

**CITY COUNCIL MEETING AGENDA**  
**Monday, October 2, 2023, 7:00 PM**  
**Eldridge Community Center · 400 S 16<sup>th</sup> Ave · Eldridge, IA**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
  
5. Mayor's Agenda
  - A. Consideration to Approve City Council Minutes from September 18, 2023
  - B. Consideration to Approve Bills Payable
  - C. Consideration to Approve a Liquor License for Tasty Café
  
6. Old Business
  - A. Consideration of Eldridge Street Patching Project #2 Change Order #1 in the amount of \$14,650
  - B. Discussion and Consideration on renewing the lease with the Scott County Library
  - C. Consideration of Resolution 2023-40 Setting Date for Public Hearing on Proposed Scott County Library lease
  - D. Consideration of Third and Final Reading of Ordinance 2023-22 for the division of revenues under Section 403.19, Code of Iowa, for Amendment No. 5 to the Eldridge Unified Urban Renewal Plan
  - E. Consideration of Third and Final Reading of Ordinance 2023-23 for the division of revenues under Section 403.19, Code of Iowa, for Lincoln-LeClaire Urban Renewal Plan
  
7. New Business
  - A. Consideration of Resolution 2023-37 Adopting Rules of Procedure for City Council meetings
  - B. Consideration of Resolution 2023-38 Adopting a City Credit Card Policy
  - C. Consideration of Resolution 2023-39 Approving Public Records Policy
  - D. Discussion on desktop microphone audio system for City Council meetings
  - E. Consideration of approving purchase of Polaris Ranger UTV at a cost NTE \$20,820.46 for the Sewer Department
  
8. Activity Reports
  - A. City Clerk
  - B. City Administrator
  - C. Police Department
  
9. Closed Session per 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
  
10. Potential Action as a Result of Closed Session
  
11. Adjournment

Next City Council Meeting: Monday, October 16<sup>th</sup>, 7:00pm at Eldridge Community Center

Mayor Frank King  
Councilman Adrian Blackwell

Councilman Bruce Cheek  
Councilman Bernie Peeters

Councilman Brian Dockery  
Councilman Daniel Collins

# City of Eldridge City Council Meeting Minutes

The City of Eldridge, Iowa, City Council met in an open session at Eldridge Community Center at 7:04 p.m. on September 18, 2023.

Council Members Present: Adrian Blackwell, Bruce Cheek, and Brian Dockery.

Council Members Absent: Dan Collins & Bernie Peeters

Presiding: Mayor Frank King

Also Present: Karen Rathjen, Ray Nees, Ryan Iossi, Ron Iossi, Marty O'Boyle, Tisha Boussetot, Trevor Grimm, Dale Grunwald, Mark Ridolfi, Nevada Lemke, Jeff Martens, Joe Sisler, & Ashley Lacey

Motion by Dockery to approve the agenda with an amendment of deleting numbers 8 & 9 on the agenda. Second by Cheek. A motion was approved unanimously by voice vote.

## Public Comment

Ron Iossi mentioned that the speed limit on S 1<sup>st</sup> St going south is 35 mph when school is not in session, he wondered why it did not match the speed limit for all the other directions.

## Mayor's Agenda

Motion by Blackwell to approve City Council Minutes from September 5, 2023. Second by Dockery. Motion was approved unanimously by voice vote.

Motion by Blackwell to approve the bills payable in the amount of 187,919.12 Second by Cheek. Motion was approved unanimously by voice vote.

Mayor King asked Council and Department Heads what their thoughts were on where to hold council meetings in the future. Most stated that the Community Center may be better because it is larger, and people could spread out more if needed. Dockery stated that the City Chambers has worked in the past and didn't see a reason to switch to the Community Center.

## Old Business

Motion by Dockery to approve waiving the requirement of 3 separate meetings for readings of Ordinance 2023-22 for the division of revenues under Section 403.19, Code of Iowa, for Amendment No. 5 to the Eldridge Unified Urban Renewal Plan and Ordinance 2023-23 for the division of revenues under Section 403.19, Code of Iowa, for Lincoln-LeClaire Urban Renewal Plan. Second by Cheek. Roll call vote indicated Blackwell (Aye), Cheek (Aye), and Dockery (Aye).

Motion by Dockery to approve the Second Reading of Ordinance 2023-22 for the division of revenues under Section 403.19, Code of Iowa, for Amendment No. 5 to the Eldridge Unified Urban Renewal Plan. Second by Blackwell. Roll call vote indicated Blackwell (Aye), Cheek (Aye), and Dockery (Aye).

Motion by Dockery to approve the Third and final Reading of Ordinance 2023-22 for the division of revenues under Section 403.19, Code of Iowa, for Amendment No. 5 to the Eldridge Unified Urban Renewal Plan. Second by Cheek. Roll call vote indicated Blackwell (Aye), Cheek (Aye), and Dockery (Aye).

Motion by Dockery to approve the Second Reading of Ordinance 2023-23 for the division of revenues under Section 403.19, Code of Iowa, for Lincoln-LeClaire Urban Renewal Plan. Second by Blackwell. Roll call vote indicated Blackwell (Aye), Cheek (Aye), and Dockery (Aye).

Motion by Dockery to approve the Third and final Reading of Ordinance 2023-23 for the division of revenues under Section 403.19, Code of Iowa, for Lincoln-LeClaire Urban Renewal Plan. Second by Cheek. Roll call vote indicated Blackwell (Aye), Cheek (Aye), and Dockery (Aye).

Motion by Blackwell to approve the Finance Committee to schedule a meeting to discuss options for the Scott County Library. Second by Cheek. Motion was approved unanimously by voice vote.

New Business

Motion by Dockery to approve Resolution Approving Resolution 2023-36 Increasing the Salary for the City Building Official. Second by Blackwell Roll call vote indicated Blackwell (Aye), Cheek (Nay), and Dockery (Aye).

Motion by Dockery to approve adjourn the meeting at 7:30 p.m. Second by Blackwell Motion was approved unanimously by voice vote.

Frank King  
Mayor

Ashley Lacey  
Billing Clerk

A & A AIR COND & REFRIGERATION INC	ICE MACHINE	\$133.75
ACCESS SYSTEMS LEASING	PD COPIER LEASE	\$362.54
ALWAYS CLEAN LLC	CLEANING SERVICES	\$472.50
AMAZON CAPITAL SERVICES	SUPPLIES	\$600.36
AUXIANT	CLAIM FUNDING	\$5,346.54
AXON ENTERPRISE INC	TASER 60 YEAR	\$2,910.00
BEHM DAVID	SQR REIMBURSEMENT	\$890.00
BITTNER YMCA	EMPLOYER CONTRIBUTION FOR Y@WORK	\$120.00
BP MART	FUEL	\$11.00
CENTRAL SCOTT TELEPHONE	WIFI/PHONE	\$1,124.56
CHN CAPTIAL	SUPPLIES	\$797.34
CINTAS CORPORATION	MATS	\$51.08
CINTAS FIRST AID & SAFETY D89	FIRST AID	\$59.04
CODE 4	PD HUDSON STRONG BADGES	\$2,500.00
COLLECTIVE DATA	ANNUAL RENEWAL	\$1,250.00
COSTAS, JACOB	K-9 TRAINING	\$240.00
DOLLAR GENERAL	BATTERY FOR OFFICER FLASHLIGHT	\$8.03
ELDRIDGE ELECT. UTILITY	STREETLIGHTS	\$3,570.84
ELDRIDGE LUMBERYARD	WOOD	\$37.78

ELITE K-9 INC	DOG CRATE/TRAMA KIT	\$759.90
ENGELBRECHT BROTHERS	PARTS	\$492.06
FISHER PAUL OR TAMA	SQR REIMBURSEMENT	\$610.00
GALLS	SISLER CLOTHING ALLOWANC	\$165.98
GRAINGER	SUPPLIES	\$42.08
HAMPTON INN - DES MOINES	TRAINING TRAVEL EXPENSE	\$235.20
HARBOR FREIGHT TOOLS	PLASTIC WELDER TO REPAIR STENCILS	\$29.94
IA SECRETARY OF STATE	NOTARY CERTIFICATE APP - LEMKE/LACEY	\$60.00
IOWA DNR	IOWA DNR GRADE 1 EXAM	\$83.54
KEURIG	COFFEE FOR CITY HALL BREAK ROOM	\$43.85
KIRBY WATER CONDITIONING	LAB WATER	\$30.00
KUNAU IMPLEMENT CO.	FOLDING DRAWN CUTTER	\$5,820.00
LAWRENCE J. SCHROEDER	SQR REIMBURSEMENT	\$350.00
LAWSON PRODUCTS	PARTS	\$628.56
MENARDS	24' EXT LADDER	\$355.40
MIDWEST WHEEL	WINDSHIELD WASH	\$60.96
MILLS CHEVROLET	UNIT 103 WORK DONE	\$550.81
NAPA AUTO PARTS	PARTS	\$625.34
NORTH SCOTT PRESS	CITY COUNCIL	\$1,092.36
OAKLEY	LELLIG - CLOTHING ALLOWANCE	\$175.96
OFFICE OF AUDITOR OF STATE	FILING FEE	\$425.00
PANTHER UNIFORMS INC	UNIFORMS	\$533.95
PAYROLL	PAYROLL	\$95,036.35
REPUBLIC SERVICES #400	GARBAGE SERVICES	\$32,161.85
RIVER CITY TURF & ORNAMENTAL	WEED KILLER	\$125.00
SAMS CLUB	NAPKINS	\$13.89
SCHWING BIOSET INC.	RUPE PACKING SLUDGE AUGER	\$125.24
SCOTT COUNTY RECORDER	POLARIS RANGER REG RENEWAL	\$20.50
SHARED IT	IT SERVICES	\$1,270.10
SHRED-IT C/O STERICYCLE INC	SHREDDING SERVICES	\$115.54
STANDARD & ASSOCIATES INC	ENTRY-LEVEL OFFICER SELECTION	\$59.00
STAPLES	OFFICE SUPPLIES	\$345.66
TRUPANION	K-9 PET INSURANCE	\$157.97
UNIFORM DEN	UNIFORMS	\$740.60
UNUM LIFE INSURANCE COMPANY OF AMERICA	LIFE INSURANCE PREMIUMS	\$674.19
USPS	POSTAGE	\$24.85
VELDHUIS-KROEZE JAN	SQR REIMBURSEMENT	\$815.00
WELLMARK BLUE CROSS	INSURANCE PREMIUMS	\$22,577.13

**\$187,919.12**

**BILLS PAYABLE**

STREETS	001 5-210-6310	ACCESS SYSTEMS LEASING	CITY SHOP COPIER LEASE	\$88.73
VEHICLE MAINT	001 5-299-6504	ACUREN INSPECTION INC.	OVERHEAD CRANE	\$429.00
POLICE	001 5-110-6181	ADVANTAGE ADVERTISING	JAHNS HATS	\$30.00
LEGAL	001 5-640-6411	AHLERS & COONEY P.C.	GENERAL REPRESENTATION	\$743.00
POLICE	001 5-110-6506	AMAZON	EPD BUSINESS PORFOLIO	\$31.51
STREETS	001 5-210-6499	AMAZON	FLOWER WATERING TANK	\$121.76
FINANCE	001 5-620-6506	AMAZON	PERFORATED PAPER	\$29.76
FINANCE	001 5-620-6506	AMAZON	STICKY NOTES	\$7.80
POLICE	001 5-110-6331	AQUA-TECH CAR WASH	EPD FLEET CARWASH	\$115.00
LEGAL	001 5-640-6411	BROOKS LAW FIRM P.C.	GENERAL REPRESENTATION	\$2,356.00
SALES TAX	121 5-750-64071	BURTON BOB	SQR REIMBURSEMENT	\$410.00
ADMINISTRATION	001 5-611-6310	CINTAS	MATS	\$34.44
GROUP INS COBRA	820 5-820-6151	COBRA HELP	ACTIVE INSURED EMPLOYEES	\$24.05
COMM POLICING	008 5-110-6602	COSTAS JACOB	K9 TRAINING	\$80.00
COMM POLICING	008 5-110-6602	COSTAS JACOB	K9 TRAINING	\$80.00
SALES TAX	121 5-750-64071	DONNIE ALTENHOFEN	SQR REIMBURSEMENT	\$480.00
VEHICLE MAINT	001 5-299-6332	EASTERN IOWA TIRE	STREET RANGER	\$250.00
VEHICLE MAINT	001 5-299-6332	EASTERN IOWA TIRE	ALIGNMENT TRACTOR	\$273.00
SEWER	610 5-815-6332	EASTERN IOWA TIRE	SEWER RANGER	\$268.00
STREETS	001 5-210-6599	ENGELBRECHT BROTHERS	SHERIDAN MEADOWS PARTS	\$458.86
ADMINISTRATION	001 5-611-6310	FLOORPRO	VINYL INSTAL	\$200.83
SALES TAX	121 5-750-64071	GABRIELSON MIKE	SQR REIMBURSEMENT	\$280.00
SEWER	610 5-815-6320	GRAINGER	AIR FILTERS	\$91.20
SALES TAX	121 5-750-64071	HARRIS TRACY	SQR REIMBURSEMENT	\$410.00
SEWER	610 5-815-6440	IA DEPT NATURAL RESOURCES	NPDES PERMIT FEE	\$1,250.00
SEWER	610 5-815-6320	JC CROSS CO.	DIGESTERS 1 & 2	\$110.00
ADMINISTRATION	001 5-611-6240	JEFF MARTENS	IOWA LEAGUE OF CITIES ANN CONF	\$96.94
VEHICLE MAINT	001 5-299-6332	LAWSON PRODUCTS INC.	SCREEN MESH CLOTH ROLL	\$233.36
VEHICLE MAINT	001 5-299-6332	LOGAN CONTR SUPPLY INC.	ROLLER	\$152.00
SALES TAX	121 5-750-64071	LOHMAN RICHARD	SQR REIMBURSEMENT	\$925.00
SEWER	610 5-815-6490	MENARDS	LAB WATER	\$11.60
POLICE	001 5-110-6727	MERSCHMAN HARDWARE	BATTERY	\$23.98
STREETS	001 5-210-6310	MERSCHMAN HARDWARE	TANK REFIL	\$50.00
STREETS	001 5-210-6310	MERSCHMAN HARDWARE	CHAMBER COOKOUT	\$17.57
STREETS	001 5-210-6512	MERSCHMAN HARDWARE	PRUNNING SAW	\$162.97
FINANCE	001 5-620-6506	MERSCHMAN HARDWARE	USB CABLE FOR OWL	\$12.99
SEWER	610 5-815-6320	MERSCHMAN HARDWARE	CLEANING SUPPLIES	\$11.78
SEWER	610 5-815-6320	MERSCHMAN HARDWARE	HOSE BIB REPAIR	\$23.37
STREETS	001 5-210-6371	MIDAMERICAN ENERGY COMPANY	105 E LELCALIRE RD SIGN	\$11.44
STREETS	001 5-210-6371	MIDAMERICAN ENERGY COMPANY	105 E LECLAIRE RD	\$11.44
STREETS	001 5-210-6371	MIDAMERICAN ENERGY COMPANY	105 E LECLAIRE RD OFFICE	\$13.34
STREET LIGHTING	001 5-230-6371	MIDAMERICAN ENERGY COMPANY	305 N 3RD ST STREET LIGHTS	\$529.45
STREET LIGHTING	001 5-230-6371	MIDAMERICAN ENERGY COMPANY	2951 S 9TH AVE SIREN	\$11.02
FINANCE	001 5-620-6371	MIDAMERICAN ENERGY COMPANY	313 N 3RD ST UNIT 4	\$15.25
FINANCE	001 5-620-6371	MIDAMERICAN ENERGY COMPANY	301 N 3RD ST UNIT 1	\$11.44
FINANCE	001 5-620-6371	MIDAMERICAN ENERGY COMPANY	309 N 3RD ST UNIT 3	\$11.44
SEWER	610 5-815-6371	MIDAMERICAN ENERGY COMPANY	601 TRAILS RD	\$9,105.86
SEWER	610 5-815-6371	MIDAMERICAN ENERGY COMPANY	601 TRAILS RD	\$44.77
STREETS	001 5-210-6499	MID-AMERICAN RESEARCH CHEMICAL	WEED KILLER	\$377.37
SALES TAX	121 5-750-64071	MILLER LYMAN	SQR REIMBURSEMENT	\$280.00
VEHICLE MAINT	001 5-299-6332	MUTUAL WHEEL CO.	NEW SKID STEER	\$249.95
SEWER	610 5-815-6490	NORTH CENTRAL LABORATORIES	TESTING SUPPLIES	\$772.61
SEWER	610 5-815-6490	NORTH CENTRAL LABORATORIES	TESTING SUPPLIES	\$184.81
SEWER	610 5-815-6490	NORTH CENTRAL LABORATORIES	STATE QUARTERLY TESTING	\$84.81
VEHICLE MAINT	001 5-299-6332	PATRIOT LINCOLN OF DAVENPORT	SHIELD ASY	\$74.65
POLICE	001 5-110-6319	PER MAR SECURITY SERVICES	SERVICE AGREEMENT	\$480.72
STREETS	001 5-210-6310	PREMIER PEST MANAGEMENT	YEARLY PEST CITY SHO[	\$150.00
ADMINISTRATION	001 5-611-6310	PREMIER PEST MANAGEMENT	3 PER YEAR PEST	\$65.00
STREETS	001 5-210-6310	QUAD CITIES TAS	ANSWERING SERVICE	\$31.39
SEWER	610 5-815-6373	QUAD CITIES TAS	ANSWERING SERVICE	\$31.38
ADMINISTRATION	001 5-611-6310	RAGAN MECHANICAL	HVAC MAINTENANCE	\$344.00
SANITATION	001 5-290-6601	REPUBLIC COMPANIES	EXTRA GARBAGE STICKERS	\$75.00
VEHICLE MAINT	001 5-299-6332	REXCO EQUIPMENT INC.	COUNTY SKID STEER	\$106.13
STREETS	001 5-210-6440	RIVER CITIES MANAGEMENT	WAREHOUSE SPACE	\$1,849.75
STREETS	001 5-210-6331	RIVER VALLEY COOPERATIVE	DIESEL	\$1,485.92
STREETS	001 5-210-6331	RIVER VALLEY COOPERATIVE	DIESEL	\$1,174.83
ROAD USE	110 5-210-6534	RIVERSTONE GROUP INC	12TH STREET VARIOUS	\$1,403.06
POLICE	001 5-110-6599	RNJS DISTRIBUTION INC.	WATER	\$16.05
FINANCE	001 5-620-6506	RNJS DISTRIBUTION INC.	WATER	\$16.05
SALES TAX	121 5-750-64071	ROSEMAN JAMES L	SQR REIMBURSEMENT	\$855.00
POLICE	001 5-110-6413	SCOTT COUNTY SHERIFFS DEPT.	BOOKING FEES	\$125.00

POLICE	001 5-110-6240	SISLER JOE	SMALL TOWN POLICE CHIEF TRAIN	\$135.00
SALES TAX	121 5-750-64071	SMITH JAMES	SQR REIMBURSEMENT	\$900.00
STREETS	001 5-210-6499	STORM WATER SUPPLY LLC	GRASS	\$400.69
STREETS	001 5-210-6499	STORM WATER SUPPLY LLC	STRAW WATTLE WOOD STAKES	\$570.17
STREETS	001 5-210-6181	THEISEN SUPPLY INC	LUKE NAGLE CLOTHING ALLOWANCE	\$129.98
SEWER	610 5-815-6181	THEISEN SUPPLY INC	KEVIN CLOTHING	\$155.97
SEWER	610 5-815-6310	THEISEN SUPPLY INC	ROUNDUP	\$162.93
SEWER	610 5-815-6320	TRI-CITY ELECTRIC COMPANY OF IOWA	4 SERVICE CALLS	\$2,599.00
FINANCE	001 5-620-65061	TYLER TECHNOLOGIES	TYLER TUTORING	\$480.00
POLICE	001 5-110-6181	UNIFORM DEN INC.	COSTAS	\$289.45
POLICE	001 5-110-6181	UNIFORM DEN INC.	HUETTMAN	\$256.45
POLICE	001 5-110-6181	UNIFORM DEN INC.	SISLER	\$76.50
POLICE	001 5-110-6181	UNIFORM DEN INC.	PATE	\$139.00
POLICE	001 5-110-6181	UNIFORM DEN INC.	HUETTMAN	\$521.75
SEWER	610 5-815-6350	VAN METER INDUSTRIAL INC	SLUDGE AUGER GEARBOX	\$3,421.64
POLICE	001 5-110-6373	VERIZON WIRELESS	PD CELLULAR	\$651.20
INSPECTIONS	001 5-170-6373	VERIZON WIRELESS	CITY CELLULAR	\$41.39
STREETS	001 5-210-6373	VERIZON WIRELESS	CITY CELLULAR	\$191.25
FINANCE	001 5-620-6373	VERIZON WIRELESS	CITY CELLULAR	\$41.39
SEWER	610 5-815-6373	VERIZON WIRELESS	CITY CELLULAR	\$169.18
POLICE	001 5-110-6331	WEX	CITY FUEL	\$4,243.04
INSPECTIONS	001 5-170-6331	WEX	CITY FUEL	\$64.73
STREETS	001 5-210-6331	WEX	CITY FUEL	\$1,213.64
SEWER	610 5-815-6331	WEX	CITY FUEL	\$349.03
SPLIT	SPLIT	AUXIANT	MONTHLY ADMIN FEES	\$1,333.02
SPLIT	SPLIT	DELTA DENTAL	INSURANCE PREMIUMS	\$1,734.19
SPLIT	SPLIT	PAYROLL	PAYROLL	\$98,553.90

**TOTAL BILLS PAYABLE** **\$149,197.92**



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
DJAFERI 01 LLC	Tasty Cafe	(563) 223-9537		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
209 East Le Claire Road		Eldridge	Scott	52748
MAILING ADDRESS	CITY	STATE	ZIP	
209 East Le Claire Road	Eldridge	Iowa	52748	

## Contact Person

NAME	PHONE	EMAIL
Arber Djaferi	(217) 358-3551	arberdjaferi@gmail.com

## License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Class C Retail Alcohol License	12 Month	Pending Dramshop Review

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Sep 29, 2023	Sep 28, 2024	

### SUB-PERMITS

Class C Retail Alcohol License

### PRIVILEGES



# State of Iowa

Alcoholic Beverages Division

## Status of Business

BUSINESS TYPE

Limited Liability Company

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Valmir Useini	Eldridge	Iowa	52748	Partner	50.00	Yes
Arber Djaferi	Eldridge	Iowa	52748	Partner	50.00	Yes

## Insurance Company Information

*OK to approve*  
*[Signature]*

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

Society Insurance

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

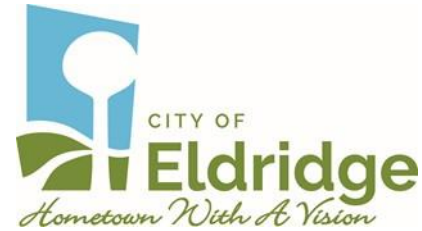
TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



# City of Eldridge

## MEMORANDIUM



To: Mayor and Council  
From: City Administrator, Nevada Lemke  
Re: Change Order #1 – Street Patching Project #2  
Date: 9/29/23

Mayor and City Council

Attached you will find a Change Order for the Eldridge Street Patching Project #2. This Change Order is a result of a need to add two double intakes at 7<sup>th</sup> and Donahue Streets to address an existing stormwater issue. To reduce the financial impact of the change order, there will be a reduction in the amount of patching to occur on East Iowa Street. The patching that is being reduced on East Iowa Street will be planned for completion next year.

Original contract amount =	\$382,232.65
Revision #1 work =	\$58,465.79
Revision #2 work =	-\$37,422.00
Current contract amount =	\$403,276.44

If you have any questions please let me know, thanks!

**CHANGE ORDER NO.: 1**

Owner:	City of Eldridge	Owner's Project No.:	
Engineer:	Shive-Hattery, Inc.	Engineer's Project No.:	2132301010
Contractor:	Eastern Iowa Excavating & Concrete LLC	Contractor's Project No.:	
Project:	2023 Eldridge Patching Plan #2		
Contract Name:	2023 Eldridge Patching Plan #2		
Date Issued:	8/03/2023	Effective Date of Change Order:	8/11/2023

The Contract is modified as follows upon execution of this Change Order:

**Description:**

Add a pay item for replacement of two double intakes at 7<sup>th</sup> and Donahue Streets.

**Attachments:**

**Eastern Iowa Excavating & Concrete, LLC quote dated 9/08/2023**

Change in Contract Price	Change in Contract Times [State Contract Times as either a specific date or a number of days]
Original Contract Price: \$ <u>382,232.65</u>	Original Contract Times: Substantial Completion: <u>May 31, 2024</u> Ready for final payment: <u>May 31, 2024</u>
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]: \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u>
Contract Price prior to this Change Order: \$ <u>382,232.65</u>	Contract Times prior to this Change Order: Substantial Completion: <u>May 31, 2024</u> Ready for final payment: <u>May 31, 2024</u>
Increase this Change Order: \$ <u>14,650.00</u>	[Increase] [Decrease] this Change Order: Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u>
Contract Price incorporating this Change Order: \$ <u>396,882.65</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>May 31, 2024</u> Ready for final payment: <u>May 31, 2024</u>

**Recommended by Engineer**

By: *Craig J. Schragels*  
 Title: City Engineer Representative  
 Date: 9/12/2023

**Authorized by Owner**

*M. W. ...*  
City Administrator  
9/13/2023

**Accepted by Contractor**

By: *Jan ...*  
 Title: Project Manager  
 Date: 9-12-23



**TO: CITY OF ELDRIDGE**

Date:  
09/08/23

RE: ELDRIDGE, 2023 PATCHING PLAN #2 CHANGE ORDER #1 SW-505 INTAKES  
 Bid Date: Thursday, August 3, 2023

We are pleased to offer the following quotation:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNITS</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
1	SW 505	2	EA	7,325.00	14,650.00

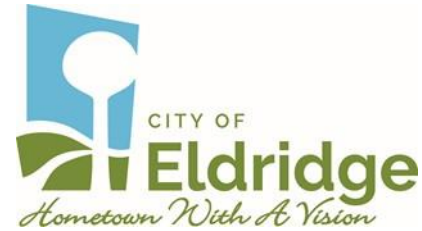
**Total**

**\$ 14,650.00**



# City of Eldridge

## MEMORANDIUM



To: Mayor and Council  
From: City Administrator, Nevada Lemke  
Re: Scott County Library Lease  
Date: 9/29/23

Mayor and City Council

The Finance Committee met and discussed the renewal of the library lease. The current lease agreement is \$400/month, which does not cover the cost of the annual insurance premium for the building. The insurance premium for the library for 2023 was \$6,496.

The committee feels that the City should consider a lease agreement that would be net neutral. The recommendation to achieve a net neutral position would be to prepare a lease agreement that would be based on an adjustable rate rent. The lease agreement should be reviewed annually when the insurance renewal premium is set. The premium will be divided by 12 months, at the start of each calendar year, and that will be the lease rate for that year.

The committee also recommends that the term of the lease be 25 years. This will provide stability and security for the Scott County Library operations to continue. The lease should contain a clause to re-open for discussion of terms restricted to deeding of the building and/or property if both parties agree.

Mayor Frank King  
Councilman Adrian Blackwell

Councilman Bruce Cheek  
Councilman Daniel Collins

Councilman Bernie Peeters  
Councilman Brian Dockery



# RESOLUTION 2023-40

## A Resolution Approving a Public Hearing for the terms of the lease for the Scott County Library Headquarters located at 200 N. 6<sup>th</sup> Avenue, Eldridge.

WHEREAS, the current lease for the city owned building located at 200 N. 6<sup>th</sup> Avenue and occupied by the Scott County Library will expire on May 31, 2025, and

WHEREAS, the city council and Scott County Library Board would like to set the terms for a new lease,

BE IT RESOLVED that the City Council of the City of Eldridge will hold a public hearing considering the terms of a new lease agreement at the City Council Meeting on Monday, October 16, 2023.

PASSED AND APPROVED THIS 2ND DAY OF OCTOBER, 2023.

Attest:

\_\_\_\_\_  
Mayor, Frank King

\_\_\_\_\_  
City Clerk, Martha Nieto

Blackwell	<input type="checkbox"/> Yea / <input type="checkbox"/> Nay / <input type="checkbox"/> _____
Cheek	<input type="checkbox"/> Yea / <input type="checkbox"/> Nay / <input type="checkbox"/> _____
Collins	<input type="checkbox"/> Yea / <input type="checkbox"/> Nay / <input type="checkbox"/> _____
Dockery	<input type="checkbox"/> Yea / <input type="checkbox"/> Nay / <input type="checkbox"/> _____
Peeters	<input type="checkbox"/> Yea / <input type="checkbox"/> Nay / <input type="checkbox"/> _____

ORDINANCE NO. 2023-22

AN ORDINANCE AMENDING ORDINANCE NOS. 93-05, 94-10, AND 2012-04, PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON ALL TAXABLE PROPERTY LOCATED WITHIN THE AMENDED ELDRIDGE UNIFIED URBAN RENEWAL AREA, IN CITY OF ELDRIDGE, COUNTY OF SCOTT STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF ELDRIDGE, COUNTY OF SCOTT, NORTH SCOTT COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY THE CITY IN CONNECTION WITH THE AMENDED ELDRIDGE UNIFIED URBAN RENEWAL AREA (**AMENDMENT NO. 5 TO THE ELDRIDGE UNIFIED URBAN RENEWAL PLAN**)

WHEREAS, by Resolution No. 93-35, adopted October 25, 1993, this City Council approved and adopted the Eldridge Urban Renewal Plan for the Eldridge Urban Renewal Area described therein; and

WHEREAS, this City Council subsequently amended the Eldridge Urban Renewal Plan by the adoption of an amendment approved by Resolution No. 94-39, adopted December 5, 1994, which renamed the Eldridge Urban Renewal Area as the LeClaire Road Urban Renewal Area and designated the Blackhawk Trail Urban Renewal Plan for the Blackhawk Trail Urban Renewal Area described therein; and

WHEREAS, by Resolution No. 2012-17, adopted May 21, 2012, this City Council approved and adopted an Amendment No. 1 to the Eldridge Unified Urban Renewal Plan (“Plan” or “Urban Renewal Plan”), which, among other things, unified the LeClaire Road Urban Renewal Area and the Blackhawk Trail Urban Renewal Area, added property to the combined area, and renamed the combined area the Eldridge Unified Urban Renewal Area (“Area” or “Urban Renewal Area”); and

WHEREAS, the City Council of the City of Eldridge, State of Iowa, has heretofore, in Ordinance Nos. 93-05, 94-10, and 2012-04, provided for the division of taxes within the Eldridge Unified Urban Renewal Area pursuant to Section 403.19, Code of Iowa; and

WHEREAS, territory now has been removed from the Eldridge Unified Urban Renewal Area through the adoption of Amendment No. 5 to the Eldridge Unified Urban Renewal Plan by resolution on September 5, 2023; and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the amended Urban Renewal Area, and the continuing needs of redevelopment within the amended

Urban Renewal Area are such as to require the continued application of the incremental tax resources of the amended Urban Renewal Area; and

WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELDRIDGE, STATE OF IOWA, THAT:

Ordinance Numbers 93-05, 94-10, and 2012-04 are hereby amended to read as follows:

Section 1. For purposes of this Ordinance, the following terms shall have the following meanings:

a) LeClaire Road Urban Renewal Area means that portion of the City of Eldridge, State of Iowa, described in the urban renewal plan for the urban renewal area approved by Resolution No. 93-25 on the 25<sup>th</sup> day of October, 1993, which LeClaire Road Urban Renewal Area includes the lots and parcels located within the area legally described as follows:

Beginning at the NW corner of Lot 2, Lancer Park 7<sup>th</sup> Addition to the City of Eldridge, Iowa; thence southerly along the easterly line of North First Street and South First Street as now established; to a point on the south line of the SE $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of Section 14-79-3; thence easterly along the centerline of said Section 14, to the NW corner of the NE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of said Section 14; thence south along the west line of said NE  $\frac{1}{4}$  of the SE 14 of said Section 14 137.10 feet; thence easterly parallel to the north line of said NE 14 of SE  $\frac{1}{4}$  of Said Section 14 723.60 feet to a point which is on the east line of Rustic Ridge Estates 1<sup>st</sup> Addition as extended southerly; thence northerly along said line extended and said easterly line of Rustic Ridge Estates 1<sup>st</sup> Addition to the SW Corner of Lot 1, Anderson First Addition; thence easterly 425.00 feet to the SE corner of said Lot 1; thence northerly along the east line of said Anderson First Addition to the NE corner of Said Anderson First Addition and the north right-of-way line of East Iowa Street as now established; thence southeasterly along said westerly right-of-way line to a point on the section line between Sections 13 and 14, Township 79, Range 3 East; thence southerly along said right-of-way and section line to the NW corner of the SW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of said Section 13-79-3; thence easterly along the north line of said SW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of Section 13 to a point on the easterly right-of-way line of Scott Park Road; thence southerly along said easterly right-of-way line to a point on the south line of said SW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of said Section 13; thence easterly along the center line of said Section 13 to the westerly right-of-way line of South Scott Park Road; thence northerly along the west right-of-way of South Scott Park Road and North Scott Park Road to a point on the north line of the NE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 12-79-3; thence west along the center lines of Section 12-79-3 and 11-79-3 to the point of beginning.

BUT EXPRESSLY EXCLUDING THE AMENDMENT NO. 5 AREA DESCRIBED BELOW AND REMOVED FROM THE LECLAIRE ROAD



URBAN RENEWAL AREA BY AMENDMENT NO. 5 TO THE ELDRIDGE  
UNIFIED URBAN RENEWAL PLAN.

b) Blackhawk Trail Urban Renewal Area means that portion of the City of Eldridge, State of Iowa, described in the urban renewal plan for the urban renewal area approved by Resolution No. 94-39 on the 5<sup>th</sup> day of December, 1994, which Blackhawk Trail Urban Renewal Area includes the lots and parcels located within the area legally described as follows:

Beginning at the NW corner of NE  $\frac{1}{4}$  of Section 27, then, north to the SW corner of NE  $\frac{1}{4}$  of Section 22, then, south along the center line of South Scott Park Road to the south corporate limit to the SW corner of the E  $\frac{1}{2}$  of NE  $\frac{1}{4}$  of Section 27, then, north to the NW corner of the E  $\frac{1}{2}$  of the NE  $\frac{1}{4}$  of Section 27, then west to the point of beginning.

c) Amendment No. 1 Area means that portion of the City of Eldridge, State of Iowa, described in Amendment No. 1 to the Eldridge Unified Urban Renewal Plan for the Eldridge Unified Urban Renewal Area approved by Resolution No. 2012-17 on the 21<sup>st</sup> day of May, 2012, which Amendment No. 1 Area includes the lots and parcels located within the area legally described as follows:

The east half of the right-of-way of First Street beginning at the north corporate limits to the north east corner of Northland Addition and then the entire width of the right-of-way of First Street beginning at the north boundary of Northland Addition south to the centerline of Section 23-79-3, including the right-of-way of all roads adjacent to the unified area.

And

Beginning at the southwest corner of Sheridan Meadows Park, then, west 50 feet to the centerline of First Street then north 1,300 feet to the north corporate limit, then east along the north corporate limit to the northeast corner of Sheridan Meadows park, then south to the southeast corner of Sheridan Meadows Park, then, west to the point of beginning.

And

Part of the NW  $\frac{1}{4}$  and SW  $\frac{1}{4}$  of Section 14, T 79 E of the 5<sup>th</sup> PM, City of Eldridge Scott County, Iowa more particularly described as follows:

Commencing as a point of reference at the NE corner of the SW  $\frac{1}{4}$  of Said Section 14, thence northwest 649.52 feet along the northerly line of said SW  $\frac{1}{4}$  of Section 14 to the easterly right-of-way line of the Canadian Pacific Railroad and the point of beginning. Thence south east 1,259.09 feet along the said easterly right-of-way line of the Canadian Pacific Railroad, thence 339.62 feet along the arc of a 5,692.50 foot radius curve, concave northeasterly along the said easterly right-of-way line of the Canadian Pacific Railroad, thence south east 1,136.58 feet along the said easterly right-of-way line of the Canadian Pacific Railroad to the southerly right-

of-way line of Lincoln Road, thence northwest 122.22 feet along the said southerly right-of-way line of Lincoln Road to the westerly right-of-way line of the Canadian Pacific Railroad, thence 275.30 feet along the arc of a 1,943 feet radius curve, concave southwesterly along said westerly right-of-way of the Canadian Pacific Railroad, thence northwest 501.21 feet along the said westerly right-of-way line of the Canadian Pacific Railroad, Thence northwest 54.22 feet along the said westerly right-of-way line of the Canadian Pacific Railroad, Thence northwest 186.05 feet along the said westerly right-of-way line of the Canadian Pacific Railroad, thence 259.32 feet along the arc of a 5,297.00 foot radius curve, concave northeasterly along the said westerly right-of-way line of the Canadian Pacific Railroad, thence northwest 247.60 feet along the said westerly right-of-way of the Canadian Pacific Railroad, thence northwest 201.28 feet along the said westerly right-of-way line of the Canadian Pacific Railroad, thence northwest 1,141.57 feet along the said westerly right-of-way line of the Canadian Pacific Railroad, thence northwest 310.02 feet along the said westerly right-of-way line of the Canadian Pacific Railroad, thence northwest 1,469.55 feet along the said westerly right-of-way of the Canadian Pacific Railroad to the southerly right-of-way of East Iowa Street, thence south east 110.04 feet along the southerly right-of-way line of East Iowa Street to the easterly right-of-way line of the Canadian Pacific Railroad, thence southeast 460.95 feet along the said southerly right-of-way line of the Canadian Pacific Railroad, thence 203.45 feet along the arc of a 4,780.00 foot radius curve, concave southwesterly along the said easterly right-of-way line of the Canadian Pacific Railroad, thence southeast 1,259.08 feet along the said easterly right-of-way line of the Canadian Pacific Railroad to the point of beginning.

Including the right-of-way of all roads adjacent to the property above and the Eldridge Unified Urban Renewal Area.

d) Amendment No. 5 Area means that portion of the City of Eldridge, State of Iowa, described in Amendment No. 5 to the Eldridge Unified Urban Renewal Plan for the Eldridge Unified Urban Renewal Area approved by resolution on the 5<sup>th</sup> day of September, 2023, which Amendment No. 5 **removes** from the Eldridge Unified Urban Renewal Area the lots and parcels located within the area legally described as follows:

Commencing as a point of beginning at the southwest corner of Lot 1, Meinhardt's 2<sup>nd</sup> Addition, along the East line of the US Highway 61 right-of-way;

Thence, North 00°24'58" West 1227.79 feet along the East line of the US Highway 61 right-of-way;

Thence, North 05°45'37" East 10.15 feet along the East line of the US Highway 61 right-of-way;

Thence, North 05°45'36" East 441.02 feet along the East line of the US Highway 61 right-of-way;

Thence, North 09°20'03" East 239.27 feet along the East line of the US Highway 61 right-of-way;

Thence, South 89°56'18" East 210.79 feet to a point on the West line of the South 14<sup>th</sup> Avenue right-of-way;

Thence, South 00°02'52" East 397.44 feet along the West line of the South 14<sup>th</sup> Avenue right-of-way;

Thence, Southeasterly 100.95 feet along the arc of a 65.00 foot radius curve concave northeasterly (chord bearing South 44°32'27" East 91.11 feet) along the West and South line of South 14<sup>th</sup> Avenue right-of-way;

Thence, South 89°02'02" East 375.34 feet along the South line of the South 14<sup>th</sup> Avenue right-of-way to a point on the East line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, North 00°01'17" East 51.58 feet along the East line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, South 89°56'30" East 293.18 feet;

Thence, North 00°03'42" East 460.55 feet;

Thence, North 89°30'08" East 329.76 feet;

Thence, North 89°36'58" East 330.00 feet;

Thence, North 00°04'58" East 661.73 feet to a point on the South line of the East LeClaire Road right-of-way;

Thence, North 89°30'08" East 625.69 feet along the South line of the East LeClaire Road right-of-way;

Thence, North 89°22'30" East 1184.56 feet along the South line of the East LeClaire Road right-of-way to a point on the West line of the South Scott Park Road right-of-way;

Thence, South 14°31'51" East 61.38 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 09°54'59" West 182.29 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 09°55'01" West 12.82 feet along the West line of the South Scott Park Road right-of-way;

Thence, North 78°36'52" West 10.25 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 11°23'08" West 641.33 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 08°15'51" West 93.65 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 10°57'04" West 313.24 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 14°00'16" West 3.25 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 16°56'36" West 96.25 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 89°26'27" West 924.96 feet;

Thence, South 89°25'31" West 1290.11 feet;

Thence, South 89°35'42" West 343.02 feet to a point on the West line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, South 00°01'18" West 500.00 feet along the West line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, South 89°35'40" West 3.23 feet along the West line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, South 00°03'42" West 735.14 feet along the West line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, South 89°21'28" West 671.24 feet to the point of beginning.

All bearings are based on the NAD83 Iowa State Planes South coordinate system. For purposes of this description the West line of Lot 1 of Meinhardt's 2<sup>nd</sup> Addition is assumed to bear North 00°24'58" West.

The land described in this description contains 91.154 acres, more or less.

e) Amended Area means that portion of the City of Eldridge, State of Iowa, included within the LeClaire Road Urban Renewal Area, Blackhawk Trail Urban Renewal Area, and Amendment No. 1 Area, less the Amendment No. 5 Area, which Amended Area includes the lots and parcels

located within the area legally described in subsections (a)-(c) less the lots and parcels located within the area legally described in subsection (d).

Section 2. The taxes levied on the taxable property in the Amended Area, legally described in Section 1 hereof, by and for the benefit of the State of Iowa, County of Scott, Iowa, North Scott Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 3. As to the LeClaire Road Urban Renewal Area, that portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts taxing property in the LeClaire Road Urban Renewal Area upon the total sum of the assessed value of the taxable property in the LeClaire Road Urban Renewal Area less the assessed value of the taxable property in the Amendment No. 5 Area, as shown on the assessment roll as of January 1, 1992, being the first day of the calendar year preceding the effective date of Ordinance No. 93-05, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for the taxing district into which all other property taxes are paid. The taxes so determined shall be referred herein as the "base period taxes" for such area.

As to the Blackhawk Trail Urban Renewal Area, base period taxes shall be computed in the same manner using the total assessed value of the taxable property in the Blackhawk Trail Urban Renewal Area as shown on the assessment roll as of January 1, 1993, being the assessment roll applicable to property in such area as of January 1 of the calendar year preceding the effective date of Ordinance No. 94-10.

As to Amendment No. 1 Area, base period taxes shall be computed in the same manner using the total assessed value of the taxable property in the Amendment No. 1 Area as shown on the assessment roll as of January 1, 2011, being the assessment roll applicable to property in such area as of January 1 of the calendar year preceding the effective date of this Ordinance No. 2012-04.

As to Amendment No. 5 Area, base period taxes shall be reduced due to the removal of property from the LeClaire Road Urban Renewal Area.

Section 4. That portion of the taxes each year in excess of the base period taxes for the Amended Area, determined for each sub-area thereof as provided in Section 3 of this Ordinance, shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of Eldridge, State of Iowa, to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12, Code of Iowa, incurred by the City of Eldridge, State of Iowa, to finance or refinance, in whole or in part, urban renewal projects undertaken within the Urban Renewal Area pursuant to the Urban Renewal Plan, as amended, except that (i) taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2, Code of Iowa, and taxes for the instructional support program of a school district imposed pursuant to Section 257.19, Code of Iowa, (but in each case only to the extent required under Section 403.19(2), Code of Iowa); (ii) taxes for the payment of bonds and interest of each taxing district; (iii) taxes imposed under Section 346.27(22), Code of Iowa, related to joint county-city buildings; and (iv) any other exceptions

under Section 403.19, Code of Iowa, shall be collected against all taxable property within the Amended Area without any limitation as hereinabove provided.

Section 5. Unless or until the total assessed valuation of the taxable property in the areas of the Amended Area exceeds the total assessed value of the taxable property in the areas shown by the assessment rolls referred to in Section 3 of this Ordinance, all of the taxes levied and collected upon the taxable property in the Amended Area shall be paid into the funds for the respective taxing districts as taxes by or for the taxing districts in the same manner as all other property taxes.

Section 6. At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of Eldridge, State of Iowa, referred to in Section 4 hereof have been paid, all monies thereafter received from taxes upon the taxable property in the Amended Area shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 7. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. The provisions of this Ordinance are intended and shall be construed so as to continue the division of taxes from property within the Amended Area under the provisions of Section 403.19, Code of Iowa, as authorized in Ordinance Nos. 93-05, 94-10, and 2012-04, and to remove the Amendment No. 5 Area from the division of taxes under Section 403.19, Code of Iowa. Notwithstanding any provisions in any prior Ordinances or other documents, the provisions of this Ordinance and all prior Ordinances relating to the Urban Renewal Area, as amended, shall be construed to continue the division of taxes from property within the Amended Area to the maximum period of time allowed by Section 403.19, Code of Iowa. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19, Code of Iowa, with reference to the Amended Area and the territory contained therein.

Section 8. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

PASSED AND APPROVED this 2 day of October, 2023.

Frank King

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Mayor

ATTEST:

Martha Nieto

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City Clerk

Read First Time: September 5, 2023

Read Second Time: September 18, 2023

Read Third Time: October 2, 2023

PASSED AND APPROVED: October 2, 2023.

ORDINANCE NO. 2023-23

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON ALL PROPERTY LOCATED WITHIN THE LINCOLN-LECLAIRE URBAN RENEWAL AREA, IN CITY OF ELDRIDGE, COUNTY OF SCOTT STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF ELDRIDGE, COUNTY OF SCOTT, NORTH SCOTT COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY THE CITY IN CONNECTION WITH THE LINCOLN-LECLAIRE URBAN RENEWAL AREA (**THE LINCOLN-LECLAIRE URBAN RENEWAL PLAN**)

WHEREAS, the City Council of the City of Eldridge, State of Iowa, after public notice and hearing as prescribed by law and pursuant to Resolution No. 2023-32 passed and approved on the 5<sup>th</sup> day of September, 2023, adopted an Urban Renewal Plan (the "Urban Renewal Plan") for an urban renewal area known as the Lincoln-LeClaire Urban Renewal Area (the "Urban Renewal Area"), which Urban Renewal Area includes the lots and parcels located within the area legally described as follows:

Commencing as a point of beginning at the southwest corner of Lot 1, Meinhardt's 2<sup>nd</sup> Addition, along the East line of the US Highway 61 right-of-way;

Thence, North 00°24'58" West 1227.79 feet along the East line of the US Highway 61 right-of-way;

Thence, North 05°45'37" East 10.15 feet along the East line of the US Highway 61 right-of-way;

Thence, North 05°45'36" East 441.02 feet along the East line of the US Highway 61 right-of-way;

Thence, North 09°20'03" East 239.27 feet along the East line of the US Highway 61 right-of-way;

Thence, South 89°56'18" East 210.79 feet to a point on the West line of the South 14<sup>th</sup> Avenue right-of-way;

Thence, South 00°02'52" East 397.44 feet along the West line of the South 14<sup>th</sup> Avenue right-of-way;

Thence, Southeasterly 100.95 feet along the arc of a 65.00 foot radius curve concave northeasterly (chord bearing South 44°32'27" East 91.11 feet) along the West and South line of South 14<sup>th</sup> Avenue right-of-way;



Thence, South 89°02'02" East 375.34 feet along the South line of the South 14<sup>th</sup> Avenue right-of-way to a point on the East line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, North 00°01'17" East 51.58 feet along the East line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, South 89°56'30" East 293.18 feet;

Thence, North 00°03'42" East 460.55 feet;

Thence, North 89°30'08" East 329.76 feet;

Thence, North 89°36'58" East 330.00 feet;

Thence, North 00°04'58" East 661.73 feet to a point on the South line of the East LeClaire Road right-of-way;

Thence, North 89°30'08" East 625.69 feet along the South line of the East LeClaire Road right-of-way;

Thence, North 89°22'30" East 1184.56 feet along the South line of the East LeClaire Road right-of-way to a point on the West line of the South Scott Park Road right-of-way;

Thence, South 14°31'51" East 61.38 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 09°54'59" West 182.29 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 09°55'01" West 12.82 feet along the West line of the South Scott Park Road right-of-way;

Thence, North 78°36'52" West 10.25 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 11°23'08" West 641.33 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 08°15'51" West 93.65 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 10°57'04" West 313.24 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 14°00'16" West 3.25 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 16°56'36" West 96.25 feet along the West line of the South Scott Park Road right-of-way;

Thence, South 89°26'27" West 924.96 feet;

Thence, South 89°25'31" West 1290.11 feet;

Thence, South 89°35'42" West 343.02 feet to a point on the West line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, South 00°01'18" West 500.00 feet along the West line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, South 89°35'40" West 3.23 feet along the West line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, South 00°03'42" West 735.14 feet along the West line of the South 16<sup>th</sup> Avenue right-of-way;

Thence, South 89°21'28" West 671.24 feet to the point of beginning.

All bearings are based on the NAD83 Iowa State Planes South coordinate system. For purposes of this description the West line of Lot 1 of Meinhardt's 2<sup>nd</sup> Addition is assumed to bear North 00°24'58" West.

The land described in this description contains 91.154 acres, more or less.

WHEREAS, expenditures and indebtedness are anticipated to be incurred by the City of Eldridge, State of Iowa, in the future to finance urban renewal project activities carried out in furtherance of the objectives of the Urban Renewal Plan; and

WHEREAS, the City Council of the City of Eldridge, State of Iowa, desires to provide for the division of revenue from taxation in the Urban Renewal Area, as above described, in accordance with the provisions of Section 403.19, Code of Iowa, as amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELDRIDGE, STATE OF IOWA:

Section 1. That the taxes levied on the taxable property in the Urban Renewal Area legally described in the preamble hereof, by and for the benefit of the State of Iowa, City of Eldridge, County of Scott, North Scott Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2. The City intends to certify debt in the Urban Renewal Area before December 1, 2023. Therefore, that portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts taxing property in the Urban Renewal Area upon the total sum of the assessed value of the taxable property in the Urban Renewal Area as shown on the assessment roll as of January 1, 2022, being January 1 of the calendar year preceding the first calendar year in which the City certifies to the County Auditor the amount of loans, advances, indebtedness, or bonds payable from the division of property tax revenue described herein, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for the taxing district into which all other property taxes are paid. The taxes so determined shall be referred herein as the "base period taxes" for such Area.

Section 3. That portion of the taxes each year in excess of the base period taxes determined as provided in Section 2 of this Ordinance shall be allocated to and when collected be paid into a special tax increment fund of the City of Eldridge, State of Iowa, hereby established, to pay the principal of and interest on loans, monies advanced to, indebtedness, whether funded, refunded, assumed or otherwise, including bonds or obligations issued under the authority of Section 403.9 or 403.12, Code of Iowa, as amended, incurred by the City of Eldridge, State of Iowa, to finance or refinance, in whole or in part, urban renewal projects undertaken within the Urban Renewal Area pursuant to the Urban Renewal Plan, except that (i) taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2, Code of Iowa, and taxes for the instructional support program of a school district imposed pursuant to Section 257.19, Code of Iowa, (but in each case only to the extent required under Section 403.19(2), Code of Iowa); (ii) taxes for the payment of bonds and interest of each taxing district; (iii) taxes imposed under Section 346.27(22), Code of Iowa, related to joint county-city buildings; and (iv) any other exceptions under Section 403.19, Code of Iowa, shall be collected against all taxable property within the Urban Renewal Area without any limitation as hereinabove provided.

Section 4. Unless or until the total assessed valuation of the taxable property in the Urban Renewal Area exceeds the total assessed value of the taxable property in the Urban Renewal Area as shown by the assessment roll referred to in Section 2 of this Ordinance, all of the taxes levied and collected upon the taxable property in the Urban Renewal Area shall be paid into the funds for the respective taxing districts as taxes by or for the taxing districts in the same manner as all other property taxes.

Section 5. At such time as the loans, advances, indebtedness, bonds and interest thereon of the City of Eldridge, State of Iowa, referred to in Section 3 hereof have been paid, all monies thereafter received from taxes upon the taxable property in the Urban Renewal Area shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 6. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. The provisions of this Ordinance are intended and shall be construed so as to fully implement the provisions of Section 403.19, Code of Iowa, as amended, with respect to the division of taxes from property within the Urban Renewal Area as described above. In the event that any provision of this Ordinance shall be determined to be contrary to law, it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19, Code of Iowa, with reference to the Urban Renewal Area and the territory contained therein.

Section 7. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

PASSED AND APPROVED this 2 day of October, 2023.

Frank King

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Mayor

ATTEST:

Martha Nieto

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City Clerk

Read First Time: September 5, 2023

Read Second Time: September 18, 2023

Read Third Time: October 2, 2023

PASSED AND APPROVED: October 2, 2023.

**RESOLUTION ADOPTING  
CITY COUNCIL RULES OF PROCEDURE**

WHEREAS, pursuant to Resolution 2023-37 the Eldridge City Council shall determine the rules of its own proceedings to be used at its meetings by resolution; and

WHEREAS, the Council has discussed and reviewed certain Rules and Procedures for City Council meetings prepared by City staff personnel; and

WHEREAS, after full consideration the City Council has determined that it is in the best interests of the City to adopt the Rules and Procedures attached hereto.

NOW, THEREFORE, BE IT RESOLVED BY THE ELDRIDGE CITY COUNCIL that it hereby determines and adopts those rules of its own proceedings to be used at its meetings as attached hereto and entitled "CITY OF ELDRIDGE RULES AND PROCEDURES FOR CITY COUNCIL MEETINGS"; unless however any ordinance of the City of Eldridge or laws of the State of Iowa otherwise dictate in which case such ordinance or State law shall supersede such rules.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Frank King, Mayor

ATTEST:

\_\_\_\_\_  
Martha Nieto, City Clerk

City Council Procedural Rules for the City of Eldridge  
(adopted in Resolution No. 2023-37)

Part I. General Provisions

Rule 1. Scope of Rules. These rules shall govern the conduct of the Council and shall be interpreted to ensure fair and open deliberations and decision making.

Rule 2. Robert's Rules of Order Adopted. The rules of parliamentary practices comprised in the current edition of "Robert's Rules of Order", as amended, shall govern the sessions of the City Council in all cases in which they are applicable and where they are not inconsistent with the standing rules of the City Council or the laws of the State of Iowa. Iowa Code Chapter 372.13(5) provides that the City Council may determine its own rules of procedure and shall maintain records of its proceedings consistent with state law. The following set of rules shall be in effect upon adoption by the Council until such time as they are amended, or new rules adopted. The Iowa Open Meetings Law, Chapter 21 of the Code of Iowa, is the governing law of public meetings held by the City of Eldridge.

Rule 3. Matters Not Covered. Any matter or order or procedure not covered by these rules shall be referred to the Presiding Officer (typically the Mayor or Mayor Pro Tem), who shall decide the matter with the assistance and advice of the City Attorney or his or her representative in conformity with the purpose of these rules in a fair and expeditious manner. The decision of the Presiding Officer may be reversed only by a majority vote of the Council.

Rule 4. Interpretation. These rules are intended to supplement and shall be interpreted to conform with the statutes of the State of Iowa and the ordinances of the City of Eldridge.

Part II. Time and Place of Meeting

Rule 5. Regular Meetings. Formal Council meetings shall be held on the first and third Monday of each month excluding holidays, at Eldridge City Hall, starting at 7:00 o'clock p.m., Central Standard Time, or Central Daylight Time, whichever is in effect in the City of Eldridge at the time of said meeting.

Rule 6. Special Meetings. Special meetings (Formal or Work Session) may be called by the Mayor or by any two Council Members. A call for a special meeting shall be communicated to the City Clerk in writing unless the announcement of the special meeting is made at a regular meeting. If the call for the meeting was not made at a regular meeting, the following shall apply:

- Notice of the calling of a special Council meeting shall be in writing and shall include the time and place of said meeting, the business to be conducted at said meeting, and the person or persons calling said meeting.
- Notice shall be served on each Council Member at least twenty-four (24) hours prior to the time of said meeting by delivering a copy thereof to the Council Member electronically at the email address as shown by the records of the City Clerk.
- Provisions for the call, notice, or time of service may be waived if the entire Council shall consent in writing thereto.

- Provisions of the method of service may be waived by the individual Council Member affected thereby.

Rule 7. Quorum. A majority of all Members elected to the City Council shall constitute a quorum for transaction of business.

### Part III. Agenda

Rule 8. Preparation of Agenda. Prior to each regular or special Council meeting the City Clerk shall publish an Agenda which contains all items the Council anticipates acting upon at the meeting.

Rule 9. Agenda Items. The Mayor, at least two Council Members, the City Manager, the City Attorney, or the City Clerk may have an item included upon the Agenda by requesting the City Clerk to include the item.

### Part IV. Conduct of Meetings

Rule 12. Call to Order. The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor or Mayor Pro Tem the City Clerk shall call the meeting to order and a temporary Presiding Officer shall then be selected under Rule 14.

Rule 13. Roll Call. Before proceeding with the business of the Council, the City Clerk shall call the roll of Council Members present and enter those named in the minutes.

Rule 14. Presiding Officer. The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the Presiding Officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent the most senior Council Member present shall preside. In the event two or more Council Members equally possess the greatest seniority then the eldest person among them shall preside.

Rule 15. Control of Discussion. The Presiding Officer shall control discussion of the Council on each Agenda item to assure full participation by the Council in accordance with these rules. Councilmembers shall adhere to the following rules of conduct:

- When a Councilmember is about to speak, he or she shall address the Mayor, confine himself or herself to the question under discussion, and avoid personalities.
- If any Councilmember in speaking or otherwise, transgresses the rules of the Council, the Mayor or any member may call him or her to order, in which case the Councilmember so called to order shall immediately refrain from continuing except to proceed in order. An appeal may be made to the Council on the ruling shall stand unless nullified by a majority vote of the Councilmembers present.
- The Councilmember who made the motion has the first right to speak on the motion.
- No Councilmember shall be recognized to speak twice on the same matter until every Councilmember desiring to comment on the matter has spoken.
- When two or more Councilmembers request at the same time to speak on a question, the Mayor shall name the Councilmember who was first to speak. The others shall be given the opportunity to speak next.
- While a Councilmember is speaking, other members shall not hold private discussions or in any manner to disrupt the proceeding or interrupt the speaker.

Rule 16. Order of Consideration of Agenda. Except as otherwise provided in these rules, each Agenda item shall be considered in the numerical order assigned by the City Clerk. Each Agenda item shall be separately announced by the Presiding Officer, for purposes of discussion and consideration. Except as otherwise ordered by the Mayor or a majority of City Council, the order of the Agenda shall be as follows:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Presentations, Proclamations, Guest Speakers
5. Public Comment
6. Mayor's Agenda – Approval of City Council Meeting Minutes, Approval of Bills Payable, Liquor & Tobacco License Approvals and Renewals
7. Old Business
8. New Business
9. Department Updates
10. Committee & Board Reports
11. Closed Session, If Needed
12. Potential Action from Closed Session
13. Adjournment

Rule 17. Presiding Officer's Right to Speak Last. The Presiding Officer has the right to close debate and speak last on any item.

#### Part V. Public Participation

Rule 18. Public's Right to Address Council. Persons other than Council Members shall be permitted to address the Council during the Public Comment portion of the Agenda.

Rule 19. Manner of Addressing Council. Any person desiring to address the Council shall state their name, the city or town where they reside, and any group they represent.. They shall also legibly write their full name and city or town of residence on the attendance log. At all public hearings, each speaker who has a special right to object by virtue of their address shall be required to provide their address and group affiliation (if any).

Rule 20. Time Limit on Public Comments. Persons wishing to address Council shall be limited to no more than three minutes speaking time per Agenda item on which the public is allowed to speak, unless additional or less time is determined by the Presiding Officer, based on the number of persons wishing to speak and/or the length of the Council meeting. Total public input on any agenda item can be further limited to a fixed period by the Presiding Officer. A majority vote of the Council may alter the time limitations of this rule. For planning and zoning matters, applicants and/or their representatives shall not be subject to this time limitation but may instead have reasonable time limits imposed by the Presiding Officer.

Rule 21. Public Comments to Be Germane. Public comments must relate directly to the subject under consideration. The Presiding Officer shall rule on the germaneness of public comments. While Council absolutely respects the public's First Amendment rights when addressing Council, speakers are most persuasive when they make substantive arguments supported by facts. Persons making non-germane remarks during any portion of the meeting or engaging in any action that impedes the orderly conduct of a Council meeting shall not be recognized by the Presiding Officer during the remainder of the meeting. To ensure the meeting is conducted orderly and free from interference or interruption, the Presiding Officer is vested with exclusive discretion to review and determine whether remarks or actions meet any prohibited terms of this rule.



Rule 22. Rules of Conduct. The following rules are adopted for the conduct of those attending Council meetings:

- Only persons recognized by the Presiding Officer will be allowed to speak. The Council wishes to hear from members of the public as part of respectful, civil debate and ensure that members of the public do not feel bullied or intimidated. These rules are intended to promote an orderly and dignified system of conducting a public meeting, to give every interested person an opportunity to be heard, and to ensure that no individual is deprived of their right to petition their government. Applause is permitted following proclamations and special recognitions.
- All remarks must be addressed to the Council as a body, and not toward any City employee or Council Member individually.
- Public comment is intended so that members of the public may be heard by Council. In order to comply with open meetings laws and proper meeting procedure, Council cannot engage in discussion or debate until the appropriate time for Council discussion. However, once the commenter has finished speaking, Council may ask staff to respond to a concern or question posed by the public, or to follow up with the speaker.
- Persons may address each agenda item only once.
- Organized groups that wish to make a presentation longer than the public comment period time allows must contact the City Clerk ahead of time and request to be added to the agenda as a separate agenda item.
- No person shall be permitted to enter the demarcated area in front of or behind Council Members without the permission of the Presiding Officer.

Rule 23. Failure to Follow Council Rules. To enable the Council to transact the business of the City and conduct efficient meetings, persons other than Council Members who violate these rules and/or fail to follow the direction of the Presiding Officer on more than one occasion during a Council meeting shall face sanctions, including the following:

- A verbal warning; or
- Not being recognized to speak at the remainder of the same Council meeting; or
- Being directed to leave the Council meeting; or
- Being suspended from attending one or more subsequent Council meetings

The Presiding Officer is empowered to make the determination of when violations have occurred, and to impose the appropriate sanction, which will normally be progressive in nature. Steps may be skipped if the violation is sufficiently egregious. Failure to adhere to sanctions imposed are grounds for additional sanctions.

## Part VI. Council Action

Rule 24. Motion Required. All action requiring a vote shall be moved by a Council Member.

Rule 25. Motion to Reconsider. A motion to reconsider must be made by a Council Member who was on the prevailing side in the original action.

Rule 26. Call for Vote. At the conclusion of discussion, the Presiding Officer shall call for a vote, provided however, a majority of the Council may require a vote at any time.

Rule 27. Consideration Out of Order. With the consent of a majority of Council, any Agenda item may be considered out of order at the request of a Council Member.

## Part VII. Miscellaneous

Rule 28. Motions. At any appropriate place on the Agenda any Council Member may make a motion for the Council to act upon any matter if the motion is germane to the matter under consideration.

Rule 29. Waiver of Ordinance Readings.

A Council Member may move the final passage of an ordinance, with waiver and suspension of the requirement that an ordinance must be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed, by reciting the following motion:

"I move that the rule requiring that ordinances must be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended, that the second consideration and vote be waived, and that the ordinance be voted on for final passage at this time."

Rule 30. Suspension of Rules. These rules or any part hereof, may be suspended for a specific purpose by a two-thirds majority of the Council.

Rule 31. Public Hearings. Any other rule to the contrary notwithstanding, unless required by statute or necessary to conform to proceedings required for a special purpose, a public hearing shall commence when declared open by the Presiding Officer and shall close when closed by the Presiding Officer or by other formal action of the Council.

Rule 32. Informal Requests. A Council Member, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations or the opinions of the City Manager, City Attorney, City Clerk or any City employee.

Rule 33. Electronic Participation. Unless it has been determined that the Council meeting must be entirely electronic, Council Members are encouraged to be physically present for all Council meetings. However, it is the policy of this Council to secure electronic participation by absent Council Members whenever it is physically feasible where such participation is necessary or desirable because of statutory voting requirements or the importance of the subject matter to the public. Notwithstanding this policy, unless the meeting is entirely electronic, in accordance with Iowa Code section 21.8 as amended, a majority of Council Members must be physically present for all Council meetings. Council Members intending to participate electronically shall alert the City Clerk to their intent as soon as practical.

Although it is not required, Council may permit members of the public to participate by electronic means. All pertinent rules herein apply to those participating remotely.

Rule 34. Abstentions. Pursuant to Section 380.4 of the State Code, in the absence of a conflict of interest, a Council Member who abstains is included for purposes of determining whether a measure has passed. Legal significance or effect must be given to a Council Member's abstention when the abstention is not required by a conflict of interest in order to prevent frustration or abuse of the legislative process. So, in order to assure that a Council Member must vote "no" in order to defeat a measure and may not do so by inaction, an abstention for reasons other than a conflict of interest shall be deemed a vote with the majority or, in cases of a tie vote, a vote in the affirmative. For purposes of this rule, the statement of a Council Member that the Council Member declines to vote by reason of a conflict of interest is conclusive.

#### Part VIII. Open Meetings Law

Rule 35. Governance. All meetings conducted by the City Council shall be held in accordance with the Iowa Open Meetings Law, Chapter 21 of the Iowa Code, and as amended.

Rule 36. Closed Sessions. Closed sessions of City Council shall be held in accordance with Chapter 21.5 of the Iowa Code. Closed sessions may only be held on an affirmative vote of two-thirds (2/3) of the members of Council or all of the members present at the meeting.

Rule 37. Items for Discussion. The City Council shall not discuss any business during a closed session which is not directly related to the specific reason announced as justification for the closed session.

Rule 38. Action Taken from Closed Session. Final action by the City Council on any matter discussed in closed session shall be taken in open session unless some other provision of the Iowa Code expressly permits such actions to be taken in closed session.

Rule 39. Allowable Exclusions from Open Session. Closed Meetings of the Council may be held for any of the following reasons:

- To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition of the City's possession or continued receipt of federal funds.
- To discuss application for letters patent.
- 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.
- To discuss the contents of a licensing examination or whether to initiate licensee disciplinary investigations or proceedings if the City is the licensing or examining board.
- To discuss the decision to be rendered in a contested case conducted according to the provisions of Iowa Code Chapter 17A.

- To avoid disclosure of specific law enforcement matters, such as current or proposed investigations or inspection or auditing techniques or schedules, which if disclosed would enable law violators to avoid detection.
- To avoid disclosure of specific law enforcement matters, such as allowable tolerances or criteria for the selection, prosecution, or settlement of cases, which if disclosed would facilitate disregard of requirements imposed by law.
- To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
- To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.
- To discuss information contained in records in the custody of the City that are confidential records pursuant to section 22.7, subsection 50

Rule 40. Absence from Meetings. No Councilmember shall be absent from any meeting of the Council without having notified the Mayor or Clerk in advance, giving the reasons for his or her absence. The Council may compel the attendance of any Councilmember if reasons for absence are deemed insufficient.

Rule 41. Council Committee Appointments. No Councilmember shall refuse to serve on any Committee to which he or she is appointed unless due to an identified conflict of interest.



# RESOLUTION 2023-38

## A Resolution Adopting City Credit Card Policy

WHEREAS, the City Council wishes to standardize the use of credit cards by city employees and establish an authorization doctrine; and

WHEREAS, the attached policy was created to meet these guidelines and has been presented to the City Council for their review and approval to serve this purpose;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Eldridge hereby adopts the attached hereto and entitled "CREDIT CARD POLICY"; unless however any ordinance of the City of Eldridge or laws of the State of Iowa otherwise dictate in which case such ordinance or State law shall supersede such rules.

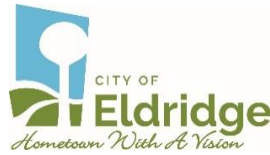
PASSED AND APPROVED THIS 2ND DAY OF OCTOBER, 2023.

Attest:

\_\_\_\_\_  
Mayor, Frank King

\_\_\_\_\_  
City Clerk, Martha Nieto

Blackwell	<input type="checkbox"/> Yea / <input type="checkbox"/> Nay / <input type="checkbox"/> _____
Cheek	<input type="checkbox"/> Yea / <input type="checkbox"/> Nay / <input type="checkbox"/> _____
Collins	<input type="checkbox"/> Yea / <input type="checkbox"/> Nay / <input type="checkbox"/> _____
Dockery	<input type="checkbox"/> Yea / <input type="checkbox"/> Nay / <input type="checkbox"/> _____
Peeters	<input type="checkbox"/> Yea / <input type="checkbox"/> Nay / <input type="checkbox"/> _____



## **CREDIT CARD POLICY**

### **Introduction:**

The City of Eldridge (the City) credit card is a purchase card system benefiting the City and the City's authorized user of the credit card by allowing purchases to be made from vendors for certain types of goods and/or services that are not available through other procurement means or from other vendors.

### **Policy:**

Usage of the City's credit card is allowed at the discretion of the City Administrator to current employees who are granted City purchasing authority. Use of this card is restricted to the purchasing of those goods or services that cannot be procured through normal procedures. All goods and services purchased by the City should be acquired through credit extended by the City's vendors to the City whenever possible and paid by approved invoice within the agreed credit terms of the vendor. The use of the credit card does not justify the payment of any sales taxes for which the City is exempt. As in all other purchases, the merchant shall be given a copy of the state tax exemption letter issued to the City and accordingly, state sales tax should not be charged. This is also applicable to all telephone and internet orders. The card user agrees to comply with all applicable City policies and procedures and this agreement. Card user violations of this agreement or of any policy regarding the purchase of goods or services will be investigated and may result in any or all of the following actions, but not limited to: written warning, revocation of credit card privileges, disciplinary action, termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation of this agreement. The City Administrator or his or her designees have the authority to investigate and to determine whether a violation of purchasing or credit card policy has occurred and to determine action deemed most appropriate pursuant to applicable law and/or City policy. The City Administrator will inform the Mayor if an investigation has begun. Once an investigation is complete and it is determined that a violation occurred, the incident will be reported by the City Administrator to the Mayor and City Council.

### **Compliance with Policy, Violations and Consequences**

Violations of credit card usage include but are not limited to:

- Purchase of items for personal use
- Purchase of items in violation of the City's travel policy
- Use of the credit card for cash advances
- Exceeding the credit card account credit line limit

Failure to return the credit card when card user is reassigned, terminated or upon request  
Failure to turn in packing slips, receipts or other back up documentation to the City Clerk within five (5) business days of the purchase  
Sharing the credit card or card account number with unauthorized users

### **Ownership and Cancellation of the Credit Card**

The credit card remains property of the issuing company. It may not be transferred to, assigned to, or used by anyone other than an authorized user of the City. Users of the credit card are accountable for the activity on the card. The issuer or the City may suspend or cancel user privileges at any time for any reason. If the user is in possession of a card, the user will surrender the credit card upon request to the City or to any authorized agent of the issuer. Receipts It is the responsibility of each credit card user to obtain transaction receipts from the merchant each time the credit card is used, including telephone and internet charges. These are to be immediately forwarded to the City Clerk for review and ensure eligibility for payment. Failure to provide the required documentation for payment processing may subject the user to loss of credit card privileges and may cause the amount charged to be classified as a personal purchase by the card user. The City shall keep statement data and proof of reconciliation, including receipts and packing slips, on file for a period consistent with the record retention requirements of the law. Failure to provide receipts and allow for timely payment of the credit card purchase will also subject the City to finance charges on the charge.

### **Disputed Items**

It is each user's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

### **Safeguarding an Issued Credit Card**

An issued credit card or card account number should always be treated with utmost care and should be kept in a secure location and protected from misuse by unauthorized users. When using the credit card for internet purchases, users should ensure that the site utilizes industry recognized encryption transmission tools.

### **Lost or Stolen Credit Cards**

If a credit card is lost or stolen, contact the City Clerk immediately, who will make contact with the issuer and take the appropriate steps to protect the account from unauthorized purchases.

### **Authorization**

City employees must receive approval from the City Administrator to have permission to use the City's credit cards. Each department is responsible for notifying the City Administrator and City Clerk of their authorized users of the City's credit card. The department will provide such a listing which includes the signature of each user to the City Clerk. Any additions or deletions to

this authorized list will require same method of notification. The credit card may be used only by City authorized users who have authority to buy goods and services on behalf of the City of Eldridge. Each user is responsible for ensuring safeguard of the credit card information. The City Administrator and City Clerk help ensure the proper use of credit cards by overseeing the City implementation and use of the card and/or account number.

### **Responsibility of Credit Card Users**

Authorized employees must use the card responsibly and in accordance with this policy.

Credit card user responsibilities include, but not limited to:

Purchasing items for City of Eldridge business use only

Never lending or sharing the credit card or card account number with unauthorized users

Purchasing only goods and services that have received prior authorization through following of the City's requisition process

Knowing the credit card limitations and restrictions as provided by the City Clerk

Returning the credit card to the City Clerk, as appropriate

Forwarding proof of purchase documents, such as sales receipts or computer print-outs, to the City Clerk immediately after internet or telephone purchase (or within five (5) days of return if on travel) Finance Department

The City Clerk is responsible for:

Implementation of this policy with oversight from the City Administrator to include:

Timely reconciliation of credit card accounts

Presenting all credit card payments to the City Council for approval as a part of the bills to be approved list at each City Council meeting

Appropriate record keeping

Handling these administrative duties:

Knowing the credit card limitations and restrictions

Developing and implementing internal procedures that govern City use of the credit cards

Sharing new program information with authorized users

Answering questions about use of cards

Monitoring card usage to ensure that City policies, and internal policies and procedures are being followed

Communicating with the City Administrator and Management team when new or modified cards are necessary and requesting new cards from an approved issuer

Communicating with the City Administrator when card cancellations are necessary and terminating of accounts and individual authority to use cards



# City of Eldridge Municipal Credit Cardholder Agreement

Agreement and requirements for use of a Municipal Credit Card:

1. I \_\_\_\_\_ understand and agree to the Municipal Credit Card Policy and know that it is to be used only to make purchases of goods or services at the request of and for the legitimate business benefit of the City of Eldridge.
2. I understand and agree that the Municipal Credit Card must be used in accordance with the provisions of the Municipal Credit Card Policy established by the City of Eldridge, as attached hereto.
3. As a Municipal Credit Card Holder, I agree to adhere to all Credit Card Responsibilities requirements as so noted in attachment.

Violations of these requirements may result in revocation of my Municipal Credit Card Use Privileges. If I am found to have inappropriately used the Municipal Credit Card, I will be required to reimburse the City of Eldridge for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the City's Personnel Policies, up to and including my termination of employment. I understand and agree that the City of Eldridge will investigate and commence, in appropriate cases, criminal prosecution against me if I am found to have misused the Municipal Credit Card or any violations of the provisions of the Cardholder Agreement.

Credit Card Account Number:

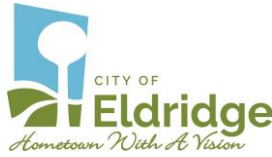
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I acknowledge receipt of the attached Municipal Credit Card and agree to abide by said Municipal Credit Card Policy.

---

Employee Signature

Date



# RESOLUTION 2023-39

## A Resolution Approving Public Records Policy

Whereas, Iowa Code 22.1(2) provides each governmental body shall delegate to particular officials and employees the responsibility for implementing the requirements of Chapter 22 regarding the examination of public records and the governmental body shall publicly announce the particular officials or employees to whom responsibility to implement the requirements of Chapter 22 has been delegated; and

Whereas, Iowa Code 22.1(3) defines public records as all records, documents, tape, or other information stored or preserved in any medium, or belonging to the City of Eldridge; and

Whereas, it is in the best interest of the public and City staff to have a single, uniform policy applicable to all City offices and departments; and

Whereas, the City Council finds that the attached Public Records Policy of the City of Eldridge should be adopted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Eldridge:

- 1. That the attached Public Records Policy is adopted as the policy of the City of Eldridge for the examination and copying of public records.

PASSED AND APPROVED THIS \_\_\_\_ TH DAY OF OCTOBER 2023.

Attest:

\_\_\_\_\_  
Mayor, Frank King

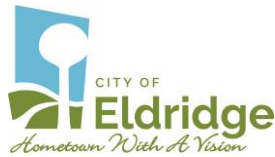
\_\_\_\_\_  
City Clerk, Martha Nieto

Blackwell    Aye   Nay   Absent  
Cheek        Aye   Nay   Absent  
Collins      Aye   Nay   Absent  
Dockery     Aye   Nay   Absent  
Peeters      Aye   Nay   Absent

Mayor Frank King  
Councilman Adrian Blackwell

Councilman Bruce Cheek  
Councilman Daniel Collins

Councilman Bernie Peeters  
Councilman Brian Dockery



## **PUBLIC RECORDS AND INFORMATION**

### **POLICY**

It is the policy of the City of Eldridge to assure open public access to all records of the City to the extent permitted by the Iowa State Open Records Act and Federal Freedom of Information Acts. Further it is the policy to fairly recover costs for the retrieval of said records and electronic data.

### **SCOPE**

This policy is applicable to all City and Utility departments in a position to dispense City collected data.

### **ADMINISTRATIVE PROCEDURES**

Open records will be available for public inspection during customary office hours of 8:00a.m. to 4:30p.m. Monday through Friday (except holidays). The City will make every effort to provide the public with access to public records in a prompt and efficient manner.

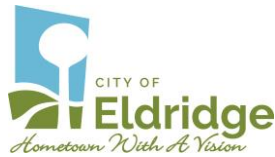
Iowa Code Section 22.1(2) requires government bodies to delegate an official or employee as its “lawful custodian” responsible for implementing the requirements of Iowa Code Chapter 22 and to provide that information to the public. The City’s “lawful custodian” is the City Clerk or any employee delegated such responsibilities by the City Clerk or City Administrator.

The City of Eldridge shall hereby establish and charge appropriate fees for public examination and copying of public records. The Lawful Custodian is the person designated to implement the requirements and procedures related to requests for public records.

All requests (written or oral) for public records should be filled in compliance with state law (i.e. typically within 10 working days). Immediate access to records may be affected by a good faith effort to: verify the scope of the records’ request; locate the specific records requested; and determine whether any of the records, or information contained therein, is confidential in nature. If the department has a concern about whether the record requested may be considered confidential under state law, the lawful custodian should consult with the City Attorney. Confidential records include but are not limited to medical records, employee related files, documents concerning litigation or claims, and names or addresses of complainants. Confidential records may be withheld, and confidential information within an otherwise open record may be redacted prior to a record’s release for public examination and copying.

### **FEE SCHEDULE**

(a) Photocopies: \$0.15 per page

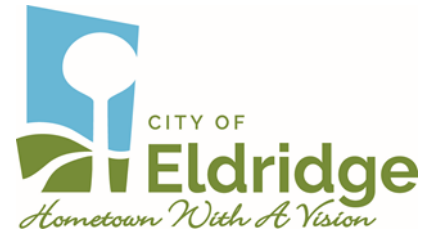


- (b) Digital media: \$1.00 per DVD/CD or \$5.00 per thumb drive
- (c) Hourly rate for the clerical time needed for the reproduction of copies or other media:  
Actual cost(s) of employee time if the time involved exceeds thirty (30) minutes
- (d) Hourly rate for professional staff time needed to produce or review the documents:  
Actual costs(s) of employee time if the time involved exceeds thirty (30) minutes.
- (e) Costs for legal services should only be utilized for the redaction or review of legally protected confidential information.
- (f) Postage for copies mailed. Cost of actual postage. All requests will be mailed certified, return receipt requested.
- (g) Any costs not covered by the above fee schedule shall be charged to the requestor based on the actual costs incurred by the City, including but not limited to all amounts charged to the City by third parties in connection with the fulfillment of any records request.
- (h) Accident and Incident Reports: \$15 per report (no charge to parties directly involved)

Advance Deposits. If the City estimates the fees for the requested services will be greater than ten dollars (\$10.00), the City may require the requestor to make an advance deposit to cover all or part of the estimated fees. If a deposit is required, no work will begin on a request until the deposit is received. Any funds collected by the City in excess of the actual fees will be refunded to the requestor in a timely manner. If any requestor has not paid a previous amount due under this policy, the City shall require full payment of the previous amount due plus a full deposit for estimated services before processing a new request.

# City of Eldridge

## MEMORANDIUM



To: Nevada Lemke, City Administrator  
From: Tony Rupe  
Re: Sewer Equipment  
Date: 9-27-23

Nevada

The sewer department budgeted \$60,000 in equipment replacement this year for a new truck and snowplow package.

The sewer department currently has one Polaris Ranger UTV. Due to the demand for this equipment, the sewer department would like to purchase an additional Polaris Ranger to be used jointly in the Sewer Department and Public Works Departments.

The UTVs are used daily, and the need typically outweighs the availability. The cost of a new 2024 Polaris Ranger with windows and doors is \$20,820.46. Our cost would be less than this as we would use some aftermarket accessories such as the rear window and roof that will be less costly than factory parts that were quoted.

With the \$60,000 budget, the Sewer Department should be able to purchase both a truck and a Polaris Ranger. We would not be purchasing a new snowplow either way because the current truck and snowplow that a new truck is replacing would be transferred to the Public Works Department and still available for use in our vehicle fleet.

The Sewer Department is requesting approval to reserve a 2024 Polaris Ranger to be paid for out of 614-5-815-6727 Equipment Replacement. They are not readily available, so the purchase would not take place until 4-8 weeks after reservation of an incoming machine.

**Triple E Sales Inc**  
**1301 Division St. Orion, IL 61273**  
**P 309-526-3443 F 309-526-3468**

**Customer Quote**

Date 9.22.23

Customer Name: City of Eldridge

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Unit Description: 2024 Pol. Ranger 1000 Pro

~~MSRP~~ Have a white one in stock. MSRP 17999

Have a Gray coming in about 4 weeks Value Price 14591

Trade In \_\_\_\_\_ \$ \_\_\_\_\_  
 Program/Incentives \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Trade-In/Program/Incentives Total Value**

**Accessories:**

449.99 Roof 404.99  
 574.99 Wind. Poly 521.99  
 399.99 Rear Poly 359.99  
 3499.99 Man. Crank doors 3149.99  
 4436.96  
 Tax Ex. 297.50 Instal V  
 4734.46 Acc.

Freight 1295  
 Prep fees 200

Other(Registration Sales Tax) Tow  
Tax Ex.

**Total** 16086 Machine

This quote is valid until: \_\_\_\_\_

Comments: Total of All 20920.46  
Machine only 16086

The regular meeting of the Eldridge Electric and Water Utility Board was called to order at 5:00 P.M. on September 19, 2023, at Eldridge City Hall.

Board members present were Brock Kroeger, Mike Anderson, Barb O'Brien, and Jim Skadal. Paula Steward was absent. Also, present Jacob Rowe and Jody Coffman. Visitors Nevada Lemke.

Public Comment- None

Motion by Anderson, second by Skadal to approve the agenda All ayes.

Motion by O'Brien, second by Skadal to approve the minutes from September 5, 2023. All ayes.

FINANCIAL – Motion by Kroeger to approve bills payable in the amount of \$277,865.55, second by Anderson. All ayes.

ELECTRIC – There was an outage on 9/10/23 at 309 W. Maple. from 9:05am to 9:35 am. The cause was animal contact and affected five customers.

There was an outage on 9/17/23 at E. Lincoln Rd-Sewer Lift Station from 9:24am to 10:20am. The cause was animal contact and affected one customer.

The PCA for the next quarter will be 0.01194.

Department update: We have received 5 applications for the lineman position Jacob will be scheduling interviews soon. Advantage Tree trimming will be this winter, Wilson and Olson have been doing inspections. The crew also have been assisting Long Grove. The crew also attended safety training.

WATER-

Department update: The crew started fall flushing. The crew also have been working on fixing the fire hydrant at Sheridan Meadows.

ADMINISTRATION-Rowe presented a letter from CMPAS asking for an increase in our collateral. The Board discussed the contract and raised some questions. Rowe will be looking into getting the questions answered for the next meeting.

Department update: Rowe is still working with Stanley on the CIP.

Motion by O'Brien to adjourn the meeting at 5:34 P.M., second by Anderson. All ayes.