

CITY COUNCIL MEETING AGENDA
Monday, November 17th, 2025, 7:00 PM
Eldridge Community Center · 400 S 16th 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 November 3rd, 2025
 - B. Consideration to Approve Committee of the Whole Minutes from November 3rd, 2025
 - C. Consideration to Approve Bills Payable
6. Old Business
 - A. Consideration to approve a Return-to-Work Policy for City of Eldridge employees
 - B. Consideration to approve the City of Eldridge Personal Protective Equipment (PPE) Policy
 - C. Consideration to approve the City of Eldridge Dress Code Policy
 - D. Consideration to approve the City of Eldridge Hold Harmless & Equipment Responsibility Agreement
 - E. Consideration to approve the City of Eldridge Donated Leave Policy
 - F. Consideration to approve the final Pay Application & Balancing Change Order for the S 1st Street Improvement Project in the amount of \$194,998.18 for a total contract amount of \$1,193,396.12 less 3% retainage
7. New Business
 - A. Consideration of Resolution #2025-35 Approving Changes to Monthly Rates for Refuse and Recycling Collection
 - B. Consideration of Resolution #2025-36 Approving the FY25 Street Finance Report
8. Board/Staff Activity Reports
 - A. City Administrator
 - B. Assistant City Administrator
 - C. City Clerk
 - D. Police Chief
9. Adjournment

Next Regular Committee of the Whole & City Council Meeting: Monday, December 1st, 2025, at 6:00pm

City of Eldridge City Council Meeting Minutes

The City of Eldridge, Iowa, City Council met in an open session at Eldridge Community Center at 7:03 pm on November 3, 2025.

Council Members Present: Ryan Iossi, Brian Dockery, Dan Collins, and Scott Campbell. Quorum was met. Council Member Adrian Blackwell was Absent.

Presiding: Mayor Frank King

Also Present: Nevada Lemke, Jeff Martens, Tracy Northcutt, Tony Rupe, Chief Andrew Lellig, Cpl. Jack Schwertman, Sgt Ryan Gale, Dale Grunwald, Erin Gentz, Josh Haycraft, and Jeff Ashcraft.

Motion by Dockery to approve the agenda. Second by Campbell. Motion was approved unanimously by voice vote.

Public Comment

None

Mayor's Agenda

Motion by Campbell to approve City Council Minutes from October 20, 2025. Second by Collins. Motion was approved unanimously by voice vote.

Motion by Iossi to approve the bills payable in the amount of \$373,494.79. Second by Collins. Motion was approved unanimously by voice vote.

Old Business

Motion by Dockery to approve the Third & Final Reading of Ordinance #2025-25 Amending Fire Hydrants. Second by Campbell. Roll Call vote indicated Campbell (Aye), Iossi (Aye), Collins (Aye) and Dockery (Aye). Motion carried.

New Business

Motion by Dockery to Open Public Hearing at 7:08 pm for consideration of the proposal to enter into a Fourth Amendment to the Agreement for Private Development with TBTG, LLC and Lewis Machine & Tool Co. Second by Iossi. Roll Call vote indicated Campbell (Aye), Iossi (Aye), Collins (Aye) and Dockery (Aye). Motion carried.

Motion by Campbell to Close Public Hearing at 7:09 pm for consideration of the proposal to enter into a Fourth Amendment to the Agreement for Private Development with TBTG, LLC and Lewis Machine & Tool Co. Second by Dockery. Roll Call vote indicated Campbell (Aye), Iossi (Aye), Collins (Aye) and Dockery (Aye). Motion carried.

Motion by Iossi to approve Resolution #2025-32 Approving & Executing the 4th Amendment to the Agreement for Private Development with TBTG, LLC and Lewis Machine & Tool Co. Second by Collins. Roll Call vote indicated Campbell (Aye), Iossi (Aye), Collins (Aye) and Dockery (Aye). Motion carried.

Motion by Campbell to approve Resolution #2025-33 Approving the Grunwald Grove 3rd Addition Final Plat. Second by Dockery. Roll Call vote indicated Campbell (Aye), Iossi (Aye), Collins (Aye) and Dockery (Aye). Motion carried.

Motion by Dockery to approve Resolution #2025-34 Approving & Accepting the FY25 Annual Urban Renewal Report. Second by Campbell. Roll Call vote indicated Campbell (Aye), Iossi (Aye), Collins (Aye) and Dockery (Aye). Motion carried.

Motion by Campbell to approve allowing installation and acceptance upon completion of residential stormwater sewer. Second by Dockery. Motion was approved unanimously by voice vote.

Board/Staff Activities

City Administrator – The contractor for the 4th & LeClaire traffic signal project is planning on doing pavement markings on Wednesday this week. There will be traffic control with LeClaire Rd being completed one lane at a time and shifting traffic while they work to ensure 2 lanes on LeClaire Rd will remain open until the markings are complete which should take about 1 full day. Signal poles are scheduled for 12/12/2025 delivery. Tri-City will take 2-3 weeks to get poles and signals installed and then the controller will be set up and programmed with the signal anticipated to go live in early January. The Transportation Policy Committee approved the Resolution for the reclassification of Lincoln Road and forwarded it to the Iowa DOT. The DOT was satisfied with the changes and should be approving and forwarding to the Federal Highway Administration. The FHWA is not in the office due to the government shutdown so the review by FHWA will happen when they return to work and we will hear on approval after that happens. The update on the Fire Department proposal is that the City is coordinating a meeting with Scott County, tentatively scheduled for Wednesday, November 12, 2025. The City is also coordinating a meeting with a team from Bettendorf to discuss their process and get insight/input from them about their transition from a Volunteer to a hybrid City Department.

Assistant City Administrator – None.

City Clerk - None

Police Department – Chief Lellig presented to the Council on his plan to seek ILEAP Accreditation for the Eldridge Police Department. The County and the Bettendorf Police Department are also planning to participate in this program. It is approximately \$1,800 to apply to ILEAP and go through the accreditation process and Chief Lellig has submitted a grant application for funding to cover these costs. The program will take approximately 6 months and will be time consuming and labor intensive. He plans to really focus on this in the summer when Officer Jahns, the SRO, is out of the classroom and can work on the accreditation process with him. This accreditation would recognize the department as having high standards of operations, performance, and management. The Council voiced support for this goal.

Motion by Dockery to adjourn at 7:27 pm. Second by Campbell. Motion was approved unanimously by voice vote.

Respectfully submitted,

Frank King
Mayor

Nevada Lemke
City Administrator

City of Eldridge Committee of the Whole Meeting Minutes

The City of Eldridge, Iowa, City Council met in an open Committee of the Whole session at the Eldridge Community Center at 6:02pm on November 3, 2025.

Council Members Present: Brian Dockery, Scott Campbell, Dan Collins, and Ryan Iossi.

Council Members Absent: Adrian Blackwell

Presiding: Mayor Frank King

Also Present: Nevada Lemke, Jeff Martens, Tracy Northcutt, Tony Rupe, Zach Howell, Shane Oyler, Erin Gentz, Josh Haycraft, and Dale Grunwald.

Motion by Dockery to approve the agenda. Second by Campbell. Motion approved unanimously by voice vote.

Presentation by Shive Hattery on the Wastewater Master Plan Final Report:

Shane Oyler presented to the Council with a high-level overview of the Wastewater Master Plan Final Report. He reported that the City currently has wastewater capacity to grow by approximately 1 million gallons per day (gpd). He presented on the initial conclusions from the report which identified the existing system and also identified potential options for upgrades to the system that would be triggered by development or growth and that would be designed to sustain additional growth. He highlighted the variables of growth that could impact the system from residential to industrial and what components of capacity would trigger expansion or system upgrades. Shane also reported on the Golf Course Lift Station and the current challenges of inundation after a heavy rainfall. This was the one existing system component that was listed as a current priority need for upgrades which would include slip lining projects in the area and improvements of the existing mains to reduce the inflow infiltration that currently creates an occasional overflow. Councilman Dockery asked about existing pinch points which Shane addressed and discussed how future expansion design would be implemented with growth and development being considered to avoid additional pinch points. The report provided information regarding project cost opinions and timelines for each recommended system upgrade and defined what would trigger those specific system upgrades. Zach reported that this master plan is to be used as a guide for future growth and development and should be reviewed every 5 years unless there are significant changes to the system.

Motion by Dockery to adjourn at 6:29pm. Second by Iossi. Motion was approved unanimously by voice vote.

Submitted by Nevada Lemke, City Administrator

BILLS PAYABLE					
CHECK #	DEPT	FUND	VENDOR	DESCRIPTION	AMOUNT
DFT 329	FINANCE	001-5-620-6401	IA STATE AUDITOR	FY23&24 FILING FEE	\$ 625.00
DFT 331	INS REIMB	820-5-001-6183	EBS - EMLOYEE BENEFIT SYSTMS	PSF CLAIM FUNDING	\$ 6,433.86
DFT 333	POLICE	001-5-110-6150	EBS - EMLOYEE BENEFIT SYSTMS	ADMIN FEES	\$ 117.51
DFT 333	INSPECTIONS	001-5-170-6150	EBS - EMLOYEE BENEFIT SYSTMS	ADMIN FEES	\$ 9.72
DFT 333	STREETS	001-5-210-6150	EBS - EMLOYEE BENEFIT SYSTMS	ADMIN FEES	\$ 59.21
DFT 333	VEH MAINT	001-5-299-6150	EBS - EMLOYEE BENEFIT SYSTMS	ADMIN FEES	\$ 10.17
DFT 333	VEH MAINT	001-5-599-6150	EBS - EMLOYEE BENEFIT SYSTMS	ADMIN FEES	\$ 20.33
DFT 333	ADMIN	001-5-611-6150	EBS - EMLOYEE BENEFIT SYSTMS	ADMIN FEES	\$ 14.23
DFT 333	FINANCE	001-5-620-6150	EBS - EMLOYEE BENEFIT SYSTMS	ADMIN FEES	\$ 10.17
DFT 333	SEWER	610-5-815-6150	EBS - EMLOYEE BENEFIT SYSTMS	ADMIN FEES	\$ 45.42
156453	STREETS	001-5-210-6310	A&A AC & REFRIG	CITY SHOP ICE MACH	\$ 62.50
156454	STREETS	001-5-210-6373	ACCESS SYSTEMS LEASING	SHOP COPIER LEASE	\$ 107.57
156454	FINANCE	001-5-620-6340	ACCESS SYSTEMS LEASING	CH COPIER LEASE	\$ 188.01
156456	ST LIGHT	001-5-230-6371	ALLIANT ENERGY CO.	UTILITIES JUL/AUG/OCT	\$ 1,223.34
156456	ST LIGHT	001-5-230-6371	ALLIANT ENERGY CO.	UTILITIES JUL/AUG/OCT	\$ 80.98
156456	SEWER	610-5-815-6371	ALLIANT ENERGY CO.	UTILITIES JUL/AUG/OCT	\$ 613.21
156457	SANITATION	001-5-290-6497	ALLIED SVCS/REPUBLIC	GARBAGE/RECYCL SVCS	\$ 34,856.64
156458	POLICE	001-5-110-6599	ALWAYS CLEAN LLC	PD JANITORIAL SVCS	\$ 300.00
156458	STREETS	001-5-210-6310	ALWAYS CLEAN LLC	SHOP JANITORIAL SVCS	\$ 300.00
156458	ADMIN	001-5-611-6310	ALWAYS CLEAN LLC	CH JANITORIAL SVCS	\$ 300.00
156459	POLICE	001-5-110-6506	AMAZON CAPITAL SERVICES	HEADPHONES	\$ 37.22
156460	FINANCE	001-5-620-6414	AMERICAN LEGAL PUBLISHING	CITY CODE UPDATES	\$ 396.00
156461	FINANCE	001-5-620-6401	BOHNSACK & FROMMELT LLP	YEAR END AUDIT JUNE 25	\$ 14,750.00
156462	FINANCE	001-5-620-6373	CENTRAL SCOTT TELEPHONE	PHONE/WIFI SVCS	\$ 1,040.94
156462	SEWER	610-5-815-6373	CENTRAL SCOTT TELEPHONE	PHONE/WIFI SVCS	\$ 150.00
156463	STREETS	001-5-210-6310	CINTAS CORPORATION	MAT CLEANING SVCS	\$ 103.90
156463	ADMIN	001-5-611-6310	CINTAS CORPORATION	MAT CLEANING SVCS	\$ 67.33
156464	VEH MAINT	001-5-299-6334	DAHL FORD	FUEL FILTER	\$ 297.34
156465	FINANCE	001-5-620-6373	DE NOVO MARKETING	WEBSITE MAINT. FEES	\$ 162.50
156466	SNOW RMVL	001-5-250-6535	DOUGLAS INDUSTRIES INC	ZIP TIES-SNOW FENCE	\$ 440.00
156467	POLICE	001-5-110-6727	DUBUQUE FIRE EQUIPMENT INC	FIRE EXTINGUISHER MAINT.	\$ 618.00
156467	ADMIN	001-5-611-6310	DUBUQUE FIRE EQUIPMENT INC	FIRE ESTINGUISHER CERT.	\$ 60.00
156468	STREETS	001-5-210-6310	DULTMEIER SALES	WASH BAY SOAP WAND	\$ 210.41
156469	FINANCE	001-5-620-6414	EA IA PUBLICATIONS/NSP	CITY PUBLISHING	\$ 1,357.82
156470	VEH MAINT	001-5-299-6334	EASTERN IOWA TIRE	TIRES	\$ 695.40
156471	ROAD USE	110-5-210-6417	ENGELBRECHT FARMS INC	S 1ST ST DITCH TILE REPAIR	\$ 195.46
156472	SEWER	610-5-815-6321	GRAINGER	LIFT STATION SAFETY NETS	\$ 4,402.90
156473	INS REIMB	820-5-001-6183	GREG O'BRIEN	PSF CLAIM REIMB	\$ 2.26
156475	POLICE	001-5-110-6470	HUMANE SOCIETY SCOTT CO	BOARDING FEES	\$ 260.00
156475	POLICE	001-5-110-6470	HUMANE SOCIETY SCOTT CO	BOARDING FEES	\$ 100.00
156476	SEWER	610-5-815-6230	IDALS-PESTICIDE BUREAU	PEST. LIC. RENEW RUPE/SCHNECK	\$ 30.00
156477	SEWER	610-5-815-6181	JK INDUSTRIES	KRUSE - CLOTH ALLOW	\$ 36.00
156480	ROAD USE	110-5-210-6771	MANATTS, INC	S 1ST ST PROJ PAY APP 3	\$ 194,988.18
156481	SEWER	610-5-815-6320	MENARDS	BUILDING SUPPLIES	\$ 36.85
156481	SEWER	610-5-815-6321	MENARDS	LIFT STATION NET ANCHORS	\$ 11.88
156483	ADMIN	001-5-611-6310	PRECISION CONCEPTS	WINDOWS	\$ 5,885.65
156484	ADMIN	001-5-611-6310	PREMIER PEST MANAGEMENT	MONTHLY PEST CONTROL	\$ 195.00
156485	ROAD USE	110-5-210-6532	RIVERSTONE GROUP INC	ICE CONTROL SAND	\$ 165.66
156486	POLICE	001-5-110-6506	RNJS DISTRIBUTION, INC.	PD/CH WATER	\$ 33.00
156486	FINANCE	001-5-620-6506	RNJS DISTRIBUTION, INC.	PD/CH WATER	\$ 33.00
156488	POLICE	001-5-110-6319	SHARED IT INC	IT SERVICES	\$ 365.00
156488	STREETS	001-5-210-6373	SHARED IT INC	IT SERVICES	\$ 85.30
156488	FINANCE	001-5-620-6373	SHARED IT INC	IT SERVICES	\$ 112.25
156488	SEWER	610-5-815-6373	SHARED IT INC	IT SERVICES	\$ 58.35
156489	SALES TAX	121-5-750-6752	SHIVE-HATTERY ENGINEERS	TF 12TH/13TH CONSTR	\$ 794.50
156490	POLICE	001-5-110-6506	STAPLES	FOAM CUPS	\$ 62.73
156490	STREETS	001-5-210-6373	STAPLES	TOILET PAPER & COPY PAPER	\$ 42.49
156490	ADMIN	001-5-611-6310	STAPLES	NAME PLATE-CITY CLERK	\$ 13.19
156490	ADMIN	001-5-611-6310	STAPLES	POST IT/KLEENEX/COPY PAPER	\$ 108.49
156490	FINANCE	001-5-620-6506	STAPLES	CALENDERS & OFFICE PAPER	\$ 388.45
156490	FINANCE	001-5-620-6506	STAPLES	PAPER TOWELS/DISH SOAP/PENS	\$ 184.96
156491	FINANCE	001-5-620-6506	STOREY KENWORTHY	1099 & W2	\$ 127.01
156492	ADMIN	001-5-611-6310	ARC OF THE QC AREA	SHRED	\$ 60.00
156493	STREETS	001-5-210-6310	THEISEN SUPPLY, INC	AIR COMPRESSOR	\$ 184.50
156494	SEWER	610-5-815-6320	VEOLIA WATER TECHNOLOGIES	UV BULBS	\$ 5,700.00
156495	SALES TAX	121-5-750-6407	WOOD LAWN MAINT.	SQR CRANDALL/ELMEGREEN	\$ 8,500.00
ACH	SPLIT	SPLIT	PAYROLL 11/6/25	PAYROLL 11/6/25	\$ 90,703.62
TOTAL:					\$ 379,631.41

RETURN TO WORK POLICY

Non-Work-Related Injuries

The purpose of this policy is to establish consistent guidelines for employees of the City of Eldridge returning to work following a [work-related or](#) non-work-related injury or ~~illness~~ [or medical condition \(such as surgeries or illnesses\)](#). It is intended to support the health and safety of employees, ensure compliance with applicable laws, and promote the effective delivery of services to the community. This policy applies to all regular full-time and part-time employees of the City of Eldridge. It does not apply to independent contractors, volunteers, or elected officials.

Employees who are absent from work due to ~~a non-work-related~~ injury or ~~illness~~ [medical condition](#) must provide a written release from their treating healthcare provider before returning to work. The written release must specify whether the employee is fit to return to full duty or whether there are any medical restrictions or accommodations needed. If an employee is released with restrictions, the City will review whether modified or light duty work is available. Placement in a modified or light duty assignment is not guaranteed and will be determined at the City's sole discretion, based on the operational needs and the employee's ability to safely perform the work, and in accordance with all federal, state, and local laws.

Temporary modified duty assignments, when available, will generally not exceed 90 days. Extended terms will be considered on a case-by-case basis and must be supported by appropriate medical documentation.

Employees who fail to provide adequate medical documentation may not be permitted to return to work until proper documentation is submitted, and in such cases, may be treated as unauthorized leave. Employees unable to return to work due to ~~a non-work-related~~ injury or ~~illness~~ [medical condition](#) may use accrued leave in accordance with the City's leave policies.

It is the duty of the employee to communicate promptly with their supervisor and City Administration regarding their medical status and anticipated return-to-work date and to provide the required medical documentation. The employee's supervisor will coordinate with City Administration regarding work restrictions, available assignments, and operational needs.

Return-To-Work Agreement

[Date]

[Name of temporarily restricted worker]

I understand a temporary modified assignment that complies with my temporary work restrictions as identified by my designated medical professional is being offered to me.

I understand this offer is for a temporary period of time.

I agree to follow the work restrictions as prescribed by the designated medical provider and understand that I need to adhere to the agreed upon temporary restrictions and accommodations. I also understand that if I am asked to perform any work assignments or activities that exceed my work restrictions, I will immediately report the situation to my direct supervisor and that I will not perform these activities. Furthermore, I will immediately report to my direct supervisor if any of the work restriction(s)/accommodation(s) cause me discomfort or make my medical condition worse.

I understand that I should try to schedule any medical appointments during non-work time. If I am unable to do so, I understand that I need to inform my supervisor in advance of the appointment date. I understand that the time off for the appointment will be unpaid, unless otherwise covered by a paid leave policy.

I also understand that it is my responsibility to provide my supervisor with current work status reports from my physician.

I understand that a temporary modified/alternate duty assignment will be periodically reviewed and will not normally exceed 90 calendar days. This does not imply entitlement to a permanently modified position.

The City of Eldridge complies with the provisions of the Americans with Disabilities Act (ADA) and the Iowa Civil Rights Act. If I believe I am disabled within the meaning of ADA or ICRA, then I should discuss my belief with the City Administrator. The City of Eldridge will engage in an interactive process with me to determine whether the City of Eldridge can reasonably accommodate me. If the City of Eldridge agrees that the law applies, it will, when appropriate, consider reasonable accommodations to my regular job. If such accommodations are not reasonable or constitute an undue hardship, then other reasonable accommodations such as placement in vacant jobs where I am qualified or an appropriate leave of absence may be considered.

Employee Signature

Date

Supervisor Signature

Date

TEMPORARY/MODIFIED ALTERNATE DUTY AGREEMENT FORM

Employee Name: _____ Date of Injury/Onset of Illness: _____

Returning to Work From: ☐ Work-Related Injury ☐ Non-Work-Related Injury/Illness

Job Title: _____ Supervisor Name: _____

Department: _____ Date Assigned to Temporary Light Duty by Physician: _____

Temporary Duty Start Date: _____ Temporary Duty End _____

Description of Work Restrictions, per Treating Physician: (List specifically what is stated in medical note.)

Assignment Type: ☐ Modified ☐ Alternate* (Temporary work in another position and/or location)

*If Alternative location, Supervisor's Name: _____ Alternative location: _____

Description of Accommodation(s) Offered: _____

Work schedule: ☐ Unchanged ☐ Changed _____ Work hours per Day from _____ am/pm to _____ am/pm

Work Days: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Wage Rate: _____

If assignment not available - Reason/Discussion Points: _____

I understand that I am required to report directly to

For job duty on: _____ at: _____ am/pm, at: _____

The work restrictions and accommodations were reviewed with the employee on: _____

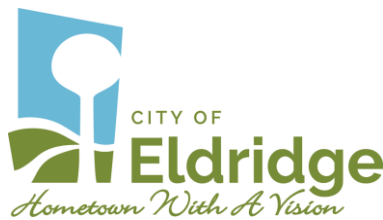
☐ Yes, I understand this agreement and I accept this work. I will comply with restrictions as prescribed by my treating physician.

☐ No, I understand this agreement and I do not accept this work alternate work position. I understand that refusal of this return to work offer may adversely affect my worker's compensation or other applicable benefits.

I refuse this offer of work restrictions and accommodations because:

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



Fitness for Duty (Return to Work) Certification Form

This section to be completed by Health Care Provider:

Please complete all sections in order for the City of Eldridge to determine if the employee is able to return to duty. The employee's job description and/or list of essential duties is attached to this form for your aid in completing the fitness for duty certification.

Employee/Patient Name _____

☐ Yes ☐ No The employee is able to return to work full-time without restrictions.

If yes, list the effective date: _____

If no, complete the following:

The employee will be able to return to work with no limitations on (date) _____

I certify as of (date) _____ the above named employee will be:

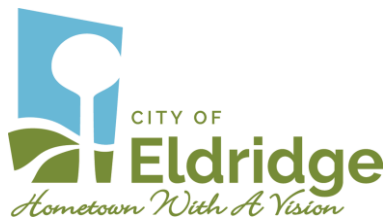
☐ Unable to perform the physical requirements of their work

☐ Is medically incapacitated: ☐ Totally ☐ Partially*

Date of next evaluation: _____

*If partially medically incapacitated, complete the following:

PHYSICAL EXAMINATIONS	FULL RESTRICTIONS	PARTIAL RESTRICTIONS	NO RESTRICTIONS
Sedentary-Lifting 0 to 10 pounds			
Light-Lifting 10 to 20 pounds			
Moderate-Lifting 20 to 50 pounds			
Heavy-Lifting 50 to 100 pounds			
Pulling/Pushing, Carrying			
Reaching or working above shoulder			
Walking (hrs)			
Standing (hrs)			
Sitting (hrs)			
Stooping (hrs)			
Kneeling (hrs)			
Repeated Bending (hrs)			
Climbing (hrs)			
Operating a motor vehicle, crane, tractor, etc.			



Other:			
Exposure Limitation (Specify):			

Please return the completed form to the employee/patient.

Name of Health Care Provider

Date

Signature of Health Care Provider

Type of Practice

PERSONAL PROTECTIVE EQUIPMENT POLICY

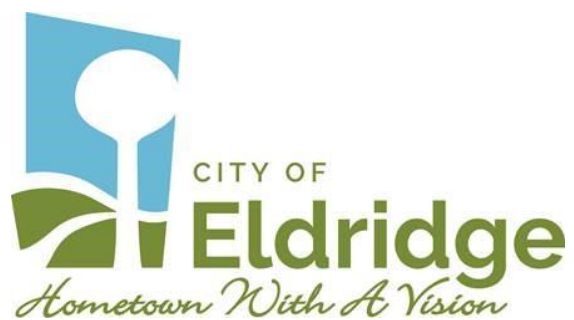
The purpose of this Personal Protective Equipment (PPE) program is to minimize injury resulting from occupational hazards at the City of Eldridge facilities by protecting employees through the use of PPE when the hazards cannot be eliminated. This program applies to all employees working in City of Eldridge facilities, including those covered by CBAs, and will be implemented in all areas where occupational hazards exist. The Occupational Safety and Health Administration (OSHA) Subpart I – Personal Protective Equipment establishes the requirements of this program and can be referenced in 29 CFR 1910.132 – 139. The full Eldridge Personal Protective Equipment Program can be found in **Appendix A** of the Eldridge Employee Handbook. It was created and is routinely monitored and updated by our Regional Safety Coordinator through our membership with IAMU – SGEI Group to ensure compliance with regulatory standards.

Staff is provided with appropriate PPE upon hire. When equipment has become worn, in need of replacement, or when equipment is needed it should be obtained from the Department Supervisor. If an employee chooses to purchase PPE using the clothing allowance fund provided to them under the terms of their respective CBA, it is still necessary to obtain approval from the Department Supervisor before making the purchase to ensure that the PPE meets the safety requirements established by OSHA as well as any additional requirements established by the City.

The department specific PPE lists can be found in **Appendix B** of the Eldridge Employee Handbook. The determination to replace worn PPE will be at the discretion of the Department Supervisor unless the PPE is subject to an expressed expiration date under the regulatory standards as established by OSHA.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

CITY OF ELDRIDGE, IOWA



INTRODUCTION

Purpose and Application

In 1994 the Occupational Safety and Health Administration revised Subpart I - Personal Protective Equipment of the General Industry Standards. The changes result in additional requirements for the selection, use and care of personal protective equipment.

The purpose of this program is to assist employers selection, use and care for personal protective equipment in accordance with applicable safety and health standards.

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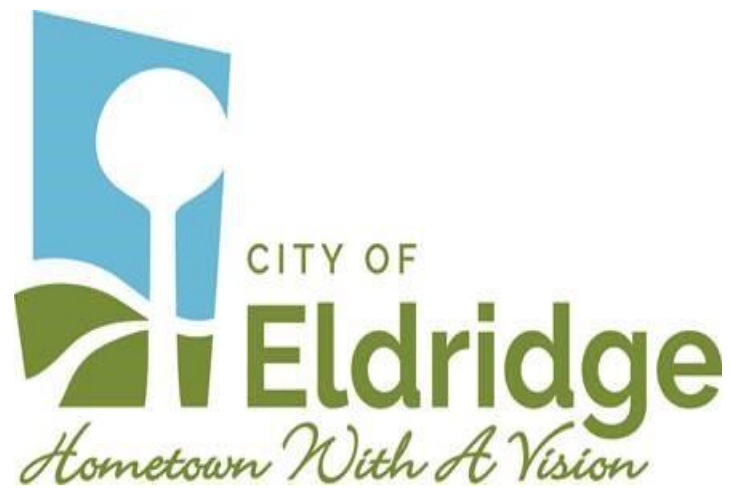
Section 1 Personal Protective Equipment Program

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SECTION 1 - PERSONAL PROTECTIVE EQUIPMENT PROGRAM



A. Policy Statement for the City of Eldridge, Iowa

It is the policy of this organization to provide employees with a safe and healthy work place. When practical and feasible this will be accomplished through effective engineering and administrative controls (e.g., equipment guarding, isolation of hazardous operations, general and local ventilation, employee training and safe work practices).

When effective engineering and administrative controls are not feasible, or when such controls do not provide full employee protection, employees will be furnished and required to use suitable personal protective equipment.

The procedures and practices established in this program apply to all departments and all situations where personal protective equipment is worn by employees. All personnel of the City of Eldridge and of Eldridge Electric & Water are required to comply with procedures and practices established in this program.

Failure to comply with the provisions of this program will result in discipline up to and including termination.

B. Responsibilities

Employer

The employer has a duty to:

- Adopt and implement policies and procedures to protect employee health and safety through compliance with applicable OSHA safety and health standards.
- Assess work area hazards.
- Select suitable personal protective equipment.
- Furnish employees personal protective equipment in accordance with established policies and procedures.
- Require employees to use PPE where hazards exist.
- Inspect work place for the proper use, maintenance, storage and disposal of PPE.
- Maintain records to document regulatory compliance.

Employees

Employees have a duty to:

- Inspect, use, maintain and store personal protective equipment in accordance with established practices, training received and applicable safety and health standards.
- Use PPE where required.
- Inspect personal protective equipment before each use.
- Clean and properly store personal protective equipment.
- Not to use damaged, defective or soiled personal protective equipment.
- Dispose of damaged, defective, soiled or single use personal protective equipment in an appropriate waste container.

C. Assessment of Hazards and PPE Selection

General Procedures and Practices

Hazard Assessment

Personal protective equipment will be selected on the basis of an assessment of work place hazards and the creation of a JSA (job safety analysis) of the related task to be performed in which exposure to said hazards may take place.

Work place hazards that may necessitate the wearing of personal protective equipment include, but may not be limited to:

- Environmental conditions, such as temperature extremes, noise and harmful dusts, vapors, mists and gasses.
- Employee exposure to irritating, sensitizing, toxic and corrosive substances.
- Employee exposure to physical hazards, such as falling, flying, rolling or moving objects, puncturing or penetrating objects and exposed energized electrical conductors.
- Employee exposure to etiologic agents; including bloodborne pathogens.

PPE Selection Criteria

The following factors will be evaluated and considered when selecting suitable personal protective equipment:

- Nature and severity of the hazard.
- Portion of the body exposed to the hazard and needing protection.
- Nature of the work to be performed while wearing personal protective equipment.
- Duration of time that PPE must be worn.
- Comfort, proper fitting and worker acceptance.

References used to select suitable personal protective equipment will include but may not be limited to:

- OSHA safety and health standards.
- Safety Data Sheets (SDS's).
- Instructions provided by tool and equipment manufactures.
- Selection charts and guidelines provided by PPE manufacture.

ANSI Approved PPE

Personal protective equipment selected and used by employees will meet or exceed the following ANSI standards:

PPE Type	Applicable ANSI Standard
Eye and Face Protectors	Z87.1 current edition
Hard-hats	Z89 current edition
Protective Footwear	Z41 current edition

Proper Fit

To ensure proper fit, comfort and employee acceptance, each employee will be provided with a selection of different styles and sizes of suitable personal protective equipment from which to choose.



Employee Involvement

Employees will be encouraged to participate in the hazard assessment, and will have input into PPE selection decisions.

Hazard Assessment and PPE Selection for Routine Jobs

A walk through survey was conducted in accordance with guidelines suggested by OSHA in Appendix B of 29 CFR 1910, Subpart I to assess actual and potential head, face/eye, hearing, respiratory, hand, body and foot hazards that necessitate the wearing of personal protective equipment.

Refer to Standard Operating Procedures and/or Job Safety Analysis and/or PPE Assessments for results of the hazard assessment and specified personal protective equipment. Examples of a PPE Assessments and a Job Safety Analysis seen in Attachment 1.

Permit Required Confined Spaces

Personal protective equipment required for tasks performed in permit required confined spaces will be determined by a hazard assessment of the specific entry and specified on the confined space entry permit. Refer to confined space entry program.

Non-Routine Jobs

Personal protective equipment required for non-routine jobs will be determined during pre-job planning.

Employees will be informed of hazards that necessitate the use of personal protective equipment during pre-job briefings.

Refer to standard operating procedures and/or PPE Assessments and/or Job Safety Analysis.

Special Requirements

Respirators

Respirators will be selected, inspected, used, sanitized and stored in accordance with the respiratory protection program.

Hearing Protectors

Hearing protectors will be selected, inspected, used, sanitized and stored in accordance with the hearing conservation program.

D. Care of Personal Protective Equipment

General Requirements

Personal protective equipment shall be inspected, sanitized and stored in accordance with applicable OSHA regulations and manufactures instructions.

Inspection of PPE

Employees shall inspect personal protective equipment before each use. Damaged, defective or soiled personal protective equipment shall not be used.

Disposal of Personal Protective Equipment

Damaged, defective, soiled or single use personal protective equipment shall be disposed in an appropriate trash receptacle.

Cleaning and Sanitation of PPE

Personal protective equipment shall be cleaned and sanitized as necessary to ensure comfort, effectiveness and safe use. Items contaminated with hazardous chemicals shall be cleaned or disposed of after each use.

Storage of PPE

To ensure continued effectiveness, personal protective equipment shall be stored in accordance with applicable safety and health standards, and the manufactures recommendations. In all situations personal protective equipment shall be stored in such a manner so as to prevent physical, chemical and environmental damage.

E. Employee Training and Information

Initial Employee Training

All new, existing and transferred employees will receive training before being allowed to perform work that requires the use of personal protective equipment.

Initial employee training and information will include:

- Information on applicable OSHA safety and health standards.
- Information on employee responsibilities for the use and care of personal protective equipment.
- Information on the nature and severity of work place hazards that necessitate the wearing of personal protective equipment.
- Information on the types of personal protective equipment required for specific areas and jobs, and the criteria used to select the equipment.
- Instruction on the limitations of personal protective equipment.
- Instruction on the proper care, maintenance, useful life and disposal of personal protective equipment.

Refresher Training

Additional or refresher training will be provided when:

- Workplace observations (e.g., the improper use, care and maintenance of personal protective equipment) indicate a training deficiency.
- Changes in the work place introduce new hazards.
- Changes in the types of personal protective equipment render previous training obsolete.

F. Work Place Inspections

Frequent inspections will be conducted to ensure that the policies, procedures and practices established in this program are observed on a day-to-day basis.

Specific observations will include:

- Use of required personal protective equipment by employees.
- Proper care, maintenance and storage of personal protective equipment.
- Proper disposal of damaged, defective, soiled or single use personal protective equipment.

Employees will be encouraged to participate in the inspections, and all employees will be informed of inspection results.

Refer to Section 2, Record Keeping & Audits, for PPE Workplace Inspections Checklist.

G. Annual Audit of PPE Program

The effectiveness of the personal protective equipment program will be evaluated each year by a select group of supervisors and employees.

Subjects of the audit will include:

- Employee injuries as related to the use and effectiveness of PPE.
- Problems resulting from the use of PPE, such as worker acceptance, comfort and proper fit.
- Accuracy of the work place hazard assessment.
- Employee training.

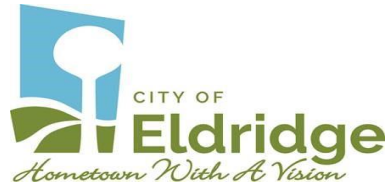
The select group will make specific recommendations for the correction of any program deficiencies.

Refer to Section 2, Record Keeping & Audits, for PPE Annual Audit Checklist.

SECTION 2 - RECORD KEEPING & AUDIT FORMS

Record Keeping

All records pertaining to personal protective equipment will be maintained on file, data base or as an attachment to this document.



“SAMPLE” Hazard Assessment and Personal Protective Equipment Required

Facility: City Water Plant

Location: Water Treatment

Job Task / Operation

SEAL REPLACEMENT

Evaluator / Certified by:

Area: Various

Date: 4/6/07

Instructions: Complete a Hazard Assessment for each job operation or task at the facility that requires the use of personal protective equipment (PPE). Fill in the *location, area, job task / operation, certified by / evaluator* and *date* of the hazard assessment. On the table, first complete the hazard code (code) section to describe the nature of the hazard. Then complete the hazard description for each hazard of the job operation or task. Follow the hazard description with the required PPE for each hazard. Use the part # codes from the PPE Inventory to identify the PPE.

Code	HAZARD DESCRIPTION	Eye/Face	Hand	Head	Foot	Body	Resp.	Hearing
Chemical								D
Noise								
Electrical								
Thermal	Sparks, Heat	W	V			X		
Objects(falling/flying)	Flying objects or small particles	A/B			P			
Ergonomic								
Radiation								
Laser or IR								
Biological								
Other - Welding	Bright light	W						

A=Safety Glasses & Side Shields B=Goggles C= Mono-Shield(face) D=Ear Plugs/Muffs E=Arc-Flash Hood F=Anti-fatigue Mat G=Dust Mask H=Hardhat
 I=Leather Gloves J=Sol-Vex® Gloves K=Green/Black Rubber Gloves L=Arc-Flash Coveralls M=Nitrile or Latex Gloves N=Heat Resist Kevlar Gloves O=Vinyl Apron
 P=Steel Toed Shoes Q=Safety Shoe for Electric R=1/2 Face Respirator w/appropriate filter S=SCBA T=Tyvek Suit U=Ventilation V=Welding Gloves W=Welding Mask
 X=Welding Apron Y=Insulated Rubber and Protective Gloves for Electric Z=FR-Rated Clothing AA=Harness AB=Sand-Blasting Hood AC=Tinted Face-Shield AD=Welding Goggles
 (Use the appropriate letter for PPE's required)

“Sample” Job Safety Analysis

City Water Plant

Job: Seal replacement	Task: 03-003	Date: 5-8-07
Title Of Worker Who Performs Job: Maintenance	Supervisor/Team Leader:	Analysis By:
Department: Water Plant	Section: Treatment	Reviewed By:

Required and/or Recommended Personal Protective

Equipment: Safety glasses, Steel toe boots, Welding mask, Welding gloves, Welding jacket, Ear muffs

Sequence of Basic Job Steps	Potential Accidents or Hazards	Recommended Safe Job Procedures Job/Machine specific training
1. Inform operator and Lockout/Tagout	-	See Lock-out/Tag-out procedures
2. Remove mix chamber drain plug and drain into barrel.	Chemical exposure	Take caution and be familiar with Hazard Communication
3. Rinse out chamber.	-	-
4. Disconnect sealing water lines.	-	-
5. Remove bearing, seal body, spring assembly, split type retaining ring, rubber boot, filler plate, gasket and o-ring	Ergonomic stress	Take caution, use appropriate tool if needed. Watch body mechanics and hand positioning
6. If shaft sleeve shows wear, removed using mapp gas torches	Heat and spark exposure	See PPE Assessment
7. When shaft is cool, remove any burrs on shaft.	-	-
8. Heat new shaft sleeve and install on shaft.	Heat and spark exposure	See PPE Assessment
9. Once cooled, coat sleeve with grease and install o-ring	-	-
10. Reinstall gasket, filler plate, new o-ring, rubber boot, brass sleeves, split retaining ring	Ergonomic stress	Watch hand positioning
11. Drive outer mechanical seal from bearing and seal body	Ergonomic stress	Watch hand positioning
12. Clean bearing and seal body, it can be media blasted if needed	Dust and noise exposure	See PPE Assessment
13. Install new outer seal and other half of seal and attach housing	Ergonomic stress	Watch hand positioning
14. Inspect bearing and grease, then install on shaft and secure with 4 bolts and nuts.	Chemical exposure	Take caution and be familiar with Hazard Communication
15. Reconnect sealing water lines.	-	-

Hazard Assessment and Personal Protective Equipment Required

Facility:

Location:	Job Task / Operation	Evaluator / Certified by:
Area:		Date:

Instructions: Complete a Hazard Assessment for each job operation or task at the facility that requires the use of personal protective equipment (PPE). Fill in the *location, area, job task / operation, certified by / evaluator* and *date* of the hazard assessment. On the table, first complete the hazard code (code) section to describe the nature of the hazard. Then complete the hazard description for each hazard of the job operation or task. Follow the hazard description with the required PPE for each hazard. Use the part # codes from the PPE Inventory to identify the PPE.

Code	HAZARD DESCRIPTION	Eye/Face	Hand	Head	Foot	Body	Resp.	Hearing
Chemical								
Noise								
Electrical								
Thermal								
Objects(falling/flying)								
Ergonomic								
Radiation								
Laser or IR								
Biological								
Other								

A=Safety Glasses & Side Shields B=Goggles C= Mono-Shield(face) D=Ear Plugs/Muffs E=Arc-Flash Hood F=Anti-fatigue Mat G=Dust Mask H=Hardhat
 I=Leather Gloves J=Sol-Vex® Gloves K=Green/Black Rubber Gloves L=Arc-Flash Coveralls M=Nitrile or Latex Gloves N=Heat Resist Kevlar Gloves O=Vinyl Apron
 P=Steel Toed Shoes Q=Safety Shoe for Electric R=1/2 Face Respirator w/appropriate filter S=SCBA T=Tyvek Suit U=Ventilation V=Welding Gloves W=Welding Mask
 X=Welding Apron Y=Insulated Rubber and Protective Gloves for Electric Z=FR-Rated Clothing AA=Harness AB=Sand-Blasting Hood AC=Tinted Face-Shield AD=Welding Goggles
 (Use the appropriate letter for PPE's required)

Job Safety Analysis

CITY OF ELDRIDGE // ELDRIDGE ELECTRIC & WATER

Job:	Task:	Date:
Title of Worker Who Performs Job:	Supervisor/Team Leader:	Analysis By:
Department:	Section:	Reviewed By:
Required and/or Recommended Personal Protective Equipment:		
Sequence of Basic Job Steps	Potential Accidents or Hazards	Recommended Safe Job Procedures Job/Machine specific training
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

"SAMPLE" PPE WORKPLACE INSPECTION CHECKLIST

City, Department: <i>Utility Department</i>	Conducted By: <i>Bill Boss</i>
Area Inspected: <i>Maintenance Shop</i>	Date: <i>9/1/94</i>

Item To Be Inspected	Satisfactory		IF No Describe Corrective Actions Taken
	Yes	No	
Hard-Hats			
• Hard-hats worn by employees where head hazards exist	✓		
• Free of damage or defects, and in clean/sanitary condition	✓		
• Properly fitted and worn	✓		
• Stored in clean location when not in use	✓		
• Proper disposal of damaged or defective hard-hats	✓		
Hearing Protectors			
• Worn by employees where noise hazards exist	✓		
• Hearing protectors used by employees suitable for hazard	✓		
• Free of damage or defects, and in clean/sanitary condition	✓		
• Properly fitted and worn	✓		
• Stored in clean location when not in use	✓		
• Proper disposal of single use or damaged hearing protectors	✓		
Face/Eye Protectors			
• Worn by employees where eye/face hazards exist		✓	<i>William Welder not wearing safety glasses. Informed of hazards & policy Face Shield at grinder dirty-asked Matt Meter Reader to clean</i>
• Eye/face protectors used by employees suitable for hazard	✓		
• Free of damage or defects, and in clean/sanitary condition		✓	
• Properly fitted and worn	✓		
• Stored in clean location when not in use	✓		
• Proper disposal of single use or damaged eye/face protectors	✓		
Respirators <i>NOT USED</i>			
• Worn by employees where respiratory hazards exists	-----		
• Respirators used by employees suitable for hazard	-----		
• Free of damage or defects, and in clean/sanitary condition	-----		
• Properly fitted and worn	-----		
• Stored in clean location when not in use	-----		
• Proper disposal of single use or damaged respirators	-----		

Item To Be Inspected	Satisfactory		IF No Describe Corrective Actions Taken
	Yes	No	
Gloves			
• Used by employees where hand hazards exist	√		<i>Gloves by parts cleaner worn out-Replaced</i>
• Gloves worn by employees suitable for hazard		√	
• Free of damage or defects, and in clean/sanitary condition	√		
• Properly fitted and worn	√		
• Stored in clean location when not in use	√		
• Proper disposal of damaged or defective gloves	√		
Protective Clothing			
• Used by employees where hand hazards exist	√		
• Protective clothing worn by employees suitable for hazard	√		
• Free of damage or defects, and in clean/sanitary condition	√		
• Properly fitted and worn	√		
• Stored in clean location when not in use	√		
• Proper disposal of single use or damaged protective clothing	√		
Protective Footwear			
• Used by employees where hand hazards exist	√		
• Protective footwear worn by employees suitable for hazard	√		
• Free of damage or defects, and in clean/sanitary condition	√		
• Properly fitted and worn	√		
• Stored in clean location when not in use	√		
• Proper disposal of damaged or defective or single use footwear	√		

Comments and Specific Recommendations
<i>Need to check exhaust in welding booth</i>

PPE WORKPLACE INSPECTION CHECKLIST- CITY OF ELDRIDGE//ELDRIDGE ELECTRIC & WATER

<INSERT CITY>, Department:	Conducted By:
Area Inspected:	Date:

Item To Be Inspected	Satisfactory		IF No Describe Corrective Actions Taken
	Yes	No	
Hard-Hats			
• Hard-hats worn by employees where head hazards exist			
• Free of damage or defects, and in clean/sanitary condition			
• Properly fitted and worn			
• Stored in clean location when not in use			
• Proper disposal of damaged or defective hard-hats			
Hearing Protectors			
• Worn by employees where noise hazards exist			
• Hearing protectors used by employees suitable for hazard			
• Free of damage or defects, and in clean/sanitary condition			
• Properly fitted and worn			
• Stored in clean location when not in use			
• Proper disposal of single use or damaged hearing protectors			
Face/Eye Protectors			
• Worn by employees where eye/face hazards exist			
• Eye/face protectors used by employees suitable for hazard			
• Free of damage or defects, and in clean/sanitary condition			
• Properly fitted and worn			
• Stored in clean location when not in use			
• Proper disposal of single use or damaged eye/face protectors			
Respirators			
• Worn by employees where respiratory hazards exists			
• Respirators used by employees suitable for hazard			
• Free of damage or defects, and in clean/sanitary condition			
• Properly fitted and worn			
• Stored in clean location when not in use			
• Proper disposal of single use or damaged respirators			

Personal Protective Equipment Self-Assessment Checklist

Element: Personal Protective Equipment (PPE) –	Date:
Assessment Team:	
Instructions: Complete the checklist by answering yes or no to the following questions. Use the identified methods to gather a complete response (D - Document review; I - Interview; V - Visual inspection). Look for discrepancies with the written program and non-conformance with the requirements, along with root causes and potential corrective actions. Retain for 5 years.	
<u>Criteria</u>	<u>Yes</u> <u>No</u>
1. Is the written PPE Program available to employees?	☐ ☐ IV
2. Has a documented hazard assessment been performed for each job task? (If no, those remaining - _____)	☐ ☐ D
3. Is a plan (schedule) defined for the completion of any additional hazard assessments?	☐ ☐ D
4. Are the hazard assessments current?	☐ ☐ DIV
5. Are hazard assessments conducted by a qualified person(s)?	☐ ☐ DI
6. Are the hazard assessments available to employees?	☐ ☐ DIV
7. Is appropriate PPE selected and documented for each identified hazard?	☐ ☐ DIV
8. Is employee input solicited for PPE selection?	☐ ☐ IV
9. Are PPE requirements included in job operating procedures?	☐ ☐ D
10. Does the PPE selection address the medical evaluation requirements?	☐ ☐ DIV
11. Is information on the type of selected PPE available to employees?	☐ ☐ D
12. Is PPE distributed from controlled locations?	☐ ☐ DIV
13. Does PPE requiring employee medical surveillance have effective distribution control?	☐ ☐ DIV
14. Is selected PPE available to employees?	☐ ☐ IV
15. Are various sizes and types of PPE made available to match employee needs?	☐ ☐ DIV
16. Do employees use the selected PPE?	☐ ☐ V
17. Do visitors and contractors use an equivalent level of PPE?	☐ ☐ V
18. Are employee activities periodically observed to ensure proper PPE use?	☐ ☐ IV
19. Is PPE in good condition?	☐ ☐ V
20. Is PPE cleaned and inspected on a daily basis?	☐ ☐ IV
21. Are those employees using PPE trained on their proper use requirements?	☐ ☐ DI
22. Is this training reflected in their use of the equipment?	☐ ☐ V
23. Are PPE use requirements enforced by designated persons?	☐ ☐ I
24. Are employees aware of the disciplinary policy regarding PPE use?	☐ ☐ I
25. Are records maintained on hazard analysis, PPE inventory, training and medical surveillance?	☐ ☐ D
Overall Findings (Strengths and Weaknesses): _____	

New Goals: _____	

DISCLAIMER

In an effort to promote safety and health issues in the work place, the Iowa Association of Municipal Utilities has assembled important information regarding the selection, use and care of personal protective equipment. General industrial standards dealing with this topic are contained in Subpart I - Personal Protective Equipment. Due to the wide range of activities conducted by Iowa Municipal Utilities and the complexity of applicable Occupational Safety and Health Administration (OSHA) regulations, not every detail about personal protective equipment can be addressed in this manual. However, this Personal Protective Equipment Manual presents major aspects of the law and can be used as a basis to form specific procedures and practices for the selection, use and care of personal protective equipment at your utility.

Managers/supervisors are cautioned to refer to the OSHA Personal Protective Equipment Sources (Title 29, Code of Federal Regulations, Subpart I of Part 1910) to determine if additional procedures/practices need to be added to this model.

In addition, those personnel who are responsible for compliance with the state and federal regulations must be alert for any future changes in the law and keep this manual current and updated.

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APPENDIX B

**Denotes items to be purchased by employee Clothing Allowance pursuant to the terms of the respective CBA, after initial outfitting provided by Employer upon hire*

ELECTRIC DEPARTMENT PPE LIST

Flame Resistant/Arc Flash Rated Clothing

- Short Sleeve T-Shirts*
- Long Sleeve T-Shirts*
- Sweatshirts*
- Heavy Zip-Up Sweatshirt/Coat*
- Work Pants/J Jeans* *(Not included in initial outfitting)*
- Raincoat
- Leather Gloves*
- Winter Bib Overalls*
- Stocking Cap*
- Lightweight Safety Vest

Footwear

- Steel/Composite Toe Work Boots* *(Not included in initial outfitting)*
- Winter Insulated Muck Boots
- Ice Cleat Overshoes

Hard Hat

- Baseball Cap Style or Full Brim
- Class E

Safety Glasses

- Polarized and/or Clear
- Z87+

Hearing Protection

- 3M Earplugs

Secondary Electric Rubber Gloves & Canvas Bag

- Class O – Equipped with 10" Leather Protectors (Sold Separately)

Primary Electric Rubber Gloves & Canvas Bag

- Class 2 – Equipped with 14"-16" Leather Protectors (Sold Separately)

Primary Rubber Sleeves & Canvas Bag

- Class 2

Fall Protection Body Harness (Arc Flash Rated)

- Equipped with Retractable 6ft Lanyard (Sold Separately)

Face Shield (Arc Flash Rated)

- Attaches to Hard Hat

Pole Climbing Equipment

- Fall Protection Strap/Harness
- Body Belt
- Climber's Gaffs

WATER DEPARTMENT PPE LIST

Hi-Visibility (Hi-Vis) Clothing

- Short Sleeve T-Shirts*
- Long Sleeve T-Shirts*
- Sweatshirt*
- Reflective Winter Coat*
- Work Pants/J Jeans (non Hi-Vis)* *(Not included in initial outfitting)*
- Raingear (Jacket, Pants, Hat)
- Leather Gloves (non Hi-Vis)*
- Reflective Overalls*
- Hat/Stocking Cap*
- Reflective Vest

Footwear

- Composite/Steel/Carbon Toe Work Boots (Weather Resistant)* *(Not included in initial outfitting)*
- Puncture Resistant Insoles
- Insulated Muck Boots
- Non-Insulated Knee High Muck Boots

Water Resistant Clothing

- Hip Waders
- Full Body & Chest Waders
- Waterproof/Slip & Cut Resistant/Rubber Gloves

Head/Hats

- Hard Hat
- Baseball Cap Style or Bucket Hat*

Safety Glasses – Shatterproof

- Clear
- UV Resistant

Hearing Protection

- Earplugs

Hazardous Materials Protection

- Full Body Hazmat Suits (disposable)

Other

- Construction Knee Pads
- Fall Protection

PUBLIC WORKS DEPARTMENT PPE LIST

Hi-Visibility (Hi-Vis) Clothing

- Short Sleeve T-Shirts* (*Employer provides 3 Safety T-Shirts annually*)
- Long Sleeve T-Shirts*
- Sweatshirt*
- Jacket/Coat – 2 yr replacements *(*Non Hi-Vis from Clothing Allowance*)
- Leather Gloves*
- Cold Weather Gloves*
- Latex Gloves
- Work Pants/J Jeans* (*Not included in initial outfitting*)
- Raincoat
- Overalls*
- Stocking Hat*
- Lightweight Safety Vest
- Chainsaw Protective Clothing

Footwear

- Steel/Composite Toe Work Boots* (*Not included in initial outfitting*)
- Muck Boots
- Over Boot Ice Traction

Head/Hats

- Hard Hat
- Sun Protective Hat

Safety Glasses

- Clear Glasses
- Tinted/Sunglasses
- Face Shield

Hearing Protection

- Ear Plugs
- Ear Muffs

Welding Protection

- Welding Gloves
- Welding Helmet
- Welding Coat

Respiratory Protection

4. Jury Duty - Any full time employee who is selected for jury duty shall receive a paid leave of absence for the time spent on such duty, less the pay received as juror. In no event shall the employee receive compensation in any one day more than his regular compensation would have been if he had been working a normal work day.

ARTICLE XI

Training

Training - The Department Supervisor shall select training to be undertaken and assign employees to the training as any other job assignment. Transportation, lodging, meals and tuition shall be paid for and provided by the City.

Training during regular working hours shall be paid for as any other work assignment. When mandatory training must be taken outside of the employee's normal working hours, the employee shall be paid at the rate of one and one-half times his basic hourly rate for any hours worked over forty (40) hours during the work week.

ARTICLE XII

Clothing Allowance

Section 1

Employees covered and dollar amount per year

Public Works and Utility Employees - \$450

Section 2

Items approved for this allowance must be on the approved list or must be approved by the employee's supervisor. The approved list of clothing is as follows.

1. Stocking cap
2. cloth and leather gloves

3. Rubber boots
4. Safety green sweatshirt with city logo
5. Safety green t-shirts with city logo
6. Navy blue sweatshirts with city logo
7. Navy blue winter jackets with city logo
8. Supervisor-approved footwear (athletic shoes are not allowed)
9. Rain suits
10. Coveralls
11. Prescription safety eyeglasses

ARTICLE XIII

Personal Property Damage

The City will pay up to One Hundred (\$100.00) per fiscal year for the repair and replacement of prescription eyeglasses and contact lenses which are damaged or destroyed while carrying out job responsibilities. The burden is on the employee to prove to his supervisor that damage has occurred in the line of duty.

ARTICLE XIV

Payroll Dates

Employees shall be paid wages every two weeks.

ARTICLE XV

Entire Agreement

This Agreement constitutes the entire agreement between the parties. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make proposals with respect to any subject or matter not removed by law

ARTICLE XII

Clothing Allowance

Section 1

Employees covered and dollar amount per year.

Public Works and Utility Employees - \$450-**\$550; \$350 for City Hall Staff**

Section 2

Employees may use their Clothing Allowance for any PPE items approved by the employee's supervisor or any other items on this:

1. Stocking cap
2. Leather and cold weather gloves
3. Safety sweatshirt with city logo
4. Safety t-shirts (both long-sleeve and short-sleeve) with city logo
5. Work Boots (athletic shoes are not allowed)
6. T-shirts (both long-sleeve and short-sleeve) with city logo
7. Sweatshirts with city logo
8. Winter jackets with city logo
9. Work Jeans
10. Polo shirt or quarter-zip with city logo
11. Coveralls
12. Prescription safety eyeglasses or sunglasses

ARTICLE XIII

Personal Property Damage

The City will pay up to One Hundred (\$100.00) per fiscal year for the repair and replacement of prescription eyeglasses and contact lenses which are damaged or destroyed while

DRESS CODE POLICY

The City of Eldridge is committed to maintaining a professional and respectful workplace environment. Employee appearance plays an important role in promoting a positive image as a public service organization and maintaining an atmosphere of professionalism among staff. This policy outlines the standards of dress expected and applies to all full-time, part-time, and temporary employees of the City, including administrative office staff, that are not already part of a department that requires specialized uniforms.

Business casual attire is appropriate unless a different dress code is required for safety, specific duties, or special events at the direction of City Administration.

General Standards

Employees should wear clean, well-maintained clothing suitable for performing work in an office setting. Clothing should fit properly and should not be excessively tight, loose, or revealing.

Appropriate business casual attire includes, but is not limited to:

- Collared shirts, blouses, or polo shirts
- Sweaters or cardigans
- Sweatshirts with City logo
- Dress pants or khaki pants
- Dress shorts or khaki shorts that are knee length
- Plain jeans that are free from tears, rips, or holes
- Skirts or dresses (must be appropriate length)
- Closed-toe shoes, dress sandals, or athletic shoes/sneakers that are clean and appropriate for an office environment

Unacceptable attire includes, but is not limited to:

- Clothing with offensive, discriminatory, or inappropriate language, images, or logos
- Clothing with political messages
- Torn, frayed, or distressed clothing
- Sweatpants or leggings (leggings may be worn under dress or tunic)
- Spaghetti strap tank tops, halter tops, or clothing with excessive exposure
- Flip-flops or beachwear sandals
- Hats or caps (except for approved medical or religious reasons)

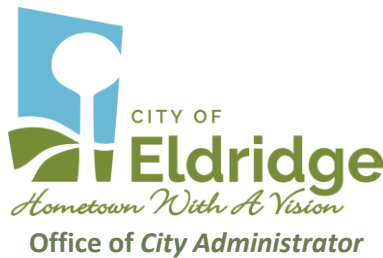
Employees are expected to maintain good personal hygiene and grooming to present a professional appearance.

Exceptions

Reasonable accommodation requests will be granted for religious, cultural, or medical needs related to dress or appearance. Requests for such accommodation should be directed to an immediate supervisor or City Administration.

Guidance and Resolution

The City of Eldridge reserves the right to determine whether an employee's appearance meets the standards set forth in this policy. If an employee's attire does not meet these guidelines, a supervisor may provide a reminder or private conversation to discuss the concern and expectations. In most cases, employees will be given the opportunity to adjust without further action. Repeated or significant violations may be addressed under the City's corrective action procedures, but the goal is to work collaboratively to maintain a professional workplace while respecting individual preferences and circumstances.



Hold Harmless and Equipment Responsibility Agreement

This Hold Harmless and Equipment Responsibility Agreement (“Agreement”) is entered into by and between the undersigned participant (“Participant”) and the City of Eldridge, its elected and appointed officials, officers, employees, agents, representatives, successors, and assigns (collectively, the “City”).

1. Assumption of Risk

The Participant acknowledges and understands that participation in activities sponsored or authorized by the City, including the use of City-owned facilities, property, or equipment, involves inherent risks of injury, loss, or damage. The Participant voluntarily assumes all such risks, whether foreseeable or unforeseeable, that may arise from participation.

2. Waiver, Release, and Hold Harmless

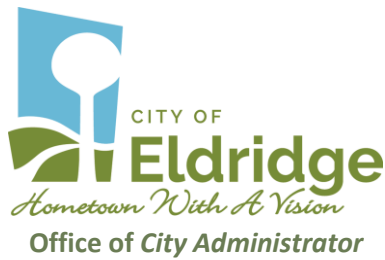
To the fullest extent permitted by law, the Participant hereby releases, waives, and discharges the City from any and all claims, demands, actions, damages, or causes of action arising out of or related to participation in City-sponsored activities or use of City property or equipment, except to the extent caused by the sole negligence or willful misconduct of the City. The Participant further agrees to defend, indemnify, and hold harmless the City from and against any and all claims, demands, actions, damages, liabilities, costs, and expenses (including reasonable attorney’s fees and court costs) asserted by any person or entity arising out of or related to the Participant’s acts, omissions, or conduct.

3. Responsibility for Equipment

The Participant agrees to exercise due care in the use of all City-owned equipment. The Participant shall be responsible for any loss of, or damage to, City equipment resulting from the Participant’s negligent, reckless, or intentional acts or omissions. In the event of such loss or damage, the Participant agrees to promptly repair or replace the equipment, at the sole discretion of the City and at the Participant’s sole expense.

4. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa. Any disputes arising under this Agreement shall be subject to the jurisdiction of the courts located within Scott County, Iowa.



5. Acknowledgment

The Participant acknowledges that he or she has read this Agreement in its entirety, fully understands its terms, and executes it voluntarily and with full knowledge of its legal significance.

Participant Name (Print): _____

Signature: _____

Date: _____

Address: _____

Phone/Email: _____

Description of City-owned property or equipment covered by this Agreement:

Effective Date(s) of this Agreement: _____

DONATED LEAVE POLICY

The City of Eldridge recognizes that an employee or immediate family member may suffer from a catastrophic illness or injury resulting in circumstances where the employee lacks sufficient paid leave time to care for themselves or a family member. The City will allow employees an opportunity to donate accumulated leave to an employee who has exhausted all forms of paid leave for which the employee was eligible.

This policy is strictly voluntary and for the sole purpose of assisting employees with a personal or family catastrophic illness or injury. An employee may not directly or indirectly intimidate, threaten, or coerce any other employee or interfere with any rights regarding donating, receiving, or using available leave. Violations may result in disciplinary action.

Applicability

This policy applies to all regular full-time employees of the City of Eldridge who have been employed for at least twelve (12) months.

Definitions

- Catastrophic illness or injury: A serious, debilitating condition that incapacitates the employee or an immediate family member for an extended period
- Immediate family member: Spouse, child, or parent, including step-child and step-parent.
- Donated leave: Permanent transfer of accrued vacation, personal, or compensatory leave to an approved employee.
- Recipient employee: Employee approved by Human Resources and the City Administrator to receive donated leave after exhausting all paid leave and being absent for at least two weeks due to a catastrophic illness or injury.

Requesting Donated Leave

The employee requesting donated leave must complete and submit the Request to Receive Donated Leave Form to the department supervisor. The City Administrator will approve or deny the request within 10 working days. If approved, a notice will be sent to all employees stating that a fellow employee is in need of assistance and all employees will have the opportunity to anonymously donate their leave for a period of 10 working days.

Employees may not receive donated leave in excess of 480 hours withing a rolling 12-month period. A recipient employee whose anniversary date allows him/her to accrue additional vacation or personal time will be allowed to maintain a balance of no more than one week while receiving donated time. Recipient employees will continue to earn service credit toward retirement and seniority while using donated leave in the same manner as other paid leave time.

Donated leave cannot be used retroactively for a previously unpaid absence or to extend their date of retirement. Donated leave time is subject to the recipient employee's normal payroll deductions as well as all taxes as required by law.

Making a Leave Donation

Leave donations are voluntary and any coercion, threatening, intimidating, or financially inducing is strictly prohibited. Employees that choose to donate leave will remain anonymous unless they choose otherwise. Only employees that have been approved for leave by City Administration may receive donations. Employees wishing to make a leave donation must submit the Request to Donate Leave Form to City Administration.

Donated Leave Bank

An employee may donate leave in 1 hour increments up to a maximum of 24 hours per request. Employees may only donate leave from their accrued vacation, personal, or compensatory leave banks. The donated leave will be deducted from the donating employee's accrued leave balance(s) at the next payroll process and once transferred, it is irrevocable. Leave donations are not tax deductible for the donating employee.

Donations will be pooled together to create a donated leave bank to be used by the eligible recipient employee. Donated leave will be transferred from the donated leave bank to the recipient employee as needed to complete the standard work hours for a pay period and paid at the recipient employees rate of pay. If the recipient employee is no longer in need of donated leave due to return to work, retirement, separation of employment, or becoming eligible for other coverage, the unused pool of funds will be calculated and returned proportionally to the employees that donated leave to that bank.



**CITY OF ELDRIDGE
REQUEST TO RECEIVE DONATED LEAVE FORM**

Employee Name	
Job Title/Department	
Request is for:	☐ Catastrophic Illness – Self ☐ Catastrophic Illness – Spouse, Child, Parent
Date Illness/Injury Began:	
Anticipated Duration:	
Nature of Illness/Injury:	

I hereby certify that I have read and understand the City of Eldridge Donated Leave Policy. I understand that to be eligible for the donated leave, I must have exhausted all available paid leave and have been absent from work for a minimum of two weeks due to the catastrophic illness or injury for myself or a member of my immediate family. I understand that compensation received under the Donated Leave Policy is considered taxable income. I authorize the City of Eldridge to disclose my name in soliciting donations on my behalf.

Requested by: _____
Employee Signature Date

I hereby certify that, to the best of my knowledge, the above information is accurate:

Forwarded by: _____
Department Director Date

Approved by: _____
City Administrator Date

For City Administration & Payroll Use Only:

Current Leave Balances:	Hourly Rate:	
	Total Hours Donated:	
Date Paid Time will Exhaust:	Total Hours Used:	



**CITY OF ELDRIDGE
REQUEST TO DONATE LEAVE FORM**

Employee Name	
Job Title/Department	

Number of hours you are donating (donations may be made in 1 hour increments up to a maximum of 24 hours):

_____ Vacation Hours
_____ Personal Hours
_____ Compensatory Hours

I understand my earned vacation, personal, and/or compensatory paid time off balance(s) will be decreased by the hours I am donating and that my vacation, personal, and/or compensatory paid time off donation shall be irrevocably credited to the Donated Leave Bank. Any leave remaining in the fund will be returned to me based on the percentage of leave I contributed to the total bank donated for this request.

Requested by: _____
Employee Signature Date

Approved by: _____
City Administrator Date

For City Administration & Payroll Use Only:		
Leave balance as of:	Hourly Rate:	
$\frac{\text{Current Hrs}}{\text{Donated Hrs}} = \frac{\text{New Hrs Balance}}{\text{Total Hours Donated:}}$		

APPLICATION AND CERTIFICATION FOR PAYMENT

City of Eldridge
 Project: Eldridge South 1st Street Cold In-Place Improvements Project
 Contractor: Manatts, Inc.

DATE: 11/11/2025
 Pay Estimate: 03
 For work performed through October 15, 2025

ITEM	DESCRIPTION	UNITS	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED AMOUNT	UNITS COMPLETE	VALUE OF WORK COMPLETED
1	TOPSOIL, OFF-SITE	CY	780.0	\$ 15.25	\$11,895.00	1416.00	\$21,594.00
2	GRANULAR SHOULDER REMOVAL	SY	602.0	\$ 4.75	\$2,859.50	602.00	\$2,859.50
3	OVEREXCAVATION AND BACKFILL FOR UNSUITABLE MATERIAL (CONTINGENCY)	TON	250.0	\$ 35.00	\$8,750.00	0.00	\$0.00
4	SUBGRADE TREATMENT, GEOGRID, TYPE II (CONTINGENCY)	SY	375.0	\$ 4.75	\$1,781.25	0.00	\$0.00
5	SUBBASE, MODIFIED, 6"	SY	1,484.0	\$ 7.00	\$10,388.00	1484.00	\$10,388.00
6	CURB AND GUTTER, PCC, 2.5'	LF	372.0	\$ 30.00	\$11,160.00	362.00	\$10,860.00
7	HMA PAVEMENT, BASE COURSE, 1-1/2"	TON	4,106.0	\$ 80.00	\$328,480.00	4138.30	\$331,064.00
8	HMA PAVEMENT, SURFACE COURSE, 1-1/2"	TON	4,239.0	\$ 80.00	\$339,120.00	4481.92	\$358,553.60
9	REMOVAL OF SIDEWALK	SY	14.0	\$ 2.20	\$30.80	14.00	\$30.80
10	REMOVAL OF SHARED USE PATH	SY	121.0	\$ 13.00	\$1,573.00	121.00	\$1,573.00
11	SHARED USE PATH, PCC, 6"	SY	121.0	\$ 65.00	\$7,865.00	121.00	\$7,865.00
12	PCC SIDEWALK, 4"	SY	24.0	\$ 60.00	\$1,440.00	24.00	\$1,440.00
13	DRIVEWAY, GRANULAR	SY	75.0	\$ 11.65	\$873.75	75.00	\$873.75
14	DETECTABLE WARNINGS	SF	140.0	\$ 50.00	\$7,000.00	140.00	\$7,000.00
15	FULL DEPTH PATCHES, PCC, 6"	SY	127.0	\$ 70.00	\$8,890.00	47.00	\$3,290.00

* Signed Final

ITEM	DESCRIPTION	UNITS	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED AMOUNT	UNITS COMPLETE	VALUE OF WORK COMPLETED
16	FULL DEPTH PATCHES, HMA, 8"	SY	755.0	\$ 61.00	\$46,055.00	907.00	\$55,327.00
17	PAVEMENT REMOVAL	SY	26.0	\$ 25.00	\$650.00	26.00	\$650.00
18	CURB AND GUTTER REMOVAL	LF	428.0	\$ 15.00	\$6,420.00	418.00	\$6,270.00
19	COLD IN-PLACE RECYCLING	SY	28,612.0	\$ 2.59	\$74,105.08	31152.00	\$80,683.68
20	ASPHALT STABILIZING AGENT	GAL	34,334.0	\$ 2.03	\$69,698.02	33146.13	\$67,286.64
21	BLADING AND SHAPING SHOULDER MATERIAL	STA	200.0	\$ 14.50	\$2,900.00	200.00	\$2,900.00
22	MILLED SHOULDER RUMBLE STRIPS	STA	114.0	\$ 25.00	\$2,850.00	114.00	\$2,850.00
23	PAINTED PAVEMENT MARKINGS, WATERBORNE	STA	349.4	\$ 39.50	\$13,801.30	349.40	\$13,801.30
24	PAINTED PAVEMENT MARKINGS, DURABLE	STA	24.2	\$ 23.00	\$556.60	24.20	\$556.60
25	PAINTED SYMBOLS AND LEGENDS	EA	5.0	\$ 195.00	\$975.00	5.00	\$975.00
26	TEMPORARY TRAFFIC CONTROL	LS	1.0	\$ 20,000.00	\$20,000.00	1.00	\$20,000.00
27	FLAGGERS	EA	40.0	\$ 575.00	\$23,000.00	155.00	\$89,125.00
28	CONVENTIONAL SEEDING, FERTILIZING, AND MULCHING	LS	1.0	\$ 6,000.00	\$6,000.00	2.00	\$12,000.00
29	MOBILIZATION	LS	1.0	\$ 48,500.00	\$48,500.00	1.00	\$48,500.00
30	GRANULAR SHOULDER, TYPE B	TON	1,170.0	\$ 29.75	\$34,807.50	973.42	\$28,959.25
	CHANGE ORDER #1						
	CHANGEABLE MESSAGE BOARDS	DAY	21	\$ 180.00	\$3,780.00	34.00	\$6,120.00
	CHANGE ORDER #2						
	AS-BUILT PROJECT QUANTITIES	LS	1	\$ 84,425.28	\$84,425.28		

PROJECT COST

Original Contract Cost \$1,092,424.80
 Subtotal Contract Amendments \$100,971.32

Change Order #1 \$16,546.04
 Change Order #2 \$84,425.28

Original Contract Cost and Amendments \$1,193,396.12

CURRENT PAY APPLICATION INFORMATION

Value of Work Completed at Unit Prices \$1,193,396.12
 Value of Materials Stored \$0.00

Value of Work Completed Plus Materials Stored \$1,193,396.12

Less Retained Percentage of Original Contract and Amendments (3%) \$35,801.88
 Less Pay Estimates Previously Approved \$962,596.06

Pay Application #1 \$170,114.06
 Pay Application #2 \$792,482.00

Net Due This Pay Application \$194,998.18

Zachary J. Hatt

Shive-Hattery, Inc.

11/12/2025

Date

Quinn Dalton
 City of Eldridge

11/12/2025

Date

[Signature]
 Manatts, Inc.

11/12/25

Date

CHANGE ORDER NO.: 2

Owner: City of Eldridge
Engineer: Shive-Hattery, Inc.
Contractor: Manatts, Inc
Project: South 1st Street Cold In-Place Improvements
Contract Name: South 1st Street Cold In-Place Improvements
Date Issued: 11/12/2025
Owner's Project No.:
Engineer's Project No.: 2240015180
Contractor's Project No.:
Effective Date of Change Order: 11/17/2025

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

Description:

- Balancing As-Built Project Quantities

Attachments:

Change Order 2 Quantities

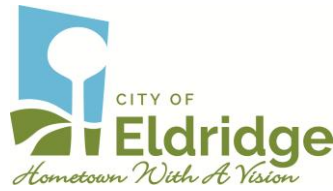
Change in Contract Price		Change in Contract Times [State Contract Times as either a specific date or a number of days]	
Original Contract Price:		Original Contract Times:	
\$ 1,092,424.80		Substantial Completion:	September 30, 2025
		Ready for final payment:	September 30, 2025
Increase from previously approved Change Orders No		[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: None	
\$ 16,546.04		Ready for final payment: N/A	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 1,108,970.84		Substantial Completion:	September 30, 2025
		Ready for final payment:	September 30, 2025
Increase this Change Order:		[Increase] [Decrease] this Change Order:	
\$ 84,425.28		Substantial Completion:	None
		Ready for final payment:	None
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 1,193,396.12		Substantial Completion:	September 30, 2025
		Ready for final payment:	September 30, 2025

	Recommended by Engineer (if required)	Authorized by Contractor
By:	_____	_____
Title:	_____	_____
Date:	_____	_____
	Authorized by Owner	
By:	<u>W. Quakakehne</u>	_____
Title:	<u>City Administrator</u>	_____
Date:	<u>11/12/2025</u>	_____

CHANGE ORDER 2 AS-BUILT QUANTITIES

ITEM	DESCRIPTION	UNITS	ESTIMATED QUANTITY	UNIT PRICE	ORIGINAL CONTRACT AMOUNT	UNITS COMPLETE	ADD/DELETE QUANTITIES	VALUE OF ADDITIONAL QUANTITIES
1	TOPSOIL, OFF-SITE	CY	780.0	\$ 15.25	\$11,895.00	1416.00	636.00	\$9,699.00
3	OVEREXCAVATION AND BACKFILL FOR UNSUITABLE MATERIAL (CONTINGENCY)	TON	250.0	\$ 35.00	\$8,750.00	0.00	-250.00	(\$8,750.00)
4	SUBGRADE TREATMENT, GEOGRID, TYPE II (CONTINGENCY)	SY	375.0	\$ 4.75	\$1,781.25	0.00	-375.00	(\$1,781.25)
6	CURB AND GUTTER, PCC, 2.5'	LF	372.0	\$ 30.00	\$11,160.00	362.00	-10.00	(\$300.00)
7	HMA PAVEMENT, BASE COURSE, 1-1/2"	TON	4,106.0	\$ 80.00	\$328,480.00	4138.30	32.30	\$2,584.00
8	HMA PAVEMENT, SURFACE COURSE, 1-1/2"	TON	4,239.0	\$ 80.00	\$339,120.00	4481.92	242.92	\$19,433.60
15	FULL DEPTH PATCHES, PCC, 6"	SY	127.0	\$ 70.00	\$8,890.00	47.00	-80.00	(\$5,600.00)
16	FULL DEPTH PATCHES, HMA, 8"	SY	755.0	\$ 61.00	\$46,055.00	907.00	152.00	\$9,272.00
18	CURB AND GUTTER REMOVAL	LF	428.0	\$ 15.00	\$6,420.00	418.00	-10.00	(\$150.00)
19	COLD IN-PLACE RECYCLING	SY	28,612.0	\$ 2.59	\$74,105.08	31152.00	2540.00	\$6,578.60
20	ASPHALT STABILIZING AGENT	GAL	34,334.0	\$ 2.03	\$69,698.02	33146.13	-1187.87	(\$2,411.38)
27	FLAGGERS	EA	40.0	\$ 575.00	\$23,000.00	155.00	115.00	\$66,125.00
28	CONVENTIONAL SEEDING, FERTILIZING, AND MULCHING	LS	1.0	\$ 6,000.00	\$6,000.00	2.00	1.00	\$6,000.00
30	GRANULAR SHOULDER, TYPE B	TON	1,170.0	\$ 29.75	\$34,807.50	973.42	-196.58	(\$5,848.26)
CHANGE ORDER #1								
	CHANGEABLE MESSAGE BOARDS	DAY	21.0	\$ 180.00	\$3,780.00	34.00	13.00	\$2,340.00
19	COLD IN-PLACE RECYCLING	SY	2,540.0	\$ 2.59	\$6,578.60	0.00	-2540.00	(\$6,578.60)
20	ASPHALT STABILIZING AGENT	GAL	3,048.0	\$ 2.03	\$6,187.44	0.00	-3048.00	(\$6,187.44)

CHANGE ORDER TWO TOTAL \$84,425.28



Resolution 2025-35

A RESOLUTION SETTING REFUSE AND RECYCLING RATES

WHEREAS, the City of Eldridge has entered into an extension agreement with Allied Services, LLC for collection of residential refuse and recycling, and

WHEREAS, said agreement sets forth annual increases of 4% for the monthly per household rate charged to the city for collection of residential refuse and recycling, such increases to take effect annually on January 1, 2026, January 1, 2027, January 1, 2028, January 1, 2029, and January 1, 2030.

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

The monthly rate for collection of refuse and recycling shall increase on January 1, 2026, January 1, 2027, January 1, 2028, January 1, 2029, and January 1, 2030 according to the following schedule.

<u>Effective Date of Increase</u>	<u>Per Household Rate</u>
January 1, 2026	\$17.04
January 1, 2027	\$17.72
January 1, 2028	\$18.42
January 1, 2029	\$19.15
January 1, 2030	\$19.91

PASSED AND APPROVED THIS 17TH DAY OF NOVEMBER, 2025.

Attest:

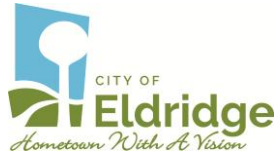
Frank King, Mayor

Tracy A. Northcutt, City Clerk

Mayor Frank King
Councilman Adrian Blackwell

Councilman Ryan Iossi
Councilman Dan Collins

Councilman Scott Campbell
Councilman Brian Dockery



RESOLUTION 2025-36

A Resolution Approving the Fiscal Year 2025 Street Finance Report

WHEREAS, the City of Eldridge is required by the State of Iowa to submit an annual Street Finance Report by December 1st of each year, and

WHEREAS, the City Clerk has prepared the report based on the actual expenses in Fiscal Year 2025.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Eldridge, Iowa, hereby approves the Fiscal Year 2025 Street Finance Report and authorizes city staff to submit the report to the Iowa Department of Transportation.

PASSED AND APPROVED THIS 17TH DAY OF NOVEMBER, 2025.

Attest:

Mayor, Frank King

City Clerk, Tracy A. Northcutt

Blackwell	☐ Yea	/	☐ Nay
Campbell	☐ Yea	/	☐ Nay
Collins	☐ Yea	/	☐ Nay
Dockery	☐ Yea	/	☐ Nay
Iossi	☐ Yea	/	☐ Nay



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2025

Eldridge

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Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets	\$511,467						\$511,467
Benefits - Roads/Streets	\$156,844						\$156,844
Training & Dues	\$8,719						\$8,719
Building & Grounds Maint. & Repair	\$13,609						\$13,609
Vehicle & Office Equip Operation and Repair	\$31,170						\$31,170
Other Utilities	\$12,161						\$12,161
Engineering		\$24,499	\$221,329				\$245,828
Insurance	\$8,790						\$8,790
Rents & Leases	\$25,024						\$25,024
Street Maintenance Expense		\$54,348					\$54,348
Technology Expense	\$11,658						\$11,658
Other Contract Services	\$2,551						\$2,551
Minor Equipment Purchases	\$1,047						\$1,047
Other Equipment	\$4,996						\$4,996
Postage & Safety	\$294						\$294
Other Supplies	\$2,579						\$2,579
Vehicles	\$54,266						\$54,266



City Street Finance Report

Fiscal Year 2025

Bureau of Local Systems

Eldridge

Ames, IA 50010

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	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Heavy Equipment	\$16,220	\$173,242					\$189,462
Other Capital Equipment	\$1,524						\$1,524
Street - Capacity Improvement		\$72,906					\$72,906
Other Capital Outlay		\$496,992	\$332,850				\$829,842
Transfer Out	\$20,031						\$20,031
Street Lighting	\$62,657						\$62,657
Traffic Control/Safety	\$20,297						\$20,297
Snow Removal	\$3,477						\$3,477
Snow Removal Salaries		\$69,592					\$69,592
Total	\$969,381	\$891,579	\$554,179				\$2,415,139



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2025

Eldridge

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Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$969,381		\$0	\$0			\$969,381
State Revenues - Road Use Taxes		\$955,222					\$955,222
Other State Grants - IDOT			\$225,201				\$225,201
Charges/fees						\$0	\$0
Sale of Property & Merchandise		\$17,092					\$17,092
Transfer In			\$20,031				\$20,031
Total	\$969,381	\$972,314	\$245,232	\$0		\$0	\$2,186,927



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2025

Eldridge

11/6/2025 4:15:07 PM

Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
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Total



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2025

Eldridge

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Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
Chevy 2500HD	2019	Purchased	\$23,980	No Change
Paint Sprayer for Street	2006	Purchased	\$7,715	Sold
Ingersoll Rand Air Compressor	1979	Purchased	\$7,688	Sold
Vermeer Chipper	1995	Purchased	\$23,400	No Change
Case 580 SN Backhoe	2014	Purchased	\$78,500	No Change
International 7400 Dump Truck	1995	Purchased	\$11,812	Sold
GMC C4500	2006	Purchased	\$52,555	No Change
International 4400 Dump Truck	2018	Purchased	\$142,110	No Change
International 4400 Dump Truck	2012	Purchased	\$136,794	No Change
International 4400 Dump Truck	2013	Purchased	\$138,348	No Change
GMC 3500	2000	Purchased	\$29,678	No Change
T76 SKID LOADER	2023	Purchased	\$75,082	No Change
Cat 140G Motor Grader	1992	Purchased	\$17,000	No Change
Fair Snocrete 848AC Snow Blower	2015	Purchased	\$16,400	Sold
Ford F350	2003	Purchased	\$7,500	Sold
Ford F350 Dump Truck	2012	Purchased	\$34,119	No Change
BOMAG BW 120 SI-5	2023	Purchased	\$42,751	No Change
KUBOTA I6060 HSTC	2018	Purchased	\$45,098	No Change
CASE IH FARMALL 120C	2023	Purchased	\$73,900	No Change
CHEVROLET SILVERADO 2500HD	2008	Purchased	\$22,488	No Change
INTERNATIONAL WORKSTAR 7400	2011	Purchased	\$46,400	No Change



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2025

Eldridge

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Description	Model Year	Usage Type	Cost	Purchased Status
ELGIN WHIRLWIND MV STREET SWEEPER	2022	Purchased	\$322,162	No Change
Case IH Puma 185CVT	2015	Purchased	\$87,687	No Change
Ford F350 Dump Truck	2011	Purchased	\$32,472	No Change
F350	2014	Purchased	\$24,219	No Change
Chevy 2500HD	2015	Purchased	\$28,871	No Change
2500 HD	2009	Purchased	\$32,540	No Change
International Dump Truck	2014	Purchased	\$59,900	No Change
HYSTER C350B LARGE ROLLER	1991	Purchased	\$2,000	Sold



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2025

Eldridge

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Street Projects

Project Description	Contract Price	Final Price	Contractor Name
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Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2025

Eldridge

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Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Begining Balance	\$0	\$2,328,430	\$308,947	\$0	\$0	\$0	\$2,637,377
SubTotal Expenses (-)	\$949,350	\$891,579	\$554,179				\$2,395,108
Transfers Out (-)	\$20,031						\$20,031
Subtotal Revenues (+)	\$969,381	\$972,314	\$225,201	\$0		\$0	\$2,166,896
Transfers In (+)			\$20,031				\$20,031
Ending Balance	\$0	\$2,409,165	\$0	\$0	\$0	\$0	\$2,409,165

Resolution Number:

Execution Date:

Signature:

The regular meeting of the Board of Trustees of the Eldridge Electric and Water Utility Board was called to order at 5:00 p.m. November 4th, 2025, at Eldridge City Hall.

The board members present were Michael Bristley, Mark Goodding, Jeff Hamilton, Rachael Padavich, and Abby Petersen. Also present were Gage Lane, Nevada Lemke, Cegan Long, and Collin Wilson.

Public Comment_ None

Padavich Made Motion to Approve Agenda. Second By Goodding. All Ayes. Motion Carried.

Goodding Made Motion to Approve Utility Board Minutes from October 21, 2025. Second By Padavich. All Ayes. Motion Carried.

Financial & Administrative

- A. Padavich Made Motion to Approve Bills Payable in Amount of \$565,838.52. Second By Petersen. All Ayes. Motion Carried.
- B. Department Update-Lane informed Board Members We officially went live with ERP Pro 10 on Monday October 27th and successfully completed our first Utility Billing Cycle with our new system. Conversion Support Team has been available the whole transition to assist with all steps. An IUC complaint was received on October 22nd regarding an account scheduled for disconnection. Required documentation was submitted, and procedural updates were made to ensure compliance with payment arrangement requirements. The case was closed on October 30th. Sadie attended the Municipal Law training on October 23rd at IAMU. The information provided was valuable and relevant to utility operations.

Electric Department

- A. Outages- One Sunday October 26th, 2025 call at 1:30pm back up & Running by 3:00pm.
- B. Padavich Made Motion to approve wage increase for Devin Gheer from \$36.91/hr to \$39.64/hr as a result of completing Module B of the IAMU apprenticeship program and pursuant to the terms of the CBA. Second By Petersen. All Ayes. Motion Carried.
- C. Goodding Made Motion to approve wage increase for Dalton Eagle from \$39.64/hr to \$42.38/hr as a result of completing Module C of the IAMU apprenticeship program and pursuant to the terms of the CBA. Second By Padavich. All Ayes. Motion Carried.
- D. Department Update – Wilson Electric has completed all required work for the new car wash. The crew energized what they could for the Le Claire Road intersection project in preparation for the new stoplights. Remaining time has been focused on underground maintenance.

Water Department

- A. Water Main Breaks- A water main break occurred on October 22–23, 2025, at 600 E. LeClaire Road, resulting in an estimated loss of 25,000 gallons. Seven commercial customers were affected. Repairs were completed on October 23, and service was restored by 5:00 PM.
- B. Water Test Results- All Passed.
- C. Department Update – The Ivy Acres Third Edition water main has been filled, and water

pressure testing and bacteria testing are scheduled to take place this week. The mini-split unit for the Power Room is no longer under warranty; quotes for replacement will be presented at the next meeting. The water tower project has been completed and is now fully operational.

Petersen Made Motion to Adjourn at 5:13pm Second by Padavich. All Ayes.

Respectfully submitted,

Gage Lane

Utility Billing Clerk

City of Eldridge Park Board



The regular meeting of the Eldridge Park Board was called to order at 6:30 p.m. on November 11, 2025, at City Hall.

Board Members present were Jeff Ashcraft, Jill DeWulf, Samantha Nichols, Tricia Campbell, and Scott LaPlante. Also, present were Tony Rupe and Scott Campbell.

Motion by DeWulf, second by T. Campbell to approve the agenda. All ayes. Motion carries.

Public Comment -None

Motion by T. Campbell, second by LaPlante to approve the minutes from October 14, 2025. All ayes. Motion carries.

Motion by DeWulf second by Nichols to approve the Park bills in the amount of \$1,362.76. All ayes. Motion carries.

Old Business

Sheridan Meadows Pond

We received a determination from the U.S. Army Corps of Engineers (USACE) that the area is non-jurisdictional, meaning no mitigation of existing wetlands is required. This allows us to move forward with the bank stabilization project planned along the baseball fields. The steering committee will be meeting again to determine the next steps for this area.

Crandall Park Update

The shelter roof has been completed. The sink is currently backordered, so Petersen Plumbing will start the water service in April when the sink is installed.

Additionally, Crandall Park was included in the Soil Quality Restoration project, which should significantly improve grass growth next year.

Elmegreen Park Restroom Update

Rupe received the final set of plans last week. These will be reviewed by Shive Hattery before being released for bid later this month. If everything stays on schedule, construction is expected to begin next spring.

Sanctuary Garden Sign Update

The sign has been manufactured and received. Public Works is currently building a stand for it, which will be powder-coated and installed once completed.

New Business

Field Rental Contract

Rupe worked with Nevada Lemke, T. Campbell, and Ashcraft to develop an agreement that aligns with neighboring cities. Motion by DeWulf, second by T. Campbell, to approve the agreement with the amendment of adding North Scott Little League and North Scott Lightning as recognized community teams. All ayes. Motion carries.

North Scott Soccer Club Lease

Rupe and Lemke met with the North Scott Soccer Club to review the lease. The only change was to the annual maintenance fees. The City will assist the club with scheduling — staff will block off practice times, and other teams will be charged a rental fee for field use during off hours. Lemke also recommended installing signage at the fields with instructions on how to reserve them. Motion by T. Campbell, second by DeWulf to approve the lease. All ayes. Motion carries.

Seasonal dates for park restroom and drinking fountain

Staff has set permanent dates for water service: October 15 through April 15. These dates are posted on the City's website to inform residents that water may not be available during that time if they reserve a shelter.

Hickory Creek Walking Path garbage can and pet waste station

City of Eldridge Park Board



Staff identified the need for a pet waste station along the walking path. A garbage can will also be relocated from the parking lot to that area to improve cleanliness and convenience.

2026 Park Board Chair discussion

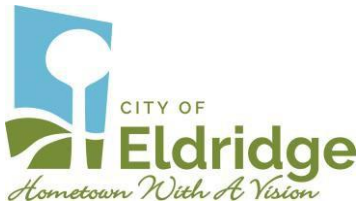
With Ashcraft's election to City Council, a new Park Board Chairperson will need to be selected. The Board discussed potential candidates for this position.

2026 Park Board potential candidate discussion

As Ashcraft transitions off the Park Board, there will be an open seat. The City will begin seeking applicants to fill the vacancy.

Motion by T. Campbell to adjourn the meeting at 7:10 p.m., second by Nichols. All ayes. Motion carries.

Respectfully submitted,
Ashley Lacey, Billing Clerk



MINUTES

Community Center Board Meeting

November 12, 2025 | Meeting called to order by Paul Petersen @11:34 am

Board Members present Paul Petersen, Tom Bauer, Gigi Seibel, Arsal Shareef, Mark Gooding

Guests present City Administrator Nevada Lemke, Community Center manager Jamie Stecker, and Community Center Liaison Ryan Iossi.

Bauer made a motion to approve the **Agenda**. Seibel seconded. All Ayes. Motion Carried.

Bauer made a motion to approve the **Minutes** from October 10, 2025. Gooding seconded. All Ayes. Motion Carried.

Bauer moved to approve the Bills Payable as presented for \$23,768.55 less the Napa Auto charges, which will be allocated to a different department. Seibel seconded. All Ayes. Motion Carried.

End of Month/Manager's Presented by Jamie Stecker.

- A. A number of positive customer reviews were received, apart from one complaint that Jamie successfully addressed and resolved.
- B. October has been particularly busy with skating parties, leading to staff feeling overwhelmed and burnt out. Jamie is currently looking to hire additional skating staff and will be posting notices soon.
- C. The online party/venue request form needed revised. Seibel assisted Stecker in making the form more user-friendly, including an option for requesters to provide their phone numbers for follow-up calls.

Old Business:

a) Project updates:

Jeff Martens and Paul Peterson recently met with Elite Electric to discuss the completion of the lighting project. Elite Electric projected a 5–6-week period before they could begin work. Consequently, Paul reached out to Tri-City Electric, who provided a quote in the same price range and confirmed they could start and complete the project in one day. Additionally, the star-burst rink lights may need replaced due to the incorrect style of bulbs supplied by Springfield, which are not dimmable. This has caused issues when controlled by the DJ booth, the bulbs are flashing rapidly, potentially leading to migraines and seizures. Lemke will have Martens contact Springfield to request grace for replacing the bulbs with the correct ones. The board recognizes there might be a restocking fee. Seibel made a motion to accept the quote from Tri-City Electric for \$6,974.00 to complete the lighting project. Bauer seconded the motion, and all members voted in favor. The motion carried.

b) Consideration to approve policies:

- i. Incident Report Policy & Form was presented. Bauer made a motion to approve this form. Seconded by Gooding. All Ayes. Motion carried
- ii. Facility Manager Spending & Contract Authorization Policy presented. Bauer made a motion to approve this form. Seconded by Petersen. All Ayes. Motion carried
- iii. Photo Consent Form/Waiver presented. Petersen made a motion to approve this form. Seconded by Bauer. All Ayes. Motion Carried.

New Business:

- A. Bauer made a motion to table the discussion on hiring a part-time assistant manager till our December meeting. Stecker will be providing a job description of specific duties and hours needed. Gooding seconded. All Ayes. Motion Carried.
- B. Seibel made a motion to table the discussion on local business & event sponsorships, partnerships, and service level. Gooding seconded. All Ayes. Motion Carried.
- C. Seibel made a motion to NOT approve the Access Systems Copier 5 Year Lease Proposal in the amount of \$246.94 monthly + \$0.0550 per page over 500 pages. On a high-level the Center prints approximately 3 reams monthly. Gooding seconded. All Ayes. Motion carried.
- D. Stecker will be moving forward with finalizing the contracts and getting more events booked.

Bauer made a motion at 12:32 pm to adjourn the meeting, seconded by Gooding. All Ayes. Motion Carried.

Next Meeting: **December 10, 2025** @ Community Center and Skate Park @ 11.30 a.m.

Respectfully submitted,

Gigi Seibel

Community Center Board Member