

**NOTICE OF SPECIAL COUNCIL MEETING
CUMMING CITY COUNCIL**

January 27, 2020 – 7:00 pm

Cumming City Hall, 649 N 43rd St, Cumming Iowa

This is a tentative agenda only, which is subject to change. The final City Council agenda will be posted at least 24 hours prior to commencement of the meeting.

- I. **ROLL CALL**
- II. **APPROVAL OF AGENDA** as presented and/or amended
- III. **PUBLIC COMMENT**
- IV. **PRESENTATION** – 2021 Homebuilders Show, Tom Henderson
- V. **CONSENT ITEMS**
 - A. 1/13/20 Meeting Minutes
 - B. Mechanical Liens – Diligent
 - C. Reimbursement to A. Ritchie for Supplies
- VI. **ACTION/DISCUSSION ITEMS**
 - A. **PUBLIC HEARING** on the Maximum Levy for the Purpose of Considering the Maximum Tax Dollars from Certain Levies for the City's Proposed Fiscal Year 2021 Budget
 - B. **Resolution 2020-12** Approval of FY2021 Maximum Property Tax Dollars
 - C. **Resolution 2020-13** Professional Engineering Services Agreement for South Trunk Sewer Extension Phase 3
 - D. **Resolution 2020-14** Approve Corrected Plat of Survey for Parcels "B,C,D" – Brown Property
 - E. FY2021 Budget Discussion
 - F. City Administrator/City Clerk Search Discussion
- VII. **UPCOMING REGULAR CITY COUNCIL MEETING:** February 10, 2020, 7:00 p.m. at City Hall
- VIII. **ADJOURN**

**OFFICIAL PUBLICATION
CITY OF CUMMING
Regular Council Meeting 1/13/2020
To be Approved at 1/27/20 Special Meeting**

The Regular City Council Meeting of the City of Cumming was held at Cumming City Hall, 649 N. 44th St., on Monday, January 13, 2020. The Meeting was called to order at 7:00 P.M. by Mayor Tom Becker. Present at Roll Call: Thomas Cackler, Brent Highfill, Dino Goode and Charlie Ochanpaugh. Kathie Hungerford was absent. Motion made by Cackler, seconded by Goode to approve the agenda as amended, item IV was tabled. Approved 4-0.

Consent Items:

Motion made by Cackler, seconded by Highfill to approve the Consent items: 12/16/19 Special Council Meeting Minutes, December 2019 IPERS Wage & Contribution Report, December 2019 Fund Balance Report, 12/20/19, 12/30/19 & 1/3/20 Calculation & Verification Journals, 12/20/19, 12/30/19 & 1/3/20 Accts Payable Claims Reports. Approved 4-0.

Expenditures:

Angie Ritchie	4 th Qtr. Mileage/Supplies Reimburse	184.39
Century Link	Phone & Internet	244.23
Dave Chelsvig	4 th Qtr. Mileage	35.00
GWorks	End of Year Supplies	89.62
IPERS	IPERS	449.97
Kathie Hungerford	4 th Quarter Mileage	9.97
Koch Brothers, Inc.	Copy Fees	359.56
Larry Goode, Jr.	4 th Quarter Mileage	41.76
MidAmerican Energy	Street Lights	705.81
N/Warren Town & Country News	11/19 Minutes/12/9 Meeting Minutes	113.95
Payroll	12/09/19-12/23/19	1,809.18
Payroll	12/24/19-01/06/20	820.22
Payroll	Council 4 th Qtr Meetings	308.66
Tom Becker	3 rd and 4 th Quarter Mileage	188.11
Treasurer, State of Iowa	State Taxes – 4 th Quarter	620.00
US Bank	Copier Lease	118.64
Veenstra & Kimm Inc.	GWC 2&3 Construct Review	2,317.27
Warren Co. Auditor	November 2019 Election	140.56
Warren Co Snow Removal	Snow Removal	360.00
	General Fund Total	8,916.90
Iowa One Call	Line Location	53.10
	Sewer Total	53.10
Paid Total		8,970.00

Action Items

- A. Motion by Goode, seconded by Ochanpaugh to approve **Resolution 2020-11** City Administrator Agreement. Approved 4-0.
- B. Motion by Highfill, seconded by Cackler to approve the Second Reading of **Ordinance 2019-10** An Ordinance Amending the Code of Ordinances of the City of Cumming, Iowa by Amending Chapter 155 Building Regulations. Approved 4-0.
- C. Motion by Goode, seconded by Cackler to waive the Third Reading of **Ordinance 2019-10** An Ordinance Amending the Code of Ordinances of the City of Cumming, Iowa by Amending Chapter 155 Building Regulations with motion for Clerk to post. Approved 4-0.
- D. Motion by Highfill, seconded by Goode to approve **Resolution 2020-01** Appoint Central Iowa Regional Drinking Water Commission Representative. Approved 4-0

- E. Motion by Cackler, seconded by Highfill to approve **Resolution 2020-02** Appoint Iowa Communities Assurance Pool Representative. Approved 4-0
- F. Motion by Goode, seconded by Cackler to approve **Resolution 2020-03** Appoint Iowa Municipalities Workers Compensation Association Agent and Representative. Approved 4-0
- G. Motion by Cackler and seconded by Ochanpaugh to approve **Resolution 2020-04** Appoint Des Moines Area Metropolitan Planning Organization Representative. Approved 4-0
- H. Motion by Highfill, seconded by Cackler to approve **Resolution 2020-05** Appoint Des Moines Metropolitan Wastewater Reclamation Authority Representatives. Approved 4-0
- I. Mayor appointed Thomas Cackler Pro Tem
- J. Motion by Cackler, seconded by Goode to approve **Resolution 2020-06** Appointment of City Engineer.
- K. Motion by Cackler, seconded by Highfill to approve **Resolution 2020-07** Appointment of City Attorney.
- L. Motion by Ochanpaugh, seconded by Highfill to approve **Resolution 2020-10** Approve 28E Agreement with Warren County Sheriff. Approved 4-0
- M. Motion by Cackler, seconded by Ochanpaugh to approve **Resolution 2020-08** Set a Date (01/27/20) for a Public Hearing for the Purpose of Considering the Maximum Tax Dollars from Certain Levies for the City's Proposed Fiscal Year 2020-2021 Budget. Approved 4-0
- N. Motion by Ochanpaugh, seconded by Highfill to approve **Resolution 2020-09** Set a Date (02/10/20) for a Public Hearing to Amend the Code of Ordinances, City of Cumming, Iowa, by Amending Chapter 165.07 Adoption of Official Zoning Map. Approved 4-0
- O. Water tower was discussed. New bids will be obtained.
- P. Motion by Goode, seconded by Ochanpaugh to renew the City's membership, at our current level, with the Norwalk Chamber of Commerce. Approved 4-0.

Reports: Council – Kudos given via resident to Council member on Deputy Clerk's job performance; Reminder about previously tabled Mayoral/Council pay discussion; Recommendations to obtain new insurance quotes in March.

Upcoming City Council Meetings: Special Meeting, January 27, 2020 at 7:00 p.m. at City Hall; Regular Meeting, February 10, 2020, at 7:00 pm at City Hall.

Motion made by Cackler, seconded by Ochanpaugh to Adjourn at 7:51 pm. Approved 4-0.

Tom Becker, Mayor

Attest: Angie Ritchie, Deputy Clerk

Memo:

To: Mayor, City Administrator, Members of the City Council
From: Angie Ritchie, Deputy Clerk
Re: Mechanical Liens – Diligent
Date: January 27, 2020

Subject:

We received an email from Cynthia Hazelton, Diligent Development Group, LLC indicating that their bank is requiring all vendors to sign lien waivers with any payments made. We currently have received the following payments and waivers to be signed from Diligent:

<u>Date</u>	<u>Amount</u>	<u>Description of Service</u>
12/23/19	\$323.00	Reimbursement for V&K Services
12/23/19	\$72,537.22	\$36,417.00 Benefited Sewer District Fee – Plat 2 \$34,129.50 Benefited Sewer District Fee – Plat 3 \$ 734.04 Reimbursement for V&K Services \$ 1,256.68 Reimbursement for V&K Services
1/21/20	\$1,761.52	Reimbursement for V&K Services
<u>1/21/20</u>	<u>\$24,488.10</u>	<u>Benefited Sewer District Fee – Plat 1</u>

I am requesting authorization to sign and return these, as well as, future lien waivers received with payments from Diligent Development Group, LLC.

Diligent GWC, LLC

STATE OF IOWA
COUNTY OF POLK

12119 Stratford Drive Ste. B
Clive, IA 50325
Fax (515)222-4847
Cynthia@DiligentDevelopment.com

WHEREAS, the undersigned has contracted to furnish materials or services pursuant to a real estate improvement contract in connection with certain real property located in the City of Cumming, Warren County, Iowa ("Real Property")

WHEREAS, the undersigned has been requested to waive construction lien rights arising under the Iowa Construction Lien Act.

NOW, THEREFORE, the undersigned does hereby

1. acknowledge receipt of payment for all materials provided and labor or services performed upon or with respect to the Real Property,
2. forever release, waive and relinquish any and all construction liens, mechanic's liens, encumbrances or rights to file construction liens, mechanic's liens or encumbrances arising under or by virtue of the Iowa Construction Lien act or any other law nor any hereafter in effect upon or with respect to the Real Property involving the work.

DATED _____, ~~2019~~ 2020

AMOUNT **\$323.00**

COMPANY City of Cumming

By: _____

Title: _____

DESCRIPTION OF GOODS OR SERVICE

Invoice – V&K #1

RECEIVED DEC 23 2019

INVOICE

Date: November 25, 2019

City of Cumming
P.O. Box 100
649 N. 44th Street
Cumming, Iowa 50061

† Diligent GWC, LLC
○ 12119 Stratford Drive, Suite B
Clive, IA 50325

515-981-9214
cityclerk@cumming-iowa.com

	JOB	PAYMENT TERMS	
	Great Western Crossing Plat 1	Due on receipt	

DATE	DESCRIPTION	AMOUNT	TOTAL
11/25/19	Great Western Crossing Plat 1 - Century Link Fiber Optics: Professional Services 10/20/19 -11/16/19	\$323.00	\$323.00
SUBTOTAL			\$323.00
TOTAL			\$323.00

Make all checks payable to City of Cumming
Thank you!

COPY

PAID
#10156

12/23/19 AK



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

STATEMENT OF PROFESSIONAL SERVICES

City of Cumming
607 Station Street
PO Box 100
Cumming, IA 50061-0100

November 22, 2019
Project No: 41233-029
Invoice No: 1

Project Manager Anthony Bellizzi

Engineering services for Great Western Crossing Plat 1 - Century Link Fiber Optics:

Professional Services from October 20, 2019 to November 16, 2019

Professional Personnel

	Hours	Rate	Amount	
Clerical I	.50	91.00	45.50	
Planner I	2.50	111.00	277.50	
Totals	3.00		323.00	
Total Labor				323.00
				Total this Invoice
				\$323.00

COPY

PAID

CK. NO. 5783
DATE 12-9-19

RECEIVED NOV 25 2019

Diligent GWC, LLC

STATE OF IOWA
COUNTY OF POLK

12119 Stratford Drive Ste. B
Clive, IA 50325
Fax (515)222-4847
Cynthia@DiligentDevelopment.com

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DATED _____, ~~2019~~ 2020

AMOUNT \$72,537.22

COMPANY City of Cumming

By: _____

Title: _____

DESCRIPTION OF GOODS OR SERVICE

Invoice – V&K1, V&K2, Off-Site Sanitary Sewer

INVOICE

COPY

Date: November 12, 2019

City of Cumming
P.O. Box 100
649 N. 44th Street
Cumming, Iowa 50061

† Diligent GWC, LLC
○ 12119 Stratford Drive, Suite B
Clive, IA 50325

515-981-9214
cityclerk@cumming-iowa.com

	JOB	PAYMENT TERMS	
	Great Western Crossing Plat 2	Due prior to Final Plat Approval	

DATE	DESCRIPTION	AMOUNT	TOTAL
11/12/19	Great Western Crossing, Plat 2, Benefited Sewer District Fee on 7.96 Acres. 2019 rate of \$4,575 per acre. Benefited Sewer District Fee for 2020 is \$4,665 per acre	\$36,417	\$36,417
SUBTOTAL			\$36,417
TOTAL			\$36,417

Make all checks payable to City of Cumming

Thank you!

PAID

CHK. NO. 10143
DATE 12/23/19

COPY

INVOICE

COPY

Date: November 12, 2019

City of Cumming
P.O. Box 100
649 N. 44th Street
Cumming, Iowa 50061

† Diligent GWC, LLC
o 12119 Stratford Drive, Suite B
Clive, IA 50325

515-981-9214
cityclerk@cumming-iowa.com

	JOB	PAYMENT TERMS	
	Great Western Crossing Plat 3	Due prior to Final Plat Approval	

DATE	DESCRIPTION	AMOUNT	TOTAL
11/12/19	Great Western Crossing, Plat 3, Benefited Sewer District Fee on 7.46 Acres. 2019 rate of \$4,575 per acre. Benefited Sewer District Fee for 2020 is \$4,665 per acre	\$34,129.50	\$34,129.50
SUBTOTAL			\$34,129.50
TOTAL			\$34,129.50

Make all checks payable to City of Cumming
Thank you!

PAID

CK. NO. 10143
DATE 12/23/19

COPY

INVOICE

Date: October 30, 2019

City of Cumming
P.O. Box 100
649 N. 44th Street
Cumming, Iowa 50061

† Diligent GWC, LLC
○ 12119 Stratford Drive, Suite B
Clive, IA 50325

515-981-9214
cityclerk@cumming-iowa.com

	JOB	PAYMENT TERMS	
	Great Western Crossing Plat 2 & 3	Due on receipt	

DATE	DESCRIPTION	AMOUNT	TOTAL
10/30/19	Great Western Crossing Plat 2&3 - Construction Review: Professional Services	\$712.00	\$712.00
	Unit Billing - Mileage	\$22.04	\$22.04
SUBTOTAL			\$734.04
TOTAL			\$734.04

Make all checks payable to City of Cumming
Thank you!

PAID
10143
12/23/19 AR

COPY
COPY

INVOICE

Date: November 25, 2019

City of Cumming
P.O. Box 100
649 N. 44th Street
Cumming, Iowa 50061

† Diligent GWC, LLC
o 12119 Stratford Drive, Suite B
Clive, IA 50325

515-981-9214
cityclerk@cumming-iowa.com

	JOB	PAYMENT TERMS	
	Great Western Crossing Plat 2 & 3	Due on receipt	

DATE	DESCRIPTION	AMOUNT	TOTAL
11/25/19	Great Western Crossing Plat 2&3 - Construction Review: Professional Services	\$1,230.00	\$1,230.00
	Unit Billing - Mileage	\$26.68	\$26.68
SUBTOTAL			\$1,256.68
TOTAL			\$1,256.68

Make all checks payable to City of Cumming
Thank you!

COPY

PAID
10143

12/23/19 JRC

Diligent GWC, LLC

STATE OF IOWA
COUNTY OF POLK

12119 Stratford Drive Ste. B
Clive, IA 50325
Fax (515)222-4847
Cynthia@DiligentDevelopment.com

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DATED _____, ²⁰²⁰2019

AMOUNT \$1,761.52

COMPANY City of Cumming

By: _____

Title: _____

DESCRIPTION OF GOODS OR SERVICE

Invoice – V&K 3

RECEIVED JAN 21 2020

INVOICE #1001

Date: December 23, 2019

City of Cumming
 P.O. Box 100
 649 N. 44th Street
 Cumming, Iowa 50061

τ Diligent GWC, LLC
 o 12119 Stratford Drive, Suite B
 Clive, IA 50325

515-981-9214
 cityclerk@cumming-iowa.com

	JOB	PAYMENT TERMS	
	Great Western Crossing Plat 1	Due on receipt	

DATE	DESCRIPTION	AMOUNT	TOTAL
12/23/19	Great Western Crossing Plat 2 & 3 - Construction Review: Professional Services 11/17/19 -12/14/19	\$1,736.00	\$1,736.00
	Mileage	25.52	25.52
SUBTOTAL			\$1,761.52
TOTAL			\$1,761.52

Make all checks payable to City of Cumming
 Thank you!

DUPLICATE

PAID
 1/21/20
 ✓ # 10169

COPY



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

STATEMENT OF PROFESSIONAL SERVICES

City of Cumming
607 Station Street
PO Box 100
Cumming, IA 50061-0100

December 20, 2019
Project No: 41233-028
Invoice No: 3

Project Manager Anthony Bellizzi

Engineering services for Great Western Crossing Plat 2 and Plat 3 - Construction Review:

Professional Services from November 17, 2019 to December 14, 2019

Professional Personnel

	Hours	Rate	Amount
Engineer I-A	1.00	176.00	176.00
Engineer III-B	1.00	120.00	120.00
Technician VI	24.00	60.00	1,440.00
Totals	26.00		1,736.00
Total Labor			1,736.00

Unit Billing

Mileage		25.52	
Total Units		25.52	25.52

Total this Invoice \$1,761.52

PAID
#5815
1/6/2020

COPY

RECEIVED DEC 23 2019

Diligent GWC, LLC

STATE OF IOWA
COUNTY OF POLK

12119 Stratford Drive Ste. B
Clive, IA 50325
Fax (515)222-4847
Cynthia@DiligentDevelopment.com

WHEREAS, the undersigned has contracted to furnish materials or services pursuant to a real estate improvement contract in connection with certain real property located in the City of Cumming, Warren County, Iowa ("Real Property")

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DATED _____, ~~2019~~ 2020

AMOUNT \$24,488.10

COMPANY City of Cumming

By: _____

Title: _____

DESCRIPTION OF GOODS OR SERVICE

Invoice – Benefited Sewer District Fee

RECEIVED JAN 21 2020

City of Cumming

*City Hall
649 N. 4th Street
Cumming, IA 50061*

December 23, 2019

Diligent GWC, LLC
12119 Stratford Drive, Suite B
Clive, IA 50325

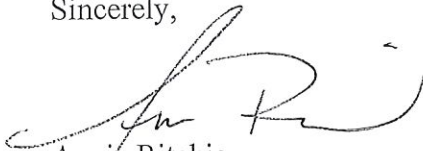
Dear Diligent,

Thank you for the payment we received today for Great Western Crossing Plat's 2 & 3 benefited sewer district fees. I just wanted to remind you that we have not received payment for Great Western Crossing Plat 1 sewer district fees. I have enclosed a copy of the invoice for your reference.

We understand things have been very busy lately and how it could have been overlooked.

If you have any questions in regards to this, please contact our office. It would be our pleasure to assist you.

Sincerely,



Angie Ritchie
Deputy Clerk
City of Cumming
515-981-9214

Enclosures:
Copy of Plat 1 Invoice

COPY

INVOICE

COPY

Date: November 12, 2019

City of Cumming
P.O. Box 100
649 N. 44th Street
Cumming, Iowa 50061

τ Diligent GWC, LLC
o 12119 Stratford Drive, Suite B
Clive, IA 50325

515-981-9214
cityclerk@cumming-iowa.com

	JOB	PAYMENT TERMS	
	Great Western Crossing Plat 1	Due on receipt	

DATE	DESCRIPTION	AMOUNT	TOTAL
11/12/19	Great Western Crossing, Plat 1, Benefited Sewer District Fee on 5.46 Acres. 2018 rate of \$4,485 per acre.	\$24,488.10	\$24,488.10
SUBTOTAL			\$24,488.10
TOTAL			\$24,488.10

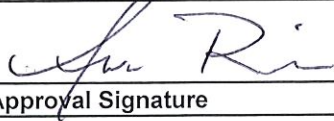
Make all checks payable to City of Cumming

Thank you!

COPY

PAID
1/21/20
Check # 10166

City of Cumming Business Expense Report

Your Name (please print)	Project (if applicable)
Angie Ritchie	
Your Signature	Date
	1/23/20
Approval Signature	Date

Receipts are required for all expenses submitted--attach to back of form

Date	Description (vendor you paid/purpose of purchase)	Amount	G/L Account Accounting Use Only
1/15/20	GCOMA lunch meeting	10.29	
1/22/20	Office Depot - Tax Forms 1096	12.62	
1/22/20	Office Depot - Supplies - Blue Pens, ^{paper clip} stapler, holder	28.85	
1/23/20	Post Office - Roll of 100 stamps	55.00	
1/24/20	Office Depot - Pack of 11X17 paper	29.74	
Total		136.50	
ACCOUNTING USE ONLY			
Check Number		Date Paid	



USPS Receipt for Money or Services

Post Office Cumming PO		Station		Receipt Number 64	
<input type="checkbox"/> P.O. Receipt for Money		Finance Number	Unit ID	AIC Number	
Receipt for: (indicate purpose) roll of 100 1st class stamps				Amount \$ 55.00	
Received from: (show address only when receipt is mailed)			Permit Number or SSN (Employees only)		
<input type="checkbox"/> P.O. Box/Caller Service Fees		Information on your PS Form 1093, Application for Post Office Box or Caller Service, must be updated if it is changed. For regulations pertaining to P.O. Boxes, see rules for use of Post Office Boxes and Caller Service on PS Form 1093.			
Customer name:			Amount \$	AIC Number	
Box/Caller Number(s)	<input type="checkbox"/> For one semiannual payment period (AIC 158) <input type="checkbox"/> For annual payment period (AIC 115) <input type="checkbox"/> Reserved Number Fee (AIC 115) (Ending date / /) (mm/dd/yyyy)			Postmark 	
Certifying Signature 					

PS Form 3544, July 2004 (PSN: 7530-03-000-3768)

Distribution: Original - Customer; Duplicate - File with PS Form 1412

Office DEPOT OfficeMax

WEST DES MOINES - (515) 223-8757
01/24/2020 12:56 PM



VTVT3APPA65Y4RR46

SALE 2335-2-703-887115-19.12.2
 676579 PAPER, PREMIUM 27.79 SS
 Subtotal: 27.79
 Sales Tax: 1.95
 Total: 29.74
 Cash: 40.00
 CHANGE: (10.26)

CITY OF CUMMING 205920064

Get 2% back in rewards on your favorite supplies & more - including furniture and technology. Plus, next-day rewards on select offers, rewards for recycling and more
 Visit officedepot.com/rewards

NOTICE OF PUBLIC HEARING CITY OF CUMMING

APPROVAL OF THE PROPOSED BUDGET FOR FISCAL YEAR 2021

Notice is hereby given that the City Council of the City of Cumming, Iowa, will conduct a public hearing on Monday, January 27th, 2020, 7:00 P.M., at City Hall, 649 N. 44th Street, Cumming, Iowa, to receive comments on the following:

Maximum Levy, Property Taxes Fiscal Year 2021

Additional information regarding this request may be obtained by contacting the Deputy Clerk at 981-9214.

Anyone wishing to comment on this matter should attend this hearing or submit written comments at any time prior to the hearing. Send comments to City of Cumming, P.O. Box 100, Cumming, IA. 50061

CITY NAME Cumming	NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY Fiscal Year July 1, 2020 - June 30, 2021	CITY CODE 91-871
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The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 1/27/2020	Meeting Time: 7:00 p.m.	Meeting Location: City Hall, 649 N. 44th Street, Cumming, Iowa
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At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

City Web Site: https://www.cumming-iowa.com		City Phone Number: 515-981-9214			
Iowa Department of Management		Current Year Certified Property Tax	Budget Year Effective Property Tax	Budget Year Proposed Maximum Property Tax	Annual % CHG
		2019/2020	2020/2021**	2020/2021	
Regular Taxable Valuation	1	27,587,836	25,645,041	25,645,041	
Tax Levies:					
Regular General	2	\$223,461	\$223,461	\$207,725	
Contract for Use of Bridge	3	\$0	\$0		
Opr & Maint Publicly Owned Transit	4	\$0	\$0		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	5	\$0	\$0		
Opr & Maint of City-Owned Civic Center	6	\$0	\$0		
Planning a Sanitary Disposal Project	7	\$0	\$0		
Liability, Property & Self-Insurance Costs	8	\$4,000	\$4,000	\$6,000	
Support of Local Emer. Mgmt. Commission	9	\$0	\$0		
Emergency	10	\$7,449	\$7,449	\$6,925	
Police & Fire Retirement	11	\$0	\$0		
FICA & IPERS	12	\$13,500	\$13,500	\$15,000	
Other Employee Benefits	13	\$6,240	\$6,240	\$7,200	
*Total 384.15A Maximum Tax Levy	14	\$254,650	\$254,650	\$242,850	-4.63%
Calculated 384.15A Maximum Tax Rate	15	\$9.23052	\$9.92980	\$9.46967	

Explanation of significant increases in the budget: None

If applicable, the above notice also available online at: <https://www.cumming-iowa.com>, <https://facebook.com/cummingdeputyclerk>

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

RESOLUTION 2020-12
City of Cumming

APPROVAL OF FY2021 MAXIMUM PROPERTY TAX DOLLARS

WHEREAS, the City Council of the City of Cumming have considered the proposed FY2021 city maximum property tax dollars for the affected levy total, and

WHEREAS, a notice concerning the proposed city maximum property tax dollars was published as required and posted on city web site and/or social media accounts if applicable,

WHEREAS, a public hearing concerning the proposed city maximum property tax dollars was held on January 27, 2020,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Cumming that the maximum property tax dollars for the affected tax levies for FY21 shall not exceed the following total:

Total maximum levy for affected property tax levies - \$242,850

The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for FY2021 does not represent an increase of greater than 102% from the Maximum Property Tax dollars requested for FY2021.

Roll Call Vote:

Thomas Cackler	- YEA/NAY
Larry Goode, Jr.	- YEA/NAY
Brent Highfill	- YEA/NAY
Kathie Hungerford	- YEA/NAY
Charlie Ochanpaugh	- YEA/NAY

Passed and Approved this 27th day of January, 2020

Tom Becker, Mayor

ATTEST:

Donald Sandor, City Administrator

Resolution 2020-13

AGREEMENT

CUMMING, IOWA
SOUTH TRUNK SEWER EXTENSION PHASE 3
PROFESSIONAL ENGINEERING SERVICES

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between the **CITY OF CUMMING, IOWA**, hereinafter referred to as the **Owner** or **City**, party of the first part, and **VEENSTRA & KIMM, INC.**, a corporation organized and existing under the laws of the State of Iowa, party of the second part, hereinafter referred to as the **Engineers**,

WITNESSETH, THAT WHEREAS, the City of Cumming is a member community of the Wastewater Reclamation Authority (WRA), and

WHEREAS, the City has identified the need to extend sanitary sewer service to newly and potentially developing areas located within the Middle Creek Basin along County Road G-14 (Cumming Avenue), and

WHEREAS, the City has completed construction of the first and second phases of the South Trunk Sewer Extension which connects to the WRA Middle Creek Trunk Sewer, and

WHEREAS, the City has received interest in development of property along Cumming Avenue west of the termination of the South Trunk Sewer, and

WHEREAS, the City is in the process of working through the terms of a development agreement that would provide a cost share for the construction of a sewer extension to serve developing property, and

WHEREAS, the City desires to construct the third phase of the sewer extension from the WRA Middle Creek Trunk Sewer to extend sewer service to developing areas, with said project being referred to as the **South Trunk Sewer Extension - Phase 3**, and

WHEREAS, the City desires to retain the services of the Engineers to provide for engineering design and construction services for the Project.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto that the City does hereby retain the Engineers to act for and represent it in engineering matters on the Project. Such agreement shall be subject to the following terms, conditions and stipulations, to wit:

1. **SCOPE OF PROJECT.** It is understood and agreed the Project shall include the following improvements:
 - a. Design of approximately 4,100 linear feet of sanitary sewer beginning with connection to the existing 15-inch sanitary sewer on the west side of South 44th Place, then extending west approximately 400 linear feet along the south side of two developed residential lots on the south side of County Road G-14 (Cumming Avenue), then extending north approximately 500 linear feet along the west side of the same two developed residential lots to the north side of County Road G-14 (Cumming Avenue), then west approximately 3,200 linear feet along the north right-of-way line of County Road G-14 (Cumming Avenue) to the termination of the sewer approximately 500 linear feet east of the Interstate 35 entrance ramp.
 - b. Preparation of easements and easement acquisition services for the Project.
 - c. Provide assistance to the City to draft a development agreement between the City and Developer defining the cost share agreement between the two parties for the sewer extension with assistance from the City Attorney.
2. **DESIGN SURVEYS.** The Engineers shall undertake necessary topographic surveys for the design of the Project. The Engineers shall undertake sufficient survey to allow it to prepare easement plats and descriptions for the acquisition of the necessary temporary and permanent easements for construction of the Project.
3. **DESIGN CONFERENCES AND REPORTS.** The Engineers shall attend such design conferences with the City as may be necessary to make decisions as to the details of design of the Project. The Engineers shall make periodic progress reports to the City staff, as necessary.
4. **CONSULTATION ON DESIGN CONCEPT.** The Engineers during the course of the preliminary design shall consult with the City for a final determination of the design concept and location.
5. **PLANS AND SPECIFICATIONS.** The Engineers shall prepare such detailed plans and specifications as are reasonably necessary and desirable for construction of the Project. The plans and specifications shall describe in detail the work to be done, materials to be used, and the location and extent of the construction required. Three (3) sets of final plans and specifications shall be submitted to the City.
6. **PLANS AND SPECIFICATIONS FOR BIDDERS.** The Engineers shall provide and distribute plans and specifications for bidders. In accordance with the provisions of the Code of Iowa the plans and specifications are to be provided and distributed to the bidders at no cost. In accordance with the provisions of the Code of Iowa the

City shall reimburse the Engineers the actual cost for the plans and specifications and distribution thereof. The cost of plans and specifications and distribution of plans and specifications shall be in addition to the fees set forth herein for enumerated services.

7. **ESTIMATE OF COST.** The Engineers shall prepare an estimate of cost for the construction contract. The estimate of cost shall be based on the Engineers' best knowledge at the time of preparation of the estimate of cost. The Engineers shall not be responsible if the construction contract awarded for the Project varies from the Engineers' estimate of cost. The Engineers shall advise and assist the City, if necessary, in adjusting the scope and extent of the Project to allow the Project to be constructed within available budget limitations.
8. **ASSESSMENT PLATS AND SCHEDULES.** It is understood and agreed assessment plats and schedules shall not be a part of the services under this Agreement.
9. **EASEMENTS.** The Engineers shall identify and prepare the necessary easements for construction of the Project. Services for acquisition of easements are described below and a part of the services under this Agreement.
10. **EASEMENT ACQUISITION SERVICES.**
 - a. The Engineers shall provide easement acquisition services for up to 4 (four) parcels for the Project based on the construction easements prepared under this agreement. The easement acquisition services shall include preparation of compensation estimates based on assessed value of land, negotiations with property owners for final easement document preparation, execution and transmittal to the City.
 - b. The Engineer shall make a minimum of two personal and private contacts with each property owner or their representative to explain the effect of the acquisition, answer questions, make a written offer, consider counteroffers and to make approved revised offers for settlement. Non-resident property owners shall be contacted by certified mail or registered mail and by telephone, if possible.
 - c. It is anticipated that the property easements will have been acquired within 30 days after a written offer has been sent or delivered to the owner and tenant. Negotiations shall be considered complete upon either acceptance of the offer by the property owner, acceptance of a revised settlement offer by the property owner, the property owner fails or refuses to sign the offer or revised settlement offer after three contacts have been made following the initial presentation of the offer, or in the judgement of the Engineer, the negotiations have reached an impasse.

- d. The Engineer shall notify the City of every parcel on which negotiations have reached an impasse or which cannot be acquired by negotiated agreement. The Engineer shall provide the City or City Attorney all records of contacts and negotiations to begin documentation for condemnation.
 - e. Upon written direction from the City or City Attorney, the Engineer shall be available to provide extended negotiations to continue to negotiate an easement prior to condemnation after notice has been sent that condemnation is being prepared or after the notice of condemnation has been served. Extended negotiations prior to condemnation are not included in the scope of services of this Agreement and will be provided at the Engineer's standard hourly rates.
 - f. Services associated with property appraisals, title research to obtain Certificate of Title, condemnation or other legal services are not included as a part of the services under this Agreement. Further assistance with these services can be provided by the Engineer after written request by the City or City Attorney at the Engineer's standard hourly rates plus expenses.
- 11. PERMITS.** The Engineers shall assist the City in obtaining necessary permits for construction of the Project including the construction permit from the Iowa Department of Natural Resources (IDNR). The City shall be responsible for the payment of permit fees.
- 12. ADVERTISEMENT FOR BIDS.** The Engineers shall assist in the preparation of notice to bidders and shall provide plans and specifications for prospective bidders to approved contract plan rooms and other construction document depositories.
- 13. BID OPENING AND AWARD OF CONTRACT.** The Engineers shall have a representative present when bids and proposals are opened for the construction contract, and shall prepare a tabulation of bids for the City and shall advise the City in making award of contract by providing a written recommendation to award contract. After award of contract is made, the Engineers shall assist in the preparation of the necessary contract documents. During the bidding phase, the Engineers shall advise the City of the responsiveness of each proposal submitted. The Engineers shall not be responsible for advising the City as to the responsiveness of any bidder.
- 14. PRECONSTRUCTION CONFERENCE.** The Engineers shall conduct a preconstruction conference following award of the construction contract. Said conference to be attended by representatives of the City, the Engineers, the Contractor, and utility companies affected by the Project. At this conference a detailed construction schedule will be determined.

- 15. GENERAL SERVICES DURING CONSTRUCTION.** The Engineers shall provide general services during construction including, but not limited to, the following:
- a. Establishment of benchmark and/or baseline to permit start of construction work.
 - b. Consult with and advise Owner.
 - c. Coordinate work of testing laboratories for concrete and moisture density tests.
 - d. Assist in interpretation of plans and specifications.
 - e. Review shop drawings and data of manufacturers.
 - f. Process and certify payment estimates of the Contractor to Owner.
 - g. Prepare and process necessary change orders or modifications to the construction contract.
 - h. Make routine and special trips to the Project site as required.
 - i. Make final reviews after construction contracts are completed to determine that the construction complies with the plans and specifications and certify that the reviews were made and that to the best of the knowledge and belief of the Engineers, the work on the contracts has been substantially completed.
 - j. Provide the City with a reproducible set of plans showing final construction. One hardcopy (full size) and one electronic copy will be provided.

16. RESIDENT REVIEW AND CONSTRUCTION STAKING SERVICES.

The Engineers shall provide resident review and construction staking during construction including, but not limited to, the following:

- a. Provide construction staking as necessary to include the establishment of required benchmarks and baselines for locations, elevations and grades of construction.
- b. Provide resident review services understood to include the detailed observation and review of work of the Contractors and materials to assure compliance with the plans and specifications.

- c. The Engineers shall provide resident review services by assigning resident engineers and/or engineering technicians to the Project for such periods reasonably required to insure proper review of the construction work. On-site review shall take place on a regular basis during construction work on the Project.
- 17. FINAL REVIEW.** The Engineers shall make a final review of the Project after construction is completed to determine the construction substantially complies with the plans and specifications. The Engineers shall certify the completion of the work to the City when construction substantially complies with the plans and specifications.
- 18. COMPENSATION.** The City shall compensate the Engineers for their services by payment of the following fees:
- a. For services under this Agreement, a fee on the basis of the standard hourly fees for the time the Engineers' personnel are actually engaged in the performance of the work, plus direct out-of-pocket costs incurred by personnel who are actually engaged in the work, plus direct costs incurred by the Engineers for work associated with the Project.
 - b. The total fee for design services as set forth in **2. DESIGN SURVEYS** through **13. BID OPENING AND AWARD OF CONTRACT**, excluding **10. EASEMENT ACQUISITION SERVICES** shall not exceed the sum of Sixty-Nine Thousand Eight Hundred Dollars (\$69,800).
 - c. For the scope of services set forth in **10. EASEMENT ACQUISITION SERVICES**, a fee on the basis of the standard hourly fees for the time the Engineers' personnel are actually engaged in the performance of the work, plus direct out-of-pocket costs incurred by personnel who are actually engaged in the work, plus direct costs incurred by the Engineers for work associated with the Project shall not exceed the sum of Nine Thousand Six Hundred Dollars (\$9,600).
 - d. The total fee for engineering services during construction as set forth in **14. PRECONSTRUCTION CONFERENCE**, **15. GENERAL SERVICES DURING CONSTRUCTION**, and **17. FINAL REVIEW** shall not exceed the sum of Twenty-Nine Thousand Eight Hundred Dollars (\$29,800).
 - e. The total fee for engineering services during construction as set forth in **16. RESIDENT REVIEW AND CONSTRUCTION STAKING SERVICES** shall not exceed the sum of Thirty-Six Thousand One Hundred Dollars (\$36,100). The fee for resident review services is based on a maximum of three hundred ninety (390) hours of resident review based on standard hourly fees.

- f. The Owner shall compensate the Engineers separately for the cost of plans and distribution of plans as set forth in **6. PLANS AND SPECIFICATIONS FOR BIDDERS** above and as provided in Senate File 2389. The reimbursement of the cost of plans and distribution of plans as required under Senate File 2389 is not included in the other fees for services set forth under this Agreement.
- g. The maximum fee for engineering services during construction shall be based on providing services during the original construction contract period provided to the construction contractor. Services set forth under the compensation level in this part of the Agreement shall not include services beyond the contract completion date. Services beyond the original contract completion date, whether extended by the City or by the construction contractor, shall be considered Extra Work.

19. PAYMENT. The fees shall be due and payable as follows:

- a. For design and preparation of the plans and specifications, and for easement preparation services, the fee shall be due and payable monthly.
- b. For general services during construction, resident review and final review, the fee shall be due and payable monthly.

20. LEGAL SERVICES. The City shall provide the services of the City Attorney in legal matters pertaining to the Project. The Engineers shall cooperate with said attorney and shall comply with his requirements as to form of contract documents and procedures relative to them.

21. SERVICES NOT INCLUDED. The above-stated fees do not include compensation for the following items:

- a. The Engineers shall determine the desirable location of any geotechnical investigation and soil borings required for design. The City shall contract for and provide the recommended geotechnical services and compensate the geotechnical consultant directly.
- b. If after the plans and specifications are completed and approved by the City, the Engineers are required to change plans and specifications because of changes made by the City, the Engineers shall receive additional compensation for such changes which shall be based upon standard hourly fees plus expenses for personnel engaged in performance of the work associated with making the required changes.
- c. Services associated with condemnation proceedings.

- d. Services associated with soil or groundwater pollution testing and abatement.
 - e. Services associated with historical/archaeological investigations.
 - f. Services associated with exploratory excavation to locate utilities and pipelines.
 - g. Services associated with special assessments.
 - h. Services associated with arbitration or litigation arising out of or in conjunction with the construction contract awarded by the City of Cumming for construction of the Project.
 - i. Services associated with preparing plans, specifications and bidding documents for more than one construction contract.
22. **CHANGES AND EXTRA WORK.** The above-stated fees cover the specific services as outlined in this Agreement. If the City requires additional services of the Engineers in connection with the Project, the Engineers shall receive additional compensation for changes which shall be based upon the standard hourly fees plus expenses of the personnel engaged in the performance of the work. The method of compensation for authorized Extra Work shall be mutually agreed upon between the City and Engineers at the time the work shall be authorized. Compensation for any easement services shall be based on the standard hourly fees of the Engineers plus expenses incurred.
23. **TIME OF COMPLETION.** The Engineers shall complete the work outlined in this Agreement within a time mutually agreed upon by the City and Engineers.
24. **TERMINATION.** Should the City abandon the Project or any element of the Project before the Engineers have completed their work, the Engineers shall be paid for the work and services performed to the date of termination of that portion of the Project. Prior to the termination of any element of the Project, the Engineers shall advise the City as to the cost-effectiveness of abandonment of the design at that point in time of that portion of the Project.
25. **ASSISTANTS.** It is understood and agreed that the employment of the Engineers by the City for the purposes aforesaid shall be exclusive, but the Engineers shall have the right to employ such assistants as they may deem proper in the performance of the work.
26. **ASSIGNMENT.** This Agreement and each and every portion thereof shall be binding upon the successors and the assigns of the parties hereto.

The undersigned do hereby covenant and state this Agreement is executed in duplicate as though each were an original and there are no oral agreements that have not been reduced to writing in this instrument.

It is further covenanted and stated there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, nor have any of the above been implied by or for any party to this Agreement.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names on the date first written above.

CITY OF CUMMING, IOWA

ATTEST:

By _____
Mayor

By _____
City Clerk

VEENSTRA & KIMM, INC.

ATTEST:

By _____
Vice President

By _____

Resolution 2020-14 City of Cumming

Resolution Approving Corrected Plat of Survey Parcels "B,C,D" in Warren County, Iowa

WHEREAS, there was filed in the Office of the City Clerk of the City of Cumming, Warren County, Iowa, a registered land surveyor's plat of survey known as Parcels "B,C,D"; and

WHEREAS, the real estate comprising said plat is described as follows:

Parcel 'B', a part of the East half of the Southeast quarter of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa, that is more particularly described as follows:

Commencing at the East quarter corner of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa; thence N89°11'26"W, 490.04 feet along the North line of the Southeast quarter of said Section 16 to the Point of Beginning; thence S00°06'43"W, 312.02 feet; thence N89°11'26" W, 409.84 feet; thence N08°00'00"W, 315.72 feet to the North line of the Southeast quarter of said Section 16; thence S89°11'26"E, 454.39 feet along said North line to the Point of Beginning.

Said tract of land contains 3.095 acres more or less (includes 0.414 acres road right-of-way). Said tract of land being subject to any and all easements of record.

Parcel 'C', a part of the East half of the Southeast quarter of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa, that is more particularly described as follows:

Commencing at the East quarter corner of Section 16 Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa; thence N89°11'26"W, 944.43 feet along the North line of Southeast quarter of said Section 16 to the Point of Beginning; thence S08°00'00"E, 515.72 feet; thence S89°11'26"E, 409.84 Feet; thence S00°06'43"W, 1021.98 feet; thence S89°14'13"E, 490.03 feet to the East line the Southeast quarter of said Section 16; thence S00°06'43"W, 1310.80 feet along said East line to the Southeast corner of said Section 16; thence N89°17'01"W, 1325.01 feet along the South line of said Section 16 to the Southwest corner of the East half of the Southeast quarter of said Section 16; thence N00°12'32"E, 1554.14 feet along the West line of said East half of the Southeast quarter of Section 16; thence S89°11'26"E, 550.83 feet; thence N12°37'55"W, 1015.94 feet; thence N00°48'34"E, 104.20 feet to the North line of the Southeast quarter of said Section 16; thence S89°11'26"E, 50.00 feet along said North line of the Point of Beginning.

Said tract of land contains 51.518 acres more or less (includes 0.049 acres of road right-of-way). Said tract of land being subject to any and all easements of record.

Parcel 'D', a part of the East half of the Southeast quarter of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa, that is more particularly described as follows:

Commencing at the East quarter corner of Section 16 Township 77 North, range 25 West of the 5th P.M., Warren County, Iowa; thence N89°11'26"W, 994.43 feet along the North line of Southeast quarter of said Section 16 to the Point of Beginning; thence S00°48'34"W, 104.20 feet; thence S12°37'55"E, 1015.94 feet; thence N89°11'26"W, 550.83 feet to the West line of the East half of the Southeast quarter of said Section 16; thence N00°12'32"E, 550.79 feet along said West line; thence S89°18'26"E, 224.69 feet; thence N00°15'15"E, 541.12 feet to the North line of said East half of the Southeast quarter of Section 16; thence S89°11'26"E, 101.00 feet along said North line to the Point of Beginning.

Said tract of land contains 7.918 acres more or less (includes 0.093 acres road right-of-way). Said tract of land being subject to any and all easements of record.

WHEREAS, the City Council of the City of Cumming, Warren County, Iowa, finds that said plat conforms to the provisions of the Ordinances of the City of Cumming, Warren County, Iowa, and that the plat, papers and documents presented therewith should be approved by the City Council of the City of Cumming, Warren County, Iowa.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cumming, Warren County, Iowa:

1. Said Plat, known as Parcels "B,C,D" prepared in connection with said plat is hereby approved.

3. The City of Cumming, Warren County, Iowa, is hereby directed to certify this resolution which shall be affixed to said plat to the County documents which should be filed and recorded in connection therewith.

Passed and Approved, this 27th day of January, 2020.

Tom Becker, Mayor

Attest:

Donald Sandor, City Administrator

Keven,

We have reviewed the Corrected Plat of Survey and concur with the changes.

The recorded deed for the Sesker property (now owned by Kruger per conveyance in instrument 2018-08638 – which may need to be updated on the Corrected Plat of Survey if it is to be re-filed) is described as 1334 feet by 490 feet in the E1/2 of the SE1/4 of Section 16-77-25. Also, the deed for the Brown property, which is the subject of this Corrected Plat of Survey, clearly excludes the 1334 foot by 490 foot Sesker parcel. The original plat of survey as filed creates an overlap in property ownership that does not exist in the conveyance documents. The Corrected Plat of Survey accurately reflects the deeds for these two parcels and is recommended for approval with the correction of the owner of the Sesker property that is now owned by Kruger.

I have included Angie Ritchie with the City of Cumming on this email correspondence. The City will need to pass on their approval to Warren County.

Anthony J. Bellizzi, P.E.
Vice President - Civil

From: Keven Crawford <kcrawford@cooper-crawford.com>
Sent: Wednesday, January 22, 2020 9:48 AM
To: Tony Bellizzi <tbellizzi@v-k.net>; Dave Brown <dbrown@IPE1031.com>; Brad Cooper <bcooper@cooper-crawford.com>
Subject: RE: Brown Parcels

Tony:

Attached is a copy of the corrected plat of survey and the original plat of survey. The corrected plat of survey has the revised dimensions circled in the drawing and underlined in the legal. Rochelle gave me her approval a year or so ago, but wanted to have you give it your blessing.

There is a plat of survey signed by the land surveyor on May 26, 1973 that shows the Sesker property extending into the SE ¼ of SE ¼ approximately 12'. The plat of survey done in 1973 does not have any recording information on the copy I received from an attorney after recording of Dave's survey; I did not find this survey when doing research for Dave's survey. I looked on Iowa Land Record's again this morning and the survey is not shown. The corrected plat of survey simply reflects this new dimension.

The county has approved this, but just wants approval from Cumming.

Keven J. Crawford, P.E., P.L.S.
Cooper Crawford & Associates, LLC

From: Tony Bellizzi <tbellizzi@v-k.net>
Sent: Wednesday, January 22, 2020 9:20 AM

To: Dave Brown <dbrown@IPE1031.com>; Brad Cooper <bcooper@cooper-crawford.com>
Cc: Keven Crawford <kcrawford@cooper-crawford.com>
Subject: RE: Brown Parcels

Hi Dave,

We haven't had any correspondence or communication with the City or the Assessor since we recommended approval of this back in January of 2019. I'm really not sure I understand what the issue is. I don't recall the neighboring plat submittal. Do you know who that was? If there is a discrepancy between adjacent plats, then maybe something needs to be resolved between the two.

Anthony J. Bellizzi, P.E.
Vice President - Civil

From: Brad Cooper [<mailto:bcooper@cooper-crawford.com>]
Sent: Thursday, January 16, 2020 4:16 PM
To: Dave Brown; Anthony J. Bellizzi
Cc: Keven Crawford
Subject: RE: Brown Parcels

It was approved and I remember recording it the second time, the assessor just wanted clarification from the City that it's correct I believe. The neighbor had filed a plat around the same time I believe that made them question things.

Tony, do you recall what the assessor was questioning?

Tx,

Bradley R. Cooper, P.E.

COOPER CRAWFORD & ASSOCIATES, LLC

From: Dave Brown <dbrown@IPE1031.com>
Sent: Thursday, January 16, 2020 2:03 PM
To: Brad Cooper <bcooper@cooper-crawford.com>; Anthony J. Bellizzi <tbellizzi@v-k.net>
Cc: Keven Crawford <kcrawford@cooper-crawford.com>
Subject: RE: Brown Parcels

Does this cover the issue?

David A. Brown
President
Certified Exchange Specialist

From: Brad Cooper [<mailto:bcooper@cooper-crawford.com>]

Sent: Monday, January 13, 2020 3:27 PM

To: Anthony J. Bellizzi

Cc: Keven Crawford; Dave Brown

Subject: FW: Brown Parcels

Hi Tony,

This is Dave Brown's personal homesite and we did a plat of survey breaking it into parcels. The parcels aren't reflected on the assessors site because Keven says there was a discrepancy determined by the assessor regarding a plat on the neighbors land. We'd sent it to Rachelle and you, probably a year ago?, do you recall this? If not, we can resend you the information. Basically, once we have your approval as the City engineer the county will put the plat on the assessor's page accurately versus what they show now. Give me a call with any questions.

Tx,

Bradley R. Cooper, P.E.

CORRECTED PLAT OF SURVEY

SURVEYOR'S NOTE

THIS PLAT OF SURVEY IS TO CORRECT AND SUPERSEDE THE PLAT OF SURVEY RECORDED IN 2015 AT BOOK 2015 PAGE 3130 AND AGAIN IN 2018 AT BOOK 2018 PAGE 06252

PREPARED FOR

DAVID BROWN
4314 NORTHWEST DRIVE
DES MOINES, IOWA 50310

LEGAL DESCRIPTION-OVERALL PARCEL

A part of the East half of the Southeast quarter of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa, that is more particularly described as follows:

Commencing at the East quarter corner of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa; thence N89°11'26"W, 490.04 feet along the North line of the East half of the Southeast quarter of said Section 16 to the Point of Beginning; thence S00°06'43"W, 1310.80 feet along said East line to the Southeast corner of said Section 16; thence N89°17'01"W, 1325.01 feet along the South line of said Section 16 to the Southwest corner of said East half of the Southeast quarter of Section 16; thence N00°12'32"E, 2104.93 feet along the West line of said East half of the Southeast quarter of Section 16; thence S89°18'26"E, 224.69 feet; thence N00°15'15"E, 541.12 feet to the North line of said East half of the Southeast quarter of Section 16; thence S89°11'26"E, 605.39 feet along said North line to the Point of Beginning.

Said tract of land contains 62.531 acres more or less. (Includes 0.556 acres road right-of-way)

Said tract of land being subject to any and all easements of record.

LINE TABLE

LINE	LENGTH	BEARING
L1	101.00	S89°11'26"E
L2	50.00	S89°11'26"E
L3	104.20	S00°48'34"W
L4	315.72	S08°00'00"E

CERTIFICATION

	I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.
	KEVEN J. CRAWFORD, PLS IOWA LICENSE NO. 13156 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2018 PAGES OR SHEETS COVERED BY THIS SEAL: This sheet only

LEGEND

- ▲ PLAT BOUNDARY
- SECTION CORNER
- FOUND CORNER AS NOTED
- SET CORNER 5/8" IR W/ YELLOW CAP #13156
- I.R. IRON ROD
- G.P. GAS PIPE
- D. DEEDED DISTANCE
- M. MEASURED DISTANCE
- R. PREVIOUSLY RECORDED DISTANCE
- P.U.E. PUBLIC UTILITY EASEMENT



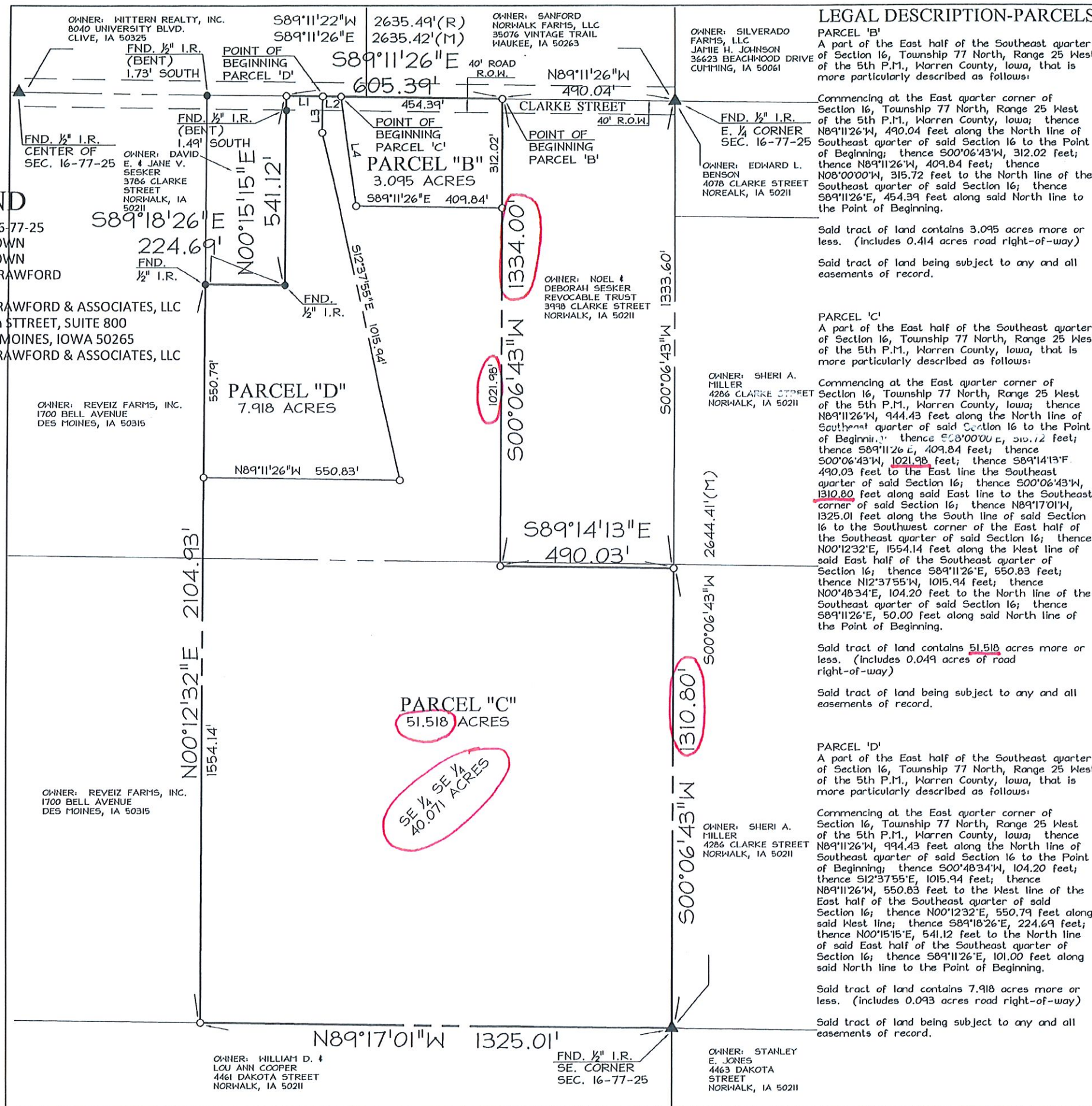
COOPER CRAWFORD & ASSOCIATES, L.L.C.
CIVIL ENGINEERS

475 S. 50th Street, Suite 800, West Des Moines, IA 50265
Phone: (515) 224-1344 Fax: (515) 224-1345

0 150 300
SCALE: 1"=300'
DATE: 7-10-2018
JOB NUMBER
CC
1701

INDEX LEGEND

LOCATION: SE 1/4 SEC. 16-77-25
REQUESTOR: DAVID BROWN
PROPRIETOR: DAVID BROWN
SURVEYOR: KEVEN J. CRAWFORD
SURVEYOR COMPANY: COOPER CRAWFORD & ASSOCIATES, LLC
475 S. 50th STREET, SUITE 800
WEST DES MOINES, IOWA 50265
RETURN TO: COOPER CRAWFORD & ASSOCIATES, LLC



RECEIVED JAN 23 2020

PLAT OF SURVEY

PREPARED FOR
 DAVID BROWN
 4314 NORTHWEST DRIVE
 DES MOINES, IOWA 50310

LEGAL DESCRIPTION-OVERALL PARCEL

A part of the East half of the Southeast quarter of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa, that is more particularly described as follows:

Commencing at the East quarter corner of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa; thence N89°11'26"W, 490.04 feet along the North line of the Southeast quarter of said Section 16 to the Point of Beginning; thence 500°06'43"W, 1322.60 feet; thence N89°11'26"W, 409.84 feet; thence N08°00'00"W, 315.72 feet to the North line of the Southeast quarter of said Section 16; thence S89°11'26"E, 454.39 feet along said North line to the Point of Beginning.

Said tract of land contains 62.659 acres more or less. (includes 0.556 acres road right-of-way)


Said tract of land being subject to any and all easements of record.

LINE TABLE

LINE	LENGTH	BEARING
L1	101.00	S89°11'26"E
L2	50.00	S89°11'26"E
L3	104.20	S00°48'34"W
L4	315.72	S08°00'00"E

CERTIFICATION

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.



KEVEN J. CRAWFORD
13156
IOWA

KEVEN J. CRAWFORD, PLS IOWA LICENSE NO. 13156
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2018
 PAGES OR SHEETS COVERED BY THIS SEAL:
 This sheet only

LEGEND

- ▲ PLAT BOUNDARY
- SECTION CORNER
- FOUND CORNER AS NOTED
- SET CORNER 5/8" IR W/ YELLOW CAP #13156
- I.R. IRON ROD
- G.P. GAS PIPE
- D. DEEDED DISTANCE
- M. MEASURED DISTANCE
- R. PREVIOUSLY RECORDED DISTANCE
- P.U.E. PUBLIC UTILITY EASEMENT



COOPER CRAWFORD

& ASSOCIATES, L.L.C.
 CIVIL ENGINEERS
 475 S. 50th Street, Suite 800, West Des Moines, IA 50265
 Phone: (515) 224-1344 Fax: (515) 224-1345

0 150 300
 SCALE: 1"=300'
 DATE: 7-10-2018
 JOB NUMBER
 CC
 1701

LEGAL DESCRIPTION-PARCELS

PARCEL 'B'
 A part of the East half of the Southeast quarter of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa, that is more particularly described as follows:

Commencing at the East quarter corner of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa; thence N89°11'26"W, 490.04 feet along the North line of the Southeast quarter of said Section 16 to the Point of Beginning; thence 500°06'43"W, 312.02 feet; thence N89°11'26"W, 409.84 feet; thence N08°00'00"W, 315.72 feet to the North line of the Southeast quarter of said Section 16; thence S89°11'26"E, 454.39 feet along said North line to the Point of Beginning.

Said tract of land contains 3.095 acres more or less. (includes 0.414 acres road right-of-way)

Said tract of land being subject to any and all easements of record.

PARCEL 'C'
 A part of the East half of the Southeast quarter of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa, that is more particularly described as follows:

Commencing at the East quarter corner of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa; thence N89°11'26"W, 944.43 feet along the North line of the Southeast quarter of said Section 16 to the Point of Beginning; thence S08°00'00"E, 315.72 feet; thence S89°11'26"E, 409.84 feet; thence 500°06'43"W, 1010.58 feet; thence S89°14'13"E, 490.03 feet to the East line of the Southeast quarter of said Section 16; thence S00°06'43"W, 1322.20 feet along said East line to the Southeast corner of said Section 16; thence N89°17'01"W, 1325.01 feet along the South line of said Section 16 to the Southwest corner of the East half of the Southeast quarter of said Section 16; thence N00°12'32"E, 1554.14 feet along the West line of said East half of the Southeast quarter of Section 16; thence S89°11'26"E, 550.83 feet; thence N12°37'55"W, 1015.94 feet; thence N00°48'34"E, 104.20 feet to the North line of the Southeast quarter of said Section 16; thence S89°11'26"E, 50.00 feet along said North line of the Point of Beginning.

Said tract of land contains 51.646 acres more or less. (includes 0.049 acres of road right-of-way)

Said tract of land being subject to any and all easements of record.

PARCEL 'D'
 A part of the East half of the Southeast quarter of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa, that is more particularly described as follows:

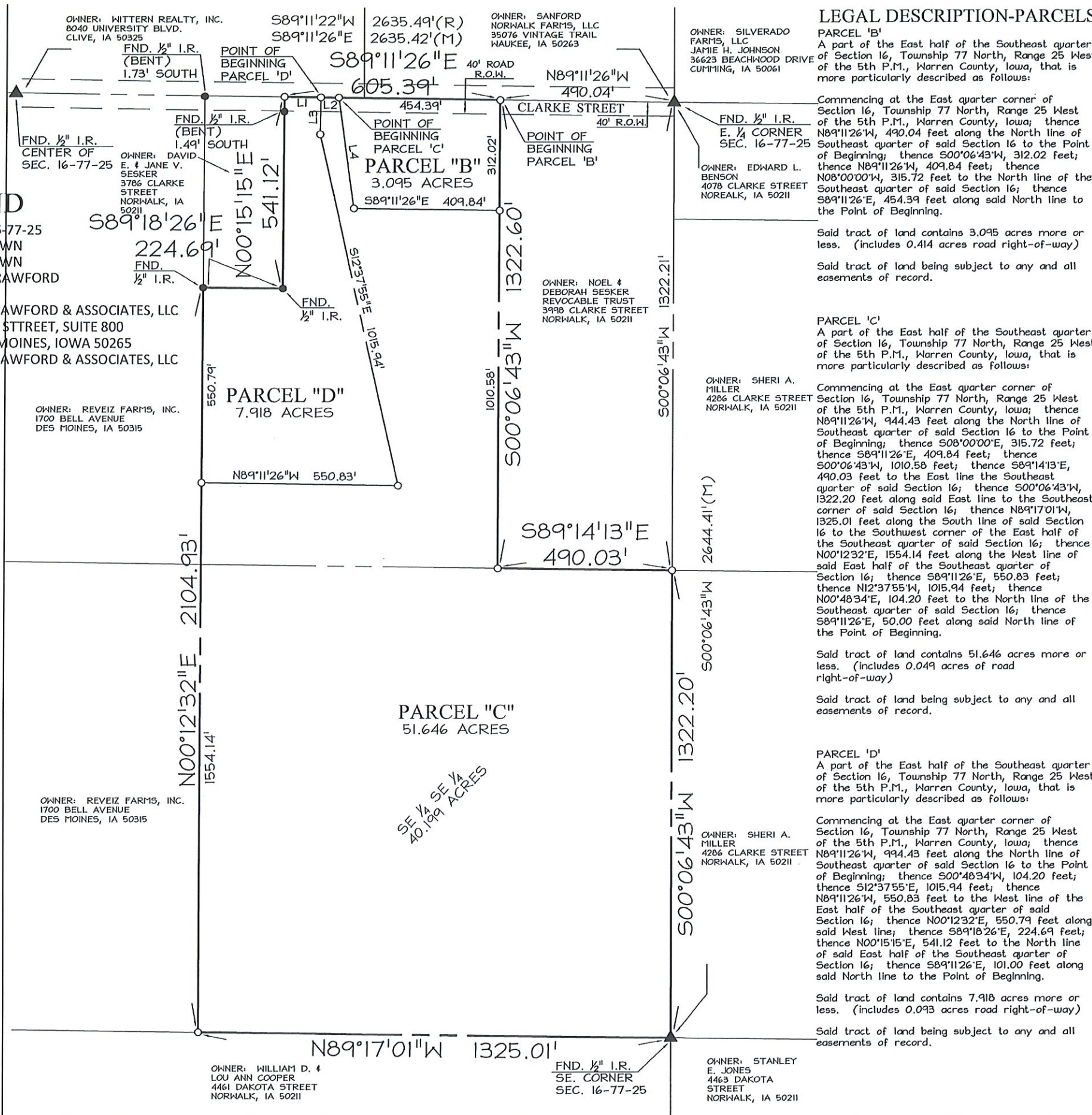
Commencing at the East quarter corner of Section 16, Township 77 North, Range 25 West of the 5th P.M., Warren County, Iowa; thence N89°11'26"W, 994.43 feet along the North line of the Southeast quarter of said Section 16 to the Point of Beginning; thence S00°48'34"W, 104.20 feet; thence S12°37'55"E, 1015.94 feet; thence N89°11'26"W, 550.83 feet to the West line of the East half of the Southeast quarter of said Section 16; thence N00°12'32"E, 550.79 feet along said West line; thence S89°18'26"E, 224.69 feet; thence N00°15'15"E, 541.12 feet to the North line of said East half of the Southeast quarter of Section 16; thence S89°11'26"E, 101.00 feet along said North line to the Point of Beginning.

Said tract of land contains 7.918 acres more or less. (includes 0.093 acres road right-of-way)

Said tract of land being subject to any and all easements of record.

INDEX LEGEND

LOCATION : SE 1/4 SEC. 16-77-25
 REQUESTOR: DAVID BROWN
 PROPRIETOR: DAVID BROWN
 SURVEYOR: KEVEN J. CRAWFORD
 SURVEYOR COMPANY: COOPER CRAWFORD & ASSOCIATES, LLC
 475 S. 50th STREET, SUITE 800
 WEST DES MOINES, IOWA 50265
 RETURN TO: COOPER CRAWFORD & ASSOCIATES, LLC



RECEIVED JAN 23 2020

91-871

Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2019 - ENDING JUNE 30, 2020

Resolution No.: 2019-21

The City of: Cumming County Name: WARREN

Date Budget Adopted: 3/11/2019
(Date) xx/xx/xx

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

515-981-9214
Telephone Number

Signature

County Auditor Date Stamp

January 1, 2018 Property Valuations

Last Official Census

Regular	2a	With Gas & Electric	2b	Without Gas & Electric	351
<i>DEBT SERVICE</i>	3a		3b		
Ag Land	4a				
		27,587,836		27,458,721	
		30,030,766		29,901,651	
		543,082			

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	(A) Request with Utility Replacement	(B) Property Taxes Levied	(C) Rate
384.1	8.10000	Regular General levy	5 223,461	222,416	43 8.10000
Non-Voted Other Permissible Levies					
12(8)	0.67500	Contract for use of Bridge	6	0	44 0
12(10)	0.95000	Opr & Maint publicly owned Transit	7	0	45 0
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8	0	46 0
12(12)	0.13500	Opr & Maint of City owned Civic Center	9	0	47 0
12(13)	0.06750	Planning a Sanitary Disposal Project	10	0	48 0
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11	0	49 0
12(15)	0.06750	Levee Impr. fund in special charter city	13	0	51 0
12(17)	Amt Nec	Liability, property & self insurance costs	14 4,000	3,981	52 0.14499
12(21)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	462	0	465 0
Voted Other Permissible Levies					
12(1)	0.13500	Instrumental/Vocal Music Groups	15	0	53 0
12(2)	0.81000	Memorial Building	16	0	54 0
12(3)	0.13500	Symphony Orchestra	17	0	55 0
12(4)	0.27000	Cultural & Scientific Facilities	18	0	56 0
12(5)	As Voted	County Bridge	19	0	57 0
12(6)	1.35000	Missi or Missouri River Bridge Const.	20	0	58 0
12(9)	0.03375	Aid to a Transit Company	21	0	59 0
12(16)	0.20500	Maintain Institution received by gift/devise	22	0	60 0
12(18)	1.00000	City Emergency Medical District	463	0	466 0
12(20)	0.27000	Support Public Library	23	0	61 0
28E.22	1.50000	Unified Law Enforcement	24	0	62 0
Total General Fund Regular Levies (5 thru 24)			25 227,461	226,397	
384.1	3.00375	Ag Land	26 1,631	1,631	63 3.00375
Total General Fund Tax Levies (25 + 26)			27 229,092	228,028	Do Not Add
Special Revenue Levies					
384.8	0.27000	Emergency (if general fund at levy limit)	28 7,449	7,414	64 0.27000
384.6	Amt Nec	Police & Fire Retirement	29	0	0
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30 13,500	13,437	0.48935
Rules	Amt Nec	Other Employee Benefits	31 6,240	6,211	0.22619
Total Employee Benefit Levies (29,30,31)			32 19,740	19,648	65 0.71554
Sub Total Special Revenue Levies (28+32)			33 27,189	27,062	
Valuation					
386	As Req	With Gas & Elec	Without Gas & Elec		
		(A)	(B)		
SSMID 1				34 0	66 0
SSMID 2				35 0	67 0
SSMID 3				36 0	68 0
SSMID 4				37 0	69 0
SSMID 5				555 0	565 0
SSMID 6				556 0	566 0
SSMID 7				1177 0	### 0
SSMID 8				1185 0	### 0
Total Special Revenue Levies			39 27,189	27,062	
384.4	Amt Nec	Debt Service Levy 76.10(6)	40 56,575	56,332	70 1.88390
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	41	0	71 0
Total Property Taxes (27+39+40+41)			42 312,856	311,422	72 11.11443

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:

Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) Number of the resolution adopting the budget has been included at the top of this form.
- 6) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.
- 7) The long term debt schedule (Form 703) shows sufficient payment amounts to pay the G.O. debt certified by the city to this office.

(County Auditor)

EXPENDITURES SCHEDULE PAGE 1

Fiscal Year Ending 2020

Fiscal Years

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2020	RE-ESTIMATED 2019	ACTUAL 2018
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
PUBLIC SAFETY											
Police Department/Crime Prevention	1	8,729							8,729	7,280	7,280
Jail	2								0	0	0
Emergency Management	3								0	0	0
Flood Control	4								0	0	0
Fire Department	5	12,110							12,110	11,622	10,831
Ambulance	6	6,055							6,055	5,811	5,415
Building Inspections	7	20,000							20,000	20,000	13,194
Miscellaneous Protective Services	8								0	0	0
Animal Control	9	1,500							1,500	1,500	0
Other Public Safety	10								0	0	0
TOTAL (lines 1 - 10)	11	48,394	0				0		48,394	46,213	36,720
PUBLIC WORKS											
Roads, Bridges, & Sidewalks	12	30,000	60,000						90,000	99,000	3,096
Parking - Meter and Off-Street	13								0	0	0
Street Lighting	14	7,000							7,000	7,000	5,789
Traffic Control and Safety	15	200							200	200	823
Snow Removal	16	20,000							20,000	15,000	11,319
Highway Engineering	17								0	0	0
Street Cleaning	18								0	0	0
Airport (if not Enterprise)	19								0	0	0
Garbage (if not Enterprise)	20	30,000							30,000	27,000	25,806
Other Public Works	21								0	0	0
TOTAL (lines 12 - 21)	22	87,200	60,000				0		147,200	148,200	46,833
HEALTH & SOCIAL SERVICES											
Welfare Assistance	23	300							300	300	294
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27	2,000							2,000	2,000	1,339
Community Mental Health	28								0	0	0
Other Health and Social Services	29								0	0	0
TOTAL (lines 23 - 29)	30	2,300	0				0		2,300	2,300	1,633
CULTURE & RECREATION											
Library Services	31	9,641							9,641	8,683	14,493
Museum, Band and Theater	32								0	0	0
Parks	33	2,000							2,000	2,000	1,076
Recreation	34								0	0	0
Cemetery	35								0	0	0
Community Center, Zoo, & Marina	36								0	0	0
Other Culture and Recreation	37	5,000							5,000	5,000	4,420
TOTAL (lines 31 - 37)	38	16,641	0				0		16,641	15,683	19,989

EXPENDITURES SCHEDULE PAGE 2

Fiscal Year Ending 2020

Fiscal Years

GOVERNMENT ACTIVITIES CONT. (A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2020 (J)	RE-ESTIMATED 2019 (K)	ACTUAL 2018 (L)
COMMUNITY & ECONOMIC DEVELOPMENT											
Community Beautification	39	3,000							3,000	3,000	0
Economic Development	40	1,500							1,500	1,500	1,750
Housing and Urban Renewal	41								0	0	0
Planning & Zoning	42	1,250							1,250	1,250	286
Other Com & Econ Development	43	50,000							50,000	15,000	3,968
TOTAL (lines 39 - 44)	45	55,750	0	0				0	55,750	20,750	6,004
GENERAL GOVERNMENT											
Mayor, Council, & City Manager	46	6,000	600						6,600	6,600	3,747
Clerk, Treasurer, & Finance Adm.	47	83,000	19,740						102,740	77,740	67,374
Elections	48	2,000							2,000	2,000	687
Legal Services & City Attorney	49	35,000							35,000	35,000	14,352
City Hall & General Buildings	50	20,700							20,700	19,600	17,291
Tort Liability	51	5,000							5,000	5,000	4,204
Other General Government	52	3,500							3,500	5,000	635
TOTAL (lines 46 - 52)	53	155,200	20,340	0				0	175,540	150,940	108,290
DEBT SERVICE	54				157,675				157,675	157,843	57,498
Gov Capital Projects	55								0	0	101,117
TIF Capital Projects	56								0	0	0
TOTAL CAPITAL PROJECTS	57	0	0	0		0	0	0	0	0	101,117
TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	58	365,485	80,340	0	157,675	0	0	0	603,500	541,929	378,084
BUSINESS TYPE ACTIVITIES Proprietary: Enterprise & Budgeted ISF											
Water Utility	59						350		350	501,400	142
Sewer Utility	60						45,000		45,000	37,000	23,553
Electric Utility	61								0	0	0
Gas Utility	62								0	0	0
Airport	63								0	0	0
Landfill/Garbage	64								0	0	0
Transit	65								0	0	0
Cable TV, Internet & Telephone	66								0	0	0
Housing Authority	67								0	0	0
Storm Water Utility	68								0	0	0
Other Business Type (city hosp., ISF, parking, etc.)	69								0	0	0
Enterprise DEBT SERVICE	70								0	0	0
Enterprise CAPITAL PROJECTS	71								0	0	0
Enterprise TIF CAPITAL PROJECTS	72								0	0	0
TOTAL Business Type Expenditures (lines 59 - 73)	73						45,350		45,350	538,400	23,695
TOTAL ALL EXPENDITURES (lines 58+74)	74	365,485	80,340	0	157,675	0	0	45,350	648,850	1,080,329	401,779
Regular Transfers Out	75		7,449						7,449	201,000	3,987
Internal TIF Loan / Repayment Transfers Out	76			101,100					101,100	400,840	101,117
Total ALL Transfers Out	77	0	7,449	101,100	0	0	0	0	108,549	601,840	105,104
Total Expenditures & Fund Transfers Out (lines 75+78)	78	365,485	87,789	101,100	157,675	0	0	45,350	757,399	1,682,169	506,883
Ending Fund Balance June 30	79	240,271	149,344	7,901	5,163	2,792	0	5,858	411,329	482,181	809,388

* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project. The entry is made on the Con Approps page that must accompany the budget forms if used. SEE INSTRUCTIONS FOR USE.

City of Cumming

2018 Capital Improvements Plan

Project: Water Main Project - IN PROGRESS

Ranking: High

Description

Update water mains

Cost Estimate

Total 1,500,000

Funding Source(s)

General Obligation Bonds
 Tax Increment Financing
 Special Assessments
 Federal/State Grants
 SRF Loans
 Other

Recommended and Scheduled For: FY2018

Project: City Hall Renovation/Relocation

Ranking: High

Description

City Hall Renovation/Addition or Relocation

Cost Estimate

Total 500,000

Funding Source(s)

General Tax Revenues
 Tax Increment Financing
 Federal/State Grants
 Other

Recommended and Scheduled For: FY2019

Project: Septic Systems in Downtown

Ranking: High

Description

Hook all residents in downtown area to the sewer system

Cost Estimate

Total 500,000

Funding Source(s)

General Obligation Bonds
 Tax Increment Financing
 Special Assessments
 Federal/State Grants
 SRF Loans
 Other

Recommended and Scheduled For: FY2019

Project: Southtrunk Sewer Phase 3

Ranking: Medium

Description

Middle Creek basin sewer extension coal tar epoxy lined RCP provides for residential and economic dev. of Highway G14

Cost Estimate

Total 850,000

Funding Source(s)

General Obligation Bonds
 Tax Increment Financing
 Special Assessments
 Federal/State Grants
 SRF Loans

Recommended and Scheduled For: FY2030

Project: Paving/Curb & Gutter Downtown

Ranking: Medium

Description

Pave and add curb and gutter to downtown streets

Cost Estimate

Total ?

Funding Source(s)

General Obligation Bonds
 Tax Increment Financing
 Special Assessments
 Federal/State Grants
 Other

Recommended and Scheduled For: FY2020

Project: Street Resurfacing/Paving**Ranking: Medium****Description****Cost Estimate****Funding Source(s)**

Resurfacing N. 35th Street

4 1/2 " HMA over existing rock base

Contingency - 15%

Engineering and Design

150,000

22,500

60,000

Total 232,500

General Obligation Bonds

Tax Increment Financing

Special Assessments

Federal/State Grants

Other

Recommended and Scheduled For: FY2020

Project: Warren Co. Middle Creek Extension**Ranking: Low****Description****Cost Estimate****Funding Source(s)**

Middle Creek basin sewer extension coal tar epoxy lined RCP

provides for economic development east of I-35

Total 1,683,150

General Obligation Bonds

Tax Increment Financing

Special Assessments

Federal/State Grants

SRF Loans

Other

Recommended and Scheduled For: FY2020

Project: Additions to Bike Trail**Ranking: Low****Description****Cost Estimate****Funding Source(s)**

Provide additional bike trails within the City limits from

the Great Western Trail

Total ?

General Obligation Bonds

Tax Increment Financing

Federal/State Grants

Developers

Other

Recommended and Scheduled For: FY2020

Project: Joint Sealing**Ranking: Low****Description****Cost Estimate****Funding Source(s)**

Seal joints on streets in Prairie Shores/Apple Creek

Total 50,000

Road Use Taxes

General Tax Revenues

Recommended and Scheduled For: FY2025

Project: Signage**Ranking: Low****Description****Cost Estimate****Funding Source(s)**

Signage for eastern corporate limits

Total 50,000

General Tax Revenues

Federal/State Grants

Other

Recommended and Scheduled For: FY2020

Memo:

To: Mayor and Members of the Cuning City Council

From: Donald Sandor

Re: Staffing

Date: January 27,2020

Issue:

This memo is to recommend to the Mayor and City Council of the City of Cumming to proceed with the recruitment of a new staff person to replace the former City Clerk. Recruitment and hiring of qualified staff can take several months so the process should begin as soon as possible. It is my recommendation the City consider hiring a City Administrator/City Clerk as provided for in Chapter 21 of the City Code of Ordinances.

The City of Cumming is facing opportunities for future growth that will be unprecedented in its history. The City will face challenges in planning, engineering, and financing along with the coordination of the multiple facets of development. Development is a lengthy and complex process that can go smoother when there is one central contact person who coordinates all aspects of development with the Planning and Zoning Commission, City Council and Mayor, City Attorneys, City Engineers, financial planners, and bond counsel. One staff person can obtain a better understanding of the interrelationship between the goals and direction of the City with the needs and desires of a developer and the financial impacts of using TIF or general obligation bonds as well as working through the issues of annexation, water requirements, sewer capacity, roadways, and other infrastructure needs.

The City Administrator/City Clerk would perform the duties of the City Clerk as provided for in Chapter 18 of the City Code of Ordinances with the assistance of the part-time Deputy City Clerk. Performing the duties of City Clerk, along with the City Finance Officer duties in Chapter 19 of the City Code of Ordinances, will give the City Administrator/City Clerk the in-depth knowledge of the City's finances. This background will give this staff person the information needed to make recommendations to the Mayor and Council for any financial assistance the City may be able to provide a development.

This person will also be able to represent the City and its interest in metro and regional organizations as well as working with neighboring communities, the County, and other governmental agencies. The title and role of City Administrator will enhance this person's relationship with these other agencies. With experience and knowledge, this staff person may be able to handle some routine matters currently handled by outside consultants.

Duties:

Chapter 21 of the City Code outlines the duties of the City Administrator, and Chapters 18 and 19 provide for responsibilities of the City Clerk and the Finance Director. There is also a detailed job description for the City Clerk position. These documents would be combined into a job description for the position of City Administrator/City Clerk. Some of the most relevant duties listed in Chapter 21 would include:

1. Coordinate City projects and keep the Council informed of actions required by the Council.
2. Keep Council full advised of the financial and other conditions of the city and its future needs.
3. Make recommendations to the Council and to participate in projects and endeavors to support and promote economic growth and development in the City.
4. Maintain liaison with citizens, businesses, developers, builders, engineers and other governmental agencies.

5. Prepare and administer the annual City operating budget in coordination with the Mayor and City Council.
6. Serve as Zoning Administrator, refer matters to the Planning and Zoning Commission and Board of Adjustment as needed. Assist the Council and Planning and Zoning Commission in carrying out their duties related to land use regulation and planning within the City as well as facilitate the preparation and administration of the comprehensive plan.
7. Perform the duties of City Clerk and City Finance Officer.

Qualifications and Experience:

Since this person will have the dual role as City Administrator and City Clerk, there will be qualifications necessary to function in both roles. These qualifications should include the following:

1. Bachelor's Degree in public administration, accounting, business administration or comparable field.
2. Some accounting background required.
3. Previous government experience, especially in local government, preferred.
4. Knowledge of land use, planning, and development beneficial.
5. Knowledge of local government financing beneficial.
6. Possess and maintain a valid Iowa driver's license.

Process:

The recruitment of candidates for this position can be done in-house, coordinated through Don Sandor and the City Attorney. Ads can be placed in local government publications and web sites, as well as private job sites. Initial review of candidates can be performed by Sandor and the City Attorney, with final review, interviews and selection performed by the Mayor and Council.