

CITY OF RUNNELLS

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

City Council Members

Abby Hawkins (25) Devin Gaudette (25) Tiffany Phillips (28) Jacob Dingman (28) Austin Henry (28)

Tentative AGENDA

Council Meeting

Tuesday April 8th, 2025 7:00PM

Community Center

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.

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

4. 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.)

5. 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 03-12-2025
- b. financial March 2025
- c. March meeting minutes/ Library minutes/ Keystone Statement

6. Petitions and Communications:

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

7. Old Business/ New Business

- a. Resolution 2025-15 Public works tree removal Maple Street
- b. Wastewater treatment plant update
- c. Approval of Change Order #5 for the 2023 Wastewater Treatment Facility Upgrades project.
- d. Resolution 2025-20 Approval of pay application # 18 wastewater treatment plant
- e. Approval of Change Order #6 for the 2023 Wastewater Treatment Facility Upgrades project.
- f. Motion to approve Event lease for Lucky Wife Wine Slushies
- g. Ryder Brown discussion of property 6281 SE 116th ST plus Out Lot X.
- h. Motion to have City Clerk move forward with Community Development Grant
- i. Resolution 2025-21 Public work selling the Skag Mower
- j Resolution 2025-22 wage increase
- k. Resolution 2025-23 Public Works 109 Brown Street Ditch Project
- l. Motion for City Clerk to move forward with ICAP grant

8. Report of Officers

- a. Mayor
- b. Council Persons
- c. Legal Counsel
- d. Public Works
- e. City Clerk

12. Boards and Commissions

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

8. Closing Comments

9. Adjournment

BALANCE SHEET
CALENDAR 4/2025, FISCAL 10/2025

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	37,147.80-	489,725.29
002-000-1110	CHECKING - ARP	.00	.00
110-000-1110	CHECKING - ROAD USE	304.48-	221,442.87
111-000-1110	CHECKING I-JOBS	.00	.00
112-000-1110	CHECKING - EMPLOYEE BENEFIT	517.62-	8,392.24
119-000-1110	CHECKING - EMERGENCY FUND	.00	36,779.58
121-000-1110	CHECKING	.00	21,039.74-
125-000-1110	CHECKING - TIF	.00	.00
167-000-1110	CHECKING - COM DISASTER GRANT	.00	.00
200-000-1110	CHECKING	.00	17,013.94
302-000-1110	CHECKING	.00	91,344.88
600-000-1110	CHECKING - WATER	.00	33,394.56
601-000-1110	CHECKING	.00	58,440.58
610-000-1110	CHECKING - SEWER	443.44-	111,449.12
611-000-1110	CHECKING	.00	72,376.75
	CHECKING TOTAL	38,413.34-	1,119,320.07
125-000-1111	CHECKING - LMI TIF	.00	24,304.31
	LMI TIF CHECKING TOTAL	.00	24,304.31
611-000-1112	WASTE WATER CAP IMP FUND	.00	136,774.37
	WASTE WATER CAP IMP FUND TOTA	.00	136,774.37
611-000-1113	SRF CASH	.00	101,310.65
	SRF CASH TOTAL	.00	101,310.65
611-000-1114	GO BOND	.00	.00
	GO BOND TOTAL	.00	.00
001-000-1130	SAVINGS - GENERAL	10.12	21,294.35
001-000-1131	SAVINGS - LIBRARY	.00	.00
600-000-1130	SAVINGS - WATER RESERVE	11.28	23,734.99
610-000-1130	SAVINGS - SEWER RESERVE	33.01	69,446.88
	SAVINGS TOTAL	54.41	114,476.22
168-000-1160	SAVINGS BOND	.00	1,167.60
	SAVINGS/CD'S TOTAL	.00	1,167.60

Handwritten notes:
 $24304.31 + 136774.37 + 101310.65$
 $+ 87752.89 =$
1419461.79

BALANCE SHEET
CALENDAR 4/2025, FISCAL 10/2025

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	38,358.93-	1,535,256.72

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

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	39,500.00	493.75	31,500.00-
	BUILDING INSPECTIONS TOTAL	3,000.00	75.00	1,211.88	40.40	1,788.12
	MISC PROTECTION SERVICES TOTA	3,000.00	.00	271.62	9.05	2,728.38
	ANIMAL CONTROL TOTAL	500.00	.00	399.00	79.80	101.00
	PUBLIC SAFETY TOTAL	14,500.00	75.00	41,382.50	285.40	26,882.50-
	STREETS TOTAL	84,502.00	2,166.79	58,825.03	69.61	25,676.97
	STREET LIGHTING TOTAL	10,000.00	.00	5,295.02	52.95	4,704.98
	GARBAGE TOTAL	34,000.00	2,788.76	28,800.55	84.71	5,199.45
	PUBLIC WORKS TOTAL	128,502.00	4,955.55	92,920.60	72.31	35,581.40
	WATER,AIR,MOSQUITO CONTRO TOTA	2,000.00	.00	.00	.00	2,000.00
	HEALTH & SOCIAL SERVICES TOTA	2,000.00	.00	.00	.00	2,000.00
	LIBRARY TOTAL	23,000.00	1,250.51	15,457.54	67.21	7,542.46
	PARKS TOTAL	48,000.00	1,311.93	19,491.79	40.61	28,508.21
	COMMUNITY CTR/ZOO/MARINA TOTA	15,900.00	561.40	8,943.07	56.25	6,956.93
	CULTURE & RECREATION TOTAL	86,900.00	3,123.84	43,892.40	50.51	43,007.60
	COMMUNITY BEAUTIFICATION TOTA	6,000.00	.00	5,240.00	87.33	760.00
	ECONOMIC DEVELOPMENT TOTAL	.00	.00	.00	.00	.00
	PLANNING & ZONING TOTAL	300.00	.00	.00	.00	300.00
	COMMUNITY & ECONOMIC DEV TOTA	6,300.00	.00	5,240.00	83.17	1,060.00
	MAYOR/COUNCIL/CITY MGR TOTAL	9,000.00	.00	2,797.26	31.08	6,202.74
	CLERK/TREASURER/ADM TOTAL	78,500.00	2,205.73	44,232.41	56.35	34,267.59
	ELECTIONS TOTAL	1,100.00	.00	.00	.00	1,100.00
	LEGAL SERVICES/ATTORNEY TOTAL	25,000.00	1,956.25	10,266.25	41.07	14,733.75
	CITY HALL/GENERAL BLDGS TOTAL	45,000.00	401.84	16,063.39	35.70	28,936.61
	TORT LIABILITY TOTAL	24,000.00	27,521.00	27,521.00	114.67	3,521.00-
	OTHER GENERAL GOVERNMENT TOTA	.00	.00	.00	.00	.00
	GENERAL GOVERNMENT TOTAL	182,600.00	32,084.82	100,880.31	55.25	81,719.69
	SEWER/SEWAGE DISPOSAL TOTAL	30,000.00	.00	.00	.00	30,000.00
	DEBT SERVICE TOTAL	30,000.00	.00	.00	.00	30,000.00

BUDGET REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER TOTAL	15,000.00	.00	3,668.46	24.46	11,331.54
	SEWER/SEWAGE DISPOSAL TOTAL	580,000.00	65,864.25	1,890,150.68	325.89	1,310,150.68-
	ENTERPRISE FUNDS TOTAL	595,000.00	65,864.25	1,893,819.14	318.29	1,298,819.14-
	TRANSFERS IN/OUT TOTAL	.00	.00	72,724.82	.00	72,724.82-
	TRANSFER OUT TOTAL	.00	.00	72,724.82	.00	72,724.82-
	TOTAL OF ALL EXPENSES	1,045,802.00	106,103.46	2,250,859.77	215.23	1,205,057.77-

REVENUE REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-290-4500	DMWW - GARBAGE REVENUE	34,351.00	.00	25,260.82	73.54	9,090.18
001-290-4501	CURB IT REVENUE	.00	.00	.00	.00	.00
001-410-4700	LIBRARY DONATIONS	.00	.00	131.00	.00	131.00-
001-410-4701	Library - State Funding	2,500.00	.00	4,080.02	163.20	1,580.02-
001-410-4702	GRANTS - LIBRARY	.00	.00	.00	.00	.00
001-430-4430	CONCESSION REVENUE	.00	.00	.00	.00	.00
001-430-4795	PARK BOARD DONATIONS	.00	.00	.00	.00	.00
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	170,000.00	.00	91,162.45	53.62	78,837.55
001-950-4003	PROPERTY TAXES - AG LAND	650.00	.00	456.26	70.19	193.74
001-950-4008	PROPERTY TAXES - CIVIC CENTER	2,800.00	.00	11.04	.39	2,788.96
001-950-4013	PROPERTY TAXES - INSURANCE	9,615.00	.00	11,686.85	121.55	2,071.85-
001-950-4100	BEER/LIQUOR PERMITS	1,200.00	.00	599.06	49.92	600.94
001-950-4105	CIGARETTE PERMITS	150.00	.00	.00	.00	150.00
001-950-4110	BUILDING PERMITS	2,500.00	.00	1,007.62	40.30	1,492.38
001-950-4300	INTEREST REVENUE	.00	10.12	27,015.80	.00	27,015.80-
001-950-4310	RENT - COMMUNITY CENTER	6,300.00	125.00	6,300.00	100.00	.00
001-950-4311	RENT - CELL TOWER	12,100.00	1,007.94	10,079.40	83.30	2,020.60
001-950-4462	HOMESTEAD PROP TAX CREDIT	.00	.00	2,664.05	.00	2,664.05-
001-950-4463	BUSINESS PROP TAX CREDIT	.00	.00	.00	.00	.00
001-950-4464	COMM/IND PROP TAX REPLACEMENT	.00	.00	.00	.00	.00
001-950-4700	MISC REVENUE	.00	.00	20,879.35	.00	20,879.35-
001-950-4705	BEAUTIFICATION FUNDS	.00	.00	.00	.00	.00
	GENERAL TOTAL	242,166.00	1,143.06	201,333.72	83.14	40,832.28
002-815-4402	American Rescue Plan	.00	.00	.00	.00	.00
002-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
	ARP TOTAL	.00	.00	.00	.00	.00
110-210-4430	ROAD USE TAX REVENUE	59,000.00	.00	47,263.09	80.11	11,736.91
	ROAD USE TAX TOTAL	59,000.00	.00	47,263.09	80.11	11,736.91
111-210-4433	I-JOBS REVENUE	.00	.00	.00	.00	.00
	I-Jobs TOTAL	.00	.00	.00	.00	.00
112-950-4000	PROPERTY TAXES - EMPLOYEE BEN	14,367.00	.00	10,586.01	73.68	3,780.99
112-950-4462	HOMESTEAD PROP TAX CREDIT	300.00	.00	274.07	91.36	25.93
112-950-4463	BUSINESS PROP TAX CREDIT	.00	.00	.00	.00	.00

REVENUE REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

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	14,667.00	.00	10,860.08	74.04	3,806.92
119-950-4000	PROPERTY TAXES	4,400.00	.00	22.07	.50	4,377.93
119-950-4462	HOMESTEAD PROP TAX CREDIT	100.00	.00	.00	.00	100.00
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	4,500.00	.00	22.07	.49	4,477.93
121-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
121-950-4090	LOCAL OPTION TAX	100,363.00	.00	72,724.82	72.46	27,638.18
	LOCAL OPTION SALES TAX TOTAL	100,363.00	.00	72,724.82	72.46	27,638.18
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
200-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
200-950-4000	PROPERTY TAXES	29,632.00	.00	17,013.94	57.42	12,618.06
	DEBT SERVICE TOTAL	29,632.00	.00	17,013.94	57.42	12,618.06

REVENUE REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
302-910-4830	TRANSFER IN	.00	.00	9,090.63	.00	9,090.63-
	CAP PROJ - LOST TOTAL	.00	.00	9,090.63	.00	9,090.63-
600-810-4300	INTEREST REVENUE	100.00	11.28	99.37	99.37	.63
600-810-4500	DMWW - WATER REVENUE	6,900.00	.00	4,911.41	71.18	1,988.59
600-810-4510	BULK WATER (QUARTER MACHINE)	.00	.00	.00	.00	.00
600-810-4700	MISC WATER REVENUE	.00	.00	.00	.00	.00
	WATER TOTAL	7,000.00	11.28	5,010.78	71.58	1,989.22
601-910-4830	TRANSFER IN	.00	.00	9,090.60	.00	9,090.60-
	WATER CAP PROJ - LOST TOTAL	.00	.00	9,090.60	.00	9,090.60-
610-815-4300	INTEREST REVENUE	500.00	33.01	290.72	58.14	209.28
610-815-4500	DMWW - SEWER REVENUE	46,600.00	.00	33,302.33	71.46	13,297.67
610-815-4700	MISC SEWER REVENUE	.00	.00	.00	.00	.00
	SEWER TOTAL	47,100.00	33.01	33,593.05	71.32	13,506.95
611-699-4820	PROCEEDS FROM DEBT/LOAN P&D	.00	.00	.00	.00	.00
611-750-4440	WTFAP Grant Revenue	.00	.00	.00	.00	.00
611-815-4441	SRF REVENUE	539,872.00	.00	1,728,981.99	320.26	1,189,109.99-
611-815-4442	GO BOND REVENUE	.00	65,243.29	121,528.29	.00	121,528.29-
611-815-4520	WASTE WATER CAP IMP FEE	136,952.00	.00	106,619.37	77.85	30,332.63
611-910-4830	TRANSFER IN	.00	.00	54,543.59	.00	54,543.59-
	SEWER CAP PROJ - LOST TOTAL	676,824.00	65,243.29	2,011,673.24	297.22	1,334,849.24-
	TOTAL OF ALL REVENUE	1,181,252.00	66,430.64	2,417,676.02	204.67	1,236,424.02-

REVENUE & EXPENSE REPORT
CALENDAR 4/2025, FISCAL 10/2025

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-6010	WAGES - LIBRARY	484.50	9,205.25	15,240.00	6,034.75
001-410-6110	FICA, MEDICARE - LIBRARY	.00	.00	.00	.00
001-410-6130	IPERS - LIBARY	.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	.00
001-410-6502	LIBRARY BOOKS, MAG, VIDEO,ETC	683.21	4,679.10	5,260.00	580.90
001-410-6504	OFFICE EQUIPMENT - LIBRARY	.00	.00	.00	.00
001-410-6506	OFFICE SUPPLIES - LIBRARY	.00	.00	.00	.00
001-410-6508	POSTAGE - LIBRARY	.00	.00	.00	.00
		=====	=====	=====	=====
	LIBRARY EXPENSES	1,167.71	13,884.35	20,500.00	6,615.65
		=====	=====	=====	=====

OUTSTANDING TRANSACTION REGISTER

3/01/2025 TO 3/31/2025

MOD CODE	BANK NO	NAME	DATE	PERIOD	VEND/EMPL	OTHER NUMB	DEPOSITS	CHECKS AND WITHDRAWALS	RECONCILING	VOIDED	MANUAL
1					KEYSTONE SAVINGS BANK		STATEMENT DATE: 3/31/2025				
AP CHK	8533	3/25/25	09/25	IA MUNICIPAL FINANCE ASSC				125.00			
PR CHK	8534	3/31/25	09/25	HAWKINS, ABBY M				138.38			
PR CHK	8536	3/26/25	09/25	DINGMAN, JACOB				124.55			

BANK TOTAL							.00	387.93		.00	
DEPOSITS-CHECKS							387.93-				

**BANK CASH REPORT
2025**

BANK NAME FUND GL NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	OUTSTANDING TRANSACTIONS	APR BANK BALANCE
KEYSTONE SAVINGS BANK						
BANK						1,419,461.79
001 KEYSTONE SAVINGS BANK						
001 CHECKING - GENERAL	526,873.09	1,871.32	39,019.12	489,725.29	40,892.69	
002 CHECKING - ARP	0.00	0.00	0.00	0.00		
110 CHECKING - ROAD USE	221,747.35	0.00	304.48	221,442.87	339.98	
111 CHECKING I-JOBS	0.00	0.00	0.00	0.00		
112 CHECKING - EMPLOYEE BENEFIT	8,909.86	0.00	517.62	8,392.24		
119 CHECKING - EMERGENCY FUND	36,779.58	0.00	0.00	36,779.58		
121 CHECKING	21,039.74-	0.00	0.00	21,039.74-		
125 CHECKING - TIF	0.00	0.00	0.00	0.00		
125 CHECKING - LMI TIF	24,304.31	0.00	0.00	24,304.31		
167 CHECKING - COM DISASTER GRANT	0.00	0.00	0.00	0.00		
200 CHECKING	17,013.94	0.00	0.00	17,013.94		
302 CHECKING	91,344.88	0.00	0.00	91,344.88		
600 CHECKING - WATER	33,394.56	0.00	0.00	33,394.56	44.00	
601 CHECKING	58,440.58	0.00	0.00	58,440.58		
610 CHECKING - SEWER	111,892.56	28.00	471.44	111,449.12	513.89	
611 CHECKING	72,376.75	0.00	0.00	72,376.75		
611 WASTE WATER CAP IMP FUND	136,774.37	0.00	0.00	136,774.37		
611 SRF CASH	101,310.65	0.00	0.00	101,310.65		
611 GO BOND	0.00	65,243.29	65,243.29	0.00	65,243.29	
DEPOSITS					69,281.46	
KEYSTONE SAVINGS BANK TOTALS	1,420,122.74	67,142.61	105,555.95	1,381,709.40	37,752.39	1,419,461.79
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TOTAL OF ALL BANKS	1,420,122.74	67,142.61	105,555.95	1,381,709.40	37,752.39	1,419,461.79
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**Runnells City council
Budget work Meeting March 11,2025 5:30PM
City Hall**

1. Call to order Mayor Lindquist 5:45
2. Roll call Phillips, Henry, Hawkins, Dingman, Phillips in attendance Gaudette absent legal wright, city clerk Curry,
3. Approval of Agenda Phillips/Henry all ayes 0 nays motion passed (4.0)
4. Discussion of FY 25/26
5. Adjournment Dingman/Hawkins all ayes 0 nays motion passed (4.0) 6:53 adjournment

Runnells City Council
Council Meeting minutes
March 11, 2025,7:00PM Community Center

1. Call to Order called by Mayor Lindquist 7:00
2. Roll Call Mayor Lindquist, Phillips, Henry, Dingman, Hawkins, Legal Wright and City Clerk Curry, Mayor Pro Tem Gaudette absent
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. Adjourn Public Hearing Dingman/Hawkins all ayes 0 nays motion passed (5.0)
At 7:02PM
6. Call to order council meeting Mayor Pro Tem Gaudette 7:02 motion
Dingman/Hawkins all ayes 0 nays motion passed (5.0)
7. Public comments none
8. Consent of agenda Dingman/Phillips all ayes 0 nays motion passed (4.0)
9. Old Business new business
 - a. Resolution 2025-10 Phillips/Hawkins all ayes 0 nays motion passed (4.0)
 - b. Motion to approve change work order 5 wastewater treatment facility tabled
 - c. Resolution 2025-11 Polk County Hazard Mitigation motion Dingman/Phillips all
ayes 0 nays motion passed (4.0)
 - d. Resolution 2025-12 approval of laptop for city hall motion Dingman/Phillips all
ayes 0 nays motion passed (4.0)
 - g motion to approve Little League lease motion Dingman/Phillips all ayes 0 nays
motion passed (4.0)
- Resolution 2025-13 Resolution approving park board purchase of \$500 for Easter
egg hunt motioned Dingman/Phillips all ayes 0 nays motion passed (4.0)
- Mayor Motion to adjourn Phillips/Dingman all ayes 0 nays motion passed 7:53
- Claims Amazon Altoona Heralk 15.05 Amazon 199.68 Auditor state of Iowa
800.00 Canon Financial 104.13 Caseys 37.68 Centurylink 338.59 Computer
resource 833.90 Demco 62.05 Des Moines Water work 292.10 Echo 398.58
EFTPS 372.44 Gworks 200.00 Ipers 1091.73 JEO 581.25 Keystone 1022.31
Melissa Lindquist 400.00 Menards 65.97 Metro waste Authority 2823.76 Midwest
office tech 49.90 Skinner law office 1867.50 Treasurer state of Iowa 76.59 two
Rivers 320.19 Payroll 02/14/2025 2809.20 03/03/20255620.48 Report total
18748.97 General 16455.25 RUT 89.83 Water 520.81 Sewer 1683.08 total funds
18748.97

Runnells City Council
Public Hearing/Property Tax Levy Minutes
March 25th, 2025,7:00PM Community Center

1. Call to Order called by Mayor Lindquist 7:01
2. Roll Call Mayor Lindquist, Phillips, Henry, Dingman, Hawkins, Gaudette, Legal Wright and City Clerk Curry,
3. Approval of Agenda. Motion to approve the agenda made by Phillips/Gaudette
ROLL CALL: Ayes; 5 Nays none. Motion passed (5,0).
4. Public comments none
5. Adjourn Public Hearing Henry/Phillips all ayes 0 nays motion passed (5.0) At 7:02PM

Runnells City Council
Public Hearing/Crosswalk
March 25th 2025 7:15 PM

1. Call to order council meeting Mayor Lindquist 7:16
Roll call Hawkins, Gaudette, Phillips, Dingman, Henry, Legal Wright and City Clerk Curry
2. Public comments Public Discussion regarding the safety of citizens. Discussion on applying for the grant through Polk County
3. Old Business new business
 - a. Set Public Hearing to adopt budget 25/26 FY for April 15th Motioned Phillips/Dingman all ayes 0 nays motion passed (5.0)
 - b. Resolution 2025-05 Amended agreement with Snyder & Assoc Henry/Hawkins 4 ayes 1 nay motion passed (4.1)
 - c. Resolution 2025-17 Approving plans and specs for crosswalk, motion Henry/Gaudette 4 Ayes 0 Nays motion passed (4.1)
 - d. Resolution 2025-18 Awarding contract for Brown Street Crosswalk motion Henry/Hawkins 4 ayes 1 nay motion passed (4.1)
 - e. Resolution 2025-19 Approving contract and Bond for Brown Street Crosswalk Henry/Gaudette 4 ayes 1 nay motion passed (4.1)Motion to adjourn meeting Dingman/Gaudette all ayes 0 nays motion passed (5.0)
Adjournment 7:54

RUNNELLS COMMUNITY LIBRARY

BOARD MEETING MINUTES APPROVAL

Date of Meeting: 3/31/2025

Minutes Prepared By Melissa Vick-Smith

The undersigned President and Secretary of the Runnells Community Library Board hereby acknowledge that they have read the attached minutes from the meeting held on the date indicated above and verify that these minutes accurately reflect the discussions, decisions, and actions taken during said meeting.

By signing below, we officially approve these minutes to be entered into the permanent record of the Runnells Community Library.

Approval Signatures:

President:
Signature: Tami Enos-Borg Date: 4/3/2025

Name (printed) Tami Enos-Borg

Secretary
Signature: Melissa Vick-Smith Date: 4/02/2025

Name (printed) Melissa Vick-Smith

These approved minutes will be made available to the public in accordance with applicable open records laws.

Runnells Community Library Board Meeting Minutes

Date: March 31, 2025 Time: 6:30pm

Location: Runnells Community Library, 6575 SE 116th St, Runnells, IA 50237

Tami Borg - President (City, 25), Melissa Vick-Smith - Secretary (Country, 27), Bob Borg - Treasurer (City, 22),
Shoshanna Swanson (City 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: Tuesday 4-7 30pm, Thursday 4-7 30pm, Saturday 9am-12pm **Website:** 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.

1. **Call to Order:** Tami called the meeting to order at 6:40pm.

2. **Board Members Roll Call:**

- | | |
|---|---|
| a. Tami Borg - Board President - Present | d. Shoshanna Swanson - Board Member - Present |
| b. Melissa Vick-Smith - Board Secretary - Present | e. Erin LaBelle - Director - Present |
| c. Bob Borg - Board Treasurer - Present | f. Tiffany Phillips - Library Liaison - Present |

3. **Approval of Prior Month Meeting Minutes:** Bob motions to approve the March 3rd Meeting Minutes and Shoshanna seconds the motion. All Approve

4. **Approval of the Meeting Agenda:** Bob motions to approve the March 31st Meeting Agenda and Shoshanna seconds the motion. All Approve

5. **Public Input:** None

6. **Financial:**

- a. Approve March Keystone Credit Card bill in the amount of \$683.21. Next statement's closing date is April 23, 2025.
- i. Bob motions to approve the Keystone statement as listed above and Tami seconds this motion. All approve
- ii. Roll Call Vote:
- | | |
|--------------------------|---------------------------|
| 1. Tami Borg - Y | 3. Bob Borg - Y |
| 2. Shoshanna Swanson - Y | 4. Melissa Vick-Smith - Y |

b. Future orders to be placed:

- i. The Amazon Order that was refunded in the amount of \$243.98 will be reordered, the board approves \$243.98 plus 10% for any price variations
- ii. Bob motions to approve the above purchases and Shoshanna seconds this motion. All approve

1. Roll Call Vote: Tami Borg - Y, Shoshanna Swanson - Y, Bob Borg - Y, Melissa Vick-Smith - Y

- iii. Easter Egg Hunt: Park Board was present during this meeting. The board approves Erin to spend up to \$500 matching what the park board spends for items for the Easter Egg Hunt. To be finalized at the next meeting. Bob motions this and Melissa seconds this. All approve

F Roll call Vote: Tami Borg - Y, Shoshanna Swanson - Y, Bob Borg - Y, Melissa Vick-Smith - Y

7. New Business:

- a. Review the following documents
 - i. Library Bylaws - all approve
 - ii. Mission - all approve
 - iii. Library Board Purpose - all agree to archive and strike from the table of contents
- b. Karalee from Grimes Library has been trying to call, has Erin been in contact with her - Atrium needs information from us and Erin has handled that
- c. Demeo Invoice - paid on 3/10/25

8. Director's Report:

- a. Patron Report and Reading log
- b. Fiscal Year Expenses Budgeted vs Actual
- c. Updates on Overdrive - Advantage Account - will be invoiced in July
- d. Adventure passes - updates
- e. Easter Egg Hunt: April 12th at 10:30am, set up at 9am
 - i. Stuff eggs - Tuesday April 8th 4:30 -6:30pm, Thursday 4:30 - 6:30pm
 - ii. One donation - reach out to previous donors
 - iii. Someone to be the bunny?
- f. Summer Program: iREAD's 2025: Build Your Character, Level Up
 - i. Erin - will write a letter and a tax deduction letter that can be handed out to ask for donations in person.
- g. Donations for summer programming: Rapco has requested more information
 - i. Bags printed for \$2 a bag - \$150 total - RAPCO can not provide donation
 - ii. Zoo to You - 60 minutes - \$125
 - iii. Game On Mobile - 2 hours - \$400
- h. Monthly Meeting with Mr Bartels: conferences went well

9. Board Members: we still need one

10. Unfinished Business:

- a. Erin to post Library Board Position on social media - updates
- b. Erin to install antivirus software on Library computer - updates

11. Council Update:

- a. Tiffany - Storage in city buildings - Tami C and Richard have keys
- b. Keystone statement does not show balance due - can not be changed
- c. City has a website calendar - any city events can be added
- d. Letter from Rapco - need a response for them by 4/21/2025

12. Board Education: None

13. Final Remarks:

14. Upcoming Meetings:

- a. May 5, 2025 at 6:30pm
- b. June 2, 2025 at 6:30pm
- c. June 30, 2025 at 6:30pm

15. Adjournment: Tami motions to adjourn meeting at 8:02 pm, Melissa seconds the motion. All approve

Date 3/31/25 Runnells Community Library Requisition
Invoice Due By _____

Vendor/Supplier		Dollar Amount
1	Dollar General	25.15
2	Dollar General	25.15
3	Dollar General	35.58
4	Dollar General	45.48
5	Dollar General	20.33
6	Maxs Coffee	28.48
7	Amazon	33.47
8	Amazon	135.85
9	Amazon	155.82
10	Amazon	177.90
11		
12		

Approved By: President J. Borz
Secretary Mississ Vick Smith

Receipts Attached
Itemized List Attached



March 2025 Statement 02/25/2025 - 03/25/2025

Page 2 of 2

CITY OF RUNNELLS
ERIN LABELLE (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

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/03	03/01	1404	DOLLAR GENERAL #23973 RUNNELLS IA	\$25 15	1
03/03	03/01	1651	DOLLAR GENERAL #23973 RUNNELLS IA	\$25 15	2
03/03	03/01	1321	DOLLAR GENERAL #23973 RUNNELLS IA	\$35 58	3
03/03	03/01	1578	DOLLAR GENERAL #23973 RUNNELLS IA	\$45 48	4
03/03	03/01	1735	DOLLAR GENERAL #23973 RUNNELLS IA	\$20 33	5
03/03	03/01	0719	MAXS COFFEE FACEBOOK COM/ IA	\$28 48	6
03/10	03/07	8374	AMAZON MKTPL*GX3A06003 Amzn com/bill WA	\$33 47	7
03/13	03/12	5343	AMAZON MKTPL*ZN4BB6173 Amzn com/bill WA	\$135 85	8
03/13	03/12	6534	AMAZON MKTPL*3Q96W0CW3 Amzn com/bill WA	\$155 82	9
03/25	03/24	6163	AMAZON MKTPL*0N3ZP3LQ3 Amzn com/bill WA	\$177 90	10
TOTAL THIS PERIOD				\$683.21	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0 00
Total Interest Charged in 2025	\$0 00

Company Approval (This area for use by your company)

Signature/Approval _____ Accounting Code _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0 00	\$0 00		\$0 00	0 00%	
**PURCHASES	\$0 00	\$0 00		\$0 00	0 00%	
**ADVANCES	\$0 00	\$0 00		\$0 00	0 00%	



March 2025 Statement

Open Date: 02/25/2025 Closing Date: 03/25/2025

Visa® Community Card

CITY OF RUNNELLS (CPN 002164261)

Account: 4798 5100 6875 8966

1-866-552-8855

Elan Financial Services
BUS 30 ELN

1

15

New Balance \$2,827.72
Minimum Payment Due \$2,827.72
Payment Due Date 04/22/2025

Late Payment Warning: 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.

Activity Summary

Previous Balance	+	\$1,022.31
Payments	-	\$1,022.31 ^{CR}
Other Credits	-	\$18.01 ^{CR}
Purchases	+	\$2,845.14
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$0.59
Interest Charged		\$0.00
New Balance	=	\$2,827.72
Past Due		\$0.00
Minimum Payment Due		\$2,827.72
Credit Line		\$5,000.00
Available Credit		\$2,172.28
Days in Billing Period		29

RECEIVED
3/31/25
TKP

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

0047985100687589660002827720002827724



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

- to pay by phone
- to change your address

Account Number	4798 5100 6875 8966
Payment Due Date	4/22/2025
New Balance	\$2,827.72
Minimum Payment Due	\$2,827.72

Amount Enclosed \$ _____

000024855 01 SP 000638946395783 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





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	
Other Credits						
03/10	03/07	8658	TRACTOR SUPPLY #612 ANKENY IA MERCHANDISE/SERVICE RETURN	\$18.01	CR	
Purchases and Other Debits						
02/28	02/27	2454	IMFOA WWW.IMFOA.ORG IA	\$150.00		
03/10	03/07	9372	TRACTOR SUPPLY #612 ANKENY IA	\$1,789.98		
03/14	03/14	6068	Microsoft*Microsoft 36 425-6816830 WA	\$139.09		
Total for Account 4798 5104 1666 9956				\$2,061.06		

Transactions				BATTANI,RICHARD	Credit Limit	\$1000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
03/10	03/07	7971	TRACTOR SUPPLY #612 ANKENY IA	\$52.96		
03/13	03/12	1904	DLR-AS.COM STRIPE KRISTIANSAND NO	\$29.90		
Total for Account 4798 5107 5610 6783				\$82.86		

Transactions				LABELLE,ERIN	Credit Limit	\$1000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
03/03	03/01	1404	DOLLAR GENERAL #23973 RUNNELLS IA	\$25.15		
03/03	03/01	1651	DOLLAR GENERAL #23973 RUNNELLS IA	\$25.15		
03/03	03/01	1321	DOLLAR GENERAL #23973 RUNNELLS IA	\$35.58		
03/03	03/01	1578	DOLLAR GENERAL #23973 RUNNELLS IA	\$45.48		
03/03	03/01	1735	DOLLAR GENERAL #23973 RUNNELLS IA	\$20.33		
03/03	03/01	0719	MAXS COFFEE FACEBOOK.COM/ IA	\$28.48		
03/10	03/07	8374	AMAZON MKTPL*GX3A060O3 Amzn.com/bill WA	\$33.47		
03/13	03/12	5343	AMAZON MKTPL*ZN4BB6I73 Amzn.com/bill WA	\$135.85		
03/13	03/12	6534	AMAZON MKTPL*3Q96W0CW3 Amzn.com/bill WA	\$155.82		
03/25	03/24	6163	AMAZON MKTPL*0N3ZP3LQ3 Amzn.com/bill WA	\$177.90		



March 2025 Statement 02/25/2025 - 03/25/2025
 CITY OF RUNNELLS (CPN 002164261)

Page 3 of 3
 Elan Financial Services 1-866-552-8855

Transactions		LABELLE, ERIN		Credit Limit
Post Date	Trans Date	Ref #	Transaction Description	Amount
			Total for Account 4798 5108 0277 2208	\$683.21

Transactions		BILLING ACCOUNT ACTIVITY		Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description		
Payments and Other Credits					
03/21	03/20	0039	PAYMENT THANK YOU	\$1,022.31	CR
Fees					
03/13	03/12	1904	FRGN TRANS FEE-DLR-AS.COM STRIPE KR	\$0.59	
				\$0.59	
				\$1,021.72	CR
			Total for Account 4798 5100 6875 8966		

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0.59
Total Interest Charged in 2025	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00		\$0.00	0.00%	
**PURCHASES	\$2,827.72	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00		\$0.00	0.00%	

Contact Us



Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053



Questions
 Elan Financial Services
 P.O. Box 6353
 Fargo, ND 58125-6353



Mail payment coupon with a check
 Elan Financial Services
 P.O. Box 790408
 St. Louis, MO 63179-0408



Online
myaccountaccess.com

**RESOLUTION OF THE PUBIC WORKS DEPARTMENT
OF THE CITY OF RUNNELLS, IOWA
NO. 2025-15**

RESOLUTION REGARDING PUBLIC WORKS DEPARTMENT TREE REMOVAL

WHEREAS, City of Runnells, the public works department in wanting to have Polk County, cut trees on Maple Street.

WHEREAS, the Public Works Department has attached the invoice from Polk County

BE AND IT IS HEREBY RESOLVED that the Runnells City Council approves the purchase of tree removal on Maple Street

PASSED AND APPROVED this 8th day of April, 2025.

ROLL CALL VOTE	AYE	NAY	ABSENT	ABSTAIN
Devin Gaudette				
Austin Henry				
Tiffany Phillips				
Jacob Dingman				
Abby Hawkins				

ATTEST:

Jeremy Lindquist
MAYOR, CITY OF RUNNELLS

TAMI CURRY
CITY CLERK

<u>LABOR:</u>				
20.0	Equipment Operator	Hours	\$ 67.00 /Hour	\$ 1,340.00
	Equipment Operator	OT Hours	\$ 100.50 /Hour	-
	Superintendent	Hours	\$ 93.00 /Hour	-
20.00		TOTAL LABOR		\$ 1,340.00
<u>EQUIPMENT:</u>				
5.0	Pickup	Hours	\$ 42.00 /Hour	\$ 210.00
5.0	Heavy Duty Truck	Hours	\$ 47.00 /Hour	235.00
5.0	Hydraulic Excavator	Hours	\$ 79.00 /Hour	395.00
	Skid Loader	Hours	\$ 45.00 /Hour	-
	Mower	Hours	\$ 24.00 /Hour	-
15.0		TOTAL EQUIPMENT		\$ 840.00
	TOTAL LABOR			\$ 1,340.00
	TOTAL EQUIPMENT			840.00
	TOTAL MATERIAL			-
	GRAND TOTAL			\$ 2,180.00

TOTAL TO REIMBURSE SECONDARY ROADS - LABOR & EQUIPMENT **\$2,180.00**

Date of Issuance:	Effective Date:	April 1, 2025
Owner: City of Runnells	Owner's Contract No.:	
Contractor: C.L. Carroll Co., Inc.	Contractor's Project No.:	
Engineer: JEO Consulting Group, Inc.	Engineer's Project No.:	171550
Treatment Facility	2023 Wastewater Treatment	
Upgrades; SRF Project No.	Facility Upgrades; SRF	
Project: 1920943-01	Contract Name:	Project No. 1920943-01

The Contract is modified as follows upon execution of this Change Order:

Description: **This change order incorporates Work Change Directive #7 (Replacement of Damaged Conduit/Wiring and Control Panel) and the signed proposal for rock placement around the polishing pond.**

Attachments: Work Change Directive #7 and signed proposal for the rock placement.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>3,639,500.00</u>	Original Contract Times: April 15, 2025 Substantial Completion: <u>June 30, 2025</u> Ready for Final Payment: _____ days or dates
Decrease from previously approved Change Orders No. 1 to No. 4: \$ <u>(29,139.70)</u>	[Increase] [Decrease] from previously approved Change Orders No. [-] to No. [-]: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>3,610,360.30</u>	Contract Times prior to this Change Order: Substantial Completion: April 15, 2025 Ready for Final Payment: <u>June 30, 2025</u> days or dates
Increase of this Change Order: \$ <u>29,302.15</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>3,639,662.45</u>	Contract Times with all approved Change Orders: Substantial Completion: April 15, 2025 Ready for Final Payment: <u>June 30, 2025</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u><i>Steve Jabe</i></u>	By: _____	By: <u><i>[Signature]</i></u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Project Engineer</u>	Title: _____	Title: <u>PRESIDENT</u>
Date: <u>4/2/2025</u>	Date: _____	Date: <u>4/2/2025</u>

Approved by Funding Agency (if applicable)

By: _____

Title: _____

Date: _____



Work Change Directive

WORK CHANGE DIRECTIVE NO. | 7
DATE | 12/13/2024
PROJECT | 2023 Wastewater Treatment Facility Upgrades
JEO PROJECT NO. | 171550.00
LOCATION | Runnells, IA
OWNER | City of Runnells, IA
CONTRACTOR | C.L. Carroll Co., Inc.

You are directed to proceed promptly with the following change(s):

Description This work change directive consists of replacement of damaged underground conduits and wiring from the control building to the existing flow measurement structure and relocation of the flow measurement control panel to inside the control building (broken panel to be demolished).

Option C was selected of the proposed options made by Jenson Electric.

Purpose of Change Directive To replace deteriorated conduit and wiring and relocation of the influent flow measurement control panel to the control building.

Attachment(s) Construction Photos and Contractor Proposal (Option C Selected)

If claim is made that the above changes have affected Contract Price or Contract Times, any claim for a Change Order based thereon will involve one or more of the following methods of determining the effect of the changes:

Method of Determining Change in Contract Price

- Unit Prices
- Lump Sum
- Other _____

Method of Determining Change in Contract Times

- CONTRACTOR's Records
- ENGINEER's Records
- Other N/A

Estimated Increase (Decrease) in Contract Price

\$ 16,802.15

Estimated Increase (Decrease) in Contract Times

0 Days

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Recommended:

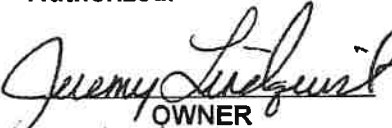


 ENGINEER

12.16.2024

Date

Authorized:



 OWNER

1/14/2025
Date

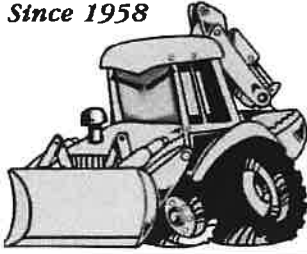
Accepted:

CONTRACTOR

Date

cc: Project Manager, Resident Project Representative, Contractor, Owner

Since 1958



C.L. Carroll Co.

Incorporated



3623 6th Avenue • Des Moines, IA 50313 • Phone: 515-282-7495 • Fax: 515-282-1406

Runnells Iowa WWTP Replace Sampler Conduit / Panel

12/12/2024

CL Carroll and our electrical subcontractor are quoting pricing to replace damaged underground conduit and sampler control panel.

Electrical Subcontractors price Option C	\$16,002.15
CL Carroll Mark up (5%)	\$ 800.00

Total price = **\$16802.15**

These prices are good for 30 days from today's date.

I agree to these prices

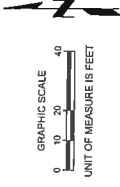
Signed

Date

1/14/25

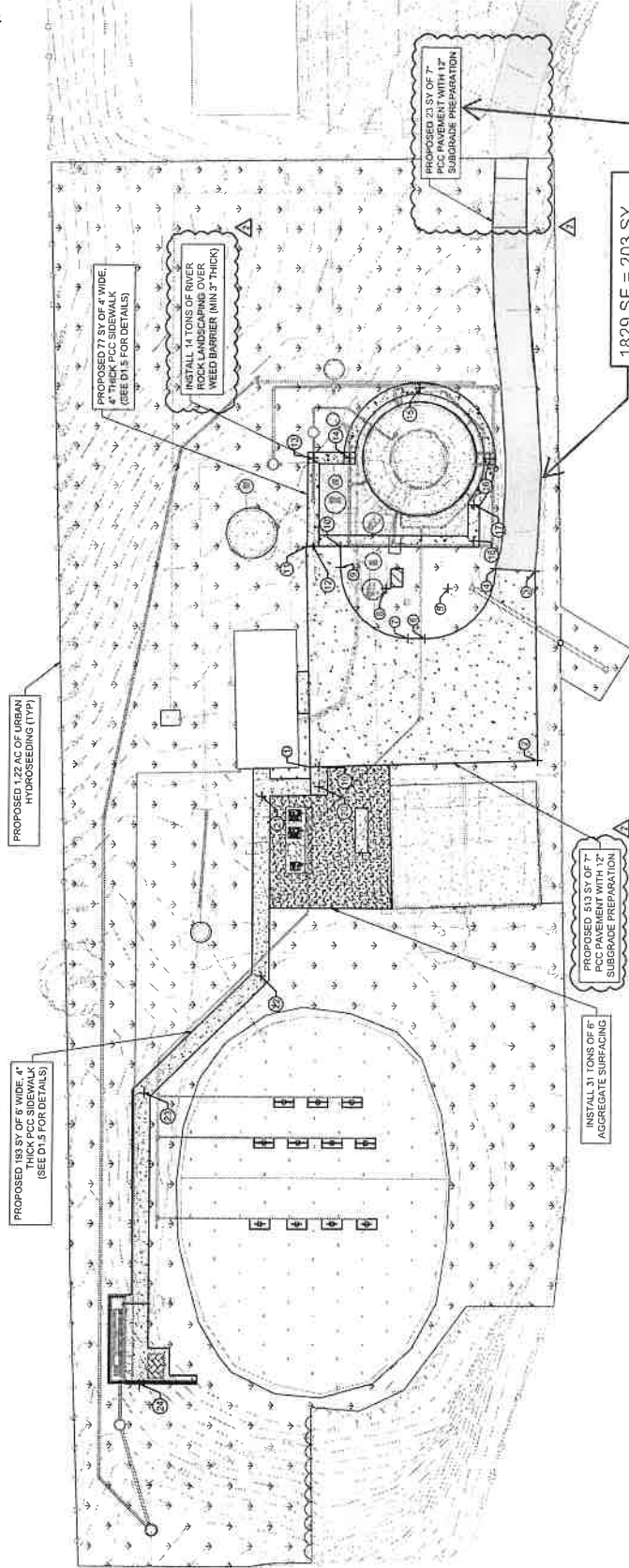
Jon Rissman

CL Carroll Co



2023
WASTEWATER TREATMENT
FACILITY UPGRADES
RUNNELLS, IOWA

PROPOSED SITE PAVING PLAN



Point Table

Point #	Description	Elevation	Northing	Eastng
16	CL. OF SIDEWALK	794.55	7460085.02	1859607.65
17	CL. OF SIDEWALK	794.50	7460091.42	1859605.28
18	CL. OF SIDEWALK	794.44	7460091.42	1859603.66
19	CL. OF SIDEWALK	792.49	7460145.84	1859587.84
20	CL. OF SIDEWALK	792.50	7460145.05	1859590.80
21	CL. OF SIDEWALK	792.50	7460165.83	1859584.38
22	CL. OF SIDEWALK	789.00	7460165.83	1859583.68
23	CL. OF SIDEWALK	788.20	7460206.23	1859584.12
24	CL. OF SIDEWALK	788.15	7460207.13	1859579.82

Point Table

Point #	Description	Elevation	Northing	Eastng
1	EDGE OF PAVE	792.50	7460148.83	1859587.75
2	EDGE OF PAVE	792.30	7460088.10	1859590.46
3	EDGE OF PAVE	792.09/4	7460069.39	1859602.86
4	EDGE OF PAVE	792.75/4	7460083.50	1859602.82
5	CTR. OF RADIUS	7460100.41	1859602.58	
6	EDGE OF PAVE	792.21	7460108.47	1859603.74
7	EDGE OF PAVE	793.24	7460114.45	1859603.72
8	CTR. OF RADIUS	7460122.55	1859602.58	
9	EDGE OF PAVE	793.88	7460138.06	1859607.95
10	EDGE OF PAVE	794.01	7460138.85	1859603.37
11	EDGE OF PAVE	794.25	7460150.85	1859603.36
12	CL. OF SIDEWALK	794.19	7460148.46	1859603.37
13	CL. OF SIDEWALK	794.80	7460148.46	1859607.65
14	CL. OF SIDEWALK	794.75	7460135.82	1859607.65
15	CL. OF SIDEWALK	794.66	7460110.82	1859602.73

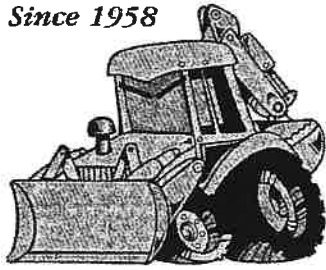
- NOTES
- 1 SURFACE RESTORATION SEEDING, PAVING, UNSUITABLE BACKFILL-HANDING AND OUTSIDE OF THE BOUNDARY SHOWN WHICH RESULTS IN EXCESS MATERIAL BEING CONSIDERED INCIDENTAL TO CONSTRUCTION.
 - 2 CONTRACTOR SHALL TAPER AND MATCH PROPOSED PAVING SURFACES TO ADJACENT EXISTING PAVEMENT SURFACES.

1829 SF = 203 SY
203 SY - 23 SY = 180 SY
180 SY * \$125/SY = \$22,500



PROJECT NO.	17858
DATE	6/20/23
PROJECT	WASTEWATER TREATMENT FACILITY UPGRADES
CLIENT	WASTEWATER TREATMENT FACILITY UPGRADES
DESIGNER	811
SCALE	AS SHOWN
DATE	6/20/23
BY	811
CHECKED BY	811
APPROVED BY	811

Since 1958



C.L. Carroll Co.

Incorporated



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Runnells Iowa WWTP Rock around Lagoon

3/12/2025

CL Carroll is quoting pricing to lay engineering fabric and rock between the lagoon cover and the anchor stakes for better weed control and easier mowing. This will take about 500SY of fabric and 80 tons of rock. The fabric will need to be cut into small pieces and worked into place between the anchor stakes. The rock will need to be placed with a skid loader and worked in by hand. This will be tedious and time-consuming work. We will destroy all the grass seed around the lagoon that was placed last fall and have to re-seed the area.

Total price = **\$12,500.00**

These prices are good for 10 days from today's date. We would like to do this work before any additional sidewalks are installed so that makes it next on our list.

I agree to these prices

Signed

Jeremy Lindquist

Date

3/14/2025

Jon Rissman

J.P. Rissman

CL Carroll Co

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RUNNELLS, IOWA
NO. 2025-20**

**RESOLUTION REGARDING COUNCIL APPROVAL TO APPROVE CONTRACTOR'S APPLICATION
FOR PAYMENT NO.18**

WHEREAS, City of Runnells, City Council is wanting to approve the contractor's application for Payment No.18 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. 18 has been signed by C.L Carrol and City engineer JEO for approval

BE AND IT IS HEREBY RESOLVED that the Runnells City Council approves the City clerk to pay the Contractor's Application for Payment No.18 in the amount of \$ 57,762.04 from account 611-815-6797 GO BOND

PASSED AND APPROVED this 8th day of April, 2025

ROLL CALL VOTE	AYE	NAY	ABSENT	ABSTAIN
Austin Henry				
Jacob Dingman				
Devin Gaudette				
Tiffany Phillips				
Abby Hawkins				

ATTEST:

JEREMY LINDQUIST
MAYOR, CITY OF RUNNELLS

TAMI CURRY
CITY CLERK

Date of Issuance: _____ Effective Date: **April 9, 2025**
 Owner: **City of Runnells** Owner's Contract No.: _____
 Contractor: **C.L. Carroll Co., Inc.** Contractor's Project No.: _____
 Engineer: **JEO Consulting Group, Inc.** Engineer's Project No.: **171550**
Treatment Facility
Upgrades; SRF Project No. **2023 Wastewater Treatment**
1920943-01 Contract Name: **Facility Upgrades; SRF**
Project No. 1920943-01

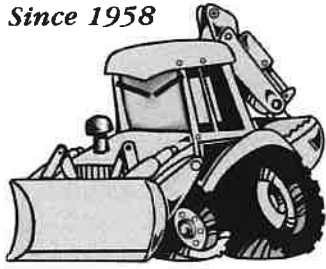
The Contract is modified as follows upon execution of this Change Order:
 Description: **This change order incorporates a Concrete Driveway Replacement from the wastewater treatment facility parking lot to the inner facility fence line, new air intake piping and valves for the sludge holding tank blowers (OPTION #1) (spare blowers to be purchased outside of this contract), and repair of the leaking force main downstream of the Return Lift Station. Final quantity adjustments are also included to remove the remaining contingency allowance and unused over-excavation of unsuitable material.**
 Attachments: The proposal for the Driveway Replacement and the proposal for the sludge holding tank blowers (OPTION #1).

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>3,639,500.00</u>	Original Contract Times: April 15, 2025 Substantial Completion: <u>June 30, 2025</u> Ready for Final Payment: _____ days or dates
Increase from previously approved Change Orders No. 1 to No. 5: \$ <u>162.45</u>	[Increase] [Decrease] from previously approved Change Orders No. [-] to No. [-]: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>3,639,662.45</u>	Contract Times prior to this Change Order: Substantial Completion: April 15, 2025 Ready for Final Payment: <u>June 30, 2025</u> days or dates
Decrease of this Change Order: \$ <u>(71,750.00)</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>3,567,912.45</u>	Contract Times with all approved Change Orders: Substantial Completion: April 15, 2025 Ready for Final Payment: <u>June 30, 2025</u> days or dates

RECOMMENDED: _____ ACCEPTED: _____
 By: [Signature] By: _____ By: [Signature]
 Engineer (if required) Owner (Authorized Signature) Contractor (Authorized Signature)
 Title: Project Engineer Title: _____ Title: PRESIDENT
 Date: 4/4/2025 Date: _____ Date: 4/4/2024

Approved by Funding Agency (if applicable)
 By: _____ Date: _____
 Title: _____

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Runnells Iowa WWTP Driveway Replacement

3/7/2025

CL Carroll is quoting pricing to remove and replace a section of the driveway at the Runnells WWTP. This is the section from the gate to the new pavement in front of the blower building. This section is about 180 SY.

This section of drive was in pretty bad shape before we started, and it's even worse now. The new 2" waterline will be installed first, but in the same location. It would make sense to replace this section of road at the end of CL Carroll's contract.

Total price = **\$22,500.00 (\$125.00 / SQYD)**

These prices are good for 150 days from today's date.

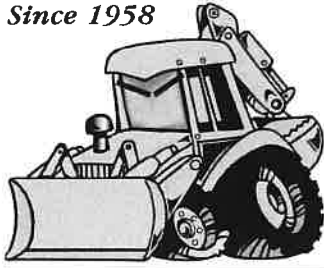
I agree to these prices

Signed _____ Date _____

Jon Rissman

CL Carroll Co

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Runnells Iowa WWTP Digester Blowers

2/26/2025

OPTION # 1

CL Carroll is quoting pricing to install fresh air intakes (outside air) to the existing rebuilt digester blowers. This price includes new isolation butterfly valves on the discharge.

Total price = **\$5,000.00**

OPTION # 2

CL Carroll is also quoting pricing on removing the existing blowers and installing new Aerzen blowers. These new blowers would also have fresh air intakes, new butterfly valves and be connected to new control panel.

Total price = **\$106,777.00**

These new blowers have about 22 week lead time and would require a contract extension. If this option is selected, CL Carroll would ask that 100% of the retainage from the original contract be released at substantial completion and not withheld while waiting for these blowers to arrive.

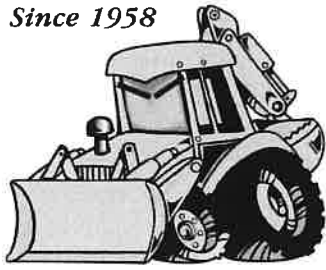
We need to lock in these blower prices so these prices are only good for 30 days from today's date.

I agree to these prices

Signed _____ Date _____

Jon Rissman

Since 1958



C.L. Carroll Co.

Incorporated



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A handwritten signature in cursive script, appearing to read "J.P. Row".

CL Carroll Co

Short-term Occupancy Agreement

THIS AGREEMENT, made and entered into this 31st day of March, 2025, by and between city of Runnells (property owner) ("Owner") and Dawn Thompson of Cloud Wine LLC dba Lucky Wife Wine Slushies ("Occupant").

In consideration of the mutual promises contained herein, the parties agree as follows:

1. **PREMISES.** Owner, by signature below, hereby authorizes Occupant permission to occupy the premises located on Brown Street across from city hall, (address) Runnells, (city) IA, (state) 50237, (Zip code) as designated by the Owner.
2. **TERM.** Owner further authorizes Occupant the right to use said premise on the following dates: the 3rd of June, 1st and 29th of July, 2025, for 1 day each. After such date, this agreement shall automatically terminate and shall no longer be effective.
3. **ORDINANCES.** The Parties (owner & occupant) agree to abide by all applicable Ordinances.

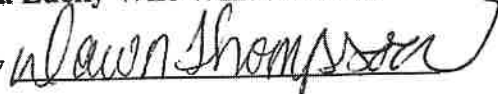
Owner:

City of Runnells

By _____

Occupant:

Dawn Thompson Cloud Wine LLC
dba Lucky Wife Wine Slushies

By 

**RESOLUTION AUTHORIZING AND APPROVING THE SALE OF THE SKAG SST 28" CAT
72" MOWER IN THE AMOUNT \$3750.00
NO. 2025-21**

RESOLUTION APPROVING SALE OF CITY PROPERTY SST 28 CAT 72" MOWER

WHEREAS, City of Runnells, has authorized and approved the sale of the Skag SST 28 Cat 72" mower for \$3750.00 effective April 8th, 2025; and

WHEREAS, the city council has authorized the City Clerk to release the title and any additional keys to the respective buyers.

BE AND IT IS HEREBY RESOLVED that the Runnells City Council approves the sale of the Skag SST 28" Cat 72" mower release of title to respective buyers. The buyer agrees to purchase of the vehicle as is. The council has accepted the payment in the form of a cashier's check totaling \$3750.00 made payable to the City of Runnells, Iowa

PASSED AND APPROVED this 8th day of April, 2025.

ROLL CALL VOTE	AYE	NAY	ABSENT	ABSTAIN
Devin Gaudette				
Austin Henry				
Tiffany Phillips				
Jacob Dingman				
Abby Hawkins				

ATTEST:

JEREMY LINDQUIST
MAYOR, CITY OF RUNNELLS

TAMI CURRY
CITY CLERK

RESOLUTION NO. 2025-22

RESOLUTION AUTHORIZING WAGES FOR THE FOLLOWING RUNNELLS EMPLOYEES:

WHEREAS, the City Council of the City of Runnells, Iowa as follows has deliberated and found that the following wage increase for the following permanent part-time employee of the City of Runnells shall be paid beginning July 1 2025 :

<u>Employee Name</u>	<u>Position</u>	<u>Wage</u>
Tami Curry	City Clerk/Finance Officer	\$27.52per hour
Richard Battani	Public Works Assistant	\$22.97/per hour
Erin LaBelle	Library Director	\$19.00/per hour
Joanna Robinson	Librarian	\$15.00/per hour

WHEREAS, The City Clerk/Finance Officer of the City of Runnells is hereby authorized to issue checks, less legally required or authorized deductions from the amount set out above, on the days of the payroll, and to make contributions to IPERS (if applicable), Social Security and Medicare, or other purposes required by law or authorized by the City Council all subject to audit and review of the City Council and;

WHEREAS, the Public Works Director and/or public works assistant are required to work on Federal Holidays;

BE AND IT IS HEREBY RESOLVED that the Runnells City Council approves the wages for the City Clerk/Finance Officer, Public Works Director, Public Works Assistant

BE AND IT IS HEREBY RESOLVED that the employees that work Federal Holidays will be paid time and 1/2 for the Holiday and;

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 upon its passage and approval by the Runnells City Council.

PASSED AND APPROVED this 8th day of April, 2025

ROLL CALL VOTE	AYE	NAY	ABSENT	ABSTAIN
Austin Henry				
Abby Hawkins				
Devin Gaudette				
Tiffany Phillips				
Jacob Dingman				

ATTEST:

Jeremy Lindquist
MAYOR, CITY OF RUNNELLS

Tami Curry
CITY CLERK

**RESOLUTION OF THE PUBIC WORKS DEPARTMENT
OF THE CITY OF RUNNELLS, IOWA
NO. 2025-23**

**RESOLUTION REGARDING PUBLIC WORKS DEPARTMENT 109 BROWN STREET DITCH
PROJECT**

WHEREAS, City of Runnells, the public works department in wanting to have Polk County,
a. Complete the ditch at 109 Brown Street by reinforcing the ditch bank and lining both sides with Rip Rap (reimbursing Polk County for Rip Rap)
b. Extending piping and filling in the ditch to address the erosion concern (paying for time and equipment)

WHEREAS, the Public Works Department has attached the invoice from Polk County, City Clerk has reached out to Contech to obtain quote for materials attached quote total for materials \$6800.00. Paid directly to Contech from Streets Account.

WHEREAS, the city clerk has attached a project total invoice from Polk County to date for 109 Brown Street project.

BE AND IT IS HEREBY RESOLVED that the Runnells City Council approves Polk County to complete project.

PASSED AND APPROVED this 8th day of April, 2025.

ROLL CALL VOTE	AYE	NAY	ABSENT	ABSTAIN
Devin Gaudette				
Austin Henry				
Tiffany Phillips				
Jacob Dingman				
Abby Hawkins				

ATTEST:

Jeremy Lindquist
MAYOR, CITY OF RUNNELLS

TAMI CURRY
CITY CLERK

R.E.: Runnells Drainage District

Date Started 11/12/24
Date Completed 11/12/24

<u>LABOR:</u>				
25.0	Equipment Operator	Hours	\$ 67.00 /Hour	\$ 1,675.00
	Equipment Operator	OT Hours	\$ 100.50 /Hour	-
	Superintendent	Hours	\$ 93.00 /Hour	-
25.00		TOTAL LABOR		\$ 1,675.00
<u>EQUIPMENT:</u>				
5.0	Pickup	Hours	\$ 42.00 /Hour	\$ 210.00
5.0	Heavy Duty Truck	Hours	\$ 47.00 /Hour	235.00
5.0	Hydraulic Excavator	Hours	\$ 79.00 /Hour	395.00
5.0	Boom Mower	Hours	\$ 53.00 /Hour	265.00
				-
20.0		TOTAL EQUIPMENT		\$ 1,105.00
<u>MATERIAL</u>				
				\$ -
				-
		TOTAL MATERIAL		\$ -
				-
				\$ 1,675.00
				1,105.00
				-
		GRAND TOTAL		\$ 2,780.00

TOTAL TO REIMBURSE SECONDARY ROADS - LABOR & EQUIPMENT \$2,780.00

city-clerk@runnellsia.com

From: city-clerk@runnellsia.com
Sent: Friday, March 21, 2025 2:17 PM
To: Abby Hawkins; Austin Henry; Devin Gaudette; Jacob Dingman; Jeremy Lindquist; Tiffany Phillips
Subject: Sink hole

Good afternoon,

Just wanted to give an Update on the sink hole on Vine and McKinney, Polk County came out and stated the it appears the sink hole is caused by a failure in the crossroad pipe. I have reached out to Mediacom and they are sending someone out Monday to look as I believe it is right where they bored under the road. I will update you on what the next steps are to reconcile the issue.

In reference to the lot across from City Hall Polk County we have two options. Option one- is to add to the existing piping and filling in the ditch to address the erosion concern.

The City would contact Contech to obtain a quote for materials and pay them directly. Price quote today.

Option one 40 FT 36" CMP \$70.56 per foot= \$2822.40

36" band \$157.18

36" flared end section \$708.40

40FT 30" CMP \$58.80 per foot =2352.00

30" bank \$136.30

30" flared end Section \$573.33

Total \$6749.61 for materials

Option 2- Reinforce the ditch bank by lining both sides with Rip Rap

Reimbursement to Polk County for Rip Rap.

Please let me know if you have any questions.

Have a good weekend

Thank you

Tami Curry
City Clerk/Finance Officer
PO Box 33
Runnells IA 50237
515-966-2042
