



City of Muscatine

CITY COUNCIL

Thursday, March 2, 2023

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** Bruce Martin - Calvary Church
3. **ROLL CALL**

4. **PLEDGE OF ALLEGIANCE**

5. **FROM THE MAYOR**

- A. Arbor Day Proclamation

6. **APPROVAL OF AGENDA AS PRESENTED AND/OR AS AMENDED**

7. **COMMUNICATIONS - CITIZENS**

8. **COUNCILMEMBER FOLLOW UP TO CITIZEN COMMUNICATION**

9. **CONSENT AGENDA * (ITEMS 10-14)**

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.

10. *** REVIEW AND POTENTIAL VOTE TO APPROVE MINUTES**

- A. February 16, 2023 Regular City Council Minutes

11. *** PETITIONS AND COMMUNICATIONS**

- A. Request from Muscatine Power and Water to Close Grant Street for Fire Hydrant Installation (tentatively scheduled for the week of March 13).
- B. Request from Muscatine Power and Water to Close Lincoln Boulevard at Washington Street to Install a new Water Main (tentatively scheduled for the week of March 6).
- C. Request for renewal of a Special Class "C" Retail Alcohol License for Sal Vitale's Pizzeria & Pasta, 1010 Park Avenue – Sal Vitale's Little Italy LLC (pending inspections)
- D. Request on first and second reading on a Class "B" Retail Alcohol License for Dollar General #19625, 807 Grandview Avenue – Dolgencorp, LLC (pending inspections)
- E. Request on first and second reading on a Special Class "C" Retail Alcohol License for Chicharos Mexican Grill, 1903 Park Avenue – Chicharos LLC (pending inspections and insurance)
- F. Request for renewal of Class "C" Retail Alcohol License for Pete's Tap, 1820 Angle Street – Oscar's LLC (pending inspections and insurance)

12. * COMMUNICATION – RECEIVE AND FILE

13. * PURCHASE ORDERS

- A. Request to Approve the Issuance of a Purchase Order to Watersmith Engineering, in the Amount of \$9,850.00, for Engineering Services for the Muscatine Slough Conceptual Design Project.
- B. Request to Approve the Issuance of a Purchase Order to Heating Elements Plus, in the Amount of \$5,166.55, for the Purchase of an Explosion Proof Heater.

14. * APPROVAL OF BILLS

It is recommended bills for March 3, 2023, totaling \$1,351,046.43 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. It is recommended that bills for March 3, 2023, totaling \$1,351,046.43, 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).

15. PUBLIC HEARING

- A. Public Hearing Regarding the Sale of Property at Lot 1 Arrowhead Lake
- B. Public Hearing on Ordinance Updating Designated Truck Routes - Title 7, Chapter 11, Section 6 of City Code

16. BOARDS AND COMMISSIONS

17. FROM THE CITY ADMINISTRATOR

- A. First Reading of Ordinance Updating Designated Truck Routes - Title 7, Chapter 11, Section 6 of City Code
- B. A Resolution Setting a Public Hearing to Declare Certain Real Estate Owned by the City as Surplus and Authorizing the Sale of Said Certain Real Estate By Sealed Bid Process
- C. Resolution Approving Seasonal Pay Plan
- D. Resolution Amending the Non-Union Pay Plan
- E. Resolution Setting a Public Hearing to Approve the Plans and Specifications for Phase 1 of the Fulliam Avenue Reconstruction Project.
- F. Resolution Setting a Public Hearing to Approve the Plans and Specifications for West Hill Sewer Separation Phase 6.

- G. Request to Enter Into a Contract with Pros Consulting for a Market Analysis, Operations Plan, and Design Recommendations for the Proposed Riverfront Amphitheater in the Amount of \$26,600
- H. Request to Enter into a Contract with Bolton & Menk, Inc. for Project Grants Close-out of the Park Avenue 4 to 3 Lane Conversion Project, for an Amount not to Exceed \$51,560
- I. Request to Approve Change Order #12 to the Grandview Avenue Reconstruction Project in the Amount of \$56,116.72. The Changes for Change Order #12 Consist of Several Items not Included in the Original Project Scope.
- J. Request to Submit an Application to the Iowa Department of Transportation for Traffic Safety Funds for Construction of a Mini-Roundabout at W. Fulliam and Houser Street.
- K. Request to Approve Issuance of a Purchase Order to Outdoor Power Sales and Service in the amount of \$45,421 for a Rough Mower for Golf Course Maintenance
- L. Request to approve a 5 year lease agreement with Harris Golf Carts for the annual amount of \$47,025.00 for golf carts at the Muscatine Municipal Golf Course.
- M. Request for Approval of a One Year Concessions Lease Contract for the Muscatine Soccer Complex to Carolina Ponce.
- N. Request to Approve a Purchase Agreement between the City of Muscatine and Stockton Realty Company related to the purchase and transfer of property adjacent to the Muscatine County Landfill.
- O. Resolution Approving the Sale of Property Located on Lot 1 of Arrowhead Lake to Stockton Realty Co. as part of a property purchase agreement.

18. MAYOR AND COUNCIL REPORTS

19. ADJOURNMENT

P R O C L A M A T I O N

ARBOR DAY

- WHEREAS,** in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and
- WHEREAS,** trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and
- WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
- WHEREAS,** trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and
- WHEREAS,** trees, wherever they are planted, are a source of joy and spiritual renewal; and
- WHEREAS,** Muscatine has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting practices;

NOW, THEREFORE, I, Dr. Brad Bark, Mayor of the City of Muscatine, Iowa, do hereby proclaim April 28, 2023 as Arbor Day in the City of Muscatine, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands and further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Signed and sealed this 2nd day of March, 2023.

Dr. Brad Bark, Mayor



City of Muscatine

CITY COUNCIL MINUTES

Thursday, February 16, 2023

1. **CALL TO ORDER**

Mayor Bark called the City Council meeting for February 16, 2023 to order at 06:00 PM.

2. **INVOCATION**

Pastor Brian Oliver of Wesley United Methodist Church was present to give the invocation.

3. **ROLL CALL**

Councilmembers Present: Nadine Brockert, John Jindrich, Jeff Osborne, Peggy Gordon, Angie Lewis, Dennis Froelich. Mayor Dr. Brad Bark, City Administrator Carol Webb and Administrative Secretary Cinda Hilger were also present. Councilmember Hopkins was not present.

4. **PLEDGE OF ALLEGIANCE**

5. **FROM THE MAYOR**

A. Swearing in of Police Chief - Anthony Kies

Mayor Bark swore in Chief Anthony Kies as Police Chief. Chief Kies, thanked everyone for the opportunity to serve the City of Muscatine.

*Chief Kies will officially take this position on March 1, 2023 upon the retirement of Chief Talkington.

B. Proclamation - Alexander Clark Day

Mayor Bark presented a proclamation declaring February 25 as Alexander Clark Day in the City of Muscatine.

Dan Clark and Osmond Malcom were present to accept the proclamation and share a few thoughts regarding Alexander Clark.

6. **APPROVAL OF AGENDA AS PRESENTED AND/OR AS AMENDED**

City Administrator Webb pulled item 17E from the agenda.

Mayor Bark asked for a motion to approve the agenda as amended. There was a motion

by Councilmember Froelich and a second by Councilmember Froelich.
Vote: All Ayes, Motion passed.

7. COMMUNICATIONS - CITIZENS

8. COUNCILMEMBER FOLLOW UP TO CITIZEN COMMUNICATION

9. CONSENT AGENDA * (ITEMS 10-14)

Councilmember Angie Lewis, seconded by Councilmember Peggy Gordon moved to Approve the Consent Agenda,.

Vote: Ayes - 6, Nays - 0, Motion Passed.

10. * REVIEW AND POTENTIAL VOTE TO APPROVE MINUTES

- A. Budget Session Minutes - January 28, 2023
- B. Budget Session Minutes - January 31, 2023
- C. Budget Session Minutes - February 1, 2023
- D. City Council Meeting Minutes - February 2, 2023
- E. Budget Session Minutes - February 2, 2023
- F. Budget Session Minutes - February 4, 2023
- G. Budget Session Minutes - February 8, 2023
- H. City Council In-Depth Meeting Minutes - February 9, 2023
- I. Budget Session Minutes - February 9, 2023

11. * PETITIONS AND COMMUNICATIONS

- A. Request for renewal of a Class "E" Retail Alcohol License, Outdoor Service and Sunday Sales for Hy-Vee Food Store, 2400 Second Avenue – Hy-Vee, Inc. (pending inspections)
- B. Request on first reading on a Special Class "C" Retail Alcohol License for Best Western Pearl City Inn, 305 Cleveland Street – Pearl City Hospitality LLC (pending inspections and insurance)
- C. Request on first reading on a Special Class "C" Retail Alcohol License for Skinnys Barbeque, 208 West 2nd Street – Skinny's LLC (pending inspections and insurance)
- D. Request on first and second reading on a Special Class "C" Retail Alcohol License for Hong Kong Buffet Inc., 2406 Park Avenue – Hong Kong Buffet (pending inspections)

- E. Request for Use of City Property from Daphne Donald with the Muscatine Race for the Schools 5K on May 6, 2023
- F. Request for Use of City Property from Greg Harper with the Melon City Criterium bike race at Weed Park on May 28, 2023
- G. Request for Use of City Property from Alissa Jirak with Calvary Church at Pearl City Station on August 27, 2023
- H. Request for Use of City Property from Bobby Bunch with Food Truck Fight at Riverside Park on September 16, 2023

12. * COMMUNICATION – RECEIVE AND FILE

- A. Muscatine County Board of Supervisors Minutes - January 23, 2023
- B. Muscatine County Board of Supervisors Minutes - January 24, 2023
- C. Muscatine County Board of Supervisors Minutes - January 25, 2023
- D. Muscatine County Board of Supervisors Minutes - February 6, 2023
- E. Board of Water, Electric and Communications Trustees Minutes - December 20, 2022

13. * PURCHASE ORDERS

- A. Request to approve the issuance of a Purchase Order to Herrman Metal Solutions of Wilton, Iowa, in the amount of \$5,744.90, for steel building materials to build chicanes at two trail crossings.
- B. Request a Purchase Order in the amount of \$9,900.00 to Martin & Whitacre Surveyors & Engineers, Inc. for Additional Survey Work on WHSSP PH 6C.
- C. Request to approve the issuance of a purchase order for (5) IV therapy pumps at the cost \$11,343.75 to BoundTree Medical.

14. * APPROVAL OF BILLS

- A. It is recommended that bills for February 16, 2023, totaling \$1,862,390.74, 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).

15. PUBLIC HEARING

16. BOARDS AND COMMISSIONS

17. FROM THE CITY ADMINISTRATOR

- A. Resolution Setting a Public Hearing on an Ordinance Updating Designated Truck Routes, Section 6 – Truck Routes, Chapter 11 – Load and Weight Restrictions, of Title 7 – Vehicles and Traffic, of City Code

Councilmember Nadine Brockert, seconded by Councilmember Peggy Gordon moved to Adopt the Resolution.

Vote: Ayes - 6, Nays - 0, Motion Passed.

- B. Resolution Setting a Public Hearing for March 2, 2023, on the Transfer of Property Located at Lot 1 Arrowhead Lake subdivision

Councilmember John Jindrich, seconded by Councilmember Angie Lewis moved to Adopt the Resolution.

Vote: Ayes - 6, Nays - 0, Motion Passed.

- C. Resolution Approving the Contract and Bond with Insituform Technologies for the Rehabilitation of Underground Pipes with Cured-in-Place Liner in the amount of \$113,147.50

Councilmember Peggy Gordon, seconded by Councilmember Angie Lewis moved to Adopt the Resolution.

Vote: Ayes - 6, Nays - 0, Motion Passed.

- D. Resolution Authorizing Special Assessments totaling \$16,906.90 to Private Properties

Councilmember John Jindrich, seconded by Councilmember Jeff Osborne moved to Adopt the Resolution.

Vote: Ayes - 6, Nays - 0, Motion Passed.

- E. Resolution Supporting an Application by Musco Lighting to the Iowa Economic Development Authority High Quality Jobs Program

****THIS ITEM PULLED FROM AGENDA****

- F. Resolution Supporting an Application by Kent Pet Group, Inc. to the Iowa Economic Development Authority High Quality Jobs Program

Councilmember Dennis Froelich, seconded by Councilmember Angie Lewis moved to Adopt the Resolution.

Vote: Ayes - 6, Nays - 0, Motion Passed.

- G. Request for approval of Change Order #7 in the amount of \$4,620.00, for the Park Avenue 4 to 3 Lane Conversion Project.

Councilmember Peggy Gordon, seconded by Councilmember Jeff Osborne moved to Approve the Request,

City Councilmembers had questions regarding any future change orders for this project that were addressed by Public Works Director Brian Stineman.

Vote: Ayes - 6, Nays - 0, Motion Passed.

- H. Request to approve the Issuance of a Purchase Order to Karl Chevrolet, in the amount of \$ 36,816, for the purchase of One (1) 2022 Chevy Police Pursuit

Tahoe .

Councilmember Angie Lewis, seconded by Councilmember Nadine Brockert moved to Approve the Request.

Vote: Ayes - 6, Nays - 0, Motion Passed.

- I. Request to Approve a Purchase Order to TurfWerks in the amount of \$26,470.63 for the Purchase of an Athletic Field Grooming Machine for use at Kent Stein Park

Councilmember Peggy Gordon, seconded by Councilmember Dennis Froelich moved to Approve the Request,.

Vote: Ayes - 6, Nays - 0, Motion Passed.

- J. Request to Approve the 2022 Certified Local Government Report for Submission to the Iowa Department of Cultural Affairs

Councilmember Nadine Brockert, seconded by Councilmember None moved to Approve the Request,.

Vote: Ayes - 6, Nays - 0, Motion Passed.

18. MAYOR AND COUNCIL REPORTS

City Administrator Carol Webb stated that the amount listed in item 17C was a misprint and the actual amount was 113,147.50. Ms. Webb asked if the Council wished to revisit the votes or have staff correct the amount. The City Council agreed to correct the amount and move forward.

19. CLOSED SESSION MEETING

- A. Request to enter Closed Session per Iowa Code 21.5.1.j to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property

Councilmember Dennis Froelich, seconded by Councilmember Nadine Brockert, moved to enter Closed Session at 6:30 p.m.

Vote: Ayes - 0, Nays - 0, Motion .

Present: Councilmembers Brocker, Lewis, Osborne, Jindrich, Gordon and Froelich, Mayor Brad Bark, City Administrator Carol Webb, Administrative Secretary Cinda Hilger and Public Works Director Brian Stineman.

There was discussion with City Council regarding the closed session item.

Councilmember Peggy Gordon, seconded by Councilmember Angie Lewis, moved to exit the closed session at 7:00 p.m.

Vote: Ayes - 6, Nays - 0, Motion carried.

20. ADJOURNMENT

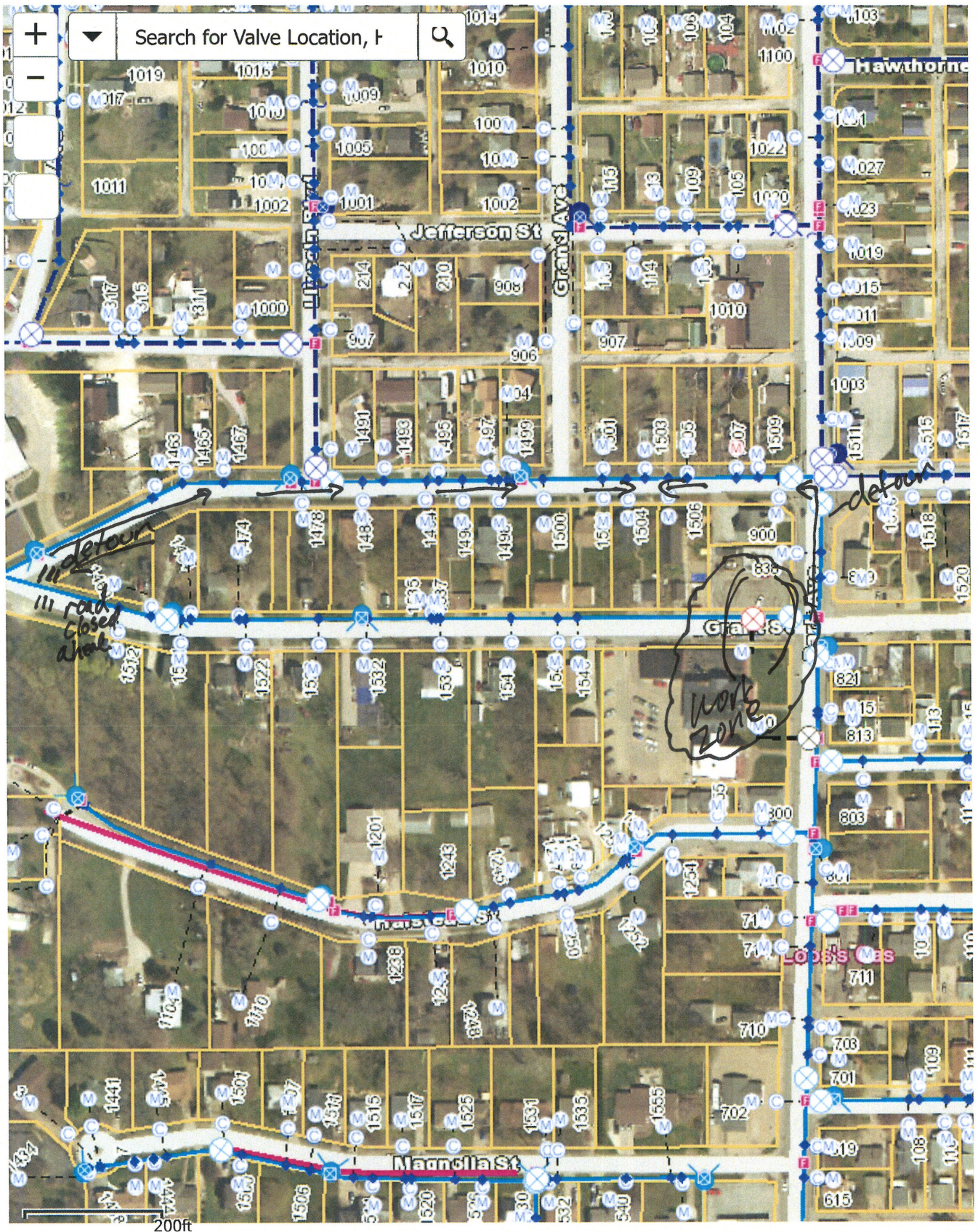
Councilmember Dennis Froelich moved to Adjourn the meeting at 7:01 p.m.

Vote: Ayes - 0, Nays - 0, Motion Passed.

Work on Grant St. & Park Ave



Water Distribution



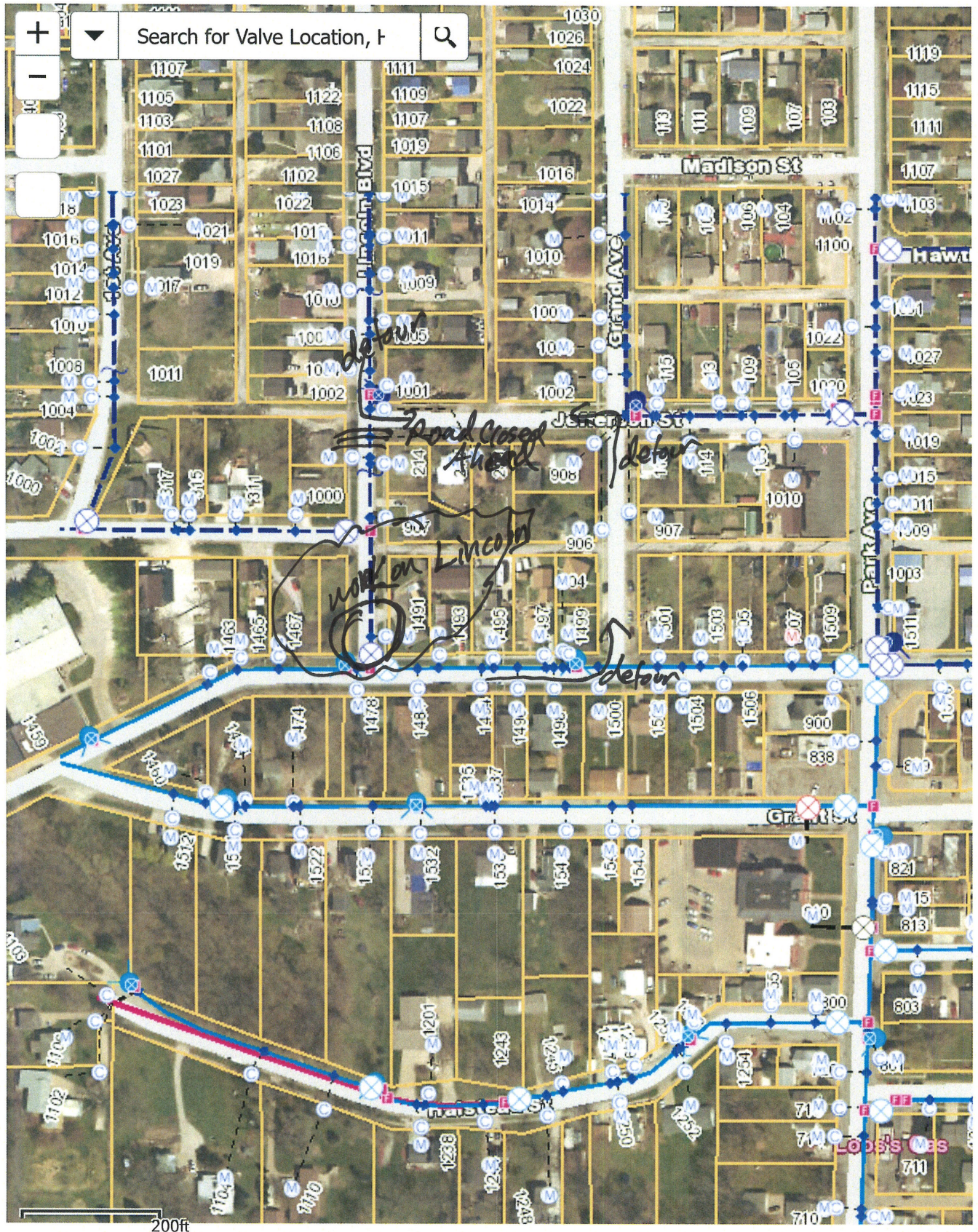
2,319,741.847 533,143.644 Feet

All rights reserved

work zone on Lincoln
; Washington



Water Distribution



2,319,210.597 533,439.477 Feet

All rights reserved



City of Muscatine

ITEM NUMBER 2023-0083

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Jon Koch

SUBJECT

Request to Approve the Issuance of a Purchase Order to Watersmith Engineering, in the Amount of \$9,850.00, for Engineering Services for the Muscatine Slough Conceptual Design Project.

EXECUTIVE SUMMARY

Request to approve the Issuance of a Purchase Order to Watersmith Engineering, in the amount of \$9,850.00, for engineering services for the Muscatine Slough Conceptual Design Project to determine design features and cost opinion for budgeting. \$10,000.00 has been budgeted for engineering services in the Stormwater Budget for this purchase.

STAFF RECOMMENDATION

Staff recommends approving the issuance of a purchase order for the proposed scope of service for the Muscatine Slough Conceptual Design Project

BACKGROUND/DISCUSSION

The area of the Slough east of Houser Street from the Soccer Practice Complex to the Transfer Station driveway is prone to flooding and has needed emergency solids removal twice in three years to drain the area and prevent back-ups on the west side of the street. The work done has been a temporary fix for a drainage area that is not working properly and will quickly fill with solids again. The Muscatine Slough Conceptual Design Project is envisioned as making this a nature education destination for the community while getting long-term planning done to keep this a viable and sustainable area for receiving and moving water while planning for removing solids that have been filling the area and backing up water on both sides of Houser Street. This project will give design concepts and cost opinions on what can be done with the area to enhance wetland water treatment as well as allow public access to an active wetland. The project will also outline how the City can pump water from the Slough to the current wetlands in the Pollinator Park to reduce flooding, reduce the amount of water sent into Louisa County and enhance stormwater pollution treatment. There is \$10,000.00 in the budget for engineering services of this kind.

CITY FINANCIAL IMPACT

There is \$10,000.00 in the budget for engineering services of this kind.

ATTACHMENTS

1. WatersmithProposal_MuscatineSloughConceptualDesign.230217

1029 Hershey Avenue
Muscatine, IA 52761
563.506.2673
brad@watersmithengineering.com

Mr. Jon Koch
City of Muscatine WRRF
1202 Musser Street
Muscatine, IA 52761

February 17, 2023

Subject: Proposal for Engineering Services
Muscatine Slough Conceptual Design Project

Dear Mr. Koch:

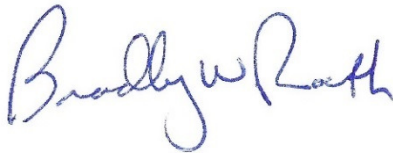
Thank you for the opportunity to offer our professional services for the Muscatine Slough Conceptual Design Project. The attached scope of services includes additional detail and the proposed schedule.

The proposed engineering services will be provided in consideration of the following fee:

Engineering Services	Fee
Muscatine Slough Conceptual Design	\$9,850

Please let me know if you have any questions or would like more information regarding our proposed services. If the agreement is acceptable, please sign below and return.

Sincerely,



Bradley W. Roeth P.E.
Owner/Senior Engineer
Watersmith Engineering

Jon Koch
Director
Muscatine Water and Resource Recovery Facility

Attachments:

- Scope of Services – Muscatine Slough Conceptual Design Project
- Watersmith Engineering Terms and Conditions

SCOPE OF SERVICES

Muscatine Slough Conceptual Design Project City of Muscatine

The proposed engineering services are for developing the conceptual design of a nature area for the City of Muscatine (Client). The project area is a stream and wetland area west of Houser Street. The project area is bounded on the north side by the pedestrian trail built over an old railroad bridge; the south side by the Transfer Station driveway; and the west side by the Dog Park and the Compost Site. The purpose of the project is to develop a conceptual design for the development of this area as a publicly accessible nature area. Desired features include the following:

- Meandering, open channel that allows drainage and reduces stagnant water.
- Small pond areas, considering the possibility of stop log structures to control water levels.
- Crushed rock surface trail from the pedestrian trail to the Dog Park driveway.
- Elevated wooden boardwalk from the Dog Park driveway to the Transfer Station driveway.
- Force main modifications to direct water to the northwest area to increase available water to the constructed wetland.

Engineering Services to be performed by Watersmith Engineering:

- A. Conceptual Design for Project Area:
1. Meet with client to discuss project concepts and define project goals.
 2. Consult with US Army Corps of Engineers (wetlands) and Iowa Department of Natural Resources (floodplain) to determine regulatory requirements for project.
 3. Develop plan view map of project area showing conceptual design of project features.
 4. Develop conceptual renderings of project features.
 5. Concept-level quantities and cost opinion for project features to be used for budgeting.

Services and items provided by City of Muscatine include:

- Participate in meetings to clarify project goals.
- Provide available information on project area.
- Review project deliverables (maps, drawings, documents) and provide timely feedback.

The engineering services described above will be completed according to the following schedule:

- Conceptual Design deliverables: within 4 months of signed agreement.

The following are items that are not included in the Scope of Services above. These items can be added (or other services that may not be specifically listed) as **Additional Services** to the agreement if the Client elects to do so:

- Wetland delineations, environmental studies, floodplain studies, and applications for DNR or USACE permits.
- Topographic surveys.
- Soils or geotechnical investigations.
- Preliminary and final design drawings, specifications, and cost opinions.
- Major changes in the scope of the project.

Watersmith Engineering can provide the Client with a scope and fee for Additional Services.

STANDARD OF CARE

In providing services under this Agreement, the Consultant shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Consultant makes no warranty, either express or implied, as to the professional services rendered under this Agreement.

INFORMATION PROVIDED BY OTHERS

The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Consultant shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client and/or the Client's consultants and contractors.

ESTIMATES OF PROBABLE CONSTRUCTION COST

In providing estimates of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's estimates of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's estimate of probable construction cost.

PERMITS AND APPROVALS

The Consultant shall assist the Client in applying for those permits and approvals required by law for projects similar to the one for which the Consultant's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents and other services normally provided by the Consultant and included in the Scope of Services of this Agreement.

CHANGED CONDITIONS

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Consultant are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the Consultant may call for renegotiation of appropriate portions of this Agreement.

UNDERGROUND IMPROVEMENTS

The Client will furnish to the Consultant information identifying the type and location of existing underground improvements on the site. The Consultant is entitled to rely upon the accuracy and completeness of the information furnished to the Consultant.

JOBSITE SAFETY

Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall impose any duty on the Consultant, nor relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies.

HAZARDOUS MATERIALS

As used in this Agreement, the term *hazardous materials* shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both parties acknowledge that the Consultant's scope of services does not include any services related to the presence of any hazardous or toxic materials.

MEDIATION

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation.

LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultants officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultants officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$10,000 or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty.

TERMINATION

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons: Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party; Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party; Suspension of the Project or the Consultant's services by the Client for more than ninety (90) calendar days; Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

OWNERSHIP OF INSTRUMENTS OF SERVICE

The Consultant shall retain ownership of all reports, drawings, plans, specifications, electronic files, field data, notes and other documents and instruments prepared by the Consultant as instruments of service. The Consultant shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto.

THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

BILLING AND PAYMENT TERMS

Invoices shall be submitted by the Consultant monthly and are due upon presentation and shall be considered past due if not paid within 30 calendar days of the due date.



City of Muscatine

ITEM NUMBER 2023-0091

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Jon Koch

SUBJECT

Request to Approve the Issuance of a Purchase Order to Heating Elements Plus, in the Amount of \$5,166.55, for the Purchase of an Explosion Proof Heater.

EXECUTIVE SUMMARY

Request to approve the Issuance of a Purchase Order to Heating Elements Plus, in the amount of \$5,166.55, for the purchase of an Indeeco Ultra-Safe EXP 3kw explosion proof heater for the Tipton Lift Station. Three quotes were received for this purchase with the low quote coming from Heating Elements Plus. There is \$5,000.00 budgeted for this purchase. The remaining balance will be paid from the Lift Station operating budget.

STAFF RECOMMENDATION

Staff recommends approval.

BACKGROUND/DISCUSSION

The Tipton Lift Station heater has been corroded by sewer gas and is no longer functioning continuously. Explosion proof heaters are required in these spaces as sewer gas can be ignited when the heater is turned on. This unit hangs inside the station where these gases could be present. The new heater has corrosion resistant coils and should last longer. \$5,000.00 was budgeted for this purchase.

CITY FINANCIAL IMPACT

\$5,000.00 was budgeted for this purchase. The remaining \$166.55 will be covered by the Lift Station operating budget.

ATTACHMENTS

1. Tipton Heater Quotes.230222

[Home](#)[Contact Us](#)[Control Panels](#)[Heated Hoses](#)[Heat Trace Cable](#)[Immersion Tank Heating](#)[Home](#) > Indeeco Ultra-Safe EXP 3kw Explosion Proof Unit Heater

Indeeco Ultra-Safe EXP 3kw Explosion Proof Unit Heater

\$5,166.55

Call for availability

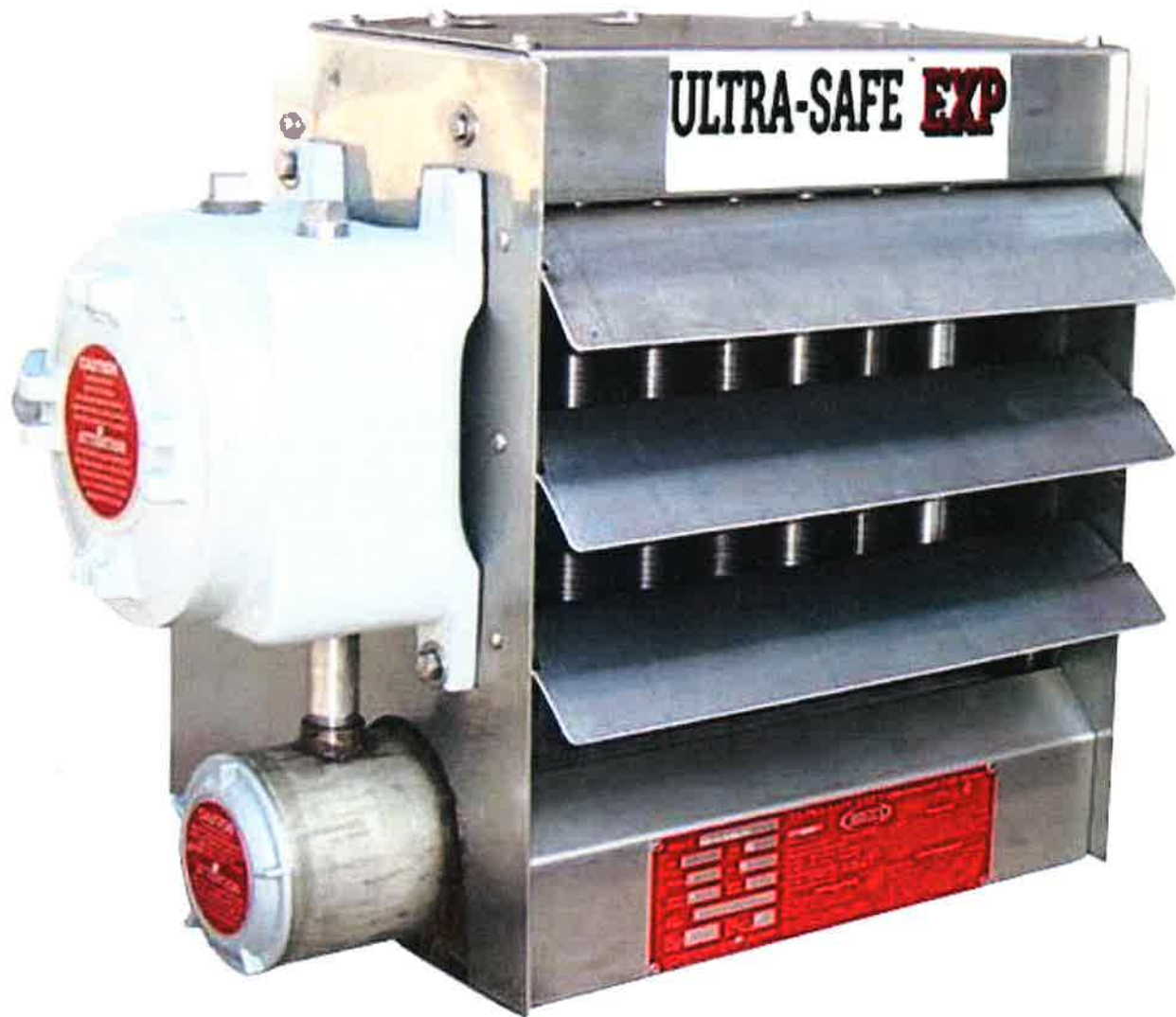
SKU#: 233-FA003

Voltage & Phase ***Disconnect Switch****Warning Pilot Light**☐ Add to unit + \$492.20**Heater On Pilot Light**☐ Add to unit + \$466.90**Adjustable Thermostat**☐ Add to unit + \$584.20**Mounting Kit (Required) *****Remote Room Thermostat**☐ Add to order + \$433.55**Qty**

1

[Add to Cart](#)

3KW, 208 - 600 Volt, 1 or 3 Phase Built-in Thermostat 4-17 Amp (depending on model selected) 110 lbs

[Details](#)

- Electrical Supply
- LED Lights
- Janitorial Supply
- Storage & Organization
- Tools & Hardware
- HVAC System
- Appliances
- Shop By Brands
- Clearance

Qmark Heater GUX300412

HomElectrical's Supply of Qmark unit heaters is sure to impress with its wide variety of lengths, wattages, and voltages. There are plenty of styles to choose from, so you can find the perfect match for any space!

Made-to-Order.
Order Cannot Be Canceled.



Image may not depict product actual color, inclusions or accessories

Similar Unit Heater Products

Dimplex 3000W Unit Heater, Up To 400 Sq.Ft, 350 CFM, 10236 B...	Dimplex 3000W Unit Heater, Up To 400 Sq.Ft, 350 CFM, 10236 B...	Dimplex 7500W Unit Heater, Up To 750 Sq.Ft, 350 CFM, 25590 B...	Dimplex 7500W Unit Heater, Up To 750 Sq.Ft, 350 CFM, 25590 B...	Dimplex 10750 Unit Heater, Up To 1075 Sq.Ft, 350 CFM, 40944 ...
EUH03B31T	EUH03B34CT	EUH08B34CT	EUH08B74CT	EUH10B34CT
\$558.97 Each	\$576.83 Each	\$885.58 Each	\$866.45 Each	\$966.93 Each

\$5444.31 Each

1 ADD TO

SKU QMK-GUX300412

In Stock
Usually ships 8-14 Busin

This item is not retur

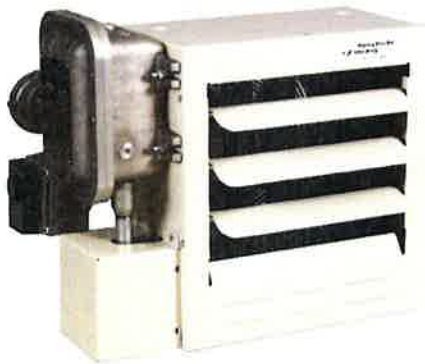


Visit The Qmark He

See more Qmark Explos
Heater

Product Specific

Part Number	GUX300
Color / Finish	Beige
Electrical Phase	1 Ph
Heating Technology	Forced
Material	Steel
Maximum Amperage	14.8 Arr
Maximum Voltage	240V
Power	10,236 I
Power Type	Hardwired
Room Size	300 Sq Ft



QMARK Hazardous-Location Electric Heater: 3 kW Watt Output

Item 5NF04 Mfr. Model GUX3004832

Your Price **\$6,265.85** / each



This item requires special shipping, additional charges may apply.

Qty
1

Add to Cart

☐ Add Extended Protection Plan for **\$1,644.74** / each.
[Details](#)

☐ Setup Auto Reorder

☒ Ship

☐ Pickup

Ships from supplier. Expected to arrive by end of Apr, 2023.

Ship to 52761 | [Change](#)

Shipping Weight 211 lbs

[Ship Availability Terms](#)

Add to List

Product Details [Catalog Page 3078](#)

Overall Height 19-1/8 in

Overall Width 23-7/8 in

Overall Depth 21 in

Cabinet Height 19-1/8 in

Cabinet Width 23-7/8 in

Cabinet Depth 11-1/16 in

Voltage 480V AC

Phase 3

Wattage Output 3 kW

Air Flow 700 cfm

Air Temp. Rise 13 °F

Hazardous Location Rating
Class I, Group C and D, Division 1 and 2; Class II, Groups E, F and G

Housing Color White

Housing Finish Powder Coated

Housing Material Steel

Heating Method Fan Forced

Heating Capacity 10,236 BtuH

Control Type Thermostat

Compliance & Restrictions

This item is restricted in certain countries. [View all countries.](#)

Documents

[QMARK Hazardous Location Unit Heater GUX Sell Sheet](#)

[QMARK X Series Installation Instructions](#)

[QMARK X Series Unit Heater Spec Sheet](#)

Chat with an Agent

BILLS FOR APPROVAL SUMMARY
March 3, 2023

Computer Bill Lists

Regular Bills 3/3/23		\$	505,195.35
Special Cks 2/24/23			3,660.06
Special Cks 2/28/23			422.56
Payroll Vendor Checks 2/17/23			43,087.65
Payroll Vendor ACH Payments 2/17/23			94,104.40
	Subtotal	\$	<u>646,470.02</u>

ACH Debit Memo Payments

Wellmark Insurance	Health/Dental Insurance February	\$	79,000.00
Wellmark Insurance	Health/Dental Insurance February		79,000.00
Treasurer State of Iowa	Monthly Sales Tax		25,784.17
Payroll Account	Transfer		396,548.56
Internal Revenue Service	Federal Withholding		105,705.50
Iowa Alcoholic Beverage Division	Golf Beer Permit Fee		585.00
Treasurer State of Iowa	State Tax Withholding		25,557.23
	Subtotal	\$	<u>712,180.46</u>

Voucher Program

Various Landlords	Actual March Rent	\$	(488.00)
		\$	<u>(488.00)</u>

Voids

Void Checks 2/24/23	Operating	\$	(4,188.54)
Void Checks 2/24/23	Hershey		(62.50)
Void Checks 2/24/23	Elderly		(62.50)
Void Checks 2/24/23	Hershey		(79.00)
Void Checks 2/24/23	Elderly		(2,223.65)
Void Checks 2/28/23	Operating		(499.86)
	Subtotal	\$	<u>(7,116.05)</u>

Total Expenditures

\$ 1,351,046.43

2/17/2023	ACH PAYROLL CHECKS	MISSIONSQUARE ICMA RETIR	11,422.16
2/17/2023	ACH PAYROLL CHECKS	MISSIONSQUARE ICMA RC	1,392.53
2/17/2023	ACH PAYROLL CHECKS	MUNICIPAL FIRE & POLICE	76,774.71
2/17/2023	ACH PAYROLL CHECKS	NATIONWIDE	4,515.00
2/17/2023	PAYROLL CHECKS	AFA FLEX BILLING	5,351.82
2/17/2023	PAYROLL CHECKS	AFLAC	687.28
2/17/2023	PAYROLL CHECKS	ALLSTATE	39.14
2/17/2023	PAYROLL CHECKS	AMERICAN FIDELITY	3,164.34
2/17/2023	PAYROLL CHECKS	CITY OF MUSCATINE	31,632.19
2/17/2023	PAYROLL CHECKS	CLERK OF COURT	150.00
2/17/2023	PAYROLL CHECKS	MUSC CO SHERRIFF	166.17
2/17/2023	PAYROLL CHECKS	STATE OF IL	198.40
2/17/2023	PAYROLL CHECKS	UNITED WAY	10.00
2/17/2023	PAYROLL CHECKS	ATTN: REVENUE SERVICE	1,688.31
2/24/2023	SPECIAL CKS	LINDSEY GREER	6.00
2/24/2023	SPECIAL CKS	HJ HEINZ	3,631.08
2/24/2023	SPECIAL CKS	NATASHA LOVELESS	15.00
2/24/2023	SPECIAL CKS	PATRICK LYNCH	7.98
2/28/2023	SPECIAL CKS	MAX COLLINS	400.00
2/28/2023	SPECIAL CKS	SCOTT SWIFT	22.56

Accounts Payable

Transactions by Account

User: SMeyer
 Printed: 02/28/2023 - 12:30PM
 Batch: 00008.02.2023



City of
MUSCATINE
 City Hall
 215 Sycamore St
 Muscatine, Iowa 52761
www.muscatineiowa.gov
 (563) 264-1550

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1000-01-1111-52600	CINDA HILGER	Reimb Food for Budget Meetings	02/23/2023	0	245.49	
1000-01-1111-52600	CINDA HILGER	Reimb Food for Budget Meetings	02/23/2023	0	20.83	
		Vendor Subtotal:			266.32	
1000-01-1144-61550	RIVER REHABILITATION INC	Randoms - Hoon/Huthmacher	02/28/2023	0	79.00	
		Vendor Subtotal:			79.00	
1000-05-1141-63200	CEDAR STREET INVESTMENTS LLC	March 2023	03/01/2023	0	300.00	
		Vendor Subtotal:			300.00	
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN	Budget Review Minutes 1/28/23	02/28/2023	0	36.98	
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN	Budget Review Minutes 1/31/23	02/28/2023	0	35.22	
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN	Budget Review Minutes 2/1/23	02/28/2023	0	36.98	
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN	Budget Review Minutes 2/2/23	02/28/2023	0	63.91	
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN	Minutes/Bills 2/2/23	02/28/2023	0	264.74	
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN	Zoning Board of Adjustment Hearing Noti	02/28/2023	0	67.43	
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN	Budget Review Minutes 2/4/23	02/28/2023	0	35.22	
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN	Budget Review Minutes 2/9/23	02/28/2023	0	33.47	
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN	Budget Review Minutes 2/9/23	02/28/2023	0	45.18	
1000-05-1141-65100	QUAD CITY TIMES & MUSC JOURN	Council Meeting Minutes 2/9/23	02/28/2023	0	89.67	
		Vendor Subtotal:			708.80	
1000-05-1141-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.06	
		Vendor Subtotal:			0.06	

1000-05-1141-65250	CENTURYLINK	January Fax Charges	02/28/2023	0	0.17
		Vendor Subtotal:			0.17
1000-05-1146-51300	AMAZON.COM	45010 Fargo Color Printer Ribbon	02/23/2023	0	52.60 00023607
		Vendor Subtotal:			52.60
1000-05-1146-52890	MENARDS (MUSC)	Power Surge Cord	02/28/2023	0	5.88
		Vendor Subtotal:			5.88
1000-05-1146-52890	AMAZON.COM	ER-X Ubiquiti Edge Router	02/23/2023	0	57.90 00023607
1000-05-1146-52890	AMAZON.COM	Router	02/23/2023	0	57.90
1000-05-1146-52890	AMAZON.COM	Cables	02/23/2023	0	69.43
		Vendor Subtotal:			185.23
1000-05-1146-61340	WINSOR CONSULTING	ConnectWise	02/23/2023	0	693.00
		Vendor Subtotal:			693.00
1000-05-1146-65240	MUSCATINE POWER & WATER	January Internet - PW	02/28/2023	0	387.00
1000-05-1146-65240	MUSCATINE POWER & WATER	January Internet - Aquatic Center	02/28/2023	0	83.18
		Vendor Subtotal:			470.18
1000-10-1221-61340	MUSCATINE POWER & WATER	ESRI License 1/31/23 - 1/30/24	02/23/2023	0	3,790.00
		Vendor Subtotal:			3,790.00
1000-10-1221-61340	POINT & PAY	January CC Progegssing Fee	02/28/2023	0	15.00
		Vendor Subtotal:			15.00
1000-10-1221-62310	XEROX CORPORATION	January Copier	02/28/2023	0	27.58
1000-10-1221-62310	XEROX CORPORATION	January Copies	02/28/2023	0	23.36

		Vendor Subtotal:			50.94
1000-15-1311-52300	PANTHER UNIFORMS INC	New Issue - N Avis	02/28/2023	0	979.00
1000-15-1311-52300	PANTHER UNIFORMS INC	New Issue - T Staley	02/28/2023	0	979.00
		Vendor Subtotal:			1,958.00
1000-15-1311-52600	HY-VEE, INC.	Donuts for Sargent Interviews	02/23/2023	0	26.98
		Vendor Subtotal:			26.98
1000-15-1311-52880	SUNSET LAW ENFORCEMENT LLC	CEN90225 Horn 9mm Luger + P 135gr FI	02/28/2023	0	2,818.00 00023592
1000-15-1311-52880	SUNSET LAW ENFORCEMENT LLC	CEN80295 Horn 223 Rem 53gr GMX Tap	02/28/2023	0	2,170.46 00023592
		Vendor Subtotal:			4,988.46
1000-15-1311-52890	MENARDS (MUSC)	Electrical Tape	02/28/2023	0	4.49
1000-15-1311-52890	MENARDS (MUSC)	Bulbs	02/28/2023	0	4.19
		Vendor Subtotal:			8.68
1000-15-1311-61660	STANARD & ASSOCIATES INC	Police Testing	02/28/2023	0	86.00
		Vendor Subtotal:			86.00
1000-15-1311-62370	BILLER PRESS AND MFG INC	Police Parking Tickets White Carbon Back	02/23/2023	0	1,032.00 00023429
		Vendor Subtotal:			1,032.00
1000-15-1311-62410	TEMP ASSOCIATES	Temp Employees Week Ending 2/12/23	02/28/2023	0	787.20
		Vendor Subtotal:			787.20
1000-15-1311-65210	CENTURYLINK	February Phones - Police	02/28/2023	0	85.08
		Vendor Subtotal:			85.08

1000-15-1311-65250	CENTURYLINK	January Fax Charges	02/28/2023	0	0.09
		Vendor Subtotal:			0.09
1000-15-1312-52300	GALLS LLC	ST100 BLK XL REG-LADIES L/S POLC	02/28/2023	0	208.05 00023389
1000-15-1312-52300	GALLS LLC	SW911BLK XL REG-LADIES S/S POLC	02/28/2023	0	120.48 00023389
		Vendor Subtotal:			328.53
1000-15-1312-68100	MUSCATINE HUMANE SOCIETY	March 2023	03/01/2023	0	7,500.00
		Vendor Subtotal:			7,500.00
1000-15-1317-65260	VERIZON WIRELESS	January Cell Phones - HIDTA	02/28/2023	0	168.06
		Vendor Subtotal:			168.06
1000-20-1321-52300	HEIMAN FIRE EQUIPMENT	Bunker Gear Pants - Joslyn	02/28/2023	0	500.00
		Vendor Subtotal:			500.00
1000-20-1321-52300	PANTHER UNIFORMS INC	6120NV Jacket Navy XL/R	02/28/2023	0	163.00 00021982
		Vendor Subtotal:			163.00
1000-20-1321-52300	DINGES FIRE COMPANY	Gear/Garment Repair	02/23/2023	0	65.62
1000-20-1321-52300	DINGES FIRE COMPANY	Gear/Garment Repair	02/23/2023	0	56.02
		Vendor Subtotal:			121.64
1000-20-1321-52890	MENARDS (MUSC)	Spray Bottle/Mold-Mildew Remover/Frog	02/23/2023	0	41.55
1000-20-1321-52890	MENARDS (MUSC)	Hole Strap/Storage Reel/Orange Cord/Ada	02/28/2023	0	49.86
1000-20-1321-52890	MENARDS (MUSC)	Degreaser/Floor Scrub/Clamp	02/28/2023	0	25.37
		Vendor Subtotal:			116.78
1000-20-1321-52890	AMAZON.COM	Radio Holder	02/23/2023	0	80.88

		Vendor Subtotal:			80.88
1000-20-1321-53140	MENARDS (MUSC)	Paint/Roller Refill/Tray Liner	02/23/2023	0	98.28
		Vendor Subtotal:			98.28
1000-20-1321-53150	MENARDS (MUSC)	Spout/Gas Can	02/28/2023	0	21.95
1000-20-1321-53150	MENARDS (MUSC)	Power Strip/Washer/Cable Tie	02/28/2023	0	85.36
		Vendor Subtotal:			107.31
1000-20-1321-53220	ALEXIS FIRE EQUIPMENT CO	Passenger Windshield Gasket - Engine 312	02/28/2023	0	169.37 00023548
1000-20-1321-53220	ALEXIS FIRE EQUIPMENT CO	Passenger Windshield Gasket - Engine 312	02/28/2023	0	92.56
1000-20-1321-53220	ALEXIS FIRE EQUIPMENT CO	Passenger Windshield - Engine 312/13	02/28/2023	0	1,377.18 00023548
		Vendor Subtotal:			1,639.11
1000-20-1321-53220	ARNOLD MOTOR SUPPLY	Connectors	02/23/2023	0	78.28
		Vendor Subtotal:			78.28
1000-20-1321-53220	PLETCHER ENTERPRISES INC	1/4" x 4" Flat - 2'	02/28/2023	0	13.65 00023550
1000-20-1321-53220	PLETCHER ENTERPRISES INC	3/4" hr Round - 4' (13qty)	02/28/2023	0	85.99 00023550
1000-20-1321-53220	PLETCHER ENTERPRISES INC	1/4" x 2" Flat - 2'	02/28/2023	0	9.60 00023550
1000-20-1321-53220	PLETCHER ENTERPRISES INC	2" x 2" x 1/4" sqtb - 8' (2qty)	02/28/2023	0	194.01 00023550
1000-20-1321-53220	PLETCHER ENTERPRISES INC	2" x 2" x 1/4" sqtb - 6' (3qty)	02/28/2023	0	217.53 00023550
1000-20-1321-53220	PLETCHER ENTERPRISES INC	1 1/4" hr Round - 8' (2qty)	02/28/2023	0	85.37 00023550
		Vendor Subtotal:			606.15
1000-20-1321-53220	MUSCATINE LAWN & POWER	Tab Lock Pin/Locking Pin	02/23/2023	0	10.01
		Vendor Subtotal:			10.01
1000-20-1321-53220	REEVES BATTERY SALES	Battery Installation	02/28/2023	0	50.00 00023624
1000-20-1321-53220	REEVES BATTERY SALES	Commercial Battery 1000 CCA / 30 MW -	02/28/2023	0	840.00 00023624
		Vendor Subtotal:			890.00

1000-20-1321-53220	RELIANT FIRE APPARATUS	Seat Belt	02/28/2023	0	4.02
1000-20-1321-53220	RELIANT FIRE APPARATUS	Perimeter Light	02/28/2023	0	8.80
1000-20-1321-53220	RELIANT FIRE APPARATUS	Scene Light	02/28/2023	0	563.00 00023536
1000-20-1321-53220	RELIANT FIRE APPARATUS	Scene Light	02/28/2023	0	0.08
1000-20-1321-53220	RELIANT FIRE APPARATUS	Shipping	02/28/2023	0	28.18
1000-20-1321-53220	RELIANT FIRE APPARATUS	Perimeter Light	02/28/2023	0	80.00 00023536
1000-20-1321-53220	RELIANT FIRE APPARATUS	Seat Belt	02/28/2023	0	82.56 00023536
Vendor Subtotal:					766.64
1000-20-1321-61520	UNITY HEALTHCARE	Pre-Employment S Martin DOS 2/2/23	02/28/2023	0	75.00
Vendor Subtotal:					75.00
1000-20-1321-61560	TMESYS LLC	Prescriptions - J Barnhart	02/28/2023	0	34.99
1000-20-1321-61560	TMESYS LLC	Prescriptions - J Hall	02/28/2023	0	505.04
1000-20-1321-61560	TMESYS LLC	Prescriptions - T Eagle	02/28/2023	0	250.06
1000-20-1321-61560	TMESYS LLC	Prescriptions - J Barnhart	02/28/2023	0	290.75
1000-20-1321-61560	TMESYS LLC	Prescriptions - J Barnhart	02/28/2023	0	642.26
Vendor Subtotal:					1,723.10
1000-20-1321-61560	WORKERS COMPENSATION RX SOL	Prescriptions - J Shryock	02/28/2023	0	1,960.46
1000-20-1321-61560	WORKERS COMPENSATION RX SOL	Prescriptions - J Shryock	02/28/2023	0	1,696.75
Vendor Subtotal:					3,657.21
1000-20-1321-61660	CITY OF DAVENPORT	Consortium Maintenance Fee	02/23/2023	0	100.00
Vendor Subtotal:					100.00
1000-20-1321-62530	GETZ FIRE EQUIPMENT CO	Extinguisher Service	02/28/2023	0	46.06
Vendor Subtotal:					46.06
1000-20-1321-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.06
Vendor Subtotal:					0.06

1000-20-1321-65240	CENTURYLINK	February Phones - S Fire	02/28/2023	0	68.53
		Vendor Subtotal:			68.53
1000-20-1321-65240	MUSCATINE POWER & WATER	January Internet - Station 2	02/28/2023	0	255.00
		Vendor Subtotal:			255.00
1000-20-1321-65250	CENTURYLINK	January Fax Charges	02/28/2023	0	0.11
		Vendor Subtotal:			0.11
1000-20-1321-67130	CURRY'S RD TRUCK & TRAILER REI	Emergency Repair to Hydraulic Seal - Eng	02/23/2023	0	880.49 00023549
		Vendor Subtotal:			880.49
1000-20-1321-67320	QUAD CITY TESTING LABORAORY	Annual Inspection	02/28/2023	0	178.00
		Vendor Subtotal:			178.00
1000-20-1321-69200	PACK-N-SHIP	Shipping	02/28/2023	0	67.15
		Vendor Subtotal:			67.15
1000-20-1321-69400	FIRE SERVICE TRAINING BUREAU	DOA B Barrett	02/23/2023	0	50.00
		Vendor Subtotal:			50.00
1000-25-1115-61520	HY-VEE	Flu Shot Clinic	02/28/2023	0	836.00
		Vendor Subtotal:			836.00
1000-25-1411-53110	MENARDS (MUSC)	Batteries/Tape	02/23/2023	0	23.62
		Vendor Subtotal:			23.62
1000-25-1411-53220	REXCO EQUIPMENT INC	Coupler	02/28/2023	0	60.05
1000-25-1411-53220	REXCO EQUIPMENT INC	Coupler	02/28/2023	0	70.90

			Vendor Subtotal:		130.95
1000-25-1411-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Greenwood	02/28/2023	0	12.17
			Vendor Subtotal:		12.17
1000-25-1411-65210	MUSCATINE POWER & WATER	January Phones - Greenwood	02/28/2023	0	35.64
			Vendor Subtotal:		35.64
1000-25-1411-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.23
			Vendor Subtotal:		0.23
1000-25-1411-65310	ALLIANT ENERGY	January Gas - Greenwood	02/28/2023	0	844.03
1000-25-1411-65310	ALLIANT ENERGY	January Gas - Greenwood	02/28/2023	0	34.65
			Vendor Subtotal:		878.68
1000-25-1421-51100	MENARDS (MUSC)	Power Strip	02/28/2023	0	19.98
			Vendor Subtotal:		19.98
1000-25-1421-51100	STAPLES ADVANTAGE	Storage Boxes	02/28/2023	0	51.69
			Vendor Subtotal:		51.69
1000-25-1421-65210	MUSCATINE POWER & WATER	January Base PRI	02/28/2023	0	70.54
			Vendor Subtotal:		70.54
1000-25-1421-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.06
			Vendor Subtotal:		0.06
1000-25-1423-38620	SONYIA AGUILAR	Refund	02/28/2023	0	30.00

			Vendor Subtotal:		30.00
1000-25-1423-52300	MENARDS (MUSC)	Gloves	02/28/2023	0	78.40
			Vendor Subtotal:		78.40
1000-25-1423-52740	ARNOLD MOTOR SUPPLY	Oil	02/28/2023	0	25.38
			Vendor Subtotal:		25.38
1000-25-1423-52830	MENARDS (MUSC)	Square/Pliers	02/28/2023	0	23.33
			Vendor Subtotal:		23.33
1000-25-1423-52890	MENARDS (MUSC)	Deicer	02/28/2023	0	5.97
			Vendor Subtotal:		5.97
1000-25-1423-53110	MARK A DIERCKS	Duplicate Keys	02/28/2023	0	8.00
			Vendor Subtotal:		8.00
1000-25-1423-53110	MENARDS (MUSC)	Coupling/Tool Tote	02/28/2023	0	64.04
1000-25-1423-53110	MENARDS (MUSC)	WireGuard/Clamp/Low Volt Cable	02/28/2023	0	38.43
1000-25-1423-53110	MENARDS (MUSC)	Steel Fish Tape/Wall Plate/PVC Bracket	02/28/2023	0	39.68
1000-25-1423-53110	MENARDS (MUSC)	Pliers/Stake Flag	02/28/2023	0	39.90
1000-25-1423-53110	MENARDS (MUSC)	Pail/Builders Paper/Drywall Primer/Cover	02/23/2023	0	42.37
			Vendor Subtotal:		224.42
1000-25-1423-53120	PLUMB SUPPLY COMPANY	Nipple	02/28/2023	0	5.50
			Vendor Subtotal:		5.50
1000-25-1423-53130	PLUMB SUPPLY COMPANY	Storm Collar	02/28/2023	0	10.49
			Vendor Subtotal:		10.49

1000-25-1423-53220	ARNOLD MOTOR SUPPLY	Universal Lift Support	02/28/2023	0	19.26
1000-25-1423-53220	ARNOLD MOTOR SUPPLY	Filter	02/28/2023	0	5.51
1000-25-1423-53220	ARNOLD MOTOR SUPPLY	Universal Lift Support	02/28/2023	0	19.26
1000-25-1423-53220	ARNOLD MOTOR SUPPLY	Universal Lift Support	02/28/2023	0	19.26
Vendor Subtotal:					63.29
1000-25-1423-53220	MUSCATINE LAWN & POWER	Parts/Filters for Push Mowers	02/28/2023	0	115.00 00023512
1000-25-1423-53220	MUSCATINE LAWN & POWER	Parts/Filters for Push Mowers	02/28/2023	0	0.02
Vendor Subtotal:					115.02
1000-25-1423-53220	NAPA OF MUSCATINE	Filters	02/28/2023	0	56.15
Vendor Subtotal:					56.15
1000-25-1423-53220	REXCO EQUIPMENT INC	Parts for Skid Steer	02/28/2023	0	151.18 00023452
1000-25-1423-53220	REXCO EQUIPMENT INC	Shipping	02/28/2023	0	20.00 00023452
1000-25-1423-53220	REXCO EQUIPMENT INC	Parts for Skid Steer	02/28/2023	0	7.69
Vendor Subtotal:					178.87
1000-25-1423-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Weed Park	02/28/2023	0	9.00
1000-25-1423-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Weed Park	02/28/2023	0	9.00
1000-25-1423-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Weed Park	02/28/2023	0	9.00
Vendor Subtotal:					27.00
1000-25-1423-65210	CENTURYLINK	February Phones - Weed Park	02/28/2023	0	66.30
1000-25-1423-65210	CENTURYLINK	February Phones - River Center	02/28/2023	0	65.78
1000-25-1423-65210	CENTURYLINK	February Phones - Marina	02/28/2023	0	65.99
Vendor Subtotal:					198.07
1000-25-1423-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.06
1000-25-1423-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.03
1000-25-1423-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.06
Vendor Subtotal:					0.15

1000-25-1423-65310	ALLIANT ENERGY	January Gas - Weed Park	02/28/2023	0	819.56
1000-25-1423-65310	ALLIANT ENERGY	January Gas - Pearl City	02/28/2023	0	331.22
1000-25-1423-65310	ALLIANT ENERGY	January Gas - Harbor	02/28/2023	0	455.27
Vendor Subtotal:					1,606.05
1000-25-1423-65320	MUSCATINE POWER & WATER	January Electric - Musser	02/28/2023	0	34.90
1000-25-1423-65320	MUSCATINE POWER & WATER	January Electric - Commission	02/28/2023	0	17.45
1000-25-1423-65320	MUSCATINE POWER & WATER	January Electric - Levee	02/28/2023	0	34.90
1000-25-1423-65320	MUSCATINE POWER & WATER	January Electric - River Center	02/28/2023	0	74.62
1000-25-1423-65320	MUSCATINE POWER & WATER	January Electric - Maint Shed	02/28/2023	0	745.94
Vendor Subtotal:					907.81
1000-25-1423-65410	MUSCATINE POWER & WATER	January Water - Maint Shed	02/28/2023	0	20.57
1000-25-1423-65410	MUSCATINE POWER & WATER	January Water - River Center	02/28/2023	0	32.44
Vendor Subtotal:					53.01
1000-25-1423-67150	AMAZON.COM	Side Mirror for Vehicle 909	02/28/2023	0	189.99 00023409
1000-25-1423-67150	AMAZON.COM	Return	02/28/2023	0	-189.99
Vendor Subtotal:					0.00
1000-25-1423-73700	MENARDS (MUSC)	Wrench Set	02/23/2023	0	96.93
Vendor Subtotal:					96.93
1000-25-1423-74200	MENARDS (MUSC)	Silicone/Nipple/Valve/Elbow	02/28/2023	0	75.94
1000-25-1423-74200	MENARDS (MUSC)	Pipe/Nipple/Coupling/Clamp	02/28/2023	0	56.31
Vendor Subtotal:					132.25
1000-25-1423-74200	PLUMB SUPPLY COMPANY	Pipes/Fittings for Heater	02/28/2023	0	549.87 00023481
1000-25-1423-74200	PLUMB SUPPLY COMPANY	Freight	02/28/2023	0	34.88
Vendor Subtotal:					584.75
1000-25-1424-52400	MENARDS (MUSC)	Glade/Latex Gloves/Batteries	02/28/2023	0	62.34

Vendor Subtotal:					62.34
1000-25-1424-52810	PIONEER ATHLETICS	Hollywood Double Stanchion Pitching Ru	02/28/2023	0	159.00 00023453
1000-25-1424-52810	PIONEER ATHLETICS	Sets of Rubber Plug w/Indicator	02/28/2023	0	47.25 00023453
1000-25-1424-52810	PIONEER ATHLETICS	All Rubber Impact Double 1st Base CH-M	02/28/2023	0	375.00 00023453
1000-25-1424-52810	PIONEER ATHLETICS	Pound-In Pitchers Rubber - Side Stake On	02/28/2023	0	79.80 00023453
Vendor Subtotal:					661.05
1000-25-1424-52810	JAYPRO SPORTS LLC	Monster Drag Mat 36x72; DM-63	02/28/2023	0	263.77 00023457
1000-25-1424-52810	JAYPRO SPORTS LLC	Set of Hollywood Impact Bases; Set of 3 -	02/28/2023	0	540.06 00023457
Vendor Subtotal:					803.83
1000-25-1424-53140	JC WHITLAM MFG. CO.	Cases (12/case) White	02/28/2023	0	263.80 00023454
Vendor Subtotal:					263.80
1000-25-1424-53220	ARNOLD MOTOR SUPPLY	Retainers	02/28/2023	0	15.78
Vendor Subtotal:					15.78
1000-25-1424-53220	NAPA OF MUSCATINE	Light	02/28/2023	0	20.63
Vendor Subtotal:					20.63
1000-25-1424-65210	CENTURYLINK	February Phones - Kent Stein	02/28/2023	0	75.47
Vendor Subtotal:					75.47
1000-25-1424-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.06
Vendor Subtotal:					0.06
1000-25-1427-51300	AMAZON.COM	Toner	02/23/2023	0	95.89
Vendor Subtotal:					95.89

1000-25-1427-52750	S.J. SMITH CO.	Acetylene Exchange/Refill	02/28/2023	0	93.11 00023528
		Vendor Subtotal:			93.11
1000-25-1427-52810	PIONEER ATHLETICS	400 ft Tape Measure	02/28/2023	0	206.70 00023453
		Vendor Subtotal:			206.70
1000-25-1427-52810	JAYPRO SPORTS LLC	Soccer Nets - White Net Color; SCN-18	02/28/2023	0	277.00 00023457
1000-25-1427-52810	JAYPRO SPORTS LLC	Soccer Nets - Blue Net Color; SN40B	02/28/2023	0	396.92 00023457
		Vendor Subtotal:			673.92
1000-25-1427-52840	S.J. SMITH CO.	Cutting Tips	02/28/2023	0	27.10
		Vendor Subtotal:			27.10
1000-25-1427-53140	JC WHITLAM MFG. CO.	Cases (12/case) Yellow	02/28/2023	0	137.90 00023454
1000-25-1427-53140	JC WHITLAM MFG. CO.	Cases (12/case) PSA Red	02/28/2023	0	137.90 00023454
1000-25-1427-53140	JC WHITLAM MFG. CO.	Cases (12/case) PSA Orange	02/28/2023	0	137.90 00023454
		Vendor Subtotal:			413.70
1000-25-1427-53210	ARNOLD MOTOR SUPPLY	Fuel Line Retainer/Filters	02/28/2023	0	78.90
1000-25-1427-53210	ARNOLD MOTOR SUPPLY	Fuel Line Retainer/Filters	02/28/2023	0	26.85
1000-25-1427-53210	ARNOLD MOTOR SUPPLY	Filter	02/28/2023	0	26.90 00023509
1000-25-1427-53210	ARNOLD MOTOR SUPPLY	Filters	02/28/2023	0	34.58
1000-25-1427-53210	ARNOLD MOTOR SUPPLY	Return	02/28/2023	0	-64.02
1000-25-1427-53210	ARNOLD MOTOR SUPPLY	Filters	02/28/2023	0	90.42
1000-25-1427-53210	ARNOLD MOTOR SUPPLY	Filters/V Belt/ Post Clamp Cleaner	02/28/2023	0	46.89
1000-25-1427-53210	ARNOLD MOTOR SUPPLY	Filters	02/28/2023	0	26.90
		Vendor Subtotal:			267.42
1000-25-1427-53220	LELAND LAMP MACHINE SHOP INC	Slide Hammer Adapter	02/28/2023	0	90.00
		Vendor Subtotal:			90.00
1000-25-1427-53220	MENARDS (MUSC)	Duck Tape/Chisel	02/28/2023	0	28.66

1000-25-1427-53220	MENARDS (MUSC)	Return	02/28/2023	0	-0.50
		Vendor Subtotal:			28.16
1000-25-1427-53220	SINCLAIR	Spring	02/28/2023	0	11.97
		Vendor Subtotal:			11.97
1000-25-1427-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Soccer	02/28/2023	0	21.93
1000-25-1427-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Soccer	02/28/2023	0	21.93
		Vendor Subtotal:			43.86
1000-25-1427-63300	PS3 Enterprises Inc.	Temp Sanitation	02/28/2023	0	69.00
		Vendor Subtotal:			69.00
1000-25-1427-65210	MUSCATINE POWER & WATER	January Phones - Soccer	02/28/2023	0	65.42
		Vendor Subtotal:			65.42
1000-25-1427-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.23
		Vendor Subtotal:			0.23
1000-25-1431-36120	TARA NYGAARD	Refund	02/28/2023	0	25.00
		Vendor Subtotal:			25.00
1000-25-1431-36120	ARLETTE VERDINEZ	Refund	02/28/2023	0	30.00
		Vendor Subtotal:			30.00
1000-25-1432-62370	LUPTON & TOYNE PRINTERS	110 Youth Ticket Books and 80 Adult Tic	02/28/2023	0	135.00 00023551
1000-25-1432-62370	LUPTON & TOYNE PRINTERS	75 Pool Rental Confirmation	02/28/2023	0	45.00 00023551
1000-25-1432-62370	LUPTON & TOYNE PRINTERS	25 Courtesy Day Pass Books	02/28/2023	0	125.00 00023551
		Vendor Subtotal:			305.00

1000-25-1432-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.06
		Vendor Subtotal:			0.06
1000-30-1511-61520	RIVER REHABILITATION INC	Pre-Employment Physical - Stoffer	02/28/2023	0	137.00
		Vendor Subtotal:			137.00
1000-30-1511-61660	LUCAS COMMUNICATION INC	Camera App System	02/28/2023	0	133.75
1000-30-1511-61660	LUCAS COMMUNICATION INC	Fixed Voicemail	02/28/2023	0	58.75
		Vendor Subtotal:			192.50
1000-30-1511-62460	AMAZON.COM	Cardstock/Paper	02/23/2023	0	55.61
1000-30-1511-62460	AMAZON.COM	Dried Pressed Flower Leaves Set	02/28/2023	0	70.00
		Vendor Subtotal:			125.61
1000-30-1511-62460	PITSCO EDUCATION	Straw Rocket Launcher	02/28/2023	0	214.50 00023584
		Vendor Subtotal:			214.50
1000-30-1511-63300	XEROX CORPORATION	January Copier	02/23/2023	0	134.97
1000-30-1511-63300	XEROX CORPORATION	January Copies	02/23/2023	0	70.20
		Vendor Subtotal:			205.17
1000-30-1511-65210	CENTURYLINK	February Phones - Library	02/28/2023	0	435.08
		Vendor Subtotal:			435.08
1000-30-1511-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.86
		Vendor Subtotal:			0.86
1000-30-1511-65240	MUSCATINE POWER & WATER	January Internet - Library	02/28/2023	0	600.00

Vendor Subtotal:					600.00
1000-30-1511-65240	T-MOBILE	February Hot Spot	02/28/2023	0	89.25
Vendor Subtotal:					89.25
1000-30-1511-65250	CENTURYLINK	January Fax Charges	02/28/2023	0	0.09
Vendor Subtotal:					0.09
1000-30-1511-69400	SECRETARY OF STATE	Notary - E Stoffer	02/23/2023	0	30.00
Vendor Subtotal:					30.00
1000-35-1521-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.92
Vendor Subtotal:					0.92
1000-40-1151-52300	PHELPS CUSTOM IMAGE WEAR	Uniforms - D Schrier	02/23/2023	0	33.08
Vendor Subtotal:					33.08
1000-40-1151-52300	DAVID SCHRIER	Reimb Jeans - D Schrier	02/23/2023	0	70.56
Vendor Subtotal:					70.56
1000-40-1151-52400	HOME DEPOT PRO INSTITUTIONAL	Renown Tidal Wave Cinnamon Stick Urin	02/23/2023	0	33.25 00023483
1000-40-1151-52400	HOME DEPOT PRO INSTITUTIONAL	Renown Tidal Wave Cotton Fresh Urinal S	02/23/2023	0	33.25 00023483
1000-40-1151-52400	HOME DEPOT PRO INSTITUTIONAL	Renown Tidal Wave Ripe Mango Urinal S	02/23/2023	0	33.25 00023483
1000-40-1151-52400	HOME DEPOT PRO INSTITUTIONAL	Renown Tidal Wave Fabulous Urinal Scre	02/23/2023	0	33.25 00023483
1000-40-1151-52400	HOME DEPOT PRO INSTITUTIONAL	Renown Tidal Wave Cucumber Melon Uri	02/23/2023	0	33.25 00023483
1000-40-1151-52400	HOME DEPOT PRO INSTITUTIONAL	Case Renown 3D Cotton Blossom Urinal S	02/23/2023	0	134.16 00023483
Vendor Subtotal:					300.41
1000-40-1151-52400	MENARDS (MUSC)	Brush	02/23/2023	0	3.89
1000-40-1151-52400	MENARDS (MUSC)	Pine Cleaner/Bounce	02/23/2023	0	93.61
1000-40-1151-52400	MENARDS (MUSC)	Lysol/Sanitizer/Bounce	02/23/2023	0	92.17

		Vendor Subtotal:			189.67
1000-40-1151-52890	MENARDS (MUSC)	Thermostat	02/23/2023	0	21.29
		Vendor Subtotal:			21.29
1000-40-1151-53110	SIGN PRO	Use Other Door Sign - City Hall	02/23/2023	0	90.00
		Vendor Subtotal:			90.00
1000-40-1151-53130	MENARDS (MUSC)	Brush Barb/Adapter	02/23/2023	0	86.29
		Vendor Subtotal:			86.29
1000-40-1151-53130	PLUMB SUPPLY COMPANY	Relief Valve	02/23/2023	0	59.04
		Vendor Subtotal:			59.04
1000-40-1151-61520	RIVER REHABILITATION INC	Pre-Employment Physical- Henkel	02/28/2023	0	137.00
		Vendor Subtotal:			137.00
1000-40-1151-62450	MIDWEST ALARM SERVICES	Alarms 3/1/23 - 2/29/24	03/01/2023	0	159.96
1000-40-1151-62450	MIDWEST ALARM SERVICES	Alarms 3/1/23 - 2/29/24	03/01/2023	0	2,510.04
		Vendor Subtotal:			2,670.00
1000-40-1151-65210	MUSCATINE POWER & WATER	January Phones - City Hall	02/28/2023	0	22.39
1000-40-1151-65210	MUSCATINE POWER & WATER	January Phones - City Hall	02/28/2023	0	80.86
1000-40-1151-65210	MUSCATINE POWER & WATER	January Base PRI	02/28/2023	0	181.40
1000-40-1151-65210	MUSCATINE POWER & WATER	January Phones - City Hall Fax	02/28/2023	0	22.39
		Vendor Subtotal:			307.04
1000-40-1151-65310	ALLIANT ENERGY	January Gas - Art Center	02/28/2023	0	289.94
1000-40-1151-65310	ALLIANT ENERGY	January Gas - PSB	02/23/2023	0	82.07
1000-40-1151-65310	ALLIANT ENERGY	January Gas - City Hall	02/23/2023	0	1,866.74
1000-40-1151-65310	ALLIANT ENERGY	January Gas - Art Center	02/23/2023	0	1,441.87

1000-40-1151-65310	ALLIANT ENERGY	January Gas - Lot 8 Garage	02/23/2023	0	167.79
		Vendor Subtotal:			3,848.41
1000-40-1151-67330	MUSCATINE POWER & WATER	January Internet - PSB	02/28/2023	0	82.97
		Vendor Subtotal:			82.97
1000-40-1151-67330	AMAZON.COM	Return	02/28/2023	0	-61.00
1000-40-1151-67330	AMAZON.COM	Heater Circuit Board	02/23/2023	0	61.99
1000-40-1151-67330	AMAZON.COM	Circuit Board	02/23/2023	0	61.00
		Vendor Subtotal:			61.99
1000-40-1151-67330	MIDWEST ALARM SERVICES	Brycer Compliance Engine Fee	02/23/2023	0	20.00
		Vendor Subtotal:			20.00
1000-40-1611-61340	MUSCATINE POWER & WATER	ESRI License 1/31/23 - 1/30/24	02/23/2023	0	1,895.00
		Vendor Subtotal:			1,895.00
1000-40-1611-64200	IOWA DEPT OF TRANSPORTATION	HMA Level 1 Certification - M Whitlow	02/23/2023	0	600.00
		Vendor Subtotal:			600.00
1000-40-1611-67340	IOWA DEPT OF TRANSPORTATION	Air Meter	02/23/2023	0	353.00
		Vendor Subtotal:			353.00
1000-40-1621-52300	SCOTT LONGHURST	Reimb Uniform - S Longhurst	02/28/2023	0	72.72
		Vendor Subtotal:			72.72
1000-40-1621-52300	DAVID FRY	Reimb Uniforms - D Fry	02/28/2023	0	42.56
		Vendor Subtotal:			42.56

1000-40-1621-52830	LOGAN CONTRACTORS SUPPLY INC	Wheel Kit for Plate Compactor	02/28/2023	0	352.18	00023560
1000-40-1621-52830	LOGAN CONTRACTORS SUPPLY INC	Freight	02/28/2023	0	32.79	
		Vendor Subtotal:			384.97	
1000-40-1621-52830	MENARDS (MUSC)	Caster/Tip Rubber	02/23/2023	0	67.94	
1000-40-1621-52830	MENARDS (MUSC)	Return	02/23/2023	0	-1.98	
		Vendor Subtotal:			65.96	
1000-40-1621-52840	S.J. SMITH CO.	Cut Off Wheel	02/23/2023	0	16.01	
		Vendor Subtotal:			16.01	
1000-40-1621-53220	PLETCHER ENTERPRISES INC	Piece of Sheet Steel for #20 Grader	02/23/2023	0	157.90	00023372
		Vendor Subtotal:			157.90	
1000-40-1621-53310	RIVER STONE GROUP	UPM Cold Mix	02/23/2023	0	763.00	00023501
		Vendor Subtotal:			763.00	
1000-40-1621-61340	MUSCATINE POWER & WATER	ESRI License 1/31/23 - 1/30/24	02/23/2023	0	5,685.00	
		Vendor Subtotal:			5,685.00	
1000-40-1621-65210	MUSCATINE POWER & WATER	January Base PRI	02/28/2023	0	70.54	
		Vendor Subtotal:			70.54	
1000-40-1621-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.06	
		Vendor Subtotal:			0.06	
1000-40-1621-65310	ALLIANT ENERGY	February Gas - DOT Building	02/28/2023	0	2,106.48	
		Vendor Subtotal:			2,106.48	

1000-40-1622-62470	JON BRAUNS	Parking Lot Plow 2/16/23 & 2/18/23	02/28/2023	0	3,850.00
		Vendor Subtotal:			3,850.00
1000-40-1624-52840	MENARDS (MUSC)	Drill Bits	02/23/2023	0	13.25
		Vendor Subtotal:			13.25
1000-40-1641-65210	MUSCATINE POWER & WATER	January Base PRI	02/28/2023	0	40.33
		Vendor Subtotal:			40.33
		Subtotal for FUND: 1000			72,830.46
3981-30-3983-61340	HEARTLAND VIDEO SYSTEMS	Annual Software Maintenance	02/28/2023	0	2,350.00
		Vendor Subtotal:			2,350.00
3981-30-3983-65240	MUSCATINE POWER & WATER	January Channel 5	02/28/2023	0	330.83
		Vendor Subtotal:			330.83
		Subtotal for FUND: 3981			2,680.83
4276-40-4276-61430	STEVE DALBEY	Inspection Services 2/6/23 - 2/19/23	02/28/2023	0	4,076.50
		Vendor Subtotal:			4,076.50
4276-40-4276-65275	MUSCATINE POWER & WATER	January Internet - Juniper	02/28/2023	0	62.97
		Vendor Subtotal:			62.97
4276-40-4276-65310	ALLIANT ENERGY	January Gas - Juniper	02/23/2023	0	279.34
4276-40-4276-65310	ALLIANT ENERGY	January Gas - 891 W 8th St	02/23/2023	0	185.04
		Vendor Subtotal:			464.38
4276-40-4276-73100	HAGERTY EARTHWORKS	West Hill 5B Pay App #24	02/28/2023	0	49,664.39

Vendor Subtotal:					49,664.39
Subtotal for FUND: 4276					54,268.24
4278-40-4278-61420	STRAND ASSOC INC	January Engineering Services Redundant I	02/28/2023	0	319.66
Vendor Subtotal:					319.66
Subtotal for FUND: 4278					319.66
4484-01-4484-61420	RDG Planning & Design	Amphitheater Full-Service Design	02/28/2023	0	36,140.00
Vendor Subtotal:					36,140.00
Subtotal for FUND: 4484					36,140.00
4491-00-4493-73900	MANATTS INC.	Musser Improvement Project	02/28/2023	0	3,823.74
4491-00-4493-73900	MANATTS INC.	Musser Improvement Project Final Payme	02/28/2023	0	2,694.25
Vendor Subtotal:					6,517.99
Subtotal for FUND: 4491					6,517.99
4658-40-4658-73900	MENARDS (MUSC)	Hex Bolt/Propane	02/28/2023	0	46.74
4658-40-4658-73900	MENARDS (MUSC)	Tee/Barb	02/28/2023	0	19.41
4658-40-4658-73900	MENARDS (MUSC)	PVC Pipe/Coupling/Adapter/Plug/Bushing	02/28/2023	0	111.75
4658-40-4658-73900	MENARDS (MUSC)	Coupling/Test Tee/P-Trap	02/28/2023	0	69.03
4658-40-4658-73900	MENARDS (MUSC)	Tube	02/28/2023	0	41.98
4658-40-4658-73900	MENARDS (MUSC)	Coupling	02/28/2023	0	11.78
4658-40-4658-73900	MENARDS (MUSC)	Supplies	02/28/2023	0	10.18
4658-40-4658-73900	MENARDS (MUSC)	P-Trap/Adapter	02/28/2023	0	19.31
4658-40-4658-73900	MENARDS (MUSC)	Screws/Ball Valve	02/28/2023	0	102.46
4658-40-4658-73900	MENARDS (MUSC)	Blade/Blow Gun/Clamps	02/28/2023	0	76.95
4658-40-4658-73900	MENARDS (MUSC)	Coupling/Union/Nipple	02/28/2023	0	70.37
4658-40-4658-73900	MENARDS (MUSC)	Plumbing Supplies for Art Center Project	02/23/2023	0	1,587.82 00023530
Vendor Subtotal:					2,167.78

Subtotal for FUND: 4658					2,167.78
4662-45-4662-61420	BOLTON & MENK INC	Tipping Floor Resurface	02/23/2023	0	537.50
Vendor Subtotal:					537.50
Subtotal for FUND: 4662					537.50
5211-40-5211-52890	MENARDS (MUSC)	Disinfectant Wipes	02/28/2023	0	22.13
5211-40-5211-52890	MENARDS (MUSC)	Flex Tube/Basket	02/28/2023	0	29.45
Vendor Subtotal:					51.58
5211-40-5211-65210	MUSCATINE POWER & WATER	January Base PRI	02/28/2023	0	70.54
Vendor Subtotal:					70.54
5211-40-5211-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.06
Vendor Subtotal:					0.06
5211-40-5211-74200	DIAMOND MANUFACTURING, INC.	Fareboxes for New Buses #260 and #261	02/23/2023	0	1,917.75 00023531
Vendor Subtotal:					1,917.75
Subtotal for FUND: 5211					2,039.93
5311-05-5311-37360	JASON FARRIER	Reimb Meter Hood Deposit	02/28/2023	0	5.00
5311-05-5311-37360	JASON FARRIER	Reimb Meter Hood Rental	02/28/2023	0	6.00
Vendor Subtotal:					11.00
5311-05-5311-52890	POM INCORPORATED	#300-756 Battery Pack 6V AA Alkaline	02/23/2023	0	349.00 00023383
Vendor Subtotal:					349.00

5311-05-5311-62370	BILLER PRESS AND MFG INC	Police Parking Tickets White Carbon Back	02/23/2023	0	1,032.00 00023429
		Vendor Subtotal:			1,032.00
		Subtotal for FUND: 5311			1,392.00
5451-25-5451-51400	AMAZON.COM	Stereo Speakers	02/28/2023	0	14.99
		Vendor Subtotal:			14.99
5451-25-5451-52890	MENARDS (MUSC)	Paint/Bracket/Trim Brush	02/23/2023	0	55.64
		Vendor Subtotal:			55.64
5451-25-5451-53140	MENARDS (MUSC)	Glade/Paint	02/23/2023	0	74.90
		Vendor Subtotal:			74.90
5451-25-5451-53220	NAPA OF MUSCATINE	Oil	02/28/2023	0	17.95
		Vendor Subtotal:			17.95
5451-25-5451-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Golf	02/28/2023	0	20.60
5451-25-5451-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Golf	02/28/2023	0	20.60
		Vendor Subtotal:			41.20
5451-25-5451-64120	BRETT PARCHER	Reimb Meals - B Parcher	02/28/2023	0	32.01
		Vendor Subtotal:			32.01
5451-25-5451-65210	CENTURYLINK	February Phones - Golf	02/28/2023	0	65.99
		Vendor Subtotal:			65.99
5451-25-5451-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.17
		Vendor Subtotal:			0.17

5451-25-5451-65240	MUSCATINE POWER & WATER	January Phones - Golf	02/28/2023	0	26.99
		Vendor Subtotal:			26.99
5451-25-5451-65320	EASTERN IOWA LIGHT & POWER C	January Power - Golf	02/28/2023	0	523.20
5451-25-5451-65320	EASTERN IOWA LIGHT & POWER C	January Power - Golf	02/28/2023	0	181.02
		Vendor Subtotal:			704.22
5451-25-5452-52853	ACUSHNET COMPANY	Shipping	02/28/2023	0	8.40 00023491
5451-25-5452-52853	ACUSHNET COMPANY	FJ Premier Series Packard	02/28/2023	0	138.00 00023491
		Vendor Subtotal:			146.40
5451-25-5452-52853	CALLAWAY GOLF COMPANY	Jaws Wedge	02/28/2023	0	408.80 00023134
5451-25-5452-52853	CALLAWAY GOLF COMPANY	Shipping	02/28/2023	0	42.18
		Vendor Subtotal:			450.98
5451-25-5452-52853	TAYLOR MADE GOLF COMPANY	IN Stealth Plus Driver	02/28/2023	0	403.00 00023262
5451-25-5452-52853	TAYLOR MADE GOLF COMPANY	IN Stealth Plus Driver	02/28/2023	0	0.75
		Vendor Subtotal:			403.75
5451-25-5452-65510	MUSCATINE POWER & WATER	January Cable - Golf	02/28/2023	0	195.32
		Vendor Subtotal:			195.32
		Subtotal for FUND: 5451			2,230.51
5642-45-5642-61310	MUSCATINE POWER & WATER	February Sanitation	02/23/2023	0	2,028.00
		Vendor Subtotal:			2,028.00
5642-45-5642-62370	SYCAMORE PRINTING INC	Postage	02/23/2023	0	1,891.75 00022971
		Vendor Subtotal:			1,891.75

5642-45-5642-65410	MUSCATINE POWER & WATER	January Water - Recycle	02/23/2023	0	37.92
		Vendor Subtotal:			37.92
5642-45-5642-65420	MUSCATINE POWER & WATER	January Sewer - Recycle	02/23/2023	0	13.40
5642-45-5642-65420	MUSCATINE POWER & WATER	January Sewer - Recycle	02/23/2023	0	34.41
		Vendor Subtotal:			47.81
5642-45-5643-52300	PHELPS CUSTOM IMAGE WEAR	Uniforms	02/28/2023	0	51.50
		Vendor Subtotal:			51.50
5642-45-5643-62140	BILL MILLER LOGGING INC	Brush/Block Grinding	02/28/2023	0	38,170.50
		Vendor Subtotal:			38,170.50
		Subtotal for FUND: 5642			42,227.48
5652-45-5652-53340	HARSCO METALS AMERICAS	200 Ton 2-1 Slag	02/23/2023	0	600.00 00023532
5652-45-5652-53340	HARSCO METALS AMERICAS	200 Ton 3/4-0 Slag	02/23/2023	0	500.00 00023532
5652-45-5652-53340	HARSCO METALS AMERICAS	200 Ton 3/4-0 Slag	02/23/2023	0	4.95
		Vendor Subtotal:			1,104.95
5652-45-5652-62520	JON BRAUNS	Slag Hauled	02/23/2023	0	1,996.40
		Vendor Subtotal:			1,996.40
5652-45-5652-62530	RITTMER INC	Fuel Costs	02/23/2023	0	187.37
5652-45-5652-62530	RITTMER INC	Fuel Costs	02/23/2023	0	395.31
		Vendor Subtotal:			582.68
		Subtotal for FUND: 5652			3,684.03
5658-45-5658-51100	AMAZON.COM	Suction Cup Hooks	02/23/2023	0	11.98

			Vendor Subtotal:		11.98
5658-45-5658-52890	AMAZON.COM	Alarm Square Tower	02/23/2023	0	19.89
			Vendor Subtotal:		19.89
5658-45-5658-53110	CRAWFORD COMPANY INC	Cambridge Heater on Tipping Floor	02/23/2023	0	250.00 00023534
			Vendor Subtotal:		250.00
5658-45-5658-53150	CRAWFORD COMPANY INC	Rooftop Heater on Tipping Floor	02/23/2023	0	500.00 00023533
			Vendor Subtotal:		500.00
5658-45-5658-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Transfer	02/23/2023	0	14.88
5658-45-5658-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Transfer	02/23/2023	0	14.88
5658-45-5658-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - Transfer	02/23/2023	0	14.88
			Vendor Subtotal:		44.64
5658-45-5658-62250	LAJEK PEST CONTROL SOLUTIONS	Pest Control	02/23/2023	0	45.00
			Vendor Subtotal:		45.00
5658-45-5658-62410	TEAM STAFFING SOLUTIONS INC	Temp Employee Week Ending 2/12/23	02/23/2023	0	90.00
			Vendor Subtotal:		90.00
5658-45-5658-65210	MUSCATINE POWER & WATER	January Phones - Transfer	02/23/2023	0	120.96
			Vendor Subtotal:		120.96
5658-45-5658-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.51
			Vendor Subtotal:		0.51
5658-45-5658-65220	MUSCATINE POWER & WATER	January Phones LD - Transfer	02/23/2023	0	3.72

			Vendor Subtotal:		3.72
5658-45-5658-65320	MUSCATINE POWER & WATER	January Electric - Transfer	02/23/2023	0	2,950.18
			Vendor Subtotal:		2,950.18
5658-45-5658-65410	MUSCATINE POWER & WATER	January Water - Transfer	02/23/2023	0	251.05
			Vendor Subtotal:		251.05
5658-45-5658-65420	MUSCATINE POWER & WATER	January Sewer - Transfer	02/23/2023	0	13.40
5658-45-5658-65420	MUSCATINE POWER & WATER	January Sewer - Transfer	02/23/2023	0	859.71
			Vendor Subtotal:		873.11
5658-45-5658-67200	MICHAEL W SCHULTE	Front Office Window Install	02/23/2023	0	786.36 00023319
			Vendor Subtotal:		786.36
5658-45-5658-67330	CONTINENTAL FIRE SPRINKLER	Diagnose Alarm on Dry System	02/23/2023	0	575.00 00023593
			Vendor Subtotal:		575.00
			Subtotal for FUND: 5658		6,522.40
5660-50-5661-51300	STOREY KENWORTHY / MATT PARI	Toner	02/23/2023	0	41.29 00023526
			Vendor Subtotal:		41.29
5660-50-5661-51400	AMAZON.COM	Wrist Rest/Arm Rest	02/23/2023	0	68.52
5660-50-5661-51400	AMAZON.COM	Return	02/23/2023	0	-36.11
			Vendor Subtotal:		32.41
5660-50-5661-52300	PHELPS CUSTOM IMAGE WEAR	Uniforms - B Lanfier	02/23/2023	0	38.10
			Vendor Subtotal:		38.10

5660-50-5661-61310	MUSCATINE POWER & WATER	February Sewer	02/23/2023	0	2,049.00
		Vendor Subtotal:			2,049.00
5660-50-5661-62370	LUPTON & TOYNE PRINTERS	Envelopes	02/23/2023	0	35.00
		Vendor Subtotal:			35.00
5660-50-5661-62370	GORDON FLESCH COMPANY	Copier	02/23/2023	0	39.89
		Vendor Subtotal:			39.89
5660-50-5662-52400	MENARDS (MUSC)	Kitchen & Bath Cleaner	02/23/2023	0	3.94
		Vendor Subtotal:			3.94
5660-50-5662-52830	GRAINGER DEPT 802675066	Pliers	02/23/2023	0	67.36
		Vendor Subtotal:			67.36
5660-50-5662-52830	MENARDS (MUSC)	Pry Bar	02/28/2023	0	28.48
		Vendor Subtotal:			28.48
5660-50-5662-52830	AMAZON.COM	Wrench Set	02/23/2023	0	54.99
5660-50-5662-52830	AMAZON.COM	Retractable Key Chains/Pliers	02/23/2023	0	89.39
		Vendor Subtotal:			144.38
5660-50-5662-52840	PHELPS THE UNIFORM SPECIALIST	First Aid Supplies	02/23/2023	0	50.00
5660-50-5662-52840	PHELPS THE UNIFORM SPECIALIST	First Aid Supplies	02/23/2023	0	50.00
		Vendor Subtotal:			100.00
5660-50-5662-52840	BATTERIES PLUS BULBS	Batteries for Emergency Lighting in GSB	02/23/2023	0	736.80 00023055
		Vendor Subtotal:			736.80

5660-50-5662-52890	MENARDS (MUSC)	Bounty/Door Lock Installation Kit/Plastic	02/23/2023	0	38.08
		Vendor Subtotal:			38.08
5660-50-5662-53120	AMAZON.COM	Sola E-971-WDD-SAO400 Ballast Kits	02/28/2023	0	455.64 00022216
		Vendor Subtotal:			455.64
5660-50-5662-53130	MENARDS (MUSC)	Adapter/Seafoam	02/23/2023	0	36.23
5660-50-5662-53130	MENARDS (MUSC)	Return	02/23/2023	0	-59.96
5660-50-5662-53130	MENARDS (MUSC)	Connector/Hose	02/23/2023	0	87.92
		Vendor Subtotal:			64.19
5660-50-5662-53210	FASTENAL COMPANY	Hardware	02/23/2023	0	96.46
		Vendor Subtotal:			96.46
5660-50-5662-53220	MENARDS (MUSC)	Ice Melt	02/28/2023	0	29.97
		Vendor Subtotal:			29.97
5660-50-5662-53220	AMAZON.COM	Door Lock Installation Kit	02/23/2023	0	52.02
		Vendor Subtotal:			52.02
5660-50-5662-61340	GS SYSTEMS, INC	Annual Customer Support for Wonderwar	02/28/2023	0	16,694.00 00023653
		Vendor Subtotal:			16,694.00
5660-50-5662-61520	RIVER REHABILITATION INC	Pre-Employment Physical - Ott	02/28/2023	0	137.00
		Vendor Subtotal:			137.00
5660-50-5662-62210	PHELPS THE UNIFORM SPECIALIST	Laundry - WPCP Rugs	02/23/2023	0	242.75
		Vendor Subtotal:			242.75

5660-50-5662-65210	MUSCATINE POWER & WATER	January Phones - WPCP Plant	02/23/2023	0	100.97
		Vendor Subtotal:			100.97
5660-50-5662-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.94
		Vendor Subtotal:			0.94
5660-50-5662-65260	VERIZON WIRELESS	January Cell Phones	02/23/2023	0	191.94
		Vendor Subtotal:			191.94
5660-50-5662-65320	MUSCATINE POWER & WATER	January Electric - E Bank	02/23/2023	0	15,838.57
5660-50-5662-65320	MUSCATINE POWER & WATER	January Electric - W Bank	02/23/2023	0	12,794.57
5660-50-5662-65320	MUSCATINE POWER & WATER	January Water - WPCP Plant	02/23/2023	0	290.22
		Vendor Subtotal:			28,923.36
5660-50-5662-65510	MUSCATINE POWER & WATER	January Internet - WPCP Plant	02/23/2023	0	82.96
		Vendor Subtotal:			82.96
5660-50-5662-67200	MARK A DIERCKS	Lock Repairs	02/23/2023	0	762.00 00023622
		Vendor Subtotal:			762.00
5660-50-5662-67320	FSS INC	Camera Replacements	02/23/2023	0	4,121.00 00023379
		Vendor Subtotal:			4,121.00
5660-50-5662-67320	HARPERS CYCLING & FITNESS	Bike Repairs	02/23/2023	0	240.96 00023535
		Vendor Subtotal:			240.96
5660-50-5663-52400	MENARDS (MUSC)	Sanitizer	02/28/2023	0	0.99
		Vendor Subtotal:			0.99

5660-50-5663-52740	MENARDS (MUSC)	Oil	02/28/2023	0	12.98
		Vendor Subtotal:			12.98
5660-50-5663-52830	MENARDS (MUSC)	Worklight	02/28/2023	0	44.89
		Vendor Subtotal:			44.89
5660-50-5663-52830	PLUMB SUPPLY COMPANY	LP Tank & Torch Set	02/23/2023	0	107.59 00023568
		Vendor Subtotal:			107.59
5660-50-5663-52830	AMAZON.COM	Pliers	02/23/2023	0	29.17
5660-50-5663-52830	AMAZON.COM	Screwdriver Set	02/23/2023	0	50.12
		Vendor Subtotal:			79.29
5660-50-5663-53120	GRAINGER DEPT 802675066	Terminal Strip	02/23/2023	0	31.24
		Vendor Subtotal:			31.24
5660-50-5663-53120	VAN METER INDUSTRIAL INC	Fuses for Sunset Lift Station	02/23/2023	0	119.76 00023524
5660-50-5663-53120	VAN METER INDUSTRIAL INC	Relays for Sunset Lift Station	02/23/2023	0	58.83 00023525
5660-50-5663-53120	VAN METER INDUSTRIAL INC	Fuses	02/23/2023	0	59.88
5660-50-5663-53120	VAN METER INDUSTRIAL INC	Transformer for Sunset Lift Station	02/23/2023	0	876.10 00023538
5660-50-5663-53120	VAN METER INDUSTRIAL INC	Relays	02/23/2023	0	42.53
		Vendor Subtotal:			1,157.10
5660-50-5663-53130	PLUMB SUPPLY COMPANY	Valve Port	02/23/2023	0	46.47
		Vendor Subtotal:			46.47
5660-50-5663-53220	FASTENAL COMPANY	Hardware	02/23/2023	0	12.79
5660-50-5663-53220	FASTENAL COMPANY	Hardware	02/23/2023	0	36.91
		Vendor Subtotal:			49.70

5660-50-5663-53220	MENARDS (MUSC)	Hanger Bolt	02/23/2023	0	4.95
Vendor Subtotal:					4.95
5660-50-5663-65260	VERIZON WIRELESS	January Cell Phones	02/23/2023	0	191.93
Vendor Subtotal:					191.93
5660-50-5663-65310	ALLIANT ENERGY	February Gas - Bond	02/23/2023	0	70.59
5660-50-5663-65310	ALLIANT ENERGY	January Gas - Arbor Commons	02/23/2023	0	36.49
Vendor Subtotal:					107.08
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Schley	02/23/2023	0	140.05
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Miles	02/23/2023	0	418.41
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Mad Creek	02/23/2023	0	1,208.54
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Hershey	02/23/2023	0	171.84
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Hershey B.U.	02/23/2023	0	26.00
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Magnolia	02/23/2023	0	26.00
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Sampson	02/23/2023	0	395.32
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Slough	02/23/2023	0	38.66
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Sunset	02/23/2023	0	133.25
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Tipton	02/23/2023	0	289.10
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Fruitland	02/23/2023	0	377.82
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Loves	02/23/2023	0	293.38
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Progress	02/23/2023	0	663.90
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Papoose	02/23/2023	0	3,331.04
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Isett	02/23/2023	0	2,491.23
5660-50-5663-65320	MUSCATINE POWER & WATER	December Electric - Loves	02/23/2023	0	6,251.53
5660-50-5663-65320	MUSCATINE POWER & WATER	January Electric - Bond	02/23/2023	0	205.87
Vendor Subtotal:					16,461.94
5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Bond	02/23/2023	0	21.99
5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Schley	02/23/2023	0	21.99
5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Miles	02/23/2023	0	21.99
5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Mad Creek	02/23/2023	0	59.85
5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Hershey	02/23/2023	0	21.99
5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Sampson	02/23/2023	0	21.99
5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Papoose	02/23/2023	0	1,430.59
5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Isett	02/23/2023	0	26.38

5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Tipton	02/23/2023	0	21.99
5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Progress	02/23/2023	0	26.38
5660-50-5663-65410	MUSCATINE POWER & WATER	January Water - Fruitland	02/23/2023	0	21.99
Vendor Subtotal:					1,697.13
5660-50-5663-67130	DAVENPORT ELECTRIC CONTRACT	Radio Programming at Stewart Lift Station	02/23/2023	0	585.90 00023324
Vendor Subtotal:					585.90
5660-50-5665-52210	MIDLAND SCIENTIFIC INC	Lab Supplies	02/23/2023	0	901.72 00023563
Vendor Subtotal:					901.72
5660-50-5665-52210	AQUA SOLUTIONS, INC	Lab Supplies	02/23/2023	0	1,395.00 00023427
5660-50-5665-52210	AQUA SOLUTIONS, INC	Lab Supplies	02/23/2023	0	50.03
Vendor Subtotal:					1,445.03
5660-50-5665-52830	BIOTAGE LLC	Disk/Disk Holder	02/23/2023	0	2,721.41
5660-50-5665-52830	BIOTAGE LLC	Return	02/23/2023	0	-2,674.24
Vendor Subtotal:					47.17
5660-50-5665-53220	MENARDS (MUSC)	Table	02/28/2023	0	39.99
Vendor Subtotal:					39.99
5660-50-5665-62510	MICROBAC LABORATORIES INC	NT2302194/NT2302226/NT2302211/NT2	02/28/2023	0	770.50 00023602
5660-50-5665-62510	MICROBAC LABORATORIES INC	Testing	02/23/2023	0	75.00
5660-50-5665-62510	MICROBAC LABORATORIES INC	Testing	02/23/2023	0	386.75 00023634
5660-50-5665-62510	MICROBAC LABORATORIES INC	Lab Testing	02/23/2023	0	268.75 00023561
Vendor Subtotal:					1,501.00
5660-50-5665-63500	PHELPS THE UNIFORM SPECIALIST	Laundry - WPCP Lab Coats	02/23/2023	0	26.00
Vendor Subtotal:					26.00

5660-50-5665-69200	MAILBOXES & PARCEL DEPOT	Shipping	02/23/2023	0	55.92
5660-50-5665-69200	MAILBOXES & PARCEL DEPOT	Shipping	02/23/2023	0	32.03
Vendor Subtotal:					87.95
5660-50-5666-52740	MENARDS (MUSC)	Oil	02/28/2023	0	27.96
Vendor Subtotal:					27.96
5660-50-5666-53210	MENARDS (MUSC)	Tape	02/28/2023	0	19.91
Vendor Subtotal:					19.91
5660-50-5666-53220	MENARDS (MUSC)	Lagoon Pump and Cords	02/28/2023	0	254.98 00023635
Vendor Subtotal:					254.98
5660-50-5668-53220	GRAINGER DEPT 802675066	Welding Curtain	02/23/2023	0	84.24
Vendor Subtotal:					84.24
5660-50-5668-53220	MENARDS (MUSC)	Hose Valve/Drill Bit/Flat Washer/J-Bolt	02/28/2023	0	61.50
5660-50-5668-53220	MENARDS (MUSC)	Drill Bit/Hose Valve/Nozzle	02/28/2023	0	73.81
5660-50-5668-53220	MENARDS (MUSC)	Magnetic Clip/Peg Hook/Tarp Clip	02/23/2023	0	40.25
5660-50-5668-53220	MENARDS (MUSC)	Wiper Fluid	02/23/2023	0	4.58
Vendor Subtotal:					180.14
5660-50-5668-62530	ALS GROUP USA, CORP	Testing	02/23/2023	0	965.00
Vendor Subtotal:					965.00
5660-50-5668-63300	BLUE FLAME PROPANE LLC	Tank Rental	02/23/2023	0	100.00
Vendor Subtotal:					100.00
Subtotal for FUND: 5660					81,811.16

5664-50-5667-52100	AMAZON.COM	Lawn Seed Mixture	02/23/2023	0	959.98 00023537
		Vendor Subtotal:			959.98
5664-50-5667-65100	SYCAMORE PRINTING INC	Decals - QR Codes	02/23/2023	0	107.97
		Vendor Subtotal:			107.97
		Subtotal for FUND: 5664			1,067.95
5711-10-5711-61650	CARVER AERO INC	March 2023	03/01/2023	0	3,875.00
		Vendor Subtotal:			3,875.00
5711-10-5711-65320	MUSCATINE POWER & WATER	January Electric - Airport Lights	02/28/2023	0	36.06
5711-10-5711-65320	MUSCATINE POWER & WATER	January Electric - Airport Runway	02/28/2023	0	90.05
5711-10-5711-65320	MUSCATINE POWER & WATER	January Electric - Airport Gate	02/28/2023	0	40.25
5711-10-5711-65320	MUSCATINE POWER & WATER	January Electric - Airport Comm	02/28/2023	0	81.12
5711-10-5711-65320	MUSCATINE POWER & WATER	January Electric - Airport Comm	02/28/2023	0	80.19
		Vendor Subtotal:			327.67
		Subtotal for FUND: 5711			4,202.67
5811-20-5811-35150	IOWA MEDICAID ENTERPRISE (IME) GEMT State Share March		02/28/2023	0	10,811.18
		Vendor Subtotal:			10,811.18
5811-20-5811-51100	AMAZON.COM	Wireless Keyboard and Mouse	02/28/2023	0	48.78
5811-20-5811-51100	AMAZON.COM	Badge Holder/Markers/Scissors	02/23/2023	0	27.94
		Vendor Subtotal:			76.72
5811-20-5811-51300	STAPLES ADVANTAGE	Toner	02/28/2023	0	60.31
		Vendor Subtotal:			60.31
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#1015-44753 Black-Fire Nitrile Exam Glo	02/28/2023	0	519.80 00023612

5811-20-5811-52840	BOUND TREE MEDICAL LLC	#2114-44434 King LTS-D Supraglottic Ai	02/28/2023	0	58.00 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#F918601 Rapid Heat Disposable Hot Cor	02/28/2023	0	37.79 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#2615-16017 Reusable NIBP Blood Press	02/28/2023	0	49.79 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#1431-20000 Rapid Cold Disposable Ice P	02/28/2023	0	10.69 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#660274 Purity V20 Safety Glasses Clear	02/28/2023	0	45.12 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#1612-84245 Curaplex CuraSlide XC Safe	02/28/2023	0	89.00 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#G2291 Cynch-Lok with Tamper Evident	02/28/2023	0	57.58 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#065-520-611-010 SPUR II BVM with Ba	02/28/2023	0	131.99 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#16384 Physio-Control Multi-Function De	02/28/2023	0	94.95 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#87-VC410EA Pressure Infusion Bag 100l	02/28/2023	0	17.29 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#661469MS Curaplex Transparent IV Dre	02/28/2023	0	106.60 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#444006 Foil Baby Bunting Sterile	02/28/2023	0	21.27 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#1015-44752 Black-Fire Nitrile Exam Glo	02/28/2023	0	519.80 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#661121 SAM Splint Aluminum/Foam O	02/28/2023	0	19.98 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#1714-31081 Curaplex IV Extension Set v	02/28/2023	0	134.00 00023612
5811-20-5811-52840	BOUND TREE MEDICAL LLC	#174620 Microstream Advance FilterLine	02/28/2023	0	15.98 00023612
Vendor Subtotal:					1,929.63
5811-20-5811-52840	S.J. SMITH CO.	Oxygen	02/23/2023	0	160.82
5811-20-5811-52840	S.J. SMITH CO.	Oxygen Tank Rental	02/23/2023	0	73.78
Vendor Subtotal:					234.60
5811-20-5811-52890	AMAZON.COM	Screen Protector	02/23/2023	0	53.97
5811-20-5811-52890	AMAZON.COM	Suface Pro X Cases	02/23/2023	0	95.97
Vendor Subtotal:					149.94
5811-20-5811-53220	ARNOLD MOTOR SUPPLY	Return	02/23/2023	0	-13.23
5811-20-5811-53220	ARNOLD MOTOR SUPPLY	Spin-On	02/23/2023	0	11.97
Vendor Subtotal:					-1.26
5811-20-5811-53220	ACC Accessories	Big Tex Grille Guard - Ambulance #353	02/23/2023	0	695.00 00023547
Vendor Subtotal:					695.00
5811-20-5811-53220	EMAG MUSCATINE FD LLC	Wiper	02/28/2023	0	14.94

			Vendor Subtotal:		14.94
5811-20-5811-61140	PCC INC	Billing Services November 2022	02/28/2023	0	10,595.83
			Vendor Subtotal:		10,595.83
5811-20-5811-65220	CENTURYLINK	January Long Distance	02/28/2023	0	0.06
			Vendor Subtotal:		0.06
5811-20-5811-65250	CENTURYLINK	January Fax Charges	02/28/2023	0	0.11
			Vendor Subtotal:		0.11
5811-20-5811-67310	ADVANCED BUSINESS SYSTEMS INC	Copier	02/23/2023	0	187.15
			Vendor Subtotal:		187.15
			Subtotal for FUND: 5811		24,754.21
7625-40-7625-52740	RAINBO OIL CO-JET BULK OIL	55 Gallon Drum of hyd. Oil for Transfer S	02/28/2023	0	623.12 00023604
7625-40-7625-52740	RAINBO OIL CO-JET BULK OIL	55 Gallon Drum of hyd. Oil for Transfer S	02/28/2023	0	0.03
			Vendor Subtotal:		623.15
7625-40-7625-52830	RAINBO OIL CO-JET BULK OIL	Grease Reel for Shop	02/28/2023	0	982.00 00023010
			Vendor Subtotal:		982.00
7625-40-7625-53210	ARNOLD MOTOR SUPPLY	Filter/Oil	02/28/2023	0	80.37
7625-40-7625-53210	ARNOLD MOTOR SUPPLY	Fuse Holder	02/23/2023	0	9.12
7625-40-7625-53210	ARNOLD MOTOR SUPPLY	Hot Shot	02/23/2023	0	57.99
7625-40-7625-53210	ARNOLD MOTOR SUPPLY	Fuse Holder	02/23/2023	0	27.36
7625-40-7625-53210	ARNOLD MOTOR SUPPLY	Grinding Disc	02/23/2023	0	27.45
			Vendor Subtotal:		202.29

7625-40-7625-53210	NAPA OF MUSCATINE	Brakes/Filters/Wipers for Stock	02/23/2023	0	431.43 00023606
		Vendor Subtotal:			431.43
7625-40-7625-53210	RAINBO OIL CO-JET BULK OIL	DEF for Stock	02/23/2023	0	180.75 00023554
		Vendor Subtotal:			180.75
7625-40-7625-53210	CARQUEST OF MUSCATINE	Filters for Stock	02/28/2023	0	134.15 00023666
		Vendor Subtotal:			134.15
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Oil Seal/Silicone	02/23/2023	0	36.42
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Front Calipers for 252	02/23/2023	0	271.48 00023572
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Parking Brake Kit	02/23/2023	0	30.91
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Core Return	02/23/2023	0	-120.00
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Paint Booth Filters	02/23/2023	0	155.25 00023565
7625-40-7625-53220	ARNOLD MOTOR SUPPLY	Hydraulic Hose for #438	02/23/2023	0	266.14 00023586
		Vendor Subtotal:			640.20
7625-40-7625-53220	ELLIOTT EQUIPMENT COMPANY	Seals	02/23/2023	0	102.44 00023442
7625-40-7625-53220	ELLIOTT EQUIPMENT COMPANY	Hyd Filters for 437/439/440	02/23/2023	0	720.00 00023558
7625-40-7625-53220	ELLIOTT EQUIPMENT COMPANY	Proximity Sensor for #440	02/23/2023	0	192.02 00023585
		Vendor Subtotal:			1,014.46
7625-40-7625-53220	MARTIN EQUIPMENT OF IA-IL INC	Fuel Line	02/23/2023	0	100.38
		Vendor Subtotal:			100.38
7625-40-7625-53220	NAPA OF MUSCATINE	Horn	02/28/2023	0	53.98
7625-40-7625-53220	NAPA OF MUSCATINE	Wiper	02/28/2023	0	27.62
7625-40-7625-53220	NAPA OF MUSCATINE	Ignition Coil/Spark Plug	02/23/2023	0	67.79
		Vendor Subtotal:			149.39
7625-40-7625-53220	GTG PETERBILT - DAVENPORT	Hood Latch Battery Hold Down	02/28/2023	0	194.98 00022941
7625-40-7625-53220	GTG PETERBILT - DAVENPORT	Hose for 439	02/28/2023	0	149.99 00023264
7625-40-7625-53220	GTG PETERBILT - DAVENPORT	Return	02/28/2023	0	-149.99

7625-40-7625-53220	GTG PETERBILT - DAVENPORT	Return	02/28/2023	0	-144.99
		Vendor Subtotal:			49.99
7625-40-7625-53220	THOMAS BUS SALES OF IOWA INC	Lift Door Seal for 258	02/23/2023	0	144.32 00023599
		Vendor Subtotal:			144.32
7625-40-7625-53220	TRUCK COUNTRY OF IOWA	Valve for 14	02/23/2023	0	498.98 00023516
		Vendor Subtotal:			498.98
7625-40-7625-53220	BUILTRITE MANUFACTURING	Parts for Crane	02/23/2023	0	9,688.74 00023500
		Vendor Subtotal:			9,688.74
7625-40-7625-53220	RDO TRUCK CENTERS	Air Spring Kit	02/23/2023	0	92.04
		Vendor Subtotal:			92.04
7625-40-7625-53220	EMAG MUSCATINE FD LLC	Wheels for 260/261	02/23/2023	0	2,628.00 00023384
7625-40-7625-53220	EMAG MUSCATINE FD LLC	Wheel Sensors for 260/261	02/23/2023	0	217.00 00023384
7625-40-7625-53220	EMAG MUSCATINE FD LLC	PEDAL SENSOR FOR 246	02/28/2023	0	347.23 00023638
		Vendor Subtotal:			3,192.23
7625-40-7625-53220	EMAG MUSCATINE CBG LLC	Bumper	02/23/2023	0	49.42
7625-40-7625-53220	EMAG MUSCATINE CBG LLC	HVAC Panel for 65	02/28/2023	0	210.02 00023274
		Vendor Subtotal:			259.44
7625-40-7625-67130	GTG PETERBILT - DAVENPORT	Re-Program #153 Computers	02/28/2023	0	206.70
7625-40-7625-67130	GTG PETERBILT - DAVENPORT	Repairs to Engine and Truck #153	02/28/2023	0	7,996.27 00023477
		Vendor Subtotal:			8,202.97
7625-40-7625-67130	TRUCK AND AUTO REPAIR	Trailer Inspections for January	02/28/2023	0	281.00 00023564

		Vendor Subtotal:		281.00
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Repairs for RC14	02/23/2023	0 101.45 00023527
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Tire Repairs	02/23/2023	0 95.00
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Tire Changes on 48	02/23/2023	0 200.00 00023597
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Tire Repairs	02/23/2023	0 39.95
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Tire Repair #400	02/28/2023	0 92.45
7625-40-7625-67140	A-1 QUALITY TIRE & CAR CARE	Tire Repair RC15	02/28/2023	0 88.50
		Vendor Subtotal:		617.35
7625-40-7625-67140	EASTERN IOWA TIRE INC	Bus Tires for Stock	02/28/2023	0 1,204.20 00023621
		Vendor Subtotal:		1,204.20
		Subtotal for FUND: 7625		28,689.46
7921-00-7921-69900	BETTENDORF PUBLIC LIBRARY	Reimb - The Twin	02/23/2023	0 6.00
		Vendor Subtotal:		6.00
		Subtotal for FUND: 7921		6.00
7940-00-7940-65210	MUSCATINE POWER & WATER	January Base PRI	02/28/2023	0 70.54
		Vendor Subtotal:		70.54
		Subtotal for FUND: 7940		70.54
8180-90-8180-34330	UNITED WAY OF MUSCATINE	Payment	02/23/2023	0 13,932.29
8180-90-8180-34330	UNITED WAY OF MUSCATINE	Down Payment Assistance	02/23/2023	0 -2,500.00
8180-90-8180-34330	UNITED WAY OF MUSCATINE	FY23 Q1 Expenses	02/23/2023	0 -2,963.06
8180-90-8180-34330	UNITED WAY OF MUSCATINE	FY23 Q2 Expenses	02/23/2023	0 -6,405.89
		Vendor Subtotal:		2,063.34
8180-90-8180-68300	ALLISON & KREITNER, P.C.	Down Payment Assistance K Custis	02/28/2023	0 2,500.00

			Vendor Subtotal:		2,500.00
8180-90-8180-68300	CREDIT BUREAU MORTGAGE SVCS Down Payment Assistance T Wilson	02/28/2023	0	2,500.00	
8180-90-8180-68300	CREDIT BUREAU MORTGAGE SVCS Down Payment Assistance S George	02/28/2023	0	2,500.00	
			Vendor Subtotal:		5,000.00
			Subtotal for FUND: 8180		9,563.34
8370-00-8370-61660	COMMUNITY FOUNDATION	Grant Writer Position	02/28/2023	0	26,400.00
			Vendor Subtotal:		26,400.00
			Subtotal for FUND: 8370		26,400.00
8450-05-8450-74250	AMAZON.COM	UDM-US Ubiquiti UniFi Dream Machine	02/23/2023	0	376.32 00023591
8450-05-8450-74250	AMAZON.COM	U6-PRO-US Ubiquiti UniFi 6 Pro Access	02/23/2023	0	171.95 00023591
			Vendor Subtotal:		548.27
			Subtotal for FUND: 8450		548.27
8451-30-8451-74250	LUCAS COMMUNICATION INC	Labor	02/28/2023	0	956.25 00023161
8451-30-8451-74250	LUCAS COMMUNICATION INC	Misc Cabling Hardware/Conduit	02/28/2023	0	125.00 00023161
8451-30-8451-74250	LUCAS COMMUNICATION INC	TV Wall Mount Bracket	02/28/2023	0	29.99 00023161
8451-30-8451-74250	LUCAS COMMUNICATION INC	HDMI Cable (75 Feet Blue)	02/28/2023	0	77.00 00023161
8451-30-8451-74250	LUCAS COMMUNICATION INC	1x4 HDMI Splitter	02/28/2023	0	24.49 00023161
8451-30-8451-74250	LUCAS COMMUNICATION INC	32" LED Smart Roku TV	02/28/2023	0	207.99 00023161
8451-30-8451-74250	LUCAS COMMUNICATION INC	Fuel Surcharge	02/28/2023	0	2.50
			Vendor Subtotal:		1,423.22
			Subtotal for FUND: 8451		1,423.22
9002-90-9020-41100	CITY OF MUSCATINE HOUSING REV	Admin Part-Time Wages 2/17/23	02/23/2023	0	75.04
9002-90-9020-41100	CITY OF MUSCATINE HOUSING REV	Admin Longevity 2/17/23	02/23/2023	0	4.23
9002-90-9020-41100	CITY OF MUSCATINE HOUSING REV	Admin Full-Time Wages 2/17/23	02/23/2023	0	3,009.35

			Vendor Subtotal:		3,088.62
9002-90-9020-41901	CITY OF MUSCATINE HOUSING REV	Office Supplies July 2022 CH	02/23/2023	0	7.92
			Vendor Subtotal:		7.92
9002-90-9020-41904	CENTURYLINK	January Long Distance	02/28/2023	0	0.11
			Vendor Subtotal:		0.11
9002-90-9020-41904	CITY OF MUSCATINE HOUSING REV	Phone Allowance	02/23/2023	0	4.50
			Vendor Subtotal:		4.50
9002-90-9020-41905	CITY OF MUSCATINE HOUSING REV	Postage - July 2022 CH	02/23/2023	0	50.00
			Vendor Subtotal:		50.00
9002-90-9020-41910	TEAM STAFFING SOLUTIONS INC	Temp Employee Week Ending 2/19/23	02/23/2023	0	879.60
			Vendor Subtotal:		879.60
9002-90-9020-41914	MUSCATINE POWER & WATER	January Internet - Clark House	02/23/2023	0	82.97
			Vendor Subtotal:		82.97
9002-90-9020-43100	MUSCATINE POWER & WATER	January Water - Clark House	02/23/2023	0	352.06
			Vendor Subtotal:		352.06
9002-90-9020-43200	MUSCATINE POWER & WATER	January Electric - Clark House	02/23/2023	0	4,387.93
			Vendor Subtotal:		4,387.93
9002-90-9020-43900	MUSCATINE POWER & WATER	January Sewer - Clark House	02/23/2023	0	1,137.71
			Vendor Subtotal:		1,137.71

9002-90-9020-44100	CITY OF MUSCATINE HOUSING REV	Maint Part-Time Wages 2/17/23	02/23/2023	0	1,289.92
9002-90-9020-44100	CITY OF MUSCATINE HOUSING REV	Maint Longevity 2/17/23	02/23/2023	0	4.55
9002-90-9020-44100	CITY OF MUSCATINE HOUSING REV	Maint Full-Time Wages 2/17/23	02/23/2023	0	1,813.44
		Vendor Subtotal:			3,107.91
9002-90-9020-44201	CITY OF MUSCATINE HOUSING REV	Cleaning Supplies July - Dec 2022	02/23/2023	0	155.58
		Vendor Subtotal:			155.58
9002-90-9020-44201	MENARDS (MUSC)	Goop Off/Dawn/Foam Brushes	02/28/2023	0	98.94
		Vendor Subtotal:			98.94
9002-90-9020-44202	CITY OF MUSCATINE HOUSING REV	January Fuel	02/23/2023	0	130.59
		Vendor Subtotal:			130.59
9002-90-9020-44206	MENARDS (MUSC)	CH 405 and 804 Kitchen Sink Installation	02/28/2023	0	42.99 00023567
9002-90-9020-44206	MENARDS (MUSC)	CH 405 and 804 Kitchen Sink: Tuscany®	02/28/2023	0	238.00 00023567
		Vendor Subtotal:			280.99
9002-90-9020-44206	PLUMB SUPPLY COMPANY	CH 400 Gerber 1.28GPF Rear Outlet Toilet	02/23/2023	0	451.50 00022894
9002-90-9020-44206	PLUMB SUPPLY COMPANY	CH 1000 Toilet Replacement: Gerber GE	02/23/2023	0	476.09 00023448
		Vendor Subtotal:			927.59
9002-90-9020-44207	SHERWIN WILLIAMS	CH Paint Stock per Gallon: Property Solu	02/23/2023	0	259.70 00023573
		Vendor Subtotal:			259.70
9002-90-9020-44218	HD SUPPLY FACILITIES MAINT	Drip Bowls	02/28/2023	0	99.93
		Vendor Subtotal:			99.93
9002-90-9020-44301	CITY OF MUSCATINE	March Auto Allowance	03/01/2023	0	182.32

		Vendor Subtotal:			182.32
9002-90-9020-44306	CITY OF MUSCATINE HOUSING REV	Verizon January GPS	02/23/2023	0	17.25
9002-90-9020-44306	CITY OF MUSCATINE HOUSING REV	January Vehicle Maintenance	02/23/2023	0	165.12
		Vendor Subtotal:			182.37
9002-90-9020-44307	SCHUMACHER ELEVATOR COMPAN	Elevator Service	02/28/2023	0	352.50
		Vendor Subtotal:			352.50
9002-90-9020-45102	CITY OF MUSCATINE HOUSING REV	Add'l FY23 Work Comp Ins	02/23/2023	0	1,000.00
		Vendor Subtotal:			1,000.00
9002-90-9020-45103	CITY OF MUSCATINE HOUSING REV	Unemployment 2/17/23	02/23/2023	0	55.85
		Vendor Subtotal:			55.85
9002-90-9020-45401	CITY OF MUSCATINE HOUSING REV	FICA 2/17/23	02/23/2023	0	438.29
		Vendor Subtotal:			438.29
9002-90-9020-45402	CITY OF MUSCATINE HOUSING REV	IPERS 2/17/23	02/23/2023	0	584.95
		Vendor Subtotal:			584.95
9002-90-9020-45403	CITY OF MUSCATINE HOUSING REV	Health Insurance 2/17/23	02/23/2023	0	3,937.63
		Vendor Subtotal:			3,937.63
9002-90-9020-45404	CITY OF MUSCATINE HOUSING REV	Life Insurance 2/17/23	02/23/2023	0	19.40
		Vendor Subtotal:			19.40
9002-90-9020-45405	CITY OF MUSCATINE HOUSING REV	Dental Insurance 2/17/23	02/23/2023	0	67.69

			Vendor Subtotal:		67.69
9002-90-9020-45406	CITY OF MUSCATINE HOUSING REV LTD Insurance 2/17/23		02/23/2023	0	24.80
9002-90-9020-45406	CITY OF MUSCATINE HOUSING REV LTD BW Insurance 2/17/23		02/23/2023	0	3.10
			Vendor Subtotal:		27.90
9002-90-9020-75200	SEIFFERT LUMBER CO	CH 405 Cabinets - MERILLAT CLASSIC	02/23/2023	0	2,467.96 00023099
9002-90-9020-75200	SEIFFERT LUMBER CO	CH 405 Cabinets -LAMINATE Kitchen C	02/23/2023	0	511.03 00023099
9002-90-9020-75200	SEIFFERT LUMBER CO	CH 804 - MERILLAT CLASSIC Spring `	02/23/2023	0	2,195.78 00023107
9002-90-9020-75200	SEIFFERT LUMBER CO	CH 804 - Kitchen CountertopsFormica Tr	02/23/2023	0	469.85 00023107
			Vendor Subtotal:		5,644.62
9002-90-9020-75200	CARVER CONSTRUCTION	CH 804 Cabinet Installation	02/28/2023	0	2,435.00 00023344
9002-90-9020-75200	CARVER CONSTRUCTION	CH 405 Cabinet Installation	02/28/2023	0	2,435.00 00023347
			Vendor Subtotal:		4,870.00
			Subtotal for FUND: 9002		32,416.17
9004-00-0000-13100	GRANDBRIDGE REAL ESTATE CAPI Mortgage Insurance		03/01/2023	0	596.67
			Vendor Subtotal:		596.67
9004-00-0000-13200	GRANDBRIDGE REAL ESTATE CAPI Reserve Escrow		03/01/2023	0	2,917.00
			Vendor Subtotal:		2,917.00
9004-00-0000-13210	GRANDBRIDGE REAL ESTATE CAPI Insurance Escrow		03/01/2023	0	2,381.36
			Vendor Subtotal:		2,381.36
9004-00-0000-23200	GRANDBRIDGE REAL ESTATE CAPI Principle Due		03/01/2023	0	3,055.73
			Vendor Subtotal:		3,055.73

9004-90-9040-41100	CITY OF MUSCATINE HOUSING REV	Admin Full-Time Wages 2/17/23	02/23/2023	0	882.40
		Vendor Subtotal:			882.40
9004-90-9040-41902	AMAZON.COM	Toner	02/23/2023	0	80.81
		Vendor Subtotal:			80.81
9004-90-9040-41904	CENTURYLINK	January Long Distance	02/28/2023	0	0.46
		Vendor Subtotal:			0.46
9004-90-9040-41910	AMAZON.COM	Return	02/23/2023	0	-79.98
		Vendor Subtotal:			-79.98
9004-90-9040-41914	MUSCATINE POWER & WATER	January Internet - Hershey	02/23/2023	0	83.18
		Vendor Subtotal:			83.18
9004-90-9040-43100	MUSCATINE POWER & WATER	January Water - Hershey	02/23/2023	0	130.56
		Vendor Subtotal:			130.56
9004-90-9040-43200	MUSCATINE POWER & WATER	January Electric - Hershey	02/23/2023	0	2,000.07
		Vendor Subtotal:			2,000.07
9004-90-9040-43700	ALLIANT ENERGY	January Gas - Hershey	02/28/2023	0	2,635.15
		Vendor Subtotal:			2,635.15
9004-90-9040-43900	MUSCATINE POWER & WATER	January Sewer - Hershey	02/23/2023	0	309.26
		Vendor Subtotal:			309.26
9004-90-9040-44100	CITY OF MUSCATINE HOUSING REV	Maint Full-Time Wages 2/17/23	02/23/2023	0	906.72
9004-90-9040-44100	CITY OF MUSCATINE HOUSING REV	Maint Part-Time Wages 2/17/23	02/23/2023	0	1,225.34

9004-90-9040-44100	CITY OF MUSCATINE HOUSING REV	Maint Longevity 2/17/23	02/23/2023	0	12.03
		Vendor Subtotal:			2,144.09
9004-90-9040-44201	CITY OF MUSCATINE HOUSING REV	Cleaning Supplies July - Dec 2022	02/23/2023	0	44.91
		Vendor Subtotal:			44.91
9004-90-9040-44201	AMAZON.COM	Vacuum Cleaner Bags	02/23/2023	0	34.99
9004-90-9040-44201	AMAZON.COM	Plug In's	02/23/2023	0	23.56
		Vendor Subtotal:			58.55
9004-90-9040-44202	CITY OF MUSCATINE HOUSING REV	January Fuel	02/23/2023	0	65.29
		Vendor Subtotal:			65.29
9004-90-9040-44204	MENARDS (MUSC)	Bulbs	02/23/2023	0	53.89
		Vendor Subtotal:			53.89
9004-90-9040-44204	AMAZON.COM	Emergency Key Elevator Door Key	02/23/2023	0	13.85
9004-90-9040-44204	AMAZON.COM	Bathtub Strips/Case for Camera	02/28/2023	0	45.96
		Vendor Subtotal:			59.81
9004-90-9040-44208	KELLY HEATING COOLING & PLBG	HM 109 - Trane fan Motor 10.05 MOTOR	02/23/2023	0	645.00 00022713
		Vendor Subtotal:			645.00
9004-90-9040-44301	CITY OF MUSCATINE	March Auto Allowance	03/01/2023	0	98.20
		Vendor Subtotal:			98.20
9004-90-9040-44302	PHELPS CLEANING SERVICE INC	HM 206 Carpet Cleaning	02/23/2023	0	145.00 00023513
9004-90-9040-44302	PHELPS CLEANING SERVICE INC	HM 115 Carpet Cleaning	02/28/2023	0	145.00 00023595
		Vendor Subtotal:			290.00

9004-90-9040-44306	CITY OF MUSCATINE HOUSING REV	Verizon January GPS	02/23/2023	0	8.63
9004-90-9040-44306	CITY OF MUSCATINE HOUSING REV	January Vehicle Maintenance	02/23/2023	0	82.56
		Vendor Subtotal:			91.19
9004-90-9040-44311	KELLY HEATING COOLING & PLBG	Leaking Toilet Repair HM Men's Restroom	02/28/2023	0	360.68
		Vendor Subtotal:			360.68
9004-90-9040-44315	RIVERBEND MAINTENANCE LLC	HM 115 Rehab Paint per Price and Vendor	02/23/2023	0	550.00 00023035
		Vendor Subtotal:			550.00
9004-90-9040-45103	CITY OF MUSCATINE HOUSING REV	Unemployment 2/17/23	02/23/2023	0	27.23
		Vendor Subtotal:			27.23
9004-90-9040-45401	CITY OF MUSCATINE HOUSING REV	FICA 2/17/23	02/23/2023	0	221.65
		Vendor Subtotal:			221.65
9004-90-9040-45402	CITY OF MUSCATINE HOUSING REV	IPERS 2/17/23	02/23/2023	0	285.71
		Vendor Subtotal:			285.71
9004-90-9040-45403	CITY OF MUSCATINE HOUSING REV	Health Insurance 2/17/23	02/23/2023	0	656.28
		Vendor Subtotal:			656.28
9004-90-9040-45404	CITY OF MUSCATINE HOUSING REV	Life Insurance 2/17/23	02/23/2023	0	6.59
		Vendor Subtotal:			6.59
9004-90-9040-45405	CITY OF MUSCATINE HOUSING REV	Dental Insurance 2/17/23	02/23/2023	0	27.40
		Vendor Subtotal:			27.40

9004-90-9040-45406	CITY OF MUSCATINE HOUSING REV	LTD Insurance 2/17/23	02/23/2023	0	8.89
9004-90-9040-45406	CITY OF MUSCATINE HOUSING REV	LTD BW Insurance 2/17/23	02/23/2023	0	1.55
	Vendor Subtotal:				10.44
9004-90-9040-68300	GRANDBRIDGE REAL ESTATE CAP	I Interest Due	03/01/2023	0	9,970.73
	Vendor Subtotal:				9,970.73
	Subtotal for FUND: 9004				30,660.31
9006-90-9060-41100	CITY OF MUSCATINE HOUSING REV	Admin Part-Time Wages 2/17/23	02/23/2023	0	75.05
9006-90-9060-41100	CITY OF MUSCATINE HOUSING REV	Admin Longevity 2/17/23	02/23/2023	0	2.60
9006-90-9060-41100	CITY OF MUSCATINE HOUSING REV	Admin Full-Time Wages 2/17/23	02/23/2023	0	1,718.50
	Vendor Subtotal:				1,796.15
9006-90-9060-41904	CITY OF MUSCATINE HOUSING REV	Phone Allowance	02/23/2023	0	3.00
	Vendor Subtotal:				3.00
9006-90-9060-41910	TEAM STAFFING SOLUTIONS INC	Temp Employee Week Ending 2/12/23	02/23/2023	0	879.60
	Vendor Subtotal:				879.60
9006-90-9060-41914	MUSCATINE POWER & WATER	January Internet- Sunset Office	02/23/2023	0	132.35
	Vendor Subtotal:				132.35
9006-90-9060-43100	MUSCATINE POWER & WATER	January Water- 2806 Apt F	02/23/2023	0	21.99
9006-90-9060-43100	MUSCATINE POWER & WATER	January Water - 2708 Apt B	02/23/2023	0	15.63
9006-90-9060-43100	MUSCATINE POWER & WATER	January Water - 2908 Apt D	02/23/2023	0	5.21
9006-90-9060-43100	MUSCATINE POWER & WATER	January Water - 2708 Apt E	02/23/2023	0	16.89
	Vendor Subtotal:				59.72
9006-90-9060-43200	MUSCATINE POWER & WATER	January Electric - 2806 Apt F	02/23/2023	0	157.89
9006-90-9060-43200	MUSCATINE POWER & WATER	January Electric - 2908 Apt D	02/23/2023	0	6.60
9006-90-9060-43200	MUSCATINE POWER & WATER	January Electric - 2708 Apt E	02/23/2023	0	28.81

9006-90-9060-43200	MUSCATINE POWER & WATER	January Electric - 2708 Apt B	02/23/2023	0	27.61
9006-90-9060-43200	MUSCATINE POWER & WATER	January Electric - Sunset Office	02/23/2023	0	57.31
Vendor Subtotal:					278.22
9006-90-9060-43700	ALLIANT ENERGY	January Gas - Sunset Office	02/28/2023	0	225.68
9006-90-9060-43700	ALLIANT ENERGY	January Gas - Sunset Garage	02/28/2023	0	135.25
9006-90-9060-43700	ALLIANT ENERGY	January Gas - 2708 Apt E	02/23/2023	0	95.02
9006-90-9060-43700	ALLIANT ENERGY	January Gas - 2708 Apt B	02/23/2023	0	93.74
9006-90-9060-43700	ALLIANT ENERGY	February Gas - 2800 Apt C	02/23/2023	0	33.36
9006-90-9060-43700	ALLIANT ENERGY	January Gas - 2908 Apt D	02/23/2023	0	72.38
9006-90-9060-43700	ALLIANT ENERGY	January Gas - 2908 Apt E	02/23/2023	0	53.20
Vendor Subtotal:					708.63
9006-90-9060-43900	MUSCATINE POWER & WATER	January Sewer - 2806 Apt F	02/23/2023	0	32.06
9006-90-9060-43900	MUSCATINE POWER & WATER	January Sewer - 2708 Apt B	02/23/2023	0	32.06
9006-90-9060-43900	MUSCATINE POWER & WATER	January Sewer - 2908 Apt D	02/23/2023	0	10.68
9006-90-9060-43900	MUSCATINE POWER & WATER	January Sewer - 2708 Apt E	02/23/2023	0	32.06
Vendor Subtotal:					106.86
9006-90-9060-44100	CITY OF MUSCATINE HOUSING REV	Maint Part-Time Wages 2/17/23	02/23/2023	0	77.84
9006-90-9060-44100	CITY OF MUSCATINE HOUSING REV	Maint Longevity 2/17/23	02/23/2023	0	6.17
9006-90-9060-44100	CITY OF MUSCATINE HOUSING REV	Maint Full-Time Wages 2/17/23	02/23/2023	0	2,168.16
Vendor Subtotal:					2,252.17
9006-90-9060-44201	CITY OF MUSCATINE HOUSING REV	Cleaning Supplies July - Dec 2022	02/23/2023	0	27.25
Vendor Subtotal:					27.25
9006-90-9060-44201	MENARDS (MUSC)	Ceiling Texture Scraper/Silicone/Mouse B	02/23/2023	0	48.47
9006-90-9060-44201	MENARDS (MUSC)	Paper Towels	02/23/2023	0	45.96
Vendor Subtotal:					94.43
9006-90-9060-44202	CITY OF MUSCATINE HOUSING REV	January Fuel	02/23/2023	0	65.29
Vendor Subtotal:					65.29

9006-90-9060-44204	MARK A DIERCKS	Duplicate Keys	02/23/2023	0	28.00
9006-90-9060-44204	MARK A DIERCKS	Re-Key Master Cylinder	02/23/2023	0	30.00
Vendor Subtotal:					58.00
9006-90-9060-44204	MENARDS (MUSC)	Shower Curtain Pins	02/28/2023	0	1.99
9006-90-9060-44204	MENARDS (MUSC)	SS 2708E Rear Door Mastercraft® 32"W :	02/23/2023	0	384.00 00023447
9006-90-9060-44204	MENARDS (MUSC)	SS Code Compliance CO/ Smoke Combo	02/23/2023	0	597.60 00023495
Vendor Subtotal:					983.59
9006-90-9060-44205	MENARDS (MUSC)	Toggle	02/28/2023	0	9.69
Vendor Subtotal:					9.69
9006-90-9060-44206	PLUMB SUPPLY COMPANY	SS 2708E Toilet Replacement: Gerber mc	02/23/2023	0	189.88 00023449
9006-90-9060-44206	PLUMB SUPPLY COMPANY	SS 2708E Toilet Replacement: Gerber mc	02/23/2023	0	63.76
Vendor Subtotal:					253.64
9006-90-9060-44207	MENARDS (MUSC)	Trim Brush/Sash Brush	02/28/2023	0	35.95
Vendor Subtotal:					35.95
9006-90-9060-44207	SHERWIN WILLIAMS	Paint	02/23/2023	0	28.45
9006-90-9060-44207	SHERWIN WILLIAMS	EMINENCE CEILING Paint Flat White (1	02/23/2023	0	186.35 00023556
Vendor Subtotal:					214.80
9006-90-9060-44208	PLUMB SUPPLY COMPANY	SS Furnace Filter 16x25x1	02/23/2023	0	169.80 00022893
9006-90-9060-44208	PLUMB SUPPLY COMPANY	SS Furnace Filters 16x20x1	02/23/2023	0	102.80 00022893
Vendor Subtotal:					272.60
9006-90-9060-44301	CITY OF MUSCATINE	March Auto Allowance	03/01/2023	0	320.00
Vendor Subtotal:					320.00

9006-90-9060-44303	MENARDS (MUSC)	Mouse Bait	02/23/2023	0	19.74
		Vendor Subtotal:			19.74
9006-90-9060-44306	CITY OF MUSCATINE HOUSING REV	Verizon January GPS	02/23/2023	0	8.62
9006-90-9060-44306	CITY OF MUSCATINE HOUSING REV	January Vehicle Maintenance	02/23/2023	0	82.56
		Vendor Subtotal:			91.18
9006-90-9060-44310	CARVER CONSTRUCTION	SS 2708E Rear Door Replacement Service	02/23/2023	0	325.00 00023460
9006-90-9060-44310	CARVER CONSTRUCTION	Drywall Repair	02/23/2023	0	435.00
		Vendor Subtotal:			760.00
9006-90-9060-44311	KELLY HEATING COOLING & PLBG	Install Small Sewer Machine 2704-A	02/23/2023	0	190.00
9006-90-9060-44311	KELLY HEATING COOLING & PLBG	Trouble Shoot Water Leak 2808-E	02/23/2023	0	266.28
		Vendor Subtotal:			456.28
9006-90-9060-45103	CITY OF MUSCATINE HOUSING REV	Unemployment 2/17/23	02/23/2023	0	36.44
		Vendor Subtotal:			36.44
9006-90-9060-45401	CITY OF MUSCATINE HOUSING REV	FICA 2/17/23	02/23/2023	0	285.76
		Vendor Subtotal:			285.76
9006-90-9060-45402	CITY OF MUSCATINE HOUSING REV	IPERS 2/17/23	02/23/2023	0	382.16
		Vendor Subtotal:			382.16
9006-90-9060-45403	CITY OF MUSCATINE HOUSING REV	Health Insurance 2/17/23	02/23/2023	0	2,250.07
		Vendor Subtotal:			2,250.07
9006-90-9060-45404	CITY OF MUSCATINE HOUSING REV	Life Insurance 2/17/23	02/23/2023	0	12.57
		Vendor Subtotal:			12.57

9006-90-9060-45405	CITY OF MUSCATINE HOUSING REV	Dental Insurance 2/17/23	02/23/2023	0	54.78
		Vendor Subtotal:			54.78
9006-90-9060-45406	CITY OF MUSCATINE HOUSING REV	LTD Insurance 2/17/23	02/23/2023	0	13.60
9006-90-9060-45406	CITY OF MUSCATINE HOUSING REV	LTD BW Insurance 2/17/23	02/23/2023	0	10.84
		Vendor Subtotal:			24.44
9006-90-9060-75200	SEIFFERT LUMBER CO	Return	02/23/2023	0	-638.06
9006-90-9060-75200	SEIFFERT LUMBER CO	Marble Vanity Top 2812 C	02/23/2023	0	574.26
		Vendor Subtotal:			-63.80
		Subtotal for FUND: 9006			12,861.56
9007-00-0000-23530	ROBERT BUTLER	Final Escrow Disbursement	02/28/2023	0	569.88
		Vendor Subtotal:			569.88
9007-90-9070-41100	CITY OF MUSCATINE HOUSING REV	Admin Full-Time Wages 2/17/23	02/23/2023	0	3,832.78
9007-90-9070-41100	CITY OF MUSCATINE HOUSING REV	Admin Part-Time Wages 2/17/23	02/23/2023	0	600.37
9007-90-9070-41100	CITY OF MUSCATINE HOUSING REV	Admin Longevity 2/17/23	02/23/2023	0	6.83
		Vendor Subtotal:			4,439.98
9007-90-9070-41400	IOWA NAHRO	Iowa NAHRO 2023 Annual Conference -	02/23/2023	0	375.00
		Vendor Subtotal:			375.00
9007-90-9070-41902	LUPTON & TOYNE PRINTERS	Business Cards - Cruz	02/28/2023	0	49.00
9007-90-9070-41902	LUPTON & TOYNE PRINTERS	Envelopes	02/28/2023	0	86.00
9007-90-9070-41902	LUPTON & TOYNE PRINTERS	Envelopes	02/23/2023	0	88.00
		Vendor Subtotal:			223.00
9007-90-9070-41904	CENTURYLINK	January Fax Charges	02/28/2023	0	0.09

			Vendor Subtotal:		0.09
9007-90-9070-41904	CITY OF MUSCATINE HOUSING REV	Phone Allowance	02/23/2023	0	1.50
			Vendor Subtotal:		1.50
9007-90-9070-41904	MUSCATINE POWER & WATER	January Phones - Housing Fax	02/28/2023	0	22.39
			Vendor Subtotal:		22.39
9007-90-9070-45103	CITY OF MUSCATINE HOUSING REV	Unemployment 2/17/23	02/23/2023	0	39.96
			Vendor Subtotal:		39.96
9007-90-9070-45401	CITY OF MUSCATINE HOUSING REV	FICA 2/17/23	02/23/2023	0	304.95
			Vendor Subtotal:		304.95
9007-90-9070-45402	CITY OF MUSCATINE HOUSING REV	IPERS 2/17/23	02/23/2023	0	419.13
			Vendor Subtotal:		419.13
9007-90-9070-45403	CITY OF MUSCATINE HOUSING REV	Health Insruance 2/17/23	02/23/2023	0	2,321.25
			Vendor Subtotal:		2,321.25
9007-90-9070-45404	CITY OF MUSCATINE HOUSING REV	Life Insruance 2/17/23	02/23/2023	0	13.05
			Vendor Subtotal:		13.05
9007-90-9070-45405	CITY OF MUSCATINE HOUSING REV	Dental Insruance 2/17/23	02/23/2023	0	49.97
			Vendor Subtotal:		49.97
9007-90-9070-45406	CITY OF MUSCATINE HOUSING REV	LTD Insruance 2/17/23	02/23/2023	0	18.23
			Vendor Subtotal:		18.23

9007-90-9070-47150	MUSCATINE POWER & WATER	Utility Reimb C Mathias	02/28/2023	0	3.00
		Vendor Subtotal:			3.00
9007-90-9070-47150	MUSCATINE PLAZA PROPERTIES LI	New HAP T Newberry Full February	02/28/2023	0	650.00
		Vendor Subtotal:			650.00
9007-90-9070-47150	STEVE WELK	New HAP M Mann Full Feb 27 Days of Jc	02/28/2023	0	776.00
		Vendor Subtotal:			776.00
9007-90-9070-47150	RCN LLC	New HAP D Brown 21 Days February	02/28/2023	0	226.00
9007-90-9070-47150	RCN LLC	New HAP T Nichols Full Dec/Jan/Feb	02/28/2023	0	1,197.00
		Vendor Subtotal:			1,423.00
9007-90-9070-47150	KEMPEN REAL ESTATE LLC	New HAP A Bothard 12 Days February	02/28/2023	0	424.00
		Vendor Subtotal:			424.00
9007-90-9070-47150	NEW ERA HOLDINGS LLC	New HAP D Reyna 21 Days February	02/28/2023	0	390.00
		Vendor Subtotal:			390.00
9007-90-9070-47150	JNB FAMILY 1, LP	New HAP M Scherrer	02/28/2023	0	300.00
		Vendor Subtotal:			300.00
9007-90-9070-47150	CHANDLER POINTE, LIMITED PART	New HAP Full Feb T Hayes-Greenhaw	02/28/2023	0	296.00
9007-90-9070-47150	CHANDLER POINTE, LIMITED PART	New HAP Full Feb L Nelson	02/28/2023	0	200.00
		Vendor Subtotal:			496.00
9007-90-9071-41100	CITY OF MUSCATINE HOUSING RE\	Admin Full-Time Wages 2/17/23	02/23/2023	0	1,368.64
		Vendor Subtotal:			1,368.64

9007-90-9071-45103	CITY OF MUSCATINE HOUSING REV	Unemployment 2/17/23	02/23/2023	0	12.32
		Vendor Subtotal:			12.32
9007-90-9071-45401	CITY OF MUSCATINE HOUSING REV	FICA 2/17/23	02/23/2023	0	91.99
		Vendor Subtotal:			91.99
9007-90-9071-45402	CITY OF MUSCATINE HOUSING REV	IPERS 2/17/23	02/23/2023	0	129.20
		Vendor Subtotal:			129.20
9007-90-9071-45403	CITY OF MUSCATINE HOUSING REV	Health Insurance 2/17/23	02/23/2023	0	2,227.51
		Vendor Subtotal:			2,227.51
9007-90-9071-45404	CITY OF MUSCATINE HOUSING REV	Life Insurance 2/17/23	02/23/2023	0	8.57
		Vendor Subtotal:			8.57
9007-90-9071-45405	CITY OF MUSCATINE HOUSING REV	Dental Insurance 2/17/23	02/23/2023	0	48.35
		Vendor Subtotal:			48.35
9007-90-9071-45406	CITY OF MUSCATINE HOUSING REV	LTD Insurance 2/17/23	02/23/2023	0	14.72
		Vendor Subtotal:			14.72
		Subtotal for FUND: 9007			17,161.68
		Report Total:			505,195.35



City of Muscatine

ITEM NUMBER 2023-0092

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Andrew Fangman, Assistant Community Development Director

SUBJECT

First Reading of Ordinance Updating Designated Truck Routes - Title 7, Chapter 11, Section 6 of City Code

EXECUTIVE SUMMARY

This ordinance will modify designated truck routes by removing the truck route designation from Lucas Street, and modifying the truck route designation of Houser Street so that it only applies to the portion of Houser Street that is between Grandview Avenue and Hershey Street.

STAFF RECOMMENDATION

Staff recommends Council adopt the proposed ordinance.

BACKGROUND/DISCUSSION

Section 6, Chapter 11, Title 7 of City Code establishes designated truck routes. Every motor vehicle weighing ten (10) tons or more, when loaded or empty, having no fixed terminal within the City or making no scheduled or definite stops within the City for the purpose of loading or unloading shall only travel along these designated truck routes. Trucks having a fixed terminal, making a scheduled or definite stop within the City for the purpose of loading or unloading shall proceed over and upon the Designated Truck Route System as set out above to the nearest point of its scheduled or definite stop. From that point, the truck shall proceed to its destination and return to the truck route by the most direct method.

Currently, Lucas Street from the Bypass to Houser Street, and Houser Street from Grandview Avenue to Lucas Street are among the designated truck routes. That section of Lucas Street is narrow and with no shoulders and a deep ditch. The portion of Houser Street between Lucas Street and Hershey Avenue is extremely hilly. Because safer and better alternate routes exist, staff is proposing that no portion of Lucas Street, and that portion of Houser Street between Lucas Street and Hershey Avenue, no longer be designated as truck routes.

CITY FINANCIAL IMPACT

None

ATTACHMENTS

1. Truck Route Changes Ordinance Working Draft 2-27-2023

ORDINANCE NO.

**AN ORDINANCE UPDATING DESIGNATED TRUCK ROUTES, SECTION 6 –
TRUCK ROUTES, CHAPTER 11 – LOAD AND WEIGHT RESTRICTIONS, OF
TITLE 7 – VEHICLES AND TRAFFIC, OF CITY CODE**

WHEREAS, a Section 7-11-6 of specifies which streets that any motor vehicle weighing ten (10) tons or more, when loaded or empty, having no fixed terminal within the City or making no scheduled or definite stops within the City for the purpose of loading or unloading are allowed to travel;

WHEREAS, Lucas Street is not constructed in manner which allows it to serve as a safe and appropriate truck route; and

WHEREAS, the portion of Houser Street laying south of Hershey Avenue is constructed in manner which allows it serve as a safe and appropriate truck route

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF MUSCATINE, IOWA:**

SECTION 1. Paragraph 8 of Subsection A of Section 6, of Chapter 11 of Title 7 of City Code is hereby deleted.

SECTION 2. Paragraph 10 of Subsection A of Section 6, of Chapter 11 of Title 7 of City Code is hereby amended to read as follows:

“Houser Street from Hershey Avenue to Grandview Avenue.”

SECTION 3. All paragraphs contained within Subsection A of Section 6, of Chapter 11 of Title 7 of City Code are hereby renumbered, so that after the changes directed by Section 1 and Section 2 of this ordinance are made, said paragraphs remain in numerical order without skipping any number.

SECTION 4. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. Any Ordinance or part thereof in conflict or inconsistent with the provisions of this Ordinance is repealed.

SECTION 6. This ordinance shall be in effect from and after the passage and approval and publication of this ordinance, as provided by law

PASSED, APPROVED AND ADOPTED this 2nd day of March, 2023.

Attest

**By the City Council of the City of
Muscatine, Iowa**

Dr. Brad Bark, Mayor

Carol Webb
City Clerk

First Reading:
Second Reading:
Third Reading:
Publication:



City of Muscatine

ITEM NUMBER 2023-0084

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

April Limburg, City Planner

SUBJECT

A Resolution Setting a Public Hearing to Declare Certain Real Estate Owned by the City as Surplus and Authorizing the Sale of Said Certain Real Estate By Sealed Bid Process

EXECUTIVE SUMMARY

Presented for Council consideration is a Resolution setting a public hearing on the proposal to declare certain real property as surplus. The City of Muscatine currently owns two parcels of property on the northwest corner of the intersection of Hershey Avenue and Houser Street and for which there is no proposed public use. Before the sale of city-owned property, City Council must determine the property serves no public purpose and declare it as surplus property. A public hearing must be held prior to such a declaration.

STAFF RECOMMENDATION

Staff recommends the attached resolution setting a public hearing to declare certain City-owned real estate as surplus for March 16, 2023 at 6:00 pm during the regular meeting of City Council.

BACKGROUND/DISCUSSION

The City of Muscatine has accumulated a number of parcels of land on which the continued public ownership of no longer serves any useful purpose. In order to return these parcels to a useful purpose, restore them to the tax roll, and to reduce maintenance costs associated with these parcels to the City, the City Council must declare such parcels surplus, with no known public purpose.

The City currently owns two parcels at the intersection of Hershey Avenue and Houser Street, shown on Exhibit A, for which there is no identified public use. Once declared as surplus, these parcels will be sold via a closed bid process. Multiple parties have communicated an interest in purchasing the property. In the past, when multiple parties have been interested in a surplus parcel, or it was deemed likely that multiple parties would be interested in the parcel, a closed bid auction has been used for their disposal.

In the closed bid auction process, interested parties will have the opportunity to submit a sealed bid by the established deadline. At the established time, the bids will be opened. Starting with the lowest bidder, each bidder will be given the opportunity to raise their bid to an amount which is higher than the current highest bid in increments of not less than \$1,000.00. This procedure will continue until the highest bid is obtained. Failure to bid in any given round will not prevent a party from reentering the bidding process at a later time. The highest bidder will be required to execute a purchase agreement, subject to City Council approval, which shall list the sale price, and provide a closing date.

Upon approval of a resolution declaring this property surplus, a notice of the sealed bid auction and the sale procedure will be published.

CITY FINANCIAL IMPACT

In addition to any proceeds that may be gained from the sale of these parcels. The sale of these surplus properties would reduce maintenance costs associated with these parcels in the City. The sale of these parcels would make them and any improvements made on them subject to property tax, which would have a positive financial impact on the City.

ATTACHMENTS

1. Exhibit A
2. Public Notice Hershey-Houser Declaration
3. Resolution to Set a Public Hearing Hershey-Houser

Exhibit A

Muscatine County Property Tax Parcel Identification Numbers as follows:

1304200021



1304200016



PUBLIC NOTICE

TO THE CITIZENS OF MUSCATINE, IOWA:

You are notified that the City of Muscatine will hold a public hearing on the 16th day of March, 2023 at 6:00 pm on a proposal to declare as surplus certain real property, said property bearing Muscatine County Property Tax Parcel Identification Numbers as follows:

1304200016 and 1304200021

You are further notified that oral or written statements in support of or opposition to the proposed surplus real estate declaration may be made during a public hearing. The hearing will be held during the regular Muscatine City Council meeting. Public participation may be in person or electronic. The GoToMeeting link and call in information will be published on the official agenda at the City's website no later than 2 days in advance of the meeting. Following such hearing, the Muscatine City Council may take action on said proposal without further notice or opportunity for hearing.

If you are a person requiring a special accommodation for a disability or language barrier, please contact the City at 563-262-4141 at least three (3) business days in advance of the meeting date.

Carol Webb
City Clerk

RESOLUTION NO. 2023-0084

**A RESOLUTION SETTING THE TIME AND PLACE TO
CONDUCT A PUBLIC HEARING TO DECLARE CERTAIN REAL ESTATE
OWNED BY THE CITY AS SURPLUS**

WHEREAS, the City Council of Muscatine, Iowa, does hereby declare as surplus certain real property, said property bearing Muscatine County Property Tax Parcel Identification Numbers as follows:

1304200021 (Corner of Hershey Avenue and Houser Street) and 1304200016 (Corner of Hershey Avenue and Houser Street)

WHEREAS, the City Administrator is hereby authorized and directed to take the necessary steps to offer the above-described real estate for sale to be followed by appropriate action of the City Council as provided by law, and;

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Muscatine, that a Public Hearing shall be conducted at 6:00 p.m. on Thursday, March 16, 2023 during the regular City Council meeting. The attached public notice of the time and place of said public hearing shall be given by publication in the Muscatine Journal as required by the Code of Iowa

PASSED, APPROVED AND ADOPTED this 2nd day of March 2023.

**BY THE CITY COUNCIL OF THE
CITY OF MUSCATINE, IOWA**

Brad Bark, Mayor

Attest:

Carol Webb, City Clerk

RESOLUTION NO. _____

**A RESOLUTION AMENDING AND APPROVING THE OFFICIAL PAY PLAN FOR
SEASONAL AND CERTAIN OTHER PART-TIME EMPLOYEES OF THE CITY OF
MUSCATINE, IOWA EFFECTIVE
March 3, 2023.**

WHEREAS, the City Council of the City of Muscatine, Iowa adopts by resolution the official pay plans for seasonal and other employees of the City, and;

WHEREAS, amendments made to such plans must receive approval of the City Council;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSCATINE, IOWA, that the following amendments be approved and implemented effective March 3, 2023, as follows:

The seasonal pay plan shall be amended to increase hourly wages as outlined in the attached pay plan.

PASSED, APPROVED, AND ADOPTED this 2nd day of March, 2023.

Bradley Bark, Mayor

ATTEST:

Carol Webb, City Administrator

City of Muscatine
Proposed Seasonal Pay Plan
To be Effective April 3, 2023

		STEPS				
		A	B	C	D	E
Pay Grade 1		\$ 12.00	\$ 12.25	\$ 12.50	\$ 12.75	\$ 13.00
Program Aide						
Cashier						
Program Assistant						
Laborer						
Office Clerk						
Security Guard						
Slide Attendant						
Pool Maintenance						
Pay Grade 2		\$ 13.00	\$ 13.25	\$ 13.50	\$ 13.75	\$ 14.00
Facilities Supervisor						
Gas Dock Attendant						
Gymnastics Assistant Instructor						
Lifeguard						
Flag Football Official						
Swim Instructor						
Compost Site Technician						
Pay Grade 3		\$ 14.00	\$ 14.25	\$ 14.50	\$ 14.75	\$ 15.00
Technician						
Flag Football Field Judge						
Equipment Operator *						
Groundskeeper *						
* Moved from Grade 2						
Pay Grade 4		\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75	\$ 16.00
Lesson Coordinator						
Program Instructor						
Water Activity Instructor						
Supervisor/Official						
Assistant Pool Manager *						
Club House Supervisor *						
* Moved from Grade 3						
Pay Grade 5 (New)		\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00
Lead Groundskeeper *						
Moved from Grade 4						
Pay Grade 6 (New)		\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00
Gymnastics Instructor						
Aquatic Center Manager						

Consideration for initial placement on wage guide and advancement within wage guide (other than longevity) based on the following:

1. Previous work experience and qualifications
2. Red Cross Health and Safety certifications, i.e. first aid, CPR, WSI, etc.
3. Special education, certificates, degrees, licenses, etc. (i.e. chauffeurs license, pesticide applicator's certification, instructor training certification).
4. Combination of hours worked and quality of the performance.

e Employees Pay Plan (Year-Round <20 Hours per Week)

e Effective July 1, 2023

		STEPS					
		A	B	C	D	E	
Pay Grade 1		\$ 10.50	\$ 10.75	\$ 11.00	\$ 11.25	\$11.50	2%/yr
Library Shelver							
Program Aide							
Pay Grade 2		\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	2%/yr
Art Center Aide							
Office Assistant - Library							
Flat Pay Rates							
Sub Refuse Collectors		\$15.00/hour					
Engineering Intern		\$15.00/hour					
Program Assistant		up to \$13.00/hour					
Consultant							
(Negotiated rate - special approval required)							
Not Classified							
(Negotiated rate - special approval required)							

Proposed Seasonal Pay Plan and Part-Time Employees (Year-Round < 20 hours per Week) Assumptions:

- 1. \$1.00 per hour increase to all grades with the exception of the Flat Pay Rates Above
- 2. Select positions (noted with asterisks *) moved up one pay grade (based on market and difficulties in filling these positions)

Other Part-Time Employees Pay Plan (year round <20 hou

Pay Grade 1			\$ 7.25	\$ 7.50	\$ 7.75	\$ 8.00
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Library Shelver

Pay Grade 2			\$ 8.25	\$ 8.53	\$ 8.82	\$ 9.12
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Holds Clerk (Library)

Pay Grade 3			\$ 13.04	\$ 13.57	\$ 14.11	\$ 14.67
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Art Center Aide

Pay Grade 4	
--------------------	--

Resident Engineer/Consultant

(Negotiated rate - special approval
required)

Not Classified

(Negotiated rate - special approval
required)

irs per week)

\$	8.25	2%/yr
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\$	9.43	2%/yr
----	------	-------

\$	15.26	2%/yr
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City of Muscatine

ITEM NUMBER

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Stephanie Romagnoli, Human Resources Manager

SUBJECT

Resolution Amending the Non-Union Pay Plan

EXECUTIVE SUMMARY

With the recent resignation of the City Engineer, the position of Senior Engineer/Project Manager is not sustainable. This position requires the oversight of a licensed professional engineer. In the absence of such, there is no appropriate work available for the role of the Senior Engineer and therefore, staff is recommending the position be eliminated.

STAFF RECOMMENDATION

Adopt the resolution eliminating the position of Senior Engineer/Project Manager

BACKGROUND/DISCUSSION

The position of Senior Engineer/Project Manager was created to assist the City Engineer with the City's engineering work. The work conducted by this position requires the oversight of the Engineer. It is expected to be a lengthy process to recruit a new City Engineer, and as such, there is no appropriate work available for the Senior Engineer/Project Manager. In the interim, the City's engineering needs will be met by hiring a consultant. In order to fund the cost of this, staff is recommending this position be eliminated.

CITY FINANCIAL IMPACT

Savings of the budgeted cost for the position.

ATTACHMENTS

1. RESOLUTION pay plan 2023

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN AMDENDMENT TO THE OFFICIAL PAY PLAN FOR NON-
UNION EMPLOYEES OF THE CITY OF MUSCATINE, IOWA EFFECTIVE
March 3, 2023**

WHEREAS, the City Council of the City of Muscatine, Iowa adopts by resolution the official pay plan for non-union employees of the City, and;

WHEREAS, all revisions made to such plans must receive approval of the City Council;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSCATINE, IOWA, that the following revisions be approved and implemented as follows:

The non-union pay plan shall be revised to delete the position of Senior Engineer/Project Manager to Pay Grade 7.

PASSED, APPROVED, AND ADOPTED this 2nd day of March, 2023.

Mayor Bradley Bark

ATTEST:

Carol Webb, City Administrator



City of Muscatine

ITEM NUMBER

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Brian Stineman, Public Works Director

SUBJECT

Resolution Setting a Public Hearing to Approve the Plans and Specifications for Phase 1 of the Fulliam Avenue Reconstruction Project.

EXECUTIVE SUMMARY

Presented for City Council's consideration is a resolution setting a Public Hearing to review the plans and specifications for Phase 1 of the Fulliam Avenue Reconstruction Project, for March 16, 2023 at 6:00 pm in the City Hall Council Chambers during the regularly scheduled City Council Meeting that evening.

STAFF RECOMMENDATION

Staff recommends approval.

BACKGROUND/DISCUSSION

West Fulliam Avenue from Houser Street to Kindler Avenue is in need of complete reconstruction due to the deteriorated condition of the pavement. This project has been divided into three phases to allow construction during the summer when school-related traffic is at a minimum. Phase 1 of this project has been designed and will include reconstruction of pavement, installation of sidewalk, and replacement and installation of ADA-compliant pedestrian crossings from Kindler Avenue to West Acre Drive.

CITY FINANCIAL IMPACT

Funding for this project is available from Road Use Tax funds in the Pavement Management Budget.

ATTACHMENTS

1. Public Hearing Resolution Fulliam Phase 1

RESOLUTION NO. _____

**SET TIME AND PLACE FOR PUBLIC HEARING ON PHASE 1 OF THE
FULLIAM AVENUE RECONSTRUCTION PROJECT**

WHEREAS, the City Council of the City of Muscatine, Iowa has heretofore granted preliminary approval of the plans, specifications, form of contract, and cost estimates for the proposed Phase 1 of the Fulliam Avenue Reconstruction Project; and

WHEREAS, the proposed project is to be paid for out of funds legally available for that purpose;

NOW, THEREFORE, be it resolved by this Council that:

SECTION I: On March 16, 2023 at 6:00 p.m. in the City Council Chambers at City Hall, Muscatine, Iowa, this Council shall hold a public hearing of the plans, specifications, form of contract, and cost estimates for this proposed project.

SECTION II: The City Clerk shall give notice of such public hearing by publication of a notice in the Muscatine Journal not less than four (4) nor more than twenty (20) days prior to the date set for the hearing. The notice shall be in the following form:

(NOTICE OF PUBLIC HEARING ATTACHED)

PASSED, APPROVED, AND ADOPTED THIS 2nd DAY OF MARCH, 2023.

CITY COUNCIL OF THE CITY OF MUSCATINE, IOWA

Brad Bark, Mayor

ATTEST:

Carol Webb, City Administrator



City of Muscatine

ITEM NUMBER

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Brian Stineman, Public Works Director

SUBJECT

Resolution Setting a Public Hearing to Approve the Plans and Specifications for West Hill Sewer Separation Phase 6.

EXECUTIVE SUMMARY

Presented for City Council's consideration is a resolution to set a Public Hearing to review the plans and specifications for Phase 6 of the West Hill Sewer Separation Project, for March 16, 2023 at 6:00 pm in the City Hall Council Chambers during the regularly scheduled City Council Meeting that evening.

STAFF RECOMMENDATION

Adopt the resolution

BACKGROUND/DISCUSSION

Phase 6 of the West Hill Sewer Separation Project will include sanitary and storm sewer installation with separation of sanitary sewer from the Papoose Tunnel. Work will be constructed on Sycamore Street from 8th Street to Fulliam Avenue, Cedar Street from 8th to 9th Streets, 9th and 10th Streets from Chestnut to Sycamore, Iowa Avenue from 10th Street to Fulliam, and Fulliam Avenue from Iowa Avenue to Sycamore Street. In addition, new watermain and paving will be constructed after sewer work is completed.

CITY FINANCIAL IMPACT

Funds for this project are available from the Local Option Sales Tax.

ATTACHMENTS

1. Public Hearing Resolution West Hill PH 6

RESOLUTION NO. _____

**SET TIME AND PLACE FOR PUBLIC HEARING ON PHASE 6 OF THE
WEST HILL SEWER RECONSTRUCTION PROJECT**

WHEREAS, the City Council of the City of Muscatine, Iowa has heretofore granted preliminary approval of the plans, specifications, form of contract, and cost estimates for the proposed Phase 6 of the West Hill Sewer Separation Project; and

WHEREAS, the proposed project is to be paid for out of funds legally available for that purpose;

NOW, THEREFORE, be it resolved by this Council that:

SECTION I: On March 16, 2023 at 6:00 p.m. in the City Council Chambers at City Hall, Muscatine, Iowa, this Council shall hold a public hearing of the plans, specifications, form of contract, and cost estimates for this proposed project.

SECTION II: The City Clerk shall give notice of such public hearing by publication of a notice in the Muscatine Journal not less than four (4) nor more than twenty (20) days prior to the date set for the hearing. The notice shall be in the following form:

(NOTICE OF PUBLIC HEARING ATTACHED)

PASSED, APPROVED, AND ADOPTED THIS 2nd DAY OF MARCH, 2023.

CITY COUNCIL OF THE CITY OF MUSCATINE, IOWA

Brad Bark, Mayor

ATTEST:

Carol Webb, City Administrator



City of Muscatine

ITEM NUMBER 2023-0088

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Brian Stineman, Public Works Director

SUBJECT

Request to Enter Into a Contract with Pros Consulting for a Market Analysis, Operations Plan, and Design Recommendations for the Proposed Riverfront Amphitheater in the Amount of \$26,600

EXECUTIVE SUMMARY

Request to enter into a contract with Pros Consulting to provide a market analysis, operations plan and design recommendations for the proposed riverfront amphitheater for the amount of \$26,600.

STAFF RECOMMENDATION

Staff recommends approval.

BACKGROUND/DISCUSSION

City staff and a planning committee have been working with RDG Planning & Design to design an amphitheater for the Muscatine Riverfront. As part of the fundraising aspect of this project, it has been requested by donors that we conduct a market analysis to determine the service areas of such a feature, along with similar service providers, usage projections, and operational, and financial design recommendations. RDG Planning & Design has recommended Pros Consulting for this work. They have worked with them on similar projects in the past and Pros Consulting has provided similar services for multiple venues nationwide.

CITY FINANCIAL IMPACT

The cost for this project will be reimbursed 100 percent by Keep Muscatine Beautiful.

ATTACHMENTS

1. PROS Scope and Fee Proposal 2.15.23
2. Muscatine, IA Riverside Amphitheater Agreement 230220

Riverside Park Amphitheater Market Analysis, Operations Plan and Design Recommendations

Scope and Fee Proposal

Proposed Scope of Work

This scope of work has been prepared to support the needs of an outdoor performance venue/amphitheater/community gathering space at a riverside park in and along the Mississippi River in Muscatine, Iowa. This study will focus on developing a more thorough understanding of potential usage, design recommendations and operational preparedness of this park and its amenities. This base scope is focused specifically on the amphitheater and outdoor performance venue, the varied user experiences, and sustainable operations plan for the site being designed hereby referred to as the “facilities.” All scope items and subsequent fees are negotiable.

Task 1 – Project Management

Task 1.1 Kick-off meeting

A kick-off meeting of the client and consultant team will be facilitated to identify specific project goals and objectives, required data and information, stakeholder management process, client coordination team, and schedule of deliverables.

Task 1.2 Project management meetings

Project management and client engagement meetings will be scheduled with the client and consultant team as needed and at a minimum upon the 30% and 75% completion points of the project. These meetings will be organized to review deliverables, receive feedback, and discuss any project challenges, and identify upcoming steps and further milestones.

Task 2 – Market Analysis

Concentric service areas will be determined based on drive times. These primary, secondary and regional service areas of the facilities will have the following analyses performed.

Task 2.1 Trends Analysis

Updated trends related to national and state-based recreation and leisure participation specifically aligned with the amenities and features of the facilities will be analyzed and provided as a backdrop to developing potential visitation and usership. Additionally, current and projected tourism trends to the Muscatine region will be incorporated into this analysis.

Task 2.2 Similar Service Provider Analysis

We will conduct an analysis of similar service providers / facilities within the primary service area of the proposed facility. The results of this analysis will inform the larger regional “landscape” that this facility would operate in for purposes of developing an operational strategy that is as complementary as possible to other existing facilities.

Task 2.3 Usage Projections

Usage and participation projections will be updated based upon regional and national participation data collected annually, as well as detailed market analysis in the primary, secondary and regional service areas of the facilities (based on drive times and market characteristics) to project potential user activities and spending at the site.

Task 3 – Operational Model, Financial Pro Forma, and Design Recommendations

Understanding peak load will establish capacity requirements for the site and assist to inform site design recommendations. This will include, but not be limited to access and egress, site circulation, parking capacity, ancillary and support amenities for optimal operations, visitor experiences, and revenue generation. An operational model and financial pro forma will be developed with the assumptions the facility will be managed directly or by qualified operations partner(s). This model and pro forma will be based on a detail projected operations and maintenance costs, potential revenue generation based upon projected usage, and recommended terms of any concessionaire operations.

Task 3.1 Program and Services Analysis

Review of previous recommendations for programs and services appropriate to the site and the desired vision for the facilities will be conducted, including updated revenue potential of each. This will include programs and services provided directly by the City and/or partner operating entity, as well as those that may be concessions that support the visitor experience and operational sustainability of the facilities.

Task 3.2 Operational Model

An operational model will be reviewed and updated that identifies the revenue streams and expected operating costs with managing the facilities supporting amenities and sites as envisioned. This will include, but not be limited to an operational model, fee collection opportunities, service and program revenues, facility revenues, and retail and concessionaire revenues. Expense centers will include a staffing model, utilities, site and facility operation and maintenance, materials/supplies, contract services, and marketing and promotions. This will also include an evaluative comparison of direct-managed operations versus operations primarily managed through a concessionaire.

Task 3.3 Financial Pro Forma

An updated five-year financial pro-forma will be developed to support the operational model and analysis, reflecting projected revenues and expenses for operations and maintenance of the site and facilities. Expenses and potential revenues will be identified and projected core programming, as well as ancillary and supportive concessions, as well as costs for basic site and facility maintenance.

Recommended options for concessionaire fees or revenue sharing will be provided based upon the operational model and financial pro forma.

Task 3.4 Design Recommendations

Based on the proposed operational model informed by the market analysis, design recommendations will be developed and provided to optimize the user experience and the operational success of the site. Design recommendations will be focused on overall appeal and draw of the site and its facilities, diversifying and lengthening the user experience, revenue generation, and cost control.

Proposed Fees

This scope of work for planning and design will be completed at proposed total lump sum fee of \$26,600, which includes up to two (2) days of in-person meetings and site visits. All services and estimated fees are detailed in the table on the following page. Additionally, these fees include up to 10 additional conference calls as needed for project management and review of deliverables.

Proposed Fees by Scope Item

Task	Total
1.1 Kickoff meeting	\$350
1.2 Project management meetings	\$1,550
2.1 Trends Analysis	\$1,750
2.2 Similar Service Provider Analysis	\$3,500
2.2 Usage Projections	\$5,500
3.1 Programs and Services Analysis	\$3,500
3.2 Operational Model	\$3,750
3.3 Financial Pro Forma	\$3,950
3.4 Design Recommendations	\$2,750
TOTAL	\$26,600

AGREEMENT
For
PROFESSIONAL CONSULTING SERVICES
Between
City of Muscatine and
PROS Consulting, Inc.

THIS AGREEMENT made as of _____, 2023 and between the City of Muscatine (hereinafter called OWNER) and PROS Consulting, Inc., an Indiana S-Corporation specializing in consulting services (hereinafter called CONSULTANT). This contract is for Professional Consulting Services for the *Muscatine Riverside Park Amphitheater Market Analysis and Operations Plan* (hereinafter called PROJECT) as described in EXHIBIT A.

Chapter I. Employment of Consultant

The OWNER agrees to retain the CONSULTANT and the CONSULTANT agrees to furnish consulting services in connection with the PROJECT as stated in Section II following, and for having rendered such services the OWNER agrees to pay to the CONSULTANT compensation as stated in Chapter V following.

Chapter II. Character and Extent of Services

The Professional Services to be rendered by Consultant shall be performed as described in EXHIBIT A.

Chapter III. Authorization of Services

No professional services of any nature shall be undertaken by the CONSULTANT under this agreement until he has received authorization from the OWNER.

Chapter IV. Period of Service

This AGREEMENT shall be effective upon execution by the OWNER and the CONSULTANT and shall remain in force until terminated under the provisions hereinafter provided in Chapter VII or the CONSULTANT completes the work as provided in Chapter XI or whichever occurs first.

Chapter V. The Consultants' Compensation

For and in consideration of the services to be rendered by the CONSULTANT, the OWNER shall pay, and the CONSULTANT shall receive the compensation hereinafter set forth for the Tasks as described in Exhibit A, Scope of Services. Compensation shall be \$26,600 for tasks as presented in Exhibit A, Scope of Services. CONSULTANT shall submit monthly statements for services rendered paid within 30 days, based on percentage of major work elements completed as identified in the Scope contained in EXHIBIT A attached to and made part of this contract.

Chapter VI. Ownership of Documents

All work performed by the CONSULTANT pursuant to this agreement shall be deemed to be owned by the OWNER and, to the extent applicable, the CONSULTANT hereby conveys to the OWNER all right, title, and interest in and to the final work product. Work product means any and all plans, specifications, drawings, designs, models, ideas, reports, software programs and the object code, source code, reports and executables related thereto. Should this agreement be terminated, any and

all work products and electronic files will be delivered to the OWNER upon completion of payment provided in Chapter V. All work product will be updated and delivered to the OWNER on a regular basis.

Chapter VII. Termination

OWNER may terminate this contract at any time by notice, in writing, to CONSULTANT. If the contract is terminated by OWNER, as provided herein, CONSULTANT shall be compensated for actual work performed to the date of such notification. Upon delivery of such notice by the OWNER to the CONSULTANT, the CONSULTANT shall discontinue all services in connection with the performance of the AGREEMENT and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to the AGREEMENT. The CONSULTANT shall submit a statement of billing within 30 days of receipt of notice to terminate from OWNER, showing in detail the services performed under the AGREEMENT less such payments on account of the charges as have been previously made.

Chapter VIII. Successors and Assignments

OWNER and CONSULTANT each binds itself and its successors, agents, employees, and assigns to the other party of this contract and to the successors, agents, employees, and assigns of such other party in respect to all, covenants of this contract. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be in a party hereto. CONSULTANT shall not assign this agreement to the successors, agents, employees, and assigns without prior approval of the OWNER.

Chapter IX. Owner Indemnified

The CONSULTANT shall hold harmless, defend and indemnify the OWNER from all claims and liability due to activities of himself, his agents, or employees, performed under this contract and which results from a negligent act, error, or omission of the CONSULTANT or any person employed by the CONSULTANT. The CONSULTANT shall also save harmless the OWNER from any and all expenses, including attorney fees which might be incurred by the OWNER in litigation or otherwise resisting said claim or liabilities which might be imposed on the OWNER as the result of such activities by the CONSULTANT, his agents, or employees.

Chapter X. Professional Liability Insurance

CONSULTANT shall maintain, in force, during the period of this contract, Professional Liability Insurance (errors and omissions insurance) with limits as follows: Aggregate Limit of Liability- \$300,000; Per Claim Limit of Liability - \$300,000 Worker's Compensation to Statutory Limits. Simultaneously with execution of this contract, CONSULTANT shall furnish to OWNER, a certificate of insurance showing aforesaid coverage of CONSULTANT, as well as OWNER named as insured.

Chapter XI. Services by Owner

OWNER shall perform the following services related to PROJECT. Make available to CONSULTANT information and data pertinent to the assignment including previous reports and any other data relative thereto. Provide reasonable access to and make all provisions for CONSULTANT to enter upon public property as required for CONSULTANT to perform its services under this agreement. Furnish OWNER'S own legal, accounting, financial, and insurance counseling services as may be required for the PROJECT. Designate an individual to act as OWNER'S representative with respect to

the services to be performed under this agreement. Said person shall have the authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect the PROJECT, and other matters pertinent to the services covered by this agreement.

Chapter XII. Miscellaneous

For the purposes of this AGREEMENT, all written correspondence shall be directed to the addresses listed below:

OWNER:
Brian Stineman
Public Works Director
City of Muscatine
215 Sycamore St.
Muscatine, IA 52761

CONSULTANT:
Leon Younger
President
PROS Consulting, Inc.
35 Whittington Dr., Suite 300
Brownsburg, IN 46112

IN TESTIMONY of which this instrument is executed on behalf of the above-named CONSULTANT, it has been executed on behalf of OWNER, on the day and year first above written.

Signed:

City of Muscatine
By: _____

PROS CONSULTING, Inc.

By: 

Printed Name: _____

Printed Name: Leon Younger

Title: _____

Title: President

Date: _____

Date: 2/20/2023

Exhibit A

Riverside Park Amphitheater Market Analysis, Operations Plan and Design Recommendations

Scope and Fee Proposal

Proposed Scope of Work

This scope of work has been prepared to support the needs of an outdoor performance venue/amphitheater/community gathering space at a riverside park in and along the Mississippi River in Muscatine, Iowa. This study will focus on developing a more thorough understanding of potential usage, design recommendations and operational preparedness of this park and its amenities. This base scope is focused specifically on the amphitheater and outdoor performance venue, the varied user experiences, and sustainable operations plan for the site being designed hereby referred to as the “facilities.” All scope items and subsequent fees are negotiable.

Task 1 – Project Management

Task 1.1 Kick-off meeting

A kick-off meeting of the client and consultant team will be facilitated to identify specific project goals and objectives, required data and information, stakeholder management process, client coordination team, and schedule of deliverables.

Task 1.2 Project management meetings

Project management and client engagement meetings will be scheduled with the client and consultant team as needed and at a minimum upon the 30% and 75% completion points of the project. These meetings will be organized to review deliverables, receive feedback, and discuss any project challenges, and identify upcoming steps and further milestones.

Task 2 – Market Analysis

Concentric service areas will be determined based on drive times. These primary, secondary and regional service areas of the facilities will have the following analyses performed.

Task 2.1 Trends Analysis

Updated trends related to national and state-based recreation and leisure participation specifically aligned with the amenities and features of the facilities will be analyzed and provided as a backdrop to developing potential visitation and usership. Additionally, current and projected tourism trends to the Muscatine region will be incorporated into this analysis.

Task 2.2 Similar Service Provider Analysis

We will conduct an analysis of similar service providers / facilities within the primary service area of the proposed facility. The results of this analysis will inform the larger regional “landscape” that this facility would operate in for purposes of developing an operational strategy that is as complementary as possible to other existing facilities.

Task 2.3 Usage Projections

Usage and participation projections will be updated based upon regional and national participation data collected annually, as well as detailed market analysis in the primary, secondary and regional service areas of the facilities (based on drive times and market characteristics) to project potential user activities and spending at the site.

Task 3 – Operational Model, Financial Pro Forma, and Design Recommendations

Understanding peak load will establish capacity requirements for the site and assist to inform site design recommendations. This will include, but not be limited to access and egress, site circulation, parking capacity, ancillary and support amenities for optimal operations, visitor experiences, and revenue generation. An operational model and financial pro forma will be developed with the assumptions the facility will be managed directly or by qualified operations partner(s). This model and pro forma will be based on a detail projected operations and maintenance costs, potential revenue generation based upon projected usage, and recommended terms of any concessionaire operations.

Task 3.1 Program and Services Analysis

Review of previous recommendations for programs and services appropriate to the site and the desired vision for the facilities will be conducted, including updated revenue potential of each. This will include programs and services provided directly by the City and/or partner operating entity, as well as those that may be concessions that support the visitor experience and operational sustainability of the facilities.

Task 3.2 Operational Model

An operational model will be reviewed and updated that identifies the revenue streams and expected operating costs with managing the facilities supporting amenities and sites as envisioned. This will include, but not be limited to an operational model, fee collection opportunities, service and program revenues, facility revenues, and retail and concessionaire revenues. Expense centers will include a staffing model, utilities, site and facility operation and maintenance, materials/supplies, contract services, and marketing and promotions. This will also include an evaluative comparison of direct-managed operations versus operations primarily managed through a concessionaire.

Task 3.3 Financial Pro Forma

Updated five-year financial pro-forma will be developed to support the operational model and analysis, reflecting projected revenues and expenses for operations and maintenance of the site and facilities. Expenses and potential revenues will be identified and projected core programming, as well as ancillary and supportive concessions, as well as costs for basic site and facility maintenance.

Recommended options for concessionaire fees or revenue sharing will be provided based upon the operational model and financial pro forma.

Task 3.4 Design Recommendations

Based on the proposed operational model informed by the market analysis, design recommendations will be developed and provided to optimize the user experience and the operational success of the site. Design recommendations will be focused on overall appeal and draw of the site and its facilities, diversifying and lengthening the user experience, revenue generation, and cost control.

Proposed Fees

This scope of work for planning and design will be completed at proposed total lump sum fee of \$26,600, which includes up to two (2) days of in-person meetings and site visits. All services and estimated fees are detailed in the table on the following page. Additionally, these fees include up to 10 additional conference calls as needed for project management and review of deliverables.

Proposed Fees by Scope Item

Task	Total
1.1 Kickoff meeting	\$350
1.2 Project management meetings	\$1,550
2.1 Trends Analysis	\$1,750
2.2 Similar Service Provider Analysis	\$3,500
2.2 Usage Projections	\$5,500
3.1 Programs and Services Analysis	\$3,500
3.2 Operational Model	\$3,750
3.3 Financial Pro Forma	\$3,950
3.4 Design Recommendations	\$2,750
TOTAL	\$26,600



City of Muscatine

ITEM NUMBER 2023-0089

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Brian Stineman, Public Works Director

SUBJECT

Request to Enter into a Contract with Bolton & Menk, Inc. for Project Grants Close-out of the Park Avenue 4 to 3 Lane Conversion Project, for an Amount not to Exceed \$51,560

EXECUTIVE SUMMARY

Requested for City Council approval is a contract with Bolton & Menk, Inc. in an amount not to exceed \$51,560 to provide project grants close-out for the Park Avenue 4 to 3 lane conversion.

STAFF RECOMMENDATION

Approve the contract

BACKGROUND/DISCUSSION

Construction of the Park Avenue 4 to 3 Lane Conversion Project is complete with the exception of minor corrective work as directed by the Iowa Department of Transportation (IDOT). The City contracted with Bolton & Menk, Inc. to provide construction oversight and inspection services as well as documentation and reporting work on this project. Due to the complexity of the project funding, with multiple grants from multiple entities, and turnover of city staff during construction and since completion of the project, the project close-out is extremely complicated and will be time consuming. Public Works requested an updated cost opinion and contract proposal for this close-out work. Bolton & Menk staff were present throughout the project and are the most qualified to complete the grant required documentation and paperwork submittals for reimbursement. Therefore, we recommend approving this contract.

CITY FINANCIAL IMPACT

Funding for this work is available in the project account.

ATTACHMENTS

1. Agreement
2. Scope of Services

AGREEMENT FOR PROFESSIONAL SERVICES

PARK AVENUE 4 TO 3 LANE CONVERSION PROJECT CLOSE-OUT DOT PROJECT NO. STPN-038-1(15)- -2J-70

CITY OF MUSCATINE and BOLTON & MENK, INC.

This Agreement, made this _____ day of _____, 2023 by and between the CITY OF MUSCATINE, 215 SYCAMORE STREET, MUSCATINE, IA 52761, (“CLIENT”), and BOLTON & MENK, INC., 1519 BALTIMORE DRIVE, AMES, IOWA 50010, (“CONSULTANT”).

WITNESS, whereas the CLIENT requires professional services in conjunction with Park Avenue 4 to 3 Lane Conversion Project Close-out, IDOT Project No. STPN-038-1(15)- -2J-70 (“Project”) and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION 1 - CONSULTANT'S SERVICES

- A. The CONSULTANT agrees to perform the various Basic Services in connection with the proposed project as described in Exhibit A and Exhibit B.
- B. Upon mutual agreement of the parties, Additional Services may be authorized as described in Paragraph 4.B and this Agreement will be revised accordingly.

SECTION 2 - THE CLIENT'S RESPONSIBILITIES

- A. The CLIENT shall promptly compensate the CONSULTANT in accordance with Section 3 of this Agreement.
- B. The CLIENT shall place any and all previously acquired information in its custody at the disposal of the CONSULTANT for its use. Such information shall include, but not limited to: boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.
- C. The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.
- D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.
- E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret, and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.
- F. The CONSULTANT’S services do not include legal, insurance counseling, accounting, independent cost estimating, financial advisory or “municipal advisor” (as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act 2010 and the municipal advisor registration rules issued by the

SEC) professional services and the CLIENT shall provide such services as may be required for completion of the Project described in this Agreement.

- G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. CONSULTANT will assist CLIENT with permit preparation and documentation to the extent described in Exhibit A.
- H. The CLIENT may hire, at its discretion, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the Project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement. If CLIENT elects not to hire an independent test company, CLIENT shall provide CONSULTANT with guidance and direction on completing those aspects of design and construction that require additional testing data.

SECTION 3 - COMPENSATION FOR SERVICES

A. FEES.

1. The CLIENT will compensate the CONSULTANT in accordance with the attached Exhibit A Schedule of Fees ("Schedule of Fees") for the time spent in performance of Agreement services. Total cost of services shall not exceed **\$51,560.00** without the prior consent of CLIENT.
2. Additional services as outlined in Section 1.B and 4.B will vary depending upon project conditions and will be billed in addition to the Not-to-Exceed Fee on an hourly basis at the rates described in Exhibit A or as that Exhibit may subsequently be adjusted as described below.
3. The attached Schedule of Fees shall apply for services provided through December 31, 2023. Hourly rates may be adjusted by CONSULTANT on an annual basis thereafter to reflect reasonable changes in its operating costs. Adjusted rates will become effective on January 1st of each subsequent year.
4. Rates and charges do not include sales tax. If such taxes are imposed and become applicable after the date of this Agreement, CLIENT agrees to pay any applicable sales taxes.
5. The rates in the Schedule of Fees include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed in writing, the fees rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.
6. Reimbursable Direct Expenses: Except for those expenses identified in Paragraph 3.A.5, any expenses required to complete the agreed scope of services or identified in this paragraph will be listed separately on the invoice, and include but are not limited to large quantities of prints; extra report copies; out-sourced graphics and photographic reproductions; document recording fees; special field and traffic control equipment rental; outside professional and technical assistance; geotechnical services; and other items of this general nature required by the CONSULTANT to fulfill the terms of this Agreement. CONSULTANT shall be reimbursed at cost plus an overhead fee (not-to-exceed 10%) for these Direct Expenses incurred in the performance of the work, subject to any limit set forth in Section 3.A.

B. PAYMENTS AND RECORDS

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.

2. If CLIENT fails to make any payment due CONSULTANT for undisputed services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance.
3. In addition to the service charges described in preceding paragraph, if the CLIENT fails to make payment for undisputed services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full for all past due amounts for undisputed services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.
4. Documents Retention. The CONSULTANT will maintain records that reflect all revenues, costs incurred, and services provided in the performance of the Agreement. The CONSULTANT will also agree that the CLIENT or its duly authorized representatives may, at any time during normal business hours and as often as reasonably necessary, have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the CONSULTANT which are relevant to the contract for a period of six years.

SECTION 4 - GENERAL

A. STANDARD OF CARE

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE

In the event the CLIENT changes or is required to change the scope or duration of the project from that described in Exhibit A, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. Except for Additional Services required to address emergencies or acts of God that impact the Project, the CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work.

C. LIMITATION OF LIABILITY

1. General Liability of CONSULTANT. For liability other than professional acts, errors, or omissions, and to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts and omissions in the non-professional services of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants.
2. Professional Liability of CONSULTANT. With respect to professional acts, errors and omissions and to the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by a negligent act, error or omission of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants. This indemnification shall

include reimbursement of CLIENT'S reasonable attorneys' fees and expenses of litigation, but only to the extent that defense is insurable under CONSULTANT's liability insurance policies.

3. General Liability of CLIENT. To the fullest extent permitted by law, CLIENT shall indemnify, defend and hold harmless CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts or omission of CLIENT or CLIENT'S employees, agents, or other consultants.
4. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder.
5. To the fullest extent permitted by law, CLIENT and CONSULTANT waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, from any cause or causes.
6. CLIENT waives all claims against individuals involved in the services provided by CONSULTANT under this Agreement and agrees that any claim, demand, or suit shall be directed/asserted only against the CONSULTANT's corporate entity.

D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability (CGL) and excess or umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess or umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above CGL and Auto liability policies.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of CONSULTANT'S services and for three years following date of final completion of its services. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.

6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT'S employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.
7. Prior to commencement of this Agreement, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST

Where provided by the CONSULTANT as part of Exhibit A or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES

It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a contractor to comply with Laws and Regulations applicable to that contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any contractor. CLIENT acknowledges that on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

G. USE OF ELECTRONIC/DIGITAL DATA

1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable for this Agreement or except as otherwise explicitly provided in this Agreement, all electronic/digital data developed by the CONSULTANT as part of the Project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).
2. Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this Agreement, unless such third-party use and adaptation or distribution is explicitly authorized by this Agreement.

H. REUSE OF DOCUMENTS

1. Drawings and Specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including Reports, Plans and Specifications) for any reasonable use relative to the Project and the general operations of the CLIENT. Such limited license to Owner shall not create any rights in third parties.
2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from such reuse.

I. CONFIDENTIALITY

CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF AGREEMENT

This Agreement will remain in effect for the longer of a period of two (2) years or until such other expressly identified completion date, after which time the Agreement may be extended upon mutual agreement of both parties.

K. HAZARDOUS MATERIALS

1. Except as expressly stated in Exhibit A, the parties acknowledge that CONSULTANT'S Services do not include any services related to Constituents of Concern. If CONSULTANT or any other party encounters, uncovers, or reveals a Constituent of Concern at the Project site or should it become known in any way that such materials may be present at the site or any adjacent areas that may affect the performance of the CONSULTANT's services, then CONSULTANT may, at its option and without liability for consequential or any other damages: 1) suspend performance of Services on the portion of the Project affected thereby until the CLIENT retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove such materials, and warrant that the site is in full compliance with applicable laws and regulations; or, 2) terminate this Agreement for cause if it is not practical to continue providing Services.
 - a. Constituent of Concern is defined as asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

L. TERMINATION

1. For Cause: This Agreement may be terminated by either party upon 7 days written notice in the event of substantial failure by other party to perform in accordance with the terms of this Agreement through no fault of the terminating party.
 - a. For termination by CONSULTANT, Cause includes, but is not limited to, failure by CLIENT to pay undisputed amounts owed to CONSULTANT within 120 days of invoice and delay or suspension of CONSULTANT's services for more than 120 days for reasons beyond CONSULTANT'S cause or control.
 - b. Notwithstanding the foregoing and with consent of terminating party, this Agreement will not terminate under paragraph 4.L.1 if the party receiving such notice immediately commences correction of any substantial failure and cures the same within 10 days of receipt of the notice.
2. For Convenience: This Agreement may be terminated for convenience by CLIENT upon 7 days written notice to CONSULTANT.
3. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section 3 of this Agreement. Upon receipt of payment, CONSULTANT shall deliver, and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to provisions of Paragraph 4.H.
4. In event of termination by CLIENT for cause, CLIENT shall compensate CONSULTANT for all undisputed amounts owed CONSULTANT as of date of termination and, upon receipt of payment, CONSULTANT shall deliver to CLIENT and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to the provisions of Section 4.H. All other matters will be resolved in accordance with the Dispute Resolution clause of this Agreement.

M. INDEPENDENT CONTRACTOR

Nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

N. CONTINGENT FEE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from award or making of this Agreement.

O. NON-DISCRIMINATION

The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein. **The CONSULTANT is an Equal Opportunity Employer** and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

P. ASSIGNMENT

Neither party shall assign or transfer any interest in this Agreement without the prior written consent of the other party.

Q. SURVIVAL

All obligations, representations and provisions made in or given in Section 4 and Documents Retention clause of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

R. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

S. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Iowa and venued in courts of Iowa; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the project is located.

T. DISPUTE RESOLUTION

CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions, or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: _____

Signature

Printed Name

Date

CONSULTANT: Bolton & Menk, Inc.


Signature

Greg Broussard

Printed Name

2/16/23
Date

Attachments:

Exhibit A Basic Services

Exhibit B Iowa DOT Project Close-Out Instructional Memorandums

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Basic Services

DESCRIPTION OF PROJECT AND SCOPE OF IMPROVEMENTS

Bolton and Menk agrees to provide civil engineering services to complete the project close-out per Iowa Department of Transportation (IDOT) requirements for the Park Avenue 4 to 3 lane conversion, (IDOT) project number STPN-038-1(15)--2J-70.

I.A. BASIC SERVICES

TASK 1 – PROJECT CLOSE-OUT:

Description: Project close-out per IDOT requirements outlined in IDOT Local Systems Instructional Memorandum Section 6.1 – Project Close-out and Audits (I.M 6.1). Components to include, but not limited the following:

- Review of project documentation.
- Review of project item documentation for pay items.
- Coordination with prime contractor for clarification of pay item information and project documentation.
- Completion of Iowa DOT statement of completion and final acceptance of work, IDOT form 830435 and submitted to the IDOT Local Systems Field Engineer (LSFE).
- Complete IDOT pre-audit checklist (I.M.6.110 Attachment E), prepare draft final quantities, price adjustments and/or liquidated damages (LDs) if LDs are required.

- Compilation of documents for proof of correct project quantities and payment of quantities.
- Compilation of materials certifications required for all materials incorporated into the project by item, including completion of all Materials IM 101 forms for upload to DocExpress.
- Coordination with IDOT District 5 Materials staff for review/acceptance of materials incorporated into the project including review of the hot mix asphalt and portland concrete cement suppliers plant books and documents.
- Review of IDOT audit findings
- Coordination with IDOT staff for resolution to any findings including justification/reasoning for any shortages in documentation.
- Preparation of final voucher and pay estimate.
- Preparation and submittal of final payment, IDOT form 830436.
- Compilation of all required forms for the final packet (I.M. 6.110 Attachment F) to be submitted to the IDOT LSFE.
- Assist City Staff with reimbursement claims for submittal to the IDOT LSFE.

All close-out activities will follow I.M. 6.110, I.M. 6.110 -Attachment B, I.M. 6.110 - Attachment E, and I.M. 6.110 -Attachment F attached as Exhibit B.

Deliverables

- All required forms based on available project documentation for project close-out

ADDITIONAL SERVICES

Consulting services performed other than those authorized under Task 1. shall not be considered part of the Basic Services and may be authorized by the Client as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services include but are not limited to:

1. Field collection of project quantity data.
2. Other services not explicitly stated in this agreement.

ITEMS PROVIDED BY THE CLIENT

1. Existing project field documentation from other field staff during construction.

FEES

Bolton & Menk, Inc's proposed fee for the described Scope of Services is as follows:

Scope of Services			
TASK		Hours	PRICE
1	Audit by Project Manager	120	\$ 20,760.00
2	Audit by Project Engineer	160	\$ 20,480.00
3	DOT Coordination by Project Manager	40	\$ 6,920.00
4	Admin Assistance	40	\$ 3,400.00
Total		360	\$ 51,560.00

These rates include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey equipment, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.

This scope of work will be completed and invoiced monthly at Standard Hourly Rates with an **hourly not to exceed estimated fee listed above**. Any changes to the area encompassed by the site plan (on-site or off-site) initiated by the Owner or developer after initial submittal to the City may require an additional fee. Any plan updates or revisions after receiving City of Muscatine approved plans will require an additional fee.

Items provided by the Client

- Existing project field documentation from other field staff during construction.

SCHEDULE

Bolton & Menk, Inc. has the staff to deliver all required review and documentation for final project acceptance by the IDOT July 2023.

Schedule of Rates

Employee Classification	Hourly Billing Rates
Senior Project Manager	\$175-248
Project Manager	\$145-198
Senior Project Engineer	\$140-198
Project Engineer	\$130-188
Design Engineer	\$110-168
Graduate Engineer	\$110-145
Senior Planner	\$115-198
Planner	\$115-171
Senior Landscape Architect	\$150-170
Landscape Architect	\$120-148
Landscape Designer	\$100-135
Licensed Project Surveyor	\$160-195
Graduate Surveyor	\$130-181
Survey Technician	\$85-173
Senior Technician	\$110-195
Technician	\$90-168
Specialist*	\$95-205
Practice Expert**	\$225-308
Senior Principal	\$195-308
Principal	\$160-235
Administrative/Corporate Specialists	\$75-120
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

These rates include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey equipment, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.

INSTRUCTIONAL MEMORANDUMS

To Local Public Agencies



To: Counties and Cities	Date: March 2, 2021
From: Local Systems Bureau	I.M. No. 6.110
Subject: Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects	

Contents: This Instructional Memorandum (I.M.) provides guidelines and procedures for closing-out Local Public Agency (LPA) Federal-aid, Federal-aid Swap, and Farm-to-Market (FM) projects, including field inspections, final project reviews, final audits, final reimbursements and records retention. This I.M. includes the following attachments:

[Attachment A](#) – Project Close-out Process Overview Flowchart. This attachment illustrates the entire project close-out process. It also directs the reader to the appropriate flow chart for the final review, audit, and payment of construction work, depending on the type of project.

[Attachment B](#) – Final Review and Audit Process Flowchart – Highway or Bridge Construction. This attachment illustrates the final review, audit, and payment process for traditional highway and bridge construction contracts that are let by the Iowa DOT and use the Iowa DOT Standard Specifications.

[Attachment C](#) – Final Review and Audit Process Flowchart – Non-highway Construction, DOT Specifications. This attachment illustrates the final review, audit, and payment process for non-highway type construction contracts that use the Iowa DOT Standard Specifications. These may be let at the Iowa DOT or locally*. They may include trails or landscaping / scenic improvement projects, such as those funded by the Transportation Enhancement, Federal Recreational Trails, Scenic Byways, and Safe Routes To School programs.

[Attachment D](#) – Final Review and Audit Process Flowchart – Non-highway Construction, Non-DOT Specifications. This attachment illustrates the final review, audit, and payment process for non-highway construction contracts that do not use the Iowa DOT Specifications. These may be let at the Iowa DOT or locally*. In addition to the kinds of projects listed for Attachment C above, these may include building restoration or renovation projects.

*For more information on the types of contracts that may be let locally, refer to [I.M. 5.120](#), Local Lettings – Federal-aid.

[Attachment E](#) – Required Local Public Agency Project Documentation & Pre-audit Checklist ([Word](#)). This attachment includes a checklist and instructions to guide the LPA's Project Engineer through the pre-audit process and prepare for a final audit. This checklist will also be used by the Iowa DOT staff when performing the final construction contract audit.

[Attachment F](#) – Final Forms Packet Checklist ([Word](#)). This attachment includes a checklist and instructions that describe the necessary forms and documents that should accompany the Project Engineer's request for approval of final payment to the Contractor.

This I.M. is written for projects utilizing Doc Express. In the rare circumstance that a project is not required to utilize Doc Express, consult with the Administering Bureau on the preferred method for transmitting documents.

Introduction

The primary objective of this I.M. is to document the process for closing-out Federal-aid, Federal-aid Swap, and FM projects, and set expectations, for both LPA and Iowa DOT staff, concerning the amount of time required to complete this process. Timely completion of the close-out process is very important because of Federal and State laws or regulations that pertain to prompt payment to contractors and subcontractors. The flowcharts included as Attachments [A](#), [B](#), [C](#), and [D](#) of this I.M. provide an estimate of the *minimum* amount of time required to complete each step. However, depending on the circumstances of each project, more time may be required.

Another important objective of this I.M. is to outline the documentation necessary to ensure that the project was constructed in accordance with the approved plans and specifications. In order to effectively carry-out its

responsibilities to oversee the use of Federal funds and state funds, the Iowa DOT reviews some of this documentation. If such documentation is lacking, the Iowa DOT has the responsibility and the authority to deny Federal or state participation in some or all of the project costs.

Besides reviewing the construction documentation, the Iowa DOT is also responsible to ensure that the LPA is adequately staffed and equipped to undertake a Federal-aid, Federal-aid Swap, or FM project. If the Iowa DOT's reviews of an LPA's projects during the close-out process consistently indicate that the LPA is not adequately staffed or equipped, the Iowa DOT has the responsibility and the authority to withhold letting of future Federal-aid, Federal-aid Swap and FM projects until the LPA makes the necessary corrections. [Iowa Code 310.9](#) gives the Iowa DOT authority to withhold letting of future FM projects.

The best way to make the project close-out process run smoothly and quickly is to ensure that proper documentation and records are kept during construction. Some of the documentation reviewed during the close-out process is discussed in [I.M. 6.000](#), Construction Inspection. Therefore, the information contained in [I.M. 6.000](#) should be thoroughly reviewed before beginning either construction or the project close-out process.

Besides [I.M. 6.000](#), the Iowa DOT's [Construction Manual](#) should also be consulted as a resource for construction inspection and close-out procedures. The current version of the Construction Manual is available on-line as part of the Iowa DOT's [Electronic Reference Library](#). In many places throughout this I.M., references to the Construction Manual are provided for additional explanation or information.

Note: LPA and consultant staff should be aware that the Construction Manual is written primarily for use by Iowa DOT staff. Therefore, the terminology it uses reflects the Iowa DOT's organizational structure. For example, references in the Construction Manual to the Resident Construction Engineer (RCE) should be interpreted as referring to the LPA's Project Engineer. Likewise, references to the District Construction Engineer (DCE) correspond to the Local Systems Field Engineer (LSFE), or in the case of projects administered by the Systems Planning Bureau, the appropriate Grant Program Manager or their designee. In addition, the LPA should also recognize that some of the procedures described in the Construction Manual are internal to the Iowa DOT and therefore may not be applicable for LPA administered projects. If you have any questions concerning the applicability of procedures in the Construction Manual, contact the Administering Bureau for assistance.

While not detailed extensively in this I.M., timely completion and review of other non-construction contracts that have Federal-aid, Federal-aid swap, or FM funds, such as consultant, railroad, or utility relocation contracts, are also very important to the project close-out process. When such Federal-aid, Federal-aid Swap, or FM work is complete, the LPA should forward a request for final reimbursement for that work to the Iowa DOT as soon as possible. This enables the final review or audit process, if necessary, for such contracts to begin prior to completion of the construction contract, when possible. Sometimes the final reviews or audits of consultant, railroad, or utility work can take a significant amount of time, and therefore have potential to delay close-out of the project as a whole. For more information regarding these procedures, refer to [I.M. 3.310](#), Federal-aid Participation in Consultant Costs; [I.M. 3.650](#), Federal-aid Participation in Utility Relocations; and [I.M. 3.680](#), Federal-aid Projects Involving Railroads.

The attachments referenced above provide an outline of the entire process for closing-out Federal-aid, Federal-aid Swap and FM projects. The remainder of this I.M. provides additional explanation for each major part of this process. These parts include the following:

Completion of Field Work

The project field work is considered complete when all the Contractor's items of physical work have been completed. In other words, unless some of the work is found to be defective, the Contractor will not need to come back to the project site.

Completion of field work requires some, but not all of the paperwork that will eventually be required from the Contractor. Before accepting the field work as complete, the Project Engineer should obtain the following from the Contractor, as applicable: survey books, the Contractor's Daily Traffic Control Diary, Abandoned Water Well Plugging Record ([DNR Form 542-1226](#)), corrected profilometer reports, and plant reports. In addition, any non-compliances related to field work should be resolved before accepting the field work as complete.

Inspection of Field Work

For Federal-aid and Federal-aid Swap projects, the Project Engineer shall notify the Administering Bureau when it appears the Contractor is approximately 2 weeks from substantial completion of the field work. The Project Engineer shall schedule a final inspection with the Contractor, the Administering Bureau, and themselves. The goal is to complete the final inspection within 2 weeks of substantial completion of the project, weather permitting. While every effort will be made to meet this goal, it is possible that staff availability will not allow this goal to be met for every project. In such cases, the final inspection will be scheduled as soon as possible. During the final inspection, a Final Inspection Punch List will be developed listing all items of work that have not been completed in reasonably close conformity to the contract documents. The Project Engineer shall deliver to the Contractor the Final Inspection Punch List and specify the corrective action that must be taken. A copy of the Final Inspection Punch List shall also be sent to the Administering Bureau for concurrence. Once the Project Engineer determines all of the work is satisfactorily completed, including any corrective actions, the Project Engineer shall send a copy of the final Weekly Report of Working Days ([Form 830238](#)) and documentation of completion of the Final Inspection Punch List to the Administering Bureau.

For FM projects, the process as described above is to be followed, excluding Administering Bureau involvement.

Statement of Completion and Final Acceptance of Work

For Federal-aid and Federal-aid Swap projects, after the field inspections have been completed, and any required corrective actions completed, the Project Engineer shall notify the Administering Bureau in writing. This notice shall specify the corrective actions that have been taken, if any, and request the Administering Bureau's concurrence that the field work is acceptable. The Administering Bureau staff, at its discretion, may spot check these corrections. After obtaining the Administering Bureau's concurrence, the Project Engineer is to submit the appropriate completion form to the Administering Bureau. The form used to document the completion and acceptance of the work depends on the type of specifications used:

For projects using Doc Express and the Iowa DOT Standard Specifications, the Project Engineer shall upload and electronically sign the Statement of Completion and Final Acceptance of Work ([Form 830435](#)).

For all projects paid through the FM Account, [Form 830435](#) must be signed twice by the LPA. The first signature will be the Project Engineer, and the second signature will be the Person in Responsible Charge (PIRC), to represent the Board of Supervisors' acceptance of the field work. A County Board of Supervisors may authorize the County Engineer to sign either the [Form 830435](#) or [Form 640003](#) on its behalf, provided that it has passed and executed a resolution authorizing the County Engineer to do so. For more information, refer to I.M. 6.140, Resolution to allow County Engineer to Certify Completion of Work on Construction Contracts.

For Federal-aid and Federal-aid Swap projects, after the LPA has uploaded and signed [Form 830435](#), the Administering Bureau will then sign it electronically in Doc Express. For FM projects, the Administering Bureau's concurrence and signature is not required.

If the contract does not utilize Doc Express, the Project Engineer shall sign and date the Statement of Completion and Final Acceptance of Work ([Form 830435](#)) and email a copy to the Administering Bureau. For Federal-aid and Federal-aid Swap projects, the Administering Bureau will sign and date [Form 830435](#) and email a copy to the Project Engineer and retain a copy for the Administering Bureau's file. The Project Engineer shall then send a copy to the Contractor.

For projects that use other specifications, the Project Engineer shall sign and date the *top portion only* of the Certificate of Completion and Final Acceptance of Agreement Work ([Form 640003](#)), email a copy to the Administering Bureau and the Contractor, and keep the original in the LPA's file. The only purpose of this submittal is to document the date of completion of the work. It is not intended to be the LPA's approval for final payment. Approval for final payment occurs later, at which time [Form 640003](#) shall be emailed to the Administering Bureau as part of the Final Forms Packet submittal. For more information, refer to [Attachment D](#) and [Attachment F](#).

For Federal-aid and Federal-aid Swap projects, the Project Engineer should not accept the field work as complete by signing the Statement of Completion and Final Acceptance of Work ([Form 830435](#)) or Certificate of Completion and Final Acceptance of Agreement Work ([Form 640003](#)), as applicable, until

both the Project Engineer and the Administering Bureau agree the field work is complete and in reasonably close conformance with the contract documents.

The date of the Project Engineer's signature on [Form 830435](#) or [640003](#) is important, because this date marks the beginning of a 50 day count that is used to determine whether interest may be due to the Contractor. For more information, refer to [I.M. 6.130](#), Interest Payment Procedures.

Federal-aid / Federal-aid Swap / FM Pre-audit Process

Prior to requesting a review and determination of final audit/review from the Administering Bureau, the Project Engineer shall conduct a pre-audit. Within 90 days of completion of construction and/or other activities authorized by the project agreement, the Recipient shall provide the completed pre-audit checklist to the Administering Bureau and request a review and determination of final audit/review; however, if there is an anticipated delay the pre-audit could be started when the project is substantially completed. The pre-audit consists of a thorough review of the construction contract documentation, as specified in the Pre-audit Checklist ([Attachment E](#) to this I.M.). The purpose of the pre-audit is to prepare for a possible audit or review by the Administering Bureau staff. Therefore, when conducting the pre-audit, the Project Engineer shall ensure that all of the documentation associated with the construction contract is complete, correct, and well organized. If the Administering Bureau finds that the documentation is not complete, correct, or well organized, it may defer the final audit or review, if an audit or review is determined to be needed, until the Project Engineer addresses these issues.

As part of the pre-audit process, the Project Engineer shall also prepare the proposed final quantities, including all applicable price adjustments, such as incentives / disincentives, liquidated damages, or adjustments due to non-compliance with the contract documents. Additional guidance for each of these items is provided in [I.M. 6.000](#), Construction Inspection, and the Construction Manual sections referenced by the Pre-audit Checklist ([Attachment E](#) to this I.M.).

When the pre-audit is complete, the Project Engineer shall upload the Pre-audit Checklist ([Attachment E](#) to this I.M.) and Materials I.M. 101 sheets to Doc Express. The applicability of the materials audit process is discussed in the Final Audits section below.

Semi-final Voucher or Semi-final Pay Estimate

After the pre-audit is complete, the Project Engineer shall upload the proposed final quantities, including any price adjustments, to Doc Express for the Contractor's review and signature. For contracts that are paid by the Iowa DOT through the FM Account, this submittal consists of the semi-final voucher, which is documented using the Construction Contract Progress Voucher (also known as a "309 Voucher") form produced by the Iowa DOT Finance Bureau, or if Field Manager or Appia software is used, a similar computer generated form. For contracts where the LPA makes payment to the Contractor directly, this submittal consists of a semi-final pay estimate, which may be documented using either the Final Estimate of Road or Bridge Work on Non-State Roads / Streets ([Form 181235](#)) or an equivalent form.

The upload of the semi-final voucher or semi-final pay estimate to the Contractor should be made at the same time the Pre-Audit Checklist ([Attachment E](#) to this I.M.) and Materials I.M. 101 sheets are uploaded. When these documents are uploaded, the Project Engineer should make it clear to the Contractor that the proposed final quantities are subject to change by an Iowa DOT audit.

Also as part of the semi-final voucher or semi-final pay estimate submittal, the Project Engineer shall provide the Contractor with a complete list of any missing documentation that will be required in order to receive final payment, as determined by the Project Engineer's Pre-audit.

If any quantities or price adjustments are in dispute, the Project Engineer and the Contractor shall negotiate a mutually acceptable resolution. If the parties are unable to reach an agreement, the Project Engineer or the Contractor may contact the Administering Bureau for assistance. If requested, the Administering Bureau will attempt to mediate an acceptable solution to both parties.

After the Project Engineer and the Contractor have reached agreement on the semi-final voucher or semi-final pay estimate, the Project Engineer shall approve the semi-final voucher or semi-final pay estimate and the Contractor should be paid in full, less any retainage withheld.

If informal discussions between the Project Engineer, the Contractor, and if requested, the Administering Bureau, are unable to reach an agreement on any quantities or price adjustments, the Project Engineer shall approve the semi-final voucher or semi-final pay estimate, less any retainage and pay adjustments for items that are being disputed. The Project Engineer shall document the reason for the items that are being disputed and what actions were taken to resolve the dispute.

Final Audits for Federal-aid and Final Reviews for Federal-aid Swap and FM Projects

The Administering Bureau, at its discretion, may audit any construction contract let through the Iowa DOT. Some Administering Bureaus have elected to audit all Federal-aid contracts; others have elected to select Federal-aid contracts using a systems approach which is described below. Federal-aid Swap and FM projects will be reviewed at a minimum rate of one project every three years, per LPA, or more frequently if deemed necessary by the Local Systems Bureau or the Administering Bureau. If an LPA has a new Engineer that will be providing project certification, the first DOT let project administered by the new Engineer will be selected for review by the Administering Bureau. If a project is selected for audit or review, the construction audit or review will be conducted electronically to the extent possible, and possibly at the Contracting Authority's Office, as shown in the contract documents, or at a mutually agreed to alternate location.

Using the systems approach, from among those contracts that have been completed at the time projects are selected for audit, the Administering Bureau will select at least one contract for each LPA. If the LPA only has one contract, that contract will be selected. If the LPA has more than one contract, the contract will be selected at random. If the audit of the selected contract does not reveal any significant problems, the Administering Bureau may waive the final audits for the LPA's other contracts let during that Federal fiscal year.

If a project is not selected for an audit or review, the Administering Bureau will notify the Project Engineer that a final audit/review will not be conducted, and upload a completed Pre-audit Checklist to Doc Express.

The audit or review of LPA projects can be done at more frequent intervals at the request of the LPA to the Local Systems Bureau, Urban Engineer or Secondary Roads Engineer, depending on the roadway system affected by the project. Upon request, the Local Systems Bureau will determine the availability of staff to perform the audit or review and make a determination based on the availability of staff.

If a contract is Federal-aid and is selected for a final audit, the materials and construction audits will proceed as follows:

Materials Audit Process (highway and bridge projects only)

A materials audit will be performed by District Materials staff only for Federal-aid highway or bridge projects, and projects located on the Primary Highway System, which have been selected for audit by the Administering Bureau using the systems approach. Materials audits will not be performed for non-highway projects, such as those funded by the Transportation Alternatives Program, Transportation Enhancement, Federal Recreational Trails, Scenic Byways, and Safe Routes to School programs.

For projects selected for audit, after upload of the materials review forms and associated documentation, the District Materials staff will perform a materials audit in accordance with procedures outlined in Materials I.M. [101](#) and [103](#). After their audit is complete, District Materials staff will notify the Project Engineer of any deficiencies in the materials testing, certification, or other required documentation and specify the corrective action that must be taken. If needed, the District Materials staff will provide a copy of this request to the Administering Bureau. The District Materials Engineer will only sign the Materials I.M. 101 on Federal-aid projects selected for audit, once documentation is deemed acceptable.

After the requested corrective actions have been taken and / or documentation has been obtained, the Project Engineer shall forward this information to the District Materials staff.

For Federal-aid Swap and FM projects, the material review sheets shall be filled out and uploaded to Doc Express. The Administering Bureau will review them for completeness as part of the final review of Federal-aid Swap and FM projects, if the project is selected for review. Material review sheets can be found on the Construction and Materials Bureau website http://www.iowadot.gov/Construction_Materials/materialsforms/auditforms.xlsx. The District Materials Engineer will not sign the review sheets for Federal-aid Swap or FM projects, but will be available for consultation on materials related documentation efforts.

Construction Audit Process

After substantial completion of the project, the Project Engineer shall upload the Pre-audit Checklist (see [Attachment E](#) to this I.M.) to Doc Express. The Administering Bureau will review the Pre-audit Checklist and determine if the project will be audited/reviewed.

For projects selected for audit/review, the Administering Bureau will examine samples of the supporting documentation in Doc Express in order to verify that the item was completed as indicated on the Pre-audit Checklist. Those items for which supporting documentation was reviewed will be noted as such on the Pre-audit Checklist by the Administering Bureau staff. Any deficiencies identified by their review will be recorded on the Audit of Final Pay Estimate ([Form 830301](#)). The Administering Bureau staff will upload a partially completed [Form 830301](#) to Doc Express.

After the requested corrections have been completed, the Project Engineer shall indicate the date corrective actions were taken, and sign and date [Form 830301](#).

Preparation of the Final Voucher or Final Pay Estimate

After the materials and construction audits are complete, or upon notice by the Administering Bureau that a final audit will not be conducted, the Project Engineer may begin preparing the final voucher or final pay estimate. The final voucher or final pay estimate shall incorporate the corrections to final quantities or price adjustments, if required by the final materials or construction audits.

Note: For counties using the Field Manager software on contracts paid through the FM Account, any changes to quantities required by the final audits will require re-issuing a semi-final voucher before preparing a final voucher. This is because the final voucher is only used to release retainage; it cannot process changes in quantities.

The Project Engineer shall upload the final voucher or final pay estimate to Doc Express and request the Contractor's approval of the final quantities, including any price adjustments that may apply. If acceptable, the Contractor signs the final voucher or final pay estimate in Doc Express. The Contractor shall also upload all required paperwork for final payment, if not already provided. This submittal is referred to as the Day Zero date, which marks the beginning of a 31 day count used to determine when interest may begin to accrue. For more information, refer to [I.M. 6.130](#), Interest Payment Procedures. If all required paperwork is not provided, the Project Engineer shall promptly inform the Contractor which items are still needed and that final payment will not be processed until those items are uploaded.

Submittal of Final Forms Packet

For Federal-aid, Federal-aid Swap and FM projects, after the Contractor has signed the final voucher or final pay estimate and provided all the required paperwork, the Project Engineer shall **upload the Final Forms Packet to Doc Express**. The Final Forms Packet includes the final voucher or final pay estimate and all other required documentation for final payment. Use [Attachment F](#) to this I.M., Final Forms Packet Checklist, as a complete list of required forms and documentation.

The Final Forms Packet will be reviewed by the Administering Bureau within 30 days to ensure all applicable forms and documentation have been included. If any forms or documentation are missing, the Administering Bureau will promptly notify the Project Engineer and specify the items that are not complete. Once acceptable, the Administering Bureau routes the appropriate forms and documentation as needed. For Federal-aid and Federal-aid Swap projects let under the Iowa DOT Specifications, the Iowa DOT documents approval for final payment by signing the Final Payment ([Form 830436](#)). For FM projects, the Iowa DOT does not sign the Final Payment ([Form 830436](#)). For contracts let under other specifications, the Iowa DOT documents approval for final payment by signing the bottom part of [Form 640003](#).

Final Payment to the Contractor

After the Administering Bureau has approved the Final Forms Packet, final payment to the Contractor will be processed as follows:

For contracts that are paid by the LPA, the Administering Bureau notifies the Project Engineer that final payment may be processed by signing the [Form 830436](#) or [Form 640003](#) in Doc Express, as appropriate. Upon receipt,

the LPA makes final payment to the Contractor in accordance with the approved final pay estimate, including release of all retainage that is due.

For contracts paid through the FM Account, the Administering Bureau signs [Form 830436](#) in Doc Express and sends the Final Forms Packet to the Finance Bureau. Upon receipt, the Finance Bureau processes the final payment to the Contractor, including a release of all retainage that is due.

Final Federal-aid or Federal-aid Swap Reimbursement

For contracts paid by the LPA, the LPA may request final Federal-aid, Federal-aid Swap, or other reimbursements of project costs after all payments have been made, including the construction contract and any other project costs for which Federal-aid, Federal-aid Swap, or other reimbursement will be requested. This request shall be made by uploading the [Claim Reimbursement Form](#) to Doc Express, if applicable, and shall include copies of all warrants and pay estimates for which reimbursement has not yet been requested. The Administering Bureau will review the LPA's final reimbursement request, and if acceptable, will forward to the Finance Bureau for processing, along with the Final Forms Packet.

For contracts paid by the FM Account, the Finance Bureau will process the Federal-aid or Federal-aid Swap reimbursement of participating contract costs. Federal-aid or Federal-aid Swap reimbursements will be deposited in the fund from which payments were originally made (e.g., the county's Farm-to-Market account for projects on the Farm-to-Market System). If there are any other reimbursable project costs that were not paid through the FM Account, the LPA shall request final reimbursement for these costs as described in the paragraph above.

Upon receipt of the final reimbursement request from the Administering Bureau, the Finance Bureau will issue a warrant to the LPA for the final reimbursement that is due. If the final audits or reviews reveal that the LPA has been overpaid, the LPA shall reimburse the Iowa DOT accordingly.

Project Close-out and Records Retention

Federal-aid Projects

After processing the final Federal-aid reimbursement to the LPA, the Finance Bureau will prepare a final amendment / modification (amend / mod) to the project authorization in the Federal Highway Administration's Fiscal Management Information System (FMIS). The final amend / mod is sent to FHWA electronically for its review and approval.

Once approved by FHWA, the Finance Bureau distributes the final FMIS amend / mod document to the Administering Bureau, Program Management Bureau, District Planner, and the Local Systems Bureau. Once received, the Administering Bureau uploads a copy to Doc Express. Finally, the District Planner forwards to the appropriate Metropolitan Planning Organization (MPO) or Regional Planning Affiliation (RPA).

Upon receipt of the final amend / mod, the LPA shall retain its project records for not less than 3 years from the date of FHWA's signature on the final FMIS amend / mod document. These records shall be available for inspection by authorized Iowa DOT or FHWA personnel at any time during the retention period.

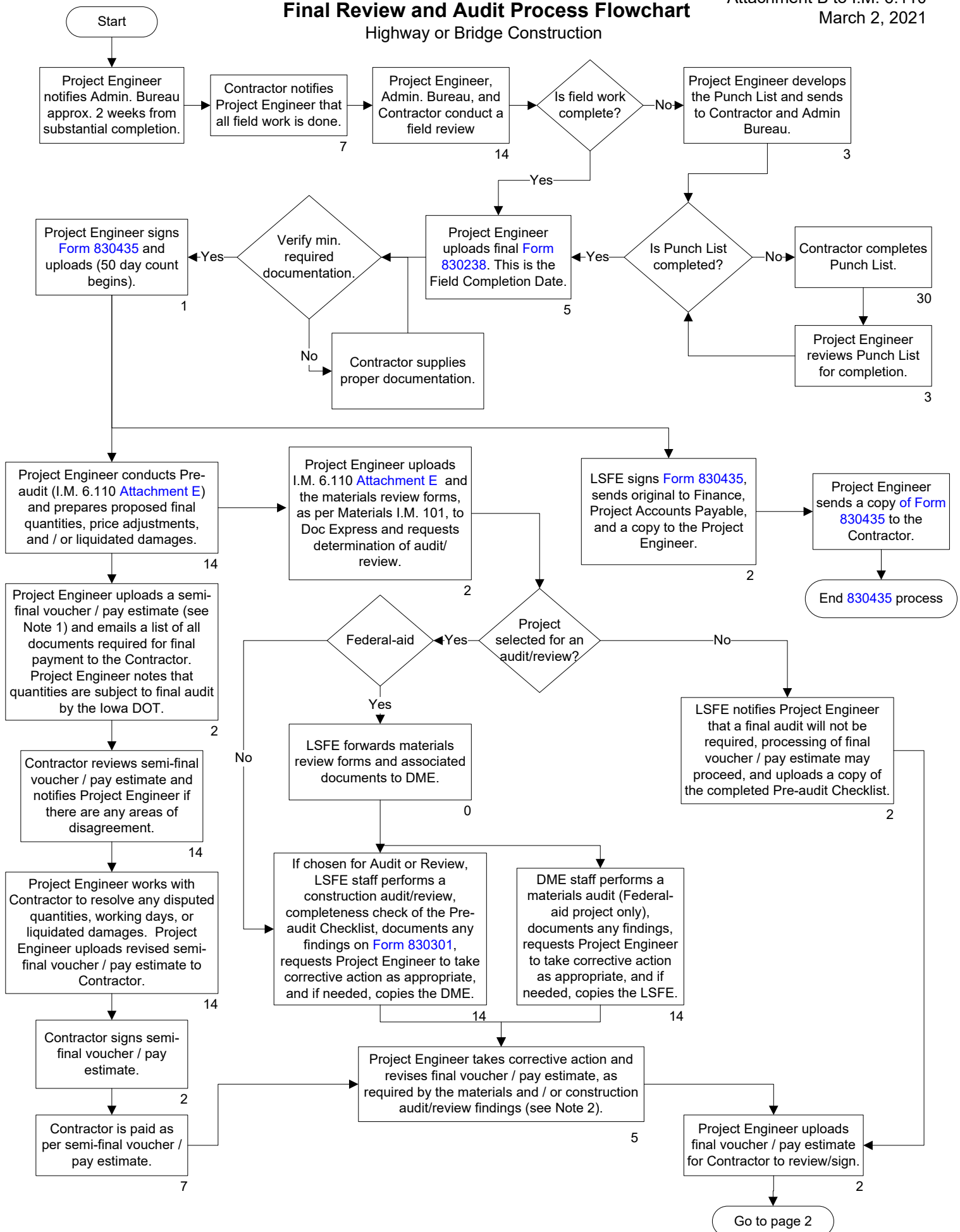
Non-Federal-aid Projects

The LPA shall retain project records for at least 3 years from the date of the Department's signature of the Final Payment Form ([Form 830436](#)) or the bottom part of the Certificate of Completion and Final Acceptance of Agreement Work ([Form 640003](#)). In the case of the Administering Bureau not signing [Form 830436](#), the LPA shall retain project records for at least 3 years from the date of the last signature on [Form 830436](#). These records shall be available for inspection by authorized Iowa DOT personnel at any time during the retention period.

Final Review and Audit Process Flowchart

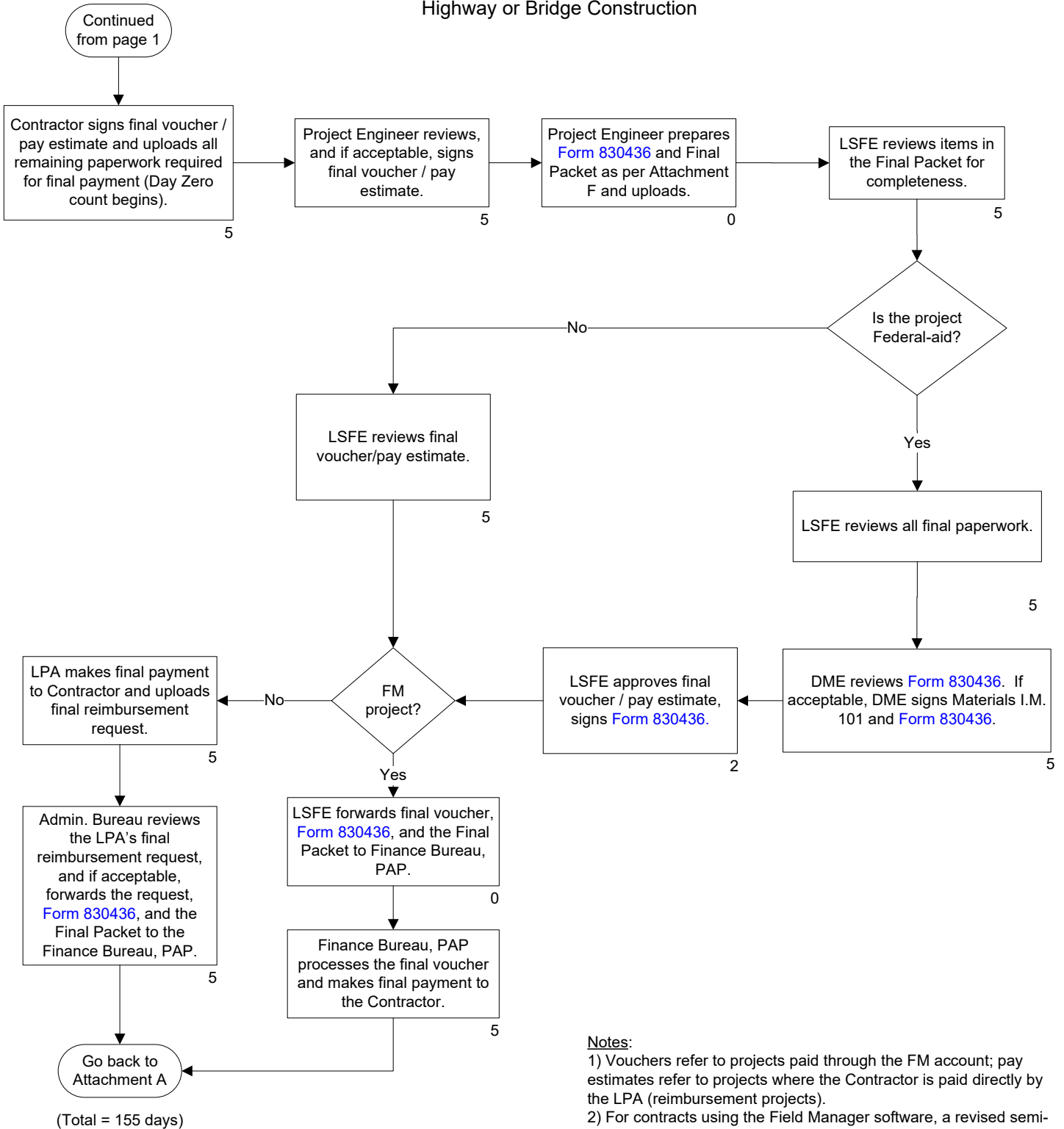
Highway or Bridge Construction

Attachment B to I.M. 6.110
March 2, 2021



Final Review and Audit Process Flowchart Highway or Bridge Construction

Attachment B to I.M. 6.110
March 2, 2021



Notes:

- 1) Vouchers refer to projects paid through the FM account; pay estimates refer to projects where the Contractor is paid directly by the LPA (reimbursement projects).
- 2) For contracts using the Field Manager software, a revised semi-final voucher must be prepared.
- 3) See note on Attachment A for explanation of numbers shown at the bottom right of each box.
- 4) Uploads refers to uploading documents to Doc Express. For projects not utilizing Doc Express, the LPA shall work with the Administering Bureau to determine the best way for transmitting files.

Abbreviations:

DME = District Materials Engineer (or delegate)
FM = Farm-to-Market
LPA = Local Public Agency
PAP = Project Accounting and Payables
LSFE = Local Systems Field Engineer

Required Local Public Agency Project Documentation & Pre-audit Checklist

Project Number:	_____	Project Name / Location:	_____
Contract Number:	_____	Contracting Authority:	_____
Letting Date:	_____	Contractor:	_____

Instructions: Using and referencing this document throughout the construction project will greatly reduce time and effort during the closeout process. This list can serve as a guide for documents required throughout the project. **All** of the applicable documents, steps, or reviews represented by this checklist should be complete and correct **before** submitting this checklist to the Iowa DOT Administering Bureau for review and determination of final audit by the Iowa DOT Administering Bureau.

The Project Engineer shall review and complete this checklist as indicated below, and as indicated by the instructions for each item:

- If the question(s) associated with an item can be answered “yes”, and the project file contains documentation to support this answer, check the box.
- If the item does not apply, check the “N/A” box.
- If any items need additional explanation, place a note adjacent to that item, add remarks in the “comments” section below, or attach additional documents as necessary.
- Project file can be defined as paper copy files, or electronic file systems such as Field Manager, Doc Express or Appia. All county projects let through the Iowa DOT, since the January 17, 2018 letting, and city projects let through the Iowa DOT, since the July 17, 2018 letting, are required to use Doc Express. All county projects let through the Iowa DOT, since the April 19, 2022 letting, are required to use Appia.
- This checklist has the same structure as the Local Public Agency drawers in Doc Express, for ease of electronic review.

For many of the checklist items below, references have been provided to the appropriate Iowa DOT form number, Iowa DOT Standard Specifications Section or Article number, Construction Manual (C.M.) section, Materials Instructional Memorandums (Materials I.M.s), or Instructional Memorandums to Local Public Agencies (I.M.s). Also included are responsible parties for each of the checklist items. Such references are included in parenthesis immediately after the checklist item. Consult these references for additional instructions and information.

The Iowa DOT Standard Specifications, C.M., and the Materials I.M.s are all available on-line as part of the Iowa DOT's [Electronic Reference Library](#). Most of the Iowa DOT forms referenced below are also available on the [Iowa DOT Forms](#) web page. The most recent Doc Express and Appia instructions can be found on our [Local Systems website](#). Finally, some of the forms or documents included in this checklist are also discussed as part of [I.M. 6.000](#), Construction Inspection.

This checklist is not an all-inclusive list. It should be used as a starting point for the project review and final audit. Additional documents and documentation may be required as part of the project records.

*Column AB is for use by the Iowa DOT Administering Bureau.

Agreement and Resolution Drawer Documents	Yes	N/A	AB*
Funding Agreement between the Iowa DOT and LPA: include all funding agreements and any addendums to the funding agreements (Submitted by Administering Bureau)	☐	☐	☐
Right-of-Way, Temporary, or permanent easement agreements (Submitted by Engineer)	☐	☐	
Agreements for Private Property Used by Contractor: if the Contractor used private property, other than the existing right-of-way or easements provided by the Contracting Authority, provide copies of the Contractor's agreements for purchase, lease or temporary easements. (Submitted by Contractor)	☐	☐	

Change Order Drawer - Documents	Yes	N/A	AB
Change Orders (Form 831240); I.M. 6.000, Att. D , section 2.36): include a signed copy of all change orders on the contract (Submitted by Engineer)	☐	☐	
Quantities of items added or adjusted by Change Order have been recorded in the field book (Submitted by Engineer)	☐	☐	
Force Account: If any work was performed on a force account basis, the project files contain a Statement of Force Account with supporting documentation attached? (Form 181213 ; I.M. 6.000, Att. D , section 2.35; Article 1109.03 , B) (Submitted by Engineer)	☐	☐	
Price Adjustments: All appropriate price adjustments have been documented by a completed Change Order, including those related to (Submitted by Engineer):	☐	☐	
Non-Compliance Notice: If it results in a change to the contract, is it attached to the Change Order? (Submitted by Engineer):	☐	☐	
Quantities of items added or adjusted by Change Order have been included in the estimate/voucher (Submitted by Engineer):	☐	☐	

Contract Documents Drawer Documents	Yes	N/A	AB
Subcontract Request and Authorization (I.M. 5.030 , I.M. 6.000, Att. D , Section 2.25, Article 1108.01): Does the project file contain the list of contract items and values of all approved subcontractors that were authorized by the Iowa DOT Contracts and Specifications Bureau (the information from the .con file)? (Submitted by Administering Bureau)	☐	☐	
Were any new bid items added by change order? If yes, then Form 830231 is uploaded. (Submitted by Engineer)	☐	☐	
Predetermined Wage Rate: A copy of the applicable Predetermined Wage Rate? (Submitted by Administering Bureau)	☐	☐	
Equal Employment Opportunity (EEO) Site Inspections (Form 650170 , I.M. 6.000, Att. D , section 2.22): Does the project file contain completed copies of this form to document the EEO site inspections? These inspections shall be completed at least once, and if the contract extends more than 6 months, approximately once every 6 months for the duration of the contract. Note: If Davis-Bacon wage rates do not apply for the contract, only the top portion and sections 1 and 2 must be completed for each site inspection. (Submitted by Engineer)	☐	☐	
Sales Tax Exempt Certificates: The project file includes the sales tax exempt certification(s) for Prime and all approved Subcontractors that are signed by the LPA. (Submitted by Engineer or PIRC)	☐		
DBE Commercially Useful Function - Federal-aid Projects Only (Form 517014 ; I.M. 6.000, Att. D , section 2.25): Does the file include a copy of the DBE Commercially Useful Function form or documentation the DBE did a commercially useful function on the project? This form is required for all DBE's working on a Federal-aid project, even if a commitment was not made to the DBE. (Submitted by Engineer)	☐	☐	
Addendums: Addendums issued prior to letting (Submitted by Administering Bureau)	☐	☐	
Proposals: Estimating Proposal, including attachments (Submitted by Administering Bureau)	☐		
Specifications: Iowa DOT Standard Specifications, General Supplemental Specifications, Special Provisions, Developmental Specifications, Supplemental Specifications (Submitted by Administering Bureau)	☐		
Final Highway Funding Sources. Final Detail Estimate Cost Summary, and Final Highway Detail Construction Estimate (if applicable): include a copy of these documents. These documents are distributed by the Iowa DOT Finance Bureau after a contract is awarded by the LPA. Together, these document the Contractor, awarded contract amount, the funding sources that will be used to pay for the contract costs, and if applicable, a breakdown of costs and funding by bid item categories. (Submitted by Administering Bureau)	☐	☐	
DBE Commitment Report - Federal-aid Projects Only (I.M. 6.000, Att. D , section 2.23): If the contract was let by the Iowa DOT and if the Contractor made a DBE commitment, include a completed copy of this report. This report is provided to the LPA by the Civil Rights Bureau after the contract has been awarded. It shows a summary of the Contractor's	☐	☐	

DBE commitment(s), including the proposed DBE Contractor and/or subcontractor(s), and the committed amounts to each. (Submitted by Administering Bureau)			
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Contract Signing Drawer Documents	Yes	N/A	AB
Contract: The project file includes the fully executed construction contract (it also includes the FHWA Form 1273 for all Federal-aid projects). (Submitted by Contracts and Specifications Bureau)	☐		
Contractor's Bond and Liability Insurance: The project file includes the fully-executed contractor's bond, as well as a copy of the contractor's liability insurance. (Submitted by Contractor)	☐		
Sales Tax Exempt Certification: The project file includes the unsigned sales tax exempt certification(s). (Submitted by Contracts and Specifications Bureau)	☐		
Subcontractor Authorization and EEO/AA Poster Notice: This is included in the sales tax exempt certification form, for any subcontractors authorized at the time of contract signing. If any new subcontractors are added, there will also be a revised file. (Submitted by Contracts and Specifications Bureau)	☐		

Diaries Drawer (no contractor access)	Yes	N/A	AB
Inspector's Daily Diary: Does the project file contain a copy of the project inspector's daily diary of construction operations, including the date and name or initials for each diary entry if retained in Doc Express? Or are there entries within Field Manager or Appia? (A Daily Diary is required. Placement in Doc Express is optional.) (Submitted by Engineer)	☐	☐	

Environmental Drawer Documents	Yes	N/A	AB
Storm Water Permit (I.M. 4.140): If the contract work required a National Pollutant Discharge Elimination System (NPDES) General Permit No. 2 from the Iowa DNR, does the project file include completed copies of the following:	☐	☐	
Iowa DNR's Notice of Intent form and a copy of the required newspaper notice? (Submitted by Engineer)	☐		
Copy of the NPDES and/or any Individual Storm Water Permits that may be applicable? (Submitted by Engineer)	☐		
Does the file include documentation from the contractor that identifies who their Water Pollution Control Manager is? (Submitted by Contractor)	☐		
Storm Water Site Inspection Reports (Form 830214) every 7 calendar days starting with initial ground disturbance and continuing until 70% permanent vegetative growth is established? (Submitted by Engineer)	☐		
Are the site inspections signed by a representative of the Contracting Authority and the Contractor's Erosion and Sediment Control Basics or Erosion Control Technician (ECT) trained individual? (Submitted by Engineer)	☐		
Does the file contain the name of the Erosion and Sediment Control Basics (ESC Basics) and Erosion Control Technician (ECT) trained individuals on the Contractor's staff? (Submitted by Engineer and Contractor)	☐		
Does the file contain the updated site map(s), as part of the Pollution Prevention Plan (PPP)? (Submitted by Contractor)	☐		
Does the project file include signed affidavits from the Prime contractor and affected subcontractors, identifying them as co-permittees? (Submitted by Contractor)	☐		
If the seeding or other permanent ground cover has been established, a copy of the Iowa DNR's Notice of Discontinuation (NOD) form that has been submitted to the DNR? (If the project site has not yet been stabilized, this form may be added to the project file after it has been submitted to the Iowa DNR.) (Submitted by Engineer)	☐		
Iowa DNR Notification of Completion of Construction (DNR Form 37, I.M. 3.500): If the project required an Iowa Department of Natural Resources (Iowa DNR) Flood Plain Permit, was this form completed and sent to the Iowa DNR and does the project file include a copy of this form? (Submitted by Engineer)	☐	☐	
Contractor's Erosion Control Implementation Plan (ECIP) (Article 2602.03):	☐	☐	

Does the Contractor's ECIP include stages for erosion control work to address the Contractor's time table and sequence of major activities or stages on the contract? (Submitted by Contractor)	☐		
Was the ECIP prepared by the Contractor's ESC Basics trained individual (or ECT)? (Verified by Engineer)	☐		
If Erosion Control Mobilizations apply to the contract, did the ECIP include the anticipated number of erosion control mobilizations for the project? (Verified by Engineer)	☐		
Did the contracting authority approve the ECIP? (Verified by Engineer)	☐		

Estimates and Vouchers Drawer Documents	Yes	N/A	AB
Progress Vouchers / Pay Estimates: The project file contains copies of all progress vouchers or pay estimates prepared by the Project Engineer and approved by the LPA, as well as supporting documentation such as invoices and project estimates. (Submitted by Engineer)	☐		
Reimbursements: If the Contractor was paid with LPA local funds (not Farm-to-Market funds), does the project file contain the following:	☐	☐	
Copies of all checks or warrants issued to the Contractor or copy of a check register showing all payments that have been made to-date? (Submitted by PIRC)	☐		
Copy(s) of the one or more of the following:			
Claim for Reimbursement of Project Costs (Form 517050 or equivalent)? (Submitted by PIRC)	☐		
Claim for Reimbursement of Federal Grant Program Project Costs (Form 240007)? (Submitted by PIRC)	☐		
Claim for Reimbursement of State Grant Program (RISE, Rec Trails) Project Costs (Form 240011)? (Submitted by PIRC)	☐		

Items and Materials Drawer Documents	Yes	N/A	AB
Field Book(s): Are the quantities for all items documented in a field book, loose leaf binder, or if recorded electronically (Field Book, Field Manager, Appia), available as a computer print-out or report? Does the item quantity documentation include: (Submitted by Engineer)	☐		
Added Change Order items (8000 "Change Number" series)?	☐	☐	
Dates and initials (or an electronic log) of the person who entered the quantity?	☐		
Initials (or an electronic log) of the person who checked the quantity?	☐		
Locations specified where each quantity was placed?	☐		
Are there contract items deleted with original project costs of \$50,000 or greater? If yes, a change order is required.	☐	☐	
Are there contract items that increased or decreased in value by \$50,000 or greater? If yes, a change order is required.	☐	☐	
Are there contract items that the specifications or plans state to pay at contract or plan quantity, but there needed to be an increase or decrease in the contract quantity? If yes, a change order is required.	☐	☐	
Method of Measurement and Basis of Payment: Do all items have a method of measurement and basis of payment identified? This information is usually contained in the specifications (including any applicable Special Provisions, Developmental Specifications, Supplemental Specifications, etc.) but may also be located on the plans.	☐		

Note: If the bid item number indicates the Standard Specification Section where this information can be found, the bid item number is a sufficient reference for this information. (Submitted by Engineer)			
Items Paid by Length: Do all items paid on the basis of length show the actual measured quantity, including the date and initials of the person that performed the measurement? (Submitted by Engineer)	☐	☐	
Items Paid by Count: Do all items paid on the basis of count (per each) show the actual count, including the date and initials of the person that performed the count? (Submitted by Engineer)	☐	☐	
Items Paid by Weight (Article 2001.07): (Submitted by Engineer) Do all items paid on the basis of weight include:	☐	☐	
Scale tickets that are certified by the producer?	☐		
Scale tickets that are signed by the originator and the receiver?	☐		
Daily ticket totals that are supported by adding machine tapes, computer print-outs, or other documentation?	☐		
Dates and locations where the material was placed?	☐		
Documentation of scale checks (verification and/or check weights)?	☐		
Documentation that tare weights were newly determined (if applicable)?	☐		
E-Ticketing DS-15095 Ticket summary uploaded (if applicable)?	☐	☐	
Ready Mix Tickets: If ready mix concrete is used, are copies of all ready mix tickets meeting the requirements of C.M. 9.03 available in the project file? (Submitted by Engineer)	☐	☐	
E-Ticketing DS-15095 Ticket summary uploaded (if applicable)?	☐	☐	
Items Paid as Lump Sum: Do all items paid as a lump sum include the date the work was started, dates of intermittent progress (if applicable), the date the work was completed, and initials of the person who verified the work was completed? (Submitted by Engineer)	☐	☐	
Items Paid by Volume: Do all measured items paid by volume include supporting calculations, such as original and final cross sections, or other methods that indicate how the volume was calculated? (Submitted by Engineer)	☐	☐	
Items Paid by Area: Do all measured items paid by area include supporting calculations, such as sketches with dimensions, or other methods that indicate how the area was calculated? NOTE: Sketches must be drawn and dimensioned clearly for verification of calculation. (Submitted by Engineer)	☐	☐	
Items Paid by Plan (I.M. 6.000, Att. D , section 2.27, Article 1109.01): For each item paid for on the basis of plan / contract quantities: (Submitted by Engineer)	☐	☐	
Does each quantity entry include the date and location of the work performed and an estimated quantity of work performed at that location?	☐		
Is a Plan Quantity Agreement included (if it was not originally noted in the plans or specifications)?	☐		
Materials Review: For all materials incorporated into projects let using the Iowa DOT Standard Specifications:			

Has a summary statement of non-compliant tests or measurements of material incorporated into the project been completed by the Project Engineer? (C.M. Appendix 2-33) (Submitted by Engineer)	☐	☐	
If the contract included HMA and / or PCC from a plant, does the project file include copies of the HMA and / or PCC Plant Reports? (Submitted by Engineer)	☐	☐	
Materials Audit (I.M. 101 sheets) completed by Local Public Agency staff? (http://www.iowadot.gov/Construction_Materials/materialsforms/auditforms.xlsx) (Submitted by Engineer in the Working Drawer)	☐		
All materials have been reviewed for compliance with the materials testing, sampling, and acceptance requirements of the Iowa DOT Standard Specifications and Materials I.M.s 101 , 204 , and 205 ? (Verified by Engineer)	☐	☐	
ADA (Materials I.M. 363): If project contains any construction or reconstruction of sidewalk or recreational trails, has the work been documented as required by Materials I.M. 363 ? (Submitted by Contractor)	☐	☐	
Project Engineer has verified documentation as required by Materials I.M. 363 ?	☐	☐	
Incentive / disincentive specifications: including, but not limited to:			
Pavement smoothness, if required by the contract documents? (C.M. 3.60) (Submitted by Engineer)	☐	☐	
PCC Pavement thickness? (C.M. 9.65 , Materials I.M. 346) (Submitted by Engineer)	☐	☐	
HMA Lab Voids, Field Voids? (Section 2303 or N/A if DS-15013 was used) (Submitted by Engineer)	☐	☐	
Early completion? (Section 1111) (Submitted by Engineer)	☐	☐	
Liquidated damages? (I.M. 6.000, Att. D , section 2.34) (Submitted by Engineer)	☐	☐	
Log of Piling Driven (if by formula, Form 830210 , if by wave equation, Form 830209); C.M. 11.25 , C.M. Appendix 11-22 : If the contract included an item of work for driving piles, such as on a bridge project, does the project file include a completed copy of this form? This form should be completed as piles are driven and uploaded to SIIMS. (Submitted by Engineer)	☐	☐	

Meetings Drawer Documents	Yes	N/A	AB
Pre-construction Meeting Agenda and Minutes: The project file includes a copy of the agenda and notes, including a list of attendees? (Submitted by Engineer)	☐		

Payrolls Drawer - Federal-aid projects only Documents	Yes	N/A	AB
Davis-Bacon Compliance (I.M. 6.000, Att. D , section 2.24): If Davis-Bacon wage requirements apply to the contract, does the project file contain the following: Note: For contracts let by the Iowa DOT, applicability of the Davis-Bacon requirements is indicated on the bid proposal and contract.	☐	☐	
Completed Wage Rate Reports (Form 650170) for the Contractor and all subcontractors with contracts greater than \$10,000 to document the wage rate interviews? The wage rate interviews should be completed at least once, and if the contract extends more than 6 months, approximately once every 6 months for the duration of the contract. Note: Wage rate interviews do not need to be completed for Contractor or subcontractors if they participate in the Associated General Contractors (AGC) Prevailing Wage Notification Program. (Submitted by Engineer)	☐		
Copies of the Certified Transcript of Labor Payroll (Form 830176) that are:			

Signed and dated by the Contractor, for each week that the Contractor or subcontractors performed work? (Submitted by Contractor)	☐		
Checked by the Project Engineer or designee for compliance? (See I.M. 6.000 Attachment D) Have all payrolls been transitioned to Received in Doc Express and has a comment been added to Doc Express to identify which payrolls were checked for compliance? (This is only required for the first few submitted; if no compliance problems are noted, subsequent submittals will only require spot checking.) (Verified by Engineer)	☐		
An itemized list of any non-cash fringe and corresponding dollar values with the first payroll from each contractor? (Submitted by Contractor)	☐		

Plans Drawer Documents	Yes	N/A	AB
Plans: Does the project file include a copy of the plans? Include plans as advertised, as well as let (includes addenda information). (Submitted by Administering Bureau)	☐		
Plan Revisions: If the plans were revised after the contract award, are copies of such plan revisions, including transmittals to the Contractor, included in the project file? (Submitted by Engineer)	☐	☐	
As-built Plans (I.M. 6.000, Att. D , section 2.72): If the contract involves work on an Interstate or Primary Highway, has the Project Engineer prepared as-built plans and forwarded to the appropriate Administering Bureau? (Submitted by Engineer)	☐	☐	

Project Close-out Drawer Documents	Yes	N/A	AB
Noncompliance Notice (Form 830245 , C.M. 3.21 , I.M. 6.000, Att. D , section 2.53): If any of the contract items, test results for incorporated materials, or work activities were not in compliance with the contract documents, was the Contractor issued a noncompliance notice for each, and does the project file include complete copies of this form? (Submitted by Engineer)	☐	☐	
Statement of Completion and Final Acceptance of Work (Form 830435 , I.M. 6.110): If the contract was let using Iowa DOT Specifications, is a copy of this form included in the project file, signed and dated by the Project Engineer? (Submitted by Engineer)	☐	☐	
Contract/Plan Quantity Agreement (I.M. 6.000, Att. D , section 2.27, Article 1109.01): For each item paid for on the basis of plan / contract quantities: If the item is not plan / contract quantity by specification or plans, does the item have a completed and approved Contract Quantity Agreement (Form 830230)? (Submitted by Engineer)	☐	☐	
Proposed Semi-final Voucher / Pay Estimate: Does the project file contain a copy of the semi-final voucher or pay estimate, including the final quantities and price adjustments proposed by the Project Engineer? (Submitted by Engineer)	☐		
Field Manager: For Field Book/Field Manager projects, are balance reports uploaded? (Submitted by Engineer)	☐	☐	
Appia: For Appia projects, is the "Detailed Payment" file uploaded from Appia (Submitted by Engineer)	☐	☐	
TSB: If the project is a locally-let state-funded project, does it include a completed Targeted Small Businesses (TSB) form? See funding agreement for details and a copy of the form. (Submitted by Engineer)	☐	☐	

Certificate of Completion and Final Acceptance of Agreement Work (640003) For state-funded locally-let projects, is a copy of this form included in the project file, signed and dated by the Project Engineer? (Submitted by Engineer)	☐	☐	
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Traffic Control Drawer Documents	Yes	N/A	AB
Traffic Control Documentation (C.M. 5.40 , Article 2528.01): If the contract includes an item for traffic control, does the project file include:	☐	☐	
A copy of the Contractor's Traffic Control Daily Diary? (Submitted by the Contractor)	☐		
Records to verify that the Contractor has a technician on staff that has attended and passed the exam in an American Traffic Safety Services Association (ATSSA), International Municipal Signal Association (IMSA) Work Zone Traffic Control, AGC of Iowa Traffic Control Technician class, Minnesota DOT Traffic Control Supervisor training class, or Texas Engineering Extension Service Work Zone Traffic Control training class within the last 5 years? (Submitted by Contractor)	☐		

Weekly Working Day Reports Drawer Documents	Yes	N/A	AB
Weekly Report of Working Days (Form 830238 or Appia report, I.M. 6.000, Att. D , section 2.33) If the Appia generated report is used, are the correct dates shown on each report, the % of contract complete shown on each report, and the controlling items noted in the remarks for each day's entry? (Submitted by Engineer)	☐	☐	
Weekly Report of Working Days for Incentive/Disincentive (Form 830241 , I.M. 6.000, Att. D , section 2.33). If the contract included a critical closure period with incentive and/or disincentive clause, does the project file contain a copy of these reports? (Submitted by Engineer)	☐	☐	
Notice of Suspension or Resumption of Work (Form 810036 , C.M. 3.06): If the Contractor was directed to stop work by the Project Engineer at any time during the project, or if the contractor started work prior to the late start date and then requested a work suspension, does the project file include a completed copy of this form? (Submitted by Engineer)	☐	☐	

Project Engineer's Comments

Project Engineer's Certification: I have reviewed and verified each of the applicable items shown above. The supporting documentation associated with each applicable item is in the project file (Doc Express). The project file is organized and ready for Iowa DOT and / or FHWA inspection. I acknowledge my responsibility as Project Engineer, as defined in I.M. 6.000, This shall be uploaded to Doc Express and transitioned to Recommended by Engineer. I recommend approval by the PIRC.

Signature: _____ Date: _____

Person in Responsible Charge (PIRC) if different than Project Engineer: I acknowledge this checklist has been completed and the project file is ready for Iowa DOT and / or FHWA inspection. I acknowledge my responsibility as PIRC, as defined in I.M. 6.000. This shall be transitioned in Doc Express to Recommended by PIRC.

Signature: _____ Date: _____

Iowa DOT Use Only: As the authorized representative of the Iowa DOT:

- ☐ Federal-aid Projects: I have reviewed this checklist and performed a final audit of this contract. I have reviewed a sample of the supporting documentation and found it to be in substantial conformance with the contract documents and / or project requirements, except as noted on the Audit of Final Pay Estimate ([Form 830301](#)).
- ☐ Federal-aid Swap and FM Projects: I have reviewed this checklist and performed a final review of this contract. I have reviewed a sample of the supporting documentation and found it to be in substantial conformance with the contract documents and / or project requirements, except as noted on the Audit of Final Pay Estimate ([Form 830301](#)).
- ☐ Federal-aid, Federal-aid Swap, FM, or Other: I acknowledge that this checklist has been completed by the LPA; this contract was not selected for a final audit or review.

The Iowa DOT Administering Bureau has marked appropriate boxes and added comments this this document and/or within Doc Express to indicate what was reviewed.

Iowa DOT Administering Bureau signatures/approvals will be applied via Doc Express.

Final Forms Packet Checklist

Project Number: _____ Project Name / Location: _____
 Contract Number: _____ Contracting Authority: _____
 Accounting Number: _____ Contractor: _____

Instructions: Upload the following documents to [Doc Express](#), as applicable, when requesting approval of the final voucher or pay estimate to the Iowa DOT Administering Bureau. Check the box to indicate whether documents are in Doc Express or Hard Copy. If the document doesn't apply, check the "N/A" box. If any of the items are not complete or correct, the final voucher or pay estimate will not be processed until all applicable documents are provided. Keep a copy of this completed checklist, including all attached documents, in the project file.

The Iowa DOT Standard Specifications, Construction Manual, and the Materials I.M.s are all available on-line as part of the Iowa DOT's [Electronic Reference Library](#). Most of the Iowa DOT forms referenced below are also available on the [Iowa DOT Forms](#) web page. Finally, many of the forms or documents included in this checklist are also discussed as part of [I.M. 6.000](#), Construction Inspection.

Document	Submittal Type		
	Doc Express	Hard Copy	N/A
Include for all contracts paid directly by the LPA (not through the Farm-to-Market (FM) account):			
Final Pay Estimate ((Form 181235) or acceptable substitute) - Include if the Contractor was paid directly by the LPA. The final pay estimate reflects the final quantities and price adjustments, as corrected by the Iowa DOT final audits/review (if applicable) and has been signed by the Contractor and the Project Engineer.	☐	☐	☐
Claim for Reimbursement of Project Costs – Include Claim for Reimbursement of Projects Costs, signed by the Person in Responsible Charge, and a copy of all proof of payments, invoices, and pay estimates not submitted with a previous Claim for Reimbursement of Project Costs. For information on which Claim for Reimbursement of Projects Costs form to use, contact your Administering Bureau.	☐	☐	☐
Include for all contracts paid by the Iowa DOT using the Contractor Pay System (CPS) (FM account):			
Final Contract Construction Progress Voucher (Form 181013, C.M. 2.37) - The final voucher includes all Change Orders, reflects the final quantities and price adjustments, as corrected by the Iowa DOT final audit/review (if applicable), and has been signed by the Project Engineer, Chairman of the Board of Supervisors, Local Systems Field Engineer, and the Contractor. <u>Note:</u> If the Field Manager software is used, the computer-generated final voucher may be used instead of Form 181013.	☐	☐	☐
For all Federal-aid contracts that apply, include:			
Certification of DBE Accomplishments (Form 102116 , C.M. 2.25 , Article 1102.03) - Include if the contract was let by the Iowa DOT, even if no DBE firms were used. This certificate shall be submitted on all Federal-aid contracts and shall list the dollar amounts paid to all DBE firms on the contract; this form is not required for non-Federal-aid contracts. The certification shall be dated and signed by a responsible official legally representing the Contractor. Falsification of this certification will result in suspension of bidder qualifications according to Article 1102.03 .	☐	☐	☐
Certification of DBE Accomplishments (Form 517013 , I.M. 5.120) - Include if the contract was let by the LPA, even if no DBE firms were used. If no DBE firms were used, the Project Engineer shall complete the applicable portions of the form.	☐	☐	☐
For all contracts that apply, include:			

Document	Submittal Type		
	Doc Express	Hard Copy	N/A
Certification of Subcontractor Payments (Form 518002) - Include if the Contractor utilized any subcontractors.	☐	☐	☐
Contractor Evaluations Evaluation Report form (Form 517031) , Evaluation Report Instructions) - These have to be submitted electronically to the Contracts and Specifications Bureau, for the Contractor and any subcontractors with subcontract amounts of \$20,000 or more. If using FieldManager, use instructions in the FieldManager Guide. For all other projects, use the instructions in the Evaluation Report Instructions . At the Project Engineer's option, these may be submitted for subcontracts of lesser value.	☐	☐	☐
Interest Payment Information (Form 830236 , I.M. 6.130) - Include for all contracts.	☐	☐	☐
Audit of Final Pay Estimate (Form 830301) - Include if the contract was audited/reviewed by the Iowa DOT. The form identifies the date corrective actions were taken and is signed and dated by the Project Engineer.	☐	☐	☐
Final Payment (Form 830436 , C.M. 2.37) - Include if the contract used the Iowa DOT Standard Specifications.	☐	☐	☐
Bridge Survey Report (Form 107) If the project is a bridge project, has the Bridge Survey Report (commonly referred to as Form 107) been submitted to the Iowa DOT? Form 107 must be filled out to show record of the new bridge (except trail bridges). Form 107 is available under the forms tab on the SIIMS web page located here: https://siims.iowadot.gov/default.aspx# This form is not required to be uploaded to Doc Express or to be audited or reviewed by the Administering Bureau.	☐	☐	☐

Project Engineer's Certification: I have reviewed and / or approved each of the applicable items shown above and have approved the final voucher or pay estimate. The applicable documents, including supporting documentation as required, are attached.

Printed Name: _____

Date: _____

Signature: _____



Real People. Real Solutions.

1519 Baltimore Drive
Ames, IA 50010-8783

Ph: (515) 233-6100
Fax: (515) 233-4430
Bolton-Menk.com

February 15, 2023

Brian Stineman
Public Works Director
City of Muscatine
1459 Washington Street
Muscatine, IA 52761

RE: Park Avenue 4 to 3 Lane Conversion Project Close-out, IDOT Project No. STPN-038-1(15)- -2J-70

Dear Brian,

Bolton & Menk, Inc. is pleased to present a proposal to perform/provide project close-out services for the project described above/for the proposed fee of \$51,560.

We propose to perform the work with staff in our Ames and Cedar Rapids offices. All work will be managed by a licensed professional engineer.

Bolton & Menk puts a high priority on ensuring that our company's efforts are consistent with our clients' needs.

If you have any questions or comments please contact me at 515-233-6100 Ext. 3564 or email at eric.cowles@bolton-menk.com

Sincerely,
BOLTON & MENK, INC.

Eric Cowles, P.E.
Project Manager

Scope of services

The following pages include a description of the tasks necessary to complete your project.

TASK 1 – PROJECT CLOSE-OUT

Description: Bolton & Menk will perform project close-out per IDOT requirements outlined in IDOT Local Systems Instructional Memorandum Section 6.1 – Project Close-out and Audits (I.M 6.1). Components to include, but not limited the following:

- Review of project documentation.
- Review of project item documentation for pay items.
- Coordination with prime contractor for clarification of pay item information and project documentation.
- Completion of Iowa DOT statement of completion and final acceptance of work, IDOT form 830435 and submitted to the IDOT Local Systems Field Engineer (LSFE).
- Complete IDOT pre-audit checklist (I.M.6.110 Attachment E), prepare draft final quantities, price adjustments and/or liquidated damages (LDs) if LDs are required.
- Compilation of documents for proof of correct project quantities and payment of quantities.
- Compilation of materials certifications required for all materials incorporated into the project by item, including completion of all Materials IM 101 forms for upload to DocExpress.
- Coordination with IDOT District 5 Materials staff for review/acceptance of materials incorporated into the project including review of the hot mix asphalt and portland concrete cement suppliers plant books and documents.
- Review of IDOT audit findings
- Coordination with IDOT staff for resolution to any findings including justification/reasoning for any shortages in documentation.
- Preparation of final voucher and pay estimate.
- Preparation and submittal of final payment, IDOT form 830436.
- Compilation of all required forms for the final packet (I.M. 6.110 Attachment F) to be submitted to the IDOT LSFE.
- Assist City Staff with reimbursement claims for submittal to the IDOT LSFE.

All close-out activities will follow I.M. 6.110, I.M. 6.110 -Attachment B, I.M. 6.110 -Attachment E, and I.M. 6.110 - Attachment F.

Deliverables

- All required forms based on available project documentation for project close-out.

ADDITIONAL SERVICES

Consulting services performed other than those authorized under Task 1. shall not be considered part of the Basic Services and may be authorized by the Client as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services include but are not limited to:

1. Field collection of project quantity data.
2. Other services not explicitly stated in this agreement.

Items provided by the Client

- Existing project field documentation from other field staff during construction.

FEES

Bolton & Menk, Inc's proposed fee for the described Scope of Services is as follows:

Scope of Services			
TASK		Hours	PRICE
1	Audit by Project Manager	120	\$ 20,760.00
2	Audit by Project Engineer	160	\$ 20,480.00
3	DOT Coordination by Project Manager	40	\$ 6,920.00
4	Admin Assistance	40	\$ 3,400.00
Total		360	\$ 51,560.00

These rates include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey equipment, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.

This scope of work will be completed and invoiced monthly at Standard Hourly Rates with an hourly not to exceed estimated fee listed above. Any changes initiated by the City may require an additional fee.

Upon approval of the scope and fee Bolton & Menk will provide an agreement for professional services for the City of Muscatine to review and sign.

Schedule of Fees

Employee Classification	Hourly Billing Rates
Senior Project Manager	\$175-248
Project Manager	\$145-198
Senior Project Engineer	\$140-198
Project Engineer	\$130-188
Design Engineer	\$110-168
Graduate Engineer	\$110-145
Senior Planner	\$115-198
Planner	\$115-171
Senior Landscape Architect	\$150-170
Landscape Architect	\$120-148
Landscape Designer	\$100-135
Licensed Project Surveyor	\$160-195
Graduate Surveyor	\$130-181
Survey Technician	\$85-173
Senior Technician	\$110-195
Technician	\$90-168
Specialist*	\$95-205
Practice Expert**	\$225-308
Senior Principal	\$195-308
Principal	\$160-235
Administrative/Corporate Specialists	\$75-120
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.



City of Muscatine

ITEM NUMBER 2023-0087

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Brian Stineman, Public Works Director

SUBJECT

Request to Approve Change Order #12 to the Grandview Avenue Reconstruction Project in the Amount of \$56,116.72. The Changes for Change Order #12 Consist of Several Items not Included in the Original Project Scope.

EXECUTIVE SUMMARY

Presented for City Council's consideration is a request to approve change order #12 to the Grandview Avenue Reconstruction Project for the amount of \$56,116.72. The changes for Change Order #12 consist of several items not included in the original project scope. Those items include; work on Bogey Motors parking lot due to elimination of an entrance, hot mix asphalt transitions between the street and parking lots along the corridor, and additional work associated with storm damage to a fence scheduled to be removed and replaced as part of this project.

STAFF RECOMMENDATION

Staff recommends City Council approve Change Order #12 to the Grandview Avenue Reconstruction Project Contract with Heuer Construction, Inc. for an additional cost of \$56,116.72

BACKGROUND/DISCUSSION

The changes described above are due to multiple factors. First, the additional work on the Bogey Motors lot stemmed from the removal of an unsafe entrance located in the intersection of Houser Street and Grandview Avenue. The owners of Bogey Motors agreed to the removal of the entrance but requested that a small "turn around" be added to their parking lot to allow customers to exit the parking lot safely.

The hot mix asphalt transitions were a result of the "new" concrete street being true to form but the old existing asphalt parking lots are not. A transition area needs to be constructed to blend the two together.

The changes to the fence slated to be removed and reinstalled were a result of a tree that fell

across the fence during construction. The contractor removed the tree and installed a new fence to replace the damaged one.

CITY FINANCIAL IMPACT

The budget is available to complete this project from identified sources. The cost for this project was estimated to be \$10,108,511.00. The awarded contract amount was \$7,738,191.28. The Authorized Project Amount after Change Orders #1, #2, #3, #4, #5, #6, #7, #8, #9, #10 and #11 is \$7,971,001.06 . Upon approval of Change Order #12, the Revised Project Amount will be \$8,027,117.78 which is 103.7% of the awarded amount. A portion of this project will be reimbursed by MP&W for water main work in this area. The City will also receive \$3,550,000 through a Federal Aid SWAP Surface Transportation Block Grant (SWAP-STBG).

ATTACHMENTS

1. CO_12



City of Muscatine - Iowa

Change Order Details

70-5330-627

Description	STBG-SWAP-5330(627)--SG-70, AcctID- 37630, Letting Date- 16 Mar 2021
Prime Contractor	HEUER CONSTRUCTION, INC.
Change Order	12
Status	Pending
Date Created	11/14/2022
Type	Non-Significant - SWAP Participating
Summary	Add fill for driveway at Bogey Motors, HMA driveway transitions, tree cleanup and chain link fence.
Change Order Description	8029 - Add item for fill required for elimination of driveway access for Bogey Motors at Houser Street. 8030 - Add item for proper HMA tie-in and transitions from the back of sidewalk to the existing parking lot pavement. 8031 - Add item for preparation of parking lot tie-in area. 8032 - Add item for tree clean up. 8033 - Add item for installation of chain link fence.
Awarded Project Amount	\$7,738,191.28
Authorized Project Amount	\$7,971,001.06
Change Order Amount	\$56,116.72
Revised Project Amount	\$8,027,117.78

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 0001 - Roadway Items					
8029	2102-2710070	CY	159.450	\$15.000	\$2,391.75
EXCAVATION, CL 10, RDWY+BORROW					
Reason: The location shown in the plan did not meet minimum spacing requirements from the intersection of Houser and Grandview but was originally agreed to by the property owner and the City to replace the driveway in the existing location due to circulation of delivery trucks. The process for deliveries changed from the initial design. The City renegotiated the verbal agreement with Bogey Motors from replacement to elimination. Placement of fill shall be per Standard Specification 2102. Method of Measurement and Basis of Payment shall be per Standard Specification 2102. In reviewing the Iowa DOT bid history on BidX.com from November 2020 through November 2022 there were 1,442 bids received for this item. The high price was \$188.80, low price was \$1.75 and the average price was \$15.29. The proposed price being slightly lower than the average price is acceptable for the work.					
			Funding Details		
70-5330-627-CAT-1 STBG-SWAP-5330(627)--SG-70			159.450	\$15.000	\$2,391.75
8030	2303-0000100	TON	88.230	\$342.220	\$30,194.07
HOT MIX ASPHALT MIXTURE, COMMERCIAL MIX (INCLUDES ASPHALT					
Reason: During construction there were several driveway locations installed for entrances to asphalt parking lots. In many of these locations the existing parking lot pavement condition did not allow for a clean saw cut for tying in to the new sidewalk or the driveway grades would be too steep for a reasonable transition from new sidewalk to existing pavement. Placement shall be per Standard Specification 2303. Method of Measurement and Basis of Payment shall be per Standard Specification 2303. In reviewing the Iowa DOT bid history on BidX.com from September 2020 through December 2022 there were 35 bids received for this item. The high price was \$600.00, low price was \$145.30 and the average price was \$263.42. The proposed price being slightly higher than the average price is acceptable for the work as pricing for asphalt binder has increased significantly over the past two years. Price includes prime contractor markup. Additional working days may be required should this work become the controlling operation. If so, additional working days will be added by change order at that time.					
			Funding Details		
70-5330-627-CAT-1 STBG-SWAP-5330(627)--SG-70			88.230	\$342.220	\$30,194.07

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
8031	2599-9999018	SY	270.440	\$45.000	\$12,169.80

('SQUARE YARDS' ITEM): PARKING LOT TIE IN PREPARATION

Reason: For item 8030 in this contract modification, saw cutting of the existing parking lot pavement, pavement removal, class 13 excavation, 4" modified subbase will be required to prepare for the asphalt placement. A breakdown of these four items utilizing contract unit prices for pavement removal, class 13 excavation and 4" modified subbase and the average price of \$9.38/LF of saw cutting from BidX.com from October 2020 to January 2023 results in a lump sum of \$10,292.93. Given the increase to materials and labor since the time of bid (4%) and the cost of mobilization of 10% for multiple activities and equipment necessary to complete the work a \$45/SY is acceptable. Method of measurement and basis of payment shall be per square yard of preparation completed. See attached cost justification.

Funding Details					
	70-5330-627-CAT-1 STBG-SWAP-5330(627)--SG-70		270.440	\$45.000	\$12,169.80

8032	2599-9999010	LS	1.000	\$250.000	\$250.00
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('LUMP SUM' ITEM): Tree Clean Up

Reason: The fence at 911 Grandview Avenue was to be removed and reinstalled with the project. Prior to the fence being removed, a storm came through the project area and blew down an adjacent tree on to the fence. This item is for cleaning up the tree in order to remove the fence per the contract. For the amount of labor required to clean up and dispose of the tree the lump sum cost is acceptable. Method of measurement and basis of payment shall be lump sum for the cleanup activities

Funding Details					
	70-5330-627-CAT-1 STBG-SWAP-5330(627)--SG-70		1.000	\$250.000	\$250.00

8033	2519-1002072	LF	105.000	\$105.820	\$11,111.10
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FENCE, CHAIN LINK, 72 IN. HEIGHT

Reason: The fence at 911 Grandview Avenue was to be removed and reinstalled with the project. Prior to the fence being removed, a storm came through the project area and blew down an adjacent tree on to the fence. This item is to install the chain link fence that was damaged and no longer able to be salvaged and reinstalled. Placement shall be per Standard Specification 2519. Method of Measurement and Basis of Payment shall be per Standard Specification 2519. In reviewing the Iowa DOT bid history on BidX.com from February 2022 through February 2023 there were 53 bids received for this item. The high price was \$185.00, low price was \$23.00 and the average price was \$67.02. The price includes mobilization costs for the subcontractor to reach the site from Lamoni, Iowa. The proposed price being slightly higher than the average price is acceptable for the work as pricing includes mobilization and the fence was intended to be reinstalled prior to the tree falling on it. Price includes prime contractor markup.

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
		Funding Details			
	70-5330-627-CAT-1 STBG-SWAP-5330(627)--SG-70		105.000	\$105.820	\$11,111.10
5 items					Total: \$56,116.72

Funding Summary

Fund Package	Original Amount	Authorized Amount	Pending Change	Revised Amount
70-5330-627-CAT-1 STBG-SWAP-5330(627)--SG-70	\$7,003,196.23	\$6,939,976.22	\$56,116.72	\$6,996,092.94
70-5330-627-CAT-2 STBG-SWAP-5330(627)--SG-70	\$734,995.05	\$1,031,024.84	\$0.00	\$1,031,024.84
2 fund packages	\$7,738,191.28	\$7,971,001.06	\$56,116.72	\$8,027,117.78

Attachments

Document	Name	Description	Submission Date
CO_12_Cost_Justification.pdf	CO#12 Cost Justification.pdf	Parking lot tie in cost justification	01/11/2023 03:53 PM CST
1 attachment			

AGREED BY CONTRACTOR:

By: _____ Date: _____

RECOMMENDED BY ENGINEER:

By: _____ Date: _____

APPROVED BY MUSCATINE CITY COUNCIL:

By: _____ Date: _____

MAYOR

CO #12 Parking Lot Tie In Cost Justification

January 11, 2023

Eric Cowles, P.E.

Class 13	CY	Price (Contract)		
	30.1	\$ 8.00	\$	240.80
Modified	CY	Price (Contract)		
	30.1	\$ 19.80	\$	595.98
Pavement Removal	SY	Price (Contract)		
	270.44	\$ 3.75	\$	1,014.15
Saw Cut	LF	Price (BidX Average)		
	900	\$ 9.38	\$	8,442.00
	Cost	\$	10,292.93	
	4% Inflation	\$	411.72	
	Subtotal	\$	10,704.65	
	Mobilization 10%	\$	1,070.46	
	Total	\$	11,775.11	
		\$	43.54	per SY
	Proposed Cost	\$	45.00	per SY

Doc Express® Document Signing History

Contract: 70-5330-627 Document: CO 12

This document is in the process of being signed by all required signatories using the Doc Express® service. Following are the signatures that have occurred so far.

Date	Signed By
02/10/2023	Crystal Gute Heuer Construction, Inc. Electronic Signature (Approved by Contractor)
	(Recommended by Engineer / Approved)
	(Approved by PIRC (when applicable))
	(Approved by Administering Office or designee)
	(Approved by FHWA (when applicable))



City of Muscatine

ITEM NUMBER 2023-0090

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Brian Stineman, Public Works Director

SUBJECT

Request to Submit an Application to the Iowa Department of Transportation for Traffic Safety Funds for Construction of a Mini-Roundabout at W. Fulliam and Houser Street.

EXECUTIVE SUMMARY

Public Works Staff request approval to submit an application to the Iowa Department of Transportation for Traffic Safety Funds to construct a mini-roundabout at W. Fulliam and Houser Streets.

STAFF RECOMMENDATION

Approve the Request

BACKGROUND/DISCUSSION

In 2018, the City of Muscatine contracted with Shive-Hattery Architecture and Engineering to design a mini-roundabout and submit an application to the Iowa Department of Transportation for Traffic Safety Funds to reduce traffic congestion at the intersection of Fulliam and Houser Streets. A Traffic Safety Improvement Program (TSIP) grant was approved for construction of the project. In 2019, the city council chose to discontinue the project and not accept the grant award.

The current city council has requested that staff re-investigate the possibility of applying for TSIP funding for this intersection, which necessitates the submittal of this application.

CITY FINANCIAL IMPACT

There is no cost to the city to apply for the funding. We have requested funding for 100 percent of the cost of construction. Inspection will be provided by City staff.

ATTACHMENTS

1. TSIP Set 2022 c
2. A TSIP App 2022

Traffic Safety Improvement Program Application

W Fulliam Avenue and N Houser Street Mini-Roundabout
Muscatine, Iowa
August 15, 2022

Prepared by:

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

2144 56th Avenue W
Bettendorf, IA 52722
(563) 554-2553



Application for TRAFFIC SAFETY FUNDS

GENERAL INFORMATION

DATE: August 15, 2022

Location / Title of Project W Fulliam Avenue and N Houser Street Mini-Roundabout

Applicant City of Muscatine

Contact Person Patrick Lynch Title City Engineer

Complete Mailing Address 1459 Washington Street

Muscatine, IA 5271

Phone (563) 272-2515

(Area Code)

E-Mail plynch@muscatineiowa.gov

If more than one highway authority is involved in this project, please indicate and fill in the information below (use additional sheets if necessary).

Co-Applicant(s) _____

Contact Person _____ Title _____

Complete Mailing Address _____

Phone _____

(Area Code)

E-Mail _____

PLEASE COMPLETE THE FOLLOWING PROJECT INFORMATION:

Application Type

Site Specific ☒
 Traffic Control Device ☐
 Safety Study ☐

Funding Amount

Total Safety Cost \$ 283,575

Total Project Cost \$ 283,575

Safety Funds Requested \$ 283,575

Does this project appear on a Safety Improvement Candidate List or is there a safety study recommendation for this project? ☐ Yes – Explain _____

☒ No

APPLICATION CERTIFICATION FOR LOCAL GOVERNMENT

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the participating local government(s). I understand the attached resolution(s) binds the participating local government(s) to assume responsibility if any additional funds are committed, and to ensure maintenance of any new or improved city streets or secondary roads.

I understand that, although this information is sufficient to secure a commitment of funds, a firm contract between the applicant and the Department of Transportation is required prior to the authorization of funds.

Representing the City of Muscatine

Signed: _____
Signature Date Signed

Mayor Brad Bark
Typed Name

Attest: _____
Signature Date Signed

Carol Webb, City Administrator
Typed Name

Background

The City of Muscatine is planning to make improvements to the intersection of North Houser Street and West Fulliam Avenue. It is a four-way intersection that is stop controlled in two directions. North Houser Street is two lanes and is the through street, with a 30 mph speed limit. West Fulliam Avenue is two lanes and is stop controlled at both approaches to North Houser Street. West Fulliam Avenue has a 25 mph speed limit. See **Exhibit H** for existing conditions.

Crash History

Crash history for this intersection was collected from the Iowa DOT ICAT website and was evaluated from 2012 to 2021 to identify trends and safety issues with the current geometry and operations. In the past 5 years, 5 crashes have been reported resulting in 1 minor injury, 2 possible injuries, and 2 instances of property damage. Most crashes have been due to broadside collision type, and dry surface conditions. Other crash types include rear-end, sideswipe – same direction collisions. Refer to Section I for a crash history summary.

Proposed Improvements

Due to the amount and types of crashes at the intersection, it is proposed to construct a mini roundabout to increase safety. The mini roundabout will serve as a traffic calming device, which will slow down traffic after the stop signs are removed. Splitter islands will be installed to reduce the intersection speeds and notify motorists of the intersection. Due to the wide streets, the splitter islands will provide adequate deflection which will result in lower intersection speeds. Crosswalks and curb ramps are proposed to safely accommodate pedestrians at the intersection and connect to existing sidewalks according to ADA compliance. The splitter islands will serve as a pedestrian refuge as they will be raised. The central island will be a 3" traversable raised curb to deter motorists from traveling through the intersection, however will accommodate large trucks and buses. Additionally, the outer edges will be removed and the mini roundabout will be reconstructed in a way that will control access points to properties near the intersection. This is anticipated to reduce crashes at driveways. Ten acres of existing farmland is anticipated to be converted to residential property in the near future which will result in an increase in traffic. The proposed improvements will accommodate this increase in traffic. Refer to **Exhibit**

G for the proposed improvements. The proposed improvements will also help accommodate pedestrian traffic, which is anticipated to increase once a new section of trail immediately west of the intersection is constructed. This trail will connect to existing trails north and south of the site; refer to **Exhibit K** for the proposed trail location.

Conclusion

The proposed improvements will provide users with an intersection that will reduce speeds, provide accommodations for pedestrians, will aid in providing acceptable gaps for all directions and will accommodate future traffic growth. The proposed improvements are expected to result in a safer intersection and reduce the number of injury crashes per year.

**Muscatine Houser Street and Fulliam Avenue Mini-Roundabout
Opinion of Probable Construction Costs
Quantities - Revised 08/02/2022**

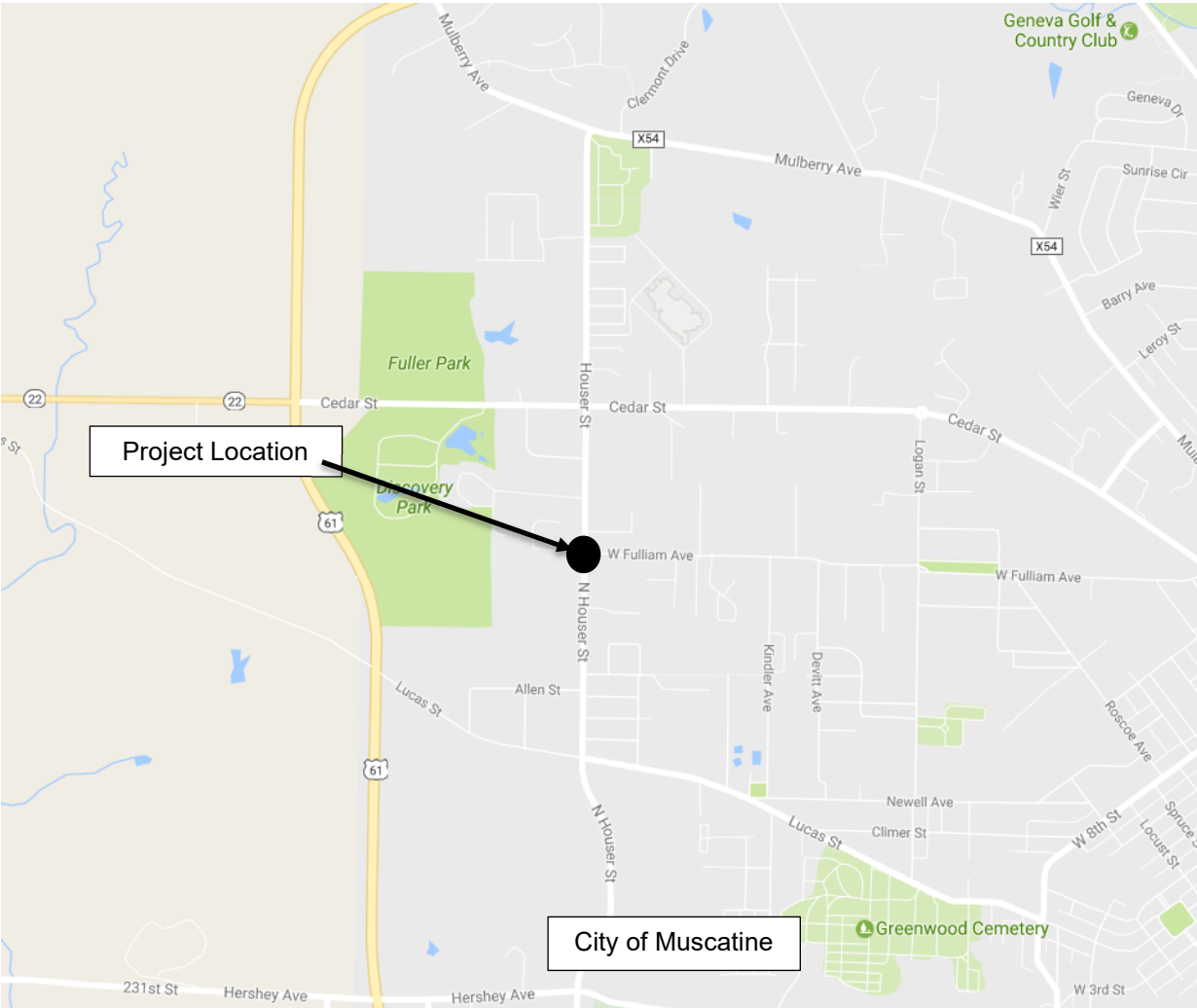
ITEM NO.	ITEM CODE	ITEM	UNIT	UNIT PRICE	TOTAL QUANTITY	TOTAL PRICE
1	2010-108-C-0	CLEARING AND GRUBBING	LS	\$ 6,000.00	1	\$ 6,000.00
2	2010-108-D-3	TOPSOIL OFF-SITE	CY	\$ 30.00	283	\$ 8,490.00
3	2010-108-E-0	EXCAVATION, CLASS 10	CY	\$ 15.00	510	\$ 7,650.00
4	2010-108-F-0	BELOW GRADE EXCAVATION (CORE OUT)	SY	\$ 7.00	150	\$ 1,050.00
5	2010-108-G-0	SUBGRADE PREPARATION	SY	\$ 3.00	1687	\$ 5,061.00
6	2010-108-H-0	SUBGRADE TREATMENT, ENGINEERING FABRIC	SY	\$ 3.50	150	\$ 525.00
7	2010-108-I-0	SUBBASE, 6", MODIFIED	SY	\$ 14.00	1687	\$ 23,618.00
8	2010-108-M-0	STABILIZATION ROCK	TON	\$ 25.00	50	\$ 1,250.00
9	4020-108-C-0	REMOVAL OF STORM SEWER, RCP	LF	\$ 30.00	10	\$ 300.00
10	4040-108-A-0	SUBDRAIN, 6"	LF	\$ 22.00	370.5	\$ 8,151.00
11	4040-108-C-0	SUBDRAIN CLEANOUT, TYPE A-1	EA	\$ 750.00	4	\$ 3,000.00
12	4040-108-D-0	SUBDRAIN OUTLETS AND CONNECTIONS	EA	\$ 225.00	4	\$ 900.00
13	6010-108-B-0	INTAKE, SW-507	EA	\$ 5,800.00	1	\$ 5,800.00
14	6010-108-E-0	MANHOLE ADJUSTMENT, MINOR	EA	\$ 1,400.00	3	\$ 4,200.00
15	6010-108-E-0	INTAKE ADJUSTMENT, MAJOR	EA	\$ 1,400.00	1	\$ 1,400.00
16	6010-108-H-0	REMOVE INTAKE	EA	\$ 1,000.00	1	\$ 1,000.00
17	7010-108-A-0	PAVEMENT, PCC, 8"	SY	\$ 75.00	974.8	\$ 73,110.00
18	7010-108-A-1	PAVEMENT, COLORED AND STAMPED PCC, 8"	SY	\$ 120.00	150.9	\$ 18,108.00
19	7030-108-A-0	REMOVAL OF SIDEWALK	SY	\$ 10.00	138.5	\$ 1,385.00
20	7030-108-A-0	REMOVAL OF DRIVEWAY	SY	\$ 10.00	82.7	\$ 827.00
21	7030-108-E-0	SIDEWALK, PCC, 5"	SY	\$ 60.00	269.5	\$ 16,170.00
22	7030-108-G-0	DETECTABLE WARNING	SF	\$ 50.00	128	\$ 6,400.00
23	7030-108-H-1	DRIVEWAY, PAVED, PCC, 7"	SY	\$ 70.00	199.6	\$ 13,972.00
24	7040-108-H-0	PAVEMENT REMOVAL	SY	\$ 12.00	1018.9	\$ 12,226.80
25	8020-108-C-0	PAINTED PAVEMENT MARKINGS, DURABLE	STA	\$ 100.00	28.39	\$ 2,839.00
26	8030-108-A-0	TEMPORARY TRAFFIC CONTROL	LS	\$ 8,000.00	1	\$ 8,000.00
27	8040-108-C-0	REMOVAL OF TRAFFIC SIGN	EA	\$ 150.00	3	\$ 450.00
28	9010-108-B-0	HYDRAULIC SEEDING, FERTILIZING, AND MULCHING - URBAN MIX	AC	\$ 6,500.00	0.35	\$ 2,275.00
29	9040-108-D-1	COMPOST FILTER SOCK, 12"	LF	\$ 3.50	538	\$ 1,883.00
30	9040-108-D-2	COMPOST FILTER SOCK REMOVAL	LF	\$ 0.75	538	\$ 403.50
31	9040-108-T-1	INLET PROTECTION DEVICE, COMPOST SOCK	EA	\$ 250.00	3	\$ 750.00
32	9040-108-T-1	INLET PROTECTION DEVICE, DROP IN	EA	\$ 300.00	1	\$ 300.00
33	9040-108-T-2	INLET PROTECTION DEVICE, MAINTENANCE	EA	\$ 75.00	4	\$ 300.00
35	11,020-108-A	MOBILIZATION	LS	\$ 15,000.00	1	\$ 15,000.00
36	11,030-108-A	MAINTENANCE OF POSTAL SERVICE	LS	\$ 2,500.00	1	\$ 2,500.00
37	11,050-108-A	CONCRETE WASHOUT	LS	\$ 2,500.00	1	\$ 2,500.00

CONSTRUCTION SUBTOTAL	\$ 257,795.00
CONTINGENCY (10%)	\$ 25,779.50
TOTAL	\$ 283,574.50

*The Architect/Engineer, as a design professional familiar with the construction industry, has prepared this opinion of the Probable Cost of Construction. It is recognized, however, that neither the Architect/Engineer nor the Owner has control over the cost of labor, materials, or equipment, over the Contractor's method of determining bid prices, or over competitive bidding, market, or negotiating conditions. Accordingly, the Architect/Engineer cannot and does not warrant or represent which bids or negotiated prices will not vary from the Probable Cost of Construction.

The schedule proposed for the safety improvements at the intersection of W Fulliam Avenue and N Houser Street is as follows:

- **August 2022** – Submit for 2017 TSIP Funds
- **August – December** – Proceed with design of improvements in accordance with the Federal Aid Process for an Iowa DOT Letting
- **December 2022** – TSIP Funds are awarded
- **January 2023** – Let intersection project in accordance with the Iowa DOT, Federal Aid, Minor Project Schedule
- **Summer 2023** – Construction begins
- **July 2023** – TSIP funds are awarded
- **August 2023** – Construction complete for mini-roundabout.





Looking East from West Fulliam Avenue, EB Approach*



Looking North from North Houser Street, NB Approach*

*Source: Google®

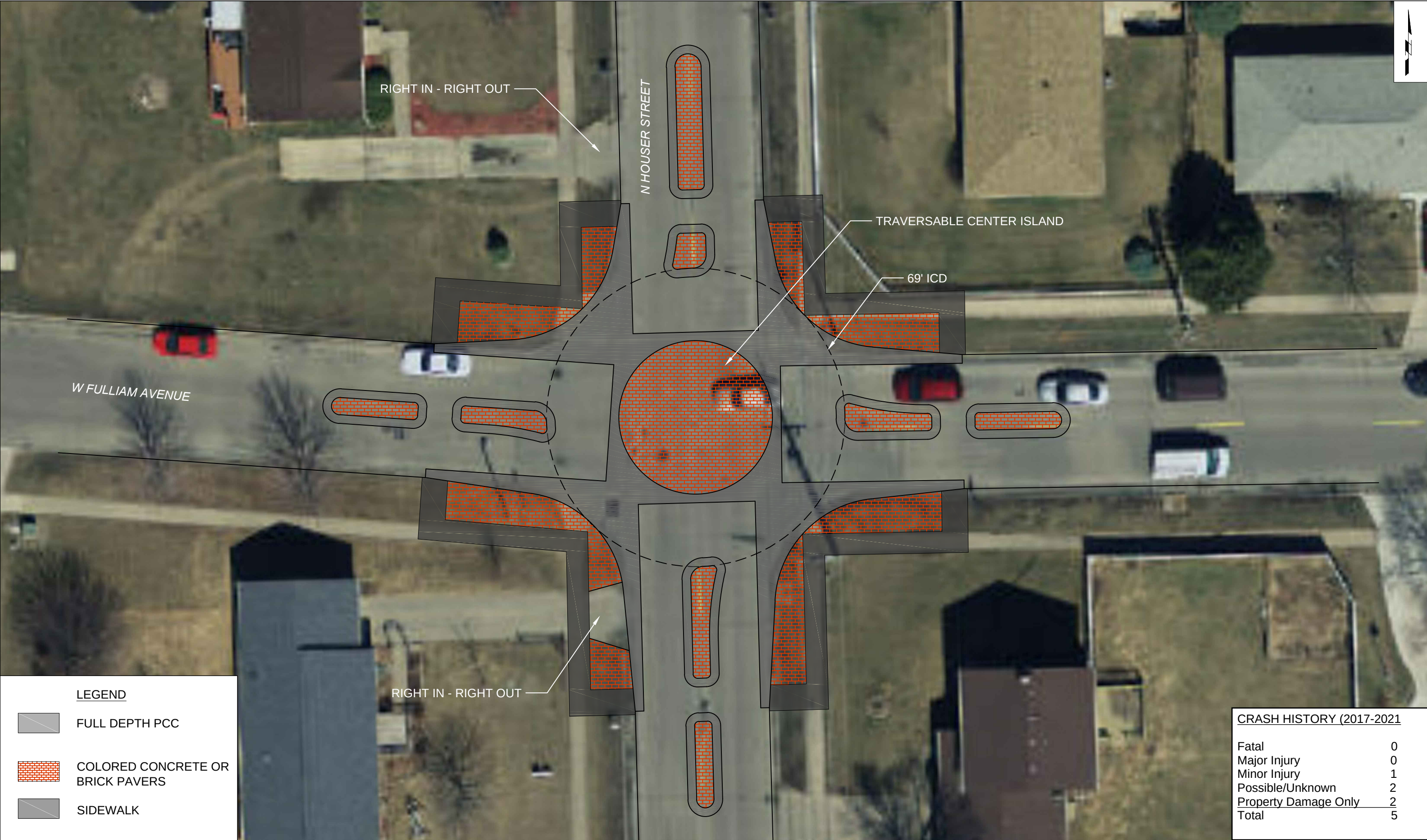


Looking South from North Houser Street, SB Approach*



Looking West from West Fulliam Avenue, WB Approach*

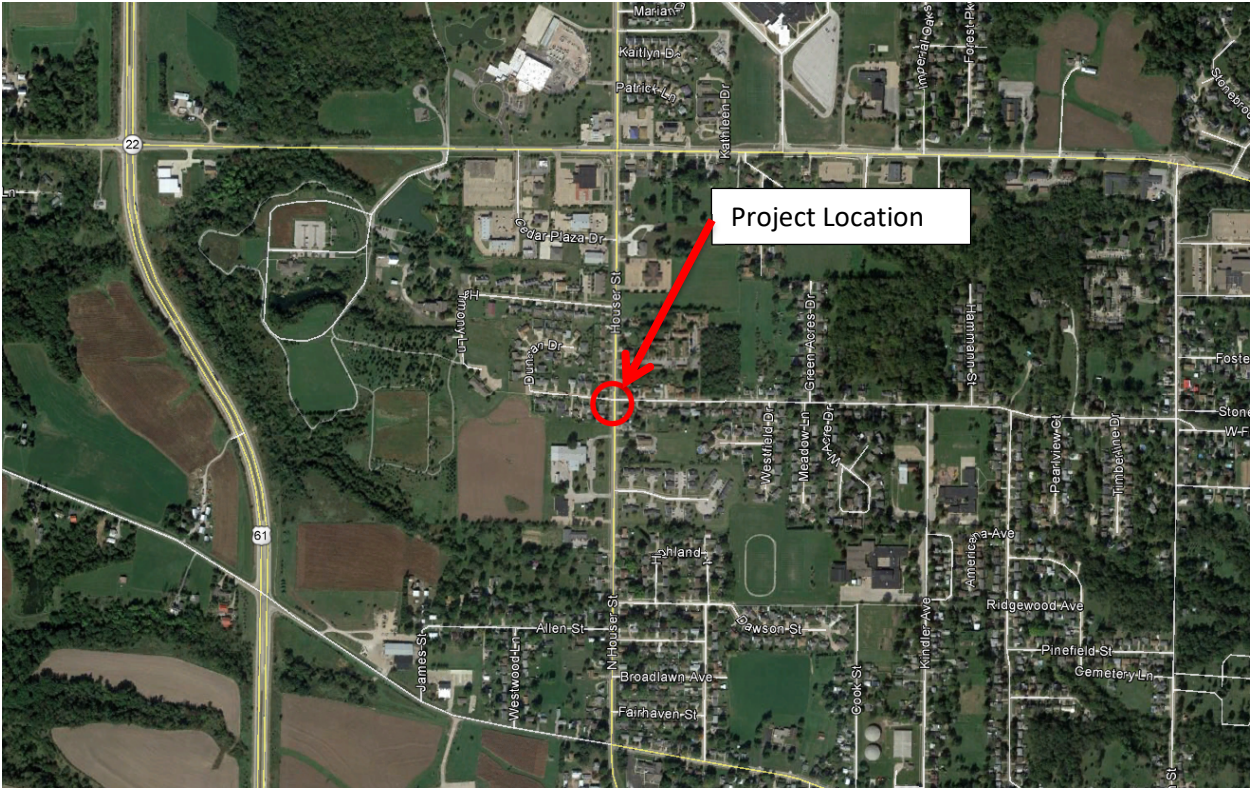
*Source: Google®



LEGEND

-  FULL DEPTH PCC
-  COLORED CONCRETE OR BRICK PAVERS
-  SIDEWALK

CRASH HISTORY (2017-2021)	
Fatal	0
Major Injury	0
Minor Injury	1
Possible/Unknown	2
Property Damage Only	2
Total	5

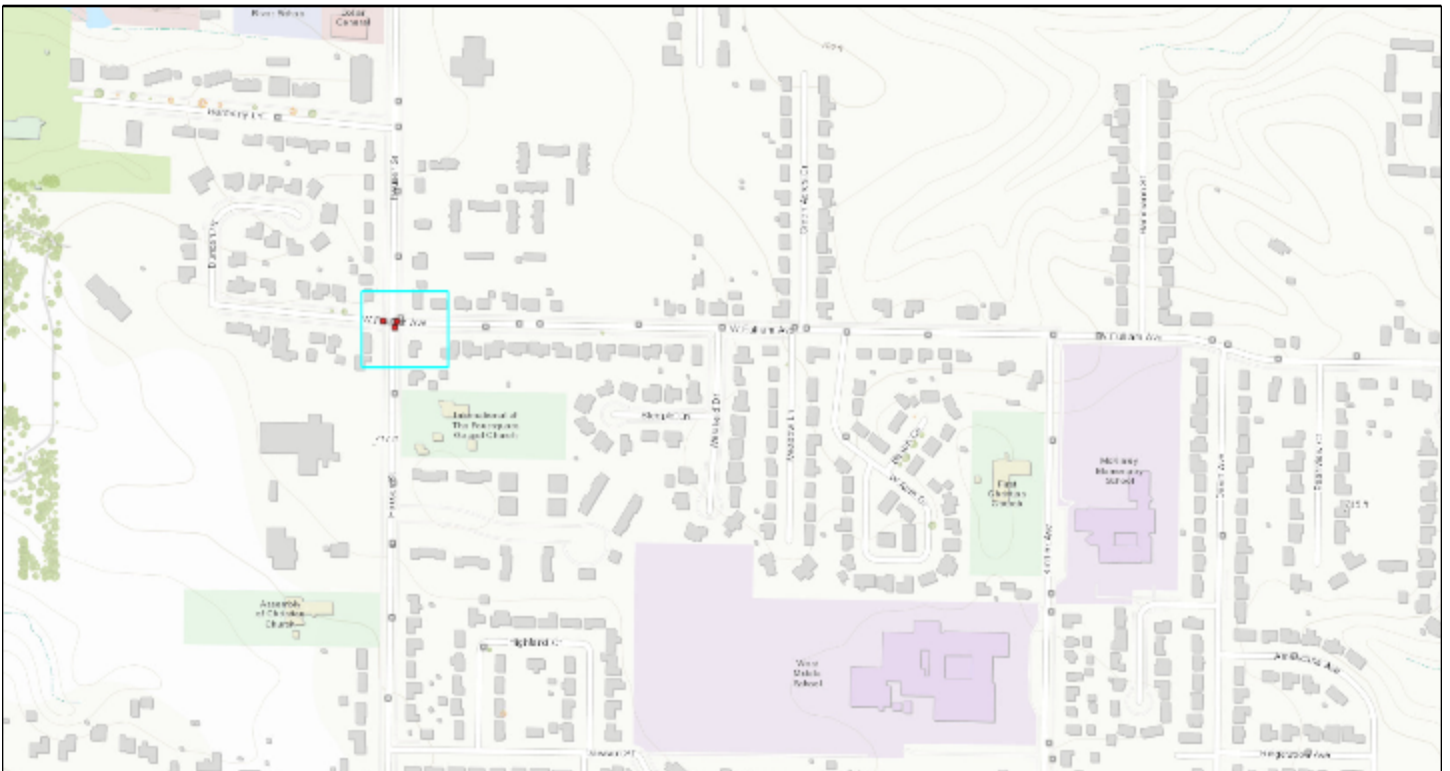




**Iowa Crash Analysis Tool
Quick Report
2017-2021**

Crash Severity	5	Injury Status Summary	4
Fatal Crash	0	Fatalities	0
Suspected Serious Injury Crash	0	Suspected serious/incapacitating	0
Suspected Minor Injury Crash	1	Suspected minor/non-incapacitating	1
Possible/Unknown Injury Crash	2	Possible (complaint of pain/injury)	3
Property Damage Only	2	Unknown	0

Property/Vehicles/Occupants		Average Severity	
Property Damage Total (dollars):	41,500.00	Fatalities/Fatal Crash:	0.00
Average (per crash dollars):	8,300.00	Fatalities/Crash:	0.00
Total Vehicles:	10.00	Injuries/Crash:	0.80
Average (per crash):	2.00	Major Injuries/Crash:	0.00
Total Occupants:	11.00	Minor Injuries/Crash:	0.20
Average (per crash):	2.20	Possible/Unknown Injuries/Crash:	0.60





Iowa Crash Analysis Tool
Quick Report
2017-2021

Major Cause		5
Animal	0	0
Ran stop sign	1	0
FTYROW: At uncontrolled intersection	0	0
FTYROW: From stop sign	2	0
FTYROW: Making left turn	0	0
FTYROW: From parked position	0	0
FTYROW: Other	0	0
Disregarded RR Signal	0	0
Crossed median (divided)	0	0
Aggressive driving/road rage	0	0
Exceeded authorized speed	0	0
Operating vehicle in an reckless, erratic, ca...	0	1
Passing: On wrong side	0	0
Passing: With insufficient distance/inadequa...	0	0
Passing: Other passing	0	0
Driver Distraction: Manual operation of an e...	0	0
Driver Distraction: Talking on a hands free ...	0	0
Driver Distraction: Other electronic device ...	0	0
Driver Distraction: Unrestrained animal	0	0
Driver Distraction: Inattentive/lost in thou...	0	0
Driver Distraction: Exterior distraction	0	0
Ran off road - straight	0	0
Lost control	0	0
Over correcting/over steering	0	0
Failure to signal intentions	0	0
Vehicle stopped on railroad tracks	0	0
Other: Improper operation	0	0
Other: Disregarded signs/road markings	0	0
Downhill runaway	0	0
Towing improperly	0	0
Equipment failure	0	1
Other: Getting off/out of vehicle	0	0
Improper backing	0	0
Illegally parked/unattended	0	0
Operator inexperience	0	0
Unknown	0	0
Other: No improper action	0	0



**Iowa Crash Analysis Tool
Quick Report
2017-2021**

Time of Day/Day of Week														
Day of Week	12 AM to 2 AM	2 AM to 4 AM	4 AM to 6 AM	6 AM to 8 AM	8 AM to 10 AM	10 AM to Noon	Noon to 2 PM	2 PM to 4 PM	4 PM to 6 PM	6 PM to 8 PM	8 PM to 10 PM	10 PM to 12 AM	Not reported	Total
Sunday	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monday	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tuesday	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Wednesday	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Thursday	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Friday	0	0	0	0	1	0	0	0	0	0	1	0	0	2
Saturday	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	1	1	0	1	0	0	5

Manner of Crash Collision	5	Surface Conditions	5
Non-collision (single vehicle)	0	Dry	5
Head-on (front to front)	0	Wet	0
Rear-end (front to rear)	1	Ice/frost	0
Angle, oncoming left turn	0	Snow	0
Broadside (front to side)	3	Slush	0
Sideswipe, same direction	1	Mud, dirt	0
Sideswipe, opposite direction	0	Water (standing or moving)	0
Rear to rear	0	Sand	0
Rear to side	0	Oil	0
Not reported	0	Gravel	0
Other	0	Not reported	0
Unknown	0	Other	0
		Unknown	0

Fixed Object Struck	10
Bridge overhead structure	0
Bridge/bridge rail parapet	0
Ditch	0
Ground	0
Guardrail - face	0
Concrete traffic barrier (median or right sid...	0
Cable barrier	0
Utility pole/light support	0
Traffic signal support	0
Fire hydrant	0
Tree	0
Snow bank	0
Wall	0
Other fixed object	0
Bridge pier or support	0
Curb/island/raised median	0
Embankment	0
Culvert/pipe opening	0
Guardrail - end	0
Other traffic barrier	0
Impact attenuator/crash cushion	0
Traffic sign support	1
Other post/pole/support	0
Mailbox	0
Landscape/shrubbery	0
Fence	0
Building	0
None (no fixed object struck)	9



Iowa Crash Analysis Tool
Quick Report
2017-2021

Driver Age/Driver Gender					
Driver Age - 5 year Bins	Female	Male	Not reported	Unknown	Total
< 14	0	0	0	0	0
= 14	0	0	0	0	0
= 15	0	0	0	0	0
= 16	0	1	0	0	1
= 17	0	1	0	0	1
= 18	0	0	0	0	0
= 19	0	0	0	0	0
= 20	0	0	0	0	0
>= 21 and <= 24	0	0	0	0	0
>= 25 and <= 29	0	1	0	0	1
>= 30 and <= 34	0	0	0	0	0
>= 35 and <= 39	0	0	0	0	0
>= 40 and <= 44	1	0	0	0	1
>= 45 and <= 49	1	0	0	0	1
>= 50 and <= 54	0	1	0	0	1
>= 55 and <= 59	0	0	0	0	0
>= 60 and <= 64	0	0	0	0	0
>= 65 and <= 69	1	1	0	0	2
>= 70 and <= 74	0	0	0	0	0
>= 75 and <= 79	0	0	0	0	0
>= 80 and <= 84	0	0	0	0	0
>= 85 and <= 89	0	0	0	0	0
>= 90 and <= 94	0	0	0	0	0
>= 95	0	0	0	0	0
Not reported	0	0	0	0	0
Unknown	0	0	0	0	0
Total	3	5	0	0	8

Alcohol Test Given		10
None		8
Blood		0
Urine		0
Breath		0
Vitreous		0
Refused		0
Not reported		2

Drug Test Given		10
None		8
Blood		0
Urine		0
Breath		0
Vitreous		0
Refused		0
Not reported		2

Drug Test Result		0
Negative		0
Cannabis		0
Central Nervous System depressants		0
Central Nervous System stimulants		0
Hallucinogens		0
Inhalants		0
Narcotic Analgesics		0
Dissociative Anesthetic (PCP)		0
Prescription Drug		0
Not reported		0
Other		0

Drug/Alcohol Related		5
Drug		0
Alcohol (< Statutory)		0
Alcohol (Statutory)		0
Drug and Alcohol (< Statutory)		0
Drug and Alcohol (Statutory)		0
Refused		0
Under Influence of Alcohol/Drugs/Medications		0
None Indicated		5

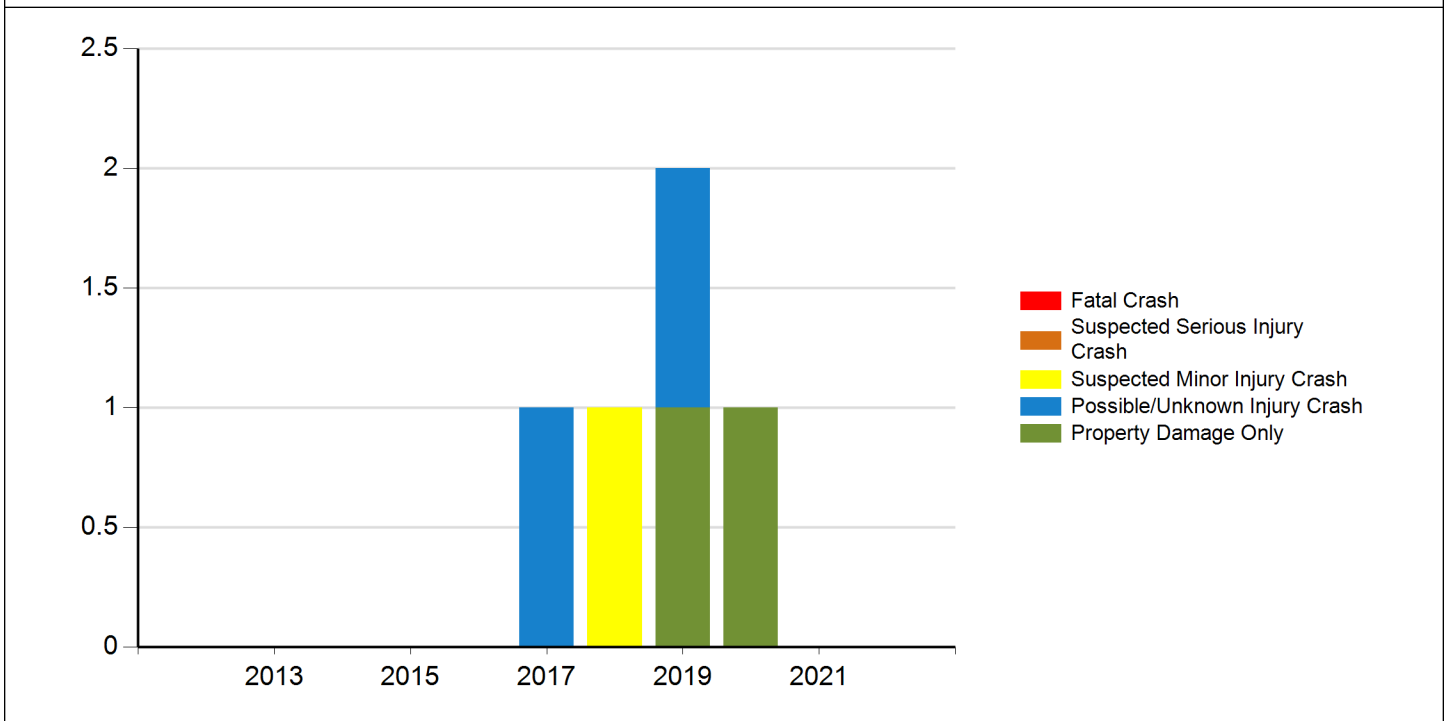


Iowa Crash Analysis Tool
Quick Report
2017-2021

Crash Severity - Annual

Crash Year	Fatal Crash	Suspected Serious Injury Crash	Suspected Minor Injury Crash	Possible/Unknown Injury Crash	Property Damage Only	Total
2012	0	0	0	0	0	0
2013	0	0	0	0	0	0
2014	0	0	0	0	0	0
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	1	0	1
2018	0	0	1	0	0	1
2019	0	0	0	1	1	2
2020	0	0	0	0	1	1
2021	0	0	0	0	0	0
2022	0	0	0	0	0	0
Total	0	0	1	2	2	5

Severity/Year



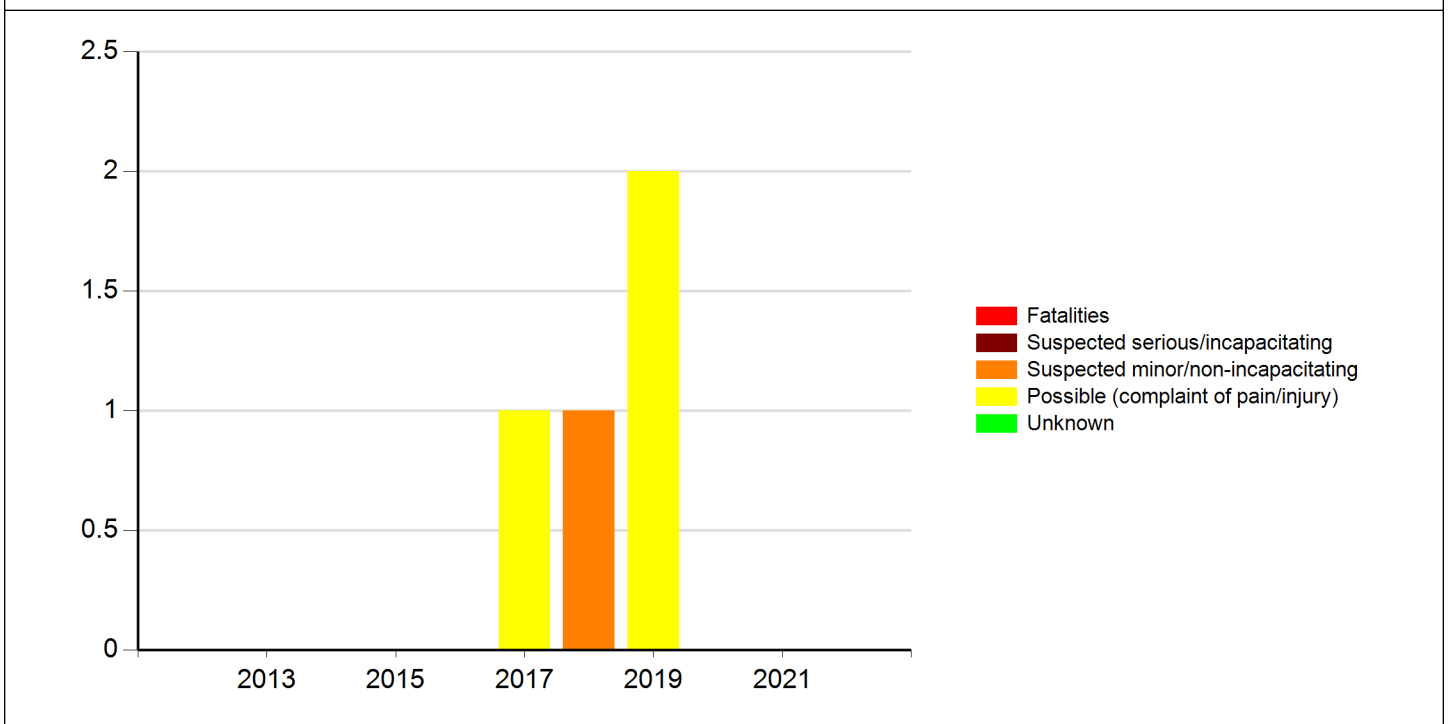


Iowa Crash Analysis Tool
Quick Report
2017-2021

Injury Status - Annual

Crash Year	Fatalities	Suspected serious/incapacitating	Suspected minor/non-incapacitating	Possible (complaint of pain/injury)	Unknown	Total
2012	0	0	0	0	0	0
2013	0	0	0	0	0	0
2014	0	0	0	0	0	0
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	1	0	1
2018	0	0	1	0	0	1
2019	0	0	0	2	0	2
2020	0	0	0	0	0	0
2021	0	0	0	0	0	0
2022	0	0	0	0	0	0
Total	0	0	1	3	0	4

Injury Status/Year



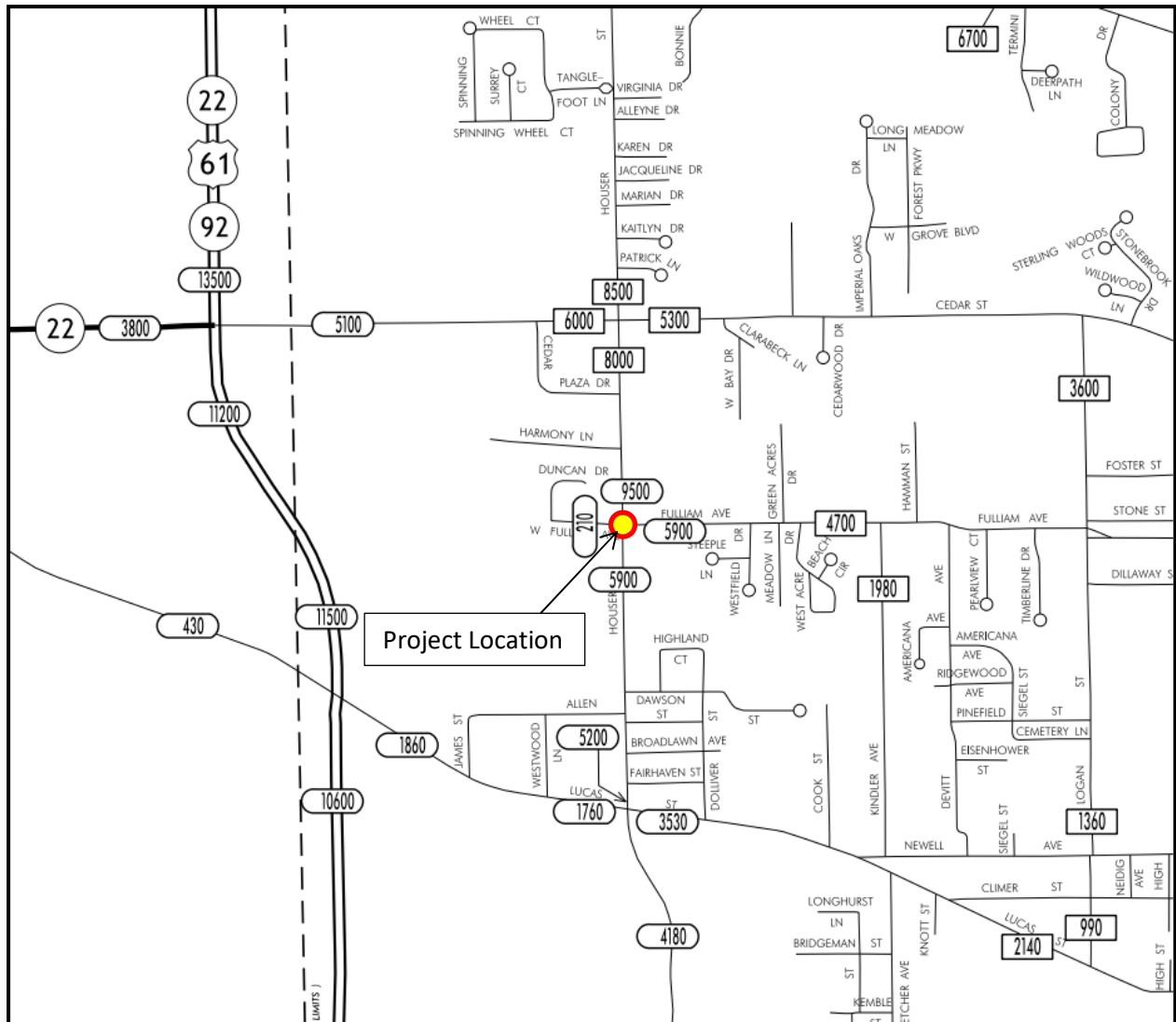


Iowa Crash Analysis Tool
Quick Report
2017-2021

Meeting the following criteria

Jurisdiction: Cities (Muscatine)
Year: 2017, 2018, 2019, 2020, 2021
Map Selection: Yes
Filter: None

Analyst Information

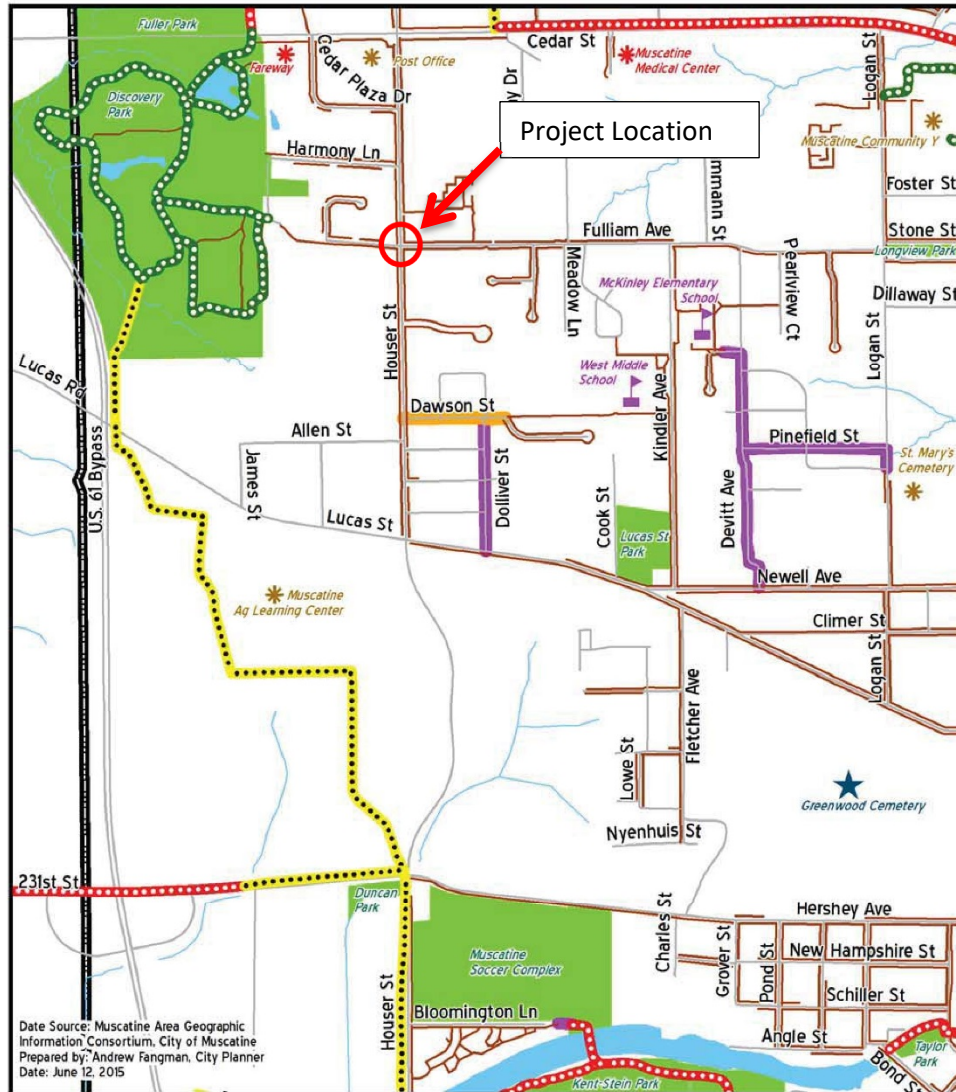


2014 Iowa DOT Traffic Map

Road Name	2014 Iowa DOT AADT
Houser Street	9,500 (N), 5,900 (S)
Fulliam Avenue	210 (W), 5,900 (E)



City of Muscatine Bike & Pedestrian Master Plan



Bike and Pedestrian Master Plan



County:	Muscatine	Prepared By:	Shive-Hattery
Location:	Houser & Fulliam Intersection, Muscatine	Date Prepared:	8/2/2022
Proposed Improvements:	Replace a two-way stop controlled intersection with a roundabout		
Estimated Improvement Cost:	\$ 283,575		
Inflation on Crash Costs:	4%	Annual Maintenance:	2%
Discount Rate:	4%	(% of Improvement Cost)	
Estimated Service Life:	20	Annual Maintenance Cost:	\$ 1,000
Method Choice:	CRF Method	The Crash Reduction Factor (CRF) Method applies one to three CRFs to historical crashes to estimate reductions in future crashes. Crash Modification Factors (CMFs) can be converted to CRFs. For additional information, click the "Learn More" button.	

Crash Reduction Factor (CRF) Method

Traffic Growth Factor:	1%
Number of CRFs:	1
Years of Crash History:	5

Combined CRF (Dominant Common Residuals Method)

Iowa DOT's preferred methodology for combining CRFs is Dominant Common Residuals, since it is more conservative than the other options.

	CRF 1:	Combined CRF	
CRF Value (%)	72	72.0	
Equivalent CMF	0.28		Is Dom. Com. Resd.
Combined CMF, if # used (DR)	0.28	0.28	TRUE
Combined CMF, if # used (Mult)	0.28		Is data entered befc
Pick Dom Com. Resd. Or Mult. Fo	0.28	0.28	FALSE

	Rounded Societal Costs	Crash History (Total):	CRF (from above)	Crash History - Annual Avg	Crashes Saved Annually
Crash Severity					
Fatal (K)	\$ 3,900,000	0	72.0	0.00	0.00
Serious Injury (A)	\$ 3,900,000	0	72.0	0.00	0.00
Minor Injury (B)	\$ 255,000	1	72.0	0.20	0.14
Possible/Unknown Injury (C)	\$ 120,000	2	72.0	0.40	0.29
Property Damage Only (O)	\$ 15,000	2	72.0	0.40	0.29

Crash Severity	Annual Societal Benefit
Fatal (K)	\$ -
Serious Injury (A)	\$ -
Minor Injury (B)	\$ 36,720
Possible/Unknown Injury (C)	\$ 34,560

County:	Muscatine	Prepared By:	Shive-Hattery
Location:	Houser & Fulliam Intersection, Muscatine	Date Prepared:	8/2/2022
Property Damage Only (O)	\$ 4,320		

Predictive Method

Existing Condition (All Crashes):		Location Characteristics:		Please Select	
Alternative (All Crashes):				Please Select	
Percent Change in Crashes	n/a	Iowa Crash Distribution 2017-2021			
	Crash Distribution Based on Location Characteristics	Existing Condition Expected Crashes - Service Life	Alternative Expected Crashes - Service Life	Crashes Saved Over Service Life	Crashes Saved Annually
Crash Severity					
Fatal (K)	0.00%	0.00	0.00	0.00	0.00
Serious Injury (A)	0.00%	0.00	0.00	0.00	0.00
Minor Injury (B)	0.00%	0.00	0.00	0.00	0.00
Possible/Unknown Injury (C)	0.00%	0.00	0.00	0.00	0.00
Property Damage Only (O)	0.00%	0.00	0.00	0.00	0.00

Crash Severity	Rounded Societal Costs	Annual Societal Benefit
Fatal (K)	\$ 3,900,000	\$ -
Serious Injury (A)	\$ 3,900,000	\$ -
Minor Injury (B)	\$ 255,000	\$ -
Possible/Unknown Injury (C)	\$ 120,000	\$ -
Property Damage Only (O)	\$ 15,000	\$ -

Total Benefits and Costs

		Implementation Cost	\$ 283,575
		Present Value of Maint.	\$ 13,590
Present Value Benefits (Societal Benefits)	\$ 1,116,665	Present Value Costs (Impl. and Maint. Costs)	\$ 297,165
Present Value Net Return	\$ 819,500		
Benefit Cost Ratio	3.76		

Form continues on next page

County:

Muscatine

Prepared By: Shive-Hattery

Location:

Houser & Fulliam Intersection, Musca

Date Prepared: 8/2/2022

No Input Necessary - No Custom Values In Use

General Customizations

No change to Crash Costs

No change to Discount Rate

No change to Maintenance
Costs

Method-Specific Customizations



Application for TRAFFIC SAFETY FUNDS

GENERAL INFORMATION

DATE: August 15, 2022

Location / Title of Project W Fulliam Avenue and N Houser Street Mini-Roundabout

Applicant City of Muscatine

Contact Person Patrick Lynch Title City Engineer

Complete Mailing Address 1459 Washington Street

Muscatine, IA 5271

Phone (563) 272-2515

(Area Code)

E-Mail plynch@muscatineiowa.gov

If more than one highway authority is involved in this project, please indicate and fill in the information below (use additional sheets if necessary).

Co-Applicant(s) _____

Contact Person _____ Title _____

Complete Mailing Address _____

Phone _____

(Area Code)

E-Mail _____

PLEASE COMPLETE THE FOLLOWING PROJECT INFORMATION:

Application Type

Site Specific ☒
 Traffic Control Device ☐
 Safety Study ☐

Funding Amount

Total Safety Cost \$ 283,575

Total Project Cost \$ 283,575

Safety Funds Requested \$ 283,575

Does this project appear on a Safety Improvement Candidate List or is there a safety study recommendation for this project? ☐ Yes – Explain _____

☒ No

APPLICATION CERTIFICATION FOR LOCAL GOVERNMENT

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the participating local government(s). I understand the attached resolution(s) binds the participating local government(s) to assume responsibility if any additional funds are committed, and to ensure maintenance of any new or improved city streets or secondary roads.

I understand that, although this information is sufficient to secure a commitment of funds, a firm contract between the applicant and the Department of Transportation is required prior to the authorization of funds.

Representing the City of Muscatine

Signed: _____
Signature Date Signed

Mayor Brad Bark
Typed Name

Attest: _____
Signature Date Signed

Carol Webb, City Administrator
Typed Name



City of Muscatine

ITEM NUMBER

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Brett Parcher, Golf Course Supervisor
Richard Klimes, Parks and Recreation Director

SUBJECT

Request to Approve Issuance of a Purchase Order to Outdoor Power Sales and Service in the amount of \$45,421 for a Rough Mower for Golf Course Maintenance

EXECUTIVE SUMMARY

Request to approve purchase of a rough mower from Outdoor Power Sales and Service for \$45,421.

STAFF RECOMMENDATION

City staff recommend approval.

BACKGROUND/DISCUSSION

In the FY 22-23 Golf Course Operations Budget \$45,600 is approved for the purchase of a Toro 72098 Z Master Rough Mower. This rough mower is used to mow around trees, bunkers, tees, clubhouse and all other areas that are wide area mower can't get to. Two bids were received with the lowest bid from Outdoor Power Sales and Service.

CITY FINANCIAL IMPACT

In the FY 22-23 Golf Course Operations Budget there is \$45,600 approved for the purchase of this mower.

ATTACHMENTS

1. Bid Document for Rough Mower

MEMORANDUM

February 23, 2023

TO: Richard Klimes, Director of Parks and Recreation
FROM: Brett Parcher, Golf Course Supervisor
SUBJECT: Bid Document for Golf Course Rough Mower

Bid Documents were sent out to 3 vendors with 2 responding. Here are the results

<u>Company Name</u>	<u>Model</u>	<u>Hours</u>	<u>Price</u>
Outdoor Power Sales	2023 Toro Z Master	0	\$45,421
MTI	2023 Toro Z Master	0	\$46,114

The Golf Course Has \$45,600 approved for this purchase in the FY 22-23 Budget

Therefore it is my recommendation that we purchase the 2023 Toro Z Master from Outdoor Sales and Service in Whittington, IL for 45,421.

Brett Parcher
Golf Course Supervisor



City of Muscatine

ITEM NUMBER

DATE: 3/2/2023

AGENDA ITEM SUMMARY

STAFF

Brett Parcher, Golf Course Supervisor
Brian Kuddes, Golf Professional
Kelsie Stafford, Program Supervisor

SUBJECT

Request to approve a 5 year lease agreement with Harris Golf Carts for the annual amount of \$47,025.00 for golf carts at the Muscatine Municipal Golf Course.

EXECUTIVE SUMMARY

Request to approve a 5 year lease agreement with Harris Golf Carts for the annual amount of \$47,025.00 for golf carts at the Muscatine Municipal Golf Course.

STAFF RECOMMENDATION

Staff recommends approval of this item.

BACKGROUND/DISCUSSION

The extended golf cart lease will expire after the 2023 golf season. We are requesting a new 5 year lease be approved for 55 golf carts plus 1 beverage cart and 1 ball picker cart to be used for the driving range. The total requested annual approval amount of \$47,025.00 does include a cart maintenance agreement. The bid tab is attached for review.

CITY FINANCIAL IMPACT

By leasing carts, we get a better price per cart than if we had to rent them on a monthly basis. Golf cart rentals at the golf course is one of our main financial tools we use to keep a positive enterprise fund account balance. In 2022, golf cart rentals raised \$244,523.00.

ATTACHMENTS

1. Bid document for Golf Cart Lease
2. Harris Golf Cart Lease Bid

MEMORANDUM

February 23, 2023

TO: Richard Klimes, Director of Parks and Recreation
FROM: Brett Parcher, Golf Course Supervisor
SUBJECT: Bid Document for Golf Cart Lease

Bid Documents were sent out to 3 vendors with all 3 responding. Here are the results

<u>Company Name</u>	<u>Model</u>	<u>Price</u>
Harris Golf Carts	2024 Yamaha Drive II	\$47,025.00
M&M Golf Carts	2024 Tempo	\$64,330.92
Yotti's Golf Carts	2024 RXV	\$68,820.66

Therefore, it is my recommendation that we enter into a 5 year lease for the 2024 Yamaha Drive II Golf Carts from Harris Golf Carts in Dubuque, IA for \$47,025.00

Brett Parcher
Golf Course Supervisor

City Of Muscatine
Muscatine Parks and Recreation Department
Request for Proposal – Golf Cart Lease

The City of Muscatine and the Muscatine Parks and Recreation Department are now soliciting a Request for Proposal from golf cart dealers that are interested in entering into a Golf Cart Lease Agreement for the provision of golf carts at the Muscatine Municipal Golf Course. The Golf Cart Lease Agreement in this Request for Proposal is to begin on January 1, 2024.

We are seeking a professional vendor that is capable of leasing and appropriately servicing gas engine golf carts as outlined in the attached "Scope of Services."

If you are interested in submitting a proposal, complete the attached forms and return them in an envelope clearly marked "Golf Cart Lease Proposal" to:

City of Muscatine – Finance Department
215 Sycamore – City Hall
Muscatine, IA 52761

All proposals must be received in the Finance Department by 2:00 pm on Wednesday, February 22, 2023. Proposals will be opened at 2:05 pm on Wednesday, February 22, 2023. Late proposals will be returned unopened. The City of Muscatine reserves the right to reject any or all proposals deemed to not be in the best interest of the City. The "Scope of Services" shall be construed as minimum requirements of the Request for Proposal. Any and all alternatives and/or alterations will not be accepted unless approved in writing by the City. The attached submittal forms must be completed in detail.

Thank you for your time and attention to this process. Please contact the Muscatine Parks and Recreation Department at (563) 263-4735 if you have any questions. Proposals are due at 2:00 pm on Wednesday, February 22, 2023.

Brian Kuddes, PGA
Head Golf Professional
Muscatine Municipal Golf Course

City Of Muscatine
Muscatine Parks and Recreation Department
Request for Proposal – Golf Cart Lease

Scope of Services

Summary: The City of Muscatine is seeking a multi-year leased golf cart arrangement. We are requesting a professional and dependable vendor to propose a lease program for golf carts that will meet or exceed the following criteria:

1. Provide, through a lease program, 57 gas drive train golf carts – 55 carts for golfing public, 1 cart appropriate for range picking and capable of pushing a 5 gang range picking unit, and 1 appropriate cart to be used as a beverage cart. The carts shall be for immediate use with all necessary parts and accessories for their operation.
2. All carts shall be white with a white or neutral bench adequate for two passengers.
3. Carts shall be new and unused, and at a minimum shall be from the current model year.
4. Utility cart with a dump bed and sun top for use as beverage cart.
5. The successful vendor shall provide warranty cart repair and/or replacement service within 48 hours of notification at no additional cost to the City.
6. The vendor shall store and transport the carts during the off season at no cost to the City.
7. The 55 public use carts shall have the following:
 - a. Divot bottle and holder
 - b. Hub caps/ wheel covers
 - c. Sun top
 - d. Club holder with tie down straps for two sets of clubs
 - e. Cart number on each side and front of cart
 - f. Clothing basket
 - g. Scorecard and pencil holder
 - h. Low oil indicator light
 - i. Provide two (2) keys with each cart
 - j. Removable information holder
 - k. Floor matting shall be flexible rubber, fiber reinforced to be spike proof and prevent bubbling or tearing by golf spikes.
8. Provide with submittal sheet a complete and detailed specification that includes all accessories.
9. Provide all applicable warranty information and maintenance terms. The vendor shall furnish parts and labor needed to correct any warranty issues and/or maintenance issues for the entirety of the lease.
10. Provide insurance requirements of the Lessee.

Deadline for submission: All proposals must be delivered to the City of Muscatine – Finance Department, 215 Sycamore St., Muscatine, IA 52761 by the deadline of Wednesday, February 22, 2023 at 2:00 pm.

City Of Muscatine
Muscatine Parks and Recreation Department
Request for Proposal – Golf Cart Lease

Submittal Sheet

Name of Vendor: Harris Golf Cars

Contact Person: Scott Harris

Business Address: 155 N Crescent Ridge
Dubuque, IA 52003

Business Phone: 563-582-7390

A. Explain your golf cart business experience:

Harris Golf Cars was established in 1979. 43 years of growth and highest customer satisfaction. Harris has been awarded numerous Yamaha Sales and

Service awards based on excellent customer service and product sales. We are currently the largest distributor in the midwest servicing Iowa, Illinois, Wisconsin, and Nebraska. We have certified factory trained technicians and offer a large fleet of tournament cars to meet our customer needs. Harris has been the golf car supplier to the City of Muscatine for over 20 years.

B. Please list three (3) business references that we may contact:

1. Glynns Creek Golf Course - 19251 290th St, Long Grove, IA 52756 563-328-3284
2. Geneva Golf & CC - 3100 Bidwell Rd., Muscatine, IA 52761 563-262-8894
3. City of Davenport Park and Rec, 700 W River Dr., Davenport, IA 52802 563-328-7275

C. Do you offer a golf cart lease program? Yes X No

D. Are you able to meet the minimum requirements of the "Scope of Services"?

Yes X No (If no, please explain in detail)

Models bid - 2024 Yamaha Drive2 Electronic Fuel Injected

2024 UMAX 1 Range Picker, 2024 UMAX2 Utility (For Beverage)

E. Please provide complete pricing information for all terms and indicate your term preference:

1. Three (3) year term lease agreement:

a. Annual lease price per cart \$ 884.00

b. Total annual package lease price \$ 50,388.00

c. Please explain payment options/
requirements (monthly, quarterly, annually)

Payments are calculated assuming 6 monthly payments on the first day of May - October each year.

2. Four (4) year term lease agreement:

a. Annual lease price per cart \$ 753.00

b. Total annual package lease price \$ 42,921.00

c. Please explain payment options/
requirements (monthly, quarterly, annually)

Payments are calculated assuming 6 monthly payments on the first day of May - October each year.

3. Five (5) year term lease agreement:

a. Annual lease price per cart \$ 675.00

b. Total annual package lease price \$ 38,475.00

c. Please explain payment options/
requirements (monthly, quarterly, annually)

Payments are calculated assuming 6 monthly payments on the first day of May - October each year.

5 year lease option is the preferred lease term.

F. Please explain in detail any additional fees and/or charges that the City may incur beyond the base lease fee: Six monthly (May - Oct) non-interest accruing charge of \$1,425.00 for each year of lease term as payment for Service, Storage, Transportation, and Service Calls. See attached agreement for details.

G. If awarded the lease, what lead time would you need in order to deliver the carts?
Delivery would be for the 2024 season. Currently we have a 12-16 month lead time.

H. Can you provide an appropriate amount of carts at no additional cost to the City if the leased carts are not available upon season start up? Yes ☒ No ☐

I. Please list any additional services or incentives that you could and/or would provide.
Please be specific: The current lease of the 2018 Yamaha fleet will be extended until delivery of the new 2024 Yamaha fleet. Financing will be through Yamaha Finance Company as is the current lease. See sample lease documents included in the bid packet.

Alternate #1: Full service beverage cart with a minimum of the following:

Built in cold storage

Display shelving

Sun top

Wind shield

Annual Lease Price: Add \$1,880.00 per year to upgrade UMAX2 to Deluxe Bistro.

Alternate #2: Other options for use as a beverage cart:

Please describe: Standard Bistro with built in cold storage box cooler, top, and windshield.

Same specs as the Deluxe Bistro unit above without the display, shelving, and extended top.

Annual Lease Price: Add \$1,880.00 per year to upgrade UMAX2 to Standard Bistro.

Alternate #3: Removable Windshields

Additional cost per cart: Vinyl Soft Bungee Windshield - \$35.00 purchase per car
Poly Carbonate Fold Down Windshield - \$125.00 purchase per car

Contact Person: Scott Harris

Phone Numbers: 563-582-7390 office 563-580-8940 cell

Authorized Signature: _____

Date: February 22, 2023

Proposals are due at 2:00 pm on Wednesday, February 22, 2023.



Iowa Location:

155 N. Crescent Ridge • Dubuque, IA 52003

Illinois Location:

549 Heartland Drive, Suite A • Sugar Grove, IL 60554

Nebraska Location:

1020 S. Highway 30 • Blair, NE 68008

Wisconsin Location:

14003 Leetsbir Road • Sturtevant, WI 53177

HARRIS GOLF CARS ON-CALL SERVICE CONTRACT

This service agreement shall be between the Customer, *Muscatine Municipal GC*, and the Provider, *Harris Golf Cars*.

HARRIS GOLF CARS SERVICES PROVIDE

All recommended preventive maintenance as described by Yamaha.

All warranty repairs, modification campaigns, including parts and labor.

On-Call service visits including labor to inspect and repair vehicles to ensure safety and Customer Satisfaction.

Annual Service: Labor & Parts Cost for Complete inspection and repair of components including but not limited to: steering, suspension, brakes, acceleration, electrical, drive train, clutches, batteries, tires, etc. All cars will be returned to specs for safety and reliability.

CUSTOMER RESPONSIBILITIES

Perform daily pre-operation inspection.

Maintain all fluid levels and provide clean fuel and or proper battery charge. Clean, Secure & Store all Golf Cars.

Cost of parts for repairs (except annual service) from normal wear, not covered under warranty.

Damage repairs from accident, abuse, negligence or acts of God. Harris will provide repairs on a t & m basis.

Schedule Service requests online -- <https://www.harrisgolfcars.com/service-repair/>

DEFINITIONS

Preventive Maintenance: All preventive maintenance as written in the Genuine Yamaha Periodic Maintenance Chart (found in owners manual) including labor. **This contract requires the use of Genuine Harris/Yamaha Parts**

Warranty: Any repairs made due to a manufacturer's defect during Yamaha's limited four-year warranty period. **This includes all factory modification campaigns. All Parts will be supplied by Harris/Yamaha to maintain and support factory warranty. This service will provide Yamaha fuel injected engine 20 year warranty.**

On-Call Service: Periodic visits as requested to inspect the vehicles to ensure safety and Customer Satisfaction. Perform repairs, maintenance, warranty repairs and or normal wear and tear repairs as requested or recommended.

Normal wear: A part that wears out or fails due to normal wear and tear, including tire/wheels. **This does not include repairs caused by damage, abuse, or acts of God. Harris Golf Cars will perform these repairs at T & M.**

ADDENDUM

Cars covered by this contract; Drive2 EFI, UMAX Quantity 57. This agreement shall be for the term of the lease selected.

PAYMENT SCHEDULE

Contract amount of \$150.00 Per Car/Per Year will be paid May-Oct or 1 annual payment by invoice from Harris Golf Cars.

CUSTOMER SIGNATURE	CUSTOMER TITLE	DATE
DISTRIBUTOR SIGNATURE	DISTRIBUTOR TITLE	DATE



City of Muscatine

ITEM NUMBER

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Jeff Limburg, Athletic Facilities Supervisor
Kelsie Stafford, Program Supervisor
Richard Klimes, Parks and Recreation Director

SUBJECT

Request for Approval of a One Year Concessions Lease Contract for the Muscatine Soccer Complex to Carolina Ponce.

EXECUTIVE SUMMARY

Presented for City Council's consideration is a request to approve a one-year concession lease contract with Carolina Ponce for the Muscatine Soccer Complex.

STAFF RECOMMENDATION

Staff recommends approval..

BACKGROUND/DISCUSSION

Carolina Ponce was a restaurant manager at the Guadalajara restaurant in Muscatine and has been a volunteer at the concession stand. The proposal is for a one-year lease contract for the 2023 Muscatine Soccer Complex season. Mrs. Ponce has offered the City a 10% commission net 7% sales tax on all gross sales. The proposal submitted by Carolina Ponce was the only proposal received by the Request for Proposal deadline.

CITY FINANCIAL IMPACT

The City of Muscatine would receive a 10% commission net 7% sales tax on all gross sales.

ATTACHMENTS

1. Concession Lease Proposal - Carolina Ponce

CONCESSION LEASE PROPOSAL

2023 Kent Stein Park and/or the Muscatine Soccer Complex and/or
the Muscatine Aquatic Center
Concession Proposal Form

Name / Business

Carolina Ponce

Address

1484 Isett Avenue

Muscatine, IA 52761

Telephone

563-871-0311 (h)

(b)

Proposer Qualifications

A. Concession or food service experience: Restaurant Manager (Guadalupe Muscatine), previous concession stand volunteer; current small business owner in Muscatine (Real Estate)

B. Concession equipment that you will or could provide: portable stove, warmers, grills, popcorn machine, coffee and tea machine

C. Can you obtain a minimum of \$1,000,000 general liability and \$2,000,000 aggregate insurance with the City named as additional insured: ☒ Yes ☐ No

D. If needed, can you provide the following specialty equipment:

- | | | |
|--------------------------------|---|--|
| 1. Concession trailer or unit? | ☐ Yes | ☒ No |
| 2. Beverage/snack carts? | ☒ Yes | ☐ No |
| 3. A grill? | ☒ Yes | ☐ No |

E. Are you interested in one, two or all three locations, please specify.

One; Muscatine Soccer Complex

F. What percentage (%) of your gross sales net the sales tax or a flat dollar amount would you pay to the City:

Kent Stein Park — Soccer Complex 10% Aquatic Center —

PLEASE NOTE: The City of Muscatine is expecting to receive a minimum of 10% commission on gross sales net the 7% sales tax. Proposals with a lower percentage or a flat dollar amount will still be considered.

G. Have you reviewed the past contract? _____ Yes ☒ No
(Please contact the Parks and Recreation Department to go over the contract.)

Are there any provisions that you feel you cannot comply with or that you have questions on? N/A

H. Please list sample menu items, services, proposed prices, etc. (attach additional page as needed):

Pizza - \$5	Soda Drinks - \$3
Hamburgers - \$6	Candy - \$1
Hot Dogs - \$3	
Breakfast & Lunch Burritos - \$5	
Tacos - \$3.50	
Popcorn - \$1.50 - \$2	

I. Can you provide additional staff for large or multiple events and tournaments? Please explain your business plan that will efficiently and effectively serve the public with minimal service lines.

Yes: the plan is to have a consistent staff group that will rotate during smaller events and we would plan to maximize the use of the staff group during large events.

J. Please list all partners and/or sub-contractors completely by name, business name, phone number and address.

N/A

K. What term or length of contract are you interested in? 1 year

L. Please provide three (3) business references that the City of Muscatine may contact:

Lupe Vazquez (Guadalajara) - 563-260-8803
Darrin Haggins (Exit Realty) - 563-506-4902
Ana Garcia (El Atende) - 563-299-8116

Carolina Ponce
Authorized Representatives Signature

2/22/2023
Date



City of Muscatine

ITEM NUMBER

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Brian Stineman, Public Works Director
David Popp, Solid Waste Manager

SUBJECT

Request to Approve a Purchase Agreement between the City of Muscatine and Stockton Realty Company related to the purchase and transfer of property adjacent to the Muscatine County Landfill.

EXECUTIVE SUMMARY

The proposed agreement requires the City's purchase of approximately 3.2 acres of land owned by Stockton Realty Company in exchange for the transfer of Lot 1 of Arrowhead Lake (owned by the City) to Stockton Realty. The City will also pay Stockton Realty Company a cash payment of \$40,000.

STAFF RECOMMENDATION

Staff Recommends Approval

BACKGROUND/DISCUSSION

The proposed agreement requires the City's purchase of approximately 3.2 acres of land owned by Stockton Realty Company in exchange for the transfer of Lot 1 of Arrowhead Lake (owned by the City) to Stockton Realty. The City will also pay Stockton Realty Company a cash payment of \$40,000.

The proposed property purchase agreement addresses solid waste migration from the Muscatine County Landfill.

CITY FINANCIAL IMPACT

The funds to execute the purchase agreement are available in the landfill budget.

ATTACHMENTS

1. 221018 Purchase Agreement-Final



PURCHASE AGREEMENT

TO: City of Muscatine (SELLER)

The City hereby offers to buy and Stockton Realty Company by their acceptance agree to sell the real property situated in Muscatine County, Iowa, described as:

Approximately 3.2 acres of Parcel #0534300007 owned by Stockton Realty Company

together with any easements and appurtenant servient estates, but subject to any reasonable easements of record for public utilities or roads, any zoning restrictions, customary restrictive covenants and mineral reservations of record, if any, herein referred to as the "Property," upon the following terms and conditions provided:

1. **PURCHASE PRICE.** The Purchase Price shall be the transfer of property legally described as:

Lot 1, of Arrowhead Lake, a Subdivision of part of Section 34, in Township 78 North, Range 1 East of the 5th Principal Meridian, in Muscatine County, Iowa, Muscatine County Tax Parcel #0534325001.

See Muscatine Area Geographic Aerial map, attached. This parcel to be subdivided at a later date.

The City shall also pay Stockton Realty Company a cash payment of \$40,000.

2. **REAL ESTATE TAXES.**

- A. The Parties shall pay their respective prorated share, based upon the date of possession, of the real estate taxes for the fiscal year in which possession is given (ending June 30, 2023) due and payable in the subsequent fiscal year (commencing July 1, 2023).

The Parties shall be given a credit for such proration at closing based upon the last known actual net real estate taxes payable according to public record. However, if such taxes are based upon a partial assessment of the present property improvements or a changed tax classification as of the date of possession, such proration shall be based on the current millage rate, the assessed value, legislative tax rollbacks and real estate tax exemptions that will actually be applicable as shown by the Assessor's Records on the date of possession.

- B. The Parties shall pay all subsequent real estate taxes on the respective parcels each is purchasing.
- 3. SPECIAL ASSESSMENTS.**
- A. The Parties shall pay all installments of special assessments which are a lien on their respective Property at date of closing.
- B. All charges for solid waste removal, sewage and maintenance that are attributable to the Parties respective possession, including those for which assessments arise after closing, shall be paid by the respective Party.
- C. Any preliminary or deficiency assessment which cannot be discharged by payment shall be paid by each Party through an escrow account with sufficient funds to pay such liens when payable, with any unused funds returned to the other Party.
- D. BUYER shall pay all other special assessments.
- 4. RISK OF LOSS AND INSURANCE.** The Parties shall bear the risk of loss or damage to the Property each is transferring prior to closing or possession, whichever first occurs. The Parties agree to maintain existing insurance and the Parties may purchase additional insurance. In the event of substantial damage or destruction prior to closing, this Agreement shall be null and void; provided, however, the Parties shall have the option to complete the closing and receive insurance proceeds regardless of the extent of damages. The property shall be deemed substantially damaged or destroyed if it cannot be restored to its present condition on or before the closing date.
- 5. POSSESSION AND CLOSING.** If the Parties timely performs all obligations, possession of the Property shall be delivered to the Parties on or before 30 days after the new 3.2 acre parcel has been surveyed and given a parcel number or letter. Any adjustments of rent, insurance, taxes, interest and all charges attributable to the respective Party's possession shall be made as of the date of possession. Closing shall occur after approval of title by and vacation of the Property by the Respective Party, but prior to possession by respective Party. Parties agree to permit each other to inspect the Property within 48 hours prior to closing to assure that the premises are in the condition required by this Agreement. If possession is given on a day other than closing, the parties shall make a separate agreement with adjustments as of the date of possession. This transaction shall be considered closed upon the filing of title transfer documents and receipt of all funds then due at closing.
- 6. CONTRACT BINDING ON SUCCESSORS IN INTEREST.** This contract shall apply to and bind the successors in interest of the respective parties.
- 7. CONDITION OF PROPERTY.**
- A. The property as of the date of this Agreement including buildings, grounds, and all improvements will be preserved by the Parties in its present condition until possession, ordinary wear and tear excepted.
- B. The Parties acknowledge that they have made a satisfactory inspection of the Property and are purchasing the Property in its existing condition.
- 8. ABSTRACT AND TITLE.** Each Party, at their expense, shall promptly obtain an abstract of title to the Property they are transferring continued through the date of acceptance of this Agreement, if so desired, and deliver it to the other Party's attorney for examination. It shall show merchantable title in respective SELLER in conformity with this Agreement, Iowa law, and Title Standards of the Iowa State Bar Association. The Parties shall make every reasonable effort to promptly perfect title. If closing is delayed

due to a Party's inability to provide marketable title, this Agreement shall continue in force and effect until either party rescinds the Agreement after giving ten days written notice to the other party. The abstract shall become the property of each respective BUYER when the purchase price is paid in full. Each respective SELLER shall pay the costs of any additional abstracting and title work due to any act or omission of respective SELLER, including transfers by or the death of respective SELLER or their assignees.

9. **SURVEY.** The City is responsible for any survey work that needs to be done and respective the City is responsible for any and all costs for the survey. Each Party may, at that Party's expense prior to closing, have the property surveyed and certified by a Registered Land Surveyor. If the survey shows any encroachment on the Property or if any improvements located on the Property encroach on lands of others, the encroachments shall be treated as a title defect.
10. **ENVIRONMENTAL MATTERS.** Each Party warrants to the best of their knowledge and belief that there are no abandoned wells, solid waste disposal sites, hazardous wastes or substances, or underground storage tanks located on the Property, the Property does not contain levels of radon gas, asbestos or urea-formaldehyde foam insulation which require remediation under current governmental standards, and each Party has done nothing to contaminate the Property with hazardous wastes or substances. Each Party warrants that the Property is not subject to any local, state, or federal judicial or administrative action, investigation or order, as the case may be, regarding wells, solid waste disposal sites, hazardous wastes or substances, or underground storage tanks. Each Party shall also provide the other Party with a properly executed GROUNDWATER HAZARD STATEMENT showing no wells, private burial sites, solid waste disposal sites, private sewage disposal system, hazardous waste and underground storage tanks on the Property unless disclosed here:
11. **DEED.** Upon payment of the purchase price, each Party shall convey their Property to the other Party by Warranty Deed.
12. **USE OF PURCHASE PRICE.** At time of settlement, funds of the purchase price may be used to pay taxes and other liens and to acquire outstanding interests, if any, of others.
13. **REMEDIES OF THE PARTIES.**
 - A. If a respective BUYER fails to timely perform this Agreement, the respective SELLER may forfeit it as provided in the Iowa Code (Chapter 656), and all payments made shall be forfeited; or, at respective SELLER'S option, upon thirty days written notice of intention to accelerate the payment of the entire balance because of respective BUYER'S default (during which thirty days the default is not corrected), respective SELLER may declare the entire balance immediately due and payable. Thereafter this agreement may be foreclosed in equity and the Court may appoint a receiver.
 - B. If a respective SELLER fails to timely perform this Agreement, the respective BUYER has the right to have all payments made returned to them.
 - C. The Parties are also entitled to utilize any and all other remedies or actions at law or in equity available to them and shall be entitled to obtain judgment for costs and attorney fees as permitted by law.
14. **NOTICE.** Any notice under this Agreement shall be in writing and be deemed served when it is delivered by personal delivery or by certified mail return receipt requested, addressed to the parties at the address given below.

- 15. CERTIFICATION.** The Parties each certify that they are not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, “Specially Designated National and Blocked Person” or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney’s fees and costs) arising from or related to my breach of the foregoing certification.
- 16. GENERAL PROVISIONS.** In the performance of each part of this Agreement, time shall be of the essence. Failure to promptly assert rights herein shall not, however, be a waiver of such rights or a waiver of any existing or subsequent default. This Agreement shall apply to and bind the successors in interest of the parties. This Agreement shall survive the closing. Paragraph headings are for convenience of reference and shall not limit or affect the meaning of this Agreement. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender according to the context.
- 17. CONTINGENCY.** This Purchase Agreement is expressly contingent upon approval by the Muscatine City Council.
- 18. INSPECTION OF PRIVATE SEWAGE DISPOSAL SYSTEM.** Seller represents and warrants to Buyer that the Property is not served by a private sewage disposal system, and there are no known private sewage disposal systems on the property.

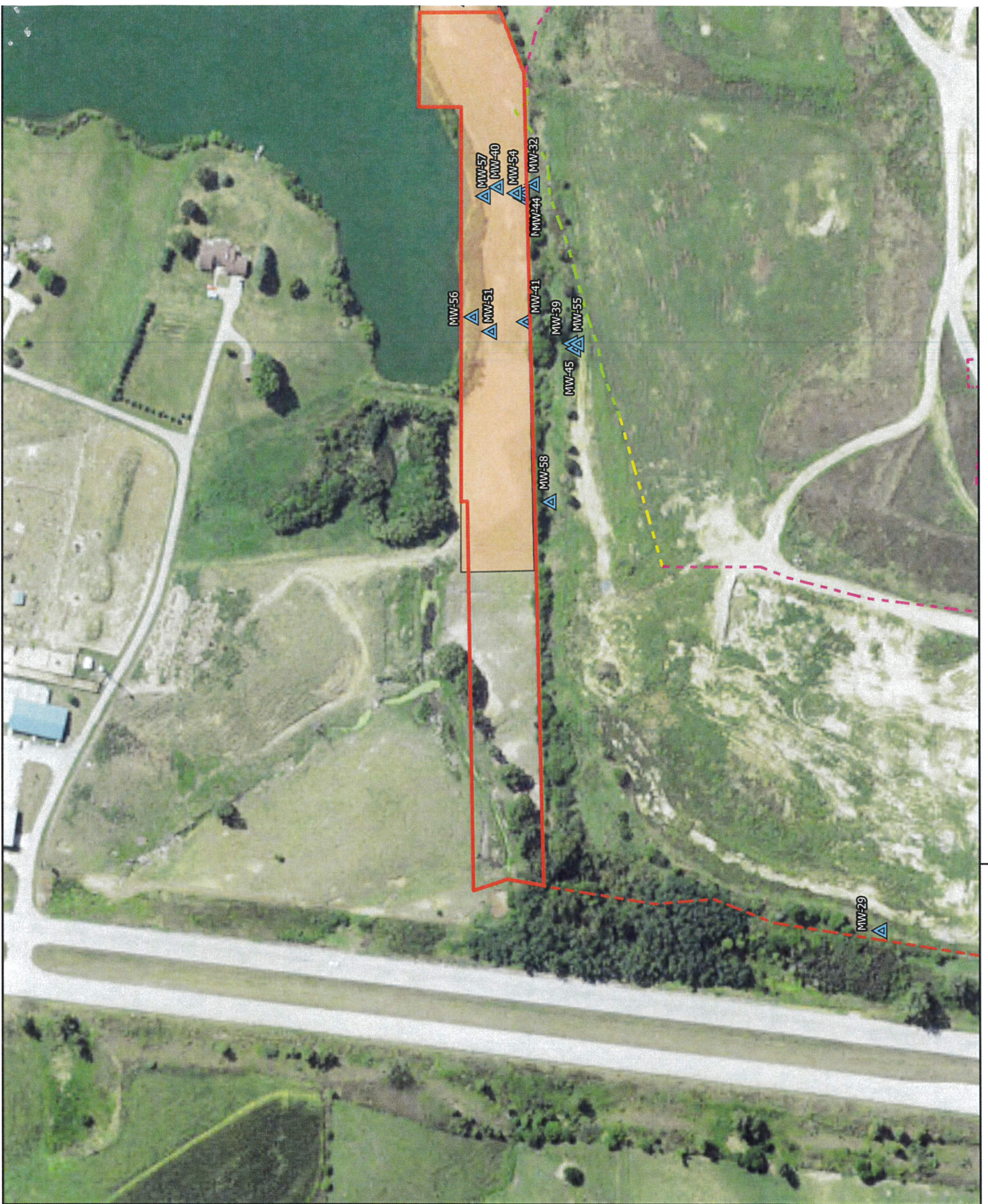
ACCEPTANCE. When accepted, this Agreement shall become a binding contract.

Brad Bark, Mayor of City of Muscatine
Address:
215 Sycamore Street
Muscatine, IA 52761
Telephone: 563-264-1550

Date:_____

Lyndall M. Winter, President
Stockton Realty Co.
Address:
3672 Hwy 61
Blue Grass, IA 52726
Telephone: 563-381-3671

Date:_____





City of Muscatine

ITEM NUMBER 2023-0093

AGENDA ITEM SUMMARY

DATE: 3/2/2023

STAFF

Brian Stineman, Public Works Director

SUBJECT

Resolution Approving the Sale of Property Located on Lot 1 of Arrowhead Lake to Stockton Realty Co. as part of a property purchase agreement.

EXECUTIVE SUMMARY

Resolution Approving the Sale of Property Located on Lot 1 of Arrowhead Lake to Stockton Realty Co. as part of a property purchase agreement.

STAFF RECOMMENDATION

Staff recommends approval.

BACKGROUND/DISCUSSION

The proposed sale of this property is part of a property purchase agreement between Stockton Realty Co. and the City of Muscatine for the purpose of addressing solid waste migration from the Muscatine County Landfill. The purchase agreement requires the City's purchase of approximately 3.2 acres of land owned by Stockton Realty Company in exchange for the transfer of Lot 1 of Arrowhead Lake (owned by the City) to Stockton Realty. The City will also pay Stockton Realty Company a cash payment of \$40,000.

CITY FINANCIAL IMPACT

Funds for this transfer of property are available in the Landfill Budget.

ATTACHMENTS

1. 221018 Resolution 2022- - Approving sale of Winters property (2)

CITY OF MUSCATINE, IOWA
RESOLUTION NO. 2023- 0093

**RESOLUTION APPROVING THE SALE OF CERTAIN PROPERTY IN MUSCATINE,
IOWA WITH CERTAIN CONDITIONS**

WHEREAS, the City of Muscatine intends to sell certain property legally described as:

Lot 1 of Arrowhead Lake, a Subdivision of part of Section 34, in Township 78 North,
Range 1 East of the 5th Principal Meridian, in Muscatine County, Iowa;

WHEREAS, the City of Muscatine desires to transfer this property to Stockton Realty Co.,
Stockton Realty Co. will receive a payment of \$40,000 from the City, and Stockton Realty Co.
shall transfer certain property which is approximately 3.2 acres of Muscatine County tax Parcel
#0534300007 (See Muscatine Area Geographic Aerial map showing the 3.2 acre parcel to be
subdivided).

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Muscatine,
Iowa: The property legally described as Lot 1 of Arrowhead Lake, a Subdivision of part of Section
34, in Township 78 North, Range 1 East of the 5th Principal Meridian, in Muscatine County, Iowa
is approved to be sold to Stockton Realty Co. The City shall also pay Stockton Realty Co. a
payment of \$40,000.00 in exchange for Stockton Realty Co. transferring that certain 3.2 acres of
Parcel #0534300007, which shall be subdivided at a later date, (see attached Muscatine Area
Geographic Aerial map showing said 3.2 acre parcel).

Motion by _____, seconded by _____.

Council Action:

Nadine A. Brockert	_____	Jeff Osborne	_____
Dennis Froelich	_____	Angie Lewis	_____
Peggy Gordon	_____		
John Jindrich	_____		
Dewayne Hopkins	_____		

Whereupon, Mayor Brad Bark declared said Resolution duly passed and adopted this 2nd
day of March, 2023

Brad Bark, Mayor

ATTEST:

Carol Webb, City Administrator

CERTIFICATION

The undersigned does hereby certify that the following Resolution 2023- 0093 was passed on the 2nd day of March, 2023, at the regularly scheduled meeting of the City Council.

Carol Webb, City Administrator