

## ELDRIDGE ELECTRIC AND WATER UTILITY BOARD

April 23, 2024 – 5:00pm  
City Hall, 305 N. 3<sup>rd</sup> Street

1. Call to Order
2. Public Comment
3. Approval of Agenda
4. Approval of Utility Board Meeting Minutes from April 2, 2024
5. Approval of Special Utility Board Meeting Minutes from April 1, 2024
6. Financial
  - A. Consideration to Approve Bills Payable
  - B. Consideration to Approve Resolution 2024-07 E&W Authorizing Budgeted FY24 Interfund Transfers
  - C. Consideration to Approve financial assistance for tax withholding liability for J. Powell as a result of an employer clerical error
7. Electric Department
  - A. Department update – Collin Wilson
8. Water Department
  - A. Water test results
  - B. Discussion and Consideration to approve QC Construction Services REVISED bid to include additional \$3,257.20 to install a plastic laminate desktop station
  - C. Consideration to Approve a proposal from Cahoy Pump Service in the amount of \$39,462 for Phase II of the Inspection and Repairs of Well #3
  - D. Consideration to Approve a proposal from Cahoy Pump Service in the amount of \$12,037 for the pull, inspection, and repairs/reinstallation of HS #4 Pump Gear
  - E. Action to rescind authorization for legal counsel at Dickinson, Bradshaw, Fowler & Hagen, P.C. to obtain quotes or engage any third party investigation of City allegations
  - F. Action to rescind authorization for legal counsel at Dickinson, Bradshaw, Fowler & Hagen, P.C. to review and revise the Employee Handbook
  - G. Verizon Lease discussion update
  - H. Department Update
9. Administrative
  - A. Department Update
  - B. Discussion & Review on Utility Board Fiscal Responsibilities
10. Adjournment

**NEXT REGULAR MEETING: Tuesday, May 7<sup>th</sup>, 2024 at 5:00pm**

The regular meeting of the Board of Trustees of the Eldridge Electric and Water Utility Board was called to order at 5:00 P.M. on April 2, 2024, at Eldridge City Hall.

Board members present were Paula Steward, Jeff Hamilton, Barb O'Brien, and Craig Gehrls. Also, present: Jacob Rowe, Jody Coffman, Frank King, Nevada Lemke, Ryan Iossi, Scott Campbell, Mark Ridolfi, Collin Wilson, Tate Olson, and Ashley Lacey. Attorneys John Lande and Nichole Proesch from Dickerson, Bradshaw, Fowler & Hagen, P.C. attended via phone.

Public Comment – Tate Olson read a letter informing the board how the removal of the Utility Manager and Billing Clerk has affected his job and the jobs of the other linemen.

Mayor King read a letter letting the board know that the State Auditor is being consulted in this investigation, and if the board members stand in the way, they will have to take action.

Old Business –

The board was given some examples of orientations for a new hire. No action was taken, this was just informational.

Financial –

Motion by O'Brien to approve the bills payable for \$199,175.13. Second by Gehrls. All ayes.

Motion by Gehrls to table approving Resolution 2024-07 E&W until the next meeting, so they can get more information. Second by O'Brien. All Ayes.

Electric Department Update – Wilson stated that the overhangs have been corrected a 316 N 6<sup>th</sup> St and 601 S 2<sup>nd</sup> St will be worked on and the lines will be buried. Gabe Stricker has put in his 2 week notice, his last day will be April 9<sup>th</sup>.

Water Department Update – Regan replaced 3 valves at the Water Plant. The DNR did a recent sanitary survey and we have emailed them to get recommendations to make the corrections. They are also getting prepared for the Spring Flushing.

Motion by Gehrls to adjourn meeting at 5:22 p.m. Second by O'Brien. All ayes.

Ashley Lacey  
Billing Clerk

The special meeting of the Board of Trustees of the Eldridge Electric and Water Utility Board was called to order at 4:02 P.M. on April 1, 2024, at the Water Treatment Facility at 505 W. Donahue Street in Eldridge.

Board members present were Paula Steward (acting Chair), Jeff Hamilton, Barb O'Brien, and Craig Gehrls. Also present via phone were Troy Dejode of IAMU, John Lande of Dickinson Bradshaw Law Firm, and Nicole Proesch of Dickinson Bradshaw Law Firm.

Public Present: Jody Coffman, Jake Rowe, Sarah Watson, Marty O'Boyle, Mark Ridolfi, Tate Olson, Collin Wilson, Scott Campbell, Ryan Iossi, and Nevada Lemke.

Motion by O'Brien, second by Gehrls to approve the agenda. 4 Ayes, 0 Nays. Motion Carries.

Public Comment- None

Item #4. Presentation by Troy Dejode of Iowa Association of Municipal Utilities (IAMU) on Services IAMU can provide to support the Utility. – Troy Dejode stated that he wanted to inform the Board about concerns and options for Utility staffing, and the 3 major services that IAMU provides. IAMU is a resource for municipal utility boards for their general board member roles, staffing and insurance related issues, and resources to assist operations. Troy stated he is the Executive Director for IAMU for 10 years and IAMU members include 540 municipal water utilities, 135 electric utilities, 52 natural gas utilities, and 29 broadband utilities. IAMU advocates for locally controlled utilities but he stated they do not advocate for how those utilities are governed. Of the IAMU members, 59 utilities are Board governed and 76 are City Council governed. Eldridge is the 13<sup>th</sup> largest utility in the State of Iowa. IAMU provides 3 main services – Operational Assistance (mostly in the natural gas arena); Training & Education; and Advocacy through contracted lobbyists that file matters of interest to its members in the legislature. They offer a program know as IPAIT (Iowa Public Agency Investment Trust) that offers low risk investment opportunities for members and partners with EMC and Jester Insurance companies. IAMU can act as a contractor and staff municipal utilities if they lose key members due to injury, retirement, etc... and sometimes hire a municipality's retired staff through IAMU to help fill gaps temporarily. Troy stated it is not uncommon to see concerns from Council in communities with Board run utilities. He further stated that he has never come across a municipal utility that does not have its own EIN. Troy reported that there is certainly some level of coordination between local municipalities and their locally owned utilities usually through sharing of equipment, etc. The size usually plays a factor in determining how formal or informal that sharing arrangement is. IAMU aims to provide a neutral 3<sup>rd</sup> party expertise to help utility boards make the best decision for their community. Troy spoke briefly on the IAMU program known as PULL which is rarely used and never in situations like this. He stated Insurance is usually split into 2 separate policies due to a separate set of risks. Troy stated many members get their insurance through IAMU while their municipal counterparts get their insurance from somewhere else. No questions from the Board.

Item #5. Authorize legal action against the City of Eldridge related to alleged trustee removal. A closed session may be held pursuant to Iowa Code 21.5(1)(c) "To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation." Motion by Steward, Second by Gehrls. 4 Ayes, 0 Nays. Motion Carries. Board enters Closed Session at 4:21 p.m.

Board resumed open session at 4:56 p.m.

Steward requests that the Board go back and address Item #3 on the agenda that was not addressed in Closed Session.

Item #3. Review Staffing Level and any potential action to address any concerns related to staffing. – John Lande asked how the Utility Board can continue to ensure that day to day operations run smoothly with 2 employees on administrative leave. Tate Olson stated that he and Collin Wilson are not comfortable performing Jake Rowe's role. Tate has been a lineman for 8 years. Requests and issues initially come to Jake or Jody by phone or email. Right now he and Collin have access to Jake's emails and are corresponding and delegating as necessary. He stated they are currently up to date on all tasks. Jeff Hamilton asked if they were qualified to do a Lock Out Tag Out if necessary. Tate confirmed that the staff could perform that and also can do hot work. Jeff asked if operations could be continued safely in the event of an emergency and Tate Olson confirmed that they could operate safely. Paula asked about authorizing purchases and approving credit cards in Jake's absence. John Lande stated that the Utility Board is responsible for expenditures and the Board should consider adopting procedures for approval of expenditures, and further stated that it is common for staff to approve expenses prior to Board approval. The internal process consideration should be based on staffing, workload, etc...

Item #7. Presentation by Dickinson Bradshaw regarding quotes for the costs of an investigator to do an independent investigation of city allegations and action to approve an investigator. Nicole Proesch reported that she had reached out to four firms/consultants that would be available as options for conducting the investigation, as long as no conflicts of interest were identified during the conflict of interest check. Lindsay Vaught with Ahlers & Cooney at a rate of \$290/hour; Kay Oskvig from Whitfield & Eddy at a rate of \$300/hour plus mileage at the IRS rates for reimbursement; Maggie Hanson from Dentons Davis Brown at a rate of \$375/hour; and Josie Lewis from JL Consulting at \$200/hour. Jeff Hamilton asked how long the investigation would take. Nicole stated approximately 1-2 days of interviews and then the investigator would write a report based on their findings. She stated that she does not know the exact scope of work but would estimate 20-40 hours. Nicole stated they have experience with all 4 and 3 of them had confirmed availability in the next 1-2 weeks. She stated Josie recently went on her own after previously working in HR for the Board of Education and had also been a licensed attorney. Paula stated she is supportive of an unbiased opinion. Craig Gehrls stated that he would like some time to consider the options. Paula urged action and stated that we need to find out why our employees are sitting at home. Craig said he wanted to think about the money being spent. Paula stated that the Board is paying the employees to sit at home. She further

stated that this is what the Board expressed it wanted in prior meetings. Jeff Hamilton agreed a third party mediator was an option he was interested in. Motion by Steward, Second by Hamilton. 4 Ayes, 0 Nays. Motion Carries.

Motion by Gehrls for adjournment, second by Hamilton. 4 Ayes, 0 Nays. Motion Carries. Meeting adjourned at 5:20 p.m.

Submitted by Nevada Lemke

**BILLS PAYABLE**

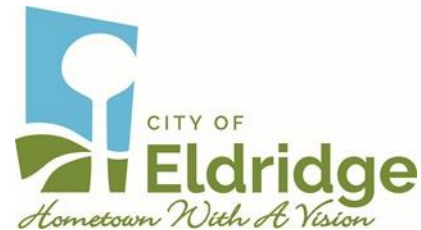
CHECK #	DEPARTMENT	FUND LINE	VENDOR	DESCRIPTION	AMOUNT
225919	ELECTRIC	630 5-820-6310	A & A AIR COND & REFRIGERATION INC	ICE MACHINE RENT (MONTHLY)	\$ 62.50
225920	ELECTRIC	630 5-820-6340	ACCESS SYSTEMS LEASING	CH COPIER LEASE (MONTHLY)	\$ 213.63
225920	ELECTRIC	630 5-820-6340	ACCESS SYSTEMS LEASING	CH COPIER LEASE (MONTHLY)	\$ 218.18
225921	WATER	600 5-810-6501	ACCO UNLIMITED CORP.	HYDROX	\$ 3,077.50
225922	WATER	600 5-810-6310	ADVANTAGE TREE SERVICES LLC	TREATED TREES	\$ 194.90
225923	WATER	600 5-810-6411	AHLERS & COONEY P.C.	GENERAL	\$ 178.00
225924	WATER	600 5-810-6371	ALLIANT ENERGY CO.	WATER TOWER (MONTHLY)	\$ 205.98
225925	ELECTRIC	630 5-820-6310	ALWAYS CLEAN LLC	CLEANING SERVICES (MONTHLY)	\$ 300.00
225915	WATER	600 5-810-6373	BOHNSACK & FROMMELT LLP	END OF YEAR 2023 AUDIT (ANNUALLY)	\$ 3,250.00
225915	ELECTRIC	630 5-820-6401	BOHNSACK & FROMMELT LLP	END OF YEAR 2023 AUDIT (ANNUALLY)	\$ 16,000.00
225916	DEP REFUNDS	630 2033	BREMER JON	DEPOSIT REFUND	\$ 81.15
225926	WATER	600 5-810-6373	CENTRAL SCOTT TELEPHONE	TELEPHONE WIFI (MONTHLY)	\$ 278.60
225926	ELECTRIC	630 5-820-6373	CENTRAL SCOTT TELEPHONE	TELEPHONE WIFI (MONTHLY)	\$ 493.00
225927	WATER	600 5-810-6408	CONTINENTAL WESTERN GROUP	GENERAL INSURANCE (MONTHLY)	\$ 17,381.18
225927	ELECTRIC	630 5-820-6408	CONTINENTAL WESTERN GROUP	GENERAL INSURANCE (MONTHLY)	\$ 52,143.53
225935	ELECTRIC	630 5-820-6450	CROSSROADS MOBILE MAINTENANCE	TRUCK INSPECTIONS (ANNUALLY)	\$ 1,239.20
225935	ELECTRIC	630 5-820-6450	CROSSROADS MOBILE MAINTENANCE	TRUCK INSPECTIONS (ANNUALLY)	\$ 1,239.20
225935	ELECTRIC	630 5-820-6450	CROSSROADS MOBILE MAINTENANCE	TRUCK INSPECTIONS (ANNUALLY)	\$ 1,204.10
225935	ELECTRIC	630 5-820-6450	CROSSROADS MOBILE MAINTENANCE	TRUCK INSPECTIONS (ANNUALLY)	\$ 1,204.10
225935	ELECTRIC	630 5-820-6450	CROSSROADS MOBILE MAINTENANCE	TRUCK INSPECTIONS (ANNUALLY)	\$ 1,373.52
225917	DEP REFUNDS	630 2033	ENGELBRECHT CHRIS	DEPOSIT REFUND	\$ 65.36
225936	ELECTRIC	630 5-820-6230	IA ASSN. MUNICIPAL UTIL.	ELECT APPRENTICE - ANNUAL TECH (ANNUALLY)	\$ 100.00
225928	ELECTRIC	630 5-820-6332	KIMBERLY DAVENPORT	SCREW	\$ 5.00
225929	WATER	600 5-810-63711	METERING & TECHNOLOGY SOLUTIONS	WIRE CONNECTORS SPLICE KIT	\$ 47.28
225918	DEP REFUNDS	630 2033	MILES ARTHUR	DEPOSIT REFUND	\$ 141.41
225930	ELECTRIC	630 5-820-6414	NORTH SCOTT PRESS	UTILITY PUBLISHING (MONTHLY)	\$ 426.10
225931	WATER	600 5-810-6408	PORTER INSURANCE	CYBER INSURANCE (ANNUALLY)	\$ 884.18
225931	WATER	600 5-810-6408	PORTER INSURANCE	GENERAL INSURANCE (ANNUALLY)	\$ 4,593.14
225931	ELECTRIC	630 5-820-6408	PORTER INSURANCE	CYBER INSURANCE (ANNUALLY)	\$ 884.18
225931	ELECTRIC	630 5-820-6408	PORTER INSURANCE	GENERAL INSURANCE (ANNUALLY)	\$ 13,779.44
225932	WATER	600 5-810-6451	QC ANALYTICAL SERVICES LLC	COLIFORM (MONTHLY)	\$ 227.00
225937	WATER	600 5-810-63711	QUAD CITIES WINWATER CO	HOSE BIB	\$ 49.36
225937	WATER	600 5-810-6560	QUAD CITIES WINWATER CO	METER COUPLING	\$ 65.46
225938	ELECTRIC	630 5-820-67811	RESCO	TRANSFORMERS	\$ 63,935.00
225933	WATER	600 5-810-6373	SHARED IT INC	IT SERVICES (MONTHLY)	\$ 143.30
225933	ELECTRIC	630 5-820-6373	SHARED IT INC	IT SERVICES (MONTHLY)	\$ 143.30
225934	ELECTRIC	630 5-820-6319	TYLER TECHNOLOGIES	INCODE FEES (ANNUALLY)	\$ 22,593.50
225934	ELECTRIC	630 5-820-6319	TYLER TECHNOLOGIES	TRANSACTION FEES (QUARTERLY)	\$ 445.63
225914	ELECTRIC	630 5-820-6508	U.S. POST OFFICE	POSTAGE (MONTHLY)	\$ 1,010.13
225939	WATER	600 5-810-6311	WATER SOLUTIONS UNLIMITED	REGULATOR FOR CHLORINE CYLINDER	\$ 1,611.00
ACH	SPLIT	SPLIT	EBS	INS SELF FUNDING BENEFITS (WEEKLY)	\$ 219.07
ACH	SPLIT	SPLIT	PAYROLL 04/13/2024	PAYROLL 04/13/2024 (BI-WEEKLY)	\$ 29,952.94

**CREDIT CARDS**

DEPT	EMPLOYEE	FUND LINE	VENDOR	DESCRIPTION	AMOUNT
WATER	GARY MOHR	600-5-810--6506	FARM & FLEET	2 GALVANIZED PAILS - DRIP PAN FOR MOBILE GRILL	\$14.96
WATER	JACOB POWELL	600-5-810-6230	IA DNR FEES & PAYMENT	DNR WATER CERTIFICATION - FEES FOR CARDS	\$63.04
ELECTRIC	JEFF MARTENS	630-5-820-6506	SAMS CLUB	UTILITY MEMBERSHIP - SAMS CLUB (ANNUALLY)	\$50.00
WATER	MITCH MORRIS	600-5-810-6332	STANDARD BEARING	BEARINGS FOR UNIT 95 MOWER DECK SPINDLES	\$130.37
CREDIT CARDS:					\$258.37
BILLS PAYABLE:					\$ 241,660.05
<b>GRAND TOTAL:</b>					<b>\$241,918.42</b>

# Eldridge Electric & Water

## MEMORANDUM



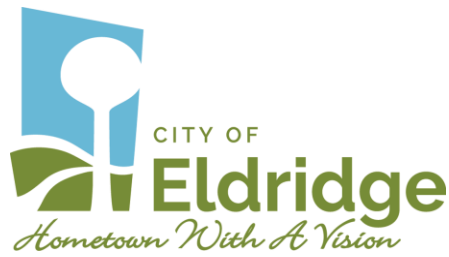
To: Eldridge Electric & Water Utility Board of Trustees  
From: City Administrator, Nevada Lemke  
Re: FY24 Interfund Transfers  
Date: April 20, 2024

Utility Board of Trustees:

The FY24 Interfund Transfers were adopted with the FY24 Certified Budget in March of 2023. The transfer amounts are as follows:

- \$10,000 from Water Fund 600-5-810-6912 to Utility Fund 821-4-690-4-4830 which is for the Partial Self-Funding portion of our employee insurance benefits plan
- \$300,000 from Water Fund 600-5-810-6917 to Water Fund 604-4-810-4-4830 which is the Water Projects fund to cover the water department related costs of the 1<sup>st</sup> & LeClaire Intersection Project
- \$13,500 from Water Fund 600-5-810-6920 to the City General Fund 001-4-810-2-4713 in lieu of property taxes or lease agreements for the use of City facilities, property, and other operational needs for the Utility operations. This is based off of comparisons with other municipal utilities which average approximately 2.9% of annual sales. The \$13,500 is equal to approximately 1% of the water utility's annual sales
- \$90,000 from Electric Fund 630-5-820-64132 to the City General Fund 001-4-820-2-4502 in lieu of property taxes or lease agreements for the use of City facilities, property, and other operational needs for the Utility operations. This is based off of comparisons with other municipal utilities which average approximately 2.9% of annual sales. The \$90,000 is equal to approximately 1.5% of the electric utility's annual sales
- \$30,000 from Electric Fund 630-5-820-6912 to Utility Fund 821-4-690-4-4830 which is for the Partial Self-Funding portion of our employee insurance benefits plan
- \$300,000 from the Electric Fund 630-5-820-6920 to Electric Fund 636-4-820-4-4830 which is the Electric Projects fund to cover the electric department related costs of the 1<sup>st</sup> & LeClaire Intersection Project

Resolution 2024-07 E&W will need to be approved by the Utility Board of Trustees to authorize the City Clerk to proceed with the transactions to transfer those funds prior to the close of FY24.



## Resolution 2024-07 E & W

### A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS BOARD OF TRUSTEES OF ELDRIDGE ELECTRIC & WATER UTILITY

WHEREAS, Eldridge Electric & Water Utility has reviewed the transfer of funds budgeted FY 2023-2024; and

WHEREAS, Eldridge Electric & Water Utility wishes to approve the transfer of funds

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
ELDRIDGE ELECTRIC & WATER UTILITY:

That the City Clerk is hereby authorized to make the following transfers

- \$10,000 from Water Fund 600-5-810-6912 to Utility Fund 821-4-690-4-4830
- \$300,000 from Water Fund 600-5-810-6917 to Fund Water Fund 604-4-810-4-4830
- \$13,500 from Water Fund 600-5-810-6920 to City Fund 001-4-810-2-4713
- \$90,000 from Electric Fund 630-5-820-64132 to City Fund 001-4-820-2-4502
- \$30,000 from Electric Fund 630-5-820-6912 to Utility Fund 821-4-690-4-4830
- \$300,000 from Electric Fund 630-5-820-6920 to Electric Fund 636-4-820-4-4830

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF APRIL 2024

ATTEST:

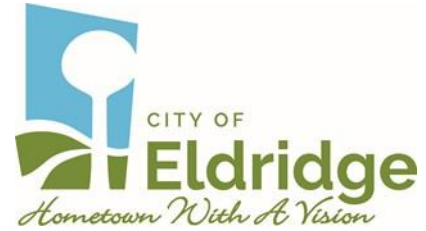
\_\_\_\_\_  
/s/ Paula Steward, Utility Board Chairman

\_\_\_\_\_  
/s/ Barb O'Brien, Board Trustee



# Eldridge Electric & Water

## MEMORANDUM



To: Eldridge Electric & Water Utility Board of Trustees  
From: City Administrator, Nevada Lemke  
Re: Tax Liability Agreement  
Date: April 20, 2024

Utility Board of Trustees:

Employee J.Powell was hired in the Water Department for the City of Eldridge in January 2023. When he completed his new hire paperwork, he filled out a W-4 directing his employer to withhold the standard withholding amount for payroll taxes, plus an additional \$15 of withholding for each pay period. The Utility Billing Clerk made a clerical error when entering Powell's information into the employee management system which resulted in a flat rate of \$15 being withheld from Powell's paycheck for every pay period.

This error was brought to J. Powell's attention when he went to file his 2023 tax returns and was informed that he owed the IRS a significant amount of money due to insufficient withholding which included a penalty in the amount of \$117. The total financial impact to the employee as a result of this clerical error is \$5,916. This includes \$2,376 that was captured from the refund that his spouse was entitled to, \$117 in penalties, and the \$3,423 that was owed to the IRS after the return was filed.

This was presented to the Utility Board for consideration in March 2024. The Board discussed terms of an agreement to provide financial assistance to J. Powell to resolve this unexpected financial hardship. It was agreed that the issue would come back to the Utility Board to finalize the terms of the agreement and to consider it for approval.

## Laboratory Report

**Eldridge, City of**  
 Jake Rowe  
 305 North 3rd Street  
 Eldridge, IA 52748

**Date Received:** 03/20/24 14:01  
**Date Reported:** 03/27/24 16:38  
**Project:** PWS ID # IA8230008 Eldridge  
 Send Invoice to AP

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
<b>Sample ID: 1660 Fox Ridge Rd. Grab</b>			<b>Date Sampled: 03/19/24 14:32</b>		<b>Date Received: 03/20/24 14:01</b>	
<b>Lab No.: 24C2049-01</b>			<b>Sampled by: Bryson Stymiest</b>			

**Classical Chemistry Parameters**

Total Coliforms	Negative	MPN/100 mL	03/20/24 14:08	ad	SM 9223B
Field Chlorine	1.95	mg/L	03/19/24 14:32	Bryson S	SM 4500 Cl G

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
<b>Sample ID: 919 W. Pinehurst Dr. Grab</b>			<b>Date Sampled: 03/19/24 14:02</b>		<b>Date Received: 03/20/24 14:01</b>	
<b>Lab No.: 24C2049-02</b>			<b>Sampled by: Bryson Stymiest</b>			

**Classical Chemistry Parameters**

Total Coliforms	Negative	MPN/100 mL	03/20/24 14:08	ad	SM 9223B
Field Chlorine	2.55	mg/L	03/19/24 14:02	Bryson S	SM 4500 Cl G

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
<b>Sample ID: 1212 W. Donahue St Grab</b>			<b>Date Sampled: 03/19/24 12:53</b>		<b>Date Received: 03/20/24 14:01</b>	
<b>Lab No.: 24C2049-03</b>			<b>Sampled by: Bryson Stymiest</b>			

**Classical Chemistry Parameters**

Total Coliforms	Negative	MPN/100 mL	03/20/24 14:08	ad	SM 9223B
Field Chlorine	2.35	mg/L	03/19/24 12:53	Bryson S	SM 4500 Cl G

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
<b>Sample ID: 251 E. Iowa St Grab</b>			<b>Date Sampled: 03/19/24 11:42</b>		<b>Date Received: 03/20/24 14:01</b>	
<b>Lab No.: 24C2049-04</b>			<b>Sampled by: Jacob Powell</b>			

**Classical Chemistry Parameters**

Total Coliforms	Negative	MPN/100 mL	03/20/24 14:08	ad	SM 9223B
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Analysis Certified by:

*Randall Wanke, Ph.D.*

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 Amy Dobbelaire For Randall Wanke, Laboratory Director

\_\_\_\_\_  
 Randal Wanke, Laboratory Director

Eldridge, City of 305 North 3rd Street Eldridge IA, 52748	Project: PWS ID # IA8230008 Eldridge Send Invoice to AP Client Contact: Jake Rowe	Reported: 03/27/24 16:38
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Field Chlorine	2.32	mg/L	03/19/24 11:42	Jacob Po	SM 4500 Cl G
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Analyte	Result	Units	Analyzed	Analyst	Method	Notes
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<b>Sample ID: 3208 Heinter Ln Grab</b>	<b>Date Sampled: 03/20/24 10:01</b>	<b>Date Received: 03/20/24 14:01</b>
<b>Lab No.: 24C2049-05</b>	<b>Sampled by: Bryson Stymiest</b>	

**Classical Chemistry Parameters**

Total Coliforms	Negative	MPN/100 mL	03/20/24 14:08	ad	SM 9223B
Field Chlorine	1.54	mg/L	03/20/24 10:01	Bryson S	SM 4500 Cl G

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
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<b>Sample ID: 3214 S. 16th Ave Grab</b>	<b>Date Sampled: 03/20/24 10:31</b>	<b>Date Received: 03/20/24 14:01</b>
<b>Lab No.: 24C2049-06</b>	<b>Sampled by: Bryson Stymiest</b>	

**Classical Chemistry Parameters**

Total Coliforms	Negative	MPN/100 mL	03/20/24 14:08	ad	SM 9223B
Field Chlorine	1.92	mg/L	03/20/24 10:31	Bryson S	SM 4500 Cl G

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
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<b>Sample ID: 417 Broadmoor Dr. Grab</b>	<b>Date Sampled: 03/20/24 10:44</b>	<b>Date Received: 03/20/24 14:01</b>
<b>Lab No.: 24C2049-07</b>	<b>Sampled by: Bryson Stymiest</b>	

**Classical Chemistry Parameters**

Total Coliforms	Negative	MPN/100 mL	03/20/24 14:08	ad	SM 9223B
Field Chlorine	2.41	mg/L	03/20/24 10:44	Bryson S	SM 4500 Cl G

Analyte	Result	Units	Analyzed	Analyst	Method	Notes
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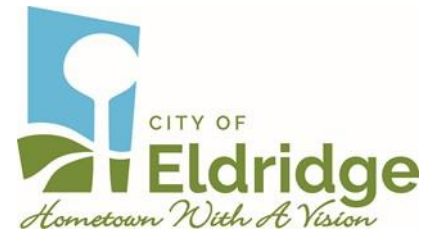
<b>Sample ID: 101 S. 27th Ave Grab</b>	<b>Date Sampled: 03/20/24 12:38</b>	<b>Date Received: 03/20/24 14:01</b>
<b>Lab No.: 24C2049-08</b>	<b>Sampled by: Bryson Stymiest</b>	

**Classical Chemistry Parameters**

Total Coliforms	Negative	MPN/100 mL	03/20/24 14:08	ad	SM 9223B
Field Chlorine	2.20	mg/L	03/20/24 12:38	Bryson S	SM 4500 Cl G

N-1 Negative  
\_A Bacteria Absent

# Eldridge Electric & Water MEMORANDUM



To: Eldridge Electric & Water Utility Board of Trustees  
From: City Administrator, Nevada Lemke  
Re: QC Construction Services REVISED Bid  
Date: April 20, 2024

Utility Board of Trustees:

On February 20, 2024 the Utility Board of Trustees approved a quote from QC Construction Services in the amount of \$69,464.00 for a remodel project at the Water Treatment Plant.

After the approval of the quote, a REVISED bid was requested to include the installation of a corner laminate desktop station. The additional cost for the installation of the desktop workstation is \$3,257.20.

This remodel project has started and is currently in progress. The contractor is awaiting the approval of the additional \$3,257.20 before proceeding to order the materials to install the additional workstation at the water treatment plant.



**City of Eldridge  
Water Treatment  
Plant  
Office Remodel  
4/2/2024**

**Quad City Construction Services Inc is pleased to offer this proposal for office renovations.**

**1. General Conditions**

- **Supervision**
- **Dumpsters**
- **Administrative Fees**
- **Insurance**

**2. Demolition**

- **Acoustical ceiling system**
- **Floor tile and cove base**
- **Cabinets and countertop**
- **Shower and eyewash station**
- **Oven and welded duct**
- **Concrete floor for new water service**

**3. Construction**

- **Frame walls and drywall for new closet**
- **Provide (3) paint grade bypass doors**
- **Build shelving inside closet**
- **Provide and install new lower and upper cabinets on north wall**
- **Provide and install solid surface countertop with under mount sink and back splash**
- **Install new acoustical ceiling system**
- **Grind and polish concrete floor**
- **Paint all walls and doors**

**4. Electrical**

- **Remove Hamilton oven wiring**
- **Remove and replace - 2' x 4 Troffer fixture**
- **Remove and replace - Baseboard heat**
- **Remove and replace - SD**
- **Add 1 dehumidifier receptacle**
- **Add 7 quad receptacles**
- **Remove existing wire mold**
- **All associated wiring**

**5. Plumbing**

- **Demo of the existing toilet and wall hung lavatory in the restroom.**
- **Disconnect waste and water line to lab sink.**
- **Mark out floor inside, concrete removal and replacement for new water line.**
- **Dig down inside to get under footing wall.**
- **QCCS to excavate for the installation of a new<sup>3</sup>/<sub>4</sub>" copper water line from the underground RAW water line. Tapping by the City.**

- Install a new<sup>3/4</sup>" valve box and approximately 80' of soft K copper.
- Provide and install a new toilet with right hand trip lever and wall hung sink and faucet.
- Provide and install two new Lab sink faucets with paddle handles.
- Provide and install a new counter combination top eye wash & drench hose.

#### 6. HVAC

- Demo of the existing flue off lab oven.
- Disconnect remove 1 filter return, 3 supply diffusers.
- Provide and install 1 filter return grill, 3 supply diffusers and 1 new supply take off, flex and diffuser.

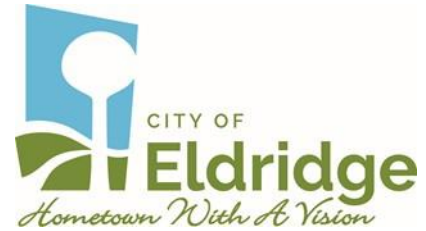
**Job Total: \$69,464.00**

Alternate #1 - Provide and install plastic laminate desktop station. (2) drawer stacks, (1) end panel, (2) desktop brackets and (1) top. Approximately 6ft x 6ft. L Shape. \$3,257.20

#### Does not include:

- Locates
- Sod or seeding
- Water Tap by others
- Drawings
- City Permit
- All environmental issues

# Eldridge Electric & Water MEMORANDUM



To: Eldridge Electric & Water Utility Board of Trustees  
From: City Administrator, Nevada Lemke  
Re: Cahoy Pump Service Proposals  
Date: April 20, 2024

Utility Board of Trustees:

Cahoy Pump Service has provided proposals for Phase II of an inspection and repair project for the Wells and Pump Gear.

The proposals include \$39,462 in costs for repairs and reinstallation of the pump and equipment for Well #3; and \$12,037 for the rebuilding, repairs, and reinstallation of the HS#4 pump gear.

These are planned costs that can be covered in the current FY24 budget. Well #3 is a main operating well and it is recommended that the Utility Board approve the proposals to ensure that the necessary repairs and reinstallation of equipment can proceed and Well #3 can be back online prior to the peak usage summer months.



# Cahoy Pump Service

*The Premier Provider of Municipal, Industrial, & Irrigation Water Well Services*  
A Division of The Cahoy Group

April 4, 2024

City of Eldridge, Iowa  
305 North 3<sup>rd</sup> Street  
Eldridge, IA 52748

Attn: Mr. Jacob Rowe  
Re: Eldridge Well #3 - Findings

Greetings Jacob;

We have completed phase I, pull / inspect / TV Well #3. Below are our findings & recommendations of next steps with costs. To that end, we are pleased to provide the following proposal;

#### **PUMP:**

The pump is in good condition, it can be rebuilt & reinstalled.

#### **PIPE:**

The pipe is poor condition, all the installed column pipe is random non-standard lengths, there were spacers installed in the lineshaft, which is very poor workmanship & not industry standard. The facings of the pipe are bad & are leaking, all the column pipe need to be replaced.

#### **HEAD & CHIME:**

The head is in good condition & just needs to be cleaned up & can be reinstalled. The chime is worn & needs to have a new one machined & replaced.

#### **SHAFT & BEARINGS:**

The motor shaft is in need of replacement, the rest of the shaft is in good condition & can be straightened, polished, & reinstalled. The spider bearings are all bad & need to be replaced, the sleeves are in good condition and can be polished & reused.

**GAUGES & AIRLINE:** This will be replaced upon reinstallation.

#### **WELL:**

The well was televised & found to be in good condition, the casing has some build-up & there are some minor areas of sand infiltration from the formation & fill in the very bottom, however due to the condition of the pump gear & no sign of pumping any sand or sediment, we recommend shock chlorination, & reinstallation of the pump gear.

**24568 150<sup>th</sup> Street - Suite 200 Sumner, Iowa 50674**

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#	DESCRIPTION	U	Q	UNIT PRICE	TOTAL PRICE
1	Load / Job Prep & Mobilization	EA	1	\$ 1,962.00	\$ 1,962.00
2	Rebuild Pump	LS	1	\$ 2,971.00	\$ 2,971.00
3	Shop time to reassemble / touch-up & prep all pump gear to include straightening & polishing shaft & machine & replace chime & install & tighten couplings	HR	54	\$ 110.00	\$ 5,940.00
4	Provide & install a 150PPM shock chlorination & disinfection rinse of casing above SWL to surface	LS	1	xxxxxxxxx	\$ 6,769.00
5	Material costs for replacement components, to include motor shaft, 165' of new T&C column pipe, new SS spiders w/inserts, all chemical costs, bronze for chime & all consumables	LS	1	xxxxxxxxx	\$ 17,789.00
6	Gauges / Airline / & all consumables	LS	1	xxxxxxxxx	\$ 596.00
7	Final Disinfection & Reinstall Pump Gear (from Phase I proposal	HR	5	\$ 295.00	\$ 1,475.00
8	PTW & Test	HR	4	\$ 295.00	\$ 1,180.00
9	Per Diems	EA	4	\$ 195.00	\$ 780.00
10	Prepare & submit detailed report to owner	LS	1	xxxxxxxxx	\$ 0.00
	<b>Total Estimated Cost</b>				<b>\$ 39,462.00</b>

Notes;

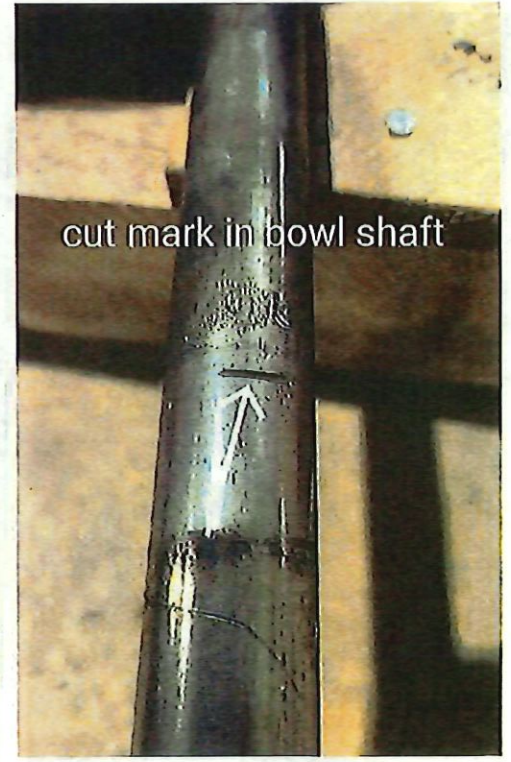
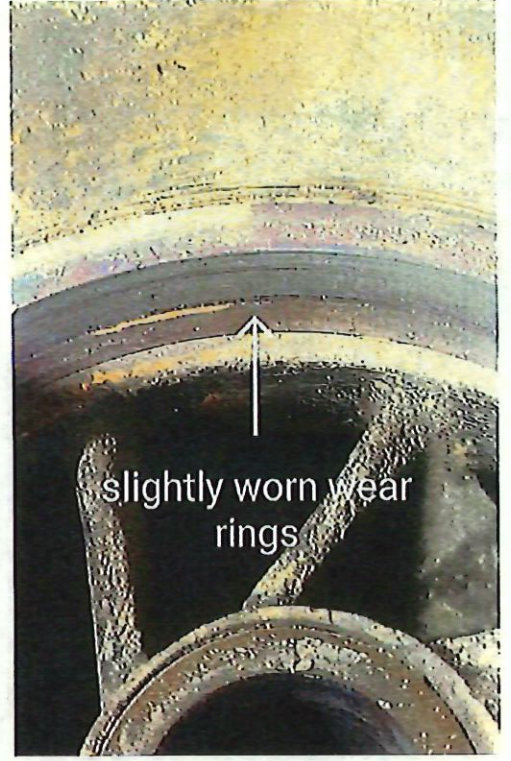
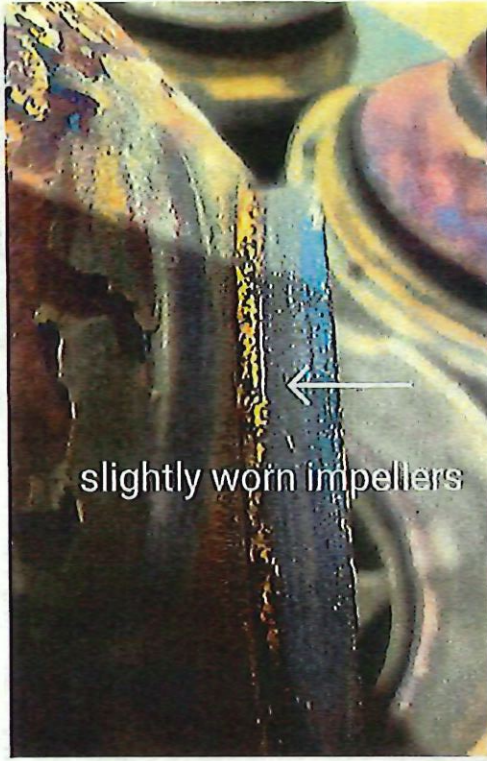
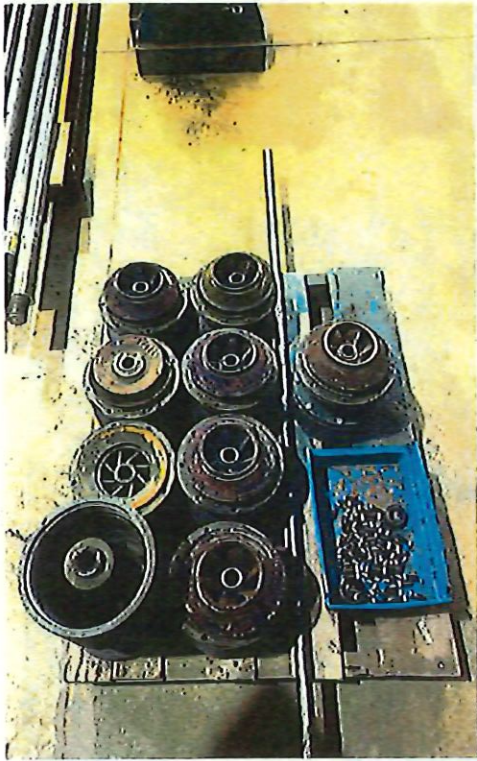
- Proposal is valid for 30 days. After 30 days we reserve the right to re-visit our material and fuel costs and adjust our pricing structure accordingly.
- Additional Per diems if required will be invoiced at \$195.00 ea.
- Proposal does not include sales tax. We are assuming a tax-exempt certificate will be provided.
- Any hours unused or in addition to above estimate will be invoiced or credited at the applicable rate
- All Bac-T's are the responsibility of the owner
- Proposal is based on owner providing crane w/operator at their expense from others to safely / properly reach the well head
- Motor was left on site, so CPS is not responsible for ay needed repairs to that component

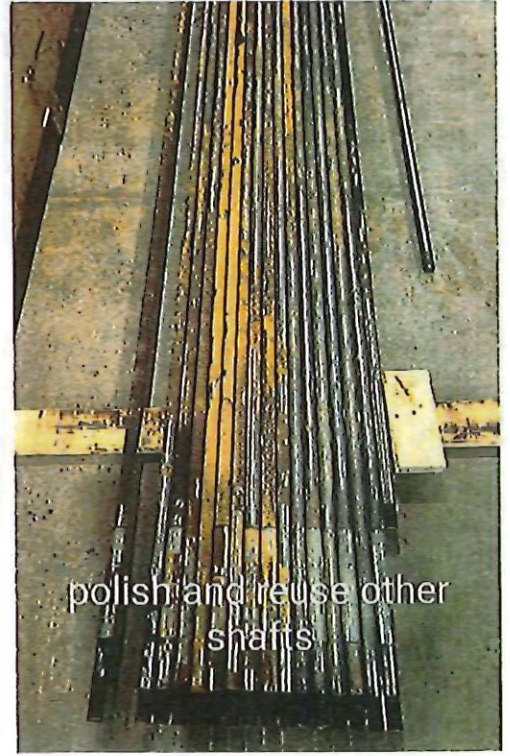
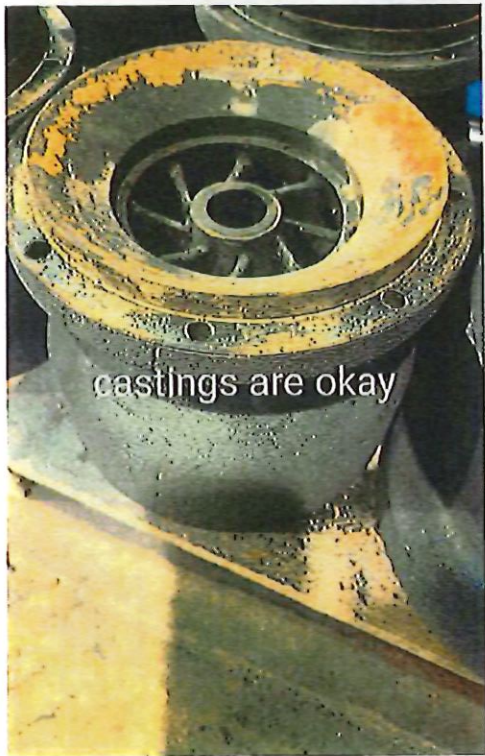
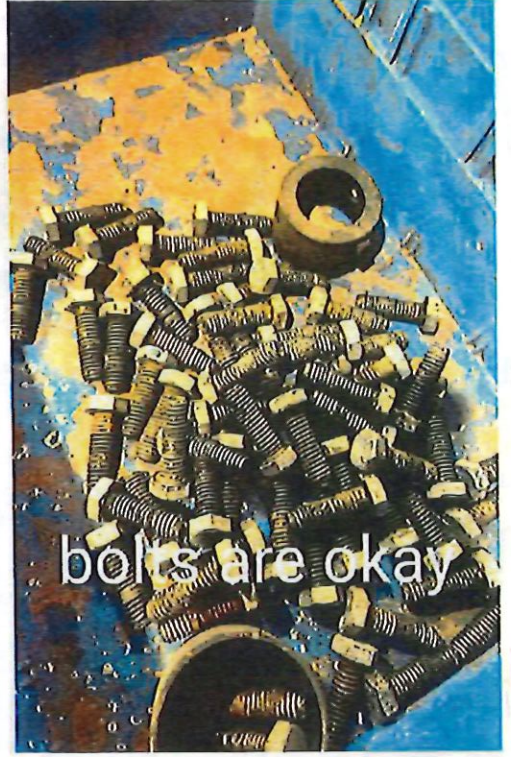
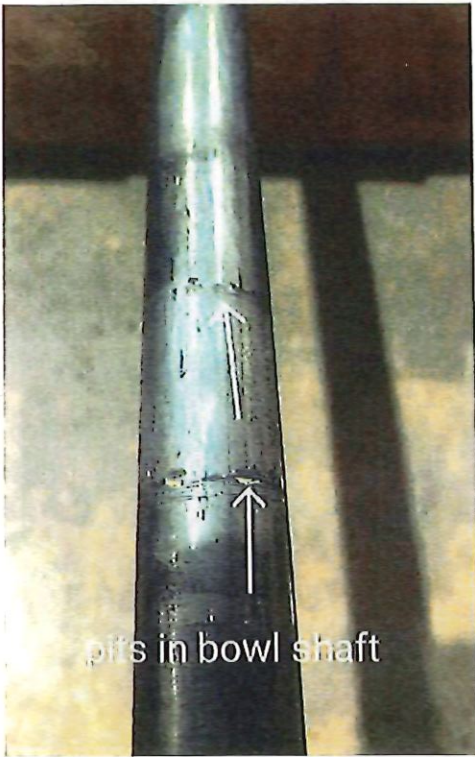
Jacob; Thank you so much for the opportunity & feel free to contact myself or Darin Cahoy at our corporate office if you have any questions or wish to have us proceed with scheduling the work.

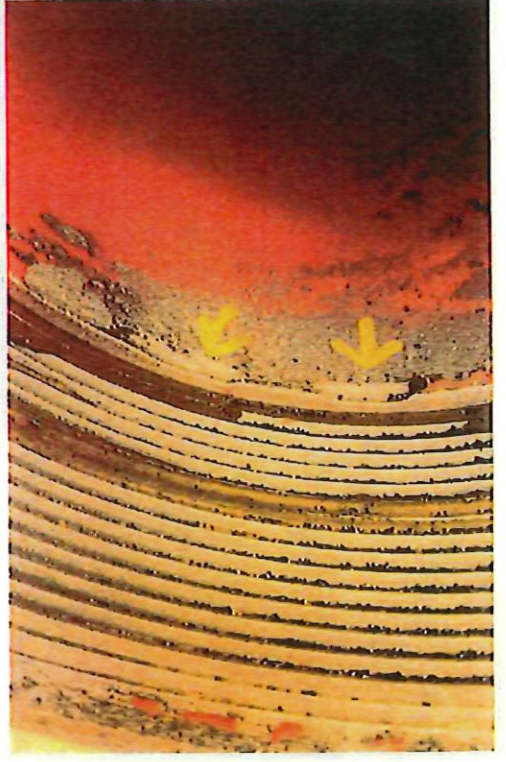
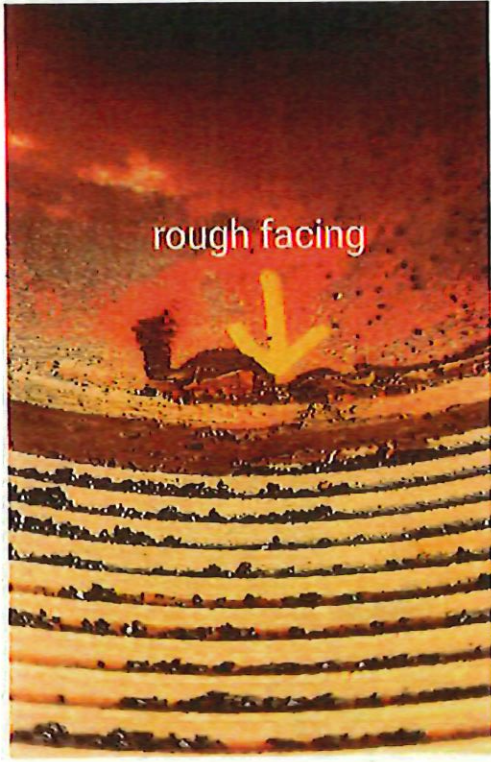
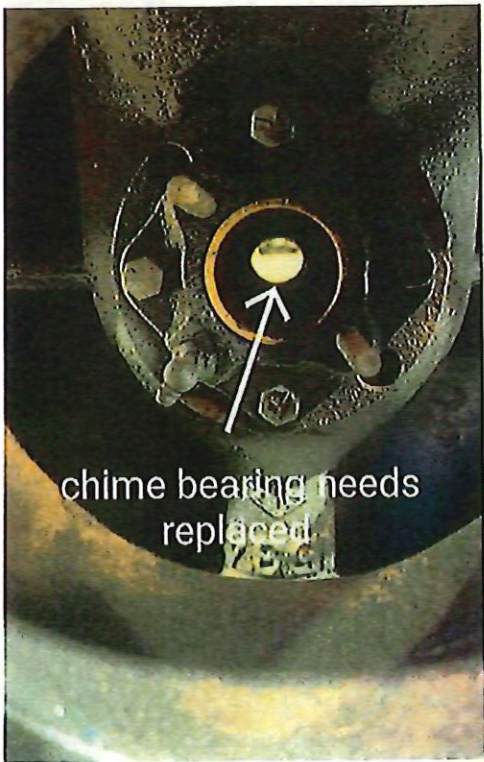
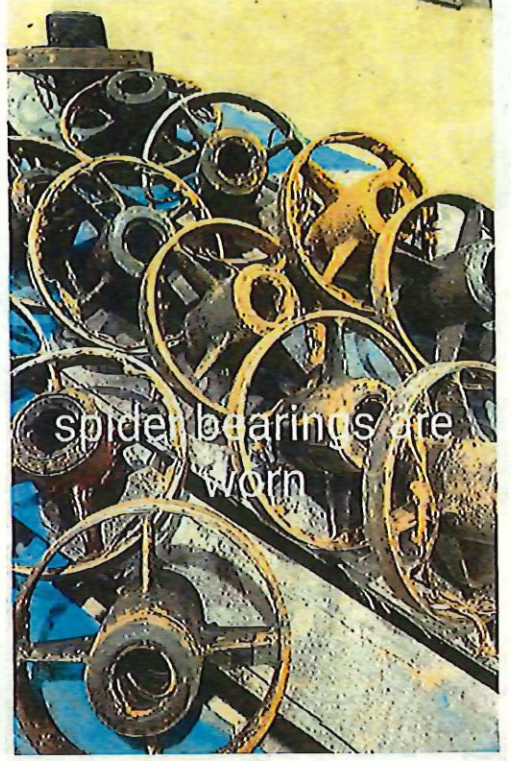
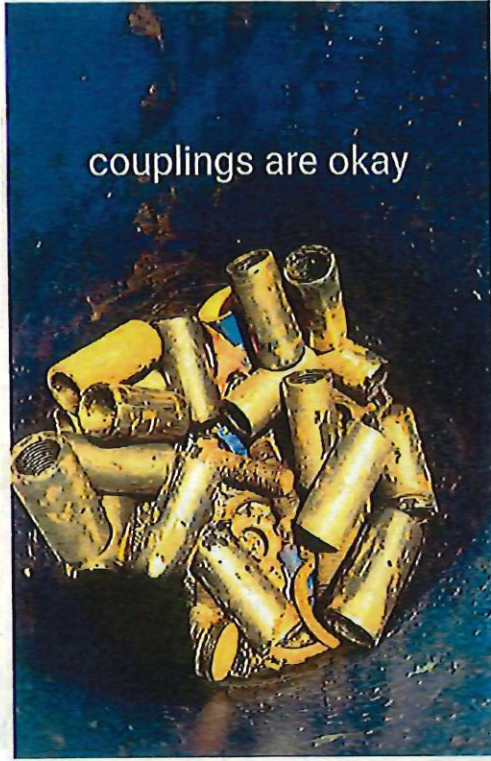
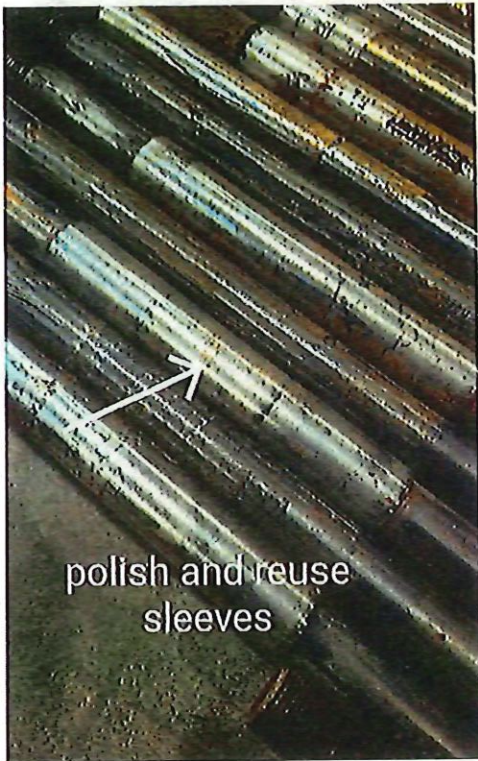
Sincerely,

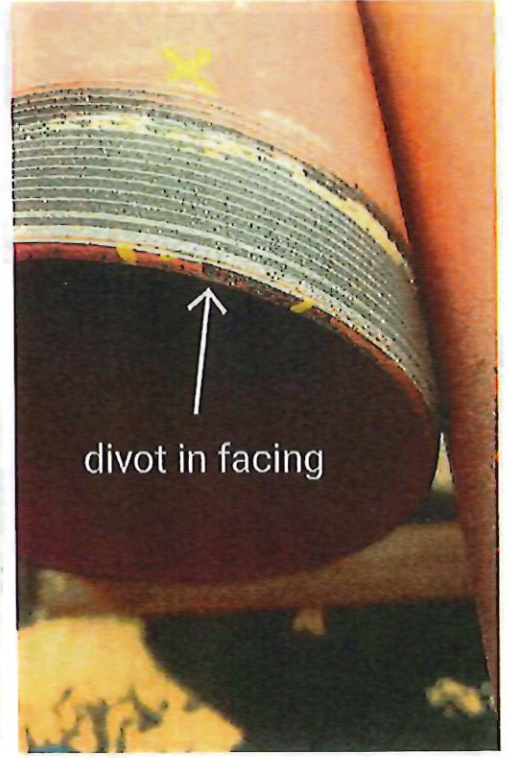
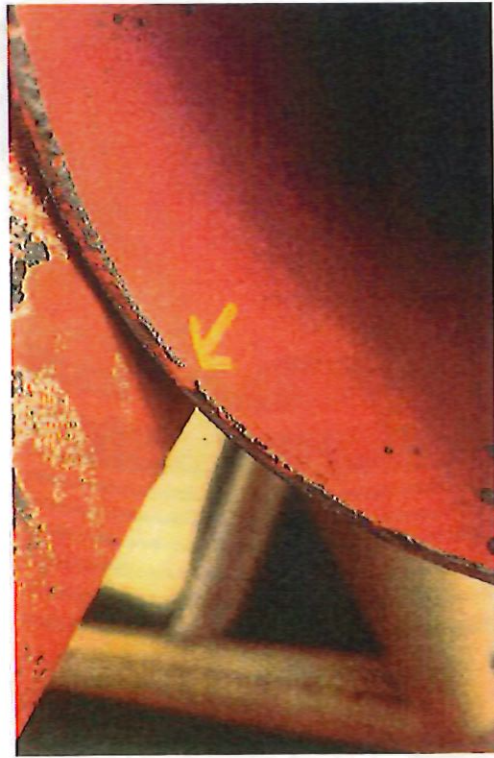
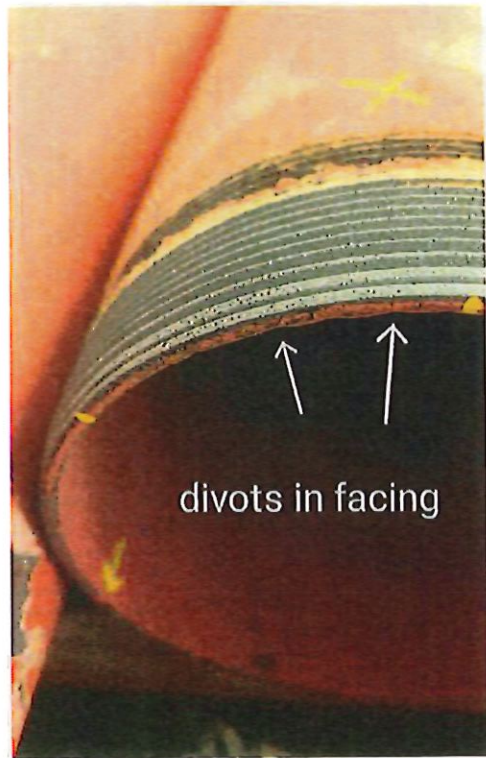
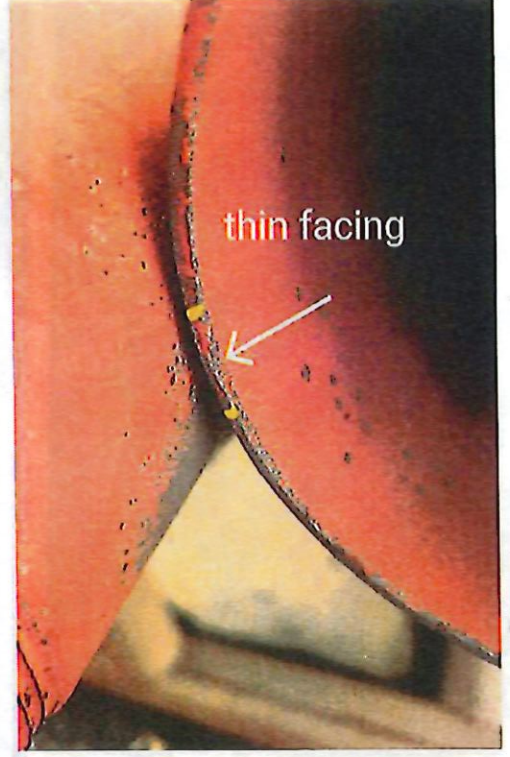
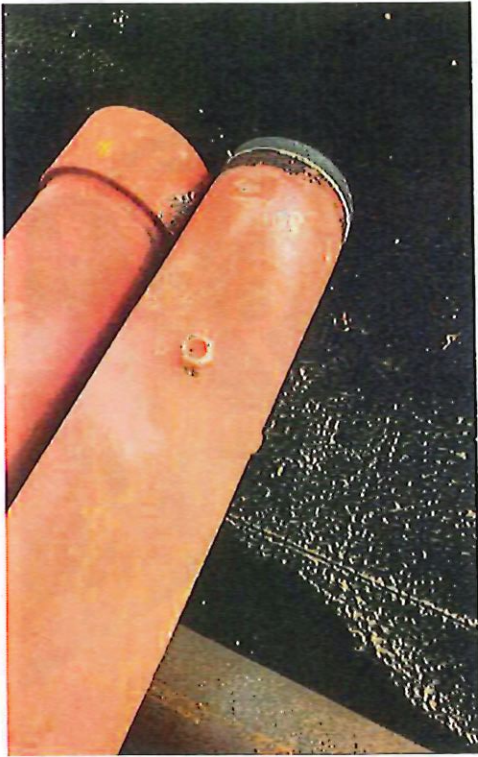
*Mike Whittenbaugh*

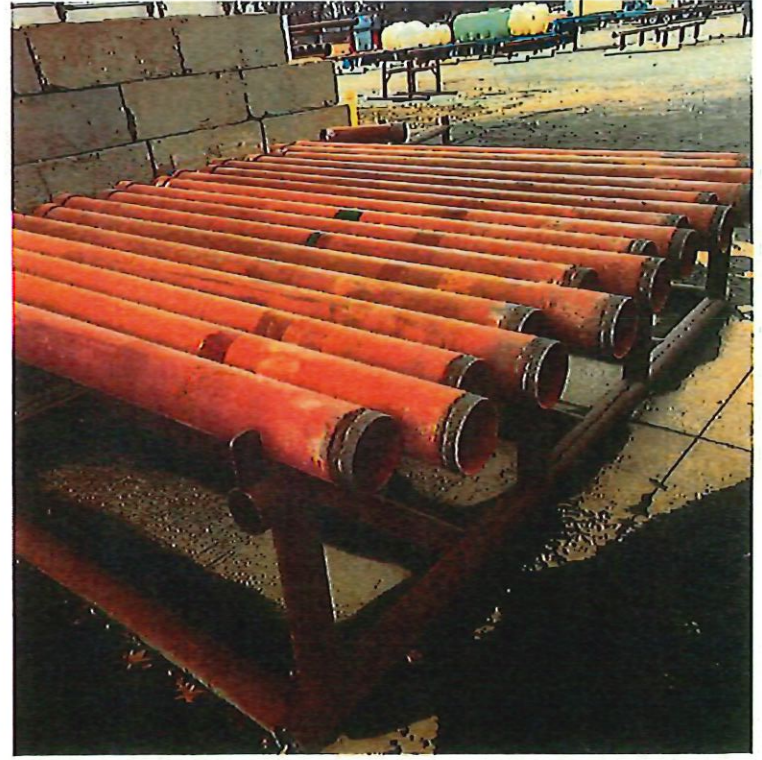
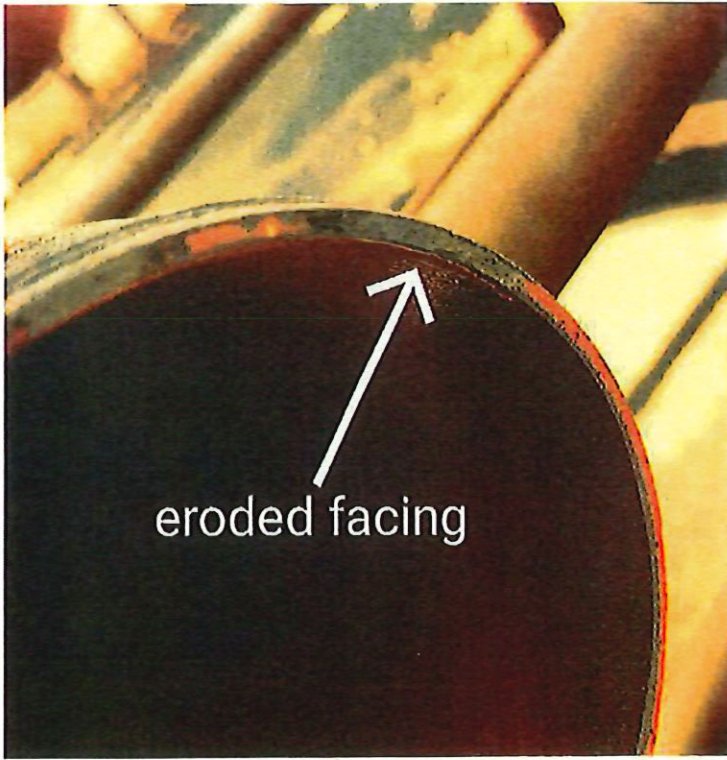
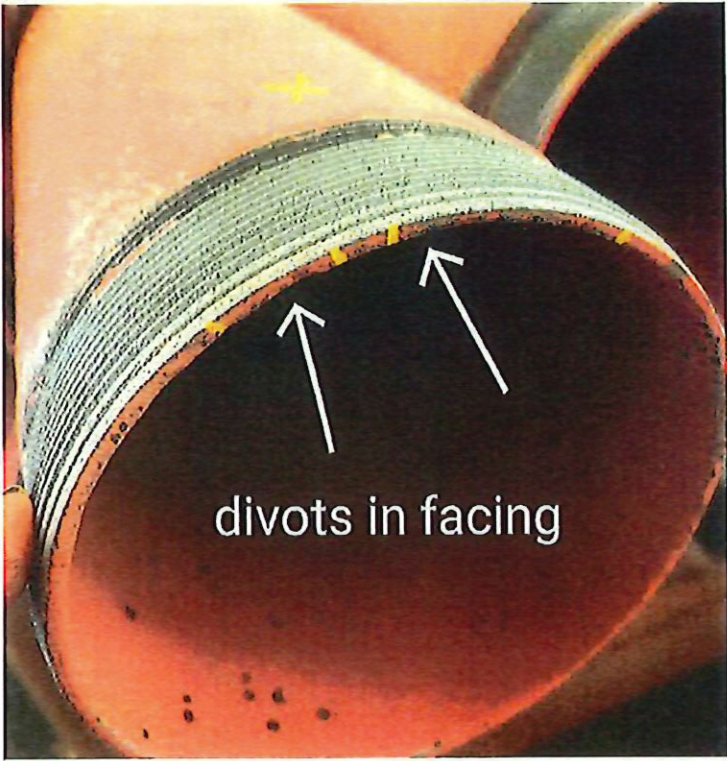
Mike Whittenbaugh  
President













# Cahoy Pump Service

The Premier Provider of Municipal, Industrial, & Irrigation Water Well Services  
A Division of The Cahoy Group

March 20,2024

City of Eldridge, Iowa  
305 North 3<sup>rd</sup> Street  
Eldridge, IA 52748

Attn: Mr. Jacob Rowe  
Re: Eldridge HS #4 - Findings

Greetings Jacob;

We have completed the pull & inspection on the HS#2 pump gear, the detail findings of the inspection are below. To that end, we are pleased to provide the following proposal for repairs / replacements / & reinstallation:

**PUMP:**

The pump can be rebuilt , recoated, & reinstalled, it needs new bearings & skirts machined (just to clean up).

**HEAD & PIPE:**

The head needs the chime bearing replaced, & needs to be blasted & epoxy coated, the intermediate pipe is in need of replacement. The other pipe is good to blast, recoat, & reinstall.

**SHAFTING & SPIDER:**

The motor shaft is in good condition & can be reused; the packing shaft is worn & needs to be replaced w/new SS shaft. The spider bearing needs to be replaced.

#	DESCRIPTION	U	Q	UNIT PRICE	TOTAL PRICE
1	Job Prep & Mobilization – <b>If not in conjunction with Well #3</b>	LS	1	xxxxxxx	\$ 2,285.00
2	Material & shop labor cost for all repairs & replacemnts detailed above	LS	1	xxxxxxx	\$ 8,572.00
3	Perform final disinfection & reinstall	HR	4	\$ 295.00	\$ 1,180.00
4	Prepare & submit detailed report to owner	LS	1	xxxxxxx	\$ 0.00
	<b>Total Estimated Cost</b>				<b>\$ 12,037.00</b>

Notes;

- Proposal is valid for 30 days. After 30 days we reserve the right to re-visit our material and fuel costs and adjust our pricing structure accordingly.
- Proposal is based on pulling the HS pump while in town for Well #3, if it can not be done while in town there will be an additional charge for another mobilization
- Per diems if required will be invoiced at \$195.00 ea.
- Proposal does not include sales tax. We are assuming a tax-exempt certificate will be provided.
- Any hours unused or in addition to above estimate will be invoiced or credited at the applicable rate

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Jacob; Thank you so much for the opportunity & feel free to contact myself or Darin Cahoy at our corporate office if you have any questions or wish to have us proceed with scheduling the work.

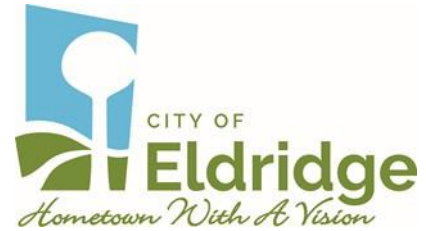
Sincerely,

*Mike Whittenbaugh*

Mike Whittenbaugh  
President



# Eldridge Electric & Water MEMORANDUM



To: Eldridge Electric & Water Utility Board of Trustees  
From: City Administrator, Nevada Lemke  
Re: Verizon Lease Discussion  
Date: April 20, 2024

Utility Board of Trustees:

Verizon currently has a cell site lease with the City of Eldridge for its Verizon Wireless Communications facility that is located on the property with the Water Tower at 401 South 16<sup>th</sup> Avenue. There is currently 3 years left on the current lease, and the current monthly lease rate they are paying for that site is \$1,749 with a 15% escalator. Under the current lease, the rate will increase to \$2,011 per month in 2026. In January 2024, Nicholas Politz presented a proposal stating Verizon Wireless would like to include this site in its long-term portfolio, and proposed a new rent amount of \$1,100 commencing on November 1, 2024, with a 10% escalator every 5 years.

On April 19, 2024, Nicholas spoke with Jeff Martens, Assistant City Administrator, and myself. We discussed the reasoning behind decreasing the lease amount moving forward as well as the terms of the current lease. Nicholas presented additional options including a lump sum proposal for the site with a potential of additional sites in the City of Eldridge in the future.

The next step in this discussion is the City's request for Nicholas to present written proposals for all of the potential options for the current site at 401 South 16<sup>th</sup> Avenue. Nicholas agreed to prepare proposals ahead of the Utility Board's May 7<sup>th</sup> meeting for further review and consideration.