



TENTATIVE AGENDA

ROBINS CITY COUNCIL

Monday, September 9th, 2024

7:00 p.m. – Robins City Hall

(ONE OR MORE MEMBERS OF THE COUNCIL MAY BE ATTENDING VIA ELECTRONIC DEVICE)

AGENDA:

1. Call the Meeting to Order
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Approval of the Agenda
5. Mayor's Report
6. Council Reports
7. Engineer's Report
8. Citizen Comments – Agenda Items (limited to 3 minutes each)
9. Citizen Comments – Non-Agenda Items (limited to 3 minutes each)

10. CONSENT AGENDA

- a. Motion to Approve the Minutes of the August 19th Meeting
- b. Motion to Approve the List of Bills Submitted for Payment 9-01-2024

11. OLD BUSINESS

- a. Motion to approve Resolution No. 0924-1 Establishing Annual Salary and Quarterly Stipend Amounts for Reserve Police Officers

12. NEW BUSINESS

- a. Resolution No. 0924-2 Pay Request #9 and Change Order #8 to Rathje Construction for SE Trunk Sanitary Sewer Improvements from S. Mentzer Rd to Dry Creek.
- b. Resolution No. 0924-3 Approving Purchase of Additional Security Cameras at City Hall and Public Safety Building
- c. Resolution No. 0924-4 Approving Purchase of a Boom-Mounted Flail Mower and Safety Glass for John Deere Tractor
- d. Review of Job Descriptions for City Clerk/Treasurer and Deputy City Clerk and Possible Motions to Approve
- e. Resolution No. 0924-5 Appointing Lisa Goodin Acting City Clerk for a Period of At Least 45 days

13. MOTION TO ADJOURN MEETING

To: City of Robins (Mayor and Council)

Date: August 28, 2024

From: Kelli Scott, P.E.

CC:

RE: City Engineer's Report

CITY PROJECTS

Southeast Quadrant Sanitary Trunk Sewer (Camelot Pl)

A final pay app releasing retainage as well as reconciling the final contract quantities is on the agenda along with the recommendation to accept the project.

Regional Retention Basin

No update.

West Main St Trail and Road Reconstruction

No Update

The total project cost for the roadway is estimated to be \$4,600,000. Robins has been awarded \$1,587,000 in FY 27 and \$1,863,000 in FY 28 for the road for a total of \$3,450,000 in federal aid.

Robins has been awarded \$860,000 in funds for the trail for FY24. The trail portion of the project is estimated to be \$1,075,000.

West Main St Overlay

We are working with Terracon to get some pavement cores to make an appropriate recommendation for rehab from Kaylin Ct to North Center Point Road. The current road condition is very poor. The goal is to extend the life of the road another 15 years before the reconstruction of this section will be done.

DEVELOPMENTS

Robins Landing Phase I

Cedar Rapids Water has moved forward with allowing the original saddles used by the developer.

Paving of Hampton Rd (entrance off Robins Road) and several interior streets is set to be completed in the next month or so.

If all goes as per their current schedule, Final Platting of the 1st phase may occur in November.

Hindu Temple

No Update.

MISCELLANEOUS

Booster Station

No Update.

We followed up with the City of CR to see if additional adjustments can be made to reduce the pump run times and pressures, while maintaining a satisfactory level of service. We have not heard back.

Tower Terrace Road

The group met to discuss the recent funding applications and the lack of success in obtaining the grants. Other funding options are being investigated.

MPDG RURAL application was submitted in early May requesting \$38.1M

RAISE grant application was submitted in February requesting \$25M.

The total project cost is estimated to be \$47.6M, with Robins' estimated obligation for the project to be \$8,585,842. If all grants are awarded, Robins' estimated contribution is \$287,267.

Indian Creek and Dry Run Creek Sanitary Sewer

Marion has requested a Change Order for \$190,000 (Robins portion ~ \$38,000) for additional fill material for the construction of an access road to one of the property owners. The material shortfall is due to the additional rock excavation reducing the amount of fill material available for the project.

Marion has requested an update to the 28E Agreement eliminating the board that was created with the original agreement. Having a board requires the group to adhere to open meetings laws, but since the group doesn't make any decisions, those are the responsibility of the City Council members of each jurisdiction, there is no need to require open meetings. There are several revisions that CR would like to make to the agreement as well, that we will be discussing internally to Robins.

Segment 11 is currently bid 1-30-24 and has a project completion date of June 1, 2025. Segment 11 total estimated costs are \$6.7M, of which Robins' portion is \$2,140,547 based on the current 28E.

As of September 29th, Segment 7 was reported as 37% complete with an expected completion date of September 15, 2024. Robins portion is \$2,995,608 for Segment 7.

Transportation Technical Advisory Committee (TTAC)

No Update.

REDI

No update.

Knollwood Basin

The report was finalized and sent to City staff.

28-E Agreements

We had a meeting with CR on August 13th to further discuss switching from retail to wholesale. CR has requested that Robins prepare a transition plan along with a timeline to switch over from retail to wholesale.

The next meeting with CR is scheduled for October 8th.



Minutes of the August 19, 2024 City Council Meeting

The regular meeting of the Robins City Council was called to order at 5:30p.m. on Monday, August 19, 2024 at Robins City Hall, 265 S. 2nd St by Mayor Chuck Hinz. Following the Pledge of Allegiance, roll call was taken with the following members present: Councilor Leigh Cook, Councilor Mike Foley, Councilor Dave Franzman, Councilor Cary Smith and Councilor JD Smith. Also present were City Clerk Lori Pickart, City Attorney Holly Corkery, Planning & Zoning Administrator Dean Helander, Deputy City Clerk Lisa Goodin, Fire Chief Keith Feldkamp, Police Chief Andy Humphrey and Public Works Superintendent/Building Official Mike Kortenkamp.

Foley moved to approve the agenda, J. Smith seconded and all voted aye.

Eric Willis of Assured Partners gave a brief presentation regarding the healthcare benefits available to all full-time City employees, noting that the City provides HMO coverage at the “gold level” and pays 90% of the employee premium. Mr. Willis agreed to quote short/long term disability and life insurance coverage at Foley’ request.

CONSENT AGENDA:

J. Smith moved to approve the Consent Agenda, which contained the Minutes of the July 1 and August 5 meetings. Cook seconded and all voted aye.

OLD BUSINESS:

Ordinance No. 2401, Amending Chapter 151 relating to Trees/Shrubs. Franzman moved to waive the 2nd reading of Ordinance No. 2401, Cook seconded and all voted aye. Upon the 3rd reading of Ordinance No. 2401, Kortenkamp noted a typo in section 151.10.2, recommending changing “Commission” to read “Commissioner”. Foley moved to approve Ordinance as amended, C. Smith seconded. Roll call votes were as follows: Foley – aye, C. Smith – aye, Cook – aye, Franzman – aye, J. Smith – aye.

NEW BUSINESS:

- a. **Emergency Drainage/Shoulder Repair on N. Center Point Rd.** Kortenkamp reported that heavy rainfall had caused a washout along the shoulder of the road, which required immediate repair. Miene Septic Service had bid quoted \$13,525 to perform the emergency repair and create a small drainage swale, with the assistance of City streets staff. Work to begin 8/20/24 and continue for estimated 2 days. Cook moved to approve the estimate, Foley seconded and all voted aye.
- b. **Closed Session pursuant to Iowa Code section 21.5(1)(i).** Franzman moved to enter a closed session, J. Smith seconded. Roll call votes were as follows: Foley – aye, C. Smith – aye, Cook – aye, Franzman – aye, J. Smith – aye.
- c. **Public session resumed at 8:02 p.m.**
- d. **Action following closed session.** Foley moved to provide City Clerk/Treasurer with a Notice of Removal, Cook seconded. . Roll call votes were as follows: Foley – aye, C. Smith – aye, Cook – aye, Franzman – nay, J. Smith – aye .
- e. J. Smith moved to adjourn at 8:07 p.m., Cook seconded and all voted aye.

Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, Deputy Clerk

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
ACCOUNTS PAYABLES					
001-050-2120	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	1,547.54	22739236	9/01/24
001-050-2121	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	3,203.12	22739236	9/01/24
001-050-2123	IPERS	IPERS			
110-050-2120	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	474.44	22739236	9/01/24
110-050-2121	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	834.50	22739236	9/01/24
610-050-2120	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	260.67	22739236	9/01/24
610-050-2121	ELECTRONIC FEDERAL TAX PAYMENT	FED/FICA TAX	627.84	22739236	9/01/24
050 ACCOUNTS PAYABLES TOTAL			6,948.11		
POLICE					
001-110-6310	LINN CO-OP LAWN CARE	FERTILIZER/WEED APPLICATION PD	130.33		
001-110-6310	MENARDS	MISC. SUPPLIES	23.97		
001-110-6331	WEX BANK	GASOLINE	375.79		
001-110-6332	LINN COUNTY SHERIFFS OFFICE	PD VEHICLH LUBE/OIL/SAFETY CK	199.35		
001-110-6371	ALLIANT ENERGY	PD ELECTRICITY	379.33		
001-110-6371	CEDAR RAPIDS MUNICIPAL UTIL	PD WATER	41.36		
001-110-6371	MID-AMERICAN ENERGY	NATURAL GAS - PD	22.95		
001-110-6373	ANDY HUMPHREY	PHONE STIPEND	53.78		
001-110-6373	GARY MANHART	PHONE STIPEND	53.78		
001-110-6373	U S CELLULAR	CELL PHONES - GREG	65.62		
001-110-6504	AMAZON BUSINESS	PD FLASH DRIVES	74.83		
001-110-6507	LEADS ONLINE	ANNUAL RENEWAL	2,073.00		
001-110-6507	MPH INDUSTRIES	SOLAR SPEED DISPLAY SIGNS	1,296.00		
001-110-6598	ALIEN GEAR HOLSTERS	PD HOLSTERS	1,349.33		
001-110-6598	AMAZON BUSINESS	PRINTER TONER CARTRIDGE	106.00		
001-110-6599	MARK BANGHART	TWILIGHT RUN, ROUNDUP, RFXM2	300.00		
001-110-6599	CHRIS LAUDERDALE	RESERVES-RUN, ROUNDUP, 1XRFM	250.00		
110 POLICE TOTAL			6,795.42		
FIRE					
001-150-6230	FIRE SERVICE TRAINING BUREAU	PAST DUE-FF2 FOR C. ALT	50.00		
001-150-6231	UNIV. OF IOWA HOSPITALS	J. ALT BLS PROVIDER CARD	8.50		
001-150-6310	ALEX AIR APPARATUS, INC.	JOB #9641	1,734.40		
001-150-6310	DINGES PARTNERS GROUP LLC	FIRE STATION MAINTENANCE	345.00		
001-150-6310	JOHN DEERE CREDIT	SUPPLIES	101.89		
001-150-6310	LINN CO-OP LAWN CARE	FERTILIZER/WEED APPLICATION FD	130.34		
001-150-6310	LOWE'S COMMERCIAL	FD BATHROOM	25.02		
001-150-6310	MENARDS	MISC. SUPPLIES	32.67		
001-150-6331	WEX BANK	GASOLINE - UNIT 369	323.94		
001-150-6332	DINGES PARTNERS GROUP LLC	FIRE DEPT TRUCK REPAIR	4,307.50		
001-150-6332	RELIANT FIRE APPARATUS	FD TRUCK REPAIR	162.57		
001-150-6332	WHOLESALE REPAIR ,INC	UNIT 366 REPAIR	550.71		
001-150-6371	ALLIANT ENERGY	FD ELECTRICITY	379.33		
001-150-6371	CEDAR RAPIDS MUNICIPAL UTIL	FD WATER	41.37		
001-150-6371	MID-AMERICAN ENERGY	NATURAL GAS - FD	22.96		
001-150-6373	KEITH FELDKAMP	AUGUST PHONE STIPEND	53.78		
001-150-6499	CAREPRO HOME MEDICAL	IMMUNIZATIONS - J. WEBBER	195.95		
001-150-6499	MERCY HOSPITAL	J WEBBER MEDICAL TREATMENT	300.00		
001-150-6501	CLARK'S PHARMACY	FD MEDICAL SUPPLIES	6.60		
001-150-6598	JOHN DEERE CREDIT	LAUNDRY DETERGENT	19.98		

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
		150 FIRE TOTAL	8,792.51		
	STREETS				
001-210-6310	GRAINGER	PAST DUE - K.POTTS SAFETY GLAS	50.34		
001-210-6310	LINN CO-OP LAWN CARE	KINGS WAY FERTILIZER/WEED APP	316.00		
001-210-6310	MIDWAY OUTDOOR EQUIPMENT	SERVICES	21.00		
001-210-6763	LINN CO-OP LAWN CARE	CLOCK TOWER-FERTILIZE/WEEDS	71.00		
001-210-6763	MENARDS	STAPLES	19.96		
001-210-6765	GAZETTE COMMUNICATIONS	PUBLISH NPDES POSTING	23.94		
110-210-6310	CR/LC SOLID WASTE AGENCY	ROADSIDE CLEANUP	22.40		
110-210-6310	MENARDS	SHOP DOOR HINGES	29.56		
110-210-6320	ALLIANT ENERGY	STREET LIGHTS	1,633.05		
110-210-6320	LINN COUNTY REC	ELECTRICITY	2,082.58		
110-210-6331	WEX BANK	GASOLINE - 19 F550	445.00		
110-210-6332	JOHN DEERE CREDIT	POWERSWEEP	430.96		
110-210-6332	WORTHINGTON TRACTOR PARTS	JD TRACTOR PARTS	166.97		
110-210-6371	ALLIANT ENERGY	SHOP ELECTRICITY	154.43		
110-210-6371	CEDAR RAPIDS MUNICIPAL UTIL	SHOP WATER	45.67		
110-210-6371	MID-AMERICAN ENERGY	NATURAL GAS - SHOP	11.15		
110-210-6373	NEAL BOECKMANN	PHONE STIPEND	26.89		
110-210-6373	U S CELLULAR	CELL PHONES - KENNY	93.88		
110-210-6373	JEFF VANERSVELDE	PHONE STIPEND	26.89		
110-210-6373	JOEY WELTON	PHONE STIPEND	26.89		
110-210-6411	SNYDER & ASSOCIATES	TTAC MTGS, MAIN ST OVERLAY	485.25		
110-210-6489	IOWA PRISON INDUSTRIES	MILES/DUTCH STREET SIGNAGE	158.13		
110-210-6504	CAMPBELL SUPPLY CEDAR RAPIDS	PAST DUE-GRINDING WHEEL	73.10		
110-210-6504	JOHN DEERE CREDIT	JD TRACTOR HYD OIL	82.97		
110-210-6504	LEVEL 10	PUBLIC WORKS WORKWEAR	380.83		
110-210-6504	LOWE'S COMMERCIAL	SUPPLIES	96.87		
110-210-6504	P&K MIDWEST	JD TRACTOR HYDRAULIC PARTS	12.30		
110-210-6599	WENDLING QUARRIES	N CTR PT RD SHOULDER REPAIR	7,547.56		
		210 STREETS TOTAL	14,535.57		
	SOLID WASTE/RECYCLING				
001-290-6490	CR/LC SOLID WASTE AGENCY	DISPOSAL OF CLEAN RUBBLE	24.20		
		290 SOLID WASTE/RECYCLING TOTAL	24.20		
	PARKS				
001-430-6310	JOHN DEERE CREDIT	PARKS - TRASH BAGS	31.98		
001-430-6310	LINN CO-OP LAWN CARE	STP FERTILIZER/WEED CONTROL	1,457.50		
001-430-6310	LOWE'S COMMERCIAL	PICNIC TABLES	138.49		
001-430-6310	MARION JANITORIAL SUPPLY	CLEANING SUPPLIES	102.15		
001-430-6310	MENARDS	BASEBALL DIAMONDS	89.83		
001-430-6310	MIDWAY OUTDOOR EQUIPMENT	PARTS, SERVICES	129.00		
001-430-6371	ALLIANT ENERGY	SOUTH TROY PARK ELECTRICITY	293.04		
001-430-6371	CEDAR RAPIDS MUNICIPAL UTIL	SOUTH TROY PARK WATER	248.58		
		430 PARKS TOTAL	2,490.57		

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
001-540-6373	PLANNING & ZONING				
	U S CELLULAR	CELL PHONES - MIKE	55.62		
001-540-6710	WEX BANK	GASOLINE - 17 FORD ESCAPE	28.35		

	540	PLANNING & ZONING TOTAL	83.97		
	POLICY & ADMIN				
001-620-6373	LISA GOODIN	PHONE STIPEND	26.89		
001-620-6373	METRO STUDIOS	WEBSITE HOSTING, MAINTENANCE	169.95		
001-620-6373	LORI PICKART	PHONE STIPEND - PARTIAL MONTH	32.87		
001-620-6402	GAZETTE COMMUNICATIONS	PUBLISH BUDGET AMENDMENT	227.07		
001-620-6406	SNYDER & ASSOCIATES	SOUTH PHASE CONSTRUCTION	13,319.41		
001-620-6407	SNYDER & ASSOCIATES	GENERAL SERVICES	3,651.43		
001-620-6411	LYNCH DALLAS PC	P&A LEGAL COUNSEL	10,186.50		
001-620-6419	POINT COMPUTER SERVICES	ANTI VIRUS INSTALL & LP EMAIL	245.00		
001-620-6506	AMAZON BUSINESS	CITY HALL PRINTER TONER	428.61		
001-620-6506	COPYWORKS	#9 WINDOW ENVELOPES	116.92		
001-620-6507	AMAZON BUSINESS	COUNCIL PROJECTOR	703.90		
001-620-6509	G WORKS	BANK REC 12/23 - 06/24	4,474.25		
001-620-6509	JOHNS LOCK & KEY	RE-KEY CH & PUBLIC SAFETY	1,306.34		
001-620-6509	OFFICE DEPOT	PRINTER LATE FEES/FINANCE CHGS	65.59		
001-620-6509	POINT COMPUTER SERVICES	POST DISMISSAL ACCESS/PW UPDAT	880.00		

	620	POLICY & ADMIN TOTAL	35,834.73		
	CITY HALL				
001-650-6310	LINN CO-OP LAWN CARE	FERTILIZER/WEED APPLICATION CH	130.33		
001-650-6310	LOWE'S COMMERCIAL	CH MAINTENANCE	12.51		
001-650-6310	MENARDS	MISC. SUPPLIES	240.14		
001-650-6310	STEVE'S HEATING AC & ELECTRICA	REPAIR HALL AC	711.50		
001-650-6371	ALLIANT ENERGY	CITY HALL ELECTRICITY	285.53		
001-650-6371	CEDAR RAPIDS MUNICIPAL UTIL	CITY HALL WATER	45.74		
001-650-6371	MID-AMERICAN ENERGY	NATURAL GAS - CHURCH	34.40		

	650	CITY HALL TOTAL	1,460.15		
	DEBT SERVICE				
200-710-6833	UMB BANK N A	2020-NEW-D/S-PRINCIPLE-SEWER			
200-710-6899	UMB BANK N A	2016 GO BOND FEES	250.00		
200-710-6905	UMB BANK N A	2020-NEW-D/S-INTEREST-SEWER			

	710	DEBT SERVICE TOTAL	250.00		
	CAPITAL PROJECTS - SEWER				
301-750-6761	LINN COUNTY TREASURER	CTY HM RD PAVING N CTR PT RD	370,741.84		

	750	CAPITAL PROJECTS - SEWER TOTAL	370,741.84		
	WATER				
600-810-6371	ALLIANT ENERGY	925 OAK ST ELECTRICITY	23.22		
600-810-6371	LINN COUNTY REC	ELECTRICITY	1,012.71		
600-810-6490	SNYDER & ASSOCIATES	CR28E DISC, TAPPING SADDLE COR	1,728.00		

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	DATE
		810 WATER TOTAL	2,763.93		
	SEWER				
610-815-6350	AMAZON BUSINESS	MAPLE ST LIFT STATION	69.99		
610-815-6350	NEAL BOECKMANN	PHONE STIPEND	26.89		
610-815-6350	IOWA PUMP WORKS INC	ANNUAL MONITORING FEE	106.00		
610-815-6350	JOHN DEERE CREDIT	5 QT OIL 5W30	31.49		
610-815-6350	LINN CO-OP LAWN CARE	W. MAIN PUMP FERTILIZER/WEEDS	81.50		
610-815-6350	LOWE'S COMMERCIAL	MAPLE ST LIFT STATION RE-WIRE	241.05		
610-815-6350	MARION IRON CO	MATERIALS	46.90		
610-815-6350	MENARDS	MAPLE ST LIFT STATION	65.40		
610-815-6350	JEFF VANERSVELDE	PHONE STIPEND	26.89		
610-815-6350	JOEY WELTON	PHONE STIPEND	26.89		
610-815-6350	WENDLING QUARRIES	MAPLE ST LIFT STATION	855.91		
610-815-6371	ALLIANT ENERGY	MAPLE ST LIFT STATION ELECTRIC	209.97		
610-815-6371	LINN COUNTY REC	ELECTRICITY	382.06		
610-815-6371	LOWE'S COMMERCIAL	MAPLE ST LIFT STATION	28.96		
610-815-6371	MID-AMERICAN ENERGY	NATURAL GAS -MAPLE ST	48.40		
610-815-6490	LISA GOODIN	PHONE STIPEND	26.89		
610-815-6490	IOWA ONE CALL	SEWER LOCATES	93.60		
610-815-6499	CEDAR RAPIDS MUNICIPAL UTIL	08/01/24 - 08/31/24 O&M CHARGE	17,587.32		
610-815-6508	US BANK	POST CARD STAMPS			
		815 SEWER TOTAL	19,956.11		
		Accounts Payable Total	470,677.11		
		Invoices: Paid	6,948.11		
		Invoices: Scheduled	463,729.00		
	Payroll Checks				
		001 GENERAL	15,973.47		
		110 ROAD USE	4,047.46		
		610 SEWER	3,170.31		
		Total Paid On: 9/01/24	23,191.24		
		Total Payroll Paid	23,191.24		
		Report Total	493,868.35		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
001	GENERAL	76,707.92
110	ROAD USE	19,389.73
200	DEBT SERVICE	250.00
301	CAPITAL PROJECTS	370,741.84
600	WATER	2,763.93
610	SEWER	24,014.93

	TOTAL FUNDS	493,868.35

BUDGET REPORT
CALENDAR 9/2024, FISCAL 3/2025

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	372,328.00	12,901.47	55,702.86	14.96	316,625.14
	FIRE TOTAL	223,355.00	3,901.46	29,778.68	13.33	193,576.32
	ANIMAL CONTROL TOTAL	1,500.00	.00	130.00	8.67	1,370.00
	PUBLIC SAFETY TOTAL	597,183.00	16,802.93	85,611.54	14.34	511,571.46
	STREETS TOTAL	86,931.00	1,559.07	10,608.51	12.20	76,322.49
	STREET LIGHTS TOTAL	.00	.00	.00	.00	.00
	TRAFFIC SAFETY TOTAL	.00	.00	.00	.00	.00
	SOLID WASTE/RECYCLING TOTAL	25,000.00	.00	.00	.00	25,000.00
	STREETS TOTAL	1,168,442.00	9,217.14	40,896.97	3.50	1,127,545.03
	SNOW REMOVAL TOTAL	17,193.00	298.37	1,264.28	7.35	15,928.72
	TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS - SEWER TOTA	.00	.00	.00	.00	.00
	CAPITAL PROJECTS - STREET TOTA	.00	.00	.00	.00	.00
	PUBLIC WORKS TOTAL	1,297,566.00	11,074.58	52,769.76	4.07	1,244,796.24
	LIBRARY TOTAL	110,000.00	.00	26,634.20	24.21	83,365.80
	PARKS TOTAL	97,064.00	3,457.47	13,943.88	14.37	83,120.12
	CEMETERY TOTAL	1,000.00	.00	.00	.00	1,000.00
	SPECIAL EVENTS TOTAL	2,300.00	.00	.00	.00	2,300.00
	RBI TOTAL	.00	.00	.00	.00	.00
	PARKS TOTAL	400,000.00	.00	.00	.00	400,000.00
	CULTURE & RECREATION TOTAL	610,364.00	3,457.47	40,578.08	6.65	569,785.92
	PLANNING & ZONING TOTAL	111,589.00	5,815.33	27,966.74	25.06	83,622.26
	ROBINS ECONOMIC DVMT TOTAL	68,000.00	.00	15,750.00	23.16	52,250.00
	COMMUNITY & ECONOMIC DEV TOTA	179,589.00	5,815.33	43,716.74	24.34	135,872.26
	MAYOR/COUNCIL TOTAL	22,821.00	430.60	3,876.56	16.99	18,944.44
	POLICY & ADMIN TOTAL	399,719.00	4,026.29	63,561.85	15.90	336,157.15
	CITY HALL TOTAL	57,025.00	646.33	3,095.09	5.43	53,929.91
	GENERAL GOVERNMENT TOTAL	479,565.00	5,103.22	70,533.50	14.71	409,031.50
	DEBT SERVICE TOTAL	932,433.00	.00	.00	.00	932,433.00
	DEBT SERVICE TOTAL	932,433.00	.00	.00	.00	932,433.00
	CAPITAL PROJECTS - SEWER TOTA	358,816.00	.00	5,710.20	1.59	353,105.80
	CAPITAL PROJECTS - WATER TOTA	100,000.00	.00	.00	.00	100,000.00
	CAPITAL PROJECTS - SEWER TOTA	2,378,059.00	.00	1,129,029.31	47.48	1,249,029.69

BUDGET REPORT
CALENDAR 9/2024, FISCAL 3/2025

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	CAPITIAL PROJECTS TOTAL	2,836,875.00	.00	1,134,739.51	40.00	1,702,135.49
	CAPITAL PROJECTS - WATER TOTA	.00	.00	.00	.00	.00
	WATER TOTAL	47,000.00	.00	482.95	1.03	46,517.05
	SEWER TOTAL	492,833.00	7,414.75	138,641.43	28.13	354,191.57
	ENTERPRISE FUNDS TOTAL	539,833.00	7,414.75	139,124.38	25.77	400,708.62
	TRANSFERS TOTAL	.00	.00	.34	.00	.34-
	TRANSFER OUT TOTAL	.00	.00	.34	.00	.34-
	TOTAL EXPENSES	7,473,408.00	49,668.28	1,567,073.85	20.97	5,906,334.15

RESOLUTION NO. 0924-1

A RESOLUTION APPROVING RESERVE OFFICER SALARY AND QUARTERLY STIPEND

WHEREAS, reserve officers per Iowa Code Section 80D.11 must be paid a minimum of \$1.00 per year, and

WHEREAS, the City of Robins, Iowa, has already established a reserve officer program pursuant to Iowa Code Chapter 80D, and

WHEREAS, Chief Humphry recommended a wage of \$1.00 per year for a reserve officer plus a \$300 quarterly stipend for reserve officers in good standing, as defined by the Police Department's Reserve Officer Policy.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Robins, Iowa, hereby approves the recommended wage of \$1.00 per year, plus \$300 quarterly stipend for reserve officers in good standing.

BE IT FURTHER RESOLVED by the City Council for the City of Robins, Iowa, that the City Clerk is hereby authorized and directed to issue the pay check for the approved wages, less any legally required or authorized deductions, to each reserve officer representing the City of Robins, Iowa, on July 1st of each year, or the next available business day.

BE IT FURTHER RESOLVED by the City Council for the City of Robins, Iowa, that the City Clerk is hereby authorized and directed to issue the pay check for the approved quarterly stipend to each reserve officer in good standing representing the City of Robins, Iowa, on January 1st, April 1st, July 1st, and October 1st of each year, or the next available business day.

Passed and approved this ___ day of _____, 2024.

Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, Deputy City Clerk

RESOLUTION 0924-2

RESOLUTION NO. 0924-2

APPROVING PAY REQUEST #9 AND CHANGE ORDER #8 TO RATHJE CONSTRUCTION FOR WORK COMPLETED ON THE SE TRUNK SANITARY SEWER IMPROVEMENTS FROM S. MENTZER TO DRY CREEK

BE IT BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBINS, IOWA that Pay Request #9 and Change Order #8 to Rathje Constriction in the amount of \$13,345.12 for work completed on the SE Trunk Sanitary Sewer Improvements from S. Mentzer Road to Dry Creek is hereby approved

BE IT FINALLY RESOLVED that the City Clerk is directed to provide payment for Pay Request No. 9 and Change Order No. 8.

PASSED AND APPROVED this 9th Day of September, 2024.

Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, Deputy City Clerk



August 21, 2024

City of Robins
265 South 2nd St
Robins, IA 52328

RE: SE TRUNK SANITARY SEWER IMPROVEMENTS FROM S. MENTZER TO DRY CREEK
PAY REQUEST No. 9 and CHANGE ORDER NO. 8

Dear Mayor and City Council,

Rathje Construction has completed all work on the SE Trunk Sanitary Sewer Improvements from S. Mentzer to Dry Creek project including punch list and change order items. We have conducted a final field review of all work on the project and find it to be acceptable and in general conformance with the contract documents.

Enclosed for your review and approval are Pay Request No. 9 and Change Order No.8 for work completed on the SE Trunk Sanitary Sewer Improvements from S. Mentzer to Dry Creek project. Change Order No. 8 reconciles the plan quantities' overages and underruns.

We are hereby recommending acceptance of the public improvements and approval of Pay Request No. 9, Change Order No. 8 in the amount of \$13,345.12 to Rathje Construction. If there are no claims on file 30 days following acceptance of the project, the retainage for the amount of \$44,258.23 shall be released following the 30 days.

A maintenance bond has been provided for a period of two (2) years after acceptance of the project. The date of acceptance is hereby noted as September 9, 2024.

Please contact me with any questions you may have.

Respectfully,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'Kelli Scott'.

Kelli Scott, P.E.
Project Manager

Cc: Nate Byers, Rathje Construction
Mike Kortenkamp, City of Robins

Attached: Pay Request No. 9
Change Order No. 8

APPLICATION FOR PARTIAL PAYMENT NO. 9

PROJECT: SE Trunk Sanitary Sewer Improvements From S. Mentzer to Dry Creek S&A PROJECT NO.: 121.0304

OWNER: City of Robins
CONTRACTOR: Rathje Construction
ADDRESS: PO Box 408
Marion, IA 52302
DATE: 8/20/2024

PAYMENT PERIOD: 9/19/2023
to 12/22/2023

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 578,978.41
Net Change by Change Order: \$ 306,186.11
Contract Amount to Date: \$ 885,164.52

CONTRACT PERIOD: TOTAL CALENDAR DAYS:

Original Contract Date: September 13, 2021
Original Contract Time: 105
Late Start Date: April 1, 2022
Added by Change Order: 441

2. WORK SUMMARY:

Total Work Performed to Date: \$ 885,164.52
Retainage: 5% \$44,258.23
Total Earned Less Retainage: \$ 840,906.29
Less Previous Applications for Payment: \$827,561.17
AMOUNT DUE THIS APPLICATION: \$13,345.12

Contract Time to Date: 12/22/2023
Completion Date: 9/29/2023
Time Used to Date:
Contract Time Remaining:

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Rathje Construction Company
CONTRACTOR

By Mandy Rathje, Sec DATE: 8-22-24

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By Kelli Scott DATE: 8-28-24

5. OWNER'S APPROVAL

City of Robins
OWNER

By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK THIS PERIOD			COMPLETED WORK TO DATE		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
1.	Clearing and Grubbing	1	LS	\$ 6,450.00	\$ 6,450.00			\$ -	1		\$ 6,450.00
2.	Topsoil, On-site, 6"	2264	CY	\$ 16.00	\$ 36,224.00			\$ -	2264		\$ 36,224.00
3.	Excavation, Class 10	623	CY	\$ 18.50	\$ 11,525.50			\$ -	623		\$ 11,525.50
4.	Subbase, Modified	160.7	SY	\$ 6.75	\$ 1,084.73			\$ -	155		\$ 1,046.25
5.	Removal of Known Pipe Culvert, CMP, 36"	80	LF	\$ 15.00	\$ 1,200.00			\$ -	80		\$ 1,200.00
6.	Removal of Known Pipe Culvert, HDPE, 12"	10	LF	\$ 50.00	\$ 500.00			\$ -	10		\$ 500.00
7.	Removal of Known Pipe Culvert, RCP, 24"	14	LF	\$ 50.00	\$ 700.00			\$ -	16		\$ 800.00
8.	Removal of Known Pipe Culvert, RCP, 36"	40	LF	\$ 25.00	\$ 1,000.00			\$ -	40		\$ 1,000.00
9.	Compaction Testing	1	LS	\$ 1,000.00	\$ 1,000.00			\$ -	1		\$ 1,000.00
10.	Turfstone Pavers	1384	SY	\$ 82.00	\$ 113,488.00			\$ -	1384		\$ 113,488.00
11.	Rock Excavation	31	CY	\$ 75.00	\$ 2,325.00			\$ -	26		\$ 1,950.00
12.	Trench Foundation	26.5	TON	\$ 50.00	\$ 1,325.00			\$ -	17		\$ 850.00
13.	Replacement of Unsuitable Backfill Material	154.6	CY	\$ 30.00	\$ 4,638.00	460		\$ 13,800.00	460		\$ 13,800.00
14.	Trench Compaction Testing	1	LS	\$ 1,000.00	\$ 1,000.00			\$ -	1		\$ 1,000.00
15.	Sanitary Sewer Gravity Main, Trenched, PVC, 12"	1669.7	LF	\$ 52.50	\$ 87,659.25			\$ -	0		\$ -
16.	Sanitary Sewer Service Relocation	2	EA	\$ 1,500.00	\$ 3,000.00			\$ -	5		\$ 7,500.00
17.	Removal of Sanitary Sewer, PVC, 8"	35	LF	\$ 10.00	\$ 350.00			\$ -	35		\$ 350.00
18.	Removal of Sanitary Sewer, PVC, 10"	692	LF	\$ 10.00	\$ 6,920.00			\$ -	692		\$ 6,920.00
19.	Sanitary Sewer Abandonment, Plug	2	EA	\$ 250.00	\$ 500.00			\$ -	2		\$ 500.00
20.	Pipe Culvert, Trenched, HDPE, 12"	60	LF	\$ 53.00	\$ 3,180.00			\$ -	80		\$ 4,240.00
21.	Pipe Culvert, Trenched, RCP, 24"	14	LF	\$ 80.75	\$ 1,130.50			\$ -	14		\$ 1,130.50
22.	Pipe Culvert, Trenched, RCP, 36"	120	LF	\$ 111.00	\$ 13,320.00			\$ -	120		\$ 13,320.00
23.	Pipe Apron, RCP, 24"	1	EA	\$ 1,500.00	\$ 1,500.00			\$ -	1		\$ 1,500.00
24.	Footing for Concrete Pipe Apron, RCP, 24"	1	EA	\$ 950.00	\$ 950.00			\$ -	1		\$ 950.00
25.	Pipe Apron Guard	1	EA	\$ 1,650.00	\$ 1,650.00	0.15		\$ 247.50	0.15		\$ 247.50
26.	Subdrain, Type 1, Trenched, 6"	592	LF	\$ 12.75	\$ 7,548.00			\$ -	0		\$ -
27.	Subdrain, Type 1, Trenched, 8"	1970	LF	\$ 16.25	\$ 32,012.50			\$ -	0		\$ -
28.	Subdrain, Type 1, Trenchless, 6"	60	LF	\$ 80.00	\$ 4,800.00			\$ -	0		\$ -
29.	Subdrain Cleanout, Type A-2, 8"	5	EA	\$ 850.00	\$ 4,250.00			\$ -	5		\$ 4,250.00
30.	Hickenbottom Subdrain Cleanout, Type A-2, 8"	5	EA	\$ 700.00	\$ 3,500.00			\$ -	5		\$ 3,500.00
31.	Pipe Bursting, HDPE, 16"	401.9	LF	\$ 135.00	\$ 54,256.50			\$ -	401.9		\$ 54,256.50
32.	Manhole, SW-301, 48"	6	EA	\$ 3,500.00	\$ 21,000.00			\$ -	6		\$ 21,000.00
33.	Manhole Adjustment, Major	2	EA	\$ 2,000.00	\$ 4,000.00			\$ -	0		\$ -
34.	Connection to Existing Manhole	2	EA	\$ 1,500.00	\$ 3,000.00			\$ -	2		\$ 3,000.00
35.	Remove Manhole	6	EA	\$ 1,000.00	\$ 6,000.00			\$ -	6		\$ 6,000.00
36.	Pavement, HMA	158.4	TON	\$ 160.00	\$ 25,344.00			\$ -	127		\$ 20,320.00
37.	Driveway, Granular	51	TON	\$ 25.00	\$ 1,275.00			\$ -	114		\$ 2,850.00
38.	Pavement Removal	160.9	SY	\$ 8.75	\$ 1,407.88			\$ -	429		\$ 3,753.75
39.	Temporary Traffic Control	1	LS	\$ 3,000.00	\$ 3,000.00			\$ -	1		\$ 3,000.00
40.	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 1	2.8	AC	\$ 3,250.00	\$ 9,100.00			\$ -	3.37		\$ 10,952.50
41.	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 4	2.8	AC	\$ 2,500.00	\$ 7,000.00			\$ -	0		\$ -
42.	Watering	300	MGAL	\$ 45.00	\$ 13,500.00			\$ -	131		\$ 5,895.00
43.	Warranty	1	LS	\$ 500.00	\$ 500.00			\$ -	0		\$ -
44.	SWPPP Management	1	LS	\$ 1,800.00	\$ 1,800.00			\$ -	1		\$ 1,800.00
45.	Filter Sock, 9"	6983	LF	\$ 2.00	\$ 13,966.00			\$ -	6227		\$ 12,454.00
46.	Filter Socks, Removal	6983	LF	\$ 0.40	\$ 2,793.20			\$ -	6227		\$ 2,490.80
47.	Temporary RECP, Type 2.C	5366	SY	\$ 1.10	\$ 5,902.60			\$ -	6048		\$ 6,652.80
48.	Rip Rap, Class E	103	TON	\$ 60.00	\$ 6,180.00			\$ -	148		\$ 8,880.00
49.	Stabilized Construction Entrance	240	SY	\$ 5.00	\$ 1,200.00			\$ -	240		\$ 1,200.00
50.	Mobilization	1	LS	\$ 30,000.00	\$ 30,000.00			\$ -	1		\$ 30,000.00
51.	Concrete Washout	1	LS	\$ 500.00	\$ 500.00			\$ -	1		\$ 500.00
15.A	Sanitary Sewer Gravity Main, Trenched, PVC, 12"	-1669.7	LF	\$ 52.50	\$ (87,659.25)			\$ -	0		\$ -
52.	Sanitary Sewer Gravity Main, Trenched, PVC, 15"	1669.7	LF	\$ 60.00	\$ 100,182.00			\$ -	1669.7		\$ 100,182.00
TOTAL ORIGINAL CONTRACT = \$ 578,978.41					TOTAL	\$ 14,047.50			TOTAL	\$ 530,429.10	

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK THIS PERIOD			COMPLETED WORK TO DATE		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
CHANGE ORDER SUMMARY:											
26.	Subdrain, Type 1, Trenched, 6"	-592	LF	12.75	(7,548.00)			\$ -	0		\$ -
27.	Subdrain, Type 1, Trenched, 8"	-1,970	LF	16.25	(32,012.50)			\$ -	0		\$ -
28.	Subdrain, Type 1, Trenchless, 6"	-60	LF	80.00	(4,800.00)			\$ -	0		\$ -
CO2-1	Subdrain, Type 1, Trenched 12"	2,562	LF	24.25	62,128.50			\$ -	2,489		\$ 60,358.25
CO2-2	Subdrain, Type 1, Trenchless, 12"	60	LF	240.00	14,400.00			\$ -	60		\$ 14,400.00
CO2-3	Remove and Reinstall Rip Rap	1	LS	1,030.00	1,030.00			\$ -	1		\$ 1,030.00
CO2-4	Concrete Flume and Sediment Basin Cleanout	1	LS	4,500.00	4,500.00			\$ -	1		\$ 4,500.00
CO3-1	Clearing and Grubbing	1	LS	6,800.00	6,800.00			\$ -	1		\$ 6,800.00
CO3-2	Excavation, Class 10	305	CY	62.00	18,910.00			\$ -	305		\$ 18,910.00
CO3-3	Subdrain, Type 1, Trenched 12"	430	LF	39.00	16,770.00			\$ -	430		\$ 16,770.00
CO3-4	Class E Rip Rap	258	TON	82.32	21,238.56			\$ -	258.0		\$ 21,238.56
CO3-5	Flowable Mortar	103	CY	219.62	22,620.86			\$ -	103.0		\$ 22,620.86
CO3-6	Mobilization	1	LS	4,500.00	4,500.00			\$ -	1		\$ 4,500.00
CO3-7	Railroad Standby	1	LS	8,200.00	8,200.00			\$ -	1		\$ 8,200.00
CO5-1	Additional Railroad Flagger Days	5	DAY	1,430.00	7,150.00			\$ -	5		\$ 7,150.00
COR-6	7'x3' Double Cell Box Culvert	36	LF	\$ 2,750.00	\$ 99,000.00			\$ -	36		\$ 99,000.00
COR-6	7'x3' Sloped End Section with Footing and Headwall	1	LS	\$ 15,500.00	\$ 15,500.00			\$ -	1		\$ 15,500.00
COR-6	3' Rise Double Cell Wingwalls w/ 6" Poured Floor and #4 Bar @ 12" OC Reinforcement	1	LS	\$ 15,500.00	\$ 15,500.00			\$ -	1		\$ 15,500.00
COR-6	Remove HMA Pavement	74	SY	\$ 14.00	\$ 1,036.00			\$ -	74		\$ 1,036.00
COR-6	Install 6" HMA	24	TN	\$ 260.00	\$ 6,240.00			\$ -	24		\$ 6,240.00
COR-6	Pavement Subbase 6" Depth	22	TN	\$ 34.00	\$ 748.00			\$ -	22		\$ 748.00
COR-6	Remove Existing CMP Storm Sewer Culvert	85	LF	\$ 45.00	\$ 3,825.00			\$ -	85		\$ 3,825.00
COR-6	Turfstone Pavers	218	SF	\$ 15.00	\$ 3,270.00			\$ -	218		\$ 3,270.00
COR-6	12" Subdrain w/ Rodent Guard	71	LF	\$ 30.00	\$ 2,130.00			\$ -	71		\$ 2,130.00
COR-6	12" Thick Class E Rip Rap	22	TN	\$ 65.00	\$ 1,430.00			\$ -	22		\$ 1,430.00
COR-6	Flowable Mortar	12	CY	\$ 200.00	\$ 2,400.00			\$ -	12		\$ 2,400.00
COR-6	Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00			\$ -	1		\$ 1,000.00
COR-6	Mobilization	1	LS	\$ 3,875.00	\$ 3,875.00			\$ -	1		\$ 3,875.00
COR-7	Class E Rip Rap	10	TON	\$ 100.00	\$ 1,000.00			\$ -	10		\$ 1,000.00
COR-8	Brick Pavers	1	LS	\$ 8,599.75	\$ 8,599.75			\$ -	1		\$ 8,599.75
COR-9	Sod	41.6	SQ	\$ 65.00	\$ 2,704.00			\$ -	41.6		\$ 2,704.00
CO-8	Reconciliation	1	LS	(\$5,959.06)	\$ (5,959.06)			\$ -			\$ -
					TOTAL CHANGE ORDERS =	\$ 306,186.11		\$ -			\$ 354,735.42
					TOTAL CONTRACT						
					& CHANGE ORDERS	\$885,164.52		\$ 14,047.50			\$ 885,164.52

CHANGE ORDER NO. 8

OWNER: City of Robins

PROJECT: SE Trunk Sanitary Sewer Improvements Project
S&A PROJECT #: 121.0304

To: Rathje Construction Company
Contractor
PO Box 408
Address
Marion, IA 52302
City, State, Zip

You are directed to make the following changes in this contract:

1. **Description of change to be made:**
Reconciliation of contract quantities

2. **Reason for Change:**
Reconciliation of contract quantities

3. **Settlement for the cost of making the change shall be as follows:**

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
4	Subbase, Modified	(5.7)	SY	\$ 6.75	\$(38.49)
7	Removal of Known Pipe Culvert, RCP, 24"	2	LF	\$ 50.00	\$ 100.00
11	Rock Excavation	(5)	CY	\$ 75.00	\$(375.00)
12	Trench Foundation	(9.5)	TON	\$ 50.00	\$(475.00)
13	Replacement of Unsuitable Backfill Material	305.4	CY	\$ 30.00	\$ 9,162.00
15	Sanitary Sewer Gravity Main, Trenched, PVC, 1: (1669.7)		LF	\$ 52.50	\$(87,659.25)
16	Sanitary Sewer Service Relocation	3	EA	\$ 1,500.00	\$ 4,500.00
20	Pipe Culvert, Trenched, HDPE, 12"	20	LF	\$ 53.00	\$ 1,060.00
25	Pipe Apron Guard	(0.85)	EA	\$ 1,650.00	\$(1,402.50)
33	Manhole Adjustment, Major	(2)	EA	\$ 2,000.00	\$(4,000.00)
36	Pavement, HMA	(31.4)	TON	\$ 160.00	\$(5,024.00)
37	Driveway, Granular	63	TON	\$ 25.00	\$ 1,575.00
38	Pavement Removal	268.1	SY	\$ 8.75	\$ 2,345.88
40	Hydraulic Seeding, Seeding, Fertilizing, and Mul-	0.57	AC	\$ 3,250.00	\$ 1,852.50
41	Hydraulic Seeding, Seeding, Fertilizing, and Mul-	(2.8)	AC	\$ 2,500.00	\$(7,000.00)
42	Watering	(169)	MGAL	\$ 45.00	\$(7,605.00)
43	Warranty	(1)	LS	\$ 500.00	\$(500.00)
45	Filter Sock, 9"	(756)	LF	\$ 2.00	\$(1,512.00)
46	Filter Socks, Removal	(756)	LF	\$ 0.40	\$(302.40)
47	Temporary RECP, Type 2.C	682	SY	\$ 1.10	\$ 750.20
48	Rip Rap, Class E	45	TON	\$ 60.00	\$ 2,700.00
15.A	Sanitary Sewer Gravity Main, Trenched, PVC, 1:	1869.7	LF	\$ 52.50	\$ 87,659.25
CO2-1	Subdrain, Type 1, Trenched 12"	(73)	LF	\$ 24.25	\$(1,770.25)
				TOTAL	\$ (5,959.06)

4. **This change order will result in a net change in the contract completion time of days and a net change in the cost of the project of -\$5959.06 divided as follows:**

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$ 891,123.58	September 29, 2023
Change due to this C.O. (+ or -)	(\$5,959.06)	
Totals including this C.O.:	\$885,164.52	September 29, 2023

The change described herein is understood, and the terms of settlement are hereby agreed to:

Rathje Construction Company
CONTRACTOR
By Marybeth Rathje, Sec

DATE: 8-22-24

Snyder & Associates, Inc.
ENGINEER
By Kelli Scott

DATE: 8-28-24

City of Robins
OWNER
By _____

DATE: _____

RESOLUTION NO. 0924-3

APPROVING PURCHASE OF ADDITIONAL SECURITY CAMERAS
AT CITY HALL AND PUBLIC SAFETY BUILDING

WHEREAS, Public Safety and City Staff have determined the need exists to provide additional security cameras on City Hall.

WHEREAS, Public Safety and City Staff have determined the need to replace the camera above the Drug Drop.

WHEREAS, quotation has been received from Electronic Engineering, who has previously installed the existing video system for the City of Robins.

NOW BE IT RESOLVED by the City Council of the City of Robins, Iowa, the Quotation from Electronic Engineering in the amount of \$3,597.00 is hereby approved for the installation of cameras on City Hall.

BE IT ADDITIONALLY RESOLVED, by the City Council of the City of Robins, Iowa, the Quotation from Electronic Engineering in the amount of \$416.00 is hereby approved for the replacement of the camera above the Drug Drop.

PASSED AND APPROVED this 9th day of September, 2024

Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, Deputy City Clerk



QUOTATION
STAR EQUIPMENT LTD
 CONSTRUCTION EQUIPMENT DISTRIBUTORS
 SALES-SERVICE-RENTAL



1401 2nd Avenue, Des Moines, IA 50314 515/283-2215 * 800/369-2215 * Fax 515/283-0295
 2950 6th Street SW, Cedar Rapids, IA 52404 319/365-5139 * 800/728-5139 * Fax 319/365-6726
 2625 W Airline Hwy, Waterloo, IA 50703 319/236-6830 * 800/791-9249 * Fax 319/236-6834
 2100 E. Lincoln Way, Ames, IA 50010 515/233-9500 * Fax 515/233-9505

Acct CA

Joey Welton
 City of Robins – Public Works/Streets Department
 265 South Second Street
 Robins, IA 52328

Quote: 24109 Revised
 Date: 06-26-2024
 Email: joeywelton@Q.com
 Phone: 319-393-0588

QTY	Description	Contractor Price
1	New Diamond HD Mounted Boom Mower w/ Flail: <ul style="list-style-type: none"> • 17' 3-point Hitch Boom (10,500lb or larger tractor): <ul style="list-style-type: none"> ○ Joystick Controls & Transport Locks ○ Fits 1 3/8" Tractor PTO Shaft • 44' Flail Mower (cuttershaft will rotate with director of tractor tires when driving forward, unless otherwise noted) <ul style="list-style-type: none"> ○ Fits John Deere 6420 Tractor 	\$42,252.00 Frt \$476.00
1	New Polycarbonate Passenger Side Window & Door Glass	\$2,655.00 Frt \$350.00
1	Installation Estimate: Install mower and glass onto John Deere 6420 – to be performed at Star Equipment Ltd service department – cost will be billed at time and materials. On-site service available. Expenses (such as travel, hotel, etc) not included.	\$3,250.00

Sourcewell Quote – Diamond Mowers

FOB Point: Factory
 Terms Due Upon Receipt of Invoice

All	
<i>Sub Total</i>	\$48,157.00
PDI	Included
Sales Tax	Exempt
<i>Sub Total</i>	\$48,157.00
Freight	\$826.00
Total	\$48,983.00

Estimated delivery after receipt of order 14-16 weeks.
 Quotation for acceptance within 10 days.

**Subject to Prior Sale and
 Management Approval
 STAR EQUIPMENT, LTD**

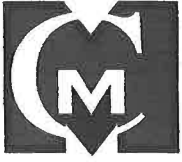
By _____ Date _____

Territory: 57
 By Bryan Miller (319) 350-7101



1/2





Mid Country Machinery, Inc.
4734 Sergeant Road
Waterloo, IA 50701

Quote No:
Date: 10-9-23

Quote

Customer:
City of Robins

SHIP TO:
Same

Tiger heavy duty rear boom mower with 19'8" reach
75pto hp, 8800lbs

\$51,000.00

Includes rear boom mower, swing system, CAT 2 3 point hitch, hydraulic pump system
travel safety lock, joy stick controls, mower guards, rear light
47" flail cutter head with universal knives

freight not included

Total _____

X _____
Approved By

**CITY OF ROBINS
CLASS SPECIFICATIONS**

CLASS TITLE: City Clerk/Treasurer

DEPARTMENT: City Hall	FLSA STATUS: Exempt
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JOB SUMMARY: Directs all operational, financial, and personnel activities of the City Clerk's/Treasurer's Office. Appointed by City Council. Performs all City Clerk/Treasurer duties as required by State Statute, City Code and City Council policy. This position is under the supervision of the Mayor and City Council.

JOB FUNCTIONS - Examples of Essential Job Functions

1. Oversee and assist in all City financial concerns including: Budget preparation and compliance; preparation and submittal of monthly and annual reports, such as the Annual Report, Road Use Report, Urban Renewal Report, Annual Tax Increment Financing, Coordinate Urban Renewal Plan updates, Capital Improvement Plan updates, and Strategic Plan/Goal Setting Report, utility billing operations, accounts payable, budget tracking and receivables, payroll preparation and reporting, and purchasing of office supplies, material and equipment. Maintain and update the Municipal Code, maintain the City's Employee Manual, and Employee Records. Maintain the City's webpage and inform residents of necessary items via E-blasts.
2. Attend and record activities and prepare minutes for all City Council meetings. Also prepare and distribute meeting agenda and supporting documents, financial report, and listing of bills to City Council including any instructional or informational supplements.
3. Invest City funds at the direction of the City Council. Supervise the processing of investments. Determine the annual Debt Service needs; annually calculate rebate agreements; work with the State Auditor's Office to facilitate the annual onsite audit visitation, process and record on going financial receipts.
4. Act as City's bond agent and registrar. Disburse all principal and interest payments.
5. Ensure that legal requirements are met regarding public notices, publications, and posting of City business, records, resolutions, ordinances and bond information. Post agendas, minutes and public notifications on the City web page.
6. Authenticate, sign and certify City records, measures and actions in the manner prescribed by law.
7. Maintain copies of all effective ordinances and codes for public use and distribute ordinance and code updates to City Officials.
8. Provide supervision to the Deputy Clerk to ensure efficient completion of assigned duties.
9. Provide nomination petitions for candidates for City office and for public measures.
10. Administer Oaths of Office to City Officials as required by local or state statute.
11. Receive correspondence on behalf of the City and prepare and distribute correspondence on behalf of the City.

12. Attend meetings, prepare agendas, and keep appropriate records for the Planning and Zoning Commission and Board of Adjustment under guidance of Planning and Zoning Administrator.
13. Retrieve requested data. Provide information requiring independent judgment and discretion in the interpretation of certain City Ordinances, Policies and State Laws.
14. Assist citizens, co-workers and other persons calling, e-mailing, or entering City Hall, by providing information and assistance as needed.
15. Work with City Engineer, City Attorney and other Governmental agencies.
16. Assist and cooperate with all boards, committees and commissions of the City.
17. Attend other meetings considered beneficial to the City of Robins.
18. Perform other duties as required.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities:	Fingering, grasping, hearing, kneeling, talking, repetitive motions, sitting for extended periods of time.
Physical Characteristics of the Job:	Sedentary work exerting up to ten pounds (10 lbs.) of force occasionally and/or minimal amounts of force frequently or constantly to lift, carry, push, pull, or otherwise move otherwise move objects including the human body.
Environmental Characteristics:	Work is primarily performed in an office environment. The job requires sitting for extended periods of time and may expose the employee to confidential data, significant work place pressure, unpleasant social situations and visual strain. Must be able to multi-task and work under pressure.
Visual Requirements	Vision correctable to 20/20 near point in at least one eye at an eighteen inch (18”) reading distance.

EQUIPMENT AND MATERIALS USED

General purpose office equipment and supplies, municipal software programs, Microsoft Office software, adding machine, budgetary ledger, cash drawer, Code of Iowa, Code of Ordinances, copier, fax machine, instructional manuals, printer, telephone system and typewriter.

Required knowledge, skills and abilities:

1. Should have general and practical knowledge of finance, accounting, municipal taxation and revenue.

2. Knowledge of organization, functions, and problems of municipal government.
3. Ability to speak and write effectively and maintain effective working relationships with various departments, City Council, civic groups, news media and public. Ability to supervise.
4. Skill in using computer and various office machines.

PREFERRED EDUCATION, TRAINING AND EXPERIENCE:

Graduation from High School with additional schooling in college or community college with an emphasis in accounting and public administration.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

An appropriate combination of training and experience which provides the required knowledge, skills and abilities.

Must be willing to become certified, at the city's expense, through the Iowa Municipal Clerks Institute. (Consists of three one-week sessions over a three year period.)

CITY OF ROBINS
DEPUTY CITY CLERK

DEPARTMENT: City Hall	FLSA STATUS: Exempt
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JOB SUMMARY
Under direction of the City Clerk/Treasurer, perform general clerical and administrative work of more than average difficulty in assisting the City Clerk with administrative functions including responsibility for assigned tasks and related duties as required.

ESSENTIAL DUTIES
<p>Perform and fulfill the routine functions of the City Clerk in his/her absence.</p> <p>Understand and maintain confidentiality of all records.</p> <p>Open, date and distribute mail.</p> <p>Prepare sewer utility bills and mail to users.</p> <p>Maintain online utility billing/payment portal.</p> <p>Monitor records for overdue bills and follow proper procedure for collection. Keep updated list of users.</p> <p>Record sewer payments and deposit daily.</p> <p>Balance Accounts Receivable daily</p> <p>Keep record of all receipts and expenditures.</p> <p>Assist in the preparation and administration of Building Permits including documentation to support the permit process.</p> <p>Maintain city website</p> <p>Assist in the preparation of incoming and outgoing mail.</p> <p>Maintain City Directory.</p> <p>Assist in the preparation and filing of accounts payable invoices.</p> <p>Assist in preparation of material for Council, Board, and Commission meetings as needed.</p> <p>Provide positive customer service including answering and routing phone calls, greeting and directing visitors, answering citizen questions.</p> <p>Attend various meetings and create minutes as requested.</p> <p>Act for City Clerk and attend City Council meetings when City Clerk is absent</p> <p>Assist in any general duties that may arise.</p> <p>Duties will require access to and use of privately owned vehicle during working hours. Mileage will be reimbursable at the rate approved by the Council.</p> <p>Duties are constantly evolving and changing and may include handling special projects as assigned.</p> <p>Produce & distribute City Newsletter and other emailed resident communication as necessary.</p>

ENTRY REQUIREMENTS

File documents and maintain city file system.
 Practice maintenance of confidential information.
 Knowledge of office practices and procedures as they apply to the preparation and care of complex and voluminous files and records.
 Knowledge of principles, procedures, and terminology used in financial record keeping.
 Knowledge of the custody of official City documents.
 Ability to maintain records of some complexity and prepare reports for such records.
 Ability to make decisions in accordance with rules and general procedures.
 Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written and oral form.
 Ability to establish and maintain effective working relationships with other employees and the public.
 Ability to communicate in written and/or oral form.
 Skills in the use of office machines, e.g. computers, copiers, scanners.
 Knowledge of Microsoft Office software, e.g. Word, Excel, and Outlook.
 Communication skills to deal with a variety of public inquire.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

Graduation from High School or equivalent. Prefer Associates of Arts Courses/Degree or past work experience in public administration or business administration or as a customer service representative. A combination of training and experience may suffice to meet the required knowledge, skills, and abilities.

WORKING CONDITIONS

Physical Characteristics of the Job: The majority of the work is sedentary in an office environment, occasionally exerting a minimal amount of force to lift 35 lbs., carry, push, pull, or otherwise move objects. The work involves use of a computer and keyboard for prolonged periods of time. This position may at times require irregular work hours. Work involves sitting for a prolonged period of time. The work may expose the employee to visual strain. Position has considerable direct contact with the public.

ESSENTIAL JOB SKILLS

Must be able to hear, read, speak, write, and understand English to effectively communicate with citizens and employees by telephone in written form or face-to-face.
 Must be able to communicate with people in a pleasant manner.
 Must be able to operate telephone, computer keyboard, calculator, typewriter, photocopiers, and similar electronic and manual office machines. Satisfactory Keyboard skills a must.
 Must be able to sit for extended periods of time for typing and computer work.
 Must be able to bend, reach, climb, stoop, and lift 35 pounds for filing and records retrieval.
 Must be able to take and transcribe oral dictation and oral meeting notes.
 Ability to hear speech and other sounds effectively to allow for the taking of statements and directions.
 Possess abilities to function and make decisions under high-stress situations.
 Possess sufficient skills to effectively interact with public and employees.
 Must not pose a direct threat to the health or safety of other individuals in the workplace or citizens encountered during work.

SPECIAL REQUIREMENTS

Valid Iowa Driver's License required. Bondable in amount determined by City policy. Must be willing to be flexible with work hours and attend evening meetings when required. Work is normally performed in a general inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. The noise level in the work environment is usually moderate. Some onsite activities away from the office will be required.

OTHER INFORMATION

The City of Robins retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude duties from the position.

RESOLUTION NO. 0924-5

A RESOLUTION APPOINTING INTERIM CITY CLERK

WHEREAS, City of Robins Ordinance Chapter 18 and Iowa Code section 372.13 require the Robins City Council to appoint a City Clerk by majority vote and to receive compensation as established by resolution of the Council;

WHEREAS, the position of City Clerk for the City of Robins, Iowa is currently vacant;

WHEREAS, the City Council desires to appoint an interim City Clerk from the date this resolution is approved and passed until such time when the Council determines to end the interim City Clerk appointment;

WHEREAS, the City Council desires to appoint current Deputy City Clerk Lisa Goodin as Interim City Clerk to perform all the duties as provided in the job description of City Clerk at the pay rate of \$89,937.90 annually;

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Robins, Iowa, hereby appoints Lisa Goodin as Interim City Clerk from the date this resolution is approved and passed until such time when the Council determines to end the interim City Clerk appointment.

BE IT FURTHER RESOLVED by the City Council for the City of Robins, Iowa, that while serving her appointment as Interim City Clerk, Lisa Goodin shall be paid at the rate of \$89,937.90 annually.

Passed and approved this ___ day of _____, 2024.

Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, Deputy City Clerk