

RESOLUTION # 2023-01

RESOLUTION ADOPTING A PRELIMINARY ENGINEERING REPORT
FOR WATER SUPPLY AND STORAGE

WHEREAS, the City of Urbana, Iowa has contracted with Veenstra & Kimm, Inc. to review the City's existing water system supply and storage facilities and analyze future needs for the system; and

WHEREAS, Veenstra & Kimm, Inc. has submitted a preliminary engineering report of their findings entitled "Report on Water Supply and Storage, Urbana Water Supply," dated December 2022; and

WHEREAS, the City Council of the City of Urbana, Iowa, has reviewed said report with the City Public Works Director and City Engineer and agrees with the findings and recommendations of the report;

NOW THEREFORE BE IT RESOLVED that said report is hereby approved and placed on file with the City Clerk to be used as a planning guide for water system improvements.

BE IT FURTHER RESOLVED that said preliminary engineering report shall be submitted to the Iowa Department of Natural Resources as appropriate for applying for permits and/or funding for construction of recommended improvements.

Passed and approved on the 10th day of January 2023.



Mitch McDonough, Mayor

ATTEST:



Traci Wilson, City Clerk

RESOLUTION NO. 2023-02

**RESOLUTION SETTING THE PUBLIC HEARING TO APPROVE THE
MAXIMUM TAX DOLLARS FROM CERTAIN LEVIES FOR THE CITY'S
PROPOSED FISCAL YEAR 2021-2022 BUDGET**

WHEREAS, the City Council of Urbana, Iowa is preparing the annual budget for the Fiscal Year 2023-2024; and

WHEREAS, the City Council of the City of Urbana has considered the proposed FY24 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 the city web site and social media accounts as required; and

WHEREAS, a public hearing concerning the city maximum property tax dollars for the affected levy total will be held at the city council meeting on February 8, at 6:30 PM at the Urbana City Hall, at 102 Capitol Avenue, Urbana, Iowa.


NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Urbana, Iowa, that the maximum property tax dollars for the affected tax levies for FY21 shall not exceed \$829,680.00 which represents an increase of greater than 102% from the maximum property tax dollars requested for FY22.

BE IT FURTHER RESOLVED, by the Urbana City Council of the City of Urbana, Iowa, that the Mayor and City Clerk are hereby authorized and directed to execute said resolution.

Passed and approved this 10th day of January 10, 2023..

AYES:

NAYS:


Mitch McDonough, Mayor

ATTEST:


Traci K Wilson, City Clerk/Treasurer

RESOLUTION NO. 2023-03

RESOLUTION APPROVING THE DESIGNATION OF SLFRF FUNDS FOR THE CITY OF URBANA

WHEREAS, the City Council of Urbana, Iowa is a NEU unit for the SLFRF Funds Program (American Rescue Money); and

WHEREAS, according to the final rules, the City of Urbana is a Tier 5 annual reporting NEU unit for the SLFRF Funds Program, with the first reporting deadline of April 30, 2022; and

WHEREAS, the City of Urbana received \$111,320.68 on August 31, 2021. The City of Urbana also received \$111,693.63 in August of 2022, which would make the total \$223,014.31; and

WHEREAS, the US Federal Government is recommending NEU units that will be receiving a total less than \$10 million dollars use the Standard Revenue Loss Allowance for reporting. The City of Urbana is not required to calculate revenue losses to use this allowance. The Tier 5 annual reporting using this Standard Revenue Loss Allowance is Option 1; and

WHEREAS, the funds categorized as Standard Revenue Loss Allowance can be spent on any lawful government services activity and especially on any of the Four Key Eligible Use Categories as designated in the ARPA legislation, of which, the fourth one is Water, Sewer and Broadband Infrastructure; and

WHEREAS, the Urbana City Council has until December 31, 2024 to obligate these funds to project(s) and until December 31, 2026 to spend these funds on the project(s); and

WHEREAS, as of this date the Urbana City Council plans to use these funds to complete the SW Watermain Loop Project, but this resolution does not stop the Urbana City Council from modifying this planned purpose prior to the December 31, 2024 deadline.


NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Urbana, Iowa, that city staff is directed to submit any required annual reporting by the deadlines, using the Standard Revenue Loss Allowance for NEU Units, Tier 5, Option 1.

BE IT FURTHER RESOLVED, by the Urbana City Council of the City of Urbana, Iowa, that the Mayor and City Clerk are hereby authorized and directed to execute this resolution of approval.

Passed and approved this 8th day of February 2023.

AYES:

NAYS:



Mitch McDonough, Mayor

ATTEST:



Traci K Wilson, City Clerk/Treasurer

RESOLUTION # 2023-04

RESOLUTION SETTING PUBLIC HEARING FOR PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATED COST, AND SETTING A TIME AND DATE TO RECEIVE BIDS FOR THE 2023 HMA OVERLAY PROJECT

WHEREAS, the City of Urbana has determined that it is necessary and desirable that a public improvement be constructed for pavement improvements to Sunset Street from east of 31st Avenue to Richland Avenue and to Hutton Drive east of Iowa Highway 150; and

WHEREAS, the City of Urbana has directed Hall and Hall Engineers, Inc. to proceed with preparation of the plans, specifications, form of contract, and opinion of estimated cost for the 2023 HMA Overlay project, which are on file with the City Clerk; and

WHEREAS, the City of Urbana is required to hold a public hearing for the plans, specifications, form of contract, and opinion of estimated cost for the 2023 HMA Overlay project.

NOW, THEREFORE, BE IT RESOLVED that the public hearing for the plans, specifications, form of contract, and opinion of estimated cost for the 2023 HMA Overlay project shall be held at the City Council Meeting on Wednesday, March 8, 2023, at 6:30 PM at City Hall, 102 Capitol Avenue.

BE IT FURTHER RESOLVED, by the City Council of the City of Urbana, Iowa that bids shall be received on Thursday, March 2, 2023 at 11:00 AM in the Council Chambers for the 2023 HMA Overlay project; and

BE IT FURTHER RESOLVED, by the City Council of the City of Urbana, Iowa that the Mayor and City Clerk are hereby authorized and directed to execute said resolution.

Passed and approved on the 8TH day of February 2023.



Mitch McDonough, Mayor

ATTEST:



Traci Wilson, City Clerk

RESOLUTION NO. 2023-05

**RESOLUTION APPROVING THE MAXIMUM TAX DOLLARS FROM
CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2023-2024
BUDGET**

WHEREAS, the City Council of Urbana, Iowa is preparing the annual budget for the Fiscal Year 2023-2024; and

WHEREAS, the City Council of the City of Urbana has considered the proposed FY22 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 the city web site and social media accounts as required; and

WHEREAS, a public hearing concerning the city maximum property tax dollars for the affected levy total was held February 8, 2023, at 6:30 PM at the Urbana City Hall, at 102 Capitol Avenue, Urbana, Iowa.


NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Urbana, Iowa, that the maximum property tax dollars for the affected tax levies for FY23 shall not exceed \$829,680.00, which represents an increase of greater than 102% from the maximum property tax dollars requested for FY23.

BE IT FURTHER RESOLVED, by the Urbana City Council of the City of Urbana, Iowa, that the Mayor and City Clerk are hereby authorized and directed to execute said resolution.

Passed and approved this 13th of February 2023.

AYES:

NAYS:



Josh Holthaus, Mayor Pro-Tem

ATTEST:



Traci K Wilson, City Clerk/Treasurer

NOTICE OF PUBLIC HEARING - CITY OF URBANA - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2023 - June 30, 2024

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/8/2023 **Meeting Time:** 06:30 PM **Meeting Location:** Urbana City Hall 102 Capitol Avenue Urbana, IA 52345

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 City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
www.urbanaiova.com

City Telephone Number
 (319) 443-2400

	Current Year Certified Property Tax 2022 - 2023	Budget Year Effective Property Tax 2023 - 2024	Budget Year Proposed Maximum Property Tax 2023 - 2024	Annual % CHG
Regular Taxable Valuation	65,293,515	75,269,100	75,269,100	
Tax Levies:				
Regular General	528,878	528,878	609,680	
Contract for Use of Bridge			0	
Opr & Maint Publicly Owned Transit			0	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.			0	
Opr & Maint of City-Owned Civic Center			0	
Planning a Sanitary Disposal Project			0	
Liability, Property & Self-Insurance Costs	50,000	50,000	60,000	
Support of Local Emer. Mgmt. Commission			0	
Emergency	15,000	15,000	15,000	
Police & Fire Retirement			0	
FICA & IPERS	51,500	51,500	65,000	
Other Employee Benefits	51,500	51,500	80,000	
Total Tax Levy	696,878	696,878	829,680	19.05
Tax Rate	10.67300	9.25849	11.02284	

Explanation of significant increases in the budget:

The City of Urbana had a significant growth in our Taxable Valuation this year. Insurance costs for property and employee health have both increased.

If applicable, the above notice also available online at:

www.urbanaiova.com

*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 # 2023-07

RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATED COST FOR THE 2023 HMA OVERLAY PROJECT

WHEREAS, on the 8th Day of February, 2023, plans, specifications, form of contract, and estimated cost were filed with the City Clerk of Urbana, Iowa for the 2023 HMA Overlay project; and

WHEREAS, notice of hearing on plans, specifications, form of contract, and estimated cost was published as required by law; and

WHEREAS, the City Council of the City of Urbana, Iowa, held a public hearing on the plans, specifications, form of contract, and estimated cost for the 2023 HMA Overlay project on March 8, 2023;

NOW THEREFORE BE IT RESOLVED that said plans, specifications, form of contract, and estimated cost are hereby approved for the 2023 HMA Overlay project.

Passed and approved on the 8th day of March 2023.



Mitch McDonough, Mayor

ATTEST:



Traci Wilson, City Clerk

RESOLUTION # 2023-08

**RESOLUTION APPROVING AND MAKING AWARD OF CONTRACT FOR THE
2023 HMA OVERLAY PROJECT**

WHEREAS, the City of Urbana, Iowa received bids on Thursday, March 2, 2023 at 11:00 AM for the 2023 HMA Overlay project; and

WHEREAS, the City Council of the City of Urbana approved the plans, specifications, form of contract, and estimated cost for the 2023 HMA Overlay project on March 8, 2023; and

WHEREAS, Hall and Hall Engineers, Inc. have reviewed the bids and is recommending the City of Urbana award a contract to L.L. Pelling Co., Inc. in the amount of \$228,684.00.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Urbana, that the bid from L.L. Pelling Co., Inc. in the amount of \$228,684.00 for the 2023 HMA Overlay project, is hereby accepted, as the lowest responsible bid received, and a contract is hereby awarded; and

BE IT FURTHER RESOLVED, that L.L. Pelling Co., Inc. is hereby instructed to promptly execute the construction contract and return the same to the Mayor along with all supporting documents required therein, including surety bond covering work to be performed and proof of satisfactory insurance coverage; and

BE IT FURTHER RESOLVED, that the Mayor, with the assistance of the City Engineer, is thereafter directed to examine the contract and supporting documents for proper execution and satisfactory compliance with the specifications; and

BE IT FURTHER RESOLVED, if all documents are in order, the Mayor shall execute said contract for and on behalf of the City of Urbana, Iowa.

Passed and approved on the 8th day of March 2023.



Mitch McDonough, Mayor

ATTEST:



Traci Wilson, City Clerk

RESOLUTION NO. 2023-09

**RESOLUTION APPROVING CITY OF URBANA'S ANNUAL BUDGET
FOR FISCAL YEAR 2023-2024**

WHEREAS, The Code of Iowa, Chapter 384, Section 16, requires that all cities prepare and adopt an annual budget of expenditures and receipts for at least the next fiscal year; and

WHEREAS, The Clerk shall certify the necessary tax levy for the next fiscal year to the County Auditor; and

WHEREAS, the Notice of Public Hearing Budget Estimate was published on February 17, 2023; and

WHEREAS, the URBANA City Council did hold a public hearing concerning the budget for the 2023-2024 fiscal year on March 8, 2023; and

WHEREAS, the URBANA City Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed budget and any modifications proposed at the hearing.


NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of the City of URBANA, Iowa that they do hereby approve the budget for the 2023-2024 fiscal year as attached in the budget forms.


BE IT FURTHER RESOLVED, by the City Council of URBANA, Iowa that the Mayor and the City Clerk are hereby authorized and directed to execute this resolution.

BE IT FURTHER RESOLVED, by the City Council of URBANA, Iowa that the City Clerk is directed to submit these forms to the Benton County Auditor on or before April 30, 2023.

Passed and adopted this 8th day of March, 2023.

AYES:
NAYS:
ABSENT:


Mitch McDonough, Mayor

ATTEST:

Traci K. Wilson, City Clerk/Treasurer

Resolution 2023-10

RESOLUTION APPROVING AGREEMENT BETWEEN THE CITY OF URBANA, IOWA AND THE LINN COUNTY CONSERVATION BOARD

WHEREAS, the City of Urbana, Iowa, and the Linn County Conservation Board, Linn County, Iowa are entering into an agreement for trail mowing along the Urbana Towne Centre Development


WHEREAS, the contract between the Linn County Conservation Board, Linn County, Iowa and the City of Urbana, Iowa, has been completed and the contract agreement was submitted to the Council of the City of Urbana, Iowa and was approved on March 8th, 2023.

NOW, THEREFORE, It Is Resolved by the City Council of the City of Urbana, Iowa, as follows:

Section 1. The proposed agreement between the City of Urbana, Iowa and the Linn County Conservation Board, Linn County, Iowa was approved by the Council of the City of Urbana, Iowa.

Section 2. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved this 12th day of April 2023.


Mitch McDonough, Mayor

ATTEST:


Traci K. Wilson, City Clerk

**LETTER OF AGREEMENT BETWEEN THE CITY OF URBANA, IOWA
AND THE LINN COUNTY CONSERVATION BOARD**

**TRAIL MOWING AGREEMENT FOR THE
CEDAR VALLEY NATURE TRAIL ALONG URBANA TOWNE CENTRE
DEVELOPMENT**

THIS AGREEMENT is entered into by and between the City of Urbana, Iowa, ("Urbana") and the Linn County Conservation Board, Linn County, Iowa, ("the Board") and referred to collectively as "the Parties" or "a Party".

The Urbana Towne Centre development, adjacent to the Cedar Valley Nature Trail (CVNT) in Urbana, Iowa, between Sunset Street and HWY 150, wishes to maintain the trail right-of-way as a mowed lawn. The Board is willing to consent to the maintenance of the right-of-way as a regularly mowed and trimmed turf grass and grant Urbana permission to manage the mowing and trimming with staff or volunteers along this section of the CVNT on the following mutually agreed to terms:


- 1) **DURATION:** This Agreement shall commence on the date the last of the Parties sign this Agreement and shall continue until termination of this Agreement as provided in paragraph 5 below.
- 2) **MAINTENANCE:** Urbana will be responsible for managing the turf mowing and trimming in the right-of-way along the Towne Centre development adjacent to the Cedar Valley Nature Trail between Sunset Street and HWY 150 in Urbana. Urbana may enlist volunteers to conduct the mowing and trimming described in this Agreement. The Board will not conduct an increased level of mowing and trimming maintenance along this section of the CVNT for any areas that are not mowed and trimmed by Urbana or its volunteers but will manage the trail right-of-way with the Board's typical schedule of mowing if needed.
- 3) **RIGHT-OF-WAY USES/RESTRICTIONS:** This Agreement only relates to mowing and trimming as described. The Board will continue to enforce use and property rules within the CVNT right-of-way covered by this Agreement. Members of the Town Centre Development may not use the CVNT right-of-way under this Agreement for any other use than allowed on the Board's trail properties. Nothing may be placed on the right-of-way by members of the Town Centre Development per Board rules and regulations, such as gardens, sheds, signs, furniture, installed lawn games, leaves, grass clippings etc. The use of herbicides, insecticides or fertilizers within the trail right-of-way is prohibited, along with the use of traps or poisons for moles, mice and other pests.
- 4) **LIABILITIES:** Urbana will indemnify and hold Linn County and the Board harmless for any claim arising from the mowing and trimming activities managed by Urbana or its volunteers allowed by this Agreement.

5) **TERMINATION AND REVERSION**

- a) This agreement shall continue until 30 days following receipt by either party of a written notice of termination issued by the other party for any reason.
- b) Upon termination for any reason, Urbana shall notify any volunteers used under this agreement and property owners of the Urbana Towne Center development adjacent to the CVNT that the Agreement has been terminated and mowing and trimming activities by volunteers must cease and revert to the Board.

Executed in duplicate each of which shall constitute as original and which may be signed in counterparts.

CITY OF URBANA



Mitch McDonough, Mayor

LINN COUNTY
CONSERVATION BOARD

Steve Emerson, Board President

ATTEST:



Traci Wilson, City Clerk

ATTEST:

Brent Oleson, Board Secretary

DATED: 3-8-2023

DATED: _____

RESOLUTION NO. 2023-11

**A RESOLUTION AUTHORIZING THE
PURCHASE OF A DUMP TRUCK**

WHEREAS, the maintenance department has requested that the City Council approve and award the bid of a Dump Truck Chassis from GATR Truck Center in the amount of \$128,500.00 and the Dump Truck Body from Henderson Products, Inc in the amount of \$133,935.00.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Urbana, Iowa does hereby authorize the purchase of a Dump Truck Chassis from GATR Truck Center in the amount of \$128,500.00 and the Dump Truck Body from Henderson Products, Inc in the amount of \$133,935.00 in FY24.

BE IT FURTHER RESOLVED, by the City Council of the City of Urbana, Iowa, that the Mayor and the City Clerk/Treasurer are hereby directed to certify this resolution of approval.

Passed and approved this 12th day of April 2023.



Mitch McDonough, Mayor

ATTEST:



Traci Wilson, City Clerk/Treasurer

<u>Chassis</u>	<u>Make</u>	<u>Price</u>	<u>Delivery</u>
Truck Companies	Western Star	125,355.00	Q3 2024
GATR Truck Center	Mack	128,500	Q1 2024
GATR Truck Center	Volvo	134,564.00	Q1 2024

Body

Henderson Products, Inc	\$133,935.00	60-90 days after receipt of chassis
Future Line	No response to bid request	

RESOLUTION NO. 2023-12

RESOLUTION TO ACCEPT THE WORK PERFORMED, APPROVE THE BALANCING CHANGE ORDER, AND APPROVE THE FINAL PAY APPLICATION FOR THE 2022 SOUTHWEST WATER MAIN LOOP PROJECT

WHEREAS, Pirc-Tobin Construction, Inc. has completed the contract work for the 2022 Southwest Water Main Loop project; and

WHEREAS, the Public Works Director and City Engineer have reviewed the work completed and recommend acceptance of the work performed by Pirc-Tobin Construction, Inc.

WHEREAS, the City Engineer has recommended approval of the Balancing Change Order making the final contract amount \$344,122.26.

WHEREAS, the City Engineer has recommended approval of the final Pay Application in the amount of \$7,722.00 for work completed plus \$3,441.22 in retained funds.


NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Urbana, Iowa, to accept the work performed by Pirc-Tobin Construction, Inc.; approve Change Order #4; approve the final Pay Application, and issue a check to Pirc-Tobin Construction, Inc. for \$7,722.00.

BE IT FURTHER RESOLVED, that the City Clerk/Treasurer of the City of Urbana, Iowa, is hereby authorized and directed to issue a check for final retainage payment to Pirc-Tobin Construction, Inc. in the amount of \$3,441.22 thirty days after acceptance of the improvements in accord with Iowa State Code.

Passed and approved this 10th day of May, 2023.

AYES:

NAYS:


Mitch McDonough, Mayor

ATTEST:


Traci Wilson, City Clerk

RESOLUTION NO. 2023-13
RESOLUTION AMENDING THE CURRENT BUDGET FOR
FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, the Urbana City Council published the required notice concerning the proposed amendment to the current budget for the fiscal year ending June 30, 2023, on May 9, 2023; and

WHEREAS, the Urbana City Council held a public hearing concerning the proposed amendment to the current budget for the fiscal year ending June 30, 2023, on May 22, 2023; and


WHEREAS, the Urbana City Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment to the budget and modifications proposed at the hearing.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Urbana, Iowa that the current budget is amended as set out in the attached paperwork; and

BE IT FURTHER RESOLVED, by the City Council of the City of Urbana, Iowa, that the Mayor and City Clerk/Treasurer are hereby authorized and directed to execute this resolution; and

BE IT FURTHER RESOLVED, by the City Council of the City of Urbana, Iowa, that the City Clerk/Treasurer is hereby directed to submit this budget amendment to the Benton County Auditor.

Passed and approved this 22nd day of May 2023.



Josh Holthaus, Mayor Pro-Tem

ATTEST:



Traci K. Wilson, City Clerk/Treasurer

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2023 - AMENDMENT # 2

To the Auditor of BENTON County, Iowa:

The City Council of URBANA in said County/Counties met on 05/22/2023 06:00 PM, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. Thereupon, the following resolution was introduced.

RESOLUTION No. 2023-13

A RESOLUTION AMENDING THE CURRENT BUDGET FOR FISCAL YEAR ENDING JUNE 2023

(AS LAST CERTIFIED OR AMENDED ON 11/09/2022)

Be it Resolved by the Council of City of URBANA

Section 1. Following notice published/posted 05/09/2023 and the public hearing held 05/22/2023 06:00 PM the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at the hearing:

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	948,163	0	948,163
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	948,163	0	948,163
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	262,545	0	262,545
Other City Taxes	6	155,115	0	155,115
Licenses & Permits	7	16,675	0	16,675
Use of Money & Property	8	5,405	0	5,405
Intergovernmental	9	564,969	0	564,969
Charges for Service	10	1,062,595	-7,000	1,055,595
Special Assessments	11	0	0	0
Miscellaneous	12	62,700	7,000	69,700
Other Financing Sources	13	0	483,000	483,000
Transfers In	14	850,312	70,000	920,312
Total Revenues & Other Sources	15	3,928,479	553,000	4,481,479
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	340,757	0	340,757
Public Works	17	478,520	0	478,520
Health and Social Services	18	2,500	0	2,500
Culture and Recreation	19	187,458	150,000	337,458
Community and Economic Development	20	98,550	0	98,550
General Government	21	166,946	0	166,946
Debt Service	22	349,190	0	349,190
Capital Projects	23	975,334	345,680	1,321,014
Total Government Activities Expenditures	24	2,599,255	495,680	3,094,935
Business Type/Enterprise	25	956,380	0	956,380
Total Gov Activities & Business Expenditures	26	3,555,635	495,680	4,051,315
Transfers Out	27	850,312	70,000	920,312
Total Expenditures/Transfers Out	28	4,405,947	565,680	4,971,627
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-477,468	-12,680	-490,148
Beginning Fund Balance July 1, 2022	30	2,593,524	0	2,593,524
Ending Fund Balance June 30, 2023	31	2,116,056	-12,680	2,103,376

Explanation of Changes: We are doing some repairs to Ash Avenue and completing the Veteran's Park.


 City Clerk/Administrator Signature of Certification

05/22/2023

Adopted On


 Mayor Signature of Certification

RESOLUTION NO. 2023-14

RESOLUTION SETTING JULY 12, 2023 AS THE DATE OF A PUBLIC HEARING REGARDING A REQUEST TO VACATE AND SELL THE ALLEY ADJACENT TO LOTS 1, 2, 3, 4 AND 5 IN BLOCK 9, MANATHEKA ADDITION, URBANA, BENTON COUNTY, IOWA, MORE SPECIFICALLY KNOWN AS THE ENTIRE EAST-WEST ALLEY IN BLOCK 9, MANATHEKA ADDITION, URBANA, BENTON COUNTY, IOWA.

WHEREAS, Travis Dolan, has made application requesting the alley adjacent to Lots 1, 2, 3, 4 and 5 in Block 9, Manatheka Addition, Urbana, Benton County, Iowa, be vacated and sold by the city.

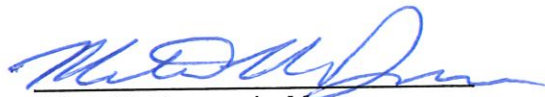
WHEREAS the property requested to be vacated and sold is more particularly described as follows:

**The entire East-West Alley in Block 9, Manatheka Addition,
Urbana, Benton County, Iowa.**

WHEREAS, the City Council finds that, pursuant to Section 354.23 of the Code of Iowa, a public hearing should be set on the above proposed vacation and sale, and notice given as required by the Iowa Code.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, IOWA, that the City Clerk be and is hereby directed to give notice of the intention of the City Council to vacate and sell the public property described hereinabove at a regular meeting of the City Council to be held in the Urbana City Hall, Urbana, Iowa at 102 Capitol Avenue on the 12th day of July, 2023. Published notice shall be given at least once in the manner specified in Section 362.3 of the Iowa Code. Such publication not to appear less than four nor more than 20 days before the date set for said hearing.

Passed and approved this 14th day of June, 2023.


Mitch McDonough, Mayor

ATTEST:

I, Traci K. Wilson, City Clerk of the City of Urbana, Iowa hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings the above was adopted.


Traci K. Wilson, City Clerk

Resolution 2023-15

Application to Subdivide Lot 7 of Urbana Towne Centre Second Addition

WHEREAS the description of the following property is a Lot 7 of Urbana Towne Centre Second Addition:

WHEREAS the Council has reviewed proposed plat of survey for property stated above and the subdivision requirements of the Urbana Municipal Codes are waived with respect to Lot 7 Urbana Towne Centre Second Addition.

WHEREAS on the 14th day of June 2023, at a regular meeting of the Urbana City Council, Urbana, Iowa, council approved the resolution to subdivide lot 6 of Urbana Towne Centre Second Addition.

Passed this 14 day of June 2023.



Mitch McDonough, Mayor

ATTEST:

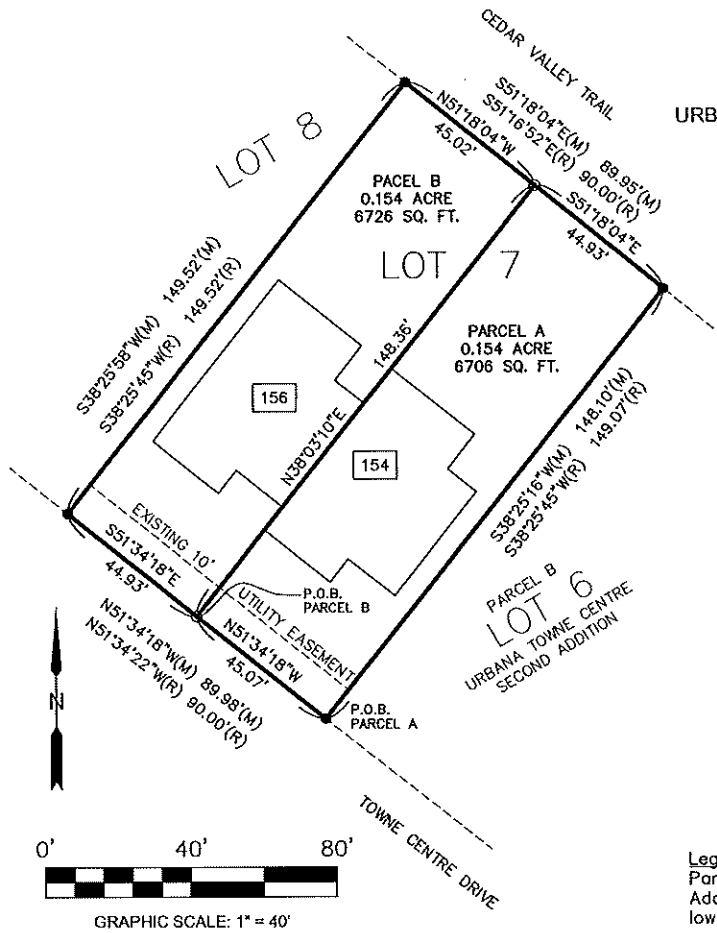


Traci K. Wilson, City Clerk

Index Legend	
Location:	Lot 7, Urbana Towne Centre Second Addition to the City of Urbana, Benton County, Iowa
Requestor:	Tom Darland
Proprietor:	Thomas D. Darland Jonna K. Darland
Surveyor:	Stephen M. Scott, P.L.S.
Company:	Scott Survey, Inc. P.O. Box 315 Center Point, Iowa 52213 email@scottsurvey.com (319) 540-5263

**PLAT OF SURVEY
LOT 7
PARCEL A & PARCEL B
URBANA TOWNE CENTRE SECOND ADDITION
TO THE CITY OF URBANA
BENTON COUNTY, IOWA**

DATE OF SURVEY:
May, 2023



Legal Description – Parcel A:

Part of Lot 7, Urbana Towne Centre Second Addition to the City of Urbana, Benton County, Iowa, described as follows:

Beginning at the South Corner of Lot 7, Urbana Towne Centre Second Addition to the City of Urbana, Benton County, Iowa; thence N51°34'18"W along the southwesterly line of said Lot 7, a distance of 44.97 feet; thence N38°26'10"E, 149.31 feet to the northeasterly boundary of said Lot 7; thence S51°18'04"E along said northeasterly boundary, 44.93 feet to the East Corner of said Lot 7; thence S38°25'58"W, 149.10 feet to the point of beginning.

Said Parcel A contains 0.15 acre, subject to easements and restrictions of record.

Legal Description – Parcel B:

Part of Lot 6, Urbana Towne Centre Second Addition to the City of Urbana, Benton County, Iowa, described as follows:

Commencing at the South Corner of Lot 7, Urbana Towne Centre Second Addition to the City of Urbana, Benton County, Iowa; thence N51°34'18"W along the southwesterly line of said Lot 7, a distance of 45.07 feet to the point of beginning; thence N38°26'10"E, 149.31 feet to the northeasterly boundary of said Lot 7; thence N51°18'04"W along said northeasterly boundary, 45.02 feet to the North Corner of said Lot 7; thence S38°25'58"W, 149.52 feet to the West Corner of said Lot 7; thence S51°34'18"E, 45.01 feet to the point of beginning.

Said Parcel B contains 0.15 acre, subject to easements and restrictions of record.

SURVEY LEGEND

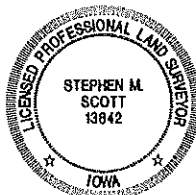
- – PROPERTY CORNERS, FOUND (or as noted)
(1/2" rebar w/ red plastic cap embossed with "18659")
- – PROPERTY CORNERS SET
(1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
- UE – UTILITY EASEMENT
- — — — — PROPERTY &/or BOUNDARY LINES
- — — — — LOT LINES, PLATTED OR BY DEED
- — — — — EASEMENT (AS NOTED)
- (R) – RECORDED DIMENSIONS
- (M) – MEASURED DIMENSIONS

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS



Stephen M. Scott, P.E. & L.S.
Civil Engineer & Land Surveyor

319-540-5263 www.scottsurvey.com
email@scottsurvey.com
P.O. Box 315, Center Point, IA 52213-0315



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.

STEPHEN M. SCOTT, P.L.S. Iowa Lic. No. 13842

My license renewal date is December 31, 2024

Pages or sheets covered by this seal:

THIS PAGE ONLY

PROJECT NO. 23100402

DRAFT

RESOLUTION NO. 2023-16

RESOLUTION SETTING JULY 12, 2023 AS THE DATE OF A PUBLIC HEARING REGARDING A REQUEST TO VACATE AND SELL PUBLIC RIGHT OF WAY IN URBANA, BENTON COUNTY, IOWA.

WHEREAS, Tom Carman, has made application requesting the following described public right of way be vacated and sold by the city:

PART OF THE SOUTH 25 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER (S.W. 1/4-N.E. 1/4), SECTION THIRTY-FOUR (34), TOWNSHIP EIGHTY-SIX (86) NORTH, RANGE NINE (9) WEST OF THE FIFTH PRINCIPAL MERIDIAN CITY OF URBANA, BENTON COUNTY, IOWA AS DESCRIBED IN WARRANTY DEED BOOK 159, PAGE 147 IN THE OFFICE OF THE BENTON COUNTY, IOWA RECORDER MORE PARTICULARLY DESCRIBED AS:

**BEGINNING AT THE SOUTHEAST CORNER OF J AND D SUBDIVISION IN URBANA, IOWA AS RECORDED IN BOOK 7, PAGE 210 IN THE OFFICE OF THE BENTON COUNTY, IOWA RECORDER; THENCE SOUTH 0°11'01" EAST ON THE WEST RIGHT OF WAY LINE OF CENTER AVENUE, 25.02 FEET; THENCE SOUTH 88°07'19" WEST, 564.75 FEET TO THE NORTHEAST CORNER OF LANDS DESCRIBED IN WARRANTY DEED BOOK 159, PAGE 146 IN THE OFFICE OF THE BENTON COUNTY, IOWA RECORDER; THENCE NORTH 1°52'41" WEST, 25.00 FEET TO THE SOUTH LINE OF SAID J AND D SUBDIVISION; THENCE NORTH 88°07'19" EAST ON SAID SOUTH LINE, 565.65 FEET TO THE POINT OF BEGINNING.
DESCRIBED PARCEL CONTAINS 0.32 ACRE.**

WHEREAS, the City Council finds that, pursuant to Section 354.23 of the Code of Iowa, a public hearing should be set on the above proposed vacation and sale, and notice given as required by the Iowa Code.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, IOWA, that the City Clerk be and is hereby directed to give notice of the intention of the City Council to vacate and sell the public property described hereinabove at a regular meeting of the City Council to be held in the Urbana City Hall, Urbana, Iowa at 102 Capitol Avenue on the 14th day of June, 2023. Published notice shall be given at least once in the manner specified in Section 362.3 of the Iowa Code. Such publication not to appear less than four nor more than 20 days before the date set for said hearing.

Passed and approved this 14th day of June, 2023.



Mitch McDonough, Mayor

ATTEST:

I, Traci K. Wilson, City Clerk of the City of Urbana, Iowa hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings the above was adopted.



Traci K. Wilson, City Clerk

RESOLUTION # 2023-17

**RESOLUTION AUTHORIZING APPLICATION TO THE IOWA DEPARTMENT OF
TRANSPORTATION FOR STATE RECREATIONAL TRAILS PROGRAM FUNDING AND
COMMITTING TO PROVIDE LOCAL MATCHING FUNDS CONTINGENT UPON AWARD AND
ACCEPTANCE OF FUNDING GRANT**

WHEREAS, the City of Urbana, Iowa is applying to the Iowa Department of Transportation (Iowa DOT) for \$900,000 of State Recreational Trails (SRT) program grant funding to construction a new multi-use recreational trail along the south side of IA Highway 150 from Meadow View Drive to Richland Avenue.

WHEREAS, the City has the legal jurisdiction and authority to construct, finance, operate and maintain the proposed recreational trail within Urbana city limits for a minimum of twenty years.

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

1. That the City of Urbana, Iowa agrees to conform with the regulations, statutes, terms, and conditions described in the application and instructions.
2. Comply with conditions of accepting transportation funding from the Iowa DOT.
3. That the City commits to provide the matching funds of 25% of construction costs (estimated to be \$300,000) proposed in the funding application as well as 100% of design, administration, and property acquisition costs, contingent upon award, and acceptance, of SRT funding for the above-mentioned project. The City of Urbana is under no obligation to perform said project if Urbana's application for funding is not approved.
4. That if SRT funds are approved for the above-mentioned project, the required local matching funds will be included in the future Capital Improvements Program, and the City will adequately maintain the project for its intended public use for a minimum of twenty years following completion.

Passed and approved this 14th day of June, 2023


Mitch McDonough, Mayor

Attest:


Traci Wilson, City Clerk

RESOLUTION NO. 2023-18

**RESOLUTION NAMING DEPOSITORIES AND AUTHORIZING SIGNATORIES OF
SAME FOR THE CITY OF URBANA, IOWA**

WHEREAS, Iowa Code 12C.2 requires that the approval of financial institutions as depositories shall be by written document which shall be entered of record in the minutes of the approving board, and which shall distinctly name each depository approved,

WHEREAS, the City's auditor recommends the naming of depositories be done annually; and

WHEREAS, the identified financial institutions require that the City identify the properly authorized signatories to such accounts; and

WHEREAS, the following persons are duly elected or appointed officials of the City of Urbana, Iowa:

Mitch McDonough – Mayor
Josh Holthaus – Mayor Pro-Tem
Traci Wilson – City Clerk/Treasurer
Melissa Holthaus– Deputy City Clerk

BE IT FURTHER RESOLVED that the Mayor and City Treasurer are authorized to jointly conduct transactions from the accounts held within the above named financial institutions, as well as to give oral or written instructions regarding their management.

BE IT FURTHER RESOLVED, that in the absence of the Mayor, the Mayor Pro-Tem is authorized to act in Mayor's place. Similarly, in the absence of the City Clerk/Treasurer, the Deputy City Clerk may act in the Treasurer's place, effective June 14,2023..

Passed and approved this 14th day of June, 2023



Mitch McDonough, Mayor

ATTEST:



Traci K. Wilson, City Clerk

RESOLUTION NO. 2023-19

RESOLUTION TO ACCEPT THE WORK PERFORMED, APPROVE THE BALANCING CHANGE ORDER, AND APPROVE THE FINAL PAY APPLICATION FOR THE 2023 HMA OVERLAY PROJECT

WHEREAS, L.L. Pelling Co., Inc. has completed the contract work for the 2023 HMA Overlay project; and

WHEREAS, the Public Works Director and City Engineer have reviewed the work completed and recommend acceptance of the work performed by L.L. Pelling Co., Inc.

WHEREAS, the City Engineer has recommended approval of the Balancing Change Order making the final contract amount \$318,343.20.

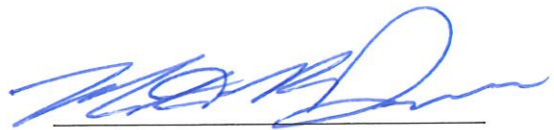
WHEREAS, the City Engineer has recommended approval of the final Pay Application in the amount of \$302,426.04 for work completed plus \$15,917.16 in retained funds.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Urbana, Iowa, to accept the work performed by L.L. Pelling Co., Inc.; approve Change Order #2; approve the final Pay Application, and issue a check to L.L. Pelling Co., Inc. for \$302,426.04.

BE IT FURTHER RESOLVED, that the City Clerk/Treasurer of the City of Urbana, Iowa, is hereby authorized and directed to issue a check for final retainage payment to L.L. Pelling Co., Inc. in the amount of \$15,917.16 thirty days after acceptance of the improvements in accord with Iowa State Code.


Passed and approved this 12th day of July, 2023.

AYES: 5
NAYS: 0



Mitch McDonough, Mayor

ATTEST:


Melissa Holthaus, Deputy City Clerk

PAY ESTIMATE #1

2023 HMA Overlay

20218-22-02

City of Urbana

6/21/2023

Item No.	Item Code	Description	Est. Qty.	Unit	Contract Amount		Completed to Date		Completed This Period	
					Unit Price	Extended Amount	Qty	\$ Amount	Qty	\$ Amount
Miscellaneous Extras and Credits										
X1	8020-D	Painted Pavement Markings, High-Build Waterborne	191	STA	\$ 58.00	\$ 11,078.00	191	\$ 11,078.00	191	\$ 11,078.00
X2	8020-M	Groove Cut for Pavement Markings	50	STA	\$ 55.00	\$ 2,750.00	50	\$ 2,750.00	50	\$ 2,750.00
X3	11,020-A	Additional Mobilization	1	LS	\$ 500.00	\$ 500.00	1	\$ 500.00	1	\$ 500.00

Totals

Total Value of Completed Work		\$ 318,343.20
Retainage	5%	\$ 15,917.16
Amount Due to Contractor		\$ 302,426.04
Less Previous Payments		\$ -
Amount Due This Invoice		\$ 302,426.04

Approvals Required:

Contractor Approval: LL Pelling Company

Date

6/21/23

Engineer Approval: Hall and Hall Engineers, Inc.

Date

7/12/23

Owner Approval: City of Urbana

Date

PAY ESTIMATE #1
2023 HMA Overlay
20218-22-02
City of Urbana
6/21/2023

Item No.	Item Code	Description	Est. Qty.	Unit	Contract Amount		Completed to Date		Completed This Period	
					Unit Price	Extended Amount	Qty	\$ Amount	Qty	\$ Amount
1	2010-E	Excavation, Class 13	70	CY	\$ 42.00	\$ 2,940.00	70.00	\$ 2,940.00	70	2940
2	2010-999-A	Granular Shoulders, Type A	103	TON	\$ 48.00	\$ 4,944.00	179.80	\$ 8,630.40	179.8	\$ 8,630.40
3	7020-I	HMA Pavement Samples and Testing	1	LS	\$ 990.00	\$ 990.00	1.0	\$ 990.00	1	\$ 990.00
4	7021-A	HMA Overlay, Standard Traffic, Intermediate Course, 1/2", PG 58-28S	857	TON	\$ 120.00	\$ 102,840.00	930.60	\$ 111,672.00	930.6	\$ 111,672.00
5	7021-A	HMA Overlay, Standard Traffic, Surface Course, 1/2", PG 58-28S	891	TON	\$ 120.00	\$ 106,920.00	979.00	\$ 117,480.00	979	\$ 117,480.00
6	7030-H-3	Granular Surfacing for Driveways	29	TON	\$ 48.00	\$ 1,392.00	50.60	\$ 2,428.80	50.6	\$ 2,428.80
7	7040-A	Full Depth Patches, HMA, 6"	159	SY	\$ 80.00	\$ 12,720.00	202.80	\$ 16,224.00	202.8	\$ 16,224.00
8	7040-B	Subbase Over-excavation	100	TON	\$ 60.00	\$ 6,000.00	0		0	\$ -
9	7040-G	Milling, Variable Depth	195	SY	\$ 4.50	\$ 877.50	195.0	\$ 877.50	195	\$ 877.50
10	7040-G	Milling, 3"	3,505	SY	\$ 4.50	\$ 15,772.50	3,505.00	\$ 15,772.50	3505	\$ 15,772.50
11	8020-C	Painted Pavement Markings, Durable	0	STA	\$ 150.00	\$ -	0.00		0	\$ -
12	8020-M	Grooves Cut for Pavement Markings	0	STA	\$ 150.00	\$ -	0.00		0	\$ -
13	8030-A	Temporary Traffic Control	1	LS	\$ 15,000.00	\$ 15,000.00	1	\$ 15,000.00	1	\$ 15,000.00
14	11,020-A	Mobilization	1	LS	12,000.00	\$ 12,000.00	1	\$ 12,000.00	1	\$ 12,000.00
							\$282,396.00	\$ 304,015.20	\$ 304,015.20	

RESOLUTION NO. 2023-20

WAGES AND BENEFITS FOR CITY EMPLOYEES FOR YEAR 2023-2024.

PUBLIC WORKS SUPERINTENDENT/ PUBLIC WORKS LEAD EMPLOYEE/ PUBLIC WORKS EMPLOYEE

Provisions regarding wages, benefits and other work-related conditions for all Public Works employees for FY23 shall be established by contract between the City of Urbana and Teamsters Local No. 238.

FINANCE DIRECTOR

1. Hourly wage equal to \$30.99 per hour for a total of \$64,459.20 a year; full-time position. Position is responsible for the duties of City Clerk, City Treasurer and Finance Director as well. All over-time work will be paid as comp time.
2. Vacation
3. Paid holidays
4. Personal days
5. Insurance
6. Longevity Pay

DEPUTY CITY CLERK

1. Pay rate is from \$18.70 per hour.
 1. 2. Position is part-time; 21 hrs/wk. This classification is a part-time, non-benefited position. This position will accrue 4 hours of sick time a month and longevity pay. Will include custodian duties.

POLICE CHIEF

Hourly wage equal to \$32.47 per hour for a total of \$67,537.60 and a full-time position. All over-time work will be paid as comp time.

1. Vacation
2. Paid holidays
3. Personal days
4. Insurance
5. Longevity Pay

RESERVE POLICE OFFICER – Reserve Peace Officer Certified

1. Pay range is from \$15.00 to \$24.00. This classification is a part-time, non-benefited position.
2. Shall be scheduled to work at the discretion of the Police Chief; position is part time. Shall also provide “on call” availability as directed by the Police Chief. Hours spent on call shall not be compensable. When called back to active duty, while on call, the employee shall be paid a minimum of two (2) hours of pay at the employee’s regular rate of pay. Position will also receive longevity pay.
3. Part-time officer wage is \$26.

BUILDING INSPECTOR

1. Shall be paid for inspections and other job duties at a rate of 70% of the fee schedule contained in Resolution No. 09-03 or as subsequently revised. Utility Connection Fees and Special Service Fees are not payable to the Building Inspector in any percentage or amount.
2. Shall be reimbursed for other miscellaneous duties at hourly rate of \$24.00 with duties submitted for pre-approval to the City Clerk.

Wages and benefits for the Public Works Director, City Clerk, Assistant Public Works Director, Police Chief, Deputy City Clerk, Custodian, Maintenance Department Worker, Reserve Police Officer and Building Inspector may be subject to change due to a vacancy and its need to be filled.

DESCRIPTION OF BENEFITS

HOURS OF WORK AND OVERTIME

The workweek shall be from 12:01 A.M. Saturday to 12:00 midnight Friday.

Normal working hours are considered 7:30 A.M. to 11:30 and noon to 4:00 P.M. for City Hall.

All regular employees, whether full or part time, shall be paid on a biweekly basis.

1. Overtime shall be paid for at the rate of time and one-half (1 ½) the employee's straight time hourly rate for hours in excess of 8 in a day or forty (40) hours in any workweek, including paid leave hours. Work performed on Saturday or on Sunday or on a designated holiday will be paid at the rate of time and one-half (1 ½) the employee's straight time hourly rate.
2. Overtime for routine, non-emergency work outside of normal working hours should be approved in advance by the Mayor and/or City Council. Emergency work (i.e. snow storm, lift station, etc.) outside of normal working hours is at the discretion of the appropriate director or department head. Non-emergency overtime that is not pre-approved as required will not be paid.
3. Adjustments in work schedules including city council meetings should be made whenever possible to minimize overtime expenditures.
4. Overtime policy applies to full-time, part-time, and seasonal employees.
5. Overtime will be reported to the nearest quarter (1/4) of an hour (15 minutes).
6. Timesheets are due into the City Clerk's office no later than the 9:00 a.m. the Tuesday following the end of a pay biweekly cycle.

HOLIDAYS

New Year's Day
 President's Day
 Good Friday
 Memorial Day

Independence Day
Labor Day
Veteran's Day
Thanksgiving and Friday immediately after
Christmas Eve
Christmas

1. Regular full-time employees are eligible for the above-mentioned paid holidays. Holidays are to be paid at the rate of the number of regularly scheduled daily hours at the employee's straight time rate. The regular full-time employees shall be paid for each of the holidays set forth in this Article occurring during the period in which they are actively at work. An employee scheduled to work on any recognized paid holiday shall be paid time and one-half (1 ½) the employee's straight time for all hours worked, plus the paid holidays at said straight time rate.
2. A holiday occurring on Saturday shall be observed on the Friday preceding and a holiday occurring on Sunday shall be observed on the following Monday.
3. To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after such holiday. If 1) an employee is absent on either or both of said workdays as a result of personal illness or injury (the employer can require a medical doctor's substantiation in writing), or 2) an on-the-job injury or illness not longer than twelve (12) months in duration causes such an absence, or 3) prior approval from the Mayor or Council has been granted, then the employee shall be considered as having met these requirements. Any employee on leave of absence or layoff is not eligible for holiday pay.
4. In cases other than layoff or leave of absence, an employee can qualify for holiday pay if special arrangements mutually agreeable between employer and employee have been made prior to the holiday.
5. An employee shall be entitled to an additional vacation day when a recognized holiday occurs during his/her time off work due to vacation. Said additional day must be taken the Friday before or the Monday after the vacation period.

PERSONAL DAYS

Three (3) paid days off per year for personal days will be granted to regular full-time employees. Twenty-four (24) hours advance notice is to be given, and prior approval must be received from the Mayor or Council. Said personal business leave day is not to be taken on the day before or the day after a paid holiday or vacation, unless the holiday or vacation use occurs on the preceding Friday or succeeding Monday of a different workweek or unless said use has been approved by the Mayor. Said days are not cumulative from one fiscal year to the next.

VACATION

Only regular full-time employees shall be eligible for paid vacation. An employee is eligible to receive two (2) weeks paid vacation after one (1) year through four (4) years of continuous full-time employment. An employee is eligible to receive three (3) weeks paid vacation for five (5) years through thirteen (13) years of continuous full-time employment. An employee is eligible to receive four (4) weeks paid vacation after fourteen (14) years through nineteen (19) years

of continuous full-time employment. An employee is eligible to receive five (5) weeks paid vacation after twenty (20) years and more of continuous full-time employment.

The scheduling of vacation leave is dependent upon the judgment and discretion of the Mayor or Council. The Mayor or Council may require the rescheduling of vacation leave when, in his/their judgment, it is necessary for the efficient operation of the department. Employees will make vacation requests to the Mayor or Council within at least thirty (30) days of the date that the employee requests use of five (5) or more consecutive days of vacation leave. Once vacation time to be taken is approved by the Mayor or Council, it can only be changed by mutual agreement between the Mayor or Council and the employee.

Upon resignation city service, an employee shall be paid for unused vacation time to resignation date only. Upon termination for just cause from City service shall not be paid for unused vacation time. Employee, who does not give two (2) weeks advance written notices prior to quitting, shall forfeit all vacation pay.

Vacation pay will be at the employee's normal hourly wage for the hours for which he/she would have been regularly scheduled to work.

All accrued vacation may be used in daily full-day or half-day increments.

All vacation time shall be used within the year from the employee's anniversary date and shall be non-accumulative except under extenuating circumstances approved by the Council.

A log of personal days, sick days and vacation days will be maintained for each employee and will be available for the Council's review upon request. The log will include benefit time accrued and time used.

SICK LEAVE

Sick leave shall be cumulated by full-time employees only.

The employer on the following basis will grant a leave of absence for disabling or confining illness or injury:

1. Employees shall start to earn sick leave from their date of hire and shall accumulate days of paid sick leave at the rate of one (1) day for each completed calendar month of service. The maximum accrued sick days will be 120 days.
2. In order to qualify for sick leave benefits, an employee desiring to take a sick leave must, as soon as is reasonably possible, notify his/her immediate supervisor indicating the nature of the illness or injury and the anticipated length of absence (office personnel shall notify the Mayor; public works staff shall notify the department head or the Mayor.) Employees absent for three (3) days or less due to injury or illness will not be required to submit proof of such injury or illness. However, any employee abusing the sick leave benefits will be subject to the disciplinary procedures, which may include severe discipline, such as discharge. Prior to approving sick leave of more than three (3) days, the employee's department head or the Council may require verification of the employee's condition through a statement from the employee's doctor certifying the employee's disabling sickness or injury or through examination of the employee by a

doctor of its choosing. In the latter case, the cost of the examination by the doctor will be borne by the employer.

3. Earned sick leave benefits will only be paid for as applied against regular scheduled work days lost by the employee due to a bonafide illness or injury which is disabling or which requires confinement except that:

- A maximum of one-half (1/2) of one (1) day's benefits will be paid for attending routine doctor or dentist appointments.
- Sick leave benefits up to a maximum of two (2) work days in any one (1) work week will be paid for absence due to a serious illness or injury to a member of the employee's immediate family which requires the employee's presence.
- For purposes of this section an employee's immediate family includes the employee's spouse, mother, father, son, daughter, brother, sister, grandparent, grandchild, stepchild, stepparent or legal ward living in the employee's household.

4. Sick leave benefits will be paid at the employee's regular straight time rate within his/her regular job classification as of the initial date of such absence.
5. A holiday for which an employee is entitled to holiday pay shall be paid as a holiday and not as a day of sick leave.
6. Sick leave benefits will be paid for actual work time lost.
7. No sick leave benefits will be paid to or charged against an employee during periods in which the employee is on paid vacation or leave of absence. If an employee on vacation is hospitalized or receives a disabling injury, he/she may cancel his/her vacation and apply for accumulated sick benefits.
There will be no payment or other form of reimbursement for accumulated sick leave upon the termination of employment or upon the retirement of an employee.
8. In addition to accruing seniority while on authorized sick leave, employees shall be returned to the position held at the time the leave of absence was granted.
9. Employees who will exhaust their paid sick leave accumulation and will continue to require a leave of absence due to a disabling or confining illness or injury shall apply for an unpaid leave of absence in writing to the department head before their paid sick leave is exhausted.
The granting of such an unpaid leave shall be at the discretion of the Department Head but will not be unreasonably withheld. Further, department heads may require a statement from the attending doctor before granting such leave.

RETIREMENT

Employees should make written notice to the City of Urbana at least three (3) months prior to their anticipated retirement date.

FUNERAL LEAVE

A leave of absence of five (5) days will be granted for the death of an employee's immediate family member. Immediate family shall include the following relatives: spouse, son, daughter, sister, brother, father or mother, parent of spouse, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, nephew, niece, aunt, uncle, employee's stepparent, spouse's stepparent and employee's stepchild.

JURY DUTY

A regular full-time employee required to serve on jury duty shall receive his regular wages not to exceed eight (8) hours per day or forty (40) hours per week. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the Employer, excluding travel and meal expenses. When released from duty during working hours, the employee will report to work within two (2) hours. Part-time employees are not eligible for this benefit.

TRAVEL

Out of town travel

Travel time to an out-of-town destination counts as work time to the extent that travel time is within the employee's typical working day (i.e. 8 hour day) whether or not the travel occurs during normal working hours, or on an otherwise regular day off. Normal home to work travel time, mealtime, and sleep time do not count as work time during travel.

Training

1. Travel time in connection with attending a lecture, meeting, training, and other similar activities is counted as work time if:
 - a. The time in attendance is counted as work time; and
 - b. The employee qualifies under the out-of-town travel time policy above.
2. It is immaterial whether the employee requests to attend or is required to attend.
3. Attending a lecture, meeting, training, or other similar activities will not be counted as work time if any of the following criteria are met:
 - a. Attendance is voluntary. Attendance is not considered voluntary if required by the employer or fulfills work-related licensure or certification requirements.
 - b. The activity is not directly related to the employee's job.

Councilperson: _____ moved to adoption of the foregoing resolution and Councilperson _____ seconded. Upon Roll Call vote the following Councilperson(s) voted in favor or the resolution: _____, _____, _____ and _____ with no one voting against said resolution.

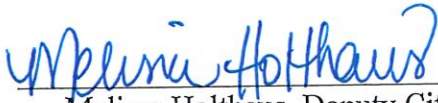
EFFECTIVE DATE: The effective date of this resolution shall be July 1st, 2023.

Passed and adopted this 12th day of July, 2023.



Mitch McDonough, Mayor

ATTEST:



Melissa Holthaus, Deputy City Clerk

**FY23 WAGES AND BENEFITS RESOLUTION
CITY OF URBANA, IOWA**

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JURY DUTY	6
TRAVEL	6
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RESOLUTION NO. 2023-21

**RESOLUTION TO APPROVE THE VACATION AND SALE OF REAL
PROPERTY**

WHEREAS, notice has been given and a public hearing held as required by law, and

WHEREAS, the public use has been vacated by ordinance for the following described City property:

The entire east-west alley in block 9 Manatheka Addition, Urbana, Benton County, Iowa

and

WHEREAS, on June 20, 2023 the City published notice to hold a Public Hearing, and

WHEREAS, on July 12, 2023 a Public Hearing was held and the City Council recommended the disposition of the entire east-west alley in block 9 Manatheka Addition.

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

1. The Mayor and City Clerk shall execute a Quit Claim Deed conveying the property hereafter described to Travis Dolan, 8 Washington Avenue, Center Point, Iowa, 52213:

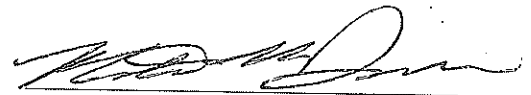
The entire east-west alley in Block 9 Manatheka Addition

2. This conveyance is subject to the following conditions which shall be agreed to and accepted in writing by the grantee and be binding upon the grantee, successors, and assigns as follows:
 - a. Grantee shall save the City of Urbana harmless from damage or injury or loss of access or diminishing of the value of improved property, under Section 364.15 of the Iowa Code as the result of vacation and the disposition of said property hereinbefore described to said grantee.
3. This property must be combined with an adjacent parcel to form one conforming tax parcel.

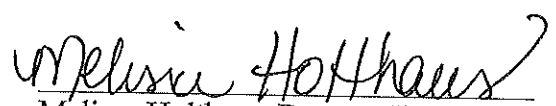
BE IT FURTHER RESOLVED, that on behalf of the City of Urbana, the Mayor and City Clerk are hereby authorized to execute a Quit Claim Deed effectuating this conveyance and that the same is hereby approved and accepted, and that it shall be recorded in the Office of the Benton County Recorder and thereafter filed with the City Treasurer.

Passed and approved this 12th day of July, 2023.

AYES: 5
NAYS: 0


Mitch McDonough, Mayor

ATTEST:


Melissa Holthaus, Deputy City Clerk

PAY ESTIMATE #1

2023 HMA Overlay

20218-22-02

City of Urbana

6/21/2023

Item No.	Item Code	Description	Est. Qty.	Unit	Contract Amount		Completed to Date		Completed This Period	
					Unit Price	Extended Amount	Qty	\$ Amount	Qty	\$ Amount
Miscellaneous Extras and Credits										
X1	8020-D	Painted Pavement Markings, High-Build Waterborne	191	STA	\$ 58.00	\$ 11,078.00	191	\$ 11,078.00	191	\$ 11,078.00
X2	8020-M	Groove Cut for Pavement Markings	50	STA	\$ 55.00	\$ 2,750.00	50	\$ 2,750.00	50	\$ 2,750.00
X3	11,020-A	Additional Mobilization	1	LS	\$ 500.00	\$ 500.00	1	\$ 500.00	1	\$ 500.00

Totals

Total Value of Completed Work		\$ 318,343.20
Retainage	5%	\$ 15,917.16
Amount Due to Contractor		\$ 302,426.04
Less Previous Payments		\$ -
Amount Due This Invoice		\$ 302,426.04

Approvals Required:

Contractor Approval: LL Pelling Company

Date

6/21/23

Engineer Approval: Hall and Hall Engineers, Inc.

Date

7/12/23

Owner Approval: City of Urbana

Date

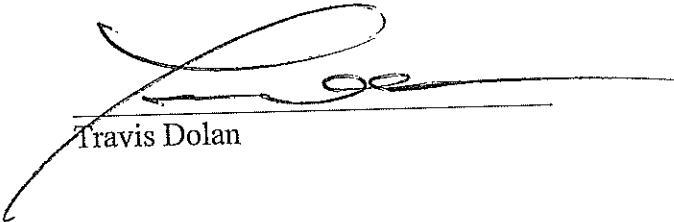
PAY ESTIMATE #1
2023 HMA Overlay
20218-22-02
City of Urbana
6/21/2023

Item No.	Item Code	Description	Esl. Qty.	Unit	Contract Amount		Completed to Date		Completed This Period	
					Unit Price	Extended Amount	Qty	\$ Amount	Qty	\$ Amount
1	2010-E	Excavation, Class 13	70	CY	\$ 42.00	\$ 2,940.00	70.00	\$ 2,940.00	70	\$ 2,940.00
2	2010-999-A	Granular Shoulders, Type A	103	TON	\$ 48.00	\$ 4,944.00	179.80	\$ 8,630.40	179.8	\$ 8,630.40
3	7020-I	HMA Pavement Samples and Testing	1	LS	\$ 990.00	\$ 990.00	1.0	\$ 990.00	1	\$ 990.00
4	7021-A	HMA Overlay, Standard Traffic, Intermediate Course, 1/2", PG 58-28S	857	TON	\$ 120.00	\$ 102,840.00	930.60	\$ 111,672.00	930.6	\$ 111,672.00
5	7021-A	HMA Overlay, Standard Traffic, Surface Course, 1/2", PG 58-28S	891	TON	\$ 120.00	\$ 106,920.00	979.00	\$ 117,480.00	979	\$ 117,480.00
6	7030-H-3	Granular Surfacing for Driveways	29	TON	\$ 48.00	\$ 1,392.00	50.60	\$ 2,428.80	50.6	\$ 2,428.80
7	7040-A	Full Depth Patches, HMA, 6"	159	SY	\$ 80.00	\$ 12,720.00	202.80	\$ 16,224.00	202.8	\$ 16,224.00
8	7040-B	Subbase Over-excavation	100	TON	\$ 60.00	\$ 6,000.00	0		0	\$ -
9	7040-G	Milling, Variable Depth	195	SY	\$ 4.50	\$ 877.50	195.0	\$ 877.50	195	\$ 877.50
10	7040-G	Milling, 3"	3,505	SY	\$ 4.50	\$ 15,772.50	3,505.00	\$ 15,772.50	3505	\$ 15,772.50
11	8020-C	Painted Pavement Markings, Durable	0	STA	\$ 150.00	\$ -	0.00		0	\$ -
12	8020-M	Grooves Cut for Pavement Markings	0	STA	\$ 150.00	\$ -	0.00		0	\$ -
13	8030-A	Temporary Traffic Control	1	LS	\$ 15,000.00	\$ 15,000.00	1	\$ 15,000.00	1	\$ 15,000.00
14	11,020-A	Mobilization	1	LS	\$ 12,000.00	\$ 12,000.00	1	\$ 12,000.00	1	\$ 12,000.00
						\$282,396.00		\$ 304,015.20		\$ 304,015.20

ACCEPTANCE OF PROVISIONS OF RESOLUTION NO. 2023-21

The undersigned hereby accepts all the terms and conditions of the attached Resolution and agrees that the same shall be binding upon undersigned, successors, and assigns.

Dated this 19th day of JULY, 2023.


Travis Dolan

Prepared by: Nicolas AbouAssaly, Simmons Perrine Moyer Bergman PLC
and return to: 115 Third Street - Suite 1200, Cedar Rapids, Iowa 52401 (319) 366-7641

SPACE ABOVE THIS LINE FOR RECORDER

Address Tax Statements to: Travis Dolan, 8 Washington Ave., Center Point, IA 52213

QUIT CLAIM DEED

For the consideration of one dollar and other valuable consideration, the CITY OF URBANA, IOWA does hereby Quit Claim to TRAVIS DOLAN, all of its right, title, interest, estate, claim and demand in and to the following described real estate in Benton County, Iowa:

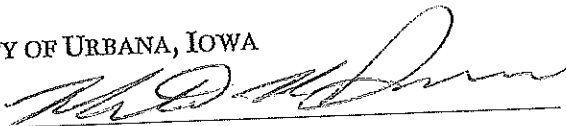
The Entire East-West Alley in Block 9 of Manatheka Addition, Urbana, Benton County, Iowa,

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

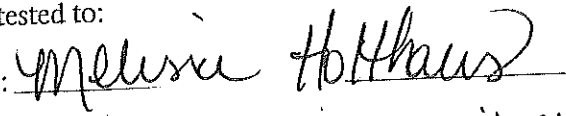
The Grantor is a political subdivision of the State of Iowa and, therefore, this Deed is exempt from transfer tax and the requirements of a Declaration of Value and Groundwater Hazard Statement pursuant to Iowa Code Section 428A.2(6).

Dated: 7/12, 2023

CITY OF URBANA, IOWA

By: 
Mitch McDonough, Mayor

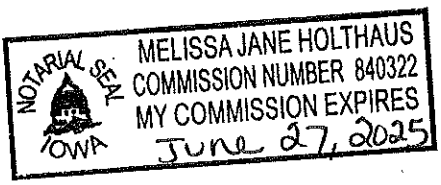
Attested to:

By: 
Melissa Holthaus, Deputy City Clerk

STATE OF IOWA)
) ss:
BENTON COUNTY)

On this 19 day of July, 2023, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Mitch McDonough and Melissa Holthaus to me personally known, and who, being duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Urbana, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the seal of the corporation; and that the instrument was signed and sealed on behalf of the corporation by authority and resolution of its City Council; and Mitch McDonough and Melissa Holthaus acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation.

NOTARY PUBLIC – STATE OF IOWA
My Commission Expires on: June 27, 2025



RESOLUTION NO. 2023-22

**RESOLUTION TO APPROVE THE VACATION AND SALE OF REAL
PROPERTY**

WHEREAS, notice has been given and a public hearing held as required by law, and

WHEREAS, the public use has been vacated by ordinance for the following described City property:

See Attached 'Exhibit A'

and

WHEREAS, on June 20, 2023, the City published notice to hold a Public Hearing, and

WHEREAS, on July 12, 2023, a Public Hearing was held and the City Council recommended the disposition of the property described in 'Exhibit A'.

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

1. The Mayor and City Clerk shall execute a Quit Claim Deed conveying the property hereafter described to Thomas C. Carman, 591 Center Avenue, Urbana, Iowa, 52345:

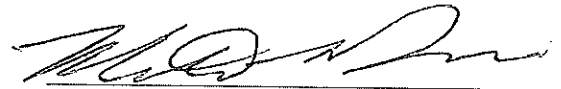
See attached 'Exhibit A'

2. This conveyance is subject to the following conditions which shall be agreed to and accepted in writing by the grantee and be binding upon the grantee, successors, and assigns as follows:
 - a. Grantee shall save the City of Urbana harmless from damage or injury or loss of access or diminishing of the value of improved property, under Section 364.15 of the Iowa Code as the result of vacation and the disposition of said property hereinbefore described to said grantee.
3. This property must be combined with an adjacent parcel to form one conforming tax parcel.

BE IT FURTHER RESOLVED, that on behalf of the City of Urbana, the Mayor and City Clerk are hereby authorized to execute a Quit Claim Deed effectuating this conveyance and that the same is hereby approved and accepted, and that it shall be recorded in the Office of the Benton County Recorder and thereafter filed with the City Treasurer.

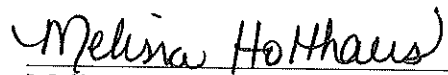
Passed and approved this 12th day of July, 2023.

AYES: 5
NAYS: 0



Mitch McDonough, Mayor

ATTEST:



Melissa Holthaus, Deputy City Clerk

EXHIBIT A – Legal Description

PART OF THE SOUTH 25 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER (S.W.1/4-N.E.1/4), SECTION THIRTY-FOUR (34), TOWNSHIP EIGHTY-SIX (86) NORTH, RANGE NINE (9) WEST OF THE FIFTH PRINCIPAL MERIDIAN CITY OF URBANA, BENTON COUNTY, IOWA AS DESCRIBED IN WARRANTY DEED BOOK 159, PAGE 147 IN THE OFFICE OF THE BENTON COUNTY, IOWA RECORDER MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE SOUTHEAST CORNER OF J AND D SUBDIVISION IN URBANA, IOWA AS RECORDED IN BOOK 7, PAGE 210 IN THE OFFICE OF THE BENTON COUNTY, IOWA RECORDER;

THENCE SOUTH 0°11'01" EAST ON THE WEST RIGHT OF WAY LINE OF CENTER AVENUE, 25.02 FEET;

THENCE SOUTH 88°07'19" WEST, 564.75 FEET TO THE NORTHEAST CORNER OF LANDS DESCRIBED IN WARRANTY DEED BOOK 159, PAGE 146 IN THE OFFICE OF THE BENTON COUNTY, IOWA RECORDER;

THENCE NORTH 1°52'41" WEST, 25.00 FEET TO THE SOUTH LINE OF SAID J AND D SUBDIVISION;

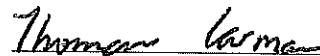
THENCE NORTH 88°07'19" EAST ON SAID SOUTH LINE, 565.65 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 0.32 ACRE.

ACCEPTANCE OF PROVISIONS OF RESOLUTION NO. 2023-22

The undersigned hereby accepts all the terms and conditions of the attached Resolution and agrees that the same shall be binding upon undersigned, successors, and assigns.

Dated this 19 day of July, 2023.



Thomas C. Carman

Prepared by: Nicolas AbouAssaly, Simmons Perrine Moyer Bergman PLC
and return to: 115 Third Street - Suite 1200, Cedar Rapids, Iowa 52401 (319) 366-7641

SPACE ABOVE THIS LINE FOR RECORDER

Address Tax Statements to: Tom Carman, 591 Center Avenue, Urbana, Iowa, 52345

QUIT CLAIM DEED

For the consideration of one dollar and other valuable consideration, the CITY OF URBANA, IOWA does hereby Quit Claim to TOM CARMAN, all of its right, title, interest, estate, claim and demand in and to the following described real estate in Benton County, Iowa:

PART OF THE SOUTH 25 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER (S.W.1/4-N.E.1/4), SECTION THIRTY-FOUR (34), TOWNSHIP EIGHTY-SIX (86) NORTH, RANGE NINE (9) WEST OF THE FIFTH PRINCIPAL MERIDIAN CITY OF URBANA, BENTON COUNTY, IOWA AS DESCRIBED IN WARRANTY DEED BOOK 159, PAGE 147 IN THE OFFICE OF THE BENTON COUNTY, IOWA RECORDER MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE SOUTHEAST CORNER OF J AND D SUBDIVISION IN URBANA, IOWA AS RECORDED IN BOOK 7, PAGE 210 IN THE OFFICE OF THE BENTON COUNTY, IOWA RECORDER; THENCE SOUTH 0°11'01" EAST ON THE WEST RIGHT OF WAY LINE OF CENTER AVENUE, 25.02 FEET; THENCE SOUTH 88°07'19" WEST, 564.75 FEET TO THE NORTHEAST CORNER OF LANDS DESCRIBED IN WARRANTY DEED BOOK 159, PAGE 146 IN THE OFFICE OF THE BENTON COUNTY, IOWA RECORDER; THENCE NORTH 1°52'41" WEST, 25.00 FEET TO THE SOUTH LINE OF SAID J AND D SUBDIVISION; THENCE NORTH 88°07'19" EAST ON SAID SOUTH LINE, 565.65 FEET TO THE POINT OF BEGINNING.
DESCRIBED PARCEL CONTAINS 0.32 ACRE,

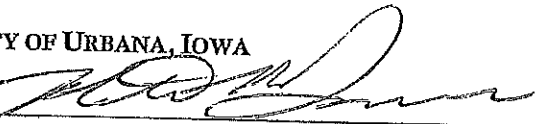
Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

The Grantor is a political subdivision of the State of Iowa and, therefore, this Deed is exempt from transfer tax and the requirements of a Declaration of Value and Groundwater Hazard Statement pursuant to Iowa Code Section 428A.2(6).

Dated: 7/12, 2023

CITY OF URBANA, IOWA

By:



Mitch McDonough, Mayor

Attested to:

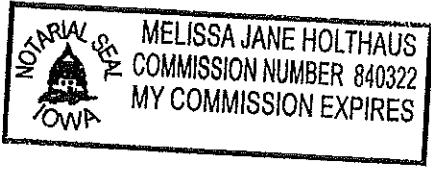
By: Melissa Horthaus

Melissa Horthaus, Deputy City Clerk

STATE OF IOWA)
) ss:
BENTON COUNTY)

On this 19th day of July, 2023, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Mitch McDonough and Melissa Holthaus, to me personally known, and who, being duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Urbana, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the seal of the corporation; and that the instrument was signed and sealed on behalf of the corporation by authority and resolution of its City Council; and Mitch McDonough and Melissa Holthaus acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation.

Melissa Holthaus
NOTARY PUBLIC - STATE OF IOWA
My Commission Expires on: June 27, 2025



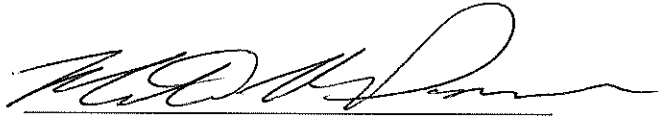
RESOLUTION NO. 2023-23

**A RESOLUTION APPROVING THE PROPOSED JOB DESCRIPTION FOR
THE CITY ADMINISTRATOR/CITY CLERK**

WHEREAS, the City Council of the City of Urbana has reviewed the job description and title for the new position of City Administrator/City Clerk;

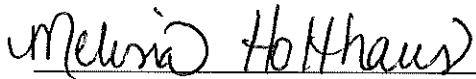
NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Urbana, Iowa, hereby accepts and approves the new job description and title for the City Administrator/City Clerk.

PASSED, APPROVED AND ADOPTED this 16th day of August 2023, by the Urbana City Council.



Mitch McDonough, MAYOR

ATTEST:



Melissa Holthaus, DEPUTY CITY CLERK

RESOLUTION NO. 2023-24B

**ACCEPT AND APPROVE STREET FINANCE REPORT FOR FISCAL YEAR
ENDING JUNE 30, 2023**

WHEREAS, the Temporary City Clerk has prepared the FY23 Street Finance Report as required by the State of Iowa; and,

WHEREAS, it is recommended by the State of Iowa that the City Council approve the Street Finance Report, before it is submitted to the State of Iowa.

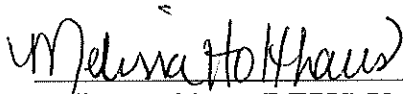
NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Urbana, Iowa, hereby accepts and approves the FY23 Street Finance Report.

PASSED, APPROVED AND ADOPTED this 13th day of September 2023, by the Urbana City Council.



Mitch McDonough, MAYOR

ATTEST:



Melissa Holthaus, DEPUTY CITY CLERK

RESOLUTION NO. 2023-24

ACCEPT AND APPROVE STREET FINANCE REPORT FOR FISCAL YEAR
ENDING JUNE 30, 2023

WHEREAS, the Temporary City Clerk has prepared the FY23 Street Finance Report as required by the State of Iowa; and,

WHEREAS, it is recommended by the State of Iowa that the City Council approve the Street Finance Report, before it is submitted to the State of Iowa.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Urbana, Iowa, hereby accepts and approves the FY23 Street Finance Report.

PASSED, APPROVED AND ADOPTED this 13th day of September 2023, by the Urbana City Council.


Mitch McDonough, MAYOR

ATTEST:


Melissa Holthaus, DEPUTY CITY CLERK

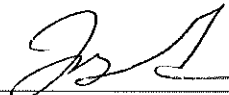
RESOLUTION NO. 2023-24A

A RESOLUTION APPROVING THE Adding of a Special Library Levy referendum to the 2023 general election ballot.

WHEREAS, the City Council of the City of Urbana has reviewed the Special Library Levy referendum for the November 7th, 2023 general election ballot.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Urbana, Iowa, hereby accepts and approves the Special Library Levy referendum for the November 7th, 2023 general election ballot as stated: Shall the City of Urbana, Iowa be authorized to levy, annually, a property tax of twenty-seven cents per \$1,000 of taxable value for the purpose of increasing the annual operating budget of the Urbana Public Library, with collection of the levy commencing in the fiscal year beginning July 1, 2025.

PASSED, APPROVED AND ADOPTED this 16th day of August 2023, by the Urbana City Council.



Mitch McDonough, MAYOR

ATTEST:



Melissa Holthaus, DEPUTY CITY CLERK

RESOLUTION NO. 2023-24

A RESOLUTION APPROVING THE Adding of a Special Library Levy referendum to the 2023 general election ballot.

WHEREAS, the City Council of the City of Urbana has reviewed the Special Library Levy referendum for the November 7th, 2023 general election ballot.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Urbana, Iowa, hereby accepts and approves the Special Library Levy referendum for the November 7th, 2023 general election ballot as stated: Shall the City of Urbana, Iowa be authorized to levy, annually, a property tax of twenty-seven cents per \$1,000 of taxable value for the purpose of increasing the annual operating budget of the Urbana Public Library, with collection of the levy commencing in the fiscal year beginning July 1, 2025.

PASSED, APPROVED AND ADOPTED this 16th day of August 2023, by the Urbana City Council.

Mitch McDonough, MAYOR

ATTEST:

Melissa Holthaus, DEPUTY CITY CLERK

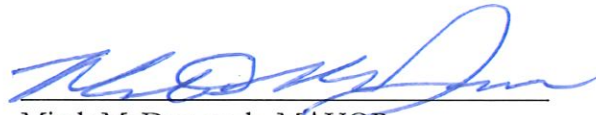
RESOLUTION NO. 2023-25

ACCEPT AND APPROVE AMENDMENT TO CHAPTER 18 ORDINANCE

WHEREAS, the City Council of the City of Urbana has reviewed Chapter 18 of the 2013 Code of Ordinances; and,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Urbana, Iowa, hereby accepts and approves the Chapter 18 amendment.

PASSED, APPROVED AND ADOPTED this 13th day of September 2023, by the Urbana City Council.



Mitch McDonough, MAYOR

ATTEST:


Melissa Holthaus, DEPUTY CITY CLERK

RESOLUTION NO. 2023-26

**ACCEPT AND APPROVE ADDITIONS TO CHAPTER 22 OF THE 2013 CODE
OF ORDINANCE**

WHEREAS, the City Council of the City of Urbana has reviewed Chapter 22 to add City Administrator job description to the 2013 Code of Ordinances; and,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Urbana, Iowa, hereby accepts and approves the Chapter 22 amendment.

PASSED, APPROVED AND ADOPTED this 13th day of September 2023, by the Urbana City Council.



Mitch McDonough, MAYOR

ATTEST:



Melissa Holthaus, DEPUTY CITY CLERK

RESOLUTION NO. 2023-27

**A RESOLUTION TO APPROVE THE PAY OFF OF THE TAHOE
FOR THE POLICE DEPARTMENT**

WHEREAS, the Tahoe came finished for the price of \$61,903.64 in the FY2023 General Fund (current year) in line 001-110-6711;

AND WHEREAS, Karl Auto Group, 5983 NE Industry Drive, Des Moines IA 50313 will be paid in full.

NOW THEREFORE, LET IT BE RESOLVED by the City Council, City of Urbana, to approve the payment of a Tahoe from Karl Auto Group, 1101 SE Oralabor Rd, Ankeny, Iowa in the amount of \$61,903.64.

M/S

Roll Call

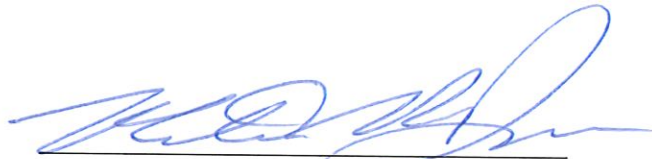
Aye:

Nay:

Abstention:

Absent:

Passed and approved this 27th day of September, 2023



Mitch McDonough, MAYOR

ATTEST:



Melissa Holthaus, DEPUTY CITY CLERK

RESOLUTION NO. 2023-28

**A RESOLUTION CONFIRMING THE APPOINTMENT OF
JENNIFER BURKHART AS CITY ADMINISTRATOR/CITY CLERK**

WHEREAS, on August 16th, 2023 in Resolution 2023-28, the City Council authorized the creation of a City Administrator Search Committee to work with a consultant and oversee the process of hiring a new City Administrator to fill the position; and

WHEREAS, said committee has conducted a thorough hiring process with search consultant Elizabeth Hansen, staff and community leader interview panels, and closed session of council to interview candidates; and


WHEREAS, the consultant Hansen has negotiated a contract with Jennifer Burkhart of Urbana, Iowa to be the next City Administrator/City Clerk, subject to confirmation by the Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, IOWA:

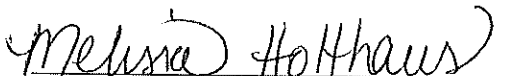
Section 1. The Council confirms the appointment of Burkhart as the City Administrator/City Clerk of the City of Urbana, under the general terms outlined in the attached offer letter.

Section 2. The Council hereby approves the aforementioned employment agreement between Burkhart and the City.

PASSED AND APPROVED this 2nd day of November, 2023.


Mitch McDonough, Mayor

ATTEST:


Melissa Holthaus, Deputy City Clerk

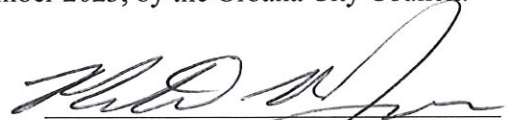
RESOLUTION NO. 2023-29
ACCEPT AND APPROVE ANNUAL FINANCIAL REPORT
FOR FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, the Temporary City Clerk has prepared the FY23 Annual Financial Report as required by the State of Iowa; and,

WHEREAS, it is recommended by the State of Iowa that the City Council approve the Annual Financial Report, before it is submitted to the State of Iowa.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Urbana, Iowa, hereby accepts and approves the FY23 Annual Financial Report.

PASSED, APPROVED AND ADOPTED this 8th day of November 2023, by the Urbana City Council.



Mitch McDonough, MAYOR

ATTEST:



Melissa Holthaus, DEPUTY CLERK

Resolution 2023-30

RESOLUTION TO APPROVE TRANSFERS FOR FY2024

WHEREAS, the City Council of the City of Urbana is required by the State of Iowa to approve all budget transfers from funds,

AND WHEREAS, The City Council approves the following transfers to be made for Fiscal Year 2024:

Original Budget Transfers:

Road Use Tax	110-910-6910	to	Dump Truck Capital Project	302-910-4830	\$88,000
<i>Road Use Tax to Dump Truck Capital Project Fund</i>					
Water Fund	600-910-6910	to	Dump Truck Capital Project	302-910-4830	\$88,000
<i>Water Fund to Dump Truck Capital Project Fund</i>					
Sewer Fund	610-910-6910	to	Dump Truck Capital Project	302-910-4830	\$88,000
<i>Sewer Fund to Dump Truck Capital Project Fund</i>					
2020 GoBond Fund 316	316-910-6910	to	Water Fund (Fixed Collector)	600-910-4830	\$45,700
<i>Richland Heights 2020 Go Bond Leftover funds to water to pay for fixed collector</i>					

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Urbana to approve the above listed transfers prior to the end of Fiscal Year 2024.

M/S Bendall/Vaske

Roll Call

Aye: 5

Nay: 0

Absent: 0

Abstention: 0

Passed and approved this 21st day of November 2023.



Mitch McDonough, Mayor

Attest:



Jennifer Burkhart, City Administrator/Clerk

FY24 Budget Amendment #1 Memo

To: Mayor McDonough and City Council
From: Jennifer Burkhart, City Administrator/City Clerk
RE: Budget FY2024 Amendment #1
Date: November, 2023

The following information is regarding the FY2024 proposed budget amendment. This is our 1st amendment to the FY2024 Budget that was adopted in March 2023. The public hearing for the amendment will be held on the 13th day of December 2023.

Revenues

Amendments do not need to be done for revenues, but I am recommending we add the revenues to the amendment:

- **\$99,762 in General Fund Misc. Revenue** – The Fire Department received a FEMA grant that was deposited into the City’s bank account. This is money in and money out on behalf of the Fire Department.
- **\$264,000 in Transfer In for Dump Truck Capital Project** – This amendment is for the Dump Truck that was not fully budgeted to be purchased in FY2024, due to early arrival transfers and budget amendments need to be made. See Resolution 2023-11.
- **\$45,700 into Water Transfer In** – This is from the remaining 2020GO Bond Funds that was used for Richland Ave. These excess funds have been allocated to pay for the public works fixed collector. Will transfer money and expense out of the water fund.

Expenditures:

The expenditure amendments are listed below:

- **\$99,762 General Fund Misc. Expense**– This is regarding the money that came in as revenue for the Fire Station FEMA grant.
- **\$88,000 Road Use Tax** – This is to be transferred into the Dump Truck Capital Project.
- **\$88,000 Water Fund** – This is to be transferred into the Dump Truck Capital Project.
- **\$88,000 Sewer Fund** – This is to be transferred into the Dump Truck Capital Project.
- **\$80,000 General Fund Parks Veterans Memorial** – This is to pay for the Veterans Memorial outside City Hall that exceeded the \$35,000 that was budgeted in the in the FY2024 budget.
- **\$45,700 Transfer Out Fund 316** - This is to transfer funds into the water fund to pay for the Fixed Collected. We do not need to make a expense line amendment as the \$50,000 is already available in the Water Capital Equipment line, that was going to be used to pay for the dump truck that is now being paid for out of Fund 302.



Urbana
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Resolution | 2023-31

RESOLUTION TO APPROVE THE FY2023 URBAN RENEWAL REPORT TO THE STATE OF IOWA

WHEREAS, the City Council of the City of Urbana, Benton County, Iowa, has reviewed the Annual Urban Renewal Report for Fiscal Year 2023;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council, City of Urbana, Iowa to approve the Urbana Urban Renewal Report and to authorize the City Administrator/Clerk to sign as the authorized official and submit to the State of Iowa

M/S *Bendull/Vaske*
Roll Call

Aye: *5*

Nay: *0*

Absent: *0*

Abstention: *0*

Passed and approved this 21st day of November 2023.



Mitch McDonough, Mayor

Attest:



Jennifer Burkhart, City Administrator/Clerk

Levy Authority Summary

Local Government Name: URBANA
 Local Government Number: 06G042

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
URBANA URBAN RENEWAL	06009	7

TIF Debt Outstanding: 1,192,829

TIF Sp. Rev. Fund Cash Balance as of 07-01-2022:		Amount of 07-01-2022 Cash Balance Restricted for LMI
	407,363	100,800

TIF Revenue:	246,504
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	246,504

Rebate Expenditures:	50,413
Non-Rebate Expenditures:	263,558
Returned to County Treasurer:	0
Total Expenditures:	313,971

TIF Sp. Rev. Fund Cash Balance as of 06-30-2023:		Amount of 06-30-2023 Cash Balance Restricted for LMI
	339,896	30,800

Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 538,962

Urban Renewal Area Data Collection

Local Government Name: URBANA (06G042)
 Urban Renewal Area: URBANA URBAN RENEWAL
 UR Area Number: 06009

UR Area Creation Date: 01/1992

UR Area Purpose: To foster economic development in the area through public improvement including a new sewer plant.

Tax Districts within this Urban Renewal Area	Base No.	Increment No.	Increment Value Used
URBANA CITY/CENTER POINT-URBANA SCH/91 INCREM	060360	060361	6,557,536
URBANA CITY/CENTER POINT-URBANA SCH/BESCOVI 94 INCREM	060362	060363	0
URBANA CITY/CENTER POINT-URBANA SCH/97 INCREM	060364	060365	0
POLK TWP/CENTER POINT-URBANA SCH/URBANA 94 INCREM	060416	060417	0
URBANA CITY AG/CENTER POINT-URBANA SCH/BESCOVI 93 INCREM	060458	060459	0
URBANA CITY/CENTER POINT-URBANA SCH INCREM	060462	060463	0
URBANA CITY/CENTER POINT-URBANA SCH/INCR CLICKSTOP	060524	060525	1,712,395

Urban Renewal Area Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	23,082,300	6,417,604	0	0	-44,448	29,852,752	0	29,852,752
Taxable	0	12,494,497	5,775,844	0	0	-44,448	18,479,170	0	18,479,170
Homestead Credits									

TIF Sp. Rev. Fund Cash Balance as of 07-01-2022:	Commercial	Industrial	Amount of 07-01-2022 Cash Balance Restricted for LMI
	407,363	100,800	
TIF Revenue:	246,504		
TIF Sp. Revenue Fund Interest:	0		
Property Tax Replacement Claims	0		
Asset Sales & Loan Repayments:	0		
Total Revenue:	246,504		
Rebate Expenditures:	50,413		
Non-Rebate Expenditures:	263,558		
Returned to County Treasurer:	0		
Total Expenditures:	313,971		

TIF Sp. Rev. Fund Cash Balance as of 06-30-2023:	Commercial	Industrial	Amount of 06-30-2023 Cash Balance Restricted for LMI
	339,896	30,800	

Projects For URBANA URBAN RENEWAL

CKSTOP DEVELOPMENT

Description: TIF REBATE AGREEMENT
Classification: Industrial/manufacturing property
Physically Complete: Yes
Payments Complete: No

URBANA TOWNE CENTRE 1ST

Description: URBAN RENEWAL
Classification: Commercial - retail
Physically Complete: Yes
Payments Complete: No

WARBUCKS 1ST ADD LMI

Description: LMI OBLIGATION FROM WARBUCKS 1ST ADD
Classification: Residential property (classified residential)
Physically Complete: Yes
Payments Complete: No

SEWER PLANT EXPANTION

Description: SEWER PLANT EXPANTION PROJECT
Classification: Water treatment plants, waste treatment plants & lagoons
Physically Complete: Yes
Payments Complete: No

Debts/Obligations For URBANA URBAN RENEWAL

CLICKSTOP #3

Debt/Obligation Type:	Rebates
Principal:	151,241
Interest:	0
Total:	151,241
Annual Appropriation?:	Yes
Date Incurred:	08/01/2016
FY of Last Payment:	2025

2020B URBAN RENEWAL

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	415,000
Interest:	25,788
Total:	440,788
Annual Appropriation?:	Yes
Date Incurred:	12/01/2020
FY of Last Payment:	2028

LMI OBLIGATION OUTSTANDING

	Outstanding LMI Housing
Debt/Obligation Type:	Obligations
Principal:	100,800
Interest:	0
Total:	100,800
Annual Appropriation?:	Yes
Date Incurred:	01/19/2005
FY of Last Payment:	2030

SEWER PROJECT SRF

Debt/Obligation Type:	Other Debt
Principal:	500,000
Interest:	0
Total:	500,000
Annual Appropriation?:	No
Date Incurred:	01/13/2010
FY of Last Payment:	2030

Non-Rebates For URBANA URBAN RENEWAL

Expenditure Amount: 93,558
Yield To Debt: 2020B URBAN RENEWAL
Yield To Project: URBANA TOWNE CENTRE 1ST

IF Expenditure Amount: 70,000
Yield To Debt: LMI OBLIGATION
OUTSTANDING
Yield To Project: WARBUCKS 1ST ADD LMI

IF Expenditure Amount: 100,000
Yield To Debt: SEWER PROJECT SRF
Yield To Project: SEWER PLANT EXPANTION

Rebates For URBANA URBAN RENEWAL

CLICKSTOP

TIF Expenditure Amount:	50,413
Rebate Paid To:	CLICKSTOP
Tied To Debt:	CLICKSTOP #3
Tied To Project:	CLICKSTOP DEVELOPMENT
Projected Final FY of Rebate:	2025

TIF Taxing District Data Collection

Local Government Name: URBANA (06G042)
 Urban Renewal Area: URBANA URBAN RENEWAL (06009)
 TIF Taxing District Name: URBANA CITY/CENTER POINT-URBANA SCH/91 INCREM
 TIF Taxing District Inc. Number: 060361

TIF Taxing District Base Year:	1991	Slum	UR Designation
FY TIF Revenue First Received:	1993	Blighted	No
Subject to a Statutory end date?	No	Economic Development	No
			10/1991

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	23,082,300	430,304	0	0	-44,448	23,865,452	0	23,865,452
Taxable	0	12,494,497	387,274	0	0	-44,448	13,090,600	0	13,090,600
Homestead Credits									124

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	1,721,944	13,090,600	6,557,536	6,533,064	192,380

FY 2023 TIF Revenue Received: 196,079

TIF Taxing District Data Collection

Local Government Name: URBANA (06G042)
 Urban Renewal Area: URBANA URBAN RENEWAL (06009)
 TIF Taxing District Name: URBANA CITY/CENTER POINT-URBANA SCH/BECОВI 94 INCREM
 TIF Taxing District Inc. Number: 060363

TIF Taxing District Base Year:	1994	Slum	UR Designation
FY TIF Revenue First Received:	0	Blighted	No
Subject to a Statutory end date?	No	Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	146,606	0	0	0	0

FY 2023 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2022 - 2023

TIF Taxing District Data Collection

Local Government Name:	URBANA (06G042)		
Urban Renewal Area:	URBANA URBAN RENEWAL (06009)		
TIF Taxing District Name:	URBANA CITY/CENTER POINT-URBANA SCH/97 INCREM		
TIF Taxing District Inc. Number:	060365		
TIF Taxing District Base Year:	1997		UR Designation
FY TIF Revenue First Received:	1999	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	10/1997

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	27,774	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name:	URBANA (06G042)		
Urban Renewal Area:	URBANA URBAN RENEWAL (06009)		
TIF Taxing District Name:	POLK TWP/CENTER POINT-URBANA SCH/URBANA 94 INCREM		
TIF Taxing District Inc. Number:	060417		
TIF Taxing District Base Year:	1994		UR Designation
FY TIF Revenue First Received:	1996	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	10/1994

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	16,991	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: URBANA (06G042)
 Urban Renewal Area: URBANA URBAN RENEWAL (06009)
 TIF Taxing District Name: URBANA CITY AG/CENTER POINT-URBANA SCH/BECOVI 93 INCREM
 TIF Taxing District Inc. Number: 060459

TIF Taxing District Base Year:	1993		UR Designation
FY TIF Revenue First Received:	0	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	271,386	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: URBANA (06G042)
 Urban Renewal Area: URBANA URBAN RENEWAL (06009)
 TIF Taxing District Name: URBANA CITY/CENTER POINT-URBANA SCH INCREM
 TIF Taxing District Inc. Number: 060463

TIF Taxing District Base Year:	1994		UR Designation
FY TIF Revenue First Received:	0	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	97,575	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: URBANA (06G042)
 Urban Renewal Area: URBANA URBAN RENEWAL (06009)
 TIF Taxing District Name: URBANA CITY/CENTER POINT-URBANA SCH/INCR CLICKSTOP
 TIF Taxing District Inc. Number: 060525
 TIF Taxing District Base Year: 2011
 FY TIF Revenue First Received: 2013
 Subject to a Statutory end date? No

Slum	UR Designation	No
Blighted		No
Economic Development		No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	5,987,300	0	0	0	5,987,300	0	5,987,300
Taxable	0	0	5,388,570	0	0	0	5,388,570	0	5,388,570
Homestead Credits									

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	3,700	5,388,570	1,712,395	3,676,175	108,253

FY 2023 TIF Revenue Received: 50,425



Urbana
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Resolution | 2023-32

RESOLUTION TO APPROVE TIF INDEBTEDNESS CERTIFICATION TO THE COUNTY

WHEREAS, the City Council of the City of Urbana, Benton County, Iowa, has reviewed the Annual Indebtedness Certification;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council, City of Urbana, Iowa, to approve the Annual Indebtedness Certification and to authorize the City Administrator/Clerk to sign as the authorized official and submit to Benton County for FY2025.

M/S *Bendall/Lala*

Roll Call

Aye: *5*

Nay: *0*

Absent: *0*

Abstention: *0*

Passed and approved this 21st day of November 2023.



Mitch McDonough, Mayor

Attest:



Jennifer Burkhart, City Administrator/Clerk

CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR

Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal Area

City: Urbana County: Benton

Urban Renewal Area Name: Urbana Urban Renewal Area

Urban Renewal Area Number: 06009 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 85,168

*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

Dated this 22 day of November, 2023

Jennifer Burkhardt
Signature of Authorized Official

319-443-2400
Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

City: Urbana County: Benton

Urban Renewal Area Name: Urbana Urban Renewal Area

Urban Renewal Area Number: 06009 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. <u>ELWICK 3RD ADDITION; CITY CERTIFIED DEVELOPER REBATE AGREEMENT IN NOVEMBER 2021. THE CITY FAILED TO CERTIFY THE PORTION OF THE DEVELOPMENT AGREEMENT WHICH MUCH BE SET ASIDE FOR LMI.</u>	<u>9/14/2021</u>	<u>53,790</u>
<input checked="" type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. <u>ELWICK 4TH ADDITION; CITY CERTIFIED DEVELOPER REBATE AGREEMENT IN NOVEMBER 2021. THE CITY FAILED TO CERTIFY THE PORTION OF THE DEVELOPMENT AGREEMENT WHICH MUCH BE SET ASIDE FOR LMI.</u>	<u>9/14/2021</u>	<u>31,378</u>
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3. _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4. _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5. _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

Total For City TIF Form 1.1 Page 1: 85,168

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.



RESOLUTION TO APPROVE PAY ESTIMATE #5 FOR THE HUTTON DRIVE PROJECT


WHEREAS, the City Council of the City of Urbana, has reviewed the pay application #5 for the Hutton Drive Project;

NOW, THEREFORE, LET IT BE RESOLVED by the City Council, City of Urbana, Iowa, to approve the pay application in the amount of \$19,949.19.

M/S Lala/Holthaus
Roll Call

Aye: 5
Nay: 0
Absent:0
Abstention: 0

Passed and approved this 13th day of December 2023.


Mitch McDonough, Mayor

Attest:


Jennifer Burkhardt, City Administrator/Clerk



Urbana

A Great Place to Grow

Resolution | 2023-34

RESOLUTION TO APPROVE FY2023 AGREEMENT BETWEEN THE CITY OF URBANA, IOWA, AND THE BENTON COUNTY SHERIFF'S DEPARTMENT

WHEREAS, the City of Urbana, Iowa, desires to have the Benton County Sheriff's Department provide it with police protection; and

WHEREAS, the Benton County Sheriff's Office is willing to provide police protection to the City of Urbana, Iowa.

NOW, THEREFORE, BE IT RESOLVED by the City Council, City of Urbana, Iowa, that the City shall retain the services of the Sheriff's Office of Benton County, Iowa to provide police protection for a yearly sum of \$4,225.00 is hereby approved and accepted;

BE IT FURTHER RESOLVED that the Mayor and City Administrator are hereby authorized to sign this agreement for an amount not to exceed \$4,225.

M/S Holthaus/Vaske To. Approve the FY2023 Agreement between the City of Urbana and the Benton Co. Sheriff's Office for police protection.

Roll Call

Aye: 4

Nay: 0

Absent: Lala

Abstention: 0

Passed and approved this 13th day of December 2023.



Mitch McDonough, Mayor

Attest:



Jennifer Burkhart, City Administrator/Clerk

BENTON COUNTY SHERIFF'S OFFICE



Serving Benton County Since 1846

Sheriff

Ronald J. Tippet
113 E. 3rd Street
Vinton, Iowa 52349-1756

Office (319) 472-2337
Fax (319) 472-4770
sheriff@bentonsheriff.com

Chief Deputy
John Lindaman

October 4, 2023

Urbana City Hall
102 Capitol Ave
Urbana, IA 52345

Dear City Council:

I apologize for the delay in getting the 2023 contract for law enforcements services to you earlier. Please find the attached agreement.

The rates and conditions remain the same as in 2022 and have not been increased or changed.

Please complete and submit it to the Benton County Auditor, attn: Nancy Jorgenson as soon as possible.

Sincerely,

Ronald J. Tippet
Sheriff

LAW ENFORCEMENT AGREEMENT

County of Benton and the City of Urbana

This agreement entered into on this 15th day of Dec, 2023, by the town of Urbana, Iowa and the Benton County Sheriff.

WITNESSETH THAT

WHEREAS, the Town of Urbana, Iowa desires to have the Benton County Sheriff provide it with police protections, and

WHEREAS, the Benton County Sheriff's Office is willing to provide police protection to the Town of Urbana, Iowa, upon the terms hereinafter set forth:

NOW THEREFORE:

In consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto, intending to be legally bound hereby, do covenant and agree for themselves and their successors as follows:

- 1) That the County of Benton, State of Iowa, through its Sheriff's Office, will provide police protection to the town of Urbana for the total yearly sum of \$4225.00 to be paid quarterly.
- 2) That the annual sum will cover time spent by the Benton County Sheriff's Office providing police protection to said town not to exceed 2.5 hours a week on the average or 130 hours in the twelve month period of this contract.
- 3) *If the required police protection provided by the Benton County Sheriff's Office exceeds 2.5 hrs per week, additional hours shall be billed at a rate of \$45 per hour.*
- 4) That Benton County, Iowa, through its Sheriff's Office will answer calls in said town for police protection at all times.
- 5) That the town of Urbana requests and empowers the Benton County Sheriff's Office to enforce Urbana local ordinances.
- 6) That Benton County agrees that the Benton County Sheriff's Office will enforce Urbana local ordinances.
- 7) That this agreement is to become effective on July 1, 2023.
- 8) That this Agreement will terminate and be subject to renewal on the 30th day of June, 2024 or by a ninety (90) day written notice from either party.
- 9) No agreement has been reached between the parties concerning which party is required to defend and indemnify the other party for any claim or suit arising from law enforcement services provided under this contract. The question is expressly reserved for decision by the courts on the appropriate occasion.

WITNESS, whereof the parties who have subscribed their signatures herein the day and year of this agreement.

By: _____

Chairperson, Board of Supervisors Benton County, Iowa

Attest: _____

Benton County Auditor
Secretary to the Benton County
Board of Supervisors

By: _____

Mayor of Urbana, Iowa

Attest: _____

Jennifer Burkhardt

City Clerk
City of Urbana

CONSENT

I, Ronald J. Tippet, stated that I am the duly elected and qualified Sheriff of Benton County, Iowa, and I further stated that I have read the foregoing Agreement, consent to the terms thereof, and agree to be bound thereby.

Ronald J. Tippet
Benton County Sheriff



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Resolution | 2023-35

RESOLUTION TO ACCEPT AND APPROVE THE NUMBER CHANGE OF TWO RESOLUTIONS THAT WERE DUPLICATED WITH THE SAME NUMBER

WHEREAS, the City Council of the City of Urbana, has reviewed Resolutions 2023-24 Special Library Referendum and Resolution 2023-24 Accept and Approve the Street Finance Report have been assigned the same resolution number;

AND WHEREAS, The City Council accepts and approves the following changes to be made Resolution 2023-24A Special Library Referendum and 2023-24B Accept and Approve the Street Finance Report for FY23;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Urbana, of the City of Urbana, Iowa, hereby accepts and approves the above listed Resolution number changes.

M/S Holthaus/Vaske To accept and approve the number change of two resolutions that were duplicated with the same resolution number.

Roll Call

Aye: 4

Nay: 0

Absent: Lala

Abstention:

Passed and approved this 13th day of December 2023.



Mitch McDonough, Mayor

Attest:



Jennifer Burkhardt, City Administrator/Clerk



Urbana
A Great Place to Grow

Resolution | 2023-36

RESOLUTION TO ADD JENNIFER BURKHART AND GARY BENSON TO ALL CITY BANK ACCOUNTS AND TO REMOVE MITCH MCDONOUGH FROM ALL CITY BANK ACCOUNTS

WHEREAS, the City Administrator/Clerk, Jennifer Burkhart, shall be added to all bank accounts to provide additional segregation of duties within the City Administrator/Clerk's office,

WHEREAS, the newly elected Mayor, Gary Benson, shall be added to all bank accounts and removal of Mitch McDonough, former Mayor before January 2, 2024;

NOW, THEREFORE, LET IT BE RESOLVED by the City Council, City of Urbana, Iowa, to approve Jennifer Burkhart and Gary Benson, to be added to the City of Urbana bank accounts and to remove Mayor, Mitch McDonough before January 2, 2024.

M/S Vaske/Bendull To approve adding Jennifer Burkhart and Gary Benson to all city bank accounts and to remove Mitch McDonough from all city bank accounts.

Roll Call

Aye: 4

Nay: 0

Absent: Lala

Abstention:

Passed and approved this 13th day of December 2023.

Mitch McDonough, Mayor

Attest:

Jennifer Burkhart, City Administrator/Clerk



A Great Place to Grow

Resolution 2023-37

RESOLUTION TO APPROVE BUDGET AMENDMENT #1 FY2024

WHEREAS, the City Council of the City of Urbana the Urbana published the required notice concerning the proposed amendment to the current budget for the fiscal year ending June 30, 2024, on November 9, 2022; and

AND WHEREAS, the City Council of the City of Urbana held a public hearing concerning the proposed amendment to the current budget for the fiscal year ending June 30, 2024, on December 13, 2023; and

AND WHEREAS, the City Council of the City of Urbana, after hearing all taxpayers wishing to be heard and considering the statements made by them, considered the proposed amendment to the budget and modifications proposed at the hearing.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Urbana, Iowa, that the current budget is amended as set out in the attached paperwork; and

BE IT FURTHER RESOLVED, by the City Council of the City of Urbana, Iowa, that the Mayor and City Clerk/Treasurer are hereby authorized and directed to execute this resolution; and

BE IT FURTHER RESOLVED, by the City Council of the City of Urbana, Iowa, that the City Clerk/Treasurer is hereby directed to submit this budget amendment to the Benton County Auditor.

M/S Bendull/ Lala To approve FY2024 Budget Amendment #1.

Roll Call: Aye: 5 Nay: 0 Absent: 0 Abstention: 0

M/S Holthaus/ Lala To approve waiving 2nd & 3rd Reading

Roll Call: Aye: 5 Nay: 0 Absent: 0 Abstention: 0

Passed and approved this 13th day of December 2023.

Mitch McDonough, Mayor

Attest:

Jennifer Burkhart, City Administrator/Clerk

Resolution | 2023-30

RESOLUTION TO APPROVE TRANSFERS FOR FY2024

WHEREAS, the City Council of the City of Urbana is required by the State of Iowa to approve all budget transfers from funds,

AND WHEREAS, The City Council approves the following transfers to be made for Fiscal Year 2024:

Original Budget Transfers:

Road Use Tax	110-910-6910	to	Dump Truck Capital Project	302-910-4830	\$88,000
<i>Road Use Tax to Dump Truck Capital Project Fund</i>					
Water Fund	600-910-6910	to	Dump Truck Capital Project	302-910-4830	\$88,000
<i>Water Fund to Dump Truck Capital Project Fund</i>					
Sewer Fund	610-910-6910	to	Dump Truck Capital Project	302-910-4830	\$88,000
<i>Sewer Fund to Dump Truck Capital Project Fund</i>					
2020 GoBond Fund 316	316-910-6910	to	Water Fund (Fixed Collector)	600-910-4830	\$45,700
<i>Richland Heights 2020 Go Bond Leftover funds to water to pay for fixed collector</i>					

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Urbana to approve the above listed transfers prior to the end of Fiscal Year 2024.

M/S *Bendall/Vaske*

Roll Call

Aye: *5*

Nay: *0*

Absent: *0*

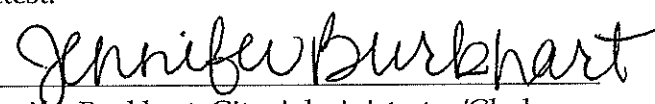
Abstention: *0*

Passed and approved this 21st day of November 2023.



Mitch McDonough, Mayor

Attest:



Jennifer Burkhart, City Administrator/Clerk



Urbana
A Great Place to Grow

FY24 Budget Amendment #1 Memo

To: Mayor McDonough and City Council
From: Jennifer Burkhart, City Administrator/City Clerk
RE: Budget FY2024 Amendment #1
Date: November 21, 2023

The following information is regarding the FY2024 proposed budget amendment. This is our 1st amendment to the FY2024 Budget that was adopted in March 2023. The public hearing for the amendment will be held on the 13th day of December 2023.

Revenues

Amendments do not need to be done for revenues, but I am recommending we add the revenues to the amendment:

- **\$99,762 in General Fund Misc. Revenue** – The Fire Department received a FEMA grant that was deposited into the City’s bank account. This is money in and money out on behalf of the Fire Department.
- **\$264,000 in Transfer In for Dump Truck Capital Project** – This amendment is for the Dump Truck that was not fully budgeted to be purchased in FY2024, due to early arrival transfers and budget amendments need to be made. See Resolution 2023-11.
- **\$45,700 into Water Transfer In** – This is from the remaining 2020GO Bond Funds that was used for Richland Ave. These excess funds have been allocated to pay for the public works fixed collector. Will transfer money and expense out of the water fund.

Expenditures:

The expenditure amendments are listed below:

- **\$99,762 General Fund Misc. Expense**– This is regarding the money that came in as revenue for the Fire Station FEMA grant.
- **\$88,000 Road Use Tax** – This is to be transferred into the Dump Truck Capital Project.
- **\$88,000 Water Fund** – This is to be transferred into the Dump Truck Capital Project.
- **\$88,000 Sewer Fund** – This is to be transferred into the Dump Truck Capital Project.
- **\$80,000 General Fund Parks Veterans Memorial** – This is to pay for the Veterans Memorial outside City Hall that exceeded the \$35,000 that was budgeted in the in the FY2024 budget.
- **\$45,700 Transfer Out Fund 316** - This is to transfer funds into the water fund to pay for the Fixed Collected. We do not need to make a expense line amendment as the \$50,000 is already available in the Water Capital Equipment line, that was going to be used to pay for the dump truck that is now being paid for out of Fund 302.

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of URBANA
Fiscal Year July 1, 2023 - June 30, 2024

The City of URBANA will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2024

Meeting Date/Time: 12/13/2023 06:30 PM

Contact: Jennifer Burkhart

Phone: (319) 443-2400

Meeting Location: Urbana City Hall, 102 Capitol Ave.

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	1,052,924	0	1,052,924
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	1,052,924	0	1,052,924
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	262,545	0	262,545
Other City Taxes	6	150,759	0	150,759
Licenses & Permits	7	16,375	0	16,375
Use of Money & Property	8	5,405	0	5,405
Intergovernmental	9	206,875	0	206,875
Charges for Service	10	1,064,995	0	1,064,995
Special Assessments	11	0	0	0
Miscellaneous	12	66,700	99,762	166,462
Other Financing Sources	13	0	0	0
Transfers In	14	506,270	309,700	815,970
Total Revenues & Other Sources	15	3,332,848	409,462	3,742,310
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	436,205	0	436,205
Public Works	17	483,420	0	483,420
Health and Social Services	18	2,500	0	2,500
Culture and Recreation	19	200,613	80,000	280,613
Community and Economic Development	20	72,550	0	72,550
General Government	21	178,725	99,762	278,487
Debt Service	22	358,613	0	358,613
Capital Projects	23	70,000	229,000	299,000
Total Government Activities Expenditures	24	1,802,626	408,762	2,211,388
Business Type/Enterprise	25	1,004,305	0	1,004,305
Total Gov Activities & Business Expenditures	26	2,806,931	408,762	3,215,693
Transfers Out	27	506,270	309,700	815,970
Total Expenditures/Transfers Out	28	3,313,201	718,462	4,031,663
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	19,647	-309,000	-289,353
Beginning Fund Balance July 1, 2023	30	3,457,011	0	3,457,011
Ending Fund Balance June 30, 2024	31	3,476,658	-309,000	3,167,658

Explanation of Changes: General Government amendment is due to a Fire Station grant being deposited into the city's account and then dispersed to the fire department. Culture and Recreation amendment of \$80,000 is for the Veterans Memorial Wall. The Capital Projects amendment for \$229,000 is for the purchase of a new dump truck that arrived earlier than expected so it was not budgeted for this fiscal year. The Transfer in and outs amendments is moving money into the Capital Project fund to purchase the dump truck, and also to transfer money from a completed Capital Project (Richland Dr.) to water fund to pay for the fixed collector.



Urbana
A Great Place to Grow

Resolution | 2023-38

RESOLUTION TO APPROVE THE IOWA DOT AGREEMENT FOR SERVICES TO PROVIDE GROOMING OF SNOWMOBILE TRAILS ALONG THE HIGHWAYS

WHEREAS, the City of Urbana, Iowa, desires to have the Iowa DOT to groom snowmobile trails along sections of highways during daylight hours;

AND WHEREAS, the Iowa DOT is willing to provide the grooming of the snowmobile trails along sections of the highways to the City of Urbana, Iowa;

NOW, THEREFORE, BE IT RESOLVED by the City Council, City of Urbana, Iowa, that the City shall retain the services of the Iowa DOT to provide services from October 15th, 2023, through April 15, 2024, is hereby approved and accepted;

NOW, BE IT FURTHER RESOLVED that the City Administrator is hereby authorized to sign this agreement.

M/S Holthaus/Bendull To approve the Iowa DOT Agreement for services to provide grooming of snowmobile trails along the highways.

Roll Call

Aye: 4

Nay: 0

Absent: Lala

Abstention: 0

Passed and approved this 13th day of December 2023.



Mitch McDonough, Mayor

Attest:



Jennifer Burkhart, City Administrator/Clerk

**APPLICATION AND AGREEMENT TO PERFORM WORK
WITHIN STATE HIGHWAY RIGHT-OF-WAY**

FOR DEPARTMENT USE ONLY		
Permit Number	Highway Number various	County Linn County 57
DOT Project Number ---	Expiration/Completion Date 4-15-2024	

APPLICANT (INDIVIDUAL OR COMPANY)		(ASSISTANCE FROM DEPARTMENT AVAILABLE UPON REQUEST)		
First Name Mark	Middle	Last Name Butschi	Phone Number 319-270-9625	Ext
Company Name Linn County Frozen Few Snowmobile Club			Phone Number	Ext.
Street Address PO Box 612		City/Town Cedar Rapids	State IA	ZIP Code 52406
e-Mail Address markbutschl@gmail.com				

WORK TO BE ACCOMPLISHED
Approval is hereby requested to enter within the state right-of-way and to complete the proposed work as detailed on the attachments and further described as follows:

To sign and groom snowmobile trails along sections of highways during daylight hours only. See attached map for locations of trails.

Snowmobiles are not permitted to cross under state highways through highway culverts.

and shall be located as shown on the detailed plan attached hereto (See current Iowa Department of Transportation Utility Accommodation Policy for submittal of detailed plan requirements.) <http://www.iowadot.gov/traffic/pdfs/UtilityPolicy.pdf>

WORK SITE LOCATION

The proposed work as described above is located in Section Various Twp. Various

Range Various on Highway No see map generally located n/a (miles) n/a

(direction) from n/a (city, county line, or other land line). Work proposed is more specifically located as being from n/a 7.00 (Milepost #) and n/a 53+30 (Highway Station) to n/a 595+82 (Milepost #) and n/a 18.00 (Highway Station) on the both side of highway.

All proposed work covered by this permit shall be at the applicant's expense. The applicant shall reimburse the Iowa Department of Transportation for any materials removed from the highway right-of-way described as follows:

The following special requirements shall apply to this permit:

The sponsor agrees to hold harmless the State of Iowa and the Iowa Department of Transportation and to indemnify them from any claim, demand or action by or on behalf of any person or entity arising out of or in establishment, construction, use, maintenance, signing, configuration, or existence.

This permit is to be in effect during the period of October 15, ~~2022~~²⁰²³ through April 15, ~~2023~~²⁰²⁴. All signs within the Right-of-Way shall be uniform signs approved by the Iowa Department of Natural Resources. All signing within the Right-of-Way shall be installed on or after October 15, ~~2022~~²⁰²³, and be removed by April 15, ~~2023~~²⁰²³. Absolutely no sign can be attached to highway related signs. This permit must be renewed annually.

Disclosure Statement: The information furnished on this form will be used by the Department of Transportation to determine approval or denial of the application. Failure to provide all information will result in denial of the application. Information furnished is public information and copies may be provided to the public upon request.

The utility company, corporation, applicant, permit holder, or licensee, hereinafter referred to as the Permit Applicant, agrees with the Iowa Department of Transportation (hereafter referred to as the Department) that the following stipulations and those special requirements as listed on this document shall govern under this permit after it is approved by the Department.

A. General

1. The contractor shall meet the requirements of local municipal, county, state, and federal franchise rules and regulations, regulations and directives of the Iowa State Commerce Commission, the Iowa Department of Natural Resources, all rules and regulations of the Department and any other laws or regulations applicable.
2. The Permit Holder shall be fully responsible for any future adjustments of the facilities within the estate sited highway right-of-way caused by highway construction or maintenance operations.
3. As per Section 115.8(6) of the Utility Accommodation Policy, As-Built plans are due within 90 days after completion of construction, the utility owner shall submit to the district representative an as-built plan.
4. The work described in this permit shall be completed as proposed in compliance with the stipulations and special requirements within one year from the date Department approval is received for said request. Failure on the part of the Permit Holder to abide by the stipulations or in constructing the work described as stipulated and within the time frame stated shall render this agreement and request null and void. The Permit Holder also agrees to save the State of Iowa and the Department harmless of any damages or losses that may be sustained by any person, or persons, on account of the conditions and requirements of this agreement.
5. Non-compliance with any of the terms of the Department's policy, permit, or agreement, may be considered cause for shut-down of construction, revocation of the permit, or withholding of re-occurring reimbursement and/or withholding of future application approvals until compliance is confirmed. The cost of any work deemed necessary to be performed by the State in removal of non-complying construction will be assessed against the Permit Holder.

B. Construction and Maintenance

1. The location, construction and maintenance of the utility installation covered by this application shall be in accordance with the current Department's Utility Accommodation Policy: <http://www.iowadot.gov/half/pdfs/UtilityPolicy.pdf>
2. Before beginning any work in the highway right-of-way, it is the responsibility of the Permit Holder to obtain an easement from the drainage district if necessary. The Department assumes no responsibility for advising the Permit Holder of each location of a drainage district crossing. It is the Permit Holder's responsibility to locate these crossings and obtain any necessary easements or permits on from the drainage district. See Code of Iowa, Chapter 46B for additional information.
3. A copy of the approved permit shall be available on the job site at all times for examination by Department personnel.
4. Operations in the construction and maintenance of the utility installation shall be carried on in such a manner as to cause minimum interference to or obstruction of traffic on said highway.
5. Traffic protection shall, minimally, be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The applicant shall be responsible for correctly using traffic control devices including signs, warning lights, and channelizing devices as needed while work is in progress or the work zone is impacted. Flagging operations are the responsibility of the applicant. The Department's TC XXX Series Standards give the preferred traffic control special case plans. <http://www.iowadot.gov/docs/sgvts/planning/1c.htm>
6. The applicant shall seed and mulch all disturbed areas within the highway right-of-way and shall be responsible for the vegetative cover until it becomes well established. Any surfaced areas such as driveways or shoulders and sodded waterways and plantings which are disturbed shall be restored to original condition. Any damage to any other underground facilities during installation shall be repaired at the permit holder's expense.
7. All personnel in the highway right-of-way shall wear ANSI 107 Class 2 apparel at all times when exposed to traffic or construction equipment.
8. As per Policy Section 115.4(9) parking or storage in the work zone is prohibited. When not in actual use, vehicles, equipment and materials shall not be parked or stored within the work zone or medians.
9. Unless specifically noted in Special Requirements section, all work performed within the right-of-way shall be restricted to 30 minutes after sunrise to 30 minutes before sunset.
10. Pedestrians shall be paced within 12 inches of the right-of-way line.
11. All above and below ground apparatuses (pedestals, hydrants, drains, accesses, etc.) shall be marked with high visibility posts and signs. The minimum height requirement for the signs shall be 5 foot. Urban Roadway Sections may be exempted with department approval.

C. Liability

1. To the extent allowable by law, the Permit Holder agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of the Permit Holder's facilities. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.
2. The Permit Holder shall indemnify and save harmless the State of Iowa, its agencies and employees, from any and all causes of action, suits at law or in equity, for losses, damages, claims or demands, and from any and all liability and expense of whatsoever nature, arising out of or in connection with the Permit Holder's use or occupancy of the public highway.
3. The State of Iowa and the Department assume no responsibility for damages to the Permit Holder's property occasioned by any construction or maintenance operations on said highway if the facilities are not located in accordance with this permit.
4. The State of Iowa, its agencies or employees, will be liable for expense incurred by the Permit Holder in its use and occupancy of the highway right-of-way, or when negligence of the State, its agencies or employees, is the sole proximate cause of such expense. Whether in contract, tort or otherwise, the liability of the State, its agencies and employees, is limited to the reasonable direct expense to repair damaged utilities, and in no event will such liability extend to loss of profits or business, and red, special, consequential or incidental damages.

D. Notification

1. The Permit Holder's responsibility for contacting Iowa One-Call (1-800-292-8989) and request the location of all underground utilities forty-eight (48) hours before excavation. Before beginning work in the highway right-of-way, the Permit Holder shall also contact any other known utility located in the area of the proposed work.
2. The Permit Holder agrees to give the Department forty-eight (48) hour notice of its intention to start construction or to perform routine maintenance on the highway right-of-way. Said notice shall be made to the local DOT contact person whose name is shown on Page 3.
3. **5114 Notification:** In accordance with Iowa Code section 321.34B, cities and utilities may not obstruct or close primary highways or primary highway extensions (State highways within city limits) without prior consent of the Iowa DOT, except in emergency situations. Before setting up a lane closure or a vertical/horizontal restriction of any kind on a primary highway, call your local Iowa DOT Maintenance garage and call the Traffic Management Center per attached documents. Except in emergency situations, a 10 day advance notice is required. <http://www.iowadot.gov/half/pdfs/5114UtilityNotification.pdf>

E. Buy America

Buy America applies to relocations of utility facilities that must move due to highway projects under certain specific conditions that include reimbursable locations and relocations due to interstate projects. Please contact the Department's District Engineering Operator or Technician (EOT) for more information on Buy America requirements or visit the following link: <http://www.iowadot.gov/half/utility/utility.html>

Applicant Signature and Agreement

The undersigned have read the stipulations of this permit agreement as stated as well as attachments which may be included and by signing this application agree to abide by all stipulations and to complete the work as proposed in compliance with the stipulations and attachments within one year from the date Department approval is received for said request. Failure on the part of the applicant to abide by the stipulations or to construct the work desired as stipulated and within the time frame stated shall render this agreement and request null and void. The undersigned also agrees to save harmless the State of Iowa and the Iowa Department of Transportation from any damage or losses that may be sustained by any person or persons on account of the conditions and requirements of this agreement.

Applicant Name (First, M.I., Last - Print or Type) Mark Bultsch	Applicant Signature (Handwritten) <i>Mark Bultsch</i>	Date 10/25/2023
e-Mail Address markbultsch@gmail.com		

CITY ACTION (IF PROPOSED WORK IS WITHIN AN INCORPORATED CITY, CITY ACTION IS REQUIRED)

"The undersigned city joins in the grants embodied in the above permit executed by the Iowa Department of Transportation on condition that all of the covenants and undertakings therein running to the Iowa Department of Transportation shall inure to the benefit of the undersigned city and recommends action on said permit application as noted below by the delegated city official"

Recommend Approval Do Not Recommend Approval None Required

Handwritten Signature <i>Jennifer Burkhardt</i>	Title City Administrator	Date 11/28/23
Type or Print Name Jennifer Burkhardt	Authorized Official for the City of	
e-Mail Address jburkhardt@urbana-iowa.com		

COUNTY ACTION (IF PROPOSED WORK CROSSES COUNTY RIGHT-OF-WAY, COUNTY ACTION IS REQUIRED)

"The undersigned county joins in the grants embodied in the above permit executed by the Iowa Department of Transportation on condition that all of the covenants and undertakings therein running to the Iowa Department of Transportation shall inure to the benefit of the undersigned county and recommends action on said permit application as noted below by the delegated county official"

Recommend Approval Do Not Recommend Approval None Required

Handwritten Signature	Title	Date
Type or Print Name	Authorized Official for the County of	
e-Mail Address		

FEDERAL HIGHWAY ADMINISTRATION ACTION

(DEPARTMENT REPRESENTATIVE WILL REVIEW THE REQUEST AND OBTAIN FHWA ACTION, WHEN NECESSARY)

Recommend Approval Do Not Recommend Approval None Required

Authorized FHWA Representative Signature	Date
--	------

DEPARTMENT OF TRANSPORTATION FINAL ACTION

Application Approved Application Denied Permit Number

Authorized Highway District Representative Arielle Muench	Signature	Date
e-Mail Address Arielle.Muench@iowadot.us		

Notice of intention to commence activities on the highway rights-of-way shall be submitted by the applicant a minimum of 48 hours prior to actually commencing the activities as herein granted by this approved application. Notice is to be given to the following Iowa Department of Transportation representative.

Local DOT Contact Person (Type or Print Name) Beau Weimar, Highway Maintenance Supervisor for Urbana/Independence	Phone Number 319-350-1764
Street Address 5455 Kirkwood Blvd. SW	City/Town Cedar Rapids
e-Mail Address Beau.Weimar@iowadot.us	State ZIP Code IA 52404



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/02/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER V & V Insurance Agency Inc Po Box 159 Cresco IA 52136		CONTACT NAME: Kelly O'Donnell PHONE (A/C, No., Ext.): 563-547-2161 FAX (A/C, No.): 563-547-2046 E-MAIL ADDRESS: Insurance@vandvins.com	
INSURED FROZEN FEW SNOWMOBILE CLUB PO BOX 612 CEDAR RAPIDS IA 52406		INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Insurance Co. NAIC# 15350 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 20230502163018020 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

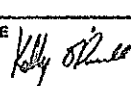
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	N	A920917	05/01/2023	05/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Snowmobile Club and Trail Liability Insurance, including Liability coverage for (1) Groomer and (2) ATVs (used for trail maintenance only). See the attached Form WB1890 regarding coverage for all contracted landowners for trail use.

This policy has a \$250.00 deductible per claim, not exceeding \$2500.00 deductible per occurrence.

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Frozen Few Snowmobile Club

Trail Map for Ilinn County, IA



www.frozenfewsnowmobileclub.com

FROZEN FEW SNOWMOBILE CLUB

Members from various snowmobile clubs have joined together to create a trail map for Ilinn County, Iowa. The map is intended to be used as a guide for snowmobiling in the area. It is not intended to be used as a legal document. The map is subject to change without notice. The map is provided as a service to the members of the club. The map is not intended to be used as a legal document. The map is subject to change without notice. The map is provided as a service to the members of the club.

DATE: _____

MAILED: _____

CLASS: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

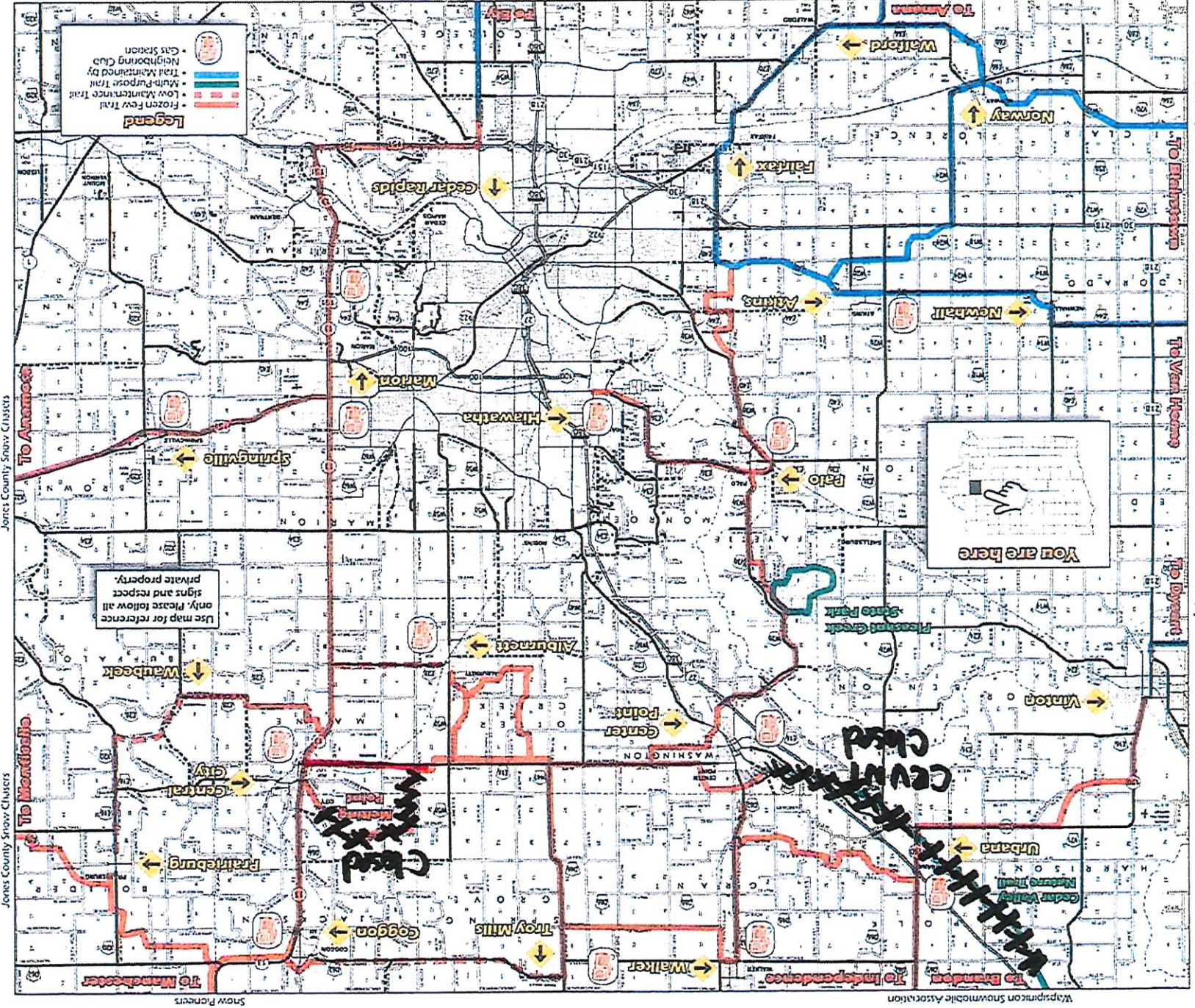
NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____





Urbana
A Great Place to Grow

Resolution | 2023-39

RESOLUTION TO APPROVE APPLICATION TO SUBDIVIDE LOT 8 , URBANA TOWNE CENTRE SECOND ADDITION

WHEREAS, the description of the following property is Lot 8 of Urbana Towne Centre Second Addition;

AND WHEREAS, The City Council, City of Urbana, Iowa, has reviewed the proposed Plat of Survey for property stated above;

AND WHEREAS, The City Council, City of Urbana, Iowa, and the subdivision requirements of the Urbana Municipal Codes are waived with respect to Lot 8 Urbana Towne Centre Second Addition.

NOW, THEREFORE, IT IS HEREBY RESOLVED the City Council , City of Urbana, Iowa, approved the resolution to subdivide Lot 8 of Urbana Towne Centre Second Addition.

M/S Holthaus/Vaske To approve application to subdivide Lot 8, Urbana Towne Centre Second Addition.

Roll Call

Aye: 4

Nay: 0

Absent: Lala

Abstention: 0

Passed and approved this 13th day of December 2023.

Mitch McDonough, Mayor

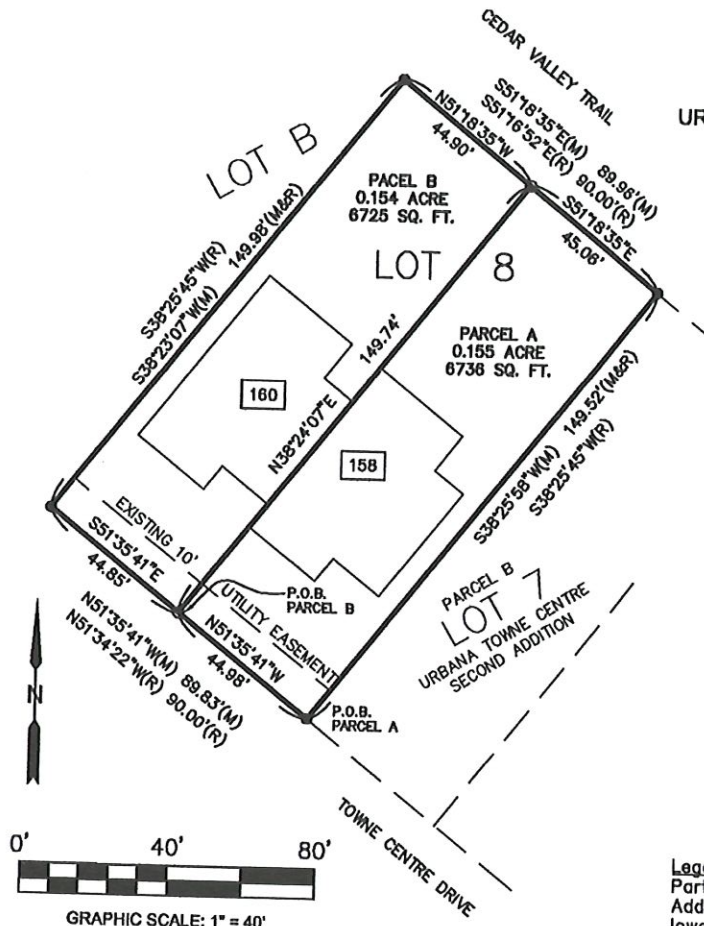
Attest:

Jennifer Burkhart, City Administrator/Clerk

Index Legend	
Location:	Lot 8, Urbana Towne Centre Second Addition to the City of Urbana, Benton County, Iowa
Requestor:	Tom Darland
Proprietor:	Thomas D. Darland Jonna K. Darland
Surveyor:	Stephen M. Scott, P.L.S.
Company:	Scott Survey, Inc.
Return To:	P.O. Box 315 Center Point, Iowa 52213 email@scottsurvey.com (319) 540-5263

**PLAT OF SURVEY
LOT 8
PARCEL A & PARCEL B
URBANA TOWNE CENTRE SECOND ADDITION
TO THE CITY OF URBANA
BENTON COUNTY, IOWA**

DATE OF SURVEY:
October 24, 2023



Legal Description – Parcel A:

Part of Lot 8, Urbana Towne Centre Second Addition to the City of Urbana, Benton County, Iowa, described as follows:

Beginning at the South Corner of Lot 8, Urbana Towne Centre Second Addition to the City of Urbana, Benton County, Iowa; thence N51°35'41"W along the southwesterly line of said Lot 8, a distance of 44.98 feet; thence N38°26'07"E, 149.74 feet to the northeasterly boundary of said Lot 8; thence S51°18'35"E along said northeasterly boundary, 45.06 feet to the East Corner of said Lot 8; thence S38°25'58"W, 149.52 feet to the point of beginning.

Said Parcel A contains 0.15 acre, subject to easements and restrictions of record.

Legal Description – Parcel B:

Part of Lot 8, Urbana Towne Centre Second Addition to the City of Urbana, Benton County, Iowa, described as follows:

Commencing at the South Corner of Lot 8, Urbana Towne Centre Second Addition to the City of Urbana, Benton County, Iowa; thence N51°35'41"W along the southwesterly line of said Lot 8, a distance of 44.98 feet to the point of beginning; thence N38°24'07"E, 149.74 feet to the northeasterly boundary of said Lot 8; thence N51°18'35"W along said northeasterly boundary, 44.90 feet to the North Corner of said Lot 8; thence S38°23'07"W, 149.98 feet to the West Corner of said Lot 8; thence S51°35'41"E, 44.85 feet to the point of beginning.

Said Parcel B contains 0.154 acre, subject to easements and restrictions of record.

SURVEY LEGEND

- — PROPERTY CORNERS, FOUND (or as noted) (1/2" rebar w/ red plastic cap embossed with "18859")
- — PROPERTY CORNERS SET (1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
- UE — UTILITY EASEMENT
- — PROPERTY &/or BOUNDARY LINES
- — LOT LINES, PLATTED OR BY DEED
- - - - EASEMENT (AS NOTED)
- (R) — RECORDED DIMENSIONS
- (M) — MEASURED DIMENSIONS

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS



Stephen M. Scott, P.E. & L.S.
Civil Engineer & Land Surveyor

319-540-5263 www.scottsurvey.com
email@scottsurvey.com
P.O. Box 315, Center Point, IA 52213-0315



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.

STEPHEN M. SCOTT, P.L.S. Iowa Lic. No. 13842

My license renewal date is December 31, 2024

Pages or sheets covered by this seal:

THIS PAGE ONLY

PROJECT NO. 23100404

DRAFT



Urbana
A Great Place to Grow

Resolution | 2023-40

RESOLUTION TO ACCEPT THE WORK PERFORMED, APPROVE THE BALANCING CHANGE ORDER, AND APPROVE THE FINAL PAY APPLICATION FOR THE HUTTON DRIVE AT HIGHWAY 150 INTERSECTION PCC PAVEMENT GRADE AND REPLACE PROJECT

WHEREAS, Tschiggfrie Excavating Co. has completed the contract work for the Hutton Drive at Highway 150 Intersection PCC Pavement Grade and Replace project; and

WHEREAS, the Public Works Director and City Engineer have reviewed the work completed and recommend acceptance of the work performed by Tschiggfrie Excavating Co.; and

WHEREAS, the final value of all work completed on the project was \$729,024.66; and

WHEREAS, the City Engineer has recommended approval of the final Pay Application in the amount of \$20,928.68.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Urbana, Iowa, to accept the work performed by Tschiggfrie Excavating Co., approve the final Pay Application, and issue a check to Tschiggfrie Excavating Co. for \$20,928.68.

Passed and approved this 13th day of December 2023.

M/S Holthaus/Bendull To accept the work performed, approve the balancing change order, and approve the final pay application for the Hutton Drive at Highway 150 Intersection PCC Pavement Grade and Replace Project

Roll Call


Aye: 4

Nay: 0

Absent: Lala

Abstention:

Passed and approved this 13th day of December 2023.



Mitch McDonough, Mayor

Attest



Jennifer Burkhardt, City Administrator/Clerk

APPLICATION FOR PAYMENT APPLICATION NO. 06

Project: PCC Pavement Grade and Replace on Hutton Drive at Highway 150 Intersection
STBG-SWAP-7872(605)--SG-06

Contractor: Tschiggfrie Excavating Co.
P.O. Box 3280
Dubuque, IA 52004

Owner: City of Urbana, Iowa
Original Contract Amount: \$688,798.58

Revised Contract Amount: \$759,094.18

Date: November 30, 2023

The Contractor noted above, in accordance with the provisions of the contract documents, hereby requests approval of this application for payment on the following estimates of contract work completed:

Original Contract Work Completed	\$671,695.34
Materials Stored On Site	\$ -

Change Orders:

Change Order No.	Date Approved	Amount
1	September 1, 2022	\$ 54,950.00
2	September 6, 2022	\$ 1,500.00
3	October 6, 2022	\$ (3,440.00)
4	August 11, 2023	\$ 17,285.60
Total Change In Contract Amount from Change Orders		\$ 70,295.60

Total Change Order Work Completed	\$57,329.33
Total Complete and Stored to Date	\$729,024.66
Retainage	0% \$ -
Total Complete and Stored to Date Less Retainage	\$729,024.66
Less Previous Payments	\$ 708,095.98
Current Payment Due	\$ 20,928.68

Distribution: Owner _____ Engineer _____ Contractor _____ Other _____

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies, to the best of the Contractor's knowledge, that the above information and estimated values of completed work covered on this Application for Payment have been completed in accordance with the provisions of the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Applications for Payment have been made and payments received from the Owner, and that the current payment billing requested is now due.

Contractor's Authorized Representative:

By: Ben Kramer Date: 11/30/2023

ENGINEER'S/ARCHITECT'S RECOMMENDATION:

In accordance with the provisions of the Contract Documents and based on the Engineer's/Architect's on-site observations of the work included in this Application for Payment and based on the Engineer's/Architect's review of this Application for Payment including the accompanying supporting data, and to the best of the Engineer's knowledge, information and belief, the work included in this Application for Payment is completed substantially in conformance with the Contract Documents and payment by the Owner is hereby recommended.

Engineer's/Architect's Authorized Representative:

By: Matt Johnson Date: 11/30/23

CITY OF URBANA PAYMENT RECOMMENDATION:

Payment to the Contractor is hereby recommended based on the Application for Payment submitted by the Contractor and the Engineer's/Architect's recommendation.

City of Urbana Authorized Representative:

By: [Signature] Date: 12/10/23

ATTACHMENTS REQUIRED:

1. Line Item Schedule of Contract Values Summary, Amounts Completed This Period, and Amounts Completed To Date.
2. Line Item Schedule of Contract Materials Stored and Values (if applicable).

ACCOUNTING USE ONLY:

Division 1 100% SWAP	<u>\$729,024.66</u>
Division 2	
Division 3	

Pay Application #6
 APPLICATION NO. 06
 STBG-SWAP-7872(605)--SG-06
 CITY OF URBANA

ITEM NO.	ITEM CODE	DESCRIPTION	UNIT COST	UNIT	QUANTITY		TOTAL PAYMENT	
					THIS PERIOD	TO DATE	THIS PERIOD	TO DATE
1	2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW	\$10.00	CY				
2	2102-2713090	EXCAVATION, CLASS 13, WASTE	\$10.00	CY	0.0	3,186.0	\$ -	\$31,860.00
3	2105-8425015	TOPSOIL, STRIP, SALVAGE AND SPREAD	\$7.90	CY	-74.0	1,110.0	\$ (740.00)	\$11,100.00
4	2105-8425020	TOPSOIL, STRIP AND STOCKPILE	\$9.10	CY	0.0	1,719.00	\$ -	\$13,580.10
5	2113-0001100	SUBGRADE STABILIZATION MATERIAL, POLYMER GRID	\$1.90	SY	0.0	855.0	\$ -	\$7,780.50
6	2115-0100000	MODIFIED SUBBASE	\$40.00	CY	0.0	4,851.0	\$ -	\$9,216.90
7	2121-7425020	GRANULAR SHOULDERS, TYPE B	\$22.00	TON	0.0	1,875.0	\$ -	\$75,000.00
8	2123-7450020	SHOULDER FINISHING, EARTH	\$300.00	STA	0.00	491.52	\$ -	\$10,813.44
9	2213-7100400	RELOCATION OF MAIL BOXES	\$550.00	EACH	0.0	20.0	\$ -	\$6,000.00
10	8/4/2023	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.	\$56.00	SY	0.0	2.0	\$ -	\$1,100.00
11	2301-6911722	PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES	\$2,200.00	LS	0.0	4,170.0	\$ -	\$233,520.00
12	2312-8260250	GRANULAR SURFACING ON ROAD, CRUSHED STONE	\$24.00	TON	0.0	1.0	\$ -	\$2,200.00
14	2402-0425040	FLOODED BACKFILL	\$42.00	CY	0.00	110.73	\$ -	\$2,657.52
15	2402-2720100	EXCAVATION, CLASS 20, FOR ROADWAY PIPE CULVERT	\$13.00	CY	-3.0	79.0	\$ (126.00)	\$3,318.00
16	2404-7775005	REINFORCING STEEL, EPOXY COATED	\$2.80	LB	-4.0	108.0	\$ (62.00)	\$1,404.00
17	2416-0100015	APRONS, CONCRETE, 15 IN. DIA.	\$930.00	EACH	-19.0	1,219.0	\$ (53.20)	\$3,413.20
18	2416-0100024	APRONS, CONCRETE, 24 IN. DIA.	\$2,800.00	EACH	0.0	4.00	\$ -	\$3,720.00
19	2416-0100036	APRONS, CONCRETE, 36 IN. DIA.	\$4,300.00	EACH	0.0	2.00	\$ -	\$5,600.00
20	2416-0101036	REMOVE AND REINSTALL CONCRETE PIPE APRONS LESS THAN OR EQUAL TO 36 IN.	\$560.00	EACH	0.0	2.00	\$ -	\$8,600.00
21	2416-1160015	CULVERT, CONCRETE ENTRANCE PIPE, 15 IN. DIA.	\$75.00	LF	0.0	1.0	\$ -	\$560.00
22	2416-1180024	CULVERT, CONCRETE ROADWAY PIPE, 24 IN. DIA.	\$100.00	LF	0.0	112.0	\$ -	\$8,400.00
23	2416-1180036	CULVERT, CONCRETE ROADWAY PIPE, 36 IN. DIA.	\$160.00	LF	0.0	56.0	\$ -	\$5,600.00
24	2502-8212206	SUBDRAIN, PERFORATED PLASTIC PIPE, 6 IN. DIA.	\$13.00	LF	0.0	68.0	\$ -	\$10,880.00
25	2502-8221306	SUBDRAIN OUTLET, DR-306	\$510.00	EACH	0.0	1,995.0	\$ -	\$25,935.00
26	2503-0200036	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	\$11.00	LF	0.0	11.0	\$ -	\$5,610.00
27	2506-4984000	FLOWABLE MORTAR	\$150.00	CY	0.0	224.0	\$ -	\$2,464.00
28	2507-3250005	ENGINEERING FABRIC	\$3.50	SY	0.0	15.5	\$ -	\$2,325.00
29	2507-8029000	EROSION STONE	\$26.00	TON	0.0	1,352.0	\$ -	\$4,732.00
30	2510-6745850	REMOVAL OF PAVEMENT	\$13.00	SY	0.0	38.3	\$ -	\$995.80
31	2515-2475008	DRIVEWAY, P.C. CONCRETE, 8 IN.	\$66.00	SY	0.0	3,095.0	\$ -	\$40,235.00
32	2515-6745600	REMOVAL OF PAVED DRIVEWAY	\$11.00	SY	0.0	766.0	\$ -	\$50,556.00
33	2519-4200040	REMOVAL AND REINSTALLATION OF FENCE, FIELD	\$22.00	LF	0.0	355.0	\$ -	\$3,905.00
34	2524-6765010	REMOVE AND REINSTALL SIGN AS PER PLAN	\$380.00	EACH	0.0	220.0	\$ -	\$4,840.00
35	2524-6765110	REMOVAL OF TYPE A SIGN	\$82.00	EACH	0.0	2.0	\$ -	\$760.00
36	2524-9276010	PERFORATED SQUARE STEEL TUBE POSTS	\$38.00	LF	0.0	2.0	\$ -	\$164.00
37	2524-9276021	PERFORATED SQUARE STEEL TUBE POST ANCHOR, BREAK-AWAY SOIL INSTALLATION	\$250.00	EACH	0.0	12.0	\$ -	\$456.00
38	2524-9325001	TYPE A SIGNS, SHEET ALUMINUM	\$49.00	SF	0.0	1.0	\$ -	\$250.00
39	2526-8285000	CONSTRUCTION SURVEY	\$12,300.00	LS	0.0	9.0	\$ -	\$441.00
40	2527-9263117	PAINTED PAVEMENT MARKINGS, DURABLE	\$110.00	STA	0.0	1.0	\$ -	\$12,300.00
41	2527-9263131	WET RETROREFLECTIVE REMOVABLE TAPE MARKINGS	\$270.00	STA	0.0	0.0	\$ -	\$0.00
42	2527-9263143	PAINTED SYMBOLS AND LEGENDS, DURABLE	\$410.00	EACH	0.00	9.81	\$ -	\$2,648.70
43	2527-9263180	PAVEMENT MARKINGS REMOVED	\$110.00	STA	0.0	0.0	\$ -	\$0.00
44	2527-9270111	GROOVES CUT FOR PAVEMENT MARKINGS	\$98.00	STA	0.00	24.14	\$ -	\$2,655.40
45	2527-9270120	GROOVES CUT FOR SYMBOLS AND LEGENDS	\$440.00	EACH	0.00	63.83	\$ -	\$6,255.34
46	2528-8400256	TEMPORARY TRAFFIC SIGNALS	\$6,800.00	EACH	0.0	2.0	\$ -	\$880.00
					0.0	2.0	\$ -	\$13,600.00

Pay Application #6
 APPLICATION NO. 06
 STBG-SWAP-7872(605)--SG-06
 CITY OF URBANA

ITEM NO.	ITEM CODE	DESCRIPTION	UNIT COST	UNIT	QUANTITY		TOTAL PAYMENT		
					THIS PERIOD	TO DATE	THIS PERIOD	TO DATE	
47	2528-8445110	TRAFFIC CONTROL	\$10,900.00	LS	0.0	1.0	\$ -	\$10,900.00	
48	2528-8445113	FLAGGERS	\$540.00	EACH	0.0	2.0	\$ -	\$1,080.00	
49	2533-4980005	MOBILIZATION	\$31,200.00	LS	0.0	1.0	\$ -	\$31,200.00	
50	2601-2634100	MULCHING	\$820.00	ACRE	0.00	1.98	\$ -	\$1,623.60	
51	2601-2636043	SEEDING AND FERTILIZING (RURAL)	\$1,100.00	ACRE	0.00	1.98	\$ -	\$2,178.00	
52	2601-2642100	STABILIZING CROP - SEEDING AND FERTILIZING	\$440.00	ACRE	0.00	0.00	\$ -	\$0.00	
53	2602-0000020	SILT FENCE	\$1.70	LF	0.0	1,225.0	\$ -	\$2,082.50	
54	2602-0000030	SILT FENCE FOR DITCH CHECKS	\$1.70	LF	0.0	137.0	\$ -	\$232.90	
55	2602-0000071	REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS	\$0.01	LF	0.0	1,362.0	\$ -	\$13.62	
56	2602-0000101	MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECK	\$0.01	LF	0.0	110.0	\$ -	\$1.10	
57	2602-0000150	STABILIZED CONSTRUCTION ENTRANCE, EC-303	\$45.00	LF	0.0	0.0	\$ -	\$0.00	
58	2602-0010010	MOBILIZATIONS, EROSION CONTROL	\$500.00	EACH	0.0	5.0	\$ -	\$2,500.00	
8001	2210-0475290	MACADAM STONE BASE	\$35.50	TON	0.00	744.60	\$ -	\$26,433.30	
8002	2599-9999005	SW-211 Type PC-2 Pipe Connection, 36"	\$1,500.00	EACH	0.0	1.0	\$ -	\$1,500.00	
8003	2527-9263112	PAINTED PAVEMENT MARKINGS, HIGH-BUILD WATERBORNE	\$58.00	STA	0.0	63.8	\$ -	\$3,702.14	
8004	2527-9263138	PAINTED SYMBOLS AND LEGENDS, HIGH-BUILD WATERBORNE	\$120.00	EACH	0.0	2.0	\$ -	\$240.00	
8005	2301-7000110	PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT THICKNESS	\$1.00	EACH	0.0	7,005.6	\$ -	\$7,005.60	
TOTALS								\$ (971.20)	\$729,024.66