

AGENDA

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

ORAL COMMENTS

- A. **Agenda items** (*step to podium after recognition, state name, address, speak clearly – 5 minutes maximum*)
- B. **Non-agenda items** (*step to podium after recognition, state name, address, speak clearly – 5 minutes maximum*)

APPROVAL OF CONSENT AGENDA

- 1. **Approve Bills**
- 2. **Approve Receipts** - September 2023
- 3. **Approve Minutes** City Council Meeting - October 2, 2023
- 4. **Receive & File Minutes** James Kennedy Public Library Board of Trustees Meeting - September 13, 2023
- 5. **Receive & File Minutes** Parks & Recreation Commission Meeting - October 11, 2023
- 6. **Class C Retail Alcohol License** Fuse
- 7. **Blasting Permit** Bennett Explosives, Inc. - November 2023
- 8. **Building Permit 23-2313** Dyersville Industries, 2365 Industrial Pkwy SW
- 9. **Resolution No. 67-23** setting the Salaries for the City of Dyersville Part Time Employees
- 10. **Authorize Mayor to Sign** Change Order No. 4 - Dyersville East Road Utility Extension 2022 - Contract C Water Pumping Station - F. L. Krapfl, Inc. - \$1,495.00
- 11. **Authorize Mayor To Sign** Contract Payment No. 7 to F.L. Krapfl, Inc. in the amount of \$13,978.87 for Dyersville East Road Utility Extension 2022 - Contract C Water Pumping Station
- 12. **Authorize Mayor to Sign** Contract Payment No. 1 to Taylor Construction, Inc. in the amount of \$88,747.15
- 13. **Receive & File** Treasurer's Report - September 2023

- 14. Receive & File** Revenue & Expense Report - September 2023
- 15. Receive & File** Staff Report - Police - October 2023
- 16. Receive & File** Staff Report - Parks & Recreation - October 2023
- 17. Receive & File** Staff Report - Library - October 2023
- 18. Receive & File** Staff Report - Public Works - October 2023
- 19. Receive & File** Staff Report - City Administrator - October 2023
- 20. Miscellaneous Correspondence** Alliant Energy Rate Increase - effective 2024

ACTION ITEMS

- 21. Ordinance No. 858** increasing the franchise fee on Natural Gas Providers operating in the City of Dyersville, Iowa.
- 22. Waive Second Reading** of Ordinance No. 858
- 23. Waive Third Reading** of Ordinance No. 858
- 24. Ordinance No. 859** amending the Code of Ordinances of the City of Dyersville, Iowa, by modifying provisions of Ordinance 745, the City of Dyersville Electric Franchise, relating to Franchise Fees
- 25. Waive Second Reading** of Ordinance No. 859
- 26. Waive Third Reading** of Ordinance No. 859
- 27. Resolution No. 58-23 (AMENDED)** pledging support for the Dubuque County Conservation Heritage Trail Project
- 28. Resolution No. 66-23** authorizing the City Administrator and City Clerk to make the appropriate interfund transfer of sums and record the same in the appropriate manner for FY 2023 for the City of Dyersville, Iowa.
- 29. Resolution No. 68-23** amending the Employee Policy Handbook
- 30. Proclamation** celebrating Keeping the Lights on After School on October 26, 2023, which promotes the importance of quality afterschool programs and opportunities in the lives of children, families and communities.

COUNCIL COMMENTS

ADJOURNMENT



Dyersville, IA

Expense Approval Register

Item 1.

Packet: APPKT01482 - 10.16.23 Bills List - AP

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 110 - POLICE					
STREICHER'S	I1656277	Cloth Name Tag	001-5-110-1-61801	SIITARI UNIFORMS	10.00
TAUKE MOTORS	42597	Oil Change/Filter/Brakes	001-5-110-1-63320	VEHICLE REPAIRS	502.52
DOLPHIN, NEIL	Jul/Aug/Sep 2023	Cell Phone	001-5-110-1-63730	TELEPHONE	150.00
SIITARI, ANDREW	Jul/Aug/Sep 2023	Cell Phone Reimbursement	001-5-110-1-63730	TELEPHONE	150.00
JOCHUM, RICK	Jul/Aug/Sep 2023	Cell Phone	001-5-110-1-63730	TELEPHONE	150.00
SODAWASSER, JON	Jul/Aug/Sep 2023	Cell Phone Reimbursement	001-5-110-1-63730	TELEPHONE	150.00
FUERSTE CAREW COYLE JUE...	04130	Legal Fees - Citations	001-5-110-1-64110	LEGAL FEES	82.50
ACE HOMEWORKS	255867	Batteries	001-5-110-1-65060	OFFICE SUPPLIES	10.55
ACCESS SYSTEMS	35041227	Copy Machine Lease	001-5-110-1-65060	OFFICE SUPPLIES	23.50
Department 110 - POLICE Total:					1,229.07
Department: 140 - FLOOD CONTROL					
VERIZON WIRELESS	9945338982	Cell Phone M2M	001-5-140-1-67610	EROSION CONTROL	21.06
Department 140 - FLOOD CONTROL Total:					21.06
Department: 180 - MISC. COMMUNITY PROTECTION					
CRESCENT ELECTRIC SUPPLY	S511810320.001	Led Street Lamps	001-5-180-1-65100	TRAFFIC SIGNS	237.43
Department 180 - MISC. COMMUNITY PROTECTION Total:					237.43
Department: 210 - TRANSPORTATION					
GIANT WASH	3260	Maahs Uniforms	001-5-210-2-61807	MAAHS UNIFORMS	5.57
IOWA ASSN OF MUNICIPAL ...	28733	Training	001-5-210-2-62300	MEETINGS/TRAINING	3,824.91
TAUKE MOTORS	42382	Replaced Starter	001-5-210-2-63320	VEHICLE REPAIRS	486.29
THOMPSON TRUCK & TRAILER	R201044909-02	Filled DEF	001-5-210-2-63320	VEHICLE REPAIRS	11.75
EMC INSURANCE COMPANIES	10.01.23	Workers Comp	001-5-210-2-64081	INSURANCE CLAIMS	250.00
J & J LAWN CARE	24819	Mowing Contract	001-5-210-2-64322	CONTRACTED SERVICES	2,695.64
DYERSVILLE COMMERCIAL	09237882	Help Wanted/Hydrant Flushi...	001-5-210-2-65407	DEPARTMENT SUPPLIES	300.00
K & K LOGO DESIGNS LTD	1563614	City Flags	001-5-210-2-65407	DEPARTMENT SUPPLIES	1,997.50
MM MECHANICAL	i2201	Flushed Water Heater	001-5-210-2-65407	DEPARTMENT SUPPLIES	212.85
KLUESNER CONSTRUCTION I...	35142	Asphalt Patch	001-5-210-2-67618	STREET RECONSTRUCTION	630.00
AMENT SERVICES	545723	Replace Curb & Gutter	001-5-210-2-67618	STREET RECONSTRUCTION	1,100.00
WEIKERT CONTRACTING INC	10122320	Restripe Center Lines	001-5-210-2-67621	STREET REHABILITATION	18,218.00
Department 210 - TRANSPORTATION Total:					29,732.51
Department: 410 - LIBRARY					
GIANT WASH	3260	Floor Mats - Library	001-5-410-4-63750	MAINTENANCE	7.51
Department 410 - LIBRARY Total:					7.51
Department: 430 - PARKS					
J & J LAWN CARE	24819	Seed/Fertilizer - Xavier Park	001-5-430-4-64322	CONTRACTED SERVICES	221.45
J & J LAWN CARE	24819	Mowing Contract	001-5-430-4-64322	CONTRACTED SERVICES	2,695.62
GSA TURF SERVICES	2870	Winterize Irrigation System	001-5-430-4-64322	CONTRACTED SERVICES	250.00
KRUSE, HAILEY	0.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	55.00
NABER, MATT	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	140.00
WOLF, RUSS	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	135.00
WERNER, RON	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	67.50
NIEMAN, TIM	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	150.00
NOSBISCH, LYNN	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	135.00
PRY, JUSTIN	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	67.50
HAGEMAN, BRODY	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	70.00
HAGEMAN, CARTER	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	62.50
ROLING, ANDREW	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	70.00
ROLING, STEVEN	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	70.00
WOLF, JERRY	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	122.50
KRUSE, HAILEY	09.30.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	75.00
NOSBISCH, LYNN	10.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	95.00

Expense Approval Register

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Item 1.

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Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
ALVARADO, JUAN	10.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	45.00
PRY, JUSTIN	10.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	70.00
HAGEMAN, CARTER	10.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	35.00
ROLING, ANDREW	10.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	75.00
ROLING, STEVEN	10.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	60.00
HAGEMAN, BRODY	10.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	65.00
WOLF, RUSS	10.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	182.00
NIEMAN, TIM	10.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	75.00
WOLF, JERRY	10.07.23	Referee Fees	001-5-430-4-64323	COACHES/UMPIRES	70.00
ACE HOMEWORKS	255652	Insect Spray/Air Freshener	001-5-430-4-65407	DEPARTMENT SUPPLIES	10.35
JOHN DEERE FINANCIAL	5596817	Bit Set/Plug	001-5-430-4-65407	DEPARTMENT SUPPLIES	15.57
HERITAGE PRINTING CO	112504	Soccer Tournament Posters	001-5-430-4-65409	SOCCER PROGRAM SUPPLIES	37.40
FLAMMANG JEWELRY	399	Soccer Trophies/Medals	001-5-430-4-65409	SOCCER PROGRAM SUPPLIES	1,564.00
J & J LAWN CARE	24819	Seed/Fertilizer - Legacy Squa...	001-5-430-4-67274	CAPITAL IMPROVEMENTS/E...	1,540.15
Department 430 - PARKS Total:					8,326.54

Department: 445 - AQUATIC CENTER

WHITE CAP LP	50024031430	Qwikstitch/Aggregate	001-5-445-4-63327	MAINTENANCE	823.34
USA BLUE BOOK	INV00137803	Liquid Reagent	001-5-445-4-65407	DEPARTMENT SUPPLIES	87.50
Department 445 - AQUATIC CENTER Total:					910.84

Department: 460 - COMMUNITY CENTER

BLUE PATH FINANCE INC	DYERSVL71	Social Center Solar Energy	001-5-460-4-63710	ELECTRICITY	308.11
TJ CLEANING SERVICES	10.06.23 Soc Ctr	Cleaning Services Wk of 9/29..	001-5-460-4-64322	CONTRACTED SERVICES	150.00
TJ CLEANING SERVICES	10.12.23 Soc Ctr	Cleaning Services Wk of 10/6 ..	001-5-460-4-64322	CONTRACTED SERVICES	110.00
GIANT WASH	3260	Floor Mats - Social Center	001-5-460-4-64322	CONTRACTED SERVICES	7.51
CAPITAL SANITARY SUPPLY	D141079	Garbage Bags	001-5-460-4-65407	DEPARTMENT SUPPLIES	64.76
Department 460 - COMMUNITY CENTER Total:					640.38

Department: 620 - CLERK, TREAS & FINANCE

ACCESS SYSTEMS	35041227	Copy Machine Lease	001-5-620-6-65060	OFFICE SUPPLIES	23.48
Department 620 - CLERK, TREAS & FINANCE Total:					23.48

Department: 640 - CITY ATTORNEY

FUERSTE CAREW COYLE JUE...	04128	Legal Fees - Ollendick	001-5-640-6-64110	LEGAL FEES	82.50
FUERSTE CAREW COYLE JUE...	04129	Legal Fees Boomerang	001-5-640-6-64110	LEGAL FEES	115.50
Department 640 - CITY ATTORNEY Total:					198.00

Department: 650 - CITY HALL & GEN BLDGS

TJ CLEANING SERVICES	10.06.23 City	Cleaning Services Wk of	001-5-650-6-63100	BUILDING MAINTENANCE	200.00
TJ CLEANING SERVICES	10.12.23 City	Cleaning Services Wk of 10/6 ..	001-5-650-6-63100	BUILDING MAINTENANCE	200.00
GIANT WASH	3260	Floor Mats - City Hall	001-5-650-6-63100	BUILDING MAINTENANCE	7.51
J & J LAWN CARE	24819	Nuisance Mowing	001-5-650-6-63324	MISC. EXPENDITURES	135.00
BLUE PATH FINANCE INC	DYERSVL71	P & A Solar Energy	001-5-650-6-63710	ELECTRICITY	272.25
AIRESPRING	177083249	Phone	001-5-650-6-63730	TELEPHONE	333.10
IMON COMMUNICATIONS LLC	3222827	Internet Services	001-5-650-6-63730	TELEPHONE	1,005.00
COMPUTER DOCTORS INC	104933	Software Renewal	001-5-650-6-64322	CONTRACTED SERVICES	2,565.00
CAPITAL SANITARY SUPPLY	D141063	Garbae Bags/Soap/Towels/Cl...	001-5-650-6-65412	BUILDING SUPPLIES	325.55
Department 650 - CITY HALL & GEN BLDGS Total:					5,043.41

Department: 670 - OTHER GENERAL GOVT

DYERSVILLE COMMERCIAL	09234079	Legal Notices	001-5-670-6-64020	PUBLICATIONS	579.49
ACCESS SYSTEMS	35041228	Copy Machine Lease	001-5-670-6-64316	CONTRACTS	233.35
Department 670 - OTHER GENERAL GOVT Total:					812.84

Fund 001 - GENERAL FUND Total: 47,183.07**Fund: 112 - TRUST AND AGENCY FUND****Department: 460 - COMMUNITY CENTER**

WESSELS, JANE	09.30.23	Social Center Refund	112-5-460-4-64811	SOCIAL CENTER DEPOSIT RE...	100.00
FLYNN, SAMANTHA	10.01.23	Social Center Refund	112-5-460-4-64811	SOCIAL CENTER DEPOSIT RE...	100.00
CAHILL, JILL	10.07.23	Social Center Refund	112-5-460-4-64811	SOCIAL CENTER DEPOSIT RE...	100.00
Department 460 - COMMUNITY CENTER Total:					300.00
Fund 112 - TRUST AND AGENCY FUND Total:					300.00

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Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 128 - CDBG					
Department: 958 - CAPITAL OUTLAY					
EAST CENTRAL INTERGOVER...	IVC000022396	FEMA Buyout	128-5-958-1-68013	CDBG FLOOD GRANT ADMIN...	1,404.00
Department 958 - CAPITAL OUTLAY Total:					1,404.00
Fund 128 - CDBG Total:					1,404.00
Fund: 301 - CAPITAL PROJECTS FUND					
Department: 723 - CAPITAL PROJECT					
IMPACT7G	31805	Wetland Monitoring	301-5-723-8-64063	ENGINEERS FEES	590.00
ORIGIN DESIGN CO	79546	Water Restoration - Consulta...	301-5-723-8-64063	ENGINEERS FEES	572.00
AUTOMATIC SYSTEMS CO	040755	Valve Monitoring Control Pa...	301-5-723-8-64322	CONTRACTED SERVICES	28,580.00
STEGER CONSTRUCTION	10.360	Bear Creek Restoration Main...	301-5-723-8-64322	CONTRACTED SERVICES	12,000.00
RDG PLANNING & DESIGN	55312	Ballpark - Construction Doc...	301-5-723-8-64322	CONTRACTED SERVICES	324,472.32
RAPIDS REPRODUCTIONS	611882-0	West Industrial Culvert Plans...	301-5-723-8-64322	CONTRACTED SERVICES	151.03
EAST CENTRAL INTERGOVER...	IVC000022393	Contract D - Davis Bacon	301-5-723-8-64322	CONTRACTED SERVICES	95.00
EAST CENTRAL INTERGOVER...	IVC000022394	Contract E - Davis Bacon	301-5-723-8-64322	CONTRACTED SERVICES	47.50
EAST CENTRAL INTERGOVER...	IVC000022395	EDA Grant Admin	301-5-723-8-64322	CONTRACTED SERVICES	1,620.00
Department 723 - CAPITAL PROJECT Total:					368,127.85
Fund 301 - CAPITAL PROJECTS FUND Total:					368,127.85
Fund: 600 - WATER FUND					
Department: 810 - WATER					
GIANT WASH	3260	Recker Uniforms	600-5-810-9-61809	RECKER UNIFORMS	7.02
GIANT WASH	3260	Herbers Uniforms	600-5-810-9-61814	HERBERS UNIFORMS	2.67
BLUE PATH FINANCE INC	DYERSVL71	Well 4 Solar Energy	600-5-810-9-63710	ELECTRICITY	2,110.95
MICROBAC LABORATORIES	WL2303102	Testing	600-5-810-9-64317	TESTING	77.50
J & J LAWN CARE	24819	Mowing Contract	600-5-810-9-64322	CONTRACTED SERVICES	2,695.62
J & J LAWN CARE	24819	Mowing - Pump House	600-5-810-9-64322	CONTRACTED SERVICES	100.00
IOWA ONE CALL	254336	Water Locates	600-5-810-9-64600	IOWA ONE CALL CHARGES	39.65
DYERSVILLE COMMERCIAL	09237882	Hydrant Flushing Ad	600-5-810-9-65060	OFFICE SUPPLIES	72.00
ACCESS SYSTEMS	35041227	Copy Machine Lease	600-5-810-9-65060	OFFICE SUPPLIES	23.48
J & R SUPPLY	2038576-IN	Double Strap Saddle	600-5-810-9-65407	DEPARTMENT SUPPLIES	89.50
J & R SUPPLY	2309706-IN	Couplings/Nuts	600-5-810-9-65407	DEPARTMENT SUPPLIES	608.90
ACE HOMEWORKS	255873	Fastners/Fittings/Valve	600-5-810-9-65407	DEPARTMENT SUPPLIES	35.15
PAUL'S PEST CONTROL	3301	Misting Concentrate	600-5-810-9-65407	DEPARTMENT SUPPLIES	450.00
HAWKINS WATER TREATME...	6596256	Azone	600-5-810-9-65407	DEPARTMENT SUPPLIES	343.62
HAWKINS WATER TREATME...	69595257	Azone	600-5-810-9-65407	DEPARTMENT SUPPLIES	626.48
USA BLUE BOOK	INV0013893	Reagent/Ascorbic Acid/Mark...	600-5-810-9-65407	DEPARTMENT SUPPLIES	156.30
Department 810 - WATER Total:					7,438.84
Fund 600 - WATER FUND Total:					7,438.84
Fund: 602 - WATER CAPITAL ACCOUNT					
Department: 723 - CAPITAL PROJECT					
AUTOMATIC SYSTEMS CO	040732	Pump Station Control Panel/...	602-5-723-9-64063	ENGINEERS FEES	58,580.00
ORIGIN DESIGN CO	79507	Dys East Road Water - Const...	602-5-723-9-64063	ENGINEERS FEES	15,300.98
EAST CENTRAL INTERGOVER...	IVC000022392	Dys East Rd Water - Davis Ba...	602-5-723-9-64063	ENGINEERS FEES	237.50
Department 723 - CAPITAL PROJECT Total:					74,118.48
Fund 602 - WATER CAPITAL ACCOUNT Total:					74,118.48
Fund: 610 - SEWER FUND					
Department: 815 - SEWER					
GIANT WASH	3260	Reicher Uniforms	610-5-815-9-61813	REICHER UNIFORMS	9.92
CITY OF DUBUQUE - WRR	8343	Testing	610-5-815-9-64317	TESTING	30.00
MICROBAC LABORATORIES	NT2315732	Testing	610-5-815-9-64317	TESTING	532.00
MICROBAC LABORATORIES	WL2303102	Testing	610-5-815-9-64317	TESTING	711.00
J & J LAWN CARE	24819	Mowing Contract	610-5-815-9-64322	CONTRACTED SERVICES	2,695.62
IOWA ONE CALL	254336	Sewer Locates	610-5-815-9-64600	IOWA ONE CALL CHARGES	39.65
ACCESS SYSTEMS	35041227	Copy Machine Lease	610-5-815-9-65060	OFFICE SUPPLIES	23.48
Department 815 - SEWER Total:					4,041.67
Fund 610 - SEWER FUND Total:					4,041.67

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Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 612 - SEWER CAPITAL ACCOUNT					
Department: 723 - CAPITAL PROJECT					
ORIGIN DESIGN CO	79508	Dys East Road Util - Construct..	612-5-723-9-64063	ENGINEERS FEES	1,153.75
AUTOMATIC SYSTEMS CO	040731	Lift Station Control Panel/Me...	612-5-723-9-64322	CONTRACTED SERVICES	62,540.00
Department 723 - CAPITAL PROJECT Total:					63,693.75
Fund 612 - SEWER CAPITAL ACCOUNT Total:					63,693.75
Fund: 670 - SOLID WASTE FUND					
Department: 840 - SOLID WASTE					
BI-COUNTY DISPOSAL INC	452702	Garbage/Recycling Fees	670-5-840-9-64316	CONTRACTS	25,925.70
ACCESS SYSTEMS	35041227	Copy Machine Lease	670-5-840-9-65407	DEPARTMENT SUPPLIES	23.48
Department 840 - SOLID WASTE Total:					25,949.18
Fund 670 - SOLID WASTE FUND Total:					25,949.18
Grand Total:					592,256.84

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	47,183.07
112 - TRUST AND AGENCY FUND	300.00
128 - CDBG	1,404.00
301 - CAPITAL PROJECTS FUND	368,127.85
600 - WATER FUND	7,438.84
602 - WATER CAPITAL ACCOUNT	74,118.48
610 - SEWER FUND	4,041.67
612 - SEWER CAPITAL ACCOUNT	63,693.75
670 - SOLID WASTE FUND	25,949.18
Grand Total:	592,256.84

Account Summary

Account Number	Account Name	Expense Amount
001-5-110-1-61801	SIITARI UNIFORMS	10.00
001-5-110-1-63320	VEHICLE REPAIRS	502.52
001-5-110-1-63730	TELEPHONE	600.00
001-5-110-1-64110	LEGAL FEES	82.50
001-5-110-1-65060	OFFICE SUPPLIES	34.05
001-5-140-1-67610	EROSION CONTROL	21.06
001-5-180-1-65100	TRAFFIC SIGNS	237.43
001-5-210-2-61807	MAAHS UNIFORMS	5.57
001-5-210-2-62300	MEETINGS/TRAINING	3,824.91
001-5-210-2-63320	VEHICLE REPAIRS	498.04
001-5-210-2-64081	INSURANCE CLAIMS	250.00
001-5-210-2-64322	CONTRACTED SERVICES	2,695.64
001-5-210-2-65407	DEPARTMENT SUPPLIES	2,510.35
001-5-210-2-67618	STREET RECONSTRUCTI...	1,730.00
001-5-210-2-67621	STREET REHABILITATION	18,218.00
001-5-410-4-63750	MAINTENANCE	7.51
001-5-430-4-64322	CONTRACTED SERVICES	3,167.07
001-5-430-4-64323	COACHES/UMPIRES	1,992.00
001-5-430-4-65407	DEPARTMENT SUPPLIES	25.92
001-5-430-4-65409	SOCCER PROGRAM SUP...	1,601.40
001-5-430-4-67274	CAPITAL IMPROVEMENT...	1,540.15
001-5-445-4-63327	MAINTENANCE	823.34
001-5-445-4-65407	DEPARTMENT SUPPLIES	87.50
001-5-460-4-63710	ELECTRICITY	308.11
001-5-460-4-64322	CONTRACTED SERVICES	267.51
001-5-460-4-65407	DEPARTMENT SUPPLIES	64.76
001-5-620-6-65060	OFFICE SUPPLIES	23.48
001-5-640-6-64110	LEGAL FEES	198.00
001-5-650-6-63100	BUILDING MAINTENANCE	407.51
001-5-650-6-63324	MISC. EXPENDITURES	135.00
001-5-650-6-63710	ELECTRICITY	272.25
001-5-650-6-63730	TELEPHONE	1,338.10
001-5-650-6-64322	CONTRACTED SERVICES	2,565.00
001-5-650-6-65412	BUILDING SUPPLIES	325.55
001-5-670-6-64020	PUBLICATIONS	579.49
001-5-670-6-64316	CONTRACTS	233.35
112-5-460-4-64811	SOCIAL CENTER DEPOSIT...	300.00
128-5-958-1-68013	CDBG FLOOD GRANT A...	1,404.00
301-5-723-8-64063	ENGINEERS FEES	1,162.00
301-5-723-8-64322	CONTRACTED SERVICES	366,965.85
600-5-810-9-61809	RECKER UNIFORMS	7.02
600-5-810-9-61814	HERBERS UNIFORMS	2.67
600-5-810-9-63710	ELECTRICITY	2,110.95
600-5-810-9-64317	TESTING	77.50
600-5-810-9-64322	CONTRACTED SERVICES	2,795.62
600-5-810-9-64600	IOWA ONE CALL CHARG...	39.65

Account Summary

Account Number	Account Name	Expense Amount
600-5-810-9-65060	OFFICE SUPPLIES	95.48
600-5-810-9-65407	DEPARTMENT SUPPLIES	2,309.95
602-5-723-9-64063	ENGINEERS FEES	74,118.48
610-5-815-9-61813	REICHER UNIFORMS	9.92
610-5-815-9-64317	TESTING	1,273.00
610-5-815-9-64322	CONTRACTED SERVICES	2,695.62
610-5-815-9-64600	IOWA ONE CALL CHARG...	39.65
610-5-815-9-65060	OFFICE SUPPLIES	23.48
612-5-723-9-64063	ENGINEERS FEES	1,153.75
612-5-723-9-64322	CONTRACTED SERVICES	62,540.00
670-5-840-9-64316	CONTRACTS	25,925.70
670-5-840-9-65407	DEPARTMENT SUPPLIES	23.48
	Grand Total:	592,256.84

Project Account Summary

Project Account Key	Expense Amount	
None	116,810.29	
30115042	572.00	
30120080	63,693.75	
30121168	74,118.48	
301BEARCREEKRESTORE	12,000.00	
301DYSWM2023	590.00	
301R300525204	324,472.32	
	Grand Total:	592,256.84



Dyersville, IA

Expense Approval Register

Item 1.

Packet: APPKT01483 - 10.16.23 Bills List - IH

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 110 - POLICE					
WEX BANK	09.2023	Police - Gas	001-5-110-1-63310	GAS/ETHANOL/DIESEL	2,605.64
ALLIANT ENERGY	09.27.23	Wifi Electricity	001-5-110-1-63710	ELECTRICITY	41.21
BLACK HILLS ENERGY	09.2023	Police - Natural Gas	001-5-110-1-63711	GAS HEAT	35.86
VISA	09.2026	CC - DARE Medallions and Ce...	001-5-110-1-64201	DARE EXPENDITURES	140.60
Department 110 - POLICE Total:					2,823.31
Department: 150 - FIRE					
WEX BANK	09.2023	Fire - Gas	001-5-150-1-63310	GAS/ETHANOL/DIESEL	241.02
BLACK HILLS ENERGY	09.2023	Fire Dept - Natural Gas	001-5-150-1-63711	GAS HEAT	35.86
Department 150 - FIRE Total:					276.88
Department: 180 - MISC. COMMUNITY PROTECTION					
ALLIANT ENERGY	09.27.23	Community Protection Electr...	001-5-180-1-63710	ELECTRICITY	1,663.66
Department 180 - MISC. COMMUNITY PROTECTION Total:					1,663.66
Department: 210 - TRANSPORTATION					
VISA	09.2026	CC - Conference - Hotel	001-5-210-2-62300	MEETINGS/TRAINING	406.36
WEX BANK	09.2023	Public Works - Gas	001-5-210-2-63310	GAS/ETHANOL/DIESEL	601.38
BLACK HILLS ENERGY	09.2023	Public Works - Natural Gas	001-5-210-2-63711	GAS HEAT	35.26
VISA	09.2026	CC - Pressure Washer Fittings	001-5-210-2-65407	DEPARTMENT SUPPLIES	33.28
Department 210 - TRANSPORTATION Total:					1,076.28
Department: 410 - LIBRARY					
VISA	09.2026	CC - Conf Registration	001-5-410-4-62300	MEETINGS/TRAINING	798.00
BLACK HILLS ENERGY	09.2023	Library - Natural Gas	001-5-410-4-63711	GAS HEAT	46.59
AMAZON	19WX-FQJN-W4M4	Programs	001-5-410-4-65060	OFFICE SUPPLIES	71.12
AMAZON	19WX-FQJN-W4M4	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	151.76
WOMAN'S WORLD	10.01.23	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	24.98
IOWA OUTDOORS	10.01.23	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	28.00
GAZETTE COMMUNICATIONS	10.01.23	Subscriptions - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	468.00
THE WRITER	10.01.23	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	29.97
MARYJANESFARM	10.01.23	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	34.95
WOODSMITH	10.01.23	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	32.00
MEN'S HEALTH	10.01.23	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	15.00
BON APPETIT	10.01.23	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	29.99
MOTHER EARTH NEWS	10.01.23	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	18.00
CONSUMER REPORTS	10.01.23	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	52.43
WOMAN'S DAY	10.01.23	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	11.00
AMAZON	19WX-FQJN-W4M4	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	196.98
AMAZON	19WX-FQJN-W4M4	Library of Things	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	108.77
AMAZON	19WX-FQJN-W4M4	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	60.77
AMAZON	19WX-FQJN-W4M4	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	94.82
AMAZON	19WX-FQJN-W4M4	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	460.61
AMAZON	19WX-FQJN-W4M4	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	78.04
AMAZON	19WX-FQJN-W4M4	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	49.25
AMAZON	1H7Q-XV9P-4W3N	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	-9.96
OYLA MAGAZINE INC	2154	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	84.00
CENGAGE LEARNING	82314800	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	51.19
CENGAGE LEARNING	82453928	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	25.60
CENGAGE LEARNING	82512830	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	24.00
Department 410 - LIBRARY Total:					3,035.86
Department: 430 - PARKS					
VISA	09.2026	CC - IPRA Conf - Hotel	001-5-430-4-62300	MEETINGS/TRAINING	266.56

Expense Approval Register

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Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
ALLIANT ENERGY	09.27.23	Park Electricity	001-5-430-4-63710	ELECTRICITY	136.82
				Department 430 - PARKS Total:	403.38
Department: 445 - AQUATIC CENTER					
BLACK HILLS ENERGY	09.2023	Pool - Natural Gas	001-5-445-4-63711	GAS HEAT	35.26
				Department 445 - AQUATIC CENTER Total:	35.26
Department: 460 - COMMUNITY CENTER					
BLACK HILLS ENERGY	09.2023	Social Center - Natural Gas	001-5-460-4-63711	GAS HEAT	36.45
WINDSTREAM	09.2023 Soc Ctr	Phone	001-5-460-4-63730	TELEPHONE	127.49
				Department 460 - COMMUNITY CENTER Total:	163.94
Department: 650 - CITY HALL & GEN BLDGS					
BLACK HILLS ENERGY	09.2023	City Hall - Natural Gas	001-5-650-6-63711	GAS HEAT	38.25
BLACK HILLS ENERGY	09.2023	Museum - Natural Gas	001-5-650-6-63711	GAS HEAT	35.26
				Department 650 - CITY HALL & GEN BLDGS Total:	73.51
Department: 670 - OTHER GENERAL GOVT					
INTERNATIONAL CITY MANA...	10.13.23	Membership Dues	001-5-670-6-62100	DUES/SUBSCRIPTIONS	905.74
VISA	09.2026	CC - IA League Conf - Hotel	001-5-670-6-62300	MEETINGS/TRAINING	340.28
				Department 670 - OTHER GENERAL GOVT Total:	1,246.02
				Fund 001 - GENERAL FUND Total:	10,798.10
Fund: 002 - LIBRARY TRUST FUND					
Department: 410 - LIBRARY					
VISA	09.2026	CC - Facebook Ads	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	20.00
AMAZON	19WX-FQJN-W4M4	Brain Fitness Supplies	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	9.49
CENGAGE LEARNING	82314800	Digmann Bequest	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	24.79
CENGAGE LEARNING	82314800	Lion's Club	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	31.99
CENGAGE LEARNING	82314800	Kroeger Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	28.79
CENGAGE LEARNING	82488500	Lion's Club	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	30.39
				Department 410 - LIBRARY Total:	145.45
				Fund 002 - LIBRARY TRUST FUND Total:	145.45
Fund: 110 - ROAD USE FUND					
Department: 180 - MISC. COMMUNITY PROTECTION					
ALLIANT ENERGY	09.27.23	Road Use Electricity (70%)	110-5-180-1-63710	ELECTRICITY	3,881.85
				Department 180 - MISC. COMMUNITY PROTECTION Total:	3,881.85
				Fund 110 - ROAD USE FUND Total:	3,881.85
Fund: 128 - CDBG					
Department: 958 - CAPITAL OUTLAY					
AMERICAN LEGION POST 137	10.12.23	Building Renovation	128-5-958-1-68014	ARPA	3,772.39
				Department 958 - CAPITAL OUTLAY Total:	3,772.39
				Fund 128 - CDBG Total:	3,772.39
Fund: 600 - WATER FUND					
Department: 810 - WATER					
ELEMECH INC	10.2023	Bulk Water Service Agreeeme...	600-5-810-9-62100	DUES/SUBSCRIPTIONS	1,500.00
WEX BANK	09.2023	Water - Gas	600-5-810-9-63310	GAS/ETHANOL/DIESEL	530.61
ALLIANT ENERGY	10.06.23	Electricity - Dys East Road	600-5-810-9-63710	ELECTRICITY	102.51
BLACK HILLS ENERGY	09.2023	Water/Am Legion - Natural G...	600-5-810-9-63711	GAS HEAT	35.86
TREASURER STATE OF IOWA	09.2023 WET	Water Excise Tax	600-5-810-9-64182	WET [WATER EXCISE TAX SE...	5,001.65
VISA	09.2026	CC - Battery Backup/Surge Pr...	600-5-810-9-65407	DEPARTMENT SUPPLIES	165.07
				Department 810 - WATER Total:	7,335.70
				Fund 600 - WATER FUND Total:	7,335.70
Fund: 610 - SEWER FUND					
Department: 815 - SEWER					
IOWA WATER ENVIRONMENT..	10.13.23	Registration - Annual Confer...	610-5-815-9-62300	MEETINGS/TRAINING	40.00
WEX BANK	09.2023	Sewer - Gas	610-5-815-9-63310	GAS/ETHANOL/DIESEL	204.80
ALLIANT ENERGY	09.27.23	Wastewater Electricity	610-5-815-9-63710	ELECTRICITY	80.60
TREASURER STATE OF IOWA	09.2023 Sales	Wastewater Sales Tax	610-5-815-9-64180	SALES TAXES PAID	1,671.51

Expense Approval Register

Vendor Name	Payable Number	Description (Item)	Account Number
TREASURER STATE OF IOWA	09.2023 Sales	Wastewater Local Sales Tax	610-5-815-9-64181

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Account Name	Amount
LOCAL OPTION SALES TAX PA...	278.59
Department 815 - SEWER Total:	2,275.50
Fund 610 - SEWER FUND Total:	2,275.50
Grand Total:	28,208.99

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	10,798.10
002 - LIBRARY TRUST FUND	145.45
110 - ROAD USE FUND	3,881.85
128 - CDBG	3,772.39
600 - WATER FUND	7,335.70
610 - SEWER FUND	2,275.50
Grand Total:	28,208.99

Account Summary

Account Number	Account Name	Expense Amount
001-5-110-1-63310	GAS/ETHANOL/DIESEL	2,605.64
001-5-110-1-63710	ELECTRICITY	41.21
001-5-110-1-63711	GAS HEAT	35.86
001-5-110-1-64201	DARE EXPENDITURES	140.60
001-5-150-1-63310	GAS/ETHANOL/DIESEL	241.02
001-5-150-1-63711	GAS HEAT	35.86
001-5-180-1-63710	ELECTRICITY	1,663.66
001-5-210-2-62300	MEETINGS/TRAINING	406.36
001-5-210-2-63310	GAS/ETHANOL/DIESEL	601.38
001-5-210-2-63711	GAS HEAT	35.26
001-5-210-2-65407	DEPARTMENT SUPPLIES	33.28
001-5-410-4-62300	MEETINGS/TRAINING	798.00
001-5-410-4-63711	GAS HEAT	46.59
001-5-410-4-65060	OFFICE SUPPLIES	222.88
001-5-410-4-67701	BOOKS/FILMS/RECORDS...	1,968.39
001-5-430-4-62300	MEETINGS/TRAINING	266.56
001-5-430-4-63710	ELECTRICITY	136.82
001-5-445-4-63711	GAS HEAT	35.26
001-5-460-4-63711	GAS HEAT	36.45
001-5-460-4-63730	TELEPHONE	127.49
001-5-650-6-63711	GAS HEAT	73.51
001-5-670-6-62100	DUES/SUBSCRIPTIONS	905.74
001-5-670-6-62300	MEETINGS/TRAINING	340.28
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	145.45
110-5-180-1-63710	ELECTRICITY	3,881.85
128-5-958-1-68014	ARPA	3,772.39
600-5-810-9-62100	DUES/SUBSCRIPTIONS	1,500.00
600-5-810-9-63310	GAS/ETHANOL/DIESEL	530.61
600-5-810-9-63710	ELECTRICITY	102.51
600-5-810-9-63711	GAS HEAT	35.86
600-5-810-9-64182	WET [WATER EXCISE TAX...	5,001.65
600-5-810-9-65407	DEPARTMENT SUPPLIES	165.07
610-5-815-9-62300	MEETINGS/TRAINING	40.00
610-5-815-9-63310	GAS/ETHANOL/DIESEL	204.80
610-5-815-9-63710	ELECTRICITY	80.60
610-5-815-9-64180	SALES TAXES PAID	1,671.51
610-5-815-9-64181	LOCAL OPTION SALES TA...	278.59
Grand Total:		28,208.99

Project Account Summary

Project Account Key	Expense Amount
None	26,203.92
410AF	60.77
410AN	196.98
410DVD	450.65
410GAMES	94.82
410LP	100.79
410PF	49.25

Project Account Summary

Project Account Key	Expense Amount
410SUB	828.32
410TMEM	53.58
410TPROG	91.87
410YAF	78.04
Grand Total:	28,208.99



Dyersville, IA

Refund Check Register

Item 1.

Refund Check Detail

UBPKT01716 - Refunds 01 UBPKT01715 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
01-170803-20	Hufendick, Brandt		0	109.02			109.02	Generated From Billing
02-100010-01	Weber, Zach		0	19.73			19.73	Generated From Billing
03-020185-01	Cook, Michael & Kristine		0	100.88			100.88	Generated From Billing
Total Refunds: 3			Total Refunded Amount:	229.63				

Revenue Code Summary

Revenue Code	Amount
996 - Unapplied Credit	229.63
Revenue Total:	229.63

Fidelity Bank and Trust
Credit Card Payment

Item 1.

Posting Date	Trans Date	Merchant Name	Description	Amount
XXXX-0714	Shirley Vonderhaar			
9/30/2023	10/1/2023	FACEBK YLYN4RBW82	Facebook Marketing Ads	\$ 20.00
9/8/2023	9/10/2023	IOWA LIBRARY ASSOCIATION	Conference Registration	\$ 78.00
9/7/2023	9/8/2023	IOWA LIBRARY ASSOCIATION	Conference Registration	\$ 720.00
				\$ 818.00
XXXX-0706	Brent Schroeder			
9/8/2023	9/10/2023	SP DARECATALOG	D.A.R.E. Medallions & Graduation Certificate	\$ 140.60
				\$ 140.60
XXXX-0680	Mick Michel			
XXXX-0698	John Wandsnider			
9/14/2023	9/14/2023	8883084415* HOTELVETRO	Wandsnider - Hotel APWA Conference	\$ 406.36
				\$ 406.36
XXXX-0672	Tricia Maiers			
9/22/2023	9/24/2023	DOUBLETREE CEDAR RAPID	Maiers - Hotel Iowa League of Cities Conference	\$ 340.28
9/20/2023	9/22/2023	HILTON GARDEN INN	Huehnergath - Hotel Iowa Parks & Recreation Conference	\$ 266.56
9/20/2023	9/21/2023	KLEEN RITE CORP	Pressure Washer fitting part Task #52787	\$ 33.28
9/14/2023	9/15/2023	AMZN Mktp US*TX7CR1NK2	Well #4 Battery Backup & Surge Protector Task #52487	\$ 165.07
				\$ 805.19
Grand Total				\$ 2,170.15

Detail Report

September Receipts - REVENUE

Account Summary

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Total Activity
Fund: 001 - GENERAL FUND		
001-4-950-0-1-41000	LIQUOR/BEER PERMITS	\$ 2,250.67
001-4-950-0-1-41220	BUILDING PERMITS	\$ 475.00
001-4-950-0-1-41800	DOG/BIKE LICENSES	\$ 9.00
001-4-950-0-1-41900	MISCELLANEOUS PERMITS	\$ 1,208.10
001-4-950-0-1-45503	BD OF ADJ/PLAN & ZONING APPL F	\$ 310.00
001-4-950-0-1-45599	MISCELLANEOUS RECEIPTS	\$ 397.54
001-4-950-0-4-40000	PROPERTY TAX	\$ 229,968.75
001-4-950-0-4-40900	LOCAL OPTION SALES TAX	\$ 17,232.80
001-4-950-0-4-40950	KENNEDY/IN LIEU OF TAX PAYMENT	\$ 1,734.51
001-4-950-0-4-43000	INTEREST	\$ 4,171.95
001-4-950-0-4-43100	RENT	\$ 2,574.00
001-4-950-0-4-43101	BI-COUNTY LEASE PAYMENT	\$ 1,262.50
001-4-950-0-4-43102	SOCIAL CENTER RENTALS	\$ 850.00
001-4-950-0-4-43103	SCENIC VALLEY UTILITIES	\$ 509.40
001-4-950-0-4-48100	SALE OF EQUIPMENT	\$ 90,000.00
001-4-950-1-1-45513	POLICE REPORTS	\$ 20.00
001-4-950-1-1-45599	MISCELLANEOUS RECEIPTS	\$ 140.00
001-4-950-1-1-47700	POLICE FINES	\$ 530.00
001-4-950-4-1-45506	BASEBALL PROGRAM	\$ 40.00
001-4-950-4-1-45509	SOCCER PROGRAM	\$ 8,595.00
001-4-950-4-1-47651	LIBRARY FINES & FEES	\$ 450.15
001-4-950-4-2-44700	LIBRARY CONTRACT	\$ 2,060.03
Total Fund: 001 - GENERAL FUND:		\$ 364,789.40
Fund: 002 - LIBRARY TRUST FUND		
002-4-950-0-4-43000	INTEREST	\$ 35.37
002-4-950-4-1-45511	LIBRARY TRUST REVENUES	\$ 160.31
Total Fund: 002 - LIBRARY TRUST FUND:		\$ 195.68
Fund: 110 - ROAD USE FUND		
110-4-950-2-2-44300	ROAD USE TAX REVENUE	\$ 69,946.70
Total Fund: 110 - ROAD USE FUND:		\$ 69,946.70
Fund: 112 - TRUST AND AGENCY FUND		
112-4-950-9-1-47300	TENANTS DEPOSITS RECEIVED	\$ 1,200.00
112-4-950-9-1-47301	SOCIAL CENTER DEPOSIT RECEIVED	\$ 700.00
Total Fund: 112 - TRUST AND AGENCY FUND:		\$ 1,900.00

Fund: 121 - L.O. SALES TAX RESERVE

121-4-950-0-4-40900	LOCAL OPTION SALES TAX	\$	51,698.37
Total Fund: 121 - L.O. SALES TAX RESERVE:		\$	51,698.37

Fund: 135 - DYERSVILLE TIF DIST FUND

135-4-950-0-4-40000	PROPERTY TAX	\$	361,890.64
Total Fund: 135 - DYERSVILLE TIF DIST FUND:		\$	361,890.64

Fund: 200 - DEBT SERVICE

200-4-710-7-4-40000	PROPERTY TAX	\$	111,215.93
Total Fund: 200 - DEBT SERVICE:		\$	111,215.93

Fund: 600 - WATER FUND

600-4-810-9-1-40900	LOCAL OPTION SALES TAX	\$	107.22
600-4-810-9-1-45000	WATER RECEIPTS	\$	84,790.57
600-4-810-9-1-45200	WATER SRF RECEIPT	\$	6,405.87
600-4-810-9-1-45300	WATER PENALTIES	\$	1,269.97
600-4-810-9-1-45400	CONNECTION FEES	\$	650.00
600-4-810-9-1-45599	MISCELLANEOUS RECEIPTS	\$	256.70
600-4-810-9-1-45600	SALES TAX RECEIVED	\$	625.29
600-4-810-9-1-45601	WET (WATER SERVICE EXCISE TAX)	\$	5,020.08
600-4-810-9-1-47501	NEW UNIT METER PURCHASES	\$	2,040.00
Total Fund: 600 - WATER FUND:		\$	101,165.70

Fund: 602 - WATER CAPITAL ACCOUNT

602-4-950-0-4-48200	BOND PROCEEDS	\$	191,206.82
Total Fund: 602 - WATER CAPITAL ACCOUNT:		\$	191,206.82

Fund: 610 - SEWER FUND

610-4-815-9-1-45100	SEWER RECEIPTS	\$	102,362.56
610-4-815-9-1-45200	SEWER SRF RECEIPTS	\$	24,163.28
610-4-815-9-1-45301	SEWER PENALTIES	\$	288.00
610-4-815-9-1-45400	CONNECTION FEES	\$	650.00
610-4-815-9-1-45600	SALES TAX RECEIVED	\$	1,009.20
610-4-815-9-4-40900	LOCAL OPTION SALES TAX	\$	165.09
Total Fund: 610 - SEWER FUND:		\$	128,638.13

Fund: 670 - SOLID WASTE FUND

670-4-840-9-1-45302	SOLID WASTE PENALTIES	\$	218.00
670-4-840-9-1-45304	GARBAGE TAGS SOLD	\$	48.00
670-4-840-9-1-45700	SOLID WASTE RECEIPTS	\$	29,953.88
Total Fund: 670 - SOLID WASTE FUND:		\$	30,219.88

Grand Totals: \$ 1,412,867.25



CITY COUNCIL MEETING

Lower Level Council Chambers
Monday, October 02, 2023
6:00 PM

MINUTES

CALL TO ORDER – ROLL CALL

PRESENT Mayor Jeff Jacque, Council Member Jim Gibbs, Council Member Jenni Ostwinkle Silva, Council Member Mike Oberbroeckling, Council Member Tom Westhoff

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion made by Council Member Gibbs to approve Monday, October 2, 2023 agenda as presented
Seconded by Council Member Oberbroeckling.

Voting Yea: Gibbs, Ostwinkle Silva, Oberbroeckling, Westhoff Nay: None Motion carried.

A. Mayor Appointment Mayor Pro-Tem Mike Oberbroeckling

ORAL COMMENTS

APPROVAL OF CONSENT AGENDA

Motion made by Council Member Oberbroeckling to approve Consent Agenda as amended Seconded by Council Member Ostwinkle Silva.

Voting Yea: Gibbs, Ostwinkle Silva, Oberbroeckling, Westhoff Nay: None Motion carried.

1. Approve Bills; 2. Approve Receipts - August, 2023; **3. Approve Minutes** City Council Meeting - September 18, 2023; **4. Approve Minutes** Board of Adjustment Meeting - September 20, 2023; **5. Authorize City Administrator to Sign** Contract with Access Systems for copier lease; **6. Request** from Brown's Hometown Victory Foundation to host a Friday the 13th Halloween event on October 13, 2023. They would like to use the smaller soccer field near the playground equipment for the event. The event would run from 3:30pm-10pm; **7. Receive & File** Bi-County Ambulance rent effective October 1, 2023 - \$1,300.14 (3% increase); **8. Receive & File** Treasurer's Report - August 2023; **9. Receive & File** Revenue & Expense Report - August 2023; **10. Miscellaneous Correspondence** ECIA Spotlight - September 2023; **11. Miscellaneous Correspondence** Greater Dubuque Development Corporation - September 2023; **12. Miscellaneous Correspondence** Keep Iowa Beautiful - September 2023. The following bills were approved for payment:

Access Systems	Contract	\$ 78.35
Ace Homeworks	Supplies	\$ 139.31
Alliant Energy	Electricity	\$ 66,446.35
American Legion Post 137	Renovation	\$ 2,863.50
ASCAP - American Society of Composers	License	\$ 442.50
Auto Tech	Vehicle Maintenance	\$ 170.00
Big Wheels Repair LLC	Vehicle Maintenance	\$ 636.63
Brunsmann, Shawn	Referee Fees	\$ 102.50
Carquest Auto Parts	Supplies	\$ 4.83
City of Dubuque	Testing	\$ 120.00
Da Silva, Peyton	Referee Fees	\$ 50.00
Diamond Vogel	Supplies	\$ 366.00
Dubuque County Sheriff	911 Notification System	\$ 501.23
Ems Industrial Inc	Supplies	\$ 8,568.49

Engineering Services & Products Co	Development Agreement	\$ 83,345.07
Ferguson Waterworks	Water Meters	\$ 7,219.47
FL Krapfl Inc	Equipment/Labor	\$ 7,497.25
Giant Wash	Uniforms/Floor Mats	\$ 41.25
Hageman, Brody	Referee Fees	\$ 132.50
Hageman, Carter	Referee Fees	\$ 110.00
Hawkins Water Treatment	Supplies	\$ 551.36
Hefel Portable Services LLC	Contracted Service	\$ 1,032.00
Henderson Truck Equipment	Supplies	\$ 479.49
Iowa Water Environment Assoc	Registration	\$ 40.00
Jam Systems & Midland Doors	Supplies	\$ 76.75
John Deere Financial	Vehicle Maintenance	\$ 414.98
Jumbo Visual Projection	Service	\$ 300.00
Koehn, Grace	Refund	\$ 100.00
Kruse, Hailey	Referee Fees	\$ 150.00
Lueck, Lynn	Refund	\$ 100.00
Maahs, Michael	Reimbursement	\$ 150.00
Maiers, Tricia	Reimbursement	\$ 221.26
Maquoketa Valley Electric Coop	Electricity	\$ 4,317.81
Microbac Laboratories	Testing	\$ 52.50
Mm Mechanical	Service Call	\$ 776.39
Mutual Wheel Company	Supplies	\$ 633.86
Naber, Matt	Referee Fees	\$ 105.00
Navistar BMO Harris Bank	Trucks Lease	\$ 7,766.76
Nieman, Tim	Referee Fees	\$ 270.00
Nosbisch, Lynn	Referee Fees	\$ 210.00
OPG-3 Inc	Software Renewal	\$ 5,710.00
Pasker, Kara & Joey	Refund	\$ 100.00
Pitney Bowes	Postage	\$ 500.00
Polydyne Inc	Supplies	\$ 3,074.04
Preferred Health Choices LLC	HRA	\$ 95.00
Premier Window Cleaning	Window Cleaning	\$ 150.00
Prier Bros Inc	Maintenance/Equipment	\$ 3,336.39
Pry, Justin	Referee Fees	\$ 45.00
Quill Corporation	Supplies	\$ 24.21
Racom Corporation	Equipment	\$ 3,294.16
RDG Planning & Design	Professional Services	\$ 542,005.03
Recker, Terry	Reimbursement	\$ 150.00
Reicher, Joe	Reimbursement	\$ 150.00
Reliance Standard	Insurance	\$ 768.96
River City Paving	Street Paving	\$ 137,652.22
Roling, Andrew	Referee Fees	\$ 197.50
Roling, Steven	Umpire Fees	\$ 177.50
Sandry Fire Supply LLC	Equipment	\$ 554.55
Schroeder, Brent C.	Reimbursement	\$ 40.37
Sherwin-Williams	Supplies	\$ 38.37
Simon's Fire Equipment & Repair	Supplies	\$ 741.35
Streicher's	Supplies	\$ 364.99
T & W Grinding	Composting	\$ 5,875.00
Thier, Krista	Refund	\$ 250.00
TJ Cleaning Services	Cleaning Services	\$ 740.00
Verizon Wireless	Cell Phone	\$ 926.15
Werner, Ron	Referee Fees	\$ 225.00

White Cap LP	Supplies	\$	23.42
WHKS & Co	Engineering Fees	\$	2,517.01
Windstream	Phone	\$	588.56
Wolf, Jerry	Referee Fees	\$	122.50
Wolf, Russ	Referee Fees	\$	247.50

001 - General Fund	\$	35,409.06
110 - Road Use Fund	\$	1,585.70
112 - Trust and Agency Fund	\$	550.00
128 - CDBG	\$	2,940.25
135 - Dyersville TIF Dist Fund	\$	83,345.07
301 - Capital Projects Fund	\$	682,293.98
600 - Water Fund	\$	18,761.42
602 - Water Capital Fund	\$	51,313.88
610 - Sewer Fund	\$	25,115.65
670 - Solid Waste Fund	\$	5,953.16
Grand Total:	\$	907,268.17

Receipts August 2023

001 - General Fund	\$	83,743.90
002 - Library Trust	\$	1,890.43
110 - Road Use Tax	\$	49,782.45
112 - Trust & Agency	\$	1,775.00
121 - L.O. Sales Tax Reserve	\$	58,450.48
135 - Dyersville TIF Dist Fund	\$	2,564.06
200 - Debt Service	\$	1,763.09
600 - Water Fund	\$	98,066.49
601 - Water Sinking Fund	\$	1,069,948.77
610 - Sewer Fund	\$	125,938.24
670 - Solid Waste Fund	\$	30,137.87
===Receipt Total===	\$	1,524,060.78

August 2023 Treasurer's Report Summary

001 - General Fund	\$	(545,096.97)
002 - Library Trust Fund	\$	84,000.93
110 - Road Use Tax Fund	\$	146,370.80
112 - Trust & Agency Fund	\$	43,011.00
121 - L.O. Sales Tax Reserve	\$	912,552.27
128 - CDBG / Flood Fund	\$	1,565,589.43
135 - Dyersville TIF District	\$	2,793,331.06
200 - Debt Service Fund	\$	3,169,385.66
301 - Capital Improvements	\$	(3,819,776.80)
600 - Water Fund	\$	87,581.65
601 - Water Sinking Fund	\$	2,261,489.03
602 - Water Capital	\$	(3,599,723.08)
610 - Sewer Fund	\$	367,988.69
611 - Sewer Sinking Fund	\$	(676,130.07)
612 - Sewer Capital Fund	\$	(943,700.29)
670 - Solid Waste Fund	\$	(57,318.66)
===Total===	\$	1,789,554.65

ACTION ITEMS

13. Presentation by Speer Financial Presentation – Maggie Burger will be giving a presentation regarding the TIF report

Motion made by Council Member Gibbs to receive and file Seconded by Council Member Westhoff.
Voting Yea: Gibbs, Ostwinkle Silva, Oberbroeckling, Westhoff Nay: None Motion carried.

14. Resolution No. 62-23 awarding and approving a contract for 20 West Industrial Center Phase 3 Contract C-Culvert Project

Motion made by Council Member Oberbroeckling to approve Seconded by Council Member Ostwinkle Silva.

Voting Yea: Gibbs, Ostwinkle Silva, Oberbroeckling, Westhoff Nay: None Motion carried.

15. Resolution No. 63-23 approving an agreement for Engineering Services between the City Dyersville and HDR Engineering, Inc. for 2024 RAISE Grant Preparation and Submittal for the 12th Ave SW and 13th Ave SE Connector Over North Fork Maquoketa River Project

Motion made by Council Member Oberbroeckling to approve Seconded by Council Member Westhoff.
Voting Yea: Gibbs, Ostwinkle Silva, Oberbroeckling, Westhoff Nay: None Motion carried.

16. Resolution No. 64-23 approving an agreement for Engineering Services between the City Dyersville and WHKS and Company for 2024 RAISE Grant Preparation and Submittal for the 12th Ave SW and 13th Ave SE Connector Over North Fork Maquoketa River Project

Motion made by Council Member Oberbroeckling to approve Seconded by Council Member Gibbs.
Voting Yea: Gibbs, Ostwinkle Silva, Oberbroeckling, Westhoff Nay: None Motion carried.

17. Resolution No. 65-23 approving a Limited Notice to Proceed Agreement between This is Iowa Ballpark, Inc. and City of Dyersville, and Construction Manager Miron Construction Co., Inc.

Motion made by Council Member Ostwinkle Silva to approve Seconded by Council Member Westhoff.
Voting Yea: Gibbs, Ostwinkle Silva, Oberbroeckling, Westhoff Nay: None Motion carried.

COUNCIL COMMENTS

ADJOURNMENT

Motion made by Council Member Oberbroeckling to adjourn at 7:17 pm Seconded by Council Member Gibbs.

Voting Yea: Gibbs, Ostwinkle Silva, Oberbroeckling, Westhoff Nay: None Motion carried.

Jeff Jacque Mayor

ATTEST:

Tricia L. Maiers, City Clerk / Treasurer

**James Kennedy Public Library
Board of Trustees
Minutes of the September 13, 2023 Regular Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, September 13, 2023 in the Hoffman Room. Present: Beth Gudenkauf, Sally Kelly, Ray Kruse, Catherine O'Hea, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: Kami Boffeli, Sue Engelbrecht.

1. Board President Catherine O'Hea called the meeting to order at 6:01 pm.
2. Consider approval of Agenda
 - Kruse MOVED "Approval of Agenda" seconded by Wiezorek.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
3. Agenda Consent Calendar
 - Correspondence and Communication –
 - A resignation letter, effective September 1, 2023, was received from Karen Kramer.
 - Approve minutes of previous meeting: August 9, 2023 regular meeting
 - Approve August Librarian's report
 - Approve bills:
 - September bills
 - Claims report for August
 - August and September credit card claims
 - Budget reports
 - August city report
 - August library report
 - Trust account reports
 - July bank statements
 - July balance report
 - July donations
 - August bank statements
 - August balance report
 - FY24 trust account expenditure report
 - August donations
 - Program reports
 - August report of programs and attendance
 - August WhoFi program overview
 - Children's Summer Reading Program final report
 - Young Adult Summer Library Program final report
 - September schedule of events
 - Schedule for upcoming programs
 - Grant report
 - Friends of the Library report
 - \$705 earned from book sale
 - ~\$1,500 from bus trip

- Next meeting: Nov 13
 - JKPL Endowment report
 - Gudenkauf MOVED "Approval of Agenda consent" seconded by Wiezorek.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
- 4. Discussion and possible action on setting the day and time for the regular monthly meeting of the Board of Trustees of the James Kennedy Public Library
 - Wiezorek MOVED to keep meetings on the second Wednesday of the month at 6:00 pm, seconded by Gudenkauf.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
- 5. Executive committee report — no report
- 6. Finance committee report
 - Consider approval of FY24 budget allocation
 - The committee recommends allowing the Library Director to use the funds as indicated without further approval from the board. Since coming from committee, the motion does not need a second.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
- 7. Fundraising committee report
 - Notes from September 5, 2023 committee meeting
 - There is a vacancy on the committee with Karen Kramer's resignation
- 8. Furnishings, Art, & Facilities committee report
 - Lease agreement for multipurpose copier, printer, fax machines for city hall, police department and library
 - Proposal going to the City Council this month for a 60-month lease
- 9. Marketing committee report
 - Notes from August 30, 2023 committee meeting
- 10. Personnel committee report
 - Updated organizational chart
- 11. Policy committee report
 - Consider approval of revised Collection Development Policy
 - The committee recommends the revisions proposed to the Collection Development Policy. No second needed since motion comes from committee.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED

12. Strategic planning report

- Status of objectives of current Strategic Plan
- Discussion and possible action on process to review and update Strategic Plan
 - The consensus of the group was to proceed with formally updating the plan in January or February 2024 utilizing a process facilitated by Becky Heil.

13. Meetings and training

- Upcoming
 - ARSL
 - Library Director Shirley Vonderhaar attending in Wichita next week
 - ILA
 - Kelly, O’Hea, Wiezorek, and Will attending
 - Assistant Library Director Dawn Schrandt, Young Adult Librarian Paul Zurowski, Children's Librarian Christa Palm, and Clerk Brian Alm attending as well
- Recently attended
 - Discussion from Dubuque County agency meeting on September 7, 2023.

14. Oral presentations

15. Adjournment

- Wiezorek MOVED to adjourn seconded by Will. Meeting ADJOURNED by O’Hea at 7:24 pm.


Danielle Will, Secretary



PARKS & RECREATION

Lower Level Council Chambers
 Wednesday, October 11, 2023
 6:00 PM

MINUTES

ROLL CALL

Meeting called to order by Megan Scherrman at 6:00 P.M.

PRESENT

Jason Lang, Jon Scherbring, Megan Scherrman, Matt Monahan, Nathan Huebner, Sarah Goldsmith, Casey Frye

ABSENT

None

APPROVAL OF AGENDA

Scherrman asked for review and approval of the agenda. Motion made by Monahan, seconded by Goldsmith.

Voting Yea: Lang, Scherbring, Scherrman, Monahan, Huebner, Goldsmith, Frye

Motion Carried

AGENDA ITEMS

1. **Approve** Meeting Minutes - September 13, 2023

Scherrman asked for comments or changes and there were none. Motion made by Monahan, seconded by Scherbring.

Voting Yea: Lang, Scherbring, Scherrman, Monahan, Huebner, Goldsmith, Frye

Motion carried

2. **Receive & File** Director's Report - September 2023

Scherrman asked for comments or changes and there were none. Motion made by Goldsmith, seconded by Lang.

Voting Yea: Lang, Scherbring, Scherrman, Monahan, Huebner, Goldsmith, Frye

Motion Carried

3. T-ball for 2024

Huehnergath verified with the commission that we do not want any children that are 3 years old playing in the t-ball league. All were in agreement with this statement. The child must be 4 years old by May 1st. The commission also agreed that they do not want to add BlastBall as a sport.

They would like to coach pitch 3 pitches and then place the ball on the tee if the child is receptive to this. If the child only wants to hit off the tee, that is okay, too. Huehnergath will rewrite the rules over the winter to include these ideas. The commission voted on this change for the next season.

Voting Yea: Lang, Scherbring, Scherrman, Monahan, Huebner, Goldsmith, Frye

Motion Carried

4. Soccer

Huehnergath wants to do a survey on Survey Monkey to get feedback from parents on how they thought the soccer season went and suggestions on ways to improve our program. We had 917 kids enrolled in the program this year, which was an increase in kids from last year. We lost a few kids that were in Saturday flag football at Western Dubuque. If we start a flag football league for 1st and 2nd that would play on Mondays, this would allow the kids to play both sports. We did have a comment that Guttenberg kept their girls off the field and only played with the boys, which got rather rough. We may want to implement a rule that a certain amount of girls have to be on the field at all times, since it is considered a Co-Ed league. Huehnergath thought the scoring was fairly even amongst the teams.

Huehnergath had minimal issues this year. He thought the program ran rather smoothly. They were short a few times on referees for the 1st and 2nd grade teams. We could possibly have a refereeing clinic in February to get more young kids to referee to alleviate this problem.

Most parents/coaches liked the way the brackets were set up.

5. Flag Football

The last game for flag football is Monday. Huehnergath has refereed 3 of the 5 games and has seen a lot of improvement in the kids. Huehnergath likes that kids who don't want to play tackle football can enjoy the sport. We were originally in a league with nearby cities, including Cascade, Anamosa and Monticello; however, the coaches decided to play only town teams. We ended up having 4 teams allowing them to play each team twice. Goldsmith thought it was great! The kids really enjoyed playing against their friends and they didn't have to travel out of town. If we keep the games on Mondays, we may pull some kids from other towns who want to play both soccer and flag football. Huehnergath would like to add 1st and 2nd grade flag football as well. It was decided not to add 5th and 6th grade teams because they usually go to tackle football at that age. Next year they plan to play Dyersville teams only. An even number of teams would be beneficial.

Goldsmith requested that the coaches get a playbook and are directed to where the equipment will be located. This may encourage more parents to be coaches. They need some direction.

Scherrman recommended running a mini-camp the first night of practices similar to what Western Dubuque does. They have 8 stations with 8 separate practice drills. Each team goes to each station together to learn the new skills.

We may also need to increase the cost on this sport. The NFL shirts alone are \$30 each, plus other expenses are involved.

6. Commission Member Comments

Scherrman asked if there was a way to change the entering and exiting of the Westside parking, possibly having an Exit only and Enter only driveway due to the congestion down at Westside on soccer Saturdays.

Huehnergath informed the commission that a Boy Scout is going to install a Bocce Court for his Eagle Scout project down at Candy Cane Park. This will be dug near the pickle ball courts and will be 70 ft long. It was questioned about renting out balls for the Bocce court, Gaga Pit and Basketball court. It was decided that if balls are left there to be used, they would disappear quickly. You will need to bring your own.

Huehnergath is applying for a grant through Alliant Energy to obtain trees for our parks. He is hoping to obtain 24 trees so if you have an area that you would like to see a tree, please let him know.

7. Set Next Meeting Date for Wednesday, December 13, 2023 at 6:00 P.M.

ADJOURNMENT

The meeting was adjourned at 6:52 P.M. on a motion made by Goldsmith, seconded by Scherbring.

Voting Yea: Lang, Scherbring, Scherrman, Monahan, Huebner, Goldsmith, Frye

Motion Carried

Sandy Oberbroeckling

October 11, 2023

Date



State of Iowa

Alcoholic Beverages Division

Item 6.

Applicant

NAME OF LEGAL ENTITY

T Rex Hospitality LLC

NAME OF BUSINESS(DBA)

Fuse

BUSINESS

(563) 590-3536

ADDRESS OF PREMISES

224 2nd Ave NE

PREMISES SUITE/APT NUMBER

CITY

Dyersville

COUNTY

Dubuque

ZIP

52040

MAILING ADDRESS

703 2nd St NW

CITY

Dyersville

STATE

Iowa

ZIP

52040

Contact Person

NAME

Tara Rahe

PHONE

(563) 590-3536

EMAIL

tara@fusedyersville.com

License Information

LICENSE NUMBER

LC0047819

LICENSE/PERMIT TYPE

Class C Retail Alcohol License

TERM

12 Month

STATUS

Pending
Dramshop
Review

TENTATIVE EFFECTIVE DATE

Dec 7, 2023

TENTATIVE EXPIRATION DATE

Dec 6, 2024

LAST DAY OF BUSINESS

SUB-PERMITS

Class C Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

Item 6.

PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Tara Rahe	Dyersville	Iowa	52040	Owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

Badger Mutual Insurance
Company

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



340 1st Avenue East, Dyersville, Iowa 52040 • Phone: 563-875-7724 • Fax: 563-875-8238

www.cityofdyersville.com

BENNETT EXPLOSIVES, INC. has made application for a permit to possess blasting explosives within the corporate limits of the City of Dyersville, Iowa.

BENNETT EXPLOSIVES, INC. is in compliance with Code of Ordinances Chapter 127.03 requirements.

BENNETT EXPLOSIVES, INC. has filed with the City Council:

1. A copy of Application for Permit to Use Explosives within the State of Iowa. (Form required by Chapter 101A Code of Iowa).
2. Surety bond in the amount of \$10,000.00.
3. Certificate of Insurance has been filed with the City of Dyersville.
4. Verification of direct supervision of blasting.

Having fulfilled the requirements of the Code of Ordinance Chapter 127.03, the City Council hereby authorized the issuance of a blasting permit, which shall be good from November 1, 2023 through November 30, 2023.

Approved by the City Council of the City of Dyersville, Iowa this 16th day of October, 2023.

Sandy Oberbroeckling

From: Mike Cole <mcole@bennettexplosives.com>
Sent: Tuesday, October 10, 2023 6:16 AM
To: Sandy Oberbroeckling
Subject: Nov. 2023 Blasting Permit

Sandy

Bennett Explosives Inc. would like to request a Blasting Permit from the City of Dyersville Ia. for the month of November 2023.

Thank you

Bennett
Explosives Inc.

Mike Cole

General Manager | Bennett Explosives

📍 1951 210th Street, Manchester, IA 52057
📞 563-927-4062 📠 319-551-9955
✉ mcole@bennettexplosives.com
🌐 www.quicksupplyco.com

City of Dyersville

BUILDING PERMIT APPLICATION

Task # 532 Item 8.

PERMIT NUMBER
23 - 2313

JOB ADDRESS 23165 Industrial Pkwy SW Dyersville, IA 52040		COUNTY Delaware	
LEGAL DESCR. 540002200176	LOT NO.	BLK.	SUBDIVISION <input type="checkbox"/> SEE ATTACHED SHEET
OWNER OF RECORD Dyersville Industries		TELEPHONE 563-875-2311	
CONTRACTOR PERMIT #		PLUMBING PERMIT #	ELECTRICAL/MECHANICAL PERMIT #
ARCHITECT OR DESIGNER metrius architecture		ADDRESS 108 N Franklin, Manchester, IA	
USE OF BUILDING <input type="checkbox"/> RESIDENTIAL <input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> ACCESSORY		FLOODPLAIN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
CLASS OF WORK: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> REMOVE			
DESCRIBE WORK new build - childcare center		Type of Const. new Build	Basement <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
SET BACKS TO FOUNDATION WALL		Size of Bldg. Total Sq. Ft. 17,742	Automatic Extinguishing System <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
FRONT 171ft	CORNER	No. of Dwelling Units 1	Off Street Parking Req. 59
REAR 89ft	ALLEY	No. of Stories 1	Zoning District Industrial
SIDE 48ft/28ft	OPEN SPACE		
LOT DIMENSIONS			
SPECIAL CONDITIONS			
VALUE OF WORK \$ 5,500,000			

FEES	AMOUNT	REC'D
BUILDING PERMIT		
WATER METER CHARGE		
WATER CONNECTION		
SEWER CONNECTION		
EXCAVATION		
ZONING / B OF A		
TOTAL		

SPECIAL APPROVALS	REQUIRED	RECEIVED
ZONING AMENDMENT		
SITE PLAN		
PLAN REVIEW		
EXCAVATION PERMIT		
ARCHITECT/ENGINEER		
HEALTH DEPT.		
FIRE DEPT.		
HANDICAPPED CERTIFICATE		
BOARD OF ADJUST.		
FLOOD PLAIN CERT.		
FLOOD PLAIN EXEMP.		
SIGNS		
SPECIAL USE PERMIT		
WATER METER		

NOTICE

SEPARATE PERMITS ARE NOT REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING. THE ISSUANCE OF THIS PERMIT IN NO WAY RELIEVES THE RESPONSIBILITY FOR COMPLYING WITH LOCAL, STATE AND FEDERAL LAWS, ORDINANCES, REGULATIONS, RESTRICTIVE COVENANTS, OR OTHER REQUIREMENTS APPLICABLE. THIS PERMIT DOES NOT AUTHORIZE THE USE OF STREETS, ALLEYS OR SIDEWALKS FOR THE DEPOSITING OF BUILDING MATERIALS.

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMPLETED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Maquell Kabe 10-11-2023
SIGNATURE OF CONTRACTOR (DATE) SIGNATURE OF OWNER (DATE)

WHEN PROPERLY VALIDATED THIS IS YOUR PERMIT

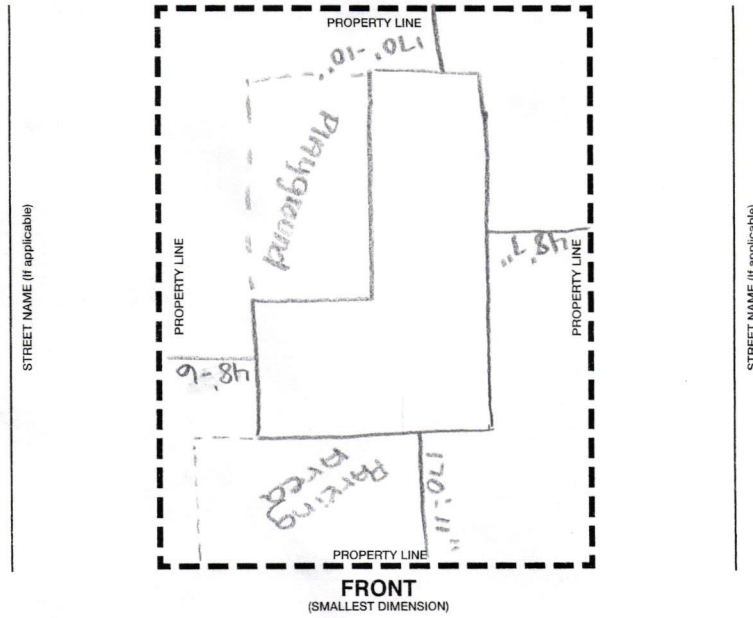
Mike Smith 10/13/23
CHECKED & APPROVED BY (DATE) APPROVED BY CITY COUNCIL (DATE)

Certificate of Occupancy

This Certificate of Occupancy is hereby issued to the above signed in accordance with the provisions set out in the City of Dyersville Municipal Code and all revisions thereto.

Your building and proposed use thereof shall comply with the provisions of the above-cited permit and other building and health ordinances of the City of Dyersville. No change or use shall be made in your building, or in any part thereof, nor may it be structurally altered, unless a Certificate of Occupancy is issued. This certificate shall be authorized after the lawful completion or alteration of the building, or occupancy and use of land.

CITY OF DYERSVILLE (DATE)



Industrial Pkwy SW
STREET NAME (If applicable)

USE SPACE BELOW FOR NOTES, FOLLOW-UP, ETC.

Side

Side

RESOLUTION NO. 67-23

**A RESOLUTION SETTING THE SALARIES FOR THE
DYERSVILLE SEASONAL PART TIME EMPLOYEES OF THE
CITY OF DYERSVILLE**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DYERSVILLE, IOWA:

SECTION 1. The following persons and positions named shall be paid the salaries or wages indicated and the City Clerk is authorized to issue checks, less legally required or authorized deductions from the amount set out below, on Friday of each week, all subject to audit and review by the City Council:

<u>Name</u>		<u>Position</u>	<u>Rate</u>
Steve	Lansing	Snow Plow Driver	\$18.75
Russ	Pettinger	Snow Plow Driver	\$18.75
Cliff	Schanbeck	Snow Plow Driver	\$18.75

SECTION 2. The Policy and Administration Committee and City Administrator are hereby authorized to meet from time to time to consider merit pay adjustments and make recommendations to the City Council. Furthermore, the City Council shall make merit pay adjustments as they may deem necessary.

PASSED AND APPROVED this 16th day of October, 2023.

Jeff Jacque, Mayor

ATTEST:

Tricia L. Maiers, City Clerk / Treasurer

CHANGE ORDER

Change Order No:	4
Date:	September 30, 2023
Agreement Date:	July 5, 2022

Owner:	City of Dyersville, Iowa	
	Dyersville East Road Utility Extension 2022	
Project:	Contract C Water Pumping Station	No. 21168
Contractor:	F.L. Krapfl, Inc.	

The following changes are hereby made to the CONTRACT DOCUMENTS:

Stainless Steel Weather Hoods (quantity 2)	Lump Sum	\$ 1,495.00
--	----------	-------------

TOTAL CHANGE ORDER NO. 4		\$1,495.00
---------------------------------	--	-------------------

Justification:

Weather hoods incorporated to protect HVAC penetration during inclement weather conditions.


Change to CONTRACT PRICE:

Original CONTRACT PRICE	\$ 1,315,000.00
Current CONTRACT PRICE adjusted by previous CHANGE ORDER	\$ 1,322,375.00
The CONTRACT PRICE due to this CHANGE ORDER will be INCREASED by	\$ 1,495.00
The new CONTRACT PRICE including this CHANGE ORDER will be	\$ 1,323,870.00

Change to CONTRACT TIME:

The CONTRACT TIME will remain unchanged. The project shall be substantially complete by July 1, 2023 (except standby generator). Final completion shall be August 1, 2023 (including standby generator).

Change Order Recommended for Acceptance:

	<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.</p> <p>FOR Origin Design Co.</p>
	<p style="text-align: right;">10/6/2023</p> <p>Marc D. Ruden, P.E. Date License Number 19249 My license renewal date is December 31, 2024 Pages or sheets covered by this seal: Change Order No. 4</p>

Accepted and/or Requested:

CONTRACTOR F.L. Krapfl, Inc.

BY _____

Signature

NAME Cory Krapfl

TITLE President

DATE _____

Accepted and/or Requested:

OWNER City of Dyersville, Iowa

Attest:

BY _____

Signature

BY _____

Signature

NAME Tricia Maiers

NAME: Jeff Jacque

TITLE: Mayor

TITLE City Clerk

DATE _____

CONTRACTOR'S PAYMENT FORM

PREPARED BY: ORIGIN DESIGN CO.

Item 11.

CONTRACT PAYMENT NO.

7

PAGE 1/3

OWNER:	CITY OF DYERSVILLE, IOWA
PROJECT:	DYERSVILLE EAST ROAD UTILITY EXT. 2022 CONTRACT C WATER PUMPING STATION
ORIGIN DESIGN NO:	21168C

CONTRACTOR:	F.L. KRAPFL, INC.
ADDRESS:	P.O. BOX 303
	DYERSVILLE, IA 52040

PROJECT COMPLETION DATE
ORIGINAL: SUBSTANTIAL COMPLETION JULY 1, 2023
FINAL COMPLETION AUGUST 1, 2023
REVISED:

AMOUNT OF CONTRACT
ORIGINAL: \$1,315,000.00
REVISED: \$1,322,375.00

DATES OF PAYMENT
FROM: SEPTEMBER 1, 2023
TO: SEPTEMBER 30, 2023

DETAILED ESTIMATE OF CONTRACT WORK COMPLETED TO DATE

ITEM NO.	CONTRACT ITEM DESCRIPTION	CONTRACT ITEM			PREVIOUS TOTAL		THIS PERIOD		TOTAL TO DATE		PERCENT
		QUANTITY	UNIT	UNIT COST	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
1	Topsoil, On-site	340	CY	\$6.00	340	\$2,040.00	0	\$0.00	340	\$2,040.00	100%
2	Excavation, Class 10	320	CY	\$5.00	320	\$1,600.00	0	\$0.00	320	\$1,600.00	100%
3	Subbase, Gradation 14	300	TON	\$23.50	226.49	\$5,322.52	0	\$0.00	226.49	\$5,322.52	75%
4	Replacement of Unsuitable Backfill Material	300	TON	\$8.00	371.85	\$2,974.80	0	\$0.00	371.85	\$2,974.80	124%
5	Exploratory Excavation	10	HRS	\$315.00	10	\$3,150.00	0	\$0.00	10	\$3,150.00	100%
6	Sanitary Sewer Gravity Service, Trenched, PVC SDR 26, 4"	10	LF	\$103.00	10	\$1,030.00	0	\$0.00	10	\$1,030.00	100%
7	Sanitary Sewer Force Service, Trenched, HDPE SDR 9, 1.25"	40	LF	\$64.50	40	\$2,580.00	0	\$0.00	40	\$2,580.00	100%
8	Sanitary Sewer Cleanout	1	EA	\$488.00	1	\$488.00	0	\$0.00	1	\$488.00	100%
9	Pipe Culvert, Trenched, DIP, 8"	40	LF	\$57.00	0	\$0.00	0	\$0.00	0	\$0.00	0%
10	Water Main, Trenched, PVC, 6"	45	LF	\$92.00	37.33	\$3,434.36	0	\$0.00	37.33	\$3,434.36	83%
11	Water Main, Trenched, DIP, 6"	20	LF	\$80.00	13.88	\$1,110.40	0	\$0.00	13.88	\$1,110.40	69%
12	Water Main, Trenched, PVC, 8"	35	LF	\$100.00	31.42	\$3,142.00	0	\$0.00	31.42	\$3,142.00	90%
13	Water Main, Trenched, DIP, 8"	5	LF	\$275.00	5	\$1,375.00	0	\$0.00	5	\$1,375.00	100%
14	Water Main, Trenched, PVC, 12-Inch	140	LF	\$98.00	145.44	\$14,253.12	0	\$0.00	145.44	\$14,253.12	104%
15	Water Main, Trenched, DIP, 12-Inch	15	LF	\$142.00	15	\$2,130.00	0	\$0.00	15	\$2,130.00	100%
16	Fitting, Compact DI MJ, Various Sizes	2500	LBS	\$6.50	2523	\$16,399.50	0	\$0.00	2523	\$16,399.50	101%
17	Water Service Pipe, Copper, 1/2-Inch	20	LF	\$45.00	20	\$900.00	0	\$0.00	20	\$900.00	100%
18	Water Service Corporation, Ball Style Bronze, 1/2 Inch	1	EA	\$450.00	1	\$450.00	0	\$0.00	1	\$450.00	100%
19	Water Service Curb Stop/Box, Ball Type Minn. Pattern, 1/2 Inch	1	EA	\$320.00	1	\$320.00	0	\$0.00	1	\$320.00	100%
20	Valve, Resilient Seat Gate Valve, 6 Inch	3	EA	\$1,850.00	3	\$5,550.00	0	\$0.00	3	\$5,550.00	100%
21	Valve, Resilient Seat Gate Valve, 8 Inch	1	EA	\$2,195.00	1	\$2,195.00	0	\$0.00	1	\$2,195.00	100%
22	Valve, Resilient Seat Gate Valve, 12 Inch	4	EA	\$3,650.00	5	\$18,250.00	0	\$0.00	5	\$18,250.00	125%
23	Sanitary Sewer Lift Station	1	EA	\$19,160.00	1	\$19,160.00	0	\$0.00	1	\$19,160.00	100%
24	PCC Thickened Edge Sidewalk	42	SY	\$87.00	42	\$3,654.00	0	\$0.00	42	\$3,654.00	100%
25	Driveway, Paved, PCC, 6 Inch	635	SY	\$65.00	623.91	\$40,554.15	0	\$0.00	623.91	\$40,554.15	98%

TOTAL WORK COMPLETED (PAGE 1)

\$0.00

\$152,062.85

CONTRACT PAYMENT NO.**7****DETAILED ESTIMATE OF CONTRACT WORK COMPLETED TO DATE**

ITEM NO.	CONTRACT ITEM DESCRIPTION	CONTRACT ITEM			PREVIOUS TOTAL		THIS PERIOD		TOTAL TO DATE		PERCENT
		QUANTITY	UNIT	UNIT COST	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
26	PCC Transformer Pad	7	SY	\$157.00	6.22	\$976.54	0	\$0.00	6.22	\$976.54	89%
27	PCC Generator Pad	20	SY	\$157.00	13.36	\$2,097.52	0	\$0.00	13.36	\$2,097.52	67%
28	Full Depth Patches	15	SY	\$155.00	7.83	\$1,213.65	0	\$0.00	7.83	\$1,213.65	52%
29	Temporary Traffic Control	1	LS	\$900.00	1	\$900.00	0	\$0.00	1	\$900.00	100%
30	Conventional Seeding, Seeding, Fertilizing, and Mulching	2025	SY	\$3.00	2868.9	\$8,606.70	0	\$0.00	2868.9	\$8,606.70	142%
31	Stabilized Construction Entrance	50	SY	\$9.50	50	\$475.00	0	\$0.00	50	\$475.00	100%
32	Inlet Protection Device, Surface Applied	2	EA	\$55.00	0	\$0.00	0	\$0.00	0	\$0.00	0%
33	Inlet Protection Device, Maintenance	2	EA	\$80.00	0	\$0.00	0	\$0.00	0	\$0.00	0%
34	Silt Fence or Silt Fence Ditch Check	550	LF	\$2.35	100	\$235.00	0	\$0.00	100	\$235.00	18%
35	Silt Fence or Silt Fence Ditch Check, Removal of Sediment	550	LF	\$1.00	100	\$100.00	0	\$0.00	100	\$100.00	18%
36	Silt Fence or Silt Fence Ditch Check, Removal of Device	550	LF	\$1.00	100	\$100.00	0	\$0.00	100	\$100.00	18%
37	Mobilization	1	LS	\$63,684.00	1	\$63,684.00	0	\$0.00	1	\$63,684.00	100%
38	Maintenance of Postal Service	1	LS	\$300.00	1	\$300.00	0	\$0.00	1	\$300.00	100%
39	Concrete Washout	1	LS	\$500.00	1	\$500.00	0	\$0.00	1	\$500.00	100%
40	Water Pumping Station	1	LS	\$842,986.60	0.95	\$800,837.27	0	\$0.00	0.95	\$800,837.27	95%
41	Electric, Complete	1	LS	\$92,673.90	0.75	\$69,505.43	0.15	\$13,901.09	0.9	\$83,406.51	90%
42	Controls, Installation	1	LS	\$4,742.00	0	\$0.00	0	\$0.00	0	\$0.00	0%
43	Standby Generator	1	LS	\$82,800.00	0.9	\$74,520.00	0	\$0.00	0.9	\$74,520.00	90%
44	Precast PCC Control Valve Structure	2	EA	\$27,000.00	2	\$54,000.00	0	\$0.00	2	\$54,000.00	100%
45	Bollard	8	EA	\$400.00	8	\$3,200.00	0	\$0.00	8	\$3,200.00	100%

TOTAL WORK COMPLETED (PAGE 2)

\$13,901.09

\$1,095,152.19

TOTAL WORK COMPLETED TO DATE

\$13,901.09

\$1,247,215.04

CONTRACT PAYMENT NO.

7

Item 11.

DETAILED ESTIMATE OF CHANGE ORDER WORK COMPLETED TO DATE

CH. ORD. NO.	CHANGE ORDER ITEM DESCRIPTION	CHANGE ORDER ITEM			PREVIOUS TOTAL		THIS PERIOD		TOTAL TO DATE		PERCENT
		QUANTITY	UNIT	UNIT COST	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
1	Grounding to generator	1	LS	\$644.00	1	\$644.00	0	\$0.00	1	\$644.00	100%
2	2' Simplex Extension to Pump Station	1	LS	\$650.72	1	\$650.72	0	\$0.00	1	\$650.72	100%
3	Valve Vault - Gauge Assembly (quantity 2)	1	LS	\$602.95	1	\$602.95	0	\$0.00	1	\$602.95	100%
3	Valve Vault Sidewall (quantity 2)	1	LS	\$3,295.88	1	\$3,295.88	0	\$0.00	1	\$3,295.88	100%
3	Drain Fittings for Day Tank and Bulk Tank (quantity 2)	1	LS	\$442.04	0	\$0.00	1	\$442.04	1	\$442.04	100%
3	Door Closure SCUSH	1	LS	\$223.10	1	\$223.10	0	\$0.00	1	\$223.10	100%
3	CL2 Backflow Preventer	1	LS	\$371.48	0	\$0.00	1	\$371.48	1	\$371.48	100%
3	Exchange CL 2 Pump	1	LS	\$1,144.83	1	\$1,144.83	0	\$0.00	1	\$1,144.83	100%

TOTAL CHANGE ORDER WORK

\$813.52

\$7,375.00

TOTAL CONTRACT AND CHANGE ORDER WORK PERFORMED TO DATE

\$1,254,590.04

Less: Amount Retained Per Contract 5%

\$62,729.50

Value of Stored Materials (See Attached List)

\$0.00

Less: Stored Materials Amount Retained Per Contract 5%

\$0.00

Net Amount Earned to Date

\$1,191,860.54

Less: Previous Amount Earned

\$1,177,881.67

BALANCE DUE TO CONTRACTOR THIS PAYMENT

\$13,978.87

CERTIFICATION OF CONTRACTOR: The undersigned contractor certifies that to the best of his knowledge, information and belief the work covered by this Contract Payment has been completed in accordance with the Contract Documents for this project; that this Contract Payment is a true and correct statement of the amount of the work completed to the date of this Contract Payment and that the amounts paid to the contractor will be utilized by him to pay for labor, materials, equipment and subcontracts involved in the performance of this contract.

CONTRACTOR: F.L. KRAPFL, INC.

BY: _____

TITLE: _____

DATE: _____

RECOMMENDATION OF ENGINEER: In accordance with the Contract Documents for this project, the undersigned recommends payment to the Contractor of the balance due this payment as shown.

ORIGIN DESIGN CO.

BY: _____

TITLE: Water Resource Team Leader

DATE: 10/6/2023

Marc Ruden, PE

APPROVAL OF OWNER: CITY OF DYERSVILLE, IOWA

AMOUNT PAID _____

BY: _____

TITLE: _____

DATE: _____

CONTRACTOR'S PAYMENT FORM

1
CONTRACT PAYMENT NO.

PAGE 1/2

OWNER: Dyersville

PROJECT: 1st Ave Bridge Deck

CONTRACTOR: Taylor

ADDRESS: 7314 Columbus St

New Vienna, IA 52085

Phone: 563-921-2315

DATES OF PAYMENT

From: September 1st

To: September 31st

DETAILED ESTIMATE OF CONTRACT WORK COMPLETED TO DATE

ITEM NO.	CONTRACT ITEM DESCRIPTION	CONTRACT ITEM			PREVIOUS PERIOD	THIS PERIOD		TOTAL TO DATE		PERCENT
		QUANTITY	UNIT	UNIT COST	QUANTITY	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
0010	TOPSOIL, STRIP, SALVAGE AND SPREAD	20.0	CY	\$93.00	0.00	0.00	\$0.00	0.00	\$0.00	0%
0020	EARTH SHOULDER CONSTRUCTION	3	STA	\$806.00	0.00	0.00	\$0.00	0.00	\$0.00	0%
0030	BRIDGE APPROACH PAVEMENT, AS PER PLAN	431.2	SY	\$178.60	0.0	38.0	\$6786.80	38.0	\$6786.80	9%
0040	REMOVAL	1	LS	\$22500.00	0.0	0.5	\$11250.00	0.5	\$11250.00	50%
0050	EXCAVATION, CLASS 20	22.7	CY	\$500.00	0.0	11.4	\$5675.00	11.4	\$5675.00	50%
0060	REINFORCING STEEL, EPOXY COATED	7557	LB	\$5.50	0.0	0.0	\$0.00	0.0	\$0.00	0%
0070	DECK OVERLAY (CLASS HPC-O PCC)	428.2	SY	\$250.00	0.0	15.0	\$3750.00	15.0	\$3750.00	4%
0080	DECK REPAIR, CLASS A	307.2	SY	\$220.00	0.0	37.3	\$8206.00	37.3	\$8206.00	12%
0090	CONCRETE BARRIER RAIL	269.9	LF	\$185.00	0.0	0.0	\$0.00	0.0	\$0.00	0%
0100	PAVING NOTCH REPLACEMENT	71	LF	\$625.00	0.0	35.5	\$22187.50	35.5	\$22187.50	50%
0110	DRAIN EXTENSIONS	4	EA	\$800.00	0.0	0.0	\$0.00	0.0	\$0.00	0%
0120	REMOVAL OF PAVEMENT	431.2	SY	\$27.30	0.0	218.5	\$5965.05	218.5	\$5965.05	51%
0130	REMOVE AND REINSTALL SIGN AS PER PLAN	4	EA	\$150.00	0.00	1.00	\$150.00	1.0	\$150.00	25%
0140	PAINTED PAVEMENT MARKINGS, HIGH-BUILD WATERBORNE	26	STA	\$75.00	0.00	13.00	\$975.00	13.0	\$975.00	50%
0150	WET RETROREFLECTIVE REMOVAL TAPE MARKINGS	6.44	STA	\$160.00	0.0	3.2	\$515.20	3.2	\$515.20	50%
0160	PAVEMENT MARKINGS REMOVED	13.0	STA	\$75.00	0.0	6.5	\$487.50	6.5	\$487.50	50%
0170	TEMPORARY BARRIER RAIL, CONCRETE	750	LF	\$15.00	0.0	375.0	\$5625.00	375.0	\$5625.00	50%
0180	TEMPORARY TRAFFIC SIGNALS	1.0	EA	\$10000.00	0.0	0.5	\$5000.00	0.5	\$5000.00	50%
0190	TRAFFIC CONTROL	1.0	LS	\$10890.00	0.0	0.5	\$5445.00	0.5	\$5445.00	50%
0200	FLAGGERS	2	EA	\$515.00	0.0	0.0	\$0.00	0.0	\$0.00	0%
0210	MOBILIZATION	1	LS	\$36000.00	0.0	0.25	\$9000.00	0.3	\$9000.00	25%
0220	TEMP CRASH CUSHIONS	4	EA	\$1200.00	0.0	2.0	\$2400.00	2.0	\$2400.00	50%
0230	MULCHING	0.04	ACRE	\$7000.00	0.0	0.0	\$0.00	0.0	\$0.00	0%
0240	SEEDING AND FERTILIZING (RURAL)	0.04	ACRE	\$7000.00	0.0	0.0	\$0.00	0.0	\$0.00	0%
0250	STABILIZING CROP - SEEDING AND FERTILIZING	0.04	ACRE	\$7000.00	0.0	0.0	\$0.00	0.0	\$0.00	0%
0260	SILT FENCE	525	LF	\$3.00	0.0	0.0	\$0.00	0.0	\$0.00	0%
0270	REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECK	525	LF	\$1.00	0.0	0.0	\$0.00	0.0	\$0.00	0%

SUBTOTAL WORK COMPLETED - Page 1

CONTRACT PAYMENT NO. 1

CONTRACT WORK COMPLETED - CONTINUED

ITEM NO.	CONTRACT ITEM DESCRIPTION	CONTRACT ITEM			PREVIOUS PERIOD	THIS PERIOD		TOTAL TO DATE		PERCENT
		QUANTITY	UNIT	UNIT COST	QUANTITY	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
0280	MAINT OF SILT FENCE/ SILT FENCE- DITCH CHECK	42	LF	\$1.00	0.0	0.0	\$0.00	0.0	\$0.00	0%
0290	MOBILIZATIONS, EROSION CONTROL	1	EA	\$500.00	0.0	0.0	\$0.00	0.0	\$0.00	0%
0300	MOBILIZATIONS, EMERGENCY EROSION CONTROL	1	EA	\$500.00	0.0	0.0	\$0.00	0.0	\$0.00	0%

SUBTOTAL WORK COMPLETED - Page 2

CONTRACT PAYMENT NO.

DETAILED ESTIMATE OF CHANGE ORDER WORK COMPLETED TO DATE

Page 3/3

[illegible]

TOTAL CHANGE ORDER WORK	
-------------------------	--

	\$0.00
--	--------

\$0.00

TOTAL CONTRACT AND CHANGE ORDER WORK PERFORMED

\$93,418.05

Less: Amount Retained Per Contract 5%

\$4,670.90

Value of Stored Materials (See Attached List)

\$0.00

Less: Stored Materials Amount Retained Per Contract 5%

\$0.00
\$0.00

Net Amount Earned to Date

\$0.00

BALANCE DUE TO CONTRACTOR THIS PAYMENT

\$88,747.15

CERTIFICATION OF CONTRACTOR: The undersigned contractor certifies that to the best of his knowledge, information and belief the work covered by this Contract Payment has been completed in accordance with the Contract Documents for this project; that this Contract Payment is a true and correct statement of the amount of the work completed to date of this Contract Payment and that the amounts paid to the Contractor will be utilized by him to pay for labor, materials, equipment and subcontracts involved in the performance of this Contract.

BY:

TITLE: Project Manager

Date: 10/4/23

RECOMMENDATION OF ENGINEER: In accordance with the Contract Documents for this project, the undersigned Engineer recommends payment to the Contractor of the balance due this payment as shown.

APPROVAL OF CITY ENGINEER

BY:

TITLE: Project Engineer

Date: 10/4/23

APPROVAL OF MAYOR: City of Dyersville IOWA

BY:

Amount:

TITLE:

Date: _____

City of Dyersville

340 1st Avenue East, Dyersville, Iowa 52040 • Phone: 563-875-7724 • Fax: 563-875-8238
www.cityofdyersville.com

Treasurer's Report

September, 2023

Bank balance	Petty Cash	General Checking	Community Savings Bank	Flex Spending Savings	Fidelity Bank HRA Checking	Fidelity Bank Police Forfeiture	Library Trust	TOTAL
Account #'s	001-1-100	001-1-102 1-103	001-1-1105	001-1-112	001-1-1140	128-1-1104	002-1-110	
Balance per bank (Ending Balance)	\$ 100.00	\$ 2,186,804.27	\$ 97,754.06	\$ 4,698.42	\$ 4,470.99	\$ 4,098.65	\$ 97,214.10	\$ 2,395,140.49
Outstanding Deposits		\$ 1,066.39						\$ 1,066.39
Outstanding Other		\$ (47,114.34)		\$ 22.00				\$ (47,092.34)
Adjustment				\$ 89.74			\$ 4.97	\$ 94.71
Outstanding Checks		\$ (190,908.98)						\$ (190,908.98)
BANK BALANCE	\$ 100.00	\$ 1,949,847.34	\$ 97,754.06	\$ 4,810.16	\$ 4,470.99	\$ 4,098.65	\$ 97,219.07	\$ 2,158,300.27
Difference Bank / Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund:								
001 - General		\$ (41,182.27)	\$ 70,749.03	\$ 13,583.72	\$ 4,470.99			\$ 47,621.47
002 - Library Trust		\$ (14,493.22)					\$ 97,219.07	\$ 82,725.85
110 - Road Use Tax		\$ 184,028.99		\$ (1,799.01)				\$ 182,229.98
112 - Trust & Agency		\$ 44,111.00						\$ 44,111.00
121 - Local Option Tax Reserve		\$ 937,245.61	\$ 27,005.03					\$ 964,250.64
128 - CDBG / Flood		\$ 1,521,885.39				\$ 4,098.65		\$ 1,525,984.04
135 - Dyersville TIF District		\$ 3,149,688.38						\$ 3,149,688.38
200 - Debt Service		\$ 3,280,161.59						\$ 3,280,161.59
301 - Capital Improvements		\$ (4,582,770.39)						\$ (4,582,770.39)
600 - Water	\$ 100.00	\$ 133,820.43		\$ (1,942.58)				\$ 131,977.85
601 - Water Sinking Fund		\$ 2,261,369.03						\$ 2,261,369.03
602 - Water Capital		\$ (3,701,983.43)						\$ (3,701,983.43)
610 - Sewer		\$ 460,111.82		\$ (3,415.13)				\$ 456,696.69
611 - Sewer Sinking		\$ (676,450.07)						\$ (676,450.07)
612 - Sewer Capital		\$ (947,961.79)						\$ (947,961.79)
670 - Solid Waste		\$ (57,733.73)		\$ (1,616.84)				\$ (59,350.57)
FUND BALANCE	\$ 100.00	\$ 1,949,847.34	\$ 97,754.06	\$ 4,810.16	\$ 4,470.99	\$ 4,098.65	\$ 97,219.07	\$ 2,158,300.27



Dyersville, IA

Bank Statement Register

Item 13.

POOLED CASH-FIDELITY

Period 9/1/2023 - 9/30/2023

Packet: BRPKT00179

Bank Statement		General Ledger	
Beginning Balance	1,535,447.58	Account Balance	1,854,877.57
Plus Debits	1,426,060.59	Less Outstanding Debits	1,442.42
Less Credits	869,673.67	Plus Outstanding Credits	238,399.35
Adjustments	0.00	Adjustments	0.00
Ending Balance	2,091,834.50	Adjusted Account Balance	2,091,834.50
Statement Ending Balance		2,091,834.50	
Bank Difference		0.00	
General Ledger Difference		0.00	

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

999-1-1030-000 POOLED CASH-FIDELITY

Cleared Deposits

Item Date	Reference	OpenEdge Batch	Merchant	Description	Amount
08/10/2023	DEP0006339			CLPKT01457 BG:Credit Card	56.29
08/30/2023	DEP0006423	000619 Insite	Mastercard -	CLPKT01471 BG:OP	112.71
08/31/2023	DEP0006426		Open Edge	CLPKT01472 BG:Credit Card	111.52
08/31/2023	DEP0006426	000333 Point Of Sale	Open Edge	CLPKT01472 BG:Credit Card	2.50
09/01/2023	DEP0006438			CLPKT01475 BG:Daily Deposit	531.00
09/01/2023	DEP0006438	000621 Insite	Mastercard -	CLPKT01475 BG:OP	1,481.00
09/01/2023	DEP0006438			CLPKT01475 BG:Credit Card	29.20
09/01/2023	DEP0006438	000620 Insite	Visa - Insite	CLPKT01475 BG:OP	104.13
09/05/2023	DEP0006441			CLPKT01476 BG:Daily Deposit	10,250.02
09/05/2023	DEP0006441	000334 Point Of Sale	Open Edge	CLPKT01476 BG:Credit Card	200.00
09/05/2023	DEP0006441	000624 Insite	Mastercard -	CLPKT01476 BG:OP	219.67
09/05/2023	DEP0006441	000623 Insite	Mastercard -	CLPKT01476 BG:OP	514.14
09/05/2023	DEP0006441	000622 Insite	Visa - Insite	CLPKT01476 BG:OP	291.11
09/05/2023	DEP0006441	000621 Insite	Visa - Insite	CLPKT01476 BG:OP	720.35
09/05/2023	DEP0006441	000625 Insite	Visa - Insite	CLPKT01476 BG:OP	564.00
09/06/2023	DEP0006445	000625 Insite	Visa - Insite	CLPKT01477 BG:OP	282.25
09/06/2023	DEP0006445	000626 Insite	Mastercard -	CLPKT01477 BG:OP	69.03
09/06/2023	DEP0006445			CLPKT01477 BG:Daily Deposit	5,866.86
09/06/2023	DEP0006445			CLPKT01477 BG:Credit Card	200.00
09/06/2023	DEP0006445		Open Edge	CLPKT01477 BG:Credit Card	50.18
09/06/2023	DEP0006445	000335 Point Of Sale	Open Edge	CLPKT01477 BG:Credit Card	50.18
09/07/2023	DEP0006451			CLPKT01478 BG:Daily Deposit	5,028.87
09/07/2023	DEP0006451	000627 Insite	Mastercard -	CLPKT01478 BG:OP	238.01
09/07/2023	DEP0006451	000626 Insite	Mastercard -	CLPKT01478 BG:OP	943.10
09/08/2023	DEP0006454	000628 Insite	Mastercard -	CLPKT01479 BG:OP	455.47

Item Date	Reference	OpenEdge Batch	Merchant	Description	Amount
09/08/2023	DEP0006454			CLPKT01479 BG:Daily Deposit	8,047.70
09/08/2023	DEP0006454	000627 Insite	Mastercard -	CLPKT01479 BG:OP	101.79
09/11/2023	DEP0006457	000629 Insite	Visa - Insite	CLPKT01480 BG:OP	1,033.84
09/11/2023	DEP0006457	000628 Insite	Visa - Insite	CLPKT01480 BG:OP	111.96
09/11/2023	DEP0006457			CLPKT01480 BG:Daily Deposit	19,720.76
09/12/2023	DEP0006466	000630 Insite	Mastercard -	CLPKT01483 BG:OP	300.00
09/12/2023	DEP0006466	000631 Insite	Discover - Ins	CLPKT01483 BG:OP	65.28
09/12/2023	DEP0006466			CLPKT01483 BG:Daily Deposit	5,035.43
09/13/2023	DEP0006475			CLPKT01486 BG:Daily Deposit	95,249.38
09/13/2023	DEP0006475		Open Edge	CLPKT01486 BG:Credit Card	188.09
09/13/2023	DEP0006475	000631 Insite	Mastercard -	CLPKT01486 BG:OP	278.34
09/13/2023	DEP0006475	000632 Insite	Mastercard -	CLPKT01486 BG:OP	238.07
09/13/2023	DEP0006475			CLPKT01486 BG:Credit Card	80.00
09/14/2023	DEP0006485			CLPKT01487 BG:Daily Deposit	16,079.78
09/14/2023	DEP0006485	000633 Insite	Visa - Insite	CLPKT01487 BG:OP	335.94
09/15/2023	DEP0006488		Open Edge	CLPKT01488 BG:Credit Card	17.10
09/15/2023	DEP0006488			CLPKT01488 BG:Daily Deposit	4,282.06
09/15/2023	DEP0006488			CLPKT01488 BG:Credit Card	85.13
09/15/2023	DEP0006488	000633 Insite	Mastercard -	CLPKT01488 BG:OP	200.00
09/15/2023	DEP0006488	000634 Insite	Mastercard -	CLPKT01488 BG:OP	2,909.37
09/18/2023	DEP0006491	000636 Insite	Visa - Insite	CLPKT01489 BG:OP	190.82
09/18/2023	DEP0006491	000635 Insite	Mastercard -	CLPKT01489 BG:OP	232.26
09/18/2023	DEP0006491	000634 Insite	Mastercard -	CLPKT01489 BG:OP	175.73
09/18/2023	DEP0006491	000637 Insite	Mastercard -	CLPKT01489 BG:OP	464.50
09/18/2023	DEP0006491			CLPKT01489 BG:State of Iowa	176.03
09/18/2023	DEP0006491		Open Edge	CLPKT01489 BG:Credit Card	181.74
09/18/2023	DEP0006491			CLPKT01489 BG:Daily Deposit	17,502.05
09/19/2023	DEP0006498			CLPKT01492 BG:Credit Card	200.00
09/19/2023	DEP0006498	000638 Insite	Mastercard -	CLPKT01492 BG:OP	271.87
09/19/2023	DEP0006498		Open Edge	CLPKT01492 BG:Credit Card	162.46
09/19/2023	DEP0006498			CLPKT01492 BG:Daily Deposit	5,099.96
09/19/2023	DEP0006498	000637 Insite	Mastercard -	CLPKT01492 BG:OP	106.71
09/20/2023	DEP0006500			ACH Draft Packet UBPKT01655	127,413.90
09/20/2023	DEP0006503	000638 Insite	Mastercard -	CLPKT01493 BG:OP	542.46
09/20/2023	DEP0006503	000639 Insite	Visa - Insite	CLPKT01493 BG:OP	1,765.28
09/20/2023	DEP0006503		Open Edge	CLPKT01493 BG:Credit Card	106.71
09/20/2023	DEP0006503		Open Edge	CLPKT01493 BG:Credit Card	144.39
09/20/2023	DEP0006503			CLPKT01493 BG:Daily Deposit	8,473.64
09/20/2023	DEP0006503			CLPKT01493 BG:Credit Card	176.03
09/20/2023	DEP0006503		Open Edge	CLPKT01493 BG:Credit Card	345.30
09/21/2023	DEP0006506	000640 Insite	Mastercard -	CLPKT01494 BG:OP	316.38
09/21/2023	DEP0006506			CLPKT01494 BG:Daily Deposit	7,932.39
09/21/2023	DEP0006506	000639 Insite	Mastercard -	CLPKT01494 BG:OP	685.36
09/21/2023	DEP0006509			Utility Reverse Payment Packet UBPKT0	-87.86
09/22/2023	DEP0006512	000640 Insite	Mastercard -	CLPKT01495 BG:OP	511.47

Cleared Deposits

Item 13.

Item Date	Reference	OpenEdge Batch	Merchant	Description	Amount
09/22/2023	DEP0006512	000641 Insite	Mastercard -	CLPKT01495 BG:OP	75.03
09/22/2023	DEP0006512			CLPKT01495 BG:Credit Card	42.01
09/22/2023	DEP0006512			CLPKT01495 BG:Daily Deposit	3,879.89
09/25/2023	DEP0006515			Utility Reverse Payment Packet UBPKTO	-44.31
09/25/2023	DEP0006518	000642 Insite	Visa - Insite	CLPKT01496 BG:OP	481.80
09/25/2023	DEP0006518	000641 Insite	Mastercard -	CLPKT01496 BG:OP	563.88
09/25/2023	DEP0006518	000643 Insite	Visa - Insite	CLPKT01496 BG:OP	93.86
09/25/2023	DEP0006518			CLPKT01496 BG:Credit Card	200.00
09/25/2023	DEP0006518			CLPKT01496 BG:Daily Deposit	2,310.36
09/25/2023	DEP0006518	000644 Insite	Visa - Insite	CLPKT01496 BG:OP	93.86
09/26/2023	DEP0006527	000644 Insite	Visa - Insite	CLPKT01497 BG:OP	112.71
09/26/2023	DEP0006527			CLPKT01497 BG:Daily Deposit	713.35
09/27/2023	DEP0006533		Open Edge	CLPKT01498 BG:Credit Card	250.00
09/27/2023	DEP0006533			CLPKT01498 BG:Daily Deposit	1,850.16
09/27/2023	DEP0006533	000645 Insite	Visa - Insite	CLPKT01498 BG:OP	373.96
09/28/2023	DEP0006536			CLPKT01499 BG:Daily Deposit	607.83
09/28/2023	DEP0006536	000646 Insite	Mastercard -	CLPKT01499 BG:OP	124.49
09/29/2023	DEP0006539			CLPKT01500 BG:Daily Deposit	3,453.28
09/30/2023	DEP0006563			CLPKT01506 BG:State of Iowa	334,515.39
09/30/2023	DEP0006563			CLPKT01506 BG:Dubuque Cnty Treasur	350,611.33
09/30/2023	DEP0006563			CLPKT01506 BG:Delaware Cnty Treasu	352,463.99
Total Cleared Deposits (91)					1,408,594.06

Cleared Checks

Item Date	Reference	Item Type	Description	Amount
08/22/2022	21471	Check	SAVING OUR AVIAN RESOURCES (SOAR)	-394.89
06/26/2023	21803	Check	DYERSVILLE YOUNG PROFESSIONALS	-10.00
08/17/2023	21859	Check	Joseph Genene	-82.12
08/22/2023	21841	Check	AMERICAN LEGION POST 137	-11,861.25
08/22/2023	21845	Check	DYERSVILLE YOUNG PROFESSIONALS	-10.00
08/22/2023	21847	Check	GREATHOUSE OF MUSIC	-250.00
08/22/2023	21851	Check	IOWAN MAGAZINE	-24.00
08/22/2023	21858	Check	WINDSTREAM	-126.09
08/31/2023	21860	Check	POSTMASTER	-866.49
09/05/2023	21871	Check	ALLIANT ENERGY	-22,677.87
09/05/2023	21872	Check	AMERICAN LEGION POST 137	-14,192.90
09/05/2023	21873	Check	BI-COUNTY AMBULANCE	-44,770.00
09/05/2023	21874	Check	GREATER DUBUQUE DEVEL CORP	-7,475.00
09/05/2023	21875	Check	IOWA RURAL WATER ASSOCIATION	-510.00
09/05/2023	21876	Check	IOWA STATE UNIVERSITY	-128.00
09/05/2023	21877	Check	LIONS CLUB OF DYERSVILLE	-100.00
09/05/2023	21878	Check	MAQUOKETA VALLEY ELECTRIC COOP	-3,748.30
09/05/2023	21879	Check	SECRETARY OF STATE	-30.00

Cleared Checks

Item 13.

Item Date	Reference	Item Type	Description	Amount
09/05/2023	21880	Check	WINDSTREAM	-587.81
09/18/2023	21881	Check	ALLIANT ENERGY	-9,405.54
09/18/2023	21882	Check	AMAZON	-1,330.37
09/18/2023	21884	Check	AMERICAN LEGION POST 137	-23,559.27
09/18/2023	21887	Check	BLACK HILLS ENERGY	-556.35
09/18/2023	21888	Check	CATSTER	-29.95
09/18/2023	21889	Check	CENGAGE LEARNING	-148.76
09/18/2023	21890	Check	FL KRAPFL INC	-209,135.17
09/18/2023	21894	Check	KIPLINGER'S PERSONAL FINANCE	-59.95
09/18/2023	21895	Check	MAQUOKETA VALLEY ELECTRIC COOP	-2,821.81
09/18/2023	21896	Check	NEW YORKER, THE	-74.99
09/18/2023	21897	Check	POETS & WRITERS MAGAZINE	-24.95
09/18/2023	21898	Check	POSTMASTER	-102.00
09/18/2023	21900	Check	ROAD RUNNER	-39.99
09/18/2023	21902	Check	THIS OLD HOUSE	-8.00
09/18/2023	21903	Check	VOGUE	-15.00
09/18/2023	21904	Check	WALL STREET JOURNAL	-599.98
09/19/2023	21907	Check	Brandon Matlage	-109.74
09/19/2023	21908	Check	Angeline Wimberly	-134.90
Total Cleared Checks (37)				-356,001.44

Cleared Other

Item Date	Reference	Item Type	Description	Amount
08/22/2022	21471	Check Reversal	SAVING OUR AVIAN RESOURCES (SOAR) R	394.89
07/31/2023	1	Miscellaneous	Credit Card payment	-56.29
07/31/2023	1	Miscellaneous	Payroll Empower Michel	1,441.00
08/04/2023	DFT0002633	Bank Draft	IPERS	-3,352.81
08/04/2023	DFT0002634	Bank Draft	IPERS	-1,587.38
08/04/2023	DFT0002635	Bank Draft	TREASURER STATE OF IOWA	-1,051.47
08/04/2023	DFT0002639	Bank Draft	ILLINOIS DEPARTMENT OF REVENUE	-88.24
08/11/2023	DFT0002646	Bank Draft	IPERS	-3,300.74
08/11/2023	DFT0002647	Bank Draft	IPERS	-1,583.58
08/11/2023	DFT0002648	Bank Draft	TREASURER STATE OF IOWA	-1,010.00
08/11/2023	DFT0002652	Bank Draft	ILLINOIS DEPARTMENT OF REVENUE	-88.24
08/18/2023	DFT0002656	Bank Draft	IPERS	-3,221.30
08/18/2023	DFT0002657	Bank Draft	IPERS	-1,662.83
08/18/2023	DFT0002658	Bank Draft	TREASURER STATE OF IOWA	-1,016.77
08/18/2023	DFT0002662	Bank Draft	ILLINOIS DEPARTMENT OF REVENUE	-88.24
08/22/2023	21847	Check Reversal	GREATHOUSE OF MUSIC Reversal	250.00
08/25/2023	DFT0002667	Bank Draft	IPERS	-3,221.36
08/25/2023	DFT0002668	Bank Draft	IPERS	-1,583.58
08/25/2023	DFT0002669	Bank Draft	TREASURER STATE OF IOWA	-966.23
08/25/2023	DFT0002673	Bank Draft	ILLINOIS DEPARTMENT OF REVENUE	-88.24

Item Date	Reference	Item Type	Description	Amount
09/01/2023	DFT0002674	Bank Draft	EMPOWER	-925.00
09/01/2023	DFT0002675	Bank Draft	MIDWESTONE BANK	-104.16
09/01/2023	DFT0002676	Bank Draft	MIDWESTONE BANK	-386.24
09/01/2023	DFT0002680	Bank Draft	FIDELITY BANK & TRUST	-3,713.66
09/01/2023	DFT0002681	Bank Draft	FIDELITY BANK & TRUST	-2,609.40
09/01/2023	DFT0002682	Bank Draft	FIDELITY BANK & TRUST	-872.94
09/01/2023	EFT0000128	EFT	Payroll EFT	-21,794.32
09/05/2023	APA004044	AP Automation	ACE HOMEWORKS	-104.55
09/05/2023	APA004045	AP Automation	AUTOMATIC SYSTEMS CO	-12,270.00
09/05/2023	APA004046	AP Automation	BSN SPORTS/COLLEGIATE PACIFIC	-348.90
09/05/2023	APA004047	AP Automation	CAPITAL SANITARY SUPPLY	-115.15
09/05/2023	APA004048	AP Automation	CARROT-TOP INDUSTRIES	-5,290.85
09/05/2023	APA004049	AP Automation	COBRA LANES	-200.00
09/05/2023	APA004050	AP Automation	COMMUNICATIONS ENGINEERING COMPAN	-1,311.00
09/05/2023	APA004051	AP Automation	CRESCENT ELECTRIC SUPPLY	-1,212.50
09/05/2023	APA004052	AP Automation	DE SILVA, PEYTON	-40.00
09/05/2023	APA004053	AP Automation	DEUTMEYER, CATHY	-100.00
09/05/2023	APA004054	AP Automation	DIAMOND VOGEL	-588.00
09/05/2023	APA004055	AP Automation	DYERSVILLE COMMERCIAL	-800.83
09/05/2023	APA004056	AP Automation	EAST CENTRAL INTERGOVERNMENTAL ASS	-4,263.50
09/05/2023	APA004057	AP Automation	FL KRAPFL INC	-6,004.75
09/05/2023	APA004058	AP Automation	GIANT WASH	-102.80
09/05/2023	APA004059	AP Automation	HAGEMAN, BRODY	-135.00
09/05/2023	APA004060	AP Automation	HAGEMAN, CARTER	-132.50
09/05/2023	APA004061	AP Automation	HEFEL PORTABLE SERVICES LLC	-1,306.57
09/05/2023	APA004062	AP Automation	IMPACT7G	-12,500.00
09/05/2023	APA004063	AP Automation	IOWA ONE CALL	-96.50
09/05/2023	APA004064	AP Automation	J & J LAWN CARE	-10,783.50
09/05/2023	APA004065	AP Automation	J & R SUPPLY	-474.00
09/05/2023	APA004066	AP Automation	JOHN DEERE FINANCIAL	-146.70
09/05/2023	APA004067	AP Automation	JUMBO VISUAL PROJECTION	-300.00
09/05/2023	APA004068	AP Automation	JUST FOR YOU	-5,608.47
09/05/2023	APA004069	AP Automation	KNEPPER, EVELYN	-130.00
09/05/2023	APA004070	AP Automation	KRAMER, LEXI	-90.00
09/05/2023	APA004071	AP Automation	KRUSE, HAILEY	-82.50
09/05/2023	APA004072	AP Automation	KUCERA INTERNATIONAL INC	-2,000.00
09/05/2023	APA004073	AP Automation	MANCHESTER SIGNS	-313.00
09/05/2023	APA004074	AP Automation	MAQUOKETA RIVER WMA	-6,715.00
09/05/2023	APA004075	AP Automation	MASSEY, LINDSEY	-100.00
09/05/2023	APA004076	AP Automation	MC2	-967.34
09/05/2023	APA004077	AP Automation	MITCHEL, JAMES	-130.00
09/05/2023	APA004078	AP Automation	MM MECHANICAL	-762.38
09/05/2023	APA004079	AP Automation	MR LOCK & KEY	-16.95
09/05/2023	APA004080	AP Automation	MYERS-COX COMPANY	-163.03
09/05/2023	APA004081	AP Automation	NIEMAN, TIM	-150.00

Item Date	Reference	Item Type	Description	Amount
09/05/2023	APA004082	AP Automation	NORLAB INC	-89.00
09/05/2023	APA004083	AP Automation	NOSBISCH, LYNN	-70.00
09/05/2023	APA004084	AP Automation	ORIGIN DESIGN CO	-75,465.53
09/05/2023	APA004085	AP Automation	PETTINGER, JOAN OR RUSS	-100.00
09/05/2023	APA004086	AP Automation	PITNEY BOWES	-63.72
09/05/2023	APA004087	AP Automation	PRIER BROS INC	-920.08
09/05/2023	APA004088	AP Automation	PRY, JUSTIN	-45.00
09/05/2023	APA004089	AP Automation	QUILL CORPORATION	-378.28
09/05/2023	APA004090	AP Automation	RECKER CONSTRUCTION	-2,000.00
09/05/2023	APA004091	AP Automation	RELIANCE STANDARD	-838.02
09/05/2023	APA004092	AP Automation	ROEDER, BRIAN or KERRY	-30.00
09/05/2023	APA004093	AP Automation	ROEDER, MASON	-67.50
09/05/2023	APA004094	AP Automation	ROLING, ANDREW	-152.50
09/05/2023	APA004095	AP Automation	ROLING, SARAH	-195.00
09/05/2023	APA004096	AP Automation	ROLING, STEVEN	-187.50
09/05/2023	APA004097	AP Automation	SANDRY FIRE SUPPLY LLC	-500.00
09/05/2023	APA004098	AP Automation	STRUCK & IRWIN PAVING INC	-28,892.00
09/05/2023	APA004099	AP Automation	SUPERIOR WELDING SUPPLY CO	-56.10
09/05/2023	APA004100	AP Automation	TJ CLEANING SERVICES	-690.00
09/05/2023	APA004101	AP Automation	US BANCORP	-9,410.06
09/05/2023	APA004102	AP Automation	USA BLUE BOOK	-1,560.00
09/05/2023	APA004103	AP Automation	VERIZON WIRELESS	-946.66
09/05/2023	APA004104	AP Automation	WERNER, RON	-200.00
09/05/2023	APA004105	AP Automation	WHITE CAP LP	-887.14
09/05/2023	APA004106	AP Automation	WHKS & CO	-1,277.50
09/05/2023	APA004107	AP Automation	WOLF, JERRY	-192.50
09/05/2023	APA004108	AP Automation	WOLF, RUSS	-300.00
09/05/2023	Insurance	Miscellaneous	WELLMARK DENTAL INSURANCE	-1,609.72
09/07/2023	DFT0002684	Bank Draft	TREASURER STATE OF IOWA	-681.73
09/07/2023	DFT0002695	Bank Draft	TREASURER STATE OF IOWA	-3.01
09/08/2023	DFT0002685	Bank Draft	EMPOWER	-925.00
09/08/2023	DFT0002686	Bank Draft	MIDWESTONE BANK	-104.16
09/08/2023	DFT0002687	Bank Draft	MIDWESTONE BANK	-386.24
09/08/2023	DFT0002691	Bank Draft	FIDELITY BANK & TRUST	-3,986.20
09/08/2023	DFT0002692	Bank Draft	FIDELITY BANK & TRUST	-2,913.00
09/08/2023	DFT0002693	Bank Draft	FIDELITY BANK & TRUST	-936.68
09/08/2023	EFT0000129	EFT	Payroll EFT	-22,894.17
09/11/2023	Insurance	Miscellaneous	MEDICAL ASSOCIATES HEALTH PLAN	-26,121.94
09/15/2023	DFT0002699	Bank Draft	EMPOWER	-925.00
09/15/2023	DFT0002700	Bank Draft	MIDWESTONE BANK	-104.16
09/15/2023	DFT0002701	Bank Draft	MIDWESTONE BANK	-386.24
09/15/2023	DFT0002705	Bank Draft	FIDELITY BANK & TRUST	-4,314.14
09/15/2023	DFT0002706	Bank Draft	FIDELITY BANK & TRUST	-3,616.61
09/15/2023	DFT0002707	Bank Draft	FIDELITY BANK & TRUST	-1,013.38
09/15/2023	EFT0000130	EFT	Payroll EFT	-24,285.39

Item Date	Reference	Item Type	Description	Amount
09/18/2023	21881	Check Reversal	ALLIANT ENERGY Reversal	9,405.54
09/18/2023	APA004109	AP Automation	ACCESS SYSTEMS	-674.65
09/18/2023	APA004110	AP Automation	ACCO	-14,112.37
09/18/2023	APA004111	AP Automation	ACE HOMEWORKS	-89.34
09/18/2023	APA004112	AP Automation	AIRESPRING	-332.12
09/18/2023	APA004113	AP Automation	ALVARADO, JUAN	-97.50
09/18/2023	APA004114	AP Automation	BAKER & TAYLOR BOOKS	-1,216.38
09/18/2023	APA004115	AP Automation	BARD MATERIALS	-71.77
09/18/2023	APA004116	AP Automation	BENTON-HERMSEN, KIMSHIRO	-20.00
09/18/2023	APA004117	AP Automation	BI-COUNTY DISPOSAL INC	-26,425.70
09/18/2023	APA004118	AP Automation	BLACKSTONE PUBLISHING	-123.12
09/18/2023	APA004119	AP Automation	BLUE PATH FINANCE INC	-3,664.89
09/18/2023	APA004120	AP Automation	BOECKENSTEDT, ANN	-20.00
09/18/2023	APA004121	AP Automation	CARQUEST AUTO PARTS	-4.25
09/18/2023	APA004122	AP Automation	CENTER POINT PUBLISHING	-182.44
09/18/2023	APA004123	AP Automation	CIVICPLUS	-4,140.00
09/18/2023	APA004124	AP Automation	CRESCENT ELECTRIC SUPPLY	-1,003.72
09/18/2023	APA004125	AP Automation	DA SILVA, PEYTON	-40.00
09/18/2023	APA004126	AP Automation	DALINC	-15.00
09/18/2023	APA004127	AP Automation	DEMCO EDUCATIONAL CORP	-235.80
09/18/2023	APA004128	AP Automation	DIAMOND VOGEL	-732.00
09/18/2023	APA004129	AP Automation	DUBUQUE FIRE EQUIPMENT INC	-538.70
09/18/2023	APA004130	AP Automation	DYERSVILLE COMMERCIAL	-202.00
09/18/2023	APA004131	AP Automation	ELITE DENTAL PC	-5,413.32
09/18/2023	APA004132	AP Automation	FAREWAY STORES INC	-18.47
09/18/2023	APA004133	AP Automation	FERGUSON WATERWORKS #2516	-1,022.49
09/18/2023	APA004134	AP Automation	FRESH PRINTS, LLC	-250.70
09/18/2023	APA004135	AP Automation	FUERSTE CAREW COYLE JUERGENS & SUDI	-1,650.24
09/18/2023	APA004136	AP Automation	GIANT WASH	-100.56
09/18/2023	APA004137	AP Automation	GOLDSMITH, BEN OR SARAH	-240.00
09/18/2023	APA004138	AP Automation	HAGEMAN, BRODY	-145.00
09/18/2023	APA004139	AP Automation	HAGEMAN, CARTER	-75.00
09/18/2023	APA004140	AP Automation	HANSEL CLEANING SERVICES LLC	-1,000.00
09/18/2023	APA004141	AP Automation	HAWKINS WATER TREATMENT	-4,022.66
09/18/2023	APA004142	AP Automation	HERITAGE PRINTING CO	-30.00
09/18/2023	APA004143	AP Automation	HOOPLA BY MIDWEST TAPE	-207.10
09/18/2023	APA004144	AP Automation	IMON COMMUNICATIONS LLC	-1,035.84
09/18/2023	APA004145	AP Automation	IMPACT7G	-1,035.00
09/18/2023	APA004146	AP Automation	INGRAM LIBRARY SERVICES	-778.84
09/18/2023	APA004147	AP Automation	IOWA PARKS & RECREATION ASSOCIATION	-180.00
09/18/2023	APA004148	AP Automation	JOHN DEERE FINANCIAL	-90.93
09/18/2023	APA004149	AP Automation	KANOPY INC	-54.00
09/18/2023	APA004150	AP Automation	KLUESNER CONSTRUCTION INC	-10,520.00
09/18/2023	APA004151	AP Automation	KRUSE, HAILEY	-150.00
09/18/2023	APA004152	AP Automation	LINK, LAINEY	-90.00

Item Date	Reference	Item Type	Description	Amount
09/18/2023	APA004153	AP Automation	LINK, VANESSA	-125.00
09/18/2023	APA004154	AP Automation	MAIERS, TRICIA	-6.00
09/18/2023	APA004155	AP Automation	MERTZ, AVERY	-130.00
09/18/2023	APA004156	AP Automation	MEYER, CONNIE	-100.00
09/18/2023	APA004157	AP Automation	MICROBAC LABORATORIES	-1,658.25
09/18/2023	APA004158	AP Automation	NABER, MATT	-185.00
09/18/2023	APA004159	AP Automation	NICHE ACADEMY	-500.00
09/18/2023	APA004160	AP Automation	NIEMAN, TIM	-270.00
09/18/2023	APA004161	AP Automation	NOSBISCH, LYNN	-175.00
09/18/2023	APA004162	AP Automation	OVERDRIVE	-694.88
09/18/2023	APA004163	AP Automation	PARTS AUTHORITY	-109.01
09/18/2023	APA004164	AP Automation	PRY, JUSTIN	-112.50
09/18/2023	APA004165	AP Automation	RECKER, JOSEPHINE	-200.00
09/18/2023	APA004166	AP Automation	RELIANCE STANDARD	-15.46
09/18/2023	APA004167	AP Automation	RINIKER, JESSICA	-100.00
09/18/2023	APA004168	AP Automation	ROEDER, BRIAN or KERRY	-30.00
09/18/2023	APA004169	AP Automation	ROEDER, MASON	-30.00
09/18/2023	APA004170	AP Automation	ROLING, ANDREW	-242.50
09/18/2023	APA004171	AP Automation	ROLING, STEVEN	-255.00
09/18/2023	APA004172	AP Automation	SCHRANDT, DAWN	-137.96
09/18/2023	APA004173	AP Automation	SCHROEDER, BRENT C.	-36.25
09/18/2023	APA004174	AP Automation	STAPLES	-79.03
09/18/2023	APA004175	AP Automation	TAUKE MOTORS	-215.68
09/18/2023	APA004176	AP Automation	THEIN, MORGAN	-100.00
09/18/2023	APA004177	AP Automation	TJ CLEANING SERVICES	-770.00
09/18/2023	APA004178	AP Automation	TRAFFIC & TRANSPORTATION PROD LTD	-274.48
09/18/2023	APA004179	AP Automation	TRI-STATE AUTOMATIC SPRINKLER	-2,058.00
09/18/2023	APA004180	AP Automation	USA BLUE BOOK	-930.26
09/18/2023	APA004181	AP Automation	VORWALD, TYLER	-100.00
09/18/2023	APA004182	AP Automation	WELTER STORAGE EQUIP CO	-1,509.00
09/18/2023	APA004183	AP Automation	WERNER, RON	-120.00
09/18/2023	APA004184	AP Automation	WOLF, JERRY	-175.00
09/18/2023	APA004185	AP Automation	WOLF, RUSS	-147.50
09/20/2023	DFT0002696	Bank Draft	TREASURER STATE OF IOWA	-381.00
09/20/2023	DFT0002697	Bank Draft	WEX BANK	-6,113.18
09/20/2023	DFT0002698	Bank Draft	TREASURER STATE OF IOWA	-17.49
09/22/2023	DFT0002710	Bank Draft	EMPOWER	-1,441.00
09/22/2023	DFT0002711	Bank Draft	EMPOWER	-125.00
09/22/2023	DFT0002712	Bank Draft	MIDWESTONE BANK	-104.16
09/22/2023	DFT0002713	Bank Draft	MIDWESTONE BANK	-386.24
09/22/2023	DFT0002718	Bank Draft	FIDELITY BANK & TRUST	-3,603.78
09/22/2023	DFT0002719	Bank Draft	FIDELITY BANK & TRUST	-2,656.66
09/22/2023	DFT0002720	Bank Draft	FIDELITY BANK & TRUST	-865.82
09/22/2023	EFT0000131	EFT	Payroll EFT	-21,880.34
09/25/2023	DFT0002709	Bank Draft	VISA	-1,330.15

Item Date	Reference	Item Type	Description	Amount
09/26/2023	Payment	Miscellaneous	SERIES 2021A	-600.00
09/26/2023	Payment	Miscellaneous	SERIES 2021B	-600.00
09/29/2023	DFT0002726	Bank Draft	FIDELITY BANK & TRUST	-3,705.36
09/29/2023	DFT0002727	Bank Draft	FIDELITY BANK & TRUST	-2,739.69
09/29/2023	DFT0002728	Bank Draft	FIDELITY BANK & TRUST	-871.04
09/29/2023	EFT0000132	EFT	Payroll EFT	-21,525.34
09/30/2023	Interest	Interest	INTEREST	3,977.28
09/30/2023	Transfer	Miscellaneous	Library Trust Transfer	1,865.65
Total Cleared Other (208)				-496,205.70

Outstanding Deposits

Item Date	Reference	OpenEdge Batch	Merchant	Description	Amount
02/28/2023	DEP0005791			CLPKT01341 BG:Credit Card	562.09
09/28/2023	DEP0006536	000345 Point Of Sale	Open Edge	CLPKT01499 BG:Credit Card	255.00
09/28/2023	DEP0006536	000647 Insite	Visa - Insite	CLPKT01499 BG:OP	17.13
09/29/2023	DEP0006539			CLPKT01500 BG:Credit Card	100.36
09/29/2023	DEP0006539	000648 Insite	Mastercard -	CLPKT01500 BG:OP	75.03
09/29/2023	DEP0006539	000647 Insite	Mastercard -	CLPKT01500 BG:OP	56.78
Total Outstanding Deposits (6)					1,066.39

Outstanding Checks

Item Date	Reference	Item Type	Description	Amount
04/18/2022	21349	Check	ENTERTAINMENT WEEKLY	-20.00
08/22/2022	21462	Check	BEHREND, CHRIS	-75.00
09/19/2022	21493	Check	COUNTRY EXTRA	-27.00
11/21/2022	21580	Check	REVEAL	-12.00
09/18/2023	21883	Check	AMERICAN HISTORY	-26.95
09/18/2023	21885	Check	ASSOC FOR RURAL & SMALL LIBRARIES	-200.00
09/18/2023	21886	Check	AUDITOR - STATE OF IOWA	-625.00
09/18/2023	21891	Check	FOOD NETWORK MAGAZINE	-12.00
09/18/2023	21892	Check	GOAT JOURNAL	-49.97
09/18/2023	21893	Check	IOWA MUNICIPAL FINANCE OFFICERS ASSI	-150.00
09/18/2023	21899	Check	RDG PLANNING & DESIGN	-182,273.39
09/18/2023	21901	Check	THE WEEK	-199.00
09/18/2023	21905	Check	WINDSTREAM	-126.09
09/18/2023	21906	Check	WOMEN'S HEALTH	-10.00
09/19/2023	21909	Check	Tara Rahe	-71.08
09/27/2023	21910	Check	ALLIANT ENERGY	-5,918.07
09/27/2023	21911	Check	MARK GREATHOUSE	-250.00

Outstanding Checks

Item 13.

Item Date	Reference	Item Type	Description	Amount
09/29/2023	21912	Check	POSTMASTER	-863.43
Total Outstanding Checks (18)				-190,908.98

Outstanding Other

Item Date	Reference	Item Type	Description	Amount
06/30/2019	1	Miscellaneous	Credit Card payment	-19.10
05/31/2022	1	Miscellaneous	Retirement	129.34
07/31/2022	1	Miscellaneous	Global Payments	56.69
03/06/2023	APA003188	AP Automation	TENNIS SERVICES OF IOWA	-16,750.00
03/31/2023	1	Miscellaneous	Credit Card payments	-142.09
05/31/2023	1	Miscellaneous	Credit Card payment	190.00
09/01/2023	DFT0002677	Bank Draft	IPERS	-3,236.74
09/01/2023	DFT0002678	Bank Draft	IPERS	-1,585.48
09/01/2023	DFT0002679	Bank Draft	TREASURER STATE OF IOWA	-958.79
09/01/2023	DFT0002683	Bank Draft	ILLINOIS DEPARTMENT OF REVENUE	-88.24
09/08/2023	DFT0002688	Bank Draft	IPERS	-3,257.67
09/08/2023	DFT0002689	Bank Draft	IPERS	-1,583.58
09/08/2023	DFT0002690	Bank Draft	TREASURER STATE OF IOWA	-1,082.61
09/08/2023	DFT0002694	Bank Draft	ILLINOIS DEPARTMENT OF REVENUE	-88.24
09/15/2023	DFT0002702	Bank Draft	IPERS	-3,338.41
09/15/2023	DFT0002703	Bank Draft	IPERS	-1,893.34
09/15/2023	DFT0002704	Bank Draft	TREASURER STATE OF IOWA	-1,273.64
09/15/2023	DFT0002708	Bank Draft	ILLINOIS DEPARTMENT OF REVENUE	-88.24
09/22/2023	DFT0002714	Bank Draft	IPERS	-3,075.57
09/22/2023	DFT0002715	Bank Draft	IPERS	-1,587.38
09/22/2023	DFT0002716	Bank Draft	IPERS	-100.68
09/22/2023	DFT0002717	Bank Draft	TREASURER STATE OF IOWA	-966.41
09/22/2023	DFT0002721	Bank Draft	ILLINOIS DEPARTMENT OF REVENUE	-88.24
09/29/2023	DFT0002722	Bank Draft	EMPOWER	-525.00
09/29/2023	DFT0002723	Bank Draft	IPERS	-3,087.93
09/29/2023	DFT0002724	Bank Draft	IPERS	-1,583.58
09/29/2023	DFT0002725	Bank Draft	TREASURER STATE OF IOWA	-996.60
09/29/2023	DFT0002729	Bank Draft	ILLINOIS DEPARTMENT OF REVENUE	-92.81
Total Outstanding Other (28)				-47,114.34

Voided Checks

Item Date	Reference	Item Type	Description	Amount
09/05/2023	21861	Check	Void Check	0.00
09/05/2023	21862	Check	Void Check	0.00
09/05/2023	21863	Check	Void Check	0.00
09/05/2023	21864	Check	Void Check	0.00

Voided Checks

Item 13.

Item Date	Reference	Item Type	Description	Amount
09/05/2023	21865	Check	Void Check	0.00
Total Voided Checks (5)				0.00



Dyersville, IA

Bank Statement Register

Item 13.

Transaction Summary

Transaction Type	Count	Outstanding	Cleared	Total
Bank Draft	72	-30,579.18	-77,158.53	-107,737.71
Check	60	-190,908.98	-356,001.44	-546,910.42
Deposit	97	1,066.39	1,408,594.06	1,409,660.45
EFT	5	0.00	-112,379.56	-112,379.56
Check Reversal	3	0.00	10,050.43	10,050.43
Interest	1	0.00	3,977.28	3,977.28
Miscellaneous	12	214.84	-25,681.30	-25,466.46
AP Automation	143	-16,750.00	-295,014.02	-311,764.02
		-236,956.93	556,386.92	319,429.99



Dyersville, IA

Bank Statement Register

Item 13.

POOLED CASH

Period 9/1/2023 - 9/30/2023

Packet: BRPKT00178

Bank Statement

General Ledger

Beginning Balance	94,883.08	Account Balance	94,969.77
Plus Debits	86.69	Less Outstanding Debits	0.00
Less Credits	0.00	Plus Outstanding Credits	0.00
Adjustments	0.00	Adjustments	0.00
Ending Balance	94,969.77	Adjusted Account Balance	94,969.77

Statement Ending Balance	94,969.77
Bank Difference	0.00
General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

999-1-1020-000 POOLED CASH

Cleared Other

Item Date	Reference	Item Type	Description	Amount
09/30/2023	Interest	Interest	INTEREST	86.69
Total Cleared Other (1)				86.69



Dyersville, IA

Bank Statement Register

Item 13.

Transaction Summary

Transaction Type	Count	Outstanding	Cleared	Total
Interest	1	0.00	86.69	86.69
		0.00	86.69	86.69

ExpenseMinor;SourceMajo...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
Revenue						
40 - TAXES	2,910,737.00	2,910,737.00	248,936.06	375,886.90	-2,534,850.10	87.09%
41 - LICENSES AND PERMITS	18,425.00	18,425.00	3,942.77	8,290.90	-10,134.10	55.00%
43 - USE OF MONEY & PROPERTY	92,650.00	92,650.00	9,367.85	24,039.08	-68,610.92	74.05%
44 - INTERGOVERNMENTAL	118,411.00	118,411.00	2,060.03	2,060.03	-116,350.97	98.26%
45 - CHARGES FOR SERVICES	224,750.00	224,750.00	9,502.54	97,359.96	-127,390.04	56.68%
47 - MISCELLANEOUS REVENUES	42,000.00	42,000.00	980.15	9,274.26	-32,725.74	77.92%
48 - OTHER FINANCING SOURCES	1,000.00	1,000.00	90,000.00	90,000.00	89,000.00	8,900.00%
Revenue Total:	3,407,973.00	3,407,973.00	364,789.40	606,911.13	-2,801,061.87	82.19%
Expense						
60 - SALARIES & WAGES	1,204,428.00	1,204,428.00	106,465.03	309,197.06	895,230.94	74.33%
61 - EMPLOYEE BENEFITS & COSTS	376,027.00	376,027.00	31,576.17	88,400.67	287,626.33	76.49%
62 - STAFF DEVELOPMENT	165,850.00	165,850.00	18,855.74	71,699.70	94,150.30	56.77%
63 - REPAIR, MAINTENANCE & UTILITIES	380,253.00	380,253.00	26,582.56	83,285.95	296,967.05	78.10%
64 - CONTRACTUAL SERVICES	629,047.00	629,047.00	64,343.54	162,303.51	466,743.49	74.20%
65 - COMMODITIES	196,625.00	196,625.00	12,422.15	46,424.20	150,200.80	76.39%
67 - CAPITAL OUTLAY	248,840.00	248,840.00	-488,799.18	225,730.25	23,109.75	9.29%
69 - TRANSFERS	31,066.00	31,066.00	0.00	0.00	31,066.00	100.00%
Expense Total:	3,232,136.00	3,232,136.00	-228,553.99	987,041.34	2,245,094.66	69.46%
Fund: 001 - GENERAL FUND Surplus (Deficit):	175,837.00	175,837.00	593,343.39	-380,130.21	-555,967.21	316.18%
Fund: 002 - LIBRARY TRUST FUND						
Revenue						
43 - USE OF MONEY & PROPERTY	350.00	350.00	35.37	110.09	-239.91	68.55%
45 - CHARGES FOR SERVICES	40,000.00	40,000.00	160.31	2,210.50	-37,789.50	94.47%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	40,350.00	40,350.00	195.68	2,320.59	-38,029.41	94.25%
Expense						
67 - CAPITAL OUTLAY	40,000.00	40,000.00	1,470.76	5,135.36	34,864.64	87.16%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	40,000.00	40,000.00	1,470.76	5,135.36	34,864.64	87.16%
Fund: 002 - LIBRARY TRUST FUND Surplus (Deficit):	350.00	350.00	-1,275.08	-2,814.77	-3,164.77	904.22%
Fund: 110 - ROAD USE FUND						
Revenue						
44 - INTERGOVERNMENTAL	620,000.00	620,000.00	69,946.70	170,043.83	-449,956.17	72.57%
47 - MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	620,000.00	620,000.00	69,946.70	170,043.83	-449,956.17	72.57%
Expense						
60 - SALARIES & WAGES	228,609.00	228,609.00	21,637.51	63,920.43	164,688.57	72.04%
61 - EMPLOYEE BENEFITS & COSTS	89,889.00	89,889.00	7,193.26	19,875.29	70,013.71	77.89%
63 - REPAIR, MAINTENANCE & UTILITIES	70,000.00	70,000.00	5,216.78	15,124.03	54,875.97	78.39%
64 - CONTRACTUAL SERVICES	70,000.00	70,000.00	0.00	0.00	70,000.00	100.00%
67 - CAPITAL OUTLAY	66,000.00	66,000.00	0.00	0.00	66,000.00	100.00%
68 - DEBT SERVICES	0.00	0.00	200.00	200.00	-200.00	0.00%
69 - TRANSFERS	5,275.00	5,275.00	0.00	0.00	5,275.00	100.00%
Expense Total:	529,773.00	529,773.00	34,247.55	99,119.75	430,653.25	81.29%
Fund: 110 - ROAD USE FUND Surplus (Deficit):	90,227.00	90,227.00	35,699.15	70,924.08	-19,302.92	21.39%

Budget Report

For Fiscal: 2023-2024 Period Ending

Item 14.

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ExpenseMinor;SourceMajo...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 112 - TRUST AND AGENCY FUND						
Revenue						
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%
47 - MISCELLANEOUS REVENUES	6,000.00	6,000.00	1,900.00	5,025.00	-975.00	16.25%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	6,000.00	6,000.00	1,900.00	5,025.00	-975.00	16.25%
Expense						
64 - CONTRACTUAL SERVICES	6,000.00	6,000.00	800.00	2,300.00	3,700.00	61.67%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	6,000.00	6,000.00	800.00	2,300.00	3,700.00	61.67%
Fund: 112 - TRUST AND AGENCY FUND Surplus (Deficit):	0.00	0.00	1,100.00	2,725.00	2,725.00	0.00%
Fund: 121 - L.O. SALES TAX RESERVE						
Revenue						
40 - TAXES	625,000.00	625,000.00	51,698.37	155,213.53	-469,786.47	75.17%
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	625,000.00	625,000.00	51,698.37	155,213.53	-469,786.47	75.17%
Expense						
69 - TRANSFERS	595,000.00	595,000.00	0.00	0.00	595,000.00	100.00%
Expense Total:	595,000.00	595,000.00	0.00	0.00	595,000.00	100.00%
Fund: 121 - L.O. SALES TAX RESERVE Surplus (Deficit):	30,000.00	30,000.00	51,698.37	155,213.53	125,213.53	-417.38%
Fund: 122 - LOCAL OPTION SINKING FUND						
Revenue						
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Expense						
68 - DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 122 - LOCAL OPTION SINKING FUND Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 128 - CDBG						
Revenue						
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%
44 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00%
45 - CHARGES FOR SERVICES	55,000,000.00	55,000,000.00	0.00	0.00	-55,000,000.00	100.00%
47 - MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
49 - UNDEFINED	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	55,000,000.00	55,000,000.00	0.00	0.00	-55,000,000.00	100.00%
Expense						
60 - SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00	0.00%
61 - EMPLOYEE BENEFITS & COSTS	0.00	0.00	0.00	0.00	0.00	0.00%
64 - CONTRACTUAL SERVICES	55,000,000.00	55,000,000.00	0.00	0.00	55,000,000.00	100.00%
65 - COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00%
67 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00%
68 - DEBT SERVICES	0.00	0.00	39,605.39	98,685.33	-98,685.33	0.00%
69 - TRANSFERS	297,200.00	297,200.00	0.00	0.00	297,200.00	100.00%
Expense Total:	55,297,200.00	55,297,200.00	39,605.39	98,685.33	55,198,514.67	99.82%
Fund: 128 - CDBG Surplus (Deficit):	-297,200.00	-297,200.00	-39,605.39	-98,685.33	198,514.67	66.79%
Fund: 135 - DYERSVILLE TIF DIST FUND						
Revenue						
40 - TAXES	1,990,070.00	1,990,070.00	361,890.64	364,454.70	-1,625,615.30	81.69%
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%

Budget Report

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ExpenseMinor;SourceMajo...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
45 - CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
47 - MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	1,990,070.00	1,990,070.00	361,890.64	364,454.70	-1,625,615.30	81.69%
Expense						
64 - CONTRACTUAL SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%
68 - DEBT SERVICES	1,434,447.00	1,434,447.00	5,533.32	36,277.56	1,398,169.44	97.47%
69 - TRANSFERS	630,707.00	630,707.00	0.00	0.00	630,707.00	100.00%
Expense Total:	2,075,154.00	2,075,154.00	5,533.32	36,277.56	2,038,876.44	98.25%
Fund: 135 - DYERSVILLE TIF DIST FUND Surplus (Deficit):	-85,084.00	-85,084.00	356,357.32	328,177.14	413,261.14	485.71%
Fund: 200 - DEBT SERVICE						
Revenue						
40 - TAXES	861,827.00	861,827.00	111,215.93	114,121.76	-747,705.24	86.76%
48 - OTHER FINANCING SOURCES	1,157,407.00	1,157,407.00	0.00	0.00	-1,157,407.00	100.00%
Revenue Total:	2,019,234.00	2,019,234.00	111,215.93	114,121.76	-1,905,112.24	94.35%
Expense						
68 - DEBT SERVICES	2,019,234.00	2,019,234.00	440.00	740.00	2,018,494.00	99.96%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	2,019,234.00	2,019,234.00	440.00	740.00	2,018,494.00	99.96%
Fund: 200 - DEBT SERVICE Surplus (Deficit):	0.00	0.00	110,775.93	113,381.76	113,381.76	0.00%
Fund: 301 - CAPITAL PROJECTS FUND						
Revenue						
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%
46 - SPECIAL ASSESSMENTS	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00%
47 - MISCELLANEOUS REVENUES	0.00	0.00	0.00	100,000.00	100,000.00	0.00%
48 - OTHER FINANCING SOURCES	892,200.00	892,200.00	0.00	0.00	-892,200.00	100.00%
Revenue Total:	902,200.00	902,200.00	0.00	100,000.00	-802,200.00	88.92%
Expense						
64 - CONTRACTUAL SERVICES	595,000.00	595,000.00	762,993.59	1,150,940.29	-555,940.29	-93.44%
67 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00%
68 - DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	595,000.00	595,000.00	762,993.59	1,150,940.29	-555,940.29	-93.44%
Fund: 301 - CAPITAL PROJECTS FUND Surplus (Deficit):	307,200.00	307,200.00	-762,993.59	-1,050,940.29	-1,358,140.29	442.10%
Fund: 302 - CAP PROJECTS - EQUIPMENT						
Revenue						
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Expense						
67 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 302 - CAP PROJECTS - EQUIPMENT Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 303 - CAP PROJ - AQUATIC CENTER						
Expense						
67 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 303 - CAP PROJ - AQUATIC CENTER Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 600 - WATER FUND						
Revenue						
40 - TAXES	55,000.00	55,000.00	5,127.30	15,582.83	-39,417.17	71.67%
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
ExpenseMinor;SourceMajo...						
45 - CHARGES FOR SERVICES	960,000.00	960,000.00	93,998.40	286,771.62	-673,228.38	70.13%
47 - MISCELLANEOUS REVENUES	25,000.00	25,000.00	2,040.00	2,040.00	-22,960.00	91.84%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	1,040,000.00	1,040,000.00	101,165.70	304,394.45	-735,605.55	70.73%
Expense						
60 - SALARIES & WAGES	175,913.00	175,913.00	18,232.88	46,244.02	129,668.98	73.71%
61 - EMPLOYEE BENEFITS & COSTS	79,591.00	79,591.00	7,620.02	20,857.36	58,733.64	73.79%
62 - STAFF DEVELOPMENT	9,500.00	9,500.00	2,409.50	2,902.11	6,597.89	69.45%
63 - REPAIR, MAINTENANCE & UTILITIES	146,300.00	146,300.00	12,519.10	36,650.03	109,649.97	74.95%
64 - CONTRACTUAL SERVICES	121,500.00	121,500.00	3,520.85	26,941.75	94,558.25	77.83%
65 - COMMODITIES	50,000.00	50,000.00	6,932.82	18,015.47	31,984.53	63.97%
67 - CAPITAL OUTLAY	92,500.00	92,500.00	4,159.17	23,443.03	69,056.97	74.66%
68 - DEBT SERVICES	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%
69 - TRANSFERS	349,463.00	349,463.00	0.00	0.00	349,463.00	100.00%
Expense Total:	1,054,767.00	1,054,767.00	55,394.34	175,053.77	879,713.23	83.40%
Fund: 600 - WATER FUND Surplus (Deficit):	-14,767.00	-14,767.00	45,771.36	129,340.68	144,107.68	975.88%
Fund: 601 - WATER SINKING FUND						
Revenue						
48 - OTHER FINANCING SOURCES	118,780.00	118,780.00	0.00	1,069,948.77	951,168.77	800.78%
Revenue Total:	118,780.00	118,780.00	0.00	1,069,948.77	951,168.77	800.78%
Expense						
68 - DEBT SERVICES	118,780.00	118,780.00	120.00	120.00	118,660.00	99.90%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	118,780.00	118,780.00	120.00	120.00	118,660.00	99.90%
Fund: 601 - WATER SINKING FUND Surplus (Deficit):	0.00	0.00	-120.00	1,069,828.77	1,069,828.77	0.00%
Fund: 602 - WATER CAPITAL ACCOUNT						
Revenue						
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%
45 - CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
46 - SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00%
47 - MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00%
48 - OTHER FINANCING SOURCES	0.00	0.00	191,206.82	191,206.82	191,206.82	0.00%
Revenue Total:	0.00	0.00	191,206.82	191,206.82	191,206.82	0.00%
Expense						
64 - CONTRACTUAL SERVICES	0.00	0.00	293,467.17	1,368,213.61	-1,368,213.61	0.00%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	0.00	0.00	293,467.17	1,368,213.61	-1,368,213.61	0.00%
Fund: 602 - WATER CAPITAL ACCOUNT Surplus (Deficit):	0.00	0.00	-102,260.35	-1,177,006.79	-1,177,006.79	0.00%
Fund: 610 - SEWER FUND						
Revenue						
40 - TAXES	2,000.00	2,000.00	165.09	485.55	-1,514.45	75.72%
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%
44 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00%
45 - CHARGES FOR SERVICES	1,488,200.00	1,488,200.00	128,473.04	885,083.13	-603,116.87	40.53%
47 - MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	1,490,200.00	1,490,200.00	128,638.13	885,568.68	-604,631.32	40.57%
Expense						
60 - SALARIES & WAGES	170,600.00	170,600.00	12,832.81	38,234.12	132,365.88	77.59%
61 - EMPLOYEE BENEFITS & COSTS	73,520.00	73,520.00	4,818.05	16,188.20	57,331.80	77.98%
62 - STAFF DEVELOPMENT	13,500.00	13,500.00	239.50	11,538.50	1,961.50	14.53%
63 - REPAIR, MAINTENANCE & UTILITIES	93,500.00	93,500.00	11,413.18	16,352.77	77,147.23	82.51%
64 - CONTRACTUAL SERVICES	142,748.00	142,748.00	4,317.72	18,917.48	123,830.52	86.75%
65 - COMMODITIES	91,000.00	91,000.00	2,114.49	4,387.81	86,612.19	95.18%
67 - CAPITAL OUTLAY	80,000.00	80,000.00	3,136.68	10,963.16	69,036.84	86.30%

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
ExpenseMinor;SourceMajo...						
68 - DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
69 - TRANSFERS	893,065.00	893,065.00	0.00	0.00	893,065.00	100.00%
Expense Total:	1,557,933.00	1,557,933.00	38,872.43	116,582.04	1,441,350.96	92.52%
Fund: 610 - SEWER FUND Surplus (Deficit):	-67,733.00	-67,733.00	89,765.70	768,986.64	836,719.64	1,235.32%
Fund: 611 - SEWER SINKING FUND						
Revenue						
48 - OTHER FINANCING SOURCES	633,389.00	633,389.00	0.00	0.00	-633,389.00	100.00%
Revenue Total:	633,389.00	633,389.00	0.00	0.00	-633,389.00	100.00%
Expense						
68 - DEBT SERVICES	633,389.00	633,389.00	320.00	420.00	632,969.00	99.93%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	633,389.00	633,389.00	320.00	420.00	632,969.00	99.93%
Fund: 611 - SEWER SINKING FUND Surplus (Deficit):	0.00	0.00	-320.00	-420.00	-420.00	0.00%
Fund: 612 - SEWER CAPITAL ACCOUNT						
Revenue						
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Expense						
64 - CONTRACTUAL SERVICES	0.00	0.00	4,261.50	7,200.25	-7,200.25	0.00%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	0.00	0.00	4,261.50	7,200.25	-7,200.25	0.00%
Fund: 612 - SEWER CAPITAL ACCOUNT Surplus (Deficit):	0.00	0.00	-4,261.50	-7,200.25	-7,200.25	0.00%
Fund: 670 - SOLID WASTE FUND						
Revenue						
40 - TAXES	0.00	0.00	0.00	0.00	0.00	0.00%
43 - USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00%
45 - CHARGES FOR SERVICES	379,750.00	379,750.00	30,219.88	90,636.68	-289,113.32	76.13%
47 - MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00%
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	379,750.00	379,750.00	30,219.88	90,636.68	-289,113.32	76.13%
Expense						
60 - SALARIES & WAGES	33,962.00	33,962.00	3,736.93	9,376.18	24,585.82	72.39%
61 - EMPLOYEE BENEFITS & COSTS	16,458.00	16,458.00	1,415.10	3,677.53	12,780.47	77.66%
62 - STAFF DEVELOPMENT	500.00	500.00	69.50	69.50	430.50	86.10%
63 - REPAIR, MAINTENANCE & UTILITIES	1,000.00	1,000.00	60.47	60.47	939.53	93.95%
64 - CONTRACTUAL SERVICES	318,600.00	318,600.00	26,425.70	78,806.05	239,793.95	75.26%
65 - COMMODITIES	5,000.00	5,000.00	311.29	943.30	4,056.70	81.13%
67 - CAPITAL OUTLAY	25,000.00	25,000.00	0.00	6,000.00	19,000.00	76.00%
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	400,520.00	400,520.00	32,018.99	98,933.03	301,586.97	75.30%
Fund: 670 - SOLID WASTE FUND Surplus (Deficit):	-20,770.00	-20,770.00	-1,799.11	-8,296.35	12,473.65	60.06%
Fund: 899 - PAYROLL FUND						
Revenue						
48 - OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Expense						
69 - TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 899 - PAYROLL FUND Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):	118,060.00	118,060.00	371,876.20	-86,916.39	-204,976.39	173.62%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL FUND	175,837.00	175,837.00	593,343.39	-380,130.21	-555,967.21
002 - LIBRARY TRUST FUND	350.00	350.00	-1,275.08	-2,814.77	-3,164.77
110 - ROAD USE FUND	90,227.00	90,227.00	35,699.15	70,924.08	-19,302.92
112 - TRUST AND AGENCY FUND	0.00	0.00	1,100.00	2,725.00	2,725.00
121 - L.O. SALES TAX RESERVE	30,000.00	30,000.00	51,698.37	155,213.53	125,213.53
122 - LOCAL OPTION SINKING FUN	0.00	0.00	0.00	0.00	0.00
128 - CDBG	-297,200.00	-297,200.00	-39,605.39	-98,685.33	198,514.67
135 - DYERSVILLE TIF DIST FUND	-85,084.00	-85,084.00	356,357.32	328,177.14	413,261.14
200 - DEBT SERVICE	0.00	0.00	110,775.93	113,381.76	113,381.76
301 - CAPITAL PROJECTS FUND	307,200.00	307,200.00	-762,993.59	-1,050,940.29	-1,358,140.29
302 - CAP PROJECTS - EQUIPMENT	0.00	0.00	0.00	0.00	0.00
303 - CAP PROJ - AQUATIC CENTEF	0.00	0.00	0.00	0.00	0.00
600 - WATER FUND	-14,767.00	-14,767.00	45,771.36	129,340.68	144,107.68
601 - WATER SINKING FUND	0.00	0.00	-120.00	1,069,828.77	1,069,828.77
602 - WATER CAPITAL ACCOUNT	0.00	0.00	-102,260.35	-1,177,006.79	-1,177,006.79
610 - SEWER FUND	-67,733.00	-67,733.00	89,765.70	768,986.64	836,719.64
611 - SEWER SINKING FUND	0.00	0.00	-320.00	-420.00	-420.00
612 - SEWER CAPITAL ACCOUNT	0.00	0.00	-4,261.50	-7,200.25	-7,200.25
670 - SOLID WASTE FUND	-20,770.00	-20,770.00	-1,799.11	-8,296.35	12,473.65
899 - PAYROLL FUND	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	118,060.00	118,060.00	371,876.20	-86,916.39	-204,976.39

Dyersville Police Department Monthly Report

September 15th – October 15th, 2023

New Vehicle –

The new charger has been put in service. Fortunately, the missing part came in as scheduled and the electronics installation could be completed. With the car completed, AXON was able to arrive on site and install the in-car video systems. All cars were completed in one day (and we were able to work around the car shortage for the homecoming parade). This installation now allows our vehicles and bodycams to be synchronized to record as much of an incident as possible from start to finish. Additionally, there are several triggers that automatically start recording, which takes it off the officer to remember in a stressful situation.

Speed Feedback Sign Program –

The police department has begun working with the IDOT's new Speed Feedback Sign Program. I have attached information about the program with this report. We have applied to have these signs installed on Highway 52. The south location will be in front of Tomy, where the speed limit slows to 35 mph. The north location will be at Dyersville East Road, where the speed limit slows to 25 mph.

No Update

Emergency Communications Director Interviews –

Chief Schroeder will be participating in interviewing candidates for the Emergency Communications Director position. This is a City of Dubuque position however the 911 board does play a large role in the position. As a member of the 911 board, I was requested to be on the interview panel. At this time, there are four interviews scheduled.

Update – Interviews were completed, offer was extended and accepted.

New County RMS software –

The Dubuque County Sheriff's Department is beginning it's search for new software for the county to use. It is our hope that the new software will be able to incorporate all of the police departments in the county. Previously, Dyersville and Cascade could not use the software, as we are in two counties and the software was not set up for such a scenario. We have been working with Sheriff Kennedy to see if we can build a system to be all inclusive to streamline our agencies and increase cooperation among departments. This new software is being developed for deployment in 2025 or 2026.

Update – Small agency Chiefs met with the Sheriff and IT to discuss issues with the current system. Also discussed were things we would like to see added to the new system. Next step will be a demonstration of software of one of the two companies being considered. Chief Schroeder will be attending that meeting.

Beckman High School Homecoming Parade –

Once again, perfect weather made a great day for the BHS Homecoming Parade. The police department was assisted by the Iowa State Patrol, Dyersville Public Works, and Dyersville City Hall Staff to make the event safe and fun for all.

Western Dubuque Elementary School Lockdown Drill –

Delaware County Sheriff's Department, Dubuque County Sheriff's Department, Dubuque County EMA, Dyersville Fire Department, and Bi-County ambulance assisted our department with a lockdown drill at WDES. Staff and kids did great!!!

Beckman High School Lockdown Drill –

Dubuque County Sheriffs Department and Dubuque EMA assisted with a lockdown drill at BHS.

Lockdown at Western Dubuque –

Dyersville officers were dispatched to assist with an incident that required Western Dubuque High School in Epworth to go into lockdown. Three of our officers responded to the school. Another officer positioned in the City of Farley to respond to any emergency calls that might additionally occur in the western half of the county. Fortunately, it was determined the incident was a hoax. The incident did provide real time experience to make sure our training was working. The cooperation between departments was great and is a direct result of all agencies training together for such an incident.

New Officer Handguns –

We have started training and qualifying with the new department issued handguns. We received the guns shortly after our spring qualification, so we decided to hold off putting them in service until the fall qualification. The new guns will implement a "red dot sight", which was added to the weapon and will require training for our officers to get used to it, as we have not had this in the past. Also, as part of our AXON video system, there will be a switch on our holsters so that anytime a gun is drawn, it will immediately start recording on the system (through either the bodycam and/or vehicle). So far, the training has been going very well, and the officers like the new equipment.

DYERSVILLE POLICE DEPT

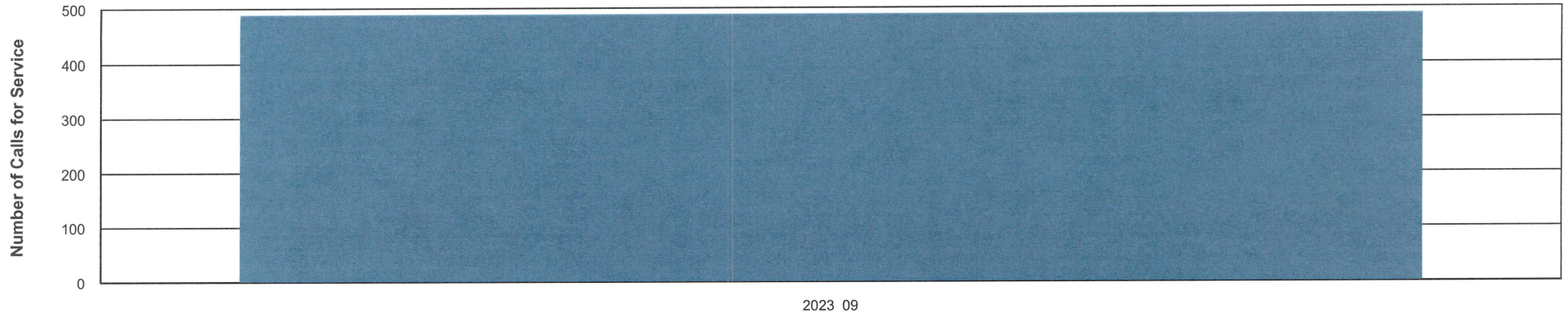
Call Type Monthly Comparison

09/01/2023 thru 09/30/2023

Agency Code: All Agency Type: All

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CFS / Month



	2023 Sep	Total
ACCPD	4	4
ALARM	4	4
AMB	8	8
ANIMAL	14	14
ATL	13	13
BCHK	49	49
CAI	20	20
CIVIL	2	2
CRIMMIS	1	1
DELASSIS	3	3

	2023 Sep	Total
DUBASSIS	6	6
FNGRPRT	1	1
FOLLOWUP	13	13
FOUND	3	3
FRAUD	1	1
HARASS	4	4
ISPASSIS	5	5
MENTAL	1	1
MISSING	1	1
MOTASSIS	6	6
NEIGHBOR	1	1
NOISE	5	5
NUI	9	9
OAA	6	6
OPEN	2	2
OTHER	1	1
PARK	1	1
PATROL	99	99
PBX	2	2
PUBSERV	21	21
RADA	8	8
RECKLESS	1	1
ROADHAZ	5	5
SALVAGE	2	2

	2023 Sep	Total
SEX ASSU	1	1
SUSP	13	13
THEFT	2	2
TRAFFIC	2	2
TRAINING	1	1
TRES	1	1
TS	131	131
VACATION	3	3
VANDAL	1	1
VD	1	1
WA	3	3
WELFARE	8	8
Total	489	489

DYERSVILLE POLICE DEPT

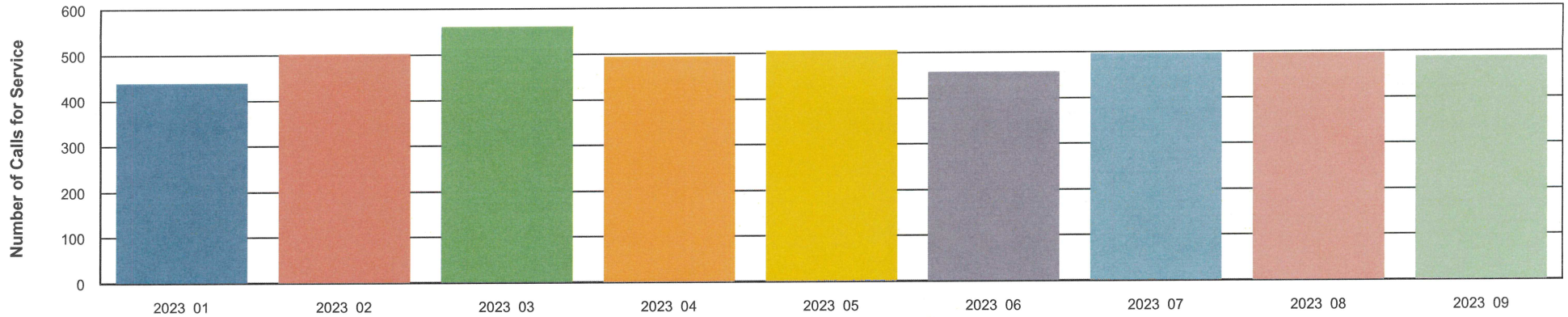
Call Type Monthly Comparison

01/01/2023 thru 09/30/2023

Agency Code: All Agency Type: All

Item 15.

CFS / Month



	2023 Jan	2023 Feb	2023 Mar	2023 Apr	2023 May	2023 Jun	2023 Jul	2023 Aug	2023 Sep	Total
AB	1	1	2	3	0	1	0	1	0	9
ACCH&R	0	1	0	0	0	2	1	1	0	5
ACCPD	6	7	2	3	7	7	3	6	4	45
ACCPI	0	1	0	0	2	0	1	1	0	5
ALARM	5	8	6	5	6	6	3	8	4	51
AMB	15	7	9	20	23	16	15	19	8	132
ANIMAL	4	5	10	17	12	15	14	15	14	106
ASSAULT	0	0	1	1	0	0	0	0	0	2
ATL	5	4	6	4	6	6	11	6	13	61
ATV	0	0	1	0	0	0	0	0	0	1

	2023 Jan	2023 Feb	2023 Mar	2023 Apr	2023 May	2023 Jun	2023 Jul	2023 Aug	2023 Sep	Total
BAR	0	1	0	2	1	0	0	0	0	4
BCHK	74	76	77	60	54	43	63	53	49	549
BURGLARY	0	0	0	0	0	0	2	1	0	3
BURN	0	0	0	1	0	0	0	0	0	1
BUS	0	0	1	2	1	0	0	0	0	4
CAI	13	14	14	18	9	17	24	14	20	143
CANCLD	1	1	1	1	1	0	0	0	0	5
CIVIL	2	3	4	4	5	7	3	3	2	33
COUNTERF	0	2	1	0	0	0	0	0	0	3
CRIMMIS	0	0	0	0	1	0	3	0	1	5
DELAISIS	1	6	0	7	3	4	6	6	3	36
DELIVER	1	1	0	0	0	0	0	0	0	2
DHS	1	0	0	0	0	0	0	1	0	2
DIS	1	0	1	1	0	0	0	0	0	3
DISORDER	0	1	0	0	0	1	1	0	0	3
DOM	2	0	1	1	1	0	0	0	0	5
DOMASSAU	0	1	0	1	0	1	1	0	0	4
DUBASSIS	14	4	6	2	8	12	5	15	6	72
ESCORT	0	1	0	0	1	0	1	0	0	3
FIGHT	0	0	0	1	1	0	0	0	0	2
FIRE	1	0	1	6	6	5	2	2	0	23
FIREW	0	0	0	0	0	8	12	1	0	21
FNGRPRT	1	1	2	2	1	4	0	2	1	14
FOLLOWUP	13	26	11	8	13	14	10	8	13	116

	2023 Jan	2023 Feb	2023 Mar	2023 Apr	2023 May	2023 Jun	2023 Jul	2023 Aug	2023 Sep	Total
FOUND	1	3	1	3	8	3	4	0	3	26
FRAUD	1	1	0	1	1	0	4	0	1	9
GAS ODOR	0	0	0	0	0	1	0	1	0	2
GUN	0	0	0	0	0	0	0	1	0	1
HARASS	2	2	2	4	1	1	3	1	4	20
HOUSE	0	1	0	0	0	0	0	0	0	1
INFO	1	2	3	1	4	6	5	1	0	23
INTERNET	0	0	0	0	0	0	0	1	0	1
INTOX	0	0	0	0	2	0	0	0	0	2
ISPASSIS	0	2	1	2	1	2	1	2	5	16
LOST	0	1	0	0	0	0	1	1	0	3
MENTAL	0	3	0	0	1	1	3	1	1	10
MISSING	0	0	0	0	0	0	0	2	1	3
MOTASSIS	5	3	6	4	5	4	7	7	6	47
NEIGHBOR	0	1	0	0	2	0	2	2	1	8
NOISE	3	0	3	1	3	2	1	1	5	19
NUI	2	1	8	7	14	7	10	10	9	68
OAA	10	2	4	3	2	1	1	2	6	31
OPEN	0	0	6	3	2	5	2	2	2	22
OTHER	2	1	0	2	7	2	4	1	1	20
PARK	37	53	29	6	3	6	2	3	1	140
PATROL	64	77	134	112	110	81	71	92	99	840
PBX	2	2	2	1	0	2	5	5	2	21
PEACE	0	0	0	0	0	1	1	0	0	2

	2023 Jan	2023 Feb	2023 Mar	2023 Apr	2023 May	2023 Jun	2023 Jul	2023 Aug	2023 Sep	Total
PUBSERV	9	8	7	8	11	6	7	14	21	91
RADA	14	8	6	11	8	3	7	7	8	72
RECKLESS	1	1	2	3	0	1	1	0	1	10
ROADHAZ	2	8	4	5	15	8	9	4	5	60
RUN	0	0	0	0	0	1	0	0	0	1
SALVAGE	0	3	2	3	2	2	2	5	2	21
SCAM	0	1	1	1	1	0	1	0	0	5
SEX ASSU	1	0	0	0	2	1	0	0	1	5
SUSP	9	13	23	8	14	12	11	25	13	128
THEFT	0	1	3	3	6	0	2	1	2	18
TOW	0	0	0	1	0	0	0	0	0	1
TRAFFIC	7	10	4	5	1	3	6	6	2	44
TRAINING	0	0	0	0	3	1	0	1	1	6
TRES	0	1	0	0	1	4	3	1	1	11
TS	64	84	109	104	93	104	117	124	131	930
VACATION	32	31	32	10	4	5	8	4	3	129
VANDAL	3	0	0	0	0	0	0	0	1	4
VD	2	5	2	4	5	2	3	0	1	24
WA	2	1	6	1	2	3	2	2	3	22
WELFARE	2	1	4	7	9	8	10	3	8	52
Total	439	503	561	494	505	458	497	496	489	4,442

DYERSVILLE POLICE DEPT

Citation Report

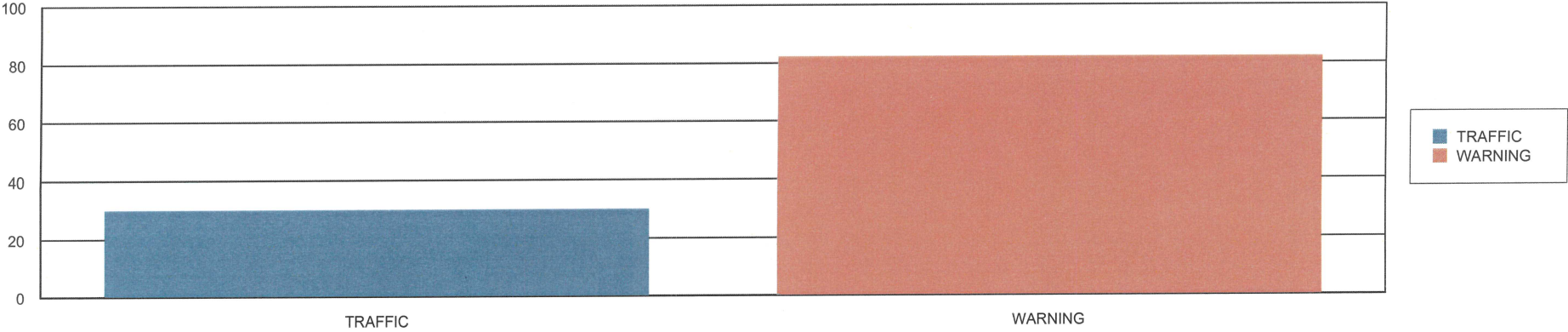
09/01/2023 thru 09/30/2023

Item 15.

Charge Section Code		# of Municipal	# of Traffic	# of Warning	# of Parking	*****SEX*****		*****RACE*****		
						Male	Female	White	Black	Other
321.17	OPERATE NON REGISTERED VEHICLE	0	1	2	0	3	0	3	0	0
321.174(1)	NO VALID DRIVERS LICENSE	0	1	0	0	1	0	1	0	0
321.174(3)	FAIL TO POSSESS VALID LICENSE	0	0	1	0	0	1	0	1	0
321.174A	321.174A	0	1	0	0	0	1	1	0	0
321.20B	PROVIDE PROOF FINANCIAL LIABIL	0	3	2	0	3	2	5	0	0
321.218(1)	DRIVING UNDER SUSPENSION	0	3	0	0	1	2	3	0	0
321.256	FAIL TO OBEY TRAFFIC CNTRL DEV	0	0	3	0	2	1	3	0	0
321.257(2)(a)	FAIL TO OBEY STEADY RED LIGHT	0	0	1	0	1	0	1	0	0
321.284A	OPEN CONTAINER-PASSNGR-21+YOA	0	1	0	0	1	0	1	0	0
321.285	SPEEDING	0	3	10	0	9	4	11	2	0
321.306(2)	IMPROPER USE OF LANES	0	0	1	0	1	0	1	0	0
321.321	FAILURE TO YIELD ENT THRU HWY	0	0	1	0	1	0	1	0	0
321.322(1)	FAIL OBEY STOP SIGN/YIELD ROW	0	0	1	0	1	0	1	0	0
321.37	FAIL TO DISPLAY REGIST PLATE	0	0	2	0	1	1	2	0	0
321.385	INSUFFICIENT # OF HEADLAMPS	0	0	15	0	9	6	15	0	0
321.387	IMPROPER REAR LAMPS	0	0	24	0	14	10	21	3	0
321.98(1)(a)	OPERATE W/O REGISTRATION/PLATE	0	1	6	0	3	4	7	0	0
321.99	FRAUDULENT USE OF REGISTRATION	0	1	0	0	1	0	1	0	0
62.01(15)	D-VIOLATION OF MINOR'S SCHOOL	0	1	0	0	1	0	0	0	1
DY/62.01(1)	DY/62.01(1)	0	3	1	0	2	2	4	0	0
DY/62.01(11)	DY/62.01(11)	0	2	0	0	1	1	2	0	0
DY/62.01(15)	DY/62.01(15)	0	3	0	0	2	1	2	0	1
DY/62.01(2)-A	DY/62.01(2)-A	0	6	0	0	5	1	5	0	1
DY/62.01(5)	DY/62.01(5)	0	0	2	0	1	1	2	0	0
DY/62.01(75)	DY/62.01(75)	0	0	5	0	1	4	5	0	0
DY/63.01-C	DY/63.01-C	0	0	4	0	4	0	4	0	0
DY/63.01-D	DY/63.01-D	0	0	1	0	0	1	1	0	0
Total		0	30	82	0	69	43	103	6	3

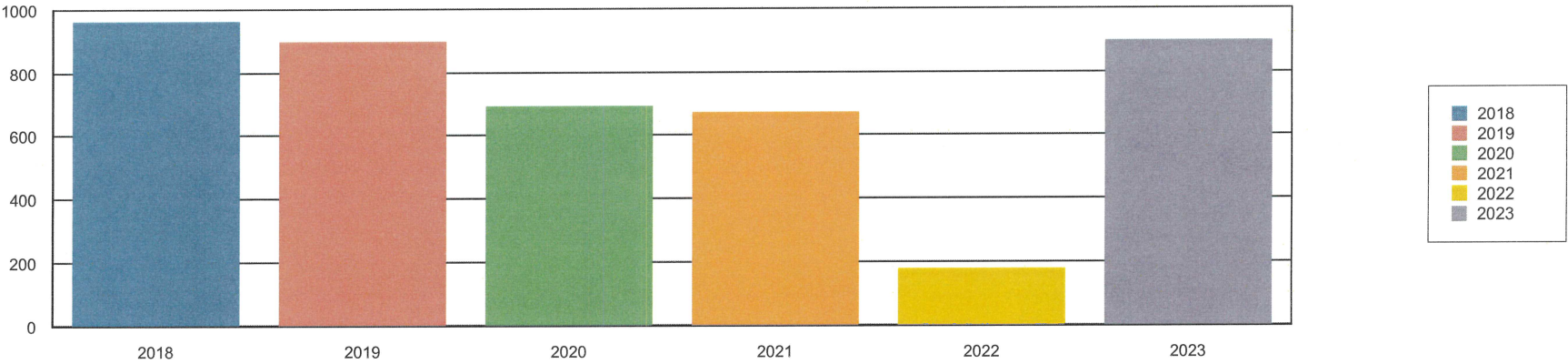
CITATION TYPE COUNT

Item 15.



Citations for the last 5 years	2018	2019	2020	2021	2022	2023	Total
Traffic	261	215	124	277	86	230	1,193
Warning	701	682	567	393	91	666	3,100
Parking	0	0	0	0	0	1	1
Total	962	897	691	670	177	897	4,294

CITATIONS PER YEAR



DYERSVILLE POLICE DEPT

Arrest Report

09/01/2023 thru 09/30/2023

Item 15.

IBR Code	# of Arrests	*****SEX*****		*****RACE*****			****ETHNIC****	
		Male	Female	Black	White	Other	Hisp	Non
23C-Shoplifting	1	0	1	0	1	0	0	1
90Z-All Other Offenses	1	1	0	0	1	0	1	0
INFO-INFORMATION ONLY	3	1	2	0	3	0	0	3
Total	5	2	3	0	5	0	1	4

Breakout of Arrest Charges "THIS IS NOT A COUNT OF ARREST, BUT A COUNT OF ARREST CHARGES"

IBR Code	Count	%
23C - Shoplifting	1	20.00%
90Z - All Other Offenses	1	20.00%
INFO - INFORMATION ONLY	3	60.00%
Total	5	

Arrest for the last 5 years	2018	2019	2020	2021	2022	2023	Total
Total	162	92	75	101	67	48	545

Memorandum

TO: City Council, Parks and Recreation Commission
From: Adam Huehnergath, Parks and Recreation Manager
RE: Monthly Directors Report September 2023
CC: Mick Michel, City Administrator
Date: October 16th, 2023

Dyersville Soccer League:

The Dyersville Soccer League ended its season October 7th after an 8-week run crowning 9 champions in the four competitive divisions. We were blessed with great weather every Saturday. The seven fields encompassing Westside Park housed 310 matches, over 900 participants and countless practices throughout the fall. I approximate between 2,500 to 3,500 people came to Westside every weekend to play or watch soccer. With the addition of the extra 3rd/4th grade field we were able to end all games by 2pm this year. Special thanks to Russ Wolfe who organized the referee crew. To have a group of certified referees for a recreational league is unique and we are blessed. We are planning a training session next spring to recruit some younger refs to help our growing program.

Flag Football:

The last NFL Flag game is going on right now at Westside. In its inaugural season there were a few learnings but overall the season was a resounding success. Through conversations with the coaches and the Parks & Rec Commission the program will stay just in Dyersville next year. The plan is to also to add the 1st/2nd grade division as well. Our program in town has the benefit of having lighted fields in the outfield of the baseball diamonds at Westside. The plan is to add two more fields at Candy Cane next fall to house the 1st/2nd grade division.

Alliant Energy Grant:

I am working with Cindy Oberbroeckling and the Dyersville Lions Club to apply for a grant through Alliant Energy and Trees Forever for up to \$5,000 to plant trees throughout our parks. Alliant Energy's Community Tree Planting program, part of the One Million Trees initiative, also helps to diversify the tree population. A volunteer committee has been chosen and if chosen for this grant, we have an estimate to purchase 24 trees from seven different species to plant in our park system for energy savings, shade relief and wind block.



320 1st Ave E
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Web: www.dyersville.lib.ia.us

Item 17.

**James Kennedy Public Library
Report to the Mayor and City Council
October 16, 2023**

Highlights from the Librarian's Report to the Board of Trustees for September 2023 are:

- 7,149 items were checked out. This is a 5.3% increase from September 2022. Fiscal year to date, circulation is up 3.4%
- 29 library cards were issued to new patrons. Fiscal year to date, 104 new library cards have been issued.
- 62 programs were offered in person, virtually, remotely, and as activity kits. 2,157 people engaged with these activities.
- Four public access computers and three children's computers were available and were used for 162 hours and 336 sessions. Year to date computers were used for 552 hours and 1279 sessions.
- WiFi Use: 330 sessions, 258 visits, and 53 unique users
- There were 5,369 library visits.

Please note that the Board is in the process of revising the monthly Librarian's Report. We have removed the list of programs and details that were on the last 2 pages and will be replacing it. This version has a "snip" about programs and attendance cut from another report pasted onto the last page. This is a work in progress.

Upcoming Events:

Enclosed please find a copy of the October events schedule, as well as a preliminary schedule of events planned for November. Some of the programs scheduled include an Owl Prowl event and Star Viewing event, both in partnership with Dubuque County Conservation at New Wine Park, several events celebrating Halloween – including a children's Halloween party and the Books for Treats pop-up library, pen and ink art classes and more. Upcoming fundraisers include a Halloween trivia night at O So Good Winery & Distillery, and the biennial Wreath-it-up silent auction.

Prepared by: Shirley Vonderhaar, Library Director

NOTE: Shirley will be on vacation on Monday, October 16 so will not be in attendance to present this report. If you have any questions, comments or concerns, please reach out to Shirley at 563-875-8912 or svonderhaar@dyersville.lib.ia.us.

JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT

Librarian's report to the Board of Trustees

Month: September-23
 YTD: July-22 to September-23
 Previous YTD: July-21 to September-22

Library visits

Month 5369 (↑ 36.3%)
 YTD 16877 (↑ 29.5%)

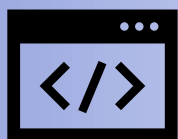
Items loaned

7149 (↑ 5.3%)
 24400 (↑ 3.4%)

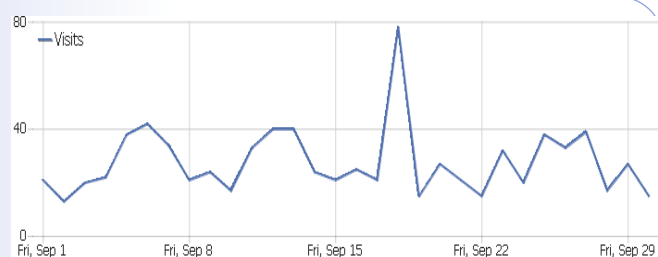
Library cards issued

	City resident	Total
Month	15	29 (↓ 23.7%)
YTD	50	104 (↓ 8.8%)

Website traffic



Visits	Average visit duration
833	1:32



Computer use



Hours			Sessions		
Month	YTD	Prev. YTD	Month	YTD	Prev. YTD
162	552	429	336	1279	1254

Wifi use



Sessions		Visits		Unique visitors	
Month	YTD	Month	YTD	Month	YTD
330	934	258	765	53	98

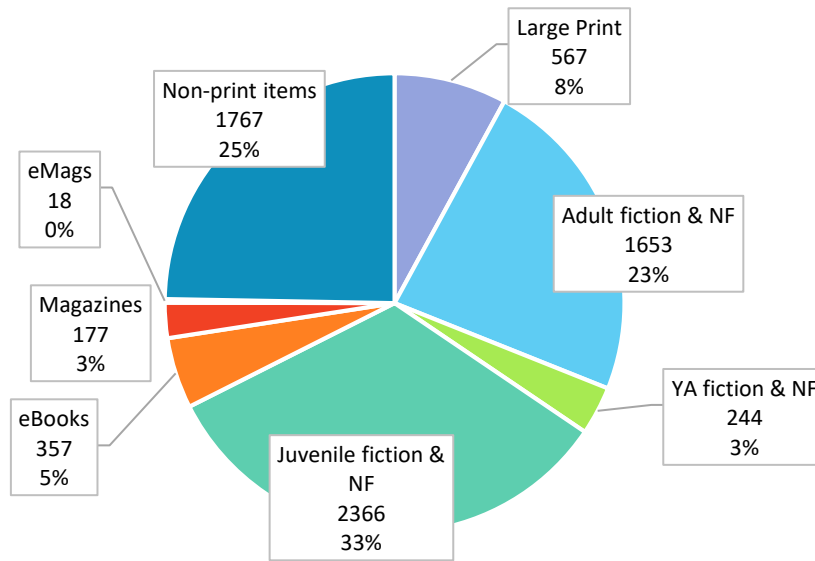
Meeting room use



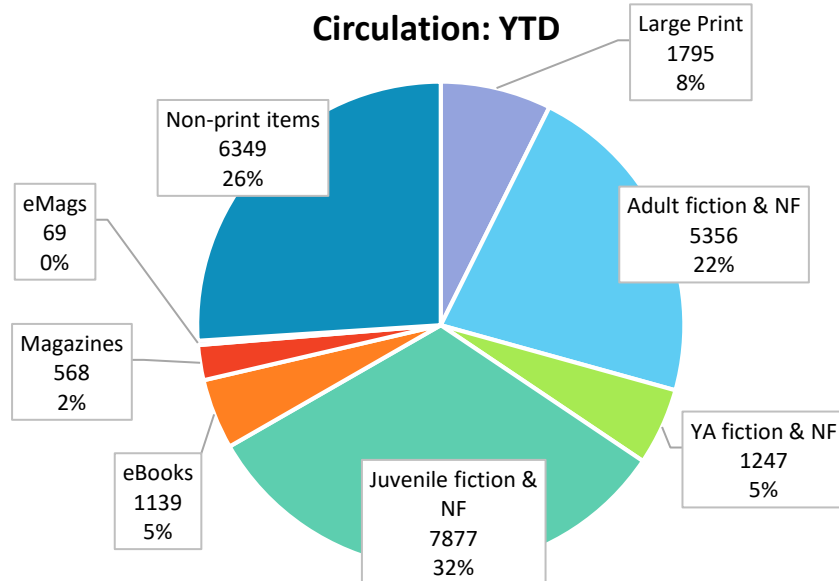
Month	YTD	Prev. YTD
75	208	141

Circulation

Circulation: Month



Circulation: YTD



Non-print items	Month	YTD
eAudio	457	1422
Adult & YA audio	71	232
Juvenile audio & kits	11	90
Adult & YA video	623	2229
Juvenile video & DVD	190	954
Games, LoT, etc.	415	1422
	1767	6349

Music

Downloads: 4
Streams: 0
Total YTD: 13



Video (film and TV)

Downloads: 2
YTD: 4



Visits: 186
YTD: 547



Online Learning

Sessions: 3
YTD: 57



Languages

Sessions: 29
YTD: 52



Genealogy

Visits: 229
YTD: 1725



Collection

Items purchased

Month: 228
YTD: 760

Items donated

Month: 75
YTD: 150
Prev. YTD: 129

Items withdrawn

	Month	YTD
Books	666	1324
Audio	16	16
Video	98	108
Other	54	74
Total	834	1522

Summary of additions

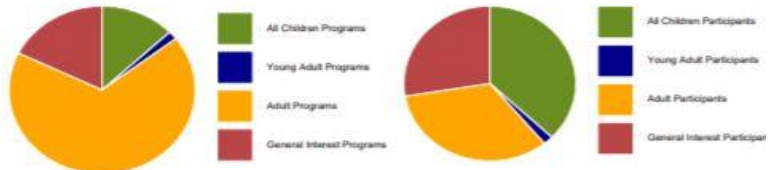
	Large print	Adult fiction	Adult & YA NF	YA fiction	Juvenile fiction	Juvenile NF	eBook & eAudio	Adult & YA audio	Juvenile audio	Adult & YA video	Juvenile video	CDs, games, misc.	Total
Current month	15	95	21	14	99	17	0	6	3	19	5	9	303
Previous month	14	83	34	16	117	19	14	8	0	41	26	16	388
Current YTD	39	245	68	57	264	49	27	14	3	77	39	28	910
Previous YTD	69	327	94	69	170	46	48	29	1	87	33	43	1016

Programs

September

Overview

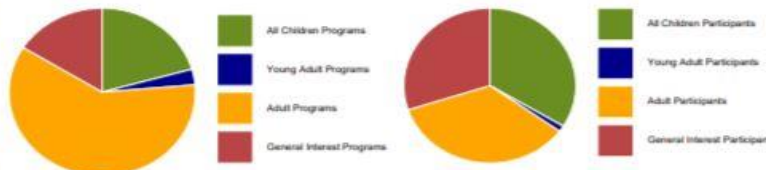
All Children Programs	8	12.9%	All Children Participants	695	37.21%
Young Adult Programs	1	1.61%	Young Adult Participants	35	1.87%
Adult Programs	42	67.74%	Adult Participants	622	33.3%
General Interest Programs	11	17.74%	General Interest Participants	516	27.62%
Total Programs	62		Total Participants	1868	



Year in Review

Overview

All Children Programs	41	20.6%	All Children Participants	1838	33.78%
Young Adult Programs	6	3.02%	Young Adult Participants	67	1.23%
Adult Programs	120	60.3%	Adult Participants	1901	34.94%
General Interest Programs	32	16.08%	General Interest Participants	1635	30.05%
Total Programs	199		Total Participants	5441	



Upcoming Events in October:

October is National Book Month! This month-long celebration focuses on the importance of reading, writing and literature. The purpose of National Book Month (or National Reading Month) is to encourage reading, an activity that has been proven to have many advantages. Reading can help anyone build excellent vocabulary, improve memory, increase knowledge, and decrease anxiety. To celebrate, the library is asking you to take a picture or selfie with the book you are currently reading! All pictures will be posted to our social media accounts and you will be entered in a drawing for a chance to win an Adopt-A-Book form.

October 1: Wreath-it-Up Fundraiser Continues! Showcase your special talents and put your creativity to work at this library fundraising event! Pick up a wreath from the library, decorate it any way you like, and return it to the library. Or decorate a wreath of your own and donate it to the library. Wreaths can be seasonal, thematic, or just anything that appeals to you! And although we focus on wreaths, other decorative wall hangings are welcome. Items will be accepted anytime in October. A silent auction of the donated items will be held in the library from October 9 to November 12. Photos of all donations will be posted on the library website and social media and remote bidding in the silent auction may be offered. The auction ends promptly at 3:00 pm on Sunday, November 12.



October 1—31: Pets in Costume Photo Contest

During the month of October, dress your pet up in a costume and submit a photo to the library. Both the owner and the pet will be entered into a drawing for a prize! To submit, post a picture of your pet to the library's social media (Facebook, Twitter, Instagram) or email us a photo at librarian@dyersville.lib.ia.us. One entry per pet. All pets are welcome. The winner of the drawing will be announced on November 2. Check our social media on November 1 for the pets in costume parade!



October 1—31: Kids Can Craft: Spider Web Memo Board. Kids age 9 and up are invited to stop in the library and make a spider web memo board. There will be kits to take home if you don't wish to make the craft in the library. A video demonstration of this craft will be available to view on the JKPL Facebook and YouTube channel.

October 1—31: Creation Station Craft: Spork Bats. Stop in and craft in the Creation Station at the library or grab a kit and create at home! This month we are making a bat, using paper, a spork, sticker eyes, and glue. All supplies, but glue, are included in the kit. A video demonstration will be on the JKPL Facebook and YouTube channel.

October 1—31: Coloring, Creating and Doing @ Your Library. The JKPL is continuing to offer coloring pages, dot to dot, crosswords, sudoku, and other activity pages available for you to enjoy at the library or at home. They are intended for adults and teens. Each pack will include at least 10 different items and are available while supplies last. If you want to work on the activities while at the library, colored pencils, markers, and more are available in the Creation Station or to check out from the front desk.

October 1—31: Get Puzzled @ Your Library. Stop in the library this month to help us put together a new jigsaw puzzle. This month's puzzle is *Banned Books*. The puzzle is located on the table under the skylight and everyone is welcome to add a piece or two or more. Everyone who works on the puzzle is encouraged to put their name into a drawing to win the puzzle. Please stop at the front desk to get your name entered.

October 1—8: Banned Books Week

Banned Books Week is an annual event celebrating the freedom to read that spotlights current and historical attempts to censor books in libraries and schools. This year's theme is *Let Freedom Read*. To celebrate, the library will have a Name That Banned Book Guessing Jar and a daily trivia contest. The trivia contest will be both inside the library and on social media. All who submit a correct guess, for both the Guessing Jar and the Trivia Contest, will have their name entered into a drawing for a book themed prize. The winners will be drawn on October 9. The library will also show the movie *Are You There God? It's Me, Margaret* (PG-13) on October 7th at 1:00 pm. This movie is based on the book by Judy Blume that has been banned and challenged multiple times.



Mondays and Wednesday, October 2, 4, 9, 11, 16, 18, 23, 25, 30: Strength Training for Older Adults @ 10:00 am. Older adults of any age and fitness level are invited to join this special exercise program made possible by a partnership between the Geri-Fit® Company and the James Kennedy Public Library. Participants will exercise to a Geri-Fit® DVD and most of the exercises will be performed seated in a chair. There is no dancing or aerobics involved. Classes are held on Mondays and Wednesdays and last approximately 45 minutes. For best results, participants should attend as many of the sessions as possible. Each participant will need a set of or 3-pound dumbbell weights, a medium weight stretch band, and water to drink. Space is limited so registration is required. **NOTE: dates have changed!**

Monday, October 2: Books for Lunch Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month at noon. This month the group will discuss *Marmee* by Sarah Miller. Copies of the book are available to borrow from the library. Participants are welcome to attend in person or remotely via Zoom. New members are welcome to join at any time. If you need a link to the Zoom room, please email librarian@dyersville.lib.ia.us by 10:00 am on the day of the program and an invitation to the Zoom room will be emailed to you.



Monday, October 2: Adult Crafternoon: Halloween Candle Holder from 1:00—3:00 pm. Join us this month to take a baby jar and make a Ghost, Frankenstein, Black Cat, or Jack-O-Lantern candle holder. Stop in the library to create and take home your finished project. If you prefer, you can pick up a kit and craft on your own at home. The instructional video for how to do the craft will be posted on both the library's Facebook and YouTube pages starting October 3rd and kits will be available while supplies last.

Item 17.

Monday, October 2: Building Creativity One Block at a Time: a LEGO® program from 3:30—4:30 pm. This month's theme is "Haunted House". This program is for all ages but children under 7 must be accompanied by an adult or older partner. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union. Each month there is a theme to help inspire creativity. Photos of the creations are displayed in the children's area of the library and on the library's social media pages. All children who participate have their names entered into a quarterly drawing for a special LEGO® related prize provided by DuTrac.



Tuesday, October 3: Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D & D players that meets in-person or you can join remotely via Discord. This group meets the first Tuesday of every month and new players of all ages and skill levels are welcome. The library has materials available but feel free to bring your own. To join via Discord, contact Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm the day of the program to receive the server invite.

Wednesday, October 4: Upcycled Greeting Cards from 1:00—2:00 pm. Want a unique card for someone special? Library staff member Ann B. will be on hand to show you how to use the front of an old greeting card combined with glue and cardstock to make an entirely new card. Each card kit includes a greeting card front with coordinating cardstock and an envelope. We will have kits in the Creation Station to pick up, while supplies last.

Wednesdays, October 4, 11, 18, 25: Sit and Stitch from 1:00—3:00 pm. Grab your hobby or craft and join other crafters at this fun gathering. There are lots of laughs, great company, conversation, and even some crafting! Participants are welcome to attend in person in the Hoffman Room or remotely via Zoom. New members are welcome to join at any time. If you are a new participant and wish to join virtually, please email librarian@dyersville.lib.ia.us by 10 am on the date of the gathering and an invitation will be emailed to you. The same Zoom room link is used each week.

Wednesdays, October 4, 11, 18, & 25: Family Storytime @ 6:30 pm. Parents and caregivers are encouraged to bring their children to the Fall 2023 sessions of Family Storytime. Family Storytime is for children aged infant to five years old and their caregiver. Programs will run October 4 through November 15. Registration is required as space is limited.



Thursdays, October 5, 19, & 26: Preschool Story Time @ 9:30 am. Parents and caregivers are encouraged to bring their preschoolers to the Fall 2023 sessions of Preschool Story Time. Story Time is open to 3, 4 and 5 year olds who have not been in Kindergarten. Programs will run October 5 through November 16. Registration is required as space is limited. *Note: there is no Story Time on October 12.*

Thursdays, October 5, 19, & 26: Wee Read @ 10:30 am. Parents and caregivers are encouraged to bring their babies and toddlers to the Fall 2023 sessions of Wee Read. Wee Read is for children under 3 and their caregiver. Programs will run October 5 through November 16. Registration is required as space is limited. *Note: there is no Wee Read on October 12.*

Thursdays, October 5 - November 9: Unlocking Brain Fitness—KEYS to Dementia Prevention Continues from 1:00—3:00 pm. Join us for this 10-week evidence based course developed by doctors to help people aged 55 and older make lifestyle changes to reduce their risk of developing Alzheimer's and other forms of dementia. The KEYS dementia prevention course was started at the YMCA of Greater Des Moines and will be presented by Vickie Tracey, RN, BS along with other local experts, including a dietician, fitness professional, health and wellness coach, and pharmacist. Participants must be 55 or older in good cognitive health and able to commit to attend the 10 in-person sessions. Sponsored in part by Nightingale Drug and the Asbury Hy-Vee Store. *Attendees must already be registered in order to attend.*



Thursday, October 5: Westside Park StoryWalk®: "Shark in the Park" by Nick Sharratt. Families are invited to walk the new StoryWalk® at Westside Park which begins south of the parking lot by the baseball diamond. Walk the trail and read the story to your children. Scan the QR code on the last post and answer the questions to be entered into a monthly prize drawing. No QR scanner? No problem! Use the tiny url listed below the QR code, answer the questions and be entered into the prize drawing. The StoryWalk® is made possible by the Dubuque Racing Association, Friends of the Library, and the Richard Osterhaus Memorial Fund. The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg-Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson.



Fridays, October 6, 13, 20, 27: Euchre Card Party & Games from 1:00—3:30 pm. Join us Friday afternoons for cards, dominoes, or other games in the Hoffman Room. Come meet, teach, and play with other players. The library has some games or you are welcome to bring your own. You can also challenge Ann to a game of Chess, checkers, Connect 4, or Scrabble. If you want to learn a new game, contact Ann and she can schedule a time to teach you.

Saturday, October 7: Frankentoys from 10:00—11:00 am

Come join us to stitch, glue, and connect broken toys together to make new creations! The library will provide the toy parts, but feel free to bring any from home. This program is intended for ages 10 and up, but those under the age of 10 may attend if they have an adult companion. Not able to attend but want to make a Frankentoy? Contact the library and we can assemble a to-go kit while supplies last.



Saturday, October 7: Banned Book Movies @ Your Library presents "Are You There God? It's Me, Margaret" @ 1:00 pm. A plucky eleven-year-old named Margaret finds her life on the cusp of change as her family uproots from the heart of the city to a quiet suburban neighborhood. Margaret must then navigate the ups and downs of adolescence, including new friends, new feelings, and, ultimately, a new sense of self. Based on the novel of the same name by Judy Blume. Rated PG-13 (111 minutes).



Saturday, October 7: Nerf War @ Your Library from 4:00—6:00 pm. Bring your Nerf gun and ammo and head to the library for this bi-monthly Nerf War! Participants must be 13 or older and anyone under 18 must have a signed parental waiver. Registration requested as 10 people are required to hold the program and a max of 20 is allowed. Walk-ins welcome, if space allows. Participants must provide their own Nerf guns and ammo but no modifications to darts or guns to increase range or hitting power will be allowed.

Item 17.

Monday, October 9: Wreath-It-Up Silent Auction Begins!

Wreaths, wall hangings and other decorative items have been donated to this year's fundraiser! All items are on display in the library and photographs are posted on Facebook and the library's website at www.dyersville.lib.ia.us. Bids can be placed in person at the library, by calling the library, or emailing librarian@dyersville.lib.ia.us. The highest bid will be listed along with the photo of the item on the library's website. Bids will be updated daily on the website. The auction ends promptly at 3:00 pm on Sunday, November 12.



Tuesday, October 10: Inspirational Fiction: A Novel Approach to Faith Book Club @ 7:00 pm. Join us for this book club that features a variety of books that weave religious faith into the characters and storylines. For this month we will be reading *A Dance in Donegal* by Jennifer Deibel. Books are available to borrow from the library. Participants are welcome to attend in person or remotely via Zoom. If you want to attend via Zoom and haven't attended before, please register by 12 noon on the day of the program at <https://bit.ly/NOVELAPPROACH> so a link to the Zoom room can be emailed to you.

Thursday, October 12: If You Paint It, They Will Come Canvas Painting Fundraiser @ 6:00 pm

Come to the Field of Dreams for this paint and sip fundraiser where you will paint your own fall corn / Field of Dreams scene.

- Tickets are \$65 each and include all the supplies needed to create a 16x20 inch canvas painting plus one entry into a door prize for a Field of Dreams gift basket.
- Registration is required on or before October 9 at <https://bit.ly/JKPLpainting>.
- Food and drink will be available to purchase and there will be drink specials.
- A portion of the ticket price will go to support the James Kennedy Public Library.
- This event is in partnership with the Field of Dreams and Captured on Canvas.



Saturday, October 14: Solar Eclipse Viewing & S.T.E.A.M. Party from 12:30—2:30 pm

Join us at the library to view the solar eclipse and participate in two S.T.E.A.M. activities! Come create chalk outlines to demonstrate shadow tracing. Then create chalk diagrams of the eclipse itself. Join us as we go outside and watch the eclipse as it's happening! The library is giving away free eclipse glasses with fun activity pages, starting on Monday, October 9. Limited to one per person while supplies last.



Saturday, October 14: Double Creature Feature @ 5:00 pm. Come join us for our yearly double creature feature! This program is for those age 13 and older, however, younger participants are welcome if they have an adult to accompany them. Snacks will be provided. The following movies will be shown: *Paranormal Activity* and *Insidious*. *Paranormal Activity* (Rated R) follows a couple that use cameras to capture spooky activity in their home that gets progressively more sinister. *Insidious* (PG-13) is about a family whose house becomes filled with spirits (some of them malicious!) after their oldest son falls into a coma.



Sunday, October 15: Wreath-it-Up Donor Reception Open House from 1:30—3:30 pm

Stop in the library to enjoy refreshments and check out all of the items donated for the silent auction. Donors are invited to come and be recognized! This event also marks the start of the Wreath-It-Up Ribbon Voting where you can support your favorite item by voting for it. Categories to be announced.



Sunday, October 15 to November 4: Wreath-it-up Ribbon Voting

Be sure to stop in the library, check out Facebook, or the JKPL website to see the items that have been donated for the Wreath-It-Up fundraiser. Show your support for your favorite by voting for it! Categories to be decided. Voting is available by completing a paper form at the library. Ribbons will be awarded on Monday, November 6 for 1st, 2nd, 3rd and Honorable Mention.

Monday, October 16: Bingo Party from 1:00—3:00 pm. Come enjoy bingo at the JKPL! There is a two card limit, there is no cost to play, and there are prizes! Registration is recommended as space is limited. Bring your friends!

Monday, October 16: Cricut with Christopher presents Decorating a Mug @ 6:00 pm. Come learn about the Cricut Maker from local expert Lisa Christopher and decorate your own mug. All supplies provided. Participants should be 14 or older but children age 8 and up are welcome if accompanied by an adult. Registration is recommended as attendance is limited to 10. Priority for attending will be given to those who were not able to attend this class in February. Walk-ins welcome if space and materials allow. Cricut with Christopher will typically be held monthly on the third Monday of each month.

Tuesday, October 17: Halloween Fun: Creativity with Pen and Ink @ 6:00 pm

Join us as we celebrate Halloween with this fun art class led by Dianne Kramer. Participants will learn how to draw a variety of Halloween-related things then incorporate them into a seasonal illustration. No art experience is necessary! Each pattern in the class project will be broken down into easy-to-follow steps. This class is for adults and there is a maximum of 16 participants in the class. Registration is required to attend, please register by 7:00 pm on October 16. Attendees will need to bring the following materials: pencil, eraser, fine-tipped black pen, colored pencils. All other materials will be supplied.



Friday, October 20: Game Night @ Your Library @ 6:00 pm. Bring your favorite game (card game, board game, role playing game, or game) and meet, teach, and play with others! Game night is held on the 4th Friday of every month. All ages welcome but those under the age of 7 need a teen or adult companion. *Note: the date of this event was changed due to the trivia fundraiser.*

Saturday, October 21: Halloween Movies @ Your Library presents "Beetlejuice" @ 1:00 pm. A happy couple with a lovely country house die in a car accident and must haunt their old home while waiting to be processed into heaven. Too nice to be scary, they befriend the new tenant's daughter. When they fail to prevent the girl's parents from ruining the house, they ask a devilish spirit for help. Rated PG (93 minutes).

Item 17.



Monday, October 23: Monday Movies presents "Little Women" @ 1:00 pm. Four sisters learn about love, life, and loss as they grow through their young womanhood against the backdrop of post-Civil War America. At the heart of the family is the headstrong Jo who aspires, above all else, to forge her own path. Based on the novel by Louisa May Alcott. This is the 2019 movie version. Rated PG (135 min.)

Monday, October 23: Strings Club @ 6:00 pm. Do you have a ukulele, guitar or other string instrument that you would like to play more often? Do you want to grow your skills by jamming with others? Then come join the JKPL Strings Club! Teen and adult musicians of all skill levels are welcome. NOTE: This is not a class but a jam session so participants should know basic chords. Facilitated by Sue Engelbrecht and Gary Bramel. This group typically meets on the fourth Monday of each month. Registration requested. Walk-ins are welcome as space allows.

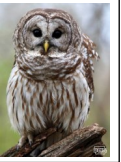
Tuesday, October 24: JKPL Writing Group @ 6:30 pm. Join us this month in person at the library, or remotely via Zoom, for a sharing session with writers of all types including poetry, memoir, fiction, or nonfiction. New members are welcome to join at any time. If you want to participate via Zoom, please call the library by 5:30 pm on the day of the event.

Wednesday, October 25: Health & Wellness 365 with the Northeast Iowa Area Agency on Aging @ 11:00 am. Master Gardener Cindy Recker will give a presentation on Aronia berries—how to grow them and the health benefits of this super berry. Samples will be served. All are welcome.



Wednesday, October 25: Owl Prowl @ New Wine Park from 6:00—7:30 pm

Join the James Kennedy Public Library and a Dubuque County Conservation naturalist for this owl hike at New Wine Park. We will discuss characteristics of owls & types of owls found specifically in Northeast Iowa. We will also try our hand at owl calling! Dress appropriately for an outdoor hike. Registration is required by 12pm on Tuesday, October 24. Participants will meet at the pavilion at New Wine Park (stay left once you enter the park).



Thursday, October 26: Ghouls Night Out from 5:00—8:00 pm. Join us for the sixth annual Ghouls Night Out! Stroll the streets of downtown Dyersville, shop, browse, and enjoy a night out on the town with the participating businesses and organizations. Just like last year, check in at Brew & Brew to receive your passport. The JKPL Pop-Up Library will be set up inside the library and will be a stop for this event. Pick up a free book and get your name entered into a drawing for some library swag. The JKPL will also have hot cider available for all to enjoy. Return your filled passport to Brew & Brew to try your luck at winning the grand prize! Participating businesses and specials will be announced before the event so keep an eye out! Costumes are encouraged.



Friday, October 27: Halloween Trivia Night Fundraiser at O So Good Winery & Distillery from 6:30—9:00 pm

Join us for a trivia fundraiser with Trivial Dudes, hosted by O So Good Winery & Distillery.

- Purchase a table for up to six guests for \$120.00. Price includes two bottles of wine of your choice (or equal value in other drinks), a charcuterie board for six, and a dessert to share.
- Menu items and additional beverages will be available to purchase.
- There will be Halloween themed questions as well as general trivia and the contest will include some special twists, prizes, and giveaways.
- Costumes are encouraged and there will be a prize for the best individual costume as well as the best group / table costume.
- Visit the library or O So Good Winery & Distillery to purchase a table. Space is limited and tables must be purchased before October 23.
- O So Good Winery & Distillery will donate a portion of the evening's proceeds to the James Kennedy Public Library.



Saturday, October 28: Kids Halloween at the Library @ 10:00 am

Celebrate Halloween at the library with a costume party for children of all ages. We will read a few short stories then children will trick-or-treat at some of the businesses on First Avenue. After trick-or-treating, children may return to the library for a simple craft. All ages welcome, but children younger than 6 require an adult companion. Sponsored by Spoden Construction.



Saturday, October 28: Family Halloween Movies @ Your Library presents "Hotel Transylvania: Transformania" @ 1:00 pm. When Van Helsing's mysterious invention goes haywire, Drac and his monster pals are all transformed into humans, and Johnny becomes a monster! In their new mismatched bodies, Drac and Johnny must team up and race across the globe to find a cure before it's too late, and before they drive each other crazy. With help from Mavis and the hilariously human Drac Pack, the heat is on to find a way to switch themselves back before their transformations become permanent. (Rated PG, 87 minutes).

Sunday, October 29: Trunk or Treat at Xavier School from 3:00—5:00 pm. The JKPL will be reaching out to the community by visiting the Xavier School Trunk or Treat! Visitors will be able to get library card applications, find out more about what the library has to offer, and select a free book to keep from the pop-up library. The JKPL Pop-Up Library is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL.



Tuesday, October 31: Books for Treats Halloween Pop-Up Library from 5:30—7:30 pm

Join us for the 6th Annual Books for Treats Event where families are invited to Trick-or-Treat for a book instead of candy! The JKPL will have a pop-up library on the lawn of The Allen House at 515 1st Ave. W. in Dyersville. Books for all ages, including adults, will be available. This event is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL.



Festive Garlands & Gnomes: Creativity with Pen and Ink Monday, November 13 @ 6:00 pm

In this art class, led by Dianne Kramer, participants will learn how to draw festive foliage then use it to design a pretty seasonal garland. Gnomes will also make an appearance! No art experience is necessary! Each pattern in the class project will be broken down into easy-to-follow steps. This class is for adults and there is a maximum of 16 participants in the class. Registration is required to attend, please register by 4:00 pm on November 12. Attendees will need to bring the following materials: pencil, eraser, fine-tipped black pen, colored pencils. All other materials will be supplied.



Game Changer for Teens Saturday, November 18 @ 4:00 pm

Game Changer is a Youtube channel where participants engage in games involving improv comedy and random challenges. The twist is that the players don't know what game they are playing until it starts! Paul and Sam are bringing a version of this to the library for teens (ages 12-18 only). Registration is required to make sure we have enough attendees to hold the program. Want to watch but not play? Feel free to come be part of the audience!



Star Viewing @ New Wine Park Tuesday, November 21 from 6:00—7:30pm

Join the JKPL and Dubuque County Conservation as we learn about objects within our night sky. Be ready to identify planets, stars, and constellations with your very own eyes as well as with telescopes, which will be provided. We will be outside the entire program, so be sure to dress appropriately. Space is limited so please call the library by 12pm on Monday, November 21 to register.



Want to stay current on all that is going on at the library? Here's how:

- *Sign up for our weekly email newsletter
- *Visit our website at www.dyersville.lib.ia.us (Use the QR code to see our events)
- *Like us on Facebook
- *Follow us on Twitter: @dyersvillelib
- *Follow us on Instagram: jameskennedylibrary
- *Follow us on Goodreads: James Kennedy Public Library
- *Follow us on YouTube: James Kennedy Public Library



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Pets In Costume Photo Contest begins!	2 Strength Training @ 10am Books For Lunch @ 12pm Adult Crafternoon from 1-3pm Building Creativity One Block at a Time: a LEGO® program from 3:30—4:30pm	3 Dungeons & Dragons @ 6pm	4 Strength Training @ 10am Upcycled Greeting Cards from 1-2pm Sit & Stitch @ 1pm Family Storytime @ 6:30pm	5 Preschool StoryTime @ 9:30am Wee Read @ 10:30am Unlocking Brain Fitness @ 1pm	6 Euchre Card Party from 1-3:30pm	7 Frankentoys from 10-11am <i>Are You There God? It's Me, Margaret</i> (PG-13) @ 1pm Nerf War from 4-6pm
Banned Books Week: October 1—8						
8	9 Strength Training @ 10am Wreath-It-Up Fundraiser Silent Auction begins	10 A Novel Approach to Faith book club @ 7pm	11 Strength Training @ 10am Sit & Stitch @ 1pm Family Storytime @ 6:30pm	12 Unlocking Brain Fitness @ 1pm If You Paint It Fundraiser @ 6pm	13 Euchre Card Party from 1-3:30pm	14 Solar Eclipse Party from 12:30-2:30pm Double Creature Feature @ 5pm
15 Wreath Donor Reception from 1:30-3:30pm	16 Strength Training @ 10am Bingo Party from 1-3pm Cricut with Christopher @ 6pm	17 Halloween Fun @ 6pm	18 Strength Training @ 10am Sit & Stitch @ 1pm Family Storytime @ 6:30pm	19 Preschool StoryTime @ 9:30am Wee Read @ 10:30am Unlocking Brain Fitness @ 1pm	20 Euchre Card Party from 1-3:30pm Game Night from 6-9pm	21 <i>Beetlejuice</i> (PG) @ 1pm
22	23 Strength Training @ 10am <i>Little Women</i> (PG) @ 1pm Strings Club @ 6pm	24 JKPL Writing Group @ 6:30pm	25 Strength Training @ 10am Health & Wellness 365 @ 11am Sit & Stitch @ 1pm Owl Prowl @ 6pm Family Storytime @ 6:30pm	26 Preschool StoryTime @ 9:30am Wee Read @ 10:30am Unlocking Brain Fitness @ 1pm Ghouls Night Out from 5-8pm	27 Euchre Card Party from 1-3:30pm Halloween Trivia Night Fundraiser @ 6:30pm	28 Halloween at the Library @ 10am <i>Hotel Transylvania: Transformania</i> (PG) @ 1pm
29 Trunk or Treat from 3-5pm	30 Strength Training @ 10am	31 Books for Treats from 5:30-7:30pm	October is National Book Month!	October 5—November 1 Westside Park StoryWalk®	October 1—31 <ul style="list-style-type: none"> Get Puzzled Coloring, Creating, Doing Spider Web Memo Board craft kits Spork Bats craft kits 	

Tentative Schedule of Upcoming Events: NOVEMBER 2023

November is National Novel Writing Month (NaNoWriMo)! NaNoWriMo is a fun, informal approach to creative writing, with participants working towards the goal of writing 50,000 words by 11:59 pm on November 30. It does not matter if you are writing a novel, a memoir, poetry, or short stories! Writers are encouraged to register on the official NaNoWriMo website (adults at nanowrimo.org and young adults at ywp.nanowrimo.org) and take advantage of all their helpful tools which include: Pep Talks from published authors and real time advice given over social media (to just name a few). Activities to be decided.

November 1-12: Wreath-it-Up Silent Auction Continues! The silent auction continues for the wreaths, wall hangings and other decorative items that were donated to this year's fundraiser. All items are on display in the library and photographs are posted on Facebook and the library's website at www.dyersville.lib.ia.us. Bids can be placed in person at the library, by calling the library, or emailing librarian@dyersville.lib.ia.us. The highest bid will be listed along with the photo of the item on the library's website. Bids will be updated daily on the website. The auction ends promptly at 3:00 pm on Sunday, November 12.

November 1-30: Kids Can Craft - Upcycling Candy Wrappers! Kids age 9 and up are invited to stop in the library and make a paper chain bracelet or keychain from candy wrappers. There will be kits to take home if you don't wish to make the craft in the library. A video demonstration of this craft will be available to view on the JKPL Facebook and YouTube channel. Kits available while supplies last.

November 1-30: Creation Station Craft: DInovember Tails. Stop in and craft in the Creation Station at the library or grab a kit and create at home! This month's craft will celebrate DInovember. Kit includes most needed supplies and instructions. A video demonstration may also be available to view on the JKPL Facebook and YouTube channel. Kits available while supplies last.

November 1-30: Coloring, Creating and Doing @ Your Library. The JKPL is continuing to offer coloring pages, dot to dot, crosswords, sudoku, and other activity pages available for you to enjoy at the library or at home. They are intended for adults and teens. Each pack will include at least 10 different items and are available while supplies last. If you want to work on the activities while at the library, colored pencils, markers, and more are available in the Creation Station or at the front desk.

November 1-30: Get Puzzled @ Your Library. Stop in the library this month to help us put together a new jigsaw puzzle. This month's puzzle is *Timber Pass*. The puzzle is located on the table under the skylight and everyone is welcome to add a piece or two or more. Everyone who works on the puzzle is encouraged to put their name into a drawing to win the puzzle. Please stop at the front desk to get your name entered.

November 1-30: StoryWalk: I Got the Christmas Spirit by Connie Schofield-Morrison Families are invited to walk the StoryWalk® at Westside Park which begins south of the parking lot by the baseball diamond. Walk the trail and read the story to your children. Scan the QR code or use the url listed on the last post and answer the questions to be entered into a monthly prize drawing. New stories will be posted monthly, weather permitting. The StoryWalk(R) is made possible by the Dubuque Racing Association, Friends of the Library, and the Richard Osterhaus Memorial Fund. The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg-Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson.

November 1-30: International Games Month @ Your Library. International Games Month (IGM) is an initiative run by volunteers from around the world to reconnect communities through their libraries around the educational, recreational, and social value of all types of games. Libraries, schools, community centers and other sites host special events during this month to encourage people to try different styles of gaming. Activities to be decided.

Wednesdays and Mondays, November 1, 6, 8, 13, 15, 20, 22, 27, 29: Strength Training for Older Adults @ 10:00 am. Older adults of any age and fitness level are invited to join this special exercise program made possible by a partnership between the Geri-Fit® Company and the James Kennedy Public Library. Participants will exercise to a Geri-Fit® DVD and most of the exercises will be performed seated in a chair. There is no dancing or aerobics involved.

Classes are held on Mondays and Wednesdays and last approximately 45 minutes. For best results, participants should attend as many of the sessions as possible. Each participant will need a set of 2 or 3-pound dumbbell weights, a medium weight stretch band, and water to drink. Space is limited so registration is required.

Wednesdays, November 1, 8, 15, 22, 29: Sit and Stitch from 1:00—3:00 pm. Grab your hobby or craft and join other crafters at this fun gathering. There are lots of laughs, great company, conversation, and even some crafting! Participants are welcome to attend in person in the Hoffman Room or remotely via Zoom. New members are welcome to join at any time. If you are a new participant and wish to join virtually, please email librarian@dyersville.lib.ia.us by 10 am on the date of the gathering and an invitation will be emailed to you. The same Zoom room link is used each week.

Wednesday, November 1: Upcycled Greeting Cards from 1:00-2:00 pm. Want a unique card for someone special? Library staff member Ann B. will be on hand to show you how to use the front of an old greeting card combined with glue and cardstock to make an entirely new card. Card kits, including a greeting card front with coordinating cardstock and an envelope, are available to pick up at the desk.

Wednesdays, November 1, 8, & 15: Family Evening Storytime @ 6:30 pm. Parents and caregivers are encouraged to bring their children to the Fall 2023 sessions of Family Evening Storytime. Family Evening Storytime is for children aged infant to five years old and their caregiver. Programs will run through November 15. Registration is requested but not required.

Thursdays, November 2, 9, & 16: Wee Read Family Storytime @ 10:30 am. Parents and caregivers are encouraged to bring their children to the Fall 2023 sessions of Wee Read Family Storytime. Wee Read Family Storytime is for children aged infant to five years old and their caregiver. Programs will run through November 16. Registration is requested but not required.

Fridays, November 3, 10, 17, 24: Euchre Card Party & Games from 1:00-3:30 pm. Join us Friday afternoons for cards, dominoes, or other games in the Hoffman Room. Come meet, teach, and play with other players. The library has some games or you are welcome to bring your own.

Saturday, November 4: Movies @ Your Library presents “Barbie” @ 1:00 pm. Barbie and Ken are having the time of their lives in the colorful and seemingly perfect world of Barbie Land. However, when they get a chance to go to the real world, they soon discover the joys and perils of living among humans. Rated PG-13 (122 minutes).

Monday, November 6: Books for Lunch Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month at noon. This month the group will discuss *The Librarian of Burned Books* by Brianna Labuskes. Copies of the book are available to borrow from the library. Participants are welcome to attend in person or remotely via Zoom. New members are welcome to join at any time. If you need a link to the Zoom room, please email librarian@dyersville.lib.ia.us by 10:00 am on the day of the program and an invitation to the Zoom room will be emailed to you. .

Tuesday, November 7: Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D & D players that meets in-person or you can join remotely via Discord. This group meets the first Tuesday of every month and new players of all ages and skill levels are welcome. The library has materials available but feel free to bring your own. To join via Discord, contact Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm the day of the program to receive the server invite.

November 6-12: Children’s Book Week - Read Books. Spark Change. Every Child a Reader and the Children’s Book Council have announced the 2023 Children’s Book Week slogan, “Read Books. Spark Change,” to showcase that books and stories have the power to inspire positive change. Families and children may visit the library to browse colorful displays of new books and play a fun library scavenger hunt game. Each child who finishes the scavenger hunt can turn it in at the checkout desk to collect a prize.

Saturday, November 11: Building Creativity One Block at a Time: a LEGO® program from 11:00 am to 12:00 pm. This month’s theme is "Turkeys!". This program is for all ages but children under 7 must be accompanied by an adult or older partner. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union. Each month there is a theme to help inspire creativity. Photos of the creations are

displayed in the children's area of the library and on the library's social media pages. All children who participate have their names entered into a quarterly drawing for a special LEGO® related prize provided by DuTrac.

Sunday, November 12: Wreath-it-Up Ending Reception from 2:00 to 4:00 pm. Stop in for refreshments and your last chance to bid on the wreaths, wall hangings, and tabletop home decor items that were donated for this year's Wreath-It-Up fundraiser. All items are on display in the library and photographs are posted on Facebook and the library's website at www.dyersville.lib.ia.us. Bids can be placed in person at the library, by calling the library, or emailing librarian@dyersville.lib.ia.us. Bidding by email ends at 3 pm on Saturday, November 11, bidding in person and by phone ends promptly at 3:00 pm on Sunday, November 12. All proceeds from this fundraiser will be used to support library services and collections.

November 13 is World Kindness Day. The purpose of World Kindness Day as outlined by the World Kindness Movement is "to highlight good deeds in the community focusing on the positive power and the common thread of kindness which binds us." Since its creation more than two decades ago, the day has achieved truly global notice; events associated with the day have attracted participants from every inhabited continent. These have included activities such as concerts, dance mobs, and the distribution of "kindness cards." Activities to be decided

Monday, November 13: Festive Garlands & Gnomes: Creativity with Pen and Ink @ 6:00 pm. In this art class, led by Dianne Kramer, participants will learn how to draw festive foliage then use it to design a pretty seasonal garland. Gnomes will also make an appearance! No art experience is necessary! Each pattern in the class project will be broken down into easy-to-follow steps. This class is for adults and there is a maximum of 16 participants in the class. Registration is required to attend, please register by 4:00 pm on November 12. Attendees will need to bring the following materials: pencil, eraser, fine-tipped black pen, colored pencils. All other materials will be supplied.

Tuesday, November 14: Inspirational Fiction: A Novel Approach to Faith Book Club @ 7:00 pm. Join us for this book club that features a variety of books that weave religious faith into the characters and storylines. For this month we will be reading *The View from Coral Cove* by Amy Clipston. Books are available to borrow from the library. Participants are welcome to attend in person or remotely via Zoom. If you want to attend via Zoom and haven't attended before, please register by 12 noon on the day of the program at <https://bit.ly/NOVELAPPROACH> so a link to the Zoom room can be emailed to you.

Wednesday, November 15: 1000 Books Before Kindergarten Awards Ceremony @ 7:00 pm. Children who are participating in 1000 Books Before Kindergarten are being recognized at this family event after our regularly-scheduled family story time. Come for storytime at 6:30 and stay for a brief award ceremony, or simply come to the ceremony. Achievement certificates and trophies will be handed out, and all children who attend will receive a goody bag. All ages are welcome to attend. The 1000 Books Before Kindergarten program is funded by a grant from the Dubuque Racing Association and the Friends of the JKPL.

Saturday, November 18: Family Movies @ Your Library presents "Elemental" @ 1:00 pm. Welcome to Element City, where fire, water, land and air residents live together. Ember, a tough, quick-witted and fiery young woman, becomes friends with a fun, sappy, go-with-the-flow guy named Wade who challenges her beliefs about the world they live in. Rated PG (101 minutes).

Saturday, November 18: Game Changer for Teens @ 4:00 pm. Game Changer is a Youtube channel where participants engage in games involving improv comedy and random challenges. The twist is that the players don't know what game they are playing until it starts! Paul and Sam are bringing a version of this to the library for teens! For ages 12-18 only. Registration is required to make sure we have enough attendees to hold the program. Want to watch but not play? Feel free to come be part of the audience!

Monday, November 20: Bingo Party from 1:00-3:00 pm. Come enjoy bingo at the JKPL! There is a two card limit, there is no cost to play, and there are prizes! Registration is recommended as space is limited. Bring your friends!

Monday, November 20: Cricut with Christopher @ 6:00 pm. Come learn about the Cricut Maker from local expert Lisa Christopher and create a special project (TBA) Participants should be 14 or older but children age 8 and up are welcome if accompanied by an adult. Registration is recommended as attendance is limited to 10. Walk-ins welcome if space and materials allow. Cricut with Christopher will typically be held monthly on the third Monday of each month.

Tuesday, November 21: Star Viewing @ New Wine Park from 6:00pm-7:30pm. Join the JKPL and Dubuque County Conservation as we learn about objects within our night sky. Be ready to identify planets, stars, and constellations in our night sky with your very own eyes as well as using telescopes we will provide. We will be outside the entire program, so be sure to bundle up! Note: if the sky is overcast for this night, the program will be canceled, we will do our best to reschedule if possible. Space is limited so please call the library by noon on Monday, November 21 to register. Participants will meet at the pavilion at New Wine Park, 16335 New Wine Park Lane, New Vienna.

Wednesday, November 22: Library closes @ 5:00 pm; Thursday, November 23: Library is closed for Thanksgiving

Friday, November 24: Game Night @ Your Library @ 6:00 pm. Bring your favorite game (card game, board game, role playing game, or video game) and meet, teach, and play with others! Game night is held on the 4th Friday of every month. All ages welcome but those under the age of 7 need a teen or adult companion.

Saturday, November 25: Breakfast Burrito Grab and Go Fundraiser from 9:00 to 11:00 am. Take a quick break from your local shopping to support your library by enjoying a breakfast burrito! \$5.00 gets you a delicious egg, sausage and cheese burrito. Weather permitting, a tent will be set up outside the library for this event. If not, step into the Hoffman Community Room to get your breakfast and support your library! All proceeds from this fundraiser will be used to support library services and collections. Burritos available while supplies last.

Saturday, November 25: Small Business Saturday: Refueling Station from 9:30 am - 2:30 pm. Need a break from shopping? Stop in the library and relax with a warm beverage or snack. Grab a few moments of down time by working on the puzzle, coloring, reading or just relaxing.

Monday, November 27: Monday Movies presents “The Book Thief” @ 1:00 pm. Join us on the fourth Monday of each month for a special movie presentation. This month’s film is based on a book with the same title. A young girl moves in with foster parents in Nazi Germany and shares her love of books she's stolen along the way with the Jewish man who has sought refuge in her new home. Rated PG-13. 131 min.

Monday, November 27: Strings Club @ 6:00 pm. Do you have a ukulele, guitar or other string instrument that you would like to play more often? Do you want to grow your skills by jamming with others? Then come join the JKPL Strings Club! Teen and adult musicians of all skill levels are welcome. NOTE: This is not a class but a jam session so participants should know basic chords. Facilitated by Sue Engelbrecht and Gary Bramel. This group typically meets on the fourth Monday of each month. Registration requested. Walk-ins are welcome as space allows.

Tuesday, November 28: JKPL Writing Group @ 6:30 pm. Join us this month in person at the library, or remotely via Zoom, for a sharing session with writers of all types including poetry, memoir, fiction, or nonfiction. New members are welcome to join at any time. If you want to participate via Zoom, please register by 11:00 am on the day of the event at <https://bit.ly/JKPLwriting>.

To: Mayor Jacque and City Council Members
Cc: Mick Michel, City Administrator
From: John F. Wandsnider, PE – Public Works Director/City Engineer
Date: October 12, 2023
Subject: Public Works Report: September 14 – October 11, 2023

Things have been operating well, for the most part, over the last month or so in the Public Works Department.

Operation and Maintenance of Fleet, Highways, Streets, Alleys, Parks, Trails, Rivers, Creeks, etc.

Crack-sealing of several blocks of streets will be completed in October. It is very important to keep moisture from getting into the pavement base and subgrades to extend the life of our pavements. Higher moisture content in the soils below the pavements causes greater frost-heave action in winter which takes away from the life of the pavement.

We have started sweeping leaves this month and will continue sweeping until a majority of the leaves have fallen, expected sometime in November. As usual, we are reminding citizens that they are not allowed to rake or blow leaves to the streets.

Public Works staff have begun preparing for the upcoming winter season. We have been busy changing oil, wiper blades, checking tires and tire-pressures and other essentials that are involved in preparing the equipment for the upcoming winter months. The two plow/spreader trucks, two plow/dump trucks, the front-end loader, and the skid-loader are all being made ready for the heavier work-load they are needed for over the winter months. Our goal every year is to have everything ready by October 15.

Operation and Maintenance of Drinking Water Delivery and Wastewater Disposal Systems

The drinking water source, storage, treatment, and distribution systems are serving the city well. We have been working to maintain the system, including flushing fire hydrants and exercising water valves. Please refer to the below report from water operations.

The wastewater collection, pumping, treatment, and disposal systems are also operating well. Please refer to the below reports for August and September from wastewater operations.

Status of Improvement Projects – ‘In-House Design’

Downtown Streetscape Rehabilitation (Added 4/23)

A majority of the downtown streetscape will be 20 years old next year! We intend to perform the rehabilitation out of our operations budget, and phase it over about 5 years. **The first phase of the project is the streetscape portion (behind the curb to the building line) of the 3rd and the 4th Street intersections and the block between them.** All 6 limestone medallions will be reset, this time on concrete, and the cracked and deteriorating buff-colored handicap panels will be replaced with black powder-coated cast-iron panels. **A small portion of the colored and stamped concrete will need to be replaced due to excessive cracking and settling. Work will be done this FY, possibly this fall, depending on contractor’s schedule.**

5th Avenue NE - Dyersville East Rd (Added 2/23)

Shoulder-stone was placed this week, completing the project.

Wayfinding Signs Project (Added 12/22, though in-progress for years)

The final signs will be delivered Friday. We hope to be able to get them installed yet this fall. This will depend on weather and work-load, of course.

Hwy 52 Manhole Replacement at 2nd Avenue (Added 11/21)

Due to the need for a detour across the 1st Avenue West bridge (under rehab construction), this will be done next year.

Downtown Businesses Accessibility – (Added June, 2021)

Working toward including recommendations into the sidewalk program.

Legacy Square – Stage (Added Spring 2021)

We received the lights and equipment for the stage lights. Installation is planned for the coming weeks.

Status of Improvement Projects – ‘Outside Design’

20 West Industrial Park, Phase III Rise Grant App. (Added August, 2022)

The Contract C double-box-culvert has been awarded and construction is planned to begin this month. Contract D (also RISE eligible) including roadway storm sewer, concrete paving, and lighting will be bid this year and should be substantially complete by June 30, 2024. Origin will provide and administer construction admin and observation as required during construction.

1st Avenue W. Bridge Over Bear Creek – Deck Overlay (Added May, 2022)

Contractor is making good progress and appears to be pretty close to the schedule. Contractor is planning to change the traffic over to the north side by about mid-week next week, weather permitting (though it is raining as I write this...).

Below are some photographs showing construction progress:

Removing Loose or Weak Concrete From the Deck Surface





Filling Removal Areas With New Concrete



Placing the New 1-1/2-inch Concrete Overlay



3rd Avenue SW Bridge (Added to list in February, 2022)
Needs further evaluation

Field of Dreams Stormwater Wetland and Mitigation (Added to list in April, 2020)

Project substantially complete. Temporary erosion control seeding has been placed. Permanent bluegrass seeding has been completed both north and south of Beltline Rd. Native seeding was performed in late November 2022. A live streaming camera of the site is available for viewing at:

<https://video.nest.com/live/G4AGPm8tkR>

Dyersville East Road Water and Sewer Extension 2020 (Added to list March, 2020)

Most of the linear projects are nearly finished. Work continues on the wastewater lift station and the water booster station. The additional change order work to provide utilities to the existing FOD facilities is in front of the contractor to provide a price. This work will likely take place in November.

Heritage Trail Pavement Extension (Added to list January 2020)

DOT audit and acceptance is complete, pending contractor uploading the rest of the certified payrolls. Once those are uploaded and reviewed, the semi-final payment will be submitted to the City for payment.

Bear Creek Restoration (SRF Sponsored Project)

Construction for this project is complete. The contractor will perform mowing and vegetation management in 2023 for maintenance on the wetland prairie. Typical prairie seeding takes 3 years to be fully established with intended growth of flowers and grasses. The project performed well to capture sediment without significant channel erosion in the 2023 spring flood. A video camera is mounted near 3rd St. with a public video link for anyone to monitor. <https://www.senserasystems.com/public/embed/M78018326A93>

Respectfully submitted,

John F. Wandsnider, PE - Public Works Director / City Engineer

Email: jwandsnider@cityofdyersville.com cell: 563-587-9131

Memorandum

To: Mayor, City Council Members and City Administrator

From: Terry Recker, Water Operator

Date: October 6th, 2023

Subject: **Water Operation September 2023 Report**

Water Pumped

Total Water Pumped for Month	13,453,000 Gallons
Average Pumped per Day	448,000 Gallons
Maximum Daily Pumped	970,000 Gallons

Chlorine Testing

Average Free Chlorine in the System –	1.18 mg/l
Average total Chlorine in the System -	1.36 mg/l

Polyphosphate

Average Residual at Well #4	1.33 mg/l
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Water Call Outs

0 for the month
Total for the year – 4

Water Main Breaks

2 for the month
Total for the year – 4

Water Activities

96- Line Locates Completed
19-Water Work Orders Completed

Operations and Maintenance

Bacteria samples were taken, and the results were negative. The monthly operating report was completed and sent to the DNR. Preventative maintenance was completed at Well#4 and #5, including exercising water valves and doing well draw down at both wells. Daily rounds were completed for the month at both wells. Meter reading was also completed this month. The last week in September Joe and I did the yearly flushing of all the water hydrants in the city. There are now about 325 hydrants throughout town, up from the 300 we did in years past. The extra hydrants are from the new addition in the 20 West Industrial Park (8) and the water main going out to the Field of Dreams site (17). Next year looks like there will be an additional 12 hydrants inside the FOD property that will have to be maintained by the water department. With all the flushing we ended up with 2 water main breaks. One was discovered on September 28th on 1st Street SW and the second surfaced on September 29th on 3rd Street SW by Westside Park. Krapfl Construction was able to repair both breaks quickly with minimum interruption of service to the homeowners.

Water Operator,
Terry Recker



Main break corner of 3rd Street and 10th Avenue SW.

Memorandum

To: Mayor, City Council Members and City Administrator

From: Wastewater Operator

Date: 9/6/23

Subject: **Wastewater Operations –**

Influent Flows

Total Treated for Month 13,701,000 Gallons

Average Flow per Day 442,000 Gallons

Maximum Daily Flow 621,000 Gallons

Average Influent Biochemical Oxygen Demand 135 mg/l

Plant loading pounds per day of 536 lbs. plant design loading 2400 lbs. per day

Average Influent Total Suspended Solids 96 mg/l.

Plant loading pounds per day 381 lbs. plant design loading 3600 lbs. per day.

Average Influent Total Nitrogen 33 mg/l

Plant loading pounds per day 142 lbs.

Average Influent Phosphorous 6.3 mg/l.

Plant loading pounds per day 27 lbs.

Effluent Testing

C.B.O.D. Monthly Average	0 mg/l	Limit - 25 mg/l
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T.S.S. Monthly Average	0 mg/l	Limit - 30 mg/l
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Ammonia Monthly Average	.02 mg/l	Limit – 13 mg/l
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Total Nitrogen	3.35 lbs per day	Yearly Average 88lbs per day
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Phosphorus	1.32 lbs per day	Yearly Average 24lbs per day
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E-coli	Not Required this month	mg/l Limit 126 MPN
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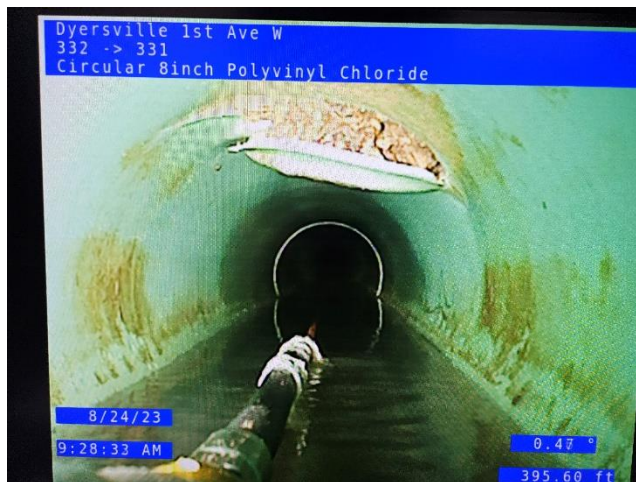
Sewer Call Outs – 0 for the month at the Treatment Plant.

Total for the year – 7

Things have been running well at the plant, so with that I have been busy with the camera trailer out doing inspections on the mains we just finished jetting. And recently I came across the reason why we do the inspections we do.



We found that our sewer main on 1st Ave W had been hit by a directional drilling company. This is inspecting down the line and found this bulge in the top of the main.



This is looking out the rear of the camera showing the crack with exposed soil and gravel. The cable you see in the pipe is the cord for the camera.



A close look at the damage to our pipe.



By Finding this and check locate tickets we were able to find out who hit it and then we had Krapfls come in and dig it up and make the proper repairs before more damage was done. With a hole like that we could have a massive back up with that being a main sewer run and could have caused the road to undermine and collapse causing more damage and possible injury.



This is an example of a pipe we had found earlier this year that the soil and gravel that had leaked into a sewer pipe through a hole found in our manhole. Popping the lid on the manhole you wouldn't have been able to catch it cause it was backing up down stream of the sewer main.

Memorandum

To: Mayor, City Council Members and City Administrator

From: Wastewater Operator

Date: 10/11/2023

Subject: **Wastewater Operations –**

Influent Flows

Total Treated for Month 12,309,000 Gallons
 Average Flow per Day 410,000 Gallons
 Maximum Daily Flow 512,000 Gallons
 Average Influent Biochemical Oxygen Demand 194 mg/l
 Plant loading pounds per day of 763 lbs. plant design loading 2400 lbs. per day
 Average Influent Total Suspended Solids 143 mg/l.
 Plant loading pounds per day 584 lbs. plant design loading 3600 lbs. per day.
 Average Influent Total Nitrogen 40.2 mg/l
 Plant loading pounds per day 170 lbs.
 Average Influent Phosphorous 11 mg/l.
 Plant loading pounds per day 48 lbs.

Effluent Testing

C.B.O.D. Monthly Average	.75 mg/l	Limit - 25 mg/l
T.S.S. Monthly Average	0 mg/l	Limit - 30 mg/l
Ammonia Monthly Average	0 mg/l	Limit – 13 mg/l
Total Nitrogen	3.8 lbs per day	Yearly Average 88lbs per day
Phosphorus	11 lbs per day	Yearly Average 24lbs per day E-coli
(Didn't have all the results.) mg/l Limit 126 MPN		

Sewer Call Outs – 1 for the month at the Treatment Plant.
 Total for the year – 8

Everything is running like a well-oiled machine.



340 1st Avenue East, Dyersville, Iowa 52040 • Phone: 563-875-7724 • Fax: 563-875-8238

www.cityofdyersville.com

Memorandum

TO: Mayor Jeff Jacque and City Council
 From: Mick J. Michel, City Administrator
 RE: City Administrator's Report
 Date: October 13, 2023

Below is an update of top priority projects that the City Council has determined at its last strategic planning and goal-setting session held on January 24, 2022.

Initiatives or Programs:

1. *Hire Public Works crew member to replace an employee that left.* We have advertised for the position. The deadline is the end of September 2023. **We are currently conducting interviews.**
2. *Bring all four water & wastewater Public Works staff up to Grade 2 water & wastewater operator licensure.* Water and Sewer employees are continuing to take their tests to get licensed. Terry Recker is now fully licensed in water and wastewater.
3. *Review and update SOP & SOG's at Fire Department.* Nothing has been done at this time.
4. *Continue implementation of nutrient reduction improvements through minor operation changes at the wastewater treatment plant.* The Public Works Department is meeting the State's suggested guidelines. I reviewed the last two wastewater reports, and the city is well below the suggested guidelines. The previous changes to the plant are working.
5. *Replace 8 brick manholes.* This is on the public works department schedule. The public works department replaced several brick manholes in FY22. Public Works Department is moving forward with this project as time and budget dollars allow. I have placed in FY24 budget the same dollars as in FY23 to replace brick manholes. We will be replacing the more difficult ones in FY24 and beyond. I recently spoke with the public works director regarding the manhole on HWY 52. After careful consideration, it seems that we have found a solution that won't involve removing the manhole. **We are currently in the process of obtaining quotes from a regional contractor. The construction of US 52 manhole will most likely take place in Spring 2024.**

6. *Upgrade building-entry keypads across Public Works Department.* Nothing has been done at this time.
7. *Develop plan for replacing failing fire hydrants and valves.* I will follow up with the public works department.
8. *Integrate Wincan camera data with Cartegraph data management system.* I will follow up with the public works department.
9. *Continue to evaluate how we can get more done, be more efficient, be more effective, under the budget that we have.* I have been looking at ways to trim costs with the limited staff.
10. *Continue residential building projects/housing.* Several permits have been approved by a Developer to build some apartments on some infill lots. I have been continuing to work with DEDC and a developer about bringing more workforce housing in the area. The City is looking at modifying the Urban Revitalization Plan to meet modified State requirements. I had a conversation with Dorsey and Whitney and the plan update is not feasible at this time due to how the Iowa Code is written. I will be having a conversation with our State elected officials on possible revisions to the Code.
11. *Plan to extend water & infrastructure to Field of Dreams Movie Site.* The City has four contracts approved. EDA approved the City's request to modify our sewer grant. Construction has been going well at the lift station, and the sewer main installation projects. Sewer EDA project has been going well with little disruptions to local traffic. The inside FoD work should begin sometime in Spring 2023. **I have been working with City Attorney to close on the Lumber Specialties property; we hope to have this done by the end of November 2023. City is working on an ALTA Land Survey as part of our agreement. Once that has been completed, we can close on the property.**
12. *Support recreation opportunities.* Score boards have been completed at Candy Cane Park and Commercial Club Park. Pickleball Courts are being used at Candy Cane Park. Finally, pool features designs have been submitted to the City and we are waiting for State of Iowa signoff on them. State signed off on the slide. Adam and the vendor are working on getting the slide manufacturer. We will be installing it in Spring 2023.
13. *Amendment of policies for development agreements—length and amount of tax abatements.* Nothing has been done at this time.
14. *Work with Dubuque County to pave Heritage Trail.* Dubuque County Conservation has been working on funding for this project. Conservation board

- turned down a grant submittal request from ECIA. I'm waiting to see if the board would still like to move ahead with the paving of the trail. **Councilmember Oberbroeckling and I have collaborated with the Dubuque County Conversation Commission and the Dubuque County Board of Supervisors to pave the Dyersville side of Heritage Trail. Both boards have approved the recommendation to allocate TAP funding towards this project. DMAT has also amended the Transportation Improvement Plan to permit the use of TAP funding for hard surfacing Heritage Trail from the Dyersville Trail Head to Holy Cross Road, as funds become available.**
15. *Continue implementation of wage & benefits study for all departments.* I prepared the FY23 wage schedule during the budget process and we are looking at implementing it on July 1, 2022. City Clerk has been monitoring the changes to the City health insurance program. Salaries Resolution has been prepared for FY23 budget. The City Council approved Medical Associates Health Plan renewal for 2023. Public Safety Committee met and they wanted me to work with GOV HR USA to prepare an agreement. The city council approved the agreement with GOV HR USA. I have a scheduled meeting with them in late August 2023. **We have received surveys from surrounding communities, and the consultant is compiling the data.**
 16. *Increase general fund revenues.* This is an ongoing process through economic development opportunities. The State of Iowa passed a new property tax reform bill. I talked with the State officials about the possible side effects of the new legislation, but I'm still waiting on the Iowa League of Cities breakdown on the new law.
 17. *Create five-year plan for street construction/refurbishment.* Nothing has been done at this time. Public Works Director gave me a couple of budget estimates on several large projects street projects. I'm working with him on getting the project detail and trying to find outside funding. Public Works Director has submitted the RCTP grant. No update on the grant. Dubuque County has approved the RCTP grant and the grant agreement. The contractor has completed the work.
 18. *City Square development and completion.* The sidewalk portion of the project has been completed. City Engineer has submitted the plans and specifications for the stage project. Mayor is working on getting sponsors for the stage. I'm working with Public Works Department on lighting design, and I had a conversation with contractor on the stage construction. The stage improvements are complete, and the lights will be installed sometime in July 2023. The LED lights and controller have been installed. **We are working on fine-tuning the stage lighting and the controller.**
 19. *Pickleball courts.* Park and Recreation Manager has worked on a local grant. He has also worked with our vendors on the fence and painting of the courts. We will also maintain pickleball painting lines at the tennis court. Pickleball court

- has been painted. The lights will be installed sometime in the fall 2022. Light bases are installed, the concrete edge has been installed, and we are in the process of order seating with shades. This project has been completed.
20. *Completion of Heritage Trail upgrade and connection to Trail System.* City was approved to modify our grant from the RPA8 Council. Origin Design has been working on draft plans and submitting them to the IADOT for their review and consideration. Plans and specs have been approved by the Council. I have submitted the IADOT agreement for Council review and consideration. Council has approved the plans and they have been submitted to the State. We are working on the construction documents. The contractor is substantially complete, and the engineer and the city had a project inspection. The project closeout will be at the end of June 2023. This project has been completed.
 21. *Continue to pursue install of three new bridges: 12th to 13th Ave; 7th Street; and, Beltline Road Railroad Overpass.* City submitted an updated RAISE grant to USDOT for their review and consideration. Fingers crossed. We were not awarded the RAISE grant for this year. RAISE grant has been submitted. WHKS and I will be working with our federal officials to push this grant out of review and into the consideration category. We were not awarded the RAISE grant this year. We will be working with USDOT on a debrief meeting to see how we can improve the grant application for next year. **I have been working with our consultants to prepare for next year's grant.**
 22. *Budget and plan for sidewalk replacement program, new sidewalk construction, and trail connection.* Nothing has been done at this time.
 23. *Support EMT's: Ambulance service to investigate full-time paramedic availability.* I attended a 28E Board meeting to discuss this matter and City will be looking more into this matter. I have been assisting Bi-County Ambulance on creating a job description and other necessary information for the creation of a full-time position. I have prepared a job description and other necessary information to advertise for a full-time paramedic. No further action at this time.
 24. *UTV Ordinance.* Task is completed and no further action.
 25. *Review costs for municipal fines and fees.* Nothing has been done at this time.
 26. *Improvements to the creeks and rivers through town for appearance and recreation.* City has submitted EDA grant for recreation opportunities, but we didn't make the cut this year. City has resubmitted a BRIC planning grant and we hope to hear by the end of August 2022. City has been awarded the BRIC planning grant. Grant agreements has been submitted. RFQ is completed and Impact 7G was awarded the project. **I am working with Impact 7G on the project.**

27. *Purchase small sewer jetter trailer.* City Council has approved the purchase of sewer jetter trailer. I'm working with the lease company and our supplier to finalize the necessary paperwork. City purchased the jetter, and the lease agreements have been implemented. Task is completed and no further action.
28. *New brick Westside Park ball field dugouts.* Contractor has started to install four dugouts this year. This project is complete.
29. *Concession Stand/Restroom Facility for Commercial Club fields.* We added this project to the FY23 budget. City will need to upgrade our lease agreement with Commercial Club Board prior to moving this project forward. I had a meeting with several Commercial Club Board members, and they have submitted a proposal. Staff is evaluating the proposal.
30. *Replace two 2014 snowplows and material spreaders.* City Council approved the purchase of one snowplow. City Council has approved moving forward with another snowplow. The financing agreement is completed on the first snowplow. **The second snowplow is still being manufactured. The City Clerk and I will start with the financing process with Fidelity Bank for the second snowplow.** We sold one of the snowplows to the City of Earlville.
31. *Rehab 1st Avenue West Bridge over Bear Creek.* City Council has approved WHKS agreement and they are working on their assessment report. Assessment report is complete, and we forward the matter to the City Council for their review and consideration. WHKS is working on option 6 cost estimates for a replacement of the bridge without trail. Delaware County engineer's office reviewed the plans and found that the selected city council option is appropriate. The City Council will consider bonding this project at a future date. Funds are in place, and WHKS is working on designs and construction documents. Bid documents are complete, and the City Council is reviewing the materials. Bid was opened and the City Council is reviewing and considering awarding the project to Taylor Construction. WHKS, Public Works Director, and I found a solution to the price overrun. The contractor will be issuing a change order showing that price reduction. **The contractor has been moving the project ahead.**
32. *Complete SCADA system for all water and wastewater facilities.* Public Works Department and I have been working with Origin Design and our supplier on making sure we right size the project and that it ties in with the Field of Dreams projects. SCADA quote has been approved as part of the Field of Dreams project and the City is moving forward with getting the necessary software to complete this task. **Maquoketa Valley Electric has secured a contractor to install the fiber line from the public works building to Well 4.**
33. *Continue economic development programs.* Twin Steeples project is moving along very well and it is really reshaping our downtown area. DEDC and I are working on some business relocation activities at our industrial parks. These

- relocations will allow for more jobs in our area. **I'm still devoting a considerable amount of time working with Go the Distance management team on their proposed project, along with This is Iowa Ballpark on the construction of a permanent stadium.** The State of Iowa awarded a \$12.5 million Destination Iowa Grant to City of Dyersville and This is Iowa Ballpark towards the construction of a stadium. City of Dyersville was award a \$12 million Enhance Iowa grant for the ballpark project. **Finally, DEDC and I are working with several developers on bringing a business to the City.**
34. *Annexation study.* City held an informational meeting at the Social Center and the draft plan will be considered by the Planning and Zoning Commission and then to the City Council for review and consideration.
 35. *Update Subdivision Ordinance.* RDG has the first draft done and I'm working on getting that completed by the end of December 2021 due to other priority projects. I have submitted the draft ordinance to planning and zoning, and they are recommending that the Council and Commission meet to make sure everyone is on the same page.
 36. *Review water and sewer rates.* I have been working with Lori Panton on this project and we are gathering data. However Covid-19 issues have delayed the completion of the study. We will forward our findings to the Water & Sewer Committee.
 37. *Continue with the development of City Asset System.* I have continued to work with the Public Works Department on their database software; pavement inspection data from Cyclomedia, pavement marking, street sign data are currently being worked on. I have been working with the Public Works Department on helping them get the Water and Sewer plant data added to the management software. Also, we are updating sign, pavement marking data to it. Finally, road condition data will be updated in the system. We are reviewing the data to help develop a proposed action plan based on sidewalk data to propose to the City Council. Street pavement collection data was entered into OMS from 2019, and 2022.
 38. *Reconstruct 16th Avenue SE at the shopping mall.* No action has been done at this time.
 39. *Splash Pad and other toddler opportunities at the Aquatic Center.* City Council has approved the quote and action plan for this project. The project is being engineered and product has been ordered. The installation should be in late August 2022. This project is completed.
 40. *Additional/improved Westside Park lighting.* We ordered lights and we are waiting to free up some staff time to install the project. Public Works and I had a meeting to discuss location and site plans to development this project. Public

Works will be working with lighting consultant on location placement of lights. I had a meeting with the public works department staff and we have a plan to install the lights in June/July 2023.



Notice of proposed electric rate increase

Alliant Energy's Iowa utility, Interstate Power and Light Company, is submitting a proposal to the Iowa Utilities Board on October 12, 2023 to adjust customers' electric rates in late 2024.

The drivers of our proposed electric rate increase include our investments to build a more reliable, sustainable and resilient energy future to benefit our customers and the communities we serve in Iowa. We are investing to diversify our generation resources, expand economic opportunities, replace and upgrade aging infrastructure and create a healthier environment that benefits all Iowans. By building cost-effective projects and modernizing the energy grid, we'll be improving security, reliability and resilience. At the same time, we are continuing to meet all customers' energy needs in light of rising costs that have impacted all industries.

The overall impact on customer bills will vary, depending on actual energy used and final rates approved by the Iowa Utilities Board. The Iowa Utilities Board will review our request within 10 months and establish final rates, which may be different than the rates we're proposing. We're requesting the rates become effective in October 2024. However, the Iowa Utilities Board will determine if and when any changes in final rates become effective.

The rates under review by the Iowa Utilities Board are called base rates and only account for a portion of your bill. Base rates include capital costs, operation and maintenance costs, a return on investment and taxes. The estimated average monthly bill shown in the chart on the next page includes all costs included for a typical customer's bill, including estimated rate case expense. The estimated average monthly bill is based on projections and may be impacted by other factors, such as fuel costs and weather. The new rates are proposed to be phased in over approximately two years with increases in October 2024 and October 2025. If the Iowa Utilities Board decides that the proposed rates will be implemented in a different time period, the increase may vary from what is shown in the chart.

Did you know? Your bill consists of two primary elements – the cost of energy and the amount of energy you use. To learn about ways you can reduce the amount of energy you use and save on your bill, visit alliantenergy.com/waystosave. You can also learn about resources available to help manage your bill by visiting alliantenergy.com/energyassistance.

Estimated average monthly electric bill impacts for a typical customer

The highlighted row represents the customer type listed for your account.

Customer type	Average bill prior to October 2024	Proposed monthly bill increase % effective in October 2024	Average bill beginning in October 2024	Proposed monthly bill increase % effective in October 2025	Average bill beginning in October 2025	Proposed total monthly bill increase %
Residential *	\$130.24	7.7%	\$140.29	5.7%	\$147.64	13.4%
Non-Residential General Service **	\$325.52	11.1%	\$361.63	8.9%	\$390.63	20.0%
Large General Service	\$17,091.85	9.8%	\$18,764.59	7.6%	\$20,071.65	17.4%
Large General Service – Supplementary	\$26,448.77	11.1%	\$29,382.76	8.9%	\$31,738.52	20.0%
High Load Factor	1,985,243.94	11.1%	\$2,204,707.70	8.9%	\$2,380,796.80	20.0%
Lighting	\$296.51	0.0%	\$296.51	0.0%	\$296.51	0.0%
Standby	\$279,041.98	7.0%	\$298,634.85	5.0%	\$312,533.78	12.0%

*Assumes typical customer using 738 kWh per month. Includes proposed monthly increase in basic service charge from \$13.00 to \$15.50.

**Assumes typical customer using 1,996 kWh per month. Includes proposed monthly increase in basic service charge from \$20.00 to \$23.00.

Customers have the right to file written comments and objections with the Iowa Utilities Board that include any facts that would assist the Board in reviewing the proposed rate adjustment. Customers also have the right to request a public hearing regarding the proposed new rates. Comments, objections, or hearing requests can be submitted to the Iowa Utilities Board online at efs.iowa.gov, by email at customer@iub.iowa.gov or by mail at Iowa Utilities Board, 1375 E. Court Avenue, Des Moines, IA 50319-0069. All comments are a matter of public record and available to the Office of Consumer Advocate, who represents the public interest in rate cases before the Iowa Utilities Board.

As part of this request, the Iowa Utilities Board will host a series of customer comment meetings. The customer comment meetings are open to the public and are scheduled for the dates below. Details about participating or accessing information presented at the customer comment meetings will be available on the Iowa Utilities Board website, iub.iowa.gov.

Cedar Rapids: Monday, November 6 (6:30 p.m.) at The Hotel at Kirkwood Center, Main Ballroom, 7725 Kirkwood Blvd SW, Cedar Rapids, IA 52404.

Clear Lake: Tuesday, November 7 (6 p.m.) at The Surf Ballroom, 460 North Shore Dr., Clear Lake, IA 50428.

Creston: Wednesday, November 8 (6 p.m.) at Southwestern Community College, Performing Arts Center, 1501 W Townline St., Creston, IA 50801.

Virtual: Thursday, November 9 (6 p.m.) at iub.iowa.gov.

To learn more about Alliant Energy's rates, visit alliantenergy.com/iowarates. A free, written explanation of current and proposed rates can be provided upon request. If you have any questions, you may call Alliant Energy at 1-800-ALLIANT (800-255-4268).

The proposal reflects our ongoing commitment to continue to deliver safe and reliable energy to our customers.

Ordinance No. 858**An ordinance increasing the franchise fee on Natural Gas Providers operating in the City of Dyersville, Iowa**

Be it ordained by the City of Dyersville, Iowa:

Section 1. The City of Dyersville, Iowa, (hereinafter referred to as the “Municipality”) hereby increases the franchise fee from 1% to 3% on every natural gas and every other person, firm or corporation, their successors and assigns, owning, operating, controlling, leasing or managing a natural gas plant or system and/or generating, manufacturing, selling, distributing or transporting natural gas (hereinafter referred to, collectively, as “Natural Gas Providers,” each, individually, an “Natural Gas Provider”). Natural Gas Providers shall increase the amount collected from their customers located within the corporate limits of the Municipality and pay to the Municipality an amount equal to three percent (3%) of gross receipts Natural Gas Providers derive from the sale, distribution or transportation of natural gas or electric delivered within the present limits of the Municipality. Gross receipts as used herein are revenues received from the sale, distribution or transportation of natural gas, after adjustment for the net write-off of uncollectible accounts and corrections of bills theretofore rendered.

Section 2. The amount paid by Natural Gas Providers shall be in lieu of, and Natural Gas Providers shall be exempt from, all other fees, charges, taxes or assessments which the Municipality may impose for the privilege of doing business within the Municipality, including, without limitation, excise taxes, occupation taxes, licensing fees, or right-of-way permit fees, and in the event the Municipality imposes any such fee, charge, tax or assessment, the payment to be made by Natural Gas Providers in accordance with this Ordinance shall be reduced in an amount equal to any such fee, charge, tax or assessment imposed upon the Natural Gas Providers. Ad valorem property taxes imposed generally upon all real and personal property within the Municipality shall not be deemed to affect Natural Gas Providers’ obligations under this Ordinance.

Section 3. Natural Gas Providers shall report and pay any amount payable under this Ordinance on a monthly basis. Such payment shall be made no more than thirty (30) days following the close of the period for which payment is due. Initial and final payments shall be prorated for the portions of the periods at the beginning and end of any franchise granted by the City of Dyersville, Iowa, to a Natural Gas Provider.

Section 4. Natural Gas Providers shall list the franchise fee collected from customers as a separate item on bills for utility service issued to their customers. If at any time the Iowa Utilities Board or other authority having proper jurisdiction prohibits such recovery, Natural Gas Providers will no longer be obligated to collect and pay the franchise fee until an alternate lawful franchise fee can be negotiated and implemented. In addition, with prior approval of City, Natural Gas

Providers may reduce the franchise fee payable for natural gas delivered to a specific customer when such reduction is required to attract or retain the business of that customer.

Section 5. Within ten (10) days of the date of this ordinance, the Municipality shall provide the Natural Gas Providers with a map of its corporate limits (the “Map”). The Map shall be of sufficient detail to assist Natural Gas Providers in determining whether their customers reside within the Municipality’s corporate limits. The Map along with Natural Gas Provider’s Geographic Information System (“GIS”) mapping information shall serve as the sole basis for determining Energy Provider’s obligation hereunder to collect and pay the franchise fee from customers; provided, however, that if the Municipality’s corporate limits are changed by annexation or otherwise, it shall be the Municipality’s sole responsibility to (a) update the Map so that such changes are included therein, and (b) provide the updated Map to the Natural Gas Providers. A Natural Gas Provider’s obligation to collect and pay the franchise fee from customers within an annexed area shall not commence until the later: (a) of sixty (60) days after such Natural Gas Provider’s receipt from the Municipality of an updated Map including such annexed area, or (b) such time after such Natural Gas Provider’s receipt from the Municipality of an updated Map including such annexed area as is reasonably necessary for such Natural Gas Provider to identify the customers in the annexed area obligated to pay the franchise fee.

Section 6. The Municipality shall provide copies of annexation ordinances to Natural Gas Providers on a timely basis to ensure appropriate Franchise fee collection from customers within the corporate limits of the city as set forth in Section 4 above.

Section 7. The Municipality shall have access to and the right to examine, during normal business hours, Natural Gas Provider’s books, receipts, files, records and documents as is reasonably necessary to verify the accuracy of payments due hereunder; provided, that the Municipality shall not exercise such right more than twice per calendar year. If it is determined that a mistake was made in the payment of any franchise fee required hereunder, such mistake shall be corrected promptly upon discovery such that any under-payment by an Natural Gas Provider shall be paid within thirty (30) days of recalculation of the amount due, and any over-payment by an Energy Provider shall be deducted from the next payment of such franchise fee due by such Natural Gas Provider to the Municipality; provided, that neither party shall have the obligation to correct a mistake that is discovered more than one (1) year after the occurrence thereof.

Section 8. Any and all Ordinances or portions thereof which are in conflict herewith are hereby repealed, specifically Ordinance 773.

Section 9. This Ordinance shall take effect and be in force from and after its passage and publication according to law.

Section 10. Passed and approved by the city council of the City of Dyersville, Iowa, on this ____ day of _____, 2023.

Jeff Jacque, Mayor

Attest:

Tricia L. Maiers, City Clerk

**CITY OF DYERSVILLE, IOWA
ORDINANCE NUMBER 859**

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF DYERSVILLE, IOWA, BY MODIFYING PROVISIONS OF ORDINANCE 745, THE CITY OF DYERSVILLE ELECTRIC FRANCHISE, RELATING TO FRANCHISE FEES

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF DYERSVILLE, IA:

SECTION 1. PURPOSE. The City Council has determined that it is appropriate now to amend a provision of the DYERSVILLE electric franchise, Ordinance 745, relating to franchise fees. The franchisee, Interstate Power and Light Company, has indicated its consent to the change in the ordinance as set forth herein. It is the intent of the City Council that all provisions set forth in the DYERSVILLE electric franchise, Ordinance 745, shall remain in full force and effect except as modified specifically herein relating to franchise fees.

SECTION 2. REPEAL AND MODIFICATION. Sections 11, 12, 13, 14, 16 and 17 of the DYERSVILLE electric franchise, Ordinance 745 are repealed, and the following adopted in lieu thereof:

Section 11. There is hereby imposed a franchise fee of three percent (3%) upon the gross revenue generated from sales of electricity by the Company within the corporate limits of the City. The Company shall begin collecting the franchise fee upon receipt of written approval of the required tax rider tariff from the Iowa Utilities Board.

The amount of the franchise fee shall be shown separately on the utility bill to each customer. The Company shall remit franchise fee receipts to the City no more frequently than on or before the last business day of the month following each calendar year quarter.

The Company shall not, under any circumstances be required to return or refund any franchise fees that have been collected from customers and remitted to the City. In the event the Company is required to provide data or information in defense of the City's imposition of franchise fees or the Company is required to assist the City in identifying customers or calculating any franchise fee refunds for groups of or individual customers the City shall reimburse the Company for the expenses incurred by the Company to provide such data or information.

SECTION 3. CONFLICT AND REPEAL. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage and approval, written acceptance by the Company, and publication as required by law. The Company shall begin collecting the franchise fee upon receipt of written approval of the required tax rider tariff from the Iowa Utilities Board.

Passed, approved and adopted by the St. Lucas City Council this _____ day of _____, 2023.

Jeff Jacque, Mayor

Attest:

Tricia Maiers, City Clerk

(CITY SEAL)

RESOLUTION 58-23 (AMENDED)**RESOLUTION PLEDGING SUPPORT FOR THE DUBUQUE COUNTY
CONSERVATION HERITAGE TRAIL PROJECT**

WHEREAS, the City of Dyersville recognizes the importance of preserving and enhancing its recreational and transportation infrastructure for the benefit of its residents and visitors; and,

WHEREAS, the City of Dyersville has proposed a significant project to pave the Heritage Trail from Dyersville Trail Head to Prier Road and potentially extending to Holy Cross Rd., encompassing approximately 5.7 miles; and,

WHEREAS, the Dubuque County Conservation Board has secured a grant allocation of \$500,000 from the Transportation Alternative Program (TAP) funds to support the Heritage Trail project; and,

WHEREAS, the City of Dyersville wishes to actively contribute to the success of this project by providing a local match to leverage the TAP grant funds; and,

WHEREAS, a discussion with key stakeholders, ECIA, the Conservation Board, and DMATS, has indicated that the City's contribution of 10% as a local match, up to a maximum of \$62,500, would be instrumental in advancing this project; and,

WHEREAS, it is in the best interest of the City of Dyersville, Dubuque County, and the wider community to ensure the successful completion of the Heritage Trail project; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dyersville, Iowa, wholeheartedly supports the Dubuque County Conservation Heritage Trail Project, which aims to pave the trail from Dyersville Trail Head to Prier Road and potentially extend to Holy Cross Rd.

FURTHERMORE, BE IT RESOLVED that the City Council of the City of Dyersville, Iowa, pledges a local match of 10% toward the Transportation Alternative Program grant, not to exceed \$62,500, in support of the Dubuque County Conservation Heritage Trail Project.

BE IT FURTHER RESOLVED that the City of Dyersville authorizes the City Administrator to actively facilitate and provide technical support in collaboration with Dubuque County Conservation and Dubuque County to ensure the successful execution of this vital project.

PASSED and APPROVED by the Dyersville City Council this 16th day of October 2023.

Jeff Jacque, Mayor

ATTEST: Tricia Maiers, City Clerk

RESOLUTION NO. 66-23**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR AND CITY CLERK TO MAKE THE APPROPRIATE INTERFUND TRANSFER OF SUMS AND RECORD THE SAME IN THE APPROPRIATE MANNER FOR FY 2023 FOR THE CITY OF DYERSVILLE, IOWA**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dyersville, State of Iowa as follows:

SECTION 1: Authorize the City Administrator and City Clerk to Transfer Funds. That the City Administrator and City Clerk be and is hereby authorized by the City Council to make the appropriate interfund transfer of sums and record the same in the appropriate manner for FY 2023.

SECTION 2: Transfer of Funds. The City Administrator and City Clerk will transfer the following sums and record the same in the appropriate manner:

1. Transfer \$200,217 from the Capital Improvements Fund to the General Fund for reimbursed projects.
2. Transfer \$60,785 from the General Fund to the Capital Improvements Fund for reimbursed projects.
3. Transfer \$332,670 from the Local Option Sales Tax Fund to the Capital Improvements Fund for improvement projects.
4. Transfer \$6,823 from the Road Use Tax Fund to the Capital Improvements Fund for improvement projects.
5. Transfer \$264,145 from the Sewer Capital Project Fund to the Capital Improvements Fund for improvement projects.
6. Transfer \$8,653 from the Sewer Capital Project Fund to the Capital Improvements Fund for reimbursed projects.
7. Transfer \$530,527 from the Dyersville Tax Increment Fund to the Debt Service Fund for debt service loans.
8. Transfer \$46,427 from the Water Sinking Fund to the Debt Service Fund for debt service loans.
9. Transfer \$114,289 from the Water Sinking Fund to the Sewer Sinking Fund for debt service loans.
10. Transfer \$16,558 from the Water Capital Project Fund to the Capital Improvements Fund for improvement projects.
11. Transfer \$16,558 from the Sewer Capital Project Fund to the Capital Improvements Fund for improvement projects.

12. Transfer \$1,338,695 from the Special Revenue (CDBG) Fund to the Capital Improvements Fund for reimbursed projects (This is Iowa Ballpark).
13. Transfer \$3,239,177 from the Sewer Capital Project Fund to the Water Capital Project Fund for reimbursed projects (Dyersville East Projects).

PASSED, APPROVED AND ADOPTED by the City Council of the City of Dyersville, State of Iowa, this 16th day of October, 2023.

CITY OF DYERSVILLE, IOWA

BY: _____
Jeff Jacque, Mayor

ATTEST:

BY: _____
Tricia L. Maiers, City Clerk

RESOLUTION NO. 68-23

A RESOLUTION AMENDING THE EMPLOYEE POLICY HANDBOOK

WHEREAS, the City of Dyersville currently has a City Employee Policy Handbook that was last evaluated and updated on October 17, 2016; and,

WHEREAS, there are Federal compliance and past-practice policy changes that were recommended by the City's Human Resource Consultant, along with concurrence from department heads; and,

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Dyersville, Iowa:

SECTION 1. The City Employee Policy Handbook submitted to the City Council for their review and consideration is hereby adopted and shall be effective January 1, 2024.

SECTION 2. All resolutions or parts of resolutions in conflict herewith are repealed.

PASSED AND APPROVED this 16th day of October, 2023.

Jeff Jacque, Mayor

Attest:

Tricia L. Maiers, City Clerk



EMPLOYEE POLICY HANDBOOK

Effective: January 1, 2017

Amended: January 21, 2019

Amended: January 6, 2020

Amended: January 1, 2022

Amended: January 1, 2024

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PURPOSE AND DISCLAIMER

Welcome to the City of Dyersville. The purpose of this handbook is to establish the terms and conditions of employment for all employees of the City of Dyersville. These rules and regulations shall apply to all employees except where City ordinances, state law, federal law, collective bargaining agreements, or employment contracts apply. All employees classified as “other than full-time” are also subject to this employee handbook, although not eligible for fringe benefits unless specifically authorized by the City Council.

These personnel rules were established according to the City Council action and may be amended by resolution of the City Council. Any issues not covered by this document will be given individual attention, and policy will be established as needed. This document shall be periodically updated to keep current with policy changes.

These personnel rules and regulations shall be effective as provided by resolution unless otherwise expressly provided and shall be amended as necessary by the City Council.

DISCLAIMER

This employee handbook is provided for informational purposes only. The City retains the exclusive right, without prior notice and at its sole discretion, to revise the policies, procedures and benefits described in the employee handbook. Any promises, representations, or action by a city official or employee contrary to this handbook are not the official policy of this City and have no force or effect. These rules and regulations shall apply to all employees except where city ordinances, state law, federal law, collective bargaining agreements, or employment contracts apply.

This employee handbook is not intended to create a contractual relationship between the employee and the City of Dyersville. The employee handbook should not be construed as an employment contract or as a promise that an individual will be employed for any specified period. Either the employee or the city can terminate the employment relationship at any time. Employees who do not have an individualized written employment contract are employed at the will of the City and are subject to termination at any time, for any reason, with or without cause or notice. Nothing in this employee handbook is intended to erode the at-will nature of employment with the City of Dyersville.

1 DEFINITIONS

For the purpose of this employee handbook, the following definitions shall apply and govern the employees of the City of Dyersville.

1.1 IMMEDIATE FAMILY

Immediate family shall be defined as a spouse, parents, children, brothers, sisters, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparents, and stepfamily.

1.2 FULL-TIME EMPLOYEE

An employee who has completed their orientation period and works 40 hours per week and 2080 hours per year regularly. A full-time employee may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) and is generally eligible to accrue and receive fringe benefits as outlined in other sections of this employee handbook.

1.3 PART-TIME EMPLOYEE

An employee who has completed their orientation period and works less than 40 hours regularly, averaging 1040 hours per year. A part-time employee may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) and is generally not eligible to receive fringe benefits the City offers unless benefit eligibility is granted explicitly in other sections of this employee handbook.

1.4 TEMPORARY OR SEASONAL EMPLOYEE

A temporary employee is defined as an employee the City hires for a particular project or a short-term time, generally related to seasonal work, with the understanding that their employment will be terminated no later than upon completion of a specific assignment, project, or season. Except for special circumstances, temporary employees generally will not be employed for longer than 180 consecutive calendar days. A temporary employee may be exempt or non-exempt under the Fair Labor Standards Act (FLSA), work any number of hours per week, and is not eligible for fringe benefits offered by the City.

1.5 SENIORITY

Length of total service since the last date of hire with the city, divided into two exclusive and non-transferable categories: full-time and part-time.

1.6 OVERTIME

Generally, all-time ordered and worked more than 40 hours in a designated 7-day workweek. Unless it is an emergency, all overtime shall be approved by the employee's Department Head or the City Administrator.

1.7 COMPENSATORY TIME

Time off work is granted to FLSA non-exempt employees instead of payment for overtime worked.

1.8 RETIREE

An employee eligible for retirement per the Social Security Act and/or IPERS as outlined in Chapter 97B of the Code of Iowa.

1.9 EXEMPT EMPLOYEE

An exempt employee is an individual who is not required to receive overtime for work performed over 40 hours in an established 7-day work week.

1.10 NONEXEMPT EMPLOYEE

A nonexempt employee is an individual who is required to receive overtime at the rate of time and one-half for all hours worked over 40 hours in an established 7-day workweek. A paid employee classified as non-exempt may not volunteer to perform the same type of work they are generally compensated to perform. Police Officers are subject to the special provision of the Fair Labor Standards Act.

1.11 WORK WEEK

Except for the Public Works Department, the work week is Monday through Sunday. The Public Works Department's work week is Saturday through Friday. The City reserves the right to change work schedules, including work hours, without prior notification to the employee.

2 RECRUITMENT AND EMPLOYMENT

2.1 JOB OPENINGS

Whenever a vacancy occurs within the city, the opening will be posted on the city's website for at least ten days. Current employees may indicate their interest in being considered for the vacancy by applying for the position in writing to the City Clerk's Office within the stated posting period. The City of Dyersville reserves the right to use other recruiting sources to fill open positions at their discretion.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

The City of Dyersville's objective is to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment free from discrimination.

The City of Dyersville shall provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex (including pregnancy), age, national origin, sexual orientation, gender identity, disability, genetic information, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination, and all other terms and conditions of employment.

2.3 ANTI-HARASSMENT

It is the policy of the City of Dyersville that no employee be harassed by any employee, supervisor, elected official, vendor, contractor, guest, regular visitor, or other person, and everyone must demonstrate respectful behavior and avoid engaging in harassment based on race, color, religion, sex (including pregnancy), age, national origin, sexual orientation, gender identity, disability, genetic information or any other protected characteristic as established by law. Harassment in any form is prohibited under this policy.

Illegal harassment, whether verbal or physical, will not be tolerated. In general, sexual, ethnic, racial slurs and other verbal, non-verbal, or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work

environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's protected characteristic(s).

Suppose any employee believes that they have been subjected to illegal harassment. In that case, they should bring the matter directly to the immediate attention of their Department Head, the City Administrator, or the Mayor.

All complaints will be investigated, and appropriate disciplinary action will be taken, including termination. There will be no retaliation against anyone who submits a harassment complaint or participates in an investigation relating to such a complaint.

2.4 ANTI-SEXUAL HARASSMENT

It is the policy of the City of Dyersville that no employee be sexually harassed by any employee, supervisor, elected official, vendor, contractor, guest, regular visitor, or other people, and everyone must demonstrate respectful behavior and avoid engaging in sexual harassment. Sexual harassment in any form is prohibited under this policy.

According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment." Suppose any employee believes they have been subjected to sexual harassment. In that case, they should bring the matter directly to the immediate attention of their Department Head, the City Administrator, or the Mayor.

Sexual harassment includes any harassing conduct based on gender, regardless of whether the conduct is sexual in nature. Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct:

- Is made explicitly or implicitly a term or condition of employment or
- Is used as a basis for an employment decision or
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to unwelcome behavior that is personally offensive, lowers morale, and interferes with work effectiveness. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders. Sexual harassment may take other forms.

Examples of conduct that may constitute sexual harassment are:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats. Requests for any sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse, or “kidding,” is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
- Non-verbal: The distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons, that are sexually suggestive or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, electronic communication, that is sexual in nature.
- Visual: posters, signs, pin-ups, or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: Unwelcome, unwanted physical contact, including but not limited to touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.
- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyberstalking, and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/online postings, blogs, instant messages, and social networks).

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including between men and women, that are acceptable to and welcomed by both parties are not considered harassment, including sexual

harassment. The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

Everyone at the City can help assure that our workplace is free from prohibited discrimination and harassment. Employees are expected to avoid any behavior or conduct reasonably interpreted as prohibited harassment under this policy. Employees are encouraged to inform others whenever their conduct is unwelcome, offensive, inappropriate, or in poor taste. In addition, employees should always come forward with complaints about alleged problems or violations of this policy. No employees, not even the highest-ranking people in the City, are exempt from the requirements of this policy.

All complaints will be investigated, and appropriate disciplinary action will be taken, including termination. There will be no retaliation against anyone who submits a good-faith harassment complaint or participates in an investigation relating to such a complaint.

2.5 COMPLAINT PROCEDURE

Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. Complaints may be directed to your Department Head, the City Administrator, the Mayor, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

There will be no retaliation against anyone who submits a good faith discrimination or harassment complaint or participates in an investigation relating to such a complaint. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints regarding confidentiality will be investigated promptly and to the extent possible.

If the investigation confirms conduct contrary to this policy has occurred, the City will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

2.6 ANTI-BULLYING

The City prohibits all forms of bullying, whether verbal, physical, written, or non-verbal, in the workplace. This includes any conduct that harasses, disrupts, or creates an intimidating, offensive, or hostile work environment for others.

All employees, supervisors, elected officials, vendors, contractors, guests, regular visitors, and others must demonstrate respectful behavior and avoid bullying. Bullying involves repeated, intentional actions that demean, threaten, humiliate, or abuse employees. Any employee who experiences or witnesses bullying should report it to their Department Head or the City Administrator. The City will thoroughly investigate all complaints and take appropriate corrective action, including termination if necessary. Retaliation against employees reporting bullying in good faith will not be tolerated.

Bullying refers to actions or conduct, whether verbal or physical, toward or about an individual that has the purpose or effect of substantially interfering with an employee's work or work environment and that adversely affects an employee's ability to contribute to work or the work environment by placing the employee in reasonable fear of physical harm and/or by causing emotional distress. Bullying may occur verbally, physically, in writing (including emails, text messages, and online postings), or non-verbally/non-physically (i.e., hand gestures). Bullying may also involve abusing power across different classifications of employees (i.e., supervisors, clerks, public safety personnel, etc.)

Bullying includes an individual's repeated, intentional, and/or targeted actions directed toward an employee (or a group of employees) that have the purpose or effect of abusing, intimidating, demeaning, degrading, threatening, coercing, and/or humiliating the employee(s). Workplace bullying is often characterized by the purposeful use of insulting, hurtful, hostile, vindictive, cruel, or malicious behaviors that undermine, disrupt, or negatively impact an employee's ability to do their job.

2.7 WHISTLEBLOWER PROTECTION

It is the policy of the City that all employees and officials are encouraged to disclose, to the extent not expressly prohibited by law, improper governmental actions of any City representative. Every employee and official has the right to report to the appropriate person information concerning an alleged improper government action, which includes but is not limited to a violation of law or policy, mismanagement, gross abuse of funds, an abuse of authority, or a substantial

and specific danger to public health or safety.

An employee or official aware of improper governmental actions shall raise the issue first with their Department Head, City Administrator, or Mayor. If the activity involves an elected official, the report shall be made to the City Administrator, the City Attorney, or the Assistant City Attorney.

The City is prohibited from taking retaliatory action against an employee or official because they have reported an improper governmental action in good faith and in accordance with this policy. An employee or official who believes they have been retaliated against for reporting an improper governmental action shall first raise the issue with their Department Head, City Administrator, or Mayor. If the action involves the supervisor or an elected official, the report shall be made to the City Administrator, the City Attorney, or the Assistant City Attorney. Employees or officials who knowingly make false reports may be subject to disciplinary procedures.

In addition to the procedures mentioned above, employees and officials may contact the State Ombudsman with reports of improper governmental action. According to the Iowa Ombudsman Act, Iowa Code Chapter 2C, the State Ombudsman's Office has the authority to investigate complaints about improper action or inaction taken by governmental entities. The State Ombudsman's Office is a non-partisan agency and may be reached at 1-888-426-6283.

2.8 ORIENTATION PERIOD

New employees shall serve an orientation period of 6 consecutive months. This orientation period may be reduced upon the recommendation of the Department Head that the employee has demonstrated full capability of performing the work and has been serving as a reliable employee of the City.

2.9 PERFORMANCE EVALUATION

The performance of each employee may be evaluated once each year by the Department Head or the City Administrator before June 30 of each Fiscal Year. In addition, as deemed necessary, the City reserves the right to conduct a special evaluation.

The performance evaluation shall be conducted in writing, reviewed with the employee, and placed in the employee's personnel file.

2.10 PHYSICAL EXAMINATIONS

The City may require a pre-employment post-job offer physical examination to determine the applicant's fitness to perform the work for which the applicant

may be hired. This pre-employment physical shall be by a doctor designated and paid for by the City. A copy of the report shall be made available to the City and the applicant.

The City may require any employee thought to be unable to perform his designated responsibilities to submit a physical and/or medical examination by a licensed medical practitioner of the City's choice. The City shall pay for the physical and/or medical examination costs. A copy of the report shall be available to the City and the employee.

2.11 FAMILY MEDICAL LEAVE ACT (FMLA)

As required by the Family and Medical Leave Act (FMLA) of 1993, the City will grant a leave of absence for eligible employees meeting one of the requirements below.

- a. The care of a child after birth or placement with the employee for adoption or foster care.
- b. The care of a family member (spouse, child, or parent) with a serious health condition.
- c. An employee's serious health condition that makes the employee unable to perform the functions of the employee's job or incapacity due to the employee's pregnancy or prenatal medical care.
- d. Any qualifying exigency (as defined below) arising out of the fact that a family member (spouse, son, daughter, or parent) is serving in any branch of the Armed Forces, including the National Guard or Reserves on active duty, or has been notified of an impending call or order to active duty in support of a contingency operation.
- e. The care of a service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the service member.

Leaves will be granted for up to twelve weeks (or up to 26 weeks in the case of care for a service member) in any twelve-month period. The twelve-month period is a rolling period from when qualifying leave is first taken.

2.12 AMERICANS WITH DISABILITIES (ADA)

It is the policy of the City to comply with all provisions of the Americans with Disabilities Act ("ADA"). The City will not discriminate against any qualified employee or job applicant to any terms, privileges, or conditions of employment because of his physical or mental disability. The City will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform

the essential duties and assignments connected with the job. Suppose an employee has a disability and requires a reasonable accommodation to perform the essential functions of their job. In that case, the employee should contact the City Administrator's Office to request such an accommodation.

2.13 PERSONNEL FILES, PRIVACY & EMPLOYEE ACCESS

The City of Dyersville maintains a personnel file for each employee. The personnel file includes information such as the employee's job application, resume, training records, performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City of Dyersville, and access to the information they contain is restricted. Generally, only management personnel of the City of Dyersville with a legitimate reason to review information in a file are allowed to do so.

Employees wishing to review their files should contact the city clerk's office. With reasonable advance written notice, employees may review their personnel file, except for letter(s) of reference, in the appropriate office and in the presence of an individual appointed by the City of Dyersville to maintain the files.

3 GENERAL EMPLOYEE CONDUCT

3.1 NEPOTISM

The City shall not employ any person whose relationship to a current employee of the City is that of an “immediate Family” member, as defined in Section 1.1, unless specifically approved in advance by the City Council.

If one employee marries another, the City Council shall make arrangements to avoid either employee supervising the other. If possible, arrangements shall be made to place the married employees in different departments.

3.2 CONFLICT OF INTEREST

Elected officials, commission members, board members, committee members, employees, and professional consultants shall not use their official position or the knowledge gained therein in such a manner that a conflict would develop between the City of Dyersville’s interests and their personal affairs. These individuals shall avoid any conflicts between their personal and outside interests and the interests of the City of Dyersville. They shall avoid any conduct which might adversely affect or appear to affect the exercise of their official judgment.

Elected officials, commission members, board members, committee members, employees, and professional consultants must conduct business within guidelines that prohibit actual or potential conflicts of interest. These individuals shall not have a direct or indirect financial interest that conflicts substantially or appears to conflict substantially, with their City duties and responsibilities or engage in, directly or indirectly, a financial transaction as a result of, or primarily relying on, information obtained through their service for the City or through City employment. In addition, these individuals shall not give a competitive advantage to any public member, including former employees or the City's elected officials.

3.3 POLITICAL ACTIVITY

To serve the best interests of the employee, taxpayers, and the City government, it is the policy of the City to restrict certain types of political activity without infringing upon the employee's right to exercise their voting as citizens. The purpose is to safeguard the employee from pressure to support any political party or person financially or otherwise. Another essential reason is to protect the public's interest, which all municipal employees must serve without political bias

and regard to their political opinions or affiliations.

This policy has been developed not to restrict one's constitutional rights but to emphasize and protect the neutrality of public service personnel. Therefore, employees are prohibited from:

- a. Using their official authority or influence to interfere with or affect the result of an election or a nomination for office.
- b. Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee organization, agency, or person for political purposes.
- c. Having political campaign items in their offices, City facilities, City vehicles, or wearing such things on their person while on duty. Campaign items retrieved due to having been illegally placed on City property and being transported for disposal are exempt. Employees are allowed to have campaign bumper stickers on their vehicles.
- d. The use of the following in political advertisements is prohibited, and City employees shall not facilitate or accommodate such use:
 - i. City property not ordinarily accessible to the public
 - ii. Employees in uniforms that display City insignia and logos or any use of City employees while on City time.
 - iii. City equipment

Employees, on their own non-working time, shall be permitted to:

- a. express their opinions on political subjects and candidates.
- b. Take an active part in political management and political campaigns.
- c. Campaign for a candidate in a partisan election by making speeches or writing on behalf of the candidate.
- d. Attend political rallies or partisan campaign meetings.
- e. Transport voters to the polls for the vote's convenience
- f. Make voluntary contributions to a political party or organization.

3.4 EMPLOYEE APPEARANCE

Employees are expected to maintain their appearance, grooming, and hygiene appropriately to the task at hand and at all times, befitting a representative of

the City of Dyersville.

3.5 ATTENDANCE/LATENESS

Good attendance cannot be stressed enough. Each employee is responsible for maintaining exemplary attendance while working for the City.

Examples of poor attendance are:

- a. Absenteeism
- b. Leaving early
- c. Being chronically late
- d. Taking longer than the time designated for breaks and lunch.

Suppose an employee cannot report to work at the established starting time. In that case, the employee shall notify their Department Head as soon as reasonably possible but not less than thirty (30) minutes before the scheduled starting time unless mitigating circumstances make such notification impossible. Failure to provide such notice may result in a loss of pay for that day or a portion thereof.

Arrangements for time off, except sick leave, must be made in advance with the Department Head by the provisions regulating leaves.

3.6 CITY PROPERTY

Any misuse or misstatement concerning income, reimbursements, or use of employer property is strictly prohibited. This includes, but is not limited to:

- a. The improper use of official travel.
- b. The improper use of payroll and other vouchers and documents on which payments are based; taking or failing to account for funds an employee is entrusted in their official employment position; or taking additional funds for personal use.
- c. Employees shall not directly or indirectly allow the use of the employer's property, including leased property, for other than officially approved activities.
- d. Each employee must protect and conserve the employer's property, including, but not limited to, equipment, supplies, and other property entrusted or issued to the employee.
- e. All property or materials gathered by an employee while on official City business becomes the property of the City unless paid for personally by the employee.

- f. All City property issued to an employee, including uniforms, tools, software, manuals, brochures, and information proprietary to the City, must be returned when the employee terminates employment or upon request of the Department Head or City Administrator.
- g. Employees are permitted to use City telephones for limited personal use. Such use will not conflict with job performance. Employees shall observe the rules of telephone courtesy in answering and placing calls.
- h. Equipment, supplies, and tools shall not be used for private or personal purposes. Employees shall be responsible for the care and conservation of City equipment, supplies, and tools and shall report promptly any loss or breakage.

3.7 CITY VEHICLES

Assignment of City Vehicles. The assignment of City vehicles to employees shall require the approval of the Department Head or City Administrator. The City Administrator reserves the right to review the continuing need for any vehicle assignment.

Use of City Vehicles. Aside from providing City services and conducting City business, Employees assigned to a city vehicle shall have the option to use the vehicle for activities incidental to public use within the city limits at a rate of \$10.00 per month, according to Internal Revenue Service (IRS) regulations.

All operators of City vehicles shall possess a valid driver's license. Employees are responsible for notifying the City if their license is suspended. Employees must forward a copy of their driver's license to the Department Head annually. Employees must report any violations received while possessing or operating a City vehicle to a Department Head.

Only City employees are authorized to operate City vehicles, except upon approval from the Department Head.

All drivers and City business travelers must obey traffic laws. Employees are strictly prohibited from operating a City vehicle while under the influence of alcohol or illegal drugs. They are likewise prohibited from using prescription or over-the-counter medication, which may impair their ability to operate a motor vehicle safely.

In the case of an accident, the employee driving the vehicle shall immediately notify their Department Head and the nearest Police Department to report the accident and complete a full accident report. Copies of the completed

accident report shall be forwarded to the Department Head and City Administrator.

Employees must comply with any preventive maintenance programs which the City may require. Vehicles shall be kept free of litter and debris. The physical appearance of the vehicle must create a good impression.

3.8 DRUG-FREE WORKPLACE/SUBSTANCE ABUSE

The City of Dyersville is subject to the Drug-Free Workplace Act of 1988. The City of Dyersville is committed to maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any controlled substance by any employee in the workplace is prohibited. A controlled substance within the meaning of this policy means any controlled substance as defined by state or federal law. Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires you to report any conviction under a criminal drug statute for violations occurring on or off the City's premises while conducting official business. A report of a conviction must be made to your Department Head within five working days after the conviction.

3.9 ALCOHOL AND DRUG TESTING

The purpose of drug and alcohol testing is to deter employees from using or being under the influence of drugs and alcohol while on duty. As such, the City may test employees for alcohol and drug use for the following reasons:

- Pre-Employment. The City may require drug and/or alcohol testing as a condition of employment.
- Post-Accident. Testing employees involved in on-the-job near accidents or unsafe job-related activities that pose a significant danger to themselves, other employees, or the public.
- Follow-up. Testing employees who violated the City's policy but were allowed to keep their jobs conditioned on successful rehabilitation and no further "positive" tests.

- Reasonable Suspicion. Testing is conducted when information about an employee's appearance, conduct, or behavior would cause a reasonable person to believe that the employee has used or may be impaired by drugs or alcohol.
- Random. As federal or state law authorized, testing is conducted on a neutral selection basis for employees in safety-sensitive positions.

3.10 WORKPLACE VIOLENCE PREVENTION

The City is dedicated to a safe, violence-free workplace for all employees. This policy applies to any violent or potentially violent behavior occurring in the workplace, during City business, or at City-sponsored functions. All employees are responsible for maintaining a violence-free environment.

Acts of aggression, threats, or violent behavior towards any employee are strictly prohibited. This includes verbal or physical harassment, intimidation, stalking, or hostile actions to intimidate others. Any witnessed or experienced violent behavior should be reported to the Department Head or the City Administrator for immediate investigation.

All reported incidents will be thoroughly investigated, and appropriate action will be taken, potentially leading to disciplinary measures up to and including termination. Retaliation against employees reporting threats in good faith will not be tolerated.

Except for sworn law enforcement officers acting officially, weapons are strictly prohibited on City property and during duty hours. This includes handguns, rifles, automatic weapons/firearms, knives used as weapons, martial arts paraphernalia, and stun guns. State concealed weapons laws apply to all employees while on City premises.

The City reserves the right to inspect employees' belongings and workspaces for compliance with policies and may remove any items that violate City rules.

Violation of this policy may result in disciplinary action, including dismissal, for the first offense.

4 DISCIPLINE

4.1 DISCIPLINE

Formal disciplinary actions include verbal warning, written reprimand, suspension, and termination. It shall be the practice of the City of Dyersville to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated on the more serious first offense.

In most cases, disciplinary action will be issued to the employee by their immediate supervisor. Disciplinary action will be issued in a manner that will minimize embarrassment to the employee.

All disciplinary actions appropriate to the infraction committed will be thoroughly documented in writing.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency, and effectiveness in their work. Department Heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever an employee's work habits, attitude, production, or personal conduct falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be promptly and consistently administered and not based on political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the Department Head or City Administrator, an infraction is readily correctable and is of lesser consequence.

4.2 GROUNDS FOR DISCIPLINARY ACTION

The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives that prompted it. Related and mitigating factors would be considered when determining the appropriate action. The following work-related infractions may be cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other City employee, or individual in the community, including verbal or nonverbal sexual or racial harassment.
2. Violation of any lawful and reasonable City or departmental policy.

3. Destruction or loss of City property, including abuse of tools, equipment, and/or clothing allotments.
4. Absence from duty without permission, proper notice, or satisfactory reason.
5. Falsifying records, knowingly giving inaccurate information, or unnecessarily withholding information.
6. Obtaining materials or leave time based on fraudulent information, dishonesty, stealing, and other criminal acts.
7. Being under the influence of narcotics, alcohol, or other physically impairing or illegal substances on the job.
8. Possession of any firearms, explosives, or concealed weapons on city property (without specific authority).
9. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform their City job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not preclude the City from taking disciplinary action.)
10. Incompetence, ineffectiveness, inefficiency, or wastefulness in assigned duties.
11. Disregard safety policies, procedures, reporting requirements, and/or proper use of safety equipment.
12. An attendance record demonstrates a consistent or continual lack of availability for work to the extent that ineffective or inefficient services result.

The Department Head or City Administrator may place an employee on investigative leave before determining corrective or disciplinary action.

4.3 TERMINATION BENEFITS

An employee discharged for cause shall be paid for hours worked and their vacation pay prorated from their anniversary date when employment ceases. Insurance benefits will end on the last day of the month of the employee's discharge date. A final check will be issued no later than the next regular payday.

5 HEALTH AND SAFETY

5.1 GENERAL

The City of Dyersville will attempt to provide its employees with the safest possible working conditions as mandated by the Occupational Safety and Health Act (OSHA) requirements.

5.2 REPORTING OF WORK RELATED INJURIES AND/OR ACCIDENTS

All work-related injuries and/or accidents must be reported within 1 hour after the incident to either the Department Head, the City Clerk, or the City Administrator or as soon as possible. In addition, written documentation of the incident shall be completed immediately after the accident to ensure coverage under the Worker's Compensation Law, if appropriate.

5.3 WORK RELATED INJURY—LIGHT DUTY

Light duty is defined as the temporary assignment of an employee to a position or duties other than their regular duties to rehabilitate a work-related injury or illness. The City may attempt to create a light duty assignment for employees returning to work from a work-related injury or illness if the physician designated by the City or the City's insurance carrier releases the employee to return to work with physical restrictions which would inhibit the employee from returning to their normal position and if the City has available light duty work.

5.4 PERSONNEL SAFETY

It shall be the practice of the City that employees follow the safety requirements of the operator's manual for each vehicle or machine used in the operations and functions of the City Departments. Specifically, employees must not ride on the outside of machines and vehicles such as front-end loaders, backhoes, and dump trucks. All other requirements, as laid out in the individual operator's manuals for each piece of equipment, are to be observed. It shall be the responsibility of each employee to comply with this policy and each Department Head to monitor compliance.

6 SEPARATION OF EMPLOYEES

6.1 RETIREMENT COVERAGE

Employees who retire from employment before age 65 are eligible to continue in the City's group health insurance plan up to age 65. Coverage must be contiguous (must elect the same coverage at retirement), and the retired employee must pay the entire premium cost.

6.2 EXIT INTERVIEW

An employee who has resigned may be required to complete an exit interview process conducted by the City Administrator and/or the employee's Department Head.

7 HOURS OF WORK

7.1 WORK WEEK AND HOURS OF WORK

In general, the work schedule of employees will not change from week to week. However, varying workload conditions and the public's demand may necessitate changing your work schedule. It may be necessary to shorten or lengthen the number of scheduled hours. If it is required to change your regular work schedule, you will be given as much advance notice as possible.

The standard workweek for all full-time employees will be 40 hours as scheduled by the Department Head.

All employees shall maintain an accurate timecard. Department Heads shall approve all their hourly employees' timecards. The City Administrator shall approve all salaried employees' timecards except for the City Administrator's timecard, which the City Clerk shall approve.

8 PAY AND COMPENSATION

8.1 PAY DAYS AND CASHING OF PAYCHECKS

Generally, employees shall be paid on Friday of each week for time worked in the previous week. No advance payment of wages will be made.

Direct Deposit of checks shall be a requirement of the employee. An employee shall obtain and fill out the appropriate form from the City Clerk's Office.

8.2 REIMBURSEMENT FOR EXPENSES

City employees and City elected officials will be reimbursed for travel expenses incurred when required for their regular job performance, provided the following conditions are met:

- a. Receipts for all expenditures, including gas, accommodations, and other travel-related expenses, must be presented, dated, and paid for by the employee before reimbursement by the City Clerk. Employees shall follow the per diem amount established by the Federally designated rates by the General Services Administration. (www.gsa.gov). No receipts are required for the meal reimbursement per diem.
- b. The employee completes a travel expenditure reimbursement form supplied by the City Clerk's office.
- c. Prepayment by check by the City Clerk may only be made for registration, accommodations, and meals if advance registration forms are correctly presented and items are indicated. Employees not authorized to have a City-owned vehicle on a 24-hour basis shall be paid a mileage fee based on the IRS allowable reimbursement rates (contact the City Clerk's Office for current rate) per each mile their private vehicle is used for city-related business.

8.3 OVERTIME

Employees holding classifications designated for purposes of the Fair Labor Standards Act as exempt will not be eligible for overtime pay or compensatory time off. They are paid an annual salary commensurate with the requirements of their position.

Exempt employees are required to work all hours necessary to perform the duties of their position correctly.

Employees holding classification designated for purposes of the Fair Labor Standards Act as nonexempt will be eligible for overtime as follows:
All hours worked more than 40 hours per week.

All hours worked on recognized holidays will be compensated at one and one-half times their hourly rate; however, hours paid but not worked do not count in the calculation of overtime eligibility.

All overtime work must be approved in advance by the Department Head. Hours for vacation, sick days, compensatory time, birthdays, and leaves of absence will not be used in computing compensatory time or overtime.

There shall be no duplication or pyramid in the computation of overtime or other premium wages.

(Res. 118-19, 01/06/20)

8.4 COMPENSATORY TIME

Compensatory time may be taken instead of overtime compensation. Compensatory time shall accrue at one and one-half hours for each hour of employment for which overtime compensation is required. Any employee who has accrued over 80 hours of compensatory time shall be paid overtime compensation for any additional overtime hours of work. An employee who has requested the use of such compensatory time shall be permitted by the Department Head to use such time within a reasonable period after making the request if the use of compensatory time does not unduly disrupt the operation of the City of Dyersville. The City of Dyersville will pay the accrued compensatory time at the hourly rate of pay to the employee at the end of employment.

(Res. 118-19, 01/06/20)

8.5 SPECIAL COUNCIL MEETINGS

If a Department Head is required to attend a special council meeting, they shall be reimbursed at the same rate as a City Council Member.

9 HOLIDAYS

9.1 HOLIDAY TIME

The City of Dyersville will grant holiday time off to all full-time employees on the holidays listed below (part-time employees shall be granted holiday time off on a pro-rated basis):

- a. New Year's Day
- b. Good Friday
- c. Memorial Day
- d. Independence Day
- e. Labor Day
- f. Veterans Day
- g. Thanksgiving Day
- h. Day after Thanksgiving
- i. Christmas Eve Day
- j. Christmas Day

To be eligible for the holiday pay, the employee must have begun their shift on the holiday. Hours not worked on the holiday will be compensated at a straight-time rate.

If a holiday falls on Saturday or Sunday, the Department Head shall schedule the observed holiday.

10 VACATIONS

10.1 VACATION TIME—FULL-TIME EMPLOYEES

Full-time employees shall be eligible to receive vacation to be taken at such times as are mutually agreed upon by both Department Head and employee. One week shall be interpreted as 40 hours. Increased vacation based on credited service shall be as follows:

- a. One (1) week (40 hours) after the employee has completed 1 year of credited service.
- b. Two (2) weeks (80 hours) during the calendar year in which the employee will complete 2 years of credited service.
- c. Two and a half (2.5) weeks (100 hours) during the calendar year in which the employee will complete 5 years of credit service.
- d. Three (3) weeks (120 hours) during the calendar year in which the employee will complete 8 years of credited service.
- e. Four (4) weeks (160 hours) during the calendar year in which the employee will complete 15 years of credited service.
- f. Five (5) weeks (200 hours) during the calendar year in which the employee will complete 22 years of credited service

10.2 VACATION TIME— PART-TIME EMPLOYEES

Part-time employees shall be eligible to receive vacation to be taken at such times as are mutually agreed upon by both Department Head and employee. One week shall be interpreted as the scheduled weekly hours determined by the annual budget. Increased vacation based on credited service shall be as follows:

- a. One week after the employee has completed 1 year of credited service.
- b. Two weeks during the calendar year in which the employee will complete 3 years of credited service.
- c. Three weeks during the calendar year in which the employee will

complete 8 years of credited service.

- d. Four weeks during the calendar year in which the employee will complete 17 years of credited service.

10.3 PROMOTION FROM PART-TIME TO FULL-TIME STATUS

Part-time employees promoted to full-time status shall retain prorated vacation status for a period of one year from the date of promotion. Conversion of credited service to determine vacation benefit shall be as follows:

- a. One week after the employee has completed 2,080 hours of credited service.
- b. Two weeks during the calendar year in which the employee will complete 6,240 hours of credited service.
- c. Three weeks during the calendar year in which the employee will complete 16,640 hours of credited service.
- d. Four weeks during the calendar year in which the employee will complete 35,360 hours of credited service.

10.4 USE OF VACATION TIME

Vacation must be used within the current calendar year. The Department Head and City Administrator must approve any other arrangements.

10.5 EXEMPT EMPLOYEE PAY

The city shall pay no more than one (1) week of outstanding vacation time to an Exempt Employee on December 31 of each year.

11 SICK LEAVE

11.1 SICK LEAVE

- a. Sick leave shall accumulate at one day per month of continuous service at the basic pay rate, with a maximum of 120 working days of sick leave. Sick leave shall be carried over from one year to another. Sick leave used shall be deducted from sick leave credit. Terminating employees shall collect payment on any of their remaining sick leave balance at their basic pay rate.
- b. Two casual days shall be allowed for each employee per year. These casual days shall be deducted from their sick leave balance.
- c. An eligible employee may use sick leave benefits for an absence due to illness or injury or that of the employee's child, parent, spouse, or step-family.
- d. All absences from work chargeable against sick leave shall be reported to the Department Head as soon as possible and no later than the time for the start of work on the day of absence. All absences due to illness over three consecutive days shall be considered extended sick leave. The employee may be required to produce a doctor's certificate at the discretion of the City Administrator or Department Head. When the city has reason to believe that an employee is abusing the sick leave privilege, a doctor's certificate may be requested for each authorization for sick leave.
- e. In the event an employee with five or more years of continuous service uses up their accrued sick leave of 30 days or more for a serious illness or injury in any one year, they shall be allowed to borrow ten days' sick leave at the start of the following calendar year. Regular accrual shall begin with the eleventh month.
- f. In the event of serious illness to an employee necessitating extended leave beyond the period of accrued sick leave, a leave of absence may be granted at the discretion of the City Council.
- g. Sick leave is intended as a privilege extended to employees only for legitimate authorized purposes.

- h. Part-time employees shall receive 48 hours per calendar year credited on January 1st of each year. Part-time employees will not accrue sick leave benefits beyond one calendar year, and their remaining sick leave balance shall be paid at the end of the calendar year. Terminating part-time employees shall collect payment on any of their remaining sick leave balance at their basic pay rate.

11.2 COMMUNICABLE/CONTAGIOUS DISEASES

The City Administrator and/or Department Head shall make decisions involving employees who have communicable diseases based on current and well-informed medical judgments concerning the condition, the risks of transmitting the illness to others, the symptoms and particular circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease. An employee who has a communicable disease or is a carrier of a communicable disease, or an employee who is reasonably suspected of having a communicable disease or being a carrier may be temporarily excluded from work or transferred to another position if such exclusion or transfer is necessary to determine the employee's fitness for duty or whether there is a risk of illness to others.

12 OTHER LEAVE

12.1 BEREAVEMENT/SERIOUS ILLNESS LEAVE

- a. Absence from work without loss of pay shall be allowed for serious illness or death of a member of the employee's immediate family, necessitating the employee's absence from work. Absence from work without loss of pay shall be limited to 3 days for death and 1 day for serious illness.
- b. Time off for the funeral of a close friend, relative, or City Employee. Absence from work without loss of pay shall be limited to 2 hours for attendance at the funeral ceremony. Close relative shall mean Aunt, Uncle, Niece, or Nephew. This is at the sole discretion of the Department Head
- c. The above are privileges to full-time employees and may be granted by the Department Head.

12.2 LEAVE OF ABSENCE

- a. Full-time employees may submit a written request for a leave of absence without pay with the consent of the Department Head and City Administrator without jeopardizing seniority.
- b. No fringe benefits will be allowed during leave of absence. Insurance may be kept in force by an employee paying the premium after one month.
- c. Such leave of absence shall be limited to one year. Leave of absence shall not be granted to accept other employment. Employee shall submit a written request with stated reasons for the leave of absence.

12.3 MILITARY LEAVE

The City of Dyersville shall adhere to state and federal law related to military leave and re-employment rights.

12.4 VOTING LEAVE

A full-time employee not having time off during the polls are open shall be

entitled to time off, with pay, sufficient to allow them to vote. Such time off shall be requested and granted by the City Administrator or Department Head.

12.5 JURY LEAVE

An employee required to report for jury duty shall be excused from work without loss of pay for the time that they are required to serve. Any compensation, not including mileage, which the employee receives for jury duty or jury service shall be submitted to the City.

12.6 BIRTHDAY LEAVE

After two years of continuous service, a full-time employee shall be allowed a floating day off for their birthday. The Department Head shall be notified one week before an employee takes their birthday off.

12.7 BREAK TIME FOR NURSING MOTHERS

An employee needing lactation accommodations should inform their supervisor or Department Head and discuss any relevant workload or scheduling issues. Each Department will work with employees to arrange a room near the employee's work area, other than a bathroom, where the mother can express milk in privacy. Lactation breaks will typically be between 15 and 20 minutes long and may be taken as frequently as necessary.

13 INSURANCE BENEFIT PLAN

13.1 INSURANCE COVERAGE

- a. The City agrees to offer a group medical, dental, optical, life, and disability insurance policy to the employee. The City Council may adjust the terms of employers' contribution and type of health insurance at the end of the benefit period.
- b. When an employee has acquired 3 years of continuous service, the City shall continue to pay the insurance premium for one additional month after all accrued sick leave/vacation time has been utilized. The employee shall then pay the premium to the City Clerk no later than the 25th day of the month before the premium due date.

13.2 HEALTH INSURANCE COVERAGE EXTENSION

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the City will offer covered employees, spouses, and dependent children the opportunity to continue their group medical coverage under the City's current plan if coverage terminates.

13.3 EMPLOYEE RESPONSIBILITY

Each employee or qualified beneficiary is responsible for notifying the City Clerk in case of divorce or legal separation of the employee or the end of a dependent child's status as a dependent under your group medical insurance program.

14 GENERAL POLICIES AND PROVISIONS

14.1 INCLEMENT WEATHER

City offices and services will not close due to inclement weather unless expressly authorized by the Mayor or City Administrator for safety reasons. If an employee feels they cannot safely report to work in inclement or adverse weather conditions, they shall notify their Department Head or City Administrator. A FLSA non-exempt employee who cannot report to work due to inclement weather shall be required to utilize vacation hours or compensatory time to receive pay.

14.2 TRAINING

The City agrees to pay for any specialized training required by the State of Iowa for any position, provided the employee receiving such training agrees to remain as a City employee for at least 24 months after completing the training. Any position with the City that requires specialized training will be mandated at the time of hiring, and the employee will execute a contract with the City agreeing to the following schedule for mandatory reimbursement of the cost of training, including mileage, meals, lodging, and any other fees pertinent to the training:

- a. Any employee leaving their position within 12 months after completing specialized training shall reimburse the City for 75% of the costs.
- b. Any employee leaving their position after 13 months but less than 24 months after completing specialized training shall reimburse the City for 50% of said costs.
- c. Any employee who does not successfully pass the first training course must retake it at their own expense for mileage, meals, clothing, and salary.
- d. Police department employees may be subject to their training agreement.

14.3 CITY PURCHASES

- a. No Department Head shall authorize any expenditure not budgeted for without the approval of the City Council unless the expense is for emergency repairs. The City Council reserves the right to set expenditure limits for discretionary purchases.
- b. There shall be five credit cards, one of which shall be issued to each City employee: City Administrator, Chief of Police, Public Works Supervisor, City Clerk, and Library Director. Each card shall have a maximum credit limit as set forth by Resolution.
- c. City-authorized credit cards may be used while the employee is on official City business, including but not limited to the following uses: Travel, Emergency vehicle maintenance, Gasoline, Meal expense (No alcohol or liquor of any type), Lodging (If at all possible, cost should be determined in advance in which event City will issue check to cover lodging expense.)
- d. All receipts from credit card use must be turned in to the City Clerk's Office as soon as possible. Suppose anyone fails to turn in receipts within a reasonable time after the expense was incurred. In that case, the employee will be responsible for such payment unless the City Clerk or City Administrator approves the absence of a receipt. If the City Clerk or City Administrator is the employee unable to provide a receipt, such absence of receipt must be approved by the City Administrator.

14.4 COMPUTER USAGE

Computers, computer files, the email system, and software furnished to employees are the City of Dyersville property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. Computer and email usage may be monitored to ensure compliance with this policy.

The City strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, displaying or transmitting sexually explicit images, messages, and

cartoons is prohibited. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be constructed as harassment or showing disrespect for others.

Employees should notify their Department Head or the City Administrator upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

14.5 INTERNET USAGE

The City of Dyersville provides Internet access to global electronic information resources on the World Wide Web to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, personal use may be permitted with prior authorization.

All Internet data composed, transmitted, or received via city computer communications systems is considered a part of the official records of the City of Dyersville and, as such, is subject to disclosure to third parties. Consequently, employees should ensure that the business information in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain the property of the City of Dyersville. As such, the City of Dyersville reserves the right to monitor Internet traffic and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or another person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone based on race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or any other protected characteristic as established by law.

Abuse of Internet access provided by the City of Dyersville in violation of law or policies will result in disciplinary action, including termination of employment.

Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- a. Sending or posting discriminatory, harassing, or threatening messages or images
- b. Using the organization's time and resources for personal gain
- c. Copying, pirating, or downloading software and electronic files without permission
- d. Violating copyright law
- e. Failing to observe licensing agreements
- f. Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- g. Sending or posting messages or material that could damage the organization's image or reputation
- h. Attempting to break into the computer system of another organization or person
- i. Refusing to cooperate with a security investigation
- j. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- k. Using the Internet for political causes or activities, religious activities, or any gambling
- l. Passing personal views as representing those of the organization
- m. Engaging in any other illegal activities

A password shall always protect the internet system supplied by the City of Dyersville. The password shall be available from the City Administrator.

14.6 CELL PHONE REIMBURSEMENT

Employees required by their Department Head to use their personal cell phone for

official City of Dyersville purposes shall be reimbursed \$50 monthly. The reimbursement shall be paid quarterly.

(Res. 118-19, 01/06/20)

14.7 SOCIAL MEDIA SITES

- a. The establishment and use of city social media sites are subject to approval by the City Administrator or their designees. The Department Head or their designees shall administer all City of Dyersville social media sites. Designees must provide the account login information (username and password) to the Department Head and the City Administrator. This policy shall also apply to social media sites/accounts for City projects facilitated by consultants and/or partner agencies.
- b. The City of Dyersville's website (cityofdyserville.com) will remain the City's primary and predominant internet presence. The best, the most appropriate City of Dyersville uses of social media tools generally fall into two categories:
 - 1) As channels for disseminating time-sensitive or emergency information as quickly as possible.
 - 2) As educational or marketing/promotional channels to engage residents and stakeholders and to increase the City's ability to broadcast its messages to the widest possible audience.
- c. City social media sites shall make clear that the City of Dyersville maintains them and that they follow the City of Dyersville Social Media Comments Policy. The City logo or branding shall be used on all social media accounts to confirm the site's authenticity. City social media accounts will only join a group or become a fan of a page if it is related to official City business, services, and events.
- d. Wherever possible, City social media sites should link back to the official City of Dyersville website for forms, documents, online services, and other information necessary to conduct business with the City of Dyersville.
- e. The Department Head or their designees will monitor content on city social media sites to ensure adherence to the City of Dyersville Social Media Comments Policy and the interests and goals of the City of Dyersville.
- f. All city social media users shall adhere to applicable federal, state, and local laws, regulations, and policies.
- g. The City reserves the right to restrict or remove any content deemed violating the City of Dyersville Social Media Comments Policy or any

applicable law. Any content removed based on these guidelines must be retained by the Department Head or their designees for a reasonable period of time, including the time, date, and identity of the poster, when available.

- h. City of Dyersville social media sites are subject to the State of Iowa public records laws. Any content maintained in a social media format related to City business, including a list of subscribers and posted communication, is a public record. The Department Head is responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format according to City policy and practice so that it can be produced in response to a request. Wherever possible, such sites shall indicate that any articles and other content posted or submitted for posting are subject to public disclosure.
- i. Employees representing the City of Dyersville via social media accounts must always conduct themselves as representative of the City of Dyersville. Employees who fail to conduct themselves appropriately shall be subject to the disciplinary action procedures outlined in the Personnel Policy Handbook.

(Res. 07-19, 01/21/19)

14.8 SOCIAL MEDIA COMMENTS

Although the City of Dyersville encourages posts and comments on the social media sites managed by the City, the sites are limited public forums and are moderated by City staff. The City reserves the right to deactivate the comment feature on City-affiliated social media sites, where applicable, without prior notice.

- a. A comment posted by a public member on any City of Dyersville social media site is the opinion of the commentator or poster only. Publication of a comment does not imply endorsement of, or agreement by, the City of Dyersville, nor do such comments necessarily reflect the opinions or policies of the City of Dyersville.
- b. Comments containing any of the following inappropriate forms of content shall not be permitted on City of Dyersville social media sites and are subject to removal and/or restriction by the Department Head or their designees after consultation with the City Administrator:
 - 1) Profane, vulgar, or obscene comments;
 - 2) Sexual content or links to sexual content;
 - 3) Comments not related to the original topic;
 - 4) Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, sex, national origin, religion,

- 5) Defamatory or personal attacks;
 - 6) Threats to any person or organization;
 - 7) Comments in support of, or opposition to, any political campaigns or ballot measures;
 - 8) Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - 9) Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - 10) Conduct in violation of any federal, state, or local law;
 - 11) Encouragement of illegal activity;
 - 12) Information that may tend to compromise the safety or security of the public or public systems or
 - 13) Information that may tend to compromise the safety or security of the public or public systems or
 - 14) Content that violates any party's legal ownership interest, such as a copyright.
- c. Comments that contain the following information defined by the City as "protected" should be recorded/captured (i.e., screenshot) and be immediately removed. Protected information includes the following:
 - 1) Social Security numbers
 - 2) Financial account numbers
 - 3) Dates of birth
 - 4) Names of minor children
 - 5) Individual taxpayer identification numbers
 - 6) Personal identification numbers
 - 7) Other unique identifying numbers.
- d. The City of Dyersville reserves the right to deny access to City of Dyersville social media sites to any individual who violates the City of Dyersville Social Media Comments Policy at any time and without prior notice. The City reserves the right to restrict or remove any content that violates this social media policy or any applicable law.
- e. The following verbiage can be used to warn individuals about their content: "Your recent post violates the City of Dyersville Social Media Comments Policy. Please refrain from posting inappropriate content in the future. We will block you from this forum if you do not refrain from posting such content. Thank you for understanding."
- f. Department Heads or their designees shall monitor their social media sites daily for comments requesting responses from the City and for usage violating this policy. Responses or acknowledgment of the request should be provided within 24 hours.

- g. Department Heads or their designees shall determine how employees must identify themselves when participating in the social media forum.
- h. The social media comments policy must be displayed to users on the social media site or contain information about where they may find the social media policy.

(Res. 07-19, 01/21/19)

14.9 PERSONAL SOCIAL MEDIA USE

The purpose of this Policy is to promote a respectful work environment. Therefore, all individuals working on behalf of the City are expected to comply with these guidelines regarding the use of social media. Social media is the use of blogs, wikis, social networks, virtual worlds, or any other kind of online social interaction. Individuals engaging in social media activity are advised that City rules and policies, including but not limited to the anti-discrimination, anti-harassment (including sexual harassment), and anti-bullying policies, as found in this Handbook and applicable SOP and public record laws, may apply to social media conduct, including when off duty. Conduct on social media can serve as a basis for discipline to the same extent as other off-duty conduct that impacts the work environment. Users of social media need to do so responsibly. If you have questions or need further guidance, please contact the City Administrator's Office.

Ultimately, everyone is solely responsible for what they post online. Before creating online content, consider some of the risks and rewards involved. Remember that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects customers, suppliers, residents, or people who work on behalf of the City may result in corrective action or discipline up to and including termination.

14.10 ON-CALL SCHEDULE AND PAY

The Department Head and City Administrator, solely at its discretion, may establish the on-call schedule for its employees, which is subject to change from time to time by the City as circumstances warrant. The actively on-call employee shall be compensated at \$24.00 per diem. No overtime compensation shall be computed while the Employee is on the on-call status.

(Res. 118-19, 01/06/20)

**ACKNOWLEDGMENT OF RECEIPT
AND UNDERSTANDING OF THE CITY OF DYERSVILLE
EMPLOYEE HANDBOOK**

I have received my copy of the City of Dyersville employee handbook. I know that I must read the handbook to understand my rights and responsibilities as an employee of the City.

I understand that the handbook is not an employment contract but an explanation or guide of City policies, procedures, and benefits. The City has not solicited my consent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that the City may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between the City and me is terminable at will by either party and that nothing in this handbook creates additional rights or provides a basis for me to believe my employment is not terminable at will.

I understand that I am to talk with my immediate supervisor if I have any questions.

(Employee Name)

(Employee Signature)



EMPLOYEE POLICY HANDBOOK

Effective: January 1, 2017

Amended: January 21, 2019

Amended: January 6, 2020

Amended: January 1, 2022

Amended: January 1, 2024

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PURPOSE AND DISCLAIMER

Welcome to the City of Dyersville. The purpose of this handbook is to establish the terms and conditions of employment for all employees of the City of Dyersville. These rules and regulations shall apply to all employees except where City ordinances, ~~the Code of Iowa~~ state law, federal law, collective bargaining agreements, or employment contracts apply. All employees classified as “other than full-time” are also subject to this employee handbook, although not eligible for fringe benefits unless specifically authorized by the City Council.

These personnel rules were established ~~pursuant to~~ according to the City Council action and may be amended by resolution of the City Council. Any issues not covered by this document will be given individual attention, and policy will be established as ~~the need arises~~ needed. This document shall be periodically updated to keep current with policy changes.

These personnel rules and regulations shall be effective as provided by resolution unless otherwise ~~specifically~~ expressly provided and shall be amended as necessary by the City Council.

DISCLAIMER

This employee handbook is provided for informational purposes only. The City retains the exclusive right, without prior notice and at its sole discretion, to revise the policies, procedures and benefits described in the employee handbook. Any promises, representations, or action by a ~~City~~ city official or employee ~~that are~~ contrary to this handbook are not the official policy of this City, and have no force or effect. These rules and regulations shall apply to all employees except where city ordinances, ~~the code of Iowa~~ state law, federal law, collective bargaining agreements, or employment contracts apply.

This employee handbook is not intended to create a contractual relationship between the employee and the City of Dyersville. The employee handbook should not be construed as an employment contract or as a promise that an individual will be employed for any specified period ~~of time~~. Either the employee or the ~~City~~ city can terminate the employment relationship at any time. Employees who do not have an individualized written employment contract are employed at the will of the City and are subject to termination at any time, for any reason, with or without cause or notice. Nothing in this employee handbook is intended to erode the at-will nature of employment with the City of Dyersville.

1 DEFINITIONS

For ~~purposes~~the purpose of this employee handbook, the following definitions shall apply and govern the employees of the City of Dyersville.

1.1 IMMEDIATE FAMILY

Immediate family shall be defined as a spouse, parents, children, brothers, sisters, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparents, and ~~step-family~~stepfamily.

1.2 FULL-TIME EMPLOYEE

An employee, who has completed ~~his or her~~their orientation period and ~~who generally~~ works 40 hours per week and 2080 hours per year ~~on a regular basis~~regularly. A full-time employee may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) and is generally eligible to accrue and receive fringe benefits as outlined in other sections of this employee handbook.

1.3 PART-TIME EMPLOYEE

An employee, who has completed ~~his or her~~their orientation period and ~~who generally~~ works less than 40 hours ~~and averages~~regularly, averaging 1040 hours per year ~~on a regular basis~~. A part-time employee may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) and is generally not eligible to receive fringe benefits ~~offered by the City~~, offers unless benefit eligibility is ~~specifically granted~~ explicitly in other sections of this employee handbook.

1.4 TEMPORARY OR SEASONAL EMPLOYEE

A temporary employee is defined as an employee ~~who is hired by~~ the City hires for a ~~special~~particular project or a short-term ~~period of~~ time, generally related to seasonal work, with the understanding that their employment will be terminated no later than upon completion of a specific assignment, project, or season. Except for special circumstances, temporary employees generally will not be employed for longer than 180 consecutive calendar days. A temporary employee may be exempt or non-exempt under the Fair Labor Standards Act (FLSA), work any number of hours per week, and is not eligible for fringe benefits offered by the City.

1.5 SENIORITY

Length of total service since the last date of hire with the ~~City~~city, divided into two exclusive and non-transferable categories: full-time and part-time.

1.6 OVERTIME

Generally, all-time ordered and ~~actually~~ worked ~~that is in excess of~~more than 40 hours in a designated 7-day workweek. Unless it is an emergency, all overtime shall be approved ~~in advance~~ by the employee's Department Head or ~~by~~ the City Administrator.

1.7 COMPENSATORY TIME

Time off work is granted to FLSA non-exempt employees ~~in lieu~~instead of payment for overtime worked.

1.8 RETIREE

An employee ~~who is~~ eligible for retirement ~~in accordance with~~per the Social Security Act and/or IPERS as outlined in Chapter 97B of the Code of Iowa.

1.9 EXEMPT EMPLOYEE

An exempt employee is an individual who is not required to receive overtime for work performed over 40 hours in an established 7-day work week.

1.10 NONEXEMPT EMPLOYEE

A nonexempt employee is an individual who is required to receive overtime at the rate of time and one-half for all hours worked over 40 hours in an established 7-day workweek. A paid employee classified as non-exempt, may not volunteer to perform the same type of work ~~that~~ they are ~~normally~~generally compensated to perform. Police Officers are subject to the special provision of the Fair Labor Standards Act.

1.11 WORK WEEK

Except for the Public Works Department, the work week is ~~defined as~~ Monday through Sunday. The ~~work week for the~~ Public Works ~~Department~~Department's

work week is ~~defined as~~ Saturday through Friday. The City reserves the right to change work schedules, including work hours ~~of work~~, without prior notification to the employee.

2 RECRUITMENT AND EMPLOYMENT

2.1 JOB OPENINGS

Whenever a vacancy occurs within the City, the opening will be posted on the city's website for ~~a minimum of 10~~ at least ten days. Current employees may indicate their interest in being considered for the vacancy by ~~submitting an application~~ applying for the position in writing to the City Clerk's Office within the stated posting period. The City of Dyersville reserves the right to use other recruiting sources to fill open positions at their discretion.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

~~It is the~~ The City of Dyersville's objective ~~of City of Dyersville is~~ to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment ~~that is~~ free from discrimination.

The City of Dyersville shall provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, (including pregnancy), age, national origin, sexual orientation, gender identity, disability, genetic information, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination, and all other terms and conditions of employment.

2.3 ANTI-HARASSMENT

It is the policy of the City of Dyersville that no employee be harassed by ~~another~~ any employee, supervisor, elected official, ~~customer~~ vendor, contractor, guest, regular visitor, or ~~supervisor~~ other person, and everyone must demonstrate respectful behavior and avoid engaging in harassment based on ~~the basis of~~ race, color, religion, sex, (including pregnancy), age, national origin, sexual orientation, gender identity, disability, genetic information or any other protected

characteristic as established by law. Harassment in any form is prohibited under this policy.

Illegal harassment, whether verbal or physical, will not be tolerated. ~~All members of management have~~ In general, sexual, ethnic, racial slurs and other verbal, non-verbal, or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the explicit responsibility and duty to take corrective action to prevent any illegal harassment purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of our employees. the individual's protected characteristic(s).

~~If~~ Suppose any employee believes that ~~he or she has~~ they have been subjected to illegal harassment, ~~that employee.~~ In that case, they should bring the matter directly to the immediate attention of their Department Head, the City Administrator, or the Mayor.

All complaints will be investigated, and appropriate disciplinary action will be taken, including termination. There will be no retaliation against anyone who submits a harassment complaint or participates in an investigation relating to such a complaint.

2.4 ANTI-SEXUAL HARASSMENT

It is the policy of the City of Dyersville that no employee be sexually harassed by any employee, supervisor, elected official, vendor, contractor, guest, regular visitor, or other people, and everyone must demonstrate respectful behavior and avoid engaging in sexual harassment. Sexual harassment in any form is prohibited under this policy.

According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment." Suppose any employee believes they have been subjected to sexual harassment. In that case, they should bring the matter directly to the immediate attention of their Department Head, the City Administrator, ~~Mayor or a member of the City Council.~~ Mayor.

Sexual harassment includes any harassing conduct based on gender, regardless of whether the conduct is sexual in nature. Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct:

- Is made explicitly or implicitly a term or condition of employment or
- Is used as a basis for an employment decision or
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to unwelcome behavior that is personally offensive, lowers morale, and interferes with work effectiveness. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders. Sexual harassment may take other forms.

Examples of conduct that may constitute sexual harassment are:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats. Requests for any sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse, or "kidding," is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
- Non-verbal: The distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons, that are sexually suggestive or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, electronic communication, that is sexual in nature.
- Visual: posters, signs, pin-ups, or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: Unwelcome, unwanted physical contact, including but not limited to touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyberstalking, and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/online postings, blogs, instant messages, and social networks).

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including between men and women, that are acceptable to and welcomed by both parties are not considered harassment, including sexual harassment. The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

Everyone at the City can help assure that our workplace is free from prohibited discrimination and harassment. Employees are expected to avoid any behavior or conduct reasonably interpreted as prohibited harassment under this policy. Employees are encouraged to inform others whenever their conduct is unwelcome, offensive, inappropriate, or in poor taste. In addition, employees should always come forward with complaints about alleged problems or violations of this policy. No employees, not even the highest-ranking people in the City, are exempt from the requirements of this policy.

All complaints will be investigated, and appropriate disciplinary action will be taken, ~~up to and including~~ termination. There will be no retaliation against anyone who submits a good-faith harassment complaint or participates in an investigation relating to such a complaint.

~~2.4 SEXUAL HARRASSMENT~~

~~It is the policy of the City of Dyersville that no employee be harassed by another employee or supervisor on the basis of sex.~~

~~The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.~~

~~In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:~~

- ~~a. Repeated sexual flirtations, advances, or propositions.~~
- ~~b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.~~

2.5 COMPLAINT PROCEDURE

- ~~c. Any uninvited physical contact or touching, such as patting, pinching or other contact.~~
- ~~d. Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.~~

~~Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.~~

~~As with other forms of harassment, any employee who believes that he or she has they have been subjected to sexual harassment should bring the matter directly to the immediate attention of their subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. Complaints may be directed to your Department Head, the City Administrator, the Mayor, or any other member of the City Council. All complaints or reports of sexual harassment will be investigated and appropriate disciplinary action taken, up to and including termination. management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.~~

~~There will be no retaliation against anyone who submits a good faith sexual discrimination or harassment complaint or participates in an investigation relating to such a complaint. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.~~

~~All complaints regarding confidentiality will be investigated promptly and to the~~

extent possible.

If the investigation confirms conduct contrary to this policy has occurred, the City will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

2.6 ANTI-BULLYING

The City prohibits all forms of bullying, whether verbal, physical, written, or non-verbal, in the workplace. This includes any conduct that harasses, disrupts, or creates an intimidating, offensive, or hostile work environment for others.

All employees, supervisors, elected officials, vendors, contractors, guests, regular visitors, and others must demonstrate respectful behavior and avoid bullying. Bullying involves repeated, intentional actions that demean, threaten, humiliate, or abuse employees. Any employee who experiences or witnesses bullying should report it to their Department Head or the City Administrator. The City will thoroughly investigate all complaints and take appropriate corrective action, including termination if necessary. Retaliation against employees reporting bullying in good faith will not be tolerated.

Bullying refers to actions or conduct, whether verbal or physical, toward or about an individual that has the purpose or effect of substantially interfering with an employee's work or work environment and that adversely affects an employee's ability to contribute to work or the work environment by placing the employee in reasonable fear of physical harm and/or by causing emotional distress. Bullying may occur verbally, physically, in writing (including emails, text messages, and online postings), or non-verbally/non-physically (i.e., hand gestures). Bullying may also involve abusing power across different classifications of employees (i.e., supervisors, clerks, public safety personnel, etc.)

Bullying includes an individual's repeated, intentional, and/or targeted actions directed toward an employee (or a group of employees) that have the purpose or effect of abusing, intimidating, demeaning, degrading, threatening, coercing, and/or humiliating the employee(s). Workplace bullying is often characterized by the purposeful use of insulting, hurtful, hostile, vindictive, cruel, or malicious behaviors that undermine, disrupt, or negatively impact an employee's ability to do their job.

2.7 WHISTLEBLOWER PROTECTION

It is the policy of the City that all employees and officials are encouraged to

disclose, to the extent not expressly prohibited by law, improper governmental actions of any City representative. Every employee and official has the right to report to the appropriate person information concerning an alleged improper government action, which includes but is not limited to a violation of law or policy, mismanagement, gross abuse of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

An employee or official aware of improper governmental actions shall raise the issue first with their Department Head, City Administrator, or Mayor. If the activity involves an elected official, the report shall be made to the City Administrator, the City Attorney, or the Assistant City Attorney.

The City is prohibited from taking retaliatory action against an employee or official because they have reported an improper governmental action in good faith and in accordance with this policy. An employee or official who believes they have been retaliated against for reporting an improper governmental action shall first raise the issue with their Department Head, City Administrator, or Mayor. If the action involves the supervisor or an elected official, the report shall be made to the City Administrator, the City Attorney, or the Assistant City Attorney. Employees or officials who knowingly make false reports may be subject to disciplinary procedures.

In addition to the procedures mentioned above, employees and officials may contact the State Ombudsman with reports of improper governmental action. According to the Iowa Ombudsman Act, Iowa Code Chapter 2C, the State Ombudsman's Office has the authority to investigate complaints about improper action or inaction taken by governmental entities. The State Ombudsman's Office is a non-partisan agency and may be reached at 1-888-426-6283.

2-52.8 ORIENTATION PERIOD

New employees shall serve an orientation period of 6 consecutive months. This orientation period may be reduced upon the recommendation of the Department Head that the employee has demonstrated full capability of performing the work and has been serving as a reliable employee of the City.

2-62.9 PERFORMANCE EVALUATION

The performance of each employee may be evaluated once each year, by the Department Head or the City Administrator, ~~on~~ before June 30 of each Fiscal Year. In addition, as deemed necessary, the City reserves the right to conduct a special evaluation.

The performance evaluation shall be conducted in writing, reviewed with the employee, and placed in the employee's personnel file.

2.72.10 PHYSICAL EXAMINATIONS

The City may require a pre-employment post-job offer physical examination ~~for the purpose of determining~~to determine the applicant's fitness to perform the work for which the applicant may be hired. This pre-employment physical shall be by a doctor designated and paid for by the City. A copy of the report shall be made available to the City and the applicant.

The City may require any employee ~~who is~~ thought to be unable to perform his designated responsibilities to submit a physical and/or medical examination by a licensed medical practitioner of the City's choice. The City shall pay for the ~~costs of the~~ physical and/or medical examination costs. A copy of the report shall be available to the City and the employee.

2.82.11 FAMILY MEDICAL LEAVE ACT (FMLA)

As required by the Family and Medical Leave Act (FMLA) of 1993, the City will ~~provide covered employees up to 26 weeks of unpaid job-protected leave for certain family and medical reasons.~~grant a leave of absence for eligible employees meeting one of the requirements below.

- a. The care of a child after birth or placement with the employee for adoption or foster care.
- b. The care of a family member (spouse, child, or parent) with a serious health condition.
- c. An employee's serious health condition that makes the employee unable to perform the functions of the employee's job or incapacity due to the employee's pregnancy or prenatal medical care.
- d. Any qualifying exigency (as defined below) arising out of the fact that a family member (spouse, son, daughter, or parent) is serving in any branch of the Armed Forces, including the National Guard or Reserves on active duty, or has been notified of an impending call or order to active duty in support of a contingency operation.
- e. The care of a service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the service member.

Leaves will be granted for up to twelve weeks (or up to 26 weeks in the case of care for a service member) in any twelve-month period. The twelve-month period is a rolling period from when qualifying leave is first taken.

2.12 AMERICANS WITH DISABILITIES (ADA)

It is the policy of the City to comply with all provisions of the Americans with Disabilities Act ("ADA"). The City will not discriminate against any qualified employee or job applicant to any terms, privileges, or conditions of employment because of his physical or mental disability. The City will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job. Suppose an employee has a disability and requires a reasonable accommodation to perform the essential functions of their job. In that case, the employee should contact the City Administrator's Office to request such an accommodation.

2.92.13 PERSONNEL FILES, PRIVACY & EMPLOYEE ACCESS

The City of Dyersville maintains a personnel file ~~on~~for each employee. The personnel file includes ~~such~~ information such as the employee's job application, resume, ~~records of training, documentation of records,~~ performance appraisals and salary increases, and ~~other~~ employment records.

Personnel files are the property of the City of Dyersville, and access to the information they contain is restricted. Generally, only management personnel of the City of Dyersville ~~who has~~with a legitimate reason to review information in a file ~~is~~are allowed to do so.

Employees ~~who wish~~wishing to review their ~~own file~~files should contact the city clerk's office. With reasonable advance written notice, employees may review their ~~own~~ personnel file, ~~with the exception of~~except for letter(s) of reference, in the appropriate office and in the presence of an individual appointed by the City of Dyersville to maintain the files.

3 GENERAL EMPLOYEE CONDUCT

3.1 NEPOTISM

The City shall not employ any person whose relationship to a current employee of the City is that of an “immediate Family” member, as defined in Section 1.1, unless specifically approved in advance by the City Council.

If one employee marries another, the City Council shall make arrangements to avoid either employee supervising the other ~~and if~~ if possible, ~~arrangement~~ arrangements shall be made to place the married employees in different departments.

3.2 CONFLICT OF INTEREST

Elected officials, commission members, board members, committee members, employees, and professional consultants shall not use their official position or the knowledge gained therein in such a manner that a conflict would develop between the City of Dyersville’s interests and their personal affairs. These individuals shall avoid any conflicts between their personal and outside interests and the interests of the City of Dyersville. They shall avoid any conduct which might adversely affect or appear to affect the exercise of their official judgment.

Elected officials, commission members, board members, committee members, employees, and professional consultants must conduct business within guidelines that prohibit actual or potential conflicts of interest. These individuals shall not have a direct or indirect financial interest that conflicts substantially or appears to conflict substantially, with their City duties and responsibilities or engage in, directly or indirectly, a financial transaction as a result of, or primarily relying on, information obtained through their service for the City or through City employment. In addition, these individuals shall not give a competitive advantage to any public member, including former employees or the City's elected officials.

3.3 POLITICAL ACTIVITY

To serve the best interests of the employee, taxpayers, and the City government, it is the policy of the City to restrict certain types of political activity without infringing upon the employee's right to exercise their voting as citizens. The purpose is to safeguard the employee from pressure to support any political party or person financially or otherwise. Another essential reason is to protect the

public's interest, which all municipal employees must serve without political bias and regard to their political opinions or affiliations.

This policy has been developed not to restrict one's constitutional rights but to emphasize and protect the neutrality of public service personnel. Therefore, employees are prohibited from:

- a. Using their official authority or influence to interfere with or affect the result of an election or a nomination for office.
- b. Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee organization, agency, or person for political purposes.
- c. Having political campaign items in their offices, City facilities, City vehicles, or wearing such things on their person while on duty. Campaign items retrieved due to having been illegally placed on City property and being transported for disposal are exempt. Employees are allowed to have campaign bumper stickers on their vehicles.
- d. The use of the following in political advertisements is prohibited, and City employees shall not facilitate or accommodate such use:
 - i. City property not ordinarily accessible to the public
 - ii. Employees in uniforms that display City insignia and logos or any use of City employees while on City time.
 - iii. City equipment

Employees, on their own non-working time, shall be permitted to:

- a. express their opinions on political subjects and candidates.
- b. Take an active part in political management and political campaigns.
- c. Campaign for a candidate in a partisan election by making speeches or writing on behalf of the candidate.
- d. Attend political rallies or partisan campaign meetings.
- e. Transport voters to the polls for the vote's convenience
- f. Make voluntary contributions to a political party or organization.

3.23.4 EMPLOYEE APPEARANCE

Employees are expected to maintain their ~~personal~~ appearance, grooming,

and hygiene ~~in a manner appropriate~~appropriately to the task at hand and at all times, befitting a representative of the City of Dyersville.

3.33.5 ATTENDANCE/LATENESS

Good attendance cannot be stressed enough. Each employee is responsible for maintaining ~~an exemplary level of~~ attendance while working for the City. Examples of poor attendance are:

- a. Absenteeism
- b. Leaving early
- c. Being chronically late
- d. Taking longer than the time ~~period~~ designated for breaks and lunch.

~~If Suppose~~ an employee ~~is unable to cannot~~ report to work at the established starting time. ~~In that case~~, the employee shall notify their Department Head ~~withinas soon as reasonably possible but not less than~~ thirty (30) minutes ~~ofbefore~~ the scheduled starting time unless mitigating circumstances make such notification impossible. Failure to provide such ~~notification may, at the option of the City; notice may~~ result in a loss of pay for that day or a portion thereof.

Arrangements for time off, except sick leave, must be made in advance with the Department Head ~~in accordance withby~~ the provisions regulating leaves.

3.43.6 CITY PROPERTY

Any ~~misuse or misstatement~~ concerning income, reimbursements, or use of employer property is strictly prohibited. This includes, but is not limited to:

- a. The improper use of official travel.
- b. The improper use of ~~pay roll~~payroll and other vouchers and documents on which payments are based; taking or failing to account for funds ~~with which~~ an employee is entrusted in their official ~~position of~~ employment ~~position~~; or ~~the taking of other~~additional funds for personal use.
- c. Employees shall not directly or indirectly allow the use of the employer's property ~~of the employer~~, including leased property, for other than officially approved activities.
- d. Each employee ~~has a duty to~~must protect and conserve the employer's property ~~of the employer~~, including, but not limited to, equipment, supplies, and other property entrusted or issued to the employee.

- e. All property or materials gathered by an employee while on official City business becomes the property of the City, unless paid for personally by the employee.
- f. All City property issued to an employee, including uniforms, tools, software, manuals, brochures, and information proprietary to the City, must be returned at the time when the employee terminates employment or upon request of the Department Head or City Administrator.
- g. Employees are permitted to use City telephones for limited personal use. Such use will not conflict with job performance. Employees shall observe the rules of telephone courtesy in answering and placing calls.
- h. Equipment, supplies, and tools shall not be used for private or personal purposes. Employees shall be responsible for the care and conservation of City equipment, supplies, and tools and shall report promptly any loss or breakage.

3-53.7 CITY VEHICLES

Assignment of City Vehicles. The assignment of City vehicles to employees shall require the approval of the Department Head or City Administrator. The City Administrator reserves the right to review the continuing need for any vehicle assignment.

Use of City Vehicles. Aside from providing City services and conducting City business, Employees ~~who are~~ assigned to a city vehicle shall have the option to use the vehicle for activities incidental to public use within the city limits at a rate of \$10.00 per month, pursuant according to Internal Revenue Service (IRS) regulations.

All operators of City vehicles shall possess a valid driver's license. Employees are responsible for notifying the City if their license is suspended. Employees must forward a copy of their driver's license to the Department Head ~~on an annual basis annually~~. Employees ~~are required to notify their Department Head of~~ must report any violations ~~or received while in possession of, possessing~~ or ~~while operating a City vehicle~~ to a Department Head.

Only City employees are authorized to operate City vehicles, except upon approval from the Department Head.

All drivers and City business travelers must obey traffic laws. Employees are strictly prohibited from operating a City vehicle while under the influence of alcohol or illegal drugs, ~~and~~. They are likewise prohibited from using prescription or over-the-counter medication, which may impair their ability to ~~safely~~ operate a motor vehicle safely.

In the case of an accident, the employee driving the vehicle shall immediately notify their Department Head and the nearest Police Department to report the accident and complete a full accident report. Copies of the completed accident report shall be forwarded to the Department Head and City Administrator.

Employees must comply with any preventive maintenance programs which ~~may be required by~~ the City may require. Vehicles shall be kept free of litter and debris. The physical appearance of the vehicle must create a good impression.

3.63.8 DRUG-FREE WORKPLACE/SUBSTANCE ABUSE

The City of Dyersville is subject to the Drug-Free Workplace Act of 1988. The City of Dyersville is committed to ~~the policy of~~ maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any controlled substance by any employee in the workplace is prohibited. A controlled substance within the meaning of this policy means any controlled substance as defined by state or federal law. Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires you to report any conviction under a criminal drug statute for violations occurring on ~~the City's premises,~~ or off the City's premises while conducting official business. A report of a conviction must be made to your ~~department head~~ Department Head within five working days after the conviction.

3.9 ALCOHOL AND DRUG TESTING

The purpose of drug and alcohol testing is to deter employees from using or being under the influence of drugs and alcohol while on duty. As such, the City may test employees for alcohol and drug use for the following reasons:

- Pre-Employment. The City may require drug and/or alcohol testing as a condition of employment.
- Post-Accident. Testing employees involved in on-the-job near accidents or unsafe job-related activities that pose a significant danger to themselves, other employees, or the public.
- Follow-up. Testing employees who violated the City's policy but were allowed to keep their jobs conditioned on successful rehabilitation and no further "positive" tests.
- Reasonable Suspicion. Testing is conducted when information about an employee's appearance, conduct, or behavior would cause a reasonable person to believe that the employee has used or may be impaired by drugs or alcohol.
- Random. As federal or state law authorized, testing is conducted on a neutral selection basis for employees in safety-sensitive positions.

3.10 WORKPLACE VIOLENCE PREVENTION

The City is dedicated to a safe, violence-free workplace for all employees. This policy applies to any violent or potentially violent behavior occurring in the workplace, during City business, or at City-sponsored functions. All employees are responsible for maintaining a violence-free environment.

Acts of aggression, threats, or violent behavior towards any employee are strictly prohibited. This includes verbal or physical harassment, intimidation, stalking, or hostile actions to intimidate others. Any witnessed or experienced violent behavior should be reported to the Department Head or the City Administrator for immediate investigation.

All reported incidents will be thoroughly investigated, and appropriate action will be taken, potentially leading to disciplinary measures up to and including termination. Retaliation against employees reporting threats in good faith will not be tolerated.

Except for sworn law enforcement officers acting officially, weapons are strictly prohibited on City property and during duty hours. This includes handguns, rifles, automatic weapons/firearms, knives used as weapons, martial arts paraphernalia, and stun guns. State concealed weapons laws apply to all employees while on City premises.

The City reserves the right to inspect employees' belongings and workspaces for compliance with policies and may remove any items that violate City rules.

Violation of this policy may result in disciplinary action, including dismissal, for the first offense.

REDLINE

4 DISCIPLINE

4.1 DISCIPLINE

Formal disciplinary actions ~~will~~ include verbal warning, written reprimand, suspension, and termination. It shall be the practice of the City of Dyersville to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated on the more serious first offense.

In most cases, disciplinary action will be issued to the employee by their immediate supervisor. Disciplinary action will be issued in a manner, ~~which that~~ will minimize embarrassment to the employee.

All disciplinary actions appropriate to the infraction committed will be thoroughly documented in writing ~~appropriate to the infraction committed.~~

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency, and effectiveness in their work. Department ~~heads,~~ Heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever ~~the an employee's~~ work habits, attitude, production, or personal conduct ~~of an employee~~ falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be promptly and consistently administered and ~~shall~~ not ~~be based~~ on ~~account of~~ political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the Department Head or City Administrator, an infraction is readily correctable and is of lesser consequence.

4.2 GROUNDS FOR DISCIPLINARY ACTION

The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives, ~~which that~~ prompted it. Related and mitigating factors would be considered when determining the appropriate action ~~to take. Each of the.~~ The following work-related infractions may be ~~just~~ cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other City employee, or individual in the community, including verbal or nonverbal sexual or racial harassment.

2. Violation of any lawful and reasonable City or departmental policy.
3. Destruction or loss of City property, including abuse of tools, equipment, and/or clothing allotments.
4. Absence from duty without permission, proper notice, or satisfactory reason.
5. Falsifying records, knowingly giving inaccurate information, or unnecessarily withholding information.
6. Obtaining materials or leave time based on fraudulent information, dishonesty, stealing, and other criminal acts.
7. Being under the influence of narcotics, alcohol, or other physically impairing or illegal substances on the job.
8. Possession of any type of firearms, explosives, or concealed weapons on city property (without specific authority).
9. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform their City job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the City from taking disciplinary action.)
10. Incompetence, ineffectiveness, inefficiency, or wastefulness in the performance of assigned duties.
11. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.
12. An attendance record, which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness, ineffective or inefficiency of inefficient services results.

The ~~department head~~ Department Head or City Administrator may ~~elect to~~ place an employee on investigative leave before ~~making any determination of determining~~ corrective or disciplinary action.

4.3 TERMINATION BENEFITS

An employee ~~who is~~ discharged for cause shall be paid for hours worked; ~~in addition to and~~ their vacation pay prorated from their anniversary date ~~in the year when~~ employment ceases. Insurance benefits will ~~cease at end on~~ the last day of the month of the employee's discharge date. A final check will be issued

| ~~net~~no later than the next regular payday.

REDLINE

5 HEALTH AND SAFETY

5.1 GENERAL

The City of Dyersville will attempt to provide its employees with the safest possible working conditions ~~for its employees~~ as mandated by the Occupational Safety and Health Act (OSHA) requirements.

5.2 REPORTING OF WORK RELATED INJURIES AND/OR ACCIDENTS

All work-related injuries and/or accidents must be reported within 1 hour after the incident to either the Department Head, the City Clerk, or the City Administrator or as soon as ~~administratively~~ possible. In addition, written documentation of the incident shall be completed immediately after the accident to ~~insure~~ensure coverage under the Worker's Compensation Law, if appropriate.

5.3 WORK RELATED INJURY—LIGHT DUTY

Light duty is defined as the temporary assignment of an employee to a position or duties other than their ~~normal~~regular duties to ~~facilitate the rehabilitation of~~rehabilitate a work-related injury or illness. The City may attempt to create a light duty assignment for employees returning to work from a work-related injury or illness if the physician designated by the City or the City's insurance carrier releases the employee to return to work with physical restrictions which would inhibit the employee from returning to their normal position and if the City has available light duty work.

5.4 PERSONNEL SAFETY

It shall be the practice of the City that employees follow the safety requirements of the operator's manual for each vehicle or machine used in the operations and functions of the City Departments. Specifically, employees must not ride on the outside of machines and vehicles such as front-end loaders, ~~back ho~~es~~backhoes~~, and dump trucks. All other ~~such~~ requirements, as laid out in the individual operator's manuals for each piece of equipment, are to be observed. It shall be the responsibility of each employee to comply with this policy and each Department Head to monitor compliance.

6 SEPARATION OF EMPLOYEES

6.1 RETIREMENT COVERAGE

Employees who retire from employment before age 65 are eligible to continue in the City's group health insurance plan up to age 65. Coverage must be contiguous (must elect the same coverage at ~~time of~~ retirement), and the retired employee must pay ~~full cost of the~~ entire premium cost.

6.2 EXIT INTERVIEW

An employee who has resigned ~~their employment~~ may be required to complete an exit interview process ~~that will be~~ conducted by the City Administrator and/or the employee's Department Head.

7 HOURS OF WORK

7.1 WORK WEEK AND HOURS OF WORK

In general, the work schedule of employees will not change from week to week. However, varying workload conditions ~~of workload~~ and the public's demand ~~of the public~~ may necessitate a change in ~~changing~~ your work schedule. It may be necessary to shorten or lengthen the number of scheduled hours. If it is necessary ~~required~~ to change your normal ~~regular~~ work schedule, you will be given as much advance notice as possible.

The normal ~~standard~~ workweek for all fulltime ~~full-time~~ employees will be 40 hours as scheduled by the Department Head.

All employees shall maintain an accurate time card. ~~All salaried time card~~ timecard. ~~Department Heads shall be approved by the~~ approve all their hourly employees' timecards. ~~The City Administrator with the exception of~~ shall approve all salaried employees' timecards except for the City Administrator's time card ~~timecard~~, which ~~shall be approved by the City Clerk~~ shall approve.

8 PAY AND COMPENSATION

8.1 PAY DAYS AND CASHING OF PAYCHECKS

Generally, employees shall be paid on Friday of each week for time worked in the previous week. No advance payment of wages will be made.

Direct Deposit of checks shall be a requirement of the employee. An employee shall obtain and fill out the appropriate form from the City Clerk's Office.

8.2 REIMBURSEMENT FOR EXPENSES

City employees and City elected officials will be reimbursed for travel expenses incurred when required for their ~~normal~~regular job performance, provided the following conditions are met:

- a. Receipts for all expenditures, including gas, accommodations, and other travel-related expenses, must be presented, dated, and paid for by the employee ~~prior to~~before reimbursement by the City Clerk. Employees shall follow the per diem amount ~~as~~ established by the Federally ~~established~~designated rates by the General Services Administration. (www.gsa.gov). No receipts are required for the meal reimbursement per diem.
- b. The employee completes a travel expenditure reimbursement form ~~as~~ supplied by the City Clerk's office.
- c. Prepayment by check by the City Clerk may only be made for registration, accommodations, and meals if advance registration forms are ~~properly~~correctly presented and items are ~~clearly~~ indicated. Employees not authorized to have a City--owned vehicle on a 24-hour basis shall be paid a mileage fee based on the IRS allowable reimbursement rates (contact the City Clerk's Office for current rate) per each mile ~~that~~ their private vehicle is used for ~~City-city~~-related business.

8.3 OVERTIME

Employees holding classifications designated for purposes of the Fair Labor Standards Act as exempt will not be eligible for overtime pay or compensatory time off. They are paid an annual salary commensurate ~~to~~with the requirements

of their position.

Exempt employees are required to work all hours necessary to ~~properly~~ perform the duties of their position correctly.

Employees holding classification designated for purposes of the Fair Labor Standards Act as nonexempt will be eligible for overtime as follows:

All hours worked ~~in excess of~~ more than 40 hours per week.

All hours worked on recognized holidays will be compensated at one and one-half times their hourly rate ~~of pay~~; however, hours ~~compensated~~ paid but not worked do not count in the calculation of overtime eligibility.

All overtime ~~worked~~ work must be approved in advance by the Department Head.

Hours for vacation, sick days, compensatory time, birthdays, and leaves of absence will not be used in computing compensatory time or overtime.

There shall be no duplication or ~~pyramiding~~ pyramid in the computation of overtime or other premium wages.

(Res. 118-19, 01/06/20)

8.4 COMPENSATORY TIME

Compensatory time may be taken ~~in lieu~~ instead of overtime compensation. Compensatory time shall accrue at ~~a rate of~~ one and one-half hours for each hour of employment for which overtime compensation is required. Any employee who has accrued over 80 hours of compensatory time shall ~~be paid overtime compensation~~ be paid overtime compensation for any additional overtime hours of work, ~~be paid overtime compensation~~. An employee who has requested the use of such compensatory time shall be permitted by the Department Head to use such time within a reasonable period after making the request if the use of compensatory time does not unduly disrupt the operation of the City of Dyersville. The City of Dyersville will pay the accrued compensatory time at the hourly rate of pay to the employee at the end of employment.

(Res. 118-19, 01/06/20)

8.5 SPECIAL COUNCIL MEETINGS

~~In the event that~~ If a Department Head is required to attend a special council meeting, they shall be reimbursed at the same rate as a City Council Member.

REDLINE

9 HOLIDAYS

9.1 HOLIDAY TIME

The City of Dyersville will grant holiday time off to all full-time employees on the holidays listed below (part-time employees shall be granted holiday time off on a pro-rated basis):

- a. New Year's Day
- b. Good Friday
- c. Memorial Day
- d. Independence Day
- e. Labor Day
- f. Veterans Day
- g. Thanksgiving Day
- h. Day after Thanksgiving
- i. Christmas Eve Day
- j. Christmas Day

~~In order to~~To be eligible for the holiday pay, the employee must have begun their shift on the holiday. Hours not worked on the holiday will be compensated at a straight-time rate.

If a holiday falls on Saturday or Sunday, the Department Head shall schedule the observed holiday.

10 VACATIONS

10.1 VACATION TIME—FULL-TIME EMPLOYEES

Full-time employees shall be eligible to receive vacation to be taken at such times as are mutually agreed upon by both Department Head and employee. One week shall be interpreted as 40 hours. Increased vacation based on credited service shall be as follows:

- a. One (1) week (40 hours) after the employee has completed 1 year of credited service.
- b. Two (2) weeks (80 hours) during the calendar year in which the employee will complete 2 years of credited service.
- c. Two and a half (2.5) weeks (100 hours) during the calendar year in which the employee will complete 5 years of credit service.
- d. Three (3) weeks (120 hours) during the calendar year in which the employee will complete 8 years of credited service.
- e. Four (4) weeks (160 hours) during the calendar year in which the employee will complete 15 years of credited service.
- f. Five (5) weeks (200 hours) during the calendar year in which the employee will complete 22 years of credited service

10.2 VACATION TIME—PART-TIME EMPLOYEES

Part-time employees shall be eligible to receive vacation to be taken at such times as are mutually agreed upon by both Department Head and employee. One week shall be interpreted as the scheduled weekly hours as determined by the annual budget. Increased vacation based on credited service shall be as follows:

- a. One week after the employee has completed 1 year of credited service.
- b. Two weeks during the calendar year in which the employee will complete 3 years of credited service.
- c. Three weeks during the calendar year in which the employee will

complete 8 years of credited service.

- d. Four weeks during the calendar year in which the employee will complete 17 years of credited service.

10.3 PROMOTION FROM PART-TIME TO FULL-TIME STATUS

Part-time employees promoted to full-time status shall retain prorated vacation status for a period of one year from the date of promotion. Conversion of credited service ~~for the purposes of determining~~ to determine vacation benefit shall be as follows:

- a. One week after the employee has completed 2,080 hours of credited service.
- b. Two weeks during the calendar year in which the employee will complete 6,240 hours of credited service.
- c. Three weeks during the calendar year in which the employee will complete 16,640 hours of credited service.
- d. Four weeks during the calendar year in which the employee will complete 35,360 hours of credited service.

10.4 USE OF VACATION TIME

Vacation must be used within the current calendar year. The Department Head and City Administrator must approve any other arrangements.

10.5 EXEMPT EMPLOYEE PAY

~~City~~The city shall pay no more than one (1) week of outstanding vacation time to an Exempt Employee on December 31 of each year.

11 SICK LEAVE

11.1 SICK LEAVE

- a. Sick leave shall accumulate at ~~the rate of~~ one day per month of continuous service at ~~the basic rate of pay rate~~, with a maximum of 120 working days of sick leave. Sick leave shall be carried over from one year to another. Sick leave used shall be deducted from sick leave credit. Terminating employees shall collect payment on any of their remaining sick leave balance at their basic ~~pay rate of pay~~.
- b. Two casual days shall be allowed ~~to for~~ each employee per year. These casual ~~dayd a y s~~ shall be deducted from their sick leave balance.
- c. An eligible employee may use sick leave benefits for an absence due to ~~their own~~ illness or injury, or that of ~~athe employee's~~ child, parent, spouse, or step-family ~~of the employee~~.
- d. All absences from work chargeable against sick leave shall be reported to the Department Head as soon as possible, and no later than the time for the start of work on the day of absence. All absences due to illness ~~in excess of 3 over three~~ consecutive days shall be considered extended sick leave. The employee may be required to produce a doctor's certificate at the discretion of the City Administrator or Department Head. ~~In instances where they have~~ When the city has reason to believe that an employee is abusing the sick leave privilege, a doctor's certificate may be requested for each authorization for sick leave.
- e. In the event an employee with five or more years of continuous service uses up their accrued sick leave of 30 days or more for a serious illness or injury in any one year, they shall be allowed to borrow ten days' sick leave at the start of the following calendar year. Regular accrual shall begin with the eleventh month.
- f. In the event of serious illness to an employee necessitating extended leave beyond the period of accrued sick leave, a leave of absence may be granted at the discretion of the City Council.
- g. Sick leave is intended as a privilege extended to employees only for legitimate authorized purposes.

- h. Part-time employees shall receive 48 hours per calendar year credited on January 1st of each year. Part-time employees will not accrue sick leave benefits beyond one calendar year, and their remaining sick leave balance shall be paid at the end of the calendar year. Terminating part-time employees shall collect payment on any of their remaining sick leave balance at their basic pay rate ~~of pay~~.

11.2 COMMUNICABLE/CONTAGIOUS DISEASES

The City Administrator and/or Department Head shall make decisions involving employees who have communicable diseases based on current and well-informed medical judgments concerning the condition, the risks of transmitting the illness to others, the symptoms and particular circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease. An employee who has a communicable disease or is a carrier of a communicable disease, or an employee who is reasonably suspected of having a communicable disease or being a carrier may be temporarily excluded from work or transferred to another position if such exclusion or transfer is necessary to determine the employee's fitness for duty or whether there is a risk of illness to others.

12 OTHER LEAVE

12.1 BEREAVEMENT/SERIOUS ILLNESS LEAVE

- a. Absence from work without loss of pay shall be allowed for serious illness or death of a member of the employee's immediate family, necessitating the employee's absence ~~of the employee~~ from ~~their~~ work. Absence from work without loss of pay shall be limited to 3 days for ~~a~~ death and 1 day for serious illness.
- b. Time off for the funeral of a close friend, relative, or City Employee. Absence from work without loss of pay shall be limited to 2 hours for attendance at the funeral ceremony. Close relative shall mean Aunt, Uncle, Niece, or Nephew. This is at the sole discretion of the Department Head
- c. The above are privileges to full-time employees and may be granted by the Department Head.

12.2 LEAVE OF ABSENCE

- a. Full-time employees may submit a written request for a leave of absence without pay with the consent of the Department Head and City Administrator without jeopardizing seniority.
- b. No fringe benefits will be allowed during leave of absence. Insurance may be kept in force by an employee paying the premium after one month.
- c. Such leave of absence shall be limited to ~~a period of~~ one year. Leave of absence shall not be granted to accept other employment. Employee shall submit a written request with stated reasons for the leave of absence.

12.3 MILITARY LEAVE

The City of Dyersville shall adhere to state and federal law related to military leave and re-employment rights.

12.4 VOTING LEAVE

A full-time employee not having time off during the ~~time the~~ polls are open shall be entitled to time off, with pay, sufficient to allow ~~him or her~~them to vote. Such time off shall be requested ~~of~~ and granted by the City Administrator or Department Head.

12.5 JURY LEAVE

An employee ~~who is~~ required to report for jury duty shall be excused from work without loss of pay for the ~~period of time which he is~~that they are required to serve. Any compensation, not including mileage, which the employee receives for jury duty or jury service shall be submitted to the City.

12.6 BIRTHDAY LEAVE

After two years of continuous service, a full-time employee shall be allowed a floating day off for their birthday. The Department Head shall be notified one week ~~in advance when~~before an employee ~~is taking~~takes their birthday off.

12.7 BREAK TIME FOR NURSING MOTHERS

An employee needing lactation accommodations should inform their supervisor or Department Head and discuss any relevant workload or scheduling issues. Each Department will work with employees to arrange a room near the employee's work area, other than a bathroom, where the mother can express milk in privacy. Lactation breaks will typically be between 15 and 20 minutes long and may be taken as frequently as necessary.

13 INSURANCE BENEFIT PLAN

13.1 INSURANCE COVERAGE

- a. The City agrees to offer a group medical, dental, optical, life, and disability insurance policy to the employee. ~~Terms~~The City Council may adjust the terms of employers' contribution and type of health insurance ~~may be adjusted by the City Council~~ at the end of the benefit period.
- b. When an employee has acquired 3 years of continuous service, the City shall continue to pay the insurance premium for one additional month after all accrued sick leave/vacation time has been utilized. The employee shall then pay the premium to the City Clerk no later than the 25th day of the month ~~prior to~~before the premium due date.

13.2 HEALTH INSURANCE COVERAGE EXTENSION

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the City will offer covered employees, spouses, and dependent children the opportunity to continue their group medical coverage under the City's current plan if coverage terminates.

13.3 EMPLOYEE RESPONSIBILITY

Each employee or qualified beneficiary is responsible for notifying the City Clerk in case of divorce or legal separation of the employee; or, the end of a dependent child's status as a dependent under your group medical insurance program.

14 GENERAL POLICIES AND PROVISIONS

14.1 INCLEMENT WEATHER

City offices and services will not close due to inclement weather, unless expressly authorized by the Mayor or City Administrator ~~due to~~for safety reasons. ~~In the event of inclement or adverse weather conditions, if~~ an employee feels ~~that he or she~~they cannot safely report to work, ~~the employee in inclement or adverse weather conditions, they~~ shall notify their Department Head or City Administrator. A FLSA non-exempt employee who ~~is unable to~~cannot report to work due to inclement weather shall be required to utilize vacation hours or compensatory time ~~in order to~~ receive pay.

14.2 TRAINING

The City agrees to pay for any specialized training required by the State of Iowa for any position, provided the employee receiving such training agrees to remain as a City employee for at least 24 months after ~~completion~~of completing the training. Any position with the City that requires specialized training will be ~~so~~-mandated at the time of hiring, and the employee will execute a contract with the City agreeing to the following schedule for mandatory reimbursement of the cost of training, including mileage, meals, lodging, and any other fees pertinent to the training:

- a. Any employee leaving their position within 12 months after ~~completion~~of completing specialized training shall reimburse the City for 75% of the costs.
- b. Any employee leaving their position after 13 months ~~—but —less —than~~ 24 months after ~~completion of~~completing specialized training shall reimburse the City for 50% of said costs.
- c. Any employee who does not successfully pass the first training course must retake ~~the course~~it at their own expense for mileage, meals, clothing, and salary.
- d. Police department employees may be subject to their ~~own~~ training agreement.

14.3 CITY PURCHASES

- a. No Department Head shall authorize any expenditure not budgeted for without the approval of the City Council unless the expense is for emergency repairs. The City Council reserves the right to set expenditure limits for discretionary purchases.
- b. There shall be five credit cards, one of which shall be issued to each ~~of the following~~ City ~~employees~~ employee: City Administrator, Chief of Police, Public Works Supervisor, City Clerk, and Library Director. Each card shall have a maximum credit limit as set forth by Resolution.
- c. City ~~authorized~~ credit cards may be used while the employee is on official City business, including but not limited to the following uses: Travel, Emergency vehicle maintenance, Gasoline, Meal expense (No alcohol or liquor of any type), Lodging (If at all possible, cost should be determined in advance in which event City will issue check to cover lodging expense.)
- d. All receipts from credit card use must be turned ~~into~~ in to the City Clerk's Office as soon as possible. ~~If~~ Suppose anyone fails to turn in receipts within a reasonable time after the expense was incurred. In that case, the employee will be responsible for such ~~expense, payment~~ unless the ~~absence of a receipt is approved by the~~ City Clerk or City Administrator. In approves the ~~event~~ absence of a receipt. If the City Clerk or City Administrator is the employee unable to provide a receipt, such absence of receipt must be approved by the City Administrator.

14.4 COMPUTER USAGE

Computers, computer files, the email system, and software furnished to employees are the City of Dyersville property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. ~~To~~ Computer and email usage may be monitored to ensure compliance with this policy, ~~computer and email usage may be monitored.~~

The City strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, ~~the display~~displaying or ~~transmission of~~transmitting sexually explicit images, messages, and cartoons is ~~not allowed~~prohibited. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be constructed as harassment or showing disrespect for others.

Employees should notify their Department Head or the City Administrator upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

14.5 INTERNET USAGE

~~The City of Dyersville provides~~ Internet access to global electronic information resources on the World Wide Web ~~is provided by the City of Dyersville~~ to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, personal use may be permitted with prior authorization.

All Internet data ~~that is~~ composed, transmitted, or received via city computer communications systems is considered ~~to be~~ a part of the official records of the City of Dyersville and, as such, is subject to disclosure to third parties. Consequently, employees should ~~always~~ ensure that the business information ~~contained~~ in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain ~~at all times~~ the property of the City of Dyersville. As such, the City of Dyersville reserves the right to monitor Internet traffic and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data ~~that is~~ composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or another person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone ~~based on the basis of~~ race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or any other protected characteristic as

established by law.

Abuse of ~~the~~ Internet access provided by the City of Dyersville in violation of law or policies will result in disciplinary action, ~~up to and~~ including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- a. Sending or posting discriminatory, harassing, or threatening messages or images
- b. Using the organization's time and resources for personal gain
- c. Copying, pirating, or downloading software and electronic files without permission
- d. Violating copyright law
- e. Failing to observe licensing agreements
- f. Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- g. Sending or posting messages or material that could damage the organization's image or reputation
- h. Attempting to break into the computer system of another organization or person
- i. Refusing to cooperate with a security investigation
- j. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- k. Using the Internet for political causes or activities, religious activities, or any ~~sort of~~ gambling
- l. Passing personal views as representing those of the organization
- m. Engaging in any other illegal activities

~~The~~A password shall always protect the internet system supplied by the City of Dyersville ~~shall be protected at all times by a password.~~ The password shall be available from the City Administrator.

14.6 CELL PHONE REIMBURSEMENT

Employees ~~who are~~ required by their Department Head to use their personal cell phone for official City of Dyersville purposes, shall be reimbursed \$50 ~~per month~~ monthly. The reimbursement shall be paid quarterly.

(Res. 118-19, 01/06/20)

14.7 SOCIAL MEDIA SITES

- a. The establishment and use of city social media sites are subject to approval by the City Administrator or ~~his/her~~their designees. ~~All The Department Head or their designees shall administer all~~ City of Dyersville social media sites ~~shall be administered by the Department Head or his/her designees.~~ Designees must provide the account login information (username and password) to the Department Head and the City Administrator. This policy shall also apply to social media sites/accounts for City projects facilitated by consultants and/or partner agencies.
- b. The City of Dyersville's website (cityofdyersville.com) will remain the City's primary and predominant internet presence. The best, the most appropriate City of Dyersville uses of social media tools ~~fall~~ generally fall into two categories:
 - 1) As channels for disseminating time-sensitive or emergency information as quickly as possible.
 - 2) As educational or marketing/promotional channels to engage residents and stakeholders and to increase the City's ability to broadcast its messages to the widest possible audience.
- c. City social media sites shall make clear that ~~they are maintained by the~~ City of Dyersville maintains them and that they follow the City of Dyersville Social Media Comments Policy. The City logo or branding shall be used on all social media accounts to confirm the site's authenticity ~~of the site~~. City social media accounts will only join a group or become a fan of a page if it is related to official City business, services, and events.
- d. Wherever possible, City social media sites should link back to the official City of Dyersville website for forms, documents, online services, and other information necessary to conduct business with the City of Dyersville.

- e. The Department Head or ~~his/her~~their designees will monitor content on city social media sites to ensure adherence to ~~both~~ the City of Dyersville Social Media Comments Policy and the ~~interest~~interests and goals of the City of Dyersville.
- f. ~~Users of all City~~All city social media users shall adhere to applicable federal, state, and local laws, regulations, and policies.
- g. The City reserves the right to restrict or remove any content ~~that is~~ deemed ~~in violation of~~violating the City of Dyersville Social Media Comments Policy or any applicable law. Any content removed based on these guidelines must be retained by the Department Head or ~~his/her~~their designees for a reasonable period of time, including the time, date, and identity of the poster, when available.
- h. City of Dyersville social media sites are subject to the State of Iowa public records laws. Any content maintained in a social media format ~~that is~~ related to City business, including a list of subscribers and posted communication, is a public record. The Department Head is responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format ~~pursuant~~according to City policy and practice so that it can be produced in response to a request. Wherever possible, such sites shall ~~clearly~~ indicate that any articles and ~~any~~ other content posted or submitted for posting are subject to public disclosure.
- i. Employees representing the City of Dyersville via social media accounts must always conduct themselves as representative of the City of Dyersville. Employees ~~that~~who fail to conduct themselves ~~in an appropriate manner~~appropriately shall be subject to the disciplinary action procedures outlined in the Personnel Policy Handbook.

(Res. 07-19, 01/21/19)

14.8 SOCIAL MEDIA COMMENTS

Although the City of Dyersville encourages posts and comments on the social media sites managed by the City, the sites are limited public forums and are moderated by City staff. The City reserves the right to deactivate the comment feature on City-affiliated social media sites, where applicable, ~~at any time~~ without prior notice.

- a. A comment posted by a public member ~~of the public~~ on any City of Dyersville social media site is the opinion of the commentator or poster only, ~~and publication~~. Publication of a comment does not imply endorsement of, or agreement by, the City of Dyersville, nor do such

comments necessarily reflect the opinions or policies of the City of Dyersville.

- b. Comments containing any of the following inappropriate forms of content shall not be permitted on City of Dyersville social media sites and are subject to removal and/or restriction by the Department Head or ~~his/her~~their designees after consultation with the City Administrator:
- 1) Profane, vulgar, or obscene comments;
 - 2) Sexual content or links to sexual content;
 - 3) Comments not related to the original topic;
 - 4) Content that promotes, fosters, or perpetuates discrimination ~~based on the basis of~~ race, creed, color, sex, national origin, religion, familial status, age, sexual orientation, gender identity, marital status, or mental or physical disability;
 - 5) Defamatory or personal attacks;
 - 6) Threats to any person or organization;
 - 7) Comments in support of, or ~~in~~ opposition to, any political campaigns or ballot measures;
 - 8) Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - 9) Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - 10) Conduct in violation of any federal, state, or local law;
 - 11) Encouragement of illegal activity;
 - 12) Information that may tend to compromise the safety or security of the public or public systems; or
 - 13) Information that may tend to compromise the safety or security of the public or public systems; or
 - 14) Content that violates ~~any party's~~ legal ownership interest, such as a copyright, ~~of any party~~.
- c. Comments that contain the following information defined by the City as "protected" should be recorded/captured (i.e. ~~screen shot~~, screenshot) and be immediately removed. Protected information includes the following:
- 1) Social ~~security~~Security numbers
 - 2) Financial account numbers
 - 3) Dates of birth
 - 4) Names of minor children
 - 5) Individual taxpayer identification numbers
 - 6) Personal identification numbers
 - 7) Other unique identifying numbers.
- d. The City of Dyersville reserves the right to deny access to City of Dyersville social media sites ~~for to~~ any individual who violates the City of Dyersville Social Media Comments Policy, at any time and without prior

notice. The City reserves the right to restrict or remove any content that ~~is deemed in violation of~~violates this social media policy or any applicable law.

- e. The following verbiage can be used to warn individuals about their content: "Your recent post ~~is in violation of~~violates the City of Dyersville Social Media Comments Policy. Please refrain from posting inappropriate content in the future. ~~If we will block you from this forum if~~ you do not refrain from posting such content, ~~we will block you from this forum~~. Thank you for understanding."
- f. Department Heads or their designees shall monitor their social media sites daily for comments requesting responses from the City and for usage ~~in violation of~~violating this policy. Responses, or ~~acknowledgement~~acknowledgment of the request, should be provided within 24 hours.
- g. Department Heads or their designees shall determine how employees must identify themselves when participating in the social media forum.
- h. The social media comments policy must be displayed to users on the social media site or ~~the site must~~ contain information ~~for users~~ about where they may find the social media policy.

(Res. 07-19, 01/21/19)

14.9 PERSONAL SOCIAL MEDIA USE

The purpose of this Policy is to promote a respectful work environment. Therefore, all individuals working on behalf of the City are expected to comply with these guidelines regarding the use of social media. Social media is the use of blogs, wikis, social networks, virtual worlds, or any other kind of online social interaction. Individuals engaging in social media activity are advised that City rules and policies, including but not limited to the anti-discrimination, anti-harassment (including sexual harassment), and anti-bullying policies, as found in this Handbook and applicable SOP and public record laws, may apply to social media conduct, including when off duty. Conduct on social media can serve as a basis for discipline to the same extent as other off-duty conduct that impacts the work environment. Users of social media need to do so responsibly. If you have questions or need further guidance, please contact the City Administrator's Office.

Ultimately, everyone is solely responsible for what they post online. Before creating online content, consider some of the risks and rewards involved. Remember that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects customers,

suppliers, residents, or people who work on behalf of the City may result in corrective action or discipline up to and including termination.

14.914.10 ON-CALL SCHEDULE AND PAY

The Department Head and City Administrator, solely at its discretion, may establish the on-call ~~scheduled~~schedule for its employees, which is subject to change from time to time by the City as circumstances warrant. ~~Employee who~~ The actively on-call employee shall be compensated at ~~a rate of~~ \$24.00 per diem. No overtime compensation shall be computed while ~~Employee~~the Employee is on the on-call status.

(Res. 118-19, 01/06/20)

**ACKNOWLEDGMENT OF RECEIPT
AND UNDERSTANDING OF THE CITY OF DYERSVILLE
EMPLOYEE HANDBOOK**

I have received my copy of the City of Dyersville employee handbook. I know that I must read the handbook ~~so that I to~~ understand my rights and responsibilities as an employee of the City.

I understand that the handbook is not an employment contract, but ~~it is~~ an explanation or guide of City policies, procedures, and benefits. The City has not solicited my ~~assent~~consent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that the City may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between the City and me is terminable at will by either party and that nothing in this handbook creates additional rights or ~~provide~~provides a basis for me to believe my employment is not terminable at will.

I understand that ~~if I have any questions,~~ I am to talk with my immediate supervisor if I have any questions.

(Employee Name)

(Employee Signature)



Proclamation

Keeping the Lights On After School

WHEREAS, the citizens of Dyersville stand firmly committed to quality afterschool programs and opportunities because they:

- Provide safe and engaging learning experiences that help children realize their full potential.
- Support working families by ensuring their children are safe and productive when they are out of their classrooms.
- Build stronger communities by involving students, parents, business leaders and adult volunteers in the lives of young people, thereby promoting positive relationships among youth, families and adults.
- Engage families, schools and community partners in advancing the welfare of our children.

WHEREAS, afterschool programs provide critical support for the academic growth and well-being of youth, and offer new experiences and opportunities that help young people learn and grow. Afterschool programs provide innovative, hands-on opportunities for youth to engage in learning and connect with caring adults and peers in a safe and supportive environment. These supports are all the more important today, in the wake of the pandemic.

WHEREAS, St. Mark Youth Enrichment has provided significant leadership in the area of community involvement in the education and well-being of our youth, grounded in the principle that quality afterschool programs are key to helping our children become successful adults.

WHEREAS, Lights On Afterschool, the national celebration of afterschool programs held this year on October 26, 2023, promotes the importance of quality afterschool programs in the lives of children, families and communities.

WHEREAS, nearly 25 million families report that they would enroll their child in an afterschool program if one were available; for every child in a program, four are waiting to get in.

WHEREAS, many afterschool programs across the country are facing operating challenges so severe that they are forced to consider closing their doors and turning off their lights.

WHEREAS, the City of Dyersville is committed to investing in the health and safety of all young people by providing expanded learning opportunities that help our children learn and grow, while helping them develop the skills essential for success in life and work.

THEREFORE BE IT RESOLVED that I, Mayor Jeff Jacque do hereby proclaim October 26, 2023 as "Lights On Afterschool Day;" AND BE IT FURTHER RESOLVED that this Mayor enthusiastically endorses Lights On Afterschool and commits our city to engage in innovative afterschool programs and activities that ensure the lights stay on and the doors stay open for all children after school.

Jeff Jacque, Mayor

Attest

Tricia L. Maiers, City Clerk