

**CITY OF RUNNELLS**

Mayor: Clinton Webster (28) Mayor Pro-Tem: Austin Henry (28)

**City Council Members**

*Austin Henry (28) JoAnn Bohn (30) Abby Hawkins (30) Erin LaBelle (28) Tiffany Phillips (28)*

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**Tentative AGENDA**

Council Meeting

**Tuesday February 10th, 2026 - 7:00 PM**

**Runnells 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**

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**4. Public Comments:**

If you wish to address the City Council on an item on the agenda, please address the council and give your name and address for the public record before discussing your item with (2 minutes to talk). Council is not required to discuss these items and cannot take official action on items not on the agenda.)

**5. Consent 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 01-13-2026
- b. January 2026 Financials
- c. January Council meeting Minutes
- d. January Library Board Meeting Minutes
- e. January Park Board Meeting minutes
- f. Keystone Statement

**6. Petitions and Communications:**

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

**7. Old Business:**

- a. Brown Street Crosswalk Project Update
- b. Park Cameras
- c. Park Board/Rapco fundraising

**8. New Business:**

- a. Resolution 2026-07 Pay application wastewater treatment plant
- b. Resolution 2026-08 Public works purchase OSHA Platform
- c. Resolution 2026-09 Pay application crosswalk
- d. Resolution 2026-10 Approval Park cameras
- e. Resolution 2026-11 Public works keypad entry
- f. Motion to approved the removal of codes from Community Center

- g. Resolution 2026-12 Sign purchase for Park/Community Center
- h. Motion to approve knights fastpitch spring lease agreement
- i. Motion to approve park board resolution PB2026-01

**9. Report of Officers:**

- a. Mayor
- b. Council Members
- c. Legal Counsel
- d. Public Works
- e. City Clerk Polk County Grant report update

**10. Boards and Commissions:**

- a. Emergency Management Commission (Abby Hawkins, Erin LaBelle)
- b. Mud, Camp and Spring Creek WMA (Devin Gaudette, Austin Henry)
- c. Metro Waste Authority (Clinton Webster, Tiffany Phillips)
- d. Planning and Zoning Commission (Austin Henry)

**11. Closing Comments**

**12. Adjourned**

**Runnells City council  
Work Meeting  
January 7th 6:00 PM  
Community Center**

1. Call to order Mayor Webster 6:02PM
2. Roll call: Phillips, Hawkins, Bohn, LaBelle, City clerk Curry, Absent Henry
3. Approval of Agenda Phillips/Bohn all ayes 0 nays motion passed (4.0)
4. Discussion policies and procedures
5. Discussion of rolls as council/liaisons
6. Sidewalk letter feed back
7. Adjournment Bohn/Phillips all ayes 0 nays motion passed (4.0) 8:14 PM adjournment

Attest  
Tami Curry

**Runnells City Council Meeting minutes  
January 13th, 2026 7:00 PM Community Center**

Called to Order: Mayor Webster 7:02

Roll Call Mayor Webster, Henry, Bohn, Hawkins, LaBelle, Phillips, Clerk Curry,  
Legal Wright

Approved agenda: Bohn/Henry

Henry, Bohn, Hawkins, LaBelle, Phillips motion approved (5,0)

Consent agenda Bohn/Phillips, Hawkins, Henry Ayes LaBelle nay (4,1)

A. Bills and claims Henry, Bohn, Hawkins, Phillips ayes LaBelle Nays motion  
passed (4,1)

B. December financials Bohn/Phillips Hawkins, Henry Ayes LaBelle Nay  
motion passed (4,1)

C. December meeting minutes all ayes 0 nays motion passed 5,0)

D. Henry/Bohn all ayes 0 nays passes 5,0)

E. Keystone statement Bohn/Henry all ayes 0 nays passed (5,0)

Old Business

a. a. city clerk cell phone-legal council recommends

b. 1.city owned cell phone over stipend for personal cell used for city business.

c. 2. approved phone policy comes before cell phone

d. Camera updated of 5 cameras at park, work on getting policy for storage  
retention on video

New Business

Resolution 2026-03 henry/Hawkins all ayes 0 nays motion passed (5,0)

Resolution 2026-04 Metro waste rate increase Phillips/Henry all ayes 0 nays  
passed (5,0)

Resolution 2026-05 Bohn Amending total amount due 19074.00 Henry  
second heating and cooling community center Henry/Bohn, Phillips, LaBelle  
ayes Hawkin's nay passed (4,1)

Resolution 2026-06 wastewater treatment plant pay application  
Phillips/Henry all ayes 0 nays passed (5,0)

Motion to approve DOT approval Tyler Inman Henry/Bohn all ayes 0 nays  
passed (5,0)

Motion to set public hearing for March 24<sup>th</sup> 2026 7PM for Tax Levy

Phillips/Henry all ayes 0 nays passed (5,0)

Adjournment: 8:15 PM LaBelle/Phillips all ayes motion passed (5,0)

Claims: C.L. Carrol 30000.00, Caseys 1.95 DMWW 234.75, EFTPS 1041.30,  
IPERS 910.87, JEO engineering 5258.75, Keystone 1291.75, Mediacom 233.95,  
M Lindquist 400.00, Metro Waste 2781.20, MidAmerican 1078.91, Midwest office  
supplies 49.90, Polk Co Election 859.65, Pol Co Emergency management 228.50,  
Polk County Public Works 19070.80, Priority One 19849.18, safe building 75.00,  
Skinner Law 2002.50, Snyder & Assoc 4889.65, TK Concrete 98636.68, treasurer  
state of Iowa 60.53 AP total 188955.82 Payroll 12/16/2025 809.82 12/22/2025  
2236.99 01/02/2026 2570.56 payroll total 5617.37 report total 194573.19, general  
32377.66 RUT 19718.94, Tax Increment 4849.18, Cap lost 103526.33 water  
439.18, Sewer 360.65 sewer lost 33301.25

Attested, Tami Curry

**Runnells City council  
Budget Work Meeting  
January 13<sup>th</sup>, 2026 6:00 PM  
Community Center**

1. Call to order Mayor Webster 6:00PM
2. Roll call: Phillips, Hawkins, Bohn, LaBelle, City clerk Curry, Absent Henry arrived 6:02PM
3. Approval of Agenda Phillips/Bohn all ayes 0 nays motion passed (4.0)
4. Budget Discussion clerk to move forward with Levy
5. Budgeted wage increase of 3% will revisit in May
6. Adjournment Henry/Phillips all ayes 0 nays motion passed (5.0) 6:48 PM adjournment

Attest  
Tami Curry

**Runnells Community Library Board Meeting Minutes**

**Date: January 20, 2026 Time: 6:15pm**

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

ShoShanna Swanson: President (City, 8/27), Melissa Vick-Smith: Secretary (Country, 9/27), Bob Borg: Treasurer (City, 1/28),  
Megan Freel (City, 9/28) Tiffany Phillips: Library Liaison

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](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.*

**1. Call to Order:** ShoShanna called the meeting to order at 6:30 pm.

**2. Board Members Roll Call:**

- |   |  |
|---|--|
| 2.1. ShoShanna Swanson - Board President:<br>Present  | 2.4. Megan Freel - Board Member: Present             |
| 2.2. Melissa Vick-Smith - Board Secretary:<br>Present | 2.5. Joanna Robinson - Librarian: Not Present        |
| 2.3. Bob Borg - Board Treasurer: Present              | 2.6. Tiffany Phillips - Library Liaison: Not Present |

**3. Approval of the Meeting Agenda:** Bob motions to approve the January 20th Meeting Agenda and ShoShanna seconds the motion. All Approve.

**4. New Business:**

4.1. Open director position - interview - candidate did not show up, phone calls and emails were sent

4.1.1. Potential Closed Session: Interview questions for applicant

4.1.2. Per Iowa Code Chapter Section 21.5 (i): To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

**5. Final Remarks:** None

**6. Adjournment:** ShoShanna motions to adjourn meeting at 6:31 pm, Bob seconds the motion. All approve.

# RUNNELLS COMMUNITY LIBRARY

## BOARD MEETING MINUTES APPROVAL

Date of Meeting: Feb 3, 2026  
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:  Date: 2.3.26

Name (printed): Shashanna Swanson

Secretary:  Date: 02/03/2026

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: February 3, 2026 Time: 6:30pm

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

ShoShanna Swanson - President (City, 8/27), Melissa Vick-Smith - Secretary (Country, 9/27), Bob Borg - Treasurer (City, 1/25),  
Megan Freel (City, 9/28) Tiffany Phillips - Library Liaison

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*\*\*\*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:** ShoShanna called the meeting to order at 6:30pm
2. **Board Members Roll Call:**

2.1. ShoShanna Swanson - Board President. Present	2.4. Megan Freel - Board Member: Present
2.2. Melissa Vick-Smith - Board Secretary Present	2.5. Joanna Robinson - Librarian: Present
2.3. Bob Borg - Board Treasurer: Present	2.6. Tiffany Phillips - Library Liaison: Not Present
3. **Approval of Prior Month Meeting Minutes:** ShoShanna motions to approve the January 6th and January 20th Meeting Minutes and Bob seconds the motion. All Approve.
4. **Approval of the Meeting Agenda:** Bob motions to approve the February Meeting Agenda and ShoShanna seconds the motion. All Approve.
5. **Public Input:** None
6. **Financial:**
  - 6.1. Keystone Credit Card bill is \$0. The next statement's closing date is February 23, 2026.
    - 6.1.1. WalMart purchase to be paid \$50.73
    - 6.1.2. Amazon purchase to be paid \$113.07
    - 6.1.3. Iowa Workforce Development: Erin Green to be paid \$103.00
    - 6.1.4. Bob motions to approve the above amounts, ShoShanna seconds this motion, all approve
    - 6.1.5. ShoShanna S- Y, Megan F-Y, Melissa VS-Y, Bob B - Y
    - 6.1.6. Bob motions to approve purchase of up to \$50 for St Patrick's Day make and takes, ShoShanna seconds this. All approve.
      - 6.1.6.1. ShoShanna S- Y, Megan F- Y, Melissa VS- Y, Bob B- Y
7. **New Business:**
  - 7.1. Open director position - discussion
    - 7.1.1. Applicant E,F - discussion
    - 7.1.2. Library Assistant Director - approve edits - ShoShanna motions to approve, Bob seconds this motion. All approve.
    - 7.1.3. Interview Process - next steps -
  - 7.2. Easter Egg Hunt with Park Board - March 28th at 10am - Meeting with Park Board Feb 10th at 4pm
  - 7.3. Bob and Megan access the gmail account - done

8. **Director's Report:**
  - 8.1. Meeting with Mr. Bartels
  - 8.2. Patron Report and Reading log - Director's Report
  - 8.3. Current Events - Valentine's Make and Take
  - 8.4. Updates on last months activities:
  - 8.5. Updates on future programs: Read Across America, St Patrick's
  - 8.6. Bridges Account - yearly renewal, invoiced in July
9. **Board Members:** None
10. **Unfinished Business:**
  - 10.1. Wal Mart Tax ID card - need credit card first
  - 10.2. Policies and Procedures ready for final review - will add and review with new procedures
11. **Council Update:**
  - 11.1. Tiffany: not present at meeting - email about closed meeting
12. **Board Education:** Megan - videos - open meeting laws, be open minded
13. **Final Remarks:** None
14. **Upcoming Meetings:**
  - 14.1. February 12, 2026 at 6:15pm
  - 14.2. March 3, 2026 at 7pm
  - 14.3. April 7th, 2026 at 6:30pm
15. **Adjournment:** ShoShanna motions to adjourn meeting at 7.59pm, Bob seconds the motion. All approve.



January 2026 Statement  
Open Date: 12/24/2025 Closing Date: 01/23/2026

Page 1 of 2

Account Ending in: ##### ##### ##### 2208

Visa® Community Card

Elan Financial  
Services  
BUS 30 ELN

1-866-552-8855

15

CITY OF RUNNELLS  
ERIN LABELLE (CPN 002164261)

New Balance	\$0.00
Minimum Payment Due	\$0.00
Payment Due Date	02/22/2026

Activity Summary

Previous Balance	\$0.00
Payments	\$0.00
Other Credits	\$0.00
Purchases	\$0.00
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>= \$0.00</b>
<b>Past Due</b>	<b>\$0.00</b>
<b>Minimum Payment Due</b>	<b>\$0.00</b>
Credit Line	\$1,000.00
Available Credit	\$1,000.00
Days in Billing Period	31

Payment Options:



Mail payment coupon  
with a check



Pay online at  
myaccountaccess.com



Pay by phone  
1-866-552-8855

*This is not a bill, do not remit payment.*

CPN 002164261



**THIS IS NOT A BILL.**

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

- to pay by phone
- to change your address

This memo statement only reflects the current activity on your account. An invoice has been sent to the applicable central billing account for the company.

Thank you.

106481709183342 X

106481709183342 X  
CITY OF RUNNELLS  
ERIN LABELLE  
PO BOX 33  
RUNNELLS IA 50237-0033

Runnells Community Library Requisition

Date:

02/03/26

Invoice Due By:

Vendor/Supplier:		Dollar Amount	Acct#
1	Iowa Workforce	103.00	Wages
2	Walmart	50.73	6506
3	Amazon	113.07	6506
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Approved By:

President



Secretary

Melissa Vick Smith

Receipts Attached

Account #

001-410-6502 Library Books, Magazines, Videos

001-410-6504 Library Office Equipment

001-410-6506 Library Office Supplies

001-410-6508 Library Postage

001-410-6210 Dues and Subscriptions



Quarterly Charge Notices to Reimbursable Employers

IOWA WORKFORCE DEVELOPMENT  
1000 East Grand Avenue  
Des Moines, IA 50319

65-5324 - Notice of Reimbursable Benefit Charges

Employer:  
CITY OF RUNNELLS

Iowa Employer Account Number:  
00103215

Quarter Ending:  
12/31/2025

CITY OF RUNNELLS  
110 BROWN ST  
RUNNELLS IA 50237-7720

Original Mail Date: January 15, 2026

**BENEFITS PAID AND CHARGED TO YOUR ACCOUNT FOR QUARTER ENDING 12/31/2025. (1)**

Claimant's Name (2)	Social Security Number (3)	Loc. Indent. (4)	Claim Date (5)	Regular (6)	Extended (7)
Green, Erin	[REDACTED]	000	11/23/2025	\$103.00	\$0.00

Total Amount Due: \$103.00

#1

You have 15 days from the Notice Mailed Date to file an appeal. Additional information and appeal rights are provided on the back of this notice. You may log on to [www.myiowawork.org](http://www.myiowawork.org) and make an eCheck or Credit Card payment or pay by ACH credit. Payment must be paid in full within 30 days of the Notice Mailed Date or further collection action may be taken such as: Jeopardy Assessments, Liens, Distress Warrants, Garnishments and/or taking an offset from payment due to you from the State of Iowa or the Internal Revenue Service.

RECEIVED  
1/12/26  
TKP

Equal Opportunity:  
Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.



65-5324 - Notice of Reimbursable Benefit Charges 4210000

Give us feedback @ survey.walmart.com  
Thank you! ID #:7WQKCYXYCS



WM Supercenter  
515-967-1711 Mgr. AMBER  
3501 8TH ST SW  
ALTOONA IA 50009  
ST# 02764 OP# 009033 TE# 33 TR# 04491

# ITEMS SOLD 7  
TC# 5966 9158 3878 4742 7932



ZIPLOC BAGS	025700006270	9.72 X
ZIPLOC BAGS	025700006270	9.72 X
6 DIAPLIER	889526516000	3.48 X
HT 6 LNPLIER	820909824140	5.93 X
PKG TAPE	075353311380	2.82 X
WHITE BLOCK	634680031820	0.96 X
GV 9IN30OCT	078742120750	14.78 X

SUBTOTAL	47.41
TAX1 7.0000 %	3.32
TOTAL	50.73
VISA TEND	50.73
CHANGE DUE	0.00

#2

VISA CREDIT- 9956 I 2 APPR#412104  
50.73 TOTAL PURCHASE  
REF # U059bJ120286  
TRANS ID - 306012744422114  
VALIDATION - QSR5  
PAYMENT SERVICE - E  
AID A000000031010  
TERMINAL # 50428724  
\*No Signature Required  
01/12/26 14:40:41



Get free delivery  
from this store  
with Walmart+

Scan for 30 day free trial.

Low prices You Can Trust. Every Day  
01/12/26 14:40:43

*Keystone Card*  
*Library*

**Invoice summary**

Payment due by February 13, 2026

Item subtotal before tax	\$ 98.48
Shipping & handling	\$ 14.59
Promos & discounts	\$ 0.00
<b>Total before tax</b>	<b>\$ 113.07</b>
Tax	\$ 0.00
<b>Amount due</b>	<b>\$ 113.07 USD</b>

Account # A13NTDC2DDRUCK

Payment terms Net 30

Purchase date 12-Jan-2026

Purchased by City of Runnells

Registered business name

City of Runnells

Bill to

City of Runnells

110 Brown Street

POB 33

Runnells, IA 50237

Ship to

Tami Curry

110 BROWN ST

RUNNELLS, IA 50237-7720

**Pay by**

**Electronic funds transfer (EFT/ACH/Wire)**

Account name Amazon Capital Services, Inc  
 Bank name Wells Fargo Bank  
 ACH routing # (ABA) 121000248  
 Bank account # (DDA) 41630410064578787  
 SWIFT code (wire transfer) WFBIUS6S

**Check**

Amazon Capital Services  
 PO Box 035184  
 Seattle, WA 98124-5184

Electronic Funds Transfer Add invoice number(s) in the description field  
 Email. Send remittance details to [ar.businessinvoicing@amazon.com](mailto:ar.businessinvoicing@amazon.com) (This mailbox only accepts payment details. For help, contact [customer support](#).)

**Invoice details**

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Command Large Picture Hanging Strips, White, Holds up to 16 lbs, 14-Pairs, Easy to Open Packaging	1	\$10.50	\$10.50	0.000%
2 RCA to HDMI Converter, AV to HDMI for Xbox, PS One, PS2, PS3, N64, Wii, VCR, VHS, STB, Blue-Ray DVD Players, TV, Support 720p, 1080p	1	\$16.59	\$16.59	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
3 SACATR 360 Count Clear Plastic Spoons Disposable, Premium Plastic Spoons Heavy Duty, BPA-Free, Heat Resistant, Suitable for Parties, Events and Everyday Use 1110750442 2541247	1	\$17.97	\$17.97	0.000%
4 6 Pack Acrylic Sign Holder 8.5 x 11 Inches, Clear Menu Holder Stand, Vertical Flyer Display Stand, Table Paper Holder, Desk Brochure Holder, Plastic Sign Display Stand for Restaurants, Office, Store 1110750442 2541247	1	\$18.99	\$18.99	0.000%
5 GLOW Wholesale Elfie (Boy) and Elvie (Girl) Set Fun and Playful Elves Behavin' Badly Figure with Soft Body and Vinyl Face-Set of 2, Red 1112790442 221917	1	\$6.36	\$6.36	0.000%
6 GLOW Wholesale Elfie (Boy) and Elvie (Girl) Set Fun and Playful Elves Behavin' Badly Figure with Soft Body and Vinyl Face-Set of 2, Red 1112790442 221917	3	\$6.36	\$19.08	0.000%
7 Animal Stamps for Kids, 26Pcs Self Inking Stamps Party Favors Zoo Farm Stampers Birthday Gift Party Supplies Goodie Bag Prizes Classroom Rewards Filler Arts and Crafts for Kids 1110750442 2541247	1	\$8.99	\$8.99	0.000%
8 Shipping & handling			\$14.59	0.000%
			Total before tax	\$113.07
			Tax	\$0.00
			<b>Amount due</b>	<b>\$113.07</b>

## **CITY OF RUNNELLS PARK BOARD MEETING**

**Wednesday, January 28, 2026 – 7:00 pm**

### **Runnells Community Center**

Members: Katie Hainline, Chair; Alyssa DeGraff, Vice-Chair; Stacy Monson, Secretary

\*all present - AD via Face-Time - J. Bohn PB liaison present\*

### **I. CALL TO ORDER/ROLL CALL - 7:09pm**

### **II. APPROVE AGENDA - SM motioned, AD 2nd**

### **III. PUBLIC COMMENTS**

*At this time, citizens may address the Board. The Park Board cannot take formal action on any item not on the agenda at the meeting. You may ask the City Staff or Park Board to research the matter or have the matter placed on a subsequent agenda. To be heard, a citizen must be recognized by the chair and state their name and address. Speakers will be given five minutes to present their concerns.*

### **IV. BUSINESS**

- a. Approve minutes from 12/3/25 regular meeting -SM motioned - AD 2nd
- b. Approve minutes from 12/17/25 special meeting - SM motioned - AD 2nd
- c. Santa Box Report - 12 letters / 6 children collected prizes @ City Hall
- d. Sweetheart Breakfast Plans – February 7 - All items donated - set up 2/6
- e. Knights Softball Park Use Request
- i. Requesting Mondays & Wednesdays (6-8:30) in March & April - keep lease the same as FY24-25 - will updated when we know more from SEPLL
- ii. Asking about summer availability - determined by SEPLL needs
- f. Revisions to Park Rules and Regulations
- i. Review suggestions from Board members - reviewed; will vote @ Feb.25 meeting
- g. Park Improvement Plan
- i. Updates on basketball hoops & slides - 1 slide repaired

ii. Prairie Meadows Grant – Due February 27, 2026 - opting out for 2026 - agreed to have a more robust grant proposal for 2027

h. Upcoming Events

i. Easter Egg Hunt - Katy to communicate w/ Library (library reached out - JR) - requesting \$250 from PB budget for Easter Egg Hunt - SM motioned - AD 2nd (KH-yes AD-yes SM-yes)

Ask if Dollar General will put out donation bin

i. Next meeting date: February 25, 2026

**V. Adjourn** KH 8:05 SM 2nd



January 2026 Statement

Open Date: 12/24/2025 Closing Date: 01/23/2026

Visa® Community Card

CITY OF RUNNELLS (CPN 002164261)

<b>New Balance</b>	<b>\$363.31</b>
<b>Minimum Payment Due</b>	<b>\$363.31</b>
<b>Payment Due Date</b>	<b>02/22/2026</b>

**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.

RECEIVED  
2/3/26  
TKP

Account Ending in: #### #### 8966

Elan Financial Services

1-866-552-8855

BUS 30 ELN

1

15

Activity Summary

Previous Balance	+	\$1,174.71
Payments	-	\$1,174.71 CR
Other Credits		\$0.00
Purchases	+	\$363.31
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>\$363.31</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$363.31</b>
Credit Line		\$5,000.00
Available Credit		\$4,636.69
Days in Billing Period		31

00028288 56575 0001-0002 DUSB20DD012426166330 001L 00028345 UBR25SONME

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



0047985100687589660000363310000363312

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

to pay by phone  
to change your address

000028288 MUSB20DD012426166306 01 10000000 028345 002



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

Account Ending in	#### #### 8966
Payment Due Date	2/22/2026
New Balance	\$363.31
Minimum Payment Due	\$363.31

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

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	
<b>Purchases and Other Debits</b>							
01/13	01/12	8123	WM SUPERCENTER #2764	ALTOONA IA	\$50.73	_____	
Total for Account ##### 9956					\$50.73		

Transactions						BREESE,DAVID	Credit Limit \$1000
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation	
<b>Purchases and Other Debits</b>							
12/24	12/22	0412	MENARDS ALTOONA IA	ALTOONA IA	\$85.58	_____	
01/12	01/09	3477	GB* IOWA WEED COMMISSI	GIVEBUTTER.CO DE	\$227.00	_____	
Total for Account ##### 0587					\$312.58		

Transactions						BILLING ACCOUNT ACTIVITY	
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation	
<b>Payments and Other Credits</b>							
01/21	01/18	0141	PAYMENT THANK YOU		\$1,174.71CR	_____	
Total for Account ##### 8966					\$1,174.71CR		

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

00029288 56576 0002-0002 DUSB200DD012426166330 00 L 00028345 UB25SSOME



January 2026 Statement 12/24/2025 - 01/23/2026  
 CITY OF RUNNELLS (CPN 002164261)

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

**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	\$363.31	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00		\$0.00	0.00%	

**Contact Us**

☎ Phone

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

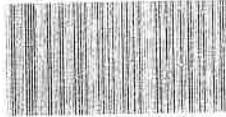
00028288 56576 0002-0002 DUSB20DD012426166330 00 L 00028345 U82550M1E

Give us feedback @ survey.walmart.com  
Thank you! ID #:7WQKCYXYCS



WM Supercenter  
515-967-1711 Mgr. AMBER  
3501 8TH ST SW  
ALTOONA IA 50009  
ST# 02764 OP# 009033 TE# 33 TR# 04491

# ITEMS SOLD 7  
TC# 5966 9158 3878 4742 7932



ZIPLOC BAGS	025700006270	9.72 X
ZIPLOC BAGS	025700006270	9.72 X
S DIAPLIER	889526516000	3.48 X
HT 6 LNPLIER	820909624140	5.93 X
PKG TAPE	075353311380	2.82 X
WHITE BLOCK	634680031820	0.96 X
V 9IN30OCT	078742120750	14.78 X

	SUBTOTAL	47.41
TAX1	7.0000 %	3.32
	TOTAL	50.73
	VISA TEND	50.73
	CHANGE DUE	0.00

VISA CREDIT- 9956 I 2 APPR#412104  
50.73 TOTAL PURCHASE  
REF # U059bJ120286  
TRANS ID - 306012744422114  
VALIDATION - QSR5  
PAYMENT SERVICE - E  
AID A0000000031010  
TERMINAL # 50428724  
\*No Signature Required  
01/12/26 14:40:41



Get free delivery  
from this store  
with Walmart+

Scan for 30-day free trial.

Low prices You Can Trust. Every Day.  
01/12/26 14:40:41

*Keystone Card  
Library*

# 2026 Invasive Species Conference



*Keystone Carel*

New Weed Commissioner Meeting will be held Feb 18th at 4pm-5pm.

Conference will be held at **Prairie Meadows Event Center** Feb 19th & Feb 20th, 2026.

\*Fields in red are required

<b>Name</b>		<b>County/Organization</b>		
<b>Mailing Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Daytime Phone</b>		<b>Email Address</b>		
Check all that apply: <input type="checkbox"/> Weed Commissioner		<input type="checkbox"/> New Weed Commissioner	<input type="checkbox"/> Presenter	
<input type="checkbox"/> Conservation/Natural resource field		<input type="checkbox"/> Attending New Weed Commissioner Meeting		
Will you be attending Breakfast Feb 21st?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Will you be attending morning 3OT Training?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	#	Cost/Person
			0	\$227.00
			0	0
			<b>Registration:</b>	
			<b>Total Cost</b>	0

Payments are Non-Refundable

Mailed Payment & Completed Registrations for each Attendee must be sent together to:  Mail Payment

Registration and payment must be received by January 30th 2026

IWCA Conference c/o Megan Huck  
3479 Stone Ridge Lane  
Central City, IA 52214

megan.huck@linncountyiowa.gov or (515) 520-0528 cell

## Conference and lodging

**PRAIRIE MEADOWS EVENT CENTER**  
1 Prairie Meadows Drive  
Altoona, IA 50009  
Reservations (515-957-3000)

[Click Here for lodging at Prairie Meadows](#)

Please indicate if you have any food allergies such as gluten or peanut:



**A0033**

47784473A0033  
Purchased on 01/09/2026  
8:52 AM CST

**Invasive Species Conference  
Registration**

**Date & Time**

Thu, February 19th 2026  
7:00 AM CST -  
Fri, February 20th 2026  
12:00 PM CST

**Location**

1 Prairie Meadows Dr, Altoona, IA 50009, USA

**Your Information**

Dave Breese  
breese.c.david@gmail.com  
+15157296823

**Your Ticket**

Standard Registration

RECEIVED  
1/9/26  
TKP

POWERED BY Givebutter

**Tami Curry**

---

**From:** Dave Breese <breese.c.david@gmail.com>  
**Sent:** Friday, January 9, 2026 9:58 AM  
**To:** Tami Curry  
**Subject:** Fwd: Your receipt from Iowa Weed Commission Association  
**Attachments:** event.ics; 47784473A0033.pdf

----- Forwarded message -----

**From:** Iowa Weed Commission Association <[no-reply@givebutter.com](mailto:no-reply@givebutter.com)>  
**Date:** Fri, Jan 9, 2026, 8:52 AM  
**Subject:** Your receipt from Iowa Weed Commission Association  
**To:** <[breese.c.david@gmail.com](mailto:breese.c.david@gmail.com)>



**Receipt**

Ref #4710261058  
Jan 09, 2026 8:52 AM CST

CAMPAIGN

**2026 IWCA Invasive Species Conference**



**TRANSACTION SUMMARY**

**Reference #**  
4710261058

**Date**  
Jan 09, 2026 8:52 AM CST

**Payment Method**  
Card

**Contact Information**  
David Breese  
[breese.c.david@gmail.com](mailto:breese.c.david@gmail.com)  
+15152031654

**Address**  
110 Brown St  
Runnells, IA 50237

**Summary**



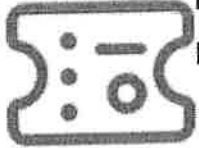
Standard Registration

\$227.00

**Total**

**\$227.00**

**YOUR TICKET**



## Don't forget your ticket

For your convenience, your in-person ticket is attached to this email in PDF format.

### EVENT DETAILS



## Invasive Species Conference Registration

### Location

1 Prairie Meadows Dr, Altoona, IA 50009, USA

### Date & Time

Thu, February 19th 2026

7:00 AM CST -

Fri, February 20th 2026

12:00 PM CST

### SHARE THIS CAMPAIGN



**Givebutter**

© 2026 Givebutter, Inc. All rights reserved.

2810 N Church St #53748 Wilmington, Delaware 19802.

**Terms Privacy Contact**

**MENARDS - ALTOONA**  
**370 36th Avenue SW**  
**Altoona, IA 50009**

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 03/22/26

If you have questions regarding the charges on your receipt, please email us at:

ALTOfrontend@menards.com



Sale Transaction

LED TRD SHOPLT 10K/5		
462200	2 @39.99	79.98
TOTAL		79.98
ALTOONA-IA 7%		5.60
NET SALE		85.58
CREDIT 0587		85.58
# PUBLIC WORKS		
Auth Code:012205		
Chip Inserted		
a0000000031010		
ARQC - e85f1498348e2e14		
TOTAL NUMBER OF ITEMS =	2	

GUEST COPY

The Cardholder acknowledges receipt of goods/services in the total amount shown hereon and agrees to pay the card issuer according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP  
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Angie

34907 05 8709 12/22/25 10:50AM 3153

*Keystone  
Card*

## Tami Curry

---

**From:** Devin Gaudette <councilman.devingaudette@gmail.com>  
**Sent:** Friday, January 30, 2026 6:59 PM  
**To:** Tami Curry; Clinton Webster  
**Subject:** Council Discussion Regarding Park and Maintenance Shed Cameras

Hello Mayor Webster,

Tami informed me that there have been questions regarding whether the City Council discussed and approved the installation of cameras at the city park and maintenance shed. I was surprised to hear this, as the cameras were discussed at several Council meetings.

I understand that you were not Mayor or a member of the Council at the time these discussions took place, and my frustration is certainly not directed toward you. I was serving as a Council member when the cameras were discussed, and I wanted to share that they did have Council support during those meetings. It was my understanding at the time that Tami had been given approval to move forward with the installation.

I will review my past emails and forward along any correspondence I find related to the cameras that may be helpful. I'm sorry that this has become such a big issue.

Please do not hesitate to reach out if you have any questions or would like to discuss this fu

Thank you,

**Devin Gaudette**  
**Runnells City Council**  
[councilman.devingaudette@gmail.com](mailto:councilman.devingaudette@gmail.com) | (515) 729-4250

**CITY OF RUNNELLS**

Mayor: Gerald Lane (23) Mayor Pro-Tem: Devin Gaudette

**City Council Members**

Bill Schall (25) Vacant (23) Joseph Quick (23) Sheila Miller (23) Devin Gaudette (23)

---

**Tentative AGENDA**  
Special Council Meeting  
**July 19<sup>th</sup>, 2023 6:00PM**  
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.

---

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. **Old Business/ New Business**
  - a. **Resolution 2023-34 to provide for a notice of hearing on proposed plans, specifications, forms of contract and estimate of cost for the 2023 Wastewater Treatment Facility Upgrades Project, and the taking of bids therefor**
  - b. **Road closure permit**
  - c. **Snyder and Assoc Cross walk**
  - d. **Discussion on moving forward with cameras**
  - e. **Discussion on moving public hearing pertaining to closing library and setting up work session with library in late July**
  - f. **Discussion of new building permit application**
  - g. **Discussion on appointing City council vacancy**
6. **Work Session**
  - a. **Discussion around open meeting laws.**
7. **Closing Comments**
8. **Adjournment**

## Tami Curry

---

**From:** Devin Gaudette <councilman.devingaudette@gmail.com>  
**Sent:** Friday, January 30, 2026 7:20 PM  
**To:** Clinton Webster; Tami Curry  
**Subject:** Fwd: Updated agenda  
**Attachments:** Agenda July 19th 2023 special council meeting.docx

Mayor Webster and Tami,

Here is another email with communication pertaining to the cameras. This one may not be as useful since it is from 2023, but the attached agenda includes an item pertaining to cameras. This clearly shows that the cameras have been a topic of discussion for a while.

Thanks,

**Devin Gaudette**  
**Runnells City Council**  
[councilman.devingaudette@gmail.com](mailto:councilman.devingaudette@gmail.com) | (515) 729-4250

----- Forwarded message -----

**From:** <[tami.curry@runnellsia.com](mailto:tami.curry@runnellsia.com)>  
**Date:** Tue, Jul 18, 2023 at 11:47 AM  
**Subject:** Updated agenda  
**To:** Bill Schall <[bills11887@gmail.com](mailto:bills11887@gmail.com)>, devin gaudette <[councilman.devingaudette@gmail.com](mailto:councilman.devingaudette@gmail.com)>, Jerry Lane <[mayorlanerunnells@gmail.com](mailto:mayorlanerunnells@gmail.com)>, Joseph Quick <[josephquick.runnellscc@gmail.com](mailto:josephquick.runnellscc@gmail.com)>, Sheila Miller <[gmasmiller@hotmail.com](mailto:gmasmiller@hotmail.com)>  
**Cc:** <[cwright@eastpolklaw.com](mailto:cwright@eastpolklaw.com)>

I have attached the updated agenda for tomorrow's meeting.

Let me know if you have any questions.

Thanks

Tami Curry

Runnells City Clerk/Finance Officer

Runnells IA 50237

Ph: 515-966-2042

PO Box 33 Runnells IA 50237

Office hours M-F 9-3pm

## Tami Curry

---

**From:** Devin Gaudette <councilman.devingaudette@gmail.com>  
**Sent:** Friday, January 30, 2026 7:01 PM  
**To:** Clinton Webster; Tami Curry  
**Subject:** Fwd: ICAP grant, installation volunteer

Mayor Webster and Tami,

Below is an email Tami sent to the Council regarding the cameras.

Thank you,

**Devin Gaudette**  
**Runnells City Council**  
[councilman.devingaudette@gmail.com](mailto:councilman.devingaudette@gmail.com) | (515) 729-4250

----- Forwarded message -----

**From:** Tami Curry <[city-clerk@runnellsia.com](mailto:city-clerk@runnellsia.com)>  
**Date:** Wed, Nov 5, 2025 at 11:31 AM  
**Subject:** ICAP grant, installation volunteer  
**To:** Abby Hawkins <[abby.hawkins50237@gmail.com](mailto:abby.hawkins50237@gmail.com)>, Austin Henry <[austinharryrunnells@outlook.com](mailto:austinharryrunnells@outlook.com)>, Devin Gaudette <[councilman.devingaudette@gmail.com](mailto:councilman.devingaudette@gmail.com)>, JoAnn Bohn <[joannbohncitycouncil@gmail.com](mailto:joannbohncitycouncil@gmail.com)>, Tiffany Phillips <[tkphillips81@gmail.com](mailto:tkphillips81@gmail.com)>

Good afternoon,

I received notification that we received the ICAP grant for \$1000.00 for security purposes. This is to add cameras to the park, maintenance shed and sewer plant.

I did get a bid from our IT department on running and installing items needed to make everything function.

There will be a dish installed on the concession stand, city maintenance shed, and sewer plant. I wanted to check and see if I could get a volunteer to run the cable and install the dishes, to save the city some money, or if you guys just want to have the IT department move forward to complete the project?

Things needed

- a. Install dishes on the buildings
- b. Run cable to the modem in the concession stand, and cables to the dishes on maintenance shed and sewer plant.

Let me know your thoughts.

Thank you

Tami Curry

City Clerk/Finance Officer

PO Box 33

Runnells IA 50237

515-966-2042

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RUNNELLS, IOWA  
NO. 2026-07**

**RESOLUTION REGARDING COUNCIL APPROVAL TO APPROVE PAY APPLICATION FOR  
PAYMENT NO. 28**

**WHEREAS**, City of Runnells, City Council is wanting to approve the contractor's application for Payment No. 28 for the 2023-24 Wastewater Treatment Facility Upgrades Projects.

**WHEREAS**, the city clerk has attached the list of items to be approved by council, engineering Application for Payment No. 28 has been sent by City engineer JEO for approval

**BE AND IT IS HEREBY RESOLVED** that the Runnells City Council approves the City clerk to pay the Engineer's Application for Payment No.28 in the amount of \$5355.00 from account 611-815-6797 GO BOND

**PASSED AND APPROVED** this 10th day of February, 2026

<b>ROLL CALL VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Austin Henry				
JoAnn Bohn				
Abby Hawkins				
Erin LaBelle				
Tiffany Phillips				

ATTEST:

\_\_\_\_\_  
CLINTON WEBSTER  
MAYOR, CITY OF RUNNELLS

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



Invoice

January 28, 2026

Project No: R171550.00

Invoice No: 171186

Invoice Amount: 5,355.00

Tami Curry  
City of Runnells  
110 Brown Street  
PO Box 33  
Runnells, IA 50237-0033

Project Manager Curtis Kampman  
Project R171550.00 Runnells 2020 WWTF Replacement  
Professional Services through January 16, 2026

	Contract Amount	Percent Complete	Billed-to-Date	Previous Billing	Current Billing
<b>Lump Sum Phase(s)</b>					
Preliminary Design	\$79,000.00	100%	\$79,000.00	\$79,000.00	0.00
Final Design	\$89,500.00	100%	\$89,500.00	\$89,500.00	0.00
Bidding and Negotiation	\$7,200.00	100%	\$7,200.00	\$7,200.00	0.00
Construction Services	\$81,700.00	100%	\$81,700.00	\$81,700.00	0.00
Post Construction	\$10,000.00	100%	\$10,000.00	\$10,000.00	0.00
Redesign & Rebid	\$87,000.00	100%	\$87,000.00	\$87,000.00	0.00
<b>Hourly Phase(s)</b>					
Construction Administration Amendment			\$62,120.00	\$62,120.00	0.00
RPR Services			\$90,810.00	\$90,810.00	0.00
Post Construction Amendment			\$16,050.00	\$10,695.00	\$5,355.00
<b>Total</b>	<b>\$354,400.00</b>		<b>\$523,380.00</b>	<b>\$518,025.00</b>	<b>\$5,355.00</b>
<b>Total Amount Due Upon Receipt :</b>					<b>\$5,355.00</b>

RECEIVED  
2/3/26  
TKP

**RESOLUTION OF THE PUBLIC WORKS DEPARTMENT  
OF THE CITY OF RUNNELLS, IOWA  
NO. 2026-08**

**RESOLUTION REGARDING PUBLIC WORKS TO PURCHASE OSHA APPROVED STOOL TO BE  
USED FOR DECANTER AT WASTEWATER TREATMENT PLANT**

**WHEREAS**, City of Runnels, the public works is wanting to purchase OSHA approved stationary work platform steel platform

**WHEREAS**, the public works department has attached the invoice from ULINE

**BE AND IT IS HEREBY RESOLVED** that the Runnels City Council approves the purchase of OSHA approved stationary work platform to use at the wastewater treatment plant decanter.

**PASSED AND APPROVED** this 10th day of February, 2026.

<b>ROLL CALL VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Austin Henry				
JoAnn Bohn				
Abby Hawkins				
Erin LaBelle				
Tiffany Phillips				

ATTEST:

\_\_\_\_\_  
CLINTON WEBSTER  
MAYOR, CITY OF RUNNELLS

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

## Stationary Work Platform - Steel, 24 x 24", 10-15" Height, Yellow



Provides excellent stability while working on taller machines.

- Serrated metal tread provides slip resistance.
- Adjustable rubber feet for uneven surfaces.
- Industrial steel construction with powder-coat finish. High-capacity.
- Use in warehouses.

More Images

SPECIFY COLOR:



OSHA and ANSI Compliant

MODEL NO.	STEPS	PLATFORM W x D	PLATFORM HEIGHT	LOAD CAPACITY	WT. (LBS.)	PRICE EACH		COLOR	IN STOCK SHIPS TODAY
						1	2+		
H-5091Y	1	24 x 24"	10 - 15"	800 lbs.	30	\$298	\$289	<input type="checkbox"/> Yellow	1 <input type="button" value="ADD"/>

SHIPS ASSEMBLED VIA UPS

[Additional Info](#) [Parts](#) [Shopping Lists](#) [Request a Catalog](#)

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RUNNELLS, IOWA  
NO. 2026-09**

**RESOLUTION REGARDING COUNCIL APPROVAL TO APPROVE CONTRACTOR'S APPLICATION  
FOR PAYMENT NO. 3**

**WHEREAS**, City of Runnels, City Council is wanting to approve the contractor's application for Payment No.3 for the 2025 Brown Street crosswalk project.

**WHEREAS**, the city clerk has attached the list of items to be approved by council, Engineer Application for Payment No.3 has been sent by and Snyder and Assoc for approval

**BE AND IT IS HEREBY RESOLVED** that the Runnels City Council approves the City clerk to pay the Engineers Application for Payment No.3 in the amount of \$1147.35.  
To be paid from Polk Count Community Development Grant.

**PASSED AND APPROVED** this 10th day of February, 2026

<b>ROLL CALL VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Austin Henry				
JoAnn Bohn				
Abby Hawkins				
Erin LaBelle				
Tiffany Phillips				

ATTEST:

\_\_\_\_\_  
CLINTON WEBSTER  
MAYOR, CITY OF RUNNELLS

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



**SNYDER**  
 & ASSOCIATES

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

**INVOICE FOR PROFESSIONAL SERVICES**

January 27, 2026

Tami Curry  
 City of Runnells  
 PO Box 33  
 110 Brown St.  
 Runnells, IA 50237

RECEIVED  
 2/3/26  
 TKP

Invoice No: 123.1049.010 - 14

Email city-clerk@runnellsia.com

**Project** 123.1049.010 **Brown Street Crosswalk**

**Professional Services through December 31, 2025**

**Basic Services**

Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	42,300.00	42,300.00	
Limit			42,300.00	
<b>Phase Subtotal</b>				<b>0.00</b>

**Construction Services**

	Hours	Rate	Amount	
Engineer VII	4.00	194.00	776.00	
Engineer I	2.50	120.00	300.00	
Technician V	1.00	105.00	105.00	
Total Services	7.50		1,181.00	
<b>Total Services</b>				<b>1,181.00</b>

Fleet Mileage 22.40

Billing Limits	Current	Prior	To-Date	
Total Billings	1,203.40	24,052.65	25,256.05	
Limit			25,200.00	
<b>Adjustment</b>				<b>-56.05</b>
<b>Phase Subtotal</b>				<b>\$1,147.35</b>

**Amount Due this Invoice** \$1,147.35

Billings to Date	Total	Prior	Current
	67,500.00	66,352.65	1,147.35

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Andrew Burke

REMIT TO: **SNYDER & ASSOCIATES, INC.**  
 Mailing: PO Box 1159 | Ankeny, IA 50021  
 Physical: 2727 SW Snyder Blvd. | Ankeny IA 50023

p: 888-964-2020 | f: 515-964-7938  
 Federal E.I.N. 42-1379015  
 SNYDER-ASSOCIATES.COM



January 27, 2026

Ms. Tami Curry  
City Clerk / Finance Officer  
City of Runnells  
PO Box 33  
Runnells, IA 50237

RE: PROGRESS REPORT NO. 14  
BROWN STREET CROSSWALK IMPROVEMENTS  
S&A PROJECT NO. – 123.1049.01

Dear Tami,

Enclosed is Invoice No. 14 for the above-referenced project for professional services provided through December 31, 2025. Professional services for this period include construction administration, construction observation, DocExpress documentation review and updates, pre-audit checklist preparation, and project management tasks. Services for the next pay period include construction administration, pre-audit checklist, project closeout, and project management tasks.


**Special Considerations**

1. Agreement was executed on August 8, 2023.
2. Supplemental Agreement #1 (construction services) was executed on March 25, 2025.

If you have any questions regarding this project, progress report, invoice, or desire additional information, please do not hesitate to contact me.

Respectfully,

SNYDER & ASSOCIATES, INC.

  
Andy G. Burke, P.E.  
Project Manager

Enclosure

RECEIVED  
2/3/26  
TKP

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RUNNELLS, IOWA  
NO. 2026-10**

**RESOLUTION REGARDING CITY COUNCIL PURCHASING CAMERAS FOR CITY PARK**

**WHEREAS**, City of Runnells, the city council is wanting to purchase and install camera for city use at the city park

**WHEREAS**, the City Clerk has attached the invoice from Computer Resource Specialist for purchase of cameras and installation

**BE AND IT IS HEREBY RESOLVED** that the Runnells City Council approves the purchase of installation and purchase of cameras in the amount of \$3518.24 to be purchased using the ICAP grant

**PASSED AND APPROVED** this 10th day of February, 2026.

<b>ROLL CALL VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Austin Henry				
JoAnn Bohn				
Abby Hawkins				
Erin LaBelle				
Tiffany Phillips				

ATTEST:

\_\_\_\_\_  
CLINTON WEBSTER  
MAYOR, CITY OF RUNNELLS

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



# Computer Resource Specialists

2201 Hayes Ave  
Ames, IA 50010  
(515)290-0989  
craig@crsiowa.com

## Invoice

DATE	INVOICE #
1/17/2026	1239

<b>BILL TO</b>
City of Runnells P.O. Box 33 110 Brown St Runnells, IA 50237

<b>TERMS</b>
Net 30

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	This invoice is for the security system at Public Works and Parks			
11/17/2025	found and ordered cameras and UNVR	0.5	90.00	45.00
11/18/2025	began to configure dishes	0.5	90.00	45.00
11/19/2025	continued configuring new equipment	1.25	90.00	112.50
11/20/2025	began configuring cameras and UNVR	2.25	90.00	202.50
11/21/2025	came and began installing equipment	9.5	90.00	855.00
12/9/2025	ordered POEs, came and continued installing equipment	4.75	90.00	427.50
12/16/2025	came and continued installing equipment	5.5	90.00	495.00
1/5/2026	began to troubleshoot UNVR	1.75	90.00	157.50
1/7/2026	came and finished the cameras and UNVR configuration	4.5	90.00	405.00
1/17/2026	Quoted maximum installation price was \$2000	1	-745.00	-745.00
11/17/2025	Ubiquiti UNVR and 5 cameras from B&H Photo (see copy of order)	1	1,470.18	1,470.18
12/9/2025	5 Ubiquiti POE's for cameras from B&H Photo (see copy of order)	1	48.06	48.06
			<b>Total</b>	<b>\$3,518.24</b>

RECEIVED  
2/3/26  
TKP

Mon, Nov 17, 2025 at 5:17 PM



Order Confirmation

Thank You For Your Order

We'll email you with tracking information when your items ship.

Order # 1125371760

RECEIVED  
1/26/26  
TKP

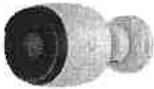
**Expedited Delivery Estimated Delivery: Thu Nov 20**



Ubiquiti Networks UNVR UniFi Protect NVR UBUNVR

\$299.00

In Stock QTY: 1 Price: \$299.00



Ubiquiti Networks UniFi G6 4K UHD Outdoor Network

Bullet Camera with Night Vision (White) UBG6BULLETW \$1,075.00

In Stock QTY: 5 Price: \$215.00

---

Subtotal	\$1,374.00
Shipping	\$0.00
Tax	\$96.18
<b>Total</b>	<b>\$1,470.18</b>



Order Confirmation

Runnels

Thank You For Your Order

We'll email you with tracking information when your items ship.

Order # 1125927595

**Ship To**

Craig McClanahan  
5160 Maple Dr  
Pleasant Hill, IA 50327  
USA  
(515) 290-0989

**Bill To**

Craig McClanahan  
2201 hayes  
ames, IA 50010  
USA  
(515) 290-0989

RECEIVED  
1/26/26  
TKP



Ubiquiti U-PoE Passive PoE Adapter UBUPOE

\$40.00

In Stock QTY: 5 Price: \$8.00

---

Subtotal	\$40.00
Shipping	\$5.26
Tax	\$2.80
<b>Total</b>	<b>\$48.06</b>

**RESOLUTION OF THE PUBLIC WORKS DEPARTMENT  
OF THE CITY OF RUNNELLS, IOWA  
NO. 2026-11**

**RESOLUTION REGARDING PUBLIC WORKS TO PURCHASE SCHLAGE KEYLESS LOCK FOR  
PARK CONCESSION STAND**

**WHEREAS**, City of Runnels, the public works is wanting to purchase Schlage Keyless Lock to install on the city park concession stand.

**WHEREAS**, the public works department has attached the invoice from Direct Doors hardware

**Schlage CO100 Keyless Lock with Falcon Panic Bar Set \$ 1140.15** to be purchased out of park building and maintenance.

**BE AND IT IS HEREBY RESOLVED** that the Runnels City Council approves the purchase of OSHA approved stationary work platform to use at the wastewater treatment plant decanter.

**PASSED AND APPROVED** this 10th day of February, 2026.

<b>ROLL CALL VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Austin Henry				
JoAnn Bohn				
Abby Hawkins				
Erin LaBelle				
Tiffany Phillips				

ATTEST:

\_\_\_\_\_  
CLINTON WEBSTER  
MAYOR, CITY OF RUNNELLS

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

Search



Door Hardware - Commercial (/commercial-door-hardware.htm) >

Schlage CO100 Keyless Lock with Falcon Panic Bar Set (<https://www.directdoorhardware.com/schlage-co100-keyless-lock-with-falcon-panic-bar.html>)

## Schlage CO100 Keyless Lock with Falcon Panic Bar Set

ID #38042



Write a Review



Click to expand

(assets/images/schlage/commercial/keyless/co100-falcon25-set.jpg)  
Schlage CO100 Keyless Commercial Lock with Falcon 25R Rim Exit Device

## Helpful Information

Image does not change with your selections made. Please double check your chosen options.

### Important Notes:

- Options in Satin Chrome is most likely finish to be in stock for immediate shipment.
- Non-stock options have a leadtime of 4-5 weeks.



SKU : CO100993R70KPRHO626 + Part #25REO6283

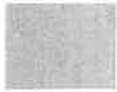
Lever Style



Rhodes Lever

Outside Trim Finish

1.311



Satin Chrome



Keyway Option



Standard Schlage C Keyway



Exit Device



Aluminum



~~\$2,588.00~~ **\$1,440.15**

-	1	+
---	---	---

add to cart



Questions about this item? Ask here. (See 4 Questions)



Add to Wish List

**Low Price Guarantee (pricing.htm)**

### Not sure What You Need?

- The Basics of Door Hardware (<https://www.directdoorhardware.com/door-hardware-guide.htm>)
- Door Hardware Terms (<https://www.directdoorhardware.com/door-hardware-terms.htm>)
- Customer Support ([crm.asp?action=contactus](http://crm.asp?action=contactus))
- Online Door Hardware Help (<https://www.directdoorhardware.com/door-hardware-help.htm>)

### Description

## Schlage CO100 Commercial Grade Keyless Lock with Falcon 25 Rim Exit Device

#### Box Includes

- QTY1 - Schlage Electronic CO100993R70KPRHO626 Standalone Keypad Programmable Electronic Lock Rim Exit Trim Classroom / Storeroom Keypad with lever, keyway and finish of your choosing.
- QTY1 - Falcon 25REO283 36" or 48" Rim Exit Device Only in Finish of Your Choosing

#### Keyless Lock Specs

- Dimensions 3-11/25" x 9-1/2" Exterior and 3-11/25" x 10-3/4" Interior with 3-3/4" Projections
- Classroom/Storeroom Function
- Limited 1 Year Warranty
- Satin Chrome
- Rhodes Lever
- 4 Volt DC to 7 Volt DC Range
- 4 AA Batteries
- UL 294, UL 10C, UL Canada
- Uses C Keyway.



### Falcon 25 Panic Bar Specs

- 31-1/2" to 36" Door
- Minimum Stile Size 4 Inch
- Limited 1 Year Warranty
- Aluminum US28 Finish
- Rim Device
- 1 3/4 Inch Door Thickness

### Related Items

(top-knobs-tk3389pc-newburn-18-inch-appliance-pull-polished-chrome.htm)



Top Knobs TK3389PC Newburn 18 Inch Appliance Pull P...

**\$180.04**

(top-knobs-tk3350aq-brockwell-1-inch-backplate-ash-gray.ht)



Top Knobs TK3350AG Brockwell 1 Inch Backplate Ash G...

**\$7.83**

[choose options \(add\\_cart.asp?quick=1&item\\_id=44519&cat\\_id=0\)](#) [choose options \(add\\_cart.asp?quick=1&item\\_id=44528&cat\\_id=0\)](#)

(top-knobs-tk3359ag-brockwell-18-inch-appliance-backplate-ash-gray.htm)



Top Knobs TK3359AG Brockwell 18 Inch Appliance Back...

**\$67.89**

(top-knobs-tk3351bsn-brockwell-2-34-inch-backplate-brushed-satin-nickel.htm)



Top Knobs TK3351BSN Brockwell 2 3/4 Inch Backplate ...

**\$9.01**

[choose options \(add\\_cart.asp?quick=1&item\\_id=44538&cat\\_id=0\)](#) [choose options \(add\\_cart.asp?quick=1&item\\_id=44540&cat\\_id=0\)](#)

(top-knobs-tk3352hb-brockwell-3-34-inch-backplate-honey-bronze.htm)



Top Knobs TK3352HB Brockwell 3 3/4 Inch Backplate H...

\$10.19

[choose options \(add\\_cart.asp?quick=1&item\\_id=44565&cat\\_id=0\)](#)

### Recently Viewed Hardware

[Turn History Off](#)

### Questions and Answers



**Can this keypad be rekeyed to an existing Schlage key? What's the best way to do that?**

Asked by: [Derek Shaw \(mailto:\)](#) - 1/15/2024



Yes, we can key them to an existing code. Just enter your existing 6 digit code in the comments box as you check out requesting that it be keyed to that code. *Answer provided by: Jake (1/16/2024)*

[\(Submit an answer\)](#)



**Is this in stock, and how quickly can we receive it?**

Asked by: [Keith \(mailto:\)](#) - 1/21/2025



This is currently in stock in the 626 (Satin Chrome) finish. Any other finish would be special order 4-6 week lead time. *Answer provided by: Zach (1/21/2025)*

[\(Submit an answer\)](#)



**Is there a model with 100 total users and codes?**

Asked by: [Jeff Shamburg \(mailto:\)](#) - 3/25/2025



Here are a few specs at a glance.

- Manually programmable
- Up to 500 unique 3-6 digit PIN codes stored on the lock
- Compatible with most major brands of key systems and exit devices
- Hard wired, remote release push button capability
- Programmable option for lighted occupancy indication

*Answer provided by: Zach (3/25/2025)*

[\(Submit an answer\)](#)



**Will this lock work on a solid wood exterior door? Does it have wi fi capabilities? Thank you.**

Asked by: [Rod \(mailto:\)](#) - 8/1/2025



A

This one does not have wifi capabilities. Yes, it will work on a solid wood door. Answer provided by: Jake (8/1/2025)

(Submit an answer)



(https://www.direct-door-hardware.com/returns.html)



VISA



DISCOVER

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About Us (about-us.html)

**RESOLUTION OF THE PUBLIC WORKS DEPARTMENT  
OF THE CITY OF RUNNELLS, IOWA  
NO. 2026-12**

**RESOLUTION REGARDING PUBLIC WORKS TO PURCHASE VIDEO ENFORCED SIGNS FOR  
PARK, RESERVED PARKING SIGN FOR COMMUNITY CENTER**

**WHEREAS**, City of Runnells, the public works is wanting to purchase 4 Video enforced sign to install on the city park concession stand, Shelter, Sewer Plant and Maintenance Shed.  
2 Reserved Parking sign for community center building.

**WHEREAS**, the public works department has attached the invoice from Amazon totally \$132.11 to come out of sign budget 001-180-6499

**2 signs reserved parking community center  
4 signs video enforced for park**

**BE AND IT IS HEREBY RESOLVED** that the Runnells City Council approves the purchase of 4 video enforced signs for use at the park and reserved parking signs to be used at the community center.

**PASSED AND APPROVED** this 10th day of February, 2026.

<b>ROLL CALL VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Austin Henry				
JoAnn Bohn				
Abby Hawkins				
Erin LaBelle				
Tiffany Phillips				

ATTEST:

\_\_\_\_\_  
CLINTON WEBSTER  
MAYOR, CITY OF RUNNELLS

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



SmartSign Notice All Activities Monitored By Video Camera Sign - 2 Pack, 18 x 12 inch, 2mm Aluminum Composite, Red/Black on White, Made in USA

**\$33.95**

Business Price

& FREE Returns

Ships from Amazon.com

Sold by SmartSign

2

Tax Exemption Applied. [Remove](#)

[Add gift options](#)

**Tuesday, Feb 10**  
FREE Shipping

**Monday, Feb 9**  
\$6.99 - Shipping

### Estimated Delivery: Depends on Approval

For example, if approved now: **Tuesday, Feb. 10**



Reserved Parking Sign, Custom Parking Sign for Parking Lots, Businesses and Schools, 12x18 Inches, Rust Free .063

Aluminum, Fade Resistant, Made in USA by Sigo Signs

**\$28.61**

Quantity Price

Ships from SIGO SIGNS

Sold by SIGO SIGNS

**Customizations:**

Choose Your Signs Color: Red and 5 more

2

Tax Exemption Applied. [Remove](#)

[Gift options not available](#)

**Tuesday, Feb 10**  
FREE Shipping

**Monday, Feb 9**  
\$69.97 - Shipping

[Submit order for approval](#)

**Order total: \$132.11**

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Why has sales tax been applied? [See tax and seller information.](#)

Do you need help? Explore our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Colorado Purchasers: [Important information regarding sales tax you may owe in your State](#)

Within 30 days of delivery, you may return new, unopened merchandise in its original condition. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#).

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United States

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# Secure checkout



## Group

City of Runnells  
Group under City of Runnells

[Change](#)

## Business Order Information

**PO number:** No value entered

[Change](#)

## Delivering to Tami Curry

110 BROWN ST, RUNNELLS, IA, 50237-7720, United States

[Deliver to multiple addresses](#)

[Change](#)

## Pay by Invoice

Use a gift card, voucher, or promo code

[Change](#)

### Checkout defaults have been set for this order

- Your order is ready to be placed. Select this option if you would like to remove your defaults for your next order. Admin defaults will remain the same.

### Your order requires approval.

- You can place the order but please note that it may not comply with your organization buying policies.
- To add comments for your approver or to add an approver, go to the Business order information step

### Important message

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

[Submit order for approval](#)

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Items (4):	\$125.12
Shipping & handling:	\$6.99
Estimated tax to be collected:*	\$0.00
<b>Order total:</b>	<b>\$132.11</b>

### Get Free Prime Delivery on this order

We're giving you Business Prime FREE for 30 days. No hassle. No commitments. Cancel anytime.

[Get Business Prime now](#)

### Estimated Delivery: Depends on Approval

For example, if approved now: Monday, Feb. 9

**FREE Prime Delivery with**  
business prime

## **City of Runnells**

### **Field Reservation Agreement - Spring 2026**

#### **Reservation**

The City of Runnells is reserving the large, south ballfield to Knights Fast Pitch on the following dates:

March 1, 2026 - April 8, 2026

Mondays 6:00-8:30 pm

Wednesdays 6:00-8:30 pm

#### **The city of Runnells will provide the following:**

- Access to the batting cages during reserved times
- Access to stocked bathrooms (weather permitting)
- Access to field lights for evening practices
- Bases set on field to regulation length 60'
- Use of non-breakaway first base
- Fields drug once per week by Runnells Public Works Department

#### **Payment**

- The fee is \$20 per day reserved, for a total of \$240.
- Weather-related cancellations may be rescheduled without fee.
- All payments are due upfront, prior to the first reserved date.
- Checks should be made payable to City of Runnells and dropped off at City Hall (110 Brown Street - Runnells, Iowa).

**RESOLUTION OF THE PARK AND RECREATION BOARD  
OF THE CITY OF RUNNELLS, IOWA  
NO. PB2026-01**

**RESOLUTION REGARDING FUNDING FOR CITY-WIDE EASTER EGG HUNT**

**WHEREAS**, the Park and Recreation Board of the City of Runnells, Iowa (Board), is charged with planning park and recreation activities for the City of Runnells; and

**WHEREAS**, the Board has determined to host a city-wide Easter egg hunt in conjunction with the Runnells Community Library on March 28, 2026;

**BE AND IT IS HEREBY RESOLVED** that the Board approves spending up to \$250 to purchase candy and supplies for the Easter Egg Hunt.

**PASSED AND APPROVED** this 28th day of January, 2026.

<b>ROLL CALL VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Katie Hainline	X			
Alyssa DeGraaft	X			
Stacy Monson	X			

ATTEST:



---

Katie Hainline  
Chair, Park and Recreation Board, City of Runnells

## Tami Curry

---

**From:** Tami Curry  
**Sent:** Tuesday, February 3, 2026 4:57 PM  
**To:** Runnells park board  
**Cc:** JoAnn Bohn; Clinton Webster  
**Subject:** FW: Fundraising

Here is the email sent from Mickey with Iowa League of Cities.  
Let me know if you have any questions.  
Thank you

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

---

**From:** Mickey Shields <[mickeyshields@iowaleague.org](mailto:mickeyshields@iowaleague.org)>  
**Sent:** Friday, January 30, 2026 9:56 AM  
**To:** JoAnn Bohn Runnells City Council <[joannbohncitycouncil@gmail.com](mailto:joannbohncitycouncil@gmail.com)>  
**Cc:** Tami Curry <[city-clerk@runnellsia.com](mailto:city-clerk@runnellsia.com)>; Clinton Webster <[clinton@experiencebaqara.com](mailto:clinton@experiencebaqara.com)>  
**Subject:** Re: Fundraising

I would agree with that since a city-appointed park board is clearly part of the city government. Now, some communities have fundraising groups that are lawfully separate from the city, such as Friends of the Library, and it's fine for them to fundraise separately and then work with the city to donate funds for specific purposes. But absent a situation like that, the park board in your case would need to keep things "in house" with the city managing any funds they raise.

Thanks!

### **Mickey Shields**

Deputy Director  
Direct: [\(515\) 974-5316](tel:(515)974-5316)

Office: [\(515\) 244-7282](tel:(515)244-7282)  
Web: [www.iowaleague.org](http://www.iowaleague.org)

**OPEN MEETINGS / OPEN RECORDS TRAINING**

The League is an Approved Training Provider for Newly Elected and Appointed Officials.

**REGISTER NOW**



On Fri, Jan 30, 2026 at 9:53 AM JoAnn Bohn Runnells City Council <[joannbohncitycouncil@gmail.com](mailto:joannbohncitycouncil@gmail.com)> wrote:

Mickey

Thanks for the prompt response!

What I read: the park board CAN have a fundraiser and CAN deposit that amount WITH THE CITY into a line set up solely for Park Board Donations. Receipt of the amount needs to be had.

The non profit we speak of does not house their funds with the city.

My hang up, a city entity, park board is raising funds. It seems like the money they raise would be handed to the city and deposited to that line. Not them hand funds for the nonprofit to hang onto because “the city can’t take donations”

Thanks again!

JoAnn Bohn

Runnells City Councilwoman  
Term 2026-2030

On Fri, Jan 30, 2026 at 9:21 AM Mickey Shields <[mickeyshields@iowaleague.org](mailto:mickeyshields@iowaleague.org)> wrote:

Good morning everyone, hope your day is going well!

I'll start by saying it's fairly common for city governments to do fundraising directly for various purposes, with libraries and fire departments probably being the two areas you see this the most. It's certainly lawful for cities to do this, but there are a few things to be careful about.

A fundamental requirement of cities in Iowa is to properly account for all city funds – this comes from Section 384.20 of the state code, which says, “A city shall keep accounts which show an accurate and detailed statement of all public funds collected, received, or expended for any city purpose, by any city officer, employee, or other person, and which show the receipt, use, and disposition of all city property. Public moneys may not be expended or encumbered except under an annual or continuing appropriation.”

This obviously includes a city's property tax revenues and other traditional sources of revenues, but it would also include any donations a city government receives to support city services, programs and facilities. This same guidance applies to when there are community organizations that in some

way work with the city government, and/or have the city house their funds in a city bank account. In those situations, the city must account for the funds within the city's accounting system, as required by law.

Also, when a nonprofit group has the city house its funds, the council must approve any expenditures of the funds. In these types of situations, typically the council approves a lump sum payment when it comes time for the group to use the funds for related purposes (rather than the city making direct purchases on behalf of the group).

Hopefully that covers things, but let me know if you have any other questions. Thanks!

### **Mickey Shields**

Deputy Director

Direct: [\(515\) 974-5316](tel:5159745316)

Office: [\(515\) 244-7282](tel:5152447282)

Web: [www.iowaleague.org](http://www.iowaleague.org)



On Thu, Jan 29, 2026 at 10:06 PM JoAnn Bohn Runnells City Council  
<[joannbohncitycouncil@gmail.com](mailto:joannbohncitycouncil@gmail.com)> wrote:

Hello Mickey!

Hope you are well.

Can you point me in direction of Iowa code for policy of how a city should manage a fundraiser? Our park board is having a pancake breakfast in which they are raising funds for a new playground.

There is misunderstanding in which they thought the park being a city entity is not allowed to hold a fund raiser so they have been using a nonprofit to take the funds raised and then the non Profit is holding the monies.

I'm including my city clerk and mayor only so they are aware I'm asking so you don't get a duplicative request.

Thanks

JoAnn Bohn

