Records (discipline, demotion, promotion, awards)	5 years after termination of employment	Administrative value ends
3. Personnel Training Records	5 years after termination of employment	Administrative value ends
4. Significant Exposure and Insignificant Exposure Reports	Permanent	Continuing administrative value
5. Internal Affairs Investigations	Permanent	Continuing administrative value
6. Grievances/Responses	Permanent	Continuing administrative value
7. Outside-event Over-time Requests, Assignments, Billings	5 years	Administrative value ends
8. Policies and Procedures Manuals and Updates	Permanent	Continuing historical value
9. Detective Division Policies and Procedures Manual and Updates	Permanent	Continuing historical value
10. Field Training Officers Manual and Updates	Permanent	Continuing historical value
11. Dispatchers Policies and Procedures Manual and Updates	Permanent	Continuing historical value
12. Liability Release Forms	Permanent	Continuing historical and legal value
C. Records and Reports		
1. Studies/Surveys	5-year minimum, as long as administratively useful	Administrative value ends
2. Arrest Book	Permanent	Continuing administrative value
3. Trip Cards	7 years	Administrative value ends
4. State of Iowa Grant Reports	5-year minimum, depending on grant requirements	Administrative value ends

Schedule 10: Police Records, Continued

Record Title	Retention Period	Reason
5. Federal Government Grant Reports	5-year minimum, depending on grant requirements	Administrative value ends
6. Investigation Reports	Permanent	Continuing historical value
7. Accident Reports	Permanent	Continuing historical value
8. Pawn Records	7 years	Administrative value ends
9. Arrest Records	Permanent (hard copy)	Continuing historical value
D. Accounting and Payroll		Administrative value ends
1. Department Employee Time Records	5 years	Administrative value ends
2. Department Accounting and Payroll Records	5 years	Administrative value ends

Schedule 11: Engineering Records

Record Title	Retention Period	Reason
1. Annexation Maps	Permanent	Continuing administrative and historical value
2. Plats of City-Owned Property and Easements Granted to City	Permanent	Continuing administrative and historical value
3. Topography, Flood Plain Maps	Permanent	Continuing administrative and historical value
4. Utility Location Maps and Plats	Permanent	Continuing administrative and historical value
5. As Built and Drawings of City Buildings, Streets, and Supporting Infrastructure	Permanent	Continuing administrative and historical value
6. Capital Improvement Project Specifications	5 years after project completed	Administrative and fiscal value ends
7. Capital Improvement Project Files	5 years after project completed	Administrative and fiscal value ends
8. Survey Notes	Permanent	Continuing administrative and historical value
9. Benchmark Books	Permanent	Continuing administrative and historical value
10. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
11. Nuclear Density Gauge Logs	Permanent	Permit requirement
12. Studies/Surveys	5 years	Possible historical value; appraise for permanent retention
13. Complaints	5 years after settlement	Administrative value ends
14. Daily Diaries or Logs (appointment calendar, activity, radio, phone)	5 years	Administrative value ends
15. Correspondence with Regulatory Agencies (inspections, certification, correction of violations)	5 years/permanent if correspondence serves as certification or evidence of correction of violations	Administrative value ends; appraise for possible historical value
16. Master Plans (5-10 year projections)	Permanent	Continuing historical value

Schedule 12: Transit Records

Record Title	Retention Period	Reason
A. Equipment and Maintenance		
1. Inventories	While current	Administrative value ends
2. Leases	Life of equipment	Fiscal value ends
3. Fuel Consumption	Permanent	Continuing fiscal value
4. Cost of Operation	Permanent	Continuing administrative and historical value
5. Underground Tanks, Registration and Insurance	Permanent	Continuing administrative and fiscal value
B. Maps		
1. Time Schedules and Route Maps	Permanent	Continuing administrative and historical value
C. Promotional Materials (pamphlets, brochures)	Permanent	Continuing administrative and historical value
D. Financial Records and Reports		
1. Quarterly Reports	5 year minimum	Administrative value ends
2. Fuel Tax Reports	5 year minimum	Fiscal value ends
3. DBE/WBE Report	5 year minimum	Administrative value ends
4. Operating Grants	Life of structure, not less than 5 years	Fiscal value ends
5. Odometer Readings	Life of equipment	Administrative value ends
6. Time Sheets	5 years	Fiscal value ends
7. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
8. Claims for Refunds of State Fuel Tax	5 years	Fiscal value ends

Schedule 13: Electric Utility Records

Record Title	Retention Period	Reason
I. Electric Administration, Engineering and Plant Controls		
A. State and Federal Reports		
1. EIA 412 – Annual Report of Public Electric Utilities	5 years	Administrative value ends; appraise for possible historical value
2. EIA 767 – Steam-Electric Plant Operation and Design Report	5 years	Administrative value ends; appraise for possible historical value
3. EIA 860 – Annual Electric Generator Report	5 years	Administrative value ends; appraise for possible historical value
4. EIA 861 – Annual Electric Power Report	5 years	Administrative value ends; appraise for possible historical value
5. Iowa Department of Revenue Annual Report of Transmission Lines and Equipment	5 years	Administrative value ends; appraise for possible historical value
6. Form ME-1 – Iowa Utilities Board Annual Report	5 years	Administrative value ends; appraise for possible historical value
B. Iowa Utilities Board		
1. Annual Inspection	5 years	Administrative value ends; appraise for possible historical value
C. FCC Radio License	5 years	Administrative value ends; appraise for possible historical value
D. Licenses and Permits, State and Federal		
1. Iowa Dept of Public Health Materials License	5 years	Administrative value ends; appraise for possible historical value
2. Continuous Emission Monitoring	5 years	Administrative value ends; appraise for possible historical value
3. Iowa DNR Permits	5 years	Administrative value ends; appraise for possible historical value
4. US EPA Permits	5 years	Administrative value ends; appraise for possible historical value
5. Iowa Utility Board Permits	5 years	Administrative value ends; appraise for possible historical value

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
E. Distribution System		
1. Electric Distribution Maps	Permanent	Continuing administrative value
2. Electric Switching Maps	Permanent	Continuing administrative value
F. Security Lights, Rental Agreements	Life of agreement, not less than 5 years	Continuing administrative value
G. Miscellaneous		
1. Iowa One Call Locates	7 years	Legal value ends
2. Primary Switching Log and Tags	Permanent	Continuing legal and historical value
3. Safety Glasses and Safety Footwear	7 years	Administrative and fiscal value ends
4. Siren Tests	7 years	Administrative value ends
5. Job Orders (active)	Until completed, not less than 5 years	Administrative and fiscal value ends
6. Job Orders (completed)	Permanent	Continuing historical value
7. Maps	Permanent	Continuing historical value
8. Tree Trimming Maps/ Permit Cards	7 years	Administrative, fiscal and historical value
9. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
10. Disposal Record of Material from Truck Bay Pits	Permanent	Continuing legal value
H. Inventory		
1. Poles	Permanent	Continuing fiscal and historical value
2. Transformers	Permanent	Continuing fiscal and historical value
3. Job Issues	Permanent	Continuing fiscal and historical value
4. Material in Stock	While current	Administrative and fiscal value
5. Inventory Records	5 years	Fiscal, historical and legal value ends
I. Inspection/Maintenance Documents/ Reports		
1. OH Switch Maintenance	7 years	Administrative value ends
2. PCB Test Reports	Permanent	Continuing historical and legal value
3. Cap Bank Maintenance/Inspection	5 years	Administrative value ends

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
4. Tools	As long as possessed, not less than 5 years	Administrative value ends
5. OH Line Inspection	5 years	Historical and legal value ends
6. UG Line Inspection	5 years	Historical and legal value ends
7. Infrared Inspection	5 years	Historical and legal value ends
8. Equipment	As long as possessed, not less than 5 years	Administrative value ends
9. Fire Extinguisher Inspection	Permanent	Continuing legal value
10. Sling Inspections	Permanent	Continuing legal value
11. High-Voltage Testing (hot sticks and cover-up)	Permanent	Continuing legal value
12. Fork-Lift Inspection	As long as possessed, not less than 5 years	Historical and legal value ends
13. High-Voltage Testing of Substation Hot Sticks	Permanent	Continuing legal value
14. Miscellaneous Building Maintenance Records	Permanent	Continuing historical value
II. Electric Production Records		
A. Operations and Maintenance		
1. Generation and Output Logs (monthly meter logs)	6 years	Federal Energy Regulatory Commission (17,704, 125.3)
2. Recording Charts	5 years	Federal Energy Regulatory Commission Regulations
B. Payroll		
1. Semi-Monthly Pay Sheets	5 calendar years	Administrative and legal value ends
C. Records		
1. Record of Unclaimed Deposits	3 years	Iowa Administrative Code, 199-20.4(8)
2. Customer Billing Records	3 years	Iowa Administrative Code, 199-20.4(13)
3. Meter Test Records	3 years after retirement of meter	Iowa Administrative Code, 199-20.6
4. Volunteer Records	2 years	Iowa Administrative Code, 199-20.7(7)

Schedule 13: Electric Utility Records, Continued

Record Title	Retention Period	Reason
D. OSHA Safety Programs		
1. Written Programs	5 years	Administrative and legal value ends
2. Training Records	5 years	Administrative and legal value ends
3. Cancelled Confined Space Entry Permits	5 years	Administrative and legal value ends
4. Portable Fire Extinguisher Inspections	5 years	Administrative and legal value ends
5. Ladder Inspections	5 years	Administrative and legal value ends
6. Sling Inspections	5 years	Administrative and legal value ends
7. Monthly Respirator Inspection Forms	5 years	Administrative and legal value ends
8. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends

Schedule 14: Water Utility Records

Record Title	Retention Period	Reason
A. General		
1. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
2. Capital Improvement Projects	See Schedule 4, Public Works Records, Capital Improvement Projects	
<i>a. Records relating to state and federal funding of planning and/or construction of water and wastewater facilities (correspondence, grant applications, approvals, wage determinations, adjustments)</i>	5 years after completion	Administrative value ends
<i>b. Records relating to construction of wastewater treatment facilities (applications, permits, amendments, blueprints, complaints, investigations, reports, Municipal Operation Permits)</i>	Permanent	Continuing administrative value
3. Operator's Certification	Length of employment	Administrative and legal value end
4. Valuations	Permanent	Continuing administrative, fiscal and historical value
5. Rate Surveys		
<i>a. Monthly</i>	3 years	Administrative value ends
<i>b. Annual</i>	Permanent	Continuing historical value
6. Report to Iowa Department of Revenue	5 years	Administrative and fiscal value ends
B. System, Plant and Equipment		
1. Blueprints or Plans of Plant and System	Permanent	Continuing administrative and historical value
2. Inventories (elevated water tanks, wells, pumps, engines, reservoirs, dams, pump stations, etc.)	While current	Administrative value ends
3. Equipment Records (water towers, wells, pumps, engines, tanks, reservoirs, dams, etc.)		

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
<i>a. Inventories</i>	While current	Administrative value ends
<i>b. Maintenance History</i>	Life of equipment	Administrative value ends
<i>c. Depreciation</i>	Life of equipment	Fiscal value ends
4. Maps of System	Permanent	Continuing administrative and historical value
5. Meter Records (location, testing, maintenance)	2 consecutive periodic tests or 2 years; if record made at retirement, retain for 3 years	Iowa Administrative Code, 199-21.6(9); administrative value ends
6. Record of Ys	Permanent	Continuing administrative value
7. Valve Records	Permanent	Continuing administrative value
8. Water and Sewer Tap Records	Permanent	Continuing administrative value
C. Operations		
1. Logs Indicating Pumping, Hours, Gallons, Chemicals Added, Maintenance, Testing	6 years	Administrative value ends
2. Recording Instrument Charts	5 years	Administrative value ends
3. Records Relating to Operations, Including Correspondence, Permits (NPDES, pretreatment, disposal water/wastewater sludge, water supply, historical consumption, usage records, trouble calls)	Permanent	Continuing historical and future projection value
4. Lab Records Supporting Lab Certification	7 years	Administrative value ends
5. IDNR Summary of Bacterial Analysis	7 years	Administrative value ends
6. Water Supply Monthly Operations Report	7 years	Administrative value ends
7. Operations Permits	Permanent	Continuing administrative value
D. Water Treatment		
1. Bacteriological Analysis	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
2. Chemical Analysis	10 years	US EPA, 40 CFR 141.33. Administrative value ends.

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
3. Actions Taken to Correct Violations of Primary Drinking Water Regulations	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
4. Copies of Reports Relating to Sanitary Surveys of System	10 years	US EPA, 40 CFR 141.33. Administrative value ends.
5. Records Relating to Variances or Exemptions	5 years after expiration	US EPA, 40 CFR 141.33. Administrative value ends.
6. Record of Residuals Analysis and Disposal	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
7. Flood Prediction and Monitoring Data	Permanent	Continuing historical and future projection value
8. Groundwater Level Monitoring Data	Permanent	Continuing historical and future projection value
E. Billing and Customer Services Records		
1. Application Forms for Hydrant Meters and Unauthorized Use of Water (without meter)	5 years	Administrative value ends
2. Job Orders	5 years	Administrative value ends
3. Complaints	5 years	Iowa Administrative Code, 199-21.4(10). Administrative value ends.
F. Meter Records		
1. Meter Testing and Maintenance Records (meter cards)	5 years after retirement of meter	Administrative value ends
2. Meter Location Records (address cards)	Permanent	Continuing historical value
G. Cross-Connection Control Records		
1. Facility/Customer Records (device test and facility survey forms; notifications for need for containment, testing, and noncompliance; assembly information and test log)	Permanent	Continuing administrative and historical value

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
2. Wastewater Treatment (record of monitoring activities and results)	3 years	Iowa Administrative Code, 567-63.2(3). Administrative value ends.
3. Billing and Customer Service Records		
a. Applications, Certifications, or Permits for Hook-up, Initiation of Service or Discontinuation of Service	3 years	Administrative value ends
b. Contracts for Service	1 year after expiration	Administrative value ends
c. Rate Schedules and Descriptions of Rate Computations	50 years	Administrative value ends
d. Job Orders	3 years	Administrative value ends
e. Complaints	3 years	Iowa Administrative Code, 199-21.4(10). Administrative value ends.
f. Meter Readings	2 consecutive periodic tests or at least 2 years	Iowa Administrative Code, 199-21.6(9). Administrative value ends.
g. Billing Records		
1) Stubs	5 years	Fiscal value ends
2) Receipts	5 years	Fiscal value ends
3) Daily Receipt Tabulations	5 years	Fiscal value ends
4) Cash Books (journals)	5 years	Fiscal value ends
5) Ledgers	5 years	Fiscal value ends
6) Summaries of Usage and Billing	5 years	Fiscal value ends
7) Delinquent Account Lists	5 years	Fiscal value ends
8) Bad Debt Write-Offs	5 years	Fiscal value ends
9) Adjustment Postings or Books	1 year	Fiscal value ends
10) Records of Customer Deposits and Refunds	7 years after abandonment of service	Fiscal value ends
11) Record of Unclaimed Refunds	1 year	Code of Iowa, 556.4. Legal and fiscal value ends.

Schedule 15: Gas Utility Records

Record Title	Retention Period	Reason
A. Gas Utilities	In general, gas utilities shall preserve records in accordance with the provisions of Part 225 of the Federal Power Commission Rules, 18 CFR 225	Iowa Administrative <i>Code</i> , 199-18.6(2)
1. Record of Unclaimed Deposits	2 years	Iowa Administrative <i>Code</i> , 199-19.4(7)
2. Customer Billing Records	3 years	Iowa Administrative <i>Code</i> , 199-19.4(12)
3. Meter Records (name of manufacturer, number, type, capacity, multiplier, constants, pressure rating, dates of installation and removal, testing)	3 years after retirement of meter; before meter's retirement, retain last 2 tests	Iowa Administrative <i>Code</i> , 199-19.6
4. Pressure Surveys and Records	2 years	Iowa Administrative <i>Code</i> , 199-19.7(3)



City of Muscatine

ITEM NUMBER 2022-0467

AGENDA ITEM SUMMARY

DATE: 11/17/2022

STAFF

Nancy Lueck, Finance Director

SUBJECT

Resolution Approving Depository Resolution with Community Bank & Trust

EXECUTIVE SUMMARY

The City has two savings accounts and several certificates of deposit with Community Bank. Community Bank was the successful bidder on several recent certificate of deposit bids. At that time, the Bank staff noted that the City's depository resolution was not up-to-date. The proposed new Depository Resolution will designate the current Finance Director, Accounting Supervisor, and the City Administrator as the individuals authorized to perform banking transactions with Community Bank. It should be noted that the actual resolution includes protected information (bank account numbers, signatures, etc.), so the resolution will not be attached to the Council agenda item.

STAFF RECOMMENDATION

Staff recommends approval of the Resolution

BACKGROUND/DISCUSSION

The City has checking, money market and savings accounts with First National Bank (now Midwest One), CBI Bank and Trust, and Community Bank. The authorized signers for the City's checking accounts are the Mayor and City Administrator. For investments and bank transfers, the authorized individuals are the Finance Director, the Accounting Supervisor, and the City Administrator. The City has two savings accounts and purchases certificates of deposit from Community Bank.

The Depository Resolutions for First National/Midwest One Bank and CBI Bank and Trust were updated with the change of mayors at the beginning of January in 2021. The Resolution with Community Bank, however, had not been updated for several years. Community Bank was the successful bidder on several recent certificate of deposit bids. At that time, the Bank staff noted that the City's depository resolution was not up-to-date. This Resolution will bring all three banks up-to-date.

CITY FINANCIAL IMPACT

None.

ATTACHMENTS



City of Muscatine

ITEM NUMBER 2022-0468

AGENDA ITEM SUMMARY

DATE: 11/17/2022

STAFF

Jodi Royal-Goodwin, Community Development Director

SUBJECT

Resolution Accepting Completed Work on the Taxilane Expansion & Authorizing Final Payment

EXECUTIVE SUMMARY

Presented for Council's consideration is a resolution accepting completed work by Heuer Construction Inc expanding the taxilane at the Muscatine Municipal Airport and authorizing final payment in the amount of \$8,762.57.

STAFF RECOMMENDATION

Staff recommends Council adopt the resolution.

BACKGROUND/DISCUSSION

Council awarded the contract for rehabilitation of Taxiway A at the Muscatine Municipal Airport in the amount of \$2,497,488.55 to Langman Construction, Inc May 21, 2020. Work was funded 100% by a grant from the Federal Aviation Administration. Work was substantially completed and approved in 2021. Unfortunately the contractor was unable to secure a portion of the joint seals. The seals have now been installed and Bolton & Menk, the contracted engineer and project management firm, has completed the final inspection and approved the work.

Langman has requested final payment. The contractor did exceed the authorized work days by 3 days, and liquidated damages (\$1,000/day) have been deducted from the retainage resulting in an outstanding payment of \$7,000. Staff is requesting Council approve the attached *Resolution Accepting Completed Work* and authorize payment of \$31,634.33, which, as required by Iowa Code, will be held for 30-days.

In 2020, the construction of 3 box hangars was completed at the Muscatine Municipal Airport with Iowa Department of Transportation (IDOT) funding. However, the offset of the taxilane center line should be 57.5 feet from any obstructions, but the current taxiway width passing the east most hangar is just 50 feet. Widening the taxiway will be necessary to accommodate

larger aircraft in the new large hangar.

The Airport Commission requested an application for this project be submitted, and Bolton & Menk prepared an application as part of the professional services agreement. All IDOT vertical infrastructure grant applications require a 15% local match. The total cost of the proposed project was \$151,700. The grant would cover \$128,945 and a required local share of \$22,755. Council accepted the IDOT grant at their September 16, 2021 meeting.

Bolton & Menk has designed the project and prepared plans and specifications, along with a revised cost estimate, to let the project for bid. The cost estimate was \$160,791. The IDOT grant is \$128,945, requiring \$31,846 in local funding. There is approximately \$26,000 in bond proceeds remaining from the hangar construction project that can be used for this purpose. Below is a summary of contracting activities for this to date.

Set a public hearing for April 7, 2022	March 17, 2022
Conduct Public Hearing	April 7, 2022
Approve Plans and Specifications	April 7, 2022
Receive and Open Bids	April 21, 2022
Recommend Award	April 25, 2022
Request Approval of Contract and Bond	May 5, 2022

The contract with Heuer Construction, Inc. is for \$170,112.00. Change order #1 was approved December 3, 2022, and increased the contract by \$5,139.45 to \$175,251.45. The primary reason for the change order was due to the need to purchase alternative base material. The plan had been to reuse the material from the taxiway project. Unfortunately it was contaminated with dirt and base rock had to be moved from off-site at additional cost of \$11,700. Fortunately, there were savings from other quantity reductions reduced this overall cost increase more than 50%.

All work was is now complete and the contractor has provided a letter indicating if the seeding does not establish they will replant in Spring 2023. Staff is requesting Council approve the attached *Resolution Accepting Completed Work* and authorize payment of \$8,762.57, which, as required by Iowa Code, will be held for 30-days.

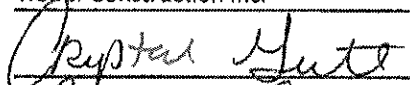
CITY FINANCIAL IMPACT

There is no impact to the general fund. This project with a grant from the Iowa Department of Transportation and bond funding.

ATTACHMENTS

1. xerox@muscatineiowa.gov_20221114_155542

Contractor's Application for Payment

Owner: <u>Muscatine Municipal Airport</u> Engineer: <u>Bolton & Menk, Inc.</u> Contractor: <u>Heuer Construction Inc.</u> Project: <u>Widen Taxi lane</u> Contract: _____	Owner's Project No.: _____ Engineer's Project No.: <u>OT5. 125431</u> Other Project No.: <u>91220MUT100</u>																																	
Application No.: <u>4 (FINAL)</u> Application Date: <u>11/7/2022</u>																																		
Application Period: From <u>10/12/2022</u> to <u>11/7/2022</u>																																		
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">1. Original Contract Price</td><td style="width: 10%; text-align: right;">\$</td><td style="width: 30%; text-align: right;">170,112.00</td></tr><tr><td>2. Net change by Change Orders</td><td style="text-align: right;">\$</td><td style="text-align: right;">5,139.45</td></tr><tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$</td><td style="text-align: right;">175,251.45</td></tr><tr><td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td><td style="text-align: right;">\$</td><td style="text-align: right;">175,251.45</td></tr><tr><td>5. Retainage</td><td></td><td></td></tr><tr><td> a. _____ X \$ 175,251.45 Work Completed</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td> b. _____ X \$ - Stored Materials</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td> c. Total Retainage (Line 5.a + Line 5.b)</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td>6. Amount eligible to date (Line 4 - Line 5.c)</td><td style="text-align: right;">\$</td><td style="text-align: right;">175,251.45</td></tr><tr><td>7. Less previous payments (Line 6 from prior application)</td><td style="text-align: right;">\$</td><td style="text-align: right;">166,488.88</td></tr><tr><td>8. Amount due this application</td><td style="text-align: right;">\$</td><td style="text-align: right;">8,762.57</td></tr></table>		1. Original Contract Price	\$	170,112.00	2. Net change by Change Orders	\$	5,139.45	3. Current Contract Price (Line 1 + Line 2)	\$	175,251.45	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	175,251.45	5. Retainage			a. _____ X \$ 175,251.45 Work Completed	\$	-	b. _____ X \$ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	-	6. Amount eligible to date (Line 4 - Line 5.c)	\$	175,251.45	7. Less previous payments (Line 6 from prior application)	\$	166,488.88	8. Amount due this application	\$	8,762.57
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7. Less previous payments (Line 6 from prior application)	\$	166,488.88																																
8. Amount due this application	\$	8,762.57																																
Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and (4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.																																		
Contractor: <u>Heuer Construction Inc.</u>																																		
Signature: <u></u>	Date: <u>11-7-22</u>																																	
Name: <u>Crystal Gunte</u>	Title: <u>OFF MGR</u>																																	
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; vertical-align: top;">Recommended by Engineer By: <u></u> Name: <u>Carl L. Byers, P.E.</u> Title: <u>Aviation Project Manager</u> Date: <u>11/7/2022</u></td><td style="width: 50%; vertical-align: top;">Approved by Owner By: _____ Name: _____ Title: _____ Date: _____</td></tr></table>		Recommended by Engineer By: <u></u> Name: <u>Carl L. Byers, P.E.</u> Title: <u>Aviation Project Manager</u> Date: <u>11/7/2022</u>	Approved by Owner By: _____ Name: _____ Title: _____ Date: _____																															
Recommended by Engineer By: <u></u> Name: <u>Carl L. Byers, P.E.</u> Title: <u>Aviation Project Manager</u> Date: <u>11/7/2022</u>	Approved by Owner By: _____ Name: _____ Title: _____ Date: _____																																	

Contractor's Application

r's Project No.:
 r's Project No.: 015.125431
 er Project No.: 9/220MUT100

[illegible]



Construction Inc.

2360 Bypass 61
Muscatine, IA 52761
(563) 264-8533

November 7, 2022

Muscatine Municipal Airport
5701 US-61
Muscatine, Iowa 52761

Re: Widen Taxilane Project

To whom it may concern,

If seeding for the Airport Taxilane Widening project does not establish in the spring of 2023 Heuer Construction, Inc. will come back and reseed.

Thank you,

A handwritten signature in cursive script that reads "Crystal Gute". The signature is written in dark ink and is positioned above the printed name and address.

Crystal Gute
Heuer Construction, Inc.
2360 Bypass 61
Muscatine, Iowa 52761



City of Muscatine

ITEM NUMBER 2022-511

AGENDA ITEM SUMMARY

DATE: 11/17/2022

STAFF

Amy Fortenbacher, Transit Supervisor
Brian Stineman, Public Works Director

SUBJECT

Request for approval to enter into agreement with the Iowa DOT, accepting an ARPA (American Rescue Plan Act) grant for MuscaBus.

EXECUTIVE SUMMARY

Presented for the City Council's consideration is a request to accept and sign an agreement with the Iowa Department of Transportation (DOT) for a Federal Transit Administration (FTA) ARPA grant in the amount of \$218,636.00. This grant is to be applied toward operating expenses.

STAFF RECOMMENDATION

It is the recommendation of the Public Works/Transit staff to accept the grant and authorize execution of the grant document.

BACKGROUND/DISCUSSION

The Iowa Department of Transportation secured a grant under the ARPA funding from the FTA on behalf of Iowa Public Transit Systems. The City of Muscatine Transit (MuscaBus) is included in this system. The Iowa DOT informed MuscaBus the ARPA grant is now available.

CITY FINANCIAL IMPACT

The ARPA grant is in the amount of \$218,636.00 to be used for transit operating expenses.

ATTACHMENTS

1. Iowa DOT Agreement for ARPA Grant

November 2, 2022

Carol Webb, City Administrator
City of Muscatine
1459 Washington Street
Muscatine, IA 52761

Re: FY22 ARPA Contract
Contract: 00004757

Dear Ms. Webb:

Enclosed is the City of Muscatine's FY22 American Rescue Plan Act (ARPA) contract. This agreement must be signed and dated by the transit system's designated signatory and submitted to Seamless Documents within 60 days of the date of this notification. The contract will then forward to the Iowa DOT for signature and you will receive a fully executed contract after that.

Be aware that Part II of this agreement, and the appendices referenced in Part II apply to this contract. These references may be found on the Iowa DOT website at: <https://iowadot.gov/transit/Funding-programs-and-applications/joint-participation-agreement-attachments>.

Any project element not obligated twelve months prior to the original expiration date of this agreement will be forfeited unless prior written approval of other arrangement(s) is received from the Public Transit Section.

Please contact me with any questions or concerns.

Sincerely,

eSigned via SeamlessDocs.com

Key: 360d083d-692e-4782-8c77-2c120a6cfe8c

Brent Paulsen
Transit Programs Administrator
Modal Transportation Bureau

cc: Amy Fortenbacher

TRANSIT JOINT PARTICIPATION AGREEMENT
TO IMPLEMENT A FEDERAL TRANSIT ADMINISTRATION (FTA)
5311 - RURAL AREA FORMULA (ARPA) [CFDA 20.509]

WHEREAS, the Iowa Department of Transportation (hereinafter called the DEPARTMENT) has, in accordance with Chapter 324A of the Code of Iowa, secured a grant under 5311 from the Federal Transit Administration on behalf of Iowa public transit systems, and

WHEREAS, the **City of Muscatine** (hereinafter called the AGENCY) has been duly designated as a public transit system by local officials, in accordance with Chapter 324A of the Code, and

WHEREAS, Grant IA-2022-009-00 (executed by FTA on 2/22/2022) includes the project detailed below, programmed for the AGENCY:

Description of Project Element	FTA Code	Federal Funds Ceiling	% Federal Participation
1. Operating Assistance	30.09.08	\$ 218,636	100%
Total Federal Ceiling:		\$ 218,636	

NOW, THEREFORE, THE DEPARTMENT AND THE AGENCY HAVE AGREED THAT THE AGENCY shall proceed with implementation of the above-described project, subject to all terms, conditions and obligations connected with the federal grant, and also subject to such policies, procedures and conditions as have been established by the DEPARTMENT and which are documented in Part II of this AGREEMENT (found at <https://iowadot.gov/transit/Funding-programs-and-applications/joint-participation-agreement-attachments>).

BE IT FURTHER AGREED THAT THE DEPARTMENT shall reimburse the AGENCY for eligible costs of implementing each element of said project at the participation rate(s) and subject to the funding ceiling(s) delineated above.

THIS AGREEMENT TO BE IN EFFECT from **7/1/2021** through **6/30/2023**. [Any project element not obligated twelve months prior to the original expiration date of this AGREEMENT will be forfeited, unless prior written approval of other arrangement(s) is received from the DEPARTMENT.]

IN WITNESS WHEREOF, the parties hereunto have caused this AGREEMENT to be executed by their proper officials thereunto duly authorized as of the dates below indicated, in consideration of the mutual covenants, promises and representations herein.

For The AGENCY:

For the DEPARTMENT:

Carol Webb, City Administrator
City of Muscatine
Date Signed:

Tamara Nicholson, Director
Modal Transportation Bureau
Iowa Department of Transportation
Date Signed:



City of Muscatine

ITEM NUMBER 2022-525

AGENDA ITEM SUMMARY

DATE: 11/17/2022

STAFF

Nancy Lueck, Finance Director

SUBJECT

Request to Approve Annual Street Finance Report for Fiscal Year 2021/2022

EXECUTIVE SUMMARY

Annually, cities in Iowa are required to complete and submit to the Iowa Department of Transportation (IDOT) the City Street Finance Report showing all street-related expenditures and related funding sources. For the fiscal year ended June 30, 2022, street-related expenditures (including capital projects, debt service payments on prior year street-related bonds, etc.) totaled \$13,395,606. The report attached to the agenda provides more detail for the expenditures and funding sources and includes the forms required by the IDOT.

STAFF RECOMMENDATION

Staff recommends approval of this report and authorization to submit the report to the Iowa Department of Transportation by December 1, 2022 as required.

BACKGROUND/DISCUSSION

Street-related expenditures for the year totaled \$13,395,606. This includes \$13,057,921 paid from City funds and funding sources and \$337,685 of street lighting costs provided by Muscatine Power & Water. City paid expenditures include \$3,009,908 of street-related costs accounted for in the General Fund, a total of \$8,496,825 for street-related capital projects, and \$1,551,188 for debt service principal and interest on the street-related portions of outstanding bond issues. The capital projects funding amount includes \$5,569,960 for the Mississippi Drive/Grandview Corridor reconstruction project, \$934,329 for the annual street resurfacing program, \$837,063 for the 2nd Street streetscaping project, \$1,022,405 for the Park Avenue 4-lane to 3-lane conversion project, \$23,072 for engineering design for the new 67th Street sidewalk project, and \$109,996 for the right-of-way purchase for the new Love's Truck Stop access road.

A major funding source for street expenditures is Road Use Tax, which totaled \$3,289,871 for the year. Federal grant funds of \$20,728 were received, which was a reimbursement for Public

Works Windstorm cleanup costs under a FEMA grant; Local Option Sales Tax funds of \$774,940 were used for pavement management projects; Public Works charges for services totaled \$122,410; and \$3,808 in interest was received. The City issued \$2,825,137 of bonds for the Grandview Avenue reconstruction project and \$736,900 in bonds for a portion of the local share of the Park Avenue project. Property taxes of \$1,551,188 funded the principal and interest payments due on the street portions of previous bond issues.

CITY FINANCIAL IMPACT

None

ATTACHMENTS

1. Final Street Report FY22



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City Street Finance Report

Fiscal Year 2022

Muscatine

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Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets		\$764,605					\$764,605
Benefits - Roads/Streets		\$398,189					\$398,189
Operational Equipment Repair		\$230,412					\$230,412
Other Utilities		\$34,368					\$34,368
Payments to othe agencies		\$33,100					\$33,100
Other Contract Services	\$137,854	\$230,736	\$774,940		\$6,523,153		\$7,666,683
Office Supplies		\$2,007					\$2,007
Operating Supplies		\$109,433					\$109,433
Other Capital Equipment		\$303,787					\$303,787
Right-of-Way					\$109,996		\$109,996
Other Capital Outlay		\$86,487					\$86,487
Principal Payment				\$1,431,739			\$1,431,739
Interest Payment				\$119,449			\$119,449
Street Lighting			\$337,685				\$337,685
Traffic Control/Safety	\$243	\$174,023					\$174,266
Snow Removal	\$5,009	\$323,011					\$328,020
Highway Engineering		\$214,188			\$806,275		\$1,020,463
Street Cleaning	\$32	\$190,019					\$190,051



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City Street Finance Report

Fiscal Year 2022

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	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Snow Removal Salaries		\$54,866					\$54,866
Total	\$143,138	\$3,149,231	\$1,112,625	\$1,551,188	\$7,439,424		\$13,395,606



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City Street Finance Report

Fiscal Year 2022

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Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$0		\$0	\$1,551,188			\$1,551,188
Other Taxes (Hotel, LOST)			\$774,940				\$774,940
Interest					\$3,808		\$3,808
Federal Grants	\$20,728						\$20,728
State Revenues - Road Use Taxes		\$3,289,871					\$3,289,871
Local Contributions			\$337,685				\$337,685
Charges/fees	\$122,410					\$0	\$122,410
Proceeds from Debt					\$3,562,037		\$3,562,037
Total	\$143,138	\$3,289,871	\$1,112,625	\$1,551,188	\$3,565,845	\$0	\$9,662,667



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City Street Finance Report

Fiscal Year 2022

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Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
General Obligation 6-2-14	\$1,054,774	\$345,657	\$21,453	\$345,657	\$21,453	\$709,117
General Obligation 6-1-12	\$477,188	\$477,188	\$9,066	\$477,188	\$9,066	\$0
General Obligation 5-7-20	\$3,391,061	\$435,217	\$67,821	\$435,217	\$67,821	\$2,955,844
General Obligation 5-26-16	\$908,984	\$173,677	\$21,109	\$173,677	\$21,109	\$735,307
General Obligation 6-2-22	\$3,562,037	\$0	\$0	\$0	\$0	\$3,562,037



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City Street Finance Report

Fiscal Year 2022

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Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
Ford 1 Ton Flatbed Truck	2002	Purchased	\$26,748	Sold
GMC Dump Truck	2002	Purchased	\$48,595	No Change
Freightliner MuniBody	2004	Purchased	\$88,710	No Change
GMC Dump Truck	2000	Purchased	\$54,019	No Change
International/Vactor Flusher Truck	1997	Purchased	\$181,291	No Change
Case Backhoe	1994	Purchased	\$43,000	No Change
Nissan/Elgin Whirlwind Street Sweeper	2007	Purchased	\$171,432	No Change
John Deere Loader	2010	Purchased	\$145,850	No Change
Case Backhoe	2011	Purchased	\$88,980	Traded
Ford F350 Pickup Truck	2012	Purchased	\$34,983	No Change
Dimas Husquavarna Concrete Saw	2007	Purchased	\$13,750	No Change
Ford 1 Ton Flatbed Truck	2010	Purchased	\$29,300	No Change
Peterbilt Dump Truck	2014	Purchased	\$118,517	No Change
Peterbilt Dump Truck	2014	Purchased	\$110,374	No Change
Bomag Roller	2015	Purchased	\$35,976	No Change
Street Sweeper #651	2017	Purchased	\$197,000	No Change
Joint Sealing Machine	2012	Purchased	\$12,000	No Change
Dump Truck	2017	Purchased	\$134,537	No Change
Roadhog 48" Drum 202 HP Cold Planer #668	2018	Purchased	\$113,875	No Change
Henderson Dump Body #753	2019	Purchased	\$35,227	No Change
Asphalt Hot Box/Recycler	2020	Purchased	\$109,074	No Change



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Description	Model Year	Usage Type	Cost	Purchased Status
Freightliner Dump Truck	2020	Purchased	\$70,254	No Change
Tarco Leaf Machine	2000	Purchased	\$12,650	No Change
Tarco Leaf Machine	2000	Purchased	\$12,650	No Change
Cimline Concrete Saw	1996	Purchased	\$7,603	No Change
GMC 1 Ton Flatbed Truck	2000	Purchased	\$24,898	No Change
Tack Tank Skid Deck for Portable Hot Patching Trailer	2021	Purchased	\$8,860	No Change
Dump Body, Salt Box, Plow, Scraper	2020	Purchased	\$90,953	No Change
2021 Stainless Steel Dump Body	2021	Purchased	\$16,774	No Change
OBD Leaf Machine	2008	Purchased	\$21,528	No Change
International Camel Flusher Truck	2009	Purchased	\$300,039	No Change
ODB Leaf Machine	2006	Purchased	\$16,500	No Change
Freightliner Dump Truck	2007	Purchased	\$74,229	No Change
ODB Leaf Machine	2006	Purchased	\$16,500	No Change
Graco Paint Machine	2005	Purchased	\$7,610	No Change
Ingersoll Rand Air Compressor	2000	Purchased	\$11,495	No Change
Case Endloader	1998	Purchased	\$86,250	No Change
John Deere Grader	2002	Purchased	\$146,000	No Change
Ingersoll Rand Vibratory Roller	2000	Purchased	\$19,280	No Change
Case Backhoe	1995	Purchased	\$67,496	No Change
International Tandem Dump Truck	1994	Purchased	\$47,399	No Change
Dump Body for One Ton	2021	Purchased	\$16,774	No Change
4 X 4 Case 590SN Backhoe	2022	Purchased	\$81,897	New
9 Ft Western Striker Salt Box/Spreader	2022	Purchased	\$9,649	New



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Description	Model Year	Usage Type	Cost	Purchased Status
8Ft Western Steel Multi Position V Plow	2022	Purchased	\$8,459	New



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City Street Finance Report

Fiscal Year 2022

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Street Projects

Project Description	Contract Price	Final Price	Contractor Name
Full Depth Construction Project	\$440,800	\$436,423	Heuer Construction
Asphalt Street Overlay	\$485,305	\$468,008	Brandt Construction



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City Street Finance Report

Fiscal Year 2022

Muscatine

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Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Begining Balance	\$1	\$1,133,786	\$0	\$0	\$3,210,988	\$0	\$4,344,775
SubTotal Expenses (-)	\$143,138	\$3,149,231	\$1,112,625	\$1,551,188	\$7,439,424		\$13,395,606
Subtotal Revenues (+)	\$143,138	\$3,289,871	\$1,112,625	\$1,551,188	\$3,565,845	\$0	\$9,662,667
Ending Balance	\$1	\$1,274,426	\$0	\$0	(\$662,591)	\$0	\$611,836

Resolution Number:

Execution Date:

Signature: