

# Public Notice

The City Council of Strawberry Point Will Meet Wednesday, March 21, 2018 Council Chambers,  
City Hall 7:00 P.M. Strawberry Point, Iowa Tentative Agenda,  
(at discretion of the chair)

- 1) Mayor call meeting to order
  - a) Pledge of Allegiance
  - b) Welcome Visitors
- 2) Roll call of members present
- 3) Motion to Approve the Agenda as (presented) (amended)

## **Consent Agenda**

Note: These are routine items and will be enacted by one motion without separate discussion unless a Council Member requests an item to be removed to be considered separately.

- 4) Minutes from March 7<sup>th</sup>
- 5) Liquor License Renewal for Strawberry Foods & Deli (2 Licenses: BC and LE)
- 6) Claims

## **Unfinished Business**

### **Information**

- 7) Strawberry Point Ambulance Board Minutes from January 9<sup>th</sup>
- 8) Strawberry Point Fire Department Minutes from February 14<sup>th</sup> and 28<sup>th</sup>

## **New Business**

- 9) Strawberry Point Owner Occupied Status of Funds Update – Sarah Snitker with Upper Explorerland
- 10) Discussion on Strawberry Point Chamber renting a room at Civic Center
- 11) Motion to set poll voting times for Special Election on May 1st
- 12) City Insurance Renewal Review – Pam Vaske with Smith Insurance
- 13) Motion to approve preventative maintenance for generation power plant
- 14) Discussion and possible action on Upper Mississippi Gaming Grant Opportunity – Ambulance Dept and Fire Dept
- 15) Discussion and Action on advertising for Public Works position.

## **Other Business**

- 16) Adjournment

Posted: March 16, 2018

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Alison Osweiler City Clerk/Administrator

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Jeff Bente, Mayor

Strawberry Point City Council  
Regular Meeting March 7, 2018

The Strawberry Point City Council met for a regular meeting on Wednesday, March 7, 2018 at 7:00 p.m. at the Council Chambers of City Hall. Mayor Bente presided and led the Pledge of Allegiance. Council members answering roll call were Chapman, Johnson, Evans and Hansel. Absent: Rowcliffe.

Johnson made a motion to approve the agenda as presented. Hansel seconded the motion. A roll call vote was taken. Ayes: Chapman, Johnson, Evans and Hansel. Nays: None. Motion passes.

**CONSENT AGENDA**

Minutes from February 21st  
Claims / Additional Claims

Johnson moved to approve the consent agenda with additional claims. Hansel seconded the motion. A roll call vote was taken. Ayes: Johnson, Evans, Hansel and Chapman. Nays: None. Motion passes.

**UNFINISHED BUSINESS  
INFORMATION**

Council had no questions regarding the Strawberry Point Library Meeting Minutes from January 16, 2018. There was positive feedback on the Civic Center Open Gym Use report. Council was happy that it was being utilized.

**NEW BUSINESS**

Council was addressed by representatives from the Brush Creek Canyon Cruisers Car Show. Mayor Bente asked if the group had a location preference this year. They requested to return to E Mission Street in front of the Franklin Hotel, as they had utilized in previous years. Evans inquired what hours the street would need to be blocked off; it was determined 9:00am until 2:00pm. The group wanted to assure Council they would not block the bank driveway on E. Mission St. Osweiler was instructed to notify the Strawberry Point Police Department and the residents on E. Mission Street who would be impacted by the closure. Evans made a motion to allow the Brush Creek Canyon Cruisers to utilize E. Mission Street from 9:00am until 2:00pm for their car show on Saturday, June 9<sup>th</sup> 2018 during Strawberry Days. Hansel seconded the motion. A roll call vote was taken. Ayes: Evans, Hansel, Chapman and Johnson. Nays: None. Motion passes.

Council reviewed the appointment of a board member to the Upper Explorerland Regional Housing Authority. Evans made a motion to appoint Mike Tucker as the board member for the Upper Explorerland Regional Housing Authority. Chapman seconded the motion. A roll call vote was taken. Ayes: Hansel, Chapman, Johnson and Evans. Nays: None. Motion passes.

Council reviewed the request by the Strawberry Point Ambulance Department to apply for the Upper Mississippi Gaming Grant. It was determined that the Council needed more information and the topic was tabled until the March 21, 2018 Council Meeting.

Council reviewed Resolution 18-05 – a resolution to discontinue use of a petty cash fund at City Hall. Osweiler stated that the fund is rarely utilized and believed the liability should be removed from City Hall. The current balance of this fund is \$8.61, with passage of the resolution; the money would be deposited in the City's General Fund. Evans made a motion to approve Resolution 18-05 – a resolution to discontinue use of the petty cash fund at City Hall. Hansel seconded the motion. A roll call vote was taken. Ayes: Chapman, Johnson, Evans and Hansel. Nays: None. Motion passes.

Council reviewed Resolution 18-06 – a resolution adopting a policy for the investment of public funds. Osweiler explained the investment policy is the same as the City has had in the past, just updated with the change of job titles and bank information. The City is required to review this policy every two years and this has not been done for quite some time. This has been an item to correct on our annual examination audits. Johnson made a motion to approve Resolution 18-06 – a resolution adopting a policy for the investment of public funds. Chapman seconded the motion. A roll call vote was taken. Ayes: Johnson, Evans, Hansel and Chapman. Nays: None. Motion passes.

Mayor Bente opened the public hearing for the Budget Amendment for Fiscal Year 17-18. With no comments brought forward, Mayor Bente closed the public hearing for the Budget Amendment for Fiscal Year 17-18.

Council reviewed Resolution 18-07 – a resolution amending the current budget for Fiscal Year ending June 30, 2018. Evans made a motion to approve Resolution 18-07 – a resolution amending the current budget for Fiscal Year ending June 30, 2018. Johnson seconded the motion. A roll call vote was taken. Ayes: Evans, Hansel, Chapman and Johnson. Nays: None. Motion passes.

Mayor Bente opened the public hearing for the Adoption of the Budget for Fiscal Year 18-19. Osweiler explained that based on the numbers agreed upon during the budget workshops, it appeared that there would be a reduction in the overall amount levied. This is primarily due to the reduction in insurance costs. Hansel emphasized that all departments need to remain as fiscally conservative as possible. Council agreed that more work needs to be done in the next few years to identify ways we reduce expenses and plan for projects. With no further discussion or public comments, Mayor Bente closed the public hearing for the Adoption of the Budget for Fiscal Year 18-19.

Council reviewed Resolution 18-08 – a resolution adopting the budget for Fiscal Year ending June 30, 2019. Johnson moved to approve Resolution 18-08 – a resolution adopting the budget for Fiscal Year ending June 30, 2019. Hansel seconded the motion. A roll call vote was taken. Ayes: Hansel, Chapman, Johnson and Evans. Nays: None. Motion passes.

**OTHER BUSINESS**

With no further business, Chapman moved to adjourn at 7:35 p.m. Evans seconded the motion. Motion passes.

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Alison Osweiler, City Clerk/Administrator

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Jeff Bente, Mayor

**Kallie McDowell**

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**From:** Licensing@IowaABD.com  
**Sent:** Wednesday, March 14, 2018 2:34 AM  
**To:** dpclerk@strawberrypoint.com  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Submitted to Local Authority

Insurance coverage/bond certification has been completed for the following application(s). The application(s) is awaiting local authority review. After local authority approval, the application will be submitted to the Iowa Alcoholic Beverages Division for review.

| <b>License #</b> | <b>License Status</b>        | <b>Business Name</b>   |
|------------------|------------------------------|--|
| BC0029345        | Submitted to Local Authority | Strawberry Foods & Deli (128 W Mission Strawberry Point Iowa, 52076) |
| LE0001199        | Submitted to Local Authority | Strawberry Foods & Deli (128 W Mission Strawberry Point Iowa, 52076) |

Please do not respond to this email.

To check the status of your application follow these steps:

1. Click <https://elicensing.iowaabd.com>
2. Log in to your eLicensing account
3. After reading the 'Beginning April 1st' statement, click ok
4. Click the View Completed Applications link to see your status

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Payments

Current Period: March 17-18

| Batch Name         | 03/21/18 PAY<br>Payments          | User Dollar Amt                            | \$67,328.67 |            |             |
|--------------------|-----------------------------------|--|-------------|------------|-------------|
|                    |                                   | Computer Dollar Amt                        | \$67,328.67 |            |             |
|                    |                                   |  | \$0.00      | In Balance |             |
| Refer              | 0 WINDSTREAM                      |  |             |            |             |
| Cash Payment       | E 001-6220-6373 TELEPHONE & COMMU | Account #091637738                         |             |            | \$124.20    |
| Invoice            | 3/5/2018                          |  |             |            |             |
| Cash Payment       | E 001-1500-6373 TELEPHONE & COMMU | Account #091637738                         |             |            | \$73.21     |
| Invoice            | 3/5/2018                          |  |             |            |             |
| Cash Payment       | E 001-1100-6373 TELEPHONE & COMMU | Account #091637738                         |             |            | \$73.21     |
| Invoice            | 3/5/2018                          |  |             |            |             |
| Cash Payment       | E 001-1600-6373 TELEPHONE & COMMU | Account #091637738                         |             |            | \$73.22     |
| Invoice            | 3/5/2018                          |  |             |            |             |
| Transaction Date   | 3/16/2018                         | CASH                                       | 1010        | Total      | \$343.84    |
| Refer              | 0 IAMU                            |  |             |            |             |
| Cash Payment       | E 630-8250-6220 DUES/MEMBERSHIPS/ | FY 2017 Third Qtr Direct Assessment Charge |             |            | \$79.00     |
| Invoice 44831      | 5/2/2017                          |  |             |            |             |
| Transaction Date   | 3/16/2018                         | CASH                                       | 1010        | Total      | \$79.00     |
| Refer              | 0 DEAN HENDRICKS                  |  |             |            |             |
| Cash Payment       | E 610-8150-6490 CONSULTING FEES   | Monthly Operator                           |             |            | \$750.00    |
| Invoice 332        | 2/28/2017                         |  |             |            |             |
| Transaction Date   | 3/16/2018                         | CASH                                       | 1010        | Total      | \$750.00    |
| Refer              | 0 FEHR GRAHAM                     |  |             |            |             |
| Cash Payment       | E 610-8150-6407 ENGINEERING EXPEN | WWTP Disinfection and Ammonia Removal      |             |            | \$475.00    |
| Invoice 81454      | 2/28/2018                         |  |             |            |             |
| Transaction Date   | 3/16/2018                         | CASH                                       | 1010        | Total      | \$475.00    |
| Refer              | 0 FEHR GRAHAM                     |  |             |            |             |
| Cash Payment       | E 610-8150-6407 ENGINEERING EXPEN | WWTP Disinfection and Ammonia Removal      |             |            | \$900.00    |
| Invoice 81453      | 2/28/2018                         |  |             |            |             |
| Transaction Date   | 3/16/2018                         | CASH                                       | 1010        | Total      | \$900.00    |
| Refer              | 0 US CELLULAR                     |  |             |            |             |
| Cash Payment       | E 001-1100-6373 TELEPHONE & COMMU | Police Phones                              |             |            | \$212.94    |
| Invoice 0237661446 | 3/2/2018                          |  |             |            |             |
| Transaction Date   | 3/16/2018                         | CASH                                       | 1010        | Total      | \$212.94    |
| Refer              | 0 US CELLULAR                     |  |             |            |             |
| Cash Payment       | E 001-1600-6373 TELEPHONE & COMMU | Ambulance Phones                           |             |            | \$91.56     |
| Invoice 0237334360 | 3/2/2018                          |  |             |            |             |
| Transaction Date   | 3/16/2018                         | CASH                                       | 1010        | Total      | \$91.56     |
| Refer              | 0 ALLAMAKEE-CLAYTON ELECTRIC      |  |             |            |             |
| Cash Payment       | E 630-8210-6494 CONTRACTS         | Electric Wholesale Power                   |             |            | \$36,478.31 |
| Invoice            | 3/5/2018                          |  |             |            |             |
| Transaction Date   | 3/16/2018                         | CASH                                       | 1010        | Total      | \$36,478.31 |
| Refer              | 0 AIRGAS NORTH CENTRAL            |  |             |            |             |
| Cash Payment       | E 001-1600-6518 MEDICAL SUPPLIES  | Medical Supplies                           |             |            | \$203.18    |
| Invoice 9951449436 | 2/28/2018                         |  |             |            |             |
| Transaction Date   | 3/16/2018                         | CASH                                       | 1010        | Total      | \$203.18    |

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Payments

Current Period: March 17-18

|                  |                 |                            |                            |       |             |  |
|------------------|-----------------|----------------------------|----------------------------|-------|-------------|--|
| Refer            | 0               | AIRGAS NORTH CENTRAL       | -                          |       |             |  |
| Cash Payment     | E 110-2100-6507 | OPERATING SUPPLIES         | Rut Supplies               |       | \$144.84    |  |
| Invoice          | 9951506842      | 2/28/2018                  |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$144.84    |  |
| Refer            | 0               | HYGIENIC LABORATORY        | -                          |       |             |  |
| Cash Payment     | E 600-8100-6412 | TESTING/HYGENIC LA         | Water Testing              |       | \$19.50     |  |
| Invoice          | 131864          | 2/28/2018                  |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$19.50     |  |
| Refer            | 0               | HYGIENIC LABORATORY        | -                          |       |             |  |
| Cash Payment     | E 600-8100-6412 | TESTING/HYGENIC LA         | Water Testing              |       | \$1,671.00  |  |
| Invoice          | 131865          | 2/28/2018                  |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$1,671.00  |  |
| Refer            | 0               | MIDWEST BREATHING          | -                          |       |             |  |
| Cash Payment     | E 001-1500-6350 | EQUIPMENT MAINT &          | Equipment Maintenance      |       | \$638.86    |  |
| Invoice          | 21730           | 11/14/2017                 |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$638.86    |  |
| Refer            | 0               | SANDRY FIRE SUPPLY LLC     | -                          |       |             |  |
| Cash Payment     | E 001-1500-6727 | CAPITAL EQUIPMENT          | Equipment                  |       | \$136.46    |  |
| Invoice          | 150582          | 2/23/2018                  |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$136.46    |  |
| Refer            | 0               | UNITED HEALTHCARE INSURANC | -                          |       |             |  |
| Cash Payment     | E 001-1600-6930 | REFUNDS                    | Ambulance Refund           |       | \$232.93    |  |
| Invoice          |                 | 3/2/2018                   |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$232.93    |  |
| Refer            | 0               | DAIRYLAND POWER COOPERATIV | -                          |       |             |  |
| Cash Payment     | E 630-8210-6503 | SERVICE FOR RESALE         | Wholesale Power (March)    |       | \$10,144.09 |  |
| Invoice          | IB 00018007     | 3/9/2018                   |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$10,144.09 |  |
| Refer            | 0               | DAIRYLAND POWER COOPERATIV | -                          |       |             |  |
| Cash Payment     | E 630-8210-6503 | SERVICE FOR RESALE         | Wholesale Power (February) |       | \$10,955.56 |  |
| Invoice          | IB 0017837      | 2/9/2018                   |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$10,955.56 |  |
| Refer            | 0               | PHYSICAINS CLAIMS COMPANY  | -                          |       |             |  |
| Cash Payment     | E 001-1600-6022 | ADMINISTRATION             | December Ambulance Billing |       | \$787.61    |  |
| Invoice          | 25315           | 12/31/2017                 |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$787.61    |  |
| Refer            | 0               | STRAWBERRY POINT DEVELOPM  | -                          |       |             |  |
| Cash Payment     | E 126-5200-6413 | PAYMENTS TO OTHER          | LOST Funds                 |       | \$2,589.09  |  |
| Invoice          | 03/15/2018      | 3/15/2018                  |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$2,589.09  |  |
| Refer            | 0               | MARHAN                     | -                          |       |             |  |
| Cash Payment     | E 001-4600-6507 | OPERATING SUPPLIES         | Pool Bathroom Supplies     |       | \$291.80    |  |
| Invoice          | 33972           | 3/16/2018                  |                            |       |             |  |
| Transaction Date | 3/16/2018       | CASH                       | 1010                       | Total | \$291.80    |  |
| Refer            | 0               | CASEYS GENERAL STORES      | -                          |       |             |  |

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Payments

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|                  |                                    |           |      |              |          |
|------------------|------------------------------------|-----------|------|--------------|----------|
| Cash Payment     | E 001-1500-6331 VEHICLE OPERATIONS | Fire Fuel |      |              | \$183.10 |
| Invoice          | 2/28/2018                          |           |      |              |          |
| Transaction Date | 3/16/2018                          | CASH      | 1010 | <b>Total</b> | \$183.10 |

Fund Summary

|                               |                    |  |
|-------------------------------|--------------------|--|
|                               | 1010 CASH          |  |
| 001 GENERAL FUND              | \$3,122.28         |  |
| 110 ROAD USE TAX              | \$144.84           |  |
| 126 LOCAL OPTION ECONOMIC DEV | \$2,589.09         |  |
| 600 WATER FUND                | \$1,690.50         |  |
| 610 SEWER FUND                | \$2,125.00         |  |
| 630 ELECTRIC FUND             | \$57,656.96        |  |
|                               | <u>\$67,328.67</u> |  |

|  |                    |
|--|--------------------|
| Pre-Written Checks                     | \$0.00             |
| Checks to be Generated by the Computer | \$67,328.67        |
| <b>Total</b>                           | <u>\$67,328.67</u> |

# **Strawberry Point Ambulance Board Meeting Minutes**

January 9, 2018

## **I. Call to order**

Chairperson Yokiell called to order the regular meeting of the Strawberry Point Ambulance Board at 8:05 on January 9, 2018 at the conference room at Regional Medical Center.

## **II. Roll call**

Chairperson Yokiell conducted a roll call. The following persons were present: Yokiell, Paris and Service Director T. Callahan and Medical Director Dr. Thompson. Welcome visitor Charlie Button. Absent J. Kuehl and M. Becker.

## **III. Approval of minutes from last meeting**

Reviewed the minutes from the last meeting. . Motion to approve minutes by Thompson, Second by Paris. All ayes. Motion carried.

## **IV. Other Business**

Motion to rearrange agenda so we can hear from Charlie Button of Regional Medical.

Dan Paris motion to work with RMC on exploring shared use of ambulance with RMC purchasing one of Strawberry Point's ambulance to leave in Strawberry Point (RMC). Seconded by Dr. Thompson. Motion approved and carried.

## **V. Financial Reports**

No reports available. Will be updated at the next meeting in March.

## **VI. Service Director's Report and Recommendations**

T. Callahan has requested to amend this years budget to include \$20,000 for Auto Load. Approved by board.

Board asked T. Callahan to include Auto Load into next years budget. When T. Callahan has completed budget, she will email to board members for approval.

Extra bookkeeping because of over payments of some of the patient accounts, so will see some refunds in the reports.

There were over 50 calls in November and December.

## **VII. Medical Director's Report and Recommendations**



Nothing further to discuss.

**VIII. New business**

Board asked T. Callahan to file for Grants to help with Auto Load and apply for 501C3.

Yokiel indicated she had discussed with Jean Kuehl about combining secretary duties and newly formed treasurer. Jean was fine with the 2 duties. Motion by D. Paris and second by Dr. Thompson. Motion approved and passed.

**IX. Next Meeting Date:**

Tuesday March 13, 2018 at 8:00 PM RMC meeting room.

**X. Adjournment**

With no other business to discuss, motion by Dr. Thompson second by Paris to adjourn. All ayes. Motion carried at 9:30 PM

Minutes respectfully submitted by:

Deborah Yokiel, Ambulance Board President

# Strawberry Point Fire Department

Meeting Minutes from \_\_\_\_\_ Feb 14th \_\_\_\_\_, 2018 \_\_\_\_\_

- Meeting Called to order by \_\_\_\_\_ Chief Recker \_\_\_\_\_ at \_\_\_\_\_ 7:45 \_\_\_\_\_ pm
- Roll Call was Taken
- Minutes of previous meeting read and approved, motioned by \_\_\_\_\_ Jon \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ Roger \_\_\_\_\_

Training \_\_\_\_\_

Old Business\_ Christmas Party to be this Saturday \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Business:\_ Breakfast Committee update - all is coming together \_\_\_\_\_

\_ 28th we will be going to AMPI for tour of the facility \_\_\_\_\_

\_ Open House at Fire Station to be April 22nd from 11:00 a.m. to 1:00 p.m. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expenses approved: \$232.16\_ to\_ Strawberry Foods\_ for\_ breakfast material\_, motioned\_ Mark\_ 2nd\_ Gabe\_

Expenses approved: \$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_, motioned \_\_\_\_\_ 2nd \_\_\_\_\_

Expenses approved: \$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_, motioned \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

### Attendance:

|                        |                       |                         |
|------------------------|-----------------------|-------------------------|
| Tim Backess _____ x    | Megan Hansel _____ x  | Mark Robinson _____ x   |
| Jon Becker _____ x     | Brian Hamlett _____ x | Chad Rodas _____ x      |
| Jeff Bente _____ E     | Gabe Hamlett _____ x  | Derrick Sargent _____ x |
| Nick Bente _____ x     | Sam Keppler _____ E   | Nic Stelken _____ x     |
| Dan Brase _____ x      | Roger Maker _____ x   | Roger Swales _____ E    |
| Leon Coonfair _____ x  | Nate Nading _____ x   | Matt Schattgen _____ x  |
| Dean Courtnage _____ x | Paul Olinger _____ x  | Jason Thole _____ E     |
| Jason Farmer _____ x   | Al Recker _____ x     | Nick Zittlemen _____ x  |
| Jay Farmer _____ E     |                       |                         |

Motion to Adjourn\_ Chad \_\_\_\_\_

2nd \_\_\_\_\_ Jon \_\_\_\_\_

Time: \_\_\_\_\_ 8:40 \_\_\_\_\_

\_\_\_\_\_  
recorded by Jeff Bente

# Strawberry Point Fire Department

Meeting Minutes from Feb 28th, 2018

- Meeting Called to order by Chief Recker at 8:15 pm
- Roll Call was Taken
- Minutes of previous meeting read and approved, motioned by Jason F 2<sup>nd</sup> by Jon

Training AMPI Tour

Old Business Mock disaster at school is postponed

Breakfast is March 11th - everything is coming together nice, everyone be at station at 8:00 Sat morning to clean

Nomax hood prices - \$23 each

Open house is April 22nd - 11-1

New Business: Bulding Committee showed plans for building

Air Compressor - Pin is broke off in oil pump, \$800-\$900 to be fixed. Motion - Chad, Leon Second

CPR training is coming up for all the Dept

Paul Olinger is taking a 6 month leave of absence for personal reasons

\$100 donation from Darwin Jones, \$250 donation from SMI, \$23 can refund

Expenses approved: \$419.44 to Trott Trophies for Awards, motioned Chad 2<sup>nd</sup> Roger

Expenses approved: \$10.00 to Manchester Signs for helmet decals, motioned Chad 2<sup>nd</sup> Dean

Expenses approved: \$719.60 to Strawberry Hotel for Annual Dinner, motioned Chad 2<sup>nd</sup> Roger

## Attendance:

|                |   |               |   |                 |   |
|----------------|---|---------------|---|-----------------|---|
| Tim Backess    | x | Megan Hansel  | x | Mark Robinson   | x |
| Jon Becker     | x | Brian Hamlett | x | Chad Rodas      | x |
| Jeff Bente     | x | Gabe Hamlett  | E | Derrick Sargent | E |
| Nick Bente     | x | Sam Keppler   | x | Nic Stelken     | x |
| Dan Brase      | x | Roger Maker   | x | Roger Swales    | x |
| Leon Coonfair  | x | Nate Nading   | x | Matt Schattgen  | x |
| Dean Courtnage | x | Paul Olinger  | E | Jason Thole     | x |
| Jason Farmer   | x | Al Recker     | x | Nick Zittlemen  | x |
| Jay Farmer     | x |               |   |                 |   |

Motion to Adjourn Nick B

2<sup>nd</sup> Megan

Time: 9:00

recorded by Jeff Bente

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A. General description of Accomplishments to Date:

- To date we have closed out two homes (215 Eder St. and 307 W Spring St.). 1 project currently underway with anticipated completion date by the end of April. 1 Project being bid out. Total of 4 projects anticipated to be completed by end of summer.

B. Summary of Expenditures to Date: See Spreadsheet

C. General Description of Remaining Work:

- Work left consists of contractor walk thrus/bid opening, pre-construction conferences and final inspections

D. General Description of Changes Made to Project Budget:

- No changes were made to the budget, targets, schedules, scope, location or objectives.



CITY OF STRAWBERRY POINT -- HOUSING REHABILITATION  
16-HSG-024

| CLAIM  | DATE       | PAYEE  | INVOICE     | INVOICE TOTAL | LOCAL TOTAL | REHAB CONST | EDTA - TECHNICAL SERVICES | LEAD HAZARD ADMIN | EDTA - GENERAL ADMIN | LHR REHAB   | RELOCATION COSTS | HOME OWNER CONTRIBUTION | REMAINING BUDGET |
|--|------------|--|-------------|---------------|-------------|-------------|---------------------------|-------------------|----------------------|-------------|------------------|-------------------------|------------------|
| <p>6 homes - St. Point - NEIRHTF<br/>\$1,500 per home - NEIRHTF<br/>\$1,000 per home - NEIRHTF</p> |            |  |             |               |             |             |                           |                   |                      |             |                  |                         |                  |
| 1  | 2/23/2017  | VERPC Request #1 Invoice (9/2/17)                  | \$306.00    | \$306.00      | \$5,000.00  | \$149,994   | \$19,200                  | \$7,900           | \$20,250             | \$40,500    | \$7,506          | \$0.00                  | \$261,250        |
|  |            | Publication - Notice of Intent to Release (8/3/16) | \$52.00     | \$52.00       |             |             |                           |                   | \$306.00             |             |                  |                         |                  |
|  |            | VERPC Request #2 Invoice (11/30/16)                | \$834.00    | \$834.00      |             |             |                           |                   | \$52.00              |             |                  |                         |                  |
|  |            | VERPC Request #3 Invoice (12/30/16)                | \$2,445.00  | \$2,445.00    |             |             |                           |                   | \$834.00             |             |                  |                         |                  |
|  |            | VERPC Request #4 Invoice (1/25/17)                 | \$1,182.00  | \$1,182.00    |             |             |                           |                   | \$2,445.00           |             |                  |                         |                  |
|  |            | Total to date                                      | \$4,819.00  | \$4,819.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$4,819.00           | \$0.00      | \$0.00           | \$0.00                  | \$256,431.00     |
| 2  | 4/27/2017  | VERPC Request #5 Invoice (2/22/17)                 | \$1,402.00  | \$1,402.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$2,070.00           | \$0.00      | \$0.00           | \$0.00                  | \$233,361.00     |
|  |            | VERPC Request #6 Invoice (3/2/17)                  | \$688.00    | \$688.00      | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$688.00             | \$0.00      | \$0.00           | \$0.00                  |                  |
|  |            | Total to date                                      | \$4,819.00  | \$4,819.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$4,819.00           | \$0.00      | \$0.00           | \$0.00                  | \$233,361.00     |
| 3  | 5/19/2017  | VERPC Request #7 Invoice (4/25/17)                 | \$1,646.00  | \$1,646.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$1,646.00           | \$0.00      | \$0.00           | \$0.00                  | \$231,715.00     |
|  |            | Total to date                                      | \$6,389.00  | \$6,389.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$6,389.00           | \$0.00      | \$0.00           | \$0.00                  | \$231,715.00     |
| 4  | 6/13/2017  | VERPC Request #8 Invoice (5/22/17)                 | \$1,169.00  | \$1,169.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$1,169.00           | \$0.00      | \$0.00           | \$0.00                  | \$230,546.00     |
|  |            | Total to date                                      | \$7,558.00  | \$7,558.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$7,558.00           | \$0.00      | \$0.00           | \$0.00                  | \$230,546.00     |
| 5  | 8/16/2017  | VERPC Request #9 Invoice (6/22/17)                 | \$1,020.00  | \$1,020.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$1,020.00           | \$0.00      | \$0.00           | \$0.00                  | \$229,526.00     |
|  |            | VERPC Request #10 Invoice (7/25/17)                | \$1,418.00  | \$1,418.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$1,418.00           | \$0.00      | \$0.00           | \$0.00                  | \$228,108.00     |
|  |            | Pay Request - Kruse N Bries, Friederich            | \$6,975.00  | \$6,975.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$2,817.00           | \$5,508.00  | \$0.00           | \$0.00                  | \$222,600.00     |
|  |            | Pay Request - NEIA Home, deGier                    | \$8,325.00  | \$8,325.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$2,817.00           | \$5,508.00  | \$0.00           | \$0.00                  | \$217,092.00     |
|  |            | Total to date                                      | \$17,738.00 | \$17,738.00   | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$17,738.00          | \$11,016.00 | \$0.00           | \$0.00                  | \$217,092.00     |
| 6  | 9/25/2017  | Relocation Bill - Elkader Inn                      | \$920.00    | \$920.00      | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$920.00             | \$0.00      | \$0.00           | \$0.00                  | \$216,172.00     |
|  |            | Pay Request - NEIA Home, deGier                    | \$14,882.00 | \$14,882.00   | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$14,882.00          | \$0.00      | \$0.00           | \$0.00                  | \$201,290.00     |
|  |            | Total to date                                      | \$15,802.00 | \$15,802.00   | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$15,802.00          | \$0.00      | \$0.00           | \$0.00                  | \$201,290.00     |
| 7  | 10/23/2017 | VERPC Request Invoice (9/29/17)                    | \$6,875.00  | \$6,875.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$6,875.00           | \$0.00      | \$0.00           | \$0.00                  | \$194,415.00     |
|  |            | Pay Request - NEIA Home, deGier                    | \$9,283.00  | \$9,283.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$6,785.00           | \$675.00    | \$0.00           | \$0.00                  | \$187,630.00     |
|  |            | Pay Request - Kruse                                | \$22,450.00 | \$22,450.00   | \$2,500.00  | \$13,400.00 | \$0.00                    | \$0.00            | \$13,400.00          | \$6,550.00  | \$920.00         | \$0.00                  | \$178,398.00     |
|  |            | Total to date                                      | \$35,608.00 | \$35,608.00   | \$2,500.00  | \$19,800.00 | \$0.00                    | \$0.00            | \$35,608.00          | \$13,225.00 | \$920.00         | \$0.00                  | \$178,398.00     |
| 8  | 2/1/2018   | VERPC Request Invoice 10/23/17                     | \$3,572.00  | \$3,572.00    | \$5,000.00  | \$43,515.00 | \$3,146.00                | \$2,520.00        | \$13,351.00          | \$7,225.00  | \$0.00           | \$0.00                  | \$162,726.00     |
|  |            | VERPC Request Invoice 11/28/17                     | \$1,903.00  | \$1,903.00    | \$5,000.00  | \$4,819.00  | \$3,146.00                | \$2,520.00        | \$13,351.00          | \$7,225.00  | \$0.00           | \$0.00                  | \$150,801.00     |
|  |            | Pay Request - Kruse Stefes                         | \$8,370.00  | \$8,370.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$8,370.00           | \$0.00      | \$0.00           | \$0.00                  | \$142,431.00     |
|  |            | VERPC Request Invoice 12/29/18                     | \$1,828.00  | \$1,828.00    | \$0.00      | \$0.00      | \$0.00                    | \$0.00            | \$1,828.00           | \$0.00      | \$0.00           | \$0.00                  | \$140,603.00     |
|  |            | Total to date                                      | \$15,673.00 | \$15,673.00   | \$10,000.00 | \$48,324.00 | \$6,292.00                | \$5,040.00        | \$14,709.00          | \$14,709.00 | \$0.00           | \$0.00                  | \$140,603.00     |
| 9  | 3/6/2018   | VERPC Request Invoice 1/18/18                      | \$1,006.00  | \$1,006.00    | \$0.00      | \$7,970.00  | \$425.00                  | \$134.00          | \$447.00             | \$270.00    | \$0.00           | \$0.00                  | \$138,333.00     |
|  |            | Pay Request - Kruse Stefes                         | \$8,240.00  | \$8,240.00    | \$0.00      | \$7,970.00  | \$425.00                  | \$134.00          | \$447.00             | \$270.00    | \$0.00           | \$0.00                  | \$137,163.00     |
|  |            | Total to date                                      | \$9,246.00  | \$9,246.00    | \$0.00      | \$15,940.00 | \$850.00                  | \$268.00          | \$894.00             | \$540.00    | \$0.00           | \$0.00                  | \$137,163.00     |

## Alison Osweiler

---

**From:** Dave Cooper [Dave.Cooper@zieglercat.com]  
**Sent:** Monday, March 05, 2018 1:17 PM  
**To:** Alison Osweiler  
**Cc:** Bob Mullenbach  
**Subject:** RE: Preventative Maintenance

Allison,

We are pleased to offer a resolution to the situation regarding the Maintenance Due letter you received as well as the service/engineering work requested by Alan to resolve the breaker trip problem. The scope of work covered by three of the service levels recommended intersect very well with the work we need to do to address Alan's concerns.

My suggestion is to sign off on the Level 51, 52, and 65. You won't need the 56 this time because we will be torquing bus terminations and the thermal image won't be needed for another year. Simply line out the 56 and return the letter. In addition to the routine recommended service work, I have some internal engineering charges I would typically apply in a situation like this where two of my in-house engineers have applied time to the project and have helped me put together our scope of work to address the problem of the breaker tripping. Those charges work out to \$950.00. That would bring your total for the project to \$12,534.28.

If this sounds acceptable to you, please return the letter and let me know we have an agreement. With that, I will get the field service guys I need to go on this project to schedule with Alan and his engineers.

Cordially,

### Dave Cooper

Service Manager - Iowa | Ziegler Power Systems  
1500 Ziegler Dr NW | Altoona, IA 50009  
515-957-3939 Office  
515-238-5186 Cell  
800-342-7002 Toll Free  
515-957-3930 Fax  
[www.zieglercat.com/power](http://www.zieglercat.com/power)



[Sign up here for our e-newsletters](#)

**From:** Alison Osweiler [mailto:cityclerk@strawberrypt.com]  
**Sent:** Friday, March 02, 2018 12:07 PM  
**To:** Dave Cooper <Dave.Cooper@zieglercat.com>  
**Subject:** RE: Preventative Maintenance

Hey Dave –

Just touching base with you regarding the “plan of action” you’d been working on. Let me know when you have a chance.



1500 Ziegler Dr. NW  
 Altoona, IA 50009-7200  
 515.957.3800  
 800.342.7002  
 www.zieglercat.com/power

Dec 15, 2017

CITY OF STRAWBERRY POINT  
 MARK MEYER  
 PO BOX 279  
 STRAWBERRY POINT IA 52076

MARK,

The time has come once again to perform routine preventive maintenance on your emergency power system. Pricing is for the individual equipment listed below and is valid for 90 days. To continue proper maintenance of your equipment, the following service is due:

Location: CITY OF STRAWBERRY POINT ID #: 6847

Make/Serial #: SHALLBETTER 5984

| <u>Service Level</u>                               | <u>Date Due</u> | <u>Price</u> |
|--|-----------------|--------------|
| LEVEL 51: Low Voltage Switchgear Inspection & Test | Jan 2018        | \$3,872.80   |
| LEVEL 52: Circuit Breaker Maintenance & Secondary  | Jan 2018        | \$6,161.33   |
| LEVEL 56: Switchgear Thermal Imaging               | Jan 2018        | \$2,084.97   |
| LEVEL 65: Switchgear Microprocessor Based Testing  | Jan 2018        | \$1,550.15   |

\*\* The pricing above does not include any applicable taxes, shop materials, or environmental fees. Pricing above reflects services performed during normal business hours, Monday - Friday.

Please sign in the space provided below and return this letter in the enclosed self-addressed, stamped envelope or fax to (515) 957-3879. Upon receipt of your work authorization, our service department will contact you by phone to schedule service on your equipment. If you have any questions, please feel free to give me a call at (515) 957-3882 or email me at Bob.Mullenbach@zieglercat.com.

Your business is greatly appreciated, and I look forward to talking with you soon.

Sincerely,

BOB J MULLENBACH

Purchase Order: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

**ZIEGLER**  
Power Systems



1500 Ziegler Dr. NW  
Altoona, IA 50009-7200  
515.957.3800  
800.342.7002  
www.zieglercat.com/power

Dec 15, 2017

CITY OF STRAWBERRY POINT  
JEFF ROBINSON  
PO BOX 279  
STRAWBERRY POINT IA 52076

JEFF,

The time has come once again to perform routine preventive maintenance on your emergency power system. Pricing is for the individual equipment listed below and is valid for 90 days. To continue proper maintenance of your equipment, the following service is due:

Location: 111 COMMERCIAL ST ID #: 6036

Make/Serial #: CATERPILLAR 0N4D00288

| <u>Service Level</u>                     | <u>Date Due</u> | <u>Price</u> |
|--|-----------------|--------------|
| LEVEL 1: 64-Point Insp. w/Fluid Analysis | Jan 2018        | \$449.06     |

\*\* The pricing above does not include any applicable taxes, shop materials, or environmental fees. Pricing above reflects services performed during normal business hours, Monday - Friday.

Please sign in the space provided below and return this letter in the enclosed self-addressed, stamped envelope or fax to (515) 957-3879. Upon receipt of your work authorization, our service department will contact you by phone to schedule service on your equipment. If you have any questions, please feel free to give me a call at (515) 957-3882 or email me at Bob.Mullenbach@zieglercat.com.

Your business is greatly appreciated, and I look forward to talking with you soon.

Sincerely,

BOB J MULLENBACH

Purchase Order: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_



March 19, 2018

Dear Council Persons,

I apologize for my absence at the previous council meeting, I was on an ambulance call, when I returned, and the discussion had been tabled until next meeting. I will apologize for tonight's meeting absence as well, but I am working tonight until 06:00.

The Ambulance Service is requesting to use the City's Tax ID number to apply for a grant through UMGC (Upper Mississippi Gaming Corporation). The grant, if awarded, would be used toward the purchase of a Stryker Power-Load system to be placed in our 2015 ambulance. The cost of the system is \$22,548.36. The system also requires the Power Pro XT cot at a cost of \$19,352.82, a total cost of \$41,901.18. We would only be writing for the Power-Load system at this time. Limited funds available through UMGC do not make funding the entire project realistic. We would be looking at other grant options to purchase the cot. I need to do a little more research as to whether our existing cot may be compatible, and if it is not, we would be able to get a fair price for it, proceeds which we could use toward the purchase of a new Power Pro. But writing for the Power-Load System at this time, would allow us to make the purchase in the required 12 month period to expend the grant funds.

Not being the only incidents but I have 2 examples as to why this purchase is so important for the Ambulance Service, the personnel, and the City. The first, on a recent ambulance call, due to the location of the residence, size of the patient, and limited personnel, we had to actually wait over 10 minutes for assistance for someone to come and help us load the patient in the ambulance. Once we placed the patient in the back, had the cot in full extension, we were unable to lift the patient on the cot up into the truck. We were on a downhill slope which increased the chassis height about 8 inches making it impossible to lift it that high. The second example, a patient transport resulted in problems getting them out of the ambulance at the hospital. The patient was large and made it very difficult for the 2 staff members to get them out of the truck without increased risk of injury to ourselves. Had the first example been something very serious, patient care would have definitely been hindered. Have a lift system not only is a staff safety concern, but a patient safety concern as well.

Back injuries are common in nursing home, hospitals, patient care facilities, as well as on ambulance services. A back injury can be minor to very serious which results in hospital stays, debilitating injuries, and are very costly to employers. One worker's compensation claim can cost several times more than the cost of the total price for both the Power-Load and the Power Pro XT cot. I am not saying having the system in place will deter all injuries, it will however, reduce the chance of injury when loading and unloading the patient. The general population is not only increasing in numbers, they are increasing in size making are job more difficult.

I appreciate your time and consideration.

Thank you,

Theresa Callahan and the Strawberry Point Ambulance Service Crew

# Functional Job Description

**Employer:** City of Strawberry Point  
**Facility/Location:** Multiple sites/City Shop  
**Job Title:** Public Works Operator  
**Reports To:** City Administrator/Clerk

**Shift:** 8 hours

**Job Summary:** Works jointly with Public Works team members to do the following: Perform all required emergency, cyclic or seasonal services relating to the maintenance & repair of streets, storm sewers and sidewalks. Performs all work in the maintenance and operation of the wastewater treatment and water treatment/distribution facilities. Performs all duties necessary for the maintenance & operation of the parks, pool, civic center, and any & all other city buildings.

## Essential Functions

### Electric Utility

1. Record keeping, knowledge of the City of Strawberry Point's maintenance manual for overhead/underground inspection and vegetation inspection/maintenance relating to the City of Strawberry Point's electric distribution system. Demonstrated ability to conduct its required maintenance procedures, general operation of generation plant when necessary, scheduling maintenance and repair of City of Strawberry Point's electric distribution system when necessary.

### Water Utility

2. Knowledge of and demonstrated ability to conduct daily/weekly/monthly monitoring and testing of water as required in state operating permit, obtaining and performing continuing education credits for state certification of Grade I treatment and Grade I distribution licenses.
3. Knowledge of and demonstrated ability to complete record keeping and coordinate with City Hall staff to ensure legal notifications to customers occur.
4. General operation, maintenance, and repair of the City of Strawberry Point's water treatment and distribution systems. Including but not limited to: Installation and removal of water meters, locating water leaks, operating water valves and curb stops, locating underground water utilities; and maintaining and flushing fire hydrants.
5. Post required notices and shut off water to property as needed.

### Wastewater Utility

6. Knowledge of daily/weekly/monthly monitoring and testing of wastewater as required in NPDES permit, obtaining and performing continuing education credits for state certification of Wastewater Operator Grade I and Grade II licenses.
7. Knowledge of and demonstrated ability to complete record keeping and coordinate with City Hall staff to ensure legal notifications to customers, general construction, operation, maintenance, and repair of City of Strawberry Point's wastewater lagoon treatment and collection systems.
8. General operation, maintenance, and repair of the City of Strawberry Point's wastewater plant and systems.

### Streets

9. Knowledge of and demonstrated ability to remove snow, ice and debris from streets and sidewalks as needed.
10. General maintenance of city streets and parking areas. Proactively identifying areas for repair, obtaining quotes for and aiding City staff in scheduling of repairs.

### Pool

11. General operation, maintenance, and repair of the City of Strawberry Point's pool. Including but not limited to: seasonal preparation for opening and closure, testing and data recording to maintain the required chemical levels for the health and safety of users.

### Grounds

12. Maintain grounds on all City property. Including but not limited to: trimming, mowing, raking leaves and spraying weeds.
13. Trim and/or remove (or arrange for such) trees on City property (while coordinating with Tree Board).
14. Maintain (or arrange for such) all city property structures as needed.

## Functional Job Description

### Equipment

15. Operate all City equipment on appropriate applications as needed.
16. Perform general maintenance and repair works on all City equipment as needed. Maintain accurate equipment records.
17. Maintain (or arrange for such) all city property structures as needed.

### Marginal Functions :

1. Monthly Meter Reading.
2. May provide mutual aid with other utilities in emergency situations.
3. Dispose of dead animals and other disposable items as needed from city property.
4. Inspect sidewalks to ensure code compliance; maintain city sidewalks as required.
5. Maintain, hang, remove and store pole banners, holiday street decorations and flags.
6. Inspect park playground equipment and repairs, or replace (or arrange for such) as needed.

| Physical Demands           | Description  | Essential Function(s)*                       |
|----------------------------|--|--|
| <b>Standing</b>            | Stand for up to 7.5 hours per day.   | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16, 17 |
| <b>Walking</b>             | Walk throughout various parks, fields, and grounds.  | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Sitting</b>             | Sit for up to 1 hour at a time to drive or operate equipment.  | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Lifting</b>             | Lift up to 70-pound tools and equipment (paint buckets, grass seed, concrete forms, ice melt, etc.) from floor to 57 inches.                                     | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Carrying</b>            | Carry various equipment weighing up to 70 pounds up to 50 feet at a time.  | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Pushing</b>             | Push up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.   | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Pulling</b>             | Pull up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.   | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Climbing</b>            | Climb up to 21 steps ranging from 10 inches to 22 inches to get in/out of vehicles, and utilize ladders and step stools.   | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Bending</b>             | Bend and reach from 0 inches to 75 inches with up to 25-inch forward reach for landscaping and maintenance tasks.  | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Reaching</b>            | Bend and reach from 0 inches to 75 inches with up to 25-inch forward reach for landscaping and maintenance tasks.  | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Gripping</b>            | Grip 60 pounds bilaterally to steer vehicles and operate various hand tools.   | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Pinching</b>            | Pinch up to 5 pounds bilaterally to handle small parts and tools.  | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Low-level Work</b>      | Low level kneeling activity for up to 15 minutes to perform various landscaping duties, irrigation repair, machine and equipment maintenance, etc.               | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Above-Shoulder Work</b> | Lift up to 10-pound part from 0 inches to 75 inches and hold for up to 2 minutes at self-selected height above shoulder to secure part, change light bulbs, etc. | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |
| <b>Hand Coordination</b>   | Hand coordination for writing, using keyboard and telephone, and operating various equipment and tools.  | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15,16,17  |

## Functional Job Description

| Exposures                |   |
|--------------------------|---|
| Source                   | Description (level, duration, etc.)   |
| Uneven/slippery surfaces | Required to perform essential functions on slippery surfaces and uneven terrain.  |
| Weather                  | Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, and rain. |
| Electricity              | Exposure to electricity and risk of electrical shock.   |
| Confined Spaces          | Required to perform essential functions in various confined spaces.   |
| Heights                  | Required to perform essential functions at heights in excess of 30 feet.  |
| Noise                    | Various equipment such as boring equipment, vacuum, landscaping equipment, etc.   |
| Chemicals                | Various toxic or caustic chemicals.   |

### Knowledge, Skills, and Abilities

- Working knowledge and demonstrated ability in the methods, operation and use of vehicles, tools, equipment, machinery and materials needed to perform operations and maintenance of public works and utilities.
- Ability to perform heavy manual labor such as: lift and carry heavy objects, crawl, stand, bend, reach, climb ladders and manipulate tools and objects requiring manual dexterity, sometimes under adverse weather conditions.
- Working knowledge of the occupational hazards and safety precautions necessary to perform manual labor and utility maintenance work
- Ability to maintain equipment and vehicles, record information and follow preventative maintenance programs.
- Ability to communicate effectively with other City employees and the general public.
- Ability to follow oral and written instructions, work independently with minimal directions, and prioritize work.
- Ability to work on-call, overtime and rotating shifts, as assigned.
- Knowledge of, or ability to learn, all city, state and federal standards applicable to the job.

### Licenses and Certifications

- Possession of or ability to obtain and maintain: Grade I Water Certification within 1 year of hire.
- Possession of or ability to obtain and maintain: Grade II Wastewater Certification within 3 years of hire.
- Possession of or ability to obtain and maintain: Certified Pool Operator within 1 year of hire.

### Conditions of Employment:

- Pre-employment drug screen.
- Background investigation.