

**CITY OF RUNNELLS**

Mayor: Jeremy Lindquist (28) Mayor Pro-Tem: Devin Gaudette

**City Council Members**

Bill Schall (25) Devin Gaudette (25) Tiffany Phillips (28) Jacob Dingman (28) Austin Henry (28)

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**Tentative AGENDA**

Public Hearing/Council Meeting  
**Tuesday May 14th 2024 7:00PM**  
**Community Center**

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Americans with Disabilities Act Compliance: If there is anyone wishing to attend the meeting that may require special assistance in being able to participate in this meeting, please advise the City Hall of your needs 48 hours prior to the meeting.

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1. **Call to order**
2. **Roll Call**
3. **Approval of Agenda**

4. **Public Hearing:** *The City of Runnells is required by the State of Iowa to amend the budget if expenditures exceed the amount originally budgeted for each category as outlined by the state, publish the Yearly budget, and hold a public Hearing for written and/or oral comments regarding said budget amendment. The budget amendment for fiscal year 2023/24 beginning July 1, 2023, and ending June 30, 2024, was published on May 1<sup>st</sup> in the Des Moines Register, and posted at City Hall and Runnells Community Center and Post office.*

**5. Public Comments regarding Public Hearing:**

**6. Adjourn Public Meeting:**

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**7. Public Comments:**

*(Note: If you wish to address the City Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached. If you wish to address the City Council on an item not on the agenda, please address the council and give your name and address for the public record before discussing your item. Council is not required to discuss these items and cannot take official action on items not on the agenda.)*

**8. Consent of agenda:** *All items listed in Consent Agenda are considered 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 or citizen so requests, in which event the item will be removed from the Consent Agenda and considered after the other items listed on the agenda*

**a. Bill/claims dated 04-06-2024**

**b. Financial April 2024**

**c. April Meeting Minutes/ Library Meeting Minutes/ credit card statement**

**d. approval of Tobacco license for Caseys General Store**

**9. Petitions and Communications:**

- a. Library Board
- b. Park Board
- c. Beautification Committee

**10. Old Business/ New Business**

**A. Resolution 2024-36 Budget Amend FY23/24**

**B. Resolution 2024-37 Lot 109 Brown Street**

**C. Resolution 2024-38 Approval of Pay Application #7 for the 2023 Wastewater Treatment Facility Upgrades project**

**D. Resolution 2024-39 Park board purchase**

**E. Discussion community center**

**F. Historical Society**

**G. Discussion of Public Works equipment**

## **11. Report of Officers**

- a. Mayor
- b. Council Persons
- c. Legal Counsel
- d. Public Works
- e. City Clerk- Need all invoices by June 7<sup>th</sup> for FY 23/24. Start discussion on APRA funds

## **12. Boards and Commissions**

- Emergency Management Commission/ 911 Commission-
- Mud, Camp and Spring Creek-
- Park Board-
- Metro Waste Authority-
- Planning and Zoning-
- Library-

## **13. Closing Comments**

## **14. Adjournment**

**CLAIMS REPORT**  
Vendor Checks: 4/06/2024- 5/10/2024

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AMAZON amazon business account	city hall	66.68		8263	4/08/24
AMAZON amazon business account	basketball hoop	418.80	485.48	8266	5/10/24
C.L. CARROLL CO.	Wastewater treatment plant		284,050.00	8267	5/10/24
CANON FINANCIAL SERVICES			104.13	8268	5/10/24
CAPITAL CITY EQUIPMENT	Skid Loader repair		178.50	8269	5/10/24
CENTURYLINK	Phone/Internet		339.41	8270	5/10/24
COMPUTER RESOURCE SPEC.	IT		67.50	8271	5/10/24
Des Moines Water Works			123.30	8264	4/08/24
ECHO GROUP INC	generator maintnance		658.05	8272	5/10/24
EFTPS	FED/FICA TAX		1,918.55	8347855	4/29/24
FRIENDS OF GRIMES LIBRARY	Tixkeeper software		225.00	8273	5/10/24
IOWA LANDSCAPE SUPPLY	Mulch		3,550.00	8274	5/10/24
IOWA STATE EXTENSION	Training		200.00	8275	5/10/24
IPERS	IPERS		1,570.15	8347853	4/29/24
JEO CONSULTING GROUP	Engineer		5,514.45	8276	5/10/24
KEYSTONE SAVINGS BANK	106.99 software council comput		135.98	8277	5/10/24
LISA LANE	Cleaning		300.00	8278	5/10/24
LOCALIQ GANNETT	publishing		350.50	8279	5/10/24
MENARDS	62.50 CCommunity Center		121.36	8292	5/10/24
Metro Waste Authority	Curb it & Garbage		2,679.57	8293	5/10/24
MidAmerican Energy	MONTHLY UTILITY BILLS	940.07		8265	4/08/24
MidAmerican Energy	MONTHLY UTILITY BILLS		940.07	8303	5/10/24
MIDWEST OFFICE TECHNOLOGY	Ink Contract		101.85	8294	5/10/24
OREILLY AUTO PARTS	TRUCK PARTS		27.98	8295	5/10/24
PRAIRIE AG SUPPLY	Tire Mower		145.89	8296	5/10/24
S&G STRIPING	PickleBall Striping		200.00	8297	5/10/24
SAFE BUILDING COMPLIANCE			359.26	8298	5/10/24
Skinner Law Office, P.C.	Legal		1,120.00	8299	5/10/24
SNYDER & ASSOCIATES	crosswalk		1,133.50	8300	5/10/24
TEAM SERVICES	Field concrete teasting		395.54	8301	5/10/24
TREASURER-STATE OF IOWA	STATE TAX		203.30	8347854	4/29/24
ZIEGLER			1,500.00	8302	5/10/24
	Accounts Payable Total		308,699.32		

Payroll Checks

001	GENERAL	2,435.27
600	WATER	292.26
Total Paid On: 4/15/24		2,727.53
001	GENERAL	2,497.49
600	WATER	292.24
Total Paid On: 4/29/24		2,789.73
Total Payroll Paid		5,517.26
Report Total		314,216.58

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

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FUND	NAME	AMOUNT
001	GENERAL	20,141.65
110	ROAD USE TAX	1,693.35
600	WATER	921.59
610	SEWER	1,500.00
611	SEWER CAP PROJ - LOST	289,959.99
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	TOTAL FUNDS	314,216.58

**BALANCE SHEET**  
**CALENDAR 5/2024, FISCAL 11/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	9,745.84-	534,796.83
002-000-1110	CHECKING - ARP	.00	58,320.31
110-000-1110	CHECKING - ROAD USE	1,133.50-	233,679.81
111-000-1110	CHECKING I-JOBS	.00	.00
112-000-1110	CHECKING - EMPLOYEE BENEFIT	.00	9,673.15
119-000-1110	CHECKING - EMERGENCY FUND	.00	36,622.98
121-000-1110	CHECKING	.00	21,039.74-
125-000-1110	CHECKING - TIF	.00	97,690.00-
167-000-1110	CHECKING - COM DISASTER GRANT	.00	.00
302-000-1110	CHECKING	.00	80,383.57
600-000-1110	CHECKING - WATER	.00	33,299.69
601-000-1110	CHECKING	.00	47,479.29
610-000-1110	CHECKING - SEWER	1,500.00-	96,243.85
611-000-1110	CHECKING	.00	6,609.06
	CHECKING TOTAL	12,379.34-	1,018,378.80
125-000-1111	CHECKING - LMI TIF	.00	121,994.31
	LMI TIF CHECKING TOTAL	.00	121,994.31
611-000-1112	WASTE WATER CAP IMP FUND	.00	33,577.55
	WASTE WATER CAP IMP FUND TOTA	.00	33,577.55
611-000-1113	SRF CASH	289,959.99-	195,798.38-
	SRF CASH TOTAL	289,959.99-	195,798.38-
611-000-1114	GO BOND	.00	.00
	GO BOND TOTAL	.00	.00
001-000-1130	SAVINGS - GENERAL	.00	21,185.44
001-000-1131	SAVINGS - LIBRARY	.00	.00
600-000-1130	SAVINGS - WATER RESERVE	.00	23,613.58
610-000-1130	SAVINGS - SEWER RESERVE	.00	69,091.66
	SAVINGS TOTAL	.00	113,890.68
168-000-1160	SAVINGS BOND	.00	1,167.60
	SAVINGS/CD'S TOTAL	.00	1,167.60

*Handwritten notes:*  
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**BALANCE SHEET**  
**CALENDAR 5/2024, FISCAL 11/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1170	CD - GENERAL	.00	14,211.03
600-000-1170	CD - WATER	.00	2,809.75
610-000-1170	CD - SEWER	.00	20,882.72
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	CD'S TOTAL	.00	37,903.50
	TOTAL OF ALL CASH	302,339.33-	1,131,114.06

**BUDGET REPORT**  
**CALENDAR 5/2024, FISCAL 11/2024**

**PCT OF FISCAL YTD 91.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	EMERGENCY MANAGEMENT TOTAL	.00	.00	.00	.00	.00
	FIRE TOTAL	8,000.00	.00	.00	.00	8,000.00
	BUILDING INSPECTIONS TOTAL	2,000.00	359.26	2,727.12	136.36	727.12-
	MISC PROTECTION SERVICES TOTA	3,900.00	28.78	334.45	8.58	3,565.55
	ANIMAL CONTROL TOTAL	500.00	.00	391.00	78.20	109.00
	<b>PUBLIC SAFETY TOTAL</b>	<b>14,400.00</b>	<b>388.04</b>	<b>3,452.57</b>	<b>23.98</b>	<b>10,947.43</b>
	STREETS TOTAL	18,200.00	1,562.46	26,303.95	144.53	8,103.95-
	STREET LIGHTING TOTAL	.00	571.56	6,237.42	.00	6,237.42-
	GARBAGE TOTAL	38,606.00	2,679.57	33,335.67	86.35	5,270.33
	<b>PUBLIC WORKS TOTAL</b>	<b>56,806.00</b>	<b>4,813.59</b>	<b>65,877.04</b>	<b>115.97</b>	<b>9,071.04-</b>
	WATER,AIR,MOSQUITO CONTRO TOTA	3,200.00	.00	.00	.00	3,200.00
	<b>HEALTH &amp; SOCIAL SERVICES TOTA</b>	<b>3,200.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>3,200.00</b>
	LIBRARY TOTAL	23,000.00	253.99	21,439.04	93.21	1,560.96
	PARKS TOTAL	47,500.00	4,212.38	27,470.24	57.83	20,029.76
	COMMUNITY CTR/ZOO/MARINA TOTA	15,900.00	463.09	14,877.24	93.57	1,022.76
	<b>CULTURE &amp; RECREATION TOTAL</b>	<b>86,400.00</b>	<b>4,929.46</b>	<b>63,786.52</b>	<b>73.83</b>	<b>22,613.48</b>
	COMMUNITY BEAUTIFICATION TOTA	5,000.00	.00	4,275.00	85.50	725.00
	ECONOMIC DEVELOPMENT TOTAL	.00	.00	16,000.00	.00	16,000.00-
	PLANNING & ZONING TOTAL	3,000.00	.00	.00	.00	3,000.00
	<b>COMMUNITY &amp; ECONOMIC DEV TOTA</b>	<b>8,000.00</b>	<b>.00</b>	<b>20,275.00</b>	<b>253.44</b>	<b>12,275.00-</b>
	MAYOR/COUNCIL/CITY MGR TOTAL	8,600.00	.00	3,889.36	45.23	4,710.64
	CLERK/TREASURER/ADM TOTAL	78,000.00	550.50	47,722.64	61.18	30,277.36
	ELECTIONS TOTAL	1,100.00	.00	1,070.55	97.32	29.45
	LEGAL SERVICES/ATTORNEY TOTAL	25,000.00	1,120.00	13,492.75	53.97	11,507.25
	CITY HALL/GENERAL BLDGS TOTAL	46,500.00	1,495.99	31,496.16	67.73	15,003.84
	TORT LIABILITY TOTAL	17,000.00	.00	20,429.00	120.17	3,429.00-
	OTHER GENERAL GOVERNMENT TOTA	.00	.00	.00	.00	.00
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>176,200.00</b>	<b>3,166.49</b>	<b>118,100.46</b>	<b>67.03</b>	<b>58,099.54</b>
	WATER TOTAL	15,000.00	.00	38,970.49	259.80	23,970.49-
	SEWER/SEWAGE DISPOSAL TOTAL	102,000.00	291,459.99	1,544,741.91	1,514.45	1,442,741.91-
	<b>ENTERPRISE FUNDS TOTAL</b>	<b>117,000.00</b>	<b>291,459.99</b>	<b>1,583,712.40</b>	<b>1,353.60</b>	<b>1,466,712.40-</b>

**BUDGET REPORT**  
**CALENDAR 5/2024, FISCAL 11/2024**

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TRANSFERS IN/OUT TOTAL	.00	.00	79,488.35	.00	79,488.35-
	TRANSFER OUT TOTAL	.00	.00	79,488.35	.00	79,488.35-
	TOTAL OF ALL EXPENSES	462,006.00	304,757.57	1,934,692.34	418.76	1,472,686.34-

**REVENUE REPORT**  
**CALENDAR 5/2024, FISCAL 11/2024**

**PCT OF FISCAL YTD 91.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-290-4500	DMWW - GARBAGE REVENUE	28,000.00	.00	26,276.54	93.84	1,723.46
001-290-4501	CURB IT REVENUE	.00	.00	.00	.00	.00
001-410-4700	LIBRARY DONATIONS	.00	.00	60.00	.00	60.00-
001-410-4701	Library - State Funding	4,000.00	.00	5,083.38	127.08	1,083.38-
001-410-4702	GRANTS - LIBRARY	.00	.00	.00	.00	.00
001-430-4430	CONCESSION REVENUE	300.00	.00	.00	.00	300.00
001-430-4795	PARK BOARD DONATIONS	1,358.00	.00	2,375.48	174.92	1,017.48-
001-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
001-910-4831	Tranfer in	.00	.00	.00	.00	.00
001-950-4000	PROPERTY TAXES	153,721.00	.00	152,351.93	99.11	1,369.07
001-950-4003	PROPERTY TAXES - AG LAND	391.00	.00	499.74	127.81	108.74-
001-950-4008	PROPERTY TAXES - CIVIC CENTER	2,488.00	.00	2,446.47	98.33	41.53
001-950-4013	PROPERTY TAXES - INSURANCE	17,997.00	.00	17,698.20	98.34	298.80
001-950-4100	BEER/LIQUOR PERMITS	1,560.00	.00	1,523.44	97.66	36.56
001-950-4105	CIGARETTE PERMITS	.00	.00	56.25	.00	56.25-
001-950-4110	BUILDING PERMITS	2,000.00	.00	2,525.82	126.29	525.82-
001-950-4300	INTEREST REVENUE	3,500.00	.00	22,660.17	647.43	19,160.17-
001-950-4310	RENT - COMMUNITY CENTER	.00	200.00	10,750.00	.00	10,750.00-
001-950-4311	RENT - CELL TOWER	13,301.00	1,007.94	10,793.74	81.15	2,507.26
001-950-4462	HOMESTEAD PROP TAX CREDIT	.00	.00	2,650.94	.00	2,650.94-
001-950-4463	BUSINESS PROP TAX CREDIT	400.00	.00	.00	.00	400.00
001-950-4464	COMM/IND PROP TAX REPLACEMENT	.00	.00	.00	.00	.00
001-950-4700	MISC REVENUE	4,000.00	330.00	11,790.99	294.77	7,790.99-
001-950-4705	BEAUTIFICATION FUNDS	.00	.00	.00	.00	.00
	<b>GENERAL TOTAL</b>	<b>233,016.00</b>	<b>1,537.94</b>	<b>269,543.09</b>	<b>115.68</b>	<b>36,527.09-</b>
002-815-4402	American Rescue Plan	.00	.00	.00	.00	.00
002-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
	<b>ARP TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
110-210-4430	ROAD USE TAX REVENUE	58,725.00	.00	52,061.60	88.65	6,663.40
	<b>ROAD USE TAX TOTAL</b>	<b>58,725.00</b>	<b>.00</b>	<b>52,061.60</b>	<b>88.65</b>	<b>6,663.40</b>
111-210-4433	I-JOBS REVENUE	.00	.00	.00	.00	.00
	<b>I-Jobs TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
112-950-4000	PROPERTY TAXES - EMPLOYEE BEN	14,000.00	.00	18,739.01	133.85	4,739.01-
112-950-4462	HOMESTEAD PROP TAX CREDIT	.00	.00	287.97	.00	287.97-
112-950-4463	BUSINESS PROP TAX CREDIT	.00	.00	.00	.00	.00

**REVENUE REPORT**  
**CALENDAR 5/2024, FISCAL 11/2024**

**PCT OF FISCAL YTD 91.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
112-950-4464	COMM/IND PROP TAX REPLACEMENT	.00	.00	.00	.00	.00
	EMPLOYEE BENEFITS TOTAL	14,000.00	.00	19,026.98	135.91	5,026.98-
119-950-4000	PROPERTY TAXES	.00	.00	4,896.09	.00	4,896.09-
119-950-4462	HOMESTEAD PROP TAX CREDIT	.00	.00	75.19	.00	75.19-
119-950-4463	BUSINESS PROP TAX CREDIT	.00	.00	.00	.00	.00
119-950-4464	COMM/IND PROP TAX REPLACE	.00	.00	.00	.00	.00
	EMERGENCY FUND TOTAL	.00	.00	4,971.28	.00	4,971.28-
121-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
121-950-4090	LOCAL OPTION TAX	101,791.00	.00	79,488.35	78.09	22,302.65
	LOCAL OPTION SALES TAX TOTAL	101,791.00	.00	79,488.35	78.09	22,302.65
125-950-4050	TIF REVENUES	.00	.00	.00	.00	.00
125-950-4462	HOMESTEAD PROP TAX CREDIT	.00	.00	.00	.00	.00
125-950-4463	BUSINESS PROP TAX CREDIT	.00	.00	.00	.00	.00
	TAX INCREMENT FINANCING TOTAL	.00	.00	.00	.00	.00
167-130-4440	REVENUE COM DISASTER GRANT	.00	.00	.00	.00	.00
	COMMUNITY DISASTER GRANT TOTA	.00	.00	.00	.00	.00
168-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
168-950-4300	INTEREST	.00	.00	.00	.00	.00
168-950-4705	PRIVATE SOURCE CONTRIB	.00	.00	.00	.00	.00
	CENTENNIAL CELEBRATION TOTAL	.00	.00	.00	.00	.00
302-910-4830	TRANSFER IN	.00	.00	9,936.06	.00	9,936.06-
	CAP PROJ - LOST TOTAL	.00	.00	9,936.06	.00	9,936.06-
600-810-4300	INTEREST REVENUE	.00	.00	110.08	.00	110.08-

**REVENUE REPORT**  
**CALENDAR 5/2024, FISCAL 11/2024**

**PCT OF FISCAL YTD 91.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
600-810-4500	DMWW - WATER REVENUE	6,800.00	.00	5,602.99	82.40	1,197.01
600-810-4510	BULK WATER (QUARTER MACHINE)	.00	.00	.00	.00	.00
600-810-4700	MISC WATER REVENUE	.00	.00	.00	.00	.00
	<b>WATER TOTAL</b>	<b>6,800.00</b>	<b>.00</b>	<b>5,713.07</b>	<b>84.02</b>	<b>1,086.93</b>
601-910-4830	TRANSFER IN	.00	.00	9,936.04	.00	9,936.04-
	<b>WATER CAP PROJ - LOST TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>9,936.04</b>	<b>.00</b>	<b>9,936.04-</b>
610-815-4300	INTEREST REVENUE	86.00	.00	322.11	374.55	236.11-
610-815-4500	DMWW - SEWER REVENUE	46,070.00	.00	38,258.37	83.04	7,811.63
610-815-4700	MISC SEWER REVENUE	1,576.00	.00	.00	.00	1,576.00
	<b>SEWER TOTAL</b>	<b>47,732.00</b>	<b>.00</b>	<b>38,580.48</b>	<b>80.83</b>	<b>9,151.52</b>
611-699-4820	PROCEEDS FROM DEBT/LOAN P&D	.00	.00	.00	.00	.00
611-750-4440	WTFAP Grant Revenue	.00	.00	393,970.00	.00	393,970.00-
611-815-4441	SRF REVENUE	.00	.00	443,115.70	.00	443,115.70-
611-815-4442	GO BOND REVENUE	.00	.00	.00	.00	.00
611-815-4520	WASTE WATER CAP IMP FEE	.00	.00	33,577.55	.00	33,577.55-
611-910-4830	TRANSFER IN	.00	.00	59,616.25	.00	59,616.25-
	<b>SEWER CAP PROJ - LOST TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>930,279.50</b>	<b>.00</b>	<b>930,279.50-</b>
	<b>TOTAL OF ALL REVENUE</b>	<b>462,064.00</b>	<b>1,537.94</b>	<b>1,419,536.45</b>	<b>307.22</b>	<b>957,472.45-</b>

**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2024, FISCAL 11/2024**

**PCT OF FISCAL YTD 91.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-6010	WAGES - LIBRARY	.00	12,185.75	16,500.00	4,314.25
001-410-6110	FICA, MEDICARE - LIBRARY	.00	.00	.00	.00
001-410-6130	IPERS - LIBRARY	.00	.00	.00	.00
001-410-6160	WORKER'S COMP - LIBRARY	.00	.00	.00	.00
001-410-6230	TRAINING AND MILEAGE	.00	.00	.00	.00
001-410-6498	MISC GRANT EXPENSES	.00	.00	.00	.00
001-410-6499	LIBRARY DONATIONS EXPENSES	225.00	1,025.00	.00	1,025.00-
001-410-6502	LIBRARY BOOKS, MAG, VIDEO,ETC	.00	5,856.29	6,000.00	143.71
001-410-6504	OFFICE EQUIPMENT - LIBRARY	28.99	98.98	300.00	201.02
001-410-6506	OFFICE SUPPLIES - LIBRARY	.00	190.37	200.00	9.63
001-410-6508	POSTAGE - LIBRARY	.00	.00	.00	.00
		=====	=====	=====	=====
	LIBRARY EXPENSES	253.99	19,356.39	23,000.00	3,643.61
		=====	=====	=====	=====

### BANK CASH REPORT 2024

BANK NAME FUND GL NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
<b>KEYSTONE SAVINGS BANK</b>						
BANK KEYSTONE SAVINGS BANK						1,283,244.16
001 CHECKING - GENERAL	544,542.67	6,602.59	16,348.43	534,796.83	16,454.47	
002 CHECKING - ARP	58,320.31	0.00	0.00	58,320.31		
110 CHECKING - ROAD USE	234,813.31	1,705.06	2,838.56	233,679.81	1,169.00	
111 CHECKING I-JOBS	0.00	0.00	0.00	0.00		
112 CHECKING - EMPLOYEE BENEFIT	9,673.15	0.00	0.00	9,673.15		
119 CHECKING - EMERGENCY FUND	36,622.98	0.00	0.00	36,622.98		
121 CHECKING	21,039.74-	0.00	0.00	21,039.74-		
125 CHECKING - TIF	97,690.00-	0.00	0.00	97,690.00-		
125 CHECKING - LMI TIF	121,994.31	0.00	0.00	121,994.31		
167 CHECKING - COM DISASTER GRANT	0.00	0.00	0.00	0.00		
302 CHECKING	80,383.57	0.00	0.00	80,383.57		
600 CHECKING - WATER	33,299.69	0.00	0.00	33,299.69	381.09	
601 CHECKING	47,479.29	0.00	0.00	47,479.29		
610 CHECKING - SEWER	97,743.85	1,500.00	3,000.00	96,243.85	1,570.50	
611 CHECKING	6,609.06	0.00	0.00	6,609.06		
611 WASTE WATER CAP IMP FUND	33,577.55	0.00	0.00	33,577.55		
611 SRF CASH	94,161.61	395.54	290,355.53	195,798.38-		
611 GO BOND	0.00	0.00	0.00	0.00	289,959.99	
DEPOSITS					4,443.17	
<b>KEYSTONE SAVINGS BANK TOTALS</b>	<b>1,280,491.61</b>	<b>10,203.19</b>	<b>312,542.52</b>	<b>978,152.28</b>	<b>305,091.88</b>	<b>1,283,244.16</b>
<hr/> <hr/>						
<b>TOTAL OF ALL BANKS</b>	<b>1,280,491.61</b>	<b>10,203.19</b>	<b>312,542.52</b>	<b>978,152.28</b>	<b>305,091.88</b>	<b>1,283,244.16</b>
<hr/> <hr/>						

# OUTSTANDING TRANSACTION REGISTER

4/01/2024 TO 4/30/2024

MOD CODE	BANK NO	NAME	NUMBER	DATE	PERIOD	VEND/EMPL	OTHER NUMB	DEPOSITS	CHECKS AND WITHDRAWALS	RECONCILING	VOIDED	MANUAL
1 KEYSTONE SAVINGS BANK						STATEMENT DATE: 4/30/2024						
AP ETR	8347853	4/29/24	10/24	IPERS					1,570.15			
AP ETR	8347854	4/29/24	10/24	TREASURER-STATE OF IA					203.30			
AP ETR	8347855	4/29/24	10/24	EFTPS					1,918.55			
								-----				
BANK TOTAL								.00	3,692.00		.00	
DEPOSITS-CHECKS								3,692.00-				

**Runnells City Council**  
**Council Meeting minutes**  
**April 9th 2024 7:00PM Community Center**

1. **Call to Order called by Mayor Lindquist 7:02**
2. **Roll Call** was called by Mayor Lindquist, Henry, Phillips, Dingman, Schall, Legal Blake and City Clerk Curry Absent: Gaudette
3. **Approval of Agenda.** Motion to approve the agenda made by Phillips/Dingman  
ROLL CALL: Ayes; 4 Nays none. Motion passed (4,0).
4. **Public Comments:** none
5. **Consent of agenda** Schall/Phillips all ayes 0 nays motion passed (4.0)
6. **Petitions and Communications**  
**Library Board**-212 kids for easter egg hunt  
**Park Board** would like to name 109 Brown street  
**Beautification Committee** discussed farmers market
7. **Old Business new business**
  - a. Resolution 2024-22 Approval federal aid agreement TAP grant Dingman/Phillips all ayes nays motion passed (4.0)
  - b. Resolution 2024-24 approval pay application #6 wastewater treatment plant all Phillips/Schall ayes 0 nay motion passed (4.0)
  - c. Resolution 2024-25 approving designation of SLFRF funds Dingman/Phillips all ayes 0 nays motion passed (4.0)
  - d. Resolution 2024-26 river bottoms festival event permit Phillips/Dingman all ayes 0 nays motion passed (4.0)
  - e. Resolution 2024-27 approving material purchase for concession stand Henry/Phillips all ayes 0 nays motion passed (4.0)
  - f. Resolution 2024-28 approval for labor on concession stand Dingman/Phillips all ayes 0 nays motion passed (4.0)
  - g. Resolution 2024-29, 2024-30,2024-31,2024-32,2024-33 park purchases Phillips/Dingman all ayes 0 nays motion passed (4.0)
  - h. consideration and approval change order # 3 Wastewater treatment plant Phillips/Henry all ayes 0 nays motion passed (4.0)
8. **Closing comment:** City Clerk out of office April 18<sup>th</sup> and 19<sup>th</sup> for conference
9. **Motion to Adjourn** Dingman/Phillips all Ayes, 0 Nays. Motion passed (4,0).  
Meeting adjourned 8:15
10. **Claims** Amazon 325.88 C.L. Carroll 316350.00 C.L. Carroll 209252.04 Canon Financial 104.13 centurylink 340.29 EFTPS 1315.40 ICAP 20429.00 IPERS1277.35 JEO consulting 10805.05 Keystone Savings bank 3369.02 keystone bank 115.41 Lisa Lane 375.00 Local IQ 163.10 Menards 182.30 182.30 Metro waste 2679.57 Midamerican 969.83 Midwest Office 43.40 Prairie ag 1365.79 Science center 250.00 Skinner Law 1487.50 swank movie 875.00 Team services 904.99 treasurer state of iowa 103.06 Ziegler 750.00 payroll 03 18 2024 3945.59 payroll 04 01 24 6424.27 report total 580257.38 general 40774.70 road use 566.03 water 854.57 sewer 12460.04 sewer cap proj 525602.04



**April 2024 Statement**

Open Date: 03/27/2024 Closing Date: 04/23/2024

Account: 4798 5100 6875 8966



Visa® Community Card

**Elan Financial Services**

1-866-552-8855

BUS 30 ELN

8

15

CITY OF RUNNELLS (CPN 002164261)

<b>New Balance</b>	<b>\$135.98</b>
<b>Minimum Payment Due</b>	<b>\$135.98</b>
<b>Payment Due Date</b>	<b>05/22/2024</b>
<b>Late Payment Warning:</b> As a reminder, your card is a pay in full product. If we do not receive your payment in full by the date listed above, a fee of either 3.00% of the payment due or \$39.00 minimum, whichever is greater, will apply.	

<b>Activity Summary</b>		
Previous Balance	+	\$3,369.02
Payments	-	\$3,369.02 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$135.98
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$135.98</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$135.98</b>
Credit Line		\$5,000.00
Available Credit		\$4,864.02
Days in Billing Period		28

*106.99 City Hall  
28.99 Library*

**Payment Options:**



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services CPN 002164261



0047985100687589660000135980000135980

24-Hour Elan Financial Services: 1-866-552-8855

to pay by phone  
to change your address

<b>Account Number</b>	4798 5100 6875 8966
<b>Payment Due Date</b>	5/22/2024
<b>New Balance</b>	\$135.98
<b>Minimum Payment Due</b>	\$135.98

Amount Enclosed \$ \_\_\_\_\_

000023797 01 SP 000638703420743 P Y

CITY OF RUNNELLS  
ACCOUNTS PAYABLE  
PO BOX 33  
RUNNELLS IA 50237-0033

**Elan Financial Services**

P.O. Box 790408  
St. Louis, MO 63179-0408





April 2024 Statement 03/27/2024 - 04/23/2024  
 CITY OF RUNNELLS (CPN 002164261)

Elan Financial Services ( 1-866-552-8855



**Important Messages**

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

**Transactions CURRY, TAMI Credit Limit \$3000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/02	04/01	0052	Microsoft*Store 425-6816830 WA	\$106.99	_____
<b>Total for Account 4798 5104 1666 9956</b>				<b>\$106.99</b>	

**Transactions LABELLE, ERIN Credit Limit \$1000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/22	04/21	0650	AMZN Mktp US*Y15OG1CT3 Amzn.com/bill WA	\$12.99	_____
04/22	04/19	6978	MAXS COFFEE LLC Runnells IA	\$16.00	_____
<b>Total for Account 4798 5105 9036 8680</b>				<b>\$28.99</b>	

**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
04/15	04/14	0286	PAYMENT THANK YOU	\$3,369.02CR	_____
<b>Total for Account 4798 5100 6875 8966</b>				<b>\$3,369.02CR</b>	

<b>2024 Totals Year-to-Date</b>	
Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$0.00

**Runnells Community Library Board Meeting Minutes**

**Date: May 6, 2024 Time: 6:30pm**

**Location: Runnells Community Library, 6575 Se 116<sup>th</sup> Street, Runnells, IA 50237**

Tami Borg: President (City, 25), Stephanie Blood-Secretary (Country, 25), Bob Borg- Treasurer (City, 28), Shoshanna Swanson (City, 27), Melissa Vick-Smith (Country, 27), Tiffany Phillips: Library Liaison, Erin LaBelle: Director

**Mission Statement:** To support lifelong learning and enhance the quality of life in the community.

**Americans with Disabilities Act compliance:** *If there is anyone wishing to attend the meeting that may require special assistance in being able to participate in this meeting, please advise the city hall of your needs 48 hours prior to the meeting.*

**Library hours:** Tues. 4-7:30, Thurs. 4-7:30, Sat. 9-12

**Website:** [runnells.lib.ia.us](http://runnells.lib.ia.us)

*\*\*\*Note: If you wish to address the Runnells Community Library Board on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached. If you wish to address the Runnells Community Library Board on an item not on the agenda, please address the council and state your name and address for the public record before discussing your item. The Runnells Community Library Board is not required to discuss these items and cannot take official action on items not on the agenda.*

Tami motions to call meeting to order at 6:33pm, Melissa seconds.

**1) Board Members Roll Call:**

Tami Borg –	Board President: present
Stephanie Blood –	Board Secretary: present
Shoshanna Swanson-	Board Member: present
Melissa Vick-Smith-	Board Member: present
Bob Borg-	Board Member: present
Erin LaBelle –	Director: present
Tiffany Phillips-	Library Liaison: present

**2) Approval of the Agenda and prior month Meeting Minutes:**

- a. Amend April Meeting Minutes- Amazon Order amount misunderstood- Amount approved was \$580.19, amount should have been for \$730.19.
- b. Amend April Meeting Minutes-Wal-Mart order was approved for exact amount of \$158.39, there were some substitutions per the store that occurred leaving the amount at \$163.48.
  - a. Bob motions to amend April Meeting minutes to reflect the changes in 2a and 2b, Tami seconds this motion.

a. Roll Call Vote:

Tami Borg –	yes
Stephanie Blood -	yes
Shoshanna Swanson-	yes
Melissa Vick-Smith-	yes
Bob Borg-	yes

**3) Public Input:** Joanna priced yard sign with grommets \$17 each, plus shipping, 18"x24" from Vista Print. Will price a banner material vs a "hard" material. Discuss further at June Meeting.

**4) Financial**

- a. Approve April Keystone Credit Card bill \$28.99. (note: not all of April purchases made the April billing cycle, this will be reflected on Mays credit card bill- Amazon \$697, and Wal-Mart \$163.48). Tami motioned to pay Keystone bill, Shoshanna second the motion.

a. Roll Call Vote:

Tami Borg –	yes
Stephanie Blood -	yes
Shoshanna Swanson-	yes
Melissa Vick-Smith-	yes
Bob Borg-	yes

- b. Anti-virus protection- Erin will price



- c. Adventure pass Renewal: \$225.00, Tami motions to approve to pay Adventure Pass Renewal from donation account, Bob seconds the motion.
  - a. Roll Call Vote:
    - Tami Borg – yes
    - Stephanie Blood - yes
    - Shoshanna Swanson- yes
    - Melissa Vick-Smith- yes
    - Bob Borg- yes
- d. Summer Programing Purchase: Tami motions to spend up to \$400 for summer programing, plus items 4e. Shoshanna seconds this motion.
  - a. Roll Call Vote:
    - Tami Borg – yes
    - Stephanie Blood - yes
    - Shoshanna Swanson- yes
    - Melissa Vick-Smith- yes
    - Bob Borg- yes
- e. Amazon/Wal-Mart Purchase : Amazon \$110, Wal-Mart \$95-
  - a. Approved in 4d.

**5) Vendors and Potential Vendors:**

- a. Library has set up the following business accounts, with tax exemption status
  - a. Amazon- card
  - b. Ingram- books- card
  - c. Walmart -card
  - d. Demco- materials/supplies- invoice
  - e. Potential- Oriental Trading-
    - a. Erin gave application to Tiffany for City Clerk. Bob motions to approve to ask City Clerk to complete application. Tami seconds this motion. All present approved.

**6) New Business**

- a. Review and update following Library Policies:
  - a. Computer and Internet Use Guidelines pg. 12-13
    - a. Correct spelling and grammar errors
    - b. Erin going to look into the cost of paper and ink for printing
  - b. Materials Selection pg. 17-
    - a. Bob motions to move Materials Selection Policy to June Meeting, Tami seconds. All present approved
- b. Review Library Board position descriptions
  - a. RCL Board President
    - a. Bob motions to move RCL Board President Description to June Meeting, Tami seconds. All present approved.
- c. Summer Programming Hours
  - a. Erin provided the following update to Summer Hours: Starting June 4,2024
    - a. Tuesday- 9-1230
    - Thursday- 4-730p
    - Saturday 9-12
    - b. Library will be closed May 28-June 3<sup>rd</sup>, standard school closing
      - a. Tami motions to approve alternate hours for summer noted in a and b, Bob seconds this motion. All present approved.
- d. Farmers Market Hours
  - a. Propose 1 board member per farmers market, or on City Council Meeting Nights
    - a. June, July, August. Starts June 4<sup>th</sup>, 5-7p on Tuesdays.
      - a. Erin will provide a sign-up sheet
- e. Pitch Summer Program to school kids
  - a. Tami motions to approve up to 10 hours total to pitch Summer Program to school kids, Melissa second this motion. All present approved.

**7) Directors Report**

- a. Patron Report and Reading log
  - a. Erin looking into options for Reading Log Reward-
    - a. Raising Canes- potential monthly program (need a monthly solution)
    - b. Erin going to continue to look for a good monthly reading incentive, currently Cookie Dough from Papa Murphy's
    - c. See Directors Report Packet
- b. Summer Programming Preview
- c. Keystone Billing Cycle dates
  - a. Erin going to try and call Keystone to get Billing Cycle dates
- d. Silver Cord communication Update
  - a. Erin got the RCL on the SEP Silver Cord website to gain volunteers
- e. Schedule Orientation with Mary Ann
  - a. Erin going to look into June at the lib board mtg
- f. Fiscal Year Expenses: Budgeted vs. Actual
- g. Libby Library expansion
  - a. Looking into

**8) Board members**

**9) Unfinished Business**

- a. Policy Updates:
  - a. Borrowing and Circulation (page 6)- re-review changes
  - b. Personnel- Public Librarian (page 7)
    - a. Erin and Joanna revising to make it more relevant to current positions library has, Melissa will aid as well
    - b. Tami motioned to review changes to Borrowing and Circulation and Personnel Policies in June, Shoshanna seconds the motion. All present approved.
- b. Hotspot inquiry for patrons:
  - a. Grants and other potential funding available for Rural Communities providing Hot Spots, Joanna gathering information
- c. Essential Oil "class"- First Class June 6th
- d. Look into 3D printer for future purchase (Makers Space)
  - a. Erin looking into this for future, State Library Tier Standard, Look into policies regarding Makers Space

**10) Council Update:**

- a. Credit card payment sent via check after City Council meeting, takes apx 10 days to be applied.
  - a. Tiffany checking on why number of hours worked are not on library pay stubs
    - a. Software issue, will be addressed
      - a. Corrected/Resolved
  - b. Tiffany going to check on IPERS- Library funds cover IPERS now vs. City
    - a. IPERS not currently shown on Library employee pay stubs as a deduction
    - b. Does City currently pay employee and employer contribution
      - a. Contribution is split between employee and employer
      - b. Tiffany going to check on percentages
        - i. IPERS: 9.44% employer contribution, FICA 7.65% employer contribution
- b. Tiffany going to get clarification on library collecting fines and/or patron printing cost.

**11) Board Education**

- a. Melissa- 1 hour (60 minutes)

**12) Final remarks**

- a. Tami Borg will not be in attendance at July Meeting.

**13) Upcoming Meetings**

- a. June 3, ,2024, 6:30pm
- b. July 1, 2024, 6:30pm
- c. August 5, 2024, 6:30pm

Bob motioned to adjourn the meeting: 8:05pm

yard sign presented  
by Joanna R for RCL use  
@ Farmers Market & Parades etc

### Yard Signs

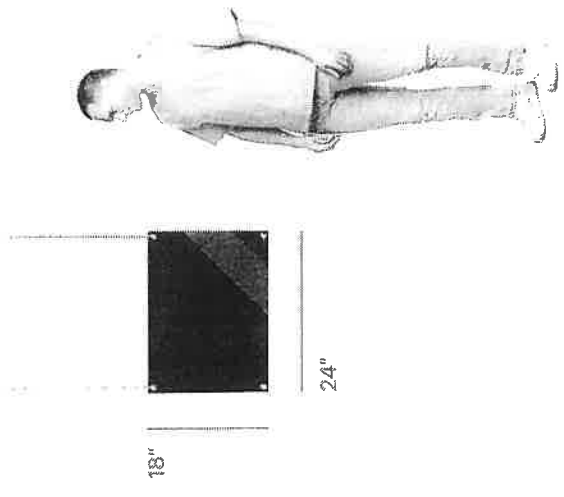
4.3 5569 Reviews

25% off

New Size Options

Stands sold separately here.

Build awareness indoors or out with durable, fade-resistant lawn signs. 10 fun shapes with new large size options. Get design help from our experts. See details



Shapes **Rectangle**

Orientation **Horizontal** **Vertical**

Size **18" x 24"** **recommended**

Grommets **Grommets** **No Grommets**

Quantity **2 (\$16.92 / unit)**

2 starting at \$45.14 \$33.83

Get it as soon as **Wednesday, May 15th to 02451**

Free shipping on orders over \$150

Runnells Community Library Requisition

Date: 5/6/2024

Invoice Due By: \_\_\_\_\_

- Vendor/Supplier: 1. Friends of Grimes Dollar Amount \$225  
                          2. (Adv. Pass) Dollar Amount \_\_\_\_\_  
                          3. \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
                          4. \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
                          5. \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
                          6. \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
                          7. \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
                          8. \_\_\_\_\_ Dollar Amount \_\_\_\_\_

pay from donation acct

Approved By: President [Signature]

Secretary [Signature]

Receipts Attached  
Itemized List Attached

Friends of the Grimes Public Library  
200 NE Beaverbrooke Blvd; Grimes, IA 50111



FRIENDS OF THE  
GRIMES PUBLIC LIBRARY

*Donation sheet*

**Date** March 28, 2024  
**Bill To** Rummells Community Library

**Instructions**

Please contact Karalee Kerr at the Grimes Public Library with any questions.  
karalee@grimeslibrary.org 515.986.3551

Quantity	Description	Unit Price	Total
----------	-------------	------------	-------

1	FixKeeper software and authentication (May 1, 2024-April 30, 2025)	\$225.00 /Yr	\$225.00
---	---	--------------	----------

**Please note this invoice should be paid to:  
Friends of the Grimes Public Library  
200 NE Beaverbrooke Blvd; Grimes, IA 50111**

Subtotal \$225.00  
Sales Tax 0

**Total due \$225.00**

Thank you!

Runnells Community Library Requisition

Date: 5/6/2024  
Invoice Due By: \_\_\_\_\_

- Vendor/Supplier: 1. Amazon Dollar Amount \$12.99  
2. Maxs Coffee Dollar Amount \$16.00  
3. \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
4. \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
5. \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
6. \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
7. \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
8. \_\_\_\_\_ Dollar Amount \_\_\_\_\_

Approved By: President [Signature]  
Secretary [Signature]

Receipts Attached  
Itemized List Attached



April 2024 Statement 03/27/2024 - 04/23/2024  
 CITY OF RUNNELLS (CPN 002164261)

Page 2 of 3

Elan Financial Services ( 1-866-552-8855



**Important Messages**

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions						CURRENCY, TAMI		Credit Limit: \$3000	
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation			
<b>Purchases and Other Debits</b>									
04/02	04/01	0052	Microsoft*Store 425-6816830 WA		\$106.99				
<b>Total for Account 4798 5104 1666 9956</b>					<b>\$106.99</b>				

Transactions						LABELLE, ERIN		Credit Limit: \$1000	
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation			
<b>Purchases and Other Debits</b>									
04/22	04/21	0650	AMZN Mktp US*Y15OG1CT3 Amzn com/bill WA		\$12.99	1			
04/22	04/19	6978	MAXS COFFEE LLC Runnells IA		\$16.00	2			
<b>Total for Account 4798 5105 9036 8680</b>					<b>\$28.99</b>				

Transactions						BILLING ACCOUNT ACTIVITY			
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation			
<b>Payments and Other Credits</b>									
04/15	04/14	0286	PAYMENT THANK YOU		\$3,369.02CR				
<b>Total for Account 4798 5100 6875 8966</b>					<b>\$3,369.02CR</b>				

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$0.00

**Order Placed:** April 20, 2024  
**PO number :** 6  
**Amazon.com order number:** 112-7469803-5400210  
**Order Total:** \$12.99

Shipped on April 20, 2024	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>The Prisoner (A John Wells Novel)</i> , <i>Berenson, Alex</i> Sold by: Prodigal Products ( <a href="#">seller profile</a> ) Condition: New	\$9.00
<b>Shipping Address:</b> Erin Labelle PO BOX 120 Runnells, IA 50237 RUNNELLS, IA 50237 United States	Item(s) Subtotal: \$9.00 Shipping & Handling: \$3.99 ----- Total before tax: \$12.99 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment:</b> \$12.99 -----

Payment information	
<b>Payment Method:</b> Visa   Last digits: 8680	Item(s) Subtotal: \$9.00 Shipping & Handling: \$3.99 -----
<b>Billing address</b> Erin Labelle PO BOX 120 Runnells, IA 50237 RUNNELLS, IA 50237 United States	Total before tax: \$12.99 Estimated Tax: \$0.00 ----- <b>Grand Total:</b> \$12.99
<b>Credit Card transactions</b>	Visa ending in 8680: April 20, 2024: \$12.99

To view the status of your order, return to [Order Summary](#) .



**MAXS COFFEE LLC**

11680 Southeast 64th Avenue  
Runnells, Iowa 50237-1260  
5155714632

**Dine In**

Cashier: AMY  
SCHREIBER-BIERBAUM  
19-Apr-2024 11:19:17A

Transaction 201786

1 Bagged Coffee - Non Taxed \$16.00

**Total \$16.00**

CREDIT CARD SALE \$16.00  
VISA 8680

Retain this copy for statement validation

19-Apr-2024 11:19:36A  
\$16.00 | Method: CONTACTLESS

VISA CREDIT  
XXXXXXXXXXXX8680

VISA CARDHOLDER  
Reference ID: 411000505067

Auth ID: 119191  
MID: \*\*\*\*3132  
AID: A0000000031010

AuthNtwkNm: VISA

②

Clover ID: SDVN9QBPQHGA  
Payment NZBXBGXQ0Z89W

Clover Privacy Policy  
<https://clover.com/privacy>

Review changes  
for June

## **Personnel–Library Director**

### ***Filling Vacancies***

- Applications will be made at Runnells City Hall.
- Appointment is made by the Library Board of Trustees on the basis of qualifications and approved by the Runnells City Council.

### ***Employment Guidelines***

- The Library Director is an employee of the city and will follow general guidelines as set by the Runnells City Council and Library Board.
- There are no insurance benefits or paid holidays for this part-time position.
- There are specific holidays when the library is closed (see HOURS policy).
- Unpaid vacation is allowed; the Library Director is responsible for contacting a trained substitute librarian. This applies to any absence including jury duty, sick leave and emergency leave.
- Wages are determined by the Library Board and will be reviewed at least yearly.

### ***Staff Obligations***

- The Library Director is a representative of the City of Runnells. The Library Director's attitude toward anyone who comes into the library shall be courteous and cooperative.

### ***Hours and Schedule***

- The library hours will vary. (See HOURS policy.) The library may be open for additional hours in the future. The Library Board will review the circulation statistics of the library seasonally and, in cooperation with the school, may change the hours.

### ***Job Description***

- Attend monthly Library Board meetings and act as an advisor to the Library Board on policy, finances, planning, library performance, and laws affecting libraries.
- Interpret and implement Library Board policy, services, and programming to staff and the public.
- Prepare monthly and annual reports to provide to appropriate entities.
- Prepare monthly budget requests for the Library Board based on present and anticipated needs, and expend funds based on Library Board approved spending.
- Attend monthly City Council meetings to work in cooperation with the City Council.
- Attend professional meetings and workshops with mileage, meals, registration, and workshop tuition expenses paid when approved by the Library Board, unless for webinars for continuing education.
- Hire, train, and supervise staff.
- Develop and manage the library collection ("collection" refers to holdings and electronic resources), including obtaining new holdings, addressing damaged items, inventorying at least every 3 years, and weeding.

### ***Evaluation***

- The Library Board will evaluate the Library Director's performance annually.

### ***Retirement or Resignation***

- At a minimum, a two-week notice is required for resignation; however, a month's notice would be appreciated.

### ***Grievance***

- Any grievances shall be reported to the Library Board and dealt with as they occur.

### ***Dismissal***

- If the Library Director does not meet the standards set forth in the Job Description section of this policy, the Library Board will give two warnings. At least one warning will be in writing. The warnings, verbal or written will outline the desired performance change and a set time for the Library Director to make the change. If, after the two warnings have been given, the Library Director's performance still does not meet the standards specified by the Job Description, a dismissal note will be given.

Revised 5/6/2024

Review Changes  
for June

## **Personnel–Public Librarian**

### ***Filling Vacancies***

- Applications will be made at Runnells City Hall.
- Appointment is made by the Library Director.

### ***Employment Guidelines***

- The Public Librarian is an employee of the city and will follow general guidelines as set by the Runnells City Council and Library Board of Trustees.
- There are no insurance benefits or paid holidays for this part-time position.
- There are specific holidays when the library is closed (see HOURS policy).
- Unpaid vacation is allowed; the Public Librarian is responsible for contacting a trained substitute librarian. This applies to any absence including jury duty, sick leave and emergency leave.
- Wages are determined by the Library Board and will be reviewed at least yearly.
- If required to attend professional meetings and workshops, mileage, meals, registration, and workshop tuition expenses will be paid when approved by the Library Board, unless for webinars for continuing education.

### ***Staff Obligations***

- The Public Librarian is a representative of the City of Runnells. The Public Librarian's attitude toward anyone who comes into the library shall be courteous and cooperative.

### ***Hours and Schedule***

- The library hours will vary. (See HOURS policy.) The library may be open for additional hours in the future. The Library Board will review the circulation statistics of the library seasonally and, in cooperation with the school, may change the hours.

### ***Job Description***

- Be present on duty in the library during a shift.
- Maintain an appropriate supportive atmosphere in the library in proportion to current activities, respecting all patron's use of the library at a given time.
- Provide guidance and assistance for patrons in utilizing library resources.
- Communicate library hours, events, and available resources to the public.
- Enter new patrons into the computer system and maintain current patron records.
- Manage checking books in and out, communicating with patrons regarding overdue books and communicating with the Library Director regarding any damaged holdings.
- Keep the library organized and attractive, maintaining general housekeeping.
- Catalog new materials and place them on the shelves as soon as possible after obtaining them. No items may be loaned without first being properly and completely cataloged.
- Process InterLibrary Loan transactions.
- Keep supplies stocked and organized.
- Complete other duties as assigned.

### ***Evaluation***

- The Library Director will evaluate the Public Librarian's performance at least annually.

***Retirement or Resignation***

- At a minimum, a two-week notice is required for resignation; however, a month's notice would be appreciated.

***Grievance***

- Any grievances shall be reported to the Library Director and dealt with as they occur.

***Dismissal***

- If the Public Librarian does not meet the standards set forth in the Job Description section of this policy, the Library Director will give two warnings. At least one warning will be in writing. The warnings, verbal or written will outline the desired performance change and a set time for the Public Librarian to make the change. If, after the two warnings have been given, the Public Librarian's performance still does not meet the standards specified by the Job Description, a dismissal note will be given.

Revised 5/6/2024

April 2024

	2023	2024		2023	2024
Physical Checked Out	150	108	Holdings Added	43	118
Items . Checked In	156	121	Holdings Modified	29	198
Renewals	110	42	Holdings Deleted	11	0
In-house Use	NA	1061	Patrons Added	9	2
Bibliographic Added	41	118	Patrons Modified	33	12
Bibliographic Modified	16	188	Patrons Deleted	14	0
Bibliographic Deleted	11	1	Fines Owed	NA	NA
Patrons Total	107	97	Donations	0	0
Patron Computer Use	27	27			
			Coffee Club		6
Overdrive Totals	<u>105</u>	<u>186</u>	Cooking Club	NA	1
			Book Club	NA	3
			May Day		9

			Event Patrons		23
Reading Logs	8	0	0		
Coloring Sheets	0	0	20		
Scavenger Hunts	0	0	3		
Volunteers	0	0	0		
Hours	0	0	0		

# Summer Lib. Program

Top four ways to prevent  
"summer slide," and ways we  
can help!

## 1. Encourage your kid to read.

We have two FUN incentives awaiting you this summer here at the RCL.

\*Our monthly reading logs

\*Our Summer Reading Challenges

## 2. Reward your child's efforts.

This summer we are holding a Read, Renew, Repeat Reading Raffle. Each time you complete any of the following you will receive a raffle ticket for our end-of-the-year RCL fun summer prize:

Engagement is key and finding what works for your family and your little one is so important. So, this summer we aim to provide you with multiple ways to engage. Choose one or choose them all! So many ways to win while reading!

\*Bring in your monthly RCL reading log to collect your personal Papa Murphy's cookie dough. Get a raffle ticket!

\*Fill out a bingo card

\*Take part in a punch card challenge.

One punch for each picture book read, and or one punch for each chapter read.

\*Return your Summer Reading Challenge and get *two* raffle tickets!

\*Take a photo of yourself fulfilling an item on your Summer Reading Challenge. (Faces are totally optional!) Show it to us when you come to visit and get a raffle ticket! Or get two tickets for showing us support on our Facebook page, showing others how you are enjoying the Summer Reading Challenge.



(We will be turning in all Runnells Elementary student Summer Reading Challenges received to Mrs. Wilson for an additional surprise)

At our end of the summer party, we will draw names, and reward you all for a job well done.

## 3. Choose the right books.

Kids should be reading books that interest them most and challenge their current reading level without being so difficult that reading causes frustration. If you need help finding your next book or series, we would love to help you!

## 4. Read aloud to your child.

Come join us for one of our story times story walks or programs. Let us read to you too! Coming this summer: A special guest reader and local children's author—keep watching our Facebook page for updates!

## Did you know...

### We offer so much more than just books?

\*Parents, stop in to ask us about our Adventure Pass to get FREE tickets to the Zoo, Science Center, and Botanical center all year round!

\*If you or your children like audio books, read alongs, or e-magazines, let us show you how to get started for FREE with Libby!

\*We have some summer reading fun for the Adults too! Come get a summer reading BINGO So you too can join in on the fun and games!

Make reading fun, and have fun making memories, reading this summer.

**Your friends at the RCL**

# June

READ, RENEW, REPEAT



2024

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Summer Hours  
 Tuesday: 9:00-12:30  
 Thursday: 4:00-7:30  
 Saturday: 9:00-12:00

Closed for School  
 Cleaning

2	3	4	5	6	7	8
	Summer Reading Program Kick Off Farmers Market		Summer Reading Program Kick Off Farmers Market	Essential Oil Class With Britta Dimler Ice Cream Man		
9	10	11	12	13	14	15
	ISU Extension office Farmers Market		ISU Extension office Farmers Market	Story Time and Craft Milk Carton Bird Houses Ice Cream Man	Flag Day	
16	17	18	19	20	21	22
Father's day	ISU Extension office Farmers Market		Juneteenth	Pajama Party Movie Day Featuring: The Sandlot Ice cream Man		
23	24	25	26	27	28	29
	ISU Extension office Farmers Market		Story Time and Craft Book Page Craft Ice Cream Man			
30						



ALL I DO IS READ, READ....

# READ

NO MATTER WHAT!

read a poem

read a book  
that is part of  
a series

read a  
nonfiction  
book

read a  
biography

read a  
book by your  
favorite  
author

read a book  
about  
friendship

read a book  
that has won  
an award

read a book  
outside

read a book  
about an  
animal

read with a  
flashlight

read a  
book you  
have never  
read before

read a  
mystery book

read a joke  
book

read a fairy  
tale

read a book  
to a stuffed  
animal

read a book  
set at the  
beach

# July

READ, RENEW, REPEAT



2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	ISU Extension office Farmers Market	ISU Extension office Farmers Market	Fourth of July! Parade			
7	8	9	10	11	12	13
	ISU Extension office Farmers Market	ISU Extension office Farmers Market	Story Time Water Play Ice Cream Man	Story Time Water Play Ice Cream Man		
14	15	16	17	18	19	20
	Story Walk Farmers Market	Story Time and Craft Ceramic Painting Ice Cream Man	Story Time and Craft Ceramic Painting Ice Cream Man			
21	22	23	24	25	26	27
	Metro Waste Farmers Market	Metro Waste Farmers Market	Story Time and Craft Iorn bead Book marks Ice Cream Man			
28	29	30	31			
	Water Play Farmers Market	Water Play Farmers Market				



**BUDGET WORKSHEET**  
**CALENDAR 5/2024, FISCAL 11/2024**

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CUR BUDGET	EXPENDED YTD	NEW BUDGET
001-410-6010 WAGES - LIBRARY	12,248.25	11,351.25	16,500.00	12,185.75	<u>4314.25</u>
001-410-6110 FICA, MEDICARE - LIBRARY	.00	.00	.00	.00	_____
001-410-6130 IPERS - LIBRARY	.00	.00	.00	.00	_____
001-410-6160 WORKER'S COMP - LIBRARY	.00	.00	.00	.00	_____
001-410-6230 TRAINING AND MILEAGE	.00	.00	.00	.00	_____
001-410-6498 MISC GRANT EXPENSES	.00	.00	.00	.00	_____
001-410-6499 LIBRARY DONATIONS EXPENSES	.00	.00	.00	<del>500.00</del>	_____
001-410-6502 LIBRARY BOOKS, MAG, VIDEO, ETC	7,199.64	10,718.99	6,000.00	5,856.29	<u>145.71</u>
001-410-6504 OFFICE EQUIPMENT - LIBRARY	685.85	1,094.98	300.00	69.99	<u>330.61</u>
001-410-6506 OFFICE SUPPLIES - LIBRARY	25.70	89.31	200.00	190.37	<u>9.63</u>
001-410-6508 POSTAGE - LIBRARY	.00	.00	.00	.00	_____
<b>LIBRARY TOTAL</b>	<b>20,159.44</b>	<b>23,254.53</b>	<b>23,000.00</b>	<b>19,102.40</b> <sup>+800</sup>	_____
<b>GENERAL TOTAL</b>	<b>20,159.44</b>	<b>23,254.53</b>	<b>23,000.00</b>	<b>19,102.40</b>	_____
112-410-6110 FICA, MEDICARE - LIBRARY	497.00	868.43	.00	932.28	_____
112-410-6130 IPERS - LIBRARY	1,156.29	1,071.56	.00	1,156.37	_____

*Currently coming out of*  
*\$4697.60 left plus*  
*Transmittal*  
*\$4478.24*  
*Illinois on*  
*attached*  
*Transmittal*  
*inquiries!*

**BUDGET WORKSHEET**  
**CALENDAR 5/2024, FISCAL 11/2024**

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CUR BUDGET	EXPENDED YTD	NEW BUDGET
112-410-6160 WORKER'S COMP - LIBRARY	.00	.00	.00	.00	
LIBRARY TOTAL	2,093.29	1,939.99	.00	2,082.65	
EMPLOYEE BENEFITS TOTAL	2,093.29	1,939.99	.00	2,082.65	
TOTAL EXPENSES	22,252.73	25,194.52	23,000.00	21,185.05	

GENERAL LEDGER INQUIRY

Balance

Account No	Beginning Date	Ending Date	Beginning Amount	Ending Amount
001-410-4700 LIBRARY DONATIONS	07/01/22			
		Budget		
		Received YTD	60.00	
		Available	60.00-	

Date	Per	Jrnl	Received From/Reference	Additional Reference	Receipt #	Amount
12/21/22	6	23	GL2640 Runnells Lib Foundation	foundation donation to city		4918.24
3/16/23	9	23	GL2696 TinLeeHe Ent	easter egg hunt donation		250.00
3/16/23	9	23	GL2696 Brown Street Tavern	Easter egg hunt donation		50.00
9/19/23	3	24	GL2792 Erin LaRAette/Joanna Robinson	Book sale donations		60.00
TOTAL:						5278.24

**GENERAL LEDGER INQUIRY**

Account No	Beginning Date	Ending Date	Beginning Amount	Ending Amount
001-410-6499 LIBRARY DONATIONS EXPENSES	07/01/22	04/29/24		
		Budget		
		Expended YTD	800.00	
		Available	800.00-	

Date	Per	Jrn1	Reference	Other Information	Amount	PO #	Invoice #	Check #
4/05/24	10	24	AP1637	movie licensing	550.00		802136674	
4/05/24	10	24	AP1637	Science center of Iowa	250.00		04-05-2024	8256
4/05/24	10	24	AP1638	AP CHECK VOIDED	550.00-		802136674	
4/05/24	10	24	AP1640	library licensing	550.00		04-05-2024	8261
				TOTAL:	800.00	<i>expensed</i>		

**Additional instructions are on the final page.**

For period (MM/DD/YYYY) 07 / 01 / 2024 through 06/30/2025

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

**Business Information:**

Legal name/Doing business as (DBA): CASEY'S # 2683

Iowa sales and use tax account number: 0-00-007787

Retail address: 6301 SE 116TH ST City: RUNNELLS State: IA ZIP: 50237

Mailing address: ONE SE CONVENIENCE BLVD. City: ANKENY State: IA ZIP: 50021

Phone: 5159662065

**Legal Ownership Information:**

Type of ownership: Sole Proprietor  Partnership  Corporation  LLC  LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP: CASEY'S MARKETING COMPANY

Primary office address: ONE SE CONVENIENCE BLVD. City: ANKENY State: IA ZIP: 50021

Phone: 515-446-6404 Fax: 515-446-6303 Email: LICENSINGTEAM@CASEYS.COM

**Retail Information:**

Types of Sales: Over-the-counter  Vending machine  Vending machine that assembles cigarettes  Delivery sales of alternative nicotine/vapor products (see instructions)  Mobile sales (see instructions)  VIN: \_\_\_\_\_ License plate number: \_\_\_\_\_

Types of Products Sold: (Check all that apply)  
Cigarettes  Tobacco  Alternative nicotine products  Vapor products

**Type of Establishment: (Select the options that best describe the establishment)**

Alternative nicotine/vapor store  Bar  Convenience store/gas station  Drug store   
Grocery store  Hotel/motel  Liquor store  Restaurant  Tobacco store   
Other (provide description)  \_\_\_\_\_

Do you have other permits issued under Iowa Code chapter 453A? If yes, provide permit number(s):  
YES, CASEY'S HAS 557 LOCATIONS IN IOWA HOLDING A TOBACCO LICENSE.

Include with this application a list of your suppliers and customers on a separate sheet.

**Identify partners or corporate officers if the business is not a sole proprietorship.**

Name: SEE ATTACHED Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CASEY'S MARKETING COMPANY**

Federal Tax I.D. 42-1435913

Date of Incorporation: March 15, 1995

Effective 10/8/2021

**OFFICERS**

Samuel J. James, President & Chairman  
One SE Convenience Blvd.  
Ankeny, IA 50021

Brian J. Johnson, Vice President  
One SE Convenience Blvd.  
Ankeny, IA 50021

Scott A. Faber, Secretary  
One SE Convenience Blvd.  
Ankeny, IA 50021

Eric Larsen, Treasurer  
One SE Convenience Blvd.  
Ankeny, IA 50021

Douglas M. Beech, Assistant Secretary  
One SE. Convenience Blvd.  
Ankeny, IA 50021

**BOARD OF DIRECTORS**

Samuel J. James, Chairman  
One SE Convenience Blvd.  
Ankeny, IA 50021

Brian J. Johnson  
One SE Convenience Blvd.  
Ankeny, IA 50021

Scott Faber  
One SE Convenience Blvd.  
Ankeny, IA 50021

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**RESOLUTION NO. 2024-36**

**RESOLUTION TO APPROVE THE CITY OF RUNNELLS BUDGET AMENDMENT FOR THE FISCAL YEAR ENDING JUNE 30, 2024:**

**WHEREAS**, City of Runnells held a Public Hearing on May 14th, 2024, to receive comment on the budget amendment for the fiscal year ending June 30,2024; this budget amendment was published in the Des Moines Register on May 1<sup>st</sup>,2024 and,

**WHEREAS**, the City of Runnells received revenues and had expenses not included in the fiscal Budget. Revenues totaling \$ 3,662,884.00 and expenses totaling \$ 3,563,985.00

**WHEREAS**, the City of Runnells Received Revenues from:

- SRF Loan
- WTFAP Grants
- Interest
- Sewer Capital improvement fee

**WHEREAS**, the City of Runnells expended the following:

- LMI Funds \$16,000 Property Demo
- Water Tower Painting \$35,000
- 30% increase ICAP insurance
- SRF Loan
- WTFAP Grant
- Sewer capital improvement

**WHEREAS**, there were no comments received either orally or by written correspondence for or against the proposed budget amendment,

**BE AND IT IS HEREBY RESOLVED** that the Runnells City Council approves the Adoption of the Budget Amendment for the Fiscal Year Ending June 30, 2024.

**BE AND IT IS FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to execute the proper documentation necessary.

**BE AND IT IS FURTHER RESOLVED** that any Resolution in conflict herewith is hereby repealed.

**BE AND IT IS FURTHER RESOLVED** that this Resolution be effective immediately upon its passage and approval by the Runnells City Council.

**PASSED AND APPROVED** this 14<sup>th</sup> day of May 2024.

ROLL CALL VOTE	AYE	NAY	ABSENT	ABSTAIN
Devin Gaudette				
Tiffany Phillips				
Bill Schall				
Austin Henry				
Jacob Dingman				

ATTEST:

JEREMY LINDQUIST  
MAYOR, CITY OF RUNNELLS

---

TAMI CURRY, CITY CLERK  
CITY CLERK

**NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**

City of RUNNELLS

Fiscal Year July 1, 2023 - June 30, 2024

The City of RUNNELLS will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2024

Meeting Date/Time: 5/14/2024 07:00 PM

Contact: TAMI CURRY

Phone: (515) 966-2042

Meeting Location: 108 BROWN STREET RUNNELLS IA 50237

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, contact <https://dom.louis.gov/local-gov-appeals>

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	186,106	10,530	196,636
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	186,106	10,530	196,636
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	0	0	0
Other City Taxes	6	89,214	0	89,214
Licenses & Permits	7	5,000	0	5,000
Use of Money & Property	8	19,000	13,000	31,000
Intergovernmental	9	68,725	2,977,749	3,046,474
Charges for Service	10	93,519	36,481	130,000
Special Assessments	11	0	0	0
Miscellaneous	12	1,500	18,000	19,500
Other Financing Sources	13	0	72,530	72,530
Transfers In	14	0	72,530	72,530
<b>Total Revenues &amp; Other Sources</b>	<b>15</b>	<b>462,064</b>	<b>3,200,820</b>	<b>3,662,884</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>				
Public Safety	16	14,400	0	14,400
Public Works	17	66,808	10,000	76,806
Health and Social Services	18	3,200	0	3,200
Culture and Recreation	19	86,400	21,700	108,100
Community and Economic Development	20	8,000	10,000	18,000
General Government	21	166,200	10,000	176,200
Debt Service	22	0	0	0
Capital Projects	23	0	0	0
Total Government Activities Expenditures	24	345,008	51,700	396,706
Business Type/Enterprise	25	117,000	2,977,749	3,094,749
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>462,006</b>	<b>3,029,449</b>	<b>3,491,455</b>
Transfers Out	27	0	72,530	72,530
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>462,006</b>	<b>3,101,979</b>	<b>3,563,985</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>58</b>	<b>98,841</b>	<b>98,899</b>
Beginning Fund Balance July 1, 2023	30	1,353,615	1,492,959	2,846,574
<b>Ending Fund Balance June 30, 2024</b>	<b>31</b>	<b>1,353,673</b>	<b>1,591,800</b>	<b>2,945,473</b>

Explanation of Changes: revenue  
SRF Loan  
WTFAP Grants  
Interest change

Debt  
30 % increase insurance  
SRF Loan  
WTFAP grants  
sewer capital improvement  
Water tower painting 35,000  
LMR funds house demo 16,000

DM-3935734

**RESOLUTION OF THE BEAUTIFICATION COMMITTEE  
OF THE CITY OF RUNNELLS, IOWA  
NO. 2024-37**

**RESOLUTION REGARDING BEAUTIFICATION COMMITTEE PAY TO HAVE LOT AT 109 BROWN  
STREET MOWED, WEEDED, FERTILIZED**

**WHEREAS**, City of Runnels, the beautification committee in wanting to have the lot at 109 Brown street, mowed, weeded, fertilized

**WHEREAS**, the Beautification committee has attached the invoice for 109 Brown Street

**BE AND IT IS HEREBY RESOLVED** that the Runnels City Council approves the beautification committee to have lot at 109 Brown street mowed, weeded, and fertilized. Not to exceed \$725.00 to come out of Beautification Committee Budget account 001-510-6320

**PASSED AND APPROVED** this 14th day of March, 2024.

<b>ROLL CALL VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Devin Gaudette				
Austin Henry				
Tiffany Phillips				
Jacob Dingman				
Bill Schall				

ATTEST:

\_\_\_\_\_  
Jeremy Lindquist  
MAYOR, CITY OF RUNNELLS

\_\_\_\_\_  
TAMI CURRY  
CITY CLERK

## Runnells Town Square Project

1. \$1000 proposed plan for products including but not limited to:
  - a. Turf builder/ soil enhancement: first step
  - b. Pre emergent (stop weeds from spreading/ feed grass): early spring.
  - c. Post emergent (kill weeds we missed/ feed grass): early spring
  - d. 3-in-1 fertilizer/seed/soil improvement: late spring
  - e. Tall fescue/ High traffic and stress grass seed: Late spring
  - f. Lawn food Fertilizer for Summer : early summer
  - g. Weed and Feed: Early Fall
  - h. Grass seed: Early fall
  - i. Winter Guard- prepare grass for winter and stronger roots next year: late fall
2. \$750 proposed plan for labor including:
  - a. Mowing: every week/ when needed. (I live 2 blocks away and can access the area very quickly/easily.)
  - b. Trimming/ weedeating: when needed.
  - c. Fertilizing: applying all of the products and steps listed above
  - d. Gas- incorporated in labor fee for mower/weedeater

Labor Fee calculated out: 25 weeks of mowing @ \$30 a mow (weedeat/ mow/ gas and time spent fertilizing) = \$750.

Ex. Of using this plan-

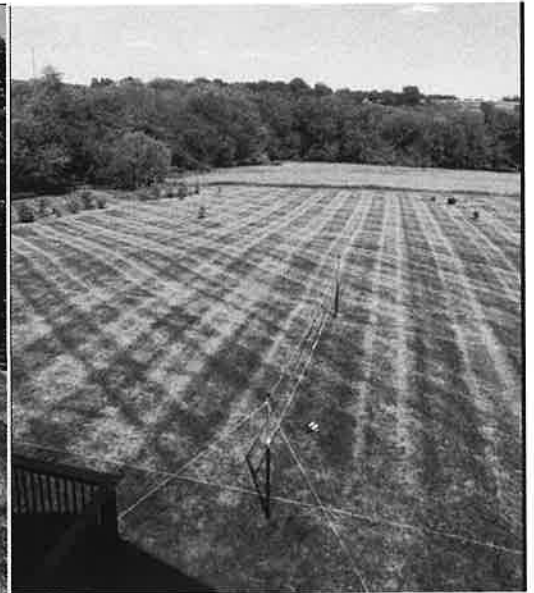
Before Status:



Current yard of client:



Current yard of mine:



Project provided by: Jay McCrea, 200 Park Ln, Runnells, IA 50237

725 -

## Runnells Town Square Project

\$725 due from Runnells Beautifcaiton Committee for lawn care products  
\$1,050 due from RAPCO for remainder of lawn care products and mowing

1. \$1000 proposed plan for products including but not limited to:
  - a. Turf builder/ soil enhancement: first step
  - b. Pre emergent (stop weeds from spreading/ feed grass): early spring.
  - c. Post emergent (kill weeds we missed/ feed grass): early spring
  - d. 3-in-1 fertilizer/seed/soil improvement: late spring
  - e. Tall fescue/ High traffic and stress grass seed: Late spring
  - f. Lawn food Fertilizer for Summer : early summer
  - g. Weed and Feed: Early Fall
  - h. Grass seed: Early fall
  - i. Winter Guard- prepare grass for winter and stronger roots next year: late fall
2. \$750 proposed plan for labor including:
  - a. Mowing: every week/ when needed. (I live 2 blocks away and can access the area very quickly/easily.)
  - b. Trimming/ weedeating: when needed.
  - c. Fertilizing: applying all of the products and steps listed above
  - d. Gas- incorporated in labor fee for mower/weedeater

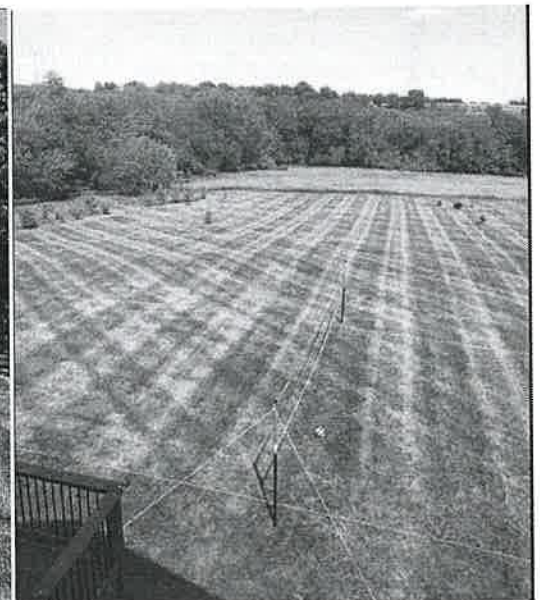
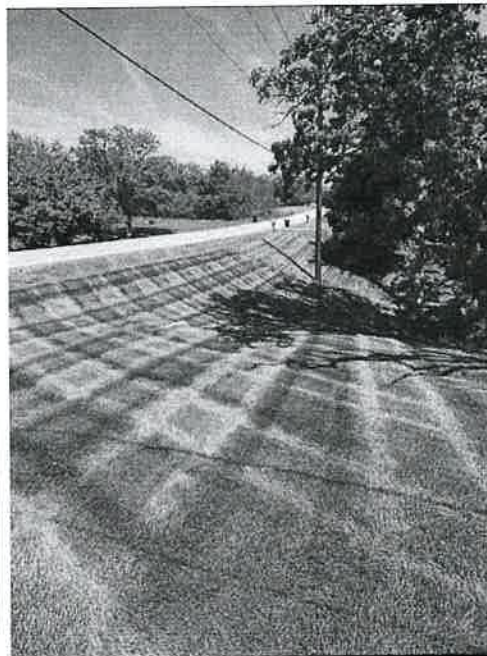
Labor Fee calculated out: 25 weeks of mowing @ \$30 a mow (weedeat/ mow/ gas and time spent fertilizing) = \$750.

Ex. Of using this plan-

Before Status:

Current yard of client:

Current yard of mine:



**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RUNNELLS, IOWA  
NO. 2024-38**

**RESOLUTION REGARDING COUNCIL APPROVAL TO APPROVE CONTRACTOR'S APPLICATION  
FOR PAYMENT NO.7**

**WHEREAS**, City of Runnels, City Council is wanting to approve the contractor's application for Payment No. 7 for the 2023-24 Wastewater Treatment Facility Upgrades Projects.

**WHEREAS**, the city clerk has attached the list of items to be approved by council, Contractor's Application for Payment No. 7 has been signed by C.L Carrol and City engineer JEO for approval

**BE AND IT IS HEREBY RESOLVED** that the Runnels City Council approves the City clerk to pay the Contractor's Application for Payment No.7 in the amount of \$284,050.00 from account 611-815-6795 SRF Loan

**PASSED AND APPROVED** this 14th day of May, 2024

<b>ROLL CALL VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Austin Henry				
Jacob Dingman				
Devin Gaudette				
Tiffany Phillips				
Bill Schall				

ATTEST:

\_\_\_\_\_  
JEREMY LINDQUIST  
MAYOR, CITY OF RUNNELLS

\_\_\_\_\_  
TAMI CURRY  
CITY CLERK

# Contractor's Application for Payment No. 7

To (Owner): City of Runnells	From (Contractor): C.I. Carroll Co., Inc.	Application Period: 3/29/24 - 4/30/24	Application Date: 4/30/2024
Project: 2023 Wastewater Treatment Facility Upgrades; SRF Project No. 1920943-01	Contract: SRF Project No. 1920943-01	Via (Engineer): IFO Consulting Group, Inc.	
Owner's Contract No.	Contractor's Project No.:	Engineer's Project No.:	171550.00

### Application for Payment Change Order Summary

Approved Change Orders Number	Additions	Deductions	
1		\$132,734.70	
2	\$8,500.00		
<b>TOTALS</b>			
NET CHANGE BY CHANGE ORDERS		\$8,500.00	\$132,734.70
			<b>-\$124,234.70</b>

1. ORIGINAL CONTRACT PRICE.....	\$	\$3,639,500.00
2. Net change by Change Orders.....	\$	-\$124,234.70
3. Current Contract Price (line 1 + 2).....	\$	\$3,515,265.30
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$1,490,941.30
5. RETAINAGE:		
a. 5% X	\$1,490,941.30	Work Completed \$ 74,547.07
b. 5% X		Stored Material \$
c. Total Retainage (line 5. a + line 5. b)		\$ 74,547.07
6. AMOUNT ELIGIBLE TO DATE (line 4 - line 5. c).....	\$	\$1,416,394.24
7. LESS PREVIOUS PAYMENTS (line 6 from prior Application).....	\$	\$1,132,344.24
8. AMOUNT DUE THIS APPLICATION.....	\$	\$284,050.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5. c above).....	\$	\$2,098,871.07

**Contractor's Certification**


The undersigned Contractor certifies, to the best of his knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise used in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner implementing Owner against any such liens, security interest, or encumbrances) and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of \$ 284,050.00 (line 8 or other - attach explanation of the other amount)

is recommended by:  (Engineer) 5/6/2024 (Date)

Payment of: \$ 5 (line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ (Date)

Funding or Financing Frntly (if applicable) \_\_\_\_\_ (Date)

**Progress Estimate**

**Contractor's Application**

For (Contract):		2023 Wastewater Treatment Facility Upgrades: SRF Project No. 1920943-01			Application Number: 7		Application Date: 4/30/2024				
Application Period:		3/29/24 - 4/30/24									
Item		Contract Information			B	C	D	F	F	G	
Bid Item No	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
	<b>Base Bid</b>										
1.02	Over-Excavation of Unsuitable Material	100	CY	\$15.00	\$1,500.00						\$1,500.00
1.03	Contingency Allowance	1	LS	\$100,000.00	\$100,000.00						\$100,000.00
1.04	Lagoon Liner Side Slope Touch-Up	1	LS	\$2,500.00	\$2,500.00	1	\$2,500.00		\$2,500.00		
1.05	Furnish Two (2) New Composite Samplers	1	LS	\$24,765.30	\$24,765.30	1	\$24,765.30		\$24,765.30		
1.06	MidAmerican Energy Changes	1	LS	\$6,500.00	\$6,500.00						\$6,500.00
1.07	Sludge Lift Station Telescoping Valve Changes	1	LS	\$17,000.00	\$17,000.00						\$17,000.00
<b>Bid Alternates</b>											
2.01	Alternate #1 - Sludge Holding Tank Upgrades	1	LS	\$40,000.00	\$40,000.00						\$40,000.00
2.02	Alternate #2 - Sludge Handling Lift Station Upgrades	1	LS	\$220,000.00	\$220,000.00						\$220,000.00
2.03	Alternate #3 - Lagoon Liner Reconstruction	0	LS	\$160,000.00							

**Progress Estimate**

**Contractor's Application**

For (Contract):		2023 Wastewater Treatment Facility Upgrades: SRF Project No. 1920943-01				Application Number:		7			
Application Period:		3/29/24 - 4/30/24				Application Date:		4/30/2024			
Item		Contract Information			R	C	D	E	F	G	
Bid Item No	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	(F / G)	Balance to Finish (G - F)
<b>Totals</b>					<b>\$407,265.30</b>		<b>\$27,265.30</b>		<b>\$27,265.30</b>	6.7%	<b>\$380,000.00</b>

Bid Items created or modified by Change Order #1  
 Bid Items created or modified by Change Order #2

Progress Estimate - Lump Sum Work

Contractor's Application

For Contract		2023 Wastewater Treatment Facility Upgrades: SRF Project No. 1920943-01		Application Number	7	Application Date		4/30/2024			
Application Period		3/29/24 - 4/30/24		Work completed		Materials Presently Stored (not in C or D)		Total Completed and Stored to Date (C + D + E)		% (F / B)	Balance to Finish (R - H)
Specification Section No	A Description	B Scheduler Value (\$)	C From Previous Application (C+D)	D This Period	E	F	G	H	I	J	
1.01.01	Mobilization	\$65,000.00	\$38,000.00	\$5,000.00		\$43,000.00			66.2%	\$22,000.00	
1.01.02	Boncks/Ins	\$160,000.00	\$85,000.00	\$10,000.00		\$95,000.00			59.4%	\$65,000.00	
1.01.03	Cleaning	\$45,000.00	\$45,000.00			\$45,000.00			100.0%		
1.01.04	Lagoon Cover / Aeration	\$210,000.00	\$140,676.00	\$50,000.00		\$190,676.00			90.8%	\$19,324.00	
1.01.05	Unit #1 Bypass	\$80,000.00		\$5,000.00		\$5,000.00			6.3%	\$75,000.00	
1.01.06	Clarifier Equ / Installation	\$225,000.00				\$5,000.00			2.2%	\$220,000.00	
1.01.07	Clarifier Piping	\$196,000.00				\$5,000.00			2.6%	\$191,000.00	
1.01.08	Blowers / Air Piping	\$195,000.00				\$5,000.00			2.6%	\$190,000.00	
1.01.09	Blowers / Air Piping	\$150,000.00				\$5,000.00			3.3%	\$145,000.00	
1.01.10	UV Effluent Piping	\$97,500.00				\$5,000.00			5.1%	\$92,500.00	
1.01.11	UV Structure	\$197,000.00	\$187,000.00	\$5,000.00		\$192,000.00			97.5%	\$5,000.00	
1.01.12	UV Equipment	\$225,000.00	\$155,000.00	\$50,000.00		\$205,000.00			91.1%	\$20,000.00	
1.01.13	C12 Tank Demo	\$57,000.00	\$110,000.00			\$110,000.00			100.0%		
1.01.14	Sludge Disposal	\$110,000.00	\$16,500.00			\$16,500.00			15.0%	\$93,500.00	
1.01.15	Misc Metals	\$75,000.00	\$51,000.00			\$51,000.00			68.0%	\$24,000.00	
1.01.16	Paving/Culvert/Sidewalks	\$51,000.00				\$5,000.00			9.8%	\$46,000.00	
1.01.17	HVAC	\$11,000.00				\$5,000.00			45.5%	\$6,000.00	
1.01.18	Paint	\$35,000.00				\$5,000.00			14.3%	\$30,000.00	
1.01.19	Electrical/controls	\$700,000.00	\$163,000.00	\$99,000.00		\$262,000.00			37.4%	\$438,000.00	
1.01.20	8" Drain Tile	\$122,000.00	\$70,500.00			\$70,500.00			57.8%	\$51,500.00	
1.01.21	Speed/Breaker Control	\$15,000.00	\$1,500.00			\$1,500.00			10.0%	\$13,500.00	
1.01.22	Misc. Start/Retainwall/ctf	\$86,500.00	\$5,000.00	\$75,000.00		\$30,000.00			34.7%	\$56,500.00	
<b>Totals</b>		<b>\$3,108,000.00</b>	<b>\$1,164,676.00</b>	<b>\$299,000.00</b>		<b>\$1,463,676.00</b>				<b>\$1,644,324.00</b>	

Stored Material Summary

Contractor's Application

Application Period: 3/29/24 - 4/30/24							Application Number: 7			
For (Contract): 2023 Wastewater Treatment Facility Upgrades; SHF Project No. 1920943.01							Application Date: 4/30/2024			
Item No	Supplier Invoice No	Submittal No (with Specification Section No.)	Storage Location	Description of Materials or Equipment Stored	D		F		G	
					Date Placed into Storage (Month/Year)	Amount (\$)	Subtotal Amount (Completed and Stored to Date (D + F))	Amount Stored in Work (Month/Year)		Amount (\$)
1.01.12	PH04686-IN	10 (46.56.66)	On Site	UV Disinfection Equipment	2/2024	\$90,000.00	\$90,000.00	4/2024	\$90,000.00	
1.01.04	3047	20 (46.51.39)	On Site	Lagoon Cover	3/2024	\$107,365.30	\$107,365.30	4/2024	\$107,365.30	
<b>Totals</b>						\$197,365.30	\$197,365.30		\$197,365.30	

**RESOLUTION OF THE PARK AND RECREATION BOARD  
OF THE CITY OF RUNNELLS, IOWA  
NO. 2024-39**

**RESOLUTION REGARDING PARK BOARD PURCHASE OF ONE BLUETOOTH SPEAKER SYSTEM  
FOR USE AT THE PARK**

**WHEREAS**, City of Runnels, the park board in wanting to purchase one Monster x6 all in one Bluetooth Speaker System for use at the city park

**WHEREAS**, the Park Board has attached the invoice for the Monster x6 Bluetooth speaker system

**BE AND IT IS HEREBY RESOLVED** that the Runnels City Council approves the purchase of Monster x6 all in one Bluetooth System Not to exceed \$425.88 to come out of Park Board Budget account 001-430-6320

**PASSED AND APPROVED** this 14th day of May, 2024.

<b>ROLL CALL VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Devin Gaudette				
Austin Henry				
Tiffany Phillips				
Jacob Dingman				
Bill Schall				

ATTEST:

\_\_\_\_\_  
Jeremy Lindquist  
MAYOR, CITY OF RUNNELLS

\_\_\_\_\_  
TAMI CURRY  
CITY CLERK

 **Checkout** [Back to cart](#)

### Pick up at

Ankeny Sam's Club  
4625 Se Delaware Ave Ankeny, IA 50021

#### Stay informed about your order

Yes, text me order updates

### Curbside

Park by the curbside delivery signs and we'll load your car.

Pickup 1 of 1

#### Select a pickup date and time

#### Additional pickup person

Can't make it? Tell us who will pick it up!

 Add

### Items (2)



Monster X6 All-in-One PA Bluetooth Speaker System

Item 990296577

Qty 2


**\$398.00**

### Payment

Your preferred credit card has been updated. You can make changes below

Credit or debit cards

\$425.88



ending in 1903

Preferred

CVV\*

i

Edit Remove

+ Add a new credit or debit card

Gift card

+ Add a gift card

Total

Subtotal (2 Items)	\$398.00
Pickup fee <span style="font-size: 12px;">i</span>	\$4.00
Est. sales tax	\$23.88
<b>Total</b>	<b>\$425.88</b>

Place order

Subject to terms and conditions

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Bid to clean Runnells Community Center  
 108 Brown St, Runnells, IA 50237  
 (515) 966-2042

The City of Runnells is taking bids for cleaning the Runnells Community Center. The bid will be for weekly cleaning services, and cleaning can only be done in the evenings or over weekends while the building is not in use. Floor cleaner, mop, bucket, dust mops, and buffer are available.

**CONTRACT** payment will be the second week of each month.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**CONTRACT** Bid by the week only \$ \_\_\_\_\_ per week.

BIDS WILL BE REVIEWED ANNUALLY

Services	Weekly	Monthly	When needed
Sweep all floors	X		
Mop all floors with cleaner	X		
Buff floors			X
Wipe all floors molding		x	
Dust complete building		X	
Windows – interior & exterior			X
Clean & sanitize drinking fountain	X		
Complete clean of kitchen	X		
Wash tables	X		
Spot cleaning of doors, walls, lights fans and Chairs			X
Restroom – clean & sanitize all toilet bowls, urinals and hand basins	X		
Restroom containers emptied, and spot cleaned	X		
Wash walls, doors and partitions in restrooms			X

Return bids to:

City of Runnells  
 110 Brown St  
 Runnells, IA 50237

By December 8, 2018

**RUNNELLS AREA COMMUNITY CENTER**  
**P.O. Box 33      Runnells, IA 50237      515-966-2042**

I \_\_\_\_\_, \_\_\_\_\_ agree  
Name Address

to the following conditions for rental of the Runnells Community Center.

From \_\_\_\_\_ a.m., p.m., \_\_\_\_\_  
Time Date  
Until \_\_\_\_\_ a.m., p.m., \_\_\_\_\_  
Time Date

I agree to pay the following rental fee.

- \_\_\_\_\_ \$200.00 deposit (in a separate check, so it can be returned afterwards)
- \_\_\_\_\_ \$200.00 for all day use of premises
- \_\_\_\_\_ \$125.00 for use 1/2 day of the premises Saturday or Sunday, or any weekday when not shared all day or evenings.
- \_\_\_\_\_ \$125.00 for use of premises weekday evenings (Shared with Senior Center)
- \_\_\_\_\_ \$400.00 when alcohol is used at the premises
- \_\_\_\_\_ \$75.00 cleaning fee when alcohol is used at the premises

\$ \_\_\_\_\_ Total due

**Tables - Equipment**

Number of tables needed \_\_\_\_\_ Sound system \_\_\_\_\_  
Number of chairs needed \_\_\_\_\_

**Make payment to the City of Runnells**

- I agree to pay in addition to the rental fee, a damage deposit in the amount of \$200.00 in the form of a separate payment. The deposit will be refunded if the premises are left in the same condition as when occupied. This deposit does not release any individual from liability for damages incurred at the Community Center. (deposit due before code is given).
- I understand that if the premises are not left in the condition found, there will be a charge to return the premises to the condition and cost will be your obligation.

I, \_\_\_\_\_, do acknowledge that I have read, and  
Name  
understand and will abide by the terms and conditions of the above agreement.

**Key Number Issued:** \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Name Date Telephone #

**Date will be reserved upon receipt of the rental fee and the signed agreement.**

## LEASE AGREEMENT

BY and BETWEEN THE CITY OF RUNNELLS, IOWA  
and THE COUNTY OF POLK, IOWA

### RUNNELLS COMMUNITY CENTER

This Lease Agreement (“AGREEMENT”) is entered into this 13<sup>th</sup> day of April, 2021, by and between the CITY OF RUNNELLS, IOWA (“CITY” or “PARTY”) and COUNTY OF POLK, IOWA, a governmental subdivision organized under the laws of the State of Iowa (“COUNTY” or “PARTY”) (collectively “PARTIES”).

**WHEREAS**, the CITY is the owner of the real property and improvements encompassing and known as the Runnells Community Center, located at 108 Brown Street, Runnells, Iowa 50237 (the “FACILITY”); and

**WHEREAS**, the CITY desires to offer the programs and services associated with a Senior Congregate Meal Site at the FACILITY; and

**WHEREAS**, the COUNTY, acting through its Community, Family & Youth Services Department’s Senior Services Administration, possesses the personnel and support services so as to provide the programs and services associated with a Senior Congregate Meal Site; and

**WHEREAS**, the CITY AND COUNTY, and their respective citizens, will mutually benefit from the provision of programs and services associated with a Senior Congregate Meal Site at the FACILITY; and

**WHEREAS**, the CITY and COUNTY desire to enter into an agreement for the use of the FACILITY as the site for the provision of the programs and services associated with a Senior Congregate Meal Site.

**NOW, THEREFORE**, in consideration of the promises, mutual agreements good and valuable consideration, the adequacy and receipt of which is hereby acknowledged and set forth herein, the CITY and COUNTY agree as follows:

#### 1. PURPOSE

The purpose of this AGREEMENT is to memorialize the agreement between the CITY and the COUNTY concerning the provision and use of the FACILITY as a Senior Congregate Meal Site.

2. **BUILDING**

Location: 108 Brown Street, Runnells, Iowa 50237  
Unit: Runnells Community Center

3. **PREMISES**

Area: \_\_\_\_ rentable square feet \_\_\_\_\_

4. **TERM**

This AGREEMENT shall commence on June 1, 2021 continue in effect and shall expire on June 30, 2022, unless otherwise extended or amended by agreement of the parties., This Agreement may be extended for a renewal period of three (3) years thereafter on such terms as may be agreed to by the PARTIES and pursuant to a renewal addendum executed by resolution or motion of their respective Council or Board.

The terms and provisions of this AGREEMENT may be amended from time to time by resolution or motion of the PARTY'S respective Council or Board authorizing the execution of such amendment.

5. **Rent:**

The County shall pay the City the sum of \$500.00 per month for the use of the Room in connection with the operation of the Program, commencing on the first day of July, 2021 and payable on the first day of each month thereafter during the term of this Agreement. Should the County determine that it is unable to utilize the Room for operation of the Program due to total or partial destruction resulting from fire, vandalism, or other casualty, or should the County determine the room is not usable for the purpose of serving noon meals to elderly participants, the County may terminate this Agreement effective on notice or may suspend operation of the Program during reconstruction; and in either event, rent shall be abated pro-rata for the period of non-use.

6. **GOVERNANCE**

No separate entity is created by this AGREEMENT.

7. **ADMINISTRATION**

This AGREEMENT will be administered by the CITY'S Community Services Director or designee and the COUNTY'S General Services Director or designee.

## **8. OWNERSHIP**

The FACILITY is and will at all times be owned by the CITY. The COUNTY owns and will at all times own the items listed in Appendix A.

## **9. USE OF FACILITY**

- a. The CITY shall provide the COUNTY exclusive use of the FACILITY for a Senior Congregate Meal Site to serve significant health, recreational and educational purposes within the Runnells area, on Monday through Friday between the hours of 9:00AM and 3:00PM.
- b. The COUNTY shall have the right to staff the FACILITY to provide those public programs and activities that are traditionally associated with a Senior Congregate Meal Site.
- c. Upon CITY approval, the COUNTY shall have the right to use appropriate signs bearing COUNTY identification and other appropriate logos on the exterior of and within the FACILITY.
- d. The COUNTY shall not use the FACILITY or improvements in any way which would adversely affect the value or character of the FACILITY, nor violate the ordinances, rules or regulations of the CITY.
- e. The FACILITY shall be available to the CITY for its exclusive use between the hours of 3:00 p.m. on Friday and 9:00 a.m. on Monday, and at any other time mutually agreed upon by the CITY and the COUNTY.
- f. The use of the FACILITY by the CITY shall not interfere with the ability of the COUNTY to provide full service Senior Congregate Meal programming sufficient to meet its obligations under this AGREEMENT.
- g. The CITY may make the FACILITY available for use by civic and community groups for meetings, events and private rentals, as requested. Such events shall be scheduled in a manner which will not unreasonably interfere with the COUNTY. The CITY shall have the sole right to establish all ordinances, rules, regulations and policies regarding use of the FACILITY.
- h. The CITY shall be responsible for timely clean-up of the FACILITY after private rentals and prior to 9:00 am on Monday.

## **10. DUTIES OF THE CITY**

- a. The CITY shall be responsible for providing all utilities at its sole expense.

- b. The CITY shall be responsible for the maintenance and upkeep of the building envelope and mechanical, electrical and plumbing systems.
- c. The CITY shall be responsible for the maintenance and upkeep of the grounds surrounding the FACILITY.
- d. The CITY shall be responsible for providing telephone service and equipment.
- e. The CITY shall be responsible for snow removal.
- f. The CITY shall be responsible for garbage removal.
- g. The CITY shall be responsible for cleaning the facility floors, cleaning, and stocking all restrooms on Sunday of each week prior to 8:00 a.m. Monday morning
- h. The CITY shall be responsible for ensuring all trash is removed from facility and all floors, counters, kitchen equipment, tables and chairs are clean and set up prior to Monday at 9:00a.m.
- i. The CITY shall be responsible for opening and closing the facility from 3:00 p.m. Friday through 9:00 a.m. Monday.
- j. The CITY shall be responsible for the repair or replacement of equipment and furniture that is damaged any time other than the hours of 9:00 a.m. through 3:00 p.m. Monday through Friday.

## **11. DUTIES OF THE COUNTY**

- a. The COUNTY shall be responsible for providing the necessary staff and support services to accommodate a Senior Congregate Meal Site at its sole expense.
- b. The COUNTY shall be responsible for providing and maintaining kitchen equipment, tables and chairs.
- c. The COUNTY shall be responsible for daily sweeping and spot mopping floors within the FACILITY.
- d. The COUNTY shall be responsible for daily cleaning of counter, kitchen equipment, tables and chairs Monday through Friday.
- e. The COUNTY shall be responsible for opening and closing the FACILITY from 9:00 a.m. Monday through 3:00 p.m. Friday.
- f. The COUNTY shall be responsible for providing DSL/fax line and service.

- g. The COUNTY shall be responsible for providing a trash dumpster for Senior Congregate Meal Site use.
- h. The COUNTY shall be responsible for any repair or replacement of items listed in Appendix A during the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday
- i. The COUNTY shall be responsible for cleaning and stocking restrooms Monday through Friday.

## **12. COMPLIANCE WITH THE LAW**

The CITY and the COUNTY shall comply with all ordinances of the CITY and obtain all licenses or permits which may be required for the conduct of business within the terms of this AGREEMENT, or which may be required for the making of repairs or improvements to the FACILITY for its specific operations.

## **13. INSURANCE**

- a. Pursuant to Chapter 670 of the Code of Iowa, the CITY and the COUNTY shall each be responsible for the cost of their own tort liabilities associated with the operation of the FACILITY. Each PARTY shall self-insure and/or carry insurance for the coverage included in Appendix B. Any liability policy shall be endorsed to preserve governmental immunities afforded by Iowa Code Chapter 670.
- b. Mutual Waiver of Subrogation: To the extent permitted by law, the CITY and the COUNTY hereby release the other, including its elected and appointed officials, its employees, agents and volunteers and others working on its behalf, from and against any and all liability or responsibility to the other or anyone claiming through or under the other by way of subrogation or otherwise, for any loss or damage to property, bodily injury or occupational injury, caused by fire or any other casualty.

## **14. TERMINATION OF AGREEMENT**

This AGREEMENT shall terminate upon expiration of the AGREEMENT term. This AGREEMENT may also be terminated prior to expiration of the AGREEMENT term, as follows:

- a. By mutual AGREEMENT of the PARTIES and pursuant to a thirty (30) day written termination AGREEMENT.
- b. If either PARTY determines the other is in default, it shall mail a notice to the other party stating the particulars of the default and offering a reasonable opportunity to cure. If the defaulting party is unable or unwilling to remedy the default, each party will make a good faith effort to resolve the matter.

**15. OWNERSHIP/DISPOSITION AT TERMINATION**

Upon expiration or termination of this AGREEMENT, the CITY will retain sole ownership of the FACILITY. Upon termination of this AGREEMENT the COUNTY shall retain sole ownership of all items listed on Appendix A.

**16. ASSIGNMENT**

Neither the CITY nor the COUNTY shall assign its interest or obligations under this AGREEMENT without the prior written consent of the other PARTY.

**17. NOTICES**

Notices as provided for in this AGREEMENT to the CITY shall be deemed sufficient if sent by certified mail with return receipt requested to the City of Runnells, Attention: Community Services Director, 108 Brown Street, Runnells, Iowa 50237.

Notices as provided for in this AGREEMENT to the COUNTY shall be deemed sufficient if sent by certified mail with return receipt requested to Polk County, Attention: John M. Tyler, Director General Services, 111 Court Avenue, Suite 372, Des Moines, Iowa, 50309. All notices shall be deemed given on the day of receipt.

**18. ENTIRE AGREEMENT**

This AGREEMENT, including attachments hereto and by this reference incorporated herein, constitutes the entire understanding between the PARTIES and cannot be modified or terminated orally, but only by agreement in writing signed by both PARTIES.

**19. OTHER**

If any provision of this AGREEMENT be declared invalid or unenforceable, the remainder of the AGREEMENT shall continue in full force and effect. This AGREEMENT shall be governed by, construed and enforced in accordance with the laws of the State of Iowa.

**IN WITNESS WHEREOF**, the PARTIES to this AGREEMENT have hereunto set their hands on this day and year as first above written.

COUNTY OF POLK, IOWA

\_\_\_\_\_  
Chairperson,  
Polk County Board of Supervisors

STATE OF IOWA    )  
                          ) ss:  
COUNTY OF POLK)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared \_\_\_\_\_, to me personally known, as the Chairman of the Polk County Board of Supervisors and that the instrument was signed on behalf of the corporation, by authority of its Board of Supervisors, as contained in the Resolution adopted by the Board of Supervisors; and that \_\_\_\_\_ acknowledged the execution of the instrument to be the voluntary act and deed of Polk County, Iowa, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in the State of Iowa

CITY OF RUNNELLS, IOWA

\_\_\_\_\_  
Gerald Lane, City of Runnells Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Herbold, City Clerk

## APPENDIX A

### COUNTY OWNED PROPERTY

1. 10 White Folding Tables
2. 75- stackable chairs
3. 1- 45 inch commercial steam table
4. Emergency Defibrillator
5. Wooden Bulletin Board #A1083
6. Desk (Polk County tag 13940)
7. CPU (Polk County tag 21566)
8. Monitor (Polk County tag 30496)
9. CX2731 MFP (Koch Brother tag 12742)
10. 2 drawer black filing cabinet
11. Desk Chair
12. Lakeside MFG model #322 - 3-shelf rolling cart
13. MSI monitor (for seniors to check in)

## APPENDIX B

### INSURANCE REQUIREMENTS FOR FACILITY

#### 1. GENERAL

The CITY and COUNTY shall each purchase and maintain insurance to protect itself throughout the duration of this AGREEMENT. The CITY and COUNTY may use self-insurance and/or insurance for meeting the insurance requirements below. Insurance shall be provided by an insurance company (ies), "admitted" and "non admitted" to do business in the State of Iowa, having no less than an A.M. Best Rating of "B+". All policies shall be written on a per occurrence basis, not a claims-made basis. The CITY and COUNTY shall submit Certificates of Insurance or Letters of Self-insurance/Excess Insurance to one another confirming coverage prior to AGREEMENT execution or commencement of work and/or services included in this AGREEMENT.

#### 2. INSURANCE REQUIREMENTS

A. WORKER'S COMPENSATION & EMPLOYER'S LIABILITY INSURANCE: The CITY and COUNTY shall procure and maintain during the life of this AGREEMENT, Worker's Compensation Insurance, including *Employer's Liability Coverage*, in accordance with all applicable statutes of the State of Iowa. The coverage limits shall include \$1,000,000 each accident for Bodily Injury by Accident, \$1,000,000 each accident for Bodily Injury by Disease, and \$1,000,000 policy limit for Bodily Injury by Disease.

B. Coverage shall be no less comprehensive and no more restrictive than the coverage provided by the most current edition of the standard form Commercial General Liability Policy ISO CG 0001, with its standard exclusions. A non-ISO equivalent form may be acceptable.

C. AUTOMOBILE LIABILITY INSURANCE: The COUNTY shall procure and maintain during the life of this AGREEMENT, Automobile Liability Insurance with limits of liability of not less than \$2,000,000 per occurrence combined single limit including Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

D. UMBRELLA/EXCESS INSURANCE: The General Liability and Automobile Liability Insurance requirements above may be satisfied with a combination of primary and Umbrella/Excess Insurance. The Umbrella/Excess Insurance shall also be written on a per occurrence basis.

E. SUBLESSEES: The CITY and COUNTY shall require that any sublessee to meet the same insurance requirements as are required of the other PARTY. The option of self-insurance is not extended to subcontractors. This does not apply to any sublessee.

F. PROOF OF INSURANCE: Each PARTY shall provide to the other PARTY to this

AGREEMENT either a Certificate(s) of Insurance or a Letter of Self-insurance/Excess Insurance evidencing all required insurance coverage as provided in A through D and E, when applicable. The Certificate(s) of Insurance or Letter of Self-Insurance shall specify under "Description of Operations/ Locations/ Vehicle/Special Items".

**BUDGET WORKSHEET**  
**CALENDAR 5/2024, FISCAL 11/2024**

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CUR BUDGET	EXPENDED YTD	NEW BUDGET
001-460-6310 BUILDING MAINTNEANCE - COMM CTR	2,728.05	4,262.18	8,000.00	7,693.55	_____
001-460-6371 UTILITIES - COMMUNITY CENTER	3,368.75	3,220.48	3,305.00	2,839.74	_____
001-460-6372 GARBAGE - COMMUNITY CENTER	.00	.00	.00	.00	_____
001-460-6408 INSURANCE - COMMUNITY CENTER	.00	.00	.00	.00	_____
001-460-6498 SPECIAL EVENTS - COMMUNITY CTR	150.00	.00	.00	.00	_____
001-460-6499 CONTRACT WORK - COMMUNITY CTR	3,325.00	3,900.00	4,010.00	3,300.00	_____
001-460-6507 MISC SUPPLIES	330.82	379.89	585.00	580.86	_____
	-----	-----	-----	-----	
COMMUNITY CTR/ZOO/MARINA TOTA	9,902.62	11,762.55	15,900.00	14,414.15	_____
	=====	=====	=====	=====	
GENERAL TOTAL	9,902.62	11,762.55	15,900.00	14,414.15	_____
	=====	=====	=====	=====	
	=====	=====	=====	=====	
TOTAL EXPENSES	9,902.62	11,762.55	15,900.00	14,414.15	_____
	=====	=====	=====	=====	

## GENERAL LEDGER INQUIRY

Account No	Date	Amount			
001-950-4310	07/01/23		Jul	500.00	%
RENT - COMMUNITY CENTER			Aug	1,100.00	
001 GENERAL			Sep	1,600.00	
950 GENERAL REVENUES			Oct	2,300.00	
4310 RENT			Nov	5,725.00	
R1 CHARGES FOR SERVICES	Budget		Dec	6,800.00	
C GENERAL	Received YTD	10,550.00	Jan	7,625.00	
R15 USE OF MONEY & PROPERTY	Uncollected YTD	10,550.00-	Feb	9,150.00	
	Available	10,550.00-	Mar	9,850.00	
10/24 Budget	Balance	Difference	Pct	Apr	10,550.00
MTD	700.00	700.00-	%	May	
YTD	10,550.00	10,550.00-	%	Jun	
2023	6,500.00	8,375.00	1,875.00-	129%	YrEnd
2022	6,500.00	7,535.00	1,035.00-	116%	LYear
2021	7,500.00	5,450.00	2,050.00	73	7,175.00 132%

Date	Per	Jrn1	Received From/Reference	Additional Reference	Receipt #	Amount
7/12/23	1	24	GL2772 Polk county	meal site rental July		500.00
8/07/23	2	24	GL2775 Polk County Auditors	July Payment		500.00
8/07/23	2	24	GL2776 Jay Hersey	Com rental 8-5-23		100.00
9/12/23	3	24	GL2784 Polk County	September meal sight		500.00
10/06/23	4	24	GL2802 State auditors	Meal site for October		500.00
10/16/23	4	24	GL2807 Ashley Waddell	Community center retnal 10-14-		200.00
11/06/23	5	24	GL2816 Anna Childs	rental nov 6 through 3-31-24		2500.00
11/06/23	5	24	GL2816 Andrea Davis	community center rental nov 4		200.00
11/13/23	5	24	GL2818 Polk County Auditor	November meal site		500.00
11/27/23	5	24	GL2822 Linda Schall	Community center retnal nov 19		125.00
11/27/23	5	24	GL2822 Melody Gray	Comm center rental Nov 25th		100.00
12/06/23	6	24	GL2831 Christina Williams	comm center rental 12/2/23		125.00
12/12/23	6	24	GL2833 polk county	Meal site december rent		500.00
12/13/23	6	24	GL2835 Trudy Gaub	comm center rental dec 10th		100.00
12/27/23	6	24	GL2838 Linda Schall	Com rental Dec 24th 2023		125.00
12/27/23	6	24	GL2838 Melody Gray	Com Rental Dec 23rd 2023		100.00
12/27/23	6	24	GL2838 Deb Danley	Com Rental Dec 22 2023		125.00
1/05/24	7	24	GL2845 Polk County	Jan Meal site rental		500.00
1/05/24	7	24	GL2845 Lorraine Underwood	Community center 12/30/23		200.00
1/10/24	7	24	GL2848 Rhonda Neuendorf	comm center rent 1-7-2024		125.00
2/06/24	8	24	GL2862 Anna Childs	comm center rental 4-24-06-30		900.00
2/19/24	8	24	GL2871 Taylor Reed	comm center rental 2-10-24		125.00
2/19/24	8	24	GL2871 Polk county	feb meal sight		500.00
3/20/24	9	24	GL2893 Gina Kern	Comm center retnal 03-16-24		200.00
3/22/24	9	24	GL2895 Polk County	March meal sight retnal		500.00
4/02/24	10	24	GL2900 Sue Robbins	Com retnal 03-30-2024		200.00
4/05/24	10	24	GL2902 Polk County Auditors Office	April Meal site rental		500.00

**TOTAL: 10550.00**

**REVENUE REPORT**  
**CALENDAR 5/2024, FISCAL 11/2024**

**PCT OF FISCAL YTD 91.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-290-4500	DMWW - GARBAGE REVENUE	28,000.00	.00	26,276.54	93.84	1,723.46
001-290-4501	CURB IT REVENUE	.00	.00	.00	.00	.00
001-410-4700	LIBRARY DONATIONS	.00	.00	60.00	.00	60.00-
001-410-4701	Library - State Funding	4,000.00	.00	5,083.38	127.08	1,083.38-
001-410-4702	GRANTS - LIBRARY	.00	.00	.00	.00	.00
001-430-4430	CONCESSION REVENUE	300.00	.00	.00	.00	300.00
001-430-4795	PARK BOARD DONATIONS	1,358.00	.00	2,375.48	174.92	1,017.48-
001-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
001-910-4831	Tranfer in	.00	.00	.00	.00	.00
001-950-4000	PROPERTY TAXES	153,721.00	.00	152,351.93	99.11	1,369.07
001-950-4003	PROPERTY TAXES - AG LAND	391.00	.00	499.74	127.81	108.74-
001-950-4008	PROPERTY TAXES - CIVIC CENTER	2,488.00	.00	2,446.47	98.33	41.53
001-950-4013	PROPERTY TAXES - INSURANCE	17,997.00	.00	17,698.20	98.34	298.80
001-950-4100	BEER/LIQUOR PERMITS	1,560.00	.00	1,523.44	97.66	36.56
001-950-4105	CIGARETTE PERMITS	.00	.00	56.25	.00	56.25-
001-950-4110	BUILDING PERMITS	2,000.00	.00	2,525.82	126.29	525.82-
001-950-4300	INTEREST REVENUE	3,500.00	.00	22,660.17	647.43	19,160.17-
001-950-4310	RENT - COMMUNITY CENTER	.00	.00	10,550.00	.00	10,550.00-
001-950-4311	RENT - CELL TOWER	13,301.00	.00	9,785.80	73.57	3,515.20
001-950-4462	HOMESTEAD PROP TAX CREDIT	.00	.00	2,650.94	.00	2,650.94-
001-950-4463	BUSINESS PROP TAX CREDIT	400.00	.00	.00	.00	400.00
001-950-4464	COMM/IND PROP TAX REPLACEMENT	.00	.00	.00	.00	.00
001-950-4700	MISC REVENUE	4,000.00	.00	11,460.99	286.52	7,460.99-
001-950-4705	BEAUTIFICATION FUNDS	.00	.00	.00	.00	.00
	DIFFERENCE	233,016.00	.00	268,005.15	115.02	34,989.15-
	PROOF	233,016.00	.00	268,005.15	115.02	34,989.15-



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Estimate: E105761

Date: 05/08/2021

CITY OF RUNNELLS  
110 BROWN ST.  
PO BOX 33  
RUNNELLS, IA 50237

Year		Make/Model		Vehicle Identification			
1999		BOB 763		512242939			
Stock No	PO	License	Tag	Customer	Telephone		
512242939				00110			

OpCode	T	Description	Quantity	List	Net	Total
--------	---	-------------	----------	------	-----	-------

Type:	SKIDLOADER	RO Open Date:	05/08/24	Meter In:	1438	
001	CONTROL VALVE					
CL	F RESEALED HYD. CONTROL VALVE AND REPLACED AUX. STEM					930.0
	L CUSTOMER LABOR					
PD	L PICKUP - DELIVERY					155.0
	P 6665758 STEM	1.00		183.44		183.4
	P 6683274 SEAL, SPOO	4.00		4.79		19.1
	P 7418836 O-RING	2.00		2.34		4.6
				Subtotal charges this section		1292.2
002	HYD. HOSES					
CL	F LEAKING HOSES--SUCTION HOSE OF TANK, CASE DRAIN, LIFT, AND AUX HOSES					155.0
	L CUSTOMER LABOR					
	P 7433226 HOSE HYDRA	1.00		84.16		84.1
	P 6702079 HOSE	1.00		53.77		53.7
	P 6577671 HOSE HYDRA	1.00		55.74		55.7
	P 6729155 HOSE	2.00		81.29		162.5
				Subtotal charges this section		511.2
003	HYDROSTAT LEAK					
CL	F HYDRO PUMP IS LEAKING FROM INPUT SHAFT AND BETWEEN SECTION, REMOVE PUMP ASSSEMBLE AND RESEAL, NEW INPUT SHAFT.					2325.0
	L CUSTOMER LABOR					
	P 6645080 O-RING	1.00		2.97		2.9
	P 6671516 KIT SEAL	1.00		234.27		234.2
	P 6682260 FRONT SHAF	1.00		320.73		320.7
	P 6J807 KEY WOODRU	1.00		1.56		1.5
	P 654299 BEARING	1.00		71.13		71.1
	P 6903119A HYD QT	12.00		6.38		76.5
				Subtotal charges this section		3032.2
004	REAR MAIN SEAL(ENGINE)					
	F REAR MAIN SEAL LEAKING, REPLACED SEAL AND SLEEVE					



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Estimate: E105761

Date: 05/08/2024

CITY OF RUNNELLS  
110 BROWN ST.  
PO BOX 33  
RUNNELLS, IA 50237

Year		Make/Model		Vehicle Identification			
1999		BOB 763		512242939			
Stock No	PO	License	Tag	Customer	Telephone		
512242939				00110			

ond	OpCodes	T	Description	Quantity	List	Net	Total
	CL		L CUSTOMER LABOR				193.7
	P 6653859		SLEEVE, WE	1.00		59.75	59.7
	P 6684788		GASKET	1.00		16.01	16.0
	P 6666814		GASKET	1.00		12.04	12.0
	P 6684789		SEAL, OIL	1.00		37.11	37.1
			Subtotal charges this section				318.6
005			FUEL TANK				
			F FUEL TANK IS DAMGED, INSTALL TANK WHILE WE HAVE PUMP AND ENGINE OUT				
	CL		L CUSTOMER LABOR				
	P 6736659		TANK FUEL	1.00		580.94	580.9
	P 6553411		BUSHING PR	1.00		4.53	4.5
	P 6717402		BUSHING	2.00		9.78	19.5
	P 7286464		SENSOR, FU	1.00		120.78	120.7
			Subtotal charges this section				725.8
006			RADIATOR				
			F RADIATOR IS LEAKING, REMOVE AND REPLACE, NEW ANTIFREEZE				
	CL		L CUSTOMER LABOR				232.5
	P 6666384		EXCHANGER,	1.00		824.12	824.1
	P 6988096A		ANITFREEZE	3.00		11.49	34.4
	P 6704753		BRASSPLUG	1.00		5.24	5.2
			Subtotal charges this section				1096.3
007			WATERPUMP				
			F WATERPUMP IS LEAKING, REPLACE				
	CL		L CUSTOMER LABOR				155.0
	P 6653948		THERMOSTAT	1.00		48.54	48.5
	P 6732199		GASKET	1.00		5.16	5.1
	P 6684225		PUMP WATER	1.00		225.49	225.4
	P 6666804		GASKET, PU	1.00		18.30	18.3
			Subtotal charges this section				452.4
008			SERVICE				
			F SERVICE UNIT, FLUIDS AND FILTERS				



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Estimate: E105761

Date: 05/08/2024

CITY OF RUNNELLS  
110 BROWN ST.  
PO BOX 33  
RUNNELLS, IA 50237

Year		Make/Model		Vehicle Identification		
		1999 BOB 763		512242939		
Stock No	PO	License	Tag	Customer	Telephone	
512242939				00110		

Code	OpCode	T	Description	Quantity	List	Net	Total
CL			L CUSTOMER LABOR				155.0
	P		6672021 BELT DRIVE	1.00		62.45	62.4
	P		6661114 CAP DIESEL	1.00		11.02	11.0
	P		6675517 FILTER OIL	1.00		11.81	11.8
	P		6667352 FILTER FUE	1.00		22.06	22.0
	P		6598492 FILTER AIR	1.00		33.97	33.9
	P		6598362 FILTER AIR	1.00		31.08	31.0
	P		7354878A 10W-30	9.00		6.14	55.2
			<b>Subtotal charges this section</b>				<b>382.6</b>
	M		SHOP FEES				200.0

PLEASE PAY FROM THIS INVOICE.  
THANK YOU FOR YOUR BUSINESS.

MISC. Charges: A token charge is included for supplies used on your equipment. Applicable supply items include. nuts. bolts. washers. tape. aerospray. solvent. rags. fuel system cleaner. towels. battery cleaner. wire sealer. enviro handling.  
TERMS: All charges due 15 days following purchase. 30 day past due invoice's subject to 1.5% finance charge per month.

Received By	DESC	TOTALS
Iowa Sales/Use/Excise Tax Exemption. Purchaser doing business as: Retailer <input type="checkbox"/> Gov't <input type="checkbox"/> New Construction <input type="checkbox"/> Farmer <input type="checkbox"/> Purchaser is claiming exemption for the following reason: Qualifying Farm Equipment/Replacement Parts <input type="checkbox"/> Resale <input type="checkbox"/> Description of Purchase Use _____ Tax ID # _____ Under penalty of perjury, I swear or affirm that the information on this form is true and correct. Signature of Purchaser _____ Title _____ Date ____/____/____ Please refer to Iowa Sales/Use/Excise Tax Exemption general information about exemption form 31-014b for additional information.	LABOR	4301.25
	PARTS	3510.44
	SUBLET	
	MISC	200.00
	OTHER	
	SUBTOTAL	8011.69
	TAX	
	TOTAL	8011.69