

NOTICE OF REGULAR COUNCIL MEETING
CUMMING CITY COUNCIL
January 13, 2025 – 6:00 p.m.
Cumming City Hall, 649 N. 44th St., Cumming, IA*

ROLL CALL

APPROVAL OF AGENDA as presented and/or amended

PUBLIC COMMENT

**FY 26 BUDGET GUESTS: LAW ENFORCEMENT AND PUBLIC WORKS-
WASTEWATER**

- Warren County Sheriff Joe Carico
- Des Moines Area Wastewater Reclamation Authority Director Scott Hutchens

CONSENT ITEMS

- A. Minutes from the December 9, 2024, Regular Council Meeting
- B. Payment of Bills
- C. 2024 Building Permits
- D. Motion to Appoint Nichole Onstot as City Clerk/Finance Officer
- E. Motion to Appoint Charlie Ochanpaugh as Mayor Pro-Tem
- F. Motion to Appoint Charlie Ochanpaugh as Planning & Zoning Liaison
- G. Motion to Appoint Kathie Hungerford Park & Recreation Liaison
- H. Motion to Appoint Brent Highfill as Primary Representative and Nichole Onstot as alternate to the Iowa Communities Assurance Pool Representative
- I. Motion to Appoint Joe Weinman as Agent and Nichole Onstot as City Representative for the Iowa Municipal Works Compensation Association Agent and Representative
- J. Motion to Appoint Larry Goode, Jr. as Primary Representative and Brent Highfill as alternate to the Des Moines Metropolitan Wastewater Reclamation Authority Representatives
- K. Motion to Appoint Rita Conner as the Primary Representative for the Technical Committee and Alex Schlader as alternate for the Des Moines Wastewater Reclamation Authority Technical Committee
- L. Approve Casey's Tobacco License

BUSINESS ITEMS

- A. Resolution 2025-01 Extending the Maturity Date of the City's Sewer Revenue Loan and Disbursement Agreement Anticipation Project Note
- B. Resolution 2025-02 To Approve Flock Safety Camera Installation

REPORTS:

A. Mayor B. Council C. Attorney D. City Clerk E. City Administrator

ADJOURN INTO WORKSESSION FY 26 BUDGET

ADJOURNMENT

*The City of Cumming welcomes public participation. If unable to attend this meeting in person, online and phone participation are available below. For questions, please contact City Hall at 649 N 44th Street, 515-981-9214 or email at nonstot@cumming.iowa.gov

Join Zoom Meeting
<https://us02web.zoom.us/j/2382663968>
Meeting ID: 238 266 3968

Council Communication: Council Meeting Items for January 13, 2025

SUBMITTED BY:

Rita Conner, City Administrator

FY 26 BUDGET GUESTS: LAW ENFORCEMENT AND PUBLIC WORKS-WASTEWATER

Our FY 26 Budget process will include visits from each of the various agencies that we contract with for city services. Each guest will provide a brief overview and take questions from Council. We are placing this at the top of the agenda to make the best use of the guests' time. Budget worksessions will be at the conclusion of the regular Council agenda.

CONSENT ITEMS

The first Council meeting of the year brings several appointments, which are included in Consent Items D-K. These are standard appointments and provide for the City's administrative functions, as well as our inclusion in critical regional agencies.

BUSINESS ITEMS

Resolution 2025-01 Extending the Maturity Date of the City's Sewer Revenue Loan and Disbursement Agreement Anticipation Project Note

- We begin the Old Town Sanitary Sewer and Rehabilitation Project in 2025, after many years of discussion about the replacement of the current sanitary waste system. Council will conduct a public bid letting in the coming weeks with start of construction anticipated in summer/fall.
- The financing mechanism for the project is a loan from the State of Iowa Revolving Loan Fund through the Iowa Finance Authority (IFA) <https://www.iowasrf.com/planning-and-design-loans/>. We are currently working with planning & design funds from this source and will finalize the project loan in conjunction with the final design and contract award. Debt service on the loan payments will come from tax increment (TIF) dollars generated by the Hy Vee Distribution Center.
- The original maturity date was October 29, 2024. The change to October 29, 2025 is in alignment with the current schedule for the project and is supported by IFA.

Resolution 2025-02 To Approve Flock Safety Camera Installation

- Warren County Sheriff Joe Carico attended the December 9, 2024 Council meeting to present on the proposed installation of safety cameras to assist in law enforcement investigations of criminal activity.
- Information on the Flock camera system <https://www.flocksafety.com/>
- The camera location in Cumming is proposed as the vicinity of the I-35/Cumming Avenue exit, east side.
- Council requested additional information to understand how the use of the cameras would be regulated, and how the access to the cameras would be managed. Sheriff Carico provided written policy information that is included in the Council meeting packet for this item.

FY 26 BUDGET WORKSESSION

- An initial budget book is being provided to Mayor and Council with the regular Council meeting packet. The materials include the FY 26 schedule of budget actions, a general

highlights sheet, and the first draft of anticipated expenditures, revenues, tax levy and valuations.

- *How do we get the tax dollars that are then budgeted to pay for city services and projects?*
 - The amount of taxable property valuation we have as a city has been calculated by Warren County and provided to the Iowa Department of Management <https://dom.iowa.gov/local-government/city-resources>. This number allows us to calculate what tax dollars will be available to us for general fund operations. General fund operations include law enforcement, fire/EMS, library, parks & recreation, administration, legal, planning & zoning, building, code enforcement, engineering, information technology and communications.
 - Property valuations are assessed for residential, commercial, multifamily, railroad, industrial, and agricultural properties. Once assessed, this gives us the total, or the *100% valuation* of the properties in our city. The State rollback formula is then applied, which limits the amount of the property's value that can actually be taxed. For example, any residential property in our current FY 25 fiscal year budget was taxed at 43.46% of its actual value.
 - The 100% valuation, also called debt service valuation, is used in formulating any debt the City takes on, which is limited to 5% of the value of taxable property for the city. Any debt funds have been/can be used for capital projects such as streets, water, sewer, park and trail infrastructure. buildings and equipment.
- *What do we have to work with as a City for FY 26?*
 - The City's taxable valuation is shown at \$83,926,559, which demonstrates that the City grew 77.31% in taxable property. However, the Consolidated General Fund Levy (CGFL) rate provided to us by the State limits the actual collection of taxes from this growth, using 3% as a cap. This cap means the taxable valuation we have provides an estimated \$640,784 for all general fund operations listed above.
 - Our city general fund tax levy rate under the State's CGFL is \$7.63505, which will then be combined with the Council agreed debt levy for FY 26. The total tax levy rate will be finalized by Council in these budget worksessions, combining debt service and general fund levies. Our current budget, FY 25, has a combined total city tax rate of \$11.62. Other taxing entities' levies (Warren County, Norwalk School District, DMAACC) are combined with the city's levy to create the consolidated tax levy, \$36.90 per \$1000 of taxable valuation, after the rollback is accounted for.
- *What are specific items for consideration for FY 26?*
 - Fire/EMS service amount and source
 - Street network, maintenance and future capital projects
 - Outsourcing model of operating and the future

FY2026 BUDGET CALENDAR

(June 1, 2025 – June 30, 2026)

December 9, 2024– Council Budget Worksession-Overview, Schedule and FY 26 Considerations

January 13, 2025 – Council Budget Worksession General Fund Part 1 Warren County Sheriff's Office, Public Works-Wastewater, Initial Capital Improvement Program (CIP) Review

January 27, 2025 – Council Budget Worksession General Fund Part 2 West Des Moines Public Library, Norwalk Fire/EMS, Park & Recreation-Mowing, Maintenance and Facilities; Public Works-Streets and Utilities, Second CIP Review

January 27, 2025 or February 10, 2025 – Set Maximum Property Tax Hearing for March 24, 2025,

Publication notice is no less than 10 days (3/14/25) and no more than 20 days (3/4/25) before March 24, 2025. Notice goes on City website and Facebook. **Proof of Publication goes to Auditor.**

February 10, 2025 –Council Budget Work Session-Reserved TBD

March 1, 2025 – Proposed Property Tax Levy tab of budget is due to IA Dept of Mgmt. so County can mail notices.

March 24, 2025 –Council Meeting - Maximum Property Tax Levy Hearing

March 24, 2025 –Regular Council Meeting - Set Budget Hearing for April 14, 2025

Publication notice is no less than 10 days (4/4/25) and no more than 20 days (3/25/25) before April 14, 2025. Notice also goes on City website and Facebook. **Proof of Publication goes to Auditor.**

April 14, 2025 – Council Meeting Budget Hearing

April 14, 2025 –Regular Council Meeting - First opportunity to modify budget OR adopt budget as is.

IF NOT APPROVED, Publication notice is same as above and HAS TO BE PUBLISHED ON 4/18/25 TO BE IN COMPLIANCE *double check on this. I think it only applies if rate goes up.*

April 28, 2025 – Last opportunity to modify budget and MUST BE ADOPTED

April 30, 2025 – Submit Budget to County Auditor. Budget copy must be signed before turning in.

****DATES SUBJECT TO CHANGE ****

**OFFICIAL PUBLICATION
CITY OF CUMMING
Regular Council Meeting 12/09/2024
To be Approved at 01/13/2025 Meeting**

The regular City Council Meeting of the City of Cumming was held at Cumming City Hall 649 N. 44th St. on December 9, 2024 at 6:00PM. The meeting was called to order at 6:00 P.M. by Mayor Brent Highfill. Present at Roll Call: Charlie Ochanpaugh, Mayor Pro Tem; Kathie Hungerford via Zoom, Larry “Dino” Goode, Jr., Thomas Cackler and Martin Squier. Motion by Cackler, seconded by Goode, Jr. to approve the agenda. Approved 5-0.

Public Comment: Jack Eaton, 3546 25th Ave, Cumming, IA 50061, has concerns regarding the height of the grass on 25th Ave/44th Ave and the right of way maintenance.

Consent Items:

Motion made by Ochanpaugh, seconded by Cackler to approve Consent Items with the removal of the Diligent Payment in Claims to be approved per Resolution 2024-59; Minutes from November 18, 2024 Regular Council Meeting, Payment of Bills, November 2024 Financials, November 2024 Sheriff’s Report, Motion to Cancel Regular Council Meeting on December 23, 2024, Motion to Approve Alcohol License for Iowa Distilling Company, and Resolution 2024-57 To Approve Metro Planning Organization (MPO) Representatives January 1, 2025 through December 31, 2025. Approved 5-0.

Payment of Bills:

Type	Date	Name	Memo	Amount
ACH Liability	11/20/2024	Iowa Department of Revenue	Adjustment Q3 2024	-19.97
Check	12/01/2024	Beem's Towing	Invoice 543532386	-150.00
Check	12/02/2024	N/Warren Town & County News	AFR, Min 10.28.24, Ord 2024-01	-268.44
Check	12/02/2024	Elan Financial Services	November Invoice	-108.30
Check	12/02/2024	N/Warren Town & County News	Minutes 10.14.24	-199.84
ACH	12/02/2024	Iowa Finance Authority	Dec 2024 Interest Payment	-1,124.45
ACH	12/03/2024	US Bank	Invoice 543532386	-199.70
ACH	12/03/2024	Waste Connections	November 2024	-4,221.19
ACH	12/03/2024	Wellmark Blue Cross and Blue Shield	Health Insurance - December 2024	-790.27
ACH Liability	12/05/2024	United States Treasury	Q4 2023 Tax + penalties/interest	-12,506.74
ACH Liability	12/05/2024	IPERS	91308	-1,623.04
Check	12/06/2024	City of Des Moines	January 2024 Invoice	-3,646.60
ACH Liability	12/09/2024	United States Treasury	Adjustment Q1 24	-1,467.23
ACH	12/11/2024	MidAmerican Energy	December 2024	-800.74
ACH	12/11/2024	Century Link	December 2024	-293.52
ACH	11/30/2024	Mobile Deposit Fee	CSB	-1.61
			Total	-27,421.64

Business Items:

- A. Motion by Goode, seconded by Squier to approve Resolution 2024-58 Approving Flock Safety Camera Installation. Council discussed the Flock Safety Camera, Council has questions regarding the camera and would like those answered by Sheriff Carico. Resolution 2024-58 was tabled. Tabled. 5-0.
- B. Motion by Cackler, seconded by Ochanpaugh to approve Resolution 2024-59 Approving Reimbursement to Diligent Development for Completion of Recreational Trail. Conner noted that this reimbursement lives within the Agrihood Development Agreement. Approved 5-0.

Reports:

- A. Mayor provided a yearly recap for City Council about their accomplishments and all the pieces that we have had come together. He attended the Warren County Economic Development Group meeting, and two Cumming businesses received awards. City Staff will publish a report on this meeting.
- B. Councilmember Cackler had a question surrounding the beacons being replaced on the new stop signs at S 44th Street. Discussion continued and City Staff will look for a possible solution for a temporary beacon.
- C. No Report
- D. No Report
- E. City Administrator noted that the new intersection signs will be removed on December 9, 2024. There was discussion surrounding adding a beacon to the top of the new stop sign posts that are located at the intersection. Discussion surrounding additional lighting at the new intersection, Administrator will follow up with MidAmerican Energy.

Adjourn into Worksession:

- A. Motion by Cackler, seconded by Squier to enter worksession at 7:01pm. Approved 5-0.

Adjourn:

Motion by Cackler, seconded by Squier to adjourn the meeting at 7:25PM. Approved 4-0. Hungerford absent.

NEXT CITY COUNCIL MEETING: January 13, 2025, at 6:00PM at City Hall

Brent Highfill, Mayor

Attest: Nichole Onstot, City Clerk

City of Cumming Claims To Be Approved All Transactions

Type	Date	Name	Memo	Amount
Check	12/09/2024	Waste Solutions of Iowa	Invoice 96112	-137.00
Check	12/10/2024	Combined Systems Technology	Invoice 169133	-848.09
Check	12/10/2024	Combined Systems Technology	Invoice 169230	-128.65
ACH	12/13/2024	Iowa Sign	Invoice 10793	-704.86
ACH	12/13/2024	Iowa Sign	Invoice 10845	-374.04
Check	12/16/2024	Iowa One Call	Invoice 267797	-34.20
Check	12/16/2024	Bonnie's Barricades, Inc.	Invoice 22244	-1,110.00
Check	12/16/2024	N/Warren Town & County News	Minutes 11.18.24	-94.79
ACH	12/16/2024	First Net	Invoice 287321929420	-123.81
Check	12/16/2024	Skinner Law Office PC	Invoice 37663	-2,653.75
Check	12/19/2024	DM Metro Electric	Invoice DMM24-165	-256.80
Check	12/27/2024	Bonnie's Barricades, Inc.	Invoice 22374	-2,110.00
ACH	12/27/2024	Midamerican Energy	November Invoice	-805.91
Check	12/27/2024	Veenstra & Kimm Inc.	Invoice 41235-83	-7,808.16
ACH	01/07/2025	US Bank	Invoice 545835423	-199.70
ACH	01/07/2025	Waste Connections	December 2024	-3,721.19
ACH	01/07/2025	Wellmark Blue Cross and Blue Shield	Health Insurance - January 2025	-611.21
ACH	01/07/2025	Delta Dental of Iowa	January 2025	-87.76
Check	01/08/2025	McClure Engineering Co.	Invoice 156359	-17,540.00
Check	01/08/2025	McClure Engineering Co.	Invoice 156846	-8,688.40
Check	01/08/2025	City of Des Moines	February 2024 Invoice	-3,646.60
Check	01/08/2025	Warren County Oil	Invoice 00890	-334.51
Check	01/08/2025	Norwalk Area Chamber	2025-2026 Membership	-780.00
Check	01/08/2025	Scott Hensen	Winterizing 10.15.24	-500.00
Check	01/08/2025	Baker Group	Invoice 286761	-423.50
			Total	<u><u>-53,722.93</u></u>



Combined Systems Technology, Inc.
 2165 NW 108th Street
 Suite D
 Clive, IA 50325
 (515) 270-5300

Date	Invoice
12/09/2024	169133
Account	
City of Cumming	

Bill To:
City of Cumming Attn: Nichole Onstot 649 N 44th Street PO Box 100 Cumming, IA 50061 United States

Ship To
City of Cumming 649 N 44th Street PO Box 100 Cumming, IA 50061 United States

Due Date	PO Number	Reference
NET ON RECEIPT		

Products & Other Charges	Quantity	Price	Amount
Billable Products & Other Charges			
SonicWall TZ270 Network Security/Firewall Appliance - 8 Port - 10/100/1000Base-T - Gigabit Ethernet - DES, 3DES, MD5, SHA-1, AES (128-bit), AES (192-bit), AES (256-bit) - 8 x RJ-45 - 2 Year Secure Upgrade Plus Essential Edition - Desktop, Rack-mountable - TAA Compliant Serial Number(s): 18C2418D37A0	1.00	\$834.25	\$834.25
Shipping	1.00	\$13.84	\$13.84
Total Products & Other Charges:			\$848.09

Make checks payable to Combined Systems Technology, Inc.	Invoice Subtotal:	\$848.09
	Sales Tax:	\$0.00
	Invoice Total:	\$848.09
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$848.09

A restocking charge of up to 25% may be applied to all returned equipment or cancelled agreements.
 All invoices are subject to a finance charge of 1.5% per month, or 18% per annum when past due. Any account placed for collection will also incur collection fees.

NOTE: If you choose to pay by credit card, a 3.5% handling fee will be charged.

Thank you for doing business with CST! "Celebrating Over 44 Years of Technology Excellence!"



1360 NW 121st Street
Clive, IA 50325

Rita Conner
City of Cumming, IA
PO Box 100
Cumming, IA 50061

December 04, 2024
Project No: 2023000167-000
Invoice No: 156359
Due Date: January 03, 2025

Project 2023000167-000 Cumming Sanitary Sewer Collection System

Professional Services from November 01, 2024 to November 30, 2024

Phase	300	Funding
Task	302	Funding Application/Procurement

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Funding Application/Procurement	10,000.00	50.00	5,000.00	5,000.00	0.00
Total Fee	10,000.00		5,000.00	5,000.00	0.00
Total Fee					0.00
Total this Task					0.00

Task	303	Funding Administration and Coordination			
Total this Task					0.00
Total this Phase					0.00

Phase	400	Preliminary Design			
Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Preliminary Design	100,000.00	100.00	100,000.00	100,000.00	0.00
Preliminary Geotechnical Design	5,000.00	100.00	5,000.00	5,000.00	0.00
Total Fee	105,000.00		105,000.00	105,000.00	0.00
Total Fee					0.00
Total this Phase					0.00

Phase	500	Final Design			
Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing

Project	2023000167-000	Cumming Sanitary Sewer Collection System				Invoice	156359
Final Design		105,000.00	90.00	94,500.00	79,800.00	14,700.00	
Final Geotechnical Design		1,500.00	50.00	750.00	0.00	750.00	
Final Storm Study		7,400.00	40.00	2,960.00	2,220.00	740.00	
Total Fee		113,900.00		98,210.00	82,020.00	16,190.00	
		Total Fee					16,190.00
						Total this Phase	\$16,190.00

Phase	700	Survey Services					
Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing		
Preliminary Design Survey	74,200.00	100.00	74,200.00	74,200.00	0.00		
Acquisition Plats and Legal Descriptions	5,000.00	60.00	3,000.00	1,650.00	1,350.00		
Total Fee	79,200.00		77,200.00	75,850.00	1,350.00		
		Total Fee					1,350.00
						Total this Phase	\$1,350.00

Phase	850	Project Management					
Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing		
Project Management	18,800.00	95.00	17,860.00	17,860.00	0.00		
General Meetings	12,000.00	100.00	12,000.00	12,000.00	0.00		
Total Fee	30,800.00		29,860.00	29,860.00	0.00		
		Total Fee					0.00
						Total this Phase	0.00

Phase	950	Misc Fees and Expenses					
Task	960	Consultants (Braun Intertec Corporation)					
						Total this Task	0.00
						Total this Phase	0.00
						Total Due this Invoice	\$17,540.00



1360 NW 121st Street
Clive, IA 50325

Rita Conner
City of Cumming, IA
PO Box 100
Cumming, IA 50061

December 31, 2024
Project No: 2023000167-000
Invoice No: 156846
Due Date: January 30, 2025

Project 2023000167-000 Cumming Sanitary Sewer Collection System

Professional Services from December 01, 2024 to December 28, 2024

Phase	300	Funding
Task	302	Funding Application/Procurement

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Funding Application/Procurement	10,000.00	50.00	5,000.00	5,000.00	0.00
Total Fee	10,000.00		5,000.00	5,000.00	0.00
Total Fee					0.00
Total this Task					0.00

Task	303	Funding Administration and Coordination			
Total this Task					0.00
Total this Phase					0.00

Phase	400	Preliminary Design			
Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Preliminary Design	100,000.00	100.00	100,000.00	100,000.00	0.00
Preliminary Geotechnical Design	5,000.00	100.00	5,000.00	5,000.00	0.00
Total Fee	105,000.00		105,000.00	105,000.00	0.00
Total Fee					0.00
Total this Phase					0.00

Phase	500	Final Design			
Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing

Project	2023000167-000	Cumming Sanitary Sewer Collection System				Invoice	156846
Final Design		105,000.00	95.00	99,750.00	94,500.00	5,250.00	
Final Geotechnical Design		1,500.00	75.00	1,125.00	750.00	375.00	
Final Storm Study		7,400.00	40.00	2,960.00	2,960.00	0.00	
Total Fee		113,900.00		103,835.00	98,210.00	5,625.00	
		Total Fee					5,625.00
						Total this Phase	\$5,625.00

Phase	700	Survey Services					
Billing Phase		Fee	Percent Complete	Earned	Previous Billing	Current Billing	
Preliminary Design Survey		74,200.00	100.00	74,200.00	74,200.00	0.00	
Acquisition Plats and Legal Descriptions		5,000.00	60.00	3,000.00	3,000.00	0.00	
Total Fee		79,200.00		77,200.00	77,200.00	0.00	
		Total Fee					0.00
						Total this Phase	0.00

Phase	850	Project Management					
Billing Phase		Fee	Percent Complete	Earned	Previous Billing	Current Billing	
Project Management		18,800.00	95.00	17,860.00	17,860.00	0.00	
General Meetings		12,000.00	100.00	12,000.00	12,000.00	0.00	
Total Fee		30,800.00		29,860.00	29,860.00	0.00	
		Total Fee					0.00
						Total this Phase	0.00

Phase	950	Misc Fees and Expenses					
Task	960	Consultants (Braun Intertec Corporation)					
						Total this Task	0.00

Task	962	Land Acquisition -JCG Land Services, Inc					
Consultants							
JCG Land Services, Inc.					3,063.40		
Total Consultants					3,063.40	3,063.40	
						Total this Task	\$3,063.40
						Total this Phase	\$3,063.40
						Total Due this Invoice	\$8,688.40

Outstanding Invoices

Number	Date	Balance
156359	11/30/2024	17,540.00
Total		17,540.00

WARREN COUNTY

PHONE 515-961-1122

**OFFICE OF
JOSEPH C. CARICO, SHERIFF**

**POST OFFICE BOX 337
INDIANOLA, IOWA 50125**

**Brent Highfill, Mayor
P.O. Box 100
Cumming, IA 50061**

Mayor Highfill,

The attached report summarizes the activities in and around the community for the month of December 2024. It is compiled from Deputy's Logs and Records from the Sheriff's Office. 19 Calls For Service (CFS's) were received or initiated by Deputies for the month. They include:

PLEASE SEE ATTACHED FOR CFS INFORMATION

Six Citations and/or Warnings were written for Traffic/Parking Violations that occurred within the City of Cumming proper.

Officers spent in excess of 43 hours in the City of Cumming for the month.

Officers patrolled in excess of 240 Miles within the city limits of Cumming for the month.

If you have questions, points of concern, or additional requests from your Sheriff's Office, please contact me at 515.690.9211 or joec@warrencountvia.org

**Respectfully,
Sheriff Joseph C. Carico**

cfs by date,community (community=contract town) - WARREN COUNTY

Date	Call Type	CFS Loc Adr	Inc #	How Cleared
12/28/2024 10:28:02 PM	BUILDING / PARK CHECK	300 N BRIER LN		COMPLETED
12/28/2024 5:23:02 PM	BUILDING / PARK CHECK	4200-4299 N GREENLEE AVE		COMPLETED
12/26/2024 11:03:40 PM	TRAFFIC STOP	30TH AVE/CUMMING AVE		WARNING ISSUED
12/24/2024 11:17:58 PM	BUILDING / PARK CHECK	649 N 44TH ST		CLEARED
12/23/2024 7:18:33 PM	TRAFFIC STOP	CUMMING AVE/N 43RD		WARNING ISSUED
12/23/2024 7:09:50 PM	TRAFFIC STOP	CUMMING AVE/N 50TH		WARNING ISSUED
12/22/2024 2:07:15 PM	ACCIDENT HIT AND RUN	4125 CUMMING AVE		ACCIDENT REPORT WCSO
12/22/2024 4:00:06 AM	BROKEN DOWN VEHICLE	3000 CUMMING AVE		ASSISTED
12/20/2024 1:41:15 PM	INCOMPLETE 911	1445 20TH AVE		OTHER SEE NARRATIVE
12/2/2024 10:49:56 PM	ALARM BURGLARY	2701 CUMMING AVE		DISREGARDED
12/6/2024 10:43:45 PM	BUILDING / PARK CHECK	4200-4299 N GREENLEE AVE		CLEARED
12/7/2024 1:58:14 PM	TRAFFIC STOP	CUMMING/N 44TH		WARNING ISSUED
12/7/2024 2:11:48 PM	TRAFFIC STOP	CUMMING AVE/58TH PL		WARNING ISSUED
12/7/2024 5:51:13 PM	ANIMAL ALL BUT DOG	CUMMING AVE/15TH AVE		TURNED OVER TO STATE
12/10/2024 5:05:27 AM	TRAFFIC STOP	N 44TH/CUMMING AVE		CITATION ISSUED
12/11/2024 6:53:10 PM	WELFARE CHK	5240 CUMMING AVE		COMPLETED
12/12/2024 1:43:21 AM	SICK PERSON	644 N 43RD ST		OTHER SEE NARRATIVE
12/12/2024 9:32:21 AM	WELFARE CHK	644 N 43RD ST		DISREGARDED
12/16/2024 7:17:50 AM	BROKEN DOWN VEHICLE	CUMMING AVE N 50TH		COMPLETED
12/18/2024 9:13:37 AM	ACCIDENT PROPERTY DAMAGE	5251 CUMMING AVE		ACCIDENT REPORT WCSO



Additional instructions are on the final page.

For period (MM/DD/YYYY) 01 / 08 / 2025 through 06/30/ 2025

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

Business Information:

Legal name/Doing business as (DBA): CASEY'S #4333

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

Retail address: 5240 CUMMING AVE City: CUMMING State: IA ZIP: 50061

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

Phone: 515-516-1479

Legal Ownership Information:

Type of ownership: Sole Proprietor Partnership Corporation LLC LLP

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

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

Phone: (515) 381-4090 Fax: (515) 446-6303 Email: LICENSINGTEAM@CASEYS.COM

Retail Information:

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

Types of Products Sold: (Check all that apply)

Cigarettes Tobacco Alternative nicotine products Vapor products

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

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

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s): N/A

Do you intend to make retail sales to ultimate consumers? Yes No

Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet.

Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.

Name: SAMUEL JAMES Title: PRESIDENT

Address: ONE SE CONVENIENCE BLVD

City: ANKENY State: IA ZIP: 50021

Name: BRIAN JOHNSON Title: VICE PRESIDENT

Address: ONE SE CONVENIENCE BLVD

City: ANKENY

State: IA

ZIP: 50021

Name: DOUGLAS BEECH

Title: ASSISTANT SECRETARY

Address: ONE SE CONVENIENCE BLVD

City: ANKENY

State: IA

ZIP: 50021

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Authorized Party

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: DOUGLAS M. BEECH

Authorized Signature: *Douglas M. Beech*

Date: 1/8/2025

Email: LICENSINGTEAM@CASEYS.COM

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New Renewal

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor Instructions

General Instructions

- Complete all applicable fields. A permit will not be issued until this application is properly completed and has been approved by your local jurisdiction or the Iowa Department of Revenue.
- Fill in the month, day, and years that this application covers.
- All permits expire annually on June 30.
- A new application must be submitted every year.

Business Information

- Fill in the legal name/DBA name of the business.
- Fill in the 9-digit Iowa sales and use tax permit number.
- Fill in the retail location address, city, and ZIP code. This is the address that will appear on the permit, if approved. If you are making mobile sales (see below for further instructions), use this line to report the address of the location from which your vehicle will be dispatched.
- Fill in the mailing address or PO Box, city, state, and ZIP code.
- Fill in the 10-digit phone number of the business.

Legal Ownership Information

- Check the ownership type of the business.
- Fill in the name(s) of the sole proprietor, partnership, the corporation, the LLC, or the LLP that owns the business. This is not the store manager or the corporate president. Do not fill in the name of an individual unless the type of ownership is sole proprietor.
- Fill in the address, city, state, and ZIP code of the business' primary office.
- Fill in the 10-digit phone number, fax number, and email address of the legal owner.

Retail Information

- Check the box for the type of sales the business will make.
- If you will make mobile retail sales, include the vehicle identification number (VIN) and license plate number for the vehicle from which sales will be made. NOTE: Each vehicle is a separate retail location. If you plan to make retail sales from more than one vehicle, you must complete a separate application for each vehicle from which retail sales will be made.
- Check the types of products sold at the business.
- Check the box that best describes the type of business establishment.
- Print the name of the sole proprietor, the partner(s), or corporate officials (up to three).
- Sign and date the application. The application must be signed by an authorized party.
- Return this application and fee to your local jurisdiction: city clerk (within city limits) or county auditor (outside of city limits).

Permit Fees

- The price of a retail permit depends on the location of the business and the month issued

Location	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Outside of city limits	\$50.00	\$37.50	\$25.00	\$12.50
City of less than 15,000	\$75.00	\$56.25	\$37.50	\$18.75
City of 15,000 or more	\$100.00	\$75.00	\$50.00	\$25.00

For City Clerk/County Auditor Only

Send completed/approved applications within 30 days of issuance to iapledge@iowaabd.com or by fax to 515-281-7375.

Visit the Iowa Department of Revenue at tax.iowa.gov for information regarding minimum price, a list of approved brands, a list of licensed distributors, and answers to frequently asked questions.

January 7, 2025

VIA EMAIL

Rita Conner
City Administrator/City Hall
Cumming, Iowa

Re: SRF Planning and Design Loan
Our File No. 420923-16

Dear Rita:

We have prepared and attach the necessary proceedings to enable the City Council to extend the maturity date of the City's SRF Planning and Design Loan from October 29, 2024, to October 29, 2025.

The proceedings attached include the following items:

1. Resolution extending the maturity date of the SRF Planning and Design Loan.
2. Amendment to IFA Interim Loan and Disbursement Agreement. Please have the Amendment executed as indicated by the City Clerk and the Mayor.

Please return the Amendment and one fully executed resolution to our office for our records, and retain one copy for the City's records. We will have the Amendment signed by the Iowa Finance Authority and will provide you with a fully executed copy for the City's records.

If you have any questions, please contact Emily Hammond, Erin Regan, Lauren Baker or me.

Best regards,

John P. Danos

Attachments

cc: Tracy Scebold
Tony Toigo
Lee Wagner
Rick Andriano

RESOLUTION NO. 2025-01

Resolution Extending the Maturity Date of the City's Sewer Revenue Loan and Disbursement Agreement Anticipation Project Note

WHEREAS, the City Council of the City of Cumming, Iowa (the "City"), has previously authorized the issuance of its Sewer Revenue Loan and Disbursement Agreement Anticipation Project Note in a principal amount not to exceed \$325,000 (the "Project Note") to the Iowa Finance Authority, as lender (the "Lender"), for the purpose of paying the cost, to that extent, of planning and designing improvements and extensions to the Municipal Sanitary Sewer System of the City; and

WHEREAS, the City intended to refund the Project Note by its scheduled maturity date on October 29, 2024, through the issuance of bonds or notes, but refunding proceeds were not yet available to the City; and

WHEREAS, the Lender has agreed to extend the maturity date of the Project Note to October 29, 2025, on the terms hereinafter set out;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Cumming, Iowa, as follows:

Section 1. The maturity date of the Project Note is hereby extended to October 29, 2025, and the Project Note shall continue to bear interest at the rate of 0% per annum from the date hereof to its maturity.

Section 2. The City Council hereby reserves the right to prepay principal of the Project Note in whole or in part at any time prior to the maturity thereof with accrued interest to the date of such payment.

Section 3. The Mayor and City Clerk are hereby authorized and directed to enter into whatever legal documents are required by the Lender to effectuate the provisions of this resolution.

Section 4. All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, to the extent of such conflict.

Passed and approved January 13, 2025.

Mayor

Attest:

City Clerk

INTERIM LOAN AND DISBURSEMENT
AGREEMENT MATURITY EXTENSION

Cumming, Iowa

420923-16

January 13, 2025

The City Council of the City of Cumming, Iowa, met on January 13, 2025, at _____
o'clock ____m., at the _____, in the City. The Mayor presided and the roll being
called, there were present and absent the following named Council Members:

Present: _____

Absent: _____.

The City Council took up and considered the extension of the maturity date of its
outstanding Sewer Revenue Loan and Disbursement Agreement Anticipation Project Note. After
due consideration and discussion, Council Member _____ introduced the resolution
next hereinafter set out and moved its adoption. The motion was seconded by Council Member
_____, and passed with record vote as follows:

Ayes: _____

Nays: _____.

Thereupon, the resolution was declared adopted, as follows:

AMENDMENT TO
IFA INTERIM LOAN AND DISBURSEMENT AGREEMENT
(SEWER REVENUE)

This Amendment (the “Amendment”) to IFA Interim Loan and Disbursement Agreement is made and entered into as of January 13, 2025, by and between the City of Cumming, Iowa (the “Participant”) and the Iowa Finance Authority, an agency and public instrumentality of the State of Iowa (the “Lender”), and amends that certain IFA Interim Loan and Disbursement Agreement dated October 29, 2021, by and between the Lender and the Participant (the “Original Agreement”).

WHEREAS, the Lender, in cooperation with the Iowa Department of Natural Resources, is authorized to undertake the creation, administration and financing of the Iowa Water Pollution Control Works Financing Program and the Drinking Water Facilities Financing Program established in Iowa Code Sections 455B.291 through 455B.299; and

WHEREAS, the Participant has requested, and the Lender has agreed, to extend the Maturity Date set forth in the Original Agreement; and

WHEREAS, the City Council of the Participant has approved the extension of the Maturity Date by resolution on January 13, 2025;

NOW, THEREFORE, the parties agree as follows:

Section 1. Notwithstanding anything to the contrary therein, the Maturity Date of the Original Agreement shall be October 29, 2025.

Section 2. Except as otherwise provided in this Amendment, the provisions of the Original Agreement, as heretofore amended, are hereby ratified, approved and confirmed and incorporated herein.

IN WITNESS WHEREOF, we have hereunto affixed our signatures all as of the date first above written.

CITY OF CUMMING, IOWA

By: _____
Mayor

Attest:

City Clerk

IN WITNESS WHEREOF, I have hereunto affixed my signature all as of the date first above written.

IOWA FINANCE AUTHORITY

By: _____
Its:

• • • •

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE:

STATE OF IOWA
WARREN COUNTY
CITY OF CUMMING

SS:

I, the undersigned, City Clerk of the City of Cumming, do hereby certify that I have in my possession or have access to the complete records of the City Council; that I have carefully compared the transcript hereto attached with the aforesaid records; and that said transcript hereto attached is a true, correct and complete copy of all the records relating to the extension of the maturity date of the City's Sewer Revenue Loan and Disbursement Agreement Anticipation Project Note, as shown therein.

WITNESS MY HAND this ____ day of _____, 2025.

City Clerk

Resolution No. 2025-02

A RESOLUTION APPROVING THE INSTALLATION OF FLOCK SAFETY CAMERAS FOR ENHANCED SECURITY AND SURVEILLANCE

WHEREAS, the Warren County Sherriff recognizes the importance of enhancing security and surveillance in our community to ensure the safety of residents, employees, and visitors, and to assist in the prevention and investigation of potential criminal activity; and

WHEREAS, the installation of Flock Safety cameras, which include high-definition license plate recognition (LPR) technology and advanced security features, will provide an effective means of monitoring traffic, recording vehicle information, and assisting local law enforcement with their investigations; and

WHEREAS, Flock Safety cameras are equipped with infrared lighting to ensure optimal performance in both day and night conditions, and they are designed to be weather-resistant, thus providing continuous and reliable coverage in various environmental conditions; and

WHEREAS, Flock Safety cameras offer a non-invasive, privacy-conscious surveillance solution that focuses on vehicle-related data, without recording personal or private information about individuals; and

WHEREAS, the proposed installation site for the camera have been carefully selected to optimize coverage and effectiveness, located at the corner of Highway G14/Cumming Ave and exit 68 off ramp, facing eastward; and

WHEREAS, funding for the installation and ongoing maintenance of these camera has been identified in the budget for the Warren County Sheriff and the installation will be carried out by qualified professionals to ensure proper setup and operation; and

WHEREAS, the implementation of this system aligns with the organization's commitment to improving safety, security, and overall community well-being.

NOW, THEREFORE, BE IT RESOLVED by the Cumming City Council as follows:

1. **Approval of Installation:** The installation of Flock Safety camera at the identified locations is hereby approved, with the purpose of enhancing security and surveillance within the City of Cumming.
2. **Installation and Maintenance:** The Warren County Sheriff is directed to proceed with the installation process and ensure proper maintenance of the system for continuous operation.
3. **Effective Date:** This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 13th of January 2025.

Brent Highfill, Mayor

Attest: _____
Nichole Onstot, City Clerk/Finance Officer

Policy

427

Automated License Plate Readers (ALPRs)

427.1

PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology. ¹

427.2

POLICY

Best Practice

The policy of the Warren County Sheriff's Office is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this office. Because such data may contain confidential information, it is not open to public review. ¹

427.3

ADMINISTRATION

Best Practice

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Warren County Sheriff's Office to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery. ¹. ¹

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administration Supervisor. The Administration Supervisor will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

427.4

OPERATIONS

Best Practice

Use of an ALPR is restricted to the purposes outlined below. Office members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- a. An ALPR shall only be used for official law enforcement business.

- b. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- c. While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- d. No member of this office shall operate ALPR equipment or access ALPR data without first completing office-approved training.
- e. No ALPR operator may access confidential office, state or federal data unless authorized to do so.
- f. If practicable, the deputy should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

427.5

DATA COLLECTION AND RETENTION

Best Practice

The Administration Supervisor is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with office procedures (Iowa Code § 692.8; Iowa Code § 321.11).

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence (661 IAC 81.4(692)).

427.6

ACCOUNTABILITY

Best Practice

All data will be closely safeguarded and protected by both procedural and technological means. The Warren County Sheriff's Office will observe the following safeguards regarding access to and use of stored data:

- a. All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

- b. Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or office-related civil or administrative action. **I**.
- c. ALPR system audits should be conducted on a regular basis.

427.7

RELEASING ALPR DATA

Best Practice

I.The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- a. The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- b. The request is reviewed by the Administration Supervisor or the authorized designee and approved before the request is fulfilled.
- c. The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.